

NYC FITNESSGRAM WEB-INTERFACE MANUAL

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Logging into NYC FITNESSGRAM

1. Open the internet. The web-interface works best using Internet Explorer.
2. Turn off “compatibility mode” in the Tools menu.
3. Go to <http://schools.nyc.gov/nycfitnessgram>

This is the icon for Internet Explorer.



DOE Home Page > Academics > School Wellness Programs > NYC FITNESSGRAM

NYC FITNESSGRAM

NYC FITNESSGRAM Assessments

The student reports will be delivered to schools throughout the last two weeks of May 2013.
[Teachers can click here to sign in.](#)

What do teachers need to know?

What do families need to know?

What languages are available for reports?

What is NYC FITNESSGRAM?

This annual fitness assessment for students in grade K—12 supports students as they develop personal goals for lifelong health. This snapshot does not compare one student to another. Results are based on whether an individual student is in the Healthy Fitness Zone® for their age and sex.

More than 850,000 students each year take home a NYC FITNESSGRAM report to share with family and health care providers. Reports spark conversations about eating habits and levels of physical activity needed for good health. In the 2013 reports, coming in May, students and their families will see a new design and ideas for simple steps to get healthy and stay that way.

Originally developed by the Cooper Institute of Aerobic Research, FITNESSGRAM supports students in learning about and measuring components of health-related fitness: aerobic capacity, muscle strength, muscular endurance, flexibility, and body composition. In 2005, the New York City Department of Education licensed the formulas and messages that were used to develop FITNESSGRAM from the Cooper Institute and Human Kinetics, publishers of the [Physical Best curriculum](#) that the Department of Education recommends for Physical Education classes.

NYC FITNESSGRAM

Aerobic Capacity

Aerobic fitness is how well the heart and lungs can perform during physical activity.



THE PACER test measures aerobic capacity. Students run laps between two points in a certain amount of time. The score is the number of laps completed.

Strength, Endurance & Flexibility

Muscle fitness helps to prevent injury and keep the body working properly. Strength, endurance, and flexibility are important for good posture, a healthy lower back, and overall body function.



CURL-UPS test stomach and back strength (core) fitness and are similar to a “crunch” or sit-up. The score is the number of curls-up a student can do without rest.



PUSH-UPS test upper body strength and endurance. The score is the number of push-ups a student can do at a 90-degree elbow angle without rest.



SIT-AND-REACH tests the flexibility of hamstring muscles in the legs and lower back. With the leg straightened, the student reaches as far as possible toward the toes. The score is the number of inches the student can stretch and hold.

Logging into NYC FITNESSGRAM

1. Once you are on the NYC FITNESSGRAM home page, click on “**For Teachers**”
2. Then click “**Sign into NYC FITNESSGRAM**”

There are many helpful tools on the **NYC FITNESSGRAM** page, including:

- * Pacing Calendars
- * Sample Reports
- * Report translations
- * Information for families

About Us

Academics

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- > Special Education
- > Learn at Home

NYC FITNESSGRAM

For Teachers and School Staff

Need help?

Call the NYC FITNESSGRAM Help Desk: (917)719-6313

Email: NYCFITNESSGRAM@schools.nyc.gov



Sign Into NYC
FITNESSGRAM

2013-14 Timeline

The NYC FITNESSGRAM web application will be open from September 9, 2013 through March 28, 2014 for Physical Education teachers to enter student fitness assessment data. Student reports will be delivered to schools for distribution in the last two weeks of May.

Schools are expected to complete assessment for a minimum of 85% of eligible students.

Healthy Fitness Zone Standards

NYC FITNESSGRAM uses [criterion-referenced standards](#), established by the [Cooper Institute's Scientific Advisory Board](#), to evaluate fitness performance. These standards, which take into account the child's age and sex, represent a level of fitness that offers some degree of protection against diseases that may result from sedentary living.

Logging into NYC FITNESSGRAM

Use your DOE email alias and password to sign in.



Welcome to NYC FITNESSGRAM Web Application

Sign In

DOE Alias: *

Password:

SIGN IN

[Forgot password? Click here](#)

For DOE user alias and password issues, contact Help Desk at (718) 935-5100.

