

Let's Talk



TestHound.

TAC 2023

Today's presenters



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Auto Pilot &

Mapping

Accommodations

Crystal

Amarillo ISD - Accommodation Mappings

District Management
Users
Accommodations
Auto Pilot
Performance Tracker
Data Integration
Campuses
Test Administrators
Students
Schedules
Test Administrations
Tests
Materials
Reports
Select Campus

Mappings: 2

Title	Last Published		
eSPED	9/25/2023 11:45:00 AM		
Project Education	9/25/2023 10:31:00 AM		

Auto Pilot - Last Ran

Title: Project Education	Title: eSPED
Success: Yes	Success: Yes
Log Message: File completed	Log Message: File completed
Published: 9/25/2023 5:31:00 AM;	Published: 9/25/2023 6:45:00 AM;
- Central Standard Time	- Central Standard Time
Time Finished: 9/25/2023 10:31:00 AM	Time Finished: 9/25/2023 11:45:00 AM
- Central Standard Time	- Central Standard Time

Issues with students



Auto Pilot Settings

☒ Force Auto Pilot Accommodations

☐ Block Manual Accommodations for AP Students

Student Accommodation Approval Options

☐ Require individual student approval

☒ Allow for the approval of all or individual students

☐ Automatically approve all students upon Data Publish

Update

Close

<< Mappings: eSPED

Subj. Assoc

ALL Acc

English

Math

Reading/ELA

Science

Social Studies

Writing



External Subjects:

Search

* means it's mapped

Math*

Reading*

Science*

Social Studies*

Writing*

TestHound Subjects:

-- NULL / VOID ASSOCIATION --



Submit

External Subject

TestHound Subject

Math

Math

Reading

Reading/ELA

Writing

Reading/ELA

Science

Science

Social Studies

Social Studies

Reading

English

Writing

English



No * means
that subject
is not
coming
through
correctly!

Matching
to
multiples
is
okay!

Subj. Assoc
ALL Acc
English
Math
Reading/ELA
Science
Social Studies
Writing

External Accommodations:

TestHound Accommodations:

Notes

Submit

Assoc. Count: 1037
view: --

External Accommodations	TestHound Accommodations	Ex Subj	TH Subj	
Extra Time: (Same Day) [Type 1]	-- NULL / VOID ASSOCIATION --	Reading	Reading/ELA	
Extra Time: (Same Day) [Type 1]	-- NULL / VOID ASSOCIATION --			
STAAR Retake	NULL / VOID ASSOCIATION --	Writing	English	
STAAR Retake	NULL / VOID ASSOCIATION --	Writing	Reading/ELA	
STAAR Online w/Embed Sup	-- NULL / VOID ASSOCIATION --	Math	Math	
STAAR Online w/Embed Sup		Reading	Reading/ELA	
STAAR Online w/Embed Sup	-- NULL / VOID ASSOCIATION --	Reading	English	
Spelling Assistance (written composition only)	-- NULL / VOID ASSOCIATION --	Math	Math	

Use your
NULL/VOID
option!



No longer an accom

Not needed info

Doesn't give enough info

Not allowed for subject

Yellow =
no students with
this
accommodation

Oral/Signed Administration (online) READ ALL (Automatic Text to Speech)	Auto Text To Speech [Online]	Math	Math	
Oral/Signed Administration - READ ALL Revising passages/questions/answer choices, and embedded supports (NO editing passages/questions/answer choices) [DS]	Auto Text To Speech [Online]	Writing	English	





Do you think it will come back in later?


Leave it alone.

Is it something that isn't used anymore?

Delete it.

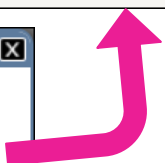
Use your Note box to explain the accommodation if it has multiple options

Spelling Assistance: Visual Sound Cards (Gr 3-8 RLA, Gr 5 & 8 science, Gr 8 social studies, English I & II, Biology, and US History) [DS]	Writing	English	 
Spelling Assistance: Frequently Misspelled Word List	Reading	Reading/ELA	 

EDIT ACCOMMODATION NOTE 

Acc. Title:

