

District Management Menu Tabs



Users Tab

Manage	You can manage users in the Users tab located in your District Management Menu.
Add	Add New Users <i>*Click the Users tab, New, fill in prompted fills and submit.</i>
Edit	Edit users
Send	Send password resets
Assign	Assign User roles
Activate	Activate Inactivate users
Download	Download a user list
Click	For more on users click here.



[Click here to learn more about users on our help tab page.](#)

Bainbridge - Users

District Management
Users
Accommodations
Auto Pilot
Performance Tracker
Data Integration
Campuses
Test Administrators
Students
Schedules
Test Administrations
Tests
Materials
Reports
Select Campus

Users: 27 Filter By - Roles: All Active: Active view: --

Bulk Assign - Roles:
[Activate Selected](#) [Deactivate Selected](#)

[User List](#) [New](#)

<input type="checkbox"/>	Username/Email	Name	Act	App	Lck	Role	Edit	Delete
<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	District	Edit	Delete
<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Trainer	Edit	Delete
<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Trainer	Edit	Delete
<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Trainer	Edit	Delete
<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Trainer	Edit	Delete
<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Trainer	Edit	Delete
<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Campus	Edit	Delete
<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Trainer	Edit	Delete
<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Trainer	Edit	Delete
<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	District	Edit	Delete

1 2 3

Accommodations Tab

The accommodations tab will allow you to control the list of accommodations for your district.



[Click here for a video and step-by-step directions regarding the Accommodations tab.](#)

Home My Account Updates Discussions (223) Archives Help

Harrington ISD - Accommodations

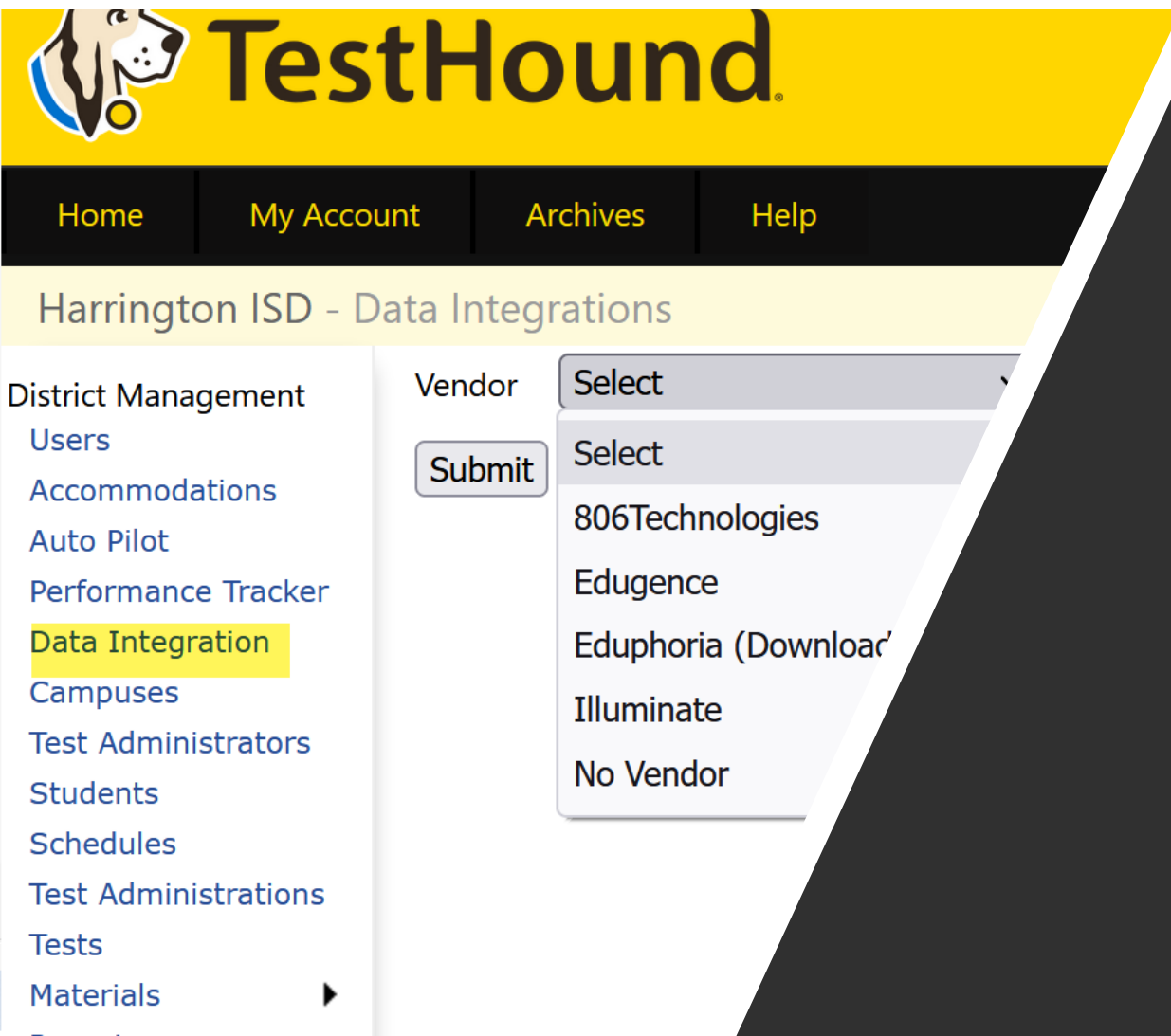
Accommodations: 415 view: -- [Assoc](#) [Export](#) [New](#) [Auto Pilot](#)

