



# LAS Links Online

## Test Monitoring Application (TMA)

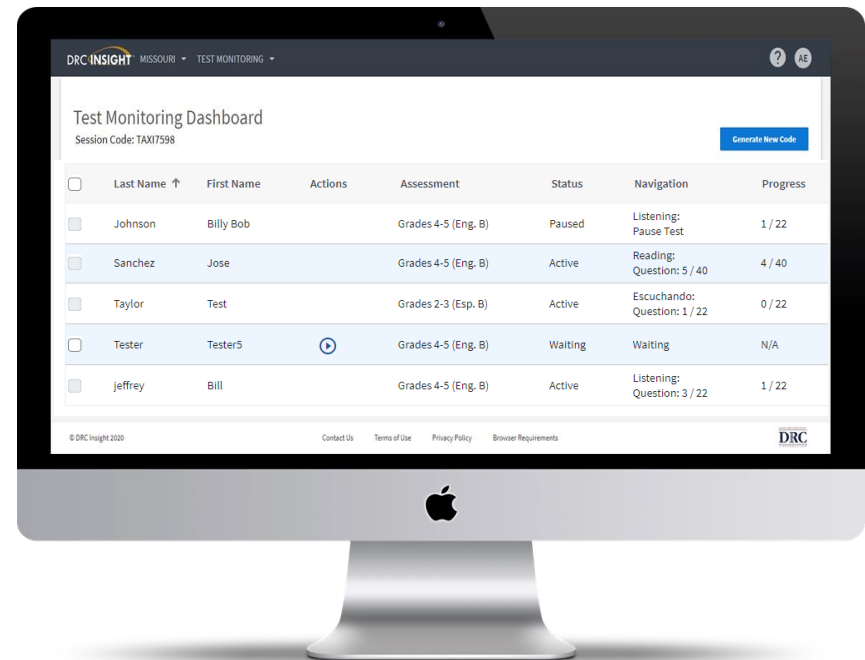
# Test Monitoring Application Overview



The new Test Monitoring Application (TMA) allows test administrators to securely monitor participants' testing status in real-time during LAS Links **Remote** and/or **in-person/onsite** Test Sessions.

TAs may monitor the following:

- Which students have logged in to the test?
- Which students have started the test?
- Are students progressing through the test?
- What question are they on?
- Which students have completed the test?
- Have any students paused their test?
- Are any students seeing an error message?



# ● ● ● Critical Step: Test Monitoring Permission



When Test Monitoring selection is Required, ensure the Test Administrator has the Test Monitoring - Access permission so that they can provide the Monitoring Code to the students in this Test Session

To add the Test Monitoring permission to single users and/or en masse, please review the Adding Users document found in the LAS Links Online and preLAS Online Digital Library

## Online Assessment Administration

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**Pre-Test Activities**

- [Determining User Roles in the DRC INSIGHT Portal](#)
- [Video Link: Adding Users to the DRC INSIGHT Portal](#)
- [Guide to Adding Users to the DRC INSIGHT Portal](#) ←
- [Enabling preLAS Online Content in the DRC INSIGHT Portal](#)
- [Video Link: Registering Students in DRC INSIGHT](#)
- [Guide to Student Registration](#)
- [Scheduling and Monitoring Test Sessions](#)

**Testing Activities**

- [preLAS Online Student Testing Experience](#)
- [LAS Links Online Student Testing Experience](#)

**Post Test Activities**

- [Rubric Scoring and Calibration](#)
- [Reporting](#)

# Scheduling Test Sessions with TMA



1. **Session Name** should be unique so you can easily search for it later
2. Choose the desired **Form**
3. Choose from the **Available Subtest**  
Note: Subtests **MUST** be contained in the same session in order to generate composite scores
4. Select your dates which determines student test availability
5. **NEW!** Test Monitoring drop down will default to **none** but choose required or optional if you would like to use TMA.
  - **Required:** student must have a code to enter the test
  - **Optional:** Student, although prompted for a code, will not be required to enter one

\* Indicates required fields

Session Name: Afternoon Session \*  
Scoring Option Status: Educator Scored | Change to DRC Scored  
Test Administrator: [Dropdown]

LAS Links Test Form:  
English Form A, Grade K  
English Form A, Grade 1  
English Form A, Grades 2-3  
English Form A, Grades 4-5  
English Form A, Grades 6-8  
English Form A, Grades 9-12

Available Subtests:  
 Speaking  
 Listening  
 Reading  
 Writing

Subtest(s) Chosen for Session:  
 Speaking Grades 4-5 (Eng. A)  
 Listening Grades 4-5 (Eng. A)  
 Reading Grades 4-5 (Eng. A)  
 Writing Grades 4-5 (Eng. A)

Begin Date: 6/7/2017 \* | End Date: 11/30/2021 \* | Mode: Online \* | Test Monitoring: None \* | Restricted Access: False \*

