IMPORTANT UPDATES AND INFORMATION

WINTER 2023

The purpose of this newsletter is to ensure that all member districts and staff are informed of important information, updates, and key dates in regards to the upcoming LAS Links administration.

KEY RESOURCES:

- Dedicated website for New York districts, including a comprehensive FAQs page, is posted at: www.LASLinks.com/NY

- For information about LAS Links Online, please watch this LAS Links video

DATA RECOGNITION DRC CORPORATION

LAS LINKS ONLINE DATA DIVE VIRTUAL TRAINING
March 6, 2023 | 9:00 a.m. - 12:00 p.m.

In this 3-hour session, participants will have hands-on experience with key features and functionality of the DRC INSIGHT Interactive Reporting System. The session will include a review of the LAS Links scores and the interpretation of those scores as found on an individual student's Profile Report, as well as School and District reports.

Participants will discover the ease of using this tool to learn how to:

- Identify areas where students need targeted instruction
- Aggregate or disaggregate data
- Track student progress over multiple administrations with longitudinal reports
- Connect LAS Links data to effective classroom strategies
- Create and interpret reports from numeric data, charts, and graphs
- Download/Export reports
- Create reading links/lexile reports and utilize lexile.com to increase student's reading opportunities

Register Here

WINTER 2023 TEST WINDOW: 01/04/2023–02/18/2023

To ensure a smooth delivery of reports to all participating districts, extensions to the testing window will not be allowed.

As you prepare for the upcoming Fall testing window, Data Recognition Corporation (DRC) recommends that the following preparation steps take place. Included in the chart below are recommended tasks with **recommended target dates** to help guide your preparation.

DRC understands that each district will complete these tasks as schedules allow.
These are target dates to complete the tasks to allow enough time to complete all testing by 02/18/2023.

Target Completion Date	Task	Task Details	Supporting Resource/Guidance Document(s) and Forms
New to LAS Links: Immediate Attention Required	Follow the Steps on the Getting Started Quick Guide	This Quick Guide is a resource for the navigation and content of the LAS Links Online language proficiency assessment system. Complete the necessary steps on the Quick Guide.	Getting Started Quick Guide
Ongoing	Visit the LAS Links Digital Library Guidance Resources	The LAS Links Digital Library is your one-stop location for guidance on all pre-testing, during testing, and post-testing activities.	https://laslinks.com/ny/
12/19/2022	Add Additional Users	Confirm user access to the DRC INSIGHT Portal. Add new users as needed (include IT personnel).	Video Link: Adding Users to the Portal Guide to Adding Users to the Portal Determining User Roles in the Portal
12/19/2022	Technology Setup	Confirm with your district IT staff that DRC INSIGHT is installed and ready for use on ONSITE student devices. For Remote Testing, a public URL is available for use (no installation required).	For technology guidance documents, log into the DRC INSIGHT Portal > General Information > Tech Manuals and Guides Remote Testing resources may be found here
12/19/2022	Register Students	Register students into the DRC INSIGHT Portal.	Video Link: Registering Students in the Portal Guide to Registering Students in the Portal
12/19/2022	Create Test Sessions	Create new test sessions in the DRC INSIGHT Portal. DRC will convert sessions to DRC Scoring–you will not be able to do this locally.	Video Link: Scheduling Test Sessions Guide to Scheduling Test Sessions
12/19/2022	Training Webinar	Review Pre-Test Administration On-Demand Video.	Link to Recording
12/20/2022	Print Test Tickets	Print student test tickets for testing.	Utilize the Scheduling Test Sessions video and guide (above) for information on printing test tickets.
12/21/2022	Student Practice Test	Allow students to practice using the online tools and to complete a few items in each domain in English and/or Spanish prior to live testing.	Navigating the Practice Test
1/4/2023	Test Window Starts	Utilize the Test Monitoring Application to monitor onsite and remote student testing.	Utilizing the Test Monitoring Application

Target Completion Date	Task	Task Details	Supporting Resource/Guidance Document(s) and Forms
Ongoing	On-Demand and Batch Download Reports	Scores for Listening (K–12) and Reading (K–3) are available within 30–60 minutes of test completion. Scores for Speaking (K–12), Reading (4–12), and Writing (K–12) are available within 5–7 business days of subtest completion.	Guide to Generating the On-Demand Reports Video Link: Generating the On-Demand Reports Guide to Generating the Batch Download Reports
2/18/2023	Test Window Complete	DRC will start steps to validate and move your data to LAS Links Interactive Reports.	DRC will move all incomplete tests to complete status. LAS Links Interactive Reports are available 15–20 business days from the time the test window has closed. Sample LAS Links Interactive Reports
3/6/2023	LAS Links Data Deep Dive Virtual Training	Join DRC between 9:00 a.m. - 12:00 p.m. EST for a virtual data deep dive training, to review the suite of LAS Links Interactive Reports.	Registration Link

LAS LINKS REPORTS AND INSTRUCTIONAL MATERIALS
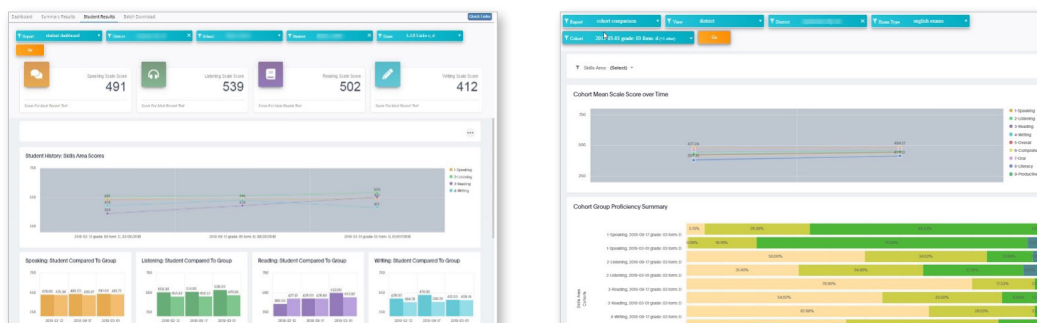
On-Demand and Enhanced Student Reports:

As students complete their assigned subtests, On-Demand reports will become available to help inform instruction. Scores for Listening (K–12) and Reading (K–3) are available within 30–60 minutes of test completion. Scores for Speaking (K–12), Reading (4–12), and Writing (K–12) are available within 5–7 business days of subtest completion.

- Click HERE for information on how to access the On-Demand and Batch Download reports.
- Click HERE to watch a video on how to interpret and analyze your student reports.
- Click HERE to access LAS Links Instructional Strategies to use your data as a call to action.

LAS Links Interactive Reports:

LAS Links Interactive Reports are available 15–20 business days from the time the test window has closed. Sample LAS Links Interactive Reports

- Click HERE for a sneak peek on how to generate and interpret the reports.

LAS Links Instructional Guidance Lessons:

DRC provides, at no additional cost, the LAS Links Instructional Guidance Materials, which may be downloaded from the Portal. Go to My Applications > General Information > Documents.

Please feel free to contact us with any questions, and as always,
all required technical assistance should be directed to the LAS Links Helpdesk.

Phone: 866.282.2250 (8:00 a.m.–4:30 p.m. CST)
Email: LASLinksHelpDesk@datarecognitioncorp.com
www.LASLinks.com/NY

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