



LAS Links Online

Scheduling and Monitoring Test Sessions



● ● ● 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 form with the DRC INSIGHT logo at the top. The form includes a 'Username' field with the text 'user@datarecognitioncorp.com', a 'Password' field with a 'Show Text' checkbox, a blue 'Sign in' button, and a 'Forgot your password?' link. On the right, a dark blue sidebar contains the following text: 'Welcome to the DRC INSIGHT Portal', 'Data Recognition Corporation (DRC) welcomes IAS Links educators to eDIRECT!', 'This website enables you to quickly and easily access all test administration tools in one location, from test preparation to reporting of your IAS Links test results.', 'To access your reports, authorized district and school personnel need to log onto the secure site with their e-mail address and password. To log on, press the **Log On** link in the upper right of this page.', 'To find out more information about IAS Links, select the **General Information** link under **All Applications** at the top of this page. Then select **Documents**.' Below this is the heading 'ACCESS ONLINE TOOLS TRAINING WITH GOOGLE CHROME' followed by the text 'Publicly accessible versions of the Online Tools Training are available. Please copy the link below into Google Chrome to access these practice opportunities. Note that Google Chrome is the only supported browser for this public version of the Online Tools Training.' and the link 'WBTE Portal: <https://wbte.drcedirect.com/LL/portals/II>'. At the bottom of the page, there is a footer with '© DRC Insight 2020', 'Privacy Policy', 'Terms of Use', 'Contact Us', and the DRC logo.

● ● ● Test Management



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	GENERAL INFORMATION	
Test Management	General Information	
POST-TEST ACTIONS	TECHNOLOGY SETUP	
Student Management	Central Office Services	

Choose the Test Management app from the My Applications menu

Schedule Test Sessions



To add a session, choose **District** and **School** (as applicable) from the drop down menu, then click **Add Session**, found at the bottom of the page.

Test Management Manage Test Sessions

Test Sessions

Manage Test Sessions Upload Multiple Test Sessions

[Instructions](#)

* Indicates required fields

Administration *

Last Name First Name Student ID

Session Test Administrator Scoring Option

LAS Links Form Assessment

Date Range FROM: Date Range TO:

Show Sessions Print All Tickets

Sessions Status Summary

[Instructions](#)

Session Detail									
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Scoring Option	Action
Choose from the above filters and click on 'Find Sessions' to view matching 'Sessions'									

Schedule Test Sessions



1. **Session Name** should be unique so you can easily search for it later
2. Choose the desired **Form**
3. Choose from the **Available Subtest**
Note: Subtests MUST be contained in the same session in order to generate composite scores
4. Students can only be added to assessments corresponding to their grade level
5. Highlight the students to be added to the session and click the blue right arrow to assign them to the session.

Add Test Sessions

Testing Window: 06/07/2017 - 06/07/2018
This date range indicates the amount of time your account will be active with LAS Links Online. To extend your LAS Links Online account, a yearly purchase is required.

Eligible Grades: K

Instructions
* Indicates required fields

Session Name: Grade K - Identification * Scoring Option Status: Educator Scored [Change to DRC Scored](#)

LAS Links Test Form	Available Subtests	Subtest(s) Chosen for Session
English Form A, Grade K	<input checked="" type="checkbox"/> Speaking	<input checked="" type="checkbox"/> Speaking Grade K (Eng. A)
English Form A, Grade 1	<input checked="" type="checkbox"/> Listening	<input checked="" type="checkbox"/> Listening Grade K (Eng. A)
English Form A, Grades 2-3	<input checked="" type="checkbox"/> Reading	<input checked="" type="checkbox"/> Reading Grade K (Eng. A)
English Form A, Grades 4-5	<input checked="" type="checkbox"/> Writing	<input checked="" type="checkbox"/> Writing Grade K (Eng. A)
English Form A, Grades 6-8		
English Form A, Grades 9-12		

Begin Date: 9/7/2017 * End Date: 5/7/2018 * Mode: Online *

Search for Available Students

Student Last Name	Student First Name	Student ID	Grade
			K

Demographic: (All) Accommodation: (All) Test Administrator: (All) Student Group:

[Find Students](#) [New Student](#) [Clear](#)

Available Students:
Student1, Demo (5266568987)

Students in Session:

Double-click to edit Student Double-click to edit Student

[Save](#) [Save & Add Another](#) [Cancel](#)

Schedule Test Sessions

DRC will activate DRC Scoring Services after sessions are all created.

