Let's Talk TestHound

a Deeper Dive

TAC 2024

Today's Presenters

Lori Weinheimer

Lampasas ISD

Courtney Blackmon

Pampa ISD

Crystal Glover

Amarillo ISD

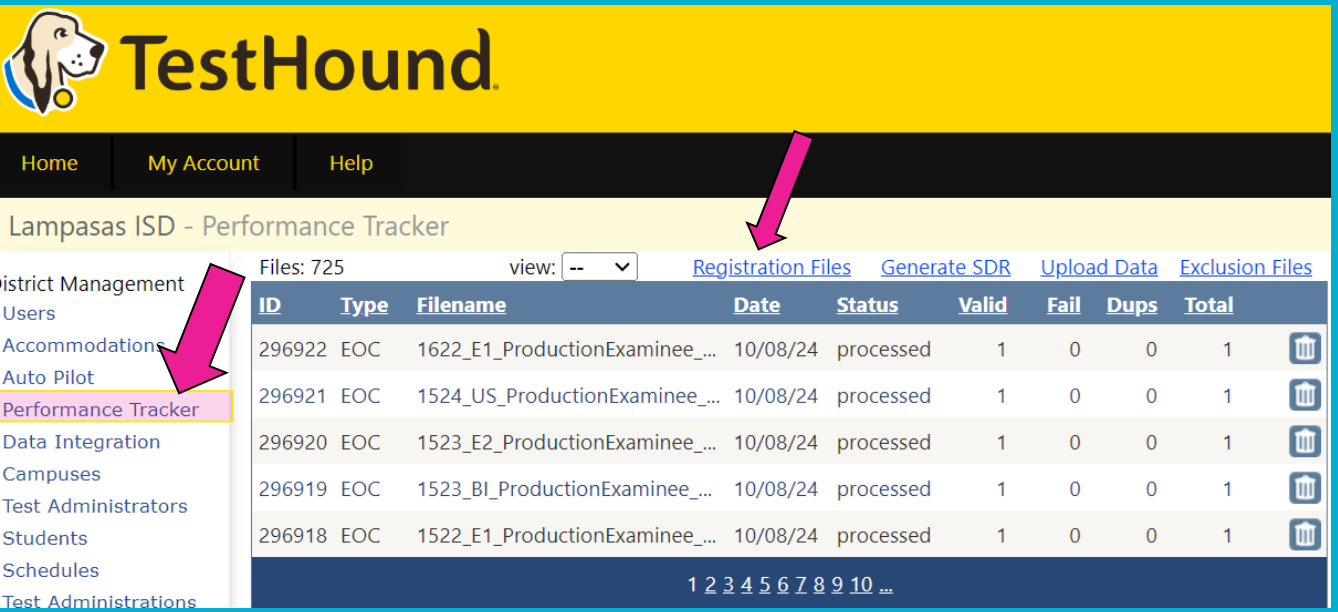
Performance Tracker

Lori

*Additional service

Registration Files

Performance Tracker: District Registration Files

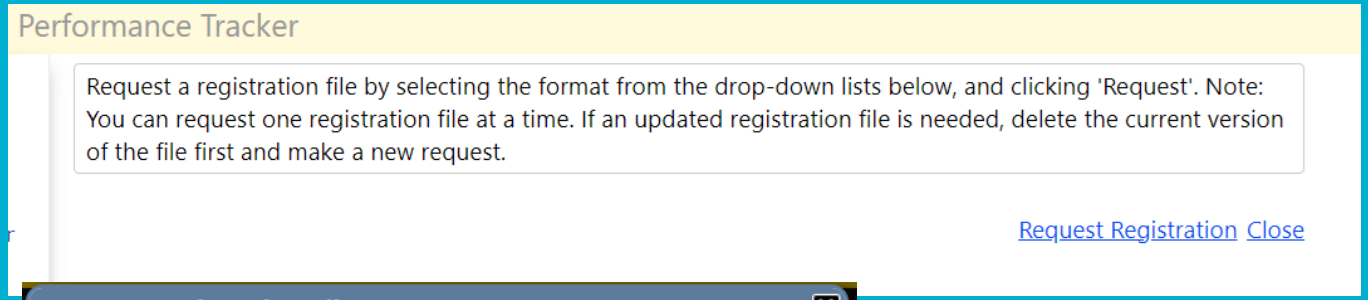


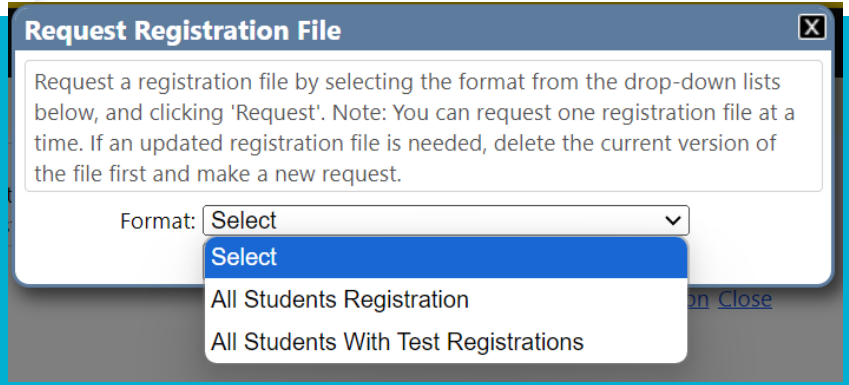
Within the Performance Tracker, you can request a registration file

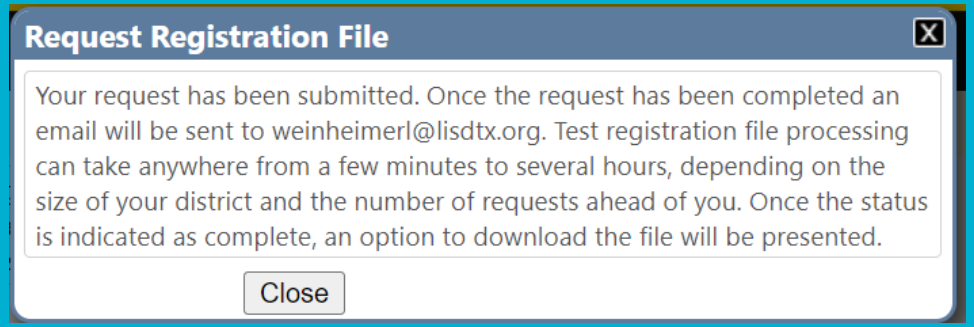
- Easier than many SIS
- Masks PEIMS ID

Note: Performance Tracker is an add-on service for TestHound

Performance Tracker: Registration Files



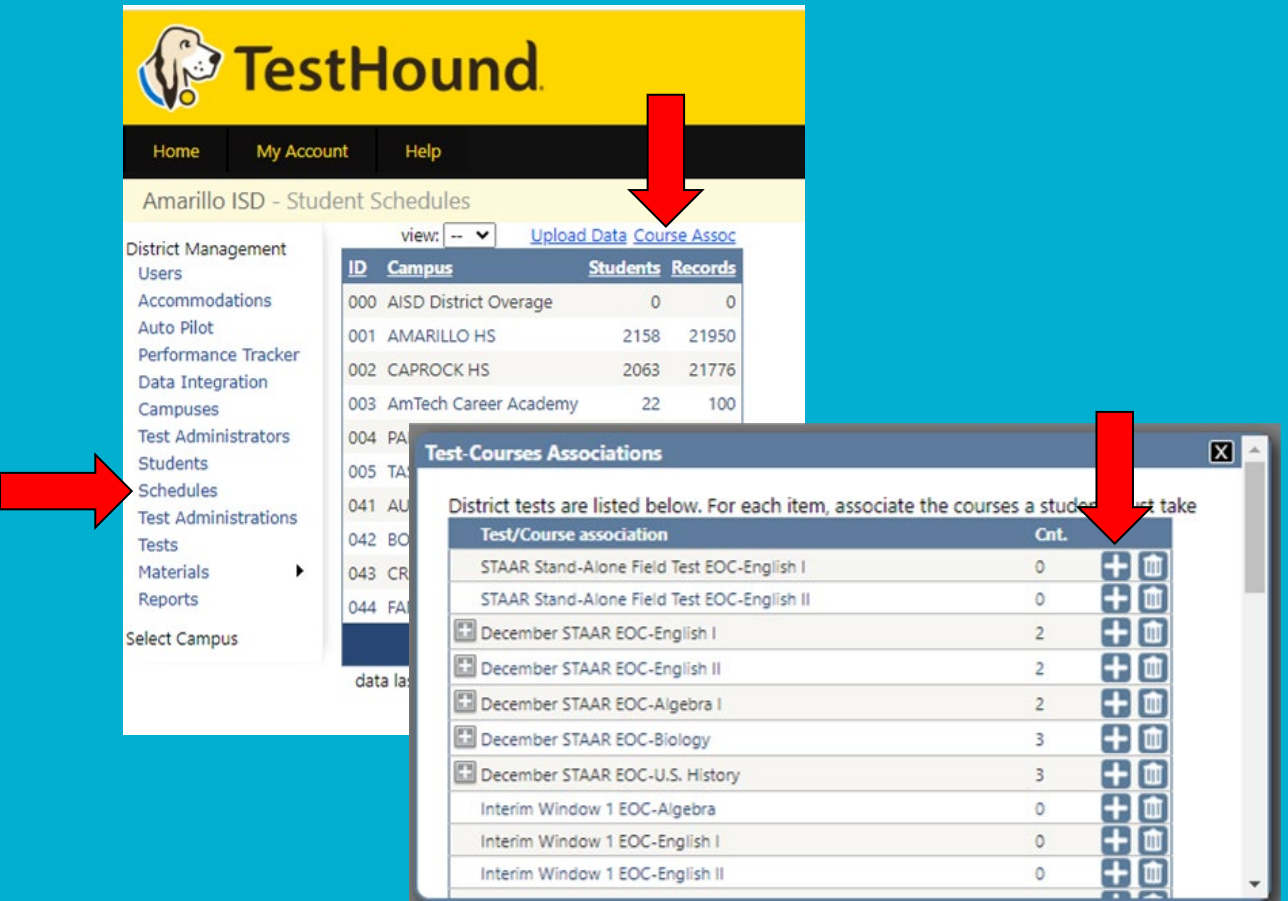




Two types of files:

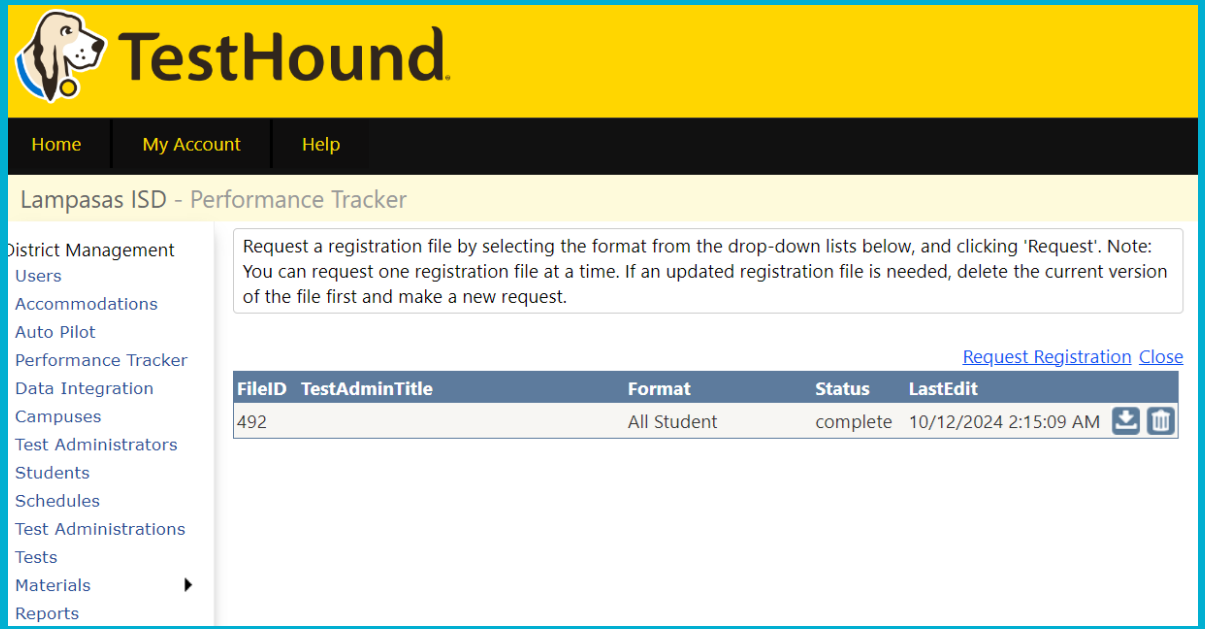
1. **All students registration**
2. **All students with Test Registrations**

Performance Tracker: Registration Files



To use the *All Students With Test Registrations* file for EOC students, you must first make sure your EOC Courses are Associated in the Schedules menu.

