UTSA COEHD Swivl Robot + Teams Setup Guide

Swivl

Swivl Robot

Swivl

Swivl Robot + Teams

- Innovative video capture system that allows schools to build a culture of coaching and collaboration.
- Create asynchronous recordings, flipped classrooms, perform classroom observations.
- Provide hybrid and distance learning opportunities to remote students.

- Store, edit, and share videos through the Teams by Swivl platform.

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Teams by Swivl Components

Swivl Robot

Multiple microphones (Markers)

Teams App

Record or stream video

Teams Website

Save content to view, edit, share, and collaborate.

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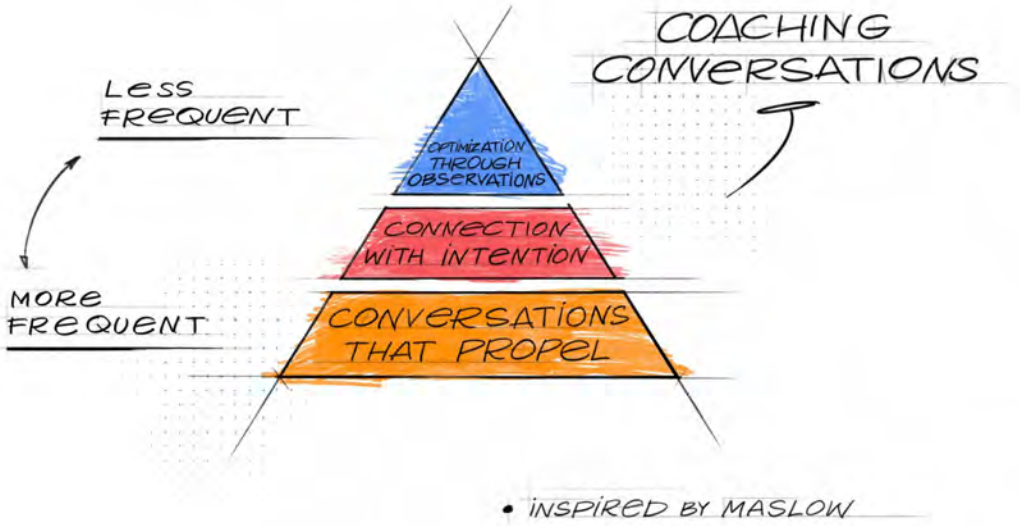
THE COACHING CONSTRUCT



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How Swivl Robot Works

Get to Know the Robot

- Swivl Robot Mobile Device Grip, Ports, and LEDs
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- Markers
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- Using Swivl app for asynchronous recording

Teams by Swivl Basics

- Using the Teams website
- Uploading
- Editing
- Sharing

Swivl Support Resources

More from Swivl!

- Skilled.space & Synth

Swivl

Swivl in the Classroom

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How Swivl Works

The Swivl robot tracks the Marker via infrared signal.

The Primary Marker is worn around the neck so the Swivl can follow the teacher's movement around the classroom.

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How Swivl Works

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Get to Know the Swivl Robot

Swivl Robot Ports

Swivl Robot Indicator LEDs

Solid Green Light: Mobile device successfully connected

Solid Red Light: No Marker connection

Swivl Robot Indicator LEDs

Both Lights Green:
Marker is connected and a mobile device is detected.

Note: If using C3 or C5, LEDs will be green when ANY marker is connected,
Before recording, always verify Primary Marker's status in Swivl app.

Swivl Robot Indicator LEDs

Base battery low!

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Adjust the Grip

1. **Slide the grip to the left.**
2. **Lift the grip out of the base.**
3. **Replace the shim.**
4. **Align the grip back in the grooves of the base and slide it to the right.**

Tip: Alternatively, try the Mount Anything Grip for devices with thick cases. Available on the Swivl Store.

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Charging & Battery Life

Charge lasts for 4-6 hours.

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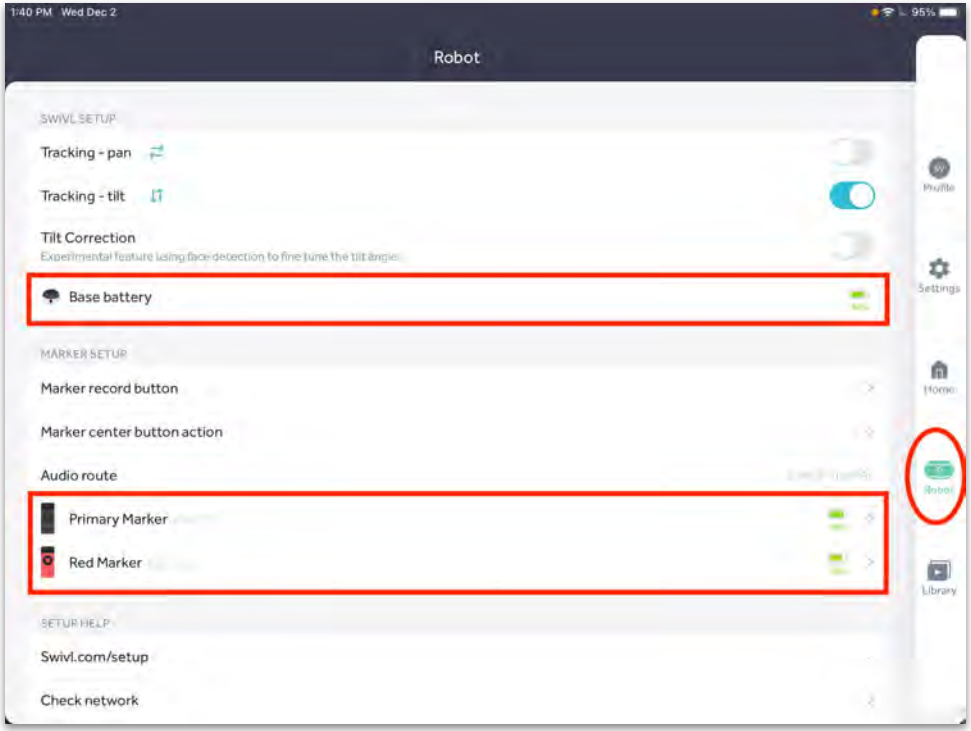
Check Battery Status



Within the Swivl App, go to Robot Settings to check the Base and Marker battery status.

