



# Physical Fitness Assessment Initiative (PFAI) Application

How to Apply for PFAI Access and  
Upload FITNESSGRAM Data

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- ▶ Creating the Research Export File
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- ▶ Uploading Fitness Data
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# Introducing the PFAI Application: Target Dates

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- ▶ **Now** – You must **apply for access** to the PFAI application through the TEA Secure Environment (TEASE) online request system. This process may take 1-10 days.
  - ▶ **Take action immediately.**
  - ▶ Note: If you applied for PFAI access through TEASE last year, you do not need to reapply.
- ▶ **March 2<sup>nd</sup>, 2011** - **PFAI application comes online**; users with access may upload FITNESSGRAM data to TEA. All fitness assessment data must be collected and entered in the software before the research export file is created and uploaded.
- ▶ **COB May 1<sup>st</sup>, 2011** is the final deadline to upload FITNESSGRAM data to TEA.

# Steps in FITNESSGRAM Data Upload Process

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1. District assigns data submitter(s)
2. Submitter must request secure logon with PFAI access, (if access has not already been requested)
3. Complete assessments and enter ALL data into FITNESSGRAM software
4. Do the research export from the FITNESSGRAM software
5. Upload your research export file to TEA using the PFAI application



# Introducing the PFAI Application: Gaining Access to the PFAI Application

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- ▶ In order to access the PFAI application to upload your FITNESSGRAM data to TEA, you must have a TEASE user account, and the correct PFAI privileges must be associated with your TEASE user name and password.
- ▶ You must use the online request system to **apply for a TEASE account**, or **modify your existing TEASE account**, to include the correct PFAI application privileges.
  - **If you applied for PFAI access through TEASE last year, you do not need to reapply.**

# Step One: Assign Submitter

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- ▶ Superintendent designates a district data submitter – one or more persons depending on FITNESSGRAM software version
- ▶ It is strongly recommended that IT staff be the designated submitter

## Guidelines

**Standalone** – one person for each campus to collect data (if multiple installations) and submit all data for the campus, which may require submitting multiple files.

**Small Area Network** – one person in each school will submit one file for the campus

**District SQL** – one person in school district will submit one file for the entire district

# Step Two: Gaining Access to PFAI

## Request a **New** TEASE Account Online

**NEW users** who do not have TEASE user names: Go to the **TEASE Applications Reference** page on the TEA Web site at <http://www.tea.state.tx.us/webappaccess/AppRef.htm>. Scroll down to the PFAI listing, and click the **Request Access Form** link.

**TEASE Applications Reference**

TEASE Overview and Frequently Asked Questions  
 How to Reset Your Password  
 Password Tips for a Secure Environment  
 TETN TEASE Automation Training Schedule  
 Self-guided training presentation  
 TEASE Log On Page

To apply for access to a TEA Web application, click the request access link next to the application in the list below. Superintendents and other organization heads must apply for User Administration \*. This gives them the ability to manage staff requests for access to TEA online applications. Some applications still require forms to be printed, signed, and sent to TEA. For most newer applications, the entire process can be completed online.

Contact information for each application is listed below.

Application	Link to Request Access	Contact Information
21st CCLC 21st Century Community Learning Centers	Request Access Form (print and send)	21st Century Community Learning Centers E-mail contact: (512) 463-9068
Accountability	Request Access Form (print and send)	State accountability ratings and federal AYP status: E-mail contact or (512) 463-9704 Performance Based Monitoring Analysis System (PBMA2) Reports: E-mail contact or (512) 936-6426

You are directed to the **Request Access Online** page.

**Request Access Online**

Many applications, especially newer ones, are set up to permit you to apply for access online without completing and sending in a paper form. If you already have a valid TEASE user name and password for at least one other TEA application, log on as usual at the TEASE sign page and click **Add/Modify Application Access**. From this page, you can select the application to which you want to request access. If the application is not listed in the drop-down list, you can link to the page that lists forms to be printed, signed, and sent to TEA.

If you do not already have a TEASE user name and password, click <https://equin.tea.state.tx.us/appmg/um/apply.aspx> to apply online for the user account as well as access to the desired application.

**Request New TEA SE User Account**

already have a user name and password for another TEA application, log on to **TEA SE** and select "Add/Modify Application Access" from Application Li  
 e web application you need from the drop-down list. If the application is not displayed in the list, access the **Application Reference Page** to print a rec  
 that can be faxed to TEA.

Select Application

Click the link to apply for a TEASE user account. You are then directed to the **Request New TEASE User Account** page.

# Step Two: Gaining Access to PFAI

## Modify an **Existing** TEASE Account Online

**CURRENT users** who already have TEASE user names: Enter your current user name and password at the TEASE logon page at <https://seguin.tea.state.tx.us/apps/logon.asp>, and click **Continue**. Next, click the **Add/Modify Application Access** button.

**Welcome! Please Log On.**

NOTICE: TEA Web Applications **will not** be available each **Sunday** morning from **6:00AM** to **12:00 Noon** due to routine maintenance. Please do not access your application during this time period: **you could lose data.**

**IMPORTANT NOTICE:** [Keep your email address up-to-date](#)

Username

Password

[Did you forget your password?](#)

Help Log Off

Change Password Change Info **Add/Modify Application Access**

Application List

You are then directed to the **Add/Modify Application Access** page.

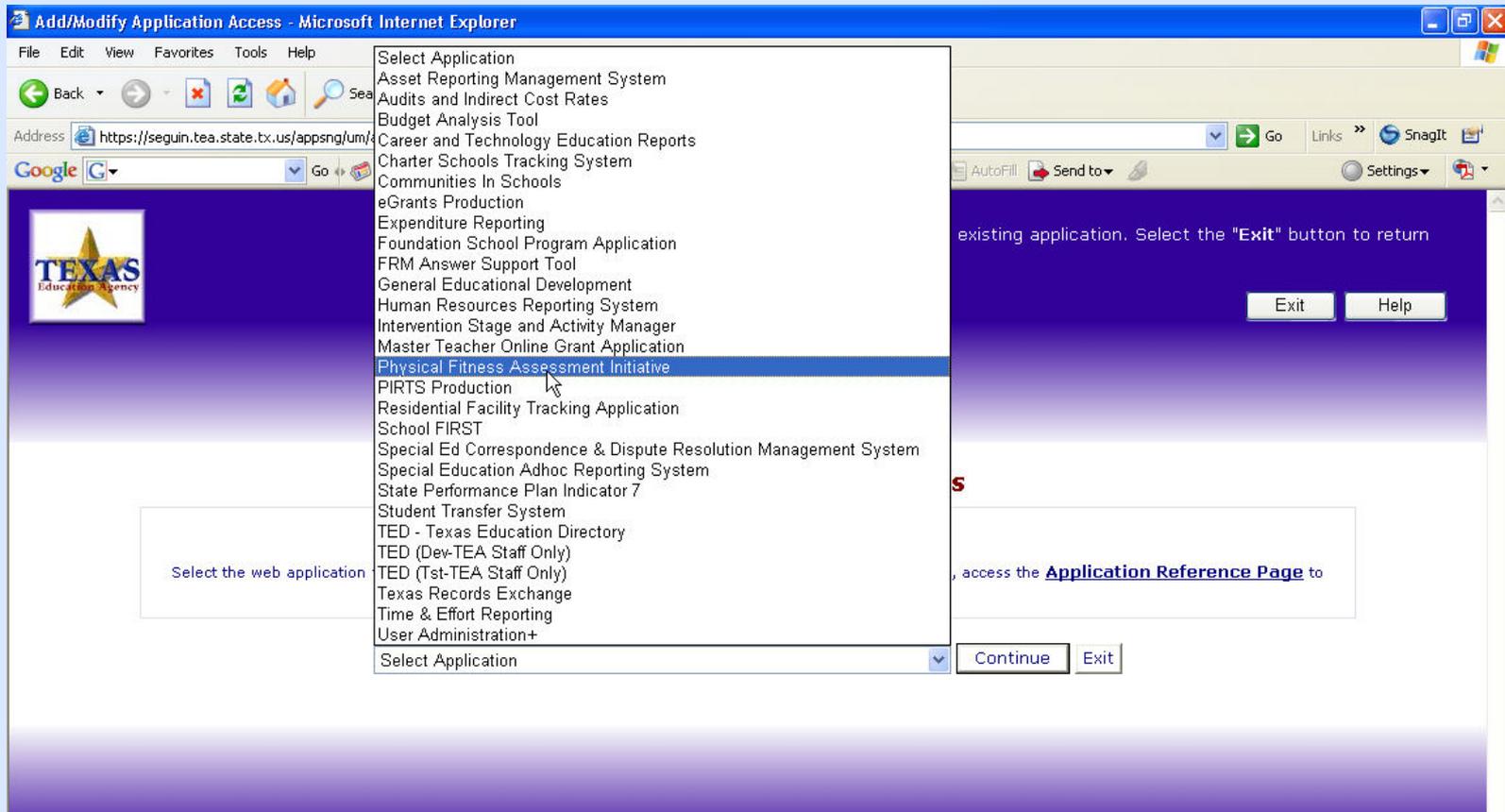
**Add/Modify Application Access**

Select the web application you need from the drop-down list. If the application is not displayed in the list, access the [Application Reference Page](#) to print a request form that can be faxed to TEA.

# Step Two: Gaining Access to PFAI

## Add the PFAI Application Online

**ALL users:** Choose **Physical Fitness Assessment Initiative** from the list of Web applications, and click **Continue**.



## Step Two: Gaining Access to PFAI

### \*New Users Provide Applicant Information

- ▶ New users must provide applicant information.
- ▶ Complete all fields and click **Continue**.

The screenshot shows a web form titled "Provide and Verify Applicant Information" with a Texas Education Agency logo in the top left. In the top right, there are "Cancel" and "Help" buttons. Below the title, a note states "Bold fields are required." The form contains the following fields:

- First Name:** [Text input field]
- Middle Name:** [Text input field] with "Optional" written below it.
- Last Name:** [Text input field]
- E-mail Address:** [Text input field] with the note "All notifications will be sent to this address." above it.
- Verify E-mail Address:** [Text input field]

At the bottom of the form, there is a note: "A security question that only you can answer, but not with a 'yes' or 'no.'"

