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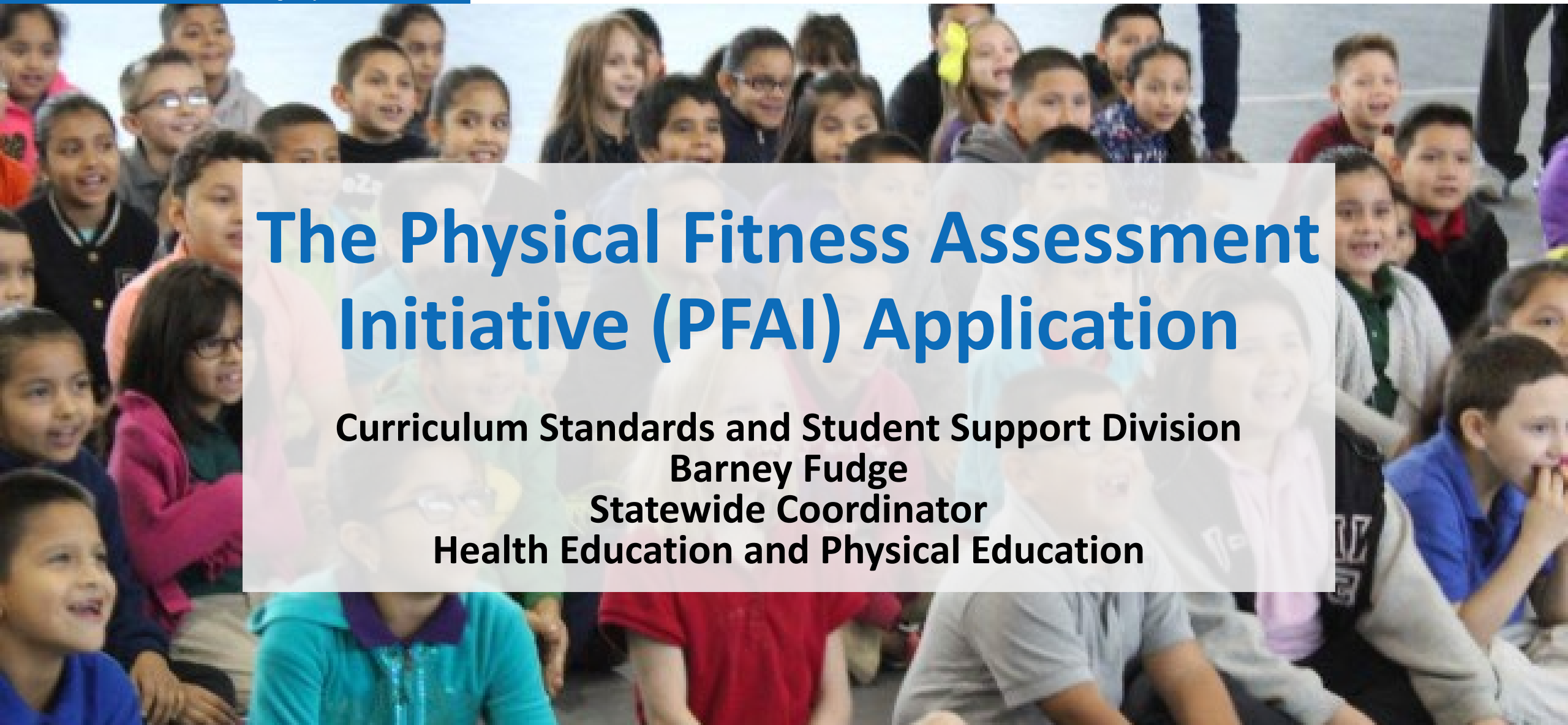


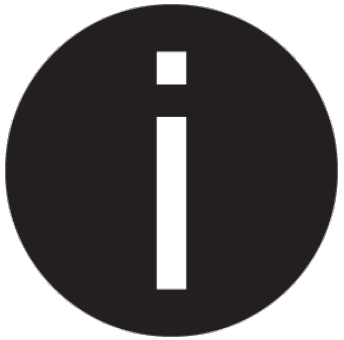
The Physical Fitness Assessment Initiative (PFAI) Application

Curriculum Standards and Student Support Division
Barney Fudge
Statewide Coordinator
Health Education and Physical Education

Please remember these webinar norms.

Please mute your microphone.

We will have time for questions at the end of this session.



If you would like to ask a question, please note the following:

- Unmute to ask
- Chat questions also monitored

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Agenda

Informative session covering the physical fitness assessment application and the following meeting objectives:

- Introduce the PFAI Application in the TEA Login (TEAL) environment
- Discuss steps in the PFAI data upload process
- Review the Uploaded Data Summary
- Discuss the PFAI help system
- Share the Report Generator process and
- Answer your questions

Audience: This presentation is designed for districts and charters using the PFAI application in TEAL to upload their fitness assessment data to the agency.

(Districts and charters with FitnessGram accounts must use FitnessGram to report data.)

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Physical Fitness Assessment Initiative (PFAI) Application

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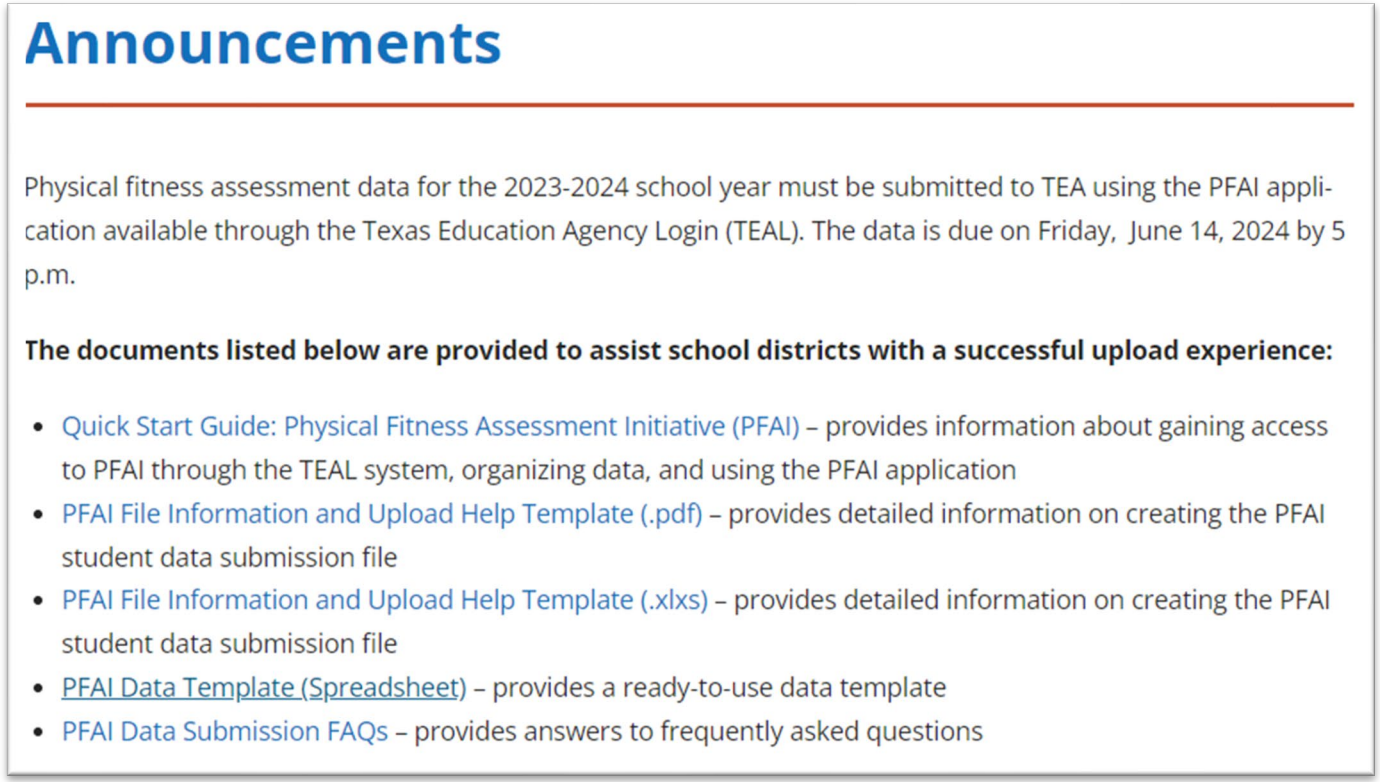
Physical Fitness Assessment Application Resources

PFAI Resources for Uploading Data

Information and resources, which include a PFAI Quick Start Guide, PFAI File Information and Upload Help Template, PFAI Data Template Spreadsheet, and PFAI Data Submission FAQs, have been posted to the Physical Fitness Assessment Initiative web page.



Announcements

Physical fitness assessment data for the 2023-2024 school year must be submitted to TEA using the PFAI application available through the Texas Education Agency Login (TEAL). The data is due on Friday, June 14, 2024 by 5 p.m.

The documents listed below are provided to assist school districts with a successful upload experience:

- Quick Start Guide: Physical Fitness Assessment Initiative (PFAI) – provides information about gaining access to PFAI through the TEAL system, organizing data, and using the PFAI application
- PFAI File Information and Upload Help Template (.pdf) – provides detailed information on creating the PFAI student data submission file
- PFAI File Information and Upload Help Template (.xlxs) – provides detailed information on creating the PFAI student data submission file
- PFAI Data Template (Spreadsheet) – provides a ready-to-use data template
- PFAI Data Submission FAQs – provides answers to frequently asked questions

PFAI Webpage

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Physical Fitness Assessment Application in TEAL–1

PFAI Application

To submit data, districts are required to have a TEA Login (TEAL) account with access to the PFAI application.

PFAI	TEAL		Find contact information at
Physical Fitness Assessment Initiative		Request Access Online	Physical Fitness Assessment Initiative pfaiprogramsupport@tea.texas.gov

Screenshot of PFAI in TEA Secure Applications List

TEAL Webpage

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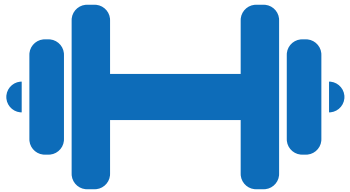
Physical Fitness Assessment Application in TEAL–2

- You must **apply for access** to the PFAI application through the TEAL online request system. This process may take 1–10 days. (See page 3 of the PFAI Quick Start Guide.)
  - Take action immediately if you do not yet have an account.
  - Note: If you applied for PFAI access through TEAL last year and were granted access, you do not need to reapply.
  - Exception: If it has been more than a year since you last logged in, your account may have been placed on inactive status, and in this case, you would need to reapply.



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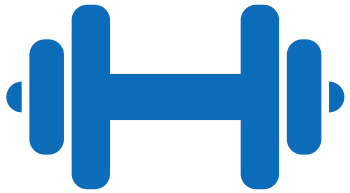
Physical Fitness Assessment Application in TEAL–3

- Users with access may upload data to TEA. All fitness assessment data must be collected before beginning the upload process.
- **Close of business on the second Friday of June** is the deadline to upload fitness data to TEA–**June 14, 2024**.



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Steps in the PFAI Data Upload Process

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Steps in the Fitness Data Upload Process

1. Assign district data upload submitter(s).
2. Complete physical fitness assessments and enter ALL data into the ready-to-use data template.
3. Prepare the file for data upload.
4. Log into the PFAI application.
5. Upload data.

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Step One: Assign Submitter

Each local district must designate appropriate staff responsible to support the identified data entry strategy. This could be one or more persons depending on the option selected.