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Check Battery Status

Marker Charge Status Base Charge Status

Marker Charge Status

Flashing Red: Charging, less than 40% battery

Flashing Green: Charging, more than 40% battery

Solid Green: Marker is fully charged

Base Charge Status

Flashing Red: Charging, less than 40% battery

Flashing Green: Charging, more than 40% battery

Solid Green: Base is fully charged

Charging Swivl Markers: C-Series

Best Practice Tip:
Charge 3 Markers at once by placing 1 Marker in Swivl Base and charging 2 Markers on the hammerhead cable.

Marker charging cable(s)

USB 4-port
charging block

International adapters come with each kit

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Charging Swivl Robot Base

Best Practice Tip:
Set up a regular daily charging routine.

Swivl Base Charging Cable

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Markers

Markers: C-Series

Primary Marker
Teacher wears Primary

Secondary Markers
Place around classroom to capture student audio

Neck Lanyard (1)

Marker Clip

Swivl

Marker Features: C-Series

Power

Record Start/Stop

Audio Jack/Charging Port

Center: Pause/Resume tracking
Left/Right: Navigate slides
Up/Down: Bookmarking (Pro Feature)

Microphone

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Marker Features: C-Series

Use the primary marker to pause and resume tracking. Press the center button.

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Primary Marker: C-Series

The Primary Marker is indicated by 2 green lights.

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Primary Marker: C-Series

**The Swivl base only follows the Primary Marker.

- Always black
- Tracks the teacher
- Teacher microphone
- Can control robot movement
- Can mute secondary markers

Secondary Markers: C-Series

C-Series Secondary Markers

- Collect audio in the classroom
- Indicated by 1 green light
- Are not tracked by robot
- Enable audio tracks to be heard individually during playback on Swivl Teams
- Control microphone gain from the Swivl app settings.

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Marker Placement

- wear marker at heart height
- use in lanyard or clip - not in hand
- separate from other items around neck

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Marker LEDs

2 red flashing lights indicate either low battery or base needs a firmware update.

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Marker Muting

While live streaming, you can mute the Primary and Secondary markers at once.

- Firmly double-click the red button on your Primary marker.
- All markers will be muted.
- Markers will flash green while in mute mode.

TO UNMUTE: Firmly double-click the red button on your Primary marker.

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Live Streaming with Swivl

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Live Streaming Options

	Traditional Setup	Standalone Setup	Integrated Audio
Description	Record or Live stream with multiple microphones in the classroom	Broadcast remote student audio using AC powered speakers connected to Swivl	Broadcast remote student audio using **Computer's speakers, interactive display, or other integrated speakers**
Equipment Needed			

Note: You can only use a USB-A cable for Integrated Audio. If your computer only has a *USB-C* port, then you will need a *USB-C* adapter.

Swivl Link *wireless connection for Integrated Audio

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Traditional Setup

Teacher can hear remote student audio using wired earbuds connected to Marker. Teacher wears right earbud only.

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Step-by-Step Audio Setup Guide

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Live Streaming with Traditional Setup for iOS (Headset connected to Marker)

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Live Stream

zoom

Traditional Setup for iOS
Zoom

Broadcast remote students' audio using a headset with microphone, connected to the Primary Marker.
Audio will be heard through right earbud.

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Traditional Setup

First Time Setup:
Install **Zoom** and **Teams by Swivl** on your device.

1. Connect iPad to robot. Press and hold down power button to turn on robot.

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2. Tap “Allow” to enable robot access.

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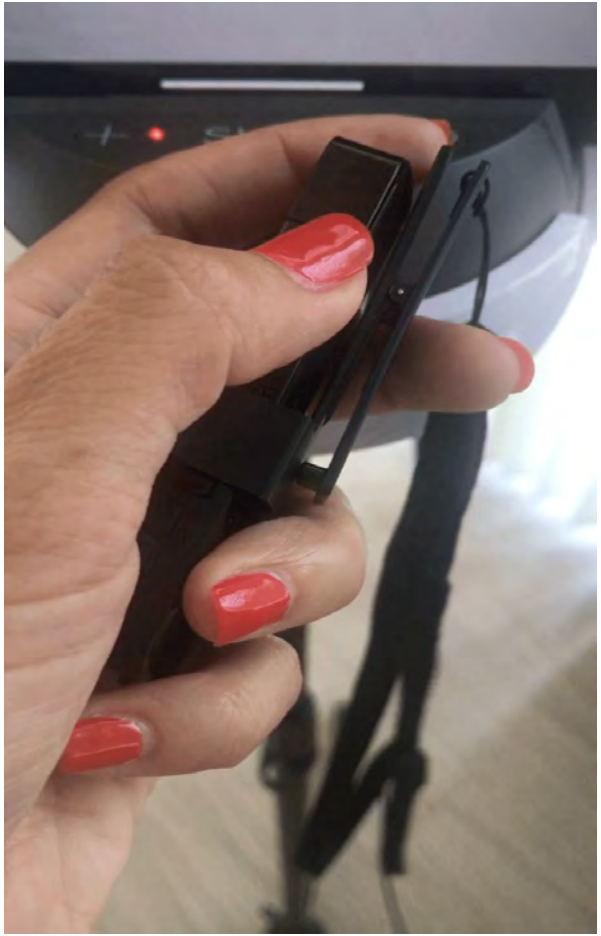
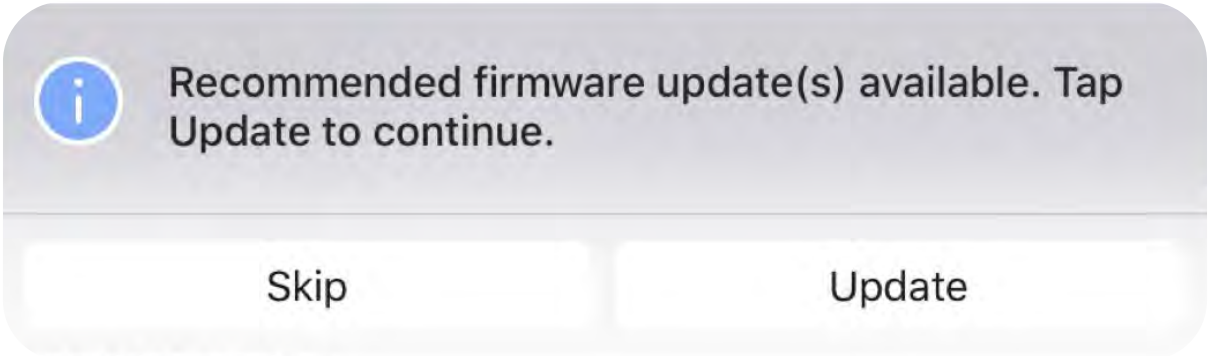
3. Turn on markers by pressing the power button.



