

Fitnessgram In-Service
October 22, 29, and November 5, 2008
Fourth Edition Test Administration Manual
Pages 115-134 (Reference)

- 1) Log On-User Name and Password (Your school district log on name for email and PW is 123).
- 2) Choose yourself as Teacher
- 3) Classes (build your own by names of 4th grade teachers or for secondary by class periods.
- 4) Students- All students assigned to you in one huge list. You need to divide them up by assigning them to the classes you just set up.
- 5) Move Students is the action you will take to set up your classes (p.129 in manual).
- 6) To access “move students” go to the **Utilities tab** on the top menu bar of your window.
- 7) All of your students will appear in the left box of the "move students" window.
- 8) You should also see your school name, your name as teacher, and the class listed however it is listed by the district.
- 9) On the right side your box will be blank because that is where you are going to move the students to and assign them a class period.
- 10) Make sure your school’s name and your name appears above the box on the right side.
- 11) Where you see the “class” drop down menu, you select a class name/period that you wish to assign the students to.
- 12) Now go back over to the left box to select the students you wish to move.
- 13) You right click on the first student you wish to select. You can select the entire class of students to be moved by holding down the ctrl key (control key) as you right click on their name. After all students are highlighted, you are ready to move them.
- 14) At the bottom of the page, you will see two tabs of arrows. One tab sends students from the left box to the right box (the tab you want to push) and the other set of arrows send students from the right to the left (not your choice). Once you press the arrow tab your class will be built and appear in the once empty right box.
- 15) Now continue until you have built all of your classes.
- 16) Students that appear in your large list (in the right box) that are NOT in any of your classes, require special attention. You must go back to the student tab on your right. Once you get there, select the “class” (the one from the school district not the ones you named). The students you wish to place INACTIVE will appear. You must select each one individually and the choose EDIT. A window with this student’s information will open. You will see a box in the middle of the window that says “**INACTIVE**”. Please right click the box so a check appears in it. You must continue this process for each student. **Please email Patti Elkin a list of these students’ names, your name and school name.**
- 17) If you are missing students, **Please email Patti Elkin a list of these students’ names, your name and school name.**

