

Promoting and Assigning Students to New Classes

Login to FITNESSGRAM

Only security level “School” or “District” Administrator can promote students; Security level “Teacher” cannot.



The screenshot shows a web browser window titled "FG Teacher Screen". The page features a blue wavy header with the text "welcome to FITNESSGRAM®/ACTIVITYGRAM®". Below the header, there is a red silhouette of three people (two adults and one child) on the left. On the right, there are two input fields: "User Name:" and "Password:". Below the password field is a red "Log In Now" button. At the bottom left, there is a copyright notice: "©2005, 2006 The Cooper Institute".

FG Teacher Screen

welcome to
FITNESSGRAM®/ACTIVITYGRAM®

User Name:

Password:

[Log In Now](#)

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Logged in at security level of “Teacher”

The screenshot shows a web application window titled "FG Teacher Screen". The interface has a blue header with a menu: "File Reports Utilities Help". Below the menu, it says "Welcome, Bob Dooley". On the left side, there is a vertical navigation menu with icons and labels: "Teachers" (red apple), "Classes" (pink phone), "Students" (green location pin), "FITNESSGRAM" (blue checkmark), "ACTIVITYGRAM" (yellow person), and "Activity Log" (pink person). The main content area is orange and features a "Teachers" section. It includes a red apple icon, four buttons: "Add", "Edit", "Delete", and "Details", and a list of names: "Administrator, System", "Dooley, Bob", "Meredith, Marilu", "Read, Kathy", and "Smith, Steve". At the bottom right, there is a "Sort by" section with radio buttons for "First Name" and "Last Name", where "Last Name" is selected.

FG Teacher Screen

File Reports Utilities Help

Welcome, Bob Dooley

Teachers

Add Edit Delete Details

Teachers Administrator, System
Dooley, Bob
Meredith, Marilu
Read, Kathy
Smith, Steve

Sort by First Name Last Name

Logged in at security level of “Teacher”

Promote
utility is not
available.

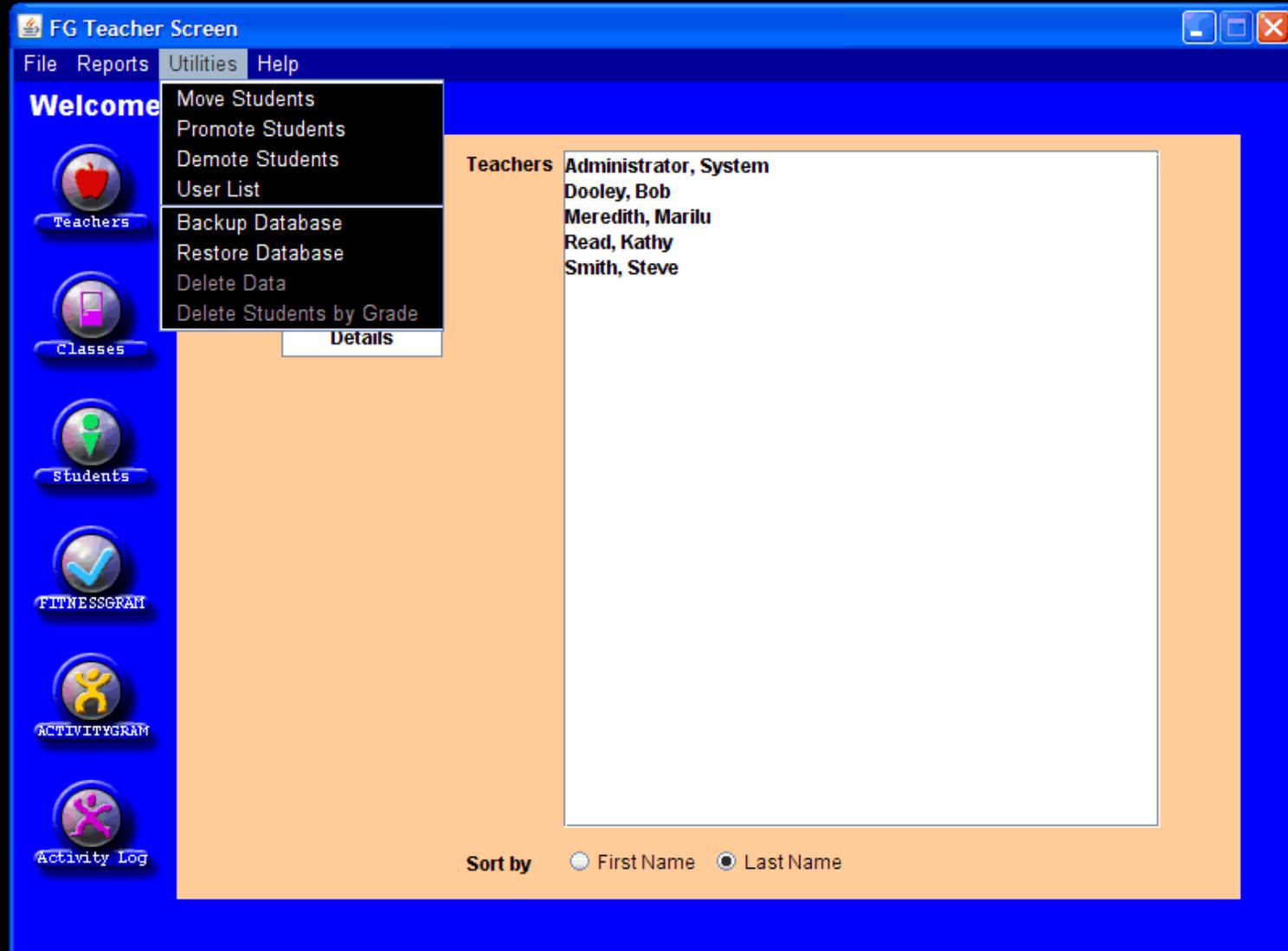
The screenshot shows the 'FG Teacher Screen' application window. The menu bar includes 'File', 'Reports', 'Utilities', and 'Help'. The 'Utilities' menu is open, displaying the following options: 'Move Students', 'Promote Students', 'Demote Students', 'User List', 'Backup Database', 'Restore Database', 'Delete Data', and 'Delete Students by Grade'. The 'Promote Students' option is greyed out, indicating it is not available for the current user. Below the menu, the 'Teachers' section displays a list of users: 'Administrator, System', 'Dooley, Bob', 'Meredith, Marilu', 'Read, Kathy', and 'Smith, Steve'. At the bottom, there is a 'Sort by' section with radio buttons for 'First Name' and 'Last Name', where 'Last Name' is selected.

