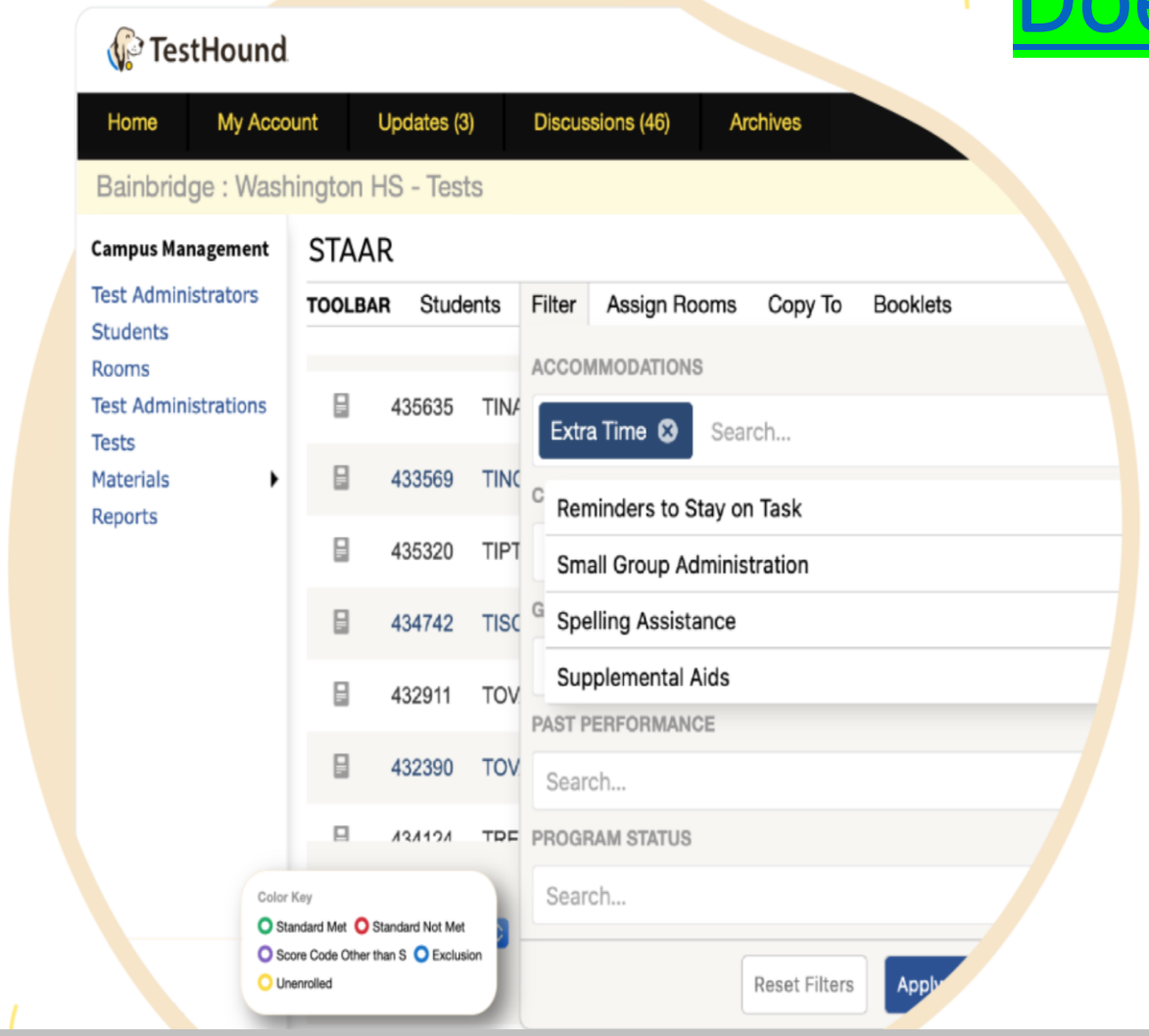
TestHound

Getting Started Steps for New District Testing Coordinators

Powered by Education Advanced, Inc.

TestHound Helps Your School to:

[Click Here for a brief Overview of what TestHound Does]



Reduce Human Errors and Testing Irregularities

- Automatically generate multiple accommodations reports to ensure each student receives proper testing accommodations.
- Access the most current information from student information systems, as well as Special Education and English Language Learner programs.
- Quickly **scan** testing materials into a secure, searchable database for real-time tracking and error-free materials control.

How do I log in?

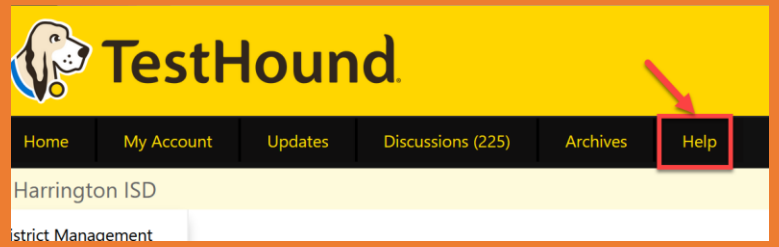
- You should have received an email from pw-no-reply@testhound.com.If you do not see it in your school email inbox, check your junk/spam mail folder
- After clicking the link in the email, you can set up your profile information, and new password.

