



LAS Links Online

Test Monitoring Application (TMA)

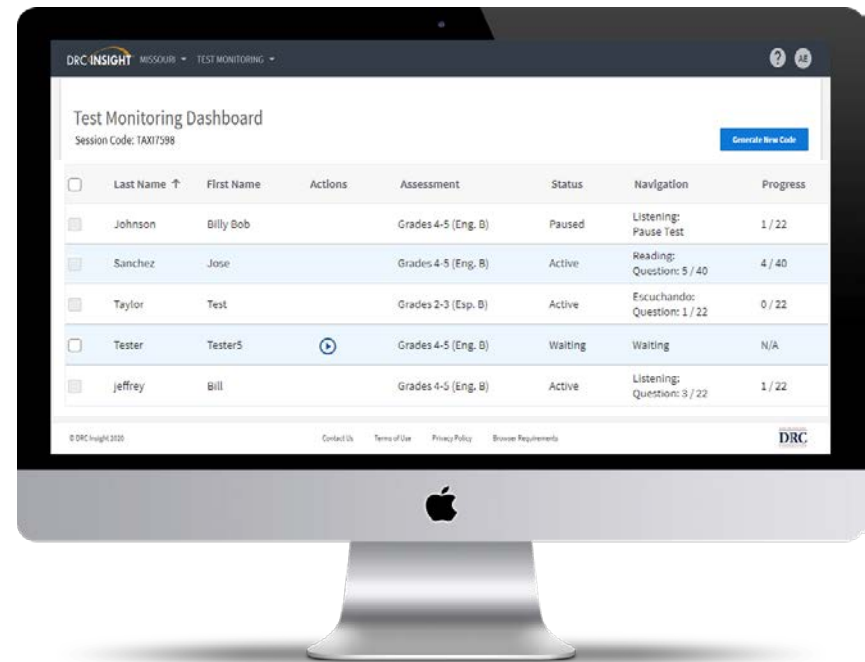
● ● ● Test Monitoring Application Overview



The new Test Monitoring Application (TMA) allows test administrators (TAs) to securely monitor participants' testing status in real time during LAS Links remote and/or in-person/onsite test sessions.

TAs may monitor the following:

- Which students have logged in to the test?
- Which students have started the test?
- Are students progressing through the test?
- What question are they on?
- Which students have completed the test?
- Have any students paused their test?
- Are any students seeing an error message?



● ● ● Critical Step: Test Monitoring Permission



When Test Monitoring selection is Required, ensure the Test Administrator has the Test Monitoring - Access permission so that they can provide the Monitoring Code to the students in this Test Session

To add the Test Monitoring permission to single users and/or en masse, please review the Adding Users document found in the LAS Links Online and *preLAS* Online Digital Library.

Online Assessment Administration

Pre-Test Activities

[Determining User Roles in the DRC INSIGHT Portal](#)

[Video Link: Adding Users to the DRC INSIGHT Portal](#)

[Guide to Adding Users to the DRC INSIGHT Portal](#)

[Enabling *preLAS* Online Content in the DRC INSIGHT Portal](#)

[Video Link: Registering Students in DRC INSIGHT](#)

[Guide to Student Registration](#)

[Scheduling and Monitoring Test Sessions](#)

Testing Activities

[preLAS Online Student Testing Experience](#)

[LAS Links Online Student Testing Experience](#)

Post Test Activities

[Rubric Scoring and Calibration](#)

[Reporting](#)



Scheduling Test Sessions with TMA



1. The **Session Name** should be unique so you can easily search for it later.
2. Choose the desired **Form**.
3. Choose from the **Available Subtests**.
Note: Subtests MUST be contained in the same session in order to generate composite scores.
4. Select your dates, which determine student test availability.
5. **NEW!** The **Test Monitoring** drop down will default to **None**. Choose **Required** or **Optional** if you would like to use TMA.
 - **Required:** Student must have a code to enter the test
 - **Optional:** Student, although prompted for a code, will not be required to enter one

* Indicates required fields

Session Name: Afternoon Session *

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: 6/7/2017 * | End Date: 11/30/2021 * | Mode: Online * | Test Monitoring: None * | Restricted Access: False *

