

**FITNESSGRAM**<sup>®</sup>



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# FITNESSGRAM<sup>®</sup>

**Welcome to the latest version of the FitnessGram<sup>®</sup> Software!**

Key features:

MyHealthyZone™ Dashboard with snapshot of assessments

Updated Reports

SmartCoach Resource Library

- FG 101 FitnessGram Professional Development Module and Test

- Test Administration Manual

- Protocol Videos and Cadences

- Parent Letter

- Score cards, standards, and activity ideas

Customizable Data Entry Screen for easy entry

# Steps to Getting Started

# FITNESSGRAM®

Login

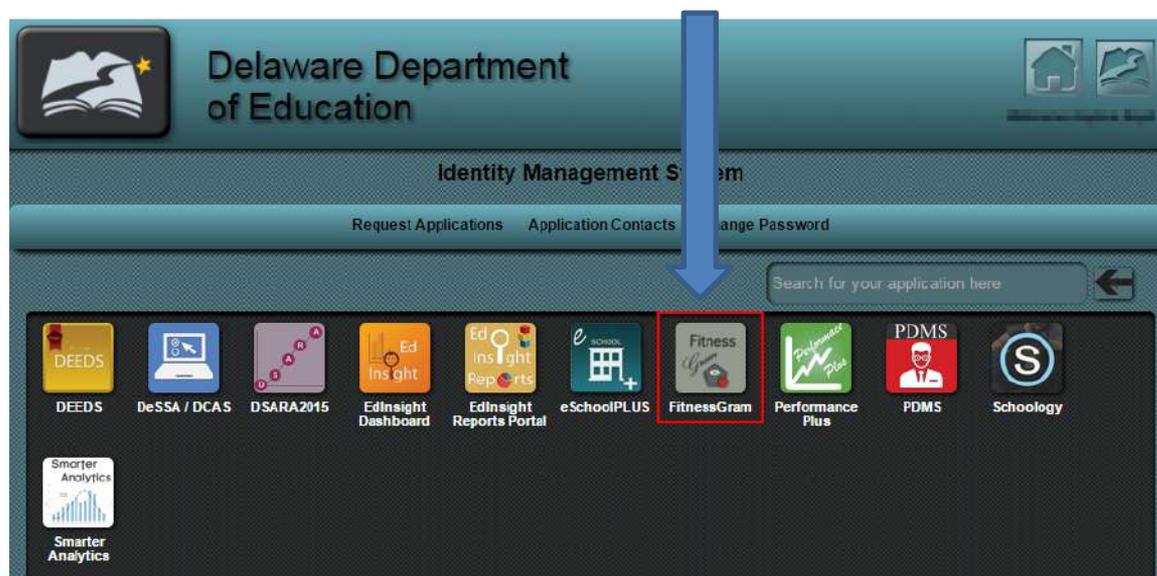
Go to the Delaware Department of Education Website:  
<http://www.doe.k12.de.us> and select the IMS icon.



Sign in with your Management System username & password.



Select the FitnessGram Icon.



**MYHEALTHYZONE™** The Cooper Institute® WELL INTO THE FUTURE

Welcome, Ellen! School Administrator

Home Logout Help

**FITNESSGRAM®** Create Event +

Assess youth health-related fitness levels. ?

TEST EVENTS RESULTS

04/18/2016 CV all/all school admin Go To ...  
17 Classes  
114 Students participating  
80 Students missing data view

10/29/2015 sdf Go To ...  
4 Classes  
12 Students participating  
8 Students missing data view

View All

**ACTIVITYLOG** Create Challenge +

Log minutes of activity or steps each day. ?

09/01/2015 Jogging Class September Steps Go To ...  
1 Classes  
2 Students participating view  
2 Students missing data

09/01/2015 Walk to DC Go To ...  
1 Classes  
27 Students participating view  
27 Students missing data

View All

**ACTIVITYGRAM®** Create Event +

Assess youth activity levels in and out of school. ?

