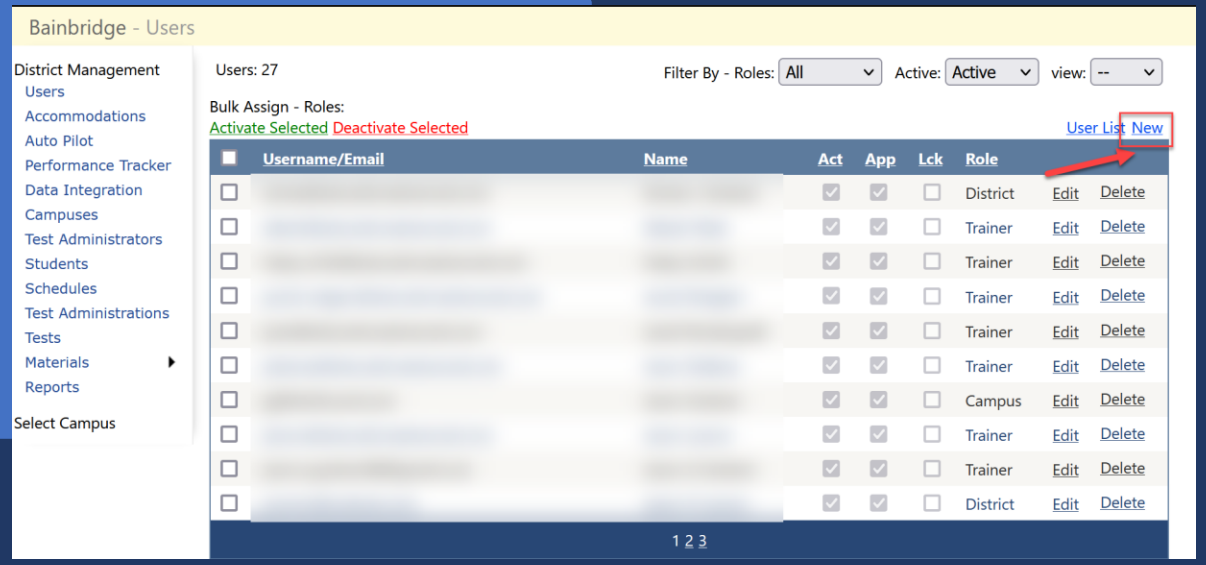
District Management Menu Tabs

Users Tab

Manage	You can manage users in the Users tab located in your District Management Menu.
Add	Add New Users **Click the Users tab, New, fill in prompted fills and submit.*
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.

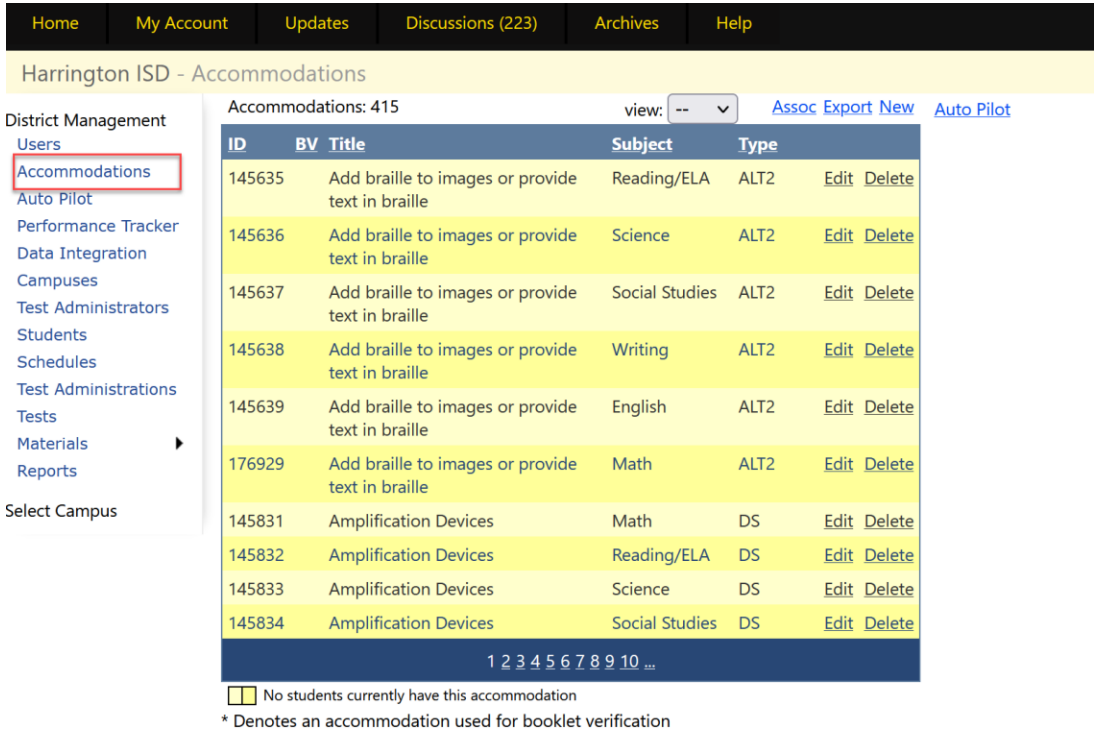
Click here to learn more about users on our help tab page.



