

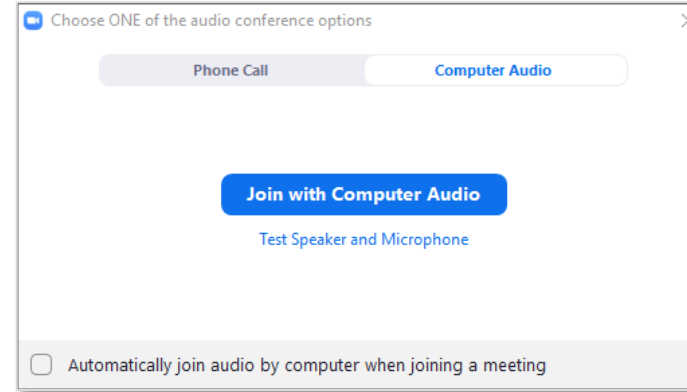


DRC INSIGHT™ Technology Training LAS Links Lead Information Technology Coordinators Connecticut English Learners Assessments

November 2021

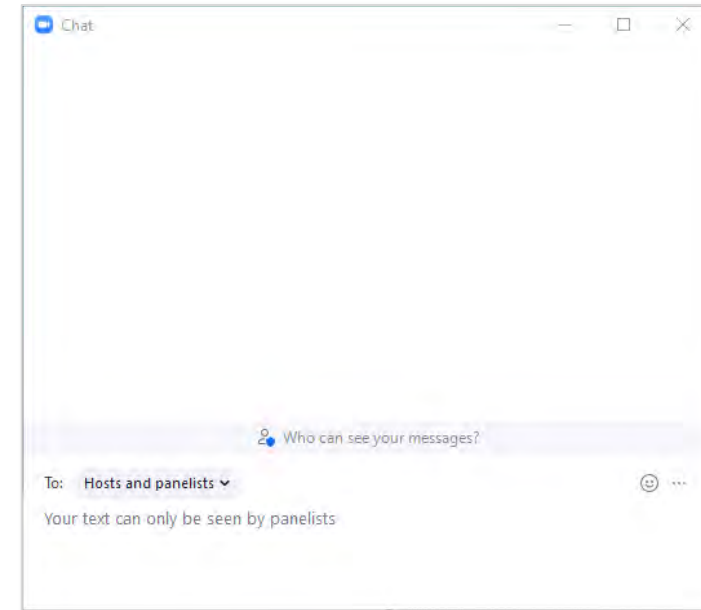
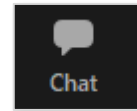
Connecting to Audio

- Call in using your computer audio (preferred) or through your phone
- Your audio has been Muted on entry
- Remain muted during the training



Asking Questions

- Use chat for questions
- Send them to "Hosts and panelists"
- We will pause during the session to answer the questions in the chat and there will be Q&A time at the end of the presentation



Accessing This Presentation

- These slide and a recording of this session will be posted on the Connecticut DRC LAS Links Website <https://laslinks.com/connecticut-information/>

CSDE EL Team Contact Information



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Topics

- Key Dates
- What's Changing and What's Not
- DRC INSIGHT Solution Overview
- DRC INSIGHT System & Network Requirements
- DRC INSIGHT Technology Setup
- Support and Troubleshooting Resources
- Questions and Answers

Key Dates



Key Dates

Date	Item
December 1	<ul style="list-style-type: none">• Repeat of this Technology Webinar Training
January 3 – March 4, 2022	<ul style="list-style-type: none">• 2021-22 LAS Links Test Window
December 6	<ul style="list-style-type: none">• ELAC's receive access to the LAS Links DRC INSIGHT Portal
December 6	<ul style="list-style-type: none">• District begin scheduling Test Sessions in the DRC INSIGHT Portal

What's Changing and What's Not





What's Changing and What's Not Changing

What's Changing

- No significant system changes

What's Being Updated

- Supported operating systems – see System Requirements
- DRC INSIGHT Secure Applications updated to version 12.x
 - Will prompt to update when the application is launched
- COS Service Device updated to version 5.x
 - Auto-updates if left on overnight with an Internet connection
 - Or use the COS Application to update manually

What's Not Changing

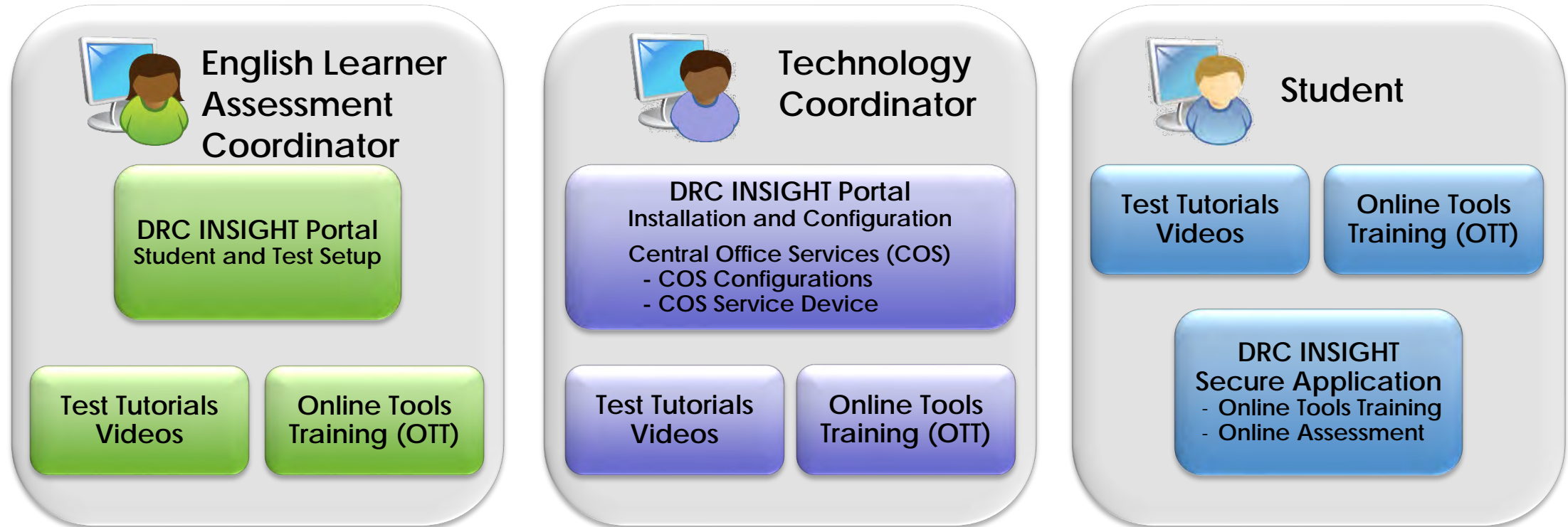
- Supported Testing Device platforms – Windows, Mac, Linux, iPad and Chrome OS
- COS Service Device and testing device specifications
- Use the same COS Configurations and COS Org Unit ID



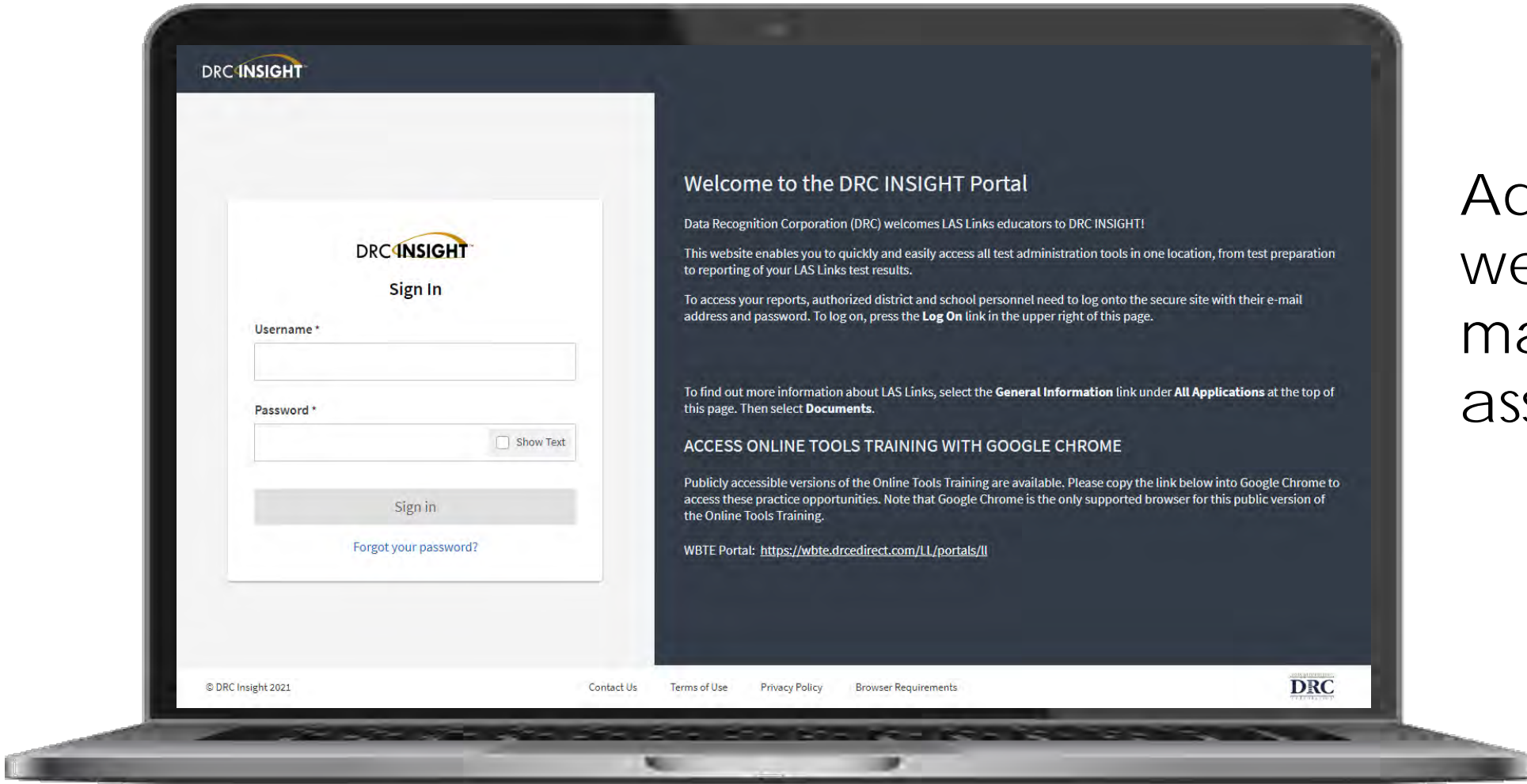
Solution Overview



DRC INSIGHT™ Solution Overview



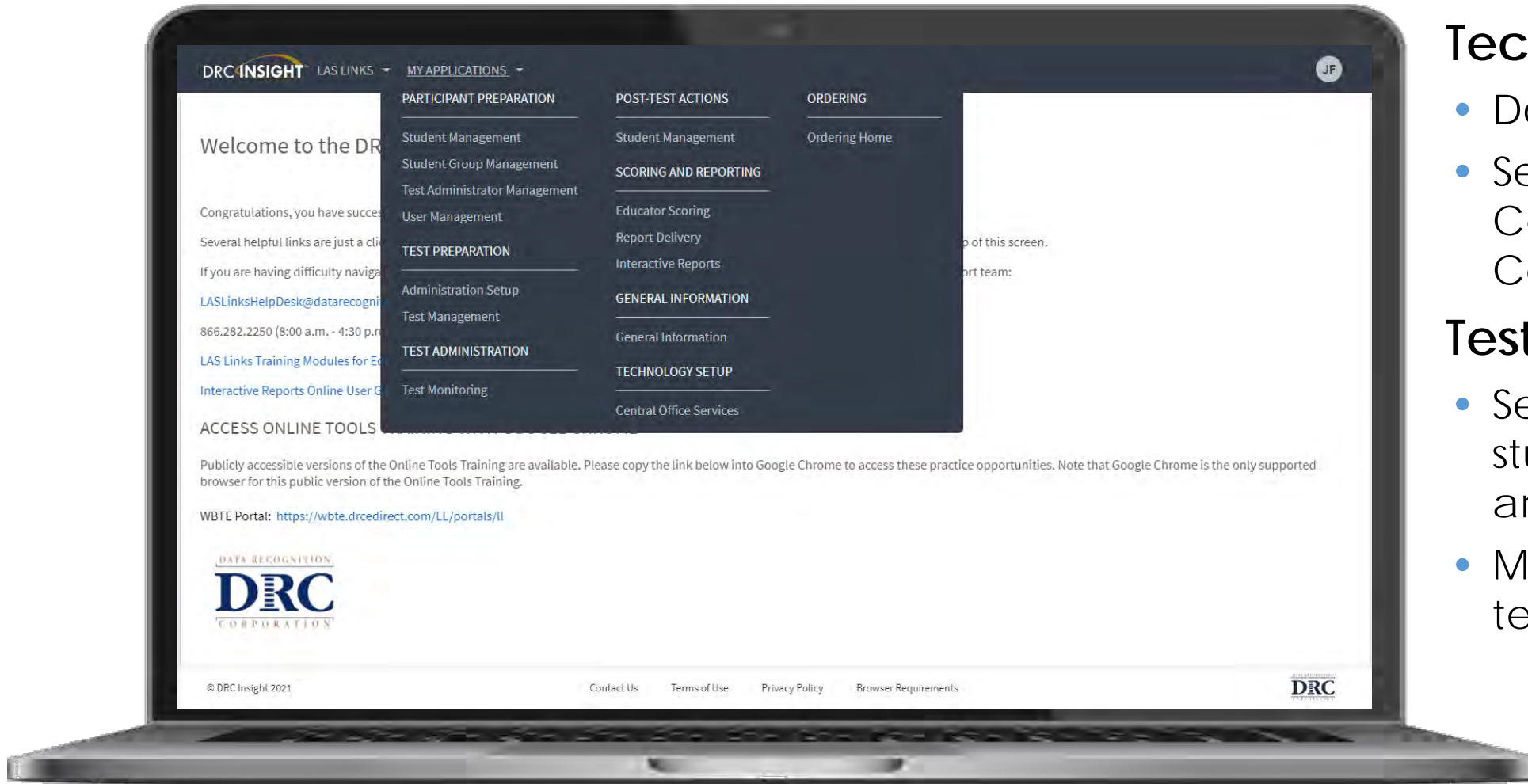
DRC INSIGHT Portal – <https://ll.drcedirect.com/>



Administrative
website for
managing
assessments



DRC INSIGHT Portal – <https://ll.drcedirect.com/>



Technology Set

- Download installers
- Set up and manage Central Office Service Configurations

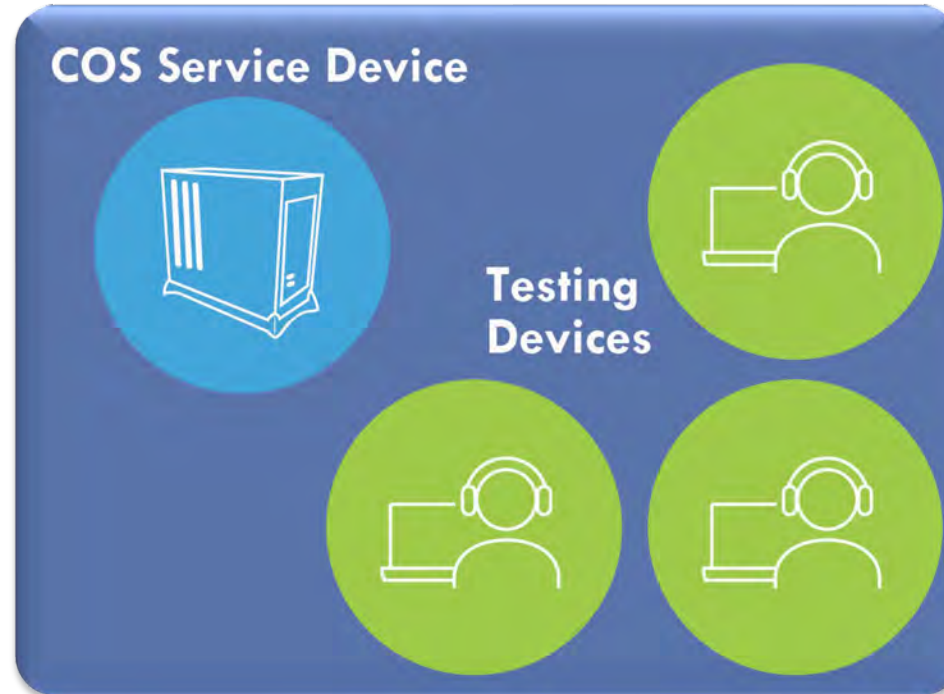
Test Administration

- Set up and manage student information and test sessions
- Manage and monitor testing



Site Installation and Support

Central Office Services (COS) Service Device provides local content hosting



DRC INSIGHT Secure Application is installed on testing devices to ensure a secure testing experience

- User-friendly installation wizards
- No reliance or dependencies on third-party software
- No conflicts with other software running on devices
- Software automatically updates

DRC INSIGHT Secure Applications Overview

- Installed on testing devices to help provide a secure testing experience

Windows, macOS, and Linux Installer

Available in the DRC INSIGHT Portal under the Downloads tab in General Information



iPadOS, Chrome OS device, and Windows 10 in S mode Installer

Available in Apple's App Store, Google Play, and Microsoft Store

- For iPads, the installer is only available in the App Store directly to the device or download and deployed using a Mobile Device Manager (MDM) solution
- For Chrome OS, the installer is only available via an URL link to the Google Play store and deployed using Chrome Device Management Admin console
- Windows 10 in S mode installer is only available in the Microsoft Store directly to the device

DRC INSIGHT System Readiness Check

System Information

Client Version	Configuration Source	Installation Directory	
12.0.0	Device Toolkit	C:\Program Files\DRC INSIGHT Online Assessments	
Machine Name	User Name	Operating System Level	OS Version
Sample Machine	Sample User	Microsoft Windows 10 Enterprise Edition, 64-bit	10.0.18363
Testing Device ID	Service Device Domain Name	Content Hosting	HTTPS Proxy
Sample Device ID	https://12345-prod.drc-centraloffice.com:55222/	Yes	
COS Configuration Name	COS Org Unit ID	Location	
Sample Configuration	12345678	Drc Use Only - Sample District N/A	

Required Test List

Status	Test Name	Details
✔	Audio Capability	Details
✔	Client Version	Details
✔	Internet Connection	Details
✔	Operating System Level	Details
✔	RAM	Details
✔	Screen Resolution	Details
✔	Service Device Connection	Details
✔	User Agent	Details

Execute Tests Test Audio Exit

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- Verifies that each testing device meets the minimum system requirements for testing
- Ensures testing device is operating properly prior to testing
- Limits delays on the day of testing

COS Service Device Overview



- Available Content Hosting service
- Supported on Windows, macOS and Linux operating systems
- Installers are on DRC INSIGHT Portal Downloads page
- Automatic scalability for leveraging all available resources on the installed device
- Delivers round-robin load balancing if there is more than one COS Service Device



Why Use a COS Service Device?