- Options (page 7 of the PFAI Quick Start Guide)
  - A **Campus Submitter** may submit data for a **single** campus. Example: The district identifies **one** person at each campus who is responsible for uploading data files for that specific campus.
  - A **Multiple Campus Submitter** may submit data for **multiple** campuses in a district. Example: A district may choose to designate three multiple campus submitters, one submitting data for elementary campuses, one for middle school campuses, and one for high school campuses.
  - A **District Submitter** may submit **one** data file(s) for **all** campuses in a district. Example: A district may choose to have campus personnel submit data to **one** person designated as the district submitter who will submit data for the entire district.

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Step Two: Complete Fitness Assessment and Data Entry

- Complete the fitness assessment for all students in grade 3 or higher enrolled in a course that satisfies the curriculum requirements for physical education (page 2 of the PFAI Quick Start Guide).
  - Must assess students in grades 3-8
  - Must assess any student in grades 9-12 enrolled in a TEKS based PE course
  - Must assess any high school student in a substitution for PE
    - Students enrolled in athletics, off-campus PE, or ROTC must always be assessed
    - Students participating in the activities of drill team, cheerleading, or marching band are only assessed if they are substituting the "activity" for the PE credit
- Be sure that all students have been assessed and all data has been collected prior to uploading data.
- Enter all data into the PFAI application

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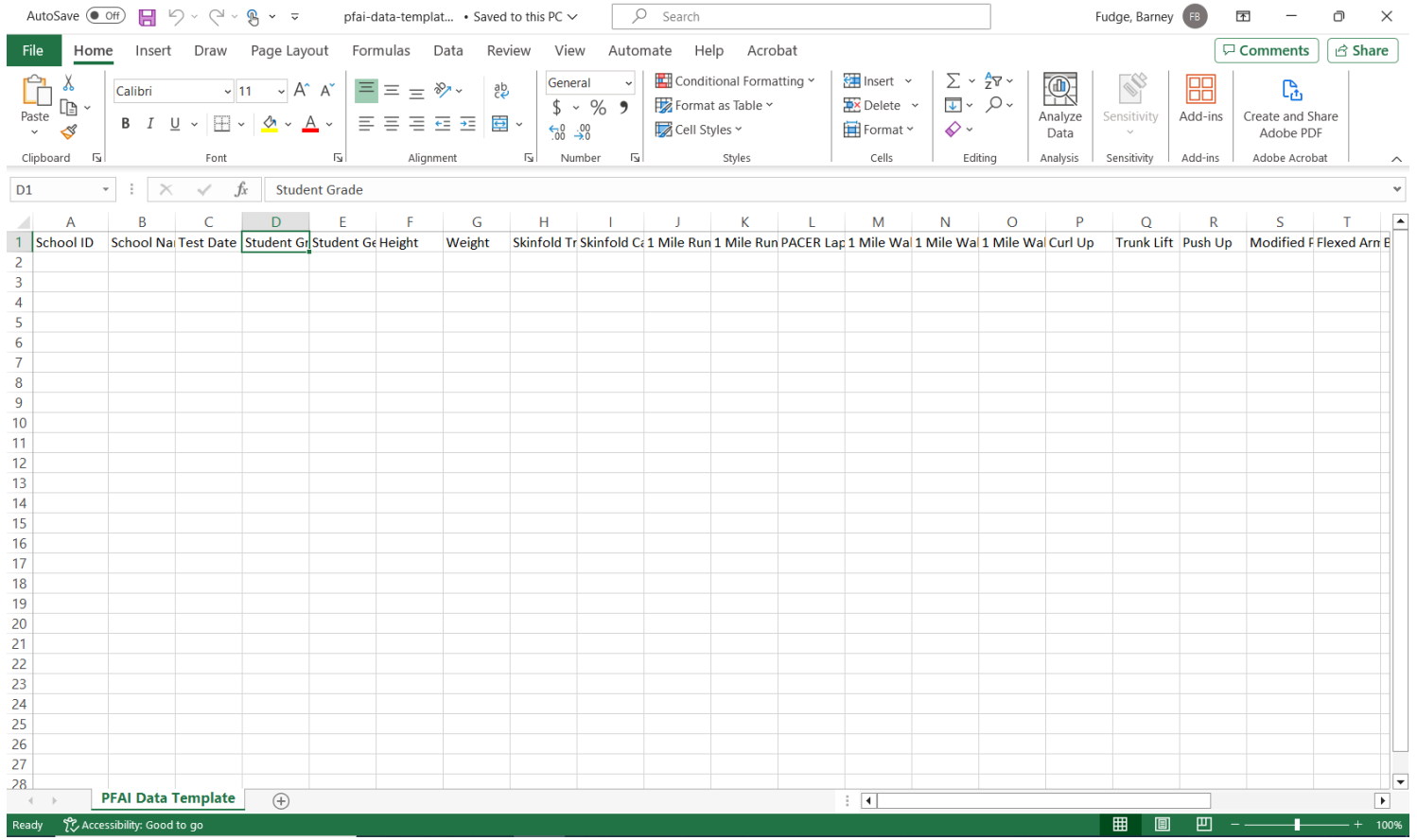
Step Three: Prepare the File for Data Upload-Template–1

Texas Education Agency

Ready-to-use data template that can be downloaded from the Physical Fitness Assessment Initiative web page.

QR Code for PFAI Webpage



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Step Three: Prepare the File for Data Upload-Template–2

- The ready-to-use data template has not changed from the previous school year.
- The template may not be modified in anyway (e.g, no moving columns or changing header names).
- Columns may not be deleted.
- No student names, initials, student IDs, or date of birth are needed, only the student's grade and gender.
- Please keep a copy of the student's name for your local records to identify the student's results in case parents request the results.
- Please keep a copy of your data file that you uploaded for your local records.

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Step Three: Prepare the File for Data Upload-Table–1

Data table listed in the PFAI Quick Start Guide that corresponds with the ready-to-use data template (page 9 of the PFAI Quick Start Guide).

- AskTED Database **https://tealprod.tea.state.tx.us/Tea.AskTed.Web/Forms/Home.aspx**

Order	Element Name	Description	Type	Possible Values
1	School ID	Identification number of School (9 Digit County District Campus Number)	String (9)	**Required** Only use whole numbers. Do not use Hyphens. **Leading zero required, if applicable to the School ID.**
2	School Name	Name of School	String (75)	**Required**
3	Test Date	Make sure the upload file has only the most recent or current test date. (mm/dd/yyyy)	DateTime	**Required** Values may contain leading zeroes or not. Examples: "3/1/2021" "03/01/2021" * **Note:** Quotes above are only for reference and should not be used in actual value.
4	Student Grade	Current grade level.	Integer	**Required** Leading zeros acceptable (ie "03 or "3"). "3" - Third Grade "4" - Fourth Grade "5" - Fifth Grade "6" - Sixth Grade "7" - Seventh Grade "8" - Eighth Grade "9" - Ninth Grade "10" - Tenth Grade "11" - Eleventh Grade "12" - Twelfth Grade * **Note:** Quotes above are only for reference and should not be used in actual value.
5	Student Gender	Student gender	String (1)	**Required** Not case-sensitive (ie "M" or "m" are acceptable) "M" - Male "F"- Female * **Note:** Quotes above are only for reference and should not be used in actual value.

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Step Three: Prepare the File for Data Upload-Table–2

When entering your data into the ready-to-use data template, please reference the data table to make sure the following is accurate:

- Column order and names of headers in the data file have no changes.
- Test date is entered as mm/dd/yyyy.
- Height is a whole number expressed in inches.
- Weight is a whole number expressed in pounds.
- One mile run minutes must be a whole number.
- One mile run seconds must be a whole number (0-59).
- Curl ups must be a whole number between 0-75.
- Trunk lift must be a whole number expressed in inches between 0-12.

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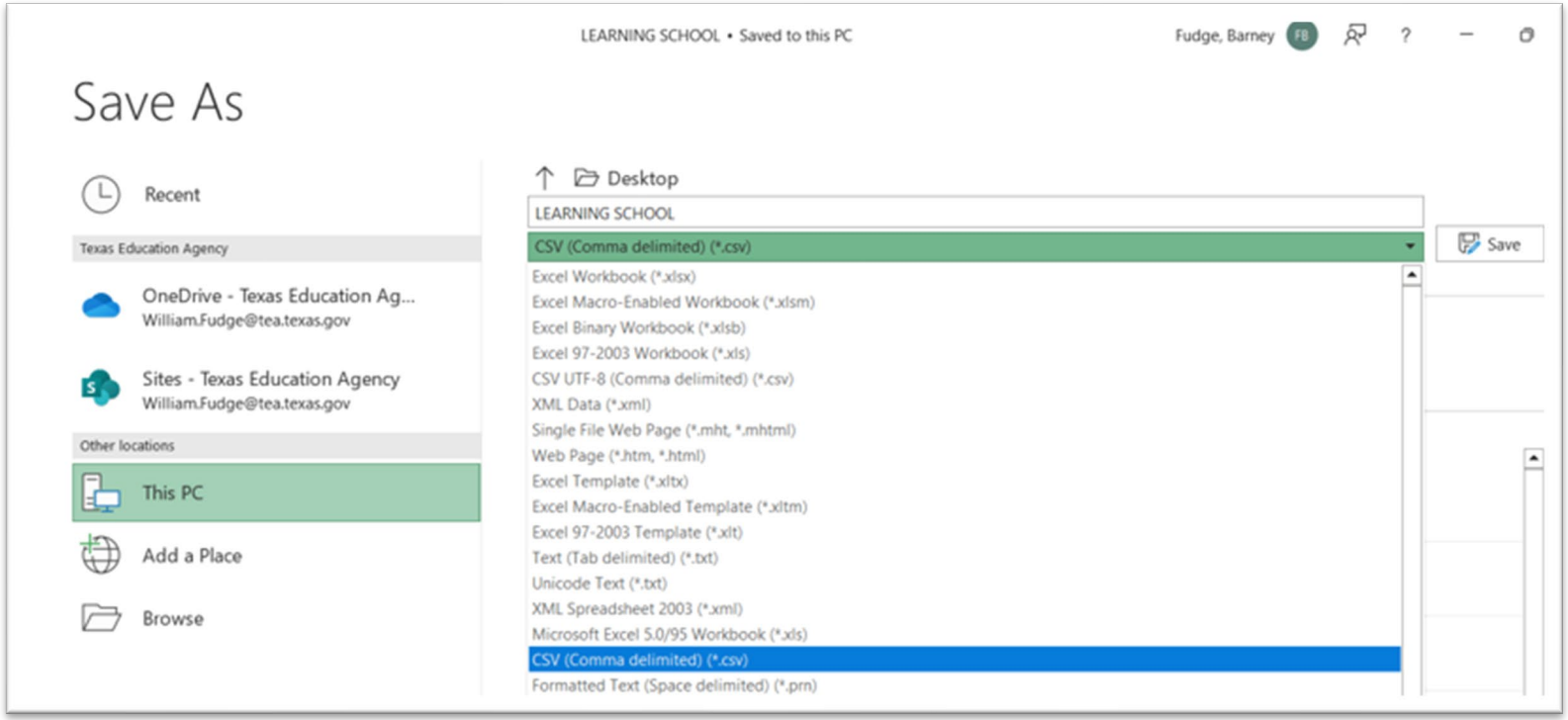
Step Three: Prepare the File for Data Upload-Save File

- Once the fitness scores are collected, the designated submitter(s) will upload the data in a CSV (comma delimited) (*.csv) or text (*.txt) (page 12 of the PFAI Quick Start Guide).
- Please note, all test results must be entered in the selected file format **before** uploading.