Search for Available Students:  
Student Last Name: [Text] | Student First Name: [Text] | Grade: (All) [Dropdown]  
Demographic: (All) [Dropdown] | Accommodation: (All) [Dropdown] | Test Administrator: (All) [Dropdown] | Student Group: (All) [Dropdown]

[Find Students] [New Student] [Clear]

Available Students: [List Box] | Students in Session: [List Box]

Double-click to edit Student

[Save] [Save & Add Another] [Cancel]

# Scheduling Test Sessions with TMA



- The Restricted Access will default to **“False”**. Change this to **True** so the student(s) may not access the test until the TA has granted access during testing.
- Students can only be added to assessments corresponding to their grade level.
- Highlight the students to be added to the session and click the blue right arrow to assign them to the session.
- Click Save or Save and Add Another

**NOTE:** To add TMA to existing sessions previously created, you must edit each session and update the Test Monitoring and Restricted Access drop down menus for each session.

\* Indicates required fields

Session Name: Afternoon Session \*

Scoring Option Status: Educator Scored | Change to DRC Scored

Test Administrator: [Dropdown]

LAS Links Test Form:  
English Form A, Grade K  
English Form A, Grade 1  
English Form A, Grades 2-3  
English Form A, Grades 4-5  
English Form A, Grades 6-8  
English Form A, Grades 9-12

Available Subtests:  
Speaking  
Listening  
Reading  
Writing

Subtest(s) Chosen for Session:  
Speaking Grades 4-5 (Eng. A)  
Listening Grades 4-5 (Eng. A)  
Reading Grades 4-5 (Eng. A)  
Writing Grades 4-5 (Eng. A)

Begin Date: 6/7/2017 \* | End Date: 11/30/2021 \* | Mode: Online \* | Test Monitoring: None \* | Restricted Access: False \*

Search for Available Students:  
Student Last Name: [Text] | Student First Name: [Text] | Student ID: [Text] | [Dropdown]  
Demographic: (All) | Accommodation: (All) | Test Administrator: (All) | Student Group: (All)

Buttons: Find Students, New Student, Clear

Available Students: [List Box] | Students in Session: [List Box]

Double-click to edit Student

Buttons: Save, Save & Add Another, Cancel





# Generating the Test Monitoring Code

# ● ● ● Access the DRC INSIGHT Portal




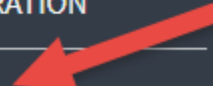
# www.drcedirect.com

A screenshot of the DRC INSIGHT Portal login page. The page has a dark blue header with the DRC INSIGHT logo. The main content area is split into two columns. The left column contains a white login form with fields for Username (containing 'user@datarecognitioncorp.com') and Password (with a 'Show Text' checkbox), a blue 'Sign in' button, and a 'Forgot your password?' link. The right column has a dark blue background with white text. It includes a 'Welcome to the DRC INSIGHT Portal' heading, a welcome message from Data Recognition Corporation (DRC) to LAS Links educators, instructions on how to access reports, and a section for 'ACCESS ONLINE TOOLS TRAINING WITH GOOGLE CHROME' with a link to the WBTE Portal. The footer contains copyright information, links for Privacy Policy, Terms of Use, and Contact Us, and the DRC logo.

# ● ● ● Test Monitoring Application



**DRC INSIGHT™ LAS LINKS** ▾ MY APPLICATIONS 

<u>PARTICIPANT PREPARATION</u>	<u>POST-TEST ACTIONS</u>	<u>OTHER LINKS</u>
Student Management	Student Management	Professional Learning
Student Group Management		License Dashboard
Test Administrator Management		
User Management		
<u>TEST PREPARATION</u>	<u>SCORING AND REPORTING</u>	
Test Management	Educator Scoring	
	Report Delivery	
	Interactive Reports	
<u>TEST ADMINISTRATION</u>	<u>GENERAL INFORMATION</u>	
Test Monitoring 	General Information	
	<u>TECHNOLOGY SETUP</u>	
	Central Office Services	



# ● ● ● Test Monitoring Application



- TMA will automatically generate a “Monitoring Code” that expires in 24 hours.
- You may extend the expiration of the code by 5 days week although it is best practice to use a generate a new monitoring code each day to ensure a clear view of active students.
- Provide the Monitoring Code to the student when you provide them with their Username and Password (test ticket information)


LAS LINKS ▾ TEST MONITORING ▾

## Test Monitoring Dashboard

Monitoring Code: TEAM2346 | Expires: Tuesday, November 10th, 2020 at 11:59 p.m.

[Generate New Code](#)

Name  Assessment  Status  [Clear Filters](#) [Allow](#)



No participants are currently active with this monitoring code.

