*pre*LAS Online Administration Training

Texas

Agenda

✓ Purpose of *pre*LAS Testing

✓ Program Overview

✓ Training Part 1: Pre-test activities (preparing to test)

✓ Training Part 2: Administering *pre*LAS Online, includes holistic scoring training

✓ Training Part 3: Post-test activities (Generating and Interpreting Scores)

TEA Video: Process for Serving English Learners

preLAS

The Process for Serving
English Learners

STEP 1   STEP 2   STEP 3   STEP 4

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What is the LAS Battery of Assessments?

preLAS

Meets the first step
requirement for
serving English learners
(Emergent Bilinguals):

Assessing with a
Proficiency Assessment

Home Language Survey

English Proficiency Assessment

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Texas Emergent Bilingual Identification Program Overview

Grade Level	Approved Assessment(s) for Identification:
preK3, preK4, Kindergarten	• preLAS English Form C • preLAS Español Form C • Available in Online or Paper formats
1st Grade	• LAS Links Form A • Speaking and Listening Only • Available in Online or Paper formats
2nd – 12th Grade	• LAS Links Form A • Speaking, Listening, Reading and Writing • Available in Online or Paper formats
1st – 6th Grade*	• LAS Links Español Form A • Speaking and Listening • Available in Online or Paper formats

* Spanish testing is required by the TEA when you have a bilingual program

What is the *pre*LAS?

The *pre*LAS is language proficiency assessment consisting of an Oral Language component in English and Spanish for preK3-, preK4-, and Kindergarten students. Test results are used to:

- Identify and place Emergent Bilingual students in appropriate classroom settings
- Measure the developing language of first-language learners of Spanish
- Individually administered assessment
- Takes approximately 15 minutes to administer

Training Part 1:
Pre-Test Activities

Activity 1:
Accessing the
INSIGHT portal and
DRC's Professional
Learning courses
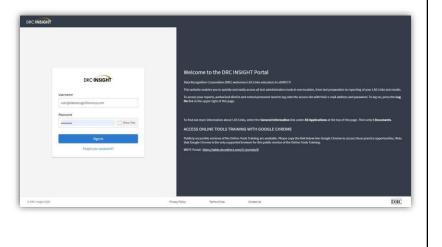
7

Accessing the DRC INSIGHT Portal

www.drcedirect.com

Use the INSIGHT portal
for Test Administrative
functions such as
professional learning,
rostering students,
creating test sessions,
scoring student responses
and for On-Demand
reporting.

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Portal Activation Email

- Sent from: no-reply@datarecognitioncorp.com
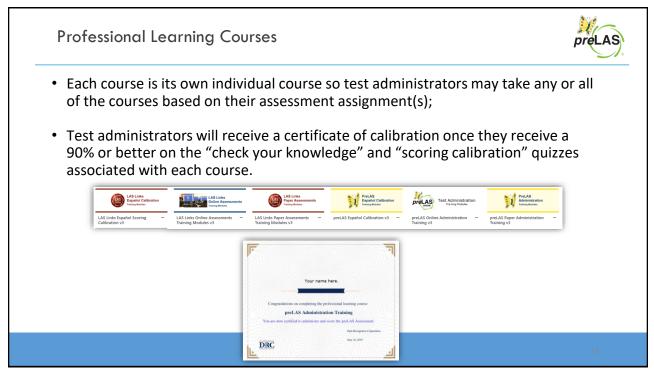
- Check your clutter/spam if you do not find the email in your inbox

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Logging into the Portal

- Click on "Forgot your password?" if unable to locate your welcome email
- Your Username is your email address
- If the system does recognize you as a User, please check with your LEA director who will need to add you as a User to the portal.

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Accessing the Professional Learning Courses

preLAS

Click on MY APPLICATIONS >> Professional Learning:

Professional Learning Courses

preLAS

DRC's Professional Learning is a system designed to provide LEAs with a single robust, integrated platform of *pre*LAS and LAS Links training courses. This virtual training platform, available 24/7, provides 6 courses.

No enrollment code is needed. Simply scroll down the page to see all available courses.

| LAS Links Español Scoring Calibration v3 | LAS Links Online Assessments Training Modules v3 | LAS Links Paper Assessments Training Modules v3 | preLAS Español Calibration v3 | preLAS Online Administration Training v3 | preLAS Paper Administration Training v3 |

Professional Learning Courses

- Each course is its own individual course so test administrators may take any or all of the courses based on their assessment assignment(s);

- Test administrators will receive a certificate of calibration once they receive a 90% or better on the "check your knowledge" and "scoring calibration" quizzes associated with each course.