ID	BV	Title	Subject	Type		
145635		Add braille to images or provide text in braille	Reading/ELA	ALT2	Edit	Delete
145636		Add braille to images or provide text in braille	Science	ALT2	Edit	Delete
145637		Add braille to images or provide text in braille	Social Studies	ALT2	Edit	Delete
145638		Add braille to images or provide text in braille	Writing	ALT2	Edit	Delete
145639		Add braille to images or provide text in braille	English	ALT2	Edit	Delete
176929		Add braille to images or provide text in braille	Math	ALT2	Edit	Delete
145831		Amplification Devices	Math	DS	Edit	Delete
145832		Amplification Devices	Reading/ELA	DS	Edit	Delete
145833		Amplification Devices	Science	DS	Edit	Delete
145834		Amplification Devices	Social Studies	DS	Edit	Delete

1 2 3 4 5 6 7 8 9 10 ...

No students currently have this accommodation
* Denotes an accommodation used for booklet verification

Data Integration Tab



The screenshot shows the TestHound website header with a yellow background and a black navigation bar. The navigation bar contains links for Home, My Account, Archives, and Help. Below the navigation bar is a yellow banner with the text "Harrington ISD - Data Integrations". On the left side, there is a sidebar menu with the following items: District Management, Users, Accommodations, Auto Pilot, Performance Tracker, Data Integration (highlighted in yellow), Campuses, Test Administrators, Students, Schedules, Test Administrations, Tests, and Materials. On the right side, there is a form with a "Vendor" dropdown menu, a "Submit" button, and a list of vendor options: Select, 806Technologies, Edugence, Eduphoria (Download), Illuminate, and No Vendor.

The Data Integrations tab will allow you to send a nightly accommodations file to the vendor of your choice from the dropdown list.

[Data Integrations help page](#)

Note: It takes 24 hours before you can download a copy of the file you are sending as it will need to run overnight.

Also, if you just would like a copy of the file to review district, accommodations but are not sending a file to a vendor, select no vendor.