\*Current TEASE users do not see this page.

## Step Two: Gaining Access to PFAI

### Select Your PFAI Role Online

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- ▶ When you arrive at the **Select Role(s)** page, the system reveals all available roles.
  - **Explanation of roles on the following slide.**

**Physical Fitness Assessment Initiative**  
**Select Role(s)**

**Roles:**

- Campus FITNESSGRAM Submitter – may submit data for a single campus
- District FITNESSGRAM Submitter – may submit data for all campuses in a district
- Multiple Campus FITNESSGRAM Submitter-submit for multiple campuses in a district
- Unsure

## Step Two: Gaining Access to PFAI Explanation of Roles

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- ▶ **Campus Submitter** – this role allows the user to submit data for a single campus; this role is for users of the standalone or small-area network FITNESSGRAM software.
- ▶ **District Submitter** - this role allows the user to submit data for ALL campuses in a single district; this role is for users of the standalone, small-area network, or the district SQL server FITNESSGRAM software. District SQL server users must select this role.
- ▶ **Multiple Campus Submitter** – this role allows the user to submit data for more than one campus within a single district; this role is for users of the standalone or small-area network FITNESSGRAM software.

## Step Two: Gaining Access to PFAI

### Select Your PFAI Role Online

- ▶ Select the appropriate FITNESSGRAM Submitter role for your program, and click **Continue**.
- ▶ If you need help selecting the correct role, first contact your superintendent. For further assistance, email [pfai@tea.state.tx.us](mailto:pfai@tea.state.tx.us).
  - **Choosing "Unsure" will only alert the TEASE owner that there is an issue; you must contact Marissa Rathbone for assistance.**

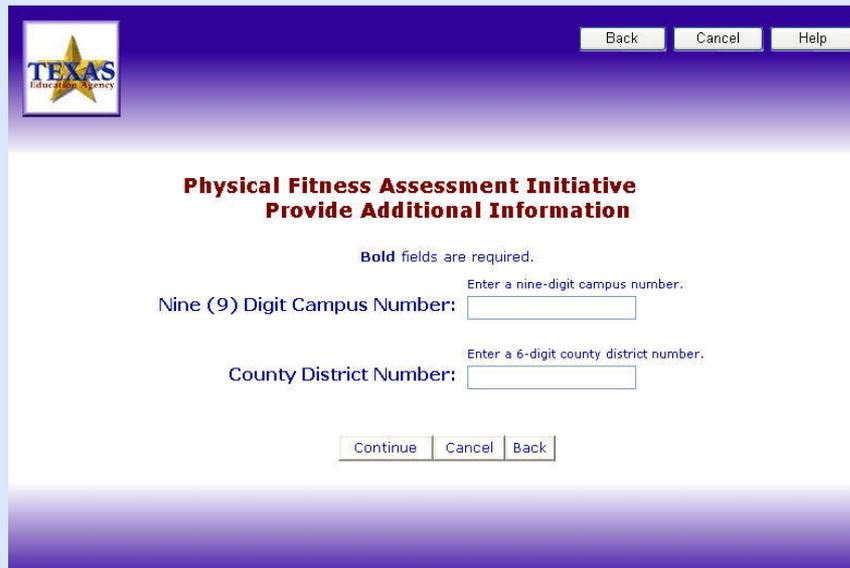
**Physical Fitness Assessment Initiative**  
**Select Role(s)**

**Roles:**

- Campus FITNESSGRAM Submitter – may submit data for a single campus
- District FITNESSGRAM Submitter – may submit data for all campuses in a district
- Multiple Campus FITNESSGRAM Submitter-submit for multiple campuses in a district
- Unsure

## Step Two: Gaining Access to PFAI Identify Your District/Campus Online

- ▶ Campus Submitters enter the nine-digit campus number with no dashes or spaces.
- ▶ Multiple Campus Submitters enter the nine-digit campus number with no dashes or spaces, for each campus. Separate each campus ID with a comma.
- ▶ ALL submitters then enter the six-digit County District Number (CDN), with no dashes or spaces, and click **Continue**.
- ▶ District Submitters only enter the CDN.



The screenshot shows a web form titled "Physical Fitness Assessment Initiative Provide Additional Information". It features the Texas Education Agency logo in the top left corner and navigation buttons (Back, Cancel, Help) in the top right. The form contains two required input fields: "Nine (9) Digit Campus Number" and "County District Number". Each field has a small instruction above it: "Enter a nine-digit campus number." and "Enter a 6-digit county district number." respectively. At the bottom of the form, there are buttons for "Continue", "Cancel", and "Back".

# Step Two: Gaining Access to PFAI Request Summary Online

Review the requested role(s) on the **Request Summary** page, add any special notes, and check the box to verify all information is correct. If necessary, click **Back** to make corrections. When all information is correct, click **Send Request**.

**Physical Fitness Assessment Initiative  
Request Summary**

Verify Role and additional information.

Requested Role(s): District FITNESSGRAM Submitter – user may submit data for multiple campuses

Additional Information: County District Number: 123456

Notes: Add any special comments needed for this request.

(200 characters or less)

Check this box if the above information is correct. If the information is not correct, click BACK and make corrections on the previous page.



# Step Two: Gaining Access to PFAI

## Approval Process

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- ▶ After you have submitted the request form and it has been reviewed and submitted to TEA by your superintendent, the PFAI application owner reviews your request.
- ▶ Upon approval of your request, you receive email notification, (and a user name and password if you are a brand new user), and then you are able to log onto the PFAI application.
- ▶ It may take 1 to 10 days from your initial request to receive your email notification.
- ▶ **If you have not received email notification of approval or rejection after 10 days, first contact your superintendent.**



## Step Three: Complete FITNESSGRAM Assessment and Data Entry

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- ▶ Complete the FITNESSGRAM assessment for all students in grades 3 – 12.
- ▶ Enter all data in the FITNESSGRAM software.
- ▶ Complete these steps prior to attempting to upload data.

## Step Four: Prepare the FITNESSGRAM Research Export

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- ▶ Only the Research Export file from the FITNESSGRAM software will be accepted by the PFAI application.
- ▶ Make certain that all test results have been entered **before** creating the Research Export file.
- ▶ The Research Export de-identifies student data; keep these Research Export default settings.
- ▶ Number of Research Export files:
  - Standalone – **may have multiple files if there are multiple installations within a school.**
  - Small Network – **will have only one file per school building.**
  - District SQL – **will have only one file per school district.**

## Step Four: Prepare the FITNESSGRAM Research Export

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- ▶ Click the appropriate software type to see instructions for preparing the Research Export file:

[Standalone or Small Network](#)

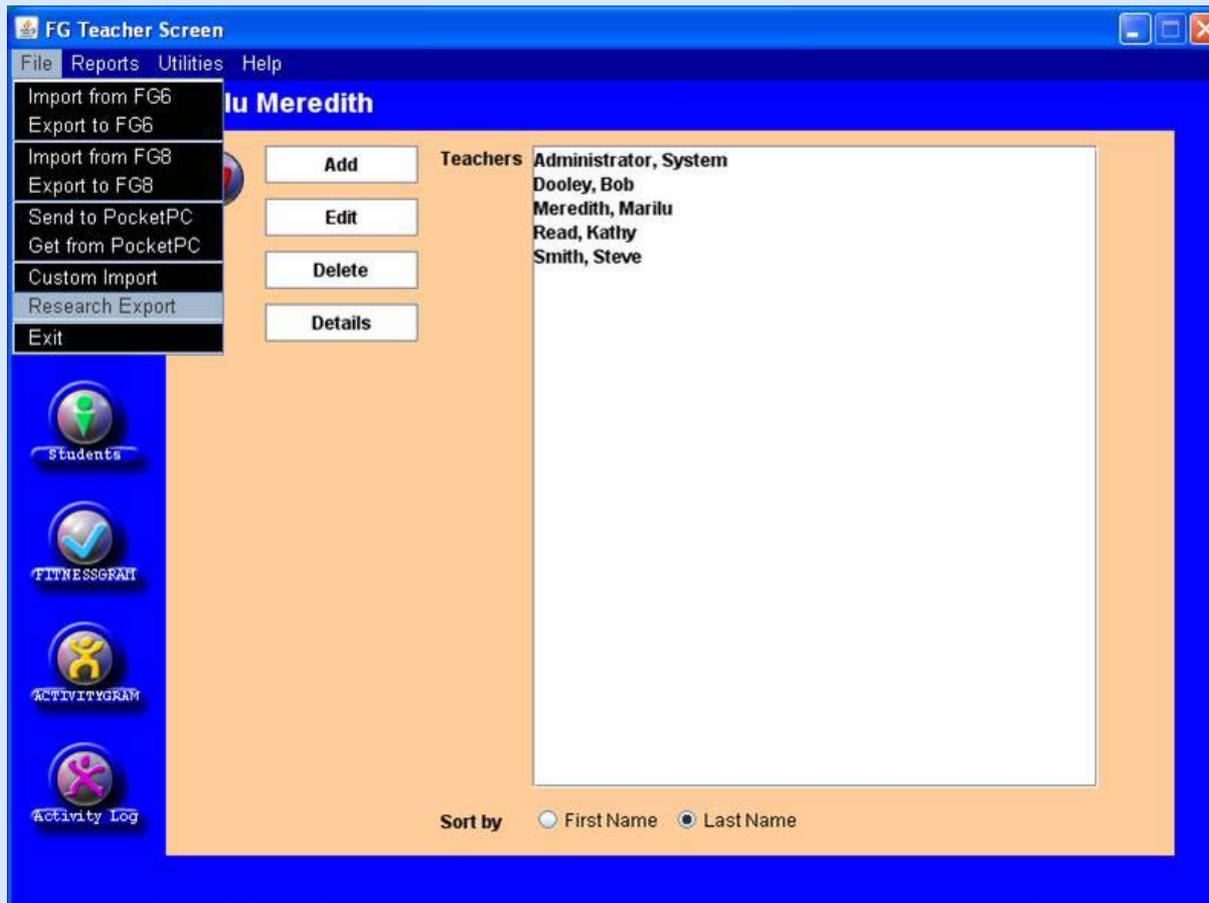
[District SQL](#)

