



PURPOSE

Use this procedure to enter/edit **Physical Fitness Test (PFT)** scores in MiSiS for enrolled students in grade levels 4-12. The screen will be available for grades 5, 7, and 9 only during the **PFT** testing window; please note that data entry will not be available during the summer break.

The State Board of Education designated the FITNESSGRAM as the **PFT** for students in California public schools. **All** students in grades 5, 7, and 9 must take the FITNESSGRAM each Spring. **Please Note: The State Board of Education has omitted the Body Composition component of the PFT for the 2021-22 school year. Schools are not required to test students for this component.**

WHO CAN PERFORM THE TASK(S)

- **School-Based roles:** Principal, PE Teacher, Office Manager, Counselor, Categorical Program Coordinator, Secondary Athletic Director, and Scheduling Administrator
- **Central Office roles:** District administrator, System Administrator, FitnessAdmin, ODA Testing Score User, and ODA Testing Score Administrator

BEFORE YOU GET STARTED

Refer to the **PFT** policies, procedures, and information located in the following websites:

- District Student Testing website <https://achieve.lausd.net/Page/7587>
- California Department of Education website <https://www.cde.ca.gov/ta/tg/pf/>

LOG IN

1. Log in to MiSiS at <http://misis.lausd.net/start>, using your single sign-on (SSO).
2. Select the correct user role from the landing page.

MENU PATH

Admin > PFT Mass Entry

REMINDERS

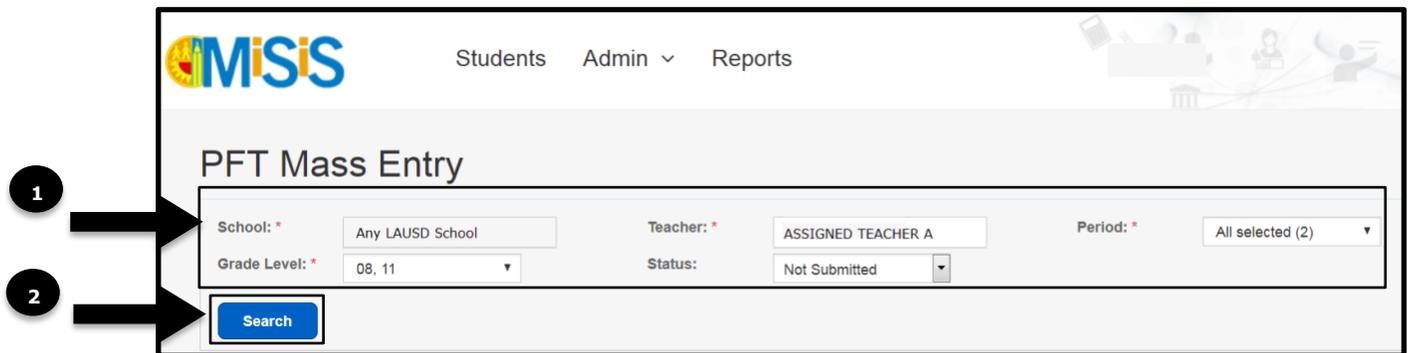
Review the PFT Class Roster or the Physical Fitness Test (PFT) Status Report (for students in grades 10-12) to find eligible students.

PROCEDURE

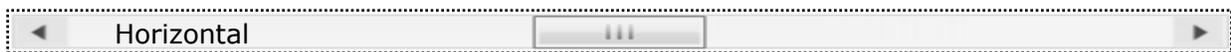
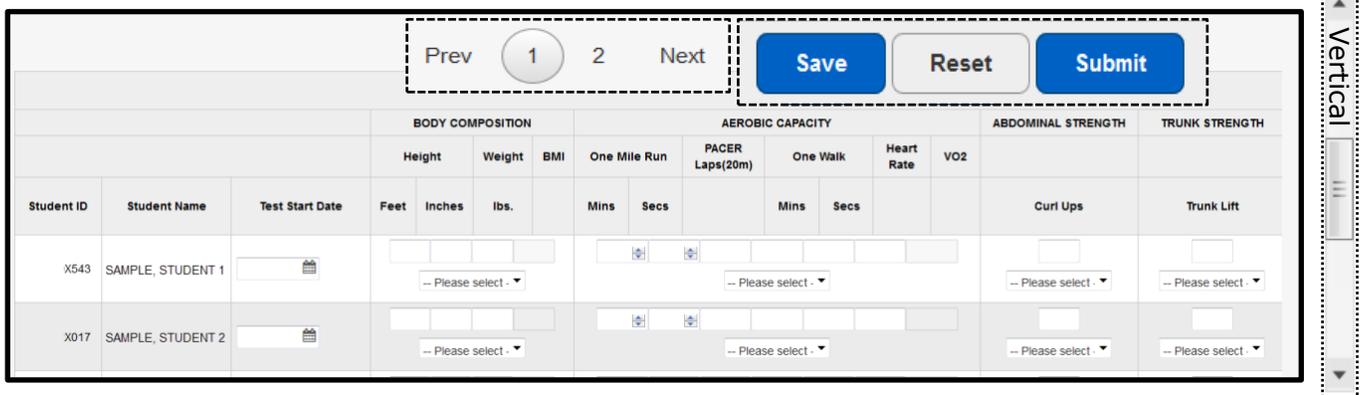
Step 1 Complete the parameters as necessary:

- **School** and **Teacher** fields - only a single selection from the drop-down list is allowed for each field.
- **Period** and **Grade Level** fields - select/deselect one or multiple options at a time by clicking in the checkbox next to each option or click the checkbox next to **Select all**.
- **Status** field – select **Not Submitted** (default) or **Submitted**.

Step 2 Click the **Search** button to display the list of eligible students and test components.

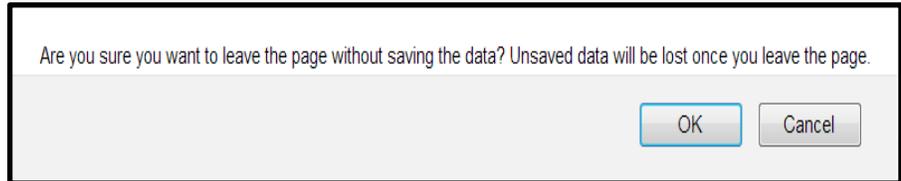


Navigate the screen using the vertical/horizontal scroll bars/arrows or use the tab key/navigational keys on your keyboard to access all six components. You might have to scroll down to the bottom of the screen to locate the horizontal bar.



My Integrated Student Information System

The screen will only display ten student records at a time – save any entries before navigating to the next page; otherwise, the system will generate an alert message indicating that the unsaved data will be lost. Use the **Prev 1 / 2 Next** button(s) to display the next ten records.



Step 3 Click inside the **Test Start Date** field to display the calendar icon to select the test date.

Student ID	Student Name	Test Start Date	BODY COMPOSITION				
			Height		Weight	BMI	
			Feet	Inches	lbs.		
X543	SAMPLE, STUDENT 1	<input type="text" value="3"/>	<input type="text"/>				
			-- Please select --				

Test components

Entry fields

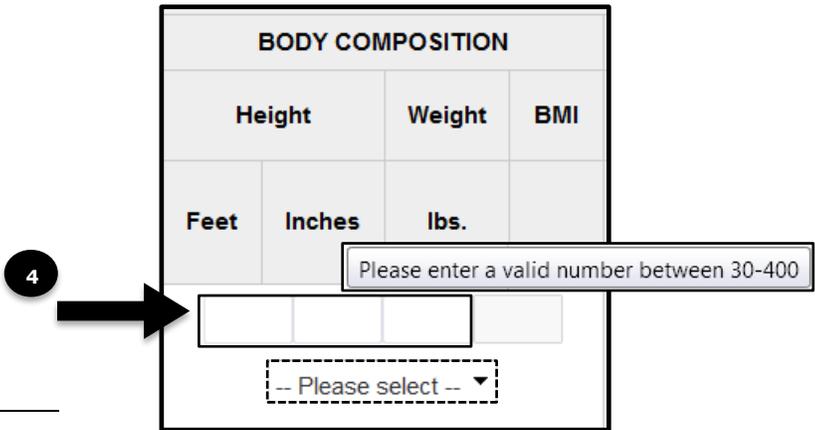
Absent On Test Day And All Make Up Sessions
IEP/Special Needs
Medical Excuse

Step 4 Click in the component’s entry field and **type** a valid value (images shown in the next pages). If the student did not take the test, leave the entry fields blank and select a valid reason from the **“Please select”** drop-down list located under those fields.

- Refer to the valid value range provided or hover the mouse pointer over the entry field to display a tooltip with the valid values for that field.

Body Composition

Note: Body Composition is not a required test for the 2021-22 school year. Data entry for this component has been disabled.



Valid Value Range	
Height	
Feet	Number between 3 - 7
Inches	Number between 0 - 11
Weight lbs.	Number between 30 - 400
BMI	System populated

The system will generate an error message in red, under the **Search** button, if invalid score values are entered or if a field is left blank. The entry field with the error will be highlighted in red, hover the mouse pointer over the field to display a tooltip with the correct value. The **Test Start Date** field does not display a tooltip.

