



DRC Professional Learning: Completion/Certification Tracking

● ● ● 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' containing '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. The right side of 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 LAS Links educators. The text explains that the website provides quick access to test administration tools and reports. It instructs users to log on with their e-mail address and password, pointing to a 'Log On' link in the upper right. Below this, it directs users to 'General Information' under 'All Applications' and then to 'Documents'. A section titled 'ACCESS ONLINE TOOLS TRAINING WITH GOOGLE CHROME' follows, noting that publicly accessible versions of the training are available and that Google Chrome is the only supported browser. It provides a URL for the WBTE Portal: <https://wbte.drcedirect.com/LL/portals/ll>. At the bottom of the page, there are links for 'Privacy Policy', 'Terms of Use', and 'Contact Us', along with the copyright notice '© DRC Insight 2020' and the DRC logo.

● ● ● Professional Learning Courses



- Click on MY APPLICATIONS >> Professional Learning:

DRC INSIGHT™ LAS LINKS MY APPLICATIONS ▾

PARTICIPANT PREPARATION	SCORING AND REPORTING	OTHER LINKS
Student Management	Educator Scoring	Professional Learning
Student Group Management	Report Delivery	License Dashboard
Test Administrator Management	Interactive Reports	
User Management		

TEST PREPARATION

Test Management

POST-TEST ACTIONS

Student Management

GENERAL INFORMATION

General Information

TECHNOLOGY SETUP

Central Office Services

>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

● ● ● DRC Professional Learning



- Click on a course to run a completion report for that particular course:



**LAS Links
Español Calibration**
Training Modules

LAS Links Español
Scoring Calibration



**LAS Links
Online Assesmen**
Training Modules

LAS Links Online
Assessments Training
Modules



**LAS Links
Paper Assessments**
Training Modules

LAS Links Paper
Assessments Training
Modules



**PreLAS
Administration**
Training Modules

preLAS Administration
Training



**PreLAS
Español Calibration**
Training Modules

preLAS Español
Calibration



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- First, click on the Course Dashboard button:

DRC INSIGHT PROFESSIONAL LEARNING

My Courses

Course Dashboard

LAS Links
Online Assessments
Training Modules

- Then click “Course Administration”:



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- Click on the hyperlink: Course Completion

The screenshot shows a navigation breadcrumb trail at the top: Dashboard > My Courses > LAS Links Online Assessments Training Modules > Course administration. Below this, the page title is 'Course administration'. A sub-menu is open under 'Course administration', showing 'Course administration' as the active item. Below the sub-menu, there are two main options: 'Reports' and 'Course completion'. A red arrow points to the 'Course completion' link.

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- View completion status for individual quiz activities (1), the course (2), or download the report (3).

Criteria group		Activities			Course
Aggregation method		All			All
Criteria		Quiz: Portal Navigation and...	Speaking Calibration Activity	Writing Calibration Activity	Course complete
First name / Surname	Email address				
[Redacted]	[Redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[Redacted]	[Redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

1

3

2

Download in spreadsheet format (UTF-8 .csv)
Download in Excel-compatible format (.csv)

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- The “Course complete” column, when checked indicates certificate received:

Criteria		Quiz Portal Navigation and...	Speaking Calibration Activity	Writing Calibration Activity	Course complete
First name / Surname	Email address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- A time stamp in the “Course complete” column in the downloaded .csv file indicates certificate received:

ID	Name	Email address	Quiz: Portal Navigation and Proctoring Best Practices	Quiz: Portal Navigation and Proctoring Best Practices - Completion date	Speaking Calibration Activity	Speaking Calibration Activity - Completion date	Writing Calibration Activity	Writing Calibration Activity - Completion date	Course complete
11574	John Doe	johndoe@txdistrict.org	Completed (achieved pass grade)	23/09/19, 15:05	Completed (achieved pass grade)	23/09/19, 15:05	Completed (achieved pass grade)	23/09/19, 15:05	23/09/19, 15:05

● ● ● Technology Support



DRC Customer Service – Texas

Toll Free: 833-867-5679 Option 1

Order Support

Texas Order Support Email:

LASOrderTX@datarecognitioncorp.com

Toll Free: 833-867-5679 Option 2

Technical Support

Texas Technical Support Email:

LASTechTX@datarecognitioncorp.com

Customer Service Hours: 8:00 am – 4:30pm CT M-F

www.LASLinks.com/Texas

