

FITNESSGRAM® Teacher - User Guide

This user guide is developed to provide a comprehensive walkthrough of the teacher-related functions in FitnessGram® 2015. These instructions may not apply to other roles within the software. If you are not a teacher and need assistance, please refer to that role's user guide.

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1 Login

The first step in gaining access to the FitnessGram 2015 site is to log in. The combination of username and password is your unique login into the site. This login should not be shared with others or written where others may easily find it and access your information online; please keep your login safe.

1.1 Where do I get my login information?

Your username and password for FitnessGram 2015 will be provided to you by your school or district administrator. If you are unsure of your login information, you can perform the Forgot Password steps in section [1.3](#) or ask your district administrator for help.

1.2 How to log in

1.2.1 If your school district has a hosted license, you can log in from www.MyHealthyZone.FitnessGram.net. If your school district has an enterprise license and runs the application locally from district servers, please obtain the website and login URL from your district technical staff.

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](#)

[Login](#)

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.

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1.2.2 Enter your username, password and district ID. Click the Login button to continue.

Username [Forgot](#)
teacheradmin

Password [Forgot](#)
.....

District ID [Forgot](#)
TX11

Login

1.3 Forgot Password

FitnessGram 2015 uses password self-service. This means that if you forget your password, you don't have to wait for an administrator to help locate or reset your information. As long as you have a valid email address in the FitnessGram 2015 system and the district allows it, you will be able to request and reset your password yourself. If you are not able to reset your password, then this option has been disabled by your administrator.

1.3.1 On the login window, click the [Forgot](#) link next to the password field.

Note: You can perform these steps for any of the login fields.

Username [Forgot](#)
teacheradmin

Password [Forgot](#)

District ID [Forgot](#)

Login

1.3.2 The Forgot Password popup display window will appear and you can enter the necessary information. If you don't know any of the data for your login, contact your school or district administrator for help. Click the Submit button to process your request.

Username
teacheradmin

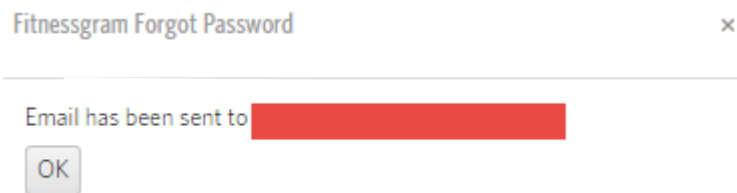
District ID
TX11

The District ID field is required.

CANCEL SUBMIT

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- 1.3.3** The system will send a link to reset your password to the email address on your FitnessGram 2015 teacher profile. You will see a notice like the one below when it has been emailed.



- 1.3.4** If you don't receive the email within 10 minutes, please check your spam folder before contacting your administrator to see if it was placed in there.

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2 Teacher Dashboard

FitnessGram 2015 introduces the interactive MyHealthyZone™ dashboard—a new way to easily access information and tasks in one location. The teacher dashboard is a series of tiles, each representing a different component: FitnessGram®, FitnessGram Knowledge, ActivityGram®, ActivityGram Lite, ActivityLog, SmartCoach Resources and Reports. Together they promote and assess fitness and physical activity to help guide you toward a healthier lifestyle.

To access your fitness teacher dashboard, simply log in to the site with your username, password and district ID.

The screenshot displays the MyHealthyZone™ Teacher Dashboard. At the top, there is a banner with a group of diverse children and the Cooper Institute logo. Below the banner, the dashboard is organized into several sections:

- WELCOME, Patricia! (Teacher)**: A green header bar with navigation links for Home, Logout, and Help.
- FITNESSGRAM®**: A tile for assessing youth health-related fitness levels. It includes tabs for TEST EVENTS and RESULTS. Two test events are listed:
 - 12/01/2015 **FlexA**: 1 Class, 9 Students participating, 3 Students missing data. [View](#)
 - 11/01/2015 **SessionC**: 1 Class, 14 Students participating, 14 Students missing data. [View](#)A **View All** button is at the bottom.
- ACTIVITYGRAM®**: A tile for assessing youth activity levels in and out of school. It includes tabs for TEST EVENTS and RESULTS. Two test events are listed:
 - 08/03/2015 **AG-mag**: 60 Classes, 711 Students participating, 466 Students missing data. [View](#)
 - 08/01/2015 **Testing Editing - Edited**: 1 Class, 10 Students participating, 9 Students missing data. [View](#)A **View All** button is at the bottom.
- FITNESSGRAM® KNOWLEDGE**: A tile for checking understanding on health-related fitness concepts. Two test events are listed:
 - 07/23/2015 **123 HEALTH**: 1 Class, 9 Students participating, 8 Students missing data. [View](#)
 - 07/20/2015 **EK-level 6**: 1 Class, 12 Students participating, 11 Students missing data. [View](#)A **View All** button is at the bottom.
- ACTIVITYGRAM® LITE**: A tile with a **Create Event** button.
- ACTIVITYLOG**: A tile with a **Create Challenge** button.
- REPORTS**: A tile for finding reports. It includes tabs for SUGGESTIONS and FAVORITES. A search bar is present. Below, it lists reports of interest:
 - ★ **FitnessGram Summary Report (Score)**
 - ★ **FitnessGram Overview Report (Class)**
 - ★ **FitnessGram Statistics Report (Class)**
- SMARTCOACH RESOURCES**: A tile for finding resources. It includes tabs for SUGGESTIONS and FAVORITES. A search bar is present. Below, it states: "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!" A **Browse Resources** button is at the bottom.

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2.1 MyHealthyZone Components

Each component on the dashboard represents tests, surveys and results of any student linked to you within the system. All of this is in addition to helpful teacher resources.

The components are:

- FitnessGram®
- FitnessGram Knowledge
- ActivityGram®
- ActivityGram Lite
- ActivityLog
- SmartCoach Resources
- Reports

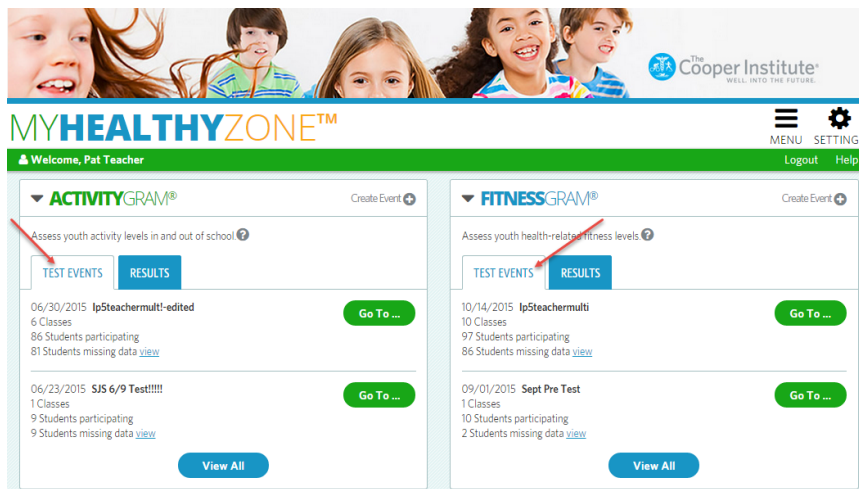
We will cover each of these components in its own section of the user guide.

2.2 Features of the component tiles

Each component's tile provides all actions needed to perform the tasks for which you have permissions and that are related to that component in one consolidated location. The district will make the decision regarding which components are available to teachers.

2.2.1 Recent Activity

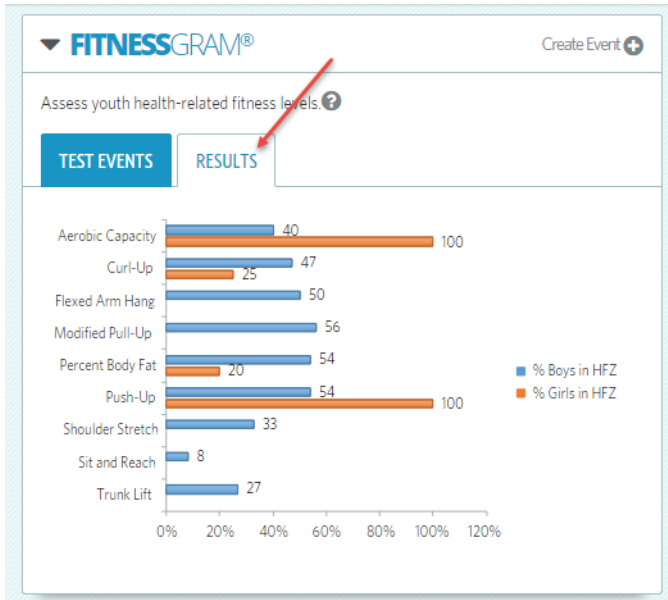
Components that involve test assessments will display the most recent activity for students assigned to your classes under the Test Events tab. You can view the date, name of the test event and statistics related to that event. You can even quickly view students who are missing scores from the event on the dashboard.



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2.2.2 Results

To see a graph of the most recent test event results under the Test Events tab, just click the Results tab on the appropriate component tile. This is an overview at a glance without having to generate a report.



2.2.3 Suggestions

The Suggestions tabs on some of the components are based on your usage within the site. This tab will provide feedback on resources or reports we think you might find interesting or useful.

The screenshot shows two sections: SMARTCOACH RESOURCES and REPORTS. Both sections have 'SUGGESTIONS' and 'FAVORITES' tabs. A red arrow points to the 'SUGGESTIONS' tab in the REPORTS section.

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

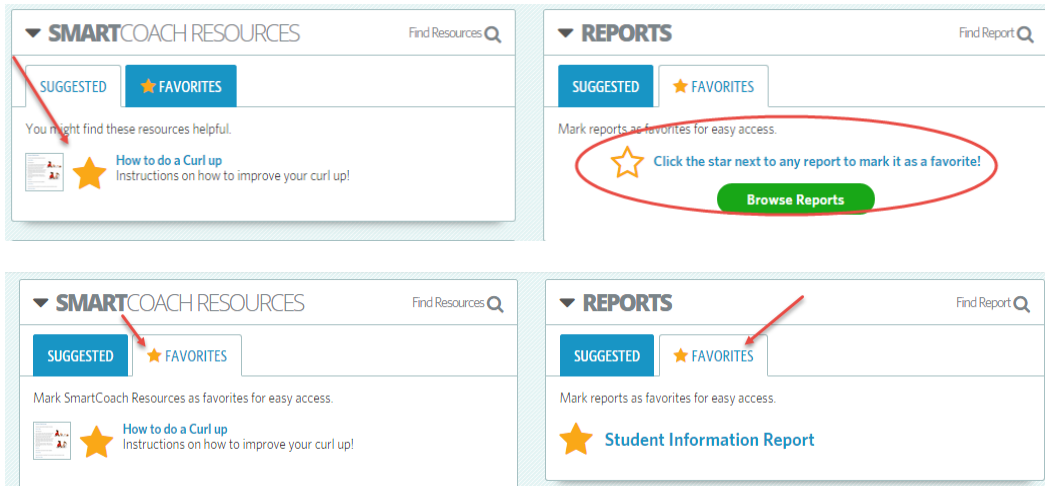
These reports may be of interest to you?

- ★ FitnessGram Summary Report (Score)
- ★ FitnessGram Overview Report (Class)
- ★ FitnessGram Statistics Report (Class)

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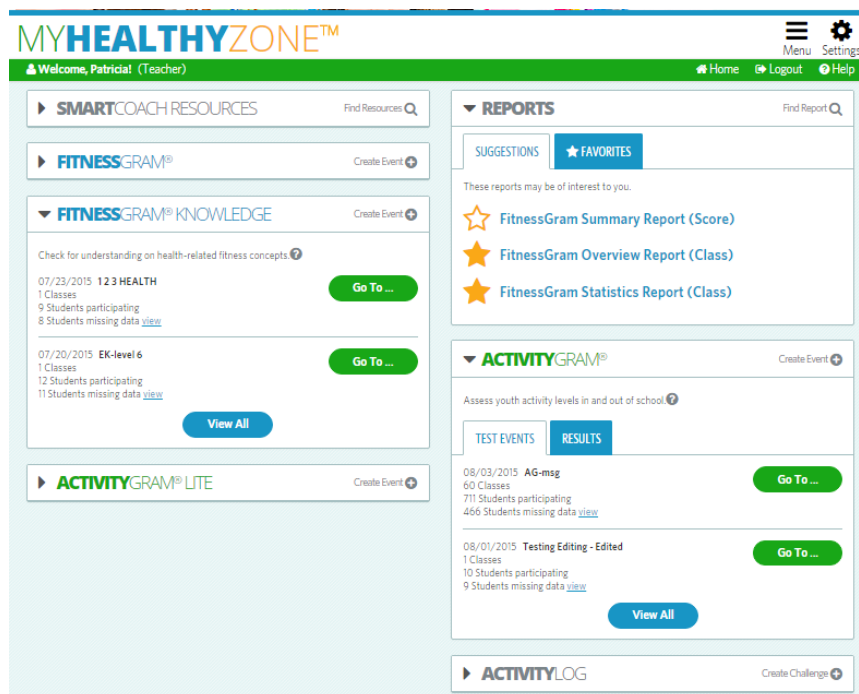
2.2.4 Favorites

When you are using the site, you may come across resources that you would like to use again, such as progress reports, class statistics or a SmartCoach video. If there is something you would like to keep in your Favorites tab, just click the star icon next to it to save it as a Favorite.



2.3 Customize your dashboard

2.3.1 Teachers are able to reorganize the dashboard for easier access to the areas they use often. You can change the order of the tiles by dragging and dropping them into their new position. Clicking on the down arrows next to each tile's title will expand or minimize the tile.



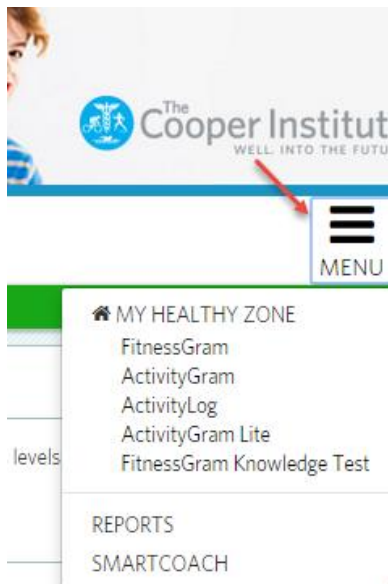
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2.4 Mobile device compatibility

FitnessGram 2015 is a mobile-responsive design, meaning there is no need for a mobile app. As long as you have internet access, you can use the site on your desktop, laptop, tablet or smartphone. The software will auto adjust to the screen size of the device for some of the functionality available throughout the system, based on their compatibility to responsive design for optimal viewing and usage.

2.5 Menu

You can also reach each of these components from the Menu listing. Click on Menu in the banner at the top of the dashboard and it will expand to show you each component you may access. Just click on the component you need to access, to load it onscreen.



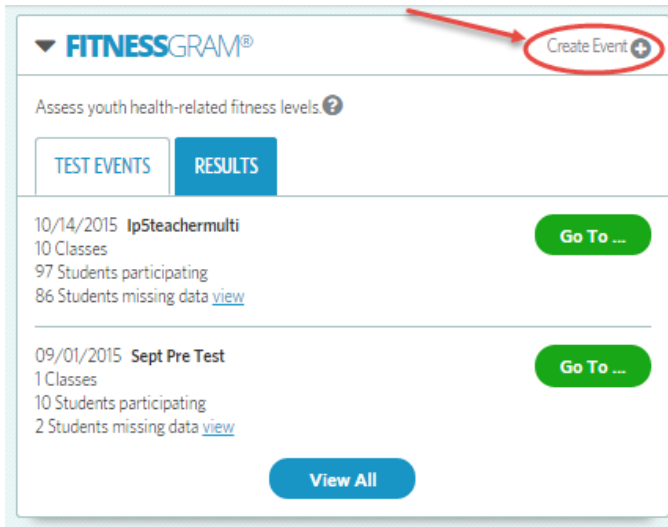
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3 FitnessGram®

FitnessGram assessments measure the components of health-related fitness: Aerobic Capacity; Body Composition; and Muscular Strength, Endurance and Flexibility. Several test options are available to customize the testing experience in most areas. FitnessGram uses criterion-referenced standards based on the level of fitness needed for good health. The goal is for students to achieve a level of fitness that places them in the Healthy Fitness Zone (HFZ).

3.1 Creating a FitnessGram Test Event

To create a FitnessGram test event, click on the Create Event link on the FitnessGram dashboard tile.



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3.1.1 The test event needs to be assigned to a class or group of classes, based on your selections. Your options for assigning the classes are based on the school(s) to which you are assigned.

