



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

The screenshot shows the TestHound web application interface for managing STAAR tests. The top navigation bar includes links for Home, My Account, Updates (3), Discussions (46), and Archives. The main content area is titled "Bainbridge : Washington HS - Tests" and "STAAR". A sidebar on the left lists navigation options: Campus Management, Test Administrators, Students, Rooms, Test Administrations, Tests, Materials, and Reports. The main content area features a "TOOLBAR" with options for Students, Filter, Assign Rooms, Copy To, and Booklets. Below this is a table of test entries with columns for ID, Name, and Status. A "Color Key" is provided at the bottom left, indicating Standard Met (green), Standard Not Met (red), Score Code Other than S (purple), Exclusion (blue), and Unenrolled (yellow). A "Filter" dropdown menu is open, showing options for ACCOMMODATIONS (Extra Time, Reminders to Stay on Task, Small Group Administration, Spelling Assistance, Supplemental Aids) and PAST PERFORMANCE. A "PROGRAM STATUS" section is also visible at the bottom.

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?

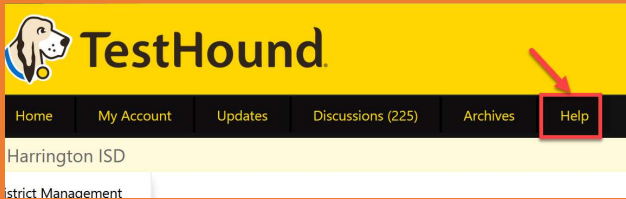
- You should have received an email from pw-no-reply@testhound.com. If you do not see it in your school email inbox, check your junk/spam mail folder
- After clicking the link in the email, you can set up your profile information, and new password.

- 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.

TestHound Knowledge Base

TestHound Knowledge ... / Campus Help

Campus Processing Alerts on the Home Page

Last updated: yesterday at 1:36 PM by Ros Jackson • 5 min read • 0 Associations

This page will show the campus user all of the alerts they are likely to see on the home page and how to process each of those alerts.

- > Data Updates and Alert Approval
- > I have alerts on my home page. How and Why do I need to process my alerts?
- > How do I process my new and unenrolled students?
- > What is the best method for processing my population change alerts?

Like Be the first to like this

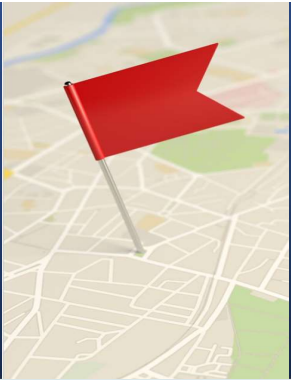
processing × alerts × new × students × populatic × unenrolled ×

Questions? Create a [Support Ticket](#)

Please submit a ticket above or call 903-858-4497

More actions

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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 +).

| Mappings: 2 | | + ☰ |
|-------------|--|---------|
| Title | | New Map |

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.

| Mappings: 2 | | + ☰ |
|--------------------|--|-------|
| Title | | |
| ELL | | ✎ 🗑 |
| Special Ed/504/RTI | | ✎ 🗑 |

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.

Map Settings [X]
Vendor: eSPED ▾
ON ▾ Process Auto Pilot Feed Data
ON ▾ Process Vendor Notes
ON ▾ Auto Publish Data
[Update] [Close]

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 Settings

- Force Auto Pilot Accommodations
- Block Manual Accommodations for AP Students

Student Accommodation Approval Options

- Require individual student approval
- Allow for the approval of all or individual students
- Automatically approve all students upon Data Publish

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 the 'Auto Pilot - Last Ran' section for a map titled 'Frontline-ESped'. The 'Last Published' date and time are '6/20/2022 6:02:00 AM'. The 'Success' status is 'Yes', and the 'Published' status is 'Yes with mapping error;'. The 'Log Message' is 'File completed'. The 'Time Finished' is '6/20/2022 6:02:00 AM - Central Standard Time'. There are callouts: a green bubble pointing to 'File ran.' next to the log message; a green bubble pointing to 'Published: Yes with mapping error;' with the text 'Indicates there are accommodations waiting to be mapped!'; and a green bubble pointing to the download icon with the text 'Click here to download accom vendor file!'. A red box highlights the 'Last Published' field, and a red arrow points to the 'Time Finished' field.