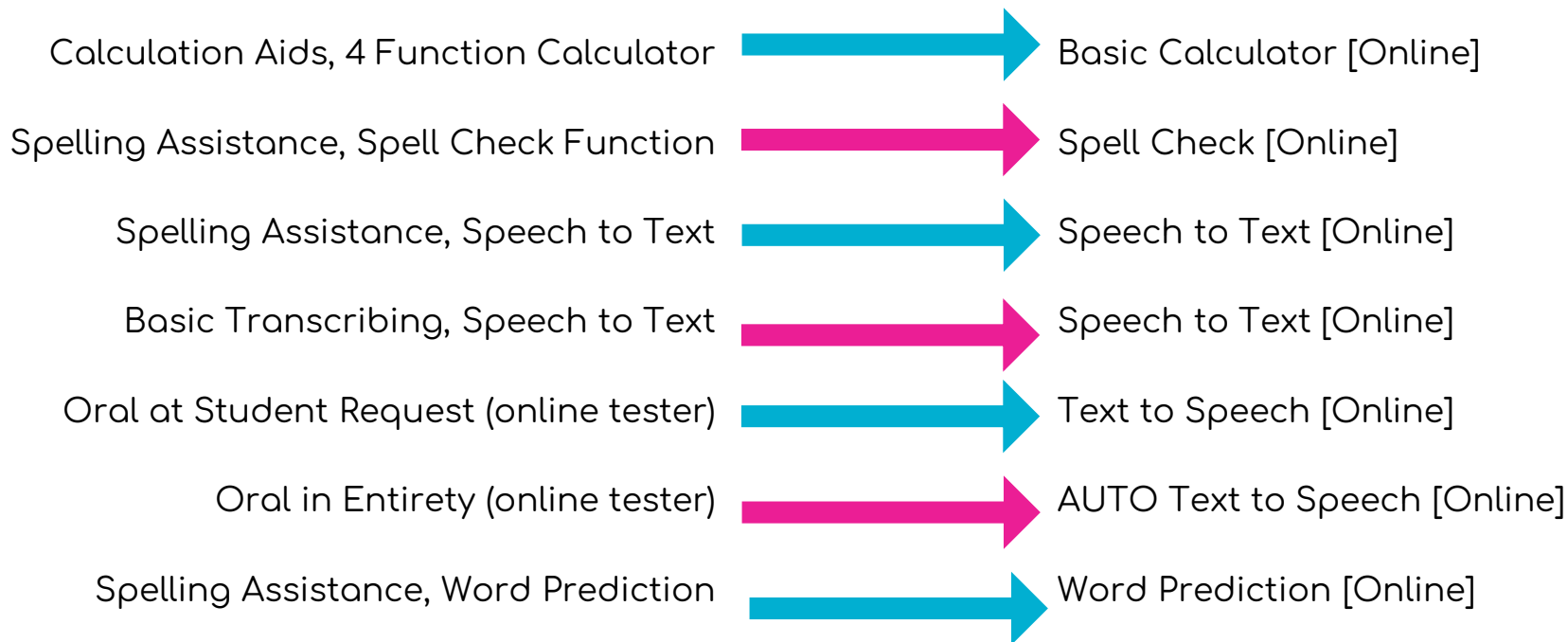
Note: you cannot use squiggly brackets or semi colons within a note. These characters will be removed upon submissions.



Notes appear on the Accommodations page and on reports

Subject:	<input type="text" value="Reading/ELA"/>	Student has Reading/ELA accommodations.
NEW-AP: *		
	* Oral at Student Request	
	* Spelling Assistance: Frequently Misspelled Word List (Gr 3-8 RLA, Gr 5 & 8 science, Gr 8 social studies, English I & II, Biology, and US History)	
Notes:	<input type="text"/>	

What do I map that to?



Do you want Crystal's Testhound map?

Remember - yours will look slightly different depending on your vendor and how you have that program set up!

<https://docs.google.com/spreadsheets/d/1ZKCwNfyq4X0qAlOdLHzRg8lONVV3dmu7/edit?usp=sharing&ouid=116343525042676114917&rtpof=true&sd=true>

—

Do you want to upload test attributes to another platform?

The screenshot displays a web application interface. On the left is a sidebar menu with the following items: District Management, Users, Accommodations, Auto Pilot, Performance Tracker, Data Integration (highlighted in yellow), and Campuses. The main content area features a table with a single row titled 'Eduphoria (Download only) - Accommodations'. To the right of the table row are four icons: a download icon, a menu icon, an edit icon, and a plus icon. Below the table is a form with a 'Vendor' label and a 'Submit' button. A dropdown menu is open next to the 'Vendor' label, showing a list of options: Select, Select (highlighted), 806 Technologies, Arkansas (Download only), Edugence, Eduphoria (Download only), Illuminate, and No Vendor. A pink arrow points from the 'Select' option in the dropdown menu to the plus icon in the table row.