- Provides additional test security
 - Requires testing device to have the same network connection during the assessment
- Hosts testing content closer to the student
- Reduces wide-area network and/or Internet bandwidth
- Offers more consistent experience across sites
 - Especially for assessments with audio, images and video
- Addresses equity concerns around delivering equivalent student experiences

DRC INSIGHT System and Network Requirements



System Requirements



DRC INSIGHT Testing Device Requirements

Base Hardware Requirements

These base hardware requirements apply to all device types and operating systems unless noted.

- **Processor**
 - iPad – N/A
 - Minimum – CPU benchmark rating of 600*
 - Recommended – CPU benchmark rating of 3000* or higher
- **Available Memory**
 - Minimum – 2 GB RAM
 - Recommended – 4 GB RAM or higher
- **Available Disk Space**
 - Minimum – 10 GB
 - Recommended – 20 GB or more
- **Screen Size** – Required – 9.5" or larger
- **Screen Resolution** – 1024 x 768 or better
- **Network Connection** – Wired or wireless network connection – 3 Mbps or better
- **Internet** – Required
- **Power Supply**
 - Minimum – Battery powered devices, a fully charged battery with a two-hour life
 - Recommended – Device plugged into a power supply

Fully Supported Operating Systems and Device Types

- **Windows**
 - Both touch-screen and non-touch-screen devices
- **Chrome OS**
 - Both touch-screen and non-touch-screen devices
- **iOS (anticipated full support through September, then moves to best effort support)**
 - iPad 5th Generation
 - iPad 6th Generation
 - iPad Air devices
 - iPad Pro Devices: 9.7", 10.5", and 12.9"
- **iPadOS**
 - iPad 5th Generation
 - iPad 6th Generation
 - iPad Pro Devices: 9.7", 10.5", and 12.9"
 - Note: iPad mini devices are not supported.
- **macOS**
 - Non-touch screen devices only
- **Linux**
 - Non-touch screen devices only

- Detailed system requirements for DRC INSIGHT Online Testing
- Updated three times during the year
 - June – Upcoming year's specifications
 - October – Operating System updates
 - February – Operating System updates
- DRC INSIGHT Secure Applications are supported on Windows, macOS, Linux, iPadOS, and Chrome OS Operating Systems



System Requirements



COS Service Device Requirements

Base Hardware Requirements

These base hardware requirements apply to all device types and operating systems.

- Processor
 - CPU benchmark rating of 3000 or higher*
- Available Memory
 - 4 GB RAM or higher
- Available Disk Space
 - Minimum – 10 GB
 - Recommended – 20 GB or more
- Network
 - A COS Service Device should be connected to the network through a wired connection.

Operating System Requirements

- COS Service Device software is supported on the following operating systems:
 - 64-bit Windows
 - 64-bit macOS
 - 64-bit Linux
- COS Service Device software **cannot** be installed on an iPadOS or Chrome OS device.

Note: iPadOS and Chrome OS testing devices that have the DRC INSIGHT Secure App installed on them can be associated with any COS Service Device, regardless of its operating system. For example, an iPad or Chromebook testing device can connect to a Windows, Mac, or Linux COS Service Device.

Examples of COS Service Device Configurations

The following table lists examples of device processor and memory configurations for a COS Service Device to support various numbers of concurrent testers.

Note that testing sites are **not limited to these configurations**—they are listed to provide guidance regarding the scalability of COS Service Devices.

The table also lists the available shared network bandwidth required based on the number of concurrent testers. Shared bandwidth includes the Local Area Network (LAN), Wide Area Network (WAN), and Internet Service Provider (ISP) bandwidth. The bandwidth for each network segment should meet or exceed the minimum bandwidth listed in the last column of the table.

Shared bandwidth *does not* include the minimum bandwidth from the testing device to the network because that bandwidth is not shared by other testing devices. The minimum bandwidth from the testing device to the network is about 3-5 Mbps.

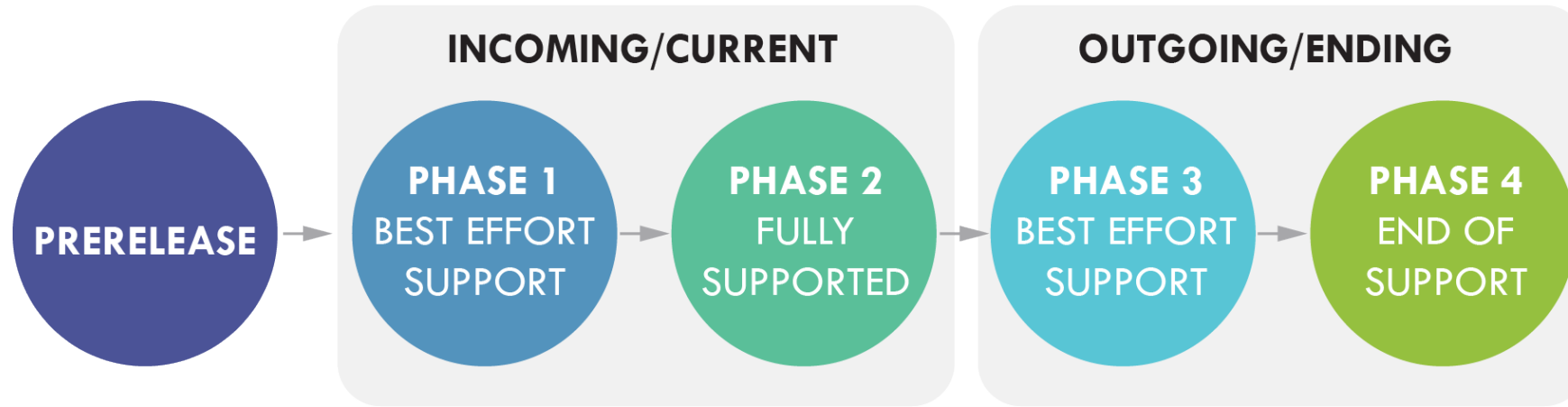
Table 1. Listing of examples of device processor and memory configuration for a COS Service Device to support various numbers of concurrent testers.

Number of Concurrent Testers	Processor*	Available Memory	Minimum Available Shared Network Bandwidth for Top End of Concurrent Testers Range
Up to 100	A CPU benchmark rating of 3000 or higher	4 GB RAM	100 Mbps
Up to 200	A CPU benchmark rating of 4000 or higher	4 GB RAM	150 Mbps
Up to 300	A CPU benchmark rating of 6000 or higher	4 GB RAM	200 Mbps
Up to 500	A CPU benchmark rating of 8000 or higher	4 GB RAM	400 Mbps
Up to 750	A CPU benchmark rating of 12000 or higher	8 GB RAM	600 Mbps

- Optional COS Service Devices run on Windows, macOS, and Linux devices
- **Note:** Any testing device operating system type can connect to any COS Service Device operating system type; the two operating system types do not need to match
- Includes example Hardware Configurations for guidance on COS Service Devices scalability



Change Management—Operating Systems Support



- **Prerelease: Beta Channel**
 - Regression testing of beta release about 2-4 weeks before OS release
- **Phase 1: Best Effort Support for Vendor Recently Release Versions**
 - Additional rounds of regression testing to verify actual production release
 - Troubleshoot any issues to resolution
- **Phase 2: Fully Supported**
 - Fully tested and certified with full support if any issues are uncovered
- **Phase 3: Best Effort Support for Vendor Recently Unsupported Versions**
 - Assistance troubleshooting issues as best we can without a guaranteed resolution
- **Phase 4: End of Support**
 - DRC cannot offer any level of support for our software on this version and may restrict its use



Operating System Version Support



DRC's Operating System Version Support

Phase 1 Best Effort Support
The operating systems listed below are included in Phase 1: Best Effort Support.

- macOS 12 – anticipated/effective fall 2021
- Windows 10 21H2 - anticipated/effective October 2021
- Windows 11 - anticipated/effective October 5, 2021
- Windows Server 2022 was released on August 18, 2021

Phase 2: Fully Supported
Unless otherwise stated, the most **current version** of the operating systems listed below are included in Phase 2: Fully Supported.

Windows (1)(2)

- Windows 8.1
- Windows 10 Semi-Annual Channel servicing options (3)(4)
 - Versions 20H2, 21H1
 - Version 21H2 – anticipated end of November 2021
- Windows 10 in S mode
- Windows 11 – anticipated end of November 2021
- Windows Server 2012 R2
- Windows Server 2016
- Windows Server 2019
- Windows Server 2022 – anticipated end of November 2021

iPadOS (5)

- iPadOS 14.x
- iPadOS 15.x

Chrome OS

- Chrome OS current stable channel (6)(7)(8)

macOS

- macOS 10.15
- macOS 11.x
- macOS 12 – anticipated early 2022

Linux

- Ubuntu 18.04, LTS version with Gnome Shell
- Ubuntu 20.04 LTS version with Gnome Shell

Phase 3: Best Effort Support
The operating systems listed below are included in Phase 3: Best Effort Support.

- Windows 10 version 1507, 1607, 1809 and 2004 effective at the end of November 2021
- Windows 10 version 1909 effective at the end of May 2022
- macOS 10.14 effective in November 2021

Phase 4: End of Support
The operating systems listed below are included in Phase 4: End of Support.

- Ubuntu 16.04, LTS version, with 64-bit Gnome 3.4, Unity Shell
- iPadOS 13.x ended in November 2021
- macOS 10.14 effective in June of 2022
- Windows 10
 - Version 1507, 1607, 1809, 1909 and 2004 effective June 2022
 - Versions 1803 and 1903 ended in July of 2021

(6) Note – DRC offers Best Effort Support for version 90 to the current stable channel level



2021-22 System Requirements Key Updates

- No changes to Test Device or COS Service Device specifications
- Google Chrome OS v90 and above
- Microsoft
 - Windows 7 and Windows Server 2008 R2 are no longer allowed
 - Microsoft support ended in January 2020
 - Ended support for Windows 32-bit installer
 - 32-bit version must be uninstalled before 64-bit version is installed – no auto update
 - Adding Windows 11
- Apple
 - Adding macOS 12 and iPadOS 15
 - Ending support for iPadOS 13 in the late fall

Device Preparation Recommendations

- DRC INSIGHT software does not turn off software running in the background of a testing device
- Recommended that some software and processes be temporarily disabled before testing, for example:
 - *Automatic Operating System Updates and Other Background Processes*
 - *Intelligent personal assistant (IPA) software (e.g., Siri, Cortana)*
 - *Collaboration tools - e.g., Zoom, Microsoft Teams, Google Chat, Google Meet*
 - *Microsoft Game Bar*

DRC Device Support Policy



- Full Support of DRC software on vendor-supported devices that meet device and supported operating system requirements
- Once vendor ends support for a device, DRC provides Best Effort Support for a short period before ending support
- Apple bases iPad model support on whether the model supports the latest operating system update
- All Chrome OS device support is based on Google's Auto Update Expiration (AUE) date
 - Based Chrome OS device model's first production date, **not** its purchase date; typically, 5-6 years after first production release
 - Google's Auto Update policy and the list of Chrome devices with AUE dates: support.google.com/chrome/a/answer/6220366

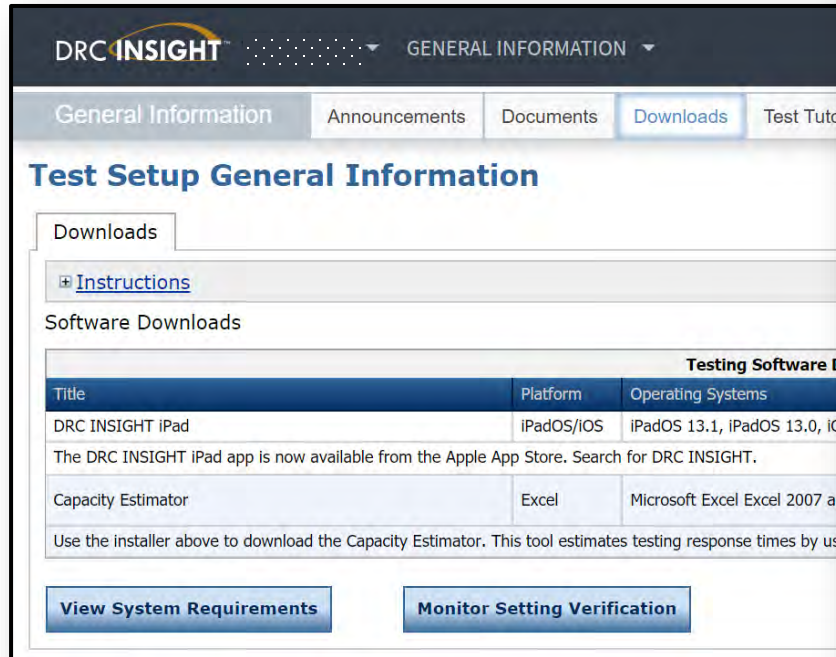


Chrome OS Device Support

- When a Chrome OS device reaches its AUE date:
 - Updates from Google are no longer guaranteed
 - Device may not receive necessary security and functionality upgrades
 - Google suspends the use of Google Management Console to manage the device
- DRC offers Best Effort Support for manually installed DRC INSIGHT Secure App for Chrome OS on an unmanaged Chrome OS devices that meets the device and supported operating system requirements

Accessing DRC System Requirements

- Connecticut DRC LAS Links Website <https://laslinks.com/connecticut-information/>
- DRC INSIGHT Portal (<https://ll.drcedirect.com>)



DRC INSIGHT GENERAL INFORMATION

General Information Announcements Documents Downloads Test Tutorials

Test Setup General Information

Downloads

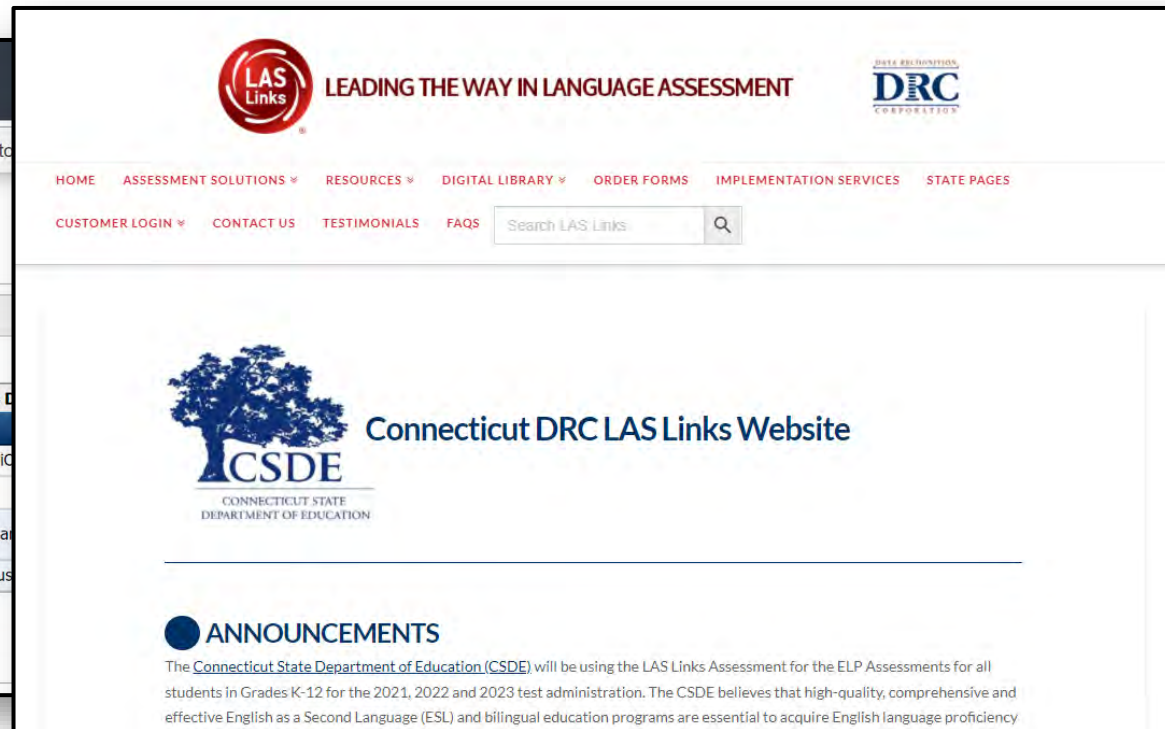
[Instructions](#)

Software Downloads

Testing Software Downloads		
Title	Platform	Operating Systems
DRC INSIGHT iPad	iPadOS/iOS	iPadOS 13.1, iPadOS 13.0, iOS 13.0
The DRC INSIGHT iPad app is now available from the Apple App Store. Search for DRC INSIGHT.		
Capacity Estimator	Excel	Microsoft Excel Excel 2007 and later

Use the installer above to download the Capacity Estimator. This tool estimates testing response times by using the Capacity Estimator.

