

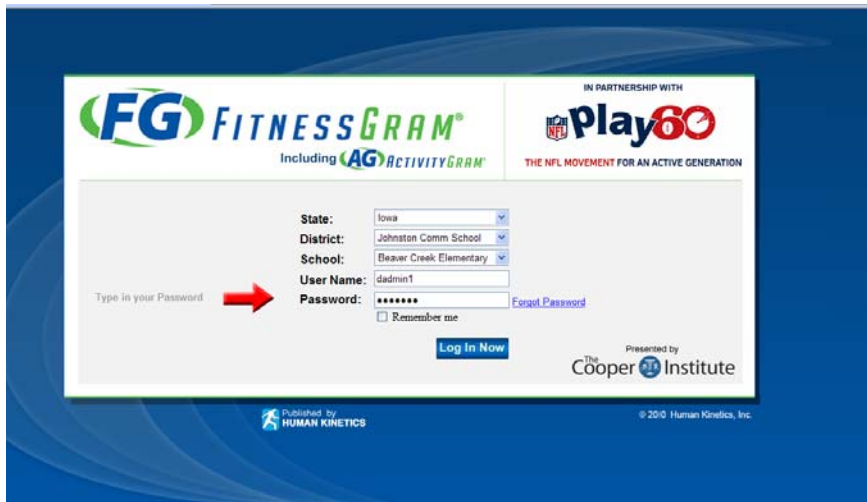
Fitnessgram 9 Administration Menu

This document explains the options within the Administration area of the Utilities Menu. To get to this menu you will need to sign into Fitnessgram 9 with the default District Admin account login.

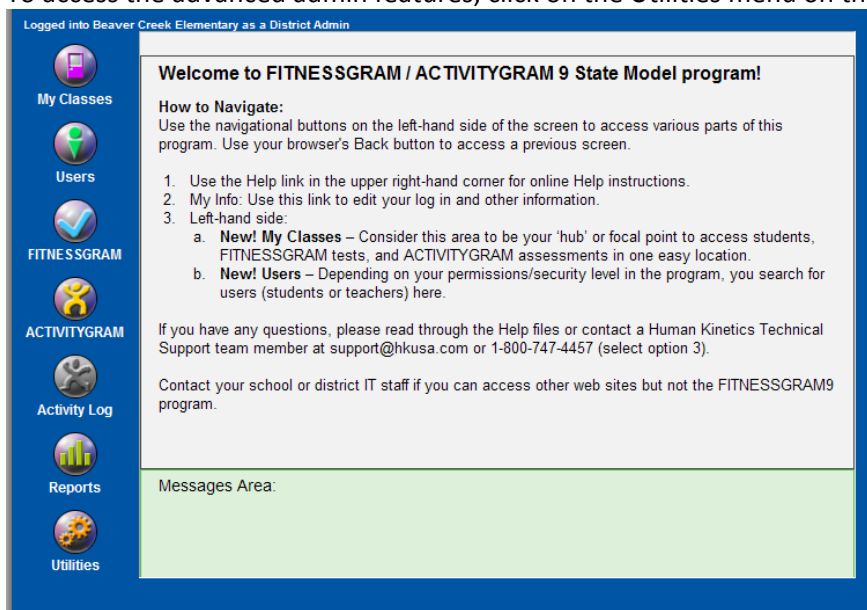
Username: dadmin1
Password: dadmin1

Accessing Administration

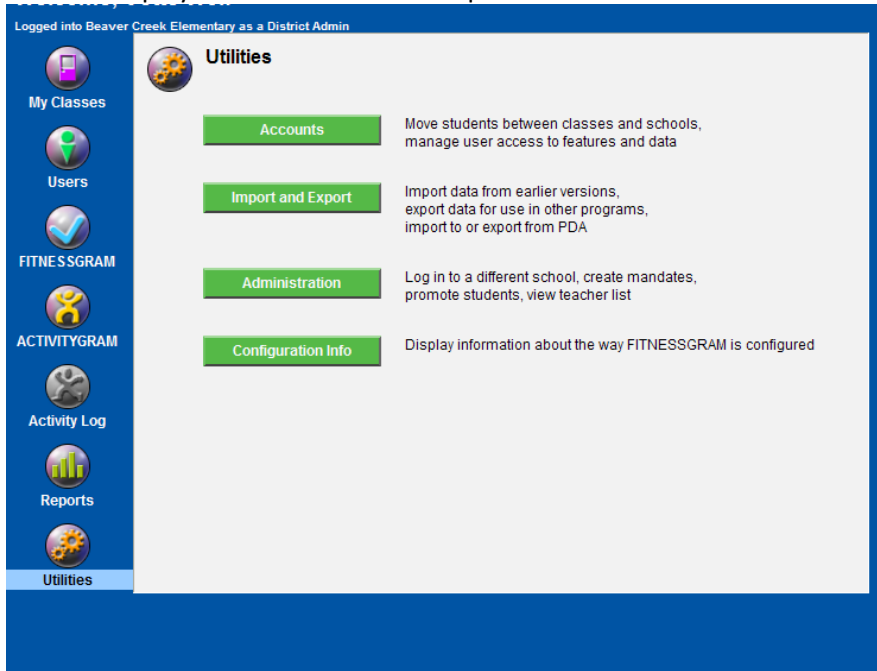
Click Log In Now.



