

# Step by Step Guide OSV Lessons on Flipgrid

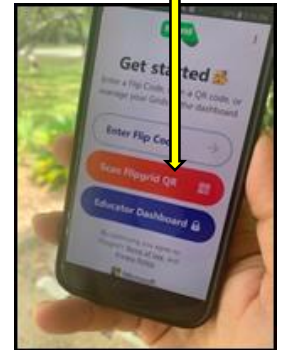
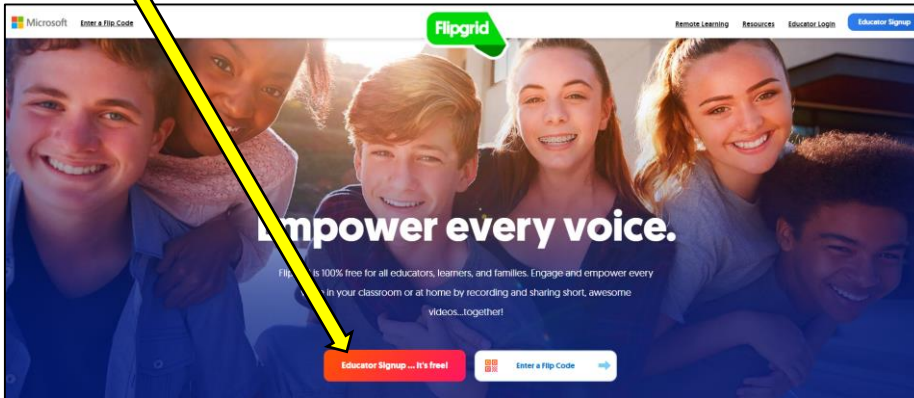
## To Create Your FREE Flipgrid Account

Go to [www.flipgrid.com](http://www.flipgrid.com)  
Select “Educator Signup”

OR

Download the Flipgrid App

Select “Educator  
Dashboard” then  
“Educator Login”





**Step 1:** Sign up by logging in with your Google or Microsoft account.

**Step 2:** Share a little about yourself and then click “Let’s Go”

**Educator Sign Up**

Students and participants do not need accounts.  
Simply [enter your Flip Code!](#)

 Sign up with Google

 Sign up with Microsoft

By continuing, I agree to Flipgrid's [Terms of Use](#) and [Privacy Policy](#).

*Tip: If you don't have either account you can create a free Gmail account.*

**Hi, Educator!** 🙌

Tell us a little about yourself.

First Name  Last Name

Country/Region

Grade/Age of your learner community

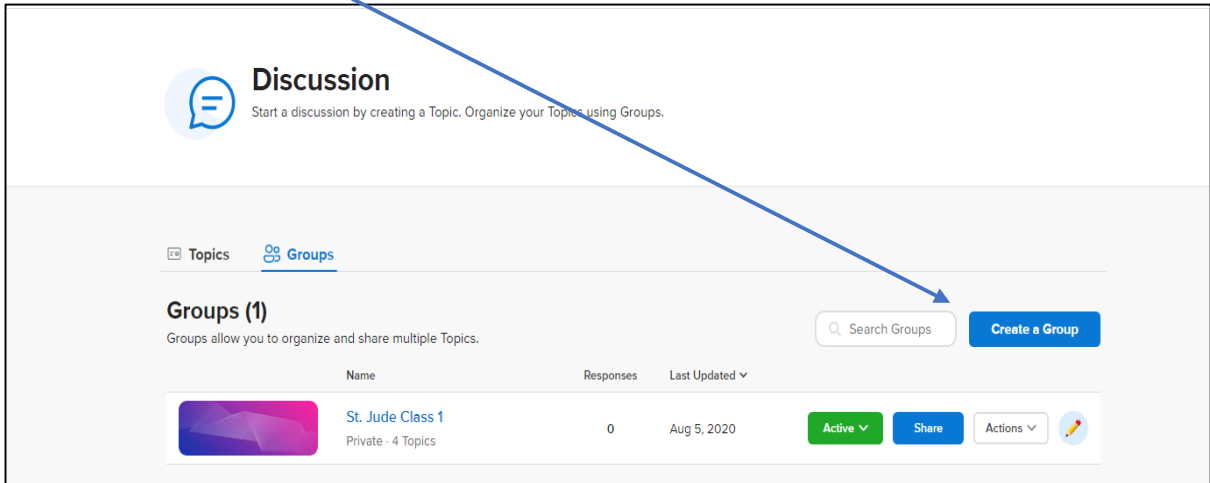
Date of Birth

See Flipgrid's [best practices](#) and make sure to collect [consent forms](#) from students as needed.

