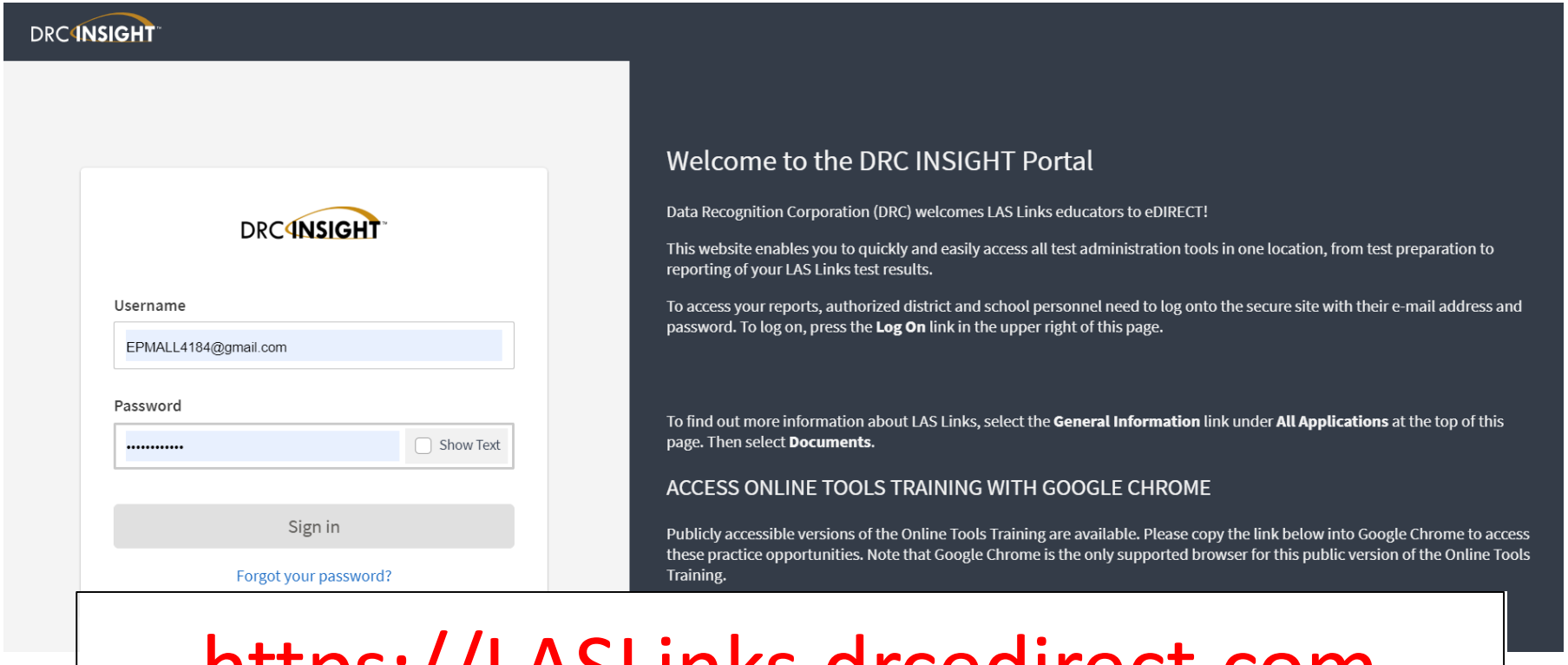
LAS Links Online

In-Person LAS Links Test Scheduling Using Optional Test Monitoring Application

Note: Instructions for LAS Links Remote Administration using the Test Monitoring Application is slightly different, review the LAS Links Remote Administration Guidance.

DRC INSIGHT Portal Access



https://LASLinks.drcedirect.com

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

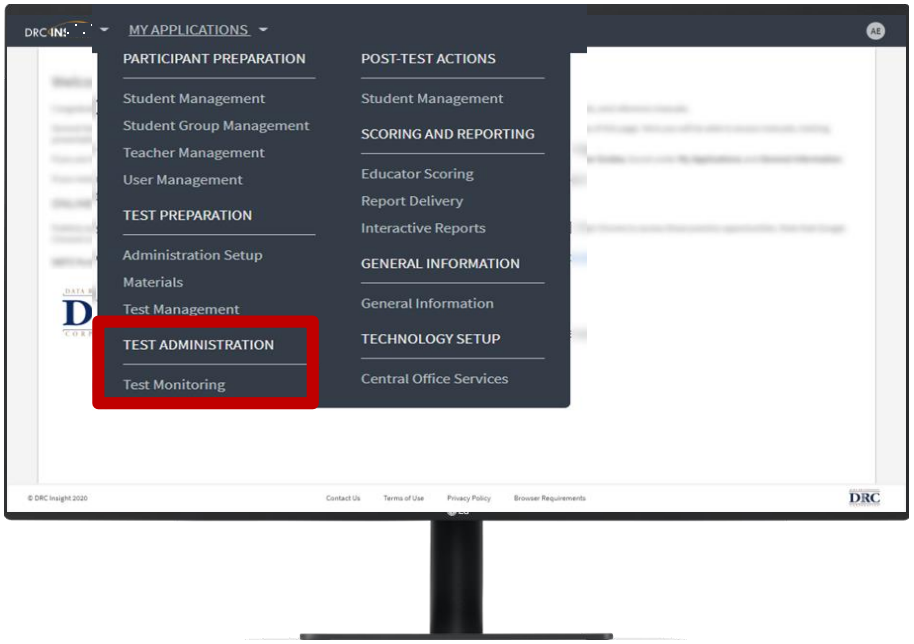
Test Monitoring Application Permission

The Test Monitoring Application is **required for remote testing,** and **optional** for in-person testing.

- ELACs should assign the Test Monitoring – Access permission to Test Administrators conducting LAS Links Remote Administration as applicable.

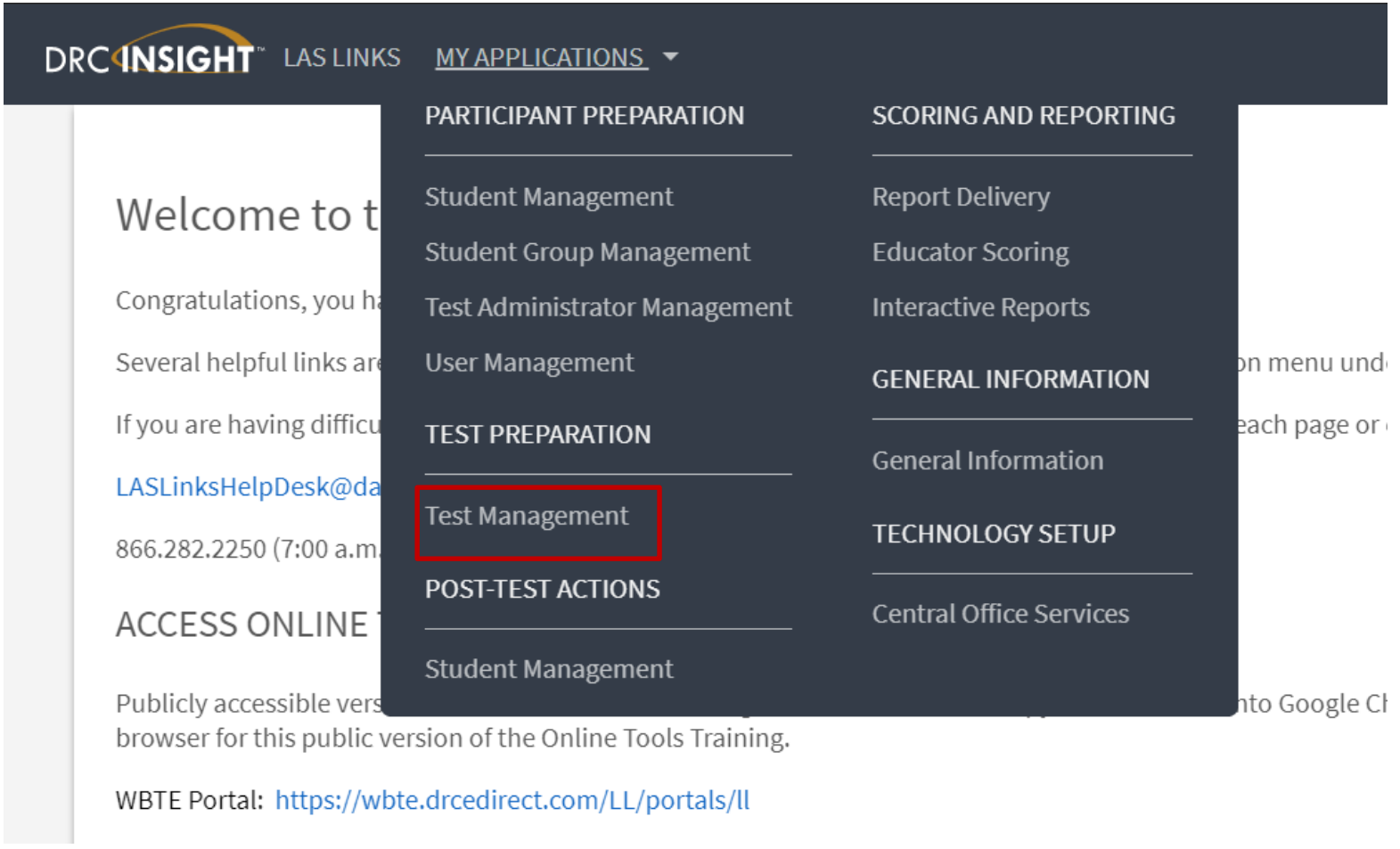
- If there are Test Administrators who choose to test in-person with the optional Test Monitoring Application the ELAC will need to provide the Test Monitoring – Access permission to their user role.

