



**WEB APPLICATION  
USER MANUAL**

***Using the Validation Tool***

2/13/2010

# NYC FITNESSGRAM User Manual

## Using the Validation Tool

The *validation check* function helps to ensure that the data you entered is accurate. When you click **VALIDATE YOUR DATA**, the system compares the scores you entered to a number of parameters. If a score you entered is not within the allowable parameters, it will be flagged for you to provide follow-up. The parameters that are flagged and your follow-up options are explained below..

The screenshot shows the NYC FITNESSGRAM user interface. At the top, there is a navigation menu with buttons for Home, Class Setup, Test Score, Validation Check, Reports, Resources, and Help. The 'Validation Check' button is highlighted with a red dashed box. Below the navigation menu, the user's profile information is displayed: Teacher: FGram FGramR02TeacherUser and School: PS 050 CLARA BARTON (12X0). A callout box with the text 'Step 1. Click on "Validation Check."' has an arrow pointing to the 'Validation Check' button. Below the profile information, there is a section for 'Current Test (Current Year)' with a table showing test details. Underneath is a 'My Classes' section with a grid of class links. At the bottom, there is a 'Search Student' section with input fields for First Name, Last Name, Grade Level, and Student Id, along with search buttons.

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

**My Classes**

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

**Search Student**

First Name:  Last Name:  Grade Level:

Or

Student Id:

Continue on next page

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## Using the Validation Tool (cont'd)

The Validation Check will automatically validate your students that are within the parameters and will display all of your students that need to be reviewed and validated.

**Step 2.** Click the dropdown to choose to view the validation results for a specific class. You can choose "All Classes" to see student results from all of your classes.

Click Validate after choosing your dropdown item.

Click the Blue question mark for the help screen to pop up.

**Important note:**  
The Validation Check will reflect only the classes you select in class Setup. It will not check the entire school unless all classes are set up under your name.

Print your validation list to double check your students data.

Click here to "Revise Now." See the next slide for a description.

**Step 3.** Review the students that have been flagged. Either confirm or revise their data. If you choose to revise later the student will remain on the list.

**Step 4.** After you choose your revision option you need to save your changes.

Please Note:

- You can save multiple students at the same time.
- Clicking "SAVE" will save and refresh your list (you will see the list decrease in size)
- Clicking "Save and return" will bring you back to the previous screen you were at before you entered validation

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## Viewing the Validation Check Page and Revising Now

It is vital that student scores are accurate. Student scores are reflected on parent reports; they are part of the student's long-term student record; and they can impact the research that is conducted with NYC FITNESSGRAM data. By validating your students' scores, you will help catch common errors that may cause inaccurate student data.

Home   Class Setup   Test Scores   **Validation Check**   Reports   Resources   Help

Teacher: FGram R01TeacherUser   School: (10X207)   School Term: 2009-2010

Select one or all of your classes below. Then click "Validate Scores" button.

Filter by Class: Official Class 103   Validate Scores

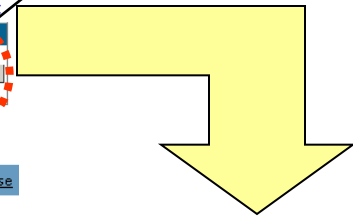
Save   Save and Return

STUDENT NAME	ASSESSMENT	SCORE	REASON	REVISION OPTIONS
MICHAEL GINDI	Weight	121.0	High measurement	<input checked="" type="checkbox"/> Revise Later <input type="checkbox"/> No Revisions Needed

Save   Save and Return

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"Revise Now" Will display the pop-up window seen below.



After Clicking "Revise Now" a pop up screen will appear with the students profile. You will be able to edit the students data here and make any necessary changes.

Make any necessary changes and click save to go back to the validation screen.

Student Name: MICHAEL GINDI   Gender: F   Age: 6  
 Birth Date: 12/26/2003   Official Class: 103   Grade Level: OK   Status: Validation Needed  
 School: 10X207

Save Student Scores   Cancel   Enter the student fitness data below:

TEST ITEM	SCORE	NOTE
Height:*	49 in	
Weight:*	121.0 lb	
Height/Weight Measured:	Feb '10	
Body Mass Index (BMI):	35.4	

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## Validation Features

When clicking the print button on the main validation page it will enable a list of your students to pop up and be printed.

The blue column headers will sort when you click on them.

Select one or all of your classes below. Then click "Validate Scores" button.

Filter by Class:

STUDENT NAME	ASSESSMENT	SCORE	REASON	REVISION OPTIONS
MICHAEL GINDI	Weight	121.0	High measurement	<input checked="" type="checkbox"/> Revise Later <input type="checkbox"/> No Revisions Needed

The question mark will open the FAQs seen below. Click on the question and it will dropdown the answer.

