

# FitnessGram® 2016

Student Information System (SIS) Extract  
Import Training for Georgia  
2016-2017 School Year



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Georgia's School Superintendent  
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[ga DOE.org](http://ga DOE.org)

# Georgia Reporting of Fitness Scores

- Legislation requires grades K-12 to report fitness scores to the GA DOE.
- GA DOE selected FitnessGram® as the fitness assessment.
- FitnessGram® 2016 is a web-based application that will capture these fitness scores and is a statewide
- Teachers/classes/students must be imported into FitnessGram® before PE teachers can enter students' fitness scores.

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# Fitness Assessment and Reporting Requirements



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Grade Level	Testing	Reporting to Parents	Data Entry (FitnessGram Software)
Elem 1-3	Practice and become familiar with assessments	No reporting to parents Optional report on body composition	Body Composition: Ht and Wt ONLY
Elem 4-5	Annually assess	Report all individual results to parents using FITNESSGRAM software	All Fitness Assessments
MS/HS	Annually assess <b>all</b> students in PE classes, electives as well as personal fitness. (All PE classes at HS level begin with the number 36.0000)	Report all individual results to parents using FITNESSGRAM software	All Fitness Assessments



# Web Browser Requirements



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There are web browser requirements for FitnessGram®. Please make sure your school or home computer meets these requirements so that you can import teachers/classes/students into FitnessGram®.

- Google Chrome 41 or Higher
- Apple Safari 8 or Higher
- Mozilla Firefox 36 or Higher
- Microsoft Internet Explorer 10 or Higher
- iOS 8+ browser
- Android 4+ browser

Remember, you can access FitnessGram® anywhere there is an Internet connection. We recommend that you have a secure, stable, and fast connection.

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# SIS Extract Import Process

- In FitnessGram® you will import information to create the necessary data relationships of teacher, class, and student. These data relationships must be established before you can use any features in the program, such as creating FitnessGram® test events and entering scores.
- You will first need to download your FitnessGram® file from your SIS vendor (Infinite Campus, Power School, etc). Your vendor will provide you with instructions for downloading the file.
  - ❖ File name to request: **FitnessGram® Extract 2017**



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# What is my Login?

Login information is defined as a User Name, Password and District login ID. You will need all three to access FitnessGram®. **The district ID for login is not the state ID but a system four digit identifier.**

To obtain IT login for the import process:

- Your user name and password may have already been sent to the GA DOE. If so, you have your user name and password or your PE district supervisor may have this information.
  - **Forgotten your user name and password? The application has a password self service to obtain and reset your password on your own.**
- **If you have not submitted this information to the GA DOE, please do so:** [tmcguire@doe.k12.ga.us](mailto:tmcguire@doe.k12.ga.us) or [MTenoschok@doe.k12.ga.us](mailto:MTenoschok@doe.k12.ga.us)
- If you used the state site last year then your login information is the same as it was previously.

**Note:** All login information is case sensitive.



# Logging into FitnessGram®

At the FitnessGram®  
login screen, do the  
following:

1. Enter your  
Username
2. Enter your  
Password
3. Enter District ID ( In  
GA this is not linked  
to zip code)
4. Click the Log In  
button



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WELL INTO THE FUTURE

MYHEALTHYZONE™

Help

Welcome to MyHealthyZone™

Welcome to the new MyHealthyZone™ dashboard where you can easily access FitnessGram®, ActivityGram® and a variety of resources to help engage youth to lead a healthier, more active lifestyle. Be sure to check out the new personalized student and parent dashboard!

**Login**

\* All the fields are required

Username [Forgot](#)

Password [Forgot](#)

District ID [Forgot](#)

MKSK

[Log In](#) [Help](#)

**Check out these new and updated features:**

**Mobile-Friendly:** MyHealthyZone dashboard is now mobile friendly! All tools will adjust to the appropriate screen and changes will be updated in the system as you make them. No syncing necessary. Internet access required.

**Reports:** Identifying and viewing reports is easier than ever! MyHealthyZone dashboard provides a snapshot of your data, and allows you to easily filter the information you want to see. Your favorite reports are easy to access directly from the dashboard!

**SmartCoach:** Need smart tips to fit the needs of your students? Our new content library, SmartCoach, provides an array of resources to help educate and inform.

