

## Quick Start Guide

or

## **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.

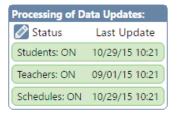
Home My Account Updates (5)	Discussions (152)	Archives	Videos
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Below is an overview of the menu bar items:

- 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.

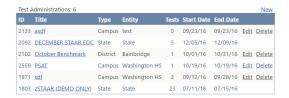


 The *Users* section will allow you to view existing users, create and deactivate users, control access rights, generate a user list, and reset passwords.

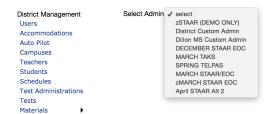


- The Accommodations section will allow you to view existing accommodations, edit or delete accommodations, and create new accommodations.
- 4. The *Campuses* section is used to verify or update existing campuses and create new campuses
- The Teachers, Students, and Schedules information are imported into TestHound nightly from your district's management system

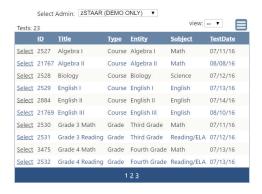
To view the test administrations
 within TestHound select *Test* Administrations. State test
 administrations will be preloaded and
 new district test administrations may
 be created.



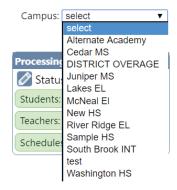
7. To view a test within a test administration, select *Tests* from the left hand **District Management** menu and then choose the appropriate test administration from the *Select Admin* drop-down menu.



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



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



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

WASHINGTON HS - TEACHERS
ant Teachers: 171

**WASHINGTON HS - STUDENTS** 

ent 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.