1. Uniquely name your session so you can easily search for it later;
2. Choose the desired Level and Form;
3. Choose from the available subtests
 - Note: subtests MUST be contained in the same session in order to generate a report containing all chosen subtests;
4. Students can only be added to assessments corresponding to their grade level;
5. Highlight the students to be added to the session and click the blue right arrow to assign them to the session.

* Indicates required fields

Session Name: 4-5 RECLASSIFICATION * Scoring Option Status: Educator Scored **Change to DRC Scored** Test Administrator: [dropdown]

LAS Links Test Form: English Form A, Grade K, English Form A, Grade 1, English Form A, Grades 2-3, **English Form A, Grades 4-5**, English Form A, Grades 6-8, English Form A, Grades 9-12

Available Subtests: Speaking, Listening, Reading, Writing

Subtest(s) Chosen for Session: Speaking Grades 4-5 (Eng. A), Listening Grades 4-5 (Eng. A), Reading Grades 4-5 (Eng. A), Writing Grades 4-5 (Eng. A)

Begin Date: 8/24/2020 * End Date: 9/22/2020 * Mode: Online *

Search for Available Students

Student Last Name: [input] Student First Name: [input] Student ID: [input] Grade: (All) [dropdown]

Demographic: (All) [dropdown] Accommodation: (All) [dropdown] Test Administrator: (All) [dropdown] Student Group: [dropdown]

Find Students **New Student** **Clear**

Available Students:
jeffrey, Bill (0123456789)
Johnson, Billy Bob (12345678)
Kocian, Everett (0917)
Sample, Test (548956758)


Students in Session:

Double-click to edit Student Double-click to edit Student

Save **Save & Add Another** **Cancel**

Generating and Printing Test Tickets



To print all of the test tickets for the students in a test session, click the **Print All Test Tickets** icon  in the Action column of the Session Details window for the test session.

Sessions
Status Summary

[+ Instructions](#)

Session Detail									
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Scoring Option	Action
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL 1	Sk Eng A SLRW Test Session	Grade K (Eng. A)	Not Started	1/5/2018	8/10/2018	DRC Scored	
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL 1	sk copy test Session	Grade K (Eng. B)	Not Started	1/5/2018	9/10/2018	DRC Scored	
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL 1	SK 9/22 EngA Test Session	Grade K (Eng. A)	Not Started	1/5/2018	8/10/2018	DRC Scored	
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL 1	sk 9/22 studgrgr6 EngA Test	Grades 6-8 (Eng. A)	Not Started	1/5/2018	9/10/2018	Educator Scored	
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL 1	ask	Grade K (Eng. A)	Not Started	1/5/2018	9/10/2018	Educator Scored	
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL 1	sk 7/17	Grade 1 (Eng. A)	Not Started	1/5/2018	9/10/2018	Educator Scored	
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL 1	LL_Teach1_Eng 5_Listening	Grades 4-5 (Eng. A)	Not Started	1/5/2018	9/10/2019	Educator Scored	
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL 1	LL_Teach1_Eng 5_Speaking	Grades 4-5 (Eng. A)	Not Started	1/5/2018	9/10/2019	Educator Scored	
<input type="checkbox"/>	SAMPLE	SAMPLE	sk 821 test	Grades 4-5	Not	1/5/2018	9/10/2018	DRC Scored	

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Add Session
Export to Excel
Unlock Selected
Unlock All

Export Student Details
Change to DRC Scored

Test Tickets



LAS Links Student Test Roster

District: Sales and Training District
School: Cara Quinn Sales and Training School

LAS Links Form: English Form A
Assessment: Grades 2-3 (Eng. A)
Test Session: 2-3 EL Identification
Test Session Window: 8/3/2020 to 5/28/2021

