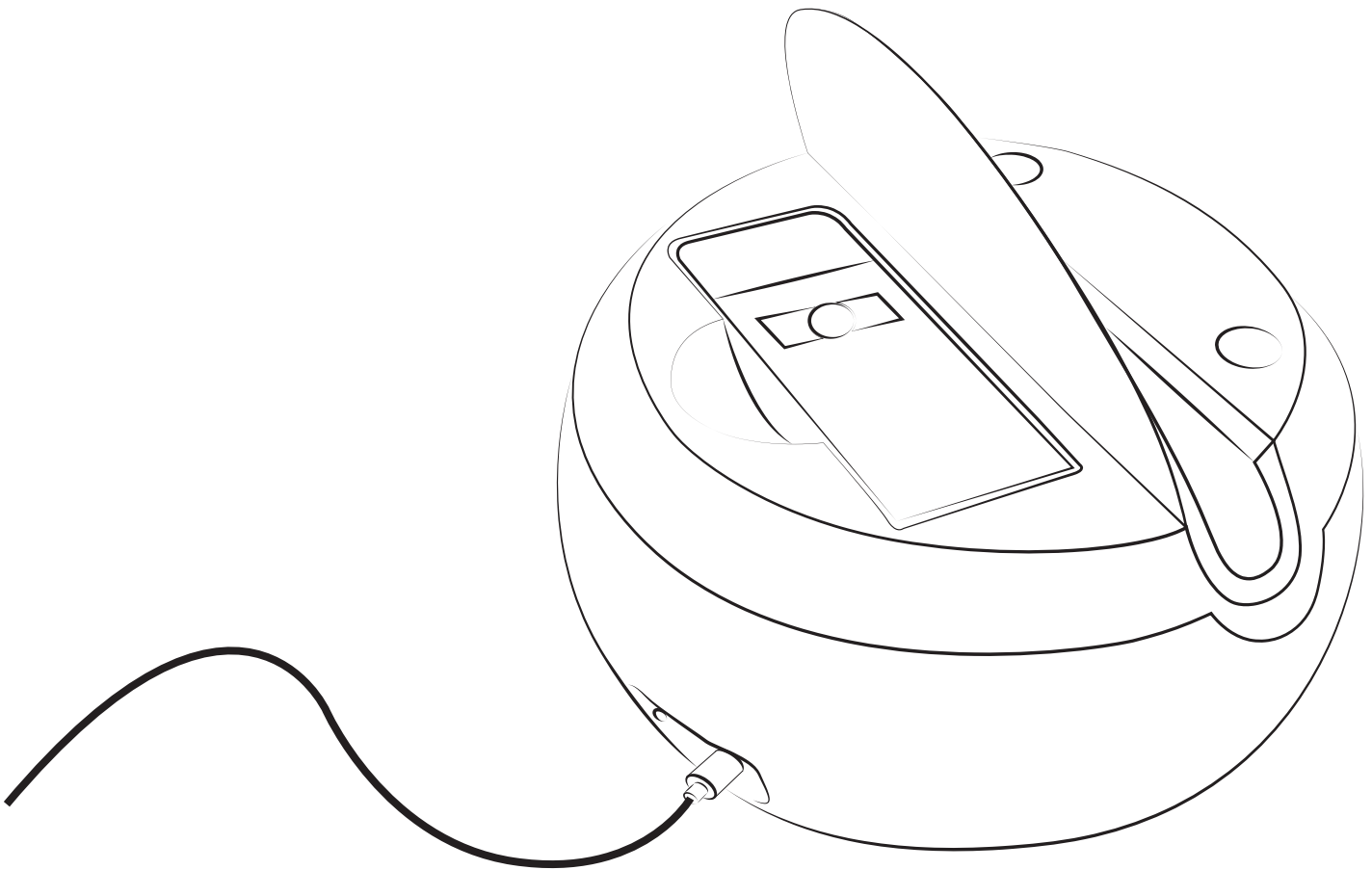




Swivl User Guide



The Swivl Solution

Swivl is more than just video capture, it is a 3-part solution.



Swivl Robot



Swivl Capture App



Swivl Cloud

The Swivl Robot works with any tablet device and follows the movement of the marker. The marker has a built in microphone and buttons that start/stop and pause recording and tracking.

We recommend that you use an iPod when you check out a Swivl.

This FREE iOS and Android app controls the firmware and settings for the Swivl Robot. The app allows users to easily record lessons, student presentations, or performances. With the heads-up display users can view presentations, timing or what is being recorded.

Swivl Cloud is FREE and provides unlimited video storage, editing and sharing. Videos can be automatically uploaded from the Swivl Capture App to Swivl Cloud. Swivl Cloud integrates with any LMS. The commenting tool allows for reflection and discussion.



We recommend that you create your Swivl account BEFORE you videotape yourself. Look for the Swivl Capture app on the iPod to create your account. Make sure that the last person who used Swivl cloud logged themselves out of the account so that when you upload your video you are not uploading to someone else's account.

Uses

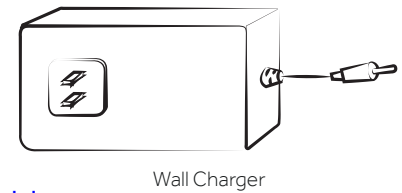
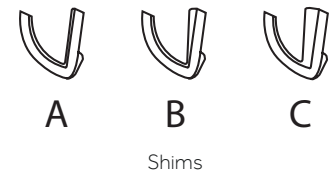
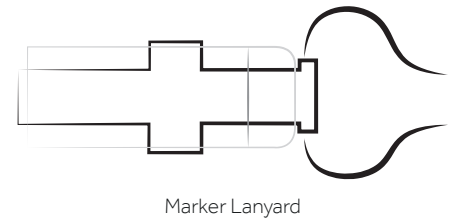
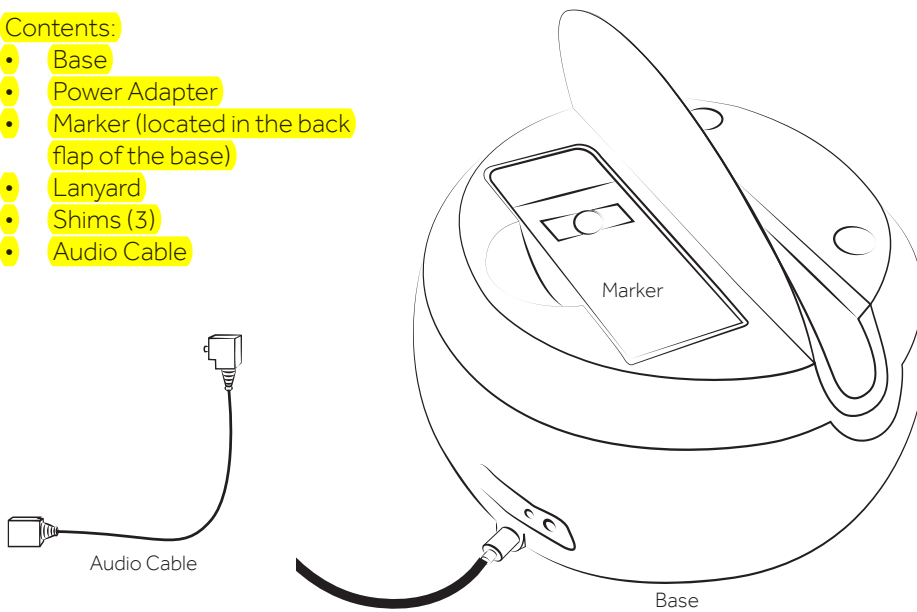
The Swivl solution has the power to enhance teaching and learning. Some uses include:

