

# ***FITNESSGRAM / ACTIVITYGRAM***

***Instructions for Changing the  
Unassigned School  
So that Your FITNESSGRAM  
Data Can Be Sent to TEA***

# Can't Upload FITNESSGRAM Data to TEA Due to Unassigned School

- During the upload of FITNESSGRAM data to the TEA web site, you find that some or all of the data is not associated with a school. The school matching page lists one or more of your schools as Unassigned.
- If Unassigned appears, this means that one or more teachers are not associated with a school name. They are in the Unassigned School.
- All FG data needs to be associated with a school (i.e., teacher) when uploading to the TEA site.

# ***What causes the Unassigned School?***

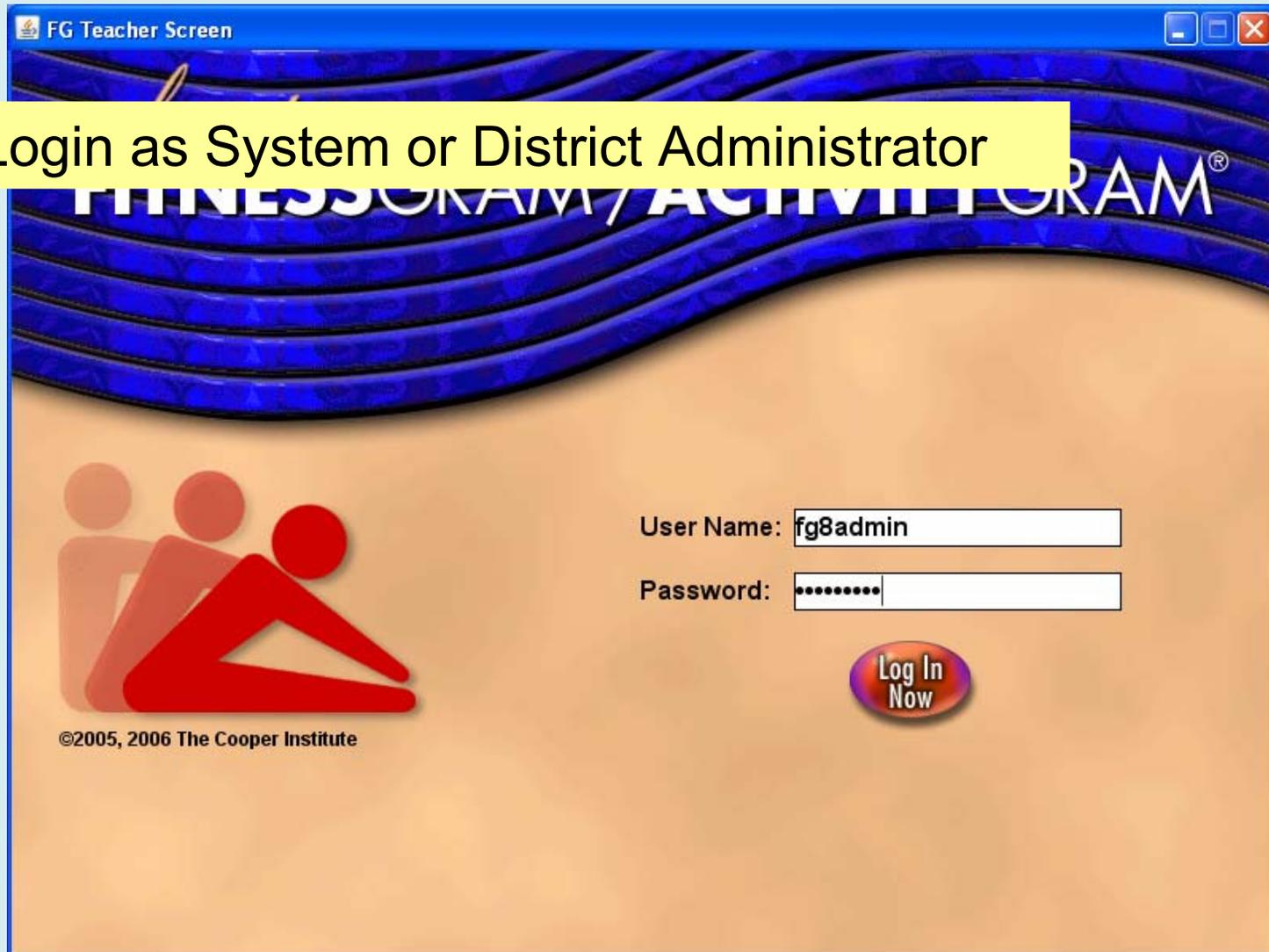
1. Teacher(s) were not assigned to a school when entered into the software

