

# Let's Talk



TestHound.

TAC 2024

# Today's Presenters



Lori Weinheimer

Lampasas ISD



Courtney  
Blackmon

Pampa ISD



Crystal Glover

Amarillo ISD



Lampasas ISD

District Management

Users

Accommodations

Auto Pilot

Performance Tracker

Data Integration

Campuses

Test Administrators

Students

Schedules

Test Administrations

Tests


Materials ▶

Reports

Select Campus

Campus:

### Processing of Data Updates:

 Status	Last Update
Students: P	10/10/2024 8:59:00 AM
Test Administrators: P	10/11/2024 1:34:00 AM
Schedules: P	10/11/2024 10:20:00 AM
Demogr: P	10/11/2024 5:15:00 PM

## District Management menu

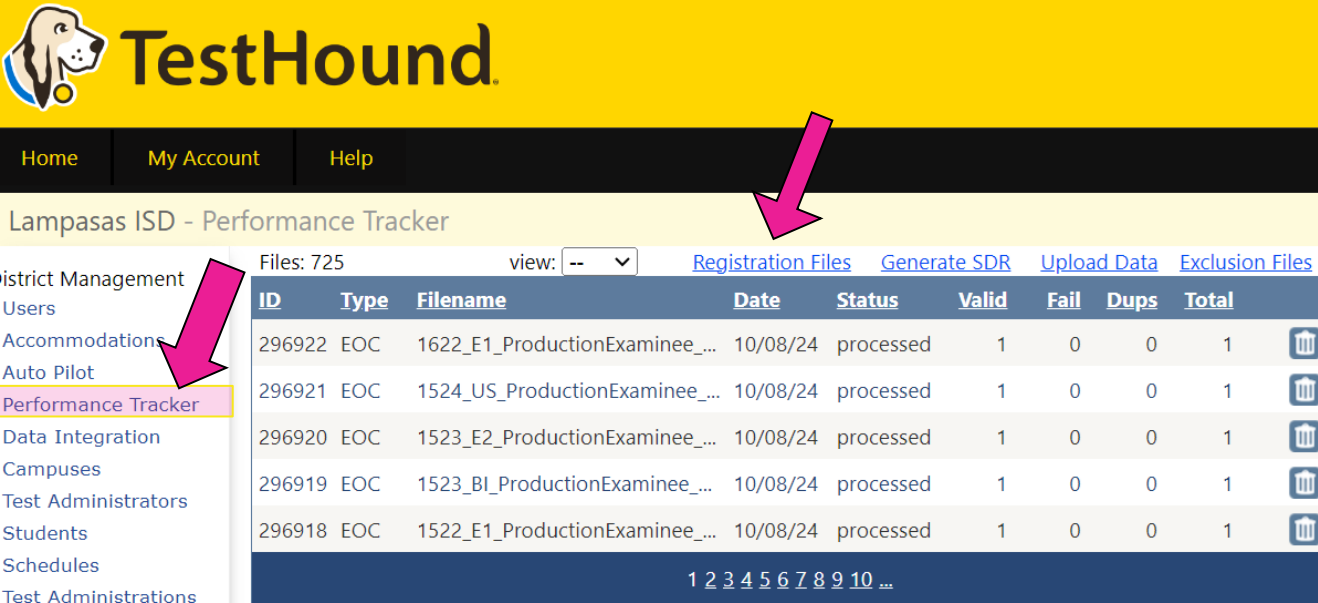
- used for district set up and management
- Always look for nightly uploads from SIS- turns red if hasn't loaded in 3 days and turns gray if turned off

# Files from Testhound

Lori



# Performance Tracker: District Registration Files



**TestHound**

Home My Account Help

Lampasas ISD - Performance Tracker

Files: 725 view: -- [Registration Files](#) [Generate SDR](#) [Upload Data](#) [Exclusion Files](#)

ID	Type	Filename	Date	Status	Valid	Fail	Dups	Total	
296922	EOC	1622_E1_ProductionExaminee_...	10/08/24	processed	1	0	0	1	
296921	EOC	1524_US_ProductionExaminee_...	10/08/24	processed	1	0	0	1	
296920	EOC	1523_E2_ProductionExaminee_...	10/08/24	processed	1	0	0	1	
296919	EOC	1523_BI_ProductionExaminee_...	10/08/24	processed	1	0	0	1	
296918	EOC	1522_E1_ProductionExaminee_...	10/08/24	processed	1	0	0	1	

1 2 3 4 5 6 7 8 9 10 ...

