



## Utilizing the Multiple Student and Test Session Upload Files

1

1



## Utilizing the Multiple Student Upload File (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.

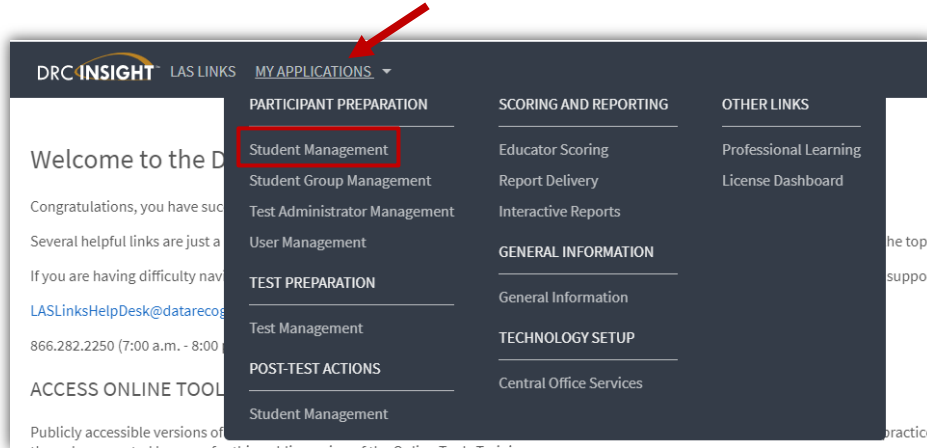
2

2

## Utilizing the Multiple Student Upload File (MSU)



Click on MY APPLICATIONS >> Student Management:

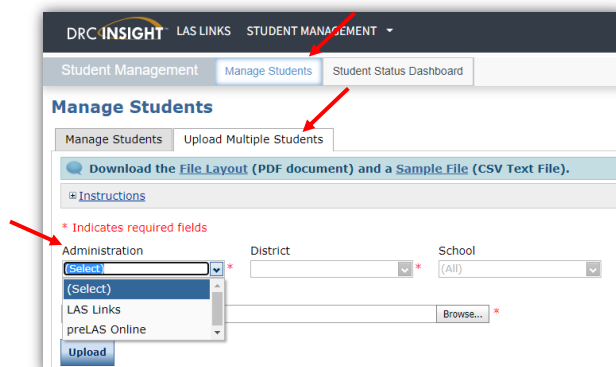


3

## Student Management: Multiple Student Upload (MSU)



1. Click on the Manage Students tab
2. Click on the Upload Multiple Students tab
3. Choose either LAS Links or preLAS Online from the Administration drop-down menu



4

4

[illegible]

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](#)

\* Indicates required fields

|                                          |                                                              |                                                            |
|------------------------------------------|--------------------------------------------------------------|------------------------------------------------------------|
| Administration                           | District                                                     | School                                                     |
| <input type="text" value="LAS Links"/> * | <input type="text" value="Sales and Training District -"/> * | <input type="text" value="Sales and Training Site 1 -"/> * |

File

\*

| 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      | 9999999    |
|               | 999999        |           |             | 999999      | 8     | TESTER 1  | STUDENT    |           | 1/1/1990      | M      | 9999999    |
|               | 999999        |           |             | 999999 K    |       | TESTER-2  | STUDENT    |           | 1/1/1990      | M      | 9999999    |
|               | 999999        |           |             | 999999      | 2     | TESTER3   | STUDENT1   |           | 1/1/1991      | O      | 9999994    |
|               | 999999        |           |             | 999999      | 5     | TESTER4   | STUDENT-A  |           | 1/1/1991      | F      | 9999999    |
|               | 999999        |           |             | 999999      | 7     | TESTER'5  | STUDENT 2  |           | 1/1/1992      | F      | 9999999    |

5



| 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      | 9999999    |
|               | 999999        |           |             | 999999      | 8     | TESTER 1  | STUDENT    |           | 1/1/1990      | M      | 9999999    |
|               | 999999        |           |             | 999999      | X     | TESTER-2  | STUDENT    |           | 1/1/1990      | M      | 9999999    |
|               | 999999        |           |             | 999999      | 2     | TESTER3   | STUDENT1   |           | 1/1/1991      | O      | 9999999    |
|               | 999999        |           |             | 999999      | 5     | TESTER4   | STUDENT-A  |           | 1/1/1991      | F      | 9999999    |
|               | 999999        |           |             | 999999      | 7     | TESTER'5  | STUDENT 2  |           | 1/1/1992      | F      | 9999999    |

