
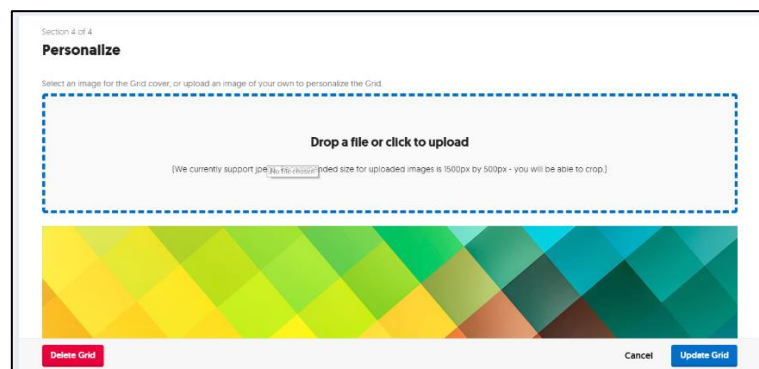
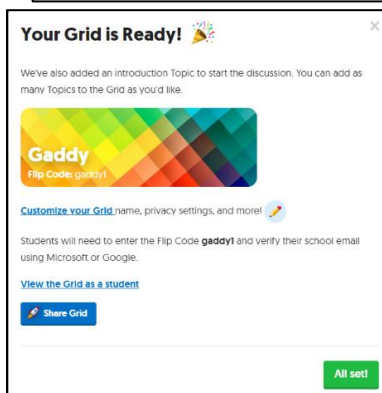
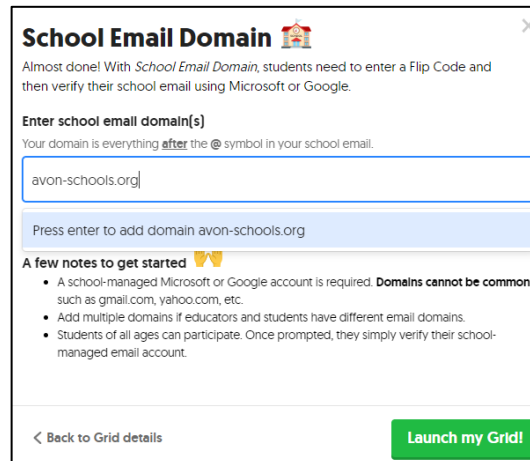
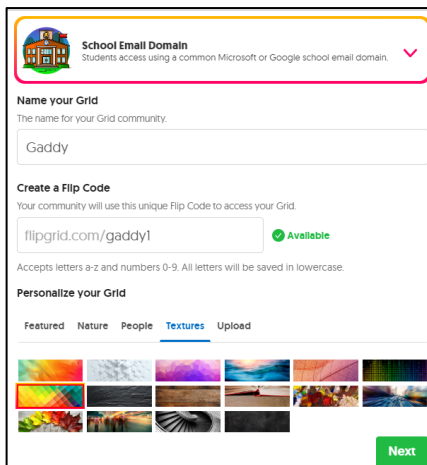
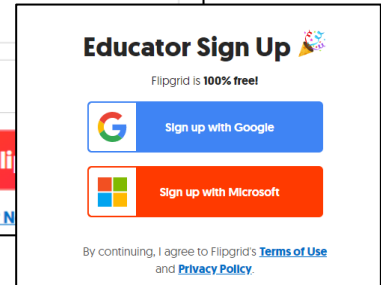
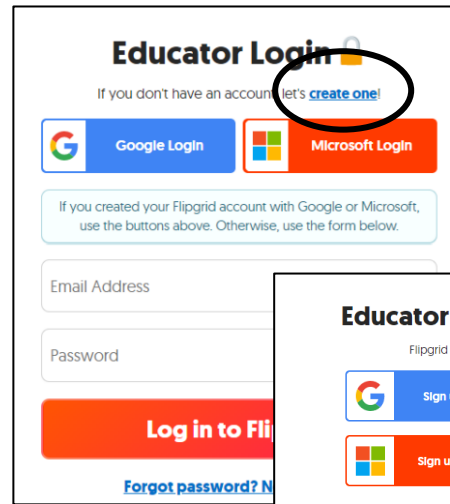


# FlipGrid Office 365 App

*Students under the age or 13 require parental consent.  
[Flipgrid T.O.S., privacy policy and consent form suggestion.](#)*

## CREATE ACCOUNT: [FLIPGRID HELP](#)

- Open **Office 365**.
- Click on Office 365 **Menu icon**  (top left).
- Click on **all apps**.
- Click FlipGrid to Launch.
- Log in using **Microsoft Login** (school email).
  - **CREATE ACCOUNT:** First time users: click **have an account, let's create one.**
- Click on **Sign up with Microsoft** (school email).
- Community Type: **School Email Domain.**
- Press enter to add domain: **avon-schools.org**.
- **Name your grid/create a flip code/personalize** with picture.



