

DRC INSIGHT LAS LINKS	MY APPLICATIONS - PARTICIPANT PREPARATION	SCORING AND REPORTING	OTHERLINKS	P
Welcome to the D	Student Management Student Group Management	Educator Scoring Report Delivery	Professional Learning License Dashboard	
Congratulations, you have suc	Test Administrator Management	Interactive Reports		
Several helpful links are just a	User Management	GENERAL INFORMATION		he top
If you are having difficulty navi	TEST PREPARATION			suppor
LASLinksHelpDesk@datarecog	<b>T</b> . <b>H</b>	General Information		
866.282.2250 (7:00 a.m 8:00 j	lest Management	TECHNOLOGY SETUP		
ACCESS ONLINE TOOL	POST-TEST ACTIONS	Central Office Services		
Publicly accessible versions of	Student Management			practice

## Creating a Session

Sessions are necessary in order to provide students with test tickets to enter an online test. Note: at least one student must be registered in a grade span in order to create a test session for that grade span.

To create a session:

- Click Manage Test Sessions
- Choose LAS Links under Administration
- Choose the School (as applicable) from the drop-down menu
- Click Add Session, found at the bottom of the page.

Manage Test Sessions Uploa	ad Multiple Test Sessions			
* Instructions				
Indicates required fields				
dministration	District	School		
LAS Links	SAMPLE DISTRICT - 99998	CSP SAMPLE - 22222	~	
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## **Test Monitoring Application**

The new 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** Test Sessions.

TAs may monitor the following:

- Which students have logged in to the test?
- Which students have started the test?
- Are students progressing through the test?
- What question are they on?
- Which students have completed the test?
- Have any students paused their test?
- Are any students seeing an error message?
- For more detailed guidance on the TMA, go to <u>www.LASLinks.com</u>



<ul> <li>7. Click the Find Students button</li> <li>8. Students can only be added to assessments corresponding to their grade level</li> <li>9. Highlight the students to be added to the session and click the blue right arrow to assign them to the session.</li> </ul>	Creating a Session, con't	Add Test Sessions  Testing Window: 06/17/2019 - 08/31/2023  This date range indicates the amount of time your account will be active with LAS Links Online. To extend your LAS Links Online account, a yearly purchase is required.  Eligible Grades: 02, 03
	<ol> <li>Click the Find Students button</li> <li>Students can only be added to assessments corresponding to their grade level</li> <li>Highlight the students to be added to the session and click the blue right arrow to assign them to the session.</li> </ol>	Indicates required fields         Session Name         Session Name         Educator Scored         Educator Sc

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preLAS: Creating a Test Session Uniquely name your session so 1. \* Indicates required fields you can easily search for it later ession Name preK3 ID - English \* Educator Scored Change to DRC Scored ~ Choose the desired Test Form 2. Subtest(s) Chosen for Session LAS Links Test Form Available Subtests English Form C 🗸 Oral Langua 3. Choose from the available subtest Note: Only Oral Language is required for Identification Begin Date End Date 9/1/2020 9/30/2020 9/ Online purposes. . Pre-Literacy may be Student Last Name Student First Name Student ID Test Administrator (All) ~ Student Group utilized at no additional (All) ~ (All) ~ cost Find Students New Student Clear Highlight the students to be udents in Session 4. ailable Students: est, Test (temp01) added to the session and click the blue right arrow to assign them to the session. lick to edit Stud Save Save & Add Another Cancel 8 8



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Test Manager	tent Manage Test	Sessions		•			
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* Indicates requir Administration LAS Links	d fields District	nd Training Distric	St - 💌 S	chool ales and Trair	ing Site 1 - 1 💌		<ol> <li>Go to My Applications &gt;&gt; Test Management</li> </ol>
Last Name	First Nar	he	Sti	udent ID			2 Click on Managa Tast
Session	Test Adm (All)	inistrator	Sc (A	oring Option JI)	¥		Sessions
(All) Date Range FROM	(All)	ge TO:	V				3. Click Show Sessions
A	Print All Tickets		-				Tip: you may filter by School,
Show Sessions							Form, Date, etc.
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Generating Test Tickets Print All / Print Selected



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.

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ΞI	Instructions									
					s	ession Deta	il			
	District	School Training School	Session Name 8 C	Assessment (Eng. C)	Status 🔺	Begin Date	End Date	Scoring Option	Action	
	Sales and Training District	Brian Shedd Sales and Training School	SDHSD Eng 9- 12 C	Grades 9-12 (Eng. C)	Completed	2/26/2018	1/9/2019	Educator Scored		<u>-</u> ×
	Sales and Training District	Brian Shedd Sales and Training School	Form C/4-5	Grades 4-5 (Eng. C)	In Progress	10/11/2017	12/31/2024	Educator Scored		<b>X</b>
	Sales and Training District	Brian Shedd Sales and Training School	English Form C, Grades 4-5	Grades 4-5 (Eng. C)	In Progress	10/11/2017	12/31/2024	Educator Scored		<u> -</u>
	Sales and Training District	Brian Shedd Sales and Training School	Espanol B/4-5	Grades 4-5 (Esp. B)	In Progress	10/11/2017	12/31/2024	Educator Scored		<u> </u>
	Sales and Training District	Brian Shedd Sales and Training School	LVUSD 4-5 Esp B	Grades 4-5 (Esp. B)	In Progress	1/8/2018	1/9/2020	Educator Scored		<u>-</u> ×