Logging into NYC FITNESSGRAM

This is the NYC FITNESSGRAM homepage.

The menu below contains links to all of the pages within the website. You can access this menu and navigate to each page at any time.

Move the cursor over the items below to see a list of pages appear beneath.

The image shows a screenshot of the NYC FITNESSGRAM web application interface. At the top left is the NYC Department of Education logo with the text "Department of Education" and "Dennis M. Walcott, Chancellor". At the top right is the "NYC FITNESSGRAM" logo featuring a running figure. Below the logos is a navigation bar with "Home", "Toolbox", "Reports", and "Resources" tabs. To the right of the navigation bar, it says "Switch Role | Log Off" and "Role: Teacher | User: Michael Larkin | School: 000000 | Term: 2013-2014". The main content area displays "Welcome to NYC FITNESSGRAM Web Application", "2013-2014 Assessment Timeline", and "Data Entry Period: September 04, 2013 - March 28, 2014". An orange arrow points from the "Toolbox" tab to a dropdown menu containing: Class Setup, Enter Scores, Validate Scores, and Student Search. Another orange arrow points from the "Reports" tab to a dropdown menu containing: Analysis, Completion, Class Worksheets, Not yet assessed, Improvement, and Incomplete. A third orange arrow points from the "Resources" tab to a dropdown menu containing: Help, MP3's, Research, and Videos.

NYC Department of Education
Dennis M. Walcott, Chancellor

NYC FITNESSGRAM

Switch Role | Log Off

Home | **Toolbox** | Reports | Resources

Role: Teacher | User: Michael Larkin | School: 000000 | Term: 2013-2014

Welcome to NYC FITNESSGRAM Web Application

2013-2014 Assessment Timeline

Data Entry Period: September 04, 2013 - March 28, 2014

Toolbox

- Class Setup
- Enter Scores
- Validate Scores
- Student Search

Reports

- Analysis
- Completion
- Class Worksheets
- Not yet assessed
- Improvement
- Incomplete

Resources

- Help
- MP3's
- Research
- Videos

Setting Up Classes

- Toolbox
- Reports
- Class Setup
- Enter Scores
- Validate Scores
- Student Search

In the “toolbox” menu, click on **Class Setup**.
Highlight the classes on the left and click “Add to my classes” on the right side. Once added, it will automatically save.
To remove classes, highlight the class on the right side and click “Remove from my classes”.

NYC Department of Education
Dennis M. Wolkoff, Chancellor

NYC FITNESSGRAM

Home | **Toolbox** | Reports | Help

Role: Teacher User: FGram FGramR01TeacherUser | School (01M448) | School Term: 2012-2013

Setup Your Classes ?

All Current PE Classes in My Schools

- Official Class 000
- Official Class 48A
- Official Class 48L
- Official Class 48T
- Section PPS83-1-2012-1
- Section PPS83-2-2012-1
- Section PPS83-3-2012-1
- Section PPS85-1-2012-1
- Section PPS85-2-2012-1
- Section PPS85-3-2012-1
- Section PPS85-4-2012-1
- Section PPS87-1-2012-1
- Section PPS87-2-2012-1
- Section PPS87-3-2012-1
- Section PPS87-4-2012-1
- Section PPS87-5-2012-1
- Section PPS87-6-2012-1

My Classes

- Official Class 28T
- Official Class 38A
- Section PPS81-1-2012-1
- Section PPS81-2-2012-1

ADD TO MY CLASSES >>

<< REMOVE FROM MY CLASSES

Entering Scores by Class

Toolbox Reports

Class Setup

Enter Scores

Validate Scores

Student Search

Home **Toolbox** Reports Help Role: Teacher User: FGram FGramR01Teach

Enter Fitness Scores By Class ?

Select Class: Official Cl

Select Assessment: Height / W

Date measured: Select Mo

This is the page where you can enter your student scores by class. Select the class and then choose the assessment you would like to enter scores for. Be sure to hit "Save all Scores" before changing the assessment in the dropdown. While you're here please select the scale that you had used to measure the students and verify the schedule if it's in the STARS scheduling system. In the assessment dropdown you will also find the option exempt students. Students that are LTA or have Very Low Attendance are now identified and automatically exempted.

