



# Guide to Professional Learning and Certificate Tracking

## Accessing the Professional Learning Courses



Click on MY APPLICATIONS >> Professional Learning:

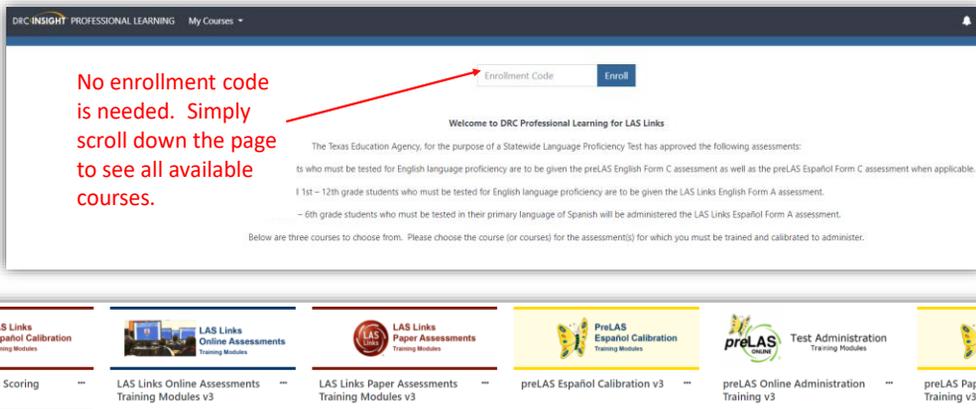
DRC INSIGHT LAS LINKS MY APPLICATIONS ▾

PARTICIPANT PREPARATION	SCORING AND REPORTING	OTHER LINKS
Student Management	Educator Scoring	<b>Professional Learning</b>
Student Group Management	Report Delivery	License Dashboard
Test Administrator Management	Interactive Reports	
User Management		
TEST PREPARATION	GENERAL INFORMATION	
Test Management	General Information	
POST-TEST ACTIONS	TECHNOLOGY SETUP	
Student Management	Central Office Services	

# Professional Learning Courses



DRC's Professional Learning is a system designed to provide LEAs with a single robust, integrated platform of *preLAS* and LAS Links training courses. This virtual training platform, available 24/7, provides 6 courses.



3

# Professional Learning Courses



- Each course is its own individual course so test administrators may take any or all of the courses based on their assessment assignment(s);
- Test administrators will receive a certificate of calibration once they receive a 90% or better on the “check your knowledge” and “scoring calibration” quizzes associated with each course.



4

## Certificate Tracking (for District Level Users Only)



District Level Users: First, click on the Course Dashboard button:



Then click "Course Administration":



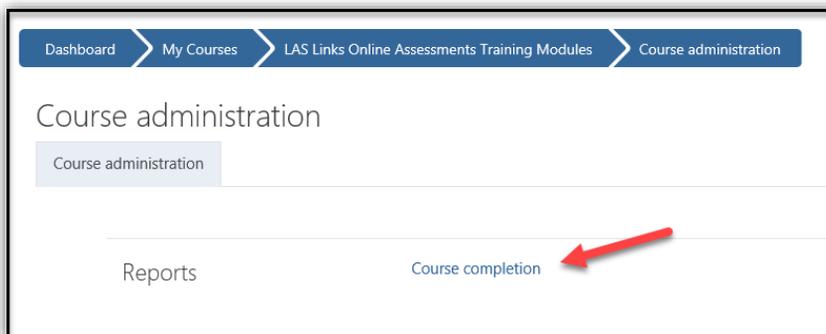
5

5

## Certificate Tracking (for District Level Users Only)



Click on the hyperlink: Course Completion:



6

6

## Certificate Tracking (for District Level Users Only)



View completion status for individual quiz activities (1), the course (2), or download the report (3):

Criteria group		Activities			Course
Aggregation method		All			All
Criteria		Quiz: Portal Navigation and...	Speaking Calibration Activity	Writing Calibration Activity	Course complete
First name / Surname	Email address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[Redacted]	[Redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Download in spreadsheet format (UTF-8 .csv)	Download in Excel-compatible format (.csv)				

7

## Certificate Tracking (for District Level Users Only)



The “Course complete” column, when checked indicates certificate received:

Criteria		Quiz: Portal Navigation and...	Speaking Calibration Activity	Writing Calibration Activity	Course complete
First name / Surname	Email address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
[Redacted]	[Redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

A time stamp in the “Course complete” column in the downloaded .csv file indicates certificate received:

ID	Name	Email address	Quiz: Portal Navigation and Proctoring Best Practices - Completed (achieved pass grade)	Quiz: Portal Navigation and Proctoring Best Practices - Completion date	Speaking Calibration Activity - Completed (achieved pass grade)	Speaking Calibration Activity - Completion date	Writing Calibration Activity - Completed (achieved pass grade)	Writing Calibration Activity - Completion date	Course complete
11574	John Doe	john.doe@bvdiistrict.org	Completed (achieved pass grade)	23/09/19, 15:05	Completed (achieved pass grade)	23/09/19, 15:05	Completed (achieved pass grade)	23/09/19, 15:05	23/09/19, 15:05

8

8



## DRC Customer Service – Texas

Toll Free: 833-867-5679 Option 1

**Order Support**

Texas Order Support Email:

[LASOrderTX@datarecognitioncorp.com](mailto:LASOrderTX@datarecognitioncorp.com)

Toll Free: 833-867-5679 Option 2

**Technical Support**

Texas Technical Support Email:

[LASTechTX@datarecognitioncorp.com](mailto:LASTechTX@datarecognitioncorp.com)

Customer Service Hours: 8:00 am – 4:30pm CT M-F

[www.LASLinks.com/Texas](http://www.LASLinks.com/Texas)