**OR**

2. A license file was not obtained or the license file was not applied during installation of FITNESSGRAM software

# Determine the Cause of Problem

- Login as System or District Administrator



- Click on the Teacher Icon
- Click on the Add button

Welcome, System Administrator

Teachers

Classes

Students

FITNESSGRAM

ACTIVITYGRAM

Activity Log

Add

Edit

Delete

Details

Teachers

Administrator, System  
Anderson, Sue  
Campbell, Mike  
Hargrave, Bob  
Harris, Andrew  
Hertz, Mary  
Johnson, Beth  
Martin, Jenny  
Meredith, Marilu  
Moore, Kathryn  
Smith, John  
Young, Arther

Sort by  First Name  Last Name

## On the Add Teacher screen

- If your license file is installed, your school name will be a choice in the school selection drop down box

**Add Teacher**

Enter the following information to add one or more teachers and select OK. Press Cancel when finished and to exit.

Last Name:

First Name:

Middle Name:

User Name:

Password:

Login Type: **Teacher**

School: **Unassigned**  
**Cooper Institute Elementary School**  
**Unassigned**

Sort by  First Name  Last Name

## On the Add Teacher screen

- If your license file is not installed, your school name will not be a choice in the school selection drop down box.
- The only choices are Unassigned and FG Demo School #1

Students

FITNESSGRAM

ACTIVITYGRAM

Activity Log

Last Name:

First Name:

Middle Name:

User Name:

Password:

Login Type:

School:

Unassigned

FG Demo School #1

Unassigned

Sort by  First Name  Last Name

# *What is the problem?*

1. If your school name appears in the drop down box – you will simply need to edit those teacher records not assigned to your school  
**OR**
2. If your school name is not available - your license file was either not obtained or not used in the installation process.