Completed	Accommodation(s)	Student Name	Date of Birth	Student ID	User Name	Password
<input type="checkbox"/>	N/A	Garza, Charlie	7/23/2010	123453427		
<input type="checkbox"/>	N/A	Hernandez, Felix	2/5/2012	10012345		
<input type="checkbox"/>	N/A	Jeffrey, Ryan	10/12/2005	012345678		
<input type="checkbox"/>	N/A	Kim, Robin				
<input type="checkbox"/>	N/A	mary, garza				

Student Roster
is for the
administrator

LAS Links Online Test Ticket English Form A - Grades 2-3 (Eng. A)

Charlie Garza
Date of Birth: 7/23/2010

Accommodation(s): N/A
Test Session Name: 2-3 EL Identification
Student ID: 123453427

Username: [blurred]
Password: [blurred]

LAS Links Online Test Ticket English Form A - Grades 2-3 (Eng. A)

Felix Hernandez
Date of Birth: 2/5/2012

Accommodation(s): N/A
Test Session Name: 2-3 EL Identification
Student ID: 10012345

Username: [blurred]
Password: [blurred]

Test Ticket is for the student

LAS Links Online Test Ticket English Form A - Grades 2-3 (Eng. A)

Ryan Jeffrey
Date of Birth: 10/12/2005

Accommodation(s): N/A
Test Session Name: 2-3 EL Identification
Student ID: 012345678

Username: [blurred]
Password: [blurred]

LAS Links Online Test Ticket English Form A - Grades 2-3 (Eng. A)

Robin Kim
Date of Birth: 9/23/2015

Accommodation(s): N/A
Test Session Name: 2-3 EL Identification
Student ID: 132870

Username: [blurred]
Password: [blurred]



Creating Multiple Test Sessions



● ● ● Creating Multiple Test Sessions



1. Typically done at the District Level
2. Click on Upload Multiple Test Sessions
3. Download the File Layout (for guidance)
4. Download the Sample File to add your sessions to be uploaded
5. Fill in the file according to the File Layout
6. Save the file then click browse to find the file
7. Click upload

The screenshot shows the 'DRC INSIGHT LAS LINKS' interface. Under 'All Applications', there is a 'Test Management' section with a 'Manage Test Sessions' button. Below this, the 'Test Sessions' section has two tabs: 'Manage Test Sessions' and 'Upload Multiple Test Sessions'. A red arrow points to the 'Upload Multiple Test Sessions' tab. Below the tabs, there is a blue button that says 'Download the File Layout (PDF document) and a Sample File (CSV text file)'. This button is highlighted with a red box. Below it is a link for '+ Instructions'. A red asterisk indicates required fields. The form includes three dropdown menus: 'Administration' (set to 'LAS Links'), 'District' (set to 'Sales and Training District -'), and 'School' (set to 'CSP SAMPLE - 22222'). Below these is a 'File' input field with a 'Browse...' button. At the bottom is an 'Upload' button.

Note: students must pre-exist at every grade band (1, 2-3, 4-5, 6-8, 9-12) to be able to utilize the Multiple Test Sessions upload file.

Test Management: Test Session Upload (TSU)



- Use the File Layout PDF to guide you on file requirements;
- Delete the sample data in the first 6 rows;
- DO NOT change the header row – INSIGHT will not accept your file if you change the header row.

Upload Multiple Test Sessions File Layout – LAS Links

- File must contain a header row that includes all the columns in the file layout.
- File must contain the data in the order listed in the file layout.
- Fields cannot be longer than the value in the Maximum Length column.
- File must be in comma separated (.csv) format.
- To save Excel file as type .csv:
 - o Save file updates/changes within Excel.
 - o Open file in Excel, if file not already open.
 - o On the Windows menu bar, click File, then Save As...
 - o The Save As dialog box will appear. The line at the bottom of this box reads Save as type:
 - o Click on the down arrow to the right of this line to open a drop down menu.
 - o Scroll down the menu until CSV (Comma delimited) is visible.
 - o Click on CSV (Comma delimited) [*.csv] to select for the Save as type:
 - o Click on Save on the right.

