

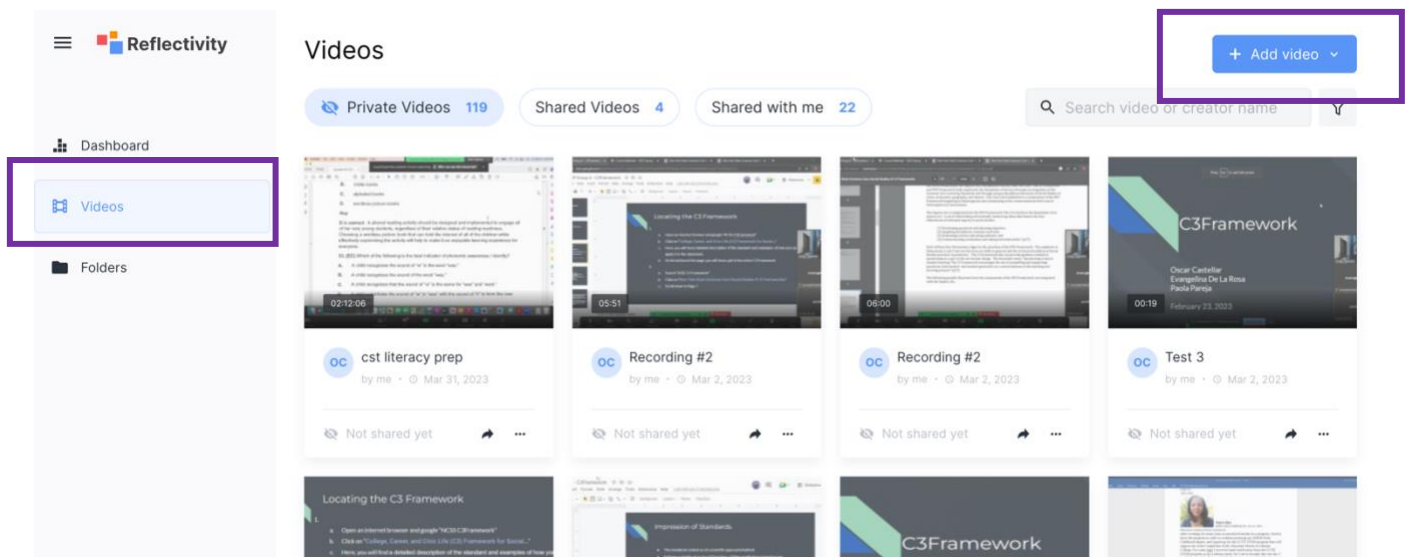
Swivl (now Reflectivity): Screen Recording

Screen recording can be used to capture remote learning environments on Zoom, Google, Microsoft Teams, etc. It can also be used to record asynchronous presentations, etc.

***NOTE: Prior to recording your lesson for your observation, etc. it is **HIGHLY** recommended that you test your chosen audio channel to make sure you capture your audio and the audio of your students.**

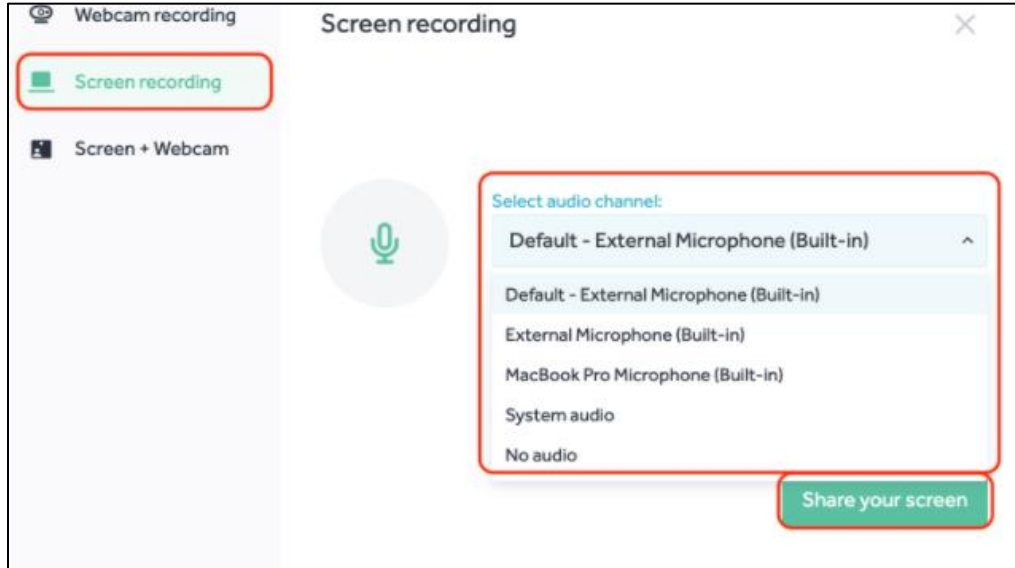
Microsoft PC Users: For best experience please use Mozilla Firefox web browser.