VERY IMPORTANT

If prompted, update the firmware.

C-Series Robot firmware is version 10.04.08 or higher



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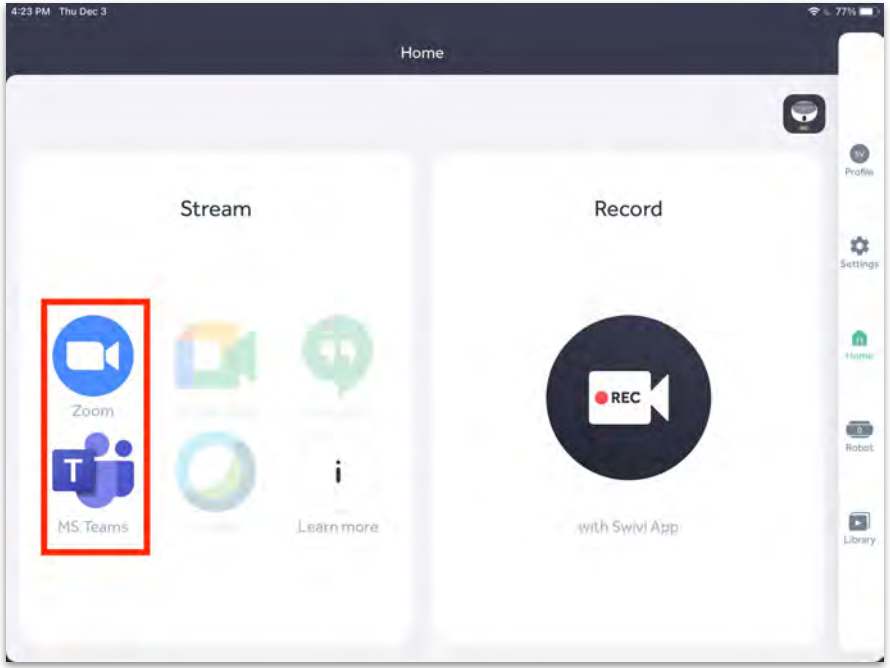
Traditional Setup



4. Go to the mobile device and open the Teams by Swivl app. From the **Home** screen, tap on **Zoom** in the Stream section.

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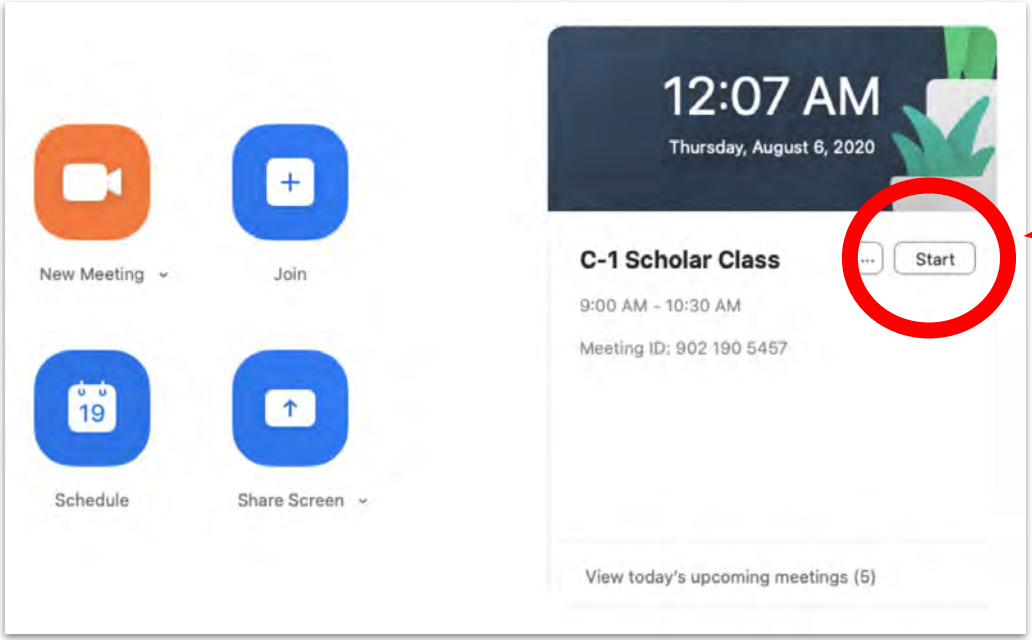
Traditional Setup - Zoom

