LAS Links Online

Guide to Accessing the Enhanced Student Reports in the INSIGHT Portal

Access the **DRC INSIGHT** Portal

www.drcedirect.com

Interactive Reports

DRC INSIGHT LAS LINKS MY APPLICATIONS ▼

PARTICIPANT PREPARATION

Welcome to t

Congratulations, you ha

Several helpful links are

If you are having difficu

LASLinksHelpDesk@da

866.282.2250 (7:00 a.m.

ACCESS ONLINE

Publicly accessible vers
browser for this public version of the Online Tools Training.

WBTE Portal: https://wbte.drcedirect.com/LL/portals/ll

Student Management
Student Group Management
Test Administrator Management
User Management

TEST PREPARATION

Test Management

POST-TEST ACTIONS

Student Management

SCORING AND REPORTING
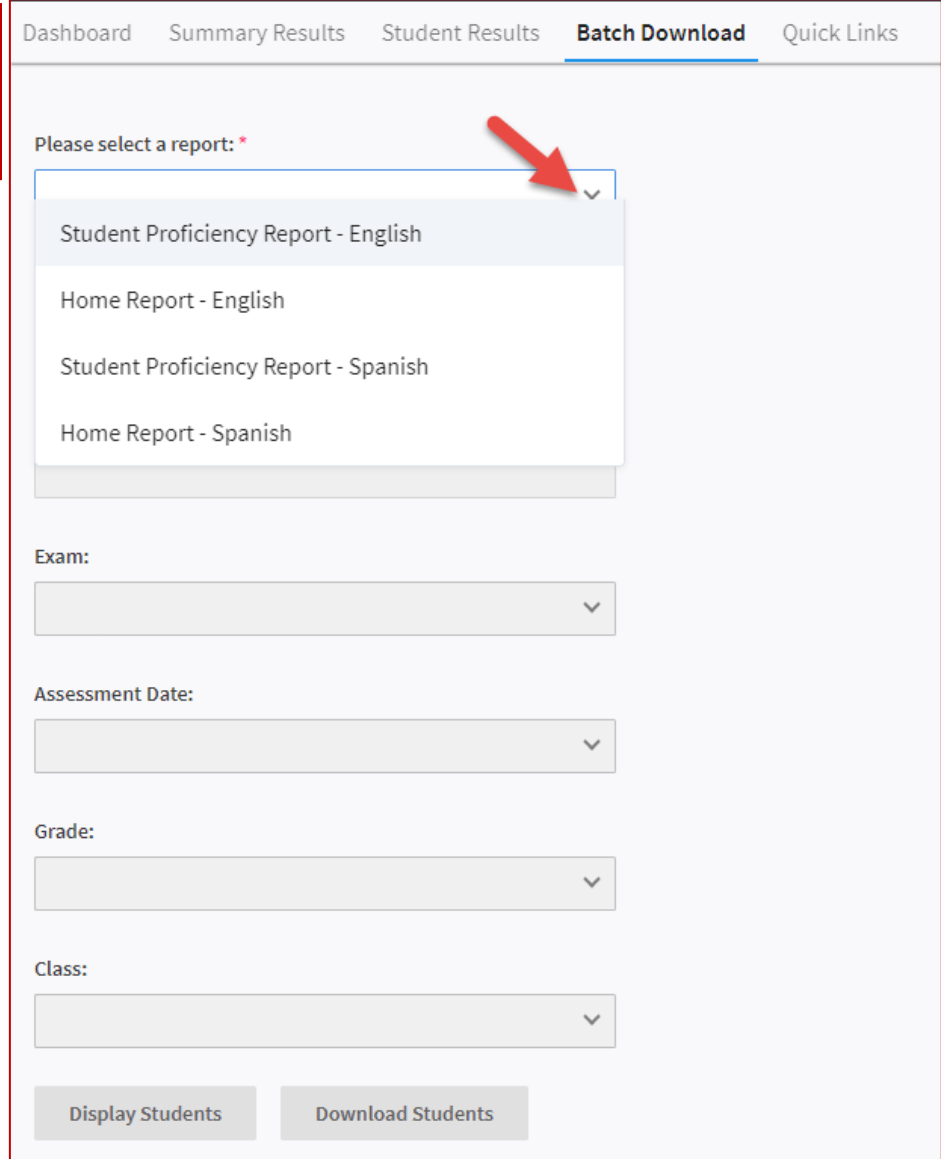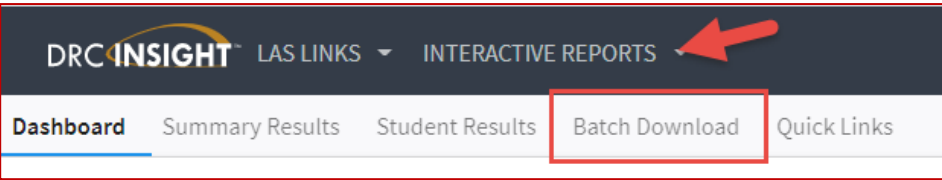
Report Delivery
Educator Scoring
Interactive Reports

