

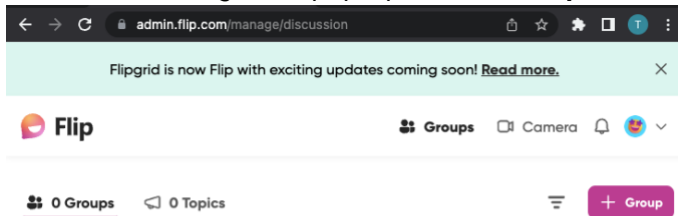


This document outlines the steps for how to create a group in Flip.

Creating a Group in Flip

A group in Flip can be used to organize different classes within Flip. Groups can be setup to where only specific people can see the content of the group. This feature is not necessary to create topics for students to respond to.

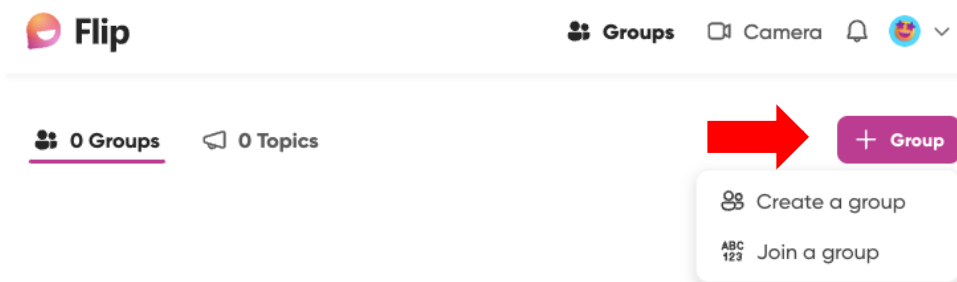
1. **Login** to your Flip account. (See *Creating a Flip Account* for steps on how to do this).
2. A *Welcome message* will pop-up. Click **+ Group**



Hi Thomas S!

Get your class, club, family or friends started with Flip here.

3. Next, select "create a group" .










4. Then, select group type from the provided list

Creating a Group in Flip

Create Your Group ×

Your group is where you share and connect with your community on Flip.


Select Group Type

-  Classroom
-  Clubs and Organizations
-  Friends and Family
-  Arts and Music
-  Events and Occasions
-  Gaming
-  Hobbies

5. After selecting group type, enter the group name and select who can join your Flip.


Create group

*** Name**




Invite members (optional) ?


You can invite members at any time. Just create your group and share the link.

 **Link** ^

Who Can Join?

- Anyone with the link
- Only people you approve

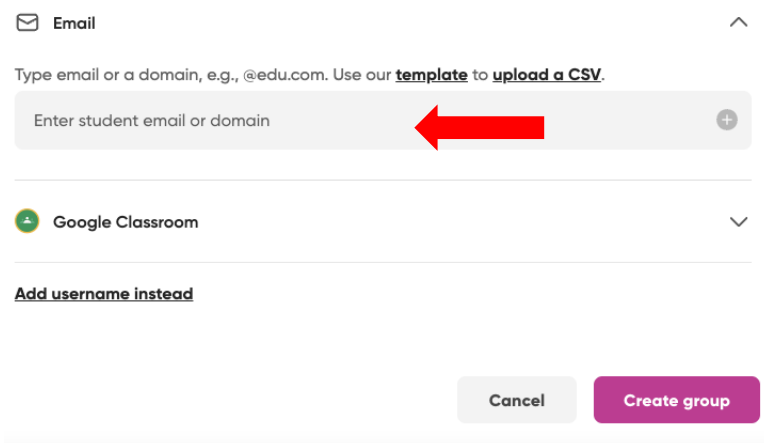
 **Email** v

 **Google Classroom** v

Add username instead

Creating a Group in Flip

6. Add students to the groups by clicking on **Student Email**.
(Either enter **individual student's email addresses** or add the **school's domain (@tntech.edu)** to the box.)



Email

Type email or a domain, e.g., @edu.com. Use our [template](#) to [upload a CSV](#).

Enter student email or domain

Google Classroom

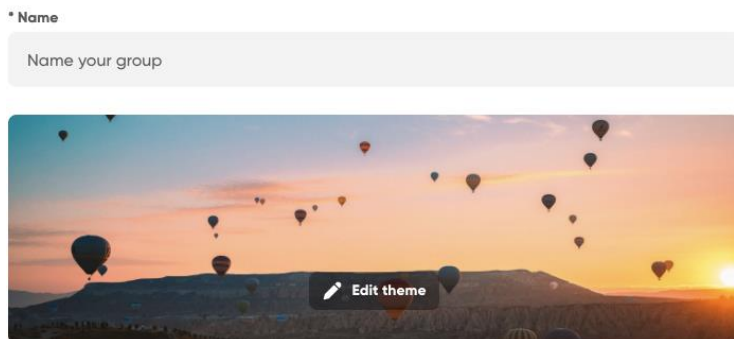
Add username instead

Cancel Create group

NOTE: Adding just the school's domain will allow anyone with an @tntech.edu email to request to join the group.

7. Don't forget to edit the theme! Then click **Create Group**.

Create group



* Name

Name your group

Edit theme

Invite members (optional) ⓘ
You can invite members at any time. Just create your group and share the link.

Creating a Group in Flip

8. A pop-up window will give options to share the group. You can **Copy** the link from the box, or (from left to right on the bottom) copy the **QR code**, post to **Google Classroom**, copy the **Embed Code**, Share on **Microsoft Teams**, Share on **Remind**, or Post to **Twitter**.

NOTE: There will automatically be an introduction Topic created in the Group.

