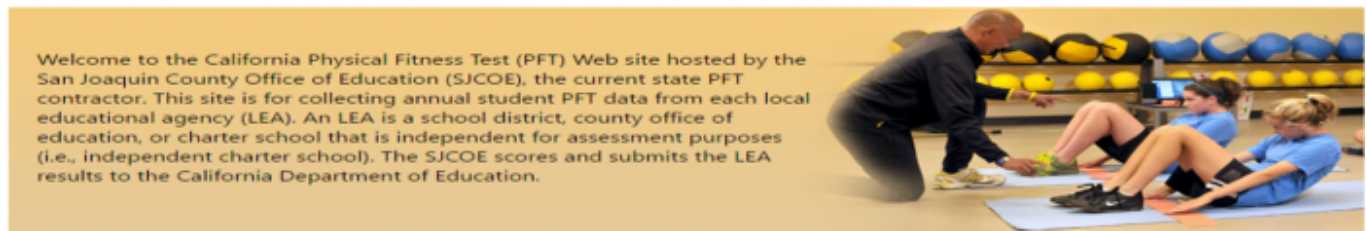


testing, pft, admin

PFT Submissions Manual 2016-2017

California Physical Fitness Test (PFT)



Welcome to the California Physical Fitness Test (PFT) Web site hosted by the San Joaquin County Office of Education (SJC OE), the current state PFT contractor. This site is for collecting annual student PFT data from each local educational agency (LEA). An LEA is a school district, county office of education, or charter school that is independent for assessment purposes (i.e., independent charter school). The SJC OE scores and submits the LEA results to the California Department of Education.

Coordinator Registration

Every LEA needs to designate a PFT Coordinator by November 1 every year, even if the LEA uses a vendor or does not have students in grades five, seven, or nine. This ensures that the LEA will receive the latest PFT information and updates and be able to submit, review, and correct data, as needed.

Resources

A variety of materials and online training resources are available to assist PFT Coordinators prepare for, coordinate, and carry out the administration and data collection for the PFT. As these materials and resources are regularly updated, it is recommended PFT Coordinators periodically check the links below to ensure they are using the most updated.

District Portal

Please log in using your County Code, District Code, Charter Number, and Password. Use Charter Number 0000 for school districts and county offices of education.

County Code:

District Code:

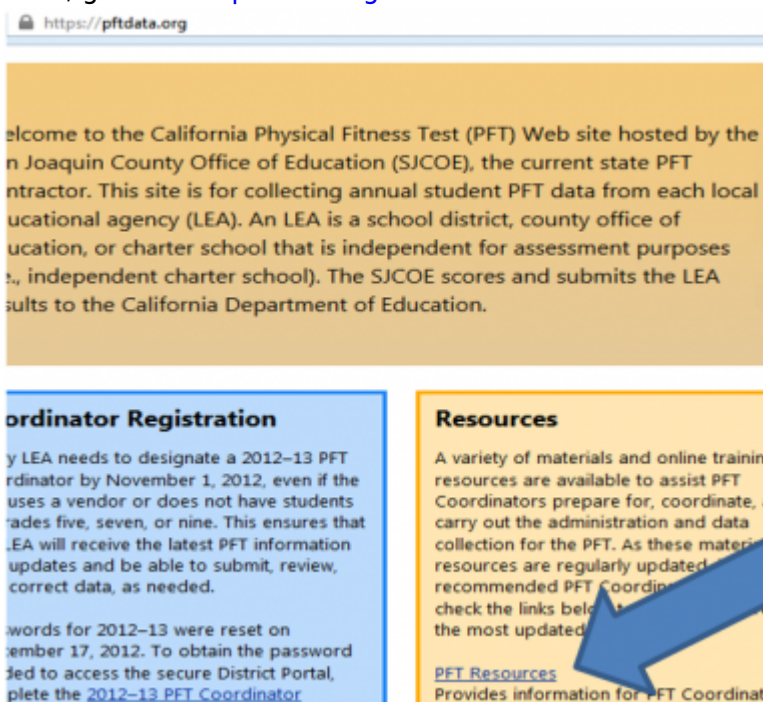
Step #1

- Create a "PFT 2016-17" folder on your desktop:



Step #2

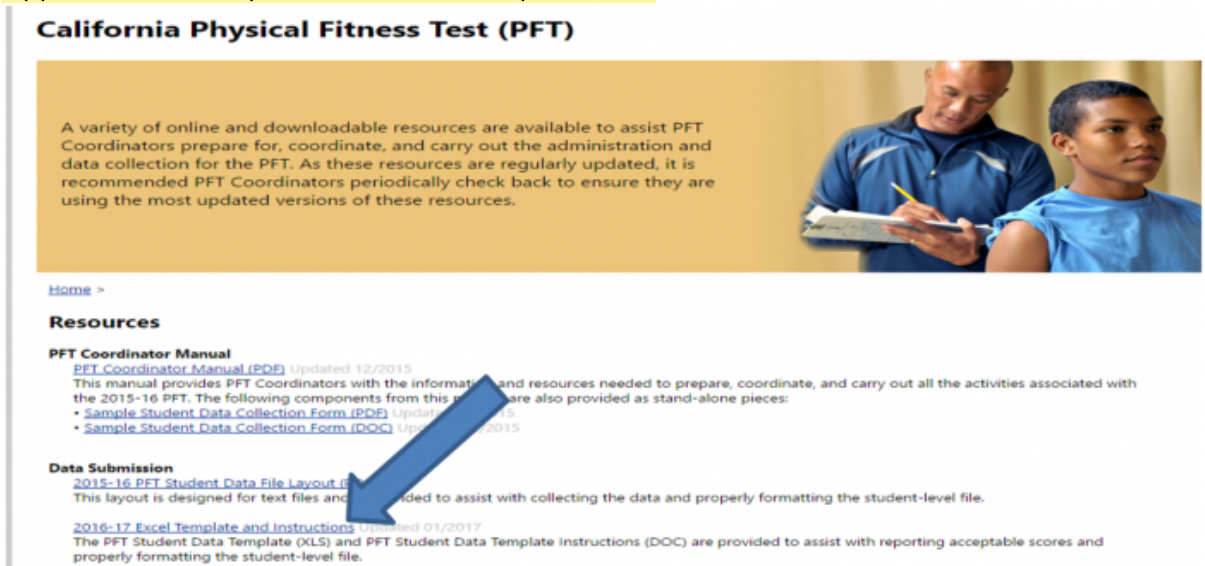
- Next, go to www.pftdata.org. Look for "Resources" and click on the words "**PFT Resources**"



- Under **Data Submission** download the **2016-17 Excel Template and Instructions** file to the

PFT 2016 folder you made on your desktop.

- Note: This is a “zipped” file. Unzip it then save the Excel file to your folder, or drag the zipped file and drop it in the folder to open there.



California Physical Fitness Test (PFT)

A variety of online and downloadable resources are available to assist PFT Coordinators prepare for, coordinate, and carry out the administration and data collection for the PFT. As these resources are regularly updated, it is recommended PFT Coordinators periodically check back to ensure they are using the most updated versions of these resources.

