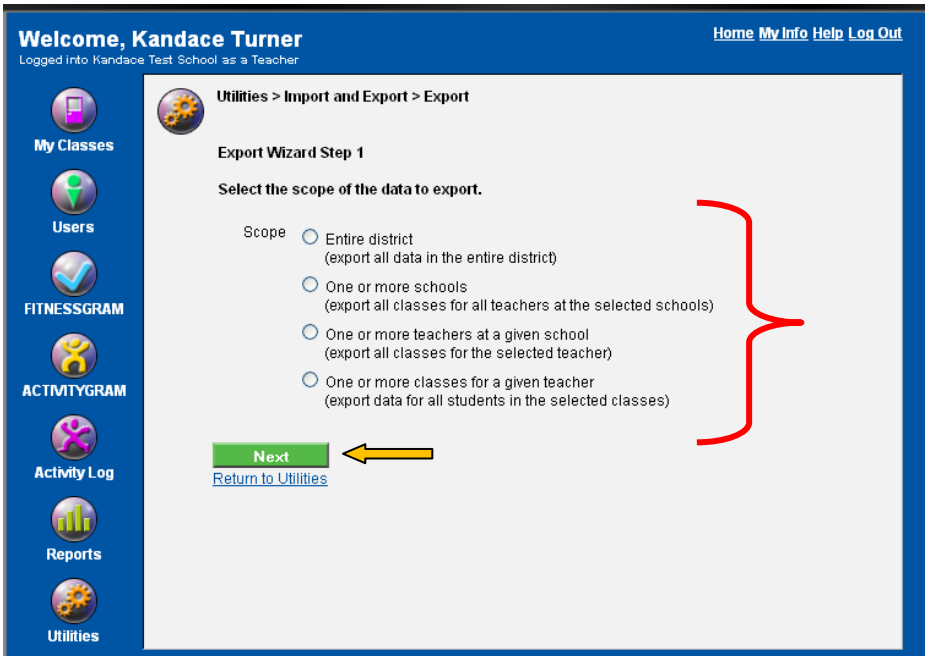
How to Export Data in Fitnessgram 9

There are several options for exporting your data out of Fitnessgram 9. To access the menu for these options, you will need to be logged in and go to the Utilities menu. Select the Import and Export menu and then Export.

If you do not have access to the Utilities menu, consult with your Fitnessgram administrator.

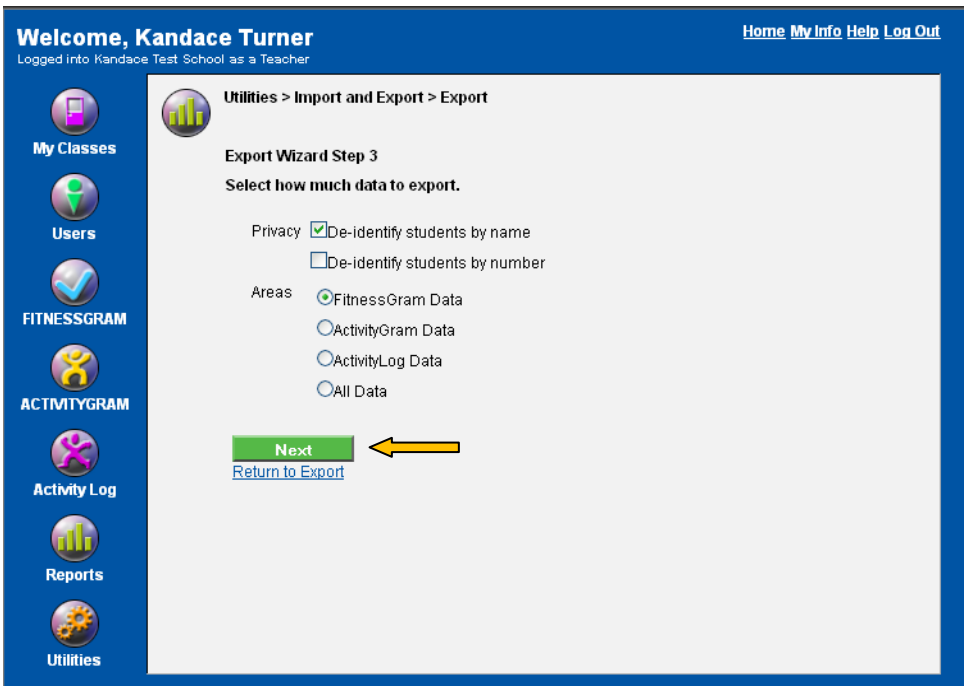
Step 1. Select the scope of the data to export.
There are four options, and the instructions depend on the option you choose. After you choose your option, scroll down for the specific instructions for your selection. Here are your options:

