Utilizing the Multiple Student and Test Session Upload Files

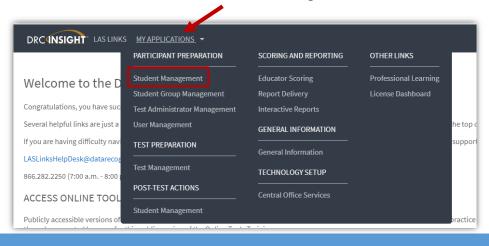## Utilizing the Multiple Student Upload File (MSU)

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.

Utilizing the Multiple Student Upload File (MSU)
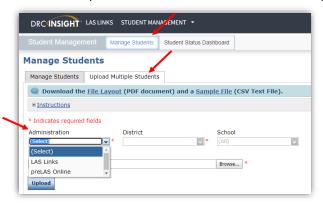
Click on MY APPLICATIONS >> Student Management:

Student Management:
Multiple Student Upload (MSU)

1. Click on the Manage Students tab
2. Click on the Upload Multiple Students tab
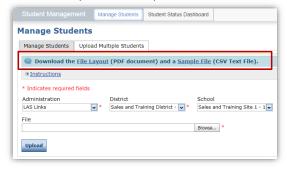3. Choose either LAS Links or preLAS Online from the Administration drop-down menu
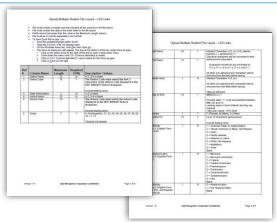
Slide 5

Student Management:
Multiple Student Upload (MSU)

Use the File Layout PDF and the Sample File to guide you on file requirements.

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	TESTER'5	STUDENT 2		1/1/1992	F	9999996

Slide 6

Student Management:
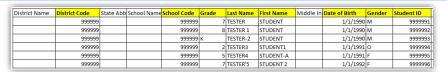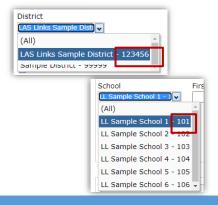# Multiple Student Upload (MSU)

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	TESTER'5	STUDENT 2		1/1/1992	F	9999996

1. Delete the sample data in the first 6 rows
2. Populate the Sample File with your student information (required cells are highlighted in screenshot above)
   - District Code and School Codes should match exactly as found in your account (see next slide)
   - Grade must be two digits: 01, 02, 03….
   - Date of Birth must be in the mm/dd/yyyy format (see slide 8 for formatting guidance)
   - Student ID must be unique for each student
3. DO NOT change the header row – INSIGHT will not accept your file if you change the header row
4. Be sure to format the Grade and Date of Birth according to the File Layout guidance (formatting guidance is found on slides 8 and 9)

Slide 7

Student Management:
Multiple Student Upload (MSU)

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	TESTER'5	STUDENT 2		1/1/1992	F	9999996

District

LAS Links Sample Dist

(All)

LAS Links Sample District - 123456

Sample District - 99999

School   Firs

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.
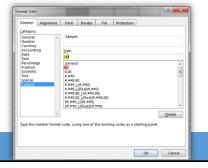
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Slide 8

Student Management:
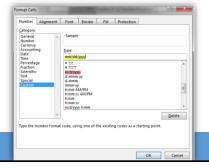### Multiple Student Upload (MSU)

To format the Grade:
- For grade, often the cells will default to a single digit
- To change and save the format, highlight the grade column, then right click and choose "format cells". Choose "custom" at the bottom of the list. Click on "0" then change the open "type" box to read "00", click OK.
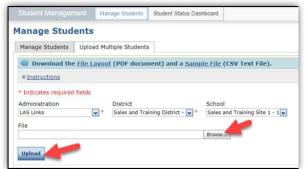
To format the DOB:
- Often, the date cells will default to m/d/yyyy format.
- To change and save the format, highlight the DOB column, right click and choose "format cells" then choose "custom" at the bottom of the list. Scroll down and choose m/d/yyyy. Change the open "type" line to mm/dd/yyyy, click OK.

