



**WEB APPLICATION  
USER MANUAL**

***Viewing the  
Completion Report and  
Class Roster Worksheets***

# NYC FITNESSGRAM User Manual

## Viewing the Completion Report

The Completion Report displays the number and percentage of students with completed or exempted assessments in the NYC FITNESSGRAM system.

Home
Class Setup
Test Scores
Validation Check
Reports
Resources
Help

Teacher: FGram FGramR02TeacherUser School: PS 050 CLARA BARTON (12X050) School Term: 2005-2006

**Current Test (Current Year)**

TESTNAME	TIMEFRAME	
2005-2006 Fall Test	9/1/2005 - 12/30/2005	<a href="#">Completion Report</a>

**My Classes**

Official Class 012 <a href="#">Worksheet</a>	Official Class 101 <a href="#">Worksheet</a>	Official Class 102 <a href="#">Worksheet</a>
Official Class 103 <a href="#">Worksheet</a>	Official Class 104 <a href="#">Worksheet</a>	Official Class 602 <a href="#">Worksheet</a>
Official Class 603 <a href="#">Worksheet</a>	Official Class 604 <a href="#">Worksheet</a>	

**Search Student**

First Name:  Last Name:  Grade Level:  Search

*Or*

Student Id:  Search

**Step 1.** Click on the Home Page.

**Step 2.** Click on "Completion Report."

Continue on next page

# NYC FITNESSGRAM User Manual

## Viewing the Completion Report (cont'd)

This illustration shows a listing of the classes you have set up with a tally of eligible, exempt, and completed students.

Number of students who have testing exemptions as per their IEP

Number of students who have been exempted by the school or teacher (See Exemption Guidelines)

Total number of students eligible to be assessed

Total number of students that have all scores entered, but still need to be validated.

Total Number of students who do not have all scores entered.

Total Number of students that have all scores entered & validated

Total Number of students that are incomplete & need validation

Percentage of students in the class whose scores have been entered & validated

10X207 COMPLETION REPORT

Test 11

CLASS	TOTAL STUDENTS	AUTOMATIC EXEMPTIONS*	FG USER EXEMPTIONS	TOTAL ELIGIBLE STUDENTS	VALIDATION NEEDED	INCOMPLETE	COMPLETED	REMAINING	% COMPLETED
Official Class 103	23	0	0	23	0	20	3	20	13.04%
Official Class 104	16	0	0	16	0	16	0	16	0.00%
Official Class 106	19	0	0	19	0	19	0	19	0.00%
Official Class 109	21	0	0	21	0	21	0	21	0.00%
Official Class 111	22	0	0	22	0	22	0	22	0.00%
Official Class 201	21	0	0	21	0	21	0	21	0.00%
Official Class 202	24	0	0	24	0	24	0	24	0.00%
Official Class 203	19	0	0	19	0	19	0	19	0.00%
Official Class 204	19	0	0	19	0	19	0	19	0.00%
Official Class 205	12	2	2	8	0	8	0	8	0.00%
Official Class 206	13	2	0	11	0	11	0	11	0.00%
Official Class 207	22	0	0	22	0	22	0	22	0.00%
Official Class 208	22	0	0	22	0	22	0	22	0.00%
Official Class 209	11	0	0	11	0	11	0	11	0.00%
Official Class 210	22	0	0	22	0	22	0	22	0.00%
Official Class 211	19	0	0	19	0	19	0	19	0.00%
Official Class 212	19	0	0	19	0	19	0	19	0.00%
Official Class 213	23	1	1	21	0	21	0	21	0.00%
Official Class 214	23	0	0	23	0	23	0	23	0.00%
Official Class 215	21	0	0	21	0	21	0	21	0.00%
Official Class 216	24	0	2	22	0	22	0	22	0.00%
Official Class 217	23	0	0	23	0	23	0	23	0.00%
Official Class 218	10	0	0	10	0	9	1	9	10.00%
Official Class 219	20	0	2	18	0	18	0	18	0.00%
<b>TOTAL</b>	<b>468</b>	<b>5</b>	<b>7</b>	<b>456</b>	<b>1</b>	<b>451</b>	<b>4</b>	<b>452</b>	<b>0.88%</b>

**Step 3.** Click here to view the test results for a specific class. See "Viewing the Class Roster Worksheet" in the following pages.

