



Getting Started:
Steps for New
Testing Coordinators



TestHound

Powered by Education Advanced, Inc.

TestHound Helps Your School to:

[Click Here for a brief Overview of what TestHound Does?](#)

TestHound

Home My Account Updates (3) Discussions (46) Archives

Bainbridge : Washington HS - Tests

Campus Management

- Test Administrators
- Students
- Rooms
- Test Administrations
- Tests
- Materials
- Reports

STAAR

TOOLBAR Students Filter Assign Rooms Copy To Booklets

ACCOMMODATIONS

- Extra Time
- Reminders to Stay on Task
- Small Group Administration
- Spelling Assistance
- Supplemental Aids

PAST PERFORMANCE

PROGRAM STATUS

Color Key

- Standard Met
- Standard Not Met
- Score Code Other than S
- Exclusion
- Unenrolled

Reset Filters Apply

Reduce Human Errors and Testing Irregularities

- ✓ Automatically generate multiple accommodations reports to ensure each student receives proper testing accommodations.
- ✓ Access the most current information from student information systems, as well as Special Education and English Language Learner programs.
- ✓ Quickly scan testing materials into a secure, searchable database for real-time tracking and error-free materials control.

How do I log in?

- You should have received an email from pw-no-reply@testhound.com. If you do not see it in your school email inbox check your junk/spam mail folder
- After clicking the link in the email you can set up your profile information, and new password.

- Don't forget to **bookmark** our page for future use:

<https://th1.testhound.com/Login.aspx>

You may also check out our **parent website** for *blogs* on using TestHound and training information.

www.educationadvanced.com

Recommended Articles/Blogs

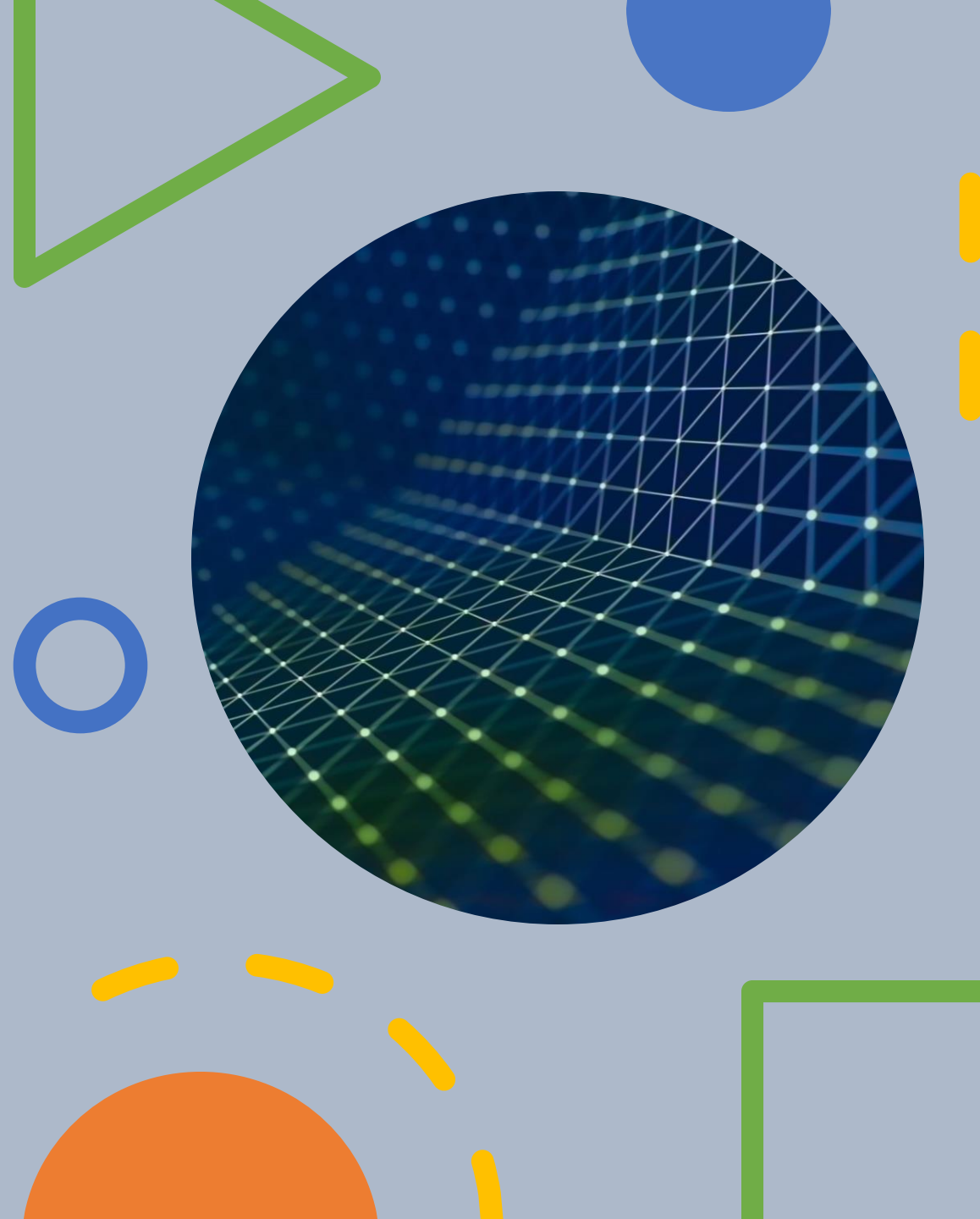
[Case Study: Irving ISD](#)