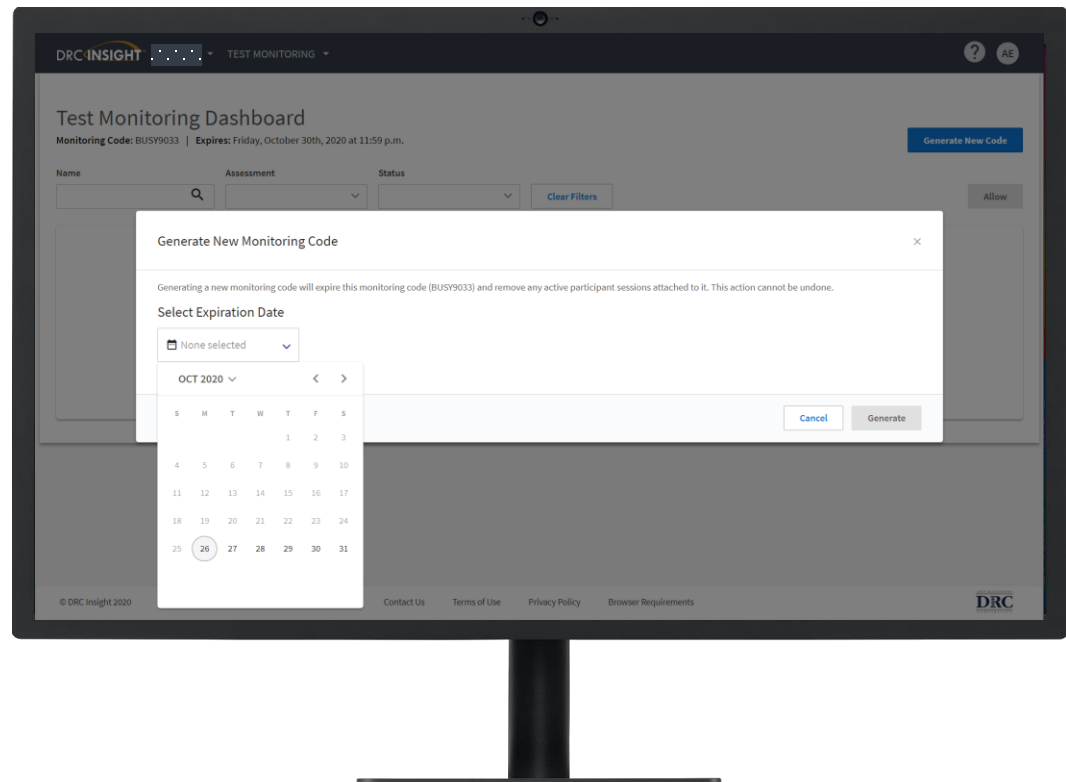
The screenshot shows a web interface for a Test Monitoring Application. At the top, there is a navigation bar with 'LAS LINKS' and 'TEST MONITORING' dropdown menus. The main content area is titled 'Test Monitoring Dashboard'. Below the title, it displays the current 'Monitoring Code: TEAM2346' and its expiration time: 'Expires: Tuesday, November 10th, 2020 at 11:59 p.m.'. A blue button labeled 'Generate New Code' is positioned to the right. Below this information are three filter fields: 'Name' with a search icon, 'Assessment' with a dropdown arrow, and 'Status' with a dropdown arrow. A 'Clear Filters' button is located to the right of these fields. Further right is a grey 'Allow' button. The main area below the filters is currently empty, showing a large light blue circle with a computer monitor icon in the center. Below the icon, the text reads 'No participants are currently active with this monitoring code.' Three red arrows are overlaid on the image: one pointing to the 'Test Monitoring Dashboard' title, one pointing to the expiration time, and one pointing to the 'Generate New Code' button.

# ● ● ● Test Monitoring Application



## Test Monitoring Code

- Although a new Test Monitoring Code can be generated at any time by clicking Generate New Code, it is not recommended.
- **Warning:** If a new code is generated while students are using the prior code, they will no longer be monitored by the test administrator on screen.
- Best practice suggests using a new monitor code each day.





# Student Experience

# ● ● ● Student Start Up Steps



- For Onsite testing: the student clicks the INSIGHT app on their workstation or device.
- For Remote testing: the student will be given the public URL via the web conference private chat to access the test login page.
- Student enters their username and password provided by the TA using private chat, and selects **Sign In**
- Student verifies name, grade, and school
- Finally, the student will enter the Test Monitoring Code provided to them by the TA
- Once a valid code is entered the **Continue** button is enabled