Search for Available Students:
Student Last Name: [Text] | Student First Name: [Text]
Demographic: (All) | Accommodation: (All) | Test Administrator: (All) | Grade: (All) | Student Group: (All)

Buttons: Find Students, New Student, Clear

Available Students: [List Box] | Students in Session: [List Box]

Buttons: Save, Save & Add Another, Cancel

● ● ● Scheduling Test Sessions with TMA



6. The **Restricted Access** drop down will default to **False**. Change this to **True** so the student(s) may not access the test until the TA has granted access during testing.
7. Students can only be added to assessments corresponding to their grade level.
8. Highlight the students to be added to the session and click the blue right arrow to assign them to the session.
9. Click **Save** or **Save & Add Another**.

NOTE: To add TMA to previously created sessions, you must edit each session and update the Test Monitoring and Restricted Access drop down menus for each session.

* Indicates required fields

Session Name: *

Scoring Option Status: Educator Scored Test Administrator:

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: * End Date: * Mode: * Test Monitoring: * Restricted Access: *

Search for Available Students:
Student Last Name: Student First Name: Student ID: (All)

Demographic: Accommodation: Test Administrator: Student Group:

Available Students:

Students in Session:

Double-click to edit Student



Generating the Test Monitoring Code

● ● ● 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 box with the DRC INSIGHT logo at the top. Below the logo are fields for 'Username' (containing 'user@datarecognitioncorp.com') and 'Password' (with a 'Show Text' checkbox). A blue 'Sign in' button is at the bottom of the box, with a 'Forgot your password?' link below it. The right side of the page has a dark blue background with white text. It includes a 'Welcome to the DRC INSIGHT Portal' heading, a welcome message from Data Recognition Corporation (DRC) to LAS Links educators, and instructions on how to access reports. It also provides information on finding more details about LAS Links and a section for 'ACCESS ONLINE TOOLS TRAINING WITH GOOGLE CHROME' with a note about browser support and a link to the 'WBTE Portal'.

DRC INSIGHT

DRC INSIGHT

Username
user@datarecognitioncorp.com

Password
..... Show Text

Sign in

[Forgot your password?](#)

Welcome to the DRC INSIGHT Portal

Data Recognition Corporation (DRC) welcomes LAS 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 LAS 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 LAS Links, select the **General Information** link under **All Applications** at the top of this page. Then select **Documents**.

ACCESS ONLINE TOOLS TRAINING WITH GOOGLE CHROME

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.

WBTE Portal: <https://wbte.drcedirect.com/LL/portals/II>

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● ● ● Test Monitoring Application



DRC INSIGHT™ LAS LINKS ▾ MY APPLICATIONS ←

PARTICIPANT PREPARATION

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

TEST PREPARATION

- Test Management

TEST ADMINISTRATION

- Test Monitoring ←

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

● ● ● Test Monitoring Application



- TMA will automatically generate a “Monitoring Code” that expires in 24 hours.
- You may extend the expiration of the code by 5 days although it is best practice to generate a new Monitoring Code each day to ensure a clear view of active students.
- Provide the Monitoring Code to the student when you provide them with their Username and Password (test ticket information).


LAS LINKS ▾ TEST MONITORING ▾

Test Monitoring Dashboard

Monitoring Code: TEAM2346 | Expires: Tuesday, November 10th, 2020 at 11:59 p.m.

[Generate New Code](#)

Name Assessment Status [Clear Filters](#) [Allow](#)



No participants are currently active with this monitoring code.

