LAS Links Online
GETTING STARTED QUICK GUIDE

Thank you for participating in LAS Links Online testing through Eastern Suffolk BOCES. Below are the tasks and resources to help you get started.

TASK	TASK DETAILS	SUPPORTING RESOURCES
Complete District/School/ Point of Contact Info Form	DRC requires one (1) point of contact for account activation. If new to LAS Links, add your schools via this form.	• District/School/Point of Contact Info Form
• Please complete the above task at least three weeks prior to testing. You will not be able to conduct any of the tasks below without completing this task. • Once this form is completed and DRC completes account set up (approximately 7-10 business days from DRC receiving the PO), you will receive a welcome email as well as an auto-email from no-reply@datarecognition.com with the credentials to log into the DRC Insight Portal.		
Add Users	Confirm user access to DRC INSIGHT— district to 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
Share LAS Links Digital Library and FAQs	The Digital Library and FAQs provide guidance on all pre-, during-, and post-testing activities.	• Go to http://www.laslinks.com/NY and select the Digital Library resources and the FAQs
Training	Pre-Test and Post-Test Data Training	• Go to http://www.laslinks.com/NY for training dates.
Install Technology	Add your district IT as technology users to the DRC INSIGHT portal	• For configuration information and app installation go to My Applications > General Information > Documents and Downloads
Register Students	Register students into the DRC INSIGHT Portal.	• Video Link: Registering Students in the Portal • Guide to Registering Students in the Portal
Create Test Sessions and Print Test Tickets	Schedule your test sessions for students to take the LAS Links assessment. Test tickets must be printed and distributed prior to assessment date.	• Video Link: Scheduling Test Sessions • Scheduling and Monitoring Test Sessions
Administer the Practice Test and Live Test	The practice test is highly recommended prior to the live test. Utilize the Test Monitoring Application during live testing.	• LAS Links Online Practice Test • Student Testing Experience

CONTACT LAS LINKS FOR TECHNICAL ASSISTANCE

LAS Links Help Desk (9:00 a.m.–5:30 p.m. ET)

LASLinksHelpDesk@datarecognitioncorp.com

866.282.2250

CONTACT ESBOCES FOR PRICING AND CONTRACT INFORMATION

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