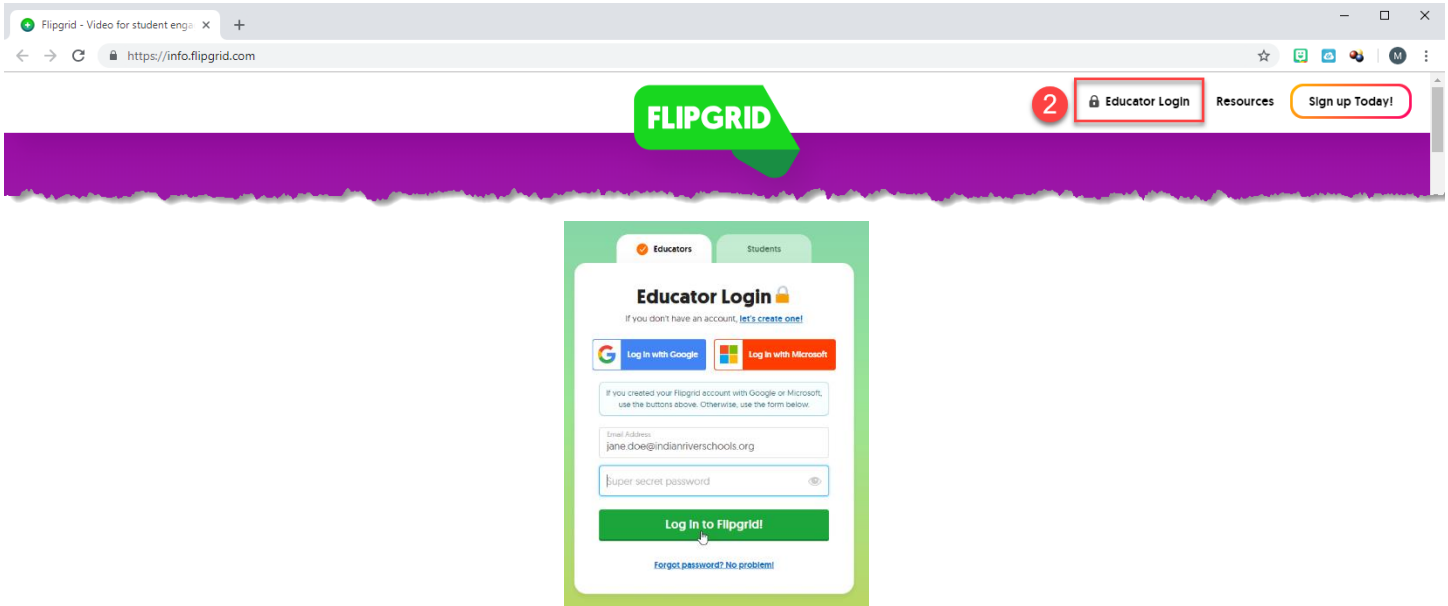


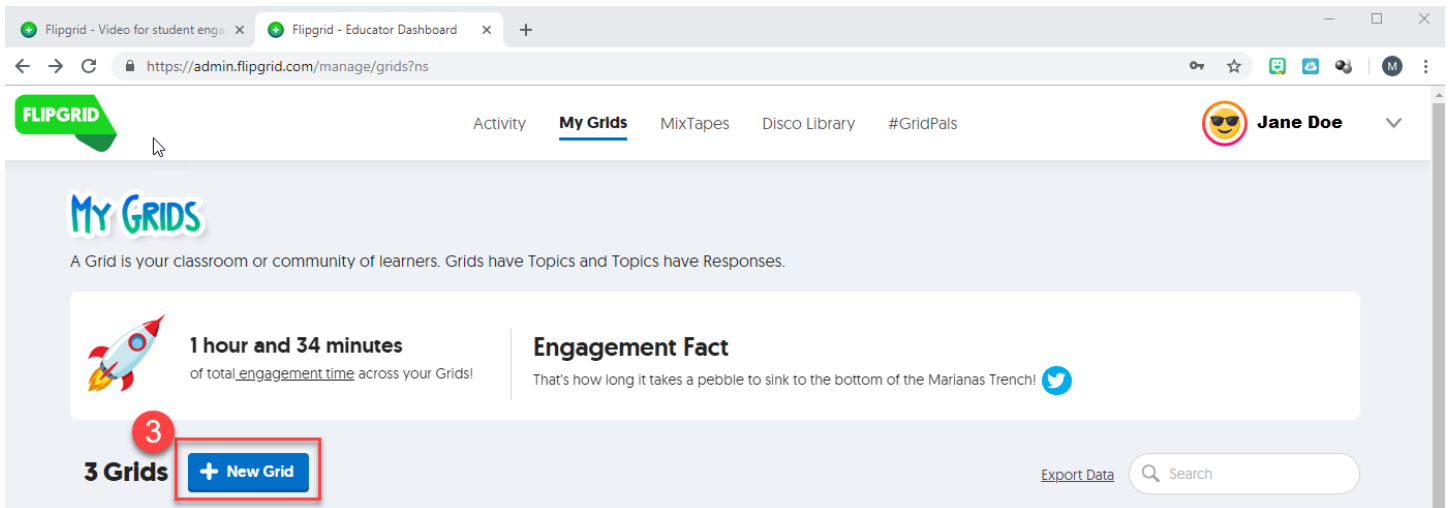


CHEAT SHEET

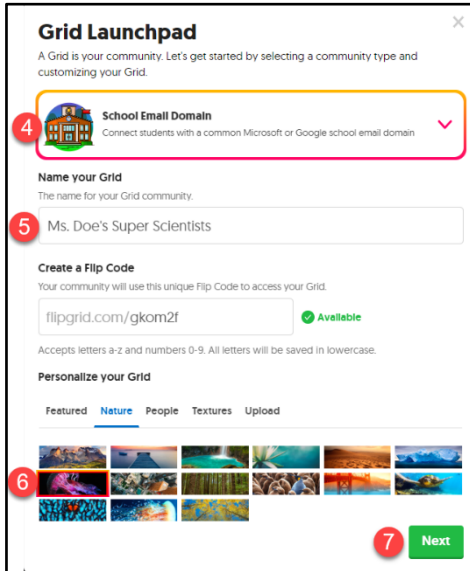
1. Use **Chrome** as your Browser. Go to > www.flipgrid.com
2. Click on **Educator Login**---use your credentials from when you created your account.



3. You are in the Dashboard. Within the Dashboard, you create a grid, which is your community of learners. Click +New Grid. This is where you will create your Topics for discussion.



4. Next, select a Grid Community Type. Most teachers will choose School Email Domain here. However, some of the elementary teachers may choose Student ID List. When the students use FlipGrid, they will need to login with either their email address (School Email Domain) or their name (Student ID List). Choose whichever you think will be easiest for your students to use.
5. Give your Grid a name.
6. Choose a picture for your Grid.
7. Click Next.



Grid Launchpad

A Grid is your community. Let's get started by selecting a community type and customizing your Grid.

4 **School Email Domain**
Connect students with a common Microsoft or Google school email domain