- ▶ Click here to continue to [Step Five: Upload FITNESSGRAM Data using the PFAI application.](#)

# Step Four: Research Export Select Research Export from Menu

**Standalone or Small Network**

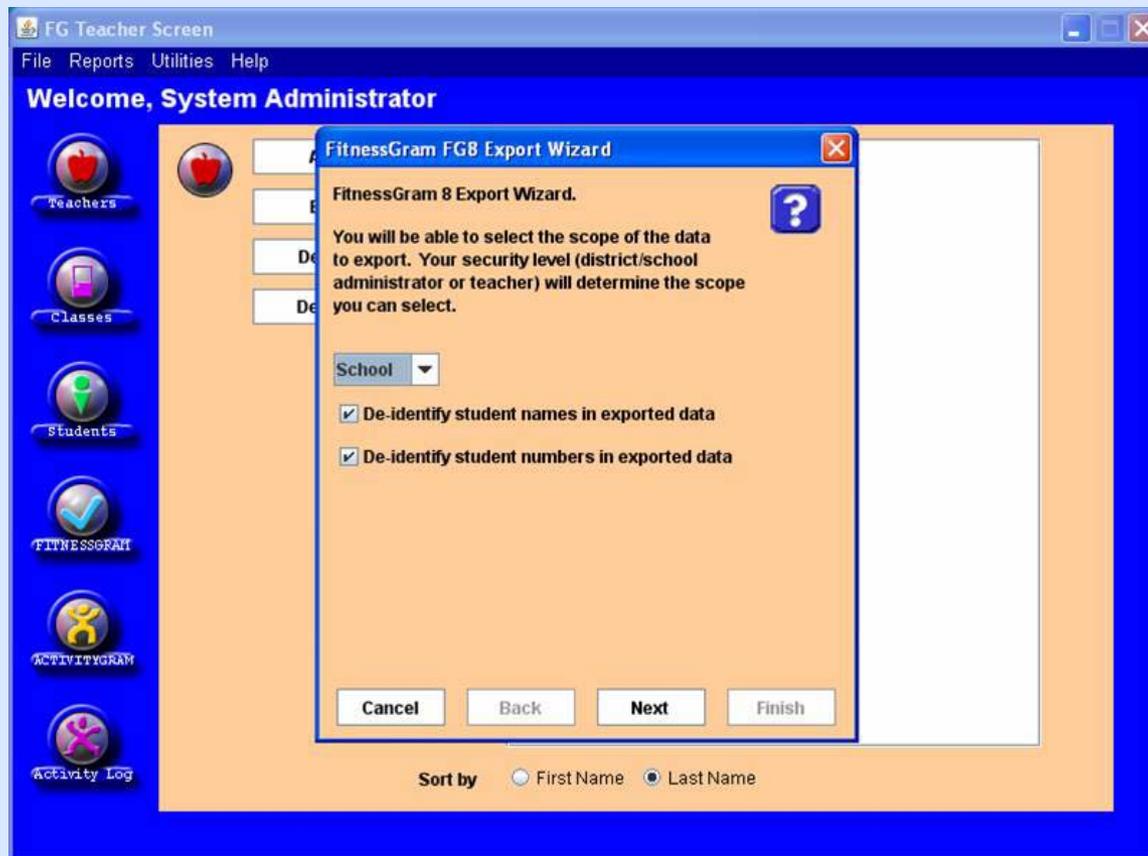
► From the File menu, select **Research Export**.



# Step Four: Research Export Select Scope for Export

## Standalone or Small Network

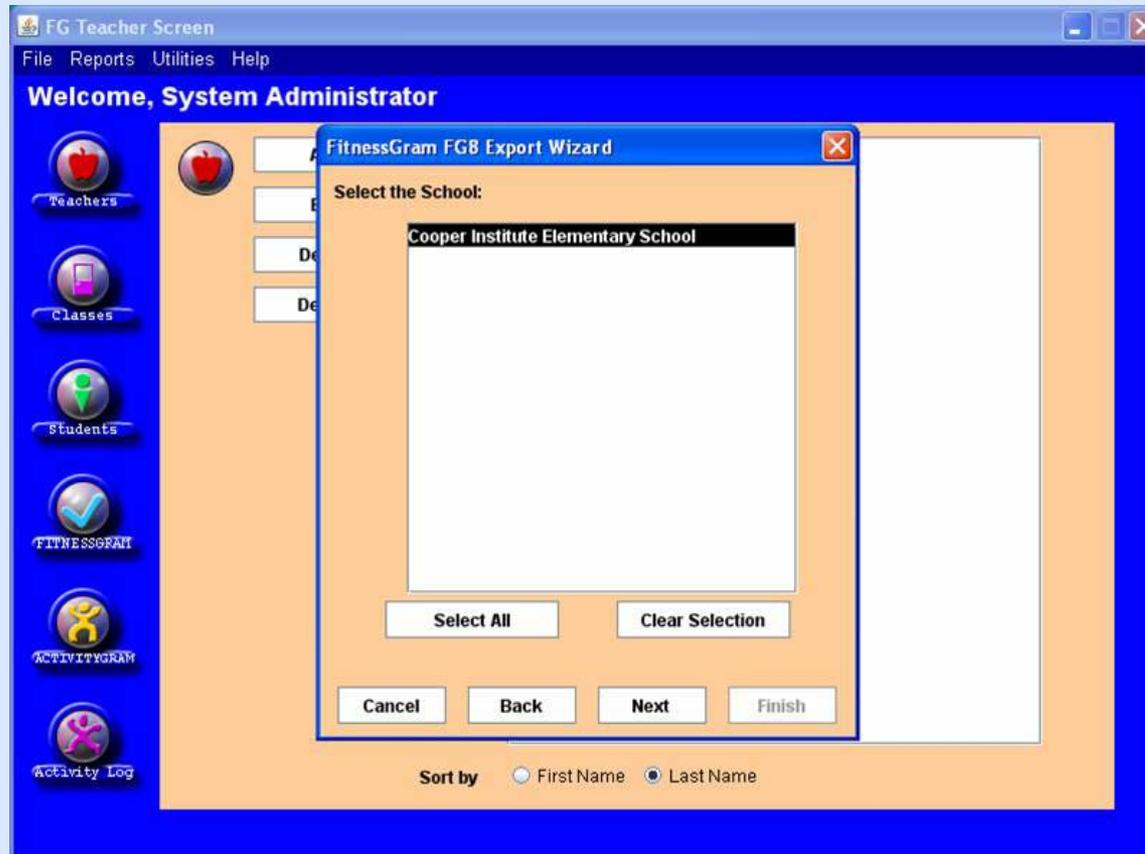
- ▶ Select **School** in the drop down box.
- ▶ Do NOT uncheck the de-identify boxes.



# Step Four: Research Export Select School

## Standalone or Small Network

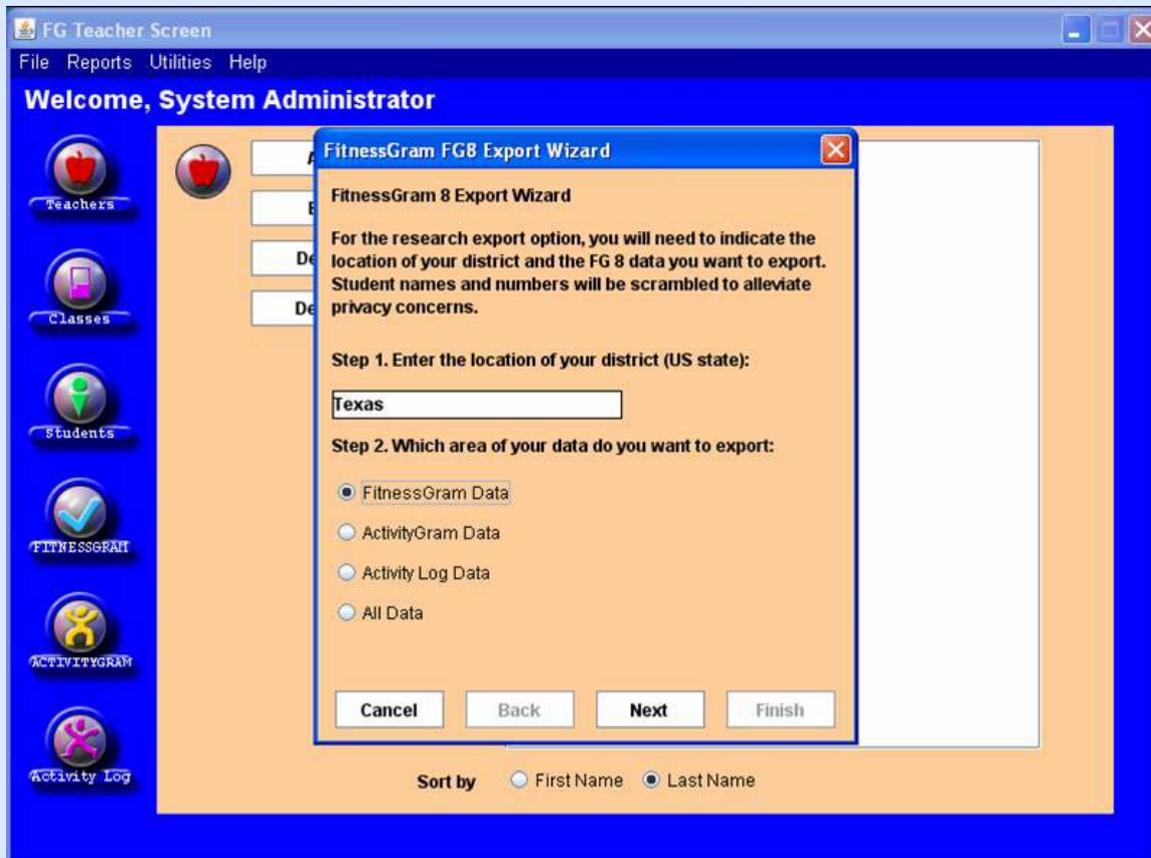
- ▶ Select the name of your school from the list.
- ▶ Click **Next**.



