

## IMPORTANT UPDATES AND INFORMATION

September 2021

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 Announcements:

- New dedicated website for New York districts which includes a comprehensive FAQs is posted at: [www.LASLinks.com/NY](http://www.LASLinks.com/NY)
- For information about LAS Links Online, please view this new (short) LAS Links video: [Video: LAS Links Online: Leading the Way in Language Assessment \(4:54\)](#)

**Fall Test Window: 10-1-2021 to 11-5-2021**

*\*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 and some tasks may take place after the testing window has started.**

Target Completion Date	Task	Task Details	Supporting Resource/Guidance Document(s) and Forms
9/17/2021	Register for Training	This training session teaches the navigation and content of the LAS Links Online language proficiency assessment system. All domain assessments for reading, writing, listening, and speaking are covered in this training. Participants will learn how to conduct pre-test, during testing, and post-test activities. Pre-test activities include registering students and scheduling test sessions. Test proctoring (or during testing) training will include preparing students to test, understanding the student testing experience and best	<ul style="list-style-type: none"> <li>• <a href="#">Click Here to Register</a></li> </ul>

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		practices for monitoring the student testing. Finally, post-test training will be included as the steps for generating reports will also be addressed. The session also includes the DRC protocol for remote testing, including how to prepare families for remote testing, assess technology readiness and schedule remote sessions.	
9/21/2021	Attend Training	This training session teaches the navigation and content of the LAS Links Online language proficiency assessment system.	<ul style="list-style-type: none"> <li>• <a href="#">Training Resources</a></li> </ul>
9/22/2021	Determine District Main Point of Contact	DRC needs 1 point of contact at each district. If not already done, please complete and return the District POC Form. The POC will be added as a User to the portal.	<ul style="list-style-type: none"> <li>• <a href="#">District POC Form</a></li> </ul> Complete and return to: <a href="mailto:LASLinksHelpDesk@datarecognitioncorp.com">LASLinksHelpDesk@datarecognitioncorp.com</a>
9/22/2021	District Hierarchy	Provide you School list to DRC for account set up.	<ul style="list-style-type: none"> <li>• <a href="#">New District and School Form</a></li> </ul> Once set up is complete, confirm your District hierarchy in DRC INSIGHT. <ul style="list-style-type: none"> <li>•</li> </ul>
9/22/2021	Visit the LAS Links Digital Library Guidance Resources	The LAS Links Digital Library is your one-stop for guidance on all pre-test, during testing and post-test activities.	<ul style="list-style-type: none"> <li>• <a href="https://laslinks.com/ny/">https://laslinks.com/ny/</a></li> </ul> The DL may also be found when you log into the DRC INSIGHT Portal > General Information > Digital Libraries
9/22/2021	Add Additional Users	Confirm User access to DRC INSIGHT – District to add new users as needed (include IT personnel).	<ul style="list-style-type: none"> <li>• <a href="#">Video Link: Adding Users to the Portal</a></li> <li>• <a href="#">Guide to Adding Users to the Portal</a></li> <li>• <a href="#">Determining User Roles in the Portal</a></li> </ul>
9/24/2021	Technology Setup	Confirm with your district IT that INSIGHT is installed and ready for use on <b>ONSITE</b> student devices. For <b>REMOTE</b> 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 <b>Remote Testing</b> resources may be found at <a href="https://laslinks.com/remote-testing-2/">https://laslinks.com/remote-testing-2/</a>
9/27/2021	Register Students	Register students into the INSIGHT portal.	<ul style="list-style-type: none"> <li>• <a href="#">Video Link: Registering students in the Portal</a></li> <li>• <a href="#">Guide to Registering Students in the Portal</a></li> </ul>

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9/28/2021	Create Test Sessions	Test Sessions scheduling – DRC will convert sessions to DRC Scoring – you will not be able to do this locally.	<ul style="list-style-type: none"> <li><a href="#">Video Link: Scheduling Test Sessions</a></li> <li><a href="#">Guide to Scheduling Test Sessions</a></li> </ul>
9/28/2021	DRC Office Hour	Join DRC between 9am-10am EST to ask your questions.	<ul style="list-style-type: none"> <li><a href="#">Link to the Office Hour</a></li> </ul>
9/29/2021	Print Test Tickets	Print student test tickets for testing.	Utilize Scheduling Test Sessions video and guide for information on printing test tickets.
9/30/2021	Student Practice Test	Allows 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.	<ul style="list-style-type: none"> <li><a href="#">Navigating the Practice Test</a></li> </ul>
10/1/2021	Test Window Starts	Utilize the Test Monitoring Application to monitor student testing Onsite and Remote.	<ul style="list-style-type: none"> <li><a href="#">Utilizing the Test Monitoring Application</a></li> </ul>
10/5/2021	DRC Office Hour	Join DRC between 1pm-2pm EST to ask your questions.	<ul style="list-style-type: none"> <li><a href="#">Link to the Office Hour</a></li> </ul>
On going	On-Demand 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.	<ul style="list-style-type: none"> <li><a href="#">Guide to Generating the On-Demand Reports</a></li> <li><a href="#">Video Link: Generating the On-Demand Reports</a></li> </ul> Placeholder: enhanced reports
11/5/2021	Test Window Complete	DRC will start steps to validate and move your data to LAS Links Interactive Reports.	<ul style="list-style-type: none"> <li>DRC will move all incomplete tests to complete status</li> <li>LAS Links Interactive Reports are available 15-20 business days from the time the test window had closed.</li> <li><a href="#">Sample LAS Links Interactive Reports</a></li> </ul>