Performance Tracker: Registration Files

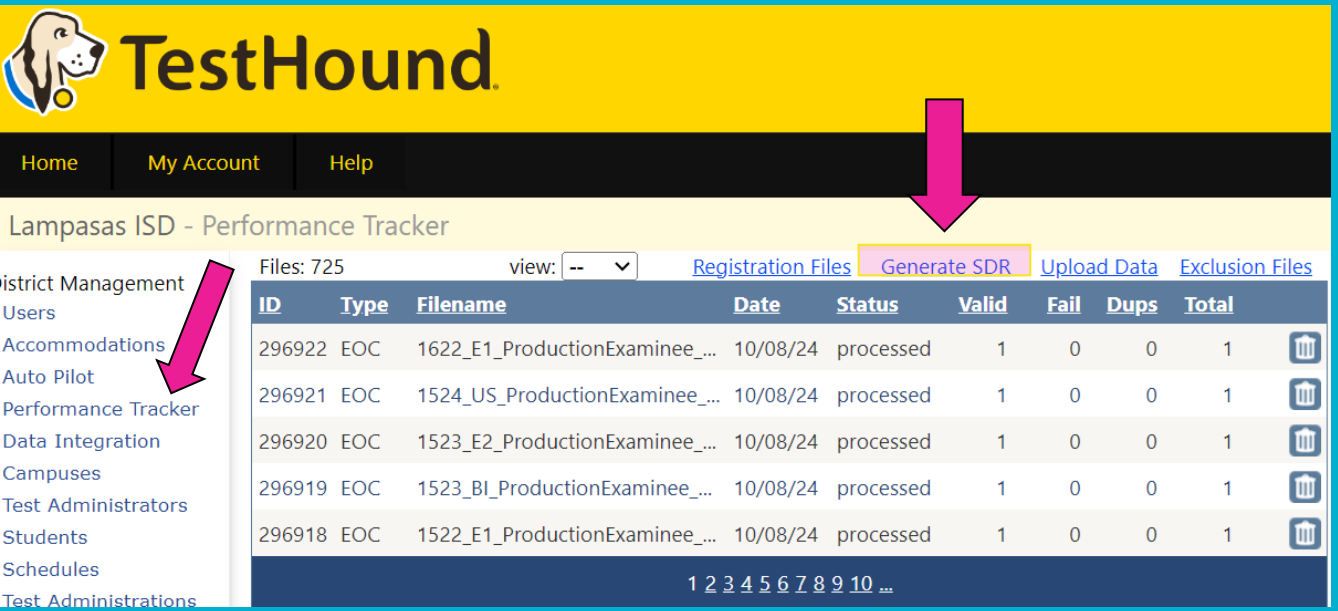


When you receive the email that your registration file is ready, then you can return to the Registration Files screen in the Performance Tracker application to download.

If you choose to request another registration file, then you must delete current file before requesting a new one.

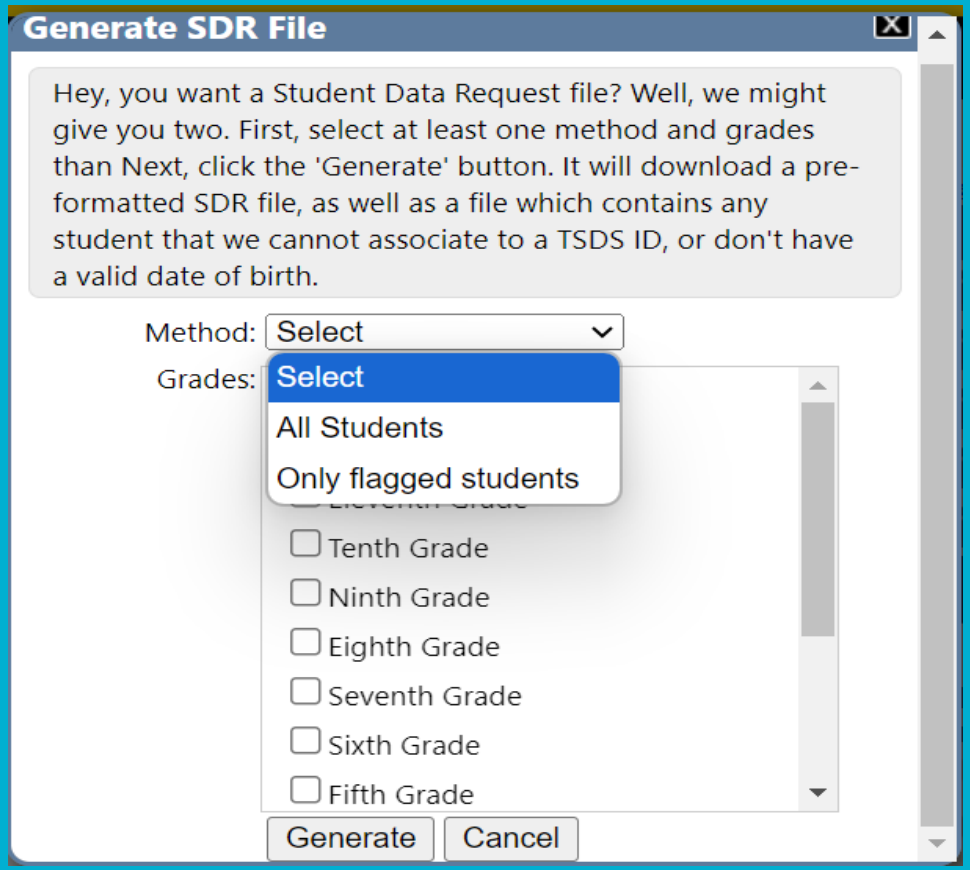
Generate SDR

Performance Tracker: Generate SDR Files



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.

Performance Tracker: Generate SDR



You may request your SDR file in two methods:

1. **All students or**
2. **Only flagged students**

****NEW THIS YEAR****

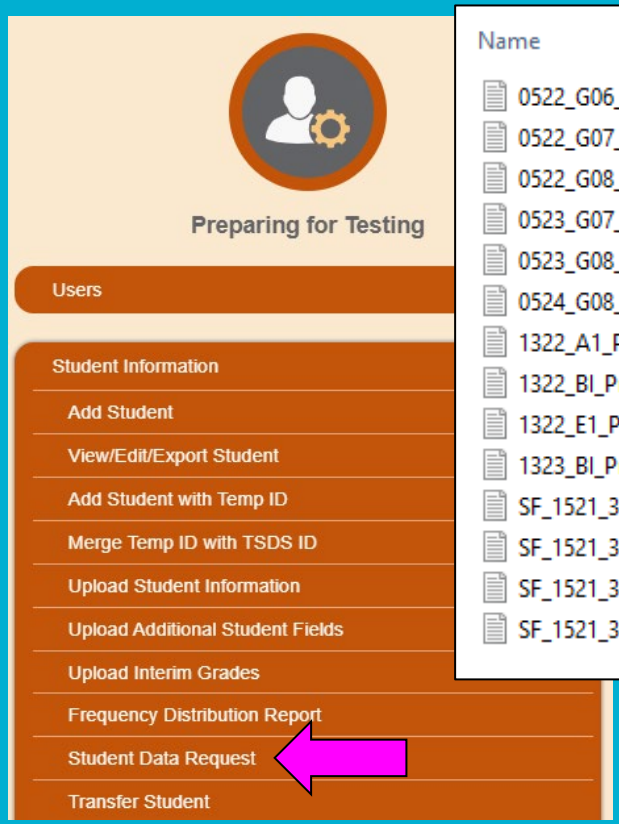
You may pull by grade level.

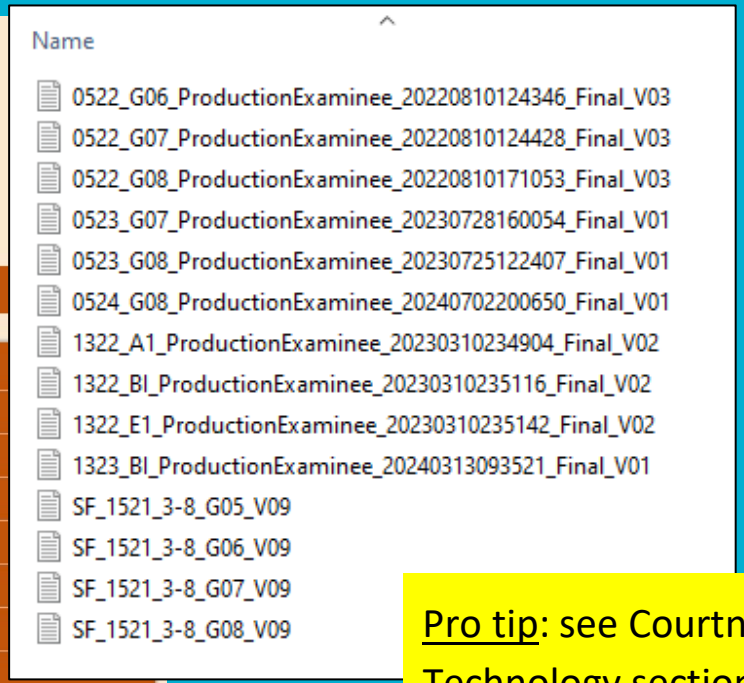
<u>Pro tip</u>: TIDE will error out any student not registered in the SDR Request.

Performance Tracker: SDR Request

- With the "only flagged student" SDR Request it only pulls students that have the “Include in SDR” box checked.
- When the student has data loaded, then the system should remove the flag.
- The system automatically checks any new students.

Load SDR file into TIDE and returned files to TH





1. Load SDR request in TIDE.

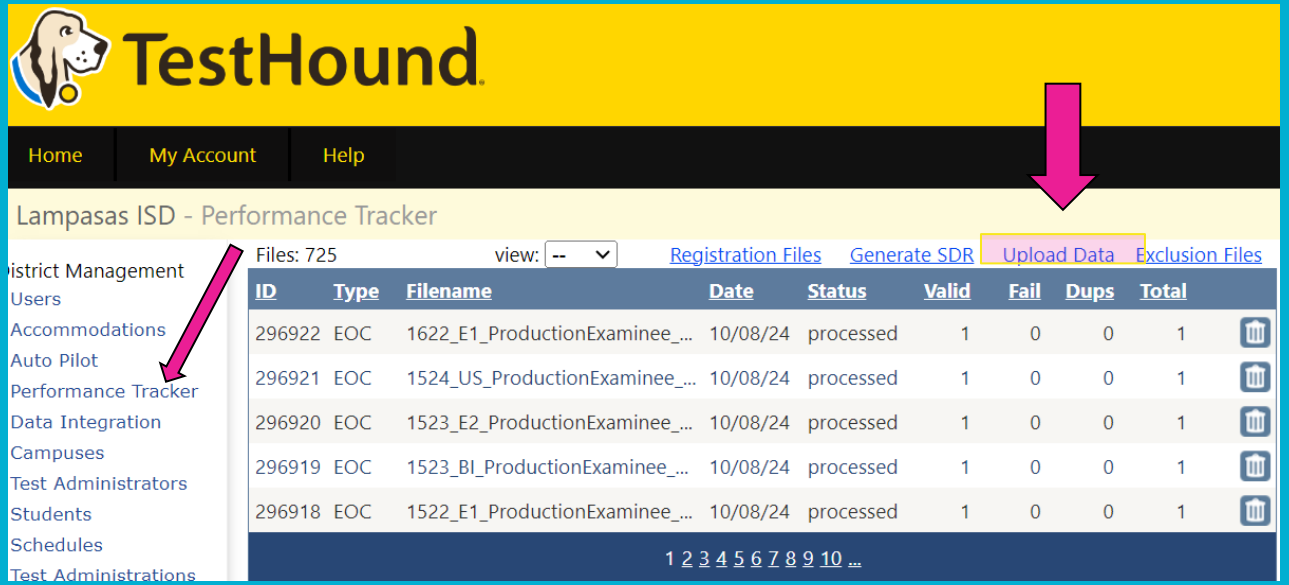
2. Files are delivered to your TIDE secure inbox. This can take a few minutes or a full day.

3. You can now load these files into Testhound and/or into your SIS and other programs

Pro tip: see Courtney's doc in TSNAP Shares, Technology section - Combine SDR Files for Ascender Import
or click here for direct link

Upload Data

Performance Tracker: Data Uploads

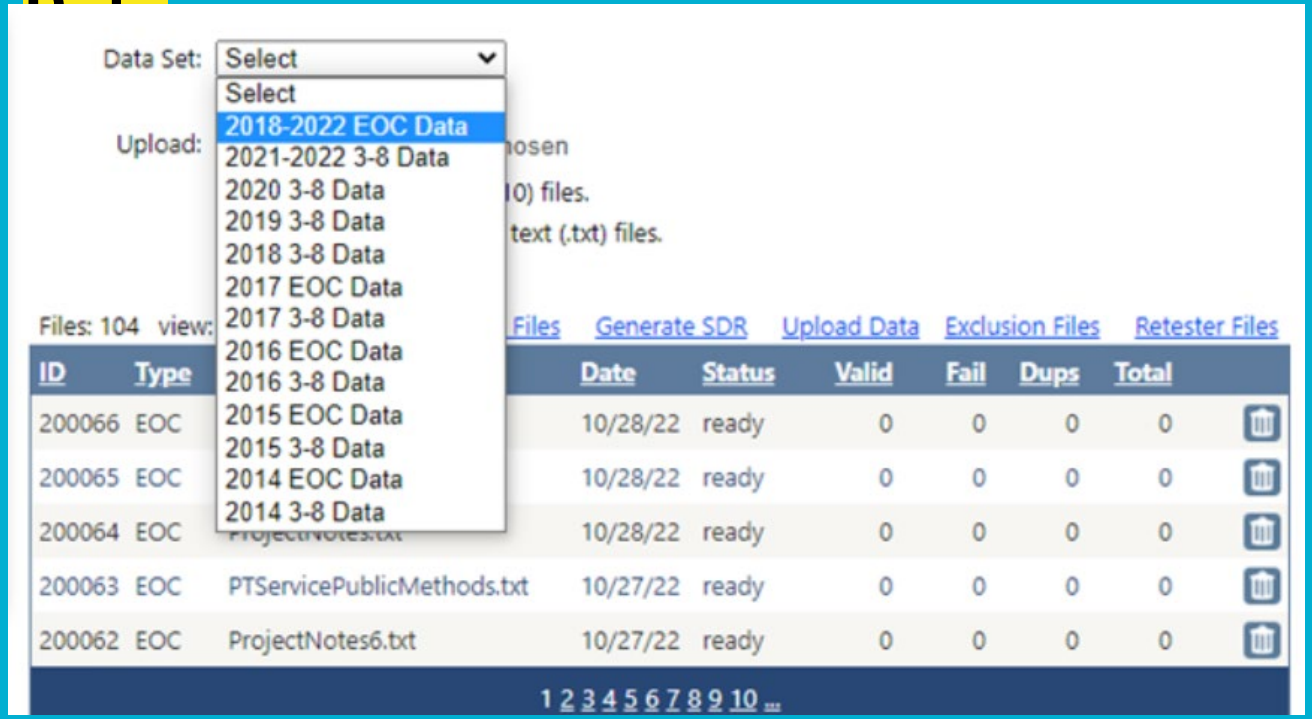


The upload data screen allows you to upload .txt files.