1. Delete the sample data in the first 6 rows
2. Populate the Sample File with your student information (required cells are highlighted in screenshot above)
  - District Code and School Codes should match exactly as found in your account (see next slide)
  - Grade must be two digits: 01, 02, 03....
  - Date of Birth must be in the mm/dd/yyyy format (see slide 8 for formatting guidance)
  - Student ID must be unique for each student
3. DO NOT change the header row – INSIGHT will not accept your file if you change the header row
4. Be sure to format the Grade and Date of Birth according to the File Layout guidance (formatting guidance is found on slides 8 and 9)

6

## Student Management: Multiple Student Upload (MSU)



| 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'S  | STUDENT 2  |           | 1/1/1992      | F      | 9999996    |

District

LAS Links Sample Dist

(All)

LAS Links Sample District - 123456

School

LL Sample School 1 - 101

(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 LAS Links Technical Support.

7

7

## Student Management: Multiple Student Upload (MSU)



### To format the Grade:

- For grade, often the cells will default to a single digit
- To change and save the format, highlight the grade column, then right click and choose "format cells". Choose "custom" at the bottom of the list. Click on "0" then change the open "type" box to read "00", click OK.

Format Cells

Number Alignment Font Border Fill Protection

Category: Sample

General Number Currency Accounting Date Time Percentage Fraction Scientific Text Special

Type: 00

Type the number format code, using one of the existing codes as a starting point.

OK Cancel

### To format the DOB:

- Often, the date cells will default to m/d/yyyy format.
- To change and save the format, highlight the DOB column, right click and choose "format cells" then choose "custom" at the bottom of the list. Scroll down and choose m/d/yyyy. Change the open "type" line to mm/dd/yyyy, click OK.

Format Cells

Number Alignment Font Border Fill Protection

Category: Sample

General Number Currency Accounting Date Time Percentage Fraction Scientific Text Special

Type: mm/dd/yyyy

Type the number format code, using one of the existing codes as a starting point.

OK Cancel

8

8

## Student Management: Multiple Student Upload (MSU)



1. Once your .CSV is complete, Click on Browse to find the file
2. Click Upload
3. Refresh occasionally to see if your file uploaded correctly
4. You will receive an error report if there are any issues with your file
5. Correct the issues indicated in the error file, save, browse and upload the file again.
6. Once data is inserted, save as a .CSV file – INSIGHT will not accept your file if it is not a .CSV file  
**Tip:** After saving, leave the file **open** on your device so that formatting doesn't revert (which it often does when the file is closed)

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](#)

**\* Indicates required fields**

Administration: LAS Links (dropdown) \* District: Sales and Training District (dropdown) \* School: Sales and Training Site 1 - 1 (dropdown)

File:  [Browse...](#)

[Upload](#)

9

9

## Student Management: Multiple Student Upload (MSU)



Manage Students | Upload Multiple Students

[\\* Instructions](#)

**\* Indicates required fields**

Administration: LAS Links (dropdown) \* District: TSD (REGCLASS) -111071905 (dropdown) \* School: (dropdown) \*

Last Name:  First Name:  Student ID:

Accommodation LAS Links Form:  Accommodation Type:  Accommodation:

Grade:  Demographic:  Test Administrator:

Student Group:  LAS Links Form:  Session:

Online Test Status:  Session Assignment:

[Find Students](#) [Clear](#)

**Students**

| Last Name | First Name | Student ID | Date of Birth | Grade |
|-----------|------------|------------|---------------|-------|
| Latin     | Karen      | 1569857    | 9/12/2005     | 07    |
| 0022      | Student    | 000000001  | 1/1/2019      | 01    |
| 1         | Student    | 8764097365 | 12/9/2011     | 09    |
| 1         | Student    | 220157     | 12/22/2004    | K     |

[View/Edit](#)

**Action**

- To see a roster of all students registered in INSIGHT:
  - Choose "all" from the School drop down menu.
- To find a particular student:
  - Fill one or more of the search fields (ie Name and/or Student ID).
- Click Find Students; Roster will appear below;
- Click the View/Edit action button to edit a student's information