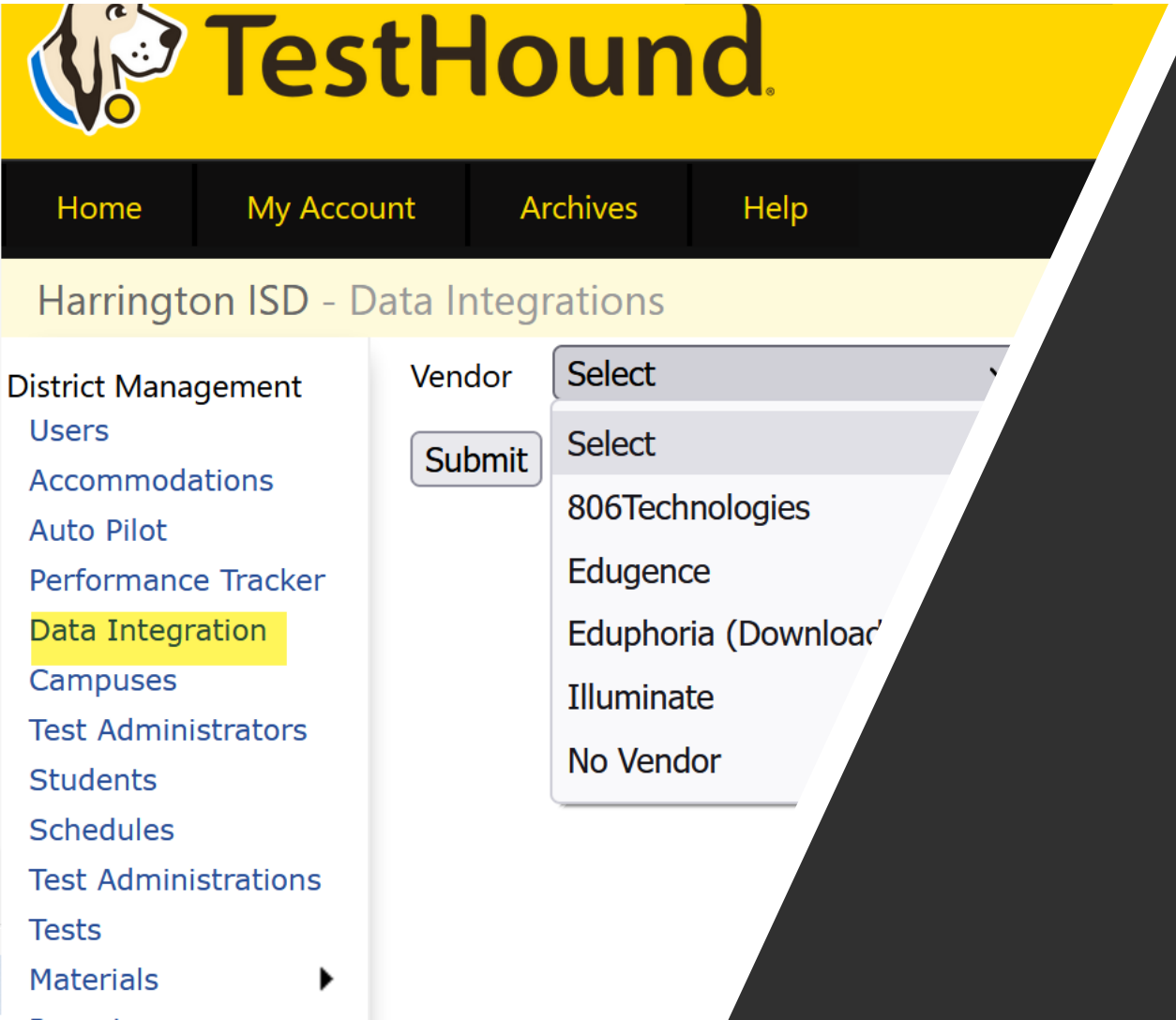
Accommodations Tab

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.]