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

Note: Local decision to upload 3-8

Performance Tracker: Upload



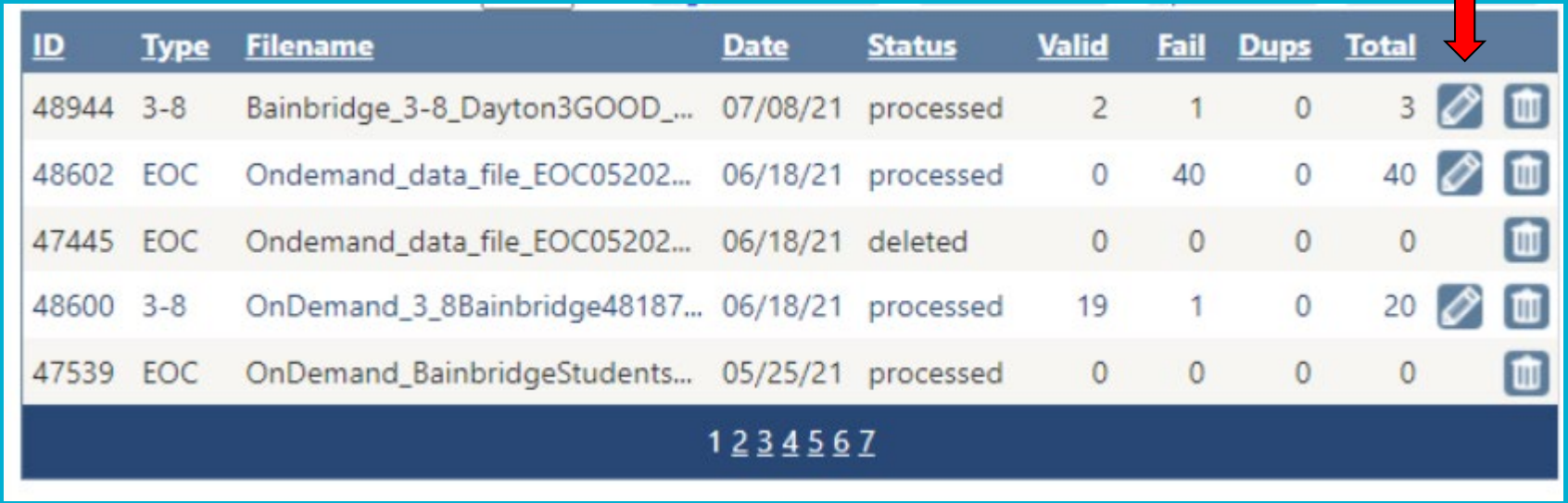
Choose the type of file you will be uploading.

Choose Files- you may upload 10 .txt files at a time.

Find the 4 digit numerical code in the file name, which will tell you the admin and the year of the scores. EX: 1522 is Spring of 2022. 1320 is Fall of 2020.

For your reference: 13-Fall/Dec
15-Spring
16-Summer
last 2 digits are the year

Performance Tracker: Upload Data



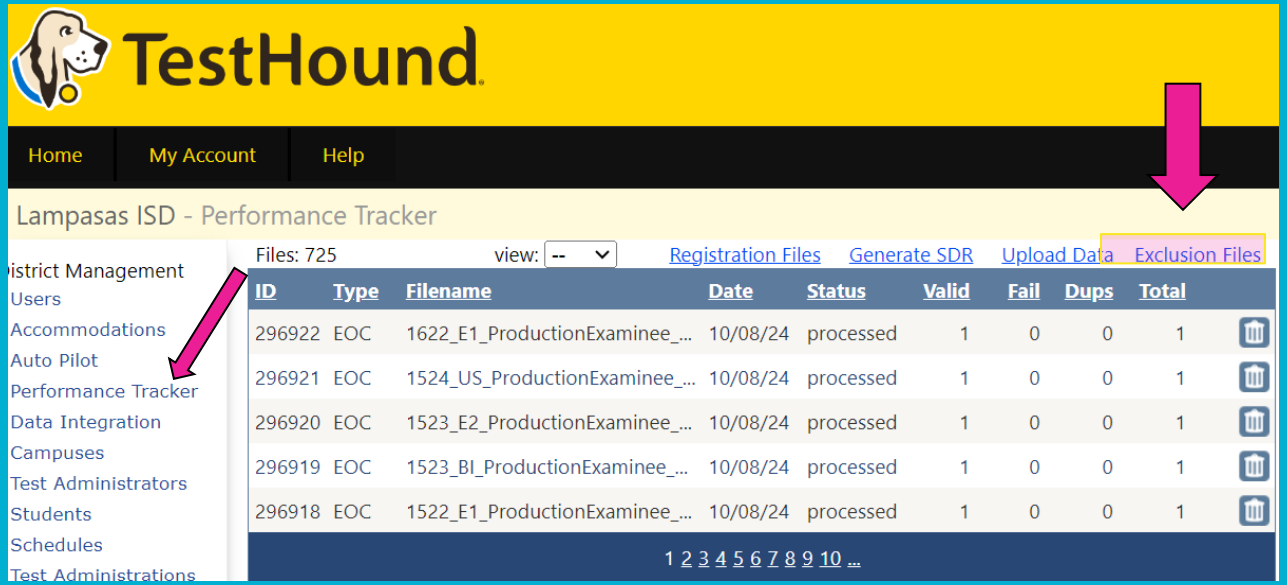
ID	Type	Filename	Date	Status	Valid	Fail	Dups	Total
48944	3-8	Bainbridge_3-8_Dayton3GOOD_...	07/08/21	processed	2	1	0	3
48602	EOC	Ondemand_data_file_EOC05202...	06/18/21	processed	0	40	0	40
47445	EOC	Ondemand_data_file_EOC05202...	06/18/21	deleted	0	0	0	0
48600	3-8	OnDemand_3_8Bainbridge48187...	06/18/21	processed	19	1	0	20
47539	EOC	OnDemand_BainbridgeStudents...	05/25/21	processed	0	0	0	0

1 2 3 4 5 6 7

After a file has processed, watch a for pencil within a file row. This may indicate one or more students in the file that did not match. You may need to enter student's school ID number.

Exclusion Files

Performance Tracker: Exclusion Files



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

Performance Tracker: Exclusion Files

DistrictID	StudentID	Grade	Course	Exclusion	Date	Note
900003	123456		A1	ARD		
900003	234567	9	BI	CBE	3/22/2018	
900003	345678		E1	E1 LEP		
900003	456789	10	E2	FEX		
900003	567890	11	US	IGC		
900003	678901	9	A1	OS/PS		Passed assessment Washington State
900003	789012		BI	SA		PSAT: score 1500
900003	234678		E1	WVR20		
900003	456449	10	A1	ALT2		

Exclusion Template & Descriptions available in TestHound's help section

Data Integration & AutoPilot

Crystal

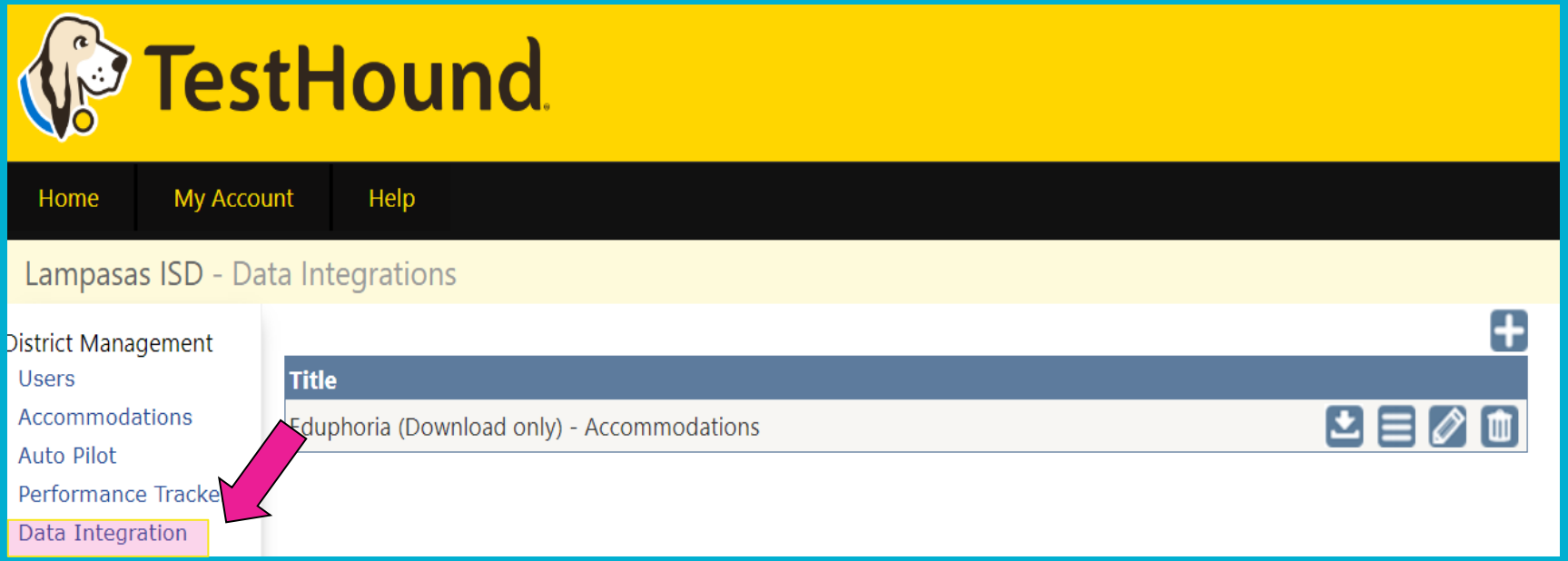
Data Integration

***NOT an add on service**
(everyone has this)

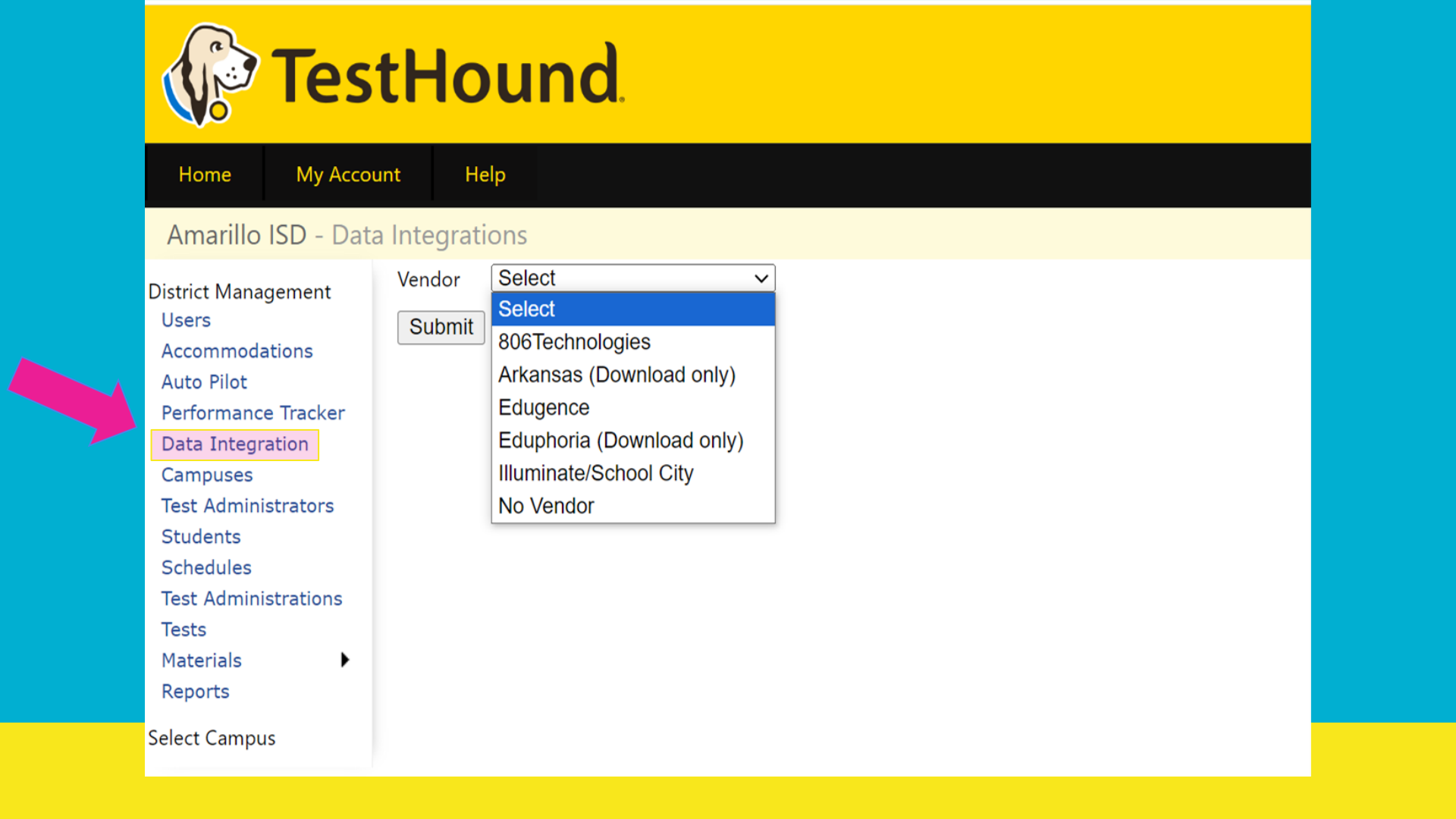
Do you want to upload test attributes to a platform other than TIDE?

Data Integration is for you!

Data Integration



Make sure all alerts in AutoPilot have been cleared first!