Name your Grid
The name for your Grid community.

5 Ms. Doe's Super Scientists

Create a Flip Code
Your community will use this unique Flip Code to access your Grid.

flipgrid.com/gkom2f **Available**

Accepts letters a-z and numbers 0-9. All letters will be saved in lowercase.

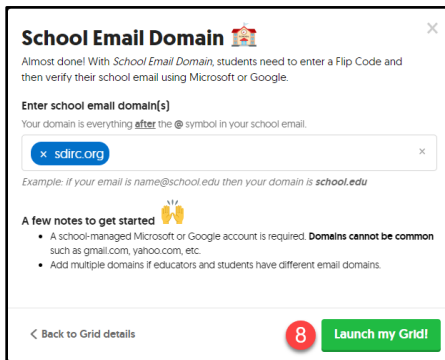
Personalize your Grid

Featured **Nature** People Textures Upload

6 [Grid of image thumbnails]

7 **Next**

8a. If you chose School Email Domain, enter **sdirc.org** and click **Launch my Grid!**



School Email Domain

Almost done! With *School Email Domain*, students need to enter a Flip Code and then verify their school email using Microsoft or Google.

Enter school email domain(s)
Your domain is everything *after* the @ symbol in your school email.

sdirc.org

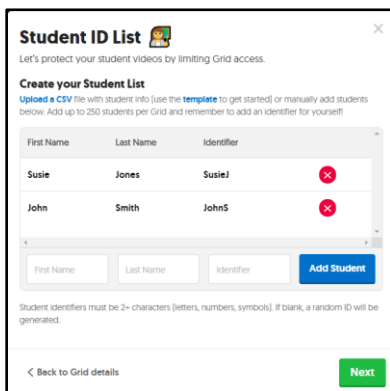
Example: If your email is name@school.edu then your domain is school.edu

A few notes to get started

- A school-managed Microsoft or Google account is required. Domains cannot be common such as gmail.com, yahoo.com, etc.
- Add multiple domains if educators and students have different email domains.

