NYC FITNESSGRAM

MANUAL

11/08/2005

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How to Login

Before you can log into NYC FitnessGram you have to log into the computer. Once the computer is on, there will be an instruction requesting you to press “Ctrl-alt-Delete” simultaneously to begin.

The next window is a legal notice; click on “OK.”

At that point you will get a login for your computer—see below. Next to user name, type in your user name (note A). It’s the same one you use for school outlook email. Next to password, type in your password (note B). You will only see black circles. Make sure you type your password in exactly as you originally stored it, especially regarding caps and lower case—be careful with the caps lock key! The third box says, “Log onto:” Choose “central” from the drop down list by using the arrow to the right (note C). Then click on “OK” (note D).

Please note: Your principal or your RIS can tell you which computers in your school are on the administrative network (connected to the intranet).

If you’re having problems logging in for any reason call the helpdesk at 718-935-5100. You can also get your user name and password from them.

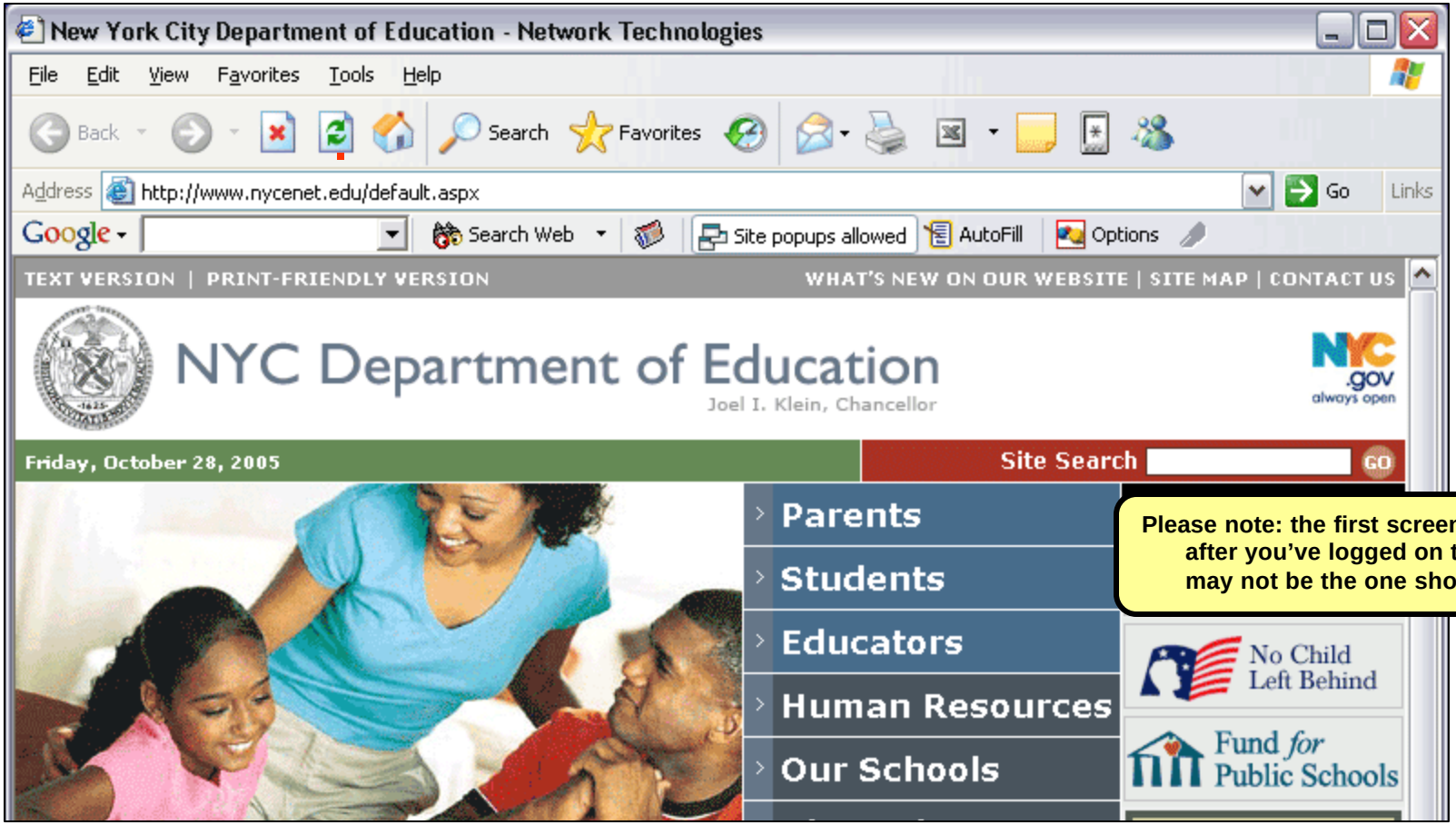
Once you're into your computer, you need to open the internet.

In the lower left corner of the screen you will see a "Start" button (see note A). When you click on it, a window of menus will open up. Towards the top you will see a big blue "e" (see note B). This is the icon for Internet Explorer. Click on it.

If you're having problems logging in for any reason call the helpdesk at 718-935-5100. You can also get your user name and password from them.

Now that you're in the internet, you need to navigate to the NYC FitnessGram page. You do this by deleting the current wording in the URL bar. (It says "address" to the left.)

Then type the URL for NYC FitnessGram: http://www.nycboe.net/applications/fitnessgram



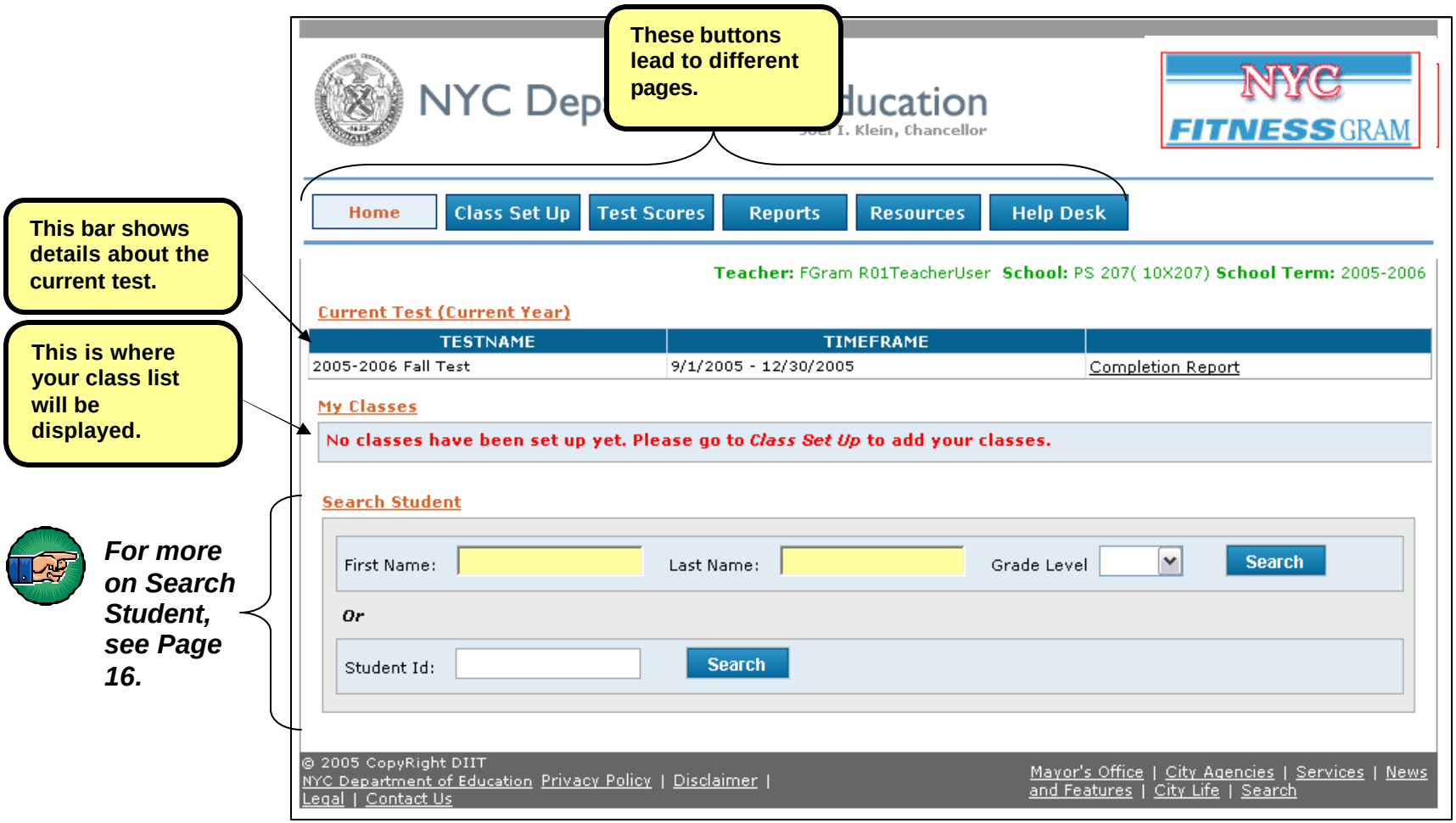
Please note: the first screen that comes up after you've logged on to the internet may not be the one shown here.

