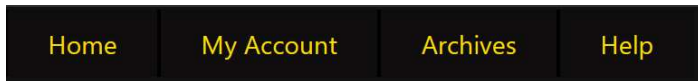# Quick Start Guide

for

District Testing Coordinators

DISTRICT USERS

The **TestHound Quick Start Guide** is designed to provide the user with a quick overview of the content of each menu item and the order in which to proceed to begin using TestHound for the school year. For more specific information of the functionality contained within each menu item, please access the **Help** section available on the right side of each page within TestHound.

Home	My Account	Archives	Help

Below is an overview of the menu bar items:

1. The *HOME* tab will take the user back to the main home page.

2. The *My Account* tab will allow the user to change a password and adjust settings for email notifications.

3. To view archived data from the previous testing year, select the *Archives* tab.

4. To access videos and step-by-step directions click the *help* tab.

5. To sign up for our *FREE* webinars, select *help* *and click the* **Register for a LIVE TestHound Educational Session** link.

For additional articles and how to's, check out the **HELP** tab at the top of your TestHound page.

District Users

1. The **Teachers, Students, Schedules, and demographic data** are imported into TestHound nightly from your district's Student Management System (SMS). The *Processing of Data Updates* table on the right side of the browser page is used to verify that your SMS is sending data and Test Hound is processing data. You can control the status of the processing using the pencil icon.

Processing of Data Updates:	
✎ Status	Last Update
Students: P	10/26/2023 3:28:00 AM
Test Administrators: P	10/26/2023 3:05:00 AM
Schedules: P	10/26/2023 5:16:00 AM

2. The *Users* section will allow you to view existing users, create and deactivate users, control access rights, generate a user list, and reset passwords.

Users: 12		view: -- ▼	User List New

Username/Email	Name	Act	App	Lck	Role		
strongarms@valiantcomicgoods.com	Aram Anni-Padda	☑	☑	☐	Specialist	Edit	Delete
tehzephyr@valiantcomicgoods.com	Faith Herbert	☑	☑	☐	Campus	Edit	Delete

3. The *Accommodations* section will allow you to view existing accommodations, edit or delete accommodations, and create new accommodations.

4. The *Campuses* section is used to verify or update existing campuses and create new campuses.

5. To view the test administrations within TestHound select *Test Administrations*. State test administrations will be preloaded, and new district test administrations may be created.

6. To view a test within a test administration, select *Tests* from the left-hand side of the **District Management** menu and then choose the appropriate test administration from the *Select Admin* drop-down menu.

The corresponding tests will be displayed. Once a test is selected you may add students and set up your test session at the campus level.

7. To navigate to a specific click the *Campus* drop-down menu, select a campus (ES, MS, HS).

After a campus has been selected from the campus dropdown menu, select the green **Campus Management** menu on the left.

This will allow you as the district coordinator to have campus coordinator view and access campus alerts!

Click the *HOME* tab to navigate back to your district menu.

8. Within the *Students* section, click on a student name to view the student detail page and verify that the schedule data includes course, period, and room assignment information.

9. Check your Auto Pilot map each morning to see if your accommodations vendor has sent accommodations that need to be mapped!

10. *Map* and *publish* accommodations regularly to keep accommodations updated.