GENERAL INFORMATION

General Information

TECHNOLOGY SETUP

Central Office Services

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Batch Download:
Enhanced Student Reports

DRC INSIGHT LAS LINKS ▾ INTERACTIVE REPORTS ▾

| Dashboard | Summary Results | Student Results | Batch Download | Quick Links |

1) **Choose Batch Download from the Dashboard**

2) **Select the Report you would like to run.**

3) **Reports are available in both English and Spanish for both LAS Links English and/or LAS Links Español.**

Dashboard   Summary Results   Student Results   **Batch Download**   Quick Links

Please select a report: *

Student Proficiency Report - English

Home Report - English

Student Proficiency Report - Spanish

Home Report - Spanish

Exam:

Assessment Date:

Grade:

Class:

Display Students   Download Students

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Batch Download:
Enhanced Student Reports

Please select a report: *

Student Proficiency Report - English ⌄

District: *

▨▨▨▨ ISD ✕

School: *

ANDERSON EL ✕

Exam: *

LAS Links A, B ⌄

Assessment Date: *

⌄

2020-07-01

2019-08-30

2019-06-17

Class:

1) Choose your District

2) Choose your School.

3) Choose your Exam.

4) Choose your assessment date.
   Note: Going forward, you will have one date per school year. In this example 2020-07-01 represents the 2020-2021 School Year.
   As the year progress, and you continue to test students, you will have more and more reports int this batch for this date/school year.

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Batch Download:
Enhanced Student Reports

1) Choose either Display Students to see your list of Students or Download Students to generate one pdf of all student reports.

2) Click the download action button [⬇] to download an individual student report.

Display Students	Download Students

Students

Select	Name ↑	Student ID	Form Level	Action
☐		351	A/2	⬇
☐		329	A/2	⬇
☐		373	A/2	⬇
☐		687	A/2	⬇
☐		781	A/2	⬇
☐		271	A/2	⬇
☐		558	A/2	⬇

Batch Download: Enhanced Student Reports

Reports are available in both English and Spanish for both LAS Links English and/or LAS Links Español.

Reports provide all the information provided on the On-Demand reports but also includes Proficiency Level Definitions as well as a view as to where in the proficiency level a student performed.

