

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



Administrator Login
Are you a student? Trying to access a grid?
Email
jane.doe@indianriverschools.org
Password
••••••
Log in 👦
I forgot my password
or
Log In with Microsoft Account
Login with Microsofris a beta feature that is made available to Microsoft Innovative Educator Experts. Please use the form above if you are not enrolled in the ME Expert program.

3. You are in the Dashboard. This is a Grid. Click on> +New Grid

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4. Name your Grid and choose your options. You may want to use Class Name and Bell #. (You get 45 characters)

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Back				
Create a New Grid Grids are a classroom or community of learners.				
1. Grid Details Grid Name (required) What your grid will be called Doe Period 1	id here.	Customi How use flipgr	ize Grid Code [Custom grid code rs will access your grid id.com/y6vmtez	s only available in Flipgrid Classroom]
 2. Security and Privacy Password Protection Setting a password requires users to enter a password to ad response. Note: Protecting the grid will also disable the Social Structure as password for the students to access the grid Moderate Responses If responses are moderated, the grid owner must approve to being visible in the grid. You can choose whether students to approve every students before it is put 3. Features Notify Me Receive an email notification when new responses are added You decide whether you notifications when a video 	eccess the grid, topic or rial Share Links setting. to l. each response prior to it er you want udent's on the grid. ed to any topic in the grid. want email o is posted	Share Lli Allow use Classrool O Grid Foi Allow stu response O Transcri Display a	nks ers to share a grid, topic or respons m. We suggest you so that students the grid through lowers idents to receive email notifications is are recorded. We suggest because stud with their ptions uto-generated transcriptions.	e on Twitter, Facebook or Google L leave this off cannot share social media. when new topics are created and new you leave this off so ents are not logging in email addresses.
Notifications when a video	o is posted.		Choose whether generated tra	you want auto- inscriptions.
4. Grid Cover Select an image for the grid cover, or upload an image	ge of your own to perso Drop a file o	onalize the grid	their photos or	When finished,
[We currently support jpegs.	Recommended size for u	ipioaded image:	s is 1500px by 500px - you will be a	Cancel Create Grid

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

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6. Fill in the topic and all the options.

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- 7. 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.



- b.) Put a direct link to the grid in Canvas.
 1. Click Share
 2. Click URL

 - 3. Click Copy
 - 4. Insert your link into Canvas

	this topic	^
2	Contraction of the second seco	DR Code
Topics (1) + New Topic https://	nk link with your students. lipgrid.com/a7lf3b	Copy Search Q
* Topic +	Code 🗢 Date 🗸 Responses 🗢	Last Response C Active C Share Actions

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