Data Integration Tab



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

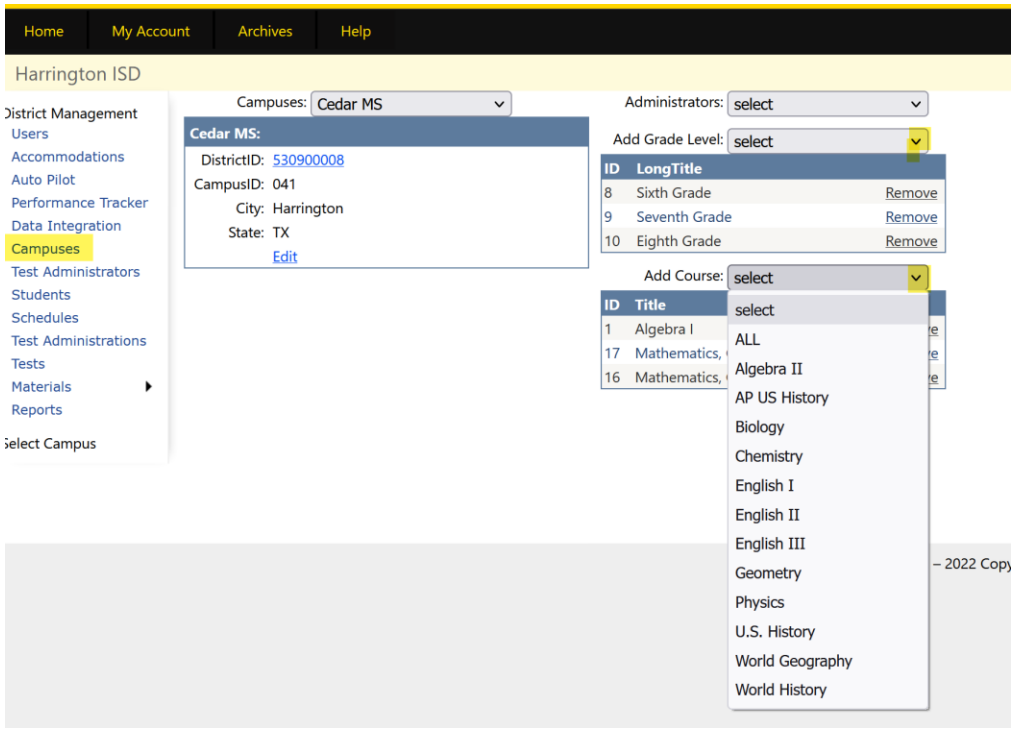
Data Integrations help page

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.

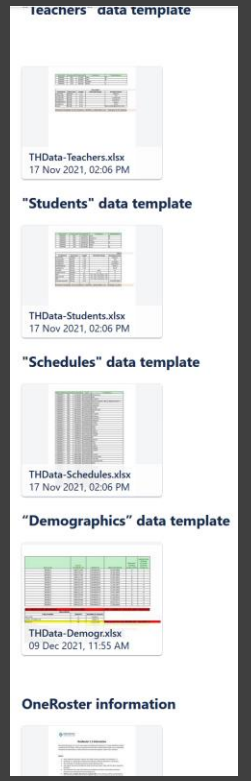
Campuses Tab

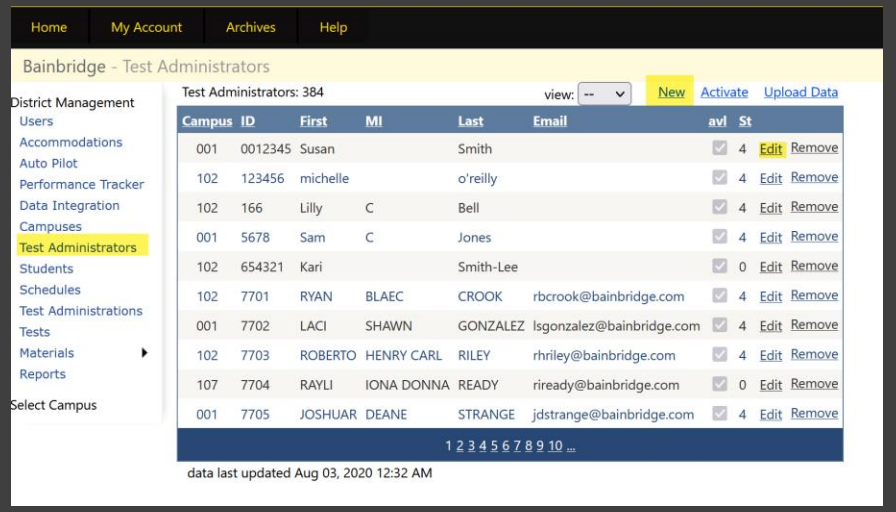
- You can edit or add new campuses when needed. To edit a campus click on *Edit* to the right of the campus name.
- To add a new campus click on *New*.
- To update campus grade level, click on the name of the campus and use the Add Grade Level or Add Course drop down and select.
- [Click here for our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



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.

