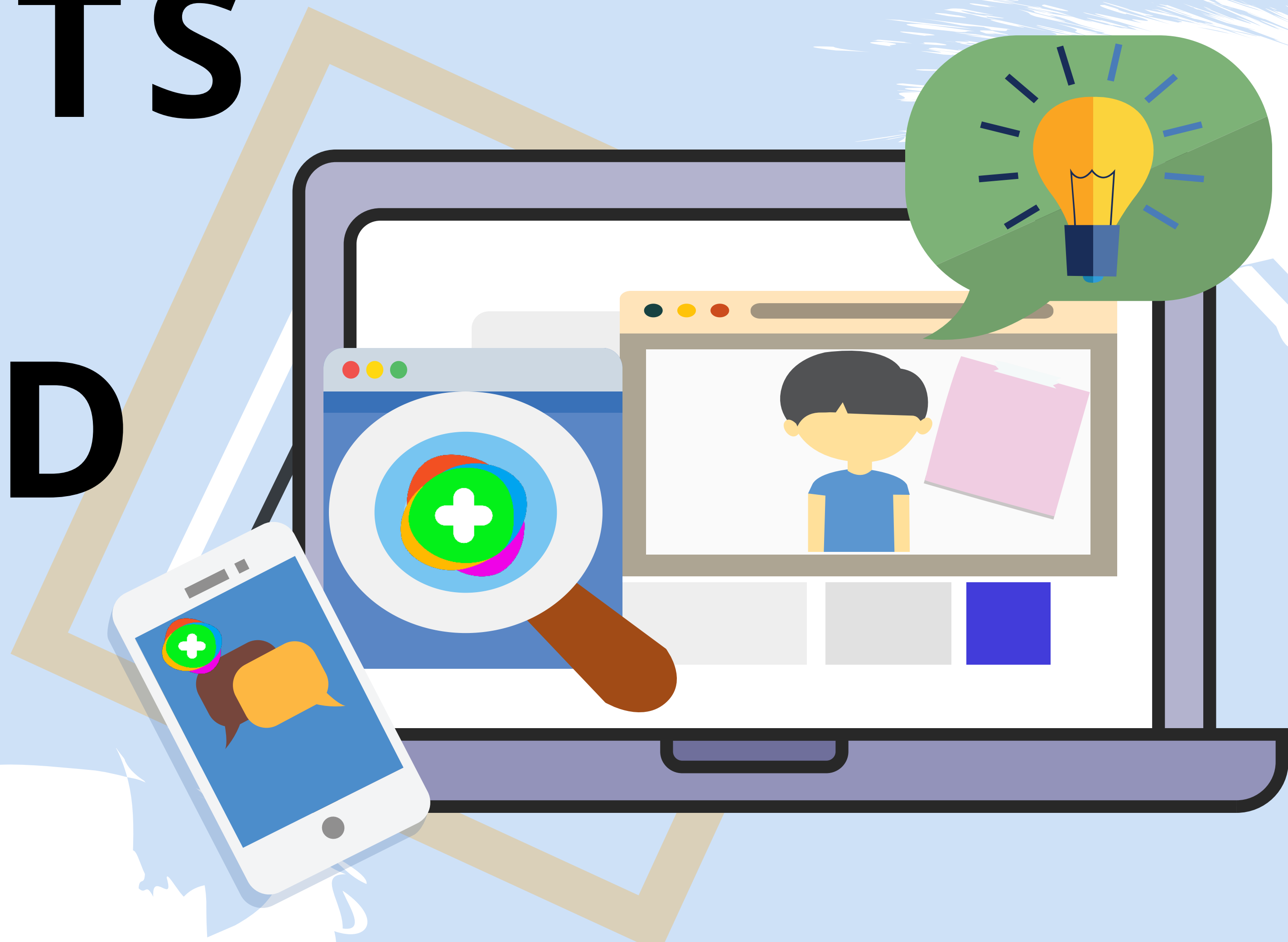


ENGAGE YOUR STUDENTS WITH FLIPGRID





Flipgrid



Welcome to Flipgrid!

Hello!

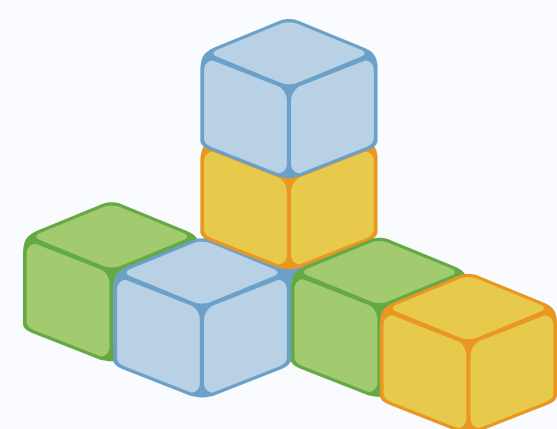
For those of you who have never heard of Flipgrid, Flipgrid is an amazing online social learning platform for teachers and you can use it for free! It allows you to share assignment with your students and also allows your students to respond or submit their assignment by video recording. If you are a teacher that is currently using Google Classroom, you can also link it to your Flipgrid. In this e-book, we will show you how to set up your discussion in Flipgrid which is basically the same as setting up your classroom! Without further ado, let's continue and see how it's done!





Contents

In this e-book, you will encounter:



How To Set Up
A Discussion
Page 1



How To Create
A Topic
Page 2



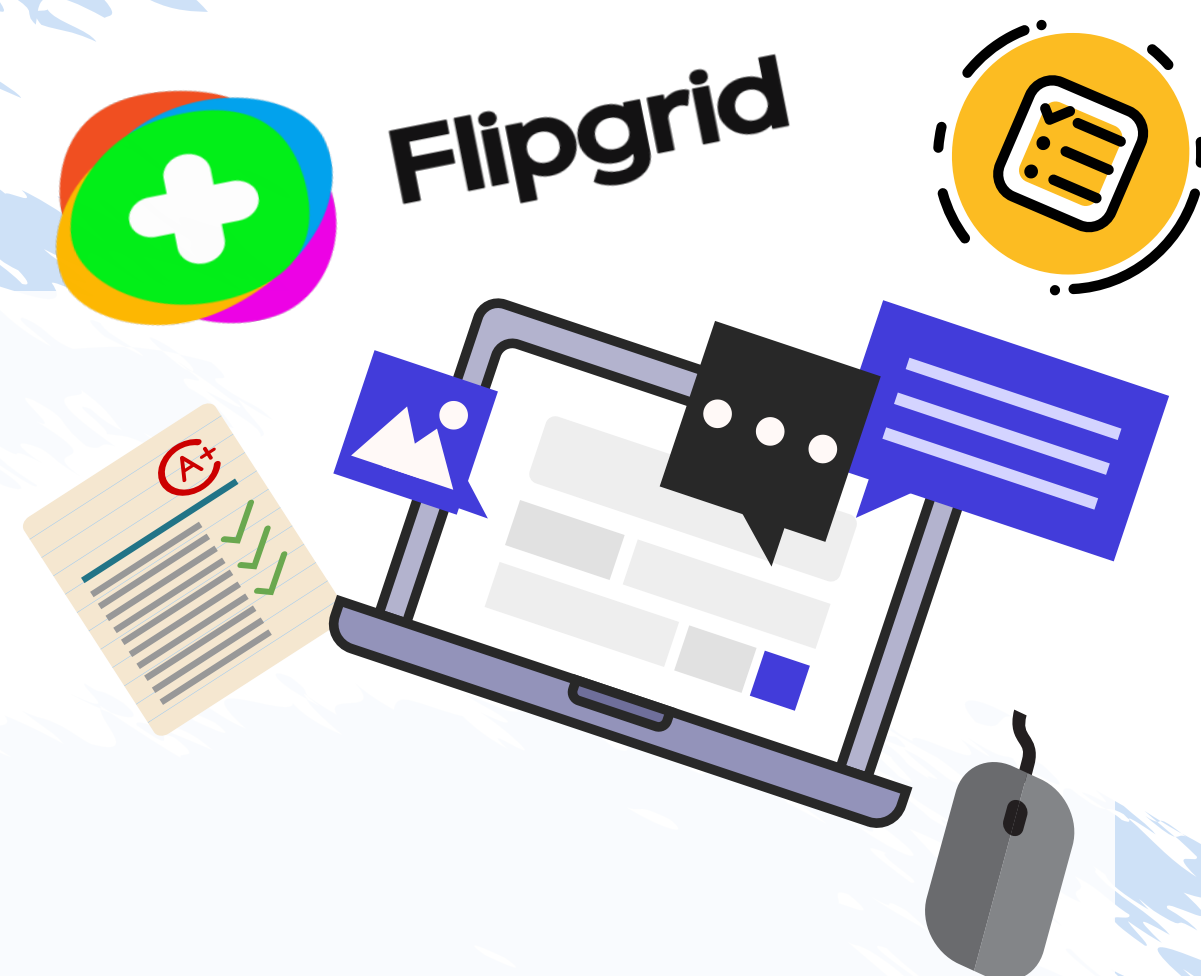
How To Create
A Group
Page 9

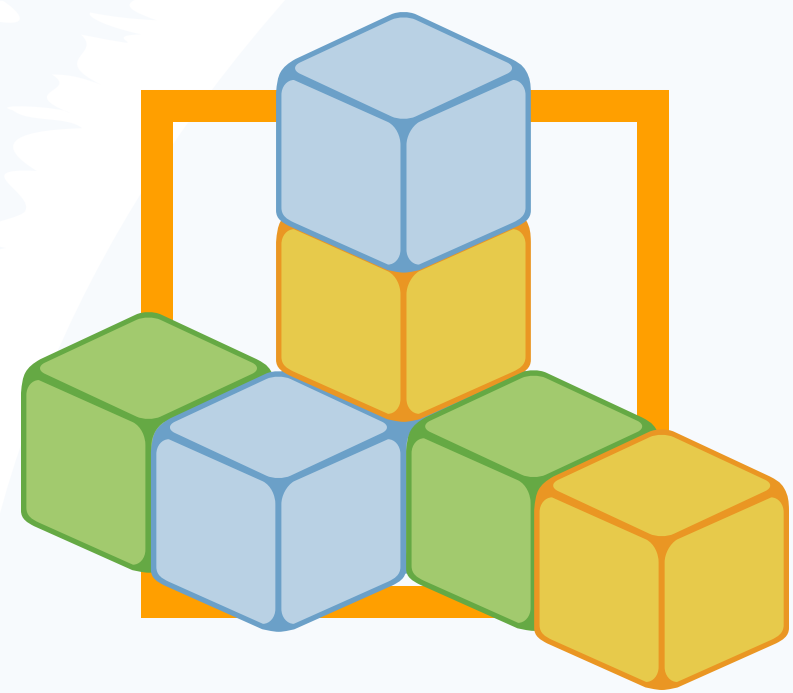


Preparing QR badges
For Your Students!
Page 15



Freezing Your Topics
To Stop Taking
Responses
Page 20





How to **SET UP A DISCUSSION?**

Flipgrid is a social learning platform. It allows teachers or educators to ask a question, and then the students respond in the form of a video. Afterwards, students are able to respond to one another, thus creating a chain of discussion on that particular issue. Here's how you can set up a discussion on Flipgrid.

1

CREATE A TOPIC

Create a new Topic to start your discussion. A Topic is where your students can respond to your prompt.

Add a Topic

2

CREATE A GROUP

Create a Group (previously known as "Grid") to help you organize multiple Topics.

Create a Group

3

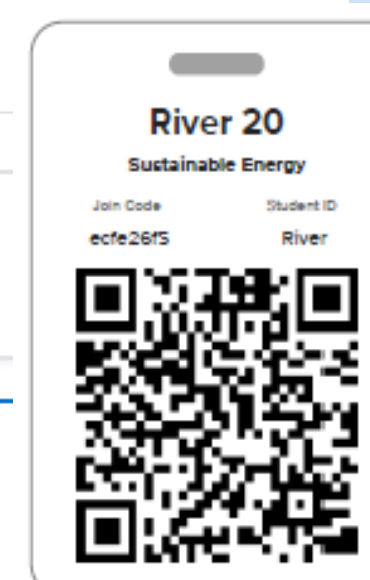
INVITE STUDENTS

Add your students using their emails (google/microsoft) or give them username so they can login into the link you shared.

☒ Private ☐ Public

 Student Email

 Student Username

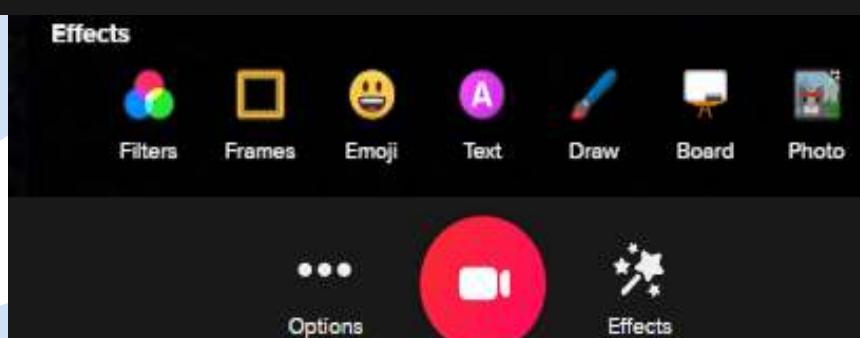


4

STUDENTS RESPOND

Your students can now login and record their response using their camera or upload a pre-recorded video.