[Home](#) >

Resources

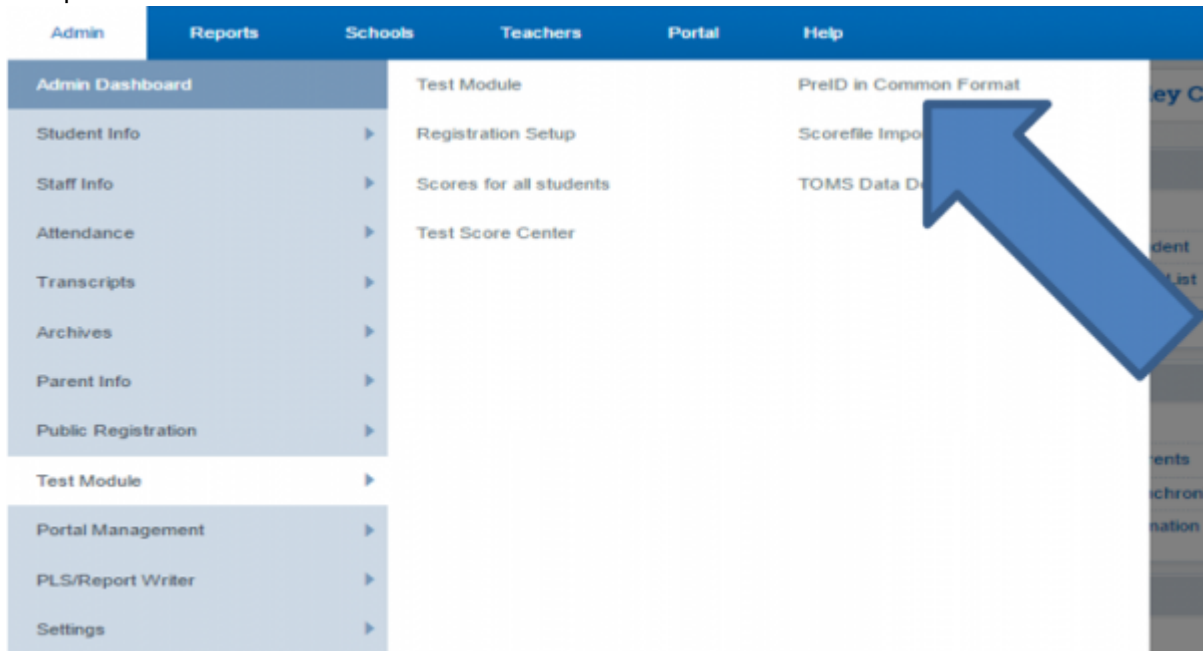
PFT Coordinator Manual
[PFT Coordinator Manual \(PDF\)](#) Updated 12/2015
This manual provides PFT Coordinators with the information and resources needed to prepare, coordinate, and carry out all the activities associated with the 2015-16 PFT. The following components from this manual are also provided as stand-alone pieces:
• [Sample Student Data Collection Form \(PDF\)](#) Updated 12/2015
• [Sample Student Data Collection Form \(DOC\)](#) Updated 12/2015

Data Submission
[2015-16 PFT Student Data File Layout \(PDF\)](#)
This layout is designed for text files and is provided to assist with collecting the data and properly formatting the student-level file.
[2016-17 Excel Template and Instructions](#) Updated 01/2017
The PFT Student Data Template (XLS) and PFT Student Data Template Instructions (DOC) are provided to assist with reporting acceptable scores and properly formatting the student-level file.

- Read the Instructions BEFORE creating the 2016-17 Excel Template detailed below.

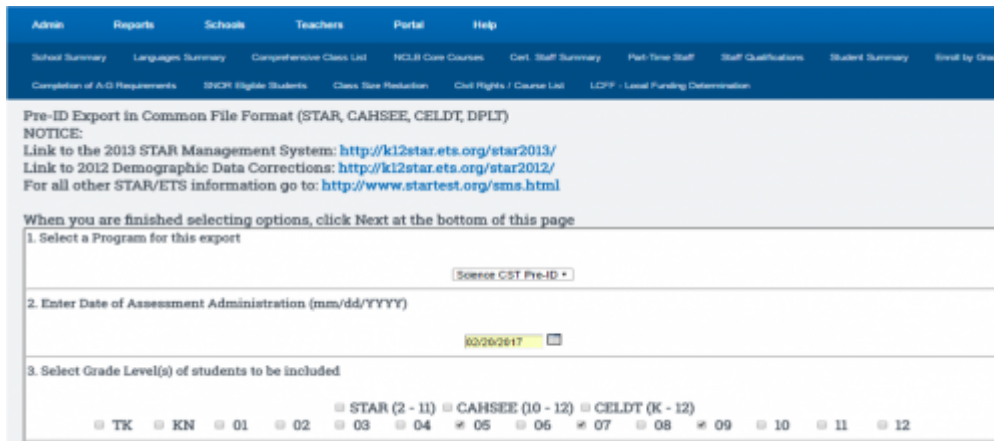
Step #3

- Now, create a file from the SIS to put into your desktop PFT 2016-17 folder. In the SpSIS, follow this path: **Admin>Test Module>PreID in Common Format**

