

# *preLAS* and LAS Links Online Administration Training

## ● ● ● Coordinator and Proctor Training Agenda



- ✓ **Training Part 1:** Pretest activities (preparing to test)
- ✓ **Training Part 2:** Proctoring the test (student experience)
- ✓ **Training Part 3:** Post test activities (scoring and reporting)
- ✓ **Remote Testing**



# Training Part 1: Pre-Test Activities

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## Activity 1:

Accessing the INSIGHT portal





# Access the DRC INSIGHT Portal



## www.drcedirect.com

**DRC INSIGHT**

Username

user@datarecognitioncorp.com

Password

\*\*\*\*\* ☐ Show Text

**Sign in**

[Forgot your password?](#)

### Welcome to the DRC INSIGHT Portal

Data Recognition Corporation (DRC) welcomes IAS 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 IAS 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 IAS 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.

WBTE Portal: <https://wbte.drcedirect.com/LL/portals/II>

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

## ● ● ● Portal Activation Email



- Sent from: [no-reply@datarecognitioncorp.com](mailto:no-reply@datarecognitioncorp.com)
- Check your clutter/spam if you do not find the email in your inbox

The screenshot shows an email from [no-reply@datarecognitioncorp.com](mailto:no-reply@datarecognitioncorp.com) dated Thu 12/8/2016 9:31 AM. The email content includes a greeting, a welcome message, a username (shetal.yanez@ctb.com), and a long URL for account activation. Red arrows point from callout boxes to specific parts of the email: 'Greeting' points to 'Welcome to the DRC Portal'; 'Username is your email address.' points to the username; 'Hot link to activate account.' points to the activation URL.

Thu 12/8/2016 9:31 AM  
no-reply@datarecognitioncorp.com  
Welcome to the DRC Portal

☐ Yanez, Shetal

This email is to inform you that a DRC Portal account has been created for you.

Your Username will be [shetal.yanez@ctb.com](mailto:shetal.yanez@ctb.com).

Please click [here](#) to activate your account and choose your password or copy and paste this link into your browser:

[https://www.drccdirect.com/all/eca-portal-ui/activate-account/?token=eyJhbGciOiJSUzI1NiIsInR5cCI6IkpXVCJ9.eyJ1c2VybmFtZSI6ImNoZXRhbmC55YW5lekBjdGluY29tIiwiaWF0IjoxNDgxMjE0Njg1LCJleHAiOiE0ODEzMDEwODU5ImZcvl6lmVjYS1kcmMtcHdkcmVzZXQiLCJzdWl0eQkQwMkFCNC1GMjFFLTQ4MUEtOUNCQi1DQUJCNCjI4RENGNTcifQ.xIH2vw\\_B4NZzyIafV8n3uZYr94vm\\_aRdAcKnMOCj9PpEZ7AuSx-4yob1ppHyqgMBP1RVb6rrBtpABwJs9FWMyFS\\_h5KM1YRjv\\_XZLPI0bW5p-ymyL\\_G3wdHRIN2\\_E5bBU6KxjVbzg1lLpI8QW1A5GuFs0oua24z2PhRNQ0S\\_38EWumRRXvmvPUrypaTrXVmxAd\\_yGU1N2qXWdvjZ7Pd5c2vGGxKOFU3fPQxTbwS-UsoBpD04Zh1qbEY0RNMxUE00jHw2EJefSIRhBnOo1SQn/xJS5xEtS9-FYr5p683-jLz2XuYVCexWQ7ScA](https://www.drccdirect.com/all/eca-portal-ui/activate-account/?token=eyJhbGciOiJSUzI1NiIsInR5cCI6IkpXVCJ9.eyJ1c2VybmFtZSI6ImNoZXRhbmC55YW5lekBjdGluY29tIiwiaWF0IjoxNDgxMjE0Njg1LCJleHAiOiE0ODEzMDEwODU5ImZcvl6lmVjYS1kcmMtcHdkcmVzZXQiLCJzdWl0eQkQwMkFCNC1GMjFFLTQ4MUEtOUNCQi1DQUJCNCjI4RENGNTcifQ.xIH2vw_B4NZzyIafV8n3uZYr94vm_aRdAcKnMOCj9PpEZ7AuSx-4yob1ppHyqgMBP1RVb6rrBtpABwJs9FWMyFS_h5KM1YRjv_XZLPI0bW5p-ymyL_G3wdHRIN2_E5bBU6KxjVbzg1lLpI8QW1A5GuFs0oua24z2PhRNQ0S_38EWumRRXvmvPUrypaTrXVmxAd_yGU1N2qXWdvjZ7Pd5c2vGGxKOFU3fPQxTbwS-UsoBpD04Zh1qbEY0RNMxUE00jHw2EJefSIRhBnOo1SQn/xJS5xEtS9-FYr5p683-jLz2XuYVCexWQ7ScA)

Thank you,

Data Recognition Corporation

Please note: This email was sent from an auto-notification system that cannot accept incoming email. Please do not reply to this message.


## ● ● ● Activating your INSIGHT account



### Activate Account

\* required

**New Password \***



**Confirm New Password \***

[Activate Account](#)



# ● ● ● Logging into the Portal



The screenshot shows the DRC INSIGHT login interface. A white login box is centered on a dark blue background. Inside the box, there is a 'Username' field with the text 'user@datarecognitioncorp.com', a 'Password' field with masked characters and a 'Show Text' checkbox, a blue 'Sign in' button, and a 'Forgot your password?' link. Two red arrows point to the 'Username' and 'Password' fields respectively. The DRC INSIGHT logo is at the top left of the login box.

## 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

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WBTE Portal: <https://wbte.drcedirect.com/LL/portals/1/>

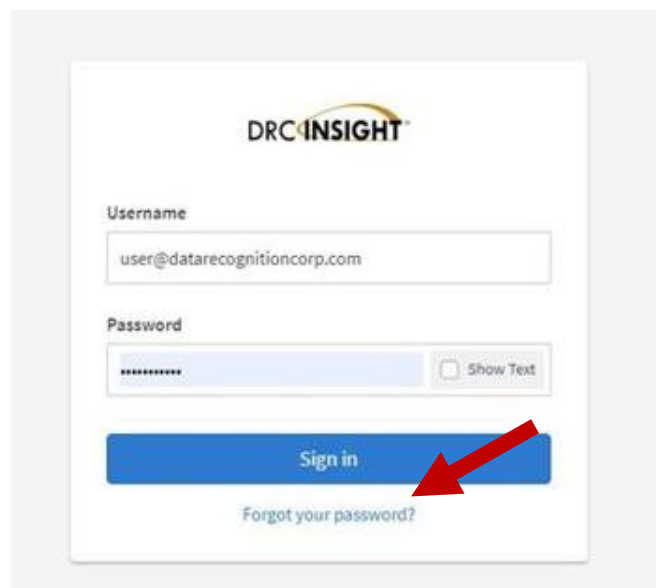
© DRC Insight 2020

[Privacy Policy](#) [Terms of Use](#) [Contact Us](#)

## ● ● ● Logging into the INSIGHT portal



- Click on “Forgot your password?” if unable to locate your welcome email
- Your Username is your email address



- If the system does recognize you as a User, please check with your LEA’s director who will need to add you as a User to the portal.





# Security Agreement



DRC INSIGHT

LAS LINKS

Welcome

Log Out

All Applications ▶

## Accept the Security and Confidentiality Agreement

### Security and Confidentiality Agreement for DRC Applications

The DRC Applications are designed for State, District, and School level personnel and contain confidential and private information, including, but not limited to, secure test materials, test scores and student demographic information. The system is password protected and requires a username and password for access.

The secure test materials are proprietary information of its owner(s) and are provided to those authorized individuals who are legally bound to maintain the security of the test. In order to access the secure test materials you must first agree to these terms to keep the test materials secure and confidential and not disclose or reproduce any information about the secure test materials except in your authorized capacity.

The system is not for public use, and any student information from the system must not be disclosed to anyone other than a state, district or school official as defined by the Family Educational Rights and Privacy Act of 1974 (FERPA). Under FERPA, a school official is a person employed by the state, district or school as an administrator, supervisor, district test coordinator, school test coordinator, principal, teacher, or principal's designated office staff. Such a user must have a legitimate educational purpose to review an educational record in order to fulfill his/her professional responsibility.

**State, district, and school users who are granted permission to this system must read and abide by the Family Educational Rights and Privacy Act (FERPA).** Disclosure of passwords to anyone unauthorized to use the system is prohibited. Disclosure of a student's data to their parent or guardian must be in accordance with FERPA. For more information on FERPA, see the U.S. Department of Education website at <http://www.ed.gov/offices/OM/fpco/ferpa/>.

By agreeing to these terms, I hereby certify that I will maintain the confidentiality of secure test materials, system passwords and student data accessed through the **DRC Applications** and I will not share information with unauthorized individuals. If I leave the position that allowed me to access this information, I will neither access nor disclose any data previously accessed through the system. Further, I will destroy any data accessed through the system if such data is no longer being used to serve a legitimate educational purpose. I understand that to continue to access, disclose, or retain such information would be in violation of the **Family Educational Rights and Privacy Act (FERPA)**.

I shall maintain the security and confidentiality of all secure test materials and system passwords and only access the secure test materials in my authorized capacity.

**I hereby acknowledge that I have read and understand the terms of this Security and Confidentiality Agreement. Further, I agree to abide by the requirements found in the Family Educational Rights and Privacy Act (FERPA).**

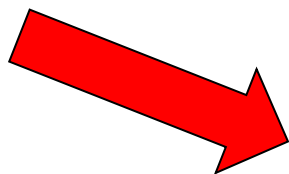
### Accept Security Agreement

\* required

☐ I hereby acknowledge that I have read and understand the terms of the Security and Confidentiality Agreement.\*


Confirm Accept

# ● ● ● Accessing the National Digital Library




**LASLinks.com**

Order Support: 800-538-9547 or Product Information: 833-867-5681




LEADING THE WAY IN LANGUAGE ASSESSMENT



[HOME](#) [ASSESSMENT SOLUTIONS ▾](#) [RESOURCES ▾](#) [PRELAS & LAS LINKS ONLINE DIGITAL LIBRARY ▾](#) [ORDER FORMS](#) [IMPLEMENTATION SERVICES](#) [CUSTOMER LOGIN](#)

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[Training Resources](#)  
[Online Assessment Administration](#)  
[Student Testing Experience](#)  
[Scheduling Test Sessions](#)  
[Rubric Scoring & Calibration](#)  
[Reporting](#)  
[Technology Installation](#)



New Video

# National Digital Library



## Training Resources are found in the National Digital Library

- provides administration, scoring and reporting guidance documents and videos

### Online Assessment Administration



#### Pre-Test Activities

Determining User Roles in the DRC INSIGHT Portal  
Video Link: Adding Users to the DRC INSIGHT Portal  
Guide to Adding Users to the DRC INSIGHT Portal  
Enabling preLAS Online Content in the DRC INSIGHT Portal  
Video Link: Registering Students in DRC INSIGHT  
Guide to Student Registration  
Scheduling and Monitoring Test Sessions

#### Testing Activities

preLAS Online Student Testing Experience  
LAS Links Online Student Testing Experience

#### Post Test Activities

Rubric Scoring and Calibration  
Reporting

# ● ● ● Adding Users to the Portal



## Online Assessment Administration



### Pre-Test Activities

[Determining User Roles in the DRC INSIGHT Portal](#)

[Video Link: Adding Users to the DRC INSIGHT Portal](#)

[Guide to Adding Users to the DRC INSIGHT Portal](#)

[Enabling preLAS Online Content in the DRC INSIGHT Portal](#)

[Video Link: Registering Students in DRC INSIGHT](#)

[Guide to Student Registration](#)

[Scheduling and Monitoring Test Sessions](#)

### Testing Activities

[preLAS Online Student Testing Experience](#)

[LAS Links Online Student Testing Experience](#)

### Post Test Activities

[Rubric Scoring and Calibration](#)

[Reporting](#)





# Training Part 1: Pre-Test Activities

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## Activity 2:

Adding (registering) Students in the  
INSIGHT portal





# Student Management

## Add/View/Edit



**DRC INSIGHT™** LAS LINKS ▾ MY APPLICATIONS ▾

- PARTICIPANT PREPARATION**
  - Student Management**
  - Student Group Management
  - Test Administrator Management
  - User Management
- TEST PREPARATION**
  - Test Management
- POST-TEST ACTIONS**
  - Student Management
- SCORING AND REPORTING**
  - Educator Scoring
  - Report Delivery
- GENERAL INFORMATION**
  - General Information
- TECHNOLOGY SETUP**
  - Central Office Services
- OTHER LINKS**
  - Professional Learning



# ● ● ● Adding Students One-by-One



**DRC INSIGHT LAS LINKS** Welcome C Trigger Log Out

All Applications ▸

Student Management **Manage Students** Student Status Dashboard Student Status

## Manage Students

Manage Students Upload Multiple Students

[Instructions](#)

\* Indicates required fields

Administration LAS Links \* District SAMPLE DISTRICT - 99998 \* School CSP SAMPLE - 22222 \*

Last Name First Name Student ID

Accommodation LAS Links Form

Grade

Student Group

Online Test Status

**Find Students** **Clear**

Students						
<input type="checkbox"/>	Last Name	First Name	Student ID	Date Of Birth	Grade	Action
<input type="checkbox"/>	Student	Sample	123456789	10/25/2004	07	

Page 1 of 1 (1 items) < Prev [1] Next >

**Add Student** Export to Excel Download Students Update Accommodations

- 1) Click Manage Students
- 2) Choose a School from the drop down menu
- 3) Click Add Student at the bottom of the screen

# ● ● ● Adding Students One-by-One



## Add Student

### + Instructions

\* Indicates required fields

Last Name \* First Name \* Middle Initial Student ID \*

Student \* Sample \* 123456789 \*

Student Detail

Accommodations

Demographics

Student Groups

Testing Codes

Administration

LAS Links \*

District

SAMPLE DISTRICT - 99998 \*

School

CSP SAMPLE - 22222 \*

Date of Birth

10/25/2004 \*

(mm/dd/yyyy)

Grade

07 \*

Gender

Male \*

Any cell with an asterisk\* next to it is required student information.

