



# Guide to User Management

1

## Guide to User Management



Click on MY APPLICATIONS >> User Management:

The screenshot shows a dark-themed navigation menu for 'DRC INSIGHT LAS LINKS'. The 'MY APPLICATIONS' dropdown is open, displaying several categories of links. The 'User Management' link is highlighted with a red rectangular box. The categories and their respective links are as follows:

PARTICIPANT PREPARATION	SCORING AND REPORTING	OTHER LINKS
<a href="#">Student Management</a>	<a href="#">Educator Scoring</a>	<a href="#">Professional Learning</a>
<a href="#">Student Group Management</a>	<a href="#">Report Delivery</a>	<a href="#">License Dashboard</a>
<a href="#">Test Administrator Management</a>	<a href="#">Interactive Reports</a>	
<a href="#">User Management</a>		
TEST PREPARATION	GENERAL INFORMATION	
<a href="#">Test Management</a>	<a href="#">General Information</a>	
POST-TEST ACTIONS	TECHNOLOGY SETUP	
<a href="#">Student Management</a>	<a href="#">Central Office Services</a>	

2

## Adding a Single User



If you utilize both *preLAS* Online and LAS Links Online, you must first choose between LAS Links and *preLAS* Online.

If you only utilize LAS Links, the administration will default to LAS Links.

The screenshot shows the 'User Administration' interface. At the top, there are tabs for 'Edit User', 'Add Single User', and 'Upload Multiple Users'. Below the tabs is an 'Instructions' section with a message: 'Filters are required. See Instructional Text if unsure how to filter'. The main form has three columns of dropdown menus: 'Administration' (with 'LAS Links' selected and a red arrow pointing to the dropdown arrow), 'User Role' (set to '(All)'), and 'District' (set to '(All)'). Below these are input fields for 'First Name' and 'Last Name'. There is also a checkbox for 'Hide Inactive Users' and 'Find User' and 'Clear' buttons at the bottom.

3

3

## Adding a Single User



The screenshot shows the 'User Administration' interface with the 'Add Single User' tab selected. The form includes fields for 'First Name', 'Middle Initial', and 'Last Name', all marked with an asterisk to indicate they are required. There is also an 'Email Address' field marked with an asterisk. Below these are dropdown menus for 'Administration' (set to 'LAS Links'), 'User Role' (set to '(Select)'), 'District', and 'School'. A tip message says: 'Tip: When you select a permission, its description will display below the list'. Below the tip is a permissions matrix with 'Available Permissions' on the left and 'Assigned Permissions' on the right. The 'Available Permissions' list includes: Administrator, Administrator - Mass Assign Role, Documents - Delete, Documents - Upload, Documents - View, DRC IRS - Access, DRC IRS - District, DRC IRS - EPM, DRC IRS - School, DRC IRS - Teacher, and eDIRECT Setup - Document and Report. A 'Save' button is at the bottom left.

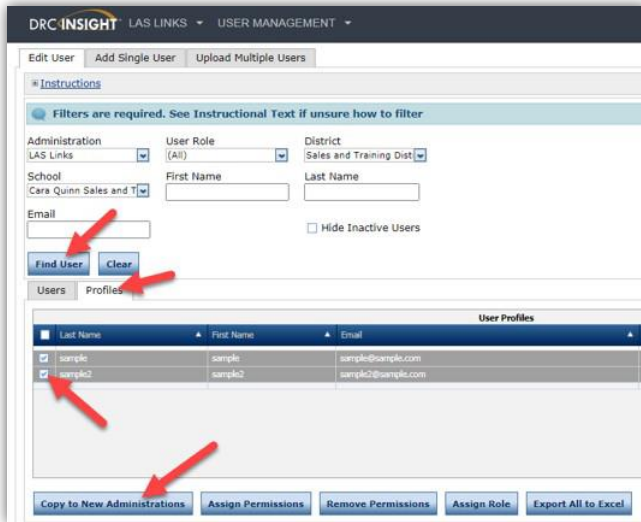
- Once the administration is chosen, click the Add Single User tab
- Fill in the required information (anything with an asterisk\*)
- Double check that you have typed in the email address correctly as this will be the User's username and once saved cannot be edited nor deleted.
  - If done incorrectly, you will need to inactivate the incorrect User and create a correct User
- Choose the desired Role and School then the permissions (permission set). **The permissions matrix can be found in the Portal User Guide.**
- When you click Save, the new User will get an auto email from [no-reply@datarecognitioncorp.com](mailto:no-reply@datarecognitioncorp.com) allowing them access to their account.