- Don't forget to **bookmark** our page for future use:

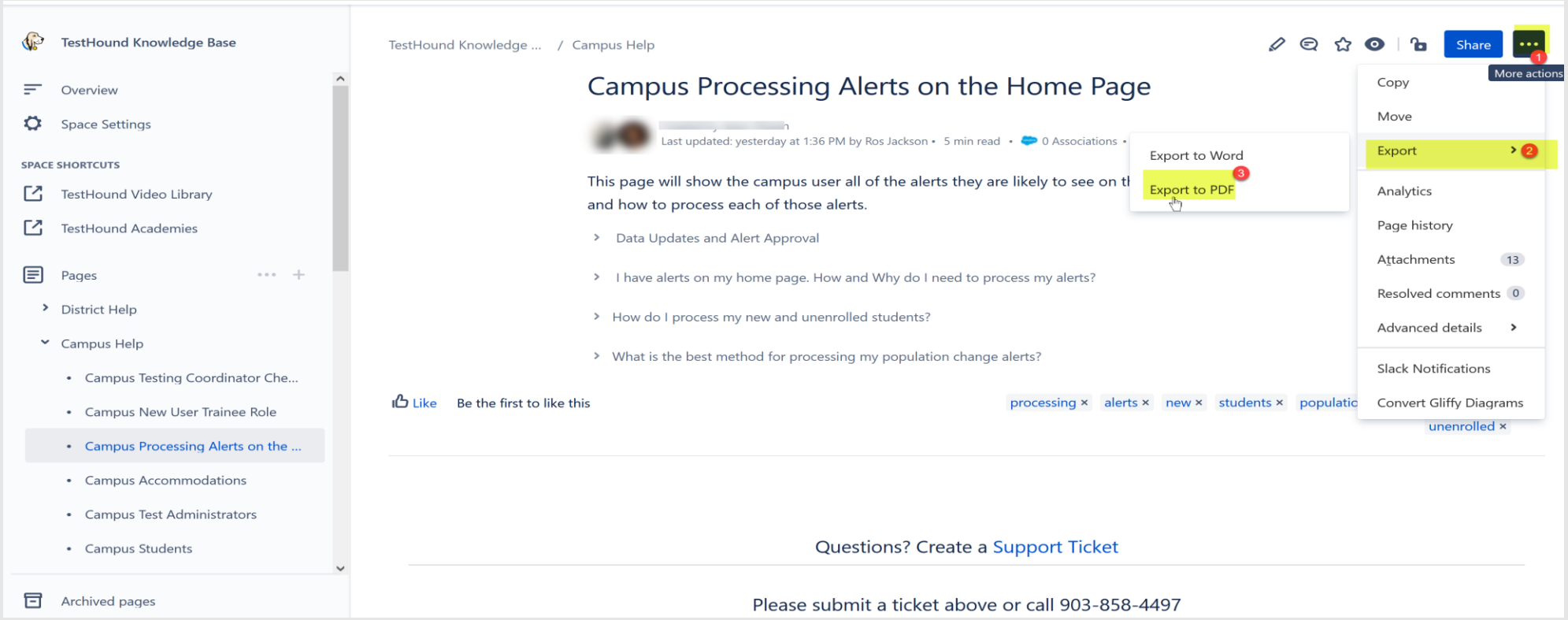
https://th1.testhound.com/Login.aspx

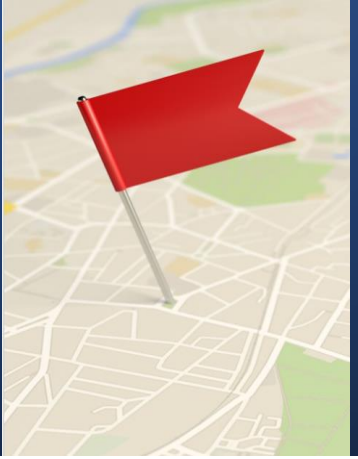
You may also check out our **parent website** for ***blogs*** on using TestHound and training information.

www.educationadvanced.com



You may also download and print step by step directions from our help tab by clicking on the ellipses in the upper righthand corner of the page you want to print.





Setting Up Auto Pilot

1

Create a map in Auto Pilot so you can receive accommodations nightly from your accommodations vendor(s). *

2

After you have begun receiving a nightly file, you can map subjects and external accommodations to TestHound Subjects and Accommodations. *

3

Once all accommodations are mapped, be sure to publish your file so that accommodations show at the campus level for approval in Auto Pilot.

4

**If you are a new DTC and your district already has TestHound, these steps may have been done for you, but you can double check that accommodations and settings are like you want them and update your map if necessary.*

Step 1: Add a New Auto Pilot Map

[Creating/Adding a New Auto Pilot Map Video]

[District Auto Pilot Help Page]

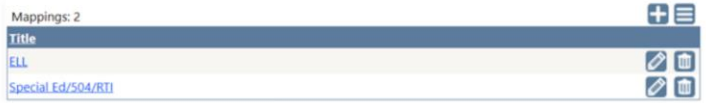
After you create and turn on a map for the first time, you will need to wait until the next day to see if your accommodations vendor will send your accommodations file overnight. *

* If you are a new DTC and your district already has TestHound this has likely been done for you.

To create a new Auto Pilot map, click on *New Map* (blue box with white +).

You will be prompted to enter a title for the accommodation mapping. Type in a title, and then select *Submit*.

After creating a name for the mapping, you will be returned to the Accommodation Mapping table.

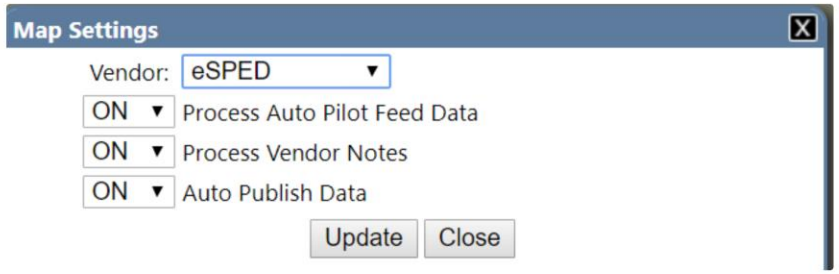


Next, select the Auto Pilot mapping title that you have created to edit the map settings.

After the mapping process is complete, you will be able to modify the map settings. To begin, click to select the accommodation vendor and map settings.

From the Vendor drop-down select the appropriate vendor or manual upload if your district will be submitting a file.

- Process Auto Pilot Feed Data should be On.
- Process Vendor notes will be defaulted to Off. Select "on" if you wish to process vendor notes.
- Auto Publish Data should be On.



Once the selections are complete, click *Update*.

Auto Pilot Settings

You can select the desired approval method for Auto Pilot Data and click update.