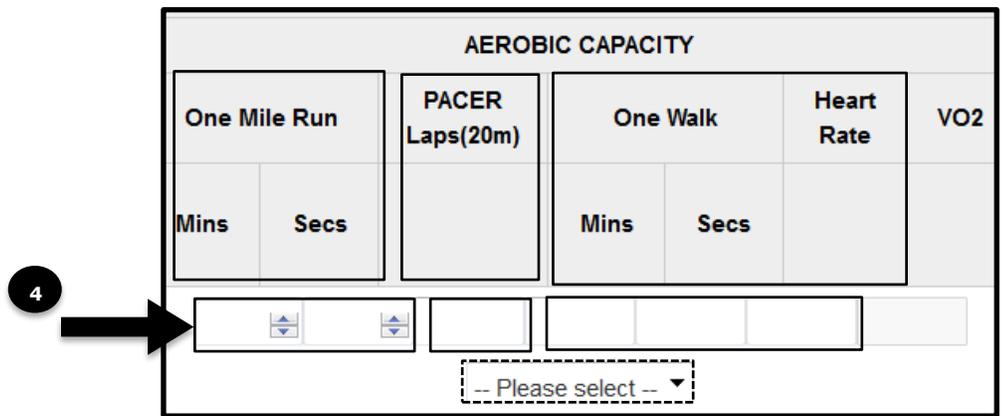
Input given is invalid please hover over the red box to see the error message

Test Start Date	BODY COMPOSITION			AEROBIC CAPACITY							
	Height		Weight	BMI	One Mile Run		PACER Laps(20m)	One Walk		Heart Rate	VO2
	Feet	Inches	lbs.		Mins	Secs		Mins	Secs		
<input type="text"/>	4	3	100		20	3					
	-- Please select --						-- Please select --				
2018-06-04	5	2	122							1000	
	-- Please select --								Please enter a valid number between 1 and 190		

Aerobic Capacity

The aerobic capacity component provides **three test options**; scores can only be entered for one option. As the scores for a test option are being entered, the other options will become disabled. The VO2 field is system generated once the values are saved.

Follow these instructions to correct the data in a field whenever the component has more than one test option: (a) delete the data in the field, enter the correct value(s) and save **or** (b) delete the data in the field, enter the appropriate value(s) in one of the other option fields and save. The Reset button should not be used since it will delete the data from the selected option field but it will keep the other option fields disabled.



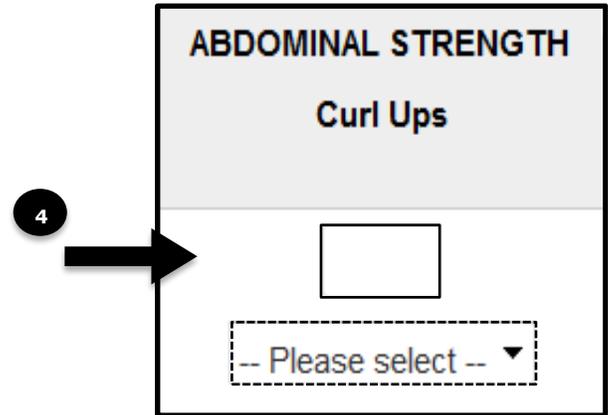
The screenshot shows the 'AEROBIC CAPACITY' form with columns for 'One Mile Run' (Mins, Secs), 'PACER Laps(20m)', 'One Walk' (Mins, Secs), 'Heart Rate', and 'VO2'. Below these are input fields with arrows and a dropdown menu that is currently set to '-- Please select --'.

Valid Value Range

One Mile Run	
Mins	Number between 3 - 59
Secs	Number between 0 - 59
PACER Laps(20m)	Number between 1 - 190
One Walk	
Mins	Number between 3 - 59
Secs	Number between 0 - 59
Heart Rate	Number between 30 - 250
VO2	System generated

