

Getting Started


Steps for New District Testing Coordinators



TestHound.

Click Here for a brief Overview of what TestHound Does

TestHound Helps Your School to:



The screenshot shows the TestHound interface for STAAR tests. It includes a sidebar with navigation options like 'Category Management', 'Test Administration', and 'Reports'. The main area displays a table with columns for 'ID', 'Title', and 'Assign Points'. The table lists several test items with their respective IDs and titles, such as '400005 TMA' and '403500 TMA'. A 'Link Item' button is visible next to the first row.

ID	Title	Assign Points
400005	TMA	
403500	TMA	
403502	TPI	
404742	TD	
403511	TD	
403508	TD	

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.



District Testing Coordinator Resource Page



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The materials included below may be used by New District Testing Coordinators (DTC's) or those simply looking to refresh your memory on the ins and outs of keeping TestHound updated!

The Getting Started resource below can be used for guidance on setting up or updating your Auto Pilot and Performance Tracker Toolkits.



Review the page below for more on the functions of each tab in your District Management Menu.



The DTC Planner Guide (coming soon) will help facilitate a timeline for activities to be done in TestHound as related to the testing year.



[DTC Checklist](#) to use before testing to ensure TestHound is updated with the latest testing information.

[Auto Pilot Template for Manual Accommodations Uploads](#) -for directions check out our help page question

District Testing Coordinator Resource Page

<https://educationadvanced.atlassian.net/wiki/spaces/THHelp/pages/23140565015/District+Testing+Coordinator+Resource+Page>

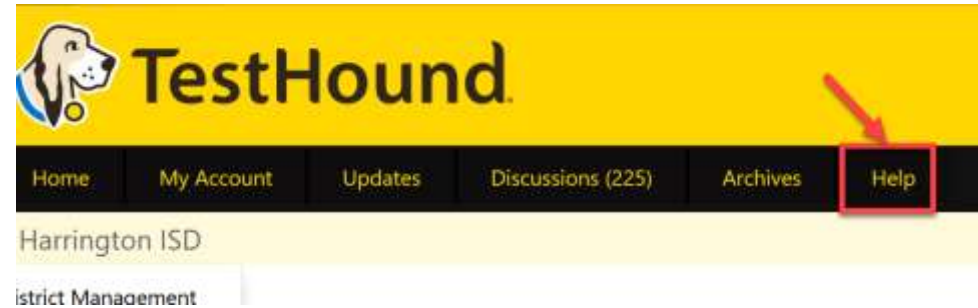


How do I log in?

- 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



Where do I find a manual?



- 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.

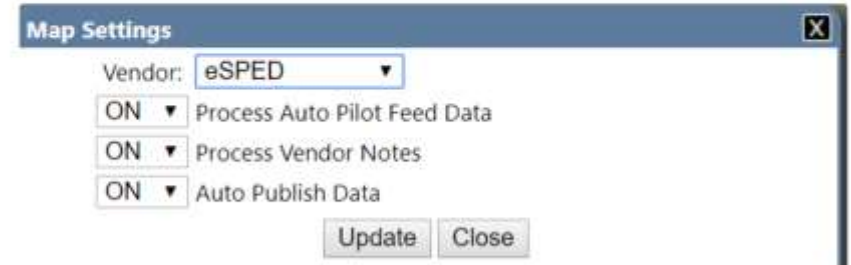


Next, select the Auto Pilot mapping title that you have created to edit the map settings.

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.



The screenshot shows a dialog box titled "Auto Pilot Settings" with a close button (X) in the top right corner. It contains two unchecked checkboxes: "Force Auto Pilot Accommodations" and "Block Manual Accommodations for AP Students". Below these is the section "Student Accommodation Approval Options" with three radio button options: "Require individual student approval", "Allow for the approval of all or individual students" (which is selected), and "Automatically approve all students upon Data Publish". At the bottom right of the dialog are "Update" and "Close" buttons.

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.



The screenshot shows a table with one mapping entry. The 'Last Published' field is highlighted in yellow and has a red box around it. The 'Published' status is 'Yes with mapping error;'. The 'Time Finished' is '6/20/2022 6:02:00 AM - Central Standard Time'. A callout points to the 'Download' icon in the top right corner of the entry.

