preLAS Online and LAS Links Online

Utilizing the MSU and TSU Files

LAS Links · preLAS ONLINE · DATA RECOGNITION DRC CORPORATION

www.drcedirect.com

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/ll

DRC INSIGHT

Username

user@datarecognitioncorp.com

Password

•••••••••• ☐ Show Text

Sign in

Forgot your password?

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Use the INSIGHT portal for Test Administrative functions such as professional learning, rostering students, creating test sessions, scoring student responses and for On-Demand reporting.

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Test Management – Creating Test Sessions

Choose either LAS Links or preLAS Online in the administration Dropdown menu.

Student Management:
Multiple Student Upload (MSU)

Student Management | **Manage Students** | Student Status Dashboard

Manage Students

Manage Students | Upload Multiple Students

Download the **File Layout** (PDF document) and a **Sample File** (CSV Text File).

⊞ Instructions

* Indicates required fields

Administration
LAS Links ▾ *

District
Sales and Training District - ▾ *

School
Sales and Training Site 1 - 1 ▾

File
[   ] Browse... *

Upload

Caution: DO NOT utilize the MSU to edit students' first and last names, IDs, nor DOB. If you change any of these via the MSU, you will create a duplicate student. Only use "edit student" to change these elements.

- Click the Upload Multiple Students tab.

- Download the File Layout PDF and the Sample File (CSV Text File).

Student Management:
Multiple Student Upload (MSU)

- Use the File Layout PDF to guide you on file requirements.
- Delete the sample data in the first 6 rows;
- Required cells are highlighted in screenshot below;
- DO NOT change the header row – INSIGHT will not accept your file if you change the header row
- Once data is inserted, save as a .CSV file – INSIGHT will not accept your file if it is not a .CSV file.

District Name	District Code	State Abb	School Name	School Code	Grade	Last Name	First Name	Middle In	Date of Birth	Gender	Student ID
	999999			999999	7	TESTER	STUDENT		1/1/1990	M	9999991
	999999			999999	8	TESTER 1	STUDENT		1/1/1990	M	9999992
	999999			999999	K	TESTER-2	STUDENT		1/1/1990	M	9999993
	999999			999999	2	TESTER3	STUDENT1		1/1/1991	O	9999994
	999999			999999	5	TESTER4	STUDENT-A		1/1/1991	F	9999995
	999999			999999	7	TESTER'5	STUDENT 2		1/1/1992	F	9999996

- Insert your District Code and School Codes in the corresponding columns. District and School codes can be found by clicking on the District and School drop down buttons in INSIGHT.

- If you are a large district and need a list of your school codes (as opposed to using the drop down school list), please contact Tech Support.

Use the District and School Codes found in the dropdown menus.

- Highlighted cells (below) indicate required fields;
- District Code and School Codes should match exactly as found in your account;
- Grade must be two digits: 01, 02, 03....;
- Date of Birth must be in the mm/dd/yyyy format (see next slide to see how to format the cells correctly)
- Student ID must be unique for each student.

District Name	District Code	State Abb	School Na	School Code	Grade	Last Name	First Name	Middle In	Date of Birth	Gender	Student ID
	111023256			750050	01	Tester	Student		02/25/2014	F	9999991
	111023256			750050	02	Tester2	Student		01/21/2013	M	9999992
	111023256			750050	03	Tester3	Student		05/23/2012	M	9999993
	111023256			750051	06	Tester4	Student		04/24/2009	F	9999994
	111023256			750052	09	Tester5	Student		08/12/2006	F	9999995

To format the Grade and DOB:

• For grade, often the cells will default to a single digit;

• To change and save the format, highlight the grade column, then right click and choose "format cells". Choose "custom" at the bottom of the list. Click on "0" then change the open "type" box to read "00", click OK.

• Often, the date cells will default to m/d/yyyy format.

