



PURPOSE

Use this procedure to enter/edit **Physical Fitness Test (PFT)** scores in MiSiS for enrolled students in grade levels 4-12. The screen will be available for grades 5, 7 and 9 only during the **PFT** testing window; please note that data entry will not be available during the summer break.

WHY MUST I DO THIS?

The State Board of Education designated the FITNESSGRAM as the **PFT** for students in California public schools. **All** students in grades 5, 7 and 9 must take the FITNESSGRAM each spring. Students in grade 9 to “pass” need to score in the healthy fitness zone in at least five of six components to become eligible for an optional 2-year physical education exemption. Students in grades 10–12 who have not passed the FITNESSGRAM must retest those testing components where they did not score in the healthy fitness zone.

BEFORE YOU GET STARTED

Refer to the **PFT** policies, procedures and information located in the following websites:

- District Student Testing website <https://achieve.lausd.net/Page/7587>
- California Department of Education website <https://www.cde.ca.gov/ta/tg/pf/pftresources.asp>

LOG IN

1. Log in to MiSiS at <http://misis.lausd.net/start>, using your single sign-on (SSO).
2. Select the correct user role from the landing page. The following user roles will be able to perform the tasks outlined in this document:

School-Based roles: Principal, PE Teacher, Office Manager, Counselor, Categorical Program Coordinator, Secondary Athletic Director, and Scheduling Administrator

Central Office roles: District administrator, System Administrator, FitnessAdmin, ODA Testing Score User and ODA Testing Score Administrator

MENU PATH

Admin > PFT Mass Entry

REMINDERS

Review the PFT Class Roster or the Physical Fitness Test (PFT) Status Report (for students in grades 10-12) to find eligible students.

PROCEDURE

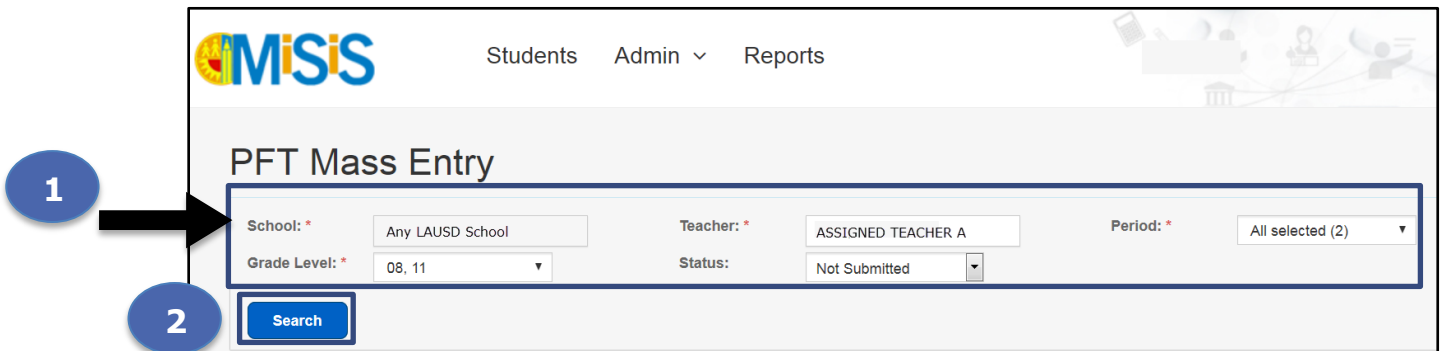
Step 1 Complete the parameters as necessary:

School and **Teacher** fields - only a single selection from the drop-down list is allowed for each field.

