



# DRC INSIGHT™

## Technology Implementation Steps

November 2023

- Service, Testing and Application Overview
- System and Network Requirements
- Technology Set Up:
  - Activity 1: Install a New COS Service Device
  - Activity 2: Installing DRC INSIGHT Secure Applications
  - Activity 3: Managing COS Configurations
- Testing Device Preparation Recommendations
- Support and Troubleshooting Resources

# Site Service and Testing Devices

## COS Service Device



Central Office Services (COS) Service Device for local content hosting

## Testing Devices



DRC INSIGHT Secure Application is installed on testing devices to ensure a secure testing experience

- User-friendly installation wizards
- No reliance or dependencies on third-party software
- No conflicts with other software running on devices
- Software automatically updates

# DRC INSIGHT Secure Applications Overview

- Installed on testing devices to help provide a secure testing experience

## Windows, macOS, and Linux Installer

Available in the DRC INSIGHT Portal under the Downloads tab in General Information



## iPadOS, Chrome OS device, and Windows 10 in S mode Installer

Available in Apple's App Store, Google Play, and Microsoft Store

- For iPads, the installer is only available in the App Store directly to the device or downloaded and deployed using a Mobile Device Manager (MDM) solution
- For Chrome OS, the installer is only available via a URL link to the Google Play store and deployed using the Google Admin console
- Windows 10 in S mode installer is only available in the Microsoft Store directly to the device


# DRC INSIGHT System and Network Requirements



# Accessing DRC System Requirements

- Site POC needs to add district IT as a User in the LAS Links >DRC INSIGHT portal
- DRC INSIGHT Portal access: <https://ll.drcedirect.com>

The screenshot shows the DRC INSIGHT portal interface. At the top, there is a navigation bar with the DRC INSIGHT logo, a dropdown menu for 'GENERAL INFORMATION', and a user profile icon labeled 'JF'. Below the navigation bar, there are tabs for 'General Information', 'Announcements', 'Documents', 'Downloads', and 'Test Tutorials'. The 'Downloads' tab is selected, and the page title is 'Test Setup General Information'. Underneath, there is a 'Downloads' section with a sub-tab for 'Instructions'. The main content area is titled 'Software Downloads' and contains a table of 'Testing Software Downloads'.

Title	Platform	Operating Systems	Version	Action
DRC INSIGHT iPad	iPadOS/iOS	iPadOS 13.1, iPadOS 13.0, iOS 12.4, iOS 12.3, iOS 12.2, iOS 12.1, iOS 12.0	10.3.0	
The DRC INSIGHT iPad app is now available from the Apple App Store. Search for DRC INSIGHT.				
Capacity Estimator	Excel	Microsoft Excel Excel 2007 and later	4.0.2	

Use the installer above to download the Capacity Estimator. This tool estimates testing response times by using the number of students testing, as well as network capacity and utilization.

At the bottom of the page, there are two buttons: 'View System Requirements' (highlighted with a red box) and 'Monitor Setting Verification'.

# System Requirements

## DRC INSIGHT Device Hardware Requirements

### Testing Devices

#### Hardware Requirements

These hardware requirements apply to all device types and operating systems unless noted.

- **Processor**
  - iPad – N/A
  - Minimum – CPU benchmark rating of 600\*
  - Recommended – CPU benchmark rating of 3000\* or higher
- **Available Memory**
  - Minimum – 2 GB RAM
  - Recommended – 4 GB RAM or higher
- **Available Disk Space**
  - Minimum/Recommended – 1 GB
- **Screen Size** – Required – 9.5" or larger
- **Actual Screen Resolution** – 1024 x 768 or better
- **Scale/Display Size** – 100%
- **Network Connection** – Wired or wireless network connection – 3 Mbps or better
- **Internet** – Required
- **Power Supply**
  - Minimum – Battery powered devices, a fully charged battery with a two-hour life
  - Recommended – Device plugged into a power supply

### COS Service Device

#### Hardware Requirements

These base hardware requirements apply to all device types and operating systems.

- **Processor**
  - CPU benchmark rating of 3000 or higher\*
- **Available Memory**
  - 4 GB RAM or higher
- **Available Disk Space**
  - Minimum – 10 GB
  - Recommended – 20 GB or more
- **Network**
  - Connected to the network through a wired connection

\*A processor's CPU benchmark rating is based on a common set of factors used by PassMark Software to assess relative processor performance. Processors with the same CPU benchmark rating will perform at relatively the same level.

- Use the link [www.cpubenchmark.net/cpu\\_list.php](http://www.cpubenchmark.net/cpu_list.php) for a searchable list of processors with their benchmark ratings and other information.
- To determine processor capability on a macOS device, Open a Terminal Window and run the following command:  
`sysctl machdep.cpu.brand_string`

- Detailed system requirements for DRC INSIGHT Online Testing
- Updated System Requirements posted to the DRC INSIGHT Portal June 30
- Updated three times during the year
  - June – Upcoming year's specifications
  - October – Operating System updates
  - February – Operating System updates

# System Requirements

## Check DRC INSIGHT Operating System Requirements

### Testing Devices

- Testing Device are supported on the following operating systems:
  - ChromeOS
  - 64-bit Windows
  - 64-bit macOS
  - iPadOS
  - 64-bit Linux

### COS Service Device

- COS Service Device software is supported on the following operating systems:
  - 64-bit Windows
  - 64-bit macOS
  - 64-bit Linux

- COS Service Device software **cannot** be installed on an iPadOS or Chrome OS device.

**Note:** iPadOS and Chrome OS testing devices that have the DRC INSIGHT Secure App installed on them can be associated with any COS Service Device, regardless of its operating system. For example, an iPad or Chrome OS testing device can connect to a Windows, macOS, or Linux COS Service Device.

- DRC INSIGHT Secure Applications are supported on Windows, macOS, Linux, iPadOS, and Chrome OS Operating System devices
- COS Service Devices are supported on Windows, macOS, and Linux devices

- **Note:** Any testing device operating system type can connect to any COS Service Device operating system type; the two operating system types do not need to match



# Operating System Version Support

## DRC INSIGHT Operating System Requirements

### Supported Operating System Versions

See [DRC's Operating System Support Policy](#) for information on DRC support by phase.

#### Phase 1 Best Effort Support

- Currently no operating systems

#### Phase 2: Fully Supported

Unless otherwise stated, the most current version of the operating system is included in under full support.

#### Windows (1)(2)

- Windows 8.1
- Windows 10 (3)(4)
  - Versions 20H2, 21H1, and 21H2
- Windows 10 in S mode
- Windows 11 (3)(4)
- Windows Server 2012 R2
- Windows Server 2016
- Windows Server 2019
- Windows Server 2022

#### iPadOS (5)

- iPadOS 14.x
- iPadOS 15.x

#### Chrome OS

- Chrome OS current stable channel (6)(7)(8)

#### macOS (9)

- macOS 10.15
- macOS 11.x
- macOS 12.x

#### Linux (9)

- Ubuntu 18.04 LTS version with Gnome Shell
- Ubuntu 20.04 LTS version with Gnome Shell
- Ubuntu 22.04 LTS version with Gnome Shell

#### Phase 3: Best Effort Support

- Currently no operating systems

**Note:** DRC recommends using operating system levels that are Fully Supported. When End of Support occurs during a typical testing cycle, DRC will continue to provide Best Effort Support until the testing cycle ends. DRC recommends that sites upgrade to a fully supported level before the testing cycle begins.

#### Phase 4: End of Support

- Currently no operating systems

## Operating System Notes

- (1) DRC does not offer support for Windows versions under Microsoft's Long-Term Servicing Channel (LTSC).
- (2) DRC does not support high contrast mode for Windows Devices.
- (3) DRC fully supports the most recent version of Windows 10 and Windows 11 available for the Semi-Annual Channel servicing options within 90 days of public availability of the new version. DRC will offer Best Effort support for previous versions of Windows 10 and Windows 11 available for the Semi-Annual Channel servicing options that Microsoft maintains support for with servicing updates. For details, see the Windows 10 and Windows 11 version support website and [support.microsoft.com/en-us/help/13853/windows-lifecycle-fact-sheet](https://support.microsoft.com/en-us/help/13853/windows-lifecycle-fact-sheet).
- (4) DRC currently supports the Home, Pro, Enterprise, and Education editions of Windows 10 and Windows 11.
- (5) See iPadOS Support section below.
- (6) See Chrome OS Support section below.
- (7) DRC offers Best Effort Support for unmanaged Chrome OS devices (the DRC INSIGHT Secure App for Chrome OS was manually installed) that meet the system device and supported operating system requirements.
- (8) DRC offers Best Effort Support for version 102 to the current stable channel level.
- (9) macOS and Linux server software are not supported.

### iPadOS Support

The iPadOS release strategy provides both major and minor release versions.

- Major release versions are indicated by the number to the left of the decimal point. For example, release 14.x and release 15.x are major release versions.
- Minor release versions are indicated by the number to the right of the decimal point. For example, release 15.1 and release 15.2 are minor release versions of major release version 15.

DRC offers the following levels of support:

- **Full Support** for the most recent major release version of iPadOS within 90 days of public availability of the new version. During the 90 days of testing/verification, DRC provides Best Effort Support of the new major release version.
- **Best Effort Support for minor release versions** of iPadOS as soon as they are made available to the public and will fully support these versions as soon as DRC completes testing/verification. DRC will attempt to fully support minor release versions within 30 days of their release.

**Note:** DRC offers Best Effort Support for any previous versions of iPadOS for which Apple maintains support.

### Chrome OS Support

DRC offers the following levels of support:

- **Full Support** for the current stable channel level.
- **Best Effort Support** for stable channel levels between level 102 and the current stable channel level.
 

**Note:** DRC offers Best Effort Support for unmanaged Chrome OS devices (the DRC INSIGHT Secure App for Chrome OS was manually installed) that meet the system device and supported operating system requirements.
- **End of Support** (no support) for stable channel levels before 102.

Check DRC INSIGHT Portal for Most Current Information

# DRC INSIGHT™ Technology Setup

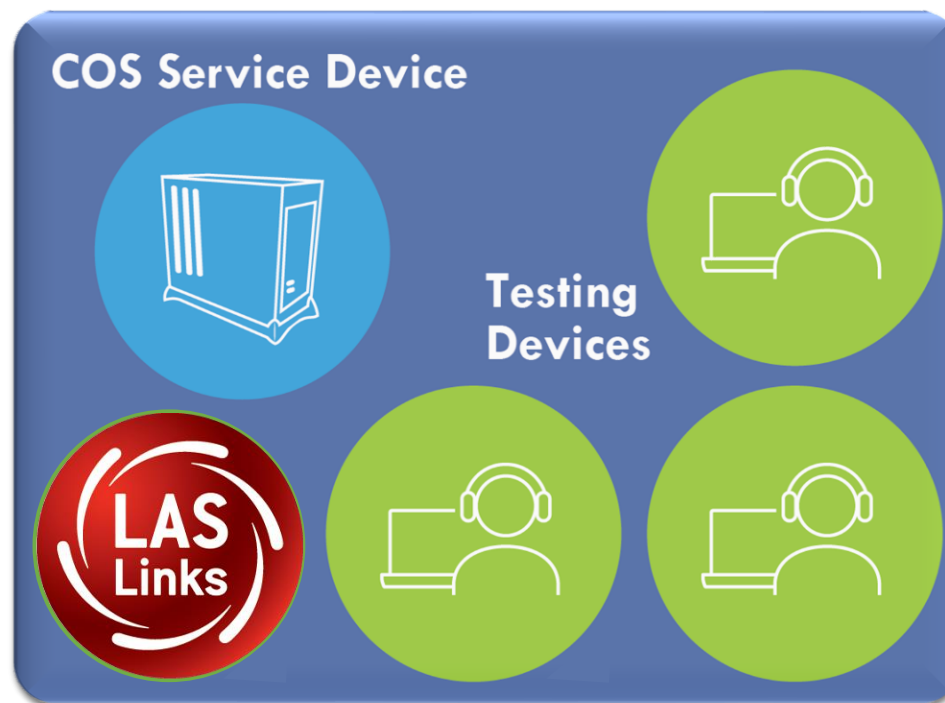


# Central Office Services (COS) Application

- Use COS to create, monitor and maintain COS Configurations
- COS Configurations establish for **testing devices** the association of available **testing programs** and **where testing devices get test content**

COS Service Devices **provide** local content hosting services to the COS Configuration

If COS Service Device is not included or is unavailable for more than 4 hours, content comes from DRC



Devices with a DRC INSIGHT Secure Application are **registered** to the COS Configuration

COS Configuration

# Why Use a COS Service Device?

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- Provides additional test security
  - Requires testing device to have the same network connection during the assessment
- Hosts testing content closer to the student
- Reduces wide-area network and/or Internet bandwidth
- Offers more consistent experience across sites
  - Especially for assessments with audio, images and video
- Addresses equity concerns around delivering equivalent student experiences

