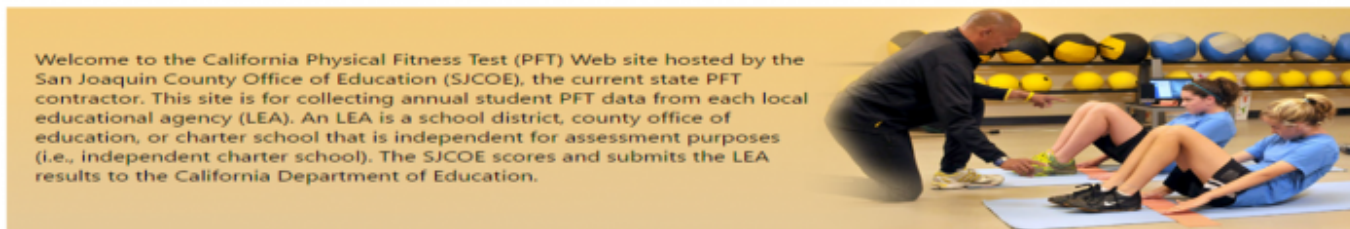


testing, pft, admin

# 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:

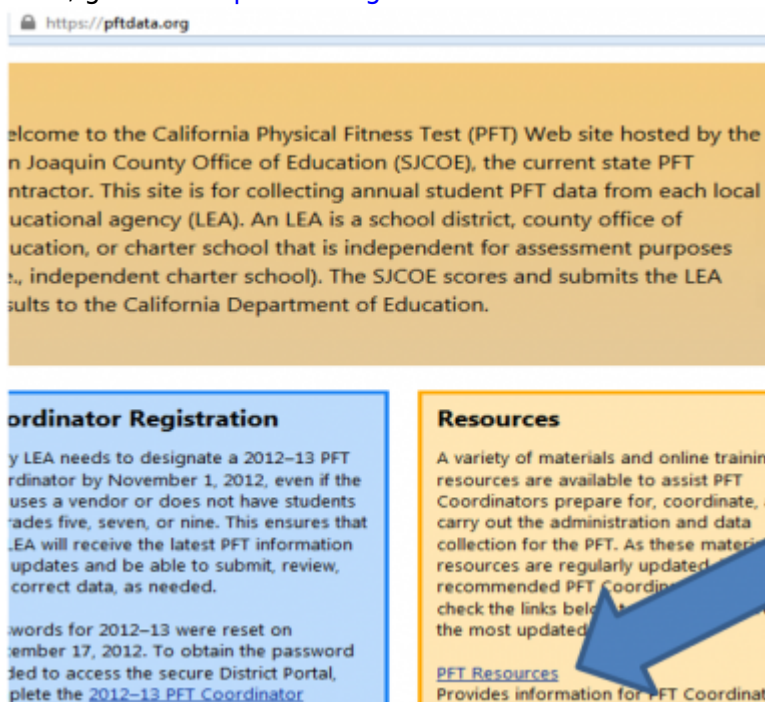
### Step #1

- Create a “PFT 2016-17” folder on your desktop:

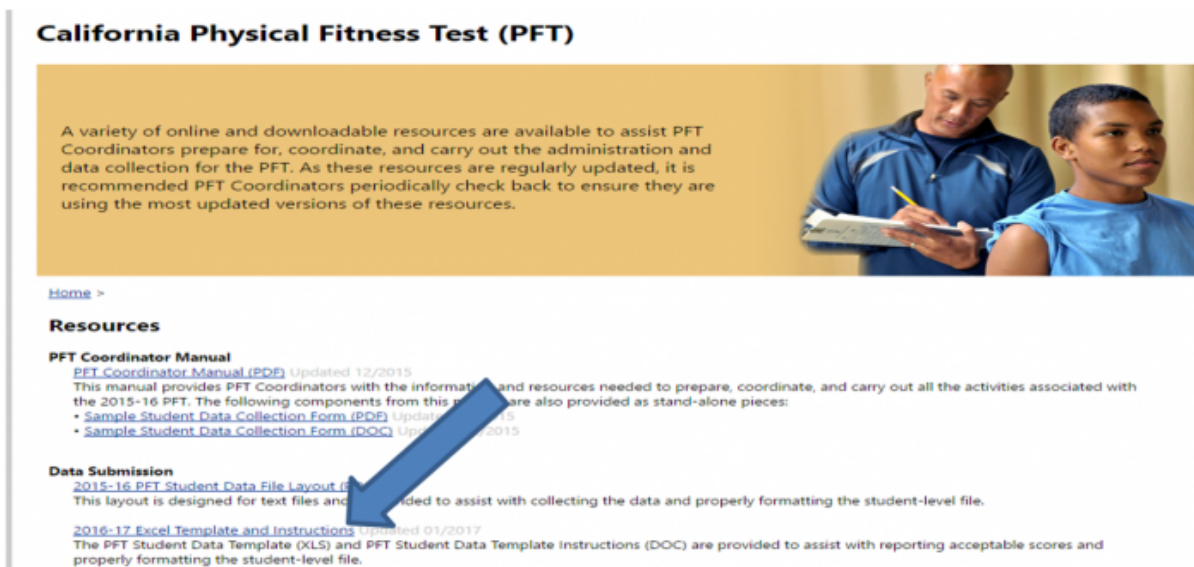


### Step #2

- Next, go to [www.pftdata.org](https://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**

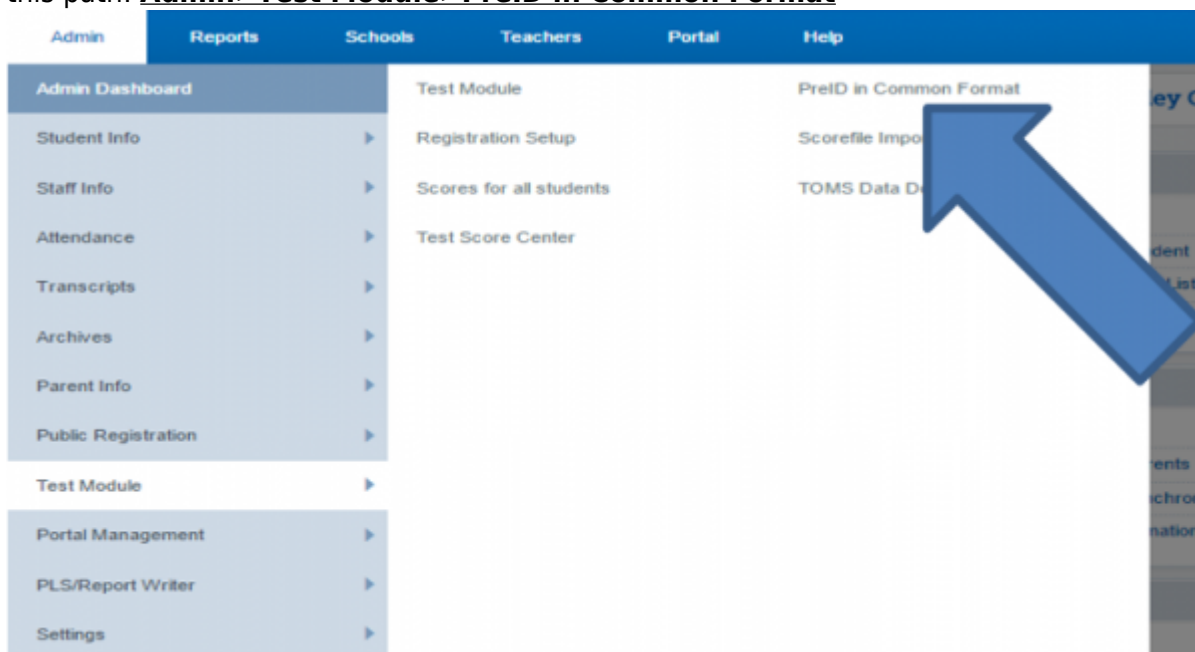
**PFT Coordinator Manual**  
[PFT Coordinator Manual \(PDF\)](#) Updated 12/2015  
This manual provides PFT Coordinators with the information and resources needed to prepare, coordinate, and carry out all the activities associated with the 2015-16 PFT. The following components from this manual are also provided as stand-alone pieces:  
• [Sample Student Data Collection Form \(PDF\)](#) Updated 01/2015  
• [Sample Student Data Collection Form \(DOC\)](#) Updated 01/2015

