

Getting Started with FitnessGram

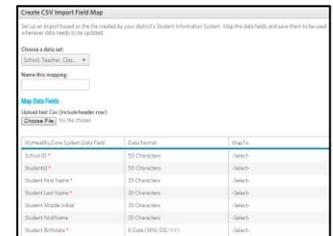
Step 1: Login to <https://myhealthyzone.fitnessgram.net/>

- Upon activation, the FitnessGram Coordinators will receive an email from the FitnessGram Help Desk about how to set up their FitnessGram software and communicate with users within their organization.
- Past (FitnessGram 10) users can login using previous login information. If assistance is needed and an email address is on file click, "Forgot" next the appropriate field.
- The 4-Character FitnessGram District Code is a new security feature. Users can look up this code by clicking "Forgot" and entering their school building or district zip code.



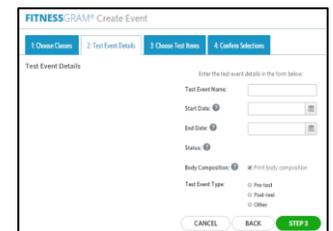
Step 2: Upload Students, Classes, and Teachers

- Permission to import data is set at the District Administrator level. District Administrators can grant School Administrators permission to import by clicking Roles and Privileges under Settings in the software.
- To improve the CSV (Comma-Separated Values) Import process a header row is now required to map the import file to various fields.
- District Administrators can directly upload CSV files from the CSV data import section (under Data Management) or automate CSV imports by using FTP (File Transfer Protocol). FTP credentials are available in the CSV section in FitnessGram.
- All schools must have a Local School ID number for each school in order for the import to be successful. The Local School ID number is the same number you use with your Student Information System and is the number you should enter in the School ID column of the import file. This can be verified and edited in the System Administrator Districts & Schools section.



Step 3: Create FitnessGram Test Event

- Ensure the class roster is as up to date as possible before creating the Test Event. Once the Test Event is created additional students **cannot** be added.
- Before entering data, double check the Test Event name, dates, and assessments are correct. Once data has been entered the Test Event **cannot** be edited.
- The Test Event start date is used to calculate student's age at the time of the assessment. Age is then used to identify which standards the student is compared to.



Step 4: Enter FitnessGram Data

- To make data entry easier, users can now hide/show and rearrange columns.
- After an item is entered in a cell, the system will auto save.
- Data can be entered into a Test Event up to one year from the school start date you entered when you set up the FitnessGram test event.

Class	Start Date	End Date	Students
A Test SA M T 423-50-03-75	27	6	23
B Test SA M T 400-50-03-05	16	6	17
C Test SA M T 50-51-03-75	23	5	14
D Test SA M T 440-79-66	29	5	17
E Test SA M T 450-50-03-75	22	5	19
F Test SA M T 400-50-74-66	31	12	16
G Test SA M T 48-03-78-66	23	7	21
H Test SA M T 80-50-74-66	10	5	12

Step 5: Generate Reports

- Quickly filter data using the new global filters, which allow users to filter based on school year, teacher, and class.
- Use the same student ID to ensure data will follow students over the years. Distribute the FitnessGram Student Report at least once a year to share progress and assist with goal setting.
- Run group level reports to view and share aggregate class, school, or district information.
- Additional custom filters are built into each report depending on subject matter. For instance, reports can be filtered by grade or gender.



If technical support is needed, please contact the FitnessGram Help Desk:

Email: Support@FitnessGram.net

Phone: 1-800-416-5139