# DRC INSIGHT Technology Setup

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**Activity 1:** Installing a New COS Service Device

**Activity 2:** Installing DRC INSIGHT Secure Applications

**Activity 3:** Managing COS Configurations

## Activity 1

# Install a New COS Service Device



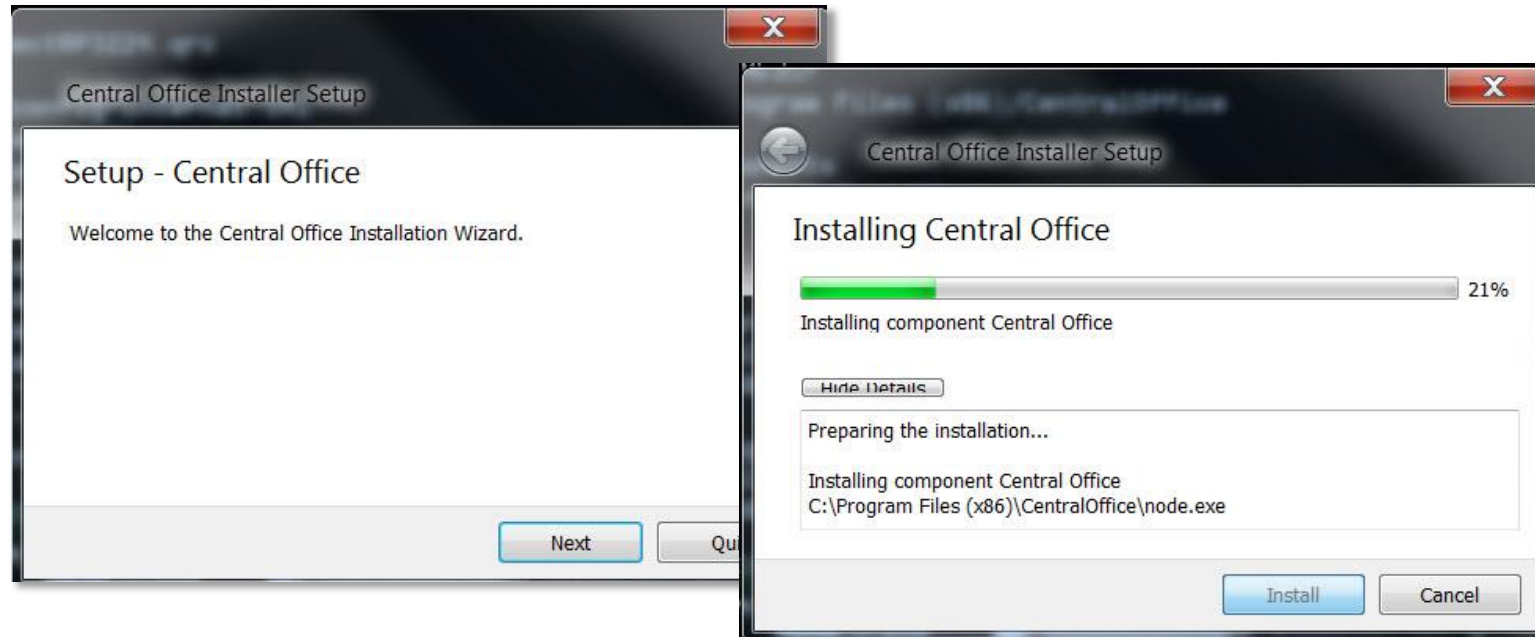
# COS Service Device Overview

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- Content Hosting service
- Installers are on DRC INSIGHT Portal Downloads page
- Auto-updates to new version
- Pool of COS Service Device delivers basic load balancing

# Installing a New COS Service Device

## Activity 1



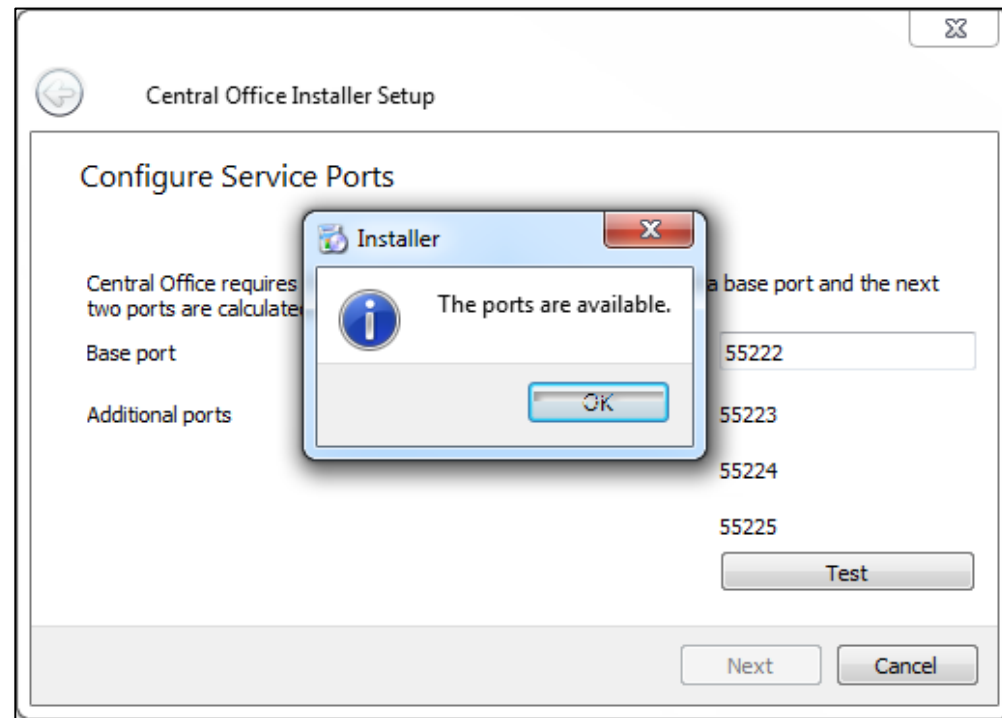
- Prepare a host machine with a supported operating system
- Download and launch the installer to begin the wizard install process
- When prompted, it is recommended to use the default locations



# Installing a New COS Service Device

## Activity 1

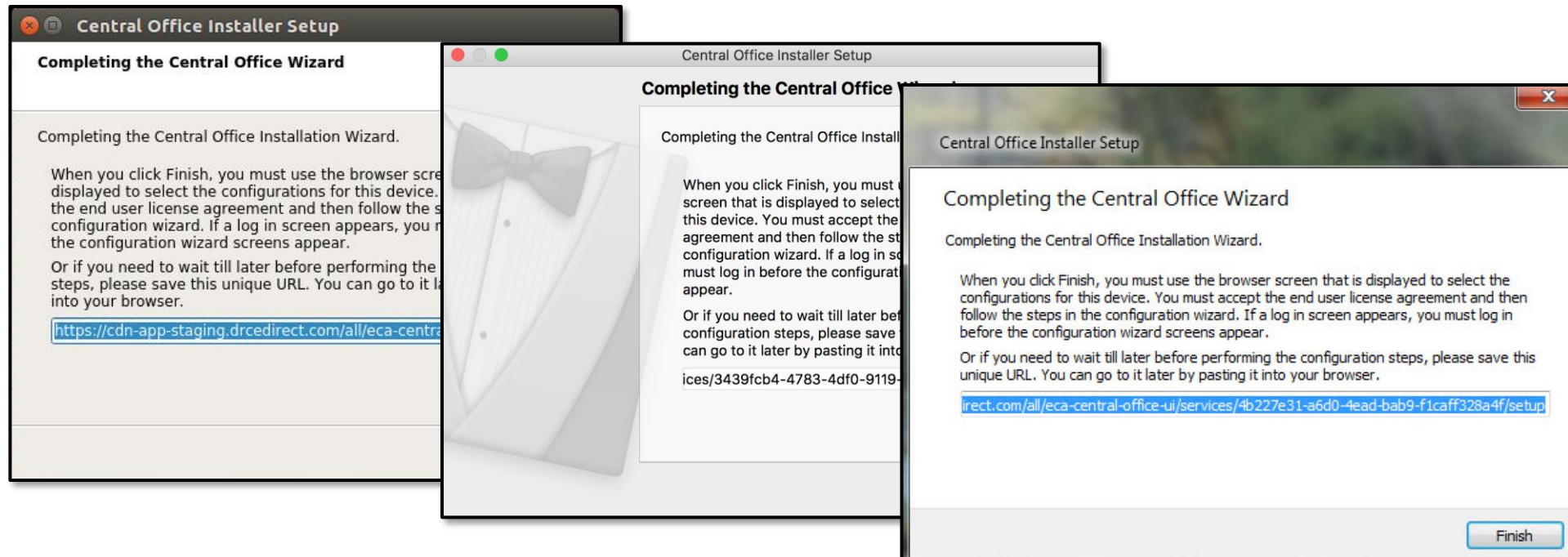
- Configure Service Ports
  - Specify the base port (usually the default value of 55222 will work)
  - After entering the base port, the install automatically selects consecutively numbered ports
- Test Service Ports
  - Click “Test” to verify port availability
  - Click “OK” and “Next” (or “Cancel” to exit the installation)



# Installing a New COS Service Device

## Activity 1

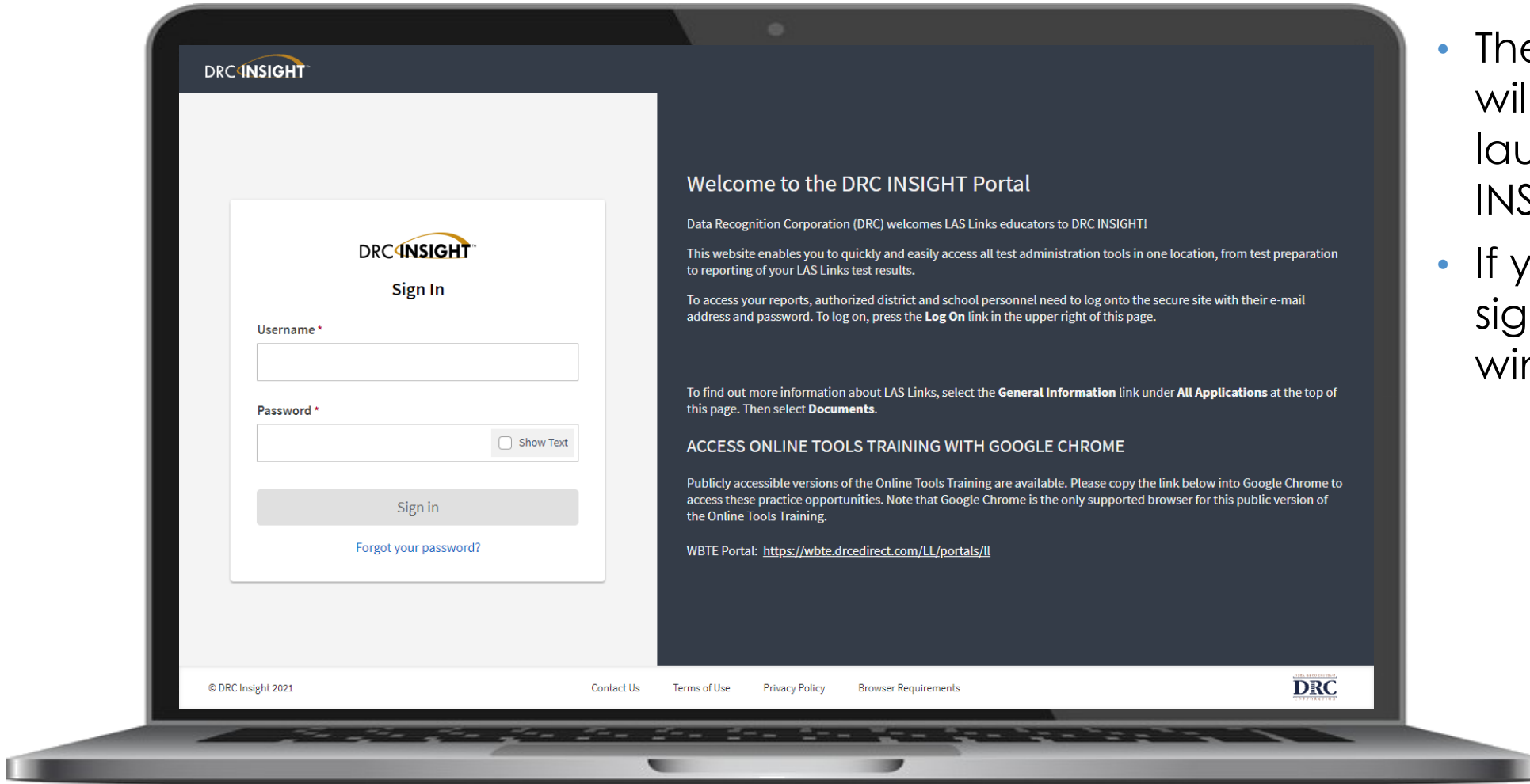
- The “Completing the Central Office Wizard” window appears
  - Save the URL that displays in this window.
  - The URL can be used to resume the process, if necessary, without re-installing the COS Service Device



# Installing a New COS Service Device

## Activity 1

- The installation wizard will automatically launch the DRC INSIGHT Portal
- If you are not already signed in, login window displays



# Installing a New COS Service Device

## Activity 1

Device: 16813120-d5bf-4d05-b20c-2a00e2839baa

### Configure Central Office Service

Step 1

Service Device Name

Service Device Configuration  
Use Existing Configuration?

