Flip: Exporting Data
Center for Innovation in Teaching and Learning

This document outlines the steps for each of the export options for exporting data from within Flip. Use the blue section headers to determine which export method you would like to use and follow the steps listed under each one.

Exporting Data

In Flip, data can be exported from a group or from individual topics either within a group or a stand-alone. The data that gets exported shows how many responses, view count, and the date of the last response.
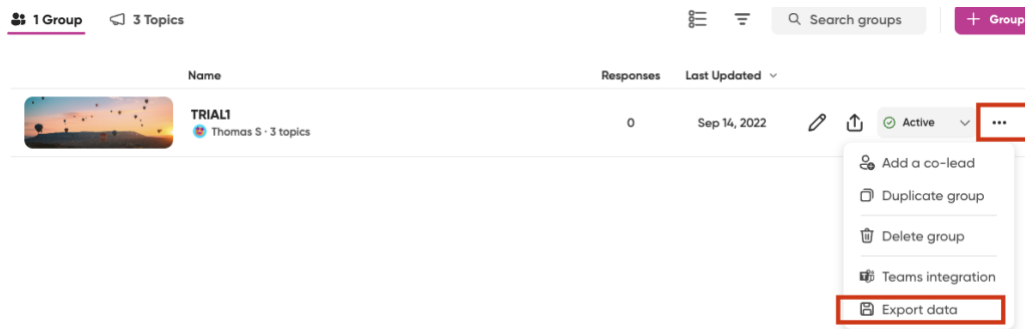
Getting Started

For every export method, you will first need to login to Flip by following the steps below.

1. Go to www.flip.com .
2. Login to your account

Export Data from a Group on Discussion Page

1. Login to Flip following the steps outlined in the *Getting Started* section.
2. Locate the **Group** you want the data from on the *home page*.
3. Select **the ellipsis** then **Export Data** from the drop-down menu


Export Data from a Topic within a Group

1. Login to Flip following the steps outlined in the *Getting Started* section.
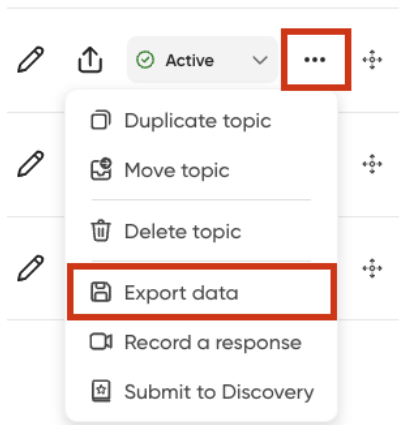2. Click on the **Group** the topic is in.

3. Locate the **Topic** you want to export the data from.

4. Select the **Ellipsis** then **Export Data**

5. The data should now be exported and downloaded to your computer