INSTRUCTIONS TO USE SWIVL CAPTURE TO RECORD VIDEOS

To Record a Video:

1. Press/hold Power button on white base until red light comes on. You may proceed when you have one (1) red light and one (1) green light on the base.

2. Turn on the iPad and swipe right to reach home screen.

3. Find and select Swivl Capture app (sea green with large “S”).

4. If a video image appears, skip to step #6.

5. If a menu screen appears instead, select “Capture” option in the upper left corner. Then select “Capture Video.”
   NOTE: If the Swivl app asks to communicate with Swivl Capture, select “Allow.”

6. To turn on the marker (small, hand-held recording device), press Power button on side of marker until small green light appears directly above the button.
   NOTE: Marker must be worn near speaker’s mouth to obtain best sound recording.

7. When ready to record, press Record button on side of marker (the one with the small red dot) until small red light appears directly above the button.

8. To stop recording, press Record button on marker again.

9. Video will automatically upload to the Cloud.

To View a Recorded Video:

1. On the Cloud website, hit the refresh button (small, circular arrow in website title box) to upload new videos.

2. Locate desired video and press Play button.

3. To enlarge the video to full screen, press box with four (4) arrows on bottom right of video screen.

To Download a Video:

1. To download your video(s) to your personal computer, sign into www.cloud.swivl.com
   Login ID:   blakely@uh.edu
   Password:   Blakely!1 (case sensitive)

2. All old videos will be erased from the iPads and the Cloud each Monday. If you wish to keep any videos for your personal use, please download the videos from the previous week's class before Monday.