If you do not have a student ID number established by the time you are testing the student, one recommendation is to enter a temporary ID number and once the student ID is available, find the student, click edit and update the student ID. Student IDs must be unique throughout your district therefore a suggested temporary ID would be "temp01[schoolname]"

Save

Save & Add Another

Cancel



# Student Management

## Find and Edit Students



- To see a roster of all students rostered in INSIGHT
  - Choose “all” from the drop down menu
- To see a roster of all students at a School
  - Choose the School from the dropdown menu
- To find a particular student:
  - Fill the one or more of the search fields (ie Name and/or Student ID)
- Click Find Students
- Roster will appear below

**DRC INSIGHT™ LAS LINKS**

All Applications ▶

Student Management **Manage Students** Student Status Dashboard Student Status

### Manage Students

Manage Students Upload Multiple Students

⊕ [Instructions](#)

\* Indicates required fields

Administration District School

LAS Links \* SAMPLE DISTRICT - 99998 \* CSP SAMPLE - 22222

Last Name First Name Student ID

Accommodation LAS Links Form Accommodation Type Accommodation

Grade Demographic Teacher

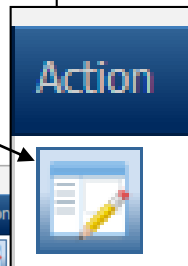
Student Group LAS Links Form Session

Online Test Status Session Assignment

**Find Students** **Clear**

Students						
<input type="checkbox"/>	Last Name	First Name	Student ID	Date Of Birth	Grade	Action
<input type="checkbox"/>	Student	Sample	123456789	10/25/2004	07	

View/Edit



# Student Management Accommodations

**Add Student**

[Instructions](#)

\* Indicates required fields

Last Name  \* First Name  \* Middle Initial  Student ID  \*

Student Detail **Accommodations** Demographics Student Groups Testing Codes

If more than one category of accommodations is used for content area, fill in the

Type	Accommodation	English Form A	English Form B	English
Online	Text-to-Speech	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Category	Reading - Category 1			
Category	Reading - Category 2			
Category	Reading - Category 3			
Category	Listening - Category 1			
Category	Listening - Category 2			
Category	Listening - Category 3			
Category	Speaking - Category 1			
Category	Speaking - Category 2			

Save Save & Add Another Cancel

- Accommodations – A feature included in LAS Links Online as an accommodation is Text to Speech. If you would like to activate this accommodation, click on the corresponding Form(s) of LAS Links that you will be using and Text-to-Speech will then be delivered to this particular student.
- To track in reporting the accommodations provided to your student(s) click on the corresponding Accommodation Type listed on the screen.
- You will find definitions for the Accommodation Type Definitions when you click Instructions at the top of the page or please consult your LAS Links Examiner's Guide(s) for Accommodation Type Definitions.
- Except for with Text-to-Speech, selecting any of the listed Accommodations does not modify how the LAS Links test is delivered to the student.



# Student Management

## Adding Demographics



Please note, student demographic data will only be included in Interactive Reporting, not the On-Demand report, when you add this information to the INSIGHT portal.

### Add Student

[+ Instructions](#)

\* Indicates required fields

Last Name  \* First Name  \* Middle Initial  Student ID  \*

Student Detail

Accommodations


Demographics

Student Groups


Testing Codes

#### LAS Links Edition 1 - Ethnicity/Race Values:

Ethnicity (Eng. A or B)




Hispanic/Latino (Esp. A)




#### LAS Links Edition 2 - Ethnicity/Race Values:

Ethnicity (Eng. C or D, Esp. B)



Hispanic/Latino (Eng. C or D, Esp. B)



#### Race (Applicable to Forms C, D, and Espanol B only) (Choose all that apply)

☐ Race - American Indian or Alaskan Native

☐ Race - Asian

Save

Save & Add Another

Cancel



# Student Management: Multiple Student Upload (MSU)



DRC INSIGHT™ LAS LINKS

Welcome [User Name] Log Out

All Applications ▶

Student Management Manage Students Student Lookup Student Status Dashboard

## Manage Students

Manage Students Upload Multiple Students

Download the **File Layout (PDF document)** and a **Sample File (CSV Text File)**.

[Instructions](#)

\* Indicates required fields

Administration District School  
LAS Links (Select) (All)

File Browse...

Upload

**Caution: DO NOT utilize the MSU to edit students' first and last names, IDs, nor DOB. If you change any of these via the MSU, you will create a duplicate student. Only use "edit student" to change these elements.**

District Name	District Code	State Abb	School Name	School Code	Grade	Last Name	First Name	Middle In	Date of Birth	Gender	Student ID
	999999			999999	7	TESTER	STUDENT		1/1/1990	M	9999991
	999999			999999	8	TESTER 1	STUDENT		1/1/1990	M	9999992
	999999			999999	K	TESTER-2	STUDENT		1/1/1990	M	9999993
	999999			999999	2	TESTER3	STUDENT1		1/1/1991	O	9999994
	999999			999999	5	TESTER4	STUDENT-A		1/1/1991	F	9999995
	999999			999999	7	TESTER'S	STUDENT 2		1/1/1992	F	9999996

Require cells are highlighted.

District Code and School Code can be found by clicking on the District and School tabs above.

If you are a large district and need a list of your school codes (as opposed to using the drop down school list), please contact Tech Support.





# Training Part 1: Pre-Test Activities

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## Activity 3:

Creating Test Sessions and  
Monitoring Student Progress



## ● ● ● Test Management – Creating a Session

A screenshot of the DRC INSIGHT LAS LINKS MY APPLICATIONS menu. The menu is dark blue with white text. A red arrow points to the 'MY APPLICATIONS' dropdown menu. The 'Test Management' option is highlighted with a red rectangle.

**DRC INSIGHT™** LAS LINKS ▾ MY APPLICATIONS ▾

- PARTICIPANT PREPARATION**
  - Student Management
  - Student Group Management
  - Test Administrator Management
  - User Management
- TEST PREPARATION**
  - Test Management**
- POST-TEST ACTIONS**
  - Student Management
- SCORING AND REPORTING**
  - Educator Scoring
  - Report Delivery
- GENERAL INFORMATION**
  - General Information
- TECHNOLOGY SETUP**
  - Central Office Services
- OTHER LINKS**
  - Professional Learning

## ● ● ● Creating a Session

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

DRC INSIGHT

LAS LINKS

All Applications ▾

Test ManagementManage Test SessionsManage Testing Windows

Test Sessions

Manage Test SessionsUpload Multiple Test Sessions

Instructions

\* Indicates required fields

AdministrationLAS Links ▾\*

DistrictSAMPLE DISTRICT - 99998 ▾

SchoolCSP SAMPLE - 22222 ▾

Last Name

First Name

Student ID

Session

Test Administrator(All) ▾

LAS Links Form(All) ▾








Assessment(All) ▾

Show SessionsPrint All Tickets

SessionsStatus Summary

Instructions

Session Detail

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE DISTRICT	CSP SAMPLE	Grade K - Identification	Grade K (Eng. A)	Not Started	9/7/2017	5/7/2018	      

Add SessionExport to ExcelUnlock SelectedUnlock AllExport Student Details

DATA RECOGNITION  
**DRC**  
CORPORATION

## ● ● ● Creating a Session

1. Uniquely name your session so you can easily search for it later
2. Choose the desired Level and Form
3. Choose from the available subtest
  - Note: subtests MUST be contained in the same session in order to generate composite scores
4. Students can only be added to assessments corresponding to their grade level
5. Highlight the students to be added to the session and click the blue right arrow to assign them to the session.

### Add Test Sessions

Testing Window: 06/17/2019 - 08/31/2023

This date range indicates the amount of time your account will be active with LAS Links Online. To extend your LAS Links Online account, a yearly purchase is required.

Eligible Grades: 02, 03

[Instructions](#)

\* Indicates required fields

Session Name: 2nd Gr Eng ID \* Scoring Option Status: Educator Scored [Change to DRC Scored](#) Test Administrator: [Dropdown]

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

Available Subtests: ☒ Speaking; ☒ Listening; ☒ Reading; ☒ Writing

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

Begin Date: 6/17/2019 \* End Date: 5/29/2020 \* Mode: Online \*

Search for Available Students

Student Last Name: [Text] Student First Name: [Text] Student ID: [Text] Grade: (All) [Dropdown]

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

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

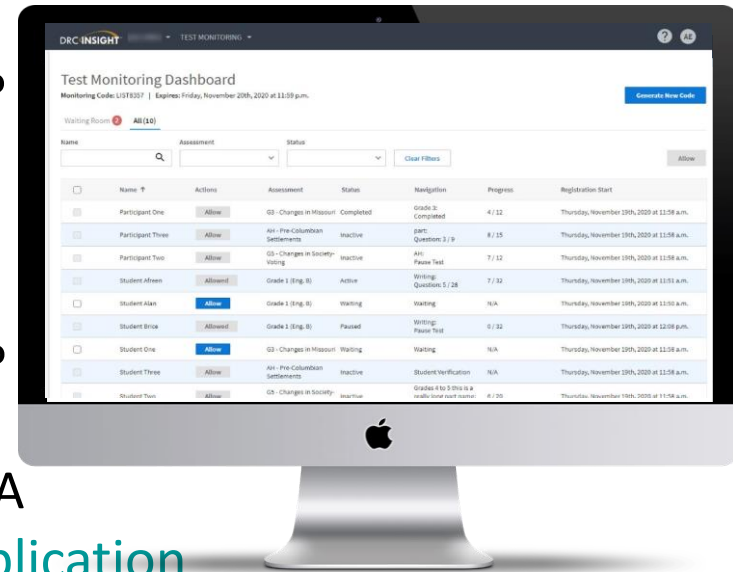
Available Students: [List of students] [Double-click to edit Student](#)

Students in Session: [List of students] [Double-click to edit Student](#)

[Save](#) [Save & Add Another](#) [Cancel](#)

# Optional - Test Monitoring Application (TMA)

- New Test Monitoring Application for Test Administrators to securely monitor participants' testing status in real-time
- Addresses Test Administrators' common questions and actions
  - 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?
- NOTE: Test Administrators must have TMA user permissions. See [Test Monitoring Application](#)



## ●●● Scheduling a Session with TMA (Optional)



NEW! The **Test Monitoring** drop down will default to **None**. Choose Required or Optional if you would like to use TMA

1. **Required:** Student must have a code to enter the test
2. **Optional:** Student, although prompted for a code, will not be required to enter one

The **Restricted Access** drop down will default to False . Change this to True so the student(s) may not access the test until the TA has granted access during testing.

