









# Uploading Multiple Users Simultaneously

First Name	Middle Initial	Last Name	Email Address	Role	District Code	School Code
Jake	C	Lake	Lake@SampleEmail.com	State		
Mike		Doe	MikeDoe@SampleEmail.com	District	160	
Mary	A	Wakins	Mwakins@SampleEmail.com	District Technology Coordinator	789	
Jane	W	Smith	JaneSmith@SampleEmail.com	School	2001	labc
John		Philps	JPhilps@SampleEmail.com	Test Administrator	6e78z	123456

District

LAS Links Sample Dist

(All)

LAS Links Sample District - 123456

School

LL Sample School 1

(All)

LL Sample School 1 - 101

LL Sample School 2 - 102

LL Sample School 3 - 103

LL Sample School 4 - 104

LL Sample School 5 - 105

LL Sample School 6 - 106

- Insert your District Code and School Codes in the corresponding columns. District and School codes can be found by clicking on the District and School drop down buttons in INSIGHT.
- If you are a large district and need a list of your school codes (as opposed to using the drop-down school list), please contact Texas Technical Support.



# Uploading Multiple Users Simultaneously

First Name	Middle Initial	Last Name	Email Address	Role	District Code	School Code
Jake	C	Lake	Lake@SampleEmail.com	State		
Mike		Doe	MikeDoe@SampleEmail.com	District	160	
Mary	A	Wakins	Mwakins@SampleEmail.com	District Technology Coordinator	789	
Jane	W	Smith	JaneSmith@SampleEmail.com	School	2001	labc
John		Philps	JPhilps@SampleEmail.com	Test Administrator	6e78z	123456

Batch User File Upload Layout - LAS Links

File must contain a header row.  
 File must contain the data in the order listed in the file layout.  
 Fields cannot be longer than the values in the Maximum Length column.  
 Fields cannot contain commas.  
 One file can contain multiple rows (District, School, Teacher, etc.).  
 Once the file is uploaded, you will need to assign permissions within the Portal to all users in the file.  
 To help resolve data file uploads, access the DRC DISTRICT Portal User Guide for LAS Links by clicking General Information/Customization/Manuals and Training Materials.  
 File must be in a comma separated (.csv) format.  
 To save Excel file as type .csv:  
 Save the spreadsheet as type .csv.  
 Open the file in Excel, if it is not already open.  
 On the Windows menu bar, click File, then Save As.  
 The Save As dialog box will appear. The line at the bottom of this box reads Save as type.  
 Click on the down arrow to the right of this line to open a drop down menu.  
 Scroll down the menu until CSV (Comma delimited) is visible.  
 Click on CSV (Comma delimited) and select for the Save as type.  
 Click on Save on the menu.

Ref	Data Field	Max Length	Required (Y/N)	Accepted Values	Description
1	First Name	100	Y	- Alphanumeric A-Z, a-z - D.S. Hyphen "-" Underscore "_" Apostrophe "'" Period "." Space	User's First Name
2	Middle Initial	1	N	- Alphanumeric A-Z, a-z - D.S. Hyphen "-" Underscore "_" Apostrophe "'" Period "." Space	User's Middle Initial May be blank.
3	Last Name	100	Y	- Alphanumeric A-Z, a-z - D.S. Hyphen "-" Underscore "_" Apostrophe "'" Period "." Space	User's Last Name
4	Email	70	Y	- Must be unique (any records with duplicate email addresses are rejected)	User's unique email address. This will be the new user's username to log into the DRC DISTRICT portal.
5	Role	40	Y	- District - School - Test Administrator - District Technology Coordinator - School Technology Coordinator	New User's Role. You may only upload users with a Role equal to or below under your own Role (e.g., a School user cannot upload users at the District level).
6	District Code	7	Y	- Numeric - Do not pad with zeros. Leading zeros not required.	This is the District that the New User is associated with. This will determine what district and/or schools the user will have access to within the DRC DISTRICT. The district code must match the district code displayed in the Portal District dropdown.

## Assigning Permissions After Successful Upload




- Refresh your screen until you see that the file successfully uploaded;
- Click on the edit button to add permissions en masse:

**User Administration**

Edit User | Add Single User | Upload Multiple Users

✓ File successfully uploaded. Users have been successfully created and will receive emails with login instructions.

⚠ Newly created users have very limited access. You should use the grid below to assign permissions.

Assign Permissions	
Uploaded Users	Assigned Permissions?
2 School users	<input type="checkbox"/> 

Upload Another File

9

9

## Assigning Permissions After Successful Upload



**Assign Permissions**

You can only assign permissions on this screen, not remove them.  
Permission(s) in the right-hand list will be added to the user profile(s) you selected on the previous screen.

