

# State Server Configuration Manager

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## Front Portal Page

To gain access to the Configuration Manager the default login is

UN: config

PW: config

FITNESSGRAM®/ ACTIVITYGRAM® 9  
State Server

# Login

State Server Login

User Name:

Password:  [Forgot Password](#)

Remember me

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## Configuration Main Menu Options

FITNESSGRAM®/ ACTIVITYGRAM® 9  
State Server [Log Out](#)

# Configuration

FITNESSGRAM 9 Configuration

Required Settings

- [License key](#)
- [Configuration Signon](#)

Optional Settings

- [Ethnicity Codes](#)
- [Exemption Codes](#)
- [Editing User Data](#)
- [Editing Class Data](#)
- [Student Permissions](#)
- [E-Mail](#)
- [Main Navigation](#)
- [Single Signon](#)

## Required Settings

### License Key

This menu will set the proxy server settings and validate the license key for your version of Fitnessgram 9.

### Proxy Settings

The first thing to identify is whether you have a proxy server that will need to be entered to allow the program access to the validation server at Human Kinetics. If you have a proxy server through which your Fitnessgram server will need to gain access, please select the Yes option and enter the proxy server address as well as the proxy server port number.

If there is no proxy server, click No and proceed to the License Key information.

The screenshot shows the 'FITNESSGRAM®/ ACTIVITYGRAM® 9 State Server' configuration window. The title bar includes a 'Log Out' link. The main heading is 'Configuration FITNESSGRAM 9 Configuration'. The 'Proxy Settings' section contains the text: 'Depending on your settings, you may need to specify a proxy server to validate your license. Do you need to specify a proxy server?'. The 'Yes' radio button is selected. Below it are two input fields: 'Proxy server address:' and 'Proxy server port number:'. The 'License Key' section has a text input field for the license key, a 'Validate' button, and the text 'This key is valid.'. At the bottom, there are 'Done' and 'Cancel' buttons. A red circle highlights the 'Proxy Settings' section.

### License Key

You will need to enter the license key provided to you. Please include the hyphens. Click the Validate button to validate the license key. When validated, you will see the message that states this key is valid.

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# Configuration

## FITNESSGRAM 9 Configuration

**Proxy Settings**  
Depending on your settings, you may need to specify a proxy server to validate your license.  
Do you need to specify a proxy server?  
 Yes  
 No

**License Key**  
License Key:  This key is valid.

License Version : State  
School Limit: 6000

When the process is finished, click the Done button to return to the Configuration Main Menu.

### *Configuration Sign on*

This menu will allow you to edit the Configuration Manager login. You should not leave these with the default settings.

Enter the Login Name and Password and then confirm the new password.

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# Configuration

## FITNESSGRAM 9 Configuration

**Configuration Login**  
Specify a login name and password to use for reaching this configuration utility.  
You should not leave these with the default settings.

Login Name:   
Password:   
Confirm:

After your selections are made, click the Done button to return to the Configuration Main Menu.

## Optional Settings

### *Ethnicity Codes*

This menu allows you to modify the ethnicity codes used by the Fitnessgram 9 program. You can add a new code, modify an existing code, or import ethnicity codes from a file. You cannot delete a code.

To Import ethnicity codes into the configuration, click on the link to import codes.

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Configuration  
FITNESSGRAM 9 Configuration

**Ethnicity Codes**  
Enter a new code and ethnicity to add a code to the table.  
Click a row and modify its values to update a code.  
Or [import codes](#) from a file.  
You cannot delete a code.

Code	Ethnicity
0	None Selected
1	American Indian/Alaska Native
2	Black
3	Asian/Pacific Islander
4	Hispanic
5	White

Save

Done Changes saved above cannot be canceled.

The file must be a CSV format. The import will overwrite any existing codes already within the program. Click the Browse button and locate your import file. Click the Import button to complete the process.

FITNESSGRAM®/ ACTIVITYGRAM® 9  
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**Importing Ethnicity Codes**  
You can import codes from a CSV file with the proper format.  
The proper format can be found [here](#).  
Any existing codes will be lost.

File:  Browse...

Import

Cancel

To see the format, you can click the link to view it online, or the format is shown below.

	A	B	C
1	Code	Ethnicity	
2			
3			
4			
5			
6			
7			

To manually add new ethnicity codes to the existing defaults, you will need to enter a code and ethnicity name in the fields shown, then click the Save button.

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### FITNESSGRAM 9 Configuration

**Ethnicity Codes**  
Enter a new code and ethnicity to add a code to the table.  
Click a row and modify its values to update a code.  
Or, [import codes](#) from a file.  
You cannot delete a code.

