

# FITNESSGRAM 8.x Software Data Management FAQ

## **Q: Can I export data from my student attendance program to import into Fitnessgram 8.x?**

**A:** Yes, you can as long as you can get the correct format needed for importing into Fitnessgram 8.x. Custom Import files must be in a Comma Separated (delimited) text, format; these files will have either a 'TXT' or a 'CSV' extension. Files with an 'XLS' extension will not work; however Excel is capable of converting 'XLS' files to the 'CSV' format and then the 'CSV' format can be changed (renamed) to 'TXT'. You will need to make sure the file does not contain a header row.

**Step 1.** Select the type of import file. Your options are:

Custom Teacher Info (this file is used only to create Teachers and import their usernames and passwords if needed)

Custom Class Info

Custom Student Info (this file can be used to bring in Teacher names and Class names as well as all the custom student data) This is the most commonly used import file.)

**Step 2.** Select the Creation option. Your options are:

Teachers and classes must exist

Insert teachers and classes as needed

**Step 3.** Select a Match option. Your options are:

Assume students in file are new (students will be duplicated if they already exist)

Student first, last, birthday (students will not be imported if they already exist)

Student number (students will not be imported if they already exist)

**Step 4.** Tell FITNESSGRAM the order of the fields in the custom file. Use the "Add>>" and "<<Remove" buttons to place the correct fields in the right column. Place "skip field" into the fields in the file list at any point where you choose to skip a field in your comma delimited text file. The up and down buttons let you put the fields list in the same order as the data in your import document.

**NOTE:** If the order of the fields in the right column does not exactly match the order in the import file, the import may fail or place data in the wrong fields.

**Step 5.** Select a date format

Fitnessgram 8.x is set up to accept six different date formats.

**NOTE:** The dates do have to be formatted with "/" marks separating day, month and year.

**Step 6.** Locate your import file(s):

Click the Browse button to navigate to the file path where your custom import file is located.

**Step 7.** Click Import to begin process.

### Ethnicity Codes

The following codes are valid input for the Custom Import. Please not if you use the long for the names in. The import file ethnicity codes must EXACTLY match those listed below.

### ETHNICITYID ID NAME

000 - Unknown  
100 - American Indian or Alaskan Native  
200 - Asian  
201 - Chinese  
202 - Japanese  
203 - Korean  
204 - Vietnamese  
205 - Asian Indian  
206 - Laotian  
207 - Cambodian  
299 - Other Asian  
300 - Native Hawaiian or Other Pacific Islander  
301 - Native Hawaiian  
302 - Guamanian  
303 - Somoan  
304 - Tahitian  
399 - Other Pacific Islander  
400 - Filipino  
500 - Hispanic/Latino  
600 - African American or Black  
700 - White (not of Hispanic origin)  
800 - Other  
999 - Declined to state

### TX PEIMS

- 23 – 1 American Indian or Alaskan
- 24 – 2 Asian or Pacific Islander
- 25 – 3 Black, not of Hispanic origin
- 26 – 4 Hispanic
- 27 – 5 White, not of Hispanic origin

### Available fields in Custom Import

#### Custom Teacher info

School id (must match the ID contained in the FG8 database, it is not recommended that you use this field) this is only recommended for the District version

School name (this must exactly match the name of the school from the license file) this is only recommended for the District version

Teacher first name (maximum of 50 characters)

Teacher middle name (maximum of 50 characters)

Teacher last name (maximum of 50 characters)

Teacher username (maximum of 50 characters)

Teacher password (maximum of 15 characters)

#### Custom Class info

School id (must match the ID contained in the FG8 database, it is not recommended that you use this field) this is only recommended for the District version

School name (this must exactly match the name of the school from the license file) this is only recommended for the District version

Teacher first name (maximum of 50 characters)

Teacher middle name (maximum of 50 characters)

Teacher last name (maximum of 50 characters)

Class name (maximum of 50 characters)

#### Custom Student info

School id (must match the ID contained in the FG8 database, it is not recommended that you use this field) this is only recommended for the District version

School name (this must exactly match the name of the school from the license file) this is only recommended for the District version

\*Teacher first name (maximum of 50 characters)

Teacher middle name (maximum of 50 characters)

\*Teacher last name (maximum of 50 characters)

\*Class name (maximum of 50 characters)

\*Student first name (maximum of 50 characters)

Student middle name (maximum of 50 characters)

\*Student last name (maximum of 50 characters)

Student nickname (maximum of 50 characters)

Student username (maximum of 50 characters)

Student password (maximum of 15 characters)

\*Student gender (valid input includes: M and F, or Male and Female)

\*Student grade (K is used for kindergarten)

Student ethnicity (must be one of the values from the ethnicity table above)

\*Student birth date (must be in one of the following formats: MM/DD/YYYY, MM/DD/YY, DD/MM/YYYY, DD/MM/YY, YYYY/MM/DD or YY/MM/DD)

Student number (maximum of 50 characters)

\* These are required fields if you want Fitnessgram to create your Teachers and Classes and import the students into the classes for you. To do this type of import you will need to select Custom Student Data as your option.

### **Q: How do I get all my students moved at the end of the semester or year into new classes without having to move them all into Unassigned first and then having all the District Teachers move them into their classes?**

**A:** You can use the Custom Import option to do three steps in one. You can promote your students, move them into the new classes and add new students with one file. This saves you multiple steps and lots of time.

This can only be done using the Fitnessgram 8.x version. You can verify the version installed by opening the Teacher edition and clicking on Help/About. The version number will be listed here. If it does not state version 8.x you will need to update the program.

The new Custom Import file should include School Name (if the entire District is in one Custom Import file), Teacher First Name, Teacher Last Name, Class Name, Student First Name, Student Last Name, Birthdate, Student ID, Student Grade, Student Gender and any other fields for Student Data you wish to import. The order is not important here as long as you select the correct order of fields that match your file in Step 4 during the Custom Import.

**NOTE:** If you are using the School Name field to identifying the school the student needs to be imported into, you will need to make certain to use the exact spelling of the school name as it appears in the "Fitnessgram8.lic" file or the import will fail. The school ID field selection within Fitnessgram 8.x refers to the ID associated with that school name within the Fitnessgram 8.x program not the school ID your District has assigned the school. It is better not to use this field in this import.

Once you have your file ready you will need to open the Teacher edition and click on File/Custom Import. On the Import Screen select the following options:

#### **Step 1: Custom Student Data**

**Step 2:** Insert Teachers and Classes as Needed

**Step 3:** Match Student First, Last, Birthdate ( Do not select Assume Students are New as this will import duplicate students that you will later have to file through to find the right student and manually delete all the others.)

**Step 4:** Select the order of the fields as they are in your file on the right hand side. Remove any unused fields.

**Step 5:** Select the format for the Birthdate

**Step 6:** Browse for your Import file

**Step 7:** Click Import (If you have separate files for each school and did not include a School name, then you will be prompted for which school to import the data into. If you did include school name this option will not appear.)

**Q. I have duplicate records as I may have performed the "Import From FG8" option twice. How may I correct this?**

**A.** You may use the "Consolidate Data" utility (Utility > Consolidate Data). Using this option will combine data for apparent duplicate students, classes and teachers. Students with identical student numbers will be consolidated. Teachers with identical names within the same school will be consolidated. Classes with identical names under the same teacher will be consolidated. This is typically used to eliminate duplicate data resulting from multiple import operations.

**Q. How can I tell if my FitnessGram data is ready for submission to my state?**

**A.** You may use the "Data Validation" report (Reports > Report Wizard) to review what corrections you will need to make prior to data submission.