Session Name: 2nd Gr Eng ID \*

Scoring Option Status: Educator Scored | Change to DRC Scored

Test Administrator: [Dropdown]

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

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: 1/18/2021 \* | End Date: 2/26/2021 \* | Mode: Online \*

Test Monitoring: None \* | Restricted Access: False \*

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

Buttons: Find Students | New Student | Clear

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

Buttons: Save | Save & Add Another | Cancel



## ● ● ● Creating Multiple Sessions



1. Click on Upload Multiple Test Sessions
2. Download the File Layout (for guidance)
3. Download the Sample File to add your sessions to be uploaded
4. Fill in the file according to the File Layout
5. Save the file then click browse to find the file
6. Click upload

DRC INSIGHT™ LAS LINKS

All Applications ▾

Test Management Manage Test Sessions Manage Testing Windows

### Test Sessions

Manage Test Sessions Upload Multiple Test Sessions

Download the **File Layout** (PDF document) and a **Sample File** (CSV text file).

[Instructions](#)

\* Indicates required fields

Administration LAS Links \* District Sales and Training District - \* School (All) \*

File  Browse... \*

**Upload**


Note: students must pre-exist at every grade band (1, 2-3, 4-5, 6-8, 9-12) to be able to utilize the Multiple Test Sessions upload file.



# 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 Tickets icon (  ) in the Action column of the Sessions Detail window for the test session.

Show SessionsPrint All Tickets

Sessions

Status Summary

Instructions

Session Detail									
<input type="checkbox"/>	District	School	Session Name	Assessment	Status	Begin Date	End Date	Scoring Option	Action
	District	Training School	8 C	(Eng. C)					            
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	SDHSD Eng 9-12 C	Grades 9-12 (Eng. C)	Completed	2/26/2018	1/9/2019	Educator Scored	            
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	Form C/4-5	Grades 4-5 (Eng. C)	In Progress	10/11/2017	12/31/2024	Educator Scored	            
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	English Form C, Grades 4-5	Grades 4-5 (Eng. C)	In Progress	10/11/2017	12/31/2024	Educator Scored	            
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	Espanol B/4-5	Grades 4-5 (Esp. B)	In Progress	10/11/2017	12/31/2024	Educator Scored	            
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	LVUSD 4-5 Esp B	Grades 4-5 (Esp. B)	In Progress	1/8/2018	1/9/2020	Educator Scored	            

Add Session

Export to Excel

Unlock Selected

Unlock All

Export Student Details

Change to DRC Scored





# Test Tickets



## LAS Links

### Student Test Roster

District: Sales and Training District

School: Cara Quinn Sales and Training School

LAS Links Form: English Form A

Assessment: Grades 2-3 (Eng. A)

Test Session: 2-3 EL Identification

Test Session Window: 8/3/2020 to 5/28/2021

Completed	Accommodation(s)	Student Name	Date of Birth	Student ID	User Name	Password
<input type="checkbox"/>	N/A	Garza, Charlie	7/23/2010	123453427		
<input type="checkbox"/>	N/A	Hernandez, Felix	2/5/2012	10012345		
<input type="checkbox"/>	N/A	Jeffrey, Ryan	10/12/2005	012345678		
<input type="checkbox"/>	N/A	Kim, Robin				
<input type="checkbox"/>	N/A	mary, garza				

Student  
Roster is for  
the  
administrator

#### LAS Links Online Test Ticket English Form A - Grades 2-3 (Eng. A)

Charlie  
Garza

Date of Birth: 7/23/2010

Accommodation(s): N/A  
Test Session Name: 2-3 EL Identification  
Student ID: 123453427

Username:  
Password:

#### LAS Links Online Test Ticket English Form A - Grades 2-3 (Eng. A)

Felix  
Hernandez

Date of Birth: 2/5/2012

Accommodation(s): N/A  
Test Session Name: 2-3 EL Identification  
Student ID: 10012345

Username:

#### LAS Links Online Test Ticket English Form A - Grades 2-3 (Eng. A)

Ryan  
Jeffrey

Date of Birth: 10/12/2005

Accommodation(s): N/A  
Test Session Name: 2-3 EL Identification  
Student ID: 012345678

Username:  
Password:

#### LAS Links Online Test Ticket English Form A - Grades 2-3 (Eng. A)

Robin  
Kim

Date of Birth: 9/23/2015


Accommodation(s): N/A  
Test Session Name: 2-3 EL Identification  
Student ID: 132870

Username:  
Password:

Test Ticket is for the student

## ● ● ● Editing a Test Session

































To edit a test session, click the View/Edit icon (  ) in the Action column. Once one student has started testing in that particular test session, the only edits you can make to a test session is to change the test session end date, add additional students to the session, or to remove students (who have not started testing) from the test session.

[Show Sessions](#)
[Print All Tickets](#)

[Sessions](#)
[Status Summary](#)

[Instructions](#)

Session Detail									
<input type="checkbox"/>	District	School	Session Name	Assessment	Status	Begin Date	End Date	Scoring Option	Action
	District	Training School	8 C	(Eng. C)					    
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	SDHSD Eng 9-12 C	Grades 9-12 (Eng. C)	Completed	2/26/2018	1/9/2019	Educator Scored	    
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	Form C/4-5	Grades 4-5 (Eng. C)	In Progress	10/11/2017	12/31/2024	Educator Scored	    
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	English Form C, Grades 4-5	Grades 4-5 (Eng. C)	In Progress	10/11/2017	12/31/2024	Educator Scored	    
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	Espanol B/4-5	Grades 4-5 (Esp. B)	In Progress	10/11/2017	12/31/2024	Educator Scored	    
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	LVUSD 4-5 Esp B	Grades 4-5 (Esp. B)	In Progress	1/8/2018	1/9/2020	Educator Scored	    

[Add Session](#)
[Export to Excel](#)
[Unlock Selected](#)
[Unlock All](#)
[Export Student Details](#)
[Change to DRC Scored](#)

# ● ● ● Check the Status of a Test Session



1. Click on Test Management
2. Click on Manage Test Sessions
3. Click on Show Sessions

4. Click on Status Summary to see the over test session summary

All Applications ▸

Test Management **Manage Test Sessions** Manage Testing Windows

## Test Sessions

Manage Test Sessions Upload Multiple Test Sessions

[Instructions](#)

\* Indicates required fields

Administration  \* District  School

Last Name  First Name  Student ID

Session  Test Administrator  Scoring Option

LAS Links Form  Assessment

Date Range FROM:  Date Range TO:

**Show Sessions** **Print All Tickets**

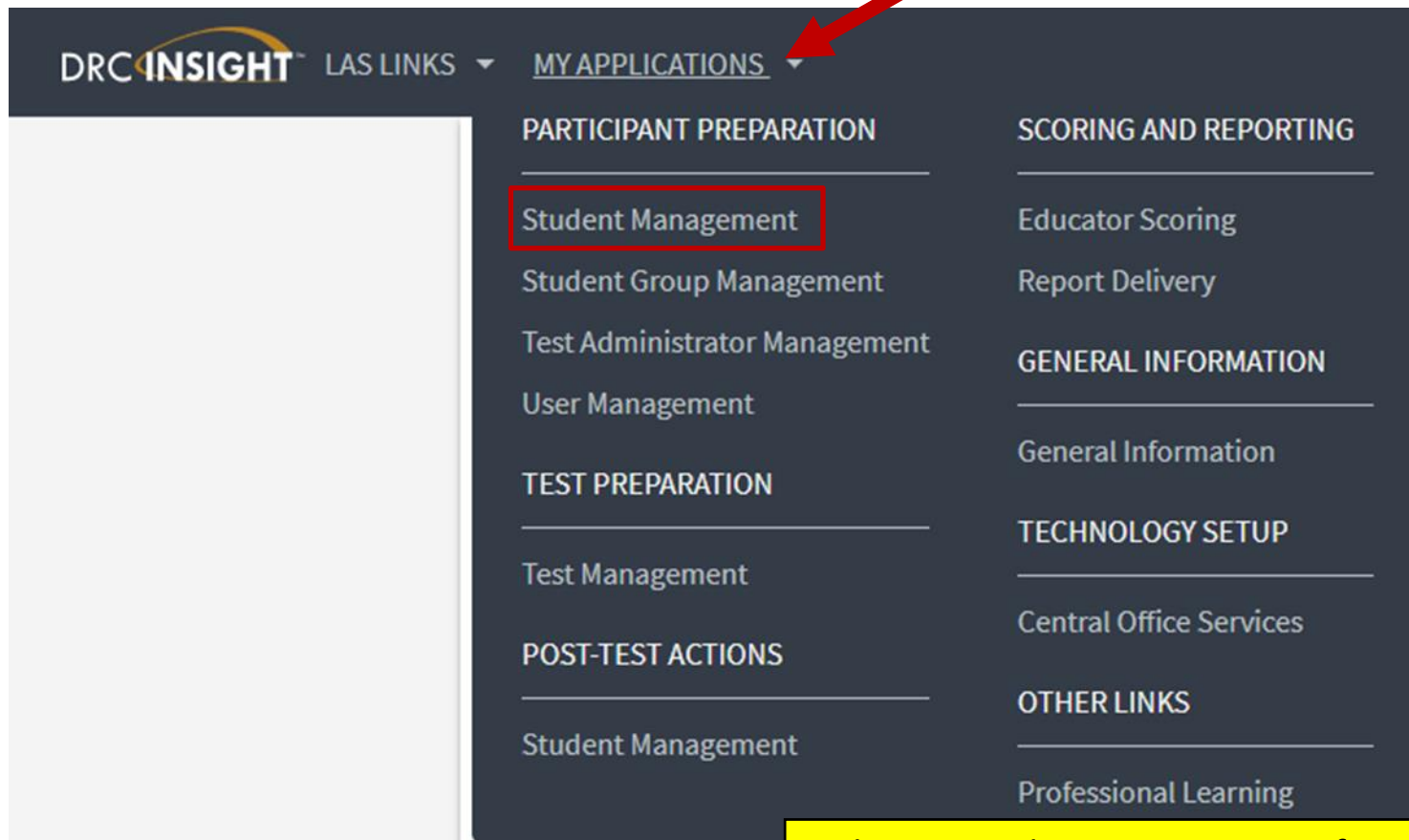
Session Summary	
Status	Session Count
Not Started	53
In Progress	20
Completed	3

Student Summary			
Assessment	# of Students Not Started	# of Students In Progress	# of Students Completed
LAS Links Form: English Form A			
Grade 1 (Eng. A)	10	0	1
Grade 1 (Eng. A)	1	0	1
Grade 1 (Eng. A)	12	0	1
Grade 1 (Eng. A)	1	0	1
Grade K (Eng. A)	2	0	0
Grade K (Eng. A)	2	0	0
Grade K (Eng. A)	2	0	0
Grade K (Eng. A)	2	0	0
Grades 2-3 (Eng. A)	4	0	0
Grades 2-3 (Eng. A)	4	0	0
Grades 2-3 (Eng. A)	4	0	0
Grades 2-3 (Eng. A)	4	0	0
Grades 4-5 (Eng. A)	13	0	0
Grades 4-5 (Eng. A)	13	0	0
Grades 4-5 (Eng. A)	13	0	0
Grades 4-5 (Eng. A)	13	0	0
Grades 6-8 (Eng. A)	1	0	0
Grades 6-8 (Eng. A)	1	0	0
Grades 6-8 (Eng. A)	1	0	0
Grades 6-8 (Eng. A)	1	0	0
LAS Links Form: English Form C			
LAS Links Form: English Form D			
LAS Links Form: Espanol A			
Grade 1 (Esp. A)	0	0	1
Grade 1 (Esp. A)	1	0	0
Grade 1 (Esp. A)	0	0	1
Grade 1 (Esp. A)	0	1	0

## ● ● ● Student Status Dashboard



- Click on MY APPLICATIONS >> Student Management:



Choose Student Management from the  
My Applications Dropdown Menu



# ● ● ● Student Status Dashboard



Manage Students **Student Status Dashboard**

## Student Status Dashboard

### Site Selection

Select a Site ...

### Filters

Testing ended after \*

JUN 2020 < >

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Under Student Management, click “select a site” and type in the school name.

Once the site is chosen, pick the “Testing ended after” date.

