Setting up Swivl Instructions

1. Place iPad on Swivl stand.

2. Get lightning to mini USB cable from Swivl case.

3. Plug the lighting port end of the cable to the charging port of the iPad and the mini USB end to the back of the Swivl.
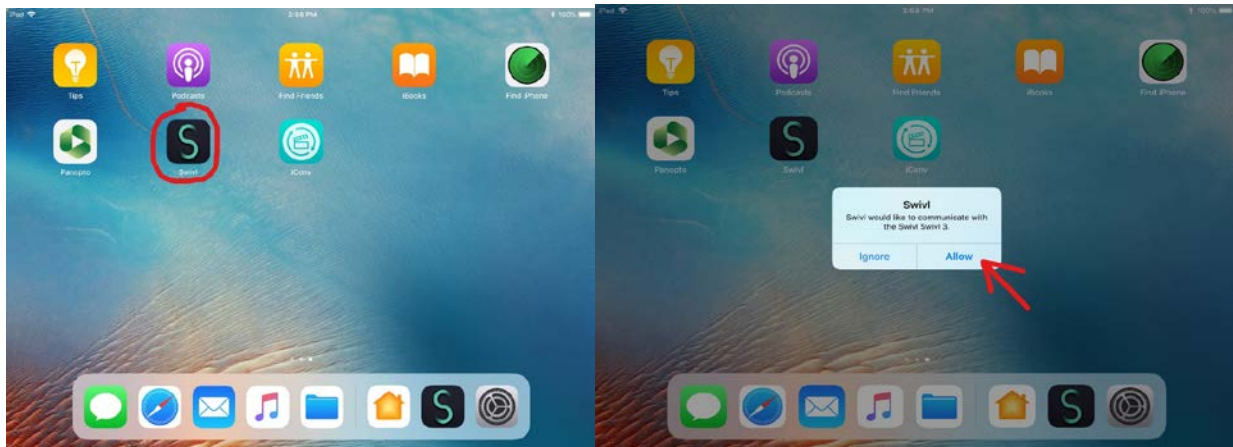

4. Hold down power button to turn on Swivl.

5. Light next to power button and + button will turn red when powered on (If they are both blinking this is an indication to charge the base).

6. Remove marker from dock and hold down power button to turn on the maker.

7. Both lights on marker will turn green and the light next to the + button will turn green when successfully paired.
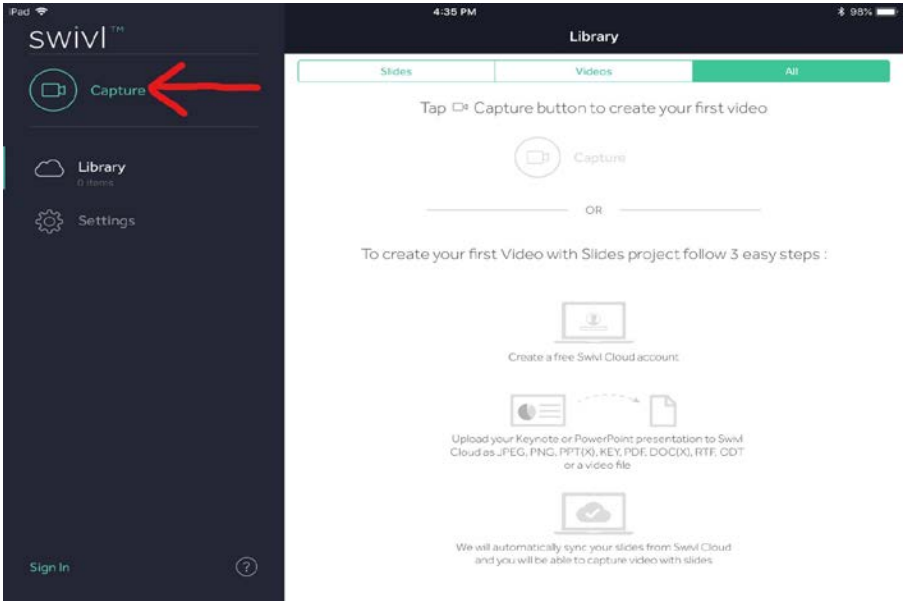

8. Once cables are plugged in, open Swivl app and when the notification pops up asking to allow the Swivl to connect, press 'Allow".
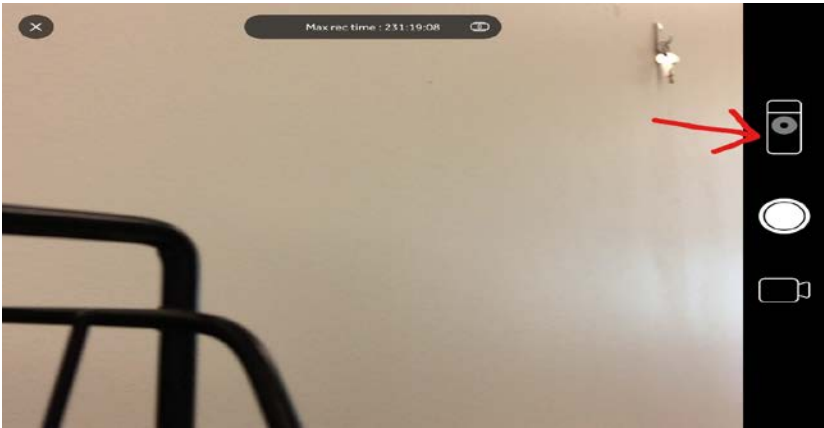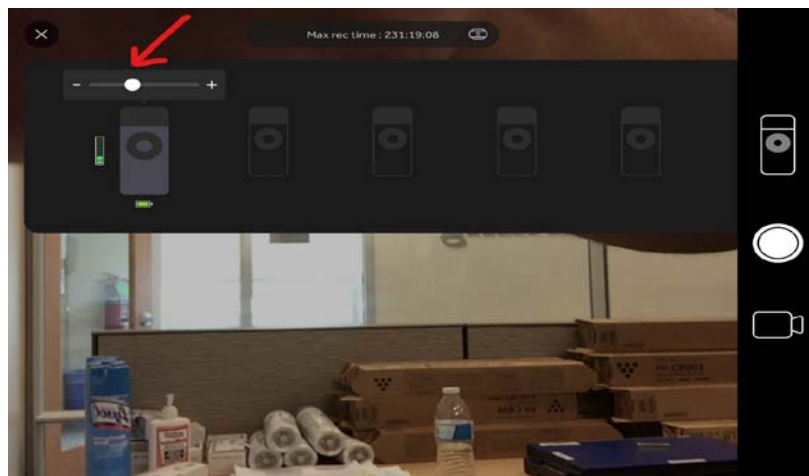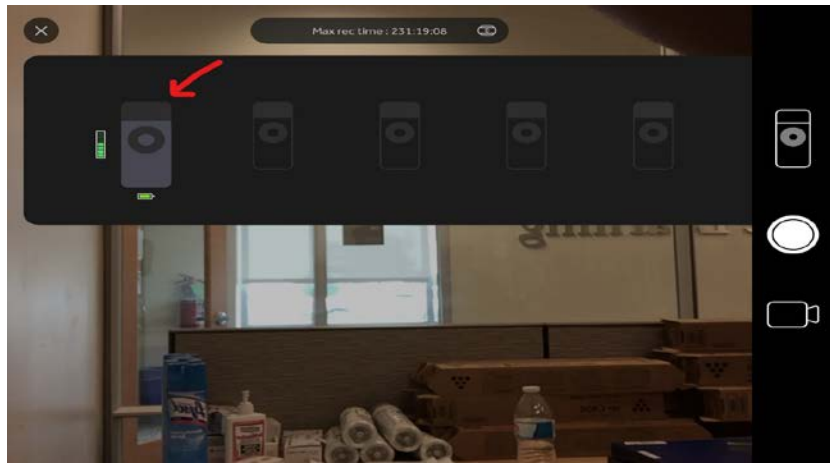
9. Once cables are plugged in and Swivl app is open, both lights on Swivl should be green as well as the lights on the marker.
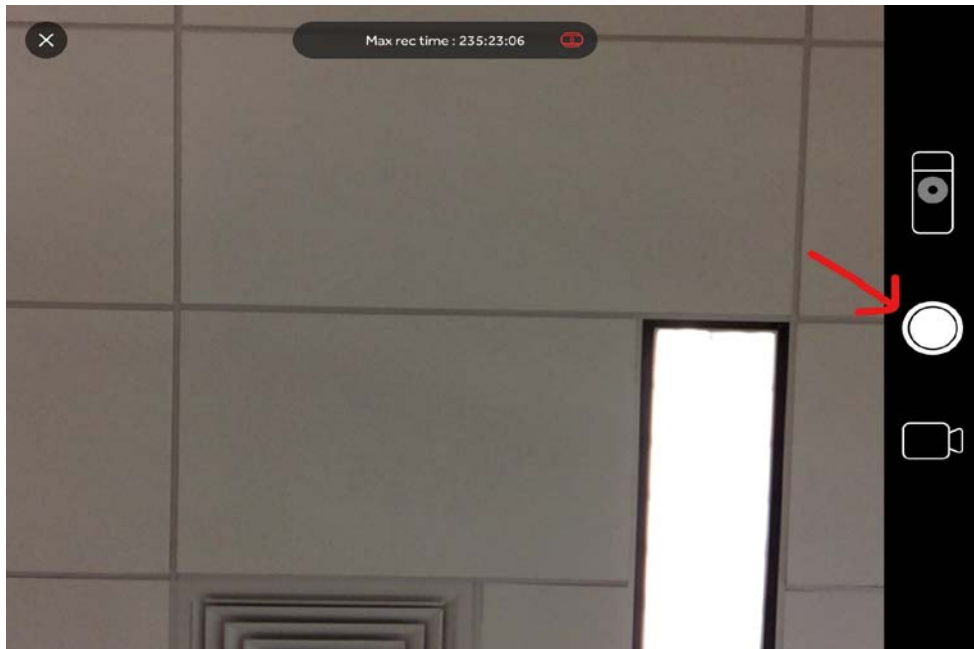
Swivl Recording Instructions