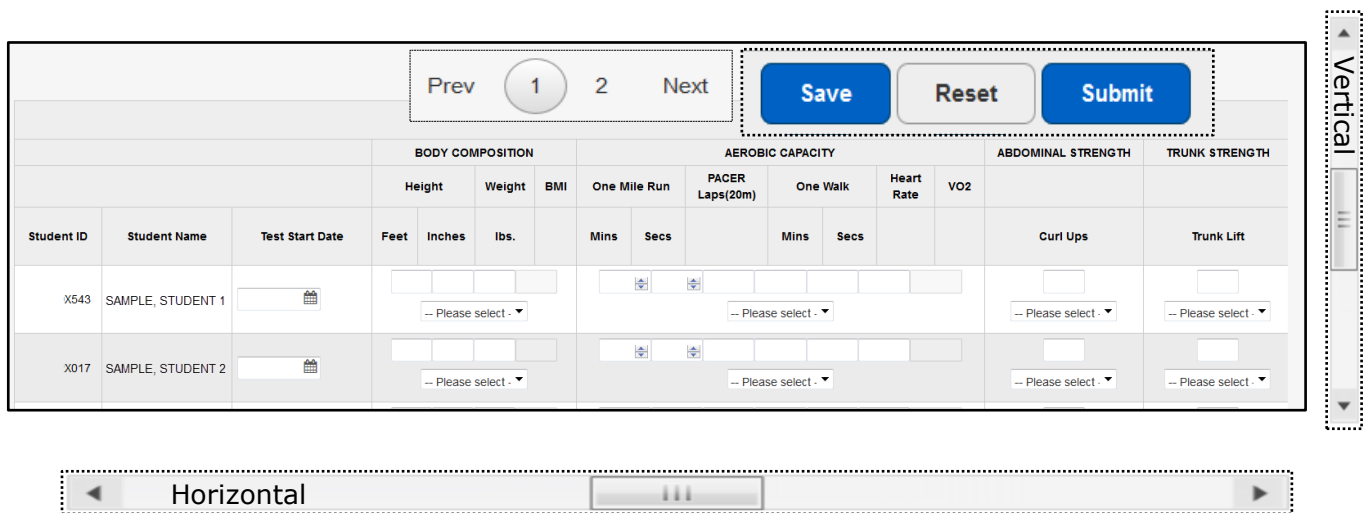
Period and **Grade Level** fields - select/deselect one or multiple options at a time by clicking in the checkbox next to each option or click the checkbox next to **Select all**.

Status field – select **Not Submitted** (default) or **Submitted**.

Step 2 Click the **Search** button to display the list of eligible students and test components.



Navigate the screen using the vertical/horizontal scroll bars/arrows or use the tab key/navigational keys on your keyboard to access all six components. You might have to scroll down to the bottom of the screen to locate the horizontal bar.



The screen will only display ten student records at a time – save any entries before navigating to the next page. Use the **Prev 1 / 2 Next** button(s) to display the next ten records; otherwise, the system will generate an alert message indicating that the unsaved data will be lost.



Are you sure you want to leave the page without saving the data? Unsaved data will be lost once you leave the page.

OK Cancel

Step 3 Click inside the **Test Start Date** field to display the calendar icon to select the test date.

			BODY COMPOSITION			
			Height		Weight	BMI
Student ID	Student Name	Test Start Date	Feet	Inches	lbs.	
X543	SAMPLE, STUDENT 1	<input type="text" value="3"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Please select -- Absent On Test Day And All Make Up Sessions IEP/Special Needs Medical Excuse

Test components (points to Height, Weight, BMI)

Entry fields (points to Test Start Date, Feet, Inches, lbs.)

Step 4 Click in the component’s entry field and **type** a valid value (images shown in the next pages). If the student did not take the test, leave the entry fields blank and select a valid reason from the **“Please select”** drop-down list located under those fields.

- Refer to the valid value range provided or hover the mouse pointer over the entry field to display a **tooltip** with the valid values for that field.

Body Composition

BODY COMPOSITION			
Height		Weight	BMI
Feet	Inches	lbs.	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Please enter a valid number between 30-400

-- Please select --

Valid Value Range	
Height	
Feet	Number between 3 - 7
Inches	Number between 0 - 11
Weight lbs.	Number between 30 - 400
BMI	System populated

The system will generate an error message in red, under the **Search** button, if invalid score values are entered or if a field is left blank. The entry field with the error will be highlighted in red, hover the mouse pointer over the field to display a tooltip with the correct value. The **Test Start Date** field does not display a tooltip.

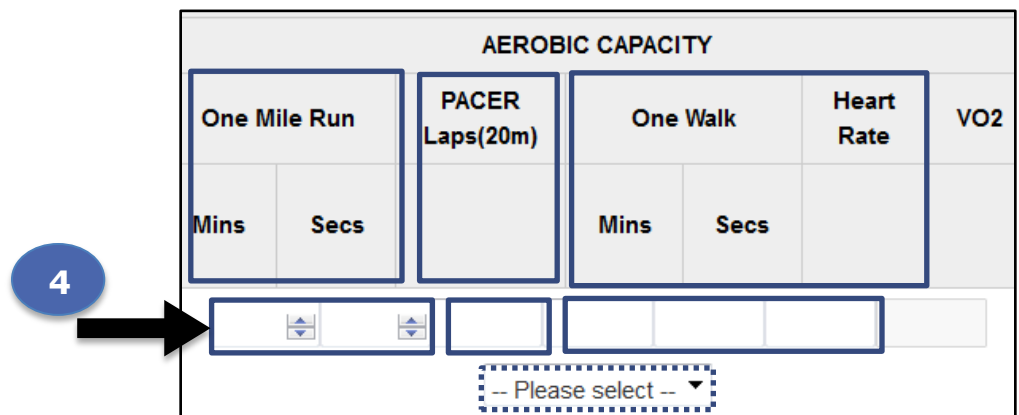
Input given is invalid please hover over the red box to see the error message