Within the Performance Tracker, you can request a registration file

- Easier than many SIS
- Masks PEIMS ID

**Note:** Performance Tracker is a add on service for TestHound

# How we use Testhound Registration Files

Amarillo -Use Skyward for sending TIDE files to make sure PEIMS is there, use TH in between for updates

Lampasas - Use Skyward due to the masking of PEIMS ID

Pampa -Use BOY - Update data with Ascender demo throughout year and verify prior to close of window.

# Performance Tracker: Generate SDR Files



## TestHound

[Home](#)[My Account](#)[Help](#)

Lampasas ISD - Performance Tracker

District Management  
Users  
Accommodations  
Auto Pilot  
Performance Tracker  
Data Integration  
Campuses  
Test Administrators  
Students  
Schedules  
Test Administrations

Files: 725

view: -- ▾

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

ID	Type	Filename	Date	Status	Valid	Fail	Dups	Total	
296922	EOC	1622_E1_ProductionExaminee_...	10/08/24	processed	1	0	0	1	
296921	EOC	1524_US_ProductionExaminee_...	10/08/24	processed	1	0	0	1	
296920	EOC	1523_E2_ProductionExaminee_...	10/08/24	processed	1	0	0	1	
296919	EOC	1523_BI_ProductionExaminee_...	10/08/24	processed	1	0	0	1	
296918	EOC	1522_E1_ProductionExaminee_...	10/08/24	processed	1	0	0	1	

1 2 3 4 5 6 7 8 9 10 ...

**A Student Data Report (SDR) is a request for historical data files for a student that did not test in your district in prior years, but you may need the data.**

## How often do you pull SDR files?

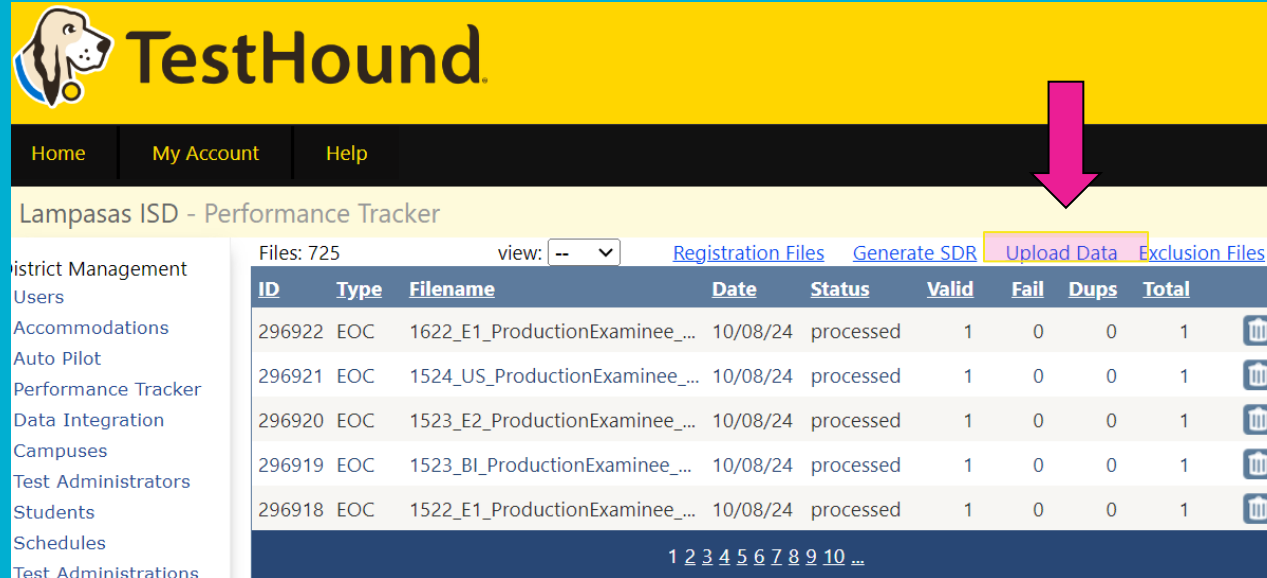
Amarillo - I pull all students twice yearly, at the start of each semester. I pull HS students every Monday.