**Step 4.** Click here to view a list of all students exempted by the school. See "Viewing the Exemption Report" in the following pages.

**Step 5.** Click the respective link to view a list of all students in need of validation, incomplete, and/or remaining.

**Important note:** Your Completion Report will reflect only the classes you select in class Setup. It will not reflect the entire school unless all classes are set up under your name.

\*Applies to students with testing exemptions as per their IEP.

# NYC FITNESSGRAM User Manual

## Viewing the Remaining Students Report

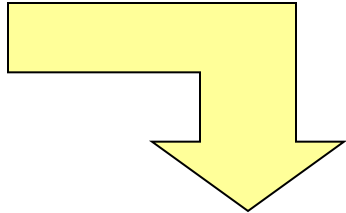
The Remaining Students Report displays all students in the school still need assessment results to be entered.

10X207 COMPLETION REPORT  
[Test 10](#)

Click to print for your records.

CLASS	TOTAL STUDENTS	AUTOMATIC EXEMPTIONS*	FG USER EXEMPTIONS	TOTAL ELIGIBLE STUDENTS	VALIDATION NEEDED	INCOMPLETE	COMPLETED	REMAINING	% COMPLETED
Official Class 103	23	0	0	23	0	20	3	20	13.04%
Official Class 104	16	0	0	16	0	16	0	16	0.00%
Official Class 106	19	0	0	19	0	19	0	19	0.00%
Official Class 109	21	0	0	21	0	21	0	21	0.00%
Official Class 111	22	0	0	22	0	22	0	22	0.00%
Official Class 201	21	0	0	21	0	21	0	21	0.00%
Official Class 202	24	0	0	24	0	24	0	24	0.00%
Official Class 203	19	0	0	19	0	19	0	19	0.00%
Official Class 204	19	0	0	19	0	19	0	19	0.00%
Official Class 205	12	2	2	8	0	8	0	8	0.00%
Official Class 206	13	2	0	11	0	11	0	11	0.00%
Official Class 207	22	0	0	22	0	22	0	22	0.00%
Official Class 208	22	0	0	22	0	22	0	22	0.00%
Official Class 209	11	0	0	11	0	11	0	11	0.00%
Official Class 210	22	0	0	22	0	22	0	22	0.00%
Official Class 211	19	0	0	19	0	19	0	19	0.00%
Official Class 303	19	0	0	19	0	19	0	19	0.00%
Official Class 304	23	1	0	21	0	21	0	21	0.00%
Official Class 305	23	0	0	23	0	23	0	23	0.00%
Official Class 306	21	0	0	21	0	21	0	21	0.00%
Official Class 307	24	0	0	24	0	24	0	24	0.00%
Official Class 308	23	0	0	23	0	23	0	23	0.00%
Official Class 310	10	0	0	10	0	9	1	9	10.00%
Official Class 311	20	0	2	18	0	18	0	18	0.00%
<b>TOTAL</b>	<b>468</b>	<b>5</b>	<b>7</b>	<b>456</b>	<b>1</b>	<b>451</b>	<b>4</b>	<b>452</b>	<b>0.88%</b>

On the main Completion Report, click on the link for remaining students to open a window with the Remaining Students Report.



10X207 REMAINING REPORT  
[Test 10, 2008-2009](#)