[View System Requirements](#) [Monitor Setting Verification](#)



LAS Links LEADING THE WAY IN LANGUAGE ASSESSMENT

DATA RECOGNITION DRC CORPORATION

HOME ASSESSMENT SOLUTIONS RESOURCES DIGITAL LIBRARY ORDER FORMS IMPLEMENTATION SERVICES STATE PAGES

CUSTOMER LOGIN CONTACT US TESTIMONIALS FAQs Search LAS Links

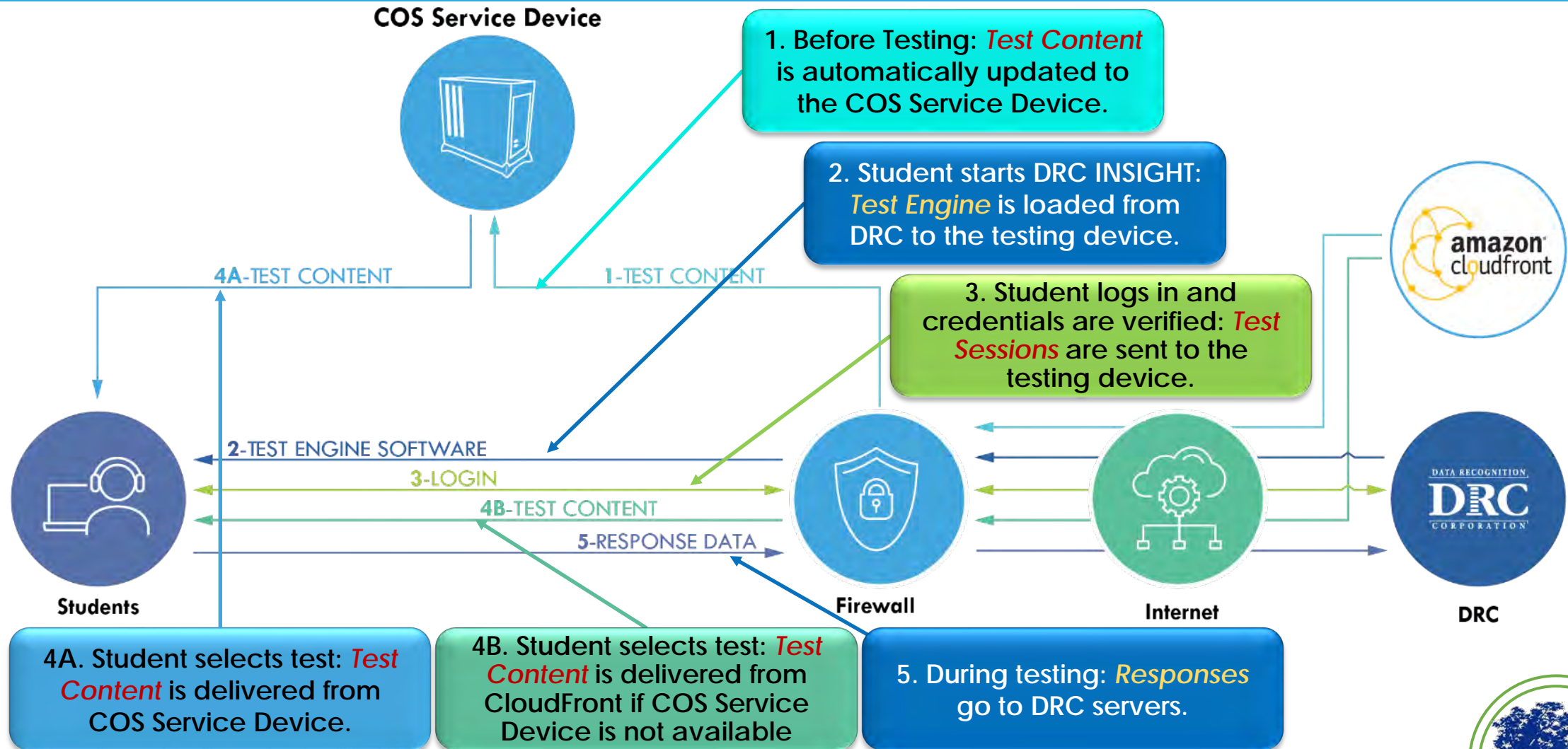
Connecticut DRC LAS Links Website

CSDE
CONNECTICUT STATE
DEPARTMENT OF EDUCATION

ANNOUNCEMENTS

The Connecticut State Department of Education (CSDE) will be using the LAS Links Assessment for the ELP Assessments for all students in Grades K-12 for the 2021, 2022 and 2023 test administration. The CSDE believes that high-quality, comprehensive and effective English as a Second Language (ESL) and bilingual education programs are essential to acquire English language proficiency.

DRC INSIGHT Testing Network Traffic



DRC INSIGHT Testing Network Traffic



	LAS Links
Test Type (Fixed Form or Computer Adaptive)	Fixed Form
Content Delivery	Delivered throughout test
Average Assessment Content Size	2-3 MB per Item
Average Response Size	< 5 KB to > 600 KB
Additional Peripherals	Headset with Microphone
Network Requirements During Test	Higher



Network Setup



- Prioritize DRC INSIGHT traffic on the network
- Ensure these URLs are allowed on all content filters, firewalls, and antivirus software **(same as last year's)**
- Wildcard *.drcedirect.com
- Port/Protocol - applies to all the URLs
 - 80/http
 - 443/https

URL Allowlist

ELL Assessments

<https://east-1-drc-wbte-prod-ll.s3.amazonaws.com>
<https://east-2-drc-wbte-prod-ll.s3.amazonaws.com>
<https://ll.drcedirect.com>
<https://ll-insight.drcedirect.com>
<https://ll-insight-client.drcedirect.com>
<https://ll-te.drcedirect.com>

Shared by all Assessments:

<https://api-gateway.drcedirect.com>
<https://api-gateway-cloud.drcedirect.com>
<https://cdn-content-prod.drcedirect.com>
<https://cdn-download-prod.drcedirect.com>
<https://drc-centraloffice.com>
<https://drc-wbte-prod.s3.amazonaws.com>
<https://dtk.drcedirect.com>
<https://wbte.drcedirect.com>
<https://us-east-1-content-hosting-form-locker-prod.s3.us-east-1.amazonaws.com>
<https://us-east-2-content-hosting-form-locker-prod.s3.us-east-2.amazonaws.com>
<https://www.drcedirect.com>



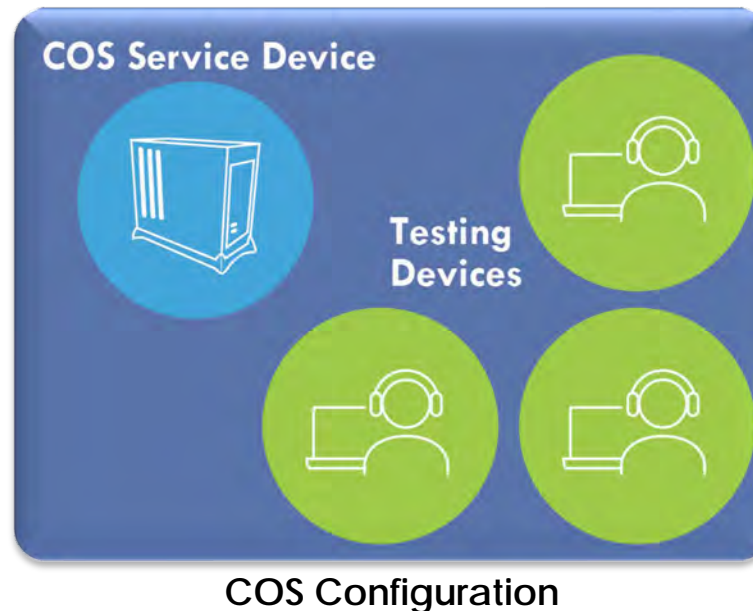
DRC INSIGHT™ Technology Setup



Central Office Services (COS)

Monitors and maintains COS Configurations, test content delivery, COS Service Devices and Testing Devices

Optional COS Service Devices provide local content hosting services to the COS Configuration



Devices with a DRC INSIGHT Secure Application are registered to the COS Configuration

DRC INSIGHT Technology Setup



Activity 1: Installing a New COS Service Device

Activity 2: Installing DRC INSIGHT Secure Applications

Activity 3: Managing COS Configurations



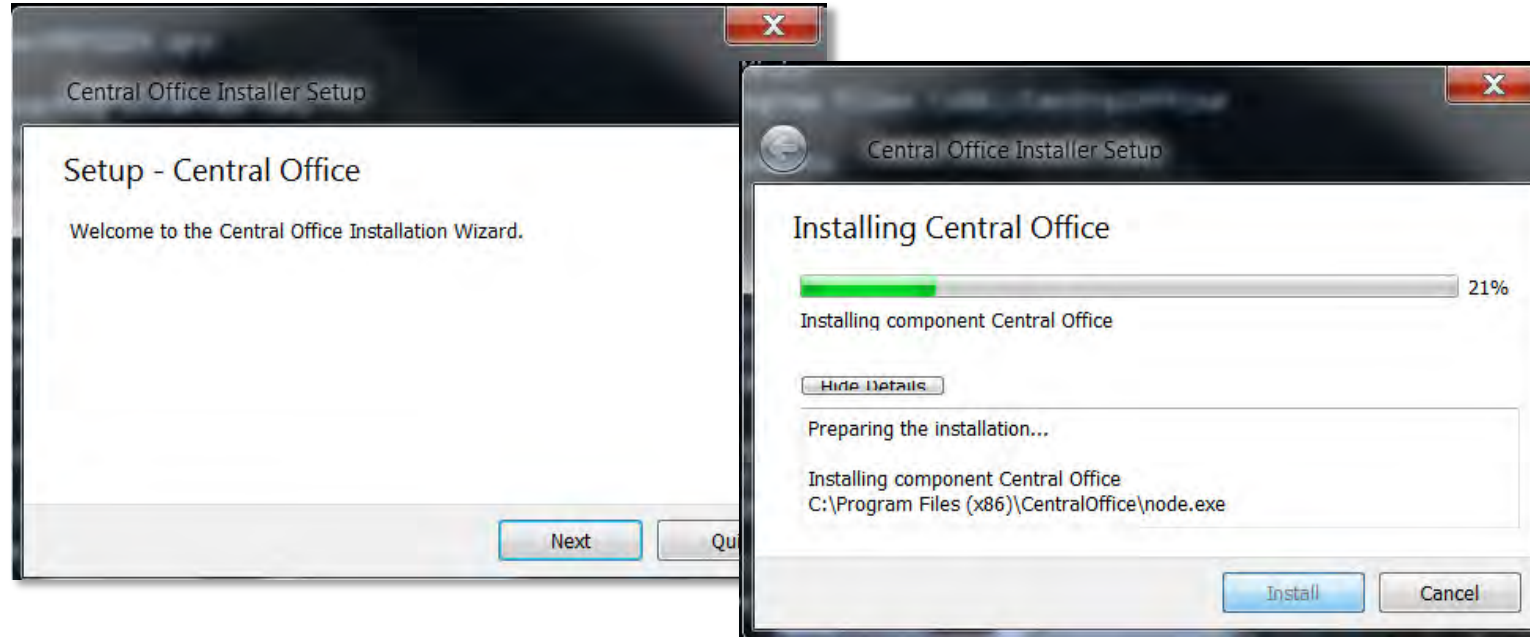
Activity 1

Install a New COS Service Device



Installing a New COS Service Device

Activity 1



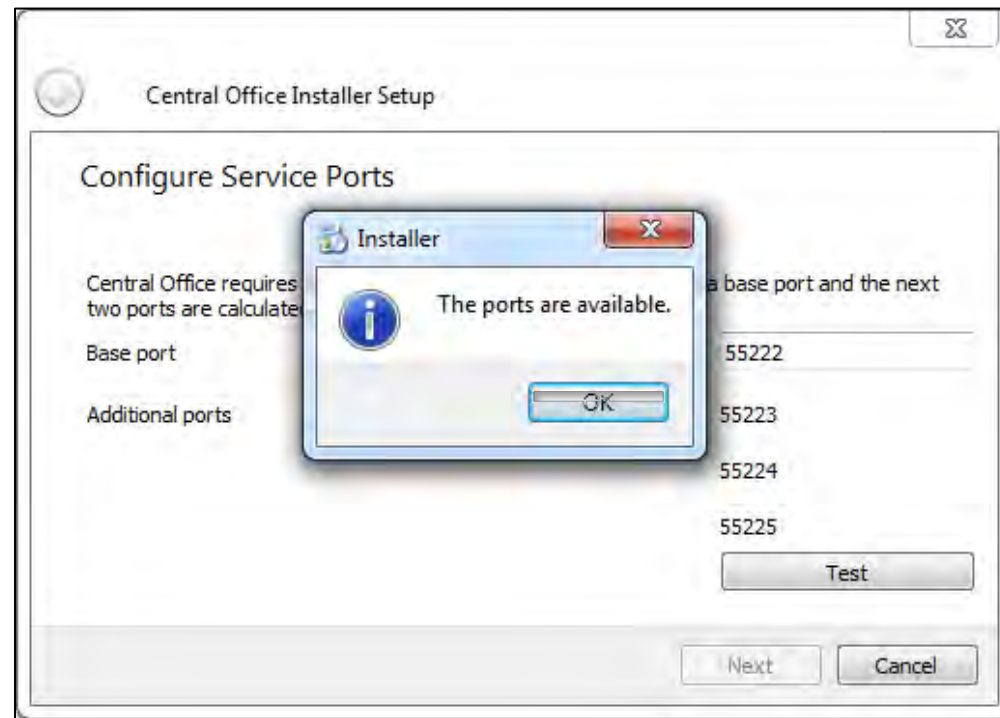
- Prepare a host machine with a supported operating system
- Download and launch the installer to begin the wizard install process
- When prompted, it is recommended to use the default locations

Installing a New COS Service Device

Activity 1



- Configure Service Ports
 - Specify the base port (usually the default value of 55222 will work)
 - After entering the base port, the install automatically selects consecutively numbered ports
- Test Service Ports
 - Click "Test" to verify port availability
 - Click "OK" and "Next" (or "Cancel" to exit the installation)

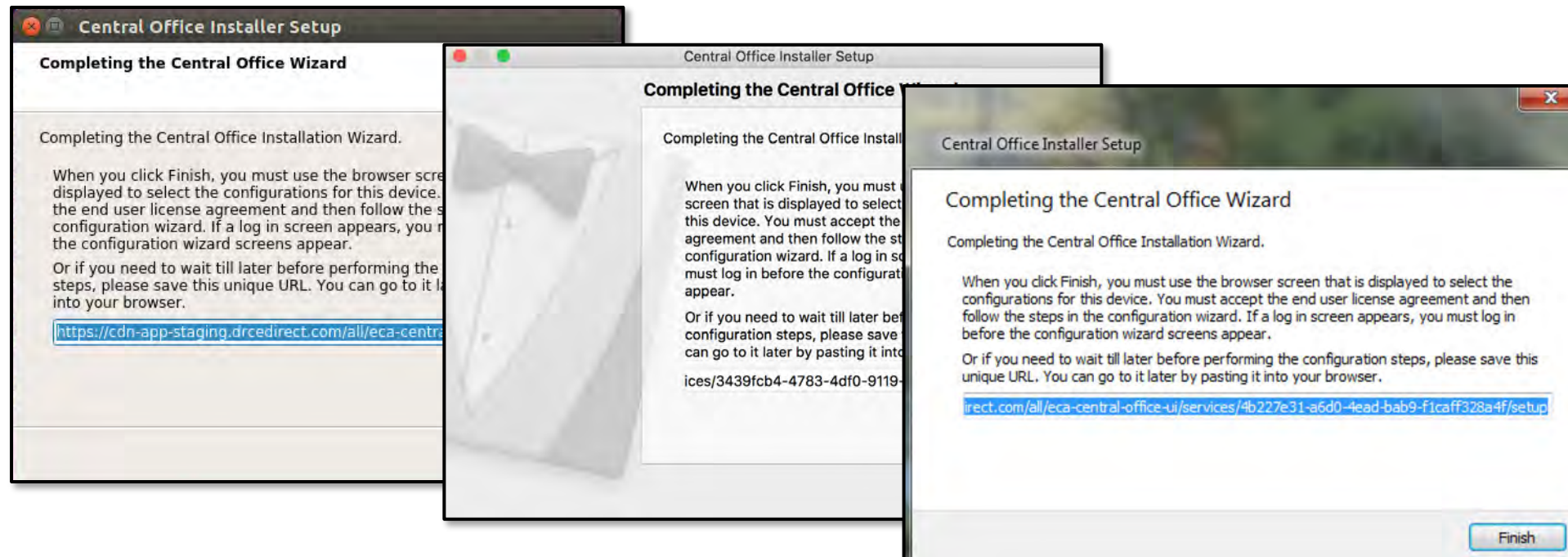


Installing a New COS Service Device

Activity 1

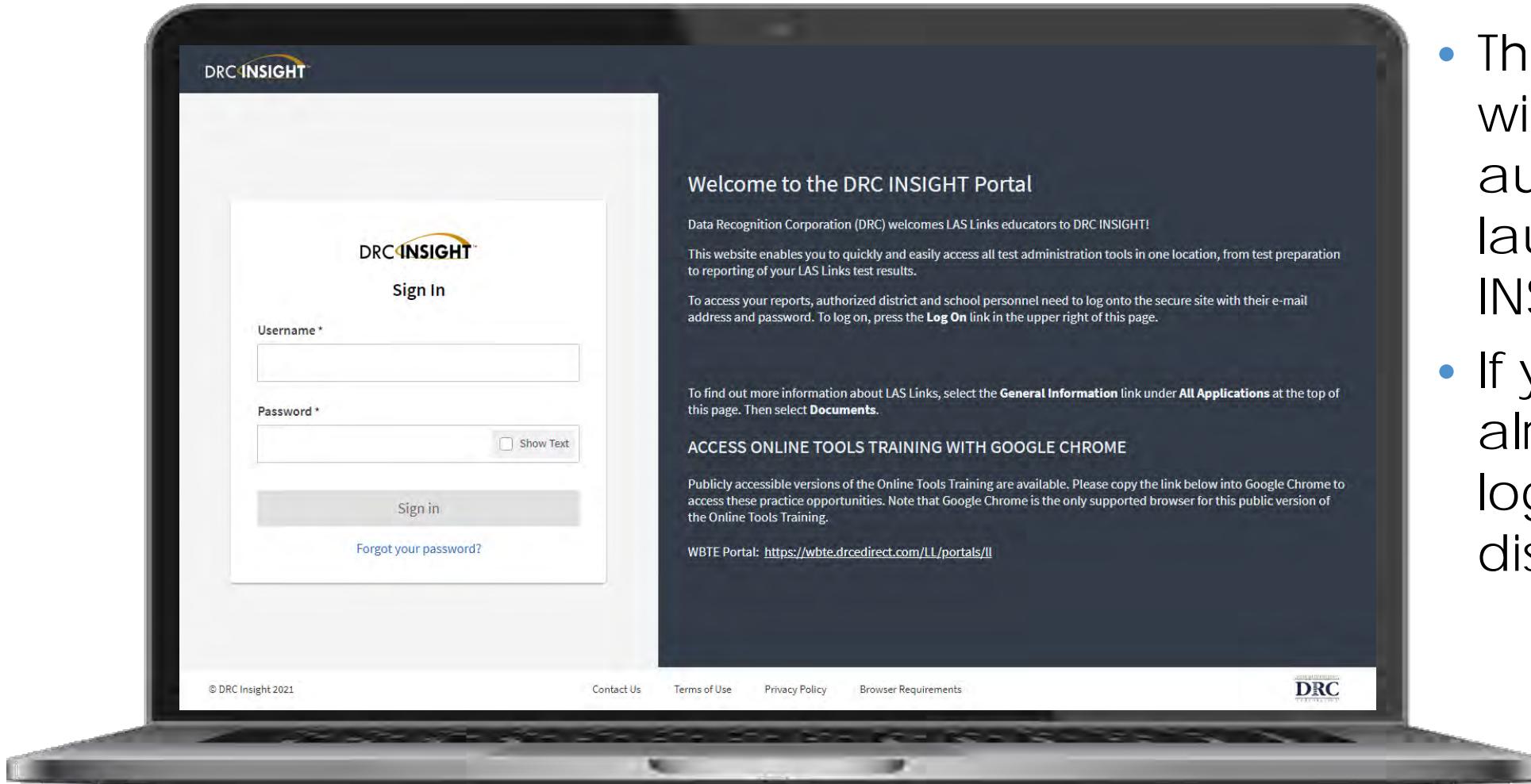


- The “Completing the Central Office Wizard” window appears
 - Save the URL that displays in this window.
 - The URL can be used to resume the process, if necessary, without re-installing the COS Service Device



Installing a New COS Service Device

Activity 1



- The installation wizard will automatically launch the DRC INSIGHT Portal
- If you are not already signed in, login window displays



Installing a New COS Service Device

Activity 1



DRC INSIGHT SHOWCASE MY APPLICATIONS

Device: 16813120-d5bf-4d05-b20c-2a00e2839baa

Configure Central Office Service

Step 1

Service Device Name

Service Device Configuration
Use Existing Configuration?