• To change and save the format, highlight the DOB column, 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, click OK.
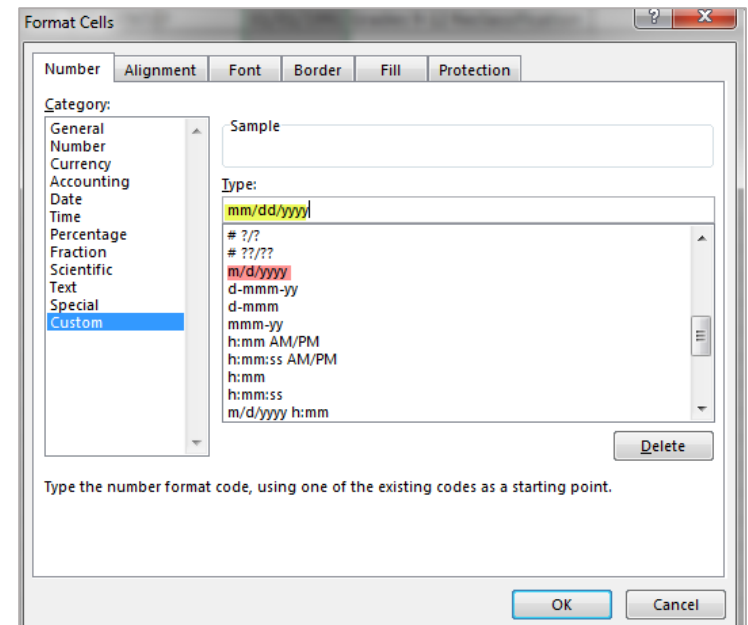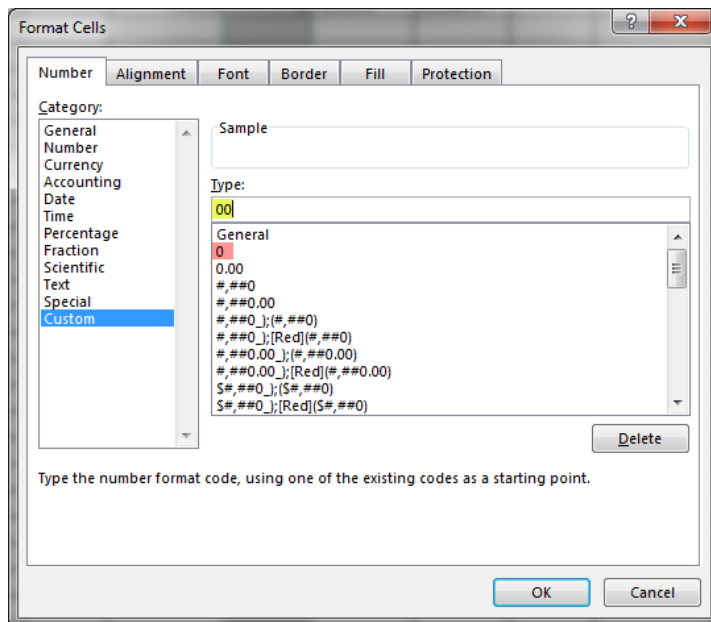
Uploading the MSU file

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.

Student Management
View and Edit Students

● ● ●

Manage Students

| Manage Students | Upload Multiple Students |

⊞ Instructions

* Indicates required fields

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

Last Name	First Name	Student ID

Accommodation LAS Links Form	Accommodation Type	Accommodation
▼	▼	▼

Grade	Demographic	Test Administrator
▼	▼	▼

Student Group	LAS Links Form	Session
▼	▼	▼

Online Test Status	Session Assignment
▼	▼

Find Students   **Clear**

View/Edit

		Students					Action
☐	**Last Name** ▲	**First Name** ▲	**Student ID**	**Date Of Birth**			
☐	Latin	Karen	1569857	9/12/2005			📝
☐	0022	Student	000000001	1/1/2019			
☐	1	Student	8764097365	12/9/2011	09		📝
☐	1	Student	220157	12/22/2004	K		📝

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Creating Multiple Test Sessions

Test Management – Creating a Session

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

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.