Once you've typed in the NYC FitnessGram address, you must put in your login credentials one more time.

In the sign in box, enter your username and password that you normally use to sign in to your computer. Then click on "OK."

Learn About the NYC FITNESSGRAM Home Page

This is the NYC FitnessGram "home page."

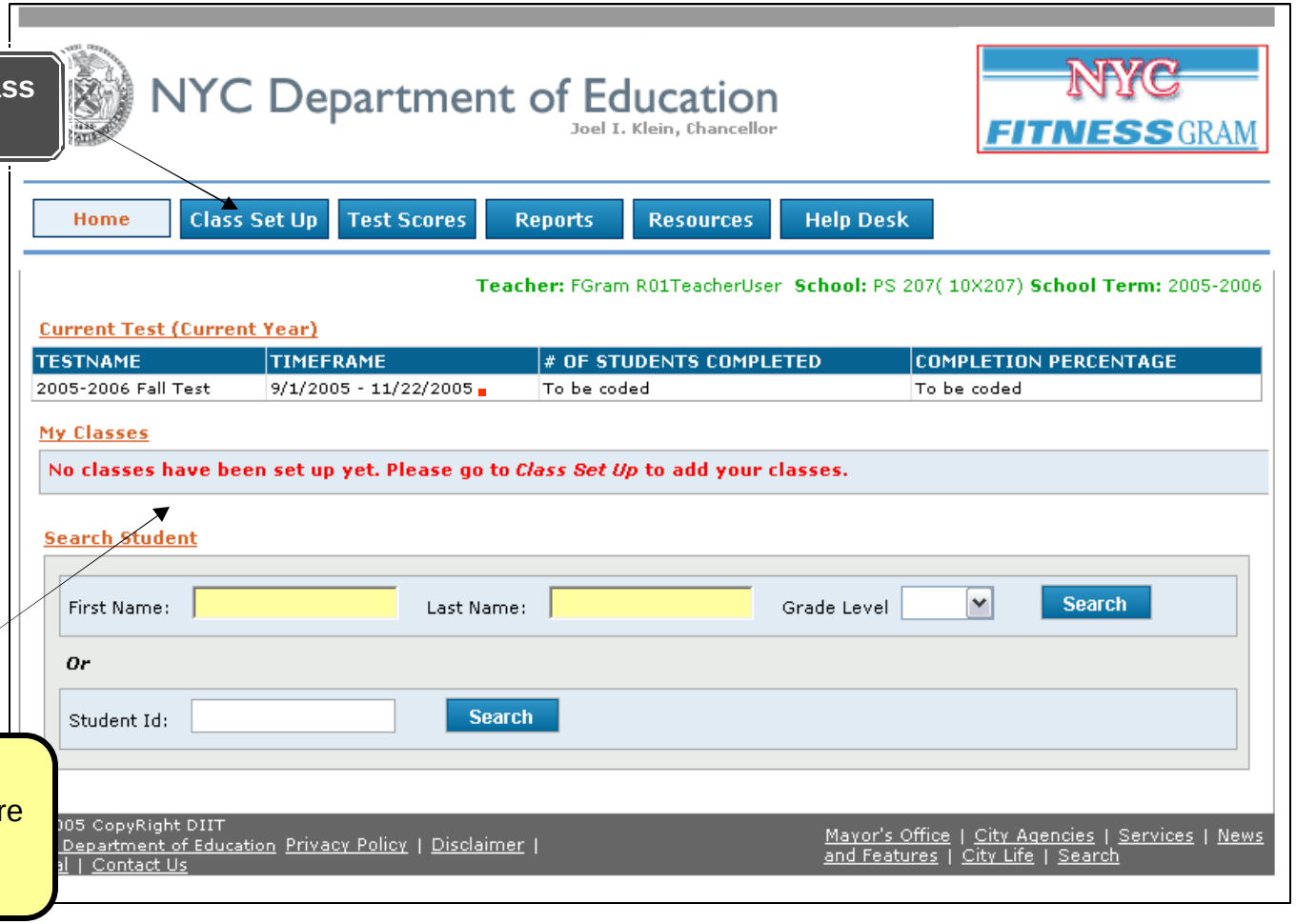


For more on Search Student, see Page 16.

Creating List of Official Classes ("Class Set Up")

Note: This is the home page before adding classes.

Step 1. Click "Class Set Up."



