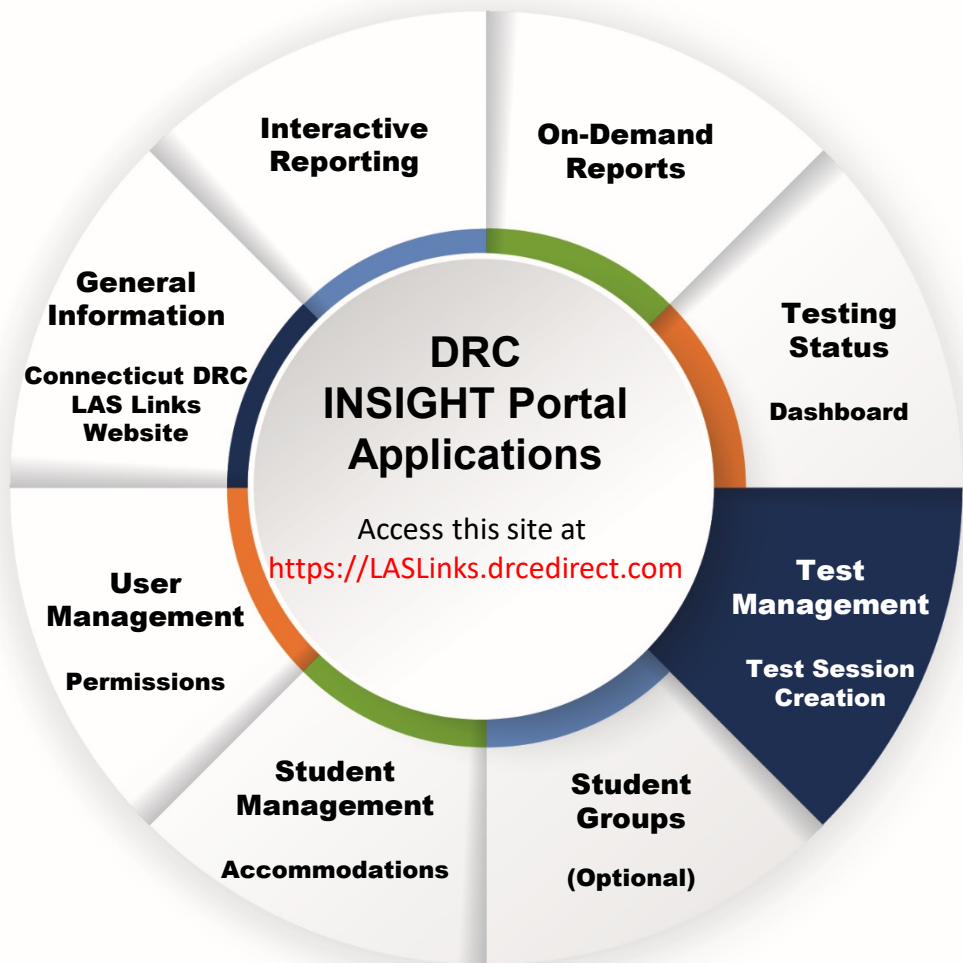
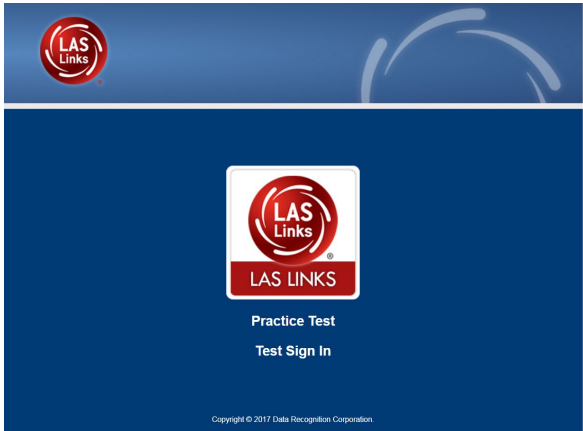




