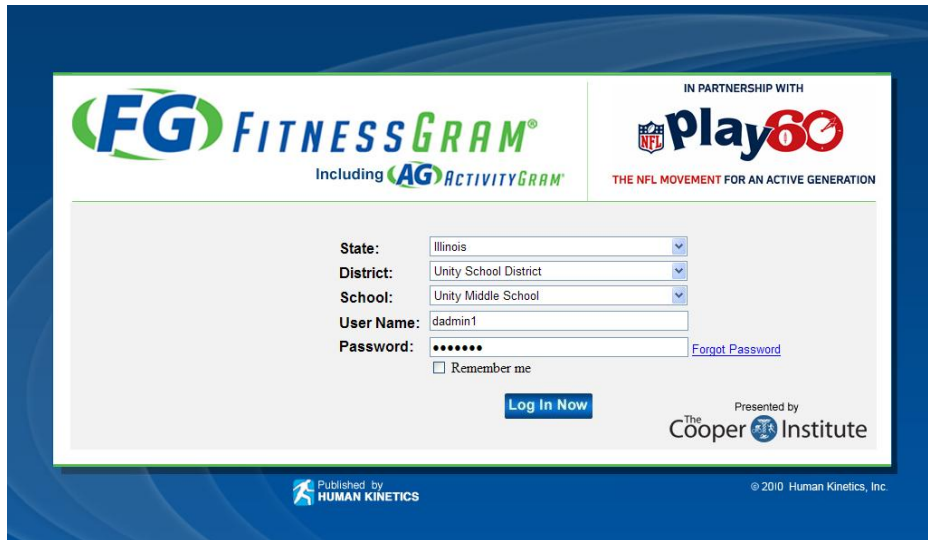


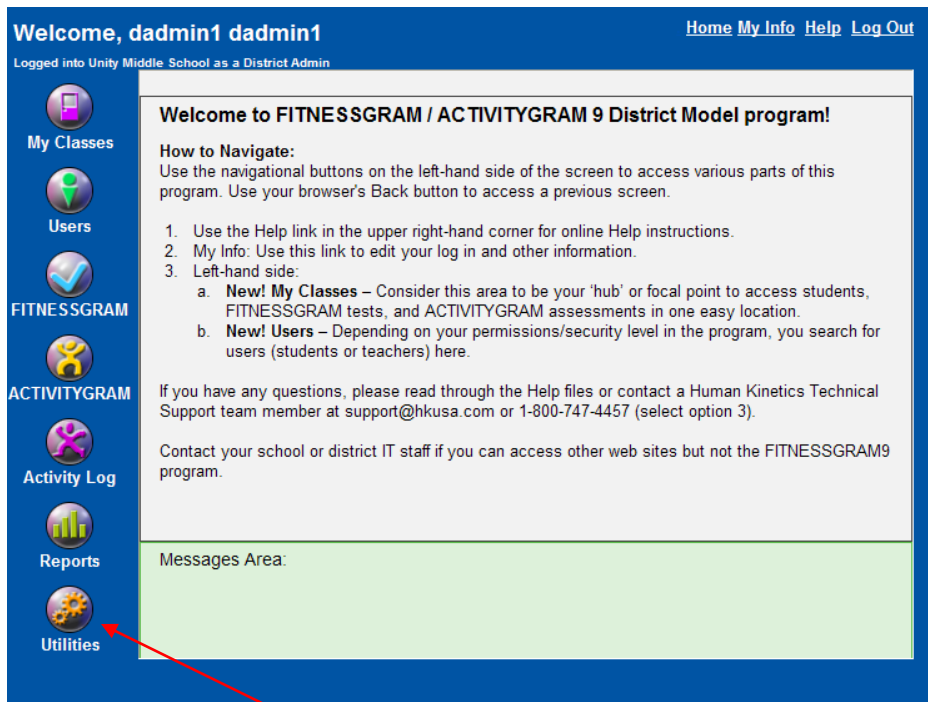
# Fitnessgram 9 Finish School Year

## How to access the Finish School Year Menu

The Finish School Year processing involves two steps within the Administration area, Promotion and Clear Classes. You will access these two options by logging into your Fitnessgram 9 web site as either District Admin for Districts or School Admin for the School version.



Click on the Utilities menu on the left hand navigation bar.



Click on the Administration button within the Utilities Menu.

The screenshot shows a web application interface. At the top, it says "Welcome, dadmin1 dadmin1" and "Logged into Unity Middle School as a District Admin". There are links for "Home", "My Info", "Help", and "Log Out". On the left is a vertical navigation menu with icons and labels: "My Classes", "Users", "FITNESSGRAM", "ACTIVITYGRAM", "Activity Log", "Reports", and "Utilities". The "Utilities" menu item is highlighted. The main content area is titled "Utilities" and contains four green buttons with descriptions: "Accounts" (Move students between classes and schools, manage user access to features and data), "Import and Export" (Import data from earlier versions, export data for use in other programs, import to or export from PDA), "Administration" (Log in to a different school, create mandates, promote students, view teacher list), and "Configuration Info" (Display information about the way FITNESSGRAM is configured). A red arrow points to the "Administration" button.