Step 2

Configuration Name*

Testing Devices Configuration
Enable Auto Updates for testing devices
Use Proxy Host

Step 3

Testing Programs (0)

Testing Program: Site:

Location

Step 4

Content Management
Enable Content Management

Admin TTS/HVA VSL

Step 5

Content Hosting
Enable Content Hosting
Content Hosting is currently not available. Turn on Content Management to allow activation.

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The configuration wizard defaults to the 5-step process for creating a new COS Configuration.

Check the "Use Existing Configuration" checkbox



Installing a New COS Service Device

Activity 1



DATA RECOGNITION
DRC
CORPORATION

DRC INSIGHT SHOWCASE MY APPLICATIONS ? AE

Device: 16813120-d5bf-4d05-b20c-2a00e2839baa

Configure Central Office Service

Step 1

Service Device Name 1

Service Device Configuration
Use Existing Configuration? Yes

Step 2

Link Device to Existing Configuration

Testing Program: 2 Site: 3

Searching In:
 4

Selected Configuration:
Name:
Org Unit Id:

5

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Step 1: Naming the new COS Service Device

1. Give the new COS Service Device a name (3-50 characters)

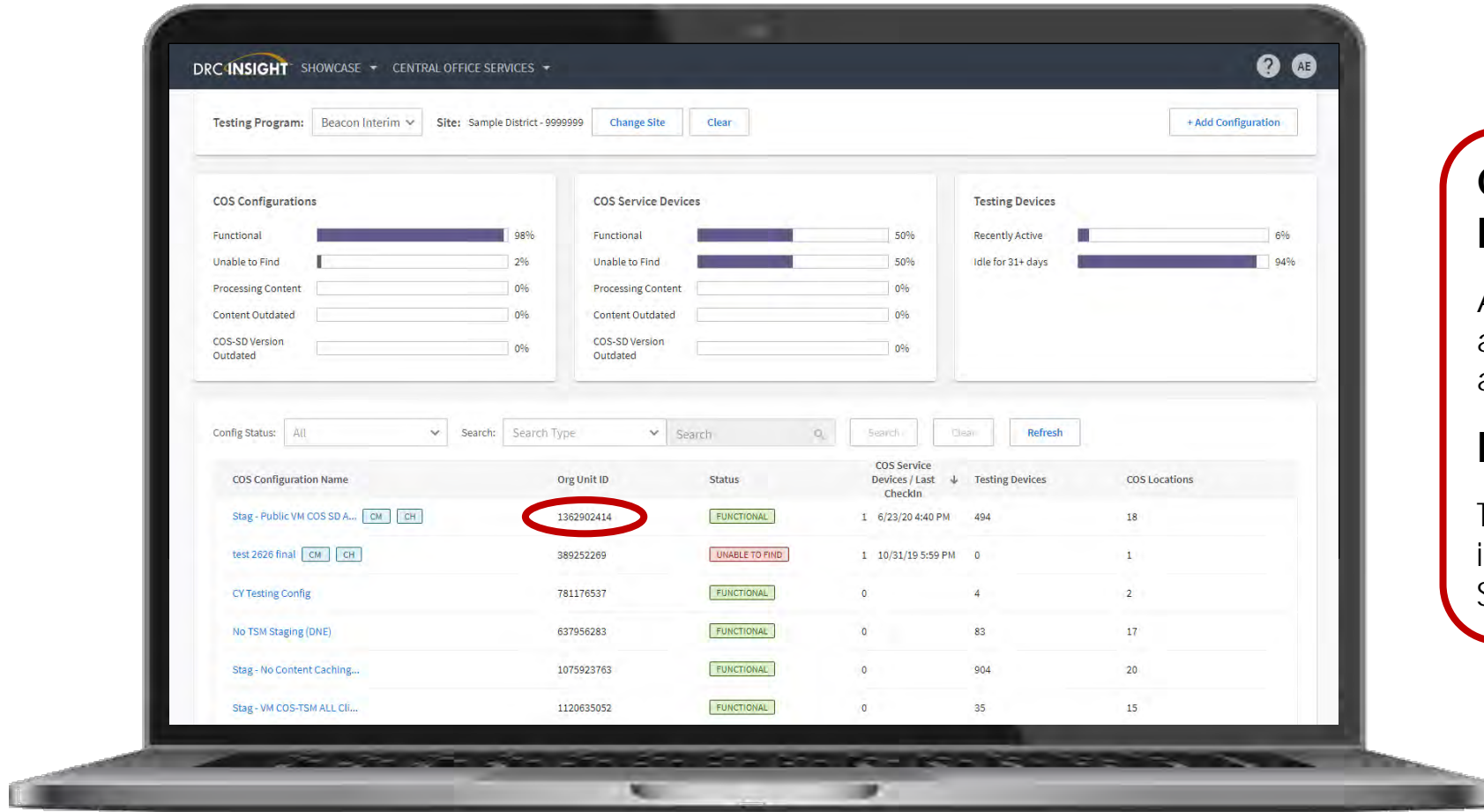
Step 2: Find the existing COS Configuration to which we want to associate the new COS-SD

2. Select the Testing Program
3. Search for the Site (School or District)
4. Search for the existing COS Configuration
5. Verify the name and Org Unit ID and then click "Complete" to complete the configuration wizard



COS Dashboard

Activity 1



Central Office Services Dashboard

A new COS Configuration will appear on the COS Dashboard after about 3-5 minutes

Note the COS Org Unit ID

This will be used for manual installs of the DRC INSIGHT Secure Applications



Activity 2

Installing DRC INSIGHT Secure Applications

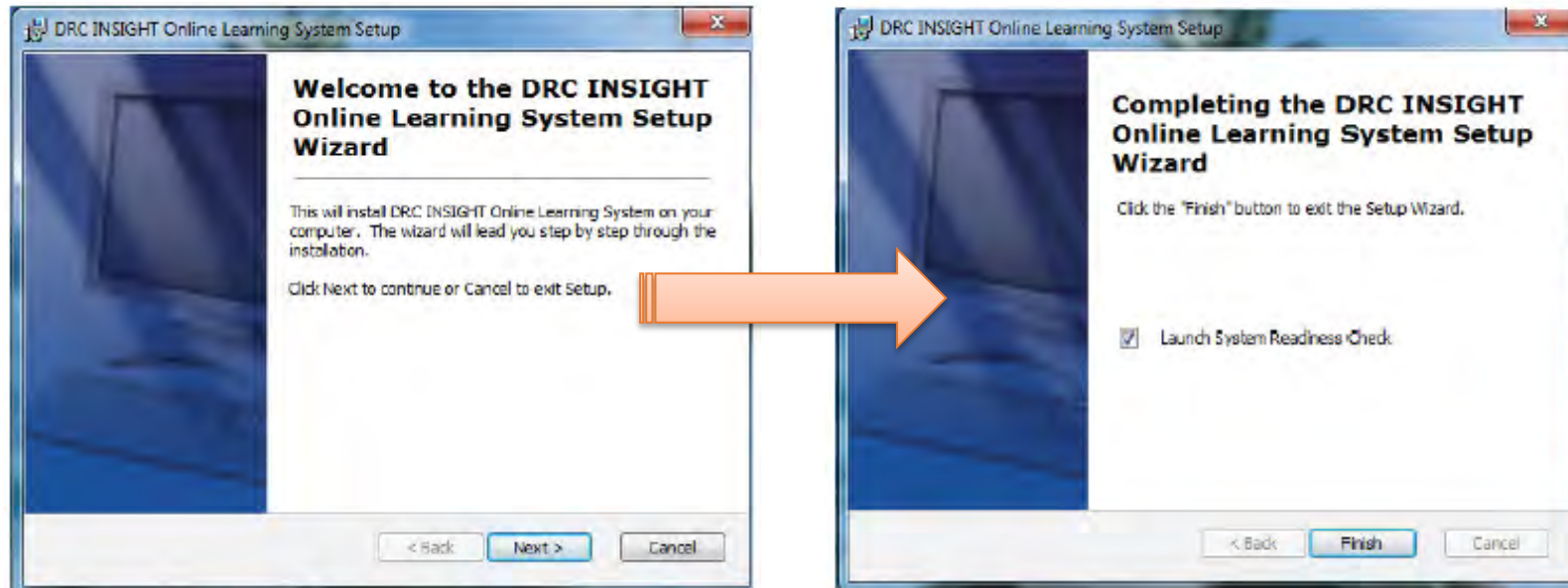


Installing DRC INSIGHT Secure Applications

Activity 2

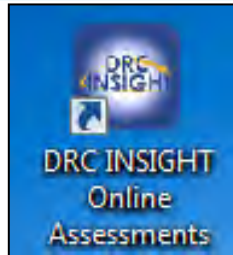


DRC INSIGHT Secure Applications are installed on each testing device
This software can be manually installed on each testing device or using mass distribution solutions to install on a group of testing device



Installing DRC INSIGHT Secure Applications

Activity 2



Configuration Not Found

Please raise your hand and wait for help.

Contact your technical resource and provide them with the following information:

DRC INSIGHT cannot retrieve the configuration profile associated with this device because it cannot find the Device Toolkit ORG Unit ID. The ORG Unit ID was entered incorrectly, was deleted, or was not assigned to this device.

Click **Assign Device to ORG Unit** to enter the correct ORG Unit ID or click **Cancel** to end the process.

- Launch DRC INSIGHT
- Register with a COS Configuration by clicking "Assign Device to ORG Unit"

Device Registration

1. To add the device to a Device Toolkit ORG Unit, enter the ORG Unit ID (or copy and paste it) and click **Add**.
Note: You can repeat this step if you want to access more than one testing program from this device.

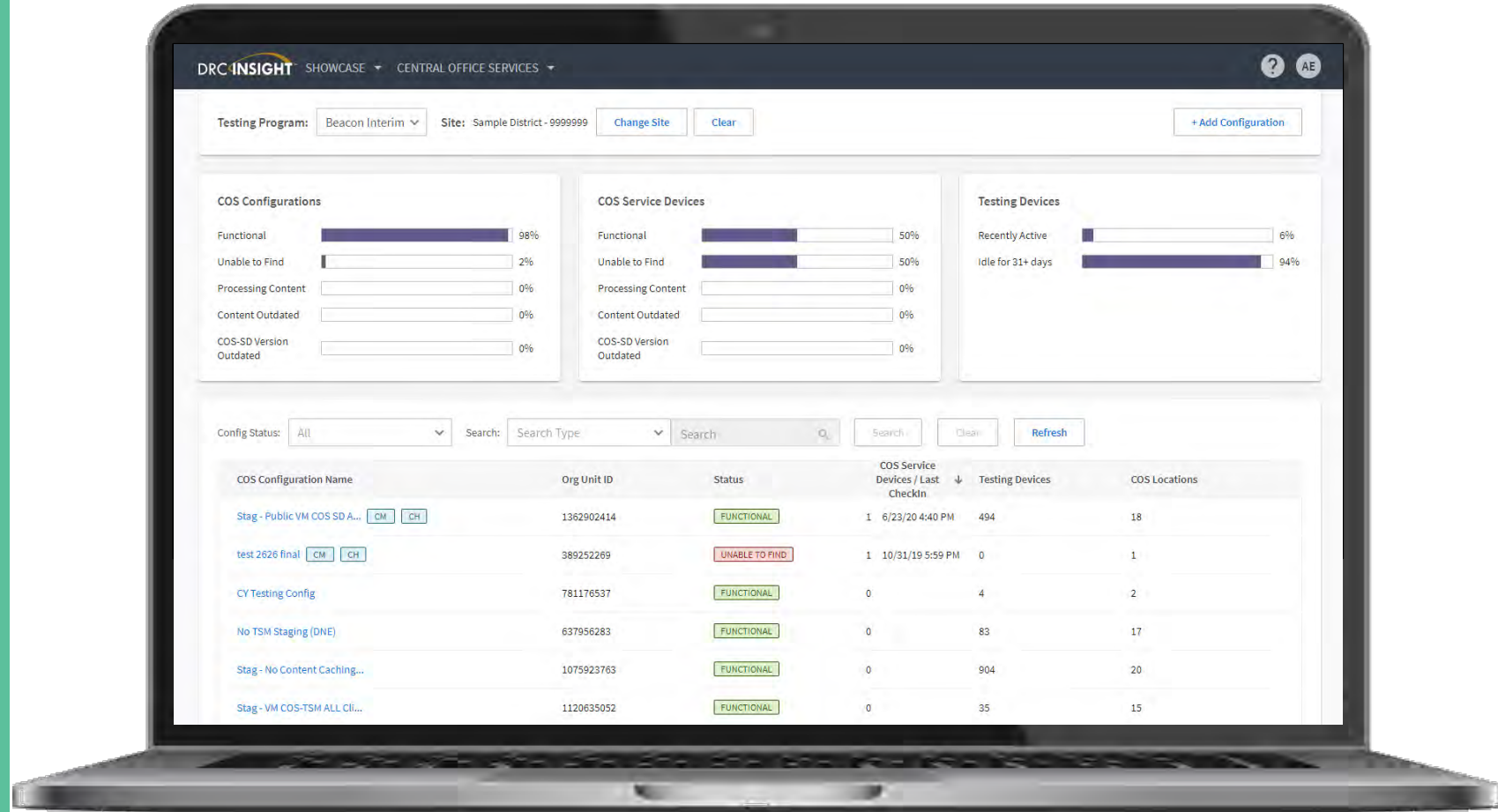
2. When you are ready, click **Register** to register the device or **Cancel** to cancel the process.

- Enter the ORG Unit ID from Activity 2 click "Add"
- After adding the ORG Unit, click "Register"