3.1.2 If you need to assign the test event to a specific class or group of classes, you will need to expand the categories to make the appropriate selections. Click on the arrow next to the category title to expand each category and its options. For example, if all the classes you want to assign are within one school, you can click the All checkbox under schools. Expand the Teacher category to select yourself as the teacher or select the All checkbox if you are the only teacher. Expand the Classes category and select the checkbox to the left of each class that needs to be assigned the test event. Click the Step Two button to continue.

FITNESSGRAM® Create Event

1: Choose Classes 2: Test Event Details 3: Choose Test Items 4: Confirm Selections

▶ Schools (1) All

▶ Teachers (1) All

▼ Classes (53) All

<input checked="" type="checkbox"/> PE_G411_Spr2015	
<input checked="" type="checkbox"/> PE01G_1_YODER_FY13	
<input checked="" type="checkbox"/> PE01G_10_YODER_FY14	
<input checked="" type="checkbox"/> PE01G_11_LAWSON_FY13	
<input checked="" type="checkbox"/> PE01G_11_YODER_FY14	

CANCEL **STEP 2**

3.1.3 If you are assigning this test event to all of your classes, you can check the All checkbox in the Classes category, then click the Step 2 button to continue.

FITNESSGRAM® Create Event

1: Choose Classes 2: Test Event Details 3: Choose Test Items 4: Confirm Selections

▶ Schools (1) All

▶ Teachers (1) All

▶ Classes (53) All

CANCEL **STEP 2**

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3.1.4 On Test Event Details provide a name for the test event, enter a start date for test entry and an end date when the test will no longer be administered or scores entered. The status of a test event lets you know what stage the event is in. One of three statuses will be displayed:

- Pending = the test event has not yet begun. It has been created but is not yet active. A FitnessGram test event can still be edited in this status.
- Active = the test event has already begun. Edits to the test event cannot be made at this time.
- Inactive = the test event has ended and is complete. Scores or edits cannot be done to this event.

The test event type indicates if this is pre-test, post-test or some other test category you may want to report on.

Once your selections are made, click Step 3.


FITNESSGRAM® Create Event


1: Choose Classes 2: Test Event Details 3: Choose Test Items 4: Confirm Selections

Test Event Details

Enter the test event details in the form below:

Test Event Name:

Start Date: 

End Date: 

Status: Active

Body Composition: Print body composition

Test Event Type: Pre-test
 Post-test
 Other

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3.1.5 Choose Test Items

Select the test event items you want included on the FitnessGram test event you are creating. There are several options within each category. If you choose to select the All checkbox on each, please be aware that if more than one test event item is selected in its category the report will display the test event with the best score for the student. As in the class assignment process, click the arrow next to the category title to expand the options for each category. Click Step 4 button to move to the confirmation step.

Note: The curl-up and the trunk lift are the only test items in their category.

When selecting

- One Mile Run → Height and weight will automatically be selected for you.
- One Mile Walk → Weight and heartrate will automatically be selected for you.
- The Pacer test does not require height and weight for its calculation.

FITNESSGRAM® Create Event

1: Choose Classes 2: Test Event Details 3: Choose Test Items 4: Confirm Selections

Choose Test Items
Select the test items that will be included for this test event. You can change the order of the test items once the test event has been created. ?

▶ Aerobic Capacity (5)	<input checked="" type="checkbox"/> All
▶ Body Composition (2)	<input type="checkbox"/> All
▶ Muscle Strength and Endurance (2)	<input type="checkbox"/> All
▶ Flexibility (0)	<input type="checkbox"/> All
▶ Activity Days (0)	<input type="checkbox"/> All

CANCEL BACK **Step 4** →

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3.1.6 Confirm Selections

The last step will be confirmation of the test items and classes selection, review your selection and click Create.

- Once the event is created you will be able to edit the event until the point that the test event is active or prior to accessing the data entry screen.
- Student age is calculated based on event start date and student date of birth.
- School year start date is determined by your district administrator.

FITNESSGRAM® Create Event

1: Choose Classes 2: Test Event Details 3: Choose Test Items 4: Confirm Selections

Confirm Selections
Please confirm your selections. Once the data entry screen is opened, these details cannot be changed.

Test Event Details

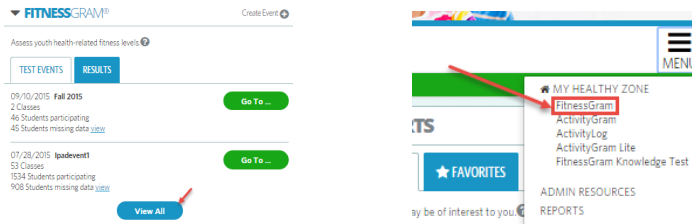
Name: Guide Test event
Start Date: 5/31/2015
End Date: 11/28/2015
Test Items: 20M Pacer, 15M Pacer, One-Mile Run, One-Mile Walk, Heart Rate, Height, Weight, Curl-Up, Trunk Lift
Teachers: John Teacher
Classes: PE_G411_Spr2015, PE01G_1_YODER_FY13, PE01G_10_YODER_FY14, PE01G_11_LAWSON_FY13, PE01G_11_YODER_FY14, PE01G_12_LAWSON_FY13, PE01G_12_LAWSON_FY14, PE01G_13_LAWSON_FY14, PE01G_13_YODER_FY13, PE01G_14_PRINE_FY14, PE01G_14_YODER_FY13, PE01G_15_LAWSON_FY13, PE01G_15_PRINE_FY14, PE01G_16_YODER_FY14, PE01G_17_YODER_FY13, PE01G_17_YODER_FY14, PE01G_18_PRINE_FY14, PE01G_18_YODER_FY13, PE01G_19_JUERGENS_FY13, PE01G_19_PRINE_FY14, PE01G_2_LAWSON_FY14, PE01G_2_YODER_FY13, PE01G_20_JUERGENS_FY13, PE01G_3_LAWSON_FY13, PE01G_3_YODER_FY14, PE01G_4_LAWSON_FY13, PE01G_4_YODER_FY14, PE01G_5_JUERGENS_FY13, PE01G_5_LAWSON_FY14, PE01G_6_JUERGENS_FY13, PE01G_6_LAWSON_FY14, PE01G_7_LAWSON_FY14, PE01G_8_JUERGENS_FY14, PE01G_9_JUERGENS_FY14, PEE5G_1_YODER_FY14, PEE5G_2_JUERGENS_FY14, PEE5G_2_YODER_FY13, PEE6G_1_JUERGENS_FY13, PEE6G_1_YODER_FY14, PEE6G_2_JUERGENS_FY14, PEE6G_2_YODER_FY13, PEE7G_1_YODER_FY14, PEE7G_2_LAWSON_FY14, PEE7G1_1_YODER_FY13, PEE7G1_2_LAWSON_FY13, PEE7GAC_1_YODER_FY14, PEE8G_1_LAWSON_FY14, PEE8G_2_LAWSON_FY14, PEE8G1_1_LAWSON_FY13, PEE8G2_1_LAWSON_FY13, PEE8GAC_83_LAWSON_FY13, PEE8GAC_84_LAWSON_FY13, Test Class

CANCEL BACK CREATE

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3.2 Editing a FitnessGram Event

3.2.1 On the MyHealthyZone™ Teacher dashboard, click MENU and then select FitnessGram, or click the View All button from the FitnessGram tile on the dashboard.



3.2.2 Click the Go To button and select Edit Event.

The image shows a table of test events. The 'Guide Test Event' row is circled in red, and its 'Go To...' button is also circled. A dropdown menu is open from this button, with 'Edit Event' selected and highlighted by a red arrow.

Test Event Name *	Go To ...	Start Date	End Date	Total Students	Students Missing Data
ftuj	Go To ...	1/2015	08/06/2015	25	25
Guide Test Event	Edit Event Enter Data Email Parent Reports Delete Event	8/2015	08/08/2015	87	87
poodiuhwtj	Go To ...	2/2015	07/02/2015	909	904
hdcigz9	Go To ...	05/04/2015	06/05/2015	909	909
lftg-da	Go To ...	06/16/2015	07/11/2015	541	541
lftgevent	Go To ...	06/10/2015	08/07/2015	909	909

3.2.3 Update classes if necessary and click the STEP 2 button.

The image shows the 'Edit Event: Guide Test event' form. It has four steps: 1: Choose Classes, 2: Test Event Details, 3: Choose Test Items, and 4: Confirm Selections. Under 'Classes (3)', there are five class selection options. The 'STEP 2' button is highlighted with a red arrow.

1: Choose Classes 2: Test Event Details 3: Choose Test Items 4: Confirm Selections

► Schools (1) All

► Teachers (1) All

▼ Classes (3) All

- PE_G411_Spr2015
- PE01G_1_YODER_FY13
- PE01G_10_YODER_FY14
- PE01G_11_LAWSON_FY13
- PE01G_11_YODER_FY14

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3.2.4 Update test event details and click the STEP 3 button.

FITNESSGRAM® Edit Event: Guide Test event-

1: Choose Classes 2: Test Event Details **3: Choose Test Items** 4: Confirm Selections

Test Event Details

Enter the test event details in the form below:

Test Event Name:

Start Date:

End Date:

Status: Active

Body Composition: Print body composition

Test Event Type: Pre-test
 Post-test
 Other

3.2.5 Update test items if necessary and click the Step 4.

FITNESSGRAM® Edit Event: Guide Test event-

1: Choose Classes 2: Test Event Details **3: Choose Test Items** 4: Confirm Selections

Choose Test Items

Select the test items that will be included for this test event. You can change the order of the test items once the test event has been created.

▶ Aerobic Capacity (5)	<input checked="" type="checkbox"/> All
▶ Body Composition (2)	<input type="checkbox"/> All
▶ Muscle Strength and Endurance (2)	<input type="checkbox"/> All
▶ Flexibility (0)	<input type="checkbox"/> All
▶ Activity Days (0)	<input type="checkbox"/> All

3.2.6 Confirm your selection and click Update

FITNESSGRAM® Edit Event: Guide Test event-

1: Choose Classes 2: Test Event Details 3: Choose Test Items **4: Confirm Selections**

Confirm Selections

Please confirm your selections. Once the data entry screen is opened, these details cannot be changed.

Test Event Details

Name: Guide Test event-

Start Date: 5/31/2015

End Date: 11/28/2015

Test Items: 20M Pacer, 15M Pacer, One-Mile Run, One-Mile Walk, Heart Rate, Height, Weight, Curl-Up, Trunk Lift

Teachers: John Teacher

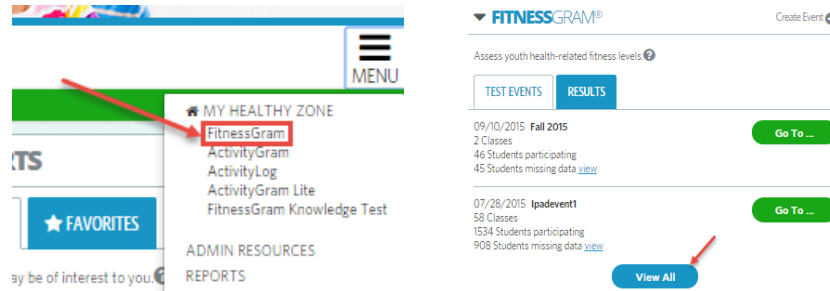
Classes: PE_G411_Spr2015, PE01G_1_YODER_FY13, PE01G_10_YODER_FY14

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3.3 FitnessGram Data Entry

Entering scores is now easier for teachers.

- 3.3.1 On the MyHealthyZone™ Teacher dashboard, click MENU and then select FitnessGram, or click the View All button from the FitnessGram tile on the dashboard.



- 3.3.2 The FitnessGram test events listed are associated to the classes assigned to you in the current school year. To select the FitnessGram test event for which scores will be entered, just click on the radio button to the left of the test event name. Click on the Go To button to expand the Go To menu options. Click on Enter Data to enter student FitnessGram assessment scores. This takes you to the data entry screen to enter student scores on the FitnessGram score sheet.

The screenshot shows the 'FITNESSGRAM® Test Events' table. A red circle highlights the radio button next to the 'Guide Test Event' row. A red arrow points to the 'Go To...' button, which has opened a context menu with options: Edit Event, Enter Data, Email Parent Reports, and Delete Event.

Test Event Name *	Go To ...	Start Date	End Date	Total Students	Students Missing Data
<input type="radio"/> ftu		1/2015	08/06/2015	25	25
<input checked="" type="radio"/> Guide Test Event	Edit Event Enter Data Email Parent Reports Delete Event	8/2015	08/08/2015	87	87
<input type="radio"/> wvdjhwjd		2/2015	07/02/2015	909	904
<input type="radio"/> helo2P		05/04/2015	06/05/2015	909	909
<input type="radio"/> lEte-da		06/16/2015	07/11/2015	541	541
<input type="radio"/> lEtevent		06/10/2015	08/07/2015	909	909

- 3.3.3 The scoresheet has new options for the teacher that makes data entry and setting exemptions quick and efficient. You can now navigate the columns to enter scores for the students by using the Tab key on your keyboard. To begin, click on a student's test item for which you need to enter scores. Tab across to continue entering scores for the next test item and click Enter to enter score for the same test item for the next student.

The screenshot shows the 'FITNESSGRAM® Guide Test Event' scoresheet. A 'Print Spreadsheet' button is visible at the top right. The table below shows student data and test items.

Set Exemptions	Height (ft)	Height (in.)	Weight (lb)	20M Pacer	One-Mile Run	One-Mile Walk
<input type="radio"/> Student120471, Mary	4	5.00	110			
<input type="radio"/> Student496184, Mary	5	2.00	120			
<input type="radio"/> Student497065, John	5	0.00	0		<input type="radio"/>	
<input type="radio"/> Student497069, John	0	0.00	0			

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3.3.4 When you click in a column to enter a score, a selection box will appear. You can enter the score. Continue to enter the scores for all the students, if possible.

All the data you're entering is auto saved per cell, so you can leave the scoresheet and come back later to complete the data entry and all the data you entered will be saved.

✓ Saved @ 11:39:29 AM	Hide Columns (0 hidden)			
⊗ Set Exemptions	i Height (ft)	i Height (in.)	i Weight (lb)	i 20M Pacer
⊗ Student505705, John	5	7.00	130	20
⊗ Student505707, John	0	0.00	0	
⊗ Student505708, John	⊗	⊗	⊗	⊗
⊗ Student505709, John	6	0.00	150	36
⊗ Student505710, John	4	4		
⊗ Student505767, John	0	0.00	0	

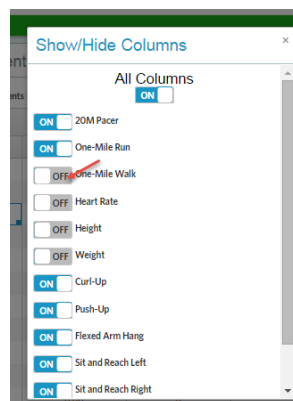
3.3.5 Hiding Columns on the Scoresheet

When entering scores for just one test item, we allow you to hide columns for test items for which you are not currently entering scores. This makes entering data much more efficient. You can hide/unhide columns by simply clicking the Hide Columns link.

Show only students missing data

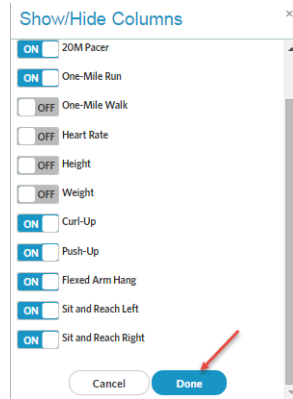
Hide Columns (0 hidden)						
i Height (ft)	i Height (in.)	i Weight (lb)	i 20M Pacer	i One-Mile Run	i One-Mile Walk	
4	5	110				
5	2	120				
5	0.00	0				

- This will display a pop-up with a test items list from which you can select the test you want to hide.



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- Click the Done button to confirm the list of columns you want to hide.



3.3.6 Adjusting the columns order

You can drag and drop the columns on the FitnessGram data entry page to adjust the order of the columns.

Hide Columns (0 hidden)				
Set Exemptions	20M Pacer	+ _One_Mile_Run	Height (in.)	Weight (lb)
Student120471, Mary		4	5.00	110
Student496184, Mary		5	2.00	120

Hide Columns (0 hidden)				
Set Exemptions	20M Pacer	One-Mile Run	Height (ft)	Height (in.)
Student120471, Mary			4	5.00
Student496184, Mary			5	2.00
Student497065, John		⊘	5	0.00

3.3.7 Filtering data by class

You can use the class drop down menu on the top of the page to filter student roster by class.

