



# LAS Links Online

## Viewing and Exporting Test Session Status Details



# ● ● ● Access the DRC INSIGHT Portal



# www.drcedirect.com

A screenshot of the DRC INSIGHT Portal login page. The page has a dark blue header with the 'DRC INSIGHT' logo. The main content area is split into two columns. The left column contains a white login form with fields for 'Username' (containing 'user@datarecognitioncorp.com') and 'Password' (with a 'Show Text' checkbox). Below the form is a blue 'Sign in' button and a link for 'Forgot your password?'. The right column has a dark blue background with white text. It starts with a 'Welcome to the DRC INSIGHT Portal' heading, followed by a welcome message from Data Recognition Corporation (DRC) and instructions on how to access reports. It also includes a section for 'ACCESS ONLINE TOOLS TRAINING WITH GOOGLE CHROME' and a link to the 'WBTE Portal'. At the bottom of the page, there is a footer with copyright information, links for 'Privacy Policy', 'Terms of Use', and 'Contact Us', and the DRC Corporation logo.

## ● ● ● Test Session Status



- Click on MY APPLICATIONS >> Test Management:

The screenshot shows the 'DRC INSIGHT LAS LINKS MY APPLICATIONS' dropdown menu. A red arrow points to the 'MY APPLICATIONS' link in the top navigation bar. The dropdown menu is organized into several sections:

- PARTICIPANT PREPARATION**
  - Student Management
  - Student Group Management
  - Test Administrator Management
  - User Management
- TEST PREPARATION**
  - Test Management (highlighted with a red box)
- 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

On the left side of the page, there is a 'Welcome to the D...' section with contact information: 'LASLinksHelpDesk@datarecog' and '866.282.2250 (7:00 a.m. - 8:00...)'. At the bottom, there is an 'ACCESS ONLINE TOOL' section with the text 'Publicly accessible versions of... practice'.

# Test Sessions



Manage Test Sessions

Upload Multiple Test Sessions

[Instructions](#)

\* Indicates required fields

Administration

District

School

LAS Links \*

(All)

(All)

Last Name

First Name

Student ID

Session

Test Administrator

(All)

LAS Links Form


Assessment

(All)

(All)

Show Sessions

Print All Tickets





































1. To view or export the status of a test session, click the **Edit/Print Ticket Status** icon () from the Session Detail window in the Action column for the test session details you want to view or export. The details for the test session you selected display in the Testing Status window.

Sessions

Status Summary

[Instructions](#)

## Session Detail

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	Sample District	Sample School	Breanna	Grades 4-5 (Eng. C)	Not Started	10/11/2017	12/31/2024	     
<input type="checkbox"/>	Sample District	Sample School	ENGAK	Grade K (Eng. A)	Not Started	10/11/2017	12/31/2024	     
<input type="checkbox"/>	Sample District	Sample School	ENGBK	Grade K (Eng. B)	Not Started	10/11/2017	12/31/2024	     
<input type="checkbox"/>	Sample District	Sample School	ENGCK	Grade K (Eng. C)	Not Started	10/11/2017	12/31/2024	     
<input type="checkbox"/>	Sample District	Sample School	ENGDK	Grade K (Eng. D)	Not Started	10/11/2017	12/31/2024	     
<input type="checkbox"/>	Sample District	Sample School	ESPAK	Grade K (Esp. A)	Not Started	10/11/2017	12/31/2024	     

# ● ● ● Test Session Status



## Testing Status

[+ Instructions](#)

Last Name

Status

Status By Module  ×

### Testing Status - Breanna (Grades 4-5 (Eng. C) - Listening)

Select	Last Name	First Name	User Name	Password	Assessment	Status	Started	Completed	Action
<input type="checkbox"/>	sq	br	BSQ1	SOME9871	LISTENING	Not Started			

**2.** You can search for students on the Testing Status window by Last Name, Status, or Status by Module, which includes the Subtests in the test session. Enter your search criteria or select from the drop-down menus.

