



LAS Links Online

Ending Incomplete Tests



● ● ● Ending Incomplete Tests



Ending Incomplete Tests

For scoring and reporting purposes, you must use the End Incomplete Test option for all Subtests that a student will not complete. For example: When the students needs to complete only 2 of 4 parts of a test, use the End Incomplete Test option to end the test and force a status of “complete” even though certain parts of a test were not administered or taken. **Note:** If your site purchased DRC scoring services, DRC automatically ends all incomplete tests when the site contacts DRC to indicate that testing is complete.

● ● ● Access the DRC INSIGHT Portal



www.drcedirect.com

The screenshot shows the DRC INSIGHT Portal login interface. On the left, there is a white login box with the DRC INSIGHT logo at the top. Below the logo are two input fields: 'Username' with the placeholder 'user@datarecognitioncorp.com' and 'Password' with a masked password '*****' and a 'Show Text' checkbox. A blue 'Sign in' button is positioned below the password field, and a link for 'Forgot your password?' is located at the bottom of the box. To the right of the login box, the page has a dark blue background with white text. It starts with a 'Welcome to the DRC INSIGHT Portal' heading, followed by a welcome message from Data Recognition Corporation (DRC) to IAS Links educators. It explains that the site provides access to test administration tools and reports. A note states that authorized personnel need to log in with their email and password, pointing to a 'Log On' link. Below this, it provides instructions on how to find more information about IAS Links by selecting 'General Information' under 'All Applications' and then 'Documents'. A section titled 'ACCESS ONLINE TOOLS TRAINING WITH GOOGLE CHROME' follows, mentioning publicly accessible versions of the training and that Google Chrome is the only supported browser. At the bottom of this section, it provides the WBTE Portal URL: <https://wbte.drcedirect.com/LL/portals/!/>. The footer of the page contains the copyright notice '© DRC Insight 2020', links for 'Privacy Policy', 'Terms of Use', and 'Contact Us', and the DRC logo.

● ● ● Test Management



- Click on MY APPLICATIONS >> Test Management:

The screenshot shows the DRC INSIGHT LAS LINKS MY APPLICATIONS dropdown menu. The menu is organized into several sections:

- PARTICIPANT PREPARATION**
 - Student Management
 - Student Group Management
 - Test Administrator Management
 - User Management
- TEST PREPARATION**
 - Test Management** (highlighted with a red box)
- POST-TEST ACTIONS**
 - Student Management
- SCORING AND REPORTING**
 - Educator Scoring
 - Report Delivery
 - Interactive Reports
- GENERAL INFORMATION**
 - General Information
- TECHNOLOGY SETUP**
 - Central Office Services
- OTHER LINKS**
 - Professional Learning
 - License Dashboard

On the left side of the page, there is a welcome message: "Welcome to the D... Congratulations, you have suc... Several helpful links are just a... If you are having difficulty nav... LASLinksHelpDesk@datarecog... 866.282.2250 (7:00 a.m. - 8:00... ACCESS ONLINE TOOL... Publicly accessible versions of... practice

Test Sessions



Manage Test Sessions Upload Multiple Test Sessions

[+ Instructions](#)

* Indicates required fields

Administration District School

LAS Links * (All) (All)

Last Name First Name Student ID

Session Test Administrator

LAS Links Form Assessment

(All) (All)

Show Sessions Print All Tickets

1. To end an incomplete test, click the **Edit/Print Ticket Status** icon (📅) from the Session Detail window in the Action column for the test session. The details for the test session you selected display in the Testing Status window.

Sessions Status Summary

[+ Instructions](#)

Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	Sample District	Sample School	Breanna	Grades 4-5 (Eng. C)	Not Started	10/11/2017	12/31/2024	
<input type="checkbox"/>	Sample District	Sample School	ENGAK	Grade K (Eng. A)	Not Started	10/11/2017	12/31/2024	
<input type="checkbox"/>	Sample District	Sample School	ENGBK	Grade K (Eng. B)	Not Started	10/11/2017	12/31/2024	
<input type="checkbox"/>	Sample District	Sample School	ENGCK	Grade K (Eng. C)	Not Started	10/11/2017	12/31/2024	
<input type="checkbox"/>	Sample District	Sample School	ENGDK	Grade K (Eng. D)	Not Started	10/11/2017	12/31/2024	



Ending Incomplete Tests



Testing Status

[+ Instructions](#)

Last Name:

Status: (All)

Status By Module: Listening

Testing Status - Breanna (Grades 4-5 (Eng. C) - Listening)

Select	Last Name	First Name	User Name	Password	Assessment	Status	Started	Completed	Action
<input type="checkbox"/>	sq	br	BSQ1	SOME9871	LISTENING	Not Started			



Ending Incomplete Tests



Testing Status

[+ Instructions](#)

Last Name: Status: (All) Status By Module: Listening

Testing Status - Breanna (Grades 4-5 (Eng. C) - Listening)

Select	Last Name	First Name	User Name	Password	Assessment	Status	Started	Completed	Action
<input type="checkbox"/>	sq	br	BSQ1	SOME9871	LISTENING	Not Started			

Submit

You are choosing to end an incomplete test. Are you sure?



LAS Links Help Desk

866.282.2250 (7:00 a.m. -8:00 p.m. EDT)

Email: LASLinksHelpDesk@datarecognitioncorp.com

If you already called in and have a case, provide your case number for expedited service.

www.LASLINKS.com