FITNESSGRAM® Guide Test Event

Class: All Classes Show only students missing data

Hide Columns (0 hidden)					
Set Exemptions	Pacer	One-Mile Run	Height (ft)	Height (in.)	Weight (lb)
PE01G_1_LAWSON_FY14			4	5.00	110
PE01G_1_YODER_FY13			5	2.00	120
PE01G_10_YODER_FY14			5	0.00	0
Student496184, Mary			5	2.00	120
Student497065, John		⊘	5	0.00	0

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3.3.8 Click Print Spreadsheet to export all the data in the FitnessGram data entry page to Excel file.

Note: The Print Spreadsheet only exports the data you're viewing on the data entry page

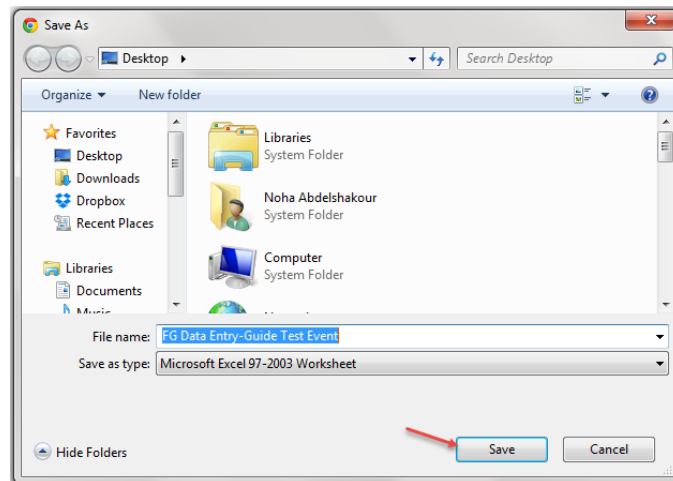
FITNESSGRAM® Guide Test Event Print Spreadsheet

Class: All Classes Show only students missing data

Hide Columns (0 hidden)

Set Exemptions	Height (ft)	Height (in.)	Weight (lb)	20M Pacer	One-Mile Run	One-Mile Walk
Student120471, Mary	4	5.00	110			
Student496184, Mary	5	2.00	120			
Student497065, John	5	0.00	0			
Student497069, John	0	0.00	0			
Student497381, John	0	0.00	0			
Student497382, John	0	0.00	0			

- Click save to download the file



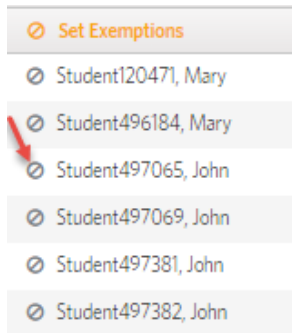
	FirstName	LastName	HeightFeet	HeightInches	Weight	20M Pacer	One Mile Run	One Mile Walk
1	FITNESSGRAM Guide Test Event							
2								
3	Mary	Student120471	4	5	110			
4	Mary	Student496184	5	2	120			
5	John	Student497065	5	0	0			
6	John	Student497069	0	0	0			
7	John	Student497381	0	0	0			
8	John	Student497382	0	0	0			
9	Mary	Student497383	0	0	0			
10	Mary	Student497384	0	0	0			
11	Mary	Student497384	0	0	0			
12	Mary	Student497384	0	0	0			

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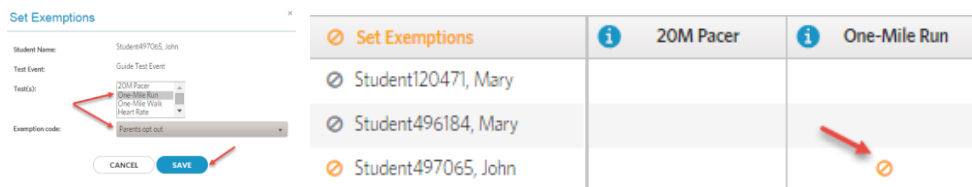
3.4 Setting Exemptions on a FitnessGram Test Event

There are permanent exemptions within the system for students who will not be tested during a school year due to different excused physical reasons. There are also temporary exemptions that may occur throughout the year that affect one or more test event items for a student's scoring. These temporary exemptions can be set on the scoresheet rather than the student's profile, where permanent exemptions are set.

- 3.4.1** Click the Set Exemptions icon to the left of the name of the student for whom you need to set exemption(s). The student may still test in other non-exempt test items, which is fine. The exempt test items will not count against the student's results.



- 3.4.2** The exemption box will display so you can identify the test(s) from which this student will be exempt and the exemption code. Exemptions from the scoresheet are set individually. You can have a reason for an exemption from one test item, but have a different exemption from a different test item if needed. Click the Save button when all exemptions for this student have been set.



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3.5 Viewing Students with Missing or Incomplete Data

3.5.1 From the FitnessGram tile, locate the recent FitnessGram test event for which you want to view data and click the View link next to the statistics on the student's missing data.

▼ FITNESSGRAM® Create Event +

Assess youth health-related fitness levels. ?

TEST EVENTS RESULTS

09/10/2015 **Fall 2015** Go To ...
 2 Classes
 46 Students participating
 45 Students missing data [view](#)

07/28/2015 **Ipadevent** Go To ...
 58 Classes
 1534 Students participating
 908 Students missing data [view](#)

[View All](#)

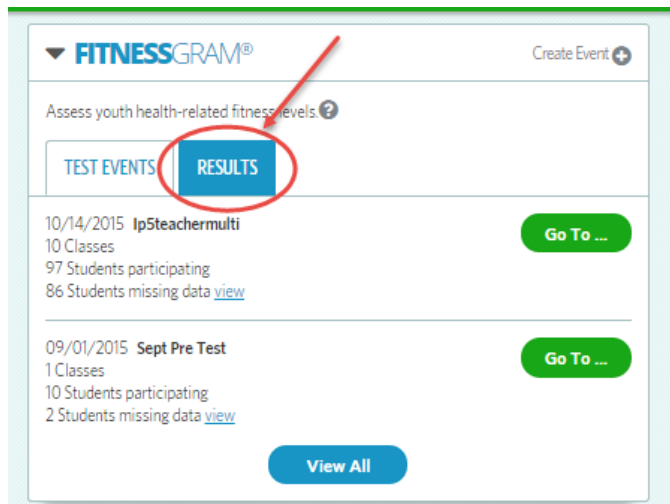
3.5.2 Students who are missing data for the selected test event will be shown.

Set Exemptions	<i>i</i> Height (ft)	<i>i</i> Height (in.)	<i>i</i> Weight (lb)
<input type="checkbox"/> Student497424, Mary	0	0	0
<input type="checkbox"/> Student497425, Mary	0	0	0
<input type="checkbox"/> Student497426, Mary	0	0	0
<input type="checkbox"/> Student498458, Mary	0	0	0
<input type="checkbox"/> Student498459, Mary	0	0	0
<input type="checkbox"/> Student500327, John	0	0	0
<input type="checkbox"/> Student500361, Mary	0	0	0
<input type="checkbox"/> Student500396, John	0	0	0
<input type="checkbox"/> Student500398, Mary	0	0	0
<input type="checkbox"/> Student500517, Mary	0	0	0
<input type="checkbox"/> Student500518, Mary	0	0	0
<input type="checkbox"/> Student500519, Mary	0	0	0

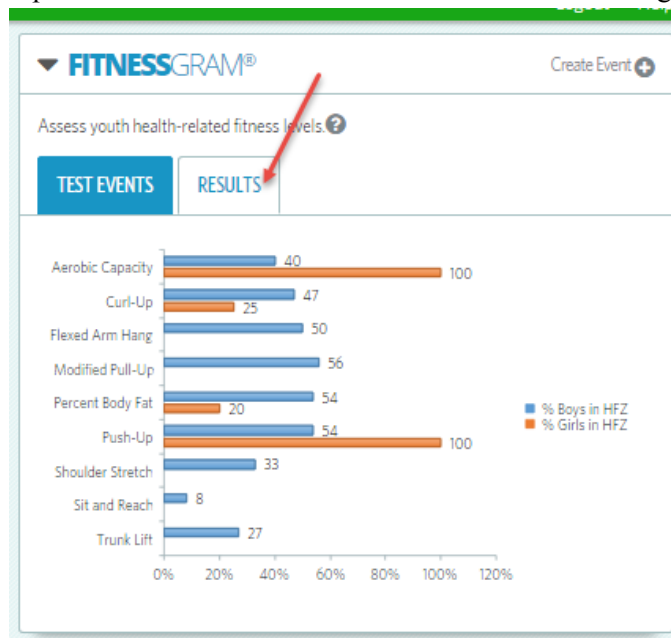
FITNESSGRAM® Teacher - User Guide

3.6 FitnessGram Results

Once your students have completed their fitness testing and you have entered their scores, you can locate their results on the FitnessGram tile on your teacher dashboard. You can also find the FitnessGram results in the form of reports. Instructions for this process are in section 3.8 below.



- 3.6.1** Click on the Results tab and you will see a graphic representation of the students test results. The graph represents the statistics by gender for each test item. These results represent the total number of students in the HFZ during the current year.



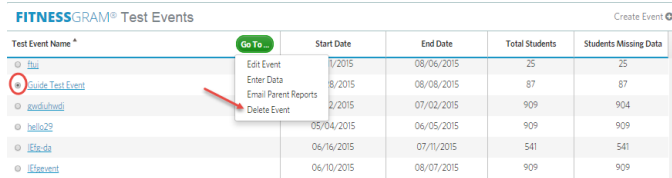
FITNESSGRAM® Teacher - User Guide

3.7 Deleting a FitnessGram Test Event

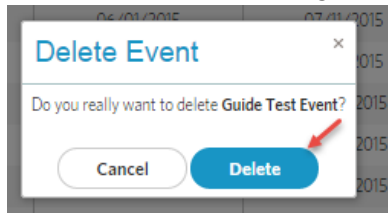
3.7.1 On the MyHealthyZone™ Teacher dashboard, click MENU and then select FitnessGram, or click the View All button from the FitnessGram tile on the dashboard.



3.7.2 To select a FitnessGram test event to delete, just click on the radio button to the left of the test event name. Click on the Go To button to expand the Go To menu options. Click on Delete Event to delete the selected test event.



3.7.3 A popup window will appear, asking you to validate that you really want to delete this test event. Click Delete to delete the event, or Cancel to cancel the action and return to the FitnessGram View All listing.



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4 ActivityGram®

The ActivityGram® assessment is a three-day recall of physical activity for your classes. It assesses each 30-minute block of time between the hours of 7:00 a.m. and 11:00 p.m. We ask students to enter three pieces of information about each activity:

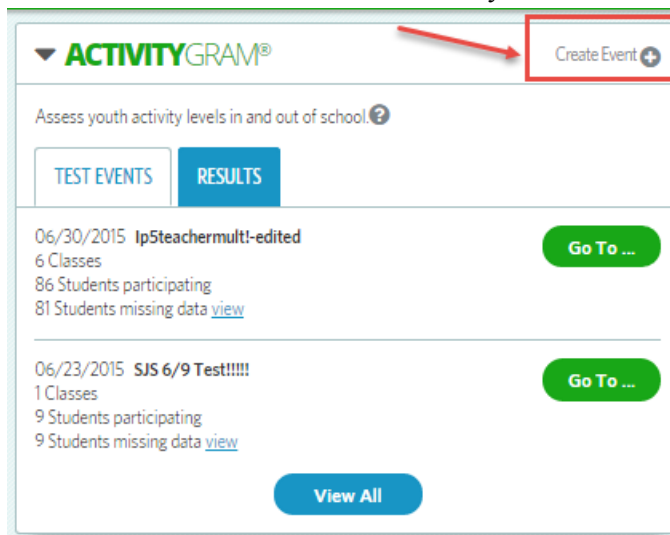
- Type and Name of Activity
- Intensity of Activity
- Length of Activity

Students can login by their own logins to MyHealthyZone to enter their own ActivityGram data.

4.1 Creating an ActivityGram Test Event

4.1.1 As a teacher, you must first create an ActivityGram test event and assign it to your students before you, your students or their parents can see it listed on the ActivityGram tile.

4.1.2 Click on Create Event from the ActivityGram tile.



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4.1.3 Enter Test Event Name, Start Date and End Date and select the school(s) and class(es) to which you would like to assign the ActivityGram test event, and click CREATE to save.

ACTIVITYGRAM® Create a test event for a specific school, teacher, and class.

Set Up ActivityGram Test Event: ⓘ

Test Event Name:

Start Date: ⓘ

End Date: ⓘ

Assign to these classes: ⓘ

▶ **Schools (1)**

▶ **Teachers (1)**

▼ **Classes (2)**

PEE3G_311_NOWAK_FY13

PEE3G_311_NOWAK_FY14

PEE3G_322_NOWAK_FY13

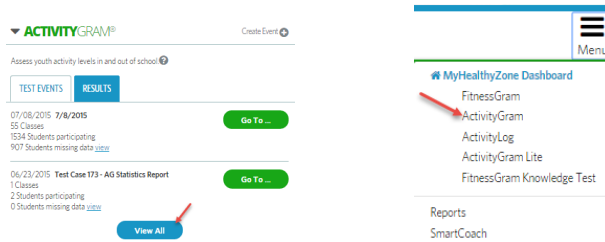
PEE3G_322_NOWAK_FY14

PEE3G_333_NOWAK_FY13

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4.2 Editing ActivityGram event

4.2.1 On the MyHealthyZone™ Teacher dashboard, click MENU and then select ActivityGram, or click the View All button from the ActivityGram tile on the dashboard.



4.2.2 The ActivityGram test events listed are associated to the classes assigned to you in current school year. The View All listing is a comprehensive view at a glance of the information related to all of the ActivityGram test events for which you have access. This listing shows you the test events, their date ranges, the number of assigned students and the total number of students that are missing data.

ACTIVITYGRAM® Test Events Create Event +

Test Event Name *	Go To ...	Start Date	End Date	Total Students	Students Missing Data
<input checked="" type="radio"/> AG New test 3/6		06/16/2015	06/23/2015	87	87
<input type="radio"/> AG Test - Past - 7/1/2015		07/15/2015	07/29/2015	908	908
<input type="radio"/> sadf234		06/16/2015	08/06/2015	909	909
<input type="radio"/> sasdafcd42543		06/10/2015	07/11/2015	90	90
<input type="radio"/> tabagl		06/19/2015	07/11/2015	909	909
<input type="radio"/> tansiskm		06/10/2015	07/09/2015	59	59
<input type="radio"/> Test Case 170 - Report AG Student - Spanish		06/23/2015	06/30/2015	909	909
<input type="radio"/> Test Case 173 - AG Statistics Report		06/23/2015	06/30/2015	2	0
<input type="radio"/> test.editt2.noha		06/28/2015	08/07/2015	59	59
<input type="radio"/> test'		06/28/2015	06/29/2015	23	23
<input type="radio"/> TestEvent@b		07/14/2015	12/15/2015	47	47
<input type="radio"/> WesAGtest		07/07/2015	07/15/2015	25	25

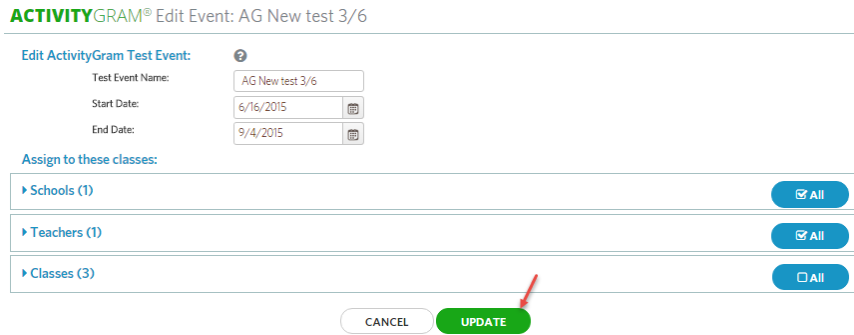
4.2.3 To select an ActivityGram test event to edit, just click on the radio button to the left of the test event name. Clicking the green Go To button expands the menu options. Click on Edit Event to open the ActivityGram event edit screen.