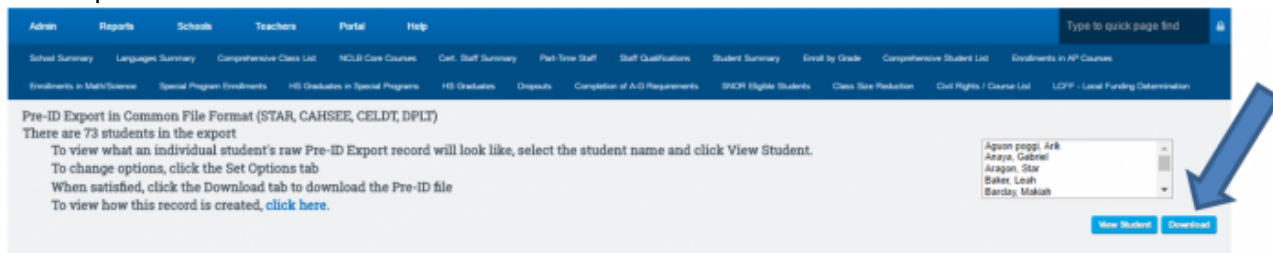


| Admin | Reports | Schools | Teachers | Portal | Help |
|------------------------|---------|---------|-------------------------|--------|------------------------|
| Admin Dashboard | | | | | |
| Student Info | | ▶ | Test Module | | PreID in Common Format |
| Staff Info | | ▶ | Registration Setup | | Scorefile Import |
| Attendance | | ▶ | Scores for all students | | TOMS Data Download |
| Transcripts | | ▶ | Test Score Center | | |
| Archives | | ▶ | | | |
| Parent Info | | ▶ | | | |
| Public Registration | | ▶ | | | |
| Test Module | | ▶ | | | |
| Portal Management | | ▶ | | | |
| PLS/Report Writer | | ▶ | | | |
| Settings | | ▶ | | | |

- On the Pre-ID page only complete numbers 1-3.
 - #1 Pick “Science CST Pre-ID” from the dropdown list
 - #2 Enter the date that your PFT testing starts
 - #3 Check only grades 5, 7 & 9

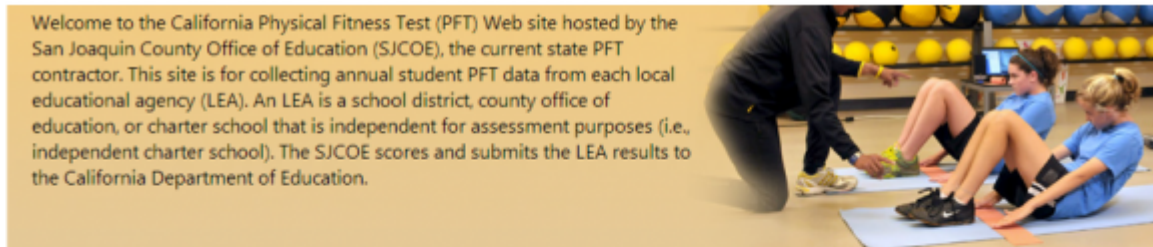


- Go to the bottom right-hand corner of the page and click the **Next** button.
- Choose to **“Download”** the resulting Txt file and save it to the **PFT 2016-17** folder on your desktop.



