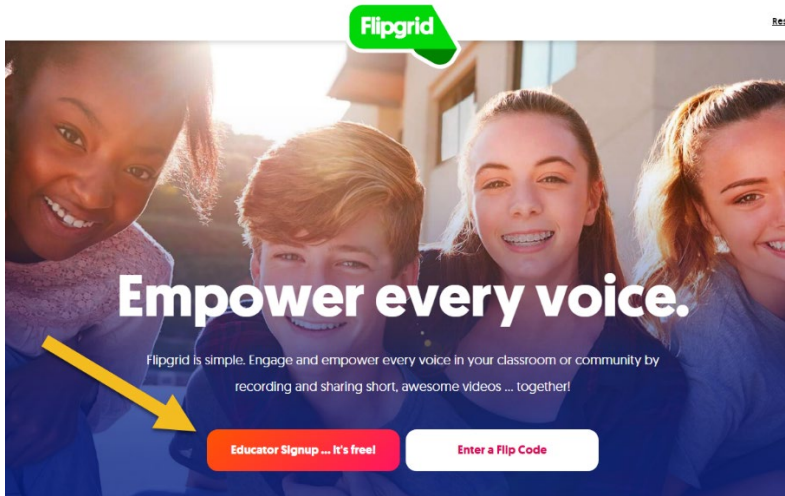


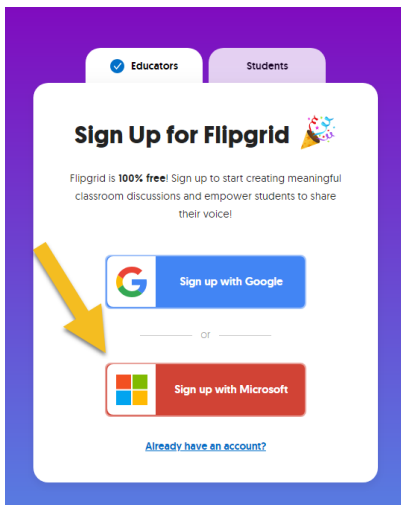
# Using Flipgrid as an Educator

## Getting Started

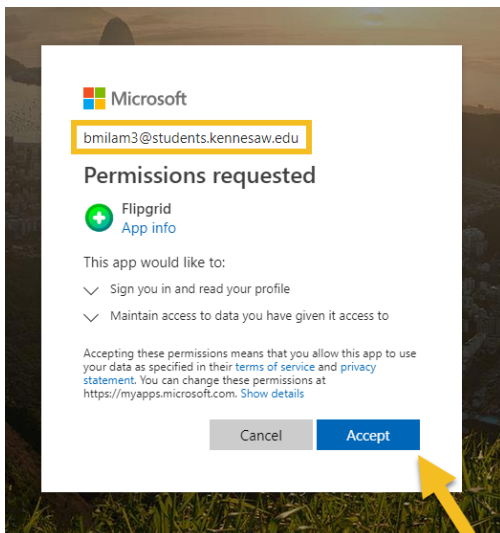
1. Visit [Flipgrid's website](#) to create a free account. Select the orange **Educator Signup** button to begin your registration.



2. Choose to **Sign up with Microsoft** since your KSU email is through Office365.



3. Log in with your KSU account and choose **Accept**. If you are already logged into your account on your computer, it may skip the process of asking you for your password. Ensure the account it picked is your KSU email. You may need to log out of other Microsoft-linked accounts for this to work correctly.



4. Create your profile and select the green **Create account** button.

## Your Profile

To finish creating your **Educator Account**, please tell us about your classroom.

First name Brayden	Last name Milam
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Country/Region  
United States

State  
Georgia

School/Organization Name  
Kennesaw State University

Grade  
University/College

Subject  
Social Sciences and Liberal Arts

**Date of Birth** [Why do we need this?](#)

June	01	Year
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See our [Do's and Don'ts](#) for Flipgrid best practices and make sure to collect [consent forms](#) from all students before onboarding them to the platform.

**By continuing, I agree to Flipgrid's [Terms of Use](#) and [Privacy Policy](#).**

**Create account**

# Creating a Grid

1. Once you have created your account, you will need to create your Grid. A grid is typically used for one class or section per semester as they function like communities or classes. The next pop-up will allow you to name your grid, select a grid type (based on school emails, student ID numbers, or a public setting), and create a unique code. We strongly recommend you set your grid type to **School Email**.

**Let's Make a Grid!**

Name your Grid

Office of Digital Education 27/45

Select a Grid Type

Grid types make it easy to control who can join. [Learn more](#)

- School Email**  
Students join using their Microsoft or Google school email.
- Student ID**  
Create a list of student IDs to join your Grid [not for EU].
- Public and PLCs**  
Share the Grid with your network and the world.

