Adding or Revising Missing Student Data in FITNESSGRAM

It is imperative that your research export file be complete before submission. All data, including **test scores, gender, grade, and birth date**, must be contained within the file in order for your data to be relevant. It is impossible to know if a student is in the Healthy Fitness Zone without an age and gender to compare with test scores.

For gender, grade, DOB, and to see if teachers are not assigned to a school, you can run a Data Validation Report from the Report Wizard. Students without this information will be displayed.

For missing test scores, you can do a FG6 Export from the File menu. The data can then be imported into an Excel sheet. You can easily sort and look for missing data using this method, then go back into the FITNESSGRAM software a re-enter the correct and/or missing information. This function also works to find incorrect and/or missing gender, grade, DOB data, as well.

You can no longer Add or Create a test event if some or all students are missing gender, grade, and DOB. A popup message will let you know that this information has to be added first before a test even can be created.

We strongly recommend that you do not go directly into the software database to resolve the student data issue as that could impact the functionality of the software.

If you have already created your FITNESSGRAM test even, then student information will also have to be entered here. This is because the software program locks down the age, grade, and gender at the time the test even is created.

Campus Names Don't Match
(Trouble-Shooting What to Do When Campus Names Don't Match)

Keep this in Mind: The FitnessGram software works from a federal list of district and school names, which may be slightly different from a TEA list of school.

1. When selecting the match during the upload process, select the school name that is the same, or similar to the school name shown in the list. It may not be an exact match, but should be close (i.e., Luther Banes Primary School would be the same as Banes Primary). Select the school name (even if it is not an exact match) and continue with upload process.

2. If the school name has changed entirely, either through closing and reopening under new name, or consolidation of 2 campuses, etc. (and #1 doesn't apply), then follow the following steps to get a new license file for the FitnessGram software (and the new campus will appear on the list):

    A. Campus or District needs to have their invoice number for the software they purchased in hand BEFORE calling Human Kinetics (HK) technical support. HK staff do not have access to this information. If you do not have this information handy, you will need to contact your purchasing department and have them give it to you.
    B. Call HK technical support at 1-800- 747-4457 and tell them you need to add a new campus. They will reset the invoice #.
    C. Log on the http://www.fitnessgram.net/licensing and enter the invoice # that you just received from HK technical support.
    D. Reselect the district name.
    E. Reselect a new school name, or hand-enter the school name to replace the school name in question.
    F. NOTE: If you have a district SQL program, then you cannot change the order of the schools as it appears onscreen. To do so will corrupt the data. **Only change the school name that needs to be changed!**
    G. Enter you email address in order to have the revised license file back to you.
    H. Once you have the revised license file in your email, save it to a location following the instructions included in the email.
    I. You will then need to go into the FitnessGram Server folder (located where you installed the program) and replace the existing license file with the revised license file. To do this, you will need to stop the services and then restart the services once the switch has been made.

*** If you have any questions, on need assistance with these steps, please contact HK technical support.