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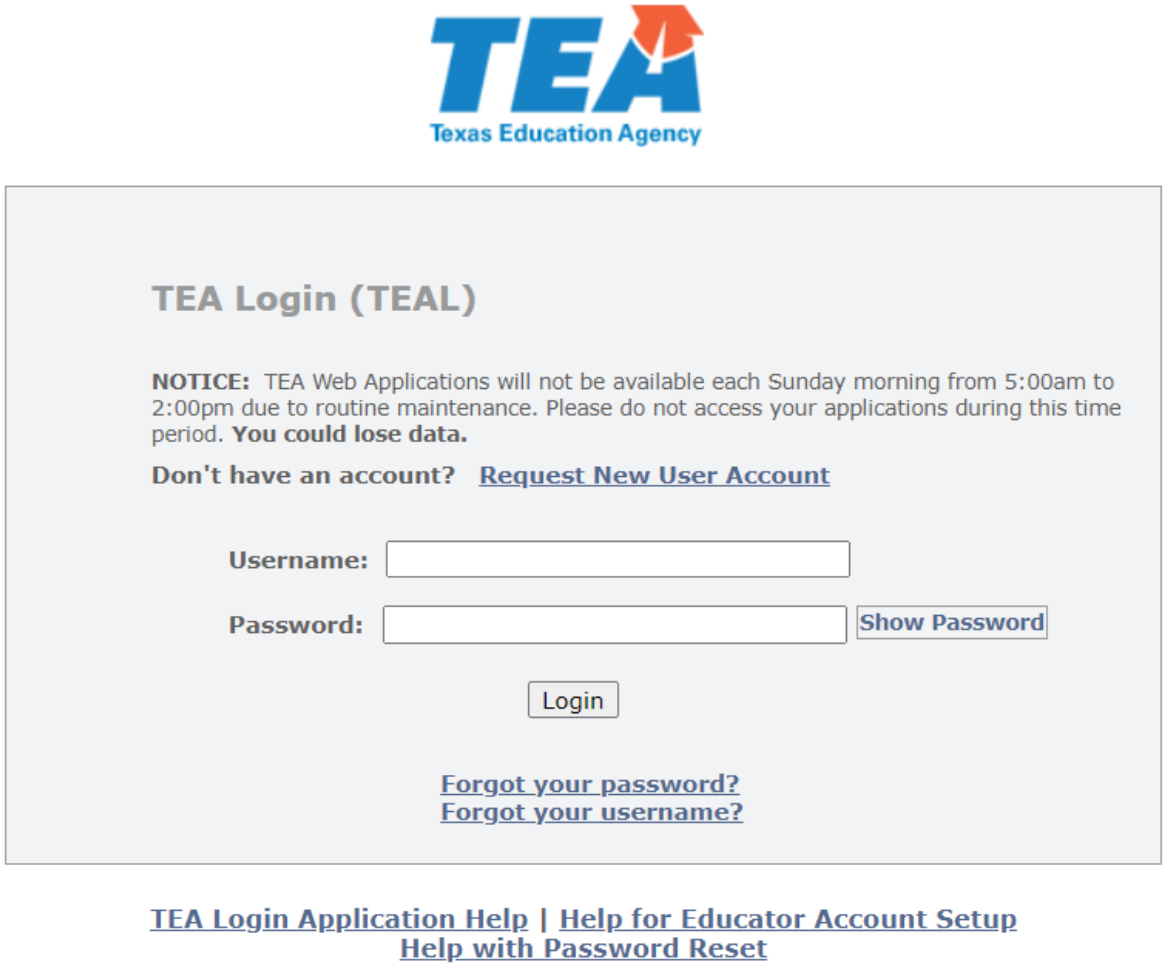
Step Four: Logging Into the PFAI Application–1

- Once you have received an email notification, you are ready to log into the PFAI application from the TEAL login page.
- Log in to the PFAI Application by visiting https://tealprod.tea.state.tx.us/TSP/TEASecurePortal/Access/LogonServlet.



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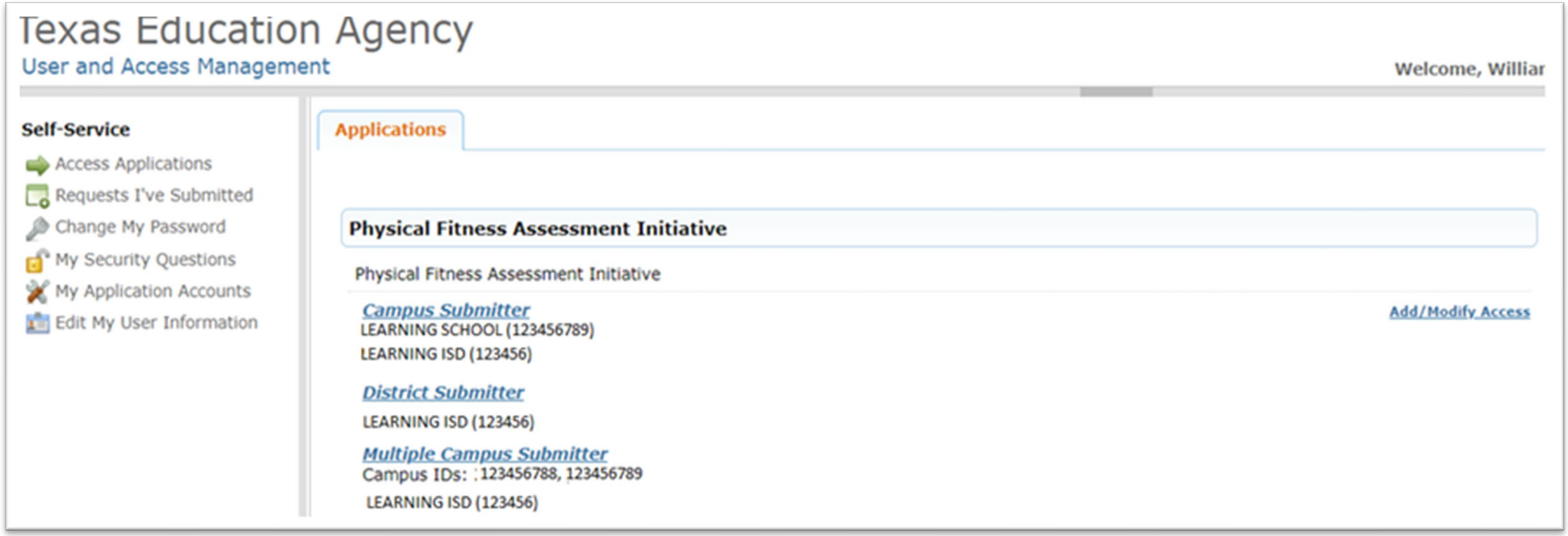
Step Four: Logging Into the PFAI Application–2

- You will be directed to the **Application List** page where you will see the link to the PFAI application, as well as any other applications for which you have access (page 13 of the PFAI Quick Start Guide).
- Click the link to **PFAI – Physical Fitness Assessment Initiative**.



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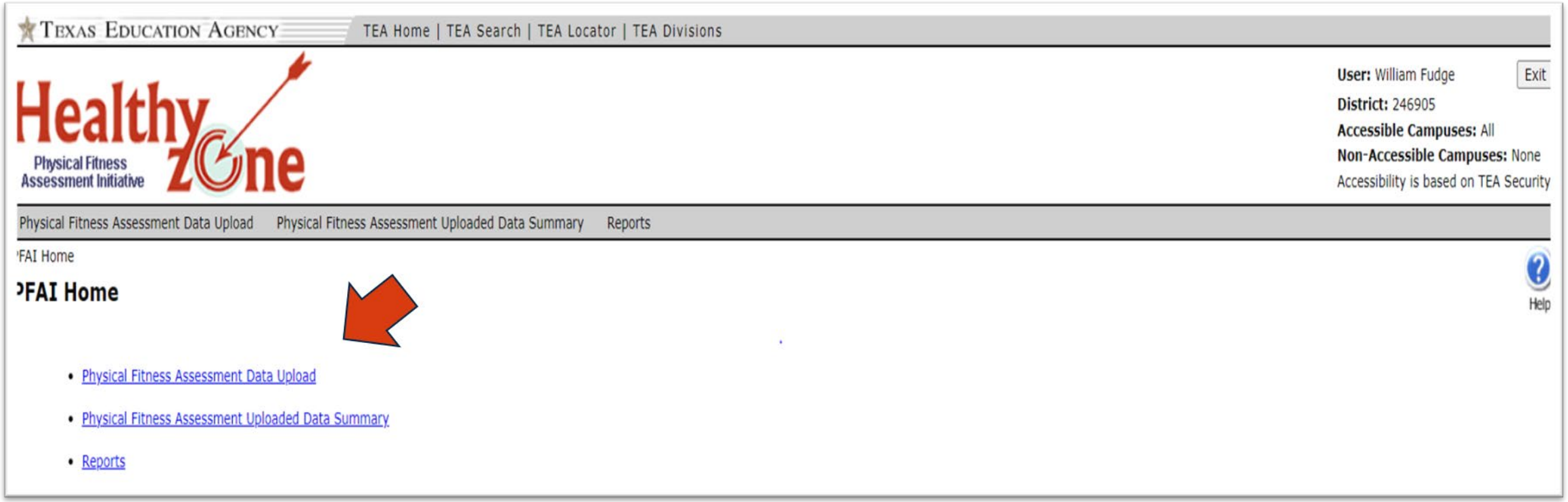
Step Five: Uploading Data-PFAI Main Page–1

From the **PFAI Home** page, click the **Physical Fitness Assessment Data Upload** link.



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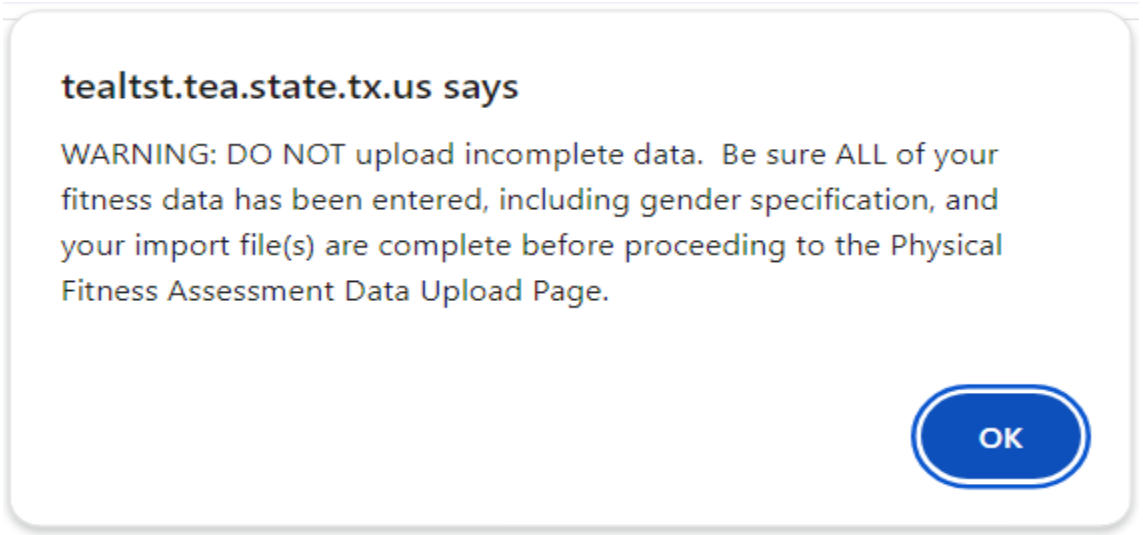
Step Five: Uploading Data-PFAI Main Page–2

- A dialog box appears warning you NOT to upload your data unless ALL data is complete. Be sure to read the notice and then click **OK** to continue.



