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Microsoft® Windows® Software Manual for FITstep™ Pro Version 3

Operating System Requirements

Operating System	Windows® 7, Windows® 8.x, Windows® 10, Windows® Home, or Windows® Pro
Free Hard Drive Space	At least 50mb

Installing the Software

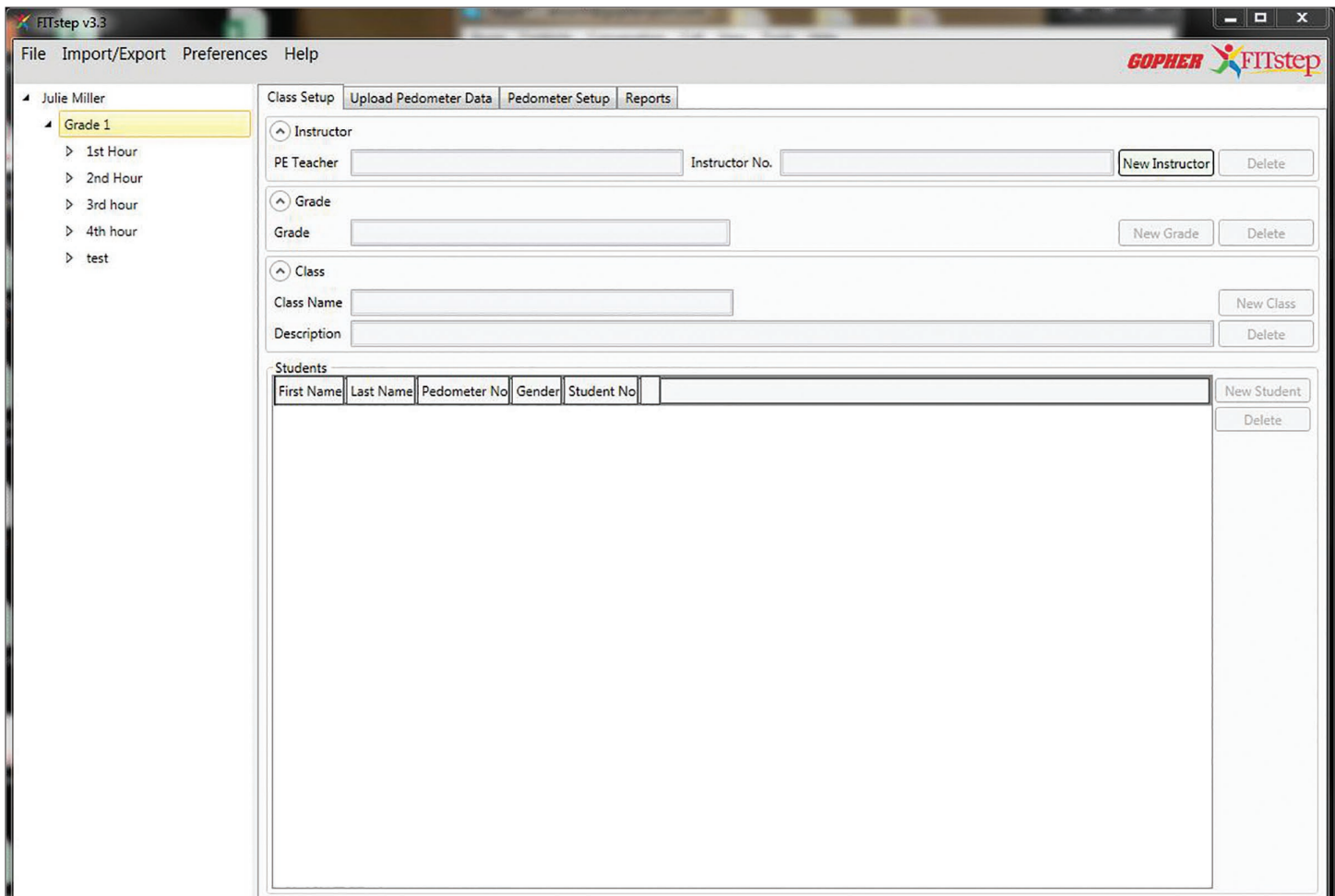
To download the FITstep™ software, go to www.gophersport.com/software. Click on the Windows Version 3 User Software Download, follow the prompts to the install. The file will first check to see if your PC is ready for a successful install. In some cases, you will be asked to install the Microsoft.NET Framework 4.5 Extended software. The link for the .NET Framework software is: <http://www.microsoft.com/en-us/download/details.aspx?id=17851>. Install the software and restart your computer. Click on the FITstepSetup_X.X.X.msi (version number will change) file again and it will install. A Gopher FITstep™ Version 3 icon will be placed on your desktop for easy startup. As part of the installation process, any data you collected with the first version of the software is converted to work with the new version. It is not necessary to re-enter student names, pedometer numbers, or classes. Also it is important to note, that the installation process will create a backup file that you can use with your older version of the FITstep™ software.

