



# **LAS Links Online**

## **Guide to Adding Users to the INSIGHT Portal**



# ● ● ● Access the DRC INSIGHT Portal



[www.drcedirect.com](http://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 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. It explains that the site 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. 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, stating 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 DRC logo and copyright information for 2020.



# User Management

## Adding/Editing Users



**DRC INSIGHT™** LAS LINKS MY APPLICATIONS ▼

WELCOME TO THE ONLINE TOOLS TRAINING

Congratulations, you have successfully completed the training. Several helpful links are provided below to assist you. If you are having difficulty, please contact the LASLinksHelpDesk@datarecognition.com at 866.282.2250 (7:00 a.m. - 5:00 p.m. EST).

**ACCESS ONLINE TOOLS TRAINING**

Publicly accessible version of the Online Tools Training is available in your browser for this public version of the Online Tools Training.

WBTE Portal: <https://wbte.drctedirect.com/LL/portals/ll>

**PARTICIPANT PREPARATION**

- Student Management
- Student Group Management
- Test Administrator Management
- User Management**

**TEST PREPARATION**

- Test Management

**POST-TEST ACTIONS**

- Student Management

**SCORING AND REPORTING**

- Report Delivery
- Educator Scoring
- Interactive Reports

**GENERAL INFORMATION**

- General Information

**TECHNOLOGY SETUP**

- Central Office Services

# ● ● ● Adding a Single User



## User Administration

Edit User **Add Single User** Upload Multiple Users

[+ Instructions](#)

Filters are required. See Instructional Text if unsure how to filter

Administration  User Role  District

School  First Name  Last Name

Email   Hide Inactive Users

**Find User** **Clear**

Users **Profiles**

### User Accounts

<input type="checkbox"/>	Last Name	First Name	Email Address	Action
<input type="checkbox"/>	Trainer	LAS Links	LASLinksOnline@outlook.com	
<input type="checkbox"/>	Trainer	LAS Links	LLtrainer@LL.com	

# ● ● ● Adding a Single User



## User Administration

Edit User   Add Single User   Upload Multiple Users

\* Indicates required fields

First Name \*   Middle Initial   Last Name \*

Email Address \*

Administration: LAS Links \*   User Role: (Select) \*

District   School

Tip: When you select a permission, its description will display below the list

Available Permissions: Administrator, Administrator - Mass Assign Role, Documents - Delete, Documents - Upload, Documents - View, DRC IRS - Access, DRC IRS - District, DRC IRS - EPM, DRC IRS - School, DRC IRS - Teacher, eDIRECT Setup - Document and Report

Assigned Permissions: [Empty]

To see the description, select a permission

Save

- Fill in the required information (anything with an asterisk\*)
- Double check that you have typed in the email address correctly as this will be the User's username and once saved cannot be edited nor deleted.
  - If done incorrectly, you will need to inactivate the incorrect User and create a correct User
- Choose the desired Role and School then the permissions (permission set). **The permissions matrix can be found in the Portal User Guide.**
- When you click Save, the new User at the email address provided, will get an auto email from [no-reply@datarecognitioncorp.com](mailto:no-reply@datarecognitioncorp.com) allowing them access to their account.

# ● ● ● Uploading Multiple Users



### User Administration

Edit User | Add Single User | **Upload Multiple Users**

First time? Download the [File Layout](#) (PDF document) and a [Sample File](#) (CSV text file).

Instructions

\* Indicates required fields

Administration  
LAS Links \*

File  
Browse... \*

Upload

User Listing			
First Name	MI	Last Name	Email Address
If there are errors in your file, then they will			

1	First Name	Middle In	Last Name	Email Add	Role	District Cc	School Code
2	Jake	C	Lake	Lake@San State			
3	Mike		Doe	MikeDoe@District	160		
4	Mary	A	Wakins	Mwakins@District Te	789		
5	Jane	W	Smith	JaneSmith@School	2001	1abc	
6	John		Philps	JPhilps@STest Admi	6e78z	123456	
7							
8							
9							
10							
11							
12							

**Note: Once you have uploaded the file, you must assign permissions to each User before they can gain access to the Portal.**



# Assigning Permissions after Upload



- Refresh your screen until you see that the file successfully uploaded;
- Click on the edit button to add permissions en masse:

## User Administration

Edit User Add Single User Upload Multiple Users

✓ File successfully uploaded. Users have been successfully created and will receive emails with login instructions.

⚠ Newly created users have very limited access. You should use the grid below to assign permissions.

Assign Permissions	
Uploaded Users	Assigned Permissions?
2 School users	<input type="checkbox"/> 

Upload Another File







# Assigning Permissions after Upload




- You will see confirmation that permissions were assigned successfully:

**User Administration**

Edit User | Add Single User | Upload Multiple Users

✔ Permissions were assigned for users with role of School

Assign Permissions		
Uploaded Users	Assigned Permissions?	
2 School users	<input checked="" type="checkbox"/>	

