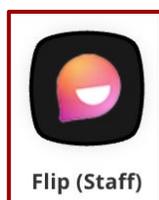# Getting Started With Flip

Introduction

In this QRG, users will learn how to log into Flip, create a Flip Group, create a Flip Topic, adjust optional settings, and share a Topic with students.

Logging into Flip

1. To access Flip, **log in** to Classlink/Launchpad, locate and click the **Flip (Staff) app.**

Flip (Staff)

2. Choose and click either the **Microsoft or Google teacher account** to sign in. Remember, the Microsoft user is firstname.lastname@fwisd.org, and the Google user is firstname.lastname@teachers.fwisd.org. It is best to stick with the same user credentials to sign in each time.
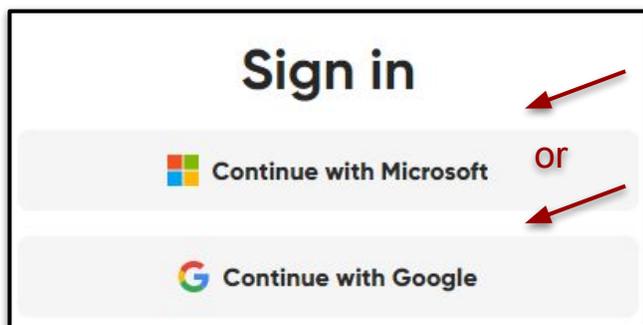
3. Type in the **user's FWISD active directory password**. Once the user's credentials have been authenticated in Flip the first time, the user should be able to login each time with a single-sign-on (without typing in credentials each time) through Classlink.

Creating Groups in Flip

Groups make it easy to organize and share a collection of Topics with students.

1. To create a new Group in Flip, click the **blue add Group button** on the dashboard.

2. In the Group details, name the **Group**. Users also have the option to edit the theme by choosing or uploading an image. Users can also choose to share the Group by email, username, or Google Classroom.
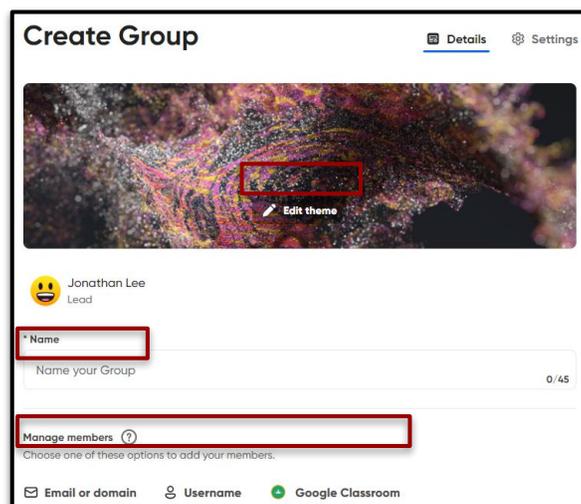
3. After editing the Group details, click the **Create Group button** at the bottom..

4. It will then prompt users to add members to the Group. Click **Continue** to share the Topic link with students at a later time.

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Creating Topics in Flip

Topics are prompts or discussion questions that can be created for students to respond to and record in a Flipgrid video.

1. Now that a Group has been created, a Topic can be created within that Group. To create a new Topic, click the **add Topic button** in the selected Group.

2. In the Topic Details, users can name the **Topic** and give it a **description**; there are additional options to adjust the recording time, add media, and add attachments to the Topic.
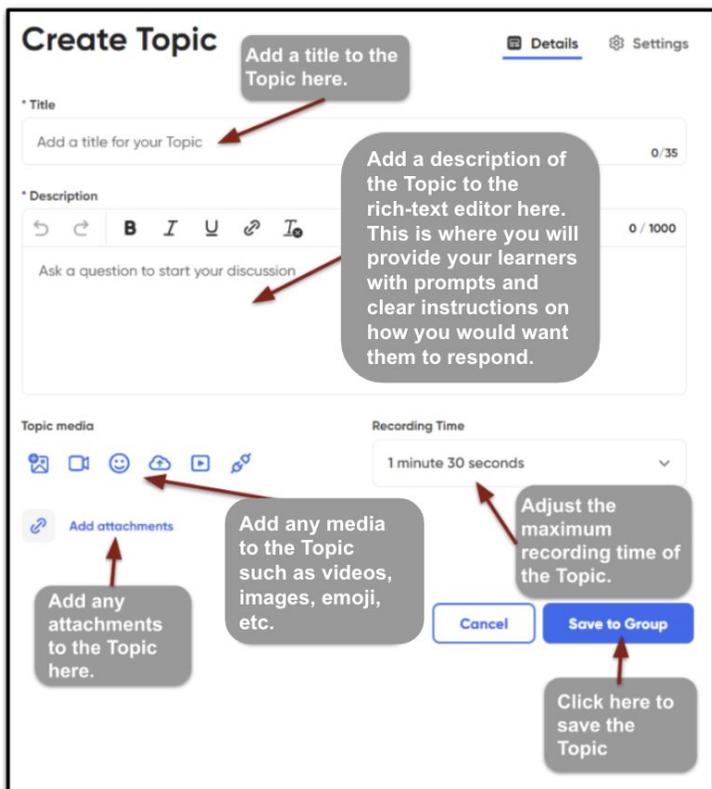
Optional Topic Settings

There are optional settings that can be adjusted within Topics to fit the needs of the class.

1. To access Topic settings, click on **the Settings tab** when in Create Topic or Edit Topic modes.

2. Users can adjust the Topic, Response, Camera, and Guest Password (Optional) Settings from the drop-down menus.

3. After adjusting the settings, click the **Update Topic button** at the bottom.
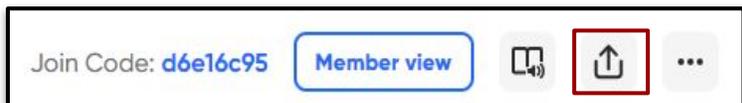
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Sharing a Topic

Topics can easily be shared with classes in a variety of ways.

1. To share a Topic, click the **Topic** that needs to be shared.

2. In the upper right corner, click the **Share button.**

3. Within the Share this Topic window, the user will have the following options to share this Topic with students:
   1. **Copy and paste** a URL link.
   2. **Copy and paste** a QR code.
   3. **Share** to Google Classroom.
   4. **Copy** the code to a website.
   5. **Share** to MS Teams.
   6. **Share** to Remind.
   7. **Post** to Twitter.

4. Students can log into Flip through Classlink/Launchpad and then join a teacher-created Flip Topic using the Join Code located at the top of the Topic Details page.
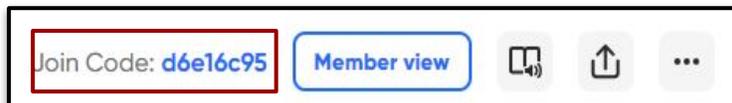
5. After students record responses to the Topic, the teacher will see the recordings populate at the bottom of the Topic in a grid. Students will also be able to see each other's responses.