Using the Software Menu

The screen pictured on page 2 appears when the software opens. The components in the menu bar are used for file operations, printing, and importing/exporting data.

The screen is divided into two major parts. The left window is hierarchical and breaks down by instructor to grades to classes to students. To make the next level appear, double click on the top level tile or click on the triangle to the left of the name. The right window is the main viewing window; class/student information is entered here, full class lists are shown, and uploaded data can be viewed. To use any of the tabs on the right side of the screen, a class must be selected.

It is possible to utilize the Reports Tab function with more than one instructor, student, class, and/or grade by holding the control key down and clicking the names of the desired items. A range of items can be selected by holding the shift key down, clicking the first item in the range, and clicking the last item in the range.



FILE MENU

Database

The database houses all information from the FITstep™ software. It is recommended to store the database on the computer desktop for easy access.

All FITstep™ databases are stored as *.db files.

Opening an Existing Database

If you used previous versions of the software, your database file will convert so it works with the new software. If you are using multiple databases or want to open one you converted from the old software, use the following steps:

1. File
2. Open Database
3. A Finder window will open and allow you to search for your desired database. Select the database and click Open.

New Database

If you have not previously stored pedometer data using an earlier version of the software, complete the steps below to create a new file in which you have going to store data. If this is the first time you have used the software or if it cannot find your database, it will create a new one with the name pedometerData.db.

NOTE: If working with other teachers using the same computer, each should create a personal database. This will allow each user to open his/her database when he/she is ready to collect data or print reports. It is possible for multiple teachers to share the same database, but it gives all teachers access to others' data. An advantage is that students can be easily moved from one teacher to another.

Follow these steps to create a new database:

1. File
2. New Database
3. Select the location you wish to store the database (desktop is recommended).
4. The software will automatically name the database pedometerData.db, but this can be renamed as desired.
5. Select Save.

Once database is located or created, proceed to Reader Setup instructions.

Reader Setup

The reader allows for data transfer from the FITstep™ Pro pedometer to the FITstep™ software.

1. To set up the reader, plug the reader into the computer using the provided USB cord.
2. The computer will connect to the reader.
3. The FITstep™ software will register the reader as indicated in the lower left hand corner.

TABS

Pedometer Setup

The Pedometer Setup Tab has one purpose: to embed a number in the pedometer. Embed pedometer numbers before using them with students. Here is a suggested procedure for numbering the pedometers if you have a new set:

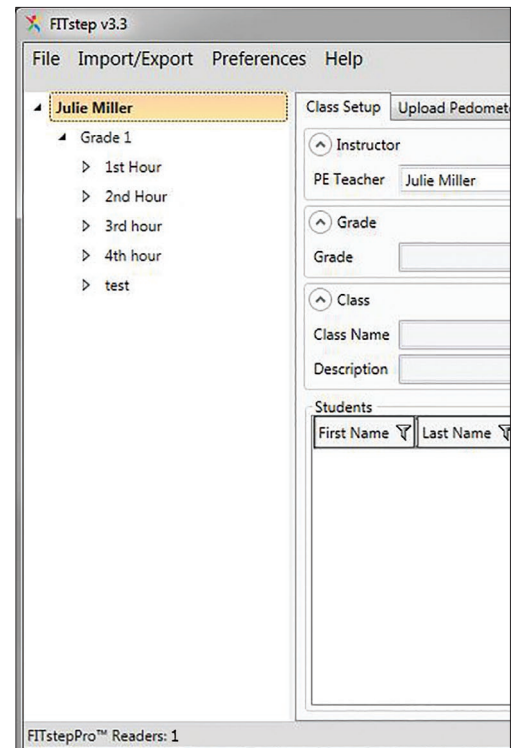
1. Number the pedometers on the outside and inside of the pedometer covers. This will make it easy for students to identify their pedometer each time they come to class. It is probably easiest to start with pedometer 1 and number from that point forward. However, numbering can be started at any integer.
2. Pedometer may be in a deep sleep mode to conserve battery life. To wake the pedometer, press and hold the reset button until the screen comes on.
3. Click on the Pedometer Setup tab to see screen below. Click on the "Write New Number" box. Set the new pedometer number to the desired starting number. For example, if you set the new number to 1, that pedometer will be internally assigned the number 1.
4. Select the first pedometer you wish to number, open the pedometer and place it screen side up into the reader.
5. The software will register the pedometer and assign it to the number identified. Press OK to move on to numbering the next pedometer.
6. The software will automatically change the next pedometer number to the next integer. You are now ready to open the next pedometer and place it into the reader.
7. To check whether the correct number has been assigned to the pedometer, press the Mode button on the pedometer until the Step screen is showing. Now hold down the Set button to see the pedometer number. It will appear as P=00001 if you embedded number 1.

NOTE: nothing will show on this screen if the pedometer has not been numbered.

8. To manually change a pedometer number, check the "Write New Number" box and type in a new number. Open the front cover of the pedometer, place it face down into the reader and the new number will be assigned. A pedometer number can be changed using only the Pedometer Setup Tab.

Class Setup

The Class Setup Tab is the control center where you will add new instructors, grades, classes, and students. Not all fields will need to be filled, such as the instructor number and description fields. Notice how the data is organized. The top field is the instructor, usually the Physical Education teacher. Next is Grade followed by the Class Name, which might be listed as a classroom teacher in an elementary school or as a number class in secondary schools (for example, 3rd Period). If desired, type in a description of the class with information that might be relevant. Finally, in the last section add the students by first and last name, gender (optional), and pedometer number. If desired a student ID number can also be added.



Class Setup | Upload Pedometer Data | Pedometer Setup | Reports

Instructor
 PE Teacher: Julie Miller | Instructor No.: | **New Instructor** | **Delete**

Grade
 Grade: Grade 1 | **New Grade** | **Delete**

Class
 Class Name: 1st Hour | **New Class**
 Description: | **Delete**

Students

First Name	Last Name	Pedometer No	Gender	Student No		
Laura	Johnson	1	Female			
Jason	Yang	2	Male			
Sarah	Nelson	3	Female			
Tammy	Clemons	4	Female			
Ryan	Rodriguez	5	Male			
Travis	Conway	6	Male			
Amber	Jones	11	Female			
Mike	Kane	8	Male			
Blaire	Morris	9	Female			
Logan	Smith	10	Male			
New	Student	8	NA			
New	Student	7	NA			

Buttons: New Student, Delete

Status Bar: FITstepPro™ Readers: 0

Manual Entry Class Setup

Teachers, students, and classes can be entered into the FITstep™ software manually by typing the information into each specific field.

Import Students into Class

The Import/Export menu offers the opportunity to import students into the FITstep™ Software using a spreadsheet.

NOTE: Data can only be uploaded from an Excel 2007 or higher (.xlsx) workbook. Multiple classes can be stored in the same workbook, but each class must be in a separate worksheet. The worksheets do not need to be named, however naming them makes it easier to identify different classes that exist in the same spreadsheet.

The workbook should be set up in columns as follows: First Name, Last Name, Gender, Pedometer Number, and Student Number (see example below).

