



# **LAS Links Online 2021-2022**

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## **Test Session Scheduling Using Optional Test Monitoring Application**

# DRC INSIGHT Portal Access



**DRC INSIGHT**

**DRC INSIGHT**

Username  
EPMALL4184@gmail.com

Password  
.....  Show Text

Sign in

[Forgot your password?](#)

**Welcome to the DRC INSIGHT Portal**

Data Recognition Corporation (DRC) welcomes LAS Links educators to eDIRECT!

This website enables you to quickly and easily access all test administration tools in one location, from test preparation to reporting of your LAS Links test results.

To access your reports, authorized district and school personnel need to log onto the secure site with their e-mail address and password. To log on, press the **Log On** link in the upper right of this page.

To find out more information about LAS Links, select the **General Information** link under **All Applications** at the top of this page. Then select **Documents**.

**ACCESS ONLINE TOOLS TRAINING WITH GOOGLE CHROME**

Publicly accessible versions of the Online Tools Training are available. Please copy the link below into Google Chrome to access these practice opportunities. Note that Google Chrome is the only supported browser for this public version of the Online Tools Training.

<https://LASLinks.drcedirect.com>

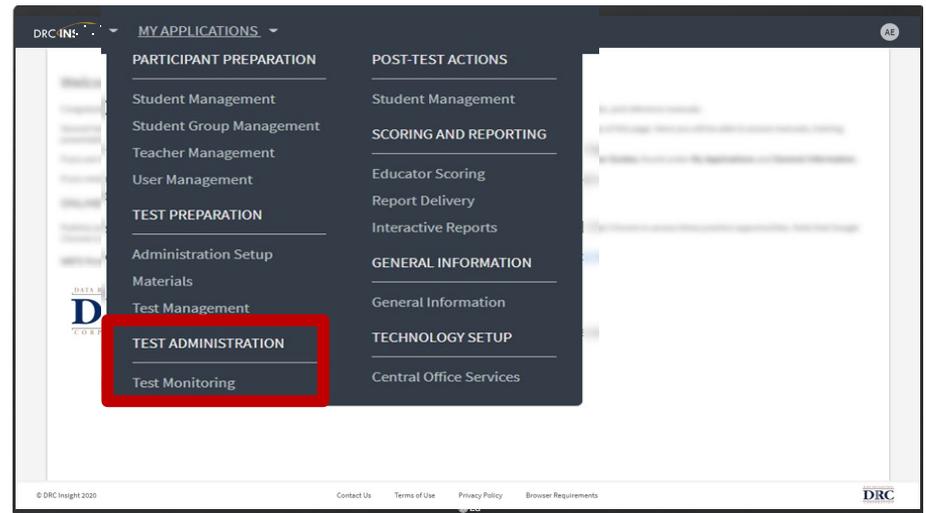
Use the LAS Links DRC INSIGHT portal for secure test administrative functions such as rostering students, creating test sessions, scoring student responses, and for On-Demand reporting.



# Test Monitoring Application Permission

The Test Monitoring Application is **optional** for in-person testing.

- If you were provided permission for the Test Monitoring Application (TMA) last year, that permission carries over. Contact your ELAC to confirm or request permission.
- ELACs should assign the Test Monitoring – Access permission to Test Administrators as applicable.
- Access Test Monitoring Application in My Applications > Test Administration> Test Monitoring





# Scheduling a New Test Session Using Optional Test Monitoring Application

# Schedule a Test Session



Welcome to t

Congratulations, you ha

Several helpful links are

If you are having difficu

[LASLinksHelpDesk@da](mailto:LASLinksHelpDesk@da)

866.282.2250 (7:00 a.m.

ACCESS ONLINE T

Publicly accessible vers

browser for this public version of the Online Tools Training.

WBTE Portal: <https://wbte.drccdirect.com/LL/portals/ll>

## PARTICIPANT PREPARATION

Student Management

Student Group Management

Test Administrator Management

User Management

## TEST PREPARATION

Test Management

## POST-TEST ACTIONS

Student Management

## SCORING AND REPORTING

Report Delivery

Educator Scoring

Interactive Reports

## GENERAL INFORMATION

General Information

## TECHNOLOGY SETUP

Central Office Services

on menu und

each page or

into Google Cl

# Manage Test Sessions: Schedule Test Sessions



To add a session, choose **District** and **School** (as applicable) from the drop-down menu, then click **Add Session**, found at the bottom of the page.

Test Management Manage Test Sessions

### Test Sessions

Manage Test Sessions Upload Multiple Test Sessions

[+ Instructions](#)

\* Indicates required fields

Administration: LAS Links  \*      District: SAMPLE DISTRICT - 412345       School: SAMPLE SCHOOL 1 - 012345

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									
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Scoring Option	Action
Choose from the above filters and click on 'Find Sessions' to view matching 'Sessions'									

Add Session Export to Excel Unlock Selected Unlock All Export Student Details Change to DRC Scored

# Schedule Test Sessions with Test Monitoring Application



1. Uniquely name session
2. Choose grade band in Test Form
3. Choose **all four** subtests
  - Subtests **MUST** be contained in the same session to generate overall score!
4. Select grade within identified grade band
5. Highlight the students to be added to the session and click the blue right arrow

\* Indicates required fields

Session Name  
Kennedy HS Grade 6 \*

Scoring Option Status  
Transition to DRC Scored  Test Administrator

LAS Links Test Form

- English Form E, Grade K
- English Form E, Grade 1
- English Form E, Grades 2-3
- English Form E, Grades 4-5
- English Form E, Grades 6-8
- English Form E, Grades 9-12

Available Subtests

- Speaking
- Listening
- Reading
- Writing

Subtest(s) Chosen for Session

- Speaking Grades 6-8 (Eng. E)
- Listening Grades 6-8 (Eng. E)
- Reading Grades 6-8 (Eng. E)
- Writing Grades 6-8 (Eng. E)

Begin Date: 1/3/2022 \* End Date: 3/4/2022 \* Mode: Online \* Test Monitoring: None \* Restricted Access: False \*

Search for Available Students

Student Last Name:  Student First Name:  Student ID:  Grade: 06

Demographic: (All) Accommodation: (All) Test Administrator: (All) Student Group: (All)

Available Students:  Students in Session:

*Continued on next page,  
ignore Scoring Option Status*

# Schedule Test Sessions with Test Monitoring Application



*See slide 16 for all options and impacts to change the default settings to reflect the option to use the Test Monitoring Application.*

## 6. To use **Test Monitoring**

- Change None to **Optional** or **Required**

## 7. To set **Restricted Access**

- Change False to **True**

\* Indicates required fields

Session Name: DRC Sample \*      Scoring Option Status: Educator Scored      Test Administrator: [Dropdown]      [Change to DRC Scored](#)

LAS Links Test Form: English Form D, Grade K; English Form D, Grade 1; **English Form D, Grades 2-3**; English Form D, Grades 4-5; English Form D, Grades 6-8; English Form D, Grades 9-12

Available Subtests:  Speaking;  Listening;  Reading;  Writing

Subtest(s) Chosen for Session:  Speaking Grades 2-3 (Eng. D);  Listening Grades 2-3 (Eng. D);  Reading Grades 2-3 (Eng. D);  Writing Grades 2-3 (Eng. D)

Begin Date: 1/4/2021 \*      End Date: 3/31/2021 \*      Mode: Online [Dropdown]

Test Monitoring: **None** \* [Dropdown]      Restricted Access: False \* [Dropdown]

Search for Available Students: Student Last Name: [Text]      Student First Name: [Text]      Grade: (All) [Dropdown]

Demographic: (All) [Dropdown]      Accommodation: (All) [Dropdown]      Test Administrator: (All) [Dropdown]      Student Group: [Dropdown]

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

Available Students: [List Box]      Students in Session: [List Box]

# Generating Test Tickets

## Print All/Print Selected



To print all test tickets for students in a test session, click the **Print All Test Tickets** icon  in the Action column of the Session Details window for the test session.

