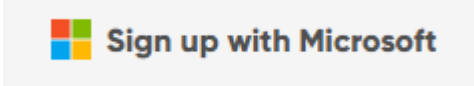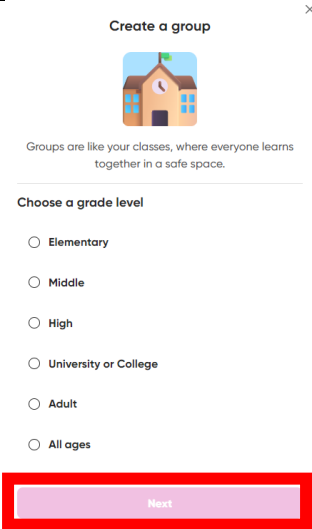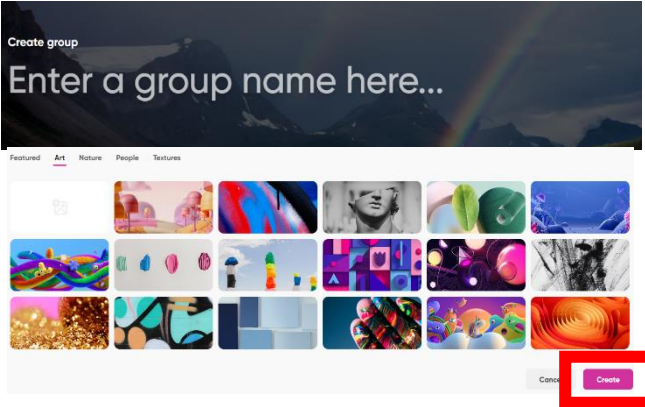# Office 365 Resources

Flip: Getting Started

1. Sign up for a free educator account by going to https://info.flip.com/en-us.html and clicking on **Sign Up.**	
2. Click on **Sign up with Microsoft.** Sign into your Microsoft Office 365 account using your credentials. You may be prompted to provide some information about yourself and school.	
3. Click on Groups on the top left side of your screen. Then, select **Create a Group** from the drop-down menu.	
4. Choose a grade level. Then click Next.	
5. Enter a **Group Name**. A group cover image is automatically chosen for you, but you can select any of the themes if you would like a different one. Then, click on the **Create** button.	

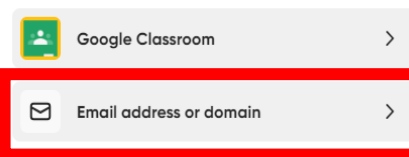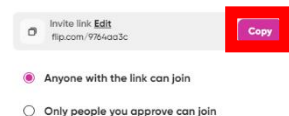|	
6. Ways to Join without a log in: Select one of the following options: • Anyone with the link can join • Only people you approve can join. *Note: Only use this way to log in with early childhood students who have difficulty logging in with their Microsoft credentials.*	
7. Preferred Way to Join: Flip is a Microsoft 365 product, so it is best to add students by choosing ***Email address or domain***. Click on the arrow to the right of **email address or domain.** You will need to type in ***cpsb.org*** to allow your students to log in with their Microsoft 365 email and password.	
8. Click Share and a pop-up window will allow you to share your group with your students. You can click **Copy** to share the link with students on Canvas, Teams, OneNote, etc. You can also download the QR code by clicking in the top right corner so that you can print it out or display it for students to scan to access the group.	
9. To add a Topic to your Group, go to the Groups on the left side of the screen and choose a Group. Select ***Add a Topic*** on the right side of the screen which brings you to the ***Details*** tab.	
10. Give your topic a ***Title*** and add a question or idea prompt to start your discussion. You	
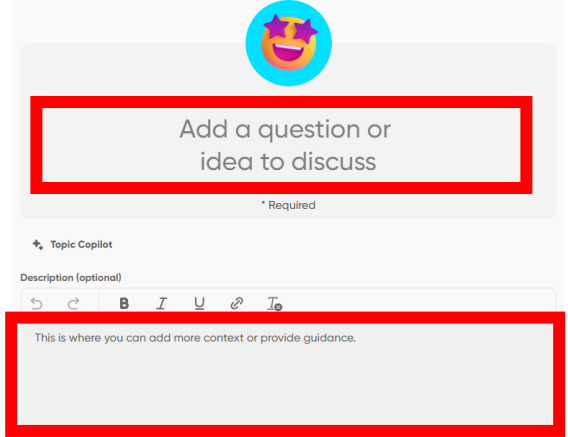
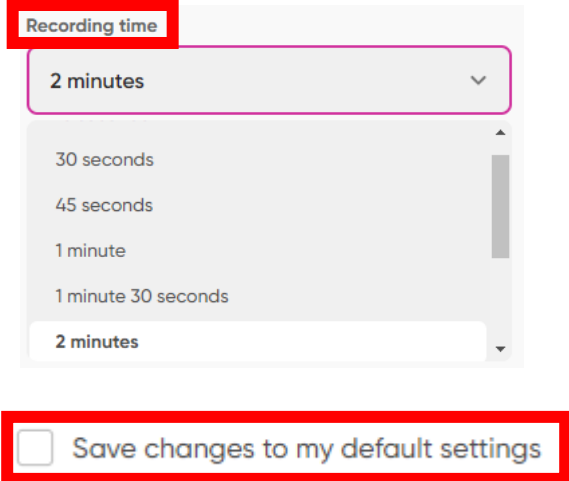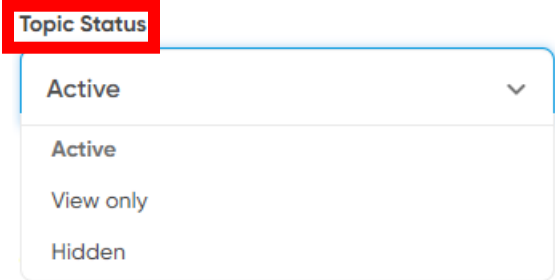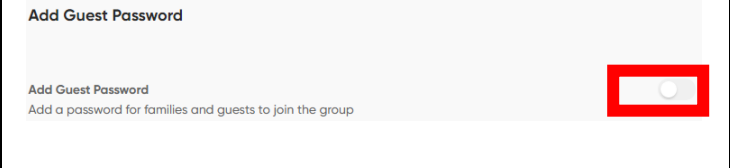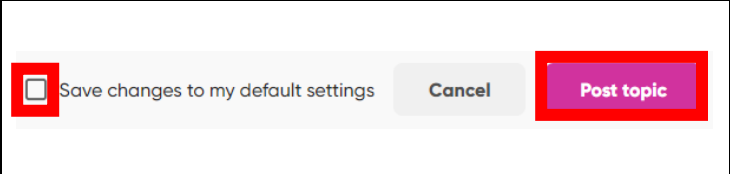|	
can add more context or provide guidance under the **Description** section. The Description section is optional.	Add a question or idea to discuss * Required ✦ Topic Copilot Description (optional) ↶ ↷ **B** *I* U 🔗 T⊘ This is where you can add more context or provide guidance.
11. Add **Topic Media** to your discussion. You have the option to add images, record video, Bitmoji, GIF, stickers, upload video, and add attachments to engage or assist your students in answering the prompt for reflection and assessment.	**Topic media** 🖼 📷 ☺ ⬆ ▶ 🔗
12. Set the **Recording Time**. It defaults to 2 minutes, but it can be set from 30 seconds to 10 minutes. To adjust the time, click on the **down arrow** to select the recording time you want participants to use in the discussion. Note: You can save the changes as your default settings for future topics by clicking on the box in bottom right corner.	**Recording time** 2 minutes ⌄ 30 seconds 45 seconds 1 minute 1 minute 30 seconds **2 minutes** ☐ Save changes to my default settings
13. Click on **Settings** for more options to customize your topic.	**Create Topic** 🗎 Details ⚙ Settings

