

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.](#)

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](#)

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

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

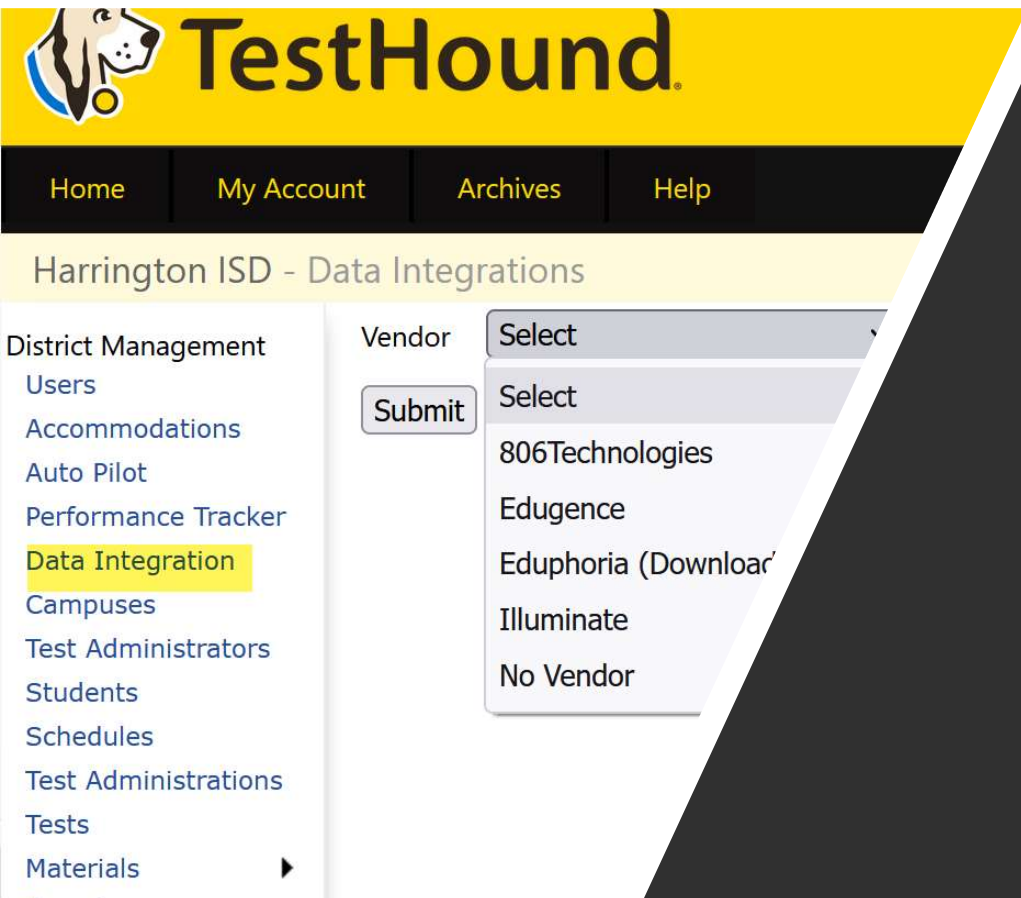
Accommodations: 415 view: -- Assoc Export New Auto Pilot

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 interface. At the top left is the TestHound logo, which features a stylized dog head with a stethoscope. To the right of the logo is the text "TestHound". Below the logo and name is a navigation bar with four items: "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 of the page 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". To the right of the sidebar 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.*

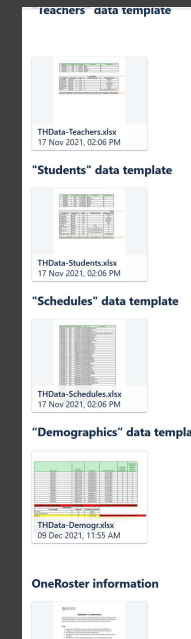
# Campuses Tab

- 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.](#)

The screenshot displays the 'Campuses' configuration page for 'Harrington ISD'. The page is divided into a sidebar on the left and a main content area. The sidebar contains navigation links: District Management, Users, Accommodations, Auto Pilot, Performance Tracker, Data Integration, Campuses (highlighted), Test Administrators, Students, Schedules, Test Administrations, Tests, Materials, Reports, and Select Campus. The main content area features a 'Campuses' dropdown menu set to 'Cedar MS'. Below this, a form displays details for 'Cedar MS': DistrictID: 530900008, CampusID: 041, City: Harrington, and State: TX. An 'Edit' link is visible below the details. To the right, there are two dropdown menus: 'Administrators' (set to 'select') and 'Add Grade Level' (set to 'select'). Below these, a table lists existing grade levels: 8 Sixth Grade, 9 Seventh Grade, and 10 Eighth Grade, each with a 'Remove' link. Another 'Add Course' dropdown menu is open, showing a list of course titles including Algebra I, Algebra II, AP US History, Biology, Chemistry, English I, English II, English III, Geometry, Physics, U.S. History, World Geography, and World History. A '2022 Copy' watermark is visible in the bottom right corner of the screenshot.

