# Guide to Professional Learning and Certificate Tracking

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## Accessing the Professional Learning Courses

Click on MY APPLICATIONS >> Professional Learning:
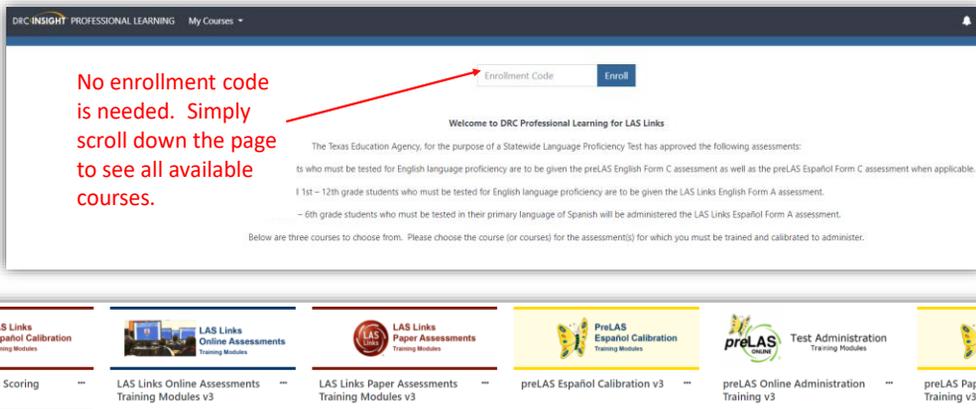


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## Professional Learning Courses

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



No enrollment code is needed. Simply scroll down the page to see all available courses.

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## 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.

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# Certificate Tracking (for District Level Users Only)

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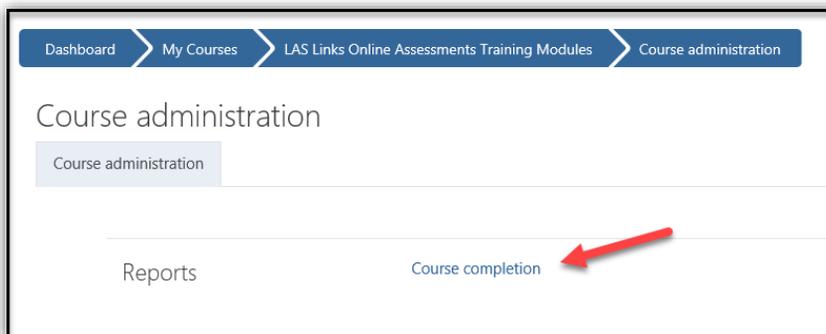


Then click "Course Administration":

# Certificate Tracking (for District Level Users Only)

Click on the hyperlink: Course Completion:



Reports          Course completion

## Certificate Tracking (for District Level Users Only)

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

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## Certificate Tracking (for District Level Users Only)

The "Course complete" column, when checked indicates certificate received:



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

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# Support

| DRC Customer Service – Texas | |
|---|---|
| Toll Free: 833-867-5679 Option 1<br>**Order Support**<br>Texas Order Support Email:<br>LASOrderTX@datarecognitioncorp.com | Toll Free: 833-867-5679 Option 2<br>**Technical Support**<br>Texas Technical Support Email:<br>LASTechTX@datarecognitioncorp.com |
| Customer Service Hours:  8:00 am – 4:30pm CT M-F<br>www.LASLinks.com/Texas | |

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