 **Record a Response**





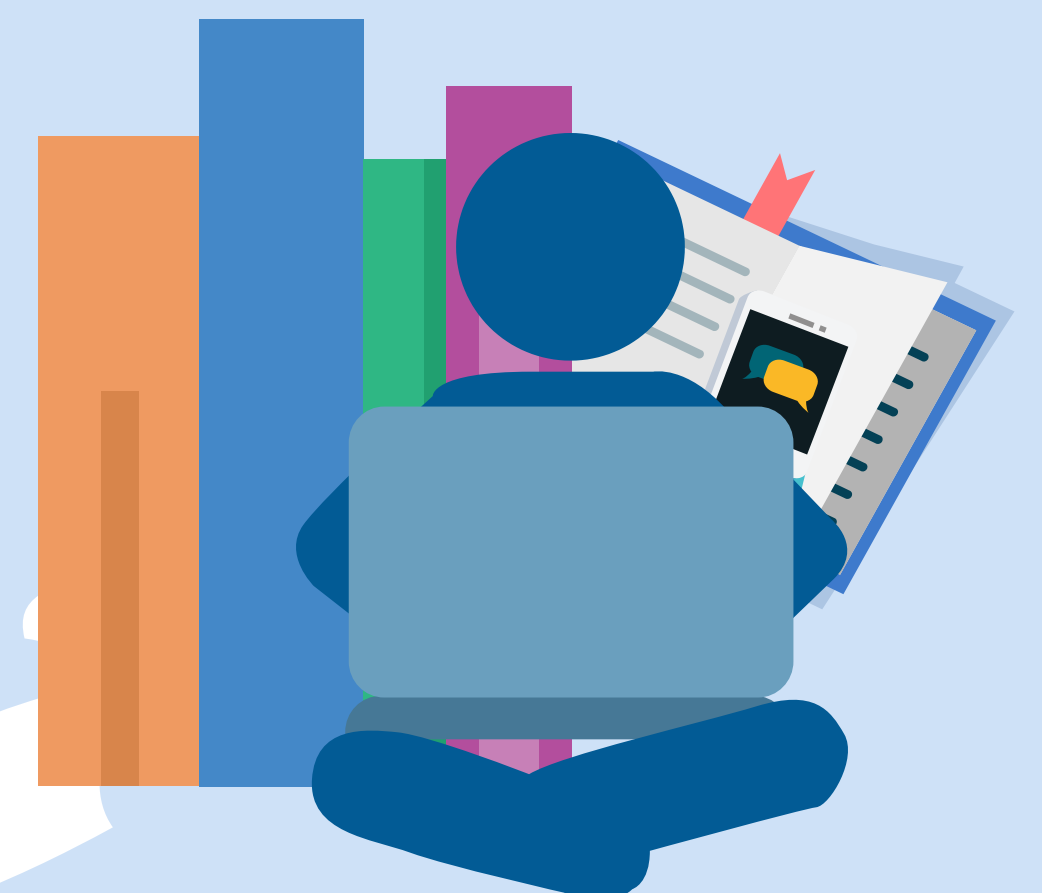
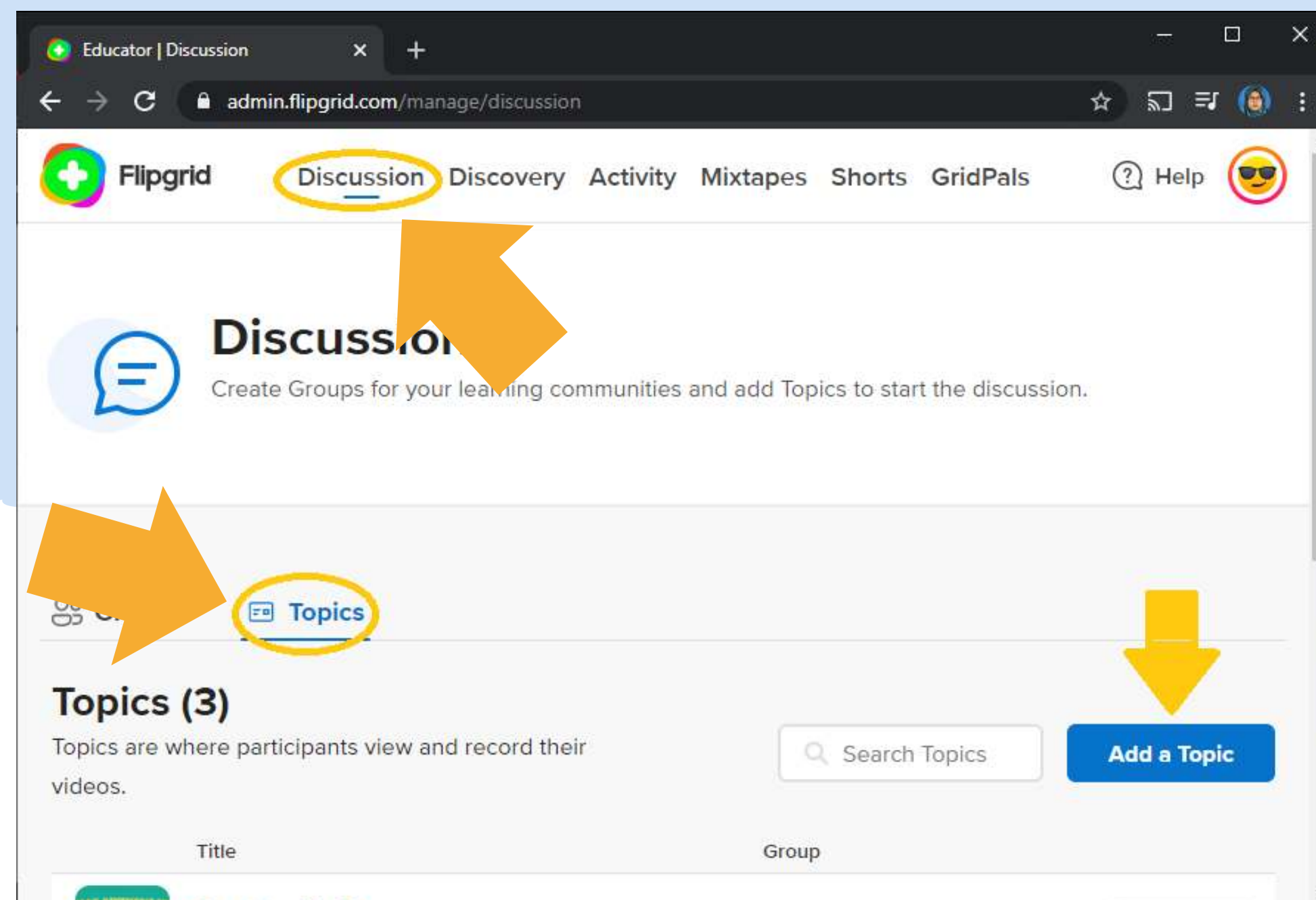
Creating A Topic!

After you have login with your account, you will be walked through to create your first Topic. The great thing about Flipgrid is you can always come back and change your Topic settings and permissions whenever you need to.

Follow these 6 steps to start creating your Topic:

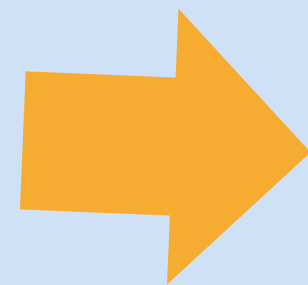


Click on
"Add a
Topic".



2

Name your Topic and add the question for your student to respond to.



Details

Title

Sustainable Energy|

18/35

Prompt

B

I

U

🔗

↺

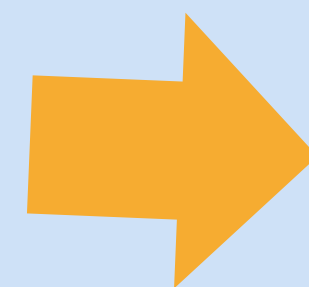
↻

What comes to your mind when you heard "Sustainable Energy"?

60/1000

3

Add Media resource to your Topic.



Media

Add a media resource to engage your students.



Record a Video



Upload a Video



Add a Video



Upload an image



Add a Giphy



Add an Emoji



Microsoft



Google



Kahoot!



Wakelet



Nearpod



Newsela



Adobe Spark



Wonderopolis



Bunce

4

Decide who will have the permission to access your Topic.

For your students, you can add them using their Google or Microsoft email one-by-one.

Permissions

☒ Private ☐ Public

Student Email

Student Username

Students join using a Microsoft or Google email

Enter email domains or individual email addresses to add them to this Topic. Use our example [template](#) to [upload a CSV file](#). [Learn more.](#)

mivarfan@gmail.com X @siswa.um.edu.my X

Guest password (Optional)

Add a password for families and guests to join the Topic. ☐

Or create an excel spreadsheet of your students' emails from this template and upload.