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Student Management:
Multiple Student Upload (MSU)

1. Once your .CSV is complete, Click on Browse to find the file

2. Click Upload

3. Refresh occasionally to see if your file uploaded correctly

4. You will receive an error report if there are any issues with your file

5. Correct the issues indicated in the error file, save, browse and upload the file again.

6. Once data is inserted, save as a .CSV file – INSIGHT will not accept your file if it is not a .CSV file
   Tip: After saving, leave the file **open** on your device so that formatting doesn't revert (which it often does when the file is closed)
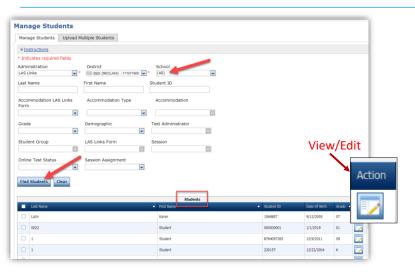

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Student Management:
Multiple Student Upload (MSU)

- To see a roster of all students registered in INSIGHT:
  - Choose "all" from the School drop down menu.
- To find a particular student:
  - Fill one or more of the search fields (ie Name and/or Student ID).
- Click Find Students; Roster will appear below;
- Click the View/Edit action button to edit a student's information

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Test Session Upload File (TSU)

Note:
You must have at least one student registered per the grade span (K, 1, 2-3, 4-5, 6-8, 9-12) for which you want to create test session(s).
If you would like to create test sessions before students have arrived, simply create one dummy student per grade span with a key indicator such as a name so the TA knows not to test that student (ie Student Name: DoNotTest (first name), DoNotTest (last name)
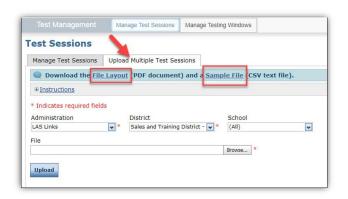
Utilizing the Test Session Upload File (TSU)

Click on MY APPLICATIONS >> Test Management:

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Utilizing the Test Session Upload File (TSU)

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

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Utilizing the Test Session Upload File (TSU)

- Use the File Layout PDF to guide you on file requirements
- Delete the sample data in the first 6 rows
- DO NOT change the header row – INSIGHT will not accept your file if you change the header row
- Be sure to format the Date of Birth and the Test Session start and end dates according to the File Layout guidance
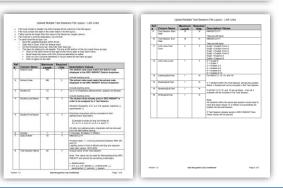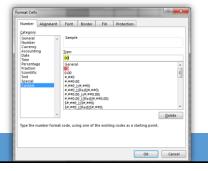
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Utilizing the Test Session Upload File (TSU)

District Code	School Code	Student ID	Student Last Name	Student First Name	Gender	Date of Birth	Test Session Name	Test Session Start Date	Test Session End Date	Test Form	Level	Subtest1	Subtest2	Subtest3	Subtest4	Test Monitoring	Restricted Access
100123456	1234	890240347	Tester1	Student1	F	06/14/2009	EB Identification Testing	08/30/2022	05/31/2023	EngA	6	Y	Y	Y	Y	Required	Yes
100123456	1234	890240488	Tester2	Student2	M	10/10/2009	EB Identification Testing	08/30/2022	05/31/2023	EngA	6	Y	Y	Y	Y	Required	Yes
100123456	1234	890241247	Tester3	Student3	F	08/19/2009	EB Identification Testing	08/30/2022	05/31/2023	EngA	6	Y	Y	Y	Y	Required	Yes
100123456	1234	890241457	Tester4	Student4	M	05/16/2009	EB Identification Testing	08/30/2022	05/31/2023	EngA	6	Y	Y	Y	Y	Required	Yes
100123456	1234	890242679	Tester5	Student5	F	10/28/2009	EB Identification Testing	08/30/2022	05/31/2023	EngA	6	Y	Y	Y	Y	Required	Yes
100123456	1234	890250118	Tester6	Student6	F	01/25/2009	EB Identification Testing	08/30/2022	05/31/2023	EngA	6	Y	Y	Y	Y	Required	Yes
100123456	1234	890258845	Tester7	Student7	F	01/14/2009	EB Identification Testing	08/30/2022	05/31/2023	EngA	6	Y	Y	Y	Y	Required	Yes
100123456	1234	890229404	Tester8	Student8	F	04/22/2008	EB Identification Testing	08/30/2022	05/31/2023	EngA	6	Y	Y	Y	Y	Required	Yes
100123456	1234	890233226	Tester9	Student9	F	10/21/2008	EB Identification Testing	08/30/2022	05/31/2023	EngA	6	Y	Y	Y	Y	Required	Yes
100123456	1234	890237539	Tester10	Student10	F	04/25/2008	EB Identification Testing	08/30/2022	05/31/2023	EngA	6	Y	Y	Y	Y	Required	Yes

District

LAS Links Sample Dist
(All)
LAS Links Sample District   123456
Sample District - 99999

School   Firs
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.

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Utilizing the Test Session Upload File (TSU)
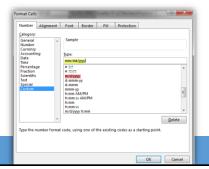
To format Test Session Dates:
- For grade, often the cells will default to a single digit
- To change and save the format, highlight the grade column, then right click and choose "format cells". Choose "custom" at the bottom of the list. Click on "0" then change the open "type" box to read "00", click OK.

