

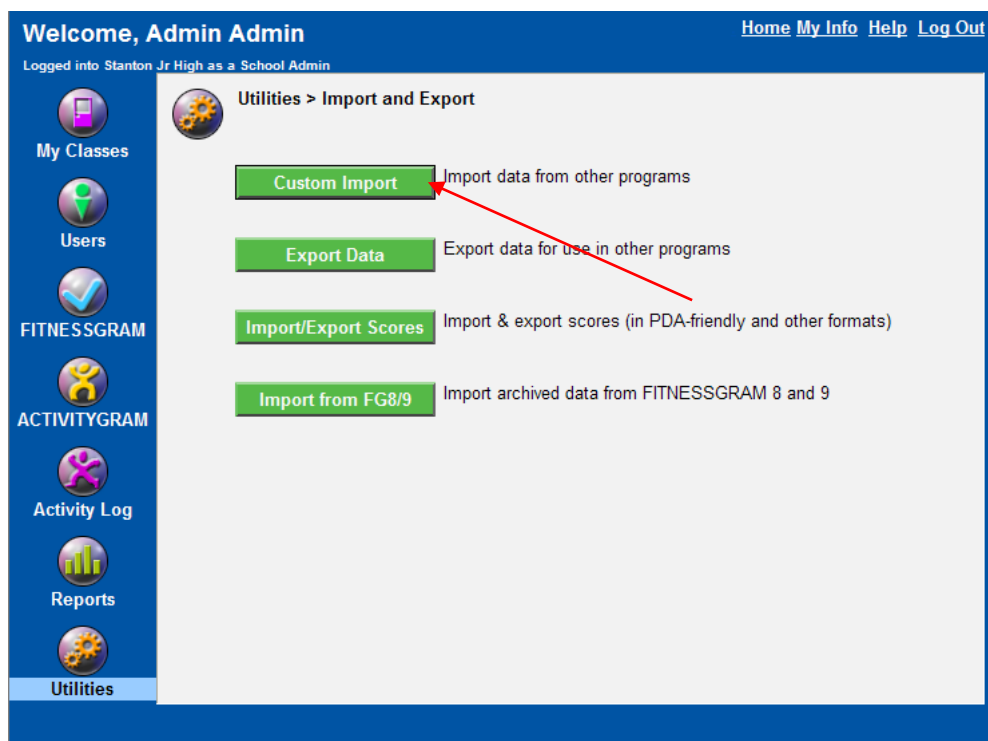
Fitnessgram 9 Custom Imports

In Fitnessgram 9 you can import information to create the necessary data relationships of school, teacher, class, and student. These data relationships must be established before you can use any features in the program, such as creating Fitnessgram test events and entering scores. This help file provides information on the variables that can be imported into your Fitnessgram 9 program. You can import the following information separately or in combination:

Custom Import

FITNESSGRAM 9 will import data from custom, comma-delimited (.csv) files.

Click on the Utilities button on the left hand side to access the Import and Export Menu. Click on the Custom Import button.



Select the type of import you would like to create. There are five options to choose from:

Custom Teacher data (this file is used to create Teachers and import their usernames, passwords, emails and demographic information if needed)

Custom Class data (this file is used to create Classes and all relevant information)

Custom Student Data (this file is used to create Students but not to assign them to Classes)

Custom Student Data, Student, Teacher, and Class data (this file can be used to import Teacher and Class names as well as all the custom student data, assigning the students to the classes for the Teacher. This is the most commonly used import file.)

Custom School Administrator data (this file is used to create Administrators and import their usernames, passwords, emails and demographic information if needed)

Note: Each import option will require you to have the unique School ID. If you do not know your school ID you will need to check with your Fitnessgram administrator. You may also need your unique Teacher ID for some imports. If importing Students you will need their unique Student ID as well. Teacher and Student IDs cannot be the same. IDs must be unique State/District wide. If importing into a school version of Fitnessgram 9 they just need to be unique within your School. If importing new Teachers and Students you will need to have their unique usernames as well as passwords. Passwords do not have to be unique but the usernames do.