ACTIVITYGRAM® Test Events Create Event +

Test Event Name *	Go To ...	Start Date	End Date	Total Students	Students Missing Data
<input checked="" type="radio"/> AG New test 3/6	<ul style="list-style-type: none">Edit EventView Student RosterEmail Parent ReportsDelete Event	6/16/2015	06/23/2015	87	87
<input type="radio"/> AG Test - Past - 7/1/2015		07/15/2015	07/29/2015	908	908
<input type="radio"/> sadf234		06/16/2015	08/06/2015	909	909
<input type="radio"/> sasdafcd42543		06/10/2015	07/11/2015	90	90

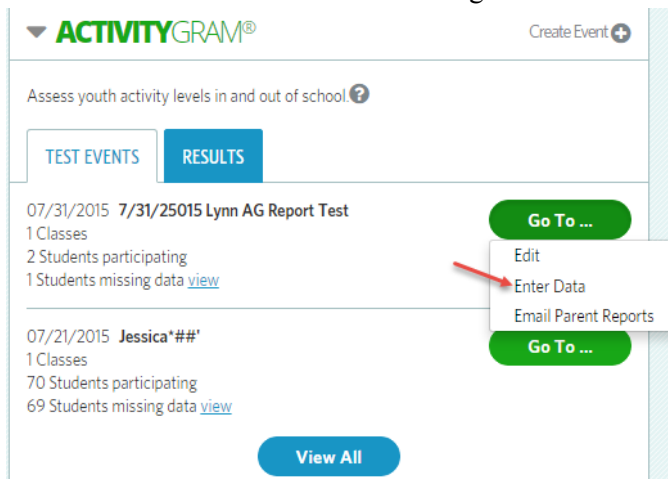
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4.2.4 On the Edit Test screen of an ActivityGram event, you can edit the title, start and end dates. Click the Update button to save the changes.

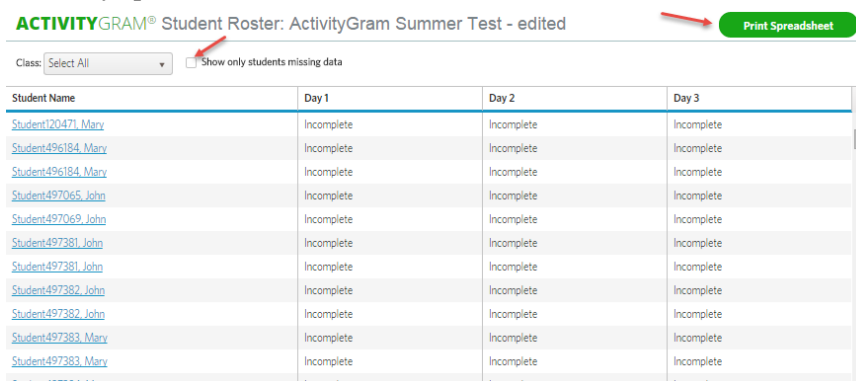


4.3 ActivityGram Data Entry

4.3.1 Click the Enter Data button next to the listed ActivityGram test event. You can also select the assessment from the View All listing.



4.3.2 From the Student Roster page you can view which students are missing data or print a summary spreadsheet.



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4.3.3 The student roster will appear. Select a student's name.

ACTIVITYGRAM® Student Roster: 7/8/2015 [Print Spreadsheet](#)

Class: Show only students missing data

Student Name	Day 1	Day 2	Day 3
Student119289_Marv	Complete	Complete	Complete
Student119289_Marv	Complete	Complete	Complete
Student119289_Marv	Complete	Complete	Complete
Student119290_Marv	Complete	Complete	Complete
Student119290_Marv	Complete	Complete	Complete
Student119290_Marv	Complete	Complete	Complete
Student119291_John	Incomplete	Incomplete	Incomplete

4.3.4 The selected ActivityGram assessment will appear, showing three tabs: two school days and one non-school day. Select the day for which you want to enter data by clicking on the tab name.

ACTIVITYGRAM® Data Entry: Ip5teachermulti-edited - 06/30/2015

Student:

ActivityGram records a sample of how much time you spend moving and resting during the day - either at school, or at home. For best results, be as accurate as you can!

SCHOOL DAY 1 SCHOOL DAY 2 NON-SCHOOL DAY [Add Activity](#)

	Start	End	Type	Detail	Level
<input checked="" type="checkbox"/>	7:00 AM	7:30 AM	Lifestyle Activity	Housework or yardwork	Moderate Most
<input checked="" type="checkbox"/>	7:30 AM	8:00 AM	Lifestyle Activity	Walking, bicycling, or skateboarding	Light All
<input checked="" type="checkbox"/>	8:00 AM	8:30 AM	Lifestyle Activity	Work-active job	Moderate Some
<input checked="" type="checkbox"/>	8:30 AM	9:00 AM	Lifestyle Activity	Work-active job	Moderate Some
<input checked="" type="checkbox"/>	9:00 AM	9:30 AM	Lifestyle Activity	Work-active job	Moderate Some
<input checked="" type="checkbox"/>	9:30 AM	10:00 AM	Lifestyle Activity	Work-active job	Moderate

4.3.5 To add an activity, you can either click the plus sign in the left column or click the Add Activity link in the right header.

ACTIVITYGRAM™

Data Entry: Ip5teachermulti-edited -06/30/2015

Student:

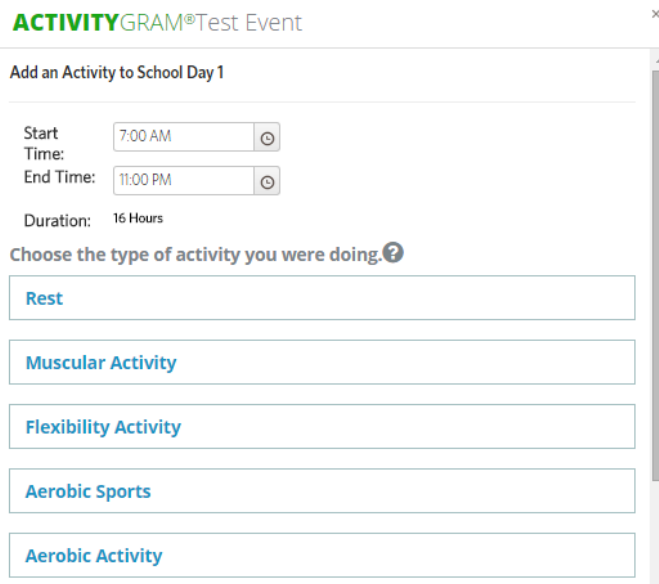
ActivityGram records a sample of how much time you spend moving and resting during the day - either at school, or at home. For best results, be as accurate as you can!

SCHOOL DAY 1 SCHOOL DAY 2 NON-SCHOOL DAY [Add Activity](#)

	Start	End	Type	Detail	Level
<input checked="" type="checkbox"/>	7:00 AM	7:30 AM	Rest	Schoolwork or homework or reading	Rest All
<input checked="" type="checkbox"/>	7:30 AM	8:00 AM	Rest	Schoolwork or homework or reading	Rest All
<input checked="" type="checkbox"/>	8:00 AM	8:30 AM	Rest	Schoolwork or homework or reading	Rest All
<input checked="" type="checkbox"/>	8:30 AM	9:00 AM	Rest	Schoolwork or homework or reading	Rest All
<input checked="" type="checkbox"/>	9:00 AM	9:30 AM	Rest	Schoolwork or homework or reading	Rest All
<input checked="" type="checkbox"/>	9:30 AM	10:00 AM	Rest	Schoolwork or homework or reading	Rest All

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4.3.6 Enter the start and end times for the students' activity.



The screenshot shows a web form titled "ACTIVITYGRAM® Test Event" with a close button (x) in the top right corner. Below the title is a sub-header "Add an Activity to School Day 1". The form contains the following fields and options:

- Start Time:** A text input field with "7:00 AM" and a clear button (⊗).
- End Time:** A text input field with "11:00 PM" and a clear button (⊗).
- Duration:** A text input field with "16 Hours".
- Choose the type of activity you were doing.?** A heading with a question mark icon.
- Activity Selection Buttons:** Five buttons stacked vertically, each with a blue border and text: "Rest", "Muscular Activity", "Flexibility Activity", "Aerobic Sports", and "Aerobic Activity".

Complete the remainder of the form, being sure to select an item in each of the following three areas:

1. Type and Name of Activity
 - a. Rest
 - b. Muscular Activity
 - c. Flexibility Activity
 - d. Aerobic Sports
 - e. Aerobic Activity
 - f. Lifestyle Activity
2. Intensity of Activity
 - a. Rest
 - b. Light
 - c. Moderate
 - d. Vigorous
3. Length of Activity
 - a. Some of the time (1-10 minutes)
 - b. Most of the time (11-29 minutes)
 - c. All of the time (30 minutes)

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ACTIVITYGRAM® Test Event

Choose the type of activity you were doing.?

Rest

Muscular Activity

Flexibility Activity

Aerobic Sports

Aerobic Activity

Lifestyle Activity

My activity level was... Rest Some ?

CANCEL SAVE & ADD ANOTHER SAVE

4.3.7 Click the Save & Add Another button to add another activity, or click the Save button to save the activity data and return to the Test Event page.

ACTIVITYGRAM® Test Event

Choose the type of activity you were doing.?

Rest

Muscular Activity

Flexibility Activity

Aerobic Sports

Aerobic Activity

Lifestyle Activity

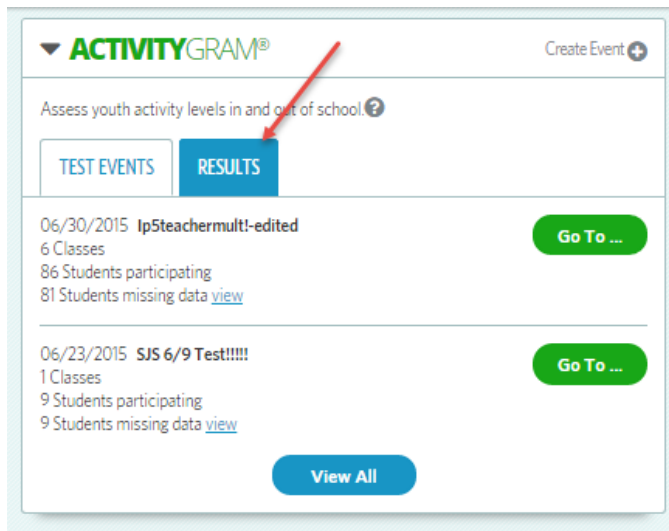
My activity level was... Rest Some ?

CANCEL SAVE & ADD ANOTHER SAVE

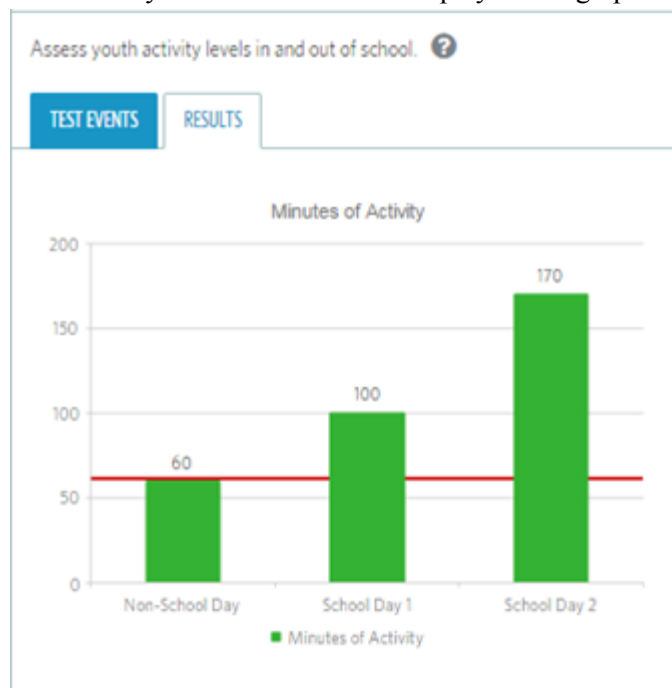
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4.4 ActivityGram Results

4.4.1 To view the ActivityGram results, select the Results tab from the ActivityGram tile on the dashboard.



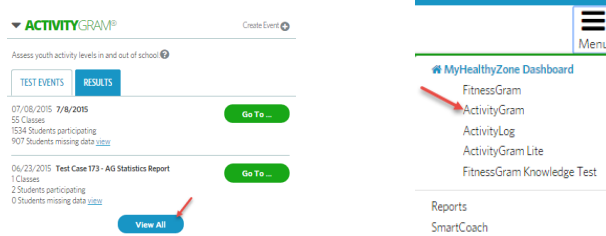
4.4.2 The ActivityGram results will be displayed in a graphic representation.



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4.5 Deleting an ActivityGram Test Event

4.5.1 On the MyHealthyZone™ Teacher dashboard, click MENU and then select ActivityGram, or click the View All button from the ActivityGram tile on the dashboard.

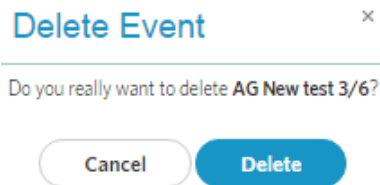


4.5.2 Select an ActivityGram test event to delete, just click on the radio button to the left of the test event name. Click on the Go To button to expand the Go To menu options. Click on Delete Event to delete the selected test event.

The image shows a table titled 'ACTIVITYGRAM® Test Events' with columns: 'Test Event Name', 'Go To...', 'Start Date', 'End Date', 'Total Students', and 'Students Missing Data'. A red circle highlights the radio button next to 'AG New test 3/6'. A red arrow points to the 'Go To...' dropdown menu which is open, showing options: 'Edit Event', 'View Student Roster', 'Email Parent Reports', and 'Delete Event' (highlighted with a red arrow). Other rows in the table include 'AG Test - Past - 7/1/2015', 'sadf234', and 'sasdaefcd42543'.

Test Event Name	Go To...	Start Date	End Date	Total Students	Students Missing Data
<input checked="" type="radio"/> AG New test 3/6	Edit Event View Student Roster Email Parent Reports Delete Event	6/2015	06/23/2015	87	87
<input type="radio"/> AG Test - Past - 7/1/2015		5/2015	07/29/2015	908	908
<input type="radio"/> sadf234		6/2015	08/06/2015	909	909
<input type="radio"/> sasdaefcd42543		06/10/2015	07/11/2015	90	90

4.5.3 A popup window will appear, asking you to validate that you really want to delete this test event. Click Delete to delete the event, or Cancel to cancel the action and return to the ActivityGram View All listing.



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5 ActivityLog

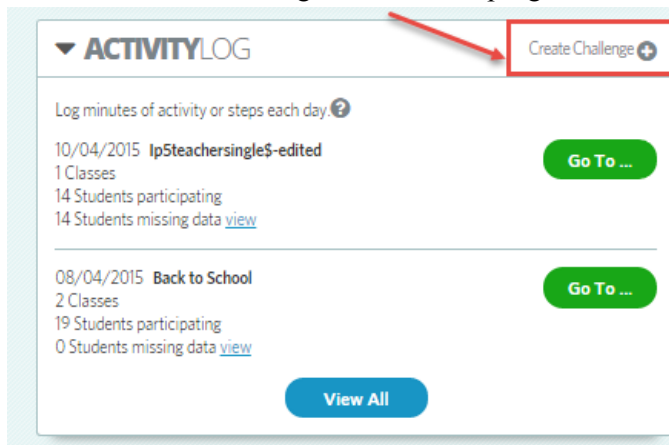
ActivityLog allows students to track their daily activity in total steps and minutes. Students set daily goals for total steps and/or total minutes of activity.

You can issue challenges to students in your school to increase their physical activity. Students can login by their own logins to MyHealthyZone to enter their own ActivityLog data.

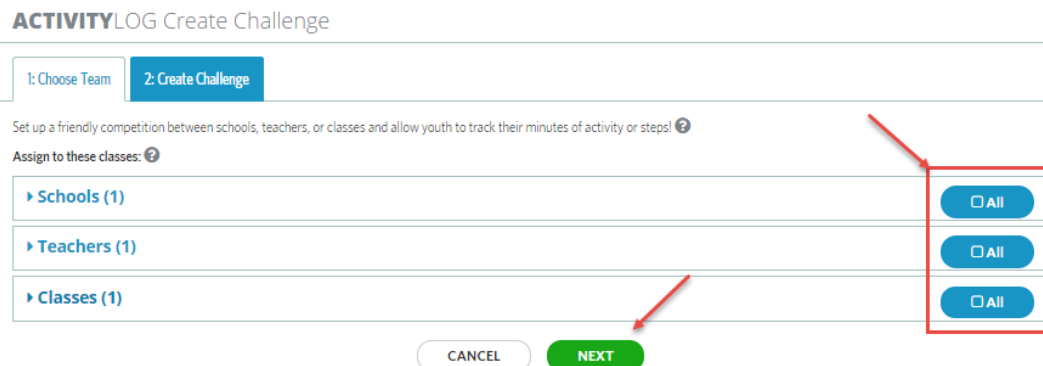
5.1 Creating an ActivityLog Challenge

5.1.1 To create an ActivityLog Challenge, you will need to go to the ActivityLog tile on the dashboard or select ActivityLog from the menu options.

5.1.2 Click the Create Challenge link on the top right of the ActivityLog tile.



5.1.3 Choose classes to participate in the challenge, then click the Next button.



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5.1.4 To complete creating the challenge, you need to give your challenge a name, enter the start and end date, select the type and enter a goal and description. There are two types of challenges: steps or minutes. The goal set for the challenge by the teacher will be a daily average goal. This is different from the student's individual goal, which they set themselves. Click the Create button to create and issue the challenge.