- **Flipped teaching and leadership:** Use Swivl to record mini-lessons, video newsletters, or instructional videos to share with students, parents, and/or community members.
- **Teacher reflection:** Capture instruction so that teachers can reflect on and improve their practice. The commenting functions of Swivl Cloud allow administrators or mentors to share feedback.
- **Student created content:** Allow students to take ownership of their own learning by having them record discussions, presentations, oral readings or demonstrations. Then ask students to watch and reflect on their videos or even "publish" their videos within an eportfolio or blog.
- **Observations and evaluation:** Use Swivl to capture teacher-led instruction to share with administrators for use in evaluations or the sharing of best practices.
- **Substitute teachers and absences:** Capture instruction or video messages for substitute teacher use or to pass along to absent students.
- **Station-based learning:** Record video instructions or mini-lessons for students to use in small groups or stations. Allow students to then use Swivl to capture their work within the small groups.

Swivl Robot

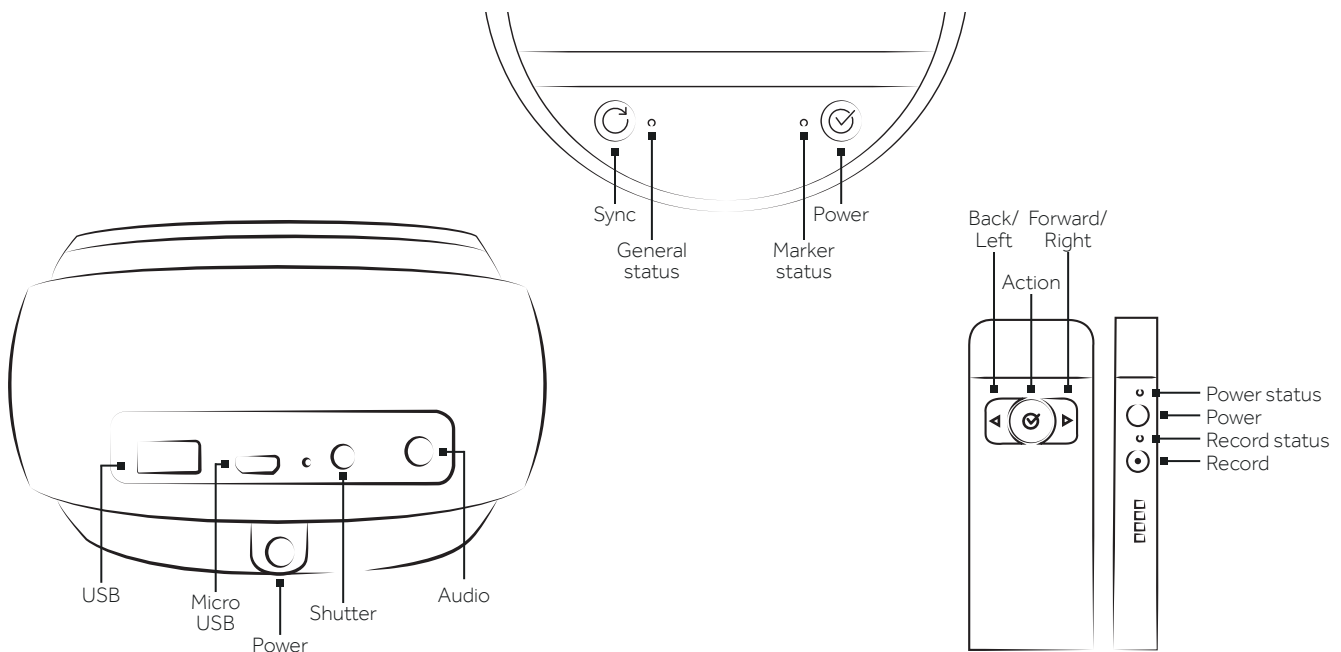
Contents:

- Base
- Power Adapter
- Marker (located in the back flap of the base)
- Lanyard
- Shims (3)
- Audio Cable