Click on the Finish School Year button within the Administration Menu.

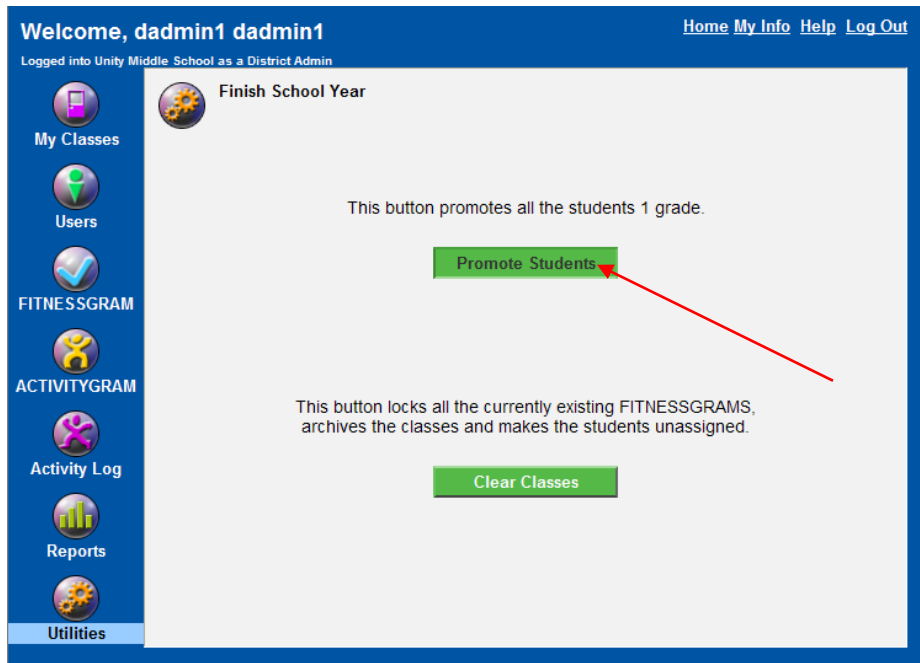
The screenshot shows the same web application interface as the previous one, but now the "Administration" menu item is selected. The breadcrumb path at the top of the main content area reads "Utilities > District". The left navigation menu remains the same. The main content area is titled "Utilities > District" and contains seven green buttons with descriptions: "Switch Schools" (Log in to a different school in the district), "Manage Mandates" (Create and edit mandates), "Finish School Year" (Promote students one grade, clear classes for next year), "View Teacher List" (View all teachers in all district schools), "Manage Schools" (Add to or maintain a directory of district schools), and "Add Message" (Add a home page message). A red arrow points to the "Finish School Year" button.

## Promote Students

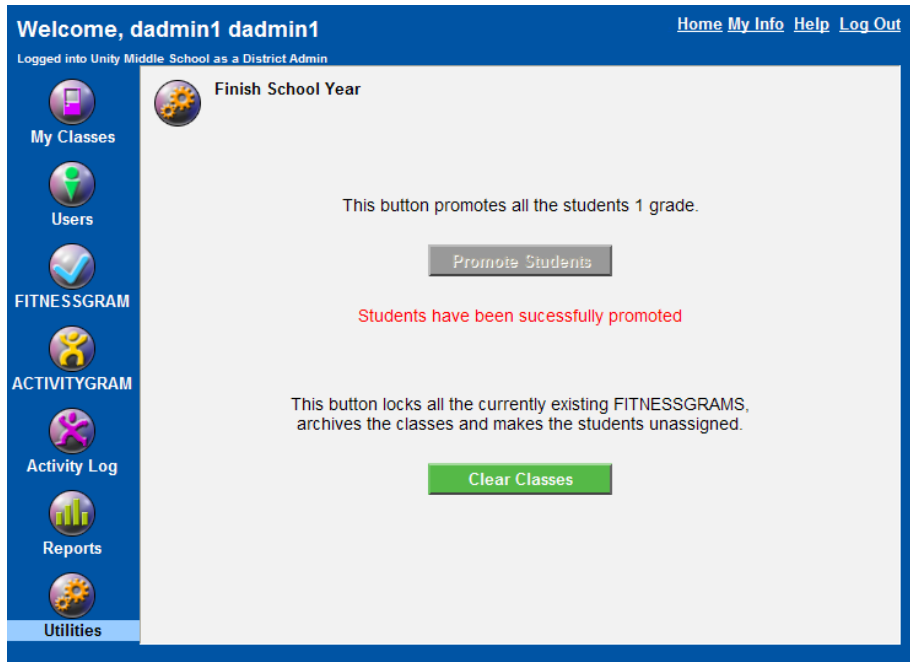
The promote students button will promote all the students in the district for a district version, or all students in the school for a school version, up one grade level.