10

10



## Test Session Upload File (TSU)

**Note:**

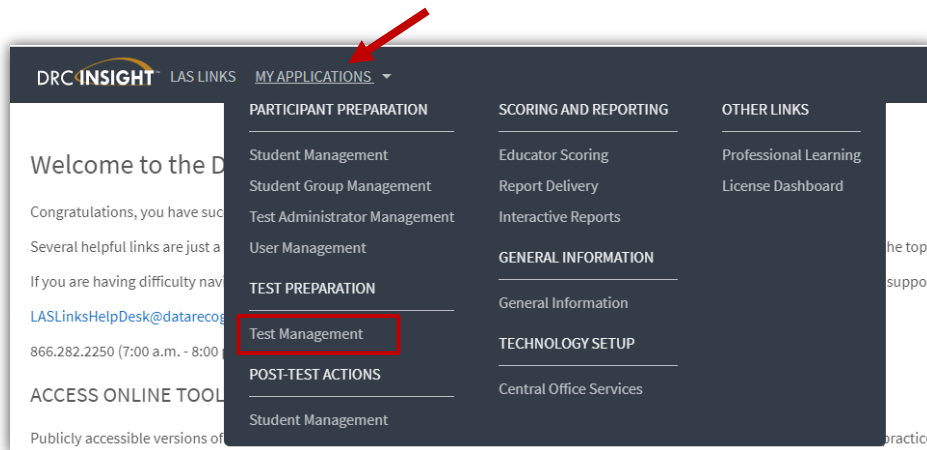
You must have at least one student registered per the grade span (K, 1, 2-3, 4-5, 6-8, 9-12) for which you want to create test session(s). If you would like to create test sessions before students have arrived, simply create one dummy student per grade span with a key indicator such as a name so the TA knows not to test that student (ie Student Name: DoNotTest (first name), DoNotTest (last name))

11



## Utilizing the Test Session Upload File (TSU)

Click on MY APPLICATIONS >> Test Management:



12

## Utilizing the Test Session Upload File (TSU)



1. Typically done at the District Level
2. Click on Upload Multiple Test Sessions
3. Download the File Layout (for guidance)
4. Download the Sample File to add your sessions to be uploaded
5. Fill in the file according to the File Layout
6. Save the file then click browse to find the file
7. Click upload

13

13

## Utilizing the Test Session Upload File (TSU)



| District Code | School Code | Student ID | Student Last Name | Student First Name | Gender | Date of Birth | Test Session Name         | Test Session Start Date | Test Session End Date | Test Form | Level | Subtest1 | Subtest2 | Subtest3 | Subtest4 | Test Monitoring | Restricted Access |
|---------------|-------------|------------|-------------------|--------------------|--------|---------------|---------------------------|-------------------------|-----------------------|-----------|-------|----------|----------|----------|----------|-----------------|-------------------|
| 100123456     | 1234        | 890240347  | Tester1           | Student1           | F      | 06/14/2009    | EB Identification Testing | 08/30/2022              | 05/31/2023            | EngA      | 6     | Y        | Y        | Y        | Y        | Required        | Yes               |
| 100123456     | 1234        | 890240488  | Tester2           | Student2           | M      | 10/10/2009    | EB Identification Testing | 08/30/2022              | 05/31/2023            | EngA      | 6     | Y        | Y        | Y        | Y        | Required        | Yes               |
| 100123456     | 1234        | 890241247  | Tester3           | Student3           | F      | 08/19/2009    | EB Identification Testing | 08/30/2022              | 05/31/2023            | EngA      | 6     | Y        | Y        | Y        | Y        | Required        | Yes               |
| 100123456     | 1234        | 890241457  | Tester4           | Student4           | M      | 05/16/2009    | EB Identification Testing | 08/30/2022              | 05/31/2023            | EngA      | 6     | Y        | Y        | Y        | Y        | Required        | Yes               |
| 100123456     | 1234        | 890242679  | Tester5           | Student5           | F      | 10/28/2009    | EB Identification Testing | 08/30/2022              | 05/31/2023            | EngA      | 6     | Y        | Y        | Y        | Y        | Required        | Yes               |
| 100123456     | 1234        | 890250118  | Tester6           | Student6           | F      | 01/25/2009    | EB Identification Testing | 08/30/2022              | 05/31/2023            | EngA      | 6     | Y        | Y        | Y        | Y        | Required        | Yes               |
| 100123456     | 1234        | 890258845  | Tester7           | Student7           | F      | 01/14/2009    | EB Identification Testing | 08/30/2022              | 05/31/2023            | EngA      | 6     | Y        | Y        | Y        | Y        | Required        | Yes               |
| 100123456     | 1234        | 890229404  | Tester8           | Student8           | F      | 04/22/2008    | EB Identification Testing | 08/30/2022              | 05/31/2023            | EngA      | 6     | Y        | Y        | Y        | Y        | Required        | Yes               |
| 100123456     | 1234        | 890233226  | Tester9           | Student9           | F      | 10/21/2008    | EB Identification Testing | 08/30/2022              | 05/31/2023            | EngA      | 6     | Y        | Y        | Y        | Y        | Required        | Yes               |
| 100123456     | 1234        | 890237539  | Tester10          | Student10          | F      | 04/25/2008    | EB Identification Testing | 08/30/2022              | 05/31/2023            | EngA      | 6     | Y        | Y        | Y        | Y        | Required        | Yes               |

