LAS Links Online

PREPARING FOR TESTING

As you prepare for your testing window, DRC recommends that the following preparation steps take place. Included in the chart below are recommended tasks to help guide your preparation.

Task	Task Details	Supporting Resource/Guidance Document(s) and Forms
Determine District Main Point of Contact and District Hierarchy	For account set up, DRC needs 1 point of contact (DTC) and the school information for all schools where testing will take place.	• POC/DTC and School Account Set Up Form Once set up is complete, confirm your District hierarchy in DRC INSIGHT.
Submit Testing Window and Scoring Request Form	If you have purchased DRC Scoring Services, fillout and submit the Scoring Request form.	• Testing Window and Scoring Information Form This form is also used to determine your test window.
Review the LAS Links Digital Library content	The LAS Links Digital Library is your one-stop for guidance on all pre-test, during testing and post-test activities.	• Found in the navigation bar of www.LASLinks.com
Add Additional Users	Confirm User access to DRC INSIGHT – District toadd new users as needed(include IT personnel)	• Video Link: Adding Users to the Portal • Guide to Adding Users to the Portal • Determining User Roles in the Portal
Technology Setup	Confirm with your district IT that INSIGHT isinstalled and ready for use on student devices	Adding LAS Links to your pre-existing COS Configuration For additional guidance documents log into the DRC INSIGHT Portal > General Information > Tech Manualsand Guides
Register Students	Register students intothe INSIGHT portal.	• Video Link: Registering students in the Portal • Guide to Registering Students in the Portal

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Create Test Sessions	Test Sessions scheduling Note: DRC will convert sessions to DRC Scoring – you will not be able to do this locally.	• [Video Link: Scheduling Test Sessions](#) • [Guide to Scheduling and Monitoring Test Sessions](#)
Contact DRC to Enable DRC Scoring	Once your sessions are created, DRC, once alerted by your POC, will convert your sessions toDRC Scored.	• This takes place overnight. If more sessions are added, DRC will automatically convert your sessions throughoutthe test window.
Print Test Tickets	Print student test tickets for testing	• Utilize Scheduling Test Sessions video and guide forinformation on printing test tickets.
Download Individual Student Reports	TAs may access Student Proficiency Reports within 4-6 business days of completing their test (Speaking, Reading, Writing) Listening within 30-60 minutes of completion	• [Guide to Accessing the Student Proficiency Reports](#)
Test Window Complete	Upon the end of your test window as indicated by your testing window and scoring information form, DRC will start steps to validate and move your data to LAS Links Interactive Reports.	• DRC will move all incomplete tests to complete status • LAS Links Interactive Reports are available 15-20 business days from the time the window closed.

Please feel free to contact us with any questions and as always, all required technical assistance should be directed to the **LAS Links Helpdesk**:

866.282.2250 (8:00 a.m. -4:30 p.m. CST)
Email: LASLinksHelpDesk@datarecognitioncorp.com
If you already called in and have a case, provide your case number for expedited service.
www.LASLINKS.com