

# FITNESSGRAM® CSV Data Import Manual

In FitnessGram® you can import information to create the necessary data relationships of school, teacher, class, parent and student. These data relationships must be established before using different components of the system, such as creating FitnessGram® test events and entering scores. This document provides information on the variables that can be imported into your FitnessGram® site using CSV data imports. You can import your entire district within one file if logged in as a District Admin.

**Note:** Unless these settings are being managed by a state administrator, district administrators manage the permissions on user roles allowed to import data as well as perform manual entry. Districts may select to disable manual entry and edits if data is being populated another way.

## CSV Data Import

FitnessGram® will import data from comma-delimited (.csv) files.

**Note:** The custom import file does not remove or delete users from your school/district. It inserts new users or updates existing information. If a student is already in the system in a class but not in a new import file the student does not get removed from the class via the import feature. You will have to manually remove the student from the class or mark them Inactive if no longer in your school. If your import profile or file includes the field of "StudentIsActive" then you can select to mark that field with an N to have the import mark the student Inactive if you prefer.

## Format Parameters of the CSV Data Import File

The following parameters of the import file will assure that the file is successful due to formatting.

1. Must contain a header row.
2. No Commas within the data fields.
3. Proper format of dates. mm/dd/yyyy or mm/dd/yy
4. Make sure Gender field is one character 'F' or 'M' versus spelled out.
5. Any Pre-k or Early development grades must be reported as 'K' only. Grades accept K-12 only.
6. No blank records at the end of the file.

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## How to Access the Import Menu

To access the csv data import function click on the Settings menu and select CSV Import under Data Management.



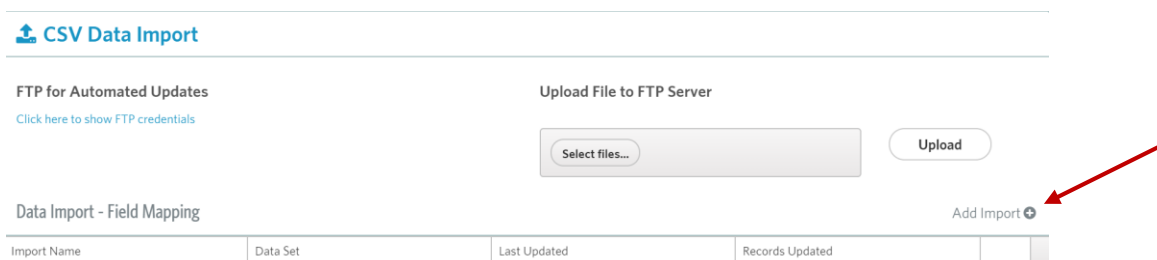
## Creating your Import Profile(s)

To import csv data files into FitnessGram you will first need to create import profiles for the data sets you plan to import into the system. You must have an import profile for one of the supported data types before you can do any imports. You may only be intending to use one combined data set for all your teachers, students and classes, or possibly separate import files. The available data set types are:

- School, Teacher, Class, Student
- School, Teacher, Class
- School, Student
- School, Administrator
- Parent, Student

If you want to create teachers, classes, students and assign all users to the classes in one file we suggest the combined import (School, Teacher, Class, and Student). This is the most frequently used data set. The other data set options will require manually assigned users to classes within the interface. Using this combined file will save you time.

Click on Add Import



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The Create CSV field import mapping screen will appear. Select a data set (type of import) you want to create the profile for.

## Create CSV Import Field Map

Set up an import based on the file created by your district's Student Information System. Map the data fields and save them to be used whenever data needs to be updated.

Choose a data set:

School, Teacher, Clas... ▼  
School, Teacher, Class, Student  
School, Teacher, Class  
School, Student  
School, Administrator

Upload test Csv (include header row):

Choose File No file chosen

MyHealthyZone System Data Field	Data Format	MapTo:
School ID *	50 Characters	-Select-
StudentId *	50 Characters	-Select-
Student First Name *	35 Characters	-Select-
Student Last Name *	35 Characters	-Select-
Student Middle Initial	35 Characters	-Select-
Student NickName	35 Characters	-Select-
Student Birthdate *	8 Date (MM/DD/YY)	-Select-
Student Grade *	100 Numbers	-Select-

Name the profile so you can identify it easily.

**Note:** You will not need to select the profile by name on future imports. Once mapped it will match the format and fields of data against the existing profiles.

## Create CSV Import Field Map

Set up an import based on the file created by your district's Student Information System. Map the data fields and save them to be used whenever data needs to be updated.

Choose a data set:

School, Teacher, Clas... ▼

Name this mapping:

CSV Import

Map Data Fields

Upload test Csv (include header row):

Choose File No file chosen

MyHealthyZone System Data Field	Data Format	MapTo:
School ID *	50 Characters	-Select-
StudentId *	50 Characters	-Select-
Student First Name *	35 Characters	-Select-
Student Last Name *	35 Characters	-Select-
Student Middle Initial	35 Characters	-Select-
Student NickName	35 Characters	-Select-
Student Birthdate *	8 Date (MM/DD/YY)	-Select-
Student Grade *	100 Numbers	-Select-

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Click the Choose File button to select your test file. Your header row will need to contain the same headers for any future imports used for this data set in the future.