The default for approval is Require individual student approval. *This will allow the campus the option to* ***approve accommodations by individual*** ***(one student at a time)*** ***or Approve by all students at one time.***

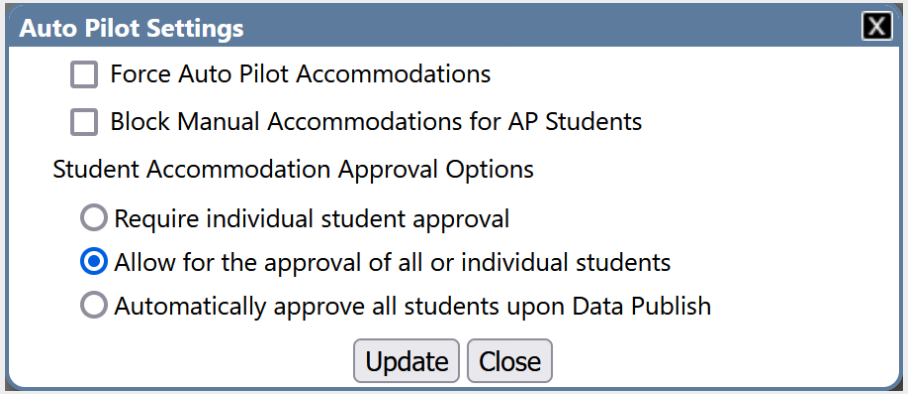
Force Auto Pilot Accommodations locks down the approval screen for campuses so that accommodations cannot be selected when approving accommodations individually in the auto pilot alert.

Block Manual Accommodations locks down the student accommodation page for Auto Pilot students so that accommodations are only added or removed based on the data being received. The notes box on the student accommodation is not locked down by selecting this option and can be used to track information as needed.

REQUIRE INDIVIDUAL STUDENT APPROVAL WILL ONLY ALLOW THE CAMPUS TESTING COORDINATOR TO APPROVE ACCOMMODATIONS FOR ONE STUDENT AT A TIME.

AUTOMATICALLY APPROVE ALL STUDENTS UPON DATA PUBLISH WILL APPROVE ALL STUDENTS ACCOMMODATIONS WITHOUT THE CTC REVIEWING FIRST.

** You may update Auto Pilot settings at any time based on your district's needs.*



Auto Pilot Mapping Tips

How do I know if my nightly file ran?

There will be a last published date and time and the word yes next to the word Success.

How do I know if I have a mapping error?

Beside Published, you will see the phrase ***Yes with mapping error.***

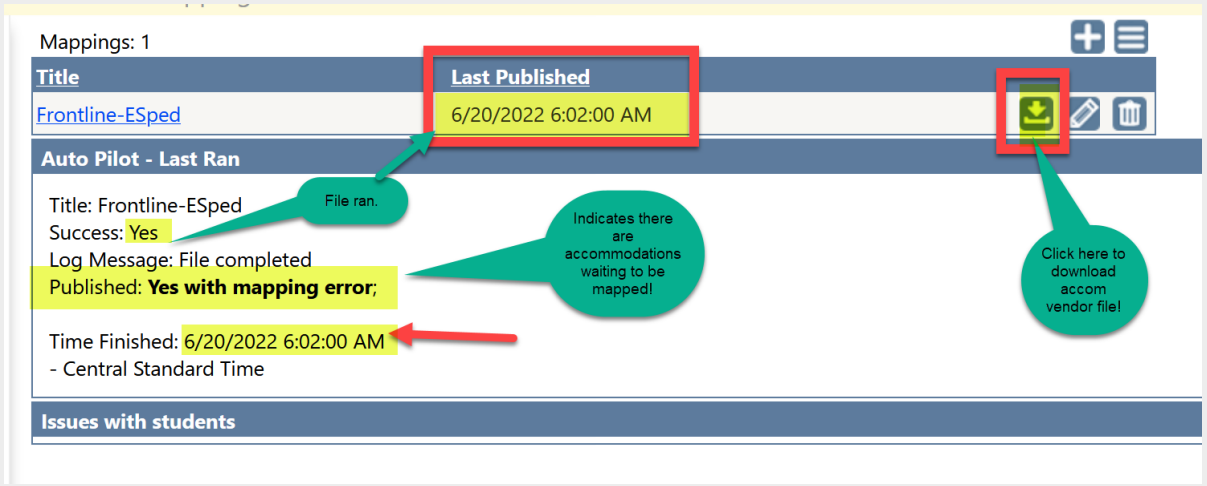
How do I correct my mapping error?

Error just means you have item(s) that need mapping. To see them, click on the name of the map. Then click on the All Accommodations tab. Next, click in the External Accommodations box to see a list of items that need mapping.

How often do I map accommodations?

We recommend mapping on a regular basis. Could be daily, weekly, twice a week, etc. Maintain a schedule that is "regular" for you and your district.

How do I pull the nightly file(s) my accommodations vendor sent? Click the **download icon** to view the latest file that was sent to us from your vendor.



Note: After mapping be sure to click the evaluate student data button and the publish button Publish to push changes out to the campus level.

*Step 2: Mapping the **Subjects** tab in Auto Pilot*

- Previously mapped subjects will have an asterisk beside them. If it is your first time purchasing TestHound you will need to map your subjects initially.