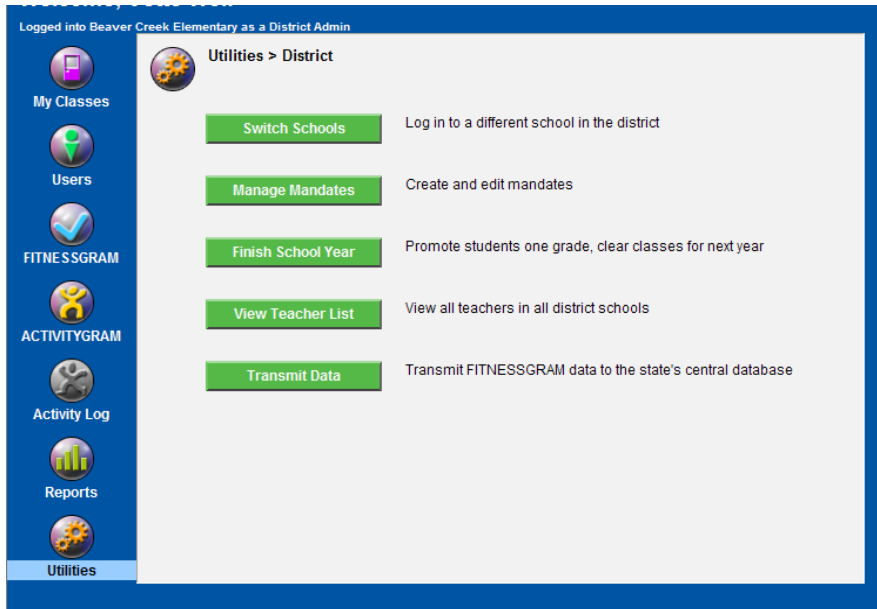
To access the advanced admin features, click on the Utilities menu on the left navigation bar.



This will display all the Utilities menu options. Click on Administration to enter the Administration menu.



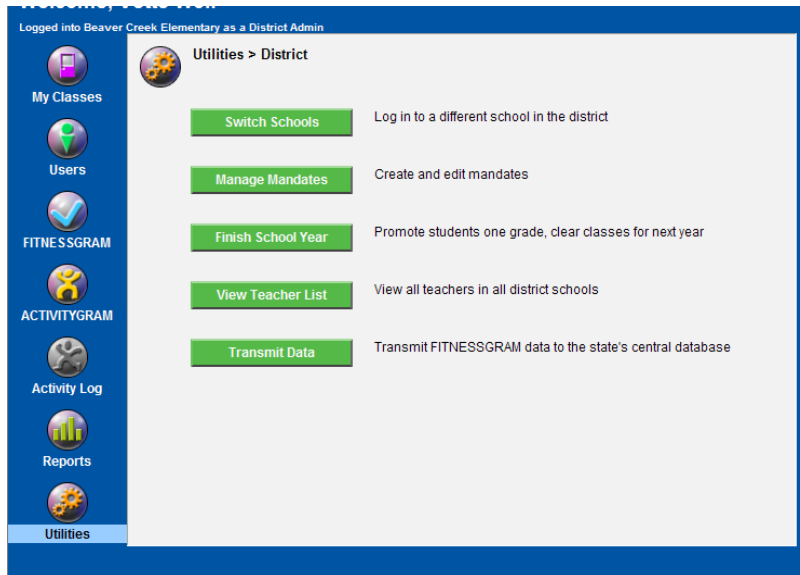
This will display the Administration menu.



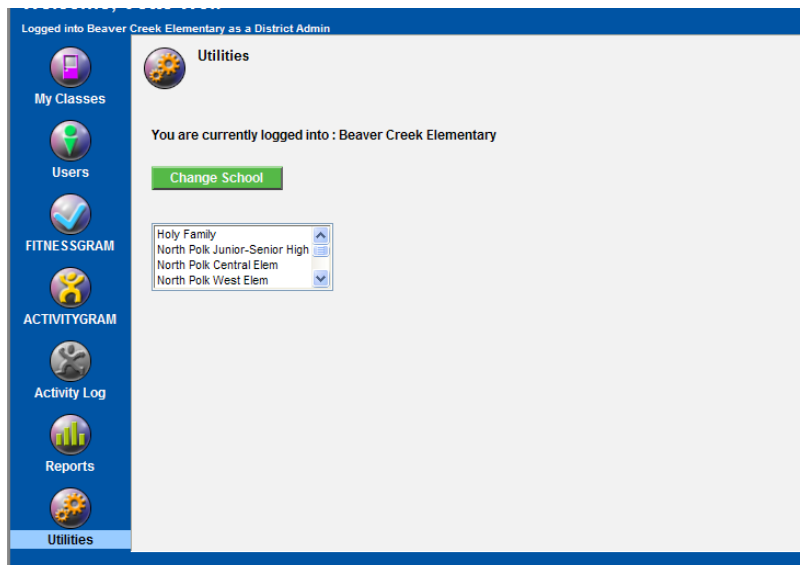
Menu Options

Switch Schools This menu option allows the district administrator to switch a login to different schools in the district without having to manually log out and log in again.