Code	Ethnicity
301	Native Hawaiian
0	None Selected
1	American Indian/Alaska Native
2	Black
3	Asian/Pacific Islander
4	Hispanic
5	White

Done Changes saved above cannot be canceled.

To edit an existing ethnicity code or name, click on the selection in the list. This will move the information from that selection to the edit fields indicated. Make the edits to the code and/or name and click the Save button when finished.

FITNESSGRAM®/ ACTIVITYGRAM® 9  
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## Configuration

### FITNESSGRAM 9 Configuration

**Ethnicity Codes**  
Enter a new code and ethnicity to add a code to the table.  
Click a row and modify its values to update a code.  
Or, [import codes](#) from a file.  
You cannot delete a code.

Code	Ethnicity
1	American Indian/Alaska Native
0	None Selected
1	American Indian/Alaska Native
2	Black
3	Asian/Pacific Islander
4	Hispanic
5	White

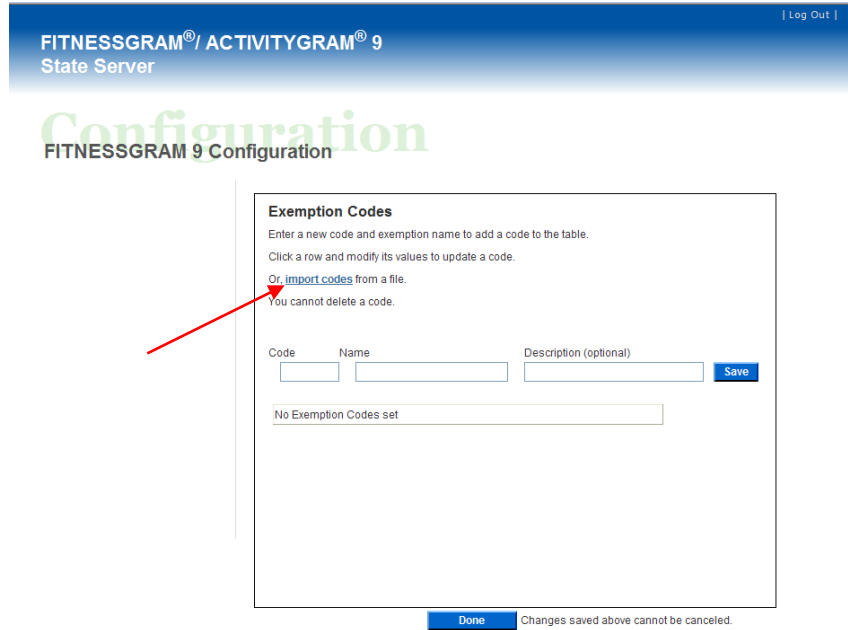
Done

When the process is finished, click the Done button to return to the Configuration Main Menu.

## Exemption Codes

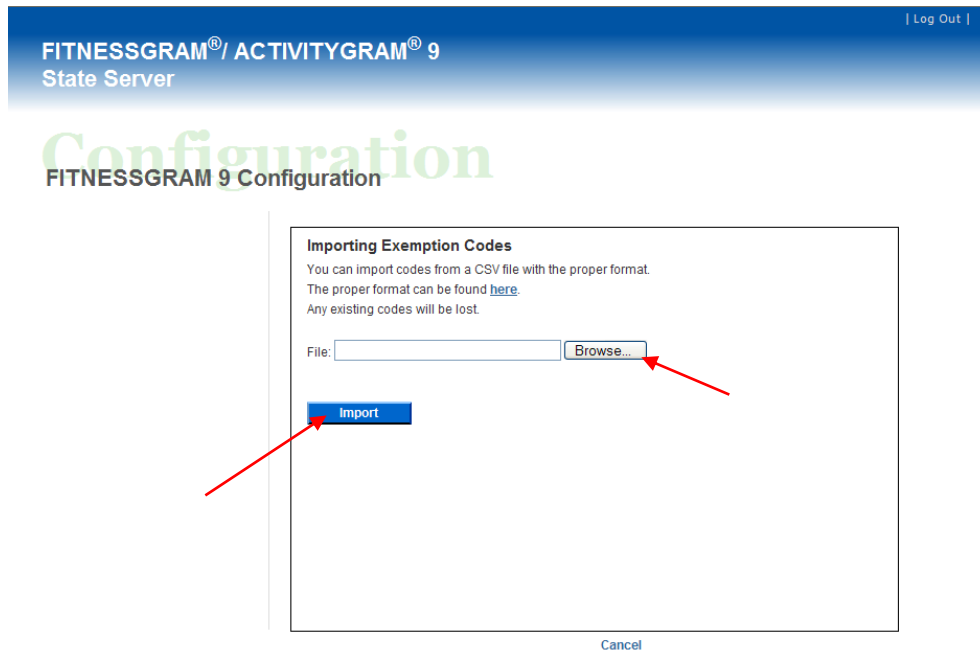
This menu allows you to set exemption codes for students unable to complete testing for various circumstances. These exceptions will be determined by you and codes that are set by either your district or your school. You cannot delete a code entered. You can add or edit or import exemption codes.

