

# Campus Tests Louisiana

This page gives CTCs the steps to build tests using multiple configurations.

Selecting Tests will allow you to see the grade level and subject test(s) within a test administration. After selecting Tests, you may be prompted to select a test administration from the Select Admin dropdown menu. Once a test is selected, you enter the Test Session screen. In this screen there are several tasks that you will complete:

- Adding students to a test session
- Adding rooms to a test session
- Assigning test administrators to testing rooms
- Assigning students test rooms
- Manually assigning students
- Filtering students and then assigning students by accommodations and test version
- Automatic assigning of student's room
- By room capacity
- By schedule
- Scan booklets to students
- Copy room and test booklets from one test to another
- Configure the date of the test if testing within a window After selecting a test, the user will see breadcrumbs appear in the upper right-hand corner to allow you to toggle through test administrations, tests, and rooms with ease.

Once rooms have been selected, a new table will appear to the right of the student table

Selecting Tests will allow you to see the grade level and subject test(s) within a test administration. After selecting Tests, you may be prompted to select a test administration from the Select Admin dropdown menu.

Select Admin:

Tests: 7

	ID	Title	Type	Entity	Subject	Test Date
<a href="#">Select</a>	14881	<a href="#">Grade 3 Math</a>	Grade	Third Grade	Math	05/09/16
<a href="#">Select</a>	14887	<a href="#">Grade 3 Reading</a>	Grade	Third Grade	Reading/ELA	05/10/16
<a href="#">Select</a>	14882	<a href="#">Grade 4 Math</a>	Grade	Fourth Grade	Math	05/09/16
<a href="#">Select</a>	14888	<a href="#">Grade 4 Reading</a>	Grade	Fourth Grade	Reading/ELA	05/10/16
<a href="#">Select</a>	14885	<a href="#">Grade 5 Math (retest)</a>	Grade	Fifth Grade	Math	05/09/16
<a href="#">Select</a>	14891	<a href="#">Grade 5 Reading (retest)</a>	Grade	Fifth Grade	Reading/ELA	05/10/16
<a href="#">Select</a>	14893	<a href="#">Grade 5 Science</a>	Grade	Fifth Grade	Science	05/11/16

Once a test is selected, you enter the Test Session screen. In this screen there are several tasks that you will complete.

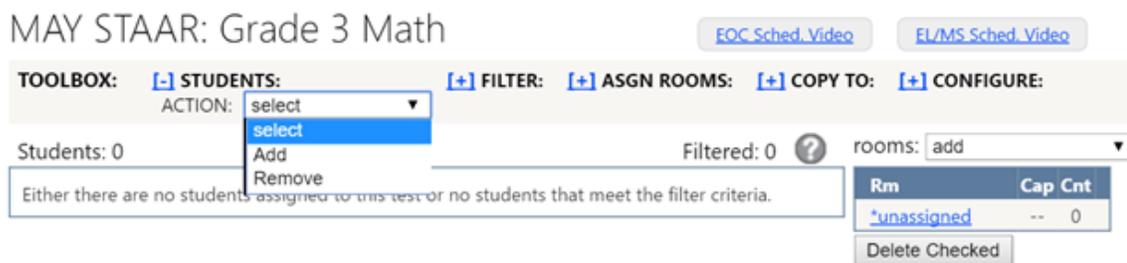
- Adding students to a test session
- Adding rooms to a test session
- Assigning test administrators to testing rooms
- Manually assigning students to rooms
- Assigning of student's room by:
  - Room capacity
  - Schedule or period
  - Batch assign

- Filtering students and then assigning students by accommodations and test version
- Scan booklets to students
- Copy room and test booklets from one test to another
- Configure the date of the test if testing within a window.

