



LAS Links Online Administration Pre-Training Checklist

ACTIVITY	<input checked="" type="checkbox"/>
<p>1 Download the LAS Links Online Digital Library found at www.laslinks.com/Texas in the Professional Development section.</p>	
<p>2 Print and distribute or email the training PowerPoint to all trainees - titled "LAS Links ONLINE ADMINISTRATION - Trainee PowerPoint" – found in the LAS Links Online Digital Library.</p>	
<p>3 Print and distribute or email the LAS Links Online Handouts and Worksheets to all trainees - found in the LAS Links Online Digital Library.</p>	
<p>4 Be sure all trainees have been added as Users to the DRC INSIGHT™ portal prior to training (this will save you a lot of training time if this is done prior to training).</p>	
<p>5 Run through a practice test, found at https://wbte.drccdirect.com/LL/portals/II to experience the student testing experience for yourself. Be sure to use a headset with a microphone and use Google Chrome to launch the practice test (it will not work with any other browser).</p>	
<p>6 Log into Professional Learning and complete the LAS Links Online Course.</p>	
<p>7 Recommended: assign training pre-work to trainees such as providing links to training videos found in the Digital Library or advising them to review the LAS Links Online course in the Professional Learning portal. This will allow trainees to have preliminary knowledge when they arrive at your training.</p>	