User Manual

Integrating Flipgrid to Canvas

Instructions on how to integrate the Flipgrid video discussion application to an individual Canvas course.



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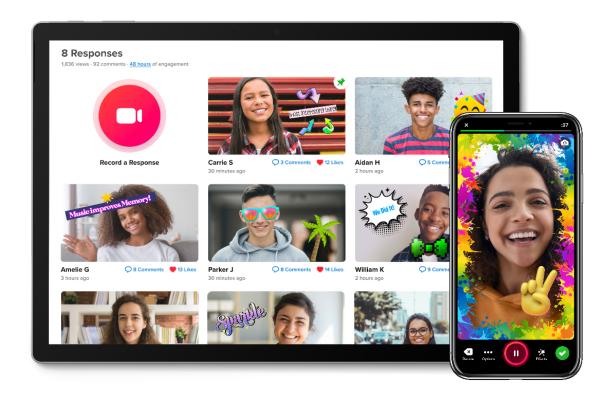


What is Flipgrid?

Flipgrid is a free and simple tool that allows instructors to facilitate video discussions within their classrooms. For distance learning or fully online courses in which students rarely meet face-to-face, Flipgrid proves especially useful for fostering relationships between students and their instructors. Students can easily communicate with one another in a course through Flipgrid's intuitive design and easy to use video recording and editing tools. Flipgrid is a web-based application, which ensures that students and instructors can participate anywhere with an internet connection using any device that has a camera and microphone.

Once an account is created, it is simple for an instructor to set up discussions for their students. Instructors can create "grids" to house their students and discussion prompts. Once a grid is created, the instructor then poses discussion prompts in the form of "topics" to their students. Students assigned to a grid can then navigate to the topic, record their response, and reply to other classmates who are members of the grid.

Since Flipgrid has been adapted to be used in all classrooms from kindergarten to higher education, it can be integrated with a number of learning services, including the Canvas learning management system. Flipgrid operates seamlessly when integrated with Canvas, but only if instructors follow a series of steps and procedures. In this manual, you will be walked through each step of this process and will be given resources for additional learning. If you have any additional questions, please reach out to your college's instructional designer or IT department.



1. Integrating Flipgrid into Canvas

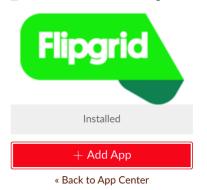
External Apps

View App Configurations

View App Center

Apps are an easy way to add new features to Canvas. They can be added to individual courses, or to all courses in an account. Once configured, you can link to them through course modules and create assignments for assessment tools.

See some LTI tools that work great with Canvas.



Flipgrid

Canvas is the LMS that makes teaching and learning easier. Flipgrid is the video discussion platform that makes teaching and learning more personal, fun, and engaging. Integrate the two platforms seamlessly with Flipgrid's Canvas integration!

- Canvas Access Control Only students in your Canvas course can access your connected Grids. Students can still join on mobile but must start within the Canvas app.
- SpeedGrader Add a Flipgrid Topic for your next Canvas Assignment. Student videos automatically show up in SpeedGrader.
- Anywhere, Anytime As long as students click the green + within Canvas, they can record on any computer or on the free Flipgrid iOS + Android apps.

Flipgrid does not support admin or account-level setup. Additionally, existing Groups and Topics cannot be integrated. Instead, teachers need to setup their own integrations and it will create a new Group & Topics for each course.

To use the Flipgrid Canvas integration, educators must first have a Flipgrid account. Visit **admin.flipgrid.com** to login or create your 100% free educator account.

In this section, we will review

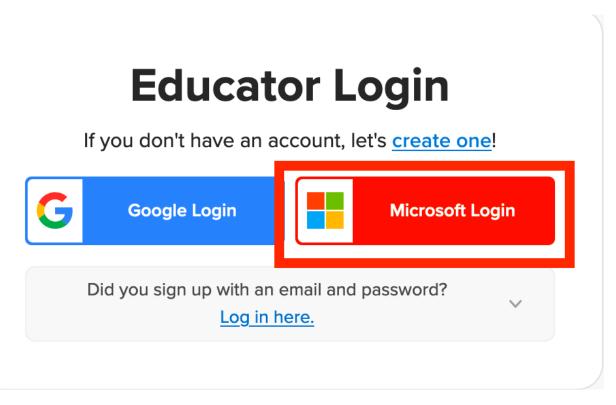
- 1. Signing up and signing in to Flipgrid.
- 2. Creating an integration code to add the Flipgrid application to your course.
- 3. Editing a Canvas assignment to accept Flipgrid submissions.

By integrating the Flipgrid application with your Canvas course, students will be able to access Flipgrid topics through Canvas Assignments and can have their work graded by the instructor using the SpeedGrader tool. Housing Flipgrid assignments within the Canvas course makes it much easier for students to keep track of their Flipgrid submissions and replies.