Campuses Tab

- You can edit or add new campuses when needed. To edit a campus click on *Edit* to the right of the campus name.
- To add a new campus click on *New*.
- To update campus grade level, click on the name of the campus and use the Add Grade Level or Add Course drop down and select.
- [Click here for our help tab page on campus configurations.](#)

Home My Account Archives Help

Harrington ISD

Campuses: Cedar MS

Administrators: select

Add Grade Level: select

Cedar MS:

DistrictID: 530900008

CampusID: 041

City: Harrington

State: TX

Edit

ID	LongTitle	
8	Sixth Grade	Remove
9	Seventh Grade	Remove
10	Eighth Grade	Remove

Add Course: select

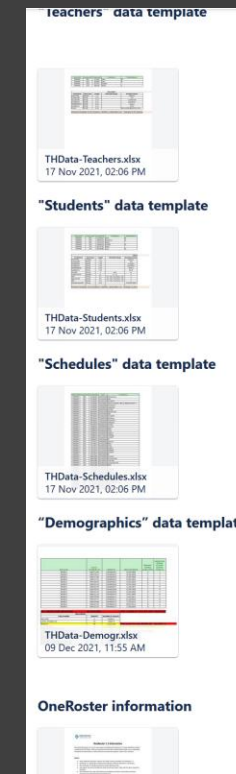
ID	Title
1	Algebra I
17	Mathematics, ALL
16	Mathematics, Algebra II
	AP US History
	Biology
	Chemistry
	English I
	English II
	English III
	Geometry
	Physics
	U.S. History
	World Geography
	World History

Select Campus

– 2022 Copy

Test Administrators Tab

- The Test Administrators tab will allow you to control your list of test administrators that can be used during testing at each campus from the district level. You can add/remove test administrators from the district level. If your district receives files nightly this will be done for you automatically through your data feed.
- [District Test Administrators help page](#)
- [Data Templates help page](#) *If your district sends nightly files to TestHound your technology contact received the templates during onboarding and set feeds from your SMS/SIS to automatically update in TestHound for you. Therefore, you would not need to create an automatic upload unless [consolidating campuses for summer testing](#).*
- If your district **does not send files nightly**, you may use the templates **to create manual uploads**. When uploading remember the last file loaded will overwrite the previously loaded file. Be sure to include the entire district in the file for updates.



Home My Account Archives Help

Bainbridge - Test Administrators

Test Administrators: 384 view: -- New Activate Upload Data

Campus	ID	First	MI	Last	Email	avl	St	
001	0012345	Susan		Smith		4		Edit Remove
102	123456	michelle		o'reilly		4		Edit Remove
102	166	Lilly	C	Bell		4		Edit Remove
001	5678	Sam	C	Jones		4		Edit Remove
102	654321	Kari		Smith-Lee		0		Edit Remove
102	7701	RYAN	BLAEC	CROOK	rbcrook@bainbridge.com	4		Edit Remove
001	7702	LACI	SHAWN	GONZALEZ	lsgonzalez@bainbridge.com	4		Edit Remove
102	7703	ROBERTO	HENRY CARL	RILEY	rriley@bainbridge.com	4		Edit Remove
107	7704	RAYLI	IONA DONNA	READY	riready@bainbridge.com	0		Edit Remove
001	7705	JOSHUAR	DEANE	STRANGE	jdstrange@bainbridge.com	4		Edit Remove

1 2 3 4 5 6 7 8 9 10 ...

data last updated Aug 03, 2020 12:32 AM

Students Tab

You can use the *Students* tab in TestHound to view and manage students in your district.

[Student tab help page](#)