Teachers
Administrator, System
Dooley, Bob
Meredith, Marilu
Read, Kathy
Smith, Steve

Logged in at security level of "School Administrator"

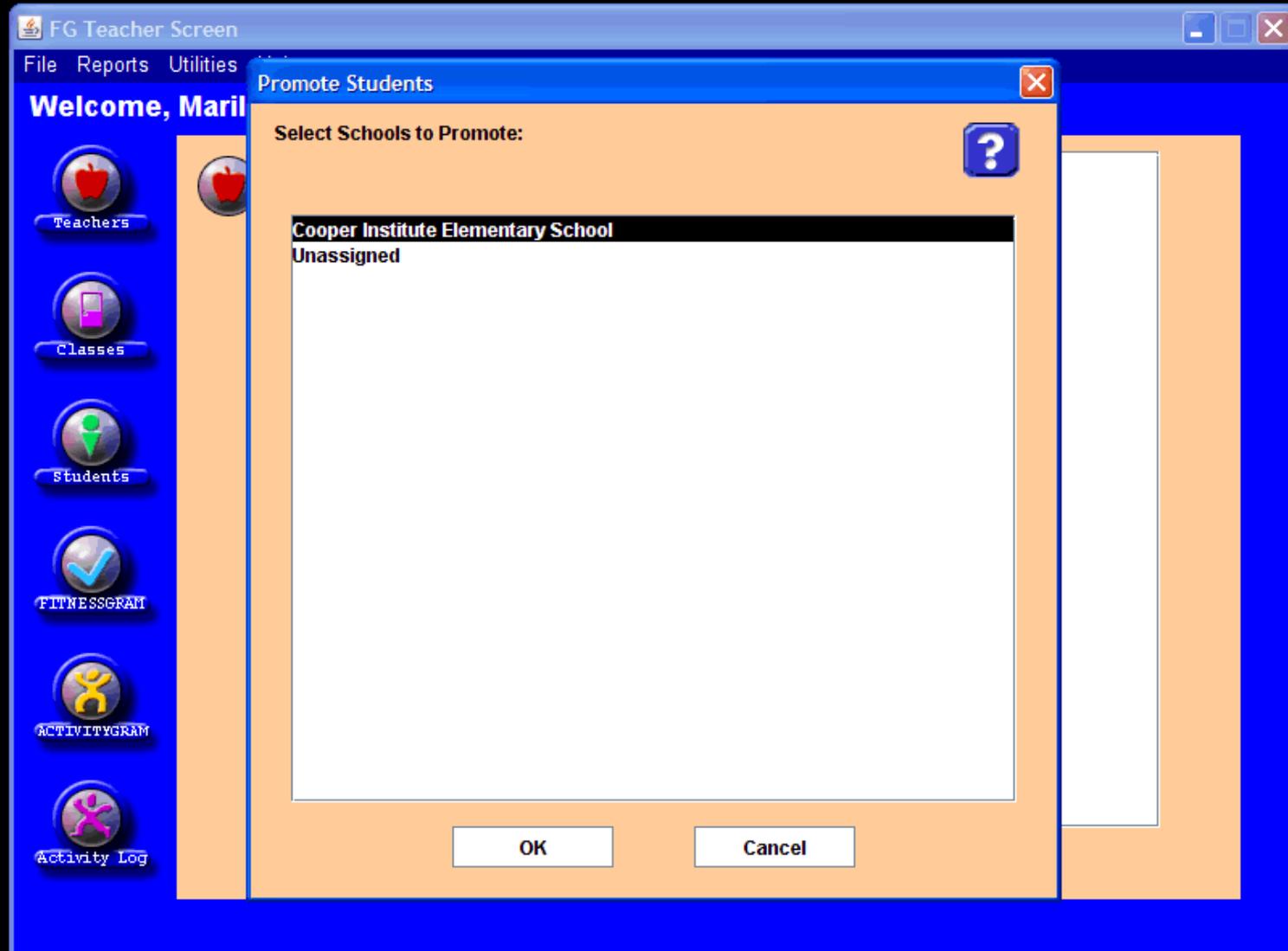
Promote utility
is available.

Select the
Promote utility
to begin
process.