- Entire district
- One or more schools
- One or more teachers at a given school
- One or more classes for a given teacher



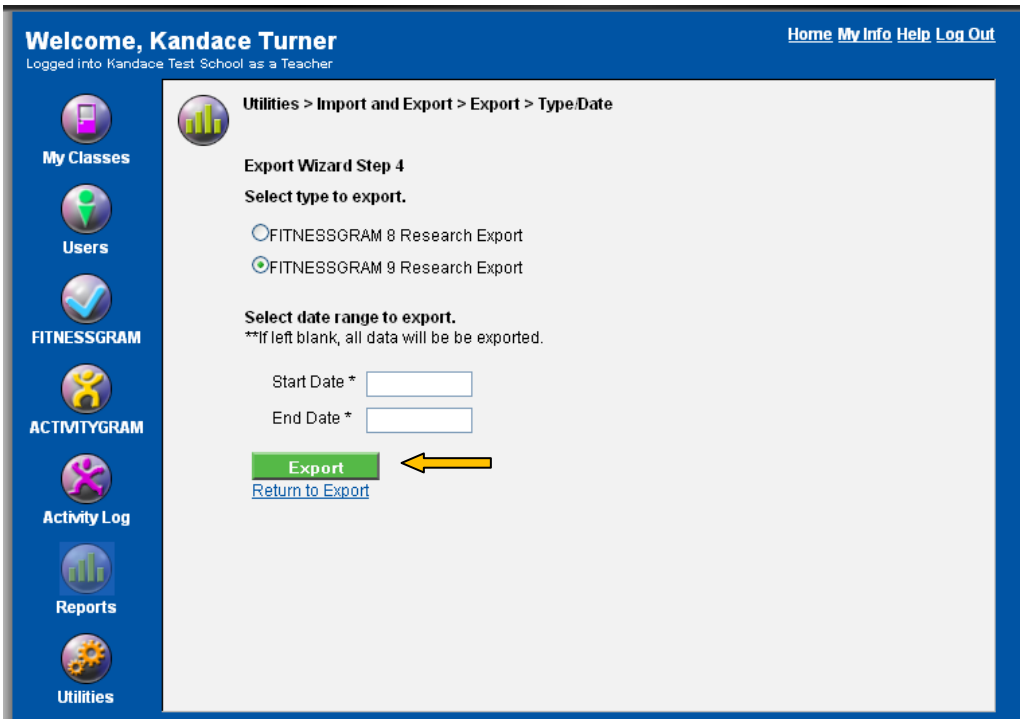
Entire District Export

The next page states that you are on Export Wizard step 3, and this is correct.
On this screen you will select the privacy factors (for the students) and the data areas you wish to export. Following is an example of how the screen will appear after you make your selections. After making your selections, click Next.



Step 2: Select type to export.