Home My Account Archives Help

Bainbridge - Students

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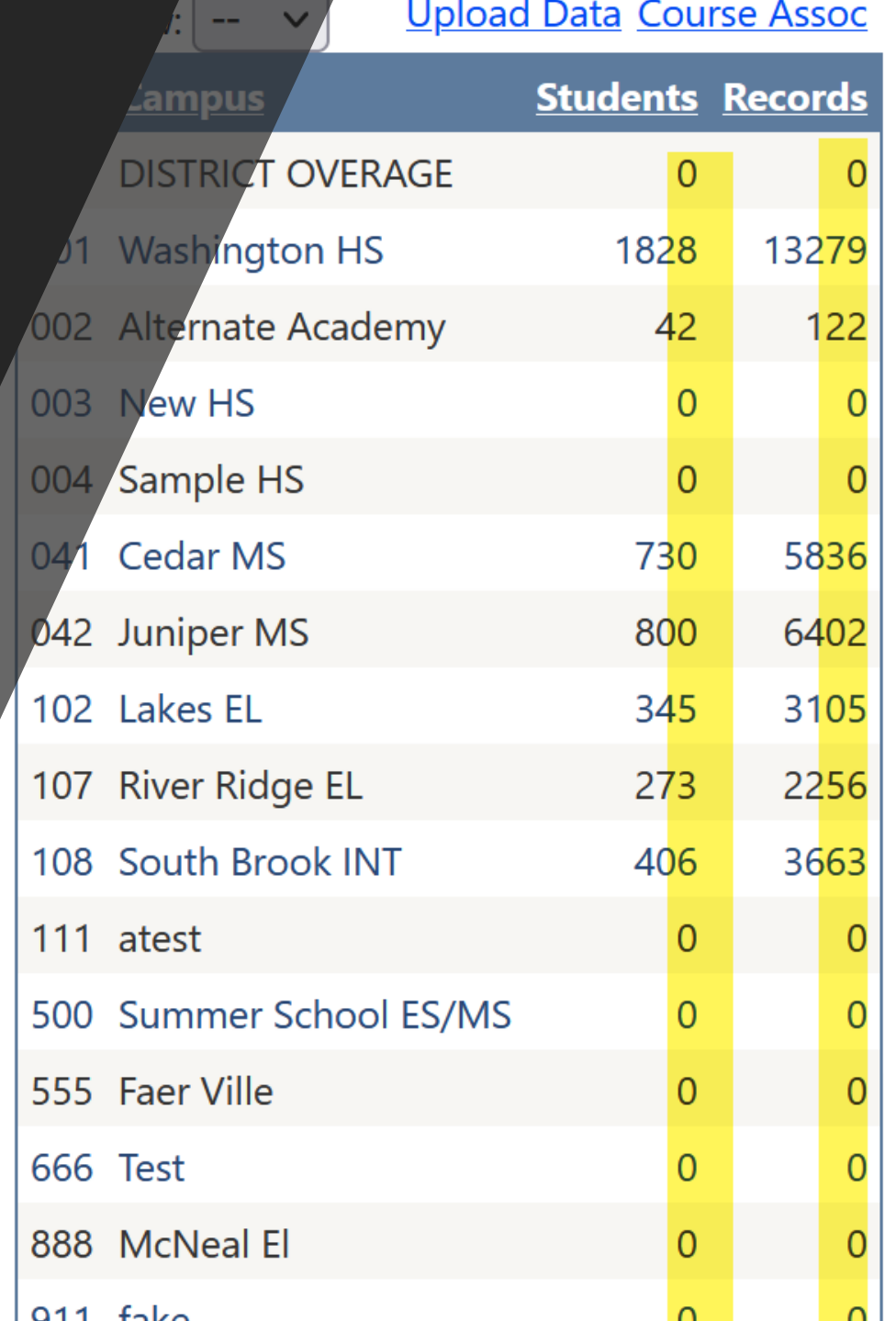
District DNT Report PerformanceTracker EOC Tracker

