



WELNET User Instructions for Teachers within the North American Division of SDAs

“Fitness” Module Directions **for Teachers**:

1. Entering Fitness Measurements:

1. Go to Focused Fitness at www.focusedfitness.org
2. Log in to WELNET
 - a. Username = your personal NAD ID number
 - b. Password = your first name (initially, then you change that to what you wish)
3. Click on "Fitness"
4. Click on "Record Scores"
5. Classes that you have access to will show up automatically
6. Choose the appropriate *phase* (Use “**Post**” for PhysicalGenesis purposes)
7. Click "Search for Classes"
8. Click "Record" button on the appropriate class
9. A new window will appear with the class roster and data entry boxes
10. Use number keys to enter data from recording sheet
 - a. Click "Save Scores" frequently
 - b. Be sure to save before leaving your computer
11. Other detailed instructions about “support” and other features you can use in WELNET’s Fitness Module are further below on this form

Tip – you can always watch the videos for each segment on the WELNET webpage when you’re logged in as a teacher to get a visual of how to do it.

You may find additional information about the PhysicalGenesis study at
<http://physicalgenesis.com/>

Support –

1. **Accessing “support” by teachers** - Martha Ban is the technical support person for the PhysicalGenesis project. Her email is martha.ban@nad.adventist.org

More Detail for “Fitness” Module –

1. Printing Recording Sheets:

1. Click on "Fitness"
2. Click on "Recording Sheet"
3. Classes that you have access to will show up automatically
4. To refine search, choose appropriate school, teacher, level or grade and click "Search for Classes"
5. To uncheck classes, click "Include"
6. Check appropriate class or classes and click "View Recording Sheet"
7. To print sheet: Go to "File", Drop down to "Print", Click "Print"

2. More Detail for Entering Fitness Measurements:

1. Tips when recording data
 - a. Use tab key to advance cursor to the right
 - b. Use shift key and tab key to move cursor to the left
 - c. Use enter key to move the cursor to the box below
 - d. Use 10 key pad for efficiency- Make sure "Num Lock" key is activated
 - e. The arrow keys can also be used to navigate through the boxes
 - f. Click "Save Scores" frequently
 - g. Be sure to save before leaving your computer
2. Special indicators on recording sheet
 - a. **N** = Not Tested
 - b. **M** = Medical
 - c. “A” and the number or score for the student (**A12**) = Adaptive
 - d. A decimal/period (.) can be used to make data entry easier. Examples:
 - i. Height: 4'7" can be entered as 4.7 and 5'6 1/2" can be entered as 5.6.5
 - ii. Mile: 9:15 can be entered as 9.15
3. Out of range scores
 - a. To decrease data entry errors, scores will be highlighted if they are out of the normal range for that measurement
 - b. Scores that are too high will appear in red
 - c. Scores that are too low will appear in blue
 - d. Scores that are within the range will not have a color
 - e. Scores can still be entered if they are out of range. Review scores that are highlighted to ensure they are accurate.

3. Standards:

1. Click on "Fitness"
2. Click on "Standards"
 - a. Click on Show Basic Level to see standards for (ages 5-13)
 - b. Click on Show Intermediate Level to see standards for (ages 8-15)
 - c. Click on Show Advanced Level to see standards for (ages 10-18)

4. Creating Student/Parent Fitness Reports:

1. Click on "Fitness"
2. Click "Student/Parent Report"
3. Classes that you have access to will show up automatically
4. To refine search, choose appropriate school, teacher, level or grade and click "Search for Classes"
5. To uncheck all classes, click "Include"
6. Check appropriate class or classes
7. Reporting options- Click one or more of the following:
 - a. Include pre in history
 - b. Include goal in history
 - c. Include post in history
 - d. Sort all students by last name - this will print students from all selected classes alphabetically, instead of grouped by class
8. Choose one of the following report options:
 - a. Output Web Page - outputs the report as a web page
 - b. Output PDF - outputs report as a PDF
9. Click "Advanced Options" to choose specific fitness measurement to report on. Reports will include all measurements by default
10. Choose Parameters and click "View Student/Parent Report"
11. To print sheet: Go to "File", Drop down to "Print", Click

