



LAS Links Online

Guide to Student Registration



● ● ● 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), a blue 'Sign in' button, and a 'Forgot your password?' link. The right column 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), instructions on how to access reports, and a section for 'ACCESS ONLINE TOOLS TRAINING WITH GOOGLE CHROME' with a link to the WBTE Portal. The footer contains copyright information, privacy policy, terms of use, and contact us links, along with the DRC logo.

Welcome to the DRC INSIGHT Portal

Data Recognition Corporation (DRC) welcomes IAS 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 IAS 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 IAS 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>



Student Management Adding Students



DRC INSIGHT™ LAS LINKS MY APPLICATIONS ▼

PARTICIPANT PREPARATION

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

TEST PREPARATION

- Test Management

POST-TEST ACTIONS

- Student Management

SCORING AND REPORTING

- Report Delivery
- Educator Scoring
- Interactive Reports

GENERAL INFORMATION

- General Information

TECHNOLOGY SETUP

- Central Office Services

Welcome to t

Congratulations, you ha

Several helpful links are

If you are having difficu

LASLinksHelpDesk@da

866.282.2250 (7:00 a.m.

ACCESS ONLINE

Publicly accessible vers

browser for this public version of the Online Tools Training.

WBTE Portal: <https://wbte.drccdirect.com/LL/portals/ll>



Student Management Adding Students



DRC INSIGHT™ LAS LINKS MY APPLICATIONS ▾

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- GENERAL INFORMATION**
 - General Information
- TECHNOLOGY SETUP**
 - Central Office Services
- OTHER LINKS**
 - Professional Learning
 - License Dashboard

● ● ● Add a Student



DRC INSIGHT LAS LINKS STUDENT MANAGEMENT

Student Management **Manage Students** Student Lookup Student Status Dashboard

Manage Students

Manage Students Upload Multiple Students

[Instructions](#)

* Indicates required fields

Administration
LAS Links *
LAS Links
preLAS Online

District School
Sales and Training District - Cara Quinn Sales and Traini

First Name Student ID

Last Name	First Name	Students
Student	Sample	123456789 10/25/2004 07

Find Students Clear

Page 1 of 1 (1 items) < Prev 11 Next >

- Choose the administration – will default to LAS Links if you have not purchased preLAS Online
- Choose the District and School
- Click Add Student at the bottom of the screen

Add Student Export to Excel Download Students Update Accommodations

● ● ● Add a Student



Add Student

Instructions

* Indicates required fields

Last Name * First Name * Middle Initial Student ID *

Student Detail Accommodations Demographics Student Groups Testing Codes

Administration * District * School *
Date of Birth * Grade * Gender *

(mm/dd/yyyy)

Any cell with an asterisk* next to it is required student information.

If you do not have a student ID number established by the time you are testing the student, one recommendation is to enter a temporary ID number and once the student ID is available, find the student, click edit and update the student ID. Student IDs must be unique throughout your district therefore a suggested temporary ID would be "temp01[schoolname]"

Save Save & Add Another Cancel



Add a Student Accommodations



Add Student

[Instructions](#)

* Indicates required fields

Last Name * First Name * Middle Initial Student ID x *

Student Detail **Accommodations** Demographics Student Groups Testing Codes

If more than one category of accommodations is used for content area, fill in the highest category used. (Category 3 is the highest.)

Accommodations							
Type	Accommodation	English Form A	English Form B	English Form C	English Form D	Espanol A	Espanol B
Online	Text-to-Speech	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Category	Reading - Category 1			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Category	Reading - Category 2			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Category	Reading - Category 3			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Category	Listening - Category 1			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Category	Listening - Category 2			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Category	Listening - Category 3			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Category	Speaking - Category 1			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Category	Speaking - Category 2			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>



Student Management

Adding Demographics



Add Student

[+ Instructions](#)

* Indicates required fields

Last Name * First Name * Middle Initial Student ID x *

Student Detail Accommodations **Demographics** Student Groups Testing Codes

Ethnicity (Eng. A or B)

Hispanic/Latino (Esp. A)

Ethnicity (Eng. C or D, Esp. B)

Hispanic/Latino (Eng. C or D, Esp. B)

Race - American Indian or Alaskan Native

Race - Asian

Race - Black or African American

Race - Native Hawaiian or Other Pacific Islander

Race - White



Student Management

Adding Demographics



Please note, student demographic data will only be included in Interactive Reporting (an additional purchase), not the OnDemand report, when you add this information to the INSIGHT portal.