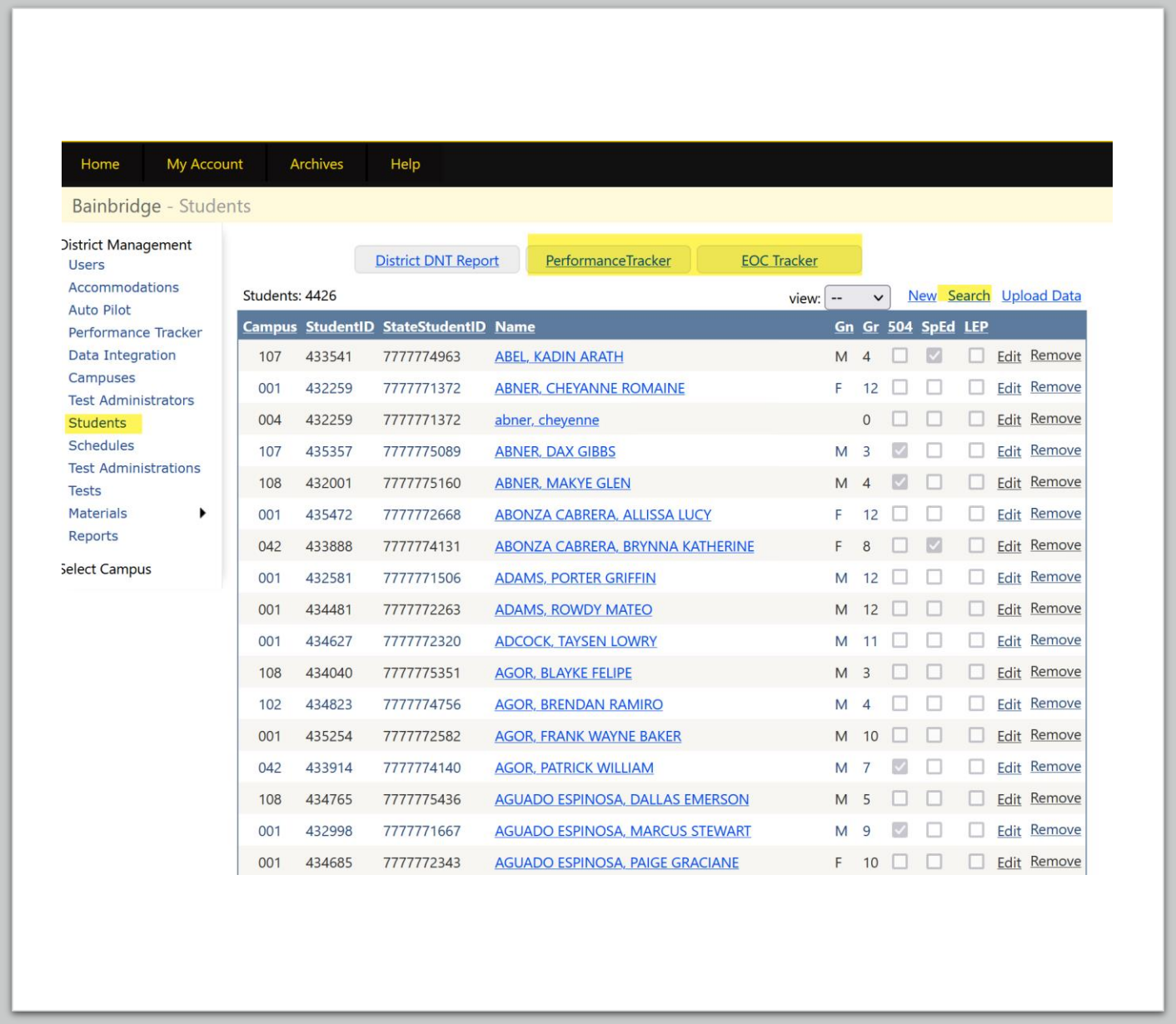




Students Tab

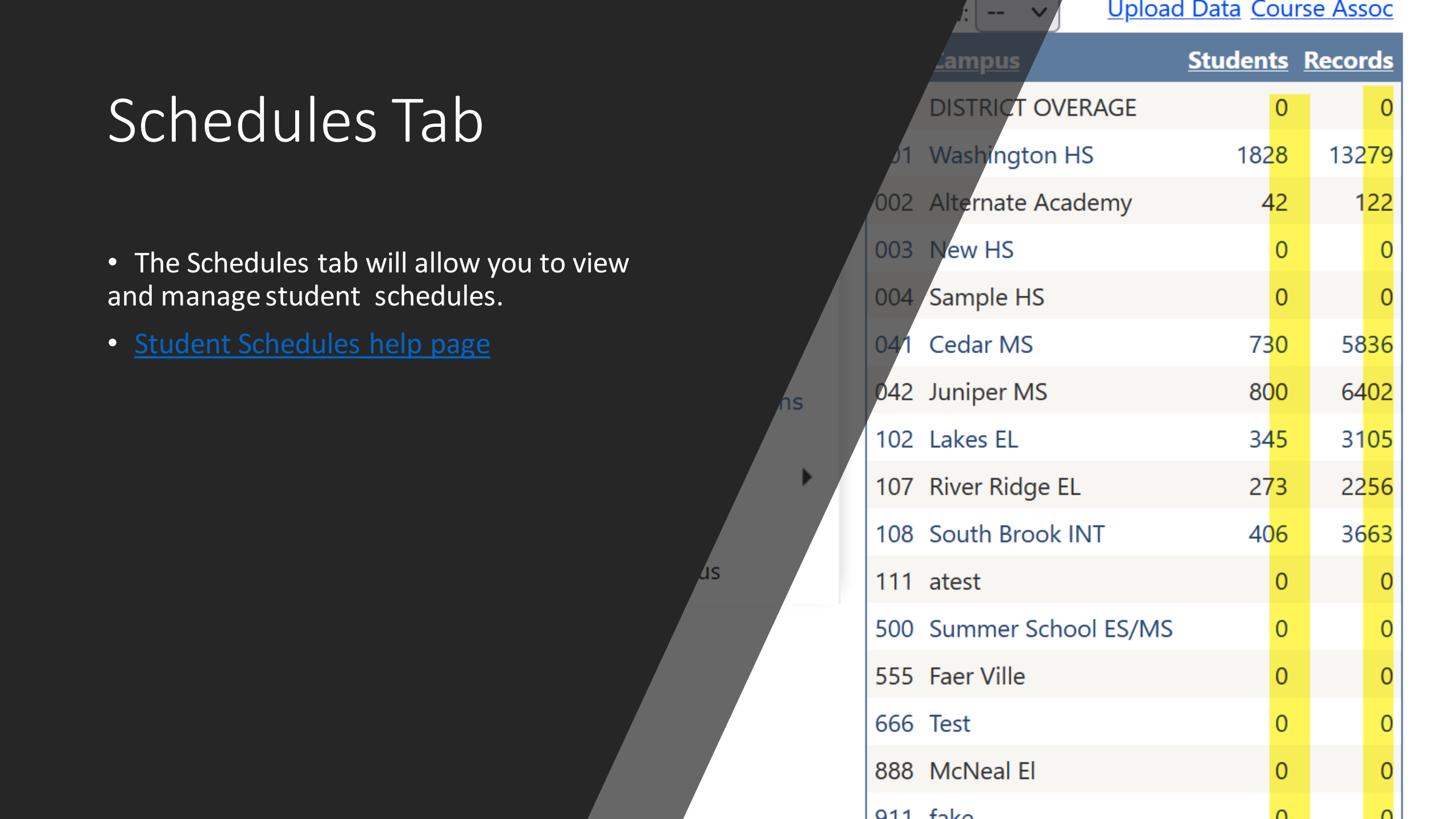
You can use the *Students* tab in TestHound to view and manage students in your district.

