



Guide to Student Registration

Student Management Add/View/Edit



The screenshot shows the 'MY APPLICATIONS' dropdown menu in the LAS Links system. The menu is organized into several categories:

- PARTICIPANT PREPARATION**
 - Student Management (highlighted with a red box and a red arrow)
 - 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



Adding Students One-by-One

- Click Manage Students
- Choose a School from the drop-down menu
- Click Add Student at the bottom of the screen

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Adding Students One-by-One

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]”

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Student Management Find and Edit Students



- To see a roster of all students rostered in INSIGHT
 - Choose “all” from the drop-down menu
- To see a roster of all students at a School
 - Choose the School from the dropdown menu
- To find a particular student:
 - Fill the one or more of the search fields (ie Name and/or Student ID)
- Click Find Students
- Roster will appear below

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Student Management Accommodations and 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.

Per the TEA: Accommodations may only be utilized during tested if the accommodations are listed on a student’s IEP.

TEA Guidance regarding assessing Deaf/Hard of Hearing students can be found at:
Video: <https://www.youtube.com/watch?v=tUTjNl33go&feature=youtu.be>

PPT: <https://tea.texas.gov/sites/default/files/LPAC%20-%20Deaf-HH%20Guidance%20November%202019.pdf>

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Student Management: Multiple Student Upload (MSU)



Student Management | Manage Students | Student Status Dashboard

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: Sales and Training District - * | School: Sales and Training Site 1 - 1 *

File: Browse... *

Upload

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.

District Name	District Code	State Abb	School Name	School Code	Grade	Last Name	First Name	Middle In	Date of Birth	Gender	Student ID
	999999			999999	7	TESTER	STUDENT		1/1/1990	M	9999991
	999999			999999	8	TESTER 1	STUDENT		1/1/1990	M	9999992
	999999			999999	K	TESTER-2	STUDENT		1/1/1990	M	9999993
	999999			999999	2	TESTER3	STUDENT1		1/1/1991	O	9999994
	999999			999999	5	TESTER4	STUDENT-A		1/1/1991	F	9999995
	999999			999999	7	TESTER5	STUDENT 2		1/1/1992	F	9999996

Note: For a more comprehensive guide to utilizing the Multiple Student Upload file, go to www.LASLinks.com/Texas

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Support



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

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