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**Training Part 1:
Pre-Test Activities**

**Activity 2:
Adding
(registering)
Students in the
INSIGHT portal**

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Student Management: Add/View/Edit

Adding Students One-by-One

1) Click Manage Students
2) Choose preLAS Online

Adding Students One-by-One

1) Click Manage Students
2) Choose preLAS Online from the "Administration" drop down menu
3) Choose a School from the drop-down menu
4) 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

preLAS

- 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 (i.e. Name and/or Student ID)
- Click Find Students
- Roster will appear below

View/Edit

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Student Management: Adding Student Demographics

preLAS

Please note, student demographic data will not be included on the *pre*LAS Online On-Demand Report therefore it is not necessary to apply this information to the student profile.

Add Student

⊞ Instructions

* Indicates required fields

Last Name * | First Name * | Middle Initial | Student ID *

| Student Detail | Accommodations | Demographics | Student Groups | Testing Codes |

Hispanic/Latino

Race (Choose all that apply)
- ☐ Race - American Indian or Alaskan Native
- ☐ Race - Asian
- ☐ Race - Black or African American
- ☐ Race - Native Hawaiian or Other Pacific Islander
- ☐ Race - White

Program (Choose all that apply)
- ☐ Program - Bilingual
- ☐ Program - English Language Development
- ☐ Program - ESL
- ☐ Program - Mainstream
- ☐ Program - Two-Way

Save | Save & Add Another | Cancel

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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

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.

* Indicates required fields

| Administration | District | School |
| LAS Links ▾ * | Sales and Training District - ▾ * | Sales and Training Site 1 - 1 ▾ |

File
[ ] Browse... *

Upload

District Name	District Code	State Abbreviation	School Name	School Code	Grade	Last Name	First Name	Middle Initial	Date of Birth	Gender	Student ID
	100999999			999991	PK	Garza	John		01/01/2016	M	9999991
	100999999			999992	K	Sanchez	Samantha		01/01/2015	F	9999992
	100999999			999992	1	Adams	Jonathon		01/01/2014	O	9999993

- Require cells are highlighted.
- District Code and School Code can be found by clicking on the District and School tabs above.
- 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 Tech Support.
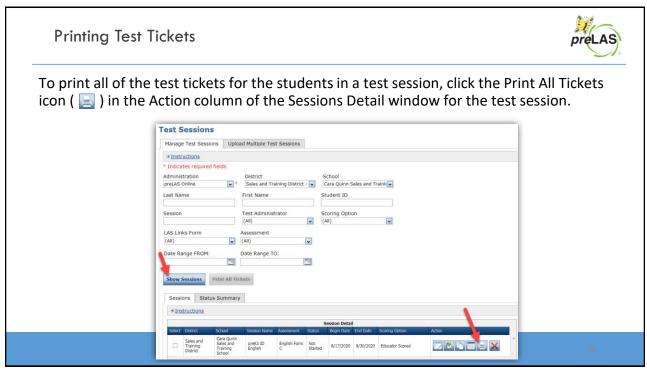
Training Part 1: Pre-Test Activities

Activity 3:
Creating Test Sessions

Test Management: Creating Test Sessions

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Creating a Test Session

To add a session, choose *pre*LAS Online from the Administration dropdown.

Choose the School (as applicable) from the drop-down menu, then click Add Session, found at the bottom of the page.

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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.

Printing 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.

preLAS Online Test Tickets

preLAS Online Student Test Roster

Student Roster is for the Test Administrator

District: Sales and Training District
School: Cara Quinn Sales and Training School
LAS Links Form: English Form C
Assessment: English Form C
Test Session: preK3 ID English
Test Session Window: 8/17/2020 to 9/30/2020

Completed	Accommodation(s)	Student Name	Date of Birth	Student ID	User Name	Password
☐	N/A	Jane, Doe	5/25/2018	Temp02	DJANE1	RICE4675
☐	N/A	John, Doe	5/25/2018	Temp03	DJOHN1	FORM2264
☐	N/A	Test, Test	5/25/2018	temp01	TTEST1	BIRD2592

The Test Administrator uses the Test Ticket information to log into the test. NOT the student.