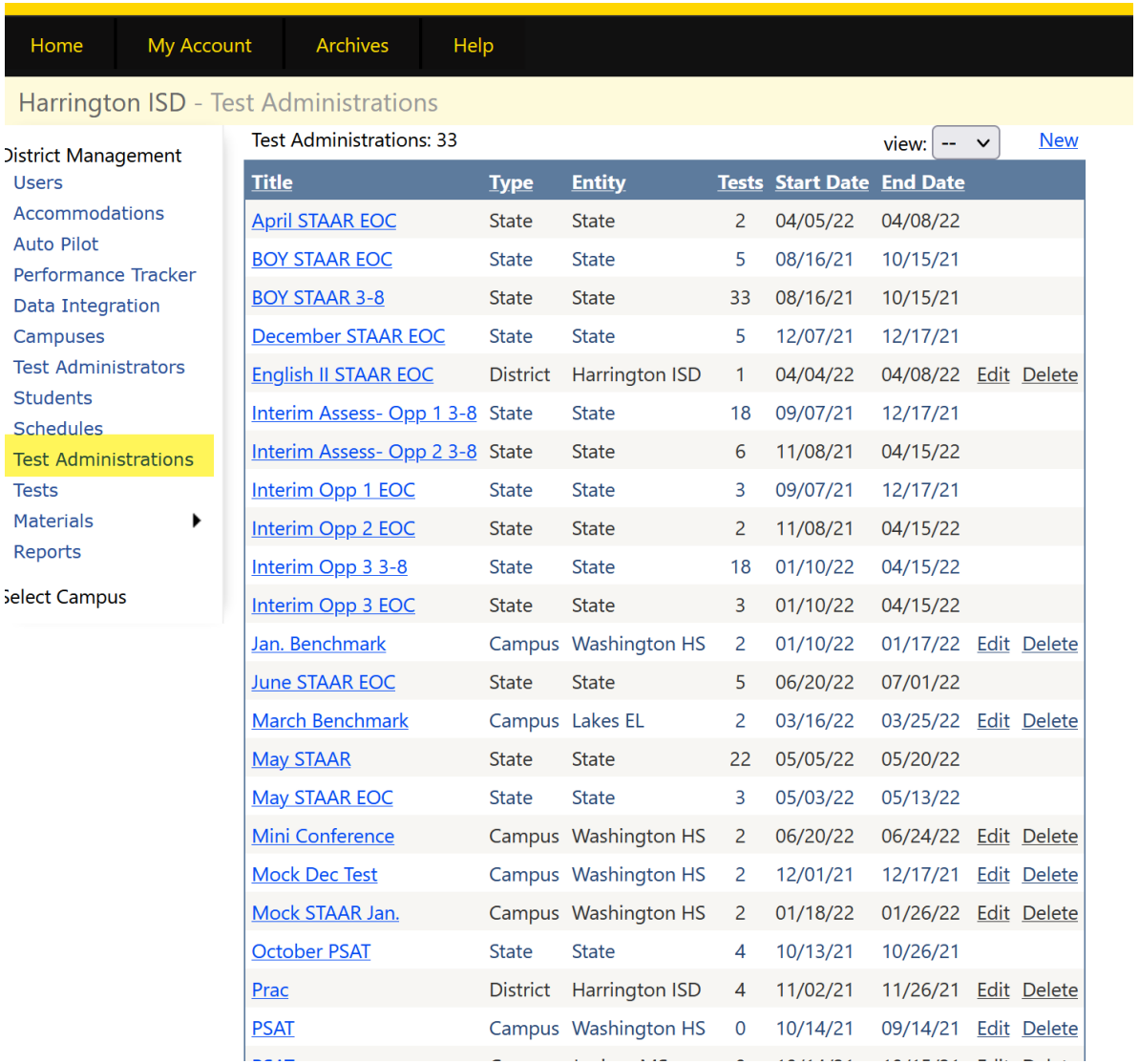
[Student tab help page]