**Let's Go!**

# How to Create a Group

Once you create your account you can begin creating your groups. Typically you create one group per grade. Click “Create a Group”



1. Name your group (Ex. St. Jude Grade 1)
2. Customize your Flipcode (your students will need this to access the group)
3. Select Group Type – either Student email or Username
4. Click “Next”

The 'Create a Group' form is shown with four numbered steps indicated by yellow arrows:

- 1** Group Name: e.g., Language Arts, Hour 1 (0/45)
- 2** Join Code: Leave blank for a random code (0/20) Available
- 3** Add Students: Choose if your students will join the Group using their email or a username.
  - Student Email**: Students join using their Microsoft or Google email.
  - Student Username**: Create a list of students to join.
- 4** Next

You will then be prompted to add your students. You can add them through a CSV file or manually. To upload a **CSV file** click link.

### To add students manually:

1. Add student first and last name.
2. Assign each student a username (Can be very simple. They will need this to access the group)
1. Click "Add" then repeat until all students are added
2. Guest Password – this allows you to share a single topic as a view-only, if you would like
5. Click "Next"

**Add your Students** ×

Students join the Group using their username. Families and guests can join the Group with a password. Anyone that joins the Group can participate in all Topics.

**Add Student**

Use our example [template to upload a CSV file](#) or add students below.

1  2  3

Student	Username
Your student username list is empty. <a href="#">Add</a> or <a href="#">upload a CSV file.</a>	

**Guest password (Optional)**  
Add a password for families and guests to join the Group.

4

Min 8 characters and contain 2 of the following:  
 Uppercase  Lowercase  Number  Symbol

5

You will be asked if you want to duplicate a topic. Recommend "Skip for Now", however if you have a topic that you have already created and are going to include it in this Group as well you can choose the topic in the drop down. It will not duplicate any videos you have created.

**Duplicate your Topics** ×

Select any Topic you would like to duplicate to this Group.

Select Topics

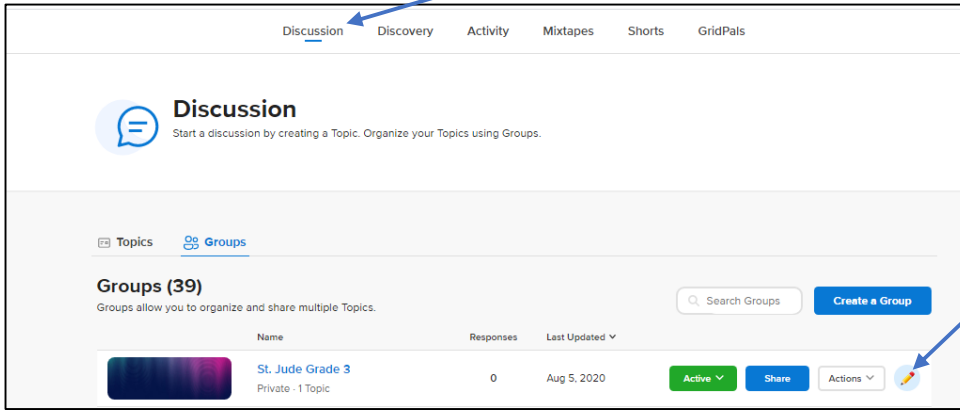
Note: Videos will not be duplicated.

Now you are ready to customize your Group. Click "Go to Group"

**Share the Group** ×

Copy and share the Join Code below.

Created groups can be found in the “Discussion” section at the top of the screen.