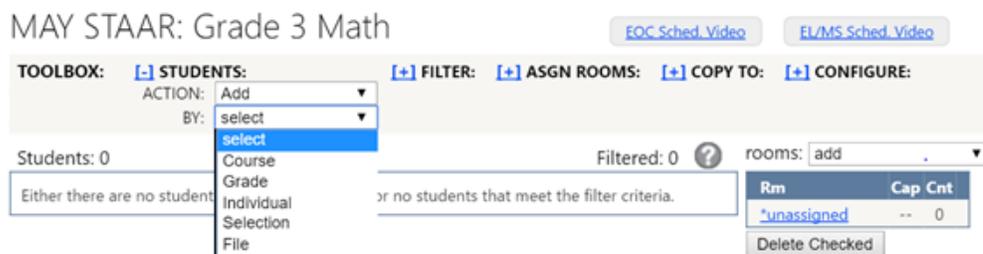
After selecting a test, the user will see breadcrumbs appear in the upper right-hand corner to allow you to toggle through test administrations, tests, and rooms with ease.



Once in the test session screen, you will first need to add students to the test. At the top of the page, click on the [+] symbol next to STUDENTS. An Action dropdown menu will appear with two choices: Add or Remove. To add students to the test, choose Add.

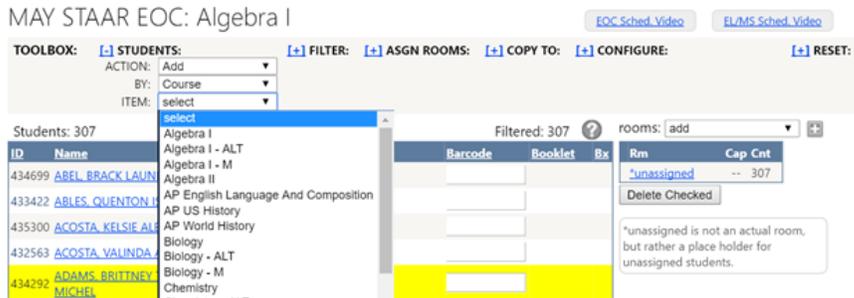


Another dropdown menu will appear. In the BY dropdown menu you will select the method you wish to add students by. Each method is described in detail below.



### Adding students to a test by course:

To add students by course, choose Course from the BY dropdown menu. The feature is extremely helpful when assigning students to a STAAR EOC exam. After choosing Course, another dropdown menu will appear where you will choose the course you wish to add students by. After selecting the course, click Submit. You may repeat this step as many times as necessary to add students in all participating courses. If you have more than one course housed under another, a Version dropdown menu will appear so that you can specify what courses or versions you want added to your test.



### Adding students to a test by grade:

To add students by grade, choose Grade from the BY dropdown menu. After choosing Grade, another dropdown menu will appear titled ITEM where you will choose the grade level you wish to add to the test. Click Submit.

### Adding an individual student or hand-picking groups of students for a test:

The best methods to use in this situation, would be to add students using one of the three following adding features: Individual, Selection, or File.

-To add students individually to a test, choose Individual from the BY dropdown menu. A new field will appear titled Stu ID. In this field you will type the student ID of the student you wish to add and then select Submit.

-To add students by selection, choose Selection from the BY dropdown menu. An Add/Remove Students screen will appear which includes a list of all students currently enrolled on your campus in TestHound. You can choose either: Individually check the box next to a student name to add them to a test or choose Check All as pictured below.

Once the appropriate student(s) are chosen, scroll to the bottom of the page and click on Submit.

Below is a list of all students on your campus not currently in the test. Check the box next to the students you need to add to the test and then click the submit button at the bottom of the page.

[Click](#) here to return to the test.

Rooms: 1530 [Check All](#) [Uncheck All](#)

StudentID	Name	Grade
<input type="checkbox"/>	348675894 Abbot, Johnathan	9
<input type="checkbox"/>	433904 ABEL, MAXWELL	10
<input type="checkbox"/>	433607 ACOSTA, ROXANA	10
<input type="checkbox"/>	433309 AGUADO ESPINOSA, RYLAN	10
<input type="checkbox"/>	432938 AGUADO HERNANDEZ, GRANT	9
<input type="checkbox"/>	436057 AGUILAR, JORDEN	10
<input type="checkbox"/>	478992723 AGUILAR, TAYLOR	9

## Adding students to a test by file:

A campus user has the ability to upload a file containing the students who will participate in a test. The file will consist of one column with the header `student_id`. Underneath the column header, the campus user will enter the local ID for each student participating in the selected test. The file will need to be saved as a .csv in order to be uploaded into TestHound. This feature is extremely beneficial when testing a designated group of students, i.e. grade 5 or 8 SSI or a high school EOC retest. To add students by file, choose File from the BY dropdown menu.

