



Guide to Student Registration

Student Management Add/View/Edit



The screenshot shows the top navigation bar of the LAS Links application. The 'MY APPLICATIONS' dropdown menu is open, displaying several categories of links. A red box highlights the 'Student Management' link under the 'PARTICIPANT PREPARATION' category. A red arrow points to the 'MY APPLICATIONS' dropdown menu.

MY APPLICATIONS	SCORING AND REPORTING	OTHER LINKS
PARTICIPANT PREPARATION	Educator Scoring	Professional Learning
Student Management	Report Delivery	License Dashboard
Student Group Management	Interactive Reports	
Test Administrator Management	GENERAL INFORMATION	
User Management	General Information	
TEST PREPARATION	TECHNOLOGY SETUP	
Test Management	Central Office Services	
POST-TEST ACTIONS		
Student Management		



Adding Students One-by-One

DRC INSIGHT LAS LINKS STUDENT MANAGEMENT

Student Management **Manage Students** Student Status Dashboard

Manage Students Upload Multiple Students

Instructions

* Indicates required fields

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

Last Name * First * Student ID *
 Student

Accommodation LAS Links Form * Demographics
 Grade * Student Group * LAS
 Online Test Status * Session

Find Students Clear

Last Name	First Name	Student ID	Date Of Birth	Grade	Action
Student	Sample	123456789	10/25/2004	07	<input type="checkbox"/>

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Add Student Export to Excel Download Students Update Accommodations

- 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

Add Student

Instructions

* Indicates required fields

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

Student Detail Accommodations Demographics Student Groups Testing Codes

Administration
 LAS Links * District
 SAMPLE DISTRICT - 99998 * School
 CSP SAMPLE - 22222 *

Date of Birth * Grade * Gender *
 10/25/2004
 (mm/dd/yyyy)

Save Save & Add Another Cancel

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

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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.

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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).

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: LAS Links
 District: Sales and Training District
 School: Sales and Training Site 1

File: Browse...
 Upload

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	TESTER5	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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