Hold the cursor over the blue question mark to display a pop up with more information.

This is the list of assessments that you are able to enter scores for grades 4-12. K-3 is height and weight only.

You may only enter the scores for one assessment at a time.

Enter Fitness Scores By Class ? [Print Student Scorecard](#) [Print Class Roster Worksheet](#)

Select Class: Official Class 28T

Select Assessment: Height / Weight Month

Date measured:

1 students in the class

Student Id	Last Name	Assessment	Grade Level	Age	Height / Weight Month	Status
****0798	ZACCARELL	Select Month	10	18	Select Month	Incomplete

SAVE ALL SCORES

SAVE ALL SCORES

Entering Scores by Class

Print by Class

Toolbox | Reports

- Class Setup
- Enter Scores**
- Validate Scores
- Student Search

Enter Fitness Scores By Class ?

Print Student Scorecard | Print Class Roster Worksheet

Select Class: Verify this course schedule

Select Assessment:

Date measured:

15 students in the class **SAVE ALL SCORES**

Student Id	Last Name	First Name	Gender	Class / Section	Grade Level	Age	Height / Weight Month	Status
****3630	YUZEFPOLSKY	AHOUA	F	000	10	16	Select Month	Incomplete
****2831	YVENER	AHNYIA	F	11T	09	15	Select Month	Incomplete
****5779	YVON	AHNISTI	F	11T	09	16	Select Month	Incomplete
****7002	YZAGUIRRE	AHNESTY	F	39A	11	17	Select Month	Incomplete
****7655	YZAGUIRRE	AHNTIA	F	20G	10	16	Select Month	Incomplete
****5767	ZAAVEDRA	AHNAF	F	20G	10	16	Select Month	Incomplete
****6427	ZAAVEDRA	AHNAF	F	39A	11	17	Select Month	Incomplete
****6054	ZABA POPLAWSKI	AHNAF	F	SSU	10	18	Select Month	Incomplete
****0547	ZABALA	AHMET	F	38A	11	19	Select Month	Incomplete
****7524	ZABALA	AHMODOU	F	39A	11	17	Select Month	Incomplete
****0907	ZABALA	AHNAF	F	29A	10	17	Select Month	Incomplete
****9125	ZABALA	AHNAF	F	39A	11	18	Select Month	Incomplete
****7453	ZACARIAS	AEISHA	F	48L	12	20	Select Month	Incomplete
****4671	ZACARIAS	AEGKARAT	F	39A	11	18	Select Month	Incomplete
****4319	ZACCARO	ADY	F	10G	09	16	Select Month	Incomplete

SAVE ALL SCORES

Select a class.

Select an assessment to enter scores for.

If entering height and weight, select the month the student was measured in order to ensure an accurate BMI calculation.

Verify the class schedule is correct.

Searching for Students

Toolbox Reports

Class Setup

Enter Scores

Validate Scores

Student Search

Student Search ?

Last Name: OR Student ID:

First Name:

Grade Level: ▼

SEARCH

213 students found.

Enter the first few letters of a student's first or last name and hit enter to search through the students in your school.

In this example you can see that entering "za" will find all students in the school with the last name starting with "za".