Step 2

Configuration Name\*

Testing Devices Configuration  
Enable Auto Updates for testing devices   
Use Proxy Host

Step 3

Testing Programs (0)

Testing Program:  Site:

Location

Step 4

Content Management  
Enable Content Management

<input type="checkbox"/>	Admin	TTS/HVA	VSL
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Step 5

Content Hosting  
Enable Content Hosting   
Content Hosting is currently not available. Turn on Content Management to allow activation.

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The configuration wizard defaults to the 5-step process for creating a new COS Configuration.

**Check** the “Use Existing Configuration” checkbox

# Installing a New COS Service Device

## Activity 1

Device: 16813120-d5bf-4d05-b20c-2a00e2839baa

Configure Central Office Service

Step 1

Service Device Name **1**

Service Device Configuration  
Use Existing Configuration?  Yes

Step 2

Link Device to Existing Configuration

**2** Testing Program: Select Testing P... Site: Select a Site ... **3**

Searching In:

Search... **4**

Selected Configuration:

Name:  
Org Unit Id:

Complete **5**

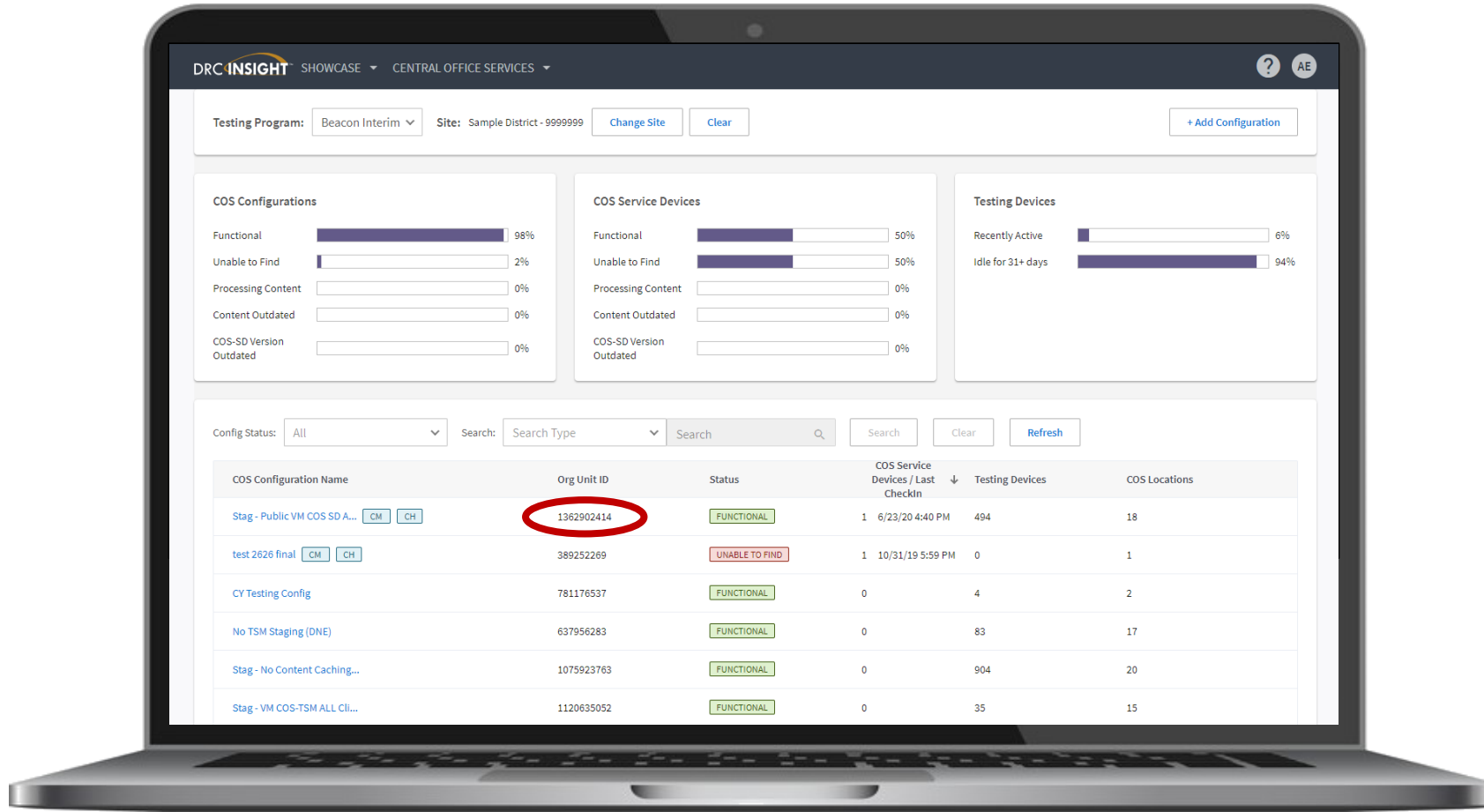
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### Step 1: Naming the new COS Service Device

1. Give the new COS Service Device a name (3-50 characters)

### Step 2: Find the existing COS Configuration to which we want to associate the new COS-SD

2. Select the Testing Program
3. Search for the Site (School or District)
4. Search for the existing COS Configuration
5. Verify the name and Org Unit ID and then click "Complete" to complete the configuration wizard



## Central Office Services Dashboard

A new COS Configuration will appear on the COS Dashboard after about 3-5 minutes

### Note the COS Org Unit ID

This will be used for manual installs of the DRC INSIGHT Secure Applications

## Activity 2

# Installing DRC INSIGHT Secure Applications

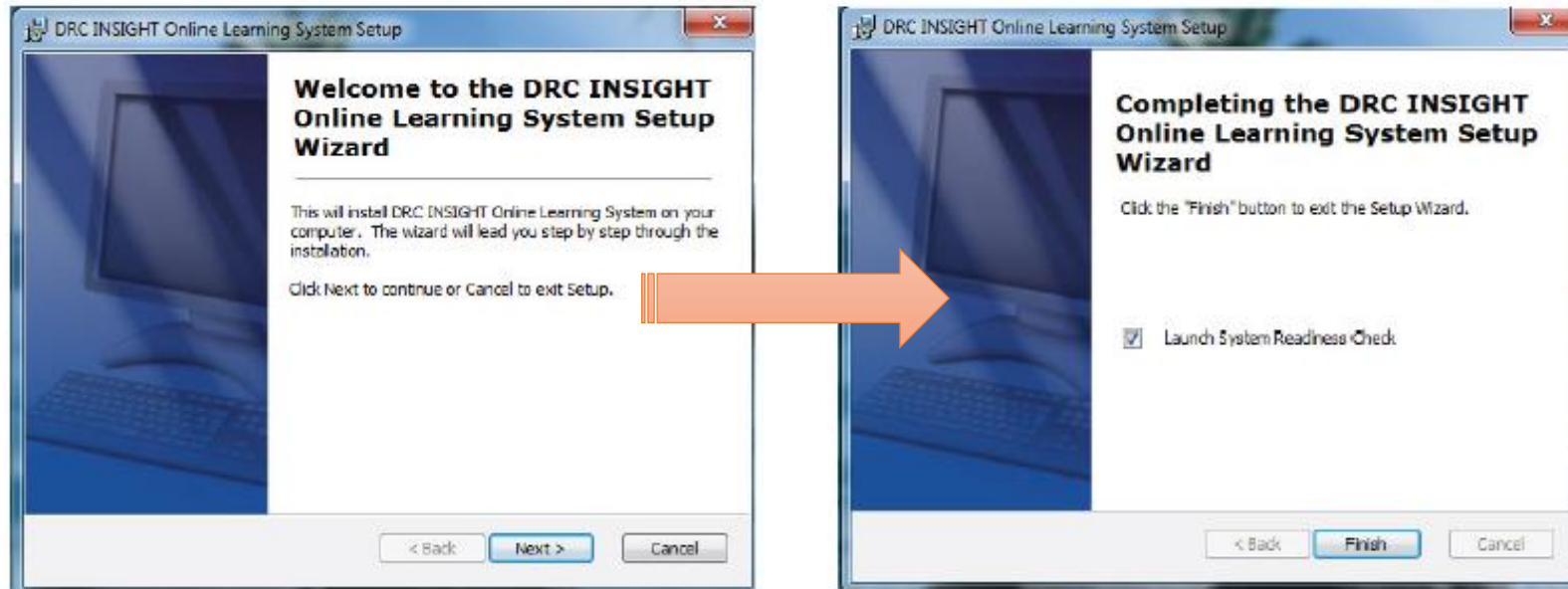


# Installing DRC INSIGHT Secure Applications

## Activity 2

DRC INSIGHT Secure Applications are installed on each testing device

This software can be manually installed on each testing device or using mass distribution solutions to install on a group of testing device





# DRC INSIGHT System Readiness Check

## Activity 2

**System Information**

Client Version	Configuration Source	Installation Directory	
14.0.0	Device Toolkit	C:\Program Files (x86)\DRC INSIGHT Online Assessments	
Machine Name	User Name	Operating System Level	OS Version
DRC28237	LVethe	Microsoft (build 18362), 64-bit	10.0
Testing Device ID	Service Device ID	Content Hosting	HTTPS Proxy
CAB2F0BC-BA62-48F6-B3E7-C0BF45A1352B	E4404BBF-B243-43F9-9406-7B82A5D9D463	Yes	
COS Configuration Name	COS Org Unit ID	Location	
Luke	2089187281	Drc Use Only - Sample District N/A	

**Required Test List**

Status	Test Name	Details
✓	Audio Capability	Details
✓	Client Version	Details
✓	Internet Connection	Details
✓	Operating System Level	Details
✓	RAM	Details
✓	Screen Resolution	Details
✓	Service Device Connection	Details
✓	User Agent	Details

Load Results   Execute Tests   Test Audio   Exit

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- Verifies that each testing device meets the minimum system requirements for testing
- Ensures testing device is operating properly prior to testing
- Limits delays on the day of testing

# Installing DRC INSIGHT Secure Applications

## Activity 2



**Configuration Not Found**

Please raise your hand and wait for help.

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Contact your technical resource and provide them with the following information:

DRC INSIGHT cannot retrieve the configuration profile associated with this device because it cannot find the Device Toolkit ORG Unit ID. The ORG Unit ID was entered incorrectly, was deleted, or was not assigned to this device.

Click **Assign Device to ORG Unit** to enter the correct ORG Unit ID or click **Cancel** to end the process.

**Assign Device to ORG Unit**   **Cancel**

- Launch DRC INSIGHT
- Register with a COS Configuration by clicking “Assign Device to ORG Unit”

**Device Registration**

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1. To add the device to a Device Toolkit ORG Unit, enter the ORG Unit ID (or copy and paste it) and click **Add**.  
**Note:** You can repeat this step if you want to access more than one testing program from this device.

