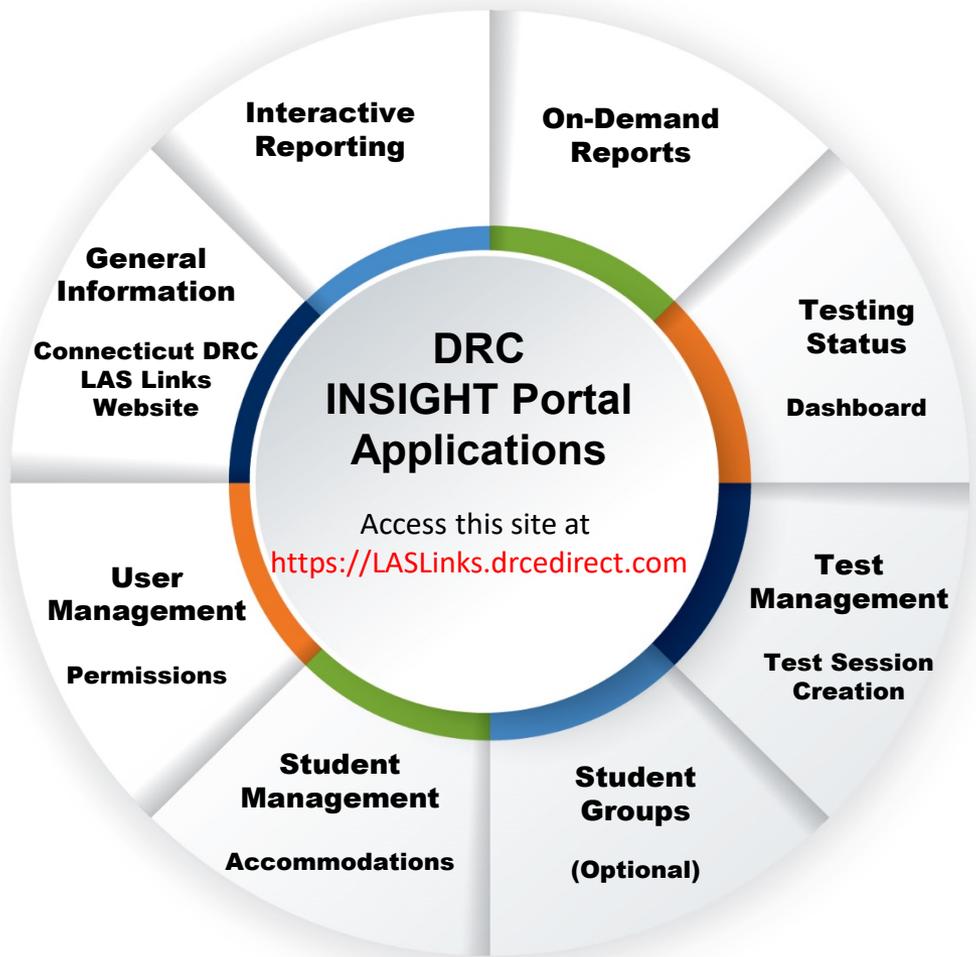


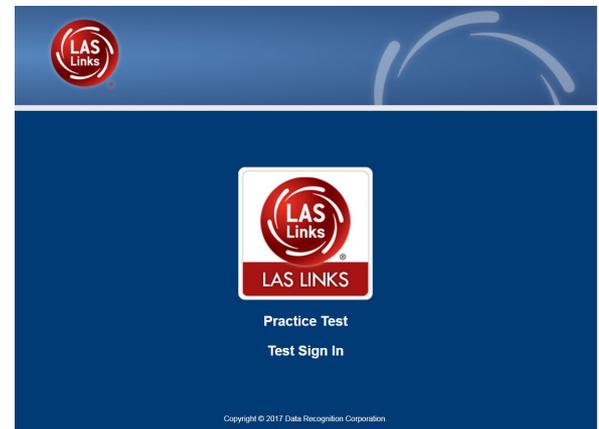


CSDE 2020-21 English Learner Assessment Coordinator's Workshop Navigating the DRC INSIGHT Portal

**This slide deck has been updated as
of 12/10/20**



Student Experience Components



DRC INSIGHT
Online
Assessments

Terminology



DRC INSIGHT Portal	The DRC INSIGHT Portal is a permission and role-based, secure central gateway for managing testing programs. It includes the applications necessary to administer an assessment
Application Menu	Allows for tab navigation between applications, such as Student Management and Test Management within the DRC INSIGHT Portal.
Secondary Menu	A list of functions within a specific application. For example, Manage Students within Student Management Application.
Central Office Services	Central Office Services (COS) is a set of software tools for the setup, configuration and management of the DRC INSIGHT locally installed software – the COS Service Device and the secure testing devices.

