

Fitnessgram 9 Getting Started

Creating Administrators and Teachers

Log in to Fitnessgram 9 with the administrator login.

IN PARTNERSHIP WITH

FG FITNESSGRAM
Including **AG ACTIVITYGRAM**

Play60
THE NFL MOVEMENT FOR AN ACTIVE GENERATION

Type in your Password →

State: Texas
District: Hereford ISD
School: Stanton Jr High
User Name: admin1
Password: [Forgot Password](#)
 Remember me

Your session has timed out. [Log In Now](#)

Presented by The Cooper Institute

Click on the Users menu.

Welcome, Admin Admin [Home](#) [My Info](#) [Help](#) [Log Out](#)

Logged into Stanton Jr High as a School Admin

Welcome to FITNESSGRAM / ACTIVITYGRAM 9 State Model program!

How to Navigate:
Use the navigational buttons on the left-hand side of the screen to access various parts of this program. Use your browser's Back button to access a previous screen.

1. Use the Help link in the upper right-hand corner for online Help instructions.
2. My Info: Use this link to edit your log in and other information.
3. Left-hand side:
 - a. **New! My Classes** – Consider this area to be your 'hub' or focal point to access students, FITNESSGRAM tests, and ACTIVITYGRAM assessments in one easy location.
 - b. **New! Users** – Depending on your permissions/security level in the program, you search for users (students or teachers) here.

If you have any questions, please read through the Help files or contact a Human Kinetics Technical Support team member at support@hkusa.com or 1-800-747-4457 (select option 3).

Contact your school or district IT staff if you can access other web sites but not the FITNESSGRAM9 program.

Messages Area:
Test message 1

My Classes
Users
FITNESSGRAM
ACTIVITYGRAM
Activity Log
Reports
Utilities

Click on the Add New button to create a new user.

Welcome, Admin Admin [Home](#) [My Info](#) [Help](#) [Log Out](#)

Logged into Stanton Jr High as a School Admin

Users

Search for: Role:

First: Last:

Students

Perform a search to display users that are already in the system.
(Leave the name fields empty when you search if you want to display all users of the specified role.)

After displaying users, click one to select it and click Edit to edit the user's record.

Select the role for your new user by checking the correct boxes.

Welcome, Admin Admin [Home](#) [My Info](#) [Help](#) [Log Out](#)

Logged into Stanton Jr High as a School Admin

Create User

Select Role: Student Teacher School Admin

First Name: required

Last Name: required

Middle Initial:

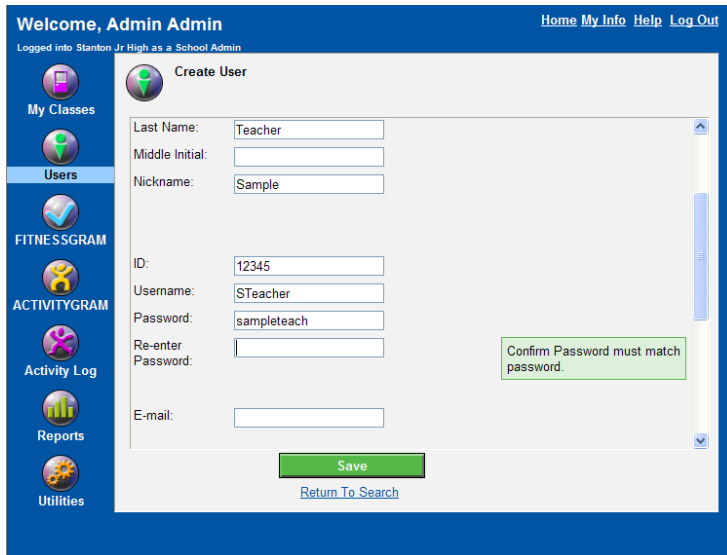
Nickname:

ID: required

Username: required

[Return To Search](#)

Enter all the required fields for your new user. No special characters in names are allowed. The ID for every user needs to be unique within the database and is required. After entering the password, you will need to confirm it again.



Welcome, Admin Admin [Home](#) [My Info](#) [Help](#) [Log Out](#)
Logged into Stanton Jr High as a School Admin

Create User

Last Name:

Middle Initial:

Nickname:

ID:

Username:

Password:

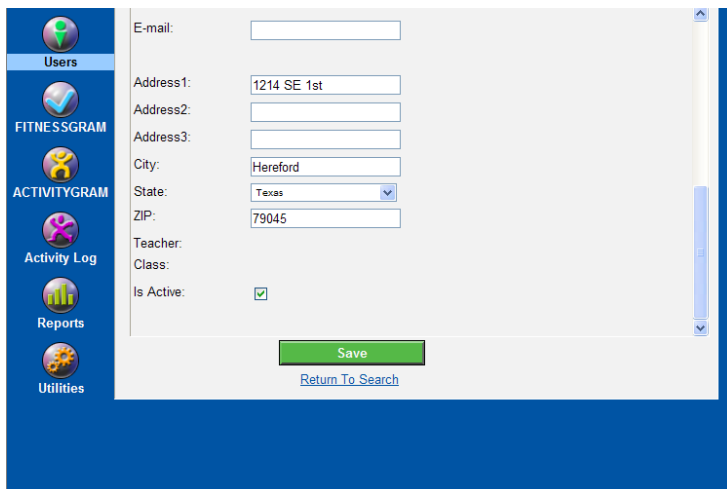
Re-enter Password:

E-mail:

[Return To Search](#)

Confirm Password must match password.