Students join using a Microsoft or Google email

Enter email domains or individual email addresses to add them to this Topic. Use our example [template](#) to [upload a CSV file](#). [Learn more.](#)

4

You can also give your students username if they don't have Microsoft or Google emails. You can add the username one-by-one.

Permissions

☒ Private ☐ Public

☐ Student Email

☒ Student Username

Students join with a username
Enter the usernames your students will use to access this Topic. Use our example [template](#) to [upload a CSV file](#) or add usernames below.

First name	Last name	Username	Add
Ali	Bakar	Ali	

Student Username

Your student username list is empty. Add or [upload a CSV file](#).

Guest password (Optional)
Add a password for families and guests to join the Topic. ☐

Or create an excel spreadsheet of your students' usernames from this template and upload.

Students join with a username

Enter the usernames your students will use to access this Topic. Use our example [template](#) to [upload a CSV file](#) or add usernames below.

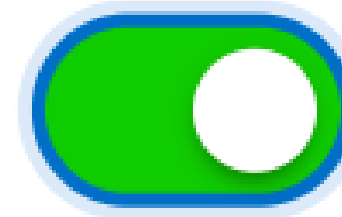
4

Parents and caretakers can also access your Topic with Guest password.

Your password must follow these conditions.

Guest password (Optional)

Add a password for families and guests to join the Topic.



Enter a Password

Min 8 characters and contain 2 of the following:

☐ Uppercase ☐ Lowercase ☐ Number ☐ Symbol

Or you can choose to make your Topic go public. In which case, anyone with the Join Code will be able to access your Topic.

Permissions



Private



Public

Anyone with the Join Code can view the Topic. To record a video they must sign in with a Microsoft or Google email.

Public permissions are not recommended for classroom use. Public Topics will be **moderated** by default. [Learn more.](#)

5

Set up essential options for your Topic.

If you enable Topic Moderation, you will have to activate new comments and videos before your students can see them.

You can set how your students can respond to other students' video and comments

Essentials

Topic Moderation
New videos and comments will be hidden from students until you activate them. Previously submitted content will remain active.
[Learn more about moderation.](#)

Comments
Students can respond to other students using video and text comments.
Video and Text Comments

Recording Time
1 minute 30 seconds

Closed Captions
English (United States)

You can set how long the video response from your students will be.

The Closed Captions is the subtitle that appears in video comments. You can decide whether subtitles will appear or not and also the language for the subtitles.

6

Create your Topic and share the Join Code to your students.

Once you are satisfied with your options settings, click on "Create Topic"

More Options

Cancel

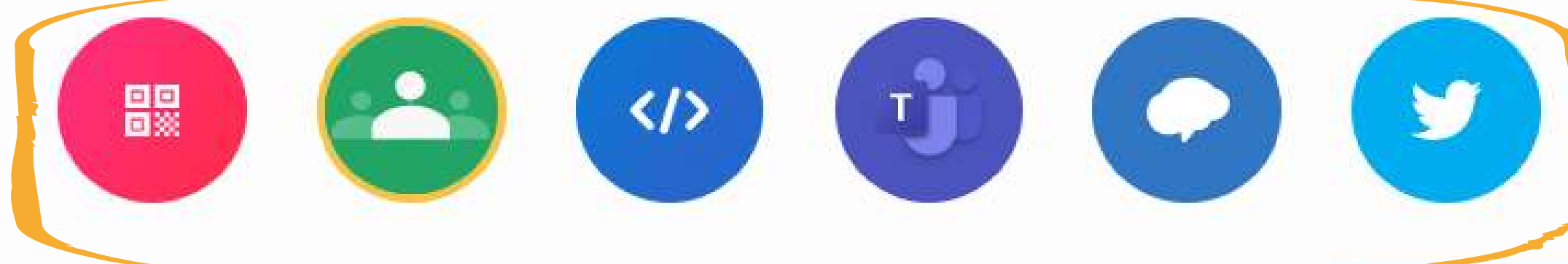
Create Topic

Your Topic is ready!

Share the Topic link with your students.

flipgrid.com/4cba0db3

Copy



All Set!

This is the Join Code for you to share with your students.

Or you can share the topic using other methods down here!



Congratulations!
You have successfully created your first Topic!





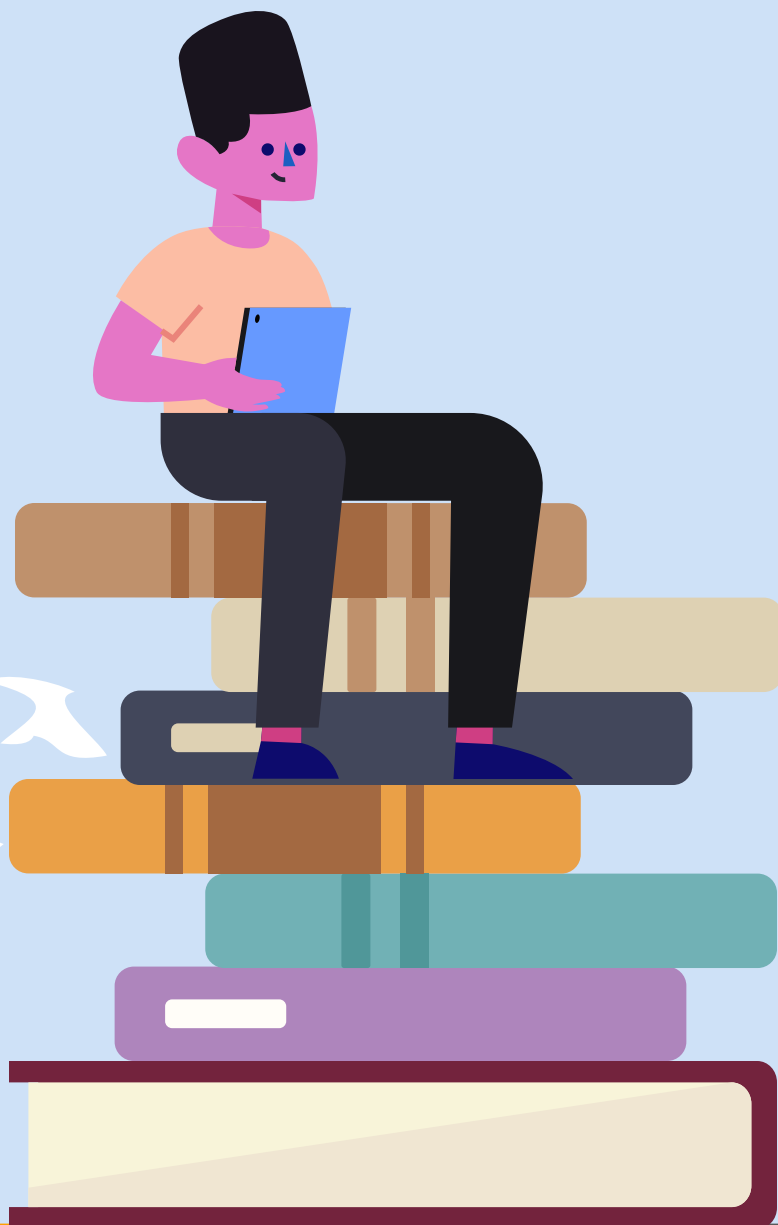
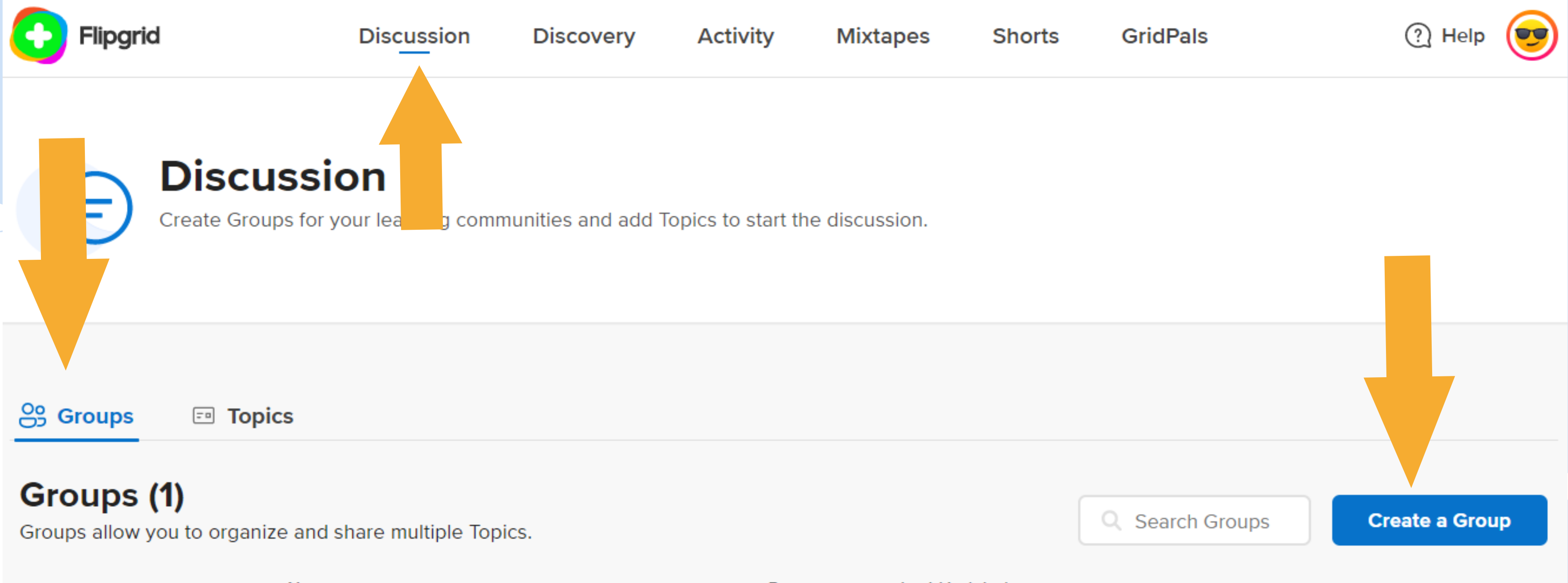
Creating A Group!

