



Quick Start Guide

for

Campus Testing Coordinators

v.3.17-1

Campus Users

1. The *Processing of Data Updates* table located on right side of the home page is used to verify that your Student Management System is sending data and TestHound is processing that data.

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. Review and confirm the *Student, Teacher, and Auto Pilot* sections (if purchased).

Integrated Accommodations	
Accom	10/19/16

Student Alert	
3 unenrolled students.	view
3 re-enrolled students.	view

Teacher Alert	
1 new teachers.	view
1 inactive teachers.	view

CAMPUS 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.

To review alerts, select *View* next to each alert or mapping name under the *Auto Pilot* alert.

3. The *Teachers* section will allow you to view existing staff, create and deactivate staff, and lock accounts to prevent their removal as a part of the nightly uploads.

- The **Students** section will allow you to review the students assigned to your campus. You may also review the local ID, grade level, and special program status of students; as well as enter **Do Not Test** records and view schedule data by selecting a student name. All student data will be updated nightly.

The screenshot shows the 'Students' section with a table of student records. The first student is ABEL BRAYSTON HAMED (ID 434868). Below the table is a detailed view for this student, including enrollment status (ENROLLED in Grade 9), current schedule (SPAN2, ART 1, W GEO PRE-AP, INTRO TO ENGINEERING DESIGN, GEOM PRE-AP, ENG 1, PIRATE TIME, BIO PRE-AP), and a 'Do Not Test' section with a table of records.

StudentID	Name	Gnd.	GL	Acc	504	SpEd	LEP
434868	ABEL BRAYSTON HAMED	M	9				
431747	ABEL LUIS ABRES	M	9				
432648	ABLES ANE ISIA	M	9				

By selecting a test administration, a list of corresponding tests will be displayed.

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

The screenshot shows the 'Campus Management' menu with options: Teachers, Students, Rooms, Test Administrations, Tests, Materials, and Reports. The 'Select Admin' dropdown menu is open, showing options: select, zSTAAR (DEMO ONLY), District Custom Admin, DECEMBER STAAR EOC, MARCH TAKS, SPRING TELPAS, MARCH STAAR/EOC, zMARCH STAAR EOC, and 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.

The screenshot shows the 'Tests' list interface with a table of test records. The 'Select Admin' dropdown is set to 'zSTAAR (DEMO ONLY)'. The table has columns: ID, Title, Type, Entity, Subject, and TestDate.

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

Use the **Materials** menu item to complete the inventory of test materials prior to testing and scanning test booklets to boxes once testing is complete.

The screenshot shows the 'Materials' menu with a sub-menu for 'Inventory' containing 'Scan to Boxes' and 'Boxed Booklets'.

When secure test materials arrive, select **Materials > Inventory**, then choose from the following two options:

- Select receive checklist items or
- Manually create your checklist items

To scan all secure test materials in after a test administration, select **Materials > Scan to Boxes**.

The screenshot shows the 'Inventory' interface with a table of inventory records. The 'Select Admin' dropdown is set to 'zSTAAR (DEMO ONLY)' and the 'Module' is 'ETS'. The table has columns: Type, Test, Version, Form, L, From, To, Qty, Tra, Act, Asp, Bal.

Type	Test	Version	Form	L	From	To	Qty	Tra	Act	Asp	Bal
EOC T/B	ALG I	STAAR			990636101	990636200	100	0	100	49	4
EOC T/B	ALG I	STAAR	FM01		990645101	990645120	20	0	20	0	20

- The **Rooms** section is used to view or edit existing rooms, create new rooms, and pull room information from the schedule file being uploaded into TestHound.
- To view the test administrations within TestHound select **Test Administrations**. State test administrations will be preloaded and new district test administrations may be created.

The screenshot shows the 'Test Administrations' list interface with a table of test administration records. The table has columns: ID, Title, Type, Entity, Tests, Start Date, and End Date.

ID	Title	Type	Entity	Tests	Start Date	End Date
2133	asdf	Campus test		0	09/23/16	09/23/16
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
2559	PSAT	Campus	Washington HS	1	10/19/16	10/19/16
1971	sdf	Campus	Washington HS	2	09/12/16	09/28/16
1803	zSTAAR (DEMO ONLY)	State	State	23	07/11/16	07/15/16

- Use the **Reports** menu item to generate available reports as shown below.

The screenshot shows the 'Reports' menu with a list of report options: Master Accommodations, Master Schedule, Teacher Schedule, Form Letter, Master Materials, Materials Out, Material Control, Student Test ACC, Room Accommodations, Room Roster, Room Attendance, Room Start/Stop, Room Labels, Room Electronics, and Boxed Booklets.