

How to set up TELPAS Groups in TestHound using the Multi-Session Scheduling (MSS)

1. From the Campus Management Menu, select Test Administrations and locate TELPAS and/or TELPAS Alternate.

Brownsville ISD : BESTEIRO MIDDLE - Administration

Campus Management

Test Administrations: 21

view: -- Add New

Title	Type	Entity	MSS	Tests	Start Date	End Date	
April STAAR EOC	State	State	<input checked="" type="checkbox"/>	0	04/06/21	05/07/21	Edit
April STAAR Grades 4 & 7 Writing	State	State		1	04/06/21	05/07/21	Edit
BOY STAAR EOC	State	State		1	07/27/20	09/25/20	Edit
BOY STAAR 3-8	State	State		10	07/27/20	09/25/20	Edit
December STAAR EOC	State	State		1	12/08/20	12/18/20	Edit
EOY STAAR 3-8	State	State		9			Edit
EOY STAAR EOC	State	State		1			Edit
Interim Assess- Opp 1	State	State		7	08/17/20	03/31/21	Edit
Interim Assess- Opp 2	State	State		9	11/23/20	03/31/21	Edit
January PSAT	State	State		2	01/25/21	01/29/21	Edit
June STAAR EOC	State	State		1	06/22/21	07/02/21	Edit
May STAAR	State	State		8	05/06/21	06/11/21	Edit
May STAAR EOC	State	State		1	05/04/21	06/04/21	Edit
May STAAR EOC II	State	State		0	05/11/21	06/11/21	Edit
October PSAT	State	State		1	10/14/20	10/29/20	Edit
STAAR ALT 2 3-8	State	State		9	03/29/21	05/07/21	Edit
STAAR ALT 2 EOC	State	State		1	03/29/21	05/07/21	Edit
TELPAS	State	State		6	02/22/21	04/09/21	Edit
TELPAS Alternate	State	State		3	02/22/21	04/09/21	Edit

2. Click on EDIT, place a checkmark in the “Enable Multi-Session Scheduling” and “Save Changes”

TestHound Professional

Home My Account Updates (2) Discussions (66) Archives

Brownsville ISD : BESTEIRO MIDDLE - Administration

Campus Management

Test Administrations

TELPAS - Edit

ID: 19697

Module: Local

Campus: 048

Title: TELPAS

Start Date: 02/22/2021

End Date: 04/09/2021

☒ Enable Multi-Session Scheduling ⓘ

Save Changes Cancel

3. Now a check mark will appear right next to the TELPAS Test Administration indicating that you have chosen the Multi Session Scheduler to organize your testing groups.

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Brownsville ISD : BESTEIRO MIDDLE - Administration

Campus Management

Test Administrations: 21 view: -- Add New

Test Administrators
Students
Rooms
Test Administrations
Tests
Materials
Reports

Title	Type	Entity	MSS	Tests	Start Date	End Date	Edit
April STAAR EOC	State	State	✓	0	04/06/21	05/07/21	Edit
April STAAR Grades 4 & 7 Writing	State	State		1	04/06/21	05/07/21	Edit
BOY STAAR EOC	State	State		1	07/27/20	09/25/20	Edit
BOY STAAR 3-8	State	State		10	07/27/20	09/25/20	Edit
December STAAR EOC	State	State		1	12/08/20	12/18/20	Edit
EOY STAAR 3-8	State	State		9			Edit
EOY STAAR EOC	State	State		1			Edit
Interim Assess- Opp 1	State	State		7	08/17/20	03/31/21	Edit
Interim Assess- Opp 2	State	State		9	11/23/20	03/31/21	Edit
January PSAT	State	State		2	01/25/21	01/29/21	Edit
June STAAR EOC	State	State		1	06/22/21	07/02/21	Edit
May STAAR	State	State		8	05/06/21	06/11/21	Edit
May STAAR EOC	State	State		1	05/04/21	06/04/21	Edit
May STAAR EOC II	State	State		0	05/11/21	06/11/21	Edit
October PSAT	State	State		1	10/14/20	10/29/20	Edit
STAAR ALT 2 3-8	State	State		9	03/29/21	05/07/21	Edit
STAAR ALT 2 EOC	State	State		1	03/29/21	05/07/21	Edit
TELPAS	State	State	✓	6	02/22/21	04/09/21	Edit