[TestHound Success Story Finding a System that Grows with your Needs](#)

[TestHound Success Story Streamlined Testing through Every Stage](#)

[9 Ways to Train Your TestHound](#)

[I Am new to TestHound! What do I do?](#)



Auto Pilot

[Auto Pilot Alert](#) 14

[Removed from AP](#) 26

Student Alert

2 new students. [view](#)

1 unenrolled students. [view](#)

1 re-enrolled students. [view](#)

Test Administrator Alert

1 new test administrators. [view](#)

1 inactive teachers. [view](#)

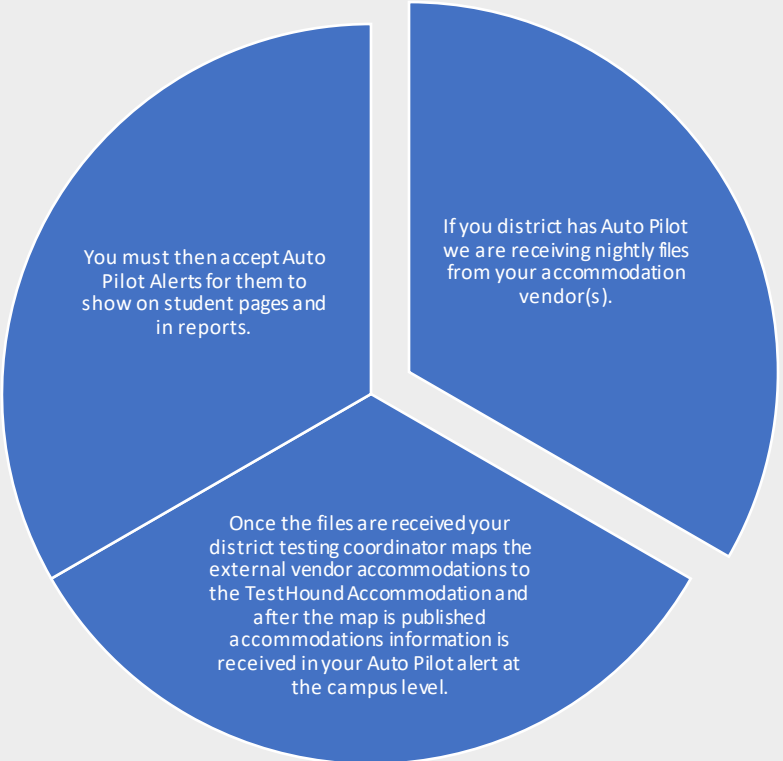
2 reactivated test administrators. [view](#)

Getting Started Step 1

- First, approve alerts!
- TestHound has alerts that you will need to review and approve each time you log in:
 - Student Alerts
 - Test Administrator Alerts
 - Auto Pilot Alerts
 - Removed from Auto Pilot Alerts
 - Population Alerts
- Alerts can be found on the right side of your homepage.
- For directions and videos on approving alerts click the link(s) below to take you to our help tab page.
- [Directions for accepting alerts.](#)
- [Click here for video on approving alerts!](#)