Test Start Date	BODY COMPOSITION			AEROBIC CAPACITY							
	Height		Weight	BMI	One Mile Run		PACER Laps(20m)	One Walk		Heart Rate	VO2
	Feet	Inches	lbs.		Mins	Secs		Mins	Secs		
<input type="text"/>	<input type="text" value="4"/>	<input type="text" value="3"/>	<input type="text" value="100"/>		<input type="text" value="20"/>	<input type="text" value="3"/>					
	-- Please select --				-- Please select --			-- Please select --			
<input type="text" value="2018-06-04"/>	<input type="text" value="5"/>	<input type="text" value="2"/>	<input type="text" value="122"/>		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="1000"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
	-- Please select --				-- Please select --			-- Please select --		Please enter a valid number between 1 and 190	

Aerobic Capacity

The aerobic capacity component provides **three test options**; scores can only be entered for one option. As the scores for a test option are being entered, the other options will become disabled. The VO2 field is system generated once the values are saved.

Follow these instructions to correct the data in a field whenever the component has more than one test option: (a) delete the data in the field, enter the correct value(s) and save **or** (b) delete the data in the field, enter the appropriate value(s) in one of the other option fields and save. The Reset button should not be used since it will delete the data from the selected option field but it will keep the other option fields disabled.



Valid Value Range

One Mile Run	
Mins	Number between 3 - 59
Secs	Number between 0 - 59
PACER Laps(20m)	
	Number between 1 - 190
One Walk	
Mins	Number between 3 - 59
Secs	Number between 0 - 59
Heart Rate	Number between 30 - 250
VO2	System generated

Abdominal Strength

Valid Value Range

ABDOMINAL STRENGTH

Curl Ups Number between 1 - 75



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Trunk Strength

Valid Value Range

TRUNK STRENGTH

Trunk Lift Number less than or equal to 12



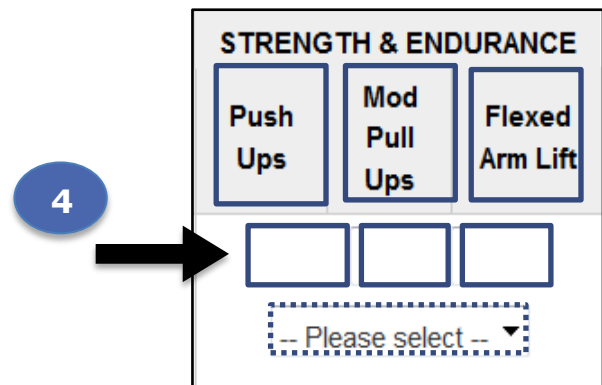
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Strength & Endurance

The strength and endurance component provides **three test options**; scores can only be entered for one option. As the scores for a test option are being entered, the other options will become disabled.

Valid Value Range

Push Ups	Number between 1 and 75
Modified Pull Ups	Number between 1 and 75
Flexed Arm Lift	Number less than or equal to 90

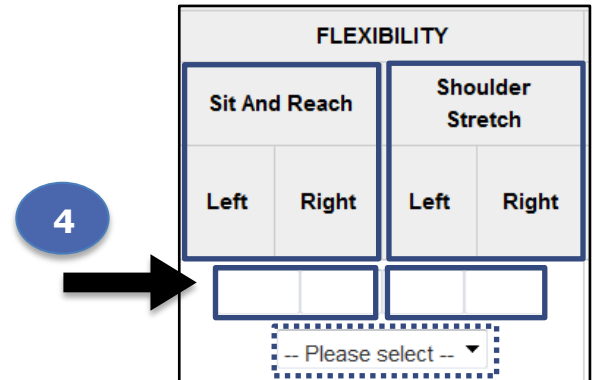


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Flexibility

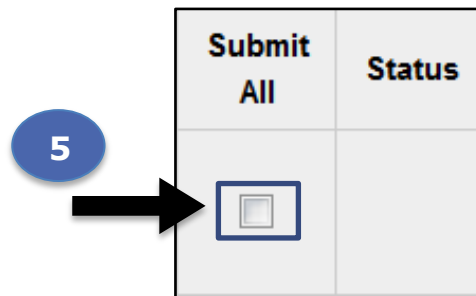
The flexibility component provides **two test options**; scores can only be entered for one option. As the scores for a test option are being entered, the other option will become disabled.