4. Now, click on the TELPAS Test Administration to access the screen that will list all the pre-assigned TELPAS Tests by Grade Level. Please, note that the ONLY pre-assigned tests are the ones administered ONLINE (L&S and Reading). From this screen click on "Configure Test Schedule"

Home My Account Updates (2) Discussions (66) Archives

Brownsville ISD : BESTEIRO MIDDLE - Tests ADMIN: TELPAS

Campus Management

Test Administrators
Students
Rooms
Test Administrations
Tests
Materials
Reports

TELPAS - Tests

[Configure Test Schedule](#)

Title	Type	Entity	Edit
⚠ Grade 06 Listening/Speaking	Grade	Sixth Grade	Edit
⚠ Grade 06 Reading	Grade	Sixth Grade	Edit
⚠ Grade 07 Listening/Speaking	Grade	Seventh Grade	Edit
⚠ Grade 07 Reading	Grade	Seventh Grade	Edit
⚠ Grade 08 Listening/Speaking	Grade	Eighth Grade	Edit
⚠ Grade 08 Reading	Grade	Eighth Grade	Edit

5. You are now ready to enter the Time Frames associated with this test administration. Here is where you will decide if you'd like to have Morning and afternoon testing blocks, or just 1 testing block that runs from 8:00AM to the end of the school day. For demonstration purposes, I will be creating AM and PM sessions or testing groups. The only thing to be done is to click the ADD NEW button to add the afternoon time. Don't forget to SAVE SESSIONS Please, see below:

Brownsville ISD : BESTEIRO MIDDLE - Tests

Campus Management

- Test Administrators
- Students
- Rooms
- Test Administrations
- Tests
- Materials
- Reports

TELPAS

Sessions

Save Sessions

Add Session

Start Time
12:00pm

End Time
2:45pm

Add New

Session	Start Time	End Time
Session 1	7:30 AM	11:30 AM

6. After you click on SAVE SESSIONS, you will now see all the days included in the TELPAS Testing Window displayed. This is the difference between this view and the "CLASSIC" one. To start creating your groups, you will have to click on the "PLUS" sign on the specific day that you want to designate as a testing day for each grade level. Once, you select the test..click "SAVE ASSIGNMENT". This process will have to be repeated for each day! This is the area where you will organize your testing days based on the calendar that we provided.

Sessions

Edit Sessions

Add Session

Start Time

End Time

Add New

Session	Start Time	End Time
Session 1	7:30 AM	11:30 AM
Session 2	12:00 PM	2:45 PM

Schedule 02/22/2021 - 04/09/2021

BESTEIRO MIDDLE

Sessions	Mon 02/22	Tue 02/23	Wed 02/24	Thu 02/25	Fri 02/26
Session 1 7:30 AM - 11:30 AM	+	+	+	+	+
Session 2 12:00 PM - 2:45 PM	+	+	+	+	+

Test Assignment

Current selection will overwrite any previously assigned tests

☒ Grade 06 Listening/Speaking

☐ Grade 06 Reading

☐ Grade 07 Listening/Speaking

☐ Grade 07 Reading

☐ Grade 08 Listening/Speaking

☐ Grade 08 Reading

Save Assignment

7. After selecting the tests for the entire TELPAS window, this is what TestHound will display:

Schedule 02/22/2021 - 04/09/2021

BESTEIRO MIDDLE

Sessions	Mon 02/22	Tue 02/23	Wed 02/24	Thu 02/25	Fri 02/26
Session 1 7:30 AM - 11:30 AM	Grade 06 Listening/Speaking	Grade 06 Listening/Speaking Grade 07 Listening/Speaking	Grade 06 Listening/Speaking Grade 07 Listening/Speaking Grade 08 Listening/Speaking	Grade 06 Listening/Speaking Grade 07 Listening/Speaking Grade 08 Listening/Speaking	Grade 06 Listening/Speaking Grade 07 Listening/Speaking Grade 08 Listening/Speaking
Session 2 12:00 PM - 2:45 PM	Grade 06 Listening/Speaking	Grade 06 Listening/Speaking Grade 07 Listening/Speaking	Grade 06 Listening/Speaking Grade 07 Listening/Speaking Grade 08 Listening/Speaking	Grade 06 Listening/Speaking Grade 07 Listening/Speaking Grade 08 Listening/Speaking	Grade 06 Listening/Speaking Grade 07 Listening/Speaking Grade 08 Listening/Speaking