Now that you know how to create a Topic, You can proceed to create more Topics at your own pace. When you have multiple Topics, you can start to organize them using Group. Groups saves your time especially when you want to add the same group of students to multiple Topics and it also makes it easy for your students to access other Topics within the same Group.

Follow these steps to start creating Group for your Topics:



Go to your Educator Dashboard, and click "Create a Group".



2

Name your Group
and your Join Code

Details

Group Name

The name for your community or classroom.

Types of Energy

Join Code

Students use this code to join the group.

omarsharif0168

14/20

flipgrid.com/omarsharif0168

Available

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

Unlike Topic, you can
decide what your
Group's Join Code will be.

3

Decide who will have
the permission to
access your Group

Permissions



Private



Public



Student Email



Student Username



Google Classroom

Students join using a Microsoft or Google email

Enter email domains or individual email addresses to add them to this Group. Use our example [template](#) to [upload a CSV file](#). [Learn more.](#)

e.g. @school.edu, student@school.edu

3

Private **Public**

Student Email

Student Username

Students join using a Microsoft or Google email
Enter email domains or individual email addresses to add them to this Group. Use our example [template](#) to [upload a CSV file](#). [Learn more.](#)

e.g. @school.edu student@school.edu

Same as when creating a Topic, you can add your students using their Microsoft/Google emails or give them usernames.

You can also use template to add many students at once same as in Topic too.

Student Email

Student Username

Students join via a username
Enter the usernames your students will use to access this Group. Use our example [template](#) to [upload a CSV file](#) or add usernames below.

First name	Last name	Username	Add

You can also make your Group public, where anyone with the Join Code can access and respond.

Private **Public**



Participants with the Join Code can view the Group. To record a video they must sign in with a Microsoft or Google email.


Public permissions are not recommended for classroom use. Topics within this Group will be moderated by default. [Learn more.](#)

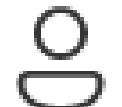
Join Code
Students use this code to join the Group.


flipgrid.com/omarsharif0168 [Copy](#)

3


 **Private**  **Public**

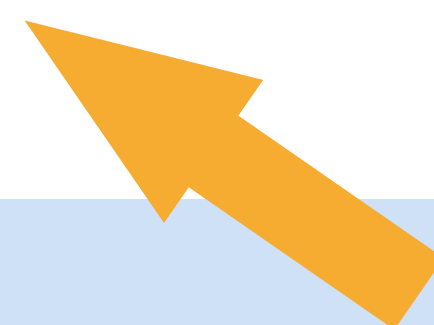
 **Student Email**

 **Student Username**

 **Google Classroom**

Students join using Google Classroom
Sign in with your Google Classroom account to import your class roster.

 **Sign in with Google**



Or you can choose to link your Group with your Google Classroom if you have any.

4

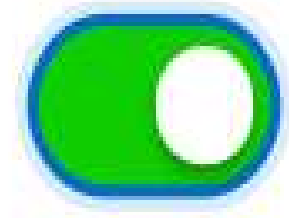
Set up features for your Group

In features, you can enable Group Followers where your students will receive notifications when you create new Topic or videos within the Group.



Features

Group Followers
Allow students to receive email notifications when new Topics are created and new videos recorded.



4

Group Status

Set the Group to be active or hidden.

Active

Active

Hidden

You can also set your Group status here.

Keep it Active so your Group can receive responses.

Or change it to Hidden to prevent your student from accessing the Group.

5

Personalize your Group cover

You can upload your own image.

Personalize

Select an image for the Group cover, or upload an image of your own to personalize.

Drop an image file or click to browse.

(We currently support JPEGs and PNGs. Recommended size for uploaded images is 1500 px by 500 px - you will be able to crop.)

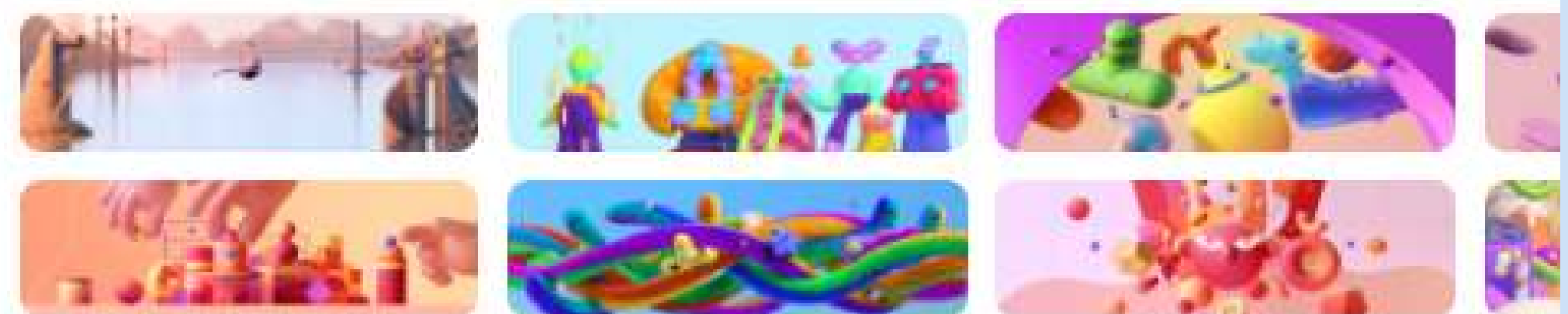
Featured

Nature

People

Textures

Or choose from the recommendation.