# State District ID

District Name	District ID
APPLING CO SCHOOL DISTRICT	1kjd
ATKINSON CO SCHOOL DISTRICT	je76
ATLANTA PUBLIC SCHOOLS	60WK
BACON CO SCHOOL DISTRICT	7_73
BAKER CO SCHOOL DISTRICT	Pi_j
BALDWIN CO SCHOOL DISTRICT	iiIZ
BANKS CO SCHOOL DISTRICT	PiDW
BARROW CO SCHOOL DISTRICT	wx&
BARTOW CO SCHOOL DISTRICT	y778
BEN HILL CO SCHOOL DISTRICT	y9NP
BERRIEN CO SCHOOL DISTRICT	#9Fi
BIBB CO SCHOOL DISTRICT	m&SQ

# Custom Import



The screenshot shows the MyHealthyZone dashboard for a District Administrator. The dashboard is divided into several sections: District Statistics, System Usage, Admin Resources, and Reports. A red arrow points to the 'CSV Data Import' option in the 'Data Management' menu.

**MYHEALTHYZONE™**

Welcome, Vette! District Administrator - 3jd1 - GWINNETT...

**DISTRICT STATISTICS**

View district statistics

Activity at a Glance (for the last 30 days)

Category	Count
Admin	2339
Home	31
Errors	9
FitnessGram	8
BadPassword	2
ActivityGram	1
ChangePassword	1
ReportViewer	1

**SYSTEM USAGE**

Weekly Logins

10/17/15

**ADMIN RESOURCES**

SUGGESTED FAVORITES

You might find these resources helpful

There are currently no suggested resources for you. As you continue to use the application, we will be able to generate SmartCoach Resource suggestions for you. Check back often!

[Browse Resources](#)

**REPORTS**

SUGGESTIONS FAVORITES

These reports may be of interest to you

[FitnessGram Overview Report by District](#)

**MyHealthyZone:**

- My Account
- Customize Dashboard
- System Administrator:**
  - Districts & Schools
  - Email Settings
  - Manage Mandates
  - Notification System
  - Roles And Privileges
- Data Management:**
  - CSV Data Import
  - End of Term Process
  - Manage Classes
  - Manage Users

# Import Profile for the State



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The import mapping identifies each header and field that will be system will expect during the import process. In order to expedite the process for your district this mapping has already been created for the state. Please do not create additional mappings at this time.

Import Name	Data Set	Last Updated	Records Updated
State Import Profile-Georgia	School, Teacher, Class, Student	10/8/2015 5:13:05 PM	1

The pre-existing mapping matches the SIS extract constraints precisely for you. Adding additional mappings or editing the existing profile could cause import failure. Your state will only be using the combined data set for all your district imports at this time.



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# GA Import Fields

	A	B	C	D	E	F	G	H
1	SchoolID*	StudentID*	StudentFirstName*	StudentLastName*	StudentMiddleInitial	StudentNickName	StudentBirthdate*	StudentGrade*
2	AlphaNumeric	AlphaNumeric	AlphaNumeric	AlphaNumeric	AlphaNumeric	AlphaNumeric	Date	AlphaNumeric
3	50	30	100	100	100	100	mm/dd/yy	
4								K-12

StudentIsActive?	ClassName*	Class ID*	ClassDescription	ClassStartDate*	ClassEndDate*	TeacherID*	TeacherID*
AlphaNumeric	AlphaNumeric	AlphaNumeric	AlphaNumeric	Date	Date	AlphaNumeric	Alpha
		50	50	300			30
Y/N				mm/dd/yy	mm/dd/yy		

AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU
TeacherPassword*	TeacherEmail	TeacherAddress1	TeacherAddress2	TeacherAddress3	TeacherCity	TeacherState	TeacherZip	TeacherIsActive?*		
AlphaNumeric	AlphaNumeric	AlphaNumeric	AlphaNumeric	AlphaNumeric	AlphaNumeric	AlphaNumeric	AlphaNumeric	AlphaNumeric		
50	254	300	300	300	100	100	20	Y/N		

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# Upload a File from within FitnessGram® (option 1)

On the CSV Data Import Screen click on the Select files button under Upload File to FTP Server.