TEST EVENTS RESULTS

10/16/2015 Activity Go To ...  
1 Classes  
6 Students participating  
6 Students missing data view

09/28/2015 agPractice Go To ...  
19 Classes  
91 Students participating  
71 Students missing data view

View All

**ACTIVITYGRAM® LITE** Create Event +

Assess youth activity levels through a brief survey format. ?

09/02/2015 Me Go To ...  
1 Classes  
2 Students participating  
2 Students missing data view

07/01/2015 MSmithTestAGLite Go To ...  
1 Classes  
48 Students participating

**SMARTCOACH RESOURCES** Find Resources Q

SUGGESTIONS 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** Find Report Q

SUGGESTIONS FAVORITES

These reports may be of interest to you. ?

- FitnessGram Overview Report by School
- FitnessGram Statistics Report by School
- FitnessGram Percentage Tested Report by...

The home screen features an interactive dashboard.

- Your name should appear at top left

The dashboard includes:

MyHealthyZone Dashboard

FitnessGram

ActivityGram

ActivityLog

ActivityGram Lite

Reports

SmartCoach

# Manage Classes

- Review your class rosters prior to entering FitnessGram data
- Go to **Settings** and **Manage Classes** to review your class rosters.
- Click on a class to review the listing of students

MYHEALTHYZONE™



Welcome, Ellen! School Administrator

## Manage Classes

Manage classes, assign teachers to classes, and manage class roster.

School:  Teacher:  Status:

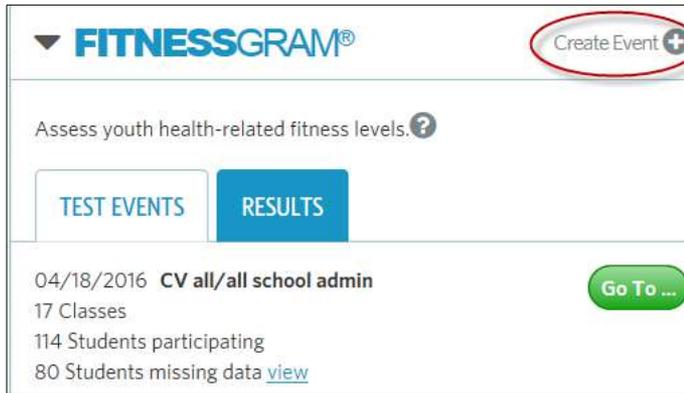
### Classes

Class Name	Start Date	End Date	Students	Status
1 A	01/03/2016	03/12/2016	6	Inactive
1A	01/07/2016	02/27/2016	2	Inactive
2nd semester	02/01/2016	05/24/2016	3	Active

- MyHealthyZone:
  - My Account
  - Customize Dashboard
- System Administrator:
  - Districts & Schools
  - Notification System
- Data Management:
  - CSV Data Import
  - End of Term Process
  - Manage Classes
  - Manage Users

# Create a Test Event

Click 'Create Event' from the FitnessGram tile on the Home Screen



Or Click Menu and select FitnessGram. Click 'Create Event' in the upper right corner of the FitnessGram Event screen.

MYHEALTHYZONE™

Menu Settings

Welcome, Ellen! Teacher ▼

Home Help

**FITNESSGRAM**® Test Events

Go To ... Create Event +

Test Event Name	Start Date	End Date	Total Students	Students Missing Data
<input type="radio"/> CES Fall Fitness Testing 2016	08/09/2016	12/01/2016	8	4
<input type="radio"/> WMHS Fall Pre Test 2016	08/09/2016	12/22/2016	4	4