Accommodations-How it Works

For more on Auto Pilot Click below:
[Approving Auto Pilot Accommodations Video](#)
[Directions \(Auto Pilot Help Page\)](#)



The screenshot shows the TestHound interface for Harrington ISD - Washington HS. On the right side, there are several summary boxes. The 'Auto Pilot' box is highlighted with a red border and contains the following data:

Auto Pilot	
Auto Pilot Alert	14
Removed from AP	26

Below the Auto Pilot box are other alert boxes: 'Student Alert' (2 new students, 2 unenrolled students, 2 re-enrolled students) and 'Test Administrator Alert' (1 new test administrators, 1 inactive teachers, 2 reactivated test administrators). A green arrow points from the text in the diagram to the Auto Pilot box in the screenshot.

You may also download and print step by step directions from our help tab by clicking on the ellipses in the upper righthand corner of the page you want to print.

The screenshot shows a help page titled "Campus Processing Alerts on the Home Page" within the "TestHound Knowledge Base". The page includes a left-hand navigation menu with categories like "Overview", "Space Settings", and "Pages". The main content area features a list of topics under "Campus Help". In the top right corner, a "More actions" menu is open, displaying options such as "Copy", "Move", "Export", "Analytics", "Page history", "Attachments", "Resolved comments", "Advanced details", "Slack Notifications", and "Convert Gliffy Diagrams". The "Export" option is highlighted in yellow, and a sub-menu is visible with "Export to Word" and "Export to PDF" options. The "Export to PDF" option is also highlighted in yellow. Below the main content, there is a "Like" button and a "Be the first to like this" message. At the bottom, there is a "Questions? Create a Support Ticket" link and a footer with the text "Please submit a ticket above or call 903-858-4497".

TestHound Knowledge Base

TestHound Knowledge ... / Campus Help

Campus Processing Alerts on the Home Page

Last updated: yesterday at 1:36 PM by Ros Jackson • 5 min read • 0 Associations

This page will show the campus user all of the alerts they are likely to see on the home page and how to process each of those alerts.

- > Data Updates and Alert Approval
- > I have alerts on my home page. How and Why do I need to process my alerts?
- > How do I process my new and unenrolled students?
- > What is the best method for processing my population change alerts?

Like Be the first to like this

processing x alerts x new x students x population x unenrolled x

Questions? Create a Support Ticket

Please submit a ticket above or call 903-858-4497

Step 2 This step is useful when it is your first-time logging in or if you have not reviewed your test administrator's list this school year.

Click on the Test Administrator tab and review your Test Administrators list.

Harrington ISD : Washington HS - Test Administrators

Test Administrators: 106 view: -- [New](#) [Lock All](#) [Activate](#)

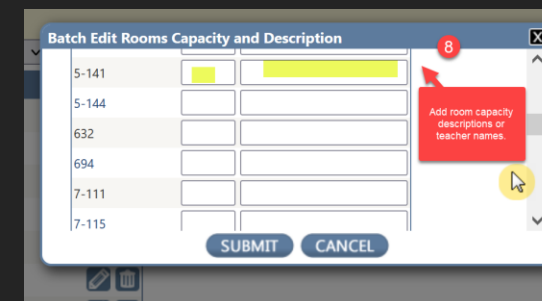
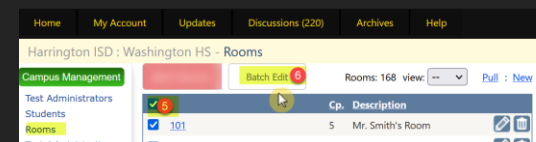
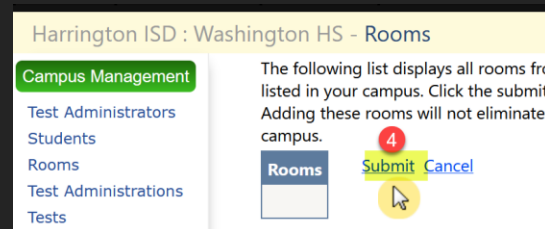
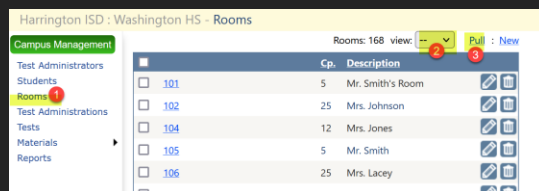
ID	Name	Email	avl
985462	Abernathy, Jason		<input checked="" type="checkbox"/>
65421	Ables PM., Homer		<input checked="" type="checkbox"/>
562410	Ables, Homer		<input checked="" type="checkbox"/>
0236545	Ables, Jason		<input checked="" type="checkbox"/>
000789	Adams, Jane		<input checked="" type="checkbox"/>
3201201	Adams, Janey		<input checked="" type="checkbox"/>
625041	Adams, Janie		<input checked="" type="checkbox"/>
7916	ALANIZ, FAITH JOSEPHIME	fjalaniz@bainbridge.com	<input checked="" type="checkbox"/>
00017845	Aleida, Rodney		<input checked="" type="checkbox"/>
6521452	Alma, Jackie		<input checked="" type="checkbox"/>

