



	Go to https://th1.testhound.com/Login.aspx and login in to your TestHound account.	Log In	
_	logiii iii to your lestriound account.	User Name: ×	
1		Password: *	
		Forgot Password? Log In	
		101got 13371013.	
	Under Campus Management select Materials and		
	then select Campus Boxes .	Campus Management	
		Test Administrators Students	
		Rooms	
1		Tests	
 		Materials Inventory	
		Reports Scan to Boxes	
		Campus Boxes Boxed Booklets	
		Test Mode	
	When the Campus Boxes screen appears, select the	Pasadena ISD : NEW IS - Campus Boxes	
2	test administration you want to create a box for and	Campus Management Select Admin: STAAR ALT 2 3-8 Select Admin: STAAR ALT 2 3-8 Sees: 0 Students Students Students Students Students Sees: 0 Sees:	
5	then click the gray plus icon	Rooms Tests Materials	
		Reports	
	On the box type page the majority of your items will	Pasadena ISD : NEW IS - Campus Boxes	
	go into a non-scorable box . However, if you have a	Campus Management Boxes: 0	
	large print or braille test change the box type in this dropdown field to the appropriate item type.	Test Administrators Students	
	aropaowir neid to the appropriate item type.	Rooms Shipping Label: Braille Tests	
4	Leave return label, shipping label, and note fields blank.	Materials Note: Reports Submit Cancel	
	Hit Submit . If you need to add multiple boxes for		
	this test administration repeat these steps by click on the plus sign icon again.		

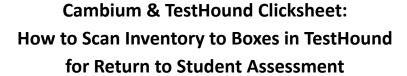




Cambium & TestHound Clicksheet: How to Scan Inventory to Boxes in TestHound for Return to Student Assessment

5	To start scanning materials to boxes, click on Materials and then select Scan to Boxes.	Pasadena ISD: NEW IS Campus Management Test Administrators Students Rooms Tests Materials Reports Inventory Scan to Boxes Campus Boxes Boxed Booklets Test Mode
6	Next, select the test administration you are boxing materials for.	Pasadena ISD: NEW IS - Scan To Boxes Campus Managemen Tiest Administrators Students Rooms Tests Paterials Reports Select Admin. Select Box. Mork STARR RLA - Elementary Opened material Mork STARR Science - Intermediate the visible book Mork STARR Math - Intermediate the visible book Mork STARR Math - Intermediate the visible book Mork STARR Math - Intermediate (STARR ATT 2 B-0 Mork STARR Math - Elementary TTAP Opp.) April STARR Science - Middle STARR ATT 2 B-0 Mork STARR Math - Elementary TTAP Opp.) April STARR Science - Middle STARR ATT 2 B-0 Mork STARR Math - Elementary TTAP Opp.) April STARR BOX
7	Next, select the box number the materials are being placed into.	Pasadena ISD: NEW IS - Scan To Boxes Campus Management Test Administrators Students Rooms To Boxes Select Admin: STAAR ALT 2 3-8 Select Box: Select Opened material barcode on the Non-Scorables 1 barcode on the Non-Scorables 2 the visible book Non-Scorables 3 located on the Blamoure resource passaring with the "5" then followed by 14 numbers).
8	Place your cursor in the Booklet field and begin scanning the barcode from each item as it is placed into the box indicated in the Select Box option selected.	Pasadena ISD: NEW IS - Scan To Boxes Campus Management Test Administrators Students Rooms Tests Materials Reports Scan 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 barcode from packet then hand enter the 15 digit end range located on the Bundle Label (starting with the 'S' then followed by 14 numbers).
9	Once the box reaches capacity, select the next box nu continue scanning materials to boxes until all items h	



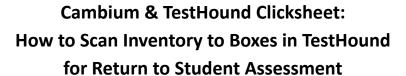




Once all materials have been scanned to boxes, you Home My Account Archives can verify that all inventory is accounted for adn Pasadena ISD: NEW IS boxed by choosing **Inventory** from the pop up box Campus Management by hovering over the Materials options from the Test Administrators menu located to the left of the screen. Students Rooms Tests Material Inventory Scan to Boxes Reports Campus Boxes Once displayed, all items under the **Inventory** tab **Boxed Booklets** should be shaded green. If not all items are green Test Mode 10 you can use the color key on this screen to identify the concern. Checklist Transfers Booklet Audit Checklist Count: 6 Qty Trn Act Asg Box Inv Wrg SEC IC, GR3 MATH, STAAR ALT 2, 2023, FM02 ✓ SEC SB, GR3 MATH, STAAR ALT 2, 2023, FM02 ✓ SEC TB, GR3 MATH, STAAR ALT 2, 2023, FM02 ■ ✓ SEC TB, GR3 READ, STAAR ALT 2, 2023, FM02 ■ Inventory defined differently than checklist Inventory does not match booklet totals II Inventory does not belong to checklist All inventory corresponds to checklist All inventory boxed. Go home. After verifying that all items are boxed and ready for return to Student Assessment, you need to run the **Boxed Booklets Report.** Under the Reports options from the menu on the left of the screen, select Boxed Booklets Report. Reports Configuration: Campus Management 11 Test Administrators Report Type Students select Rooms select Test Administrations Tests Form Letter Master Accommodations Materials Master Schedule Reports

Test Administrator Schedule







	Once selected, you will choose the current Exam Administration from the available options in the dropdown menu. Leave the Select Boxes dropdown set to all and generate the report.				
12	Generate Report Administration/Test: Admin: STAAR ALT 2 3-8 Select Box: ALL	Hide			
	Once your report is generated, you can select the export option from the available options and print the paper copies to turn in at Student Assessment along with your materials. Configure Report				
13					
	Boxed Booklets Pasadena ISD	Excel			
	NEW IS STAAR ALT 2 3-8	PDF			
		Word			
	COORDINATOR SIGNATURE DATE report generated: 4/20/2023 10:06:49 AM				