

# 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



Home My Account Updates Discussions (223) Archives Help

Harrington ISD - Accommodations

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

ID	BV	Title	Subject	Type	Edit	Delete
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

- 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.](#)

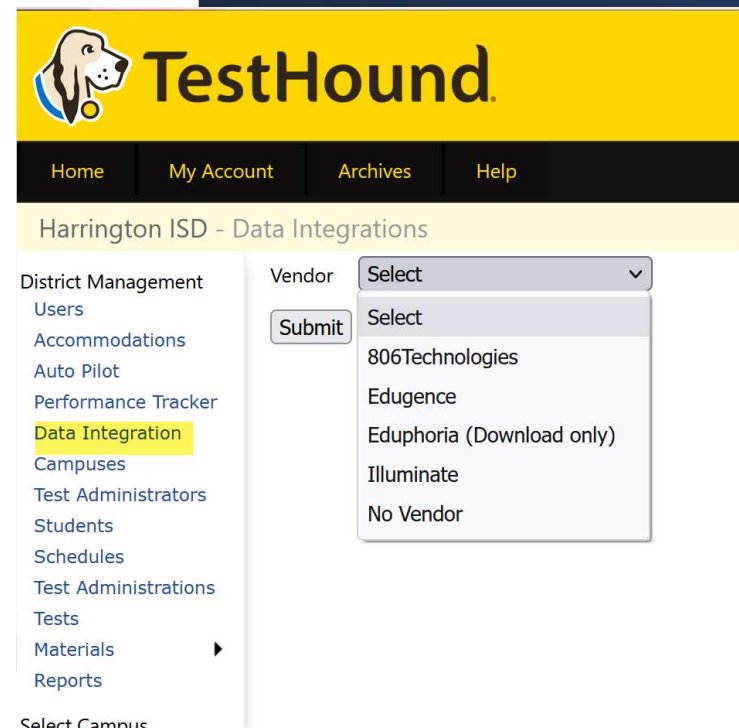
# Data Integration Tab

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.*



The screenshot displays the TestHound web application interface. At the top, there is a yellow header with the TestHound logo (a dog's head) and the text "TestHound". Below the header is a navigation bar with links for "Home", "My Account", "Archives", and "Help". The main content area is titled "Harrington ISD - Data Integrations". On the left side, there is a sidebar menu with various options: "District Management", "Users", "Accommodations", "Auto Pilot", "Performance Tracker", "Data Integration" (highlighted in yellow), "Campuses", "Test Administrators", "Students", "Schedules", "Test Administrations", "Tests", "Materials", and "Reports". On the right side, there is a form with a "Vendor" dropdown menu, a "Submit" button, and a "Select Campus" label. The dropdown menu is open, showing a list of vendors: "Select", "806Technologies", "Edugence", "Eduphoria (Download only)", "Illuminate", and "No Vendor".

My Account Archives Help

ton 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	<a href="#">Remove</a>
9	Seventh Grade	<a href="#">Remove</a>
10	Eighth Grade	<a href="#">Remove</a>

Add Course: select

ID	Title	
1	Algebra I	<a href="#">e</a>
17	Mathematics,	<a href="#">e</a>
16	Mathematics,	<a href="#">e</a>

– 2022 Co

# 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.

Home My Account Archives Help

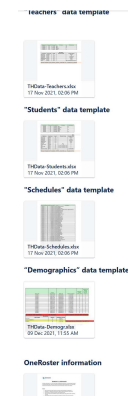
Bainbridge - Test Administrators

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	rrhiley@bainbridge.com	4		Edit Remove
107	7704	RAVLI	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

[District DNT Report](#)
[PerformanceTracker](#)
[EOC Tracker](#)

Students: 4426

view: -- [New](#) [Search](#) [Upload Data](#)

Campus	StudentID	StateStudentID	Name	Gn	Gr	504	SpEd	LEP		
107	433541	7777774963	<a href="#">ABEL, KADIN ARATH</a>	M	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Remove</a>
001	432259	7777771372	<a href="#">ABNER, CHEYANNE ROMAINE</a>	F	12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Remove</a>
004	432259	7777771372	<a href="#">abner, cheyenne</a>		0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Remove</a>
107	435357	7777775089	<a href="#">ABNER, DAX GIBBS</a>	M	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Remove</a>
108	432001	7777775160	<a href="#">ABNER, MAKYE GLEN</a>	M	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Remove</a>
001	435472	7777772668	<a href="#">ABONZA CABRERA, ALLISSA LUCY</a>	F	12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Remove</a>
042	433888	7777774131	<a href="#">ABONZA CABRERA, BRYNNA KATHERINE</a>	F	8	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Remove</a>
001	432581	7777771506	<a href="#">ADAMS, PORTER GRIFFIN</a>	M	12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Remove</a>
001	434481	7777772263	<a href="#">ADAMS, ROWDY MATEO</a>	M	12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Remove</a>
001	434627	7777772320	<a href="#">ADCOCK, TAYSEN LOWRY</a>	M	11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Remove</a>
108	434040	7777775351	<a href="#">AGOR, BLAYKE FELIPE</a>	M	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Remove</a>
102	434823	7777774756	<a href="#">AGOR, BRENDAN RAMIRO</a>	M	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Remove</a>
001	435254	7777772582	<a href="#">AGOR, FRANK WAYNE BAKER</a>	M	10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Remove</a>
042	433914	7777774140	<a href="#">AGOR, PATRICK WILLIAM</a>	M	7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Remove</a>
108	434765	7777775436	<a href="#">AGUADO ESPINOSA, DALLAS EMERSON</a>	M	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Remove</a>
001	432998	7777771667	<a href="#">AGUADO ESPINOSA, MARCUS STEWART</a>	M	9	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Remove</a>
001	434685	7777772343	<a href="#">AGUADO ESPINOSA, PAIGE GRACIANE</a>	F	10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Remove</a>