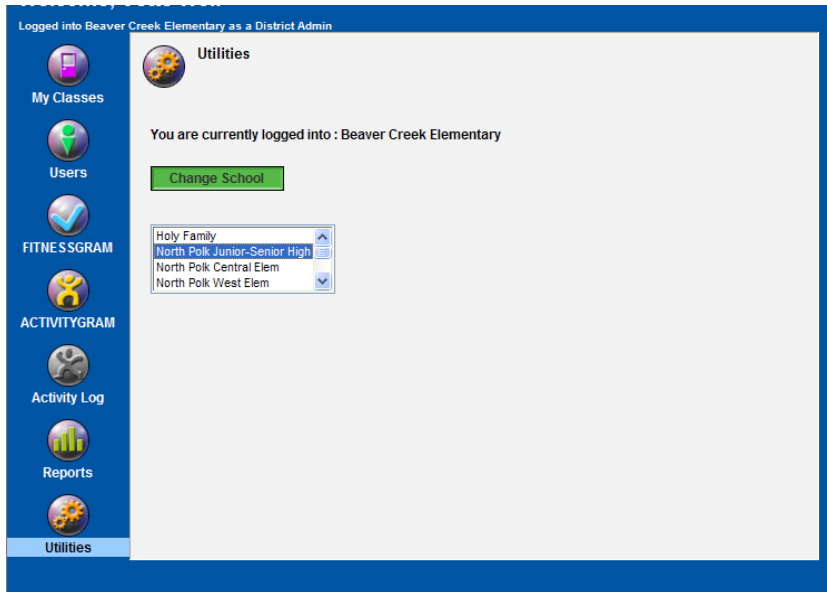
Click the Switch Schools button.



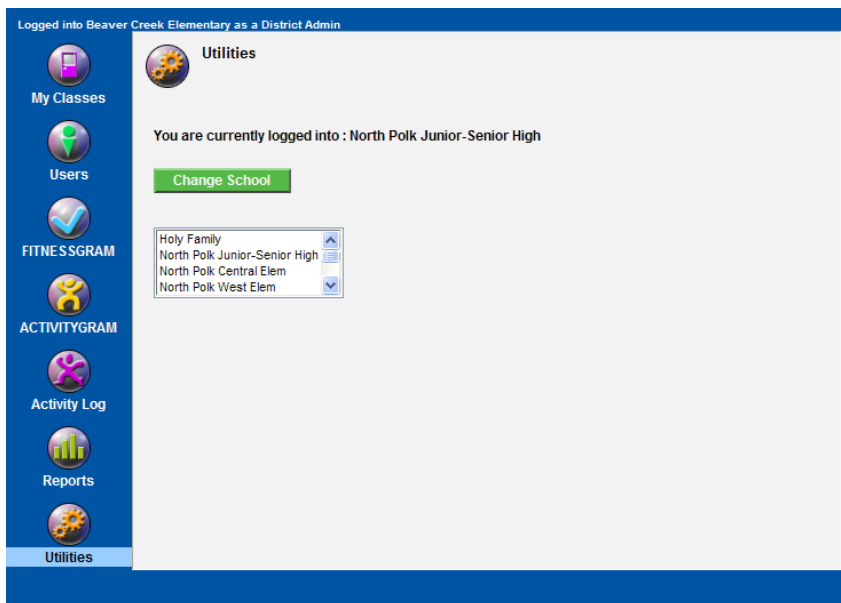
You will see the current school you are logged into displayed on the screen.



Highlight the school you want to switch to in the scroll box and click on Change School.

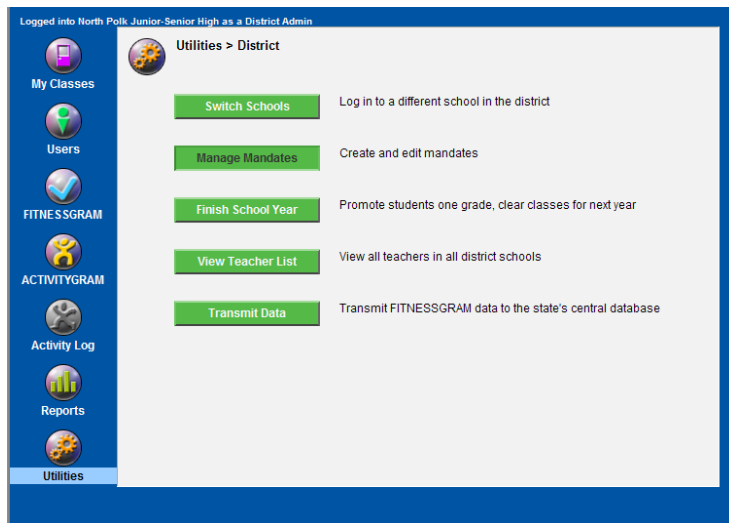


You will see the new school name appear as the current school you are now logged into.