Login to Reflectivity > Video > “+ Add Video” > Select Record

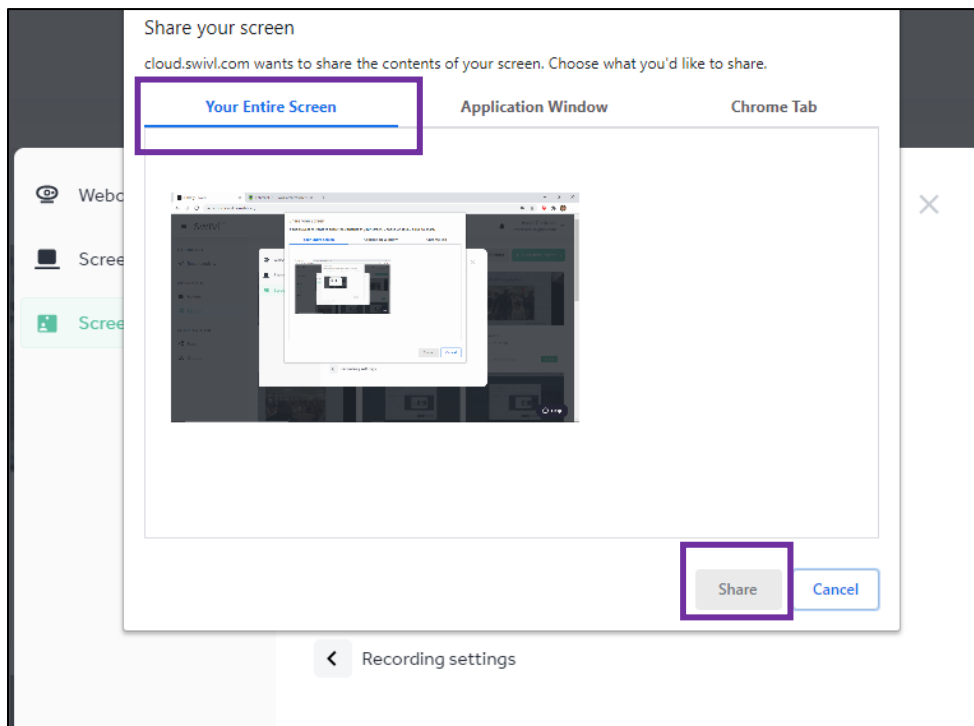


The screenshot shows the Reflectivity web application interface. On the left is a navigation sidebar with 'Dashboard', 'Videos', and 'Folders'. The 'Videos' menu item is highlighted with a purple box. The main content area is titled 'Videos' and features filters for 'Private Videos 119', 'Shared Videos 4', and 'Shared with me 22'. A search bar is present with the placeholder text 'Search video or creator name'. In the top right corner, a blue button with a white plus sign and the text '+ Add video' is highlighted with a purple box. Below the filters, a grid of video thumbnails is displayed. Each thumbnail includes a video player preview, a title, a creator name (e.g., 'cst literacy prep'), a date (e.g., 'Mar 31, 2023'), and a 'Not shared yet' status with a share icon.