Step #4

- Now, go back to www.pftdata.org and login to the **District Portal**:



Coordinator Registration

Every LEA needs to designate a 2012-13 PFT Coordinator by November 1, 2012, even if the LEA uses a vendor or does not have students in grades five, seven, or nine. This ensures that the LEA will receive the latest PFT information and updates and be able to submit, review, and correct data, as needed.

Passwords for 2012-13 were reset on September 17, 2012. To obtain the password needed to access the secure District Portal, complete the [2012-13 PFT Coordinator Designation](#) online form. The LEA superintendent or administrator will be contacted by e-mail to ensure the

Resources

A variety of materials and online training resources are available to assist PFT Coordinators prepare for, coordinate, and carry out the administration and data collection for the PFT. As these materials and resources are regularly updated, it is recommended PFT Coordinators periodically check the links below to ensure they are using the most updated versions.

[PFT Resources](#)
Provides information for PFT Coordinators and administrators.

[PFT Modules, Videos, and Training](#)

District Portal

Please log in using your County Code, District Code, Charter Number, and Password. Use Charter Number 0000 for school districts and county offices of education.

County Code:

District Code:

Charter Number:

Password:

- You will now be at the **Welcome** page of the PFT where you will click on **TEMPLATE GENERATOR**

California Physical Fitness Test (PFT)

HOME | DATA UPLOAD | DATA ENTRY | STUDENT LIST | TEMPLATE GENERATOR | REPORTS | LOG OUT

Welcome El Roper

This is the PFT Manager Web page for Long Valley Charter (18-64162-1). For 2016-17, your local educational agency (LEA) has a total of 0 student record(s) in the system, with 0 student record(s) that have errors and 0 student record(s) with warnings. The PFT Manager Web page provides applications for you to submit, view, and correct your PFT data and generate your PFT reports. You may also print a message confirming the current number of student records and student records with errors or warnings in the system using the [PFT Confirmation Web page](#).

Data Upload
Use the Data Upload application to submit a student file in tab-delimited or tab-separated file formats. Prior to uploading a student file, be sure to review and edit the

- Click on the Template Data Generator (1 file version) file

California Physical Fitness Test (PFT)

HOME | WEB DATA UPLOAD | WEB DATA ENTRY | STUDENT LIST | TEMPLATE GENERATOR | REPORTS | LOG OUT

Template Generator

The Template Generator applications can be used to generate an MS Excel student data template from data uploaded using a current-year STAR Pre-ID file (txt) and/or FITNESSGRAM 8 (csv) or FITNESSGRAM 9/10 (csv) data file. The Template Generator "produces or generates" the MS Excel template with the information filled in from the fields in the uploaded file(s).

Student Data Template Generator (1 file version)

Select [Template Data Generator \(1 file version\)](#) to access the application that allows you to individually upload a STAR Pre-ID or FITNESSGRAM file to generate a MS Excel student data template.

- On the next screen: The **File Type** to choose from the drop-down is **Science CST Pre-Id (txt)**
- Now browse for the Pre-id text file from your **PFT 2016-17** folder on your Desktop and choose it.

California Physical Fitness Test (PFT)

HOME | DATA UPLOAD | DATA ENTRY | STUDENT LIST | TEMPLATE GENERATOR | REPORTS | LOG OUT

Student Data Template Generator

Instructions: Choose the Science CST pre-ID (fixed-length txt), FITNESSGRAM 8, 9, or 10 (csv) data file that you want to upload; use the Browse button to locate your file; and select the Upload File button. Only txt or csv files, as noted, will be accepted. Instructions for using the converted student data file can be found on the [Template Generator Instructions](#).

• File Type: -- Select One --
• File: -- Select One --
Science CST Pre-ID (txt)
FITNESSGRAM 8 (csv)
FITNESSGRAM 9/10 (csv)

Upload File

Site maintained by the [San Joaquin County Office of Education](#) for the [California Department of Education](#).
San Joaquin County Office of Education
James A. Mousalimas, County Superintendent of Schools

- Now click the Upload File button to the San Joaquin County Office of Ed and wait for a return email.
- The email will say you are ready for the next step.