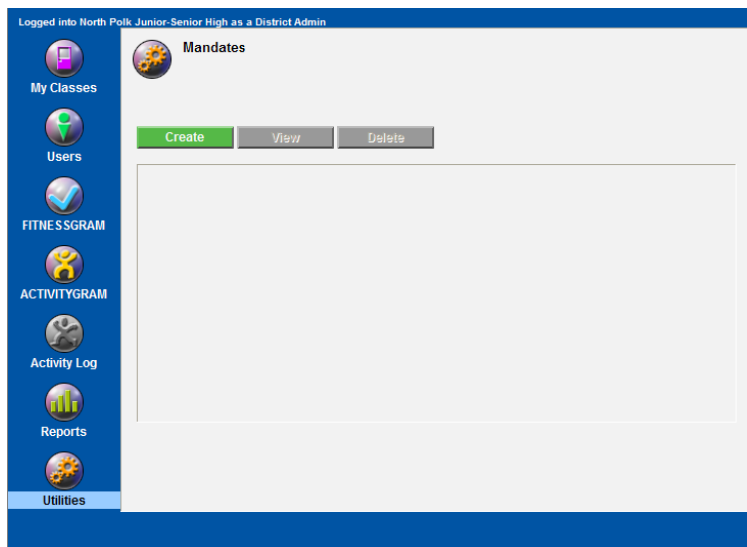


Manage Mandates This menu option allows the administrator to set mandated tests districtwide. These tests cannot be edited by teacher accounts and are set for every teacher or class based on certain criteria you set when creating the mandated test.

Click on the Manage Mandates button.



Click on the Create button to create the mandated test.



This will bring up the Create Mandate screen where you can configure the mandated test.

Logged into North Polk Junior-Senior High as a District Admin

Create Mandate

Step 1: Basic Information

Mandate Title:

Start Date:

End Date:

Type:

Criteria: All K 1 2 3 4 5
 6 7 8 9 10 11 12

Step 2: Choose test events to mandate

Aerobic Capacity
 20m Pacer
 15m Pacer

Body Composition
 Skin Folds
 Percent Body Fat

Strength / Flexibility
 Curl-Up
 Trunk Lift

[Return to Mandate list](#)

Enter a name for the test. Do not name the test a test event name such as Pacer or Trunk Lift. Test names should identify the test session; all test events being tested should be selected within the one test. This will allow the current test to be compared in full to the previous test or future tests.

Logged into North Polk Junior-Senior High as a District Admin

Create Mandate

Step 1: Basic Information

Mandate Title:

Start Date:

End Date:

Type:

Criteria: All K 1 2 3 4 5
 6 7 8 9 10 11 12

Step 2: Choose test events to mandate

Aerobic Capacity
 20m Pacer
 15m Pacer

Body Composition
 Skin Folds
 Percent Body Fat

Strength / Flexibility
 Curl-Up
 Trunk Lift

[Return to Mandate list](#)

Click in the Start Date field, and an automated calendar will appear for you to select a beginning test date for your test session. Do the same for End Date.

Click the drop-down arrow in the Type field. This is where you select the mandate based on ages or grades. Make your selection by highlighting either option.

Logged into North Polk Junior-Senior High as a District Admin

Create Mandate

Step 1: Basic Information

Mandate Title:

Start Date:

End Date:

Type:

Criteria: Age 2 3 4 5 6 7 8 9 10 11 12

Step 2: Choose test events to mandate

Aerobic Capacity	Body Composition	Strength / Flexibility
<input type="checkbox"/> 20m Pacer	<input type="checkbox"/> Skin Folds	<input type="checkbox"/> Curl-Up
<input type="checkbox"/> 15m Pacer	<input type="checkbox"/> Percent Body Fat	<input type="checkbox"/> Trunk Lift

[Return to Mandate list](#)

After you make your type selection, the criteria will reflect your available options based on age or grade. Select the ages or grades you want included on this mandated testing.

Logged into North Polk Junior-Senior High as a District Admin

Create Mandate

Step 1: Basic Information

Mandate Title:

Start Date:

End Date:

Type:

Criteria: All K 1 2 3 4 5 6 7 8 9 10 11 12

Step 2: Choose test events to mandate

Aerobic Capacity	Body Composition	Strength / Flexibility
<input type="checkbox"/> 20m Pacer	<input type="checkbox"/> Skin Folds	<input type="checkbox"/> Curl-Up
<input type="checkbox"/> 15m Pacer	<input type="checkbox"/> Percent Body Fat	<input type="checkbox"/> Trunk Lift

[Return to Mandate list](#)

Choose the test events you want to include in the mandated test. Checking Activity Days will mandate that students have to answer the three activity questions on the Fitnessgram report.

Click the Save button when you have made all your selections.

The screenshot shows the 'Create Mandate' interface. On the left is a navigation menu with icons for My Classes, Users, FITNESSGRAM, ACTIVITYGRAM, Activity Log, Reports, and Utilities. The main content area is titled 'Create Mandate' and contains the following elements:

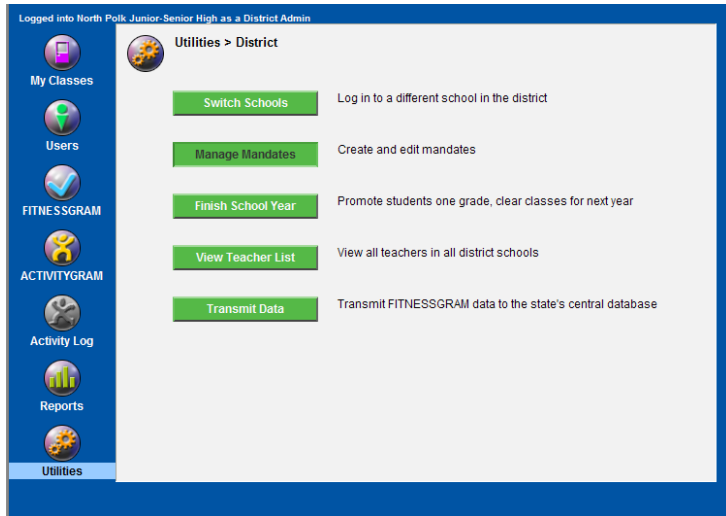
- Criteria:** A row of checkboxes for grade levels: All, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12. The checkboxes for 5, 6, 7, 8, 9, 10, 11, and 12 are checked.
- Step 2: Choose test events to mandate**
 - Aerobic Capacity:** 20m Pacer, 15m Pacer, One-Mile Run (checked), One-Mile Walk.
 - Body Composition:** Skin Folds, Percent Body Fat, Body Mass Index.
 - Strength / Flexibility:** Curl-Up (checked), Trunk Lift (checked), Push-Up (checked), Flexed Arm Hang, Modified Pull-Up (checked), Sit and Reach (checked), Shoulder Stretch.
- Activity Days:** Activity Days (Aerobic, Strength, and Flexibility) (checked).
- Buttons:** A green 'Save' button and a blue 'Return to Mandate list' link.

After you save the test, another blank screen appears in case you need to create another mandated test. You will see that the box on the lower right indicates the mandated test was saved.

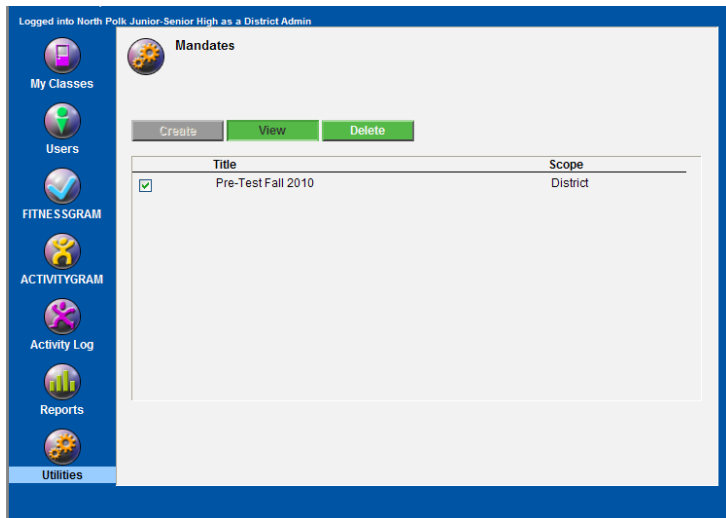
The screenshot shows the 'Create Mandate' interface, Step 1: Basic information. The top of the page indicates the user is logged in as 'North Polk Junior-Senior High as a District Admin'. The navigation menu is the same as in the previous screenshot. The main content area is titled 'Create Mandate' and contains the following elements:

- Step 1: Basic information**
 - Mandate Title:** A text input field.
 - Start Date:** A date input field.
 - End Date:** A date input field.
 - Type:** A dropdown menu currently set to 'Grade'.
 - Criteria:** A row of checkboxes for grade levels: All, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12. All are currently unchecked.
- Step 2: Choose test events to mandate**
 - Aerobic Capacity:** 20m Pacer, 15m Pacer.
 - Body Composition:** Skin Folds, Percent Body Fat.
 - Strength / Flexibility:** Curl-Up, Trunk Lift.
- Buttons:** A green 'Save' button, a blue 'Return to Mandate list' link, and a green confirmation box on the right that says 'Created the mandate for the district'.

To edit a mandated test, click on the Manage Mandates button.

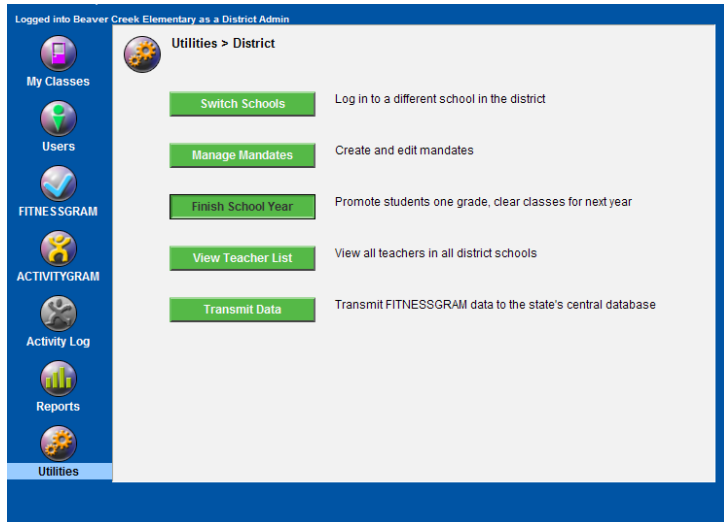


Check the box next to the test name and click either View to make changes or Delete to delete the test. Clicking Delete will remove all test scores already entered.