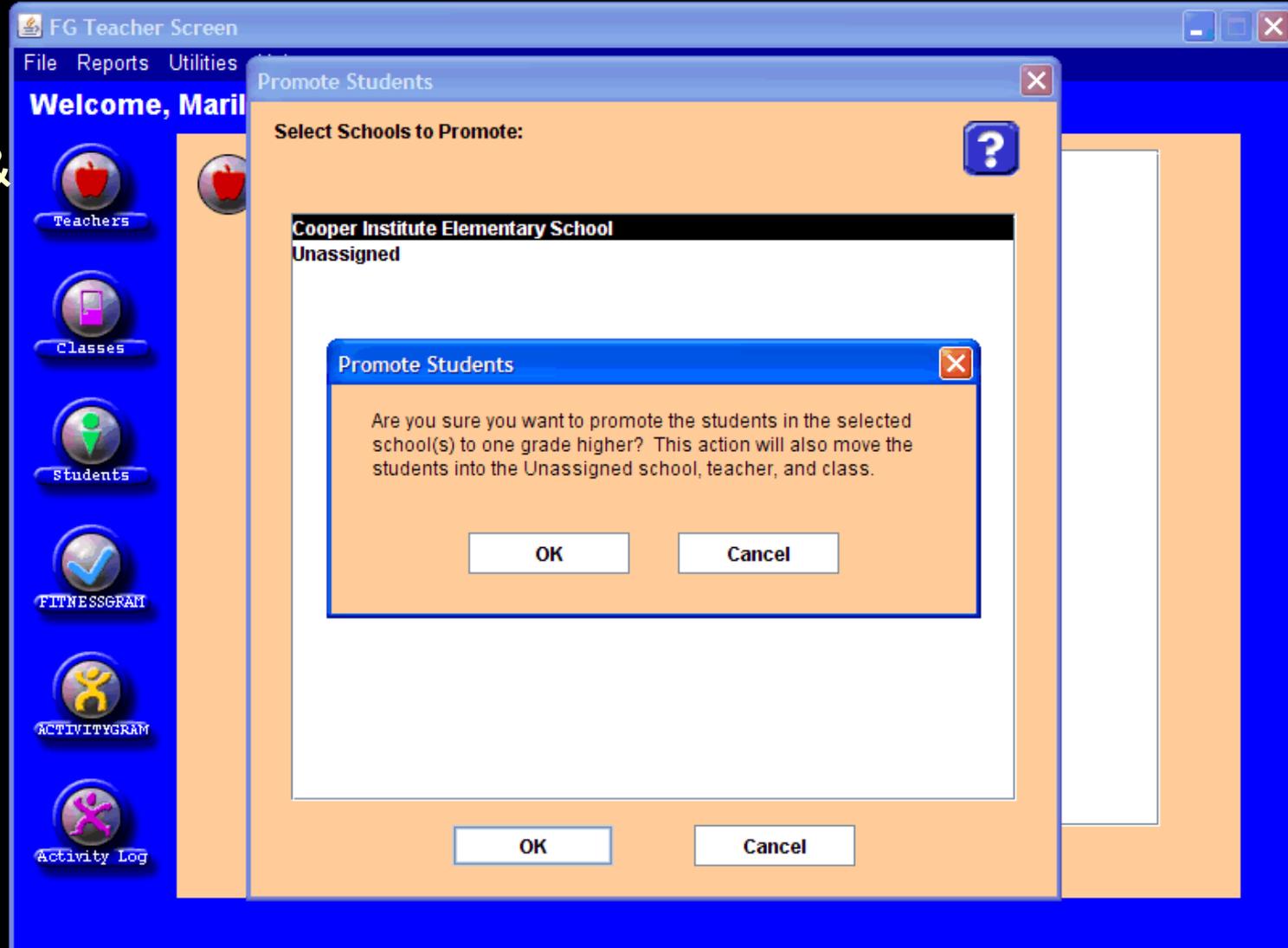
Select School

Highlight the name of the school or schools to promote.



Carefully read the Warning!

Moves ALL students in database one grade higher & also takes everyone out of their classes and puts them into the Unassigned class.



Note: Promote cannot be undone.
The Demote utility will reassign the original grade level, but will not restore the school/teacher/class relationships.

Assign Students to New Classes

- Use the Move Student Utility

OR

- Re-import with new teacher and class information

Select the Move Student Utility

The screenshot shows the 'FG Teacher Screen' application window. The 'Utilities' menu is open, displaying the following options:

- Move Students
- Promote Students
- Demote Students
- User List
- Backup Database
- Restore Database
- Delete Data
- Delete Students by Grade
- Details

The 'Teachers' list on the right side of the window contains the following entries:

- Administrator, System
- Dooley, Bob
- Meredith, Marilu
- Read, Kathy
- Smith, Steve

The 'Sort by' options at the bottom are:

- First Name
- Last Name

The Move Student Utility

List may be sorted by grade or last name.

Move students from Unassigned to a selected teacher and class.

The screenshot shows a software window titled "FG Teacher Screen" with a menu bar containing "File", "Reports", "Utilities", and "Help". A sub-window titled "Move Students" is open, featuring a sidebar with icons for Teachers, Classes, Students, FITNESSGRAM, ACTIVITYGRAM, and Activity Log. The main area is titled "Welcome Move Students" and contains the following elements:

- Select the Students to Move:** A header with a help icon.
- School:** Two dropdown menus, both set to "Cooper Institute Elementary School".
- Teacher:** Two dropdown menus, the left set to "Unassigned" and the right set to "Meredith, Marilu".
- Class:** Two dropdown menus, the left set to "Unassigned" and the right set to "6th Period".
- Student List:** A scrollable list of students with their names and current grades:
 - Stutts, Mckenna - Grade 5
 - Vallarino, Emily - Grade 5
 - Wurster, William - Grade 5
 - Zavala, Jack - Grade 5
 - Alton, Daniel - Grade 6
 - Brown, Victoria - Grade 6
 - Cohen, Sarah - Grade 6
 - Easterling, Ryan - Grade 6
 - Ellis, William - Grade 6
 - Johnson, John - Grade 6
 - Johnson, Kem - Grade 6
 - Jones, Christian - Grade 6
 - Kahl, Neal - Grade 6
 - Lawson, David - Grade 6
- Buttons:** Two "Select All" and "Clear Selection" buttons for each of the two columns.
- Sort by:** Radio buttons for "Last Name", "First Name", and "Grade". The "Grade" option is selected in both locations.
- Action Buttons:** "Move >>", "Move <<", and "Done" buttons.