	Last Name	First Name	Gender	Official Class	Grade Level	Birth Date	Age Tested	Click to Exempt	Status
****1076	ZA	AHNAF	F	29A	10	12/28/94	18	<input type="checkbox"/>	Incomplete
****4747	ZA	AHNAF	F	11L	09	05/03/96	16	<input type="checkbox"/>	Incomplete
****1076	ZA	AHNAF	F	29A	10	12/28/94	18	<input type="checkbox"/>	Incomplete
****0987	ZAACH	AHNAF	F	29R	10	08/16/94	18	<input type="checkbox"/>	Incomplete
****1517	ZAAIETT	AHNAF	F	39A	11	09/25/95	17	<input type="checkbox"/>	Incomplete
****7904	ZAAIETT	AHNAF	F	10G	09	01/24/96	16	<input type="checkbox"/>	Incomplete
****2962	ZAAL	AHNAF	F	11R	09	02/19/97	15	<input type="checkbox"/>	Incomplete
****3200	ZAAL	AHNAF	F	11T	09	08/01/97	15	<input type="checkbox"/>	Incomplete
****6501	ZAAL	AHNAF	F	10G	09	06/19/96	16	<input type="checkbox"/>	Incomplete
****6337	ZAAISHVILI	AHNAF	F	10T	09	12/22/95	17	<input type="checkbox"/>	Incomplete
****6303	ZAAISHVILI	AHNAF	F	39A	11	04/25/95	17	<input type="checkbox"/>	Incomplete
****6123	ZAAALMAN	AHNAF	F	20G	10	10/25/96	16	<input type="checkbox"/>	Incomplete
****1943	ZAAARA	AHNAF	F	19T	09	12/08/95	17	<input type="checkbox"/>	Incomplete
****7687	ZAAVEDRA	AHNAF	F	11L	09	04/18/96	16	<input type="checkbox"/>	Incomplete
****1600	ZAAVEDRA	AHNAF	F	11G	09	07/16/97	15	<input type="checkbox"/>	Incomplete
****5767	ZAAVEDRA	AHNAF	F	20G	10	08/21/96	16	<input type="checkbox"/>	Incomplete
****6427	ZAAVEDRA	AHNAF	F	39A	11	09/16/95	17	<input type="checkbox"/>	Incomplete

Printing Rosters

- Toolbox
- Reports
- Class Setup
- Enter Scores
- Validate Scores
- Student Search

Enter Fitness Scores By Class ?

 Print Student Scorecard  Print Class Roster Worksheet

Select Class:

Select Assessment:

Date measured:

19 students in the class

SAVE ALL SCORES

Student Id	Last Name	First Name	Gender	Class / Section	Grade Level	Age	Height / Weight Month	Status
****0393	CARTER	SHANTEZ	F	308	02	8	Select Month	Incomplete
****5855	CARTER	SHANTHI	F	308	02	9	Select Month	Incomplete
****1093	CARTER	SHANTI	F	308	02	8	Select Month	Incomplete
****8118	CARTER	SHANTI	F	308	02	9	Select Month	Incomplete
****8475	CARTER	SHANTI	F	308	02	9	Select Month	Incomplete
****9028	CARTER	SHAQUANA	F	308	02	8	Select Month	Incomplete
****3283	CARTER	SHAQUANA	F	308	02	9	Select Month	Incomplete
****2854	CARTER	SHANTIA	F	308	02	8	Select Month	Incomplete
****0844	CARTER	SHANTICE	F	308	02	8	Select Month	Incomplete
****6313	CARTER	SHANTICE	F	308	02	9	Select Month	Incomplete
****9218	CARTER	SHANTICE	F	308	02	9	Select Month	Incomplete
****9457	CARTER	SHANTIE	F	308	02	8	Select Month	Incomplete
****8697	CARTER	SHANTIE	F	308	02	8	Select Month	Incomplete
****7150	CARTER	SHANTIEL	F	308	02	8	Select Month	Incomplete

This link will allow you to print the complete class roster for the selected class.

Print All Class Rosters

Reports Help

Analysis

Completion

Class Worksheets

Teachers can use this screen to print out the class rosters with columns for each assessment. This is helpful when collecting the fitness scores during class. Teachers can organize the scores on the class roster worksheets and then enter it into the NYC FITNESSGRAM system.

Select the specific class in the dropdown or print all of your classes at once.

View / Print Class Worksheets

Select Class / Section:

All Class

- All Class
- Official Class 28T
- Official Class 38A
- Section PPS81-1-2012-1
- Section PPS81-2-2012-1
- Section PPS83-1-2012-1
- Section PPS83-2-2012-1
- Section PPS83-3-2012-1
- Section PPS85-1-2012-1
- Section PPS85-2-2012-1
- Section PPS85-3-2012-1
- Section PPS85-4-2012-1
- Section PPS87-4-2012-1
- Section PPS87-5-2012-1
- Section PPS87-6-2012-1

PRINT WORKSHEET

Print Blank Worksheet

Select this option to print out the class worksheets with no scores in the sheet.

Print All Class Rosters

Reports Help

Analysis

Completion

Class Worksheets

Each class will print on its own page.