10.   Once in the Swivl app, click Capture to move onto recording camera.
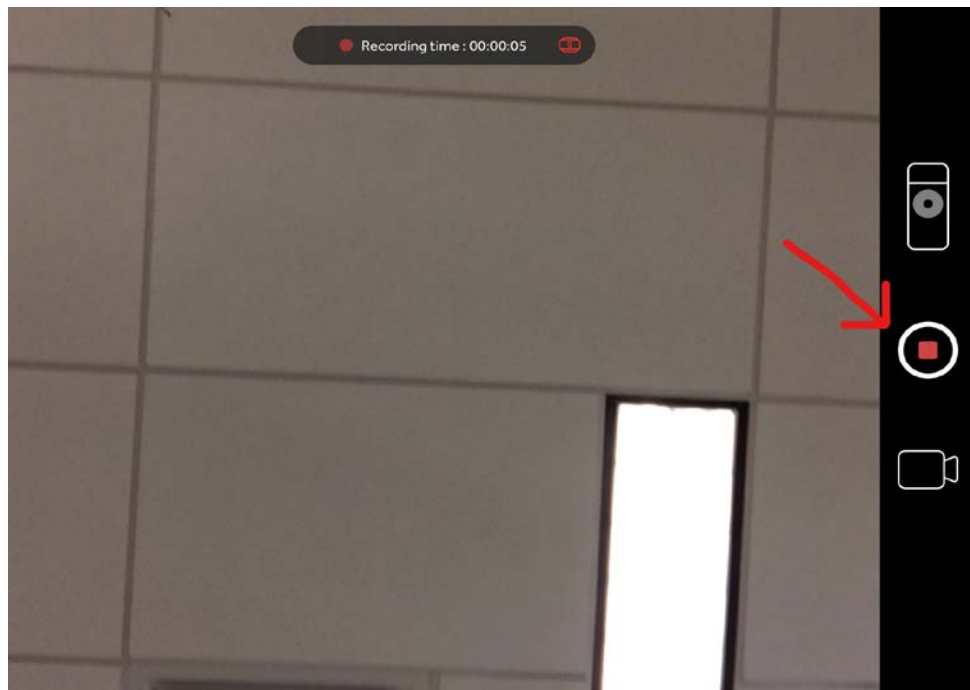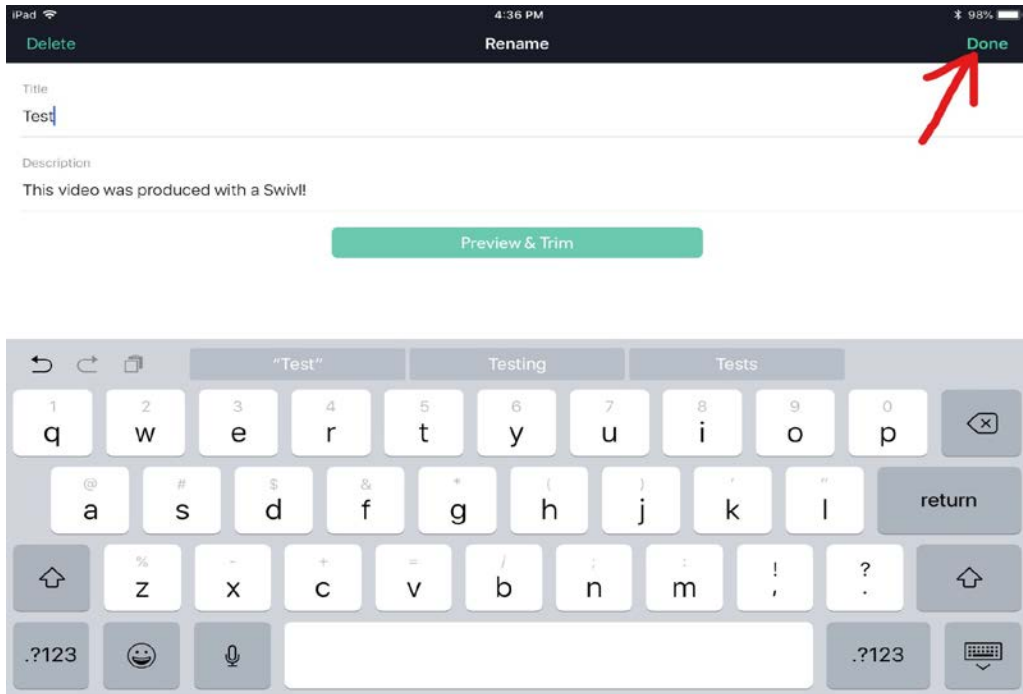
10.5 (Optional Step) To adjust microphone volume when recording press marker button then select the marker that is not grayed out and finally adjust the volume to the desired level.
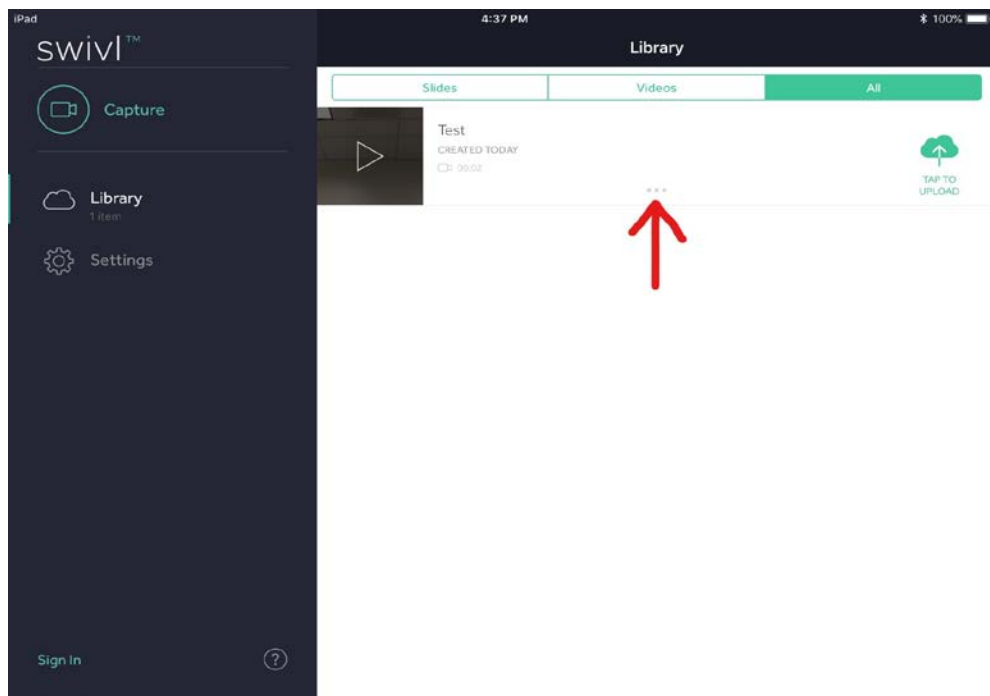
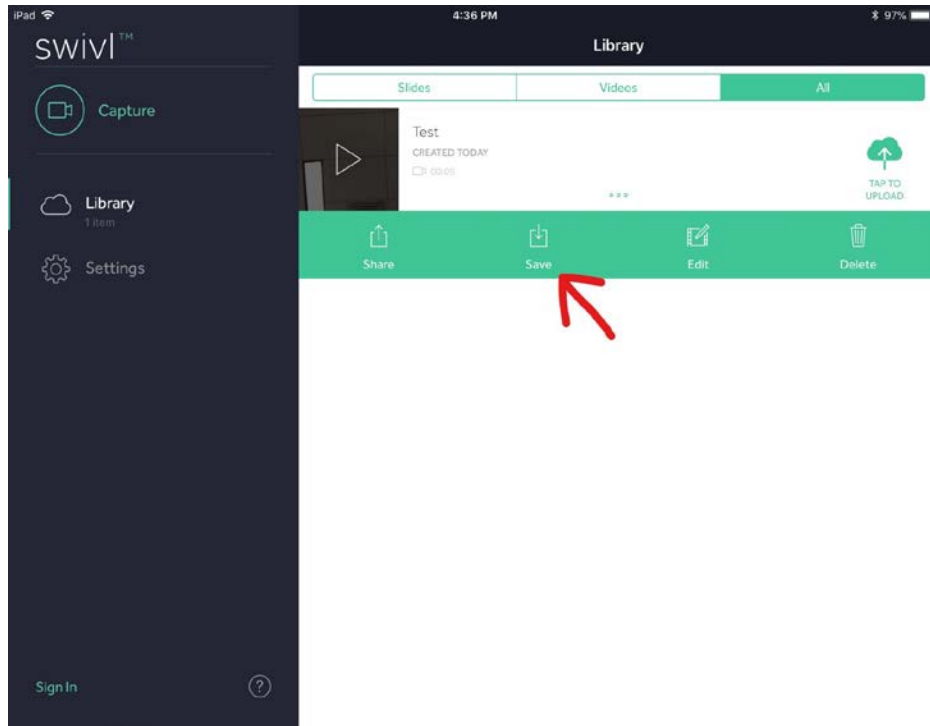11.   Click white record button to start recording.