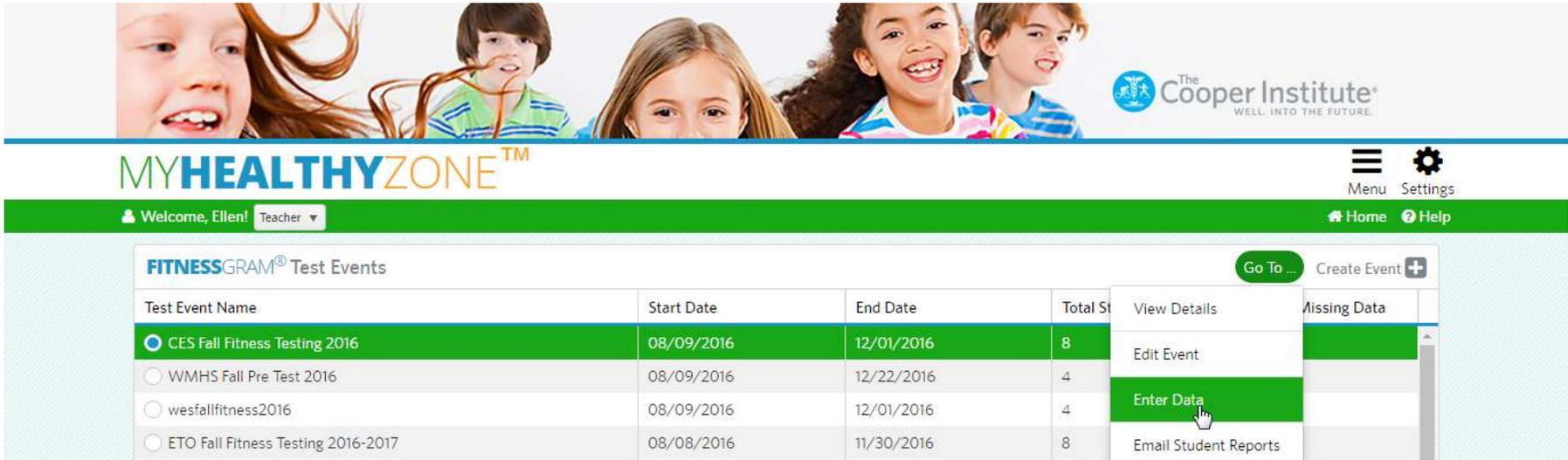
CANCEL

STEP 2

**FITNESSGRAM**®

# Enter Data

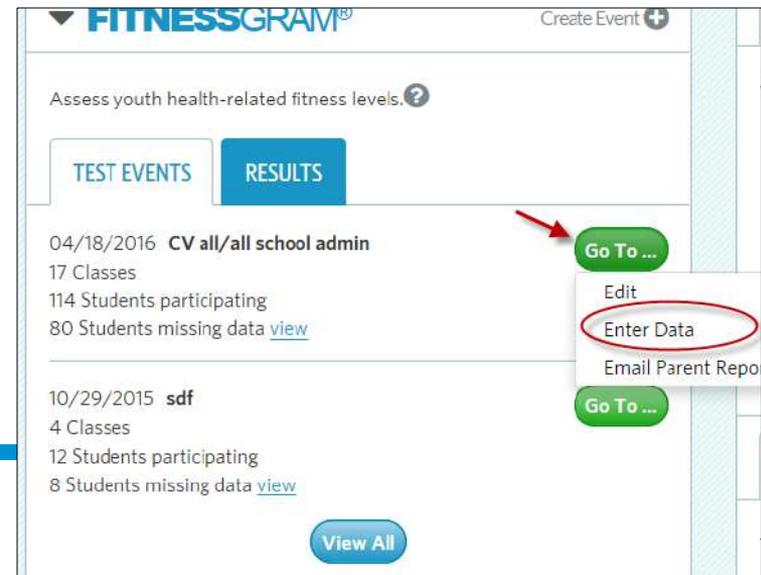
Find your test event and then 'Go To' and click Enter Data.



The screenshot shows the MYHEALTHYZONE™ interface. At the top, there is a banner with children's faces and the Cooper Institute logo. Below the banner, the user is logged in as 'Ellen! Teacher'. The main content area displays a table of FITNESSGRAM® Test Events. The table has columns for Test Event Name, Start Date, End Date, Total Students, and Missing Data. The first event, 'CES Fall Fitness Testing 2016', is selected. A context menu is open over this event, showing options: View Details, Edit Event, Enter Data (highlighted), and Email Student Reports. A 'Go To ...' button is visible next to the event name.