Tip: Before printing, please make sure the page orientation is set to landscape.

 [Print Class Roster](#)

NYC FITNESSGRAM												2012-2013 Test		
01M448		Teacher: FGram FGramR01TeacherUser					Official Class 000					FGClassCode: PPS87-5-01M448-2012-1		
Last Name	First Name	Age	Gender	BMI	Ht/Wt Date	Height	Weight	Pacer	Curlup	Pushup	TrunkLift	Sit & Reach Left	Sit & Reach Right	Status
YVAGIMOV	AHOEFA	16	F											Incomplete
ZACCARELLO	ADYAAN	18	F											Incomplete
YUZHAKOV	AHOUA	15	F											Incomplete
YUZEFPOLSKY	AHOUA	16	F											Incomplete
ZACA	AHMED	17	F											Incomplete
YUZYK	AHONESTE	17	F											Incomplete
YUZYK	AHONAF	16	F											Incomplete
YUZENCHUK	AHOUA	19	F											Incomplete

NYC FITNESSGRAM												2012-2013 Test		
01M448		Teacher: FGram FGramR01TeacherUser					Official Class 10G					FGClassCode: PPS87-6-01M448-2012-1		
Last Name	First Name	Age	Gender	BMI	Ht/Wt Date	Height	Weight	Pacer	Curlup	Pushup	TrunkLift	Sit & Reach Left	Sit & Reach Right	Status
ZACCARO	ADY	16	F											Incomplete
ZACCAGNINO	ADYIN	16	F											Incomplete
ZABALA	AHMYA	18	F											Incomplete
ZAAL	AHNAF	16	F											Incomplete
ZAAIETT	AHNAF	17	F											Incomplete

NYC FITNESSGRAM												2012-2013 Test		
01M448		Teacher: FGram FGramR01TeacherUser					Official Class 10L					FGClassCode: PPS83-2-01M448-2012-1		

Validating Student Scores

Toolbox	Reports
Class Setup	
Enter Scores	
Validate Scores	
Student Search	

The Validation Check will automatically analyze student scores and ask teachers to validate some scores that may raise flags. After running the validation check it will display a list of all students for the teacher to review. See the next slides to learn more about the scores being flagged.

Validate Your Class Scores 

Use the blue question mark for help.



Class Code: All
All revisions must be completed by Mar 22, 2013

Select Class / Section:

All Classes

VIEW SCORES

Step 2: When clicking “view scores” the system will run a data-check on all of your students.

SAVE

Step 1: Select Class

You can validate individual classes or all classes at once.

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

Student Name	Class Code	Assessment	Score	Reason	Revision Option	
AHMET ZABALA	38A-01M448-2012-0	Weight	55.0	Low measurement	<input checked="" type="radio"/> Revise Later <input type="radio"/> No Revisions Needed	Revise Now
AHMET ZABALA	38A-01M448-2012-0	Pacer	15.0	Significant decrease from previous year's assessment	<input checked="" type="radio"/> Revise Later <input type="radio"/> No Revisions Needed	Revise Now
AHMET ZABALA	38A-01M448-2012-0	Curlup	10.0	Significant decrease from previous year's assessment	<input checked="" type="radio"/> Revise Later <input type="radio"/> No Revisions Needed	Revise Now

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

- 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)

Validating Student Scores

Toolbox Reports

Class Setup

Enter Scores

Validate Scores

Student Search

Clicking “**Revise Now**” will launch this pop up for the student. Here you can edit the student scores and correct and data that needs to be updated. After you enter the new score, click “**Save**” and then “**Close**”

Enter the student scores in these boxes.

Student Scorecard

NYC FITNESSGRAM

Student Name: AHMET ZABALA

School: 01M448 Age: 19 Grade Level: 10
Student Id: *****0794 Gender: F Official Class: 28A
Assessment Status: Validation Needed

[View or Enter Fitness Data Below](#)

Assessment:	Score:	HFZ Standards:	Previous Year:
Height:	46.0 in		73.0
Weight:	55.0 lb		176.0
Date measured:	Nov'12		03/15/2012
Body Mass Index:	18.3	-	23.2
Pacer:	15 laps	-	55
Curl-up:	10 reps	-	47
Trunk Lift	12.0 in	-	12.0
Push-up:	30 reps	-	26
Sit and Reach Left:	11.0 in	-	10.0
Sit and Reach Right:	10.0 in	-	10.0

Exempt:

Log Off
School Term: 2012-2013
Print
SAVE
[Revise Now](#)
[Revise Now](#)
[Revise Now](#)
SAVE
[Top of page](#)

Clicking “**Revise Now**” will launch a pop up for that student.

