



Guide to Scheduling and Monitoring Test Sessions

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Test Management – Creating a Session



The screenshot shows the LAS Links application interface. At the top, there is a navigation bar with 'DRC INSIGHT LAS LINKS' and a dropdown menu labeled 'MY APPLICATIONS'. Below this, the main content area is divided into several sections: 'PARTICIPANT PREPARATION' (including Student Management, Student Group Management, Test Administrator Management, and User Management), 'TEST PREPARATION' (with 'Test Management' highlighted by a red box and a red arrow pointing to it), 'POST-TEST ACTIONS' (including Student Management), 'SCORING AND REPORTING' (including Educator Scoring, Report Delivery, and Interactive Reports), 'GENERAL INFORMATION' (including General Information), 'TECHNOLOGY SETUP' (including Central Office Services), and 'OTHER LINKS' (including Professional Learning and License Dashboard). On the left side of the screenshot, there is a sidebar with a 'Welcome to the D...' message, contact information for LASLinksHelpDesk@datarecog, and a section for 'ACCESS ONLINE TOOL'.

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Creating a Session



Sessions are necessary in order to provide students with test tickets to enter an online test. Note: at least one student must be registered in a grade span in order to create a test session for that grade span.

To create a session:

- Click Manage Test Sessions
- Choose LAS Links under Administration
- Choose the School (as applicable) from the drop-down menu
- Click Add Session, found at the bottom of the page.

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Scheduling Test Sessions with TMA



1. Session Name should be unique so you can easily search for it later
2. Choose the desired **Form**
3. Choose from the **Available Subtest**
Note: Subtests MUST be contained in the same session in order to generate composite scores
4. Select your dates which determines student test availability
5. Test Monitoring drop down will default to **none** but choose required or optional if you would like to use TMA.
 - **Required:** student must have a code to enter the test
 - **Optional:** Student, although prompted for a code, will not be required to enter one
6. The Restricted Access will default to **"False"**. Change this to **True** so the student(s) may not access the test until the TA has granted access during testing.

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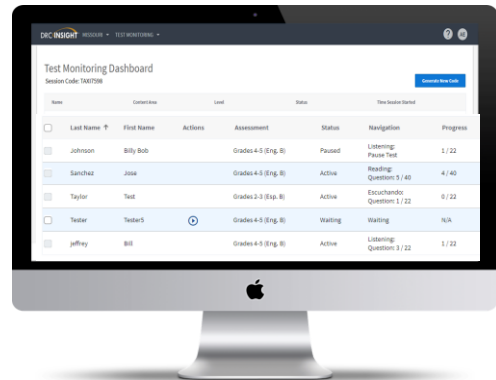
Test Monitoring Application



The new Test Monitoring Application (TMA) allows test administrators to securely monitor participants' testing status in real-time during LAS Links **Remote** and/or **in-person/onsite** Test Sessions.

TAs may monitor the following:

- Which students have logged in to the test?
- Which students have started the test?
- Are students progressing through the test?
- What question are they on?
- Which students have completed the test?
- Have any students paused their test?
- Are any students seeing an error message?



- For more detailed guidance on the TMA, go to www.LASLinks.com/Texas

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Creating a Session, con't



7. Click the Find Students button
8. Students can only be added to assessments corresponding to their grade level
9. Highlight the students to be added to the session and click the blue right arrow to assign them to the session.

Add Test Sessions

Testing Window: 06/17/2019 - 08/31/2023
 This date range indicates the amount of time your account will be active with LAS Links Online. To extend your LAS Links Online account, a yearly purchase is required.