To Import exemption codes into the configuration, click on the link to import codes.



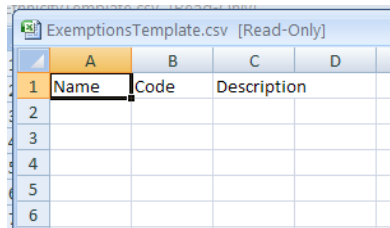
The screenshot shows the top navigation bar with "FITNESSGRAM®/ ACTIVITYGRAM® 9 State Server" and a "Log Out" link. Below is the "Configuration" header. The main content area is titled "Exemption Codes" and contains the following text: "Enter a new code and exemption name to add a code to the table. Click a row and modify its values to update a code. Or, [import codes](#) from a file. You cannot delete a code." Below this text is a form with three input fields labeled "Code", "Name", and "Description (optional)", followed by a "Save" button. A red arrow points to the "import codes" link. At the bottom of the form area, there is a "Done" button and the text "Changes saved above cannot be canceled."

The file must be a CSV format. The import will overwrite any existing codes already within the program. Click the Browse button and locate your import file. Click the Import button to complete the process.



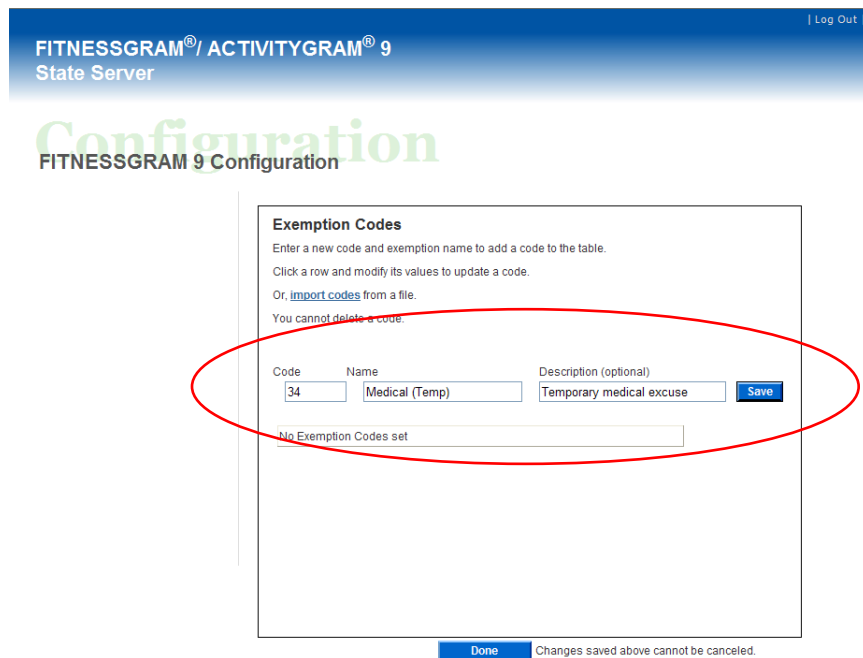
The screenshot shows the top navigation bar with "FITNESSGRAM®/ ACTIVITYGRAM® 9 State Server" and a "Log Out" link. Below is the "Configuration" header. The main content area is titled "Importing Exemption Codes" and contains the following text: "You can import codes from a CSV file with the proper format. The proper format can be found [here](#). Any existing codes will be lost." Below this text is a "File:" label followed by an input field and a "Browse..." button. A red arrow points to the "Browse..." button. Below the input field is an "Import" button. At the bottom of the form area, there is a "Cancel" link. A red arrow also points to the "Import" button.

To see the format, you can click the link to view it online, or the format is shown below.



	A	B	C	D
1	Name	Code	Description	
2				
3				
4				
5				
6				

To manually add new exemption codes to the existing defaults, you will need to enter a code and exemption name in the fields shown. The description is optional but might help identify the codes to users. When done, click the Save button.