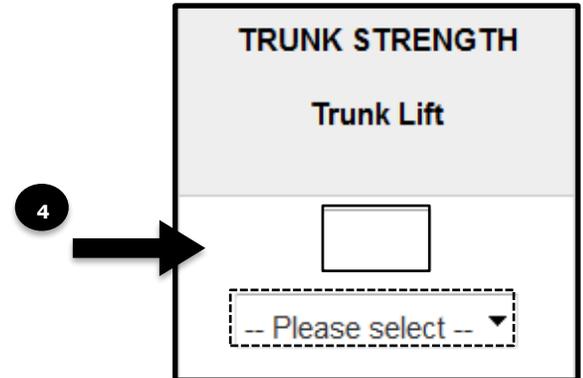
Abdominal Strength

Valid Value Range	
ABDOMINAL STRENGTH	
Curl Ups	Number between 1 – 75



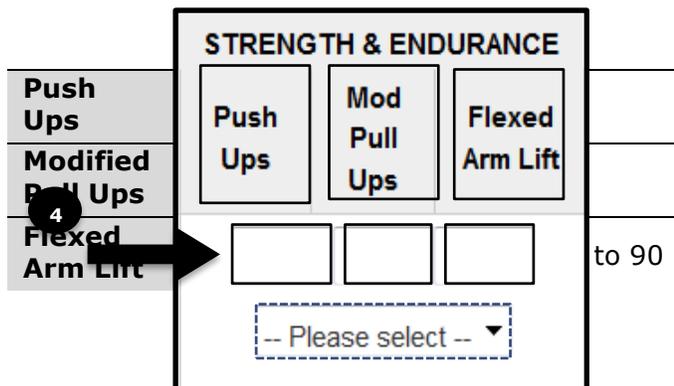
Trunk Strength

Valid Value Range	
TRUNK STRENGTH	
Trunk Lift	Number less than or equal to 12



Strength & Endurance

The strength and endurance component provides **three test options**; scores can only be entered for one option. As the scores for a test option are being entered, the other options will become disabled.



Flexibility

The flexibility component provides **two test options**; scores can only be entered for one option. As the scores for a test option are being entered, the other option will become disabled.

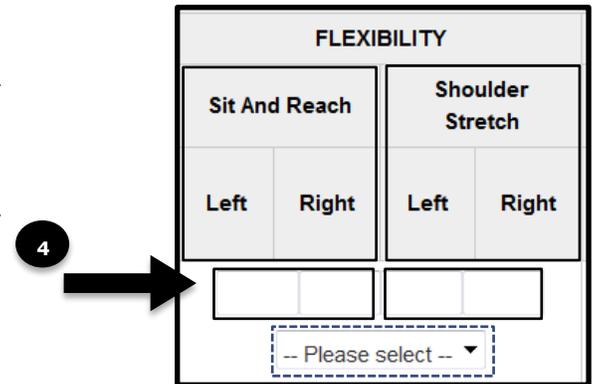
Valid Value Range

Sit And Reach

Left Number less than or equal to 12
Right Number less than or equal to 12

Shoulder Stretch

Left Y or N
Right Y or N



The screenshot shows a form titled "FLEXIBILITY" with two main sections: "Sit And Reach" and "Shoulder Stretch". Each section has "Left" and "Right" sub-sections. Below these are input fields. A dropdown menu is shown with the text "-- Please select --". A circled number "4" with an arrow points to the input fields.

Step 5 Click in the checkbox located to the far right of the student record, under the **Submit All** header, to place a checkmark prior to saving/submitting the scores.



The screenshot shows a table with two columns: "Submit All" and "Status". In the "Submit All" column, there is a checkbox. A circled number "5" with an arrow points to this checkbox.

The following error message will display if a checkmark is not placed in the checkbox for the record actively being worked on.

Please Select at least one checkbox

If a checkmark is accidentally placed in the **Submit All** checkbox for a student that displays results (pass  or fail ) from a previous test, the system will highlight the data field in red; correct the error by removing the checkmark and clicking the save button again.

The **Status** field will be automatically populated with the icon for the overall results (pass  or fail .

Step 6 Click the **Save** button; if there are no errors or if they have been corrected, the scores will be saved temporarily. You may continue working on them up until before submitting them permanently. The **Reset** button will restore the data to the last save/update.



The screenshot shows three buttons: "Save" (highlighted with a dashed box and a circled number "6"), "Reset", and "Submit".

Step 7 Click the **Ok** button of the alert message generated.

Are you sure you want save the scores for the students? Please ensure that the data entered for the students are accurate before you proceed.

7

A **"Data Saved"** confirmation message will be posted under the student ID.

Student ID	Student Name	Test Start Date	BODY COMPOSITION				AEROBIC CAPACITY						
			Height		Weight	BMI	One Mile Run		PACER Laps(20m)	One Walk		Heart Rate	VO2
			Feet	Inches	lbs.		Mins	Secs		Mins	Secs		
X543 Data Saved*	SAMPLE, STUDENT 1	2018-06-04	4	3	100	27	20	0				57.6	

Step 8 Click the **Submit** button to process and post all the scores to each individual student record.

8

Step 9 Click the **Ok** button of the alert message generated.

Are you sure you want submit the scores for the selected students? Please ensure that the data entered for the students are accurate before you proceed.

9

A **"Data Submitted"** confirmation message will be posted under the student ID.

Student ID	Student Name	Test Start Date	BODY COMPOSITION				AEROBIC CAPACITY						
			Height		Weight	BMI	One Mile Run		PACER Laps(20m)	One Walk		Heart Rate	VO2
			Feet	Inches	lbs.		Mins	Secs		Mins	Secs		
X543 Data Submitted*	SAMPLE, STUDENT 1	2018-06-04	4	3	100	27	20	0				57.6	