Ref #	Column Name	Maximum Length	Required (Y/N)	Description/ Values
1	District Code	NR	Y	The district code must match the district code displayed in the DRC INSIGHT District dropdown. Include leading zeros.
2	School Code	NR	Y	The school code must match the school code displayed in the DRC INSIGHT School dropdown. Include leading zeros.
3	Student ID	10	Y	Up to 10 characters alphanumeric, spaces not allowed Include leading zeros.
4	Student Last Name	20	Y	The student must already exist in DRC INSIGHT in order to be assigned to a Test Session. Allowed Characters: A-Z, a-z, 0-9, spaces, hyphens (-), apostrophes ('). Diacritical characters will be converted to their alphanumeric equivalent. Examples include but are not limited to: À = a, ñ = n, ã = e, Ö = o, and I = i All other non-alphanumeric characters will be removed from the field before saving.
6	Gender	1	Y	F (Female), M (Male), O (Other)
7	Date of Birth	10	Y	MM/DD/CCYY Forward slash, "/", must be presented between MM, DD and CC Leading zeros in front of Month and Day are required Valid year values: 1975-2030
8	Test Session Name	50	Y	Unique name of the Test Session Note: This value can be used for filtering/searching DRC INSIGHT and should be something meaningful. • Alphanumeric • A-Z, a-z, 0-9, dashes (-), underscores (_), apostrophes ('), periods (.), spaces.

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Upload Multiple Test Sessions File Layout – LAS Links

Maximum Length	Required (Y/N)	Description/ Values
10	N	MM/DD/CCYY *May be left blank
10	N	MM/DD/CCYY *May be left blank
4	Y	EngA = English Form A EngB = English Form B EngC = English Form C EngD = English Form D EspA = Espanol A EspB = Espanol B
1	Y	K = Grade K 1 = Grade 1 2 = Grades 2-3 4 = Grades 4-5 6 = Grades 6-8 9 = Grades 9-12
1	N	For Ref # 13, 14, 15, and 16:
1	N	Y = Student within the Test Session will get the subset Blank = Subset will not be included in the Test Session
1	N	If all Ref 13, 14, 15, and 16 are all blank – then all 4 subsets will be included in the Test Session.
1	N	Note: All students within the same test session would need to have the same values (Y or Blank) to successfully be loaded into the test session. If Test Session already exists in DRC INSIGHT then these values will be ignored.

Version 1.2 Data Recognition Corp Confidential Page 2 of 2

District Code	School Code	Student ID	Student Last Name	Student First Name	Gender	Date of Birth	Test Session Name	Test Session Start Date	Test Session End Date	Test Session LAS Links Form	LAS Links Level	Listening SubTest	Reading SubTest	Speaking SubTest	Writing SubTest
111023256	750050	9999991	TESTER	STUDENT	M	1/1/1990	Grade 1 Reclassification	08/24/2020	09/22/2020	EngA	1	Y		Y	
111023256	750050	9999992	TESTER1	STUDENT	M	1/1/1990	Grades 2-3 Reclassification	08/24/2020	09/22/2020	EngA	2	Y	Y	Y	Y
111023256	750050	9999993	TESTER2	STUDENT	M	1/1/1990	Grades 4-5 Reclassification	08/24/2020	09/22/2020	EngA	4	Y	Y	Y	Y
111023256	750051	9999994	TESTER3	STUDENT	O	1/1/1991	Grades 6-8 Reclassification	08/24/2020	09/22/2020	EngA	6	Y	Y	Y	Y
111023256	750052	9999995	TESTER4	STUDENT	F	1/1/1991	Grades 9-12 Reclassification	08/24/2020	09/22/2020	EngA	9	Y	Y	Y	Y



Test Management: Test Session Upload (TSU)



- District Code and School Codes must be the INSIGHT codes;
- Students must exist in INSIGHT before you can create test sessions;
- Date of Birth must be in the mm/dd/yyyy format (see next slide to see how to format the cells correctly)