6

Once you are satisfied with your choices, click "Create Group" at the bottom right of the page.

Cancel

Create Group

Your Group is ready!

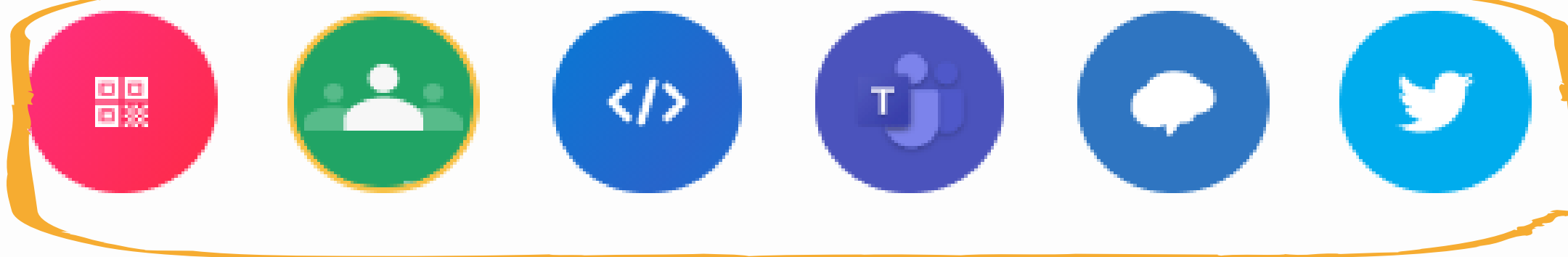
We created an introduction Topic to start your discussion.

Share with your students

Copy and share the link with your community.

flipgrid.com/omarsharif0168

Copy



This Join Code will be the same as the one you have set and you can share this with your students.

Or you can share the topic using other methods down here same as for Topic.



Congratulations!
You have successfully created your first Group!





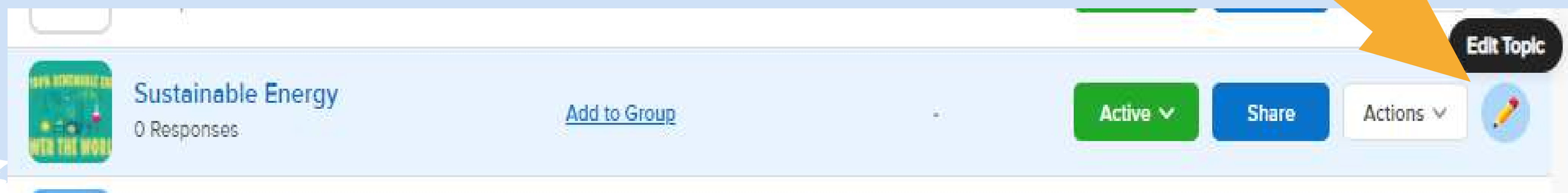
Preparing QR badges For Your Students!

To make your class more interesting,
you can prepare QR code for your
students to log in!

Follow these steps to generate QR code for your students:



For your Topic, you
can first click on the
pencil icon here.



Scroll down the page until
you reach Permissions.

Permissions

 **Private**

 **Public**



Private **Public**

Student Email

Student Username

Students join with a username
Enter the usernames your students will use to access this Topic. Use our example [template](#) to [upload a CSV file](#) or add usernames below.

First name	Last name	Username	Add
River 20	River		Print
Po 19	Po		Print
Aminah 18	Aminah		Print
Nora 17	Nora		Print
Wang 16	Wang		Print

Print Student List

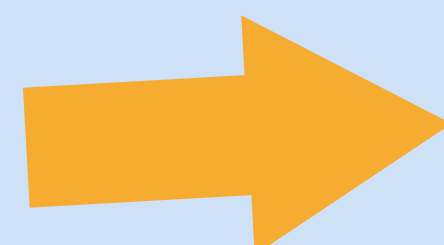
Go to Student Username.

Click Print Student List to generate QR codes for all of your students.

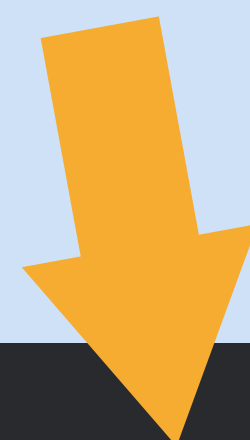
Or click Print to generate individual QR code.



A PDF file of your students' QR codes will appear.



Save this PDF file to your computer and start distributing QR badges to your students.



Save

Cancel

1/7/2021

Educator | Student Badges



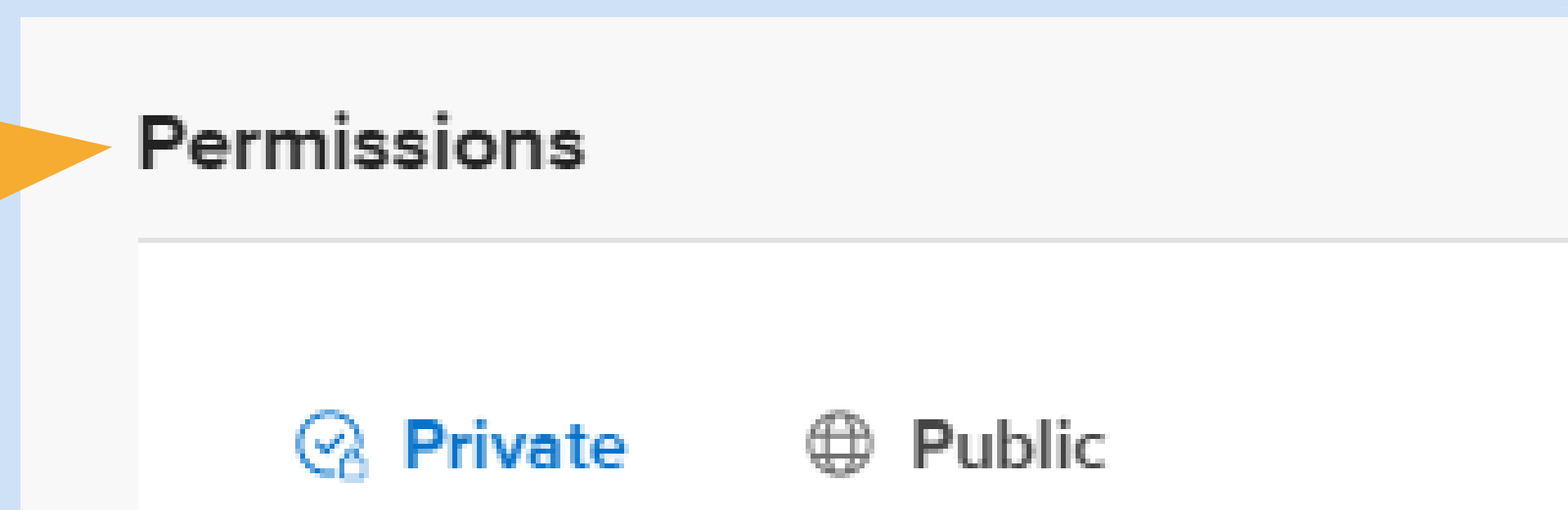
2

To generate QR codes for your Group, you also first click on the pencil icon here.