Click new to add a test administrator that is currently not listed.

Click trash can to block administrators that will not be testing.

Here, you may add any teachers that are not already listed or block any test administrator's you may not be using this year.

[Click here](#) for step-by-step directions and a brief video on using the Test Administrator's tab.



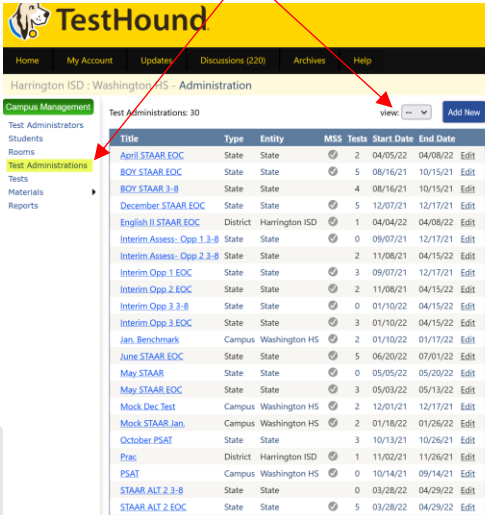
[Click here for our help page on Rooms. Includes a video and directions.](#)

- Step 4 Rooms *This step is useful when it is your first-time logging in or if you have not reviewed your room's list this school year.*

[Click here for our help page on how to select your test administration.](#)

Tests

Select the test administration that you need to schedule students for by clicking on the test administration tab then selecting view all and clicking on the name of the test.



The screenshot shows the TestHound web application interface. The top navigation bar includes links for Home, My Account, Updates, Discussions (220), Archives, and Help. The main content area is titled "Harrington ISD : Washington HS - Administration" and displays a table of test administrations. A sidebar on the left contains navigation options: Campus Management, Test Administrators, Students, Rooms, Test Administrations (highlighted), Tests, Materials, and Reports. The table lists various test administrations with columns for Title, Type, Entity, MSS, Tests, Start Date, and End Date. Red arrows point from the text above to the "Test Administrations" tab in the sidebar and the "view:" dropdown menu in the top right of the table.