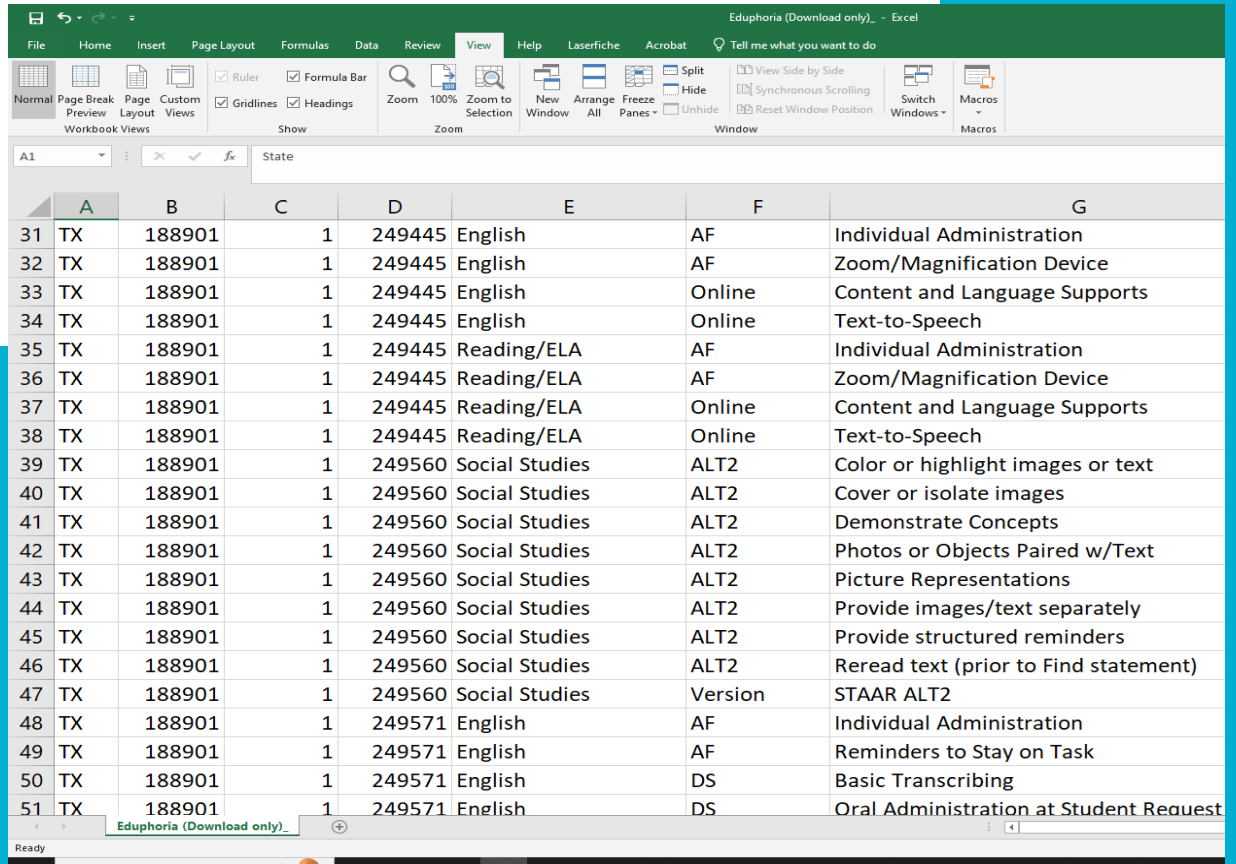

TestHound
Home
My Account
Help
Amarillo ISD - Data Integrations
District Management
Users
Accommodations
Auto Pilot
Performance Tracker
Data Integration
Campuses
Test Administrators
Students
Schedules
Test Administrations
Tests
Materials
Reports
Select Campus
Vendor
Select
Submit
Select
806Technologies
Arkansas (Download only)
Edugence
Eduphoria (Download only)
Illuminate/School City
No Vendor

Amarillo ISD - Data Integrations

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

Title

Eduphoria (Download only) - Accommodations

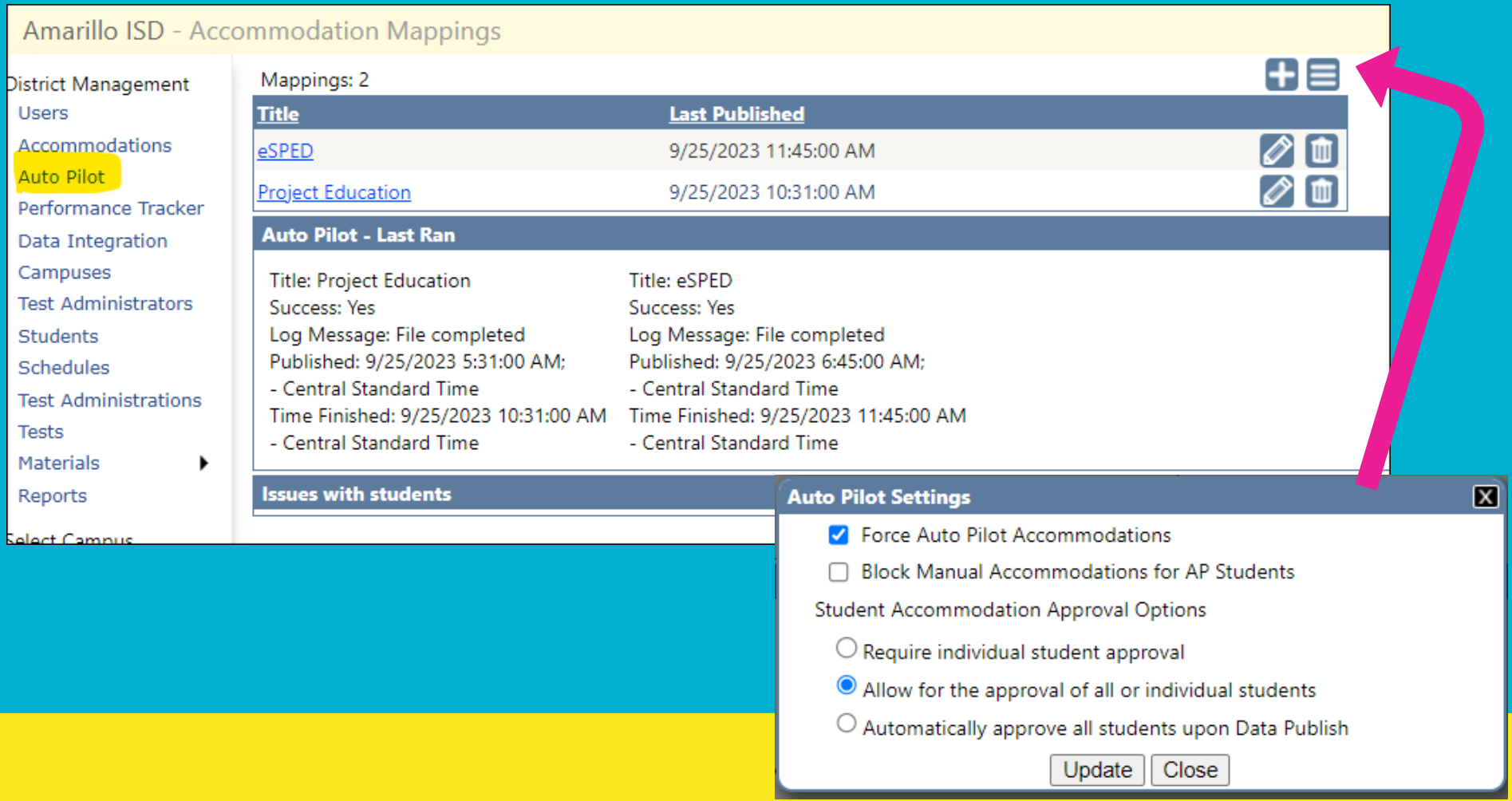


	A	B	C	D	E	F	G
31	TX	188901	1	249445	English	AF	Individual Administration
32	TX	188901	1	249445	English	AF	Zoom/Magnification Device
33	TX	188901	1	249445	English	Online	Content and Language Supports
34	TX	188901	1	249445	English	Online	Text-to-Speech
35	TX	188901	1	249445	Reading/ELA	AF	Individual Administration
36	TX	188901	1	249445	Reading/ELA	AF	Zoom/Magnification Device
37	TX	188901	1	249445	Reading/ELA	Online	Content and Language Supports
38	TX	188901	1	249445	Reading/ELA	Online	Text-to-Speech
39	TX	188901	1	249560	Social Studies	ALT2	Color or highlight images or text
40	TX	188901	1	249560	Social Studies	ALT2	Cover or isolate images
41	TX	188901	1	249560	Social Studies	ALT2	Demonstrate Concepts
42	TX	188901	1	249560	Social Studies	ALT2	Photos or Objects Paired w/Text
43	TX	188901	1	249560	Social Studies	ALT2	Picture Representations
44	TX	188901	1	249560	Social Studies	ALT2	Provide images/text separately
45	TX	188901	1	249560	Social Studies	ALT2	Provide structured reminders
46	TX	188901	1	249560	Social Studies	ALT2	Reread text (prior to Find statement)
47	TX	188901	1	249560	Social Studies	Version	STAAR ALT2
48	TX	188901	1	249571	English	AF	Individual Administration
49	TX	188901	1	249571	English	AF	Reminders to Stay on Task
50	TX	188901	1	249571	English	DS	Basic Transcribing
51	TX	188901	1	249571	English	DS	Oral Administration at Student Request

You can manipulate this file to turn on/off certain accommodations for groups of students in your other program.

Auto Pilot

*Additional service


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

Mappings: 3

Clear Accommodations

Title	Last Published
Embrace	10/22/2024 9:11:00 PM
eSPED	8/27/2024 8:37:00 AM
Project Education	6/27/2024 12:11:00 AM

Auto Pilot - Last Ran

Title: Project Education
Success: No
Log Message: File completed with errors
Published: **Yes with mapping error**;

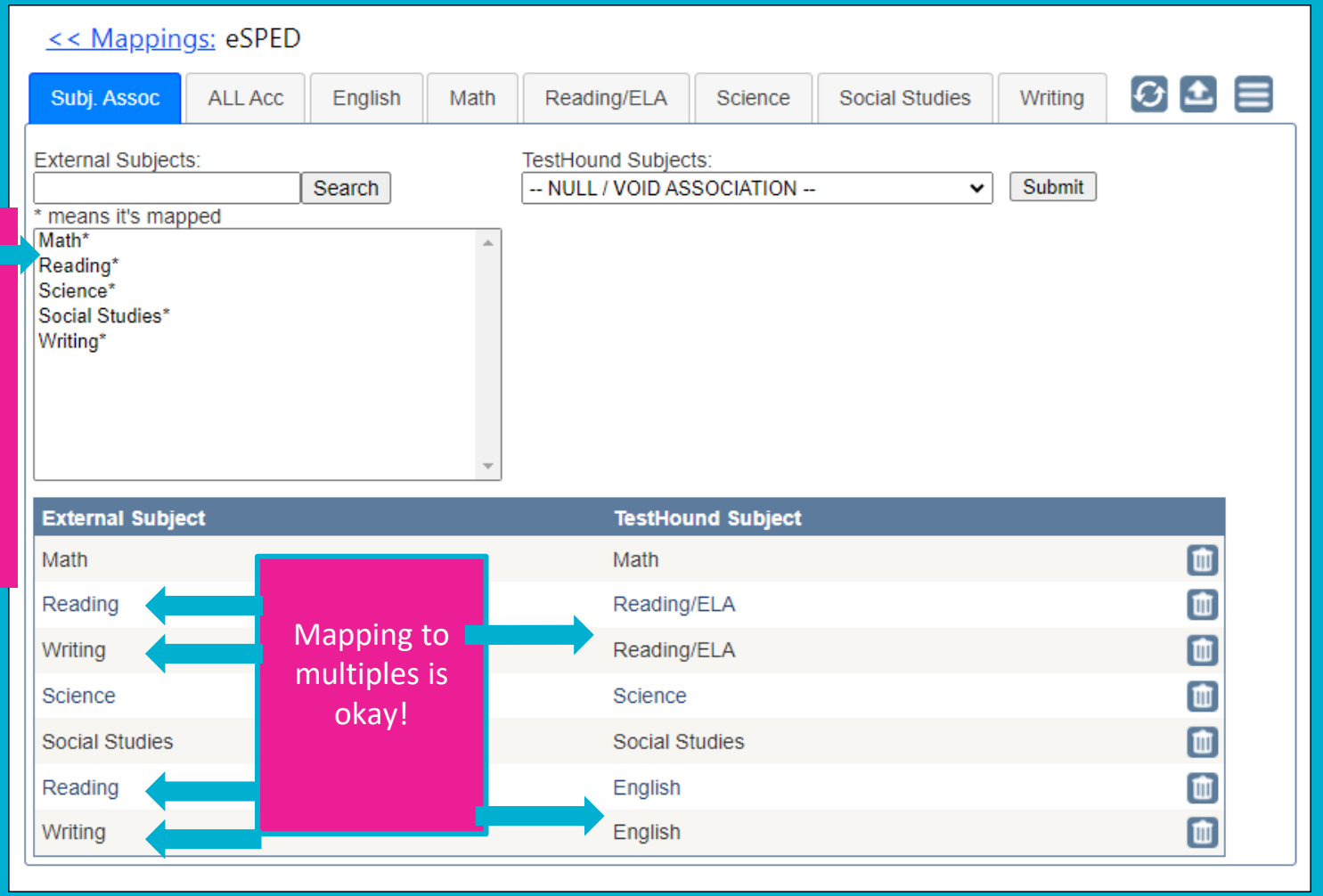
Time Finished: 6/27/2024 12:11:00 AM
- Central Standard Time
Want to see error(s)? Click me