CLASS CODE	LAST NAME	FIRST NAME	STUDENTID	GENDER	GRADE LEVEL
103-10X207-2008-0	RODRIGUEZ	CARLOS	206990137	M	OK
103-10X207-2008-0	ROSARIO	GREG	214232134	M	OK
103-10X207-2008-0	ZORRILLA	CARLA	214231292	F	OK
104-10X207-2008-0	ALIKA	KETRINA	214148801	F	OK
104-10X207-2008-0	ALONZO	JOVANNA	209939073	F	OK
104-10X207-2008-0	BALBUENA	EDUARDO	214146581	M	OK
104-10X207-2008-0	BATISTA	CHANET	209939198	F	OK
104-10X207-2008-0	BATISTA	DAWRIS	207623125	M	OK
104-10X207-2008-0	BRENES	JOSHUA	210506895	M	OK
104-10X207-2008-0	BRUNO	BRANDON	214364861	M	OK
104-10X207-2008-0	BURGOS	RYAN	210504619	M	OK
104-10X207-2008-0	CACERES	JUSTYN	214149650	M	OK
104-10X207-2008-0	CORNISH	AMIEL	210937033	M	OK
104-10X207-2008-0	GONZALEZ	PAMELLA	210810107	F	OK
104-10X207-2008-0	LOPEZ	TAYNA	214794570	F	OK
104-10X207-2008-0	MEJIA	LUCIA	214364895	F	OK
104-10X207-2008-0	MITCHELL	RAYONA	207372160	F	OK
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Students are separated by their class code and by student ID. You can click the student ID to take you to that students complete record.

\*Applies to students with testing exemptions as per their IEP.

# NYC FITNESSGRAM User Manual

## Viewing the Class Roster Worksheet

The Class Roster Worksheet displays the test results entered and completion status for each student in a class.

**Official Class 103 CLASS ROSTER**  
**2008-2009 Fall Test**  
 Teacher: FGram FGramR01TeacherUser

Last Name	First Name	Age	Gender	Ht/Wt Date	Height (in)	Weight	PACER	Curlup	Pushup	Trunklift	Sit & Reach Left	Sit & Reach Right	Status
PEREZ	FAITH	5	M	Jan '09	44	45.0							Complete
PEREZ	FATIMA	5	M	Jan '09	44	54.0							FG User Exempt
PHILLIP	ETHAN	5	F	Jan '09	43	55.0							Complete
PRIDGEN	EMILY	5	F	Jan '09	66	44.0							Complete
PRIDGEN	EMILY	5	F	Jan '09	45	55.0							Complete
PRIDGEN	EMILY	5	M	Jan '09		44.0							Incomplete
PRIDGEN	EMILY	5	M	Jan '09									Incomplete

You may print the Class Roster Worksheet to enter scores by hand during the test for later entry into the computer program.

You may also view the Class Roster Worksheet from the link next to each class on the Home Page.

Home
Class Setup
Test Scores
Validation Check
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Help

Teacher: FGram FGramR01TeacherUser School: (10X207) School Term: 200

**Current Test (Current Year)**

2008-2009 Fall Test [Completion Report](#)

**My Classes**

Official Class 111 <a href="#">Worksheet</a>	Official Class 201 <a href="#">Worksheet</a>	Official Class 202 <a href="#">Worksheet</a>
Official Class 203 <a href="#">Worksheet</a>	Official Class 205 <a href="#">Worksheet</a>	Official Class 206 <a href="#">Worksheet</a>
Official Class 207 <a href="#">Worksheet</a>	Official Class 208 <a href="#">Worksheet</a>	Official Class 209 <a href="#">Worksheet</a>
Official Class 304 <a href="#">Worksheet</a>	Official Class 310 <a href="#">Worksheet</a>	

# NYC FITNESSGRAM User Manual

## Viewing the Exemption Report

The Exemption Report displays all students in the school who have been exempted by teachers or administrators.