4

4



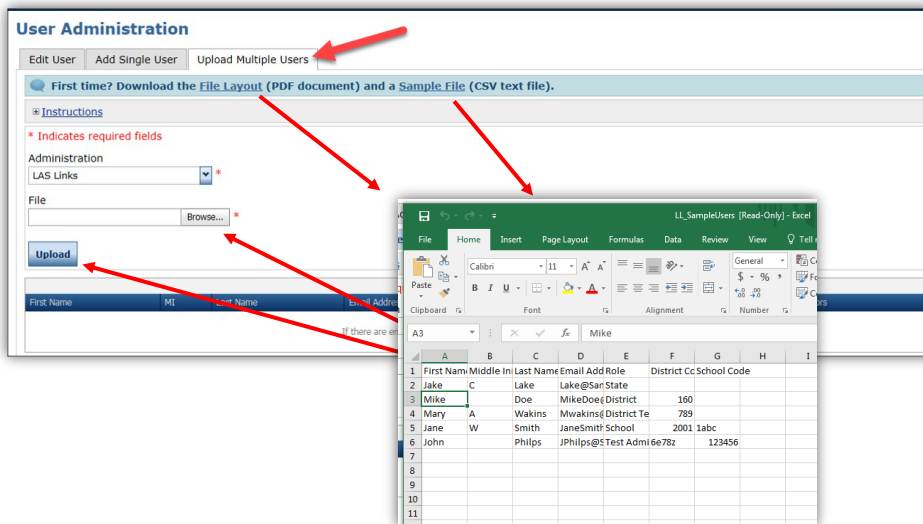
## Adding Existing Users to *preLAS* Online



You can easily and quickly assign existing LAS Links Online Users to *preLAS* Online by:

1. Clicking on the Find User tab
2. Click on the Profiles tab,
3. Choose the Users to associate to *preLAS* Online
4. Click the Copy to New Administrations tab
5. Then choose *preLAS* Online when prompted

## Uploading Multiple Users Simultaneously



- Users may load multiple users using an upload file.
- Use the File Layout and Sample file to guide you.

# Uploading Multiple Users Simultaneously



First Name	Middle Initial	Last Name	Email Address	Role	District Code	School Code
Jake	C	Lake	Lake@SampleEmail.com	State		
Mike		Doe	MikeDoe@SampleEmail.com	District	160	
Mary	A	Wakins	Mwakins@SampleEmail.com	District Technology Coordinator	789	
Jane	W	Smith	JaneSmith@SampleEmail.com	School	2001	1abc
John		Philps	JPhilps@SampleEmail.com	Test Administrator	6e78z	123456

District

LAS Links Sample Dist

(All)

LAS Links Sample District - 123456

Sample District - 99999

School

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.

# Uploading Multiple Users Simultaneously



First Name	Middle Initial	Last Name	Email Address	Role	District Code	School Code
Jake	C	Lake	Lake@SampleEmail.com	State		
Mike		Doe	MikeDoe@SampleEmail.com	District	160	
Mary	A	Wakins	Mwakins@SampleEmail.com	District Technology Coordinator	789	
Jane	W	Smith	JaneSmith@SampleEmail.com	School	2001	1abc
John		Philps	JPhilps@SampleEmail.com	Test Administrator	6e78z	123456

Batch User File Upload Layout - LAS Links

File must contain a header row.  
 File must contain the data in the order listed in the file layout.  
 Fields cannot be longer than the value in the Maximum Length column.  
 Fields cannot contain commas.  
 One file can contain multiple rows (District, School, Teacher, etc.).  
 Once the file is uploaded, you will need to assign permissions within the Portal to all users in the file.  
 To help resolve data file issues, access the ODC INSIGHT Portal User Guide for LAS Links by clicking General Information/Customize Materials and Training Materials.  
 File must be in a comma separated (.csv) format.  
 To save Excel file as type: .csv  
 Save the spreadsheet changes within Excel:  
 Open File > Save, if file not already open.  
 On the Windows menu bar, click File, then Save As.  
 The Save As dialog box will appear. The file at the bottom of this box needs Save as type: .csv  
 Click on the down arrow to the right of this line to open a drop down menu.  
 Scroll down the menu until .CSV (Comma delimited) is visible.  
 Click on .CSV (Comma delimited) and select for the Save as type.  
 Click on Save on the ODC.