Title
Eduphoria (Download only) - Accommodations

Vendor: Submit

- Select
- Select
- 806 Technologies
- Arkansas (Download only)
- Edugence
- Eduphoria (Download only)
- Illuminate
- No Vendor

Using

Embedded

Reports

Courtney

District Reports

What reports will help you
with TIDE?

Once students are registered, these reports can help you manage other aspects of the students' testing information in TIDE.

- ❑ Interim Above Grade Level/EOC
 - ❑ TIDE Roster
 - ❑ Test Attributes
 - ❑ STAAR Non-Embedded Supports
 - ❑ Eligibility Reports
 - ❑ STAAR Above Grade Level
-

NOTE: Campuses can also run these reports, so it may be necessary to coordinate where they will be managed.

Interim Above Grade Level/EOC

3-8 Interim off-grade level or EOC Interim

testers

TSDS ID	Field	Subject	GradeLevel
7777774517	Interim Off Grade Testing	Math	04
7777774540	Interim Off Grade Testing	Math	04
7777774549	Interim Off Grade Testing	Math	04
7777774578	Interim Off Grade Testing	Math	04
7777774586	Interim Off Grade Testing	Math	04
7777774589	Interim Off Grade Testing	Math	04
7777774605	Interim Off Grade Testing	Math	04
7777774618	Interim Off Grade Testing	Math	04
7777774677	Interim Off Grade Testing	Math	04
7777774706	Interim Off Grade Testing	Math	04
7777774708	Interim Off Grade Testing	Math	04
7777774748	Interim Off Grade Testing	Math	04
7777774749	Interim Off Grade Testing	Math	04

These third-grade students were added to the 4th-grade math test.

For 3-8, students should be added to the correct test they will actually take. TestHound will compare this to the student's enrolled grade and include them "off" grade level in the report to be uploaded to TIDE.

For Interim EOC, the students in those tests will be flagged as eligible to take the test they are assigned to in TestHound.

TIDE Roster

Enables you to print your test tickets in TIDE by room number

District ID	School ID	Test Administrator's Email	Roster Name	Student ID
900003	900003001	kfgregory@bainbridge.com	4/5/2022 - 109	7777771121
900003	900003001	tegilmore@bainbridge.com	4/5/2022 - 105	7777771124
900003	900003001	kkgarrett-erwin@bainbridge.com	4/5/2022 - 104	1277777732
900003	900003001	kfgregory@bainbridge.com	4/5/2022 - 109	7777771133
900003	900003001	rbfelty@bainbridge.com	4/5/2022 - 101	7777771134
900003	900003001	lsgonzalez@bainbridge.com	4/5/2022 - 106	7777771136
900003	900003001	kkgarrett-erwin@bainbridge.com	4/5/2022 - 104	7777771145
900003	900003001	alfuller@bainbridge.com	4/5/2022 - 103	7777771149
900003	900003001			7777771155
900003	900003001	kfgregory@bainbridge.com	4/5/2022 - 109	7777771160
900003	900003001			7777771161
900003	900003001	rpgonzalez.guillen@bainbridge.com	4/5/2022 - 107	7777771166

**This report
does NOT
create the
TIDE session
for you.**

This report allows you to upload all the students in the test and their room assignments for testing.

It will also tie the test administrator to the room for reporting purposes. You can edit the email address to reflect the teacher you would like to have access to the scores.

Test Attributes

Enables you to turn on online accommodations in TIDE - Pam will cover

District Management

Users

Accommodations

Auto Pilot

Performance Tracker

Data Integration

Campuses

Test Administrators

Students

Schedules


Test Administrations

Tests

Materials

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Select Campus



District Test Attributes Report

Thank you for sharing the updates needed to the Test Attribute file with us. The information has been provided to our product and development teams including updates needed to the accommodations within TestHound and is currently in development. We will post an update within TestHound as soon as the development work has been completed and published. Meanwhile, if you need an immediate upload you can change Reading to *RLA* in the *Subject* column and American Sign Language to *ASL Videos* in the *Tool Name* column. We appreciate and thank you for your support and for providing us the information needed to ensure alignment with your testing needs.

End Tour

Skip Tour

District Management ⇒
Reports ⇒ *Test*
Attributes ⇒ **Request**
Test Attributes, choose
Administration. Format =
Test Attributes, then hit
Request.

all Auto Pilot alerts accepted

*District Auto Pilot users should be sure everything is mapped and published for the campuses.