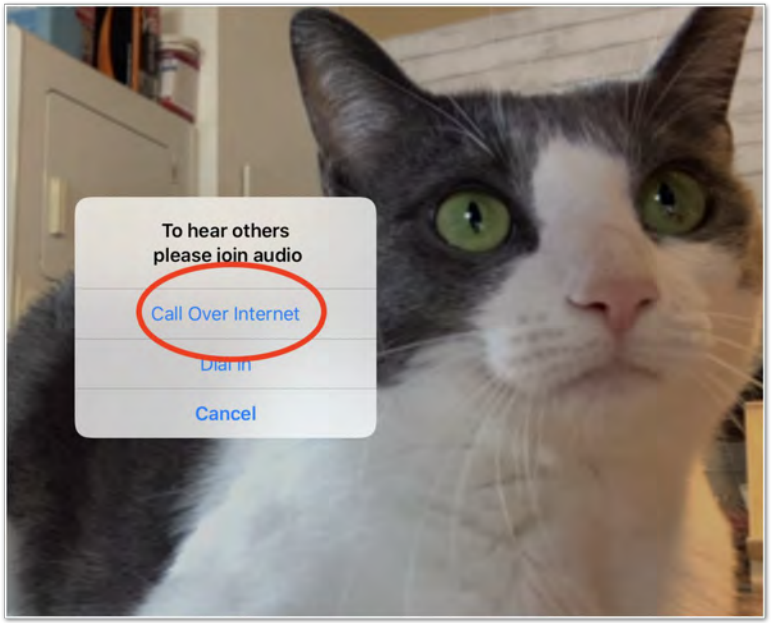


5b. Start the Zoom session.

Traditional Setup - Zoom

6. If using **Zoom**, select “Call Over Internet” or “Call using WiFi.”

Tip: Adjust the speaker volume to max. Then, click on the directional arrow “up” on primary marker until you have achieved maximum volume.



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7. Plug in headset with microphone to Primary Marker. Adjust the volume of the headset by user the Primary Marker’s “up” and “down” directional arrows.

Step-by-Step Audio Setup Guide

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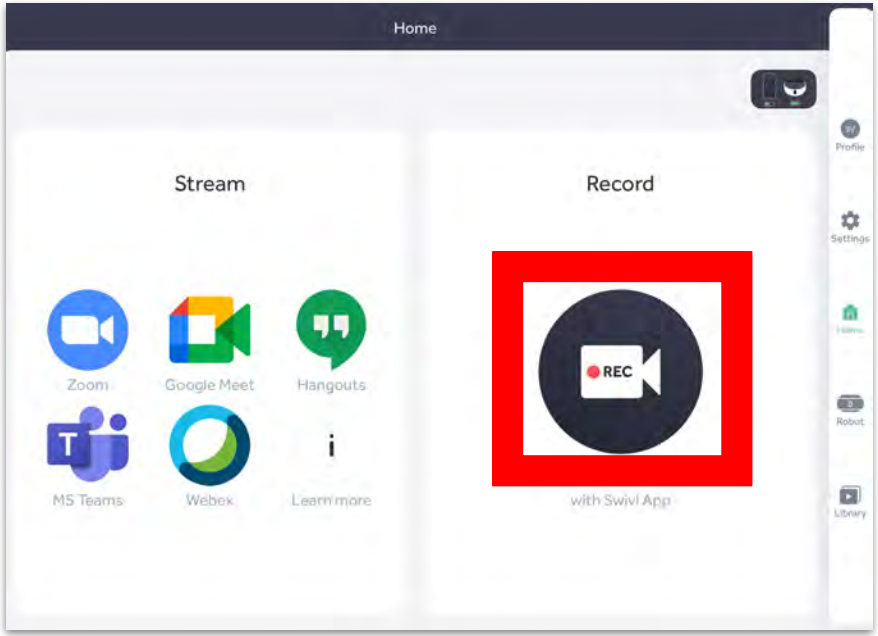
Recording with

Recording



Within the Teams app home screen, tap on **Record.**

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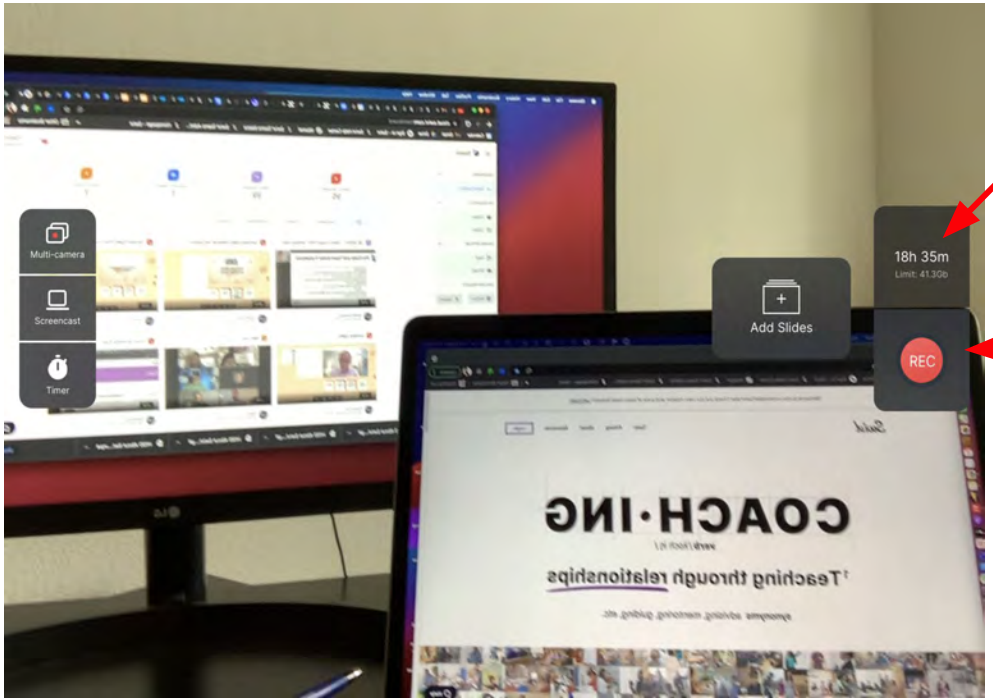
Recording