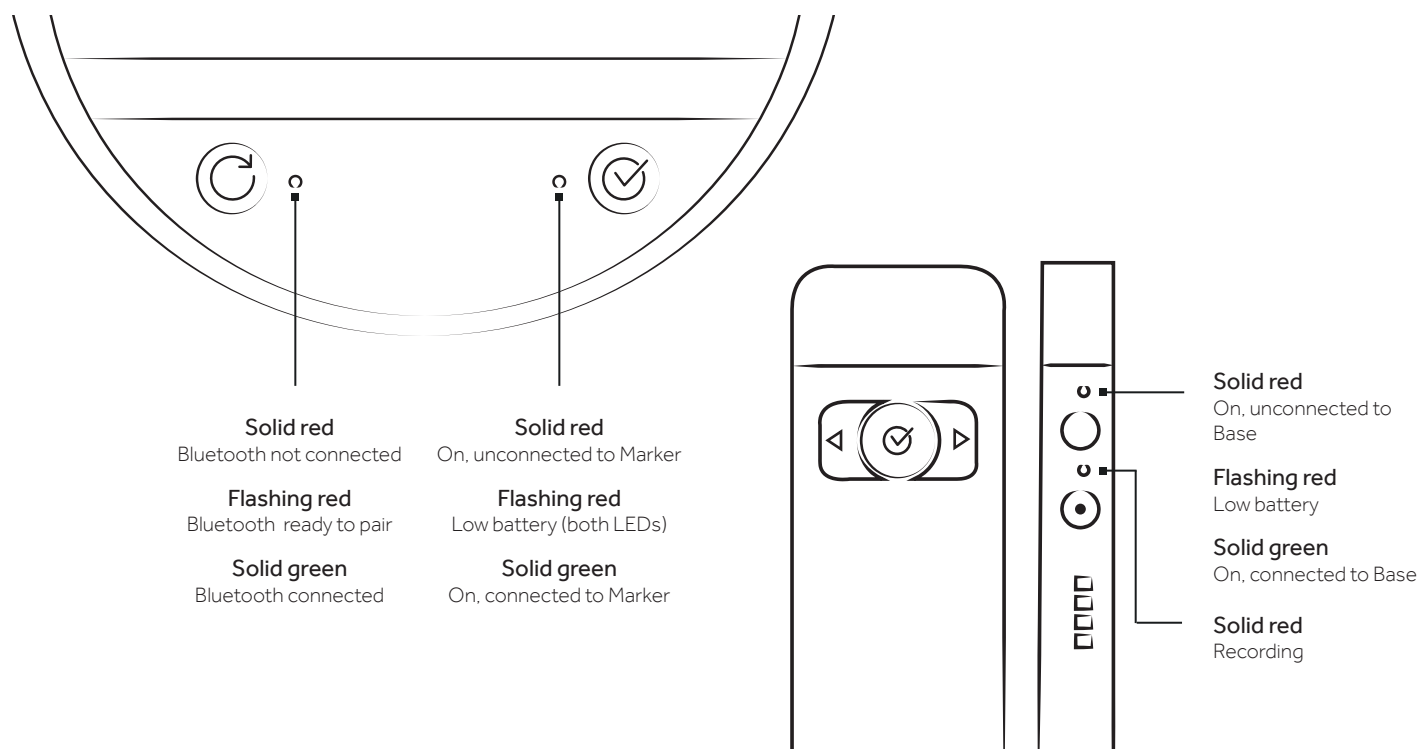


Please make sure that all items are in the bag when you check out your Swivl

Key Features



LED Status Guide

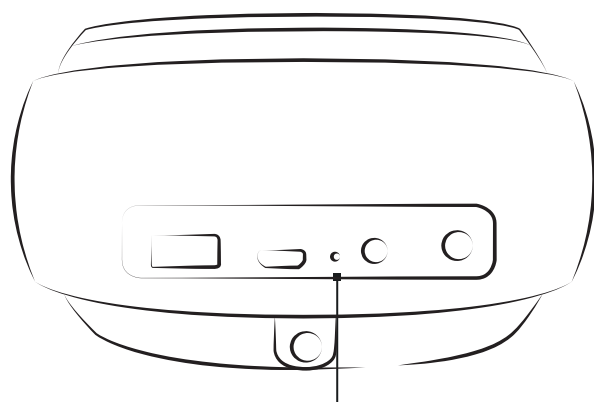


We also recommend that you charge the Swivl when you check it out so that it is fully charged before using it in a classroom. For best results, we also recommend if you can that you charge your Swivl while you are recording.

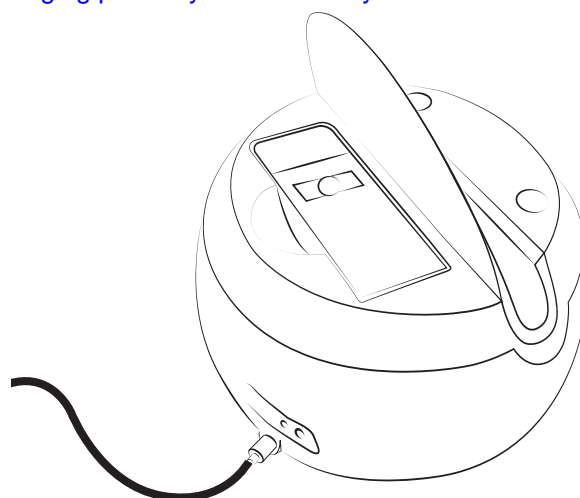
Charging

Plug the charging cable into bottom of the base and place marker in the base dock to charge. You should see an LED light when plugged in. The battery life of the base and the marker can be checked in the Swivl Capture App Settings. (Mobile device must be connected to the base via Bluetooth.) When the base is plugged in, the USB port in the back of the base can also be used to charge your mobile device.

Note that depending on where the base "stopped" the last time it was used, the charging port may not be directly in the back of the base.



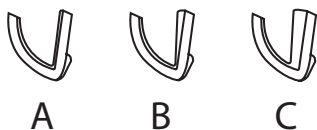
Flashing Green - Base charging
 Flashing Red - Marker charging
 Solid Green - All charged
 Flashing Red and Green - Both marker and base charging



Getting Started

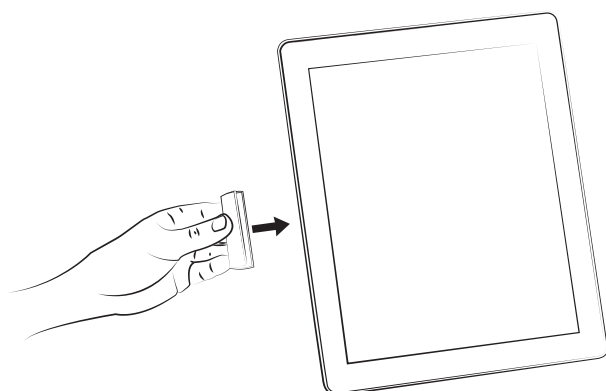
Step 1: Determine which grip best fits your device.

There are three shims that hold your mobile device. Each shim has a different thickness. Select a shim and test on edge of mobile device. Fit should be snug with no force. (For devices with large cases, a mount anything kit is available for purchase.)

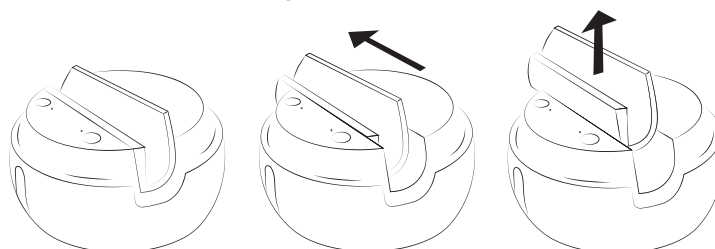


For iPods, use shim C

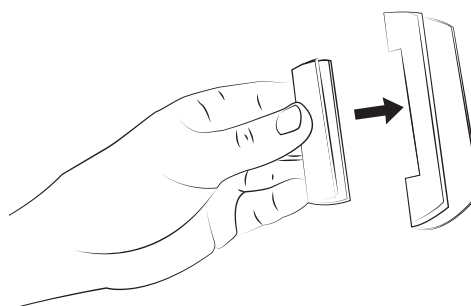
First, determine which shim best fits your device.



Next, push removable grip holder left and lift to remove.