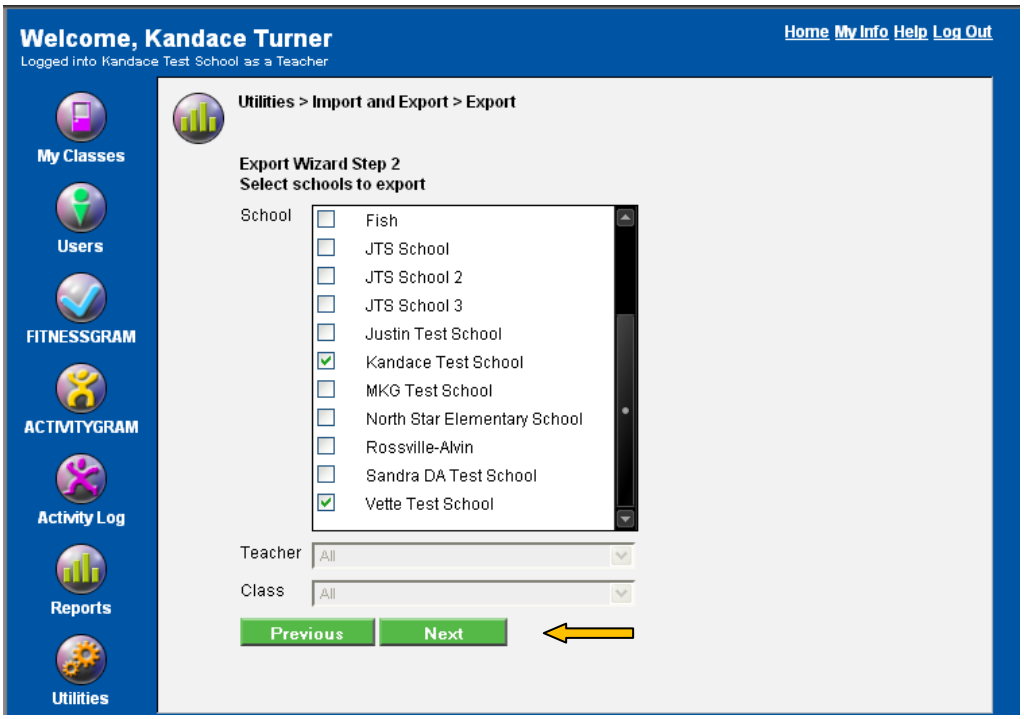
There are two export options as well as an area to enter date parameters for your export. After making your selections, click Export. You will then be prompted to choose a save location and enter a file name. Your export will then download and save.



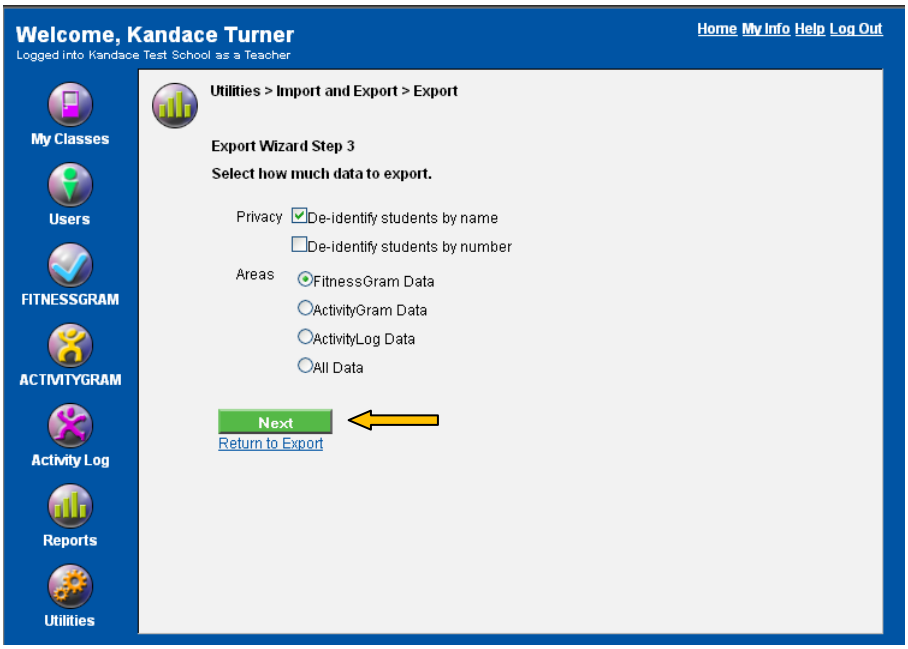
Export of One or More Schools

Step 3: Select schools to export.