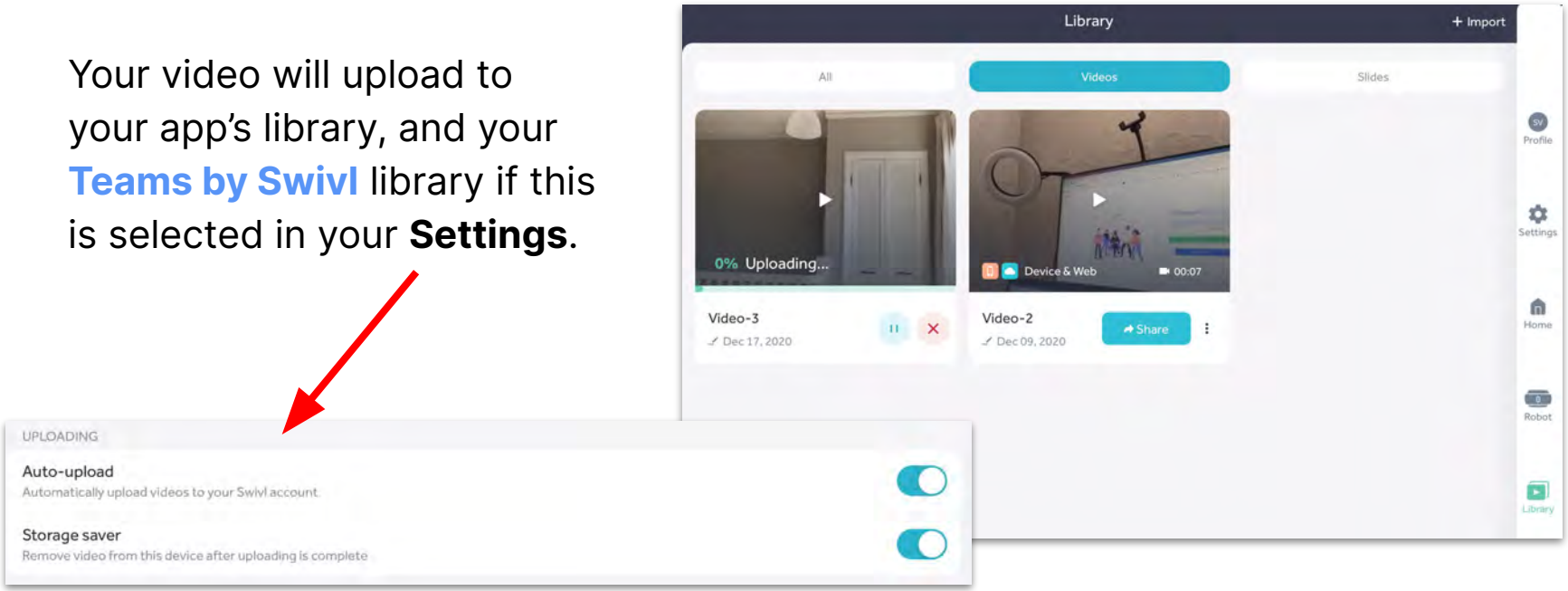


See iPad recording limit here

From Capture screen, tap **Rec** or press the red button on your Primary marker to begin recording. To Stop tap button on screen or press button on marker.

Saving a Recording

Your video will upload to your app's library, and your **Teams by Swivl** library if this is selected in your **Settings**.



Swivl for Synchronous & Asynchronous Learning

Synchronous Learning

(A short showcase of how Swivl can be used for synchronous learning. Learn about how Swivl can help your distance learning initiatives: swivl.com/distance-learning)

Swivl

Asynchronous Learning

(A short showcase of how Swivl can be used for asynchronous learning. Learn about how Swivl can help your distance learning initiatives: swivl.com/distance-learning)

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Teams

by Swivl

Teams Website

With Teams by Swivl, you can securely view videos for self-reflection, share with a colleague, or share with a coach. It's easy to use and completely secure inside the platform.

Teams by Swivl

Teams Website

cloud.swivl.com

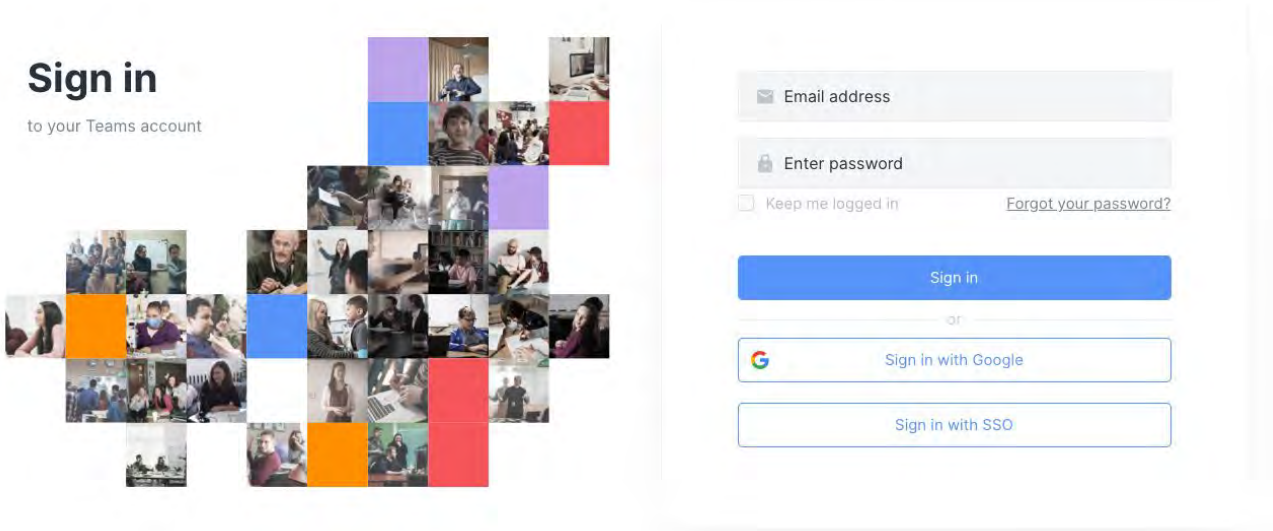
Administrators	Teachers and Coaches	Teachers and Students
User and video statistics	Collaboration	Basic uploading and editing
User management	Multi-marker bookmarking	Note-taking
Security controls	Screencasting	Commenting with rubrics on Pro Team members' videos
Rubric creation	Commenting with rubrics	

