

SWIVL SUPPORT FOR CLINICAL TEACHERS



Swivl Resources

Getting Started

- [Learn to Use Teams with Swivl and Robot](#)

Knowledgebase

- Please visit the [Swivl Help Center](#).

Troubleshoot Swivl

- [Troubleshooting and FAQs](#)

Training

- [SWIVL Events and Webinars](#)

What is Available to Clinical Teachers (CTs)?

- COEHD Labs offers loaner equipment to **CTs** through the COEHD Equipment Loaner (CEL) Program.
- **Submit a request for a Swivl** by emailing coehdlabs@utsa.edu and respond to the COEHD auto-reply email sent to your inbox.
- Appointments are arranged via email.
- Equipment Agreement Forms and Swivl Resources will be provided to each **CT** that checks out.
- Equipment options available:
 - iPad
 - Carrying Bag
 - Swivl Kit - *very limited
 - Swivl Stand (Tripod) – *very limited

Swivl Distribution

- Swivl equipment is limited.
- If no Swivls are in stock, sharing a Swivl is the alternative.
- Swivl Sharing Form will be used to shift liability from one **CT** student to another out in the field.
- To share, CEL recommends user to a **CT** that has a Swivl in their district.
- If sharing, **CTs** do not have to visit the COEHD Learning Labs but are welcome to do so for cleaning and inspection.

Sharing Swivls Between Clinical Teachers

Due to the limited amount of available Swivl loaners, **CTs** have the option to share Swivl Kit with a Stand only.

1. Sharing Swivls

This check-out procedure will work for students sharing a Swivl Kit with a Stand only (**does not include iPad**).

- Currently, the **CT** who originally checked out Swivl equipment is financially liable and responsible regardless who he/she shared with.
- To transfer Swivl liability and responsibility, a **CT** must submit a Swivl Sharing Form.
- Due to covid-19, be sure to disinfect Swivl equipment properly when sharing.

2. Transfer Swivl Liability

It is the **CT's** responsibility to remember that **they are liable until the Swivl Sharing Form is submitted.**

- For example, **Student A** checks out **Swivl A** on campus. **Student B** wants **Swivl A**.
- **Student B** fills out Swivl Sharing Form.
- **Student A** can hand **Student B**, the **Swivl A** equipment.
 - The **Student A** will receive email notifications that Swivl equipment was checked in.
- **Student B** now liable for **Swivl A**.
 - The **Student B** will receive email notifications that Swivl equipment was checked out.

3. Swivl Sharing Form

To **attain a Swivl by sharing** from another CT:

- Click here to access [Swivl Sharing Form](#).
- This online form automatically transfers and tracks Swivl liability and responsibility.
- Once the form is submitted, the [previous Swivl User](#) can hand Swivl to [new Swivl user](#) (**same day**).
- Updated CEL forms will be sent via email to both previous and new Swivl users stating the request and who is liable (2-3 business days).

NOTE: DO NOT SHARE iPADS!

Clinical Teacher Responsibilities

- Must fill out the Swivl Sharing Form before handing to another student.
- Coordinate with each other to share Swivl Kit and Stand.
- iPads will **NOT** be shared.
- Sanitize Swivl Kit and stand only. NOT iPad.
- Use your own Swivl Account for security purposes.

Teams Solution Components

The Swivl Solution consists of **three** major components:



- Swivl Robot = **hardware** to capture 360° video
- Swivl Markers = to capture student audio from several places in the classroom

- Teams by Swivl app= mobile application for **iOS** and **Android** devices; required to connect to the Swivl Robot

- **Teams by Swivl** = web-based collaboration and coaching platform

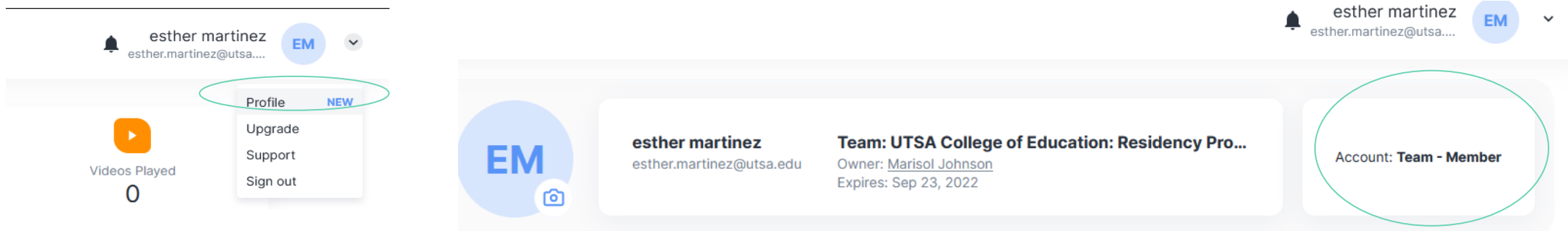
Swivl Account Setup

Once the Swivl app is downloaded, assure that you are added to the [Swivl Team Account](#) with your instructor's assistance.