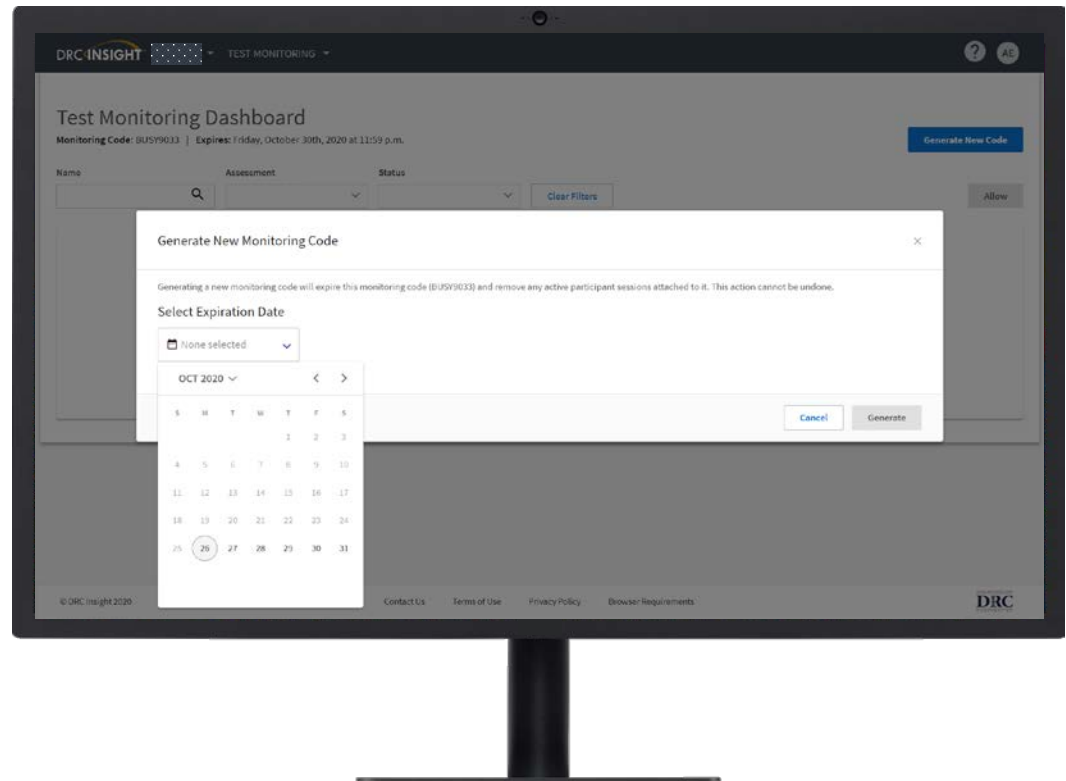
The screenshot shows a web interface for a Test Monitoring Application. At the top, there are navigation links for 'LAS LINKS' and 'TEST MONITORING'. The main heading is 'Test Monitoring Dashboard'. Below the heading, the current monitoring code 'TEAM2346' and its expiration time 'Tuesday, November 10th, 2020 at 11:59 p.m.' are displayed. A blue button labeled 'Generate New Code' is located on the right. Below this, there are filter fields for 'Name', 'Assessment', and 'Status', each with a search icon or dropdown arrow, and a 'Clear Filters' button. An 'Allow' button is also present. The main content area is currently empty, showing a large light blue circle with a computer monitor icon inside, and the text 'No participants are currently active with this monitoring code.' Three red arrows point to the 'Test Monitoring Dashboard' title, the expiration time, and the 'Generate New Code' button.

● ● ● Test Monitoring Application



Test Monitoring Code

- Although a new Test Monitoring Code can be generated at any time by clicking Generate New Code, it is not recommended.
- **Warning:** If a new code is generated while students are using the prior code, they will no longer be monitored by the test administrator on screen.
- Best practice suggests using a new Monitoring Code each day.





Student Experience

● ● ● Student Start-Up Steps



- For onsite testing: The student clicks the DRC INSIGHT app on their workstation or device.
- For remote testing: The student will be given the public URL via the web conference private chat to access the test login page.
- The student enters their username and password provided by the TA using private chat, and selects **Sign In**.
- The student verifies name, grade, and school.
- Finally, the student will enter the Test Monitoring Code provided to them by the TA.
- Once a valid code is entered, the **Continue** button is enabled.