Terminology



DRC INSIGHT Secure Application	A secure testing interface that is installed on each testing device to provide a secure testing experience. This software works in conjunction with the DRC INSIGHT Test Engine which provides test questions to the test taker and sends responses to the DRC INSIGHT server.
DRC INSIGHT Secure Browser	The DRC INSIGHT Secure Application comes in two variants. One is the DRC INSIGHT Secure Browser runs on Windows, macOS and Linux testing devices and they are available for download in the DRC INSIGHT Portal.
DRC INSIGHT Secure App	The DRC Secure Application come in two variants, the second is the DRC INSIGHT Secure App for iOS, iPADOS, Chrome OS and Windows 10 in s Mode and they are available in the corresponding Operating System vendor's stores.



DRC INSIGHT Release Plans



Throughout the year DRC will have system releases and/or bug fixes. These releases generally do not require extended downtime.

During the testing season these releases occur

- At 9:00 PM EST on Thursday's and
- The first weekend of December 5-6, 2020 and January 2-3, 2021

You may not be able to access the DRC INSIGHT Portal during these times or you may experience slowness with the system.



DRC INSIGHT Portal Access



Username

Password

 Show Text

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

<https://LASLinks.drcedirect.com>

Use the INSIGHT portal for functions such as adding accommodations to students, creating test sessions, monitoring testing status and reporting.

User Activation Email



From: <no-reply@datarecognitioncorp.com>
Date: Thu, Dec 14, 2017 at 12:33 PM
Subject: Welcome to the DRC Portal
To: wwillett@tolland.k12.ct.us

Greeting

Username is your email address.

Hello Walter Willett,

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

Your Username will be wwillett@tolland.k12.ct.us.

Hot link to activate account.

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.eyJ1c2VybmFtZSI6ImN0LnVzliwiaWF0IjoxNTEzOTU0LTI0M0ltOUJFRi1BMzg5NDg4MzQ3NTkifQ.rJktrlZMTEyawke29Gezhk7ogL6EntQ\\$y5nOSUUOAoGxADZ2k_jbbzSzpfRDV5dsptYVijqKQjPa03Ce7x6u65-t_V-WPL54UV35rrlApWqp7z2l8QsF-fn50CMwT5KsgXp145jA2foPNWVulwBlvtjSD-aC0Zq86LDBV_DN6b94kNYat-xhLpYr57kI9lCur96ylrn7xQm5jMebwWkioNI1PVQIGIZ-4TgNby2NqVn8UQ0mKwUhwAk5lt91zOJFcCw4a9Uj1xc5xeh7p5-IG3OsmmH9kBbL-SYuVW4tSh7sLgU87lfpTSNkIb5e2KdEfbgp9QSaRbQ0sM6COG9L0Q](https://www.drccdirect.com/all/eca-portal-ui/activate-account/?token=eyJhbGciOiJSUzI1NiIsInR5cCI6IkpXVCJ9.eyJ1c2VybmFtZSI6ImN0LnVzliwiaWF0IjoxNTEzOTU0LTI0M0ltOUJFRi1BMzg5NDg4MzQ3NTkifQ.rJktrlZMTEyawke29Gezhk7ogL6EntQ$y5nOSUUOAoGxADZ2k_jbbzSzpfRDV5dsptYVijqKQjPa03Ce7x6u65-t_V-WPL54UV35rrlApWqp7z2l8QsF-fn50CMwT5KsgXp145jA2foPNWVulwBlvtjSD-aC0Zq86LDBV_DN6b94kNYat-xhLpYr57kI9lCur96ylrn7xQm5jMebwWkioNI1PVQIGIZ-4TgNby2NqVn8UQ0mKwUhwAk5lt91zOJFcCw4a9Uj1xc5xeh7p5-IG3OsmmH9kBbL-SYuVW4tSh7sLgU87lfpTSNkIb5e2KdEfbgp9QSaRbQ0sM6COG9L0Q)

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.

Activate Account



Manage my password

Current Password *

 Show Text

New Password *

 Show Text

Confirm New Password *

 Show Text

CANCEL

SAVE

LB

MY PROFILE

Edit Profile

Change Password

PRODUCT

View My Agreements

Sign Out

Activate Account

A screenshot of the DRC INSIGHT login interface. It features the "DRC INSIGHT" logo at the top. Below the logo are two input fields: "Username" and "Password". The "Password" field includes a "Show Text" checkbox. At the bottom of the form is a "Sign in" button and a link for "Forgot your password?".

DRC INSIGHT™

Username

Password Show Text

Sign in

[Forgot your password?](#)

A screenshot of a password reset form. It has the heading "Need help resetting your password?". Below the heading is a text prompt: "Enter your email address, and we'll send instructions on how to create a new password." There is a single input field labeled "Your Account Email *". At the bottom, there is a "Send instructions" button and a link for "Back to Login Screen".

Need help resetting your password?

Enter your email address, and we'll send instructions on how to create a new password.

Your Account Email *

Send instructions

[Back to Login Screen](#)

Your user name is your email address – your school email, not a personal email.

Log In to Portal

A screenshot of the DRC INSIGHT login form. The form is white with a light gray border. At the top center is the "DRC INSIGHT" logo. Below the logo are two input fields: "Username" and "Password". The "Password" field has a "Show Text" checkbox to its right. Below the input fields is a "Sign in" button and a "Forgot your password?" link. Two red arrows point to the "Username" and "Password" fields respectively.