Students: 4426 view: -- New Search Upload Data

Campus	StudentID	StateStudentID	Name	Gn	Gr	504	SpEd	LEP		
107	433541	777774963	ABEL, KADIN ARATH	M	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit	Remove
001	432259	777771372	ABNER, CHEYANNE ROMAINE	F	12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit	Remove
004	432259	777771372	abner, cheyenne		0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit	Remove
107	435357	777775089	ABNER, DAX GIBBS	M	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit	Remove
108	432001	777775160	ABNER, MAKYE GLEN	M	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit	Remove
001	435472	777772668	ABONZA CABRERA, ALLISSA LUCY	F	12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit	Remove
042	433888	777774131	ABONZA CABRERA, BRYNNA KATHERINE	F	8	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit	Remove
001	432581	777771506	ADAMS, PORTER GRIFFIN	M	12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit	Remove
001	434481	777772263	ADAMS, ROWDY MATEO	M	12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit	Remove
001	434627	777772320	ADCOCK, TAYSEN LOWRY	M	11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit	Remove
108	434040	777775351	AGOR, BLAYKE FELIPE	M	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit	Remove
102	434823	777774756	AGOR, BRENDAN RAMIRO	M	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit	Remove
001	435254	777772582	AGOR, FRANK WAYNE BAKER	M	10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit	Remove
042	433914	777774140	AGOR, PATRICK WILLIAM	M	7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit	Remove
108	434765	777775436	AGUADO ESPINOSA, DALLAS EMERSON	M	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit	Remove
001	432998	777771667	AGUADO ESPINOSA, MARCUS STEWART	M	9	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit	Remove
001	434685	777772343	AGUADO ESPINOSA, PAIGE GRACIANE	F	10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit	Remove

Schedules Tab

- The Schedules tab will allow you to view and manage student schedules.
- [Student Schedules help page](#)



Campus	Students	Records
DISTRICT OVERAGE	0	0
001 Washington HS	1828	13279
002 Alternate Academy	42	122
003 New HS	0	0
004 Sample HS	0	0
041 Cedar MS	730	5836
042 Juniper MS	800	6402
102 Lakes EL	345	3105
107 River Ridge EL	273	2256
108 South Brook INT	406	3663
111 atest	0	0
500 Summer School ES/MS	0	0
555 Faer Ville	0	0
666 Test	0	0
888 McNeal El	0	0
911 fake	0	0

- District Management
- Users
- Accommodations
- Auto Pilot
- Performance Tracker
- Data Integration
- Campuses
- Test Administrators
- Students
- Schedules
- Test Administrations
- Tests
- Materials
- Reports
- Select Campus

Test Administrations: 33 view: -- [New](#)

Title	Type	Entity	Tests	Start Date	End Date		
April STAAR EOC	State	State	2	04/05/22	04/08/22		
BOY STAAR EOC	State	State	5	08/16/21	10/15/21		
BOY STAAR 3-8	State	State	33	08/16/21	10/15/21		
December STAAR EOC	State	State	5	12/07/21	12/17/21		
English II STAAR EOC	District	Harrington ISD	1	04/04/22	04/08/22	Edit	Delete
Interim Assess- Opp 1 3-8	State	State	18	09/07/21	12/17/21		
Interim Assess- Opp 2 3-8	State	State	6	11/08/21	04/15/22		
Interim Opp 1 EOC	State	State	3	09/07/21	12/17/21		
Interim Opp 2 EOC	State	State	2	11/08/21	04/15/22		
Interim Opp 3 3-8	State	State	18	01/10/22	04/15/22		
Interim Opp 3 EOC	State	State	3	01/10/22	04/15/22		
Jan. Benchmark	Campus	Washington HS	2	01/10/22	01/17/22	Edit	Delete
June STAAR EOC	State	State	5	06/20/22	07/01/22		
March Benchmark	Campus	Lakes EL	2	03/16/22	03/25/22	Edit	Delete
May STAAR	State	State	22	05/05/22	05/20/22		
May STAAR EOC	State	State	3	05/03/22	05/13/22		
Mini Conference	Campus	Washington HS	2	06/20/22	06/24/22	Edit	Delete
Mock Dec Test	Campus	Washington HS	2	12/01/21	12/17/21	Edit	Delete
Mock STAAR Jan.	Campus	Washington HS	2	01/18/22	01/26/22	Edit	Delete
October PSAT	State	State	4	10/13/21	10/26/21		
Prac	District	Harrington ISD	4	11/02/21	11/26/21	Edit	Delete
PSAT	Campus	Washington HS	0	10/14/21	09/14/21	Edit	Delete

Test Administrations Tab

At the district level you can use the Test Administrations tab to create District Wide test administrations or campus test administrations.