A screenshot of the DRC INSIGHT login page. The page has a blue header with the 'LAS Links' logo. Below the header, it says 'Sign in to DRC INSIGHT with the Username and Password provided to you.' There are two input fields: 'Username:' and 'Password:'. A blue 'Sign In' button is to the right of the password field. A 'Back' link is at the bottom left. Two red arrows point to the 'Username:' and 'Password:' fields. At the bottom right, it says 'v2020.08 rev Feb9366' and 'Copyright © 2020 by Recognition Corporation.'A screenshot of the student profile verification page. It says 'Welcome student valentine'. Below that, it says 'Before you begin testing, please confirm your profile information is correct:'. The profile information is listed as follows: Test Name: Grade 1 (Eng. B), Test Session: EPM TMA - All Domains, School Name: SAMPLE SCHOOL, Student ID: 1201201201, Accommodation(s):. Below this, it says 'If the above information is correct, please select Continue.' and 'If any of the above information is not correct, please raise your hand and notify your Test Administrator.' There is an input field for 'Enter Monitoring Code:' with the value 'ART8167', a 'Save' button, and a green checkmark with the text 'Valid Monitoring Code'. Below this is a green 'Continue' button. At the bottom left is an 'Options' button and at the bottom right is an 'Exit' button.



# Test Monitoring Application – Student Experience



## Waiting Room

- Students are placed in a “Waiting Room” until the TA allows them to start the assessment
- The student’s status will be “Waiting” on the Test Monitoring Dashboard
- Once allowed, the student can begin their assessment







# Test Administrator Experience

# ● ● ● Test Monitoring Application (TMA)



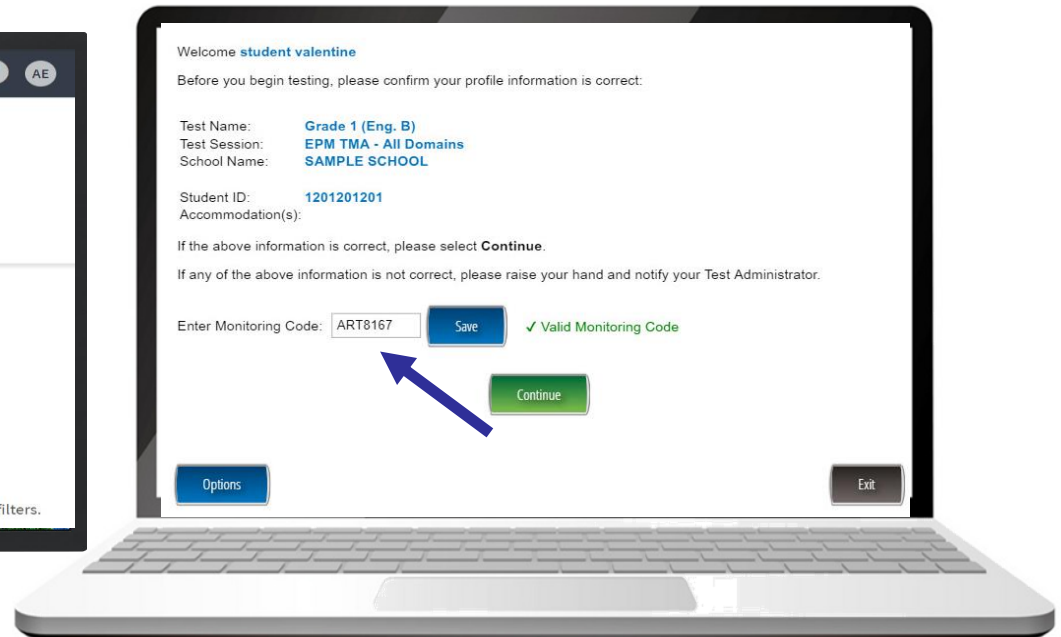
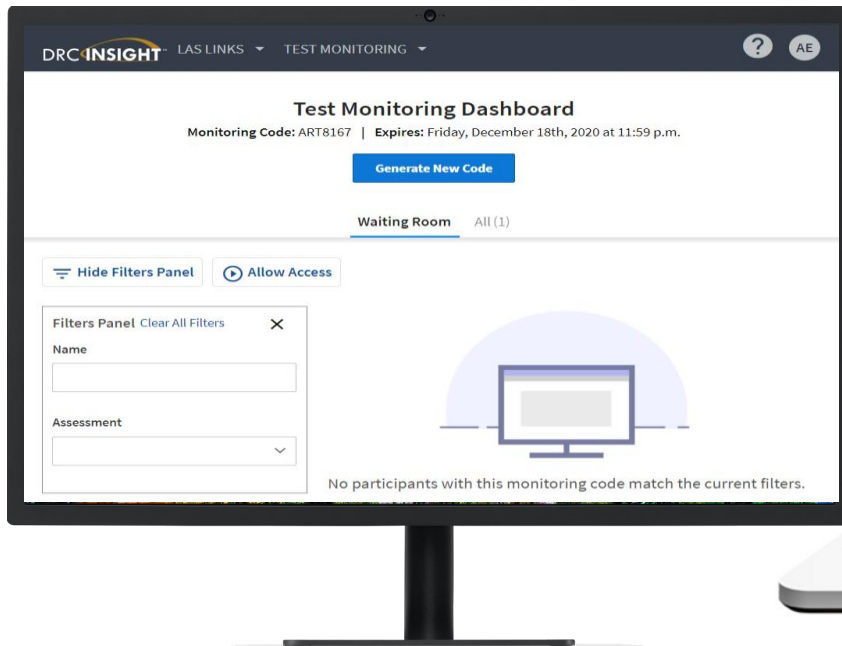
- Once the student has entered the Monitoring Code provided by the Test Administrator, the student will show up on the Test Monitoring Dashboard within the DRC's INSIGHT Portal
- The Test Administrator clicks the allow button (arrow) when the TA is ready for the student(s) to start testing
- The Test Administrator can monitor, via the Status, Navigation and Progress columns, where in the test the student is working and if they are on-task and actively engaged