Test 11

CLASS	TOTAL STUDENTS	AUTOMATIC EXEMPTIONS*	FG USER EXEMPTIONS	TOTAL ELIGIBLE STUDENTS	VALIDATION NEEDED	INCOMPLETE	COMPLETED	REMAINING	% COMPLETED
Official Class 103	23	0	0	23	0	20	3	20	13.04%
Official Class 104	16	0	0	16	0	16	0	16	0.00%
Official Class 106	19	0	0	19	0	19	0	19	0.00%
Official Class 109	21	0	0	21	0	21	0	21	0.00%
Official Class 111	22	0	0	22	0	22	0	22	0.00%
Official Class 201	21	0	0	21	0	21	0	21	0.00%
Official Class 202	24	0	0	24	0	24	0	24	0.00%
Official Class 203	19	0	0	19	0	19	0	19	0.00%
Official Class 204	19	0	0	19	0	19	0	19	0.00%
Official Class 205	12	2	2	8	0	8	0	8	0.00%
Official Class 206	13	2	0	11	0	11	0	11	0.00%
Official Class 207	22	0	0	22	0	22	0	22	0.00%
Official Class 208	22	0	0	22	0	22	0	22	0.00%
Official Class 209	11	0	0	11	0	11	0	11	0.00%
Official Class 210	22	0	0	22	0	22	0	22	0.00%
Official Class 211	19	0	0	19	0	19	0	19	0.00%
Official Class 303	19	0	0	19	0	19	0	19	0.00%
Official Class 304	23	1	1	21	0	21	0	21	0.00%
Official Class 305	23	0	0	23	0	23	0	23	0.00%
Official Class 306	21	0	0	21	0	21	0	21	0.00%
Official Class 307	24	0	2	22	0	22	0	22	0.00%
Official Class 308	23	0	0	23	0	23	0	23	0.00%
Official Class 310	10	0	0	10	0	9	1	9	10.00%
Official Class 311	20	0	2	18	0	18	0	18	0.00%
<b>TOTAL</b>	<b>468</b>	<b>5</b>	<b>7</b>	<b>456</b>	<b>1</b>	<b>451</b>	<b>4</b>	<b>452</b>	<b>0.88%</b>

On the main Completion Report, click on the link for FG User Exemptions to open a window with the Exemption Report.

Exemption reasons must fall within the Exemption Guidelines. See next page for guidelines.

\*Applies to students with testing exemptions as per their IEP

**10X207 EXEMPTION REPORT**  
2008-2009 Fall Test

Students are separated by their class code. You can click the code to see the class worksheet.

CLASS CODE	LAST NAME	FIRST NAME	GENDER	GRADE LEVEL	EXEMPTION ENTERED BY	REASON	OTHER REASON	ENTERED ON
<a href="#">103-10X207-2008-0</a>	PEREZ	FATIMA	M	0K	FGramR01TeacherUser	Other	LTA	1/16/2009
<a href="#">111-10X207-2008-0</a>	RENONCE	DOUGLAS	F	01	FGramR01TeacherUser	Other	LTA	2/18/2009
<a href="#">202-10X207-2008-0</a>	RUIZ	DANIEL	F	02	FGramR01TeacherUser	Medical Exemption	APE	12/12/2008
<a href="#">307-10X207-2008-0</a>	SAHA	DAJUOR	F	02	FGramR01TeacherUser	Other	No show	12/12/2008
<a href="#">308-10X207-2008-0</a>	ROMAN	DARNELL	T	02	FGramR01TeacherUser	Medical Exemption	APE	12/12/2008
<b>TOTAL: 5</b>								

# NYC FITNESSGRAM User Manual

## Exemption Guidelines

There are two primary reasons that students may be exempted by a teacher from NYC FITNESSGRAM:

1) The student may have a **medical exemption**. All medical exemptions must be supported by a doctor's note or 504 plan (APE students) that extends the student's inability to participate in physical education beyond a reasonable time period to allow for completion of the NYCFG assessments. In this case, the teacher should manually exempt the student and note the medical reason. These exemptions will be listed in the column labeled *FG User Exemptions* in the updated NYCFG completion report.

- a. For medical injuries that allow the student to participate at a later date in the school year (i.e. broken arm in November, but cleared by the doctor to participate in January), the student should be provided a make-up assessment at the appropriate time.
- b. Pregnant students should only be marked exempt if a doctor provides a note determining that they should refrain from specific physical activities.

2) The student may be a "**no show**" or "**long-term absence.**" In this case, the teacher should manually exempt the student and note that they are a no show or LTA. These exemptions will be listed in the column labeled *FG User Exemptions* in the updated NYCFG completion report.

Additionally, some students may have a **testing modification** in their IEP that excludes them from standardized assessments. In this case, the NYCFG system will automatically exempt them. These exemptions will be listed in the column labeled *Automatic Exemptions* in the updated NYCFG completion report.



# NYC FITNESSGRAM User Manual

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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 completing 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](mailto:NYCFITNESSGRAM@schools.nyc.gov).