

# How To – FitnessGram

## SchoolTools©

### Prerequisites:

1. All users and rights must be defined using **CONFIGURATION>Users**.
2. The PEIMS coordinator must provide a CSV FitnessGram extract to be emailed to School Tools© [info@mcoschooltools.com](mailto:info@mcoschooltools.com) for import into the FitnessGram database. A new CSV extract must be provided to SchoolTools© at the start of each school year. Districts using Ascender® can easily create the extract. Districts using proprietary student software can download a blank template at <https://mcoschooltools.com> .
3. A skinfold caliper scaled in millimeters.

### User Rights for FitnessGram:

- **isFitnessGramSuperAdmin** – Add/Edit/Delete students in the FitnessGram database PLUS export CSV for upload to state agency PLUS print completed FitnessGrams to be sent to parents/guardians. Users with this right can add/edit/delete students in the FitnessGram database using **ADMINISTRATION>FitnessGram**. Users with this right can create a CSV FitnessGram export for submission to state agency and print FitnessGrams for sending to parents/guardians using **REPORTS>FitnessGram**. This is typically the PEIMS coordinator and school principal.
- **isFitnessGramAdmin** – Users with this right can input student FitnessGram skill demonstration data using **MY APPS>My FitnessGrams**. This is typically physical education teacher.
- **isFitnessGramMonitor** – Monitor progress of input of student skill demonstration data to assure completion by deadline using **INFO>FitnessGram Monitoring**. This right is typically assigned to principals, PEIMS coordinators, and administrators in charge of physical education staff.

### How To Use FitnessGram:

1. The PEIMS coordinator emails a CSV FitnessGram student information extract to School Tools© [info@mcoschooltools.com](mailto:info@mcoschooltools.com) for import into the FitnessGram database.
2. Users having the right **isFitnessGramSuperAdmin** will enter students enrolling in school after the initial import using **ADMINISTRATION>FitnessGram**.
3. Users having the right **isFitnessGramAdmin** will input student FitnessGram skill demonstration data collected during physical education classes using **MY APPS>My FitnessGrams**. Data can be easily entered via smartphone at the time of skill demonstration.

4. Upon the collection of all student FitnessGram skill demonstration data for a campus, users having the right **isFitnessGramSuperAdmin** will generate a CSV extract for upload to state agency using **REPORTS>FitnessGram** and choosing report type **TEA PFAI CSV Extract for Upload to TEAL**. The CSV extract will then be uploaded to the appropriate state agency (via TEAL, etc.).
5. Upon the collection of all student FitnessGram skill demonstration data for a campus, users having the right **isFitnessGramSuperAdmin** will print FitnessGrams for all students enrolled using **REPORTS>FitnessGram** and choosing report type **Student FitnessGram Charts**. These FitnessGram charts are to be sent home to parents/guardians as required by state education policy.