- Access Test Monitoring Application in My Applications > Test Administration> Test Monitoring



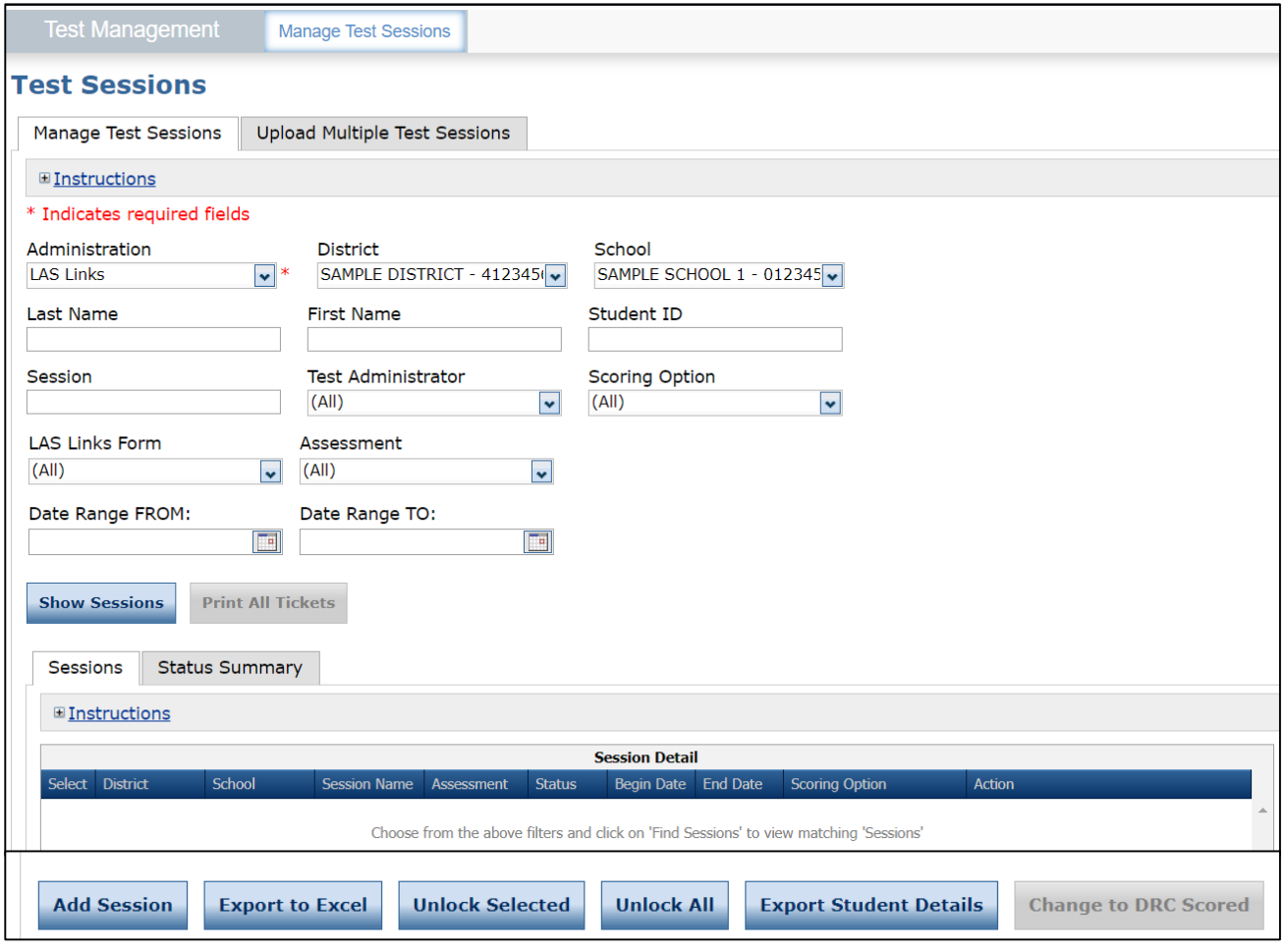
Scheduling a New Test Session for In-Person Administration Using Optional Test Monitoring Application

Schedule a Test Session



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.



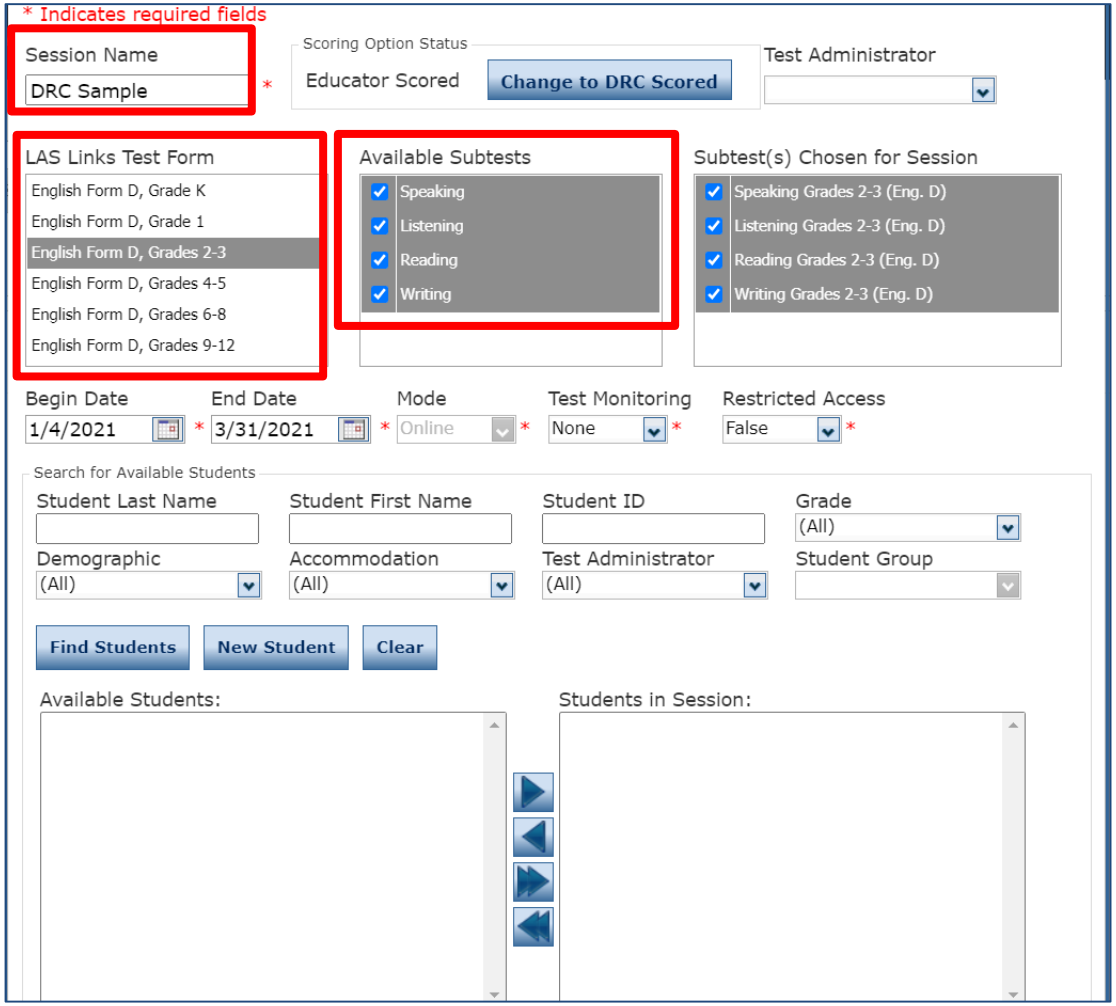
Schedule In-Person Test Sessions with Test Monitoring Application Initial Steps