STAAR Non-Embedded Supports

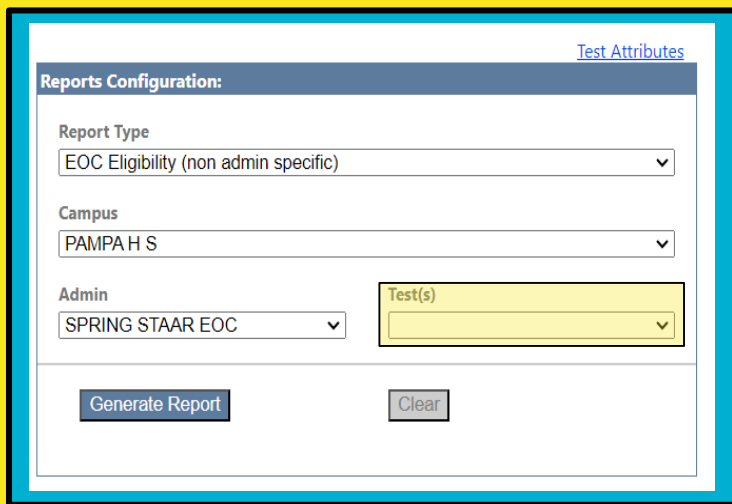
TSDS ID	Attribute Name	Subject	Value	Action
7777774623	STAAR Non-Embedded Supports	N/A	Reading	ADD
7777774699	STAAR Non-Embedded Supports	N/A	Reading	ADD
7777774770	STAAR Non-Embedded Supports	N/A	Reading	ADD
7777774850	STAAR Non-Embedded Supports	N/A	Reading	ADD

This report will be uploaded to TIDE to track students who have some other designated support other than the online supports included in the attributes report. (i.e. supplemental aids)

It does not track specifically what the designated support is, only what is required by the state.

Eligibility Reports

Enables you to populate the correct students for each admin and flag them



The screenshot shows a web form titled "Reports Configuration:" with a link "Test Attributes" in the top right corner. The form contains three dropdown menus: "Report Type" set to "EOC Eligibility (non admin specific)", "Campus" set to "PAMPA H S", and "Admin" set to "SPRING STAAR EOC". To the right of the "Admin" dropdown is a "Test(s)" dropdown menu. At the bottom of the form are two buttons: "Generate Report" and "Clear".

This report does NOT create the TIDE session for you.

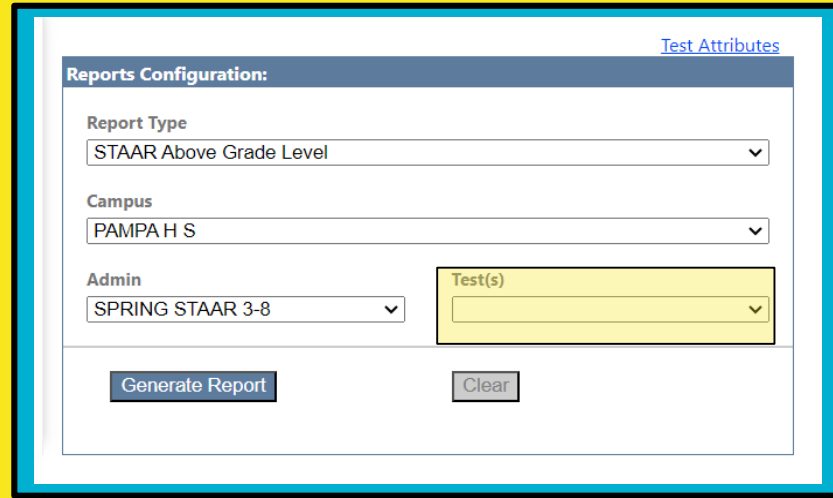
Students must be in the test in TestHound for the eligibility report to populate.

The "All Student with Test Registration file" is a stand alone file that will register students for testing without them having to be in the test in TestHound AND without having to run the eligibility reports. The eligibility flags are contained in this file. **Pam will cover*

If you don't use the TestHound registration file, this is the final step in registering students for a test. You can upload the appropriate eligibility report to flag the correct students for the test.