The Is Active box is checked by default. Leave this box checked so your new user will be active. Click the Save button to save the user.



Users

FITNESSGRAM

ACTIVITYGRAM

Activity Log

Reports

Utilities

E-mail:

Address1:

Address2:

Address3:

City:

State:

ZIP:

Teacher:

Class:

Is Active:

[Return To Search](#)

A blank user form will appear if you would like to continue entering additional new teachers, students, or administrators. You will also see a message in the bottom right that the user was added.

The screenshot shows the 'Create User' form in a web application. The user is logged in as 'Admin Admin' at 'Stanton Jr High as a School Admin'. The form includes a 'Select Role' section with three options: 'Student' (unchecked), 'Teacher' (checked), and 'School Admin' (unchecked). Below this are input fields for 'First Name', 'Last Name', 'Middle Initial', and 'Nickname', each with a 'required' label. There are also fields for 'ID' and 'Username', both marked as 'required'. A green 'Save' button is present, and a message box at the bottom right displays 'Added Sample Teacher.' with a 'Return To Search' link.

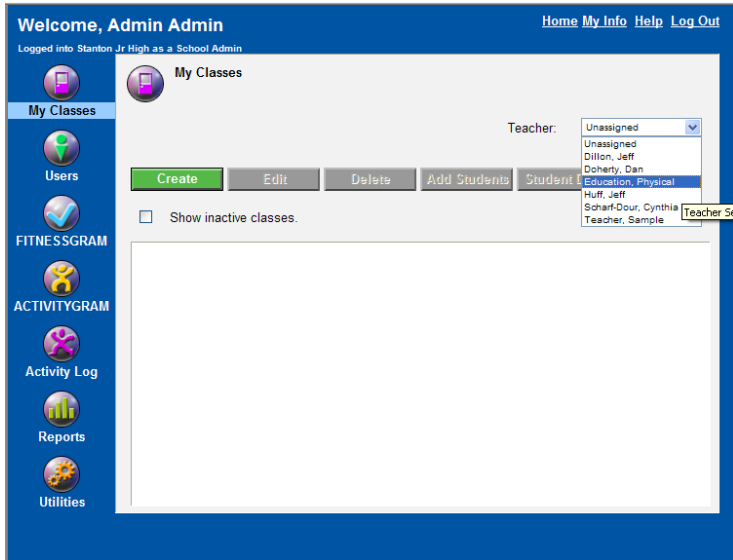
How to Add a Class

You can either import class information with a custom import or manually add them by following these steps:

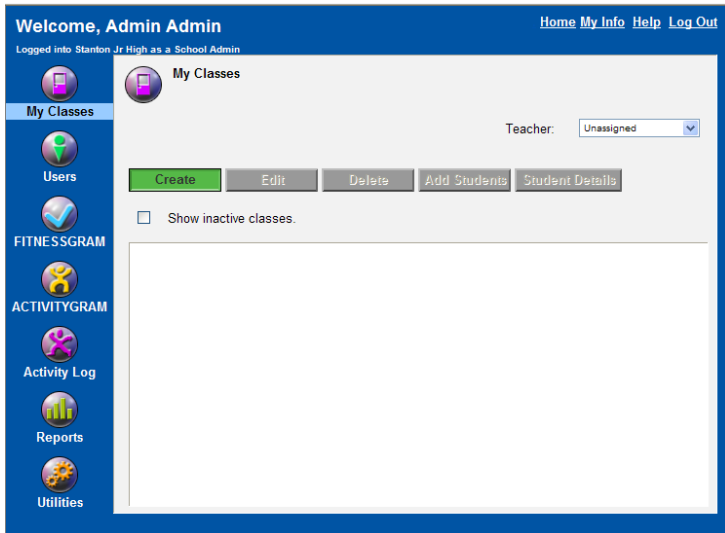
Click on the My Classes menu on the left side.

The screenshot shows the 'My Classes' page in the same web application. The user is logged in as 'Admin Admin' at 'Stanton Jr High as a School Admin'. The page features a 'Teacher' dropdown menu set to 'Unassigned'. Below this are buttons for 'Create', 'Edit', 'Delete', 'Add Students', and 'Student Details'. There is also a checkbox labeled 'Show inactive classes.' which is currently unchecked. The main content area is empty.

On the right drop-down listing, select the teacher for which you want to create the new class.



Click on the Create button to create a new class.



Fill in all the required fields for the new class. Description is optional.