Finally, insert shim into grip holder and place in base.



Step 2: Power on the device.

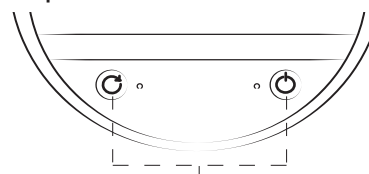
Lift the back flap on the base to remove the marker. Press and hold the power button on base. Then hold the power button on the marker for 3-4 seconds. Both lights should turn green, meaning paired. If the top light on the marker, and the right light on the base are both red, you may need to pair your marker with the base.

Please note that sometimes it takes more than one attempt for the marker to pair with the base.

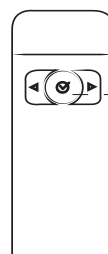
How to pair a marker:



If the marker still will not pair, make sure it is charged



Step 1: Press and hold both power and sync button simultaneously until power LED on base flashes. Then release.

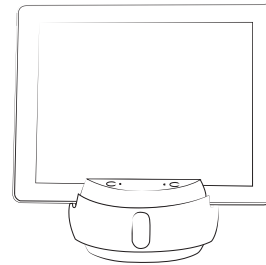
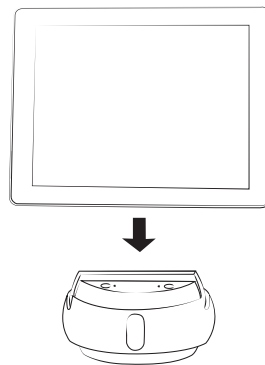
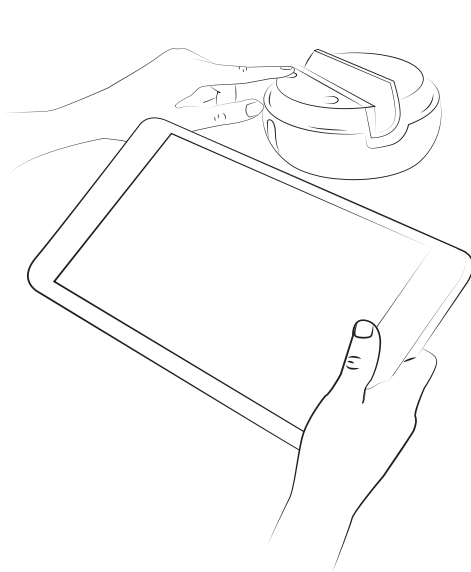


Step 2: Press and hold both power and checkmark button simultaneously until top LED on marker flashes green. Then release. Pairing is complete.



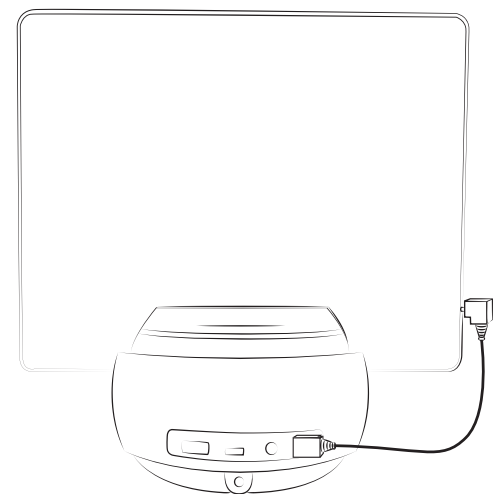
Step 3: Connect your device.

Open the Bluetooth menu on your device. Press and hold sync button on the Swivl base until Bluetooth status light flashes. Pair with Swivl. Green status light means connected. You will be prompted to open the Swivl Capture App. Then, insert your device, screen forward into the base.



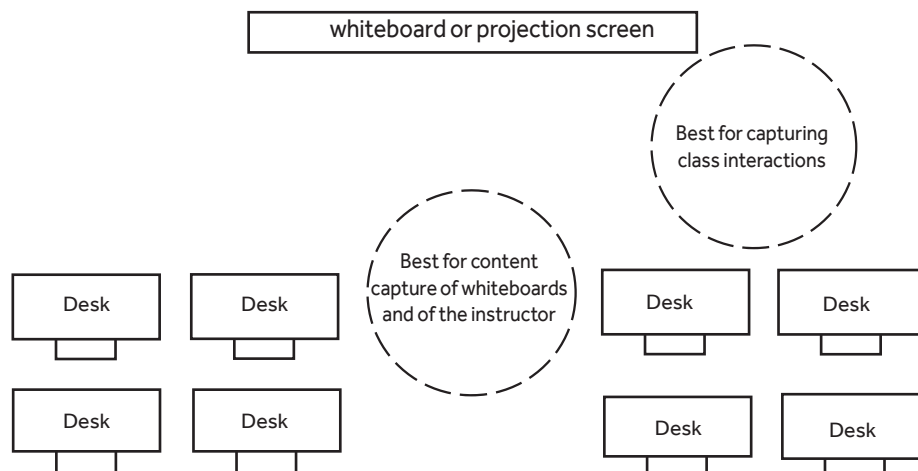
Step 4: Connect audio cable.

The marker contains a microphone, so plug the audio cable into microphone port on the base and into your mobile device to receive wireless microphone feed.



Step 5: Select room placement.

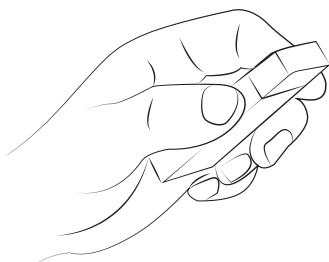
Place Swivl approximately 6-15 feet from the presenter in the front or middle of the room. Use the Swivl floor or table stand for the best results. The heads-up display allows the teacher to view the live recording and uploaded presentations.



Step 6: Capture video.

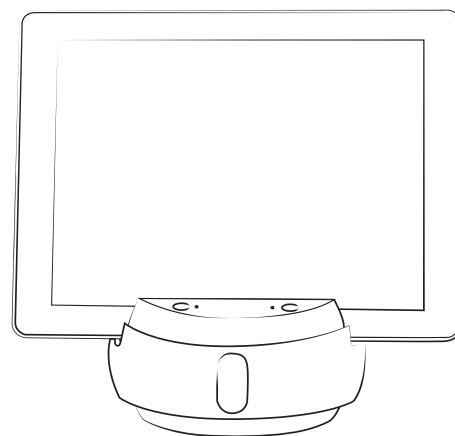
The marker needs a clear line of sight to the base, so ensure that you don't have any objects in front of the marker. When using the lanyard, slide the marker into the lanyard and securely attach around your neck.