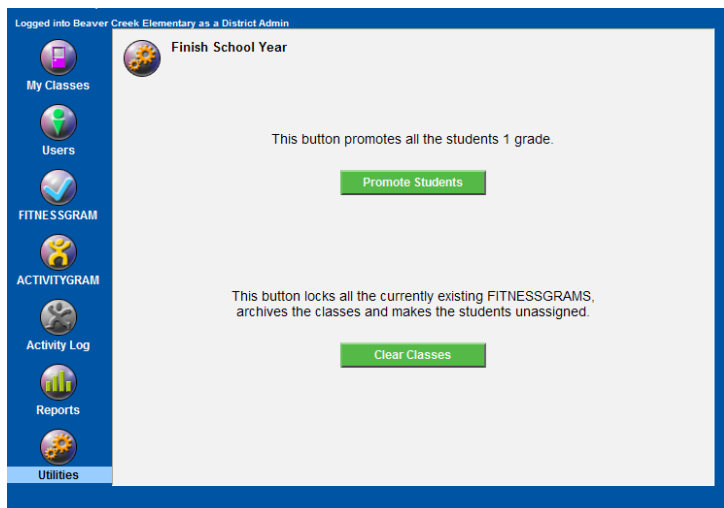
Finish School Year This menu option allows you to complete the end-of-year processing. This includes promoting students and archiving existing Fitnessgram tests.

Click on the Finish School Year button.

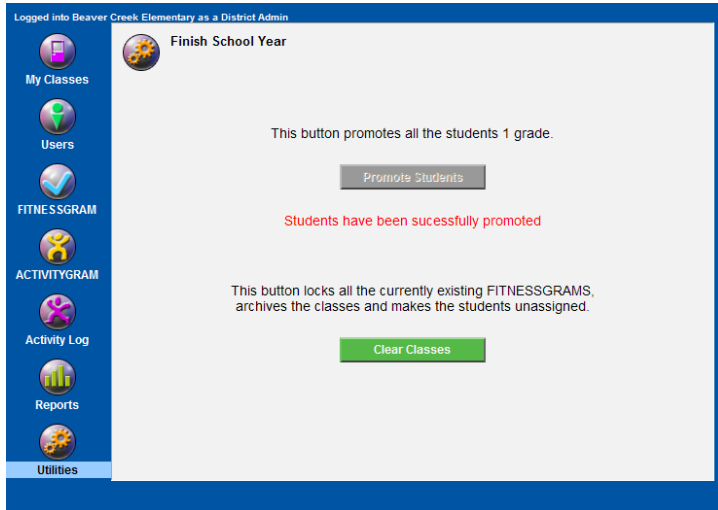


Promote Students To promote the students for all the schools in the district you are currently signed into, click on the Promote Students button. This will increase the grade level for all students by 1 grade.

Note: This will promote only the students for all the schools in the district that you are currently logged into, not all the districts in which you might be district administrator. It will also leave the students with their currently assigned teacher or class.

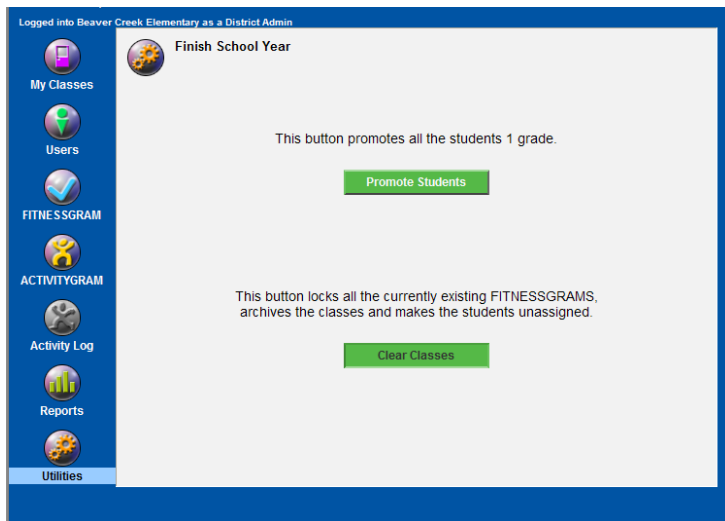


After you promote the students, a message will pop up that lets you know the process is completed.

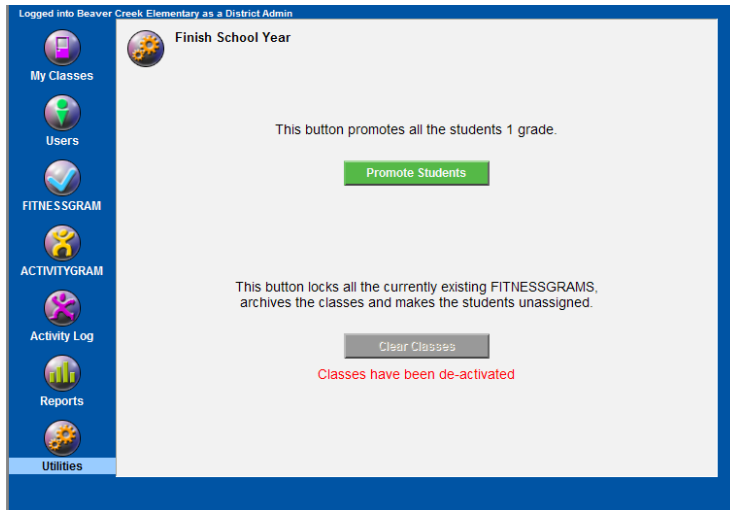


Clear Classes This option allows you to lock all Fitnessgram tests in the district, archive the current classes, and unassign the students from any teacher or class all at once. Click on the Clear Classes button to process.