DRC INSIGHT

Username

Password

 Show Text

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

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.drctedirect.com/LL/portals/ll>

Accept Security Agreement



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/fpc/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



DRC INSIGHT Portal Homepage

DRC INSIGHT™ LAS LINKS ▾ MY APPLICATIONS ▾

Welcome to the DRC INSIGHT Portal

Congratulations, you have successfully logged on.

Several helpful links are just a click away. Please take time to familiarize yourself with the navigation menu under **My Applications** at the top of this screen.

If you are having difficulty navigating through the site, please review the instructions at the top of each page or contact your LAS Links support team:

LASLinksHelpDesk@datarecognitioncorp.com

866.282.2250 (7:00 a.m. - 8:00 p.m. EDT)

[LAS Links Training Modules for Educators](#)

[Interactive Reports Online User Guide](#)

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.

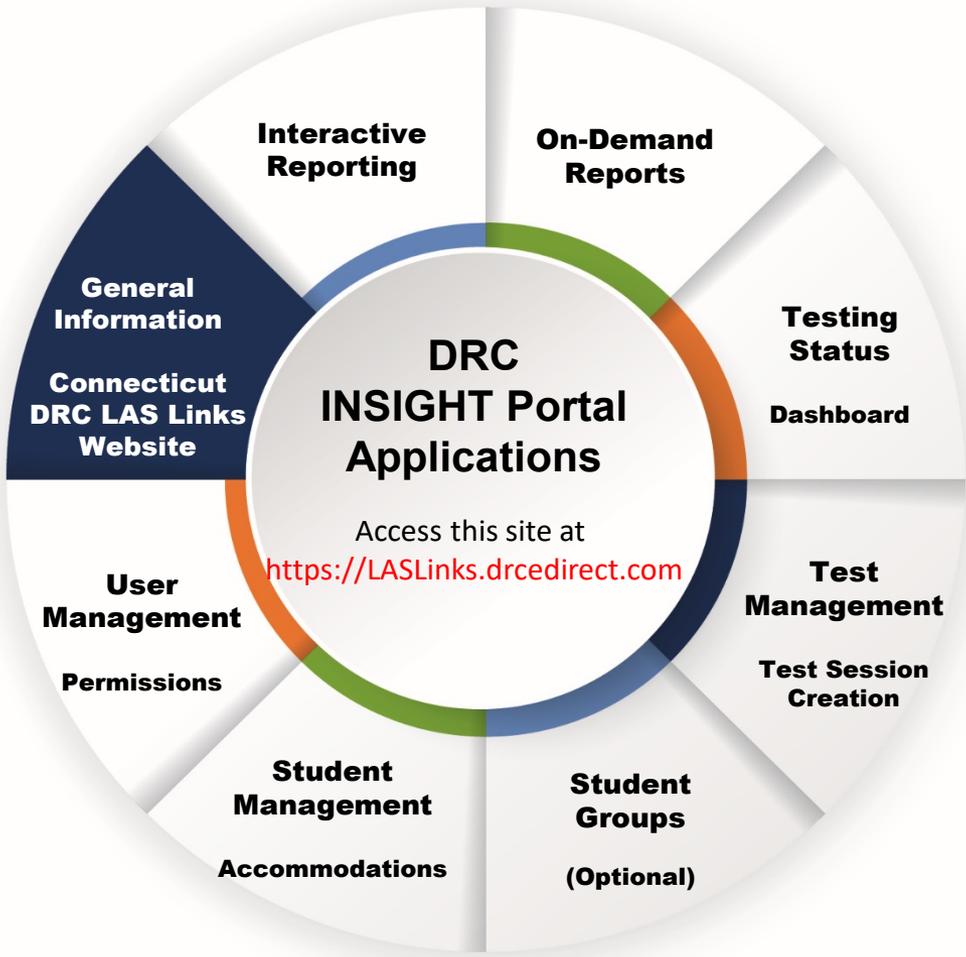
WBTE Portal: <https://wbte.drccdirect.com/LL/portals/ll>



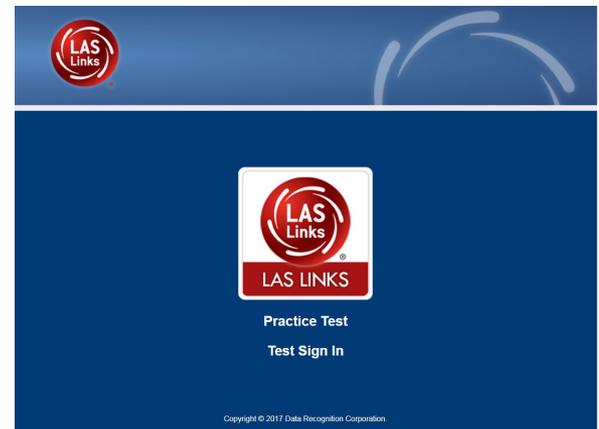


General Information: DRC INSIGHT Portal Navigation





Student Experience Components



DRC INSIGHT
Online
Assessments

General Information



DRC INSIGHT™ LAS LINKS MY APPLICATIONS ▼

Welcome to t

Congratulations, you ha

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If you are having difficu

LASLinksHelpDesk@da

866.282.2250 (7:00 a.m.

