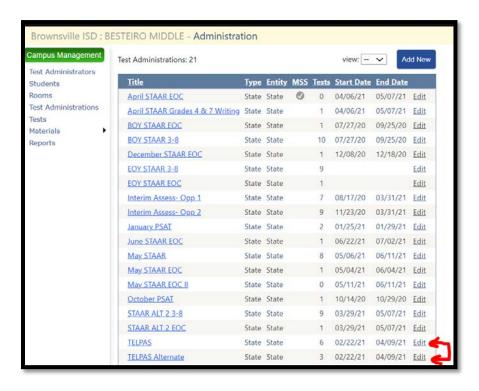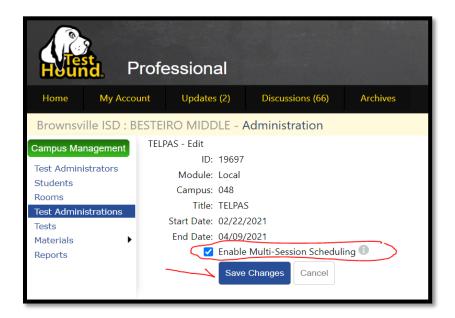# How to set up TELPAS Groups in TestHound using the Multi-Session Scheduling (MSS)
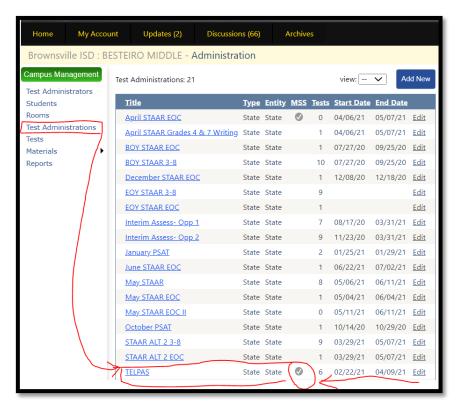
1. From the Campus Management Menu, select Test Administrations and locate TELPAS and/or TELPAS Alternate.
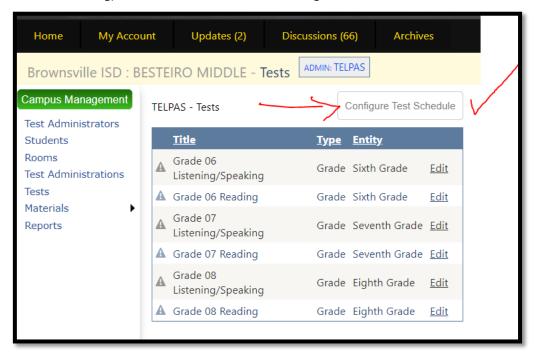

2. Click on EDIT, place a checkmark in the "Enable Multi-Session Scheduling" and "Save Changes"

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.

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"

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:

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.

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

02/28	Mon 03/01	Tue 03/02	Wed 03/03	Thu 03/04	Fri 03/05
⊕	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	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	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	Grade 06 Listening/Speaking Grade 07 Listening/Speaking Grade 08 Listening/Speaking

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

BESTEIRO MIDDLE

Sun 03/07	Mon 03/08	Tue 03/09	Wed 03/10	Thu 03/11	Fri 03/12
⊕	Grade 06 Reading	Grade 06 Reading Grade 07 Reading	Grade 06 Reading Grade 07 Reading Grade 08 Reading	Grade 06 Reading Grade 07 Reading Grade 08 Reading	Grade 06 Reading Grade 07 Reading Grade 08 Reading
⊕	Grade 06 Reading	Grade 06 Reading Grade 07 Reading	Grade 06 Reading Grade 07 Reading Grade 08 Reading	Grade 06 Reading Grade 07 Reading Grade 08 Reading	Grade 06 Reading Grade 07 Reading Grade 08 Reading