Validating Student Scores (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:

BMI: +/- 7 from year to year

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

Validating Student Scores (FAQ's)

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 ([hyperlink to assessment demonstration video](#)).

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.

Exempt Students

In some cases, a student may be *exempt* from NYC FITNESSGRAM and will not count toward or against a school's completion percentage. There are three primary reasons that a student may be legitimately exempt 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. If a student's documented inability to participate in physical education extends beyond a reasonable time period to allow for completion of the NYC FITNESSGRAM assessments, 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 NYC FITNESSGRAM completion report. Teachers can enter these into the system during late Fall, Winter, and early Spring.

Please note:

- a. For medical injuries that allow the student to participate at a later date in the school year (i.e. broken arm in September, 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 they have a doctor's note specifying that they should refrain from certain physical activities.

- 2) The student has an IEP with a **testing modification** that excludes him/her from standardized assessments. In this case, the NYC FITNESSGRAM system will *automatically* exempt the student. These exemptions will be listed in the column labeled *Automatic Exemptions* in the updated NYC FITNESSGRAM completion report. This will typically include all students who are recommended for A.P.E.

- 3) The student has a **long-term absence (LTA)** or **very low attendance**. If a student is LTA or has less than a 25% *school* (not PE class) attendance rate, the NYC FITNESSGRAM system will *automatically* exempt the student. However, LTA and very low attendance do not apply to students who cut PE class but are present in school.

Students in one or more of the situations described above are legitimately exempt from the NYC FITNESSGRAM assessments and will not count for or against the school's completion rate.

Students Not Yet Assessed

A new “not yet assessed” designation will allow teachers to identify students who have not yet completed *any* NYC FITNESSGRAM assessments. **These students are not exempt.** The “not yet assessed” designation and report can help teachers more easily identify and follow up with students to ensure that they participate in NYC FITNESSGRAM.

The “not yet assessed” reasons that can be selected are:

- **Absent on test day (make-up needed)**
- **Consistently unprepared**
- **Does not attend**
- **Medical injury (make-up when healthy)**
- **Refuses to participate in assessments**

If these students do not have completed NYC FITNESSGRAM assessment scores entered into the system by the deadline, they will count against the school’s completion percentage.

“Not Yet Assessed” Report

Not yet assessed report 



Select Reason:  Select Test Year: 2012  [VIEW REPORT](#)

- All Reasons
- Absent on test day (make-up needed)
- A.P.E.
- Medical Condition with Dr. note
- Medical injury (make-up when healthy)
- Does not attend
- Refuses to participate in assessments
- Consistently unprepared
- Very Low Attendance

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Teachers can use this report to view a list of students who have not completed the NYC FITNESSGRAM assessments. This report includes both exempt students and those that have been identified as “not yet assessed” for a given reason. Teachers and administrators can use the report to identify and follow up with students who have not completed assessments. The report can be exported into Excel or as a PDF.

Please note: Unless the student meets one or more criteria for exemption ([see exemption slide](#)), “not yet assessed” students will count against a school’s NYC FITNESSGRAM completion percentage.

Completion Report (school view)

Export to excel.

Reports	Resource
Analysis	
Completion	
Class Worksheets	
Not yet assessed	
Improvement	
Incomplete	

01M448

Completion Report by School ?



