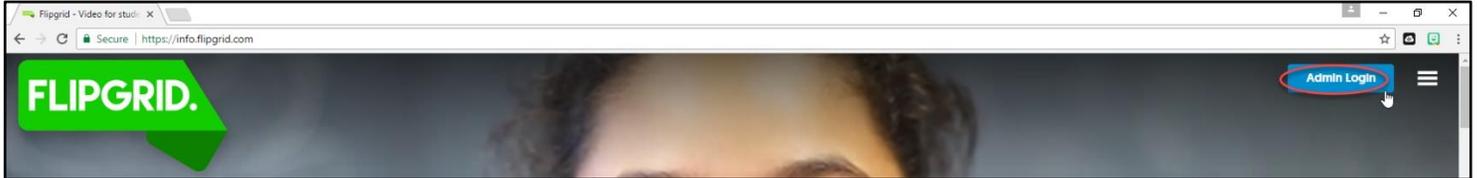




# CHEAT SHEET

1. Use **Chrome** as your Browser. Go to> [www.flipgrid.com](http://www.flipgrid.com)
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

Password

[Log In](#)

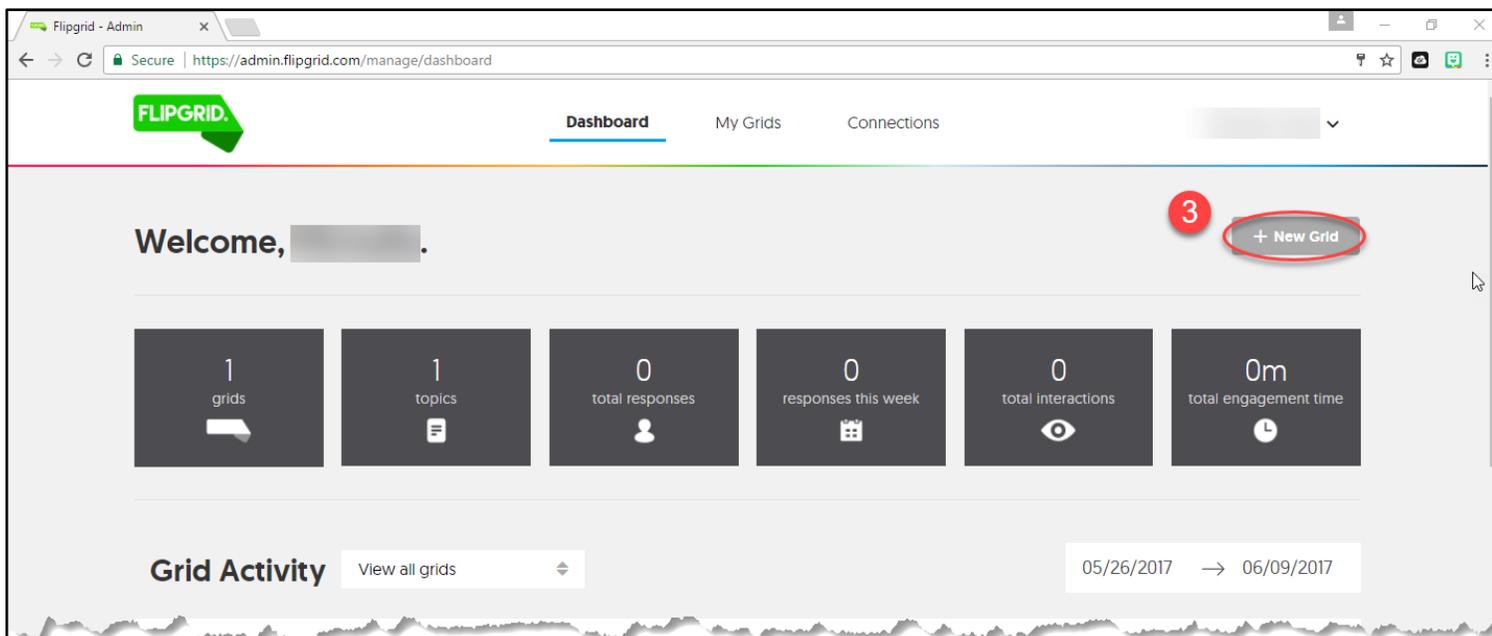
[I forgot my password](#)

or

[Log In with Microsoft Account](#)

Login with Microsoft is a beta feature that is made available to Microsoft Innovative Educator Experts. Please use the form above if you are not enrolled in the MIE Expert program.