Sessions
Status Summary

[+ Instructions](#)

Session Detail									
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Scoring Option	Action
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL 1	Sk Eng A SLRW Test Session	Grade K (Eng. A)	Not Started	1/5/2018	8/10/2018	DRC Scored	      
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL 1	sk copy test Session	Grade K (Eng. B)	Not Started	1/5/2018	9/10/2018	DRC Scored	      
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL 1	SK 9/22 EngA Test Session	Grade K (Eng. A)	Not Started	1/5/2018	8/10/2018	DRC Scored	      
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL 1	sk 9/22 studgr6 ENgA TEst	Grades 6-8 (Eng. A)	Not Started	1/5/2018	9/10/2018	Educator Scored	      
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL 1	ask	Grade K (Eng. A)	Not Started	1/5/2018	9/10/2018	Educator Scored	      
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL 1	sk 7/17	Grade 1 (Eng. A)	Not Started	1/5/2018	9/10/2018	Educator Scored	      
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL 1	LL_Teach1_Eng 5_Listening	Grades 4-5 (Eng. A)	Not Started	1/5/2018	9/10/2019	Educator Scored	      
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL 1	LL_Teach1_Eng 5_Speaking	Grades 4-5 (Eng. A)	Not Started	1/5/2018	9/10/2019	Educator Scored	      
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL 1	sk 821 test	Grades 4-5	Not Started	1/5/2018	9/10/2018	DRC Scored	      

Page 1 of 2 (123 items) < Prev 1 2 Next >

Add Session
Export to Excel
Unlock Selected
Unlock All
Export Student Details
Change to DRC Scored

# Test Management Application

## Sample Test Tickets



**LAS Links**  
**Student Test Roster**

**Student Roster is for the administrator**

District: Sales and Training District  
 School: Training School

LAS Links Form: English Form E  
 Assessment: Grades 4-5 (Eng. E)  
 Test Session: Training School Grade 5  
 Test Session Window: 1/3/2022 to 3/4/2022

Completed	Accommodation(s)	Student Name	Date of Birth	Student ID	User Name	Password
<input type="checkbox"/>	N/A	Sample, Student 1	11/22/2007	1111111111	SSAMPLE1	CAMP4788
<input type="checkbox"/>	TTS	Test, Next	6/13/2007	2222222222	NTEST1	DOOR2875

**Test Ticket is for the student. Test administrators must ensure they are handing a test ticket to the correct student before testing and not for the Online Tools Training (practice). Verify PSIS grade status before testing.**

LAS Links Online Test Ticket English Form E - Grades 4-5 (Eng. E)		LAS Links Online Test Ticket English Form E - Grades 4-5 (Eng. E)	
<b>Student Sample</b>		<b>Next, Test</b>	
Date of Birth:	11/22/2007	Date of Birth:	6/13/2007
Accommodation(s):	N/A	Accommodation(s):	TTS
Test Session Name:	Training School Grade 5	Test Session Name:	Training School Grade 5
Student ID:	1111111111	Student ID:	2222222222
Username:	SSAMPLE1	Username:	NTEST1
Password:	CAMP4788	Password:	DOOR2875



# Adjusting an Existing Test Session to use Test Monitoring Application

*If the student's have not started testing*

# Manage Test Sessions: Adjust a Scheduled Test Session



To adjust a test session that has already been created, choose **District** and **School** (as applicable) from the drop-down menu as well as **Session** name if known, then click **Show Session**. Search for your Session in the Session Details. When the test session displays, click the **View/Edit** icon in the Action column.



Test Management Manage Test Sessions

### Test Sessions

Manage Test Sessions Upload Multiple Test Sessions

[Instructions](#)

\* Indicates required fields

Administration	District	School
LAS Links <input type="text"/> *	SAMPLE DISTRICT - 412345 <input type="text"/>	SAMPLE SCHOOL 1 - 012345 <input type="text"/>
Last Name <input type="text"/>	First Name <input type="text"/>	Student ID <input type="text"/>
Session <input type="text"/>	Test Administrator <input type="text"/> (All) <input type="text"/>	Scoring Option <input type="text"/> (All) <input type="text"/>
LAS Links Form <input type="text"/> (All) <input type="text"/>	Assessment <input type="text"/> (All) <input type="text"/>	
Date Range FROM: <input type="text"/>	Date Range TO: <input type="text"/>	

Show Sessions Print All Tickets

Sessions Status Summary

[Instructions](#)

Session Detail									
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Scoring Option	Action
Choose from the above filters and click on 'Find Sessions' to view matching 'Sessions'									

Add Session Export to Excel Unlock Selected Unlock All Export Student Details Change to DRC Scored

# Adjust a Test Session to include Test Monitoring Application



To adjust a Test Session that has already been scheduled prior to testing the student.

1. Confirm the **Session Name** and **Students** in the Test Session.
2. To use **Test Monitoring**
  - Change None to **Optional** or **Required**
3. To set **Restricted Access**
  - Change False to **True**
4. Then **Save** changes

\* Indicates required fields

Session Name: DRC Sample \*

Scoring Option Status: Educator Scored | Change to DRC Scored | Test Administrator: [dropdown]

LAS Links Test Form:  
English Form D, Grade K  
English Form D, Grade 1  
English Form D, Grades 2-3  
English Form D, Grades 4-5  
English Form D, Grades 6-8  
English Form D, Grades 9-12

Available Subtests:  
Speaking  
Listening  
Reading  
Writing

Subtest(s) Chosen for Session:  
Speaking Grades 2-3 (Eng. D)  
Listening Grades 2-3 (Eng. D)  
Reading Grades 2-3 (Eng. D)  
Writing Grades 2-3 (Eng. D)

Begin Date: 1/4/2021 \* | End Date: 3/31/2021 \* | Mode: Online

Test Monitoring: None \* | Required | Optional | None

Restricted Access: False \*

Search for Available Students:  
Student Last Name: [input] | Student First Name: [input] | Grade: (All) [dropdown]  
Demographic: (All) [dropdown] | Accommodation: (All) [dropdown] | Test Administrator: (All) [dropdown] | Student Group: [dropdown]

Find Students | New Student | Clear

Available Students: [list box] | Students in Session: [list box]