Activity 3

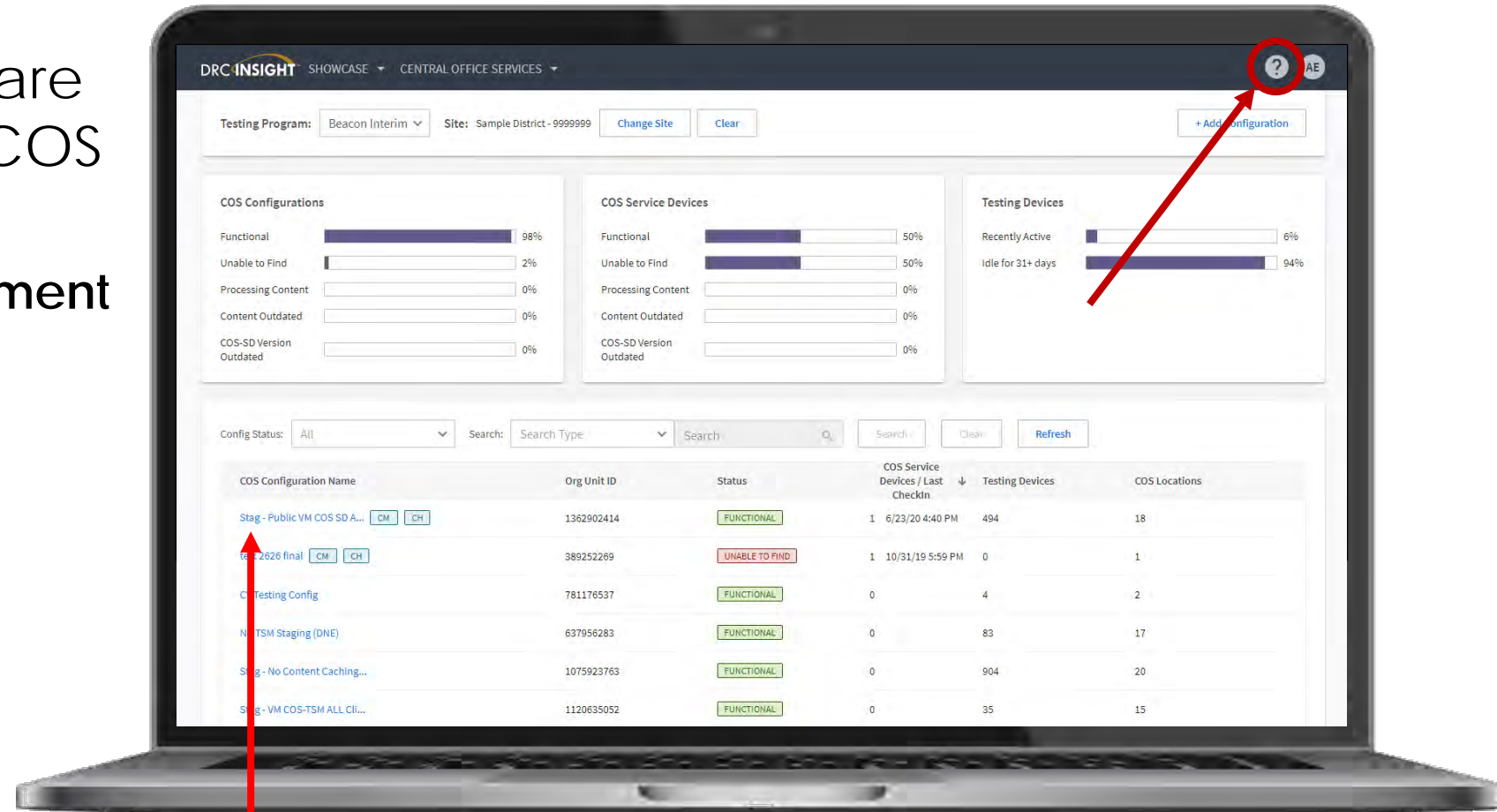
Managing COS Configurations



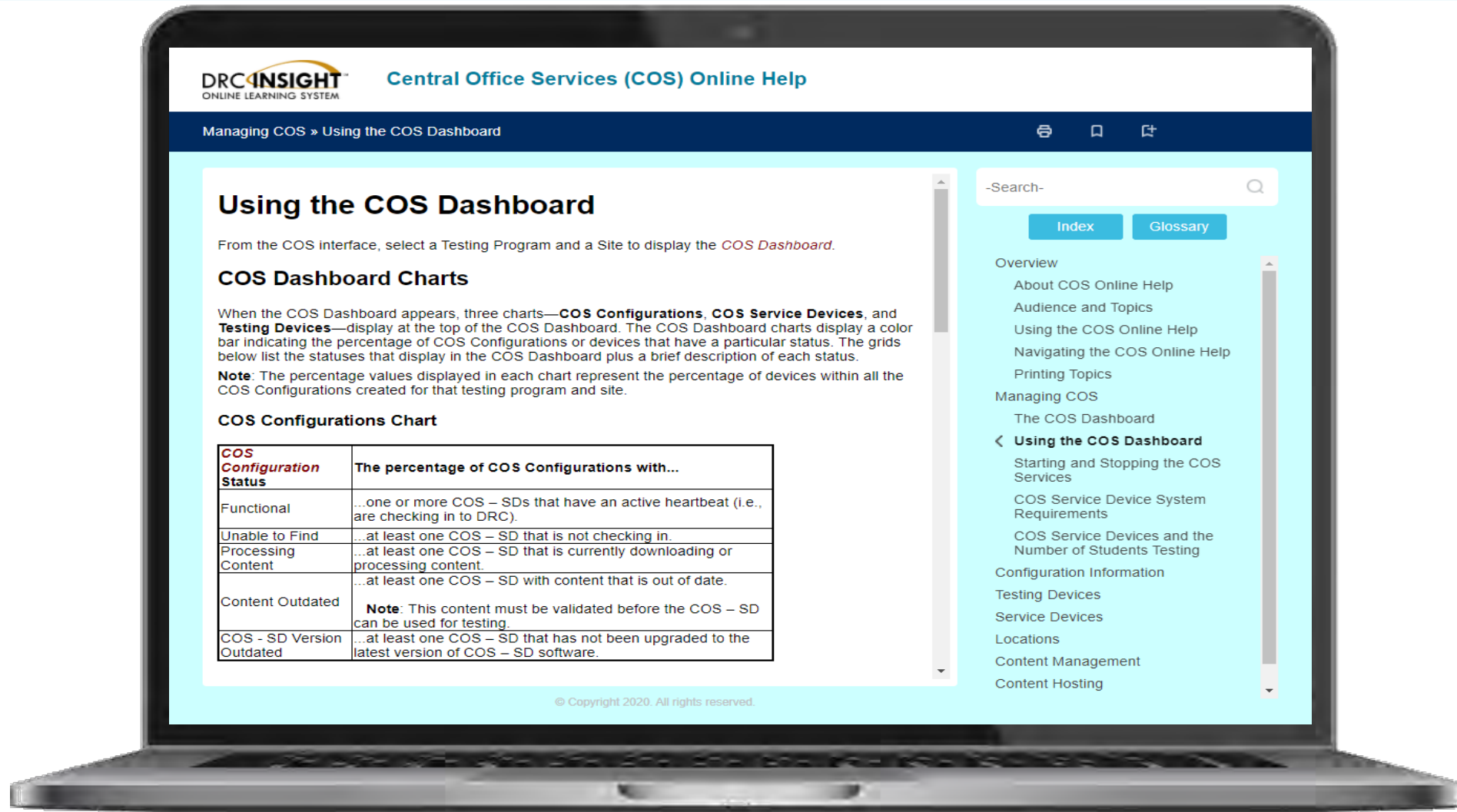
Managing COS Configurations

COS Configurations are managed from the COS Dashboard

- Use **Content Management** to manage content hosted by the COS Configurations
- Manage Devices in COS Configurations



Select name to manage a COS Configuration



Using the COS Dashboard

From the COS interface, select a Testing Program and a Site to display the *COS Dashboard*.

COS Dashboard Charts

When the COS Dashboard appears, three charts—**COS Configurations**, **COS Service Devices**, and **Testing Devices**—display at the top of the COS Dashboard. The COS Dashboard charts display a color bar indicating the percentage of COS Configurations or devices that have a particular status. The grids below list the statuses that display in the COS Dashboard plus a brief description of each status.

Note: The percentage values displayed in each chart represent the percentage of devices within all the COS Configurations created for that testing program and site.

COS Configurations Chart

COS Configuration Status	The percentage of COS Configurations with...
Functional	...one or more COS – SDs that have an active heartbeat (i.e., are checking in to DRC).
Unable to Find	...at least one COS – SD that is not checking in.
Processing Content	...at least one COS – SD that is currently downloading or processing content.
Content Outdated	...at least one COS – SD with content that is out of date. Note: This content must be validated before the COS – SD can be used for testing.
COS - SD Version Outdated	...at least one COS – SD that has not been upgraded to the latest version of COS – SD software.

-Search-

Index Glossary

- Overview
 - About COS Online Help
 - Audience and Topics
 - Using the COS Online Help
 - Navigating the COS Online Help
 - Printing Topics
- Managing COS
 - The COS Dashboard
 - < Using the COS Dashboard**
 - Starting and Stopping the COS Services
 - COS Service Device System Requirements
 - COS Service Devices and the Number of Students Testing
- Configuration Information
 - Testing Devices
 - Service Devices
 - Locations
 - Content Management
 - Content Hosting

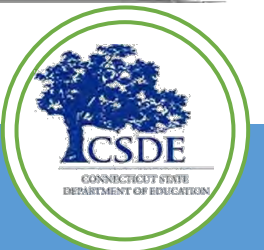
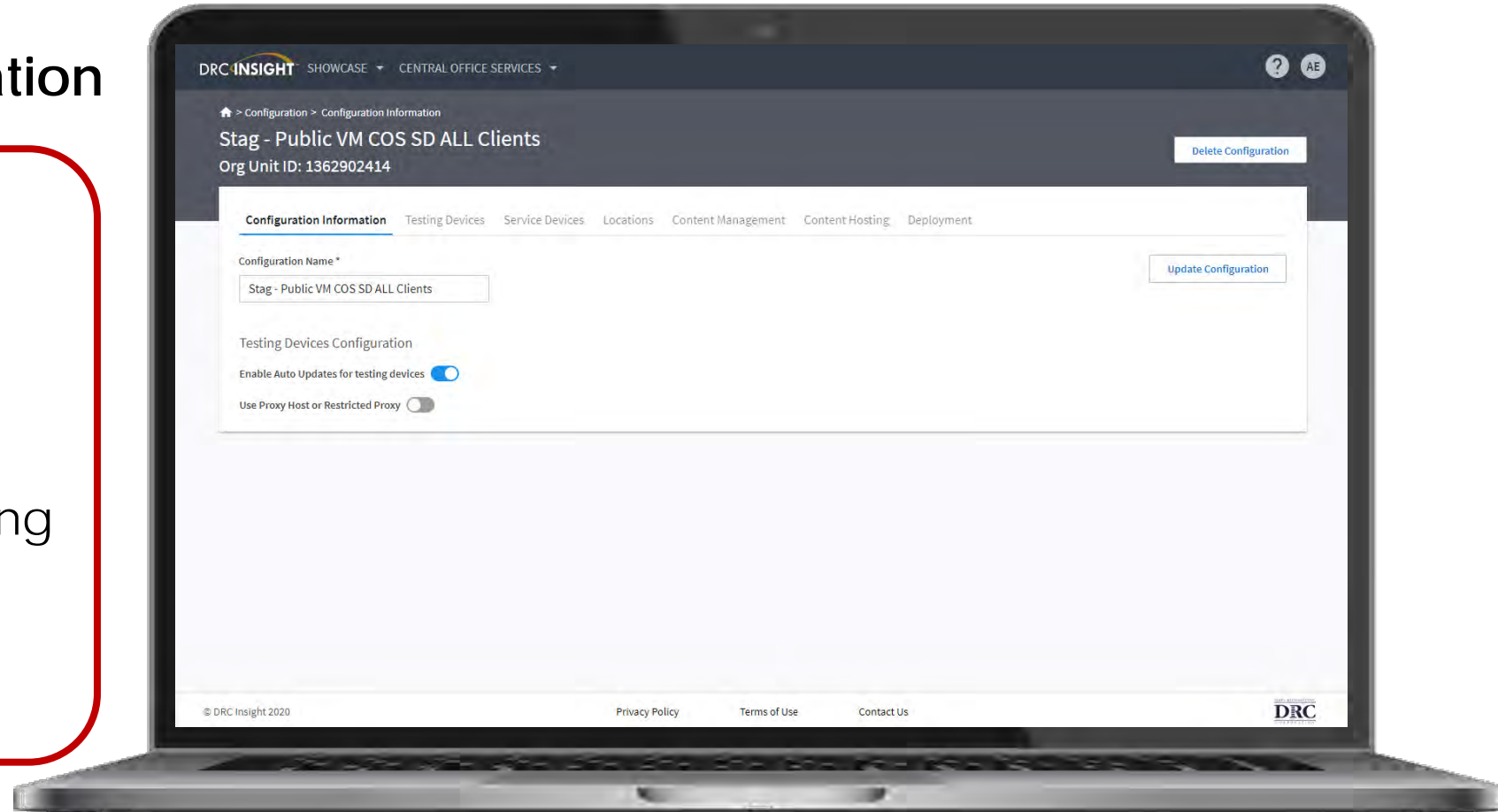




Configuration Information

Ability to:

- Update COS Configuration name
- Change Enable Auto Updates for Windows, macOS and Linux testing devices
- Change the use of a proxy host if required



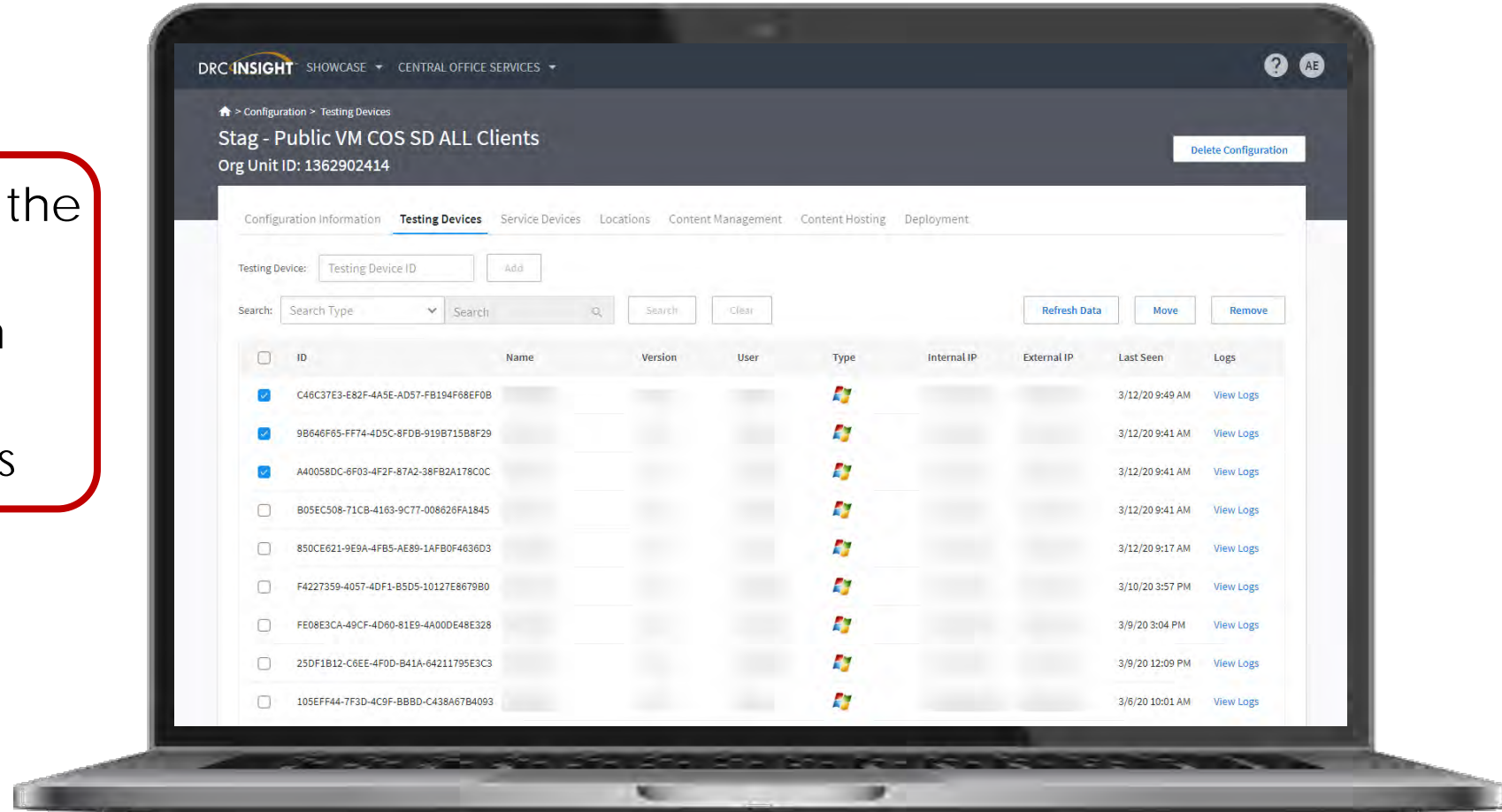
Managing COS Configurations

Activity 3



Testing Devices

- Verify Devices' status in the COS Configuration
- Move devices between COS Configurations
- Remove Testing Devices

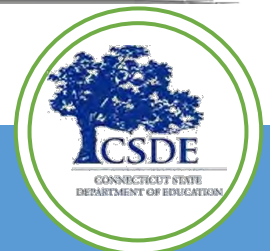
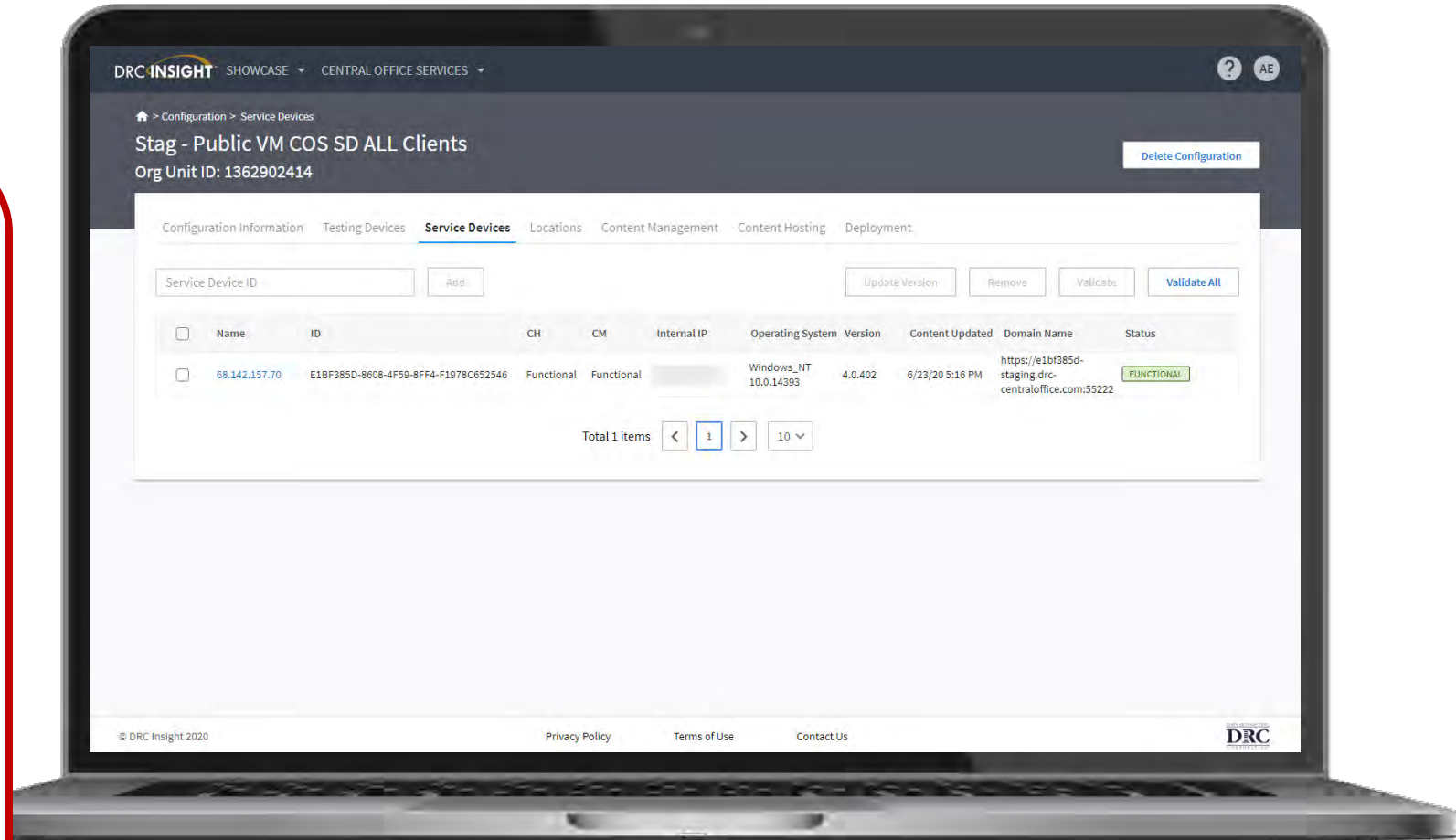




Service Devices

Ability to:

- Verify status of the COS Service Devices in the COS Configuration
- Add and Remove COS Service Devices
- Update software version of the device
- Validate device content
- Change the COS Service Device name



