




**WEB APPLICATION
USER MANUAL**

Setting Up Classes

NYC FITNESSGRAM User Manual

Creating List of Official Classes (“Class Set Up”)

Note: This is the home page before adding classes. 

Step 1. Click “Class Set Up.”

NYC Department of Education
Joel I. Klein, Chancellor

NYC FITNESSGRAM

Home Class Set Up Test Scores Reports Resources Help Desk

Teacher: FGram R01TeacherUser School: PS 207(10X207) School Term: 2005-2006

Current Test (Current Year)

TESTNAME	TIMEFRAME	# OF STUDENTS COMPLETED	COMPLETION PERCENTAGE
2005-2006 Fall Test	9/1/2005 - 11/23/2005	To be coded	To be coded

My Classes

No classes have been set up yet. Please go to *Class Set Up* to add your classes.

Search Student

First Name: Last Name: Grade Level:

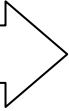
Or

Student Id:

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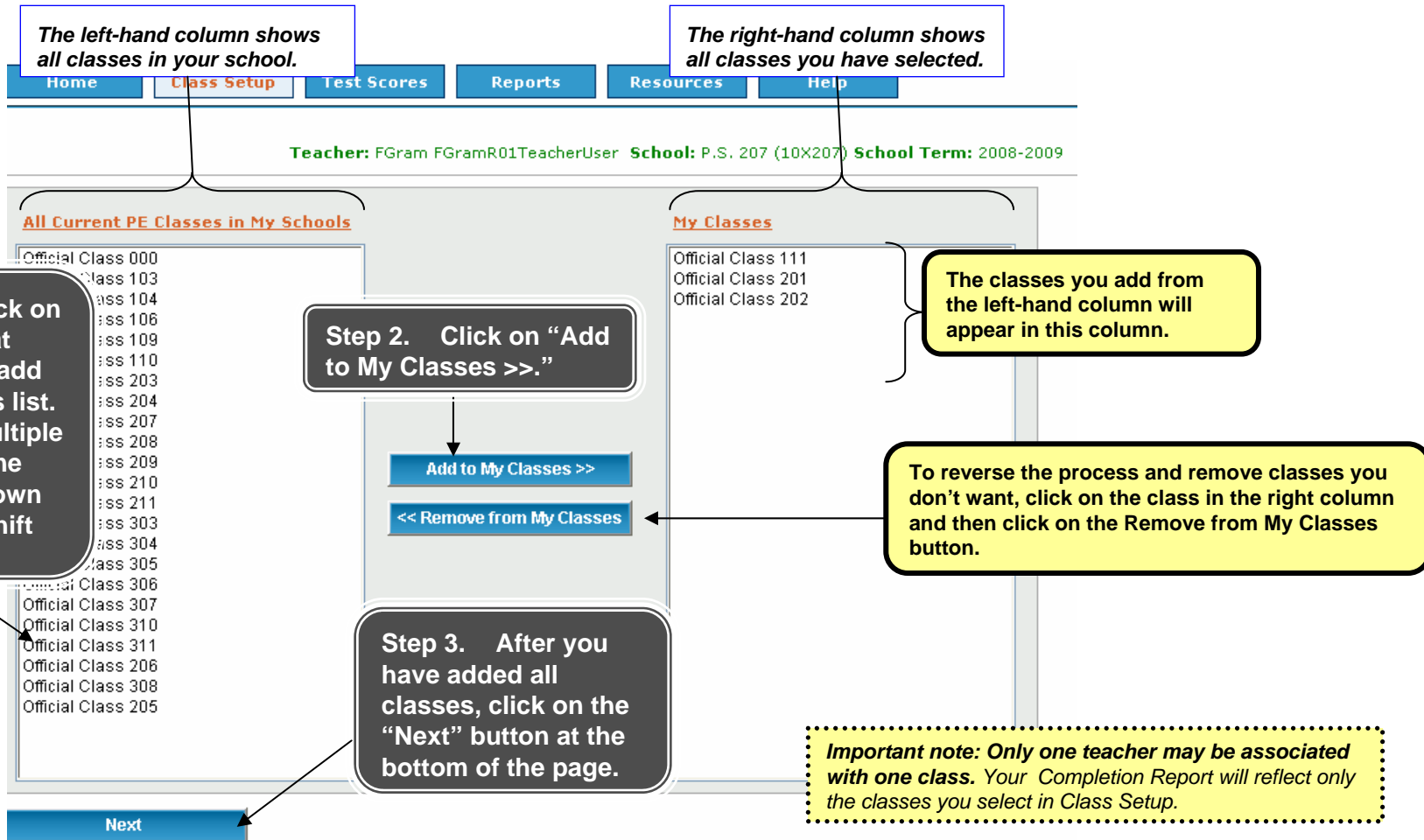
Mayor's Office | City Agencies | Services | News
and Features | City Life | Search

This depicts the Home Page before any classes have been selected.