District Code	School Code	Student ID	Student Last Name	Student First Name	Gender	Date of Birth	Test Session Name
111023256	750050	9999991	TESTER	STUDENT	M	01/01/1990	Grade 1 Reclassification
111023256	750050	9999992	TESTER1	STUDENT	M	01/01/1990	Grades 2-3 Reclassification
111023256	750050	9999993	TESTER2	STUDENT	M	01/01/1990	Grades 4-5 Reclassification
111023256	750051	9999994	TESTER3	STUDENT	F	01/01/1991	Grades 6-8 Reclassification
111023256	750052	9999995	TESTER4	STUDENT	F	01/01/1991	Grades 9-12 Reclassification

- Name your test sessions with unique name so test administrators can easily locate the session(s) they need to access for test tickets.



Test Management: Test Session Upload (TSU)



- The DOB as well as the start and end date of the session must be in mm/dd/yyyy format
 - Often, the cells will default to m/d/yyyy format. To change and save the format, highlight any or all of the three the date column(s), right click and choose “format cells” then choose “custom” at the bottom of the list. Scroll down and choose m/d/yyyy. Change the open “type” line to mm/dd/yyyy.

The image displays two instances of the 'Format Cells' dialog box in Microsoft Excel, illustrating the process of changing the date format from 'm/d/yyyy' to 'mm/dd/yyyy'.

Left Screenshot: The 'Date' category is selected in the 'Category' list. The 'Type' field shows 'm/d/yyyy'. A red arrow points from this field to the right screenshot.

Right Screenshot: The 'Custom' category is selected in the 'Category' list. The 'Type' field shows 'mm/dd/yyyy'. The 'Delete' button is visible at the bottom right of the dialog box.

Below the dialog boxes, the text reads: "Type the number format code, using one of the existing codes as a starting point."

Test Management: Test Session Upload (TSU)



- **The LAS Links Level Column:**
 - The level is the lower grade in the grade band (i.e. Grade band 2-3's test level is 2; Grade band 9-12's test level is 9).
- **In the Subtest columns:**
 - **Y (highlighted below)** = Student within the Test Session will get the subtest
 - **Blank** = Subtest will not be included in the Test Session
 - **If all Ref 13,14,15, and 16 are all blank** – then all 4 subtests will be included in the Test Session.
- **Note:** All students within the same test session would need to have the same values (Y or Blank) to successfully be loaded into the test session.
- Once data is inserted, save as a .CSV file – INSIGHT will not accept your file if it is not a .CSV file.

District Code	School Code	Student ID	Student Last Name	Student First Name	Gender	Date of Birth	Test Session Name	Test Session Start Date	Test Session End Date	Test Form	LAS Links Level	Listening SubTest	Reading SubTest	Speaking SubTest	Writing SubTest
111023256	750050	9999991	TESTER	STUDENT	M	1/1/1990	Grade 1 Reclassification	08/24/2020	09/22/2020	EngA	1	Y		Y	
111023256	750050	9999992	TESTER1	STUDENT	M	1/1/1990	Grades 2-3 Reclassification	08/24/2020	09/22/2020	EngA	2	Y	Y	Y	Y
111023256	750050	9999993	TESTER2	STUDENT	M	1/1/1990	Grades 4-5 Reclassification	08/24/2020	09/22/2020	EngA	4	Y	Y	Y	Y
111023256	750051	9999994	TESTER3	STUDENT	O	1/1/1991	Grades 6-8 Reclassification	08/24/2020	09/22/2020	EngA	6	Y	Y	Y	Y
111023256	750052	9999995	TESTER4	STUDENT	F	1/1/1991	Grades 9-12 Reclassification	08/24/2020	09/22/2020	EngA	9	Y	Y	Y	Y

● ● ● Uploading your TSU file



1. Once your .CSV is complete, Click on Browse to find the file;
2. Click Upload;
3. Refresh occasionally to see if your file uploaded correctly;
4. You will receive an error report if there are any issues with your file;
5. Correct the issues indicated in the error file, save, browse and upload the file again.