A screenshot of the DRC INSIGHT login page. At the top left is the 'LAS Links' logo. The main heading says 'Sign in to DRC INSIGHT with the Username and Password provided to you.' Below this are two input fields: 'Username:' and 'Password:'. A blue 'Sign In' button is to the right of the password field. A 'Back' link is at the bottom left. At the bottom right, it says 'v2020.08 rev 5669366' and 'Copyright © 2020 by Recognition Corporation.' Two red arrows point to the Username and Password input fields.A screenshot of the DRC INSIGHT profile verification page. It starts with 'Welcome student valentine'. Below that, it says 'Before you begin testing, please confirm your profile information is correct:'. The profile information is listed as follows:
Test Name: Grade 1 (Eng. B)
Test Session: EPM TMA - All Domains
School Name: SAMPLE SCHOOL
Student ID: 1201201201
Accommodation(s):
Below this, it says 'If the above information is correct, please select **Continue**.
If any of the above information is not correct, please raise your hand and notify your Test Administrator.'
At the bottom, there is a field 'Enter Monitoring Code:' with the value 'ART8167' entered. To the right of the field is a blue 'Save' button. To the right of the 'Save' button is a green checkmark and the text 'Valid Monitoring Code'. Below this is a green 'Continue' button. At the very bottom, there are two buttons: 'Options' on the left and 'Exit' on the right.

Test Monitoring Application: Student Experience



Waiting Room

- Students are placed in a “Waiting Room” until the TA allows them to start the assessment.
- The student’s status will be “Waiting” on the Test Monitoring Dashboard.
- Once allowed, the student can begin their assessment.





Test Administrator Experience

● ● ● Test Monitoring Application (TMA)



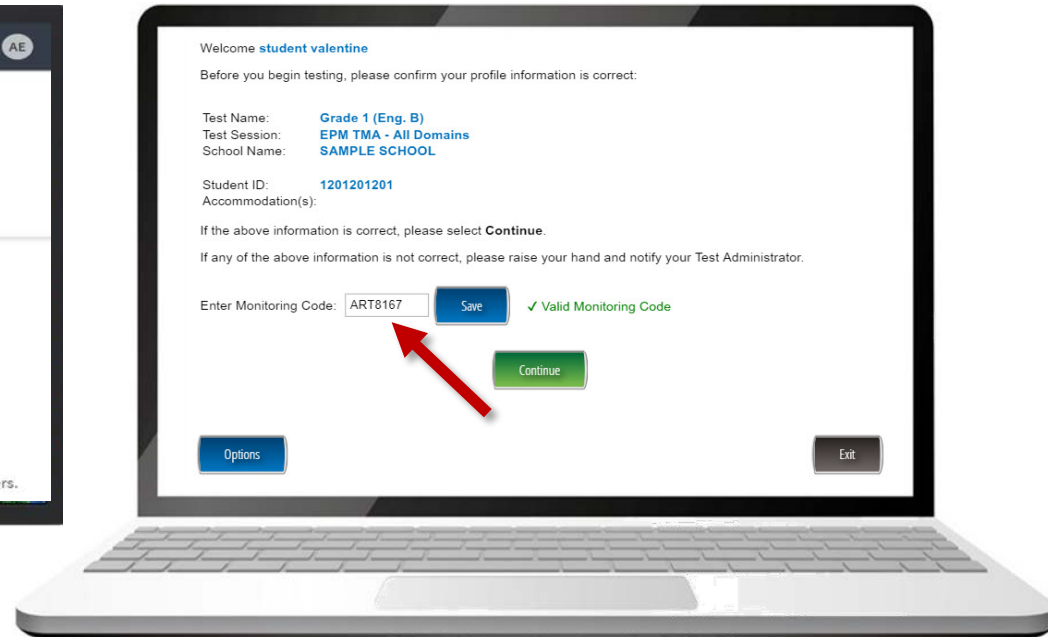
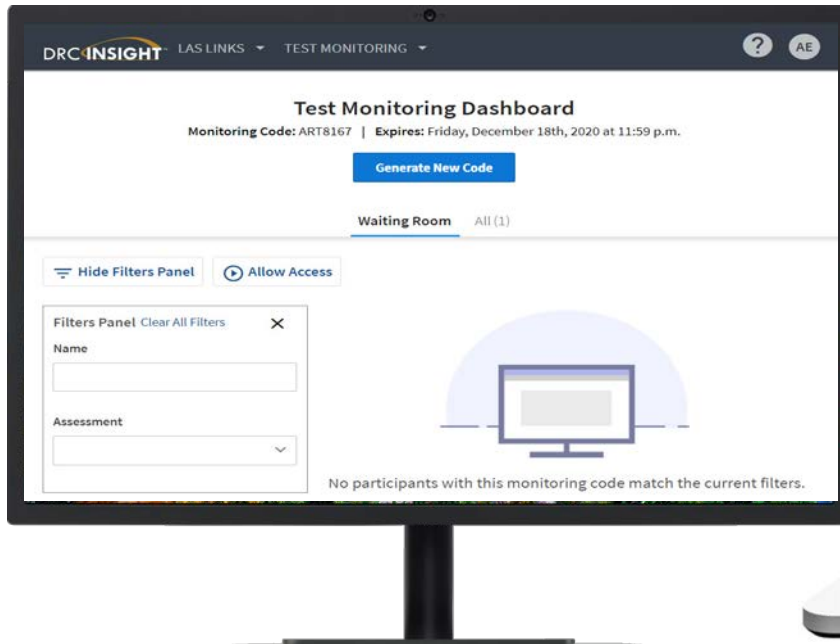
- Once the student has entered the Monitoring Code provided by the test administrator, the student will show up on the Test Monitoring Dashboard within the DRC INSIGHT Portal.
- The test administrator clicks the allow button (arrow) when the TA is ready for the student(s) to start testing.
- The test administrator can monitor, via the Status, Navigation, and Progress columns, where in the test the student is working and if they are on task and actively engaged.