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.

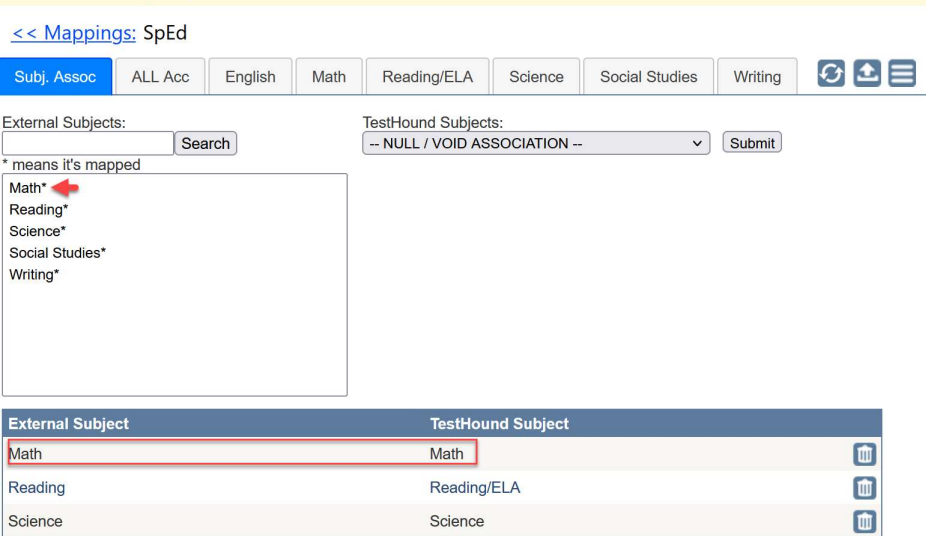


Step 2: Mapping the Subjects tab in Auto Pilot

- 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:

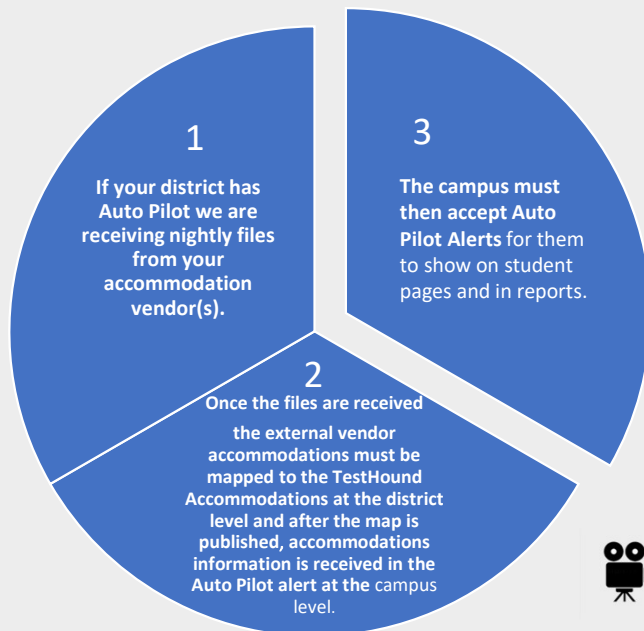
[Click here for Auto Pilot Directions from our Help Tab page.](#)




The screenshot shows the 'Mappings: SpEd' interface. 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 input fields: 'External Subjects:' with a search button, and 'TestHound Subjects:' with a dropdown menu and a 'Submit' button. A note below the 'External Subjects' field says '* means it's mapped'. A list of subjects is shown: 'Math*', 'Reading*', 'Science*', 'Social Studies*', and 'Writing*'. A red arrow points to 'Math*'. Below this 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:

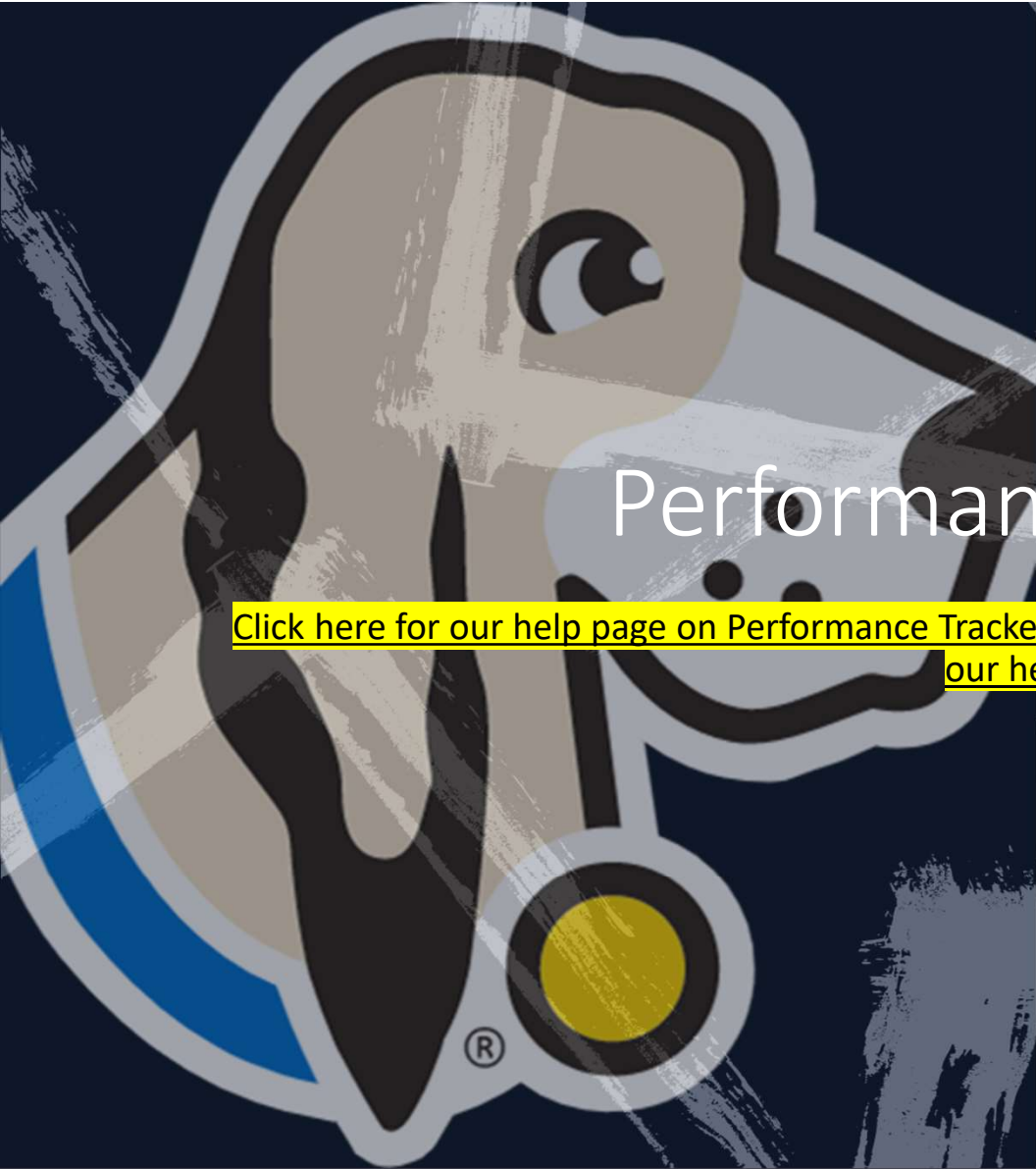
TestHound Accommodations:
Select TestHound Accommodations

Notes

Submit

Assoc. Count: 100 view: --

| 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.](#)

Performance Tracker

Performance Tracker allows you to upload STAAR and historical student score data files, generate Student Data Requests (SDR) files, and generate registration (formerly precode) files. Performance Tracker also includes the option to generate a *Precode* File that includes the X and Y for the inclusion of Large Print and Oral Administration.