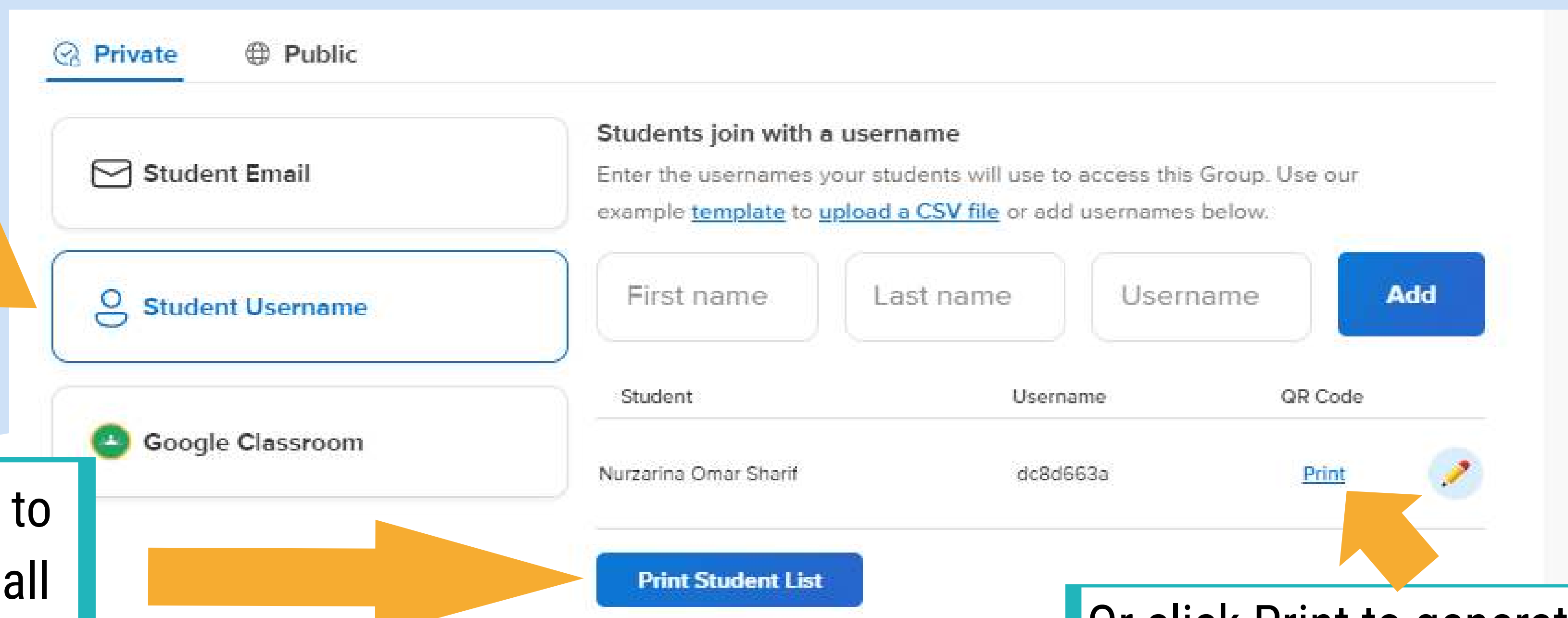
Group details for 'Types of Energy' (Public - 1 Topic). The interface includes columns for Name, Responses (0), and Last Updated (Jan 7, 2021). It features buttons for 'Active', 'Share', and 'Actions'. An orange arrow points to the pencil icon within the 'Actions' dropdown.

Then you scroll down the page until you reach Permissions.



The 'Permissions' section shows two tabs: 'Private' (selected) and 'Public'.

Go to Student Username.



The 'Student Username' section includes input fields for 'Student Email', 'Student Username', and 'Google Classroom'. It also features a table for adding students with columns for 'First name', 'Last name', and 'Username'. Below the table is a 'Print Student List' button. An orange arrow points from the text box to the 'Student Username' input field.

Student	Username	QR Code
Nurzarina Omar Sharif	dc8d663a	Print

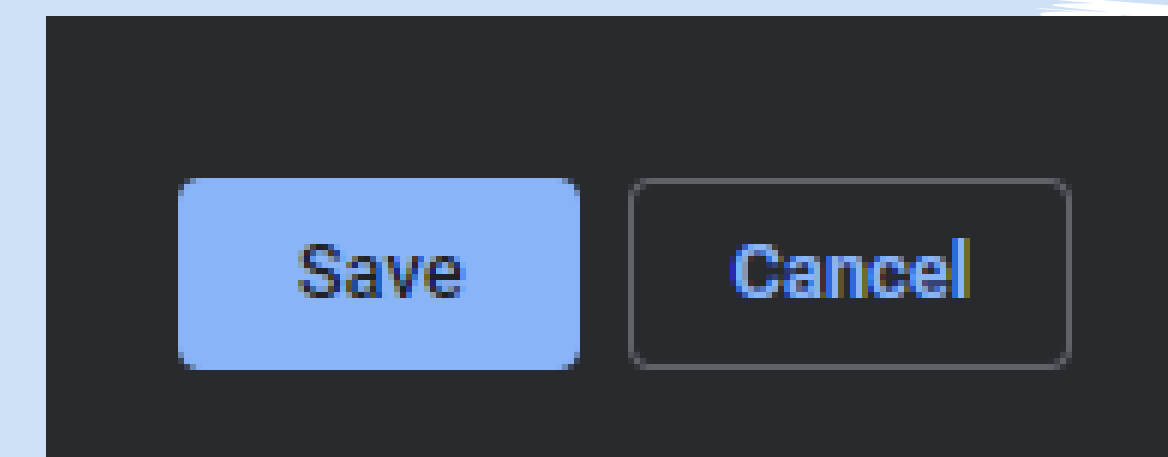
Click Print Student List to generate QR codes for all of your students.

Or click Print to generate individual QR code.

2



Save this PDF file to your computer and start distributing QR badges to your students.



A PDF file of your students' QR codes will appear.



Congratulations!
Your students now have their own QR badges!