2. When you are ready, click **Register** to register the device or **Cancel** to cancel the process.

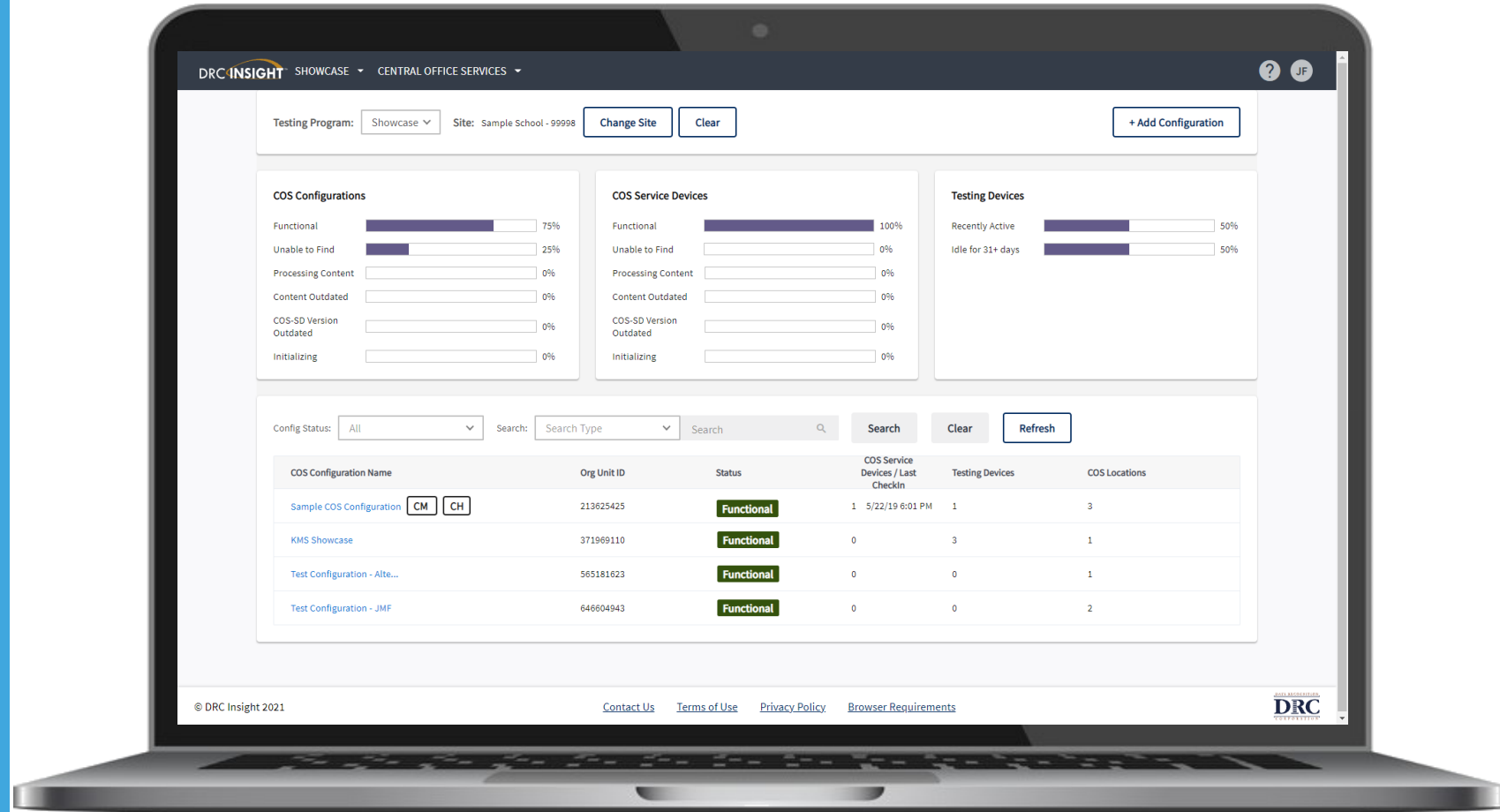
1362902414   **Add**

**Register**   **Cancel**

- Enter the ORG Unit ID from Activity 2 click “Add”
- After adding the ORG Unit, click “Register”

# Activity 3

## Managing COS Configurations



# Managing COS Configurations

## Activity 3

COS Configurations are managed from the COS Dashboard

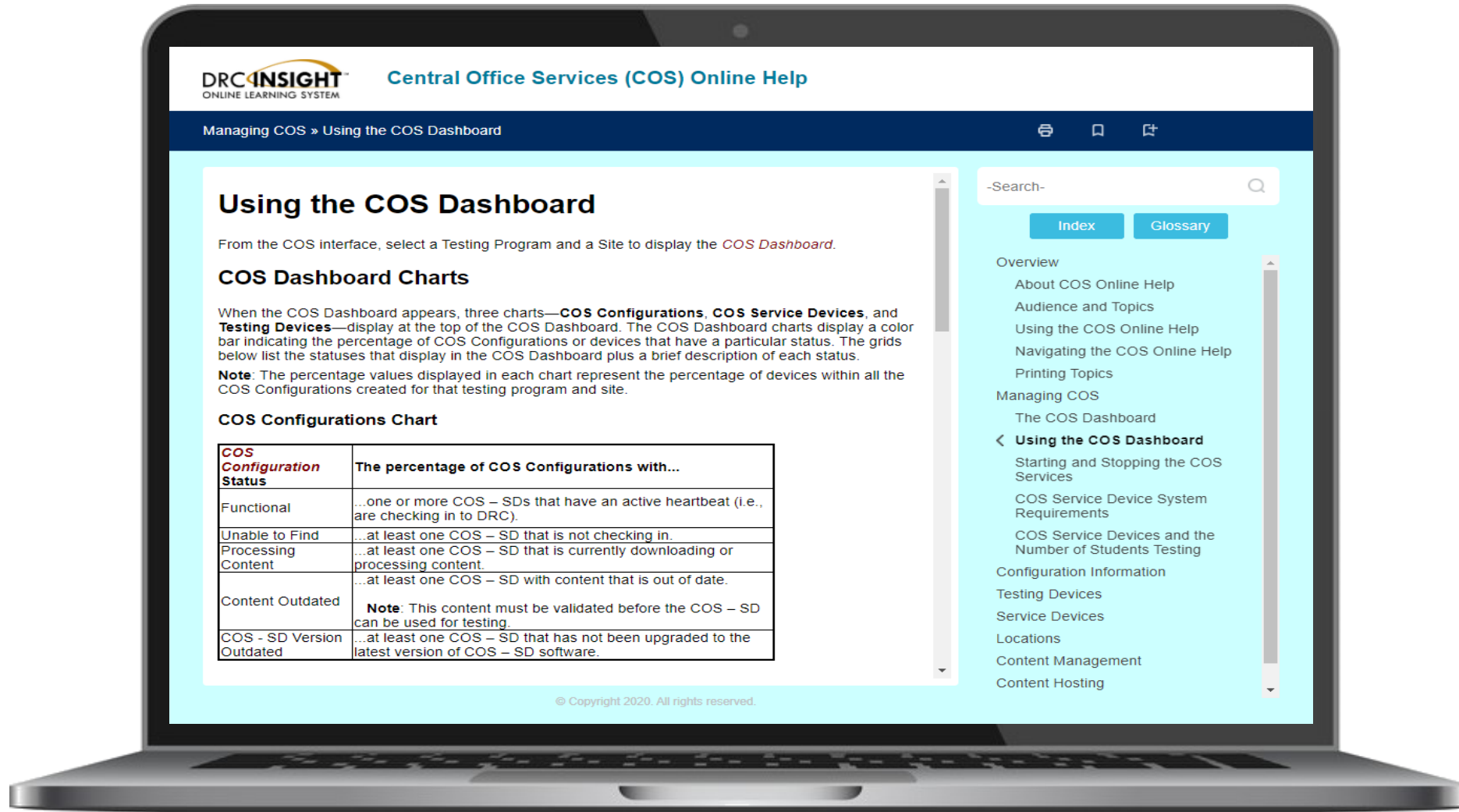
- Use **Content Management** to manage content hosted by the COS Configurations
- Manage Devices in COS Configurations

The screenshot displays the DRC INSIGHT COS Dashboard. At the top, there are navigation elements including 'DRC INSIGHT', 'SHOWCASE', and 'CENTRAL OFFICE SERVICES'. Below this, there are filters for 'Testing Program' (Showcase) and 'Site' (Sample School - 99998), along with 'Change Site' and 'Clear' buttons. A '+ Add Configuration' button is located in the top right corner. The dashboard is divided into three main sections: 'COS Configurations', 'COS Service Devices', and 'Testing Devices', each with progress bars for various states like 'Functional', 'Unable to Find', 'Processing Content', 'Content Outdated', 'COS-SD Version Outdated', and 'Initializing'. Below these sections is a search bar with 'Config Status' set to 'All' and a search input field. A table lists the configurations with columns for 'COS Configuration Name', 'Org Unit ID', 'Status', 'COS Service Devices / Last Checkin', 'Testing Devices', and 'COS Locations'. The first row, 'Sample COS Configuration', is highlighted with a red arrow pointing to its name. The table data is as follows:

COS Configuration Name	Org Unit ID	Status	COS Service Devices / Last Checkin	Testing Devices	COS Locations
Sample COS Configuration <span>CM</span> <span>CH</span>	213625425	Functional	1 5/22/19 6:01 PM	1	3
KM Showcase	371969110	Functional	0	3	1
Test Configuration - Alte...	565181623	Functional	0	0	1
Test Configuration - JMF	646604943	Functional	0	0	2

At the bottom of the dashboard, there are links for 'Contact Us', 'Terms of Use', 'Privacy Policy', and 'Browser Requirements', along with a copyright notice '© DRC Insight 2021' and the DRC logo.