1. **Session Name** should be unique so you can easily search for it later

2. Choose the desired **Test Form** grade band. Students can only be added to assessments corresponding to their grade level

3. Select **Available Subtest**.
   Note: All four Subtests must be included in the same test session to obtain an Overall score

Continued on next page, ignore Scoring Option Status



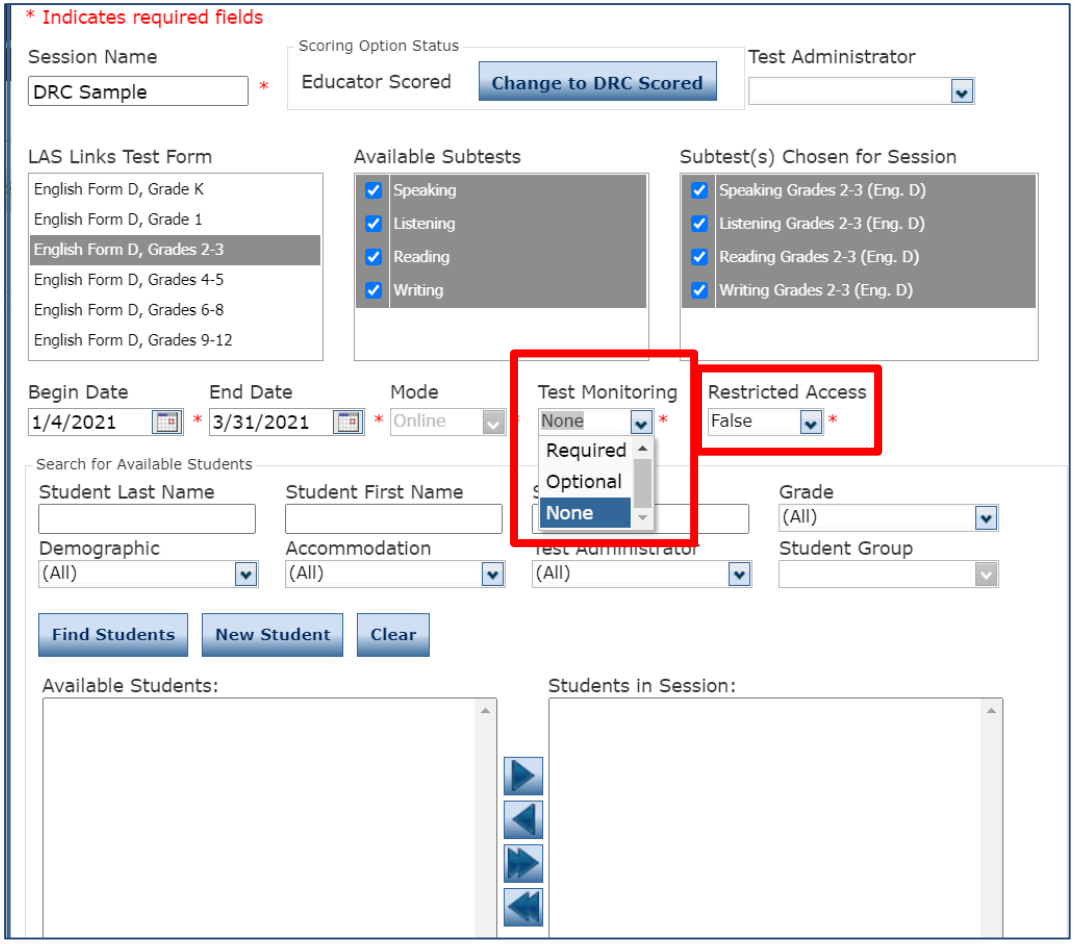
Schedule In-Person Test Sessions with Test Monitoring Application Initial Steps

See slide 15 *for all options and impact* if changing the default settings to reflect the option to use the Test Monitoring Application for in-person test administration:

4. To use **Test Monitoring**
   - Change None to **Optional or Required**

5. To set **Restricted Access**
   - Change False to **True**

6. Highlight the students to be added to the session and click the blue right arrow to assign them to the session.



Generating Test Tickets
Print All/Print Selected

To print all of the test tickets for the 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
☐	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	
☐	SAMPLE DISTRICT	SAMPLE SCHOOL 1	sk copy test Session	Grade K (Eng. B)	Not Started	1/5/2018	9/10/2018	DRC Scored	
☐	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	
☐	SAMPLE DISTRICT	SAMPLE SCHOOL 1	sk 9/22 studgrgr6 ENgA TEst	Grades 6-8 (Eng. A)	Not Started	1/5/2018	9/10/2018	Educator Scored	
☐	SAMPLE DISTRICT	SAMPLE SCHOOL 1	ask	Grade K (Eng. A)	Not Started	1/5/2018	9/10/2018	Educator Scored	
☐	SAMPLE DISTRICT	SAMPLE SCHOOL 1	sk 7/17	Grade 1 (Eng. A)	Not Started	1/5/2018	9/10/2018	Educator Scored	
☐	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	
☐	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	
☐	SAMPLE	SAMPLE	sk 821 test	Grades 4-5	Not	1/5/2018	9/10/2019	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

Generating Test Tickets
Test Ticket Samples

LAS Links
Student Test Roster

Student Roster is for the Test Administrator

District: SAMPLE DISTRICT
School: CSP SAMPLE
LAS Links Form: English Form A
Assessment: Grade K (Eng. A)
Test Session: Grade K - Identification
Test Session Window: 9/7/2017 to 5/7/2018

Completed	Accommodation(s)	Student Name	Date of Birth	Student ID	User Name	Password
☐	N/A	Student1, Demo	5/25/2004	5266568987	DSTUDENT1	FILL2861

Test Ticket is for the student

LAS Links Online Test Ticket
English Form A - Grade K (Eng. A)

Demo
Student1
Date of Birth: **5/25/2004**

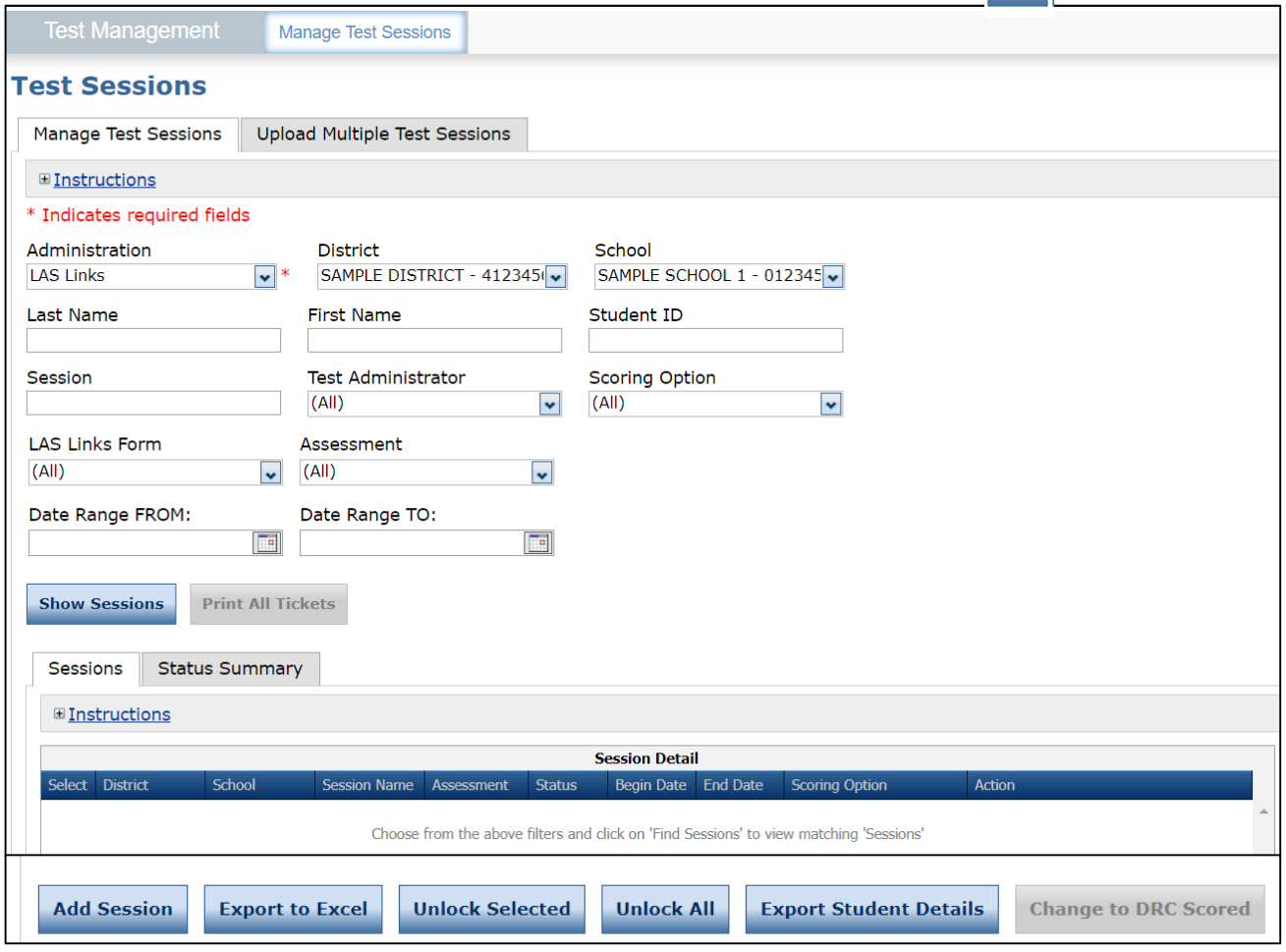
Accommodation(s): N/A
Test Session Name: Grade K - Identification
Student ID: 5266568987

Username: **DSTUDENT1**
Password: **FILL2861**

Adjusting an Existing Test Session to use the Test Monitoring Application for In-Person Test Administration

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.



