

How to Import Fitnessgram 8 Data Into Fitnessgram 9

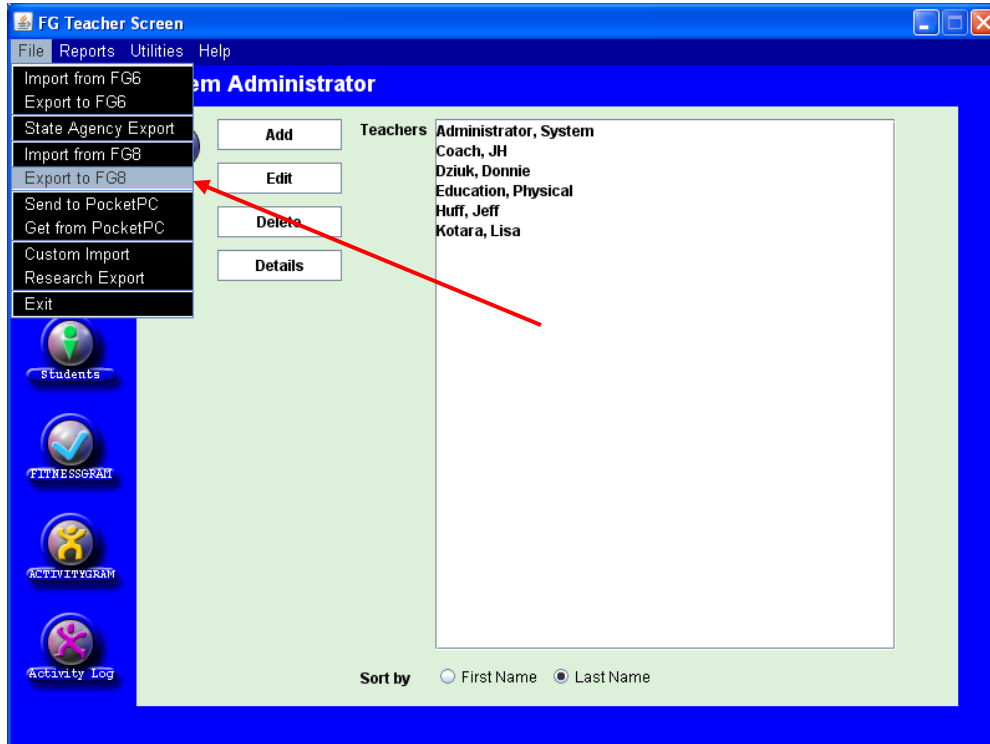
To import your data from Fitnessgram 8 into version 9, you will first need to check what version of 9 you have.

If you are installing Fitnessgram 9.0, you will need to be updated to Fitnessgram 8.5.1 before exporting your data. If you are installing Fitnessgram 9.1 or higher, you will need to be updated to Fitnessgram 8.6 before exporting your data.

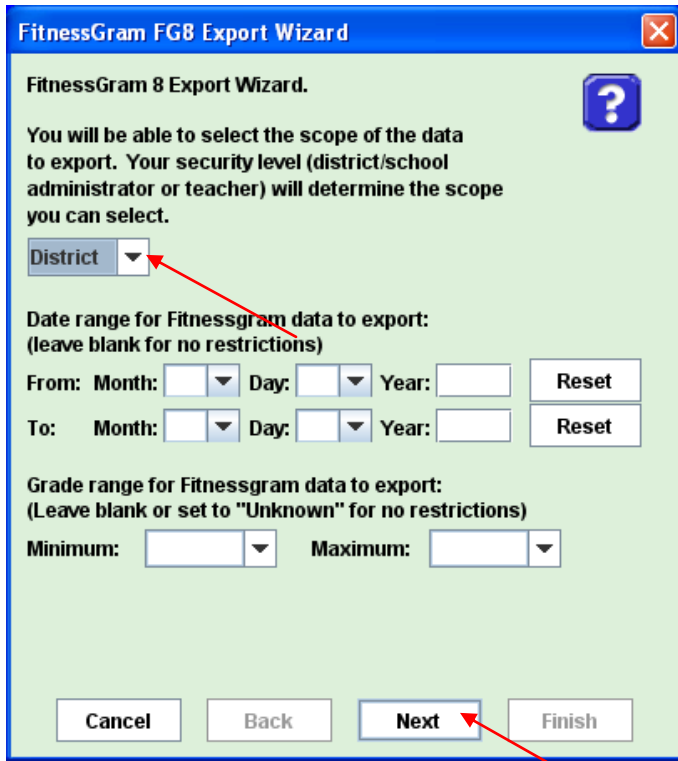
The difference in these versions is the standards that were updated and released by Cooper Institute, so you want to make sure you are exporting and importing the same standards.

