LAS Links Online

PREPARING FOR TESTING

As you prepare for your testing window, DRC recommends that the following preparation steps take place. Included in the chart below are recommended tasks to help guide your preparation.

Task	Task Details	Supporting Resource/Guidance Document(s) and Forms
Determine District Main Point of Contact	DRC needs 1 point of contact (DTC) at each district. Please complete and return the POC/DTC Form	• POC/DTC Form
District Hierarchy	Provide you School list to DRC for account set up.	• New District and School Form Once set up is complete, confirm your District hierarchy in DRC INSIGHT.
Submit Scoring Request Form	If you have purchased DRC Scoring Services, fill out and submit the Scoring Request form.	• Scoring Request Form This form is also used to determine your test window.
Download and distribute the LAS Links Digital Library	The LAS Links Digital Library is your one-stop for guidance on all pre-test, during testing and post-test activities.	Log into the DRC INSIGHT Portal > General Information > Digital Libraries
Add Additional Users	Confirm User access to DRC INSIGHT – District to add new users as needed (include IT personnel)	• Video Link: Adding Users to the Portal • Guide to Adding Users to the Portal • Determining User Roles in the Portal
Technology Setup	Confirm with your district IT that INSIGHT is installed and ready for use on student devices	Adding LAS Links to your pre-existing COS Configuration For additional guidance documents log into the DRC INSIGHT Portal > General Information > Tech Manuals and Guides
Register Students	Register students into the INSIGHT portal.	• Video Link: Registering students in the Portal • Guide to Registering Students in the Portal

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Create Test Sessions	Test Sessions scheduling – DRC will convert sessions to DRC Scoring – you will not be able to do this locally.	• Video Link: Scheduling Test Sessions • Guide to Scheduling Test Sessions
Contact DRC to Enable DRC Scoring	Once your sessions are created, DRC, once alerted by your POC, will convert your sessions to DRC Scored.	This takes place overnight. If more sessions are added, DRC will automatically convert your sessions throughout the test window.
Print Test Tickets	Print student test tickets for testing	Utilize Scheduling Test Sessions video and guide for information on printing test tickets.
Alert DRC – Test Window Complete	Upon contact, DRC will start steps to validate and move your data to LAS Links Interactive Reports.	• DRC will move all incomplete tests to complete status • LAS Links Interactive Reports are available 15-20 business days from the time the window closed.

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

866.282.2250 (8:00 a.m. -4:30 p.m. CST)
Email: LASLinksHelpDesk@datarecognitioncorp.com
If you already called in and have a case, provide your case number for expedited service.
www.LASLINKS.com