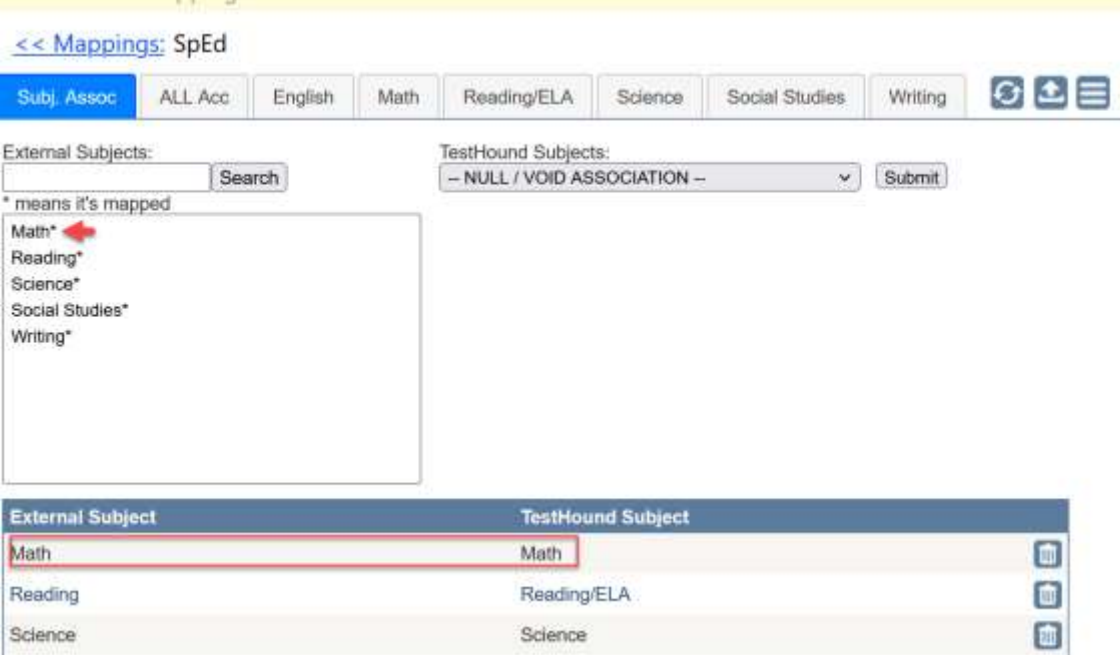
Note: After mapping be sure to click the evaluate student data button  and the publish button **Publish** to push changes out to the campus level.

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:

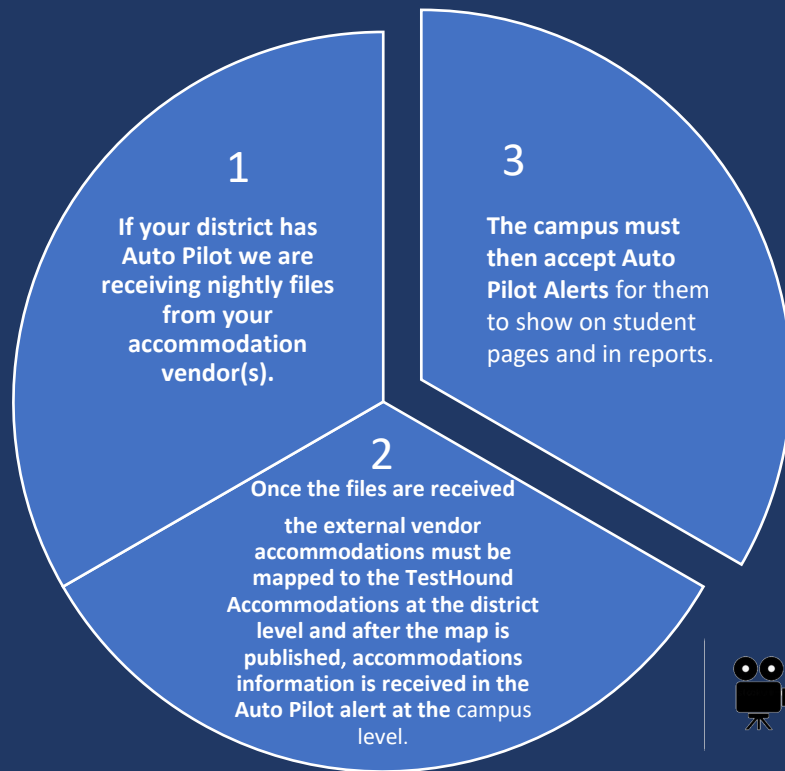
[Click here for Auto Pilot Directions from our Help Tab page.](#)