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



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

Dashboard My Grids Connections Michelle Adrian ▾

---

[← 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*

Name your grid here.

**Customize Grid Code** (Custom grid codes only available in Flipgrid Classroom)

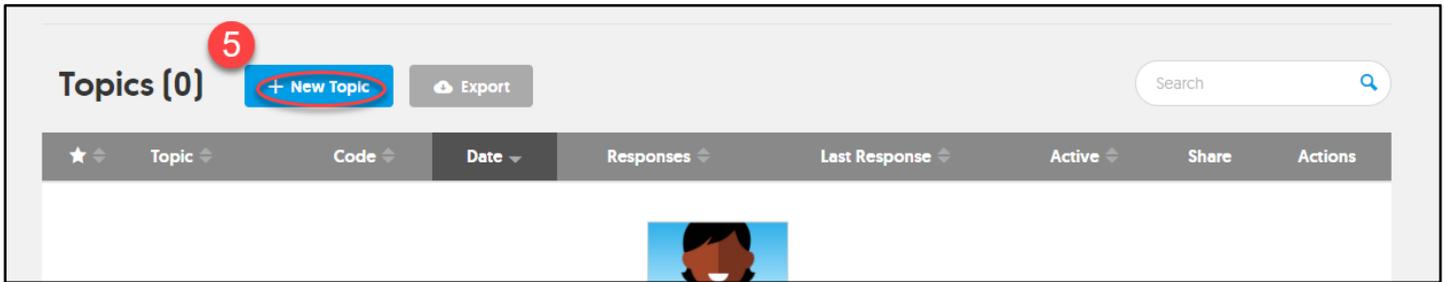
*How users will access your grid*

**Password Protection****Share Links****Moderate Responses****Grid Followers****Notify Me****Transcriptions****Keywords****Drop a file or click to upload**

Cancel

**Create Grid**

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



6. Fill in the topic and all the options.

### Create a New Topic

Topics are where your learners share their videos with the community.

---

#### 1. Topic Details

**Topic Title** (required)  
Add a title for your topic. It can be up to 35 characters long.

Hatchet Chapter 7 Review ← Title your topic here.

**Video Response Time** [Varying times only available in Flipgrid Classroom]  
Adjust the maximum recording time allowed in this topic.

1 minute 30 seconds ← Video response time can only be changed with a paid Flipgrid Classroom account.

**Topic Description/Question** (required)  
Text can be up to 350 characters.

Describe in your video your thoughts on Chapter 7 or Hatchet. ← Ask your question in detail here. You have up to 350 characters.

61 / 350

**Topic Date**  
Choose a date. This is used to sort your topics.

06/09/2017 ← Choose your start date.

---

#### 2. Topic Resources

**Topic Video** (optional)  
Select a video as stimulus for the topic.

Record Video  Upload Video ← If you choose, you can record a video to accompany your topic.

---

#### 3. Features

**Active**  
Activating a topic makes it visible to users.

← This will activate the topic and make it available.

**Replies to Responses** [Only available in Flipgrid Classroom]  
Allow users to reply to a response.

**Video Views**  
Display the number of views a response has received.

**Require Email for Responses**  
Require respondents to provide an email address to submit their video.

We suggest you leave this off. If you turn it on, it will require the students to provide an email address to leave a response.

