

# Preparing the Flippi X data files for use on the Ergo Free2Teach Network

To operate correctly Flippi X requires that you let it know where it can find a folder with the flippi pupil data files. If the path to the pupil data files can not be found then an error is displayed and the program closes.



These notes assume that you are making a new installation of Flippi X on your Free2Teach network.

The Free2Teach msi version of Flippi is available (free of charge) from Paula Martin on 01206 863839

If you have any previous Flippi data from version 4 or version X either on a standalone computer or elsewhere on the network then **AFTER** sections 1 to 4 below please follow the instructions in section 6.

## Section 1. Creating a folder to store your Flippi data.

On a server system like Free2Teach it is best to store your data in a folder on the server in an area that can be accessed from ALL your stations. This allows any user on any station to access the Flippi data. On a Free2Teach system a good place to create this folder is in the school folder.



Log in as Admin

Open My Computer

Navigate to drive S:

Right click to add a new folder

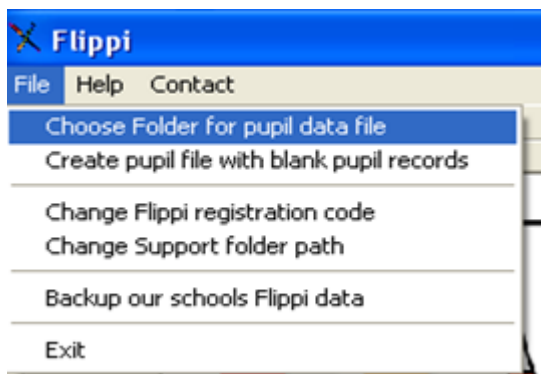
Name the new folder flippidata

From My Computer you should now be able to see a folder called flippidata within drive S:

## Section 2. Choosing a folder to store your Flippi data.

Start Flippi X

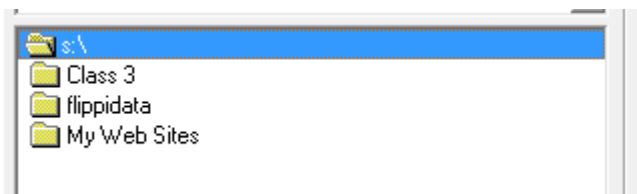
From the file menu select the first item



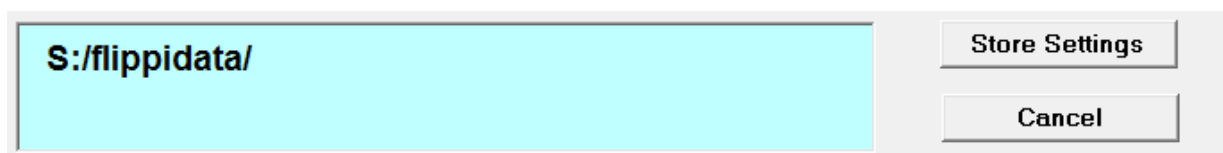
Select the S: Drive



And **double** click on the folder **flippidata**



Then check the path is displayed correctly and click Store Settings



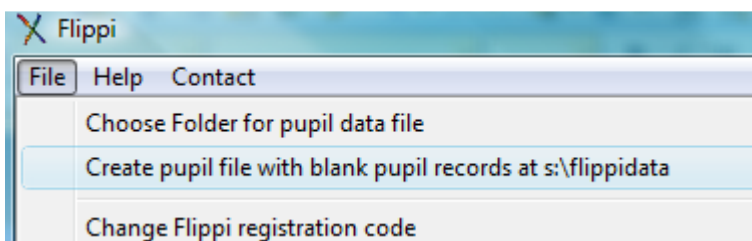
On the Flippi X front screen the path to the folder should now be displayed.



This path is also added to the registry of this user in their profile and should be remembered next time Flippi X is started.