Eligible Grades: 02, 03

***Instructions**

***Indicates required fields**

Session Name: 2nd Gr Eng ID Scoring Option Status: Educator Scored [Change to DRC Scored](#) Test Administrator

LAS Links Test Form: English Form A, Grade 1 Available Subtests: ☒ Speaking ☒ Listening ☒ Reading ☒ Writing

Subtest(s) Chosen for Session: ☒ Speaking Grades 2-3 (Eng. A) ☒ Listening Grades 2-3 (Eng. A) ☒ Reading Grades 2-3 (Eng. A) ☒ Writing Grades 2-3 (Eng. A)

Begin Date: 6/17/2019 End Date: 6/29/2020 Mode: Online

Search for Available Students: Student Last Name: Student First Name: Student ID: Grade: (All)

Demographic: (All) Accommodation: (All) Test Administrator: (All) Student Group: (All)

[Find Students](#) [New Student](#) [Clear](#)

Available Students: Students in Session:

Double-click to edit Student Double-click to edit Student

[Save](#) [Save & Add Another](#) [Cancel](#)

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preLAS: Creating a Test Session



1. Uniquely name your session so you can easily search for it later

2. Choose the desired Test Form

3. Choose from the available subtest

- Note: Only Oral Language is required for Identification purposes.
- Pre-Literacy may be utilized at no additional cost

4. Highlight the students to be added to the session and click the blue right arrow to assign them to the session.

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preLAS: Creating a Test Session



1. Uniquely name your session so you can easily search for it later

2. Choose the desired Test Form

3. Choose from the available subtest

Note: Only Oral Language is required for Identification purposes.

- Pre-Literacy may be utilized at no additional cost

4. Highlight the students to be added to the session and click the blue right arrow to assign them to the session.

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Creating Multiple Sessions



1. Click on Upload Multiple Test Sessions
2. Download the File Layout (for guidance)
3. Download the Sample File to add your sessions to be uploaded
4. Fill in the file according to the File Layout
5. Save the file then click browse to find the file
6. Click upload

Note: For a more comprehensive guide to creating Multiple Test Sessions, go to www.LASLinks.com/Texas

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Viewing Your Test Sessions



Session Detail									
District	School	Session Name	Assessment	Status	Begin Date	End Date	Scoring Option	Action	
Sales and Training District	Sales and Training Site 1	Megan 4-5 Form D	Grades 4-5 (Eng. D)	Not Started	5/16/2019	5/16/2023	Educator Scored	[Icons]	
Sales and Training District	Sales and Training Site 1	CY - Blade Test	Grade 1 (Eng. C)	Not Started	5/16/2019	1/9/2020	Educator Scored	[Icons]	
Sales and Training District	Sales and Training Site 1	6th test	Grades 6-8 (Eng. A)	Not Started	10/16/2019	1/9/2020	Educator Scored	[Icons]	
Sales and Training District	Sales and Training Site 1	7th Grade Test	Grades 6-8 (Eng. A)	Not Started	5/16/2019	1/9/2020	Educator Scored	[Icons]	

To view your sessions:

1. Go to My Applications >> Test Management
2. Click on Manage Test Sessions
3. Click Show Sessions

Tip: you may filter by School, Form, Date, etc.

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Generating Test Tickets Print All / Print Selected



To print all of the test tickets for the students in a test session, click the Print All Tickets icon () in the Action column of the Sessions Detail window for the test session.

District	School	Session Name	Assessment	Status	Begin Date	End Date	Scoring Option	Action	
District	Training School	8 C	(Eng. C)						
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	SDHSD Eng 9-12 C	Grades 9-12 (Eng. C)	Completed	2/26/2018	1/9/2019	Educator Scored	
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	Form C/4-5	Grades 4-5 (Eng. C)	In Progress	10/11/2017	12/31/2024	Educator Scored	
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	English Form C, Grades 4-5	Grades 4-5 (Eng. C)	In Progress	10/11/2017	12/31/2024	Educator Scored	
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	Espanol B/4-5	Grades 4-5 (Esp. B)	In Progress	10/11/2017	12/31/2024	Educator Scored	
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	LVUSD 4-5 Esp B	Grades 4-5 (Esp. B)	In Progress	1/8/2018	1/9/2020	Educator Scored	

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Test Tickets



LAS Links
Student Test Roster

District: Sales and Training District
School: Cara Quinn Sales and Training School
LAS Links Form: English Form A
Assessment: Grades 2-3 (Eng. A)
Test Session: 2-3 EL Identification
Test Session Window: 8/3/2020 to 5/29/2021