Add Student

[+ Instructions](#)

* Indicates required fields

Last Name * First Name * Middle Initial Student ID x *

Student Detail Accommodations **Demographics** Student Groups Testing Codes

Ethnicity (Eng. A or B)

Hispanic/Latino (Esp. A)

Ethnicity (Eng. C or D, Esp. B)

Hispanic/Latino (Eng. C or D, Esp. B)

Race - American Indian or Alaskan Native
 Race - Asian
 Race - Black or African American
 Race - Native Hawaiian or Other Pacific Islander
 Race - White



Student Management: Uploading Multiple Students



Student Management **Manage Students** Student Status Dashboard

Manage Students

Manage Students **Upload Multiple Students**

[+ Instructions](#)

* Indicates required fields

Administration LAS Links <input type="text" value="LAS Links"/> *	District Sales and Training District - <input type="text" value="Sales and Training District -"/> *	School CSP SAMPLE - 22222 <input type="text" value="CSP SAMPLE - 22222"/>
Last Name <input type="text"/>	First Name <input type="text"/>	Student ID <input type="text"/>
Accommodation LAS Links Form <input type="text"/>	Accommodation Type <input type="text"/>	Accommodation <input type="text"/>
Grade <input type="text"/>	Demographic <input type="text"/>	Test Administrator <input type="text"/>

- Click My Applications >> Manage Students.
- Click the Upload Multiple Students tab.
- Download the File Layout PDF and the Sample File (CSV Text File).

Student Management: Multiple Student Upload (MSU)



Upload Multiple Student 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 Name	13	N	A-Z, 0-9 or blank
2	District Code	10	Y	The District Code must match the first 3 characters of the district code displayed in the DRC INSIGHT District dropdown. Include leading zeros
3	State Abbreviation	2	N	A-Z or blank
4	School Name	15	N	A-Z, 0-9 or blank
5	School Code	10	Y	The School Code must match the school code displayed in the DRC INSIGHT School dropdown. Include leading zeros
6	Grade	2	Y	K (Kindergarten), 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12 *Spaces not allowed

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Layout – LAS Links

Allowed Characters: A-Z, a-z, 0-9, spaces, hyphen (-), apostrophes (').
Special characters will be converted to their alphanumeric equivalent.

Examples include but are not limited to:
A = a, R = r, n = e or e = e, O = o, and I = i

Other non-alphanumeric characters will be moved from the field before saving.
Allowed Characters: A-Z, a-z

Other non-alphanumeric characters will be moved from the field before saving.

Day be left blank
MDDCCYY

Forward slash (/), must be presented between M, DD and CC
Leading zeros in front of Month and Day are padded

Mid year values: 1975-2030
(Female), M (Male), O (Other)

0 to 10 characters alphanumeric

Include leading zeros

- American Indian or Alaska Native
- African American or Black, Not Hispanic
- Asian
- Pacific Islander
- Hispanic or Latino
- White, Not Hispanic
- Multiracial
- Other
- Blank
- Mexicano
- Mexicano-Americano
- Cubano
- Cubano-Americano
- Puertorriqueno
- Dominicano
- Centroamericano
- Sudoamericano
- Otro
- Blank
- Hispanic/Latino
- Not Hispanic/Latino
- Blank

Version 1.6 Data Recognition Corporation Confidential Page 2 of 5

- 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				7	TESTER	STUDENT		1/1/1990	M	9999991
	999999				8	TESTER 1	STUDENT		1/1/1990	M	9999992
	999999				K	TESTER-2	STUDENT		1/1/1990	M	9999993
	999999				2	TESTER3	STUDENT1		1/1/1991	O	9999994
	999999				5	TESTER4	STUDENT-A		1/1/1991	F	9999995
	999999				7	TESTER'5	STUDENT 2		1/1/1992	F	9999996

Student Management: Multiple Student Upload (MSU)



- 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

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

ISD (RECLASS) - 111071905 *

School

(All)

File

Upload

District and School codes are found in the drop down menu(s)

- (All)
- LRN CTR - 071905013
- ACON - 071905138
- EL - 071905101
- H S - 071905001
- MIDDLE - 071905055
- EL - 071905127

Student Management: Multiple Student Upload (MSU)



- Highlighted cells (below) indicate required fields;
- District Code and School Codes are found in the drop down menu(s) in INSIGHT;
- 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 to your LEA/District.