# 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

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

District DNT Report PerformanceTracker EOC Tracker

Students: 4426 view: -- New Search Upload Data

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

[Upload Data](#) [Course Assoc](#)

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

# 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](#)

Home My Account Archives Help

Harrington ISD - Tests

Select Admin: December STAAR EOC

Test: 34583

Upload:  No file selected.

Tests: 5

	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	

Select Campus

Home My Account Archives Help

Harrington ISD - Tests

Select Admin: select

- select
- BOY STAAR 3-8
- BOY STAAR EOC
- TFAR 3-8
- TFAR EOC
- Interim Opp 1 EOC
- Interim Asses- Opp 1 3-8
- October PSAT
- PSAT
- PSAT
- Prac
- Interim Opp 2 EOC
- Interim Asses- Opp 2 3-8
- Mock Dec Test
- December STAAR EOC
- Jan. Benchmark
- Interim Opp 3 3-8
- Interim Opp 3 EOC
- Mock STAAR Jan.
- STAAR Field Test 3-8

- Performance Tracker
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- Materials**
- Reports
- Campus Management
- Test Administrators
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- Test Administrations
- Tests
- Materials
- Reports

Campus	Type	Test	Version	Form	L	From	To	Order	Qty	ODT	Act	Asg	Bxd
BAINBRIDGE ISD	SEC TB	ALG I	STAAR			103243851	103243970	120	0	0	0	0	0
BAINBRIDGE ISD	SEC TB	BIO	STAAR			103449006	103449095	90	0	0	0	0	0
BAINBRIDGE ISD	SEC TB	BIO	STAAR			103456076	103456080	5	0	0	0	0	0
BAINBRIDGE ISD	SEC TB	ENG I	STAAR			103541571	103541740	170	0	0	0	0	0
BAINBRIDGE ISD	SEC TB	ENG II	STAAR			103922241	103922380	140	0	0	0	0	0
BAINBRIDGE ISD	SEC TB	U.S. HIST	STAAR			104250911	104250960	50	0	0	0	0	0
DISTRICT OVERAGE	SEC TB	ENG I	STAAR			122587602	122587610	9	0	0	0	0	0
DISTRICT OVERAGE	SEC TB	ENG I	STAAR			122587651	122587680	30	0	0	0	0	0
DISTRICT OVERAGE	SEC TB	ENG I	STAAR			122587701	122587730	30	0	0	0	0	0
DISTRICT OVERAGE	SEC TB	ENG I	STAAR			123346961	123346965	5	0	0	0	0	0
DISTRICT OVERAGE	SEC TB	ENG II	STAAR			123540971	123540980	10	0	0	0	0	0
DISTRICT OVERAGE	SEC TB	ENG II	STAAR			123541011	123541030	20	0	0	0	0	0
DISTRICT OVERAGE	SEC TB	ENG II	STAAR			123541041	123541070	30	0	0	0	0	0
DISTRICT OVERAGE	SEC TB	ENG II	STAAR			124244951	124244960	10	0	0	0	0	0
DISTRICT OVERAGE	SEC TB	ENG II	STAAR			124244966	124244970	5	0	0	0	0	0
UNKNOWN CAMPUS	SEC TB	ENG I	STAAR			122587601	122587601	1	0	0	0	0	0
WASHINGTON HS	SEC TB	ALG I	STAAR			103243791	103243803	13	0	0	0	0	0
WASHINGTON HS	SEC TB	ALG I	STAAR			103243805	103243805	1	0	0	0	0	0
WASHINGTON HS	SEC TB	ALG I	STAAR			103243808	103243849	42	0	0	0	0	0
WASHINGTON HS	SEC TB	BIO	STAAR			103448966	103449005	40	0	9	0	0	0
WASHINGTON HS	SEC TB	BIO	STAAR			103456071	103456075	5	0	0	0	0	0
WASHINGTON HS	SEC TB	ENG I	STAAR			103541511	103541570	60	0	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			122587771	122587810						
Washington HS	SEC TB	ENG I	STAAR			122587771	122587810						

# 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](#)

...e 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: [dropdown]

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

# Reports Tab

Home My Account Archives Help

Bainbridge : DISTRICT OVERAGE

District Management  
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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 Management**

- Test Administrators
- Students
- Rooms
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- Materials
- 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 P
- Student Test ACC
- Tide Roster

Campus Reports