Thank you for using the Template Generator. You will receive an automated message from PFT Support (pftdata@sjcoe.net) within 24 hours confirming your PFT Student Data Template is ready to be downloaded.

OK

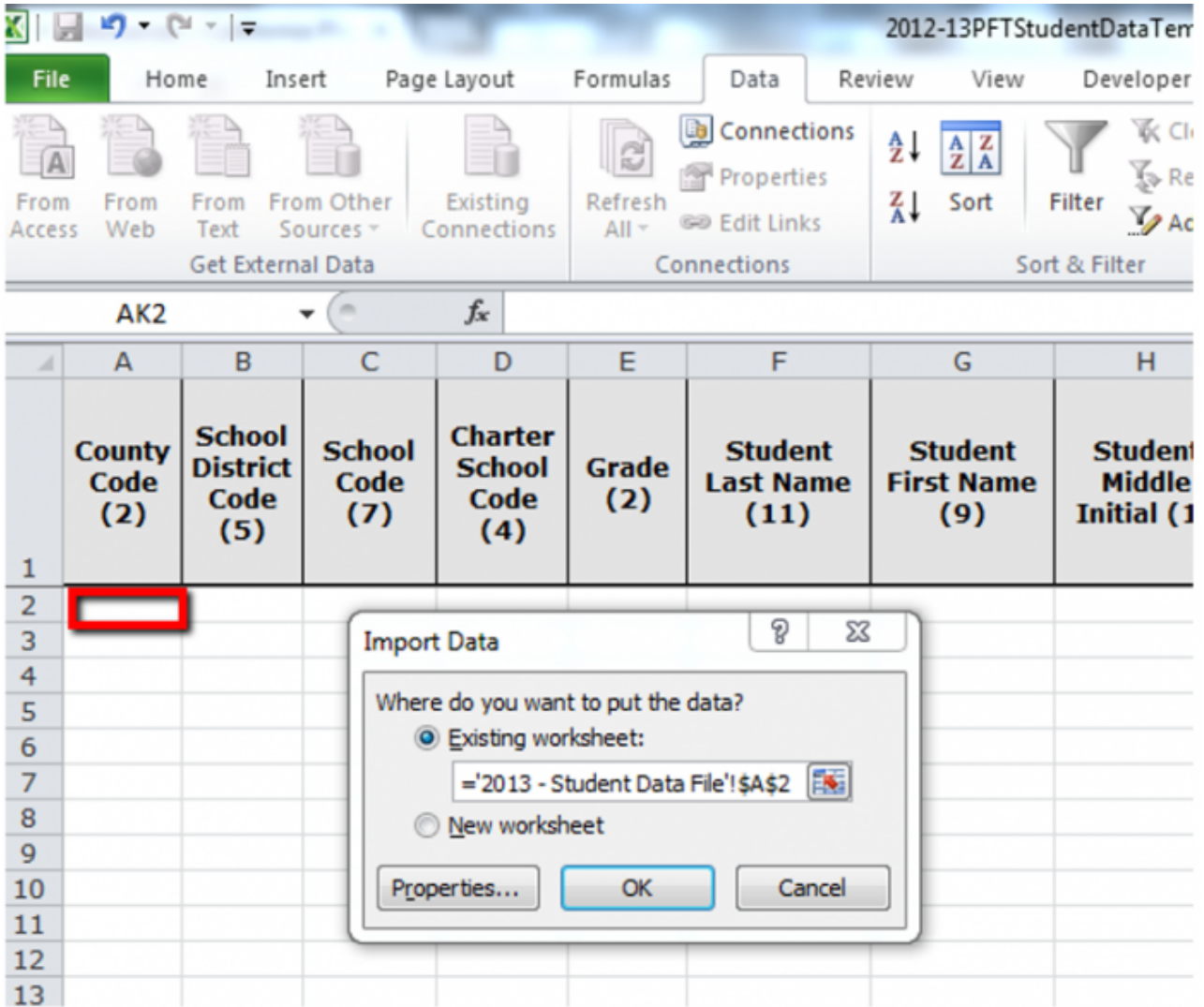
Step #5

- Sign into your **PFT District Portal** again and you will find the file from San Joaquin ready to be downloaded and save it to the **PFT 2016-17** folder on your Desktop.

