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Microsoft® Windows® Software Manual for FITstep™ Pro Version 2

Thank you for your purchase of the new FITstep™ Pro data reader and software. Before you begin, please register your FITstep™ Pro at www.gophersport.com/registermyfitsteppro so that we can keep you informed of important software updates.

Operating System Requirements

Operating System	Windows® XP SP3, Windows Vista®, Windows® 7, Windows® 8, Windows® 8.1	
Item	Minimum	Recommended
Processor	Intel® Pentium® 400MHz	Any 1GHz or faster 32 or 64 bit
Memory Capability	512M	1G+
Free Hard Drive Space	100mb	500mb

Installing the Software

To download the FITstep™ Pro software go to www.gophersport.com/software. Click the **Windows Version 2 User Software Download** (FitStepSetup.msi) file and it will install as you follow the prompts.

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 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 the **Windows Version 2 User Software Download** (FitStepSetup.msi) file again and it will install.

A Gopher FITstep™ Version 2 icon will be placed on your desktop for easy startup. Please use only this icon. If you already have the previous FITstep™ Pro software, as part of the installation process any data you collected with the first version of the software will be converted to work with this version. It is not necessary to re-enter all your student information and pedometer numbers.

Setting up the Data Readers

Data readers must be connected to the computer's USB port. Start the computer, then insert the data reader in the USB port and wait for the computer to recognize the new hardware. The reader is ready to use when the red light on top of the dock is on. Repeat this process for as many readers as you wish to use.

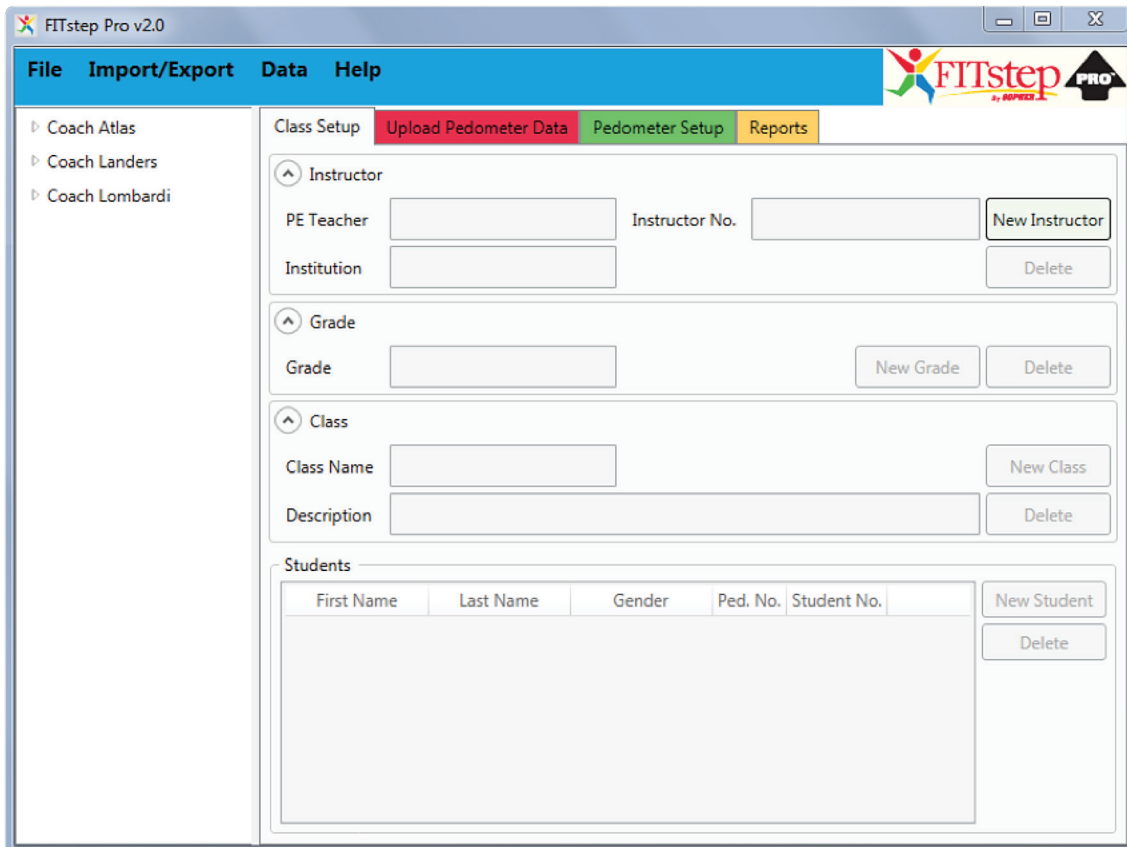
The software will recognize multiple readers (we have used as many as 12 successfully). To use additional readers, a USB hub is required. If you are using more than 6 readers, you will need a powered HUB (most USB hubs are sold with a power supply). It takes a short time for each reader to be acknowledged by the computer.