preLAS Online Online Test Ticket
English Form C - English Form C

Doe
Jane
Date of Birth: 5/25/2018

Accommodation(s): N/A
Test Session Name: preK3 ID English
Student ID: Temp02

Username: DJANE1
Password: RICE4675

preLAS Online Online Test Ticket
English Form C - English Form C

Doe
John
Date of Birth: 5/25/2018

Accommodation(s): N/A
Test Session Name: preK3 ID English
Student ID: Temp03

Username: DJOHN1
Password: FORM2264

preLAS Online Online Test Ticket
English Form C - English Form C

Test
Test
Date of Birth: 5/25/2018

Accommodation(s): N/A
Test Session Name: preK3 ID English
Student ID: temp01

Username: TTEST1
Password: BIRD2592

Test Ticket is for the Test Administrator

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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.

Test Sessions

Manage Test Sessions | Upload Multiple Test Sessions

⊞ Instructions

* Indicates required fields

Administration	District	School
preLAS Online ▾ *	Sales and Training District - ▾	Cara Quinn Sales and Trainir ▾
Last Name	First Name	Student ID
Session	Test Administrator	Scoring Option
	(All) ▾	(All) ▾
LAS Links Form	Assessment	
(All) ▾	(All) ▾	
Date Range FROM:	Date Range TO:	

[Show Sessions] [Print All Tickets]

Sessions | Status Summary

⊞ Instructions

Session Detail

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Scoring Option	Action
☐	Sales and Training District	Cara Quinn Sales and Training School	preK3 ID English	English Form C	Not Started	8/17/2020	9/30/2020	Educator Scored	🖉 ▣ ▢ ▢ ▤ ✖

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**Training Part 2:
Administering
*pre*LAS Online**

Activity 1:
Testing Experience

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Logging into the Assessment

When you, the Test Administrator, are ready to administer the test, click on the DRC INSIGHT App installed on your device -OR- for Remote Testing, go to the Public URL.

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Logging into the Assessment
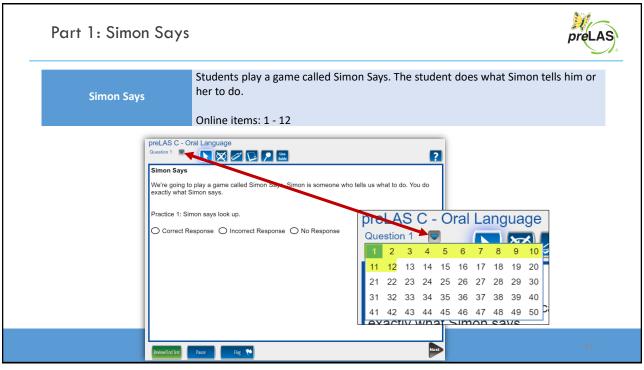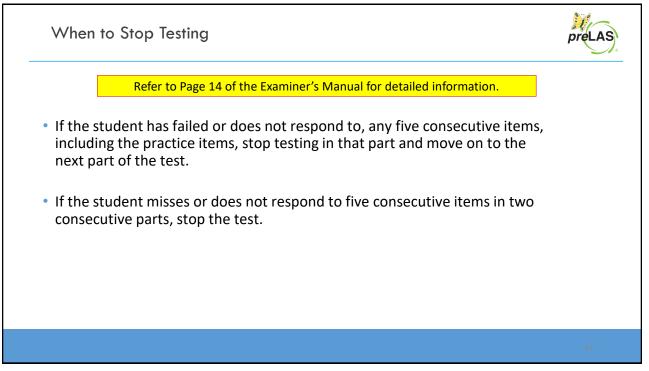
Type in the Username and Password provided to you on the Test Ticket

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Materials Needed to Test

Student licenses in DRC's INSIGHT Portal

Examiner's Manual: provides in-depth test directions, rubrics and scoring

Cue Picture Book: provides picture prompts to use while testing

Audio CD and/or Audio Files found in INSIGHT

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Test Item Response Guidance

*pre*LAS

- *pre*LAS is not a timed test.
- Test can be administered in several sessions.
- Test can be administered in any order.
- Allow 3 - 5 seconds for each response. If there is no response, prompt a second time. If there is still no response, continue to the next item.
- Prompts may be said no more than twice.