The following steps must be taken to be added to a Swivl Team Account:

1. A **CT** will provide their preferred email to instructor.
2. Instructor will add the **CT's** preferred email on their Swivl Team Account.
3. Once the **CT** is added, **CT** will receive an email invite (to that preferred email they provided) and can then setup a Swivl account.
4. A **CT** must use their preferred email when logging into the Swivl app.

Your instructor will be able to inform you if they can see your videos.



A **CT** can check Account Type by logging in to Swivl Dashboard and clicking on name on the upper right hand corner, and choosing Profile.

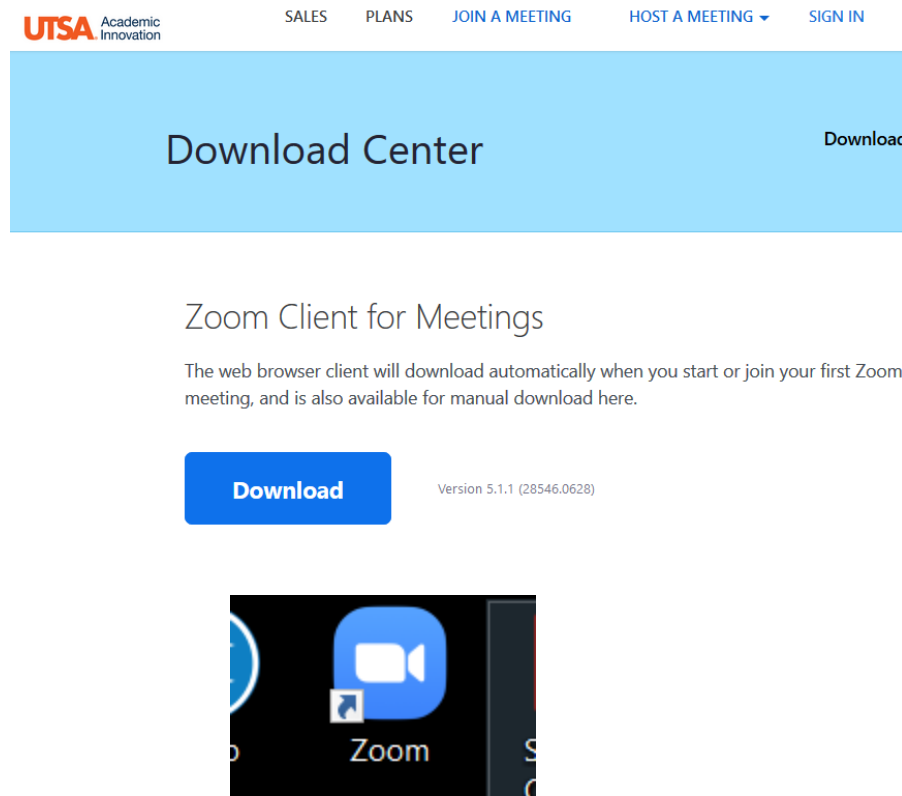
Swivl Account: [Free vs. Member](#)

- A Free Account is free and has limited features.
- A Member Account offers more features, but must be assigned by your instructor.

Livestream with Zoom

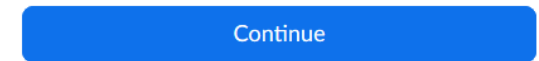
Zoom can be used in conjunction with the Swivl App.

[Zoom is now available to all UTSA faculty, staff and students](#) as part of the newly acquired university site license.



Sign In with SSO

Company Domain

[I don't know the company domain](#)

1. [Zoom Cloud Meetings](#) can be used as an app on iOS and Android devices.

2. The [Zoom Client](#) can be downloaded to a computer.

3. Zoom can be used via a [web browser](#). It is important to use SSO to login to your UTSA Account.

Where can students get help?

- [COEHD Learning Labs](#): 210-458-4035

Main Campus, MB 0.330
Downtown Campus, FS 3.418

- CEL Support: coehdlabs@utsa.edu

- Swivl Support:

support@swivl.com
M-F, 7AM-4PM PDT

swivl.com/setup
for articles, videos, and
FAQs, 24/7

1-888-837-6209
option 2 for support
M-F, 7AM-4PM PDT