You will need to wait to promote the current year's students until after you import into Fitnessgram 9. If you have already promoted students, you will need to have assigned all your students into their new classes and schools. Any students in Unassigned will not be imported into version 9. You can assign your version 8 students with a new custom import or manually move them into classes through the Utilities menu in version 8.

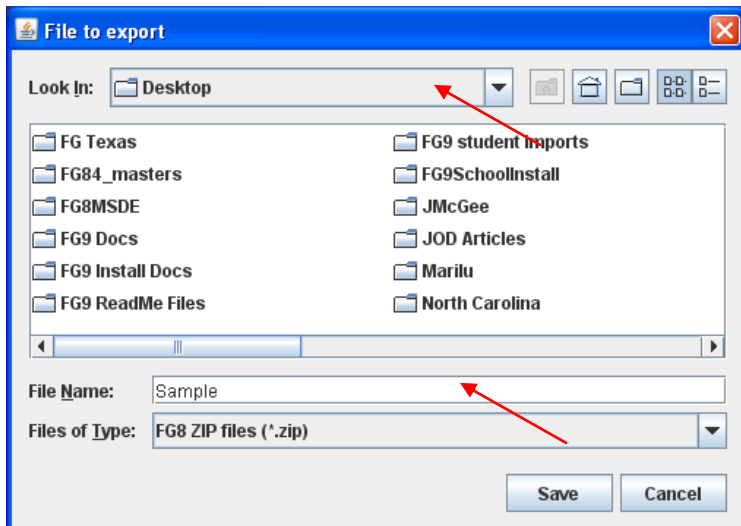
For the export itself, you will open the Fitnessgram 8 Teacher Edition. Select File then Export to FG8.



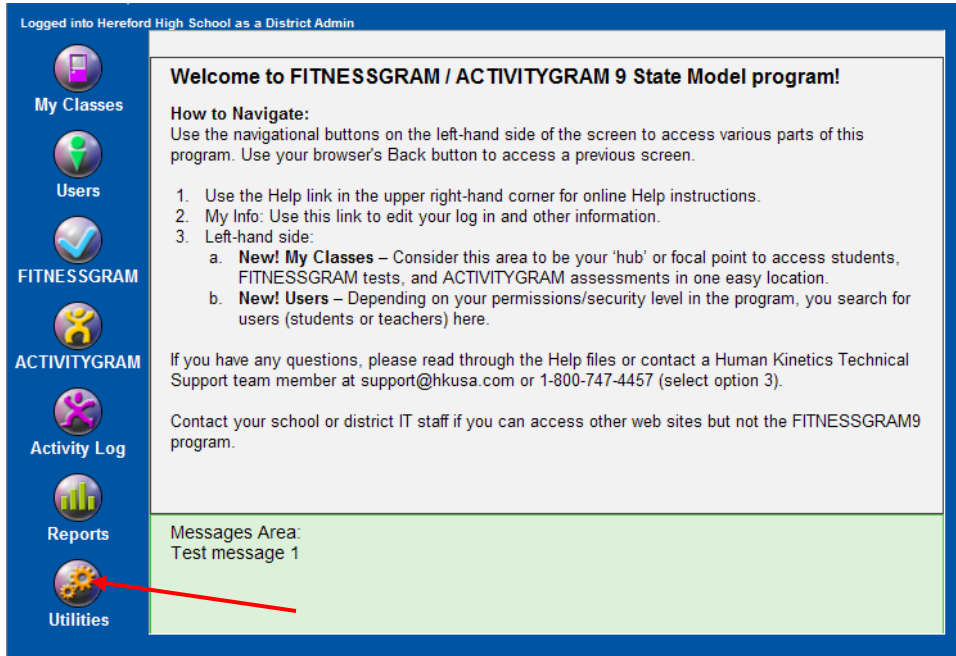
Select District or School in the drop-down menu. Leave all grade and date fields blank (this will export all the data in your database). Click Next.