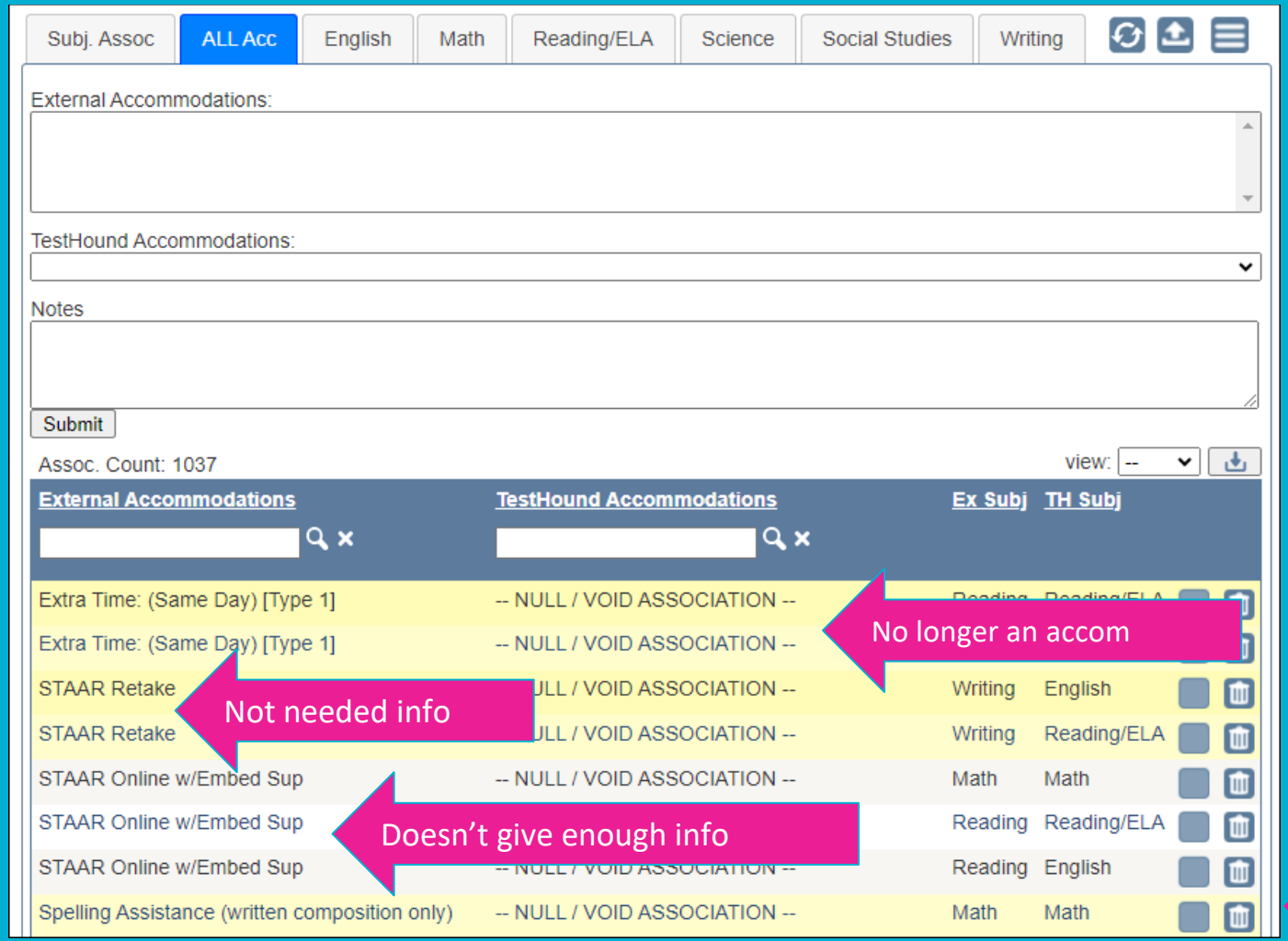
Title: eSPED
Success: No
Log Message: File completed with errors
Published: 8/27/2024 3:37:00 AM;
- Central Standard Time
Time Finished: 8/27/2024 8:37:00 AM
- Central Standard Time
Want to see error(s)? Click me

Title: Embrace
Success: Yes
Log Message: File completed
Published: **Yes with mapping error**;

Time Finished: 10/22/2024 9:11:00 PM
- Central Standard Time
No error messages to display.

Issues with students


No * means that subject is not coming through correctly!
<< 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
Mapping to multiples is okay!



No longer an accom

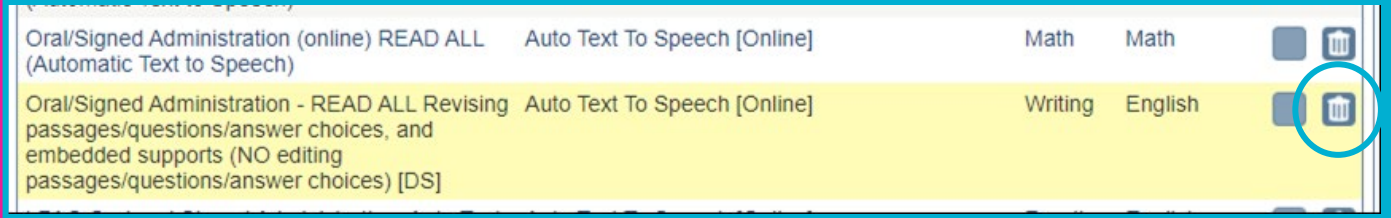
Not needed info

Doesn't give enough info

Use your NULL/VOID option!

Not allowed for subject

Yellow =
no students
with this accommodation
are currently coming in
on your vendor file



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

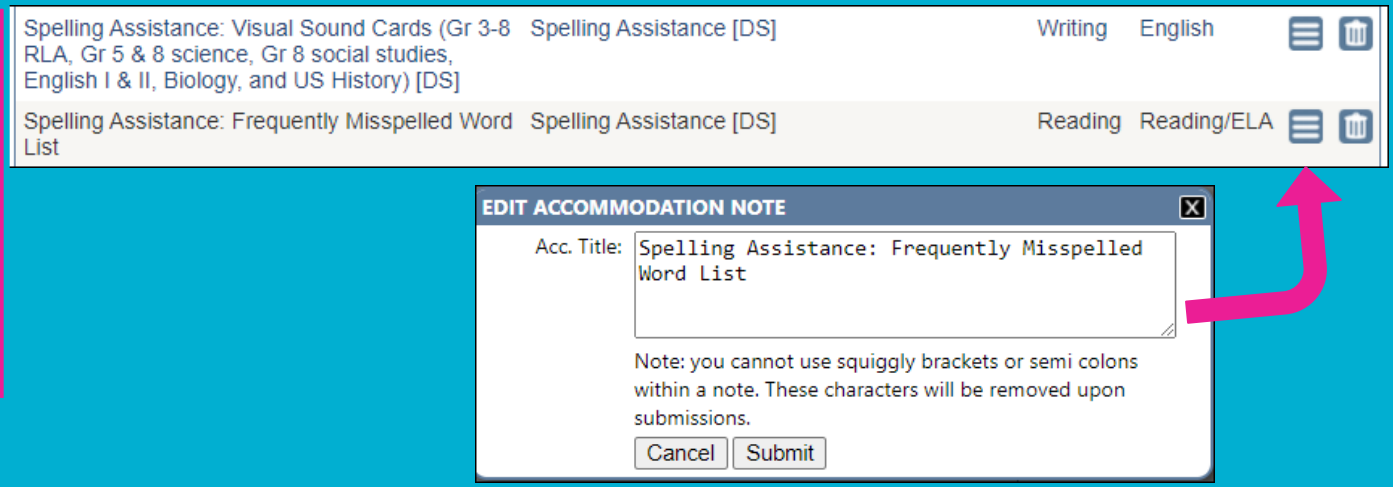
Do you think it will come back in later?

Leave it alone.

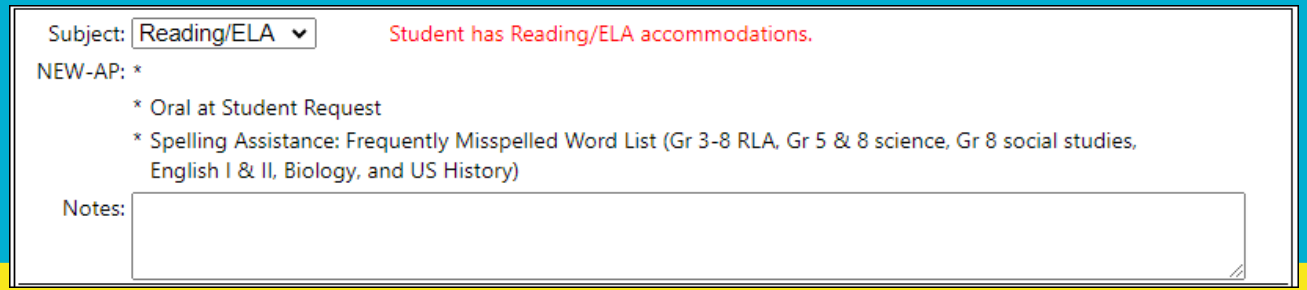
Is it something that isn't used anymore?

Delete it.

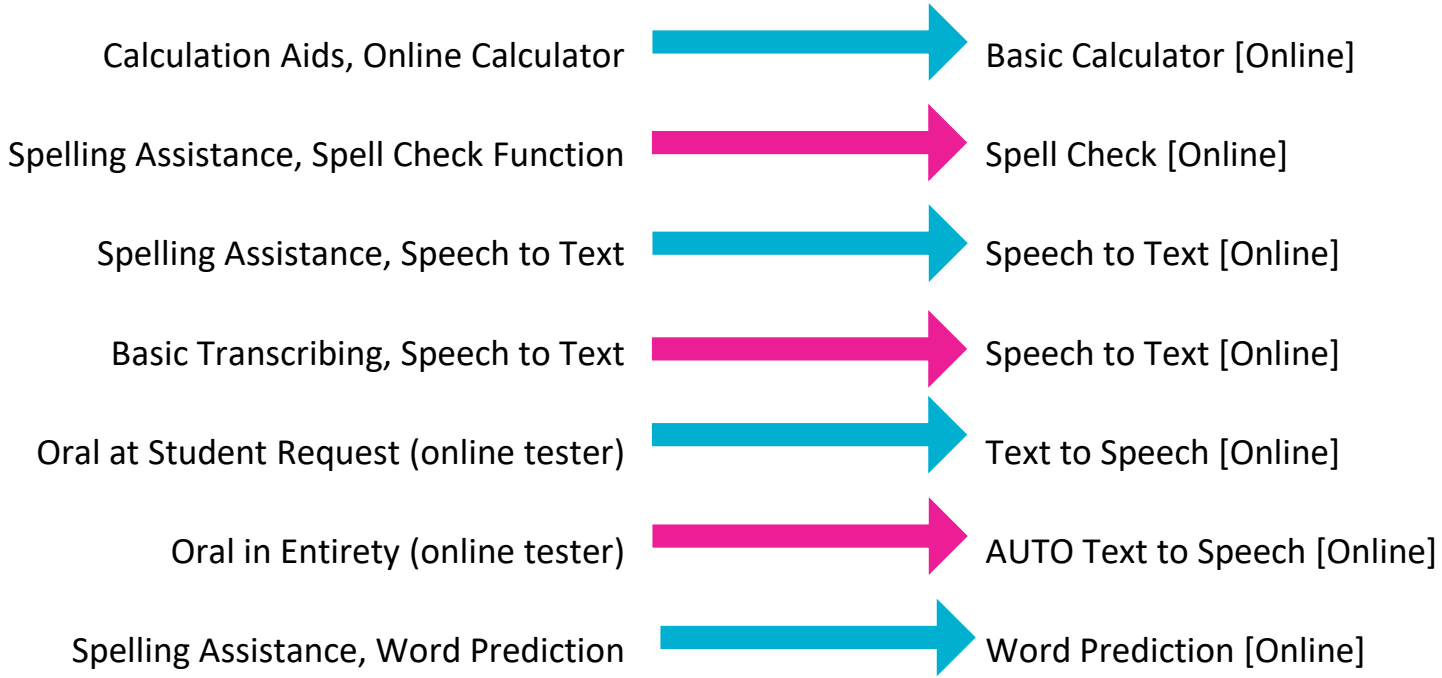
Use your Note box to explain the accommodation if it has multiple options



Notes appear on the Accommodations page and on reports



What do I map that to?



Do you want Crystal's Testhound map?

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

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

Using Embedded Reports

Courtney

District Reports

What reports will help you with TIDE?

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

Once students are registered TIDE, 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**
- ❑ **EOC Eligibility Reports**
- ❑ **STAAR Above Grade Level**

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

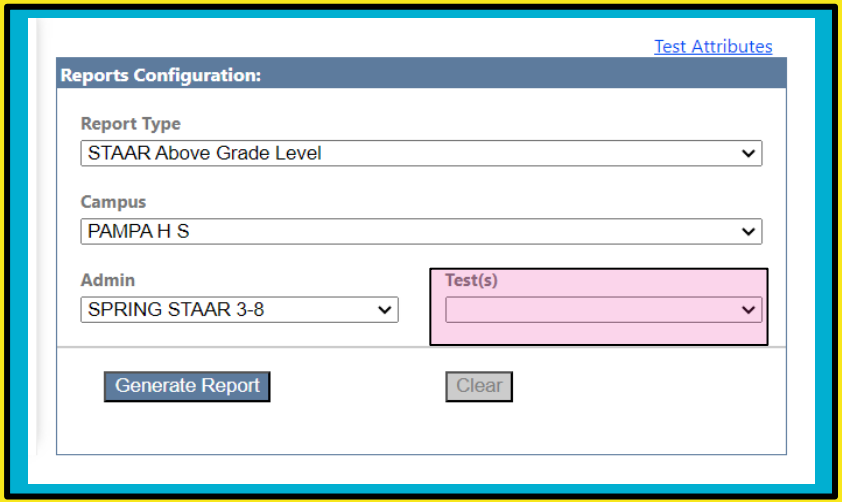
These 3rd-grade students were added to the 4th-grade math test.

For 3-8, students should be added to the correct test they will actually take. TestHound will compare this to the students 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.