Welcome, Admin Admin [Home](#) [My Info](#) [Help](#) [Log Out](#)
Logged into Stanton Jr High as a School Admin

Create Class

Class Name required

Start Date required

End Date required

Description

[Create Class](#)

[Return to My Classes](#)

When you put your cursor in the start or end date, a calendar will appear, from which you can select the appropriate date.

Welcome, Admin Admin [Home](#) [My Info](#) [Help](#) [Log Out](#)
Logged into Stanton Jr High as a School Admin

Create Class

Class Name

Start Date required

End Date

Description

[Create Class](#)

[Return to My Classes](#)

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Today: November 24, 2010

After you have filled in all required fields, click on the Create Class button to complete the process.

The screenshot shows a web interface for a school administrator. The top navigation bar includes 'Welcome, Admin Admin', 'Home My Info Help Log Out', and 'Logged into Stanton Jr High as a School Admin'. A left sidebar contains icons for 'My Classes', 'Users', 'FITNESSGRAM', 'ACTIVITYGRAM', 'Activity Log', 'Reports', and 'Utilities'. The main content area is titled 'Create Class' and contains the following fields: 'Class Name' (text input with 'Sample Class'), 'Start Date' (text input with '11/1/2010'), 'End Date' (text input with '11/30/2010'), and 'Description' (a large text area). At the bottom of the form are a green 'Create Class' button and a blue link 'Return to My Classes'.

The blank form continues to be displayed so that you can enter more new classes if needed.

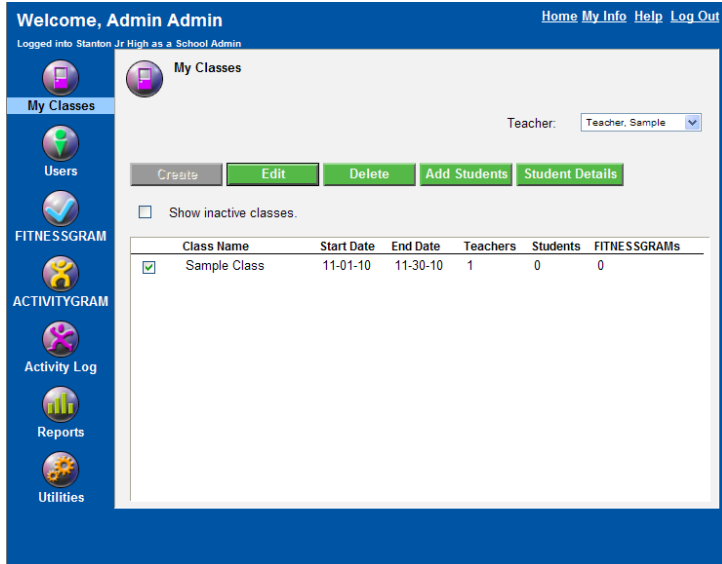
If you click on the My Classes menu button again, you will now see the new class in the Sample Teachers listing.

The screenshot shows the 'My Classes' page in the same school administration system. The top navigation bar and sidebar are identical to the previous screenshot. The main content area is titled 'My Classes' and features a 'Teacher:' dropdown menu set to 'Teacher, Sample'. Below this are buttons for 'Create', 'Edit', 'Delete', 'Add Students', and 'Student Details'. There is a checkbox labeled 'Show inactive classes.' Below that is a table listing the classes.

	Class Name	Start Date	End Date	Teachers	Students	FITNESSGRAMs
<input type="checkbox"/>	Sample Class	11-01-10	11-30-10	1	0	0

How to Assign Students to the New Class

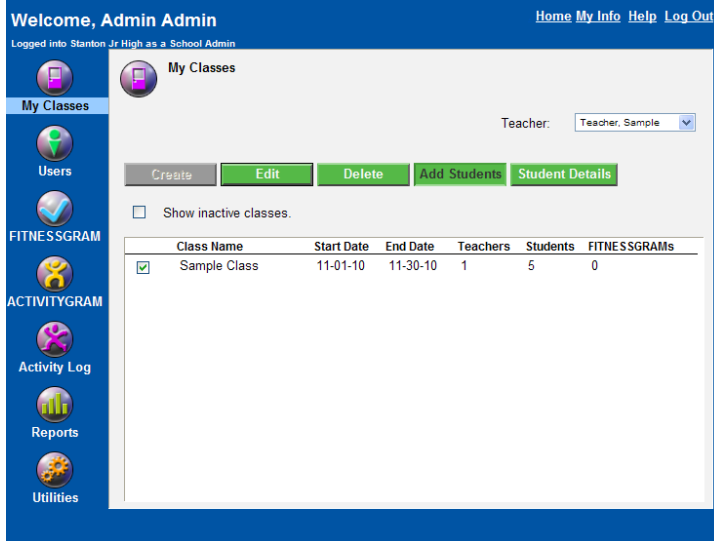
You can assign students to your new class by clicking on the My Classes menu. Select the class name that you need to assign the students to.