-The toolbox will expand and the user will be prompted to select Choose File. A new window will open. Select the appropriate file to upload and select Open.

-Once the file has been selected, the window will close and you will be directed back to the Test View within TestHound.

## Adding Rooms:

The next step in the process is adding rooms to your test when you are assigning students to rooms by Set Capacity, Room Capacity, or Batch Assign. If you are assigning students to rooms by Period, there is a different order of operations. Learn more about assigning students to rooms in the next section.

Once the students are populated for the test, you will then need to add rooms to the test before students may be assigned to rooms. There are two methods for adding rooms to a test: selecting rooms from a drop-down menu or selecting rooms from a list of available rooms. If adding rooms to a test through the rooms drop-menu, use the rooms dropdown menu to select the rooms you wish to use for the test currently shown. A list of all rooms entered into TestHound will appear.

zSTAAR (DEMO ONLY): Algebra I EOC Sched. Video ELMS Sched. Video Jun 14, 2016

TOOLBOX: [+](#) STUDENTS: [+](#) FILTER: [+](#) ASGN ROOMS: [+](#) COPY TO: [+](#) CONFIGURE: [+](#) RESET: [+](#)

Students: 307 Filtered: 307 rooms: add

ID	Name	Gn	Gd	Acc	Ver	Onl.	Room	Barcode	Booklet	Bx
434699	ABEL, BRACK LAUNDRY	M	9	⚠		<input type="checkbox"/>	LIBR			
433422	ABLES, QUENTON ISIA	M	9	⚠		<input type="checkbox"/>	101			
435300	ACOSTA, KELSIE ALEXA	F	9	⚠		<input type="checkbox"/>	LIBR			
432563	ACOSTA, VALINDA ARACELI	F	9	⚠	A	<input type="checkbox"/>	Computer Lab			
434292	ADAMS, BRITTNEY TERESITA MICHEL	F	9	⚠		<input type="checkbox"/>	101			
433828	AKINS, JAVLEN GREGARY	M	9	⚠		<input type="checkbox"/>	101			

Rm add  
112  
1-124  
101  
113  
114  
102  
201  
102  
202  
203  
104  
204  
102  
205  
102  
206  
102  
207

To select a room, simply click the room number from the list of rooms displayed. Repeat this process until all desired rooms have been selected. If adding rooms to a test through the selection of multiple rooms, select the plus to the right of rooms drop-down menu. A new window will appear to select the rooms you wish to use for the test currently shown.

Add Rooms to Test

Room	Description	Cap
<input type="checkbox"/> 101	Mrs. Baxter	18
<input type="checkbox"/> 102	Mrs. Allford	30
<input type="checkbox"/> 102 MU		28
<input type="checkbox"/> 104	Oral Adm.	10
<input type="checkbox"/> 105		30
<input type="checkbox"/> 106		26

SUBMIT CANCEL

Once the appropriate rooms have been selected from the popup, click Submit. A new table will appear to the right of the student table.

rooms:

Rm	Cap. Cnt
*unassigned	-- 3
<input type="checkbox"/> 203	-- 22 <a href="#">Rem</a>
<input checked="" type="checkbox"/> 205	20 21 <a href="#">Rem</a>
<input type="checkbox"/> 214	-- 20 <a href="#">Rem</a>
<input type="checkbox"/> 215	-- 20 <a href="#">Rem</a>
<input type="checkbox"/> 216	-- 20 <a href="#">Rem</a>
<input type="checkbox"/> 218	-- 21 <a href="#">Rem</a>

Delete Checked

\*unassigned is not an actual room, but rather a place holder for unassigned students.

You may also remove any room that you have added by selecting Rem next to the test room you wish to remove, or by checking the box next to a room number and selecting Delete Checked.

Please note that once a room is selected for a test, it cannot be used for another test that is given on the same day.