> How do I upload STAAR or SDR data files?

> How do I know what data set to choose for Performance Tracker?

> How can I generate a SDR File and what do I do with it?

> How can I generate a Registration File (formerly precode) file?

> What if I need to manually edit the precode file?

> How do I use the EOC Tracker Report?

> Utilizing TestHound with TIDE /Attributes report directions

> Can I mass Upload Exclusions?

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
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Auto Pilot
Performance Tracker
Data Integration
Campuses
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Test Administrations
Tests
Materials
Reports
Select Campus

UPDATE: Users will now have the option to automatically generate Substitute Assessment exclusions when uploading 2019 EOC score files. If you select the 2019 EOC Data Set, you will be presented a checkbox to enable the automatic generation of exclusions. If you check the box, any score record with a Substitute Assessment indicator will generate a Substitute Assessment exclusion in TestHound for the specific EOC.

Data Set: Select

Upload:

Files: 5

| ID | Type |
|-------|------|
| 47961 | EOC |
| 47957 | EOC |
| 47951 | EOC |
| 47950 | EOC |
| 47949 | EOC |

2018-2022 EOC Data
2021 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

Registration Files Generate SDR Upload Data Exclusion Files

| Date | Status | Valid | Fail | Dups | Total |
|----------|-----------|-------|------|------|-------|
| 06/02/21 | processed | 29 | 10 | 0 | 39 |
| 06/02/21 | processed | 0 | 0 | 0 | 0 |
| 06/02/21 | processed | 9 | 1 | 0 | 10 |
| 06/02/21 | processed | 0 | 0 | 0 | 0 |
| 06/02/21 | processed | 0 | 0 | 0 | 0 |

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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.



How to Generate a Registration File

Pulling a Registration File

| TSDS ID | Current District Code | Current Campus Code | Last Name | First Name | Middle Name | Gender |
|------------|-----------------------|---------------------|------------|------------|-------------|--------|
| 1112112424 | 900008 | 900008001 | ABEL | BRAYSTON | HAMED | M |
| 1112111777 | 900008 | 900008001 | BEESON | BRIDGETTE | CHARLENE | F |
| 111211153 | 900008 | 900008001 | BELKEN | SHAWN | MASON | M |
| 111211705 | 900008 | 900008001 | BENNINGTON | CALEB | EDWARD | M |
| 111211759 | 900008 | 900008001 | BERGEMAN | RILEY | FORD | M |
| 111212043 | 900008 | 900008001 | BIBB | ALISSA | JOSEPHINE | F |
| 111212650 | 900008 | 900008001 | BIGGS | BRYN | ELIDA | F |
| 111211947 | 900008 | 900008001 | BILLS | STEVEN | ANDREW COLE | F |
| 111212042 | 900008 | 900008001 | BLACK | GINA | LANAE | F |
| 111212485 | 900008 | 900008001 | BLACKMON | NATHANAEAL | IVAN | M |
| 111211688 | 900008 | 900008001 | BLANCHARD | DESTINEE | JOANN | M |
| 111212024 | 900008 | 900008001 | BLANTON | ZEKE | GAVIN | M |

TestHound

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Harrington ISD : Washington HS - Performance Tracker

District Management

- Users
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- 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 | zSTAAR 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 |



TestHound

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Archives

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](#)."