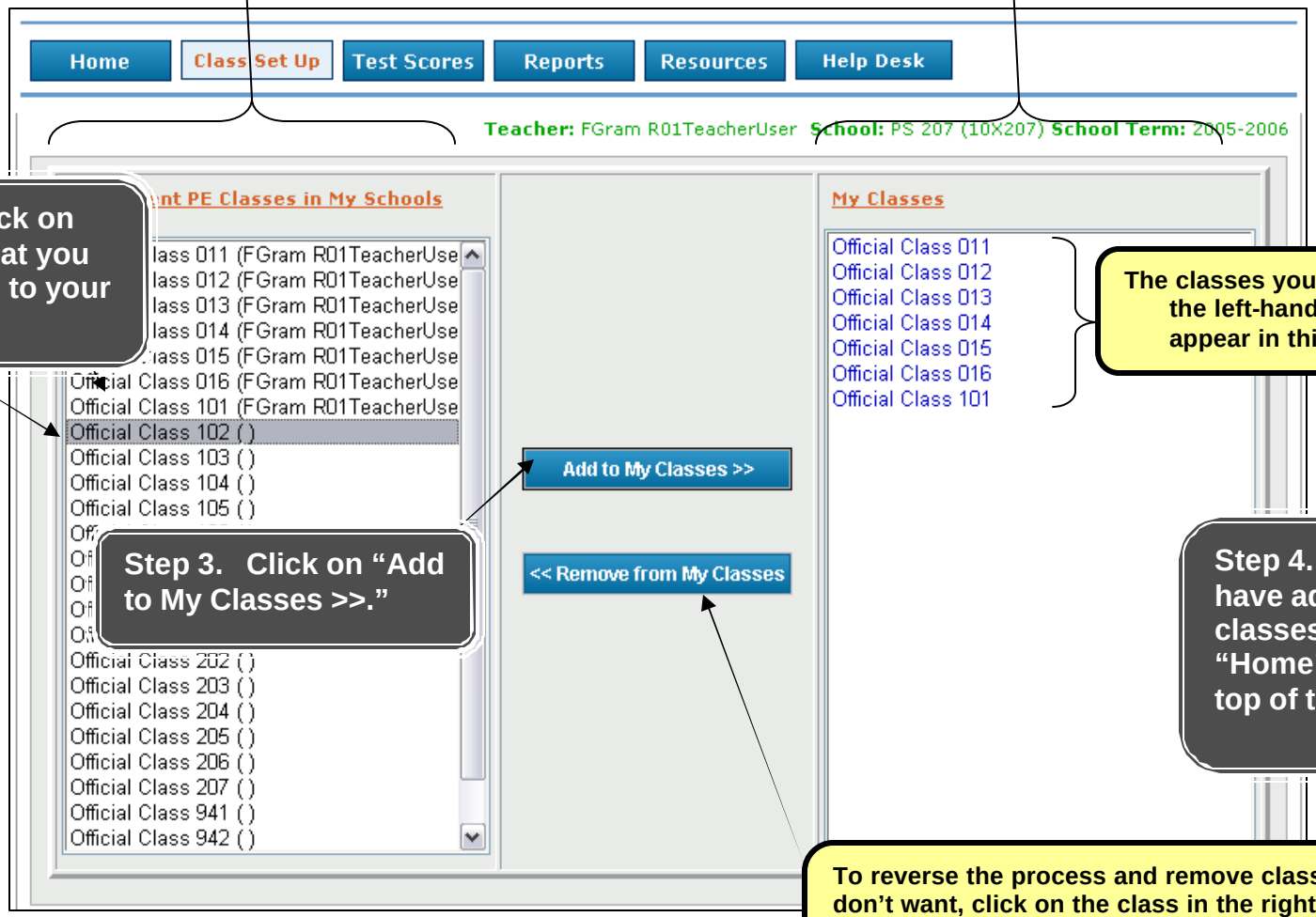
This depicts the Home Page before any classes have been selected.

Continue on next page

Creating List of Official Classes ("Class Set Up") *cont'd*

The left-hand column shows all classes in your school.

The right-hand column shows all classes you have selected.



Step 2. Click on the class that you want to add to your class list.

Step 3. Click on "Add to My Classes >>."

The classes you add from the left-hand column will appear in this column.

Step 4. After you have added all classes, click on the "Home" tab at the top of the page.

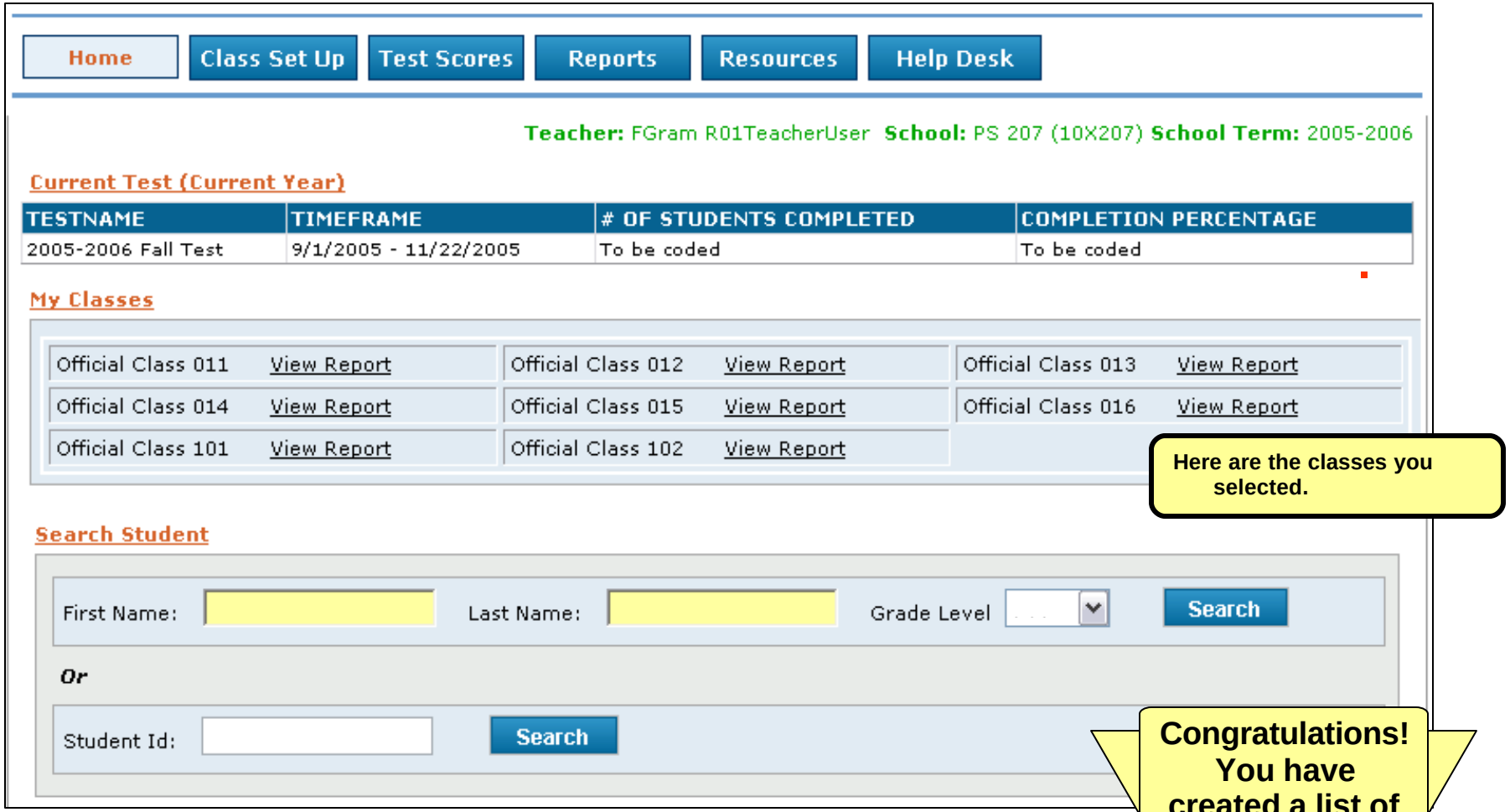
To reverse the process and remove classes you don't want, click on the class in the right column and then click on the Remove from My Classes button.

Note: if a class has already been selected for a "My Classes" list by any PE teacher, that teacher's name will appear next to the class in the left-hand column.

Continue on next page

Creating List of Official Classes ("Class Set Up") *cont'd*

Note: This is the home page after adding classes.