### Section 3. Creating new pupil and school files in your folder

The folder you made in section 1 now needs to have various files copied into it in preparation for your first use of Flippi X. The main file is called assdataX.fbk

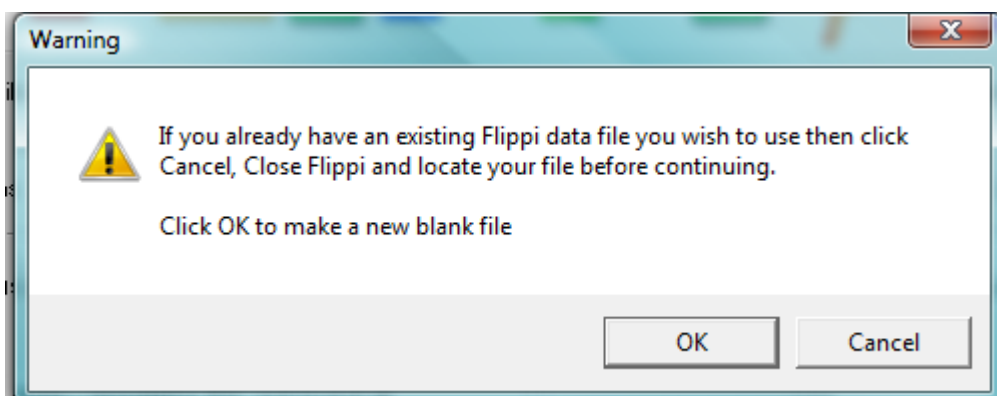


Start Flippi X if not already running

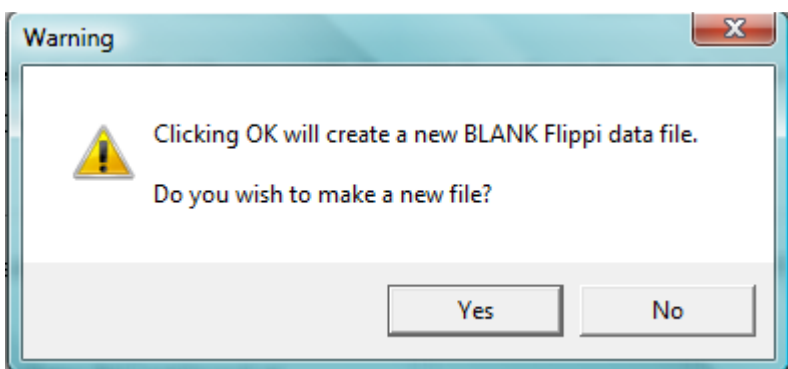
Open the File menu and choose the second item

Clicking here will begin the process of copying and creating the files.

Warnings appear to check that you really want to choose this folder and to ensure that the folder does not have any previous Flippi data in it (which would be lost)



Click OK



Click OK

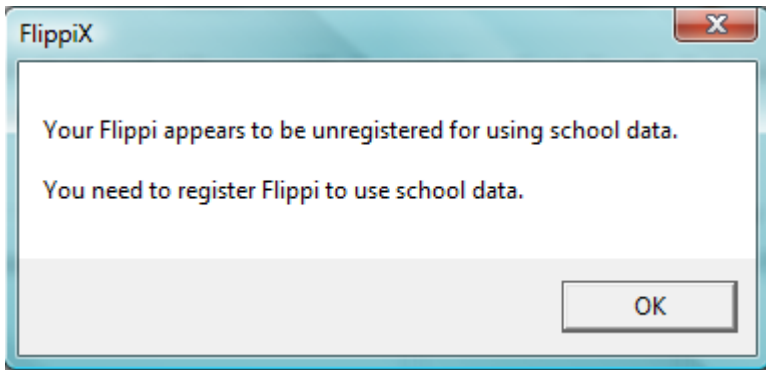
The Flippi first screen should now display the path to the file s:\flippidata\assdata.fbk

School data - s:\flippidata\assdata.fbk

## Section 4. Registering Flippi

The first time you click the School data option you will be asked for your Flippi X registration code

School data - s:\flippidata\assdatax.fbk



You can now enter your registration code (available from Paula Martin 01206 863839)

Enter your FLIPPI registration code for full access to the software

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The registration code is stored in the file s:\flippidata\schdata.fbs

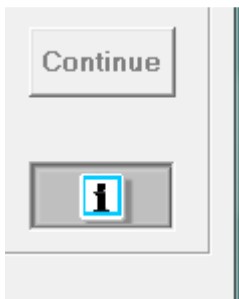
A user at another station will not need to enter the registration code as it is stored centrally.