**Note:** There is no warning message when promoting students and no way to demote them through this process once promoted. To change their grade levels back you would either have to do this manually in the student's profile or through a custom import. You will want to be certain you want to do this before continuing.

Click on the Promote Students button to promote all students up one grade level within the database.



You will receive a message that the students have been promoted when the process is completed.

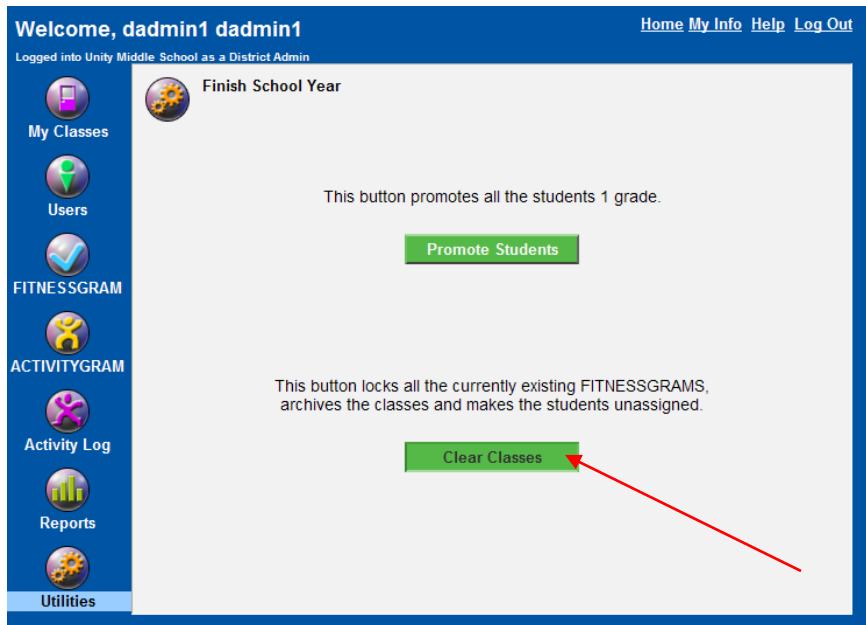


## Clear Classes

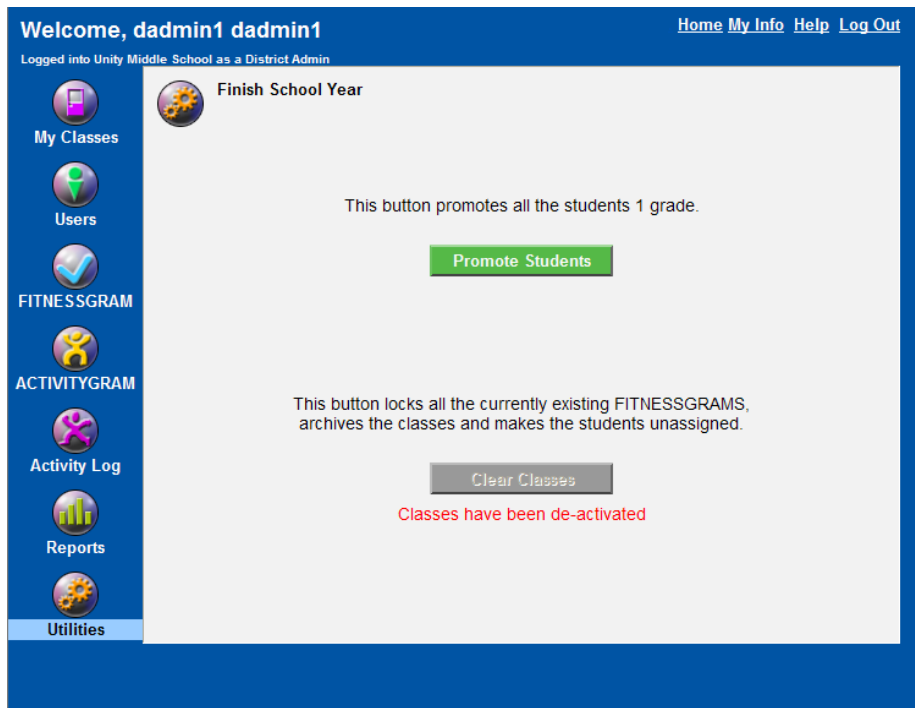
This option allows you to lock all Fitnessgram tests in the district or school, archive the current classes, and unassign the students from any teacher or class all at once. This option will be performed for every school in the district if logged in as a district administrator or the entire school if logged in as a school administrator.

**Note:** There is no warning message when clearing classes and no way to undo this process once the button has been clicked. To reassign students to these classes you would need to do a custom import reassigning them. You will want to be certain you want to do this before continuing.

Click on the Clear Classes button to start this process.



You will receive a message that the classes have been de-activated when the process is completed.



## **Technical Support**

Monday through Friday, 7 am to 7 pm CST, except holidays

Phone: 217.351.5076 option 3 for Technical Support

E-mail: [support@hkusa.com](mailto:support@hkusa.com)