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AS Link: tudent Te	S st Roster			Test	District: 1 School: 1 S LAS Links Form: 1 Assessment: 1 Test Session: 2 Session Window: 1	Sales and Training District Cara Quinn Sales and Training Ichool English Form A Grades 2-3 (Eng. A) 3-3 EL Identification 3/3/2020 to 5/28/2021	Student Ro	ster is for histrator
ompleted	Accommodation(s)	Student Name	Date of Birth	Student ID	User Name	Password	the dumin	listictor
	N/A	Garza, Charlie	7/23/2010	123453427				
	N/A	Hernandez, Felix	2/5/2012	10012345		-		
	N/A	Jeffrey, Ryan	10/12/2005	012345678		LAS Lini	ks Online Test Ticket	LAS Links Online Test Ticket
	N/A	Kim, Robin	9/23/2015	132870		English Form Charlie	n A - Grades 2-3 (Eng. A)	English Form A - Grades 2-3 (Eng. A) Felix
	N/A	mary, garza	8/22/2005	1234		Garza Date of Birth:	7/23/2010	Hernandez Date of Birth: 2/5/2012
						Accommodation(s): Test Session Name: Student ID: Username: Password:	N/A 2-3 EL Identification 123453427	Accommodation(s): N/A Test Session Name: 2-3 EL Identification Student ID: 10012345 Username: Password:
	Test <sup>-</sup>	Ticket is for	the s	tudent	t	LAS Lini English Forr Ryan Jeffrey Date of Birth:	ks Online Test Ticket n A - Grades 2-3 (Eng. A) 10/12/2005	LAS Links Online Test Ticket English Form A - Grades 2-3 (Eng. A) Robin Kim Date of Birth: 9/23/2015
						Accommodation(s): Test Session Name: Student ID:	N/A 2-3 EL Identification 012345678	Accommodation(s): V/A Test Sesion Name: 2-3 EL Identification Student ID: 132870
						Username:	ALC: NOT THE OWNER OF THE OWNER OWNER OF THE OWNER OWNER OF THE OWNER OWNE OWNER OW	Username:

## 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. Show Sessions Print All Tickets

NOTE: To a existing ses created, yo session and Monitoring Access dro for each se

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	1 -	District	School	Session Name	Assessment (Eng. C)	Status 🔺	Begin Date	End Date	Scoring Option		-
IA to		District	School Brian Shodd							-	-
s previously		Sales and Training District	Sales and Training School	SDHSD Eng 9- 12 C	Grades 9-12 (Eng. C)	Completed	2/26/2018	1/9/2019	Educator Scored		
ust edit each		Sales and Training District	Brian Shedd Sales and Training School	Form C/4-5	Grades 4-5 (Eng. C)	In Progress	10/11/2017	12/31/2024	Educator Scored		
Restricted		Sales and Training District	Brian Shedd Sales and Training School	English Form C, Grades 4-5	Grades 4-5 (Eng. C)	In Progress	10/11/2017	12/31/2024	Educator Scored		
vn menus		Sales and Training District	Brian Shedd Sales and Training School	Espanol B/4-5	Grades 4-5 (Esp. B)	In Progress	10/11/2017	12/31/2024	Educator Scored		
		Sales and Training District	Brian Shedd Sales and Training School	LVUSD 4-5 Esp B	Grades 4-5 (Esp. B)	In Progress	1/8/2018	1/9/2020	Educator Scored		

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## Student Status Dashboard

- The Student Status Dashboard allows you to monitor testing progress of students at the school level
- Click on MY APPLICATIONS >> Student Management:

	PARTICIPANT PREPARATION	SCORING AND REPORTING	OTHER LINKS	
Welcome to the D	Student Management	Educator Scoring	Professional Learning	
	Student Group Management	Report Delivery	License Dashboard	
Congratulations, you have suc	Test Administrator Management	Interactive Reports		
Several helpful links are just a	User Management	GENERAL INFORMATION		he top c
f you are having difficulty navi	TEST PREPARATION			support
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Kurger Storter     Kurdent Status Dashboard     Ste Selection     Stet a Size     Filer     VIN 000*     Status a stat	Student Status Dashboard	LAS
	Manage Student       Student Status Dashboard         Site Selection       Select a site         Filters       JUN 2020 ×           JUN 2020 ×         >         1       2       3       4       5       6         7       8       9       10       11       12       13         14       13       15       17       18       19       20         21       22       23       24       25       25       71         24       29       20       4       25       26       77	Under Student Management, click "select a site" and type in the school's name. Once the site is chosen, pick the "Testing ended after" date.





					Read	ling Grades 6-8 (E	Eng. A)			Links
	1 2	3 4	5 6	8 9	Read	ling Grades 4-5 (E	Eng. C)	1	2	<sup>3</sup> When you click on one of bars (or circle), it
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