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**Exemption Codes**  
Enter a new code and exemption name to add a code to the table.  
Click a row and modify its values to update a code.  
Or, [import codes](#) from a file.  
You cannot delete a code.

Code:  Name:  Description (optional):

No Exemption Codes set

Changes saved above cannot be canceled.

To edit an existing exemption code or name, click on the selection in the list. This will move the information from that selection to the edit fields indicated. Make the edits to the code, name, or description and click the Save button when done.

FITNESSGRAM<sup>®</sup>/ ACTIVITYGRAM<sup>®</sup> 9  
State Server | Log Out |

## Configuration

### FITNESSGRAM 9 Configuration

#### Exemption Codes

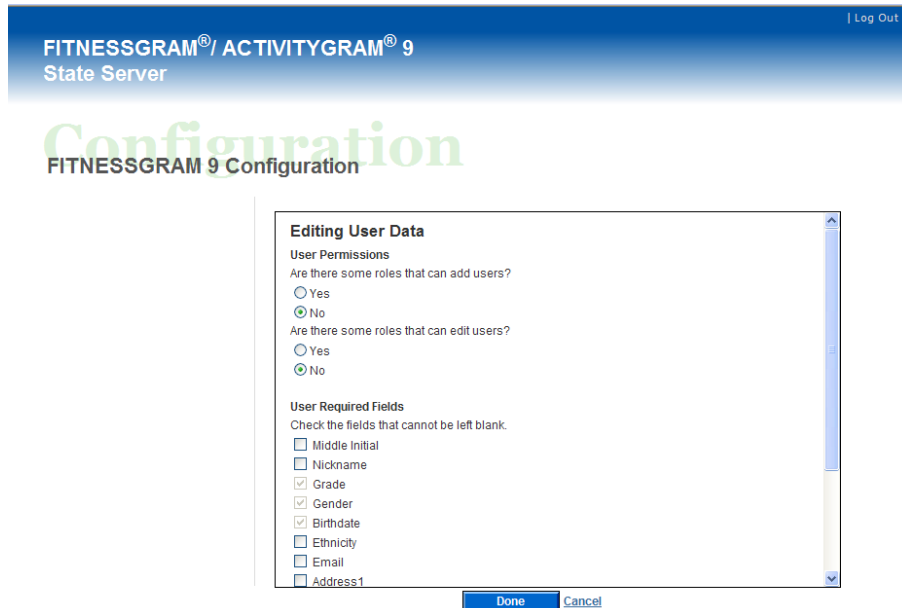
Enter a new code and exemption name to add a code to the table.  
Click a row and modify its values to update a code.  
Or, [import codes](#) from a file.  
You cannot delete a code.

Code	Name	Description (optional)	
<input type="text" value="34"/>	<input type="text" value="Medical (Temp)"/>	<input type="text" value="Temporary medical excuse"/>	<input type="button" value="Save"/>
36	Medical (Perm)	Permanent medical conditions	
34	Medical (Temp)	Temporary medical excuse	

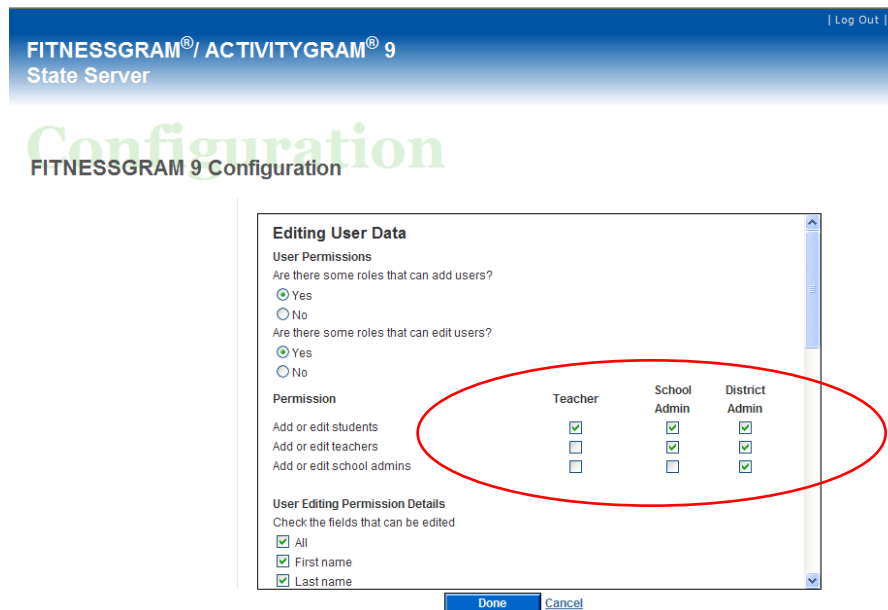
When the process is finished, click the Done button to return to the Configuration Main Menu.