Build Tests »

Schedule 02/22/2021 - 04/09/2021

BESTEIRO MIDDLE

	Sun 04/04	Mon 04/05	Tue 04/06	Wed 04/07	Thu 04/08	Fri 04/09
	+	Grade 06 Listening/Speaking Grade 06 Reading Grade 07 Listening/Speaking Grade 07 Reading Grade 08 Listening/Speaking Grade 08 Reading	Grade 06 Listening/Speaking Grade 06 Reading Grade 07 Listening/Speaking Grade 07 Reading Grade 08 Listening/Speaking Grade 08 Reading	Grade 06 Listening/Speaking Grade 06 Reading Grade 07 Listening/Speaking Grade 07 Reading Grade 08 Listening/Speaking Grade 08 Reading	Grade 06 Listening/Speaking Grade 06 Reading Grade 07 Listening/Speaking Grade 07 Reading Grade 08 Listening/Speaking Grade 08 Reading	+
	+	Grade 06 Listening/Speaking Grade 06 Reading Grade 07 Listening/Speaking Grade 07 Reading Grade 08 Listening/Speaking Grade 08 Reading	Grade 06 Listening/Speaking Grade 06 Reading Grade 07 Listening/Speaking Grade 07 Reading Grade 08 Listening/Speaking Grade 08 Reading	Grade 06 Listening/Speaking Grade 06 Reading Grade 07 Listening/Speaking Grade 07 Reading Grade 08 Listening/Speaking Grade 08 Reading	Grade 06 Listening/Speaking Grade 06 Reading Grade 07 Listening/Speaking Grade 07 Reading Grade 08 Listening/Speaking Grade 08 Reading	+

- Once all this is set up, you must click [Build Tests »](#) on to start adding students, rooms and test administrators.
- First, click on the “Select a Room” area and check all the rooms that are available. If you require to add/create more. Please, do so at this time!

BESTEIRO MIDDLE - Tests

TELPAS

Tests: Grade 06 Listening/Speaking

TOOLBAR: Students Filter Assign Rooms Copy To Booklets

Students Unassigned Absent

Select All Deselect All Show 25 entries Search:

No students added for this test

Showing 0 to 0 of 0 entries

Previous Next

Session 1 Mon 02/22 7:30 AM - 11:30 AM

Select a Room

- 101 - Vacancy
- 102 - D. Sanchez
- 103 - M. Cisneros
- 104 - R. Lucio
- 105 - C. Wilson
- 106 - H. Rangel
- 107 - G. Garcia

Standard Met Standard Not Met Score Code Other than S Exclusion Unenrolled

- To create additional rooms, you will have to go to the CAMPUS MANAGEMENT Menu, Click in ROOMS and select NEW. You will then complete all fields and click SUBMIT. The capacity is not a required field 😊. As a suggestion, it will help to create duplicates of the rooms you will use for testing and utilize them as make up rooms. The rationale behind this is that TestHound won't let you use the same room for regular and make up testing without having some type of additional character to trick the system to believe that Room 106 and Room 106B are different rooms.

Brownsville ISD : BESTEIRO MIDDLE - Rooms

ADMIN: TELPAS TEST: Grade 06 Listening/Speaking

Campus Management

Test Administrators

Students

Rooms

Test Administrations

Tests

Materials

Reports

Room: 106B

Capacity:

Description: Make Up for 6th Grade L/S

Submit Cancel

11. So now that you got to see the rooms...You have not selected them just yet! You only ensured to have all needed rooms created and ready to be assigned. Now it is time to utilize the **TOOLBAR** to add the Students. You have several options to use when adding students. If you are curious about the differences between them, please use the HELP? TAB to find detailed information. For this sample, I will ADD the students by GRADE LEVEL. This set up will pull all the students registered in 6th grade at your campus. This will allow you to group all the NONLEPs in specific locations. In order words, you will be able to also plan for the rooms in which the non testers will be placed. Therefore when you build your reports, all students will come out.