STAAR Above Grade Level

STAAR 3-8 students who are testing above grade level



The screenshot shows a web interface for configuring reports. At the top right is a link for [Test Attributes](#). Below it is a section titled "Reports Configuration:" with a dark header. Inside this section, there are three dropdown menus: "Report Type" (set to "STAAR Above Grade Level"), "Campus" (set to "PAMPA H S"), and "Admin" (set to "SPRING STAAR 3-8"). To the right of the "Admin" dropdown is a yellow box labeled "Test(s)" containing another dropdown menu. At the bottom of the configuration area are two buttons: "Generate Report" and "Clear".

*This report is
for 3-8 tests
only!*

Students should be added to the test they will actually take and TestHound will compare that to the enrolled grade and flag the above grade column for upload to TIDE.

For Students needing to take Algebra, the Registration file will flag all students for the EOC tests, if course mapping has been done at the district level under Schedules/Course Assoc.

Campus Management Reports

What reports will help
campus assessments run
as smoothly as possible?

Mandatory use reports
for our district:

- ❑ Master Accommodations
 - ❑ Room Accommodations
 - ❑ Material Control
 - ❑ Master Materials
-

Master Accommodations

Pulls accommodations for all students in TH

Choosing different options on this report will act as a filter showing you only the students who meet the criteria you choose.

Pulls accommodation report for all students in TestHound, or by specific test administrations, based on your chosen specifications.

For a broader scope of students and accommodations, you can let the report run as it defaults, which is to all students, all subjects, and all accommodations, or limit your filtered selections.

Master Accommodations - local policy

- ❑ 1 to 2 weeks before a STAAR test administration, the CTC & committee person will have a meeting to review and compare the Special Ed/EB documentation to the Testhound Master Accommodations Report. (i.e. eSped, Project Education, Ellevation)
- ❑ If there are corrections that need to be made, the CTC will make said corrections in Testhound and reprint the Master Accommodations Report.
- ❑ Once agreed upon, the CTC and Diagnostician will both sign and date the Master Accommodations Report.
- ❑ Any accommodation changes that happen after this is finalized need to be emailed to the CTC. They will make the changes in Testhound so forms print off correctly for the day of testing. The CTC will print off the email and staple it to the signed Master Accommodations Report.
- ❑ This report is filed in the campus's 5 year retention folder

Master Accommodations - Report Configuration

- ☐ Select the administration you are working with to see just the students in that admin or All Administrations to see all students for your campus
- ☐ Drill down by each student group for each committee
- ☐ Leave Grades blank to see all of them
- ☐ Select all except ALT2 for Types
- ☐ Leave versions blank to see them all – if you check “Versions: Online” you will ONLY see students marked for online!
- ☐ Select just the subjects you want to see
- ☐ Select Custom Notes and AP Notes (there is nothing in Vendor Notes)

Room Accommodations

Pulls accommodation report by room by administration

Report Configuration:

- ☐ Leave everything set to ALL unless you need a specific report
- ☐ Check everything except ALT2 for Types
- ☐ Select Custom Notes and AP Notes



TestHound

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Bainbridge : Washington HS

Campus Management

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Reports Configuration:

Report Type

Room Accommodations

Admin

December STAAR EOC

Test(s)

ALL TESTS

Days

ALL DAYS

Sessions

Session 1 8:00-4:00 PM

Room(s)

ALL ROOMS

Materials

BookletID

Format:

Individual

Types:

- ☒ Select All
- ☒ AF
- ☒ ALT2
- ☒ DS
- ☒ DS* TEA
- ☒ Online
- ☒ Presentation
- ☒ Version

Show Notes:

- ☒ Custom Notes
- ☒ AP Notes
- ☒ Vendor Notes

Generate Report

Clear

Room Accommodations - local policy

- ❑ Give a copy of this to your test administrators that have any students with accommodations during your training so they can review and ask questions
- ❑ Put a copy in the test administrator's box of testing for test day or place copy with other required reports when they check out materials.
- ❑ They sign on Teacher Signature morning of testing (or the day they count their materials if the previous day) to vouch that they understand listed accommodations and will make sure they are correctly administered

Material Control

Pulls test room rosters/materials control for a specific test within a test administration

Reports Configuration:

Report Type
Material Control

Admin
April STAAR EOC

Test(s)
English I

Days
4/6/2021 12:00:00 AM

Sessions
Session 2 8:00-12:15 PM

Room(s)
ALL ROOMS

Materials
BookletID

Custom Title:

Generate Report

Clear

- ❑ Contains the room roster, absent/present documentation, the seating chart, and the relocation documentation
- ❑ Export to Word or PDF to keep the seating chart
- ❑ The CTC should sign this form when checking in test materials showing they have checked the form and nothing is missing from it