You may print the "validation needed." This will make it easier to go back and check your data.

10X207 VALIDATION NEEDED REPORT

Test 1

CLASS CODE	LAST NAME	FIRST NAME	GENDER	GRADE LEVEL
103-10X207-2009-0	GINDI	MICHAEL	F	0K
TOTAL: 1				

Validation Check Help - Microsoft Internet Explorer

What is the Validation Check?

Why do I need to validate my students' scores?  
 It is vital that student scores are accurate. Student scores are reflected on parent reports; they are part of the student's long-term student record; and they can impact the research that is conducted with NYC FITNESSGRAM data. By validating your students' scores, you will help catch common errors that may cause inaccurate student data.

Do I need to validate a student's score in order for him/her to be marked "Complete"?

Why are some scores flagged for validation?

What should I do if my students' scores are flagged?

## Validation FAQ's

### What is the Validation Check?

The *validation check* function helps to ensure that the data you entered is accurate. When you click *VALIDATE YOUR DATA*, the system compares the scores you entered to a number of parameters. If a score you entered is not within the allowable parameters, it will be flagged for you to provide follow-up. The parameters that are flagged and your follow-up options are explained below.

### Why do I need to validate my students' scores?

It is vital that student scores are accurate. Student scores are reflected in parent and student NYC FITNESSGRAM reports; they are part of the student's long-term record, and are used for lesson planning and goal setting. By validating your students' scores, you will correct common errors that would otherwise result in inaccurate reports.

### Do I need to validate a student's score in order for him/her to be marked "Complete"?

Yes. Once a student has all assessment scores entered, you must conduct the validation checks and confirm or revise any flagged scores in order for the student to be marked complete. Incomplete student records will not receive NYC FITNESSGRAM reports.

### Why are some scores flagged for validation?

Students can be flagged for the following reasons:

- 1) **"Shrinking Students"** – Student height is shorter than the previous year's.  
(usually due to students leaving their shoes on or an inaccurate measurement tool)
- 2) **Low / High BMI** – BMI that is 10 or below / BMI that is 37.5 and higher.
- 3) **High Year-to-Year Variance** - Drastic changes in a student's test score(s) from the previous year. While there is a high probability that your student's assessment scores may change from year to year, we want you to confirm that significant changes are accurate. If a student supersedes the assessment parameters they will be flagged for validation.

Parameters for each test are:

#### REFER TO FINAL LIST BELOW

Height: + 5 inches from year to year

Weight: +/- 45 lbs from year to year

PACER: +/- 35 laps from year to year

Curl-up: +/- 35 curl-ups from year to year

Push-up: +/- 15 pushups from year to year

Sit-and-reach: +/- 5 inches from year to year

Trunk Lift: +/- 5 inches from year to year

A score of "0": Zero's may only be entered if the student attempted the assessment and scored a "0"

Parameters are based on statistical probability of yearly physiological changes.

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## Validation FAQ's (con't)

### **What should I do if my students' scores are flagged?**

After running the validation checks you will receive a report of all flagged students. If a student's score is flagged, review the suggestions below to ensure the score is correct.

#### ***For students flagged for "Shorter than previous year"***

Check and correct three possible errors: the tool used to measure height was not set up correctly; the students' shoes were not taken off in the previous year; the score may have been entered incorrectly into the system.

#### ***For students flagged for "High or Low Height, Weight, or BMI"***

Check that the score is entered correctly. Check to ensure that all measurement tools (scales, stadiometers, measuring tapes, or other) were calibrated correctly when the students were measured.

#### ***For students flagged for "Significant change from previous assessment"***

Check that the score is entered correctly. Check that the assessments were conducted in line with all NYC FITNESSGRAM [assessment protocols](#).

Once you review the possible causes for the score being flagged, you will have three options to finalize the validation checks:

**Revise Later:** You are not sure if the score is correct and you need to come back later to revise or confirm the score. The student's status will remain "Validation Needed" until this score is confirmed or revised.

**No Revision Needed:** The score you entered is correct and accurate. When you select this option and hit Save, the student's data will be marked as valid and his/her status will change to Complete if all other assessments are saved and validated.

**Revise Now:** You realize a mistake was made and you need to change the student's score. Once you have the correct score, select this option to change it. After you revise and save the score, the validation checks will run again. If the new scores are valid, the student will be removed from the flagged list and marked Complete. If the revised score is invalid, you will need to double check the score entered and either revise or confirm it.

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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).