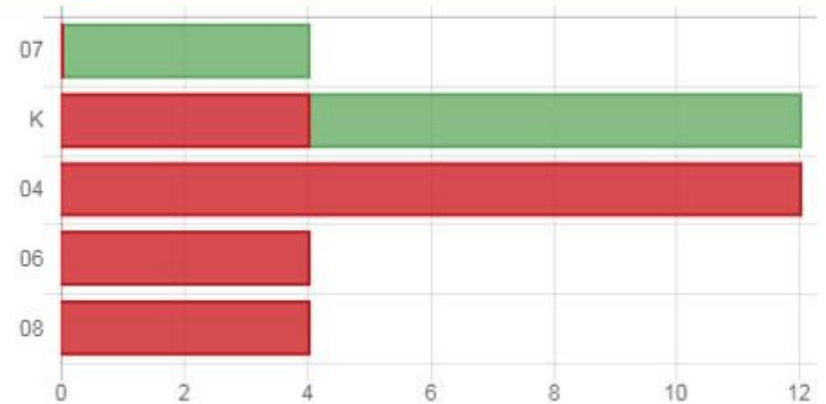
# ● ● ● Student Status Dashboard



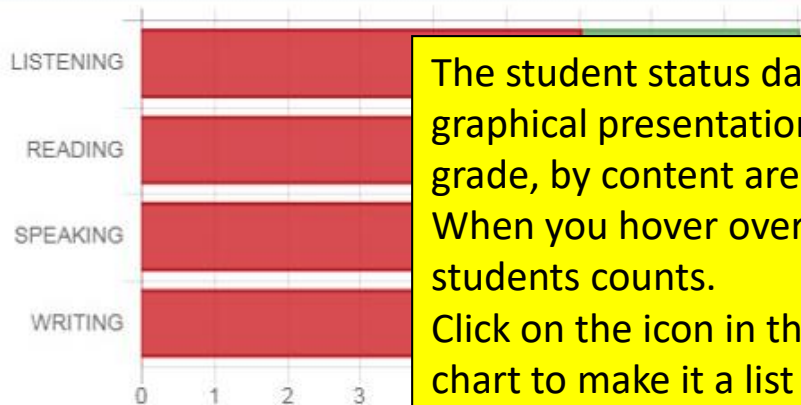
## Status



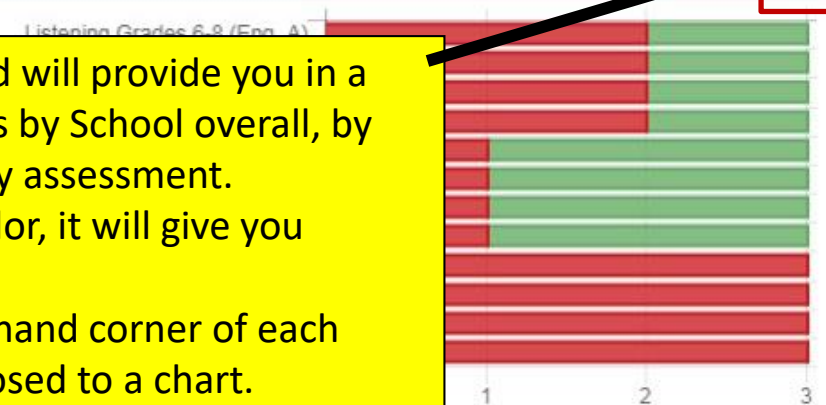
## Grade



## Content Area



## Assessment



The student status dashboard will provide you in a graphical presentation, status by School overall, by grade, by content area and by assessment. When you hover over any color, it will give you students counts. Click on the icon in the right hand corner of each chart to make it a list as opposed to a chart.



READING



Reading Grades 6-8 (Eng. A)

Reading Grade K (Eng. A)

Reading Grades 4-5 (Eng. C)

When you click on one of bars (or circle), it will provide you with a student roster with time stamps, at the bottom of the page. This is a report that can be exported.

## Student Search Results

[Export to CSV](#)

Note: Times are displayed in Central Time

Last Name	First Name	Grade ...	Content Ar...	Module	Assesme...	Status	Start Time	End Time	Duration
Sample	Sample	04	READING	Reading	Reading Gr...	Not Started			
Sample	Sample	04	READING	Reading	Reading Gr...	Not Started			
Sample	Two	04	READING	Reading	Reading Gr...	Not Started			
Test	A	07	READING	Reading	Reading Gr...	Completed	11/16/2017 12:21 PM	11/16/2017 12:22 PM	0 Hours 1 Minutes
Test	B	08	READING	Reading	Reading Gr...	Not Started			
Test	C	06	READING	Reading	Reading Gr...	Not Started			
Test	One	K	READING	Reading	Reading Gr...	Completed	11/16/2017 09:32 AM	11/16/2017 09:33 AM	0 Hours 1 Minutes



## Training Part 2: Administering the Test

---

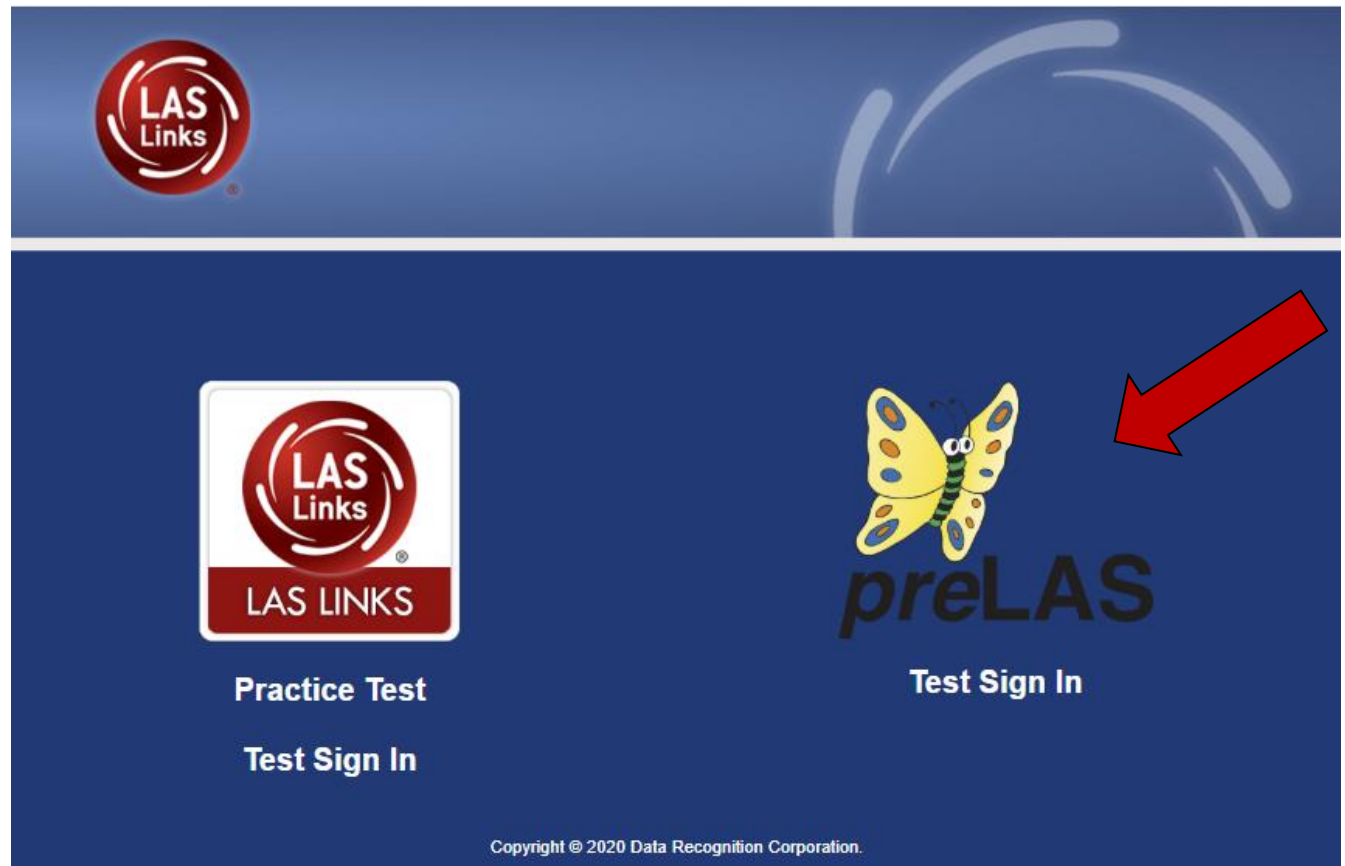
**Activity 1:** *preLAS* Online  
Test Administrator Testing Experience



# ● ● ● preLAS Online Testing



When you, the Test Administrator, are ready to administer the test, click on the DRC INSIGHT App installed on your device  
–OR– for Remote Testing, go to the Public URL.



# Sign In



preLAS

Sign in to DRC INSIGHT with the Username and Password provided to you.

Username:

Password:

Back

Copyright © 2020 Data Recognition Corporation

Type in the Username and Password provided to you on the Test Ticket

## LAS Links

### Student Test Roster

District: Sales and Training District  
School: Cara Conn Sales and Training School  
LAS Links Form: English Form A  
Assessment: Grades 2-3 (Eng. A)  
Test Session: 2-3 EL Identification  
Test Session Window: 8/3/2020 to 8/17/2021

Completed	Accommodation(s)	Student Name	Date of Birth	Student ID	User Name	Password
<input type="checkbox"/>	N/A	Garza, Charlie	7/23/2010	123453427		
<input type="checkbox"/>	N/A	Hernandez, Felix	2/5/2012	10012345		
<input type="checkbox"/>	N/A	Jeffrey, Ryan	10/12/2005	012345678		
<input type="checkbox"/>	N/A	Kim, Robin	9/23/2015	132870		
<input type="checkbox"/>	N/A	mary, garza	8/22/2005	1234		



# preLAS Test Materials Needed for Online Testing



**Student licenses in DRC's  
INSIGHT Portal**

**Examiner's Manual:**  
provides in-depth test  
directions, rubrics and  
scoring

**Cue Picture Book:**  
provides picture prompts to  
use while testing

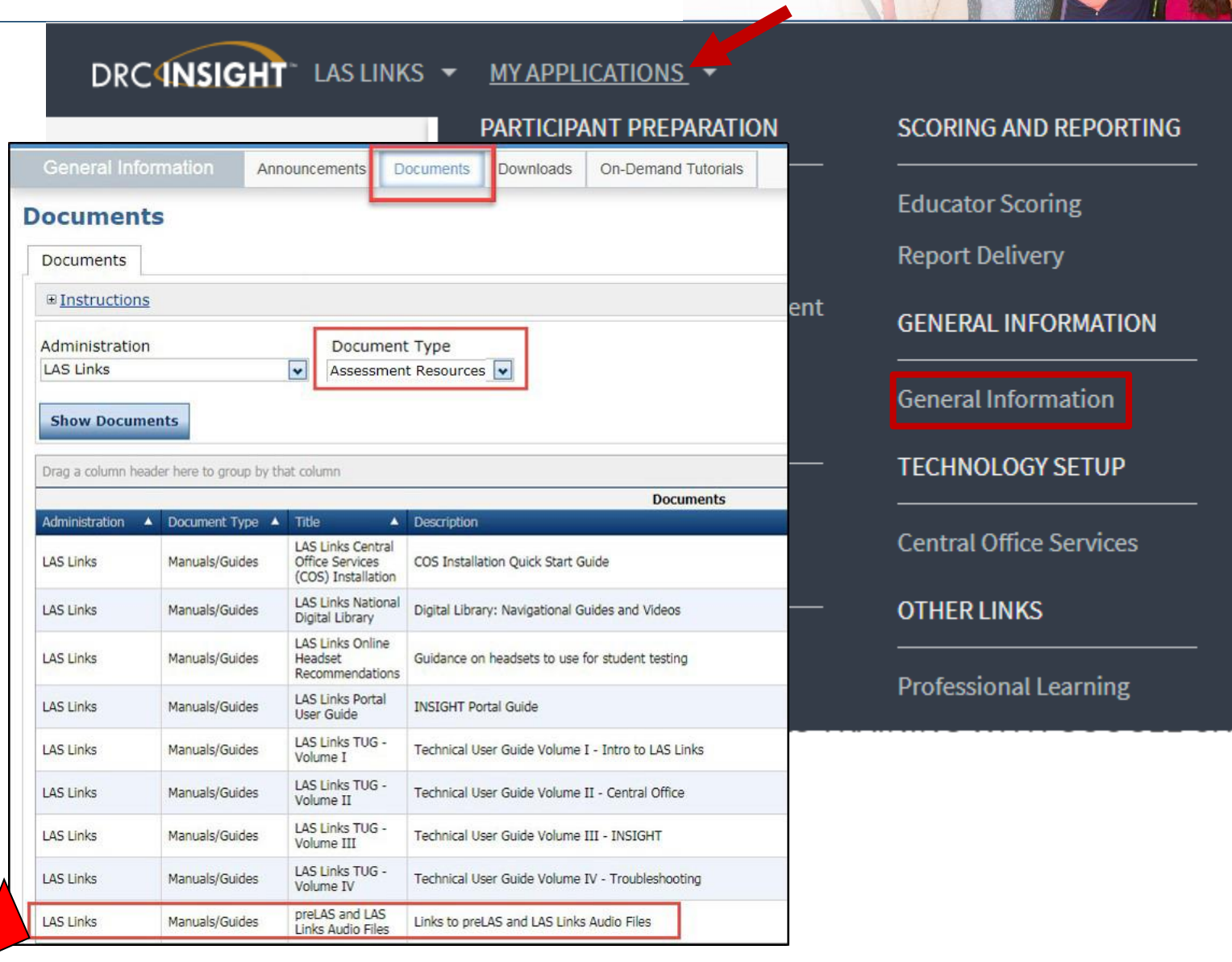
**Audio CD and/or Audio  
Files** found in INSIGHT