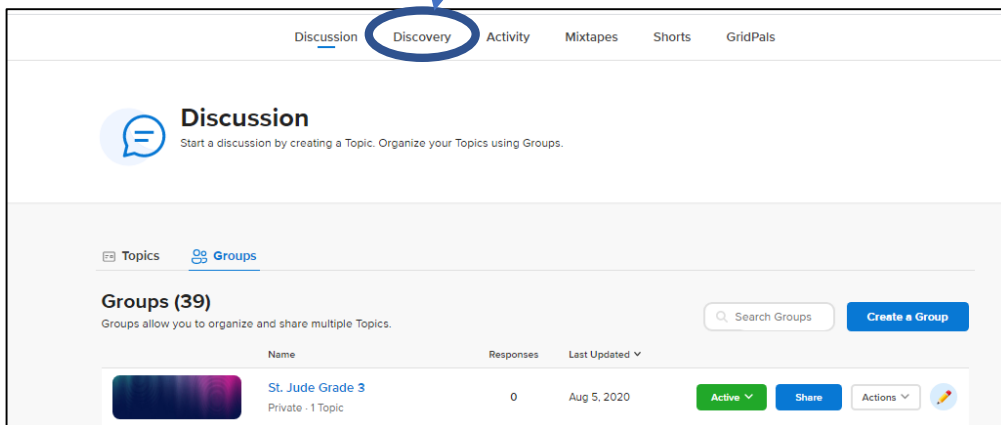


Click the pencil icon to customize the group at any time.

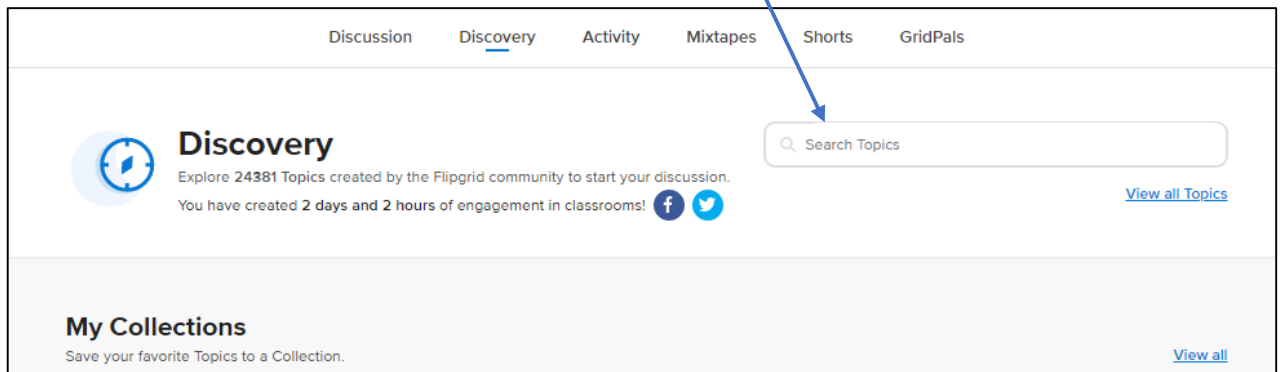
You have two options for adding content to a group. Create one from scratch or choose a topic from the Discovery and customize it as you wish.

## Accessing OSV Lessons in the Discovery Tab

Click on “Discovery” at the top of the screen.



Once you are in the Discovery tab, use the “Search” to find the program you are using or click on the links\* shared on next page.



## OSV Programs in Flipgrid Discovery Library

### ***Allelu!* Early Childhood**

Allelu! Pre K-3 - [Allelu! Pre K-3](#)

Allelu! Pre K-4 - [Allelu! Pre K-4](#)

Allelu! Kindergarten - [Allelu! Kindergarten](#)

### ***Alive in Christ***

Grade 1 - [Alive in Christ Grade 1](#)

Grade 2 - [Alive in Christ Grade 2](#)

Grade 3 - [Alive in Christ Grade 3](#)

Grade 4 - [Alive in Christ Grade 4](#)

Grade 5 - [Alive in Christ Grade 5](#)

Grade 6 - [Alive in Christ Grade 6](#)

Grade 7 - [Alive in Christ Grade 7](#)

Grade 8 - [Alive in Christ Grade 8](#)

**Multi-Age Family Lessons** (All grades in one grid with family lesson)

[OSV FlipGrid for Alive in Christ Multi-age Family Lessons](#)

