



Portal Permissions Matrix

DRC INSIGHT Portal Permissions Matrix

The matrix below lists the Portal permissions to be granted, by role, for LAS Links assessments.

The District Coordinator (DC) is responsible for the operation and administration of the LAS Links Test across test centers throughout a state or designated area including management of contractual agreements; adherence to federal, state, and local laws; and monitoring of test security. This user role is referred to as District in the Portal.

The School Coordinator (SC) is responsible for supporting the DC at the test center(s). This includes management of staff, materials, and test center facilities/equipment as well as the conducting of secure LAS Links Test administrations including editing user and examinee profiles, scheduling test sessions, assigning examinees to test sessions, printing test tickets for online testing, generating reports, and managing examinee records. This user role is referred to as School in the Portal.

The Teacher/Test Examiner (TE) is responsible for supporting the SC at the test center(s) and monitoring examinees during the secure administration of the LAS Links Test. This user role is referred to as Test Administrator in the Portal.

The Reporting Contact (RC) is able to view, download, and print On-Demand reports from the Portal.



Portal Permissions Matrix



Portal Menu	Permission Name	Allows User To...	Permission Set by Role			
			DC	SC	TE	RC
General Information	Documents – View	View manuals, presentations, and other documents	X	X	X	X
General Information – Downloads	Online Testing – Secured Resources	View secure online testing software downloads and tutorials	X	X		
Device Toolkit	Test Setup – Device Toolkit	Configure a computer or approved device for testing	X	X		
User Management	Administrator	Add/edit user accounts and permissions; Inactivate/active users	X	X		
Test Administrator Management	Teachers – Search/View <i>*Users must have this permission in order to use any other Teacher permissions.</i>	Search/view test administrator data and download search results	X	X	X	
	Teachers – Add/Edit	Add/edit test administrators that have students testing online	X	X	X	
	Teachers – Upload	Upload test administrators who have students testing online using a specified file layout	X	X	X	

DRC INSIGHT Portal Permissions Matrix (cont.)

Portal Menu	Permission Name	Allows User To...	Permission Set by Role			
			DC	SC	TE	RC
Student Management	Students – Search/View <i>*Users must have this permission in order to use any other Student permissions.</i>	Search and view student data and download search results	X	X	X	
	Students – Add/Edit	Add and edit student demographic information	X	X	X	
	Students – Download Students	Download a list of student information	X	X	X	
	Students – Upload	Upload students and demographic information using a specified file layout (Multiple Student Upload)	X	X	X	
Student Group Management	Student Groups – Search/View <i>*Users must have this permission in order to use any other Student Groups permissions.</i>	Allows user to search for and view student groups, and download search results	X	X	X	
	Student Groups – Add/Edit	Add, edit, delete student groups and reassign a test administrator	X	X	X	
	Student Groups – Mass Delete	Mass delete student groups	X	X	X	
	Student Groups – Upload	Upload a list of student groups for purposes of adding or editing student groups for each test administrator	X	X	X	

DRC INSIGHT Portal Permissions Matrix (cont.)

Portal Menu	Permission Name	Allows User To...	Permission Set by Role			
			DC	SC	TE	RC
Test Management	Test Session – Search/View <i>*Users must have this permission in order to use any other Test Session permissions.</i>	Search and view test sessions and download search results.	X	X	X	
	Test Session – Add/Edit	Add, edit, and delete test sessions	X	X	X	
	Test Session – Status Summary	View testing status information	X	X	X	
	Test Tickets – View/Print	Print student test tickets, rosters, and view individual student testing status	X	X	X	
	Test Tickets – View Questions Attempted	View the number of items out of the total a student has attempted	X	X	X	
	Test Tickets – End Incomplete Tests	Force submit (end) tests for students who need to take only one part of a multi-part test.	X	X	X	
	Test Tickets – Unlock	Unlock student test login ticket after a student's test status is "Completed" or the student test login ticket is "Locked"	X	X		
	Primary window	Access Test Management	X	X	X	
Report Delivery	View Dynamic Reports	View, download, and print reports	X	X	X	X
Educator Scoring	Educator scoring	Access the Educator Scoring tool for scoring Constructed Response (CR) items	X	X	X	
Student Status Dashboard	Test Setup – View Student Status	Access the Student Status Dashboard	X	X	X	