## ● ● ● Accessing the Audio Files

- Log into INSIGHT, click General Information under All Applications
- Click Documents
- Choose Assessment Resources



**DRC INSIGHT™ LAS LINKS MY APPLICATIONS**

**PARTICIPANT PREPARATION**

General Information Announcements **Documents** Downloads On-Demand Tutorials

**Documents**

Documents

Instructions

Administration  
LAS Links

Document Type  
Assessment Resources

Show Documents

Drag a column header here to group by that column

Administration	Document Type	Title	Description
LAS Links	Manuals/Guides	LAS Links Central Office Services (COS) Installation	COS Installation Quick Start Guide
LAS Links	Manuals/Guides	LAS Links National Digital Library	Digital Library: Navigational Guides and Videos
LAS Links	Manuals/Guides	LAS Links Online Headset Recommendations	Guidance on headsets to use for student testing
LAS Links	Manuals/Guides	LAS Links Portal User Guide	INSIGHT Portal Guide
LAS Links	Manuals/Guides	LAS Links TUG - Volume I	Technical User Guide Volume I - Intro to LAS Links
LAS Links	Manuals/Guides	LAS Links TUG - Volume II	Technical User Guide Volume II - Central Office
LAS Links	Manuals/Guides	LAS Links TUG - Volume III	Technical User Guide Volume III - INSIGHT
LAS Links	Manuals/Guides	LAS Links TUG - Volume IV	Technical User Guide Volume IV - Troubleshooting
LAS Links	Manuals/Guides	preLAS and LAS Links Audio Files	Links to preLAS and LAS Links Audio Files

**GENERAL INFORMATION**

General Information

**TECHNOLOGY SETUP**

Central Office Services

**OTHER LINKS**

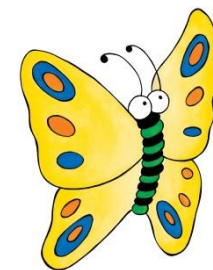
Professional Learning

## ● ● ● What is the preLAS?



The preLAS is language proficiency assessment consisting of an Oral Language component in **English and Spanish** for preK3-, preK4-, and Kindergarten students. Test results are used to:

- Identify and place English Language Learners (EL's) in appropriate classroom settings
- Measure the developing language of first-language learners of Spanish
- Individually administered assessment
- Takes approximately 15 minutes to administer



## ● ● ● Test Response Time



Refer to page 14 of the Examiner's Manual

- PreLAS is not a timed test.
- Test can be administered in several sessions.
- Test can be administered in any order.
- Allow 3 - 5 seconds for each response. If there is no response, prompt a second time. If there is still no response, continue to the next item.
- Prompts may be said no more than twice.



# preLAS Online Training Resources




HOME ASSESSMENT SOLUTIONS ▾ RESOURCES ▾ PRELAS & LAS LINKS ONLINE DIGITAL LIBRARY ▾ ORDER FORMS IMPLEMENTATION SERVICES CUSTOMER LOGIN ▾

CONTACT US TESTIMONIALS Search LAS Links

Training Resources

- Online Assessment Administration
- Student Testing Experience
- Scheduling Test Sessions
- Rubric Scoring & Calibration
- Reporting
- Technology Installation

## Training Resources



preLAS and LAS Links Online – Training Resources

- preLAS Online Administration – Training of Trainers (TOT) PPT
- preLAS Online Administration – Trainee PPT
- preLAS Online – English Training Handouts and Worksheets Packet
- preLAS Online – Español Training Handouts and Worksheets Packet
- LAS Links Online Administration – Training of Trainers (TOT) PPT
- LAS Links Online Administration – Trainee PPT



## Training Part 2: Administering the Test

---

### **Activity 2:** LAS Links Online Student Practice Test





# LAS Links Online: Student Practice Test

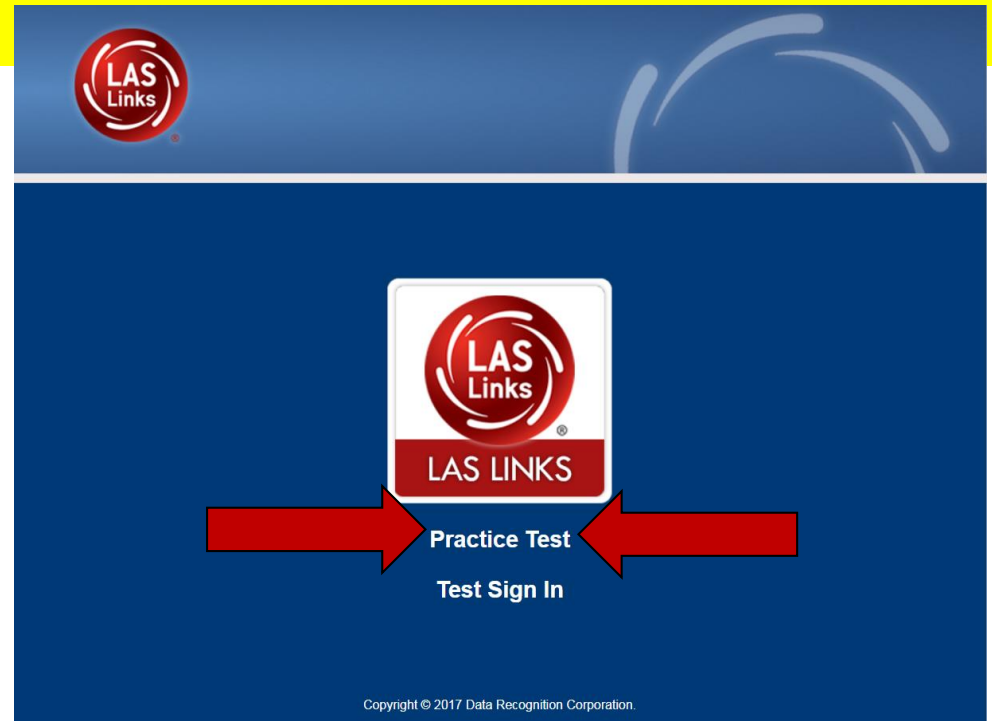


**Practice Test:** Highly recommended prior to live testing. Student technology readiness should be determined during the practice test. Students may access the practice test two ways: click on the DRC INSIGHT app or using CHROME go to: <https://wbte.drcedirect.com/LL/portals/ll>

**Note:** do NOT give the student live test credentials (their test ticket) until they are ready to actually take the real test.

## Student Access:

PC/MAC/iPAD/Chromebook





## ● ● ● Training Tip(s) for the Practice Test



Have the link to the Practice Test open on another tab on your computer: <https://wbte.drctdirect.com/LL/portals/II> and show it as a whole group –or– have each participant go to this URL, put their headsets on and take the practice test.

- If you take the trainees through the practice test(s) as a whole group, if you show the speaking domain, you will need a head set that you will plug in when you are prompted to record an answer.
- The embedded videos regarding the tools provided in each of the 4 domains are the same videos. Once the student has watched those videos and practiced with the tools during the first domain, they may skip the videos and the tools practice in the remaining domains and go straight to the specific domain practice items.



## Training Part 2: Administering the Test

---

### **Activity 3:** LAS Links Online Proctoring Student Testing



## Estimated Total Time to Complete Administration of each Subtest (Forms C&D)



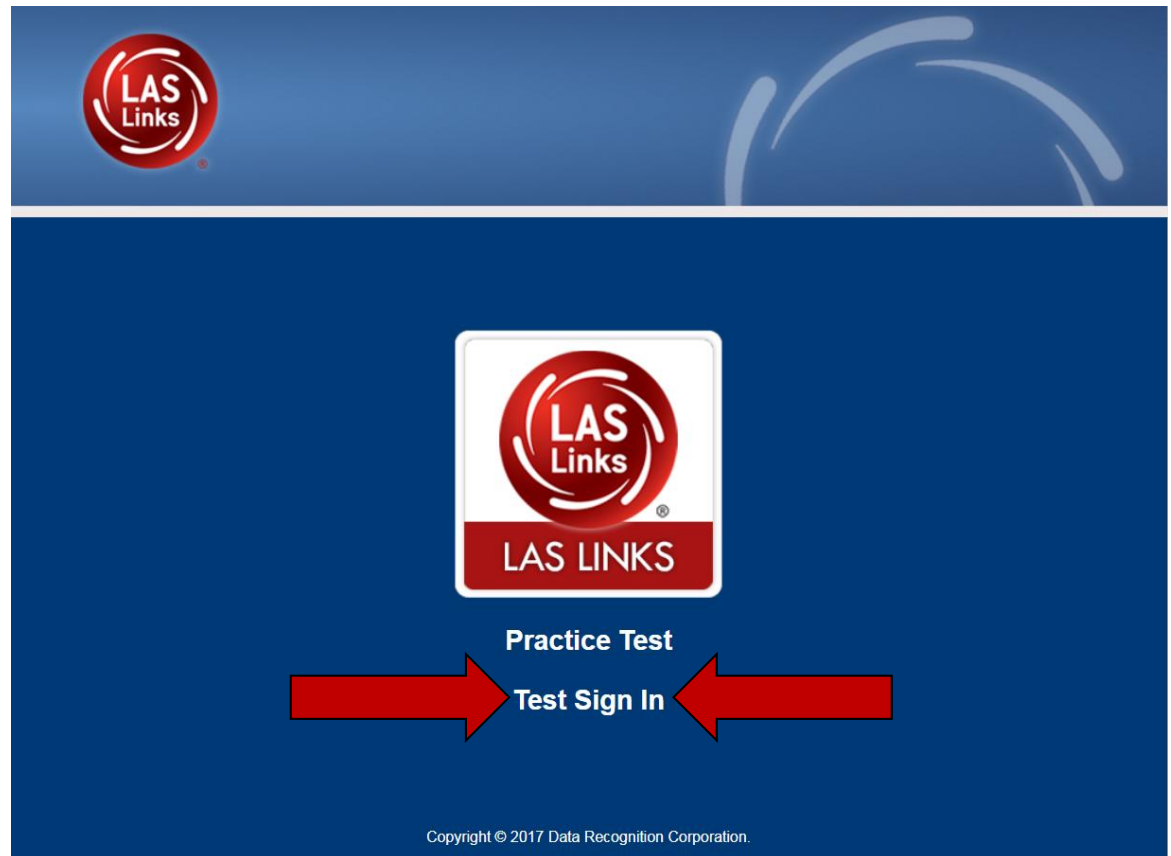
Subtest Area	Estimated Time
Speaking	15 minutes – all Grades
Listening	35 minutes – Grades K-1 30 minutes – Grades 2-3, 4-5, 6-8 and 9-12
Reading	35 minutes – Grades K-1, 2-3 and 4-5 45 minutes – Grades 6-8 and 9-12
Writing	30-35 minutes – Grades K-1 35 minutes – Grades 2-12

**NOTE: For scheduling purposes these times are recommended to complete administration of each subtest and include setup, logins, etc. in addition to testing**

# LAS Links Online: Student Experience



When the student is ready to take the live test, he/she should be given the test ticket and should click on the DRC INSIGHT App installed on the student device.



## ● ● ● Ending Incomplete Tests



### ***Ending Incomplete Tests***

For scoring and reporting purposes, you must use the End Incomplete Test option for all Subtests that a student will not complete. For example: When the students needs to complete only 2 of 4 parts of a test, use the End Incomplete Test option to end the test and force a status of “complete” even though certain parts of a test were not administered or taken. **Note:** If your site purchased DRC scoring services, DRC automatically ends all incomplete tests when the site contacts DRC to indicate that testing is complete.