### CSV Data Import

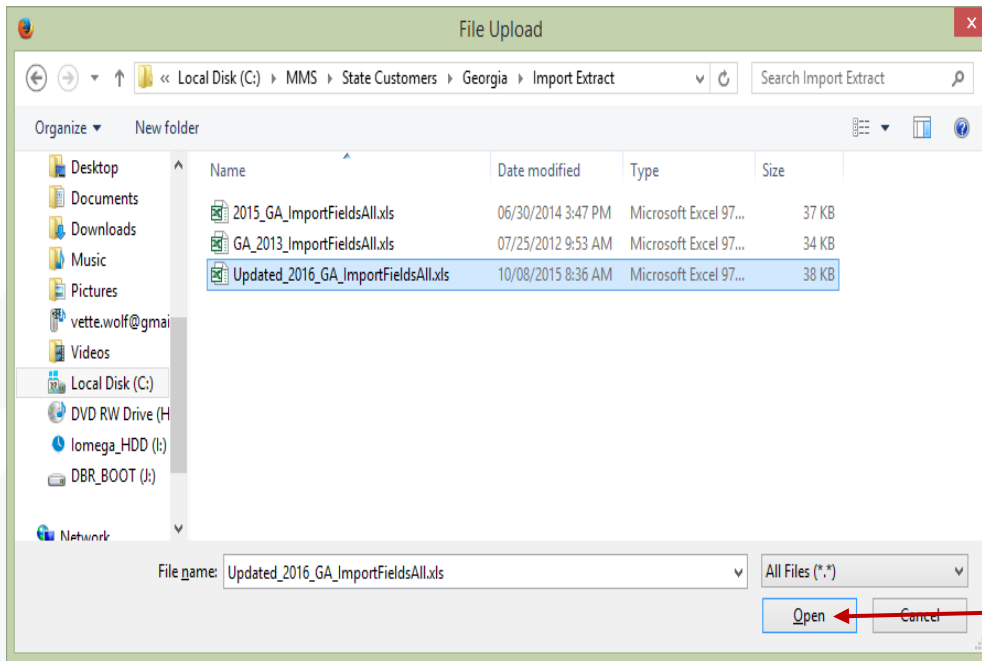
FTP for Automated Updates  
[Click here to show FTP credentials](#)

Upload File to FTP Server

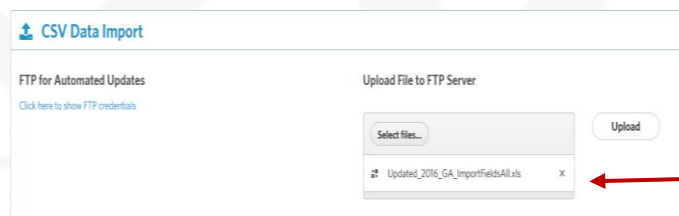
Select files... Upload

Data Import - Field Mapping Add Import +

Import Name	Data Set	Last Updated	Records Updated	
State Import Profile-Georgia	School, Teacher, Class, Student	10/8/2015 5:13:05 PM	1	



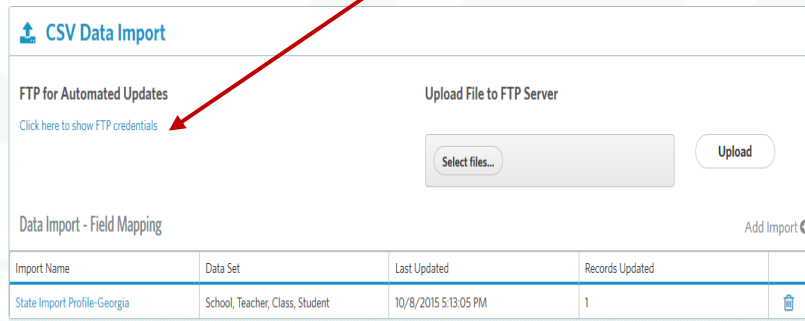
Browse for the file you wish to upload. You will see the file name listed once selected.





