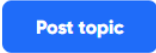


Quick Reference Guide

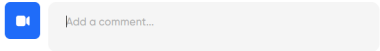
Flip (Formerly Flipgrid) - External

Summary:

- What is Flip
- How to set up Flip
- How to put Flip in LearningHub
- How students will access Flip

What is Flipgrid	Information: A video discussion platform that helps teachers see and hear from every student in class and foster a fun and supportive social learning environment.
How do I get access to Flipgrid	How to: • Go to https://info.flipgrid.com/ • Click Sign Up to get access to the free version
How to create a Flipgrid	Information: • Flipgrid refers to a Group as a class How to: • Click on +Group  • Click create a group • Name: Put in the name of the class • Click on Edit There to change the look of the Flipgrid  • Who can join: ○ Anyone with the link - recommended option ○ Only people you approve - this option you will need to put in emails for all the students • Click on the X in the pop up box  • Click +Topic to put in the assignment  ○ Title: put in the name of the assignment; for example Discussion #2 ○ Description: Put in a Description for the assignment ○ Choose the recording time • Click Post topic 

	• Share in LearningHub ◦ Click Copy link to put in as a URL • Click embed code icon to put it in as a label or on a page Your topic is ready! Copy and share the link to invite people to respond to your topic. Share topic flipgrid.com/47dc32ae Copy link All Set! ◦ Click All Set!
❏ How do I put the Flipgrid into LearningHub	How to: • Log into LearningHub • Turn editing on • Add a resource - If this is Non-grade item ◦ Choose URL - for the link ◦ Choose Label or Page - for the embed code ■ Click on the down arrow ■ Click on the HTML ■ Delete the current code in the text ■ Paste the Flipgrid code in the Label Text • Add an activity ◦ Choose Forum - to make this a discussion ◦ Put in the link in the forum
❏ How do the students post on Flipgrid	How to: • Click on the Discussion link, page, or label (wherever you have placed the Flipgrid) • Click on Add Response • Click Join Group • Click Joined • Click Allow to allow the webcam and microphone to record ◦ Click to record - The white circle ■ Add options, effects, and Backdrop as desired Options Effects Backdrop ■ Click Stop/Pause when done Retake Options Effects Backdrop Next > ■ Click Retake to redo it or Next to continue

	■ The preview will automatically play ■ Click Next ■ Click Post to Topic ■ Click Go to Topic
📺How do students or myself respond to other's posts	How to: ● Click on the Forum or Page in LearningHub ● Click on Video to watch the post ● Click to add a.. ○ text comment in the Add a comment space ○ or the video camera icon to do a video response 
📺Additional Resources	● <u>Flipgrid explanation video from Microsoft</u>