12.   Click stop record button to stop recording, once you click it a new window will pop up to name the video.

13. Rename the video, once you are done renaming the video click Done to move on to save the video.
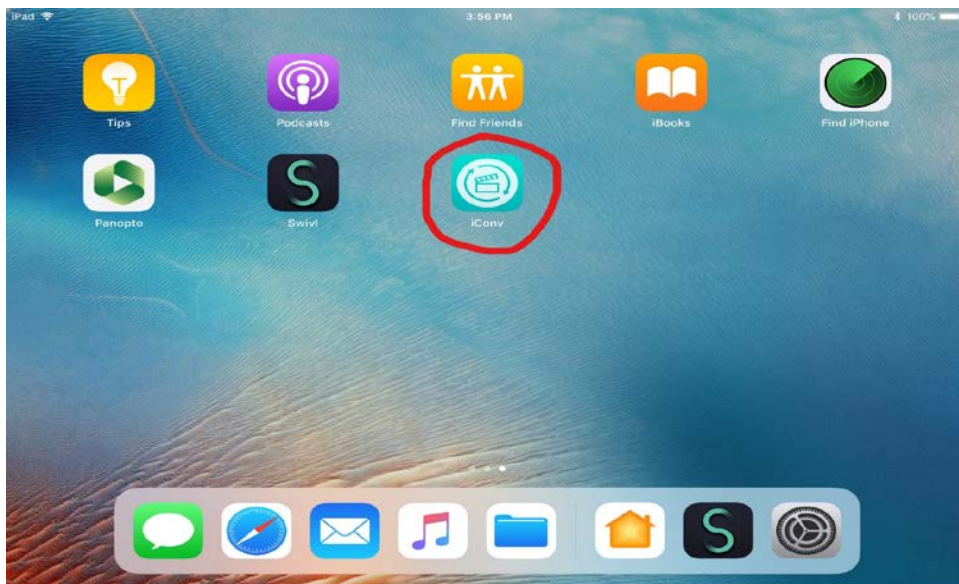

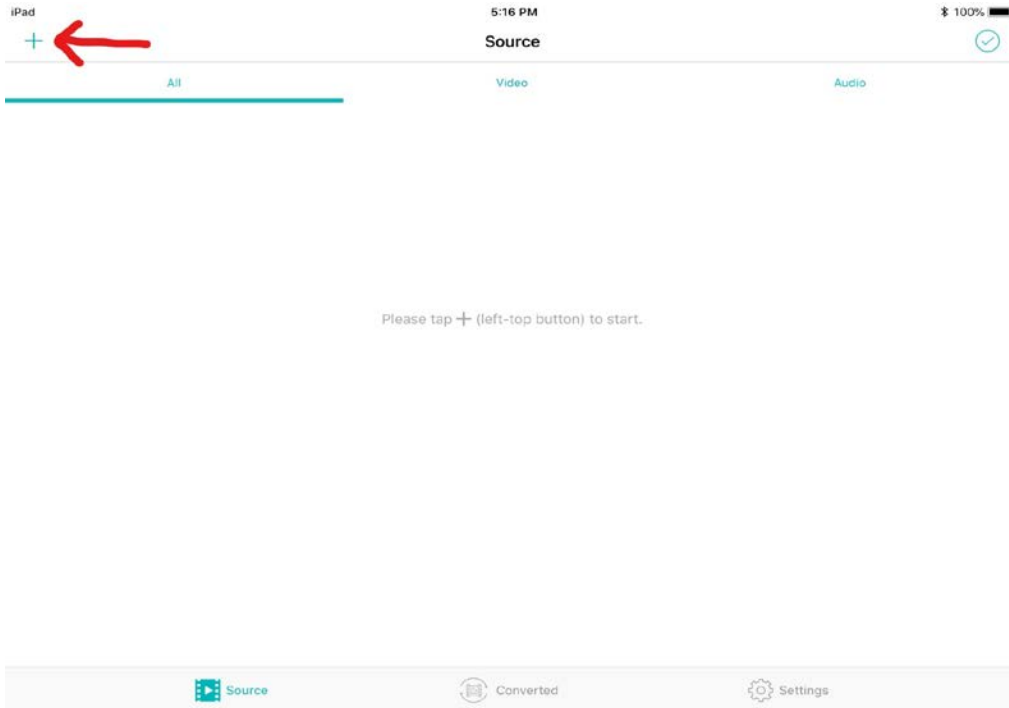14. Click the ellipses to open the option bar to Save the video.

15.   Click the Save button to save the video to camera roll.
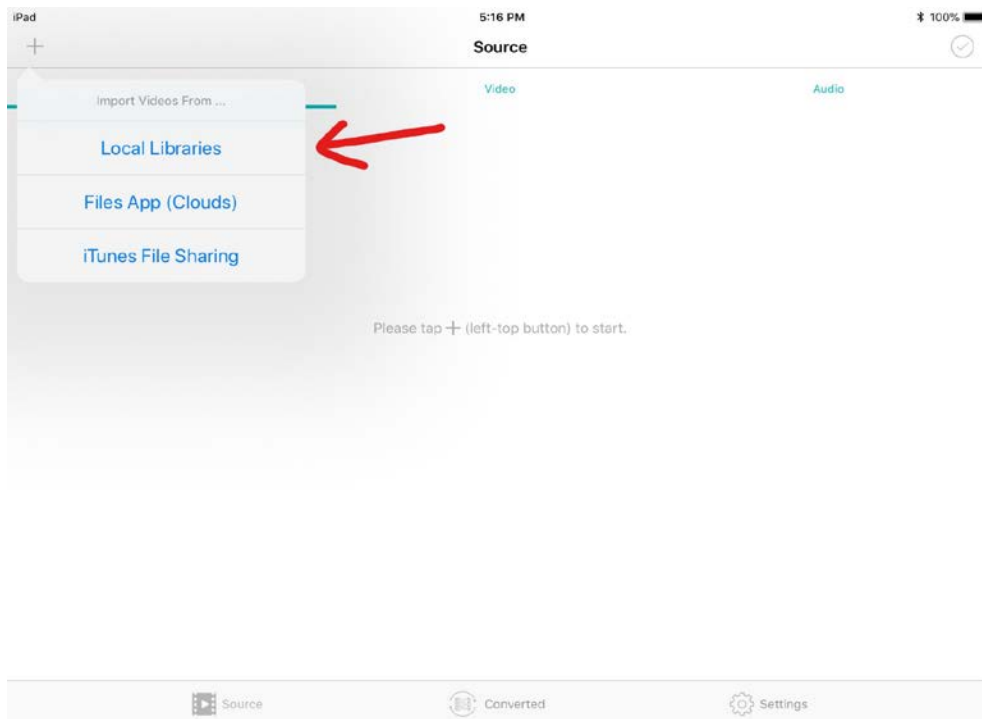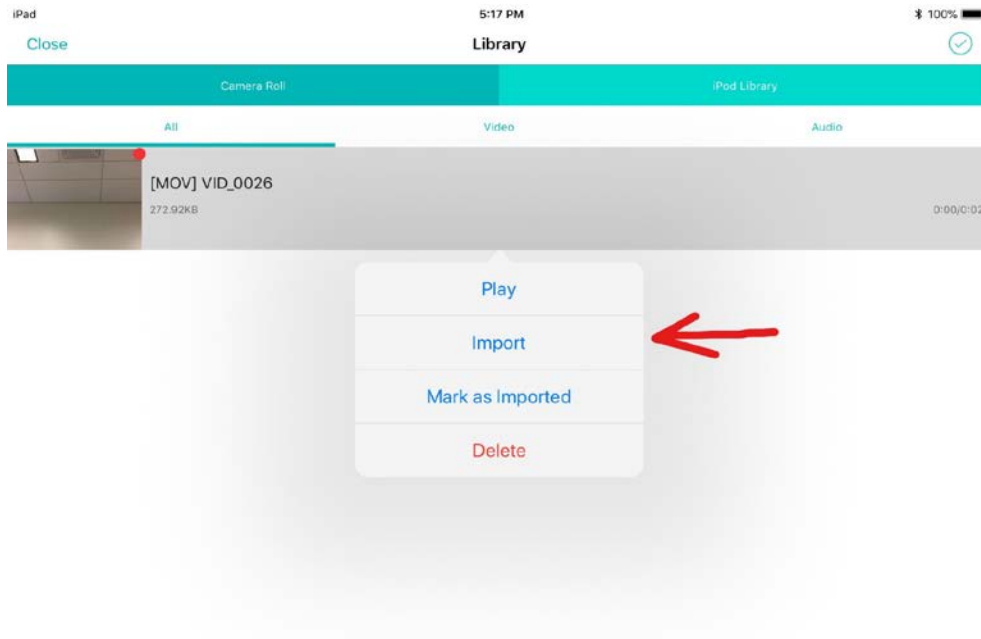
Convert Swivl Video to MP4

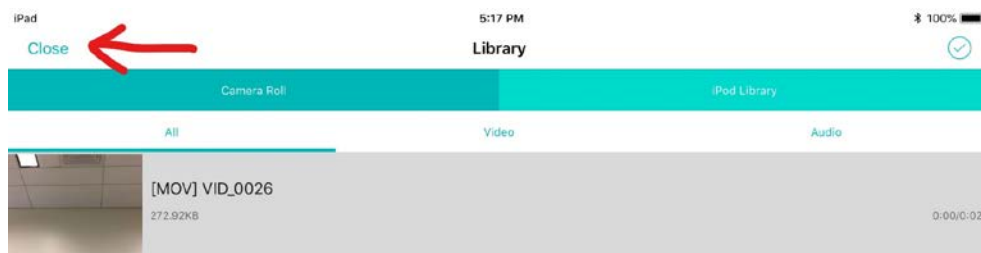16.   Open iConv to convert Swivl video to MP4.