Additional Resources and Reports

- Home Report Cover Letter: Available in English and Spanish
    - In the INSIGHT Portal, go to My Applications > General Information > Documents > Assessment Resources

LAS Links	Assessment Resources	LAS Link Home Letter - English	LAS Links Home Letter - English (Word Version)	
LAS Links	Assessment Resources	LAS Links Home Letter - English	LAS Links Home Letter - English (PDF Version)	
LAS Links	Assessment Resources	LAS Links Home Letter - Spanish	LAS Links Home Letter - Spanish (PDF Version)	
LAS Links	Assessment Resources	LAS Links Home Letter - Spanish	LAS Links Home Letter - Spanish (Word Version)	

- More detailed Proficiency Level Descriptors in English and Spanish
    - Found at www.LASLinks.com/Texas in the Parent/Guardian resources section

- Additional Summary and Student Reports are available for purchase. Click HERE for a sample pack of the additional Summary and Student Results Interactive Reports. Pricing is available in the Additional Services Order Form found in the Order Forms section of
    www.LASLinks.com/Texas
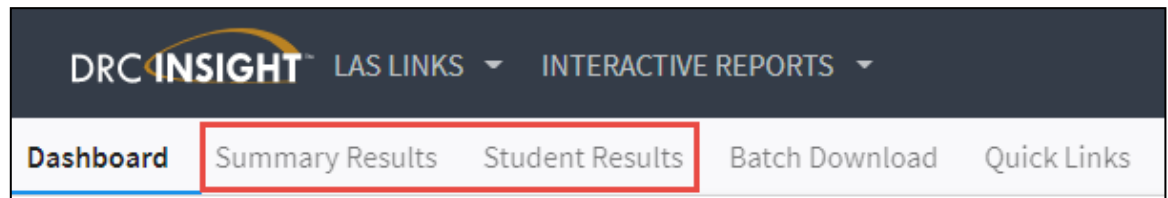
Adding the Interactive Reports Permission

Adding Interactive Reports to User Profiles

The Point of Contact (POC) at your LEA that DRC has on file, was given the Interactive Reports permission.

If your POC would like additional Users to access the Interactive Reports, they must add the permission to the profiles of those Users.

To do this en masse, click My Applications, User Management > LAS Links Administration

Adding Interactive Reports to User Profiles

Once the administration is chosen, filter by the User Role for whom you want to assign the permission. You cannot assign the permission to multiple levels at one time (eg. School + Test Administrator).

Filtering by User Role is the easiest way to mass assign permissions.

Click Find User to generate your list of Users.

Adding Interactive Reports to User Profiles

	Last Name	▲	First Name	▲	Email		▲	Role
☐	Sample		Joe		joesample@			School
☐	Sample		Sarah		ss@s.com			School
☐	Sample		Sheila		ss@ss.com			School
☐	sample2		sample2		sample2@sa			School

Administration
LAS Links

User Role
School

District
Sales and Training Dist

School
(All)

First Name

Last Name

Email

☐ Hide Inactive Users

Find User   **Clear**

Users   Profiles

Copy to New Administrations   **Assign Permissions**   **Remove Permissions**   **Assign Role**

Once you have generated your list of Users, click on the Profiles tab.

Then, click the top radio button to choose all Users in your list.

Then click the "Assign Permissions" at the bottom of the screen.

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Adding Interactive Reports to User Profiles

Assign Permissions

You can only assign permissions on this screen, not remove the
Permission(s) in the right-hand list will be added to the user pr
selected on the previous screen.

Permission-set

[▼]

Tip: When you select a permission, its description will display b
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

- **DRC IRS - Access:** Allows users access to DRC INSIGHT Interactive Reporting sys
- **DRC IRS - Teacher:** Allows users Teacher-level access to DRC INSIGHT Interactive
  Reporting system.

Save   Cancel

The Assign Permissions pop up will appear.

Choose:
DRC IRS – Access **and**
DRC IRS – Teacher
(tip: hold the ctrl button to choose both permissions)

Click the right arrow to move those two permission to the "Assigned Permissions" column

Click Save

Note: it usually takes a full 24-hours for the system to sync and for the reports to become available to the "new" Users.

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Support

- LAS Links Help Desk:
  - 866.282.2250
  - 9:00 a.m. - 5:30 p.m. EDT
- LASLinksHelpDesk@datarecognitioncorp.com
  - If you already called in and have a case, provide your case number for expedited service