Custom Teacher Data

Welcome, dadmin1 dadmin1
Logged into Heritage Comm School as a District Admin

Home My Info Help Log Out

Utilities > Import > Form [Go to List of Import Logs](#)

Step 1. Select the type of import file:
Custom Teacher data

Step 2. Select a Match option:
ID Number

Step 3. Tell FITNESSGRAM the order of the fields in the custom file:

(Fields not in the file)

(Order of fields in the file)

01. Skip Field

01. School ID*
02. Teacher ID*
03. Teacher First Name*
04. Teacher Last Name*
05. Teacher Middle Initial
06. Teacher Nickname
07. Teacher Username*
08. Teacher Password*
09. Teacher Email
10. Teacher Address 1
11. Teacher Address 2
12. Teacher Address 3
13. Teacher City
14. Teacher State
15. Teacher ZIP

* School ID must either be included or chosen in step 5
* Field must be included to create a teacher

This import allows for the importing of 16 fields of teacher-related data:

- School ID*
- Teacher ID*

- Teacher First Name*
- Teacher Last Name*
- Teacher Middle Initial
- Teacher Nickname
- Teacher Username*
- Teacher Password*
- Teacher Email
- Teacher Address 1
- Teacher Address2
- TeacherAddress3
- Teacher City
- Teacher State
- Teacher ZIP
- Teacher is Active? (Y/N)

*Indicates a field that is required; if it is not in the import file, the import will fail. Teacher username and password are required for any new Teacher being created.

Custom Class Data

Welcome, dadmin1 dadmin1 [Home](#) [My Info](#) [Help](#) [Log Out](#)
 Logged into Heritage Comm School as a District Admin

Utilities > Import > Form [Go to List of Import Logs](#)

Step 1. Select the type of import file:
 Custom Class data

Step 2. Select a match option:
 ID Number

Step 3. Tell FITNESSGRAM the order of the fields in the custom file:
 (Fields not in the file)
 01. Skip Field

(Order of fields in the file)
 01. School ID*
 02. Class Name*
 03. Class Description
 04. Class Start Date
 05. Class End Date
 06. Teacher ID**
 07. Teacher First Name**
 08. Teacher Last Name**
 09. Teacher Middle Initial
 10. Teacher Nickname
 11. Teacher Username**
 12. Teacher Password**
 13. Teacher Email
 14. Teacher Address 1
 15. Teacher Address 2

* School ID must either be included or chosen in step 1
 * Field must be included to create a class
 ** Fields must be present if creating a new new teacher along with the class

This import makes it possible to import 20 fields of class-related data:

- School ID*
- Class Name*
- Class Description
- Class Start Date*
- Class end Date*

- Teacher ID**
- Teacher First Name**
- Teacher Last Name**
- Teacher Middle Initial
- Teacher Nickname
- Teacher Username*
- Teacher Password*
- Teacher Email
- Teacher Address 1
- Teacher Address2
- TeacherAddress3
- Teacher City
- Teacher State
- Teacher ZIP
- Teacher is Active? (Y/N)

*Indicates a field that is required; if it is not in the import file, the import will fail.

**Fields must be present if creating a new teacher along with the class. Teacher username and password are required for any new Teacher being created.

Note: If you will be doing routine imports it is required that you use a Class Start and End Date. This will prevent the future imports from duplicating classes versus updating the existing class.

Custom Student Data

Welcome, admin1 admin1
Logged into Heritage Comm School as a District Admin

Home My Info Help Log Out

Utilities > Import > Form
Go to [List of Import Logs](#)

Name: Custom Student data ID Number: [dropdown]

Step 3. Tell FITNESSGRAM the order of the fields in the custom file:

(Fields not in the file)

01. Skip Field

(Order of fields in the file)

01. School ID*
02. Student ID*
03. Student First Name*
04. Student Last Name*
05. Student Middle Initial
06. Student Nickname
07. Student Birthdate*
08. Student Grade (K-12)*
09. Student Gender (M/F)*
10. Student Ethnicity Code
11. Student Username*
12. Student Password*
13. Student Report Email
14. Parent Report Email 1
15. Parent Report Email 2

* School ID must either be included or chosen in step 5
* Field must be included to create a student

This import makes it possible to import 25 fields of student-related data:

- School ID*

- Student ID*
- Student First Name*
- Student Last Name*
- Student Middle Initial
- Student Nickname
- Student Birthdate*
- Student Grade (K-12)*
- Student Gender (M/F)*
- Student Ethnicity Code
- Student Username*
- Student Password*
- Student Report Email
- Parent Report Email 1
- Parent Report Email 2
- Student Address 1
- Student Address 2
- Student Address 3
- Student City
- Student State
- Student ZIP
- Student Print Body Comp? (Y/N)
- Student Print Report in Spanish? (Y/N)
- Student Permanent Exemption Code
- Student is Active? (Y/N)

*Indicates a field that is required; if it is not in the import file, the import will fail. Student username and password are required for creating new students. If you would like the program to generate a username and password for you, you can create those two fields and enter "autogen" (without the quotation marks) and the application will generate the username and passwords for you.