**Data Submission**  
[2015-16 PFT Student Data File Layout \(PDF\)](#) Updated 01/2015  
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			Test Module		PreID in Common Format
Student Info			Registration Setup		Scorefile Import
Staff Info			Scores for all students		TOMS Data Download
Attendance			Test Score Center		
Transcripts					
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

Admin Reports Schools Teachers Portal Help

School Summary Languages Summary Comprehensive Class List NCLB Core Courses Cert. Staff Summary Part-Time Staff Staff Qualifications Student Summary Enroll by Grade

Completion of A.O. Requirements SNCR (Single Students) Class Size Reduction Civil Rights / Course List LDFP - Local Funding Determination

Pre-ID Export in Common File Format (STAR, CAHSEE, CELDT, DPLT)

NOTICE:  
 Link to the 2013 STAR Management System: <http://k12star.ets.org/star2013/>  
 Link to 2012 Demographic Data Corrections: <http://k12star.ets.org/star2012/>  
 For all other STAR/ETS information go to: <http://www.startest.org/sms.html>

When you are finished selecting options, click Next at the bottom of this page

1. Select a Program for this export

Science CST Pre-ID

2. Enter Date of Assessment Administration (mm/dd/YYYY)

02/26/17

3. Select Grade Level(s) of students to be included

TK
  KN
  01
  02
  03
  04
  05
  06
  07
  08
  09
  10
  11
  12

- 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.

Admin Reports Schools Teachers Portal Help

School Summary Languages Summary Comprehensive Class List NCLB Core Courses Cert. Staff Summary Part-Time Staff Staff Qualifications Student Summary Enroll by Grade Comprehensive Student List Enrollments in AP Courses

Enrollments in Math/Science Special Program Enrollments HS Graduates in Special Programs HS Graduates Disrupts Completion of A.O. Requirements SNCR (Single Students) Class Size Reduction Civil Rights / Course List LDFP - Local Funding Determination

Pre-ID Export in Common File Format (STAR, CAHSEE, CELDT, DPLT)

There are 73 students in the export

To view what an individual student's raw Pre-ID Export record will look like, select the student name and click View Student.

To change options, click the Set Options tab

When satisfied, click the Download tab to download the Pre-ID file

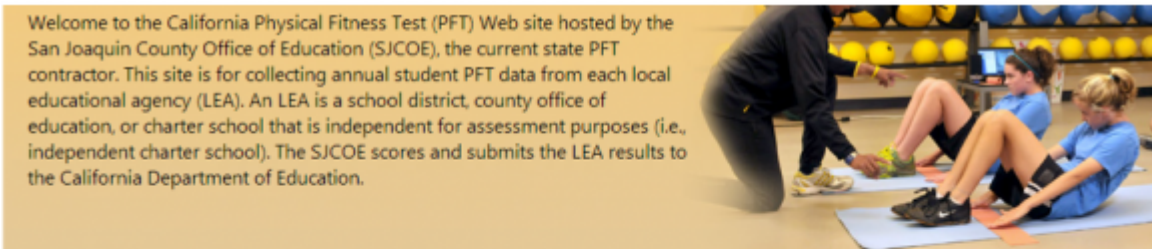
To view how this record is created, [click here.](#)

Algon poggi, Ark  
 Anaya, Gabriel  
 Aragon, Star  
 Baker, Leah  
 Barclay, Makiah

View Student Download

### Step #4

- Now, go back to [www.pftdata.org](http://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**

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[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:

Login

- 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.

**California Physical Fitness Test (PFT)**

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

**Student Data Template Files**

**Instructions:** The MS Excel student data template files generated by the Template Generator application are available from this page. These generated files are organized by the date the conversion was completed, with the most recently generated file listed first. Select Download to view and access a generated file.

