



Track Tests Like a Pro™

TestHound™ LITE

Quick Start Guide 2016

TestHound.com/LITE



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HEY! CLICK
ANY CONTENT
ITEM TO VIEW IT




TESTHOUND™ LITE QUICK START GUIDE

TestHound™ exists to help testing coordinators optimize their time while keeping accurate records during the testing process.

TestHound understands that not every district or campus has the money in their immediate budget to get started with TestHound™. That's why we are excited to announce our brand new FREE inventory tracking tool: TestHound™ LITE!

If you are the District Testing Coordinator for your respective district, follow these steps to get your FREE version of TestHound™ up and tracking:

HOW TO REGISTER

1. Go to **testhound.com**. From the top menu, select **Lite**. Click the  button (you will be directed to the start page of the registration process as shown below).

SIGN UP FOR TESTHOUND LITE

As the District Testing Coordinator for you district, we invite you to create a completely free TestHound Lite account. All you need is your District Name and your work email address. Please note, that only district testing coordinators can create the initial account. Once the initial account is created, the district testing coordinator will be able to create campus level accounts.

District:

Work Email:

DO IT!

2. Select your *school district* and enter your district email.



District:

Work Email:

3. TestHound will verify the district and send you an activation email.

GREAT, ALMOST THERE.

We just sent you a confirmation email to ensure that we are working with the real you. The email contains information about TestHound LITE and an activation link that we need you to click. So please go read your email. Now! Or soon... The activation link expires in 30 minutes. If for any reason you don't get the email below is the email address of your regional sales rep. This person will be able to assist you in troubleshooting this problem. The most common issue is that your district spam filter has blocked our email address.

Regional Sales Representative
SalesRep@educationadvanced.com

4. Click on the link in the email and type your name into the **First Name** and **Last Name** fields.

DISTRICT ACTIVATION

You've made it to the last step. Pretty easy huh? Please provide us with your first and last name which we will use to create your user account. Once you have done that click "BOOM". TestHound will create your district, campuses and your district admin/ user account. Once created TestHound will send you another email with a randomly generated password you will use to log in.

First Name:

Last Name:

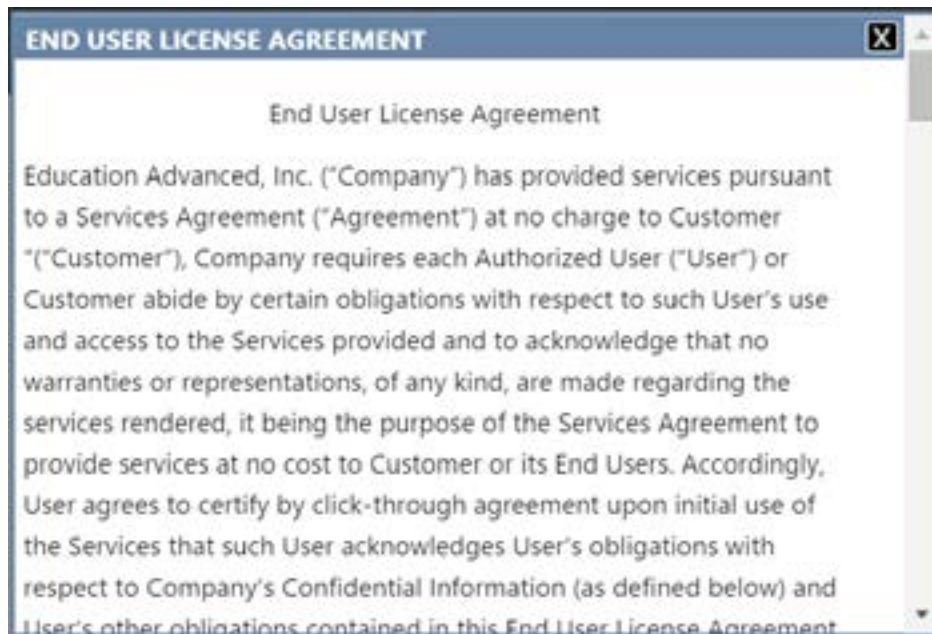
5. TestHound will create your district and send you an email with a secure password.

TH-LITE DISTRICT CREATED

You did it! Your district has been created, and any moment now you will receive an email with an auto-generated temporary password. Use it to log in and away you go. Once you log in, we will provide you with instructions for using TestHound Lite, starting with how to create a reasonable password! Welcome to TestHound Lite...happy scanning!

SETTING UP YOUR DISTRICT

1. Read and accept the End User License Agreement. **You must accept to proceed further.**



- Under [District Management](#), you will see your campuses. You have the ability to add or delete campuses based on future district needs.