ACCESS ONLINE T

Publicly accessible vers

browser for this public version of the Online Tools Training.

WBTE Portal: <https://wbte.drccdirect.com/LL/portals/ll>

PARTICIPANT PREPARATION

- Student Management
- Student Group Management
- Test Administrator Management
- User Management

TEST PREPARATION

- Test Management

POST-TEST ACTIONS

- Student Management

SCORING AND REPORTING

- Report Delivery
- Educator Scoring
- Interactive Reports

GENERAL INFORMATION

- General Information

TECHNOLOGY SETUP

- Central Office Services

General Information



General Information

- Announcements
- Documents
- Downloads
- On-Demand Tutorials

Please select an item from the menu above.

Copyright © 2017 Data Recognition

General Information | Announcements | Documents | Downloads | Online Training

Documents

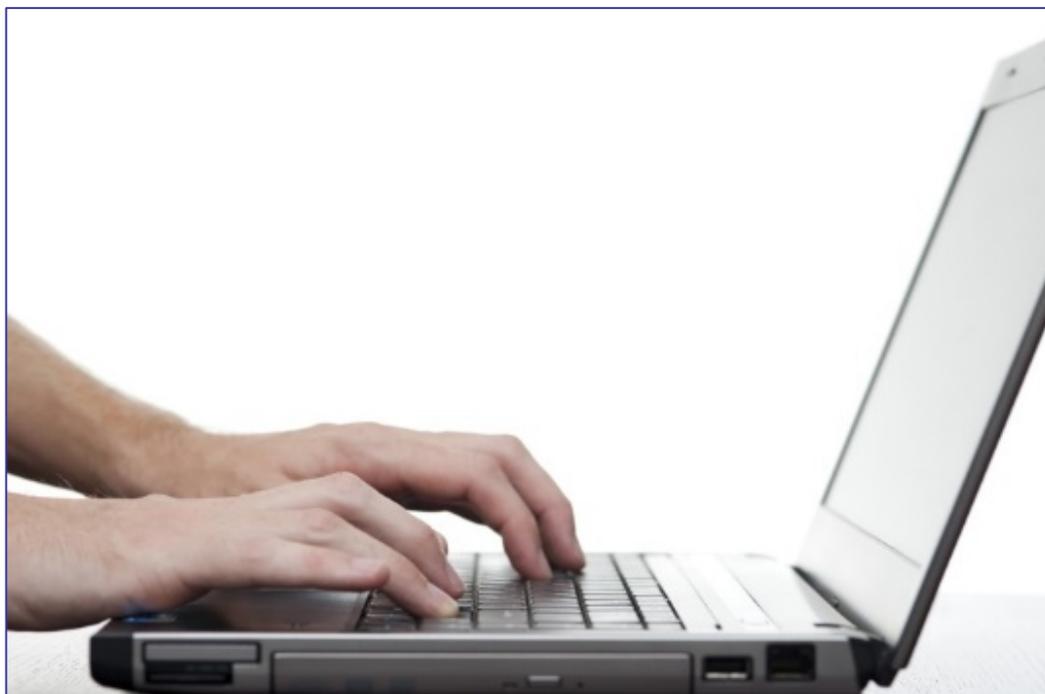
Administration: LAS Links | Document Type: Manuals/Guides

Show Documents

Drag a column header here to group by that column

Administration	Document Type	Title	Description	Date	Action
LAS Links	Manuals/Guides	LAS Links Central Office Services (COS) Installation	COS Installation Quick Start Guide	1/1/2018	
LAS Links	Manuals/Guides	LAS Links CT Digital Library	CT Digital Library: Navigational Guides and Videos	9/25/2019	
LAS Links	Manuals/Guides	LAS Links National Digital Library	Digital Library: Navigational Guides and Videos	1/1/2018	
LAS Links	Manuals/Guides	LAS Links Online Headset Recommendations	Guidance on headsets to use for student testing	1/1/2018	
LAS Links	Manuals/Guides	LAS Links Portal User Guide	INSIGHT Portal Guide	3/19/2019	
LAS Links	Manuals/Guides	LAS Links TUG - Volume I	Technical User Guide Volume I - Intro to LAS Links	1/22/2019	
LAS Links	Manuals/Guides	LAS Links TUG - Volume II	Technical User Guide Volume II - Central Office	1/22/2019	
LAS Links	Manuals/Guides	LAS Links TUG - Volume III	Technical User Guide Volume III - INSIGHT	1/22/2019	
LAS Links	Manuals/Guides	LAS Links TUG - Volume IV	Technical User Guide Volume IV - Troubleshooting	1/22/2019	
LAS Links	Manuals/Guides	preLAS and LAS Links Audio Files	Links to preLAS and LAS Links Audio Files	6/27/2019	

