



# **Mass Downloading *preLAS* Online Reports at the School Level**

# Mass Downloading *pre*LAS Online On-Demand Reports



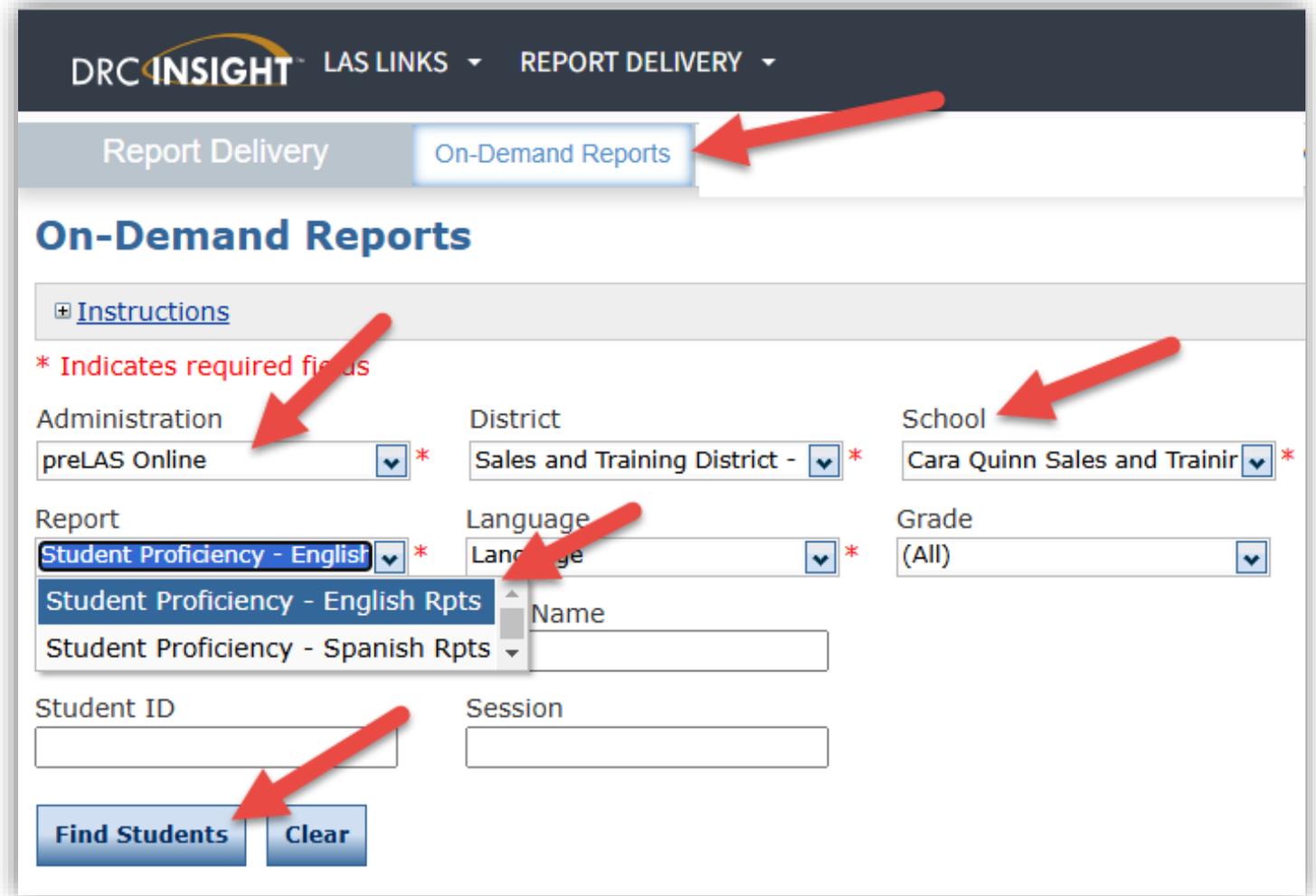
The screenshot shows the 'MY APPLICATIONS' dropdown menu from the DRC INSIGHT LAS LINKS website. A red arrow points to the 'MY APPLICATIONS' link in the top navigation bar. The dropdown menu is organized into several categories:

- 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** (highlighted with a red box)
  - Interactive Reports
- GENERAL INFORMATION**
  - General Information
- TECHNOLOGY SETUP**
  - Central Office Services
- OTHER LINKS**
  - Professional Learning
  - License Dashboard

Go to My Applications > Report Delivery

# Mass Downloading *preLAS* Online On-Demand Reports

- Click On-Demand Reports
- Select *preLAS* Online from the Administration Dropdown
- District will auto-populate
- School will auto-population unless you are associated to more than one school in which case choose the school you want reports for.
- Choose the language of the reports
- Click Find Students