The screenshot shows the 'My Classes' page in a web application. The page title is 'Welcome, Admin Admin' and it includes navigation links for 'Home', 'My Info', 'Help', and 'Log Out'. The user is logged in as 'Stanton Jr High as a School Admin'. The page features a sidebar with various menu items: 'My Classes', 'Users', 'FITNESSGRAM', 'ACTIVITYGRAM', 'Activity Log', 'Reports', and 'Utilities'. The main content area is titled 'My Classes' and includes a 'Teacher:' dropdown menu set to 'Teacher, Sample'. Below this are buttons for 'Credits', 'Edit', 'Delete', 'Add Students', and 'Student Details'. A checkbox labeled 'Show inactive classes.' is present. A table displays the following data:

	Class Name	Start Date	End Date	Teachers	Students	FITNESSGRAMs
<input checked="" type="checkbox"/>	Sample Class	11-01-10	11-30-10	1	0	0

Click the Add Students button.



This screenshot is identical to the previous one, but the 'Add Students' button is highlighted in a darker green color, indicating it has been selected. The table data is also updated to reflect the addition of students:

	Class Name	Start Date	End Date	Teachers	Students	FITNESSGRAMs
<input checked="" type="checkbox"/>	Sample Class	11-01-10	11-30-10	1	5	0

Leave the search fields blank to search by name if the students are in multiple grades. Select the grade option if they are all in one grade. Click the Search button.

Welcome, Admin Admin [Home](#) [My Info](#) [Help](#) [Log Out](#)
Logged into Stanton Jr High as a School Admin

Users

Search for: Role:
Grade:

Students
Class: Sample Class

Total found: 52

	Last Name	First Name	MI	Grade	Age	Info
<input type="checkbox"/>	Barker	Peter	7	14	14	More Info
<input type="checkbox"/>	Bowman	Dani	7	15	15	More Info
<input type="checkbox"/>	Bruggeman	Bridget	7	14	14	More Info
<input type="checkbox"/>	Candor	Austin	7	15	15	More Info
<input type="checkbox"/>	Chakanyuka	Tawana	7	14	14	More Info
<input type="checkbox"/>	Collis	Reid	7	15	15	More Info
<input type="checkbox"/>	Degroff	Alexander	7	15	15	More Info
<input type="checkbox"/>	Dickerhoof	Ansleigh	7	15	15	More Info
<input type="checkbox"/>	Disher	Natalie	7	15	15	More Info

Select the student names that need to be assigned to your class.

Welcome, Admin Admin [Home](#) [My Info](#) [Help](#) [Log Out](#)
Logged into Stanton Jr High as a School Admin

Users

Search for: Role:
Grade:

Students
Class: Sample Class

Total found: 52

	Last Name	First Name	MI	Grade	Age	Info
<input type="checkbox"/>	Barker	Peter	7	14	14	More Info
<input checked="" type="checkbox"/>	Bowman	Dani	7	15	15	More Info
<input checked="" type="checkbox"/>	Bruggeman	Bridget	7	14	14	More Info
<input checked="" type="checkbox"/>	Candor	Austin	7	15	15	More Info
<input type="checkbox"/>	Chakanyuka	Tawana	7	14	14	More Info
<input type="checkbox"/>	Collis	Reid	7	15	15	More Info
<input checked="" type="checkbox"/>	Degroff	Alexander	7	15	15	More Info
<input checked="" type="checkbox"/>	Dickerhoof	Ansleigh	7	15	15	More Info
<input type="checkbox"/>	Disher	Natalie	7	15	15	More Info

Click the Assign button to assign the students. You will see the students listed in the current roster now.

