

## FitnessGram Frequently Asked Questions

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## District Administrators

### Accounts/Log In

#### 1. How do I get my login information?

*Please check your email as you should have received your login information after completing the intake form. Should you not have an email, please use the “Forgot?” button next to each credential. If you do not have an email address on file, please let us know at <https://help.fitnessgram.net/help-desk/>, and we will identify this information after confirming your account.*

#### 2. My administrator has left the district/charter. How do I access the system?

*If you are new to the platform and need an account at the District Administrator level, please have your supervisor send an email verifying this level of access to the FitnessGram Help Desk <https://help.fitnessgram.net/help-desk/>. This is required for security purposes.*

#### 3. The district administrator in charge is no longer with the district/charter. Who do we contact to remove access for that district administrator?

*If you have a district administrator role, you can go to System Administrator > District and Schools > where you can edit the administrators assigned to your school district or charter.*

*If you do not have a district administrator role, you will need to contact an administrator in your district to complete this step or complete the steps to become an administrator*

## Imports /Rostering

### 1. How do I import my information into the system?

*The import process is the recommended way for Texas public schools to add or update student, teacher, and class assignments. The steps to import include checking districts or charters and campuses to make sure they have the required School IDs, creating a file, and importing via CSV file or OneRoster. The following page has videos (Import and OneRoster videos) that provide step-by-step instructions for both options:*

*<https://help.fitnessgram.net/texas/>.*

### 2. I'm having difficulty importing student, teacher, and campus data. Who can I contact with questions?

*For assistance with FitnessGram, visit <https://help.fitnessgram.net/help-desk/>.*

### 3. Our district or charter is missing a site or has opened a new school that needs to be added to FitnessGram.

*For assistance with FitnessGram, visit <https://help.fitnessgram.net/help-desk/>.*

### 4. We are making roster imports and receiving errors. How can we troubleshoot the import errors?

*For a detailed list of what your district or charter import errors are, you can log into our platform, click on Data Management > Imports > and then click on Import History. There you can then click on the number of errors in red, which will provide you with a quick overview of your errors and their location. You can also export your detailed error log by clicking on Export Errors. If you have any questions, please reach out to the FitnessGram Help Desk <https://help.fitnessgram.net/help-desk/>.*

### 5. When importing rosters, which IDs should be used for students?

*Student rosters must be imported with the 10-digit state student unique ID.*

### 6. How do I add a user?

*As a District Administrator, you can manage users either via roster imports or manually. The following page has videos (Import and Manage Users videos) that provide step-by-step instructions for both options: <https://help.fitnessgram.net/texas/>.*

## Test Data

### 1. Who is required to be assessed?

*All public-school students in grades 3–12 enrolled in a physical education course or any physical education substitute course or activity.*

### 2. What physical fitness assessments are required for grades 3-12?

#### **1) Aerobic Capacity (1 assessment from this list)**

*PACER OR  
One-Mile Run OR  
One-Mile Walk*

#### **2) Body Composition (1 assessment from this list)**

*BMI OR Skin-Fold*

#### **3) Muscular Strength and Endurance (3 assessments. See details)**

*Curl-Up, Trunk Lift AND one of the following:  
Push-Up OR  
Modified Pull-Up OR  
Flexed Arm Hang*

#### **4) Flexibility (1 assessment from this list)**

*Back Saver Sit and Reach OR  
Shoulder Stretch*

### 3. What is the deadline for submitting physical fitness data into FitnessGram?

*Physical Fitness Data must be entered by the second Friday in June.*

### 4. Are schools required to submit fall and spring fitness data?

*Schools are only required to submit physical fitness assessment data once per year.  
However, a district or charter may choose to assess students more than once throughout the year.*

**5. When should a test event end?**

*When creating a test event, you will be required to select a "Start Date" and an "End Date." This End Date determines the age of the student at the time of the assessment, therefore identifying the age-associated Healthy Fitness Zone Standards. When identifying these dates, please identify the total time you administered the assessment while keeping it as accurate as possible. You can enter scores at any point, regardless of these dates until the TEA deadline of the second Friday in June.*

**6. My district has completed entering data. How can I export the data for documentation purposes?**

*This process is optional as there is no requirement to "submit" data outside of the FitnessGram platform. If you would like to save an export of the data for your own files, a District Administrator is able to run a Data Export Report. To do so, go to the Reports tab and click Data Export on the top right corner. This will process a CSV file and is for your records only, as this file does not need to be submitted to TEA.*

**7. If my district has entered all data, how do I submit it to TEA?**

*Once your district has completed entering data, your district has met the TEA requirement of 'submitting' data. The data entered autosaves, and TEA pulls the data once the submission deadline has passed. There are no additional actions needed once the scores have been entered into the platform.*

**8. Does GreenLight provide data to TEA, or do we have to upload to PFAI?**

*TEA pulls FitnessGram data from the platform once the submission deadline has passed. You will not need to export your data or import it to PFAI.*

**9. If I am using FitnessGram, do I need to upload physical fitness assessment data to TEA?**

*After you have entered your student scores into your FitnessGram test event, you have completed the requirement. No additional data submission to TEA is required.*