*256-bit encryption standard on all teams
*Localized content storage available for international teams

Teams by Swivl

Login to Your Teams Account

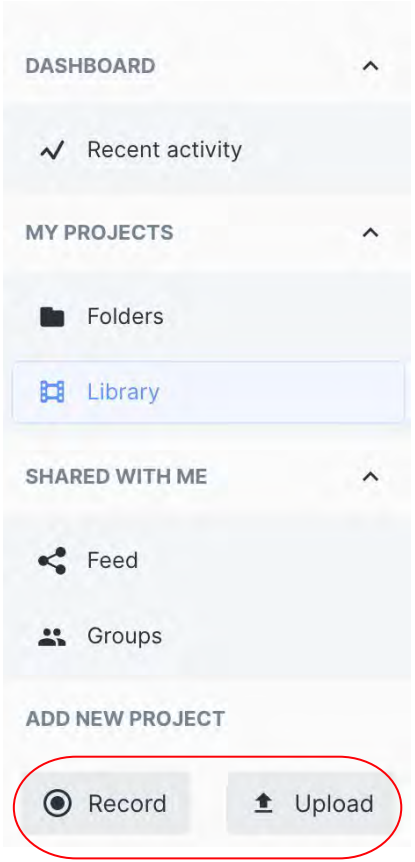
cloud.swivl.com/login



Teams by Swivl

Upload a Video to Teams

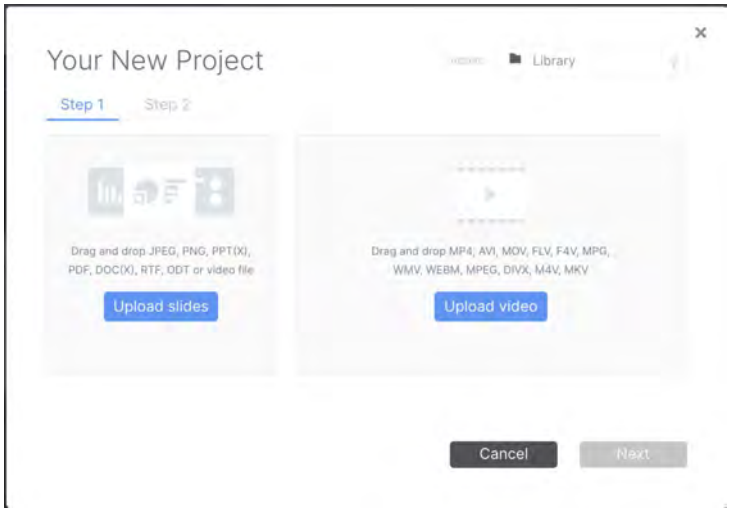
- In your Library, Click on “**Upload**” to add slides or previously recorded videos to your Teams account
- Click on “**Record**” to add a Webcam, Screen, or Screen + Webcam recording to your Teams account