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

BESTEIRO MIDDLE

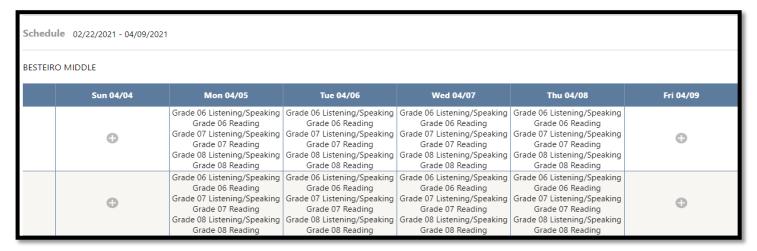| Mon 03/22	Tue 03/23	Wed 03/24	Thu 03/25	Fri 03/26
Grade 06 Reading Grade 07 Reading Grade 08 Reading	Grade 06 Reading Grade 07 Reading Grade 08 Reading	Grade 06 Reading Grade 07 Reading Grade 08 Reading	Grade 06 Reading Grade 07 Reading Grade 08 Reading	Grade 06 Reading Grade 07 Reading Grade 08 Reading
Grade 06 Reading Grade 07 Reading Grade 08 Reading	Grade 06 Reading Grade 07 Reading Grade 08 Reading	Grade 06 Reading Grade 07 Reading Grade 08 Reading	Grade 06 Reading Grade 07 Reading Grade 08 Reading	Grade 06 Reading Grade 07 Reading Grade 08 Reading

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

BESTEIRO MIDDLE

Mon 03/29	Tue 03/30	Wed 03/31	Thu 04/01	Fri 04/02
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	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

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

BESTEIRO MIDDLE

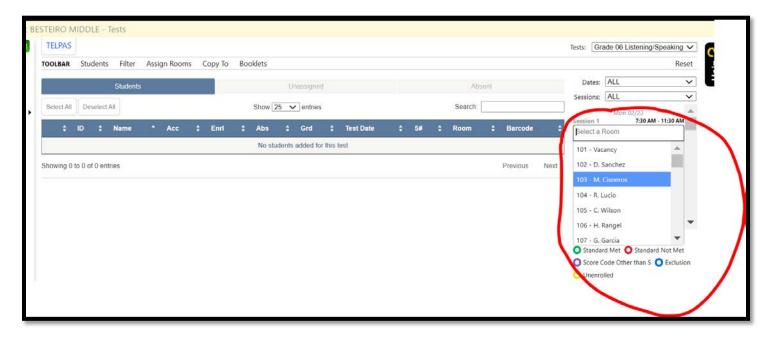| Sun 04/04	Mon 04/05	Tue 04/06	Wed 04/07	Thu 04/08	Fri 04/09
⊕	Grade 06 Listening/Speaking Grade 06 Reading Grade 07 Listening/Speaking Grade 07 Reading Grade 08 Listening/Speaking Grade 08 Reading	Grade 06 Listening/Speaking Grade 06 Reading Grade 07 Listening/Speaking Grade 07 Reading Grade 08 Listening/Speaking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

8. Once all this is set up, you must click **Build Tests »** on to start adding students, rooms and test administrators.

9. 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!
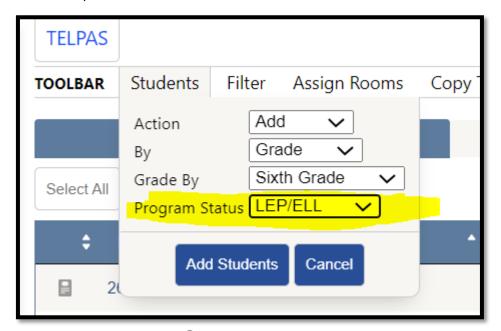

10. To create additional rooms, you will have to go to the CAMPUS MANAGEMENT Menu, Click in ROOMS and select NEW. You will then complete all fields and click SUBMIT. The capacity is not a required field 😊. As a suggestion, it will help to create duplicates of the rooms you will use for testing and utilize 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.
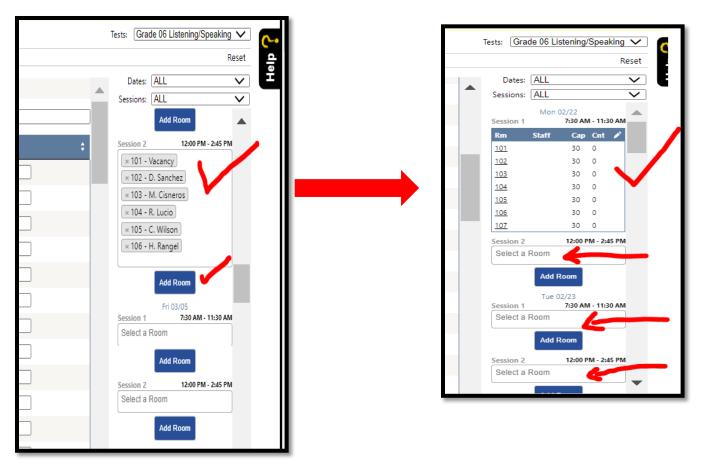
11. So now that you got to see the rooms…You have not selected them just yet! You only ensured to have all needed rooms created and ready to be assigned. Now it is time to utilize the **TOOLBAR** to add the Students. You have several options to use when adding students. If you are curious about the differences 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.
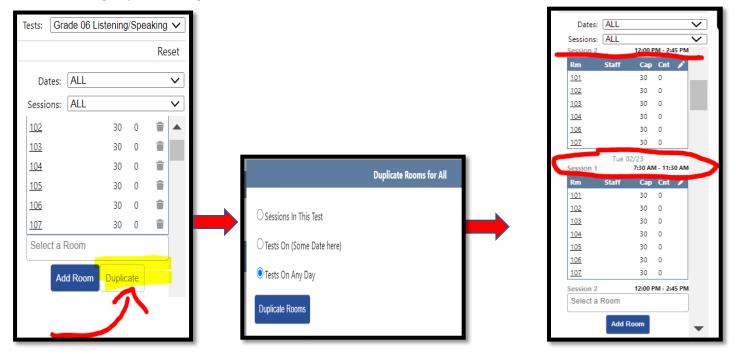