Adjusting In-Person Test Session to include Test Monitoring Application

See slide 15 *for all options and impacts to* change the default settings to reflect the option to use the Test Monitoring Application for in-person test administration:

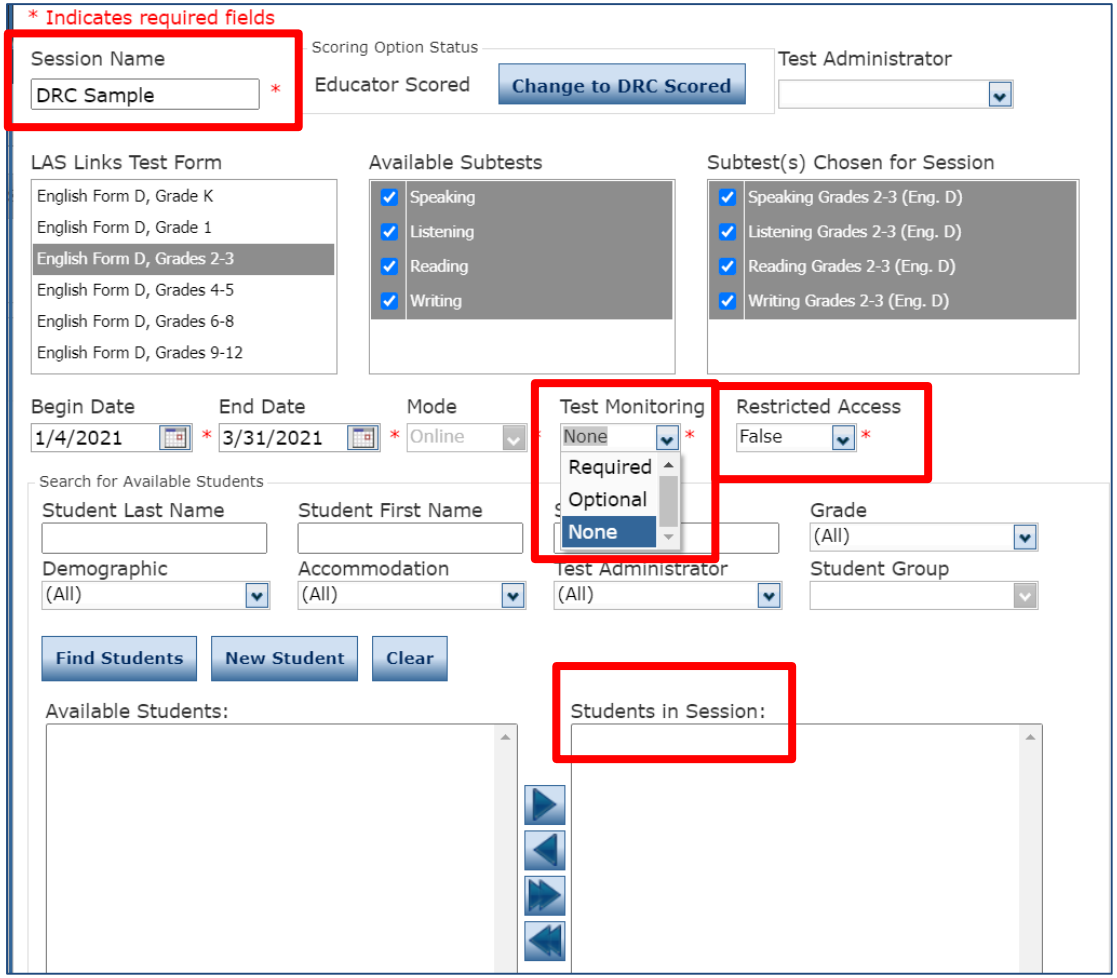
To adjust a Test Session that has already been scheduled

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



Overview Test Monitoring Application Use for In-Person Administration

Student Experience with In-Person 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.

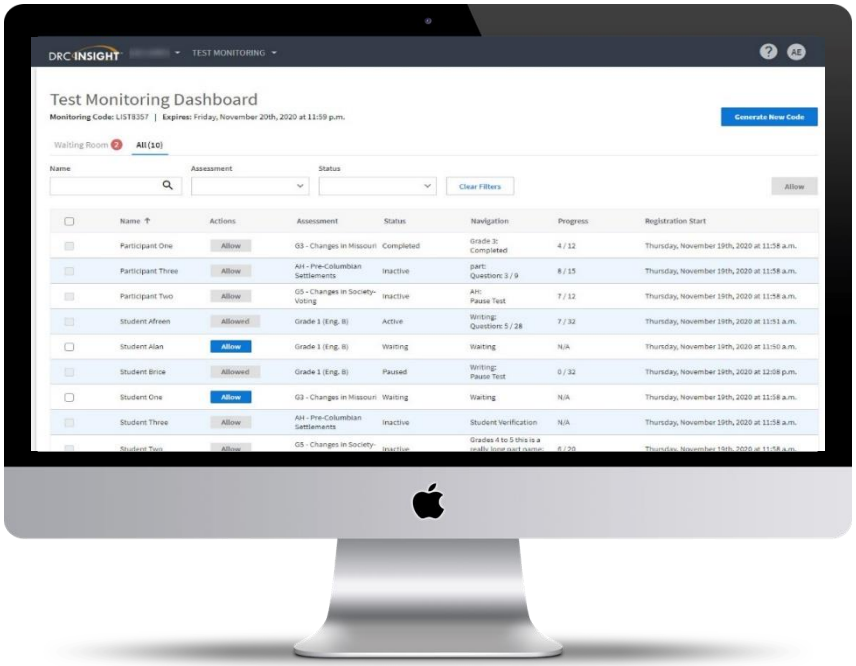
DATA RECOGNITION DRC CORPORATION

Test Monitoring Application

The new Test Monitoring Application allows test administrators to securely monitor participants' testing status in real-time during LAS Links Remote or In-person Test Sessions

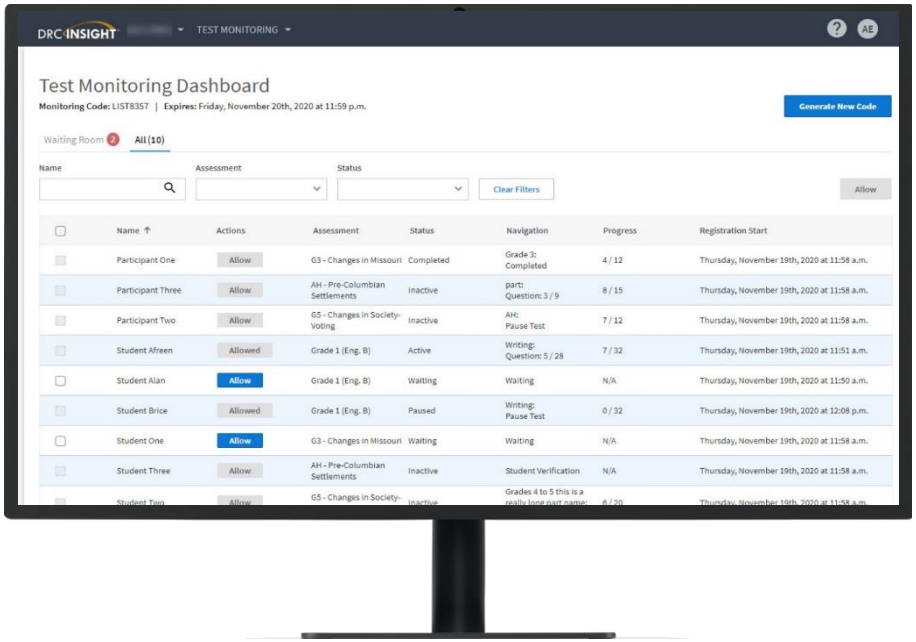
Monitor the following:

- 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 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

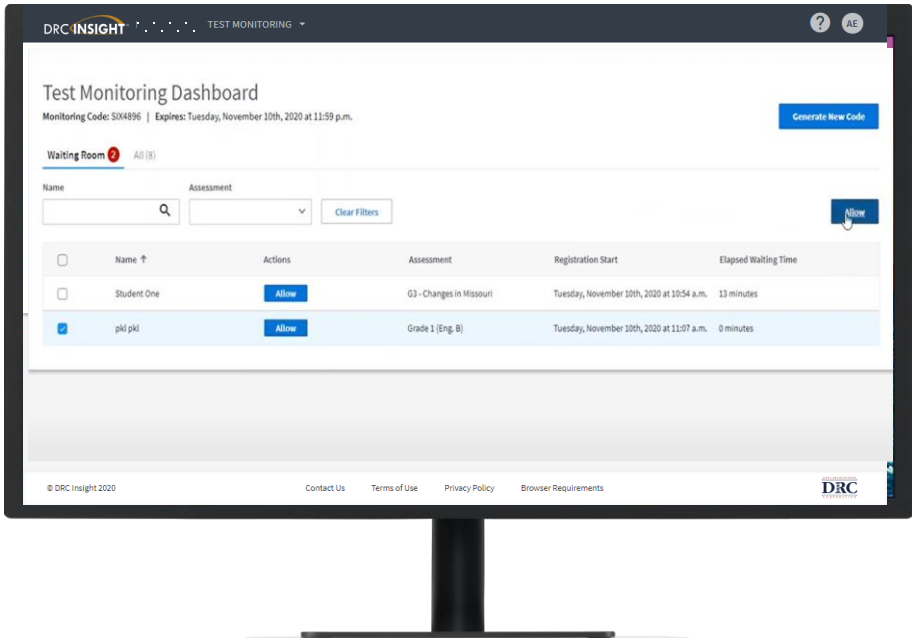


Test Monitoring Application Dashboard (continued)

- Waiting Room tab filters
  all participants that are waiting to start the assessment so all remote participants can begin together

- Shows how long each participant has been waiting, students will drop from waiting room once allowed into test to begin

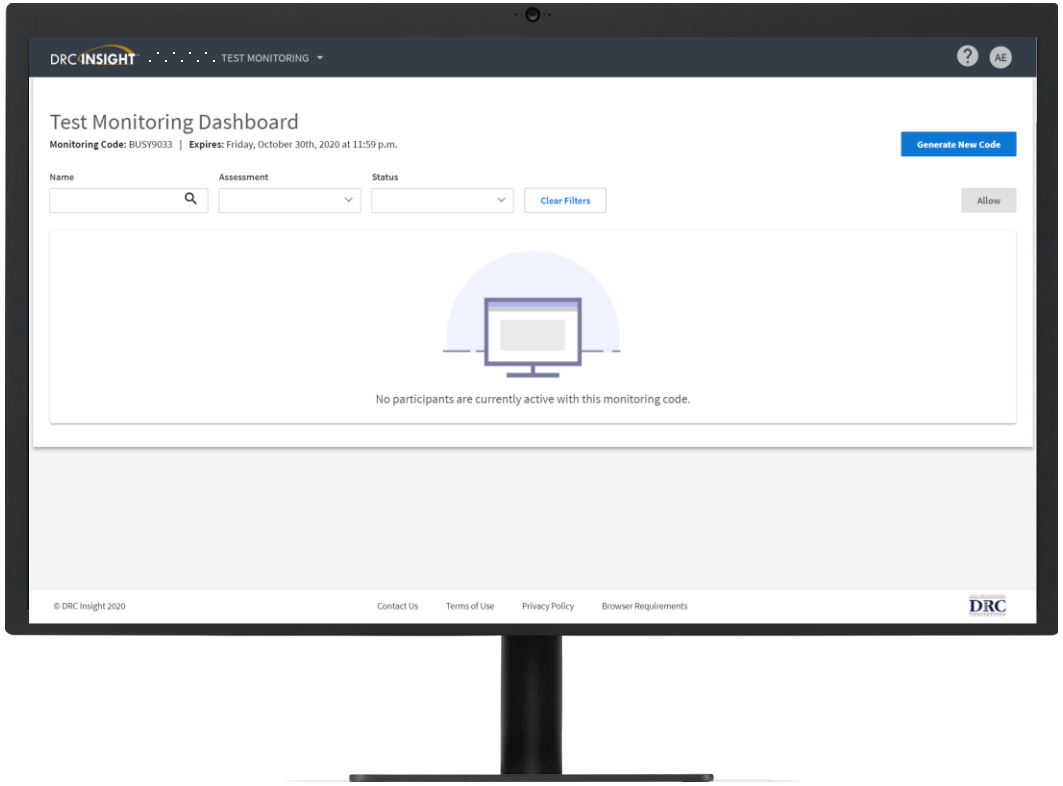
- The TA can allow one or all participants in to test



Test Monitoring Code

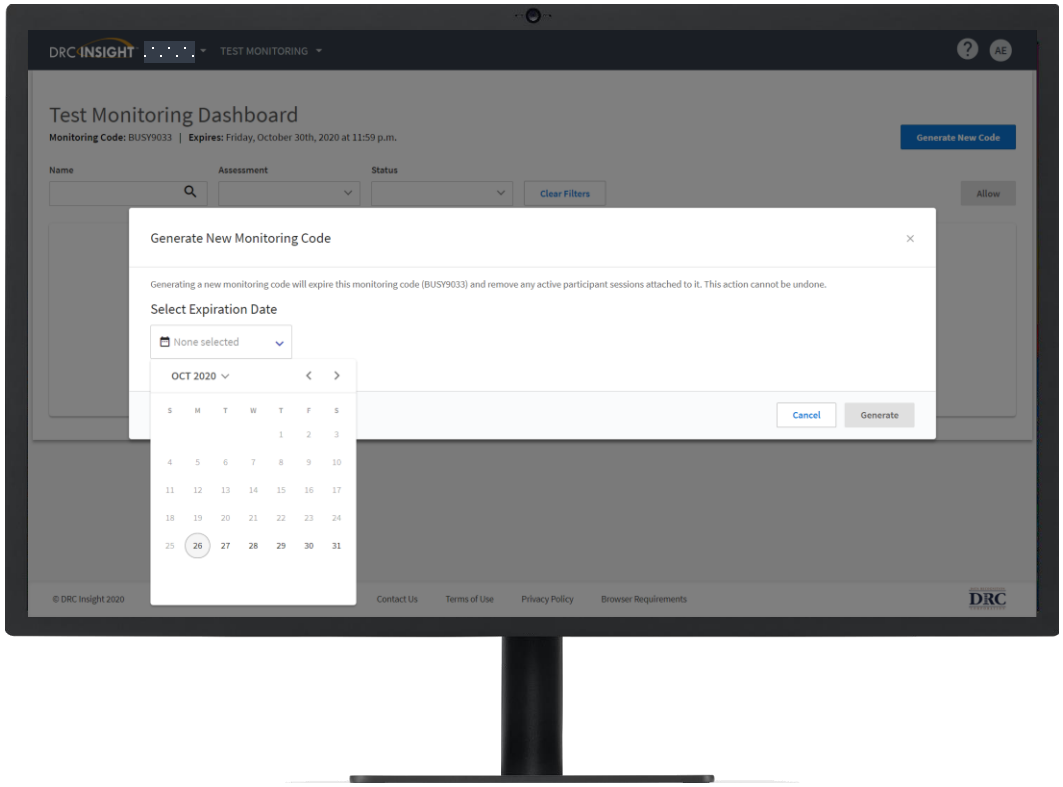
Test Monitoring Application Automatic Code Generation

- A code is <u>automatically</u> 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