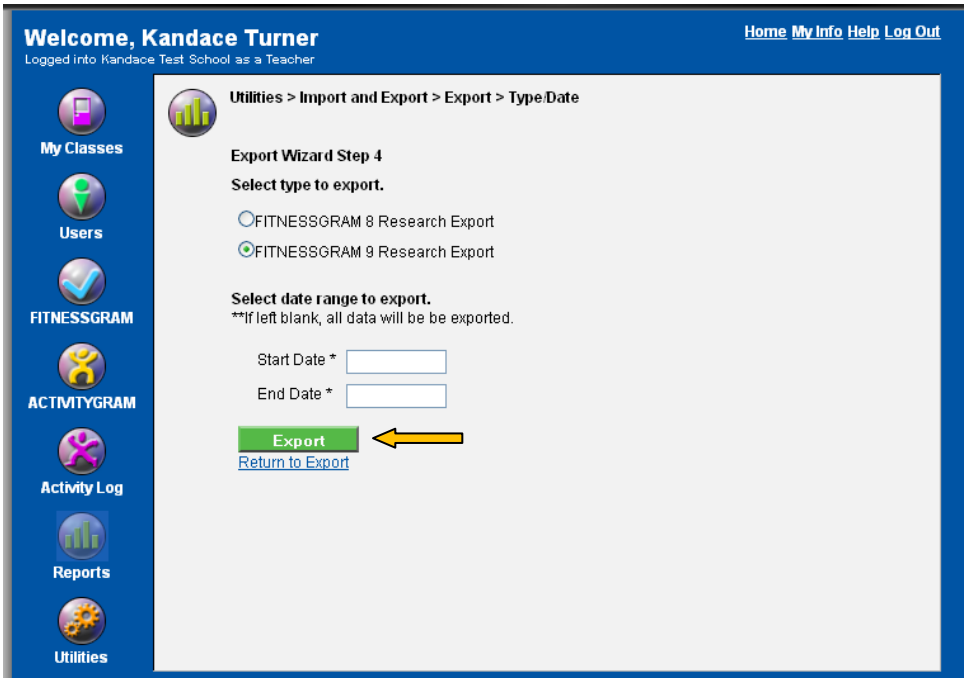
All schools will be listed with a check box to the left. For the schools you wish to export, check the box to the left of the school name. Fitnessgram will default to All for both teacher and class, and this cannot be changed. Once you've made your selections, click Next. If you decide this is not the export you wish to run, click on Previous to return to the previous screen and step 1.



Step 4: Select how much data to export.
On this screen you will select the privacy factors (for the students) and the data areas you wish to export. Following is an example of how the screen will appear after you make your selections. After making your selections, click Next.



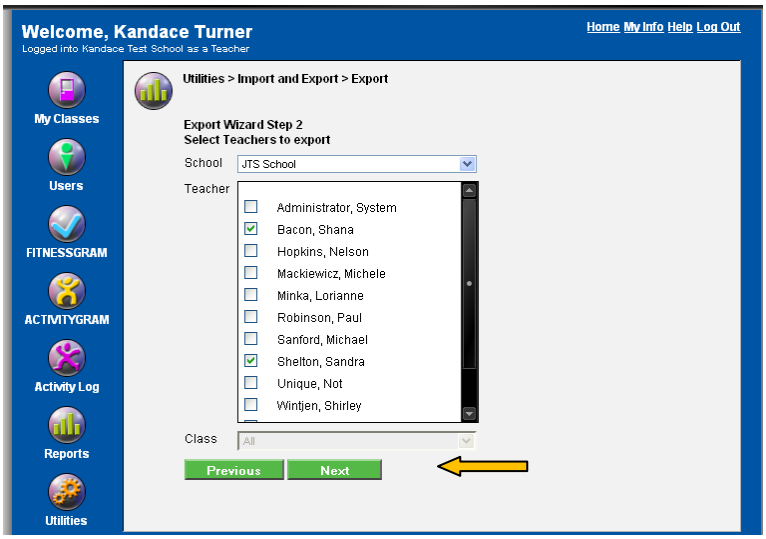
Step 5: Select type to export.
There are two export options as well as an area to enter date parameters for your export. After making your selections, click Export. You will then be prompted to choose a save location and enter a file name. Your export will then download and save.



