NEW CAMPUS TEST COORDINATOR TESTHOUND TRAINEE VIDEOS

The trainee videos introduce coordinators to information on how to handle Auto-Pilot alerts, student alerts, and teacher alerts as well as how to navigate the campus test administrators, student, and room management menus. Click the link to access the NEW USER INTRODUCTION VIDEO SERIES

TRAINEE VIDEO SERIES

☐ **#1 AUTO PILOT ALERTS**
Learn what Auto Pilot alerts are, their significance in the program, and how to approve and manage alerts.

☐ **#2 REMOVED FROM AUTO PILOT ALERT**
Learn why students are in the "removed" list, how to approve the alerts, and tips for troubleshooting.

☐ **#3 ROOM MENU**
This video reviews how to manage your campus list of rooms including how to add additional rooms, set seat capacity, and add room descriptions.

☐ **#4 STUDENT ALERTS**
This video details steps to approve new, unenrolled, and reenrolled student alerts for your campus.

☐ **#5 STUDENTS MENU**
Learn how to access and navigate the Students menu, including where to locate the Student Dashboard and accommodations page.

☐ **# 6 TEST ADMINISTRATOR ALERT**
Learn how to approve new, inactive, and reactivated Test Administrator alerts, and how data from your SMS/SIS is shared with TestHound.

☐ **#7 TEST ADMINISTRATOR MENU**
Learn how to access and navigate the Test Administrator tab including how to add, deactivate, and edit test administrator profiles.

☐ **#8 TESTHOUND OVERVIEW**
An overview of the TestHound program, how the different sections work together to build your test sessions.

☐ **AUTO PILOT ACADEMY**
Watch this 30-minute video for more in-depth training on Auto Pilot, approving alerts, and making changes to student accommodations.

☐ **TEST SCHEDULE CONFIGURATION ACADEMY**
Watch this 40-minute video for more in-depth training on Test Schedule Configuration. Learn how to configure and build your test session, filter students by accommodations, and track absenteeism.