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Part 1: Simon Says

*pre*LAS

preLAS C - Oral Language

Question 1

Simon Says
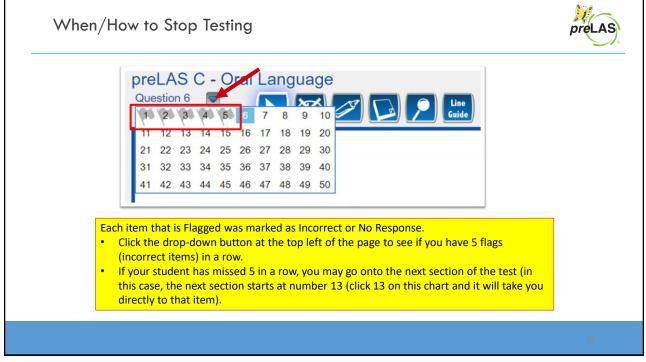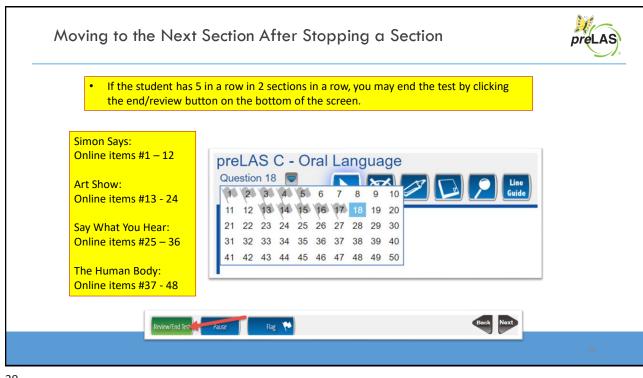
For more detailed information, refer to: Page 15 of the Examiner's Manual

Say → We're going to play a game called Simon Says. Simon is someone who tells us what to do. You do exactly what Simon says.

Say → Practice 1: Simon says look up.

○ Correct Response ○ Incorrect Response ○ No Response

Description:	Students play a game called Simon Says. The student does what Simon tells him or her to do.
Examples:	Simon says look up Simon says look down Simon says touch your ear
Scoring:	Test Administrator clicks on the circle for Correct, Incorrect and No responses.

Review/End Test   Pause   Flag

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Part 1: Simon Says

Simon Says	Students play a game called Simon Says. The student does what Simon tells him or her to do. Online items: 1 - 12

When to Stop Testing

Refer to Page 14 of the Examiner's Manual for detailed information.

- If the student has failed or does not respond to, any five consecutive items, including the practice items, stop testing in that part and move on to the next part of the test.

- If the student misses or does not respond to five consecutive items in two consecutive parts, stop the test.

When/How to Stop Testing

preLAS C - Oral Language

Question 1

Simon Says

We're going to play a game called Simon Says. Simon is someone who tells us what to do. You do exactly what Simon says.

Practice 1: Simon says look up.

○ Correct Response ○ Incorrect Response ○ No Response

Tip: To keep track of items missed, flag each item that is marked as Incorrect or No Response.

Review/End Test　　Pause　　Flag 🏳　　Next

When/How to Stop Testing

preLAS C - Oral Language

Question 6

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50

Each item that is Flagged was marked as Incorrect or No Response.
- Click the drop-down button at the top left of the page to see if you have 5 flags (incorrect items) in a row.
- If your student has missed 5 in a row, you may go onto the next section of the test (in this case, the next section starts at number 13 (click 13 on this chart and it will take you directly to that item).

Moving to the Next Section After Stopping a Section

- If the student has 5 in a row in 2 sections in a row, you may end the test by clicking the end/review button on the bottom of the screen.

Simon Says:
Online items #1 – 12

Art Show:
Online items #13 - 24

Say What You Hear:
Online items #25 – 36

The Human Body:
Online items #37 - 48

preLAS C - Oral Language
Question 18

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50

Review/End Test   Pause   Flag   Back   Next

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Ending the Test Due to Insufficient Language

- If you stop the test without answering all the questions, you will get this pop up.
- Click Submit for the test to move towards reporting.

Stop
Are you done with your test?
Be sure you have answered all of the questions.

To continue testing, select "Return to Review."

To turn in your test, select "Submit."

Return to Review   Submit

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Pausing the Test

preLAS

preLAS C - Oral Language
Question 1

Simon Says

We're going to play a game called Simon Says. Simon is someone who tells us what to do. You do exactly what Simon says.

Practice 1: Simon says look up.