1.1 Signing Up and Signing In to Flipgrid

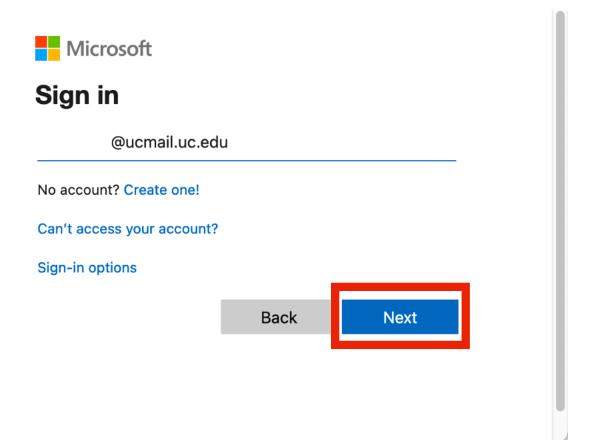
In this section, we will review how to sign in to a Flipgrid account for the first time. Once this account is created, we will examine how to avoid common errors when logging in and showcase what a successful login should resemble. Finally, we will discuss how to create a Flipgrid integration code for a Canvas course.

1.1.1 Navigate to Flipgrid and Login

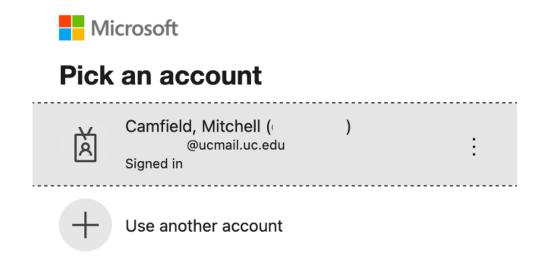


Navigate to <u>admin.flipgrid.com</u> in the browser's address bar. Once there, select the **Microsoft Login** button. By selecting Microsoft Login, UC credentials can be used to create or sign in to the Flipgrid account.

1.1.2.1 Sign In with UC Email Address



If prompted, enter a **UC email address**. It is important to use a UC email address when signing in to Flipgrid so that UC single sign on credentials can be used to verify the account. After entering a UC email address, select **Next**.



https://login.microsoftonline.com/common/oauth...opup&response_type=code&prompt=select_account#

Alternatively, you may also see a **button with a UC email address displayed**. If this is the case, **click on this option** and then proceed to the next step.

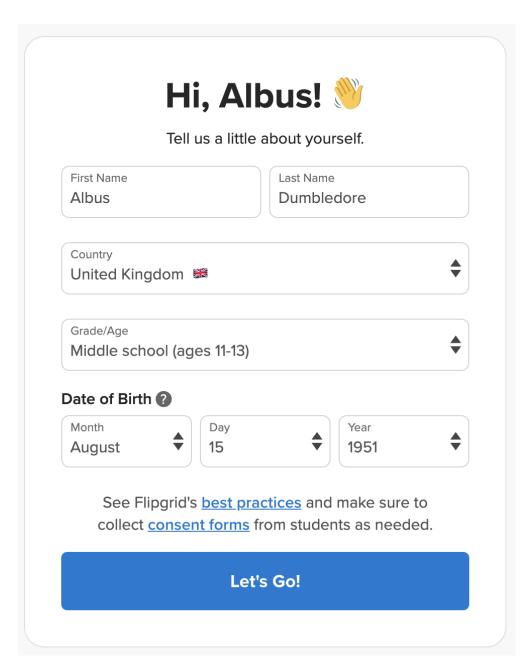
1.1.3 Central UC Log In



Enter a **UC 6+2 and password**. This is the same UC 6+2 and password that is used when signing into other UC services, such as Canvas and UC Flex. Once a UC 6+2 and password have been entered, select **Log In**.

Note: A Duo authentication may have to be completed after logging in.

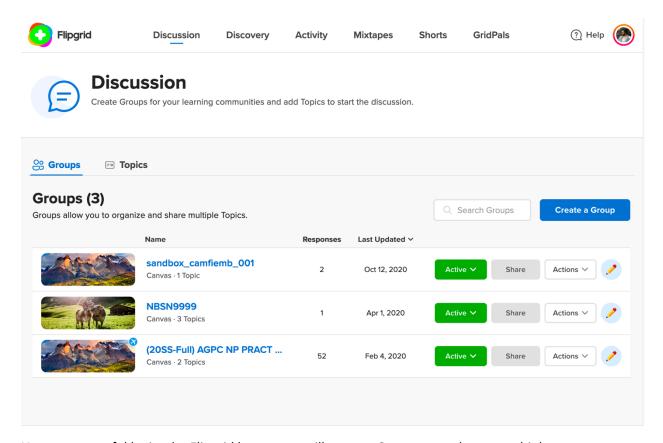
1.1.4 Tell Us a Little About Yourself



If this is the first time logging in to the Flipgrid account, a prompt to fill in the **Tell us a little about** yourself panel will appear. Enter the required information and then click **Lets Go!**

Note: If prompted to create a new topic after logging in to a Flipgrid account for the first time, **do not create a new topic.** Close any panels that prompt the creation of a new topic if logging in to Flipgrid for the first time.