Using the Software Menu

The screen pictured on the next page appears when the software opens. The components in the menu bar are used for file operations, printing, and importing and 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 level title. To use any of the tabs on the right side of the screen, a class of students must be selected.

It is possible to utilize the Reports Tab functions with more than one class by holding the control key down and clicking the names of the desired classes. 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

The File menu allows you to create a new database, open an existing database, and print reports.

If you have not previously stored pedometer data using earlier versions of the software, use the **New Database** command to name and designate where you are going to store your data. If multiple teachers are using the same computer, each should create a new database of their own. This way each user can open their database when they are ready to collect data or print reports. It is possible for multiple teachers to share the same database. The disadvantage of this approach is that it gives all teachers access to others' data. The advantage is that students can be moved from one teacher to another easily.

If you used the first version of the FITstep™ Pro software, your data will be automatically converted so it works with this software. When you click **Open Database**, your original database will be listed as **pedometerData.db**. Open it and your data will be in the window on the left side. Click on the triangle or double-click on the title to find your classes. All FITstep™ databases are stored as *.db files. The default directory for these databases is C:\ProgramData\Gopher\FITstepPro\. However, you can put the database file in any directory you wish. Use the File, Open option to select and use a different database.

The **Print** function is also listed under the **File** menu. It is only available, however, when students have been selected and data is listed onscreen. Click on the print command to see a preview of your report. If you are satisfied with what you see, click on the print icon to print the report. If not, cancel the report and filter the data as you prefer. Another feature of the **ReportViewer** is that you can save your report in many different formats, including a PDF and a Word document. To do so, click on the triangle to the right of the floppy disc on the command bar of the report and pull down your desired formatting.

Weekly Summary Report

PE Teacher: Coach Atlas Class: Mr. Wilson's Class Grade: 5th - 6th Grade

Student	Week Of	Days	Steps	Avg Steps	Activity Time	Avg Activity	MVPA	Avg MVPA
13 Bart Anderson	7/14/13	3	10,188	3,396	57:59	19:19	39:11	13:03
13 Bart Anderson	7/21/13	5	17,061	3,412	1:37:45	19:33	1:12:50	14:34
13 Bart Anderson	7/28/13	5	16,438	3,288	1:33:03	18:36	1:08:57	13:47
13 Bart Anderson	8/4/13	5	19,752	3,950	1:55:12	23:02	1:26:17	17:15
13 Bart Anderson	8/11/13	5	16,984	3,397	1:39:41	19:56	1:15:10	15:02
13 Bart Anderson	8/18/13	5	16,157	3,231	1:35:41	19:08	1:13:39	14:43
13 Bart Anderson	8/25/13	5	18,331	3,666	1:47:06	21:25	1:20:06	16:01
13 Bart Anderson	9/1/13	5	18,091	3,618	1:40:41	20:08	1:14:26	14:53
13 Bart Anderson	9/8/13	5	18,176	3,635	1:43:42	20:44	1:17:44	15:32
13 Bart Anderson	9/15/13	5	17,009	3,402	1:35:59	19:11	1:11:47	14:21
13 Bart Anderson	9/22/13	5	21,251	4,250	2:03:21	24:40	1:30:02	18:00
13 Bart Anderson	9/29/13	5	16,507	3,301	1:35:44	19:08	1:09:33	13:54
13 Bart Anderson	10/6/13	5	21,583	4,317	2:04:23	24:52	1:33:29	18:41
13 Bart Anderson	10/13/13	5	21,570	4,314	2:03:00	24:36	1:29:49	17:57
13 Bart Anderson	10/20/13	5	18,237	3,647	1:45:52	21:10	1:18:59	15:47
13 Bart Anderson	10/27/13	5	17,195	3,439	1:37:48	19:33	1:13:50	14:46
13 Bart Anderson	11/3/13	5	18,349	3,670	1:45:53	21:10	1:17:03	15:24
13 Bart Anderson	11/10/13	5	19,368	3,874	1:52:40	22:32	1:25:43	17:08
13 Bart Anderson	11/17/13	5	13,338	2,668	1:17:48	15:33	58:46	11:45