NOTES:

- Data cannot be imported unless a first and last name is provided.
- Pedometer numbers must be integers greater than zero.
- The software will accept gender identifiers of "Male", "M", "Boy", or "B" for males.
- The software will accept gender identifiers of "Female", "F", "Girl", or "G" for females.
- The student number field is available for adding student IDs or other unique identifier. This field accepts characters and numbers.
- Columns do not need to be in any particular order.

	A	B	C	D	E	F	G	H	I	J	K
1	First Name	Last Name	Gender	Pedometer Number	Student Number						
2	Katie	Albertson	F		1 A487361						
3	Andy	Alito	M		2 C845963						
4	Katelyn	Anderson	F		3 A487361						
5	Carter	Aoki	M		4 C845963						
6	Molly	Brickley	F		5 A487361						
7	Jessie	Collins	M		6 G697435						
8	Matthew	Cranson	M		7 B123456						
9	Monica	Draben	F		8 A487361						
10	Ellie	Elias	F		9 T741596						
11	Alexina	Garza	F		10 G697435						
12	Leo	Gonzalez	M		11 G697435						
13	Nick	Jackson	M		12 B123456						
14	Amy	Marbut	F		13 T741596						
15	Donald	Omerta	M		14 G697435						
16	Aiden	Pryor	M		15 B123456						
17	Emma	Schaeffer	F		16 T741596						
18	John	Smith	M		17 B123456						
19	Isabelle	Wiggins	F		18 T741596						
20	Juan	Wilson	M		19 C845963						
21	Braden	Woods	M		20 C845963						
22											

Export Full Database to Excel

The Import/Export menu also allows you to place all data into an Excel workbook. The created workbook will contain five worksheets for instructors, grades, classes, students, and workouts. This command should not be used for backing up for data since once it is exported to Excel, it cannot be imported back into the FITstep™ software. The primary purpose for this command is to do further statistical analysis in Excel.

Upload Pedometer Data

The software works with the FITstep™ Pro data readers. The reader quickly uploads the data (about 1.5 seconds) per student. Multiple readers are useful because a large class can be uploaded rapidly. Readers must be plugged into a USB port on your computer. If you are using multiple readers, a USB hub is recommended. The number of readers actively connected to your computer is listed in the bottom left of the screen.

NOTE: Ensure that each student clears his/her pedometer prior to beginning the class activity. This is done by pressing and holding the Yellow Reset button. Pedometers do not automatically clear data from previous uses.

1. Select the class on the left hand side of the screen.

NOTE: Data cannot be transferred from class to class.

2. Select the Upload Pedometer Data tab.
3. Students open the front cover of the pedometer and place it screen side up into the reader.
4. As data is uploaded, the red and green lights on the reader will flash and students' names in the left window will change color and re-sort as shown in the screenshot below. The color of a student's name offers the user the following information:

Black Font: students have not put their pedometer into the reader.

Green Font: data was successfully uploaded.

Red Font: data upload was unsuccessful. This may occur when the student has not left the pedometer in the reader long enough for the data to upload.

Blue Font: uploading process is in progress.

5. When uploading is complete, only the red light stays solidly lit.

NOTE: The key to successfully uploading data is to leave the pedometer in the reader until the red and green lights stop flashing.

Recommended for Upload

Be sure to check the total number of workouts recorded at the bottom of the screen. This number should match the number of students present during the session. A pop-up box will appear when switching from class to class showing any unsuccessful data uploads.

Any student that is present and his/her name remains black or turns red due to an erroneous read, simply needs to put the pedometer back into the reader to successfully upload data.

Student	Ped. No.	Steps	Activity Time	MVPA
Tyler Lopez	112	183	1:11	1:09
Brady Jost	9	173	1:07	1:07
Sam Munoz Valencia	4	135	0:55	0:54
Alexis Rodriguez	100	186	1:14	1:12
Aaron Solis	17	160	1:05	0:53
Kameron Weaver	2	191	1:10	1:09
Luke McDonald	16	49	0:23	0:00
Addison Fink	31	163	1:04	1:02
Gabi Edwards	1	39	0:20	0:18
Cece Reger	102	191	1:12	1:10
Logan Minford	94	805	7:42	2:00

REPORTS

The Reports Tab is the data analysis center. Click on the Reports Tab to see different types of reports. All of the reports can be sorted and then printed, and different columns can be selected by checking the boxes on the right side of the screen. The columns can be reordered by dragging a column to the desired location.