- NOTE: You must wait until all your data is entered into the PFAI data upload template (including gender, age, and grade), before continuing.

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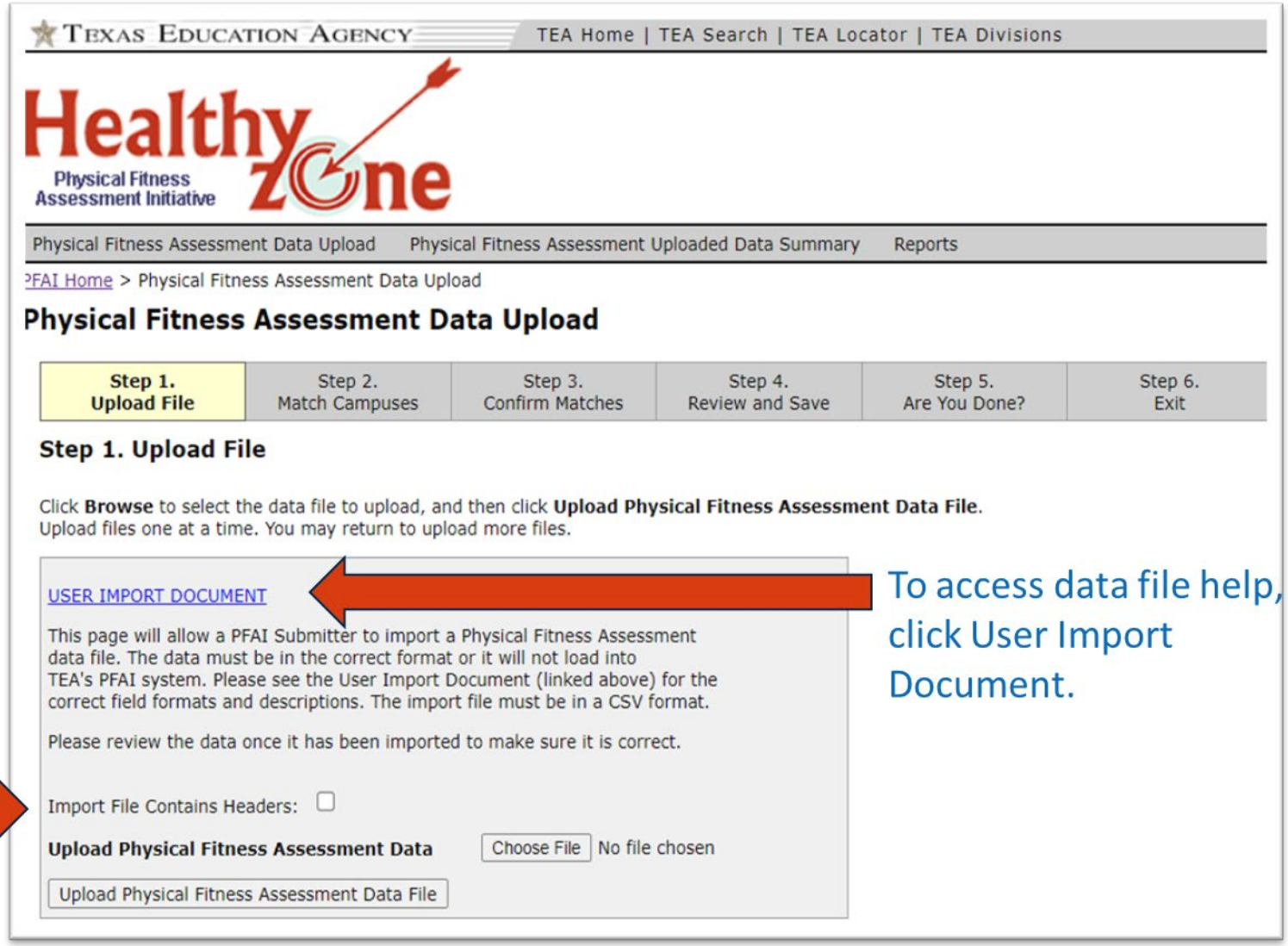
Step Five: Uploading Data-PFAI Data Upload Page–1

- Click **OK** and the **PFAI Data Upload** page appears.

  Files must be uploaded one at a time.

- Click “Choose File” to open your browser and find your data file to be uploaded.
- Please also remember to check the box for “Import File Contains Headers”.



To access data file help, click User Import Document.

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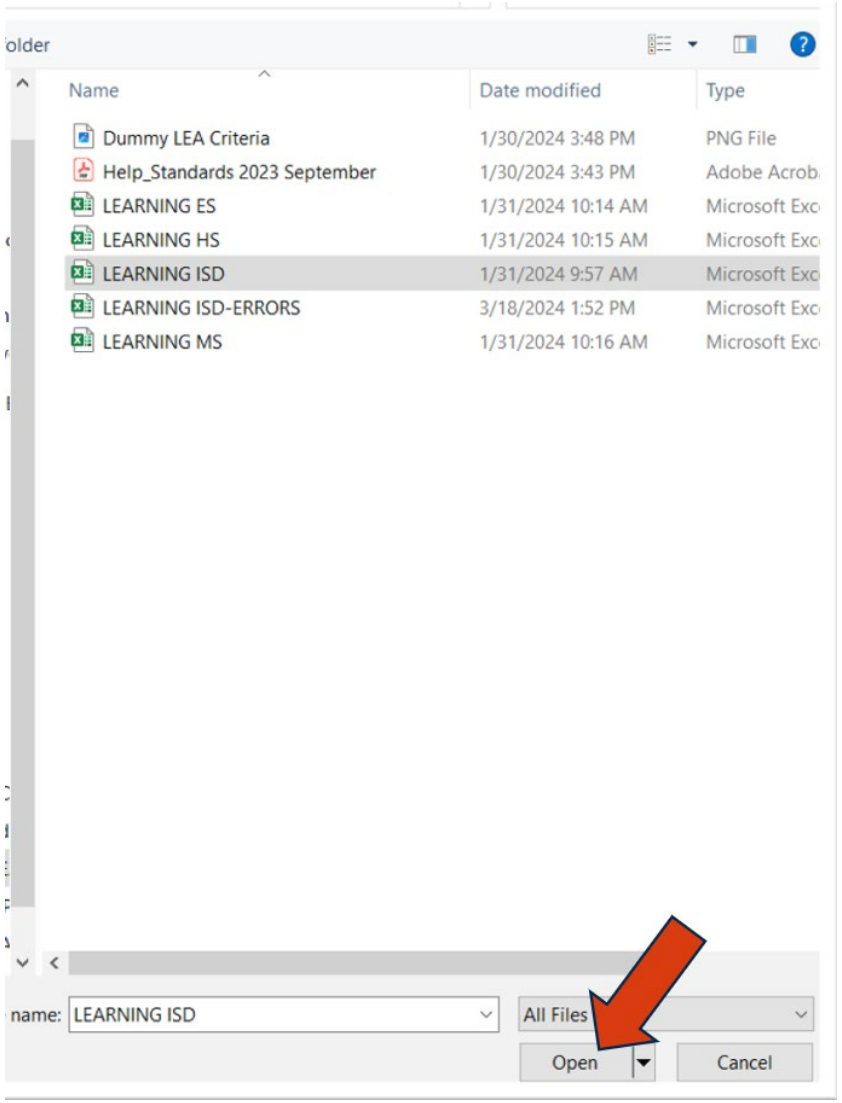
Step Five: Uploading Data-PFAI Data Upload Page–2

Be sure your data file is saved to a location you can browse to; highlight the file you wish to upload and click **Open**.



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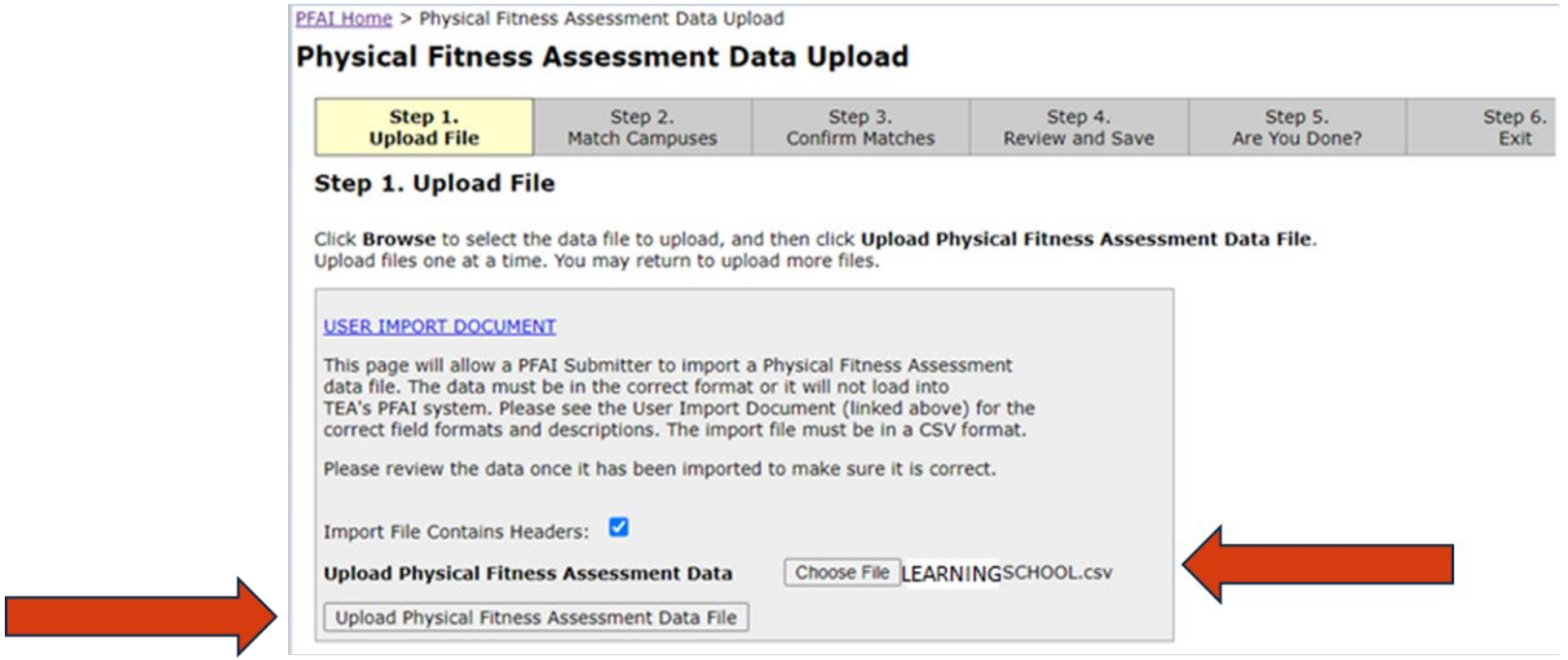
Step Five: Uploading Data

- The path to the data file appears in the box next to the **Choose File** button. Be sure the file path goes to the correct file.
- Click **Upload Physical Fitness Assessment Data File** to upload the file. It may take several seconds for the file to upload, depending on the size of the file.