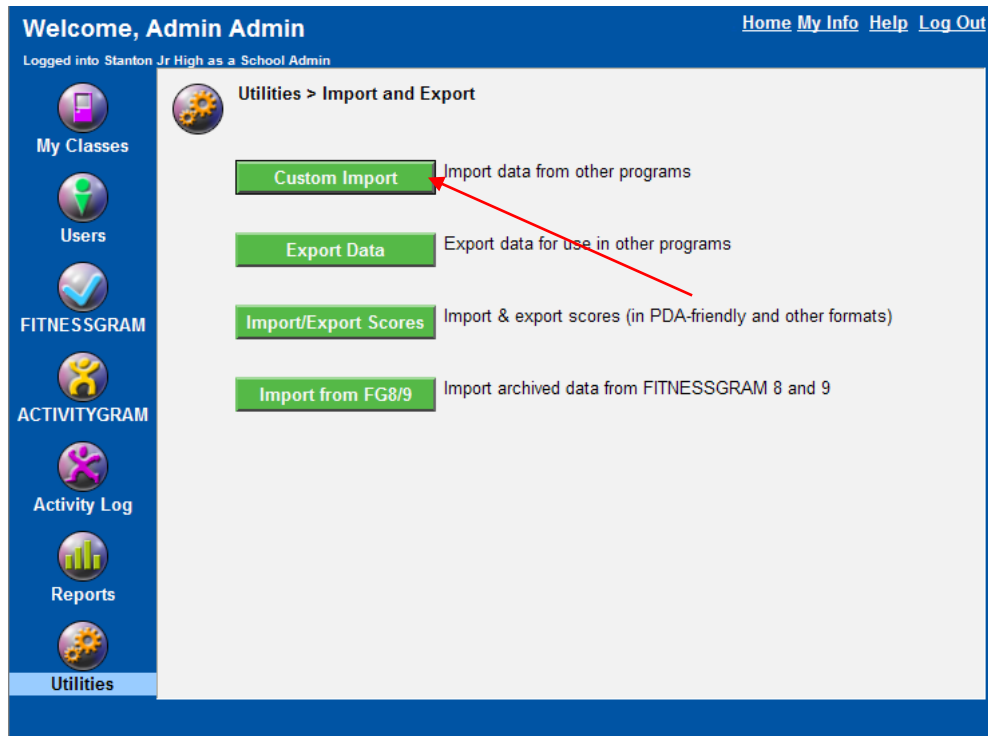
The screenshot shows a web-based administration interface for a school. At the top, it says "Welcome, Admin Admin" and "Logged into Stanton Jr High as a School Admin". There are navigation links for "Home", "My Info", "Help", and "Log Out". A left sidebar contains icons for "My Classes", "Users", "FITNESSGRAM", "ACTIVITYGRAM", "Activity Log", "Reports", and "Utilities". The main content area is titled "Roster" and displays a message: "5 new students assigned to this class". Below this, there are dropdown menus for "Teacher:" (Teacher, Sampl), "Class:" (Sample Class), and "Students / Teachers:" (Students). A "Return to Edit Class" link is also present. Under the "Current Roster" section, there are "Add", "Edit", and "Remove" buttons. A table lists the current roster with columns for "Last Name", "First Name", "MI", "Grade", "Age", and "Info".

	Last Name	First Name	MI	Grade	Age	Info
<input type="checkbox"/>	Bowman	Dani		7	15	More Info
<input type="checkbox"/>	Bruggeman	Bridget		7	14	More Info
<input type="checkbox"/>	Candor	Austin		7	15	More Info
<input type="checkbox"/>	Degroff	Alexander		7	15	More Info
<input type="checkbox"/>	Dickerhoof	Ansleigh		7	15	More Info

Custom Import

Fitnessgram 9 will import data from custom, comma-delimited (.csv) files.

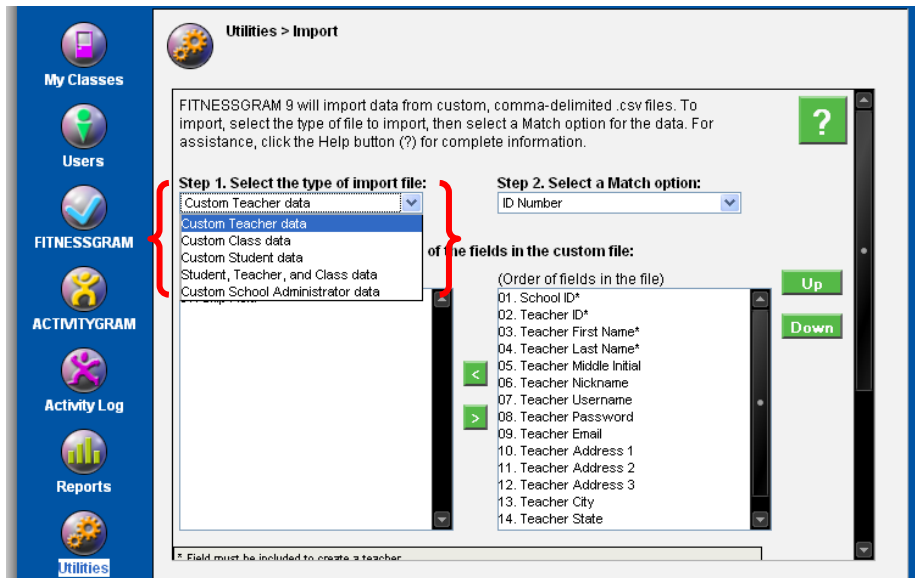
Click on the Utilities button on the left side to access the Import and Export menu. Click on the Custom Import button.



Select the type of import you would like to create. There are five options to choose from:

- Custom Teacher data: This file is used to create teachers and import their user names, passwords, e-mails, and demographic information if needed.
- Custom Class data: This file is used to create classes and all relevant information.
- Custom Student Data: This file is used to create students but not to assign them to classes.
- Student, Teacher, and Class data: This file can be used to import teacher and class names as well as all the custom student data, assigning the students to the classes for the teacher. This is the most commonly used import file.
- Custom School Administrator data: This file is used to create administrators and import their user names, passwords, e-mails, and demographic information if needed.

Note: Each import option will require you to have your unique school ID. If you do not know your school ID, you will need to check with your Fitnessgram administrator. You may also need your unique teacher ID for some imports. If importing students, you will need their unique student ID as well. Teacher and student IDs cannot be the same. IDs must be unique state-wide and district-wide. If you are importing into a school version of Fitnessgram 9, the IDs need to be unique just within your school.