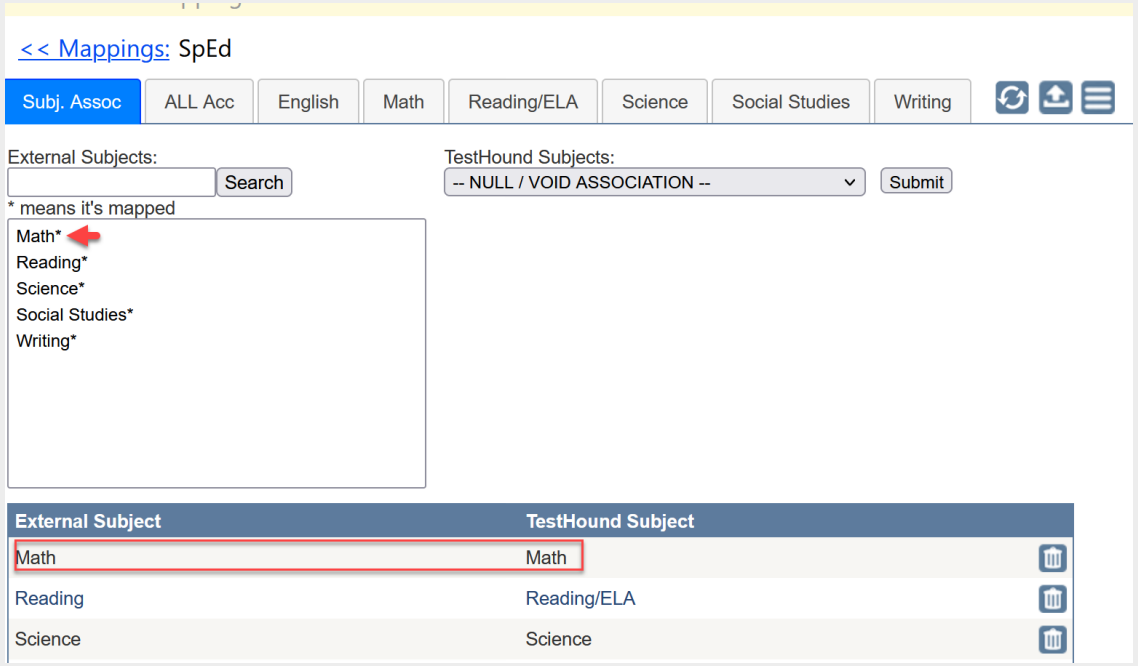
- If you are a new DTC and your district already had TestHound, you will want to double check your subject mappings so you can be sure your map is up to date and set up like you want it.

- To map the subject, on the left click on the name of the subject to highlight it. Then use the dropdown on the right to select the most closely related TestHound subject and *click submit*. Ex.: *math to math. You only have to map subjects once.*

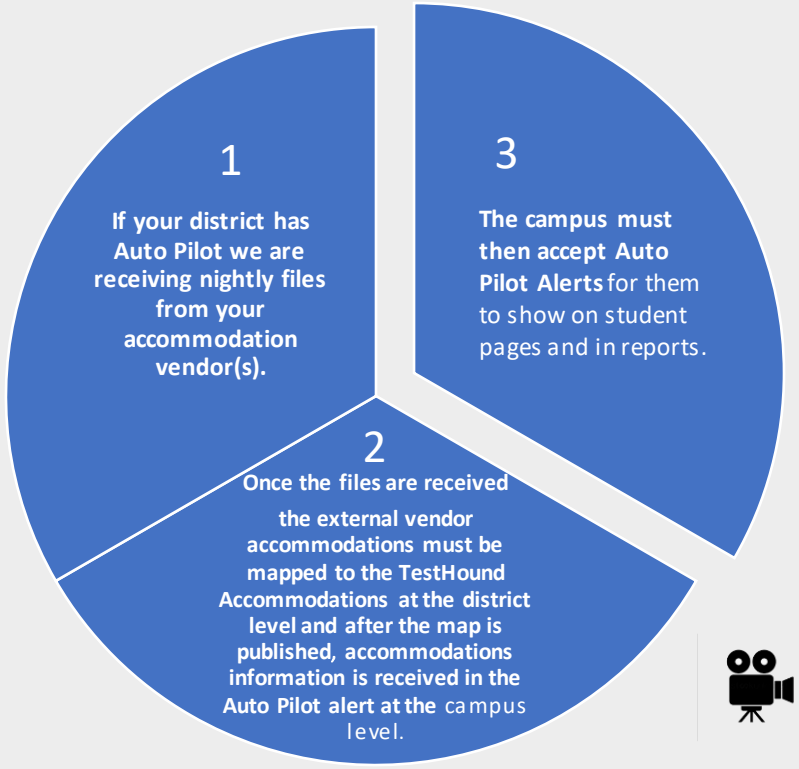
- To delete a previously mapped subject click the trash can. This will disassociate the subject so you can remap it.

For more on Auto Pilot Click below:

[Click here for Auto Pilot Directions from our Help Tab page.]



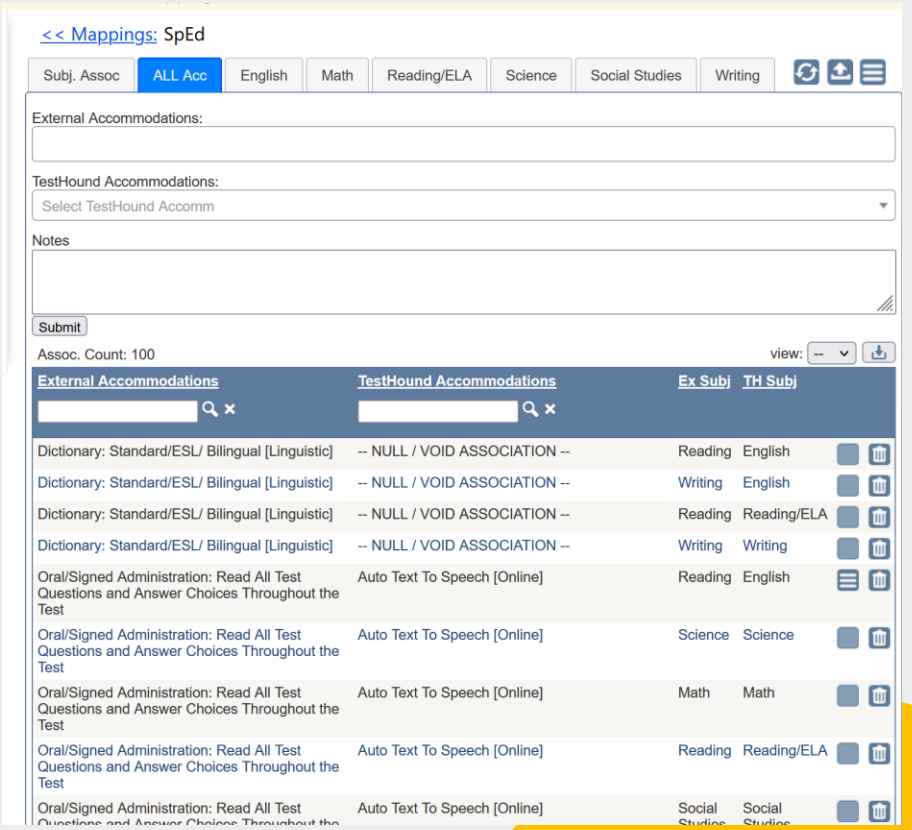
*Step 3: Mapping the **All Accommodations** tab in Auto Pilot*