Create a Flip Code

Students use this to join your Grid.

flipgrid.com/ode5008 7/20

Available

Next

2. Enter the email students are allowed to use. We recommend adding *both* @students.kennesaw.edu and @kennesaw.edu, as students may retain the latter in certain circumstances. Please do not try to use the D2L email domain, as that will cause much confusion for your students.

**School Email**

Students enter the Flip Code and verify their school email using Microsoft or Google.

Add School Email

Enter everything after the @ in your email.

@students.kennesaw.edu

Press enter to add domain students.kennesaw.edu

- A Microsoft or Google account is required.
- Add multiple domains if educators and students have different email domains.

Back Next

Press the enter or return key to submit the email domain. Then, type the next email domain.

**School Email**

Students enter the Flip Code and verify their school email using Microsoft or Google.

Add School Email

Enter everything after the @ in your email.

@students.ke... @kennesaw.edu

Press enter to add domain kennesaw.edu

- A Microsoft or Google account is required.
- Add multiple domains if educators and students have different email domains.

Back Next


Press the enter or return key again to submit this email domain as well. Press the red **Next** button to move to the next step.

3. Once you have created your first grid, you should see your **My Grids** page. This page will give you the option to view and share your grids. You also have an **Actions** drop-down menu. Let's look at your options. Click the **Actions** button to get started.






My Activity **My Grids** MixTapes #GridPals Disco Library Shorts

## My Grids

A Grid is your classroom. Add Topics to Grids to spark a discussion. Need help getting started? [Explore the Innovation Station](#) for GridTips and more!







 **0 seconds** of total engagement time across your Grids!  
Looks like you're just starting out! Check back to see how engaged your users are!

**Add New Grid** **1 Grid**

Name	Flip Code	Activity	Last Updated	
 <b>Office of Digital Educ...</b>  School Email	<a href="#">ode5008</a>	1 Topic 0 Videos	Aug 21, 2019	 <b>Share</b>  <b>Actions</b> 

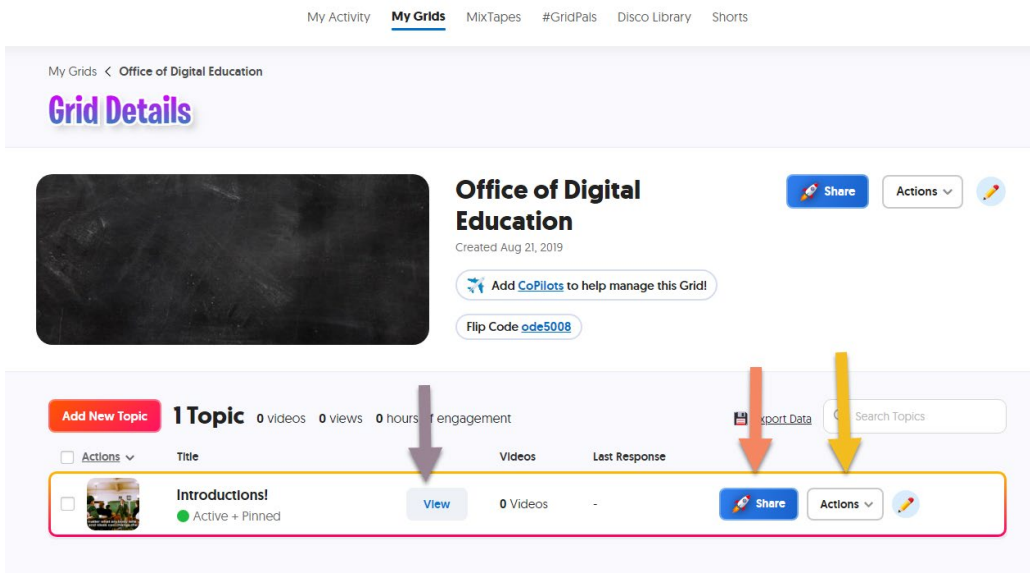
4. From this button, you can edit your grid, add a CoPilot (or another instructor), duplicate your grid, edit your notifications, and connect Microsoft Teams to the grid.