< Back to Grid details **8** **Launch my Grid!**

8b. If you chose Student ID List, enter your students, click **Next**, then click **Launch my Grid!**



Student ID List

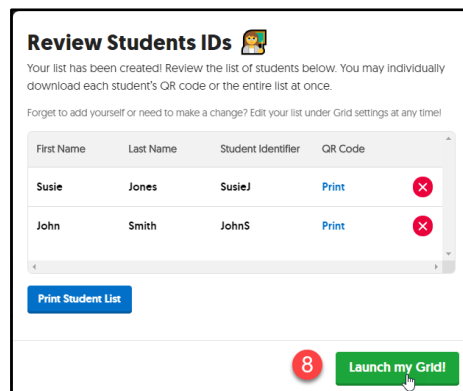
Let's protect your student videos by limiting Grid access.

Create your Student List
Upload a CSV file with student info (use the [template](#) to get started) or manually add students below. Add up to 250 students per Grid and remember to add an identifier for yourself!

First Name	Last Name	Identifier
Susie	Jones	SusieJ
John	Smith	JohnS

Student identifiers must be 2+ characters (letters, numbers, symbols). If blank, a random ID will be generated.

< Back to Grid details **8** **Next**



Review Students IDs

Your list has been created! Review the list of students below. You may individually download each student's QR code or the entire list at once.

Forget to add yourself or need to make a change? Edit your list under Grid settings at any time!

First Name	Last Name	Student Identifier	QR Code
Susie	Jones	SusieJ	Print
John	Smith	JohnS	Print

Print Student List

8 **Launch my Grid!**

9. You are now ready to create a topic, which is the question for your students. Click **+New Topic**

Pin	Topic Name	Flip Code	Display Date ↓	Engagement	Activity
	Ideas 0 videos 0 views			-	Inactive ▼ Actions
	Introductions! 0 videos 0 views	0ftea6	Sep 26, 2018	-	Active ▼ Share Actions

10. Fill in the topic and all the options.

11. Click **Create Topic**.

Create a New Topic

Topics are where your learners share their videos with the community. You can create as many Topics as you would like within a Grid. Visit the [Topic Discovery Library](#) to explore Topics shared by educators from around the world!

Section 1 of 7

Topic Details

Topic Title Required

Add a title for your Topic to provide context.

Title your topic here.

35 characters max

Topic Tip Optional

Add a tip to help your learners best answer the Topic.

64 characters max

Video Response Time

Adjust the maximum recording time allowed in this Topic.

Choose the response time - from 15 seconds to 5 minutes,

Topic Display Date

This date is displayed on your Topic and can be used to order your Topics.

Choose the start date.

Topic Description/Question Required

Text can be up to 500 characters.

Choose a vocabulary word from our current topic. Make a video of you drawing your vocab word. Other students will try to guess the word in the comments.

Describe your topic/question here in detail. you have up to 500 characters.

500 characters max

Section 2 of 7

Topic Privacy

Video Moderation

If videos are moderated, you must approve them before becoming visible to others.

If this button is on, you must approve the videos before the class can see them.

Grid Community Type

You have selected **School Email Domain** which means students enter a Flip Code and verify their school email using Microsoft or Google. Edit this Grid's **Community Type** under Grid settings.

Section 3 of 7

Topic Status

Active State

Make your Topic active, frozen [students can view videos, but cannot record], or inactive.

Launch and Freeze Dates

Selecting launch and freeze dates set when a Topic is active and then frozen. Your timezone is set to America/New_York. Not correct? [Update your timezone.](#)

 → ×

You can set this manually by changing the Active State.

Section 4 of 7

Topic Resource Optional

Add a Topic resource [video, image, gif, or emoji] to engage your students.

Record a Video

Upload a Video

Add a Video

Upload an Image

Add a Giphy

Add an Emoji

Section 5 of 7

Topic Attachments Optional

Attach up to 9 external links (OneNote, Google Docs, Dropbox, YouTube, etc.) to this Topic.

Feature Link

Attachment Title

[Add another Attachment](#)

Section 6 of 7

Video Features

Selfie Decorations
 Allow students to decorate their selfies with drawings and stickers. Decorations can be individually selected or disabled entirely.

Allows students to decorate their selfie.

Attachment Link
 Allow students to include an external link (OneNote, YouTube, news article, etc.) with their video. Links can be public [visible to all], private [only visible to you], or none.

Video Reactions 🤖
 Allow students to react with a mic drop emoji, Flipgrid's version of a like.

Student-to-Student Replies
 Allow students to Reply via video to another student Response.

Video Views
 Display the number of views a video has received.

Video Title
 Allow students to add a title (80 characters max) to their video. Titles can include hashtags for searchability.

Section 7 of 7

Feedback

Basic Feedback
 Provide basic feedback on a Response based on student verbalization and clarity of expressed ideas.