Lampasas - I pull all students twice a year and (mid-Sept. and mid-Jan.) pull HS students as needed when they enroll.

Pampa - twice yearly - start of semester - HS weekly on Friday



# Performance Tracker: Data Uploads



**TestHound**

Home My Account Help

Lampasas ISD - Performance Tracker

Files: 725 view: -- Registration Files Generate SDR **Upload Data** Exclusion Files

ID	Type	Filename	Date	Status	Valid	Fail	Dups	Total	
296922	EOC	1622_E1_ProductionExaminee_...	10/08/24	processed	1	0	0	1	
296921	EOC	1524_US_ProductionExaminee_...	10/08/24	processed	1	0	0	1	
296920	EOC	1523_E2_ProductionExaminee_...	10/08/24	processed	1	0	0	1	
296919	EOC	1523_BI_ProductionExaminee_...	10/08/24	processed	1	0	0	1	
296918	EOC	1522_E1_ProductionExaminee_...	10/08/24	processed	1	0	0	1	

1 2 3 4 5 6 7 8 9 10 ...

The upload data screen allows you to upload .txt files.

- Data files that come in with your preliminary data and accountability reports
- SDR files from TIDE Secure Inbox after an SDR Request
- STAAR only

**Note:** Local decision to upload 3-8

# What do we upload?

Amarillo - We upload all STAAR/EOC results, upload all SDRs

Lampasas - We upload all STAAR results and SDRs

Pampa - We upload all STAAR/EOC results, upload all SDRs

# Performance Tracker: Exclusion Files

TestHound

Home My Account Help

Lampasas ISD - Performance Tracker

Files: 725 view: -- Registration Files Generate SDR Upload Data Exclusion Files

ID	Type	Filename	Date	Status	Valid	Fail	Dups	Total
296922	EOC	1622_E1_ProductionExaminee_...	10/08/24	processed	1	0	0	1
296921	EOC	1524_US_ProductionExaminee_...	10/08/24	processed	1	0	0	1
296920	EOC	1523_E2_ProductionExaminee_...	10/08/24	processed	1	0	0	1
296919	EOC	1523_BI_ProductionExaminee_...	10/08/24	processed	1	0	0	1
296918	EOC	1522_E1_ProductionExaminee_...	10/08/24	processed	1	0	0	1

1 2 3 4 5 6 7 8 9 10 ...

You can download current exclusions or upload new exclusions within the Performance Tracker.

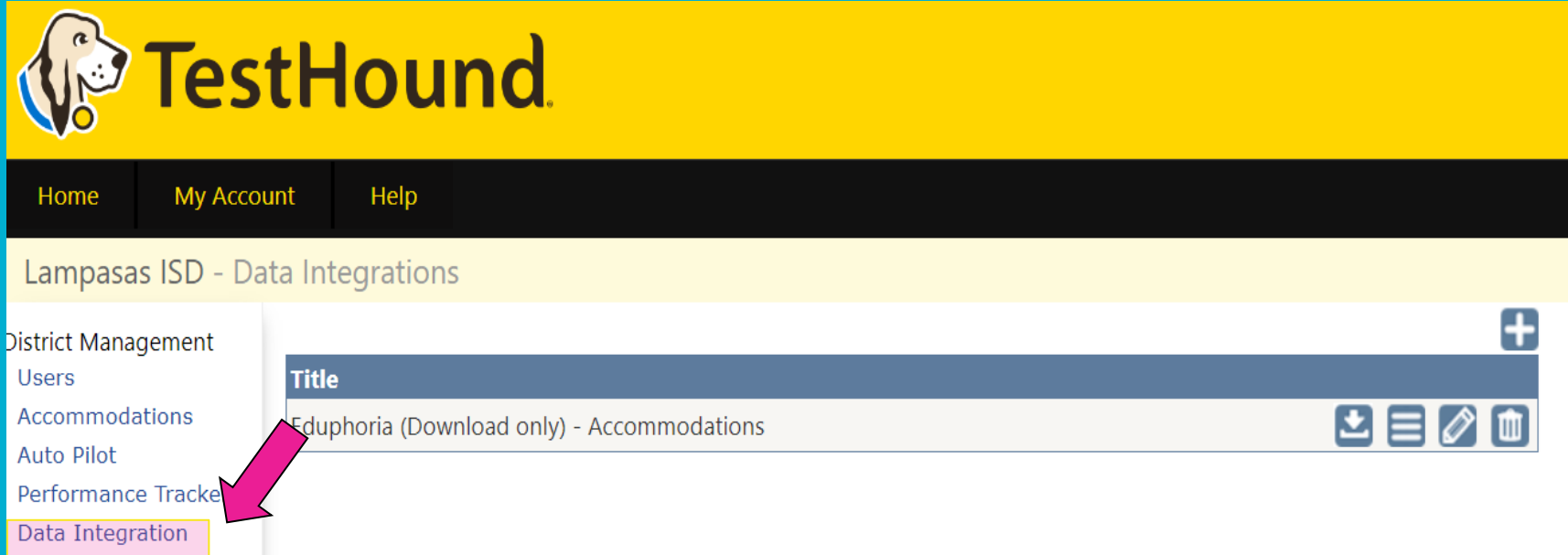
# How do we use exclusion files?