<input type="checkbox"/>	Last Name ↑	First Name	Actions	Assessment	Status	Navigation	Progress
<input type="checkbox"/>	Johnson	Billy Bob		Grades 4-5 (Eng. B)	Paused	Listening: Pause Test	1 / 22
<input type="checkbox"/>	Sanchez	Jose		Grades 4-5 (Eng. B)	Active	Reading: Question: 5 / 40	4 / 40
<input type="checkbox"/>	Taylor	Test		Grades 2-3 (Esp. B)	Active	Escuchando: Question: 1 / 22	0 / 22
<input type="checkbox"/>	Tester	Tester5		Grades 4-5 (Eng. B)	Waiting	Waiting	N/A
<input type="checkbox"/>	jeffrey	Bill		Grades 4-5 (Eng. B)	Active	Listening: Question: 3 / 22	1 / 22

LAS Links Administration: Side by Side Test Administrator and Student



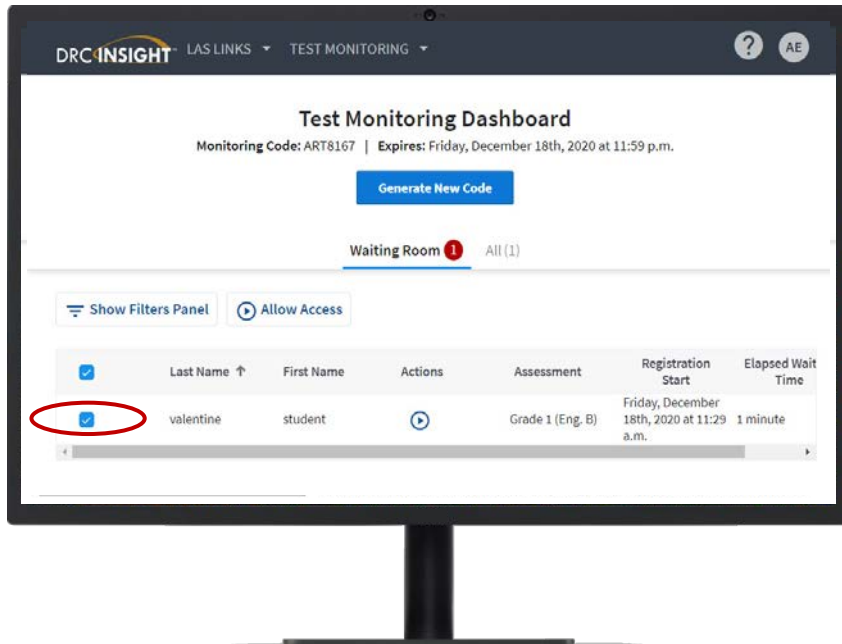
The student enters the Test Monitoring Code and currently the TA views an empty waiting room on their dashboard.



