Student Health Data: Physical Fitness
IWAS Electronic Submission User Guide

Illinois State Board of Education
Revised April 2017
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Introduction

Illinois State Board of Education (ISBE) collects aggregate physical fitness data via a secure connection over the Internet known as Web Application Security (IWAS) System. While physical fitness testing is required of all public school children grades 3 through 12, each school district shall annually report only aggregate physical fitness data for grades 5, 7, and 10 as per compliance with 23 IL Admin Code, Chapter 1, Subpart D, Section 1.425. The physical fitness data shall be submitted no later than June 30 of each school year via the Student Health Data: Physical Fitness section in IWAS as discussed in this User Guide.

About the Counts

Data will be reported for students in grades 5, 7, and 10 with the following breakdown:

- The total number of students tested by grade and gender
- The total number of students achieving at the “health fitness zone” by grade (5, 7 and 10) and gender
- The total number of students identified as “needs Improvement zone” by grade (5, 7 and 10) and gender
IWAS User Access

The Student Health Data: Physical Fitness has multiple-level users, as defined by the IWAS System. Your role will be governed by the IWAS user level assigned to you. RCDT Administrators will be granted automatic access to the Student Health Data: Physical Fitness System. Please consult the IWAS user guide located on the IWAS home page here.

**Document Author**—this is typically your lowest level user (i.e., Clerk, Physical Education teacher, Staff, etc.). The Document Author has the ability to enter and/or edit physical fitness information and to submit it to the school principal for public schools for approval. Once submitted, the Document Author will no longer be able to enter or edit data unless the data have been disapproved by the School Administrator or RCDT Administrator (district superintendent).

**School Administrator**—this level is typically assigned to public school principals. The School Administrator has the ability to enter and/or edit physical fitness information and submit it to the RCDT Administrator (district superintendent) for approval. Once the data have been submitted, the School Administrator will no longer be able to enter or edit data unless the data have been disapproved by the RCDT Administrator (district superintendent).

**District Document Author**—this level is typically assigned to a public school district level clerk who is responsible for submitting data for multiple schools within a district. Once school data have been submitted, the District Document Author will no longer be able to enter or edit data for that school unless the data have been disapproved and returned by the RCDT Administrator (district superintendent).

**RCDT Administrator**—this level is typically assigned to public school district superintendents. The RCDT Administrator is responsible for review and submission of school-level reports to ISBE.

**ISBE Administrator**—this level is reserved for qualified ISBE personnel.
How to Get Started in IWAS

You will need an IWAS account to be able to access the Student Health Data: Physical Fitness System.

If you do not have an existing IWAS account, please register for one by accessing the IWAS home page through the IWAS link under System Quick Links at the top of the ISBE home page at http://www.isbe.net.

Once you have an IWAS account, you will need to request access to the Student Health Data: Physical Fitness System. Sign into your IWAS account, select System Listing in the left margin, then select Want to Sign Up for Other Systems? in the lower right of screen. Then select Student Health Data: Physical Fitness, then click Sign Up Now. Please contact the ISBE Help Desk at (217) 558-3600 if you need assistance.

Once you have an existing IWAS account with access to the Student Health Data: Physical Fitness System, you are ready to proceed. The following steps provide guidance on how to access the Student Health Data: Physical Fitness System.

To begin, log on to IWAS. (As stated above, you will need a login username and password.)

Click on “System Listing” from the left menu of the IWAS Dashboard.
Clicking on “System Listing” will take you to the My Systems page.

From here, select “Student Health Data - Physical Fitness,” which is under the category of “Reporting, Annual.”

*Note: If you do not see the “Student Health Data – Physical Fitness” option, contact the ISBE Helpdesk at (217) 558-3600.*

This will redirect you to the School Listing Screen. Depending on your access level, your screen may appear one of two ways. RCDT Document Author group and RCDT Administrator group users will see this screen:

School Document Author group and School Administrator group users will see a similar screen, but with only one school listed under “Facility Name.”

Select the school link for which you want to enter data.
This will direct you to Data Entry Screen 1:

Read the guidelines provided in gray box. Then, if this school:

- has grades 5, 7 and/or 10, click “We have student data to report”, then click “Next” and proceed with instructions below.
- does not have grades 5, 7 and/or 10, click “We have no student data to report”, then click “Approve Selection”, then click “OK”, then click “Back” to select your next school.

If you clicked “Next,” then select the grade levels served by the school. Clicking on “Save” on this page will save your grades selected (5, 7 and/or 10). Then Click on “Next Page.”

If you modify “Grades Served” on the right side of the screen, a new screen will appear, with a “Save” button only.