Test Event Name	Start Date	End Date	Total Students	Missing Data
<input checked="" type="radio"/> CES Fall Fitness Testing 2016	08/09/2016	12/01/2016	8	
<input type="radio"/> WMHS Fall Pre-Test 2016	08/09/2016	12/22/2016	4	
<input type="radio"/> wesfallfitness2016	08/09/2016	12/01/2016	4	
<input type="radio"/> ETO Fall Fitness Testing 2016-2017	08/08/2016	11/30/2016	8	

From the Home screen you can click the 'Go To' button next to the event on the FitnessGram file or click 'View All' to see the complete list of test events.



The screenshot shows the FITNESSGRAM® RESULTS screen. The 'TEST EVENTS' tab is selected. The first event listed is '04/18/2016 CV all/all school admin' with 17 classes, 114 students participating, and 80 students missing data. A red arrow points to the 'Go To ...' button next to this event. A context menu is open over the 'Go To ...' button, showing options: Edit, Enter Data (circled in red), and Email Parent Reports. A 'View All' button is visible at the bottom of the screen.

# Enter Data

Filter your list of students by class with the Class dropdown  
Enter Student data on the data entry screen and click tab to move from column to column

The screenshot displays the MYHEALTHYZONE FITNESSGRAM interface. At the top, the logo "MYHEALTHYZONE™" is visible on the left, and "Menu" and "Settings" icons are on the right. Below the logo, a green navigation bar shows "Welcome, Ellen!" and a "Teacher" dropdown menu. On the right side of this bar are "Home" and "Help" icons. The main content area is titled "FITNESSGRAM® CES Fall Fitness Testing 2016". A dropdown menu for "PE Period 1C 2016-2017" is highlighted with a red box. To the right of this menu is a "Print Spreadsheet" icon and a checkbox labeled "Show only students missing data". Below the menu is a red "Process Scores" button. A "Show/Hide Columns (0 hidden)" control is centered above the table. The table has columns for "Set Exemptions", "Height (ft)", "Height (in)", "Weight (lb)", "20M Pacer", "Curl-Up", "Trunk Lift", "Push-Up", and "Sit a". The data rows are for "CStudent1, John", "CStudent2, Steve", "CStudent3, Mary", and "CStudent4, Susan". The row for "CStudent3, Mary" is highlighted in green.

Set Exemptions	Height (ft)	Height (in)	Weight (lb)	20M Pacer	Curl-Up	Trunk Lift	Push-Up	Sit a
CStudent1, John	5	2	156	123	12	12	12	
CStudent2, Steve	5	3	120	98	56	12	12	
CStudent3, Mary	5	7	126	45	23	12	67	
CStudent4, Susan	5	5	121	89	45	12	67	

# Enter Data

FITNESSGRAM® CES Fall Fitness Testing 2016

Print Spreadsheet 

PE Period 1C 2016-2017

Show only students missing data

 Process Scores 

Show/Hide Columns (0 hidden)

 Set Exemptions	 Height (ft)	 Height (in)	 Weight (lb)	 20M Pacer	 Curl-Up	 Trunk Lift	 Push-Up	 Sit a
 CStudent1, John	5	2	156	123	12	12	12	
 CStudent2, Steve	5	3	120	98	56	12	12	
 CStudent3, Mary	5	7	126				67	
 CStudent4, Susan	5	5	121	89	45	12	67	
 IStudent1, John	0	0	0					
 IStudent2, Steve	0	0	0					

• Information is automatically saved as you enter data.

• Click '**Print Spreadsheet**' in the upper right corner to download an excel document with print student information, test items and any data entered.

• To set **exemptions**, click on the icon next to a student's name and select the appropriate exemption.

