Guide to Student Registration

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Student Management
Add/View/Edit

DRC INSIGHT LAS LINKS MY APPLICATIONS ▾

PARTICIPANT PREPARATION

Student Management
Student Group Management
Test Administrator Management
User Management

TEST PREPARATION

Test Management

POST-TEST ACTIONS

Student Management

SCORING AND REPORTING

Educator Scoring
Report Delivery
Interactive Reports

GENERAL INFORMATION

General Information

TECHNOLOGY SETUP

Central Office Services

OTHER LINKS

Professional Learning
License Dashboard

Welcome to the D

Congratulations, you have suc

Several helpful links are just a

If you are having difficulty nav

LASLinksHelpDesk@datarecog

866.282.2250 (7:00 a.m. - 8:00

ACCESS ONLINE TOOL

Publicly accessible versions of

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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

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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]"

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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

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.

Student Management:
Multiple Student Upload (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.

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

Note: For a more comprehensive guide to utilizing the Multiple Student Upload file, go to www.LASLinks.com to use the "Guide to Using the MSU and TSU"

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Support

LAS Links Ordering Support
800-538-9547 Option 2
8:00a.m. – 4:30p.m. CST
Email: shelfcustomerservice@datarecognitioncorp.com

LAS Links Technical Support
866-282-2250 Option 2
8:00a.m. – 4:30p.m. CST
Email: laslinkshelpdesk@datarecognitioncorp.com

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