Assigning test administrators to test rooms: Once rooms have been selected, you then have the ability to assign teachers to serve as test administrators in the rooms. To assign a teacher as a test administrator in a room, select the room number in the rooms table by clicking on the room number highlighted in blue.

After selecting the room number, a new test room window will open and a *teachers* dropdown menu will appear. The teachers dropdown menu contains a list of all teachers that are entered in TestHound who have not already been assigned to a test on the same day. From the dropdown menu select the appropriate teacher from the list.

Please note that once a teacher is assigned to a test room, they cannot be used for another test that is given on the same day.

Select Room:

[Switch to Batch](#)

Total Students: 18

ID	Name	Gnd	GL	Acc	Ver	Onl.	Room	Barcode	Booklet Bx
433422	<a href="#">ABLES, QUENTON ISIA</a>	M	9			<input type="checkbox"/>	101	<input type="text"/>	
434292	<a href="#">ADAMS, BRITTNEY TERESITA MICHEL</a>	F	9			<input type="checkbox"/>	101	<input type="text"/>	
433828	<a href="#">AKINS, JAYLEN GREGARY</a>	M	9			<input type="checkbox"/>	101	<input type="text"/>	
432897	<a href="#">ALBRECHT, TATE KADE</a>	M	9			<input type="checkbox"/>	101	<input type="text"/>	

teachers:

Name
BIVINS, TRISTIN T. <a href="#">Rem</a>

**Assign Teacher Booklet**

Teacher:

Barcode:

After assigning a teacher to a test room, a name table will appear under the *teachers* drop-down menu that lists the teacher assigned to the test room.

To continue assigning teachers to rooms, change the room number in the Select Room drop-down menu and follow the above steps to select the test administrator for the room. You may also assign more than one teacher to a testing room if needed.

## What options do I have for putting students into testing rooms?

Once test rooms have been added to your test session, you will be able to assign students to test rooms. There are several methods of assigning students to test rooms.

- Manually assigning students
- Filtering students and then assigning students rooms by accommodations and test version
- Automatic assignment of students to a room
- By room capacity
- By a period from their schedule

### Assigning students to test rooms Manually

Once test rooms have been assigned to a test session, to manually assign students to rooms you will need to select the [+] symbol next to asgn rooms.

zSTAAR (DEMO ONLY): Algebra I FOC Sched. Video [EL/MS Sched. Video](#) Jun 14, 2016

TOOLBOX: [\[+\] STUDENTS:](#) [\[+\] FILTER:](#) [\[-\] ASGN ROOMS:](#) [\[+\] COPY TO:](#) [\[+\] CONFIGURE:](#) [\[+\] RESET:](#)

Students: 307 Filtered: 307 ? rooms: add

ID	Name	Gn	Gd	Acc	Ver	O	Barcode	Booklet	Bx	Rm	Cap	Cnt
434699	<a href="#">ABEL, BRACK LAUNDRY</a>	M	9							*unassigned	--	0
433422	<a href="#">ABLES, QUENTON ISIA</a>	M	9				101			101	18	18 <a href="#">Rem</a>
										102	30	30 <a href="#">Rem</a>

Select batch assign from the TYPE drop-down menu. A list of students assigned to the test session will be displayed.

Below is a static list of all students in this test. To the right of each current room assignment is a drop down list containing the available rooms for the test as well as the option to remove the current room assignment. Select a room assignment for as many students as you would like. When you are done click the submit button at the bottom of the page to submit all room changes at one time. This page will be refreshed with the updated room assignments as well as a count of the modifications made. This process does not check room capacity.