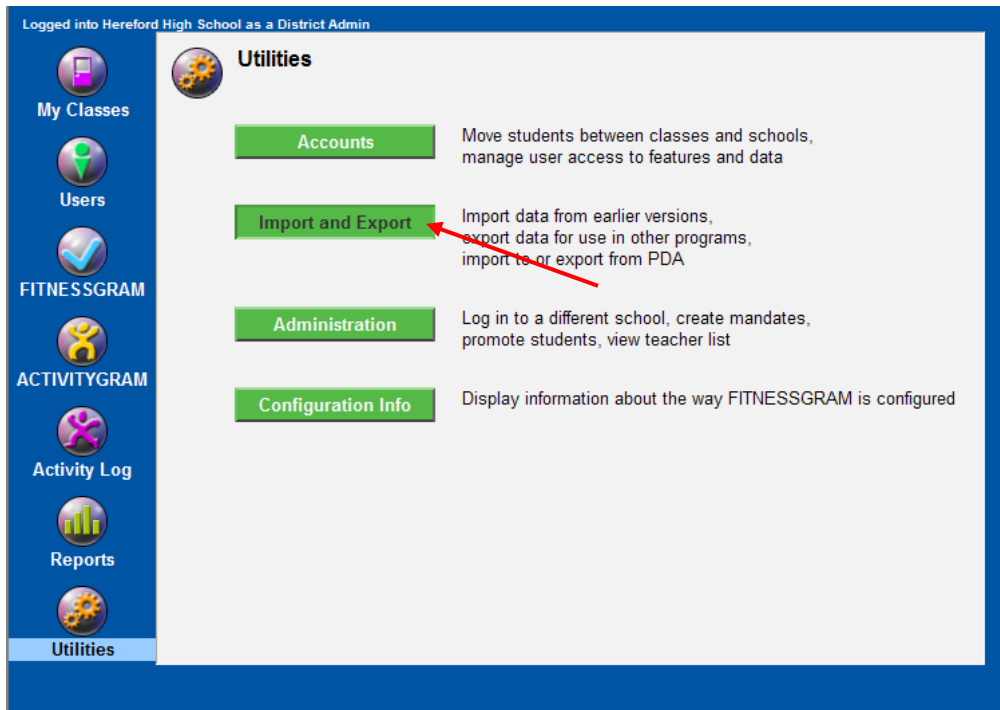
Choose a location to save the file. Provide a file name and then click Save.



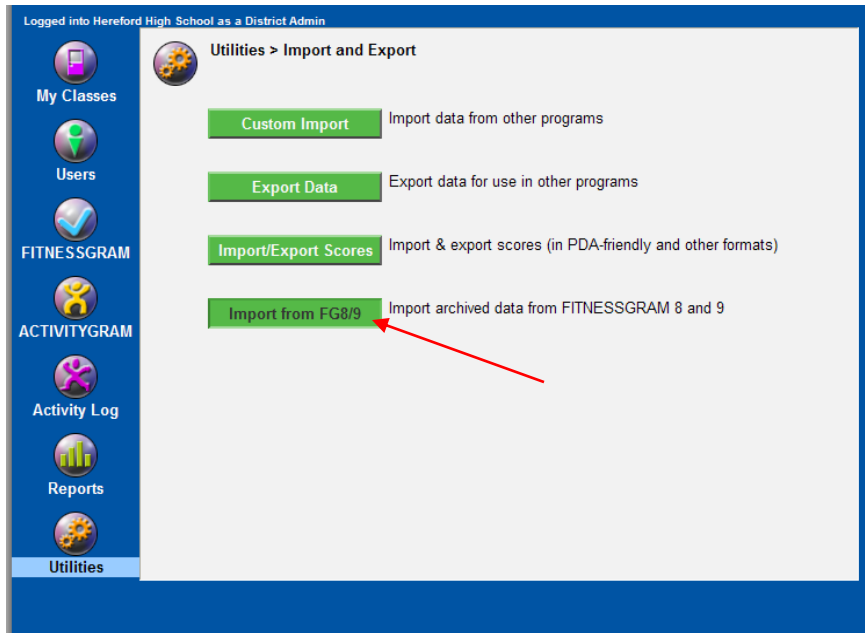
To import it into version 9, you will need to log in to the Fitnessgram 9 Web site with an Administrator account. Select the Utilities menu.