# Overview

# Test Monitoring Application

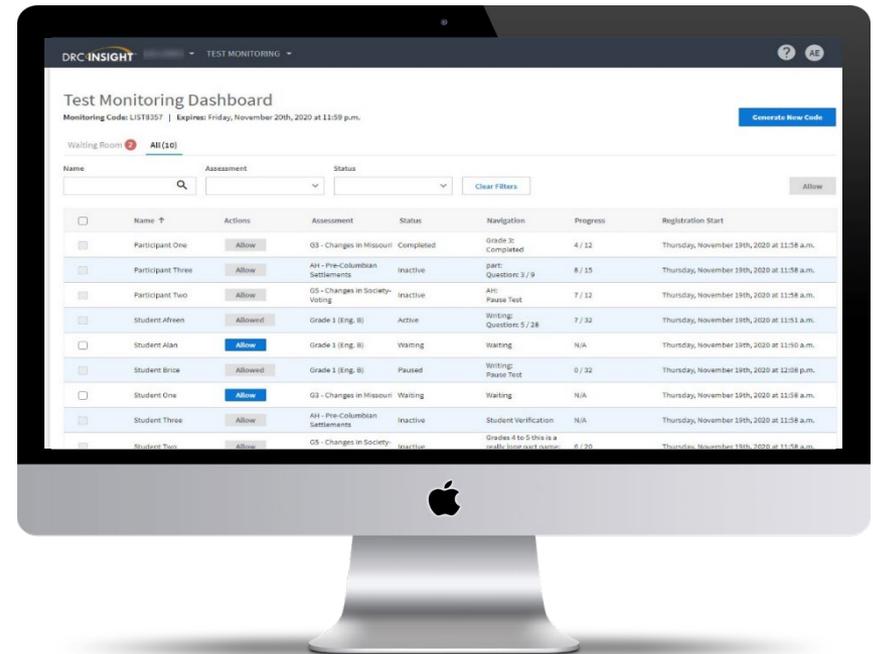
# Test Monitoring Application



The new Test Monitoring Application allows test administrators to securely monitor participants' testing status in real time.

Monitor the following:

- Which students have logged in to the test?
- Which students have started the test?
- Are students progressing through the test?
- What question are they on?
- Which students have completed the test?
- Have any students paused their test?
- Are any students seeing an error message?



# Test Monitoring Application Options

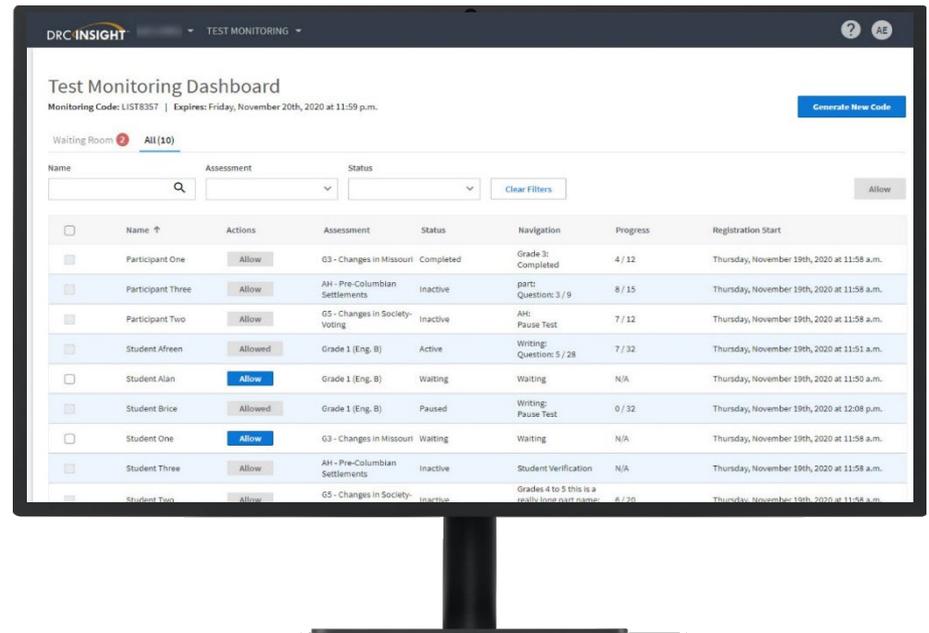


Test Monitoring Selection	Restricted Access Selection	Student Experience
None	False	A student will not be asked to enter a Test Monitoring Code. A student will be able to access and begin the test with only their test ticket information.
None	True	A site will be given a message “Restricted Access = True may only be used when Test Monitoring = Required”
Optional	False	A student will be asked to enter a Test Monitoring Code, but it will not be required before proceeding into the test. A student will be able to access and begin the test with only their test ticket information.
Optional	True	A site will be given a message “Restricted Access = True may only be used when Test Monitoring = Required”
Required	False	A student will be required to enter a Test Monitoring Code. A student will be able to gain access to the test without being allowed by a Test Administrator from a waiting room.
Required	True	A student will be required to enter a Test Monitoring Code. A student will be placed in a waiting room until the Test Administrator allows them to begin testing.

# Test Monitoring Application Dashboard



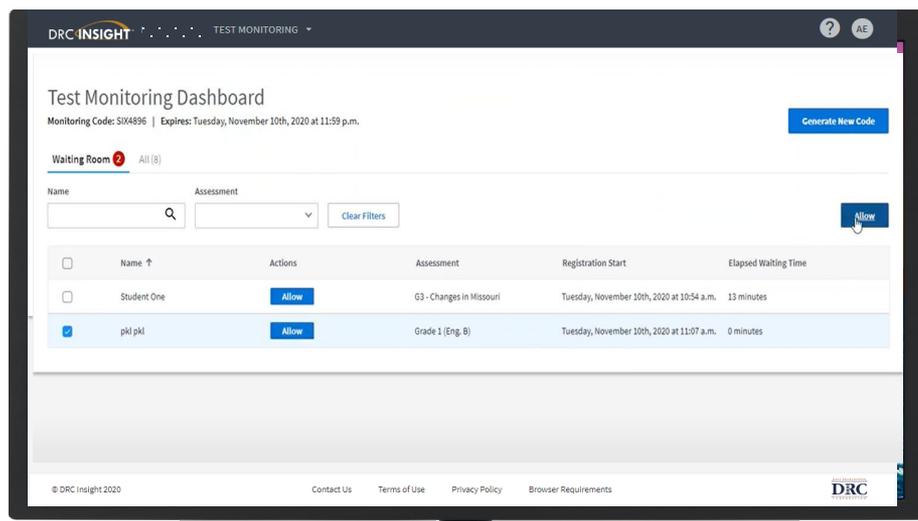
- Uses a Test Monitoring Code to link student test to dashboard
- Results display
  - Participant,
  - Assessment, Status (Active, Paused, Completed, etc.),
  - Navigation (student place in test-Directions or Question number), and
  - Progress (number answered out of total, includes practice test items)
- Ability to filter and sort results
- Updates in near-real time



# Test Monitoring Application Dashboard



- Waiting Room tab filters all participants that are waiting to start the assessment so all participants can begin together
- Shows how long each participant has been waiting, students will drop from waiting room once allowed into test to begin
- The TA can allow one or all participants in to test