Custom Student, Teacher, and Class Data

Welcome, dadmin1 dadmin1
Logged into Heritage Comm. School as a District Admin

Home My Info Help Log Out

Utilities > Import > Form
Go to [List of Import Logs](#)

Title: Student, Teacher, and Class data ID number

Step 3. Tell FITNESSGRAM the order of the fields in the custom file:

(Fields not in the file)

01. Skip Field

(Order of fields in the file)

01. School ID**
02. Student ID***
03. Student First Name***
04. Student Last Name***
05. Student Middle Initial
06. Student Nickname
07. Student Birthdate***
08. Student Grade (K-12)***
09. Student Gender (M/F)***
10. Student Ethnicity Code
11. Student Username***
12. Student Password***
13. Student Report Email
14. Parent Report Email 1
15. Parent Report Email 2

^ School ID must either be included or chosen in step 5
* Field must be included to create a class
*** Fields must be present to create a teacher
**** Field must be included to create a student

This import makes it possible to import 44 fields of student, teacher, and class related data:

- School ID*
- Student ID***
- Student First Name***
- Student Last Name***
- Student Middle Initial
- Student Nickname
- Student Birthdate***
- Student Grade (K-12)***
- Student Gender (M/F)***
- Student Ethnicity Code
- Student Username***
- Student Password***
- Student Report Email
- Parent Report Email 1
- Parent Report Email 2
- Student Address 1
- Student Address 2
- Student Address 3
- Student City
- Student State
- Student ZIP
- Student Print Body Comp? (Y/N)
- Student Print Report in Spanish? (Y/N)
- Student Permanent Exemption Code
- Student is Active? (Y/N)
- Class Name*

- Class Description
- Class Start Date****
- Class end Date****
- Teacher ID**
- Teacher First Name**
- Teacher Last Name**
- Teacher Middle Initial
- Teacher Nickname
- Teacher Username**
- Teacher Password**
- Teacher Email
- Teacher Address 1
- Teacher Address2
- TeacherAddress3
- Teacher City
- Teacher State
- Teacher ZIP
- Teacher is Active? (Y/N)

*Indicates a field that is required; if it is not in the import file, the import will fail.

**Fields must be present in order to create a teacher. Teacher username and password are required for any new Teacher being created.

***Fields must be present in order to create a student. Student username and password are required for creating new students. If you would like the program to generate a username and password for you, you can create those two fields and enter “autogen” (without the quotation marks) and the application will generate the username and passwords for you.

**** **Note:** If you will be doing routine imports it is required that you use a Class Start and End Date. This will prevent the future imports from duplicating classes versus updating the existing class.

Custom School Administrator Data

The screenshot shows a web application interface for importing custom school administrator data. The page title is "Utilities > Import > Form" and the user is logged in as "admin1 dadmin1". The interface is divided into three steps:

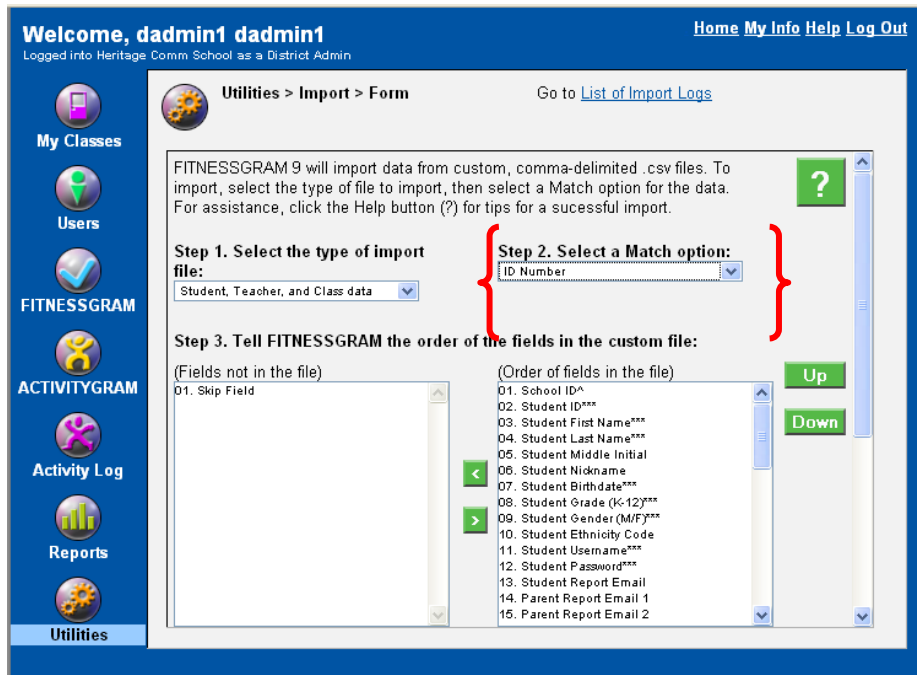
- Step 1. Select the type of import file:** A dropdown menu is set to "Custom School Administrator data".
- Step 2. Select a Match option:** A dropdown menu is set to "ID Number".
- Step 3. Tell FITNESSGRAM the order of the fields in the custom file:** This step consists of two columns of fields. The left column, titled "(Fields not in the file)", contains "01. Skip Field". The right column, titled "(Order of fields in the file)", contains a list of 15 fields: "01. School ID*", "02. School Admin ID*", "03. School Admin First Name*", "04. School Admin Last Name*", "05. School Admin Middle Initial", "06. School Admin Nickname", "07. School Admin Username*", "08. School Admin Password*", "09. School Admin Email", "10. School Admin Address 1", "11. School Admin Address 2", "12. School Admin Address 3", "13. School Admin City", "14. School Admin State", and "15. School Admin ZIP". Green "Up" and "Down" buttons are positioned between the columns to allow reordering.

At the bottom of the form, there are four asterisked notes: "* School ID must either be included or chosen in step 6", "* Field must be included to create a class", "** Fields must be present to create a teacher", and "*** Field must be included to create a student".

This import makes it possible to import 16 fields of custom school administrator data:

- School ID*
- School Admin ID*
- School Admin First Name*
- School Admin Last Name*
- School Admin Middle Initial
- School Admin Nickname
- School Admin Username*
- School Admin Password*
- School Admin Email
- School Admin Address 1
- School Admin Address 2
- School Admin Address 3
- School Admin City
- School Admin State
- School Admin ZIP
- School Admin is Active? (Y/N)

*Indicates a field that is required; if it is not in the import file, the import will fail. The username and password are required for creating any new user.



Select a Match option. Selecting a match option will prevent importing duplicate data. There are two match options:

First, last, birthdate (individuals will not be imported if they already exist, only information that has changed will be updated)

ID number (individuals will not be imported if they already exist, only information that has changed will be updated)

Tell FITNESSGRAM the order of the fields in the custom file.

Select the order of fields as they appear in the import file. The order of the fields in the import box must be in the same order as they appear in your file. If not, then your data will not be imported into the program accurately.

Use the "Add >" and "< Remove" buttons to place the correct fields in the right column. Place "skip field" into the fields in the file list at any point where you choose to skip a field in your comma delimited text file.

The up and down buttons let you put the fields list in the same order as the data in your import document.