Select a match option, which will prevent importing duplicate data. There are two match options:

- First, last, birthdate: Individuals will not be imported if they already exist; only information that has changed will be updated.
- ID number: Individuals will not be imported if they already exist; only information that has changed will be updated.

Tell Fitnessgram the order of the fields in the custom file.

- Select the order of fields as they appear in the import file. The order of the fields in the import box must be in the same order as they appear in your file. If not, then your data will not be imported into the program accurately.
- 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: The order of the fields in the import box must be in the **same order** as they appear in your file. If not, then your data will not be imported into the program accurately. If your data have a column that

will not be imported into Fitnessgram, be sure to insert Skip Field in the proper location. *Please take note of the required fields for your import.*

Welcome, Kandace Turner Home My Info Help Log Out
Logged into Kandace Test School as a Teacher

Utilities > Import

Step 3. Tell FITNESSGRAM the order of the fields in the custom file:

(Fields not in the file)
01. Skip Field

(Order of fields in the file)
01. School ID*
02. Student ID**
03. Student First Name***
04. Student Last Name***
05. Student Middle Initial
06. Student Nickname
07. Student Birthdate***
08. Student Grade (K-12)**
09. Student Gender (M/F)***
10. Student Ethnicity Code
11. Student Username
12. Student Password
13. Student Report Email
14. Parent Report Email 1

* Field must be included to create a class
** Fields must be present to create a teacher
*** Field must be included to create a student

Required fields

Step 4. Locate your import file:
Browse...

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

Welcome, Admin Admin Home My Info Help Log Out
Logged into Stanton Jr High as a School Admin

Utilities > Import > Form

Go to [List of Import Logs](#)

04. Student Last Name***
05. Student Middle Initial
06. Student Nickname
07. Student Birthdate***
08. Student Grade (K-12)**
09. Student Gender (M/F)***
10. Student Ethnicity Code
11. Student Username***
12. Student Password***
13. Student Report Email
14. Parent Report Email 1

^ School ID must either be included or chosen in step 5
* Field must be included to create a class
** Fields must be present to create a teacher
*** Field must be included to create a student

Step 4. Locate your import file:
Browse...

Allow duplicate student IDs

[Return to Utilities](#)

If you are importing into a school version and have removed the school ID from the list on the right, you will see additional fields for selecting the school name as step 4 instead of the location of your import file. Select the district name and the school name.

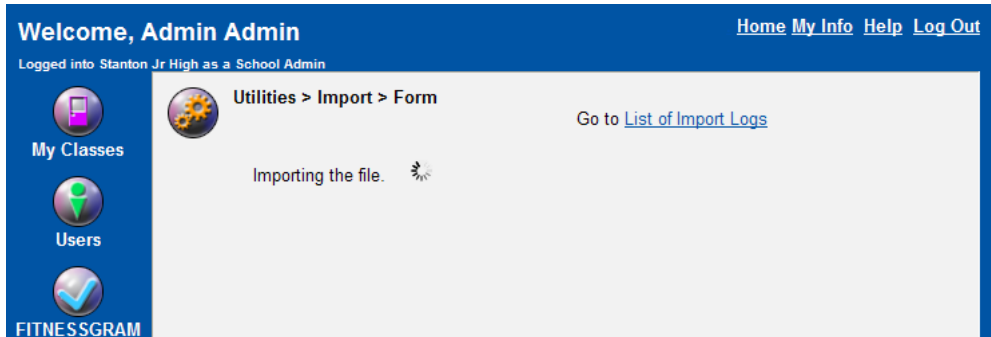
The screenshot shows a web-based utility interface with a blue sidebar on the left containing icons for Users, FITNESSGRAM, ACTIVITYGRAM, Activity Log, Reports, and Utilities. The main content area is titled "Step 4. Select a school, since no School ID is included in the import file:" and contains two dropdown menus: "Brian's Test District" and "Brian's Test School". Below this is "Step 5. Locate your import file:" with a text input field and a "Browse..." button. At the bottom, there is a green "Upload" button, an unchecked checkbox for "Allow duplicate student IDs", and a "Return to Utilities" link. A warning box at the top states: "School ID must either be included or chosen in step 5", "Field must be included to create a class", "Fields must be present to create a teacher", and "Field must be included to create a student".

Note: Click the Allow Duplicate IDs box if you have students who will be imported into more than one class. If your students are only in one class in your import file, you may want to leave this unchecked so the import process will find duplicates and report the errors to you.