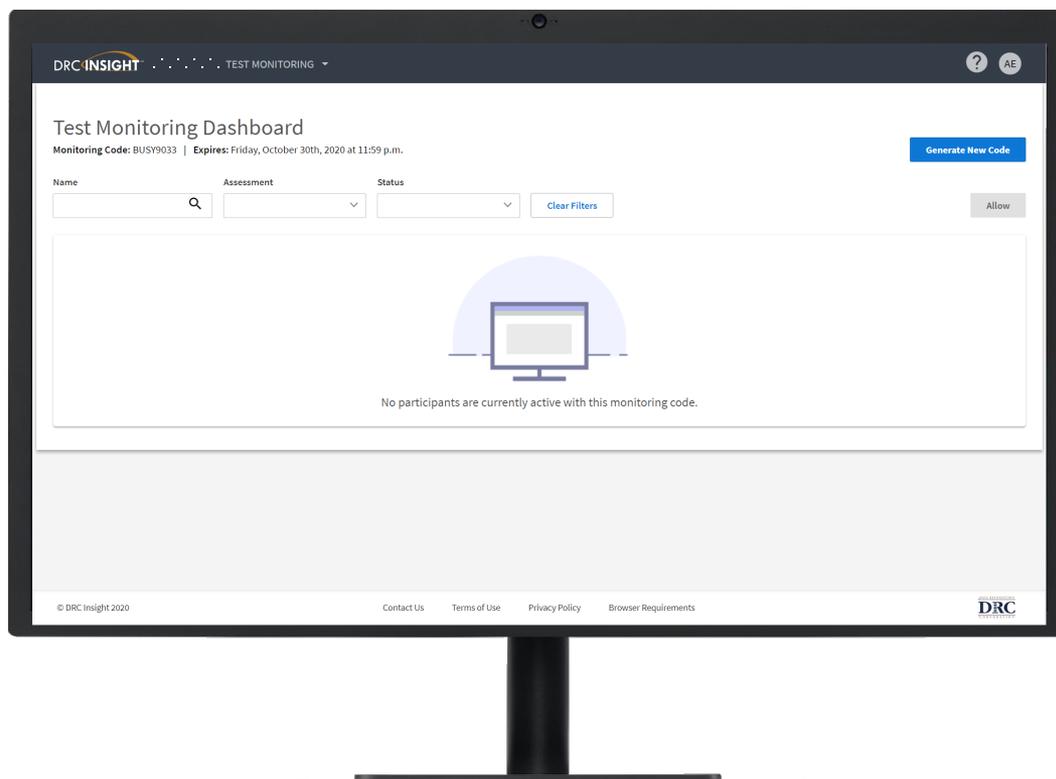


# Test Monitoring Code

# Test Monitoring Application Automatic Code Generation



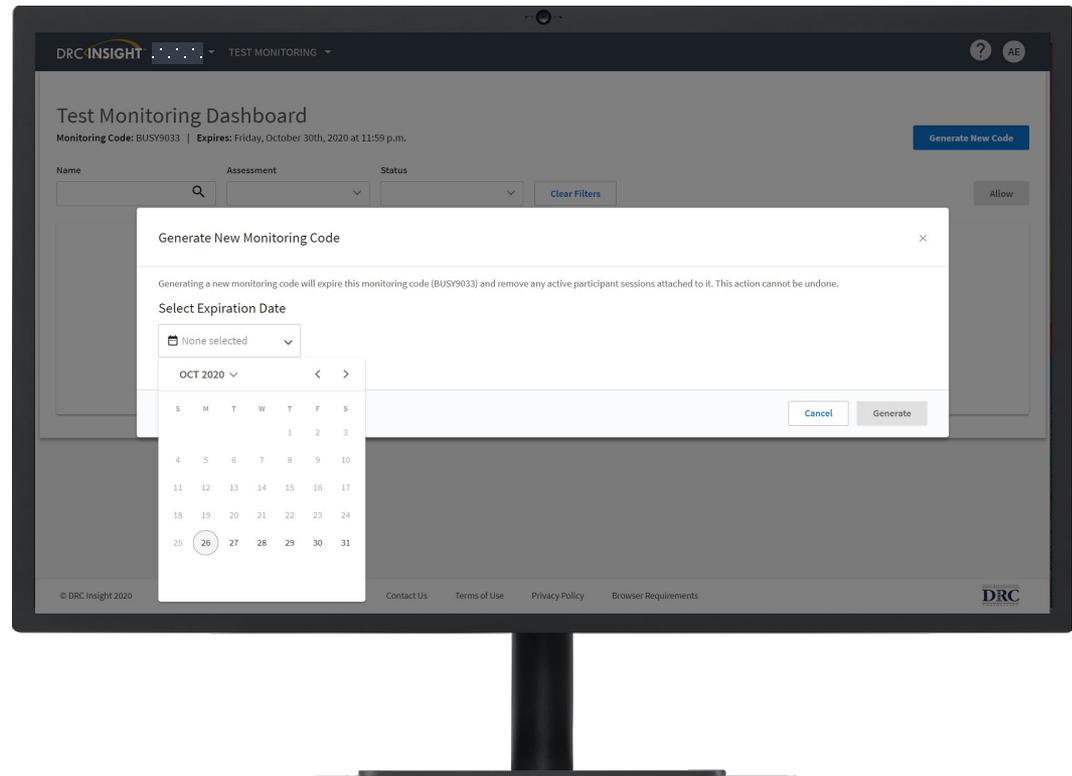
- A code is automatically generated once the test administrator enters the Test Monitoring Application in the DRC INSIGHT portal.
- The Test Monitoring Code is active for the day and expires at 11:59 p.m. local time on their expiration date.
- TAs can set the monitor codes to expire 5 days in the future, although it is best practice to use a new monitoring code each day to ensure a clear view of active students.



# Test Monitoring Application Code Reminders



- Although a new Test Monitoring Code can be generated at any time by clicking Generate New Code, it **is not recommended**.
- **Warning:** If a new code is generated while students are using the prior code, they will no longer be monitored by the test administrator on screen.
- Best practice suggests using a new monitor code each day.