All Applications ▾

Test Management **Manage Test Sessions**

Test Sessions

Manage Test Sessions Upload Multiple Test Sessions

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

+ Instructions

* Indicates required fields


Administration: LAS Links * District: ISD (RECLASS) - 111071905 * School: (All)

File: **Browse...** *

Upload

● ● ● Editing a Test Session













































To edit a test session, click the View/Edit icon () in the Action column. Once one student has started testing in that particular test session, the only edits you can make to a test session is to change the test session end date, add additional students to the session, or to remove students (who have not started testing) from the test session.

Buttons: Show Sessions, Print All Tickets

Sessions | Status Summary

[Instructions](#)

Session Detail									
<input type="checkbox"/>	District	School	Session Name	Assessment	Status	Begin Date	End Date	Scoring Option	Action
<input type="checkbox"/>	District	Training School	8 C	(Eng. C)					      
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	SDHSD Eng 9-12 C	Grades 9-12 (Eng. C)	Completed	2/26/2018	1/9/2019	Educator Scored	      
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	Form C/4-5	Grades 4-5 (Eng. C)	In Progress	10/11/2017	12/31/2024	Educator Scored	      
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	English Form C, Grades 4-5	Grades 4-5 (Eng. C)	In Progress	10/11/2017	12/31/2024	Educator Scored	      
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	Espanol B/4-5	Grades 4-5 (Esp. B)	In Progress	10/11/2017	12/31/2024	Educator Scored	      
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	LVUSD 4-5 Esp B	Grades 4-5 (Esp. B)	In Progress	1/8/2018	1/9/2020	Educator Scored	      

Buttons: Add Session, Export to Excel, Unlock Selected, Unlock All, Export Student Details, Change to DRC Scored



● ● ● Test Session Summary Status



To check the status of a Test Session select the **Status Summary** tab

Test Management **Manage Test Sessions**

Test Sessions

Manage Test Sessions | Upload Multiple Test Sessions

[+ Instructions](#)

* Indicates required fields

Administration LAS Links <input type="text" value="LAS Links"/> *	District SAMPLE DISTRICT - 412345 <input type="text" value="SAMPLE DISTRICT - 412345"/>	School (All) <input type="text" value="(All)"/>
Last Name <input type="text"/>	First Name <input type="text"/>	Student ID <input type="text"/>
Session <input type="text"/>	Test Administrator (All) <input type="text" value="(All)"/>	Scoring Option (All) <input type="text" value="(All)"/>
LAS Links Form (All) <input type="text" value="(All)"/>	Assessment (All) <input type="text" value="(All)"/>	
Date Range FROM: <input type="text"/>	Date Range TO: <input type="text"/>	

Sessions | **Status Summary**

[+ Instructions](#)

Session Summary	
Status	Session Count
Not Started	51
In Progress	64

● ● ● Student Status Dashboard



- Click on MY APPLICATIONS >> Student Management:

A screenshot of the DRC INSIGHT LAS LINKS MY APPLICATIONS dropdown menu. The menu is dark grey with white text. The 'MY APPLICATIONS' dropdown is open, showing several categories: PARTICIPANT PREPARATION, SCORING AND REPORTING, OTHER LINKS, TEST PREPARATION, GENERAL INFORMATION, TECHNOLOGY SETUP, and POST-TEST ACTIONS. The 'Student Management' link under PARTICIPANT PREPARATION is highlighted with a red box. A red arrow points to the 'MY APPLICATIONS' dropdown menu. The background of the screenshot shows a 'Welcome to the D...' message and a 'LASLinksHelpDesk@datarecog...' email address.

DRC INSIGHT™ LAS LINKS MY APPLICATIONS ▾

PARTICIPANT PREPARATION

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

TEST PREPARATION

- Test Management

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

Student Status Dashboard



Manage Students **Student Status Dashboard**

Student Status Dashboard

Site Selection

Select a Site ...

