

# 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 displays the TestHound web application interface. The top navigation bar includes links for Home, My Account, Updates (0), Discussions (40), and Archives. The main content area is titled "Bainbridge : Washington HS - Tests" and "STAAR". A sidebar on the left lists "Campus Management" options: Test Administrators, Students, Rooms, Test Administrations, Tests, Materials, and Reports. The main content area features a "TOOLBAR" with "Students", "Filter", "Assign Rooms", "Copy To", and "Booklets". Below this is a table of test administrations with columns for ID, Name, and Code. The table lists several entries, including 436035 (TNI), 430068 (TNC), 455328 (TPT), 434742 (TSC), 432911 (TDV), 432909 (TDV), and 434134 (TDC). To the right of the table is an "ACCOMMODATIONS" section with a search bar and a list of options: "Extra Time", "Reminders to Stay on Task", "Small Group Administration", "Spelling Assistance", and "Supplemental Aids". Below this is a "FIRST PERFORMANCE" section with a search bar and a "PROGRAM STATUS" section with a search bar. At the bottom right, there are "Reset Filters" and "Apply" buttons.

### 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](mailto: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](http://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 categories. The 'Auto Pilot' section has two items: 'Auto Pilot Alert' with 14 items and 'Removed from AP' with 26 items. The 'Student Alert' section has three items: '2 new students.', '1 unenrolled students.', and '1 re-enrolled students.', each with a 'view' link. The 'Test Administrator Alert' section has three items: '1 new test administrators.', '1 inactive teachers.', and '2 reactivated test administrators.', each with a 'view' link.

Auto Pilot	
<a href="#">Auto Pilot Alert</a>	14
<a href="#">Removed from AP</a>	26

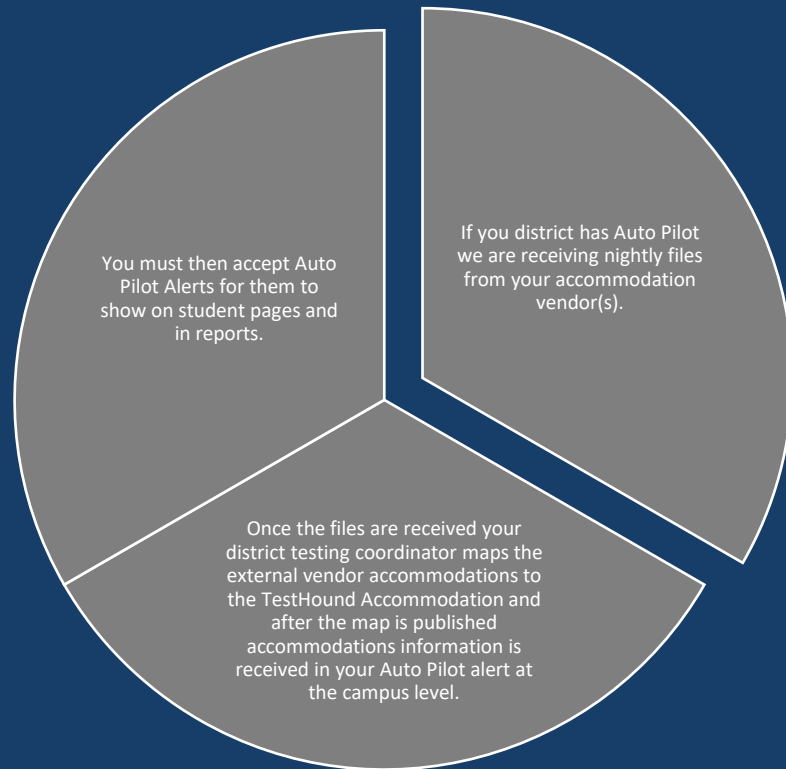
  

Student Alert	
2 new students.	<a href="#">view</a>
1 unenrolled students.	<a href="#">view</a>
1 re-enrolled students.	<a href="#">view</a>

Test Administrator Alert	
1 new test administrators.	<a href="#">view</a>
1 inactive teachers.	<a href="#">view</a>
2 reactivated test administrators.	<a href="#">view</a>

# 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?

Like Be the first to like this

processing × alerts × new × students × population × unenrolled ×

- Export to Word
- Export to PDF

- Copy
- Move
- Export
- 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	<a href="#">Abernathy, Jason</a>		<input checked="" type="checkbox"/>
65421	<a href="#">Ables PM, Homer</a>		<input checked="" type="checkbox"/>
562410	<a href="#">Ables, Homer</a>		<input checked="" type="checkbox"/>
0236545	<a href="#">Ables, Jason</a>		<input checked="" type="checkbox"/>
000789	<a href="#">Adams, Jane</a>		<input checked="" type="checkbox"/>
3201201	<a href="#">Adams, Janey</a>		<input checked="" type="checkbox"/>
625041	<a href="#">Adams, Janie</a>		<input checked="" type="checkbox"/>
7916	<a href="#">ALANIZ, FAITH JOSEPHIME</a>	fjalaniz@bainbridge.com	<input checked="" type="checkbox"/>
00017845	<a href="#">Aleida, Rodney</a>		<input checked="" type="checkbox"/>
6521452	<a href="#">Alma, Jackie</a>		<input checked="" type="checkbox"/>

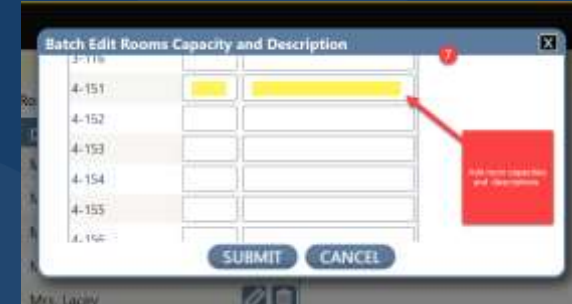
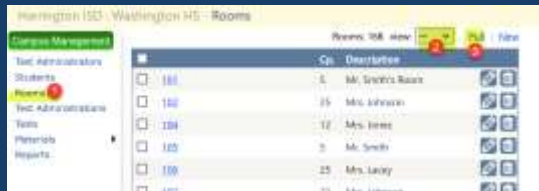
Click new to add a test administrator that is currently not listed.