Clicking on “Save” on this page will save the selected grades and return you to the same page to click “Next Page.”

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Data Entry Screen 2:

This screen will enable you to enter all of the data elements required for a grade selected.

1. Start by selecting grade you wish to enter at the top under “Select Grade Level.”
2. Enter male and female counts for each of the four assessments. The totals will auto-calculate.
3. When you have finished entering/editing data, click on “Save” at the bottom left of the screen. Note that you must click on “Save” or you will lose your grade level data. A row that corresponds to the selected grade will appear under the “Grades Entered” data grid at the top of the page.
4. Repeat Steps 1-3 for each of the grades (5, 7, or 10) served / assessed by your school.
Other functions that can be performed from this screen:

- To edit information for a saved grade, click on the “View Grade” link that corresponds to the grade appearing under the “Grades Entered” grid. You may modify data and then save again. You may also delete data for a grade by clicking on the “Delete Grade” link.

- If an error occurred during data entry, an error message will appear in red at the top of the page, specifying the type of error and the associated field(s).

- If any of grades served by your school have no children in them, deselect the grade in the Data Entry Screen 1 (then click “Save.”) and/or delete the grade in Step 3 (if added).

This is the view of the bottom half of this screen after entering all data for the selected grades:

When you have finished entering data for all of the grades at this school as shown in the “Select Grade Level” list, the “Approve Data” button will appear at the bottom of the screen.

If you are confident that you have correctly entered all required information and are ready to submit the data for approval to the School/District Administrator (as appropriate), click on “Approve Data.”
A warning will appear on Data Entry Screen 3, as shown below:

![Message from webpage]

If you are ready to submit the data, click on “OK” to submit the data to the **School/District Administrator** (as appropriate) for approval.

After clicking “OK,” your screen will appear like this:

![Student Health Data]

When your screen says “Data has been submitted to School Administrator” or “Data has been submitted to RCDT Administrator” you’ll know your data has been entered correctly and is now waiting for Administrator approval.
After the School Document Author has submitted data for School Administrator approval, the School Administrator must access Data Entry Screen 1:

From this screen, the RCDT Administrator or School Administrator must click “Next Page”.

Then scroll to the bottom and choose one of the following options:

• “Approve Data” to approve and submit the data.

• “Disapprove Data” to return the data for corrections.
Upon submitting the data, you will click “OK” to bypass the warning message:

Click on “Return to School listing” to return to the listing of school(s).
How to Print School/District Summaries

To print a school physical fitness data summary, click on “School Summary” on the top menu bar.

To print a school district physical fitness data summary, click on “District Summary” on the top menu bar.

Note that printing a school or district summary is possible ONLY when the physical fitness data for all of the eligible schools have been submitted to ISBE.
You will then be directed to the School Summary Report Sample Screen. To print, select the print icon on the upper left corner.

<table>
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<tr>
<th></th>
<th>Aerobic capacity</th>
<th>Flexibility</th>
<th>Muscular Endurance</th>
<th>Muscular Strength</th>
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<tbody>
<tr>
<td></td>
<td>Male</td>
<td>Female</td>
<td>Total</td>
<td>Male</td>
</tr>
<tr>
<td>Total Number of Students tested:</td>
<td>6</td>
<td>7</td>
<td>13</td>
<td>5</td>
</tr>
<tr>
<td>Total Number of Students achieving Healthy Fitness Zone:</td>
<td>4</td>
<td>3</td>
<td>7</td>
<td>4</td>
</tr>
<tr>
<td>Total Number of Students Need Improvement:</td>
<td>2</td>
<td>4</td>
<td>6</td>
<td>1</td>
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Data Submission Hierarchy

When a School Document Author submits data:
only the School Administrator, RCDT Document Author, and RCDT Administrator will be able to enter or edit data.

When a School Administrator submits data:
only the RCDT Administrator will be able to enter or edit data.

When an RCDT Document Author submits data:
only the RCDT Administrator will be able to enter or edit data.

When an RCDT Administrator submits data:
none of the School Document Authors, School Administrators, RCDT Document Authors, or RCDT Administrators will be able to enter or edit data.

However, when any School Administrator or RCDT Administrator disapproves data and/or returns the data for correction, each of the four users (School Document Author, School Administrator, RCDT Document Author, and RCDT Administrator) will be able to enter or edit data.

If questions regarding accessing IWAS or Student Health Data: Physical Fitness System, please contact the ISBE Help Desk at (217) 558-3600.

If questions regarding physical fitness assessment requirements, please go to Q&A under QUICK LINKS at https://www.isbe.net/EnhancedPhysicalEducation