## Map Data Fields

Upload test Csv (include header row):

**Choose File** No file chosen

You will note the test file name appears when selected. Each field will need to be mapped to tell the system which field header matches the available fields within the system. Go through each field selecting the appropriate variable. This is why the header row is important in the csv data imports. The import process checks the header row to match it to an existing profile.

Name this mapping:

CSV Import

## Map Data Fields

Upload test Csv (include header row):

**Choose File** Combined Import Test.csv

MyHealthyZone System Data Field	Data Format	Map To:
School ID *	50 Characters	SchoolID*
StudentId *	50 Characters	-Select-
Student First Name *	35 Characters	StudentID*
Student Last Name *	35 Characters	StudentFirstName*
Student Middle Initial	35 Characters	StudentLastName*
Student NickName	35 Characters	StudentMiddleInitial
Student Birthdate *	8 Date (MM/DD/YY)	StudentNickName
Student Grade *	100 Numbers	-Select-
Student Gender *	1 Characters	-Select-
Student Ethnicity	100 Numbers	-Select-
Student Username *	60 Characters	-Select-

Once all fields have been mapped click the Save button to save the profile.

Teacher Password *	100 Characters	TeacherPassword*
Teacher Email	128 Characters	TeacherEmail
Teacher Address1	45 Characters	TeacherAddress1
Teacher Address2	35 Characters	TeacherAddress2
Teacher Address3	35 Characters	TeacherAddress3
Teacher City	30 Characters	TeacherCity
Teacher State	5 Characters	TeacherState
Teacher Zip	10 Characters	TeacherZip

**Cancel** **Save**

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On the CSV Data Import screen you will now see the import profiles you have created. You will now be able to import csv files that match any of these profiles.

The screenshot shows the 'CSV Data Import' interface. At the top, there's a section for 'FTP for Automated Updates' with a link to show credentials. Below that is the 'Upload File to FTP Server' section, which includes a 'Select files...' button and an 'Upload' button. The main part of the screen is a table titled 'Data Import - Field Mapping' with columns for 'Import Name', 'Data Set', 'Last Updated', and 'Records Updated'. The table lists three import profiles: 'CSV Import', 'Test', and 'Testing too', all with a 'Data Set' of 'School, Teacher, Class'. There are also icons for deleting or refreshing each row.

Import Name	Data Set	Last Updated	Records Updated
CSV Import	School, Teacher, Class		
Test	School, Teacher, Class		
Testing too	School, Teacher, Class		

## Performing the CSV Data Imports

The system offers two choices to import csv data files.

- Upload a file directly from within FitnessGram®. This option would be good for districts that only occasionally do data imports or cannot install an FTP client for security or protocol reasons.
- Setup an FTP client on your local system to upload your csv files for processing. This option is recommended for districts that will be doing frequent data imports. This option would allow you to schedule files to be processed (outside of the FitnessGram system).

**Note:** The FitnessGram Help Desk does not support setting up FTP clients on your local system or assisting in setting up scheduled imports outside of the system. These services would be considered Advanced Support for a fee.

## Upload a File from within FitnessGram®

On the CSV Data Import Screen click on the Select files button under Upload File to FTP Server. Browse for the file you wish to upload. You will see the file name listed once selected. Click the Upload button to process.

The diagram shows the 'Upload File to FTP Server' section. A red arrow points to the 'Select files...' button, which has been clicked. Below it, a file selection dialog is open, showing the file 'Combined Import Test.csv' selected. Another red arrow points to the 'Upload' button, indicating the next step in the process.

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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. Please be advised this record count includes each update (e.g., if you have teacher, students and classes within one file there are multiple records within one row to consider, not just one).

## FTP Imports through Local System FTP Client

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 submit in the FitnessGram system, click on the link to show FTP credentials.

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FTP for Automated Updates

[Click here to show FTP credentials](#)



This is a secure FTP upload of data. Your FTP information is not shared by any other district within the system. The FitnessGram Help Desk does not support third party software, but these suggestions may help in a successful connection. Set the connection type to authenticate with TLS and be passive. You will need to make sure Port 21 is allowed through your district's firewall if applicable.

FTP User Credentials	
Host:	[REDACTED]
Username:	[REDACTED]
Password:	[REDACTED]
Port:	21
Transfer Mode:	Active

After your FTP client is setup and successfully connected you will be able to upload your import file(s) to that client and the system will scan the FTP accounts to search for new files. This happens continually. If a file is found it begins processing. This typically begins within 5-10 minutes. When the file is processed it is deleted from the FTP location in preparation for future imports.

As with the other import option the logging and status will also display the successful record count.

## Data Set Fields

The available fields for each data set within FitnessGram are listed below.

### School, Teacher, Class, Student

This import makes it possible to import 45 fields of school, student, teacher, and class related data.