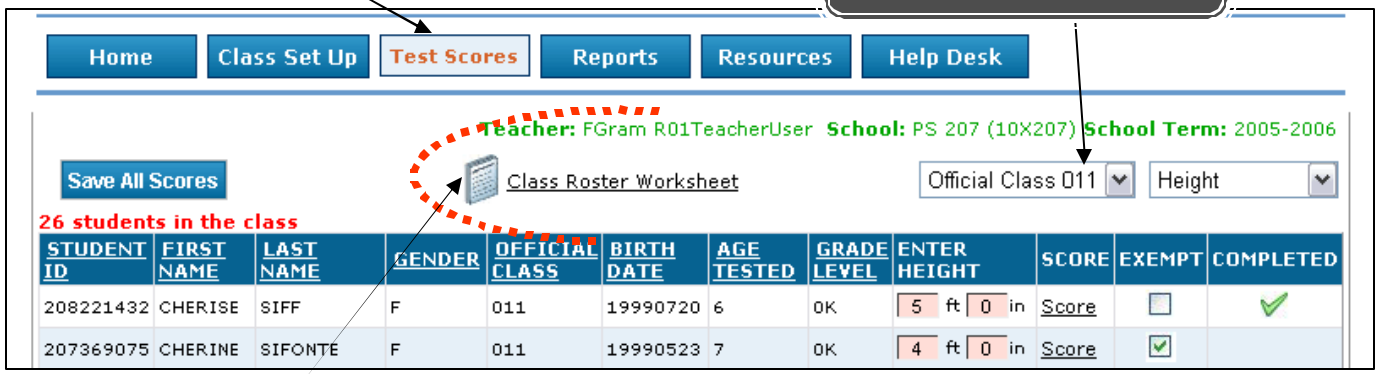
Here are the classes you selected.

Congratulations! You have created a list of your classes.

Class Roster Worksheet

Step 1. Click on "Test Scores."

Step 2. Select the class you want.

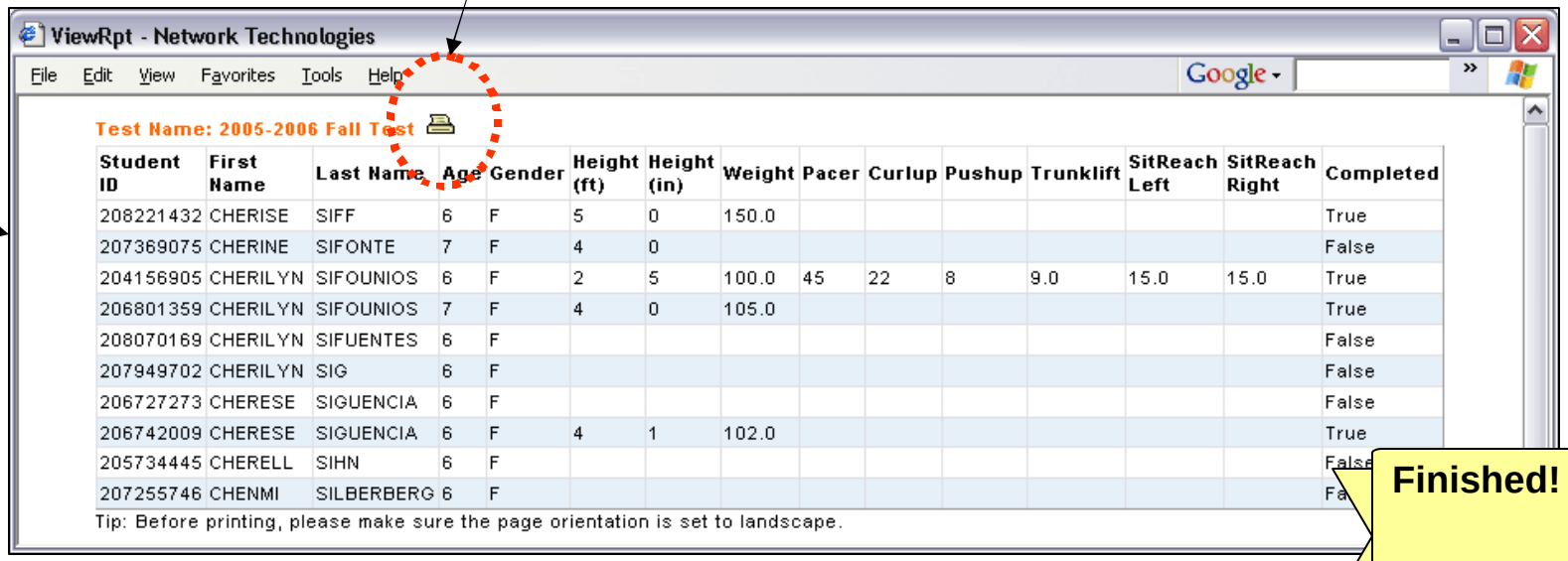


Use the Class Roster Worksheet to enter scores by hand during the test for later entry into the computer program.

Step 3. Click on "Class Roster Worksheet."

Step 4. Click on print icon.

A NEW WINDOW OPENS UP



Finished!

Entering Test results by Class

Step 1. Click on "Test Scores."

Step 2. Select the class for which you want to enter scores.

Step 3. Select the test you want to score.

Home | Class Set Up | Test Scores | Reports | Resources | Help Desk

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

Save All Scores | Class Roster Worksheet | Official Class 011 | Height

26 students in the class

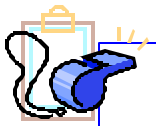
STUDENT ID	FIRST NAME	LAST NAME	GENDER	OFFICIAL CLASS	BIRTH DATE	AGE TESTED	GRADE LEVEL	ENTER HEIGHT	SCORE	EXEMPT	COMPLETED
208221432	CHERISE	SIFF	F	011	19990720	6	OK	5 ft 0 in	Score	☐	✓
207369075	CHERINE	SIFONTE	F	011	19990523	7	OK	4 ft 0 in	Score	☑	
204156905	CHERILYN	SIFOUNIOS	F	011	19990616	6	OK	2 ft 5 in	Score	☐	✓
206801359	CHERILYN	SIFOUNIOS	F	011	19990130	7	OK	4 ft 0 in	Score	☐	✓
208070169	CHERILYN	SIFUENTES	F	011	19990825	6	OK	ft in	Score	☐	
207949702	CHERILYN	SIG	F	011	19990814	6	OK	ft in	Score	☐	
206727273	CHERESE	SIGUENCIA	F	011	19990819	6	OK	ft in	Score	☐	
206742009	CHERESE	SIGUENCIA	F	011	19991220	6	OK	4 ft 1 in	Score	☐	✓
206742249	CHERESE	SIGUENCIA	F	011	19990506	7	OK	ft in	Score	☐	
207255746	CHENMI	SILBERBERG	F	011	19991112	6	OK	ft in	Score	☐	

Save All Scores

Step 4. Enter scores.

Step 5. Click "Save all Scores."

Step 6. Select another test (go back to step 2) to continue.