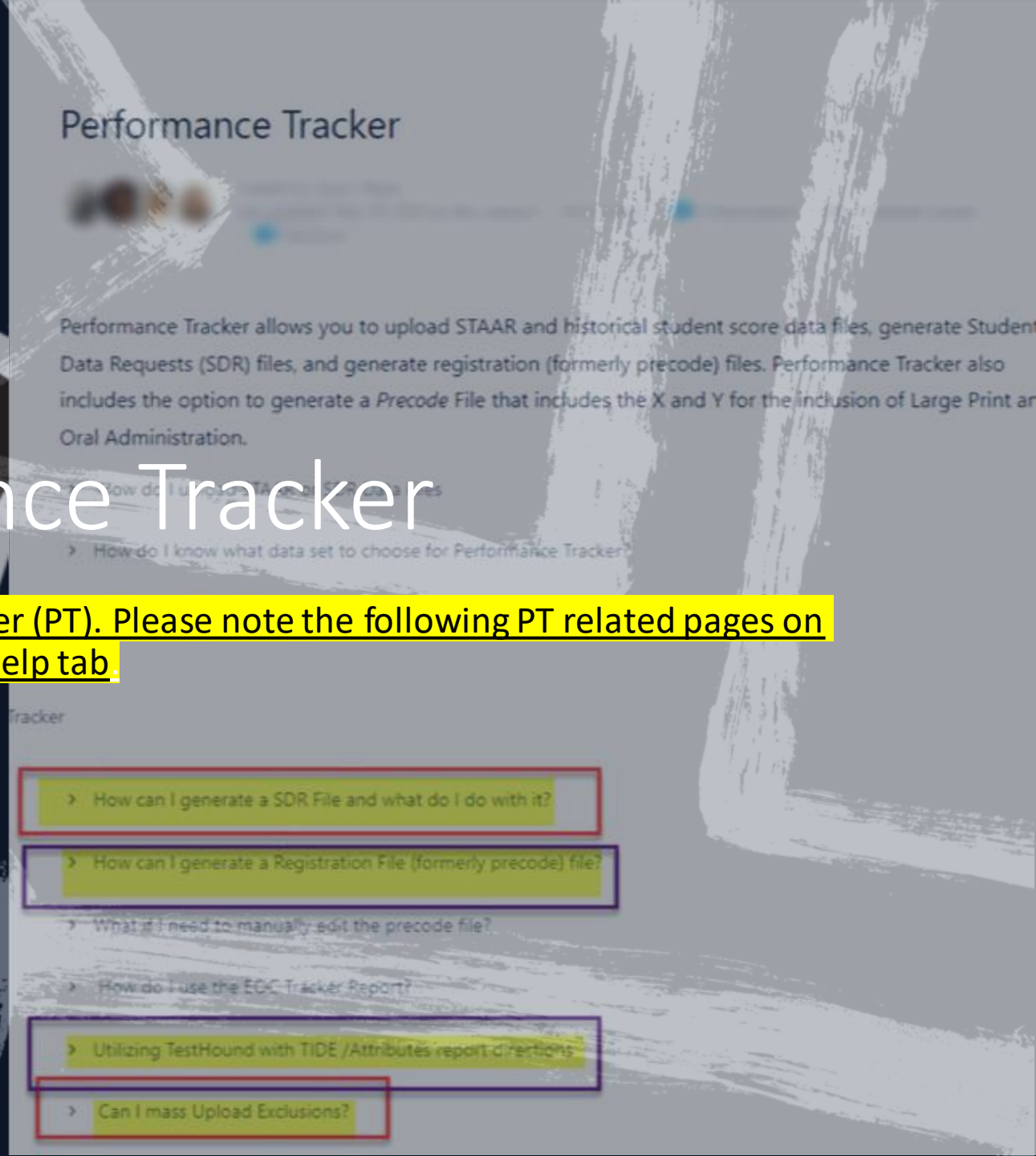
Click here for a step-by-step video on mapping accommodations.

For more on Auto Pilot Click below:

Click here for Auto Pilot Directions from our Help Tab page.



Performance Tracker



[Click here for our help page on Performance Tracker (PT). Please note the following PT related pages on our help tab.]

Adding STAAR Scores to Performance Tracker

Download 7zip file archiver (if you have a PC) so that you can unzip your SDR file.

https://www.7-zip.org/

Mac users will need to install a program such as Keka or RAR extractor https://www.keka.io/en/

Generate an SDR File-Click here for directions.