# Students Tab

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

- [Student tab help page](#)



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

ID	Campus	Students	Records
000	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

# Schedules Tab

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



Harrington ISD - Test Administrations

Test Administrations: 31 view: -- [New](#)

Title	Type	Entity	Tests	Start Date	End Date
<a href="#">April STAAR 3-8 RLA</a>	State	State	9	04/18/23	04/28/23
<a href="#">April STAAR 5th/8th Sci/SS</a>	State	State	4	04/25/23	05/05/23
<a href="#">April STAAR EOC Bio/USH</a>	State	State	2	04/25/23	05/05/23
<a href="#">April STAAR EOC English</a>	State	State	2	04/18/23	04/28/23
<a href="#">BOY STAAR EOC</a>	State	State	5	08/30/22	10/21/22
<a href="#">BOY STAAR 3-8</a>	State	State	33	08/30/22	10/21/22
<a href="#">December STAAR EOC</a>	State	State	5	12/06/22	12/16/22
<a href="#">Feb 2 Benchmarks</a>	Campus	River Ridge EL	0	02/06/23	02/08/23 <a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Feb. Benchmarks</a>	Campus	River Ridge EL	3	02/01/23	02/03/23 <a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Interim Assess- Opp 1 3-8</a>	State	State	18	11/07/22	12/16/22

1 2 3 4

- [Test Administrations Tab](#)

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

Harrington ISD - Tests

Select Admin: December STAAR EOC

Tests: 5

	ID	Title	Type	Entity	Subject	TestDate
<a href="#">Select</a>	34583	Algebra I	Course	Algebra I	Math	
<a href="#">Select</a>	34584	Biology	Course	Biology	Science	
<a href="#">Select</a>	34581	English I	Course	English I	English	12/06/22
<a href="#">Select</a>	34582	English II	Course	English II	English	12/08/22
<a href="#">Select</a>	34585	U.S. History	Course	U.S. History	Social Studies	

- [Tests Tab](#)

The tests tab will allow you to select a test administration and view configured test dates.

# Materials Tab

Performance Tracker  
Data Integration  
Campuses  
Test Administrators  
Students  
Schedules  
Test Administrators  
Tests  
Materials  
Reports

**Campus Management**  
Test Administrators  
Students  
Rooms  
Test Administrators  
Tests  
Materials  
Reports

Inventory	Checklist	Booklet Audit	Material Request	Checklist Count		
Campus	Type	Test	Version	Form L From To	Order Qty	ODTAs/Asa/Std
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	123349861 123349865	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 0 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	40	0 0 0 0
Washington HS	SEC TB	ENG I	STAAR	122587681 122587700	20	0 0 0 0
Washington HS	SEC TB	ENG I	STAAR	122587731 122587740	10	0 0 0 0
Washington HS	SEC TB	ENG I	STAAR	123349866 123349870	5	0 0 0 0

## ICT OVERAGE

All overage material must be received from your 'District Overage' campus. You can jump to your 'District Overage' Inventory by clicking [here](#).

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

- 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

The screenshot displays the TestHound web application interface for the 'Reports' tab. At the top, a navigation bar includes 'Home', 'My Account', 'Archives', and 'Help'. Below this, the user is identified as 'Bainbridge : Washington HS'. The main content area is titled 'Bainbridge : DISTRICT OVERAGE' and features a left-hand navigation menu with categories like 'District Management', 'Users', 'Accommodations', 'Auto Pilot', 'Performance Tracker', 'Data Integration', 'Campuses', 'Test Administrators', 'Students', 'Schedules', 'Test Administrations', 'Tests', 'Materials', and 'Reports' (which is highlighted). The 'Reports' section is expanded to show 'Reports Configuration:'. This configuration panel includes a 'Report Type' dropdown menu with options: 'Select', 'BOY EOC Eligibility', 'End of Course Eligibility', 'Interim Off Grade Level', 'Tide Roster', and 'Other Designated Supports'. The 'District Reports' section is currently selected. A 'Test Attributes' link is visible in the top right of the configuration area. On the right side of the interface, a 'Reports Configuration:' panel lists various report types, categorized into 'District Reports' and 'Campus Reports'. The 'District Reports' list includes: '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 F', 'Student Test ACC', and 'Tide Roster'. The 'Campus Reports' list includes: 'Seating Chart', 'Student Changes', 'Student DNT', 'Student F', 'Student Test ACC', and 'Tide Roster'.