17.   Click the + button to get the option to import your video.
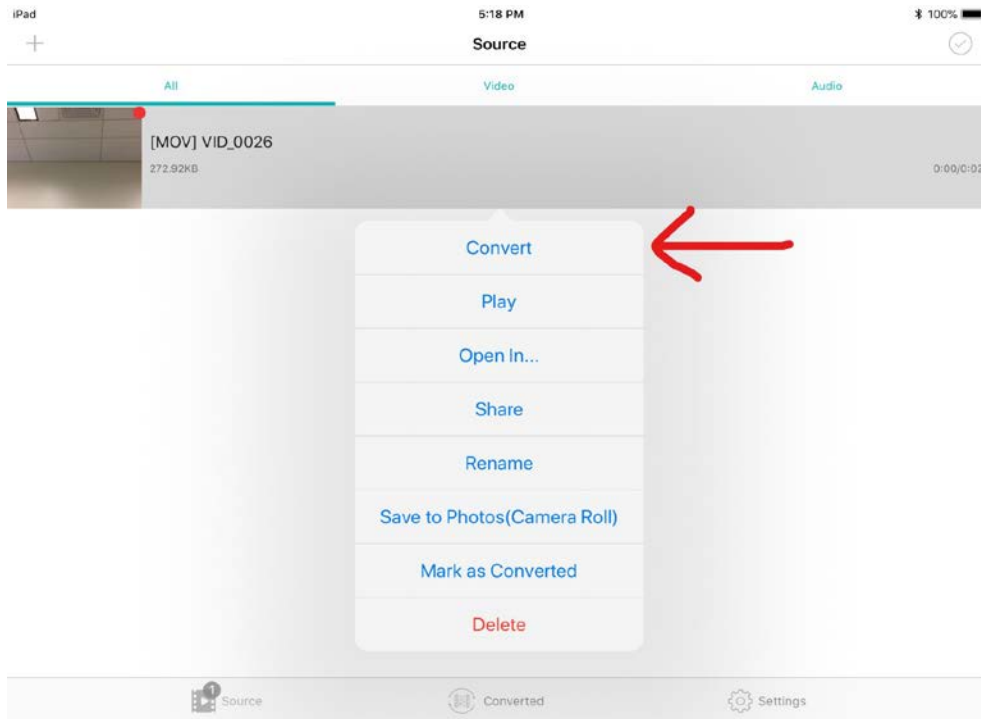

18.   Click the option Local Libraries to be able to import your
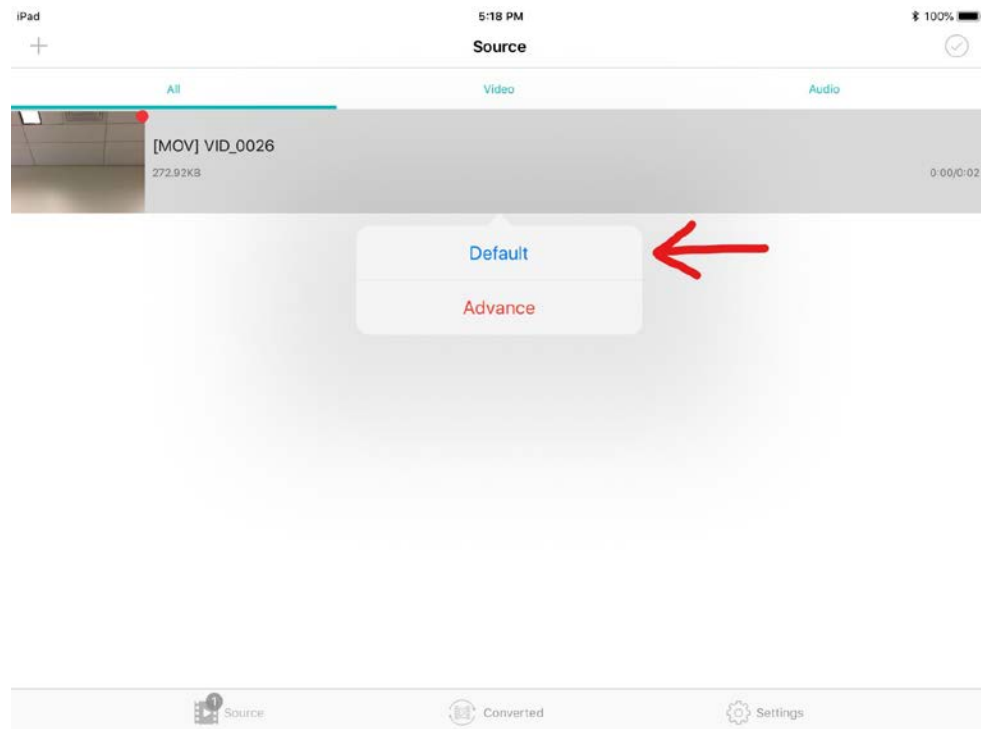   video from camera roll.

19.   Click the video you would like to use and then select Import.
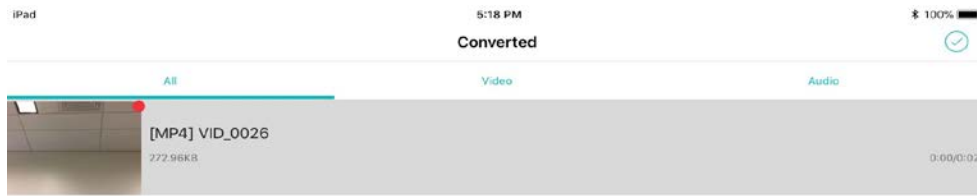

20.   Click Close to return to main app screen to convert video.
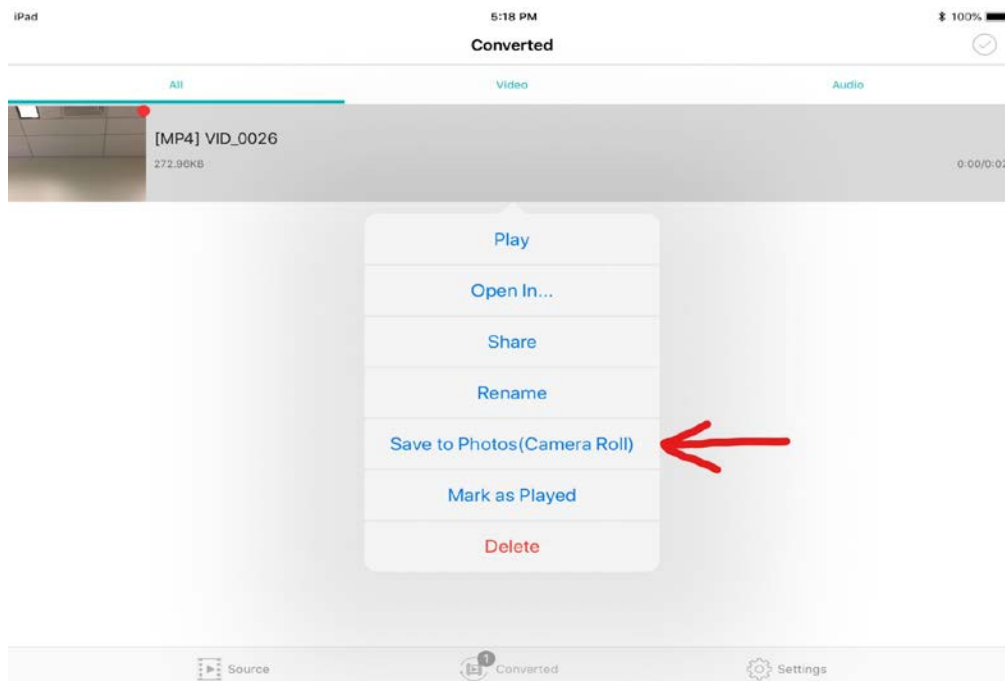
21.   Click on video and then select Convert.

22.   Click on Default to convert video to MP4.

23. Click on the Converted tab on the bottom to move to final step to save video.
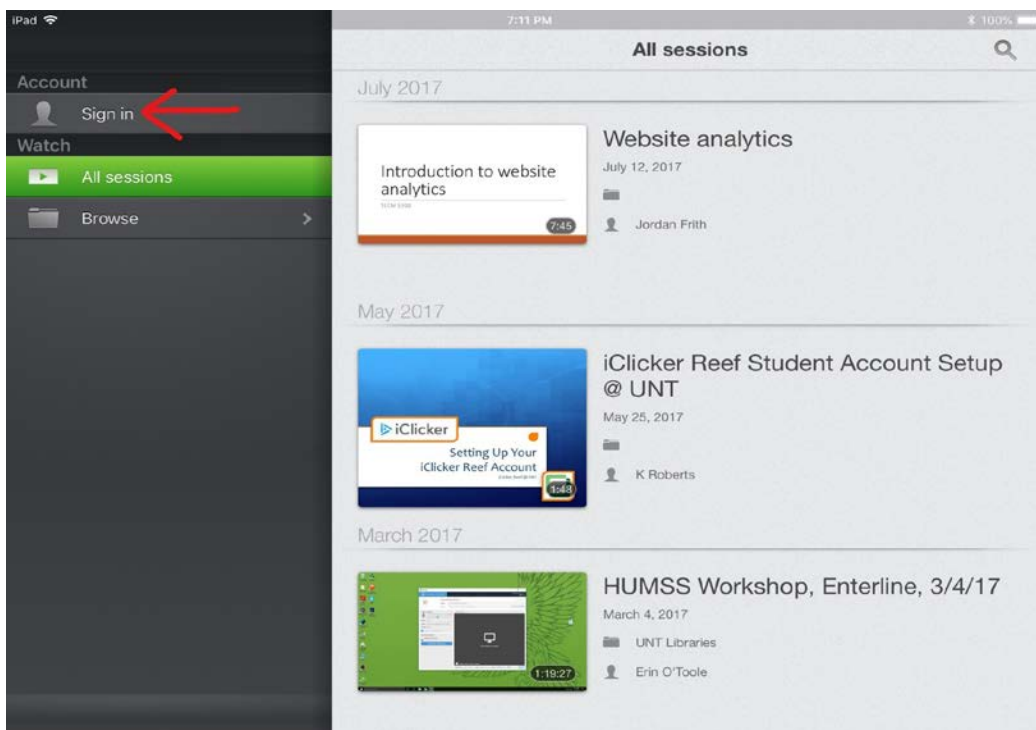