Valid Value Range	
Sit And Reach	
Left	Number less than or equal to 12
Right	Number less than or equal to 12
Shoulder Stretch	
Left	Y or N
Right	Y or N



The screenshot shows a form titled "FLEXIBILITY" with two main sections: "Sit And Reach" and "Shoulder Stretch". Each section has "Left" and "Right" columns. Below these sections are two input boxes, one for each section, and a dropdown menu with the text "-- Please select --". A blue circle with the number "4" and an arrow points to the input boxes.



Step 5 Click in the checkbox located to the far right of the student record, under the **Submit All** header, to place a checkmark prior to saving/submitting the scores.





The screenshot shows a table with two columns: "Submit All" and "Status". A blue circle with the number "5" and an arrow points to a checkbox in the "Submit All" column.

The following error message will display if a checkmark is not placed in the checkbox for the record actively being worked on.

Please Select at least one checkbox

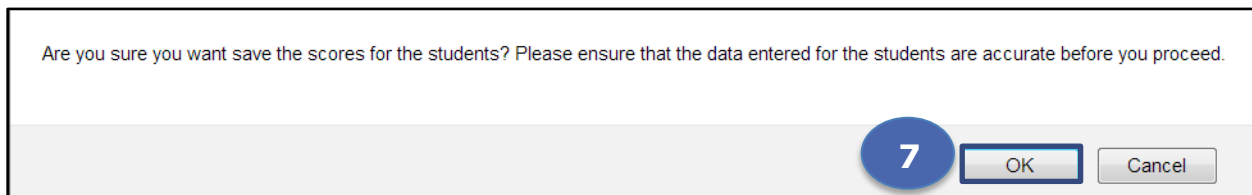
If a checkmark is accidentally placed in the **Submit All** checkbox for a student that displays results (pass  or fail ) from a previous test, the system will highlight the data field in red; correct the error by removing the checkmark and clicking the save button again.

The **Status** field will be automatically populated with the icon for the overall results (pass  or fail ).

Step 6 Click the **Save** button; if there are no errors or if they have been corrected, the scores will be saved temporarily. You may continue working on them up until before submitting them permanently. The **Reset** button will restore the data to the last save/update.



Step 7 Click the **Ok** button of the alert message generated.



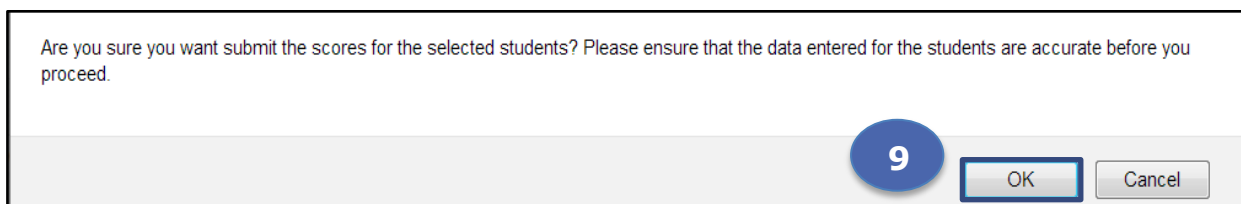
A **"Data Saved"** confirmation message will be posted under the student ID.

Student ID	Student Name	Test Start Date	BODY COMPOSITION				AEROBIC CAPACITY						
			Height		Weight	BMI	One Mile Run		PACER Laps(20m)	One Walk		Heart Rate	VO2
			Feet	Inches	lbs.		Mins	Secs		Mins	Secs		
X543 Data Saved*	SAMPLE, STUDENT 1	2018-06-04	4	3	100	27	20	0					57.6

Step 8 Click the **Submit** button to process and post all the scores to each individual student record.



Step 9 Click the **Ok** button of the alert message generated.



A **"Data Submitted"** confirmation message will be posted under the student ID.

Student ID	Student Name	Test Start Date	BODY COMPOSITION				AEROBIC CAPACITY						
			Height		Weight	BMI	One Mile Run		PACER Laps(20m)	One Walk		Heart Rate	VO2
			Feet	Inches	lbs.		Mins	Secs		Mins	Secs		
X543 Data Submitted*	SAMPLE, STUDENT 1	2018-06-04	4	3	100	27	20	0				57.6	