The Move Student Utility

Select students
to be moved.

Click on the
Move button.

The screenshot shows a software window titled "FG Teacher Screen" with a menu bar containing "File", "Reports", "Utilities", and "Help". A sub-window titled "Move Students" is open, featuring a sidebar with icons for Teachers, Classes, Students, FITNESSGRAM, ACTIVITYGRAM, and Activity Log. The main area is titled "Welcome Move Students" and contains the following elements:

- Select the Students to Move:** A section with a help icon (?) and a list of student names and grades. The list includes: Stutts, Mckenna - Grade 5; Vallarino, Emily - Grade 5; Wurster, William - Grade 5; Zavala, Jack - Grade 5; Alton, Daniel - Grade 6; Brown, Victoria - Grade 6; Cohen, Sarah - Grade 6; Easterling, Ryan - Grade 6; Ellis, William - Grade 6; Johnson, John - Grade 6; Johnson, Kem - Grade 6; Jones, Christian - Grade 6; Kahl, Neal - Grade 6; and Lawson, David - Grade 6.
- Form Fields:** School: Cooper Institute Elementary School; Teacher: Unassigned; Class: Unassigned (left side); School: Cooper Institute Elementary School; Teacher: Meredith, Marilu; Class: 6th Period (right side).
- Buttons:** Two "Select All" and "Clear Selection" buttons are positioned below the student list.
- Sort Options:** "Sort by:" followed by radio buttons for "Last Name", "First Name", and "Grade".
- Action Buttons:** "Move >>", "Move <<", and "Done" buttons at the bottom.

The Move Student Utility

Students have been moved to the new class assignments.

Repeat until all students have been reassigned. (Students who have left the school or district will remain in Unassigned.

The screenshot shows the 'FG Teacher Screen' window with a 'Move Students' dialog box open. The dialog box has a blue header with a question mark icon and the title 'Move Students'. Below the header, it says 'Select the Students to Move:'. The form contains two columns of fields for 'School', 'Teacher', and 'Class'. The left column has 'School: Cooper Institute Elementary School', 'Teacher: Unassigned', and 'Class: Unassigned'. The right column has 'School: Cooper Institute Elementary School', 'Teacher: Meredith, Marilu', and 'Class: 6th Period'. Below these fields are two lists of student names and grades. The left list includes: Stutts, McKenna - Grade 5; Vallarino, Emily - Grade 5; Wurster, William - Grade 5; Zavala, Jack - Grade 5; Brown, Victoria - Grade 6; Cohen, Sarah - Grade 6; Ellis, William - Grade 6; Johnson, Kem - Grade 6; Kahl, Neal - Grade 6; Lojaccono, Abigail - Grade 6; Manning, Emily - Grade 6; Mckenzie, Kaitlyn - Grade 6; Miller, Lucie - Grade 6; Millward, Mana - Grade 6. The right list includes: Alton, Daniel - Grade 6; Easterling, Ryan - Grade 6; Johnson, John - Grade 6; Jones, Christian - Grade 6; Lawson, David - Grade 6. At the bottom of the dialog, there are two sets of buttons: 'Select All' and 'Clear Selection' for each list. Below the buttons are sorting options: 'Sort by: Last Name', 'First Name', and 'Grade' (selected). At the very bottom are 'Move >>', 'Move <<', and 'Done' buttons. On the left side of the main window, there is a vertical sidebar with icons and labels: Teachers (apple), Classes (book), Students (person), FITNESSGRAM (checkmark), ACTIVITYGRAM (person), and Activity Log (person).

Reassign by Re-importing

- Obtain the import file from the IT staff. It should contain the new teacher and class assignment information for physical education classes.
- Repeat the same import process as used last year.

Cleaning up Old Records

- Students can be deleted by grade level, so if you've promoted your 12th-graders, they will have a new grade level of "Col".
- Likewise, if your school only goes to grade 6 and you are on stand-alone, you can delete the 7th graders.

Cleaning up Old Records

- Not every -scenario has been covered here. For specific questions and instructions, please call the Help Desk at Human Kinetics. They are ready and waiting to help you!
- 800-747-4457, Option 3