Master Materials

Use for your daily check-in/check-out

Grade 3 Math

Room	TA	Material	Range	TT	SB	TB	Qty	Out	In	Out	In
5/11/2023 8:00:00 AM											
C106	Christy Campbell			1	0	0	1				
5/2/2023 8:00:00 AM											
B107	Megan Bowen			15	0	0	15				
B108	Cole Barbee			16	0	0	16				
B110	KASSI NAIL			16	0	0	16				
				48	0	0	48				

COORDINATOR SIGNATURE

report generated: 11/6/2023 1:51:21 PM

DATE

TT: Test Tickets

SB: Student Booklets

TB: Teacher Booklets

- ☐ Test administrator counts materials and initials Out box upon test pickup
- ☐ CTC counts materials and initials In box upon test return *TAs return tickets in same order as roster.
- ☐ CTC signs bottom of form once all materials are accounted for
- ☐ Export to Excel and remove extra columns (SB and TB) if you would like

Other reports are available at the campus level, but are not required by our district to be used at this time.

Some suggestions:

- 📄 Form Letter – if you want to give teachers something to give students reminding them about testing.
- 📄 Master Schedule – shows where each student is testing for each test day – leave at front office!
- 📄 Test Administrator Schedule – shows where each test administrator is scheduled to be during testing – leave at front office!
- 📄 Room Roster – good for beginning of day absent/present checks – have test administrators hang outside of door at start of test.
- 📄 *Room Electronics – signature form for students to ensure cell phones are collected and make them aware of penalties for being caught with cell phones.

We provided CTCs with language to copy/paste into the report to match our district policy.

Uploading Files from Testhound to TIDE

Pam

Why would you load anything into TestHound? I thought you used what was already there.

WRONG! Reasons to upload

1. It saves you hours and hours of time that you can be used for fun stuff (the legal kind).
2. It takes the responsibility (code name blame) off of you and your CTC because you know the info is accurate.
3. It saves countless time and effort looking up test scores for every new student who enters! Again allowing time for fun stuff (possibly the liquid kind) you know Coke ZERO, Dr. Pepper.

Reason # 1

Did you know that with an upload from TH to TIDE you can register all of your testers?



TestHound

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Lubbock-Cooper ISD - Performance Tracker

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Files: 91

view: --

[Registration Files](#)

[Generate SDR](#)

[Upload Data](#)

[Exclusion Files](#)

ID	Type	Filename	Date	Status	Valid	Fail	Dups	Total	
205421	EOC	1822_E1_ProductionSeminar...	10/11/23	processed	1	0	0	1	
205448	3-#	0522_005_ProductionSeminar...	10/11/23	processed	1	1	0	2	
205447	3-#	0522_004_ProductionSeminar...	10/11/23	processed	0	1	0	1	
205446	3-#	0423_ALT_003_ProductionSem...	10/11/23	processed	1	0	0	1	
205367	EOC	SE_1623_EOC_152506_LUBBOCK...	10/11/23	processed	25	0	0	25	
1 2 3 4 5 6 7 8 9 10 ...									

Students: 4821

student id:

view: --

	Campus	StudentID	Name	Gn	Gr	504	SpEd	LEP
Select	001	200672	FRANKLIN, BENJAMINMICHAEL	F	12			
Select	001	211242	ADAMS, SETHMATTHEW	M	12			
Select	001	230002	SMITH, COOPERSCOTT	M	12			
Select	001	230005	MERC, BRADYWILLIAM	M	12			
Select	001	230012	LIPPY, AYMENWALTER	M	12			

General Directions for Student Data Request File

1. Click Generate SDR
 2. Open zipped file with 7zip (KeKA for Mac)
 3. Submit non-error file to TIDE
 4. When scores are received in TIDE (several files)
 5. Load the scores files here using the Upload Data tab
- For more detailed directions, please visit the help tab on this page.