Sorting: The default order of sort is by name in ascending order. To sort any column in descending order, click on the tile of the column you want to sort and order will be reversed. Click it again and it will return to ascending order. Sorting will move the entire rows, not just the column you clicked on.

Date Range: You may choose the date range for all reports. Click on the Date Range indicators in the top right corner of the Reports tab. The date may be entered manually, or selected using the calendar button. Select your desired date range, i.e. if you only wish to view May 1 to June 1, select those start and end dates.

NOTE: it is not possible to select dates for the Class Roster report.

Columns: Select the columns you wish to show in your reports.

The screenshot shows the FITstep v3.3 application window. The left sidebar lists the user 'Julie Miller' and a tree view for 'Grade 1' with '1st Hour' selected. The main area displays a table of student activity data for the 1st hour. The table has columns: First Name, Last Name, Student No, Ped No, Date, Time, SPM, Steps, Steps/Min, and Activity Time. The data is for the date 2/14/2018 at 3:04 PM. The right sidebar shows the 'Date Range' (2/14/2018 to 2/14/2018) and a list of 'Columns' to display, including Instructor, Grade, Class, First Name, Last Name, Student No, Pedometer No, Gender, Date, Time, SPM, Steps, Steps Per Minute, Activity Time, MVPA, and Pct MVPA. The 'Report Features' section includes checkboxes for Show Student Detail, Show Student Subtotals, Show Student Averages, Show PE Class Subtotals, Show PE Class Averages, Show Grade Subtotals, Show Grade Averages, Show Instructor Subtotals, and Show Instructor Averages. The 'Force Page Breaks' option is also visible.

First Name	Last Name	Student No	Ped No	Date	Time	SPM	Steps	Steps/Min	Activity Time
Blair	Morris		9	2/14/2018	3:04 PM	110	43	161	0:16
Jason	Yang		2	2/14/2018	3:02 PM	110	67	134	0:30
Laura	Johnson		1	2/14/2018	3:02 PM	110	48	137	0:21
Logan	Smith		10	2/14/2018	3:04 PM	110	52	148	0:21
Mike	Kane		8	2/14/2018	3:03 PM	110	29	145	0:12
New	Student		7	2/14/2018	3:03 PM	110	32	147	0:13
Ryan	Rodriguez		5	2/14/2018	3:03 PM	110	43	172	0:15
Sarah	Nelson		3	2/14/2018	3:02 PM	110	39	146	0:16
Tammy	Clemons		4	2/14/2018	3:03 PM	110	49	163	0:18
Travis	Conway		6	2/14/2018	3:03 PM	110	56	176	0:19

Filtering Data: Data filtering is used to view a subset of a large amount of data. You can filter data by clicking on the filter icon (the funnel) in the column header. This brings up a filter window, in this window you can check one of the values for the column, or you can select the rows that are equal to, not equal to, less than, less than or equal to, greater than, greater than or equal to a value that you enter into the input box. When you are finished filtering on that column, simply click the "Clear Filter" button.

NOTE: When a column filter is active, the funnel icon changes color. If data appears to be missing, check to ensure the filter has been cleared.

The screenshot shows the FITstep v3.3 application window with the 'Date' column filter window open. The filter window displays a list of dates (2/14/2018) and a 'Select All' button. Below the list, there are options to 'Show rows with value that' and 'Is equal to', with input fields for 'Enter date'. The 'Clear Filter' button is at the bottom of the filter window. The main table shows the data for the 1st hour, with the 'Date' column highlighted in yellow. The right sidebar shows the 'Date Range' (2/14/2018 to 2/14/2018) and the 'Columns' list.

First Name	Last Name	Student No	Ped No	Date	Time	SPM	Steps	Steps/Min	Activity Time
Ryan	Rodriguez		5	2/14/2018			172		0:15

Brief Description of Reports

Students may upload their data multiple times during the day. When the program calculates daily average for each student, it will add together all uploads accumulated in a single day. To preview reports before printing, click on the file menu and select Print.