- Use the File Layout PDF to guide you on file requirements
- Delete the sample data in the first 6 rows
- DO NOT change the header row – INSIGHT will not accept your file if you change the header row
- Be sure to format the Date of Birth and the Test Session start and end dates according to the File Layout guidance

14

14

School

LL Sample School 1 - 101

(All)

LL Sample School 1 - 101

LL Sample School 2 - 102

LL Sample School 3 - 103

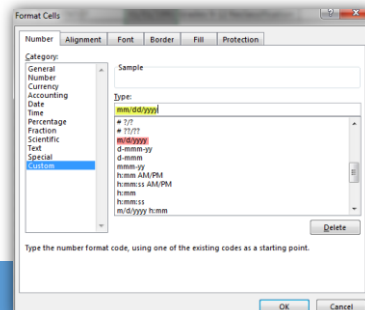
LL Sample School 4 - 104

LL Sample School 5 - 105

LL Sample School 6 - 106



- Often, the date cells will default to m/d/yyyy format.
- To change and save the format, highlight the DOB column, right click and choose “format cells” then choose “custom” at the bottom of the list. Scroll down and choose m/d/yyyy. Change the open “type” line to mm/dd/yyyy, click OK.



## Utilizing the Test Session Upload File (TSU)



- **The LAS Links Level Column:**
  - The level is the lower grade in the grade band (i.e. Grade band 2-3's test level is 2; Grade band 9-12's test level is 9).
- **In the Subtest columns:**
  - **Subtest 1** = Listening; **Subtest2** = Reading; **Subtest3** = Speaking; **Subtest4** = Writing
  - **Y (highlighted below)** = Student within the Test Session will get the subtest
  - **Blank** = Subtest will not be included in the Test Session
  - **If all Subtest columns are blank** – then all 4 subtests will be included in the Test Session.
- **Note:** All students within the same test session would need to have the same values (Y or Blank) to successfully be loaded into the test session.