### LAS Links Reports and Instructional Materials

#### On-Demand and Enhanced Student Reports:

As the students complete their assigned subtests, On-Demand reports are 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 reports.

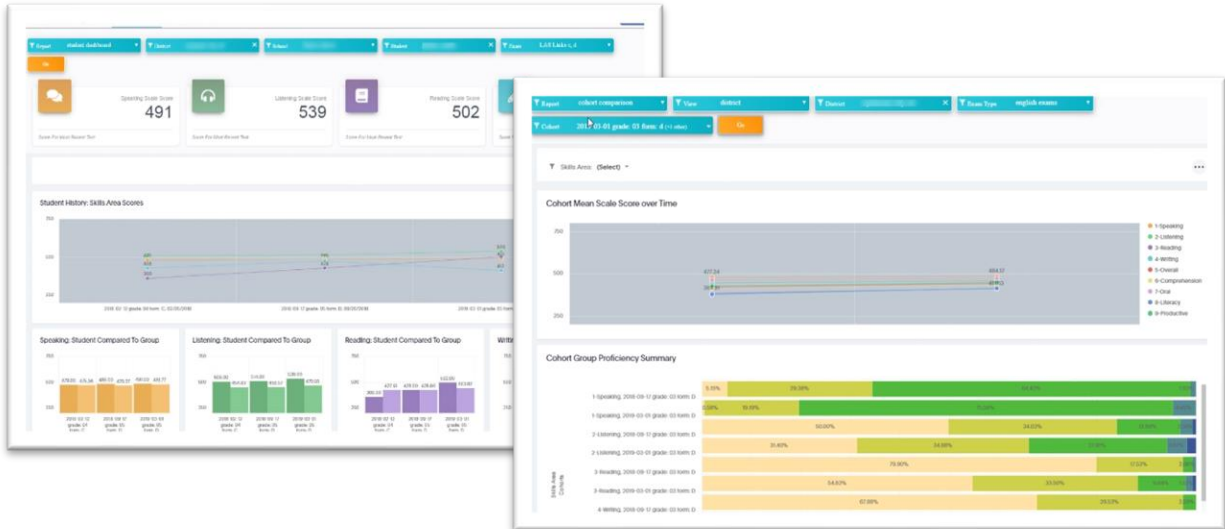
Click [HERE](#) for information on how to access the Enhanced student reports.

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### LAS Links Interactive Reports:

LAS Links Interactive Reports are available 15-20 business days from the time the test window had 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.

Each lesson has an expected outcome

Select lessons by content focus and/or language proficiency level

Sample Lesson

**Made in the U.S.A. (Lesson A)** 3.29

CONTENT FOCUS: Social Studies  
PROFICIENCY: Beginning to Early Intermediate 4-5

OBJECTIVE: Students locate products on a map. TOT

**ACTIVITIES:** Students identify and describe familiar products, study a product map and map key, review state abbreviations and name products, discuss which states produce particular products, and play "I Spy" to locate products.

**PREPARATION:**

- a transparency, listing the states and their abbreviations
- copies of "Made in the U.S.A." worksheet for each student

Ideas to spur classroom interaction

Sample Lesson

**Discuss** Discuss Product Map

- Distribute the "Made in the U.S.A." worksheet, a product map of the United States. Ask students to find the state where they live on the map. Next, review the state abbreviations and practice switching from state abbreviation to state name, e.g., "Find TX" on the map. Have students point to "TX." Ask: *What is the name of the state labeled "TX"?* Point to the state abbreviation list and show that this is "Texas." Yes, "TX" stands for "Texas." Continue this activity, practicing with several more state abbreviations.
- Allow pairs of students time to work with the abbreviations, naming what abbreviations "stand for" on the map, using the following script:
  - A: Find (state abbreviation).
  - B: (B points to state.)
  - A: What does (state abbreviation) stand for?
  - B: (B says state name.)

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

866.282.2250 (8:00 a.m. -4:30 p.m. CST)  
Email: [LASLinksHelpDesk@datarecognitioncorp.com](mailto:LASLinksHelpDesk@datarecognitioncorp.com)  
[www.LASLinks.com/NY](http://www.LASLinks.com/NY)