



Flip: Creating a Topic

Center for Innovation in Teaching and Learning

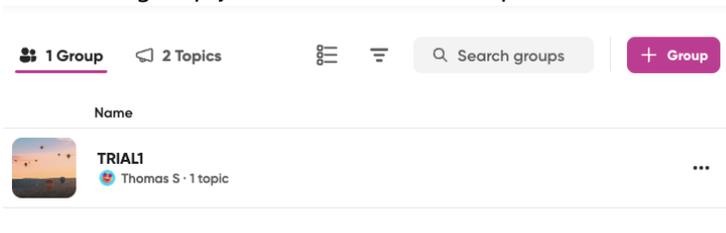
This document outlines the steps for how to create a topic in Flip both within a group and as a stand-alone.

Create a Topic in Flip

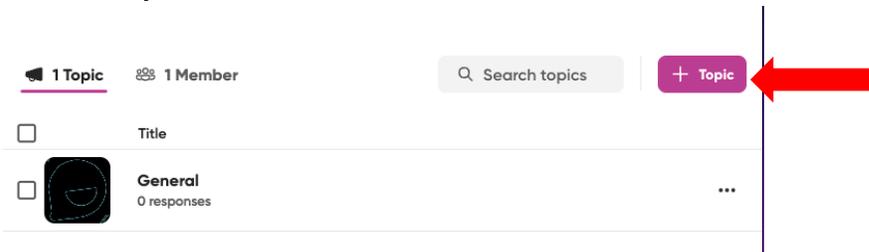
Topics are what you and/or students respond to with videos to answer the topic presented.

Create a Topic within a Group

1. Select the group you want to add the topic to.



2. Select **+ Topic**



3. Add a **Title** and **Prompt** (Question/Discussion Topic).

Create topic

Details Settings

* Title

Add a title for your topic

Description

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Ask a question to start your discussion

NOTE: You can add media using any of the option listed below the Prompt box, but it is not necessary.

Create a Topic in Flip

4. Add additional settings (under setting tab), if wanted.

Create topic

 Details  **Settings**

Topic

Topic Status
Active

Start date: 09/14/2022 End date: mm/dd/yyyy

Moderate videos and comments
Moderation is off. Turn on moderation to approve each response and comment for your topic.

Recording time
1 minute 30 seconds

Comments
Video and text comments

Closed Captions
English (United States)

Response

Camera

Guest password (optional)

- a. *Permissions*: Allow for guest access to join a topic.
 - b. *Topic Moderation*: An entry will not show on the topic until approved by the topic creator.
 - c. *Recording Time*: A requirement for how long videos must be to be submitted.
 - d. *Comments*: Give permissions for students to comment using videos, text, or both.
 - e. *Closed captions*: Turns closed captioning on or off and chooses language for closed captions.]
 - i. *Video Features*: Settings for students' video submissions (i.e. effects, editing permissions, link attachments, liking videos, view count, sticky notes, downloading and sharing their videos).
 - ii. *Feedback*: Basic feedback options or creating a custom feedback rubric for students to use.
5. Select **Post Topic**.



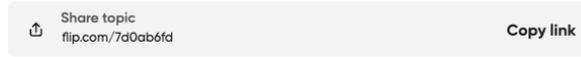
6. A sharing option pop-up window will show the options to copy the link, the QR code, and Embed code or share it on Google Classroom, Microsoft Teams, Remind, or Twitter.

Create a Topic in Flip

7. Select **All Set!**

Your topic is ready!

Copy and share the link to invite people to respond to your topic.



Create a Stand-alone Topic

1. On the *Discussion* tab, select **Topics**.



Title

2. Select **Add a Topic**

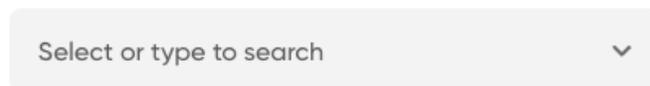


Title

- Follow steps 3-7 from above under "Creating a Topic within a Group"
- Once created, you can add the topic to a group by going to the **Topic** on the *Discussion* tab.
- Select from the drop-down tab below and select a group to insert the topic.
- After a group is chosen, click **Post**

Post topic

Share your topic by posting to a group.



NOTE: Once a topic is added to a group, it cannot be undone. It can only be moved to a new group, hidden, or deleted.