# Student Experience

# Student Start-Up Steps with Test Monitoring Application



- The student will log in to the DRC INSIGHT Secure Browser as they normally would.
- Student enters their username and password provided from the Test Ticket the TA has distributed
- Student verifies name, grade, and school
- The student will enter the Test Monitoring Code provided to them by the TA
- Once a valid code is entered the Continue button is enabled

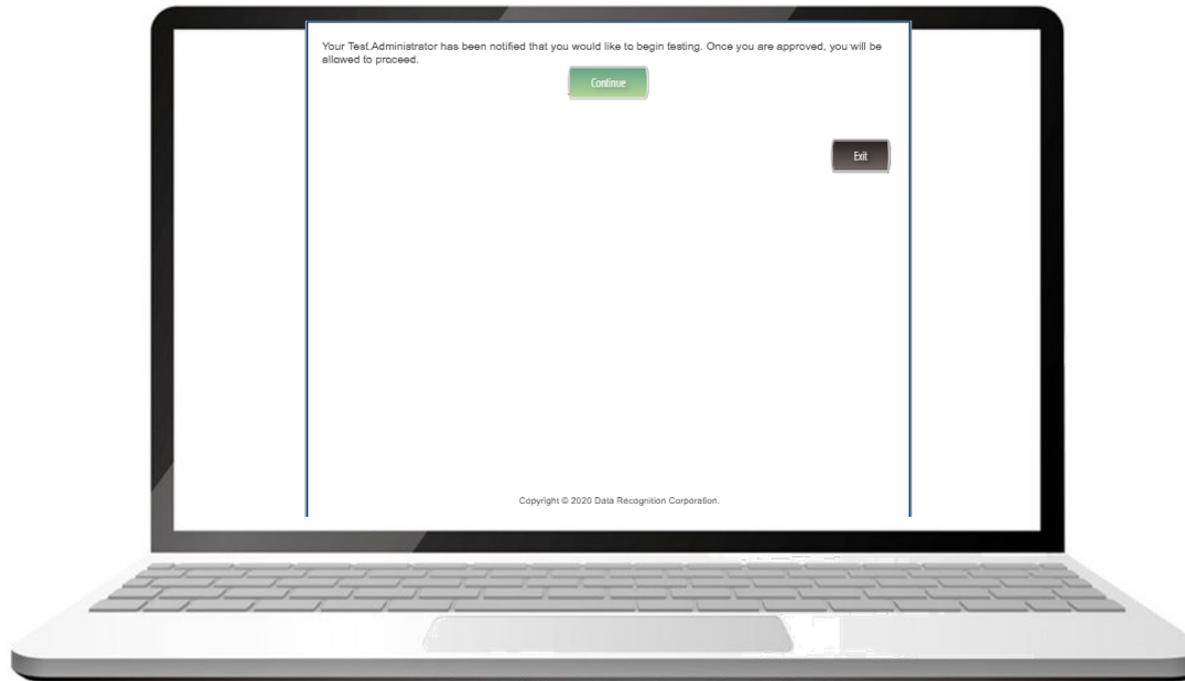
The screenshot displays two overlapping windows from the DRC INSIGHT application. The background window is the login screen, featuring the 'LAS Links' logo and the instruction 'Sign In to DRC INSIGHT with the Username and Password provided to you.' It includes input fields for 'Username:' and 'Password:', a 'Back' button, and a copyright notice. The foreground window is a verification screen titled 'Welcome student valentine'. It prompts the user to confirm their profile information: 'Before you begin testing, please confirm your profile information is correct:'. The displayed information includes: Test Name: Grade 1 (Eng. B), Test Session: EPM TMA - All Domains, School Name: SAMPLE SCHOOL, Student ID: 1201201201, and Accommodation(s):. Below this, it asks the user to select 'Continue' if the information is correct, or to notify the Test Administrator if not. A monitoring code 'ART8167' is entered in a field, with a 'Save' button and a green checkmark indicating it is a 'Valid Monitoring Code'. A 'Continue' button is visible below the code field. At the bottom of the foreground window are 'Options' and 'Exit' buttons.

# Test Monitoring Application Student Experience



## Waiting Room

- Students are placed in a “Waiting Room” until the TA allows them to start the assessment
- The student’s status will be “Waiting” on the Test Monitoring Dashboard
- Once allowed, the student can begin their assessment





# Test Administrator Experience

# Test Administrator – Testing Activities



Direct Students to:

- select the secure browser
- enter their username and password for LAS Links testing
- verify their information and enter the Test Monitoring Code
- Wait in the Waiting Room for approval to start testing

Once all students are in the Waiting Room, the TA allows them to start the assessment.

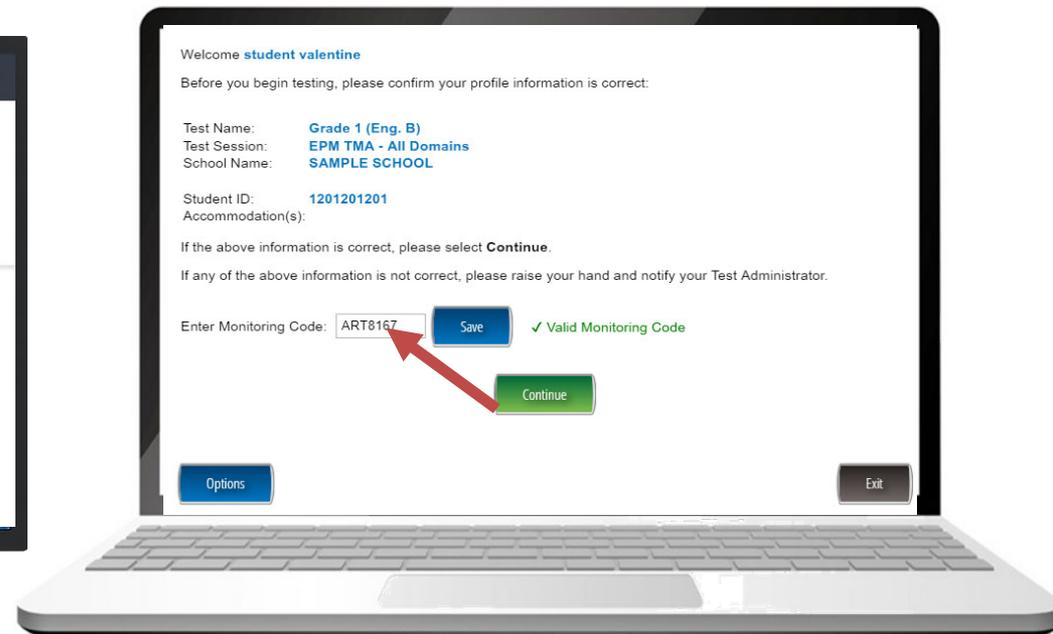
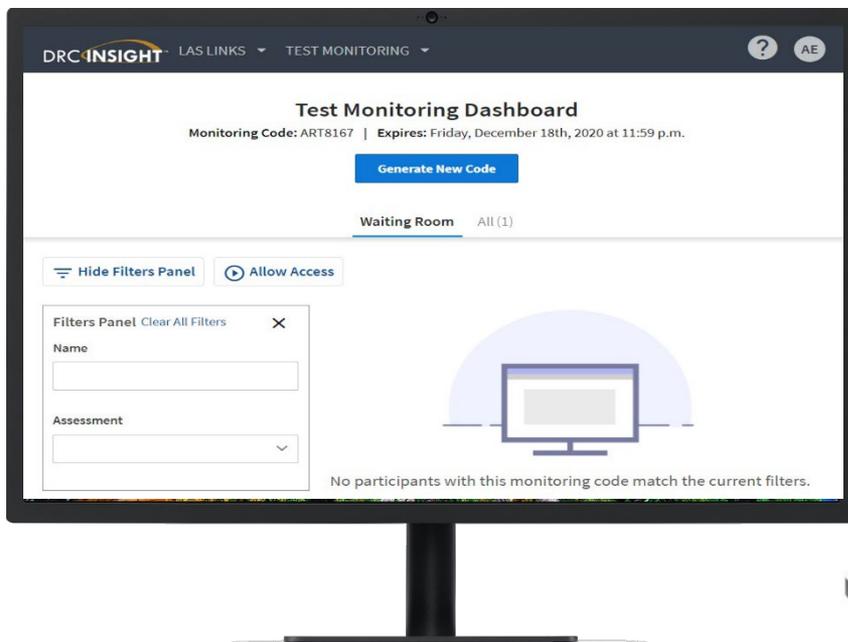
Students:

- select the Continue button in the Waiting Room and start the assessment

# Side by Side Test Administrator and Student



Student enters test monitor code and currently TA views an empty waiting room on their dashboard.