Ref	Data Field	Max Length	Required (Y/N)	Accepted Values	Description
1	First Name	100	Y	- Alphabetic A-Z, a-z - D- - Hyphen "-" - Underscore "_" - Apostrophe "'" - Period "." - Space	User's First Name
2	Middle Initial	1	N	- Alphabetic A-Z, a-z - D- - Hyphen "-" - Underscore "_" - Apostrophe "'" - Period "." - Space	User's Middle Initial May be blank.
3	Last Name	100	Y	- Alphabetic A-Z, a-z - D- - Hyphen "-" - Underscore "_" - Apostrophe "'" - Period "." - Space	User's Last Name
4	Email	100	Y	Must be unique entry records with duplicate email addresses are rejected.	User's unique email address. This will be the new user's username to log into the ODC INSIGHT portal.
5	Role	40	Y	- District - School - Test Administrator - District Technology Coordinator - School Technology Coordinator	New User's Role. You may only upload users with a Role equal to or below yours user role (e.g., a School user cannot upload users at the District level).
6	District Code	7	Y	- Numeric - 24 digit padding, zero (0) leading zeros not required.	This is the District that the New User is associated with. This will determine what district and/or schools the user will have access to within the ODC. The district code must match the district code displayed in the Portal District dropdown.

- The Multiple User Upload file has a specific lay-out, and the upload data file MUST be in .CSV format.
- Be sure to keep the headings in place and save your file on your desktop so you can browse for it from the portal.
- Once you see the file title in the File Field, you will click on Upload.

## Assigning Permissions After Successful Upload




- Refresh your screen until you see that the file successfully uploaded;
- Click on the edit button to add permissions en masse:

**User Administration**

Edit User | Add Single User | Upload Multiple Users

✓ File successfully uploaded. Users have been successfully created and will receive emails with login instructions.

⚠ Newly created users have very limited access. You should use the grid below to assign permissions.

Uploaded Users	Assigned Permissions?	
2 School users	<input type="checkbox"/>	

Upload Another File

9

9

## Assigning Permissions After Successful Upload



**Assign Permissions**

You can only assign permissions on this screen, not remove them.  
Permission(s) in the right-hand list will be added to the user profile(s) you selected on the previous screen.

Permission-set  
School

Available Permissions

- Administrator
- Administrator - Mass Assign Role
- Documents - Delete
- Documents - Upload
- Documents - View
- eDIRECT Setup - Document and Report
- Educator Scoring
- Maintain Administration
- Maintain Administration - Edit Applicac
- Online Testing - Secured Resources
- Online Testing Statistics

Assigned Permissions

To see the description, select a permission

Save Cancel

- Choose the permission set from the drop down or choose from the available permissions.
- The permissions matrix may be found in the Portal User Guide

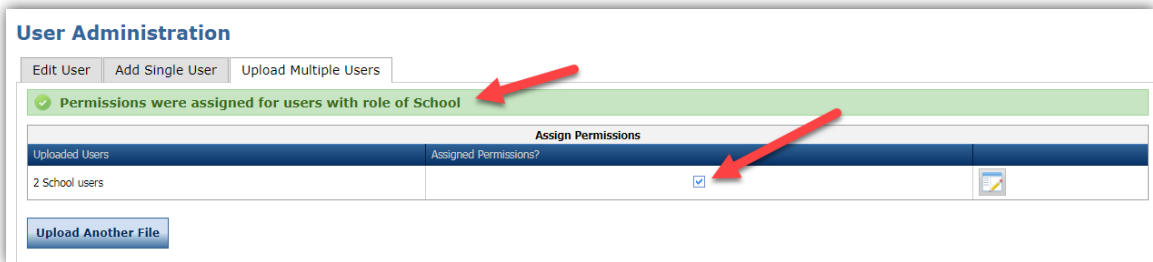
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10

## Assigning Permissions After Successful Upload



You will see confirmation that permissions were assigned successfully:



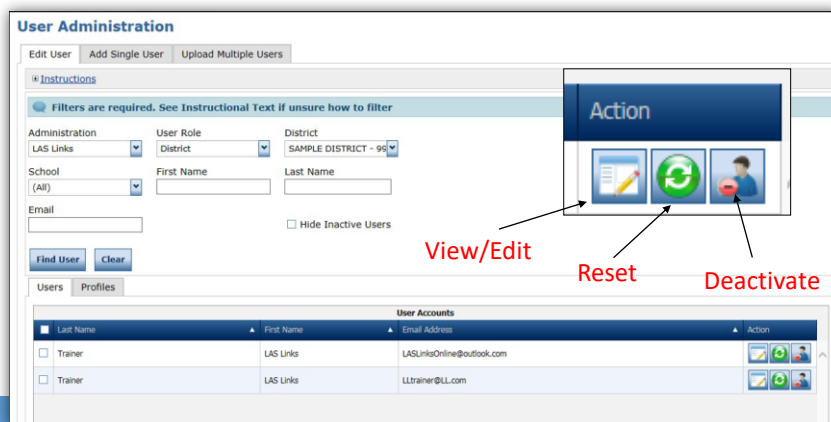
11

11

## Editing a User's Profile



- View/edit will allow you to change the Users permissions and to add another site to the Users profile
- Reset will provide the User with a new auto/activation email from [no-reply@datarecognitioncorp.com](mailto:no-reply@datarecognitioncorp.com)