**Note: Your TestHound session will terminate after 30 minutes of inactivity within the browser. Making selections from a drop down list will not renew your session. If you are planning to schedule a large number of rooms it is advised that you do not spend more than 20 minutes without clicking the submit button or your selections may not be recorded.** [Return to Test.](#)

Total Students: 307

ID	Name	Gnd	GL	Acc	Ver	Onl	Current Room	Change Room	Barcode	Booklet	Bx
434699	ABEL, BRACK LAUNDRY	M	9				LIBR	----			
433422	ABLES, QUENTON ISIA	M	9				101	----			
435300	ACOSTA, KELSIE ALEXA	F	9				LIBR	----			
432563	ACOSTA, VALINDA ARACELI	F	9		A		Computer Lab	----			
434292	ADAMS, BRITTNEY TERESITA MICHEL	F	9				101	----			
433828	AKINS, JAYLEN GREGARY	M	9				101	----			

Students may be assigned to a test room based on the rooms identified in the rooms table. Select a room assignment for as many students as you would like. When you are done select Submit at the bottom of the page to submit all room changes at once. After submitting, to return to the test view page, select [Return to Test.](#)

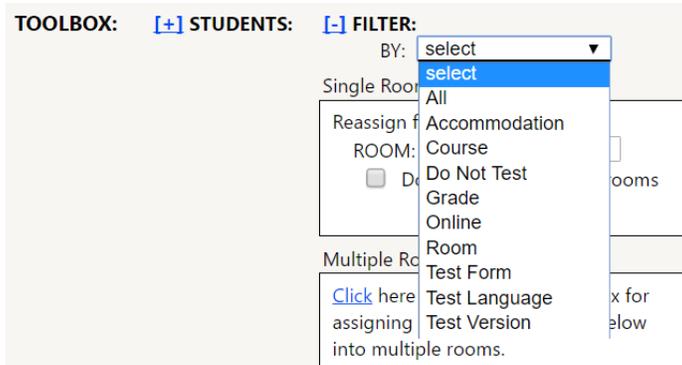
**It is important to note: While using Batch Assign, Your TestHound session will terminate after 30 minutes of inactivity within the browser. Making selections from a drop down list will not renew your session. If you are planning to schedule a large number of rooms it is advised that you do not spend more than 20 minutes without clicking the submit button at the bottom of the page or your selections may not be recorded.**

## How do I move specific groups of students into rooms?

TestHound incorporates a filtering feature which allows you to filter the students assigned to the test session. These filters are useful in assigning students to test rooms as some accommodations and test versions necessitate assigning students to specific rooms. To begin filtering the students, click on the [\[+\]](#) symbol next to FILTER. A dropdown menu titled BY will appear with several choices:

- All – this option will show all students assigned to the test session
- Accommodation- this option will allow you to filter by specific accommodations
- Course – this option will show the courses of students assigned to test
- Do Not Test Designation

- Grade – grade level of students
- Online
- Room
- Ability to filter by rooms selected for the test and students not assigned to a testing room
- Test Version



Below, filtering by accommodation and test version are discussed. The same process used for these two examples will be used to filter by the other choices. Additionally, once the desired filter has been used, the students can then be assigned to a specific room based on the filter.

Once the filters have been put in place, a room may be selected from the ROOM dropdown menu. To apply the room assignment to the filtered student list, select [Reassign](#).

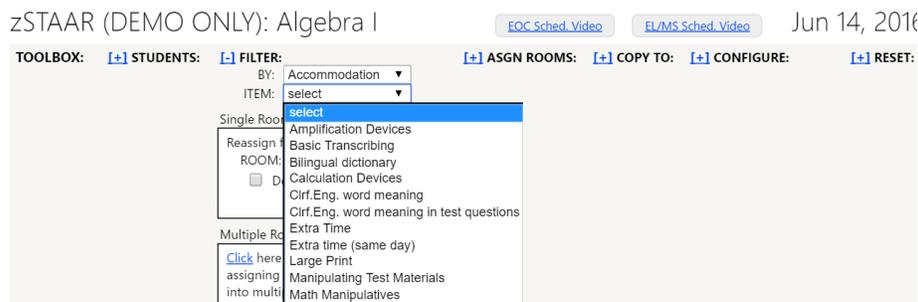
Students may be assigned to a test room based on the rooms identified in the rooms table.

### Filtering • by Accommodations

As accommodations can dictate room placement for students on test day, this is a useful tool to begin assigning students to test rooms.

Select [Accommodation](#) in the BY dropdown menu.

You will then be able to filter by the accommodations of students assigned to the test by selecting the accommodation from the ITEM dropdown menu. The accommodations shown are only those applicable to the subject of the test selected.