Amarillo - I upload all STAAR-Alt students. I download to show new CTCs.

Lampasas - We do these by hand because it is a small number

Pampa - We do these by hand because it is a small number

# Data Integration



The screenshot shows the TestHound web application interface. At the top left is the TestHound logo, which features a cartoon dog's head. Below the logo is a navigation bar with three items: "Home", "My Account", and "Help". The main content area is titled "Lampasas ISD - Data Integrations". On the left side, there is a sidebar menu with the following items: "District Management", "Users", "Accommodations", "Auto Pilot", "Performance Tracker", and "Data Integration". The "Data Integration" item is highlighted with a pink box, and a pink arrow points to it from the right. The main content area displays a table with one row. The table has a header row with the title "Title" and a plus sign icon in the top right corner. The data row contains the text "Eduphoria (Download only) - Accommodations" and four icons in the bottom right corner: a download icon, a menu icon, an edit icon, and a delete icon.

TestHound

Home My Account Help

Lampasas ISD - Data Integrations

District Management  
Users  
Accommodations  
Auto Pilot  
Performance Tracker  
Data Integration

Title
Eduphoria (Download only) - Accommodations

Make sure all alerts in AutoPilot have been cleared first!

# How often do we use Data Integration?

Amarillo -I pull when it's requested by a campus to upload to Eduphoria.

Lampasas - We only load into Eduphoria Aware. I load once a month or as requested.

Pampa -Uploads every Friday into Eduphoria

# District Reports: Test Attributes



Home My Account Help

Lampasas ISD



District Management  
Users  
Accommodations  
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Performance Tracker  
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Tests  
Materials  
Reports

Test Attributes

**Reports Configuration:**

Report Type  
Select

Generate Report



Under the district reports menu, choose attributes. Request by administration.

- Make sure Auto pilot alerts have been cleared first
- Must run by administration
- Only turns on attributes. Must run at campus level to have on/off

**Request Test Attributes**

Select the test administration and report format. Currently, only the Test Attributes reporting format is available. Note: you can only create one report per test administration for a given format. If you need an updated report, you must first delete the existing report.

Test Admin: December STAAR EOC

Format: Test Attributes

Request Close

# How do we use the Test Attribute file?

Amarillo & Pampa - We load at the district level throughout the year, but close to STAAR/TELPAS we load the campus reports

Lampasas - we load test attributes at the campus level so that we can turn on and off