Schedules Tab

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





Test Administrations Tab

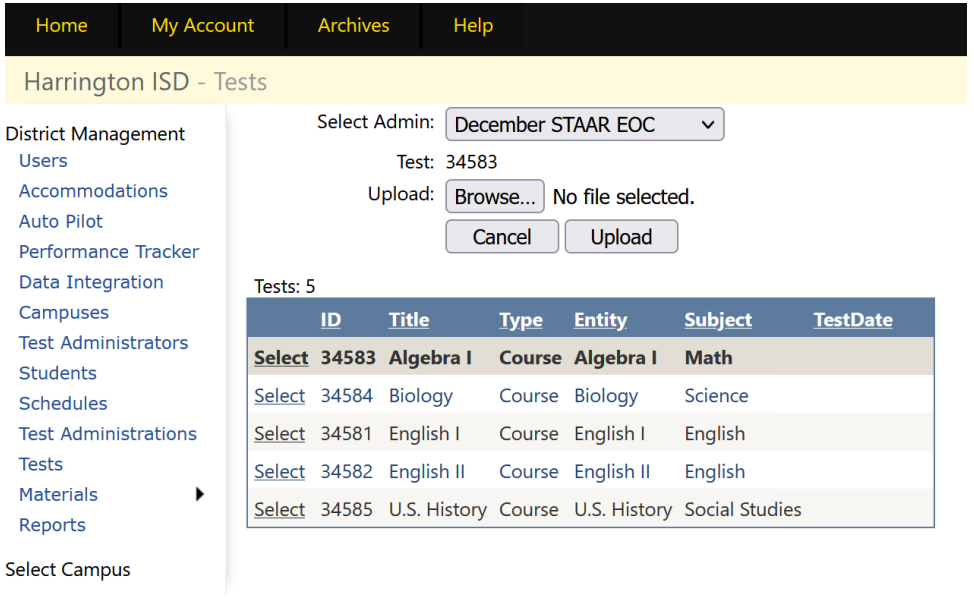
At the district level you can use the Test Administrations tab to create District Wide test administrations or campus test administrations.

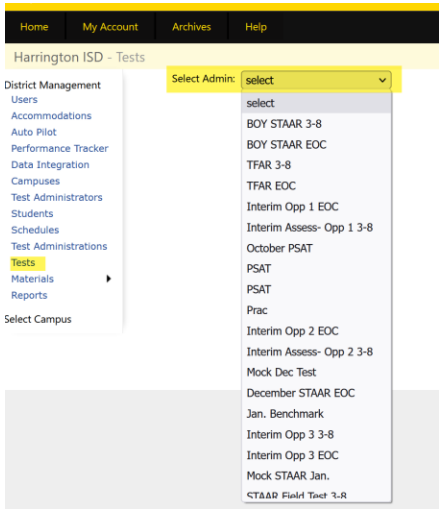
- For step-by-step video and directions click here to access our District Test Administrations help page.