12

12

## Editing Multiple Users En Masse



**User Administration**

Edit User | Add Single User | Upload Multiple Users

Instructions

Filters are required. See Instructional Text if unsure how to filter

Administration: LAS Links | User Role: School | District: Sales and Training Dist

School: (All) | Email: | Find User | Clear

Users | Profiles

<input type="checkbox"/>	Last Name	First Name
<input type="checkbox"/>	Test	Bobby
<input type="checkbox"/>	Test	Sam

To edit multiple Users at one time:

1. Choose the specific User Role
2. Click Find User
3. Click on the profiles tab
4. Either click on the header radio button or on each individual radio button

13

13

## Editing Multiple Users en Masse



- Once you have chosen the Users, click on the button of choice at the bottom of the page;
- A pop-up will appear, allowing you to do the task needed (i.e. Assign Permissions)

Users | Profiles

<input checked="" type="checkbox"/>	Last Name	First Name
<input checked="" type="checkbox"/>	Test	Bobby
<input checked="" type="checkbox"/>	Test	Sam

Copy to New Administrations | Assign Permissions | Remove Permissions | Assign Role

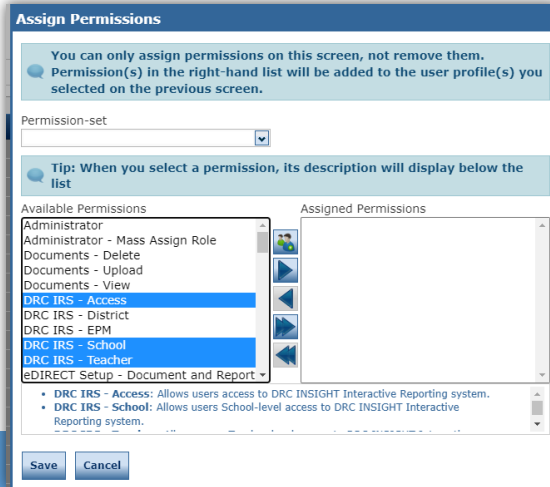
14

14

## Editing Multiple Users en Masse



- Choose Permission-set to assign all associated permissions; or
- If you are assigning additional/specific permissions, choose the permissions you need to add:



15

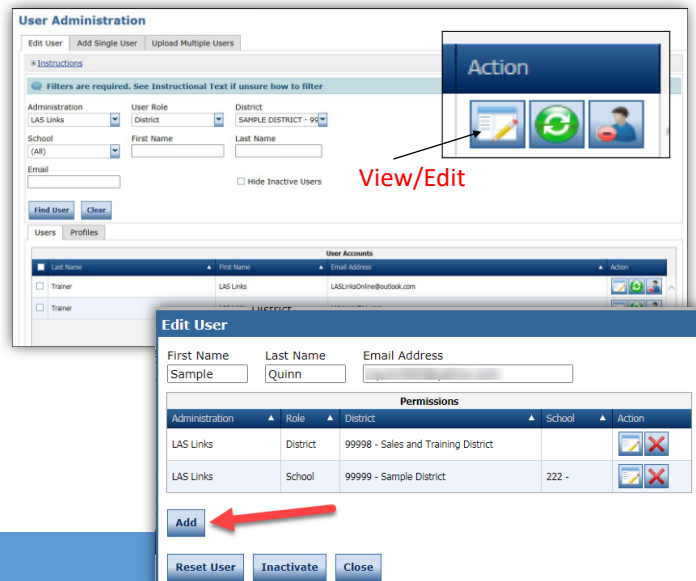
15

## Adding Additional Schools to a School User's Profile



If you have a User who needs to be associated to multiple schools but not all schools (unlike a District User):

- Click the view/edit action button next to the User's name
- A pop-up will appear then click Add
- Another popup will appear then choose the:
  - User Role, School and the permissions (permission set) the User should have at that site;
- Click Save
- The list of schools for that individual will display



16





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

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