

## How to set-up a Teacher as a School Administrator

### Step 1

- Log into FitnessGram Software



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](#)  
LFreemanDA

Password [Forgot](#)  
\*\*\*\*\*

District ID [Forgot](#)  
JJSY

[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.

### Step 2

- Click **Settings** in the right hand corner - a drop down menu will appear
- Click on the section labeled **Districts & Schools** under **System Administrator**



Welcome, Leonard! (District Administrator)

**DISTRICT STATISTICS**

View district statistics

Activity at a Glance (for the last 30 days)

Category	Count
Home	487
FitnessGram	190
Admin	94
ReportViewer	62
ReportBuilder	52
SmartCoach	47
help	31
Errors	26
ActivityGram	26
FGKnowledge	22
ActivityLog	21
ActivityGramLite	17
Story	12
BadPassword	8
Account	3

**SYSTEM USAGE**

Weekly Logins

**ADMIN RESOURCES**

SUGGESTED FAVORITES

You might find these resources helpful

There are currently no suggested resources for you, application, we will be able to generate SmartCoach you. Check back often!

[Browse Resources](#)

**REPORTS**

SUGGESTIONS FAVORITES

These reports may be of interest to you

- ★ FitnessGram Overview Report by District
- ★ FitnessGram Statistics Report by District
- ★ FitnessGram Percentage Tested Report by District

**MyHealthyZone:**

- My Account
- Customize Dashboard
- System Administrator:
  - Districts & Schools
  - Email Settings
  - License Information
  - Manage Mandates
  - Notification System
  - Roles & Privileges
  - Single Sign-On
- Data Management:
  - CSV Data Import
  - End of Term Process
  - Manage Users

## Step 3

- After you click **Districts & Schools** you will see this screen
- Click on the school that you want to add a School Administrator

**District & Schools**

District Name\*: FG Test Data

Address 1: 401 w 1st street

Address 2:

Address 3:

City: homer

State: Illinois

Zip Code: 61849

Email:

Phone 1:

Phone 2:

School Year start date: 7/1/2015

Administrators:

- dadmin1, dadmin1
- admin, Test
- one, test
- two, test

Cancel Save

**Participating Schools**

FG Test Data has 2 of 2 schools participating.

School Name	Sponsor	License start/end date
FGMessages Test Data	FG Test Data	2015-06-01 - 2016-07-01
Test Promote Student School	FG Test Data	2015-06-01 - 2016-07-01

## Step 4

- Click **Add Administrator** and complete the necessary fields
- Once fields are complete click **Submit**
- Once you click **Submit** the Teacher will have School Administrator permissions

**Add School Administrator**

User Last Name: Smithers

For user: Smithers, Bill  
Teacher, FGMessages Test Data

Add School Admin

At school: FGMessages Tes...

Cancel Submit

Moore TSA, Margaret

Moore SA, Margaret

Meredith, Dan

Chrisman, Barbara

Smithers, Bill

**Teachers**

All	Teacher Name	ID	Status
<input type="checkbox"/>	Chrisman, Barbara	6001	Active
<input type="checkbox"/>	Meredith, Dan	610045	Active
<input type="checkbox"/>	Moore TSA, Margaret	Prod1111MUM	Active
<input type="checkbox"/>	Smithers, Bill	test103	Active