# Ending Incomplete Tests



## Test Sessions

Manage Test Sessions

Upload Multiple Test Sessions

[Instructions](#)

\* Indicates required fields

Administration LAS Links	District (All)	School (All)
Last Name	First Name	Student ID
Session	Test Administrator (All)	
LAS Links Form (All)	Assessment (All)	

Show Sessions
















Print All Tickets


Sessions

Status Summary

[Instructions](#)

Session Detail

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	Sample District	Sample School	Breanna	Grades 4-5 (Eng. C)	Not Started	10/11/2017	12/31/2024	  
<input type="checkbox"/>	Sample District	Sample School	ENGAK	Grade K (Eng. A)	Not Started	10/11/2017	12/31/2024	  
<input type="checkbox"/>	Sample District	Sample School	ENGBK	Grade K (Eng. B)	Not Started	10/11/2017	12/31/2024	  
<input type="checkbox"/>	Sample District	Sample School	ENGCK	Grade K (Eng. C)	Not Started	10/11/2017	12/31/2024	  
<input type="checkbox"/>	Sample District	Sample School	ENGDK	Grade K (Eng. D)	Not Started	10/11/2017	12/31/2024	  

1. To end an incomplete test, click the **Edit/Print Ticket Status** icon () from the Session Detail window in the Action column for the test session. The details for the test session you selected display in the Testing Status window.



## ● ● ● Ending Incomplete Tests



### Testing Status

[+ Instructions](#)

Last Name

Status

(All)



Status By Module







Listening



Filter

Clear

#### Testing Status - Breanna (Grades 4-5 (Eng. C) - Listening)

Select	Last Name	First Name	User Name	Password	Assessment	Status	Started	Completed	Action
<input type="checkbox"/>	sq	br	BSQ1	SOME9871	LISTENING	Not Started			     

#### Action



Print Selected

Print All

End Incomplete Selected Tests

Unlock Selected

Unlock All

Close

# ● ● ● Ending Incomplete Tests



### Testing Status

[+ Instructions](#)

Last Name







Status  
(All) ▼

Status By Module  
Listening ▼


Filter

Clear

Testing Status - Breanna (Grades 4-5 (Eng. C) - Listening)

Select	Last Name	First Name	User Name	Password	Assessment	Status	Started	Completed	Action
<input type="checkbox"/>	sq	br	BSQ1	SOME9871	LISTENING	Not Started			     

#### Submit

 You are choosing to end an incomplete test. Are you sure?

End Incomplete Test

Cancel

Print Selected

Print All

End Incomplete Selected Tests

Unlock Selected

Unlock All

Close



# Training Part 3: Post Test Activities

---

## Activity 1: Scoring



## ● ● ● Speaking (Forms C&D)



Speaking Skill Areas	Scoring
Make Conversation	Correct, Incorrect, No Response
Use Academic Words	Correct, Incorrect, No Response
Describe and Request Information	Constructed Response
Present and Explain Information	Constructed Response
Tell a Story	Constructed Response

## ● ● ● Listening (Forms C&D)



Listening Skill Areas	Scoring
Listen for Information	Multiple-Choice
Listen for Academic Instruction	Multiple-Choice

## ● ● ● Reading (Forms C&D)



Reading Skill Areas	Scoring
Read Words (K-3 only)	Multiple-Choice
Read School Texts	Multiple-Choice
Read Academic Texts	Multiple-Choice and Constructed Response (items 23, 24, 29, 30)



## ● ● ● Writing (Forms C&D)



Writing Skill Areas	Scoring
Start Writing (K-1 only)	Constructed Response
Write to Express Ideas (all grades)	Constructed Response
Write Academic Texts (1-12 only)	Constructed Response
Use Grammar and Conventions (all grades)	Multiple-Choice

# ● ● ● Scoring Calibration Resources



Scoring training PowerPoint, practice handouts and answer keys are found in the LAS Links Online Administration Digital Library located at [LASLinks.com](https://LASLinks.com)



LEADING THE WAY IN LANGUAGE ASSESSMENT



HOME ASSESSMENT SOLUTIONS ▾ RESOURCES ▾ PRELAS & LAS LINKS ONLINE DIGITAL LIBRARY ▾ ORDER FORMS IMPLEMENTATION

CONTACT US TESTIMONIALS

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Training Resources  
Online Assessment Administration  
Student Testing Experience  
Scheduling Test Sessions  
Rubric Scoring & Calibration  
Reporting  
Technology Installation

## Rubric Scoring & Calibration



Training Power Point – Navigating Educator Scoring Video Link: Navigating Educator Scoring LAS Links Quick Reference Guide

### English Forms C&D

Scoring Training PowerPoint – Forms C&D

Speaking Scoring Practice Handouts

Speaking Scoring Practice Answers

Writing Scoring Practice Handouts

Writing Scoring Practice Answers

Video Link: Holistically Scoring LAS Links Speaking

Placeholder: Guide to Scoring the Writing K-1

Placeholder: Guide to Scoring the Writing 2-12

### Español Form A – Hablando

Guide to Scoring Hablando

Video Link: Scoring the LAS Links Hablando

Hablando Rubrics

Hablando Flow Charts

Hablando Scoring Calibration Practice

Hablando Scoring Calibration Practice Answers



## Training Part 3: Post Test Activities

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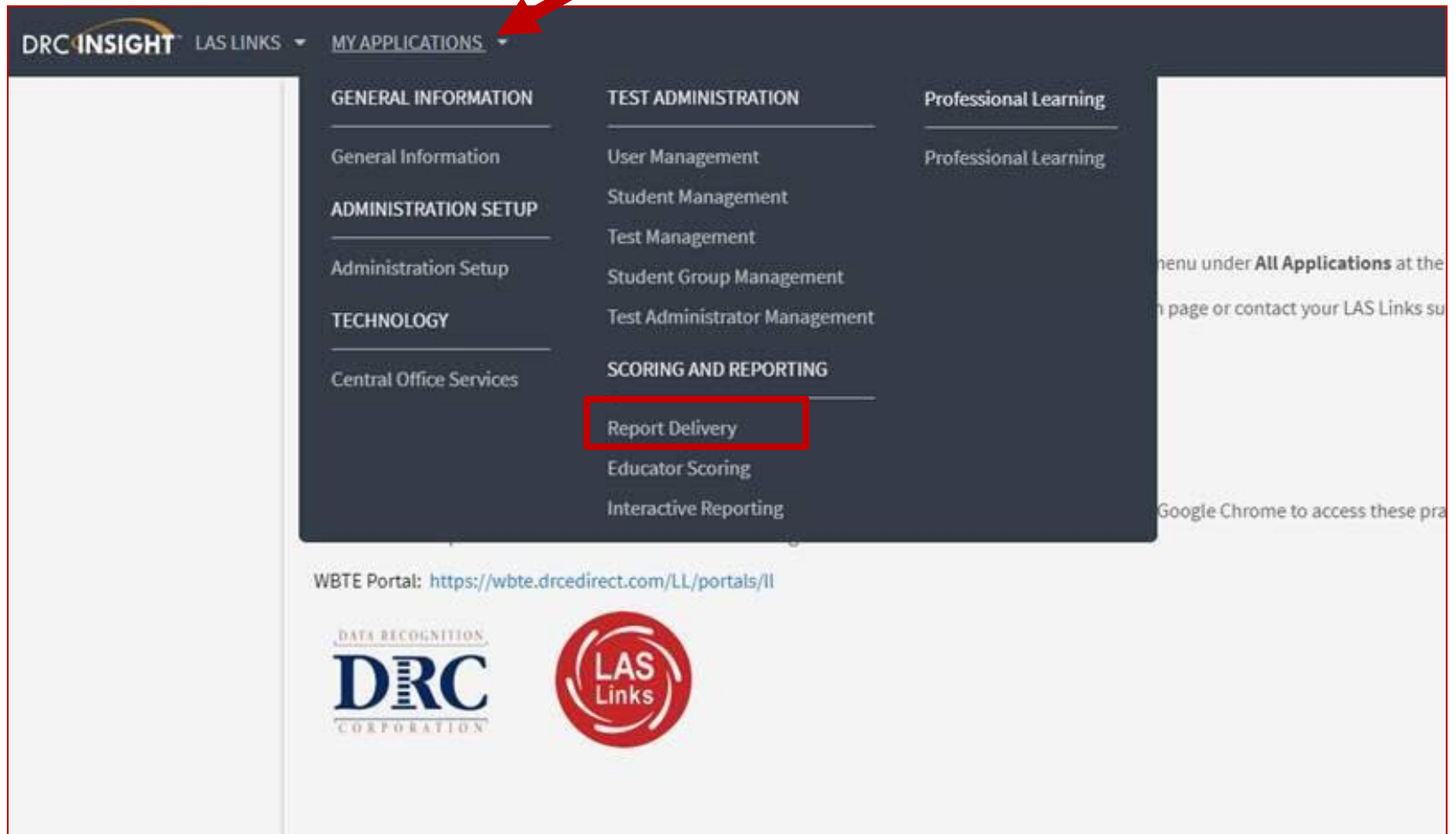
### Activity 2:

Generating and Interpreting Reports



## ● ● ● On-Demand Reports

- Click on MY APPLICATIONS >> Report Delivery:



The screenshot displays the DRC INSIGHT LAS LINKS MY APPLICATIONS menu. A red arrow points to the 'MY APPLICATIONS' dropdown menu. The menu is organized into four columns:

- GENERAL INFORMATION**
  - General Information
- ADMINISTRATION SETUP**
  - Administration Setup
- TECHNOLOGY**
  - Central Office Services
- TEST ADMINISTRATION**
  - User Management
  - Student Management
  - Test Management
  - Student Group Management
  - Test Administrator Management
- SCORING AND REPORTING**
  - Report Delivery** (highlighted with a red box)
  - Educator Scoring
  - Interactive Reporting
- Professional Learning**
  - Professional Learning

Below the menu, the WBTE Portal URL is provided: <https://wbte.drcdirect.com/LL/portals/11>. The DRC INSIGHT CORPORATION logo and the LAS Links logo are also visible at the bottom.

# ● ● ● On-Demand Reports



Report Delivery

On-Demand Reports

View Reports

## On-Demand Reports

On-Demand Reports allows the user to search for Student Proficiency/Academic Reports. The user can view and save PDF reports. More comprehensive LAS Links reports can be found in Interactive Reports.

[+ Instructions](#)

\* Indicates required fields

Administration

LAS Links  \*

District

Sales and Training District -  \*

School

Sales and Training Site 3 - 4  \*

Report

(Select)  \*

Language

Grade

(All)

First Name

Session

English A/B, Espanol A

English C/D, Espanol B

Find Students

Clear

- Choose On-Demand Reports;
- Apply all filters required (indicated by the asterisk\*);
- Click Find Students and a roster will populate below.

# On-Demand Reports

On-Demand Reports allows the user to search for Student Reports. The user can view and save PDF reports

[+ Instructions](#)

\* Indicates required fields

Administration

LAS Links  \*

District

Sample District - 99999  \*

School

Sample School - 11111  \*

Report

Score Report  \*

Language

English  \*

Grade

(All)

Last Name









First Name

Student ID



Session

Open PDF

Save PDF

Students						
Select	Last Name ▲	First Name ▲	State StudentID ▲	Date Of Birth ▲	Gr	
<input type="checkbox"/>	KA	Student	1234567891	01/01/2000	05	
<input type="checkbox"/>	myska	stud	1212121212	01/01/2001	K	 
<input type="checkbox"/>	One	LLSQA	1111111110	01/02/2009	02	 
<input type="checkbox"/>	Rada	Kari	1234567890	01/01/2006	02	 
<input type="checkbox"/>	skdisnine	skschool	6767676767	01/01/2001	06	 

Action



# ● ● ● On-Demand Reports



Open or save multiple reports at once

Students							
Select	Last Name ▲	First Name ▲	State StudentID ▲	Date Of Birth ▲	Grade ▲	Action	
<input type="checkbox"/>	Student	Training	1234567890	01/01/2005	06		
<input checked="" type="checkbox"/>	Student	Training	1234567890	01/01/2005	06		
<input checked="" type="checkbox"/>	Student	Training	1234567890	01/01/2005	06		
<input checked="" type="checkbox"/>	Student	Training	1234567890	01/01/2005	06		
<input checked="" type="checkbox"/>	Student	Training	1234567890	01/01/2005	06		
<input type="checkbox"/>	Student	Training	1234567890	01/01/2005	06		
<input type="checkbox"/>	Student	Training	1234567890	01/01/2005	06		
<input type="checkbox"/>	Student	Training	1234567890	01/01/2005	06		
<input type="checkbox"/>	Student	Training	1234567890	01/01/2005	06		
Page 1 of 29 (1414 items) < Prev [1] 2 3 4 5 6 7 ... 27 28 29 Next >							
Open Selected		Save Selected					

# On-Demand Reports



Sample Report:  
LAS Links 1<sup>st</sup> Edition: Forms A, B, Español A

Speaking and Writing scores become  
available once scoring is complete.



