

LAS Links Online

Viewing and Exporting Test Session Status Details

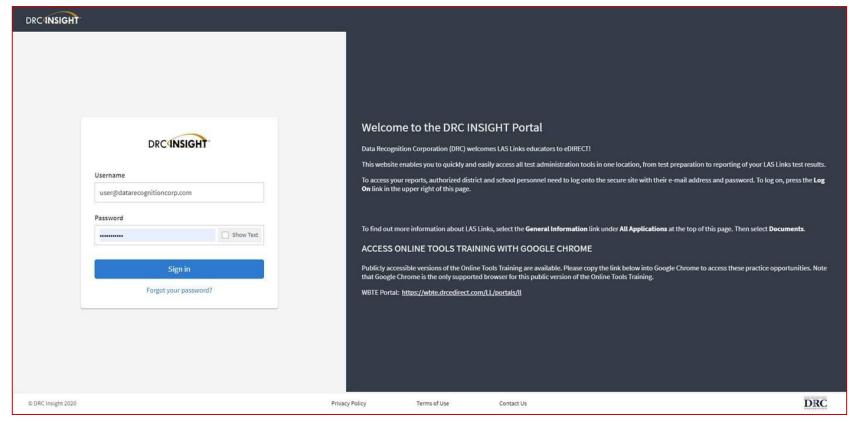




• • • Access the DRC INSIGHT Portal



www.drcedirect.com





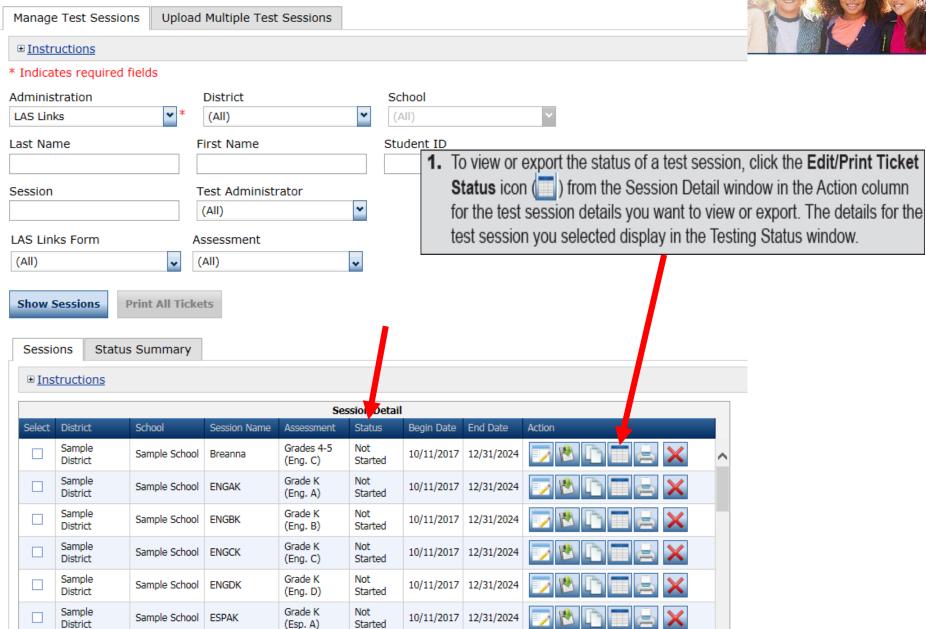
Test Session Status



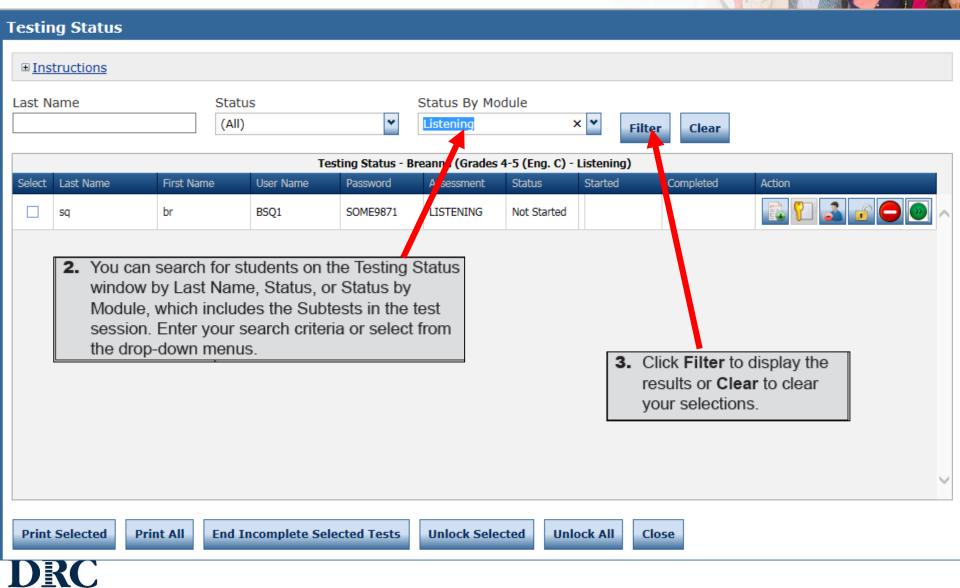
• Click on MY APPLICATIONS >> Test Management:

	MY APPLICATIONS ▼			
	PARTICIPANT PREPARATION	SCORING AND REPORTING	OTHER LINKS	
Welcome to the D	Student Management	Educator Scoring	Professional Learning	
vveteome to the b	Student Group Management	Report Delivery	License Dashboard	
Congratulations, you have suc	Test Administrator Management	Interactive Reports		
Several helpful links are just a	User Management	GENERAL INFORMATION	h	ne t
f you are having difficulty navi	TEST PREPARATION	General Information	s	sup
LASLinksHelpDesk@datarecog		General information		
866.282.2250 (7:00 a.m 8:00	Test Management	TECHNOLOGY SETUP		
	POST-TEST ACTIONS	Central Office Services		
ACCESS ONLINE TOOL		Central Office Services		

Test Sessions



Test Session Status



• • • Exporting the Test Session Status



Sessio	ons St	atus Summary						
■ <u>Instructions</u>								
Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
	Sample District		•					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.								
	Sample District	Sample School	ENGBK	Grade K (Eng. B)	Not Started	10/11/2017	12/31/2024	
	Sample District	Sample School	ENGCK	Grade K (Eng. C)	Not Started	10/11/2017	12/31/2024	
	Sample District	Sample School	ENGDK	Grade K (Eng. D)	Not Started	10/11/2017	12/31/2024	