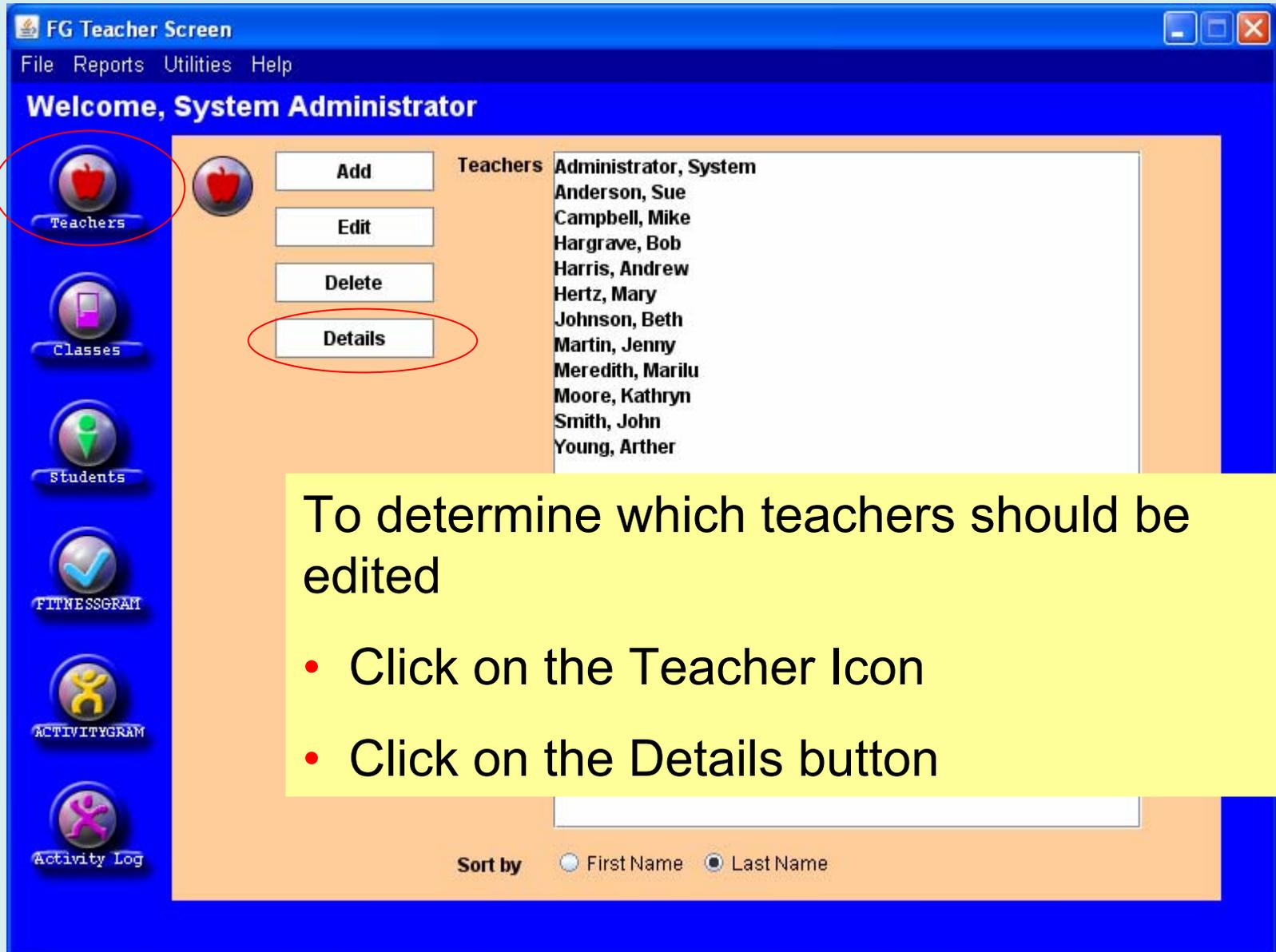
# *Solving Problem #1*

1. Your school name is not associated with some or all teachers.

To Resolve:

Reassigning teachers from Unassigned to a school name.

Use the Teacher Details screen – you will simply need to edit those teacher records from Unassigned School to your school name.



To determine which teachers should be edited

- Click on the Teacher Icon
- Click on the Details button

FG Teacher Screen

Teachers Details

Last Name	First Name	Middle Name	User Name	Password	School
Administrator	System		fg8admin	*****	Unassigned
Anderson	Sue		SAnderson	****	Cooper Institute Ele...
Campbell	Mike		MCampbell	****	Cooper Institute Ele...
Hargrave	Bob		BHargrave	****	Cooper Institute Ele...
Harris	Andrew		AHarris	****	Unassigned
Hertz	Mary		MHertz	****	Cooper Institute Ele...
Johnson	Beth		BJohnson	****	Cooper Institute Ele...
Martin	Jenny		JMartin	****	Cooper Institute Ele...
Meredith	Marilu		mmeredith	**	Cooper Institute Ele...
Moore	Kathryn		KMoore	****	Cooper Institute Ele...
Smith	John		JSmith	****	Cooper Institute Ele...
Young	Arther		AYoung	****	Unassigned

- Look in the School column for any teacher with Unassigned as the School
- Click OK

OK Cancel Add Teacher...

FG Teacher Screen

File Reports Utilities Help

Welcome, System Administrator

Teachers

Classes

Students

Add

Edit

Delete

Details

Teachers

Administrator, System

Anderson, Sue

Campbell, Mike

Hargrave, Bob

Harris, Andrew

Hertz, Mary

Johnson, Beth

Martin, Jenny

Meredith, Marilu

Moore, Kathryn

Smith, John

Young, Arther

- If teachers are listed as Unassigned, the next step will be to edit those teacher records
- Highlight the name of the first teacher to be changed
- Click the Edit button

- At the bottom of the Edit Teacher box, click on the School drop down box. Your school name should appear.
- Select the name of the school from the list
- Click OK

The screenshot shows a software interface with a blue sidebar on the left containing icons for 'Classes', 'Students', 'FITNESSGRAM', 'ACTIVITYGRAM', and 'Activity Log'. The main area is orange and contains an 'OK button.' and a form for editing a teacher's profile. The form fields are: Last Name: Young, First Name: Arther, Middle Name: (empty), User Name: AYoung, Password: (masked with dots), Login Type: Teacher (dropdown), and School: (dropdown menu). The dropdown menu is open, showing three options: 'Unassigned', 'Cooper Institute Elementary School' (highlighted in black), and 'Unassigned'. A red circle highlights the dropdown menu. At the bottom, there is a 'Sort by' section with radio buttons for 'First Name' and 'Last Name'.

Classes

Students

FITNESSGRAM

ACTIVITYGRAM

Activity Log

OK button.

Last Name: Young

First Name: Arther

Middle Name:

User Name: AYoung

Password: ●●●●

Login Type: Teacher

School: Unassigned  
Cooper Institute Elementary School  
Unassigned

Sort by  First Name  Last Name

FG Teacher Screen

File Reports Utilities Help

## Welcome, System Administrator

Teachers

Classes

Students

Activity Log

**Add**

**Edit**

**Delete**

**Details**

**Teachers**

Administrator, System
Anderson, Sue
Campbell, Mike
Hargrave, Bob
Harris, Andrew
Hertz, Mary
Johnson, Beth
Martin, Jenny
Meredith, Marilu
Moore, Kathryn
Smith, John
Young, Arther

Sort by  First Name  Last Name

- Repeat the edit process for any other teachers in the Unassigned School

## To verify your changes

- Click on the Teacher Icon
- Click on the Details button

The screenshot shows the 'FG Teacher Screen' interface. The title bar includes 'File Reports Utilities Help' and a 'Welcome, System' message. A vertical sidebar on the left contains several icons: 'Teachers' (red apple), 'Classes' (purple book), 'Students' (green location pin), 'FITNESSGRAM' (blue checkmark), 'ACTIVITYGRAM' (yellow person), and 'Activity Log' (pink person). The 'Teachers' icon is circled in red. The main area features a search bar with a red apple icon, three buttons ('Edit', 'Delete', 'Details'), and a list of teacher names. The 'Details' button is circled in red. The list of names is: Anderson, Sue; Campbell, Mike; Hargrave, Bob; Harris, Andrew; Hertz, Mary; Johnson, Beth; Martin, Jenny; Meredith, Marilu; Moore, Kathryn; Smith, John; Young, Arther. At the bottom, there is a 'Sort by' section with radio buttons for 'First Name' and 'Last Name'.