**LAS Links**  
Student Proficiency Report

Test Date: Mar 03, 2016  
District: SAMPLE  
School: SAMPLE

Test Name: LAS Links Form A Level 2-3  
Form: A  
I.D:

## Proficiency Report Student: SAMPLE, Grade: 2

	Proficiency Level	Scale Score	Raw Score
Listening	1	421	8
Speaking	2	458	20
Oral	2	443	28
Reading	3	483	24
Writing	2	451	17
Comprehension	2	466	29
OVERALL	2	453	69

# On-Demand Reports



**LAS Links**  
Student Proficiency Report

Test Date: Mar 03, 2016  
District: SAMPLE  
School: SAMPLE

Test Name: LAS Links Form C Level 2-3  
Form: C  
I.D:

## Proficiency Report

Student: SAMPLE, Grade: 2

	Proficiency Level	Scale Score	Raw Score
Listening	3	481	16
Speaking	4	523	39
Oral	3	502	55
Reading	2	469	19
Writing	2	457	19
Comprehension	2	475	35
Productive	3	490	58
Literacy	2	463	38
<b>OVERALL</b>	<b>3</b>	<b>482</b>	<b>93</b>

## Academic Report

Student: SAMPLE, Grade: 2

	Speaking			Listening			Reading			Writing		
	Pts Possible	Pts Obtained	% Correct	Pts Possible	Pts Obtained	% Correct	Pts Possible	Pts Obtained	% Correct	Pts Possible	Pts Obtained	% Correct
Social, Intercultural, and Instructional Communication	13	13	100	8	6	75	10	7	70	10	6	60
Academic	28	26	93	12	10	83	20	12	60	22	13	59
Foundational Skills	N/A	N/A	N/A	N/A	N/A	N/A	6	2	33.3	N/A	N/A	N/A
Language Arts, Social Studies, History	14	14	100	6	4	66.7	7	5	71.4	11	6	54.5
Mathematics, Science Technical Subjects	14	12	85.7	6	6	100	7	5	71.4	11	7	63.6
<b>TOTAL SCORE*</b>	<b>39</b>			<b>16</b>			<b>19</b>			<b>19</b>		

\*Total Score= Social, Intercultural, and Instructional Communication+ Academic Score

Sample Report:  
LAS Links  
2nd Edition:  
Forms C, D,  
Español B

Speaking,  
Reading (4-12)  
and Writing  
scores become  
available once  
scoring is  
complete.

# ● ● ● LAS Links Interactive Reports



Once all testing and scoring is complete, data is provided via DRC INSIGHT's Interactive Reporting application.

DRC INSIGHT LAS LINKS
MY APPLICATIONS

GENERAL INFORMATION
TEST ADMINISTRATION

General Information
User Management
Student Management
Test Management
Student Group Management
Test Administrator Management

ADMINISTRATION SETUP
TECHNOLOGY

Administration Setup
Central Office Services

Professional Learning
Professional Learning

SCORING AND REPORTING

Report Delivery
Educator Scoring
Interactive Reporting

WBTE Portal: <https://wbte.drctdirect.com/LL/portals/11>

Student Report
JANE DOE

Student ID #: 08F026  
Birthdate: 12/9/2008  
Gender: F  
Grade: 04  
Class: MARTINEZ, B

School: PARK ELEMENTARY  
District: USA SCHOOL DISTRICT  
Test Date: 02/19/2019  
Form/Level: D Level 4-5

**About the LAS Links Assessments**  
LAS Links is an integrated suite of English and Spanish language proficiency assessments and instructional tools designed to strengthen your language learning program.

**Student Overall Proficiency Level**

Level 1: Beginning	Level 2: Early Intermediate	Level 3: Intermediate	Level 4: Proficient	Level 5: Above Proficient
		✓		

**Proficiency Level Definitions**

Level 1: Beginning	Level 2: Early Intermediate	Level 3: Intermediate	Level 4: Proficient	Level 5: Above Proficient
At Level 1, student is beginning to develop the ability to communicate at school. The student may communicate nonverbally or through the home language.	At Level 2, student is developing the ability to communicate for different purposes at school. The student makes errors that can interfere with communication.	At Level 3, student is developing the ability to effectively communicate for different purposes at school. The student may make errors that interfere with communication.	At Level 4, student is effectively communicating for different purposes at school. The student produces clear communication.	At Level 5, student is communicating effectively for different purposes at school. The student produces clear communication.

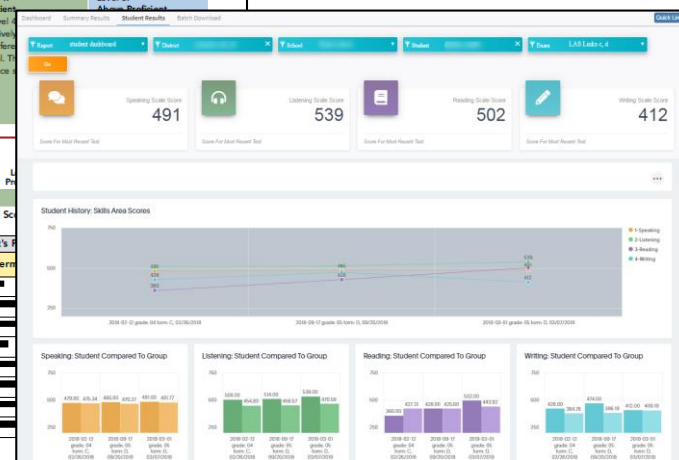
**Student Results**

340 Level 1 Beginning 452 Level 2 Early Intermediate 490 Level 3 Intermediate 525 Level 4 Proficient 512 - Overall Scale Score

Reporting Category	Scale Score	Proficiency Level	Student's Proficiency Level		
			Beginning	Early Intermediate	Intermediate
Listening (L)	492	3	492	492	492
Speaking (S)	500	3	492	492	492
Reading (R)	547	4	492	492	492
Writing (W)	509	3	492	492	492
Comprehension* (U + R)	519	3	492	492	492
Oral** (S + L)	496	3	492	492	492
Literacy* (R + W)	528	3	492	492	492
Productive** (S + W)	504	3	492	492	492

N/A = Not Applicable INV = Test Invalidation

\*Overall Scale Score is an average of Speaking, Listening, Reading, and Writing.  
\*Comprehension is based on all items in the Listening and Reading skill areas.  
\*\*Oral is based on all items in the Speaking and Listening skill areas.





# Digital Library: Proficiency Level Descriptors



- The Proficiency Level Descriptors are found in the Digital Library

The screenshot shows the LAS Links website interface. At the top, there is a navigation bar with links: HOME, ASSESSMENT SOLUTIONS, RESOURCES, PRELAS & LAS LINKS ONLINE DIGITAL LIBRARY, ORDER FORMS, IMPLEMENTATION SERVICES, and CUSTOMER LOGIN. Below this is a search bar labeled "Search LAS Links" and a "CONTACT US" link. A dropdown menu is open under "PRELAS & LAS LINKS ONLINE DIGITAL LIBRARY", listing: Training Resources, Online Assessment Administration, Student Testing Experience, Scheduling Test Sessions, Rubric Scoring & Calibration, Reporting (highlighted), and Technology Installation. On the left side of the page, under the heading "Reporting", there is a large image of two young girls sitting at a desk, looking at a laptop. Below the image, the word "Reports" is visible.

## Proficiency Level Descriptors

*preLAS Proficiency Level Descriptors English*  
*preLAS Proficiency Level Descriptors Spanish*  
*LAS Links Proficiency Level Descriptors English*  
*LAS Links Proficiency Level Descriptors Spanish*  
*LAS Links Español Proficiency Level Descriptors English*  
*LAS Links Español Proficiency Level Descriptors Spanish*





# Remote Testing with *preLAS* and LAS Links Online



## ● ● ● Remote Testing Resources



[www.LASLinks.com](http://www.LASLinks.com)

### Remote Testing for LAS Links Online and *preLAS* Online

[LAS Links Online Remote Testing Guide \(Updated 10/1/2020\)](#)

[LAS Links Online Remote Testing District Checklist \(Updated 9/18/2020\)](#)

[Home Technology Readiness Guide for the Test Administrator \(Updated 11/2/2020\)](#)

[Troubleshooting Tips for LAS Links Online Remote Testing \(Updated 11/2/2020\)](#)

[Student Quick Test Start Up Steps](#)

[Test Monitoring Application](#)

[Student Quick Test Start Up Steps – with Test Monitoring](#)

[Headset Recommendations for Remote Testing with LAS Links Online](#)

[preLAS Remote Testing Guide](#)

[Parent/Guardian preLAS Remote Testing Checklist](#)

[Parent/Guardian and Student Agreement Template](#)

[Parent/Guardian and Student Agreement Template Spanish](#)

[Remote Testing Agreement Video Spanish](#)

Click [here](#) for the Device Readiness Check



# LAS Links Online Remote Testing Program Overview



- Remote testing is an option for Districts who are unable to test students for in an onsite setting during this time of COVID-19.
- From an assessment standpoint, DRC's remote solution allows the LAS Links Online assessments to retain 3 critical factors: **reliability, validity and security.**
- From a practitioner standpoint, DRC's remote solution is viable and executable from both the standpoint of the Test Administrator (TA) and from the student who is taking the test remotely.

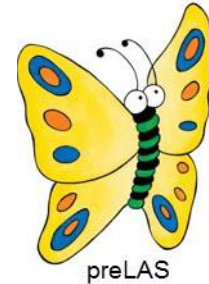
# preLAS and LAS Links Online Remote Testing Program Overview



- Remote testing is available now
- Districts who have purchased LAS Links Online student licenses may begin registering students, scheduling test sessions and testing students remotely.

	Testing in Person	Testing Remotely
<b>preLAS</b>	English Form C English Form D Español Form C	English Form C (when using <i>preLAS</i> Paper) English Form D (when using <i>preLAS</i> Online) Español remote testing is not permitted
<b>LAS Links Online</b>	English Form A English Form B English Form C English Form D Español Form A Español Form B	English Form B English Form D Español Form B
<b>LAS Links Paper</b>	English Form A English Form B English Form C English Form D Español Form A Español Form B	LAS Links Paper remote testing is not permitted

*\*Hybrid models are acceptable, as long as the approved form of the test is utilized in the corresponding setting.*



# Remote Testing with preLAS

(preK3, preK4, Kindergarten, 1<sup>st</sup> Grade)



## Remote Testing with preLAS Choosing a Web Conferencing Service

- Access to the test by the students will be provided in a **one-to-one web meeting** scenario – controlled/presented by a Test Administrator (TA).
- The TA must use a supported web conferencing platform and be familiar with the use of that platform. Possible options are Zoom, Webex, Google Meet, Microsoft Teams, Skype, GoToMeeting, and Blackboard Collaborate .
- Choose a Web Conferencing Service that provides:
  - Computer-based Audio and Video
  - Recording Capability
  - Screen Sharing by Participants
  - Meeting Login Information Embedded in Link
  - Ability to allow for private/breakout rooms
- Detailed information may be found in the preLAS Remote Testing Guide on the website.



# preLAS Remote Testing Home Readiness



- Parents/Guardians are required to be present during testing.
- Parent/Guardian and Student Agreement (optional) – to be emailed prior to testing day.
- It is recommended that the TA and the Parent meet briefly prior to the test session to go over the Parent/Guardian testing checklist.

## Remote Testing

### Remote Testing for LAS Links Online and preLAS Online

[LAS Links Online Remote Testing Guide](#) 📄

[LAS Links Online Remote Testing District Checklist](#) 📄

[Home Technology Readiness Guide for the Test Administrator](#) 📄

[Troubleshooting Tips for LAS Links Online Remote Testing](#) 📄

[Headset Recommendations for Remote Testing with LAS Links Online](#) 📄

[preLAS Remote Testing Guide – Coming Soon!](#)

[Parent/Guardian preLAS Remote Testing Checklist](#) 📄

[Parent/Guardian and Student Agreement Template](#) 📄



# ● ● ● preLAS **ONLINE** Remote Testing



- Form D (online) remote administration
  - Students at this age (3, 4, 5) do NOT take the test online. The TA enters their answers on a digital platform instead of the paper answer document.