○ Correct Response   ○ Incorrect Response   ○ No Response

Pause = allows you to take a 20-minute break or to pause until you are ready to resume testing at another time.

Click Next to move to the next item.

Review/End Test   Pause   Flag   Next

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Part 2: Art Show

preLAS

Art Show

Using the Cue Picture Book, students are asked to identify the object and answer questions related to the object. What is it? What is it used for?

Cue Book: Part 2: Items # 1 - 10
Online Items: 13 - 24

preLAS C - Oral Language
Question 13

Art Show

What is this?

Point to the corresponding picture in the Cue Picture Book

Practice 1: Cat, kitty

○ Correct Response   ○ Incorrect Response   ○ No Response

Question 13

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50

Review/End Test   Pause   Flag   Back   Next

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Part 2: Art Show

preLAS C - Oral Language
Question 13

Art Show

What is this?

Point to the corresponding picture in the Cue Picture Book.

Practice 1: Cat, kitty

○ Correct Response ○ Incorrect Response ○ No Response

Say →

Review/End Test   Pause   Flag

- Using the **Cue Picture Book**, point to the picture and ask "What is this?"
- For more detailed information, refer to Page 16 of the Examiner's Manual

Description:	Using the Cue Picture Book, students are asked to identify the object and answer questions related to the object. What is it? What is it used for?
Examples:	
Scoring:	Using the student answer sheet, fill in the circle for correct responses

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Part 2: Art Show Cue Picture Prompts

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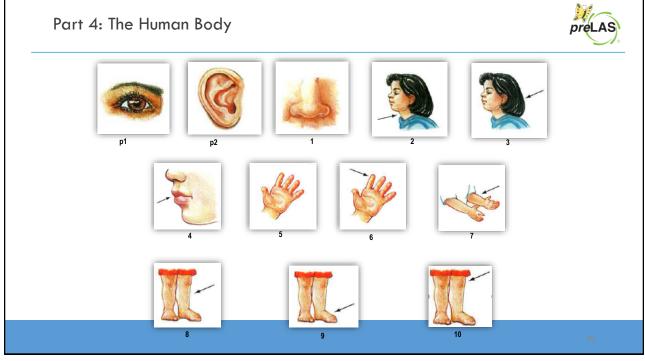
Part 3: Say What You Hear

preLAS

Say What You Hear	The student repeats what he or she hears. Online items # 25 - 36

preLAS C - Oral Language

Question 25

Say What You Hear

Say: Listen to me (or the audio file) and say what you hear.

Practice 1: Good morning.

○ Correct Response   ○ Incorrect Response   ○ No

preLAS C - Oral Language

Question 25

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50

Review/End Test   Pause   Flag   Back Next

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Part 3: Say What You Hear

preLAS

preLAS C - Oral Language

Question 25

Say What You Hear

Say ➡ *Say: Listen to me (or the audio file) and say what you hear.*
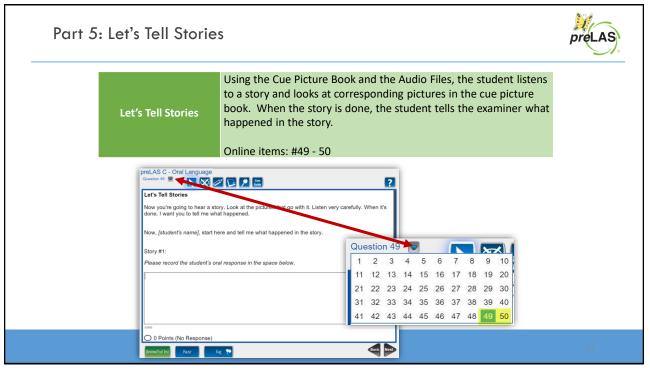
For more detailed information, refer to:
Page 18 of the Examiner's Manual

Say ➡ Practice 1: Good morning.

○ Correct Response   ○ Incorrect Response   ○ No Response

Description:	The student repeats what he or she hears.
Examples:	Don't forget your coat The principal looked at me My cousin washes the windows
Scoring:	The response is correct if the underlined structures are repeated exactly as shown in the examiner's manual.