Class	Teacher Name	Total Students	Partial Data	Automatic Exemptions	Teacher Exemptions	Total Eligible Students	Validation Needed	Incomplete	Completed	% Completed
Official Class 28T	FGramR01TeacherUser FGram	1	0	0	0	1	0	1	0	0.00%
Official Class 38A	FGramR01TeacherUser FGram	1	0	0	0	1	1	0	0	0.00%
PPS81 Section 1	FGramR01TeacherUser FGram	2	0	0	0	2	0	2	0	0.00%
PPS83 Section 1	FGramR01TeacherUser FGram	36	0	0	0	36	0	36	0	0.00%
PPS83 Section 2	FGramR01TeacherUser FGram	11	0	0	0	11	0	11	0	0.00%
PPS83 Section 3	FGramR01TeacherUser FGram	31	0	1	0	30	0	30	0	0.00%
PPS85 Section 1	FGramR01TeacherUser FGram	14	0	0	0	14	0	14	0	0.00%
PPS85 Section 2	FGramR01TeacherUser FGram	13	0	0	0	13	0	13	0	0.00%
PPS85 Section 3	FGramR01TeacherUser FGram	16	3	0	0	16	0	16	0	0.00%
PPS85 Section 4	FGramR01TeacherUser FGram	13	0	0	0	13	0	13	0	0.00%
PPS87 Section 4	FGramR01TeacherUser FGram	25	0	0	0	25	0	25	0	0.00%

View the completion report based on the classes you have set up. Teachers can only see their own classes. Principals can see the entire school.

Completion Report (class view)

Use these links to go back to previous pages.

Reports Help

Analysis

Completion

Class Worksheets

All > Official Class 308



CLASS ROSTER ?



Last Name	First Name	Age	Gender	BMI	Ht/Wt Date	Height	Weight	Pacer	Curlup	Pushup	Trunklift	S & R Left	S & R Right	Status
CARTER	SHANTEZ	8	F	34.7	Nov'12	45.0	100.0							Validation Needed
CARTER	SHANTHI	9	F	32.7	Nov'12	44.0	90.0							Validation Needed
CARTER	SHANTI	8	F	25.9	Nov'12	39.0	56.0							Validation Needed
CARTER	SHANTI	9	F	37.4	Nov'12	40.0	85.0							Validation Needed
CARTER	SHANTI	9	F	22.6	Nov'12	45.0	65.0							Validation Needed
CARTER	SHANTIA	8	F	10.2	Nov'12	55.0	44.0							Complete
CARTER	SHANTICE	8	F	27.1	Nov'12	45.0	78.0							Validation Needed
CARTER	SHANTICE	9	F	16.2	Nov'12	57.0	75.0							Validation Needed
CARTER	SHANTICE	9	F	16.1	Nov'12	56.0	72.0							Complete
CARTER	SHANTIE	8	F	22.6	Nov'12	45.0	65.0							Validation Needed
CARTER	SHANTIE	8	F	41.4	Nov'12	41.0	99.0							Validation Needed
CARTER	SHANTIEL	8	F	40.9	Nov'12	42.0	102.5							Validation Needed
CARTER	SHANTIQUE	8	F	43.7	Nov'12	41.0	104.5							Validation Needed
CARTER	SHANTONIA	9	F	34.0	Nov'12	43.0	89.5							Validation Needed
CARTER	SHAQUANA	8	F	13.7	Nov'12	48.0	45.0							Validation Needed
CARTER	SHAQUANA	9	F	15.2	Nov'12	50.0	54.0							Validation Needed
CARTER	SHAQUANA	10	F	39.9	Nov'12	41.0	95.4							Validation Needed
CARTER JR	SHANTELE	9	F	34.5	Nov'12	45.0	99.3							Validation Needed
CARTERSTEWART	SHANTELE	8	F	11.1	Nov'12	54.0	45.9							Complete

View the scores entered for this class and the status of each student.

Summary Analysis Reports

Reports	Help
Analysis	Summary
Completion	Longitudinal

Report for students in the healthy fitness zone in your school.



Teacher Analysis Report: [?](#)

Step 1:
Select Report: *Students in the Healthy Fitness Zone* ▼

Step 2:
Select Category: *By School Year* ▼

Step 3: Select Optional Filters:
Grade Level: *All* ▼

Step 4:
Select Format: *HTML* ▼

[VIEW REPORT](#)

[Provide feedback on the analysis reports](#)

Summary Analysis Reports

Reports	Help
Analysis	Summary
Completion	Longitudinal

Report for student BMI percentile in your school.

