Guide to Student Registration

1

Student Management
Add/View/Edit

2

1

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

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]"

Student Management
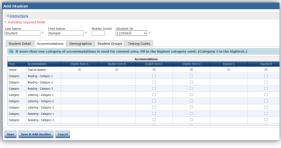## Find and Edit Students

- 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

View/Edit

5

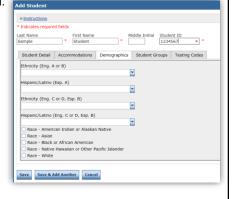## Student Management
Accommodations and Demographics

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:
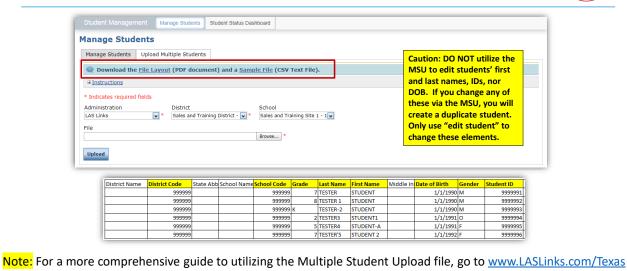Video: https://www.youtube.com/watch?v=tUTjNll33go&feature=youtu.be

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

6

3

Student Management:
Multiple Student Upload (MSU)

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

Support

DRC Customer Service – Texas	
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Order Support	**Technical Support**
Texas Order Support Email:	Texas Technical Support Email:
LASOrderTX@datarecognitioncorp.com	LASTechTX@datarecognitioncorp.com

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www.LASLinks.com/Texas