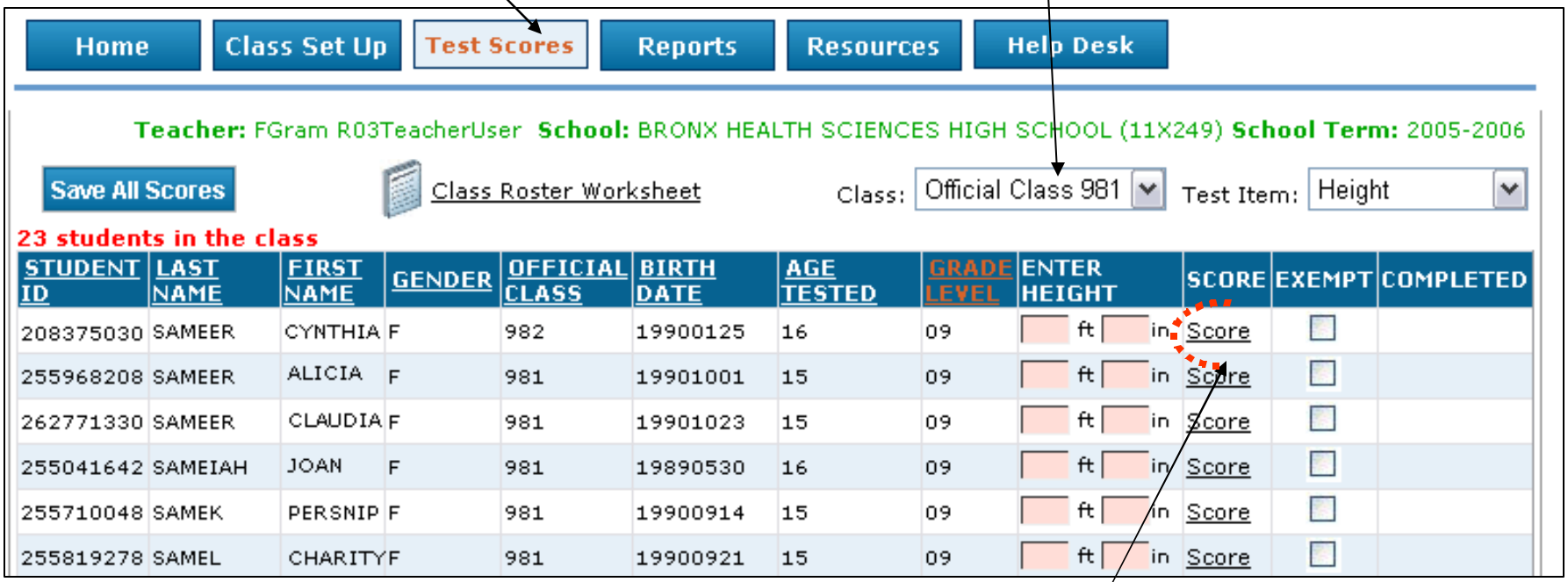
Please note: Children in grades K-3 need only their height and weight measured.
Also note: Even if you choose tests other than height and weight, you will not be able to enter any scores for children in grades K-3.

Finished!

Entering Test results by Individual Student

Step 1. Click on "Test Scores."

Step 2. Select the class for which you want to enter scores.



Step 3. Click on "Score" for the individual.

Continue on next page

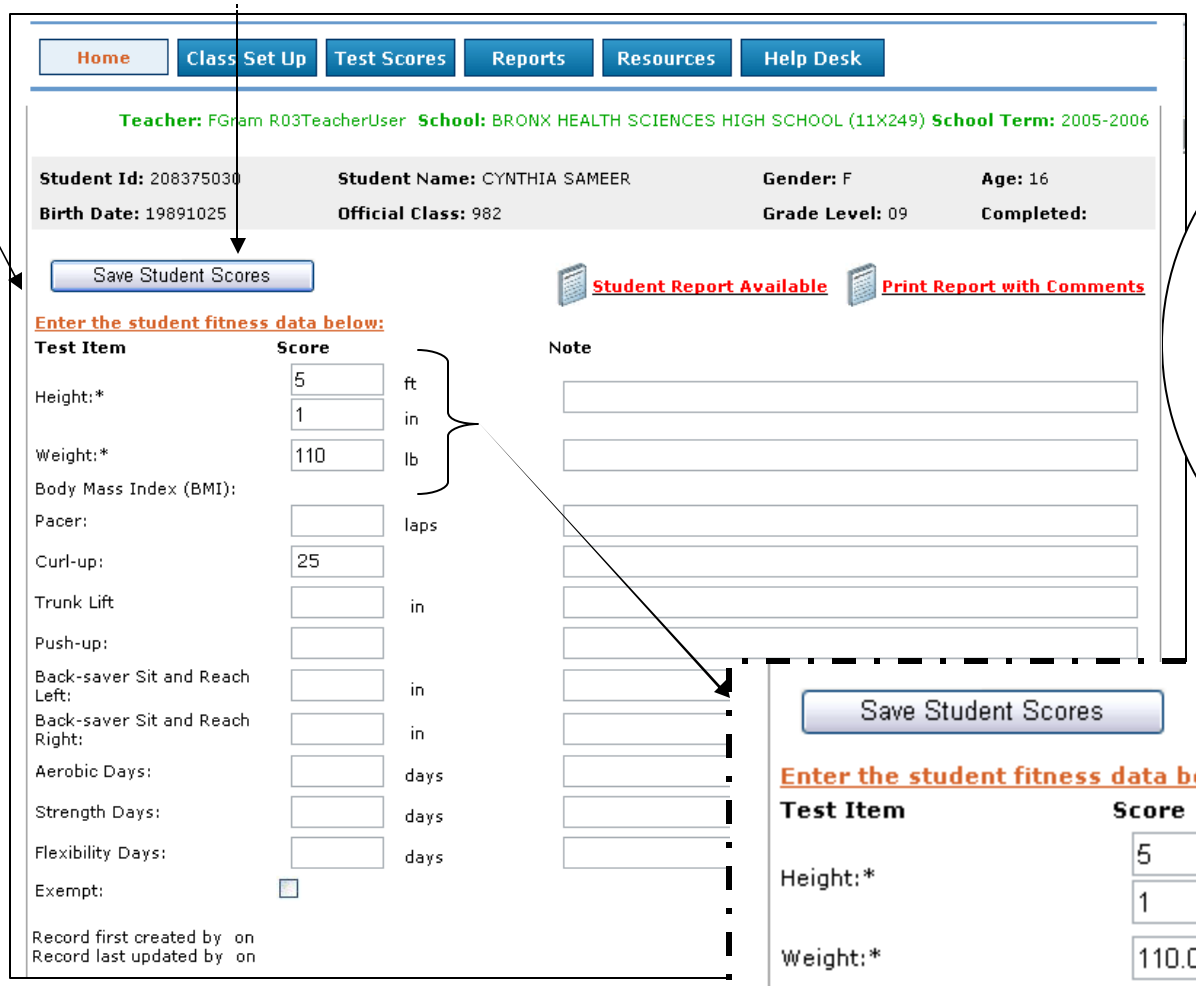
Entering Test results by Individual Student *cont'd*

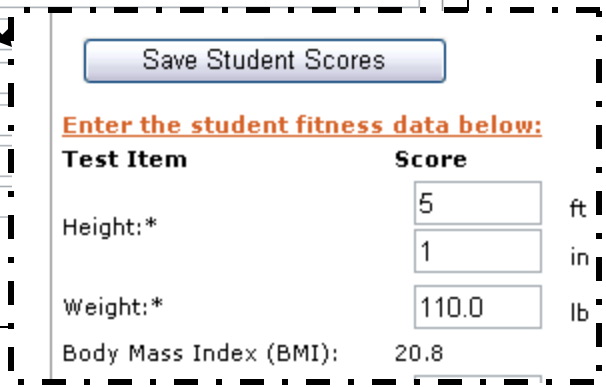
Remember: for students in Grades K-3, you will only be able to enter height and weight.

Step 5. Fill in the scores.

Step 6. Click on "Save Student Scores."

Note: Decimals cannot be used for tests except for *Weight* and *Sit and Reach*. Example: a student cannot have 9.5 pushups.





Don't forget to SAVE!

Note: This shows the BMI calculation after scores are saved.