The screenshot shows the 'On-Demand Reports' interface in the DRC INSIGHT system. The navigation bar includes 'DRC INSIGHT', 'LAS LINKS', and 'REPORT DELIVERY'. The 'Report Delivery' section has 'On-Demand Reports' selected. The form includes the following fields and controls:

- Administration:** A dropdown menu with 'preLAS Online' selected. A red arrow points to this field.
- District:** A dropdown menu with 'Sales and Training District -' selected. A red arrow points to this field.
- School:** A dropdown menu with 'Cara Quinn Sales and Trainir' selected. A red arrow points to this field.
- Report:** A dropdown menu with 'Student Proficiency - English' selected. A red arrow points to this field.
- Language:** A dropdown menu with 'Language' selected. A red arrow points to this field.
- Grade:** A dropdown menu with '(All)' selected.
- Student ID:** An empty text input field. A red arrow points to this field.
- Session:** An empty text input field.
- Buttons:** 'Find Students' and 'Clear' buttons. A red arrow points to the 'Find Students' button.

Red arrows are used throughout the interface to highlight the steps described in the list on the left.

# Mass Downloading *pre*LAS Online On-Demand Reports



Click the radio button next to the name of each student, then click the “Save Selected” button.

Select	Last Name	First Name	State StudentID	Date Of Birth	Grade	Action
<input checked="" type="checkbox"/>	Barber	Anthony	12345	05/05/2018	PK	 
<input checked="" type="checkbox"/>	Bustillos	Manuel	09876	11/20/2019	PK	 
<input checked="" type="checkbox"/>	Duck	Daisy	4859382	02/22/2021	PK	 
<input checked="" type="checkbox"/>	Ellis	Barbara	9876543	04/12/2019	PK	 
<input checked="" type="checkbox"/>	Ellis	Kyra	temp121232	04/04/2019	PK	 
<input checked="" type="checkbox"/>	Ellis	Sophia	ME889922	01/23/2018	PK	 
<input checked="" type="checkbox"/>	Ellis	Taleisha	1234578	04/04/2019	PK	 
<input checked="" type="checkbox"/>	Estrada	Jocelyn	278901	01/01/2018	K	 

Page 1 of 5 (227 items) < Prev **[1]** 2 3 4 5 Next >

Note: A batch of 100 students may be downloaded at a time.

# Mass Downloading *preLAS* Online On-Demand Reports



On Google Chrome, a pop up appears and once the reports have downloaded the download icon appears in the upper right-hand corner of the pop up.

Administration: preLAS Online

District: Sales and Training District

School: Cara Quinn Sales and Trainin

Report: Student Proficiency - English

Language: Language

Grade: (All)

Last Name: [Text Box]

First Name: [Text Box]

Student ID: [Text Box]

Session: [Text Box]

**Find Students** **Clear**

Select	Last Name	First Name	State StudentID	Date Of Birth	Grade	Action
<input checked="" type="checkbox"/>	Barber	Anthony	12345	05/05/2018	PK	
<input checked="" type="checkbox"/>	Bustillos	Manuel	09876	11/20/2019	PK	
<input checked="" type="checkbox"/>	Duck	Daisy	4859382	02/22/2021	PK	
<input checked="" type="checkbox"/>	Ellis	Barbara	9876543	04/12/2019	PK	
<input checked="" type="checkbox"/>	Ellis	Kyra	temp121232	04/04/2019	PK	
<input checked="" type="checkbox"/>	Ellis	Sophia	ME889922	01/23/2018	PK	
<input checked="" type="checkbox"/>	Ellis	Taleisha	1234578	04/04/2019	PK	
<input checked="" type="checkbox"/>	Estrada	Jocelyn	278901	01/01/2018	K	
<input checked="" type="checkbox"/>	Garcia	Ana	123456	12/12/2019	PK	

Page 1 of 5 (227 items) < Prev 1 2 3 4 5 Next >

**Open Selected** **Save Selected**

Untitled - Google Chrome

ll.drceidirect.com/ReportDelivery/DynamicReportsGetFile.ashx?AdministrationID=592040&StudentID=724700,476704,721076,730894,730942,7...

Recent download history

- Reports (2).pdf  
70.8 KB • 3 minutes ago
- Reports (1).pdf  
143 KB • 1 hour ago

Full download history

When you click on the download icon, it shows you your recent downloads. Click on the latest download and the reports will open and then you can print/save them. Repeat this process if you have additional language reports at the same school.

**DRC Customer Service – Texas**

Toll Free: 833-867-5679 Option 1

**Order Support**

Texas Order Support Email:

[LASOrderTX@datarecognitioncorp.com](mailto:LASOrderTX@datarecognitioncorp.com)

Toll Free: 833-867-5679 Option 2

**Technical Support**

Texas Technical Support Email:

[LASTechTX@datarecognitioncorp.com](mailto:LASTechTX@datarecognitioncorp.com)

Customer Service Hours: 8:00 am – 4:30pm CT M-F

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

