The Process for Implementing LAS Links Progress Monitoring in DRC INSIGHT

Implementation Steps Overview

To get started with LAS Links Progress Monitoring, the following steps need to be taken after your order has been placed for your PM account to be activated:

| Submit Test Window and Scoring Form | POC to Add Users | Register Your Student Roster | Create Test Sessions |
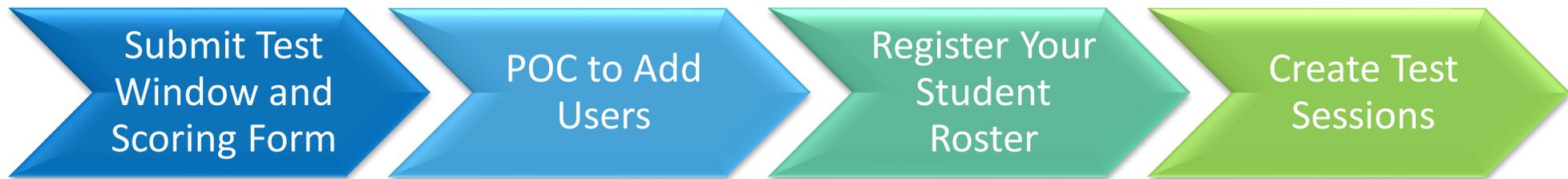
In the following slides, we will go into detail on each of these steps.

Step 1: POC to Submit the Testing Window and Scoring Info Form

- Once you have determined your assessment calendar, complete and submit the form found at www.LASLinks.com/Texas:
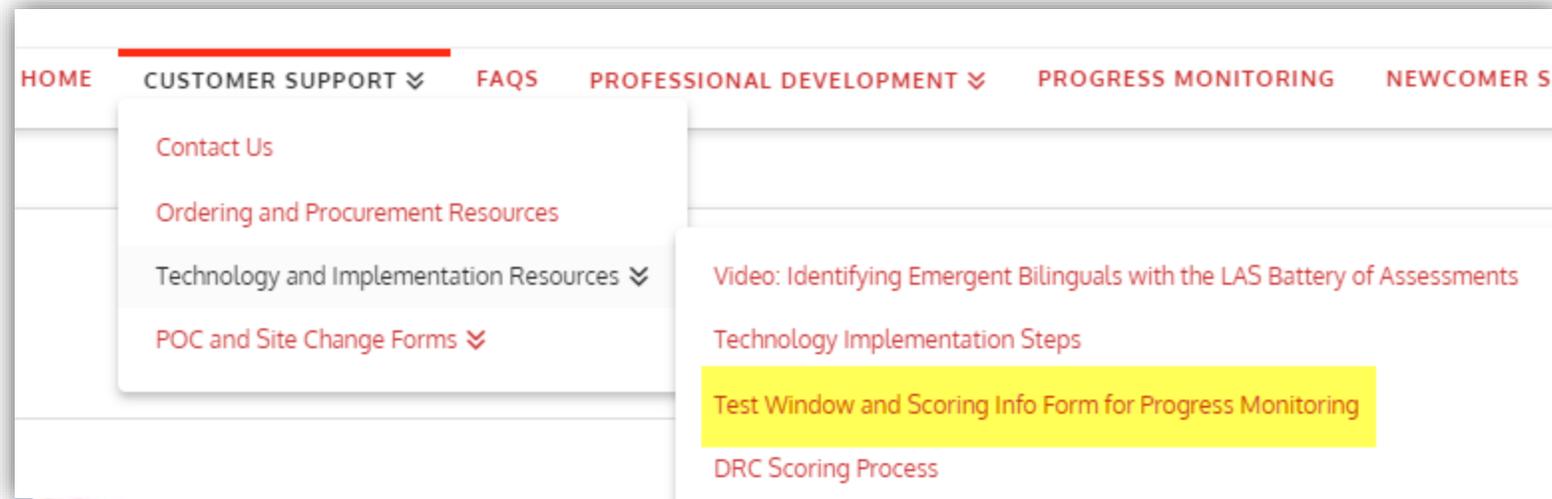
- This form must be submitted in order for you to start creating test sessions.
- Once this form is received, allow for 2-3 business days for your Test Window to be set up.
  - If this is your first PM order, you will also need to submit this form before you are given access to your new PM account.