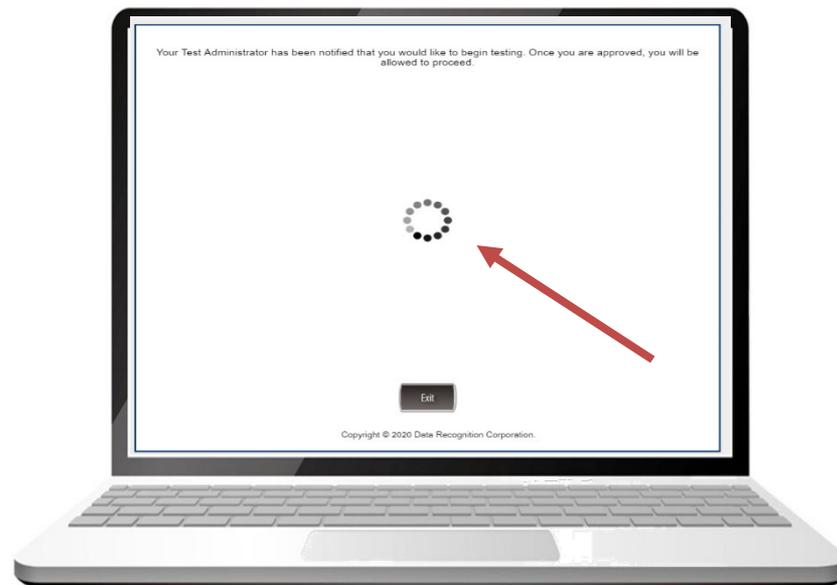
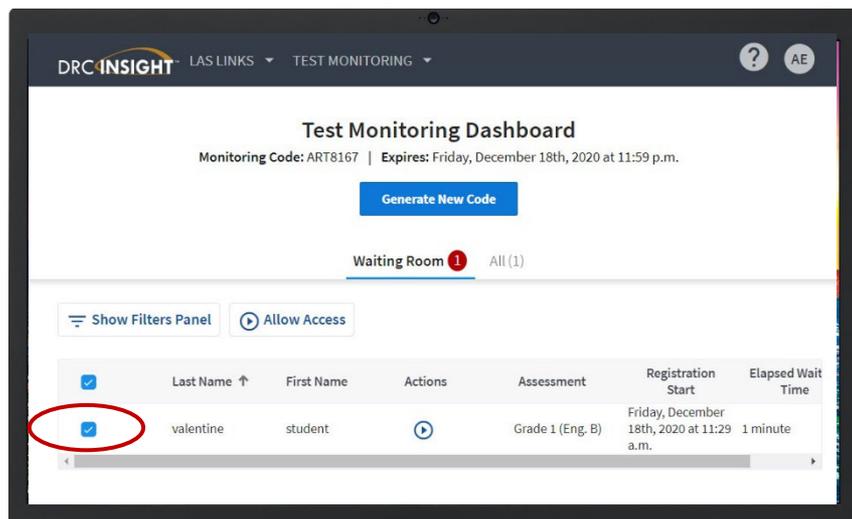


# Side by Side

## Test Administrator and Student



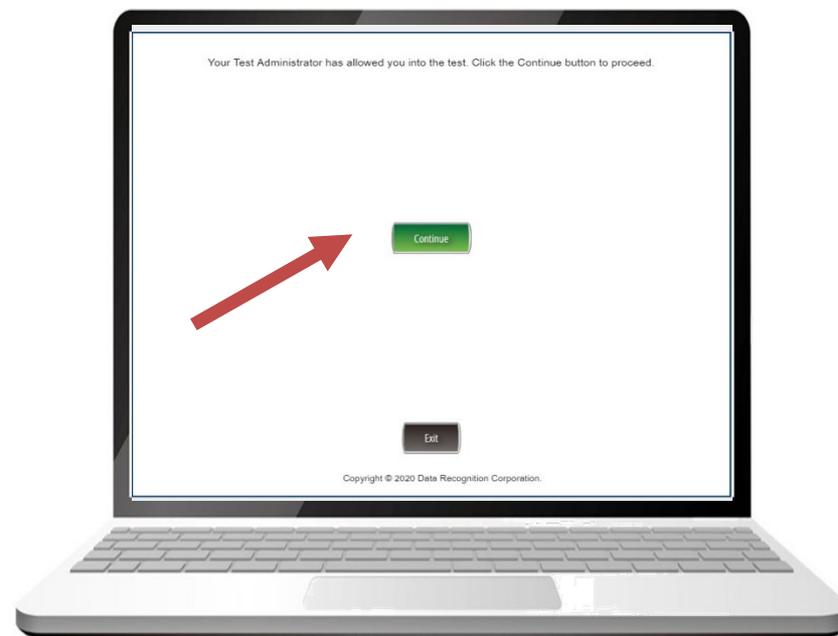
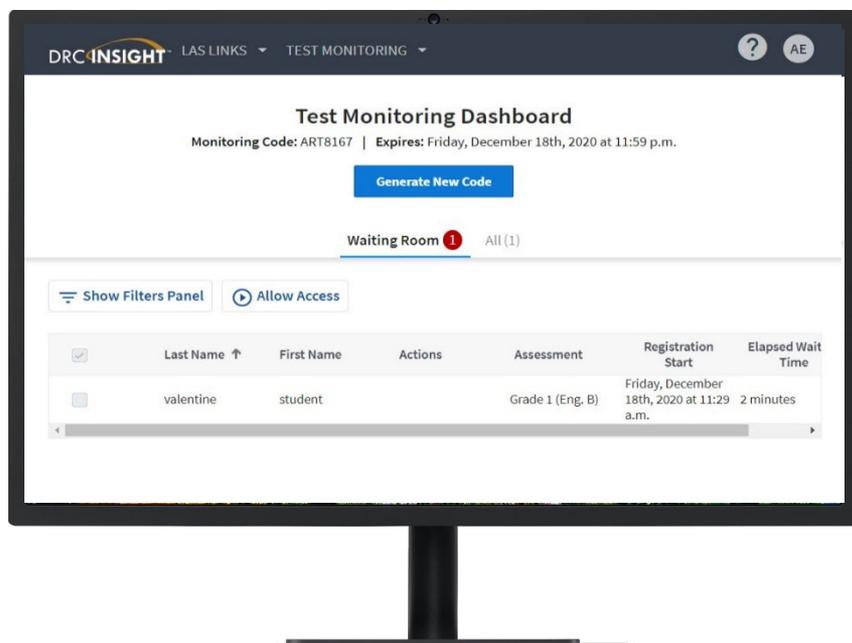
Once the student enters a valid test monitoring code and clicks Continue, the student sees a waiting room message and spinning circles. The test administrator views the student (or all students) in their waiting room and will check the box next to the student(s) name and then Allow Access.