1. The Workouts report shows all uploads for each student. Every time a student uploads data, it is stored as a workout.
2. The Quick Summary report offers a summative view for each class or classes. This is an excellent report for comparing students, classes, grades, and instructors.
3. The Weekly Summary report shows each student and his/her workouts by week. This allows you to analyze students and your lessons on a week-by-week basis.
4. The Monthly Summary reports shows each student and his/her monthly totals and averages.
5. Class Roster offers you the opportunity to print out a list of your students by class. You can print a number of classes per print job by control-clicking on selected classes.
6. Physical Activity report allows you to print out a "My Physical Activity Report" for each student. The report contains a message to parents and students along with the selected activity sheet (see below). Customize Activity Report command allows for customization of the physical activity report to suit your preferences. The options that can be changed are:
 - a. Edit Report Title
 - b. Edit Intro Paragraph
 - c. Change the School Logo
 - d. Add Logo to Report

There is also a preview selection to allow for a quick look at changes made to the report.

ReportViewer

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GOPHER FITstep PRO

My Physical Activity Report

By customizing the report you can write up a paragraph that meets the needs of your school. You can also customize the school logo and the title of the report. In other words, you can make it personal to your needs. For example: "Our school collects physical activity (PA) data using pedometers. Pedometers accurately monitor the amount of activity students exert in three different settings..."

Student: Cesar Avila
Class: Mr. Mandrake's Class
Grade: 4th Grade
Teacher: Coach Price
Data Gathered: 3/1/2016 to 3/31/2016

	Student Total	Student Average	Class Average
Steps	10,213	2,043	1,999
Activity Time	1:17:23	15:08	15:05
MVPA Time	46:21	9:16	9:20
Days Measured	5		

Steps: The number of steps accumulated during the time period listed above.

Activity Time: The total number of minutes accumulated regardless of how fast or intense the physical activity is.

MVPA: An acronym for Moderate to Vigorous Physical Activity that is defined by various educational agencies as a brisk walk at 3 to 4.5 miles per hour. Students receive more health benefits from MVPA.

