FLIPGRID TUTORIAL

Flipgrid: Structure is top down – from general to specific
- o Create an account
- o Create a Grid
- o Add topics to the Grid
- o Add content to a topic
- o Student View and Making a Video

To get an account on Flipgrid:

Go to: https://info.flipgrid.com/

Click on the **Educator Signup** button at the top, right-hand corner

- You will be asked to sign up with Google or Microsoft
- If you don't have a Google or Microsoft account, you will want to create one for your RE department.
- In Google you will be asked for your email and password.
- Then you will be asked some info on your geographic location, the age group you are teaching, and your birthdate. Don't worry, they don't keep your birthdate. They are checking that you are an adult.
- Finally, you get a Start my Grid notification. Follow the directions below.

To create a new grid: (You are in My Grids)

Click on the **Add New Grid** button at the top, left-hand corner. These directions from here on work for the Start my Grid notification when you first get your Flipgrid account.

- Before you do this, **choose a name** for the new grid you are creating AND **choose the type of grid** you are creating: school email, student id, or educator community.
- Each of these types of grid provide a level of security for your catechists and your students. The easiest type of grid to create is Educator Community. It allows anyone with the Flipcode you provide into the grid you are creating, and does not require an additional password, email address, or id. We created Educator Community grids for our MultiParish VBS program and for our Summer Intensive program at St. Mary Parish, Buffalo Grove.
- Once you've named your new grid and chosen the type of grid, **click on the Next** button in the bottom right hand corner of the box.
- **You will see a box with a very happy emoji celebrating on your behalf**. It will also contain the Flipcode that provides access for the whole grid, including any and all the topics you will add to your grid now and in the future.
- Click on **Go to your Grid** to get started adding topics to your Grid.
- **Suggestions for naming and building your Grid:**

- Name each Grid by Grade level and lead Catechist last name if you have more than one class per grade level. If you have just one class in a grade level, name it by grade level. For example: Grade 3-Jones or just Grade 3.
- The reason for this is you or your catechist will add topics to this Grid periodically (i.e. weekly, biweekly, monthly). You will name each topic too. To keep it simple, name each Topic the same Topic name as the chapter or unit that class is studying during that time period. For example, if the chapter is titled Prayer, name the topic for that week Prayer – Week # (for whatever # week it falls in).

Now you can edit your Grid and create topics to add content. Let's take a look at this Grid we created: (now we are in Grid Details)

ADD a Co-pilot: To add a copilot, click this button and enter the email address of the person or people who will also be adding content to the topics in this grid. The owner of the email you add will receive an email inviting them to click on a link that will take to a Flipgrid page where they will accept the invitation to be a copilot on the Grid you added them to. Once they accept, the Grid will appear in their Flipgrid account.

If your catechists will be adding topics and content to their class Grid, you will want to make them co-pilots.

Continuing with our tour of the first rectangle in your Grid:

On the top right are 3 buttons: **Share**, **Actions**, and a **yellow pencil**. **The yellow pencil is the Edit button.**

- The **Share** button gives you the opportunity to copy the Flipcode so you can send it to the parents of each class, so their children can access the content you put into each topic in the Grid.
- The **Actions** button gives you several options of things you can do with this grid. Just a guess but the first 4 topics under this button are probably the most important.
- The **yellow pencil** is the Edit option.

Let's look at what happens when we click on the yellow pencil. We're going to scroll down the page, 1 rectangle at a time.

- In the top rectangle we **see the Grid Name and the Flipcode**. In Edit mode, you can change each of these.
- In the next rectangle down is information on your **Grid Type**. You can edit this but there really is no need to unless you want to change the Grid Type.
- In the 3rd rectangle down you will see **Features** of your Grid. The only option **you might want to edit here is the Download and Share option**.

- In the last rectangle, you can **change the image** for your Grid. You can use an existing image or upload an image or photo from your computer.
- Finally, you can **delete the Grid** (button on bottom left corner), **Cancel** any edits you made (bottom right corner) or **Update Grid** (bottom right corner). To save your changes, tap the **Update Grid** button.

Once you tap the Update Grid button, you will return to your Grid. Now it's time to add topics and content to those topics.