# Using Embedded Reports

**Courtney**



# Master Accommodations

Pulls accommodations for all students in TH

The screenshot shows the TestHound Professional interface for Bainbridge: Washington HS. The 'Campus Management' section is active, and the 'Generate Report' link is highlighted. The 'Test Admin:' dropdown is set to 'All administrations'. The main configuration area is a table with columns for Students, Grades, Types, Versions, Subjects, and Show Notes. The 'Students' column has radio buttons for 'All Accom.' (selected), '504', 'Special Ed.', 'LEP', and 'Accommodated no Special Program'. The 'Grades' column has checkboxes for 'Ninth Grade', 'Tenth Grade', 'Eleventh Grade', and 'Twelfth Grade'. The 'Types' column has checkboxes for 'AF', 'ALT2', 'DS', 'DS\* TEA', 'Online', and 'Version'. The 'Versions' column has checkboxes for 'STAAR ALT2' and 'STAAR Online'. The 'Subjects' column has checkboxes for 'English', 'Math', 'Science', and 'Social Studies'. The 'Show Notes' column has checkboxes for 'Custom Notes', 'AP Notes', and 'Vendor Notes'. Below the table, there are two notes: one stating that by default the report contains all accommodated students and that selections for grades, types, versions, or subjects are only for filtering; the other stating that including AP Notes and/or Vendor Notes will increase the report generation time to two minutes.

Students:	Grades:	Types:	Versions:	Subjects:	Show Notes:
<input checked="" type="radio"/> All Accom.	<input type="checkbox"/> Ninth Grade	<input type="checkbox"/> AF	<input type="checkbox"/> STAAR ALT2	<input checked="" type="checkbox"/> English	<input type="checkbox"/> Custom Notes
<input type="radio"/> 504	<input type="checkbox"/> Tenth Grade	<input type="checkbox"/> ALT2	<input type="checkbox"/> STAAR Online	<input checked="" type="checkbox"/> Math	<input type="checkbox"/> AP Notes
<input type="radio"/> Special Ed.	<input type="checkbox"/> Eleventh Grade	<input type="checkbox"/> DS		<input checked="" type="checkbox"/> Science	<input type="checkbox"/> Vendor Notes
<input type="radio"/> LEP	<input type="checkbox"/> Twelfth Grade	<input type="checkbox"/> DS* TEA		<input checked="" type="checkbox"/> Social Studies	
<input type="radio"/> Accommodated no Special Program		<input type="checkbox"/> Online			
<input type="checkbox"/> Include students with no acc.		<input type="checkbox"/> Version			

Note: By default this report contains all accommodated students. There is no need to select all grades, types, versions or subjects. Only make selections for grades, types, versions or subjects if you intend to filter down to the specific selections you make.

Note: Including AP Notes and/or Vendor Notes will increase the time needed to generate this report. Including this data may require two minutes for the report to load.

**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.**

# How do we use the Master Accommodations Report?

**Amarillo** - CTCs meet with diags and committee leads two weeks before testing to cross check for accuracy.

**Lampasas** - Full list sent by CTC to each special program at beginning of year to verify. Ran by administration prior to assessments for verification.

**Pampa** - Run by campus for CTC to meet with committees BOY and prior to major assessments

# 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

[Home](#) [My Account](#) [Updates](#) [Discussions \(26\)](#) [Archives](#) [Help](#)

Bainbridge : Washington HS

Campus Management

Test Administrators  
Students  
Rooms  
Test Administrations  
Tests  
Materials  
Reports

### 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

# How do we use the Room Accommodations Report?

**Amarillo** - Given to TAs before testing to make sure they are aware. TAs sign off saying they are responsible for ensuring accommodation is received.

**Lampasas** - Given to classroom teachers for Interims/TFAR. Given to TAs to ensure implementation of accommodations on STAAR.

**Pampa** -Use demo test for BOY check-in. Also used for all major assessments (Interim, STAAR)

# 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

# What do we do with the Material Control Report?

**Amarillo** - Each STAAR/TELPAS test room is required to have one and fill out completely.

**Lampasas** - One of district required forms for testing buckets on test day.

**Pampa** - District required form for TELAS/STAAR

# 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
<b>5/11/2023 8:00:00 AM</b>											
C106	Christy Campbell			1	0	0	1				
<b>5/2/2023 8:00:00 AM</b>											
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



# How do we use the Master Materials Report?

**Amarillo** - Use check out of Test Tickets and booklets for STAAR and TELPAS (we use the one in the DCCR for STAAR-Alt)

**Lampasas** - Use for chain of custody material control for teachers to sign in/out on test day for STAAR and TELPAS.

**Pampa** -Use check out of Test Tickets and booklets for STAAR and TELPAS. We revise the excel version to be used throughout the STAAR Alt window.