# Side by Side Test Administrator and Student



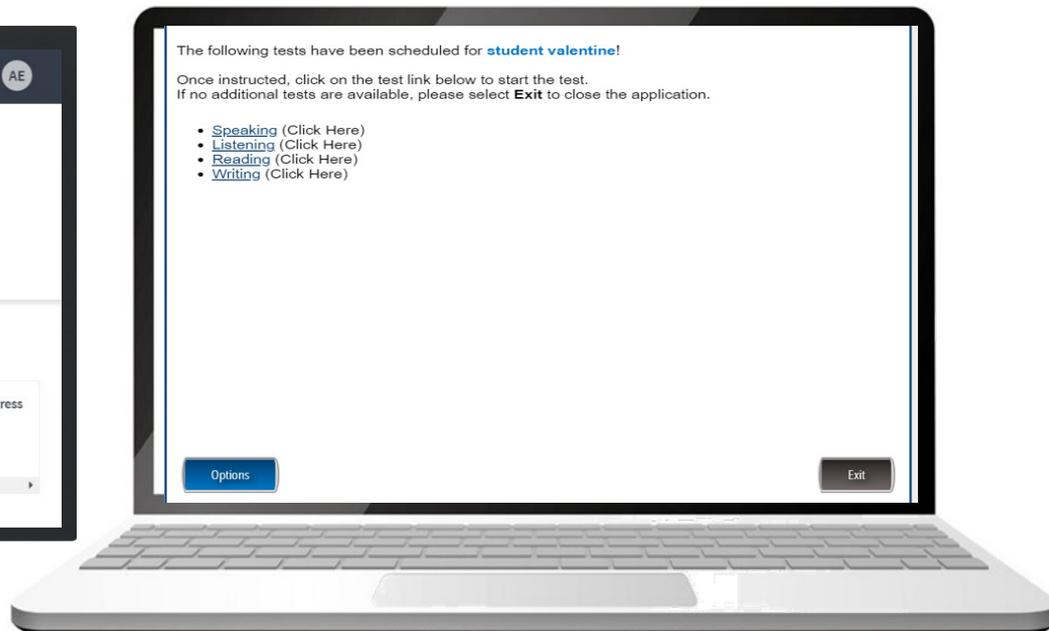
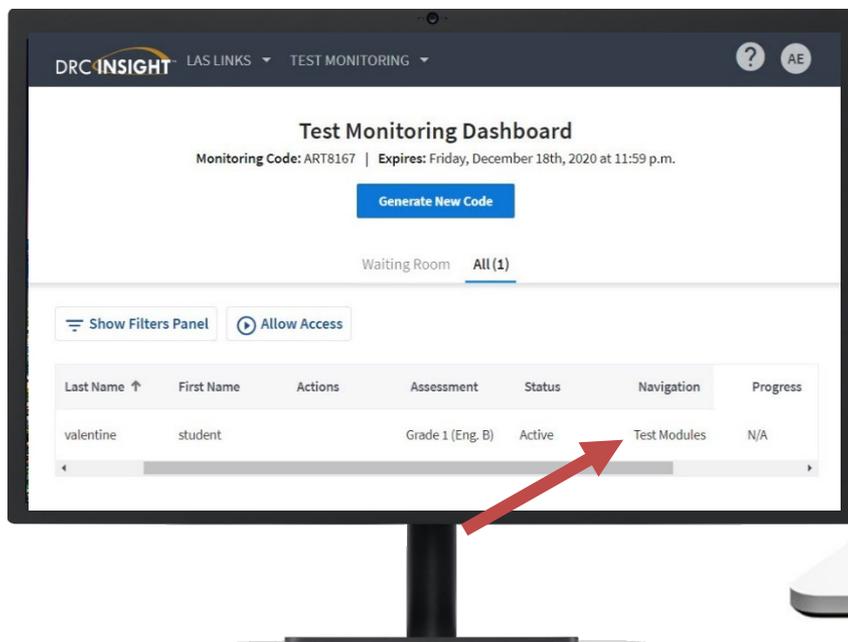
Once the test administrator has allowed access for each student the student will see a green Continue button. Student clicks on continue button to begin taking the test.



# Side by Side Test Administrator and Student



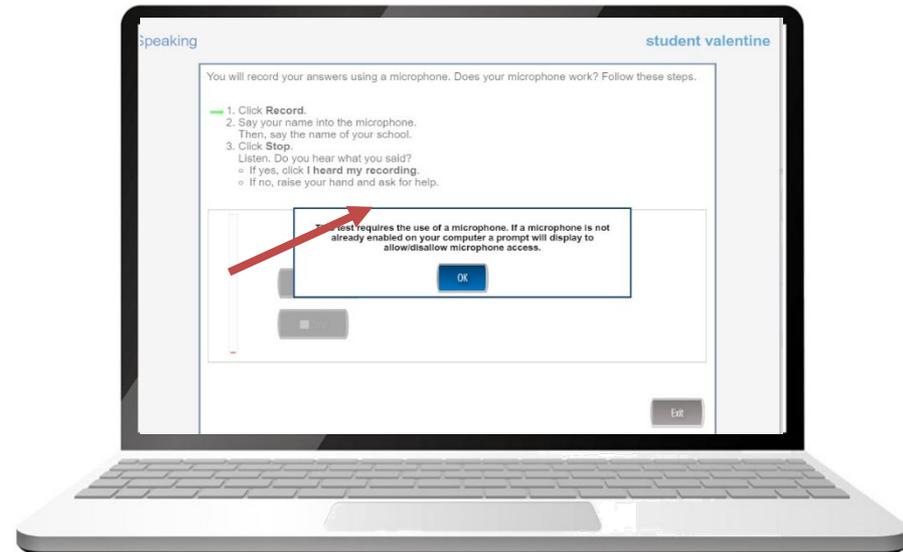
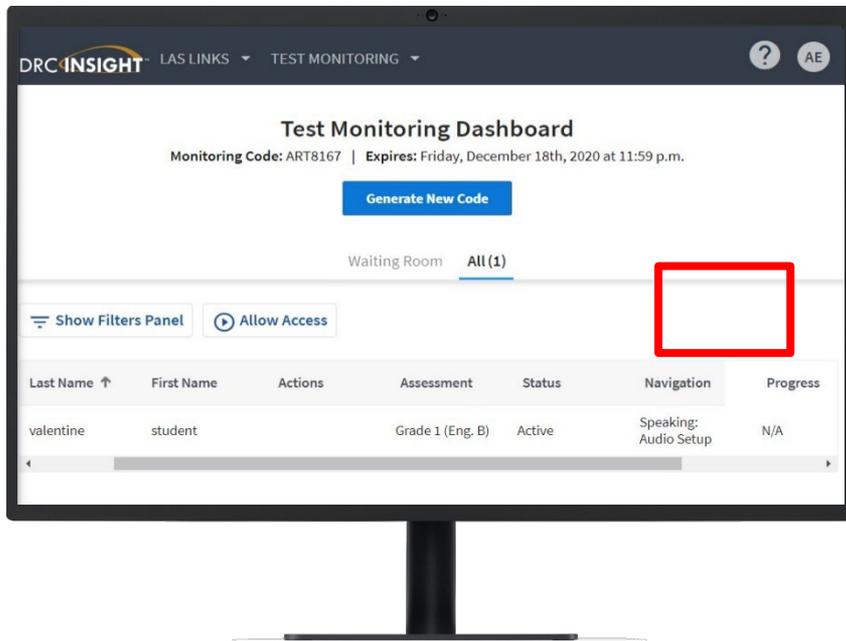
Next, the student will be presented with their subtests. On the Test Monitoring Application Dashboard, the test administrator will see that the student has entered the Test Modules screen. The student selects the subtest as directed.