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.*



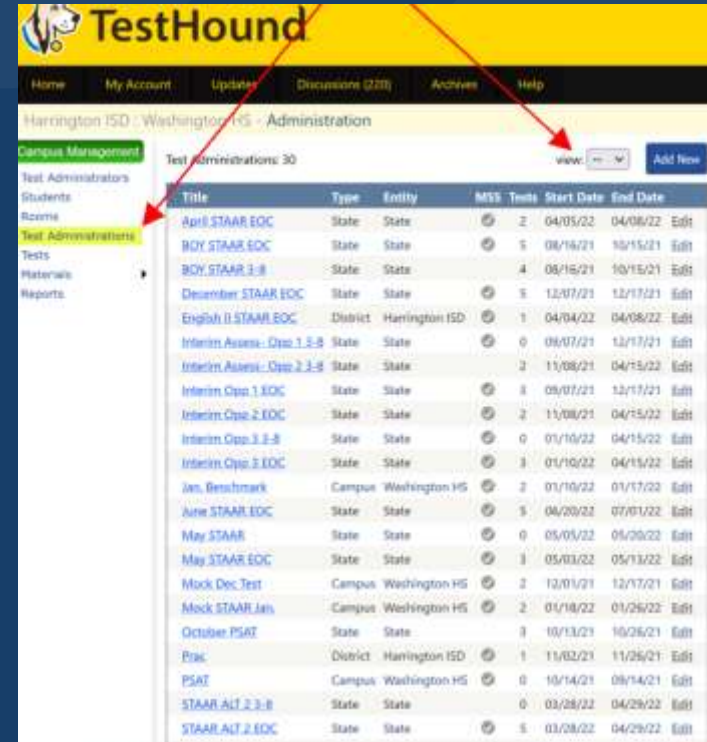
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# Tests

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.](#)



The screenshot shows the TestHound Administration interface for Harrington ISD. The left sidebar has a menu with 'Test Administrations' highlighted. The main content area shows a table of 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' menu item, the 'view:' dropdown, and the 'April STAAR EOC' row in the table.

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



# 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

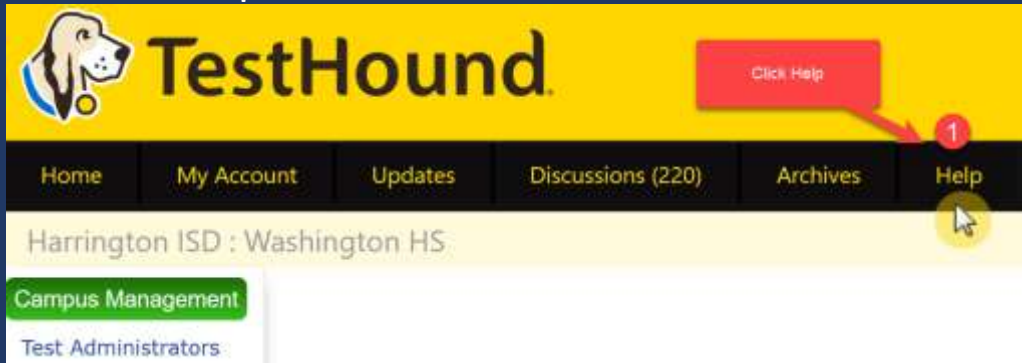
- Sign Up for our free webinars or if you are attending an academy your district purchased you may take it any time you need to during the current school year.



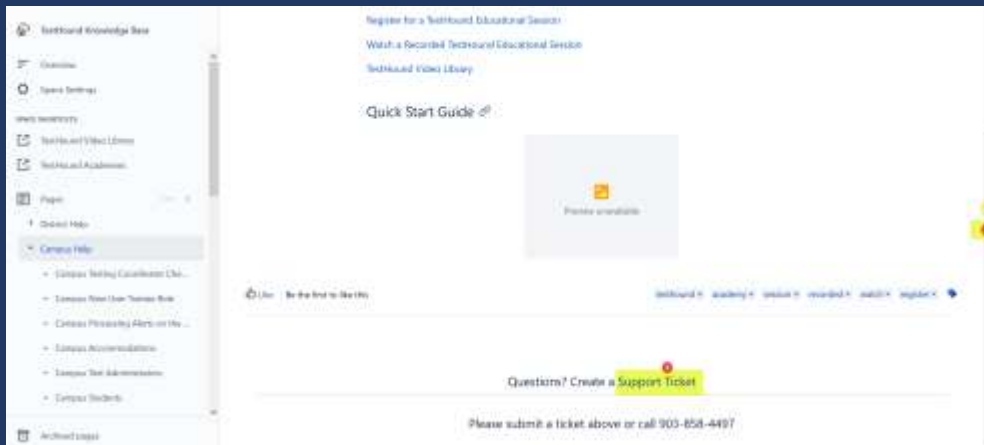
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# How to Submit a Support Ticket

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.

# 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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