To format the DOB:
- Often, the date cells will default to m/d/yyyy format.
- To change and save the format, highlight the DOB column, right click and choose "format cells" then choose "custom" at the bottom of the list. Scroll down and choose m/d/yyyy. Change the open "type" line to mm/dd/yyyy, click OK.

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Utilizing the Test Session Upload File (TSU)

- **The LAS Links Level Column:**
  - The level is the lower grade in the grade band (i.e. Grade band 2-3's test level is 2; Grade band 9-12's test level is 9).

- **In the Subtest columns:**
  - **Subtest 1** = Listening; **Subtest2** = Reading; **Subtest3** = Speaking; **Subtest4** = Writing
  - **Y (highlighted below)** = Student within the Test Session will get the subtest
  - **Blank =** Subtest will not be included in the Test Session
  - **If all Subtest columns are blank** – then all 4 subtests will be included in the Test Session.

- **Note:** All students within the same test session would need to have the same values (Y or Blank) to successfully be loaded into the test session.

District Code	School Code	Student ID	Student Last Name	Student First Name	Gender	Date of Birth	Test Session Name	Test Session Start Date	Test Session End Date	Test Form	Level	Subtest1	Subtest2	Subtest3	Subtest4	Test Monitoring	Restricted Access
100123456	1234	890240347	Tester1	Student1	F	06/14/2009	EB Identification Testing	08/30/2022	05/31/2023	EngA	6	Y	Y	Y	Y	Required	Yes
100123456	1234	890240488	Tester2	Student2	M	10/10/2009	EB Identification Testing	08/30/2022	05/31/2023	EngA	6	Y	Y	Y	Y	Required	Yes
100123456	1234	890241247	Tester3	Student3	F	08/19/2009	EB Identification Testing	08/30/2022	05/31/2023	EngA	6	Y	Y	Y	Y	Required	Yes
100123456	1234	890241457	Tester4	Student4	M	05/16/2009	EB Identification Testing	08/30/2022	05/31/2023	EngA	6	Y	Y	Y	Y	Required	Yes
100123456	1234	890242679	Tester5	Student5	F	10/28/2009	EB Identification Testing	08/30/2022	05/31/2023	EngA	6	Y	Y	Y	Y	Required	Yes
100123456	1234	890250118	Tester6	Student6	F	01/25/2009	EB Identification Testing	08/30/2022	05/31/2023	EngA	6	Y	Y	Y	Y	Required	Yes
100123456	1234	890258845	Tester7	Student7	F	01/14/2009	EB Identification Testing	08/30/2022	05/31/2023	EngA	6	Y	Y	Y	Y	Required	Yes
100123456	1234	890229404	Tester8	Student8	F	04/22/2008	EB Identification Testing	08/30/2022	05/31/2023	EngA	6	Y	Y	Y	Y	Required	Yes
100123456	1234	890233226	Tester9	Student9	F	10/21/2008	EB Identification Testing	08/30/2022	05/31/2023	EngA	6	Y	Y	Y	Y	Required	Yes
100123456	1234	890237539	Tester10	Student10	F	04/25/2008	EB Identification Testing	08/30/2022	05/31/2023	EngA	6	Y	Y	Y	Y	Required	Yes

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Utilizing the Test Session Upload File (TSU)

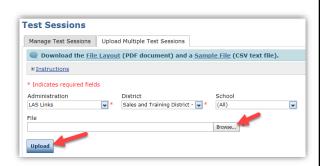| District Code	School Code	Student ID	Student Last Name	Student First Name	Gender	Date of Birth	Test Session Name	Test Session Start Date	Test Session End Date	Test Form	Level	Subtest1	Subtest2	Subtest3	Subtest4	Test Monitoring	Restricted Access
100123456	1234	890240347	Tester1	Student1	F	06/14/2009	EB Identification Testing	08/30/2022	05/31/2023	EngA	6	Y	Y	Y	Y	Required	Yes
100123456	1234	890240488	Tester2	Student2	M	10/10/2009	EB Identification Testing	08/30/2022	05/31/2023	EngA	6	Y	Y	Y	Y	Required	Yes
100123456	1234	890241247	Tester3	Student3	F	08/19/2009	EB Identification Testing	08/30/2022	05/31/2023	EngA	6	Y	Y	Y	Y	Required	Yes
100123456	1234	890241457	Tester4	Student4	M	05/16/2009	EB Identification Testing	08/30/2022	05/31/2023	EngA	6	Y	Y	Y	Y	Required	Yes
100123456	1234	890242679	Tester5	Student5	F	10/28/2009	EB Identification Testing	08/30/2022	05/31/2023	EngA	6	Y	Y	Y	Y	Required	Yes
100123456	1234	890250118	Tester6	Student6	F	01/25/2009	EB Identification Testing	08/30/2022	05/31/2023	EngA	6	Y	Y	Y	Y	Required	Yes
100123456	1234	890258845	Tester7	Student7	F	01/14/2009	EB Identification Testing	08/30/2022	05/31/2023	EngA	6	Y	Y	Y	Y	Required	Yes
100123456	1234	890229404	Tester8	Student8	F	04/22/2008	EB Identification Testing	08/30/2022	05/31/2023	EngA	6	Y	Y	Y	Y	Required	Yes
100123456	1234	890233226	Tester9	Student9	F	10/21/2008	EB Identification Testing	08/30/2022	05/31/2023	EngA	6	Y	Y	Y	Y	Required	Yes
100123456	1234	890237539	Tester10	Student10	F	04/25/2008	EB Identification Testing	08/30/2022	05/31/2023	EngA	6	Y	Y	Y	Y	Required	Yes