### ***Vivos en Cristo***

Nivel A - [Vivos en Cristo Nivel A- Grade 1](#)

Nivel B - [Vivos en Cristo Nivel B- Grade 2](#)

Nivel C - [Vivos en Cristo Nivel C- Grade 3](#)

Nivel D - [Vivos en Cristo Nivel D- Grade 4](#)

Nivel E - [Vivos en Cristo Nivel E- Grade 5](#)

Nivel F - [Vivos en Cristo Nivel F- Grade 6](#)

**La familia** - [Vivos en Cristo la Familia](#)

### **Young Adolescents Faith Guidebooks**

Revelation - [Alive in Christ Adolescent- Revelation](#)

Morality - [Alive in Christ Adolescent- Morality](#)

Kingdom of God - [Alive in Christ Adolescent- Kingdom of God](#)

Sacraments - [Alive in Christ Adolescent- Sacraments](#)

Jesus Christ - [Alive in Christ Adolescent- Jesus Christ](#)

Trinity - [Alive in Christ Adolescent- Trinity](#)

The Church - [Alive in Christ Adolescent- The Church](#)

### ***Encounter with Christ* Sacrament Preparation**

Eucharist - [Encounter with Christ- Eucharist](#)

Reconciliation - [Encounter with Christ- Reconciliation](#)

### ***Encuentro con Cristo***

Eucaristía - [Encuentro con Cristo- Eucaristía](#)

Reconciliación - [Encuentro con Cristo- Reconciliación](#)

# Save Lesson/Topic to Your Group

**Alive in Christ Grade 2 - Chap. 1**

Watch Video In the Beginning  
 Watch Video How to Draw Mary  
 Watch Video Spinning Yarn  
 Digital Student Book  
 Home Session Plan (for parents)  
 Interactive Review  
 Optional E-assessment (post your customized link here)

**Audience:** Elementary School (ages 5-10)

**Subject:** Beyond the Classroom / Community

Saved to: 0 collections | Engagement: 4 seconds | Used: 34

[Save](#) [Share](#) [Add Topic](#)

Once you find desired lesson/topic, click "Add Topic".

Tip: Add the OSV topics to your groups starting with Chap. 21 and go backwards. The chapters stack on top of each other. If you add them backwards into your grade level groups, they will be in numerical order.

**Add Topic**

Add this Topic to your discussion as an individual Topic or add to a Group.

**Groups**

Individual Topic

[Cancel](#) [Next](#)

Select from drop down the group you want to add the topic to.

Click "Next"

You can now edit any of the following fields or add content.

1. Change or keep "Title"
2. Add or Remove links or questions for students. \*Instructions on next page.

**Schools-** change Digital Student Book link to the school edition (provided on next page). Add passcode for digital book. Remove Home Session Plan link.

3. Change length of recording time for student response.
4. Record video for students. Delete the media that is there, then record a video.

**Update Topic: Alive in Christ Grade 2 - Chap. 10**

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

**Topic Essentials**

**Title:** Alive in Christ Grade 2 - Chap. 10

**Prompt:** Watch Video Your Grace Is Enough  
 Digital Student Book  
 Home Session Plan (for parents)  
 Interactive Review  
 Optional E-assessment (post your customized link here)

**Recording Time:** 1 minute 30 seconds

**Closed Captions:** English (United States)

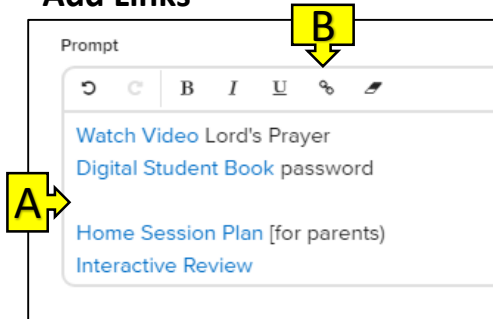
**Video Moderation:** New videos will be hidden from students until you activate them. Previously submitted videos will remain active.