1.1.5 Flipgrid Home Page



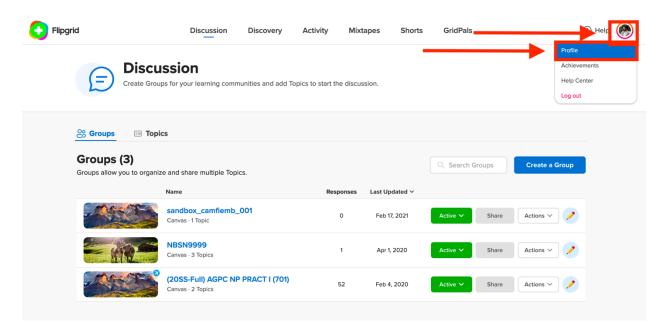
Upon a successful login, the Flipgrid homepage will appear. Contrary to what most think, **course groups WILL NOT be created using the "Create a Group" button.** The course groups are created when Flipgrid is integrated with a Canvas course. This process will be explained in the next section of this manual.

Do not close Flipgrid. We will be returning to this webpage shortly.

1.2 Creating the Flipgrid Integration

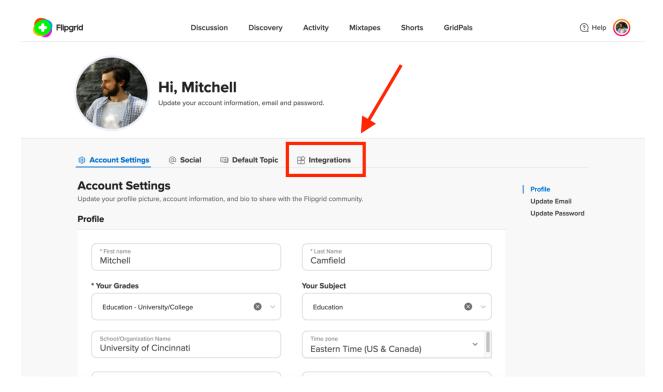
In this section, we will review how to create the Flipgrid integration that will be used in the Canvas course. When creating this integration, it is important to name it according to the specific Canvas course where the integration will be used. A new Flipgrid integration **must be created for each individual**Canvas course, so choosing a descriptive, unique name for each integration will be beneficial for keeping track of which integration is being used for each course.

1.2.1 Open Profile



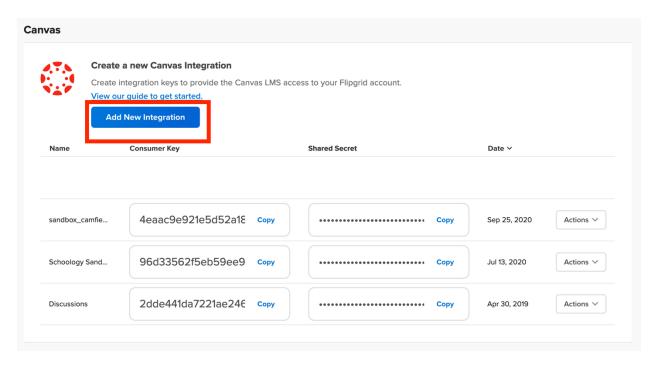
Return to Flipgrid. Then, **click on the profile picture** in the top-right hand corner of the webpage. From the dropdown menu that appears, select **Profile**.

1.2.2 Integration Tab



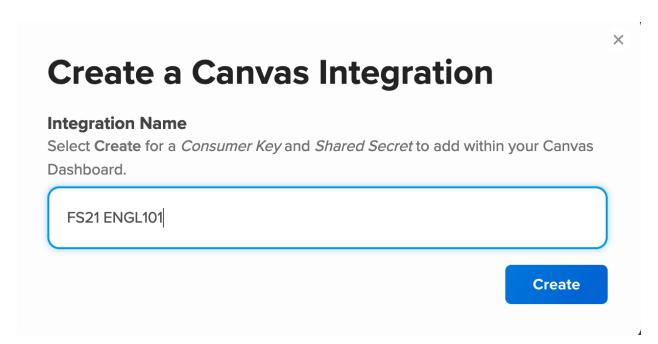
Within the Profile area, click on the Integrations tab located in the menu in the middle of the screen.

1.2.3 Add New Integration



Once on the Integrations tab, scroll down to the Canvas area and click the **Add New Integration** button.

Note: A new integration for each individual Canvas course <u>must</u> be created for each individual semester! The integration is unique to the specific Canvas course and <u>cannot</u> be used in another course or in the same course during a different semester. New integrations must be created for every single course for every single semester and cannot be reused.

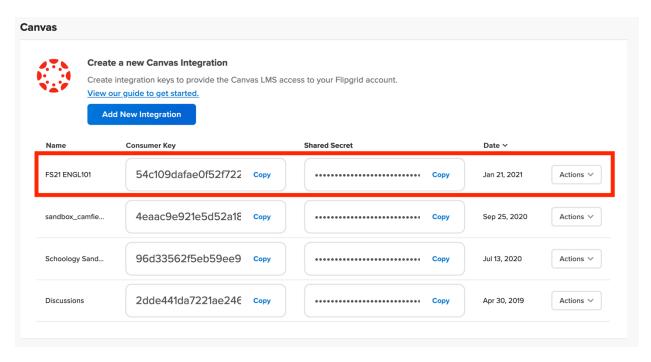


In the **Integration Name** field, use any name that will be helpful for remembering which course the integration is being used for. Since an integration must be used for each individual Canvas course for each individual semester, it is recommended that the integration name include 1) the current semester 2) the current year and 3) the name of the course.