Lubbock-Cooper ISD - Performance Tracker

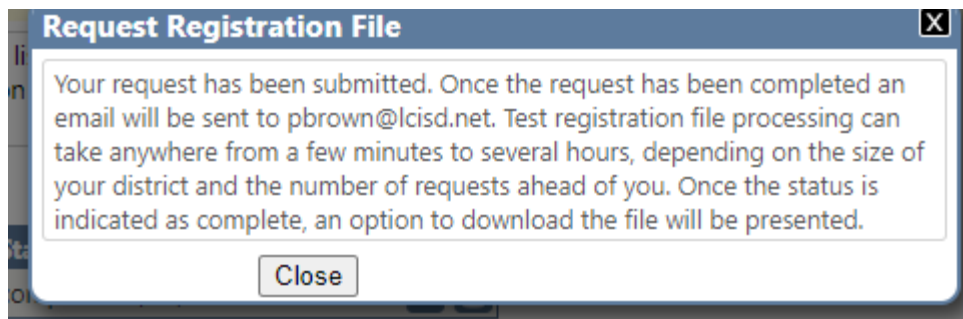
[District Management](#)[Users](#)[Accommodations](#)[Auto Pilot](#)[Performance Tracker](#)[Data Integration](#)[Campuses](#)[Test Administrators](#)[Students](#)[Schedules](#)[Test Administrations](#)[Tests](#)[Materials](#)[Reports](#)[Select Campus](#)

Request a registration file by selecting the format from the drop-down lists below, and clicking 'Request'. Note: You can request one registration file at a time. If an updated registration file is needed, delete the current version of the file first and make a new request.

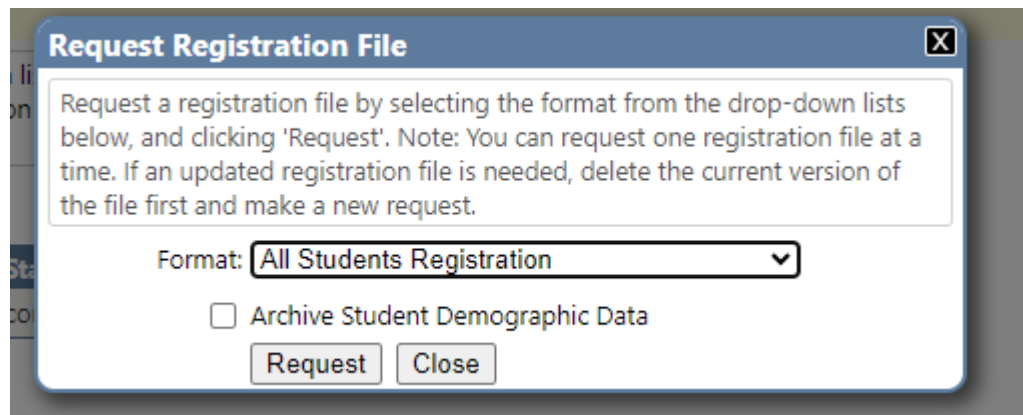
[Request Registration](#) [Close](#)

FileID	TestAdminTitle	Format	Status	LastEdit		
187		All Student	complete	9/10/2023 2:30:30 AM		

Next



Next



Request Registration File [X]

Request a registration file by selecting the format from the drop-down lists below, and clicking 'Request'. Note: You can request one registration file at a time. If an updated registration file is needed, delete the current version of the file first and make a new request.

Format: All Students Registration ▼

☐ Archive Student Demographic Data

Request Close

Something to think about

You will be notified when the file is processed and then you can upload it into Cambium.

** This file will not contain PEIMS ID so if your SIS requires it you may not want to register your students without it as when you receive a data file it won't be in there and the file may not upload into your SIS

NOTE: Most SIS vendors do not know how they will handle the masked PEIMS ID at this time, but they are aware that all reports will now have masked PEIMS IDs with only the last 4 digits visible.