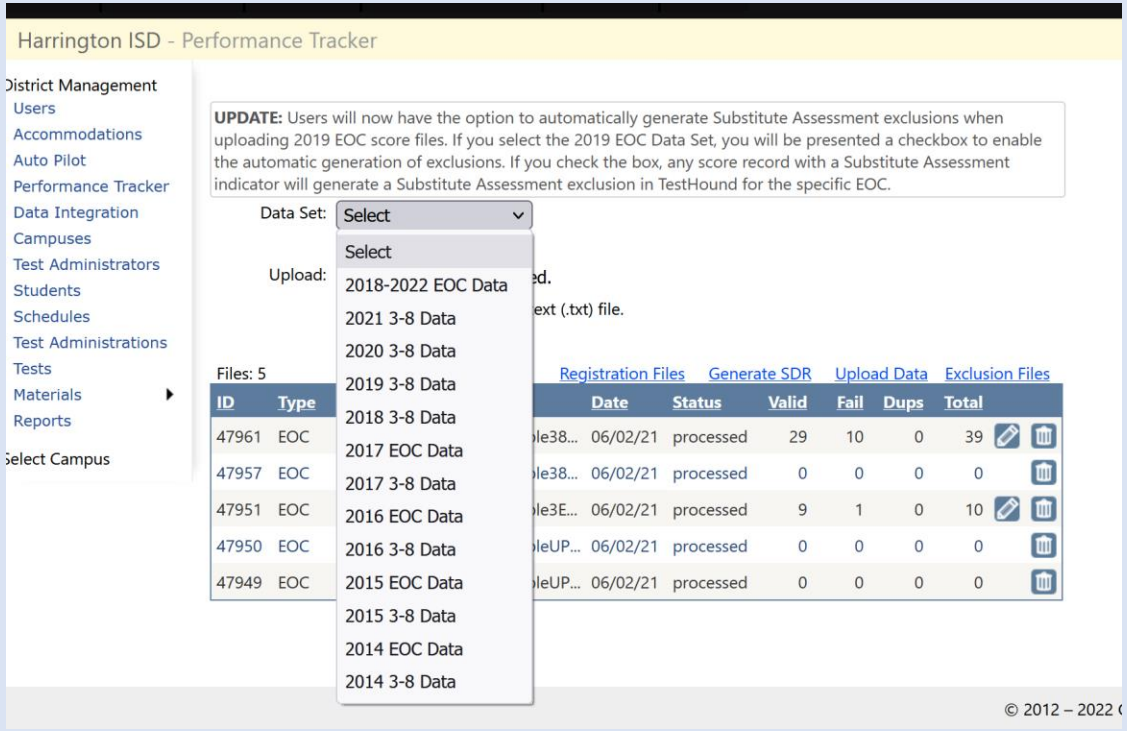
Step-by-step Video!

Upload the SDR Request into Cambium.

Once you receive score files, load the (.txt files) into TestHound by clicking the Performance Tracker Tab and the Upload button. You will need to unzip the file first and load them one at a time dating back four years to cover this years' seniors.

Adding STAAR Scores to Performance Tracker

Best Practice Tip: Remember to **load score file(s) received after **each major test administration.** You may also generate an **SDR request** for performance history on **new and reenrolling students as often needed**. Be sure **all campus alerts** have been **approved before generating** SDR's and Registration files.*



How Do I Know What Data Set to Choose for Performance Tracker?

SDR files and Score reporting files are named in a way that will identify the year the data is associated with. For example:

The first part of the file name begins with SF. The second string is the test administration + YY. The first 2 are the admin (13=fall, 15=spring, 16=summer) the last 2 are the year. Next, the file name will identify if it is an EOC or 3-8 score file. For example: SF_0516_EOC_A1

ADMINISTRATION AND STUDENT ID IN

ADMINISTRATION DATE

1318 = Fall 2018

1519 = Spring 2019

1619 = Summer 2019

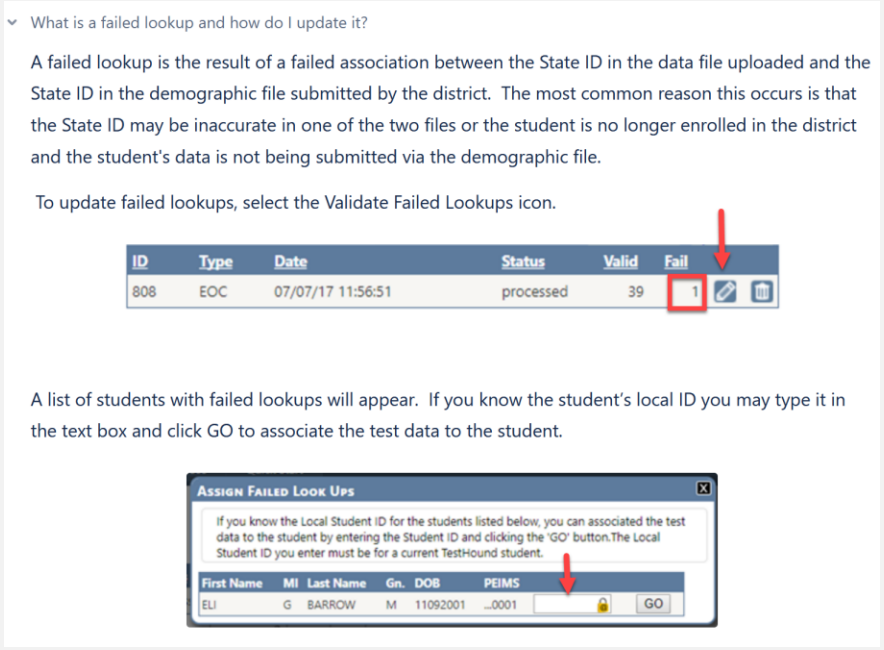
Important here is the last 2 digits in that 4 digit number, that's the year. This indicates the data type selection that needs to be made when uploading the file into TestHound.

SDR files are listed as the month and year. SF_0519 would be May of 2019. So again, the last 2 digits are what you look for.

Correcting Failed Lookups and Uploading Exclusions

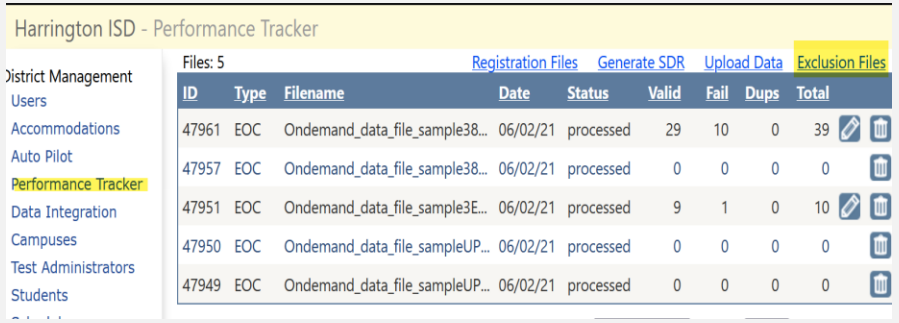
- Failed Lookups

***Best Practice Tip: Be sure to correct any failed lookups you may receive after uploading a file for any current students in your district to associate their most recent performance history.**