Once the integration has been named, click the **Create** button.

Note: Keeping the name short will make it easier to identify an integration among the integration list. It is recommended that the semester, year, and course name be written in short form.

1.2.5 Integration Creation

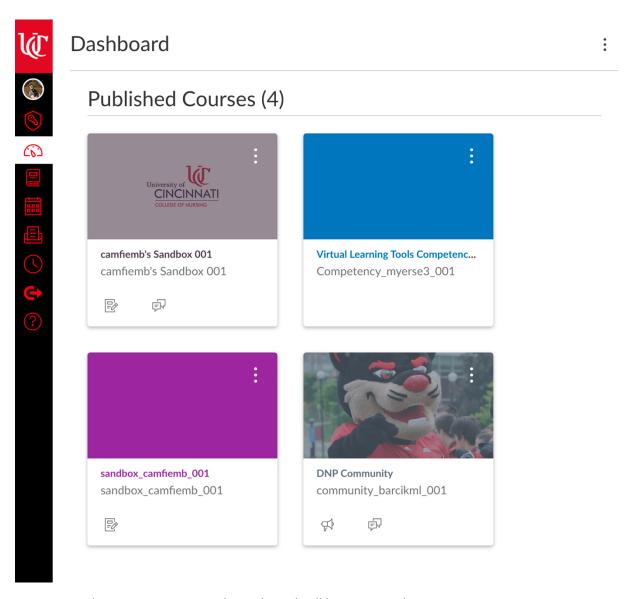


In the integration list, verify that a new integration was created.

1.3 Adding the Flipgrid Application to Canvas

In this section, we will navigate back to the Canvas course where the Flipgrid application will be integrated. Once there, we will copy the **Consumer Key** and **Shared Secret** from the Flipgrid integration that was just created and use it to complete the integration. We will be jumping between the Flipgrid website and the Canvas website, so having these two windows in close proximity to another will make this process easier.

1.3.1 Go to the Canvas Course



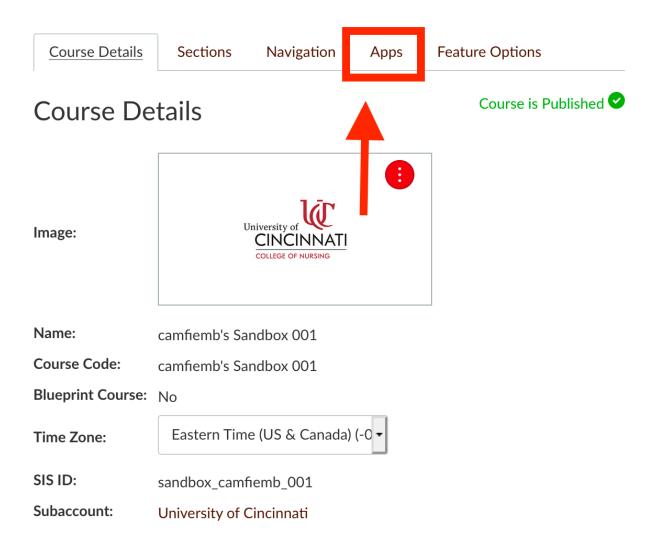
Navigate to the course in Canvas where Flipgrid will be integrated.

1.3.2 Open Settings

Home		
Announcements	Ø	
Syllabus		
Modules		
Assignments		
Discussions	Ø	
People		
My Media		
Accessibility Report		
Rubrics		
Cisco Webex		
Honorlock		
Collaborations	Ø	
Quizzes	Ø	
Outcomes	Ø	
Pages	Ø	
Files	Ø	
Conferences	Ø	
Settings		

Click the **Settings** button located at the bottom of the left-hand navigation menu.

1.3.3 Open Apps



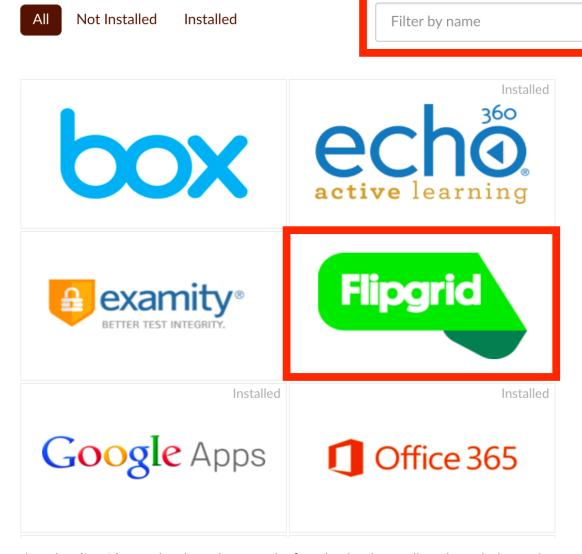
Click the **Apps** tab in the Settings menu.

External Apps

View App Configurations

Apps are an easy way to add new features to Canvas. They can be added to individual courses, or to all courses in an account. Once configured, you can link to them through course modules and create assignments for assessment tools.