ACTIVITYLOG Create Challenge

1: Choose Team 2: Create Challenge

Set up a friendly competition between schools, teachers, or classes and allow youth to track their minutes of activity or steps! ?

Challenge Name: Challenge Test

Start Date: 06/01/2015

End Date: 07/08/2015

Type: Steps

Goal: 10,000

Description: walking 10,000 step everyday

CANCEL BACK CREATE

5.2 Editing ActivityLog event

5.2.1 On the MyHealthyZone™ Teacher dashboard, click MENU and then select ActivityLog, or click the View All button from the ActivityLog tile on the dashboard.

▼ ACTIVITYLOG Create Challenge

Log minutes of activity or steps each day

10/04/2015 IpSteachersingles-edited
1 Classes
14 Students participating
14 Students missing data [view](#) [Go To ...](#)

08/04/2015 Back to School
2 Classes
19 Students participating
0 Students missing data [view](#) [Go To ...](#)

[View All](#)

MyHealthyZone Dashboard

- FitnessGram
- ActivityGram
- ActivityLog
- ActivityGram Lite
- FitnessGram Knowledge Test

Reports
SmartCoach

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5.2.2 The ActivityLog challenges listed are associated to the classes assigned to you in current school year. The View All listing is a comprehensive view at a glance of the information related to all of the ActivityLog test events for which you have access. This listing shows you the challenges, their date ranges, the number of assigned students and the total number of students that are missing data, and the challenge type.

ACTIVITYLOG Test Events Create Challenge +

Challenge Name	Go To...	Start Date	End Date	Total Students	Students Missing Data	Type	Daily Goal
AL Test 6/4		06/02/2015	06/09/2015	2	2	Steps	400
AL Test 6/4		06/02/2015	06/09/2015	2	2	Steps	400
alcc		06/30/2015	07/30/2015	45	45	Steps	4
Alle		06/02/2015	06/16/2015	909	909	Steps	3
AL-jeJohns- twoEdited		06/20/2015	06/25/2015	22	22	Steps	1500
AL-jeJohnSingleEdited		06/05/2015	06/15/2015	2	2	Steps	10000
Allie		06/20/2015	08/01/2015	2	2	Steps	3
Alnew		06/24/2015	07/11/2015	909	909	Steps	3
Challenge Test Event		06/28/2015	08/07/2015	909	909	Steps	20000

5.2.3 Select an ActivityLog challenge to edit, just click on the radio button to the left of the challenge name. Clicking the green Go To button expands the menu options. Click on Edit Event to open the ActivityLog challenge edit screen.

ACTIVITYLOG Test Events Create Challenge +

Challenge Name *	Go To...	Start Date	End Date	Total Students	Students Missing Data	Type	Daily Goal
Allie		2015	08/01/2015	2	2	Steps	3
Alnew		2015	07/11/2015	909	909	Steps	3
<input checked="" type="radio"/> Challenge Test Event	<ul style="list-style-type: none">Edit EventView Student RosterDelete Event	06/28/2015	08/07/2015	909	909	Steps	20000

5.2.4 On the Edit challenge screen of an ActivityLog challenge, you can edit the title, start and end dates. Click the Update button to save the changes.

ACTIVITYLOG Edit Challenge

Set up a friendly competition between schools, teachers, or classes and allow youth to track their minutes of activity or steps! ?

Challenge Name:

Start Date:

End Date:

Type:

Goal:

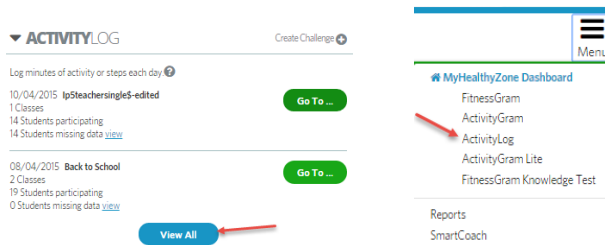
Description:

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5.3 ActivityLog Data Entry

5.3.1 Students can login by their own logins to MyHealthyZone to enter their own ActivityLog data.

5.3.2 Some of your younger students may need occasional assistance with entering their activity log data. To assist in entering their logs, you can access the View All listing by clicking MENU and then select ActivityLog, or click the View All button from the ActivityLog tile on the dashboard.



5.3.3 Select the challenge to enter by checking the radio button next to the challenge name. Click the Go To button to expand the options available for this task. Click on View Student Roster.

The image shows a table titled 'ACTIVITYLOG Test Events' with columns: Challenge Name, Start Date, End Date, Total Students, Students Missing Data, Type, and Daily Goal. A red arrow points to the 'Go To' button next to the 'Challenge Test Event' row. A context menu is open over this row, showing options: Edit Event, View Student Roster, and Delete Event.

Challenge Name ^	Start Date	End Date	Total Students	Students Missing Data	Type	Daily Goal
<input type="radio"/> Allip	2015	08/01/2015	2	2	Steps	3
<input type="radio"/> Alnew	2015	07/11/2015	909	909	Steps	3
<input checked="" type="radio"/> Challenge Test Event	06/28/2015	08/07/2015	909	909	Steps	20000
<input type="radio"/> hstshi1234	06/11/2015	06/11/2015	43	43	Minutes	568
<input type="radio"/> IEAL-sa	06/10/2015	07/30/2015	2	2	Steps	2
<input type="radio"/> JESSICA's TEST	06/25/2015	06/25/2015	64	64	Minutes	45
<input type="radio"/> LWholevDAChallenge1	05/18/2015	05/30/2015	909	909	Minutes	200
<input type="radio"/> LWholevDAChallenge2	05/27/2015	06/02/2015	64	64	Steps	1000
<input type="radio"/> LWholevTeacherAdminChallenge1	05/19/2015	06/01/2015	2	2	Steps	5000
<input type="radio"/> Summer walking Challenge	05/31/2015	07/10/2015	909	909	Steps	10000
<input type="radio"/> tab-sadmin-8e8384	06/12/2015	06/18/2015	43	43	Minutes	8384
<input type="radio"/> tab-sadmin-8e8ac	05/31/2015	06/03/2015	22	22	Minutes	175

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5.3.4 The student roster will display the activity for each student in the challenge. You also have the option of printing the student roster by clicking on the Print Spreadsheet button. The total steps and the total minutes are a daily average. Click on a student's name to open that student's activity log.

ACTIVITYLOG Challenges

[Print Spreadsheet](#)

Student Roster - Challenge Test Event - 06/28/2015 - 08/07/2015

Class

Student Name	Days Logged	Total Steps	Total Minutes
Student119289, Mary	2	1100	160
Student119289, Mary	2	1100	160
Student119289, Mary	2	1100	160
Student119290, Mary	0	0	0
Student119290, Mary	0	0	0
Student119290, Mary	0	0	0
Student119291, John	0	0	0
Student119291, John	0	0	0
Student119291, John	0	0	0
Student119302, John	0	0	0
Student119302, John	0	0	0
Student120470, John	0	0	0
Student120470, John	0	0	0
Student120471, Mary	0	0	0

5.3.5 On the entry screen, you can view the challenges to which the students are assigned. Enter the steps or minutes that the student needs entered. It does not matter if the student has both steps and minutes. The data is automatically applied to all active challenges to which the student has been assigned. The student may be assigned to more than one challenge, and each challenge can be a different type.

ACTIVITYLOG Data Entry

[Back to Student Roster](#)

Student

	Steps	Minutes
Daily Goal:	20000	0
Daily Average:	0	0.00

July 5-11, 2015

	Steps	Minutes
Sunday	0	0
Monday	0	0
Tuesday	0	0
Wednesday	0	0
Thursday	0	0
Friday	0	0
Saturday	0	0

Save

CHALLENGES

AInew
6/24/2015-7/11/2015
Daily Goal:3 steps
AInew

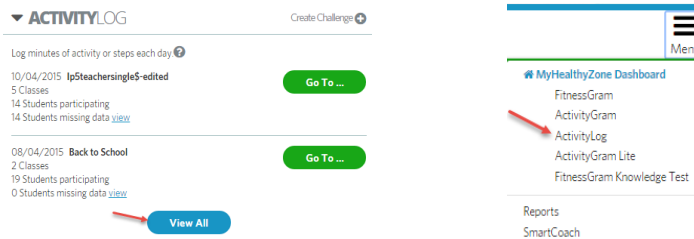
Challenge Test Event
6/28/2015-8/7/2015
Daily Goal:20000 steps
walk 20,000 step

View Challenges List

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5.4 Deleting a Challenge

5.4.1 You can access the View All listing by clicking MENU and then selecting ActivityLog, or click the View All button from the ActivityLog tile on the dashboard.

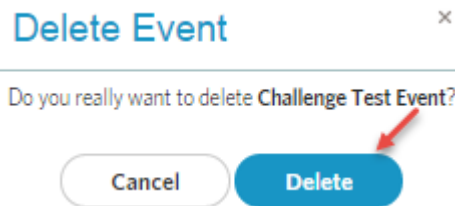


5.4.2 You can sort the View All listing just as you can with the other assessments. Sort by challenge name to quickly find the challenge you need to delete. Select the challenge by checking the radio button next to the challenge name. Click the Go To button to expand the options available for this task. Click on Delete Event.

ACTIVITYLOG Test Events Create Challenge +

Challenge Name *	Go To ...	Start Date	End Date	Total Students	Students Missing Data	Type	Daily Goal
<input type="radio"/> Allip	Edit Event View Student Roster Delete Event	2015	08/01/2015	2	2	Steps	3
<input type="radio"/> Alnew		2015	07/11/2015	909	909	Steps	3
<input checked="" type="radio"/> Challenge Test Event		06/28/2015	08/07/2015	909	909	Steps	20000
<input type="radio"/> hstshil234		06/11/2015	06/11/2015	43	43	Minutes	568
<input type="radio"/> IEAL-sa		06/10/2015	07/30/2015	2	2	Steps	2
<input type="radio"/> JESSICA's TEST		06/25/2015	06/25/2015	64	64	Minutes	45
<input type="radio"/> LWholevDACChallenge1		05/18/2015	05/30/2015	909	909	Minutes	200
<input type="radio"/> LWholevDACChallenge2		05/27/2015	06/02/2015	64	64	Steps	1000
<input type="radio"/> LWholevTeacherAdminChallenge1		05/19/2015	06/01/2015	2	2	Steps	5000
<input type="radio"/> Summer walking Challenge		05/31/2015	07/10/2015	909	909	Steps	10000
<input type="radio"/> tab-sadmin-8a8384		06/12/2015	06/18/2015	43	43	Minutes	8384
<input type="radio"/> tab-sadmin-8a8ac		05/31/2015	06/03/2015	22	22	Minutes	175

5.4.3 A warning message will pop up, asking you to verify that you would like to delete the selected challenge. Click Delete to delete the challenge or Cancel to cancel the request.



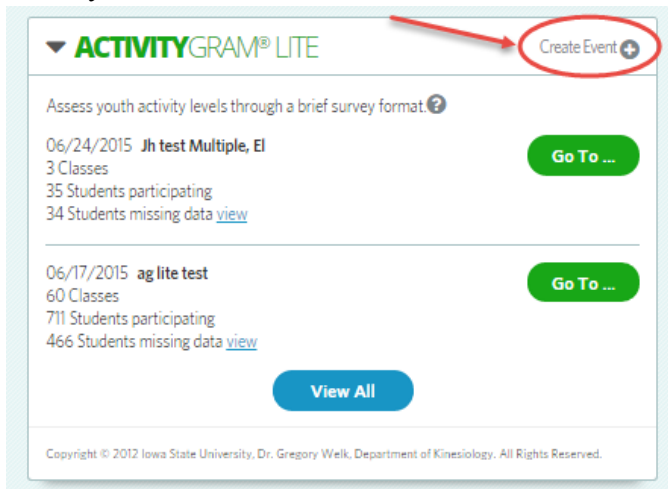
6 ActivityGram Lite

ActivityGram Lite is a 15-question activity profile. This feature gauges a student's physical activity level before, during and after school, as well as their sedentary time. Upon completion, they receive personalized results.

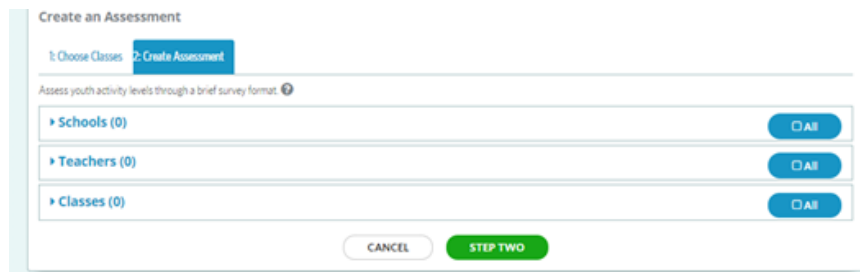
Students can login by their own logins to MyHealthyZone to enter their own ActivityGram lite data.

6.1 Creating an ActivityGram Lite profile

6.1.1 To create a new ActivityGram Lite profile, click on the Create Event link on the ActivityGram Lite dashboard tile.

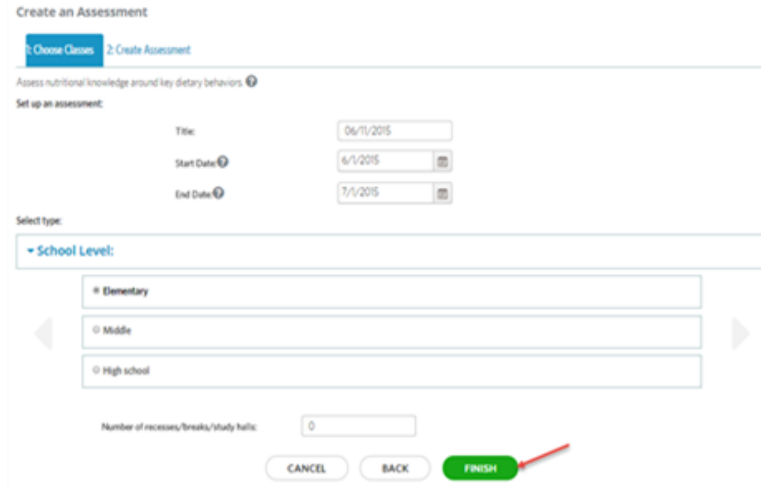


6.1.2 Assign the classes to the ActivityGram Lite profile as you would in the FitnessGram test events (see 3.1.1). Once you have made your selections, click on the Step Two button to continue.



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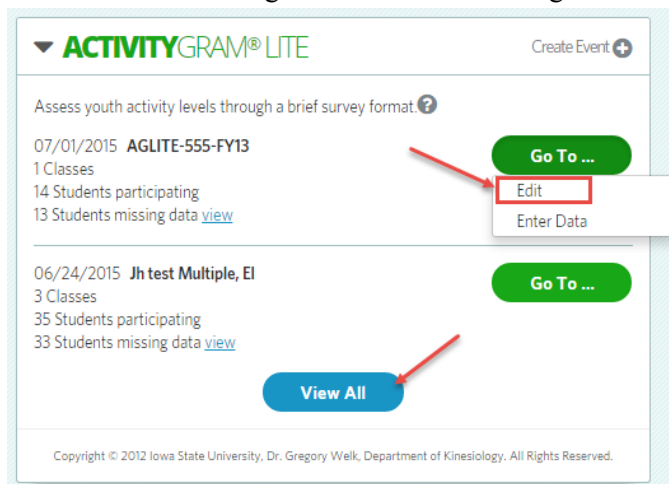
6.1.3 To complete creating the survey for your classes, you will need to give the survey a title, start and end date and select the school level for the students you are assigning. The profile are based on elementary, middle and high school grade ranges, so this step is important in assigning the appropriate profile to your students. This activity profile also takes into account the number of recesses/breaks and study halls the students have during a day. Enter the correct rest period total for the selected grade range, and then click the Finish button to create the profile.



6.2 Editing an ActivityGram Lite Profile

You can edit an ActivityGram Lite Profile that you are associated with as long as your district has allowed those permissions.

6.2.1 You can select a profile to edit one of two ways. On the ActivityGram Lite dashboard tile, you can click the Go To button to the right of one of the most recent profiles listed, as shown, and then select Edit. Or, you can click the View All button from the ActivityGram Lite dashboard tile to go to the View All listing.



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6.2.2 The ActivityGram Lite profiles listed are associated to the classes assigned to you in current school year. Select a profile to edit by checking the radio button next to the test event name. Click the Go To button to expand the available options. Click the Edit Event option to proceed.