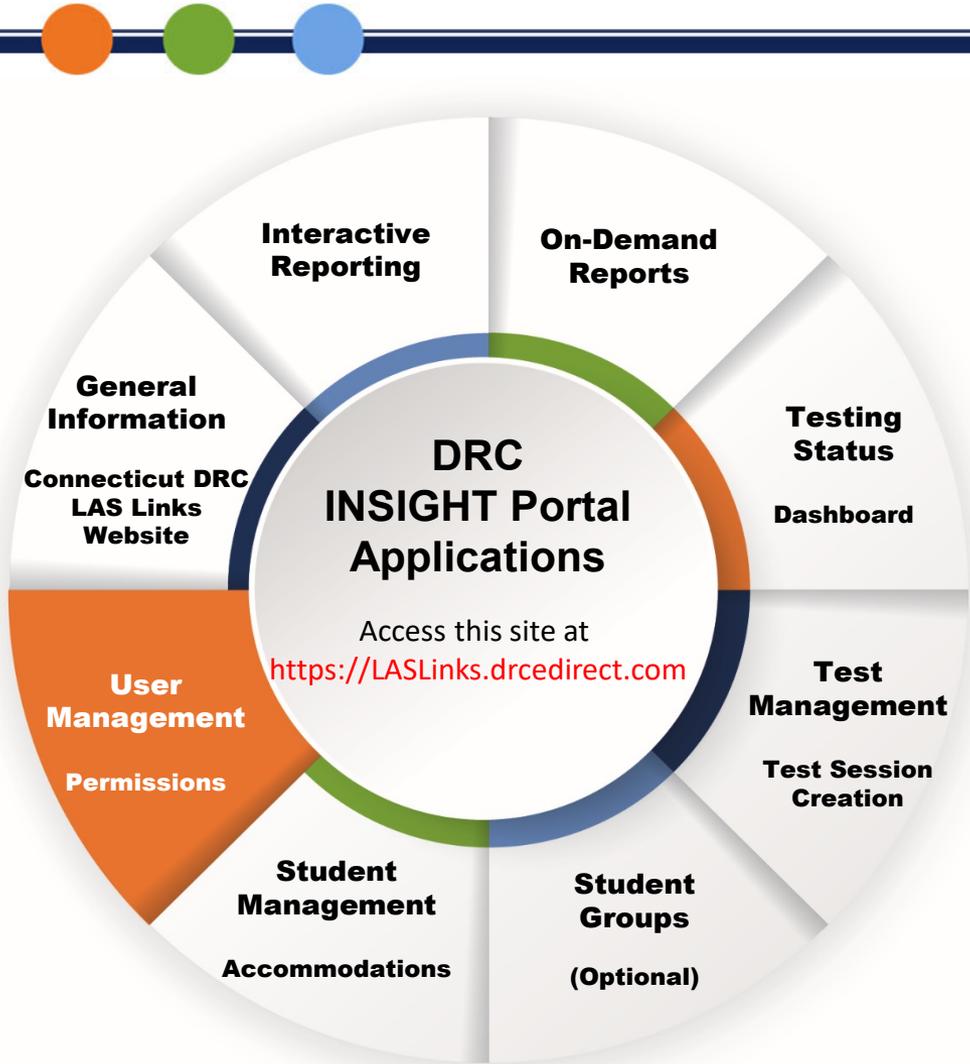




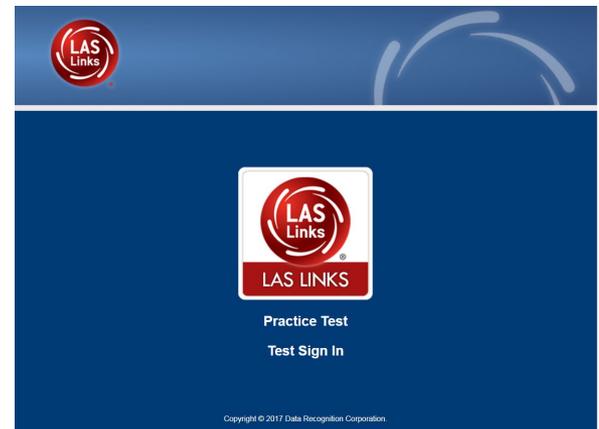
DRC INSIGHT PORTAL DEMONSTRATION



User Management: ADD / VIEW / EDIT USER



Student Experience Components



DRC INSIGHT
Online
Assessments

Connecticut DRC LAS Links Website: User Management



ASSESSMENT ADMINISTRATION



[LAS Links DRC INSIGHT Portal User Guide](#) 

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



User Management Application



DRC INSIGHT™ LAS LINKS MY APPLICATIONS ▼

Welcome to t

Congratulations, you ha

Several helpful links are

If you are having difficu

LASLinksHelpDesk@da

866.282.2250 (7:00 a.m.

ACCESS ONLINE T

Publicly accessible vers

browser for this public version of the Online Tools Training.