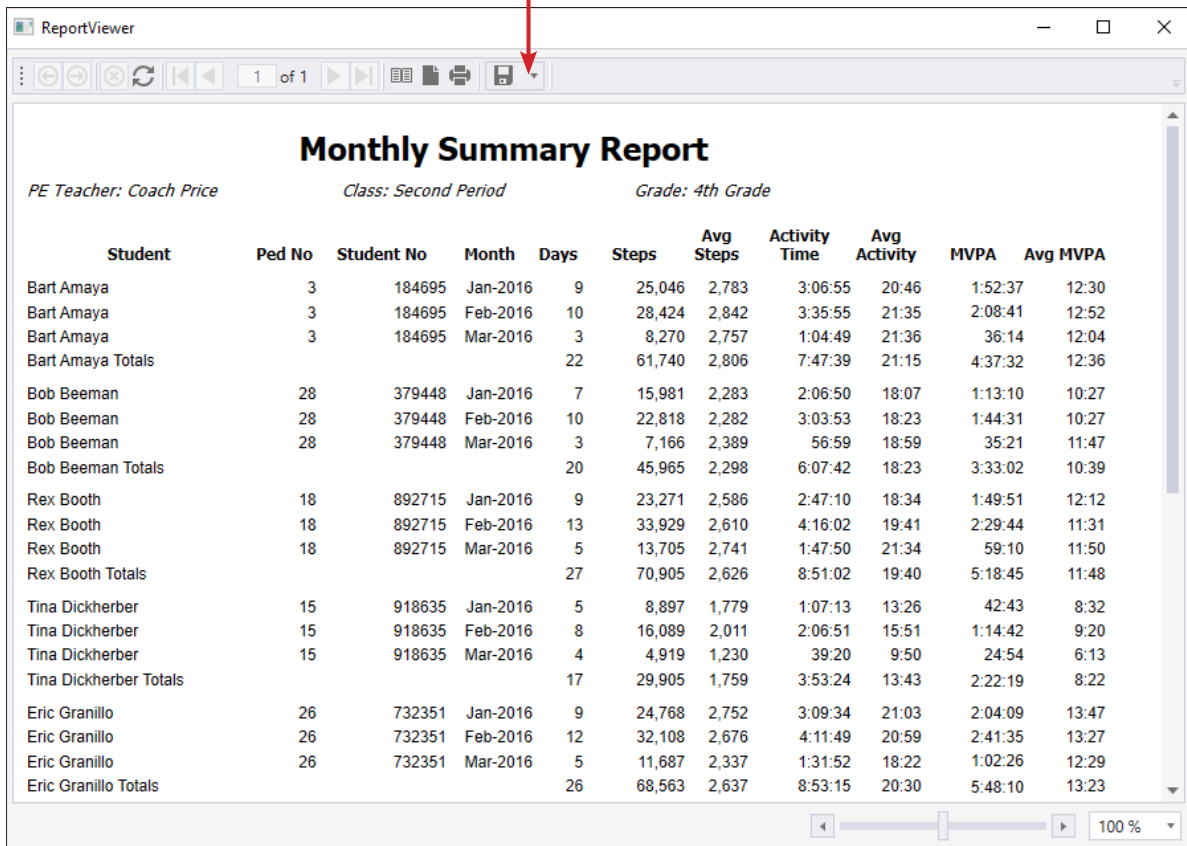
100 %

Print Reports

The print function is listed under the File menu. It is available when students have been selected and the data is listed on the screen.

Click on the print command to see a preview of your report. If you are satisfied with the report, click on the print icon to print the report. If not, cancel the report and filter the data as preferred.

Another feature of the Report Viewer is that the report may be saved in many different formats, including a PDF or Word Document. To do so, click on the triangle to the right of the disc (see arrow) on the command bar of the report and pull down to your desired formatting.



ReportViewer

Monthly Summary Report

PE Teacher: Coach Price Class: Second Period Grade: 4th Grade

Student	Ped No	Student No	Month	Days	Steps	Avg Steps	Activity Time	Avg Activity	MVPA	Avg MVPA
Bart Amaya	3	184695	Jan-2016	9	25,046	2,783	3:06:55	20:46	1:52:37	12:30
Bart Amaya	3	184695	Feb-2016	10	28,424	2,842	3:35:55	21:35	2:08:41	12:52
Bart Amaya	3	184695	Mar-2016	3	8,270	2,757	1:04:49	21:36	36:14	12:04
Bart Amaya Totals				22	61,740	2,806	7:47:39	21:15	4:37:32	12:36
Bob Beeman	28	379448	Jan-2016	7	15,981	2,283	2:06:50	18:07	1:13:10	10:27
Bob Beeman	28	379448	Feb-2016	10	22,818	2,282	3:03:53	18:23	1:44:31	10:27
Bob Beeman	28	379448	Mar-2016	3	7,166	2,389	56:59	18:59	35:21	11:47
Bob Beeman Totals				20	45,965	2,298	6:07:42	18:23	3:33:02	10:39
Rex Booth	18	892715	Jan-2016	9	23,271	2,586	2:47:10	18:34	1:49:51	12:12
Rex Booth	18	892715	Feb-2016	13	33,929	2,610	4:16:02	19:41	2:29:44	11:31
Rex Booth	18	892715	Mar-2016	5	13,705	2,741	1:47:50	21:34	59:10	11:50
Rex Booth Totals				27	70,905	2,626	8:51:02	19:40	5:18:45	11:48
Tina Dickherber	15	918635	Jan-2016	5	8,897	1,779	1:07:13	13:26	42:43	8:32
Tina Dickherber	15	918635	Feb-2016	8	16,089	2,011	2:06:51	15:51	1:14:42	9:20
Tina Dickherber	15	918635	Mar-2016	4	4,919	1,230	39:20	9:50	24:54	6:13
Tina Dickherber Totals				17	29,905	1,759	3:53:24	13:43	2:22:19	8:22
Eric Granillo	26	732351	Jan-2016	9	24,768	2,752	3:09:34	21:03	2:04:09	13:47
Eric Granillo	26	732351	Feb-2016	12	32,108	2,676	4:11:49	20:59	2:41:35	13:27
Eric Granillo	26	732351	Mar-2016	5	11,687	2,337	1:31:52	18:22	1:02:26	12:29
Eric Granillo Totals				26	68,563	2,637	8:53:15	20:30	5:48:10	13:23

