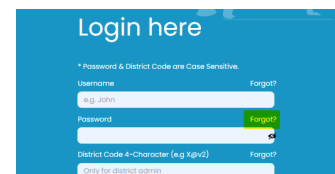


Getting Texas District Administrators Started with FitnessGram®

Step 1: Log In to <https://myhealthyzone.FitnessGram.net/>

- Upon activation, the District Administrators identified on the Intake Form will receive a welcome email from noreply@FitnessGram.net with login credentials.
- Once you are logged in, visit the account icon in the top right corner of your screen to reset your unique password.



Step 2: View District & Schools Page

Go to the System Administrator tab, select District & Schools, and perform the following tasks:

SYSTEM ADMINISTRATOR

[District & Schools](#)

- Check Participating Schools list to add or verify School Identifiers.**
 - To add or edit a School Identifier for your District or Charter and Campuses, click the school name and add/edit the ID field.
Since you are located in Texas, you will be required to use the county district campus number (CDCN).
- Check School Year Start Date.**
 - The default setting is July 1st, but the district can adjust to suit your schedule.
 - Test events and classes will archive once this month and day passes that you can access in Reports.

SCHOOLS	SCHOOL ID	LICENSE(S)
Participating Schools		
SCHOOLNAME		
Demo Elementary	DES	GetStartedDistrict (7/18/2023 to 7/17/2024)
Demo High	DHS	GetStartedDistrict (7/18/2023 to 7/17/2024)
Demo Middle	NA	GetStartedDistrict (7/18/2023 to 7/17/2024)

School Year Start Date:

01 July



Step 3: Import Data for Students, Teachers, and Class Rosters

Importing is recommended for adding rosters. Find detailed instructions at <https://help.fitnessgram.net/>

- Create a File** – Follow Step 2: Create a File with identified fields.
- Create a File Mapping** – Match fields used in the import file to FitnessGram by creating a new mapping. Leave any fields that aren't in your file on **Select**.
- Import File** – Import CSV file directly into FitnessGram or through OneRoster.
 - A preview screen will appear to verify any errors with your file before it begins processing.
 - FTP credentials for automated imports are available at the bottom of the import page.

Optional for IT Professionals:

[View FTP credentials for automated imports](#)

Step 4: Visit Manage Classes & Manage Users

Once an import has processed, click on the Data Management tab and verify student, class, and teacher assignments added correctly. If your data needs to be modified, simply update your file and complete the import process again.

Step 5: Share Logins with Teachers

- District Administrators are responsible for providing teachers their username and password, once FitnessGram is ready for them to access.
- Refer teachers to the [help site](https://help.fitnessgram.net/) to learn how to use the software.

For further technical support, please contact the FitnessGram Help Desk:

<https://help.fitnessgram.net>