# Room Electronics

**Reports Configuration:**

Report Type  
Room Electronics

Admin  
ZSTAAR 3-8 DEMO

Test(s)  
Grade 6 Reading

Days  
4/15/2025 12:00:00 AM

Sessions  
Session 1 8:00-3:30 AM

Room(s)

Letter:

body p

Custom Title:

Generate Report Clear

Letter:

body p

Custom Title:

Generate Report Clear

# How do we use the Room Electronics Report?

**Amarillo** - Secondary only - copy/paste verbiage from student handbook. TA reads and students must sign.

**Lampasas** - One of required documents for testing bins. We have district suggested prompt for top.

**Pampa** -District required language provided to CTCs for 3rd - EOC.

**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.

# NEW - Test Tickets...are YOU using them?

The new Test Tickets Report includes the following information:

- Student Name
- Grade
- Gender
- DOB (if available)
- SSID
- Local ID
- Test Name
- District ID:
- School ID:
- Room #
- TA Name

**ABEL, BRAYSTON**

Grade: 9

Gender: M

**BRAYSTON**

First Name

DOB:

Local ID: 434868

**1112112424**

TSDS ID

District: Harrington ISD (900008)

Campus: Washington HS (900008001)

Student Access Card

Algebra I, 12/3/2024, 8:00 AM, Room:101

**SCHWARCK, DARIN**

Grade: 9

Gender: M

**DARIN**

First Name

DOB:

Local ID: 433422

**1112111833**

TSDS ID

District: Harrington ISD (900008)

Campus: Washington HS (900008001)

Student Access Card

Algebra I, 12/3/2024, 8:00 AM, Room:101

**ANZURES, MIRANDA**

Grade: 9

Gender: F

**MIRANDA**

First Name

DOB:

Local ID: 432273

**1112111378**

TSDS ID

District: Harrington ISD (900008)

Campus: Washington HS (900008001)

Student Access Card

Algebra I, 12/3/2024, 8:00 AM, Room:101

**AGUADO ESPINOSA, MARCUS**

Grade: 9

Gender: M

**MARCUS**

First Name

DOB:

Local ID: 432998

**1112111667**

TSDS ID

District: Harrington ISD (900008)

Campus: Washington HS (900008001)

Student Access Card

Algebra I, 12/3/2024, 8:00 AM, Room:102

# 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

Mappings: 2



Title	Last Published		
<a href="#">eSPED</a>	9/25/2023 11:45:00 AM		
<a href="#">Project Education</a>	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; - Central Standard Time	Published: 9/25/2023 6:45:00 AM; - Central Standard Time
Time Finished: 9/25/2023 10:31:00 AM - Central Standard Time	Time Finished: 9/25/2023 11:45:00 AM - 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



# Do we allow Manual Accommodation Entry?

Amarillo - Yes - we have to because we don't upload RTI to any system.

Lampasas - We use Frontline for ARD, 504, LPAC, and RTI so all accommodations must come through Frontline- no manual entry

Pampa - Yes for RTI - with a note



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 --

Reading Reading/ELA



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

-- NULL / VOID ASSOCIATION --

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!