LAS Links Administration: Side by Side Test Administrator and Student



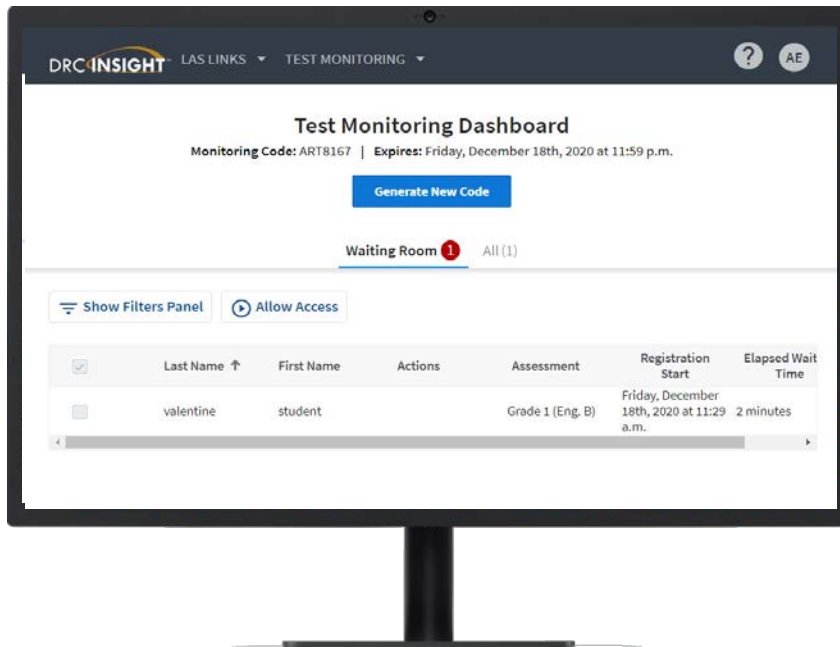
Once the student enters a valid Test Monitoring Code and clicks Continue, the student sees a waiting room message and spinning circles. The test administrator views the student (or all students) in their waiting room and will check the box next to the student(s) name and then **Allow Access**.



LAS Links Administration: Side by Side Test Administrator and Student



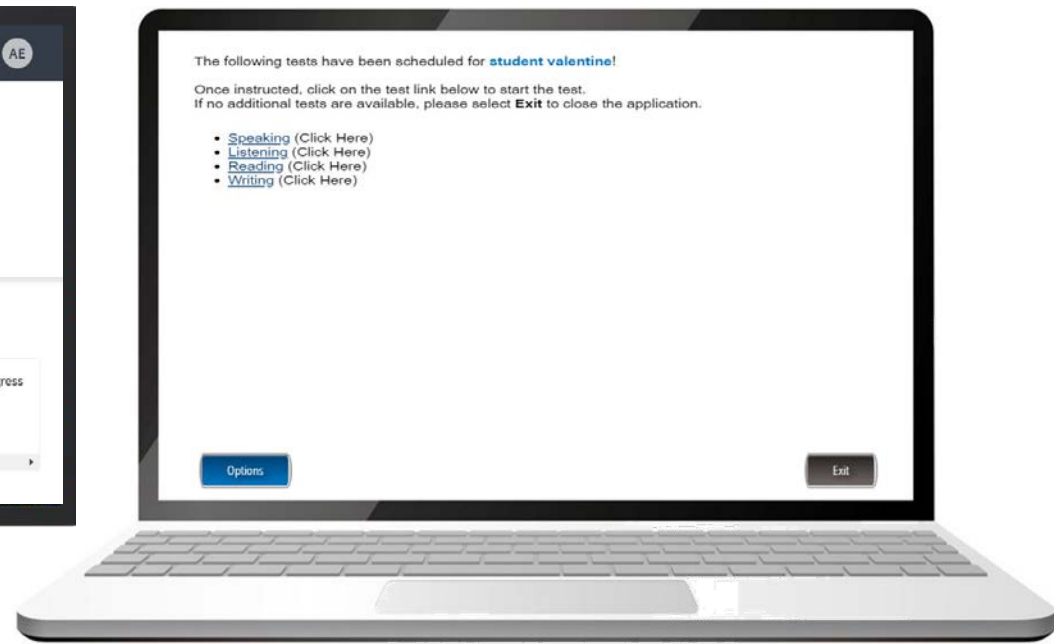
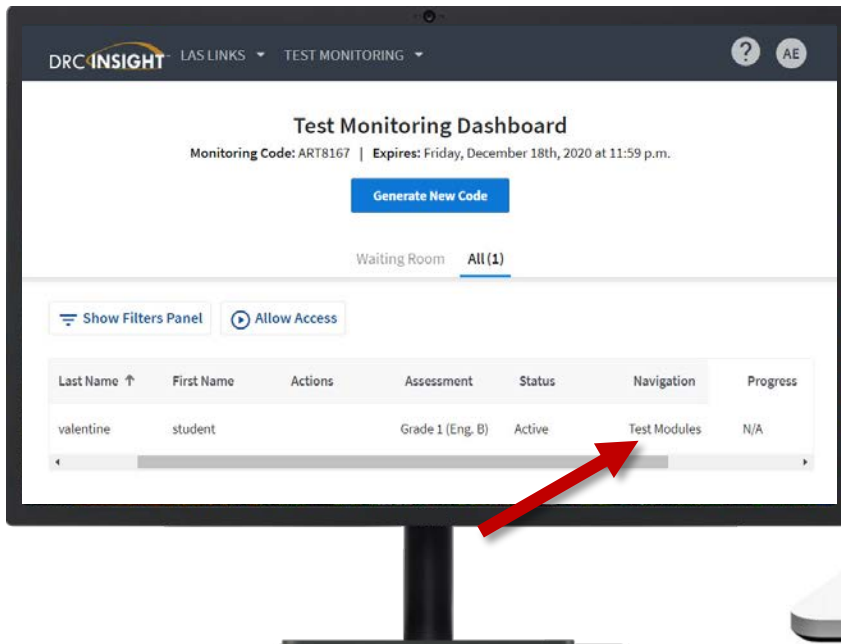
Once the test administrator has allowed access for each student, the student will see a green **Continue** button. The student clicks on Continue to begin taking the test.



