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?](#)

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@testhoud.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.

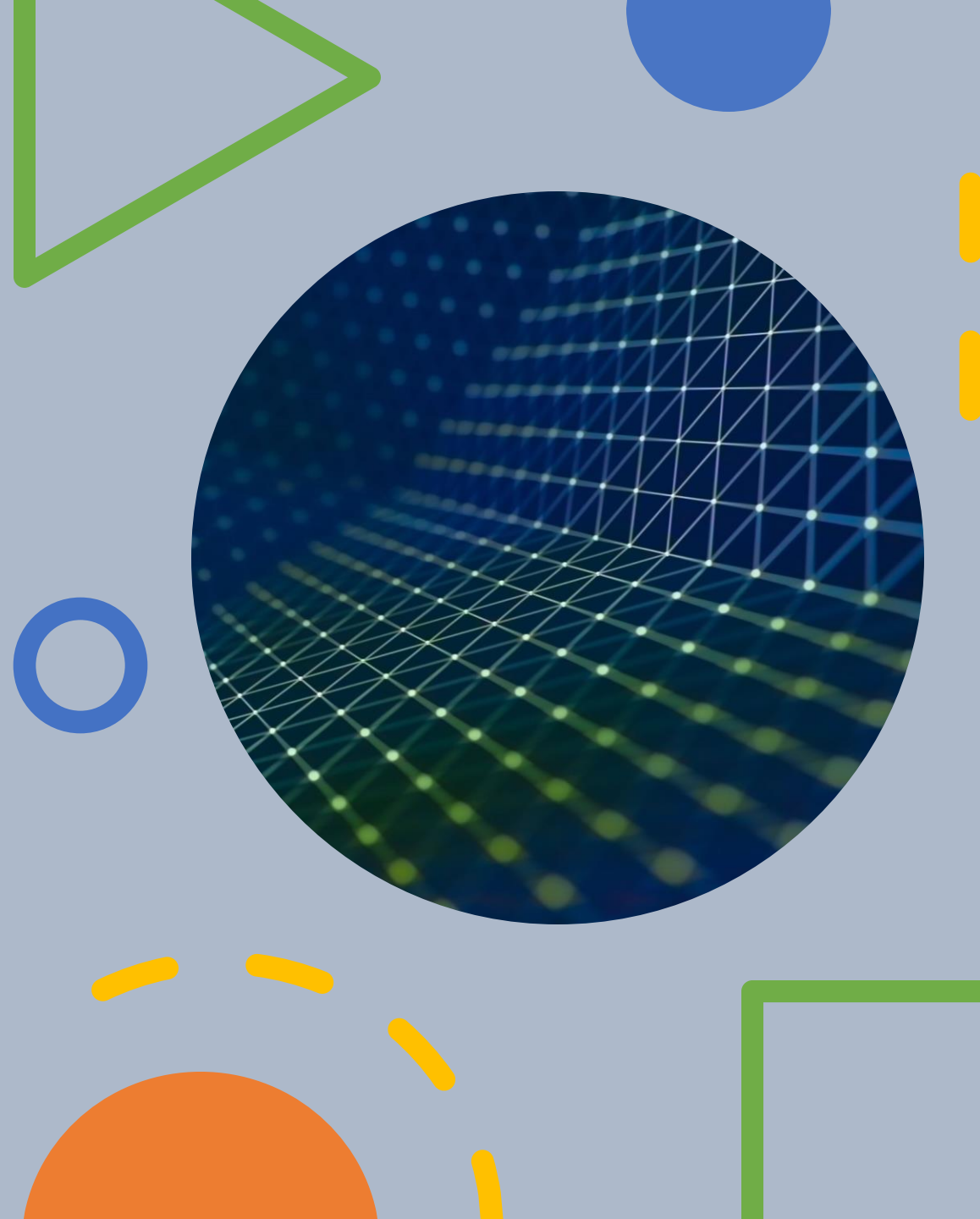www.educationadvanced.com

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?

