

Getting Started

Steps for New Campus Testing Coordinators

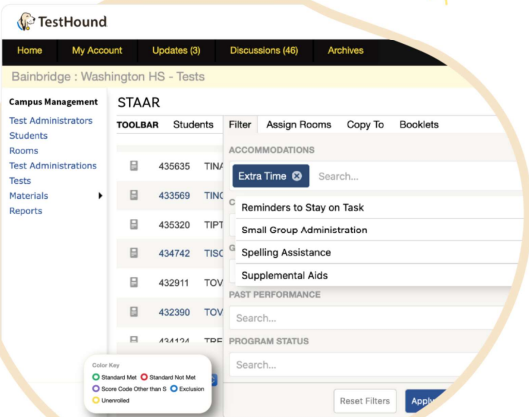


TestHound.



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

TestHound Helps Your School to:



The screenshot shows the TestHound interface for 'Bainbridge : Washington HS - Tests'. The main content area displays a table for 'STAAR' with columns for 'TOOLBAR', 'Students', 'Filter', 'Assign Rooms', 'Copy To', and 'Booklets'. The table lists several test administrations with IDs and codes. A 'Color Key' legend is visible at the bottom left of the table, and a 'Reset Filters' button is at the bottom right.

| TOOLBAR | Students | Filter | Assign Rooms | Copy To | Booklets |
|---------|----------|--------|--------------|---------|----------|
| | | | | | |
| | 435635 | TIN | | | |
| | 435669 | TINC | | | |
| | 435320 | TIPT | | | |
| | 434742 | TISC | | | |
| | 432911 | TOV | | | |
| | 432390 | TOV | | | |
| | 434154 | TDE | | | |

Color Key
Standard Met Standard Not Met Score Code Other Plan Exclusion Unenrolled

ACCOMMODATIONS
Extra Time Search...
Reminders to Stay on Task
Small Group Administration
Spelling Assistance
Supplemental Aids

PAST PERFORMANCE
Search...

PROGRAM STATUS
Search...

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



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!](#)

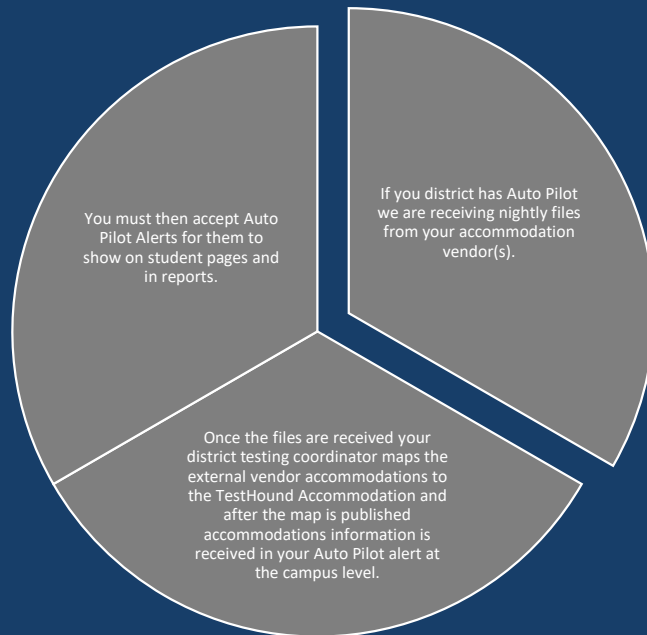
The screenshot shows a dashboard with three alert sections. The 'Auto Pilot' section has two items: 'Auto Pilot Alert' with a count of 14 and 'Removed from AP' with a count of 26. The 'Student Alert' section lists '2 new students.', '1 unenrolled students.', and '1 re-enrolled students.', each with a 'view' link. The 'Test Administrator Alert' section lists '1 new test administrators.', '1 inactive teachers.', and '2 reactivated test administrators.', each with a 'view' link.