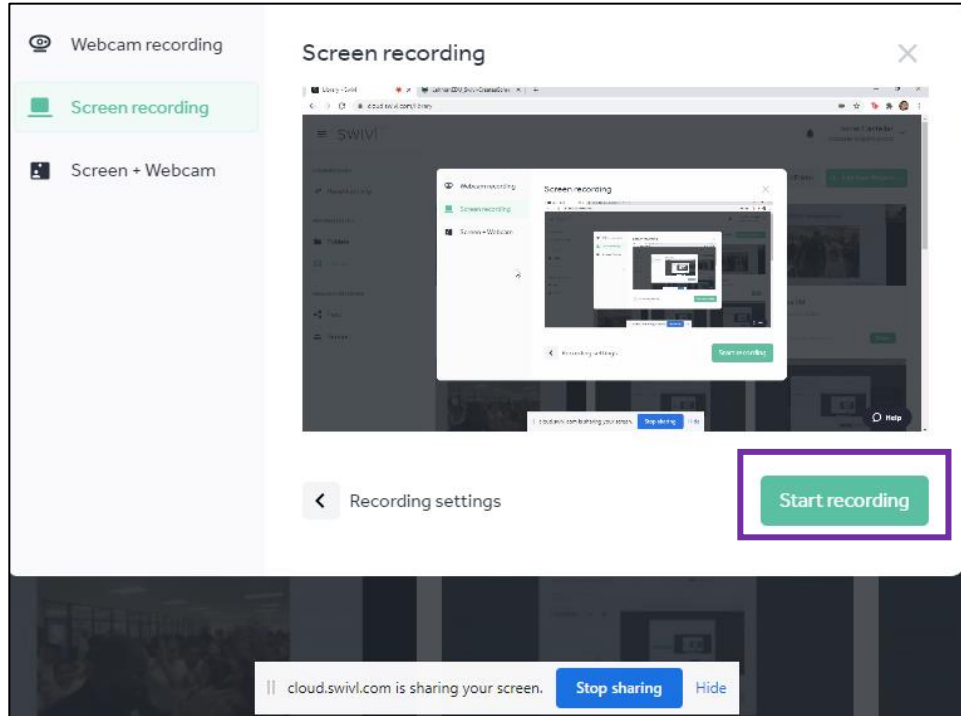
> Click Screen recording > Audio Channel: Keep the Default > Click Share your screen



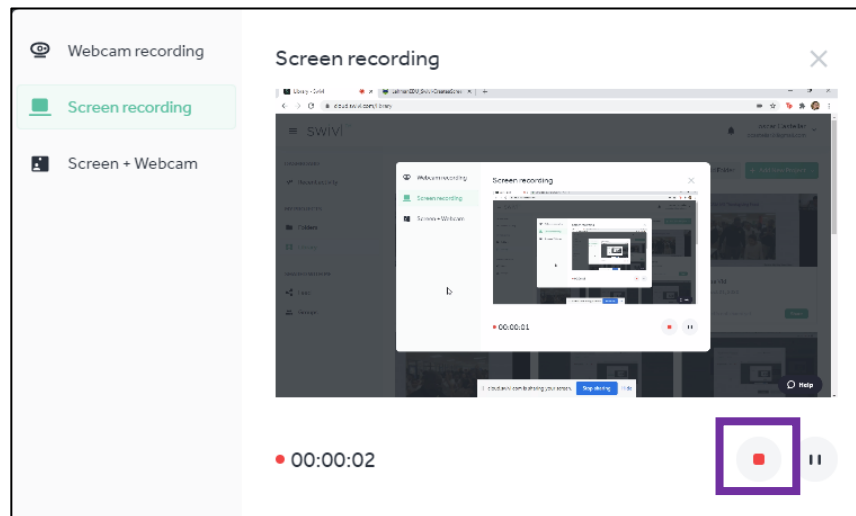
> Select the screen to record (Recommendation: Choose Your Entire Screen) > Share