# Side by Side Test Administrator and Student



As the student continues through the test, the test administrator will be able to track the student through the Navigation and Progress tabs.



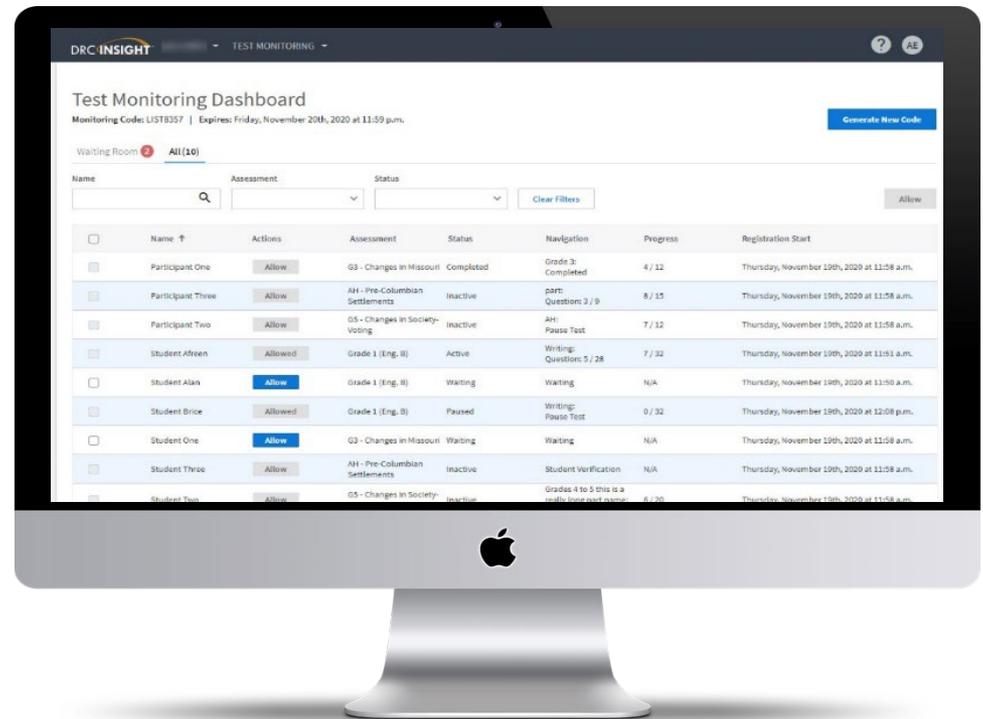


# Additional Information

# Additional Information Test Monitoring Application Security and Privacy



- Test administrators see only students using their provided Test Monitoring Code.
- Test administrators cannot share Test Monitoring Code.
- Students are in only one Test Monitoring session at a time.
- Test administrators cannot see student responses, only that a student has responded to an item.
- Monitoring codes expire.

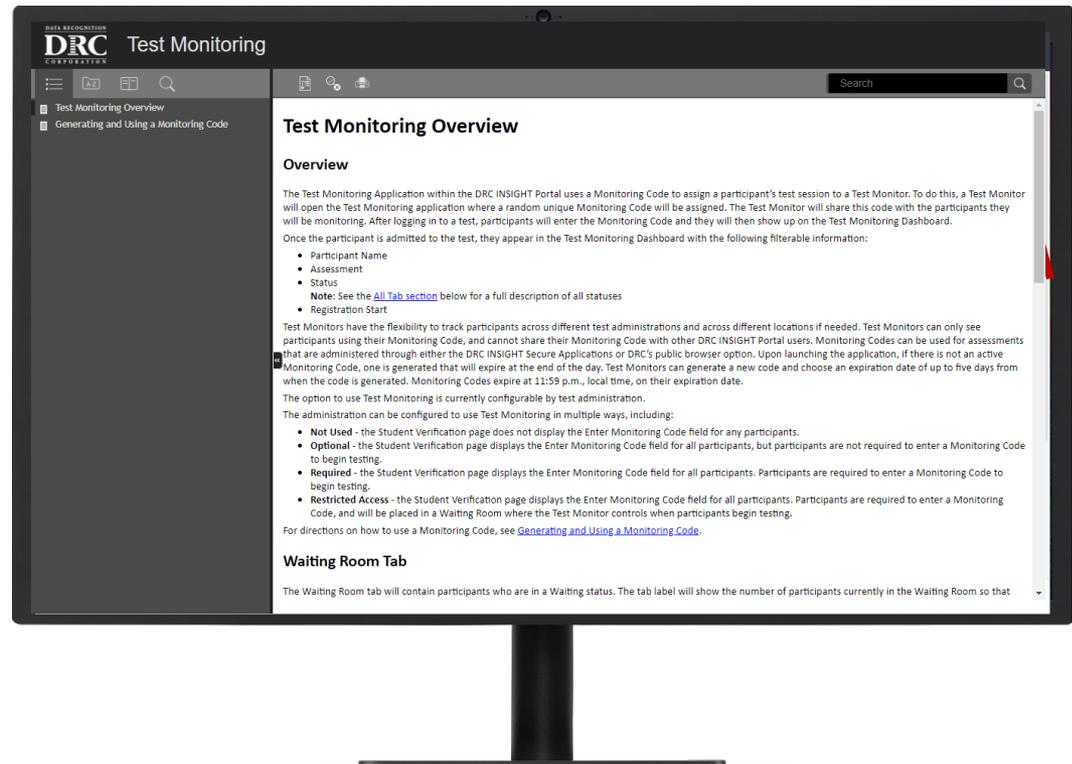


# Test Monitoring Application Online Help



If you select the “?” in the upper righthand corner, Online Help opens to answer common questions regarding the Test Monitoring Application:

- Application Overview
- Managing Test Monitoring Codes
- Test Monitoring Dashboard Overview
- Review participant experience



# Technology Support



## **LAS Links Help Desk**

866.282.2250 Option 2 (7:00 a.m.-8:00 p.m. EDT)  
or [LASLinksHelpDesk@datarecognitioncorp.com](mailto:LASLinksHelpDesk@datarecognitioncorp.com)

If you already called in and have a case, provide your case number for expedited service.