

Flip: Creating a Topic

Create a Topic in Flip

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

- 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, 2(m)-9(m)-9(e)(nt)-i(m)-9(e)8n reW

Create a Topic in Flip

7. Select All Set!

Your topic is ready!

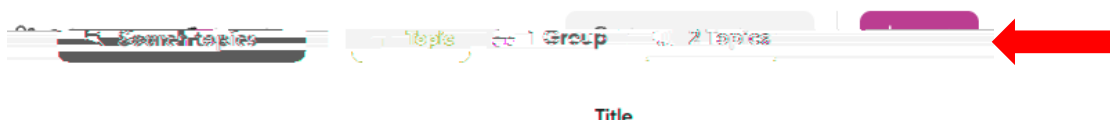


Create a Stand-alone Topic

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



2. Select Add a Topic



3. Follow steps 3-4
4. Once created, you can add the topic to a group by going to the Topic on the *Discussion* tab.
5. Select from the drop-down tab below and select a group to insert the topic.
6. After a group is chosen, click Post

Post topic



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.