



## Physical Fitness Assessment Initiative (PFAI) Application

How to Upload PFAI Data to the  
Texas Education Agency in TEAL

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## Training Overview

The information covered in this overview is for districts  
using the Physical Fitness Assessment Initiative (PFAI)  
application in TEAL to upload their data to the  
Texas Education Agency (TEA).

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## Training Overview

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- ▶ Introducing the PFAI Application in TEAL
- ▶ Steps in FitnessGram Data Upload Process
- ▶ Uploaded Data Summary
- ▶ Conclusion

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## Introducing the PFAI Application

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- ▶ You must **apply for access** to the PFAI application through the TEAL online request system. This process may take 1-10 days.
  - **Take action immediately.**
  - Note: If you applied for PFAI access through TEAL last year, you do not need to reapply.
- ▶ **The PFAI application comes online**; users with access may upload FitnessGram data to TEA. All fitness assessment data must be collected and entered before the research export file is created and uploaded.
- ▶ **COB on the second Friday in June** is the final deadline to upload FitnessGram data to TEA.

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## Steps in FitnessGram Data Upload Process

1. Assign district data submitter(s).
2. Complete assessments and enter ALL data into the text file format.
3. Prepare the FitnessGram research export.
4. Log into the PFAI Application.
5. Upload data.

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## Step One: Assign Submitter

- ▶ Superintendent designates a district data submitter – one or more persons depending on network option.
- ▶ It is highly recommended that IT staff are the designated submitter(s).

### Options

**FitnessGram 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

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

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

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## Step Two: Complete FitnessGram Assessment and Data Entry

- ▶ Complete the FitnessGram® assessment for all students in grades 3 – 12 enrolled in a course that satisfies the curriculum requirements for physical education under Section 28.002(a)(2)(C).
- ▶ Enter all data in the PFAI application.
- ▶ Complete these steps prior to attempting to upload data.

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## Step Three: Prepare the FitnessGram Research Export

- ▶ Only a CSV file will be accepted by the PFAI application.
- ▶ All test results must be entered in the CSV file **before** uploading.
- ▶ The research export de-identifies student data; keep these research export default settings.
- ▶ Number of research export files:
  - FitnessGram Standalone** – may have multiple files if there are multiple installations within a school
  - FitnessGram Small Network** – will have only one file per school building
  - District SQL** – will have only one file per school district

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## Step Four: Logging Into the PFAI Application

- ▶ Once you have received an email notification, you are ready to log into the PFAI application from the TEAL login page.
- ▶ [Log in to the PFAI application at https://tealprod.tea.state.tx.us/TSP/TEASecurePortal/Access/LogonServlet](https://tealprod.tea.state.tx.us/TSP/TEASecurePortal/Access/LogonServlet).
- ▶ Type in your username and password.

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## Step Four: Logging Into the PFAI Application

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

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## Step Five: Uploading Data PFAI Main Page

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



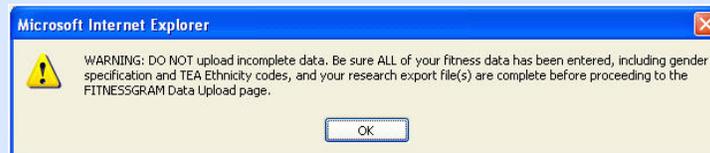
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## Step Five: Uploading Data Data Complete Warning

- ▶ 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, and grade), before continuing.
- ▶ Ethnicity is not a required field.

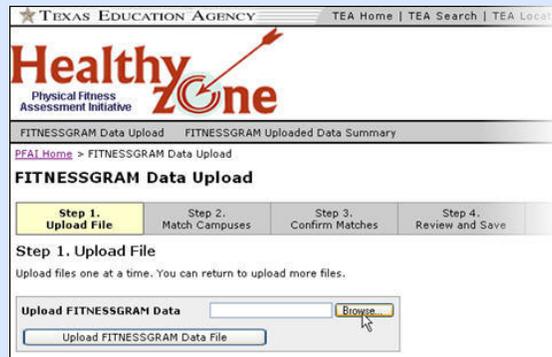
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## Step Five: Uploading Data FitnessGram Data Upload Page

- ▶ Click **OK** and 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.



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## 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**.



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## 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.

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## 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**.