The screenshot shows the TELPAS interface for Brownsville ISD : BESTEIRO MIDDLE - Tests. The 'TOOLBAR' has tabs for Students, Filter, Assign Rooms, Copy To, and Booklets. The 'Students' tab is active, showing a dialog box with the following fields: Action (Add), By (Grade), Grade By (Sixth Grade), and Program Status (All Students). Red arrows point to the 'Add Students' button and the 'Program Status' dropdown. A red handwritten note 'life savior' is above the 'Add Students' button. The background shows the 'Students' tab in the 'TOOLBAR' and a list of rooms.

If you'd like for TestHound to only ADD the LEP students, you will have to change from "ALL STUDENTS" to LEP/ELL as shown below:

This is a close-up of the 'Add Students' dialog box. The 'Program Status' dropdown is highlighted in yellow and set to 'LEP/ELL'. The other fields are: Action (Add), By (Grade), and Grade By (Sixth Grade). The 'Add Students' and 'Cancel' buttons are at the bottom.

The option is yours 😊 For this demonstration, I will only pull the LEP/ELL students. Once you make the selection, now click ADD STUDENTS. Now, your next step is to add the rooms that you want to use for each day and time frame. You will go to the SELECT ROOM area, you will click on selected room (to highlight it) and click the Blue button labeled as ADD ROOM. To select multiple rooms at the same time, just hold down the CTRL key while clicking your selection with the mouse. You will notice that now all the rooms are showing for the 1st testing block

Tests: Grade 06 Listening/Speaking

Reset

Dates: ALL

Sessions: ALL

Add Room

Session 2 12:00 PM - 2:45 PM

- 101 - Vacancy
- 102 - D. Sanchez
- 103 - M. Cisneros
- 104 - R. Lucio
- 105 - C. Wilson
- 106 - H. Rangel

Add Room

Fri 03/05

Session 1 7:30 AM - 11:30 AM

Select a Room

Add Room

Session 2 12:00 PM - 2:45 PM

Select a Room

Add Room



Tests: Grade 06 Listening/Speaking

Reset

Dates: ALL

Sessions: ALL

Mon 02/22

Session 1 7:30 AM - 11:30 AM

Rm	Staff	Cap	Cnt
101		30	0
102		30	0
103		30	0
104		30	0
105		30	0
106		30	0
107		30	0

Session 2 12:00 PM - 2:45 PM

Select a Room

Add Room

Tue 02/23

Session 1 7:30 AM - 11:30 AM

Select a Room

Add Room

Session 2 12:00 PM - 2:45 PM

Select a Room

If you want to have exactly the same rooms appear in all testing days and testing sessions (time blocks) you will click on the "PENCIL" icon on the very 1st session and click on the "DUPLICATE" TAB and then select TESTS ON ANY DAY or TESTS ON (Some Date Here) or leave it as SESSIONS in this TEST. Or you can just add the specific rooms that you need to each one of the days and time blocks. The goal is to see the available rooms under each testing day and testing time block!

Tests: Grade 06 Listening/Speaking

Reset

Dates: ALL

Sessions: ALL

Rm	Staff	Cap	Cnt
102		30	0
103		30	0
104		30	0
105		30	0
106		30	0
107		30	0

Select a Room

Add Room Duplicate



Duplicate Rooms for All

☐ Sessions In This Test

☐ Tests On (Some Date here)

☒ Tests On Any Day

Duplicate Rooms



Dates: ALL

Sessions: ALL

Session 2 12:00 PM - 2:45 PM

Rm	Staff	Cap	Cnt
101		30	0
102		30	0
103		30	0
104		30	0
106		30	0
107		30	0

Tue 02/23

Session 1 7:30 AM - 11:30 AM

Rm	Staff	Cap	Cnt
101		30	0
102		30	0
103		30	0
104		30	0
105		30	0
106		30	0
107		30	0