To sort data, select either the first or second column heading. Page 1 of 1 page(s) | 1 record(s) Found

File	Date Completed	Action
Star_18-76729-0320_5_22_2013_5_15_00_PM.txt	May 22 2013 5:15PM	<a href="#">Download</a> <a href="#">Delete</a>

Site maintained by the San Joaquin County Office of Education for the California Department of Education. San Joaquin County Office of Education  
Mick Fouts, Superintendent of Schools

- 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

2014-15 PFT StudentDataTemplate - Microsoft Excel non-commercial use

File Home Insert Page Layout Formulas Data

From Access From Web From Text From Other Sources Existing Connections Refresh All Properties Edit Links Connections Sort Filter Clear Reapply Text to Columns Remove Duplicates Data Validation Consolidate What-If Analysis Group

A2

	A	B	C	D	E	F	G	H	I	J	K	L	M
	County Code (2)	School District Code (5)	School Code (7)	Charter Number (4)	Grade (2)	Student Last Name (11)	Student First Name (9)	Student Middle Initial (1)	Date of Birth Month (2)	Date of Birth Day (2)	Date of Birth Year (4)	Gender (1)	Statewide Identifier (10)
1													
2													
3	County Code												

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

Organize New folder

Microsoft Excel

Favorites

- Desktop
- Downloads
- Dropbox
- Google Drive
- Recent Places

Libraries

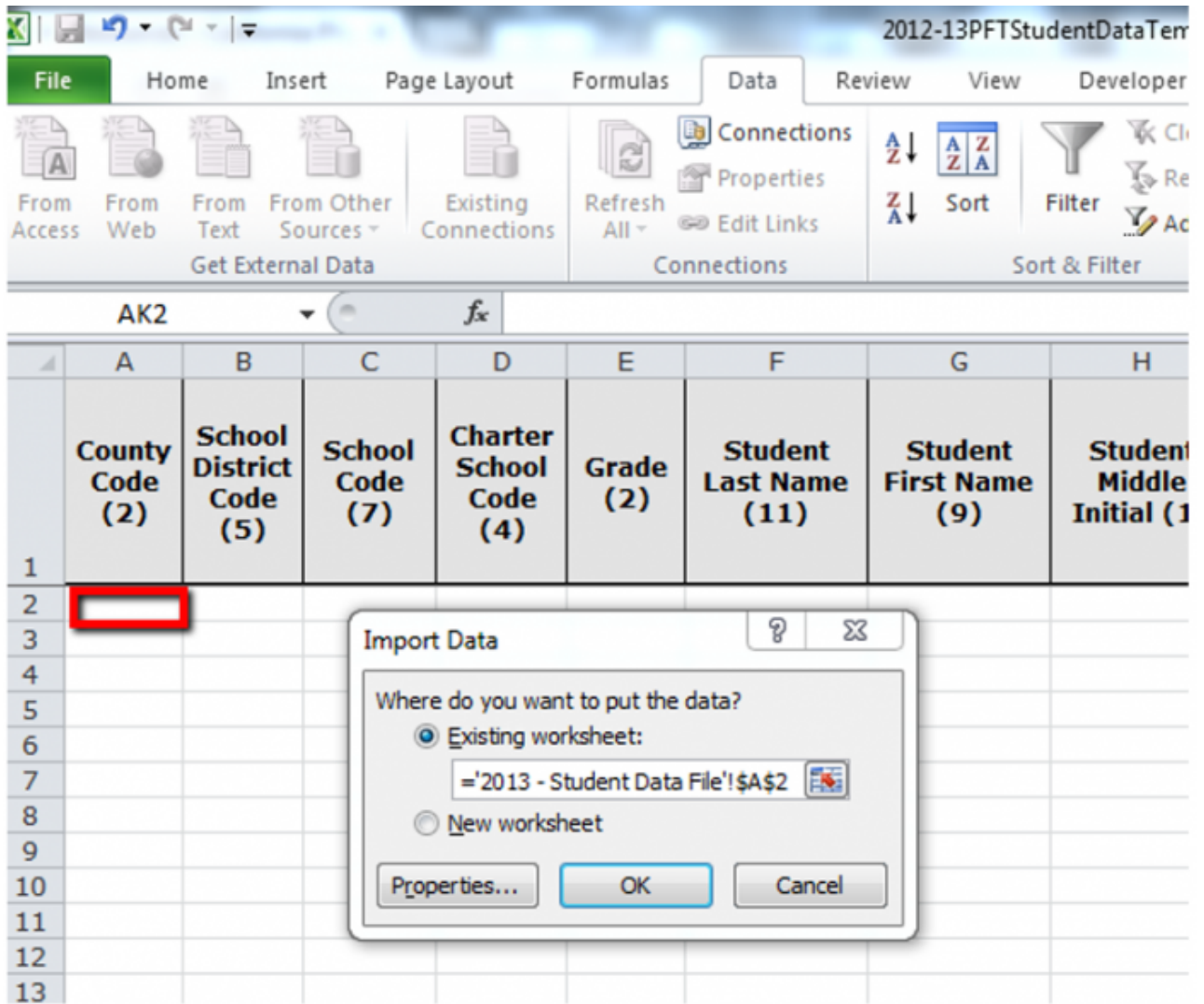
- Documents
- Music
- Pictures
- Videos

Name	Date modified	Type
preid_20130523_1203	5/22/2013 5:03 PM	Text Document
Star_18-76729-0320_5_22_2013_5_15_00_PM	5/22/2013 6:04 PM	Text Document

File name: Star\_18-76729-0320\_5\_22\_2013\_5\_15\_00\_PM Text Files

Tools Import Cancel

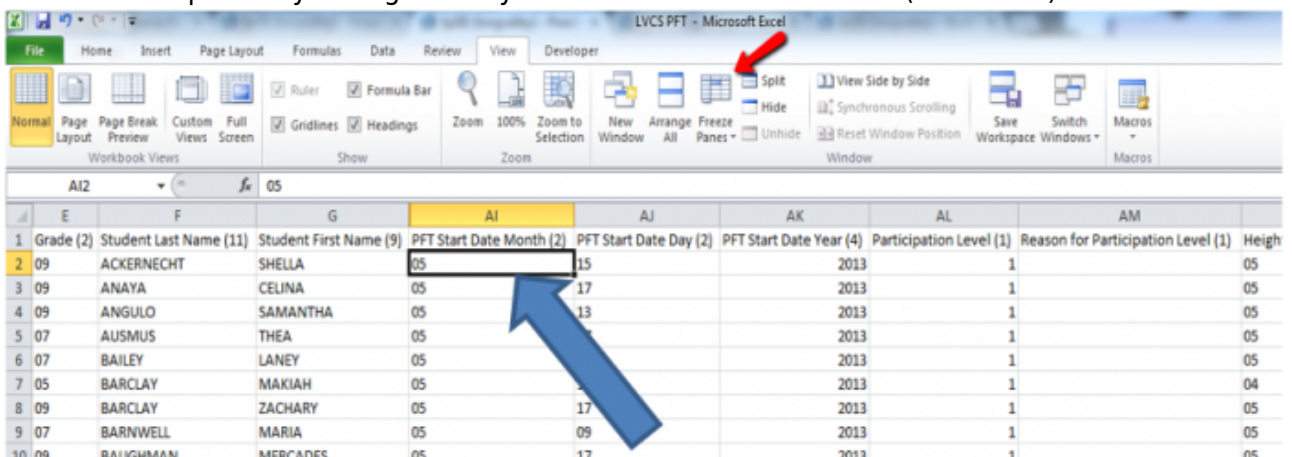
- *Note that you will need to “tell” the importer which cell to begin with (see below)*



- 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.

## #6 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=1489616631](https://schoolpathways.com/knowledgebase/doku.php?id=plsis:pft_submissions&rev=1489616631)

Last update: **2017/03/15 22:23**