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 your 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)](#)
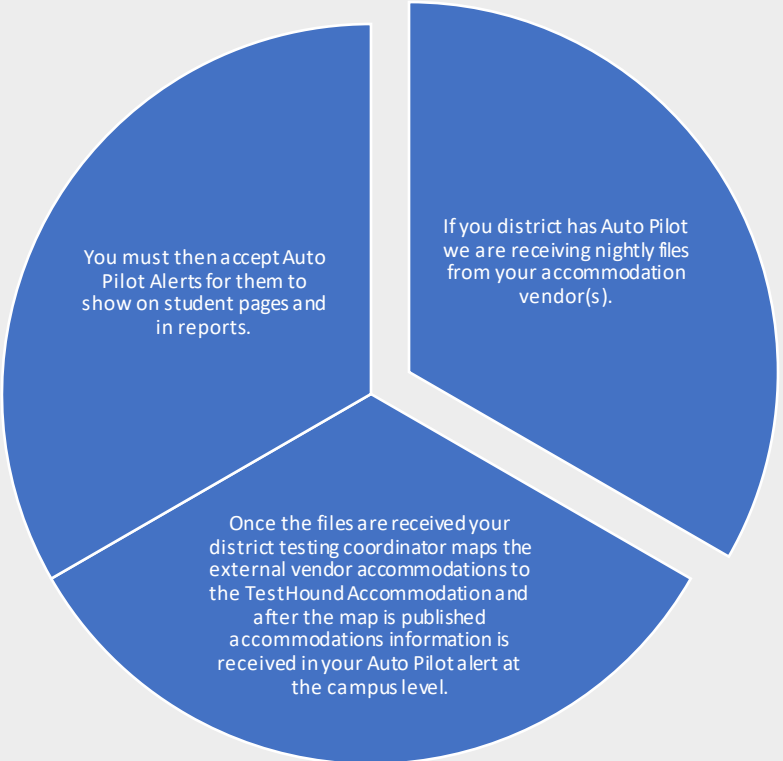
If you district has Auto Pilot we are receiving nightly files from your accommodation vendor(s).

You must then accept Auto Pilot Alerts for them to show on student pages and in reports.

Once the files are received your district testing coordinator maps the external vendor accommodations to the TestHound Accommodation and after the map is published accommodations information is received in your Auto Pilot alert at the campus level.

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.

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.

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

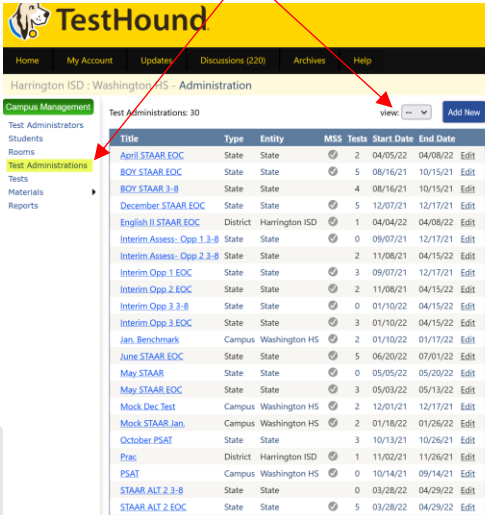*Click here for* step-by-step directions and a brief video on using the Test Administrator's tab.
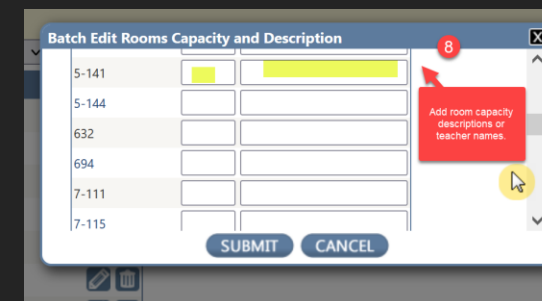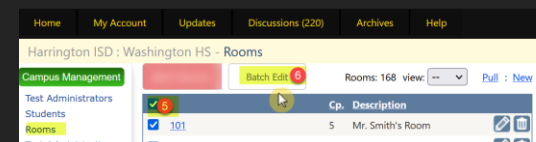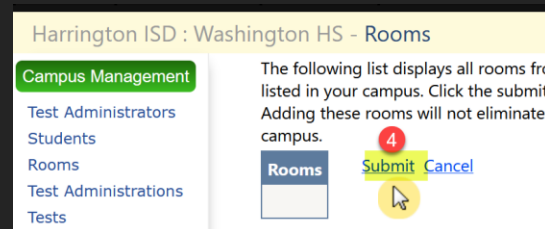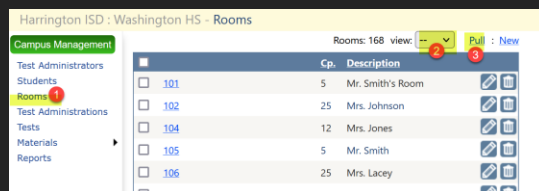
- Step 4 Rooms *This step is useful when it is your first-time logging in or if you have not reviewed your room's list this school year.*

