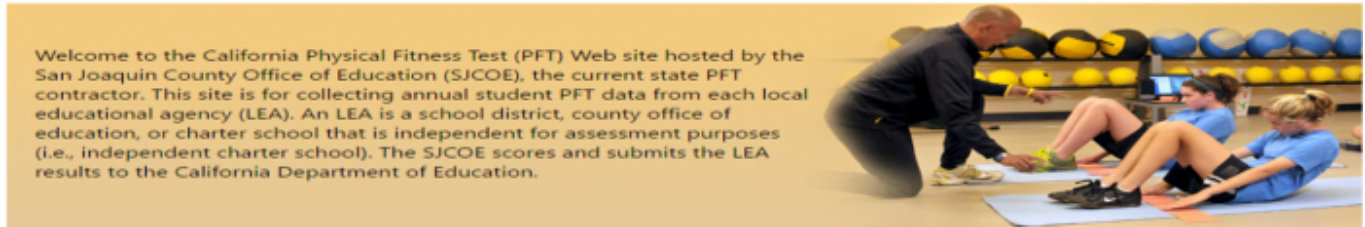


testing, pft, admin

# 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:

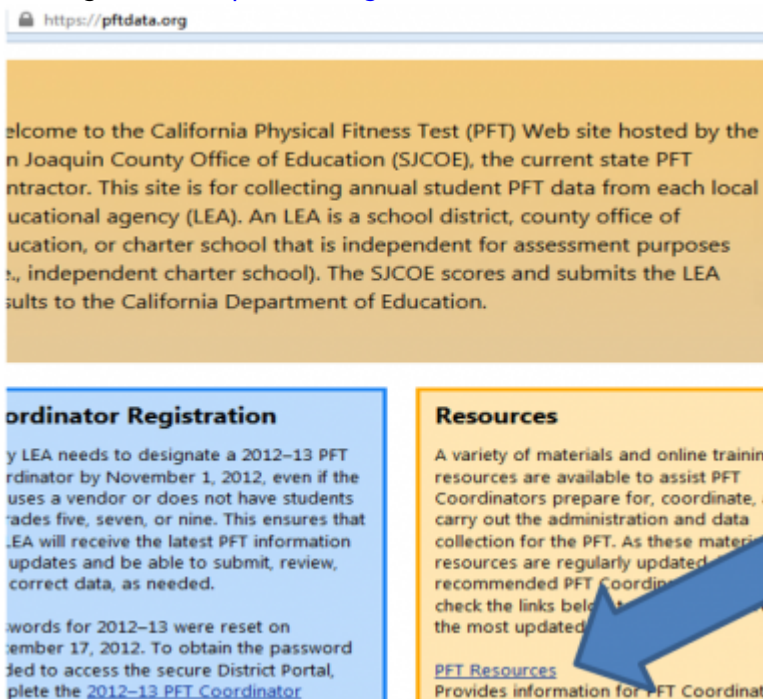
### Step #1

- 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**

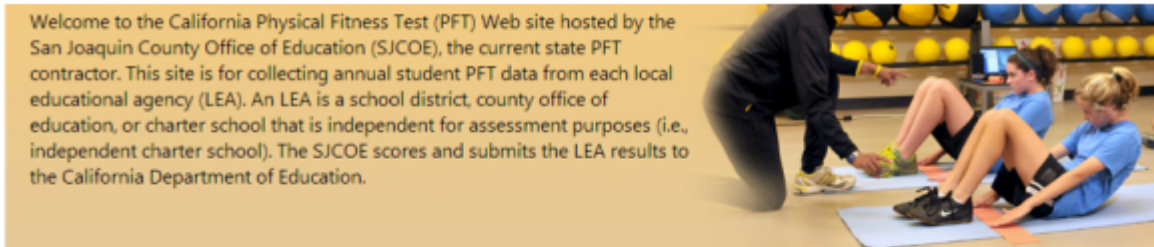
Admin	Reports	Schools	Teachers	Portal	Help
Admin Dashboard		Test Module		PreID in Common Format	Key C
Student Info		Registration Setup		Scorefile Import	
Staff Info		Scores for all students		TOMS Data D	
Attendance		Test Score Center			dent
Transcripts					List
Archives					
Parent Info					
Public Registration					
Test Module					ents
Portal Management					chron
PLS/Report Writer					nation
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**