Note: This option will be performed for every school in all districts for which you are a district administrator, not just the schools in the district you are currently logged into.

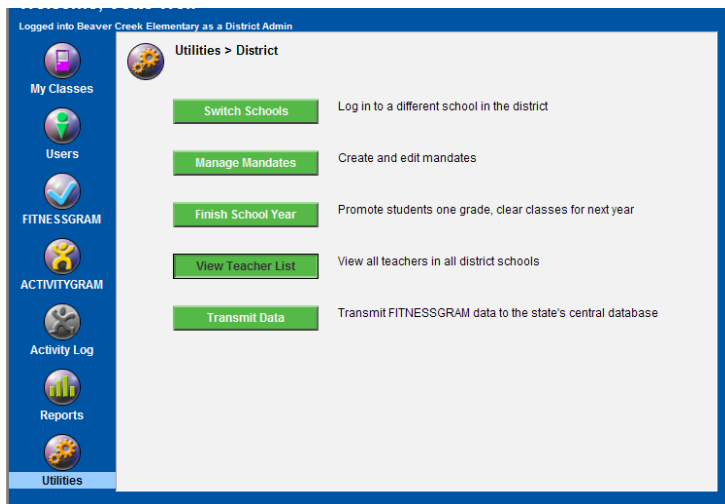


You will see a message pop up letting you know when the process is completed.

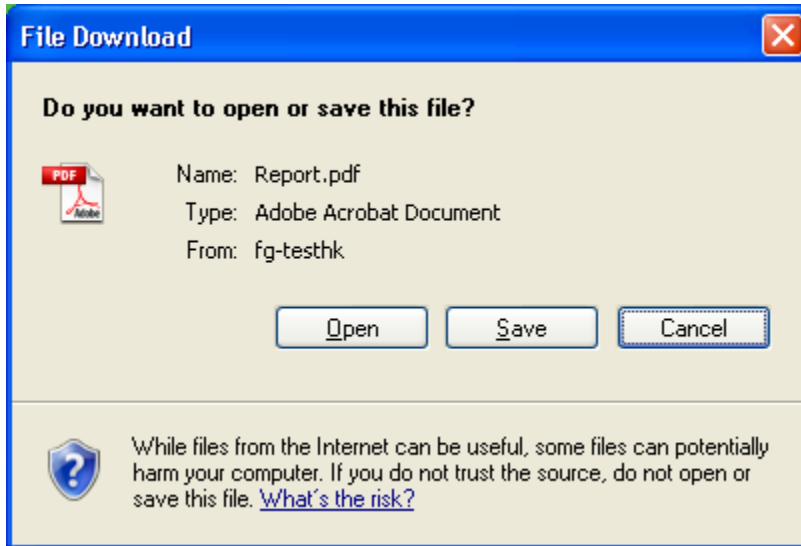


View Teacher List This menu option generates a report in PDF format that lists every teacher for every district and schools for which you are a district administrator.

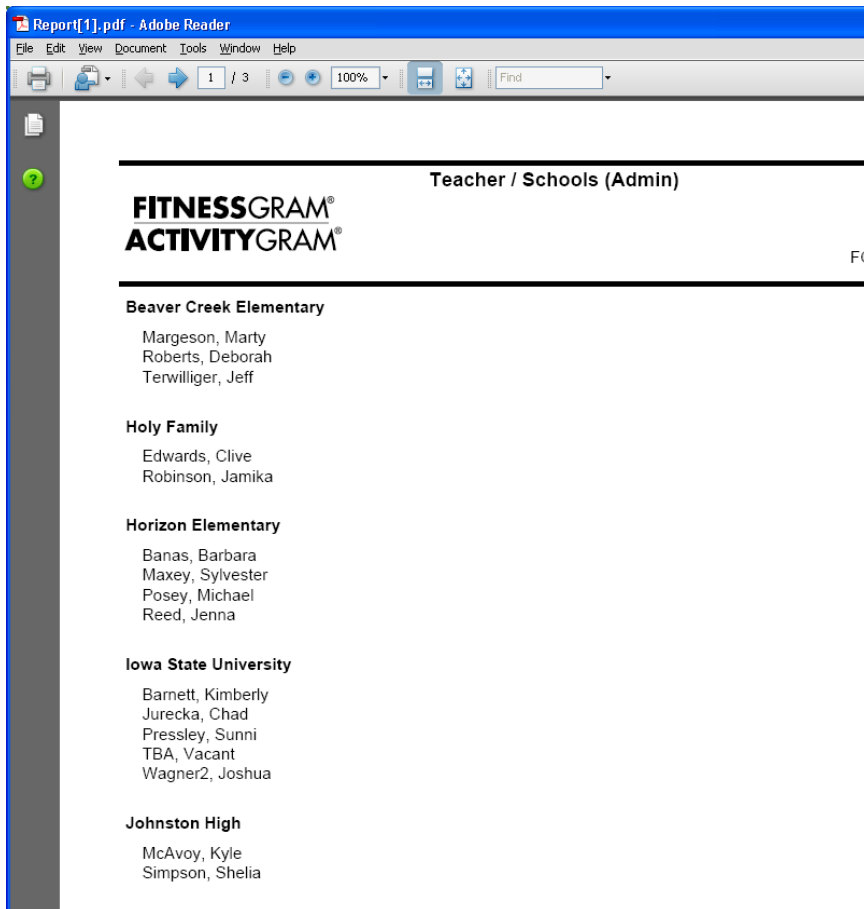
Click on the View Teacher List button.