To capture video, ensure that the base and marker are both powered on, the Swivl Capture App is open, and the audio cable has been connected. Choose 'Capture' within the Swivl Capture App, then tap the record button on the marker to begin recording.



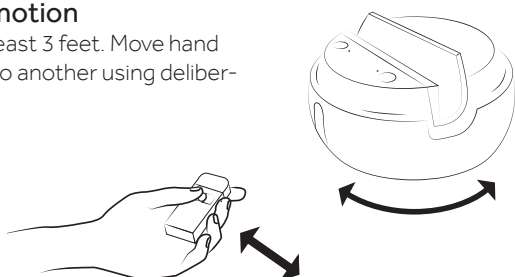
A red light will illuminate above the record button on the marker and the app will begin capturing audio and video. To stop recording, simply tap the record button on the marker again.

It is recommended that you perform a few recording tests, lasting 30-60 seconds to increase your comfort level and familiarity with the device.



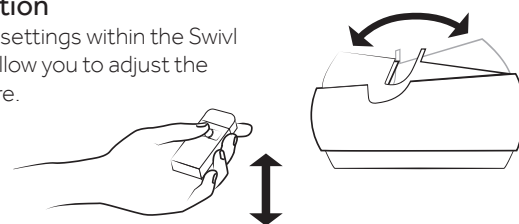
Horizontal motion

Stand back at least 3 feet. Move hand from one side to another using deliberate motions.



Vertical motion

The advanced settings within the Swivl Capture App allow you to adjust the auto-tilt feature.



Before you upload your video to the Swivl cloud, double check that you are logged in with your account.

Step 7: Share video.

Videos stored within the app take up space on your mobile device, therefore it is recommended that you upload your videos to Swivl Cloud where they can be shared via email, URL or embedded. See the following pages to learn more about the Swivl Capture App and Swivl Cloud.



1. From the Swivl Capture App, upload your video to Swivl Cloud.



2. Login at cloud.swivl.com to view your videos.



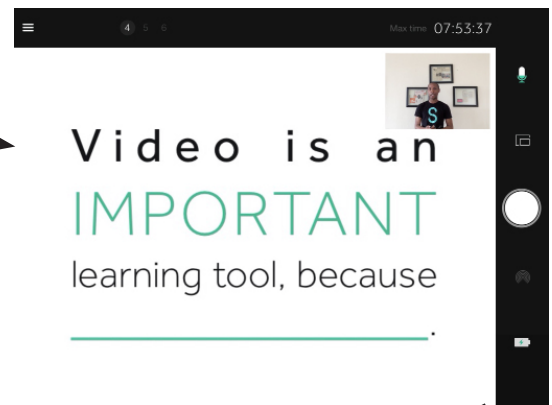
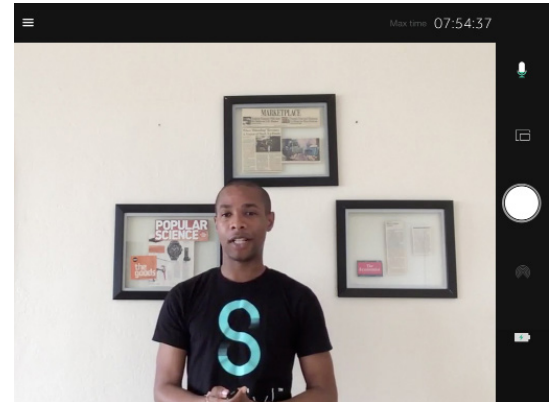
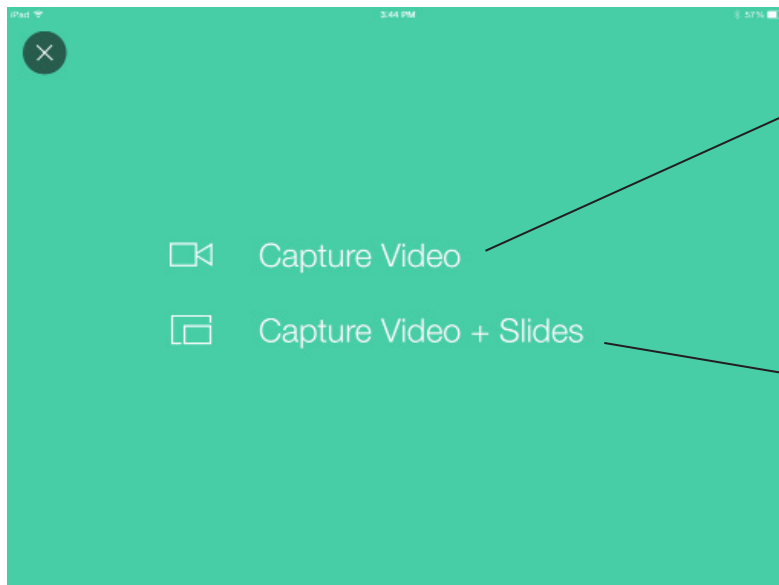
3. Add presentation slides to your videos and share with others.

Swivl Capture App

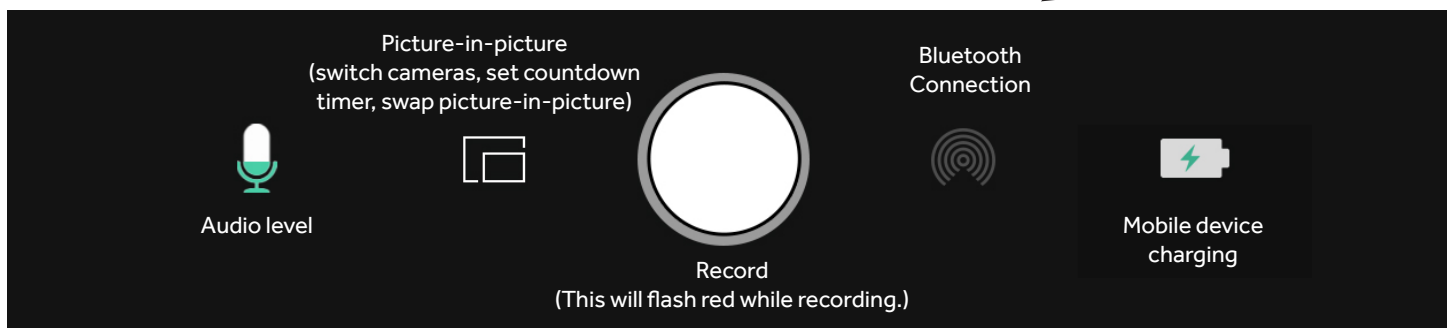
When first opening the Swivl Capture App you will be prompted to create a Swivl Cloud account. This will allow you to manage all of your videos on any device with an Internet browser.