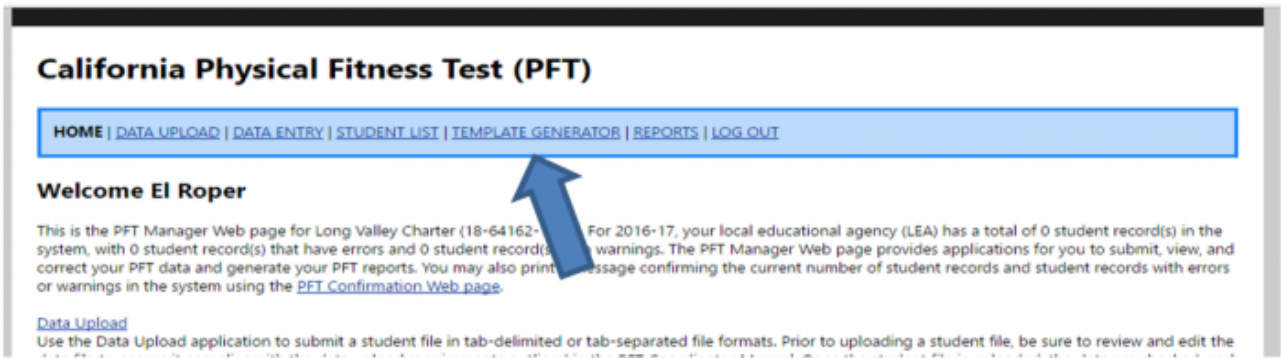
- Go to the bottom right-hand corner of the page and click the **Next** button.
- Choose to **“Download”** the resulting Txt file and save it to the **PFT 2016-17** folder on your desktop.

### Step #4

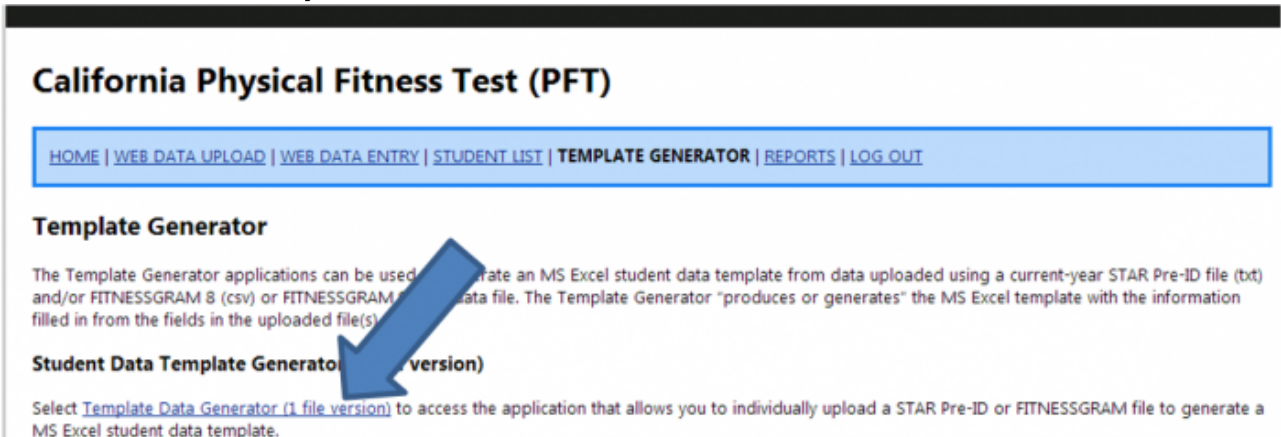
- Now, go back to [www.pftdata.org](http://www.pftdata.org) and login to the **District Portal**:



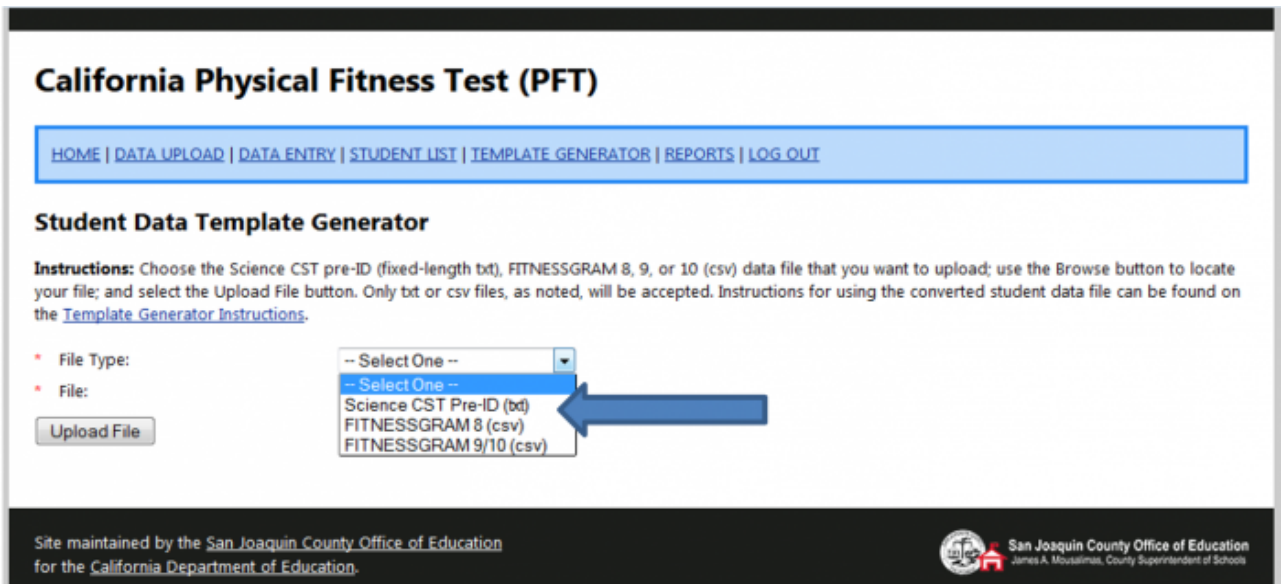
- You will now be at the **Welcome** page of the PFT where you will click on **TEMPLATE GENERATOR**



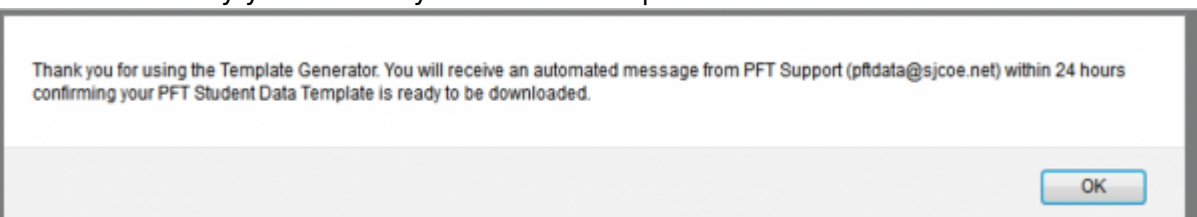
- Next, click on the **Template Data Generator (1 file version)**



- 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.



- 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.



## 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.

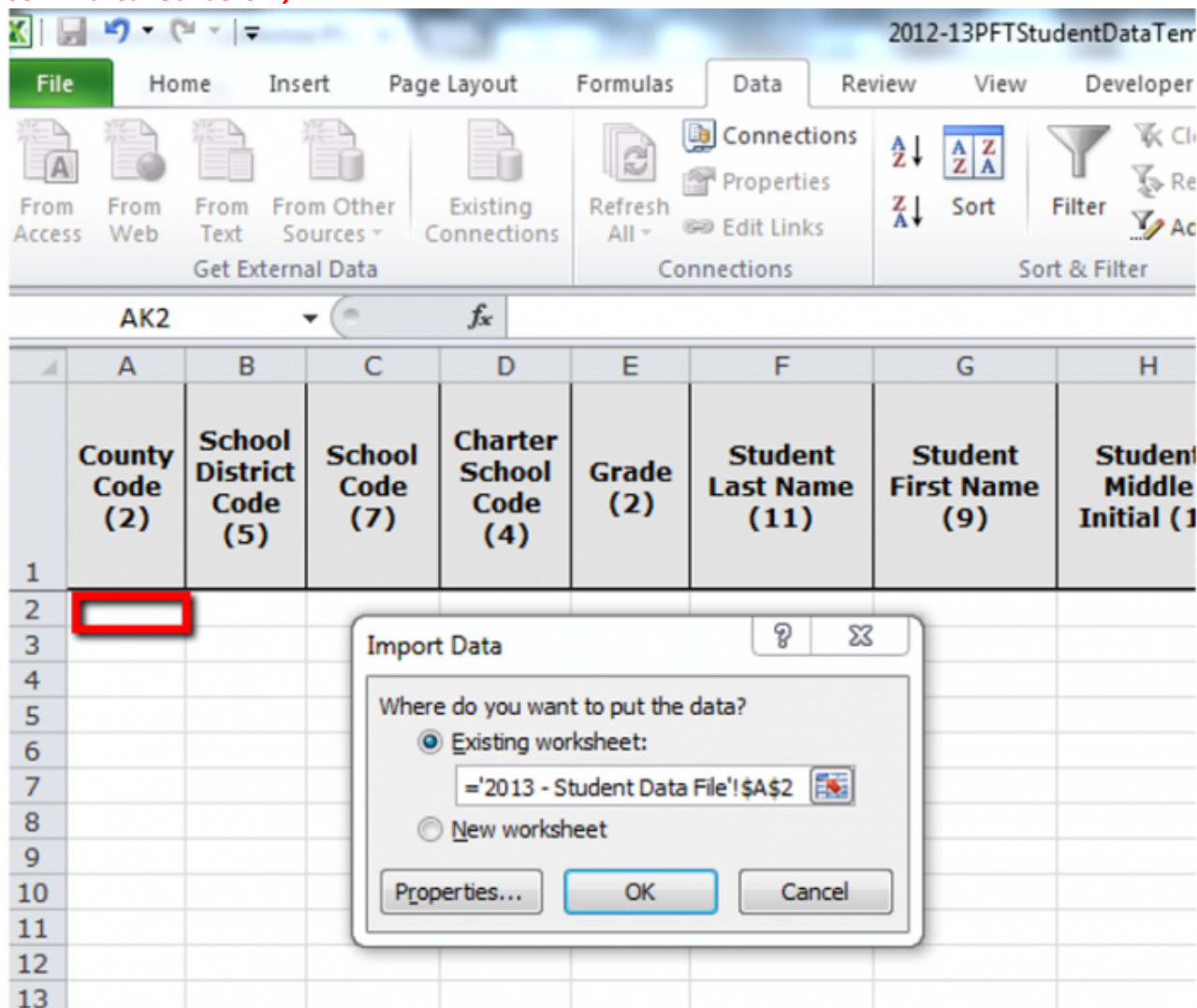
San Joaquin County Office of Education  
Mick Fouts, Superintendent of Schools