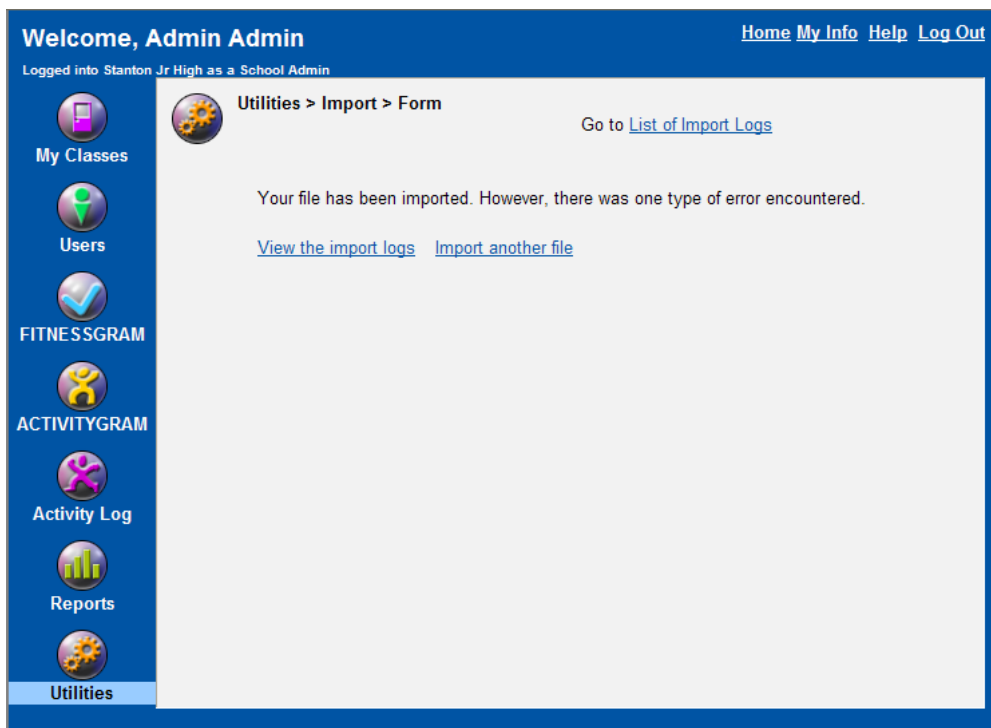
Click the Upload button to begin the import.

This screenshot is similar to the first one but shows a different configuration. The "Step 4" dropdowns are "Hereford ISD" and "Bluebonnet Elementary". The "Step 5" text input field contains the file path "C:\Documents and Settings\wettew\Desktop\customerimport.csv". The "Allow duplicate student IDs" checkbox remains unchecked. The warning box and sidebar are identical to the first screenshot.

You will see the progress of your import.



After your import is complete, you will see the feedback on the results. Click on View the Import Logs to see the errors.



Click on View the Import Logs to access the error messages or download errors.

Click on View Errors or Download Errors to download the errors in a CSV file to correct and reimport.

Welcome, Admin Admin [Home](#) [My Info](#) [Help](#) [Log Out](#)
Logged into Stanton Jr High as a School Admin

Utilities > Import > Logs [Go to Custom Import Form](#)

Date	Time	Status	Errors	Actions
11/24/2010	12:42:31 AM	Finished	4	Delete View errors Download errors

If you click on View Errors, you will see how many errors occurred and the description of each.

Welcome, Admin Admin [Home](#) [My Info](#) [Help](#) [Log Out](#)
Logged into Stanton Jr High as a School Admin

Utilities > Import > Logs [Go to Custom Import Form](#)

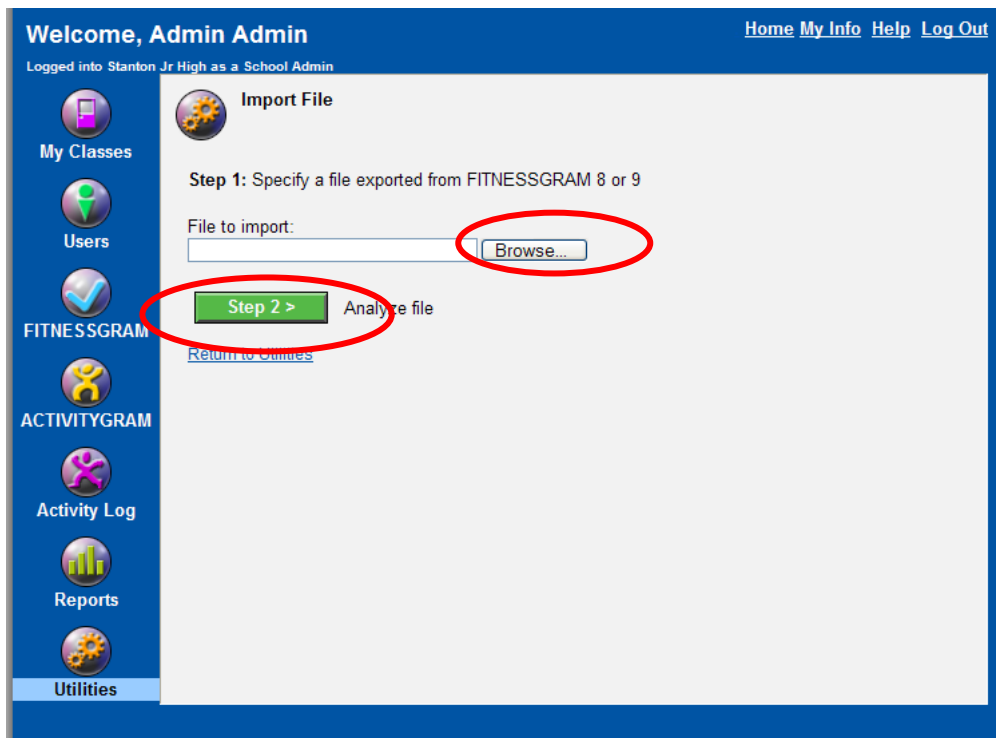
Date	Time	Status	Errors	Actions
11/24/2010	12:42:31 AM	Finished	4	Delete Hide errors Download errors
How Many	Problem			
4	ERROR: Can not create a student without the following fields: StudentUserID FirstName LastName Birthdate Grade and Gender			