Next, you will see a splash screen with two options:

- **Capture Video:** Capture video only.
- **Capture Video + Slides:** View preloaded slides with your video. (The slides must be uploaded in Swivl Cloud, and the arrows on the front of your marker will advance your slides.)

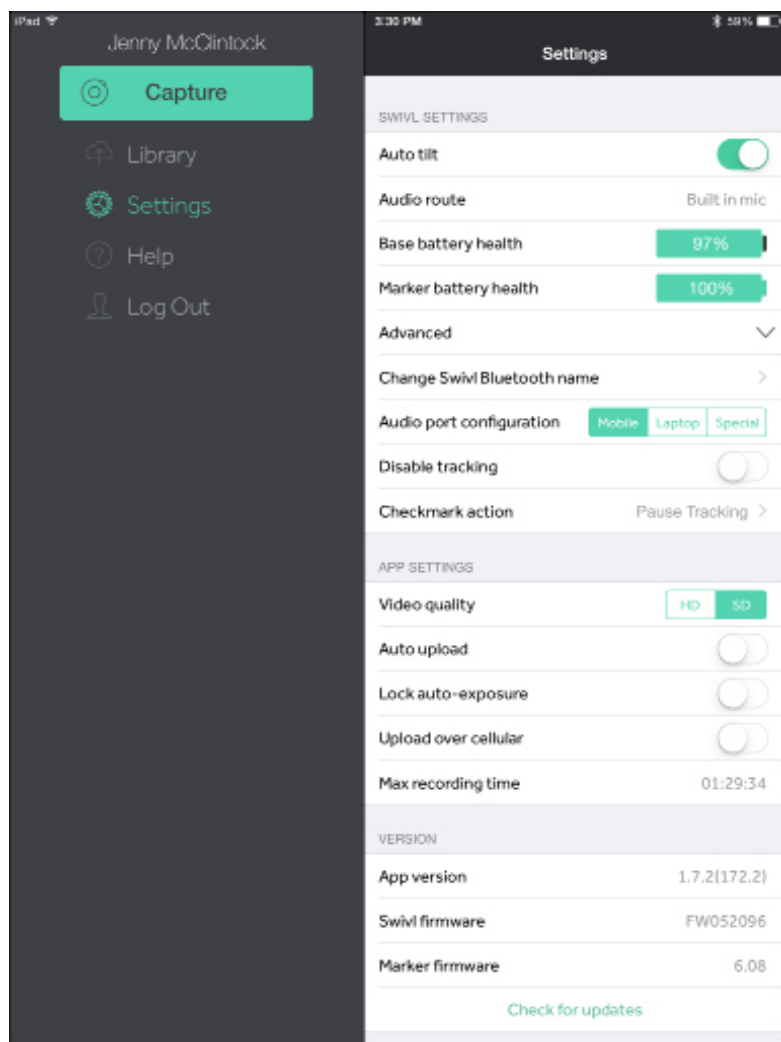


Within the capture screen you will notice a bar with the following icons.



Settings

By exiting the splash screen, you will notice five options within the left navigation bar. The settings apply to the app and the control the Swivl Robot when connected via Bluetooth.



SWIVL SETTINGS:

(Only available when connected to the Swivl base via Bluetooth.)

- **Automatic tilt:** Enable Swivl base to tilt automatically.
- **Audio route:** Indicates where audio is being captured.
- **Base battery health:** Indicates battery life remaining in base unit.
- **Marker battery health:** Indicates battery life remaining in marker.

Advanced

- **Change Swivl Bluetooth name:** The name of the Swivl base can be changed for easier identification.
- **Audio port configuration:** Manage which device type audio is routed to.
- **Disable tracking:** This setting will manually disable tracking. The marker can still be used to start/stop recording and as a microphone, but the base will not track the marker.
- **Checkmark action:** The checkmark action by default is set to slide view. It can also be set to pause tracking or capture a 360 degree video.

APP SETTINGS:

- **Video size:** Determine the size of video your mobile device captures. **SD is recommended and requires 1.2 MB of space per 1-hour video.** HD requires 2.4 MB of space per 1-hour video. It is important to note that videos are stored on your mobile device until deleted. It is recommended that you upload videos to Swivl Cloud and then delete them from the app to save space.

- **Auto upload:** By enabling this function, your videos will automatically be uploaded to Swivl Cloud. This is recommended if you are using a wifi connection.
- **Lock auto-exposure:** Locks exposure level at the beginning of recording for duration of video. It is recommended to disable this function.
- **Upload over cellular:** Enables upload of videos using cellular data.
- **Max recording time:** Indicates maximum amount of video (in minutes) that can be recorded on your device.

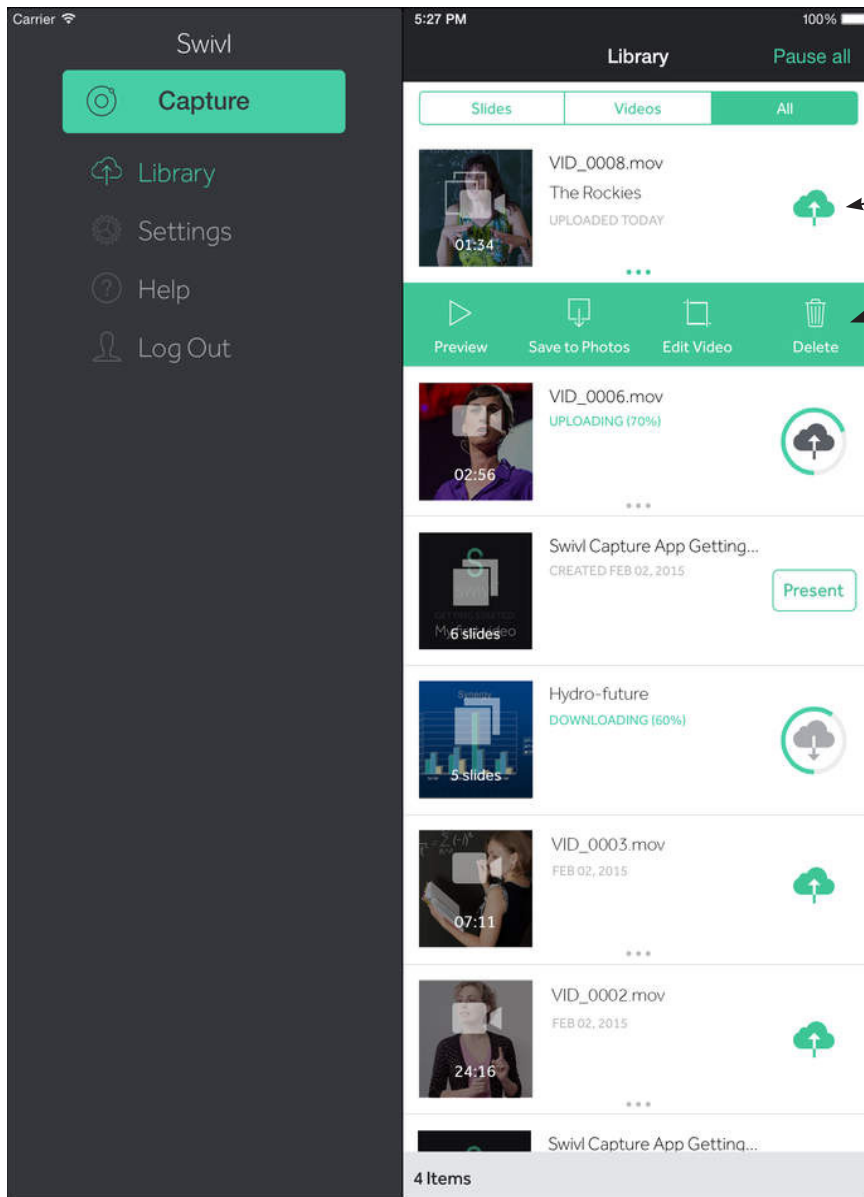
VERSION:

- **App version:** Indicates which release of Swivl Capture is being used.
- **Swivl firmware:** Indicates which release of base firmware is being used.
- **Marker firmware:** Indicates which release of marker firmware is being used.

Note that an Internet connection is needed when capturing the video to the cloud. If you do not have an Internet connection in your school, you will need to upload the video at a later time.

Library

It is important to note that videos are stored in the app and consume space on your mobile device until they are deleted. It is recommended that you upload videos to Swivl Cloud and then delete them from your device when possible. **If you are sharing a device with others, be sure to delete your videos and logout of the app after use.**



The library has three tabs at the top: Slides, Videos, All. It is within these tabs that you will see your recorded or uploaded content.

To upload videos to Swivl Cloud, click on the cloud icon.

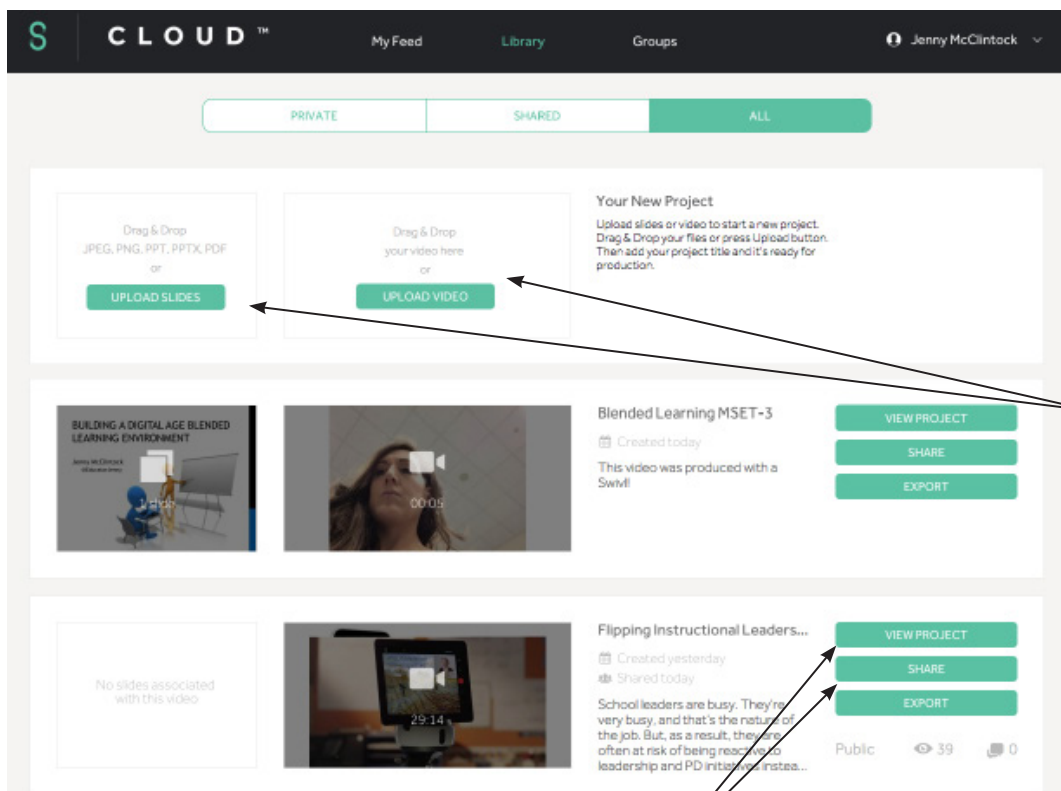
The ellipsis will open a menu of options that include:

- **Preview:** Watch your video
- **Save to Photos:** Save your video to the photo collection on your mobile device
- **Edit Video:** Clip the beginning or end of the video
- **Delete**

Swivl Cloud

Login to Cloud.Swivl.com to access your videos. At the top, you will notice three tabs to the left of your name:

- **My Feed:** Contains videos or presentations shared with you by others
- **Library:** Your videos and presentations
- **Groups:** View your created groups or groups that you are a part of. Creating a group is helpful when you plan to share many videos with the same set of users. It will also allow you to add new users to a group and automatically allow them to see a set of videos.



The Library contains three additional options:

- **Private:** Videos you have not shared
- **Shared:** Videos you have shared
- **All**

While most videos are uploaded from the Swivl App, videos can be manually uploaded from other programs.

Slides may also be uploaded to use during recording. These slides may include teaching notes, discussion questions, or presentation materials. Connect your iPad to a projector to display the slides during your presentation. The arrows on the marker will advance your slides. (A projection kit is available for purchase.)

Sharing Projects

Projects can be shared in four different ways:

- **Email:** Send a link to your project on Swivl Cloud directly via email. Users must have (or create) a Swivl Cloud account to view the video. This option allows you to see detailed viewing analytics.
- **Group:** You can share your project with any of your existing groups, or create a new group of Swivl Cloud users.
- **Public Link:** Video can be viewed without a Swivl Cloud account. This also means that it can be forwarded, re-posted and watched by anyone.
- **Embed:** Post your video project into any LMS, website or blog. Embedding options include size, password protection, and embed access.