<input type="checkbox"/>	Last Name ↑	First Name	Actions	Assessment	Status	Navigation	Progress
<input type="checkbox"/>	Johnson	Billy Bob		Grades 4-5 (Eng. B)	Paused	Listening: Pause Test	1 / 22
<input type="checkbox"/>	Sanchez	Jose		Grades 4-5 (Eng. B)	Active	Reading: Question: 5 / 40	4 / 40
<input type="checkbox"/>	Taylor	Test		Grades 2-3 (Esp. B)	Active	Escuchando: Question: 1 / 22	0 / 22
<input type="checkbox"/>	Tester	Tester5		Grades 4-5 (Eng. B)	Waiting	Waiting	N/A
<input type="checkbox"/>	jeffrey	Bill		Grades 4-5 (Eng. B)	Active	Listening: Question: 3 / 22	1 / 22

# LAS Links Administration: Side by Side Test Administrator and Student



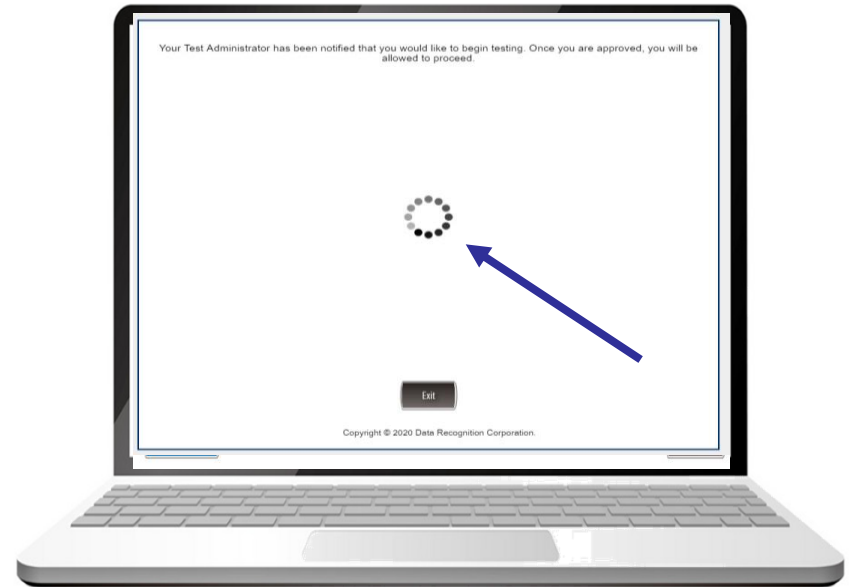
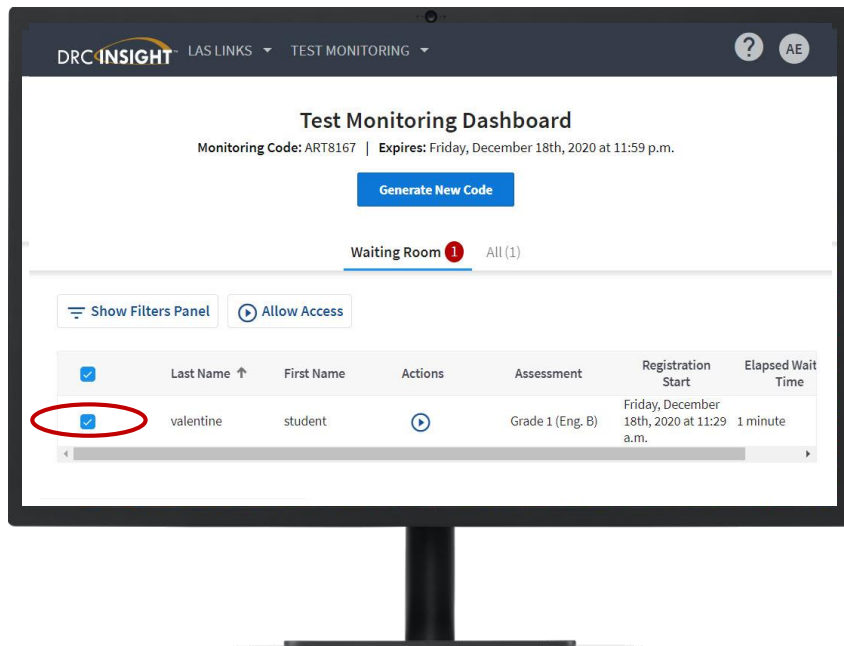
Student enters test monitor code and currently TA views an empty waiting room on their dashboard.