Import/Export Menu

The Import/Export menu is used to **export** the full database to Excel and to import students into a class. The **Import Students into Class** command is used to import student information into the database. For example, if you have access to student roll sheets in an Excel spreadsheet, you can use this menu to upload their names and pedometer numbers into your database. To import correctly, ensure both first and last names are entered and every record is complete. You do not have to include the entire text of each student's name (i.e., Joe Smith could be entered as Joe S). An additional option is to assign a student number or enter a school database number.

Data Menu

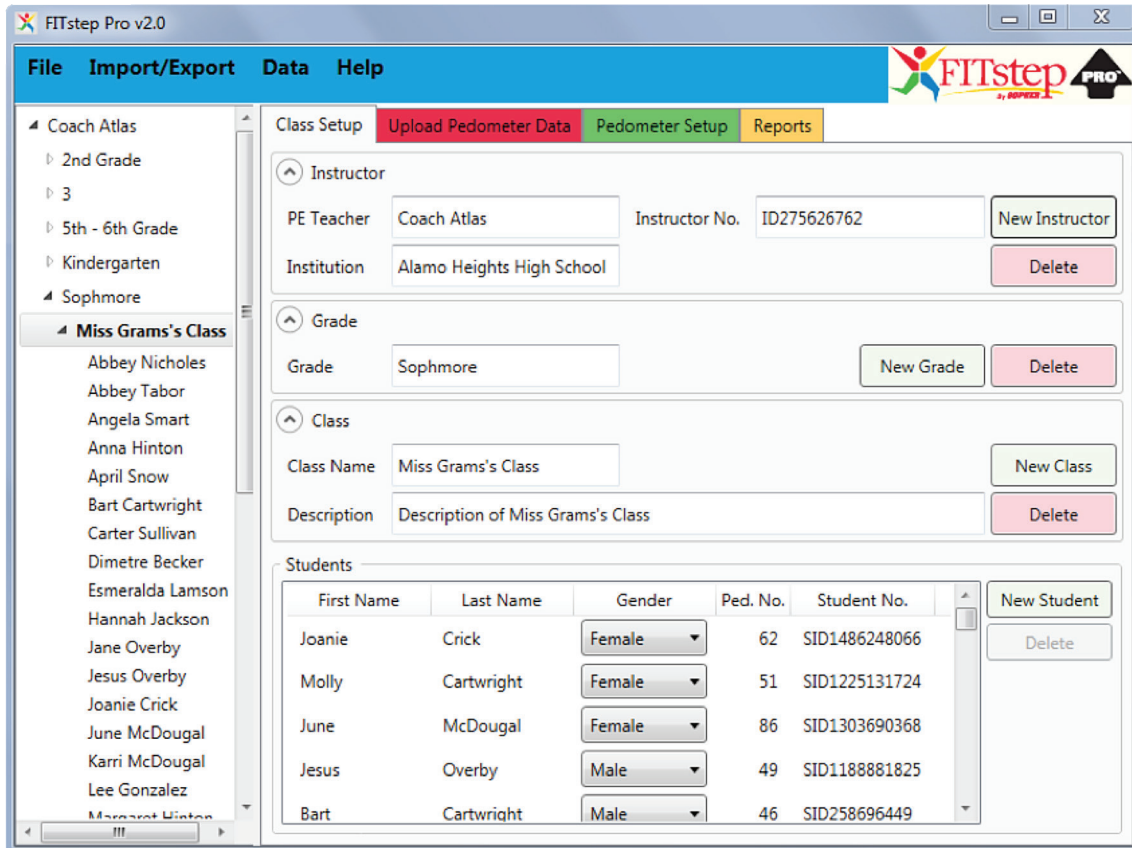
The Data menu serves one function only, but it is an important one. If the box is checked, pedometer data is cleared after it has been placed in the USB port and uploaded. If the box is not checked, the pedometer data will be uploaded but not cleared. Not clearing pedometer data after each upload presents the possibility for students to upload data multiple times. The program defaults to "Clear Pedometer on Read" each time it is loaded.