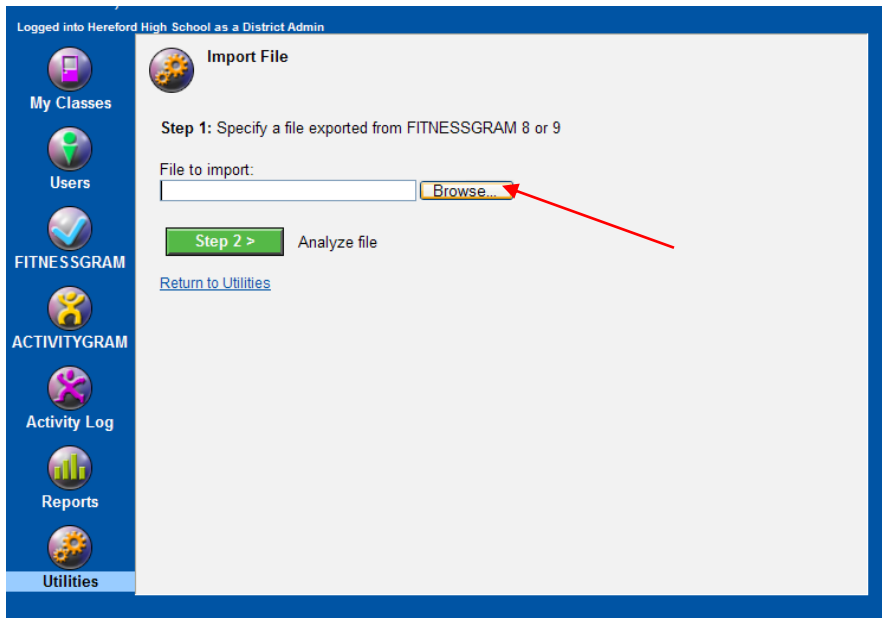
Select Import and Export.



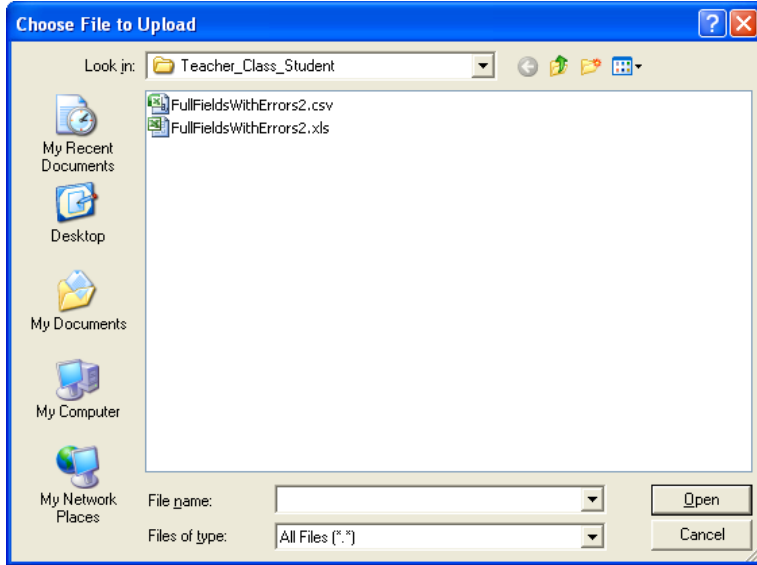
Select Import from FG8/9.