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

PARTICIPANT PREPARATION

- Student Management
- Student Group Management
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- User Management**

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- Test Management

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- Student Management

SCORING AND REPORTING

- Report Delivery
- Educator Scoring
- Interactive Reports

GENERAL INFORMATION

- General Information

TECHNOLOGY SETUP

- Central Office Services

User Management Application



User Administration

Edit User | Add Single User | Upload Multiple Users

[Instructions](#)

Filters are required. See Instructional Text if unsure how to filter

Administration: LAS Links
User Role: District
District: SAMPLE DISTRICT - 99
School: (All)
First Name:
Last Name:
Email:
 Hide Inactive Users

Find User | Clear

Users | Profiles

User Accounts

	Last Name	First Name	Email Address	Action
<input type="checkbox"/>	Trainer	LAS Links	LASLinksOnline@outlook.com	  
<input type="checkbox"/>	Trainer	LAS Links	LLtrainer@LL.com	  

Prior to adding any new Users, determine what Users already exist in the INSIGHT Portal:

1. From the Edit User tab
2. Select the District or District/School (if you want a narrower list)
3. Click Find User to populate the bottom half of the page under the heading "User Accounts"



User Management Application



User Administration

Edit User | Add Single User | Upload Multiple Users

[Instructions](#)

Filters are required. See Instructional Text if unsure how to filter

Administration: LAS Links (dropdown)
User Role: District (dropdown)
District: SAMPLE DISTRICT - 99 (dropdown)
School: (All) (dropdown)
First Name: [text input]
Last Name: [text input]
Email: [text input] Hide Inactive Users

Find User | **Clear**

Users | Profiles

User Accounts				
<input type="checkbox"/>	Last Name	First Name	Email Address	Action
<input type="checkbox"/>	Trainer	LAS Links	LASLinksOnline@outlook.com	[edit] [refresh] [delete]
<input type="checkbox"/>	Trainer	LAS Links	LLtrainer@LL.com	[edit] [refresh] [delete]

Once the list has populated, you can determine if a User needs to be:

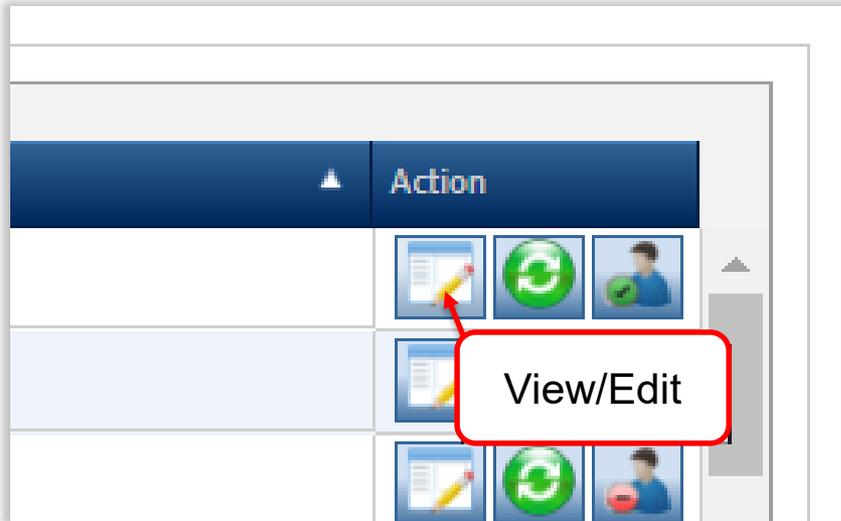
1. Updated
2. Activated/Inactivated
3. Added

User Management Application

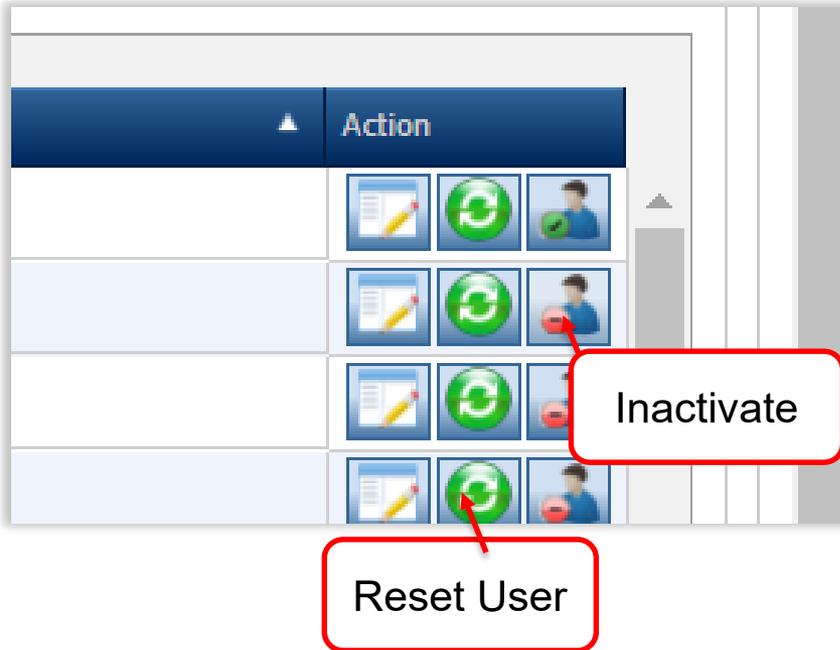


Hover over the Icons to determine Action Key Usage.