The registration code needs updating annually.

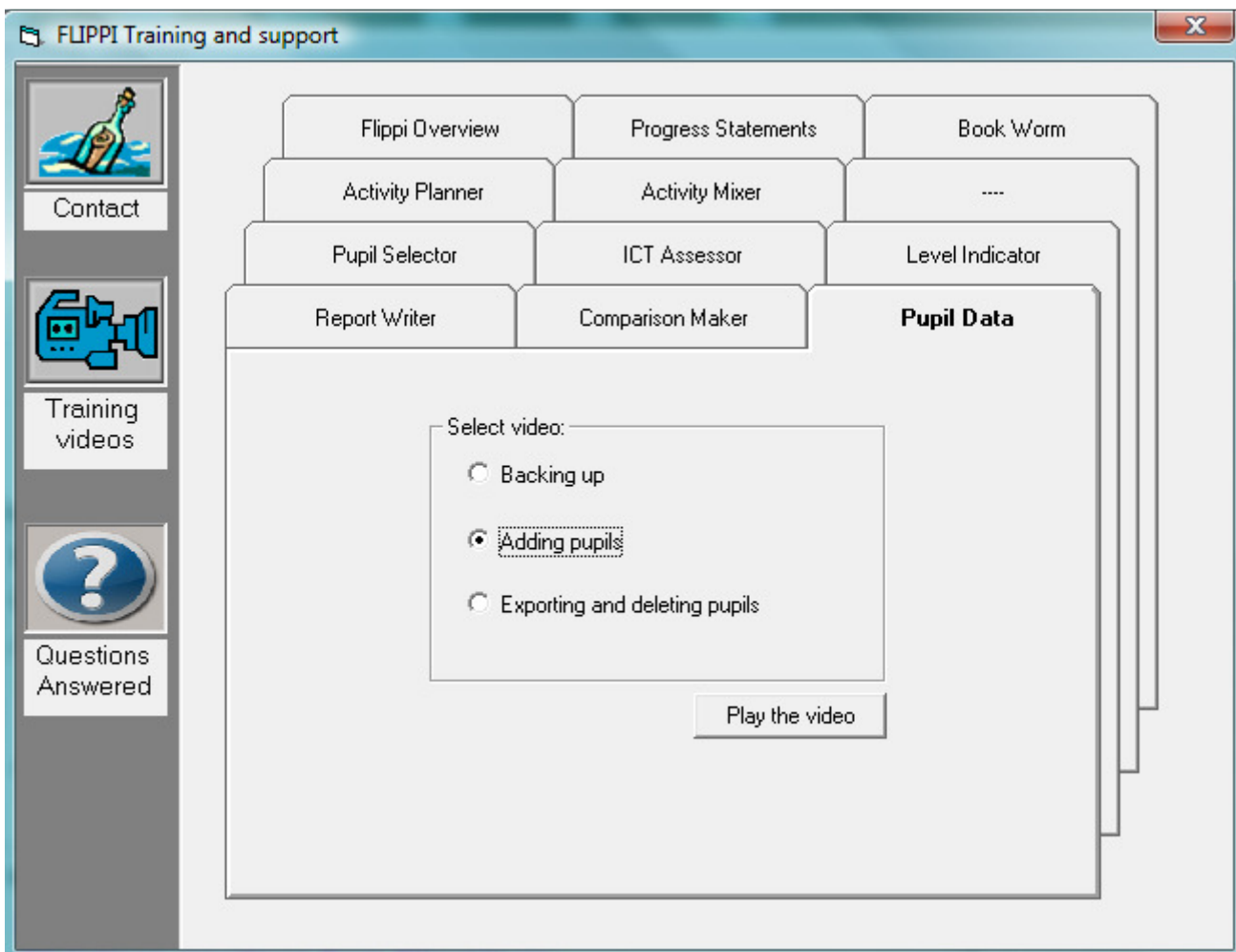
## Section 5. Entering your pupils' data from your School admin system

If you already have current pupil data from a previous version of Flippi please go to section 6

To see how to load your pupil data from a file derived from your school admin system please watch the help screen video available through the Information button on the Flippi X first screen



Click the Pupil Data tab and choose the Adding Pupils option



The onscreen video will take you through each of the stages.