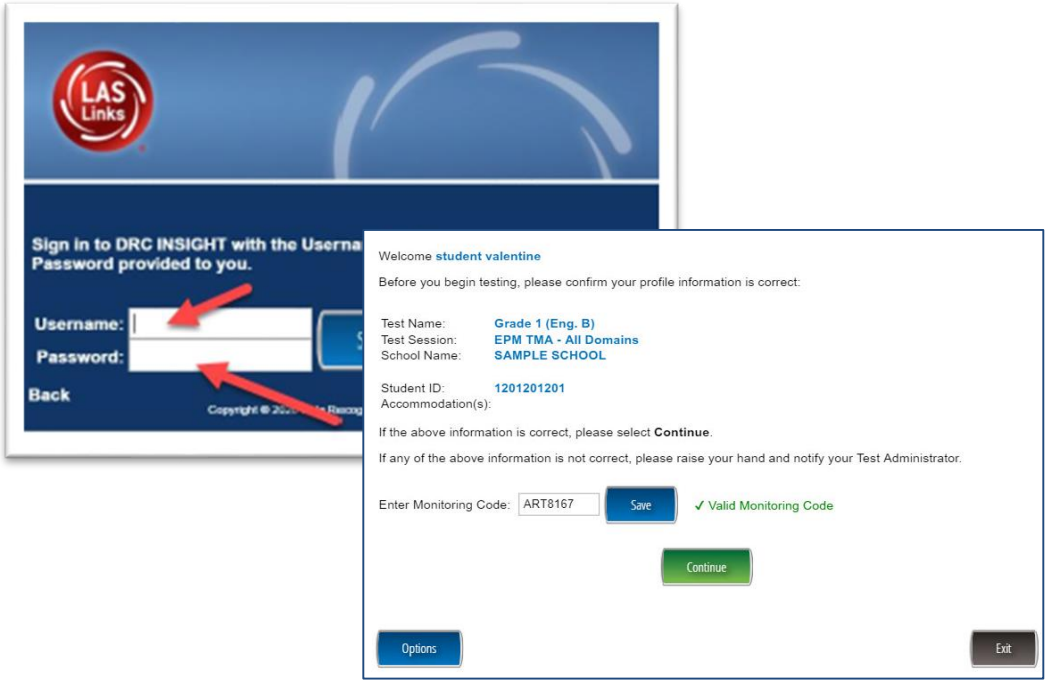
- Although a new Test Monitoring Code can be generated at any time by clicking Generate New Code, it **is not recommended**.
- Warning: If a new code is generated while students are using the prior code, they will no longer be monitored by the test administrator on screen.
- Best practice suggests using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



Student Experience

Student Start Up Steps for In-Person Administration with the Test Monitoring Application

- For In-Person testing the student will log into the DRC INSIGHT Secure Browser as they normally would, (only students participating in LAS Links remote Administration use the provided restricted public URL)
- Student enters their username and password provided via the Test Ticket the Test Administrator has distributed for In-Person testing.
- Student verifies name, grade, and school
- Finally, the student will enter the Test Monitoring Code provided to them by the Test Administrator
- Once a valid code is entered the Continue button is enabled



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

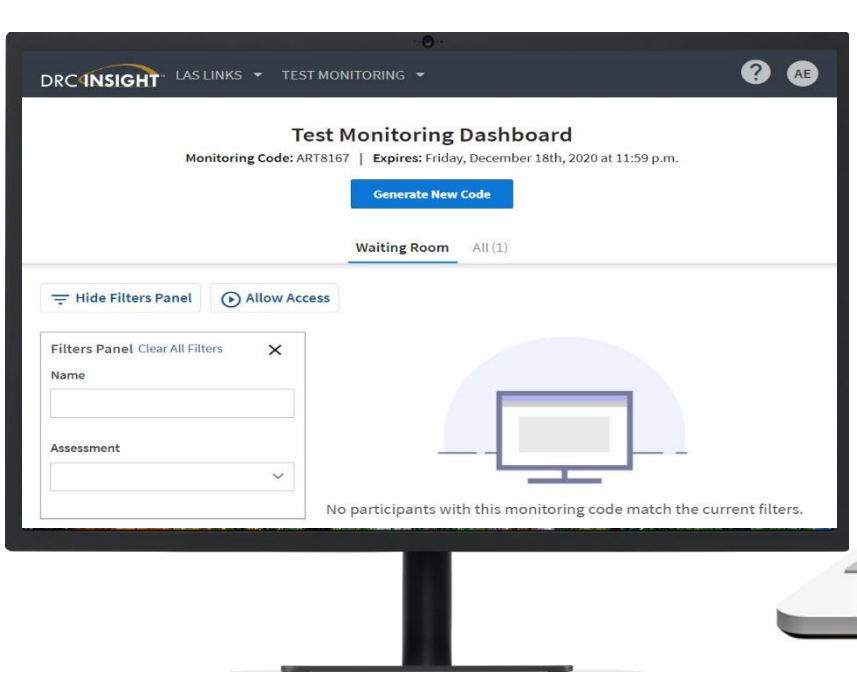
Once all students are in the Waiting Room, the TA allows them to start the assessment.

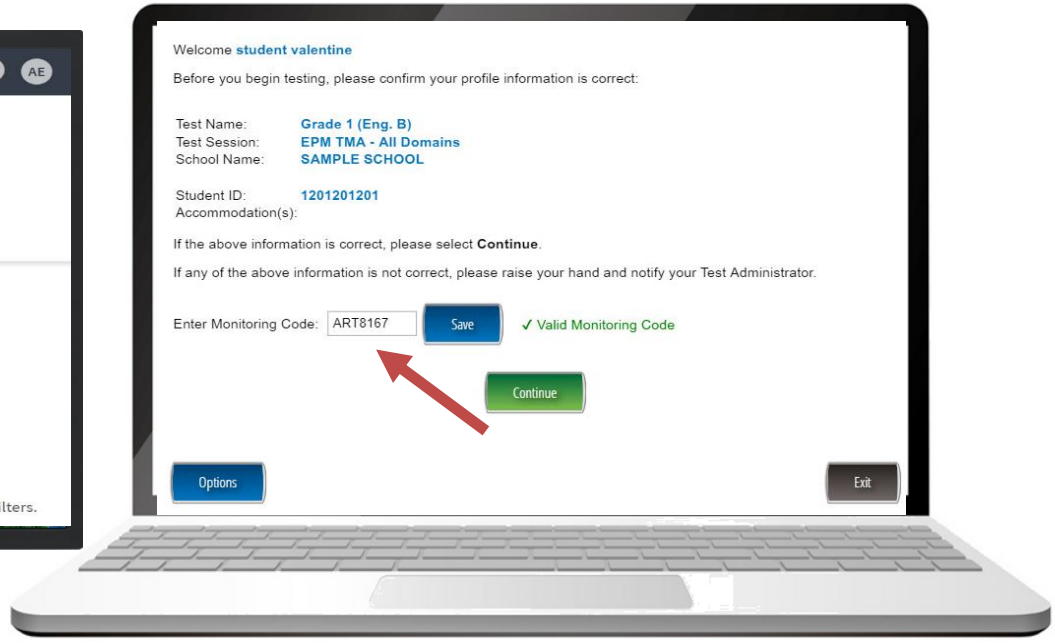
Students:

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

LAS Links In-Person Administration Side by Side Test Administrator and Student

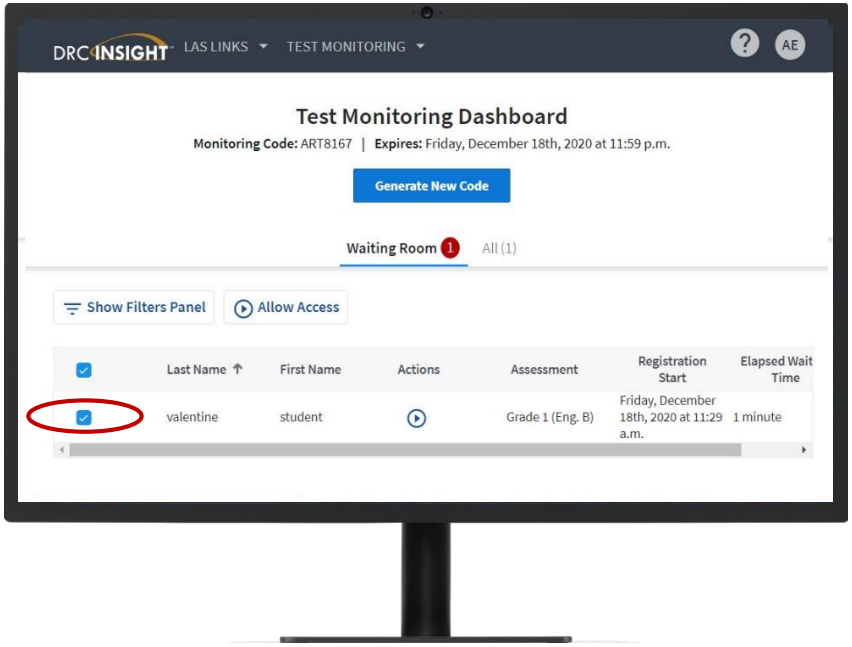
Student enters test monitor code and currently TA views an empty waiting room on their dashboard.