- 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:
  - Save file updates/changes within Excel.
  - Open file in Excel, if file not already open.
  - On the Windows menu bar, click File, then Save As...
  - The Save As dialog box will appear. The line at the bottom of this box reads Save as type:
    - Click on the down arrow to the right of this line to open a drop down menu.
    - Scroll down the menu until CSV (Comma delimited) is visible.
    - Click on CSV (Comma delimited) (*.csv) to select for the Save as type:
    - 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 (').
5	Student First Name	14	Y	Diacritical characters will be converted to their alphanumeric equivalent. Examples include but are not limited to: Á = a, ñ = n, è or é = e, Õ = o, and Í = 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

Version 1.2   Data Recognition Corp Confidential   Page 1 of 2

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 subtest Blank = Subtest will not be included in the Test Session
1	N	If all Ref 13,14,15, and 16 are all blank – then all 4 subtests 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	LAS Links 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	STUDENT1	O	1/1/1991	Grades 6-8 Reclassification	08/24/2020	09/22/2020	EngA	6	Y	Y	Y	Y
111023256	750052	9999995	TESTER4	STUDENTA	F	1/1/1991	Grades 9-12 Reclassification	08/24/2020	09/22/2020	EngA	9	Y	Y	Y	Y

- District Code and School Codes must be exactly as shown in your account;
- 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	STUDENT1	O	01/01/1991	Grades 6-8 Reclassification
111023256	750052	9999995	TESTER4	STUDENTA	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.