Please note that the password to allow entry into the pupil editor is **Essex**

## Section 6. Bringing your pupils' data forward from a previous version of Flippi

**Only do this if you have current pupil data you need to bring forward to Flippi X from a previous installation of Flippi otherwise go to section 5**

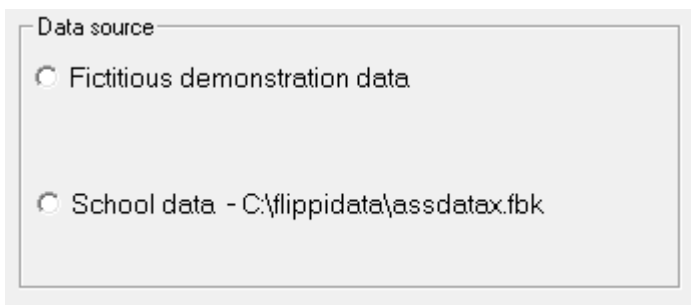
**Choose either a) flippiX or b) flippi Version 3**

### **a) Copying data from FlippiX held on a different computer**

Go to the computer that you used previously with FlippiX

Start up FlippiX

Look at the first screen and note the location of the folder containing the file **assdataX.fbk**  
**DO NOT copy this path but use the one shown on your computer**



Close FlippiX

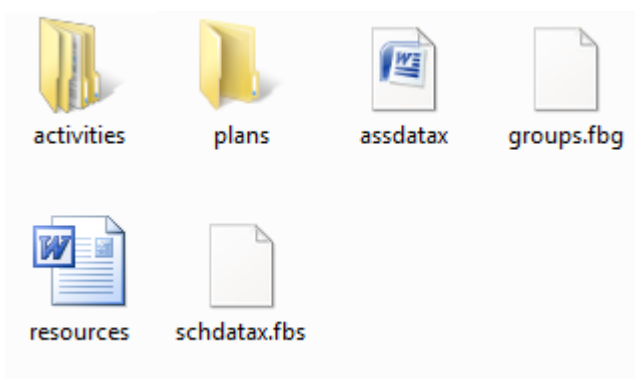
Using My Computer and a memory stick copy the entire contents of the folder to the stick.

### **Return to your Free2Teach station**

Using My Computer and the memory stick copy the contents of the folder from the stick to your chosen network folder eg s:\flippidata\

Agree to replace files as necessary

Your folder should now look something like this



Restart Flippi X

## a) Copying data from Flippi3 or Flippi 4 held on a different computer

Your previous version of flippi held its data in a file called **assdata3.fbk**

If Flippi X cannot find the file **assdataX.fbk** in the folder that you have chosen then it looks for the file **assdata3.fbk** instead and converts it to **assdataX.fbk** format

You will locate this file, copy it and replace the **assdataX.fbk** file with the **assdata3.fbk** file.