24. Click on Video and the select 'Save to Photos(Camera Roll) to save converted video.
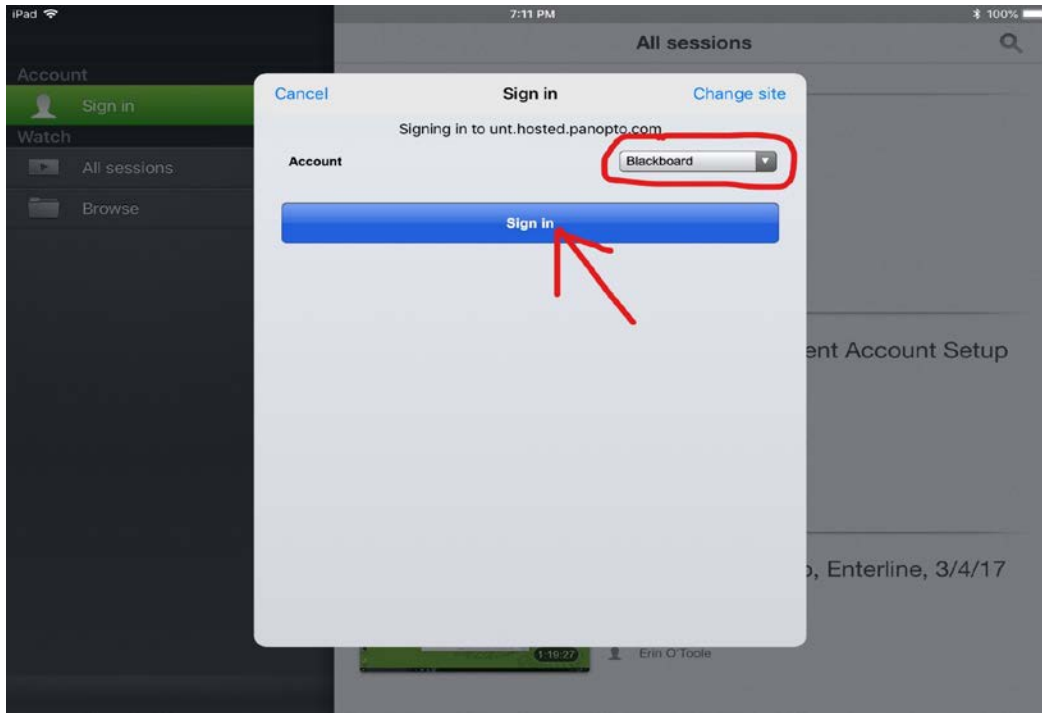
Upload iPad Video Recordings to Panopto
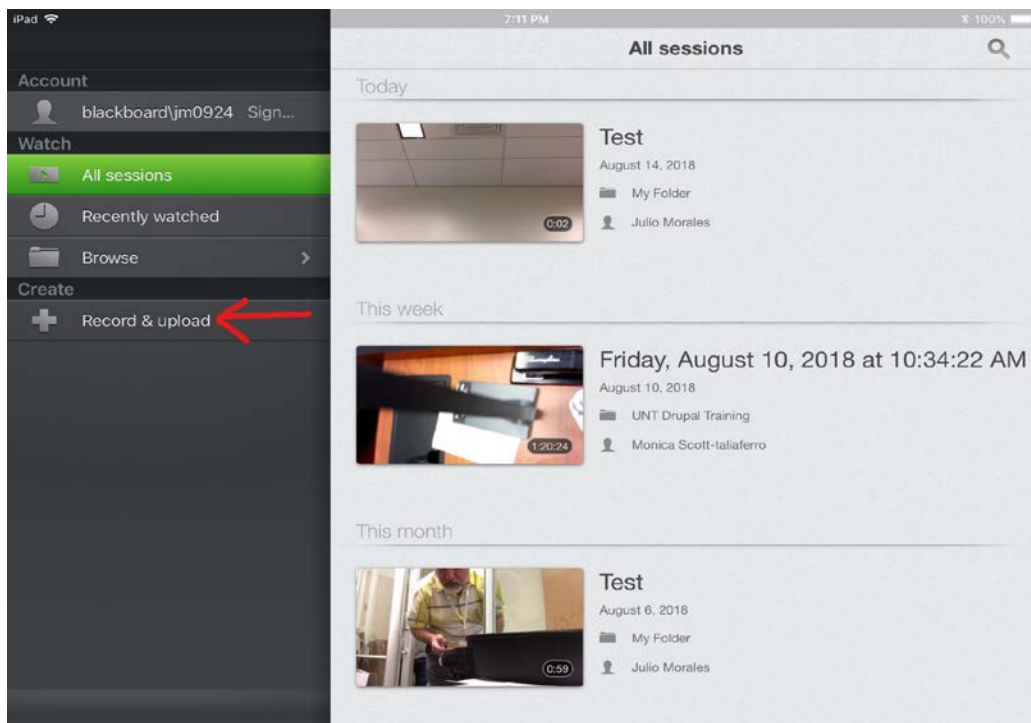

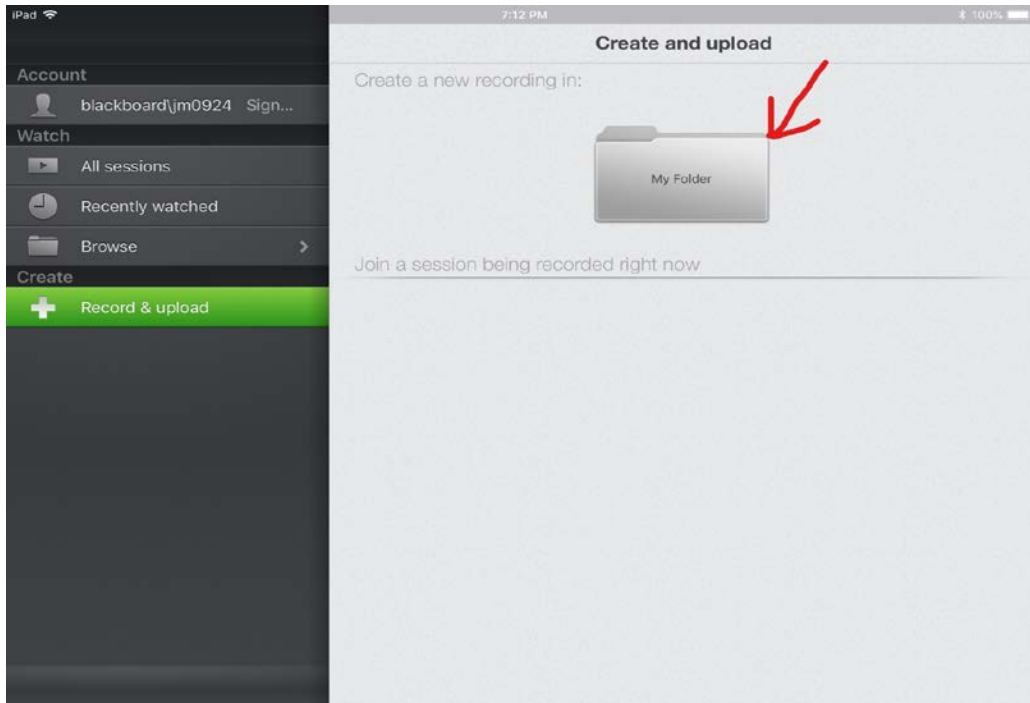25.   Open Panopto app to upload video.

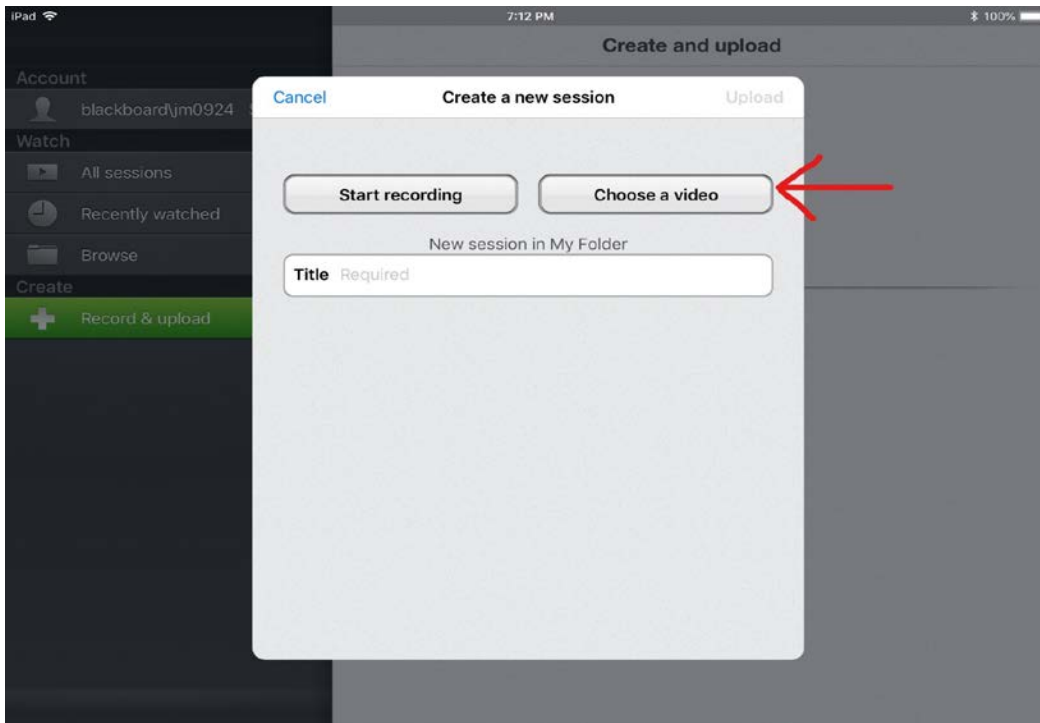26.   Click Sign in to log in to Panopto.

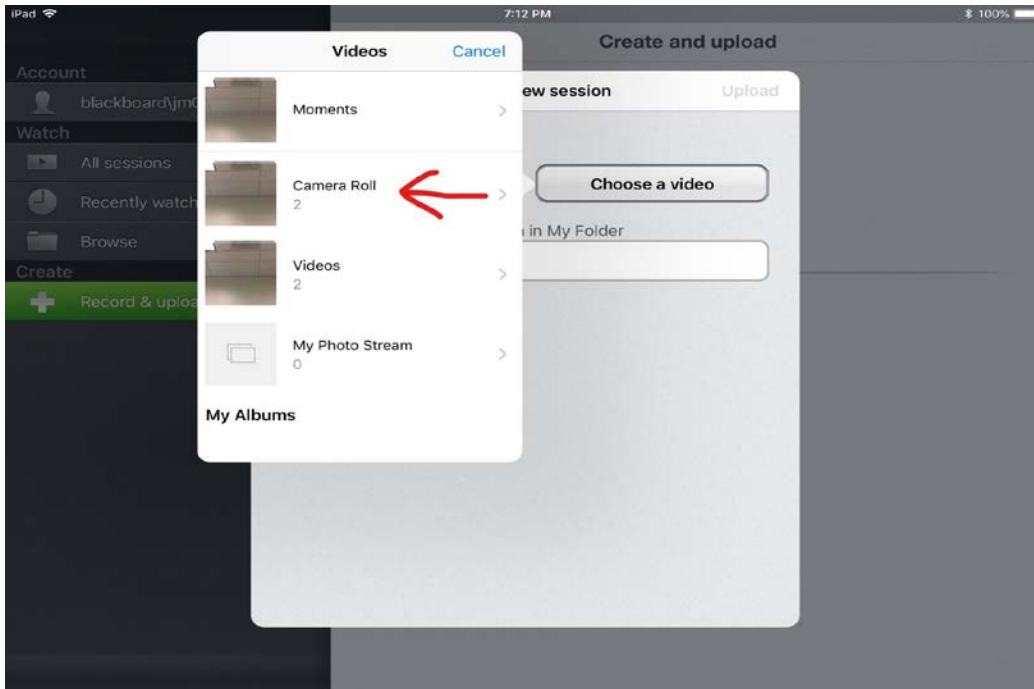27.　　Make sure Account is selected to Blackboard then click Sign in.

