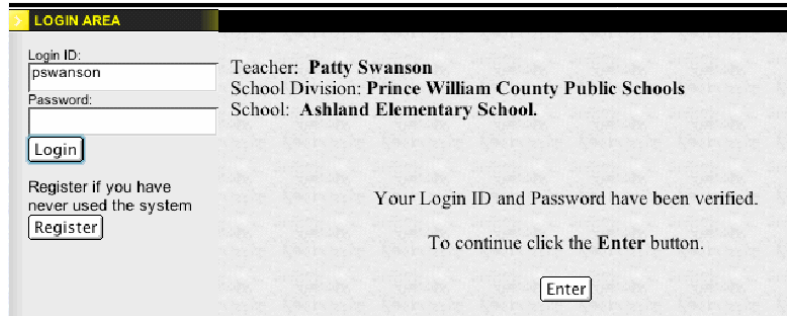


# Virginia Fitness Data Management

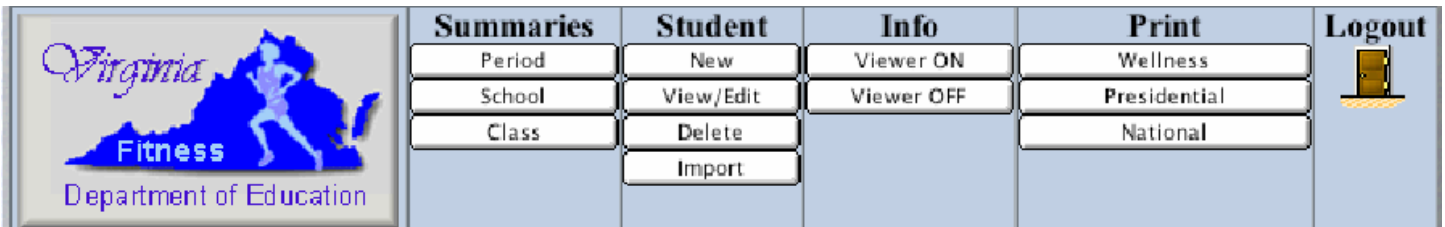
**NOTE: Your browser must be set to Internet Explorer to access the Virginia Fitness website:**  
[www.costech.ca/fitness](http://www.costech.ca/fitness)

## I. Front Page - LOGIN



- First-time user should click Register.
- Each school has been assigned a Password. Teachers will distinguish their classes by registering their own names and the school password. Enter your name the way you want it to appear on reports and certificates.

## II. WORK AREA TOOL BAR



## III. SUMMARIES display the statistics and graphics calculated from data you enter on your students.

### - PERIOD

- Remember to select the Assessment (Fall/Spring) and the Period. (NOTE: Even when you enter another period, the value in the Period field always reverts to 1. Check the summary heading to be sure that you are looking at the correct period.)

- The chart below is a sample summary for a particular class period.

## Period Summary

[CLICK HERE for HELP](#)

Choose the Assessment:  Select Ethnic Group:

Choose the Period:   Chart

Division: Prince William County Public Schools										School: Ashland Elementary School										
Fall					Period: 1					Ethnicity: All					Teacher: Patty_Swanson					
Aerobic				Abdominal				Flexibility				Upper Body Strength				BMI				
Boys		Girls		Boys		Girls		Boys		Girls		Boys		Girls		Boys		Girls		
Age	Tested	Passed	Tested	Passed	Tested	Passed	Tested	Passed	Tested	Passed	Tested	Passed	Tested	Passed	Tested	Passed	BMI	%tile	BMI	%tile

## - CLASS

- Class view shows **personal and testing data** for all students in a particular teacher's classes. As well as viewing scores for **all** students that you teach, you can examine the number of "pass/fail" scores (**Within or Below standards**) for each teaching period. Note the color coding that immediately identifies awards winners, as well as the pie chart breakdowns at the end of the page.

## IV. ENTERING STUDENT DATA (including BMI)\*

<b>Teacher Name:</b> <input type="text" value="Patty Swanson"/>		
<b>Student ID Number:</b> <input type="text"/>		
<b>First Name:</b> <input type="text"/>	<b>Last Name:</b> <input type="text"/>	<b>Ethnicity:</b> <input type="text" value="Ethnicity Unknown"/>
<b>Date of Birth: mm/dd/yyyy</b> <input type="text"/>	<b>Grade:</b> <input type="text"/>	<b>Period:</b> <input type="text"/>
<b>Curl-ups ( amount )</b> <input type="text"/>	<b>Curl-ups (cadence) ( amount )</b> <input type="text"/>	<b>Partial curl-ups ( amount )</b> <input type="text"/>
<b>Sit &amp; Reach ( centimeters )</b> <input type="text"/>	<b>V-sit &amp; Reach ( inches )</b> <input type="text"/>	<b>Back Saver ( inches )</b> <input type="text"/>
<b>Pull-ups ( amount )</b> <input type="text"/>	<b>Push-ups ( amount )</b> <input type="text"/>	<b>Flexed Arm Hang ( seconds )</b> <input type="text"/>
<b>Pacer ( laps )</b> <input type="text"/>	<b>Mile Run ( minutes . seconds )</b> <input type="text"/>	<b>Shuttle Run ( minutes . seconds )</b> <input type="text"/>

- Click NEW to add data for your new students.

- Note the requirements for data format in each field, especially for Date of Birth (not 9/12/92 but 9/12/1992) and the Mile Run (not 9:30 but 9.30). If you don't follow the format or you leave a field blank, you will be alerted to your error. You can't proceed until you correct the problem.

- Click VIEW/EDIT to update student score, view comparisons, or edit information.

-\*\*Important: For a given assessment (Fall or Spring), enter all test scores for each student at one time.(This is a time saver for you.)

## V. IMPORT DATA

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## VI. INFO

- Viewer On allows you to see the above Info Utilities tool bar which lists a variety of fitness

<b>Info Utilities:</b>	<input type="button" value="Test Info"/>	<input type="button" value="Test Standards"/>	<input type="button" value="Special Needs"/>	<input type="button" value="Printing Instructions"/>	<input type="button" value="BMI"/>	<a href="#">CLICK HERE for HELP</a>
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information.

## VII. END OF YEAR REPORTS

- All fitness data must be entered into the online Virginia Fitness program by the Wellness Report deadline in May.

## VIII. DATA RESULTS – PRINTING CERTIFICATES

-Before printing certificates, remove Headers & Footers: Click on the File toolbar, then click Print Preview, and uncheck the Header and Footer boxes.

- To change page orientation: Click File -- Page Setup -- Landscape.

- When printing certificates REMEMBER that you have to type in each student's name.