**Editing User Data:** This menu is used to identify what users can add or edit users, set permissions, and manage user-required fields.

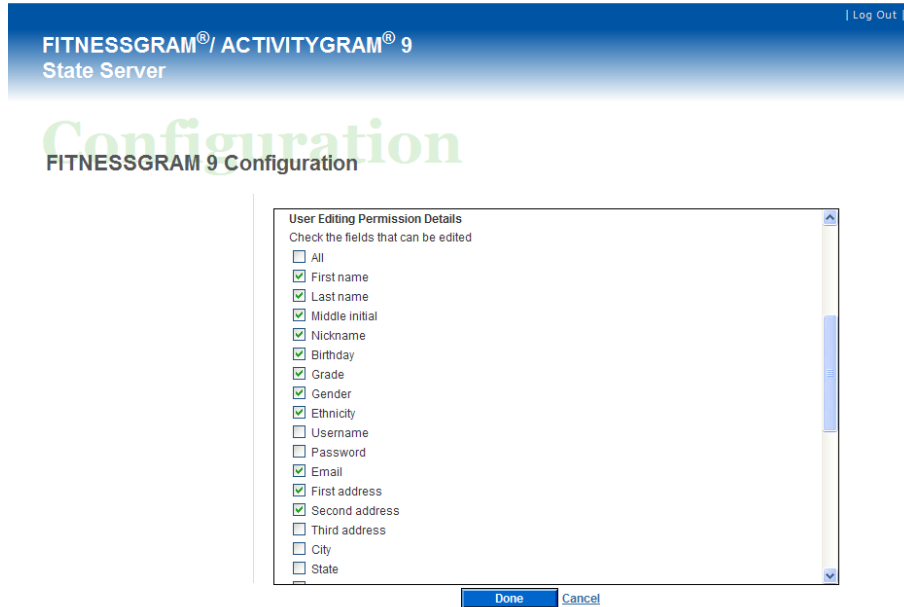
**User Permissions:** Select Yes or No to configure if there are roles that can add users and edit users. If No is selected, then no roles would be able to add or edit users within the program.



If Yes is selected, the roles will appear so that you can manage which roles will have permission to add or edit users. Check off each role and their permission to add or edit students, teachers, or school admin users. If a role should not be allowed to add or edit, leave their role in that permission left unchecked as shown below. These permissions are at your district or school's discretion.

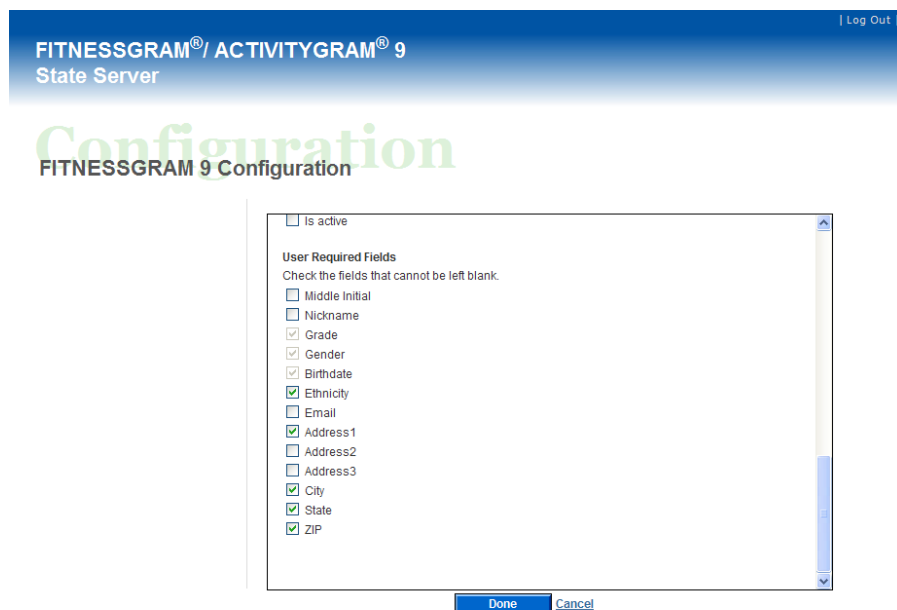


**User Editing Permission Details:** This section manages what fields can be edited in a user profile. Check the boxes on the fields that you want the permitted users to be able to edit. Leave the boxes unchecked by fields that cannot be edited.



