Guide for Standard Reporting Tools

Introduction

This document serves to walk BEPA 2.0 users through the steps of using our Standard Reporting Tools. The Reporting Tools were created to help classroom teachers and other BEPA 2.0 implementers keep track of the amount of physical education (PE) time they deliver through BEPA 2.0 activities, as well as which grade-level PE and health education (HE) standards that those activities address.

The Reporting Tools can be found on the BEPA 2.0 website in the Educator Resources tab.

How to Use the Standard Reporting Tool

1. Download your desired Reporting Tool Excel spreadsheet from the BEPA 2.0 website. You may download the tool specific to National PE standards, or you may download the tool specific to your state. The steps for using the tool are the same no matter which you choose.

2. To begin, input the date that the activity was administered in the first available cell under the *"Date"* column.

	B	C	D	E	F	G
1	Date	Grade Level	Activity	Time Spent	National Physical Education Standards Aligned	Total Time
2	3/19/21				#N/A	0
3					#N/A	
4					#N/A	
5					#N/A	
6					#N/A	
7					#N/A	
8					#N/A	
9					#N/A	
10					#N/A	

3. Next, select the grade level that you are administered the BEPA 2.0 activity to (K-5th grade) in the *"Grade Level"* column. Clicking on the first available cell will cause a drop down menu to be used for this selection.

	B	C	D	E	F	G
1	Date	Grade Level	Activity	Time Spent	National Physical Education Standards Aligned	Total Time
2	3/19/21				#N/A	0
3		Kindergarten			#N/A	
4		1st			#N/A	
5		2nd 3rd			#N/A	
6		4th			#N/A	
7		5th			#N/A	
8					#N/A	
9					#N/A	
10					#N/A	

4. Once you have selected your grade level, select the activity that you delivered in the *"Activity"* column of the same row. You may click on the cell to scroll through a drop down menu of activities, or you may begin typing the name of the activity into the cell – either will populate the cell with the activity you completed.

	B	C	D	E	F	G
1	Date	Grade Level	Activity	Time Spent	National Physical Education Standards Aligned	Total Time
2	3/19/21	1st			#N/A	0
3			Activate the Alphabet GRD K-2		#N/A	
4			Always On The Move GRD K-2		#N/A	
			Animal Acts GRD K-2			
5			Ball Roll Up GRD K-2		#N/A	
6			Color My Plate GRD K-2		#N/A	
7			Dancing Body Parts GRD K-2		#N/A	
8			Food Group Fitness GRD K-2		#N/A	
			Food Group Fun GRD K-2			
9			Fruit and Veggie Fun GRD K-2		#N/A	
10			Healthy Says GRD K-2		#N/A	

5. Notice that once a grade level and an activity have been selected, the *"National Physical Education Standards Aligned"* column will automatically populate. If you are using a state-specific reporting tool, the PE and HE standards columns will both automatically populate. The information in these columns are the sub-standards that your students met by participating in the selected activity. **Note:** *You may have to expand the size of the cell in order to see all of the standards.*

	B	C	D	E	F	G
1	Date	Grade Level	Activity	Time Spent	National Physical Education Standards Aligned	Total Time
2	3/19/21	1st	Animal Acts GRD K-2		S1.E1.1, S1.E3.1, S1.E7.1, S1.E10.1, S2.E2.1a, S2.E3.1a, S3.E2.1, S4.E2.1, S4.E1.1, S4.E3.1, S4.E5.1, S4.E6.1, S5.E1.1	0
3					#N/A	
4					#N/A	
5					#N/A	
6					#N/A	
7					#N/A	
8					#N/A	
9					#N/A	

6. Next, input the amount of time you spent participating in the activity in the *"Time Spent"* column of the same row you have been working in. Once again, clicking on the cell will provide you with preset values to choose from. However, you may input any value for this cell.

	B	C	D	E	F	G
1	Date	Grade Level	Activity	Time Spent	National Physical Education Standards Aligned	Total Time
2	3/19/21	1st	Animal Acts GRD K-2		S1.E1.1, S1.E3.1, S1.E7.1, S1.E10.1, S2.E2.1a, S2.E3.1a, S3.E2.1, S4.E2.1, S4.E1.1, S4.E3.1, S4.E5.1, S4.E6.1, S5.E1.1	0
3				5	#N/A	
4				10	#N/A	
5				15	#N/A	
6				20	#N/A	
7					#N/A	
8					#N/A	
9					#N/A	

7. The *"Total Time"* cell on the far right will record how much total time your students have spent playing BEPA 2.0 activities throughout the recording period. As you add more activities (rows) to the sheet, the *"Total Time"* will automatically update.

	B	C	D	E	F	G
1	Date	Grade Level	Activity	Time Spent	National Physical Education Standards Aligned	Total Time
2	3/19/21	1st	Animal Acts GRD K-2	5	S1.E1.1, S1.E3.1, S1.E7.1, S1.E10.1, S2.E2.1a, S2.E3.1a, S3.E2.1, S4.E2.1, S4.E1.1, S4.E3.1, S4.E5.1, S4.E6.1, S5.E1.1	20
3	3/20/21	1st	Human, Banana, Soda Pop GRD K-5	10	S1.E1.1, S1.E4.1, S1.E7.1, S3.E2.1, S4.E2.1, S4.E1.1, S4.E3.1, S4.E4.1, S4.E5.1, S4.E6.1, S5.E1.1	
4	3/21/21	1st	Overhead Relay GRD K-2	5	S1.E1.1, S1.E4.1, S1.E10.1, S2.E2.1b, S2.E3.1b, S3.E1.1, S3.E2.1, S4.E2.1, S4.E1.1, S4.E3.1, S4.E4.1, S4.E5.1, S4.E6.1, S5.E1.1	
5					#N/A	
6					#N/A	
7					#N/A	

Repeat these steps as many times a day/week that BEPA 2.0 activities are delivered. Please note that the current spread sheet is set up to record 5 activities per week for 4 weeks. If you are doing the same activity two times per day, you can combine the time into one entry. If you are doing two different activities on the same day, then the spreadsheet will only accommodate two weeks of use.

Once the spreadsheet is complete and you would like to start a new one, simply use "Save As" to save the file to your computer, and rename it in correspondence with the reporting period. For example, "BEPA_3.15.2021_3.27.2021." You can then download the Reporting Tool from our website again and start a new spreadsheet for the new reporting period.