| District Code | School Code | Student ID | Student Last Name | Student First Name | Gender | Date of Birth | Test Session Name         | Test Session Start Date | Test Session End Date | Test Form | Level | Subtest1 | Subtest2 | Subtest3 | Subtest4 | Test Monitoring | Restricted Access |
|---------------|-------------|------------|-------------------|--------------------|--------|---------------|---------------------------|-------------------------|-----------------------|-----------|-------|----------|----------|----------|----------|-----------------|-------------------|
| 100123456     | 1234        | 890240347  | Tester1           | Student1           | F      | 06/14/2009    | EB Identification Testing | 08/30/2022              | 05/31/2023            | EngA      | 6     | Y        | Y        | Y        | Y        | Required        | Yes               |
| 100123456     | 1234        | 890240488  | Tester2           | Student2           | M      | 10/10/2009    | EB Identification Testing | 08/30/2022              | 05/31/2023            | EngA      | 6     | Y        | Y        | Y        | Y        | Required        | Yes               |
| 100123456     | 1234        | 890241247  | Tester3           | Student3           | F      | 08/19/2009    | EB Identification Testing | 08/30/2022              | 05/31/2023            | EngA      | 6     | Y        | Y        | Y        | Y        | Required        | Yes               |
| 100123456     | 1234        | 890241457  | Tester4           | Student4           | M      | 05/16/2009    | EB Identification Testing | 08/30/2022              | 05/31/2023            | EngA      | 6     | Y        | Y        | Y        | Y        | Required        | Yes               |
| 100123456     | 1234        | 890242679  | Tester5           | Student5           | F      | 10/28/2009    | EB Identification Testing | 08/30/2022              | 05/31/2023            | EngA      | 6     | Y        | Y        | Y        | Y        | Required        | Yes               |
| 100123456     | 1234        | 890250118  | Tester6           | Student6           | F      | 01/25/2009    | EB Identification Testing | 08/30/2022              | 05/31/2023            | EngA      | 6     | Y        | Y        | Y        | Y        | Required        | Yes               |
| 100123456     | 1234        | 890258845  | Tester7           | Student7           | F      | 01/14/2009    | EB Identification Testing | 08/30/2022              | 05/31/2023            | EngA      | 6     | Y        | Y        | Y        | Y        | Required        | Yes               |
| 100123456     | 1234        | 890229404  | Tester8           | Student8           | F      | 04/22/2008    | EB Identification Testing | 08/30/2022              | 05/31/2023            | EngA      | 6     | Y        | Y        | Y        | Y        | Required        | Yes               |
| 100123456     | 1234        | 890233226  | Tester9           | Student9           | F      | 10/21/2008    | EB Identification Testing | 08/30/2022              | 05/31/2023            | EngA      | 6     | Y        | Y        | Y        | Y        | Required        | Yes               |
| 100123456     | 1234        | 890237539  | Tester10          | Student10          | F      | 04/25/2008    | EB Identification Testing | 08/30/2022              | 05/31/2023            | EngA      | 6     | Y        | Y        | Y        | Y        | Required        | Yes               |

17

17

## Utilizing the Test Session Upload File (TSU)



| District Code | School Code | Student ID | Student Last Name | Student First Name | Gender | Date of Birth | Test Session Name         | Test Session Start Date | Test Session End Date | Test Form | Level | Subtest1 | Subtest2 | Subtest3 | Subtest4 | Test Monitoring | Restricted Access |
|---------------|-------------|------------|-------------------|--------------------|--------|---------------|---------------------------|-------------------------|-----------------------|-----------|-------|----------|----------|----------|----------|-----------------|-------------------|
| 100123456     | 1234        | 890240347  | Tester1           | Student1           | F      | 06/14/2009    | EB Identification Testing | 08/30/2022              | 05/31/2023            | EngA      | 6     | Y        | Y        | Y        | Y        | Required        | Yes               |
| 100123456     | 1234        | 890240488  | Tester2           | Student2           | M      | 10/10/2009    | EB Identification Testing | 08/30/2022              | 05/31/2023            | EngA      | 6     | Y        | Y        | Y        | Y        | Required        | Yes               |
| 100123456     | 1234        | 890241247  | Tester3           | Student3           | F      | 08/19/2009    | EB Identification Testing | 08/30/2022              | 05/31/2023            | EngA      | 6     | Y        | Y        | Y        | Y        | Required        | Yes               |
| 100123456     | 1234        | 890241457  | Tester4           | Student4           | M      | 05/16/2009    | EB Identification Testing | 08/30/2022              | 05/31/2023            | EngA      | 6     | Y        | Y        | Y        | Y        | Required        | Yes               |
| 100123456     | 1234        | 890242679  | Tester5           | Student5           | F      | 10/28/2009    | EB Identification Testing | 08/30/2022              | 05/31/2023            | EngA      | 6     | Y        | Y        | Y        | Y        | Required        | Yes               |
| 100123456     | 1234        | 890250118  | Tester6           | Student6           | F      | 01/25/2009    | EB Identification Testing | 08/30/2022              | 05/31/2023            | EngA      | 6     | Y        | Y        | Y        | Y        | Required        | Yes               |
| 100123456     | 1234        | 890258845  | Tester7           | Student7           | F      | 01/14/2009    | EB Identification Testing | 08/30/2022              | 05/31/2023            | EngA      | 6     | Y        | Y        | Y        | Y        | Required        | Yes               |
| 100123456     | 1234        | 890229404  | Tester8           | Student8           | F      | 04/22/2008    | EB Identification Testing | 08/30/2022              | 05/31/2023            | EngA      | 6     | Y        | Y        | Y        | Y        | Required        | Yes               |
| 100123456     | 1234        | 890233226  | Tester9           | Student9           | F      | 10/21/2008    | EB Identification Testing | 08/30/2022              | 05/31/2023            | EngA      | 6     | Y        | Y        | Y        | Y        | Required        | Yes               |
| 100123456     | 1234        | 890237539  | Tester10          | Student10          | F      | 04/25/2008    | EB Identification Testing | 08/30/2022              | 05/31/2023            | EngA      | 6     | Y        | Y        | Y        | Y        | Required        | Yes               |