Filters

Testing ended after *

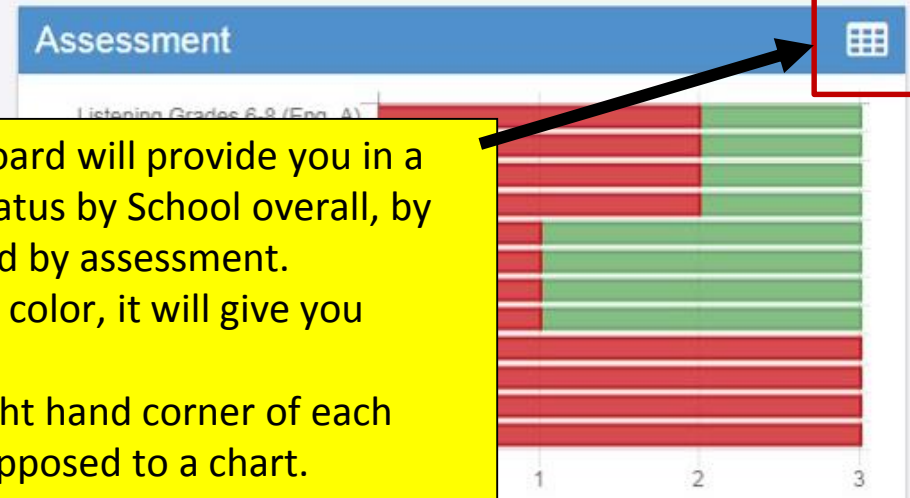
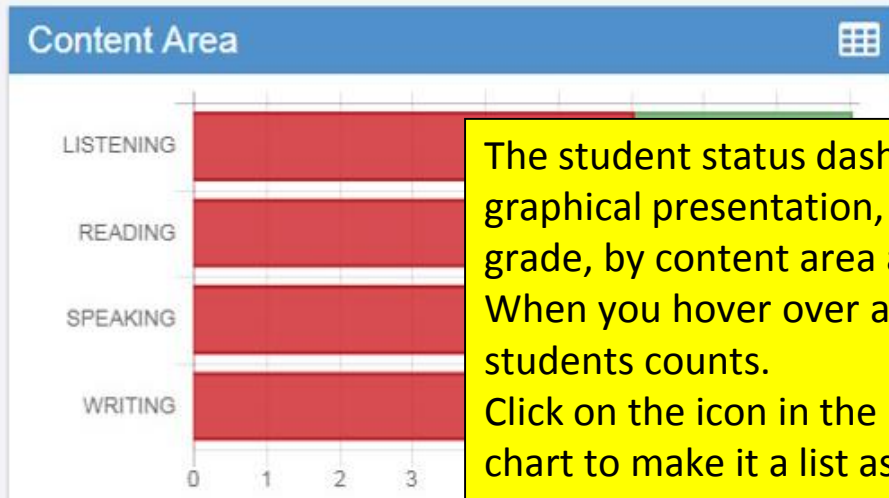
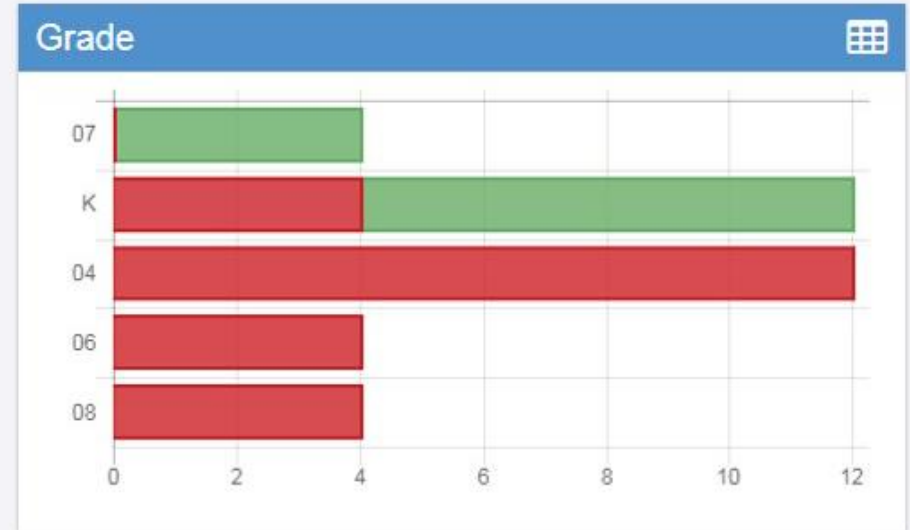
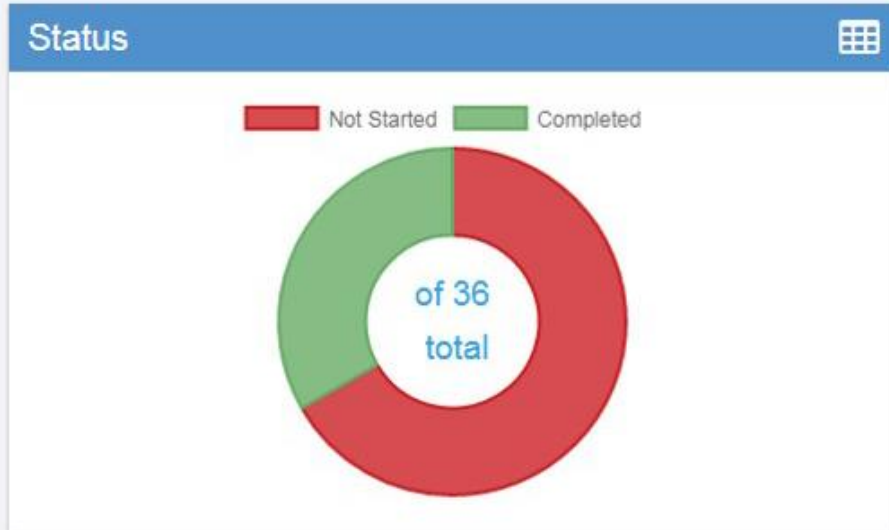
JUN 2020