Test Sessions: Create/View/Edit Test Session



Student Experience Components



DRC INSIGHT
Online
Assessments

Connecticut DRC LAS Links Website: Test Sessions




TESTING RESOURCES





Before Student Testing

Scheduling Test Sessions 

Video Link: Scheduling Test Sessions 

During Testing

Viewing and Exporting Student Test Session Details 

Utilizing the Student Status Dashboard 

Test Management Application



The DRC INSIGHT logo features the text "DRC" in a bold, sans-serif font, followed by "INSIGHT" in a larger, bold, sans-serif font. A stylized orange and yellow swoosh is positioned above the "I" in "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.drcdirect.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

Manage Test Sessions: Show Sessions

Before Adding a Session, “Show Sessions” first.

This will ensure you don’t duplicate students in a Test Sessions.

Students should appear in a single test session only

Test Management
Manage Test Sessions
Manage Testing Windows

Test Sessions

Manage Test Sessions
Upload Multiple Test Sessions

Instructions

* Indicates required fields

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

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

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 Session
Export to Excel
Unlock Selected
Unlock All
Export Student Details

Manage Test Sessions: Schedule Test Sessions



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

Test Management

Manage Test Sessions

Manage Testing Windows

Test Sessions

Manage Test Sessions

Upload Multiple Test Sessions

Instructions

* Indicates required fields

Administration

LAS Links

*

District

SAMPLE DISTRICT 99998

School

CSP SAMPLE - 22222

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	CSP SAMPLE	Grade K - Identification	Grade K (Eng. A)	Not Started	9/7/2017	5/7/2018	

Add Session

Export to Excel

Unlock Selected

Unlock All

Export Student Details

Test Management

Schedule Test Sessions



Test Management

Manage Test Sessions

Please select an item from the menu above.

1. Uniquely name your session so you can easily search for it later
2. Choose the desired Form
3. Choose all four of the available subtests
 - 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.

Eligible Grades: 09, 10, 11, 12

[Instructions](#)

* Indicates required fields

Session Name: Kennedy HS Grade 10 *

Scoring Option Status: Educator Scored [Change to DRC Scored](#)

Test Administrator: [Dropdown]

LAS Links Test Form

- English Form D, Grade K
- English Form D, Grade 1
- English Form D, Grades 2-3
- English Form D, Grades 4-5
- English Form D, Grades 6-8
- English Form D, Grades 9-12

Available Subtests

- ☒ Speaking
- ☒ Listening
- ☒ Reading
- ☒ Writing

Subtest(s) Chosen for Session

- ☒ Speaking Grades 9-12 (Eng. D)
- ☒ Listening Grades 9-12 (Eng. D)
- ☒ Reading Grades 9-12 (Eng. D)
- ☒ Writing Grades 9-12 (Eng. D)

Begin Date: 1/8/2018 * End Date: 12/31/2022 * Mode: Online *

Search for Available Students

Student Last Name: [Text] Student First Name: [Text] Student ID: [Text]

Demographic: (All) * Accommodation: (All) * Test Administrator: (All) *

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

Grade: (All) (All) 09 10 11

Available Students: [List] Students in Session: 12

Test Management

Schedule Test Sessions



Important Note: All four subtests MUST be contained in the same session in order to generate composite scores


LAS Links Test Form	Available Subtests	Subtest(s) Chosen for Session
English Form D, Grade K	<input checked="" type="checkbox"/> Speaking	<input checked="" type="checkbox"/> Speaking Grades 9-12 (Eng. D)
English Form D, Grade 1	<input checked="" type="checkbox"/> Listening	<input checked="" type="checkbox"/> Listening Grades 9-12 (Eng. D)
English Form D, Grades 2-3	<input checked="" type="checkbox"/> Reading	<input checked="" type="checkbox"/> Reading Grades 9-12 (Eng. D)
English Form D, Grades 4-5	<input checked="" type="checkbox"/> Writing	<input checked="" type="checkbox"/> Writing Grades 9-12 (Eng. D)
English Form D, Grades 6-8		
English Form D, Grades 9-12		

Click/Select ALL Four Available Subtests for EVERY Test Session
If you've created a Test Session in error without all four subtests,
contact LAS Links Help Desk at 866.282.2250

Test Management Application

Generating Test Tickets / Print All or Select



To print all of the test tickets for the students in a test session, click the **Print All Test Tickets** icon  in the Action column of the Session Details window for the test session.