| 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 |

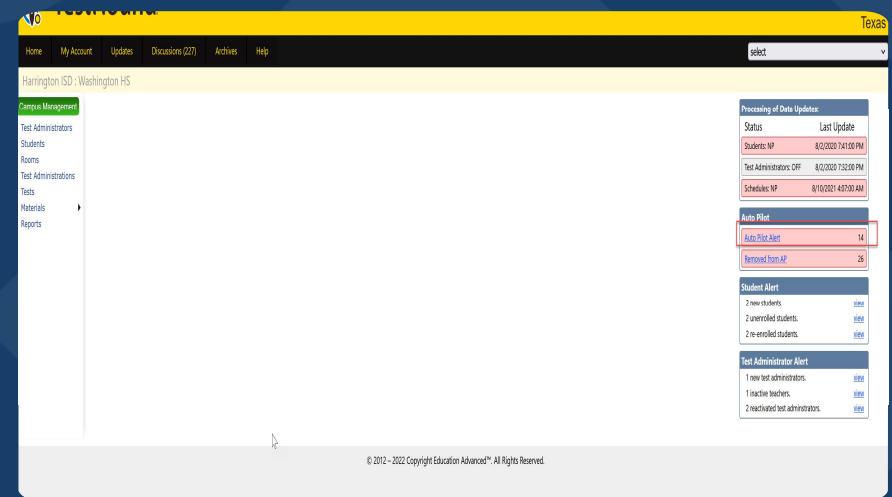
| Test Administrator Alert | |
|------------------------------------|----------------------|
| 1 new test administrators. | view |
| 1 inactive teachers. | view |
| 2 reactivated test administrators. | view |

Accommodations-How it Works



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

[Directions \(Auto Pilot Help Page\)](#)



TestHound


TestHound Knowledge Base

- Overview
- Space Settings

SPACE SHORTCUTS

- TestHound Video Library
- TestHound Academies
- Pages
 - District Help
 - Campus Help
 - Campus Testing Coordinator Che...
 - Campus New User Trainee Role
 - Campus Processing Alerts on the ...

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?

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[processing](#) × [alerts](#) × [new](#) × [students](#) × [populatio](#) × [unenrolled](#) ×

- Export to Word
- Export to PDF

More actions

- Copy
- Move
- Export 2
- Analytics
- Page history
- Attachments 13
- Resolved comments 0
- Advanced details
- Slack Notifications
- Convert Gliffy Diagrams

- 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.

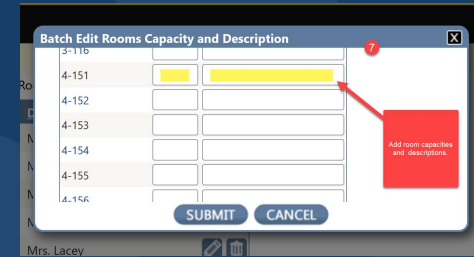
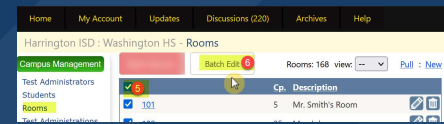
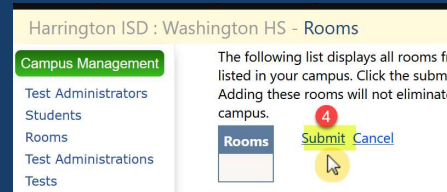
Harrington ISD : Washington HS - Test Administrators

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"/> |

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.*

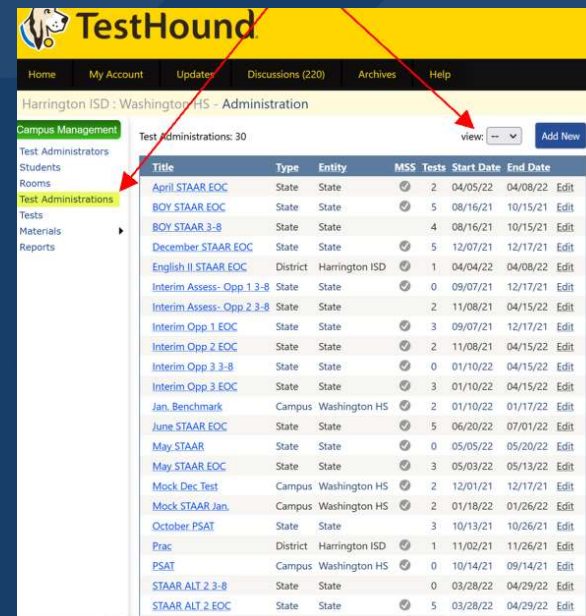


TestHound

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.

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



| 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

- [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](#)

Step by step resources from our help tab below.

Additional Helpful Resources on our help tab:

- [CTC Checklist](#)
- [Previously Recorded TestHound Educational Sessions](#)



TestHound

Where do I go to find 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](#)."