# Step Four: Research Export Enter State and Type of Data

**Standalone or Small Network**

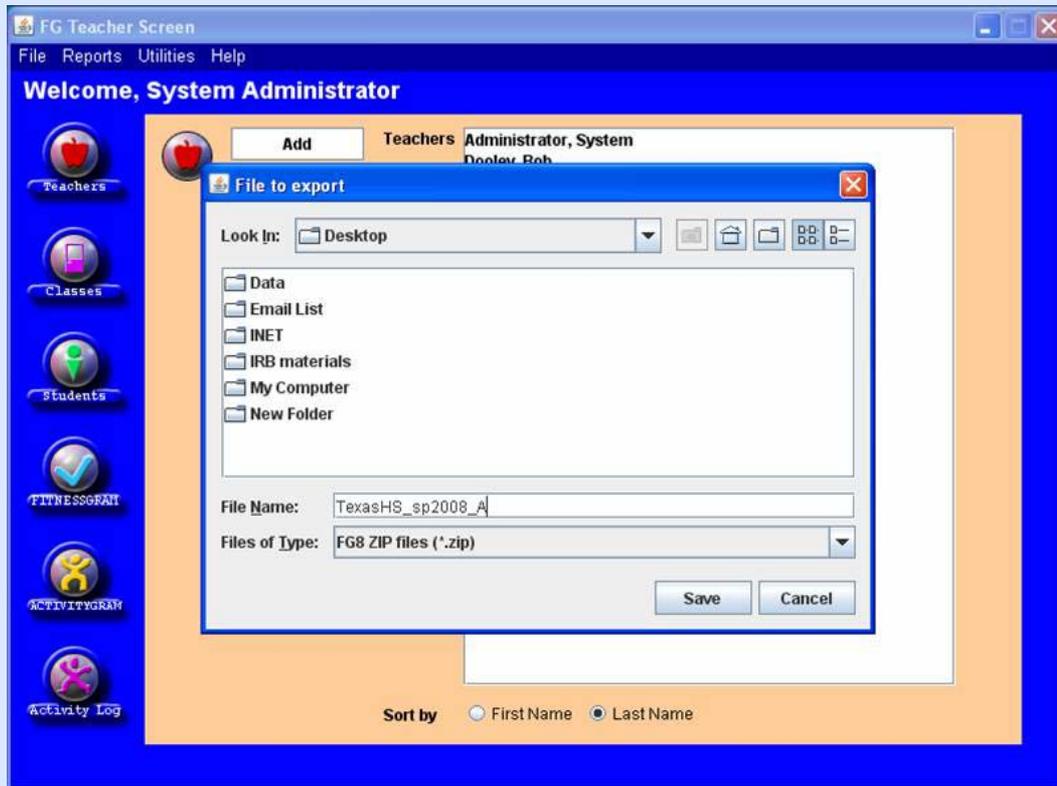
- ▶ Enter **Texas** as your state.
- ▶ Click on FITNESSGRAM Data and click **Next**.



# Step Four: Research Export Enter Name of Export File

## Standalone or Small Network

- ▶ Select a location to save to and type an appropriate name for the export file.
  - You may want to include the district or campus name and date in the file name, and uniquely identify multiple files.
- ▶ Write down the location and name of the export file.
- ▶ Click **Save**.

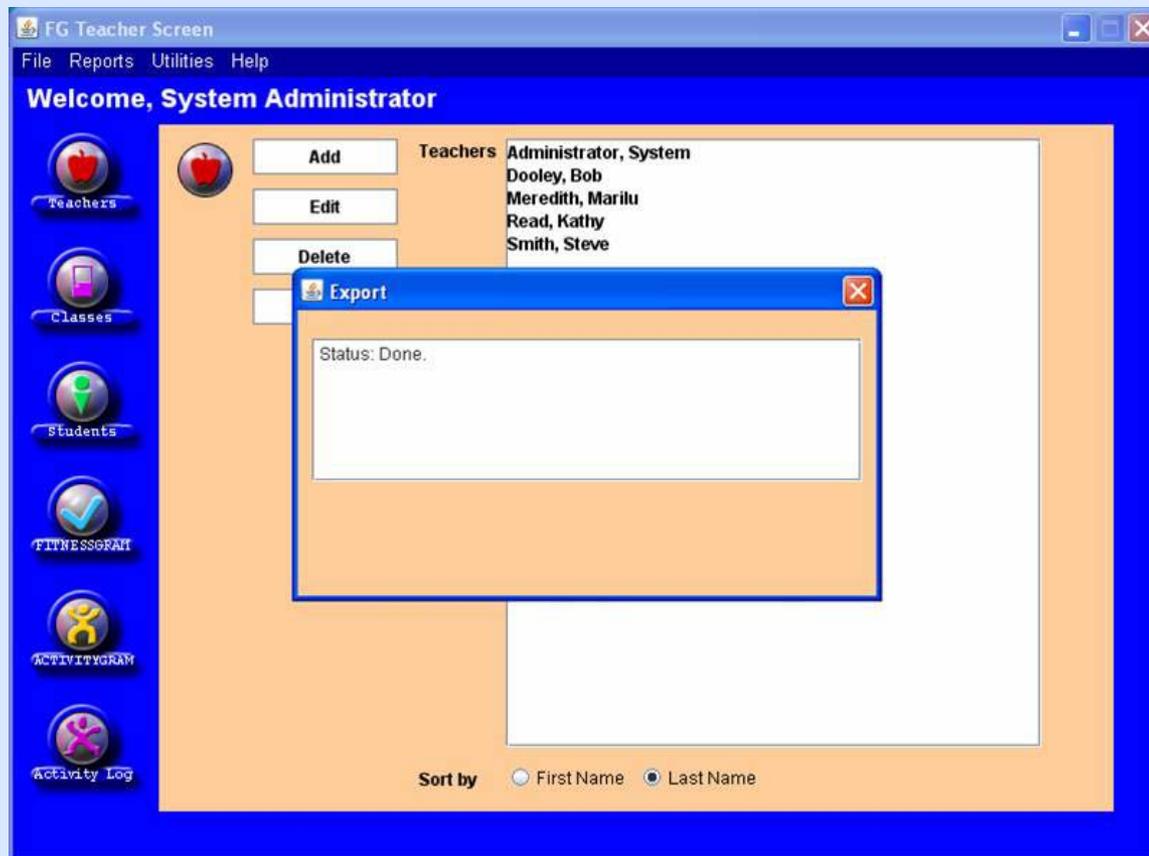


# Step Four: Research Export Complete the Export

**Standalone or Small Network**

- ▶ When **Status: Done** appears, close the box.
- ▶ Exit the FITNESSGRAM application.

[Click here for Step Five](#)