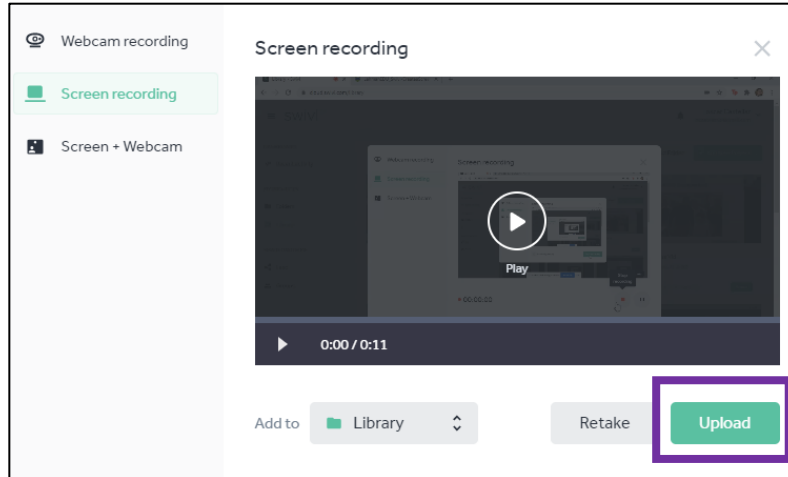
> Start Recording (You may navigate away from your browser but DO NOT close your browser)



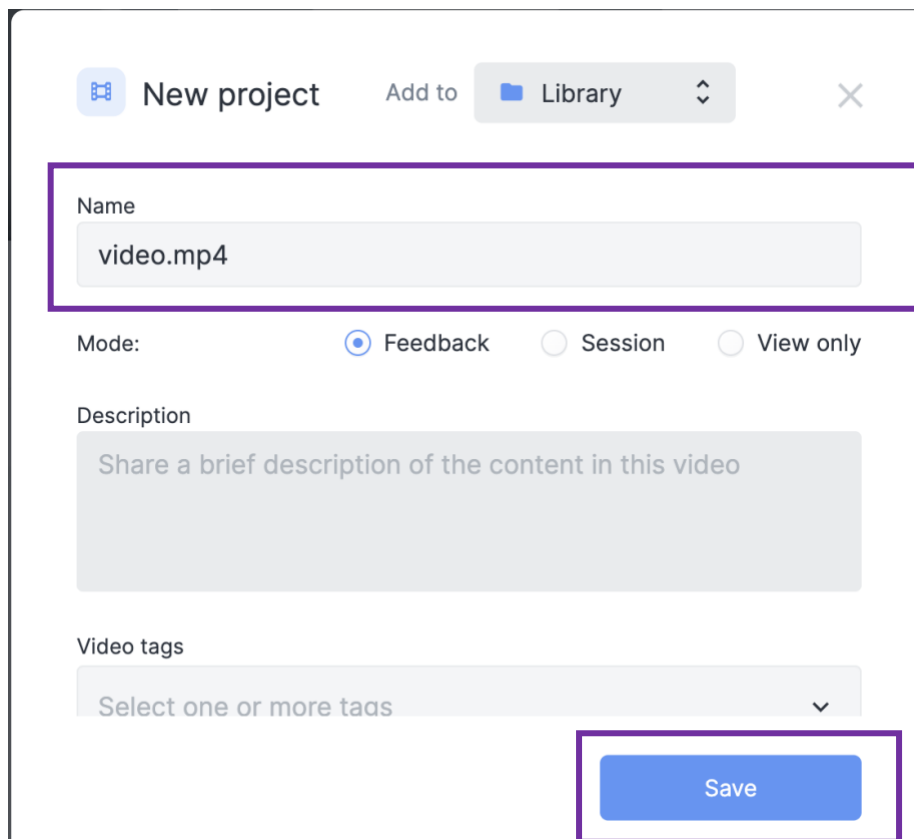
> Click Stop (red button) once you are done recording



> Click Upload



> Provide a name for project > Click Save



The screenshot shows a 'New project' form. At the top, there is a title 'New project' and an 'Add to' dropdown menu set to 'Library'. The form contains the following fields and options:

- Name:** A text input field containing 'video.mp4' (highlighted with a purple box).
- Mode:** Three radio button options: 'Feedback' (selected), 'Session', and 'View only'.
- Description:** A large text area with the placeholder text 'Share a brief description of the content in this video'.
- Video tags:** A dropdown menu with the placeholder text 'Select one or more tags'.
- Save:** A blue button at the bottom right (highlighted with a purple box).