⇒ See some LTI tools that work great with Canvas.



Select the **Flipgrid** app. The Flipgrid app can be found either by scrolling through the application list or searching with the filter tool.

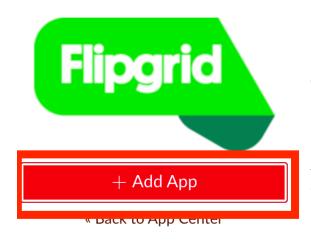
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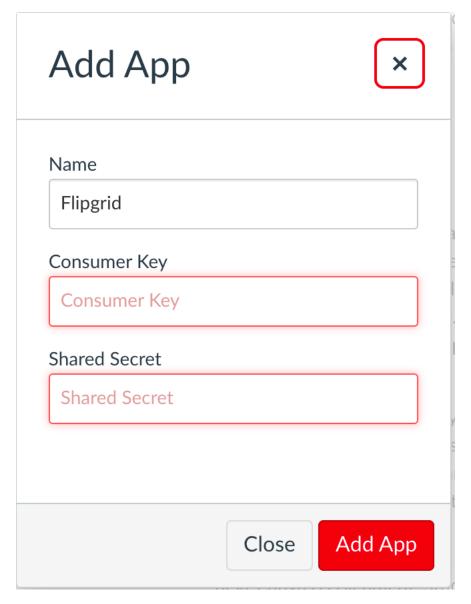
Flipgrid

Canvas is the LMS that makes teaching and learning easier. Flipgrid is the video discussion platform that makes teaching and learning more personal, fun, and engaging. Integrate the two platforms seamlessly with Flipgrid's Canvas integration!

 Canvas Access Control - Only students in your Canvas course can access your connected Grids. Students can still join on mobile but must start within the Canvas app.

Click the **+Add App** button.

1.3.6 Add App Window



At this point, a window will have appeared asking for a **Consumer Key** and **Shared Secret**. This information will be gathered by returning to the Flipgrid website, opening the list of integrations, and selecting the consumer key and shared secret that was generated for this course. If the Flipgrid website has been closed, you can follow the steps in section 1.1 and 1.2 to return to the list of integrations.

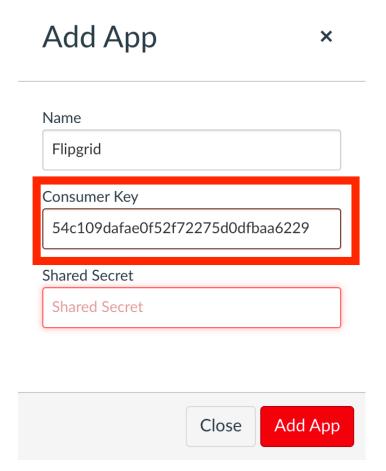
Do not close Canvas. We will be returning to this window shortly.

1.3.7 Copy Consumer Key



In the integrations list, click the **Copy** button next to the **Consumer Key** of the integration that was created for this specific Canvas course.

1.3.8 Paste Consumer Key



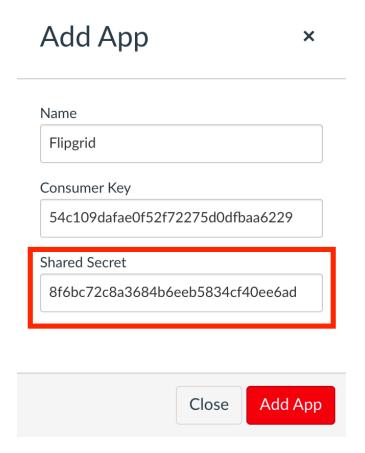
Return to Canvas and paste the **Consumer Key** in the Consumer Key field in the window. **Do not click** the "Add App" button yet.

1.3.9 Copy Shared Secret



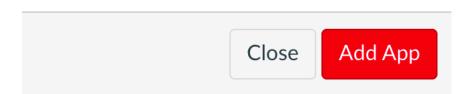
Return to Flipgrid. In the integrations list, click the **Copy** button next to the **Shared Secret** of the integration that was created for this specific Canvas course.

1.3.10 Paste Shared Secret



Return to Canvas and paste the **Shared Secret** in the Shared Secret field in the window.

Name Flipgrid Consumer Key 54c109dafae0f52f72275d0dfbaa6229 Shared Secret 8f6bc72c8a3684b6eeb5834cf40ee6ad

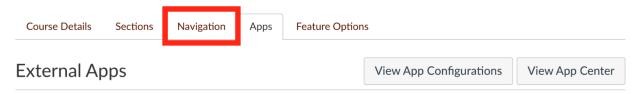


Once the Consumer Key and Shared Secret have been entered into their fields, click the **Add App** button.

1.4 Integrating Your Flipgrid Profile to Your Canvas Course

Once the integration has been used to add the Flipgrid application to the Canvas course, a few more steps have to be taken to pair the application with a user profile. To do this, we will create a Flipgrid course group for the Canvas course. The Flipgrid course group will house all the Flipgrid assignments that students will complete throughout the academic term in the Canvas course.