Permission-set  
School

Available Permissions

- Administrator
- Administrator - Mass Assign Role
- Documents - Delete
- Documents - Upload
- Documents - View
- eDIRECT Setup - Document and Report
- Educator Scoring
- Maintain Administration
- Maintain Administration - Edit Applicatic
- Online Testing - Secured Resources
- Online Testing Statistics

Assigned Permissions

To see the description, select a permission

Save Cancel

- Choose the permission set from the drop down or choose from the available permissions.
- The permissions matrix may be found in the Portal User Guide

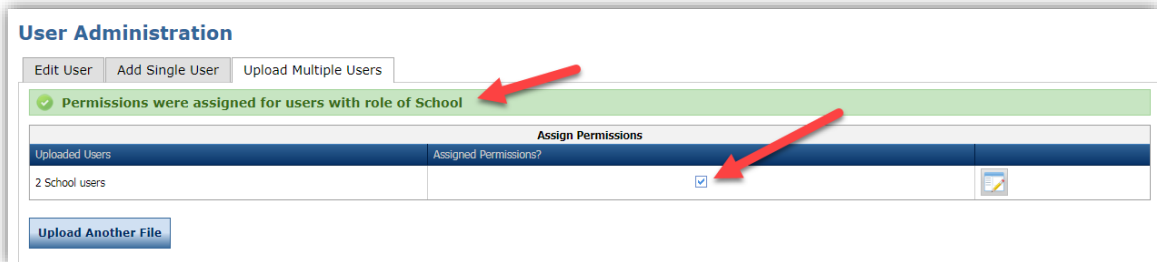
10

10

## Assigning Permissions After Successful Upload



You will see confirmation that permissions were assigned successfully:



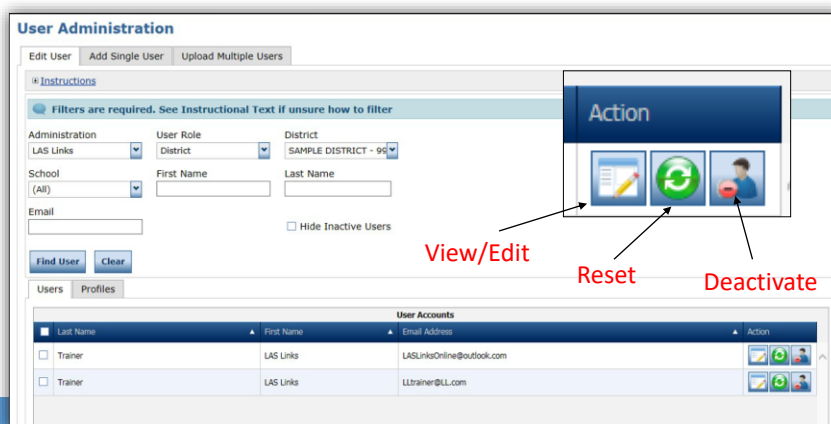
11

11

## Editing a User's Profile



- View/edit will allow you to change the Users permissions and to add another site to the Users profile
- Reset will provide the User with a new auto/activation email from [no-reply@datarecognitioncorp.com](mailto:no-reply@datarecognitioncorp.com)



12

12

## Editing Multiple Users En Masse



**User Administration**

Edit User | Add Single User | Upload Multiple Users

Instructions

Filters are required. See Instructional Text if unsure how to filter

Administration: LAS Links | User Role: School | District: Sales and Training Dist

School: (All) | Email: | Find User | Clear

Users | Profiles

Last Name	First Name
<input type="checkbox"/> Test	Bobby
<input type="checkbox"/> Test	Sam

To edit multiple Users at one time:

1. Choose the specific User Role
2. Click Find User
3. Click on the profiles tab
4. Either click on the header radio button or on each individual radio button

13

13

## Editing Multiple Users en Masse



- Once you have chosen the Users, click on the button of choice at the bottom of the page;
- A pop-up will appear, allowing you to do the task needed (i.e. Assign Permissions)

Users | Profiles

<input checked="" type="checkbox"/>	Last Name	First Name
<input checked="" type="checkbox"/>	Test	Bobby
<input checked="" type="checkbox"/>	Test	Sam

Copy to New Administrations | Assign Permissions | Remove Permissions | Assign Role

14

14

## Adding Additional Schools to a School User's Profile



If you have a User who needs to be associated to multiple schools but not all schools (unlike a District User):

- Click the view/edit action button next to the User's name
- A pop-up will appear then click Add
- Another popup will appear then choose the:
  - User Role, School and the permissions (permission set) the User should have at that site;
- Click Save
- The list of schools for that individual will display

**User Administration**

Edit User | Add Single User | Upload Multiple Users

Instructions

Filters are required. See Instructional Text if unsure how to filter

Administration: LAS Links | User Role: District | District: SAMPLE DISTRICT - 99

School (SAP): | First Name: | Last Name: | Email: |  Hide Inactive Users

View/Edit

**Edit User**

First Name: Sample | Last Name: Quinn | Email Address: |

Administration	Role	District	School	Action
LAS Links	District	99998 - Sales and Training District		
LAS Links	School	99999 - Sample District	222 -	

Add | Reset User | Inactivate | Close

15

## Support



### 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)

16