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.

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

- Additional Helpful Resources on our help tab.
- CTC Checklist
- Previously Recorded TestHound Educational Sessions
- TestHound Video Library

TestHound

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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.
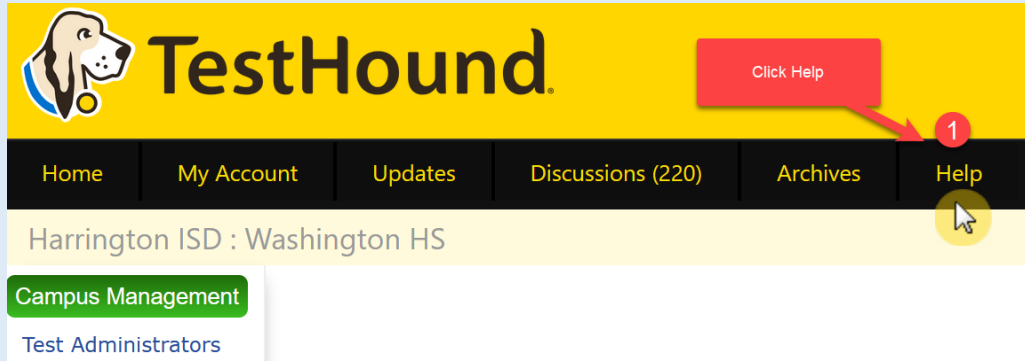- 903-858-4497 X 2 or toll free 1-844-325-1414

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.