Call

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

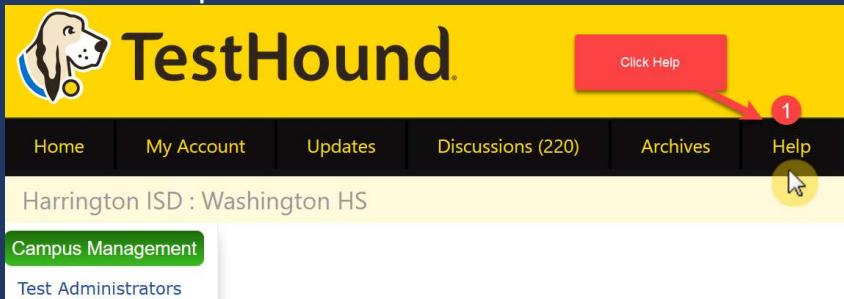
- Sign Up for our free webinars or if you are attending an academy your district purchased you may take it any time you need to during the current school year.



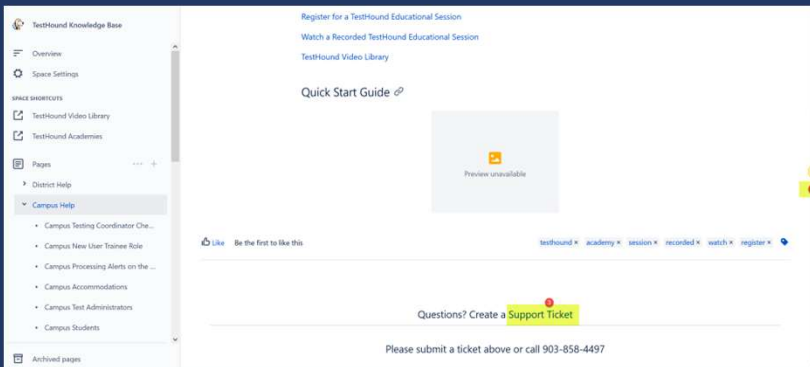
TestHound.

How to Submit a Support Ticket

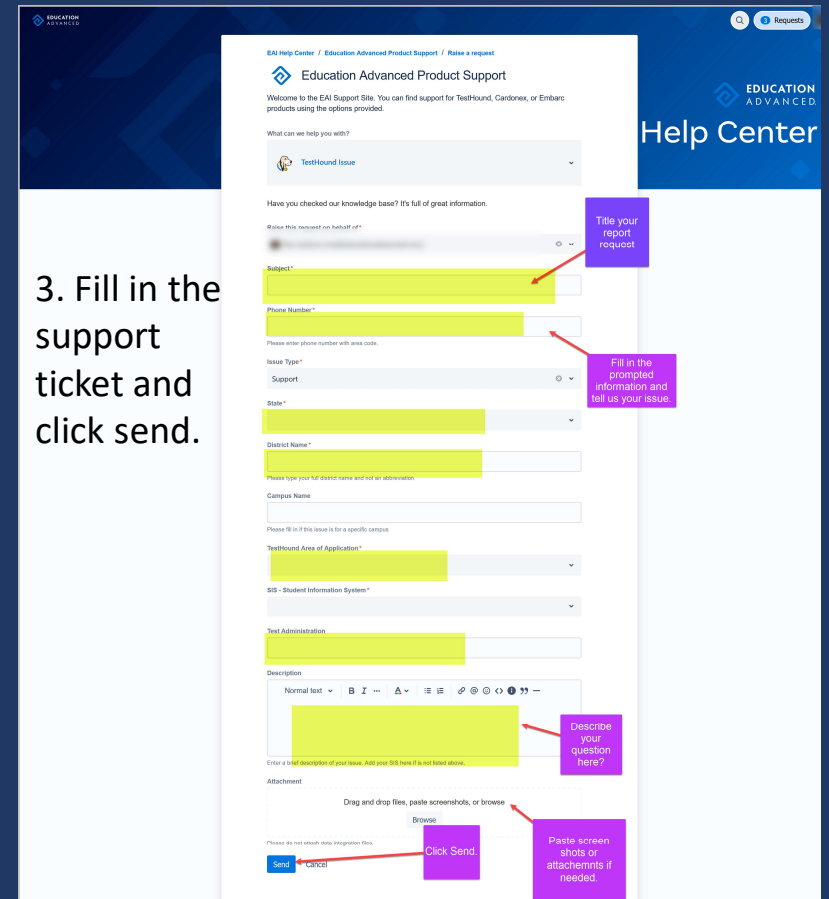
1. Click Help.



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



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



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?](#)



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