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

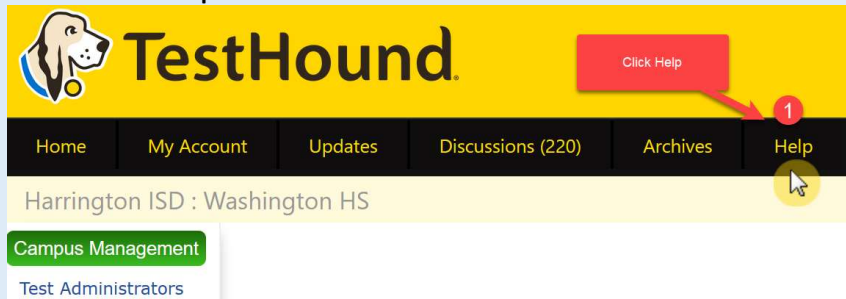
Webinars/Academies

Sign Up For our Academies

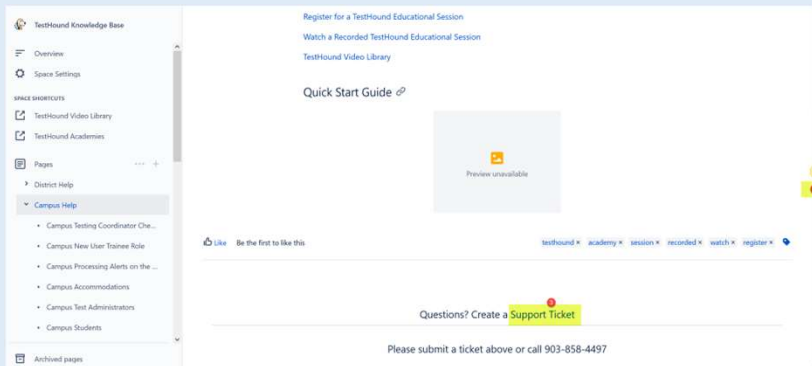
- Sign Up for our free webinars or if you are attending an academy your district purchased you may take it any time you need to during the current school year.

How to Submit a Support Ticket

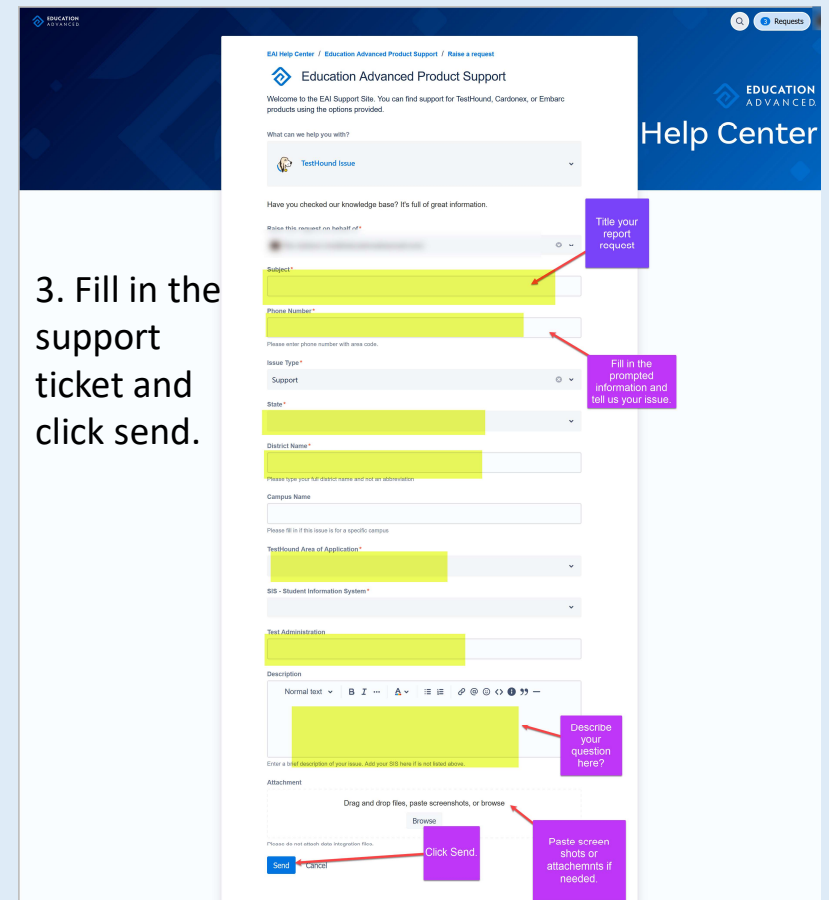
1. Click Help.