The 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** testing.

- The Test Monitoring column determines if the TMA will be used. The column will default to **none** if left blank. If you would like to use TMA, fill the Test Monitoring cells with either:
  - **Required:** student must have a code to enter the test
  - **Optional:** student, although prompted for a code, will not be required to enter one
- The Restricted Access feature when activated, requires that the student will be put in a waiting room until the TA allows test access. The Restricted Access column will default "No" when left blank. Change this to **Yes** if you want to utilize this feature.
- Go to [www.LASLinks.com](http://www.LASLinks.com) to learn more about the TMA.

18

18

## Utilizing the Test Session Upload File (TSU)



1. Once your .CSV is complete, Click on Browse to find the file
2. Click Upload
3. Refresh occasionally to see if your file uploaded correctly
4. You will receive an error report if there are any issues with your file
5. Correct the issues indicated in the error file, save, browse and upload the file again.
6. Once data is inserted, save as a .CSV file – INSIGHT will not accept your file if it is not a .CSV file  
**Tip:** After saving, leave the file **open** on your device so that formatting doesn't revert (which it often does when the file is closed)

**Test Sessions**

Manage Test Sessions | Upload Multiple Test Sessions

Download the [File Layout](#) (PDF document) and a [Sample File](#) (CSV text file).

[Instructions](#)

\* Indicates required fields

Administration: LAS Links \* District: Sales and Training District \* School: (All)

File:  Browse...

Upload

19

19

## Viewing Your Test Sessions



**Test Sessions**

Manage Test Sessions | Upload Multiple Test Sessions

[Instructions](#)

\* Indicates required fields

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

Last Name:  First Name:  Student ID:

Session:  Test Administrator: (All) Scoring Option: (All)

LAS Links Form: (All) Assessment: (All)

Date Range FROM:  Date Range TO:

Show Sessions | Print All Tickets

Sessions | Status Summary

[Instructions](#)

| Session Detail              |                           |                  |                     |             |            |           |                 |        |  |
|-----------------------------|---------------------------|------------------|---------------------|-------------|------------|-----------|-----------------|--------|--|
| District                    | School                    | Session Name     | Assessment          | Status      | Begin Date | End Date  | Scoring Option  | Action |  |
| Sales and Training District | Sales and Training Site 1 | Megan 4-5 Form D | Grades 4-5 (Eng. D) | Not Started | 5/16/2019  | 5/16/2023 | Educator Scored |        |  |
| Sales and Training District | Sales and Training Site 1 | CY - Blade Test  | Grade 1 (Eng. C)    | Not Started | 5/16/2019  | 1/9/2020  | Educator Scored |        |  |
| Sales and Training District | Sales and Training Site 1 | 6th test         | Grades 6-8 (Eng. A) | Not Started | 10/16/2019 | 1/9/2020  | Educator Scored |        |  |
| Sales and Training District | Sales and Training Site 1 | 7th Grade Test   | Grades 6-8 (Eng. A) | Not Started | 5/16/2019  | 1/9/2020  | Educator Scored |        |  |

To view your sessions:

1. Go to My Applications >> Test Management
2. Click on Manage Test Sessions
3. Click Show Sessions


**Tip:** you may filter by School, Form, Date, etc.

20

20

# Generating 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.

Session Detail window showing a table of sessions with columns: District, School, Session Name, Assessment, Status, Begin Date, End Date, Scoring Option, and Action. A red arrow points to the Print All Tickets icon in the Action column.