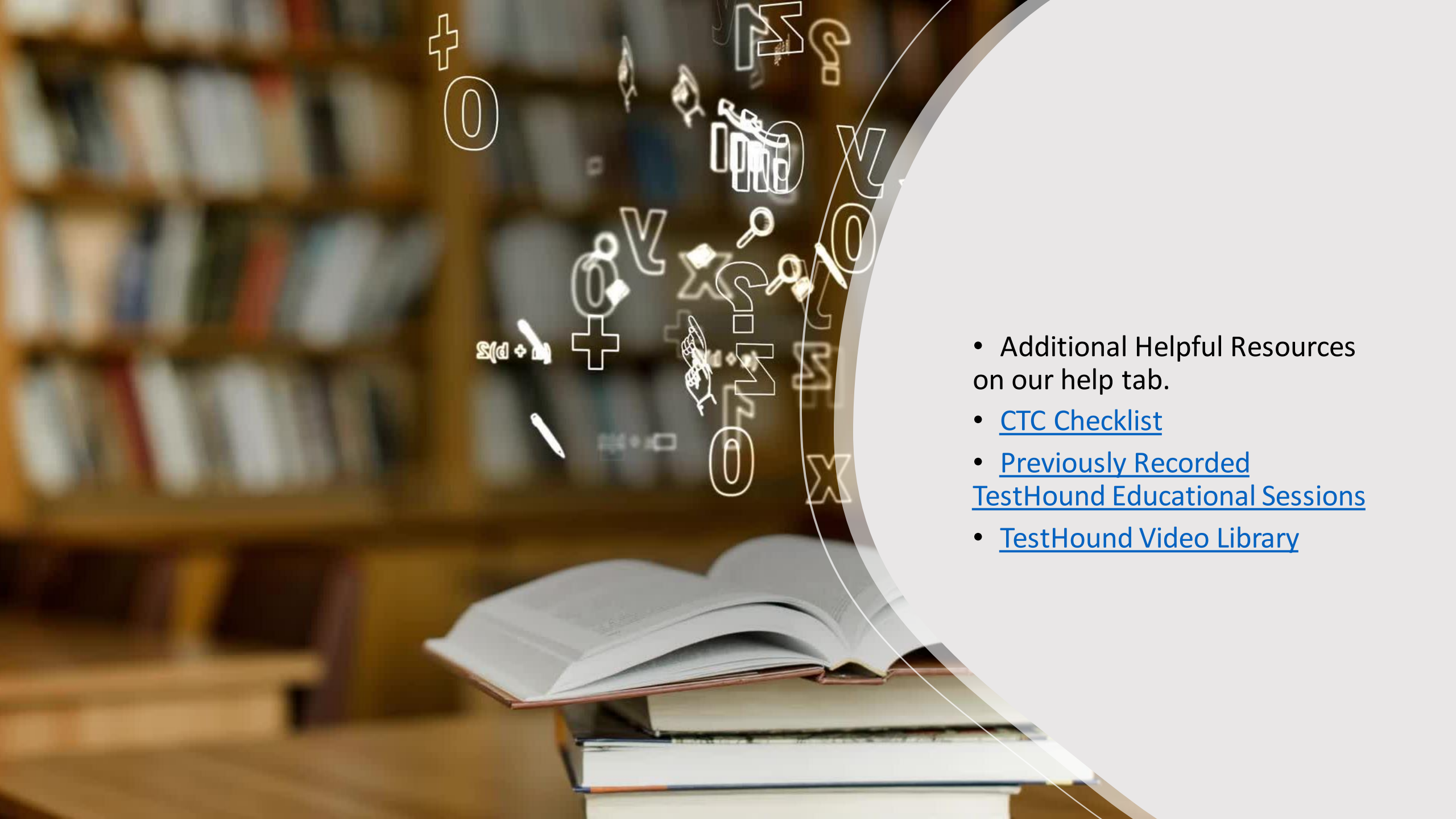
Title	Type	Entity	MSS	Tests	Start Date	End Date	Edit
April STAAR EOC	State	State	2	04/05/22	04/08/22	Edit	
BOY STAAR EOC	State	State	5	08/16/21	10/15/21	Edit	
BOY STAAR 3-8	State	State	4	08/16/21	10/15/21	Edit	
December STAAR EOC	State	State	5	12/07/21	12/17/21	Edit	
English II STAAR EOC	District	Harrington ISD	1	04/04/22	04/08/22	Edit	
Interim Assess...Opp. 1 3-8	State	State	0	09/07/21	12/17/21	Edit	
Interim Assess...Opp. 2 3-8	State	State	2	11/08/21	04/15/22	Edit	
Interim Opp. 1 EOC	State	State	3	09/07/21	12/17/21	Edit	
Interim Opp. 2 EOC	State	State	2	11/08/21	04/15/22	Edit	
Interim Opp. 3 3-8	State	State	0	01/10/22	04/15/22	Edit	
Interim Opp. 3 EOC	State	State	3	01/10/22	04/15/22	Edit	
Jan. Benchmark	Campus	Washington HS	2	01/10/22	01/17/22	Edit	
June STAAR EOC	State	State	5	06/20/22	07/01/22	Edit	
May STAAR	State	State	0	05/05/22	05/20/22	Edit	
May STAAR EOC	State	State	3	05/03/22	05/13/22	Edit	
Mock Dec Test	Campus	Washington HS	2	12/01/21	12/17/21	Edit	
Mock STAAR Jan.	Campus	Washington HS	2	01/18/22	01/26/22	Edit	
October PSAT	State	State	3	10/13/21	10/26/21	Edit	
Prac	District	Harrington ISD	1	11/02/21	11/26/21	Edit	
PSAT	Campus	Washington HS	0	10/14/21	09/14/21	Edit	
STAAR ALT 2 3-8	State	State	0	03/28/22	04/29/22	Edit	
STAAR ALT 2 EOC	State	State	5	03/28/22	04/29/22	Edit	



Scheduling Tests

Step by step resources from our help tab below.