Student Name: Adams, John

Test Event: CV all/all school admin

Test(s):  
20M Pacer  
Height  
Weight  
Curl-Up

Exemption code: Absent during

- Imported as exempt
- Medical emergency
- Moved
- No valid score
- Parents opt out
- Person left program - unable to locate
- Students who participated in an out of level test (not in accordance with ESFA as exempt)



# Reports

Click on **Find Report** from the Reports tile.

1. Click on each report title for a summary and preview.
2. To view the report, click **View Report**.

**REPORTS**

Q FITNESSGRAM REPORTS    Q ACTIVITY REPORTS    ★ FAVORITES

- ★ FitnessGram % Tested
- ★ FitnessGram Overview Report by Class
- ★ FitnessGram Statistics Report by Class
- ★ FitnessGram Student Progress Report
- ★ FitnessGram Student Report
- ★ FitnessGram Student Report (Spanish)
- ★ FitnessGram Summary Report (PYFA)

**FitnessGram % Tested**  
Provides an overview of the number of students with complete data entered into the system by class.

Class	Tested	Complete	Partial	Missing	Not Started	Not Reported
1st Grade	15	12	3	0	0	0
2nd Grade	18	15	3	0	0	0
3rd Grade	20	18	2	0	0	0
4th Grade	22	20	2	0	0	0
5th Grade	25	23	2	0	0	0
6th Grade	28	26	2	0	0	0
7th Grade	30	28	2	0	0	0
8th Grade	32	30	2	0	0	0
9th Grade	35	33	2	0	0	0
10th Grade	38	36	2	0	0	0
11th Grade	40	38	2	0	0	0
12th Grade	42	40	2	0	0	0

**When To Use:**

- Identify percentage tested.
- Recognize gaps in data reported.
- Identifies unique students per test event.

1. Select School Year, School, Teacher, Class(es) and Click **Continue**.
2. Select a Current Event and Click **Run Report**.
3. Print or Save the Report as a PDF file

The screenshot displays the FitnessGram Student Report interface. On the left, a sidebar contains filter selection options for School Year (2016-2017), School (US Games School), Teacher (Ellen Ormsby), and Class (PE Period 1C 2016-2017, PE Period 1I 2016-2017). A 'Continue' button is highlighted with a red circle. The main area is titled 'REPORT FILTERS' and includes a 'Current Event' dropdown (Get Started Series 9/15-Oct 28, 16), a 'Previous Event' dropdown (Auto Select Previous Event x), and a 'Grade' dropdown (Select All x). Below these is a 'Report Output' dropdown (Screen) and a 'Run Report' button, both highlighted with red circles. At the bottom, the 'FitnessGram Student Report' for 'A Student1, John (ID:201788866A S001)' is shown, including details for Grade (6), Teacher, School, District, and Report Date (9/29/2016). A toolbar at the top right of the report area contains icons for navigation and file operations, with a red circle around the file operation icons. A dropdown menu is open, showing options: Acrobat (PDF) file, CSV (comma delimited), Excel 97-2003, Excel Worksheet, Rich Text Format, and TIFF file.

# SmartCoach Resources

ALL RESOURCES

SUGGESTIONS

★ FAVORITES

PROFESSIONAL DEVELOPMENT

Mark SmartCoach Resources as favorites for easy access.