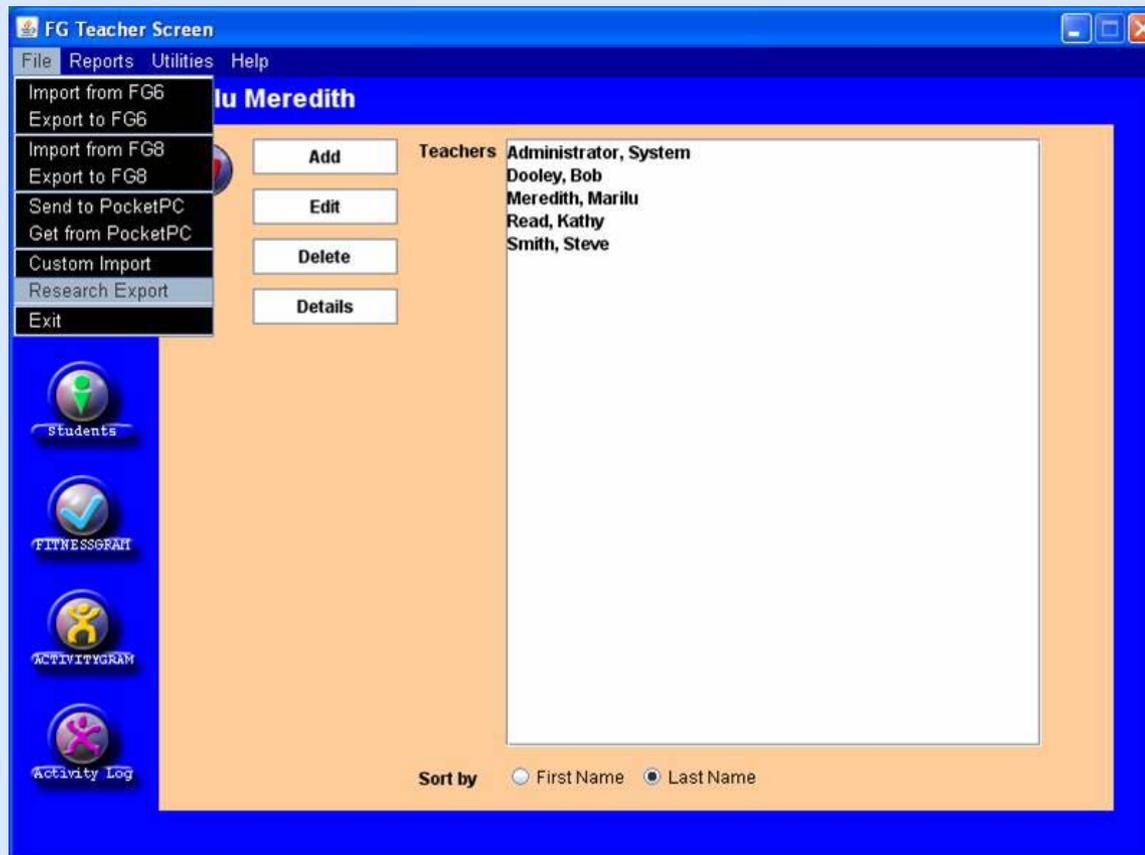


# Step Four: Research Export

## Select Research Export from Menu

**District SQL**

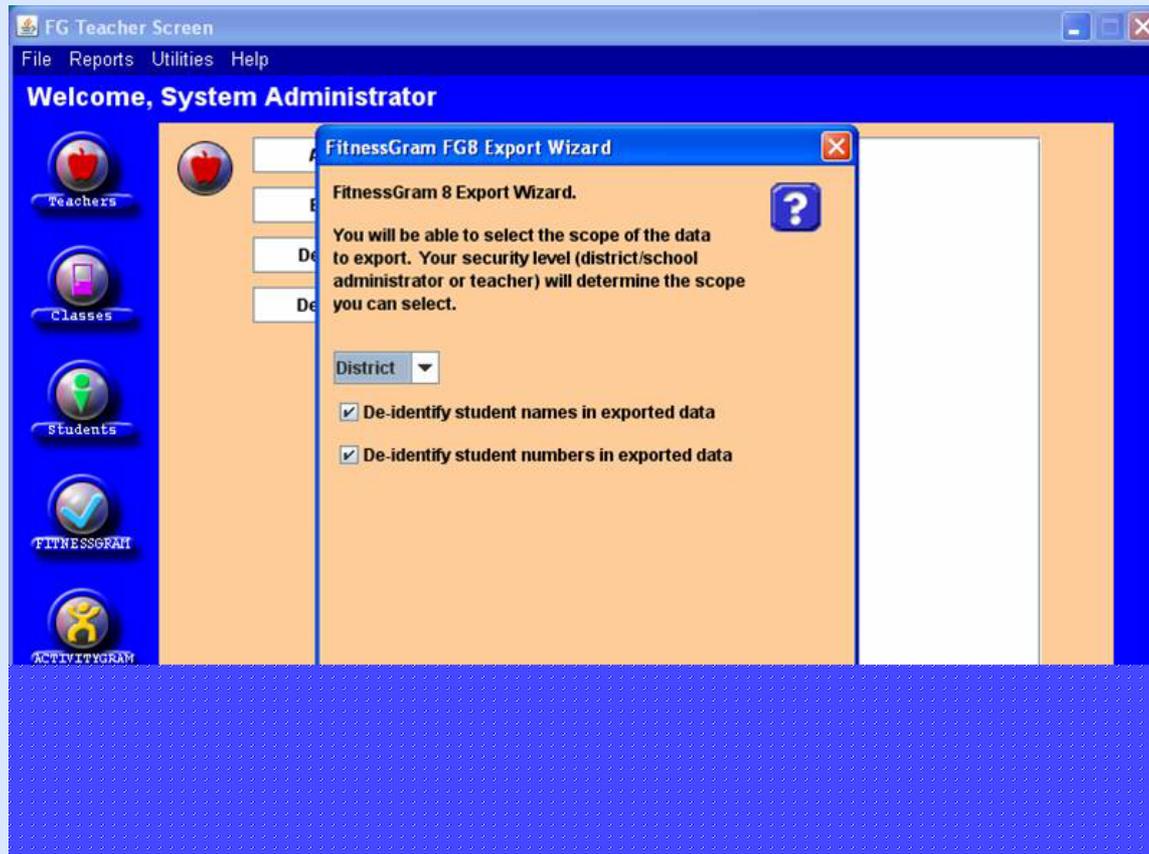
► From the **File** menu, select **Research Export**.



# Step Four: Research Export Select Scope of Data

- ▶ Select **District** from the drop-down box.
- ▶ Do NOT uncheck the de-identify boxes.

**District SQL**



# Step Four: Research Export Enter State and Type of Data

**District SQL**

- ▶ Enter **Texas** as your state.
- ▶ Click on **FITNESSGRAM Data** and click **Next**.

FG Teacher Screen

File Reports Utilities Help

Welcome, System Administrator

Teachers

Classes

Students

FITNESSGRAM

ACTIVITYGRAM

Activity Log

**FitnessGram FG8 Export Wizard**

FitnessGram 8 Export Wizard

For the research export option, you will need to indicate the location of your district and the FG 8 data you want to export. Student names and numbers will be scrambled to alleviate privacy concerns.

Step 1. Enter the location of your district (US state):

Texas

Step 2. Which area of your data do you want to export:

FitnessGram Data

ActivityGram Data

Activity Log Data

All Data

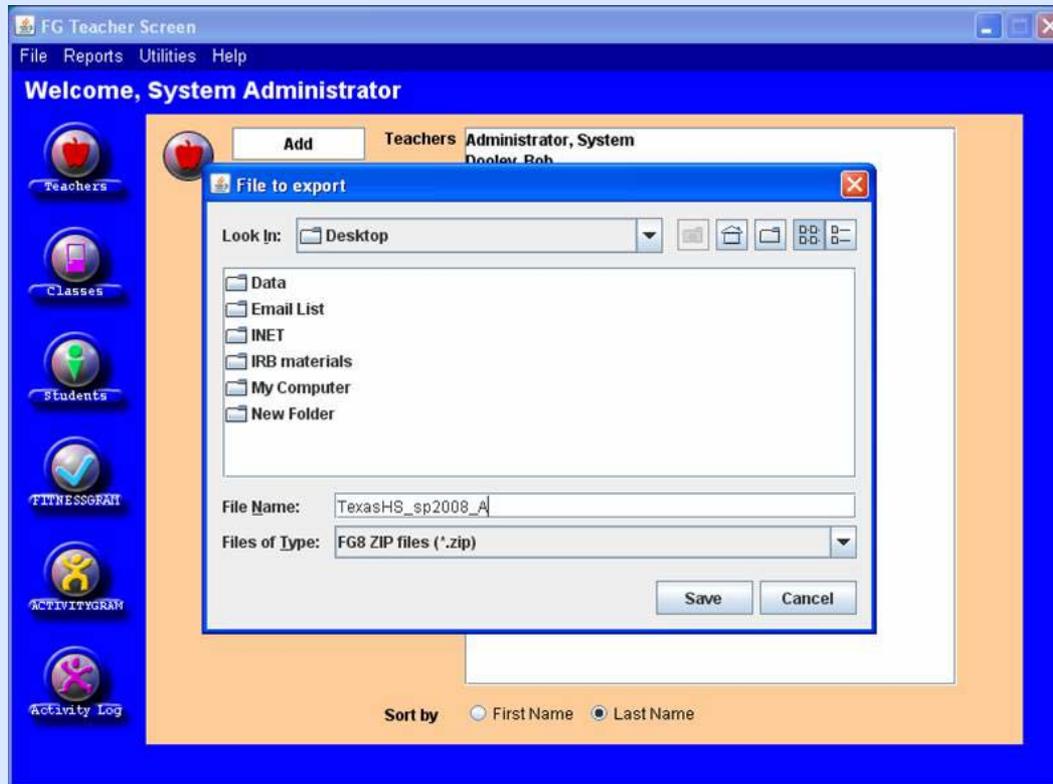
Cancel Back Next Finish

Sort by  First Name  Last Name

# Step Four: Research Export Enter Name of Export File

## District SQL

- ▶ Select a location to save to and type an appropriate name for export file.
  - You may want to include the district name and date in the file name.
- ▶ Write down the location and name of the export file.
- ▶ Click **Save**.

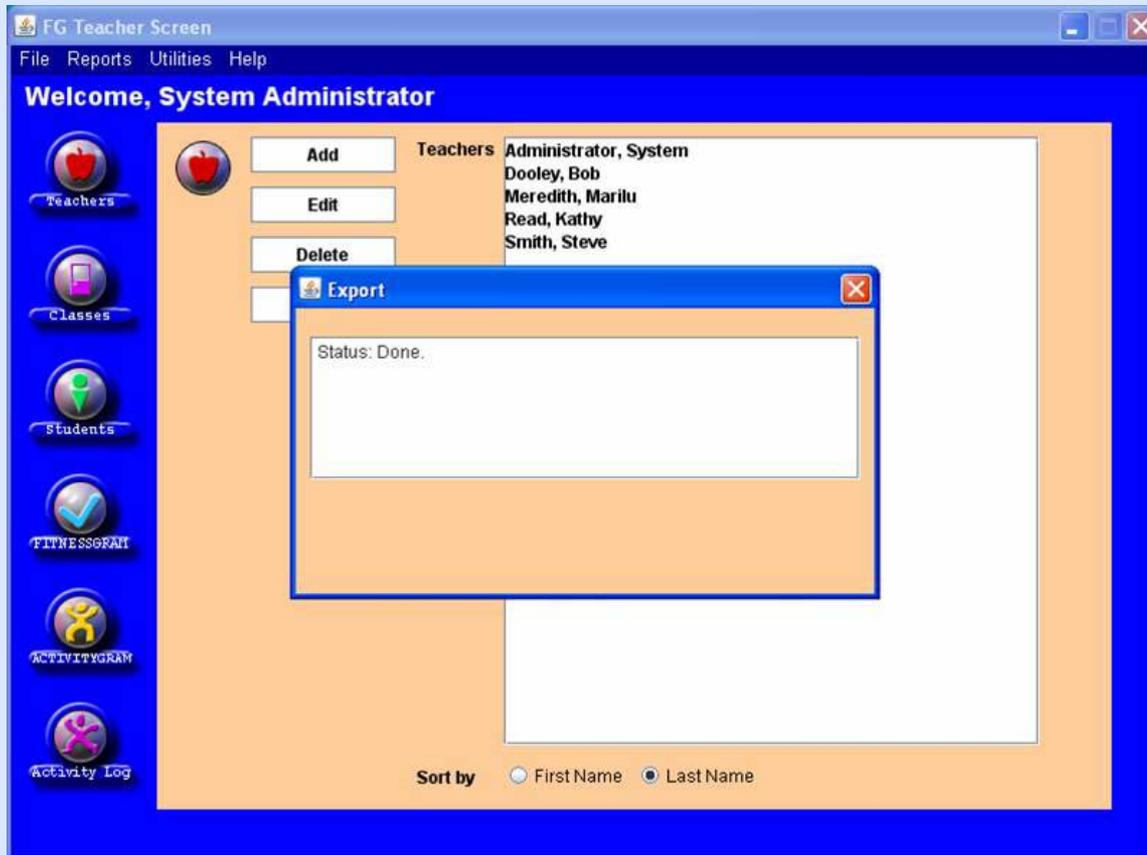


# Step Four: Research Export Complete the Export

- ▶ When **Status: Done** appears, close the box.
- ▶ Exit the FITNESSGRAM application.

**District SQL**

[Click here for Step Five](#)



# Step Five: Logging Onto the PFAI Application

- ▶ Once you have received email notification, you are ready to log onto the PFAI application from the TEASE logon page at <https://seguin.tea.state.tx.us/apps/logon.asp>.
- ▶ Type in your Username and Password.