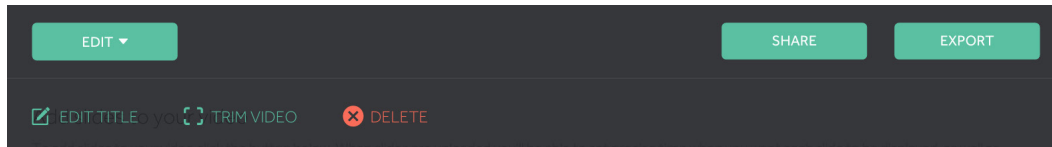
Exporting Projects

Video projects can be exported as an .mp4 or .mov file. When projects are exported, viewers lose the benefits of Swivl Cloud.

- **Download Video:** Save the .mp4 video file on your computer.
- **Produce:** Prepare your project (slides + video) for export and save it as a new project. There are a variety of options for combining the slides and video into a single file.
- **Export to YouTube:** Export the video file as a .mov. Only the video file is exported. If you want to export both slides and video, you should produce the video first.

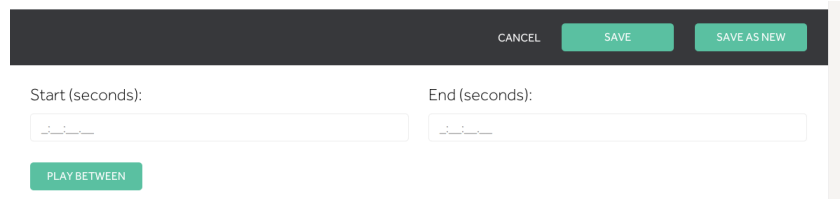
Viewing and Editing Projects

When you choose 'View Project' you are able to edit, produce, share or export your project.



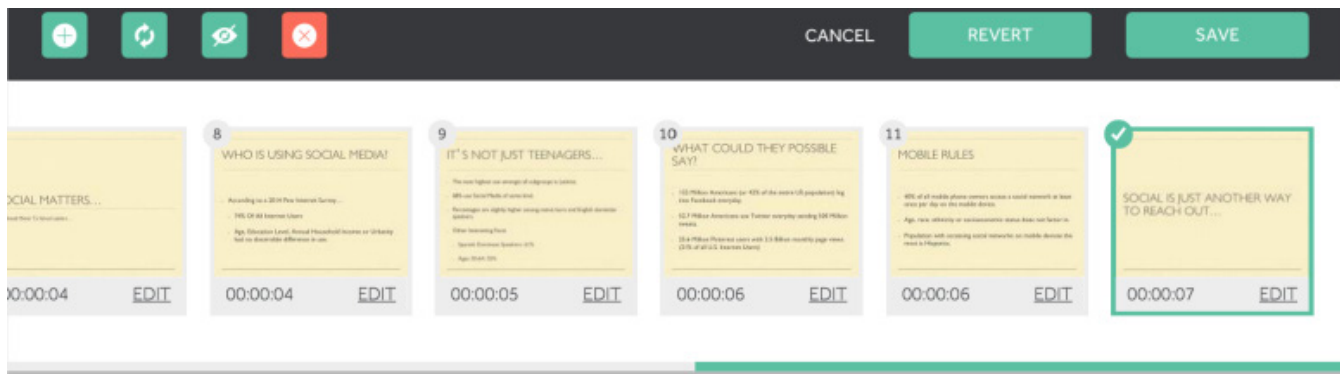
Videos without slides have the following editing options:

- **Edit Title:** Create a unique name and description for your video.
- **Trim Video:** Trim the beginning or ending of a video and save as an existing or new project.
- **Delete:** Permanently delete the video from Swivl Cloud.
- **Add Slides:** Add slides to your video (.jpeg, .png, .ppt, .pptx, .pdf). When slides are uploaded you are able to set precise time when you want each slide to be displayed, as well as replace slides, change position, hide or delete.



Add slides to your video

To add slides to your video click the button below. When slides are uploaded you'll be able to set precise time when you want each slide to be displayed, as well as replace slides, change position, hide or delete.



When editing slides, you have the ability to change the timing of the slides so that they are aligned to the video content. The editing functions also include the ability to:

- Upload new slide
- Replace selected slide
- Hide selected slide
- Remove selected slide

The Benefits of Swivl Cloud

When projects are shared through Swivl Cloud, viewers are able to jump through the video by clicking on the slides. Viewers are also able to comment on the video.

The screenshot displays the Swivl Cloud interface. At the top, there's a navigation bar with 'S CLOUD™', 'My Feed', 'Library', 'Groups', and a user profile 'Jenny McClintock'. Below this, a video player is shown with a play button. To the left of the video is a slide thumbnail titled 'Peter DeWitt, Flipped Leadership: ASCD 2015'. Below the video player, there are buttons for 'EDIT', 'PRODUCE', 'ANALYTICS', 'SHARE', and 'EXPORT'. At the bottom, a row of six slide thumbnails is visible. On the right side, a comments sidebar shows 5 comments with timestamps ranging from 00:00:00 to 00:00:51. An arrow points from the 'Commenting Mode' button in the video player to the comments sidebar.

Comments:

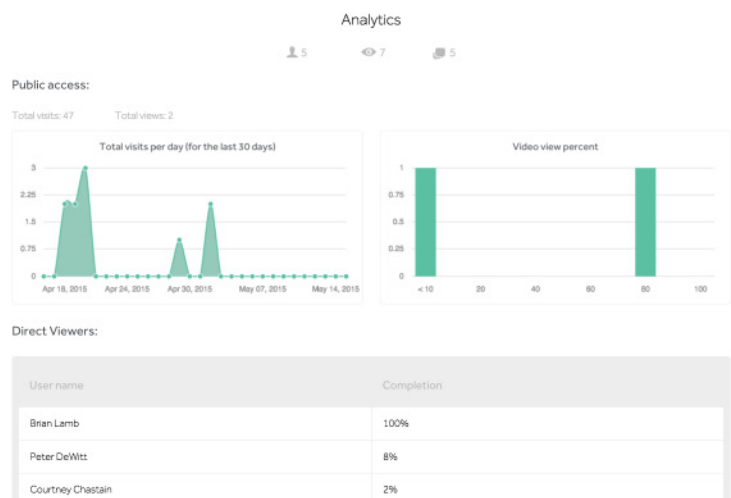
- 00:00:00: Me Huh.
- 00:00:01: Brandon Ledford Nice video
- 00:00:14: Courtney Chastain Nice
- 00:00:51: Jennifer Wilkie This is cool

Because comments are time stamped with the appropriate time from the video, users are able to dialogue and ask questions about the video. Commenting is great for teacher reflection, student discussion and guided learning.

Analytics

When projects are shared, the owner has the ability to see viewing analytics including:

- Total visits and views
- Visits per day
- Percentage the video viewed
- Names of viewers and what percentage of the video was watched (users with a Swivl Cloud account)



For more information, go to: swivl.com/support

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