# FTP Imports through Local System FTP Client (option 2)

In order to use this feature you will first need to have an FTP Client already setup on your local system. To obtain your unique FTP credentials to use to submit to in the FitnessGram system, click on the link to show FTP credentials

A screenshot of a web application interface for CSV data import. The title is "CSV Data Import". There are two main sections: "FTP for Automated Updates" and "Upload File to FTP Server". A red arrow points to a link "Click here to show FTP credentials" in the first section. The second section has a "Select files..." button and an "Upload" button. Below these is a "Data Import - Field Mapping" section with a table and an "Add Import" button.

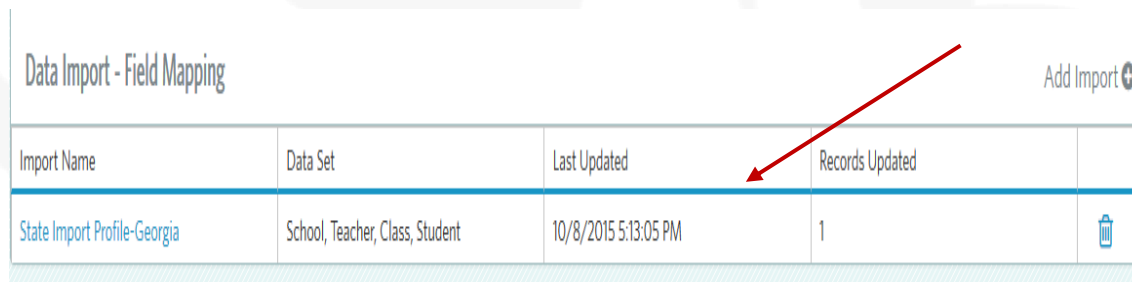
Import Name	Data Set	Last Updated	Records Updated	
State Import Profile-Georgia	School, Teacher, Class, Student	10/8/2015 5:13:05 PM	1	




# Import Logging

This process uploads the csv import to the systems FTP server and will process within 5-10 minutes.

You will see tracking and status logging appear when the file processes. The logging also will include information about the number of records successfully updated.

A screenshot of a web application interface titled "Data Import - Field Mapping". It features a table with columns for "Import Name", "Data Set", "Last Updated", and "Records Updated". A red arrow points to the "Records Updated" column. The table contains one entry: "State Import Profile-Georgia" with a data set of "School, Teacher, Class, Student", a last updated date of "10/8/2015 5:13:05 PM", and "1" record updated. There is a trash icon in the rightmost column of the table. An "Add Import" button with a plus sign is located in the top right corner of the interface.

Import Name	Data Set	Last Updated	Records Updated	
State Import Profile-Georgia	School, Teacher, Class, Student	10/8/2015 5:13:05 PM	1	