The screenshot shows the TEA logon page. At the top left is the Texas Education Agency logo. To the right, a message reads: "To log on, type your username and password and then click 'Continue'. If you do not wish to log on at this time, click the 'Cancel' button. Please refer to the [help documentation](#) for more information." Below this is a heading "Welcome! Please Log On." followed by a notice: "NOTICE: TEA Web Applications will not be available each Sunday morning from 6:00AM to 12:00 Noon due to routine maintenance. Please do not access your application during this time period: you could lose data." An important notice follows: "IMPORTANT NOTICE: [Keep your email address up-to-date](#)." The logon form consists of two input fields: "Username" and "Password". Below the fields are "Continue" and "Cancel" buttons. A link "[Did you forget your password?](#)" is positioned below the buttons. At the bottom, there is a section titled "Please note the following terms of usage:" with a list of four terms: 1. Unauthorized use is prohibited; 2. Usage may be subject to security testing and monitoring; 3. Misuse is subject to criminal prosecution; and 4. No expectation of privacy except as otherwise provided by applicable privacy laws.

## Step Five: Logging Onto the PFAI Application

- ▶ You are directed to the **Application List** page where you will see the link to the PFAI application, as well as any other applications you have access to.
- ▶ Click the link to **PFAI – Physical Fitness Assessment Initiative**.

TEXAS  
Education Agency

Help Log Off

Change Password Change Info Add/Modify Application Access

### Application List

**Your Applications**

FSP - Foundation School Program Application Launch

 [PFAI - Physical Fitness Assessment Initiative](#)  
Physical Fitness Assessment Initiative

## Step Five: Uploading Data PFAI Main Page

- ▶ From the **PFAI Home** page, click the **FITNESSGRAM Data Upload** link.



★ TEXAS EDUCATION AGENCY | TEA Home | TEA Search | TEA Locator | TEA Divisions

User: Spring District

Healthy  
Physical Fitness  
Assessment Initiative  
Zone

[FITNESSGRAM Data Upload](#) | [FITNESSGRAM Uploaded Data Summary](#)

PFAI Home

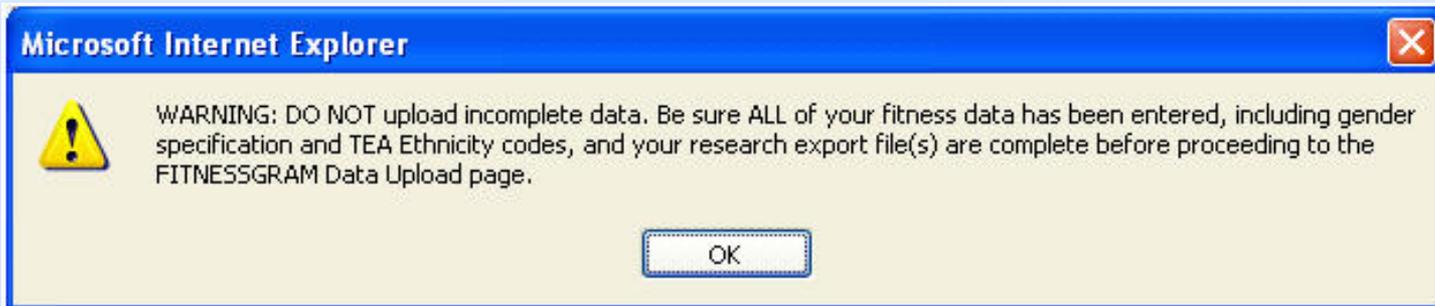
**PFAI Home**

Once your research export file is complete and you are ready to submit all data to TEA, click the link below:

- [FITNESSGRAM Data Upload](#)
- [FITNESSGRAM Uploaded Data Summary](#)

## Step Five: Uploading Data Data Complete Warning

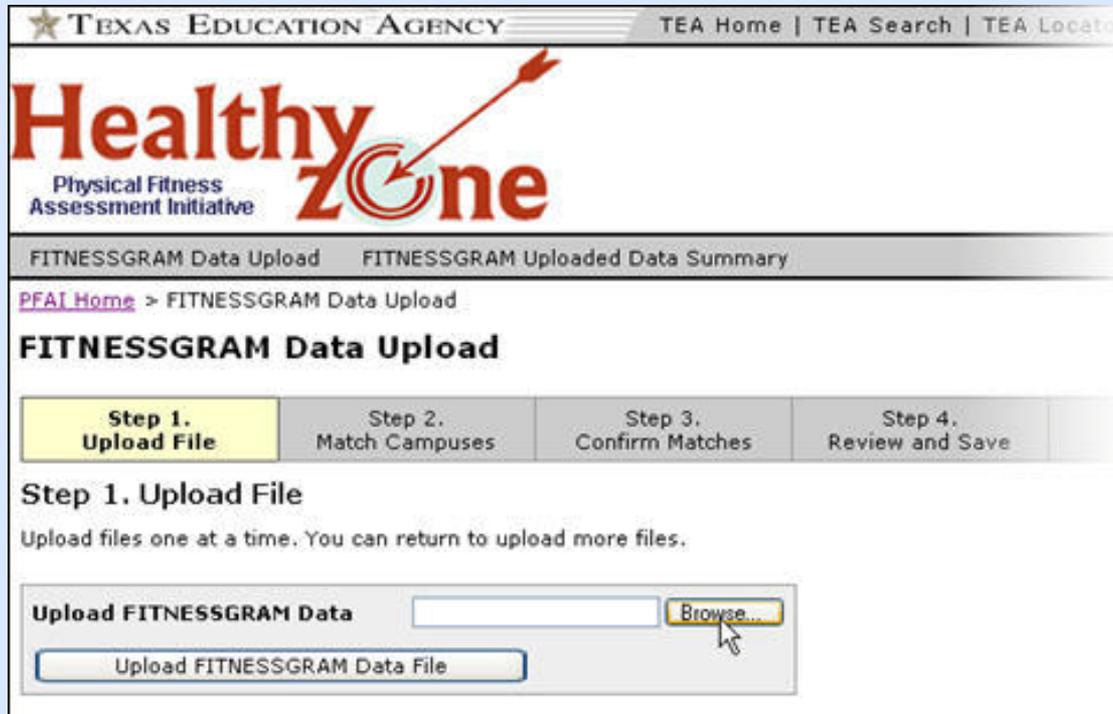
- ▶ A dialog box appears warning you **NOT** to upload your research export file unless **ALL** data is complete. Be sure to read the notice and then click **OK** to continue.



- ▶ **NOTE:** You must wait until all of your data is entered and your research export file is complete, (including gender, age, grade and ethnicity), before continuing.

## Step Five: Uploading Data FITNESSGRAM Data Upload Page

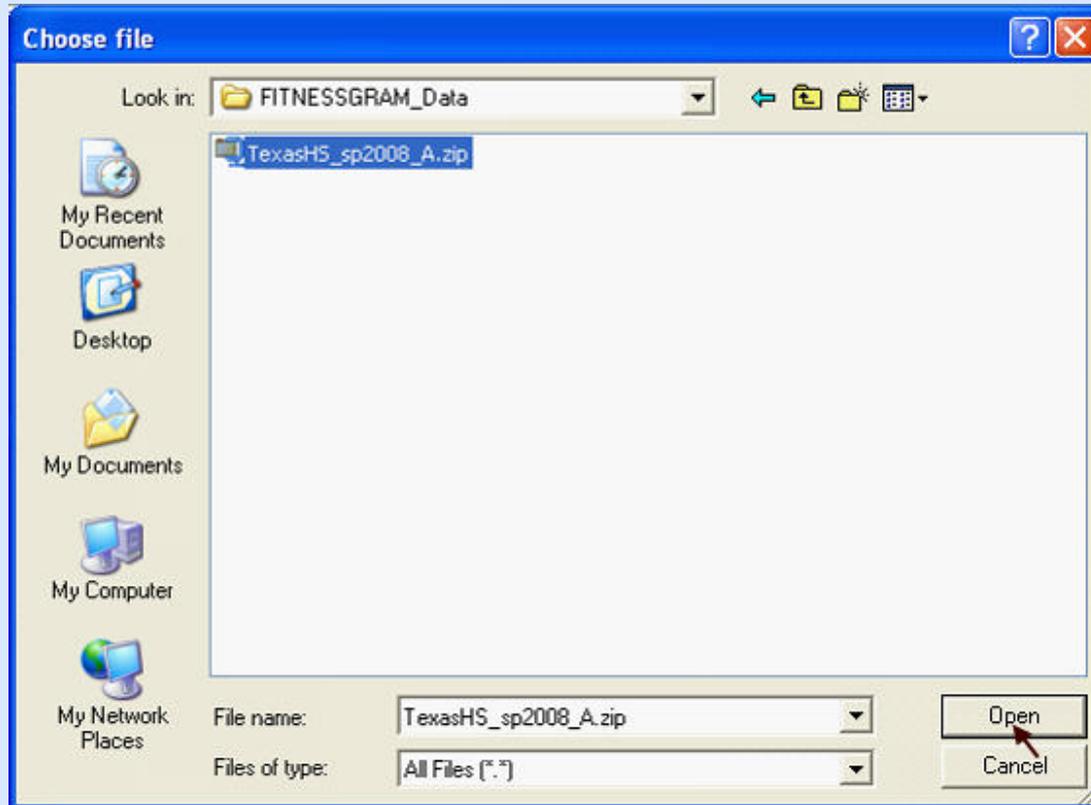
- ▶ After you click **OK**, the **FITNESSGRAM Data Upload** page appears.
  - **Files must be uploaded one at a time; you will be able to browse to and upload as many files as necessary.**
- ▶ Click **Browse** to open your browser and find your research export file.



The screenshot shows the Texas Education Agency (TEA) website interface for the Healthy Zone Physical Fitness Assessment Initiative. The page is titled "FITNESSGRAM Data Upload" and features a progress bar with four steps: "Step 1. Upload File" (highlighted in yellow), "Step 2. Match Campuses", "Step 3. Confirm Matches", and "Step 4. Review and Save". Below the progress bar, the text reads "Upload files one at a time. You can return to upload more files." The main form area contains a label "Upload FITNESSGRAM Data" next to a text input field and a "Browse..." button. A mouse cursor is pointing at the "Browse..." button. Below this is a button labeled "Upload FITNESSGRAM Data File".