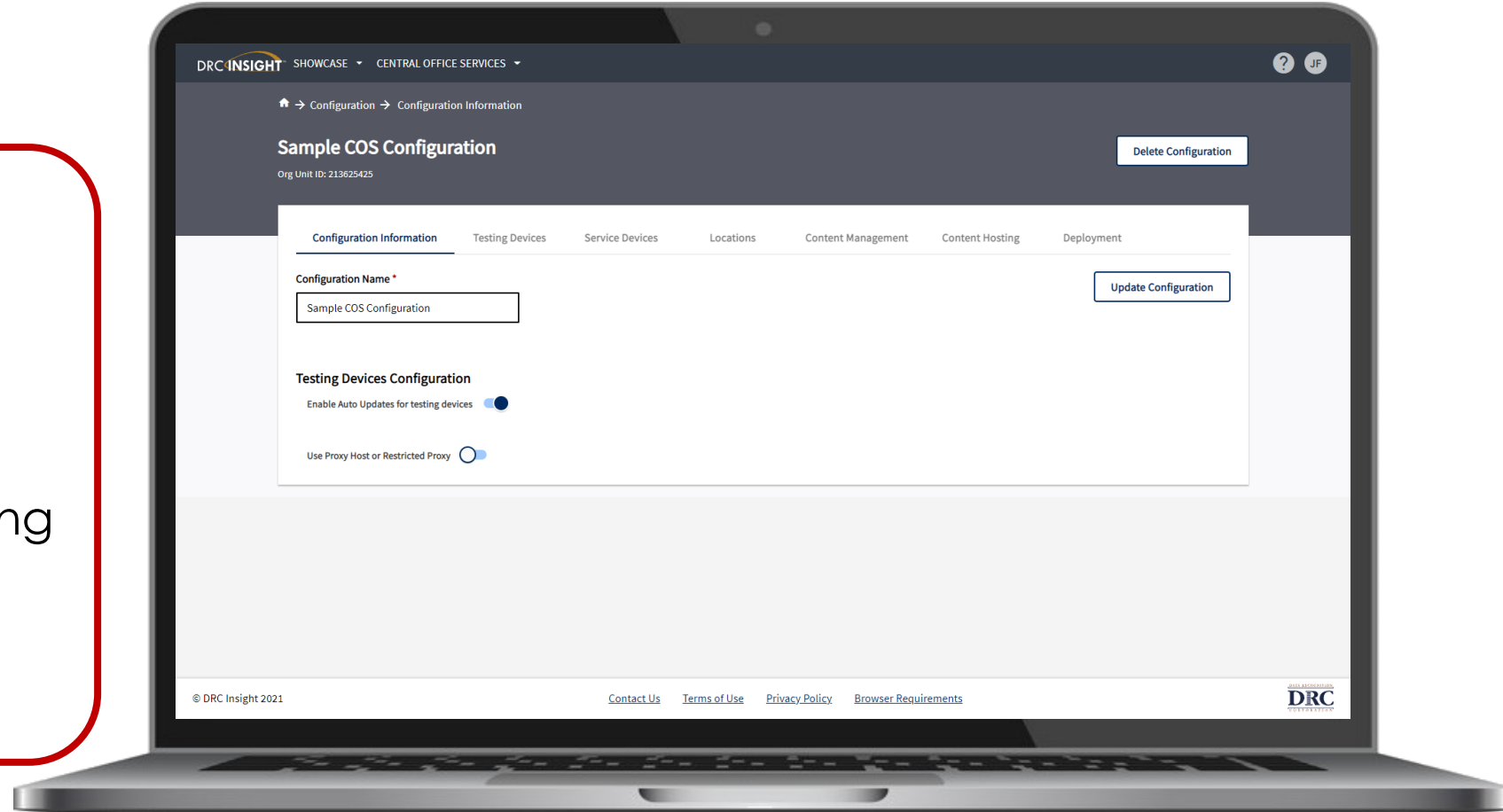
Select COS Configuration name



## Configuration Information

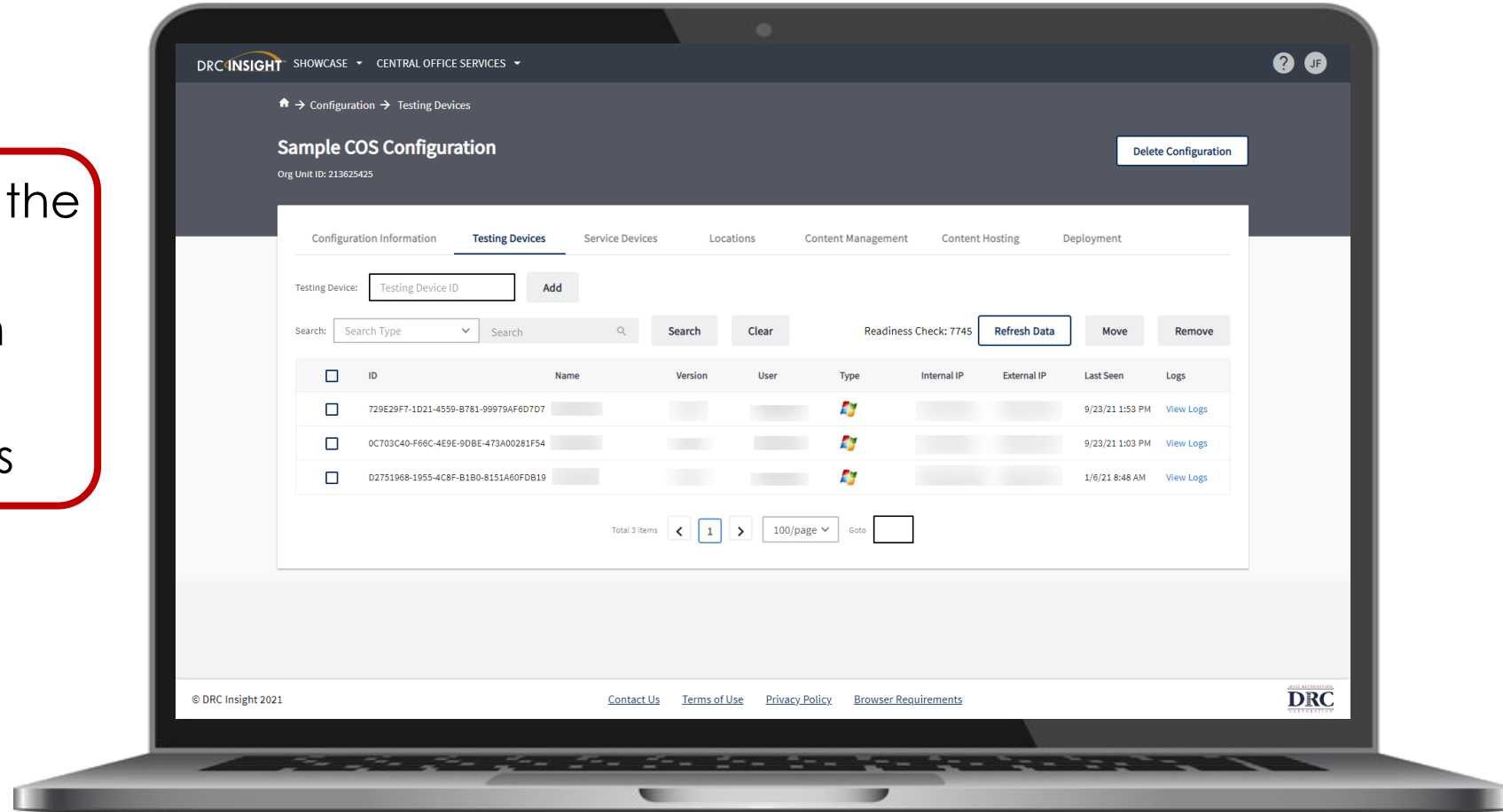
### Ability to:

- Update COS Configuration name
- Change Enable Auto Updates for Windows, macOS and Linux testing devices
- Change the use of a proxy host if required



## Testing Devices

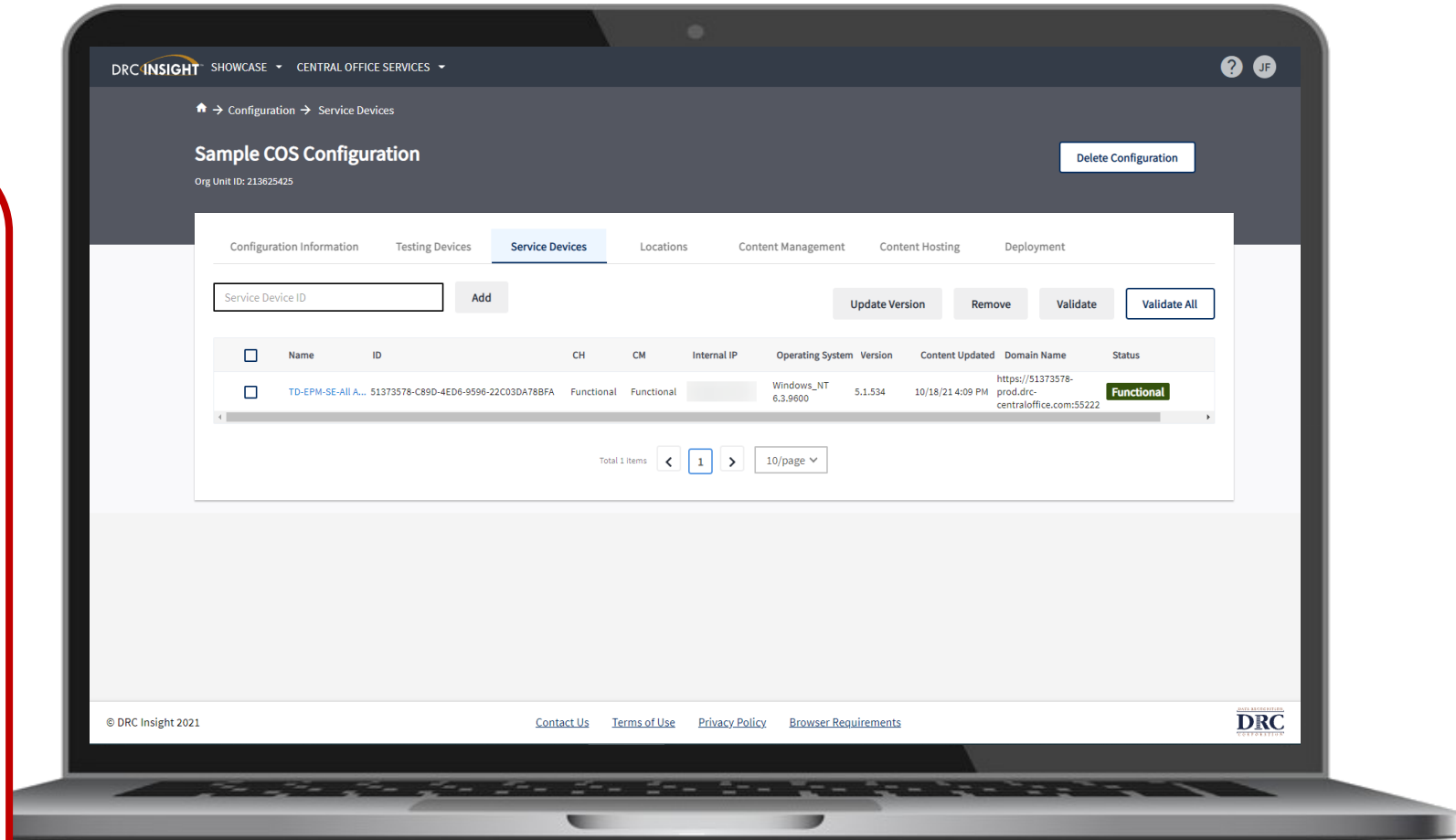
- Verify Devices' status in the COS Configuration
- Move devices between COS Configurations
- Remove Testing Devices



## Service Devices

### Ability to:

- Verify status of the COS Service Devices in the COS Configuration
- Add and Remove COS Service Devices
- Update software version of the device
- Validate device content
- Change the COS Service Device name

