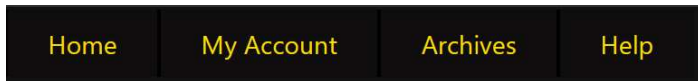




# Quick Start Guide for District Testing Coordinators

## DISTRICT USERS

The **TestHound Quick Start Guide** is designed to provide the user with a quick overview of the content of each menu item and the order in which to proceed to begin using TestHound for the school year. For more specific information of the functionality contained within each menu item, please access the **Help** section available on the right side of each page within TestHound.



Below is an overview of the menu bar items:

1. The **HOME** tab will take the user back to the main home page.
2. The **My Account** tab will allow the user to change a password and adjust settings for email notifications.
3. To view archived data from the previous testing year, select the **Archives** tab.
4. To access videos and step-by-step directions click the **help** tab.
5. To sign up for our **FREE** webinars, select **help** and click the [Register for a LIVE TestHound Educational Session](#) link.

## District Users

1. The Teachers, Students, Schedules, and demographic data are imported into TestHound nightly from your district's Student Management System (SMS). The **Processing of Data Updates** table on the right side of the browser page is used to verify that your SMS is sending data and Test Hound is processing data. You can control the status of the processing using the pencil icon.

Processing of Data Updates:	
Status	Last Update
Students: P	10/26/2023 3:28:00 AM
Test Administrators: P	10/26/2023 3:05:00 AM
Schedules: P	10/26/2023 5:16:00 AM

2. The **Users** section will allow you to view existing users, create and deactivate users, control access rights, generate a user list, and reset passwords.

Users: 12 view: -- User List New

Username/Email	Name	Act	App	Lck	Role
strongarms@valiantcomicgoods.com	Aram Anni-Padda	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Specialist <a href="#">Edit</a> <a href="#">Delete</a>
tehzephyr@valiantcomicgoods.com	Faith Herbert	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Campus <a href="#">Edit</a> <a href="#">Delete</a>

3. The **Accommodations** section will allow you to view existing accommodations, edit or delete accommodations, and create new accommodations.
4. The **Campuses** section is used to verify or update existing campuses and create new campuses.

- To view the test administrations within TestHound select **Test Administrations**. State test administrations will be preloaded, and new district test administrations may be created.

ID	Title	Type	Entity	Tests	Start Date	End Date	
2133	asdf	Campus	test	0	09/23/16	09/23/16	Edit Delete
2092	DECEMBER STAAR EOC	State	State	5	12/05/16	12/09/16	
2102	October Benchmark	District	Bainbridge	1	10/01/16	10/31/16	Edit Delete
2559	PSAT	Campus	Washington HS	1	10/19/16	10/19/16	Edit Delete
1971	sdf	Campus	Washington HS	2	09/12/16	09/28/16	Edit Delete
1803	zSTAAR (DEMO ONLY)	State	State	23	07/11/16	07/15/16	

- To view a test within a test administration, select **Tests** from the left-hand side of the **District Management** menu and then choose the appropriate test administration from the **Select Admin** drop-down menu.

District Management

- Users
- Accommodations
- Auto Pilot
- Campuses
- Teachers
- Students
- Schedules
- Test Administrations
- Tests
- Materials

Select Admin: zSTAAR (DEMO ONLY)

- select
- zSTAAR (DEMO ONLY)
- District Custom Admin
- Dillon MS Custom Admin
- DECEMBER STAAR EOC
- MARCH TAKS
- SPRING TELPAS
- MARCH STAAR/EOC
- zMARCH STAAR EOC
- April STAAR Alt 2

The corresponding tests will be displayed. Once a test is selected you may add students and set up your test session at the campus level.

Select Admin: zSTAAR (DEMO ONLY)

ID	Title	Type	Entity	Subject	TestDate	
Select	2527	Algebra I	Course	Algebra I	Math	07/11/16
Select	21767	Algebra II	Course	Algebra II	Math	08/08/16
Select	2528	Biology	Course	Biology	Science	07/12/16
Select	2529	English I	Course	English I	English	07/13/16
Select	2884	English II	Course	English II	English	07/14/16
Select	21769	English III	Course	English III	English	08/10/16
Select	2530	Grade 3 Math	Grade	Third Grade	Math	07/11/16
Select	2531	Grade 3 Reading	Grade	Third Grade	Reading/ELA	07/12/16
Select	3475	Grade 4 Math	Grade	Fourth Grade	Math	07/13/16
Select	2532	Grade 4 Reading	Grade	Fourth Grade	Reading/ELA	07/13/16

- To navigate to a specific click the **Campus** drop-down menu, select a campus (ES, MS, HS).

Campus: select

- select
- Alternate Academy
- Cedar MS
- DISTRICT OVERAGE
- Juniper MS
- Lakes EL
- McNeal EI
- New HS
- River Ridge EL
- Sample HS
- South Brook INT
- test
- Washington HS

After a campus has been selected from the campus dropdown menu, select the green **Campus Management** menu on the left.

Campus Management

- Test Administrators
- Students
- Rooms
- Tests
- Materials
- Reports

This will allow you the district user to have campus coordinator view and access to campus alerts!

Auto Pilot

- Auto Pilot Alert 14
- Removed from AP 24

Student Alert

- 2 new students. [view](#)
- 1 unenrolled students. [view](#)
- 1 re-enrolled students. [view](#)

Click the **HOME** tab to navigate back to your district menu.



- Within the **Students** section, click on a student name to view the student detail page and verify that the schedule data includes course, period, and room assignment information.

Bainbridge: Washington HS - Students

StudentID	StateStudentID	Name	Grd.	GL	Asc	SD#	SpEd	LEP
432935	777777604	AGUILAR-CARRERA, TODD MCKAIN	M	10				

- Check your Auto Pilot map each morning to see if your accommodations vendor has sent accommodations that need to be mapped!

District Management

Auto Pilot - Last Ran

Title: SuccessEd-Frontline

Success: Yes

Log Message: File completed

Published: Yes with mapping error.

Time Finished: 10/26/2023 12:00:00 AM

Central Standard Time

Issues with students

- Map and publish accommodations regularly to keep accommodations updated.

Harrington ISD - Accommodation Mappings

SpEd

Subj Assoc: ALL/Asc

External Accommodations: 1

TestFound Accommodations: 2

Notes

Assoc. Count: 130

Harrington ISD - Accommodation Mappings

SpEd

Subj Assoc: ALL/Asc

External Accommodations: 0

No results found

Notes

Assoc. Count: 138

Harrington ISD - Accommodation Mappings

SpEd

Data Analysis

Total Records: 431

Students: 174

Removed: 0

Added: 2

Close Publish