- **MIX TAPES:** *showcase student videos.*
- **#GridPals:** *Connect with fellow educators if you make your profile public.*
- **DISCO LIBRARY:** *Use created lessons that others have uploaded or share your grids – search by topic and grade level (no student responses are shared).*
- **SHORTS:** *Share quick videos you create with Flipgrid*

**CREATE A CLASS:** *Students don't have permission to sign in with Office 365 credentials.*

**Students under the age or 13 require parental consent.** [Flipgrid T.O.S., privacy policy and consent form suggestion](#)

- Log into **Flipgrid** app through **Office 365** apps.
- Click the **My Grids** page.
- Use the **Action** menu and select **Edit Grid**.
- Scroll down to **Grid Type** and select **Student ID**.
- Student List:
  1. Use initials for first and last name (don't use actual names to protect privacy).
  2. Use Student IDs, DOB or generic code for their identifier code. Must use 3 or more characters: letters, numbers and/or symbols.
  3. Add a whole class at one time: download the [template](#)/fill in your data/upload a csv file.
  4. Print Student List to share codes with the students if needed.

student	18	test18	<a href="#">Print</a>	
student	17	test17	<a href="#">Print</a>	
student	16	test16	<a href="#">Print</a>	
student	15	test15	<a href="#">Print</a>	
student	14	test14	<a href="#">Print</a>	

First Name Last Name Identifier [Add](#)

Add up to 250 students with IDs of 2+ characters (letters, numbers, symbols).

[Print Student List](#)

**ADD NEW TOPIC:** *You can add multiple topics instead of new grids so you don't have to keep uploading student list.*

- Click on **My Grids**.
- Click on **Add New Topic**.
- Fill in all the blanks and add an optional gif, video, emoji, or document.
- Status: active/frozen (view only)/hidden
- Click on **More Options** if you like:
  - Add attachments
  - Allow/disallow students to reply via video to another student.
  - Launch & freeze date options.
  - Allow selfies/videos/both/none

**CREATE MORE GRIDS:**

- Click on **My Grids**.
- Click on **Add new Grid**.
- Click on **Student ID**.
- **Create a Flip Code:** you can change if you like.
- Click **NEXT**.
- Upload an Excel CSV file or add individually.
- **LAUNCH MY GRID.**
- Copy the flipgrid code to add to an assignment.
- Click on **Go to your Grid**.
- When finished, click on **Add New Topic**.
- Click on Share to right of the grid and copy the code and paste into a Schoology assignment. Students do not have permissions for Microsoft Teams or Flipgrid app in Office 365.

**Topic Tip** ★  
Add a tip to help your students best answer the topic.

Topic tip

**Topic Attachments**  
Attach up to 9 external links (OneNote, Google Docs, Dropbox, YouTube, etc.) to this Topic.

Feature Link  Attachment Title

[Add another Attachment](#)

**Topic Status**

Video Moderation  If moderated, videos will be hidden from students until you activate them.

Student-to-Student Replies  Allow students to reply via video to another student.

Status  Make your Topic: Active, Frozen (view-only) or Hidden.

Launch & Freeze Dates  Schedule an Active (1201am) and Frozen (1258pm) date. Your timezone is set to America/New\_York. [Update your timezone](#)

**Video Features**

Video and Selfie Styles  Students can add filters, stickers, drawing, and text to their videos and selfies.

Video Editing  Students can trim and rearrange video clips.

Video Title  Students can add a title (80 characters max). Add hashtags for searchability.

Attachment Link  Allow students to include an external link with their video (e.g. OneNote, Google Doc, etc.).

View Count  Display the number of views a video has received.

Likes  Allow students to like other student videos.

Sticky Notes  Allow students to add sticky notes while they are recording.

**Feedback**

Basic Feedback  Provide basic feedback on a response based on student verbalization and clarity of expressed ideas.

Custom Feedback  Build and assign custom feedback rubrics based on the needs and qualifications of your classroom.

[Delete Topic](#) [Cancel](#) [Update Topic](#)

## STUDENT DIRECTIONS:

- Log into **Schoology**.
- Click on the **Flipgrid assignment**.
- Enter **Flipgrid code**.
- Check the box **remember me** so you don't have to enter code each time.
- Click on **Let's Go**.
- Each browser will ask you to allow popups or adobe flash to access camera and microphone; agree so you can record videos.
- If there is more than one topic, click on the dropdown to choose one to begin.
- Read the prompt or directions and click on the green plus sign to record your video.
- Your teacher may allow you to view other student videos.