FG Teacher Screen  
File Reports Utilities Help  
Welcome, System

Teachers  
Classes  
Students  
FITNESSGRAM  
ACTIVITYGRAM  
Activity Log

Edit  
Delete  
Details

Anderson, Sue  
Campbell, Mike  
Hargrave, Bob  
Harris, Andrew  
Hertz, Mary  
Johnson, Beth  
Martin, Jenny  
Meredith, Marilu  
Moore, Kathryn  
Smith, John  
Young, Arther

Sort by  First Name  Last Name

The screenshot shows a window titled "FG Teacher Screen" with a sub-window titled "Teachers Details". The sub-window contains a table with the following data:

Last Name	First Name	Middle Name	User Name	Password	School
Administrator	System		fg8admin	*****	Unassigned
Anderson	Sue		SAnderson	****	Cooper Institute Ele...
Campbell	Mike		MCampbell	****	Cooper Institute Ele...
Hargrave	Bob		BHargrave	****	Cooper Institute Ele...
Harris	Andrew		AHarris	****	Cooper Institute Ele...
Hertz	Mary		MHertz	****	Cooper Institute Ele...
Johnson	Beth		BJohnson	****	Cooper Institute Ele...
Martin	Jenny		JMartin	****	Cooper Institute Ele...
Meredith	Marilu		mmeredith	**	Cooper Institute Ele...
Moore	Kathryn		KMoore	****	Cooper Institute Ele...
Smith	John		JSmith	****	Cooper Institute Ele...
Young	Arther		AYoung	****	Cooper Institute Ele...

At the bottom of the window are three buttons: "OK", "Cancel", and "Add Teacher...". A red circle highlights the "Password" and "School" columns in the table.

- Check that all teachers have been assigned to a school
- The System Administrator will always be in the Unassigned school

## ***Solving Problem #2***

2. Your school name is not listed when editing your teachers - your license file was either not obtained or not used in the installation process.

To Resolve:

Contact the person in your school district who installed your software to help.

You will need to follow the instructions on the next screen to obtain your license file. This file will contain your district and school name(s).

# Obtaining Your License File

- 1. How do I get a license file with my district and school name?**
  - You will need to use your invoice # to obtain your license file via the FITNESSGRAM web site. If you no longer have this number, contact Human Kinetics (1-800-747-4457).
  - With your invoice number go online ([www.fitnessgram.net/licensing](http://www.fitnessgram.net/licensing)) to get your license file. Follow all steps to select your district and school name(s). Your license file will be sent to you automatically via an email. Do not delete the email. Follow all instructions contained in the email.
  - You will not have to uninstall the program to use your license file.

# Adding the License File to Your FITNESSGRAM Software

**Regardless of the software version you are using, your IT staff will need to follow these steps to add the license file to the FITNESSGRAM software:**

- When you get the email with the license file attachment you will need to save the license file to your Fitnessgram 8 server folder. This folder is located in C:\Program Files.
- When you copy this file to that location it may prompt you that it already exists, if it does, chose to replace it.
- Then you will need to stop and restart services on the Fitnessgram 8 server and the MSSQL\$FG8 server.
- Right-click the My Computer icon. Select Manage.
- When the Computer Management screen comes up, expand Services and Applications. Select Services and look for the FG8Server in the list.
- Look at Status to see if it is Started. If it is not Started, highlight FG8Server and select Restart the Service (XP), or go to Action on the menu and select Start (2000). If it is started, select to Stop Services and then restart as directed above. Scroll down the list and find MSSQL\$FG8 and check that the service status is Started.
- If not, highlight it and do the same as for the FG8Server. If it is started, select to Stop Services and then restart as directed above.

# After Your License File Is Installed

- Now that your license file has been installed you will need to go to the Teacher Edit screen and assign the teachers to your school building
- Click on this link to return to [instructions for editing teacher records](#)

# Contact Human Kinetics Tech Support

- Contact Human Kinetics Technical Support if you continue to have problems
  - Identifying teachers with Unassigned School, or
  - Needing an invoice number to obtain your license file
  - or
  - Needing assistance to replace your license file
- 1-800-747-4457 or [support@hkusa.com](mailto:support@hkusa.com)