LAS Links Administration: Side by Side Test Administrator and Student



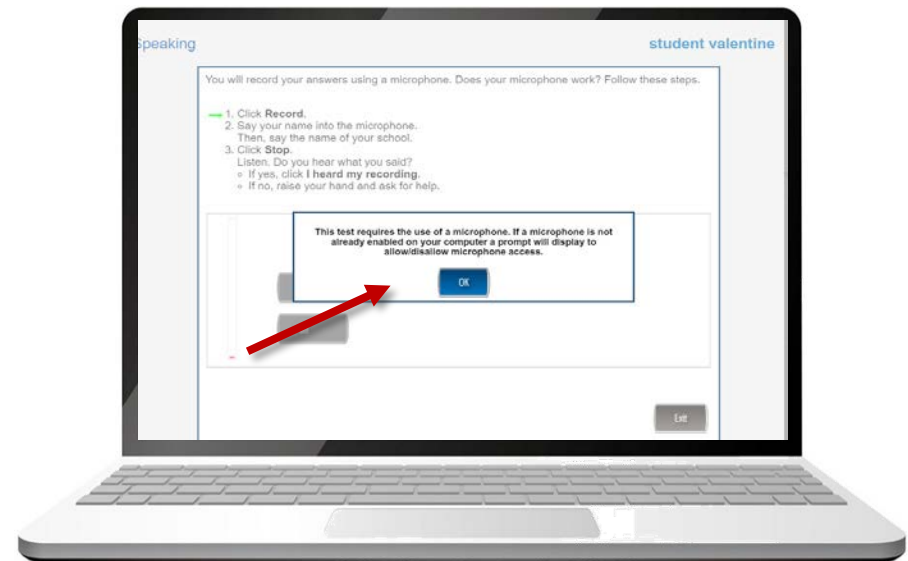
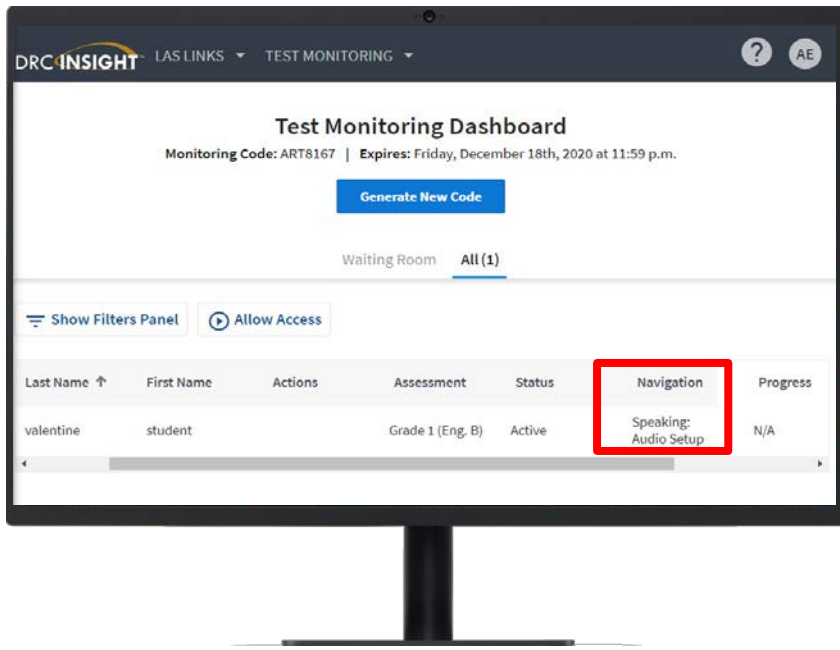
Next, the student will be presented with their subtests. On the Test Monitoring Dashboard, the test administrator will see that the student has entered the Test Modules screen. The student selects the subtest as directed.