Using the Tabs

To manage your use of the FITstep™ Pro pedometers, use the Class Setup, Upload Pedometer, Pedometer Setup, and Reports tabs. Each of the four tabs is discussed below.

Class Setup Tab

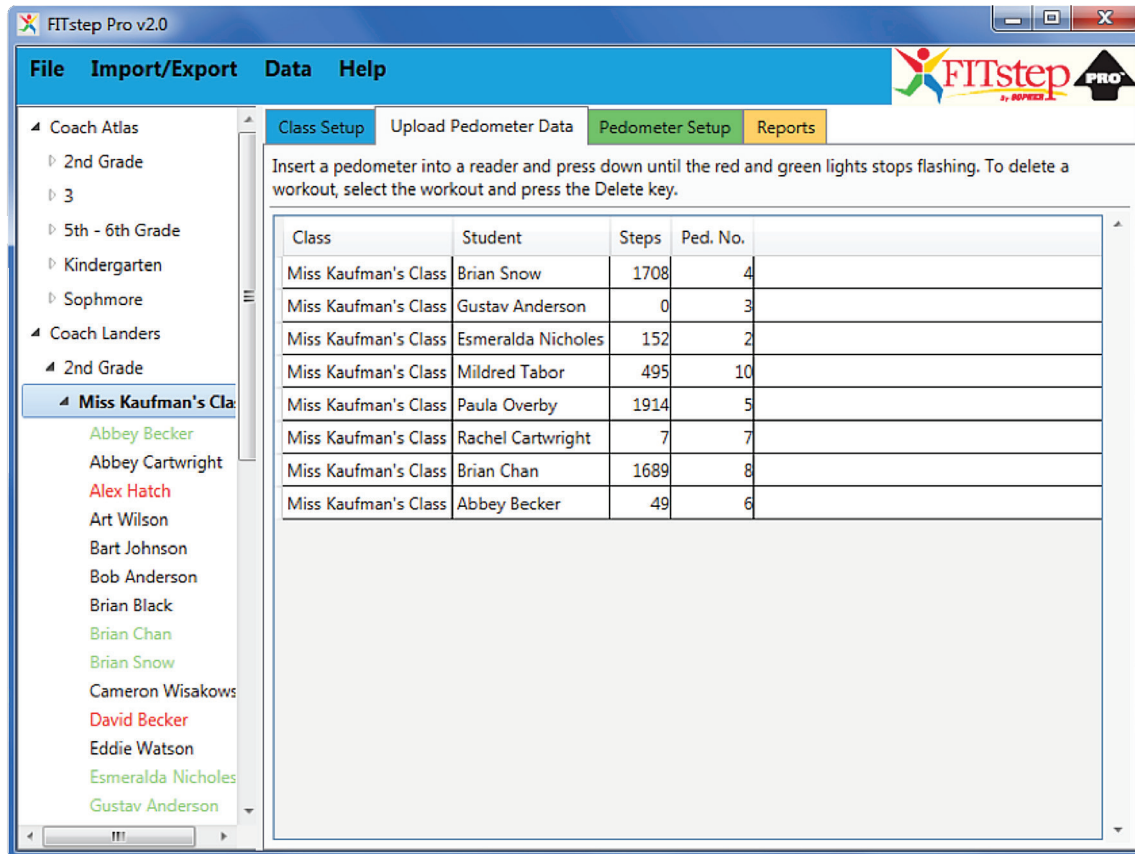
The Class Setup Tab is the control center. This tab is where you will add new instructors, grades, classes, and finally students. All fields, such as the instructor number and description fields, do not have to be filled. Notice how the data is organized. The top field is the Instructor, usually the 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 numbered class in secondary schools (i.e., 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.