STAAR Above Grade Level

STAAR 3-8 students who are testing above grade level



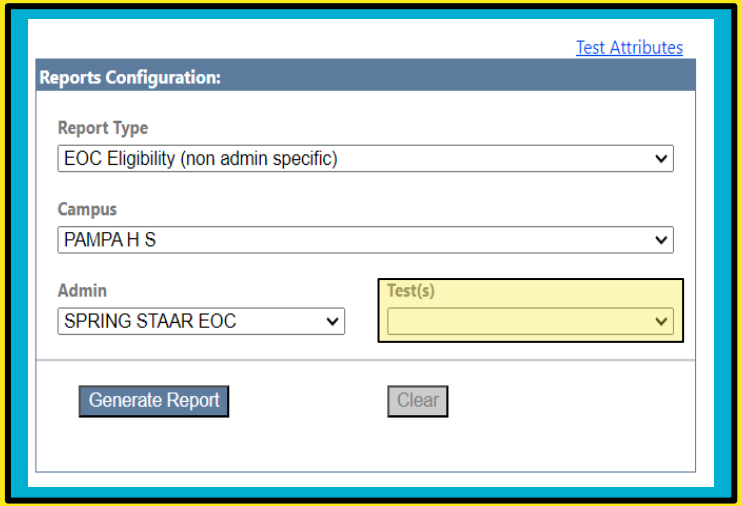
This report is for 3-8 tests only!

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.

EOC Eligibility Reports

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



This report does NOT create the TIDE session for you.

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

If you don't use any other 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.

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			/2022 - 109	7777771121
900003			/2022 - 105	7777771124
900003			/2022 - 104	1277777732
900003			/2022 - 109	7777771133
900003			/2022 - 101	7777771134
900003			/2022 - 106	7777771136
900003			/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

Leaving the TA email blank allows you to print tickets by room number.

TA's email will create reporting rosters in CRS.

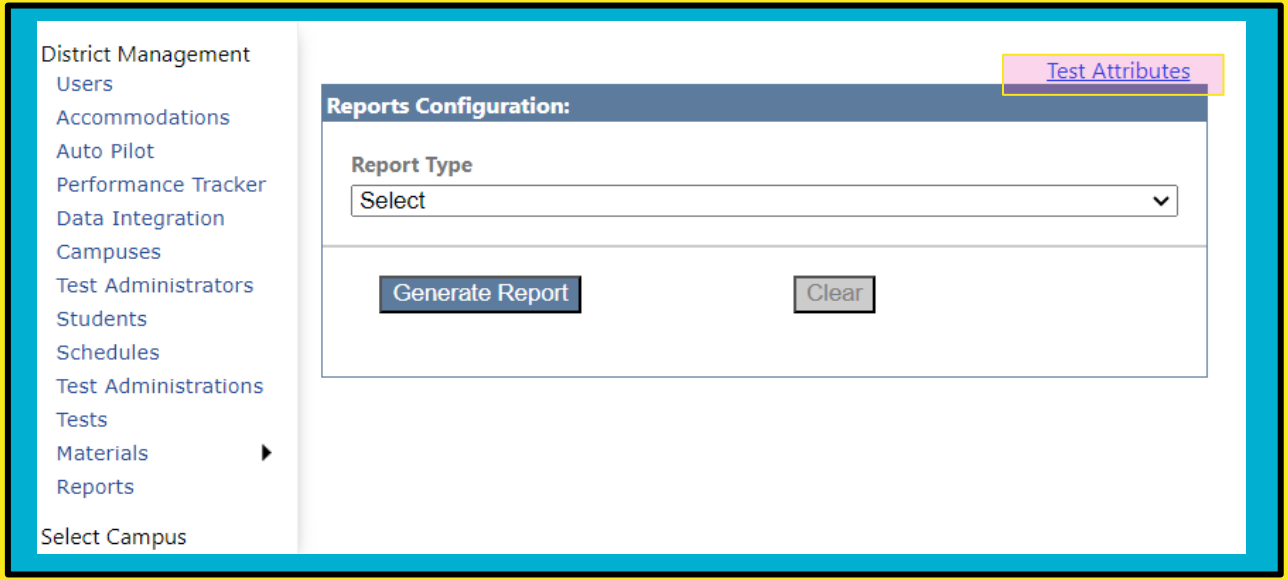
This report does NOT create the TIDE session for you.

This repo in the test and their room assignments for testing.

It will alsc 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



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

It is important that all accommodation information is verified and all Auto Pilot alerts accepted at the campus before running this report.

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

Test Attributes File

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.

Request Test Attributes Close

FileID	TestAdminTitle	Format	Status	LastEdit
180	December STAAR EOC	Test Attributes	complete	10/11/2024 9:15:08 PM

You may only have one report per administration. You will need to delete current report and request new report if you need to rerun attribute file.

This ONLY turns Test Attributes ON. To turn them on AND off, you need to pull the campus Test Attributes/Accommodation file.

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.

Campus Management Reports

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

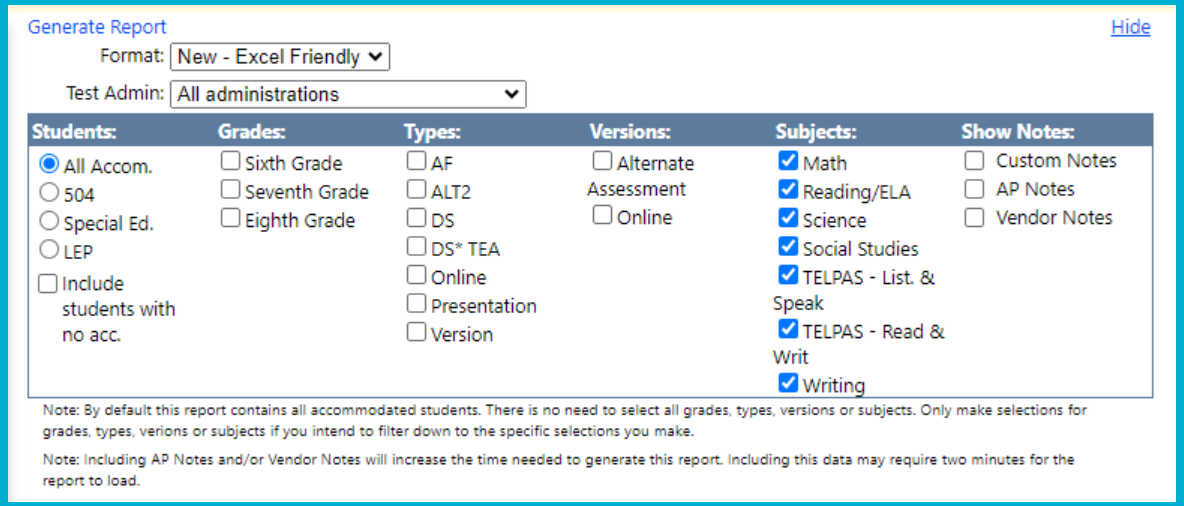
Mandatory use reports for **our** districts:

(varies by district)

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

Master Accommodations

Pulls accommodations for all students in TH

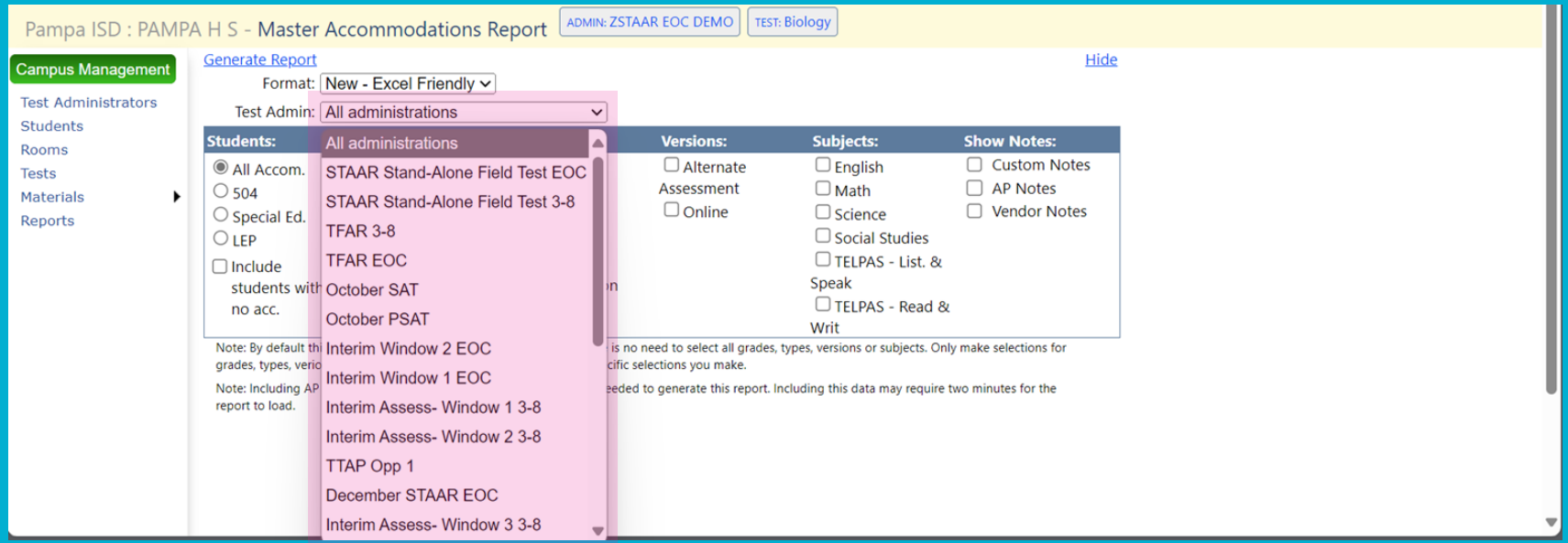


Choosing different options on this report will act as a filter showing you only the students who meet the criteria you choose.

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

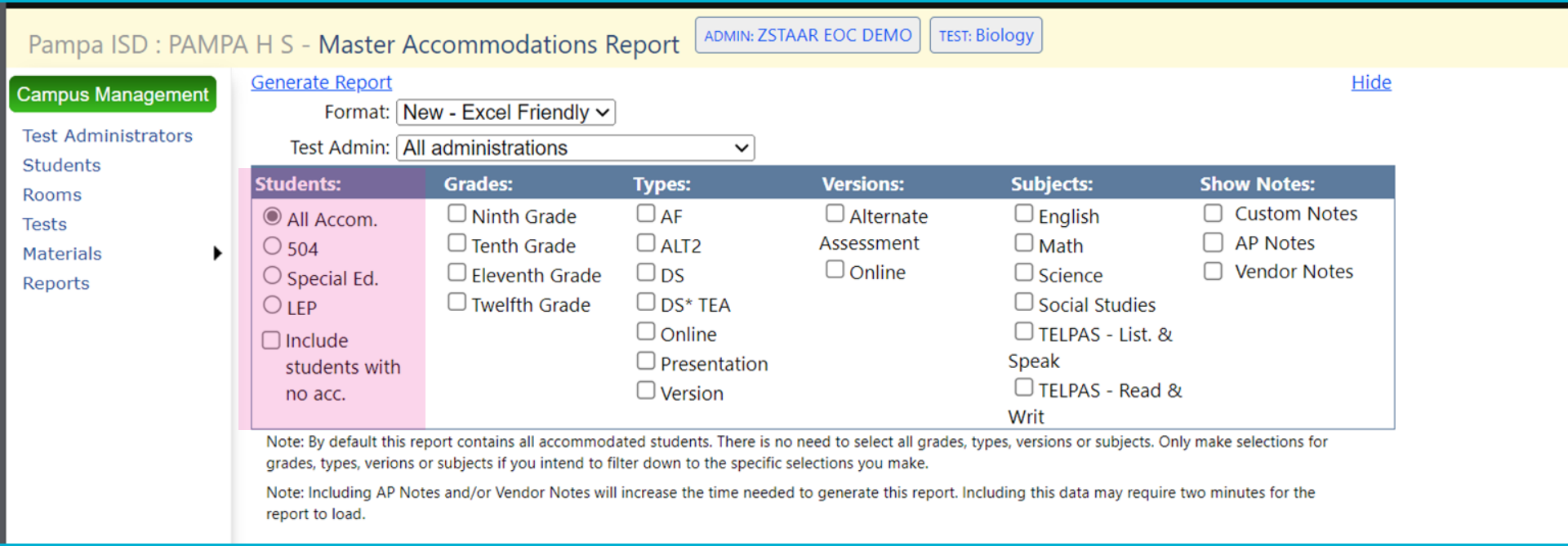
For a broader scope of students and accommodations, you can let the report run as it defaults, which is to all students, all subjects, and all accommodations, or limit your filtered selections.