Export of One or More Teachers at a Given School

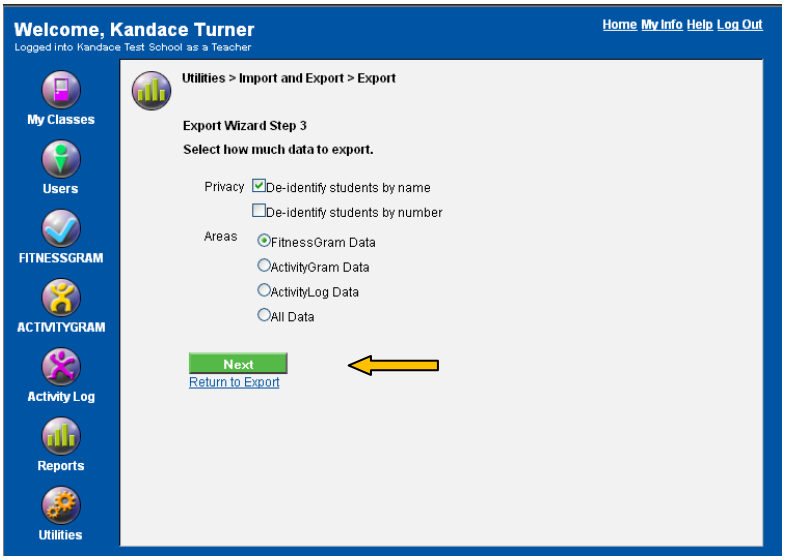
Step 2: Select schools to export.

There will be a drop-down box of available schools. All teachers will be listed with a check box to the left. For the teachers you wish to export, check the box to the left of their name. Fitnessgram will default to All for class, and this cannot be changed. Once you've made your selections, click Next. If you decide this is not the export you wish to run, click Previous to return to the previous screen and step 1.



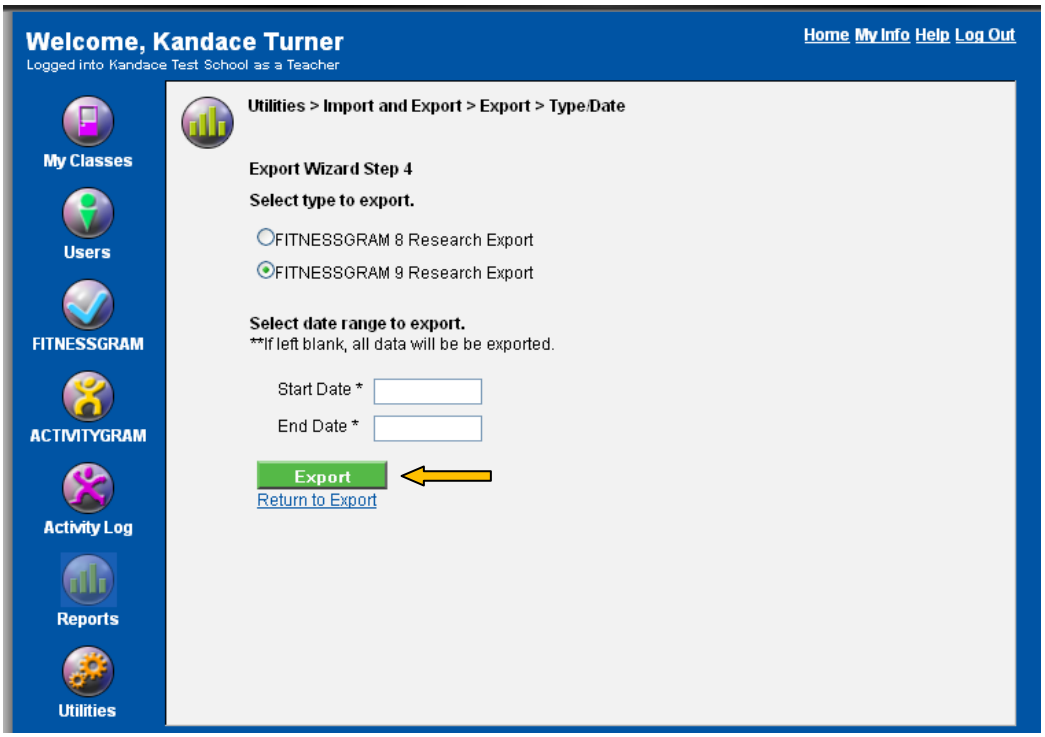
Step 3: Select how much data to export.