Session 2 12:00 PM - 2:45 PM

Select a Room

Add Room

12. So, now that the rooms are set and ready to go, we can start assigning students to the rooms. You will have to decide, how you would like to separate students: by capacity or period? or do you want to highlight the

students and then use the “MOVE TO” option to assign the room? You will have to determine what will work best for you

OPTION #1

OPTION #2

Move Students

Students: 2602487 Aguilera, Leonardo, 3301946 Aguirre, Bryan, 4303553 Alatorre Martinez, Danna Paola, 4302305 Alvarado, Miguel Angel

Period: 1

Room(s): 101

Buttons: Get Sessions, Cancel, Mark Students Absent, Delete Students, Remove From Room

13. By using option #2 and by switching from Session 1 to Session 2, you will be able to point the system to placing the highlighted students in the afternoon session of the 1st testing day.

Tests: Grade 06 Listening/Speaking

Sessions: Session 2

ID	Name	Acc	Enrl	Abs	Grd	Test Date	S#	Room	Barcode
2602487	Aguilera, Leonardo				6	2021-02-22	1	101	
3301946	Aguirre, Bryan				6	2021-02-22	1	101	
4303553	Alatorre Martinez, Danna Paola				6	2021-02-22	1	101	
4302305	Alvarado, Miguel Angel				6	2021-02-22	1	101	
3302122	Andrade, Alex				6	2021-02-22	1	101	
3502782	Canu, Adrian				6	2021-02-22	1	101	
3502770	Carvajal, Yamine				6	2021-02-22	1	101	
1202288	Castellon Figueroa, Isaias Jaleth				6	2021-02-22	2	102	
4302489	Castillo, Marco Antonio				6	2021-02-22	2	102	
1801364	Cerde, Maria				6	2021-02-22	2	102	
3502610	Corona, Angel				6	2021-02-22	2	102	
3502727	Coronado, Mario Arturo				6	2021-02-22			
4302953	Covarrubias, Nicholas Nefalli				6	2021-02-22			
4102151	Cruz Macias, Lionel Inocencio				6	2021-02-22			

14. To assign a Test Administrator, you will have to go to the rooms area, select the room in which you want to add a test administrator and select his name from the drop down menu

Sessions: Session 1

Enrl	Abs	Grd	Test Date	S#	Room	Barcode
		6	2021-02-22	1	101	
		6	2021-02-22	1	101	
		6	2021-02-22	1	101	
		6	2021-02-22	1	101	
		6	2021-02-22	1	101	
		6	2021-02-22	1	101	
		6	2021-02-22	1	101	
		6	2021-02-22	2	102	
		6	2021-02-22	2	102	
		6	2021-02-22	2	102	

TELPA5

TOOLBAR Students Filter Assign Rooms Copy To Booklets

Students Unassigned Absent Room 101

Select All Deselect All Show 25 entries Search:

ID	Name	Acc	Enrl	Abs	Grd	Test Date	SA	Room	Barcode
6					6	2021-02-22	1	101	
6					6	2021-02-22	1	101	
6					6	2021-02-22	1	101	
6					6	2021-02-22	1	101	
6					6	2021-02-22	1	101	
6					6	2021-02-22	1	101	
6					6	2021-02-22	1	101	

Showing 1 to 7 of 7 entries (filtered from 88 total entries)

Previous 1 Next

Tests: Grade 05 Listening/Speaking

Reset

Close room view

Session 1 Mon 02/22 7:30 AM - 11:30 AM

Select a Test Administrator...

Add Test Administrator

Booklet Assignment

Scan barcode

Select a Test Administrator...

Add Test Administrator Booklet

Help

This process will have to be repeated in all testing rooms.

Each step of the way, you will have the option of referring or opening of the **HELP** Tab. In each section you will find concrete instructions related to the section you are currently working on. You will have access to both video clips and step by step instructions such as this ones. 😊

Campus: STILLMAN MIDDLE

Processing of Data Updates:

Status	Last Update
Students: P	1/8/2021 3:25:00 AM
Test Administrators: P	1/8/2021 3:03:00 AM
Schedules: P	1/8/2021 4:59:00 AM
Demogr: P	1/8/2021 12:10:00 AM

Help