Completed	Accommodation(s)	Student Name	Date of Birth	Student ID	User Name	Password
<input type="checkbox"/>	N/A	Garza, Charlie	7/23/2010	123453427		
<input type="checkbox"/>	N/A	Hernandez, Felix	2/5/2012	10012345		
<input type="checkbox"/>	N/A	Jeffrey, Ryan	10/12/2005	012345678		
<input type="checkbox"/>	N/A	Kim, Robin	9/23/2015	132870		
<input type="checkbox"/>	N/A	mary, garza	8/22/2005	1234		

Student Roster is for
the administrator


Test Ticket is for the student

<p>LAS Links Online Test Ticket English Form A - Grades 2-3 (Eng. A)</p> <p>Charlie Garza Date of Birth: 7/23/2010 Accommodation(s): N/A Test Session Name: 2-3 EL Identification Student ID: 123453427 Username: [redacted] Password: [redacted]</p>	<p>LAS Links Online Test Ticket English Form A - Grades 2-3 (Eng. A)</p> <p>Felix Hernandez Date of Birth: 2/5/2012 Accommodation(s): N/A Test Session Name: 2-3 EL Identification Student ID: 10012345 Username: [redacted] Password: [redacted]</p>
<p>LAS Links Online Test Ticket English Form A - Grades 2-3 (Eng. A)</p> <p>Ryan Jeffrey Date of Birth: 10/12/2005 Accommodation(s): N/A Test Session Name: 2-3 EL Identification Student ID: 012345678 Username: [redacted] Password: [redacted]</p>	<p>LAS Links Online Test Ticket English Form A - Grades 2-3 (Eng. A)</p> <p>Robin Kim Date of Birth: 9/23/2015 Accommodation(s): N/A Test Session Name: 2-3 EL Identification Student ID: 132870 Username: [redacted] Password: [redacted]</p>

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Editing a Test Session



To edit a test session, click the View/Edit icon () in the Action column. Once one student has started testing in that particular test session, the only edits you can make to a test session is to change the test session end date, add additional students to the session, or to remove students (who have not started testing) from the test session.

NOTE: To add TMA to existing sessions previously created, you must edit each session and update the Test Monitoring and Restricted Access drop down menus for each session.

Show Sessions

Print All Tickets

Sessions

Status Summary

Instructions

Session Detail

<input type="checkbox"/>	District	School	Session Name	Assessment	Status	Begin Date	End Date	Scoring Option	Action
<input type="checkbox"/>	District	Training School	English C	(Link)					<div> <div></div> <div></div> <div></div> <div></div> </div>
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	SDHSD Eng 9-12 C	Grades 9-12 (Eng. C)	Completed	2/26/2018	1/9/2019	Educator Scored	<div> <div></div> <div></div> <div></div> <div></div> </div>
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	Form C/4-5	Grades 4-5 (Eng. C)	In Progress	10/11/2017	12/31/2024	Educator Scored	<div> <div></div> <div></div> <div></div> <div></div> </div>
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	English Form C, Grades 4-5	Grades 4-5 (Eng. C)	In Progress	10/11/2017	12/31/2024	Educator Scored	<div> <div></div> <div></div> <div></div> <div></div> </div>
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	Espanol B/4-5	Grades 4-5 (Esp. B)	In Progress	10/11/2017	12/31/2024	Educator Scored	<div> <div></div> <div></div> <div></div> <div></div> </div>
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	LVUSD 4-5 Esp B	Grades 4-5 (Esp. B)	In Progress	1/8/2018	1/9/2020	Educator Scored	<div> <div></div> <div></div> <div></div> <div></div> </div>