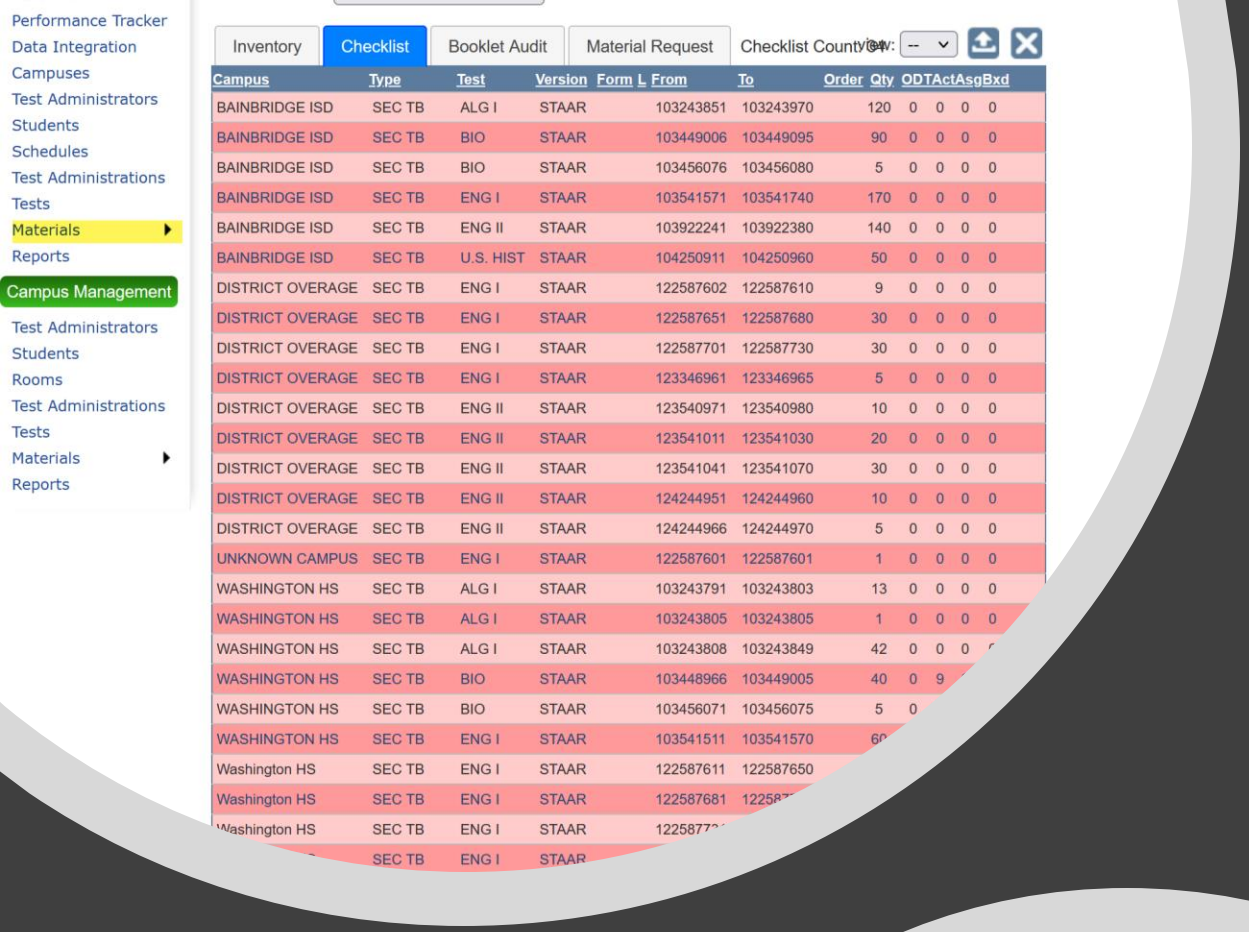
Tests Tab

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

[Tests help page]