NOTE: The order of the fields in the import box must be in the same order as they appear in your file. If not, then your data will not be imported into the program accurately. If your data has a column that will not be imported into Fitnessgram, be sure to insert "skip field" in the proper location. *Please take note of the required fields for your import.*

The screenshot shows the 'Import > Form' interface in the Fitnessgram system. The user is logged in as 'admin1 dadmin1'. The interface is divided into several sections:

- Step 1. Select the type of import file:** A dropdown menu is set to 'Student, Teacher, and Class data'.
- Step 2. Select a match option:** A dropdown menu is set to 'ID Number'.
- Step 3. Tell FITNESSGRAM the order of the fields in the custom file:** This section contains two lists:
 - (Fields not in the file):** A list with one entry: '01. Skip Field'. A yellow arrow points to this entry.
 - (Order of fields in the file):** A list of 15 fields: '01. School ID^', '02. Student ID***', '03. Student First Name***', '04. Student Last Name***', '05. Student Middle Initial', '06. Student Nickname', '07. Student Birthdate***', '08. Student Grade (K-12)***', '09. Student Gender (M/F)***', '10. Student Ethnicity Code', '11. Student Username***', '12. Student Password***', '13. Student Report Email', '14. Parent Report Email 1', '15. Parent Report Email 2'. This list has 'Up' and 'Down' buttons next to it for reordering.

At the bottom, there is a legend for field types:

- ^ School ID must either be included or chosen in step 5
- * Field must be included to create a class
- *** Fields must be present to create a teacher
- **** Field must be included to create a student

A red bracket groups the first four items in the legend, with the text **Required fields** next to it.

Click the Browse button to navigate to the filepath where your custom import file is located.

Welcome, Admin Admin [Home](#) [My Info](#) [Help](#) [Log Out](#)

Logged into Stanton Jr High as a School Admin

Utilities > Import > Form [Go to List of Import Logs](#)

04. Student Last Name***
05. Student Middle Initial
06. Student Nickname
07. Student Birthdate***
08. Student Grade (K-12)***
09. Student Gender (M/F)***
10. Student Ethnicity Code
11. Student Username***
12. Student Password***
13. Student Report Email
14. Parent Report Email 1

* School ID must either be included or chosen in step 5
* Field must be included to create a class
** Fields must be present to create a teacher
*** Field must be included to create a student

Step 4. Locate your import file:

Allow duplicate student IDs

[Return to Utilities](#)

If you are importing into a School version and have removed the School ID from the list on the right, you will see additional fields for selecting the School Name as Step 4 instead of the location of your import file. Select the District Name and the School Name.

Users

FITNESSGRAM

ACTIVITYGRAM

Activity Log

Reports

Utilities

33. Teacher Nickname
34. Teacher Username**
35. Teacher Password**

* School ID must either be included or chosen in step 5
* Field must be included to create a class
** Fields must be present to create a teacher
*** Field must be included to create a student

Step 4. Select a school, since no School ID is included in the import file:

Brian's Test District
Brian's Test School

Step 5. Locate your import file:

Allow duplicate student IDs

[Return to Utilities](#)

Note: Click the Allow duplicate IDs checkbox if you have students that will be imported into more than one class. If your student's are only in one class in your import file you may want to leave this unchecked so the import process will find duplicates and report the errors to you.

Click the Upload button to begin the import.

The screenshot shows a web application interface for importing data. On the left is a vertical navigation menu with icons and labels: Users, FITNESSGRAM, ACTIVITYGRAM, Activity Log, Reports, and Utilities. The main content area contains a form with the following elements:

- Three dropdown menus at the top: "21. Student Print Body Comp? (Y/N)", "22. Student Print Report in Spanish? (Y/N)", and "23. Student Permanent Exemption Code".
- A warning box with the following text:
 - ^ School ID must either be included or chosen in step 5
 - * Field must be included to create a class
 - ** Fields must be present to create a teacher
 - *** Field must be included to create a student
- Step 4. Select a school, since no School ID is included in the import file:**
 - Hereford ISD (selected in dropdown)
 - Bluebonnet Elementary (selected in dropdown)
- Step 5. Locate your import file:**
 - File path: C:\Documents and Settings\wettew\Desktop\customerimport.csv
 - Browse... button
- Upload button (green)
- Allow duplicate student IDs
- [Return to Utilities](#)

You will see the progress of your import. If you are importing large files or other users in your district/school are also importing this may impact the processing time of your file. Files can be imported simultaneously but it might affect the time in which they complete. If your progress bar does not show active right away please be patient as it may be processing through the records before importing.

The screenshot shows the progress screen of the import process. At the top, it says "Welcome, Admin Admin" and "Logged into Stanton Jr High as a School Admin". There are links for "Home", "My Info", "Help", and "Log Out". The navigation menu on the left includes "My Classes", "Users", and "FITNESSGRAM". The main content area shows the breadcrumb "Utilities > Import > Form" and a link "Go to List of Import Logs". The status "Importing the file." is displayed with a loading spinner icon.