Add Session

Export to Excel

Unlock Selected

Unlock All

Export Student Details

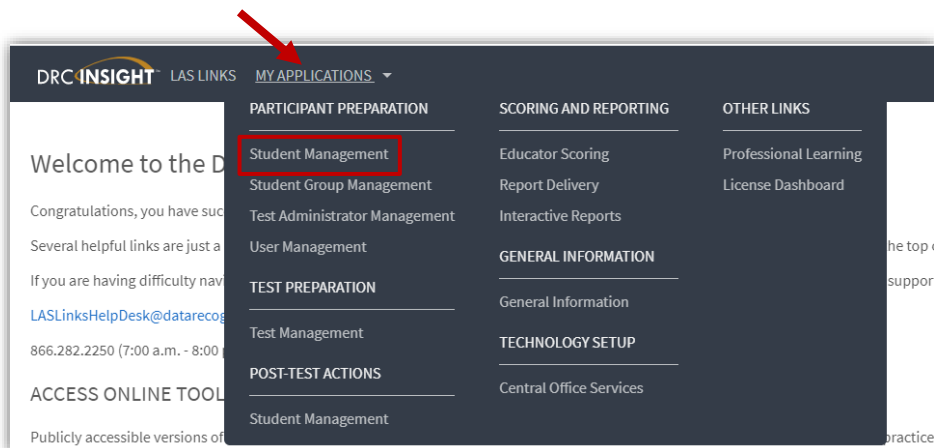
Change to DRC Scored

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Student Status Dashboard



- The Student Status Dashboard allows you to monitor testing progress of students at the school level
- Click on MY APPLICATIONS >> Student Management:



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

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Student Status Dashboard



Manage Students **Student Status Dashboard**

Student Status Dashboard

Site Selection

Select a Site ...

Filters

Testing ended after *

JUN 2020

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Under Student Management, click “select a site” and type in the school's name.

Once the site is chosen, pick the “Testing ended after” date.

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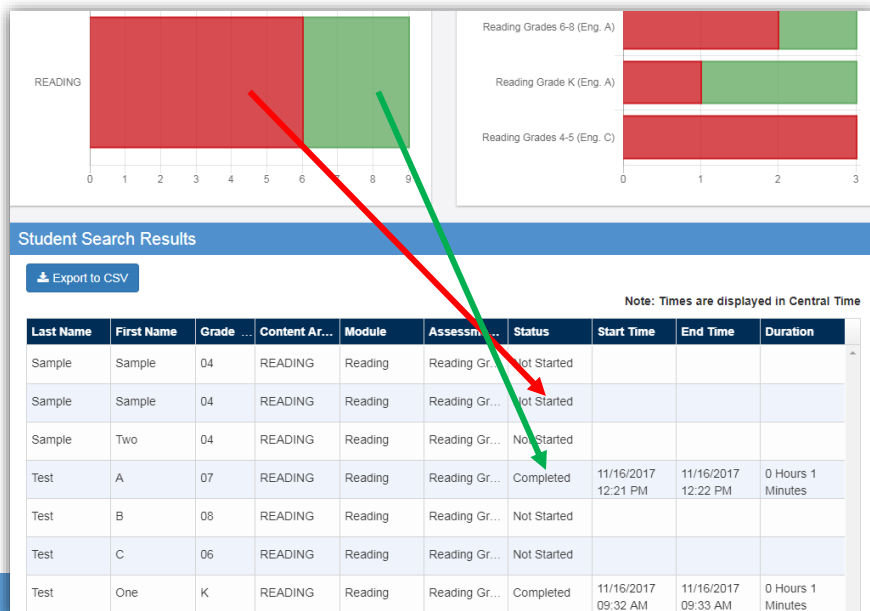
Student Status Dashboard



The student status dashboard will provide you status by School overall, by grade, by content area and by assessment. When you hover over any color, it will give you student counts.

Click on the icon in the right-hand corner of each chart to make it a list as opposed to a chart.

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When you click on one of bars (or circle), it will provide you with a student roster with time stamps, at the bottom of the page.

This is a report that can be exported.

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Support



DRC Customer Service – Texas

Toll Free: 833-867-5679 Option 1

Order Support

Texas Order Support Email:

LASOrderTX@datarecognitioncorp.com

Toll Free: 833-867-5679 Option 2

Technical Support

Texas Technical Support Email:

LASTechTX@datarecognitioncorp.com

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

www.LASLinks.com/Texas

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