



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 [21-minute video](#) for more in-depth training on Auto Pilot, approving alerts, and making changes to student accommodations.
- TEST SCHEDULE CONFIGURATION ACADEMY**
Watch [Test Configuration by Capacity](#) or [Test Configuration by Period](#) 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.