Upload Another File

# Editing a Single User Profile



## User Administration

Edit User Add Single User Upload Multiple Users

# Instructions







Filters are required. See Instructional Text if unsure how to filter

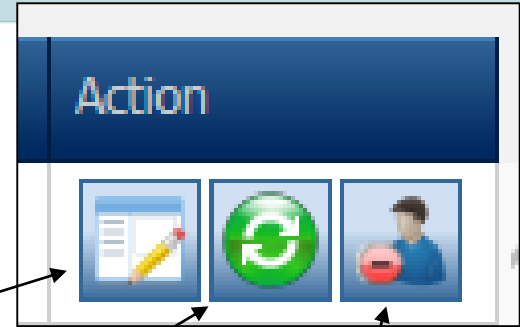
Administration: LAS Links  
User Role: District  
District: SAMPLE DISTRICT - 99  
School: (All)  
First Name:   
Last Name:   
Email:   
 Hide Inactive Users

Find User Clear

Users Profiles

### User Accounts

	Last Name	First Name	Email Address	Action
<input type="checkbox"/>	Trainer	LAS Links	LASLinksOnline@outlook.com	  
<input type="checkbox"/>	Trainer	LAS Links	LLtrainer@LL.com	  



View/Edit

Reset

Deactivate

- To edit one User at a time, find the User then click one of the action buttons.
- View/edit will allow you to change the Users permissions and to add another site to the Users profile
- Reset will provide the User with a new auto/activation email from no-reply@datarecognitioncorp.com

# ● ● ● Editing User Profiles en Masse



To edit multiple User permissions at a time, click on the profiles tab:

**User Administration**

Edit User | Add Single User | Upload Multiple Users

[Instructions](#)

**Filters are required. See Instructional Text if unsure how to filter**

Administration: LAS Links (v) | User Role: (All) (v) | District: Sales and Training Dist (v)

School: (All) (v) | First Name: | Last Name: |

Email: |  Hide Inactive Users

**Find User** | **Clear**

Users | **Profiles**

**User Profiles**

	Last Name	First Name	Email	Role	Administration	District	School
<input type="checkbox"/>	ACCOUNT	TRAINING	michele@rusrus.com	School	LAS Links	99998	1023
<input type="checkbox"/>	Achord	JoAnn	funny@eleel.com	School	LAS Links	99998	1006
<input type="checkbox"/>	Alamo	Martina	beatriz@test.com	School	LAS Links	99998	1006

# Editing User Profiles en Masse



**Note:** you may only change permissions en masse for Users with the same Role (i.e. District, School - **OR** - Test Administrator);

- Click on the radio button of the Users whose permissions you need to change

### User Administration

Edit User | Add Single User | Upload Multiple Users

[Instructions](#)

Filters are required. See Instructional Text if unsure how to filter

Administration: LAS Links (dropdown)  
User Role: (All) (dropdown)  
District: Sales and Training Dist (dropdown)

School: (All) (dropdown)  
First Name: [text input]  
Last Name: [text input]

Email: [text input]  Hide Inactive Users

Find User | Clear

Users | Profiles

User Profiles								
	Last Name	First Name	Email	Role	Administration	District	School	
<input type="checkbox"/>	ACCOUNT	TRAINING	michele@rusrus.com	School	LAS Links	99998	1023	
<input type="checkbox"/>	Achord	JoAnn	funny@eleel.com	School	LAS Links	99998	1006	
<input type="checkbox"/>	Alamo	Martina	beatriz@test.com	School	LAS Links	99998	1006	

Click the "Role" header to sort Users by Role

# ● ● ● Editing Multiple User Profiles en Masse



- Once you have chosen the Users, click on the button of choice at the bottom of the page;
- A pop-up will appear, allowing you to do the task needed (i.e. Assign Permissions)

Users Profiles

**User Profiles**

<input type="checkbox"/>	Last Name ▲	First Name ▲	Email ▲	Role	Administration ▲	District ▲	School
<input checked="" type="checkbox"/>	ACCOUNT	TRAINING	michele@rusus.com	School	LAS Links	99998	1023
<input checked="" type="checkbox"/>	Achord	JoAnn	funny@eleel.com	School	LAS Links	99998	1006
<input checked="" type="checkbox"/>	Alamo	Martina	beatriz@test.com	School	LAS Links	99998	1006

**Assign Permissions** **Remove Permissions** **Assign Role** **Export All to Excel**

# ● ● ● Adding Multiple Schools to a User Profile



**Edit User**

DISTRICT

First Name:  Last Name:  Email Address:

Permissions		
Administration	Role	District
LAS Links	District	99998 - Sales and Training District
LAS Links	School	99999 - Sample District

**Add Permissions**

\* Indicates required fields

Administration:  \* User Role:  \*

District:  School:  \*

**Tip:** When you select a permission, its description will display below the list

Available Permissions: Administrator, Administrator - Mass Assign Role, Documents - Delete, Documents - Upload, Documents - View, DRC IRS - Access, DRC IRS - District, DRC IRS - EPM, DRC IRS - School, DRC IRS - Teacher, eDIRECT Setup - Document and Report

Assigned Permissions:

- When you click the view/edit action button, a pop-up will appear;
- Click Add then another popup will appear;
- Choose the User Role, School and the permissions (permission set) the User should have at that site; then click Save

## ● ● ● Support



- LAS Links Help Desk:
  - 866.282.2250
  - 7:00 a.m. - 8:00 p.m. EDT
- [LASLinksHelpDesk@datarecognitioncorp.com](mailto:LASLinksHelpDesk@datarecognitioncorp.com)
  - If you already called in and have a case, provide your case number for expedited service