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## 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    **Step 3. Confirm Matches**    Step 4. Review and Save

Step 3. Confirm Matches

FITNESSGRAM Campus	TEA Campus	TEA Campus ID
Sherwood El	SHERWOOD EL	101920119

Cancel    Confirm Matches

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## 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

PFAl 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

Save    Cancel

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

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## 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, there is a breadcrumb trail: 'PFAI Home > FITNESSGRAM Data Upload'. The main heading is 'FITNESSGRAM Data Upload'. A green message box says: 'Your data has been uploaded. Do you have any additional files to load?'. Below this, a blue message box says: '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? (highlighted in yellow). Below the progress bar, the text reads: 'Step 5. Are You Done?'. A notice states: 'NOTICE: You must use the new version of FITNESSGRAM, version 9.4, to enter your fitness data and create your research plan. The current system will NOT accept files created in an earlier version. Go to FITNESSGRAM to upgrade your FITNESSGRAM software to the latest version.' Below the notice, there is a text area with instructions: 'Review the summary of uploaded data. If all of your fitness data is uploaded, click **Finished** to log out of the PFAI application. If you have additional files to upload, click **Upload More Files**.' At the bottom, there are two buttons: 'Upload More Files' and 'Finished'. Below the buttons, there is a table with columns: 'Campus ID', 'Grade', 'Gender', and 'Students Tested'.

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## Step Five: Uploading Data Exit

- ▶ After clicking **Finished**, click **Exit** to return to the PFAI login 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, there is a breadcrumb trail: 'PFAI Home > FITNESSGRAM Data Upload'. The main heading is 'FITNESSGRAM Data Upload'. 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 (highlighted in yellow). Below the progress bar, the text reads: 'Step 6. Exit'. A message states: 'Your data has been successfully uploaded. Click **Exit** to log out of the PFAI application.' Below the message, there is a button labeled 'Exit' with a mouse cursor pointing to it. In the top right corner, there is a 'Help' icon.

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## 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 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

Existing Data

Campus ID	Grade	Gender	Students Tested
101920119	3	Female	76

\*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.

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## 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.

FITNESSGRAM Data Upload | FITNESSGRAM Uploaded Data Summary

PFAI Home > FITNESSGRAM Data Upload

### FITNESSGRAM Data Upload

Your data has been uploaded. Do you have any additional files to load?

A summary of all uploaded data for this district is shown below.

Step 1. Upload File | Step 2. Match Campuses | Step 3. Confirm Matches | Step 4. Review and Save | **Step 5. Are You Done?**

Step 5. Are You Done?

NOTICE: You must use the new version of FITNESSGRAM, version 6.4, to enter your fitness data and create your research report. The current system will NOT accept files created in an earlier version. Go to [FITNESSGRAM](#) to upgrade your FITNESSGRAM software to the latest version.

Review the summary of uploaded data. If all of your fitness data is uploaded, click **Finished** to log out of the PFAI application. If you have additional files to upload, click **Upload More Files**.

Campus ID	Grade	Gender	Students Tested
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## 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

**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

**FITNESSGRAM Uploaded Data Summary**

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	F	51	6/13/2008	pfaidistrict		
227901110	BRYKER WOODS EL 03	M	56	6/13/2008	pfaidistrict		
227901110	BRYKER WOODS EL 04	F	46	6/13/2008	pfaidistrict		
227901110	BRYKER WOODS EL 04	M	48	6/13/2008	pfaidistrict		
227901110	BRYKER WOODS EL 05	F	44	6/13/2008	pfaidistrict		
227901110	BRYKER WOODS EL 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	

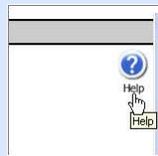
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## PFAI Help System

- ▶ 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.

PFAI Help - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://ga.texas.state.tx.us/PFAI/Help/PFAI\_help.htm

Contents Index Search

- PFAI Help
- Physical Fitness Assessment Initiative
- Fitness Data Upload - District Users
- Fitness Data Upload - Campus Users
- Admin pages
- TEA's Upload
- Metric Report
- Missing Data Report

### Fitness Data Upload

#### District Users

This is placeholder text for your template. To add content to the body, replace this text. To add a header or footer, click the **Header** or **Footer** button on the toolbar.

The heading in this template is a special field for topic titles, so generally you do not need to edit it.

For information about applying templates to topics, press F1.

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## Report Generator

- ▶ A report generator can be accessed from the PFAI TEA website.

[https://tea.texas.gov/Texas\\_Schools/Safe\\_and\\_Healthy\\_Schools/Physical\\_Fitness\\_Assessment\\_Initiative/](https://tea.texas.gov/Texas_Schools/Safe_and_Healthy_Schools/Physical_Fitness_Assessment_Initiative/)

**Important Information for 2016-2017 School Year**

The information provided below is critical for the proper implementation of the PFAI during the 2016-2017 school year. Please read the following information carefully.