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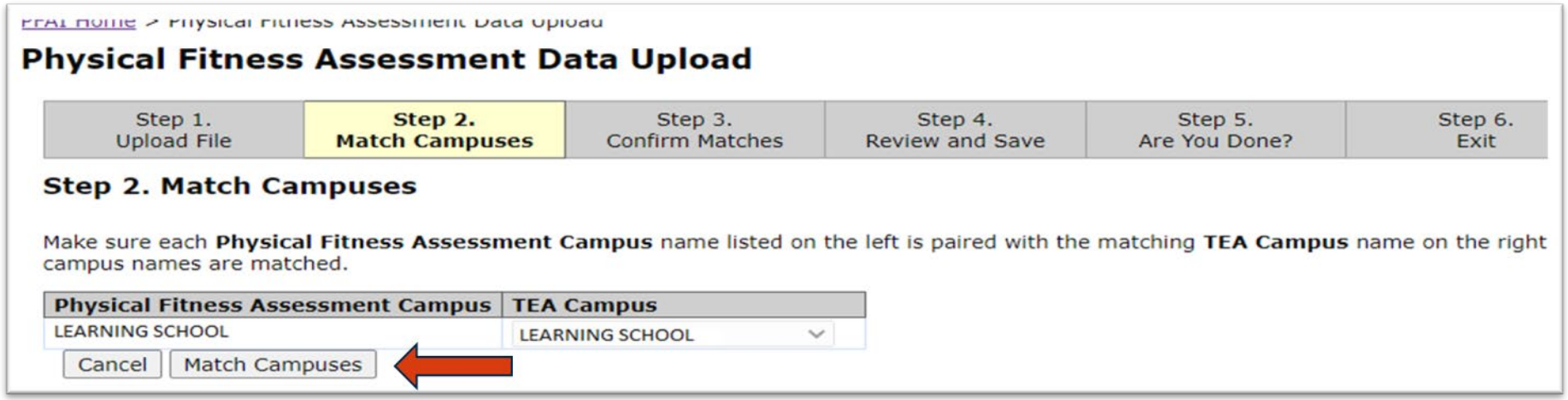
Step Five: Uploading Data-Match Campus Names

- If the campus name(s) in your data file is exactly the same as the campus name(s) in the TEA AskTED database, the system automatically matches them, and the drop-down list is disabled.
- If the campus name in your file and the campus name in the TEA AskTED database do NOT match exactly, you must select the corresponding campus name from the dropdown list.
- Match all names in your data file and TEA campus names and click **Match Campuses**.



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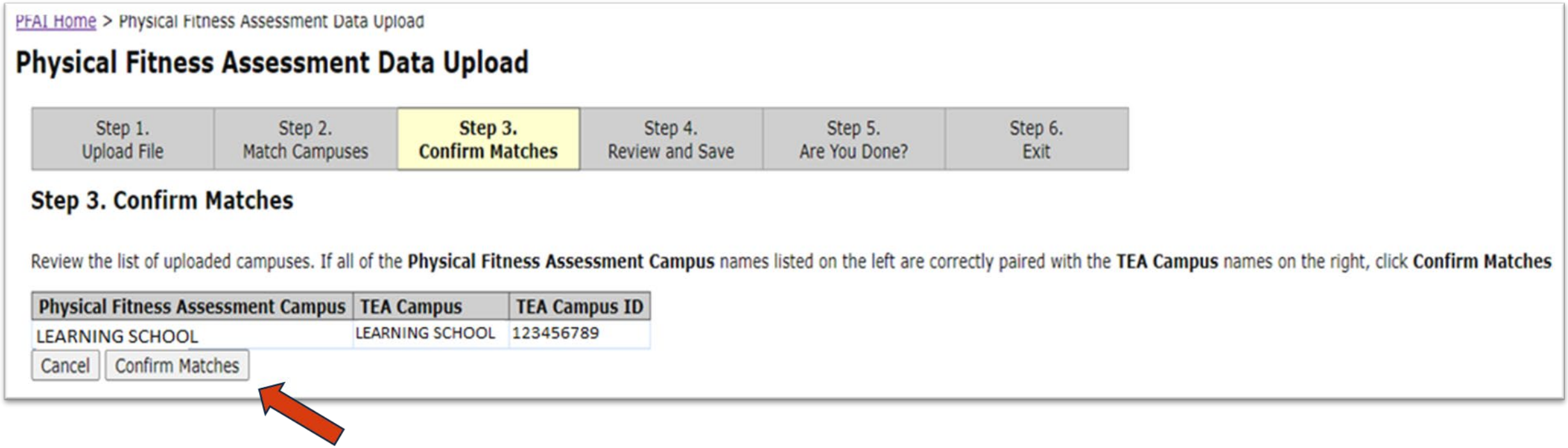
Step Five: Uploading Data-Confirm Campus Name Matches

- A list appears of the campus names you matched.
- Confirm that each campus name is correctly matched to the corresponding TEA Campus name and click **Confirm Matches**.



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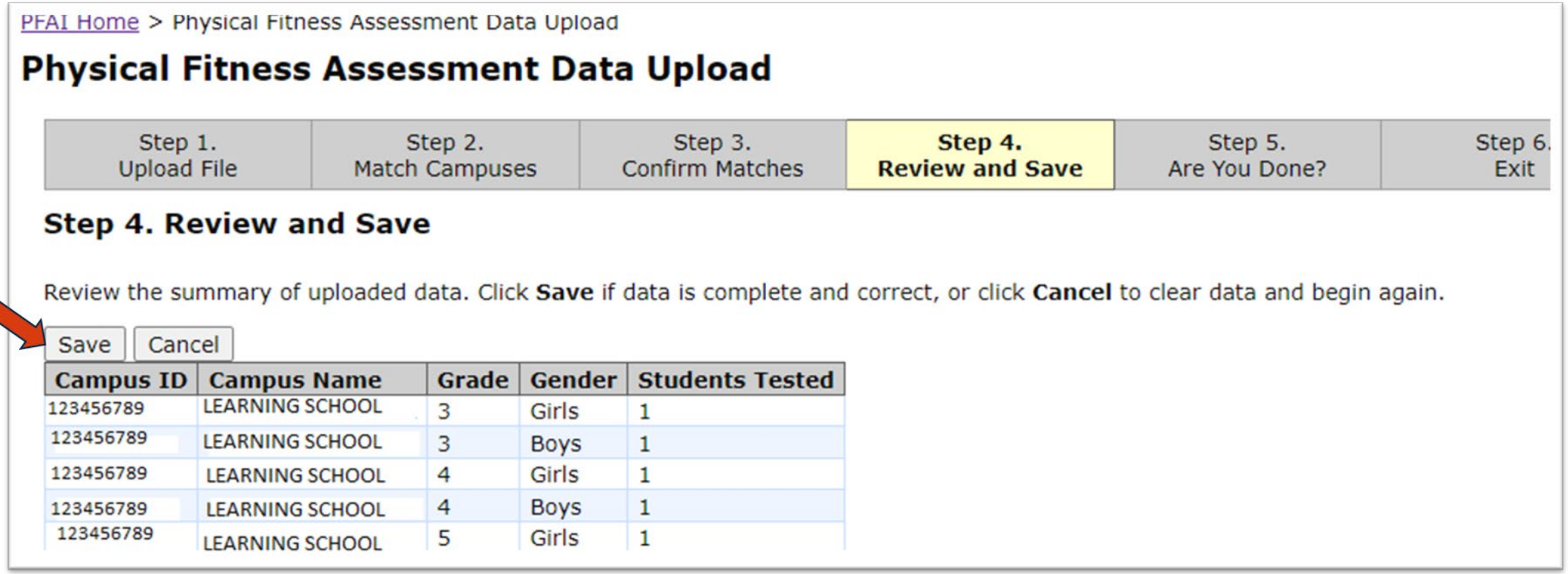
Step Five: Uploading Data-Review and Save

- The list of confirmed campuses appears.
- Review your data to ensure it is accurate and click **Save**.



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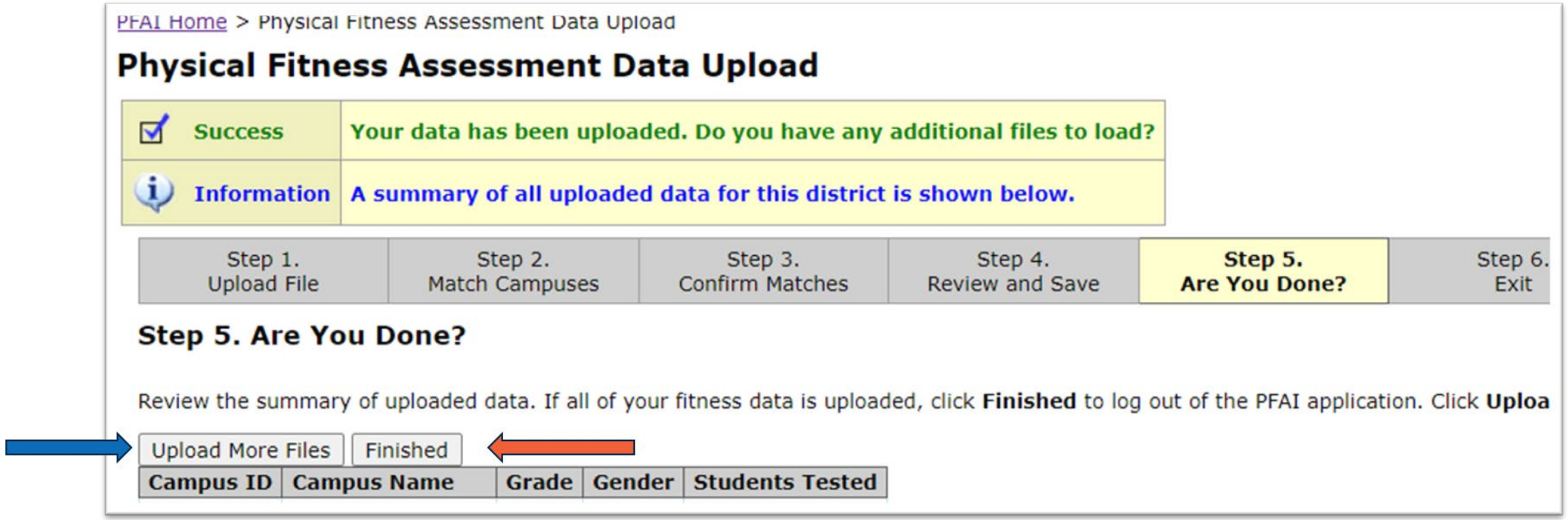
Step Five: Uploading Data-Are You Done?

- **Multiple Campus Submitters** may have more than one file to upload.
- After clicking **Save**, the system asks if you are done uploading files.
- Click **Upload More Files** if you need to add data or click **Finished** if you have no additional files to upload.