**User Required Fields:** In this section you would manage what fields cannot be left blank in the user profile. You will notice that Grade, Gender, and Birthdate are checked and grayed out by default. These are system requirements and cannot be changed.

Check the boxes on the fields for which you want to require your users to enter data. Leave the boxes unchecked by fields that can be left blank.



When the process is finished, click the Done button to return to the Configuration Main Menu.

**Editing Class Data:** This menu is used to identify what users (roles) can add and edit classes and set permissions for those roles.

**Permission:** Select Yes or No to configure whether there are roles that can add classes or edit classes. If No is selected, then no roles would be able to add or edit classes within the program.

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**Editing Class Data**  
Class Permissions  
Are there some roles that can add classes?  
 Yes  
 No  
Are there some roles that can edit classes?  
 Yes  
 No

Done Cancel

If Yes is selected, the roles will appear so that you can manage which users will have permission to add and edit classes. Check off each role and their permission to add and edit classes within the application. If a role should not be allowed to add or edit, leave their role in that permission left unchecked as shown below. These permissions are at your district or school's discretion.

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**Editing Class Data**  
Class Permissions  
Are there some roles that can add classes?  
 Yes  
 No  
Are there some roles that can edit classes?  
 Yes  
 No

Permission	Teacher	School Admin	District Admin
Add or edit classes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Add students to classes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Add teachers to classes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to activate inactive classes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Done Cancel

When the process is finished, click the Done button to return to the Configuration Main Menu.

**Student Permissions:** This menu manages the student permissions for entering data into assessments for Fitnessgram tests, Activitygram, or ActivityLog.

Check each assessment for which you would like your students to be able to enter data. If you do not want students entering data in a certain area, leave that assessment area unchecked here.

The screenshot shows the top navigation bar with "FITNESSGRAM®/ ACTIVITYGRAM® 9 State Server" and a "Log Out" link. Below the bar is the "Configuration" title in green, followed by "FITNESSGRAM 9 Configuration". The main content area is titled "Student entry of assessments" and contains three checked checkboxes: "Allow students to enter FITNESSGRAM data.", "Allow students to enter ACTIVITYGRAM data.", and "Allow students to enter ACTIVITYLOG data.". At the bottom of the dialog are "Done" and "Cancel" buttons.

After your selections are made, click the Done button to return to the Configuration Main Menu.

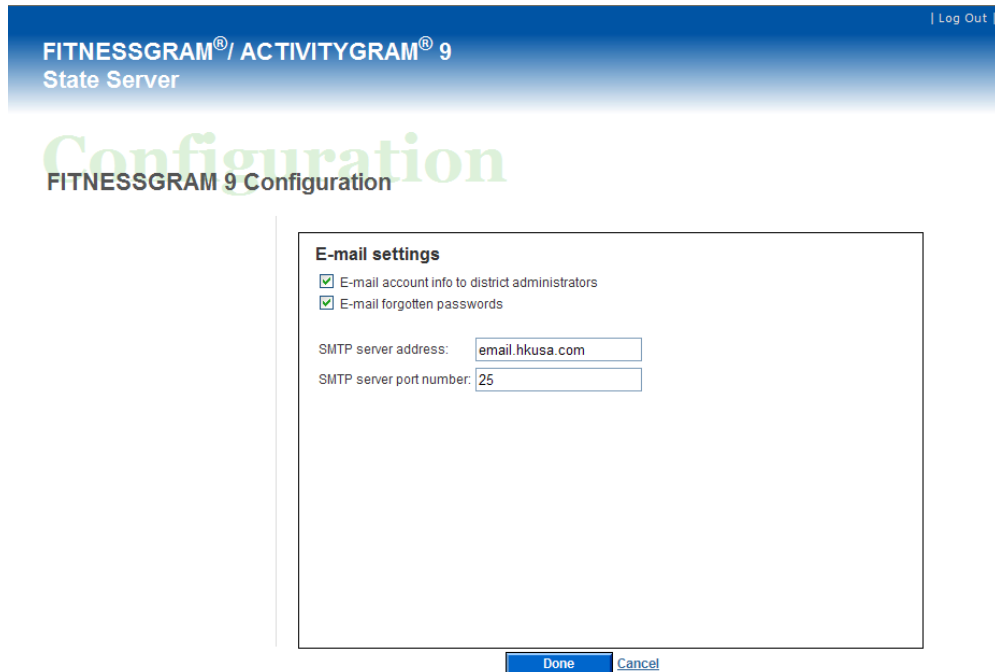
**E-mail:** This menu sets up the e-mail notification for district administrators as well as e-mails of forgotten passwords.