## Step Five: Uploading Data FITNESSGRAM Data Upload Page

- ▶ Be sure your research export file is saved to a location you can browse to; highlight the zip file you wish to upload and click **Open**.



# Step Five: Uploading Data

- ▶ The path to the research export file appears in the box next to the **Browse** button. Be sure the file path goes to the correct file.
- ▶ Click **Upload Fitness Data File** to upload the file. It may take several seconds for the file to upload, depending on the size of the file.

The screenshot displays a web interface for uploading FITNESSGRAM data. At the top, there are two tabs: "FITNESSGRAM Data Upload" (active) and "FITNESSGRAM Uploaded Data Summary". Below the tabs is a breadcrumb trail: "PFAL Home > FITNESSGRAM Data Upload". The main heading is "FITNESSGRAM Data Upload". A progress bar shows four steps: "Step 1. Upload File" (highlighted in yellow), "Step 2. Match Campuses", "Step 3. Confirm Matches", and "Step 4. Review and Save". Under "Step 1. Upload File", the instruction reads: "Upload files one at a time. You can return to upload more files." Below this is a form with a label "Upload FITNESSGRAM Data", a text input field containing "C:\FITNESSGRAM Data", and a "Browse..." button. At the bottom of the form is a large button labeled "Upload FITNESSGRAM Data File", which has a mouse cursor hovering over it.

## Step Five: Uploading Data Match Up Campus Names

- ▶ **IF** the campus name(s) in your FITNESSGRAM file is exactly the same as the campus name(s) in the TEA database, the system automatically matches them, and the dropdown list is disabled.
- ▶ If the campus name in your file and the campus name in the TEA database do NOT match exactly, you must select the corresponding campus name from the dropdown list.
- ▶ Match all FITNESSGRAM and TEA campus names and click **Match Campuses**.

The screenshot shows the 'FITNESSGRAM Data Upload' interface. At the top, it says 'PFA1 Home > FITNESSGRAM Data Upload'. Below that is the title 'FITNESSGRAM Data Upload'. A yellow information box contains the following text:

- 1 out of 132 (0.76%) students did not have a gender assigned.
- 1 out of 150 (0.67%) assessments did not have a valid age.
- 16 out of 150 (10.67%) assessments did not have a valid grade.

Below the information box is a progress bar with four steps: Step 1. Upload File, Step 2. Match Campuses (highlighted), Step 3. Confirm Matches, and Step 4. Review and Save. Underneath the progress bar is the heading 'Step 2. Match Campuses'. Below this heading is a table with two columns: 'FITNESSGRAM Campus' and 'TEA Campus'. The first row shows 'Sherwood El' in the 'FITNESSGRAM Campus' column and 'SHERWOOD EL' in the 'TEA Campus' column. Below the table are two buttons: 'Cancel' and 'Match Campuses'.

## Step Five: Uploading Data Confirm Campus Name Matches

- ▶ A list appears of the campus names you matched.
- ▶ Confirm that each FITNESSGRAM Campus name is correctly matched to the corresponding TEA Campus name and click **Confirm Matches**.

[PFAL Home](#) > FITNESSGRAM Data Upload

### FITNESSGRAM Data Upload

Step 1. Upload File	Step 2. Match Campuses	<b>Step 3. Confirm Matches</b>	Step 4. Review and Save
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#### Step 3. Confirm Matches

FITNESSGRAM Campus	TEA Campus	TEA Call
Sherwood El	SHERWOOD EL	101920119

## Step Five: Uploading Data Review and Save

- ▶ The list of the confirmed campuses appears.
- ▶ Review your data to ensure it is accurate and click **Save**.

FITNESSGRAM Data Upload    FITNESSGRAM Uploaded Data Summary

[PFAI Home](#) > FITNESSGRAM Data Upload

### FITNESSGRAM Data Upload

Step 1.  
Upload File

Step 2.  
Match Campuses

Step 3.  
Confirm Matches

Step 4.  
Review and Save

#### Step 4. Review and Save

Campus ID	Grade	Gender	Students Tested
101920119	3	Male	21
101920119	5	Male	22
101920119	4	Male	25
101920119	3	Female	19
101920119	5	Female	18
101920119	4	Female	26

## Step Five: Uploading Data Are You Done?

- ▶ Standalone software users may have more than one person uploading multiple data files for the same campus.
- ▶ After clicking **Save**, the system asks if you are done uploading files.
- ▶ Click **Upload More Files** if you need to add data, or click **Finished** if you have no additional files to add.

The screenshot shows the 'FITNESSGRAM Data Upload' interface. At the top, there are two tabs: 'FITNESSGRAM Data Upload' and 'FITNESSGRAM Uploaded Data Summary'. Below the tabs, the breadcrumb 'PFAI Home > FITNESSGRAM Data Upload' is visible. The main heading is 'FITNESSGRAM Data Upload'. A green message box with a checkmark icon says 'Your data has been uploaded. Do you have any additional files to load?'. Below it, a blue information icon says 'A summary of all uploaded data for this district is shown below.'. A progress bar at the bottom shows five steps: 'Step 1. Upload File', 'Step 2. Match Campuses', 'Step 3. Confirm Matches', 'Step 4. Review and Save', and 'Step 5. Are You Done?'. The 'Step 5' button is highlighted in yellow. Below the progress bar, the heading 'Step 5. Are You Done?' is followed by a notice: 'NOTICE: You must use the new version of FITNESSGRAM, version 8.4, to enter your fitness data and create your research ex... system will NOT accept files created in an earlier version. Go to [FITNESSGRAM](#) to upgrade your FITNESSGRAM software to ve...'. Below the notice, it says 'Review the summary of uploaded data. If all of your fitness data is uploaded, click **Finished** to log out of the PFAI application. **More Files** if you have additional files to upload.' At the bottom, there are two buttons: 'Upload More Files' and 'Finished'. Below the buttons, there are input fields for 'Campus ID', 'Grade', 'Gender', and 'Students Tested'.

# Step Five: Uploading Data

## Exit

- ▶ After clicking **Finished**, click **Exit** to return to the PFAI logon page.

The screenshot displays the 'FITNESSGRAM Data Upload' application interface. At the top, there are two tabs: 'FITNESSGRAM Data Upload' and 'FITNESSGRAM Uploaded Data Summary'. Below the tabs, the breadcrumb path is 'PFAI Home > FITNESSGRAM Data Upload'. A 'Help' icon is visible in the top right corner. A progress bar shows six steps: 'Step 1. Upload File', 'Step 2. Match Campuses', 'Step 3. Confirm Matches', 'Step 4. Review and Save', 'Step 5. Are You Done?', and 'Step 6. Exit'. The 'Step 6. Exit' button is highlighted in yellow. Below the progress bar, the text reads 'Step 6. Exit' and 'Your data has been successfully uploaded. Click Exit to log out of the PFAI application.' A mouse cursor is pointing at the 'Exit' button.

# Step Five: Uploading Data

## \*Standalone Upload Additional Files

- ▶ If you clicked **Upload More Files**, you must complete Steps 1-3 again to add the file. Once you click **Confirm Matches**, Step 4 appears with a summary of the existing data as well as a summary of the data you are adding.
- ▶ Review the summary to ensure that the data you are adding is NEW data that has not been previously uploaded.
- ▶ After reviewing, you must choose to:
  - **ADD** the file by clicking **Add to Existing Data**
  - OR, click **Cancel** if you do not wish to add the data.

**Data has already been uploaded for this campus. Do you want to add to this data?**

Step 1. Upload File    Step 2. Match Campuses    Step 3. Confirm Matches    **Step 4. Review and Save**

**Step 4. Review and Save**

**New Data**

Campus ID	Grade	Gender	Students Test
101920119	3	Male	21
101920119	5	Male	22
101920119	4	Male	25
101920119	3	Female	19
101920119	5	Female	18
101920119	4	Female	26

**Existing Data**

Campus ID	Grade	Gender	Students Test
101920119	3	Female	76
101920119	7	Male	0.1

\*SQL and SAN users may not ADD data; if these users try to upload data for a campus that already has data uploaded, the system alerts users that this action is not permitted.

## Step Five: Uploading Data Are You Done?

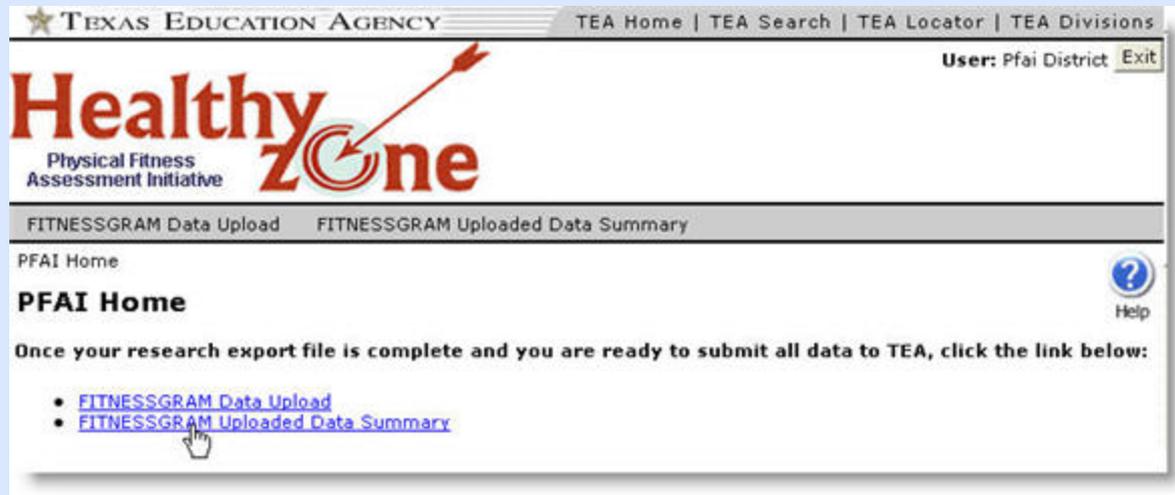
- ▶ Upon adding data, you are asked again whether or not you are done.
- ▶ You may click **Upload More Files** again if you have more files to add, or click **Finished** if all of your data has been uploaded.
- ▶ Continue adding files until all data is uploaded; once you click **Finished**, you may click **Exit** to return to the PFAI logon page.