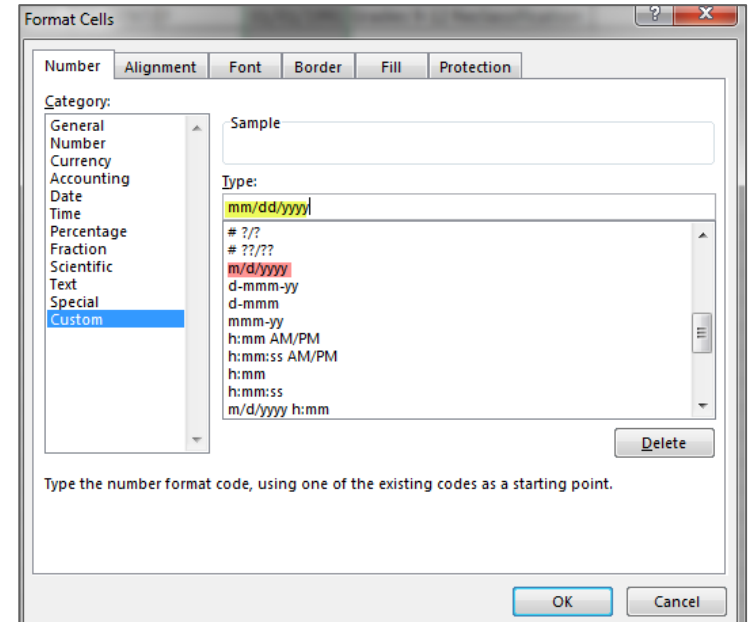
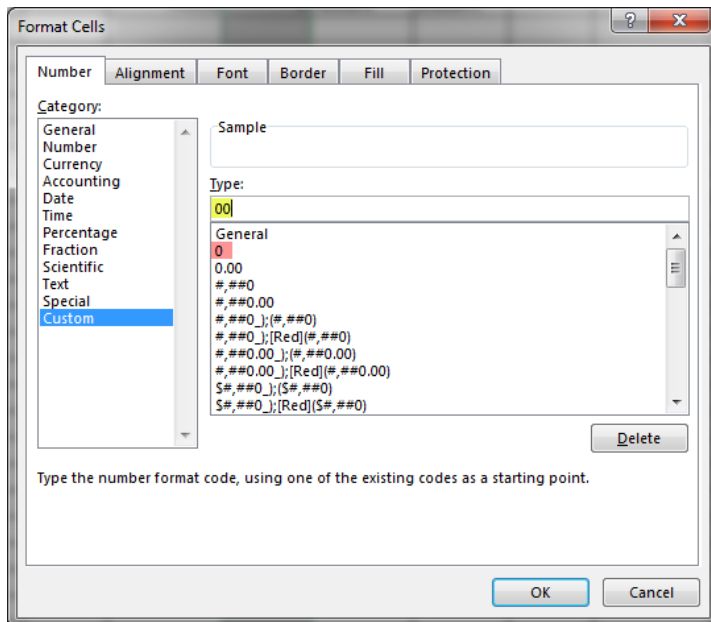
District Name	District Code	State Abb	School Na	School Code	Grade	Last Name	First Name	Middle In	Date of Birth	Gender	Student ID
	111023256			750050	01	Tester	Student		02/25/2014	F	9999991
	111023256			750050	02	Tester2	Student		01/21/2013	M	9999992
	111023256			750050	03	Tester3	Student		05/23/2012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

Student Management: Multiple Student Upload (MSU)



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.

The screenshot shows the 'Manage Students' interface in the DRC INSIGHT LAS LINKS system. The page has a dark blue header with the logo and 'LAS LINKS'. Below the header is a navigation bar with 'All Applications' and tabs for 'Student Management', 'Manage Students', and 'Student Status Dashboard'. The main content area is titled 'Manage Students' and has two sub-tabs: 'Manage Students' and 'Upload Multiple Students'. A blue banner at the top of the main area says 'Download the File Layout (PDF document) and a Sample File (CSV Text File)'. Below this is an 'Instructions' section. A red asterisk indicates required fields. The form includes three dropdown menus: 'Administration' (set to 'LAS Links'), 'District' (set to 'ISD (RECLASS) - 111071905'), and 'School' (set to '(All)'). Below these is a 'File' input field with a 'Browse...' button highlighted by a red box. At the bottom left, an 'Upload' button is highlighted by a red arrow.

Student Management

View and Edit Students

Manage Students

Manage Students | Upload Multiple Students

[Instructions](#)

* Indicates required fields

Administration: LAS Links *

District: ISD (RECLASS) - 111071905 *

School: (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



- To see a roster of all students rostered in INSIGHT:
 - Choose "all" from the School drop down menu.
- To find a particular student:
 - Fill one or more of the search fields (ie Name and/or Student ID).
- Click Find Students;
- Roster will appear below;
- Click the View/Edit action button to edit a student's information;
- 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.**

Students

View/Edit

Action



	Last Name	First Name	Student ID	Date Of Birth	
<input type="checkbox"/>	Latin	Karen	1569857	9/12/2005	
<input type="checkbox"/>	0022	Student	000000001	1/1/2019	
<input type="checkbox"/>	1	Student	8764097365	12/9/2011	09 
<input type="checkbox"/>	1	Student	220157	12/22/2004	K 