The screenshot shows the top navigation bar with "FITNESSGRAM®/ ACTIVITYGRAM® 9 State Server" and a "Log Out" link. Below the bar is the "Configuration" title in green, followed by "FITNESSGRAM 9 Configuration". The main content area is titled "E-mail settings" and contains two unchecked checkboxes: "E-mail account info to district administrators" and "E-mail forgotten passwords". At the bottom of the dialog are "Done" and "Cancel" buttons.

Check the option to e-mail account info to district administrators if you would like the user to receive an e-mail notification when their role is set to a district administrator level. The email will provide the user with login information.

Check the option to e-mail forgotten passwords if you would like this feature available to users.

Once either option is selected, the fields to enter the SMTP server address and the SMTP server port number will appear. This information must be entered for the e-mail notifications to be sent.



The screenshot shows the FITNESSGRAM 9 Configuration interface. At the top, there is a blue header with the text "FITNESSGRAM® / ACTIVITYGRAM® 9 State Server" and a "Log Out" link. Below the header, the word "Configuration" is written in a large, light green font, with "FITNESSGRAM 9 Configuration" in a smaller black font underneath. The main content area is a white box with a thin border. Inside this box, there is a section titled "E-mail settings". Under this title, there are two checked checkboxes: "E-mail account info to district administrators" and "E-mail forgotten passwords". Below these checkboxes, there are two input fields: "SMTP server address:" with the value "email.hkusa.com" and "SMTP server port number:" with the value "25". At the bottom of the white box, there are two buttons: "Done" (highlighted in blue) and "Cancel" (in a lighter blue).

After your selections are made, click the Done button to return to the Configuration Main Menu.

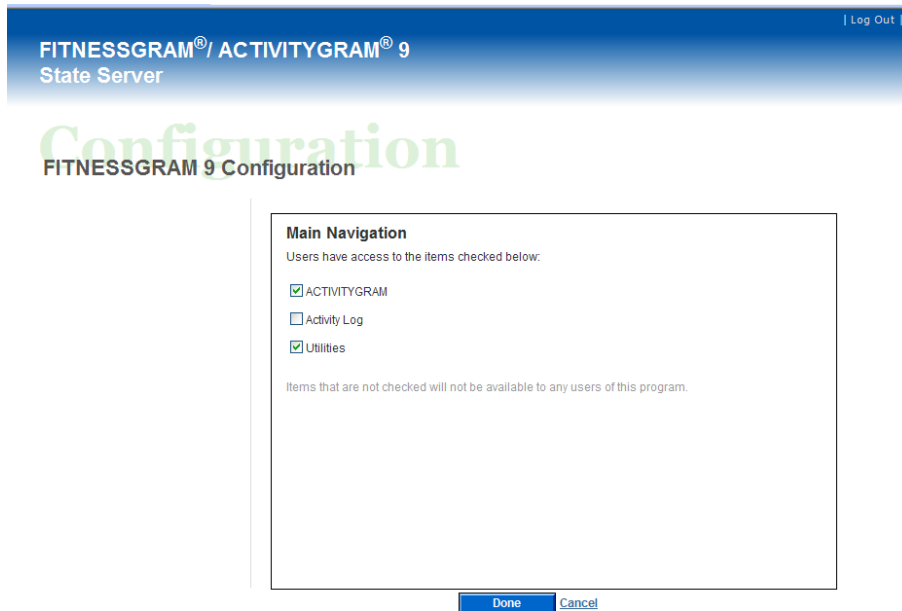
**Main Navigation:** Activitygram, ActivityLog, and Utilities are optional areas within Fitnessgram 9 and are made available or restricted in this configuration menu.

Check the boxes next to the areas you would like made available to your users within the program. If unchecked, these areas will not be available for any users of the program.

Activitygram is the area that tracks assessments for the amount and type of activity a student performs over a three-day period.

ActivityLog is where a user would track activity steps or minutes.