Managing COS Configurations

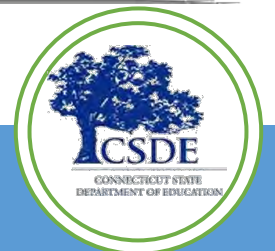
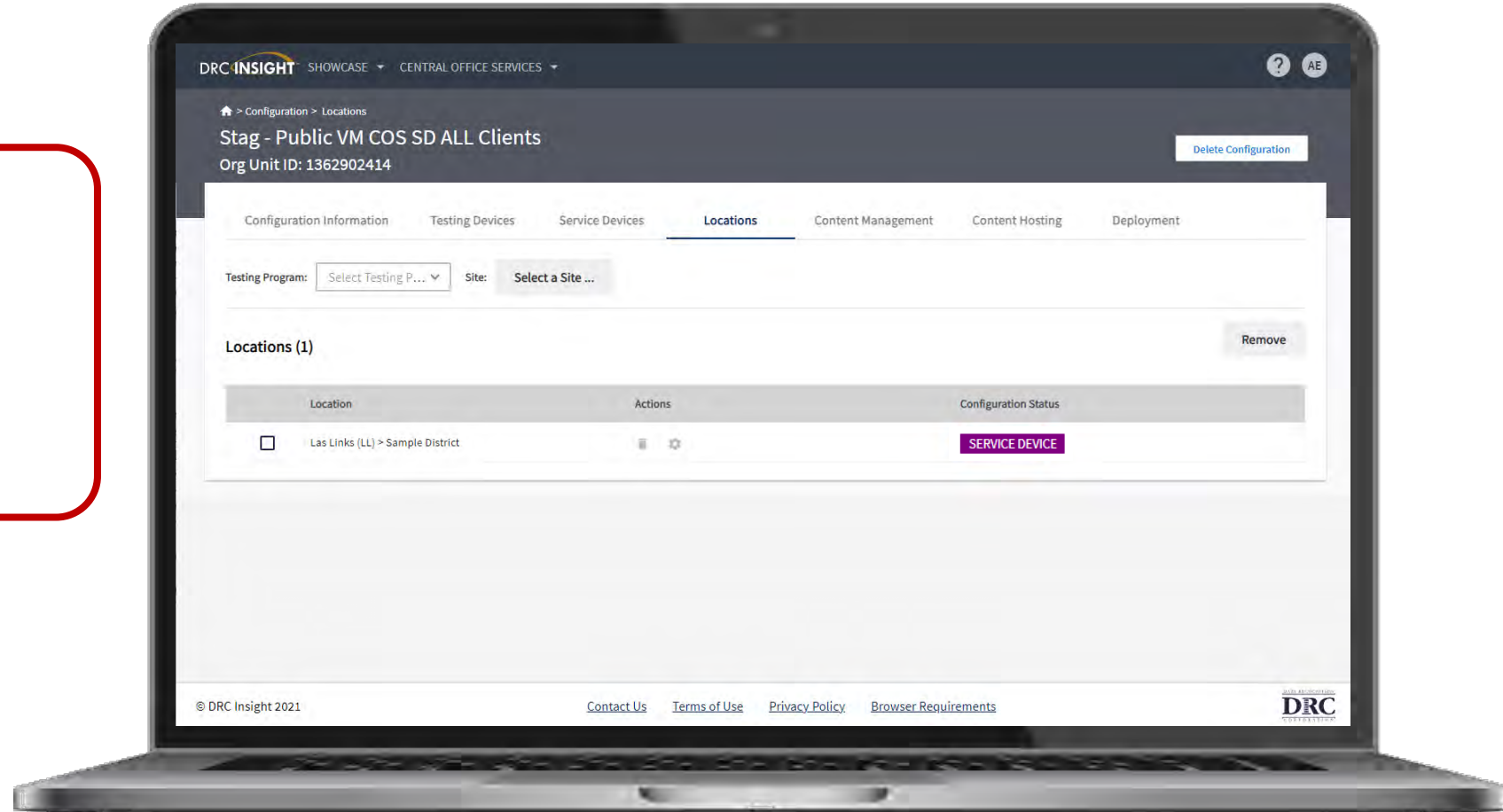
Activity 3



Locations

Ability to:

- Verify status of the testing programs in the COS Configuration
- Add and Remove testing programs

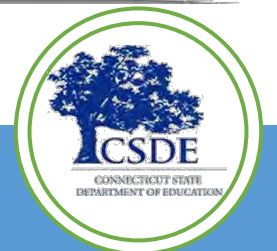
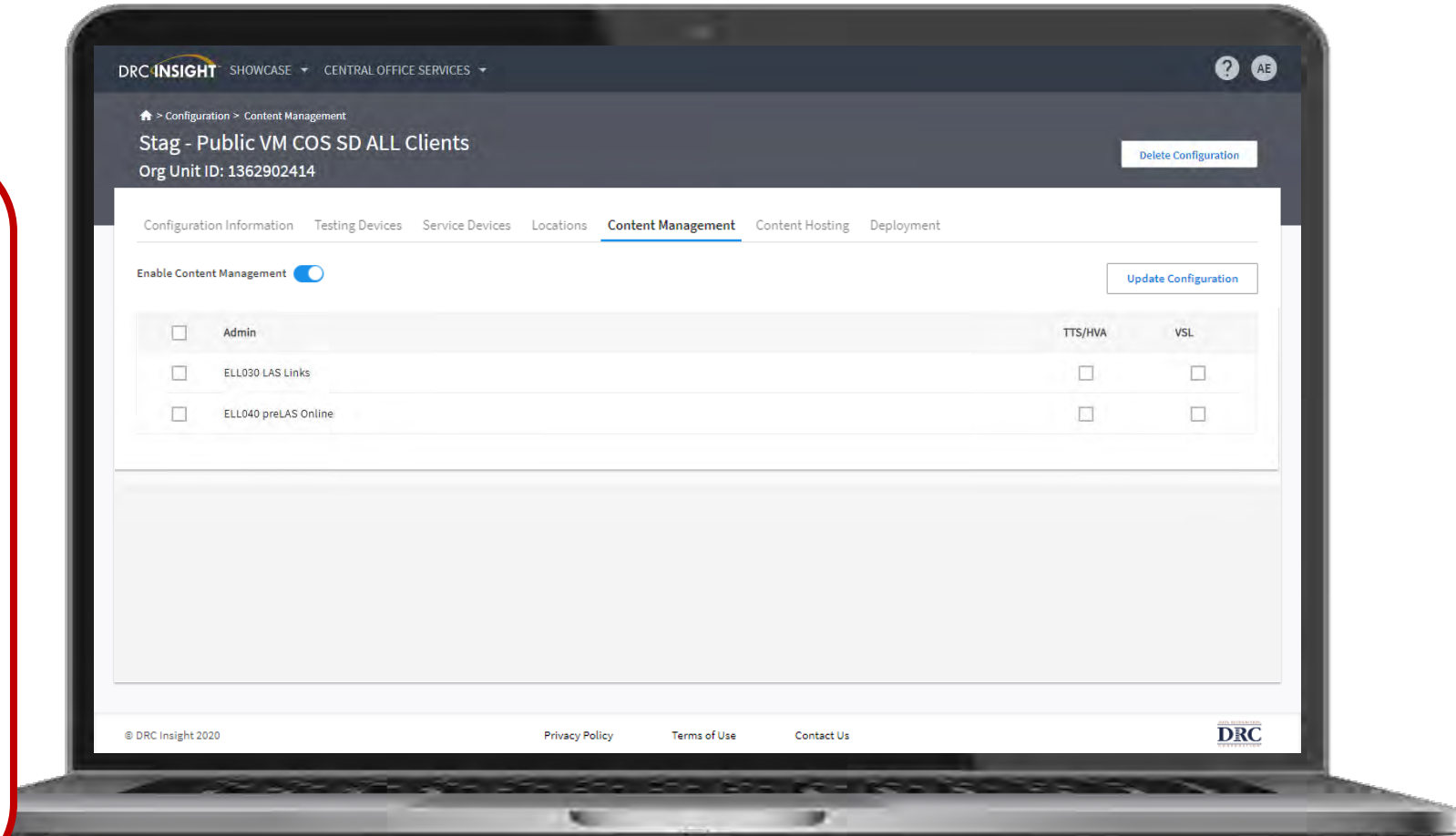




Content Management

Ability to:

- Select the appropriate testing content to be hosted on the COS Service Device
- Select any accommodations to be hosted on the COS Service Device
 - TTS/HVA accommodations will be "checked" if they were selected in the prior year
 - VSL accommodation needs to be selected each year

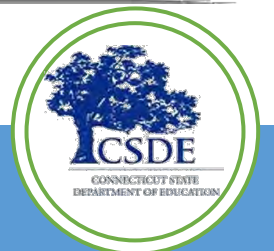
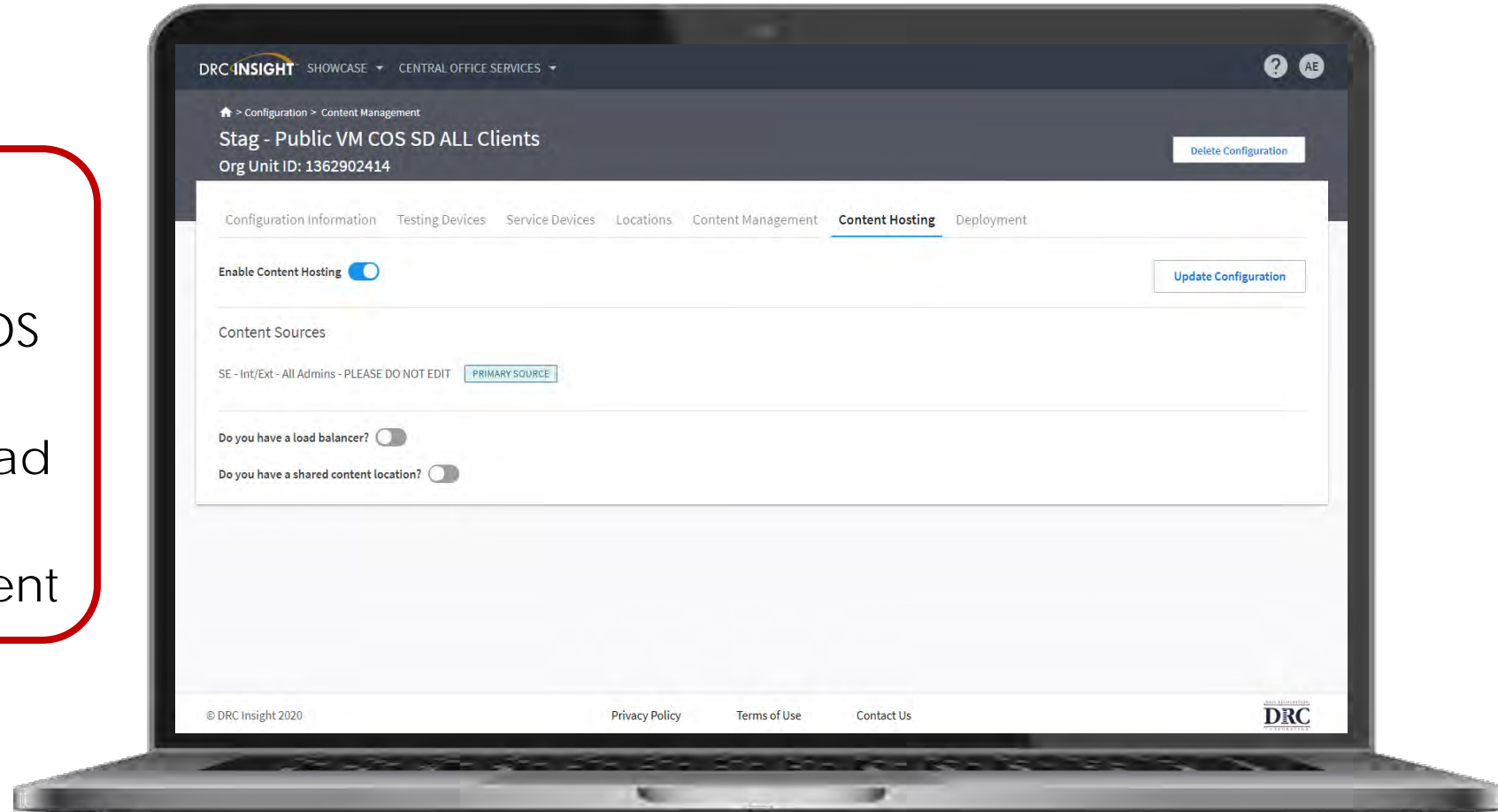




Content Hosting

Ability to:

- Enable or disable Content Hosting by COS Configuration
- Manage Hardware Load Balancers
- Manage Shared Content



Assigning Testing Devices to a COS Configuration

Activity 3



DATA RECOGNITION
DRC
CORPORATION

Two methods to assign testing devices:

1. Manually assign COS ORG Unit ID to testing devices (Activity 2)
2. Within COS, create configuration script for deployment to testing devices



Create Configuration Script for Deployment to Testing Devices

Activity 3

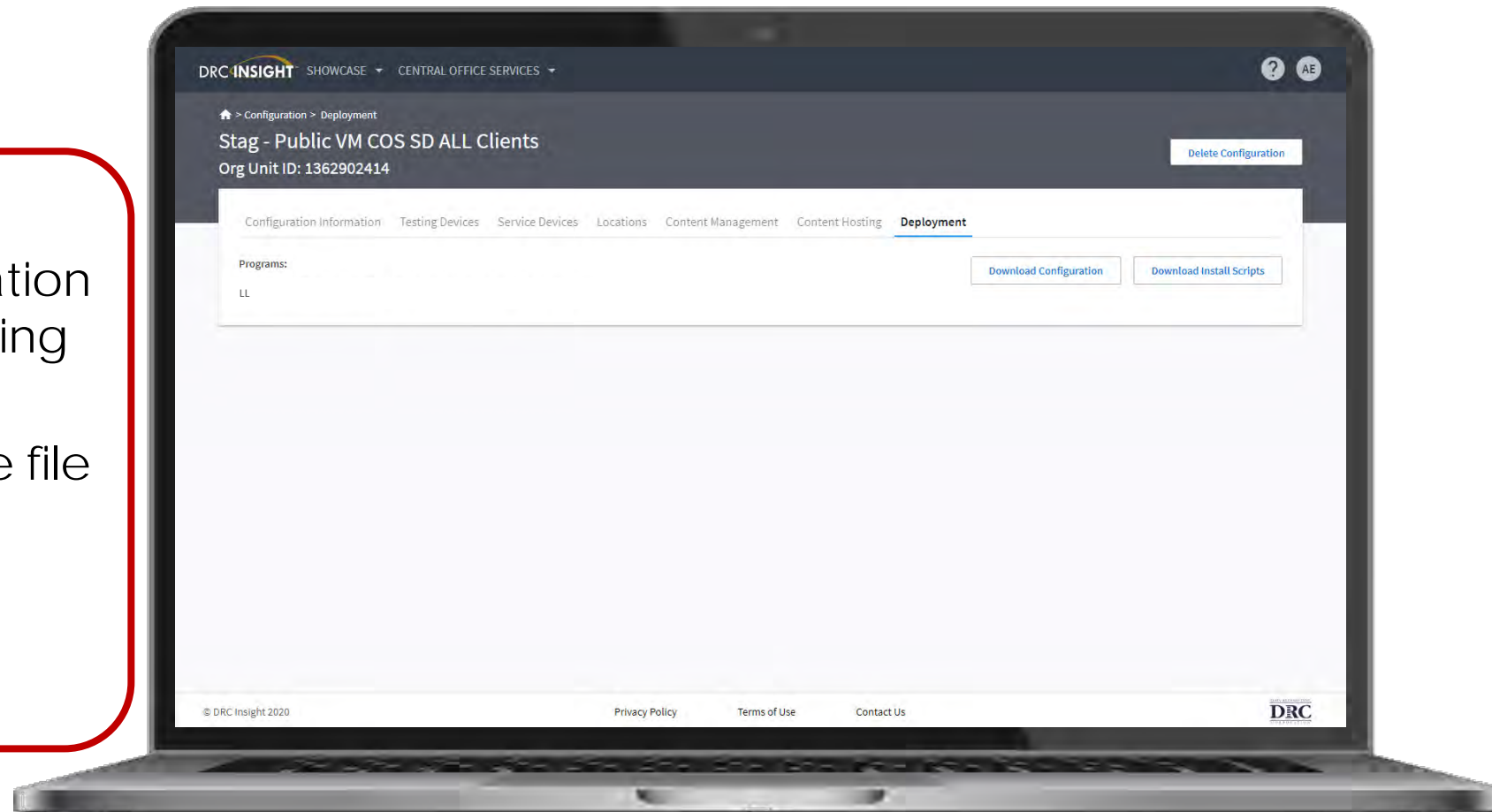


DATA RECOGNITION
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Deployment

Ability to:

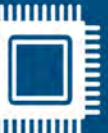
- Create COS Configuration distribution files for Testing Devices
- Save and distribute the file to testing devices
(See Technology User Guide Volume III: DRC INSIGHT)



Support and Troubleshooting Resources



TROUBLESHOOTING



Troubleshooting Common Issues

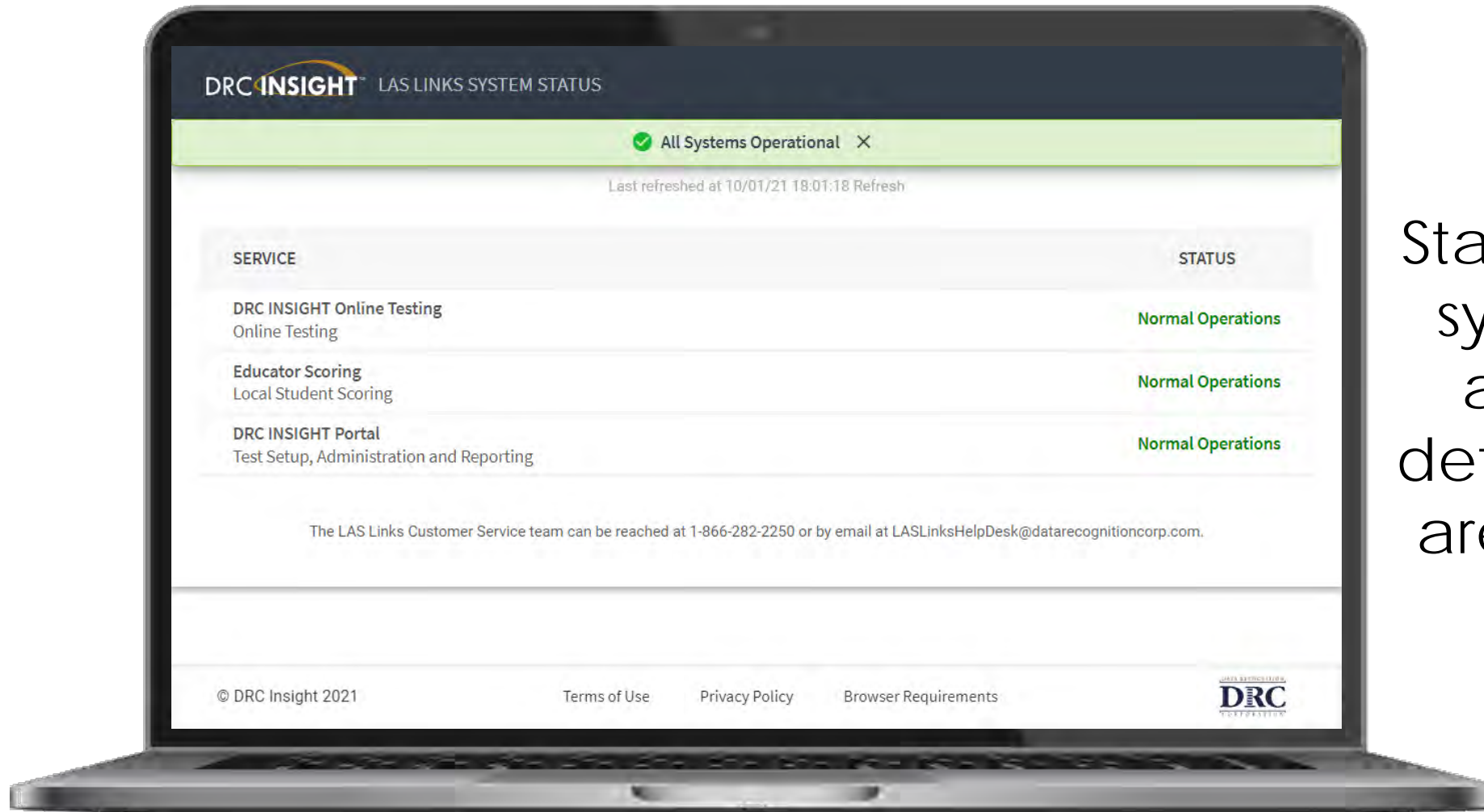
Sites should have a plan for remedying issues during testing and escalating issues when necessary.

