testing, pft, admin, video, webinar wednesday

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 (SJCOE), 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 SJCOE 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 assure they are uping the meet undated

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"

https://pftdata.org

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ordinator Registration

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

words for 2012–13 were reset on ember 17, 2012. To obtain the password ded to access the secure District Portal, plete the 2012–13 PFT Coordinator

Resources A variety of materials and online trainin resources are available to assist PFT Coordinators prepare for, coordinate, carry out the administration and data collection for the PFT. As these material resources are regularly updated recommended PFT Coordin check the links below to the most updated

PFT Resources Provides information for FT Coordinat

- Under Data Submission download the <u>2016-17 Excel Template and Instructions</u> 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.

Coordinators prepare for, coordinate data collection for the PFT. As these	e resources are available to assist PFT e, and carry out the administration and resources are regularly updated, it is iodically check back to ensure they are	
using the most updated versions of	mese resources.	
Resources		
(FT Coordinator Manual <u>PET Coordinator Manual (PDE)</u> Updated 12, This manual provides PFT Coordinators with the 2015-16 PFT. The following component - <u>Sample Student Data Collection Form (PDC)</u> - <u>Sample Student Data Collection Form (DC)</u>	the information and resources needed to prepare, co s from this provided as stand-alone p E) Update 15	oordinate, and carry out all the activities associated with ieces:

• 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: <u>Admin>Test Module>PreID in Common Format</u> 3/8

Admin	Reports	Schoo	ds Teachers	Portal	Нер
Admin Dashboa	rd		Test Module		PreID in Common Format
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Staff Info		•	Scores for all students		TOMS Data D
Attendance		•	Test Score Center		dent
Transcripts		•			List
Archives		•			
Parent Info					
Public Registrat	ion	•			
Test Module		•			ents
Portal Managen	nent	•			nation
PLS/Report Wr	ter	•			
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
 - $\circ~$ #3 Check only grades 5, 7 & 9

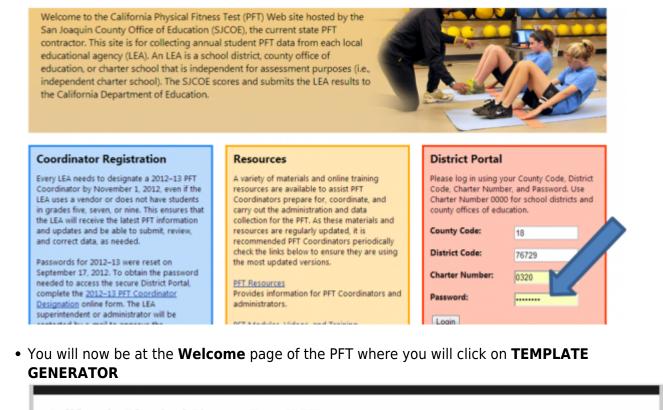
School Summ	nary Languag	is Summary	Comprehensive Class Li	st NCLB Con	Courses Cert. Staff 1	ummary Part-Time 30	# Staff Qualifications	Student Summary	Erval by Gra
Completion o	# A.G Requirement	SNOR By	Ide Students Class	Size Reduction	Civil Rights / Course List	LOFF - Local Funding	Determination		
Te-ID Ex	port in Com	mon File F	ormat (STAR, C	AHSEE, CEL	DT, DPLT)				
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- 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.

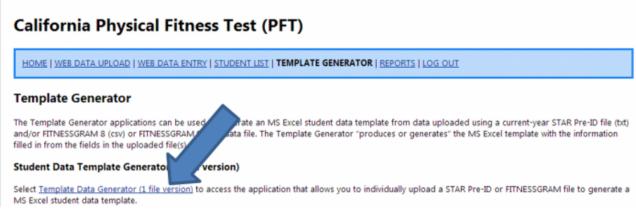


Step #4

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







- 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 Ph	ysical Fitness Test (PFT)	1
HOME DATA UPLOAD	DATA ENTRY STUDENT LIST TEMPLATE GENE	RATOR REPORTS LOG OUT
Student Data Ten	nplate Generator	
	load File button. Only bit or csv files, as noted, w	AM 8, 9, or 10 (csv) data file that you want to upload; use the Browse button to locate will be accepted. Instructions for using the converted student data file can be found on
 File Type: File: Upload File 	Select One Select One Science CST Pre-ID (bd) FITNESSGRAM 8 (csv) FITNESSGRAM 9/10 (csv)	
Site maintained by the <u>San</u> for the <u>California Departm</u>	Joaquin County Office of Education ent of Education.	San Josquin County Office of Education James A. Mouatimas, County Superintendent of Schools
low click the Upl mail.	oad File button to the San	Joaquin County Office of Ed and wait for a return
he 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.

HOME WEB DATA UPLOAD WEB DATA ENTRY STUDENT LIST TEMP	PLATE GENERATOR REPORTS LOG OUT	
Student Data Template Files		
Instructions: The MS Excel student data template files generated by the organized by the date the conversion was completed, with the most recer		
		·····
To sort data, select either the first or second column heading.		Page 1 of 1 page(s) 1 record(s) Found
	Date Completed May 22 2013 5:15PM	

- 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...



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

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• Note that you will need to "tell" the importer which cell to begin with (see the RED cell indicated below)

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- Choose that same cell on your Excel spreadsheet and then click "OK".
- You have now filled in all <u>Basic Student Demographics</u>. (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)

Last update: 2017/03/15 22:35 plsis:pft_submissions https://schoolpathways.com/knowledgebase/doku.php?id=plsis:pft_submissions&rev=1489617310

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9	07	BARNWELL	MARIA	05	05		2013	1		05
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 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!

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