



There is a video version of this guide available online at: <https://thelinkingnetwork.org.uk/schools-linking-2020-2021/digital-support/>

This free resource from Microsoft allows you to record a video prompt for children, they then answer with their own video prompt. Videos aren't publicly available and there are alternatives to recording a face on video if this causes issues with any particular pupils.

Please note you and your pupils need a Google or Microsoft account.

### To Get Started as a Teacher

- Go to [flipgrid.com](https://flipgrid.com) and sign up as an educator with a Google or Microsoft account.
- Create a group. This is effectively a class. Please note that these were previously known as grids.
- Make the group private and pupils have to sign in with their school email.
- On the next page enter the domain for your school email. This is the part after the @ symbol in the school email the children use. This means only children with these addresses can join the class. If you are linking with another school who will also contribute to this group, you should also add their email domain too.
- The grid is now ready and you'll see a link you can share with your class. You can also do this later.
- On the page for this new group you'll see a button called Actions, you can click this to add another teacher to the group which is useful if you are linking with another school. Co-Teachers are called 'co-pilots'. Please note any teachers you share with should already have Flipgrid set up or it won't recognise them.
- On your group's page you can click the Share button to share the link to join the grid with pupils.

### Adding a Topic

- A topic is a video prompt you can get your children to reply to with their own video. To start click Add a topic.
- Add a title and any instructions as text.
- By default, you have 1 min 30 seconds to record but this can be altered.
- Turn on video moderation. This means videos submitted by class members are checked by you before they go live on the site.
- Under Video features you can decide if children can record video responses to what other children post. Turn this on or off using the Video Comments switch. It may be easier to start with this turned off.
- Upload a video with your prompt. This is normally a video of you speaking to camera but there are lots of alternative sources on this page.
- Click the Record a Video button. You'll see lots of options on this screen for recording where you can add effects, text, a whiteboard and much more.
- Close the recording window, click the share button and share the link to your class.



### How Children Respond

- Children open the link you send them. They will need to log in with a school Google or Microsoft account.
- They click the video prompt to watch it and read the instructions.
- Click the + to add their response. If children can't / don't want to show their face they can click effects to add a smiley face emoji and enlarge this so it covers their face. They can also upload a photo to cover their face or choose the whiteboard option to draw and talk instead.

### How Teachers Respond

- The teacher can now see the finished work by going to the group and clicking on the topic and then on the child's response.
- You can leave video feedback or simply leave a text comment.
- The child's video is currently hidden. To make it visible to other pupils change the red Hidden button to the green Active one.