Review/End Test   Pause   Flag

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Say What You Hear - Exemplars

Prompt	Structure Tested	Correct Responses	Incorrect Responses
<u>Don't forget</u> your coat.	negative command	<u>Don't forget</u> your coat. <u>Don't forget</u> you coat.	No forget your coat.
The principal <u>looked</u> at me.	past tense	The principal <u>looked</u> at me. The principal <u>looked</u> me.	The principal look me. The principal look at me.
My cousin <u>washes</u> the windows.	Third person singular, present tense	My cousin <u>washes</u> the windows. My cousin <u>washes</u> the floor.	My cousin wash the windows.
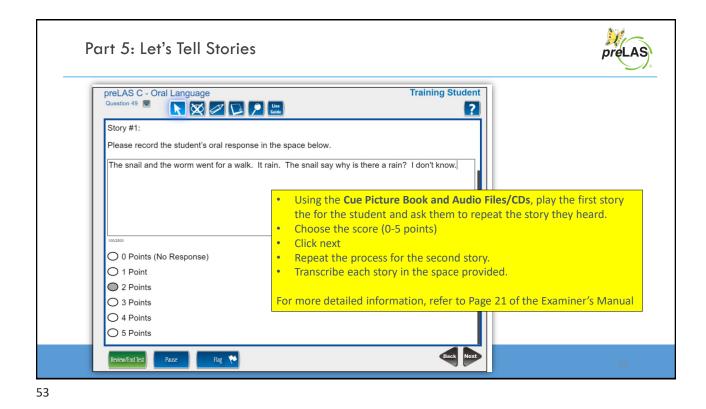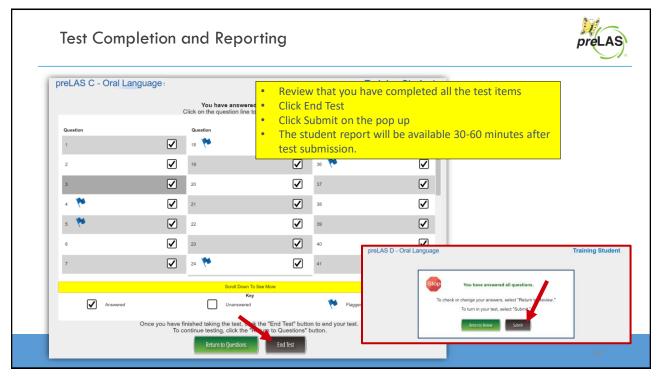
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Part 4: The Human Body

The Human Body	Using the Cue Picture Book, students are asked to look at the picture and identify the body part. Cue Book: Part 4: Items # 1 - 10 Online items # 37 – 48

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Part 4: The Human Body

preLAS

preLAS C - Oral Language
Question 37

The Human Body

Say ➡ I'll point to a part of the body. You tell me what it's called.

Point to the corresponding picture in the Cue Picture Book.

Practice 1: Eye

○ Correct Response ○ Incorrect Response ○ No Response

Using the **Cue Picture Book**, point to the picture and ask "What is this?"
For more detailed information, refer to Page 20 of the Examiner's Manual

Description:	Using the Cue Picture Book, students are asked to look at the picture and identify the body part
Examples:	
Scoring:	Using the student answer sheet, fill in the circle for correct responses

Review/End Test   Pause   Flag

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Part 4: The Human Body

preLAS

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Part 5: Let's Tell Stories

preLAS

Let's Tell Stories	Using the Cue Picture Book and the Audio Files, the student listens to a story and looks at corresponding pictures in the cue picture book. When the story is done, the student tells the examiner what happened in the story. Online items: #49 - 50

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Accessing the Audio Files

preLAS

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Part 5: Let's Tell Stories

preLAS C - Oral Language
Question 49

Training Student

Story #1:

Please record the student's oral response in the space below.

The snail and the worm went for a walk. It rain. The snail say why is there a rain? I don't know.

100/2500

○ 0 Points (No Response)
○ 1 Point
◉ 2 Points
○ 3 Points
○ 4 Points
○ 5 Points

- Using the **Cue Picture Book and Audio Files/CDs**, play the first story the for the student and ask them to repeat the story they heard.
- Choose the score (0-5 points)
- Click next
- Repeat the process for the second story.
- Transcribe each story in the space provided.

For more detailed information, refer to Page 21 of the Examiner's Manual

Review/End Test   Pause   Flag

Back   Next

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Test Completion and Reporting

preLAS C - Oral Language

You have answered
Click on the question line to

- Review that you have completed all the test items
- Click End Test
- Click Submit on the pop up
- The student report will be available 30-60 minutes after test submission.