Import From Fitnessgram 8 or 9

Import archived data from Fitnessgram 8 or exported data from version 9. You will need to make sure that the version of your Fitnessgram 8 program is updated to version 8.6 before exporting it to import into version 9.

Note: All of the students will still need to be assigned to their schools in Fitnessgram 8 before your export. It is recommended that a promotion not be done for the school year until the students are imported into version 9. Any students in the unassigned school will not be imported into Fitnessgram 9.

Click the Browse button to locate the file. Click the Step 2 button to analyze the file.



The screenshot shows the 'Import File' page in the Fitnessgram Admin interface. The page is titled 'Import File' and has a sub-header 'Step 1: Specify a file exported from FITNESSGRAM 8 or 9'. Below this, there is a text input field labeled 'File to import:' with a 'Browse...' button next to it. A green button labeled 'Step 2 >' is positioned below the input field, with the text 'Analyze file' to its right. A blue link labeled 'Return to Classes' is located below the 'Step 2 >' button. The left sidebar contains a navigation menu with icons and labels for 'My Classes', 'Users', 'FITNESSGRAM', 'ACTIVITYGRAM', 'Activity Log', 'Reports', and 'Utilities'. The top of the page displays 'Welcome, Admin Admin' and navigation links for 'Home', 'My Info', 'Help', and 'Log Out'. The user is logged in as 'Stanton Jr High as a School Admin'.

Upon completion of the analysis, you will need to match the school names from Fitnessgram 8 or from your Fitnessgram 9 export with a school name in your Fitnessgram 9 application.

Welcome, Admin Admin [Home](#) [My Info](#) [Help](#) [Log Out](#)

Logged into Stanton Jr High as a School Admin

Import File

Step 2: Match Schools.

The analysis has attempted to match schools in the import file to schools in your FITNESSGRAM 9 database. Please review the suggested matches carefully and adjust them as needed. Check the Lock box to confirm a match. Click Step 3 when ready to import

Schools from FITNESSGRAM 8	Lock	Schools in FITNESSGRAM 9
Unassigned School	<input type="checkbox"/>	--No matches found--

[Step 3 >](#) [Import file](#)

Select the school name on the left side and then check the Lock box to confirm your match. Click the Step 3 button to start the import process.

Welcome, Admin Admin [Home](#) [My Info](#) [Help](#) [Log Out](#)

Logged into Stanton Jr High as a School Admin

My Classes

Users

FITNESSGRAM

ACTIVITYGRAM

Activity Log

Reports

Utilities

Import File

Step 2: Match Schools.

The analysis has attempted to match schools in the import file to schools in your FITNESSGRAM 9 database. Please review the suggested matches carefully and adjust them as needed. Check the Lock box to confirm a match. Click Step 3 when ready to import

Schools from FITNESSGRAM 8	Lock	Schools in FITNESSGRAM 9
Unassigned School	<input checked="" type="checkbox"/>	Stanton Jr High

Step 3 >
Import file

The import process could take some time. It will create the students and then create the Fitnessgram tests and import the scores.

creating students...

creating FITNESSGRAMS...

After the import from Fitnessgram 8 or 9 is completed, it will note any exceptions found.

Click on the View Exceptions links to view that information. Click the Done button to return to the Import menu.

Welcome, Admin Admin [Home](#) [My Info](#) [Help](#) [Log Out](#)

Logged into Stanton Jr High as a School Admin

Import File

Step 3: Review exceptions

Your file has been imported. Please review the exceptions below.

Exceptions are records that do not correspond to schools currently defined in your FITNESSGRAM 9 database.

Type of Data	Exceptions Found	
Class Data	0	View Exceptions
Teacher Data	0	View Exceptions
Student Data	0	View Exceptions
FITNESSGRAM Data	0	View Exceptions

If you have questions or need assistance, please contact Human Kinetics Technical Support.

Technical Support

Monday through Friday, 7 a.m. to 7 p.m. CST, except holidays

Phone: 217.351.5076 option 3 for Technical Support

E-mail: support@hkusa.com