Harrington ISD : Washington HS

Campus

Test A
Students
Rooms
Test Administrations
Tests
Materials ▶
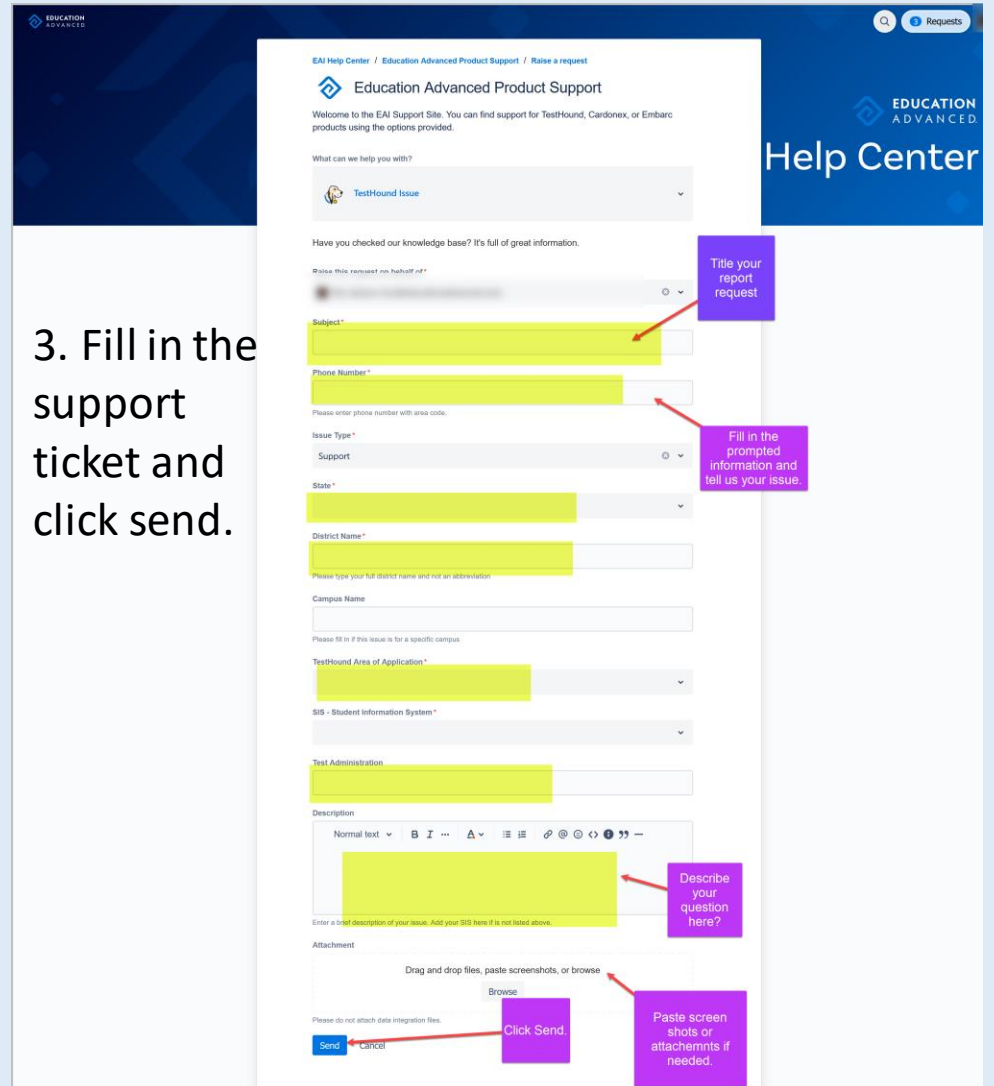Reports

How to Submit a Support Ticket

1. Click Help.

2. Scroll to the bottom of the page. Click Create a Support Ticket.
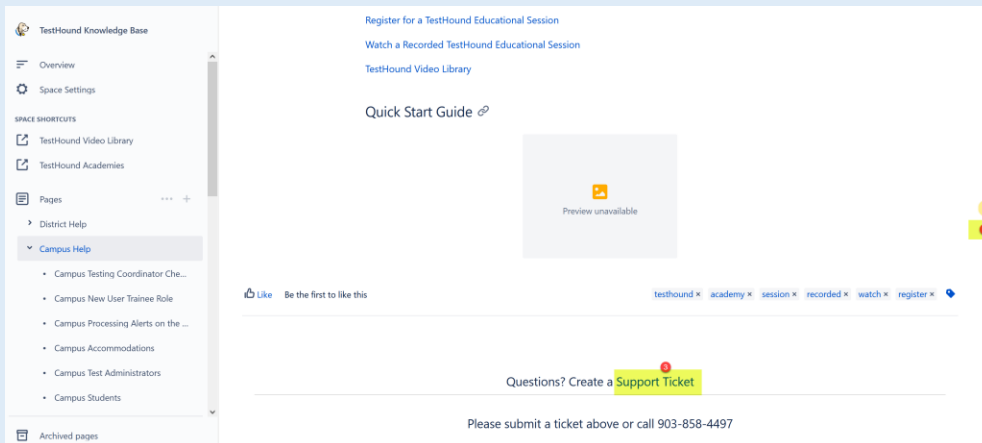
[Click here for more detailed directions on submitting a support ticket.](#)

3. Fill in the support ticket and click send.