**Actions** ▾

-  **Edit Grid**
-  **Add CoPilots**
-  **Duplicate Grid**
-  **Grid Notifications**
-  **Teams Integration**
-  **Delete Grid**

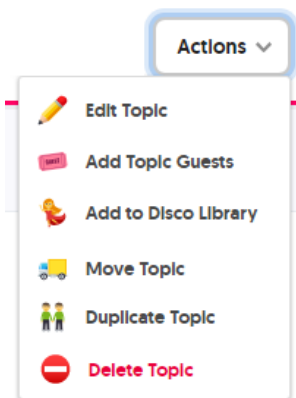
# Using a Grid

1. Click on your grid name to view it. You should have a pre-made Topic in your grid called “Introductions.” You can use the **Actions** drop-down menu, share, or view the topic.



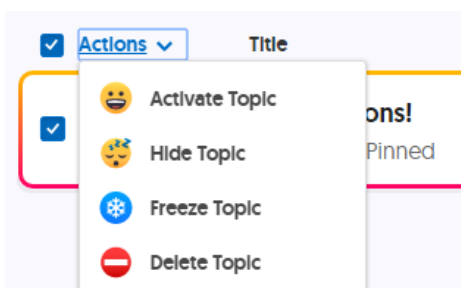
2. Your actions menu will allow you to edit your topic, add guests to that specific topic, add your topic to the Disco Library\*, move your topic to a different spot, duplicate your topic, and delete your topic.

\*The Disco Library is a public library of topics that serve as inspiration to other educators. We do not recommend adding a topic with student responses to the Disco Library unless you have written consent from your students allowing you to share their work.



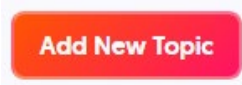
3. You can also click the checkbox next to the topic name and use the other **Actions** drop-down menu to activate, hide, freeze, or delete your topic.

Activating your topic will allow students to reply to your topic; hiding your topic will keep submissions but hide it from your view; freezing your topic will keep your submissions but prohibit students from interacting with the topic; and deleting your topic will delete the topic and all submissions associated with it.



# Creating a Topic

1. To create a new topic, click the red **Add New Topic** button on your grid home page.



2. On the next page, give your topic a title (this could correlate with your module name or could be a separate assignment name), edit the maximum recording time (it will automatically be set to 1 minute 30 seconds), and add a prompt/question for your students to respond to. You also have the option to add a media file to your prompt. When you have finished, select the red **Create Topic** button.

A screenshot of the "Topic Essentials" form. The form has several sections: "Title" with a text input field containing "Module 1 Activity" and a character count "17/35"; "Recording Time" with a dropdown menu showing "1 minute 30 seconds" selected and other options like "15 seconds", "30 seconds", "45 seconds", "1 minute", "2 minutes", "2 minutes 30 seconds", "3 minutes", and "5 minutes"; "Prompt" with a rich text editor containing the text "List 3 ways you engage with students in your online classes." and a character count "61/500"; "Focus" with an "Optional" toggle and the text "Add a media resource to engage your students."; and a grid of media resource icons including "Record a Video", "Upload a Video", "Add a Video", "Upload an Image", "Add a Glyph", "Add an Emoji", "Microsoft", "Google", "Kahoot!", "Wakelet", "Nearpod", "Newsela", "Adobe Spark", and "Wonderopolis". At the bottom, there are "Cancel", "More Options", and "Create Topic" buttons. Yellow arrows point to the Title field, the Recording Time dropdown, the Prompt text area, the Focus section, and the Create Topic button.

3. After creating the topic, share the link via URL, QR code, or embedding the activity into D2L. You can also share the topic through Microsoft Teams, Google Classroom, or Remind. Click the red **All Set!** button to view your topic.

## Your Topic is ready!

Share the Topic link with your students.

<https://flipgrid.com/7a7fa657> Copy



## Using a Topic

1. Once you have published your topic and shared it with your class, you should receive some responses. You can view your responses on your topic homepage. You can also view your response action menu, share the response, and hide responses (to keep students from viewing and engaging with responses).

**1 Response**  
0 replies 5 views 0.0 hours of engagement

Print Response QR Codes Export Data Search Responses

Actions	Name	Date	Replies
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Brayden M.</b> 5 views	Aug 21, 2019	-

Active Share Actions

- Edit Response
- Add to MixTapes
- Move Response
- Duplicate Response
- Download Video
- Download Selfie
- Delete Response

resources Inspire Contact @flipgrid

2. Use the **Edit Response** button to engage with your student. Use the *vibes* tab to publicly comment on your students' work; use the feedback to provide private text or video commentary and give them a rating on their idea and performance; and use the share tab to share the specific video with your students.

## Additional Help

View Flipgrid's [Educator's Guide to Flipgrid](#) for additional help, or contact Tiffani Reardon ([treardo2@kennesaw.edu](mailto:treardo2@kennesaw.edu)).