Master Accommodations - Report Configuration



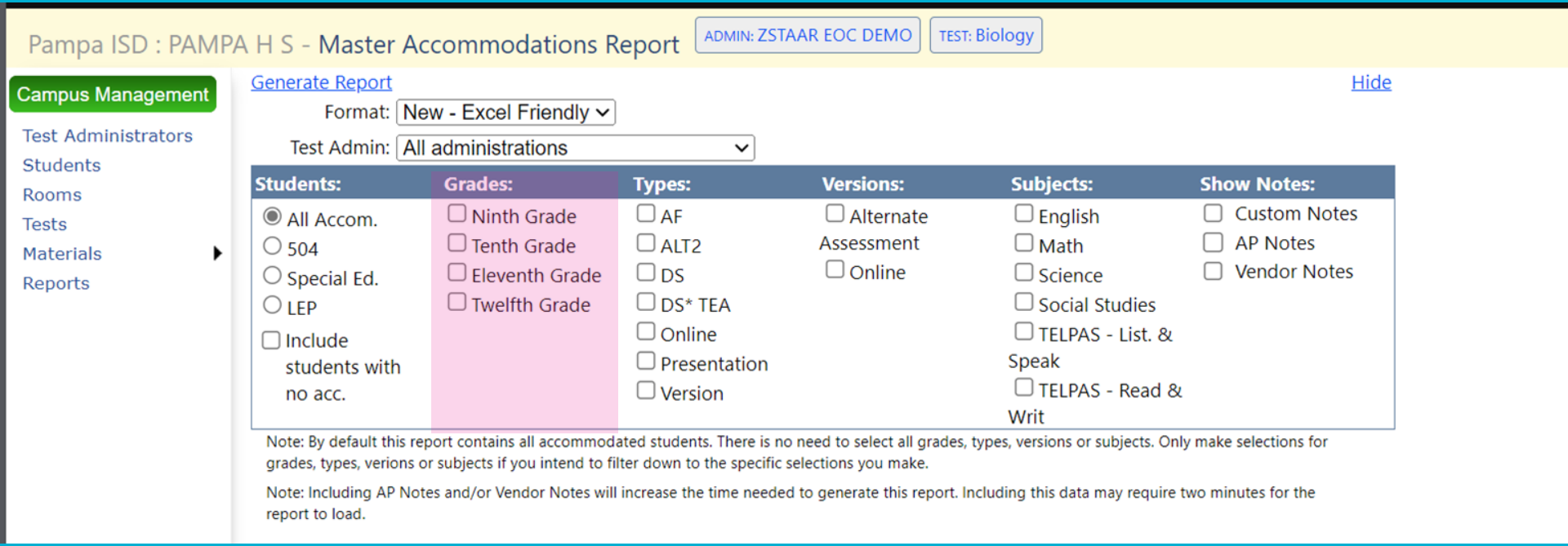
Select the administration you are working with to see just the students in that admin or All Administrations to see all students for your campus

Master Accommodations - Report Configuration



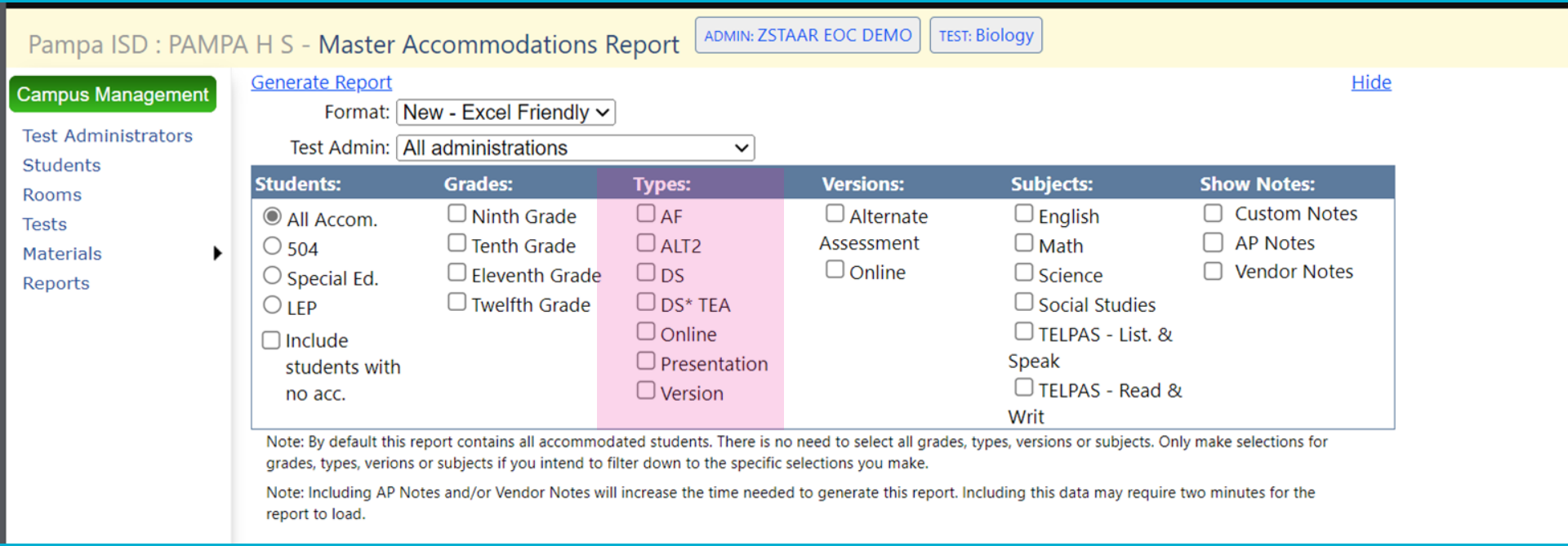
Drill down by each student group for each committee

Master Accommodations - Report Configuration



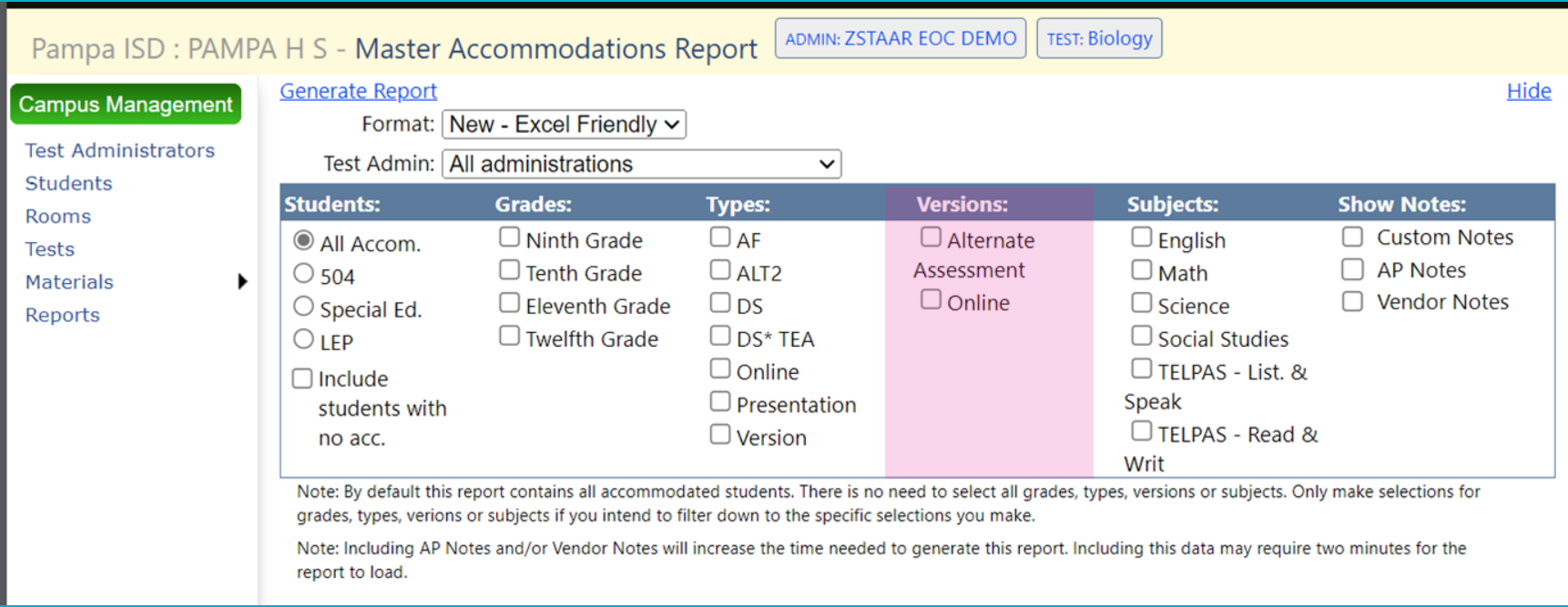
Leave Grades blank to see all of them

Master Accommodations - Report Configuration



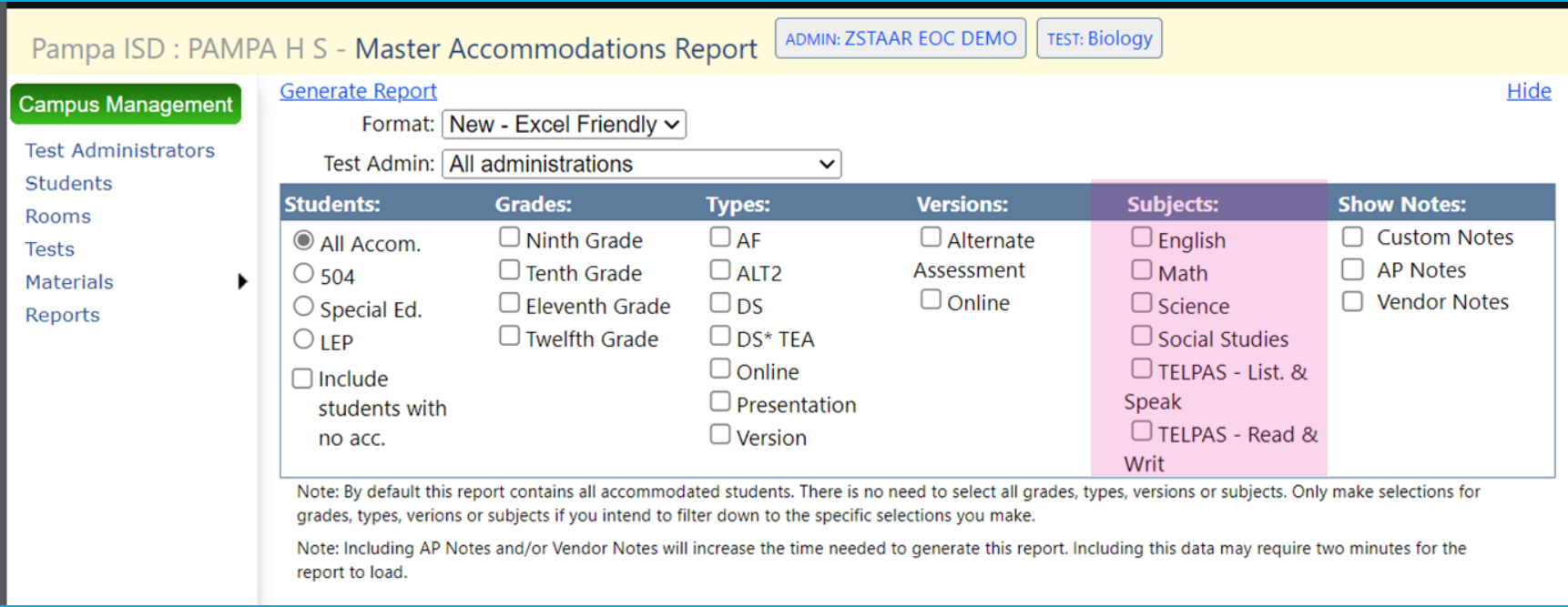
Select all except ALT2 for Types

Master Accommodations - Report Configuration



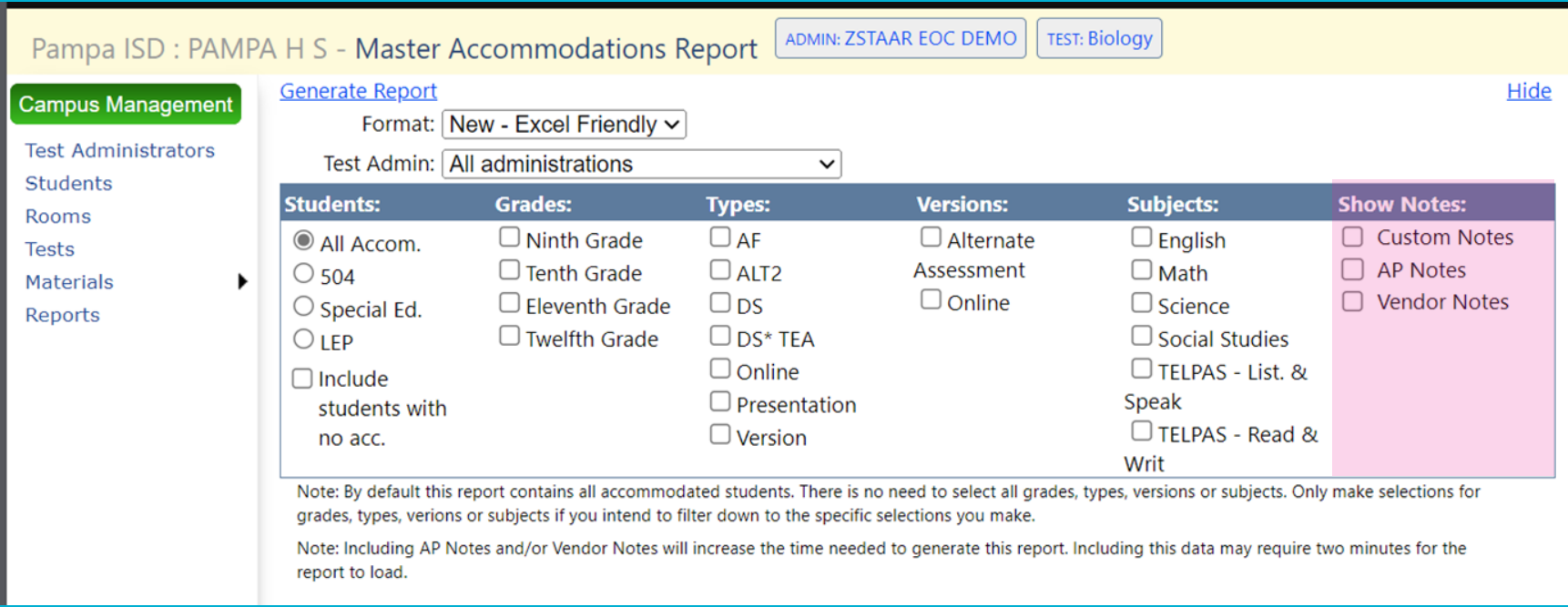
Leave versions blank to see them all – if you check “Versions: Online” you will ONLY see students marked for online!