- [For step-by-step video and directions click here to access our District Test Administrations help page.](#)

Tests Tab

This tab will allow you to create and edit district test administrations.

[Tests help page](#)

The screenshot shows the 'Harrington ISD - Tests' page. At the top, there is a navigation bar with 'Home', 'My Account', 'Archives', and 'Help'. Below this, the page title 'Harrington ISD - Tests' is displayed. On the left, a sidebar menu lists various options: District Management, Users, Accommodations, Auto Pilot, Performance Tracker, Data Integration, Campuses, Test Administrators, Students, Schedules, Test Administrations, Tests (highlighted), Materials, Reports, and Select Campus. The main content area features a 'Select Admin:' dropdown menu set to 'December STAAR EOC'. Below it, the 'Test:' field shows '34583'. An 'Upload:' section includes a 'Browse...' button, the text 'No file selected.', and 'Cancel' and 'Upload' buttons. A table titled 'Tests: 5' lists the following data:

	ID	Title	Type	Entity	Subject	TestDate
Select	34583	Algebra I	Course	Algebra I	Math	
Select	34584	Biology	Course	Biology	Science	
Select	34581	English I	Course	English I	English	
Select	34582	English II	Course	English II	English	
Select	34585	U.S. History	Course	U.S. History	Social Studies	

This screenshot shows the 'Harrington ISD - Tests' page with the 'Select Admin:' dropdown menu open. The menu lists various test administration options, including 'select', 'BOY STAAR 3-8', 'BOY STAAR EOC', 'TFAR 3-8', 'TFAR EOC', 'Interim Opp 1 EOC', 'Interim Assess- Opp 1 3-8', 'October PSAT', 'PSAT', 'PSAT Prac', 'Interim Opp 2 EOC', 'Interim Assess- Opp 2 3-8', 'Mock Dec Test', 'December STAAR EOC', 'Jan. Benchmark', 'Interim Opp 3 3-8', 'Interim Opp 3 EOC', 'Mock STAAR Jan.', and 'STAAR Field Test 3-8'.

Campus	Type	Test	Version	Form	L	From	To	Order	Qty	ODTAct	Asg	Bxd
BAINBRIDGE ISD	SEC TB	ALG I	STAAR			103243851	103243970	120	0	0	0	0
BAINBRIDGE ISD	SEC TB	BIO	STAAR			103449006	103449095	90	0	0	0	0
BAINBRIDGE ISD	SEC TB	BIO	STAAR			103456076	103456080	5	0	0	0	0
BAINBRIDGE ISD	SEC TB	ENG I	STAAR			103541571	103541740	170	0	0	0	0
BAINBRIDGE ISD	SEC TB	ENG II	STAAR			103922241	103922380	140	0	0	0	0
BAINBRIDGE ISD	SEC TB	U.S. HIST	STAAR			104250911	104250960	50	0	0	0	0
DISTRICT OVERAGE	SEC TB	ENG I	STAAR			122587602	122587610	9	0	0	0	0
DISTRICT OVERAGE	SEC TB	ENG I	STAAR			122587651	122587680	30	0	0	0	0
DISTRICT OVERAGE	SEC TB	ENG I	STAAR			122587701	122587730	30	0	0	0	0
DISTRICT OVERAGE	SEC TB	ENG I	STAAR			123346961	123346965	5	0	0	0	0
DISTRICT OVERAGE	SEC TB	ENG II	STAAR			123540971	123540980	10	0	0	0	0
DISTRICT OVERAGE	SEC TB	ENG II	STAAR			123541011	123541030	20	0	0	0	0
DISTRICT OVERAGE	SEC TB	ENG II	STAAR			123541041	123541070	30	0	0	0	0
DISTRICT OVERAGE	SEC TB	ENG II	STAAR			124244951	124244960	10	0	0	0	0
DISTRICT OVERAGE	SEC TB	ENG II	STAAR			124244966	124244970	5	0	0	0	0
UNKNOWN CAMPUS	SEC TB	ENG I	STAAR			122587601	122587601	1	0	0	0	0
WASHINGTON HS	SEC TB	ALG I	STAAR			103243791	103243803	13	0	0	0	0
WASHINGTON HS	SEC TB	ALG I	STAAR			103243805	103243805	1	0	0	0	0
WASHINGTON HS	SEC TB	ALG I	STAAR			103243808	103243849	42	0	0	0	0
WASHINGTON HS	SEC TB	BIO	STAAR			103448966	103449005	40	0	9	0	0
WASHINGTON HS	SEC TB	BIO	STAAR			103456071	103456075	5	0	0	0	0
WASHINGTON HS	SEC TB	ENG I	STAAR			103541511	103541570	60	0	0	0	0
Washington HS	SEC TB	ENG I	STAAR			122587611	122587650					
Washington HS	SEC TB	ENG I	STAAR			122587681	122587720					
Washington HS	SEC TB	ENG I	STAAR			122587721	122587760					
Washington HS	SEC TB	ENG I	STAAR			122587761	122587800					