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Creating List of Official Classes (“Class Set Up”) *cont’d*



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Updating Class PE Information (elementary & middle school teachers only)

High School teachers: You do not need to complete this information. Click "Next" to go to the next page.

Step 1. Select Y or N to indicate if the class is scheduled to receive regular PE instruction.

Step 2. Select Y or N to indicate if the class is scheduled to receive regular PE instruction *with a designated PE teacher.*

Step 2a. If you selected Y, indicate how often the class receives PE instruction *from a PE teacher throughout the school year.*

Step 3. Select Y or N to indicate if the class receives PE time *with their classroom teacher* (i.e. classroom fitness breaks, Nike Let Me Play,

Step 3a. If you selected Y, indicate how often the class receives PE instruction *with their classroom teacher throughout the school year.*

When you have completed this information for each class, click Next at the bottom of the page.

CLASS	SCHED FOR PE	P.E. TEACHER	PRDS PER WK	AVG MINS PER PRD	MONTHS PER YEAR	CLSRM TEACHER	DAYS PER WK	AVG MINS PER DAY	MONTHS PER YEAR
111	<input checked="" type="radio"/> Y <input type="radio"/> N	<input checked="" type="radio"/> Y <input type="radio"/> N	1	30	10 (All Yr)	<input type="radio"/> Y <input checked="" type="radio"/> N			
201	<input checked="" type="radio"/> Y <input type="radio"/> N	<input checked="" type="radio"/> Y <input type="radio"/> N	1	45	9	<input type="radio"/> Y <input checked="" type="radio"/> N	3	15	5
202	<input type="radio"/> Y <input checked="" type="radio"/> N								

Back Next

Step 4. After you have completed each class' PE information, click "Next."

Dance instruction may be counted towards PE minutes. Do NOT include recess/lunch time or before-or after-school activities.

Continue on next page

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Updating Class PE Information (elementary and middle school only -cont'd)

Review the information you entered for each class.

High School teachers: You do not need to review this information. Click "Confirm" to go to the next page.

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[Class Setup](#)
[Test Scores](#)
[Reports](#)
[Resources](#)
[Help](#)

Teacher: FGram FGramR01TeacherUser School: P.S. 207 (10X207) School Term: 2008-2009

CLASS	SCHED FOR PE	PE TEACHER	PE PERIODS / WK	PE MINS / PERIOD	PE MONTHS / YEAR	CLSRM TEACHER	CLSRM DAYS / WK	CLSRM AVG MINS / DAY	CLSRM MONTHS / YR
111	Yes	Yes	1	45	1 month	No	0	0	
201	No	No	0	0		No	0	0	
202	Yes	Yes	1	45	10 months	Yes	3	15	5 months

[Back](#)
[Confirm](#)

Please review and confirm the physical education details for each class. To edit class information, select the Back button.

If any information needs to be revised, click "Back."

If all information is correct, click "Confirm."



Continue on next page

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Updating Class PE Information (cont'd)

Class PE information is now saved.

Click "Home" to go back to the home page.

Teacher: FGram FGramR01TeacherUser School: P.S. 207 (10X207) School Term: 2008-2009

CLASS	SCHED FOR PE	PE TEACHER	PE PERIODS / WK	PE MINS / PERIOD	PE MONTHS / YEAR	CLSRM TEACHER	CLSRM DAYS / WK	CLSRM AVG MINS / DAY	CLSRM MONTHS / YR
104	No	No	0	0		No	0	0	
111	Yes	Yes	1	45	1 month	No	0	0	
201	No	No	0	0		No	0	0	
208	No	No	0	0		No	0	0	
209	No	No	0	0		No	0	0	
210	No	No	0	0		No	0	0	

Class details have been saved. You may now enter Test Scores for your students. To revise class information, use the Class Setup function at the top of the page.

If at any time prior to the yearly closing date for NYCFG you need to revise class PE information, click Class Setup and you will be able to revise the saved class details.



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Teacher: FGram R01TeacherUser School: PS 207 (10X207) School Term: 2005-2006

Current Test (Current Year)

TESTNAME	TIMEFRAME	# OF STUDENTS COMPLETED	COMPLETION PERCENTAGE
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My Classes

Official Class 011 View Report	Official Class 012 View Report	Official Class 013 View Report
Official Class 014 View Report	Official Class 015 View Report	Official Class 016 View Report
Official Class 101 View Report	Official Class 102 View Report	

Search Student

First Name: Last Name: Grade Level: Search

Or

Student Id: Search

Here are the classes you selected.

Congratulations!
You have created a list of your classes.



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Support

There are two levels of support for NYC FITNESSGRAM:

1) If you have technical difficulties logging into your computer, call the NYC DOE Technology Help Desk at 718-935-5100.

2) If you have questions concerning the NYC FITNESSGRAM site or need guidance entering any of the information, contact your school's Fitness and Health Education liaison or the NYC FITNESSGRAM Help Desk at (212) 374-7626 or NYCFITNESSGRAM@schools.nyc.gov.