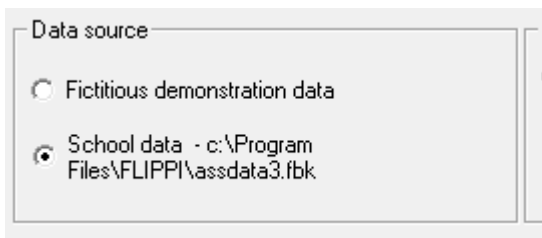
Close Flippi X if it is still running

Go to the computer that you used with the older version of Flippi

Start up Flippi 3 or Flippi 4

Look at the first screen and note the location of the file **assdata3.fbk**

**DO NOT copy this path but use the one shown on your computer**



Close Flippi 3 or Flippi 4

Using My Computer and a memory stick copy the file **assdata3.fbk** to the stick

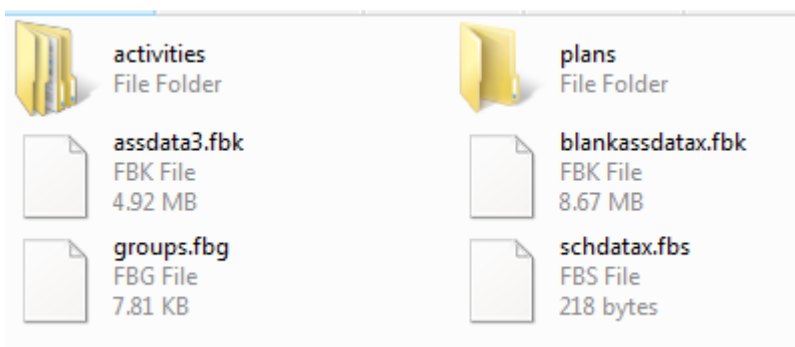
### Return to your Free2Teach station

Using My Computer and the memory stick

copy the file **assdata3.fbk** from the stick to your chosen network folder ie **s:\flippidata\assdata3.fbk**

Flippi X now has two versions of the **assdata** file and we need to rename the file **assdataX.fbk** to **blankassdataX.fbk** so that Flippi ignores it as it starts up.

Your folder should now look like this

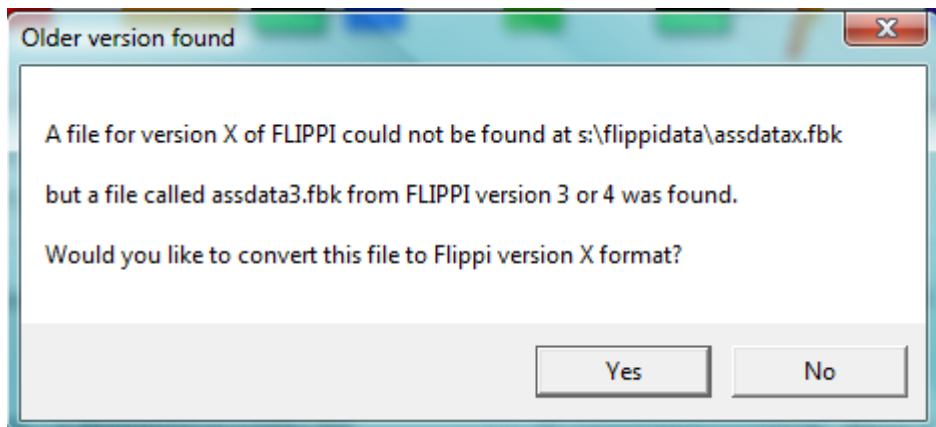


## On restarting FlippiX

The path to the school data will show as

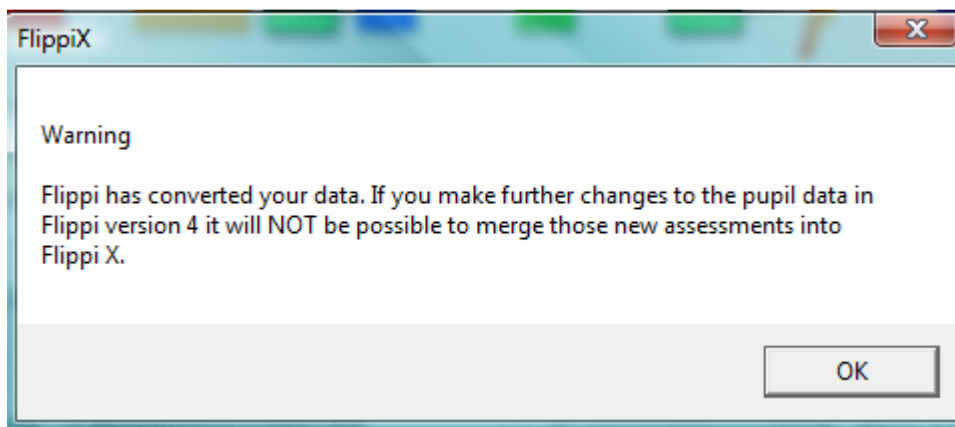
School data - s:\flippidata\assdata3.fbk

Choosing this option will begin the conversion routine.



Clicking Yes will begin the process.

It will be followed by several other screens informing of progress.



## Flippi will now close down

Restart Flippi X

Select school data

Select either the Lite or Designer option and click Continue

Your pupils should be displayed. (You may be asked for your registration code again)