The 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** testing.

- The Test Monitoring column determines if the TMA will be used. The column will default to **none** if left blank. If you would like to use TMA, fill the Test Monitoring cells with either:
  - **Required:** student must have a code to enter the test
  - **Optional:** student, although prompted for a code, will not be required to enter one
- The Restricted Access feature when activated, requires that the student will be put in a waiting room until the TA allows test access. The Restricted Access column will default "No" when left blank. Change this to **Yes** if you want to utilize this feature.
- Go to www.LASLinks.com/Texas to learn more about the TMA.

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Utilizing the Test Session Upload File (TSU)

1. Once your .CSV is complete, Click on Browse to find the file

2. Click Upload

3. Refresh occasionally to see if your file uploaded correctly

4. You will receive an error report if there are any issues with your file

5. Correct the issues indicated in the error file, save, browse and upload the file again.

6. Once data is inserted, save as a .CSV file – INSIGHT will not accept your file if it is not a .CSV file
   Tip: After saving, leave the file **open** on your device so that formatting doesn't revert (which it often does when the file is closed)
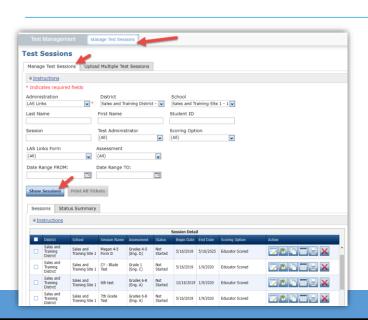

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Viewing Your Test Sessions

To view your sessions:

1. Go to My Applications >> Test Management

2. Click on Manage Test Sessions
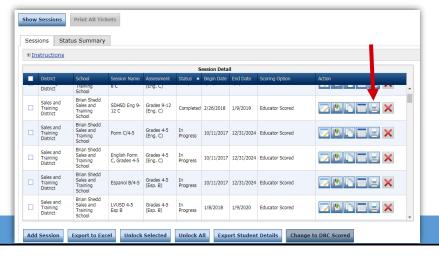
3. Click Show Sessions

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

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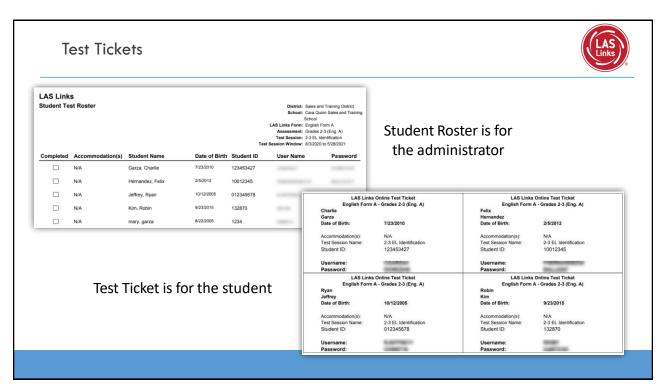
Generating Test Tickets

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.

Test Tickets

Student Roster is for the administrator
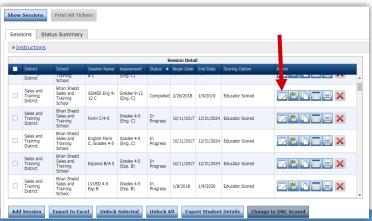
Test Ticket is for the student

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.

Support

DRC Customer Service – Texas	
Toll Free: 833-867-5679 Option 1	Toll Free: 833-867-5679 Option 2
Order Support	**Technical Support**
Texas Order Support Email:	Texas Technical Support Email:
LASOrderTX@datarecognitioncorp.com	LASTechTX@datarecognitioncorp.com

Customer Service Hours: 8:00 am – 4:30pm CT M-F
www.LASLinks.com/Texas