



Determining User Roles in the DRC INSIGHT Portal

Texas

DRC INSIGHT Portal Permissions Matrix

The matrix below lists the Portal permissions to be granted, by role, for LAS Links assessments.

The District Coordinator (DC) is responsible for the operation and administration of the LAS Links Test across test centers throughout a state or designated area including management of contractual agreements; adherence to federal, state, and local laws; and monitoring of test security. This user role is referred to as District in the Portal.

The School Coordinator (SC) is responsible for supporting the DC at the test center(s). This includes management of staff, materials, and test center facilities/equipment as well as the conducting of secure LAS Links Test administrations including editing user and examinee profiles, scheduling test sessions, assigning examinees to test sessions, printing test tickets for online testing, generating reports, and managing examinee records. This user role is referred to as School in the Portal.

The Teacher/Test Examiner (TE) is responsible for supporting the SC at the test center(s) and monitoring examinees during the secure administration of the LAS Links Test. This user role is referred to as Test Administrator in the Portal.

The District Technology Coordinator (DTC) and the School Technology Coordinator (STC) are able to view documents, access DRC INSIGHT and Central Office Services (COS) software download files, and configure devices for testing.

Portal Permissions Matrix



| Portal Menu | Permission Name | Allows User To... | Permission Set by Role | | | |
|--|--------------------------------------|---|------------------------|----|----|------------|
| | | | DC | SC | TE | DTC STC |
| General Information | Documents – View | View manuals, presentations, and other documents | X | X | X | X |
| General Information – Downloads | Online Testing – Secured Resources | View secure online testing software downloads and tutorials | X | | | X |
| Central Office Services | Test Setup – Central Office Services | Configure a computer or approved device for testing | X | | | X |
| User Management | Administrator | Add/edit user accounts and permissions; Inactivate/active users | X | | | |
| | Administrator – Mass Assign Role | Allows user to upgrade multiple user profiles to a higher role (DC) | X | | | |
| License Management | License Management - View | Track the number of licenses used and licenses remaining | X | | | |

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| Portal Menu | Permission Name | Allows User To... | Permission Set by Role | | | |
|--------------------------------------|---|---|------------------------|----|----|------------|
| | | | DC | SC | TE | DTC STC |
| Test Administrator Management | Teachers – Search/View <i>*Users must have this permission in order to use any other Test Administrator permissions.</i> | Search/view test administrator data and download search results | X | X | | |
| | Teachers – Add/Edit | Add/edit test administrators in Test Administrator Management, which allows test administrators to be associated with a student group | X | X | | |
| | Teachers – Upload | Upload test administrators to Test Administrator Management (using a specified file layout), which allows test administrators to be associated with a student group | X | X | | |
| Student Management | Students – Search/View <i>*Users must have this permission in order to use any other Student Management permissions.</i> | Upload a batch of test administrators to Test Administrator Management for purposes of associating to a Student Group using a specified file layout | X | X | | |
| | Students – Add/Edit | Add and edit student demographic information | X | X | | |
| | Students – Download Students | Download a list of student information | X | X | | |
| | Students – Upload | Upload students and demographic information using a specified file layout (Multiple Student Upload) | X | X | | |

Portal Permissions Matrix



| Portal Menu | Permission Name | Allows User To... | Permission Set by Role | | | |
|---------------------------------|---|--|------------------------|----|----|------------|
| | | | DC | SC | TE | DTC STC |
| Student Group Management | Student Groups – Search/View <i>*Users must have this permission in order to use any other Student Group Management permissions.</i> | Search for and view student groups, and download search results | X | X | | |
| | Student Groups – Add/Edit | Add, edit, delete student groups and reassign a test administrator | X | X | | |
| | Student Groups – Upload | Upload a list of student groups for purposes of adding or editing student groups for each test administrator | X | X | | |
| Test Monitoring | Test Monitoring | View the Test Monitoring page and generate monitoring session codes | X | X | X | |



| Portal Menu | Permission Name | Allows User To... | Permission Set by Role | | | |
|-----------------------------|---|--|------------------------|----|----|------------|
| | | | DC | SC | TE | DTC STC |
| Test Management | Test Session – Search/View <i>*Users must have this permission in order to use any other Test Session permissions.</i> | Search and view test sessions and download search results. | X | X | X | |
| | Test Session – Add/Edit | Add, edit, and delete test sessions | X | X | | |
| | Test Session – Status Summary | View testing status information | X | X | X | |
| | Test Session – Upload | Upload a list of test sessions for the purpose of adding or editing the test sessions | X | X | | |
| | Test Tickets – View/Print | Print student test tickets, rosters, and view individual student testing status | X | X | X | |
| | Test Tickets – View Questions Attempted | View the number of items out of the total a student has attempted | X | X | X | |
| | Test Tickets – End Incomplete Tests | Force submit (end) tests for students who need to take only one part of a multi-part test. | X | X | | |
| | Test Tickets – Unlock | Unlock student test login ticket after a student’s test status is “Completed” or the student test login ticket is “Locked” | X | | | |
| | Test Tickets – Invalidate/Validate | Invalidate or validate a student’s test (flag the test results as invalid) | X | | | |
| | Regenerate Test Ticket | Synchronize a student’s test with their current accommodations | X | | | |
| Test Setup – Primary Window | Access Test Setup during the primary window | X | X | X | | |

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|--|----------------------------------|--|------------------------|----|----|------------|
| | | | DC | SC | TE | DTC STC |
| Interactive Reporting* <i>*Once granted, these permissions take 24 hours to sync / before you can access student data.</i> | DRC IRS - Access | Allows users access to DRC INSIGHT Interactive Reporting system | X | X | X | |
| | DRC IRS - District | Allows users District-level access to DRC INSIGHT Interactive Reporting | X | | | |
| | DRC IRS - School | Allows users School-level access to DRC INSIGHT Interactive Reporting | X | X | | |
| | DRC IRS - Teacher | Allows users Teacher-level access to DRC INSIGHT Interactive Reporting | X | X | X | |
| Report Delivery | View Dynamic Reports | View, download, and print reports | X | X | X | |
| | Online Testing Statistics | Access Online Testing Statistics reports | X | | | |
| | Status Reports | Access to District-level Status reports | X | | | |
| Educator Scoring | Educator scoring | Access the Educator Scoring tool for scoring Constructed Response (CR) items | X | X | X | |
| Student Status Dashboard | Test Setup – View Student Status | Access the Student Status Dashboard | X | X | X | |



DRC Customer Service – Texas

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