- [Getting Started](#)
- [Building and Modifying Test Sessions/Copy To](#)
- [Adding/Removing/Filtering Students in a Test](#)
- [Adding/Deleting Rooms in a Test](#)
- [Assigning Students to Rooms](#)
- [Assigning Teachers to Rooms](#)
- [Navigating Within an Administration](#)
- [Unassigned and Absent Tabs](#)
- [Reporting](#)
- [TestHound Academy: Multi-Session Scheduling](#)
- [Assigning Electronic Devices](#)
- [Scanning Materials to Students](#)

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- The background features a blurred library setting with wooden bookshelves filled with books. In the foreground, a stack of several books is visible, with the top one being an open book. Overlaid on the scene are various white, semi-transparent educational icons such as a plus sign, a question mark, a magnifying glass, a pencil, a graduation cap, and mathematical symbols like pi and infinity. A large, white, curved graphic element is positioned on the right side of the image, framing the text.
- Additional Helpful Resources on our help tab.
 - [CTC Checklist](#)
 - [Previously Recorded TestHound Educational Sessions](#)
 - [TestHound Video Library](#)



Home

Materials

Help

Directories (220)

Archives

Help

Access

Access the Knowledge Base

- The Help tab is available on every page in TestHound. Click help and a page with help related to the page you are on will open.

Submit

Submit a Support Request

- Create a support by scrolling to the bottom of the page and clicking, "[Create a Support Ticket.](#)"

Give

Give Us A Call

- If you still need help, you can speak with the support team about issues and questions.
- 903-858-4497 X 2 or toll free 1-844-325-1414

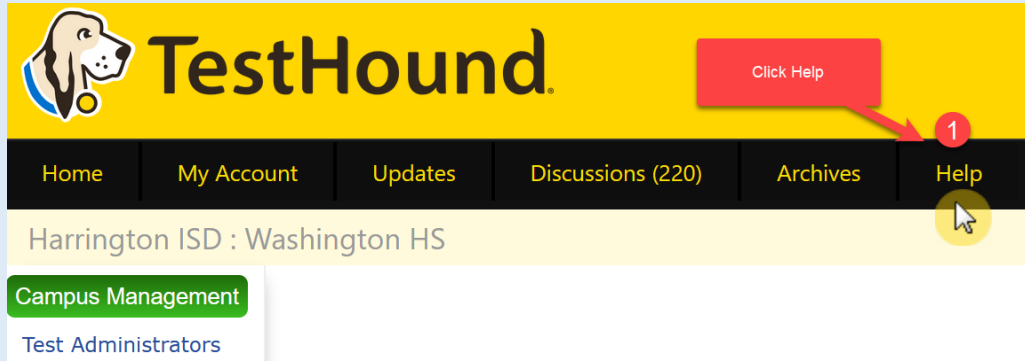
Webinars/Academies

Sign Up For our Academies

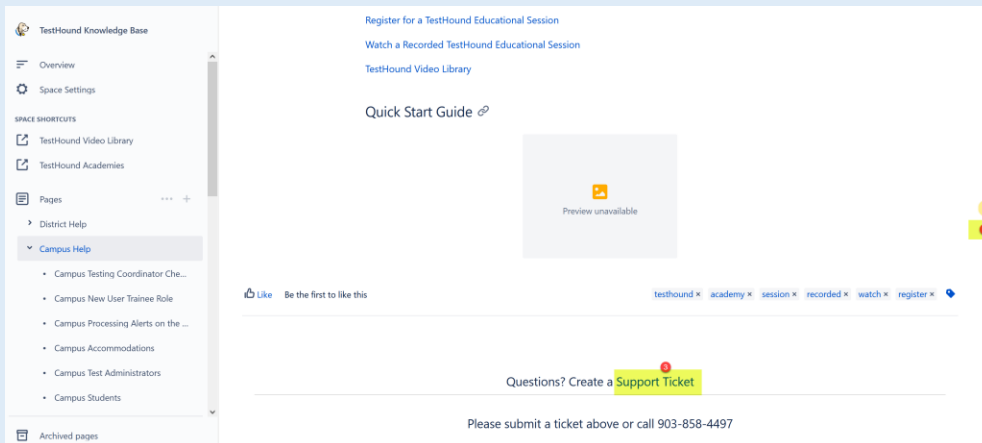
- Sign Up for our free webinars or if you are attending an academy your district purchased you may take it any time you need to during the current school year.