If you'd like for TestHound to only ADD the LEP students, you will have to change from "ALL STUDENTS" to LEP/ELL as shown below:

The option is yours 😊 For this demonstration, I will only 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

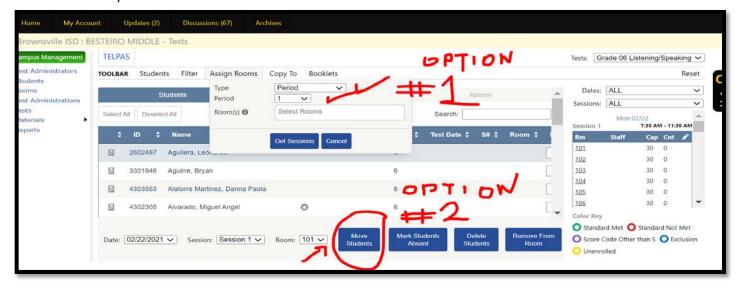Session 2   12:00 PM - 2:45 PM
Select a Room

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 ▾

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
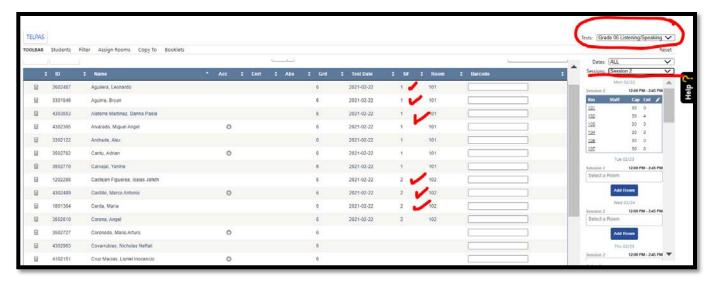Select a Room

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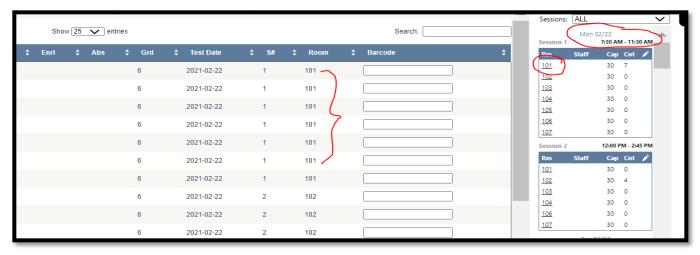
students and them use the "MOVE TO" option to assign the room? You will have to determine what will work best for you
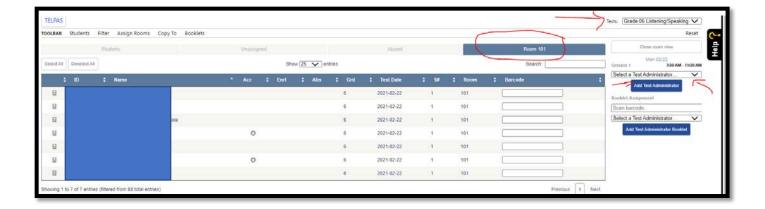

13. By using option #2 and by switching from Session 1 to Session 2, you will be able to point the system to placing the highlighted students in the afternoon session of the 1st testing day.

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

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. 😊