



# Quick Start Guide

for

## District Testing Coordinators

v.3.17-1

## 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	Updates (5)	Discussions (152)	Archives	Videos
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Below is an overview of the menu bar items:

1. The [My Account](#) tab will allow the user to change a password and adjust settings for email notifications.
2. The [Updates](#) tab will show the user all updates that have been released.
3. To view or post to the TestHound discussion board, select the [Discussions](#) tab.
4. To view archived data from prior test years, select the [Archives](#) tab.
5. Accessing the [Video](#) tab allows the user access to the TestHound manual and videos such as the DTC/CTC refresher courses.

## District Users

1. The [Processing of Data Updates](#) table on the right side of the browser page is used to verify that your Student Management System 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: ON	10/29/15 10:21
Teachers: ON	09/01/15 10:21
Schedules: ON	10/29/15 10:21

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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Specialist Edit Delete
tehzephyr@valiantcomicgoods.com	Faith Herbert	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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. The [Teachers, Students, and Schedules](#) information are imported into TestHound nightly from your district's management system

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

Test Administrations: 6 New

ID	Title	Type	Entity	Tests	Start Date	End Date	Edit	Delete
2133	asdf	Campus	test	0	09/23/16	09/23/16	Edit	Delete
2092	DECEMBER STAAR EOC	State	State	5	12/05/16	12/09/16		
2102	October Benchmark	District	Bainbridge	1	10/01/16	10/31/16	Edit	Delete
2559	PSAT	Campus	Washington HS	1	10/19/16	10/19/16	Edit	Delete
1971	sdf	Campus	Washington HS	2	09/12/16	09/28/16	Edit	Delete
1803	zSTAAR (DEMO ONLY)	State	State	23	07/11/16	07/15/16		

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

District Management

- Users
- Accommodations
- Auto Pilot
- Campuses
- Teachers
- Students
- Schedules
- Test Administrations
- Tests
- Materials

Select Admin: select

- select
- zSTAAR (DEMO ONLY)
- District Custom Admin
- Dillon MS Custom Admin
- DECEMBER STAAR EOC
- MARCH TAKS
- SPRING TELPAS
- MARCH STAAR/EOC
- zMARCH STAAR EOC
- April STAAR Alt 2

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

Select Admin: zSTAAR (DEMO ONLY)

Tests: 23 view: -- ☰

ID	Title	Type	Entity	Subject	TestDate
Select 2527	Algebra I	Course	Algebra I	Math	07/11/16
Select 21767	Algebra II	Course	Algebra II	Math	08/08/16
Select 2528	Biology	Course	Biology	Science	07/12/16
Select 2529	English I	Course	English I	English	07/13/16
Select 2884	English II	Course	English II	English	07/14/16
Select 21769	English III	Course	English III	English	08/10/16
Select 2530	Grade 3 Math	Grade	Third Grade	Math	07/11/16
Select 2531	Grade 3 Reading	Grade	Third Grade	Reading/ELA	07/12/16
Select 3475	Grade 4 Math	Grade	Fourth Grade	Math	07/13/16
Select 2532	Grade 4 Reading	Grade	Fourth Grade	Reading/ELA	07/13/16

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- Using the **Campus** drop-down menu, select one of each type of campus (ES, MS, HS).

Campus: select

- select
- Alternate Academy
- Cedar MS
- DISTRICT OVERAGE
- Juniper MS
- Lakes EL
- McNeal EI
- New HS
- River Ridge EL
- Sample HS
- South Brook INT
- test
- Washington HS

After a campus has been selected from the campus dropdown menu, open the **Teachers** and **Students** menu under **Campus Management** menu on the left.

- [Campus Management](#)
- [Teachers](#)
- [Students](#)
- [Rooms](#)
- [Test Administrations](#)
- [Tests](#)
- [Materials](#) ▶
- [Reports](#) ▶

Verify that data is being filtered to the campus level and an appropriate number of students and teachers are displayed.

### WASHINGTON HS - TEACHERS

[nt](#) Teachers: 171

### WASHINGTON HS - STUDENTS

[nt](#) Students: 1837 [Accommodation Histories](#)

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.