Master Accommodations - Report Configuration



Select just the subjects you want to see

Master Accommodations - Report Configuration



Select Custom Notes and AP Notes (there is nothing in Vendor Notes)

New - Excel Friendly Master Accommodations Report

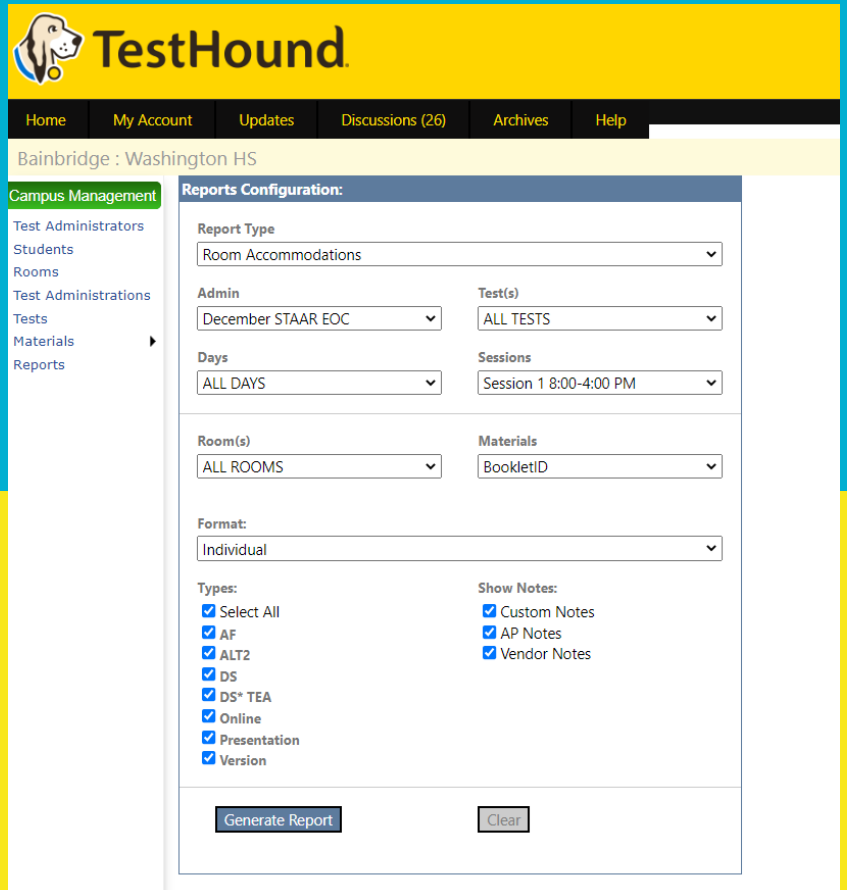
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1											Version		Online									
2											Paper Test	STAAR ALT2	ASL Videos	Auto Text To Speech	Basic Calculator Online	Content and Language Supports	Online Test Delivery	Permissive Mode	Proctored Administration	Refreshable Braille-Contracted	Refreshable Braille-Uncontracted	Spanish Online
3	Student ID	State ID	First Name	MI	Last Name	Gr	SPED	504	LEP	Subject:												
5	268046	1234056789	SMITH		ADAN	11	False	True	True	English						X	X					
6	268046	1234056789	SMITH		ADAN	11	False	True	True	Math												
7	268046	1234056789	SMITH		ADAN	11	False	True	True	Science						X	X					
8	268046	1234056789	SMITH		ADAN	11	False	True	True	Social Studies												
9	263463	2340567891	BROWN	J.	ADAN	11	False	False	True	English						X	X					
10	263463	2340567891	BROWN	J.	ADAN	11	False	False	True	Math												
11	263463	2340567891	BROWN	J.	ADAN	11	False	False	True	Science						X	X					
12	263463	2340567891	BROWN	J.	ADAN	11	False	False	True	Social Studies						X	X					
13	269690	9876543211	CLARK	E.	ALLEN	9	True	False	False	English						X						
14	269690	9876543211	CLARK	E.	ALLEN	9	True	False	False	Math						X						
15	269690	9876543211	CLARK	E.	ALLEN	9	True	False	False	Science						X						
16	269690	9876543211	CLARK	E.	ALLEN	9	True	False	False	Social Studies												

Room Accommodations

Pulls accommodation report by room by administration

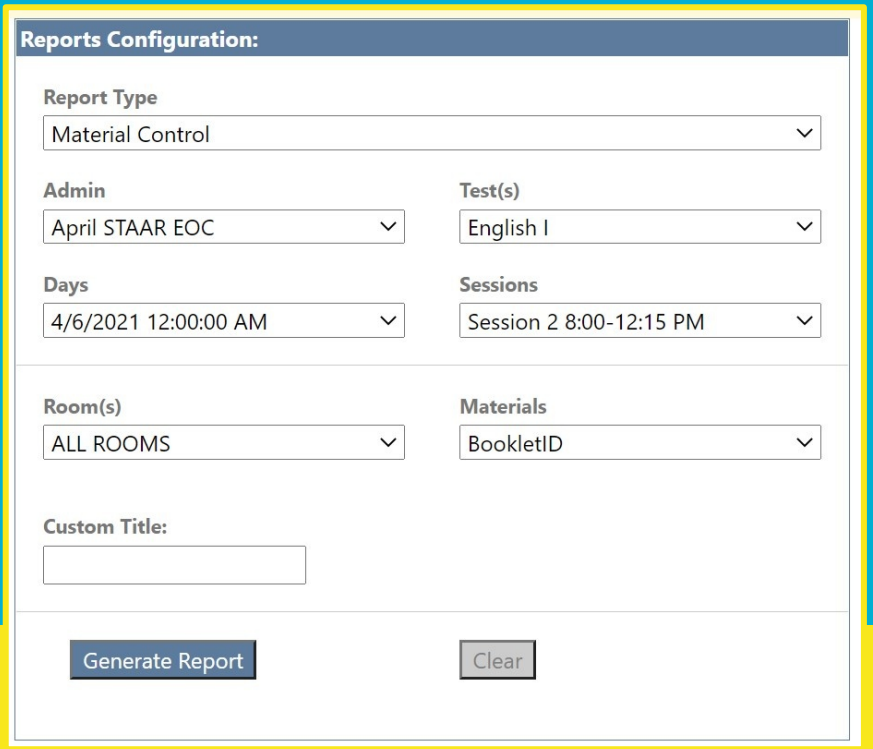
Report Configuration:

- ❑ Leave everything set to ALL unless you need a specific report
- ❑ Check everything except ALT2 for Types
- ❑ Select Custom Notes and AP Notes (or Vendor Notes if your vendor sends them)



Material Control

Pulls test room rosters/seating chart for a specific tests within a test administration



- ❑ Contains the room roster, start/stop, 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

this report has all state required documentation

Master Materials Use for your daily check-in/check-out

Algebra I

Room	TA	Material	Range	TT	SB	TB	Qty	Out	In	Out	In
12/10/2024	8:00:00 AM										
311	DANICA AHEDO			7	0	0	7				
312	STARLA BAUCUM			20	0	0	20				
313	ALLISON KAPLAN			20	0	0	20				
314	VIXAY SOUMPHONPHAKDY			20	0	0	20				
315	MARGARET LILES			1	0	0	1				
				68	0	0	68				

COORDINATOR SIGNATURE

DATE

report generated: 10/23/2024 11:29:55 AM

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 Helpful Reports:

- **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 Attendance** - a list of all students assigned to a testing room with a column to indicate absent (can be used to track attendance and deliver to attendance clerks)
- **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.

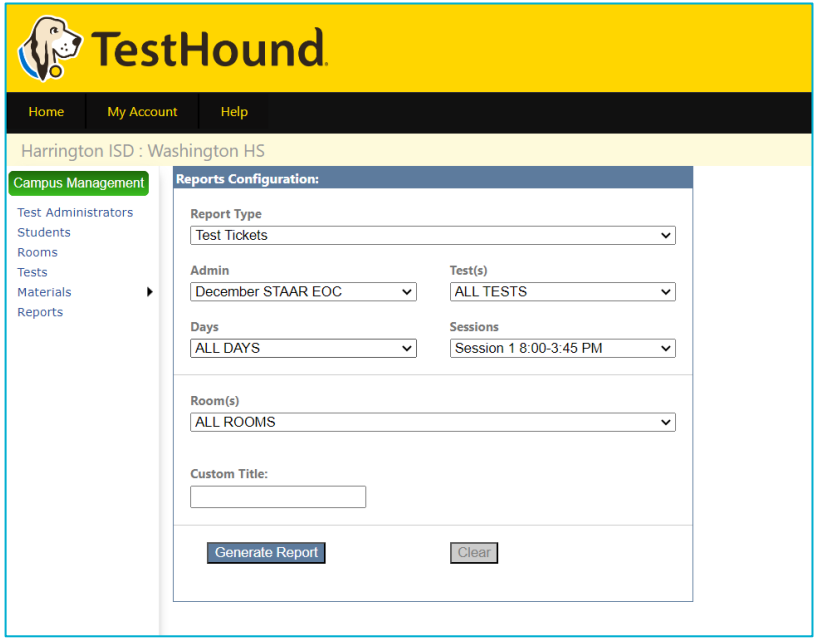
(We provided CTCs with language to copy/paste into the report to match our district policy.)

*NEW!! Test Tickets Report!

The Test Tickets Report can be generated by test administration and by test after students have been assigned to a room within the test administration. The report will generate multiple tickets per page sorted by room number beginning with upper left-hand ticket and moving across and down to bottom right-hand ticket.

After selecting *Test Tickets Report* you be prompted to select the following:

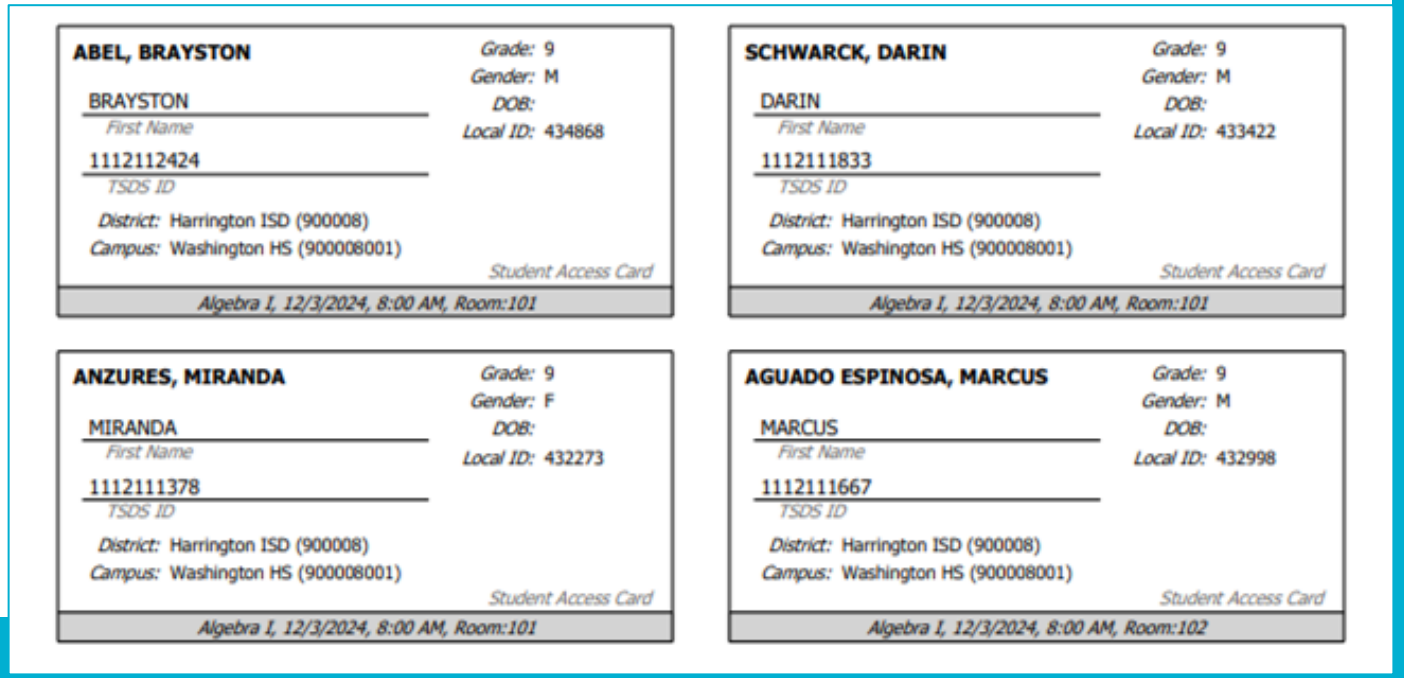
- Admin
- Tests
- Days
- Sessions
- Room(s)
- Custom Title (Optional)



Once selections are complete, then click Generate *Report*.

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
DOB:
Local ID: 434868
BRAYSTON
First Name
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
DOB:
Local ID: 433422
DARIN
First Name
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
DOB:
Local ID: 432273
MIRANDA
First Name
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
DOB:
Local ID: 432998
MARCUS
First Name
1112111667
TSDS ID
District: Harrington ISD (900008)
Campus: Washington HS (900008001)
Student Access Card
Algebra I, 12/3/2024, 8:00 AM, Room:102

Thank you for joining us!

Make it work for you!

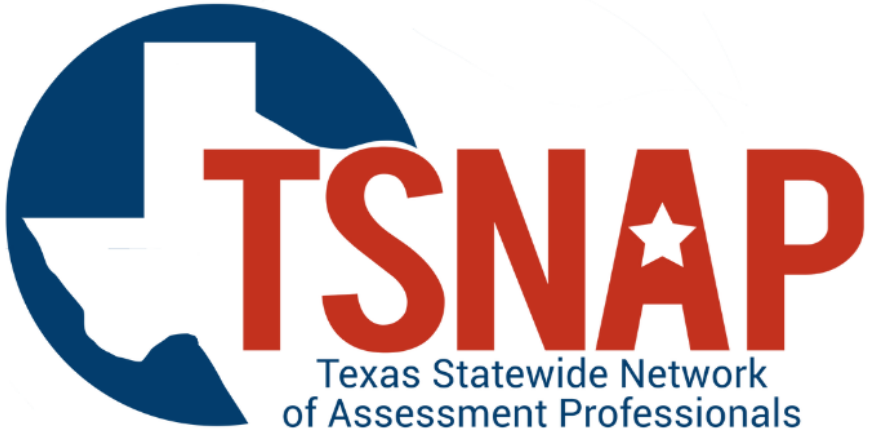
email Courtney

email Lori

email Crystal

PRIZE
TIME!

Questions?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