The screenshot shows a web interface titled '<< Mappings: SpEd'. At the top, there are tabs for 'Subj. Assoc', 'ALL Acc', 'English', 'Math', 'Reading/ELA', 'Science', 'Social Studies', and 'Writing'. Below the tabs, there are two main sections: 'External Subjects:' and 'TestHound Subjects:'. The 'External Subjects:' section has a search box and a list of subjects: 'Math*', 'Reading*', 'Science*', 'Social Studies*', and 'Writing*'. A red arrow points to 'Math*'. The 'TestHound Subjects:' section has a dropdown menu currently showing '- NULL / VOID ASSOCIATION -' and a 'Submit' button. At the bottom, there is a table with two columns: 'External Subject' and 'TestHound Subject'. The table contains three rows: 'Math' mapped to 'Math', 'Reading' mapped to 'Reading/ELA', and 'Science' mapped to 'Science'. Each row has a trash can icon to its right.

External Subject	TestHound Subject
Math	Math
Reading	Reading/ELA
Science	Science

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.](#)

<< Mappings: SpEd

Subj. Assoc: ALL Acc English Math Reading/ELA Science Social Studies Writing

External Accommodations:

TestHound Accommodations:

Notes:

Submit

Assoc. Count: 100 view: [dropdown] [download]

External Accommodations	TestHound Accommodations	Ex Subj	TH Subj
Dictionary: Standard/ESL/ Bilingual [Linguistic]	- NULL / VOID ASSOCIATION -	Reading	English
Dictionary: Standard/ESL/ Bilingual [Linguistic]	- NULL / VOID ASSOCIATION -	Writing	English
Dictionary: Standard/ESL/ Bilingual [Linguistic]	- NULL / VOID ASSOCIATION -	Reading	Reading/ELA
Dictionary: Standard/ESL/ Bilingual [Linguistic]	- NULL / VOID ASSOCIATION -	Writing	Writing
Oral/Signed Administration: Read All Test Questions and Answer Choices Throughout the Test	Auto Text To Speech [Online]	Reading	English
Oral/Signed Administration: Read All Test Questions and Answer Choices Throughout the Test	Auto Text To Speech [Online]	Science	Science
Oral/Signed Administration: Read All Test Questions and Answer Choices Throughout the Test	Auto Text To Speech [Online]	Math	Math
Oral/Signed Administration: Read All Test Questions and Answer Choices Throughout the Test	Auto Text To Speech [Online]	Reading	Reading/ELA
Oral/Signed Administration: Read All Test Questions and Answer Choices Throughout the Test	Auto Text To Speech [Online]	Social Studies	Social Studies

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



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.*

Harrington ISD - Performance Tracker

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

Data Set: Select

Upload: Select

Files: 5

ID	Type	Date	Status	Valid	Fail	Dups	Total		
47961	EOC	06/02/21	processed	29	10	0	39		
47957	EOC	06/02/21	processed	0	0	0	0		
47951	EOC	06/02/21	processed	9	1	0	10		
47950	EOC	06/02/21	processed	0	0	0	0		
47949	EOC	06/02/21	processed	0	0	0	0		

Registration Files Generate SDR Upload Data Exclusion Files

2018-2022 EOC Data
2021-2022 3-8 Data
2020 3-8 Data
2019 3-8 Data
2018 3-8 Data
2017 EOC Data
2017 3-8 Data
2016 EOC Data
2016 3-8 Data
2015 EOC Data
2015 3-8 Data
2014 EOC Data
2014 3-8 Data

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

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.

What is a failed lookup and how do I update it?

A failed lookup is the result of a failed association between the State ID in the data file uploaded and the State ID in the demographic file submitted by the district. The most common reason this occurs is that the State ID may be inaccurate in one of the two files or the student is no longer enrolled in the district and the student's data is not being submitted via the demographic file.


To update failed lookups, select the Validate Failed Lookups icon.

ID	Type	Date	Status	Valid	Fail	
808	EOC	07/07/17 11:56:51	processed	39	1	

A list of students with failed lookups will appear. If you know the student's local ID you may type it in the text box and click GO to associate the test data to the student.

ASSIGN FAILED LOOK UPS








If you know the Local Student ID for the students listed below, you can associate the test data to the student by entering the Student ID and clicking the 'GO' button. The Local Student ID you enter must be for a current Testbound student.