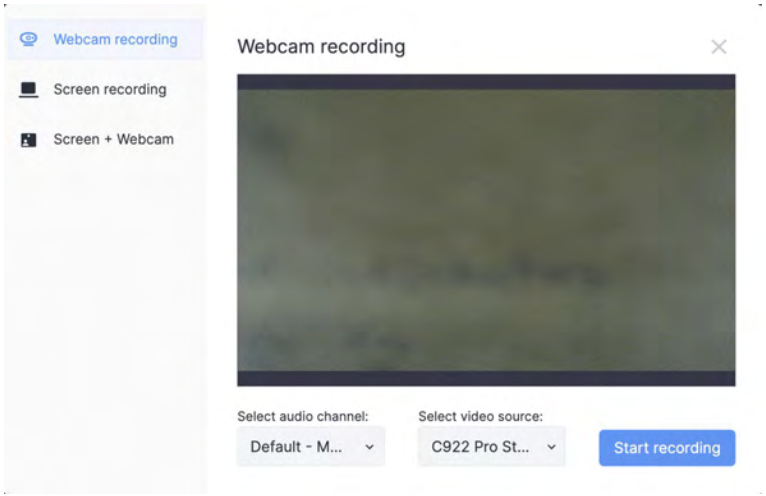
Teams by Swivl

Upload a Video to Teams

- Upload slides or videos



- Record new projects



Teams by Swivl

Share Your Videos - Direct

*Pro account feature

Teams by Swivl

Share to a Group in Teams

*Pro account feature

Teams by Swivl

Embed a Video

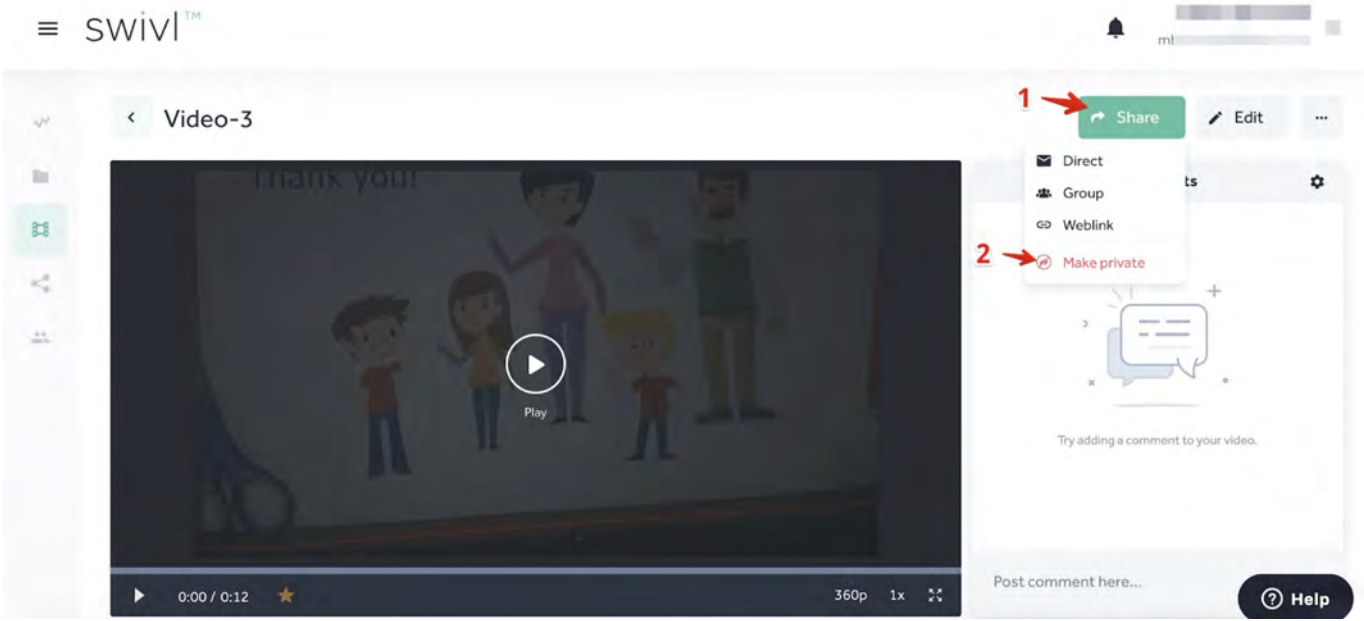
*Pro account feature

Teams by Swivl

Generate a Web Link

Teams by Swivl

Make a Shared Video Private

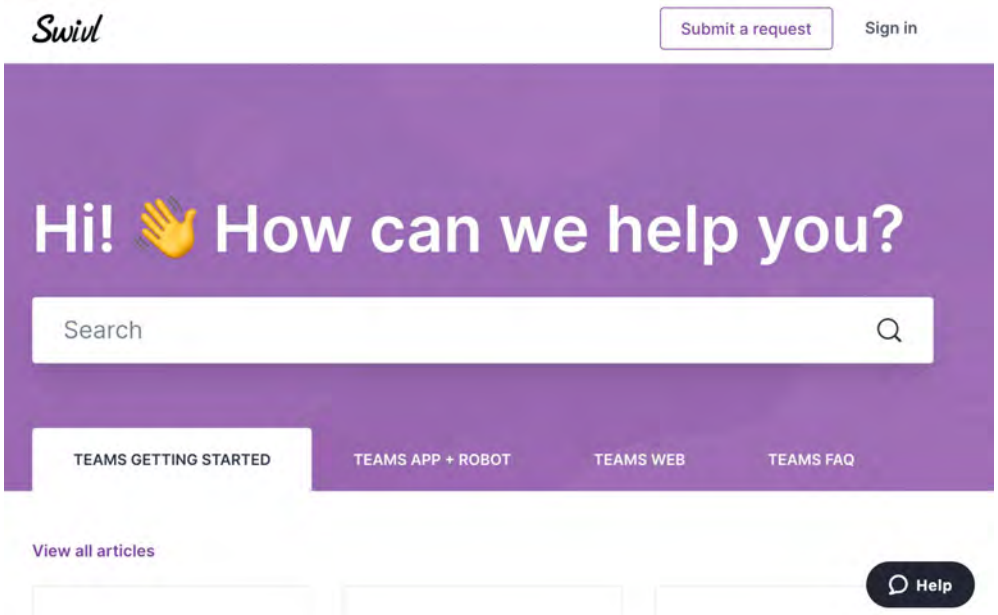


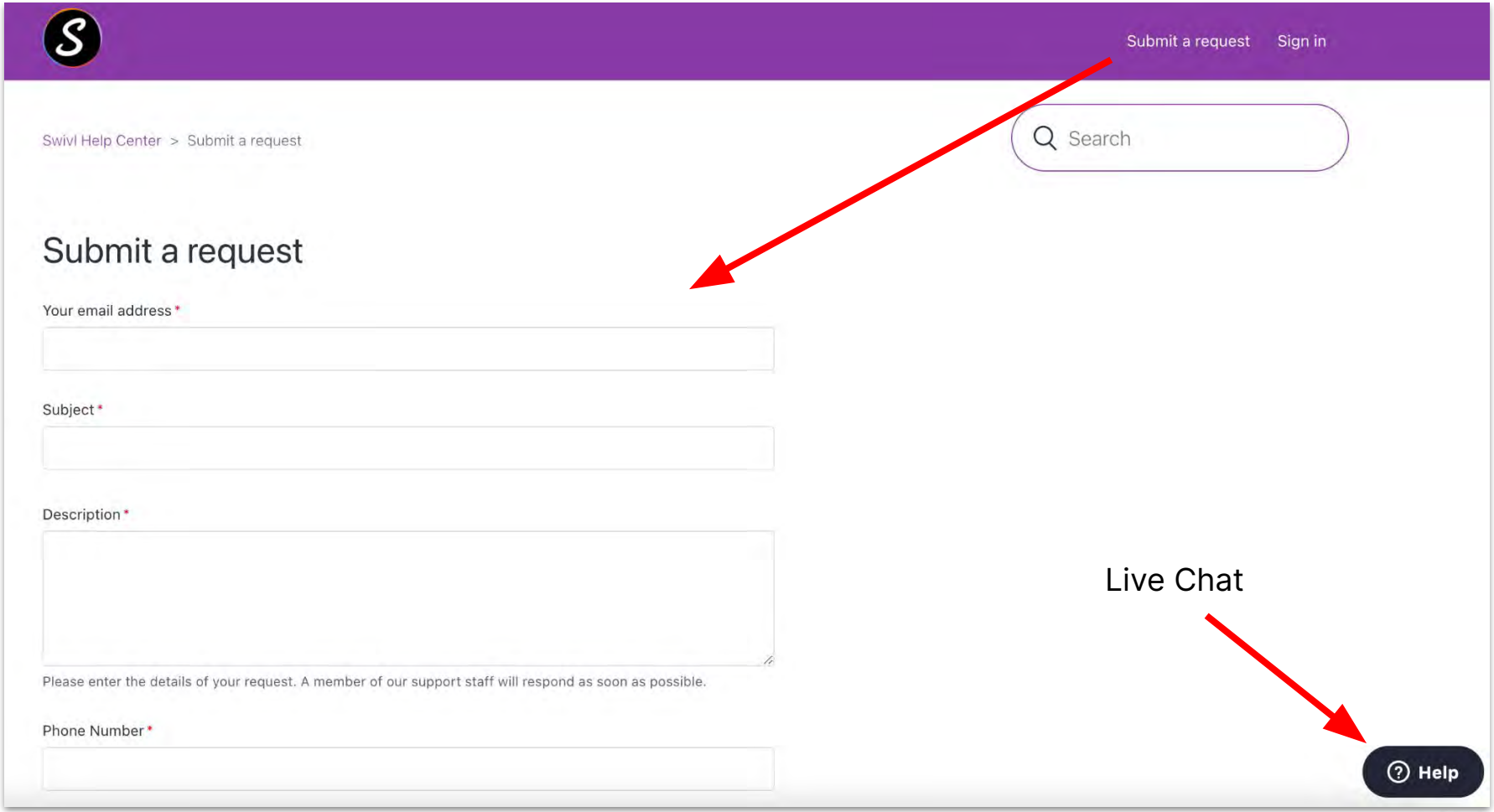
Teams by Swivl

Swivl Support Resources

Swivl Help Center

[Swivl Help Center]




Submit a request
Sign in
Swivl Help Center > Submit a request
Search
Submit a request
Your email address *
Subject *
Description *
Please enter the details of your request. A member of our support staff will respond as soon as possible.
Phone Number *
Live Chat
Help

Swivl

Live Streaming Step-by-Step Audio Setup Guide

Live Streaming Step by Step Guide PDF

Click the icon in the top right corner of this guide for a large view, and to download or print the page(s) you need. Find more helpful links below.

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Swivl PD Survey

Training & Support Webinars

Tuesday and Thursday

11 am EST
3:30 pm EST
6:30 pm EST

Swivl Help Center will update with current webinar offerings

[Register Here]

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More Ways to Get Support

Monday- Friday

7am - 7pm EST

- **Chat support via the web swivl.com/setup**
- **Call us 1-888-837-6209**
- **Email our Product Experts at support@swivl.com**

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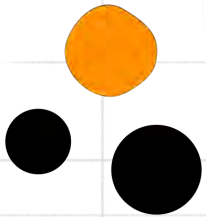


Skilled.space

by Swivl

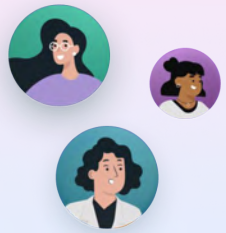
What is Skilled.space?