Export Report to Excel

A report may be exported to Excel by selecting this option under the File menu. This allows any report chosen to be exported into an Excel spreadsheet. The spreadsheet will be stored in the same folder where the data file is stored. If the file hasn't been moved since startup, it will be stored in the folder, C:\ProgramData\Gopher\FITstep\.

General Report Help

All the reports generally function in a similar fashion. You pick the students to report on from the class tree on the left side of the main window. You can select the instructor, grade, class, or student level. Remember that the Control Key can be used to select a number of distinct items in the tree or the Shift Key to select ranges of data. Next, select a date range for the report. The report can be customized by selecting options that are available on the right hand side of the main window. Finally, click on the column name to sort the data. The first click will sort the data in ascending order, the second click will sort in descending order and the next click will return the data to its original order.

After selecting the students/classes/grades/instructors and report features, print the report by selecting "Print Report" from the File menu. This generates a separate report viewer window. From this window it is possible to print the report to a printer, view formatted pages on screen, or export the report to one of several file formats. To print, simply click on the printer icon and follow the steps in the printer setup menu. Use the navigation arrows to scroll through the report. The file can also be saved to any of the following file formats: Acrobat (PDF) File, CSV (comma delimited), Excel Worksheet, PowerPoint Presentation, Rich Text Format (RTF), TIFF File, Web Archive, Word Document, or XPS Document.

It is possible to "Print from Excel" from the File menu. This creates an Excel 2007 format worksheet that has the data items that are selected for the report. The Excel file that is created is a data dump of items that you have selected in the order you have chosen.

Preferences Menu

The Options menu allows the user to set some defaults for the software.

Select Start Date. This option is used for selecting a starting date for creating reports and screen analysis of data. This command dictates what the starting date will be when the software is launched. It will always start at one of the options listed below until the setting is changed. The following date range options may be selected:

Today – defaults to today.

Yesterday – defaults to yesterday.

Current Week – defaults to Sunday of the current week.

Current Month – defaults to the first day of the current month.

Current Year – defaults to January 1 of the current year.

Last Week – defaults to Sunday of the previous week.

Last Month – defaults to the first day of the previous month.

Fixed Start Date – defaults to a fixed date that is selected. This date will not change until you adjust it. You can use this feature to set the default date to the start of the current term, if desired.

Custom Start Date – allows data to be viewed from a certain number of days, weeks, months, or years. Select the time period (days, weeks, months, years) to go back and then select number of time periods you wish to go back. When using this option, you will not necessarily go back to the start of a week, month, or year. When going back by weeks, it will default to the same day of the week as today. When going back by months, it will default to the same day of the month as today. Finally, when going back years, it will default to the same day of the current month in the previous year.

After choosing an option, click OK to verify the selection or click Cancel to abort any changes. The next time the Reports tab is selected, the start date for the reports will default to the option selected.

Show Advanced Data Options. This option can be used to check the amount of time students spent in each of the steps per minute levels. The FITstep™ Pro pedometers show how much time was spent at each SPM levels (80 to 160 steps per minute). By selecting the advanced data option, this data can be reviewed.

NOTE: This feature only works when viewing the Workouts tab in Reports.

Customize Activity Reports. This option works on the Physical Activity report and can be used to customize report. It allows changes to be made to the physical activity report to suit the schools preferences. The changes can be reviewed using the preview selection.

The options that can be changed are:

- Edit Report Title
- Edit Intro Paragraph
- Change School Logo
- Add Logo to Report

Help Menu

The Help Menu provides easy access to the FITstep™ Software instructions for reference during use. Additional information can be found by following the Gopher Sport Web Links.