ACTIVITYGRAM® LITE Test Events Create Event

Test Event Name [^]	Go To...	Start Date	End Date	Total Students	Students Missing Data
<input type="radio"/> 45454545	Edit Event View Student Roster Delete Event	/01/2015	07/03/2015	909	909
<input type="radio"/> aaaaa344656		/09/2015	08/14/2015	909	909
<input type="radio"/> AG Lite - John Teacher - first class - 06292015		06/22/2015	07/10/2015	2	1
<input checked="" type="radio"/> AG Lite Summer event		06/08/2015	07/11/2015	87	87

6.2.3 The current assigned classes will be pre-populated for you. If you are not editing the classes assigned to the profile, just click the Step Two button to continue. If you are changing the scope of classes, you can make your edits here and then click on Step Two.

Edit ActivityGram Lite's Test Event

1: Choose Classes 2: Create Assessment

Assess youth activity levels through a brief survey format.

Schools (2) All
 Teachers (2) All
 Classes (58) All

PEE3G_311_NOWAK_FY13

PEE3G_311_NOWAK_FY14

PEE3G_322_NOWAK_FY13

PEE3G_322_NOWAK_FY14

PEE3G_333_NOWAK_FY13

6.2.4 You can edit the title, start and end dates, assigned school level and rest times as needed. Click on the Update button to save all of your changes.

Edit ActivityGram Lite's Test Event

1: Choose Classes 2: Create Assessment

Assess nutritional knowledge around key dietary behaviors.

Set up an assessment:

Title:

Start Date:

End Date:

Select type:

School Level:

Elementary

Middle

High school

Number of recesses/breaks/study halls:

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6.3 Viewing the Student Roster

6.3.1 Students can login by their own logins to MyHealthyZone to enter their own ActivityGram Lite data.

6.3.2 Also in the ActivityGram Lite listing, you can select View Student Roster on any profile to which you have access. Select the ActivityGram Lite profile you want to view by clicking the radio button to the left of the test event name. Click on the Go To button to expand the available options. Click on View Student Roster.

ACTIVITYGRAM® LITE Test Events Create Event

Test Event Name ^	Go To ...	Start Date	End Date	Total Students	Students Missing Data
<input type="radio"/> 454545545	Edit Event View Student Roster Delete Event	07/01/2015	07/03/2015	909	909
<input type="radio"/> aaaaa344656		07/09/2015	08/14/2015	909	909
<input type="radio"/> AG Lite - John Teacher - first class - 06292015		06/22/2015	07/10/2015	2	1
<input checked="" type="radio"/> AG Lite Summer event		06/08/2015	07/11/2015	87	87

6.3.3 The complete list of students assigned to the selected ActivityGram lite profile will be listed regardless of the teacher/class they are assigned to within the current school. You can do several things from this point, such as show only students missing data as described above in ActivityGram lite events, or print a spreadsheet.

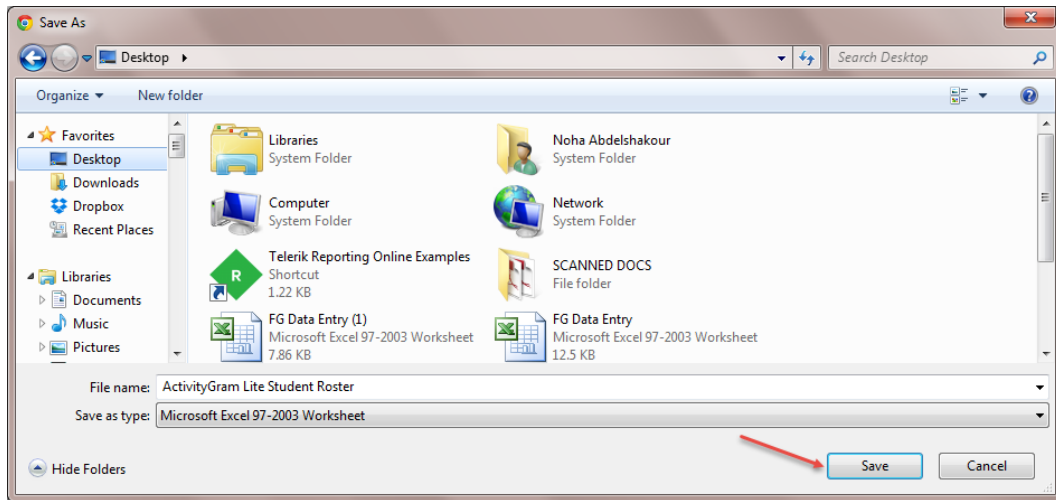
ACTIVITYGRAM® LITE Student Roster- AG Lite Summer event [Print Spreadsheet](#)

Class: show only students missing data

Student Name	Status
Student120471, Mary	Incomplete
Student496184, Mary	Incomplete
Student496184, Mary	Incomplete
Student497065, John	Incomplete
Student497069, John	Incomplete
Student497381, John	Incomplete
Student497381, John	Incomplete
Student497382, John	Incomplete
Student497382, John	Incomplete
Student497383, Mary	Incomplete

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6.3.4 The Save dialog box will appear, asking you for a location to save the file. Browse for the location and click Save.



6.3.5 Here is a sample of the .xls roster format downloaded after selecting Print Spreadsheet.

Student Name	Teacher	Class	Status
Student505705, John	Pat Teacher505706	PEE3G_311_NOWAK_FY13	Complete
Student505707, John	Pat Teacher505706	PEE3G_311_NOWAK_FY13	Complete
Student505708, John	Pat Teacher505706	PEE3G_311_NOWAK_FY13	Complete
Student505709, John	Pat Teacher505706	PEE3G_311_NOWAK_FY13	Complete
Student505710, John	Pat Teacher505706	PEE3G_311_NOWAK_FY13	Complete
Student505767, John	Pat Teacher505706	PEE3G_311_NOWAK_FY13	Complete
Student505768, John	Pat Teacher505706	PEE3G_311_NOWAK_FY13	Complete
Student505769, John	Pat Teacher505706	PEE3G_311_NOWAK_FY13	Complete
Student505770, John	Pat Teacher505706	PEE3G_311_NOWAK_FY13	Complete
Student505782, John	Pat Teacher505706	PEE3G_322_NOWAK_FY13	Complete
Student505783, John	Pat Teacher505706	PEE3G_322_NOWAK_FY13	Complete
Student505784, John	Pat Teacher505706	PEE3G_322_NOWAK_FY13	Complete
Student505785, John	Pat Teacher505706	PEE3G_322_NOWAK_FY13	Complete
Student505786, John	Pat Teacher505706	PEE3G_322_NOWAK_FY13	Complete
Student505787, John	Pat Teacher505706	PEE3G_322_NOWAK_FY13	Complete
Student505788, John	Pat Teacher505706	PEE3G_322_NOWAK_FY13	Complete
Student505840, John	Pat Teacher505706	PEE3G_322_NOWAK_FY13	Complete
Student505841, John	Pat Teacher505706	PEE3G_322_NOWAK_FY13	Complete

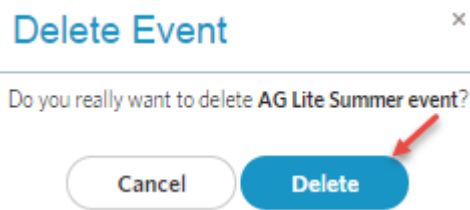
6.4 Deleting ActivityGram Lite Event

6.4.1 From the ActivityGram Lite Events listing, click the Go To button to expand the Go To menu options you have permission to perform on the event. Click Delete Event.

Test Event Name	Start Date	End Date	Total Students	Students Missing Data
454545545	01/01/2015	07/03/2015	909	909
aaaaa344656	09/09/2015	08/14/2015	909	909
AG Lite - John Teacher - first class - 06292015	06/22/2015	07/10/2015	2	1
AG Lite Summer event	06/08/2015	07/11/2015	87	87

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- 6.4.2** A popup window will appear asking you to validate that you really want to delete this test event. Click Delete to delete the event, or Cancel to cancel the action and return to the ActivityGram lite View All listing.



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7 FitnessGram Knowledge Tests

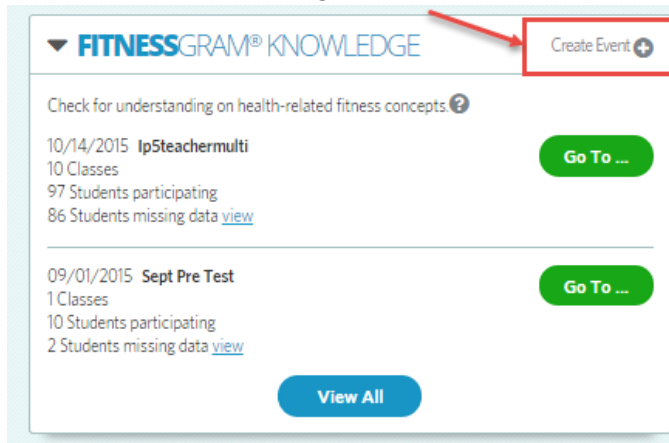
The FitnessGram Knowledge Tests are designed to evaluate a student's understanding of health-related fitness concepts.

Students can login by their own logins to MyHealthyZone to enter their own FitnessGram Knowledge test data.

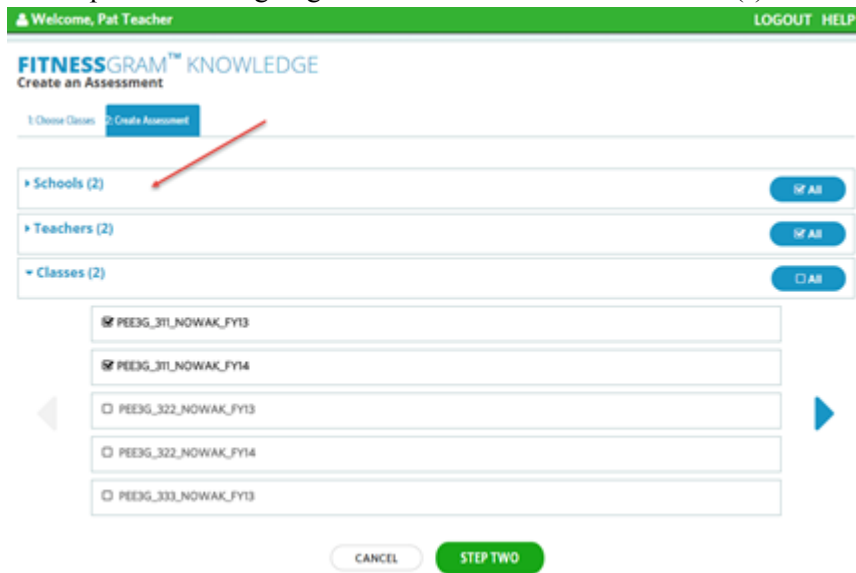
7.1 Creating a FitnessGram Knowledge Test Event

On the FitnessGram Knowledge tile, you can create an assessment for your students to take.

7.1.1 To create a FitnessGram Knowledge assessment, just click on the Create Event link from the FitnessGram Knowledge tile on the teacher dashboard.

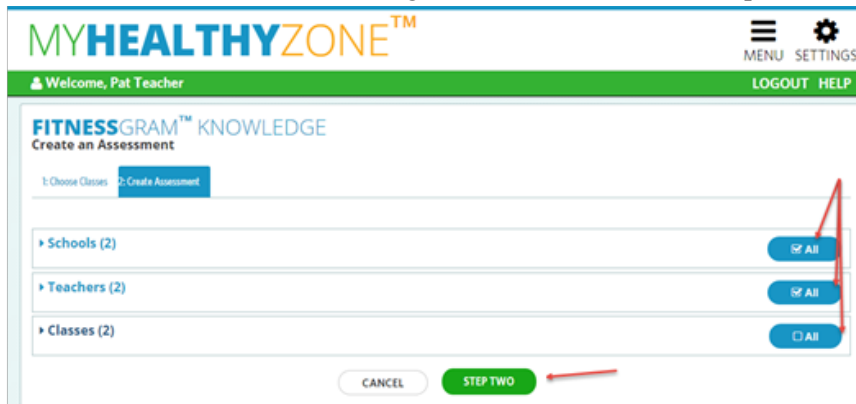


7.1.2 The test event needs to be assigned to a class or group of classes based on your selections. Your options for assigning the classes are based on the school(s) to which you are assigned.

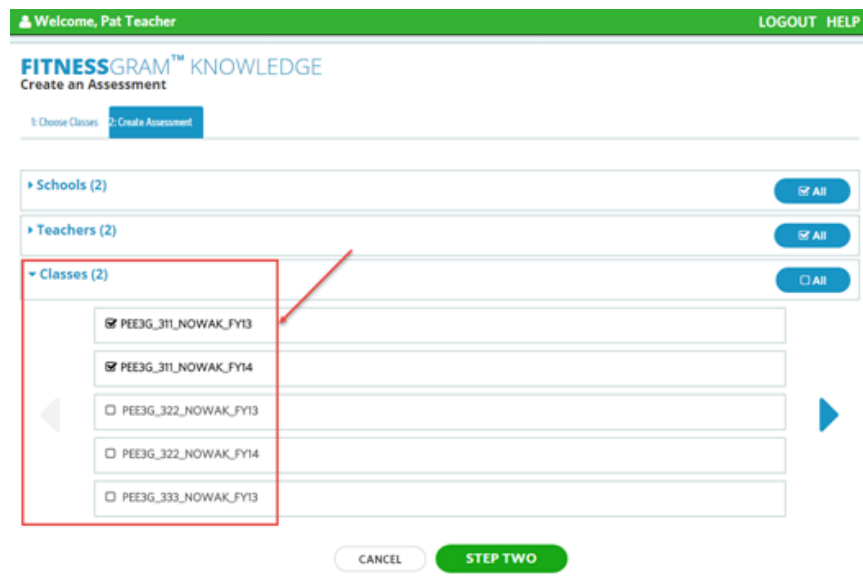


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7.1.3 If you are assigning this test event to all of your classes, you can check the All checkbox in the Schools/Teachers/Classes categories, and then click the Step Two button to continue.



7.1.4 If you need to assign the test event to a specific class or group of classes, you will need to expand the categories to make the appropriate selections. Click on the arrow next to the category title to expand each category and its options. For example, if all of the classes you want to assign are within one school, you can click the All checkbox under Schools. Expand the Teacher category to select yourself as the teacher, or select the All checkbox if you are the only teacher. Expand the Classes category and select the checkbox to the left of each class to which the test event needs to be assigned. Click the Step Two button to continue.



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7.1.5 To finish creating the assessment, you will need to enter a title as well as start and end dates.

The screenshot shows the 'Create Assessment' step of the FitnessGram Knowledge setup. It includes a progress bar with '1: Choose Classes' and '2: Create Assessment'. Below the progress bar, there is a 'Set up an assessment:' section with three input fields: 'Title', 'Start Date', and 'End Date'. Each date field has a calendar icon to its right. Red arrows point from the right side of the form to each of these three input fields. Below the date fields is a 'Select type:' section with a dropdown menu showing 'FitnessGram Knowledge'. At the bottom of the form are three buttons: 'CANCEL', 'BACK', and 'FINISH'.

7.1.6 Start and end dates can either be manually entered in the mm/dd/yyyy format or selected from the calendar view. These dates are required.

This screenshot shows the 'Create Assessment' form with a calendar pop-up for the 'Start Date' field. The 'Title' field contains 'FG Knowledge test'. The 'Start Date' field is empty, and a calendar for June 2015 is open, showing the date '1' selected. A red arrow points to the calendar icon next to the 'Start Date' field. The 'End Date' field is also empty. The 'Select type:' dropdown is set to 'FitnessGram Knowledge'. A 'CANCEL' button is visible at the bottom left of the form area.

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

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7.1.7 There are six levels of assessments you can select from to assign to the selected class (es). Check the level you would like assigned and then click the Finish button to create the assessment. You can only select one level per assessment. Clicking Finish takes you back to the FitnessGram Knowledge View All Test Events screen.

FITNESSGRAM™ KNOWLEDGE
Create an Assessment

1. Choose Classes 2. Create Assessment

Set up an assessment:

Title: FG Knowledge test

Start Date: 5/31/2015

End Date: 7/9/2015

Select type:

▼ FitnessGram Knowledge

Level 1

Level 2

Level 3

Level 4

Level 5

CANCEL BACK STEP TWO

7.2 Editing FitnessGram Knowledge Test Event

You can edit details about a FitnessGram Knowledge event you have created and assigned to your classes.

7.2.1 To edit the event, click MENU and then select FitnessGram Knowledge Test, or click the View All button from the FitnessGram Knowledge tile on the dashboard.