You can either open the report to view and print it or save the report to view it later.

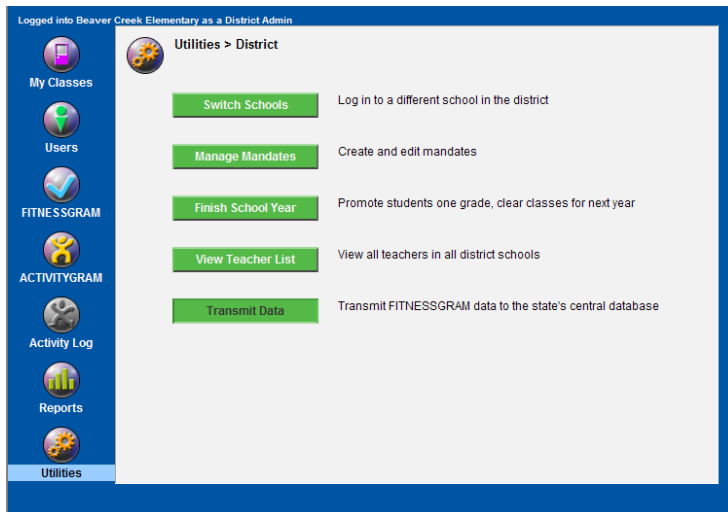


Here is an example of what the report looks like in Adobe Reader.

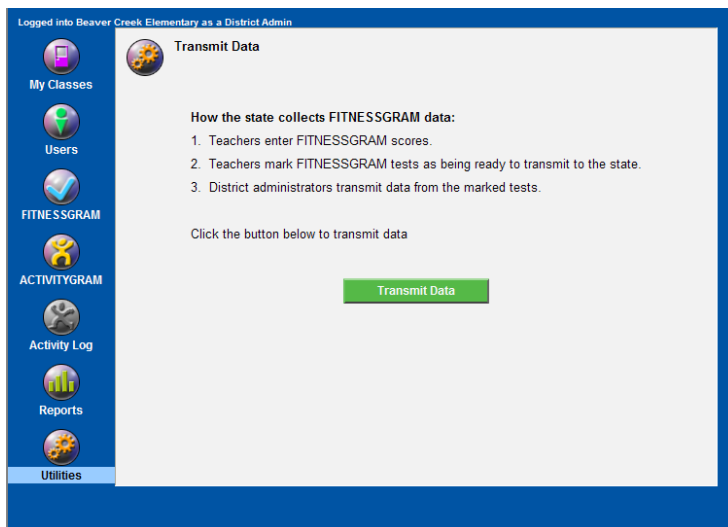


Transmit Data This menu allows you to transmit data to the state.

Click on the Transmit Data button.

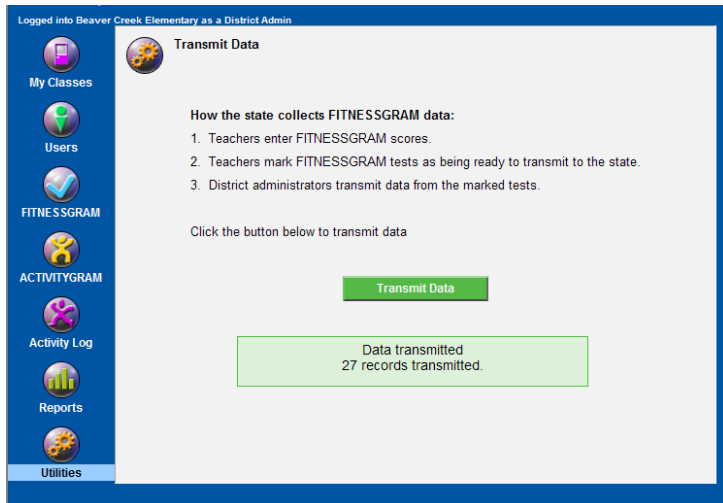


After teachers enter their Fitnessgram scores, they should mark the test as ready to archive and send to the state. Once that is done, the district administrator sends the data to the state. Click on the Transmit Data button to send all marked tests to the state.



Note: This option can be performed more than once. The data sent to the state will not duplicate but will overwrite what is on the state server. For example, a teacher unmarks a test, edits a score, and then marks it again; the new score will be transmitted. This option is not restricted to the districts you are assigned to as district administrator but will send all data from all the tests marked regardless of the association.

You will see a pop-up message when the process is completed.



Technical Support

Monday through Friday, 7 am to 7 pm CST, except holidays

Phone: 217.351.5076 option 3 for Technical Support

E-mail: support@hkusa.com