Click View/Edit Icon to Update



Click Icon To Active or Inactivate



User Management Application

Adding New Users



User Administration

Edit User **Add Single User** Upload Multiple Users

[Instructions](#)

Filters are required. See Instructional Text if unsure how to filter

Administration: LAS Links
User Role: District
District: SAMPLE DISTRICT - 99

School: (All)
First Name:
Last Name:

Email:
 Hide Inactive Users

Find User Clear

Users Profiles

User Accounts

<input type="checkbox"/>	Last Name	First Name	Email Address	Action
<input type="checkbox"/>	Trainer	LAS Links	LASLinksOnline@outlook.com	
<input type="checkbox"/>	Trainer	LAS Links	LLtrainer@LL.com	

User Management Application

Adding New Users



User Administration

Edit User **Add Single User** Upload Multiple Users

* Indicates required fields

First Name * Middle Initial Last Name *

Email Address *

Administration *

User Role *

District

District
School
Teacher

Available Permissions

Save

User Administration

Edit User Add Single User Upload Multiple Users

* Indicates required fields

First Name * Middle Initial Last Name *

Email Address *

Administration * User Role *

District * School *

Permission-set

Tip: When you select a permission, its description will display below the list

Available Permissions

Administrator
Administrator - Mass Assign Role
Documents - View
Educator Scoring
Online Testing - Secured Resources
Online Testing Statistics
Reports - View District Files
Reports - View School Files
Status Reports - District Reports
Student Groups - Add/Edit
Student Groups - Search/View

Assigned Permissions

To see the description, select a permission

Save

Portal Permissions



Permission Name	Permission Description	D	S	T
Administrator	Allows user to add/edit user accounts and profiles	✓		
Administrator - Mass Assign Role	Allows user to upgrade multiple User Profiles to a higher role	✓		
Documents - View	Allows user to view documents to which they have access	✓	✓	✓
DRC IRS - Access	Allows users access to DRC INSIGHT Interactive Reporting system.	✓	✓	✓
DRC IRS - District	Allows users District-level access to DRC INSIGHT Interactive Reporting system.	✓		
DRC IRS - School	Allows users School-level access to DRC INSIGHT Interactive Reporting system.	✓	✓	
DRC IRS - Teacher	Allows users Teacher-level access to DRC INSIGHT Interactive Reporting system.	✓	✓	✓
Online Testing - Secured Resources	Allows user to view secured online testing downloads	✓	✓	
Student Groups - Add/Edit	Allows user to add/edit/delete student groups and reassign teacher	✓	✓	
Student Groups - Search/View	Allows user to search/view student groups and download search results	✓	✓	
Student Groups - Upload	Allows user to upload a list of student groups for purposes of adding or editing student groups for each teacher	✓	✓	
Students - Add/Edit	Allows user to add/edit students and student data for the purposes of testing online	✓		
Students - Download Students	Allows user to download a list of student information for all students in a school	✓	✓	
Students - Search/View	Allows user to search/view student data and download search results	✓	✓	
Students - Upload	Allows user to upload a list of students and student data for the purposes of testing online	✓	✓	
Teachers - Add/Edit	Allows user to add/edit teachers that have students testing online	✓	✓	
Teachers - Search/View	Allows user to search/view teacher data and download search results	✓	✓	
Teachers - Upload	Allows user to upload teachers that have students testing online	✓	✓	
Test Session - Add/Edit	Allows user to add, edit, and delete test sessions	✓	✓	
Test Session - Search/View	Allows user to search/view test sessions and download search results	✓	✓	✓
Test Session - Status Summary	Allows user to view testing status summary information	✓	✓	✓
Test Session - Upload	Allows user to upload a list of test sessions for purposes of adding or editing test sessions	✓	✓	
Test Setup - Central Office Services	Allow users to configure a computer or other approved device to use for testing	✓	✓	
Test Setup - Primary Window	Allows user access to Test Setup during the primary window	✓	✓	✓
Test Setup - View Student Status	Allows user to view test status by student	✓	✓	✓
Test Tickets - End Incomplete Test	Allows user to force submit session(s) of a test for individual or multiple students.	✓	✓	✓
Test Tickets - View Questions Attempted	Allows user to see hover text over the Status column - the text "x of y Questions Attempted" will be displayed in the hover text.	✓	✓	✓
Test Tickets - View/Print	Allows user to print student test login tickets and view individual ticket statuses	✓	✓	✓
View Dynamic Reports	Allows user access to view and download specific student score reports	✓	✓	✓

User Management Application

Uploading Multiple New Users



User Administration

Edit User | Add Single User | Upload Multiple Users

First time? Download the [File Layout \(PDF document\)](#) and a [Sample File \(CSV text file\)](#).

Instructions

* Indicates required fields

Administration
LAS Links *

File
Browse... *

Upload



Once uploaded, you must assign permissions to each User before they can gain access to the Portal.