IMPORTANT NOTE about the View button in your new Grid. Everything we have looked at so far has been in **Educator Mode**. When you click the View button in your Grid or in a topic, it will take you to **Student Mode**. In **Student Mode**, you will see the Grid from the perspective of the students in the class. **It will open in a new window**. **You cannot Edit** the Grid or a Topic in Student Mode. To return to **Educator Mode**, close the new window, or click on the Educator|Grid Details tab.

Adding Topics

- **Say Hello!** Is the first topic. It is automatically added to your Grid when you create it. You can keep it as is, edit it (tap the yellow pencil) to change the name and change the image, or delete it (also an option in Edit mode).
- To add a new topic, tap on the **Add New Topic** button at the top left-hand side of the 2nd rectangle (underneath the first rectangle).
- Add the topic title. In this case I'm going to call it Week 3 – Prayer.
- **In the next rectangle below that (Prompt) you can add the assignment information** such as chapter #, pages to read, pages to complete for accountability, video to watch, and/or a synopsis of the chapter learnings.
- If you are ready to do more with your new topic, like change the thumbnail image to something that looks more prayerful or add URLs for materials, you can click on **More Options** to begin.
- If you are simply adding topics by chapter for example, click on the **Create Topic** button. A dialog box will pop up title, "You're Topic is Ready!" It will have the Flipcode that is unique to the topic. Tap on the **All Set!** button at the bottom right of the dialog box to finish creating the new topic.
- You will now find yourself **Topic Details** mode.
- To return to your main Grid, click on the name of your main Grid which will be above the **Topic Details** title.
- At this point, you may add another Topic, following the steps above, or you can add learning content to this topic.

Adding Content to a Topic (Now we are Topic Details)

From the **My Grids** page, click on the Grid you want, then click on the Topic within that Grid to open it up. REMEMBER, DO NOT click on the View button!

- **To add documents, videos, and make other changes**, click the ==yellow pencil== icon on the top far right of the first rectangle.
- Scroll down past the Title and Prompt boxes to **Recording Time and Video Moderation.**
  - You have the option to extend or limit the amount of time students have to record a response in Recording Time.
  - You can choose to hide the Videos students record from other students by clicking the button on the right. Why would you do this? Older students (7th and 8th grade) are sometimes less willing to be open about their faith journey if they think other students will watch and criticize them.
- **Scroll down to Focus**. You can add or delete an image here. In this case, Flipgrid doesn't give you a choice of images. You need to have you image of choice saved onto your computer so you can upload it when prompted.
- **Next is Topic Tip** – you can use this as a hint or a teaser about your topic.
- **Then Topic Attachments** – this is where you add the URLs of the documents and videos you want to include as content for your students. On the lefts side you will add the URL and on the write the title of the document or video you are including for the lesson. You may add more than 10 items if you wish.
- Next, scroll down to **Video features**. This is where you can manage how much input your students have to each other's videos.
- Finally, you scroll down to **Feedback**. You have two options. I usually choose Basic Feedback given the nature of our work.
- When you have finished adding documents and videos and adjusting permissions for the students' videos, click on ==Update Topic== in the bottom right hand corner.
- **Suggestions managing content you add to topics**:
  - Make all documents a PDF
  - Put all documents in Google Docs
    - Can get a link to add to Flipgrid
  - If using videos, make sure you or catechist watches them all the way through "just in case"
  - Use Google Forms to create a short answer quiz for ease for older students to respond to questions

If you want to make a recording to add to the Topic, you may do so in the **Start the Discussion!** box, which is just under the **Topic Details** box.

How do students Video a Response?

In your Topic, click on the **Flipcode** button. You are now if Student View. Scroll down to the bottom of the page. You will see a ==giant green plus sign== **+.** All the students need to do is click on the giant green plus sign and the camera will roll for them to video a response

FYI: _In order for a student to record a video,_ they or their parent will have to sign in using a Gmail or Microsoft account. They only have to do this the first time the student records a video. Once signed in, they are good to go for the duration of your online program.

To send the students the Topic Flipcode each week (or every other week, or…), copy the Flipcode for the topic, which you will find in the **Educator View** of the **Topic** you want to send. Use the Share button to copy the link and paste it into the email or Flocknote or other type of message you plan to use to communicate with the parents.