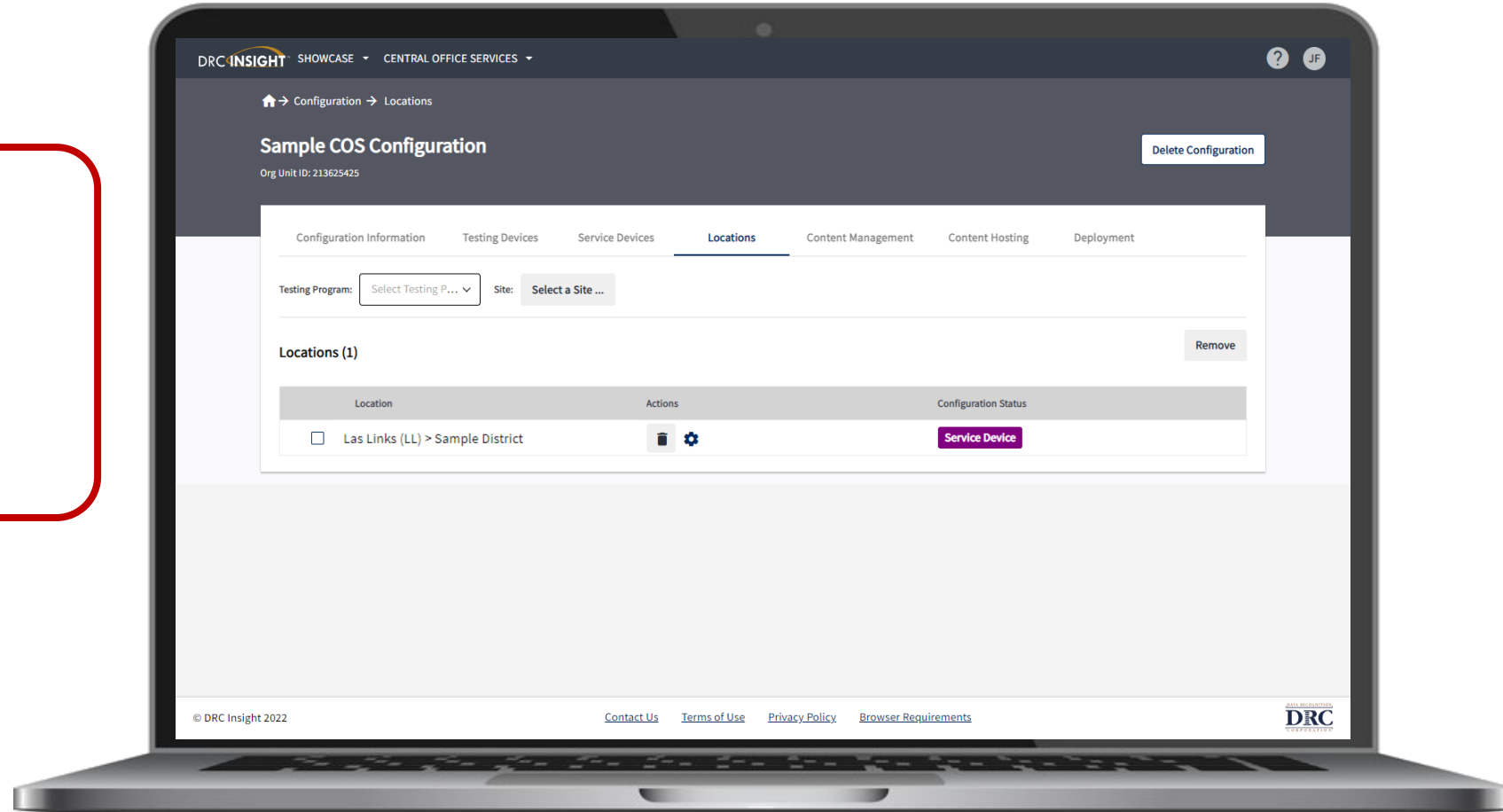




## Locations

### Ability to:

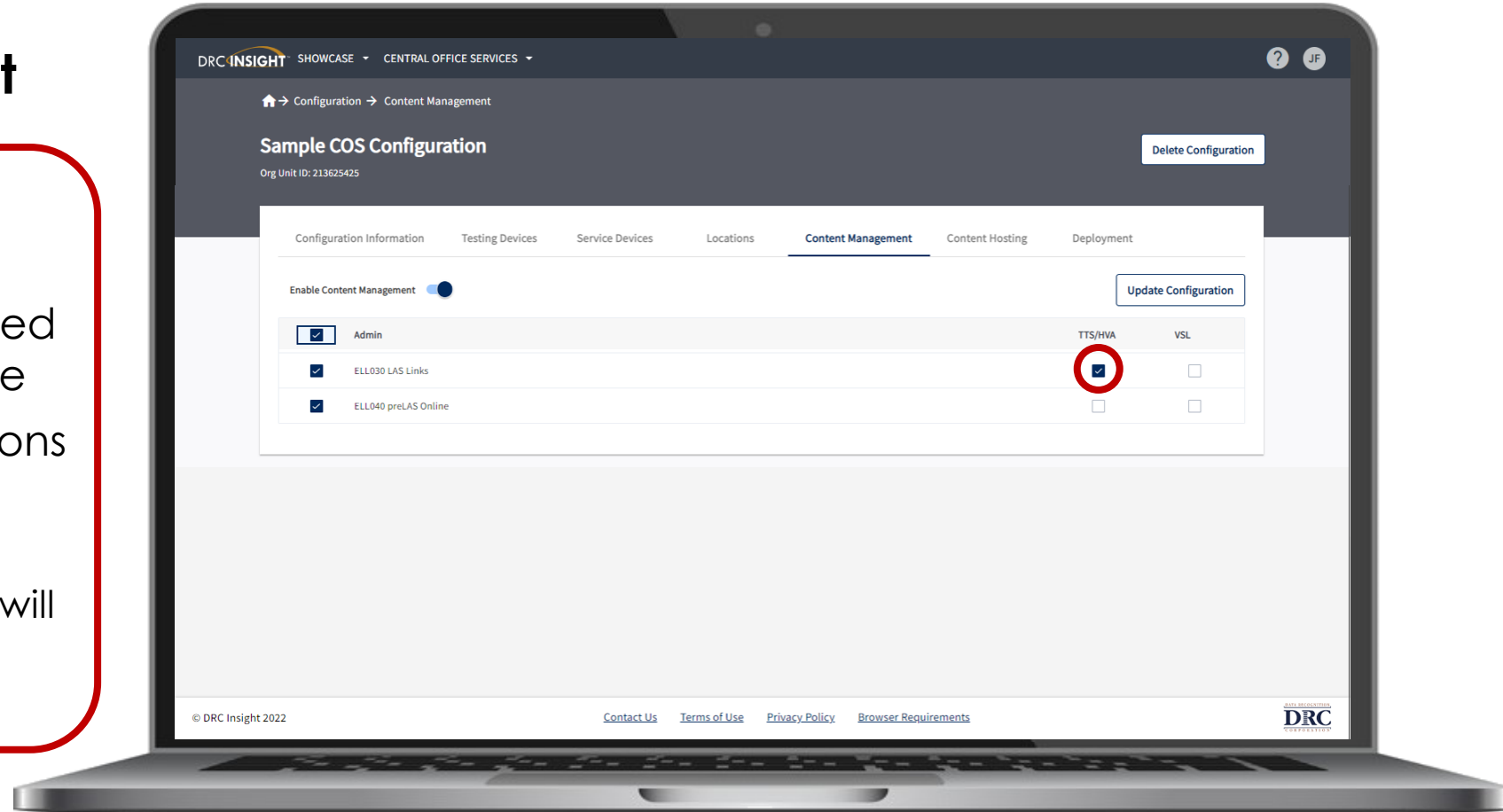
- Verify status of the testing programs in the COS Configuration
- Add and Remove testing programs



## Content Management

### Ability to:

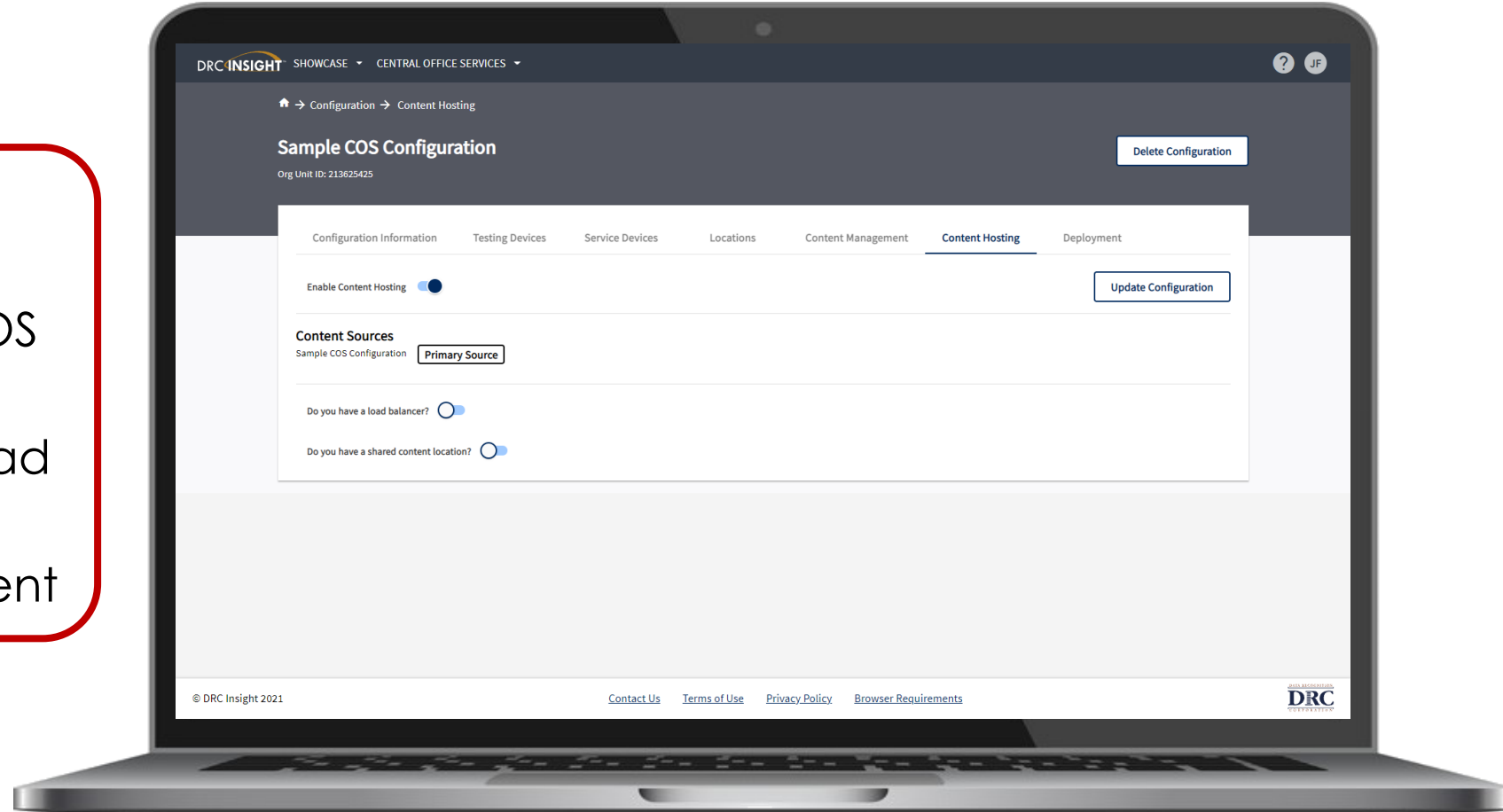
- Select the appropriate testing content to be hosted on the COS Service Device
- Select any accommodations to be hosted on the COS Service Device
  - TTS/HVA accommodations will be "checked" if they were selected in the prior year



## Content Hosting

### Ability to:

- Enable or disable Content Hosting by COS Configuration
- Manage Hardware Load Balancers
- Manage Shared Content



# Assign Testing Devices to a COS Configuration

## Activity 3

Two methods to assign testing devices:

1. Manually assign COS ORG Unit ID to testing devices (Activity 2)
2. Within COS, create configuration script for deployment to testing devices

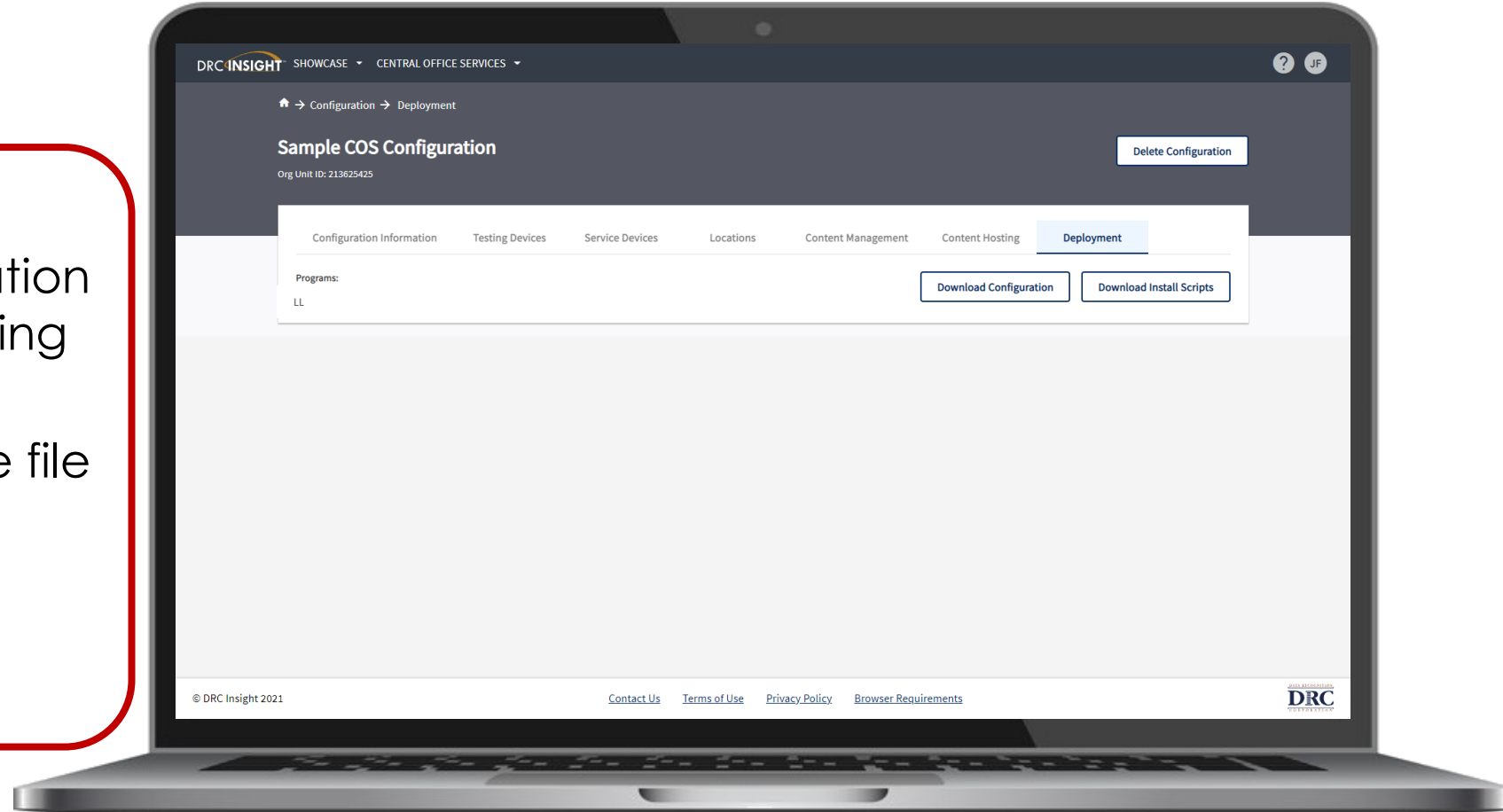
# Create Configuration Script for Deployment to Testing Devices

## Activity 3

## Deployment

### Ability to:

- Create COS Configuration distribution files for Testing Devices
- Save and distribute the file to testing devices  
(See Technology User Guide Volume III: DRC INSIGHT)



# Testing Device Preparation Recommendations



# Testing with One-to-One computers

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## Test security considerations:

- COS Configurations should have a COS Service Device(s) that can only be accessed from the school/district network
  - Prevents students accessing tests when not on site
- Consider adding the DRC INSIGHT Secure Application immediately before the testing session, and remove immediately after the testing session
  - Chrome Device Management Console and other software distribution tools support background installs and uninstall
- Ensure that test tickets are secured at all times

# Device Preparation Recommendations

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- DRC INSIGHT software does not:
  - Change device settings
  - Turn off background processes
- For **Test Security** and **Device Performance** before testing temporarily disable:
  - Automatic Updates (Operating System and Software)
  - Background software and/or processes



# Chrome OS Device Settings

## Chrome OS Device **Display Size** should be set to **100%**

- Use Ctrl + Shift + 0 (Number zero not the letter O)
- If the size does not change use Ctrl + Shift + - (minus key)
- Or go to Settings, Device, Displays, under Built-in Display set Display Size to 100%

## Chrome OS Devices **must be set to US English Keyboard**

- Required to display quotation marks and apostrophes
- To allow prior keyboard settings to be cleared from cache at least a week prior to testing either:

1) Set device to “US English Keyboard”

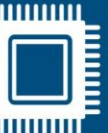
Using Ctrl + Shift + Spacebar, toggle through the keyboard types until US English Keyboard displays