LL_SampleUsers [Read-Only] - Excel

1	First Name	Middle In	Last Name	Email Add	Role	District Cc	School Code		
2	Jake	C	Lake	Lake@San State					
3	Mike		Doe	MikeDoe@District		160			
4	Mary	A	Wakins	Mwakins@District Te		789			
5	Jane	W	Smith	JaneSmith School		2001	1abc		
6	John		Philps	JPhilps@S Test Admi	6e78z		123456		
7									
8									
9									
10									
11									
12									

User Management

Assigning Permissions to Multiple Users



User Administration

Edit User | Add Single User | Upload Multiple Users

[Instructions](#)

Filters are required. See Instructional Text if unsure how to filter

Administration: LAS Links | User Role: School | District: (All)

School: (All) | First Name: | Last Name: |

Email: | Hide Inactive Users

Find User | Clear

Users | Profiles

User Profiles

<input type="checkbox"/>	Last Name	First Name	Email	Role	Administration	District	School
<input type="checkbox"/>	Kodali	Anu	akodali@datarecognitioncorp.com	School	LAS Links	412345678	012345678
<input type="checkbox"/>	Kulzer	Mike	Michael.L.Kulzer@gmail.com	School	LAS Links	99998	11111
<input type="checkbox"/>	Oberhaus	Jake	jonweiss1229@gmail.com	School	LAS Links	99998	1016
<input type="checkbox"/>	Sample	Joe	joesample@sampledistrict.com	School	LAS Links	99998	22222

User Management

Assigning Permissions to Multiple Users



Users Profiles

<input checked="" type="checkbox"/>	Last Name ▲	First Name ▲	Email ▲	Role	Administration ▲	District ▲	School
<input checked="" type="checkbox"/>	Kodali	Anu	akodali@datarecognitioncorp.com	School	LAS Links	412345678	012345678
<input checked="" type="checkbox"/>	Kulzer	Mike	Michael.L.Kulzer@gmail.com	School	LAS Links	99998	11111
<input checked="" type="checkbox"/>	Oberhaus	Jake	jonweiss1229@gmail.com	School	LAS Links	99998	1016
<input checked="" type="checkbox"/>	Sample	Joe	joesample@sampledistrict.com	School	LAS Links	99998	22222

[Copy to New Administrations](#) [Assign Permissions](#) [Remove Permissions](#) [Assign Role](#) [Export All to Excel](#)



User Management

Assigning Permissions to Multiple Users

Assign Permissions

You can only assign permissions on this screen, not remove them.
Permission(s) in the right-hand list will be added to the user profile(s) you selected on the previous screen.

Permission-set
School

Available Permissions

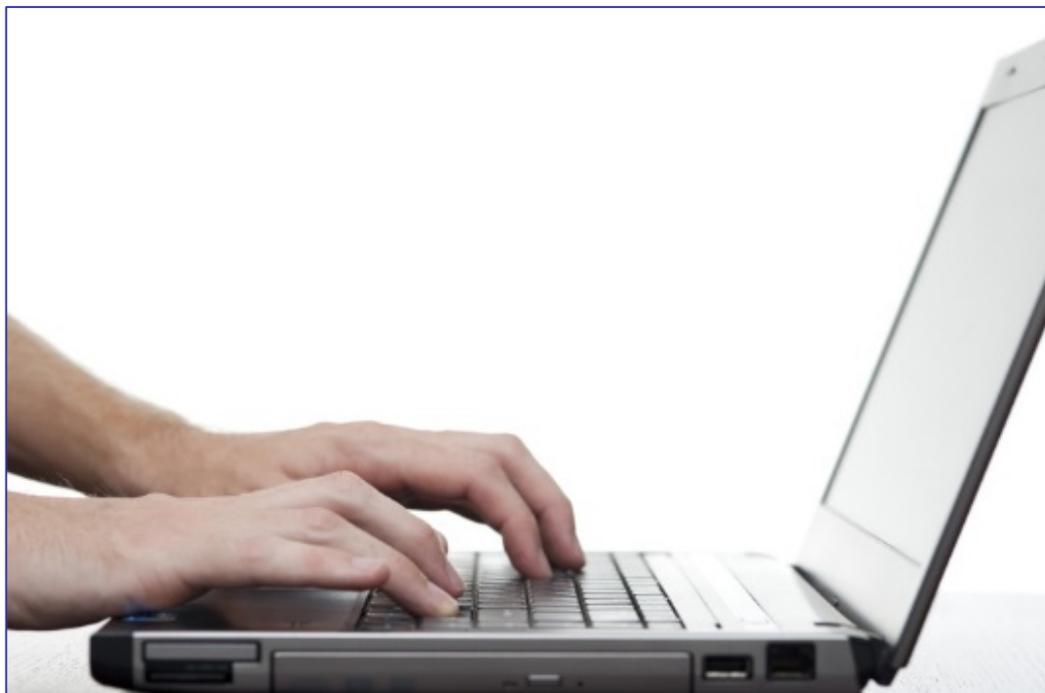
- Administrator
- Administrator - Mass Assign Role
- Documents - Delete
- Documents - Upload
- Documents - View
- eDIRECT Setup - Document and Report
- Educator Scoring
- Maintain Administration
- Maintain Administration - Edit Applicatic
- Online Testing - Secured Resources
- Online Testing Statistics

Assigned Permissions

To see the description, select a permission

Save Cancel

Choose the permission set from the drop down or choose from the available permissions.



DRC INSIGHT PORTAL DEMONSTRATION