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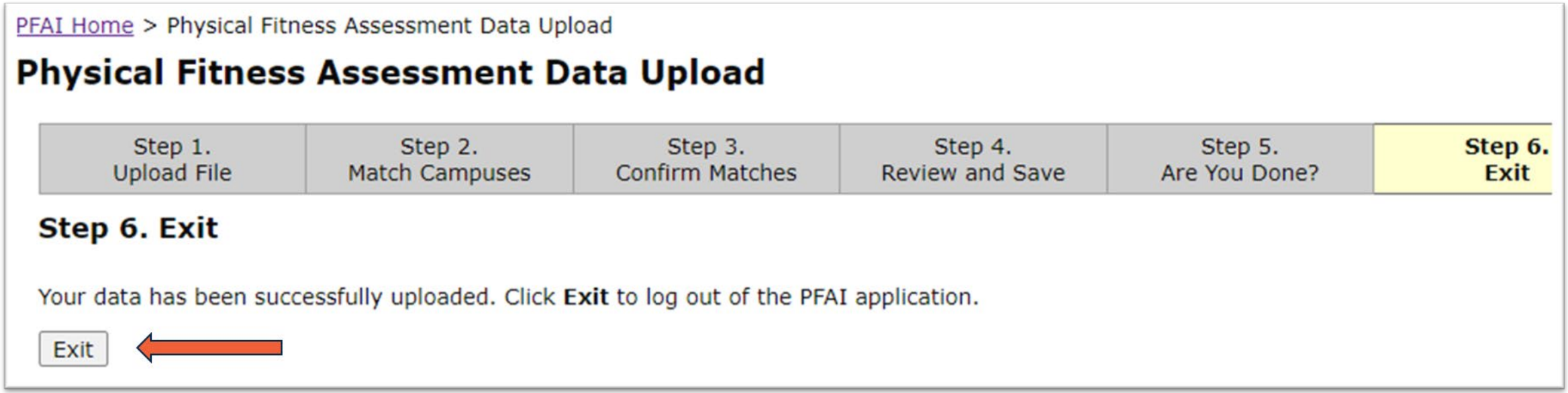
Step Five: Uploading Data-Exit

After clicking **Finished**, click **Exit** to return to the PFAI login page.



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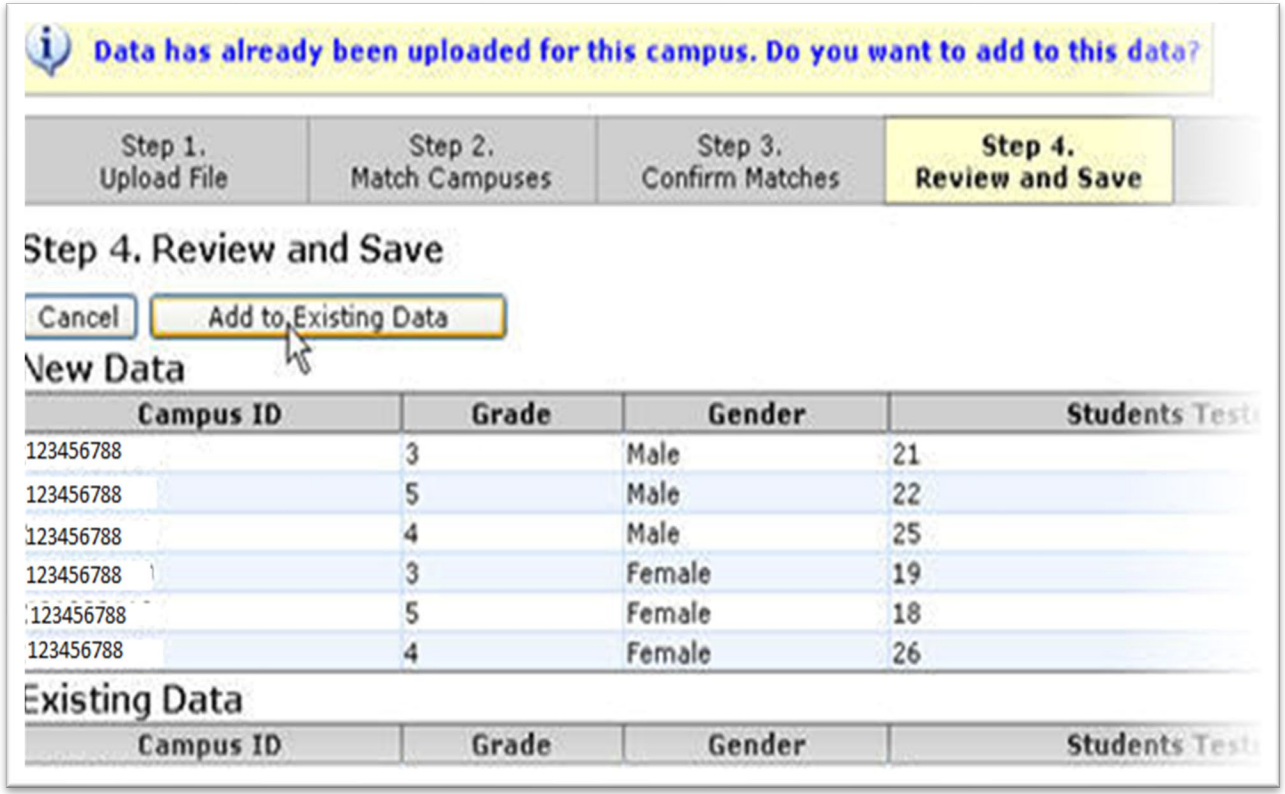
Step Five: Uploading Data-Additional Files

- If you selected **Upload More Files**, you must repeat Steps 1-3 again to add the file. Once you click **Confirm Matches**, Step 4 appears with a summary of the existing data as well as a summary of the data you are adding.
- Review the summary to ensure that the data you are adding is NEW data that has not been previously uploaded.
- After reviewing, you must choose to:
  - **ADD** the file by clicking **Add to Existing Data**
  - OR, click **Cancel** if you do not wish to add the data.



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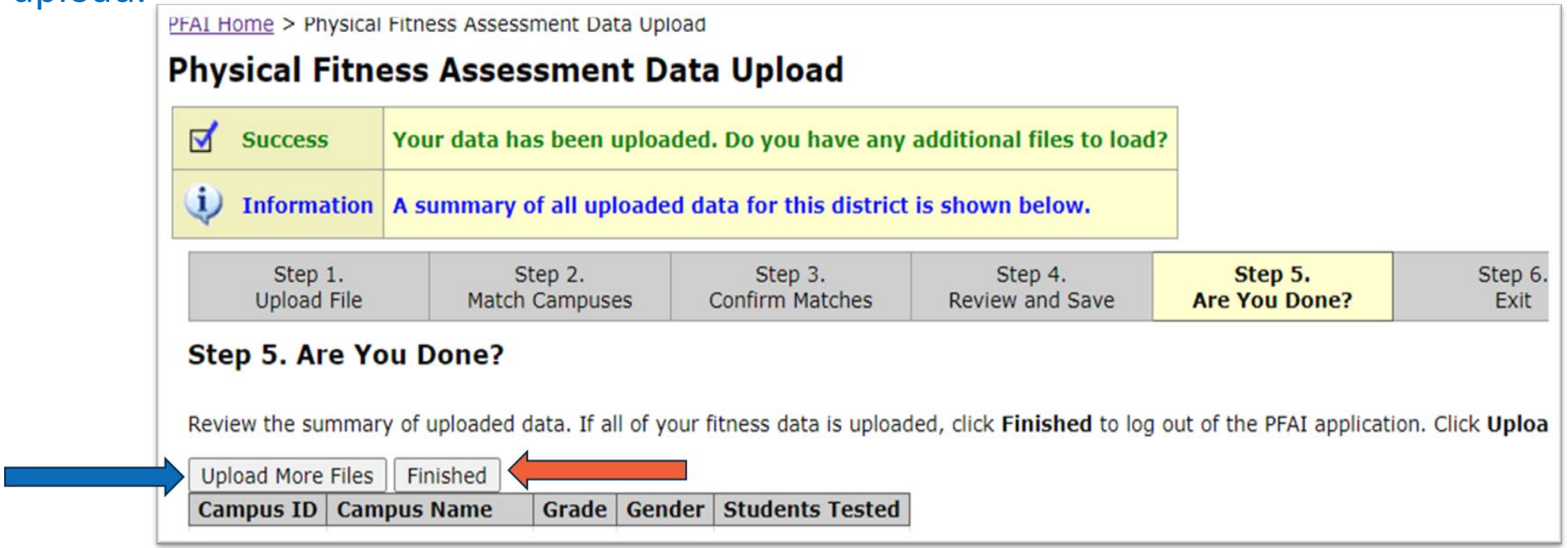
Step Five: Uploading Data-Additional Files-Are You Done?

- **Multiple Campus Submitters** may have more than one file to upload.
- After clicking **Save**, the system asks if you are done uploading files.
- Click **Upload More Files** if you need to add data or click **Finished** if you have no additional files to upload.



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The Uploaded Data Summary

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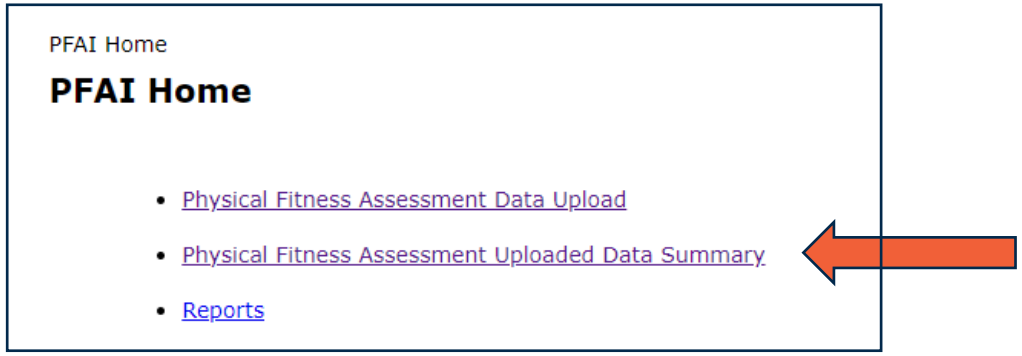
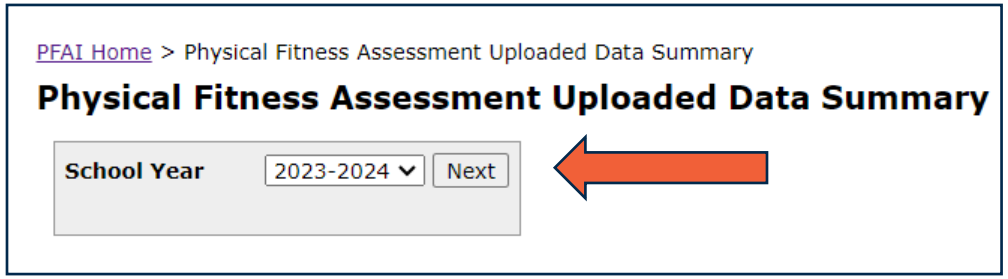
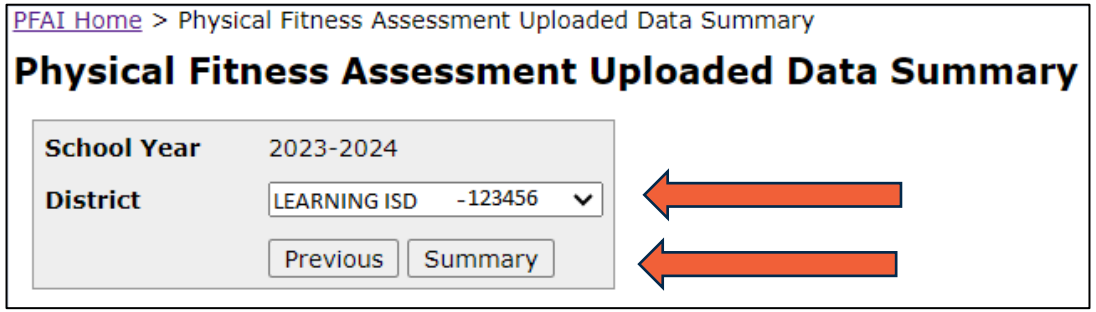
Uploaded Data Summary

- If you wish to view or print a summary of your uploaded data, click the **Uploaded Data Summary** link from the PFAI home page.
- Select the school year then click **Next**.
- Select your district then click **Summary.**
- A summary of all uploaded data appears.







