

FITNESSGRAM9 QUICK REFERENCE GUIDE



In-School Prevention of Obesity and Disease



North Carolina Alliance for Athletics, Health, Physical Education, Recreation, and Dance (NCAAHPERD) Since 1921

www.ispod.info

ABOUT FITNESSGRAM

- FITNESSGRAM is an integral component of the IsPOD (In School Prevention of Obesity and Disease) initiative.
- NCAAHPERD provides FITNESSGRAM to every public school K-8 PE teacher participating in IsPOD.

KEY BENEFITS

- Log-in anywhere with internet access – from home, work, the coffee shop
- Print individual reports for students and parents (Reports are available in both English and Spanish.)
- Generate statistical grade-level and school-level reports to analyze data
- The NC Center for Health Statistics will collect and analyze the data. SCHS will look at the data for the entire state and make comparisons to other variables collected (e.g. attendance, academic achievement, federal lunch programs).

IMPORTANT

- Do not enter practice or dummy data.
- Refer to www.ispod.info/teachers/teacher-responsibilities for a summary of which tests to conduct with your students.
- Refer to your FITNESSGRAM manual for test instructions. The Test Administration CD in the back of the manual provides video explanations of each test.

LOG-IN INTO FITNESSGRAM 9

1. Go to www.ispod.info
2. Click the **FITNESSGRAM 9** button
3. Select your district, school, and class
4. Enter your FITNESSGRAM user name and password
 - *Forgot your login information or can't login? Go to www.ispod.info. Under the Help tab click **Help Desk** and **Submit A Ticket**.*

CREATE A FITNESSGRAM ASSESSMENT FOR ALL CLASSES

1. After logging in, click the **FITNESSGRAM** button with the blue checkmark
2. Click **Create**
3. In the **Class** dropdown, select the class you wish to create the FITNESSGRAM assessment for.
4. In the **Enter Name of Test Event** field, add the classroom teacher's name to event name. (e.g. Spring 2011 – Smith)
 - *To match the teacher to the assessment, refer to the section numbers that appear on NCWISE rosters.*
5. The NC FITNESSGRAM application will automatically select the required tests for students. You may select any additional test items if you wish.
 - *Tests will appear on the score sheet in the order selected. Use the dropdowns next to each test to modify the order.*
 - *Looking for Height & Weight? You do not need to make any selection to include height and weight columns to the score*

sheet. By default, FITNESSGRAM will add columns for height and weight to all assessments in order to calculate BMI.

6. Click **SAVE**
 - *The green status box next to the Save button confirms that FITNESSGRAMS were created for all classes.*
 - **Very Important:** *DO NOT click the SAVE button more than once. If you do, you will create duplicate FITNESSGRAM assessments.*

CREATE SCORESHEETS (OPTIONAL)

1. While logged in, click the **FITNESSGRAM** button (blue check mark)
 - *A list of FITNESSGRAM assessments for each class will display.*
2. Using the checkbox, select an assessment/class
3. Click **Scores**
 - *A blank score sheet will appear.*
4. Click **Print Report**
5. Confirm that **Print Blank Score Sheet** is selected and click **Print**
 - *FITNESSGRAM will produce a PDF report which you can open and print, or save.*
6. Repeat steps 1-5 for each class.

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ENTER SCORES

1. While logged in, click the **FITNESSGRAM** button (blue check mark)
2. Select an assessment/class and click **Scores**
3. Enter the data for students.
 - **Very Important: A blank (null score) and 0 are not the same.** Use a 0 to indicate that a student was tested but did not complete any reps. If a student did not participate in a test, leave a blank for that test item.
 - Use the scroll bars or the tab and arrow keys on your keyboard to move the scores grid.
 - There is an autosave feature, but you may wish click **SAVE** occasionally as well.
4. Once complete, click **SAVE**
5. To print the completed score sheet, click **Print Report** and follow the prompts.
6. Repeat steps 1-5 for each class.

USING EXEMPTION CODES

NC FITNESSGRAM users must now use exemption codes when there is no score entered for any of the required fitness tests.

When entering scores, use one of the codes below that best describes the students' reason for not completing any or all tests:

- 100 – Extended absence
- 200 – Temporary injury
- 300 – Chronic/long-term injury
- 400 – Adaptations were used

GENERATE PARENT REPORTS

1. Click the **REPORTS** button
2. Click **Details and Stats**
3. Choose **Select by Class** and click **Next**
4. Select a class (or all classes) and click **Next**
 - *In the Reports section, classes display by section number, even if you opted to include the classroom teacher's name when creating your assessments.*
5. Select **FITNESSGRAM Parent Report** and click **Next**
6. Select the **Language** and **Paper** options and click **Next**
 - *"Print this report in Spanish" generates Spanish reports for ALL students in the class.*
 - *For Paper options, always select Use Blank Paper.*
7. Enter a date range that includes your current test date and click **Next**
 - *To include any previous assessments for the student, select an earlier start date.*
8. Click **Generate Report**
 - *A message about aerobic capacity scores requiring height and weight will display regardless of whether or not you have entered this information. Click Ok.*
 - *Be patient! Generating the report takes several moments.*
 - *FITNESSGRAM will produce a PDF report which you can open and print, or save.*

GENERATE PARENT REPORTS IN SPANISH FOR SELECTED STUDENTS

1. Click the **REPORTS** button
2. Click **Details and Stats**
3. Choose **Select by Student**
4. Using the checkboxes, select students and click **Next**
5. Select **FITNESSGRAM Parent Report** and click **Next**
6. Using the checkbox, select **Print this Report in Spanish** and click **Next**
7. Enter a date range that includes your current test date and click **Next**
8. Click **Generate Report**

REVIEW ADDITIONAL REPORTS

FITNESSGRAM provides a multitude of reports to explore including **Statistics Reports** and a **Student Certificate**.

The Report Wizard guides you through creating any report. Follow the prompts to select criteria and generate a report.

In most cases teachers should select **Details and Stats** when creating reports.

TECHNICAL SUPPORT

1. Go to www.ispod.info
2. Under the Help tab, select **Knowledgebase** to review the FAQ and common issues –OR–
3. Click **Guides and Tutorials** to view detailed video demonstrations –OR–
4. Click on **Help-Desk** for additional help.