Step 2: POC to Add Users

- When your PM account is activated, only the POC on file at DRC is given access
  - The POC is the gate keeper and will need to add additional users to this "new" account

- To access your new PM account, simply log into your account and you will see you now have a second account in your District drop down menu:
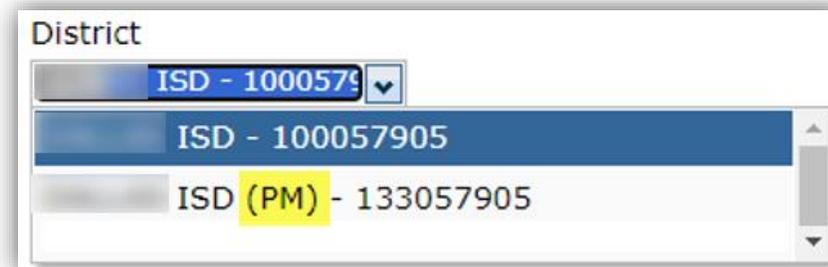
- For Guidance on how to add Users, go to www.LASLinks.com/Texas >> Professional Development >> Online Test Administration >> Pre-Test Activities:

Step 3: Register Your Student Roster

- Students may be registered/added to the portal before your test window is created (step 1)

- Students who reside in your Identification account still must be added to the new PM account

- Students may be added one-by-one or en masse.

- For guidance on adding students, go to www.LASLinks.com/Texas >> Online Test Administration >> Pre-Test Activities:

Step 4: Create Test Sessions

- Once your Test Window is set up and the POC has access, you may begin creating test sessions.

- If you ordered DRC Scoring Services, your sessions, once created, will automatically update to DRC Scoring. This process happens 3 times a day (10am, 2pm, 6pm CST)
  - Scoring Process details may be found at www.LASLinks.com/Texas >> Customer Support >> Technology and Implementation Resources

For guidance on creating test sessions, go to www.LASLinks.com/Texas >> Online Test Administration >> Pre-Test Activities:
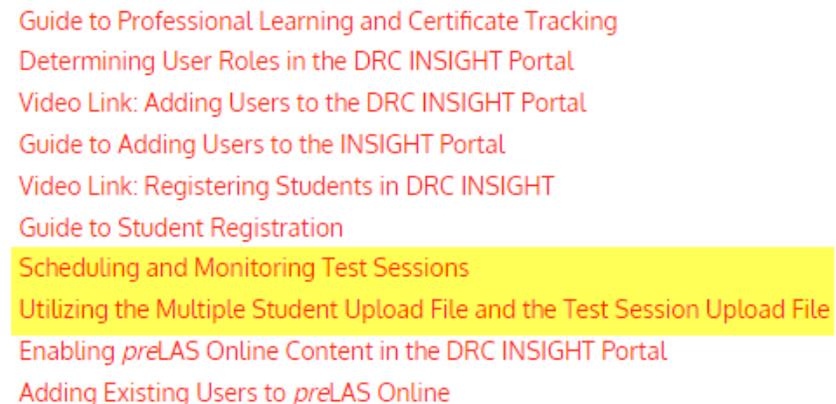
Support

DRC Customer Service – Texas	
Toll Free: 833-867-5679 Option 1 **Order Support** Texas Order Support Email: LASOrderTX@datarecognitioncorp.com	Toll Free: 833-867-5679 Option 2 **Technical Support** Texas Technical Support Email: LASTechTX@datarecognitioncorp.com
Customer Service Hours: 8:00 am – 4:30pm CT M-F www.LASLinks.com/Texas	