On this screen you will select the privacy factors (for the students) and the data areas you wish to export. Following is an example of how the screen will appear after you make your selections. After making your selections, click Next.



Step 4: Select type to export.

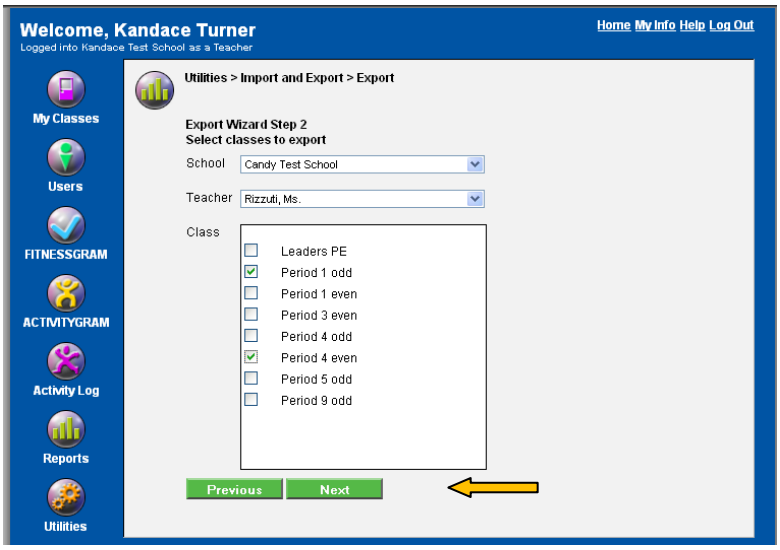
There are two export options as well as an area to enter date parameters for your export. After making your selections, click Export. You will then be prompted to choose a save location and enter a file name. Your export will then download and save.



Export of One or More Classes for a Given Teacher

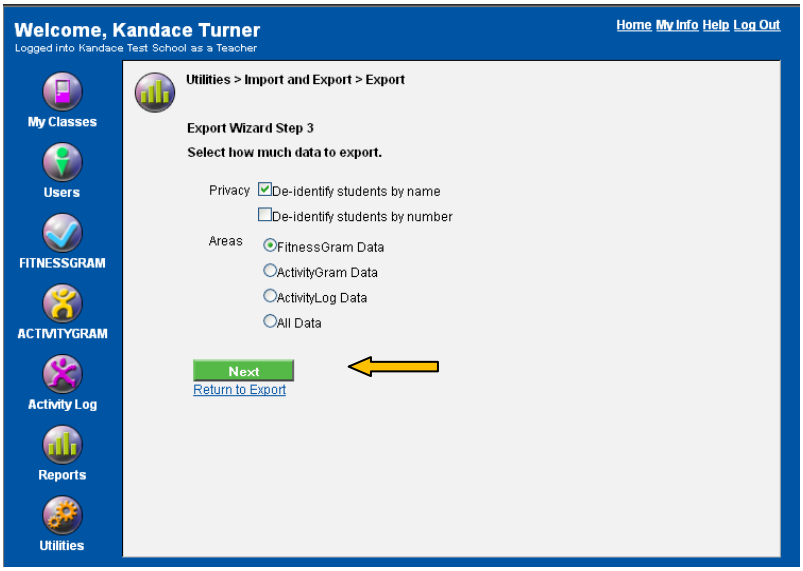
Step 2: Select schools to export.