Sessions
Status Summary

[Instructions](#)

Session Detail									
<input type="checkbox"/>	District	School	Session Name	Assessment	Status	Begin Date	End Date	Scoring Option	Action
<input type="checkbox"/>	Sample District	Sample School	Student's Session	Grade K (Eng. E)	Not Started	10/29/2020	10/29/2021	Educator Scored	
<input type="checkbox"/>	Sample District	Sample School	Student's Session	Grade K (Eng. E)	Not Started	10/29/2020	10/29/2021	Educator Scored	
<input type="checkbox"/>	Sample District	Sample School	Student's Session	Grade K (Eng. E)	Not Started	10/29/2020	10/29/2021	Educator Scored	
<input type="checkbox"/>	Sample District	Sample School	Student's Session	Grade K (Eng. E)	Not Started	10/29/2020	10/29/2021	Educator Scored	
<input type="checkbox"/>	Sample District	Sample School	Student's Session	Grade K (Eng. E)	Not Started	10/29/2020	10/29/2021	Educator Scored	
<input type="checkbox"/>	Sample District	Sample School	Student's Session	Grade K (Eng. E)	Not Started	10/29/2020	10/29/2021	Educator Scored	
<input type="checkbox"/>	Sample District	Sample School	Student's Session	Grade K (Eng. E)	Not Started	10/29/2020	10/29/2021	Educator Scored	
<input type="checkbox"/>	Sample District	Sample School	Student's Session	Grade K (Eng. E)	Not Started	10/29/2020	10/29/2021	Educator Scored	
<input type="checkbox"/>	Sample District	Sample School	Student's Session	Grade K (Eng. E)	Not Started	10/29/2020	10/29/2021	Educator Scored	

Add Session
Export to Excel
Unlock Selected
Unlock All
Export Student Details
Change to DRC Scored

Test Management Application

Sample Test Tickets



Student Roster is for the administrator

LAS Links						
Student Test Roster						
District: DRC Use Only - Sample District School: DRC Use Only - Sample School LAS Links Form: Form D Assessment: Grade K (Eng D) Test Session: Generic Grade K Test Session Window: 1/5/21-3/31/21						
Completed	Accommodation(s)	Student Name	Date of Birth	State Student ID	User Name	Password
<input type="checkbox"/>	NA	Demo, Student	4/4/2004	123456789	dstudent1	Fill11234


Test Ticket is for the student. Test Administrators must ensure they are handing the test ticket to the correct student before testing.

LAS Links Online Test Ticket Writing English Form D Grade K (Eng D)	
Demo Student	
Date of Birth:	4/9/2004
Accommodations:	TTS
Test Session Name:	Generic Grade K
State Student ID:	23456780
Username:	dstudent2
Password:	Lift1234

Test Management Application

Adding Students to Existing Test Sessions



When the test session display, click the **View/Edit** icon  in the Action column to display the Edit Test Session window for the session.

Test Sessions

Manage Test Sessions Upload Multiple Test Sessions

[+ Instructions](#)

* Indicates required fields

Administration
LAS Links *

District
SAMPLE DISTRICT - 412345

School
SAMPLE SCHOOL 1 - 012345

Last Name

First Name

Student ID

Session

Test Administrator
(All)

Scoring Option
(All)

LAS Links Form
(All)

Assessment
(All)

Date Range FROM:





Date Range TO:

Show Sessions Print All Tickets

Click Show Sessions

Sessions Status Summary

[+ Instructions](#)

Session Detail									
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Scoring Option	Action
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL 1	Sk Eng A SLRW Test Session	Grade K (Eng. A)	Not Started	1/5/2018	8/10/2018	DRC Scored	   
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL 1	sk copy test Session	Grade K (Eng. B)	Not Started	1/5/2018	9/10/2018	DRC Scored	