1.4.1 Switch to Navigation Tab



Apps are an easy way to add new features to Canvas. They can be added to individual courses, or to all courses in an account. Once configured, you can link to them through course modules and create assignments for assessment tools.

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Flipgrid

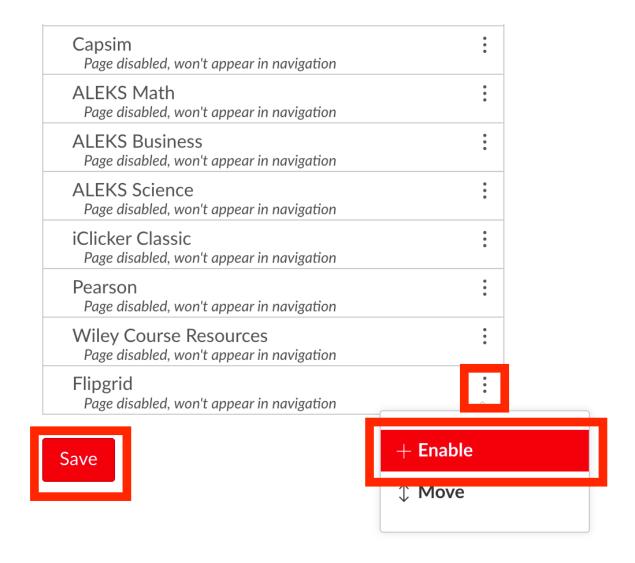
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In the **Settings** menu, click the **Navigation** tab.

1.4.2 Add Flipgrid to Active Buttons



Scroll through the navigation button options and find **Flipgrid** (it is usually located at the top or bottom of the hidden buttons list). Click the **More Options** button (the button with three vertical dots), then click **Enable**. Finally, click the **Save** button at the bottom of the screen.

Note: If the Flipgrid button has not appeared as a navigation option, wait a few moments and then click the **Refresh** button for your browser. It may take a couple of minutes for Flipgrid to be added to the course after adding it in the previous section.

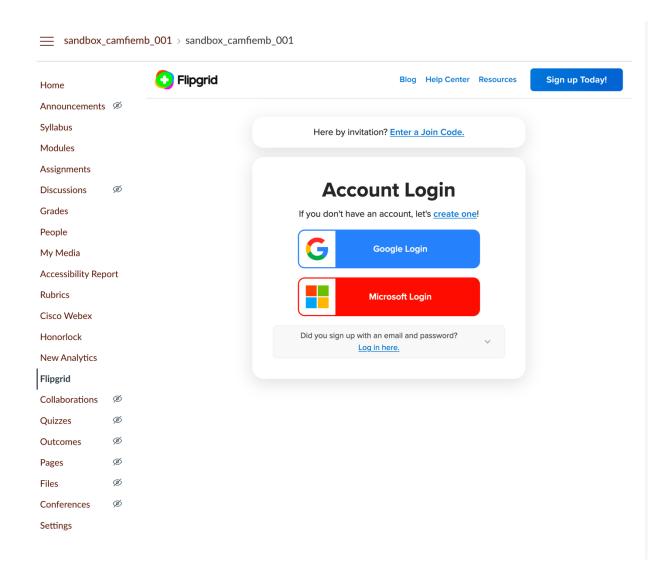
1.4.3 Check for New Flipgrid Button

Home			
Announcements Ø			
Syllabus			
Modules			
Assignments			
Discussions Ø			
Grades			
People			
My Media			
Accessibility Report			
Rubrics			
Cisco Webex			
Honorlock			
New Analytics			
Flipgrid			

After enabling the Flipgrid navigation button, view the left-hand navigational menu in the course for a **Flipgrid Button**. Click on this button to continue the integration.

Note: The Flipgrid button may appear in a different location in the left-hand navigation menu than the picture above.

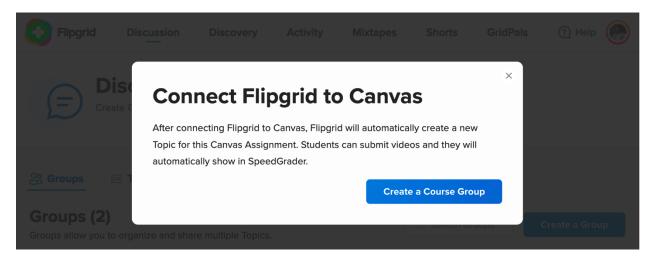
1.4.4 Sign-In Again



After clicking the **Flipgrid Button**, Flipgrid appears as a window within the course. If prompted to sign-in, click **Microsoft Login**, enter the UC email address of the Flipgrid account, and sign-in with the proper UC credentials. If a login screen does not appear, proceed to the next step.

The next two steps will be completed within this window in the Canvas course.