First Name	MI	Last Name	Gk.	DOB	PEIMS	
ELI	G	BARROW	M	11060001	0001	<input type="text"/> 

Harrington ISD - Performance Tracker

Files: 5

Registration Files Generate SDR Upload Data Exclusion Files

ID	Type	Filename	Date	Status	Valid	Fail	Dups	Total	
47961	EOC	Ondemand_data_file_sample38..	06/02/21	processed	29	10	0	39	 
47957	EOC	Ondemand_data_file_sample38..	06/02/21	processed	0	0	0	0	
47951	EOC	Ondemand_data_file_sample3E..	06/02/21	processed	9	1	0	10	 
47950	EOC	Ondemand_data_file_sampleJP..	06/02/21	processed	0	0	0	0	
47949	EOC	Ondemand_data_file_sampleJP..	06/02/21	processed	0	0	0	0	



How to Generate the All Students with Test Registrations File

Pulling a Registration File

TSDS ID	Current District Code	Current Campus Code	List Name	First Name	Middle Name	Gender Code
1112112424	900008	900008001	Abel	Bryston	CHARLINE	F
1112111777	900008	900008001	BEESON	BRIDGETTE	MASON	M
1112111153	900008	900008001	BELKEN	SHAWN	EDWARD	M
1112111705	900008	900008001	BENNINGTON	CALEB	FORD	M
1112111759	900008	900008001	BERGEMAN	RILEY	JOSEPHINE	F
1112112043	900008	900008001	BISS	ALISSA	FLUDA	F
1112112650	900008	900008001	BIGGS	BRYN	ANDREW COLE	F
1112111947	900008	900008001	BILLS	STEVEN	LAMAE	F
1112112042	900008	900008001	BLACK	GINA	IVAN	F
1112112485	900008	900008001	BLACKMON	NATHANAE	ADAM	F
1112111688	900008	900008001	BLANCHARD	DESTINEE	GAVIN	M
1112112024	900008	900008001	BLANTON	ZEKE		M

TestHound

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Harrington ISD : Washington HS - Performance Tracker

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

To request a registration file, select the test administration and format from the drop-down lists below, and then click 'Request'. Test registration files are available for only state administrations. Next to the title of the administration is the current count of students enrolled in the test. The administration must have enrolled students for a test registration file to be requested. Note: You can only request one test registration file per administration at a time. If you need to generate an updated test registration file, you must first delete the current version of the file and then make a new request.

[Request Registration](#) [Close](#)

FileID	TestAdminTitle	Format	Status	LastEdit
2354	April STAAR EOC	STAAR EOC	complete	3/28/2022 7:57:21 PM
2255	2STAAR DEMO	STAAR EOC	complete	3/1/2022 7:26:57 PM
1028	Interim Opp 1 EOC	STAAR EOC	complete	11/12/2021 6:33:35 PM
16	BOY STAAR EOC	BOY/Interim	complete	9/14/2021 10:45:56 PM

Where do I go to find help?

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.](#)"

Call

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

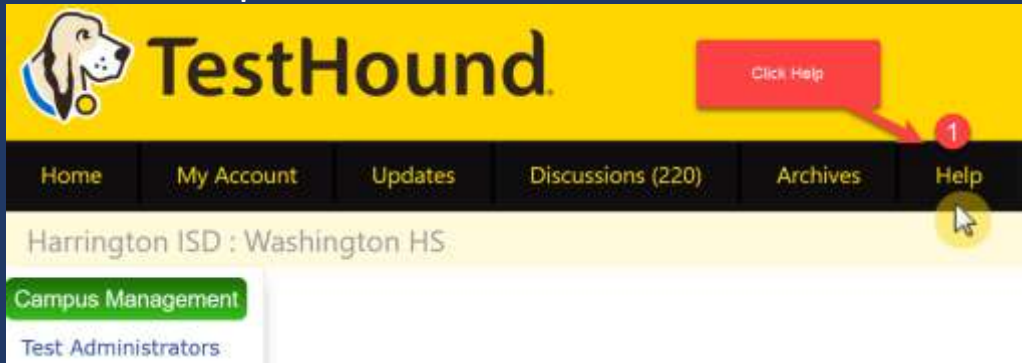
- Sign Up for our free webinars or if you are attending an academy your district purchased you may take it any time you need to during the current school year.