Continue on next page

Entering Test results by Individual Student *completed*

Home | Class Set Up | Test Scores | Reports | Resources | Help Desk

Teacher: FGram R03TeacherUser **School:** BRONX HEALTH SCIENCES HIGH SCHOOL (11X249) **School Term:** 2005-2006

Save All Scores | Class Roster Worksheet | Class: Official Class 981 | Test Item: Curlup

23 students in the class

STUDENT ID	LAST NAME	FIRST NAME	GENDER	OFFICIAL CLASS	BIRTH DATE	AGE TESTED	GRADE LEVEL	ENTER CURLUP	SCORE	EXEMPT
208375030	SAMEER	CYNTHIA	F	981	19900125	16	09	25	Score	
255968208	SAMEER	ALICIA	F	981	19901001	15	09		Score	
262771330	SAMEER	CLAUDIA	F	981	19901023	15	09		Score	
255041642	SAMEIAH	JOAN	F	981	19890530	16	09		Score	
255710048	SAMEK	PERSNIP	F	981	19900914	15	09	33	Score	
255819278	SAMEL	CHARITY	F	981	19900921	15	09		Score	

You must select a test from this dropdown menu to see the individual results below!

Congratulations! You have entered scores for your students.

This green checkmark indicates that every score has been filled in for this student!

Indicating Exemption for a Student

Step 1. Click on "Test Scores."

Step 2. Select the class for which you want to enter scores.

Step 3. Click on the Exempt checkbox.

Home | Class Set Up | Test Scores | Reports | Resources | Help Desk

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

Save All Scores | Class Roster Worksheet | Official Class 011 | Height

26 students in the class

STUDENT ID	FIRST NAME	LAST NAME	GENDER	OFFICIAL CLASS	BIRTH DATE	AGE TESTED	GRADE LEVEL	ENTER HEIGHT	SCORE	EXEMPT	COMPLETED
208221432	CHERISE	SIFF	F	011	19990720	6	OK	5 ft 0 in	Score	☐	✓
207369075	CHERINE	SIFONTE	F	011	19990523	7	OK	4 ft 0 in	Score	☑	
204156905	CHERILYN	SIFOUNIOS	F	011	19990616	6	OK	2 ft 5 in	Score	☐	✓
206801359	CHERILYN	SIFOUNIOS	F	011	19990130	7	OK	4 ft 0 in	Score	☐	✓
208070169	CHERILYN	SIFUENTES	F	011	19990825	6	OK	ft in	Score	☐	
207949702	CHERILYN	SIG	F	011	19990814	6	OK	ft in	Score	☐	
206727273	CHERESE	SIGUENCIA	F	011	19990819	6	OK	ft in	Score	☐	
206742009	CHERESE	SIGUENCIA	F	011	19991220	6	OK	4 ft 1 in	Score	☐	✓
206742249	CHERESE	SIGUENCIA	F	011	19990506	7	OK	ft in	Score	☐	
207255746	CHENMI	SILBERBERG	F	011	19991112	6	OK	ft in	Score	☐	

Save All Scores

Step 4. This window will open up. Click on reason for child's exemption. You <u>must</u> type in an explanation!

FitnessGram Teacher - Network Technologies

Please select an exempt reason from below:

- Medical Exemption (explain below)
- Other (explain below)

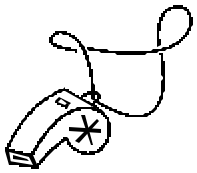
Exemption Explanation (250 characters or less):

Submit Exemption

Record first created by on
Record last updated by on

Step 5. Click "Submit Exemption."

Step 6. Click "Save All Scores."



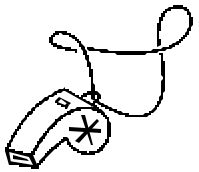
Finished!

Please note: Students that have been marked exempt are not calculated into the completed percentage.

Search for a Student

Step 1. Go to Home Page.

Please note: this search feature searches only students in your class listings. If you don't see your student listed, you may have not added the class to your listing. (See page 5 to learn how to add classes).



Home | Class Set Up | Test Scores | 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 2005-2006 Fall Test2005-2006	9/1/2005 - 12/30/2005	Completion Report

My Classes

Official Class 002 Worksheet	Official Class 011 Worksheet	Official Class 012 Worksheet
Official Class 013 Worksheet	Official Class 051 Worksheet	Official Class 052 Worksheet
Official Class 054 Worksheet	Official Class 561 Worksheet	Official Class 601 Worksheet
Official Class 602 Worksheet	Official Class 603 Worksheet	Official Class 604 Worksheet

Search Student

First Name: Last Name: aviles Grade Level 05 Search

Or

Student Id: Search

Note: you can also search by Student ID

Step 2. Type in name.

Step 3. Choose a grade level if desired.

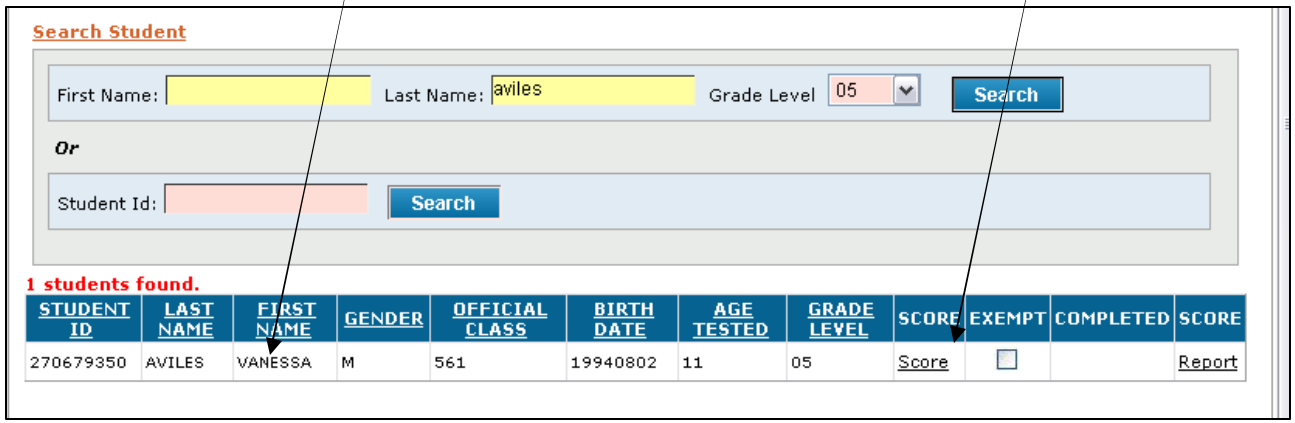
Step 4. Click "Search."

Continue on next page

Student Record found (cont'd)

The student has been found.

Step 5. Click on the Score link .



Step 6. Turn back to page 11 of this manual to learn how to fill out scores.

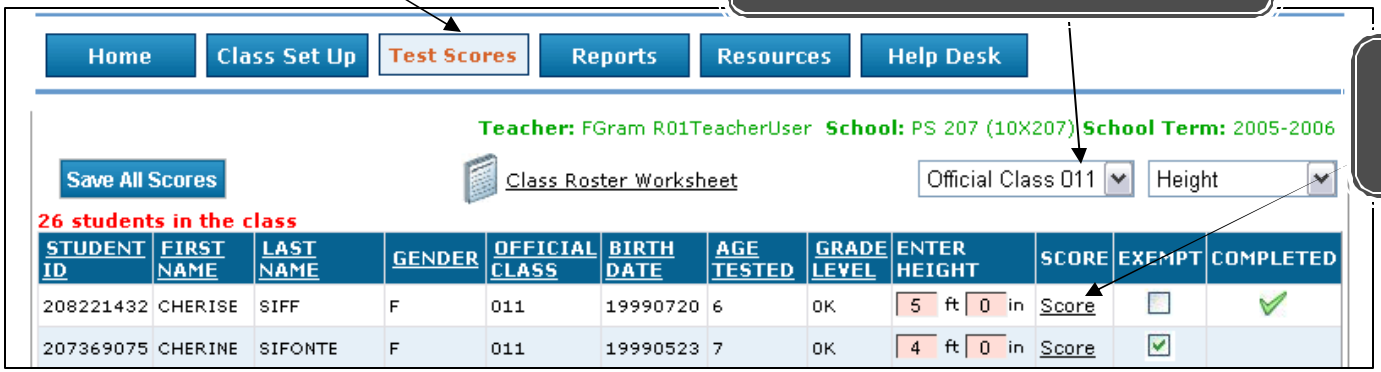
Congratulations! You've successfully searched for a student.