FITNESSGRAM™ KNOWLEDGE Create Event

Check for understanding on health-related fitness concepts

07/06/2015 Craig Knowledge 1 (edited) 3 Classes 33 Students participating 31 Students missing data [View](#) Go To

06/30/2015 FGKT - 11 level 1 Classes 13 Students participating 13 Students missing data [View](#) Go To

View All

Menu

MyHealthyZone Dashboard

- FitnessGram
- ActivityGram
- ActivityLog
- ActivityGram Lite
- FitnessGram Knowledge Test

Reports

SmartCoach

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7.2.2 The FitnessGram Knowledge tests listed are associated to the classes assigned to you in current school year. The View All listing is a comprehensive view at a glance of the information related to all of the FitnessGram Knowledge test events for which you have access. This listing shows you the test events, their date ranges, the number of assigned students and the total number of students that are missing data.

FITNESSGRAM®KNOWLEDGE Test Events Create Event

Test Event Name [▲]	Start Date	End Date	Total Students	Students Missing Data
View All	05/04/2015	10/03/2015	075	075
<input type="radio"/> FG level 1	05/31/2015	07/09/2015	65	65
<input type="radio"/> FGK Report Test 06292015 - level 5	06/22/2015	07/10/2015	22	20
<input type="radio"/> FGK Report Test 06292015 - level 6	06/22/2015	07/10/2015	22	20
<input type="radio"/> FGK_Test2_6.11.15	06/15/2015	06/19/2015	24	23
<input type="radio"/> FGK_TestAdmin1_6.11.15	06/15/2015	06/19/2015	2	1
<input type="radio"/> FGK-ieDAdmin-John1TICiv15	06/25/2015	06/25/2015	2	1
<input type="radio"/> FGK-ieDAdmin-John3TallCiv4	06/17/2015	06/30/2015	909	908
<input type="radio"/> FGK-ieDAdmin-NoJohn3Tiv13	06/01/2015	06/30/2015	76	76
<input type="radio"/> FGK-ieSAdmin-allTSlv13	06/17/2015	06/30/2015	909	909
<input type="radio"/> FGK-ieSAdmin-JohnMultiv15	01/01/2015	12/31/2015	909	909
<input type="radio"/> FGK-ieSAdmin-Multiv14Edited(78)	06/14/2015	06/29/2015	98	98

7.2.3 To select a FitnessGram Knowledge test event to edit, just click on the radio button to the left of the test event name. Clicking the green Go To button expands the menu options. Click on Edit Event to open the FitnessGram Knowledge edit screen.

FITNESSGRAM®KNOWLEDGE Test Events Create Event

Test Event Name [▲]	Start Date	End Date	Total Students	Students Missing Data
<input type="radio"/> View All	05/04/2015	10/03/2015	075	075
<input checked="" type="radio"/> FG level 1	05/31/2015	07/09/2015	65	65
<input type="radio"/> FGK Report Test 06292015 - level 5	06/22/2015	07/10/2015	22	20
<input type="radio"/> FGK Report Test 06292015 - level 6	06/22/2015	07/10/2015	22	20

7.2.4 On the Edit Test screen of a FitnessGram Knowledge event, you can edit the title, start and end dates and the FitnessGram Knowledge assessment level. Click the Update button to save the changes.

1: Choose Classes 2: Create Assessment

Set up an assessment:

Title:

Start Date:

End Date:

Select type:

FitnessGram Knowledge

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7.1 Viewing the Student Roster

Viewing the student roster will allow you as the teacher to see which students have completed their FitnessGram Knowledge test and which ones are incomplete, without having to go into each test assessment.

7.1.1 Students can login by their own logins to MyHealthyZone to enter their own FitnessGram Knowledge Test data.

7.1.2 From the FitnessGram Knowledge Test Events listing, click the green Go To button to expand the menu options you have permission to perform on the event. Click View Student Roster.

Test Event Name ^	Start Date	End Date	Total Students	Students Missing Data
USER012841	04/2015	10/09/2015	000	000
FG level 1	/31/2015	07/09/2015	65	65
FGK Report Test 06292015 - level 5	/22/2015	07/10/2015	22	20
FGK Report Test 06292015 - level 6	06/22/2015	07/10/2015	22	20

7.1.3 The student roster will display all of the students assigned to the selected survey. This includes students who have completed the survey, as well as incomplete surveys. Click on a student's name in the Student Name column to open their survey.

FITNESSGRAM® KNOWLEDGE Student Roster - [Print Spreadsheet](#)

Class: [All Classes](#) Show only students missing data

Student Name	Status
Student120471, Mary	Incomplete
Student497065, John	Incomplete
Student497069, John	Incomplete
Student497381, John	Incomplete
Student497381, John	Incomplete
Student497382, John	Incomplete
Student497382, John	Incomplete
Student497383, Mary	Incomplete
Student497383, Mary	Incomplete
Student497384, Mary	Incomplete
Student497384, Mary	Incomplete
Student497422, Mary	Incomplete
Student497422, Mary	Incomplete
Student497423, Mary	Incomplete

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7.1.4 The FitnessGram Knowledge test event will be available to review or assist your student with entering their answers.

FITNESSGRAM® KNOWLEDGE

Level 1

Event: FG level 1

Today we will be asking you questions about food, nutrition, and health. Please pick the answer you think is correct. For each page you complete, you will unlock a resource in your Si could be a video, a game, or a health challenge.

SECTION 1

CHALLENGE COMPLETE!

1. Push-Up



A



B



C

- A
- B
- C

2. Physical Activity



A



B



C

- A
- B
- C

3. Trunk Lift



A



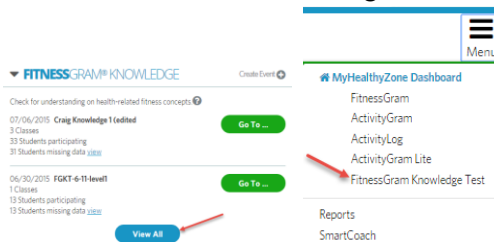
B



C

7.2 View Students Missing Data

7.2.1 Click MENU and then select FitnessGram Knowledge Test, or click the View All button from the FitnessGram Knowledge tile on the dashboard.



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7.2.2 Select the Knowledge Test for which you wish to view the information by checking the radio button to the left of the test event name. Click on the Go To button to expand your available options. Click on View Student Roster.

FITNESSGRAM® KNOWLEDGE Test Events Create Event

Test Event Name *	Go To ...	Start Date	End Date	Total Students	Students Missing Data
<input type="radio"/> FG level 1	<div style="border: 1px solid gray; padding: 2px;">Edit Event View Student Roster Delete Event</div>	06/22/2015	07/09/2015	65	65
<input type="radio"/> FGK Report Test 06/29/2015 - level 5		06/22/2015	07/10/2015	22	20
<input type="radio"/> FGK Report Test 06/29/2015 - level 6		06/22/2015	07/10/2015	22	20

7.2.3 When the student roster loads onscreen, check the box to show only students who are missing data.

FITNESSGRAM® KNOWLEDGE Student Roster -

Class: show only students missing data

Student Name	Status
Student120471, Mary	Incomplete
Student497065, John	Incomplete
Student497069, John	Incomplete
Student497381, John	Incomplete
Student497381, John	Incomplete
Student497382, John	Incomplete
Student497382, John	Incomplete
Student497383, Mary	Incomplete
Student497383, Mary	Incomplete
Student497384, Mary	Incomplete
Student497384, Mary	Incomplete
Student497422, Mary	Incomplete
Student497422, Mary	Incomplete
Student497423, Mary	Incomplete

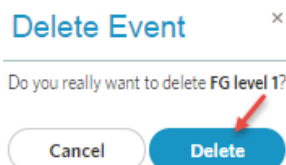
7.3 Deleting a FitnessGram Knowledge Test Event

7.3.1 From the FitnessGram Knowledge Test Events listing, click the Go To button to expand the Go To menu options you have permission to perform on the event. Click Delete Event.

FITNESSGRAM® KNOWLEDGE Test Events Create Event

Test Event Name *	Go To ...	Start Date	End Date	Total Students	Students Missing Data
<input type="radio"/> FG level 1	<div style="border: 1px solid gray; padding: 2px;">Edit Event View Student Roster Delete Event</div>	06/22/2015	07/09/2015	65	65
<input type="radio"/> FGK Report Test 06/29/2015 - level 5		06/22/2015	07/10/2015	22	20
<input type="radio"/> FGK Report Test 06/29/2015 - level 6		06/22/2015	07/10/2015	22	20

7.3.2 A popup window will appear asking you to validate that you really want to delete this test event. Click Delete to delete the event, or Cancel to cancel the action and return to the FitnessGram Knowledge View All listing.



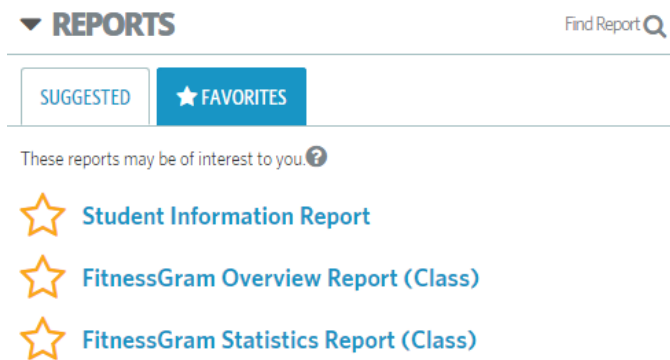
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8 Reports

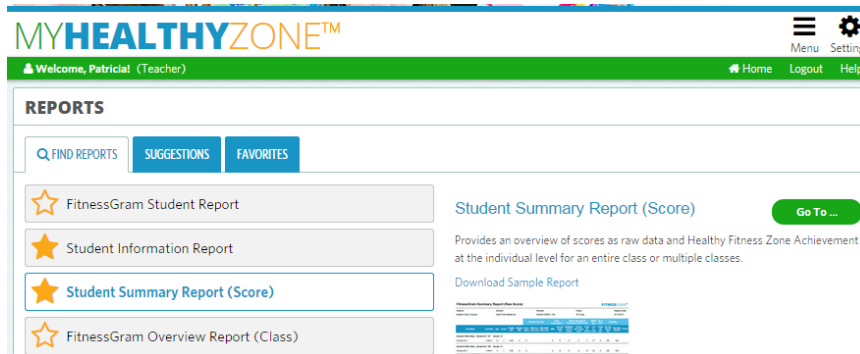
FitnessGram reports are available in the Reports tile on your teacher dashboard. One of the most popular reports is the FitnessGram Student Report. The FitnessGram Student Report uses easy-to-read charts that show results for each of the completed tests. It also indicates if the student is in the Healthy Fitness Zone (HFZ) for that component. Charts will show comparisons between their current test and the most recent past test to help you see areas of improvement. The system includes personalized messages on the student's report as feedback.

8.1 Accessing Reports

8.1.1 All reports, including the Student Report, can be found on the Reports tile on the teacher dashboard.

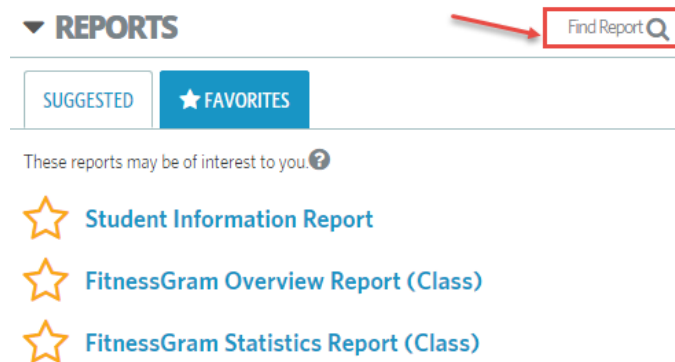


8.1.2 Select any report from the list by clicking on the report name, and a sample of that report will display onscreen.



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8.1.3 You can also access all reports by clicking on the Find Report link on the Reports tile.



Note: The computer or device you are using to access the site will need to be connected either directly or wirelessly to a printer in order to print the selected report.

8.1.4 The reports can also be generated from the Reports menu on the dashboard banner. Click the Menu icon to expand the menu options. Click on Reports.



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8.2 Generating Reports

8.2.1 You can click on the most commonly used reports that are listed, search reports or view reports marked by you as favorites. Make a selection and then click on the Go To button to expand the options available to you. Click on the View option to continue.

REPORTS

Q FIND REPORTS SUGGESTIONS ★ FAVORITES

- ★ ActivityGram Lite Summary Report
- ★ ActivityGram Statistics Report (Class)
- ★ ActivityGram Student Report
- ★ ActivityLog Student Report
- ★ FitnessGram Knowledge Test Report
- ★ FitnessGram Overview Report (Class)
- ★ FitnessGram Percentage Tested Report
- ★ FitnessGram Statistics Report (Class)
- ★ **FitnessGram Student Report**
- ★ FitnessGram Summary Report (PYFA)

FitnessGram Student Report Go To... View

Provides individual student's fitness test scores, the relationship of the Zone, and information on how to improve or maintain current fitness levels.

When to use:

- Educate youth about their health-related fitness including Healthy Fitness Zone Achievement.
- View individual fitness scores.
- Print or email student reports to share with youth and parents.

8.2.2 The Report generator will load, allowing you to select both the global filter selections as well as report filter selections. The global filter identifies the scope of the school year/ school/teacher and classes for the report. It is located across the top of the View Report screen. Click on the tab to expand the filter selections.

▼ SchoolYearTest (1)

- 2016-2017
- 2015-2016
- 2014-2015
- 2013-2014
- 2012-2013

▶ School (1) All

▶ Teacher (1) All

▶ Class (5) All

Cancel Apply Filters

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8.2.3 Make selections for the scope of the report you need by selecting which of your classes to include in the report. Check all that apply. Click the Apply Filters button to apply the selected options to the global filter.

▶ SchoolYearTest (1)

▶ School (1) All

▶ Teacher (1) All

▼ Class (5) All

- PE_G411_Spr2015
- PE01G_1_YODER_FY13
- PE01G_10_YODER_FY14
- PE01G_11_LAWSON_FY13
- PE01G_11_YODER_FY14

Cancel

8.2.4 The report filters further define the scope of the report you need by test event/ grade/gender or other applicable categories, depending on the requested report. Always define both filter areas to get the optimal report needed. Click the Apply Filters button to generate the report based on the combined selections.

VIEWREPORT

REPORT FILTERS

Current Event: FlexA-Dec 07, 15 Previous Event: Select All Grade: Select All Gender: Select All

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8.2.5 The report generator automatically refreshes the selections you make for the report onscreen. You will see the report generate and display in the Report box.

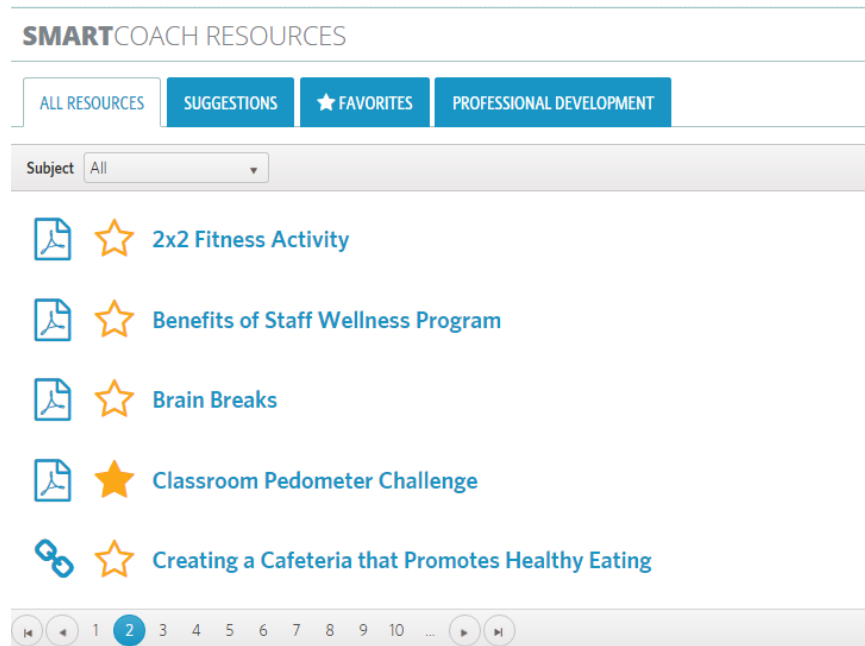
Note: Student age is calculated based on event start date and student date of birth.

8.2.6 Once the report is generated onscreen, there will be several formats in which the file can be downloaded that will allow you to email it to administrators or print. In order to print the report, the computer you are using will need to be connected to a printer either wirelessly or through the network. You can see the multiple download options listed below.