Materials Tab

- You can use the Materials tab to manage inventory at the district level: upload checklists, scan in transfer, view, track and box materials.
- [District Materials help page](#)

be received from your 'District Overage' campus. You can jump to your

December STAAR EOC ▾ Module: PearsonDEC

Inventory Checklist Booklet Audit Material Request Checklist Count: 34 view: []

Campus	Type	Test	Version	Form	L	From	To	Qty	Trn	Act	Asg	Box	In
Washington HS	SEC TB	ALG I	STAAR					1	0	1	0	0	0
Washington HS	SEC TB	BIO	STAAR					9	0	9	0	0	0
Washington HS	SEC TB	BIO	STAAR			103448966	103448974	9	0	9	0	0	0

Reports Tab

The screenshot displays the 'Reports Tab' configuration interface for 'Bainbridge : DISTRICT OVERAGE'. The top navigation bar includes 'Home', 'My Account', 'Archives', and 'Help'. The left sidebar contains a navigation menu with items like 'District Management', 'Users', 'Accommodations', 'Auto Pilot', 'Performance Tracker', 'Data Integration', 'Campuses', 'Test Administrators', 'Students', 'Schedules', 'Test Administrations', 'Tests', 'Materials', and 'Reports'. The 'Reports' item is highlighted, and a dropdown menu is open, showing a list of report types. The 'Reports Configuration' panel is visible, with a 'Report Type' dropdown menu set to 'Select'. The dropdown menu lists various report types, including 'Boxed Booklets', 'Form Letter', 'Master Accommodations', 'Master Schedule', 'Test Administrator Schedule', 'Master Materials', 'Material Control', 'Room Accommodations', 'Room Roster', 'Room Attendance', 'Room Start/Stop', 'Room Labels', 'Room Electronics', 'Seating Chart', 'Student Changes', 'Student DNT', 'Student Planning', 'Student Test ACC', and 'Tide Roster'. The 'District Reports' and 'Campus Reports' sections are visible at the bottom of the dropdown menu.

Home My Account Archives Help

Bainbridge : DISTRICT OVERAGE

District Management
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Accommodations
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Students
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Tests
Materials
Reports

Test Attributes

Reports Configuration:

Report Type
Select

Select
BOY EOC Eligibility
End of Course Eligibility
Interim Off Grade Level
Tide Roster
Other Designated Supports

District Reports

Campus Reports

Reports Configuration:

Report Type
Select

Select
Boxed Booklets
Form Letter
Master Accommodations
Master Schedule
Test Administrator Schedule
Master Materials
Material Control
Room Accommodations
Room Roster
Room Attendance
Room Start/Stop
Room Labels
Room Electronics
Seating Chart
Student Changes
Student DNT
Student Planning
Student Test ACC
Tide Roster