Student Management

Editing Student Information



DRC INSIGHT LAS LINKS Welcome C Trigger ▶ Log Out

All Applications ▶

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

Manage Students

Manage Students Upload Multiple Students

[Instructions](#)

* Indicates required fields

Administration: LAS Links * District: SAMPLE DISTRICT - 99998 * School: CSP SAMPLE - 22222

Last Name: [] First Name: [] Student ID: []

Accommodation LAS Links Form: [] Accommodation Type: [] Accommodation: []

Grade: [] Demographic: [] Teacher: []

Student Group: [] LAS Links Form: [] Session: []

Online Test Status: [] Session Assignment: []

Find Students **Clear**

Students					
<input type="checkbox"/>	Last Name	First Name	Student ID	Date Of Birth	Grade
<input type="checkbox"/>	Student	Sample	123456789	10/25/2004	07

Action

View/Edit

Action



LAS Links Online

Creating Student Groups



● ● ● Why Use Student Groups?



- Use student groups in order to designate a “Class” within your organization’s testing hierarchy.
 - If Student Groups are NOT created, when you receive your Interactive reports, all students will be visible to all Users at that site. Example: Second Grade ESL Test Administrator will see all other grade levels reports at that school unless they are associated to a specific Student Group only.
 - Student groups allow users at the Test Administrator level (and above) who are associated with a student group to be the only users that are able to view the testing results for students who are associated to that group in the ORS system.
 - Student groups allow you to associate students to Test Administrators in the Portal.
 - **Students may only be associated to one student group only.**
 - Students and Test Administrators must be added to the Portal before Student Groups can be created.



Creating Student Groups

Add/View/Edit



DRC INSIGHT LAS LINKS MY APPLICATIONS

- PARTICIPANT PREPARATION
 - Student Management
 - Student Group Management**
 - Test Administrator Management
 - User Management
- TEST PREPARATION
 - Test Management
- POST-TEST ACTIONS
 - Student Management
- SCORING AND REPORTING
 - Educator Scoring
 - Report Delivery
- GENERAL INFORMATION
 - General Information
- TECHNOLOGY SETUP
 - Central Office Services
- OTHER LINKS
 - Professional Learning

yourself with the navigation menu under **My Applications** at the top c
instructions at the top of each page or contact your LAS Links support

ROME

Publicly accessible versions of the Online Tools Training are available. Please copy the link below into Google Chrome to access these practice browser for this public version of the Online Tools Training.

WBTE Portal: <https://wbte.drccedirect.com/LL/portals/ll>





Creating Student Groups

Add/View/Edit



Manage Student Groups

Manage Student Groups Upload Student Groups

[Instructions](#)

* Indicates required fields

Administration LAS Links <input type="text"/> *	District Sales and Training District - <input type="text"/> *	School CSP SAMPLE - 22222 <input type="text"/> *
Student Last Name <input type="text"/>	Student First Name <input type="text"/>	Student ID <input type="text"/>
Test Administrator <input type="text"/>	Group Name <input type="text"/>	

Find Student Groups **Clear**

Student Groups

Test Administrator Group Name Students Action

Choose from the above filters and click on 'Find Student Groups' to view matching 'Student Groups'

Add Student Group

Export to Excel

Reassign Group

Copy Selected Groups



Creating Student Groups

Add/View/Edit



Enter a Group Name for the student group.

Select a new teacher from the dropdown menu or click Add to add a teacher to the Portal, then select the teacher for the student group.

Add Student Group

[Instructions](#)

* Indicates required fields

Group Name: *

Teacher: Teacher, Irma (ITeacher@drc.com) **Add** *

Search for Available Students

Student Last Name: Student First Name: Student ID: Grade:

Demographic: Accommodation: Teacher: Teacher, Irma (ITeache

Find Students **New Student** **Clear**

Available Students:

- Student, Irma (0123456789)
- Student, Ura (1234567777)

Students in Group:

Double-click to edit Student

Save **Save & Add Another** **Save & Add to Session** **Cancel**

Click **New Student** to display the Add Student window, which you use to add students to the Portal. After adding the student you then can add the student to a student group.

Be sure that your "Group Name" is unique and exactly how you'd like it displayed in IR (i.e 2nd Grade ESL)

● ● ● Support



- LAS Links Help Desk:
 - 866.282.2250
 - 7:00 a.m. - 8:00 p.m. EDT
- LASLinksHelpDesk@datarecognitioncorp.com
 - If you already called in and have a case, provide your case number for expedited service