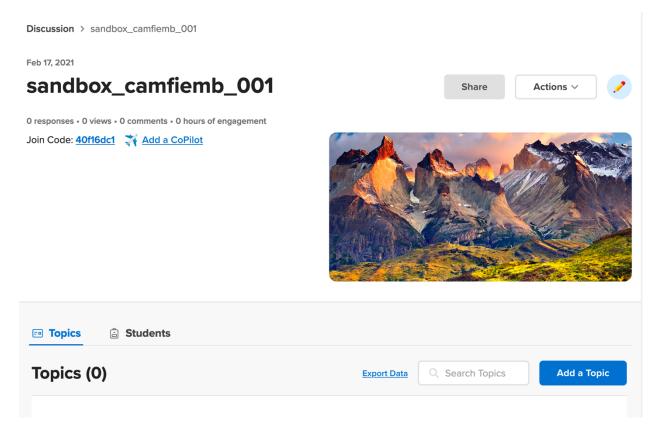
1.4.5 Create Course Group



A window will appear asking to **Create a Course Group**. This will create the Flipgrid course group that will then automatically integrate with the Canvas course. Note that this will <u>only work for a single course</u>. It is not possible to integrate the same Flipgrid group across multiple Canvas courses. Click the **Create a Course Group** button to proceed.

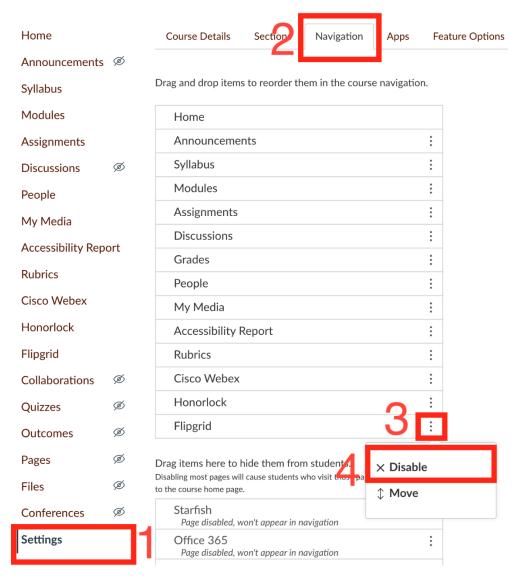
Note: If you have never used Flipgrid before, you may be prompted with a window to "Create your very first grid". If you see this, be sure to close it. After doing so, you will receive the prompt above and can continue with this guide.

1.4.6 Verify Course Group Creation



After creating the course group, a Flipgrid course page will appear. Instead of seeing "sandbox_camfiemb_001", you will instead see the full course title of the Canvas course. **Do not create** a new topic here. Creating a topic will be accomplished by using a different method, demonstrated in section 1.5, to ensure that the course Flipgrid assignments link to the Canvas Gradebook.

1.4.7 Remove Flipgrid from Navigation Menu



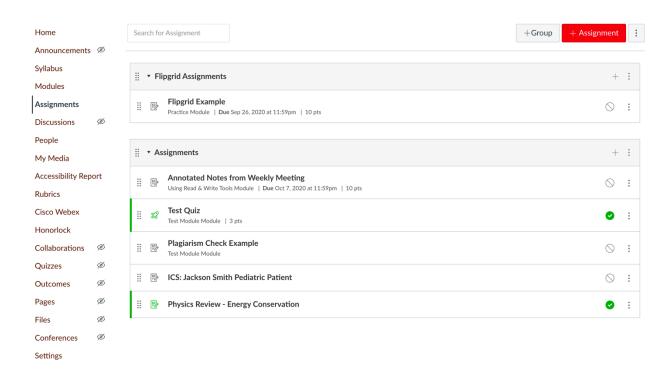
After creating the course grid, Flipgrid must be removed from the left-hand navigational menu. If students submit their assignments through this link in the left-hand navigational menu instead of through a Canvas assignment, then their submission will not sync to SpeedGrader. To remove the Flipgrid button from the navigation menu, 1) click the Settings button in the navigation menu, 2) click the Navigation tab in the Settings menu, 3) click the More Options button located to the right of the Flipgrid navigation button option, and then 4) select Disable from the menu. Finally, scroll to the bottom of the page and click the Save button.

Once this has been done, refresh the web page to confirm that Flipgrid has been removed from the navigation menu. Flipgrid should not appear in the left-hand course navigation menu after this step.

1.5 Editing an Assignment for Flipgrid Submissions

Once the Flipgrid course group has been established, we can then create and edit assignments that will use the Flipgrid application for student assignment submissions. Once Canvas assignments are updated to accept Flipgrid submissions, a Flipgrid topic will be automatically created within the Flipgrid group for the course. In this section, we will review how to edit a Canvas assignment to use the Flipgrid application. Once this step is completed, then Flipgrid will have been successfully integrated with the course!

1.5.1 Navigate to Assignments



To integrate an assignment with Flipgrid, ensure that the assignment has first been created within Canvas. For steps on how to create an assignment in Canvas, please refer to this Canvas documentation: <u>How do I create an assignment?</u> or reach out to your institution's instructional designer. Once the assignment is created, **click on the name of the assignment** to edit it.

Flipgrid Example *



In this example assignment, I will be creating a Flipgrid video as a test student to demonstrate the instructor view of Flipgrid in Canvas.

How to submit a video:

Once you join the Topic, select the Record a Response or red camera icon to open the Flipgrid camera.

1. Record the video

Select the record button on the bottom of the camera to start and pause the camera. Add fun stickers, filters, text, and more. Tap the arrow on the bottom right to advance.