Once you have finished taking the test, click the "End Test" button to end your test.
To continue testing, click the "Return to Questions" button.

Return to Questions   End Test

preLAS D - Oral Language   **Training Student**

Stop   You have answered all questions.

To check or change your answers, select "Return to Review."
To turn in your test, select "Submit."

Return to Review   Submit

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Training Part 2: Administering *pre*LAS Online

Activity 2:
Holistically Scoring
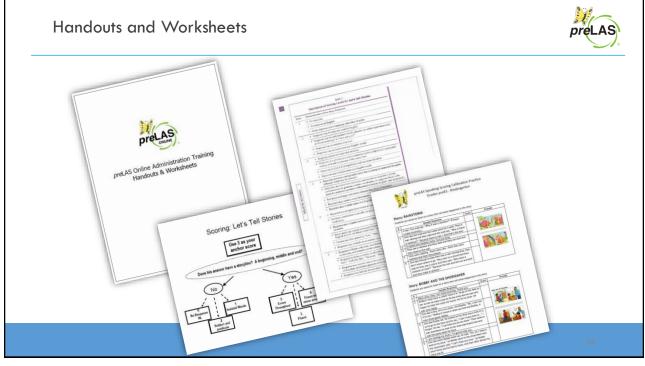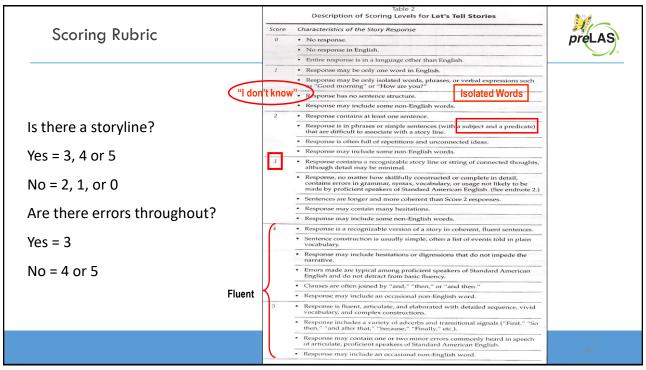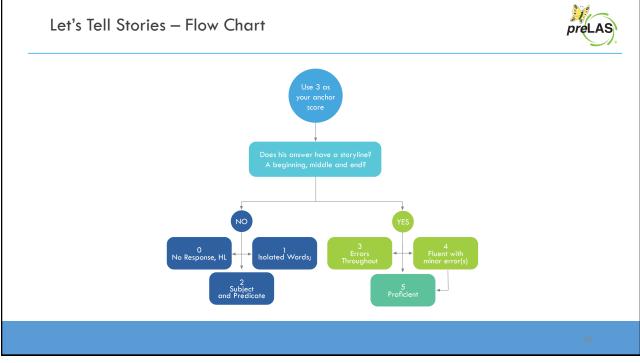Part 5: Let's Tell Stories

Handouts and Worksheets

Scoring Rubric

Is there a storyline?

Yes = 3, 4 or 5

No = 2, 1, or 0

Are there errors throughout?

Yes = 3

No = 4 or 5

Table 2
Description of Scoring Levels for Let's Tell Stories

Score	Characteristics of the Story Response
0	• No response.
	• No response in English.
	• Entire response is in a language other than English.
1	• Response may be only one word in English.
	• Response may be only isolated words, phrases, or verbal expressions such as "Good morning" or "How are you?"
	• Response has no sentence structure.
	• Response may include some non-English words.
2	• Response contains at least one sentence.
	• Response is in phrases or simple sentences (with a subject and a predicate) that are difficult to associate with a story line.
	• Response is often full of repetitions and unconnected ideas.
	• Response may include some non-English words.
3	• Response contains a recognizable story line or string of connected thoughts, although detail may be minimal.
	• Response, no matter how skillfully constructed or complete in detail, contains errors in grammar, syntax, vocabulary, or usage not likely to be made by proficient speakers of Standard American English. (See endnote 2.)
	• Sentences are longer and more coherent than Score 2 responses.
	• Response may contain many hesitations.
	• Response may include some non-English words.
4	• Response is a recognizable version of a story in coherent, fluent sentences.
	• Sentence construction is usually simple, often a list of events told in plain vocabulary.
	• Response may include hesitations or digressions that do not impede the narrative.
	• Errors made are typical among proficient speakers of Standard American English and do not detract from basic fluency.
	• Clauses are often joined by "and," "then," or "and then."
	• Response may include an occasional non-English word.
5	• Response is fluent, articulate, and elaborated with detailed sequence, vivid vocabulary, and complex constructions.
	• Response includes a variety of adverbs and transitional signals ("First," "So then," "and after that," "because," "Finally," etc.).
	• Response may contain one or two minor errors commonly heard in speech of articulate, proficient speakers of Standard American English.
	• Response may include an occasional non-English word.