- After saving the file, open the Excel doc in your **PFT 2016-17** folder.
- Click to **“Enable editing”** (your worksheet may already be ready for this)
- Choose data/tab/external data: from txt

- Choose to import the ‘STAR’ file you just received from the PFT group (it is in your **PFT 2016-17** folder)

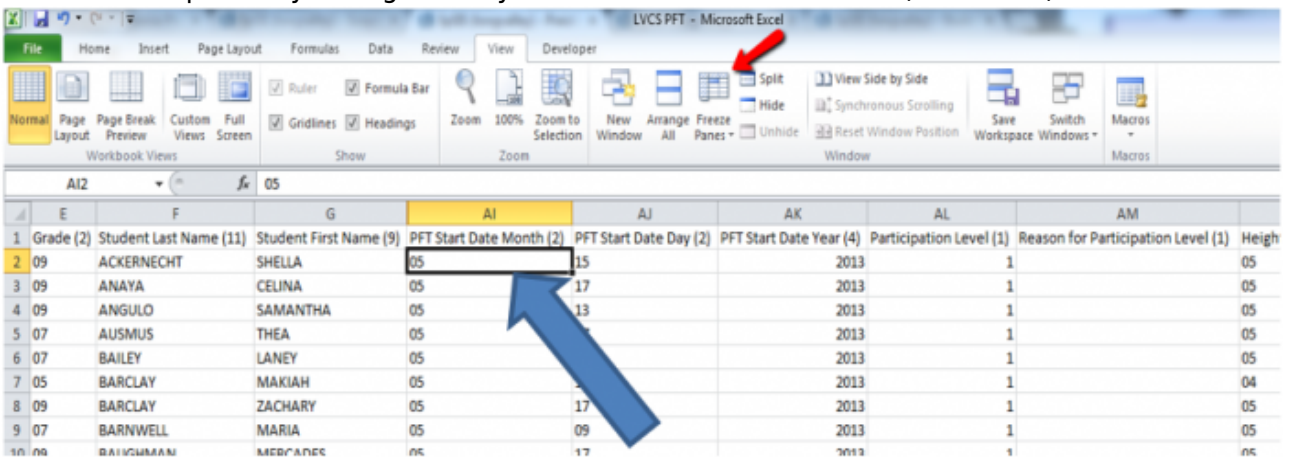
- *Note that you will need to “tell” the importer which cell to begin with (see below)*



- Choose that same cell on your Excel spreadsheet and then click “OK”.
- You have now filled in all Basic Student Demographics. (Note: Remember to populate column D (Charter School Code) all the way down the column. This info is not in the SpSIS.)

Preparing your Spreadsheet

- By highlighting and right-clicking you can “hide” cells you don’t need to work with.
- Keep cells E, F & G (Grade, Student Last Name and Student First Name)
- Hide all other cells until you get to column AI (PFT Start Date Month)
- Now “freeze” panes by noting where you want to start the “freeze” (see below)



- You are now ready to fill in PFT Test Results for individual students. The “Frozen Frames” will make this job easy.

Ready to enter Student Data Results in your Spreadsheet

You have just prepared the Student Data Template Spreadsheet for capturing each student’s PFT results. Be sure you refer back to the 2016-17 PFT Student Data Template Instructions (which were in the original zip file you downloaded) should you have any questions at all about how to enter your data!!

- When you are finished with testing, sign back into your District Portal and upload your results!

From:

<https://schoolpathways.com/knowledgebase/> - **School Pathways Knowledge Base**

Permanent link:

https://schoolpathways.com/knowledgebase/doku.php?id=plsis:pft_submissions&rev=1489616404

Last update: **2017/03/15 22:20**