| District                    | School                                | Session Name               | Assessment           | 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 | [Icons] |
| 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 | [Icons] |
| 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 | [Icons] |
| 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 | [Icons] |
| 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 | [Icons] |

21

# Test Tickets



LAS Links Student Test Roster

District: Sales and Training District  
School: Cara Quinn Sales and Training School  
LAS Links Form: English Form A  
Assessment: Grades 2-3 (Eng. A)  
Test Session: 2-3 EL Identification  
Test Session Window: 8/3/2020 to 5/28/2021

| Completed                | Accommodation(s) | Student Name     | Date of Birth | Student ID | User Name | Password |
|--------------------------|------------------|------------------|---------------|------------|-----------|----------|
| <input type="checkbox"/> | N/A              | Garza, Charlie   | 7/23/2010     | 123453427  |           |          |
| <input type="checkbox"/> | N/A              | Hernandez, Felix | 2/5/2012      | 10012345   |           |          |
| <input type="checkbox"/> | N/A              | Jeffrey, Ryan    | 10/12/2005    | 012345678  |           |          |
| <input type="checkbox"/> | N/A              | Kim, Robin       | 9/23/2015     | 132870     |           |          |
| <input type="checkbox"/> | N/A              | mary, garza      | 8/22/2005     | 1234       |           |          |

Student Roster is for the administrator

Test Ticket is for the student

LAS Links Online Test Ticket English Form A - Grades 2-3 (Eng. A)

Charlie Garza  
Date of Birth: 7/23/2010  
Accommodation(s): N/A  
Test Session Name: 2-3 EL Identification  
Student ID: 123453427  
Username: [Redacted]  
Password: [Redacted]

LAS Links Online Test Ticket English Form A - Grades 2-3 (Eng. A)

Felix Hernandez  
Date of Birth: 2/5/2012  
Accommodation(s): N/A  
Test Session Name: 2-3 EL Identification  
Student ID: 10012345  
Username: [Redacted]  
Password: [Redacted]

LAS Links Online Test Ticket English Form A - Grades 2-3 (Eng. A)

Ryan Jeffrey  
Date of Birth: 10/12/2005  
Accommodation(s): N/A  
Test Session Name: 2-3 EL Identification  
Student ID: 012345678  
Username: [Redacted]  
Password: [Redacted]


LAS Links Online Test Ticket English Form A - Grades 2-3 (Eng. A)

Robin Kim  
Date of Birth: 9/23/2015  
Accommodation(s): N/A  
Test Session Name: 2-3 EL Identification  
Student ID: 132870  
Username: [Redacted]  
Password: [Redacted]

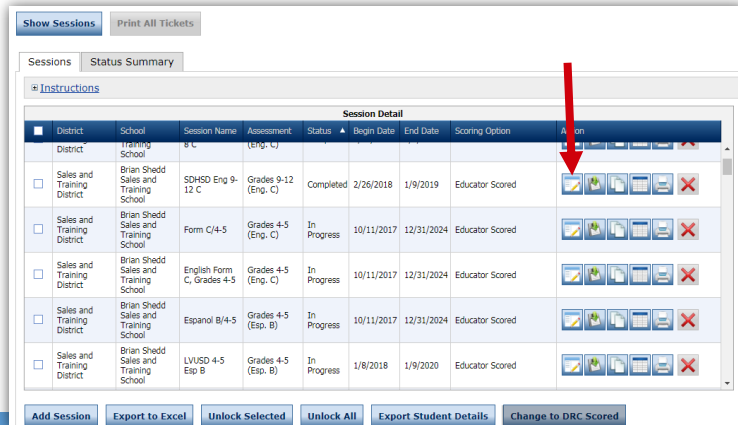
22

## 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.

**NOTE:** To add TMA to existing sessions previously created, you must edit each session and update the Test Monitoring and Restricted Access drop down menus for each session.



The screenshot shows the 'Show Sessions' window with a table of test sessions. A red arrow points to the 'View/Edit' icon (a document with a pencil) in the 'Action' column of the first session row.

| District                    | School                                | Session Name               | Assessment           | 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 |     |
| 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 |     |
| 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 |     |
| 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 |     |

23

## Support



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)

24

24