FitnessGram Parent Letter



FitnessGram Test Administration



Benefits of Staff Wellness Program



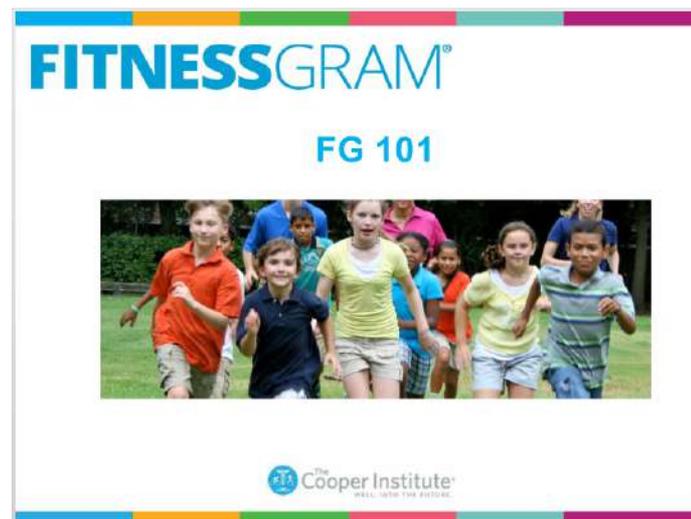
Brain Breaks



Classroom Pedometer Challenge



FG 101



# Help Resources

MYHEALTHYZONE™

Menu Settings

Welcome, Barbara! School Administrator

Home Help

## MYHEALTHYZONE™ Help

### View Support Resources

Online Help is readily available in multiple ways throughout the system to support you.

- Click for a quick explanation of "how to"
- Click for a brief description of "what" the element is.

User guides are available in PDF format to view, print and download along with a comprehensive set of FAQs.

### New! FitnessGram Training Videos

Browse the latest FitnessGram training videos

*If you are not able to access the training videos, please reference the user guides for training information.*

**Version Number:** FG.2015.1.2387

### Contact FitnessGram Support

FitnessGram help desk support is available for all users via chat, phone and email. Contact the help desk at:

**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)

Submit Help Ticket

ADMINISTRATORS

TEACHERS

PARENTS

STUDENTS

### View User Guides

User guides by role are available in PDF format to view, print and download at the link(s) below:

[FitnessGram Software Trainings PDF](#)

[Getting Started with FitnessGram Guide PDF](#)

[Logging into FitnessGram PDF](#)

[School Administrator User Guide PDF](#)

### Training Modules

Online training modules are available and searchable in the SmartCoach resource online library from the SmartCoach dashboard tile. A digital walkthrough and overview of FitnessGram 2015 is available below.



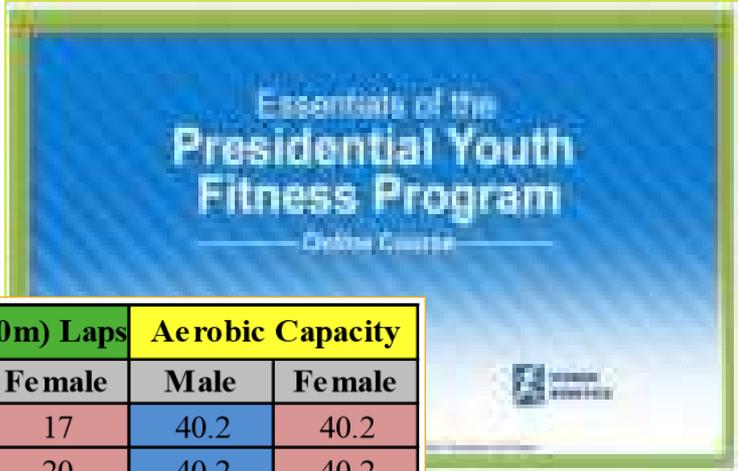
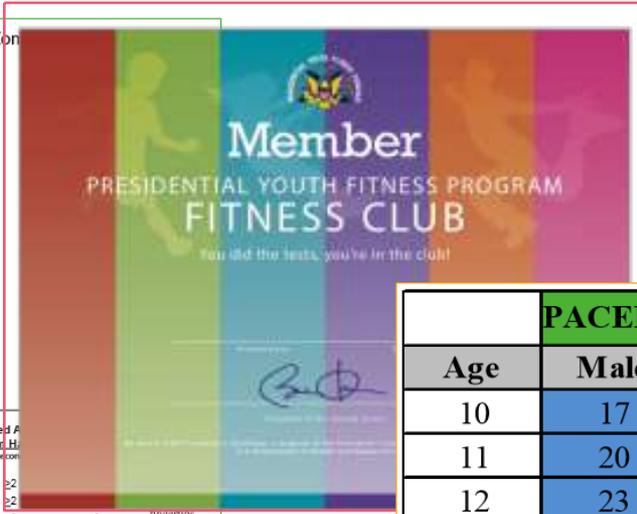
## K-3 Fitness Club