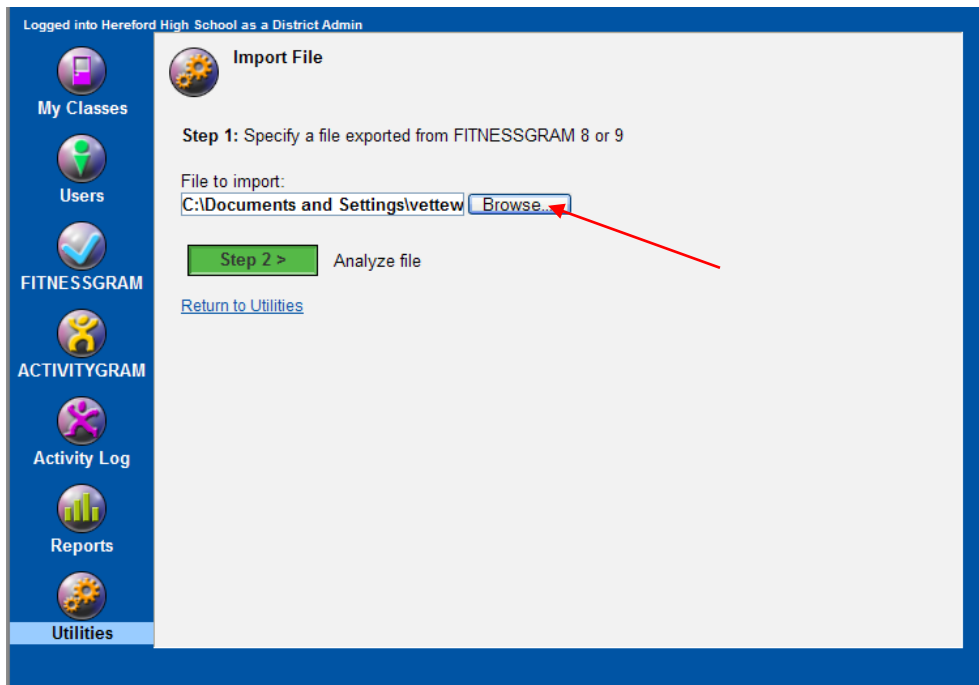
Click the Browse button and search for your saved Fitnessgram 8 export file.

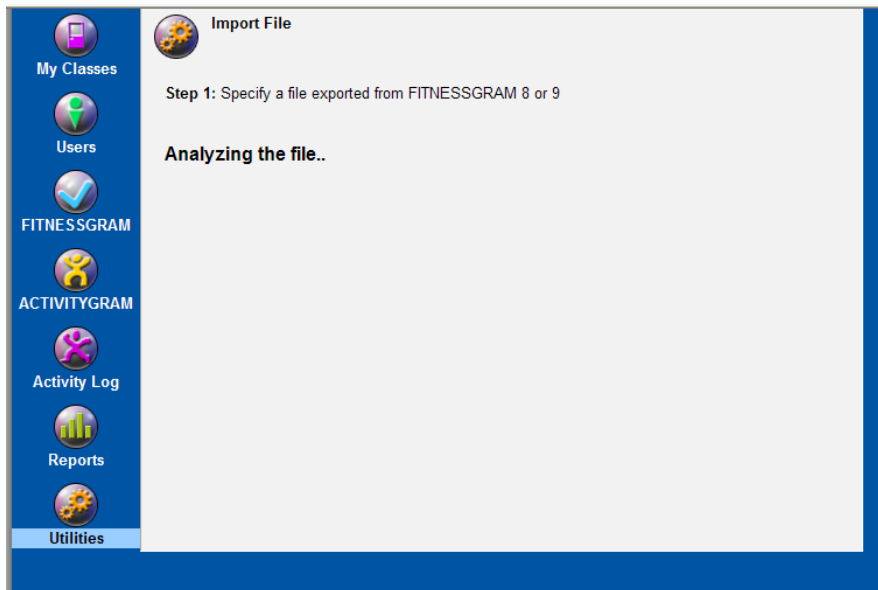


Locate your saved FG8 Export file.