### Filtering • by Test Version

As test version can dictate room placement for students on test day, this is a useful tool to begin assigning students to test rooms.

Select [Test Version](#) in the BY dropdown menu.

You will then be able to filter by test version for the students assigned to the test. [Select](#) a test version from the ITEM dropdown menu. The test versions shown are only those applicable to the subject of the test selected.

TOOLBOX: [\[+\]](#) STUDENTS: [\[-\]](#) FILTER: [\[+\]](#) ASGN ROOMS: [\[+\]](#) COPY TO: [\[+\]](#) CONFIGURE: [\[+\]](#) RESET: [\[+\]](#)

By: Test Version  
 ITEM: select  
 Single Room: Do Not Test  
 Reassign ROOM: NONE  
 ROOM: STAAR A  
 STAAR ALT2  
 STAAR FM01  
 STAAR L  
 STAAR SOA  
 STAAR SP  
 Multiple Rooms:  ooms

[Click](#) here to open a dialogue box for assigning the filtered students below into multiple rooms.

## Now that I have my small groups arranged, how do I assign the rest of my students to testing locations?

### Automatic assigning of students to rooms

TestHound incorporates a feature that allows for the automatic assigning of students to test rooms based on either the capacity of the room or a period in the students' schedule.

**Please note that if you have already assigned some students to test rooms manually, running the automatic configuration process will not override those room assignments.**

### Automatic assigning of students to rooms • Set Capacity

To begin the automatic assignment of students to test rooms, click on the [\[+\]](#) symbol next to ASGN ROOMS.

TOOLBOX: [\[+\]](#) STUDENTS: [\[+\]](#) FILTER: [\[-\]](#) ASGN ROOMS: [\[+\]](#) COPY TO: [\[+\]](#) CONFIGURE: [\[+\]](#) RESET: [\[+\]](#)

Students: 307  
 Filtered: 307  
 rooms: add

ID	Name	Gn	Gd	Acc	Ver	Ol	Barcode	Booklet	Bx	Rm	Cap	Cnt
434699	ABEL, BRACK LAUNDRY	M	9							*unassigned	--	0
433422	ABLES, QUENTON ISIA	M	9			101				101	18	18 Rem
										102	30	30 Rem

From the TYPE dropdown menu, select [set capacity](#).

After choosing [set capacity](#), you will need to type in the number of students you wish to assign to a room in the capacity field.

Then choose the order, either [alphabetical](#) or [random](#).

You will also have the ability to group students by gender, if desired.

Once the fields are complete, click [Submit](#).

**Please note that if you have not chosen test rooms yet, TestHound will retrieve rooms from the Rooms list beginning with the first room listed. If you have already assigned rooms to the test session then TestHound will first use those rooms selected to assign students.**

### Automatic assigning of students to a room • Period

To begin the automatic assignment of students to test rooms, [click](#) on the [\[+\]](#) symbol next to ASGN ROOMS.

From the TYPE dropdown menu, select [period](#). You will then select the PERIOD you wish TestHound to use to assign students to from the PERIOD drop-down menu. The room numbers will automatically be selected based on the schedule information that was uploaded by your district.

Once the PERIOD has been selected, click [Submit](#).

# zSTAAR (DEMO ONLY): Algebra I

**TOOLBOX:**   [\[+\]](#) **STUDENTS:**   [\[+\]](#) **FILTER:**   [\[-\]](#) **ASGN ROOMS:**

TYPE:  ▼  
PERIOD:  ▼

Students: 313

ID	Name	Gn	Gd	Acc	On
434699	<a href="#">ABEL, BRACK LAUNDRY</a>	M	9		<input type="checkbox"/>
433422	<a href="#">ABLES, QUENTON ISIA</a>	M	9		<input type="checkbox"/>
435300	<a href="#">ACOSTA, KELSIE ALEXA</a>	F	9		<input type="checkbox"/>
435500	<a href="#">ACOSTA, VAUNDA ADACEU</a>	F	9		<input type="checkbox"/>

0  
1  
2  
3  
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8