

## Creating Reports

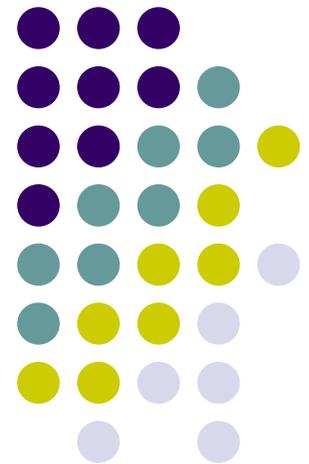
Districts and/or campuses can run multiple reports relating to their FITNESSGRAM® data from your software, using the Report Wizard. There are 2 different ways to create reports, depending on the data you wish to analyze.

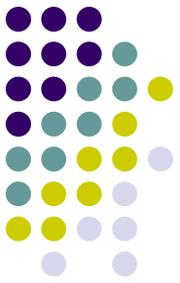
- Creating Reports Using Report Wizard. Under Reports pull-down menu, click on Report Wizard. There are step-by-step instructions to create various reports. The Help File provides the various types of reports in the software with brief descriptions of each.
- Creating reports from the enhanced export which gives teachers/schools/districts raw scores and indicates HFZ by test item/fitness component. These reports allows schools and districts to do the same type of analyses that TEA does with regards to comparing the FG data to other student information captured by the district. While the software does not offer these types of reports, district administrators and/or IT personnel can dump the export file into an Excel format and create whatever type of report needed. To create this type of file:
  - Under Reports pull-down menu, click on Export Wizard.
  - Select the scope of the report – district, school, teacher, or class, etc. Click Next.
  - Check the box for the Achievement of Standards Export. Click Next.
  - Export is being generated and the user will need to select a location on their computer or network to save the file as an Excel document.
  - Name and save the file as an Excel document.
  - The generated file is a text file and can be opened in Excel and the user can sort or create whatever reports they want from the Excel format.

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# Generating a Campus or District Statistical Report

Texas Education Agency  
July 1, 2008





# The Statistical Report

- District SQL users will be able to generate a district-level report
- Standalone and Small-area users will be able to generate campus-level reports only
- Data can be used to report either campus and/or district level information
- The report will be 26 pages

# Abilities of the Statistical Report

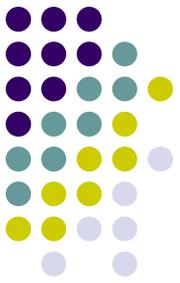


The Statistical Report provides the best collection of data for assessing the success of the TFN grant:

- The **age** of the students taking the test.
- **Number** of students taking the test broken down by age.
- The **average** score of the students taking the test.
- The **minimum** score of the students taking the test.
- The **maximum** score of the students taking the test.
- **Standard deviation** of the scores..
- **Number of students** in the Healthy Fitness Zone.
- **Percentage of the students** in the HFZ.

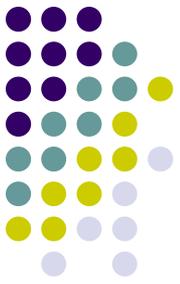
**NOTE:** All reports are generated in PDF format. You will need Adobe Acrobat Reader on your computer to view and print the reports.

# Statistical Report - District



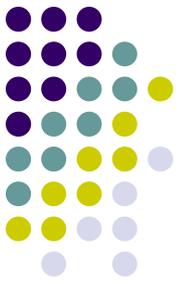
- Click on **Reports** and click **Report Wizard** on the top toolbar.
- Select **District** in the drop down selection box and click next.
- Check the box for **FITNESSGRAM statistics report** and click next.
- On the How would you like to receive the selected report(s)? screen select **Save** (choose a location for the files) and click **Browse**.
- Select a folder where the report file should be saved click **Select**.
- Go to that location and the report will be there named FGstat.pdf.

# Statistical Report - Campus



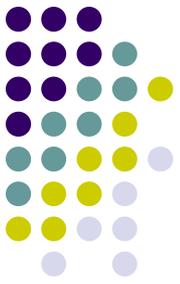
- Click on **Reports** and click **Report Wizard** on the top toolbar.
- Select **School** in the drop down selection box and click next.
- Highlight the school name and click next.
- Enter a date range so specific data is pulled for the report.
- Check the box for **FITNESSGRAM statistics report** and click next.
- On the How would you like to receive the selected report(s)? screen select **Save** (choose a location for the files) and click **Browse**.
- Select a folder where the report file should be saved click **Select**.
- Go to that location and the report will be there named FGstat.pdf.

# Achievement of Standards - District



- Click on **Reports** and click **Report Wizard** on the top toolbar.
- Select **FITNESSGRAM related** in the drop down selection box and click next.
- Make sure **All** is selected for School, Teacher and Class, Select All for the test and click next
- Check the box for FITNESSGRAM achievement of standards and click Next
- On the How would you like to receive the selected report(s)? screen select **Save** (choose a location for the files) and click **Browse**.
- Select a folder where the report file should be saved click **Select**.
- Select the Number of Test Passed 1 through 6 and click next
- Go to the save location and the report will appear as FGacheivement.pdf.

# Achievement of Standards - Campus



- Click on **Reports** and click **Report Wizard** on the top toolbar.
- Select **FITNESSGRAM related** in the drop down selection box and click next.
- Select a school name and make sure **All** is selected for Teacher and Class, Select All for the test and click next
- Check the box for FITNESSGRAM achievement of standards and click Next
- On the How would you like to receive the selected report(s)? screen select **Save** (choose a location for the files) and click **Browse**.
- Select a folder where the report file should be saved click **Select**.
- Select the Number of Test Passed 1 through 6 and click next
- Go to the save location and the report will appear as FGacheivement.pdf.