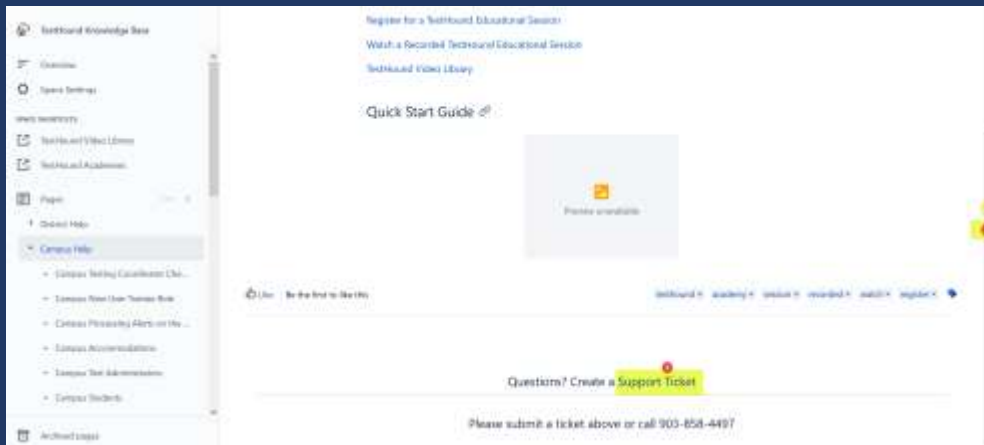
TestHound®

How to Submit a Support Ticket

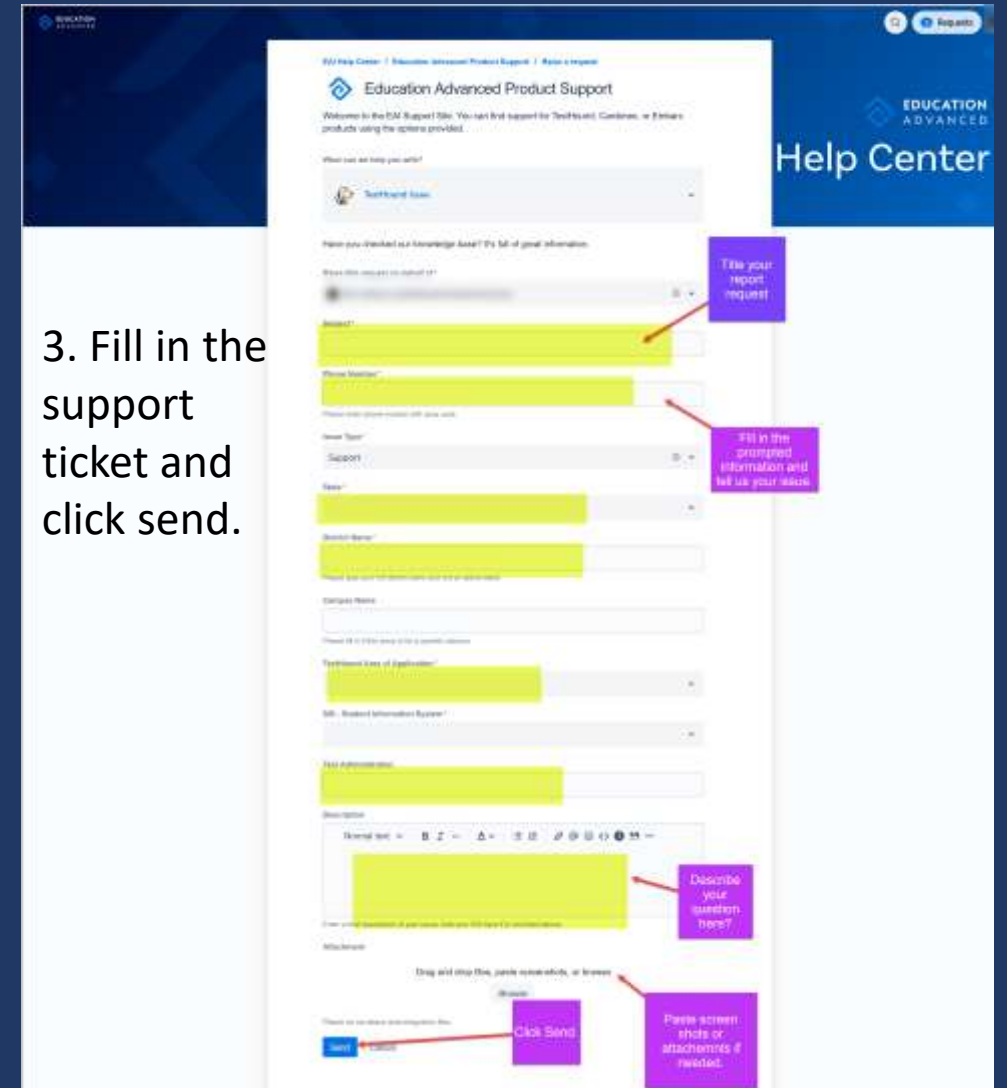
1. Click Help.



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

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?](#)



TestHound