- After saving the file, open the Excel doc in your **PFT 2016-17** folder. (This is the excel file that came from the PFT Resources in Step 2 above)
- Click to **“Enable editing”** (your worksheet may already be ready for this)
- On your spreadsheet, click on the **Data tab** then choose **From Text...**

- 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 the RED**

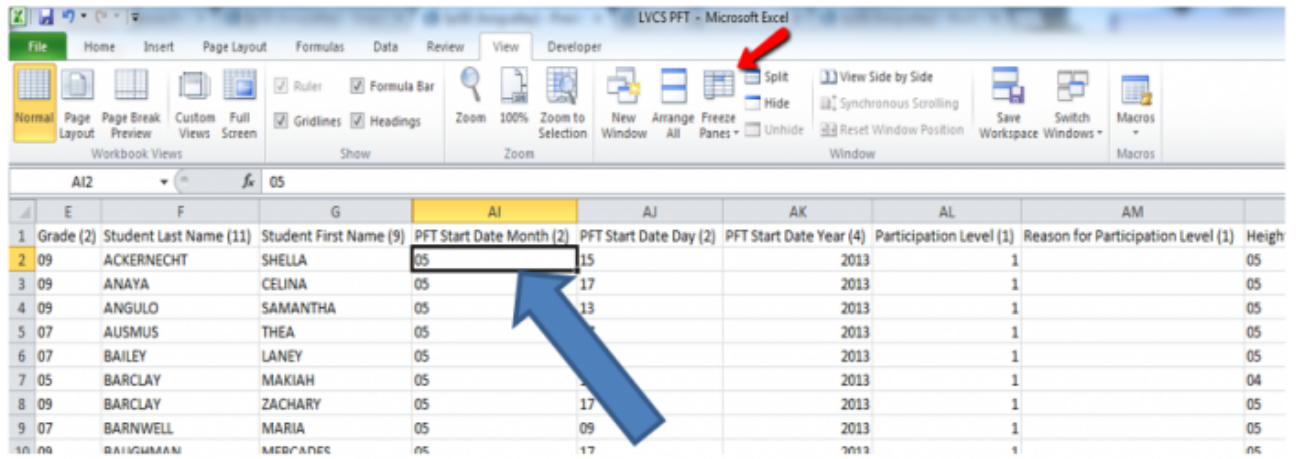
**cell indicated below)**



- 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 click on the **View** tab to “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=1489617176](https://schoolpathways.com/knowledgebase/doku.php?id=plsis:pft_submissions&rev=1489617176)

Last update: **2017/03/15 22:32**