## Professional Development

### Standards for Healthy Fitness Zone

#### BOYS

Age	Aerobic Capacity VO <sub>2</sub> max (est.)			Percent Body Fat			
	HFZ	NI	NI-Health Risk	Very Lean	HFZ	NI	NI-Health Risk
5	≤37.3	37.4-40.1	≥40.2	≤8.8	8.9-18.8	18.9	≥27.0
6	≤37.3	37.4-40.1	≥40.2	≤8.4	8.5-18.8	18.9	≥27.0
7	≤37.0	37.7-40.2	≥40.3	≤8.2	8.3-18.8	18.9	≥27.0
8	≤38.0	38.7-41.0	≥41.1	≤8.3	8.4-18.8	18.9	≥27.0
9	≤38.0	39.7-42.4	≥42.5	≤8.6	8.7-20.6	20.7	≥30.1
10	≤37.3	37.4-40.1	≥40.2	≤8.8	8.9-22.4	22.5	≥33.2
11	≤37.3	37.4-40.1	≥40.2	≤8.7	8.8-23.8	23.7	≥36.4
12	≤37.0	37.7-40.2	≥40.3	≤8.3	8.4-23.8	23.7	≥36.9
13	≤38.0	38.7-41.0	≥41.1	≤7.7	7.8-22.8	22.9	≥36.0
14	≤38.0	39.7-42.4	≥42.5	≤7.0	7.1-21.3	21.4	≥33.2
15	≤40.0	40.7-43.5	≥43.6	≤6.6	6.6-20.1	20.2	≥31.5
16	≤41.0	41.1-44.0	≥44.1	≤6.4	6.5-20.1	20.2	≥31.6
17	≤41.2	41.3-44.1	≥44.2	≤6.6	6.7-20.9	21.0	≥33.0
>17	≤41.2	41.3-44.2	≥44.3	≤6.9	7.0-22.2	22.3	≥35.1



Age	PACER (20m) Laps		Aerobic Capacity	
	Male	Female	Male	Female
10	17	17	40.2	40.2
11	20	20	40.2	40.2
12	23	23	40.3	40.1
13	29	25	41.1	39.7
14	36	27	42.5	39.4
15	42	30	43.6	39.1
16	47	32	44.1	38.9
17	50	35	44.2	38.8
18	54	38	44.3	38.6

Age	Curl-up # completed	Trunk Lift inches	Push-up # completed	Modified Pull-up # completed	Flexed Arm Hollow
5	≥2	6 12	≥3	≥2	≥2
6	≥2	6 12	≥3	≥2	≥2
7	≥4	6 12	≥4	≥3	≥3
8	≥6	6 12	≥5	≥4	≥3
9	≥9	6 12	≥6	≥5	≥4
10	≥12	6 12	≥7	≥5	≥4
11	≥15	6 12	≥8	≥6	≥6
12	≥18	6 12	≥10	≥7	≥10
13	≥21	6 12	≥12	≥8	≥12
14	≥24	6 12	≥14	≥9	≥15
15	≥24	6 12	≥16	≥10	≥15
16	≥24	6 12	≥18	≥12	≥15
17	≥24	6 12	≥18	≥14	≥15
17+	≥24	6 12	≥18	≥14	≥15

\*\*Test scored Yes/No; must reach this distance on each side to achieve the HFZ.  
© 2013, The Cooper Institute, Dallas, Texas.

## Standards Charts

## PACER Look-Up Charts

# FITNESSGRAM<sup>®</sup>

## Important Contact Information

FitnessGram Help Desk technical support:

- Email: [Support@FitnessGram.net](mailto:Support@FitnessGram.net)
- Phone: 1-800-416-5139