Campuses: 3 [New](#)

Campus	Title	City	State		
101	FREEVILLE EL	TYLER	TX	Edit	Delete
001	FREEVILLE HS	TYLER	TX	Edit	Delete
041	FREEVILLE MS	TYLER	TX	Edit	Delete

- You will need to create user accounts for the Campus Testing Coordinators. To begin, click [Users](#) under **District Management**. Fill in the email lines with the user's district email address. Ignore the security information lines.

Sign Up for Your New Account

Email:

Confirm Email:

Security Question:

Security Answer:

After clicking the "Next" button you must complete the next step which allows you to enter a first and last name as well choose the role of the user and the Campus if applicable.

- On the next page, [enter](#) the user's **name**, **role** and **campus assignment**. If you assign a user district level access, they will not have a campus assignment.

First Name:

Middle Name:

Last Name:

Role:

Campus:



- 5. Repeat the process until you have assigned all campus users.

Users: 4 [New](#)

Username/Email	Name	Act	App	Lck	Role	
daphne@freeville.com	Daphne Johnson	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Campus	Edit Delete
THLite@testhound.com	Jason DuBose	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	District	Edit Delete
johnny@freeville.com	Johnny Johnson	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Campus	Edit Delete
steve@freeville.com	Steve Johnson	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Campus	Edit Delete

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TRACKING MATERIALS

- 1. To begin the process, click on [Materials](#) under District Management, then on [Inventory](#).

District Management

- Users
- Accommodations
- Campuses
- Teachers
- Students
- Schedules
- Test Administrations
- Tests
- Materials**
 - Inventory**
 - District Boxes
 - ODT
 - Answer Documents

Select Campus [Reset District](#)

- 2. [Select](#) the test administration you wish to track materials for from the **Select Admin** drop-down box.


Select Admin: z STAAR (demo only)

Inventory Booklet Audit Items: 0 ↑ + ×

No Data

There is currently no material associated with your campus for this test administration.




- You will need to have downloaded a file containing the inventory from the test booklet publisher. It must be in **.csv** format. Once you have obtained the file, click the Upload checklist icon on the right hand side of the screen. 
- Select your file and click *Upload*.













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- You now have the checklist for the entire district in your TestHound™ account. Each campus can now go through the process of verifying inventory.


Select Admin: z STAAR (demo only) ▼

Inventory Booklet Audit Items: 7 view: -- ▼   

Campus	Type	Test	Version	Form	L From	To	Order	Qty	QDT	Act	Asg	Bad		
FREEVILLE HS	SEC TB	ALG I	STAAR	FM01	321005301	321005330	1912754	30	0	0	0	0		
FREEVILLE HS	SEC TB	ENG I	STAAR		321005001	321006060	1912754	60	0	0	0	0		
FREEVILLE HS	SEC TB	ENG I	STAAR	FM01	321005301	321006330	1912754	30	0	0	0	0		
FREEVILLE ISD	SEC TB	ALG I	STAAR		320005001	320005010	1767546	10	0	0	0	0		
FREEVILLE ISD	SEC TB	GR3E M/R	STAAR		E 320001001	320001010	1767546	10	0	0	0	0		
FREEVILLE MS	SEC TB	GR7 M/R	STAAR		323003001	323003030	1824324	30	0	0	0	0		
FREEVILLE MS	SEC TB	GR7 M/R	STAAR	FM01	323003301	323003330	1824324	30	0	0	0	0		

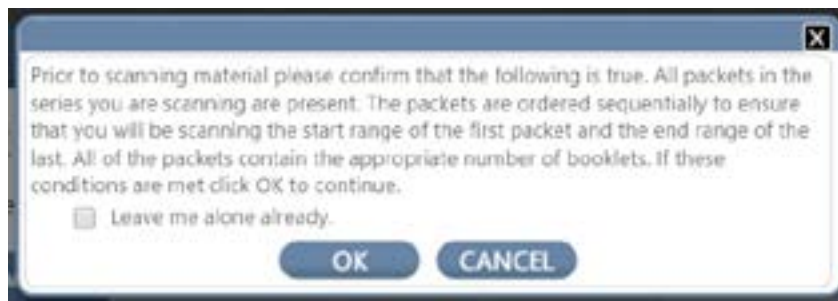


VERIFYING INVENTORY

1. A campus user will need to verify inventory they receive from the publisher. To do so, start in the [Materials > Inventory](#) screen at the campus level.
2. With the inventory on hand and laid in sequential order for each line, scanning and verification can begin. Click on the [Receive Material](#) icon . You will get a message reminding you of the proper procedure for inventorying materials.



Reminder Message



3. Once you have read the reminder, begin scanning the packets. You will need to count all the packets in a range to verify they are complete. If all packets are complete, [scan](#) the **first barcode on the first packet** in the range and the **last barcode on the last packet** in the range.



- Scanning the last barcode twice will submit the materials to TestHound.



- Following this process will allow you to complete your inventory. Remember, **red highlighted lines** show what the publisher has stated the district received. **Lines turn white** once they are confirmed during the inventory process.