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The PFAI Help System

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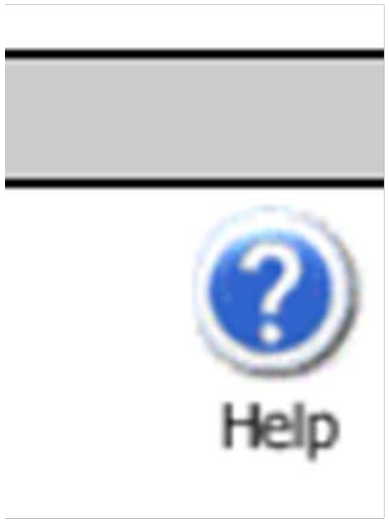
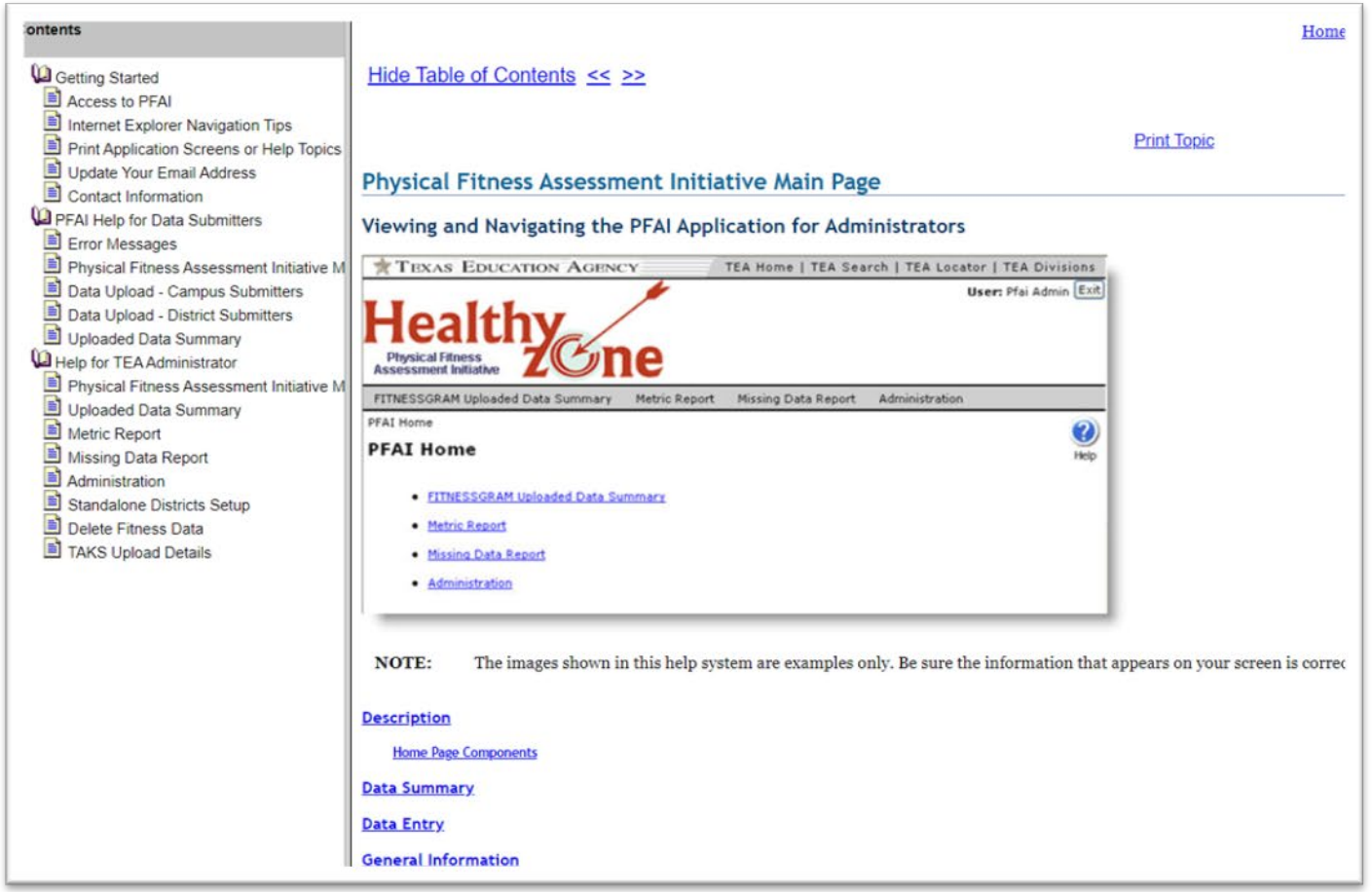
PFAI Help System

For further details about PFAI or using the PFAI Application to upload fitness data, click the **Help** icon in the upper right corner of the screen to access the PFAI help system.



The help system opens in new window.



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The PFAI Report Generator

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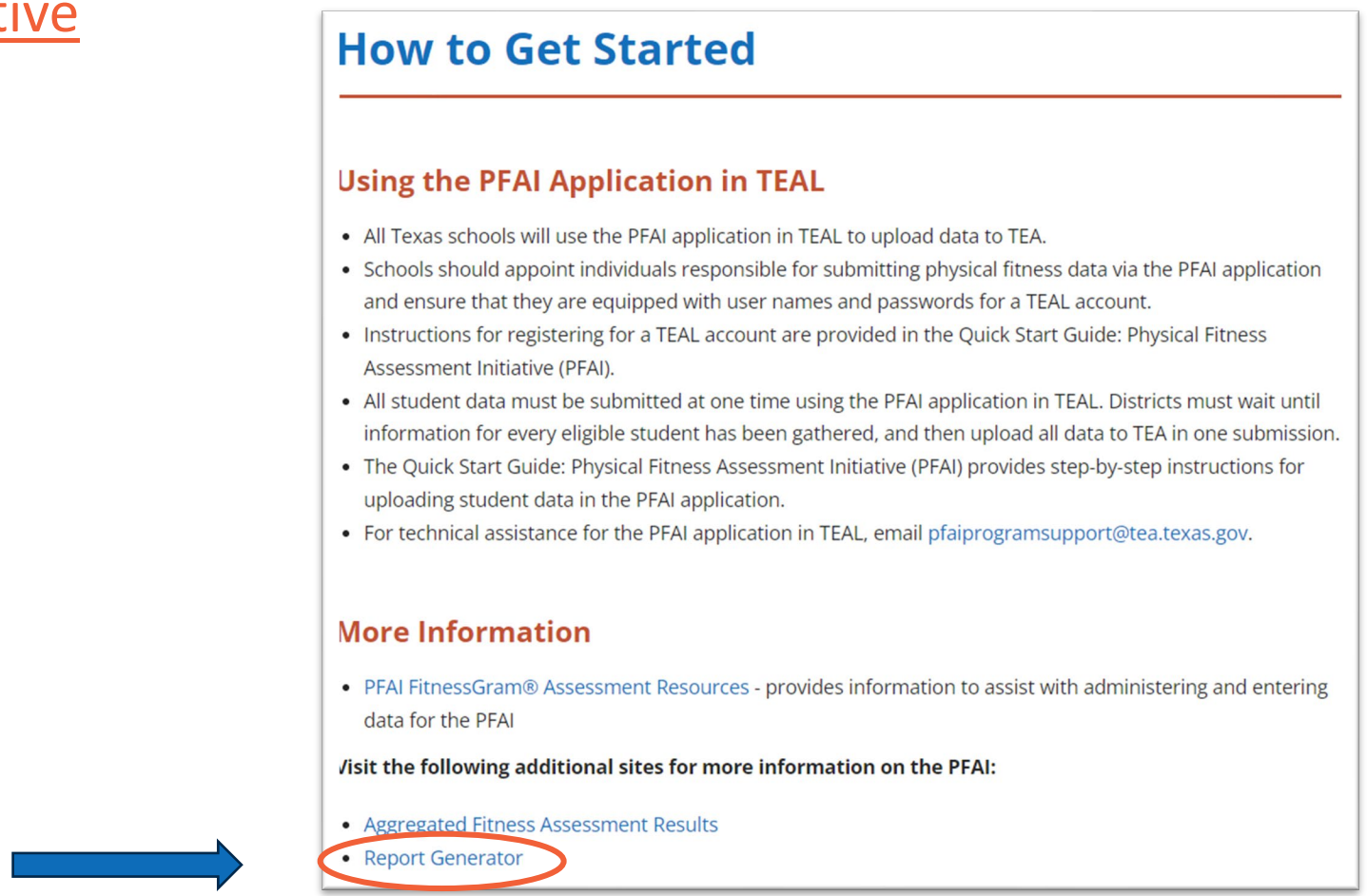
Report Generator–1

A report generator can be accessed from the TEA PFAI website.

https://tea.texas.gov/texas-schools/health-safety-discipline/physical-fitness-assessment-initiative



How to Get Started

Using the PFAI Application in TEAL

- All Texas schools will use the PFAI application in TEAL to upload data to TEA.
- Schools should appoint individuals responsible for submitting physical fitness data via the PFAI application and ensure that they are equipped with user names and passwords for a TEAL account.
- Instructions for registering for a TEAL account are provided in the Quick Start Guide: Physical Fitness Assessment Initiative (PFAI).
- All student data must be submitted at one time using the PFAI application in TEAL. Districts must wait until information for every eligible student has been gathered, and then upload all data to TEA in one submission.
- The Quick Start Guide: Physical Fitness Assessment Initiative (PFAI) provides step-by-step instructions for uploading student data in the PFAI application.
- For technical assistance for the PFAI application in TEAL, email pfaiprogramsupport@tea.texas.gov.

More Information

- PFAI FitnessGram® Assessment Resources - provides information to assist with administering and entering data for the PFAI

Visit the following additional sites for more information on the PFAI:

- Aggregated Fitness Assessment Results
- Report Generator

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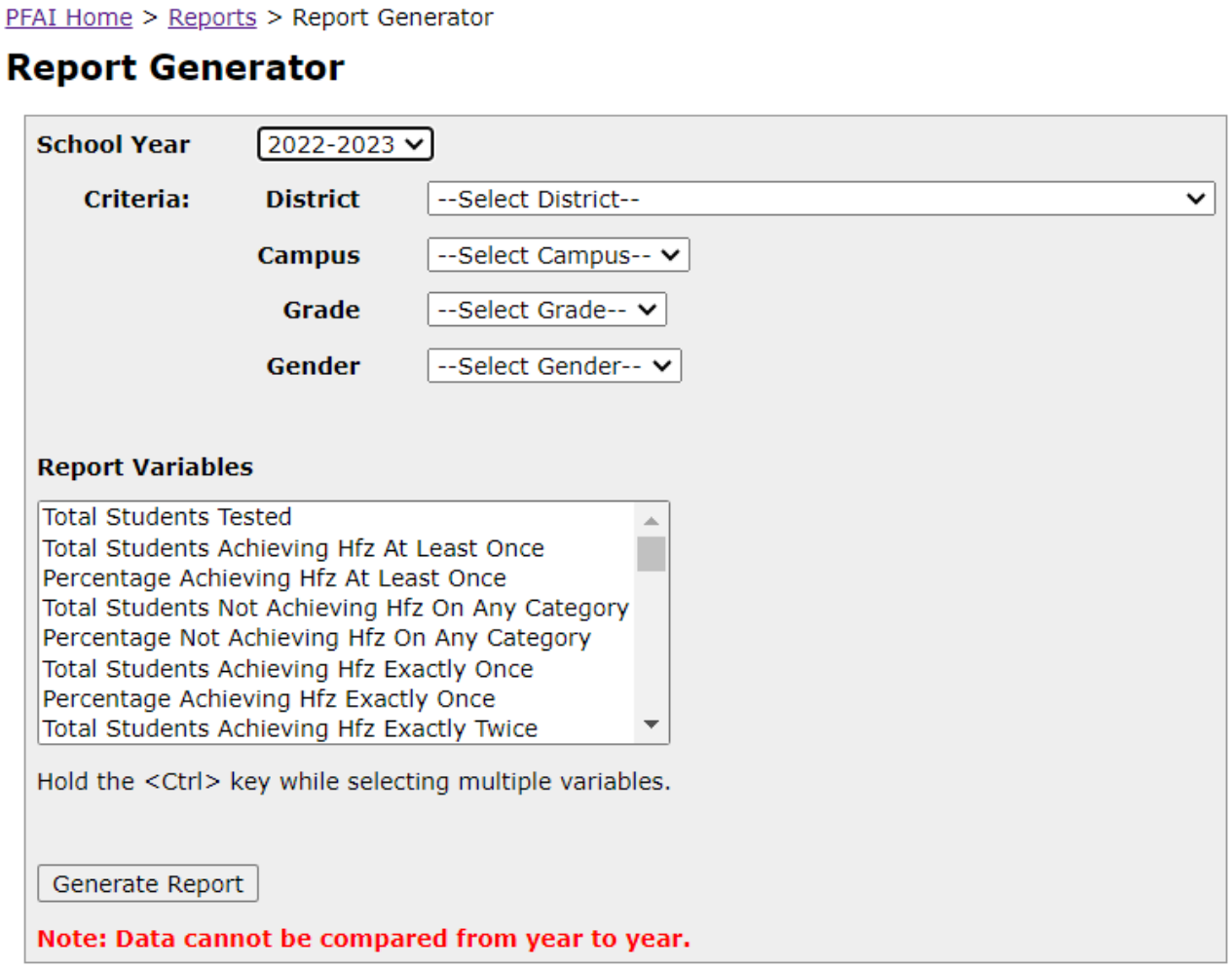
Report Generator–2

The report generator allows the you to access any combination of data existing in the PFAI application.



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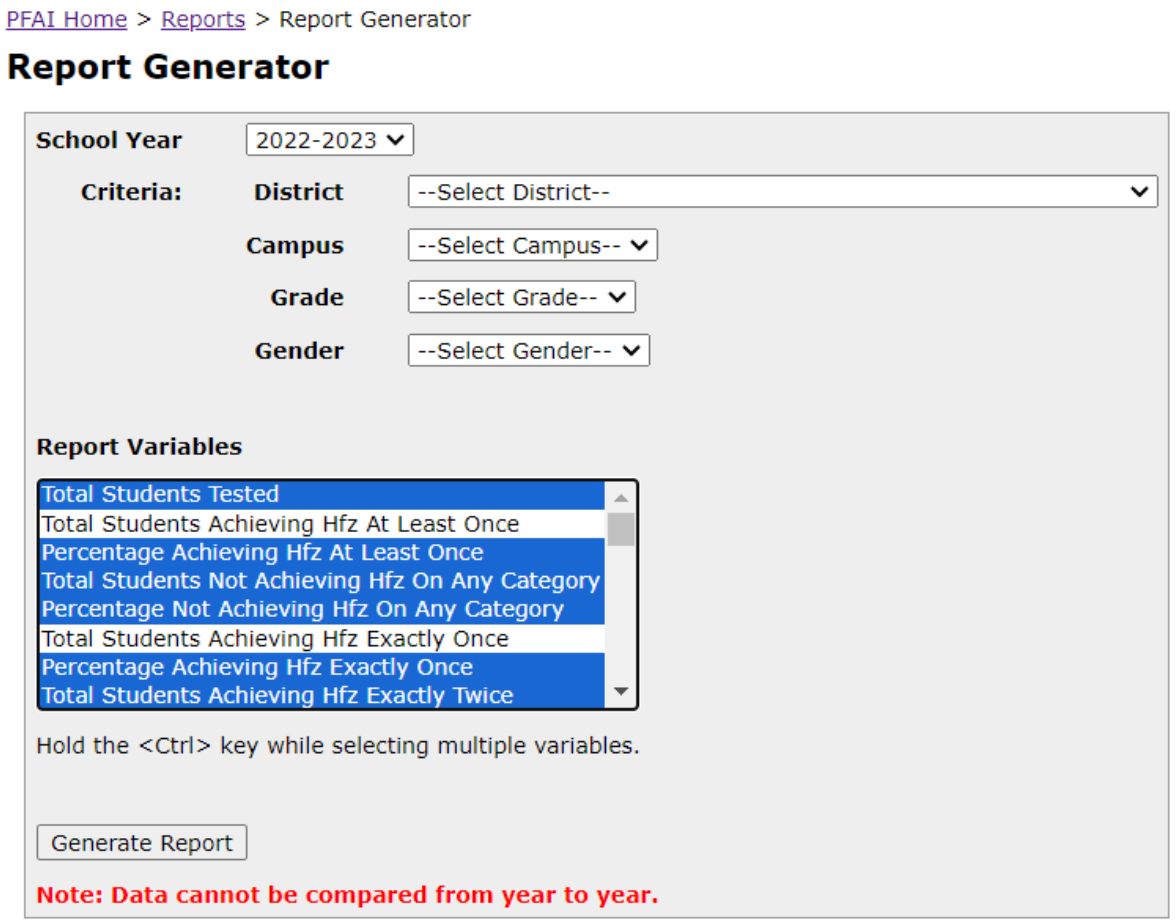
Report Generator–3

- Select your report variables.
- Select one or more criteria (district, campus, grade, and/or gender) and then select any combination of variables from the report variables box.
- Use the <ctrl> button on your computer to click and select individual variables or use the <shift> button on your computer to select all variables. At least one variable must be selected.
- Click “generate report” to export the data.



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Report Generator–4

Within Excel, you can sort and search data using the standard features of Excel.

PFAI Data

School Year 2023
District ID 123456
Campus ID 123456789
Grade '03'
Gender 'M'

District ID	District Name	Campus ID	Campus Name	Grade	Gender	Total Students Tested	Percentage Achieving Hfz At Least Once	Total Students Not Achieving Hfz On Category
123456	LEARNING ISD	123456789	LEARNINGSCHOOL	3	Boys	13	100	

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In Summary

1. Apply for access to the PFAI application through the TEAL online request system immediately.

   TEAL Account Login Page:
   https://tealprod.tea.state.tx.us/TSP/TEASecurePortal/Access/LogonServlet

2. Download and use the PFAI support materials from the Physical Fitness Assessment Initiative web page.
   - PFAI Quick Start Guide
   - PFAI File Information and Upload Help Template,
   - PFAI Data Template Spreadsheet
   - PFAI Data Submission FAQs

3. Submit your physical fitness data by close of business by **5:00 pm (Central) June 14, 2024**.

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Request Help

If you need help with TEAL or the PFAI application, please contact TEA at the links below.

- Teal Account Assistance

  TEAL Account Help Desk: https://helpdesk.tea.texas.gov/AccountAccess/#AccountAccess

- PFAI Application Assistance

  Email: pfaiprogramsupport@tea.texas.gov

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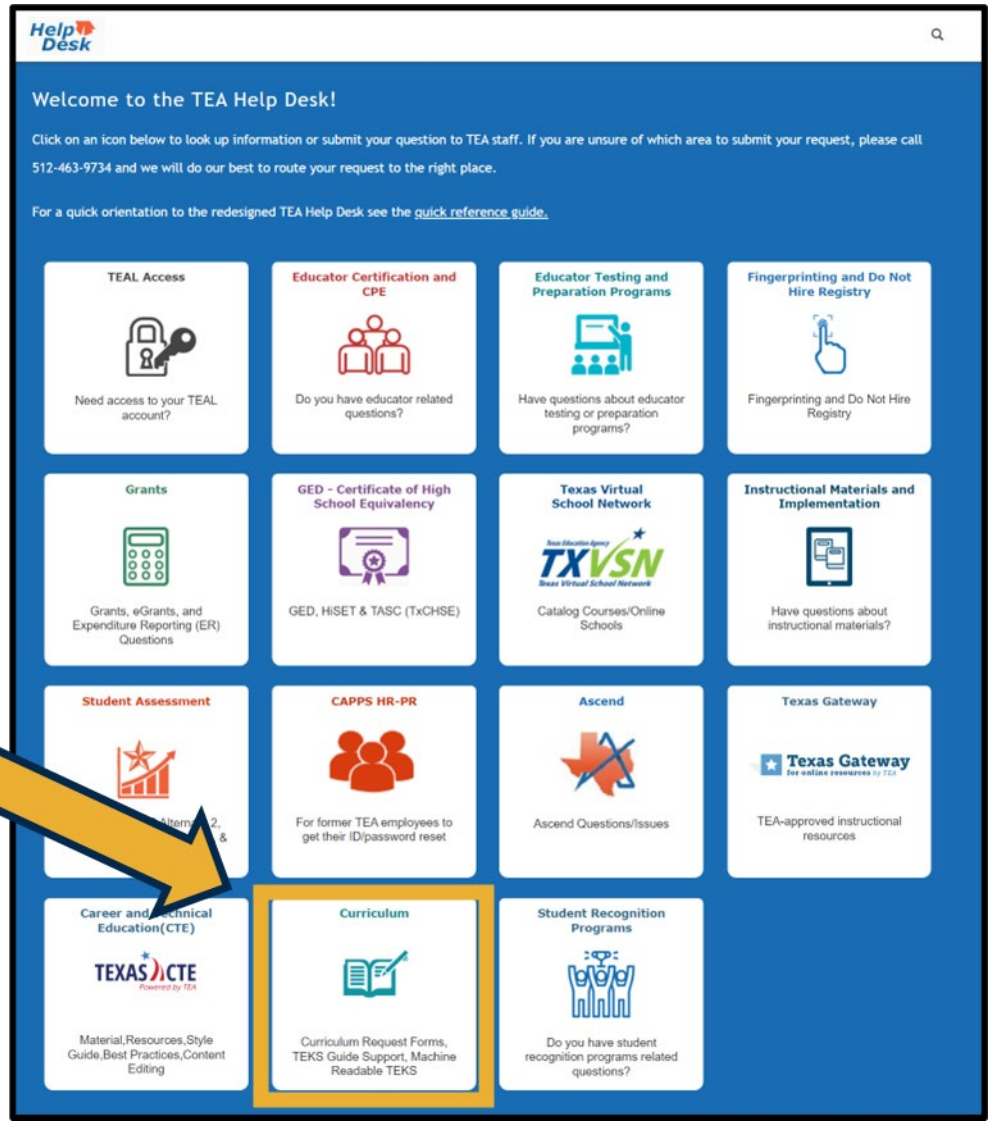
TEA Help Desk

Find Curriculum on the TEA Help Desk

https://helpdesk.tea.texas.gov/



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Newsletters

Curriculum-Related Newsletters

Sign up for TEA newsletters for updates and announcements.

https://public.govdelivery.com/accounts/TXTEA/subscriber/new

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- Early Childhood Education
- Counselors in Schools
- English Language Arts Reading
- Fine Arts
- **Health and Physical Education**
- Languages Other Than English
- Mathematics
- Science
- Spanish Curriculum Standards
- Social Studies
- Technology Applications
- **To the Administrator Addressed**

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