Custom Feedback
 Build and assign custom feedback rubrics based on the needs and qualifications of your classroom. *Choose the type of feedback you want for the topic.*

Provide basic feedback on a video based on student verbalization and clarity of expressed ideas.

Performance
 Ideas

11

[Cancel](#) [Create Topic](#)

12. Once your topic is created, share it with your students. There are two different ways you can do this.

a.) Have the students go to flipgrid.com and put in the code.

Science Vocabulary Pictionary

Flip Code: 0 videos 0 views

[Active](#) [Share Topic](#) [Topic Actions](#)

Choose a vocabulary word from our current topic. Make a video of you drawing your vocab word. Other students will try to guess the word in the comments.

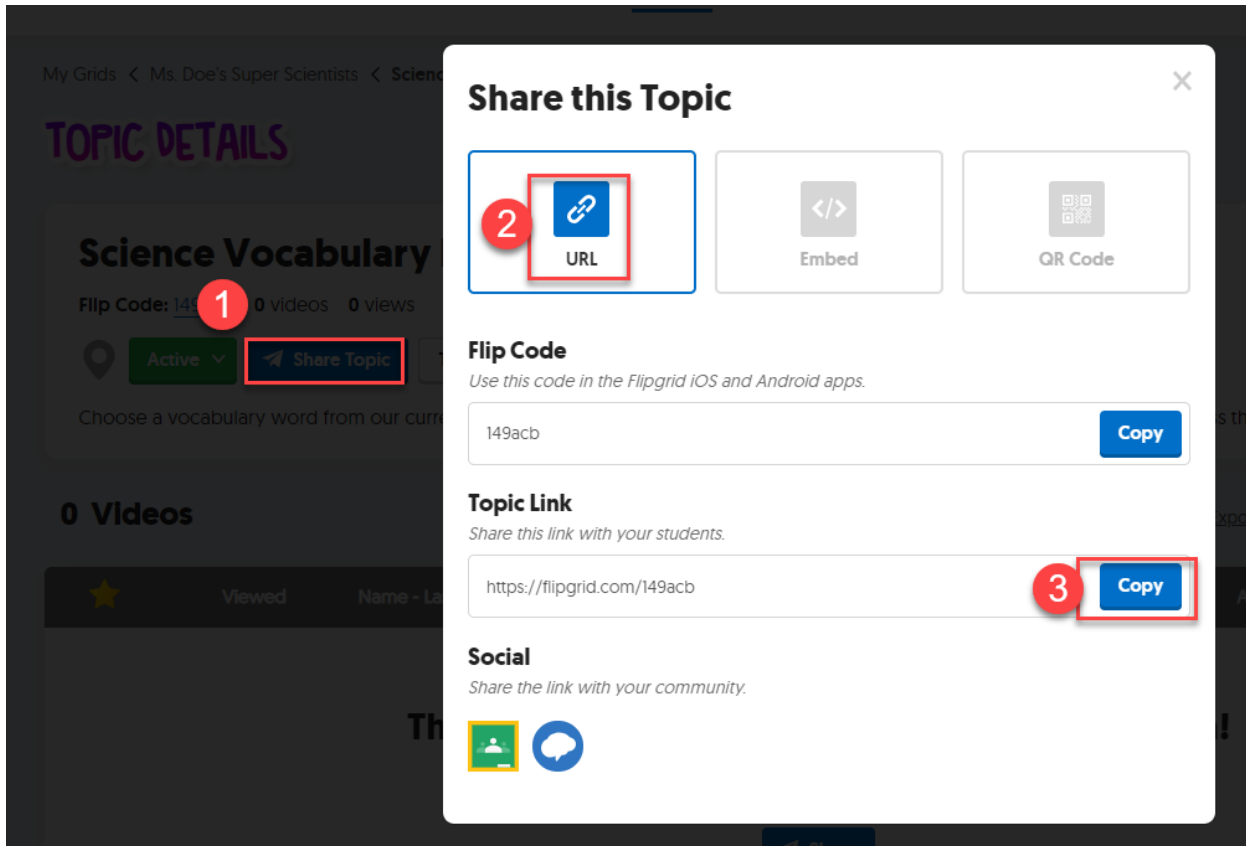
Flipgrid - Video for student eng... x +

https://flipgrid.com

FLIPGRID Educator Login Resources [Sign up Today!](#)

a Enter a Flip Code to go to your Grid

- b.) Put a direct link to the grid in Canvas.
1. Click **Share Topic**
 2. Click **URL**
 3. Click **Copy**
 4. Insert the link into Canvas



Advanced users may also embed the Flipgrid into Canvas using this same Share Topic button.