The screenshot shows the 'FITNESSGRAM Data Upload' interface. At the top, there are two tabs: 'FITNESSGRAM Data Upload' and 'FITNESSGRAM Uploaded Data Summary'. Below the tabs, the breadcrumb 'PFAI Home > FITNESSGRAM Data Upload' is visible. The main heading is 'FITNESSGRAM Data Upload'. A yellow box contains a green checkmark and the text: 'Your data has been uploaded. Do you have any additional files to load?'. Below this is an information icon and the text: 'A summary of all uploaded data for this district is shown below.'. A progress bar shows five steps: 'Step 1. Upload File', 'Step 2. Match Campuses', 'Step 3. Confirm Matches', 'Step 4. Review and Save', and 'Step 5. Are You Done?'. The 'Step 5' button is highlighted in yellow. Below the progress bar, the heading 'Step 5. Are You Done?' is followed by a notice: 'NOTICE: You must use the new version of FITNESSGRAM, version 8.4, to enter your fitness data and create your research export system will NOT accept files created in an earlier version. Go to [FITNESSGRAM](#) to upgrade your FITNESSGRAM software to version 8.4. Review the summary of uploaded data. If all of your fitness data is uploaded, click **Finished** to log out of the PFAI application. **More Files** if you have additional files to upload.' At the bottom, there are two buttons: 'Upload More Files' and 'Finished'. Below the buttons is a table header with columns: 'Campus ID', 'Grade', 'Gender', and 'Students Tested'.

# Uploaded Data Summary

- ▶ If you wish to view or print a summary of your uploaded data, click the **Uploaded Data Summary** from the PFAI home page.
- ▶ A summary of all uploaded data appears.



★ TEXAS EDUCATION AGENCY    TEA Home | TEA Search | TEA Locator | TEA Divisions

User: Pfai District [Exit](#)

**Healthy Zone**  
Physical Fitness  
Assessment Initiative

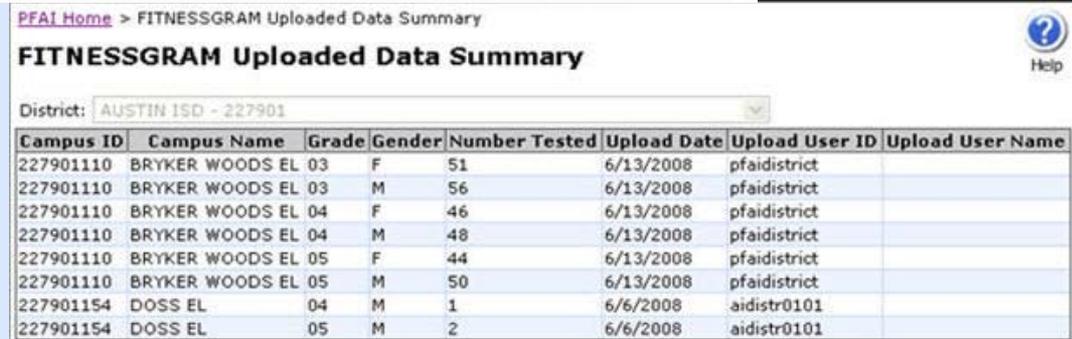
FITNESSGRAM Data Upload    FITNESSGRAM Uploaded Data Summary

PFAI Home [?](#) Help

**PFAI Home**

Once your research export file is complete and you are ready to submit all data to TEA, click the link below:

- [FITNESSGRAM Data Upload](#)
- [FITNESSGRAM Uploaded Data Summary](#)



PFAI Home > FITNESSGRAM Uploaded Data Summary [?](#) Help

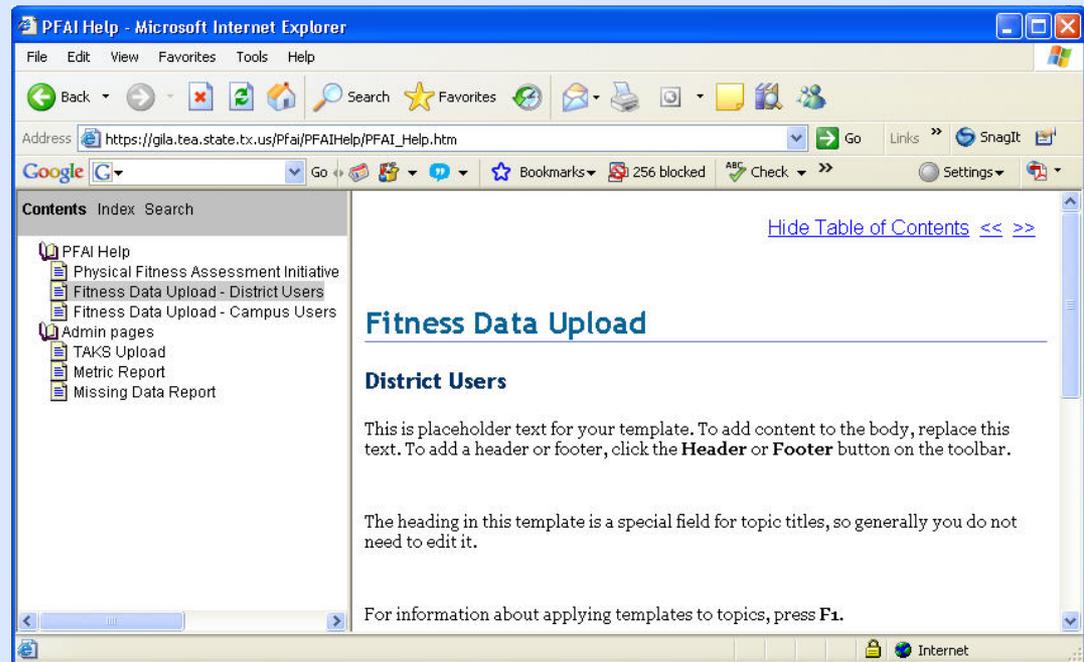
District: AUSTIN ISD - 227901

Campus ID	Campus Name	Grade	Gender	Number Tested	Upload Date	Upload User ID	Upload User Name
227901110	BRYKER WOODS EL 03	03	F	51	6/13/2008	pfaidistrict	
227901110	BRYKER WOODS EL 03	03	M	56	6/13/2008	pfaidistrict	
227901110	BRYKER WOODS EL 04	04	F	46	6/13/2008	pfaidistrict	
227901110	BRYKER WOODS EL 04	04	M	48	6/13/2008	pfaidistrict	
227901110	BRYKER WOODS EL 05	05	F	44	6/13/2008	pfaidistrict	
227901110	BRYKER WOODS EL 05	05	M	50	6/13/2008	pfaidistrict	
227901154	DOSS EL	04	M	1	6/6/2008	aidistr0101	
227901154	DOSS EL	05	M	2	6/6/2008	aidistr0101	

- ▶ For further details about PFAI or using the PFAI application to upload fitness data, click the **Help** icon in the upper right corner of the screen to access the PFAI help system.



The PFAI help system opens in a new window.



## ▶ **Why do all schools have to gather and send FITNESSGRAM data to TEA?**

Senate bill 530 required all schools in TX to submit their FITNESSGRAM data to TEA. Once the data is submitted, TEA will provide a report to the state legislature on whether a relationship exists between the fitness results and the following for students:

- Academic achievement
- Attendance
- Obesity
- Disciplinary problems
- School meal programs

## ▶ **How do I submit my FITNESSGRAM results to TEA?**

You may **only** submit your data via the Research Export option in the FITNESSGRAM software and upload through the TEA PFAI application. You will not be able to submit results by any other means to TEA.

▶ **Will training be available for sending FITNESSGRAM results to TEA?**

Yes, there are three TETNs set to teach everyone how to submit FITNESSGRAM data to TEA. Districts should sign up through their ESCs.

**What if my district can't make the three TETNs?**

Training materials can be found on the PFAI Web page at <http://www.tea.state.tx.us/health/PFAI.html> containing detailed instructions for creating the Research Export file from the FITNESSGRAM software and submitting the data to TEA.

▶ **What if I have not ordered the FITNESSGRAM software for my district?**

⇒Zmci`bYYX`hc`di fV\ UgY`UXX]h]cbU`UbX#cf`fYd`UW`a Ybh`gcZ`k UfYž`mci`k ]`bYYX`hc`W`b`h`U`W`i: =HB 9GG; F 5A`Uh`%d, \$\$! +( +! ( ( ) + " H\ Ymik ]` \Y`d`mci`XYhYfa ]bY`h\Y`Uddfcdf]UhY`gcZ`k UfY`dUW`U[ Y`

- H\ Y`W`g`h`c`Z`U`X`X`h]cbU`#fYd`UW`a Ybh`software ]g`h`Y`fYgdcbg]V`]`lm cZ`h`Y`8]gh]W`i

## 8.4 to 8.5.1 Upgrade

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- ▶ For schools who have **NOT** updated their FG 8.) "% program with the 8.\* update, they can download the current 8.\* update:

[www.fitnessgram.net/information/updates](http://www.fitnessgram.net/information/updates).

- **For districts/schools with either network program (Small Network or District SQL), they would have to apply the update to both server and all client computers.**
- **Stand Alone users: Download the 8.5.1 update to each installation**

- ▶ Apply for access to the PFAI application through the TEASE online request system immediately; the application comes online **March 21, 2011**, and all data must be uploaded by **COB May 13, 2011**.

**Logon page:**

<https://seguin.tea.state.tx.us/apps/logon.asp>

**Email address for TEASE assistance:**

[computer.access@tea.state.tx.us](mailto:computer.access@tea.state.tx.us)

**Contact info. for Research Export assistance:**

[support@hkusa.com](mailto:support@hkusa.com), (217) 351-5076 ext. 2290

**Email address for PFAI application assistance:**

[pfai@tea.state.tx.us](mailto:pfai@tea.state.tx.us)

**PFAI site for additional information and a copy of this presentation:**

<http://www.tea.state.tx.us/health/PFAI.html>