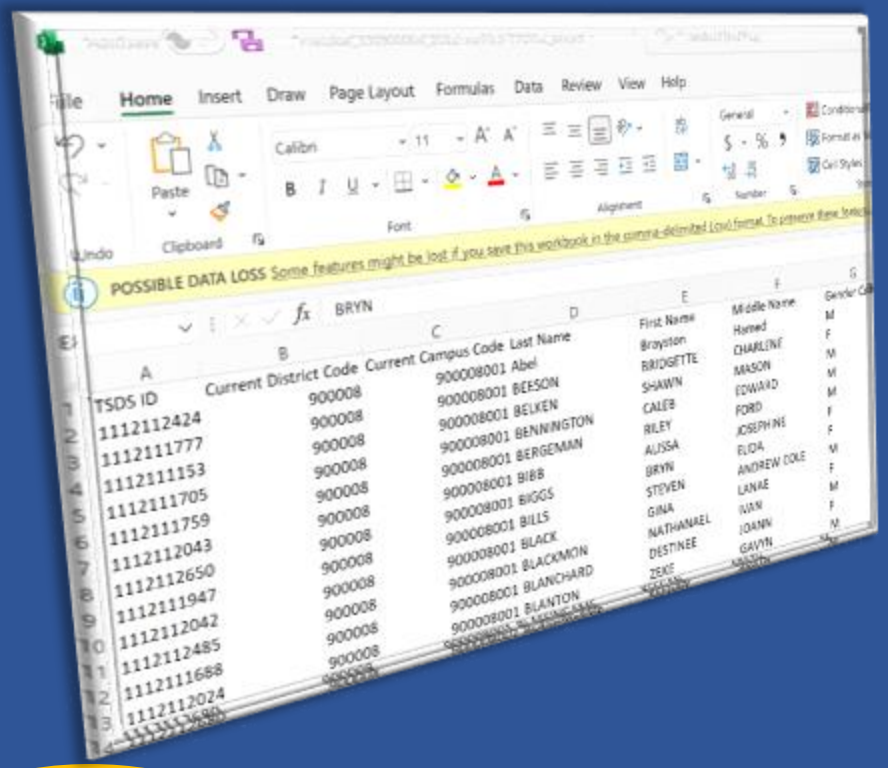
- Exclusions

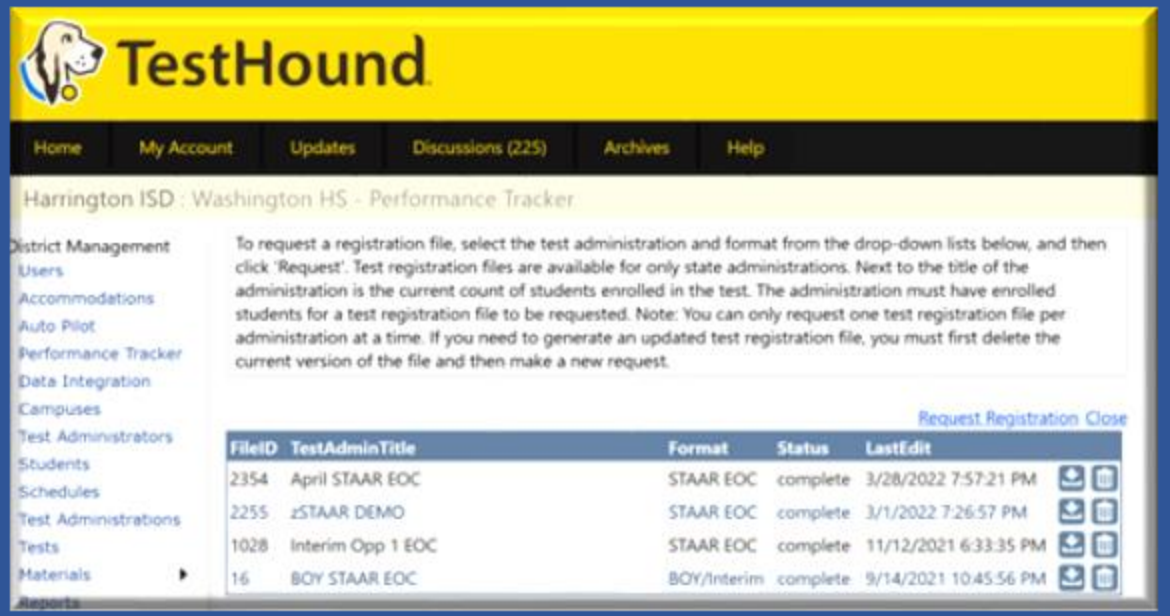
You may mass upload exclusions associated with students at the district level in Performance Tracker. Be se sure to check out our help tab page Can I mass Upload Exclusions for directions and a template.



Pulling a Registration File

How to Generate a Registration File





TestHound

Ho… (220) Archives Help

Har… W…

Campus Management

Test Administrations

Students

Rooms

Test Administrations

Tests

Materials

Reports

Access

Access the Knowledge Base

- The Help tab is available on every page in TestHound. Click help and a page with help related to the page you are on will open.

Submit

Submit a Support Request

- Create a support by scrolling to the bottom of the page and clicking, "Create a Support Ticket."

Give

Give Us A Call

- If you still need help, you can speak with the support team about issues and questions.
- 903-858-4497 X 2 or toll free 1-844-325-1414