14. Topic Status- Click on the **down arrow** to see options for **Topic Status**:
    a. Active- Your discussion is live and ready for student participation.
    b. View only- Your discussion is frozen and for view only.
    c. Hidden- Your discussion is hidden from students.
	Topic Status
	
	Active ⌄
	
	Active
	View only
	Hidden

15. Start date/End Date- Allows you to activate or freeze the Topic where it is View only on specific dates.	

	Start date: End date: mm/dd/yyyy mm/dd/yyyy
16. Moderate student activity(recommended)- Turn this on for new videos and comments to be approved by you before being seen by others.	**Moderate student activity** Moderation is on. Responses and comments will stay hidden until you approve them.
17. Comments- The default is that comments are turned off. Toggle on **Comments** if you want to allow students to leave video and text comments on responses.	**Comments** Allow students to leave video and text comments on responses.
18. Closed Captions- The default is English, but captions can be changed to a different language if needed.	Closed Captions English (United States) Off **English (United States)** English (United Kingdom) Spanish (Spain) Spanish (Mexico) French (France)
19. Responses- You can monitor what you allow the students to do in their responses. All are turned on by default. Adjust according to preference. a. Attachment Link-Allow students to include an external link with their video. b. Likes- Allow students to like videos. c. Download and Share- Allow students to download and share after creating video. d. Display View Count- Display or hide the number of views the video received.	Responses Allow attachment links Allow likes on videos Allow download and share Display view count
20. Camera Options- The Essentials, Expressions, and Sticky Notes are all turned on by default. Adjust as needed. a. *Essentials*-Allow students to use text, drawing, photos, stickers, frames, and boards. b. *Expressions*- Allow students to use lenses, filters, GIFS, and backdrops. c. *Sticky Notes*- Allow students to add sticky notes while they are recording.	Camera Essentials Text, drawing, photos, stickers, frames, and boards. Expressions Lenses, filters, GIFS, and backdrops. Sticky Notes Allow sticky notes while recording.

21. Add Guest password -Can be toggled on allowing you to add a password for families and guests to join the topic.	**Add Guest Password** **Add Guest Password** Add a password for families and guests to join the group
22. Check ***Save changes to my default settings*** if you want these settings for all topics. Then click **Post topic**.	☐ Save changes to my default settings Cancel **Post topic**

23. Sharing Topic with Students- Click on the Share icon in the top right corner to access the menu. Options to share include:
    a. Link directly to Topic-easier than giving students the link to the group
    b. QR Code
    c. Get the embed code and add to a page in your Canvas site
    d. Microsoft Teams
	⬆ Share
	
	Early Childhood Conference
	Name an app that you could use with your...
	
	Share topic
	Send the link below to invite students to join
	
	Share topic
	flip.com/1783c62d Copy
	Anyone with a link can join