**3.** Click **Filter** to display the results or **Clear** to clear your selections.

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# Exporting the Test Session Status



Sessions

Status Summary

[Instructions](#)

### Session Detail

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	Sample District							
<input type="checkbox"/>	Sample District							
<input type="checkbox"/>	Sample District	Sample School	ENGBK	Grade K (Eng. B)	NOT Started	10/11/2017	12/31/2024	
<input type="checkbox"/>	Sample District	Sample School	ENGCK	Grade K (Eng. C)	Not Started	10/11/2017	12/31/2024	
<input type="checkbox"/>	Sample District	Sample School	ENGDK	Grade K (Eng. D)	Not Started	10/11/2017	12/31/2024	
<input checked="" type="checkbox"/>	Sample District	Sample School	ESPAK	Grade K (Esp. A)	Not Started	10/11/2017	12/31/2024	
<input type="checkbox"/>	Sample District	Sample School	ESPBK	Grade K (Esp. B)	Not Started	10/11/2017	12/31/2024	
<input type="checkbox"/>	Sample District	Sample School	ENGA1	Grade 1 (Eng. A)	Not Started	10/11/2017	12/31/2024	
<input type="checkbox"/>	Sample District	Sample School	ENGB1	Grade 1 (Eng. B)	Not Started	10/11/2017	12/31/2024	

**4.** To export one or more test session statuses to a spreadsheet file (.xls) that you can save, view, edit, or print, check the Select checkbox next to each test session status you want to export and click Export to Excel.

Add Session

Export to Excel

Unlock Selected

Unlock All

Export Student Details



# Exporting Student Test Details



1. To export details *for a single test session*, click the **Export Details** icon (📄) from the Session Detail window in the Action column for the test session that you want to export.
  2. The test session details are exported to a .csv file that you can save, view, edit, or print.
- Note:** Depending on the browser you are using, a dialog box may appear for you to use to open or download the file.

Sessions | Status Summary

+ Instructions

Select	District	School								
<input type="checkbox"/>	Sample District	Sample School	Breanna	Grades 4-5 (Eng. C)	Not Started	10/11/2017	12/31/2024			
<input type="checkbox"/>	Sample District	Sample School	ENGAK	Grade K (Eng. A)	Not Started	10/11/2017	12/31/2024			
<input type="checkbox"/>	Sample District	Sample School	ENGBK	Grade K (Eng. B)	Not Started	10/11/2017	12/31/2024			
<input type="checkbox"/>	Sample District	Sample School	ENGCK	Grade K (Eng. C)	Not Started	10/11/2017	12/31/2024			
<input type="checkbox"/>	Sample District	Sample School	ENGDK	Grade K (Eng. D)	Not Started	10/11/2017	12/31/2024			
<input checked="" type="checkbox"/>	Sample District	Sample School	ESPAK	Grade K (Esp. A)	Not Started	10/11/2017	12/31/2024			
<input type="checkbox"/>	Sample District	Sample School	ESPBK	Grade K (Esp. B)	Not Started	10/11/2017	12/31/2024			
<input type="checkbox"/>	Sample District	Sample School	ENGA1	Grade 1 (Eng. A)	Not Started	10/11/2017	12/31/2024			
<input type="checkbox"/>	Sample District	Sample School	ENGB1	Grade 1 (Eng. B)	Not Started	10/11/2017	12/31/2024			

**Add Session** | **Export to Excel** | **Unlock Selected** | **Unlock All** | **Export Student Details**

Tab becomes available one testing begins.



## LAS Links Help Desk

866.282.2250 (7:00 a.m. -8:00 p.m. EDT)

Email: [LASLinksHelpDesk@datarecognitioncorp.com](mailto:LASLinksHelpDesk@datarecognitioncorp.com)

If you already called in and have a case, provide your case number for expedited service.

[www.LASLINKS.com](http://www.LASLINKS.com)