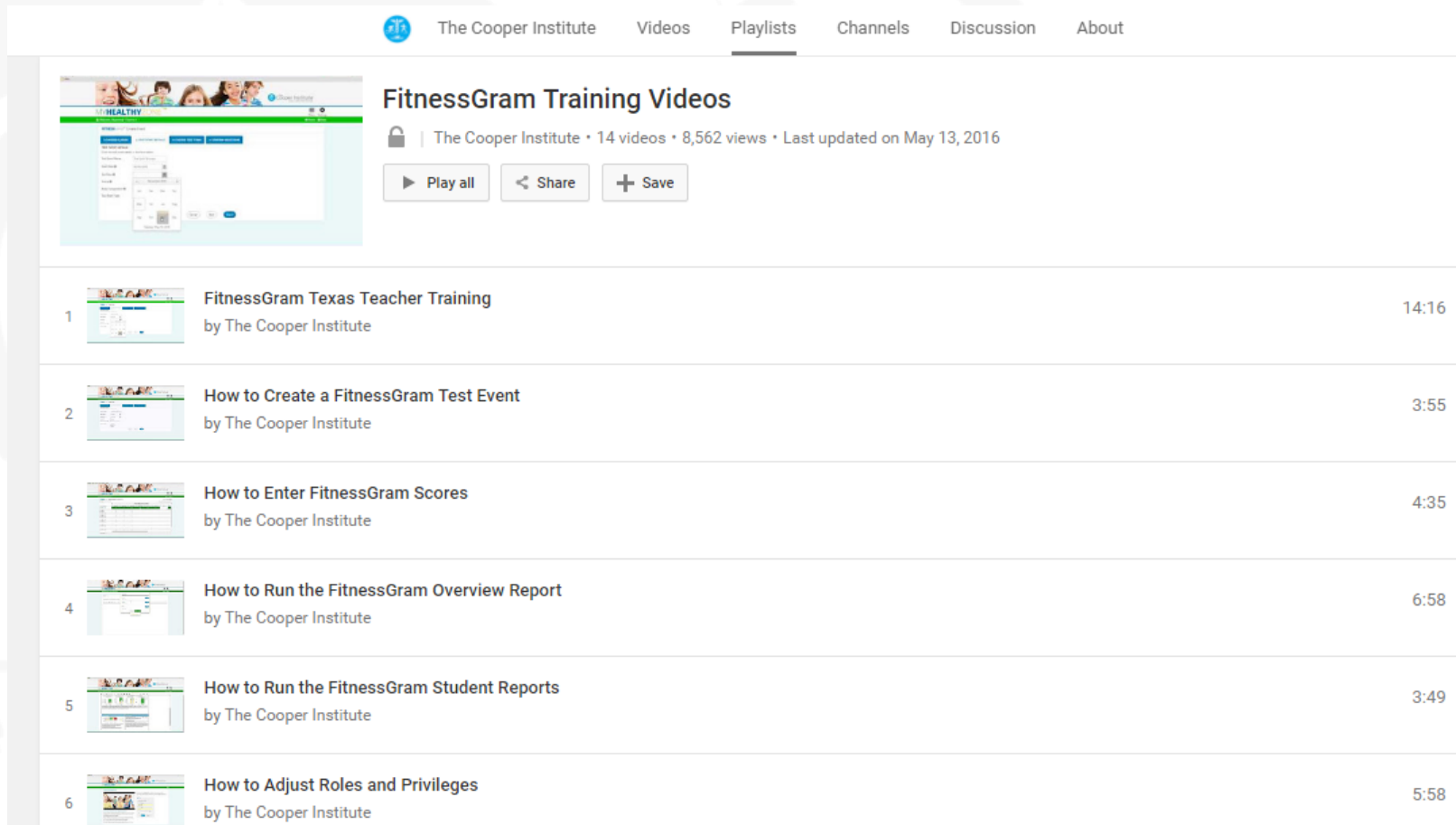
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# FitnessGram Resources

- How to Create a FitnessGram Test Event
- How to Enter FitnessGram Scores
- How to Run the FitnessGram Student Reports
- How to Run the Summary Report (PYFA)
- Click here to view a complete playlist of FitnessGram Software Training videos.
- <https://m.youtube.com/playlist?list=PLsSPvLQWZsbv3Bo8z6rVEuC3BfEn2S8pq>



# FitnessGram Training Videos

A screenshot of a YouTube channel page for 'The Cooper Institute'. The page is titled 'FitnessGram Training Videos' and shows a list of six videos. The channel has 14 videos, 8,562 views, and was last updated on May 13, 2016. The video list includes titles like 'FitnessGram Texas Teacher Training', 'How to Create a FitnessGram Test Event', and 'How to Enter FitnessGram Scores'. Each video entry includes a small thumbnail, a number, the title, the uploader 'by The Cooper Institute', and the video duration.

Video Number	Video Title	Duration
1	FitnessGram Texas Teacher Training by The Cooper Institute	14:16
2	How to Create a FitnessGram Test Event by The Cooper Institute	3:55
3	How to Enter FitnessGram Scores by The Cooper Institute	4:35
4	How to Run the FitnessGram Overview Report by The Cooper Institute	6:58
5	How to Run the FitnessGram Student Reports by The Cooper Institute	3:49
6	How to Adjust Roles and Privileges by The Cooper Institute	5:58



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## FitnessGram® Georgia project questions:

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### FitnessGram 2016 Support:

Questions on the import process or technical support should be directed to the FitnessGram® help desk:

- **Email:** [support@fitnessgram.net](mailto:support@fitnessgram.net)
- **Phone (toll free):** [1.800.416.5139](tel:1.800.416.5139)
- **Hours of Operation:** Monday–Friday, 8:00am to 6:00pm EST (excluding holidays)

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# Webinars

- Fitnessgram IT Webinar

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