2) Consider removing all keyboards but US English Keyboard

# Support and Troubleshooting Resources



# TROUBLESHOOTING



# Troubleshooting Common Issues

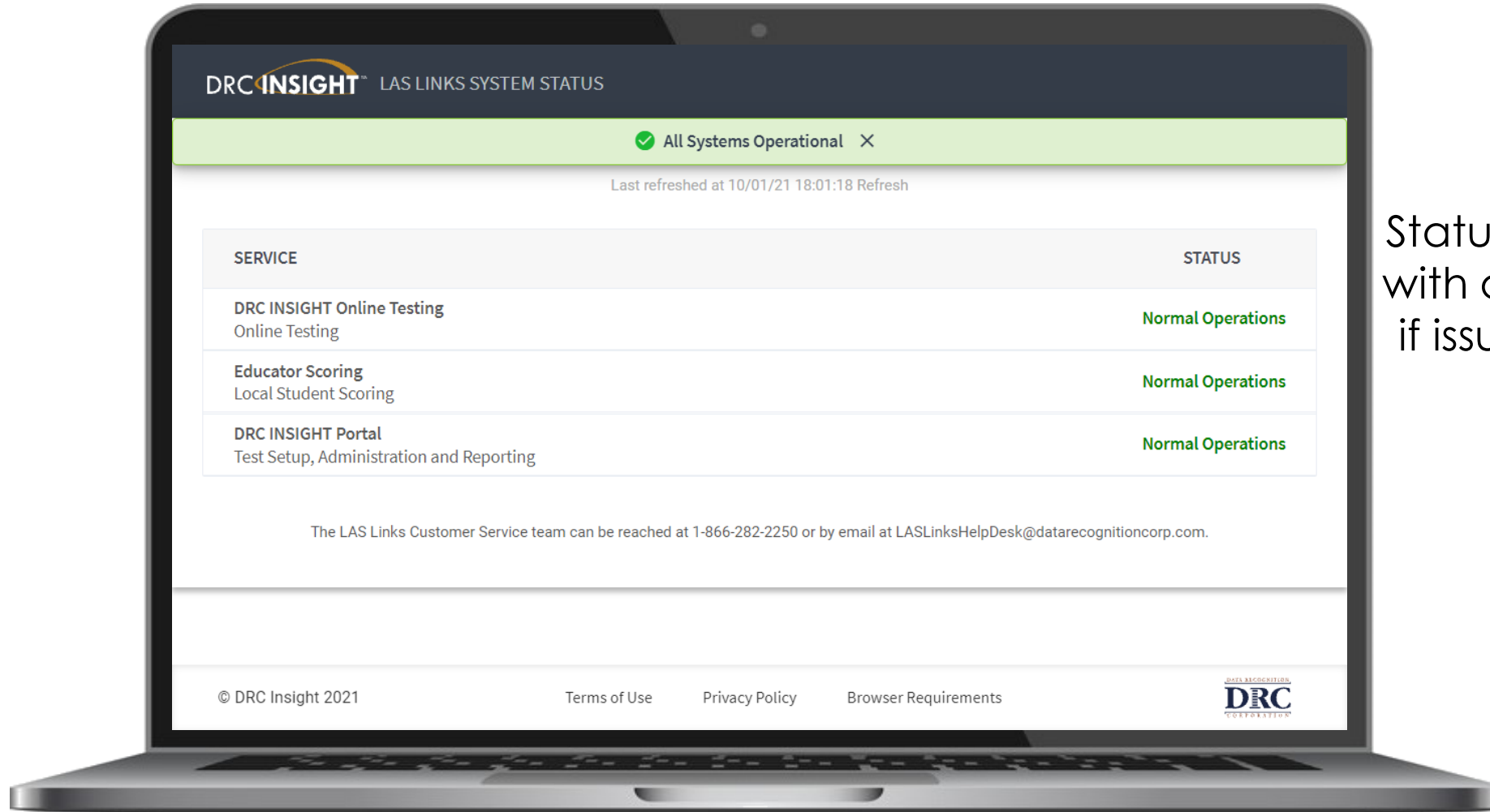
**Sites should have a plan for remedying issues during testing and escalating issues when necessary.**

Common issues include:

- Network connection issues
- Configuration not found
- Peripherals not setup before testing
- No Audio



# Online System Status



Status of each system, with additional details, if issues are identified

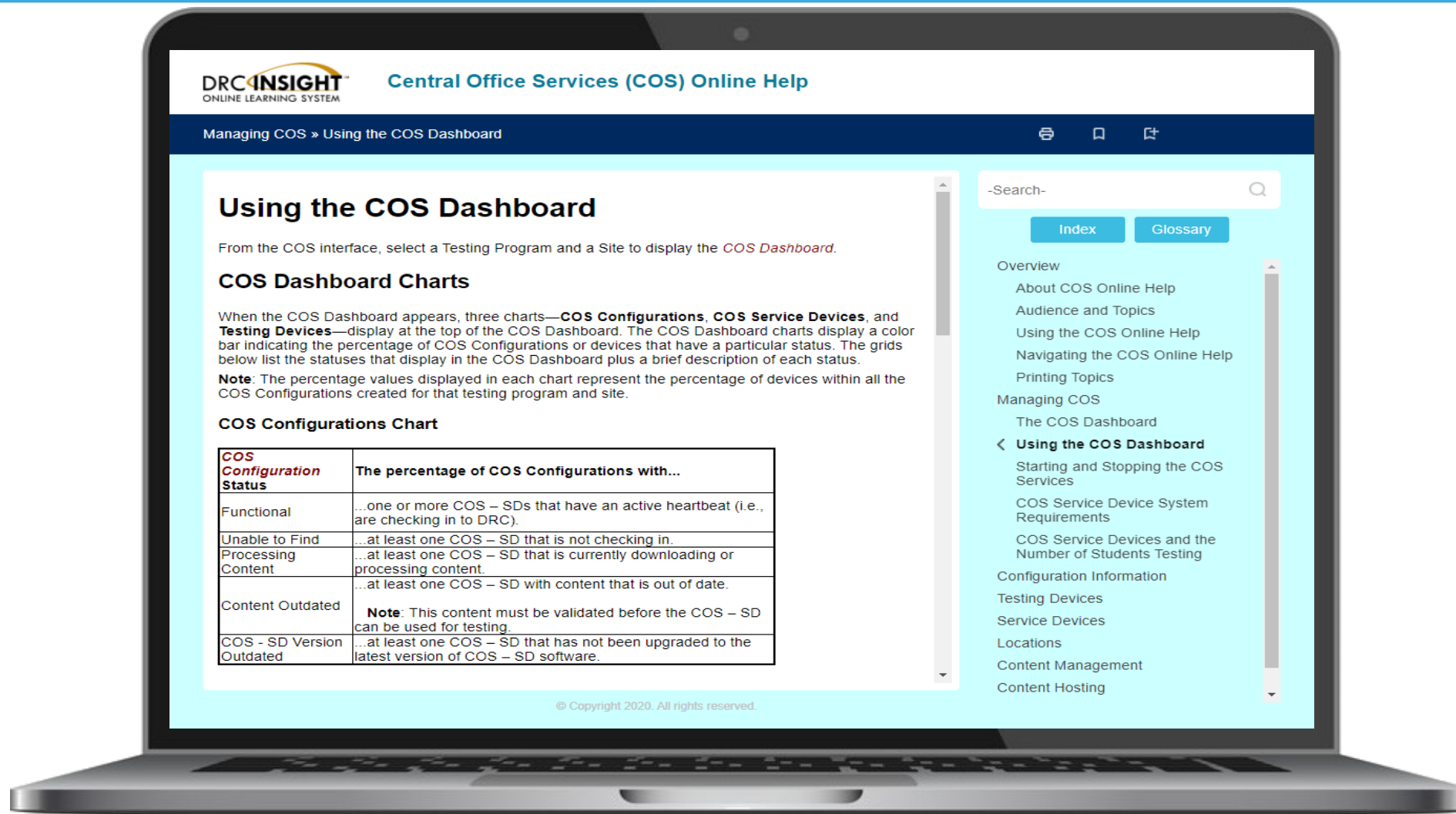
# DRC Online Readiness Documents and Tools

<b>SITE READINESS OVERVIEW</b>	Comprehensive overview of the approach to site readiness to deliver online testing
<b>SYSTEM REQUIREMENTS</b>	Detailed information on supported devices and operating systems
<b>TECHNOLOGY USER GUIDE</b>	Comprehensive, user-friendly set of manuals for school and district users
<b>SITE TECHNOLOGY READINESS CHECKLIST</b>	Reference checklist and planning tool for sites administering assessments online
<b>SITE CAPACITY ESTIMATOR</b>	Estimates response times based on site-specific factors
<b>ONLINE TESTING NETWORK EVALUATION CHECKLIST</b>	Reference checklist and planning tool for sites to assess the site's network readiness
<b>COS SERVICE DEVICE DECISION GUIDE</b>	Guide to help determine the best configuration for site content management
<b>ALL-IN-ONE QUICK REFERENCE GUIDES – WINDOWS AND macOS</b>	Install and configure COS Service Device and DRC INSIGHT on a single testing device
<b>TECH BULLETIN: EXTENDED RETRIES</b>	Describes Extended Retries feature to address testing device connection issues

# Technology User Guide

Title	Content Summary
Volume I: Introduction to Online Testing	Provides overview of the DRC INSIGHT technical components
Volume II: Central Office Services (COS)	Details on Central Office System, including the COS Service Device
Volume III: DRC INSIGHT	Detailed instructions for installing and using DRC INSIGHT
Volume IV: Troubleshooting	Solutions for most common issues

# Central Office Service Embedded Online Help



## Using the COS Dashboard

From the COS interface, select a Testing Program and a Site to display the *COS Dashboard*.

### COS Dashboard Charts

When the COS Dashboard appears, three charts—**COS Configurations**, **COS Service Devices**, and **Testing Devices**—display at the top of the COS Dashboard. The COS Dashboard charts display a color bar indicating the percentage of COS Configurations or devices that have a particular status. The grids below list the statuses that display in the COS Dashboard plus a brief description of each status.

**Note:** The percentage values displayed in each chart represent the percentage of devices within all the COS Configurations created for that testing program and site.

#### COS Configurations Chart

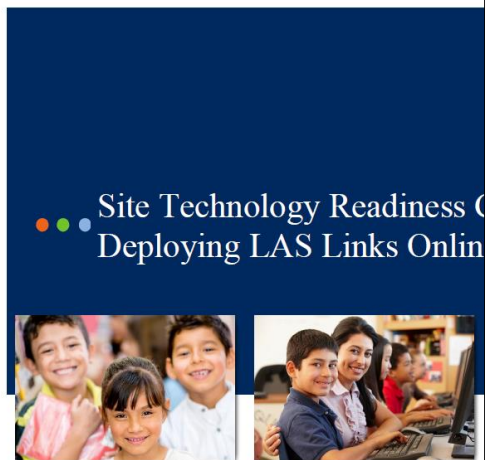
COS Configuration Status	The percentage of COS Configurations with...
Functional	...one or more COS – SDs that have an active heartbeat (i.e., are checking in to DRC).
Unable to Find	...at least one COS – SD that is not checking in.
Processing Content	...at least one COS – SD that is currently downloading or processing content.
Content Outdated	...at least one COS – SD with content that is out of date. <b>Note:</b> This content must be validated before the COS – SD can be used for testing.
COS - SD Version Outdated	...at least one COS – SD that has not been upgraded to the latest version of COS – SD software.

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# Site Technology Readiness Checklist



Site Technology Readiness Checklist  
 Deploying LAS Links Online




## CHECKLIST INTRODUCTION

This document is a guide for sites implementing LAS Links Online assessments. It is intended for Technology Coordinators and other educators within schools and districts using LAS Links Online.

The checklist is designed to identify various factors that a site should address to ensure a positive online testing experience.

The checklist is organized by the recommended timeframes and categories.

### Timeframes

- 2-3 Months Before Testing
- 1-2 Months Before Testing
- 2-4 Weeks Before Testing
- 1-2 Weeks Before Testing
- Day of Testing

### Categories

- Communication
- Site Planning, Scheduling and Logistics
- Technology – Device Setup
- Technology – Network Configuration
- Technology – COS Setup
- Training

Coordinators, Technology Coordinators, District Assessment Coordinators, Directors, and others to work together as a site planning team. This site plan should be completed at least three months before the start of testing.

As you use this checklist, remember to update it regularly to ensure that it reflects the current technological resources at your site.

LAS Links Site Technology Readiness Checklist, 2017-2018

## Day of Testing

### Communication

- Send a reminder email to staff to avoid using the network (LAN, WAN, and Internet) for bandwidth-intensive projects during testing.

### Site Planning, Scheduling and Logistics

- Check with building administration regarding the timing of building bells, alarms, or announcements that may go off during the test session.

### Technology – COS Service Device Setup

- On the Service Device tab of Central Office Services application, ensure that the COS Service Device status is "Functional".
- On the Content Management tab of Central Office Services application, confirm the testing content for the necessary test administrations are checked and that the correct content has been downloaded to the COS Service Devices.

### Technology – Testing Device Setup

- Test each device at the beginning of the day (including charging equipment as applicable).
  - Perform a System Readiness Check on at least one testing device.
  - Verify that no background processes are running on testing devices during testing.
  - If testing device accept automatic operating system updates, verify that it has the most current version of the operating system before the test session starts to avoid any software updates occurring during a test.
  - Ensure that testing devices are far enough apart to avoid interference or distractions.
  - Chrome devices launch very quickly. Direct students to wait for the device to successfully connect to the network before launching the DRC INSIGHT Secure App. If DRC INSIGHT is launched before the device connects to the network, the student will receive an Internet Connection Error (ICE). If this occurs, relaunch DRC INSIGHT after the connection is established.
  - If a portable device will be used on battery power, verify that the charge will last for the duration of the test.
- Note:** It is recommended that all devices be plugged in to power during the test.