"I don't know".

Isolated Words

Fluent

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Let's Tell Stories – Flow Chart

Use 3 as your anchor score

Does his answer have a storyline? A beginning, middle and end?

NO

YES

0 No Response, HL

1 Isolated Words;

2 Subject and Predicate

3 Errors Throughout

4 Fluent with minor error(s)
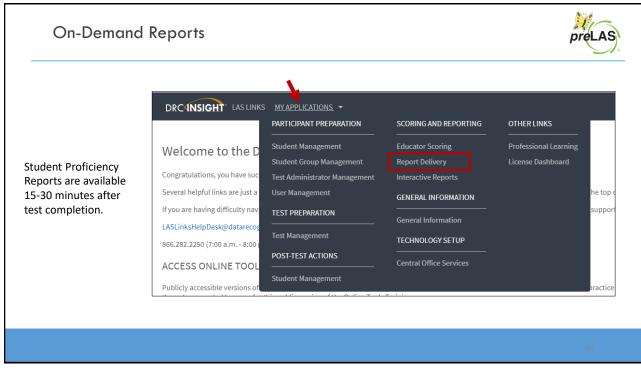
5 Proficient

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Let's Tell Stories – Scoring Practice

Story: Rainstorm
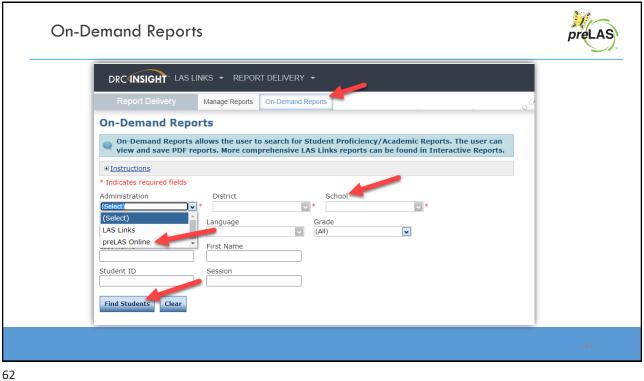Students are asked to listen to a story then tell what happened in the story.

Student	Sample Response	Score
1	It rain. The snail say, "Why it was a rainbow?" (Porque estaba lloviendo.)	
2	One day the snail and the snake went for a walk. Then it was raining and they walk and the snail say, "Why is there a rainbow?" "Because there is rain." And that's the end.	
3	It rained and rainbow come. Sun just drop.	
4	They see a rainbow and they walk and they can look and they head to the wall.	
5	They were walking…There were rain…Then they were rainbow and then they played.	
6	One day they go to play then was a rain coming they, they don't know where to go. They color in a shovel and they said he they saw a colors and they said, "Why does a rainbow on here?" "Because the rain and the sun are both and they make a rainbow."	

**Training Part 3:
Post Test Activities**

**Generating and
Interpreting
Reports**

On-Demand Reports

Student Proficiency Reports are available 15-30 minutes after test completion.

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On-Demand Reports

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On-Demand Reports

Choose if you want the report in English or Spanish.

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Student Proficiency Report

Per State and Federal Guidelines

preK3, preK4, Kindergarten

- If a student receives a 1, 2 or 3 Oral Language proficiency level, they are to be classified as an Emergent Bilingual.

- If a student receives a 4 or 5 Oral Language proficiency level – they are to be considered Fluent - not to be identified as an Emergent Bilingual.

Additional data is provided at no additional charge if the Pre-Literacy component is given.

Note: The pre-literacy component is available as an optional online component, but it DOES NOT FACTOR INTO ENGLISH LEARNER IDENTIFICATION

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Student Proficiency Report

Page 2:
Provides Cut-Off Levels and Interpretation of Scores as well as a break down of student performance within each component.

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Resources: www.LASLinks.com/Texas

- Training PPTs, Guidance Documents and Videos
- FAQS
- Parent and Teacher Resources
- And more….

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Support

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