View Fitness Report for Individual Student

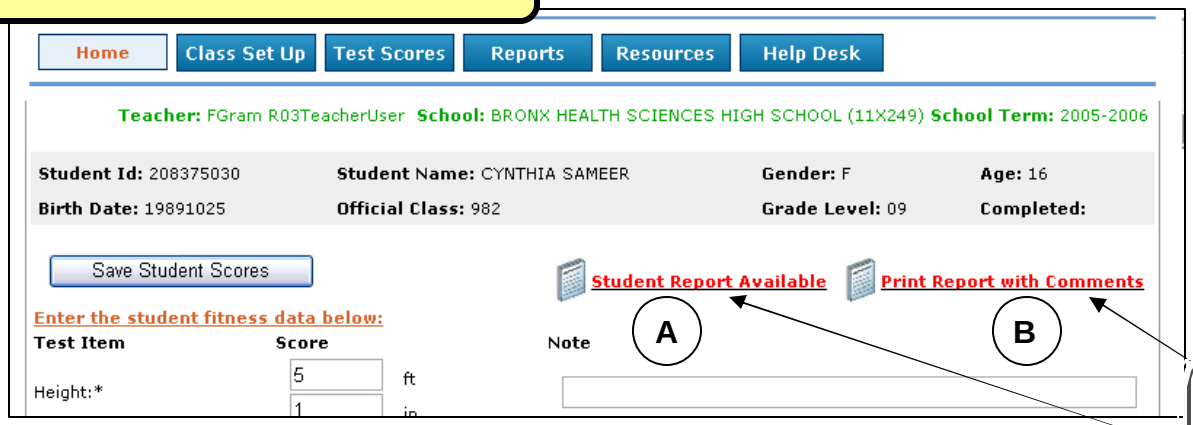
Step 1. Click on "Test Scores."

Step 2. Select the class for which you want to enter scores.

Step 3 Click on Score for the individual student.



This brings you back into the student record.

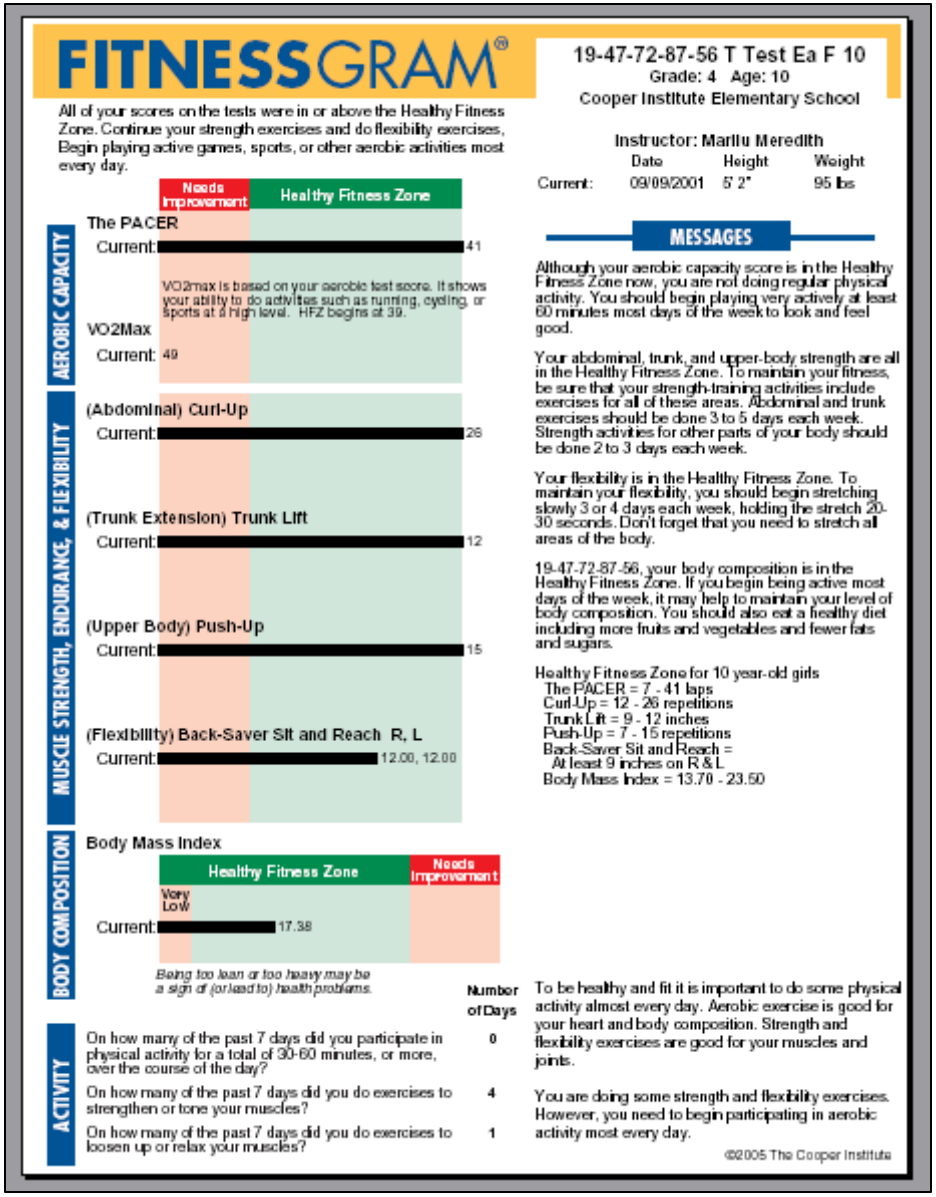


Step 4. Click on either "Student Report Available" or "Print Report with Comments." Please see illustrations on next page.

Continue on next page

View Fitness Report for Individual Student

A



FITNESSGRAM®

19-47-72-87-56 T Test Ea F 10
Grade: 4 Age: 10
Cooper Institute Elementary School

Instructor: Marilu Meredith

	Date	Height	Weight
Current:	09/09/2001	5' 2"	95 lbs

All of your scores on the tests were in or above the Healthy Fitness Zone. Continue your strength exercises and do flexibility exercises. Begin playing active games, sports, or other aerobic activities most every day.

AEROBIC CAPACITY

The PACER — Current: 41

VO2max is based on your aerobic test score. It shows your ability to do activities such as running, cycling, or sports at a high level. HFZ begins at 39.

VO2Max — Current: 49

MUSCLE STRENGTH, ENDURANCE, & FLEXIBILITY

(Abdominal) Curl-Up — Current: 26

(Trunk Extension) Trunk Lift — Current: 12

(Upper Body) Push-Up — Current: 15

(Flexibility) Back-Saver Sit and Reach R, L — Current: 12.00, 12.00

BODY COMPOSITION

Body Mass Index — Current: 17.38

Being too lean or too heavy may be a sign of (or lead to) health problems.