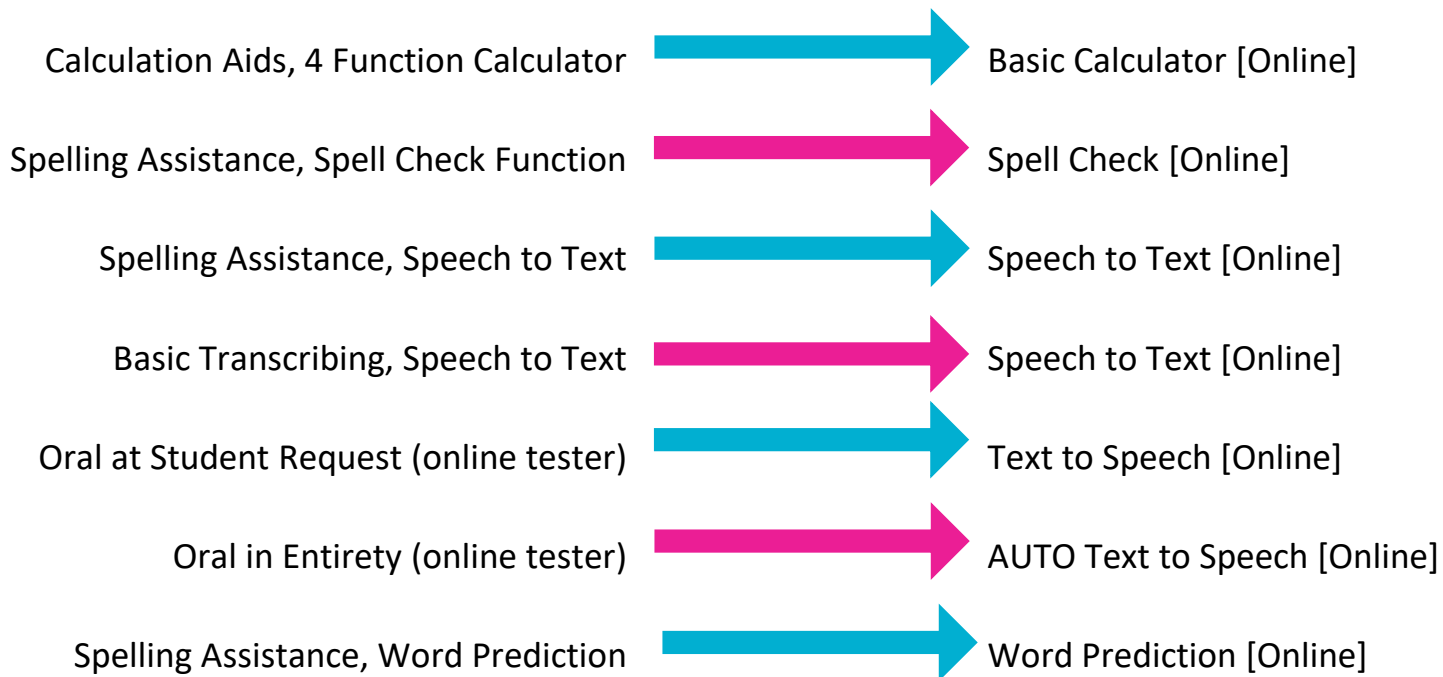
No longer an accom

Not needed info

Doesn't give enough info

Not allowed for subject

# What do I map that to?



# Do you want Crystal's Testhound map?

<https://docs.google.com/spreadsheets/d/1ZKCwNfyq4X0qAIOdLHzRg8lONVV3dmu7/edit?usp=sharing&oid=116343525042676114917&rtpof=true&sd=true>

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

**Thank you  
for  
joining us!**

Make it work for you!

[email Courtney](#)

[email Lori](#)

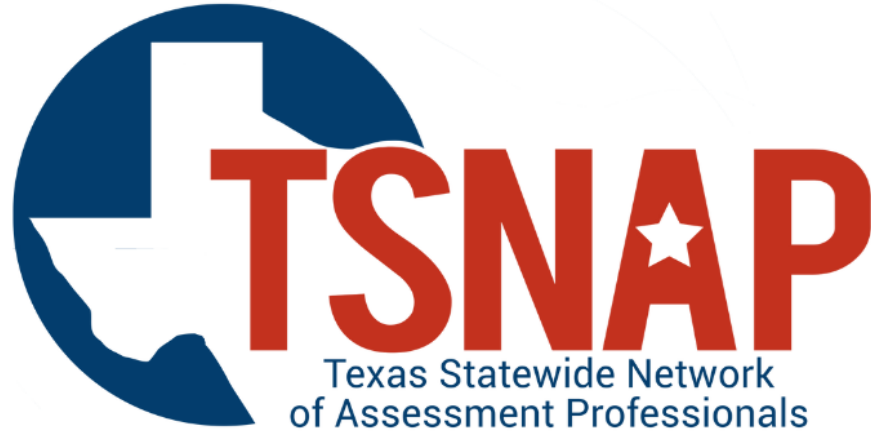
[email Crystal](#)



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**Questions?**



[tsnap.org](https://tsnap.org)