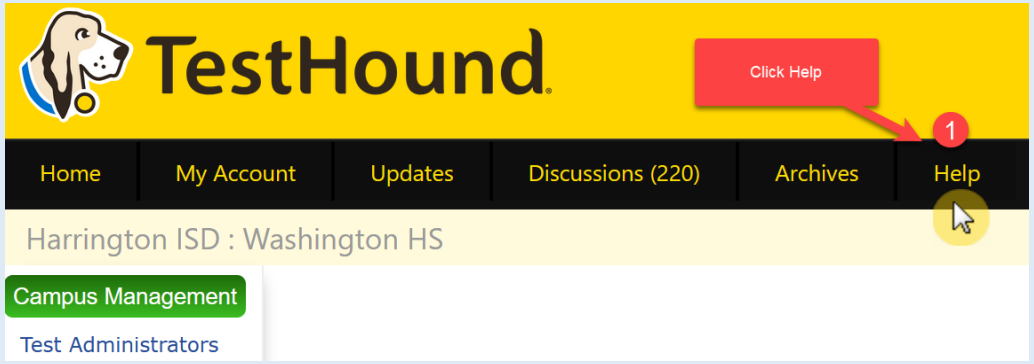
Webinars/Academies

Sign Up For our Academies

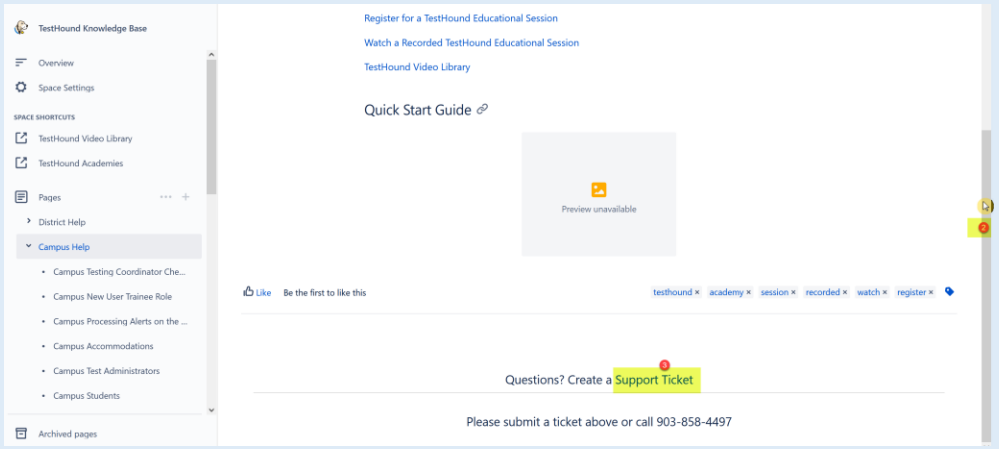
- Sign Up for our free webinars or if you are attending an academy your district purchased you may take it any time you need to during the current school year.

How to Submit a Support Ticket

1. Click Help.

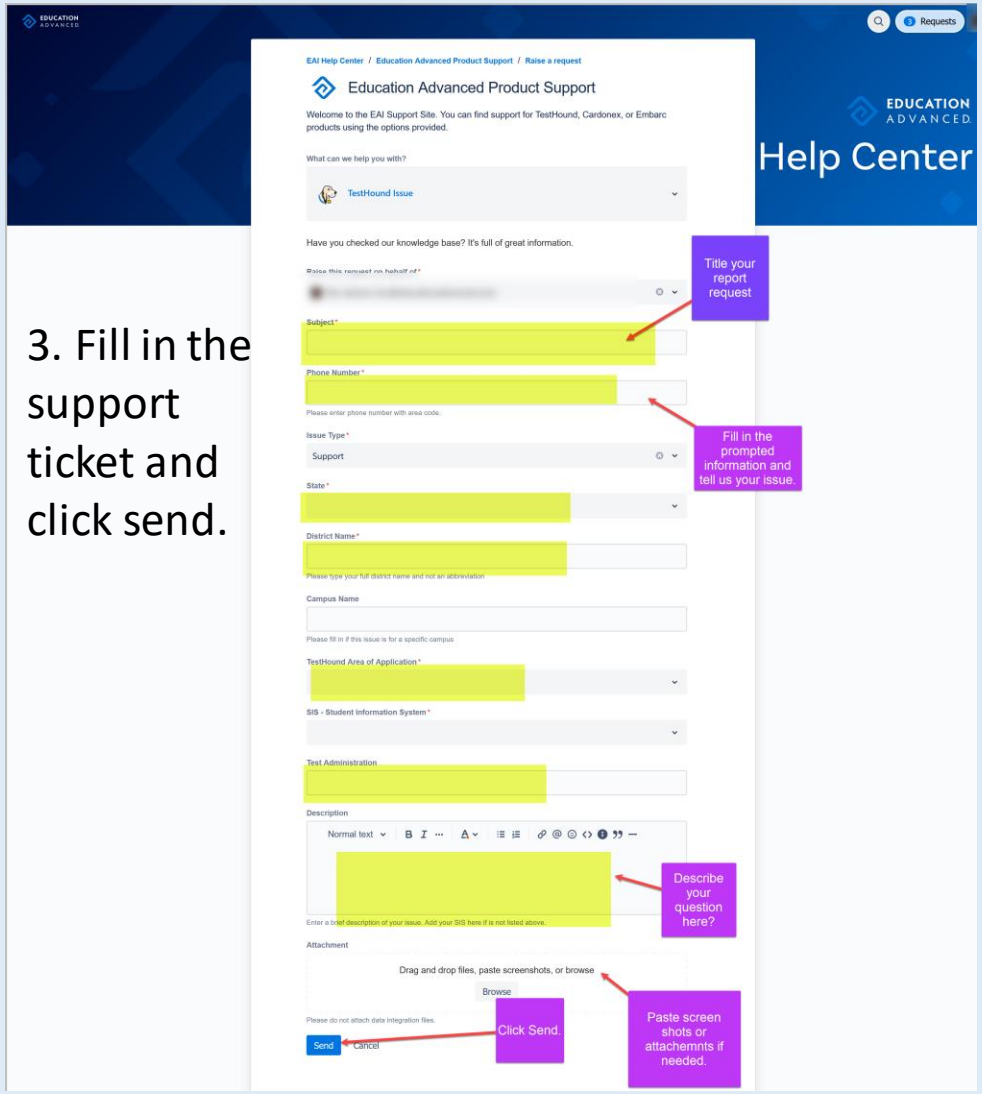


2. Scroll to the bottom of the page. Click Create a Support Ticket.



[Click here for more detailed directions on submitting a support ticket.]

3. Fill in the support ticket and click send.



- Additional Helpful Resources on our help tab.
- DTC Checklist
- Previously Recorded TestHound Educational Sessions
- TestHound Video Library

Recommended Articles/Blogs

- Case Study: Irving ISD
- TestHound Success Story Finding a System that Grows with your Needs
- TestHound Success Story Streamlined Testing through Every Stage
- 9 Ways to Train Your TestHound
- I Am new to TestHound! What do I do?