- Physical fitness data must be submitted to the agency in one of two ways: 1) using the Physical Fitness Assessment Initiative (PFAI) application or 2) using FitnessGram® 10.
- Requirement for submitting physical fitness data to TEA:
  - Schools should appoint individuals responsible for submitting physical fitness data via PFAI and ensure that they are equipped with user **names and passwords** for a **Texas Education Agency Security Environment (TEASE)** account. (PDF, 1.5 MB).
  - Schools submitting physical fitness data via FitnessGram®, should contact US Games at 1-800-327-0484 (x2332) or email [fitnessgram@usgames.com](mailto:fitnessgram@usgames.com).
- Frequently Asked Questions** provide guidance on uploading physical fitness data to TEA.
- Physical fitness data is due **Friday, June 9, 2017, by 5:00 pm**.
- US Games will provide the annual update for the **EG software** (outside source) and for the web-based software on their website.
- For technical assistance related to FG 10 software, call 1-800-416-5139 or email [support@fitnessgram.net](mailto:support@fitnessgram.net).
- For technical assistance for the PFAI application, email [barney.furjan@tea.texas.gov](mailto:barney.furjan@tea.texas.gov).
- Schools will not be required to submit ethnicity data due to changes in federal and state ethnicity codes.

**More Information**

Visit the following sites for information on PFAI:

- [FitnessGram® Procedures Manual](#)
- [Aggregated Ethnic Assessment Results](#)
- [Report Generator](#)

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## Report Generator

- ▶ A report generator exists that allows the user to acquire any combination of data existing in the PFAI application.

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

**Healthy Zone**  
Physical Fitness Assessment Initiative

FITNESSGRAM Uploaded Data Summary | Metric Report | Missing Data Report | Administration | Report Generator

Report Generator

School Year: 2016-2017

Criteria: District --Select District--  
Campus --Select Campus--  
Grade --Select Grade--  
Gender --Select Gender--

**Report Variables**

- Total Students Tested
- Total Students Achieving Hfz At Least Once
- Percentage Achieving Hfz At Least Once
- Total Students Not Achieving Hfz On Any Category
- Percentage Not Achieving Hfz On Any Category
- Total Students Achieving Hfz Exactly Once
- Percentage Achieving Hfz Exactly Once
- Total Students Achieving Hfz Exactly Twice

Hold the <Ctrl> key while selecting multiple variables.

Generate Report

**Note: Data cannot be compared from year to year.**

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## Report Generator (cont'd)

- ▶ Select your report variables.
- ▶ Select one or more criteria (district, campus, grade, and/or gender) and then select any combination of variables from the report variables box.
- ▶ Use the <ctrl> button to click and select individual variables, or use the <shift> button to select all variables. At least one variable must be selected.
- ▶ Click "generate report" to export the data.

The screenshot shows the 'Report Generator' interface. Under 'Criteria', the following options are selected: District (ROUND ROCK ISD), Campus (ROUND ROCK HS), Grade (Grade 11), and Gender (Boys). In the 'Report Variables' section, the following variables are selected: Total Students Tested, Total Students Achieving 1/2 At Least Once, Total Students Achieving 1/2 At Least Once (by Gender), Total Students Achieving 1/2 At Least Once (by Campus), Total Students Achieving 1/2 At Least Once (by Grade), Total Students Achieving 1/2 At Least Once (by Gender, Grade), and Total Students Achieving 1/2 At Least Once (by Gender, Campus). A 'Generate Report' button is visible at the bottom. A note at the bottom states: 'Note: Data cannot be compared from year to year.'

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## Report Generator (cont'd)

- ▶ **An Excel output file is created.**  
All chosen report variables will be exported to an Excel file for ease of use. Within Excel you can sort and search data using the standard features of Excel.

	A	B	C	D	E	F	G	H	I	
1	<b>PEAI Data</b>									
2	School Year	2012								
3	District ID	'246909'								
4	Campus ID	'246909001'								
5	Grade	'11'								
6	Gender	'M'								
7	District ID	District Name	Campus ID	Campus Name	Grade	Gender	Total Students Tested	Total Students Achieving 1/2 At Least Once		
8	246909	ROUND ROCK ISD	246909001	ROUND ROCK HS	11	Boys	7	7	Percentage Achieving 1/2 At Least Once	
9									100	

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## Conclusion

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- ▶ Apply for access to the PFAI application through the TEAL online request system immediately; all data must be uploaded by **COB on the second Friday of June**.

**TEAL Account Login page:**

<https://tealprod.tea.state.tx.us/TSP/TEASecurePortal/Access/LogonServlet>

**TEAL account assistance:**

<https://txeduagency.zendesk.com/hc/en-us>

**Email address for PFAI application assistance:**

[PFAIProgramSupport@tea.texas.gov](mailto:PFAIProgramSupport@tea.texas.gov)

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

[https://tea.texas.gov/Texas\\_Schools/Safe\\_and\\_Healthy\\_Schools/Physical\\_Fitness\\_Assessment\\_Initiative/FITNESSGRAM®\\_Procedures\\_Manual/](https://tea.texas.gov/Texas_Schools/Safe_and_Healthy_Schools/Physical_Fitness_Assessment_Initiative/FITNESSGRAM®_Procedures_Manual/)

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