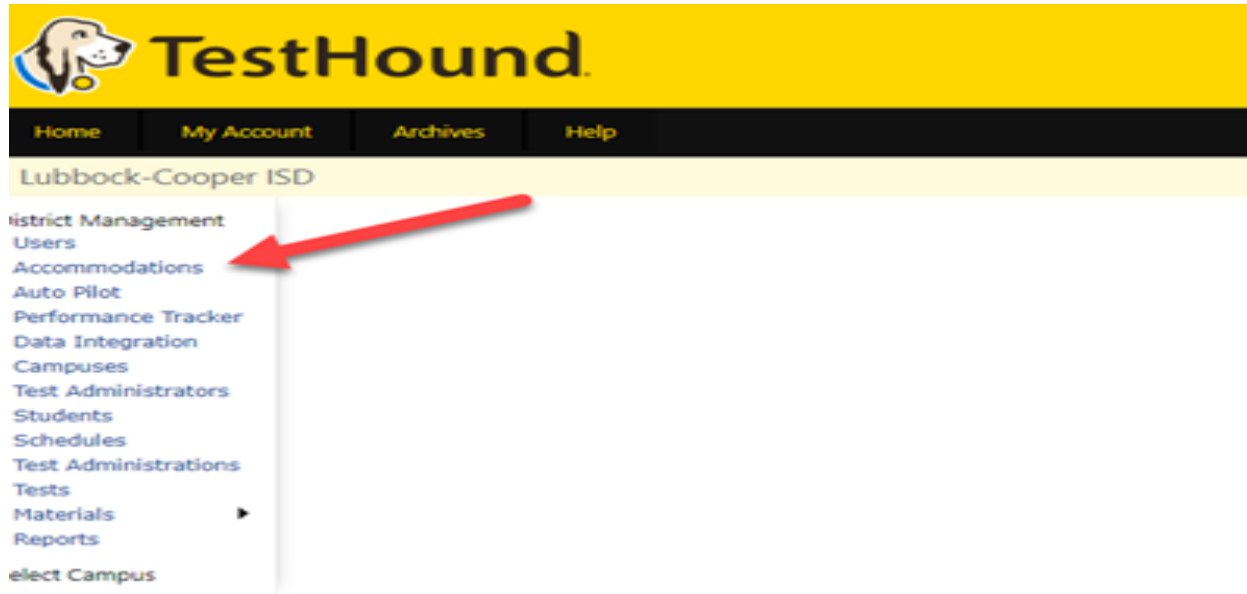
It's Not My or My CTC'S Responsibility to Determine Attributes

But it is our responsibility to ensure that they are in TIDE!!

Our Special Education software that my district uses is Success Ed (Frontline). Success Ed communicates every night with TESTHOUND! Thus any SPED, 504, LPAC attributes are automatically imported into TH. But even if you don't have this capability you do have a wonderful resource in TH as the official committee can furnish the CTC a copy of attributes that they can enter into TH and then print an accommodation report and get a signature of the person responsible for that area.

Once Attributes are in TestHound using whatever method

You can pull a file that will upload these into TIDE !!!



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Lubbock-Cooper ISD

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Reports Configuration:

Report Type

Select



Generate Report

Clear



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[Request Test Attributes](#) [Close](#)

FileID	TestAdminTitle	Format	Status	Created	
419	December STAAR EOC	Test Attributes	complete	11/2/2023 9:47:49 AM	 

If your SPED , 504 , LPAC info does not automatically talk to TH

If your SPED software talks to TestHound or if you hand enter them and then print the accommodation report and get a signature you are absolved of any responsibility if a student does not get the attribute that they need for their test.

SDR - Student Data Request

You can request data for all new students simply by using the SDR request and then uploading it into TIDE. You will then receive a billion individual files containing the scores which you can then upload into Eduphoria or whatever platform you use.



Lubbock-Cooper ISD - Performance Tracker

District Management

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view: -- ▾

[Registration Files](#)[Generate SDR](#)[Upload Data](#)[Exclusion Files](#)

ID	Type	Filename	Date	Status	Valid	Fail	Dups	Total	
2006221	EOC	1322_E1_ProductionBennine...	10/11/23	processed	1	0	0	1	
2005448	3-8	0522_0906_ProductionBennine...	10/11/23	processed	1	1	0	2	
2005447	3-8	0522_0904_ProductionBennine...	10/11/23	processed	0	1	0	1	
2005446	3-8	0423_Alt_G03_ProductionExam...	10/11/23	processed	1	0	0	1	
2005367	EOC	SE_1623_EOC_152506_LUBBOCK...	10/11/23	processed	25	0	0	25	
1 2 3 4 5 6 7 8 9 10 ...									

Students: 4821

student id:

view: -- ▾

	Campus	StudentID	Name	Gn	Gr	504	SpEd	LEP
Select	001	200672	FRANKLIN, DENNINE WYMICHEL	F	12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	001	211242	ADAMS, SETH MATTHEW	M	12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

General Directions for Student Data Request File

1. Click Generate SDR
 2. Open zipped file with 7zip (KeKA for Mac)
 3. Submit non-error file to TIDE
 4. When scores are received in TIDE (several files)
 5. Load the scores files here using the Upload Data tab
- For more detailed directions, please visit the help tab on this page.

The big 3

1. REGISTRATION FILE
2. ATTRIBUTE FILE
3. STUDENT DATA REQUEST FILE

Questions?