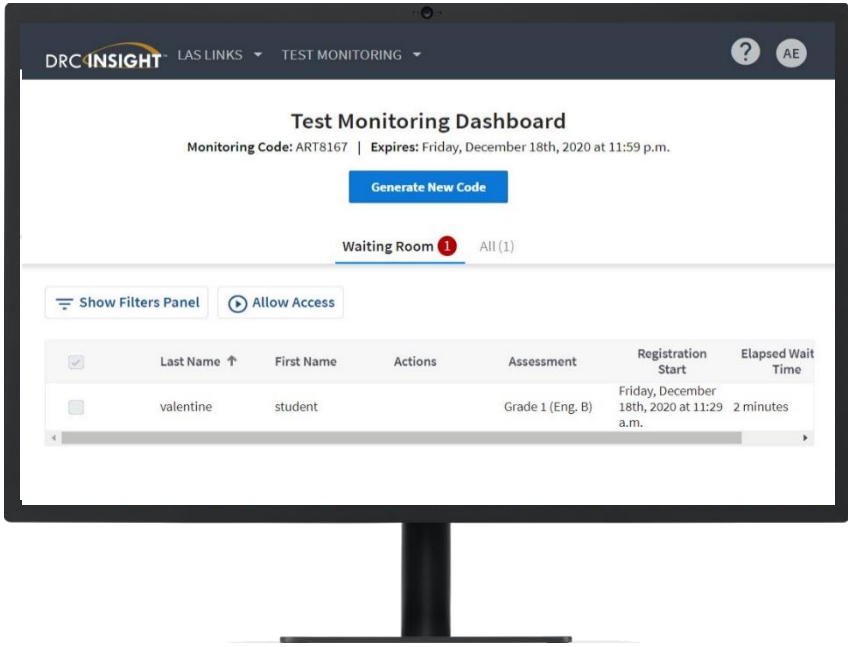
LAS Links In-Person Administration Side by Side Test Administrator and Student

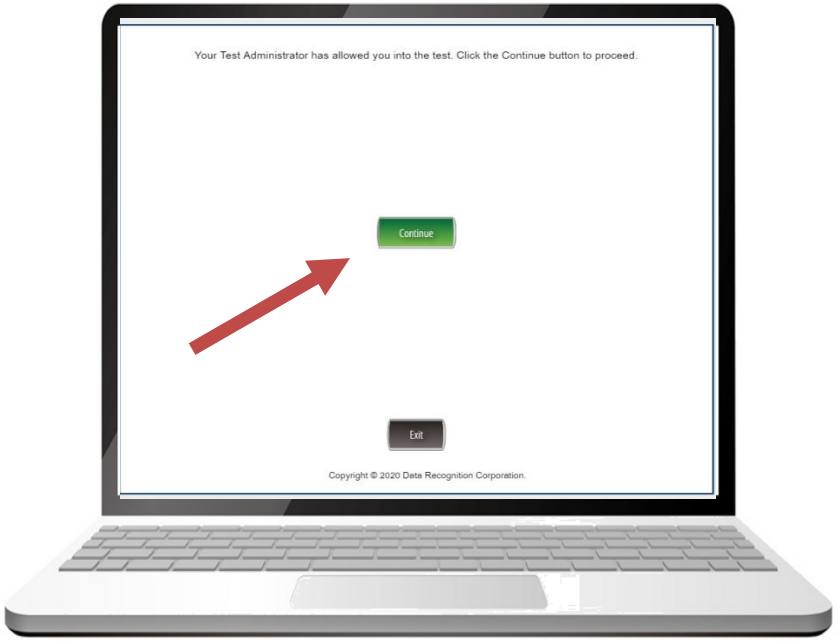
Once the student enters a valid test monitoring code and clicks Continue, the student sees a waiting room message and spinning circles. The test administrator views the student (or all students) in their waiting room and will check the box next to the student(s) name and then Allow Access.



LAS Links In-Person Administration Side by Side Test Administrator and Student

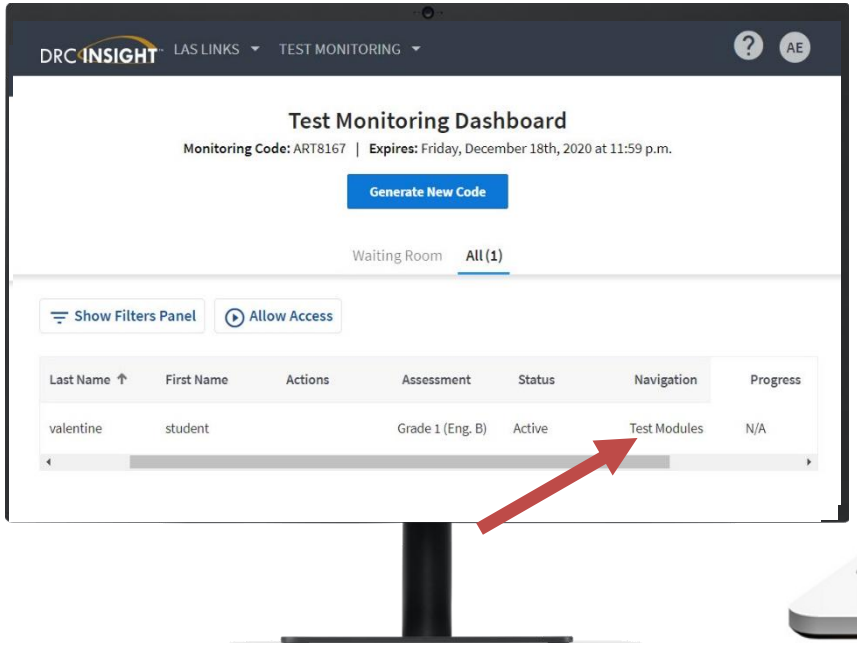
Once the test administrator has allowed access for each student the student will see a green Continue button. Student clicks on continue button to begin taking the test.

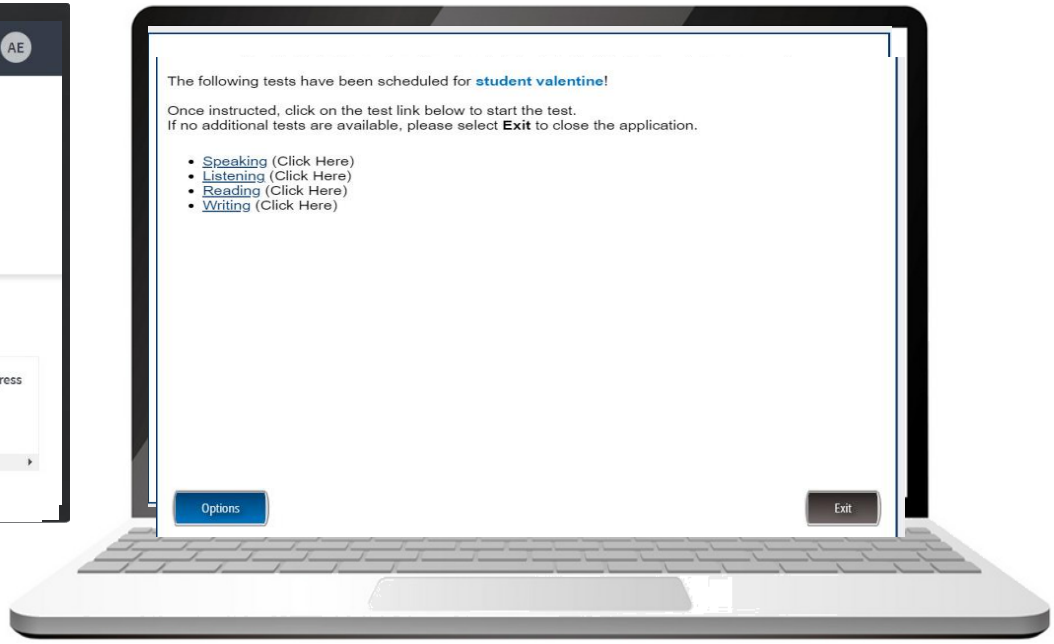




LAS Links In-Person Administration Side by Side Test Administrator and Student

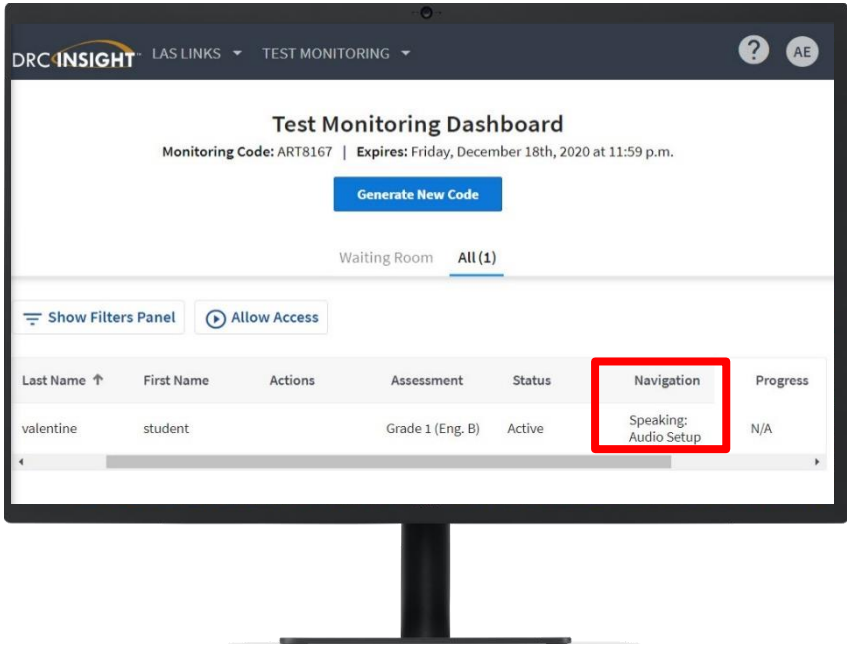
Next, the student will be presented with their subtests. On the Test Monitoring Application Dashboard, the test administrator will see that the student has entered the Test Modules screen. The student selects the subtest as directed.