**Media:** Add a media resource to engage your students.

Record a Video | Upload a Video | Add a Video | Upload an image | Add a Giphy | Add an Emoji

Microsoft | Google | Kahoot! | Wakelet | Nearpod | Newsela | Adobe Spark | Wondersopolis | Buncee

## \*Add Links



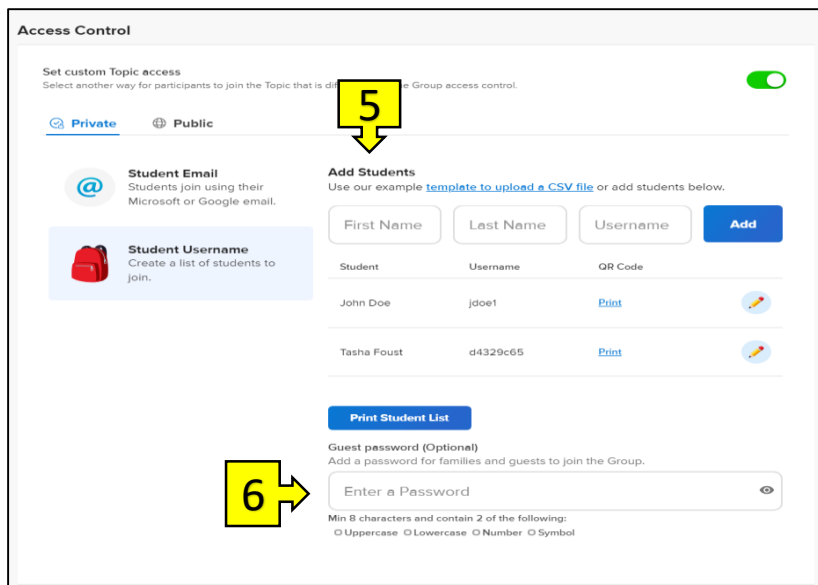
- Make a blank space where you want the link inserted, put cursor at the beginning of the line.
- Click on the link icon
- Copy and paste the desired link (Digital book links below)
- Click Insert



School Digital Book Links
<a href="#">AIC Grade 1 School ebook</a>
<a href="#">AIC Grade 2 School ebook</a>
<a href="#">AIC Grade 3 School ebook</a>
<a href="#">AIC Grade 4 School ebook</a>
<a href="#">AIC Grade 5 School ebook</a>
<a href="#">AIC Grade 6 School ebook</a>
<a href="#">AIC Grade 7 School ebook</a>
<a href="#">AIC Grade 8 School ebook</a>

5. Add or Remove students, or update their username

6. Create Guest Password



## Add a Document

Documents cannot be directly uploaded to Flipgrid. Google Doc links can be included. Create document in Google docs or copy and paste document to your Google Doc account. Copy the link and paste it in "Topic Attachments". Then students can access and read documents you would like to share.

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

<p>Attachment Link</p> <input type="text" value="Link must be a valid URL"/>	<p>Attachment Title</p> <input type="text" value="Add a title"/> 0/30
--	---

**Add another Attachment**

You can make the lesson/topic available immediately or set future launch date.

### Topic Status

**Active State**  
Make your Topic Active, Frozen (view-only) or Hidden.

Active

**Launch & Freeze Dates**  
Schedule an Active (12:01am) and Frozen (11:59pm) date. Your timezone is set to America/Chicago. [Update your timezone.](#)

08/05/2020 → Never X

Choose the topic features you would like to make active for your lesson/topic

### Topic Features

**Notifications**  
Receive email notifications when new student videos are submitted.

Never

**Download & Share**  
Allow students to download and share after creating their video.

**Topic Followers**  
Allow students to receive email notifications when new videos are recorded.

Choose the video features you would like to make active

### Video Features

**Video and Selfie Styles**  
Students can add filters, stickers, etc. to their videos and selfies.

Selfies and Videos

**Video Editing**  
Students can trim, delete, and re-arrange clips in their response.

**Comments**  
Allow students to Reply via video to another student.

**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.

Choose the feedback setting for student responses. Click "Update Topic"

### Feedback

**Basic Feedback**  
Provide 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.

Provide basic feedback on a video based on student verbalization and clarity of expressed ideas.