ACTIVITY

	Number of Days
On how many of the past 7 days did you participate in physical activity for a total of 30-60 minutes, or more, over the course of the day?	0
On how many of the past 7 days did you do exercises to strengthen or tone your muscles?	4
On how many of the past 7 days did you do exercises to loosen up or relax your muscles?	1

MESSAGES

Although your aerobic capacity score is in the Healthy Fitness Zone now, you are not doing regular physical activity. You should begin playing very actively at least 60 minutes most days of the week to look and feel good.

Your abdominal, trunk, and upper-body strength are all in the Healthy Fitness Zone. To maintain your fitness, be sure that your strength-training activities include exercises for all of these areas. Abdominal and trunk exercises should be done 3 to 5 days each week. Strength activities for other parts of your body should be done 2 to 3 days each week.

Your flexibility is in the Healthy Fitness Zone. To maintain your flexibility, you should begin stretching slowly 3 or 4 days each week, holding the stretch 20-30 seconds. Don't forget that you need to stretch all areas of the body.

19-47-72-87-56, your body composition is in the Healthy Fitness Zone. If you begin being active most days of the week, it may help to maintain your level of body composition. You should also eat a healthy diet including more fruits and vegetables and fewer fats and sugars.

Healthy Fitness Zone for 10 year-old girls
The PACER = 7 - 41 laps
Curl-Up = 12 - 26 repetitions
Trunk Lift = 9 - 12 inches
Push-Up = 7 - 15 repetitions
Back-Saver Sit and Reach = At least 9 inches on R & L
Body Mass Index = 13.70 - 23.50

To be healthy and fit it is important to do some physical activity almost every day. Aerobic exercise is good for your heart and body composition. Strength and flexibility exercises are good for your muscles and joints.

You are doing some strength and flexibility exercises. However, you need to begin participating in aerobic activity most every day.

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Finished!

View Fitness Report for Individual Student (for teacher use *only*!)

B

ViewRpt - Network Technologies

Student Id: 206742009 **Student Name:** CHERESE SIGUENCIA **Gender:** F **Age:** 6

Birth Date: 19991220 **Official Class:** 011 **Grade Level:** 0K **Completed:** ✓

Test Item	Score	Note	HFZ Standards
Height:	4 ft 1 in	Student had a cold	
Weight:	102.0 lb		
Body Mass Index (BMI):	29.9		16.2 - 21.0

Record first created by (teacher's name) on 9/23/2005 11:33:32 AM
Record last updated by (teacher's name) on 9/26/2005 11:14:17 AM

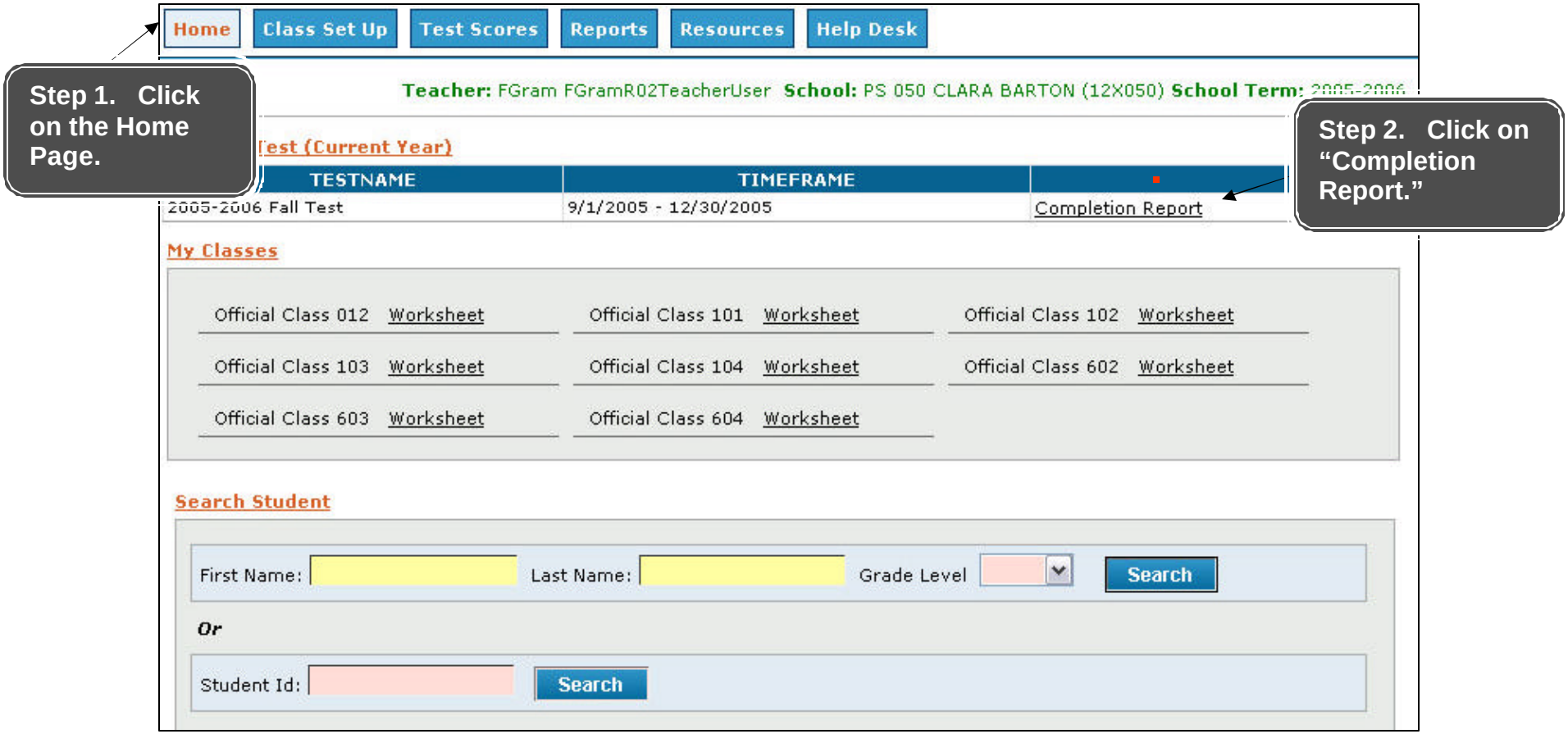
HFZ = Healthy Fitness Zone

This is the acceptable range for this measure.

Finished!

Viewing the Completion Report

The Completion Report displays the number of students who have been tested, and the resulting percentage of records completed.



Viewing the Completion Report (cont'd)

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

Number of students whose scores have been fully entered

Total number of students in the class

Percentage of students in the class whose scores have been completed

Test: 2005-2006 Fall Test

Teacher: FGram FGramR02TeacherUser

Class	Completed	Total	%
Official Class 012	12	12	100%
Official Class 101	6	19	32%
Official Class 102	0	19	0%
Official Class 103	0	18	0%
Official Class 104	0	19	0%
Official Class 602	0	23	0%
Official Class 603	0	23	0%
Official Class 604	0	22	0%

Congratulations! You have viewed your Completion Report.

Support

There are two levels of support for NYC FitnessGram.

If you have technical difficulties logging into your computer, nycboe.net or the NYC FitnessGram page, call the Technology Helpdesk:
718-935-5100

If you have questions concerning the site itself or need guidance completing any of the screens, contact the NYC FitnessGram Helpdesk:
email: nycfitnessgram@nycboe.net
phone number: 212-374-7626

GAME OVER