How to Submit a Support Ticket

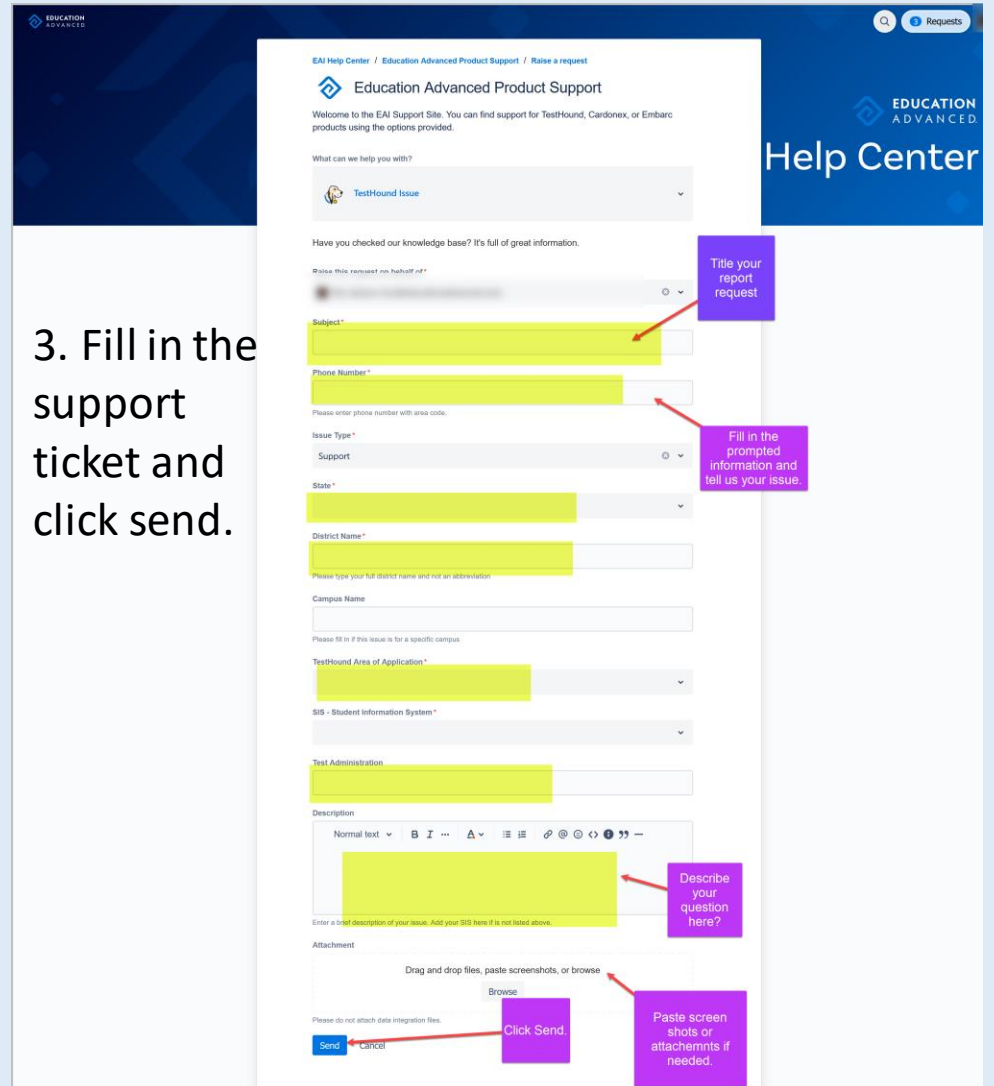
1. Click Help.



2. Scroll to the bottom of the page. Click Create a Support Ticket.



[Click here for more detailed directions on submitting a support ticket.](#)



3. Fill in the support ticket and click send.