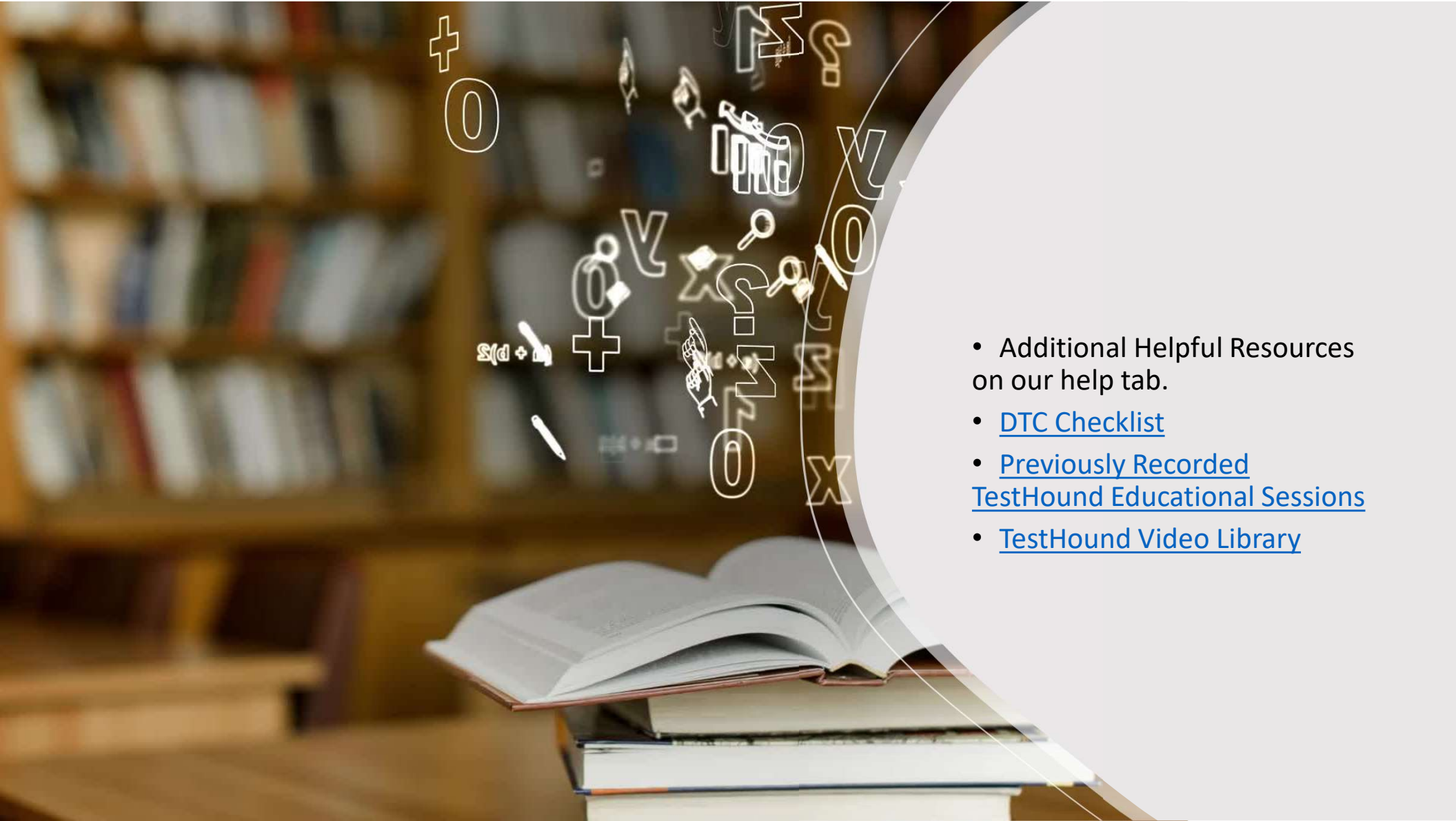


2. Scroll to the bottom of the page. Click Create a Support Ticket.



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





- 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?](#)