# LAS Links Administration: Side by Side Test Administrator and Student



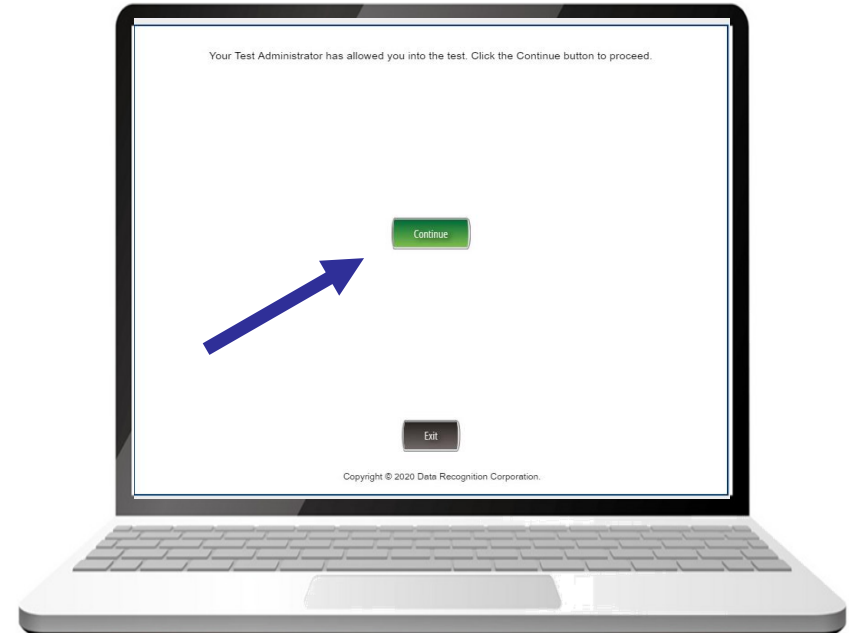
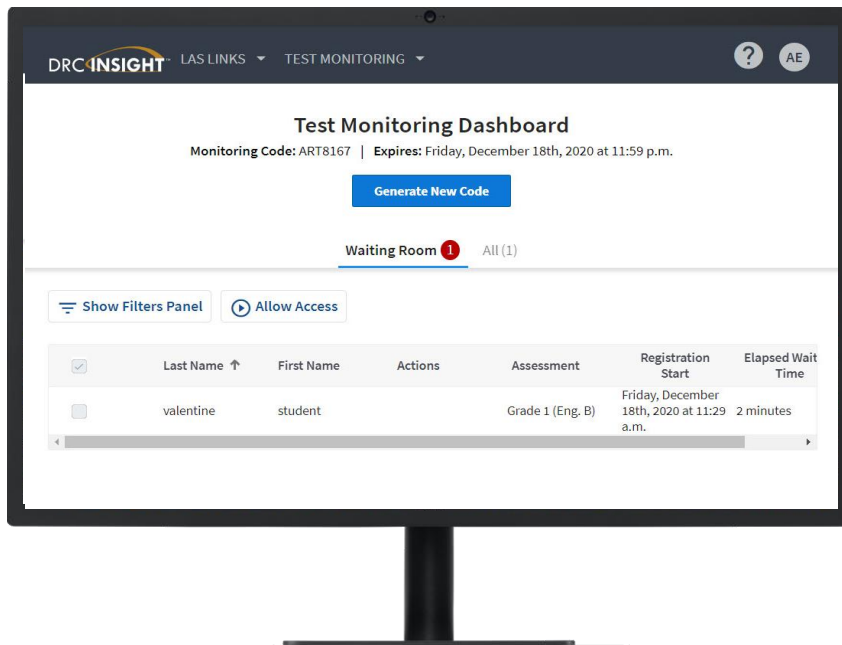
Once the student enters a valid test monitoring code and clicks Continue, the student sees a waiting room message and spinning circles. The test administrator views the student (or all students) in their waiting room and will check the box next to the student(s) name and then **Allow Access**.



# LAS Links Administration: Side by Side Test Administrator and Student



Once the test administrator has allowed access for each student the student will see a green **Continue** button. Student clicks on continue button to begin taking the test.



