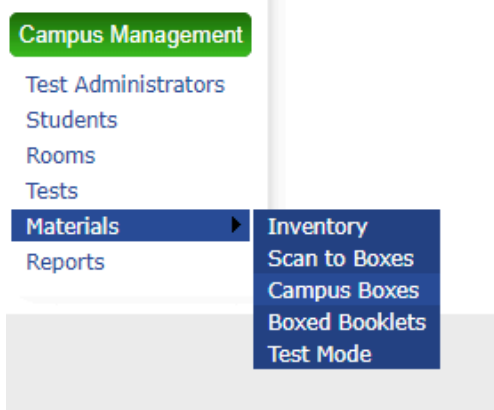
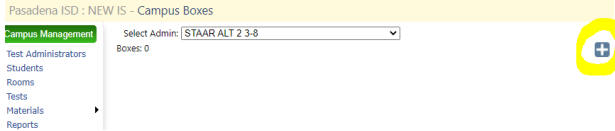
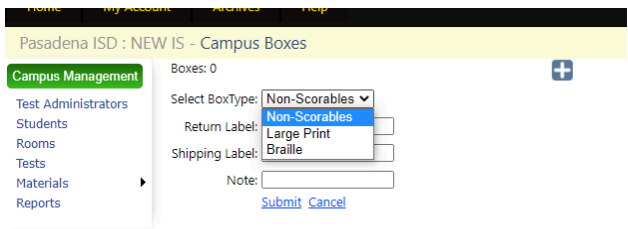
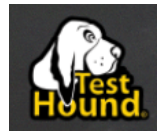




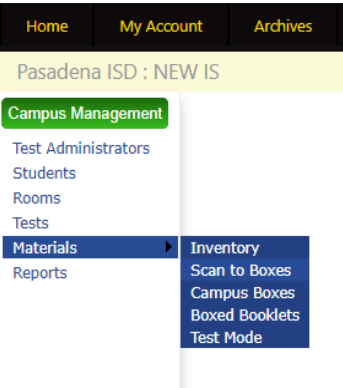
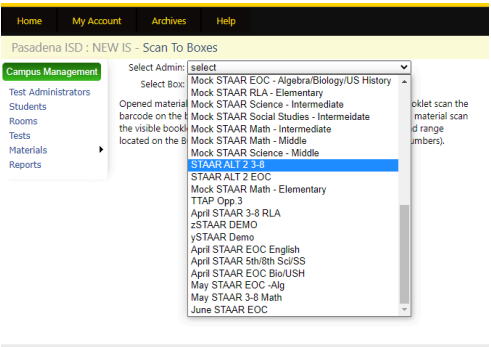
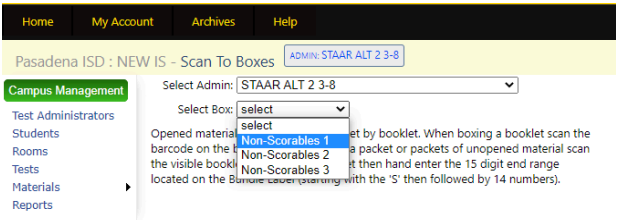
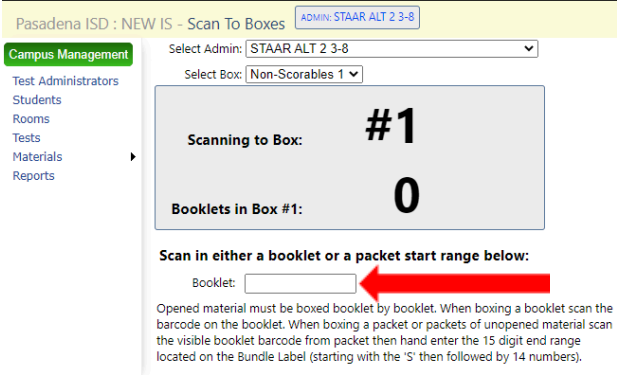
Cambium & TestHound Clicksheet:

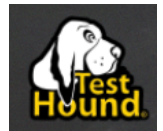
How to Scan Inventory to Boxes in TestHound for Return to Student Assessment

1	Go to https://th1.testhound.com/Login.aspx and login in to your TestHound account.	
2	Under Campus Management select Materials and then select Campus Boxes .	
3	When the Campus Boxes screen appears, select the test administration you want to create a box for and then click the gray plus icon	
4	On the box type page the majority of your items will go into a non-scorable box. However, if you have a large print or braille test change the box type in this dropdown field to the appropriate item type. Leave return label, shipping label, and note fields blank. Hit Submit. If you need to add multiple boxes for this test administration repeat these steps by click on the plus sign 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 .	
6	Next, select the test administration you are boxing materials for.	
7	Next, select the box number the materials are being placed into.	
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.	
9	Once the box reaches capacity, select the next box number from the "Select Box" dropdown options and continue scanning materials to boxes until all items have been boxed for return.	



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

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Once all materials have been scanned to boxes, you can verify that all inventory is accounted for and boxed by choosing **Inventory** from the pop up box by hovering over the **Materials** options from the menu located to the left of the screen.

Once displayed, all items under the **Inventory** tab should be shaded green. If not all items are green you can use the color key on this screen to identify the concern.

The screenshot shows the TestHound interface. At the top, there are tabs for Home, My Account, and Archives. Below these is a header for Pasadena ISD : NEW IS. A sidebar menu on the left includes Campus Management, Test Administrators, Students, Rooms, Tests, Materials, and Reports. The Materials menu is open, showing a sub-menu with Inventory, Scan to Boxes, Campus Boxes, Boxed Booklets, and Test Mode. The main content area shows the Inventory tab selected, displaying a table of materials with columns for Material Name, From, To, Qty, Trn, Act, Asg, Box, Inv, and Wtg. The table contains five rows of data, all of which are shaded green. Below the table is a color legend with the following items:

- ☒ Inventory defined differently than checklist
- ☒ Inventory does not match booklet totals
- ☒ Inventory does not belong to checklist
- ☒ All inventory corresponds to checklist
- ☒ All inventory boxed. Go home.

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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**.

The screenshot shows the TestHound interface. The sidebar menu on the left includes Campus Management, Test Administrators, Students, Rooms, Test Administrations, Tests, Materials, and Reports. The Reports menu is open, showing a sub-menu with Report Type, select, select, Boxed Booklets, Form Letter, Master Accommodations, Master Schedule, and Test Administrator Schedule. The Boxed Booklets option is highlighted.



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

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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.

[Generate Report](#) [Hide](#)

Administration/Test:

Admin:

Select Box:

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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](#)

1 of 1 100%

 Boxed Booklets
Pasadena ISD
NEW IS
STAAR ALT 2 3-8

Excel
PDF
Word

COORDINATOR SIGNATURE
report generated: 4/20/2023 10:06:49 AM

DATE