Teacher Analysis Report: [?](#)

Step 1:
Select Report:

Step 2: Select Optional Filters:
School Year:
Grade Level:

Step 3:
Select Format:

[Provide feedback on the analysis reports](#)

VIEW REPORT

Longitudinal Analysis Reports

Reports	Help
Analysis	Summary
Completion	Longitudinal

Report for individual student history in your school. Here you can see all NYC FITNESSGRAM scores for one student.

Teacher Analysis Report: Longitudinal 

Step 1:
Select Report: *Individual Student History Report* ▼

Step 2: Select Optional Filters:

View By: *All Classes* ▼

Student: *Select Student* ▼

Step 3:
Select Format: *HTML* ▼

[Provide feedback on the analysis reports](#)

VIEW REPORT

Incomplete Report

Incomplete Report



This report will generate a list of all students that have not yet completed the assessments. In the last column it will tell you which assessments are missing.

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Teachers can use this report to see a list of students who have partially completed assessments. The report will show which students are incomplete and list the assessments that are still needed. This is different from the “not yet assessed” report, which shows students who have not completed any assessments.

Teachers can export this list in Excel or PDF.

The Incomplete Report can help teachers plan and schedule make-up time for students who are missing the same assessments.

Improvement Report (summary)

Summary of Student Improvement

This report shows the total number of students whose scores have improved for each assessment. It will also display the total number of students who show no improvement.

Teachers can compare the current year's scores to score from the past four years. Use this report to plan activities to help students improve their fitness levels.

Improvement Report

Select the amount of years you would like to compare 

These reports were designed to assist in finding the students that have improved year to year. You can view the summary of total students that have improved or you can pull the list of individual students that have improved. [Click here to learn more about the improvement reports.](#)

Report Type:

Summary of School Improvement ▼

By Gender

By Gradelevel

Select Class:

All Classes ▼

Compared by years:

1 year back ▼

Percent Change:

At least 100% ▼

Select

Assessment:

ANY ▼

Select the percent of change that you are looking for.

This will compare the scores of students based on how many improved at least 100%. For example, students who doubled their number of push-ups in one year have improved 100% and would be included in this report.

VIEW REPORT

The results of this report will show how many students have met the criteria selected in the dropdowns above. The summary report will only show the total numbers of students found.

Improvement Report (individual)

Individual Student Improvement

This report will allow teachers to view a list of students who have improved their fitness scores. Teachers can compare the current year's scores to scores from the past four years. Use this report to track individual improvement and plan instruction.

Improvement Report

Select the amount of years you would like to compare



These reports were designed to assist in finding the students that have improved year to year. You can view the summary of total students that have improved or you can pull the list of individual students that have improved. [Click here to learn more about the improvement reports.](#)

Report Type: Find Individual Student Improvement ▼

Select Class: All Classes ▼

Compared by years: 1 year back ▼

Percent Change: At least 100% ▼

Select Assessment: ANY ▼

Select the percent of change that you are looking for.

This will compare the scores of the student based on if the student improved at least 100%. For example, if the student went from 4 to 8 push-ups in one year, they have improved 100% and would be listed in this report.

VIEW REPORT

The results of this report will show a list of students have met the criteria selected in the dropdowns above. The individual student report show the students and the scores that were improved. The number displayed represents the number of reps that improved.

Help Desk



Where can I find support for NYC FITNESSGRAM?

1. If you have technical difficulties logging into your computer or outlook email, call the NYC DOE Technology Help Desk at 718-935-5100.
2. If you have questions concerning the NYC FITNESSGRAM website or need guidance entering any of the information, contact us at (917) 719-6313 or NYCFITNESSGRAM@schools.nyc.gov.
3. The Office of School Wellness Programs supports physical education, health education and wellness programs. Please visit <http://schools.nyc.gov/wellness> for more information.

How to Become a Registered NYC FITNESSGRAM Teacher User

Teachers must attend a free Physical Best/ NYC FITNESSGRAM training offered by the Office of School Wellness Programs (OSWP) in order to become a registered user and gain access to the NYC FITNESSGRAM system. The OSWP provides these free trainings and technical assistance to support teachers and administrators in using the web application and the reports it can generate. Click [here](#) to see upcoming trainings.