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Under Student Management, click “select a site” and type in the school name.

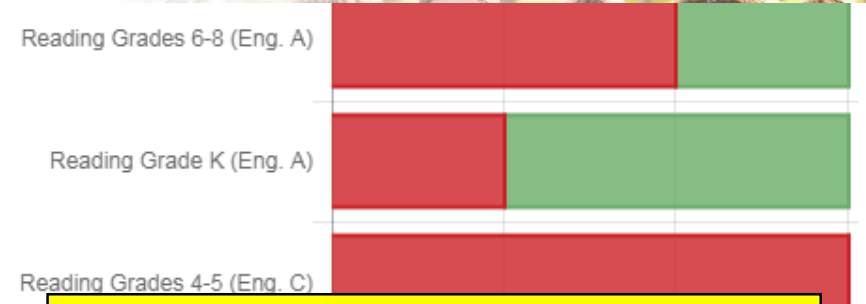
Once the site is chosen, pick the “Testing ended after” date.

Student Status Dashboard



The student status dashboard will provide you in a graphical presentation, status by School overall, by grade, by content area and by assessment. When you hover over any color, it will give you students counts. Click on the icon in the right hand corner of each chart to make it a list as opposed to a chart.





When you click on one of bars (or circle), it will provide you with a student roster with time stamps, at the bottom of the page. This is a report that can be exported.

Student Search Results

[Export to CSV](#)

Note: Times are displayed in Central Time

Last Name	First Name	Grade ...	Content Ar...	Module	Assesme...	Status	Start Time	End Time	Duration
Sample	Sample	04	READING	Reading	Reading Gr...	Not Started			
Sample	Sample	04	READING	Reading	Reading Gr...	Not Started			
Sample	Two	04	READING	Reading	Reading Gr...	Not Started			
Test	A	07	READING	Reading	Reading Gr...	Completed	11/16/2017 12:21 PM	11/16/2017 12:22 PM	0 Hours 1 Minutes
Test	B	08	READING	Reading	Reading Gr...	Not Started			
Test	C	06	READING	Reading	Reading Gr...	Not Started			
Test	One	K	READING	Reading	Reading Gr...	Completed	11/16/2017 09:32 AM	11/16/2017 09:33 AM	0 Hours 1 Minutes



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.

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