After your import is complete you will see the feedback on the results. Click on View the import logs to see the errors.

The screenshot shows a web interface with a blue header and a left sidebar. The header includes the text "Welcome, Admin Admin" and navigation links "Home My Info Help Log Out". Below the header, it says "Logged into Stanton Jr High as a School Admin". The sidebar contains icons for "My Classes", "Users", "FITNESSGRAM", "ACTIVITYGRAM", "Activity Log", "Reports", and "Utilities". The main content area is titled "Utilities > Import > Form" and contains a message: "Your file has been imported. However, there was one type of error encountered." Below the message are two links: "View the import logs" and "Import another file".

Click on View errors to see the error messages or Download errors to download the errors in a CSV file to correct and re-import.

The screenshot shows the same web interface as the previous one, but the main content area is titled "Utilities > Import > Logs". It includes a link "Go to Custom Import Form" and a table with the following data:

Date	Time	Status	Errors	Actions
11/24/2010	12:42:31 AM	Finished	4	Delete View errors Download errors

If you click on View errors you will see how many errors occurred and the description of each.

Welcome, Admin Admin [Home](#) [My Info](#) [Help](#) [Log Out](#)
Logged into Stanton Jr High as a School Admin

Utilities > Import > Logs [Go to Custom Import Form](#)


Date	Time	Status	Errors	Actions
11/24/2010	12:42:31 AM	Finished	4	Delete Hide errors Download errors
	How Many	Problem		
	4	ERROR: Can not create a student without the following fields: StudentUserID FirstName LastName Birthdate Grade and Gender		


My Classes
Users
FITNESSGRAM
ACTIVITYGRAM
Activity Log
Reports
Utilities

If you click on Download errors you will have the option to Open the file or Save it. If you save the file you can edit the errors and import just that csv file after the corrections are made.

File Download [X]

Do you want to open or save this file?

 Name: FailedRows.CSV
Type: Microsoft Office Excel Comma Separated Values File
From: fg-testhk

 While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Here is an example of the error file if you download the errors. It provides the error message and all your fields for just the records that did not import. You can make the changes to this file, then remove the error column and the header row and then import the corrections into the application.

The screenshot shows a Microsoft Excel spreadsheet titled "FailedRows[1].CSV". The spreadsheet has a header row (row 1) and data rows (rows 2-5). The header row contains the following columns: ErrorMessage, CIF_Schoc, CIF_Stude, CIF_Stude, CIF_Stude, CIF_Stude, CIF_Stude, CIF_Stude, CIF_Stude, CIF_Stude, CIF_Class, CIF_Class, CIF_Class, CIF_Teach, CIF_Teach, CIF_Teach, CIF_Teach, CIF_Teacher, password. The data rows contain error messages and corresponding data values.

	ErrorMessage	CIF_Schoc	CIF_Stude	CIF_Stude	CIF_Stude	CIF_Stude	CIF_Stude	CIF_Stude	CIF_Stude	CIF_Class	CIF_Class	CIF_Class	CIF_Teach	CIF_Teach	CIF_Teach	CIF_Teach	CIF_Teacher	password
1	ERROR: Ca HHS	15206	Pratham	Sethi	#####	M	200	15206	15206	Hartman	#####	#####	JT	John	Trussell	Trussell	Trussell	
2	ERROR: Ca HHS	17187	Leo	Campagne	#####	M	700	17187	17187	Kotzen	#####	#####	JT	John	Trussell	Trussell	Trussell	
3	ERROR: Ca HHS	15208	Saif	Qureshi	#####	M	200	15208	15208	Kotzen	#####	#####	JT	John	Trussell	Trussell	Trussell	
4	ERROR: Ca HHS	15178	Nicholas	Emenecke	#####	M	700	15178	15178	Yula	#####	#####	JT	John	Trussell	Trussell	Trussell	

Note: If importing more than one large file at a time the files will import simultaneously. With a progress bar for each import file displaying progress.

Please contact technical support if you need further information or assistance:

Technical Support

Monday through Friday, 7 am to 7 pm CST, except holidays

Phone: 217.351.5076 option 3 for Technical Support

E-mail: support@hkusa.com