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**NOTE:** If your SIS vendor has provided a specific FitnessGram SIS vendor extract (usually for state projects), that extract already contains all 45 fields. When available, please use the SIS vendor provided extract file.

- School ID\*
- Student ID\*\*\*
- Student First Name\*\*\*
- Student Last Name\*\*\*
- Student Middle Initial
- Student Nickname
- Student Birthdate\*\*\*
- Student Grade (K-12)\*\*\*
- Student Gender (M/F)\*\*\*
- Student Ethnicity Code
- Student Username\*\*\*
- Student Password\*\*\*
- Student Report Email
- Parent Report Email 1
- Parent Report Email 2
- Student Address 1
- Student Address 2
- Student Address 3
- Student City
- Student State
- Student ZIP
- Student Print Body Comp? (Y/N)
- Student Print Report in Spanish? (Y/N)
- Student Permanent Exemption Code
- Student is Active? (Y/N)
- Class Name\*
- Class ID\*
- Class Description
- Class Start Date
- Class end Date
- Teacher ID\*\*
- Teacher First Name\*\*
- Teacher Last Name\*\*
- Teacher Middle Initial
- Teacher Nickname
- Teacher Username\*\*
- Teacher Password\*\*
- Teacher Email\*
- Teacher Address 1
- Teacher Address2
- Teacher Address3
- Teacher City

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- Teacher State
- Teacher ZIP
- Teacher is Active? (Y/N)

\*Indicates a required field; if it is not in the import file, the import will fail.

\*\*Fields must be present in order to create a teacher. Teacher username and password are required for any new Teacher being created.

\*\*\*Fields must be present in order to create a student. Student username and password are required for creating new students.

## School, Teacher, Class

This import makes it possible to import 21 fields of school, teacher, and class related data.

- School ID\*
- Teacher ID\*\*
- Teacher First Name\*\*
- Teacher Middle Initial
- Teacher Last Name\*\*
- Teacher Nickname
- Teacher Username\*\*
- Teacher Password\*\*
- Teacher Address 1
- Teacher Address2
- TeacherAddress3
- Teacher City
- Teacher State
- Teacher ZIP
- Teacher Email\*
- Teacher is Active? (Y/N)
- Class ID\*
- Class Name\*
- Class Start Date
- Class end Date
- Class Description

\*Indicates a required field; if it is not in the import file, the import will fail.

\*\*Fields must be present in order to create a teacher. Teacher username and password are required for any new Teacher being created.

## School, Student

This import makes it possible to import 25 fields of school and student related data.

- School ID\*
- Student ID\*\*\*
- Student First Name\*\*\*
- Student Last Name\*\*\*



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- Student Middle Initial
- Student Nickname
- Student Birthdate\*\*\*
- Student Grade (K-12)\*\*\*
- Student Gender (M/F)\*\*\*
- Student Ethnicity Code
- Student Username\*\*\*
- Student Password\*\*\*
- Student Report Email
- Parent Report Email 1
- Parent Report Email 2
- Student Address 1
- Student Address 2
- Student Address 3
- Student City
- Student State
- Student ZIP
- Student Print Body Comp? (Y/N)
- Student Print Report in Spanish? (Y/N)
- Student Permanent Exemption Code
- Student is Active? (Y/N)

\*Indicates a required field; if it is not in the import file, the import will fail.

\*\*\*Fields must be present in order to create a student. Student username and password are required for creating new students.

## School, Administrator

This import makes it possible to import 16 fields of school and school admin related data.

- School ID\*
- Admin ID\*\*\*
- Admin First Name\*\*\*
- Admin Last Name\*\*\*
- Admin Middle Initial
- Admin Nickname
- Admin Username\*\*\*
- Admin Password\*\*\*
- Admin Email\*
- Admin Address 1
- Admin Address 2
- Admin Address 3
- Admin City
- Admin State
- Admin ZIP
- Admin is Active? (Y/N)

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\*Indicates a required field; if it is not in the import file, the import will fail.

\*\*\*Fields must be present in order to create a School Admin. School Admin username and password are required for creating new admins.

## Parent, Student

This import makes it possible to import 17 fields of parent related data. The students associated with the parents in this import should already be in the system prior to performing the import.

- Student ID\*
- Parent ID\*\*\*
- Parent First Name\*\*\*
- Parent Last Name\*\*\*
- Parent Address 1
- Parent Address 2
- Parent Address 3
- Parent City
- Parent State
- Parent ZIP
- Parent Phone
- Parent Email\*
- Parent Report Email 1
- Parent Report Email 2
- Parent Username\*\*\*
- Parent Password\*\*\*
- Parent is Active? (Y/N)

\*Indicates a required field; if it is not in the import file, the import will fail.

\*\*\*Fields must be present in order to create a Parent. Parent username and password are required for creating new parent accounts.

## FitnessGram 2015 Support:

Email: [support@fitnessgram.net](mailto:support@fitnessgram.net)

Phone (toll free): 1.800.416.5139

Hours of Operation: Monday–Friday, 8:00am to 6:00pm EST (excluding holidays)