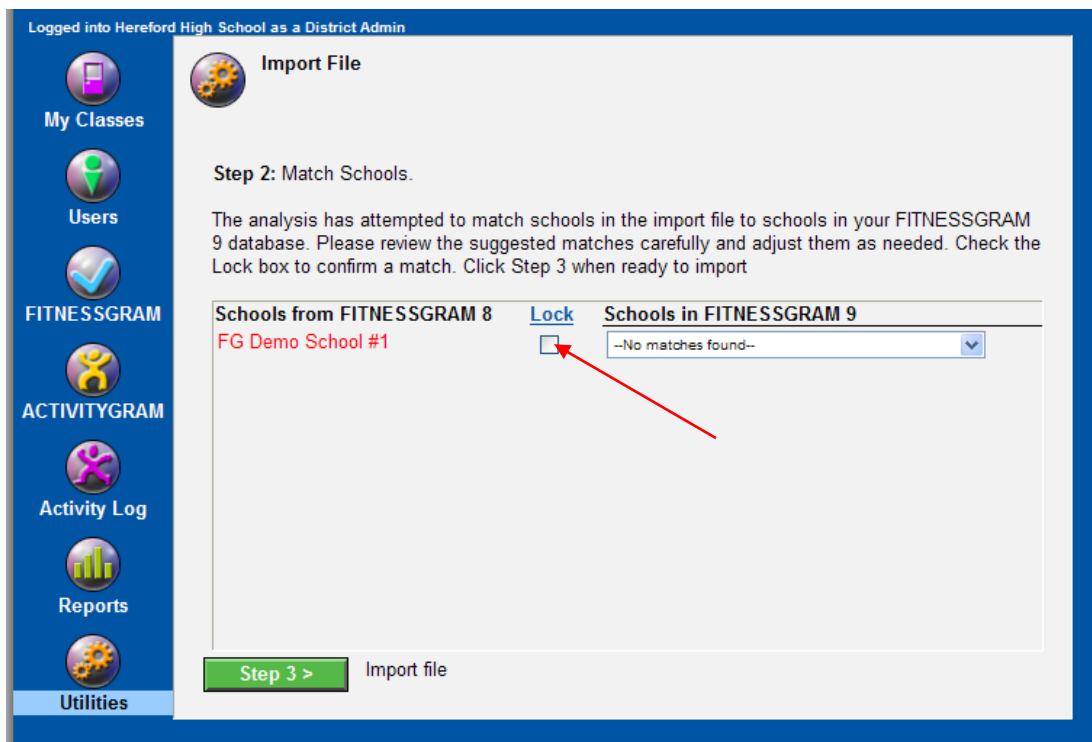


Click the Step 2 button to analyze the file.

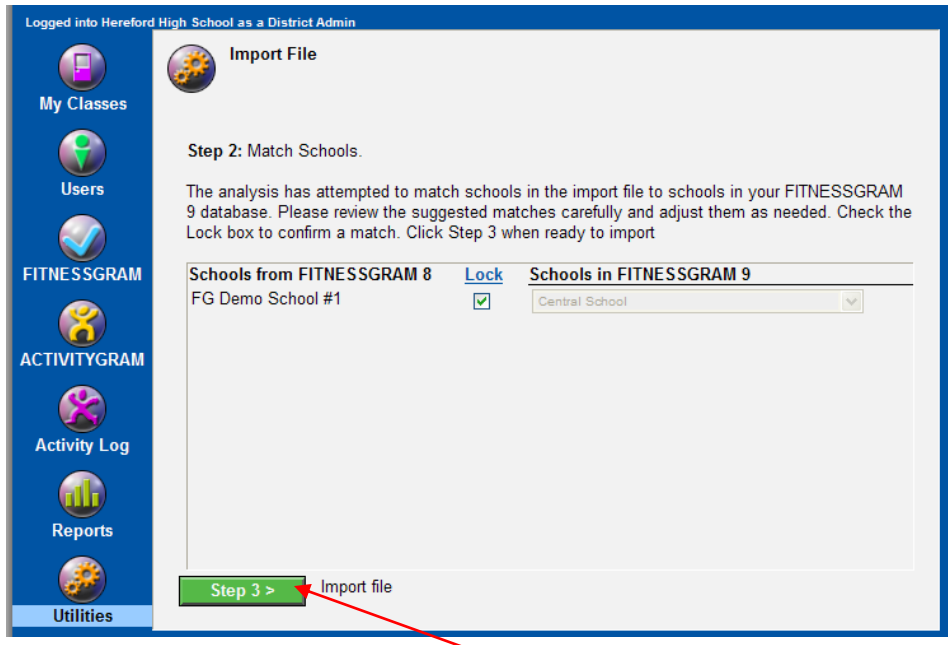




Once the file is finished analyzing, you will need to match up the school names on the right side for the school names found in the export on the left. After matching up the school names or selecting the school you want them to import into, check the Lock box for each school name before proceeding.



Click the Step 3 button to import your file.



This process might take some time. It will notify you when it is completed with any exceptions. Click the Done button and the import is finished.

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