Common issues include:

- Network connection issues
- Configuration not found
- Peripherals not setup before testing
- No Audio



Online System Status



Status of each system, with additional details, if issues are identified

Response Processing – Extended Retry Logic

If DRC INSIGHT cannot send a response due to network connection issues, this error message is displayed



A connection is re-established quickly

or

Tester is directed to select "Exit the Test"

or

Tester is directed to wait on Connection Retry page

Connection is re-established

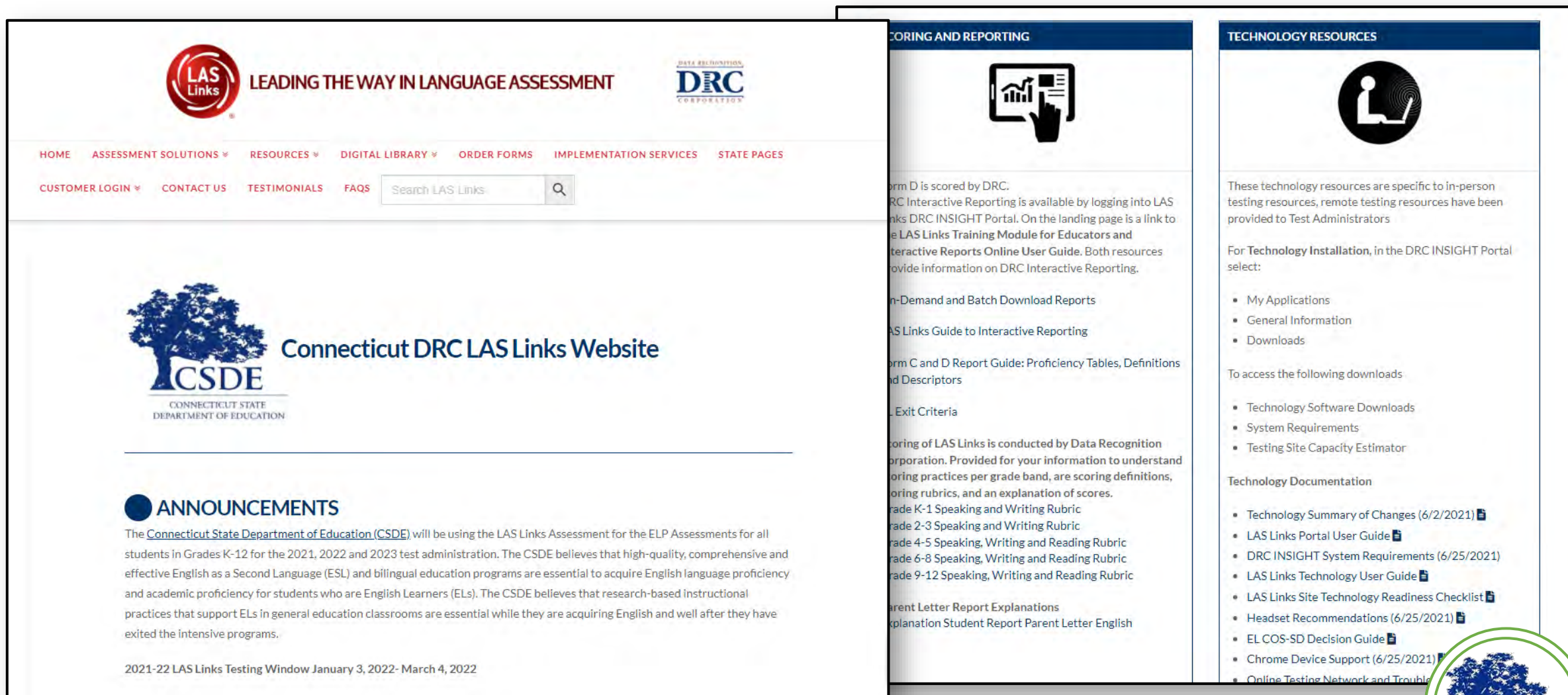
Retries timeout after 5 minutes – tester sees "Connection Error"

[Tech Bulletin: Extended Retries](#)

DRC Online Readiness Documents and Tools

SITE READINESS OVERVIEW	Comprehensive overview of the approach to site readiness to deliver online testing
SYSTEM REQUIREMENTS	Detailed information on supported devices and operating systems
TECHNOLOGY USER GUIDE	Comprehensive, user-friendly set of manuals for school and district users
SITE TECHNOLOGY READINESS CHECKLIST	Reference checklist and planning tool for sites administering assessments online
SITE CAPACITY ESTIMATOR	Estimates response times based on site-specific factors
ONLINE TESTING NETWORK EVALUATION CHECKLIST	Reference checklist and planning tool for sites to assess the site's network readiness
COS SERVICE DEVICE DECISION GUIDE	Guide to help determine the best configuration for site content management
ALL-IN-ONE QUICK REFERENCE GUIDES – WINDOWS AND macOS	Install and configure COS Service Device and DRC INSIGHT on a single testing device
TECH BULLETIN: EXTENDED RETRIES	Describes Extended Retries feature to address testing device connection issues

Accessing DRC Online Readiness Documents and Tools



The screenshot displays the Connecticut DRC LAS Links Website. The top navigation bar includes links for HOME, ASSESSMENT SOLUTIONS, RESOURCES, DIGITAL LIBRARY, ORDER FORMS, IMPLEMENTATION SERVICES, and STATE PAGES. A search bar is located on the right side of the navigation bar. The main content area features the CSDE logo and the text "Connecticut DRC LAS Links Website". Below this, there is an "ANNOUNCEMENTS" section with a heading and a paragraph of text. The right side of the screenshot shows a sidebar with two sections: "SCORING AND REPORTING" and "TECHNOLOGY RESOURCES". The "SCORING AND REPORTING" section includes a list of links for Form D, Form C and D Report Guide, and Exit Criteria. The "TECHNOLOGY RESOURCES" section includes a list of links for My Applications, General Information, Downloads, Technology Software Downloads, System Requirements, and Testing Site Capacity Estimator.

ANNOUNCEMENTS

The [Connecticut State Department of Education \(CSDE\)](#) will be using the LAS Links Assessment for the ELP Assessments for all students in Grades K-12 for the 2021, 2022 and 2023 test administration. The CSDE believes that high-quality, comprehensive and effective English as a Second Language (ESL) and bilingual education programs are essential to acquire English language proficiency and academic proficiency for students who are English Learners (ELs). The CSDE believes that research-based instructional practices that support ELs in general education classrooms are essential while they are acquiring English and well after they have exited the intensive programs.

2021-22 LAS Links Testing Window January 3, 2022- March 4, 2022

SCORING AND REPORTING

- Form D is scored by DRC.
- DRC Interactive Reporting is available by logging into LAS Links DRC INSIGHT Portal. On the landing page is a link to the LAS Links Training Module for Educators and Interactive Reports Online User Guide. Both resources provide information on DRC Interactive Reporting.
- On-Demand and Batch Download Reports
- LAS Links Guide to Interactive Reporting
- Form C and D Report Guide: Proficiency Tables, Definitions and Descriptors
- Exit Criteria

Scoring of LAS Links is conducted by Data Recognition Corporation. Provided for your information to understand scoring practices per grade band, are scoring definitions, scoring rubrics, and an explanation of scores.

- Grade K-1 Speaking and Writing Rubric
- Grade 2-3 Speaking and Writing Rubric
- Grade 4-5 Speaking, Writing and Reading Rubric
- Grade 6-8 Speaking, Writing and Reading Rubric
- Grade 9-12 Speaking, Writing and Reading Rubric

Parent Letter Report Explanations

Explanation Student Report Parent Letter English

TECHNOLOGY RESOURCES

These technology resources are specific to in-person testing resources, remote testing resources have been provided to Test Administrators

For **Technology Installation**, in the DRC INSIGHT Portal select:

- My Applications
- General Information
- Downloads

To access the following downloads:

- Technology Software Downloads
- System Requirements
- Testing Site Capacity Estimator

Technology Documentation

- Technology Summary of Changes (6/2/2021)
- LAS Links Portal User Guide
- DRC INSIGHT System Requirements (6/25/2021)
- LAS Links Technology User Guide
- LAS Links Site Technology Readiness Checklist
- Headset Recommendations (6/25/2021)
- EL COS-SD Decision Guide
- Chrome Device Support (6/25/2021)
- Online Testing Network and Troubleshooting

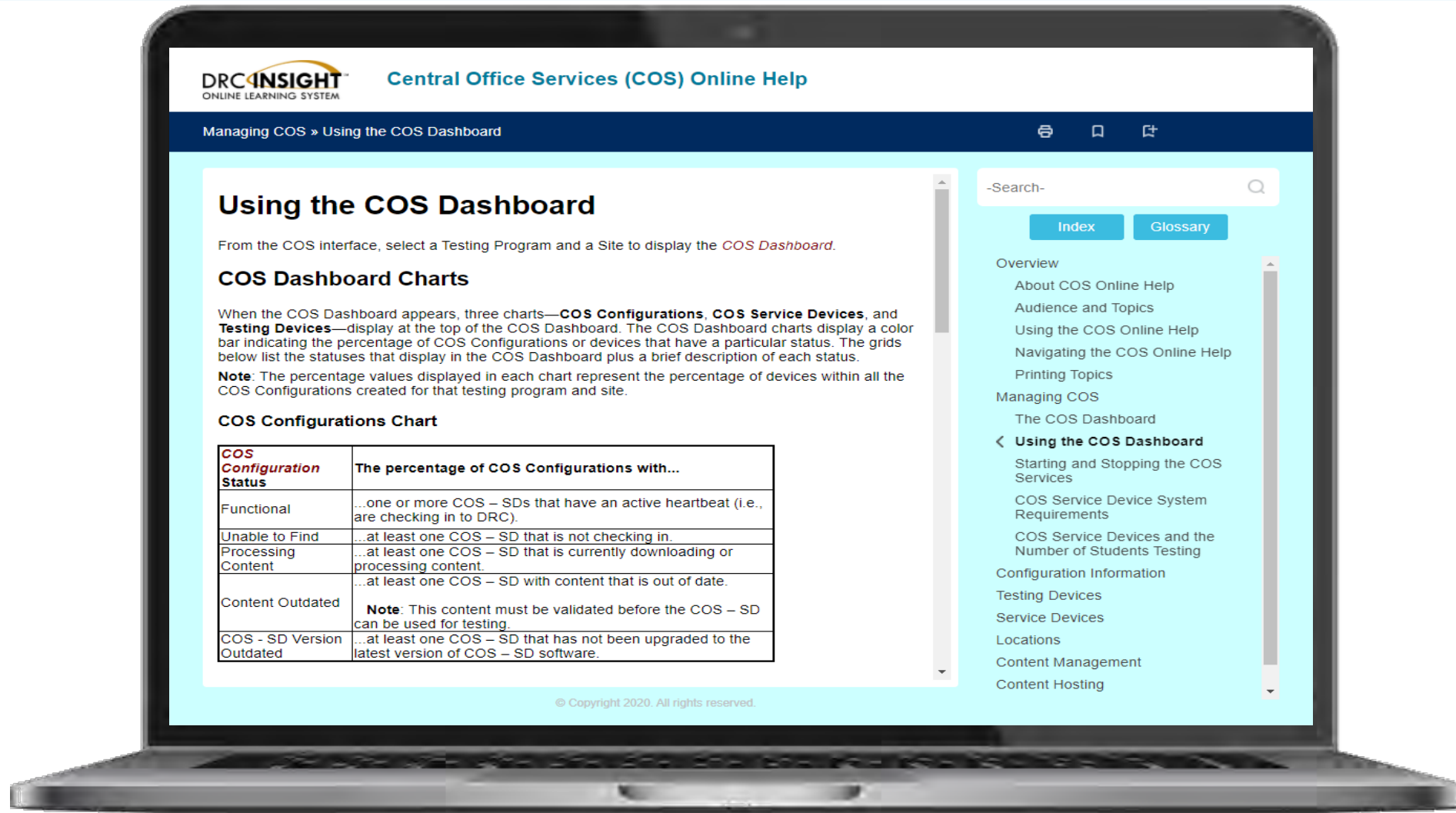


Technology User Guide

Title	Content Summary
Volume I: Introduction to Online Testing	Provides overview of the DRC INSIGHT technical components
Volume II: Central Office Services (COS)	Details on Central Office System, including the COS Service Device
Volume III: DRC INSIGHT	Detailed instructions for installing and using DRC INSIGHT
Volume IV: Troubleshooting	Solutions for most common issues



Central Office Service Embedded Online Help



Using the COS Dashboard

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COS Dashboard Charts

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Site Technology Readiness Checklist



Site Technology Readiness Checklist

Deploying DRC Online Assessments





CHECKLIST INTRODUCTION

This document is a guide for sites implementing DRC INSIGHT Online assessments. It is structured to be used by Technology Coordinators and other educators within schools and districts as they prepare to administer DRC INSIGHT Online testing.

The checklist is designed to identify various factors that a site should address to provide a positive student online testing experience.

The checklist is organized by the timeframes and categories of the activities.

Timeframes

- 2-3 Months Before Testing
- 1-2 Months Before Testing
- 2-4 Weeks Before Testing
- 1-2 Weeks Before Testing
- Day of Testing

Categories

- Communication
- Site Planning, Scheduling and Logistics
- Technology – Testing Device Setup
- Technology – Network Configuration
- Technology – COS Service Device Setup
- Training

Successful implementation of online assessments requires teachers, test administrators, technology coordinators, district assessment coordinators, principals, curriculum directors, and others to work together as a site planning team. This site planning team should start meeting at least three months before the start of testing.

As you use this checklist, remember to update it regularly to ensure that it reflects the current status of the technological resources at your site.

SITE TECHNOLOGY READINESS ACTIVITIES

2-4 Weeks Before Testing

Communication

- Work with district technology staff and test coordinators to develop a support plan to handle testing issues.

Technology – Testing Device Setup

- Confirm with the District Technology Coordinator that all installations have been completed (COS Service Device and DRC INSIGHT Secure Application) and run a System Readiness Check.

Technology – Network Configuration

- After test dates have been selected, check to see if other activities are scheduled at the site during these testing dates that will also use network bandwidth, especially in areas where the same wireless access points will be used for testing.

Training

- Allow students time to practice taking the tests through Online Tools Training (OTT) so they are familiar with the testing application before they take the test.

1-2 Weeks Before Testing

Communication

- Reconfirm the final testing plans/schedule with Test Coordinators.
- Send a reminder email to staff to avoid using the network for bandwidth-intensive projects during the testing dates.

Site Planning, Scheduling and Logistics

- Conduct a final technology walkthrough before the first day of testing.

Technology – COS Service Device Setup

- From the Central Office Services application within the DRC INSIGHT Portal, navigate to Content Management and confirm the testing content for the test administrations and necessary accommodation requests. Verify that the content has been downloaded to the COS Service Device.



DRC INSIGHT Headset Guidance



DRC INSIGHT Headset Guidance

The following audio guidelines are to help maximize the potential for testing success:

- Make sure the headset is set as the preferred playback device.
- Students will not be able to adjust the volume on their device once the DRC INSIGHT Secure Application is launched. Make sure the audio is not muted and the volume is turned up before launching the application.
- If headsets are shared between students, be sure to properly sanitize the devices between use.
- To optimize the testing experience for all students, it is suggested the testing environment allows for ample space between students. Even with headsets, audio from the assessment may still be audible a few feet away from the student.

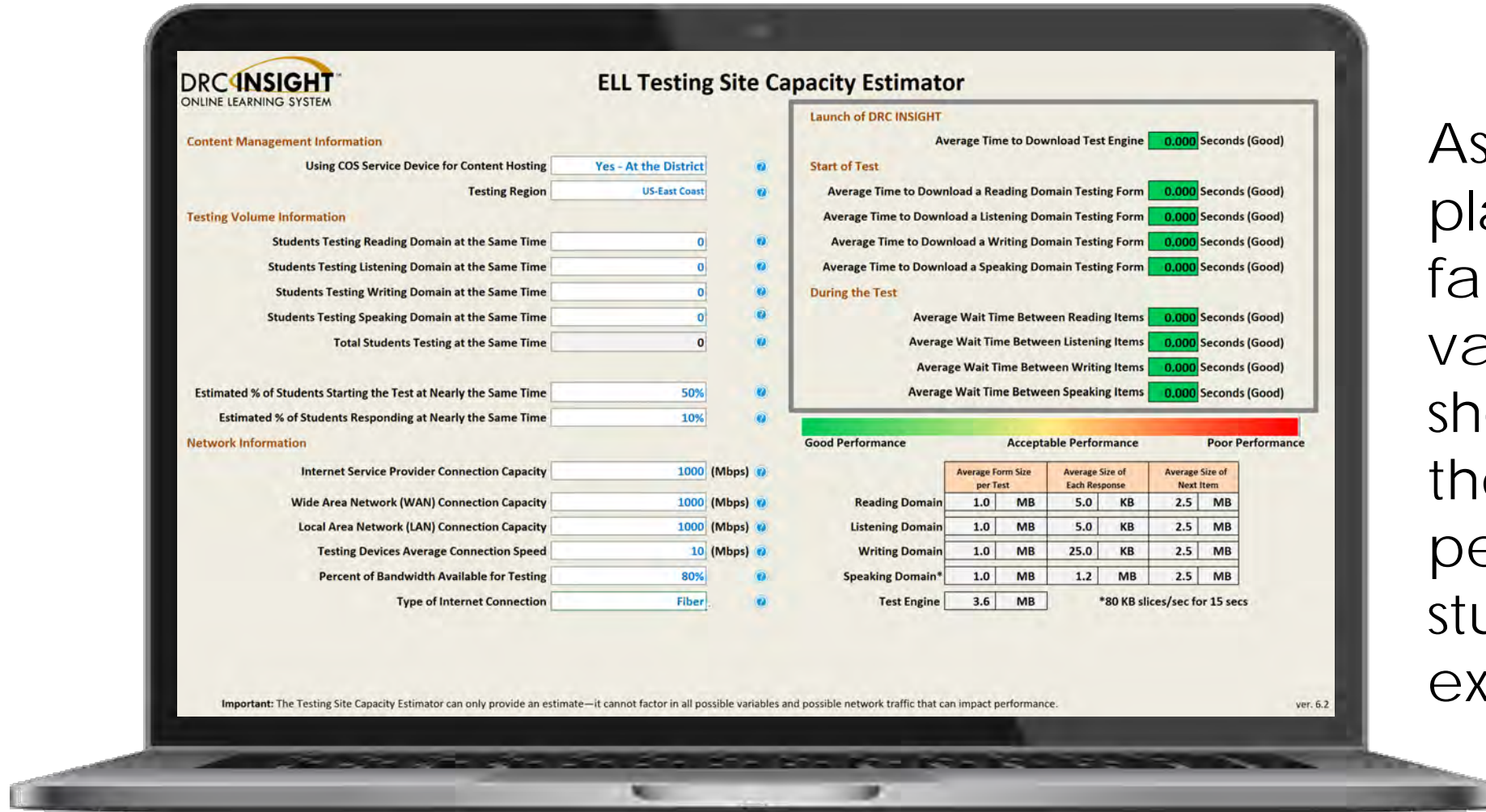
The following chart outlines guidance on headset features for use with DRC INSIGHT.