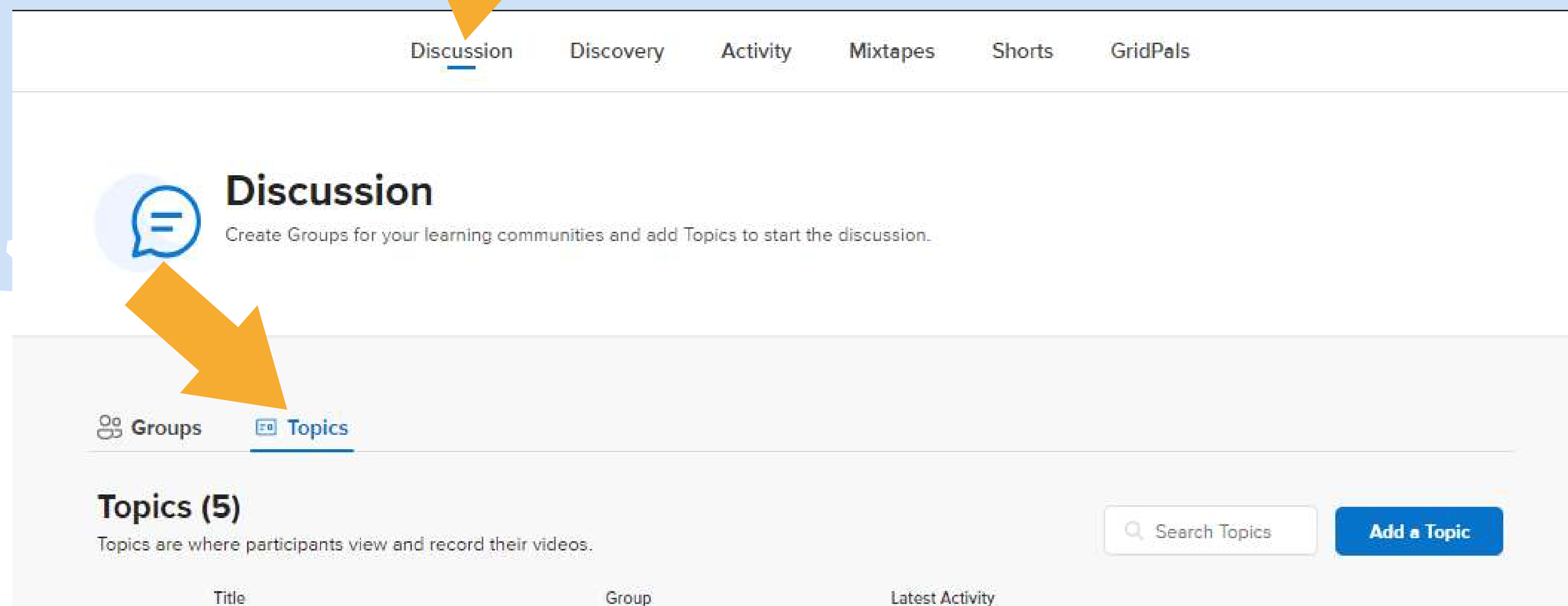
Freezing Your Topics To Stop Taking Responses

When you have finished with the discussion and want to stop receiving responses, you can choose to freeze your Topic. When you do this, your students will no longer be able to give new response. But they can still view old responses.

Follow these steps to freeze your Topic:



Go to Topics option in your Educator Dashboard.



1

Click on Active status.

The screenshot shows a topic card for 'Sustainable Energy' with '0 Responses' and an 'Add to Group' link. Below it is a card for 'Fossil Energy' with '0 Responses' and an 'Energy' tag. To the right of the 'Sustainable Energy' card is a status dropdown menu that is open, showing three options: 'Active' (green), 'Frozen' (blue), and 'Hidden' (red). The 'Active' button is highlighted with an orange arrow pointing to it from the text 'Click on Active status.'

Then click on Frozen option.

The status then will appear like this.

The screenshot shows the same topic card for 'Sustainable Energy'. The status dropdown menu is now closed, and the status is displayed as 'Frozen' in a blue button. An orange arrow points from the text 'The status then will appear like this.' to the 'Frozen' button.

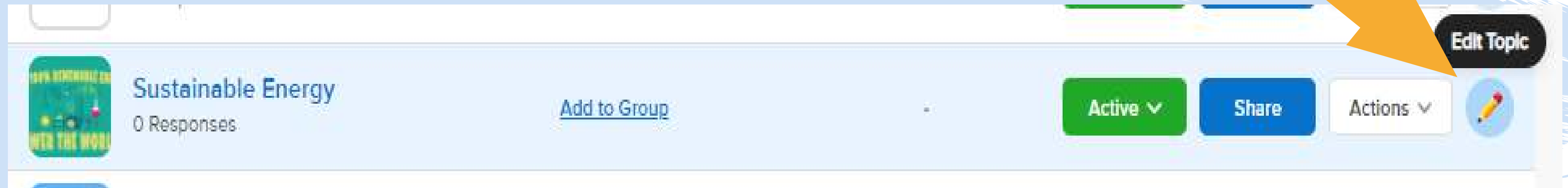
Your students will see this in the Topic after you freeze it.

❄️ Topic Frozen

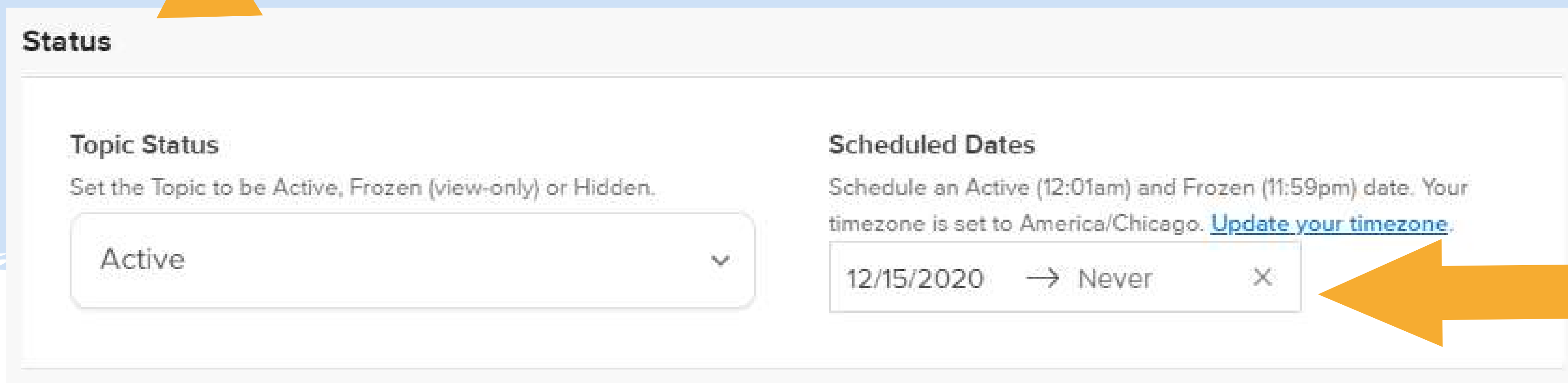
2

You can also set so that the Topic will automatically freeze at a certain date.

First, you can first click on the pencil icon here.



Scroll down until you reach Status.



Set the dates here. Take note that by default, the date follows America/Chicago time. But you can set the time in your account so this will follow your time.



Congratulations!
You have learned how to freeze your Topic!



Thank You!

That's all from us. Hope you enjoy the journey!

Whenever you have the time, we would really appreciate it if you can leave a review of this module.

Just go to the link below and fill in the form!

<https://forms.gle/qR4uZVXv44ZYa8qh6>

Hope to see you again!





References

- 1) Merrill, J. (2021, January 13). *Flipgrid - A Social Learning Platform*. The Techie Teacher®. <https://www.thetechieteacher.net/2018/07/flipgrid-social-learning-platform.html#:~:text=Flipgrid%20is%20a%20social%20learning,students%20respond%20in%20a%20video>
- 2) Staff, T. (2020, April 18). *How To Use Flipgrid: A Guide For Teachers*. TeachThought. <https://www.teachthought.com/technology/how-to-use-flipgrid-guide-for-teachers/#:~:text=So%20what%20this%20about%20Flipgrid's,re%20shared%20to%20and%20with.>
- 3) *Flipgrid Help Center*. (2020). Flipgrid Help Center. <https://help.flipgrid.com/hc/en-us>