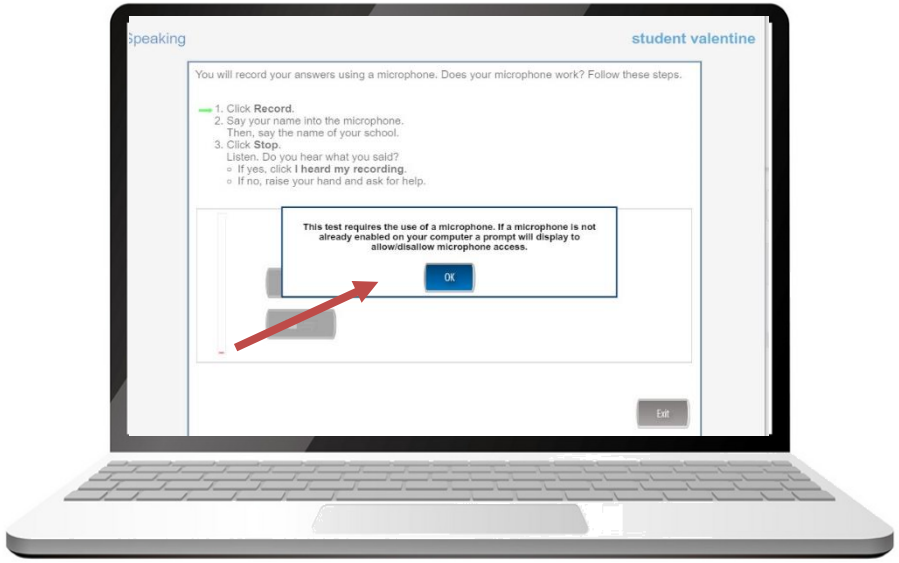




LAS Links In-Person Administration Side by Side Test Administrator and Student

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

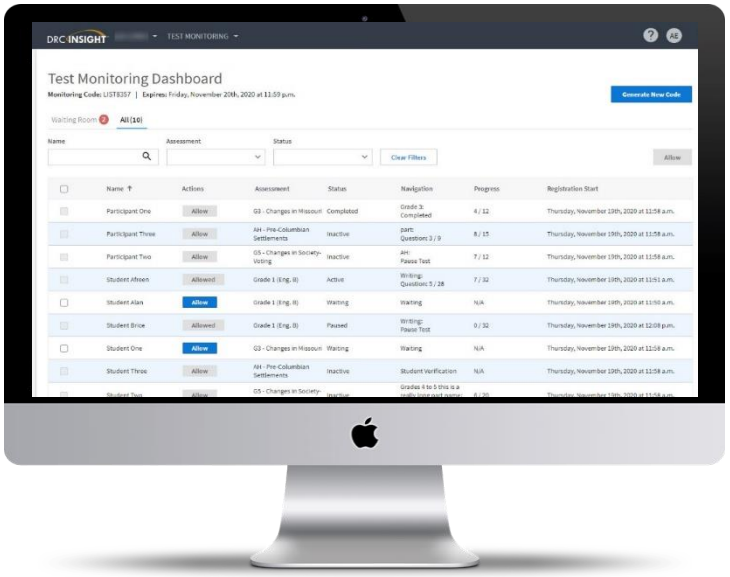




Additional Information

Additional Information Test Monitoring Application Security and Privacy

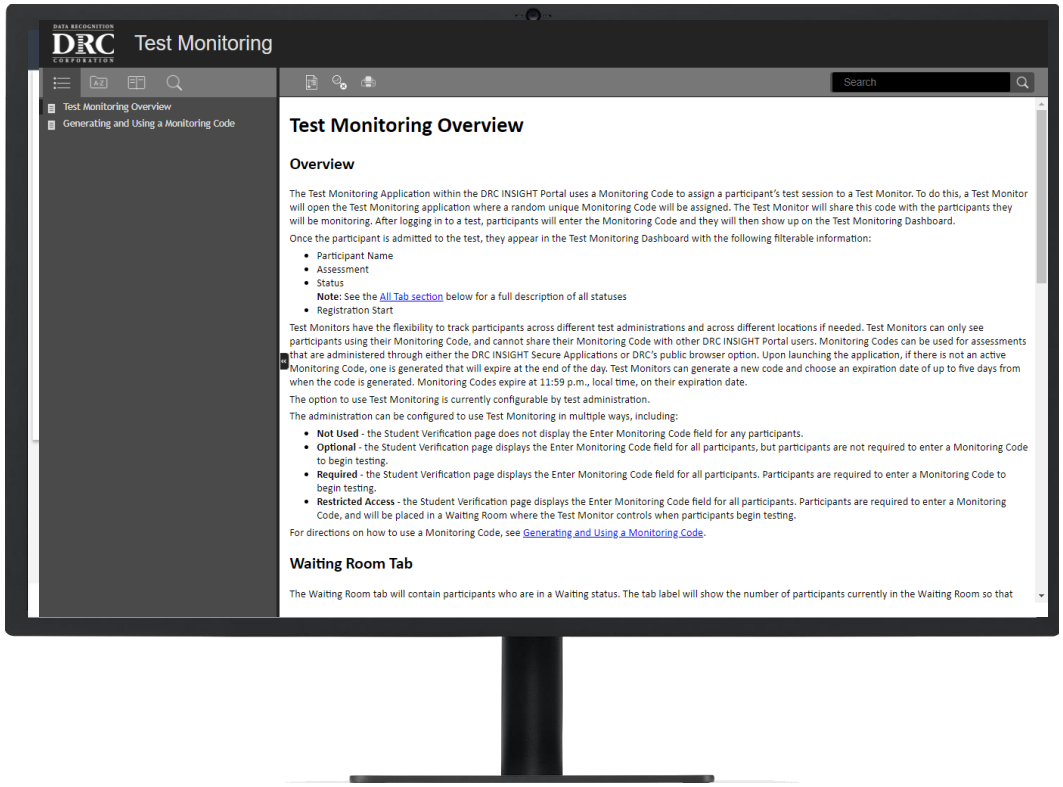
- Test administrators see only students using their provided Test Monitoring Code.
- Test administrators can not share Test Monitoring Code with others.
- Students are in only one Test Monitoring session at a time.
- Test administrators cannot see student responses, only that they have responded to a test item.
- Monitoring codes expire.



Test Monitoring Application Online Help

If you select the “?” in the upper right hand 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



Tech Bulletin Supplement for DRC INSIGHT Portal User Guide

TECH BULLETIN: Using the Test Monitoring Application in the DRC INSIGHT Portal

Revision Date: November 19, 2020

Summary

This Tech Bulletin describes how to use the Test Monitoring application in the DRC INSIGHT Portal to monitor participant testing activity throughout the duration of their test using Monitoring Codes.

Test Monitors will be able to see participants who have logged in to a test and registered to a Test Monitoring Dashboard. The Test Monitoring application provides visibility to the participant's status throughout the testing session, including the screen or question on which the participant is currently working, and progress towards completion within the test. Information displayed on the Test Monitoring Dashboard updates in near real time.

The Test Monitoring application within the DRC INSIGHT Portal uses a Monitoring Code to assign a participant's test session to a Test Monitor's Test Monitoring Dashboard. To do this, a Test Monitor will open the Test Monitoring application where a random unique Monitoring Code will be assigned. The Test Monitor will share this code with the participants they will be monitoring. After logging in to a test, participants will enter the Monitoring Code and they will then show up on the Test Monitoring Dashboard. Participants can only be assigned to one Test Monitoring session per test unless the Test Monitor generates a new code and expires the existing code.

Test Monitors have the flexibility to track participants across different test administrations and across different

Technology Support

- LAS Links Help Desk:
  - 866.282.2250 (option 2)
  - 7:00 a.m. - 8:00 p.m. EDT
- LASLinksHelpDesk@datarecognitioncorp.com
  - If you already called in and have a case, provide your case number for expedited service