Ideas

Performance

Delete Topic

Cancel

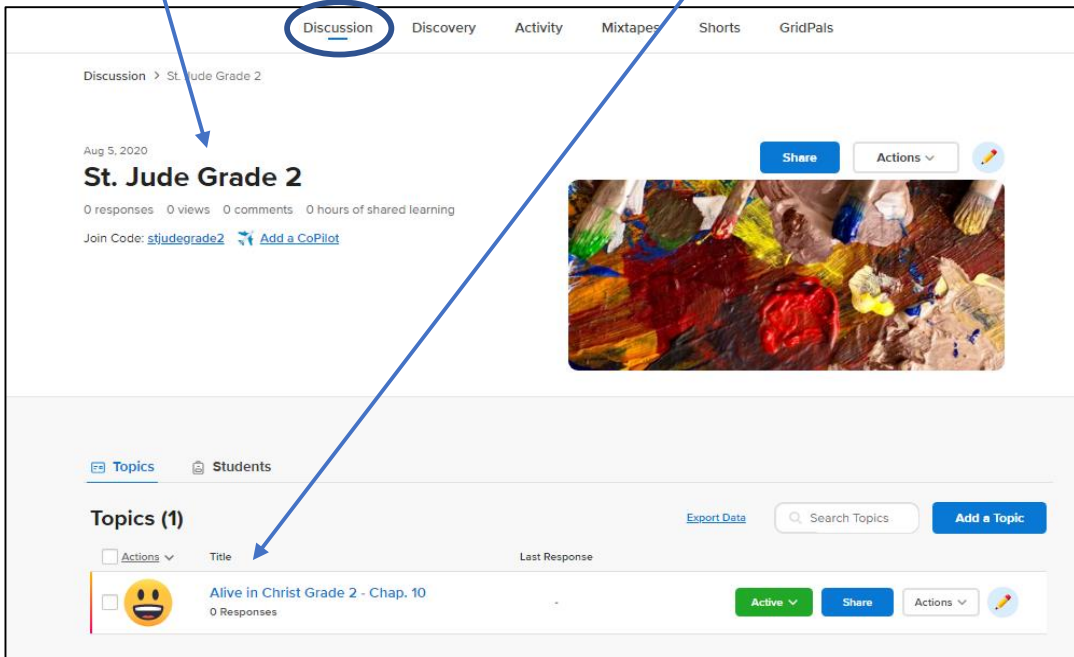
Update Topic



## To Access Your Customized Lessons

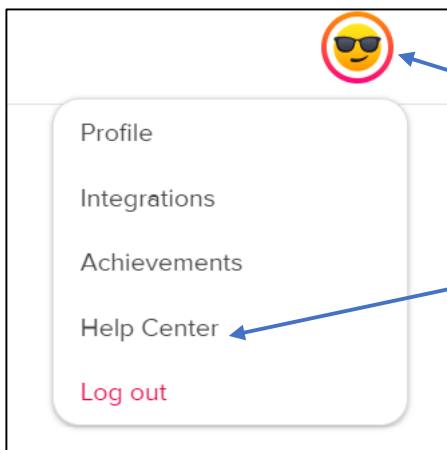
Click Discussion at the top of the page.

Select the Group you created to see your customized topics/lesson(s).



The screenshot shows the Flipgrid interface. At the top, there is a navigation bar with tabs: Discussion (circled in blue), Discovery, Activity, Mixtapes, Shorts, and GridPals. Below this, the page title is 'Discussion > St. Jude Grade 2'. The date 'Aug 5, 2020' is shown. The main title is 'St. Jude Grade 2' with statistics: 0 responses, 0 views, 0 comments, and 0 hours of shared learning. A join code 'stjudegrade2' and an 'Add a CoPilot' button are visible. A large image of a colorful abstract painting is displayed. Below the image, there are 'Share' and 'Actions' buttons. At the bottom, there is a 'Topics (1)' section with a search bar and an 'Add a Topic' button. A table lists the topic: 'Alive in Christ Grade 2 - Chap. 10' with 0 responses and an 'Active' status.

## To Access Flipgrid Help Center



The screenshot shows a user profile menu. At the top right is a profile icon of a yellow smiley face wearing sunglasses. Below it is a list of options: Profile, Integrations, Achievements, Help Center, and Log out (in red text).

Click on your profile icon in upper right corner.

Drop down menu appears, click on "Help Center"