LAS Links Administration: Side by Side Test Administrator and Student



As the student continues through the test, the test administrator will be able to track the student through the Navigation and Progress tabs.





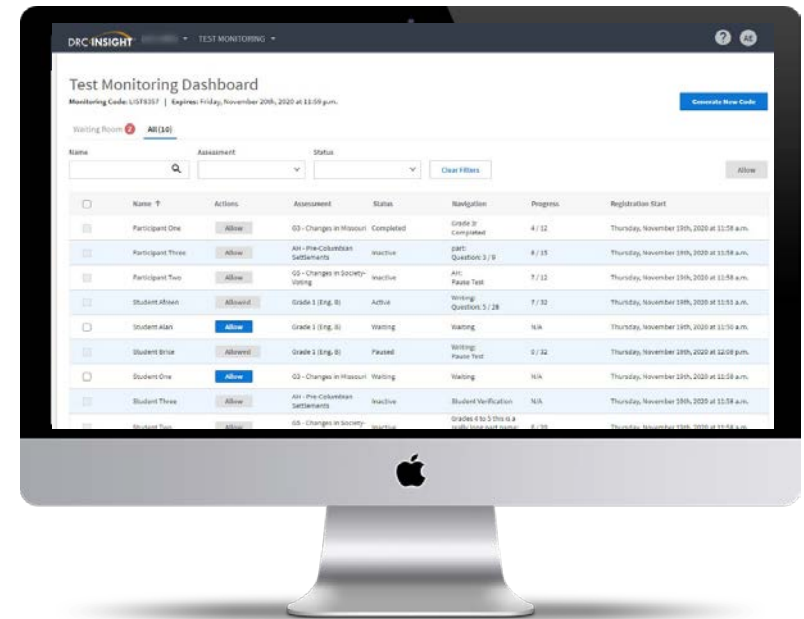
TMA Security, Privacy, and Online Help

Additional Information: Test Monitoring Application



Security and Privacy

- Test administrators only see students using their provided Test Monitoring Code.
- Test administrators cannot share Test Monitoring Codes with others.
- Students are in only one Test Monitoring session at a time.
- Test administrators cannot see students' responses, only that they have responded to a test item.
- Monitoring Codes expire.





Additional Information Test Monitoring Application



Test Monitoring Online Help

If you select the "?" in the upper right-hand corner, Online Help opens to answer common questions regarding the Test Monitoring Application:

- Application Overview
- Managing Test Monitoring Codes
- Test Monitoring Dashboard Overview
- Review Participant Experience