### Technology – Network Configuration

- Technology staff should verify that the wireless access points are fully operational.
- Require anyone in the testing room(s) and anyone sharing the testing room's wireless access point to turn off any wireless devices not used for testing.
- Stagger the logins to the testing system. For example, have 10 to 15 students per room log in to the system over 20-30 second intervals.
- If a room is having difficulties testing, verify the connection speed from a device in the testing rooms, ideally when the other devices are using the network. Run a Speed Test using [www.speedtest.net](http://www.speedtest.net) to a server in Minnesota. Results of less than 3 Mbps download and 3 Mbps upload per testing device indicate there may be insufficient available bandwidth.



# DRC INSIGHT Headset Guidance

## DRC INSIGHT Headset Guidance

The following audio guidelines are to help maximize the potential for testing success:

- Make sure the headset is set as the preferred playback device.
- Students will not be able to adjust the volume on their computer when the application is launched. Make sure the audio is not muted before launching the application.
- If headsets are shared between students, be sure to provide adequate space between students. Even with headset, it is recommended to have ample space between students. Even with headset, it is recommended to have ample space between students. Even with headset, it is recommended to have ample space between students. Even with headset, it is recommended to have ample space between students.

The following chart outlines guidance on headset features for use with DRC INSIGHT.

Configuration	Suitability	Notes
Over the ear headset	Ideal	Comfortable when used by students of different ages. Weight should be considered on students' age. Performance may be suitable for larger and heavier builds.
Noise canceling headphones	Acceptable	Noise cancellation on headphones is acceptable, so this feature is not a concern. Many headsets with noise cancellation have a power source (e.g., batteries).
Ear buds or ear headphones	Acceptable	Sound volume can vary significantly between ear buds, resulting in inconsistent audio quality.
Device speakers	Marginal	Audio playback built into devices has low fidelity, which can lead to privacy concerns for students using wireless headsets.
Bluetooth or wireless headsets	Not recommended	To ensure test security, wireless headsets are not recommended. Some Bluetooth devices require a power source. This creates the need for a power source. Test Administrators should be turned off and/or not used for peripherals a student is using.
Play Back Mode: Stereo	Optional	The sound files of the assessment are recorded in stereo.
Connector Plug: <ul style="list-style-type: none"> <li>• USB</li> <li>• Single 3.5 mm plug (TRRS)</li> <li>• Dual 3.5 mm plugs (TRS)</li> </ul>	Optional	Many USB-connected headsets require driver installation and need to be manually enabled. Some computers have audio-in and audio-out ports. Make sure to check the headset's manual. Adapters are available for both types.
Volume Control: Inline	Optional	This is a nice option for students who do not have an inline volume control on their headset. Launching DRC INSIGHT will allow students to adjust the volume.

### ●●● Tips for Keyboard Settings

#### Background

When students take a writing test using either a Chrome OS or iPad, they must have the correct keyboard configurations before students start their test session. Specifically, the students are going to be using quotation marks (") and apostrophes (') commonly used in Text-Dependent Analysis (TDA) and Passage-Based Response (PBR). The response is based on the passage presented and they are required to support their claims, opinions, and ideas.

There are configurations in Chrome OS and iPadOS that may result in an error message. The DRC INSIGHT Secure Applications do not adjust so these settings should be reviewed before testing starts.

#### Changing Keyboard Settings

##### Chrome OS

Chrome OS devices should have the keyboard set to "US Keyboard" and "US Keyboard" to display properly in DRC INSIGHT.

##### To change the keyboard setting using keyboard shortcuts

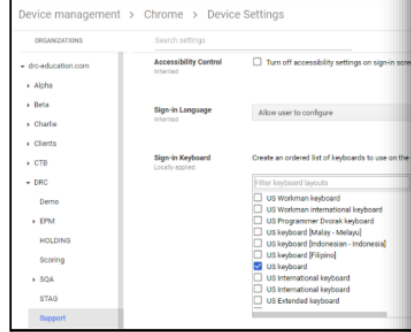
Press the Ctrl + Shift + Spacebar to toggle through the keyboard settings displayed in the status area in the bottom-right of the desktop.

##### To verify the keyboard setting

1. Click the status area in the bottom-right of your desktop.
2. If you see the keyboard icon, click on it and verify the "US Keyboard" is selected.
3. Otherwise, click the Settings icon and the Chromebook Settings app.
4. Scroll to the Device section and click Keyboard Settings and then click "US Keyboard".
5. Click on Change language and input settings to verify the Language and Input method is set to "US keyboard".

##### To set the keyboard setting using the Google Admin Console

Navigate to the Device Settings in the Google Admin Console and



### LAS Links Online via INSIGHT Headset Recommendations

The table below outlines recommended features for headsets and recording devices for use with LAS Links Online via INSIGHT. Please note that DRC does not endorse specific brands or devices.

Recommended Features	Reason for Recommendation	Alternatives not Recommended
<b>Device:</b> Headset with Microphone	Allows for recording and playback using the same device.	Separate headphones and microphone increase the need to ensure proper connection and setup on the computer and thus complicate the testing site set-up.
<b>Play Back Mode:</b> Stereo	The sound files of the assessment are recorded and played back in stereo.	
<b>Noise Cancellation Feature:</b> None	Noise cancellation often does not cancel out the sound of background human voices nor other background noise.	Many headsets with a noise cancellation feature require a power source (e.g. batteries or USB connection) and hence complicate the testing site set-up.
<b>Type of Connector Plug:</b> <ul style="list-style-type: none"> <li>• Single 3.5 mm plug (TRRS)</li> <li>• Dual 3.5 mm plugs (TRS)</li> </ul>	Some computers have two ports for connecting audio-out and audio-in separately, while others have one port for both. Make sure to check your specific equipment before purchasing headsets. Adapters for both types are widely available.	Many USB-connected headsets require driver installation and need to be manually enabled as playback/recording device. However, USB-connected headsets can be used with LAS Links Online via INSIGHT if preferred.
<b>Volume Control:</b> Inline	Students will not be able to adjust the volume on their computer once they have opened LAS Links Online via INSIGHT.	Headsets that do not have an inline volume control will need to be tested for volume prior to opening LAS Links Online via INSIGHT.

- Please keep in mind that headsets with microphones are only required for the Speaking domain. All other domains may be administered with headphones that don't include an attached microphone.
- To optimize the testing experience for all students, DRC recommends that the testing environment allows for ample space between testers, especially during the Speaking portion of the LAS Links Online assessment.

Guidance for delivering assessments with audio, keyboard and microphone requirements to help maximize the potential for testing success.

# Testing Site Capacity Estimator for ELL Assessment

**DRC INSIGHT**  
ONLINE LEARNING SYSTEM

### ELL Testing Site Capacity Estimator

**Content Management Information**

Using COS Service Device for Content Hosting:  ⓘ

Testing Region:  ⓘ

**Testing Volume Information**

Students Testing Reading Domain at the Same Time:  ⓘ

Students Testing Listening Domain at the Same Time:  ⓘ

Students Testing Writing Domain at the Same Time:  ⓘ

Students Testing Speaking Domain at the Same Time:  ⓘ

Total Students Testing at the Same Time:  ⓘ

Estimated % of Students Starting the Test at Nearly the Same Time:  ⓘ

Estimated % of Students Responding at Nearly the Same Time:  ⓘ

**Network Information**

Internet Service Provider Connection Capacity:  (Mbps) ⓘ

Wide Area Network (WAN) Connection Capacity:  (Mbps) ⓘ

Local Area Network (LAN) Connection Capacity:  (Mbps) ⓘ

Testing Devices Average Connection Speed:  (Mbps) ⓘ

Percent of Bandwidth Available for Testing:  ⓘ

Type of Internet Connection:  ⓘ

**Launch of DRC INSIGHT**

Average Time to Download Test Engine: 0.000 Seconds (Good)

**Start of Test**

Average Time to Download a Reading Domain Testing Form: 0.000 Seconds (Good)

Average Time to Download a Listening Domain Testing Form: 0.000 Seconds (Good)

Average Time to Download a Writing Domain Testing Form: 0.000 Seconds (Good)

Average Time to Download a Speaking Domain Testing Form: 0.000 Seconds (Good)

**During the Test**

Average Wait Time Between Reading Items: 0.000 Seconds (Good)

Average Wait Time Between Listening Items: 0.000 Seconds (Good)

Average Wait Time Between Writing Items: 0.000 Seconds (Good)

Average Wait Time Between Speaking Items: 0.000 Seconds (Good)

Good Performance      Acceptable Performance      Poor Performance

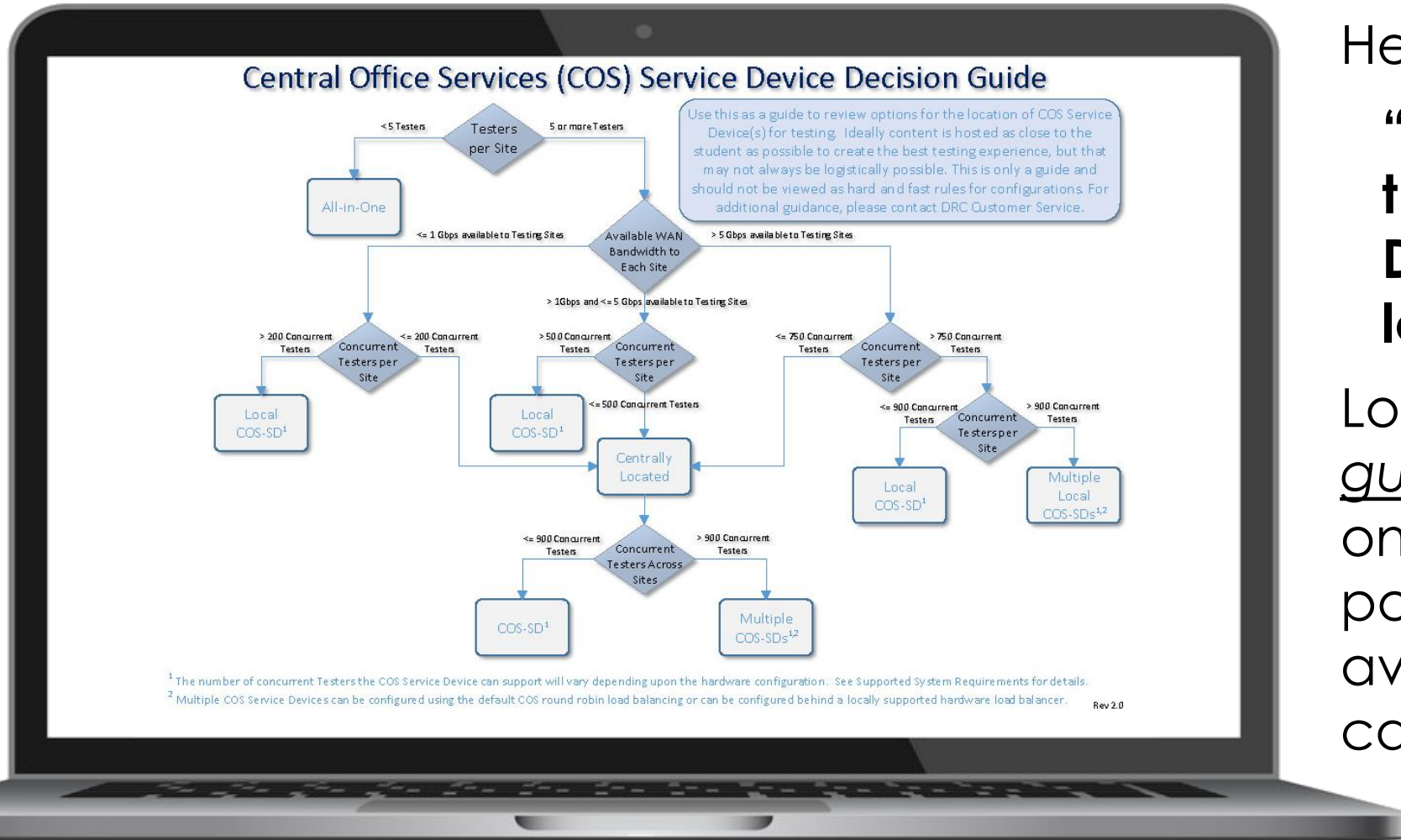
	Average Form Size per Test	Average Size of Each Response	Average Size of Next Item
Reading Domain	1.0 MB	5.0 KB	2.5 MB
Listening Domain	1.0 MB	5.0 KB	2.5 MB
Writing Domain	1.0 MB	25.0 KB	2.5 MB
Speaking Domain*	1.0 MB	1.2 MB	2.5 MB
Test Engine	3.6 MB	*80 KB slices/sec for 15 secs	

Important: The Testing Site Capacity Estimator can only provide an estimate—it cannot factor in all possible variables and possible network traffic that can impact performance.

ver. 6.2

Assists site planning by factoring in site variables and showing how they may impact performance and student's testing experience

# COS Service Device Decision Guide



Helps answer:

**“Where should the COS Service Device be located?”**

Location guidance based on testing population and available network capacity.

## 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)