Configuration	Suitability	Pros and Cons
Over the ear headset	Ideal	Comfortable when worn for a longer time period by students of different ages. Weight and size of headsets can be selected based on students' age. Portable headsets are smaller and lighter and hence may be suitable for younger students. Deluxe headsets are larger and heavier but have the advantage of reducing more noise.
Noise canceling headphones	Acceptable	Noise cancellation often does not cancel out the sound of human voices, so this feature provides less benefit. Many headsets with a noise cancellation feature require a power source (e.g., batteries or USB connection).
Ear buds or ear headphones	Acceptable	Sound volume can vary based on the positioning of the buds in the ear, resulting in inconsistent audio playback.
Device speakers	Marginal	Audio playback built into devices generally do not offer very high fidelity, which can lead to poor audio quality. Device speakers do not offer privacy during the test.
Bluetooth or wireless headsets	Not recommended	To ensure test security, students should not use Bluetooth or wireless headsets. Some Bluetooth devices can be connected to multiple devices at once. This creates the possibility for students to connect them to their testing device and their smartphones. Test Administrators need to be aware that smartphones are turned off and/or not present and not connected to any peripherals a student is using during the assessment.
Play Back Mode: Stereo	Optional	The sound files of the assessment are recorded and played back in stereo.
Connector Plug: • USB • Single 3.5 mm plug (TRRS) • Dual 3.5 mm plugs (TRS)	Optional	Many USB-connected headsets require driver installation and need to be manually enabled as the preferred playback device. Some computers have two ports for connecting audio-out and audio-in separately, while others have one port for both. Make sure to check your specific equipment before purchasing headsets. Adapters for both types are widely available.
Volume Control: Inline	Optional	This is a nice optional feature as headsets that do not have an inline volume control will need to be tested for volume prior to launching DRC INSIGHT Secure Application.

Guidance for delivering assessments with audio to help maximize the potential for testing success



Testing Site Capacity Estimator for ELL Assessment



DRC INSIGHT
ONLINE LEARNING SYSTEM

ELL Testing Site Capacity Estimator

Content Management Information

Using COS Service Device for Content Hosting: ⓘ

Testing Region: ⓘ

Testing Volume Information

Students Testing Reading Domain at the Same Time: ⓘ

Students Testing Listening Domain at the Same Time: ⓘ

Students Testing Writing Domain at the Same Time: ⓘ

Students Testing Speaking Domain at the Same Time: ⓘ

Total Students Testing at the Same Time: ⓘ

Estimated % of Students Starting the Test at Nearly the Same Time: ⓘ

Estimated % of Students Responding at Nearly the Same Time: ⓘ

Network Information

Internet Service Provider Connection Capacity: (Mbps) ⓘ

Wide Area Network (WAN) Connection Capacity: (Mbps) ⓘ

Local Area Network (LAN) Connection Capacity: (Mbps) ⓘ

Testing Devices Average Connection Speed: (Mbps) ⓘ

Percent of Bandwidth Available for Testing: ⓘ

Type of Internet Connection: ⓘ

Launch of DRC INSIGHT

Average Time to Download Test Engine: 0.000 Seconds (Good)

Start of Test

Average Time to Download a Reading Domain Testing Form: 0.000 Seconds (Good)

Average Time to Download a Listening Domain Testing Form: 0.000 Seconds (Good)

Average Time to Download a Writing Domain Testing Form: 0.000 Seconds (Good)

Average Time to Download a Speaking Domain Testing Form: 0.000 Seconds (Good)

During the Test

Average Wait Time Between Reading Items: 0.000 Seconds (Good)

Average Wait Time Between Listening Items: 0.000 Seconds (Good)

Average Wait Time Between Writing Items: 0.000 Seconds (Good)

Average Wait Time Between Speaking Items: 0.000 Seconds (Good)

Good Performance Acceptable Performance Poor Performance

	Average Form Size per Test	Average Size of Each Response	Average Size of Next Item
Reading Domain	1.0 MB	5.0 KB	2.5 MB
Listening Domain	1.0 MB	5.0 KB	2.5 MB
Writing Domain	1.0 MB	25.0 KB	2.5 MB
Speaking Domain*	1.0 MB	1.2 MB	2.5 MB
Test Engine	3.6 MB	*80 KB slices/sec for 15 secs	

Important: The Testing Site Capacity Estimator can only provide an estimate—it cannot factor in all possible variables and possible network traffic that can impact performance.

ver. 6.2

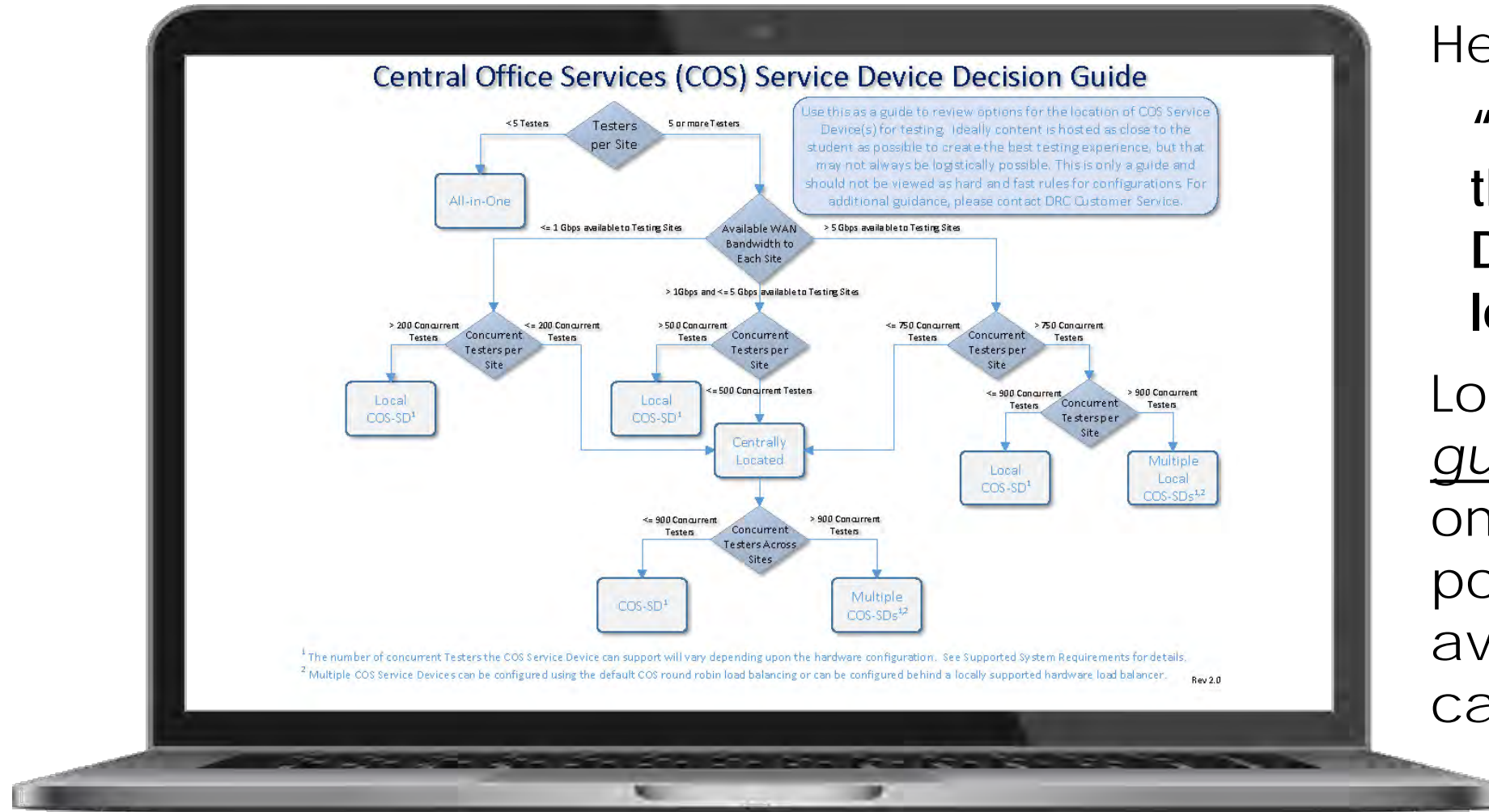
Assists site planning by factoring in site variables and showing how they may impact performance and student's testing experience

COS Service Device Decision Guide

Helps answer:

“Where should the COS Service Device be located?”

Location guidance based on testing population and available network capacity.

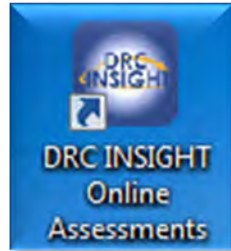


Online Tools Training (OTT)



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

(Requires Google Chrome Browser or Safari on iPads)



LAS LINKS
Practice Test
Copyright © 2021 Data Recognition Corporation.
English
Speaking - Forms A or B
Listening - Forms A or B
Reading - Forms A or B
Writing - Forms A or B
Speaking - Forms C or D
Listening - Forms C or D
 Kindergarten to Grade 1
 Grades 2 to 3
 Grades 4 to 5
 Grades 6 to 12
Reading - Forms C or D
Writing - Forms C or D
Español
Sign in with the following Username
Username: LISTENINGCD612
Password: TEST1234

Username:
Password:
Sign In
Back
Copyright © 2021 Data Recognition Corporation.

Grades 6 to 12
Question 5 / 7

Listen for Information
Practice A
Directions: Click or tap the "Question" button to hear a conversation. Listen carefully. Then you will answer a question.

Question:
▶ 0:00 / 0:37

- Ⓐ He thought it was really easy.
- Ⓑ He thought it was a little difficult.
- Ⓒ He thought he did pretty well on it.

Check Your Answer:
▶ 0:00 / 0:46

Pause Options **Next**

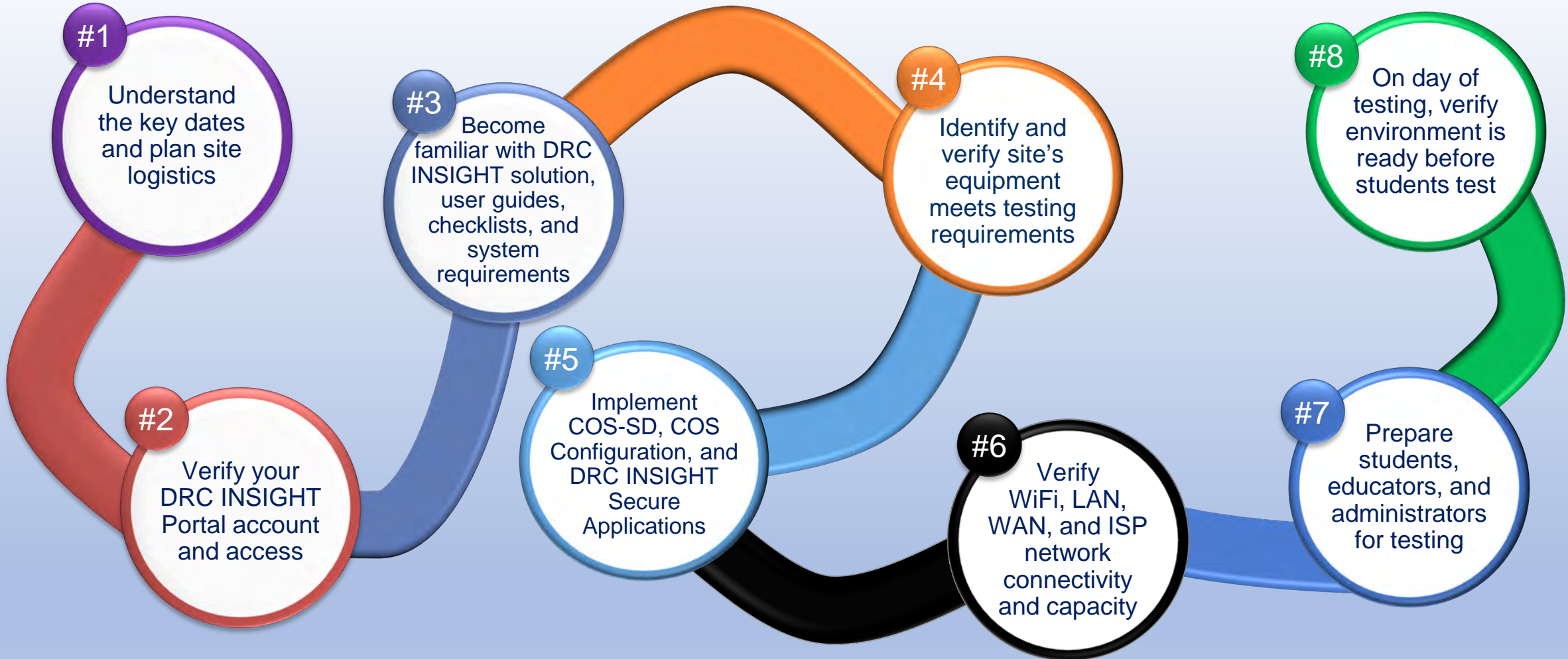


Customer Service

- Dedicated toll-free number and email address automatically directed to certified agents
 - LASLinksHelpDesk@DataRecognitionCorp.com
 - 855-839-1181 Option 2 (8:00 a.m. - 4:30 p.m. ET)
- DRC Customer Service assists in areas such as:
 - Testing device and COS Service Device setup and configuration
 - Troubleshooting
 - Accessing secure documents and materials
 - Providing Username and Password resets
 - Tips for navigating the user interface



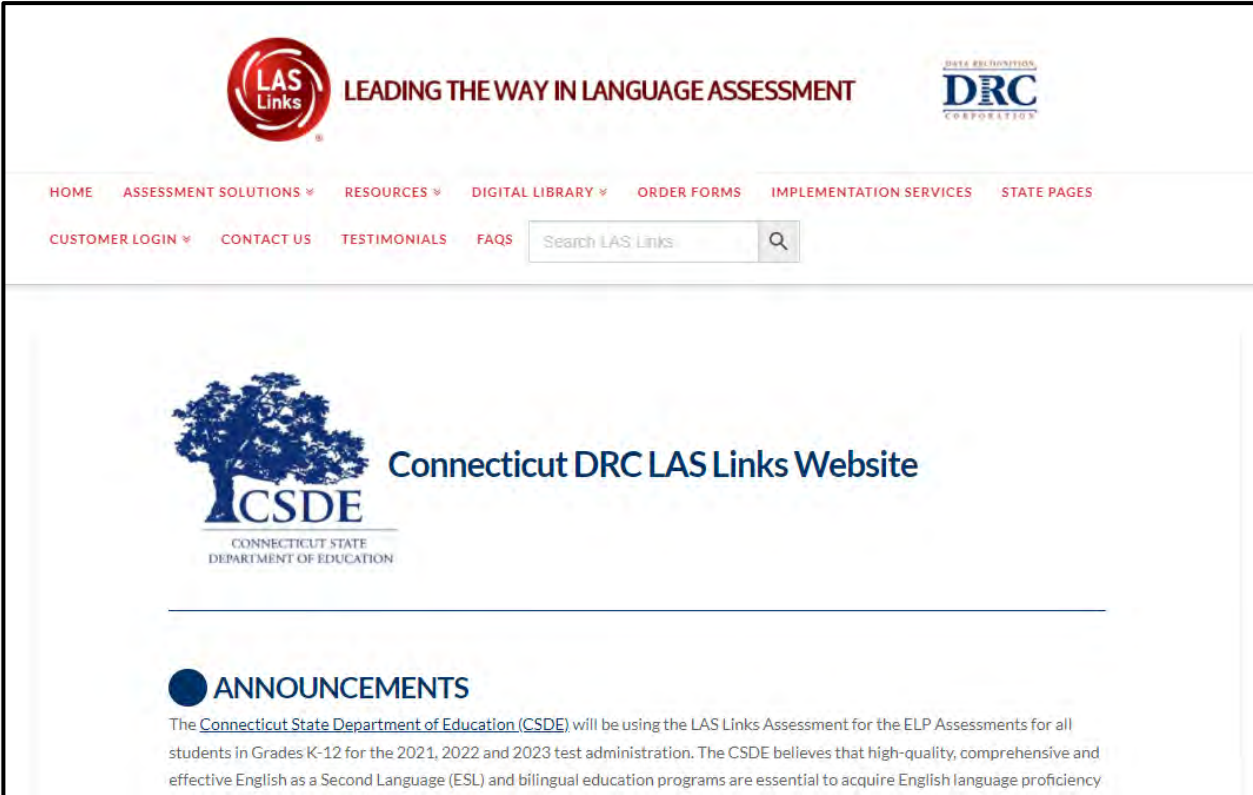
Path to Successful Testing



Accessing This Presentation

These slide and a recording of this session will be posted on:

- Connecticut DRC LAS Links Website <https://laslinks.com/connecticut-information/>



The screenshot shows the top portion of the Connecticut DRC LAS Links website. At the top left is the LAS Links logo with the tagline "LEADING THE WAY IN LANGUAGE ASSESSMENT". To the right is the DRC Corporation logo. Below these is a navigation menu with links: HOME, ASSESSMENT SOLUTIONS, RESOURCES, DIGITAL LIBRARY, ORDER FORMS, IMPLEMENTATION SERVICES, STATE PAGES, CUSTOMER LOGIN, CONTACT US, TESTIMONIALS, and FAQs. A search bar labeled "Search LAS Links" is also present. The main content area features the CSDE logo (Connecticut State Department of Education) and the text "Connecticut DRC LAS Links Website". Below this is a section titled "ANNOUNCEMENTS" with a blue circular icon. The announcement text states: "The Connecticut State Department of Education (CSDE) will be using the LAS Links Assessment for the ELP Assessments for all students in Grades K-12 for the 2021, 2022 and 2023 test administration. The CSDE believes that high-quality, comprehensive and effective English as a Second Language (ESL) and bilingual education programs are essential to acquire English language proficiency."



Questions



DATA RECOGNITION
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CORPORATION