We're going to play a game called Simon Says. Simon is someone who tells us what to do.  
You do exactly what Simon Says.

Practice 1: Simon says look up.

☐ Correct Response ☐ Incorrect Response ☐ No Response

Story #1

Please record the student's oral response in the space below.

0/2500

- ☐ 0 Points (No Response)  
☐ 1 Point  
☐ 2 Points  
☐ 3 Points  
☐ 4 Points  
☐ 5 Points

## ● ● ● preLAS **ONLINE** Remote Testing



- The following are TA guidelines for the Form D (online) remote administration
  - Two devices are recommended, one for the web meeting, one to mark student responses.
    - Or the TA may toggle between tabs on one device if desired
  - Use the DRC INSIGHT Portal to Register Students, Create Test Sessions and obtain log in credentials which are provided to the student/parent at the time of testing.
  - From the DRC INSIGHT Portal download the PDF of the cue pictures for parts 2, 4 and 5 of preLAS (Art Show, Human Body, Let's Tell Stories).
    - Click on General Information > Documents > Assessment Resources.
  - Download the preLAS Audio Files from the DRC INSIGHT Portal (Assessment Resources)
  - Interview the student in the same way they normally would, except the TA will need to “show” the PDF of pictures to the student.
  - Mark the correct items, holistic scores and final scores directly into the application.

# preLAS ONLINE Remote Testing



- Student reports will be available 30-60 minutes after the test is submitted as complete.
- Reports will be available via On-Demand Reports.
- Pricing is \$2.20/student license which is comparable to a single student answer sheet.
- **preLAS Online is an option. Paper documents are still valid and may still be used.**
- LEAs testing on site are required to use the purchased Cue Book – printing of the copyrighted digital copy of the Cue Book is not allowed.

## Student Proficiency Report

Name: <u>FirstName M LastName</u>	Student ID #: <u>1234567890</u>
Birthdate: <u>11/06/2013</u>	School: <u>Any High School</u>
Gender: <u>M</u>	District: <u>Any Public School District</u>
Age: <u>06</u>	Form: <u>C</u>

**STUDENT ORAL LANGUAGE PROFICIENCY LEVEL** Test Complete Date: 01/08/2020

Level 1	Level 2	Level 3	Level 4	Level 5
		✓		

**Oral Language Proficiency Level Definitions**

**Level 1 – Non-English Speaker (NES)** student is beginning to develop receptive and productive skills in English in the school context, although comprehension may be demonstrated nonverbally or through the native language, rather than in English.

**Level 2 – Limited English Speaker (LES)** student is beginning to develop the ability to communicate in English within the school context. Errors impede basic communication and comprehension. Lexical, syntactic, phonological, and discourse features of English are emerging.

**Level 3 – Limited English Speaker (LES)** student is developing the ability to communicate effectively in English across a range of grade-level appropriate language demands in the school context. Errors interfere with communication and comprehension. Repetition and negotiation are often needed. The student exhibits a limited range of lexical, syntactic, phonological, and discourse features when addressing new and familiar topics.

**Level 4 – Fluent (proficient) English Speaker (FES)** student communicates effectively in English across a range of grade-level appropriate language demands in the school context, even though errors occur. The student exhibits productive and receptive control of lexical, syntactic, phonological, and discourse features when addressing new and familiar topics.

**Level 5 – Fluent (proficient) English Speaker (FES)** student communicates effectively in English, with few if any errors, across a wide range of grade-level appropriate language demands in the school context. The student commands a high degree of productive and receptive control of lexical, syntactic, phonological, and discourse features when addressing new and familiar topics.

**STUDENT PRE-LITERACY PROFICIENCY LEVEL** Test Complete Date: 01/08/2018

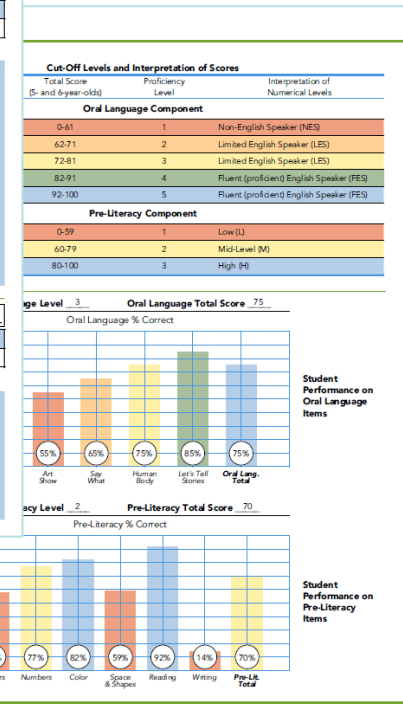
Level 1	Level 2	Level 3
	✓	

**Pre-Literacy Proficiency Level Definitions**

**Level 1 – “Low” level** student is beginning to develop receptive and productive skills in English, beginning to identify upper and lower case letters, beginning to identify some numbers and figures, and beginning to try to write one or more words to explain a preference.

**Level 2 – “Mid” level** student generally identifies frequent sounds at the beginning and end of words, decodes basic words, matches words and numbers to pictures, identifies various colors, distinguishes between beginning and ending sounds, reads some letters and counts objects in photos, and writes one or more words including their name.

**Level 3 – “High” level** student generally reads words fluently, identifies the meaning of common signs, uses context clues to determine the meaning of words, and writes some numbers and high frequency words.





# Remote Testing with LAS Links Online

(Grades K -12)



## LAS Links Online Remote Testing Device Requirements



- Remote testing will be offered to students via two options. Districts can choose which works best for their specific situation:
  - **Option 1:** LEA provides a device (Windows, macOS, Chrome OS) to a student with the necessary Google Chrome browser installed;
  - **Option 2:** Student using their own device (Windows, macOS, Chrome OS) with the necessary Google Chrome browser installed
- DRC has created **two** following public URLs **for remote testing** which allows a student to log in to the online test from a device using a Google Chrome browser:
  - Public URL to use when **not** utilizing the new Test Monitoring Application
  - Public URL to use when utilizing the new Test Monitoring Application



## DRC Device Check



DRC INSIGHT Readiness URL – [www.DRCdevicecheck.com](http://www.DRCdevicecheck.com) provides one-click device check for students using their own device (Option 2)

- Public URL to check readiness for remote DRC INSIGHT testing
- Target users are schools and districts conducting remote testing devices using DRC's Public Browser
- Integrated Online Help for easy, quick access to answers



### DRC INSIGHT Device Readiness

To help deliver the best user testing experience when using DRC INSIGHT in remote testing settings, DRC recommends running the following Device Readiness checks to confirm your device meets the [DRC INSIGHT Remote Testing Device Requirements](#).

Run Test



# DRC Device Check



## DRC INSIGHT Device Readiness

To help deliver the best user testing experience when using DRC INSIGHT in remote testing settings, DRC recommends running the following Device Readiness checks to confirm your device meets the [DRC INSIGHT Remote Testing Device Requirements](#).

### Test Results Complete

Browser: Chrome (v86.0.4240.111)	PASSED
Device Operating System: Windows 10 64-bit	PASSED
Device Type: PC	PASSED
Device Memory: 8+ GB of RAM	PASSED
Device Processor: 4 Cores / Threads CPU	PASSED
Connection Speed: ~65 Mbps	PASSED
Network Access: Yes	PASSED
Device Power Supply: Not plugged in, 29% charged; ~196 minutes left	PASSED
Screen Resolution: 1366x768	PASSED

Test Again

## ● ● ● Preparing for Remote Testing



- TAs should review and utilize the LAS Links Online Remote Testing Guide and the District Checklist which provides:
  - Pre-Testing Guidance which includes
    - Choosing a web conferencing platform
    - Preparing the test (DRC INSIGHT)
    - Preparing the remote site/home which includes testing device information
  - Testing Day Guidance which includes
    - Web meeting guidance
    - Proctoring guidance and tips
  - Post Test Guidance
    - Scoring
    - Reporting



## Remote Testing with LAS Links Online Choosing a Web Conferencing Service

- The TA must use a supported web conferencing platform and be familiar with the use of that platform. Possible options are Zoom, WebEx, Google Meet, Microsoft Teams, Skype, GoToMeeting, and Blackboard Collaborate.
- Choosing a Web Conferencing Service that provides:
  - Computer-based Audio and Video
  - Recording Capability
  - Screen Sharing by Participants
  - Meeting Login Information Embedded in Link
  - Ability to allow for private/breakout rooms
- Web conferencing options may be found posted at [www.laslinks.com](http://www.laslinks.com)



# LAS Links Online Remote Testing Pre-Testing Activities



- **Pre-Testing Administrative Tasks:**
  - All LAS Links Online administrative tasks remain the same:
    - Student Registration occurs in the DRC INSIGHT Portal.
    - Test Session Creation
      - Choose either Form B, Form D and/or Español Form B
      - Students will be provided login credentials at the time of the web meeting with the TA.
    - Scoring
    - Contact DRC to convert your sessions to DRC Scoring (if purchased)



## LAS Links Online Remote Testing Pre-Testing Activities Continued



- Recommended: TAs should meet with the Parent/Guardian and the student being tested to review the home the Home Technology Readiness Checklist which includes:
  - Technical Specifications
  - Troubleshooting as needed
  - Headset guidance
  - May be done as a meeting with several homes at once if desired.
- TAs are to **recommended** to allow for student LAS Links practice test which allows:
  - The TA to practice the web meeting (private rooms, chat, etc.)
  - The student to practice logging in, learning the portal testing tools, try some LAS Links practice items, practice using the chat feature, etc.
- To get the meeting started, the TA provides web meeting information via an email that includes the Parent/Guardian and Student agreement (optional) – managed by the District.



# LAS Links Online Remote Testing Test Day Activities



## • Testing

- When ready for testing, the TA will invite the student to a web meeting via email.
- Via the private chat, TAs provide student with the Student Quick Start Up Steps (with or without TMA) and the student log in credentials from the test ticket.

### Remote Testing for LAS Links Online and preLAS Online

LAS Links Online Remote Testing Guide (Updated 10/1/2020)

LAS Links Online Remote Testing District Checklist (Updated 9/18/2020)

Home Technology Readiness Guide for the Test Administrator (Updated 11/2/2020)

Troubleshooting Tips for LAS Links Online Remote Testing (Updated 11/2/2020)

Student Quick Test Start Up Steps

Test Monitoring Application

Student Quick Test Start Up Steps - with Test Monitoring

Headset Recommendations for Remote Testing with LAS Links Online

preLAS Remote Testing Guide

Parent/Guardian preLAS Remote Testing Checklist

Parent/Guardian and Student Agreement Template

Parent/Guardian and Student Agreement Template Spanish

Remote Testing Agreement Video Spanish

Click [here](#) for the Device Readiness Check



TMA

### Student LAS Links Online Remote Testing Start Up Steps

- ☐ To begin testing click this link:

<https://wbte.drcdirect.com/LL/#portal/II/592030/exam/1?index=1&adminId=592030>

**DO NOT bookmark/favorite this link as it will no longer work when bookmarked.**

- ☐ Enter your Username and Password **exactly** as provided by your Test Administrator:

- ☐ Be sure you are choosing correctly between an “L”, “l”, and “1”. Example: A capital “L” in lower case looks almost exactly like an upper case i: “l”
- ☐ You may not copy and paste the username and password to log in to the test. This is a security feature of the test.





# LAS Links Online Remote Testing Test Day Activities



## • Testing

- Student either clicks on the DRC INSIGHT application or opens the public URL in the Student Quick Start Up Steps document (**preferred**) to enter their testing UN and PW.
  - The public URL allows for easier toggle to chat for the student if they need to communicate with the TA.
  - Use the Troubleshooting guide at [www.laslinks.com](http://www.laslinks.com) to assist as needed
- Subtest Administration guidelines:
  - Speaking will be administered one-to-one testing (large Districts may consider staffing needs).
  - Listening, Reading and Writing may be administered in a 1:5 setting (no more than 5 students at time).
  - Student may take subtests all in one day or over the course of several days.
  - Student must finish the subtest on the same day the subtest was started.
    - Use professional discretion.



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