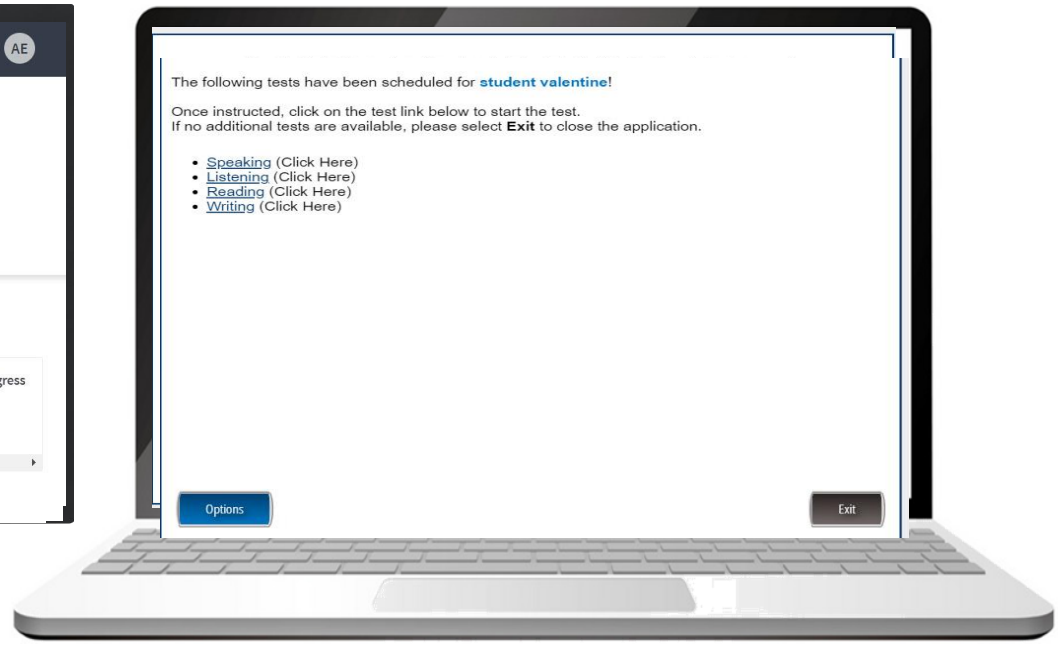
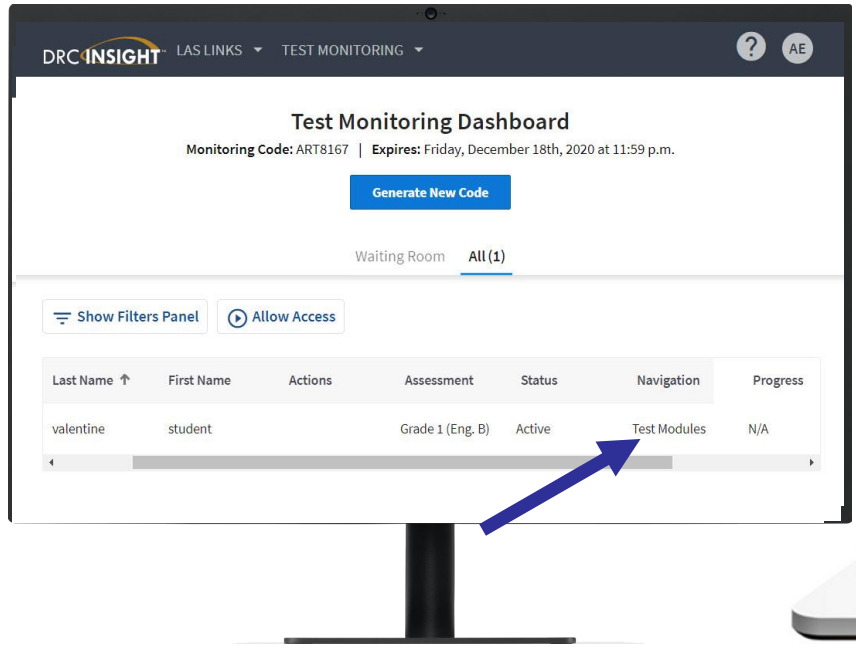