Upload Pedometer Tab

The Upload Pedometer Tab is used to upload pedometer data from the data readers. **Reminder: Select the proper class before uploading or data may not be uploaded to the correct class.** If a class is not selected, the software will not allow uploading of data. Students upload their data by inserting and placing the pedometer into the reader. While the data is uploading to the computer, the red and green lights flash. When the uploading is complete, only the red light stays solidly lit. (This takes about two full seconds.) Note the screen shot on the next page which shows students listed in three different color fonts during the uploading process:

1. The black font signifies that students have not uploaded their data.
2. The light green font signals that data has been uploaded and the pedometer cleared.
3. The red font means the data was not uploaded even though the student inserted the pedometer into the USB port. In most cases, this occurs because the student improperly inserted the pedometer or removed it before the uploading process was complete.



IMPORTANT: The key to successfully uploading data is to not take the pedometer out of the reader before the red and green lights stop flashing. To ensure the data has been uploaded, ask students to continue to insert their pedometers until they clear. When pedometers are removed prematurely, the lights on the reader show different patterns, such as solid green, no lights on, or both lights on continuously. Don't unplug the readers or assume they will no longer load data. Instead, ask students to continue to reinsert the pedometers until the data is uploaded and the pedometer cleared to zero.

Pedometer Setup Tab

The Pedometer Setup Tab has one purpose: to embed a number in the pedometer. New pedometers arrive with the number zero (0). Thus, it is recommended that you 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 pedometers 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 with any integer.
2. Click on the Pedometer Setup tab. The current pedometer number will be listed as 0. 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. Place the pedometer you have externally numbered as 1 in the reader. Wait until the lights stop flashing to remove the pedometer.
3. The software will automatically change the next pedometer number to 2. You are now ready to insert pedometer 2 because the software automatically increases to the next integer.
4. To check whether the correct number has been assigned to the pedometer, press the Mode (blue) button on the pedometer until the Step screen is showing. Now hold down the Set (red) button to see the pedometer number. It will show as P=00001 if you embedded number 1. Note: Nothing will show on this screen if the pedometer is set to zero (like all new pedometers).
5. To manually change a pedometer number, check the "Write New Number" box and type in a new number. Reinsert the pedometer into the reader and the new number will be uploaded. A pedometer number can only be changed using the **Setup Pedometer tab**.

Reports Tab

The Reports Tab is your data center. Click on the Reports tab to see different types of reports. All of the reports can be printed and sorted. Different columns can be selected by checking the boxes on the right side of the screen.

1. **Sorting:** The default order of sort is by name in ascending order. To sort any column in descending order, click on the title of the column you want to sort and the order will be reversed. Click again and it will return to ascending order. Sorting will move entire records, not just the column you clicked on.
2. **Date Range:** You may choose the date range for all the reports. In other words, if you only want to view data from May 1 to June 1, select it by typing in the dates or clicking the desired dates on the calendars to the right.
3. **Columns:** Select the columns you would like to show in your reports.

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 Weekly Summary report shows each student and their workouts by week. This allows you to analyze students and your lessons on a week-by-week basis.
3. The Monthly Summary shows each student and their monthly total and averages.
4. 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.
5. The My Physical Activity report allows you to print a physical activity report for each student. The report contains a message to parents and students along with the selected activity data (see below).

My Physical Activity Report

Our school collects physical activity (PA) data using pedometers. Pedometers accurately monitor the amount of activity students collect in three different settings. First, we collect activity data in physical education classes. When students are comfortable using the pedometers during physical education, they wear them throughout the school day. In the future, those students who demonstrate responsible care of the pedometers may be allowed to take the pedometer home to see how much activity they accumulate daily (24-hour period). Typically, four days of full-day data is gathered for elementary school students and eight days for secondary students. The days do not have to be consecutive so the time period during which the data is collected may be greater than 4 - 8 days.

Student: Gustav Anderson
Teacher: Coach Landers

Grade: 2nd Grade

Data Gathered: 1/5/2012 to 2/5/2014

Total MVPA Time: 24:41:50

Average Daily MVPA: 14:31

Total Steps: 341,948

Average Daily Steps: 3,352

Total Activity Time: 33:05:04

Average Daily Activity Time: 19:27

Days Measured: 102

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.

Future updates of the FITstep™ Pro software will be available for download at: www.gophersport.com/software.