There will be a drop-down box of available schools and teachers. All classes will be listed with a check box to the left. For the classes you wish to export, check the box to the left of the class name. Once you've made your selections, click Next. If you decide this is not the export you wish to run, click Previous to return to the previous screen and step 1.

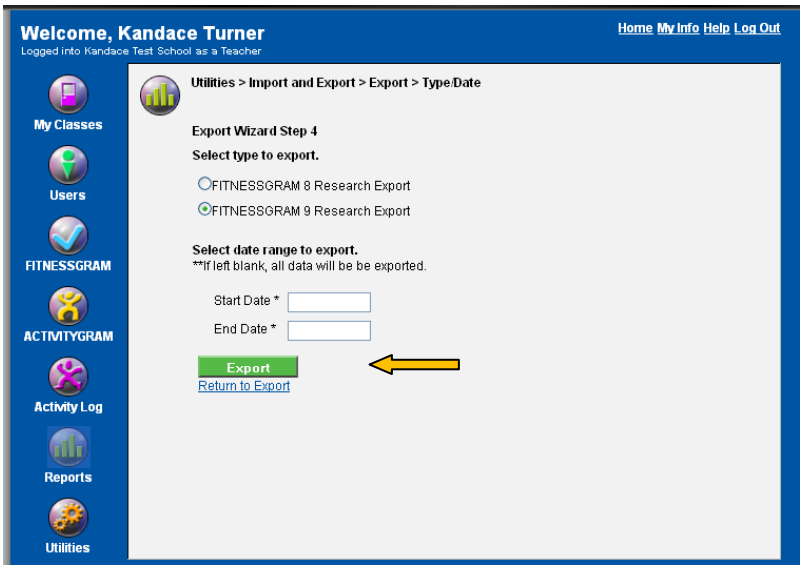


Step 3: Select how much data to export.

On this screen you will select the privacy factors (for the students) and the data areas you wish to export. Following is an example of how the screen will appear after you make your selections. After making your selections, click Next.



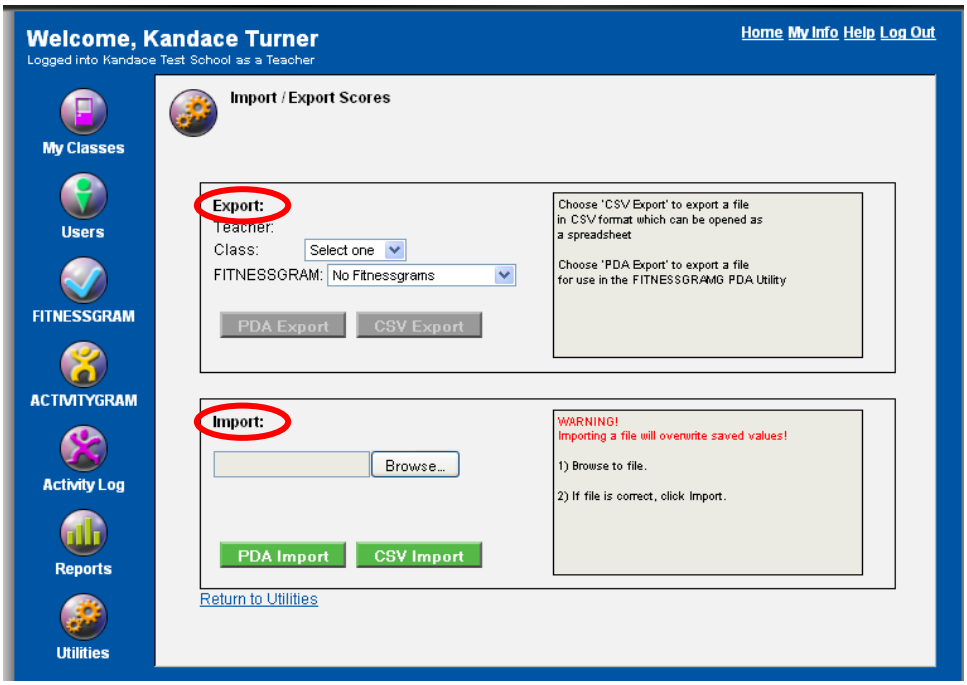
Step 4: Select type to export.
There are two export options as well as an area to enter date parameters for your export. After making your selections, click Export. You will then be prompted to choose a save location and enter a file name. Your export will then download and save.