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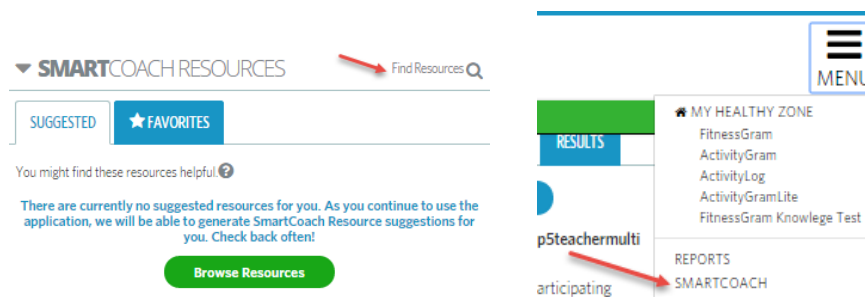
9 SmartCoach Resources

SmartCoach is the new content library packed with resources to help students, parents and teachers. The positive resources available are based on favorites. As you use the site, you will unlock helpful resources that will provide guidance in helping you teach your students to become more active and promote a healthy lifestyle.



9.1 Accessing Resources

In addition to being on the dashboard, SmartCoach resources are linked throughout FitnessGram 2015.



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9.2 Favorites

You can mark your favorite SmartCoach resources by clicking on the star icon next to them.

SMARTCOACH RESOURCES

ALL RESOURCES | SUGGESTIONS | ★ FAVORITES | PROFESSIONAL DEVELOPMENT









Subject All ▾

-   2x2 Fitness Activity
-   Benefits of Staff Wellness Program
-   Brain Breaks

SMARTCOACH RESOURCES

ALL RESOURCES | SUGGESTIONS | ★ FAVORITES | PROFESSIONAL DEVELOPMENT

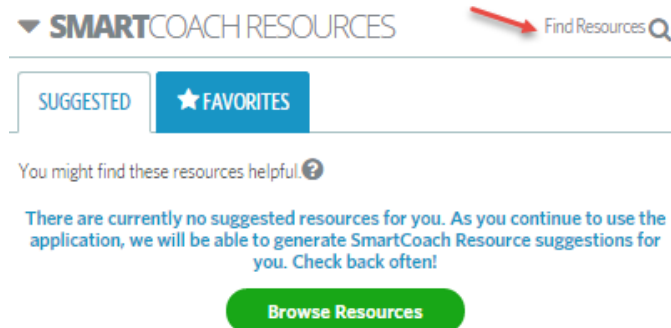
Mark SmartCoach Resources as favorites for easy access.

-   Brain Breaks
-   Classroom Pedometer Challenge
-   European Pedometer Challenge
-   How to Create a Staff Wellness Program

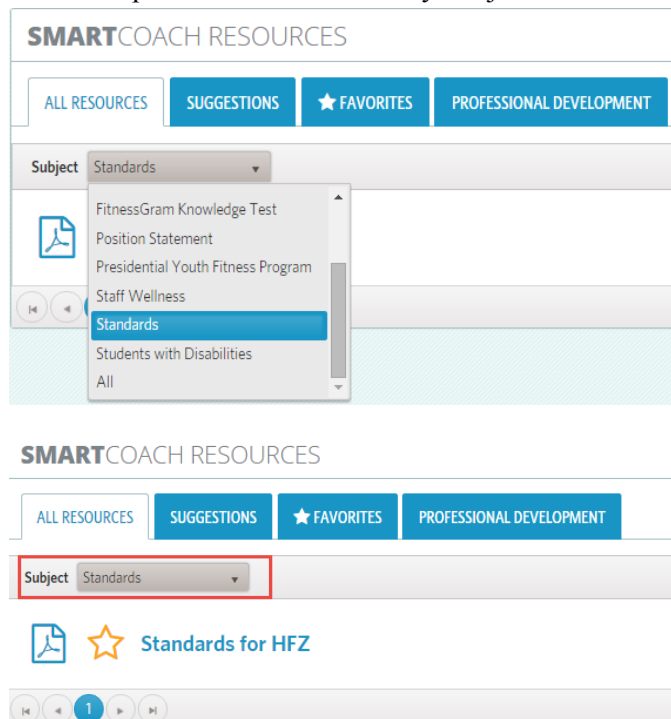
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9.3 Find a specific SmartCoach resource

9.3.1 If you need to locate a specific resource within SmartCoach, you can use the filters to locate it quickly. Click on the Find Resources link on the SmartCoach tile.

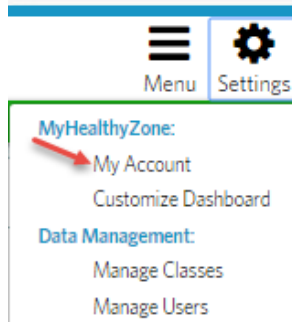


9.3.2 Click on dropdown filter selections by Subject to narrow the results.



10 My Account

Your My Account menu is your teacher profile information. To get to this menu, click on the Settings icon in the top right corner of the dashboard banner. The Settings menu will expand to allow you to click on My Account.



10.1 My Information

Your teacher profile contains your demographic information as well as contact information. This information is collected from the district's system and is pulled into the FitnessGram software by the district IT staff. The information they have on file will be reflected here. Depending on the permissions your district sets for users managing their own data, this could be a read-only screen. If you see information that is incorrect in this area, you can notify your district IT staff or the administrator to correct it. If your district permits you to edit any of these fields, you will need to click the Save Changes button after making changes to save the data.

Note: If you make edits to your account and your district IT does routine imports from your SIS vendor software to update or populate FitnessGram, the information within that SIS system pertaining to your account will overwrite any changes you have made. It is always best to make the changes you need in your SIS system so the data matches in both applications and does not get overwritten.

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10.1.1 Reset Password

You will always be able to secure your account by resetting your password. If you feel your account has been compromised, we strongly suggest doing this. From the My Account screen, click on the Reset Password link.

The screenshot displays the 'MYACCOUNT' page for a user named Pat Teacher. The page header includes the MyHealthyZone logo and navigation links for MENU, SETTINGS, Logout, and Help. The main content area is titled 'My Information' and contains the following fields:

- First Name: Pat
- Last Name: Teacher505706
- Middle Initial: N
- User Name: TestUser
- Reset Password: [Reset Password](#) (highlighted with a red box and arrow)
- Email: APlummer@mmseducation.com
- Address 1: NewYork
- Address 2: 123 Street
- City: New York
- State: Pennsylvania
- Zip Code: 18940

At the bottom of the form, there are two buttons: 'CANCEL' and 'SAVE CHANGES'.

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- 10.1.2** The system needs to validate your account before allowing you to reset the password. Enter your username and district ID, and click the Submit button.

MYHEALTHYZONE™ ×

Reset Password

Username

TestUser

District ID

The District ID field is required.

CANCEL

Submit

- 10.1.3** You will be emailed a Reset Password link to the email address listed in your teacher profile.

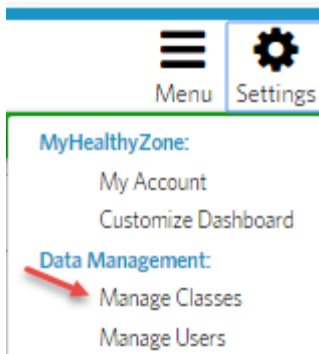
Fitnessgram Forgot Password ×

Email has been sent to

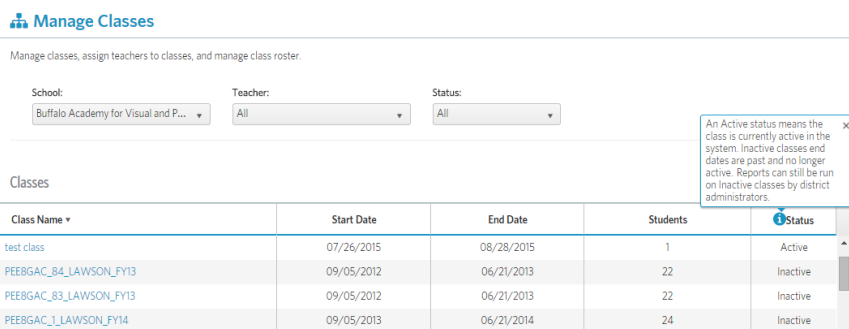
OK

11 Manage Classes

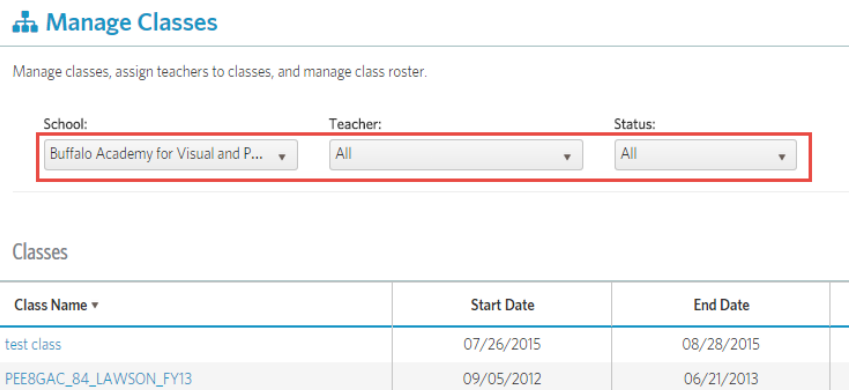
As a teacher in the school, your permissions may not allow you to manage the student rosters if your district has elected to control the rosters by routine imports from their SIS vendors system. You can view the Manage Classes menu from the Settings icon located on the far right of the banner on the teacher dashboard.



11.1.1 Even if you are not permitted to create, edit or delete classes, you can still view information about the classes listed for this school. In addition to the class name, you can see the start and end dates, assigned teachers, how many students are in the class and the status.

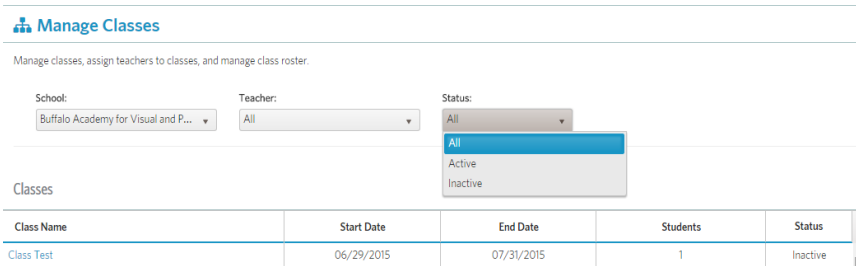


11.1.2 You can use the available sort options, such as School, Teacher and Status. This will help narrow down the listing. Just as with other assessment listings, the headings on the columns allow you to sort the columns.



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11.1.3 The only status options for a class are Active, Inactive or All. The screen automatically refreshes to the sort order as it is selected.

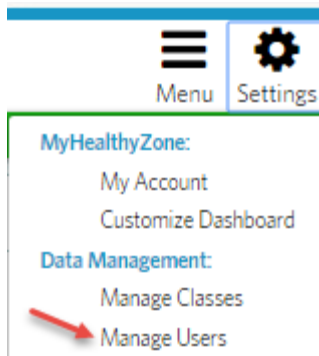


12 Manage Users

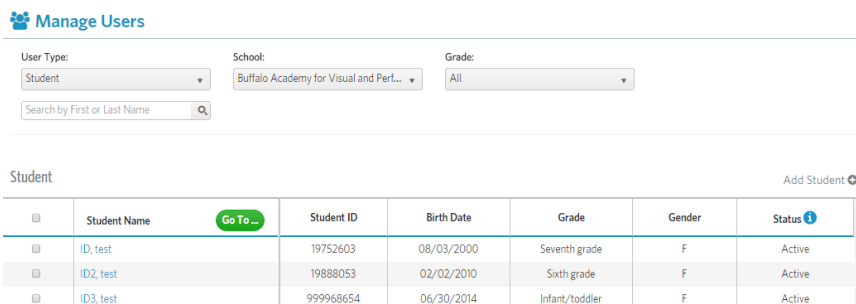
As with Manage Classes, the district may have made the decision to not allow edits to the system if they are managing the rosters and users through an export out of their SIS vendor's application.

12.1 Access Manage Users

You can view the Manage Users menu from the Settings icon located on the far right of the banner on the teacher dashboard.

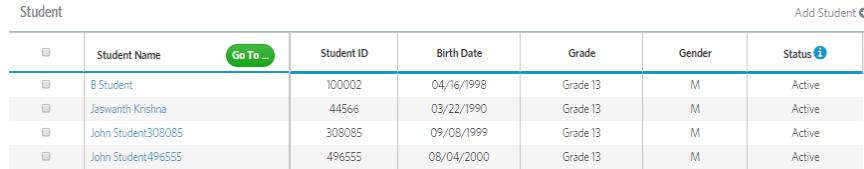


12.1.1 As with Manage Classes, you have several options to narrow the search field or get relevant information about the student.



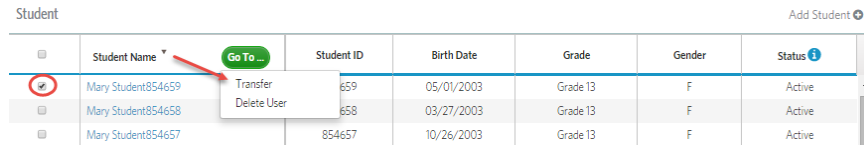
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12.1.2 Once you search for a user and need to perform a certain action on them, you can check the box to the left of their name in the Search listing. Click the Go To button to see the options available to you.

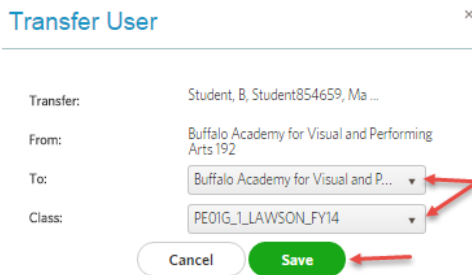


<input type="checkbox"/>	Student Name	Go To...	Student ID	Birth Date	Grade	Gender	Status
<input type="checkbox"/>	B Student		100002	04/16/1998	Grade 13	M	Active
<input type="checkbox"/>	Jaswarth Krishna		44566	03/22/1990	Grade 13	M	Active
<input type="checkbox"/>	John Student308085		308085	09/08/1999	Grade 13	M	Active
<input type="checkbox"/>	John Student496555		496555	08/04/2000	Grade 13	M	Active

12.1.3 Transferring a student from one class or school to another is very simple. After selecting the student you need to transfer, just click the Transfer button and you will see the screen below. Select the correct school and class name for the student. Click the Save button to complete.



<input type="checkbox"/>	Student Name	Go To...	Student ID	Birth Date	Grade	Gender	Status
<input checked="" type="checkbox"/>	Mary Student854659	Transfer Delete User	859	05/01/2003	Grade 13	F	Active
<input type="checkbox"/>	Mary Student854658		858	03/27/2003	Grade 13	F	Active
<input type="checkbox"/>	Mary Student854657		854657	10/26/2003	Grade 13	F	Active



Transfer User

Transfer: Student, B, Student854659, Ma ...

From: Buffalo Academy for Visual and Performing Arts 192

To: Buffalo Academy for Visual and P...

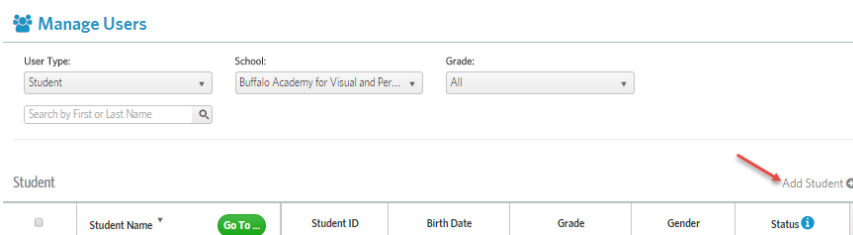
Class: PE01G_L_LAWSON_FY14

Cancel Save

12.2 Adding a Student

If your permissions allow, you can add a student manually. Please check with your district IT staff to verify before manually creating user accounts.

12.2.1 Click on Add Student



Manage Users

User Type: Student School: Buffalo Academy for Visual and Per... Grade: All

Search by First or Last Name

Student Add Student

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12.2.2 When manually adding a student, be sure to include all required data. Check with the district admin to make sure you are using a unique state student ID.

Add Student

Student ID*: Grade*:

Username*: Ethnicity:

Password*: Primary Email Address*:

Re-enter Password*: Secondary Email Address*:

First Name*: Address 1:

Last Name*: Address 2:

Middle Initial: Address 3:

Nickname: City:

Birth Date* (mm/dd/yyyy): State:

Gender*: Zip Code:

Print Reports in Spanish
 Print Body Composition
 Permanently Exempt

Phone:

Status: Active Inactive

FitnessGram 2015 Support:

Email: support@fitnessgram.net

Phone (toll free): 1.800.416.5139

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