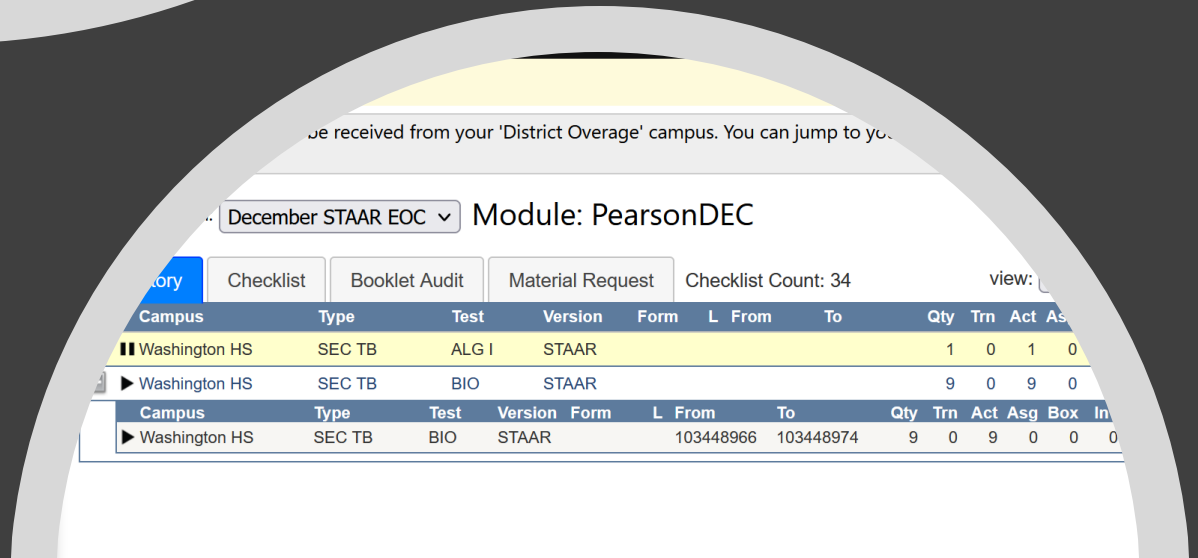




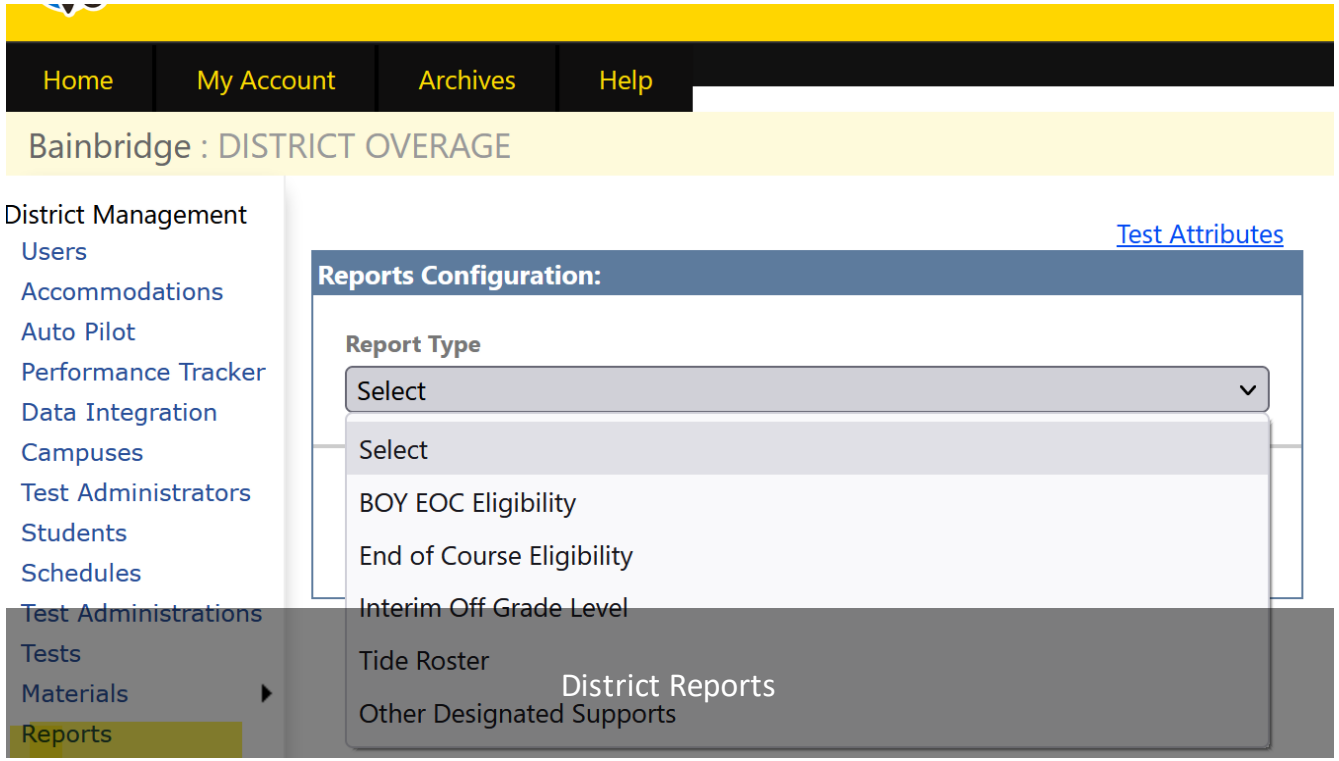
Materials Tab

- 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



Reports Tab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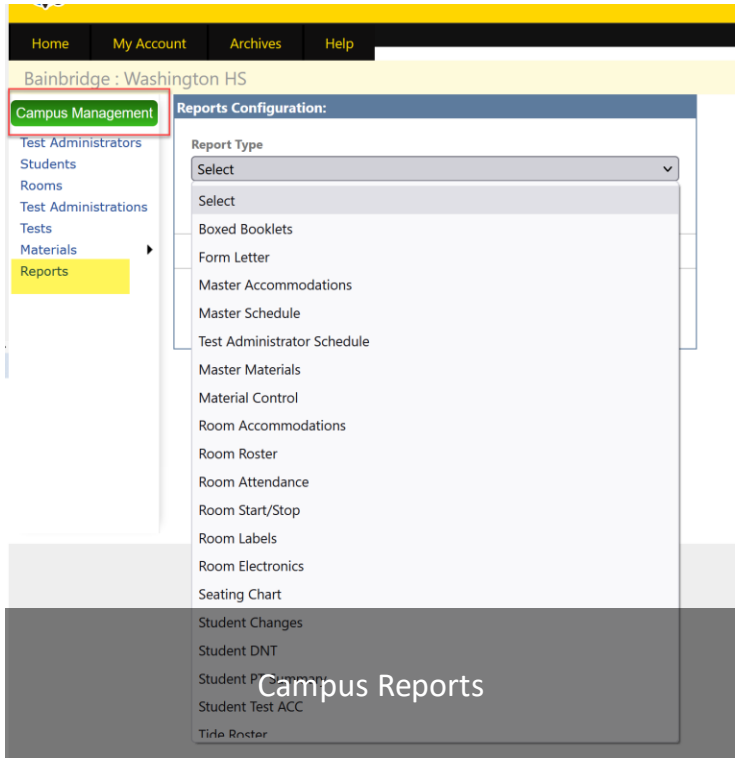
Report Type
Select
Select
BOY EOC Eligibility
End of Course Eligibility
Interim Off Grade Level
Tide Roster
Other Designated Supports
District Reports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