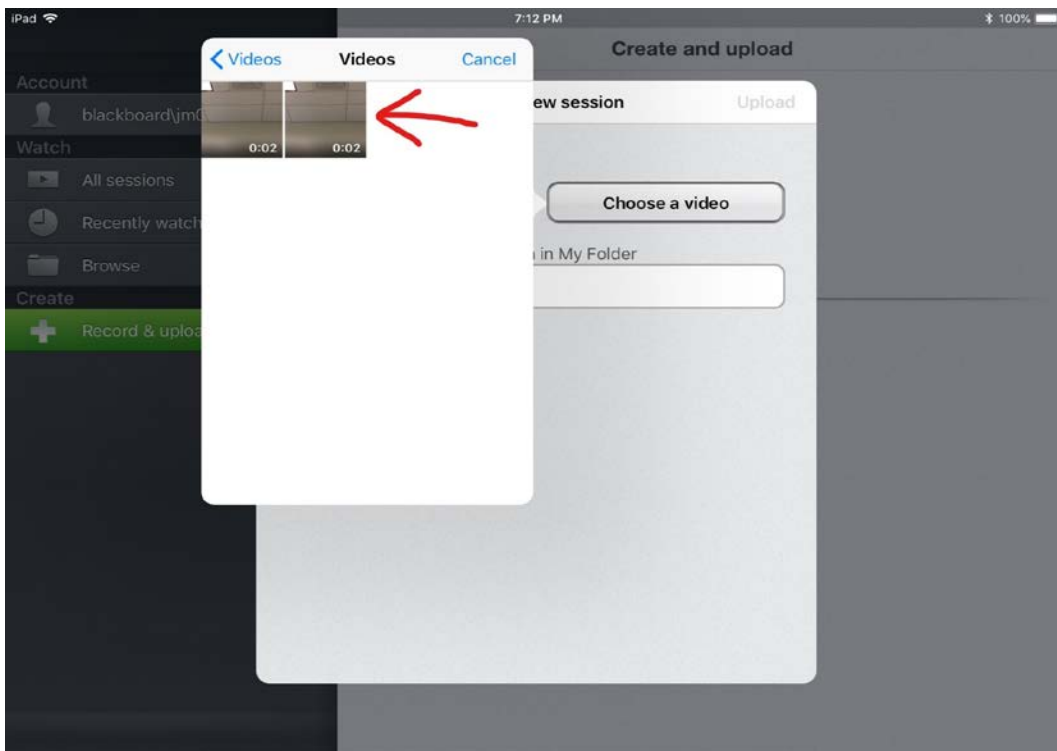28.　　Once you are logged in, click Record & upload.

29.   Select Desired Folder for uploading video, the folder on the photo will not be the correct folder for everybody.
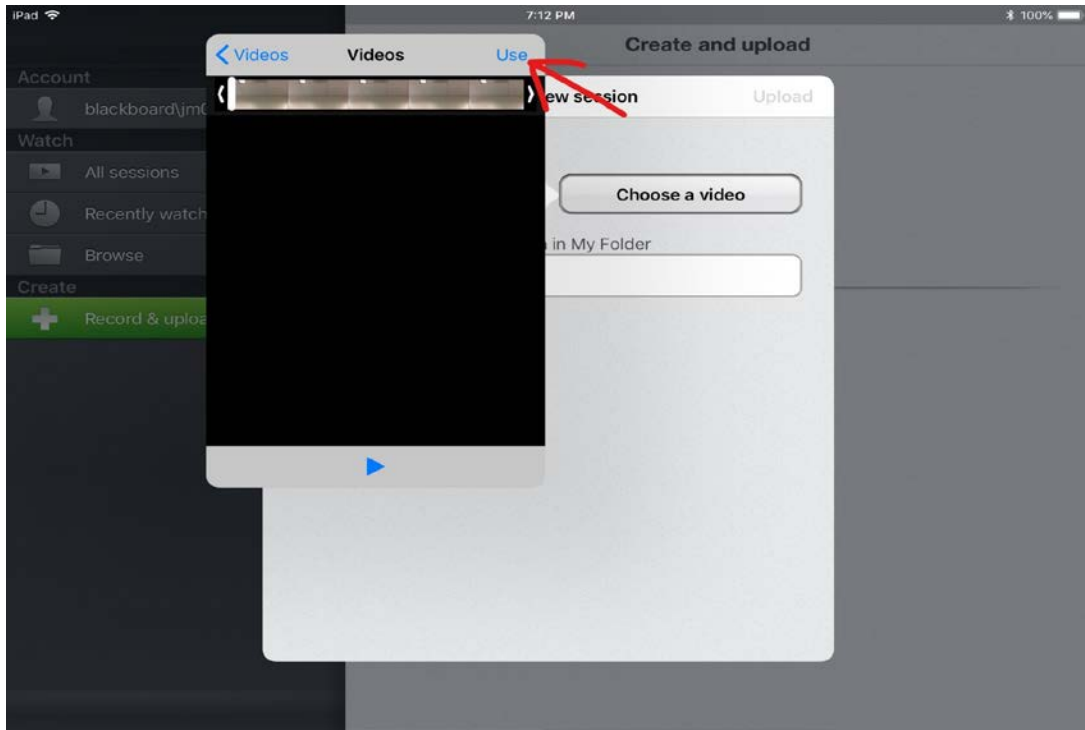

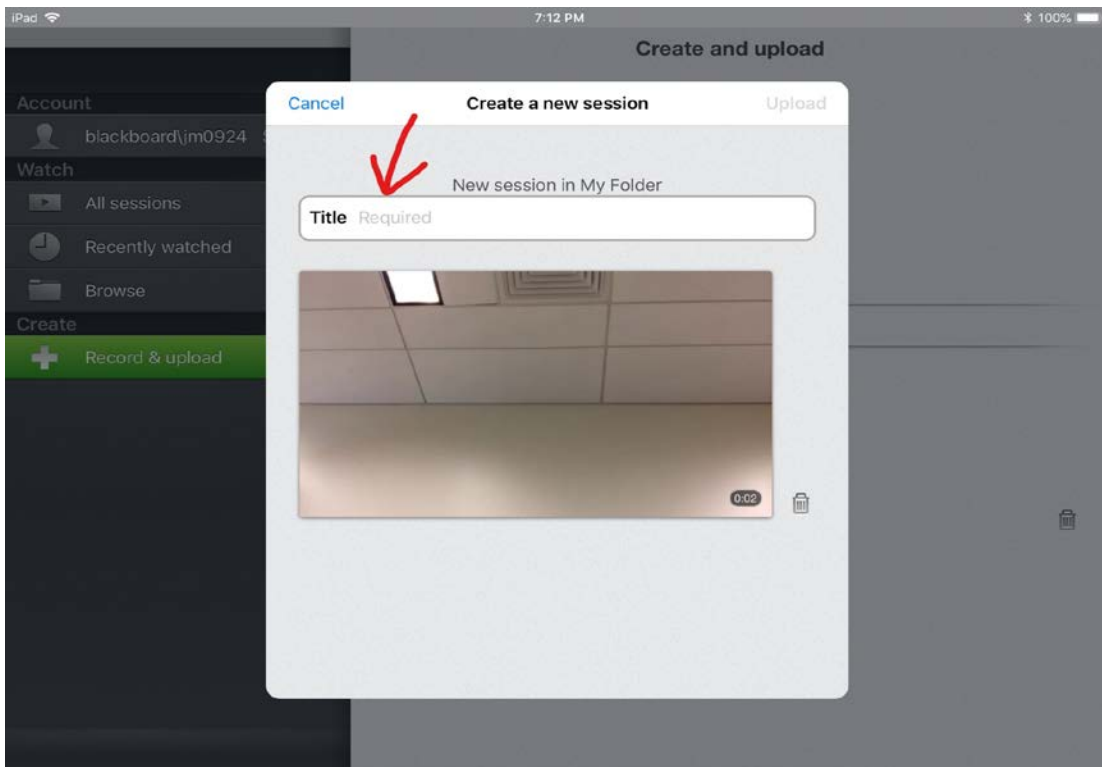30.   Click Choose a video to select a video to upload.