**10. When can we opt-in for the next school year?**

*Please wait for physical fitness assessment announcements from Greenlight Fitness and TEA regarding the upcoming school year before taking action.*

## Teacher

### Accounts/Log In

#### **1. How do I get my login information? (Teacher)**

*If you have an email on file, you can use the “Forgot” button on the login screen. If you do not know the email on file, please reach out to your District Administrator. If you are not certain who this would be, reach out to the FitnessGram Help Desk <https://help.fitnessgram.net/help-desk/>.*

#### **2. I am able to log in, but I don’t see any classes.**

*It seems an import has not yet been completed for your district. Please reach out to your District Administrator to complete an import.*

#### **3. My educator has left our campus. How do I access the system?**

*If you are new to the platform and need an account, please reach out to your District Administrator. If you are not certain who this would be, reach out to the FitnessGram Help Desk <https://help.fitnessgram.net/help-desk/>.*

### Test Events

#### **1. Who is required to be assessed?**

*All public-school students in grades 3–12 enrolled in a physical education course or any physical education substitute course or activity are required to be assessed.*

#### **2. What physical fitness assessments are required for grades 3-12?**

##### **1) Aerobic Capacity (1 assessment from this list)**

*PACER OR  
One-Mile Run OR  
One-Mile Walk*

##### **2) Body Composition (1 assessment from this list)**

*BMI OR Skin-Fold*

**3) Muscular Strength and Endurance (3 assessments. See details)**

*Curl-Up, Trunk Lift **AND** one of the following:*

*Push-Up **OR***

*Modified Pull-Up **OR***

*Flexed Arm Hang*

**4) Flexibility (1 assessment from this list)**

*Back Saver Sit and Reach **OR***

*Shoulder Stretch*

**3. What is the deadline for submitting physical fitness data to FitnessGram?**

*Physical Fitness Data must be entered by the second Friday in June.*

**4. If I am using FitnessGram, do I need to upload physical fitness assessment data to TEA?**

*After you have entered your student scores into your FitnessGram test event, you have completed the requirement. No additional data submission to TEA is required.*

**5. Are schools required to submit fall and spring fitness data?**

*Schools are only required to submit physical fitness assessment data once per year. However a, a district or charter may choose to assess students more than once throughout the year.*

**6. How do I enter scores?**

*To enter scores, you will need to create a test event. The following page has a video (Create Event video) that provides step-by-step instructions:*

*<https://help.fitnessgram.net/texas/>. You can delete events at any point, but please note this will also delete the data entered in the event. Should you need any further assistance, please do not hesitate to reach out to the FitnessGram Help Desk <https://help.fitnessgram.net/help-desk/>.*

**7. How do I create an event?**

*To create an event, you will go to the FitnessGram tab and click Create Event. The following page has a video (Create Event video) that provides step-by-step instructions:*

*<https://help.fitnessgram.net/texas/>. You can delete events at any point, but please note this will also delete the data entered in the event. Should you need any further assistance, please do not hesitate to reach out to the FitnessGram Help Desk <https://help.fitnessgram.net/help-desk/>.*

## 8. How do I delete an event?

*To delete an event, you can click the garbage can icon and “Delete” at any point, but please note this will also delete the data entered in the event. If your District Administrator created the test event, you will need to contact them to make any event edits, as teachers are unable to “delete” test events created by higher roles. Should you need any further assistance, please do not hesitate to reach out to the FitnessGram Help Desk <https://help.fitnessgram.net/help-desk/>.*

## 9. How do I enter an exemption for a student?

*Click the student’s name within the event. A box will appear for you to select the test items in order to apply the exemption. Please note, the only allowable exemption applies to students with a physical limitation or disability as outlined in Texas Education Code [\(TEC\) §38.101\(b\)](#)*

## Manage Classes/Users

### 1. How do I create or delete a class in the system?

*The import process is the recommended way for Texas public schools to add, update, or unassign classes. However, you can manually manage users and classes within the software too. The following page has a video (Manage Users video) that provides step-by-step instructions on the FitnessGram help desk <https://help.fitnessgram.net/texas/>.*

### 2. How do I add a user?

*As a Teacher, you are able to request adding a user. This request will need to be approved by your School or District Administrator for data privacy reasons.*

## Reports

### 1. How can I generate and export reports for parents?

*Go to the Reports tab and click on the FitnessGram Student Report icon. When you select the Email icon at the top of the page, you can email reports directly to students and/or parents. Parent email addresses must be included in the roster files added by District Administrators to use the email feature for parents. Otherwise, reports can be printed and distributed in physical form.*

## Resources/Information/Support

### **1. Where can I find FitnessGram test administration resources?**

*You can find test administration resources such as protocol videos, cadences, and the FitnessGram Administration Manual under SmartCoach Resources on the right-hand side navigation.*

### **2. If I need technical assistance, who do I contact for support?**

*For assistance with FitnessGram, please visit the FitnessGram Help Desk  
<https://help.fitnessgram.net/help-desk/>.*