Import and Export Scores

Import and export scores (in PDA-friendly and other formats).

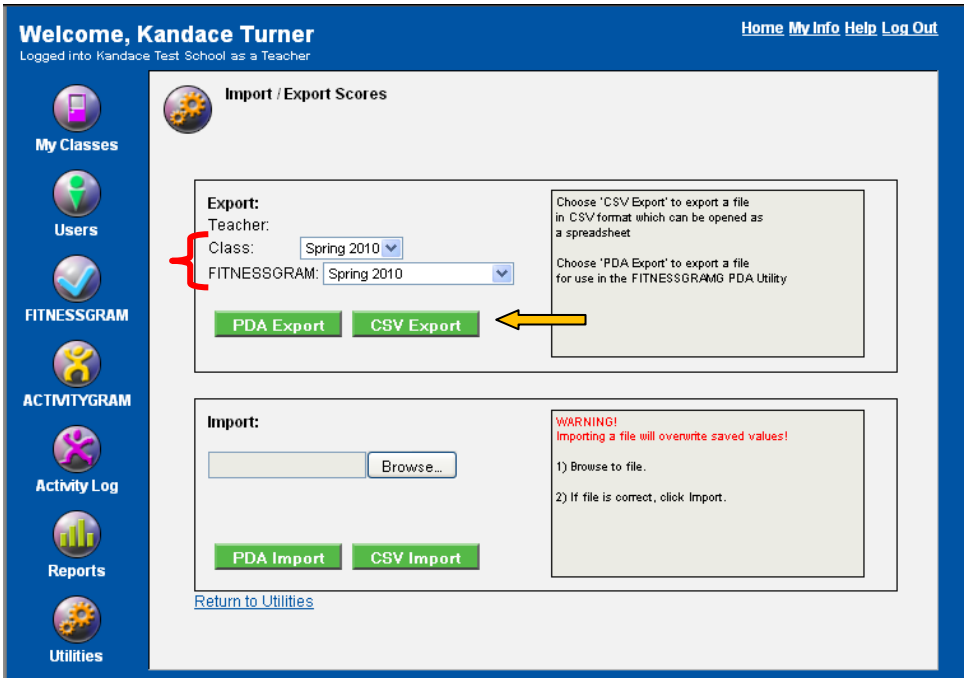
The Import/Export screen has two sections. The top section is for exporting scores and the bottom section is for importing scores.



Export Scores

This menu is used to export to your PDA or a CSV file of the score sheet so you can enter scores and then import back into Fitnessgram 9.

Step 1: Chose the class and Fitnessgram test that you would like to export and then click either PDA Export or CSV Export.



Step 2: You will be prompted to save your file by choosing a file location and name. Once completed, your file will export and save.

Note: You cannot edit the headings or columns or make any changes to the CSV file you export. You can only enter the scores exactly where they reside in the file. If you make any changes to the columns, student names, or headings, this could cause a corruption in your database.

Import Scores From an Exported CSV or PDA Format

This can only be used to import back in a PDA export or CSV exported score sheet from Fitnessgram 9. You cannot import a CSV file you created with scores.

Step 1: To import test scores, use the exported file you entered scores into and saved.
Step 2: Select the Browse button to locate your saved file.
Step 3: Once the file has been located, you will then click PDA Import or CSV Import to import your data.

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