Select Admin: **z STAAR (demo only)**

Type	Test	Version	Form	L From	To	Qty	Tra	Act	Avg	Std
SEC TB	ALG I	STAAR	FM01	321005301	321005330	30	0	30	0	0
SEC TB	ALG I	STAAR		321005001	321005060	60	0	60	0	0
SEC TB	ENG I	STAAR		321006001	321006080	80	0	0	0	0
SEC TB	ENG I	STAAR	FM01	321006301	321006330	30	0	0	0	0

AFTER THE TEST: BOXING BOOKLETS

- Once you have completed testing at your campus for the administration you have inventoried, you will need to box the booklets. Click on *Materials > Scan to Boxes*.



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2. Select your campus box and begin scanning the booklets, making sure to place every booklet scanned immediately into the box.

Select Admin:

Scan Materials into boxes:
 SELECT BOX:

Currently Scanning to Box #1
Begin by scanning in either a booklet or a packet start range below:

Booklet:

Opened material must be boxed booklet by booklet. When boxing a booklet scan the barcode on the booklet. When boxing a packet or packets of unopened material scan the visible booklet barcode from packet then hand enter the 10 digit end range located on the Bundle Label (starting with the 'S' then followed by nine numbers).

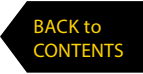
3. TestHound will show your progress as you scan.

Select Admin:

Clear Booklets by Material Item

Material	Qty	Actl	Boxed
SEC TB, ALG I, STAAR, MAY15, FM01, PK5	30	30	30

Scan Materials into boxes:
 SELECT BOX:



- 4. Once a line of inventory is completely boxed (all booklets have been scanned), the line they belong to turns green in the inventory (*Materials > Inventory*).

Campus	Type	Test	Version	Form	L	From	To	Order	Qty	QOT	Act	Ass	Boxed			
FREEVILLE EL	SEC TB	GR3E M/R	STAAR		E	325001001	325001060	1824324	60	0	60	0	60			
FREEVILLE EL	SEC TB	GR3E M/R	STAAR	FM01	F	325001301	325001310	1824324	10	0	10	0	10			
FREEVILLE EL	SEC TB	GR35 M/R	STAAR		S	325001201	325001210	1824324	10	0	10	0	10			
FREEVILLE HS	SEC TB	ALG I	STAAR			321005001	321005060	1912754	60	0	60	0	0			
FREEVILLE HS	SEC TB	ALG I	STAAR	FM01		321005301	321005330	1912754	30	0	30	0	30			
FREEVILLE HS	SEC TB	ENG I	STAAR			321006001	321006060	1912754	60	0	0	0	0			
FREEVILLE HS	SEC TB	ENG I	STAAR	FM01		321006301	321006330	1912754	30	0	0	0	0			
FREEVILLE ISD	SEC TB	ALG I	STAAR			320005001	320005070	1767546	10	0	0	0	0			
FREEVILLE ISD	SEC TB	GR3E M/R	STAAR		E	320001001	320001010	1767546	10	0	0	0	0			
FREEVILLE MS	SEC TB	GR7 M/R	STAAR			323003001	323003030	1824324	30	0	0	0	0			
FREEVILLE MS	SEC TB	GR7 M/R	STAAR	FM01		323003301	323003330	1824324	30	0	0	0	0			

- 5. If you need to locate a booklet in a box, or need information about the booklet, click on the *Booklet Audit* tab and type the number of the booklet.

Find Booklet		
Booklet Audit:	321005001	Double Click
Description	Date	Name
Booklet scanned to box. Box #1	02/06/16 12:07:10	Jason DuBose
Booklet scanned to Washington HS	02/06/16 12:06:26	Jason DuBose
Checklist Item: SEC TB, ALG I, STAAR, MAY15, PK10 Quantity 60	02/06/16 11:50:47	Jason DuBose

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FINISHING THE PROCESS

Finishing the boxing process may look different depending on how your booklet publisher distributes materials and may wrap-up on the campus or at district level differently as well.

Currently, ETS provides labels like the one pictured below to be affixed to each box before shipping it back.

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Once the boxing process is finished at district level, you will need to access Materials>District Boxes from your District Management menu. Here the DTC will process the campus boxes by associating each with a determined district box number and scanning the barcode on the label to be affixed to the campus box. Completing this portion of the boxing process completes the audit trail of all boxed booklets in the district.

WASHINGTON HS - DISTRICT BOXES

Select Admin:

Campus:

Campus Box:

District Box:

Shipping Label:

Box Notes:

[Submit](#) [Cancel](#)

ETS does not require boxes to be numbered with a unique district box number as did Pearson. For internal record keeping TestHound v16 requires a unique district box number. If you have already started entering district boxes it does not matter the value entered as long as it is an integer and unique. The best practice is to enter the first campus box as district box "1" and to go sequentially from there.