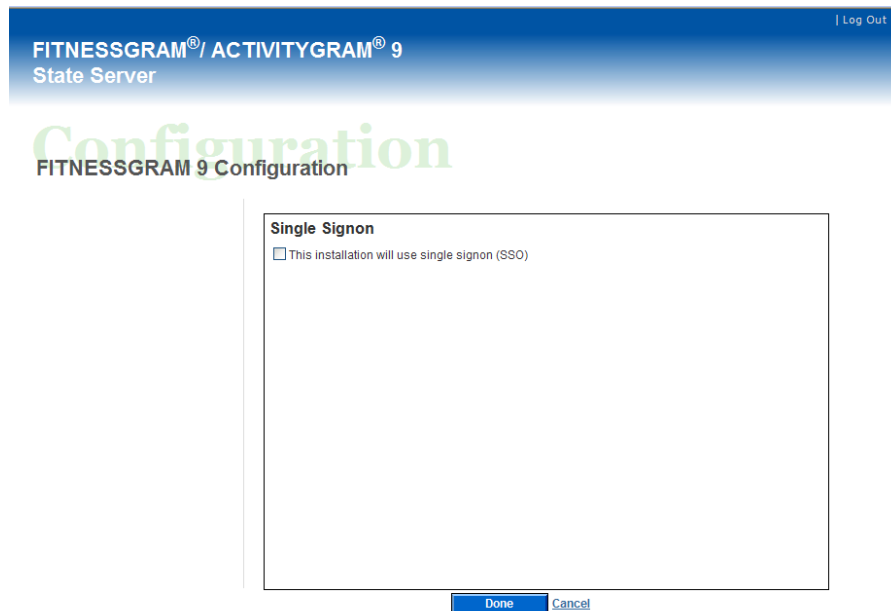
The Utilities menu is where an administrator would manage accounts and administration and perform imports or exports within the program.



After your selections are made, click the Done button to return to the Configuration Main Menu.

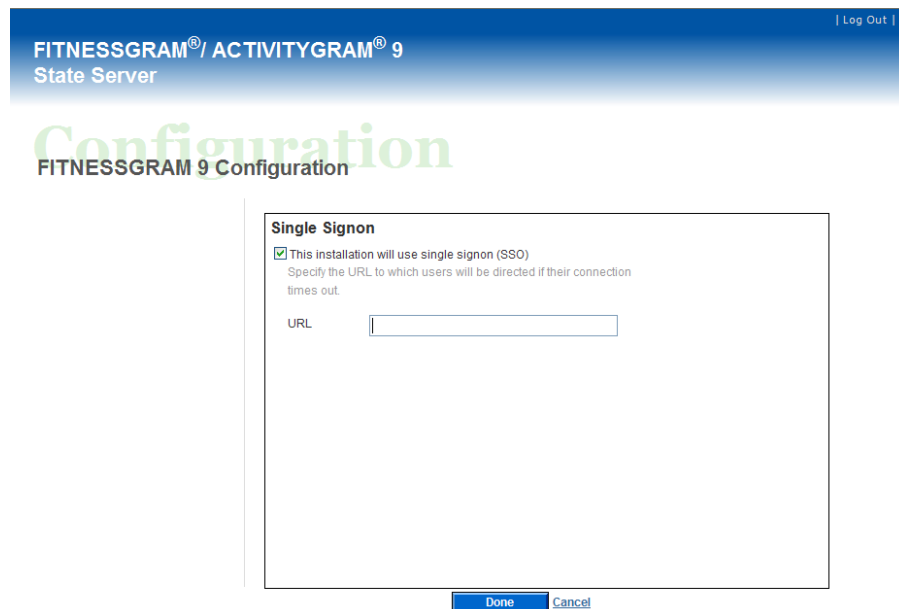
**Single Sign On (SSO):** This feature is selected when the program will be using SSO to use existing user logins to access the program through an existing URL.

Check the box if this installation will use SSO.



A field will appear for you to enter the URL of the existing SSO portal. This will re-direct the login page for the program to the URL specified.

**Note:** Checking this option does not automatically set your Fitnessgram 9 program up for using SSO. This identifies the URL only. If SSO is required, there are other customization requirements that will need to be addressed on a site-by-site basis.



The screenshot shows the 'FITNESSGRAM®/ ACTIVITYGRAM® 9 State Server' configuration window. The title bar includes a 'Log Out' link. The main heading is 'Configuration' in green, with 'FITNESSGRAM 9 Configuration' below it. A 'Single Signon' dialog box is open, containing a checked checkbox for 'This installation will use single signon (SSO)'. Below this, it says 'Specify the URL to which users will be directed if their connection times out.' There is an empty text input field labeled 'URL'. At the bottom of the dialog are 'Done' and 'Cancel' buttons.

After your selections are made, click the Done button to return to the Configuration Main Menu.

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](mailto:support@hkusa.com)