31.   Select Camera Roll as the source to choose a video.
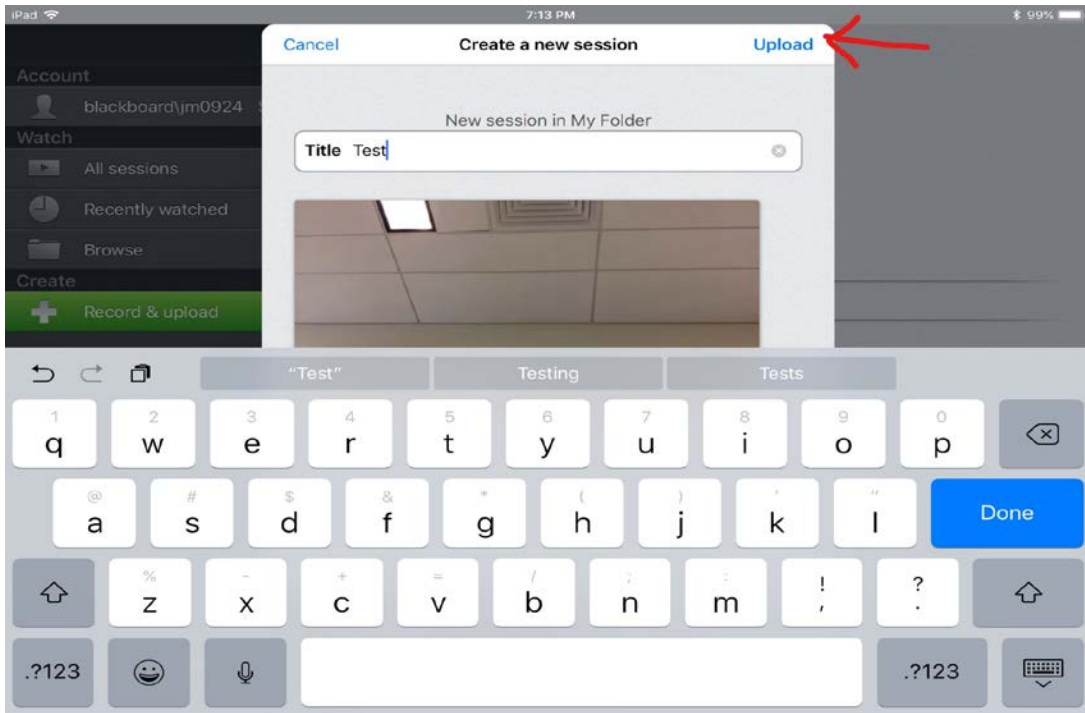

32.   Choose the most recent video that is the furthest to the right.
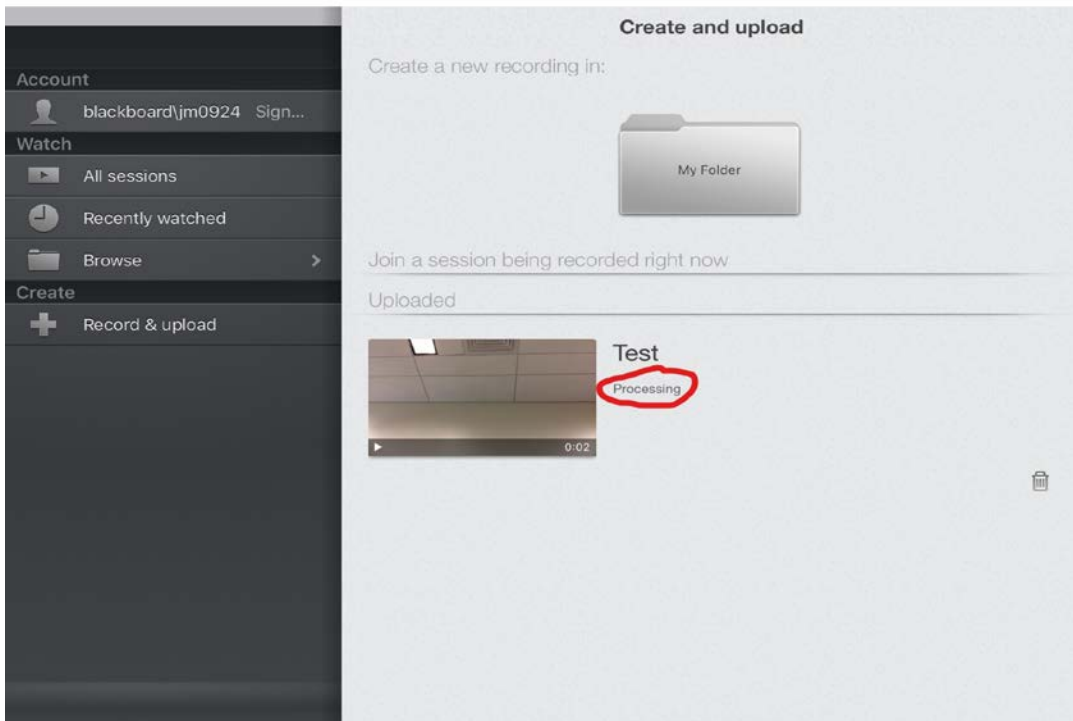
33.   Click Use to select video.
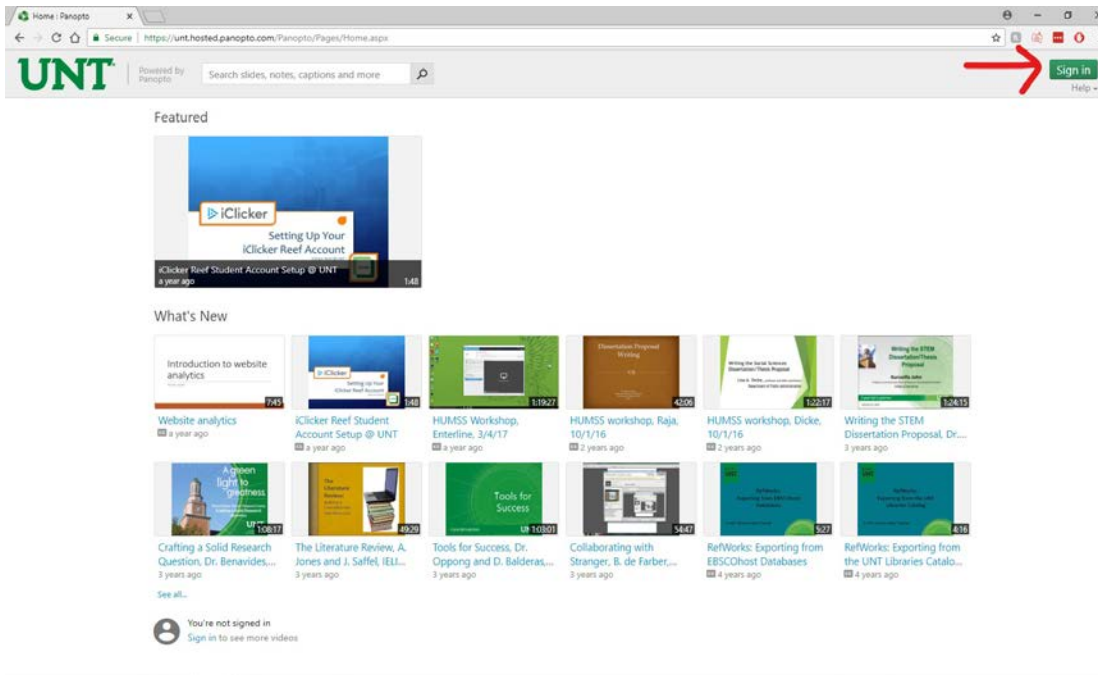

34.   Name your video.

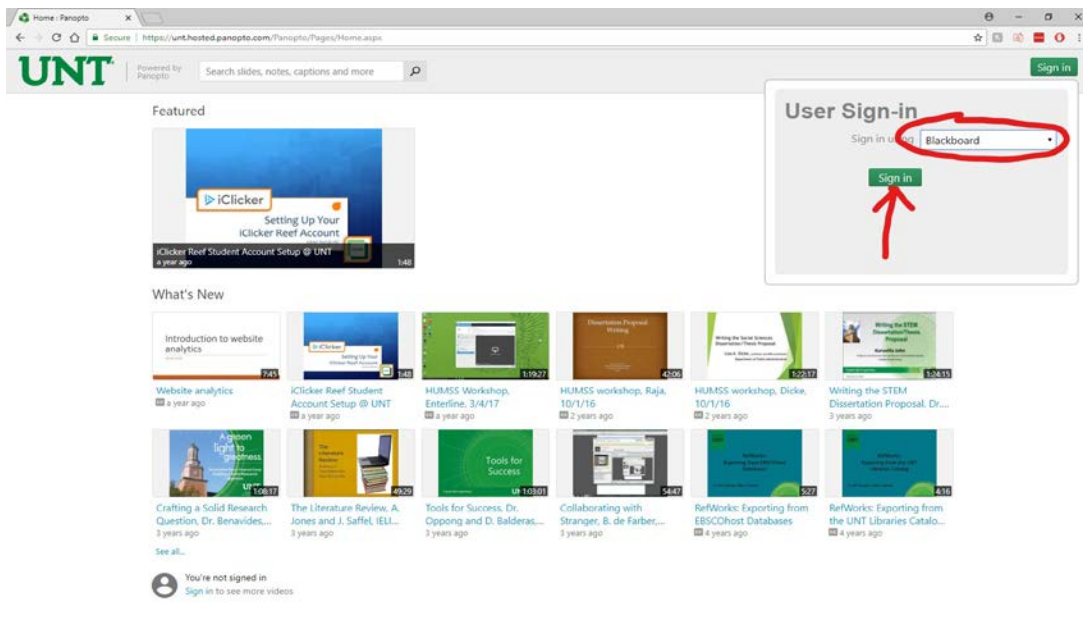35.   After naming the video click Upload to begin upload process.

36. Uploading will change message a few times like uploading, processing, publishing but is not limited to just these three messages.
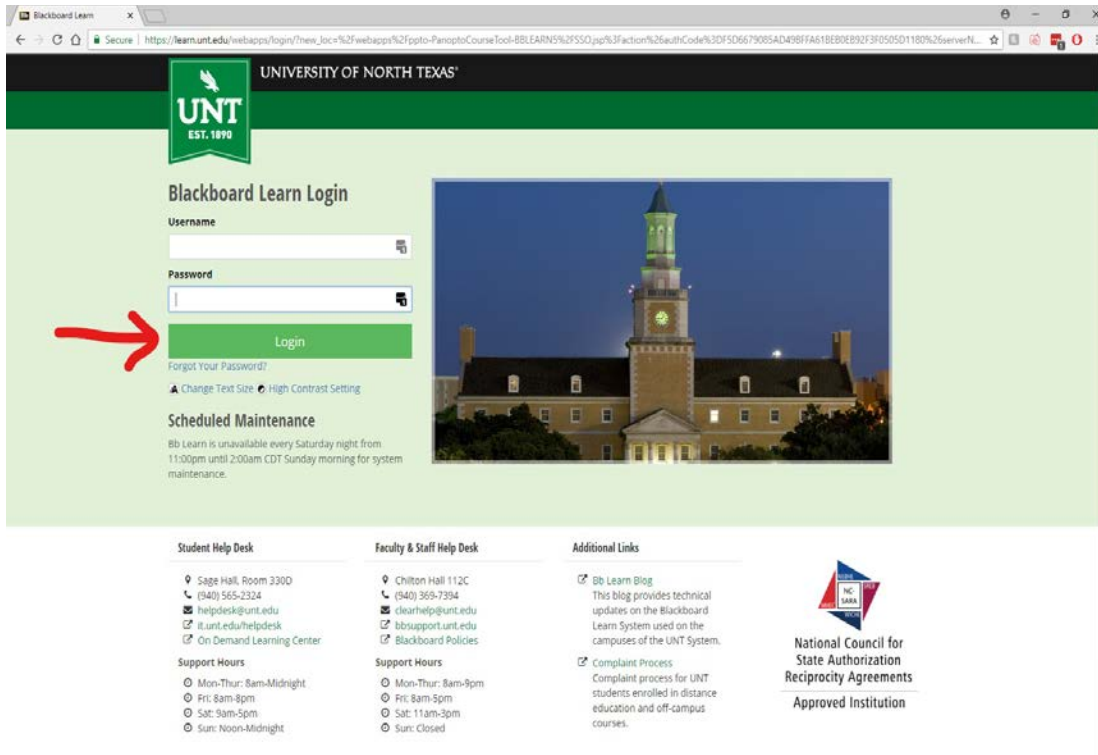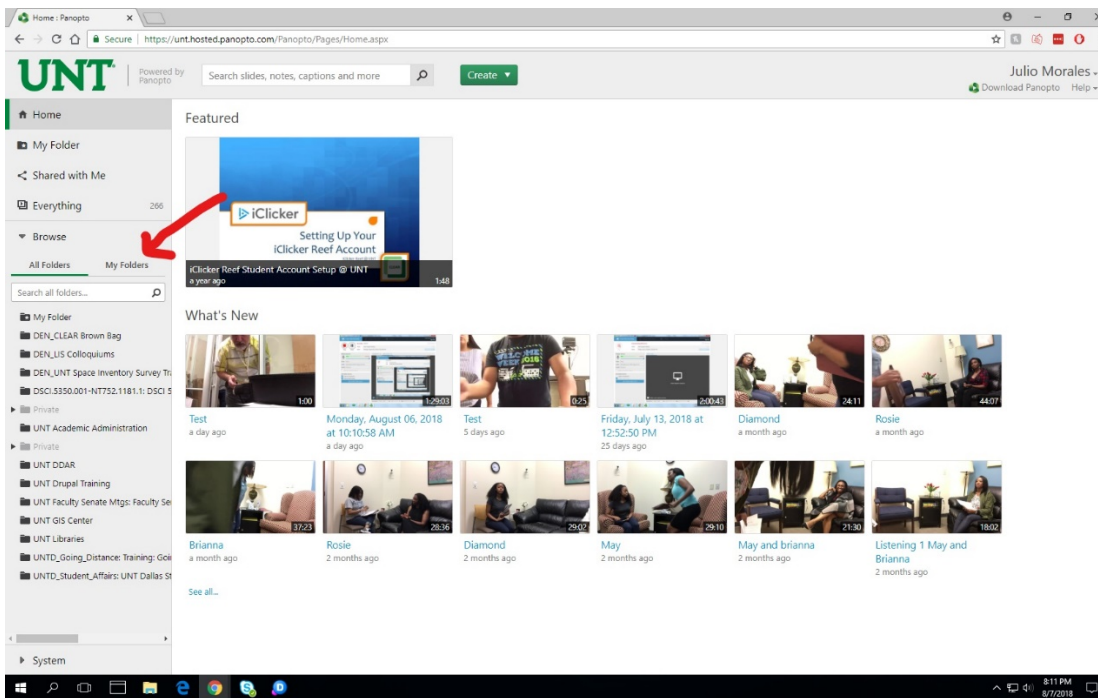
Verifying Panopto Upload