	Sample District	Sample School	ESPAK	Grade K (Esp. A)	No. Started	10/11/2017	12/31/2024	
	Sample District	Sample School	ESPBK	Grade K (Esp. 8)	Not Started	10/11/2017	12/31/2024	
	Sample District	Sample School	ENGA1	Grade 1 (Eng. A)	Not Started	10/11/2017	12/31/2024	
	Sample District	Sample School	ENT81	Grade 1 (Fng. B)	Not Started	10/11/2017	12/31/2024	
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 sare, 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.

Sele	ect District	School	to use to open or download the file.						
	Sample District	Sample School	Breanna	Grades 4-5 (Eng. C)	Not Started	10/11/2017	12/31/	/2024	<u> </u>
	Sample District	Simple School	ENGAK	Grade K (Eng. A)	Not Started	10/11/2017	12/31/	024	
	Sample District	Sample School	ENGBK	Grade K (Eng. B)	Not Started	10/11/2017	12/31/	:024	
	Sample District	Sample School	ENGCK	Grade K (Eng. C)	Not Started	10/11/2017	12/31,	2024	
	Sample District	Sample School	ENGDK	Grade K (Eng. D)	Not Started	10/11/2017	12/31	2024	
	Sample District	Sample School	ESPAK	Grade K (Esp. A)	Not Started	10/11/2017	12/31	2024	
	Sample District	Sample School	ESPBK	Grade K (Esp. B)	Not Started	10/11/2017	12/3:	/2024	
	Sample District	Sample School	ENGA1	Grade 1 (Eng. A)	Not Started	10/11/2017	12/3	/2024	
	Sample District	Sample School	ENGB1	Grade 1 (Fng. B)	Not Started	10/11/2017	12/3 /	2024	

Add Session

Export to Excel

Unlock Selected

Unlock All

Export Student Details

Tab becomes available one testing begins.

Technology Support



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.

www.LASLINKS.com