- 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.
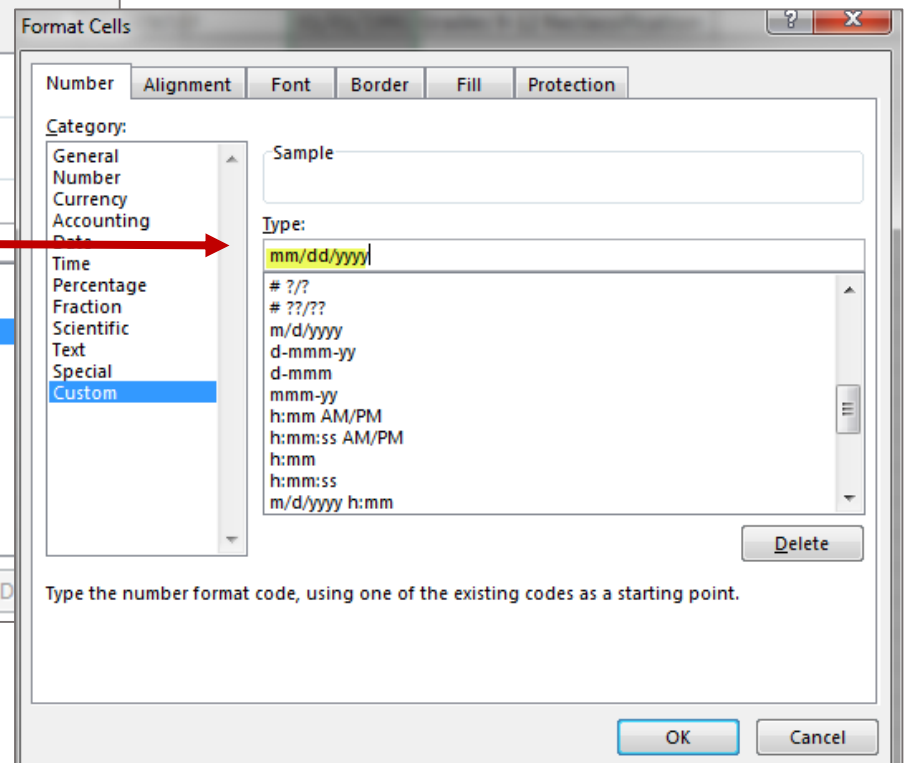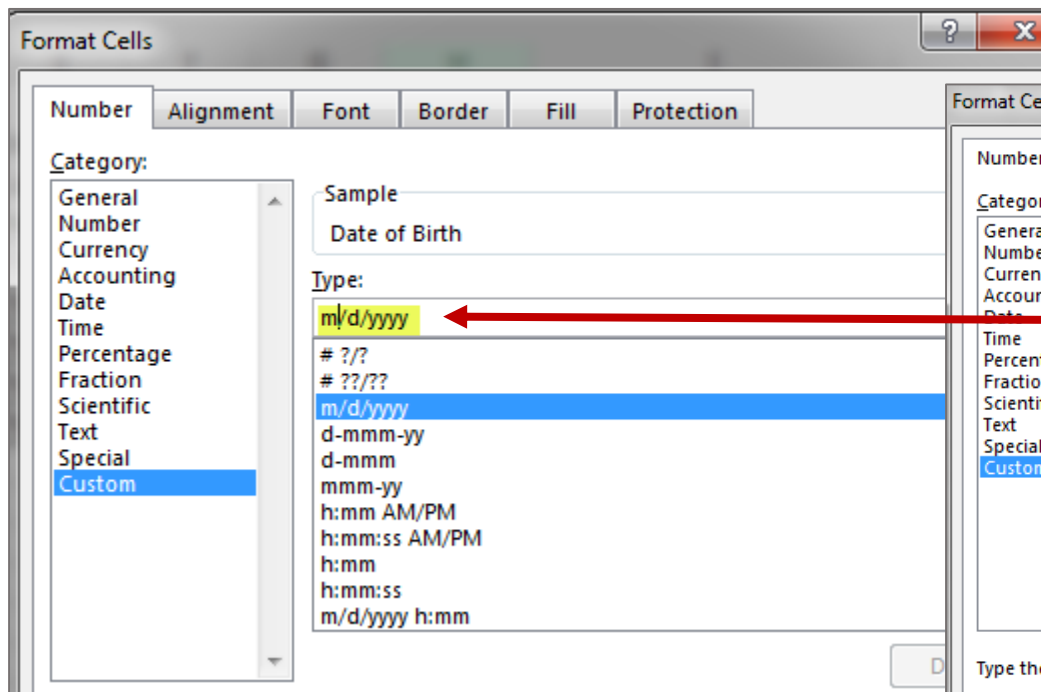
- **The LAS Links Level Column:**
    - The level is the lower grade in the grade band (i.e. Grade band 2-3's test level is 2; Grade band 9-12's test level is 9.
- **In the Subtest columns:**
    - **Y (highlighted below)** = Student within the Test Session will get the subtest
    - **Blank =** Subtest 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	LAS Links Test Form	LAS Links Test 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	STUDENT1	O	1/1/1991	Grades 6-8 Reclassification	08/24/2020	09/22/2020	EngA	6	Y	Y	Y	Y
111023256	750052	9999995	TESTER4	STUDENTA	F	1/1/1991	Grades 9-12 Reclassification	08/24/2020	09/22/2020	EngA	9	Y	Y	Y	Y

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.

Click on All Applications>> Test Management>> Manage Test Sessions

Click on Show Sessions:

To print all of the test tickets for the students in a test session, click the Print All Tickets icon (🖨) in the Action column of the Sessions Detail window for the test session.

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.

Support

DRC Customer Service – Texas	
Toll Free: 833-867-5679 Option 1 **Order Support** Texas Order Support Email: LASOrderTX@datarecognitioncorp.com	Toll Free: 833-867-5679 Option 2 **Technical Support** Texas Technical Support Email: LASTechTX@datarecognitioncorp.com
Customer Service Hours: 8:00 am – 4:30pm CT M-F www.LASLinks.com/Texas	