2. Review the video.

Trim, rearrange, or add more video clips. Tap the arrow in the bottom right to advance.

3. Take a selfie!

The selfie will be the thumbnail image for your video. Tap the arrow in the bottom right to advance.

4. Submit your video!

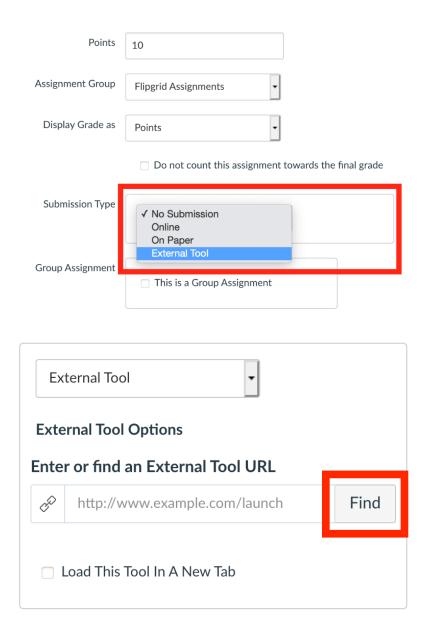
Edit your display name, add a title, or attach a link. Then submit!

Points 10
Submitting Nothing

Due	For	Available from	Until
Sep 26, 2020	Everyone	-	-

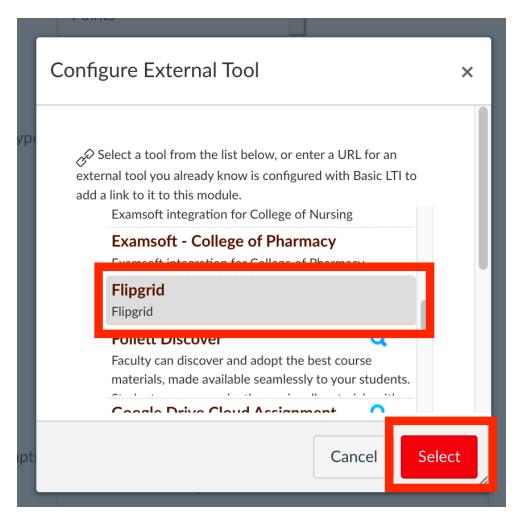
Once the assignment has been opened, click the **Edit** button.

1.5.3 Change Submission Type



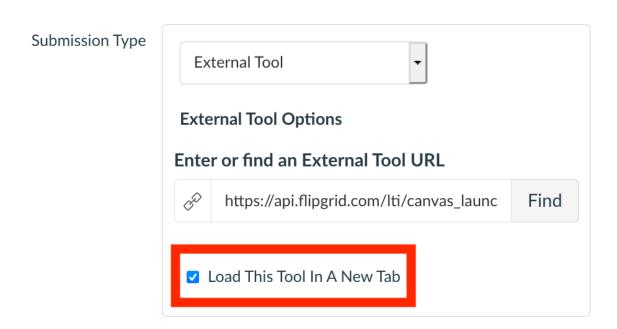
Scroll down the page to the **Submission Type** options menu. Select the **External Tool** submission type. After the External Tool submission type has been selected, click the **Find** button.

1.5.4 Flipgrid Submission External Tool



Scroll through the list of external tools to find the **Flipgrid** option. Click on the **Flipgrid** option and then click the **Select** button. This will pair the assignment to the Flipgrid course group that was created in the previous section.

1.5.5 Load in New Tab



If desired, select the **Load This Tool In A New Tab** option to have the Flipgrid assignment open in a new window for your students. This option is ideal if students would prefer to have a larger window to view the Flipgrid topic and other student video responses.



After making this selection, scroll to the bottom of the page and click the **Save** button.

Flipgrid Example

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How to submit a video:

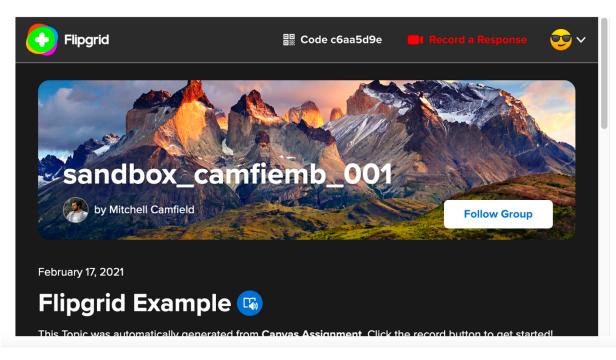
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- 1. Record the video
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- 2. Review the video.

Trim, rearrange, or add more video clips. Tap the arrow in the bottom right to advance.

- 3. Take a selfie!
 - The selfie will be the thumbnail image for your video. Tap the arrow in the bottom right to advance.
- 4. Submit your video!

Edit your display name, add a title, or attach a link. Then submit!



Return to the assignment and verify that the Flipgrid topic was successfully created for the Canvas assignment. By integrating the assignment with the Flipgrid course group, a Flipgrid topic is automatically created within Flipgrid. Students can now submit their Flipgrid videos within the Canvas assignment!