

Lesson 01



TestHound Basics

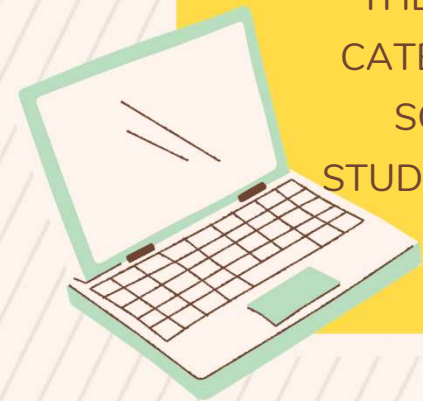
FOR CAMPUS TEST
COORDINATORS





Campus Alerts to Process

THE CAMPUS USER WILL SEE ALERTS GROUPED BY AUTO PILOT, STUDENTS, AND TEST ADMINISTRATORS ON THE RIGHT-HAND SIDE OF THE SCREEN. INITIALLY, THERE MAY BE A LARGE NUMBER OF STUDENT/STAFF WITHIN EACH ALERT CATEGORY AS NEW DATA HAS BEEN UPLOADED AT THE START OF THE NEW SCHOOL YEAR OR FOR A NEW TESTHOUND DISTRICT. THE NUMBER OF STUDENTS/STAFF IDENTIFIED WITHIN EACH ALERT CATEGORY WILL DECREASE THROUGHOUT THE YEAR.





Campus Alerts to Approve

AUTO PILOT ALERTS

Processing of Data Updates:

Status	Last Update
Students: P	9/4/2022 3:23:00 AM
Test Administrators: P	9/4/2022 3:03:00 AM
Schedules: ON	9/4/2022 4:29:00 AM

Auto Pilot

Auto Pilot Alert	374
Removed from AP	32

CLICK ALERT TITLE TO VIEW AND APPROVE

STUDENT ALERTS

Students: P	9/4/2022 3:23:00 AM
Test Administrators: P	9/4/2022 3:03:00 AM
Schedules: ON	9/4/2022 4:29:00 AM

Auto Pilot

Auto Pilot Alert	374
Removed from AP	32

Student Alert

675 new students.	view
669 unenrolled students.	view
47 re-enrolled students.	view

TEST ADMINISTRATOR ALERTS

Removed from AP	32
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Student Alert

675 new students.	view
669 unenrolled students.	view
47 re-enrolled students.	view

Test Administrator Alert

27 new test administrators.	view
4 inactive teachers.	view
1 reactivated test administrators.	view



Click **VIEW** next to each alert. You can **Approve ALL** or **Individually**



Campus Rooms

AT THE START OF EACH YEAR WE RECOMMEND YOU GO TO **ROOMS** UNDER CAMPUS MANAGEMENT AND CLICK ON THE **PULL** LINK ABOVE THE ROOMS TABLE.

THIS WILL ADD ANY NEW ROOMS ASSIGNED TO YOUR CAMPUS NOT PREVIOUSLY INCLUDED ON THE ROOMS TABLE.



Campus Management

Test Administrators

Selecting **Test Administrators** will show you a list of test administrators at your campus.

The test administrator's data is uploaded by the district. A campus user may add additional staff if they are not listed. After clicking on **New**, you will be prompted to enter the test administrator's staff ID, first name, middle name, last name, email address, and check the box next to Available – this will allow the test administrators to be assigned to a room for testing.



Campus Students

Selecting **Students** under the **Campus Management Menu** will show you a list of students at your campus.

The Student data is updated daily from the school district to TestHound.

Campus Tests

CONFIGURE

- Select the test administration you wish to set up
- A list of tests within the administration will appear, select **Configure Test Schedule**



ADD

Add Students
Add Rooms



ASSIGN

Assign Students to Rooms
Capacity, Period,
Accommodations, Manually
Assign Test Administrators

TestHound Support



SUPPORT TICKET



SUBMIT A SUPPORT REQUEST DIRECTLY TO THE CUSTOMER SUCCESS TEAM IN THE FORM OF A TICKET.

AFTER CLICKING ON **HELP**, GO TO THE BOTTOM OF THE PAGE AND CLICK ON **CREATE A SUPPORT TICKET**



SUPPORT CALL



IF YOU STILL NEED HELP, YOU CAN SPEAK WITH OUR SUPPORT TEAM ABOUT ISSUES AND QUESTIONS.

903-858-4497 PRESS 2
MONDAY-FRIDAY
8:00 AM - 5:00 PM CST



Thank You

SEE YOU NEXT TIME