**Video Likes**  
Display the number of likes a response has received.

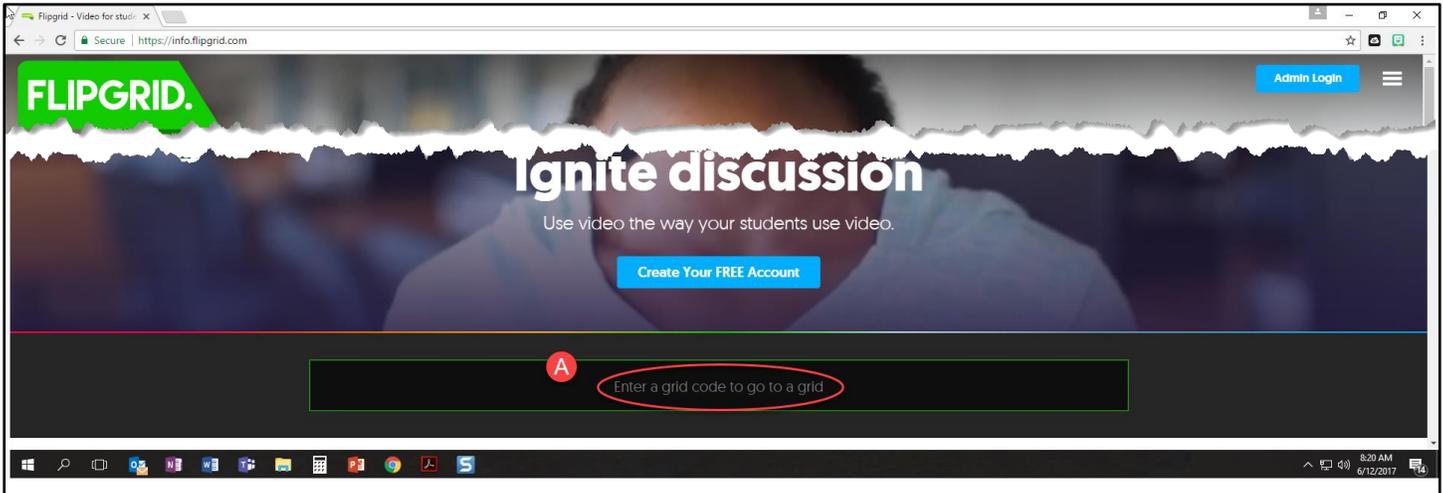
**Freeze**  
Freeze this topic so students can view but no longer record.

When finished, click here to Create Topic

Cancel

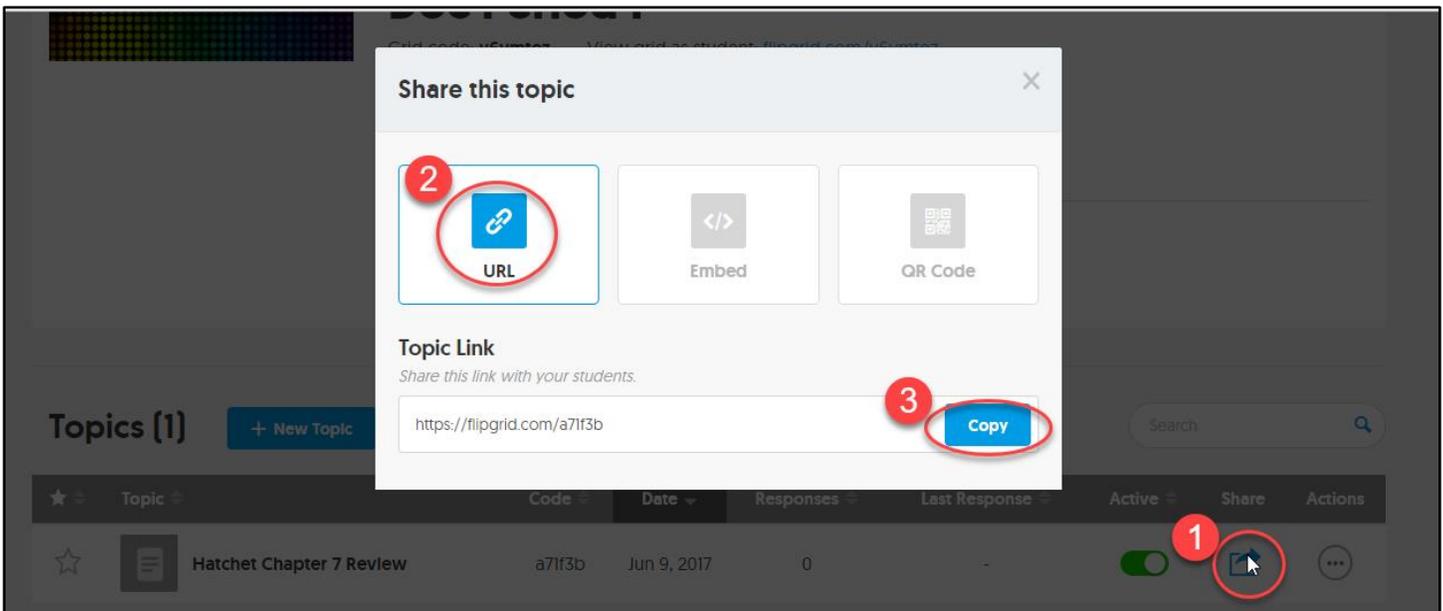
7. Once your topic is created, share it with your students. There are two different ways you can do this.

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



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