37. Log in to Panopto on the web through a Web Browser like Chrome, Firefox, or Safari and go to unt.hosted.panopto.com , once you are on the website click Sign In.
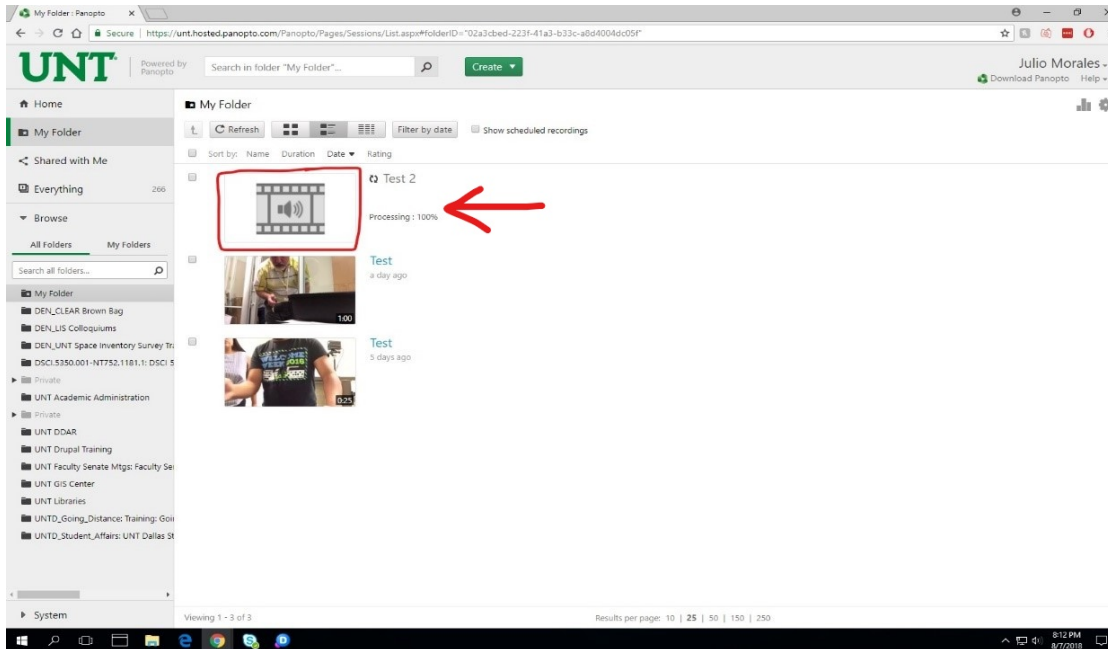

38.   Make Sure User Sign-in is set to Blackboard, if it is click Sign in.
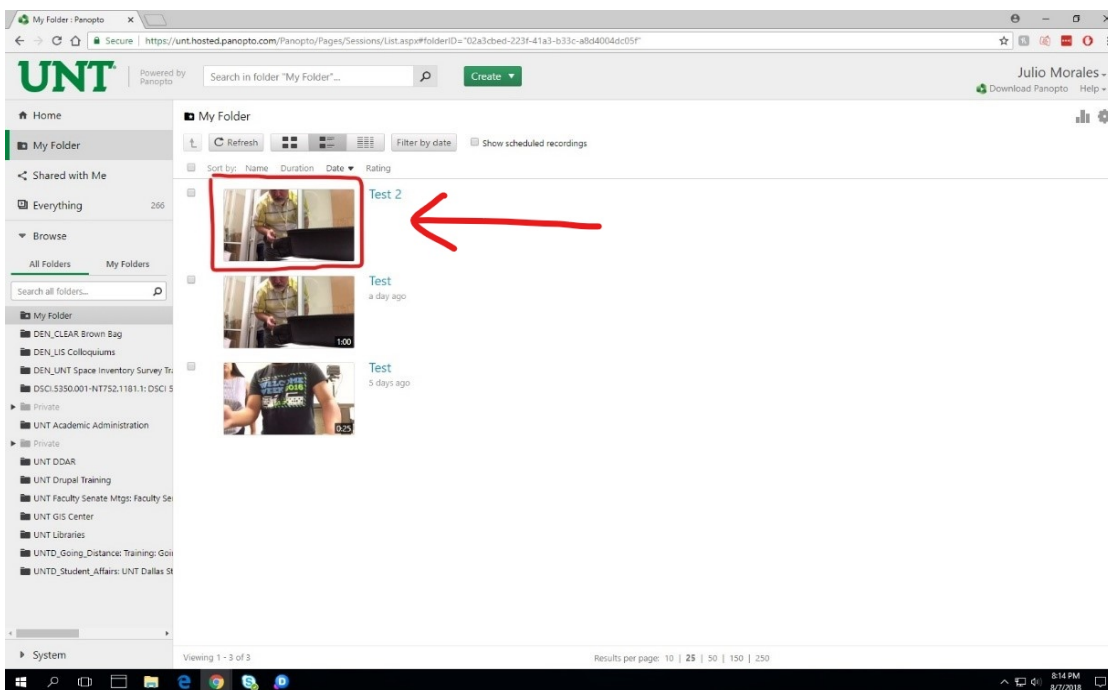
39.   Use Blackboard credentials and then click Login.
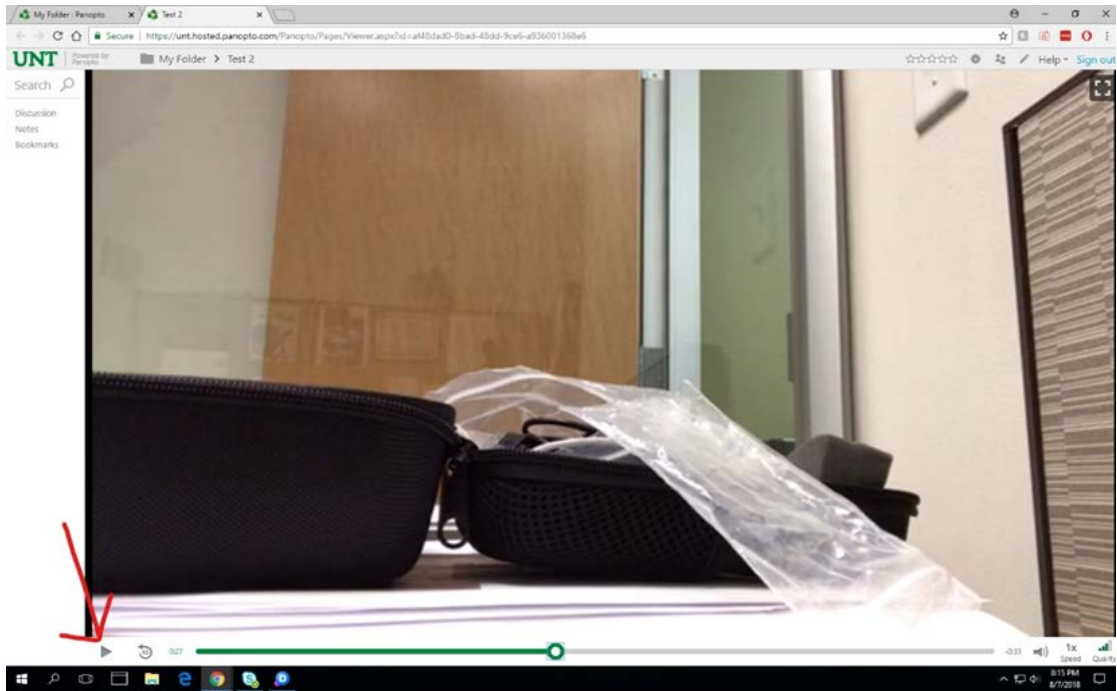

40.   Select My Folders to find folder where video was uploaded.

41.   Once you find uploaded video, if it shows a gray thumbnail that means that the video is not ready yet.

42. Video will be successfully uploaded when you can see a video thumbnail instead of a gray thumbnail. Click the video to play it to check if it plays correctly.

43.   Verify if video and audio was uploaded correctly. Once video is verified, no further steps are required.