Skilled.space propels your schools forward through FERPA and COPPA compliant live audio-only conversations called Spaces.

Skilled.space for Schools gives teachers, administrators, and students a safe space to reflect, connect, and then let their curiosity and skill development goals drive their learning.

by Swivl

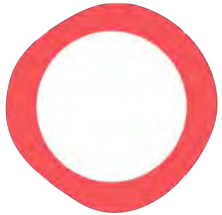
How can I use Skilled.space?



1. Join or start a Space about something you're curious about or interested in
2. Customize your learning profile to tailor your experience and communicate your skill development goals to your community
3. Discover and expand your learning community by connecting over common interests

Create your Space at skilled.space.com

by Swivl



Synth

by Swivl

Synth: Connection with Intention

What is Synth?

An asynchronous audio tool to foster a sense of belonging and build esteem.

- Channels can be created to carry out ongoing conversations and are moderated so that synths can be shared in confidence between coaches and those being coached.
- Set your intention for conversations. Schedule the frequency of communication within Synth and receive reminders when it’s time to connect.
- Conversations happen asynchronously, so when you have that 'parking lot epiphany' at the end of a school day, you're not required to be in a live room.

Synth by Swivl

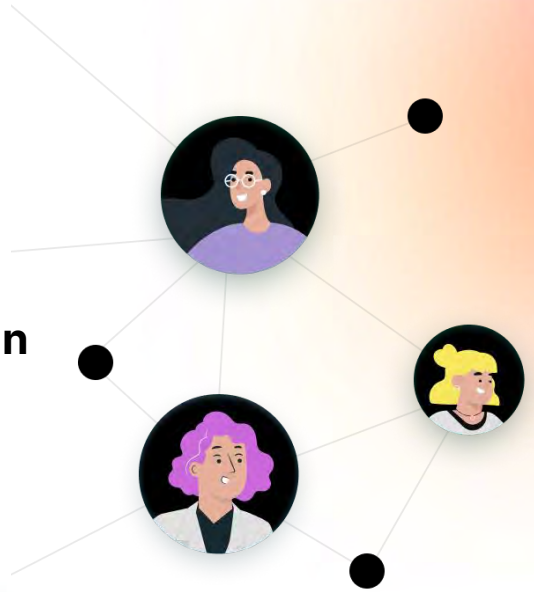
How can I use Synth?

4 ways to use Synth with educators

- Pre & Post Teacher Observation Coaching
- Mentoring Sessions
- School Planning & Q&A for Administrators and Teachers
- Audio Journaling

4 ways your educators can use Synth with students

- Goal Setting, Reflection, and Follow Up
- Audio Exit Tickets and Feedback
- Social Emotional Check-Ins
- Audio Self-Reflections



Start connecting at https://gosynth.com/

Synth by Swivl