# LAS Links Administration: Side by Side Test Administrator and Student



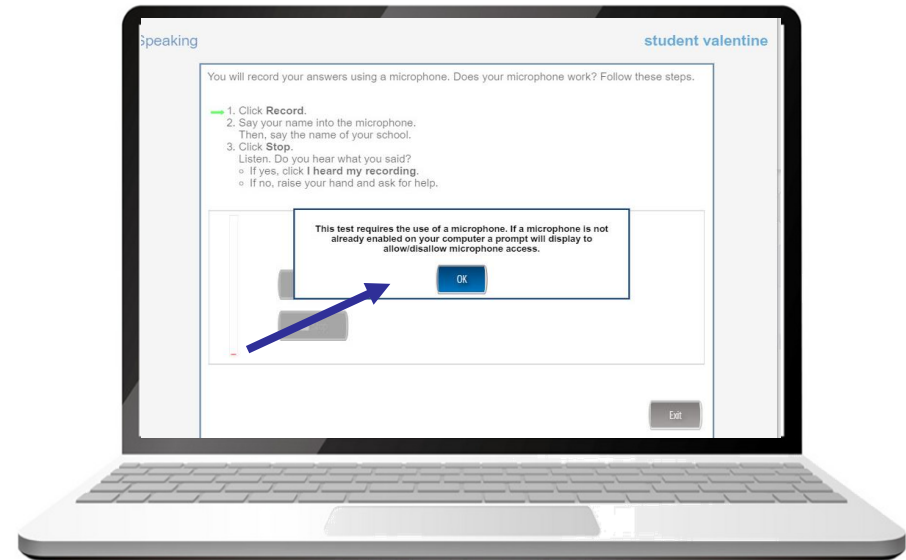
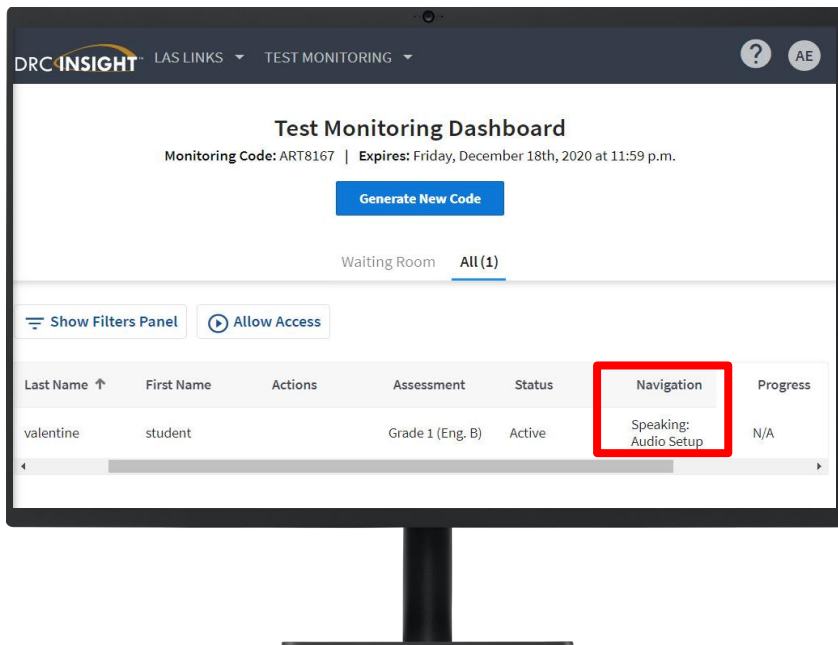
Next, the student will be presented with their subtests. On the Test Monitoring Application Dashboard, the test administrator will see that the student has entered the Test Modules screen. The student selects the subtest as directed.



# LAS Links Administration: Side by Side Test Administrator and Student



As the student continues through the test, the test administrator will be able to track the student through the Navigation and Progress tabs.





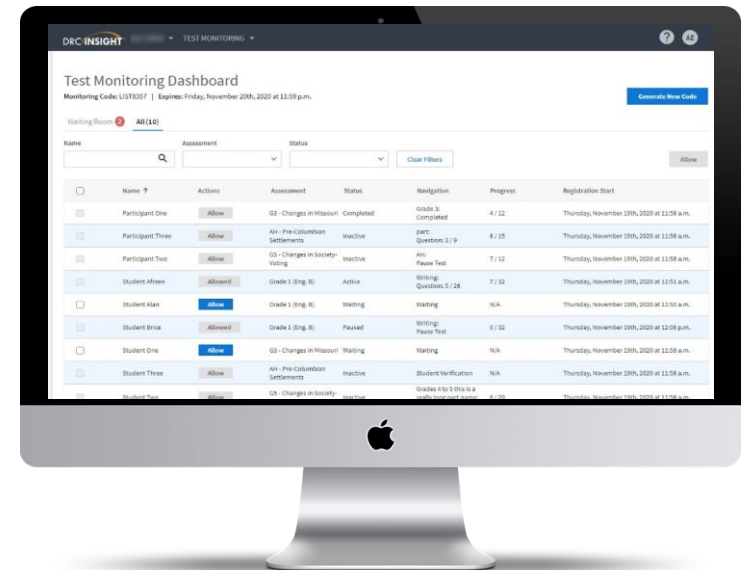
# TMA Security, Privacy, and Online Help

# Additional Information Test Monitoring Application



## Security and Privacy

- Test administrators see only students using their provided Test Monitoring Code.
- Test administrators can not share Test Monitoring Code with others.
- Students are in only one Test Monitoring session at a time.
- Test administrators cannot see students responses, only that they have responded to a test item.
- Monitoring codes expire.





# Additional Information Test Monitoring Application



## Test Monitoring Online Help

If you select the “?” in the upper right hand corner Online Help opens to answer common questions regarding the Test Monitoring Application:

- Application overview
- Managing Test Monitoring Codes
- Test Monitoring Dashboard Overview
- Review participant experience

