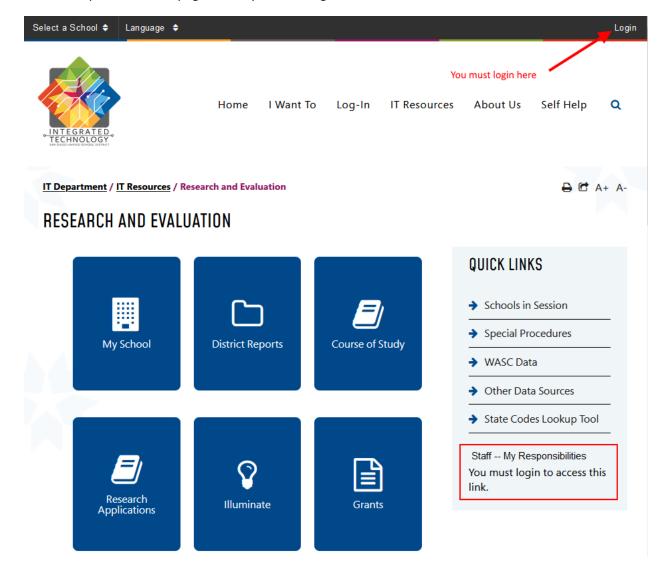To enter Physical Fitness Test results, you must login to the FitnessGram Web system.
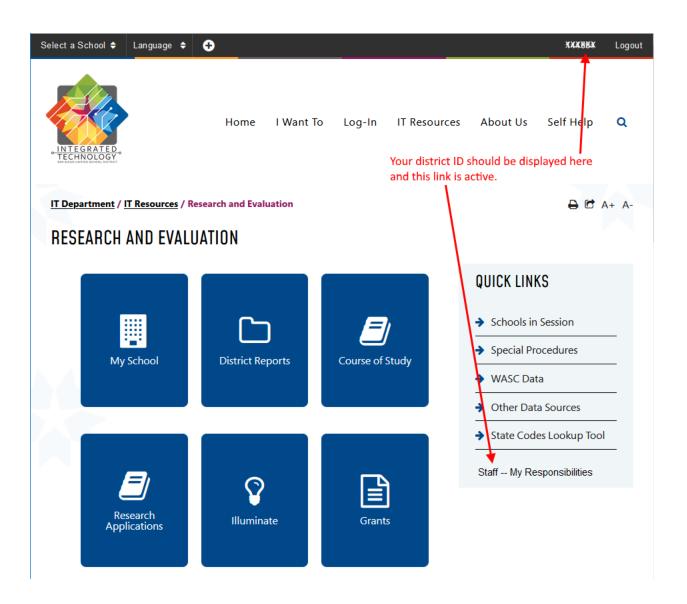
Begin by going to the Research and Evaluation website here:

https://itd.sandiegounified.org/it_resources/research_and_evaluation

You will be presented this page where you must login.

After logging in, your district ID will be displayed in the upper right corner and the 'My Responsibilities' link will be active as shown here:

Click on the 'Staff – My Responsibilities' link and you will be presented with this page:

The following responsibilities for data collection or reporting have been assigned to you. If an item is highlighted, additional information related to this assignment is available and you may click on the link to find out more. If an item is **not** highlighted, there are no additional materials currently available; you will be notified via email as materials related to any of your assignments are uploaded.

To display or print a complete contact list, click here

Locate the link for the FitnessGram Web System and click there...

Responsibility Activity	Contacts
Contacts Form	
Update your school's contacts. The principal or the site administrator is responsible for maintaining a current list of schools contacts. S/he may choose to share this responsibility with another staff member at the school.	
CAASPP Test Site Coordinator	View Users
The primary contact oversees the schools' coordination, training, administration, and security of all CAASPP tests, including CAA, CAST, and SBA.	
ELPAC Test Site Coordinator	View Users
This contact oversees the schools' coordination, training, administration, and security of ELPAC (initial and summative assessment of English learners).	
FitnessGram Test Site Coordinator	View Users
This contact oversees the schools' coordination, training, administration, and entry of student data for FITNESSGRAM.	
FitnessGram Web System	View Users
These contacts enter student data into the web system for FitnessGram.	

IF THE FITNESSGRAM link does not display, contact James Gustafson (jgustafson1@sandi.net) to enable access.
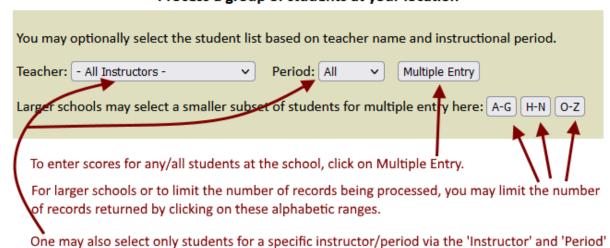
You will then be presented with this screen:

FITNESSGRAM Web System

This site will allow the user to input FITNESSGRAM Test results from tests administered in the San Diego school district.

Process a group of students at your location

You may optionally select the student list based on teacher name and instructional period.

Teacher: - All Instructors -   Period: All   Multiple Entry

Larger schools may select a smaller subset of students for multiple entry here: A-G H-N O-Z

To enter scores for any/all students at the school, click on Multiple Entry.

For larger schools or to limit the number of records being processed, you may limit the number of records returned by clicking on these alphabetic ranges.

One may also select only students for a specific instructor/period via the 'Instructor' and 'Period' filter lists.

Finally, you will be presented with the page where participation results may be entered:

| Student # | Last name | First name | Grade | Class | Aerobic Capacity | Abdominal Strength | Trunk Extensor | Upper Body Strength | Flexibility |
					Walk / Run / Pacer	Curl-Ups	Trunk Lift	Push Up / Pull Up Arm Hang	Sit-Reach Shoulder Stretch
			05		☑	☑	☑	☑	☑
			05		☐	☑	☑	☑	☐
			05		☑	☑	☐	☐	☐
			05		☐	☐	☐	☐	☐
			05		☐	☐	☐	☐	☐

Simply check each box where the student participated in that portion of the test. To save the data, scroll to the bottom of the page and click 'Submit'.

YOU ARE ENCOURGED to save the data often. If internet connection is lost prior to saving, any unsaved input will be lost.

To exit the screen after entering and saving data, scroll to the bottom and click 'Cancel'.