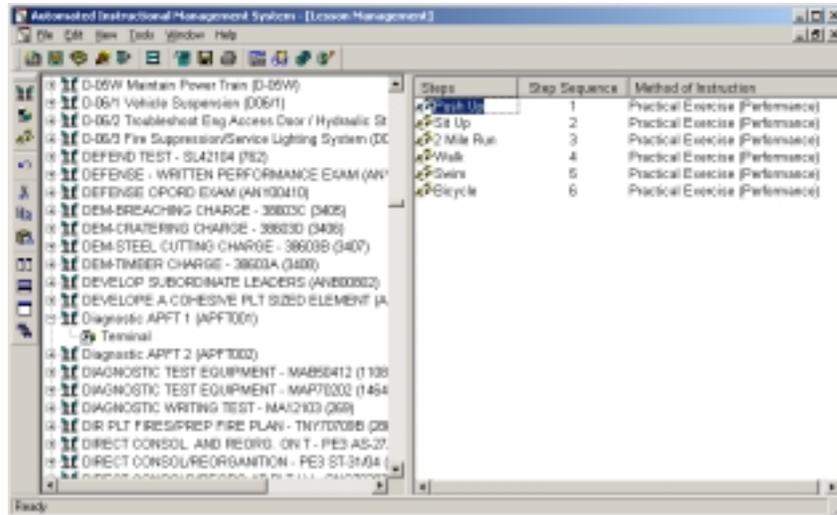


In order for the **Fitness Test** tab on the *Class / Class Section* property sheet to function correctly, the user must place all of the fitness test events for an ABFT/BPFT within a single lesson (i.e., a lesson of Diagnostic APFT 1, containing learning steps for the pushup, situp, 2 mile run, etc.). If there are multiple fitness tests as part of a course, create a unique lesson for each test (i.e., Diagnostic APFT 1, Diagnostic APFT 2, etc.). If your APFT events are not set up this way currently, you will need to create a new version of the course using these new lessons. This allows the total fitness test score to be computed for each student.

DO NOT simply delete the old APFT/BPFT events and replace them with the new ones, without creating a new course version! Doing so would cause the entire list of old student fitness test scores to be deleted. Users who do not want to rebuild the physical fitness test lessons, can maintain the current lessons/course versions and continue to enter the data at the individual student level.

Follow the steps below to convert a course that has fitness test events in separate lessons to a course that uses a single lesson for the fitness test events:

- Step 1:* If the **Lesson Management** view is not the active view, select **View → Lesson Management** from the menu options at the top of the screen.
- Step 2:* Create a new lesson using the **New Lesson** button on the SheetBar and enter the required lesson information. See Section 4.4.1 in the User Manual for more information about creating a new lesson.
- Step 3:* Highlight the new lesson and create a new learning objective using the **New Learning Objective** button on the SheetBar. See Section 4.4.4 in the User Manual for more information about creating a new learning objective.
- Step 4:* Highlight the new learning objective and create a new learning step using the **New Learning Step** button on the SheetBar. A separate learning step will need to be created for each different type of fitness test event. See Section 4.4.6 in the User Manual for more information about creating a new learning step.
- Step 5:* Repeat step 4 to create the separate learning steps for each of the available fitness test events, as shown below. The sit-up, pushup, and 2-mile run events must be given a **Type of Primary** and all other events must be given a **Type of Alternate** on the **Learning Step - Exercise/Test** tab. This ensures that only alternate PT events will appear in the **Alternate** drop-down list on the *Class / Class Section - Fitness Test* tab.



Step 6: Select **View** → **Course Management** from the menu options at the top of the screen.

Step 7: Create a new version of the course that will be using the new lesson created above. Creating a new version of the course will prevent any student records that already exist in the database from being changed.

See Section 4.3.9 in the User Manual for more information about creating a new version of a course. When creating the new version, **do not** copy the currently associated lessons of the course to the new version of the course.

Ensure that the correct course implementation date has been entered on the **Course - Status** tab for the new version of the course.

Step 8: Using the **New Lesson Wizard**, manually re-associate the course's non-PT lessons to the new version of the course. Once those lessons have been added, associate the PT lesson created above with the new version of the course. See Section 4.3.7.1 in the User Manual for more information about attaching an existing lesson to a course.

Multiple tests can be created, as shown below, to create different instances of the test.

