



Navigating the License Dashboard

Accessing the License Dashboard



- The Point of Contact (POC) at each LEA has been provided access to the License Dashboard (upon purchase of licenses)
- If you are not the POC DRC has on file, you will need to ask the POC to add the License Dashboard permission to your profile
 - The POC is typically your Bilingual/ESL director
 - Directions for adding this permission is provided in the slides that follow

Navigating the License Dashboard



Click on MY APPLICATIONS >> License Dashboard:

A screenshot of the LAS Links web application interface. At the top left, the 'DRC INSIGHT' logo is visible. To its right are the navigation links 'LAS LINKS' and 'MY APPLICATIONS'. A red arrow points to the 'MY APPLICATIONS' link, which has a dropdown menu open. The dropdown menu is organized into several sections: 'PARTICIPANT PREPARATION' (containing Student Management, Student Group Management, Test Administrator Management, and User Management), 'TEST PREPARATION' (containing Test Management), 'POST-TEST ACTIONS' (containing Student Management), 'SCORING AND REPORTING' (containing Educator Scoring, Report Delivery, and Interactive Reports), 'GENERAL INFORMATION' (containing General Information), and 'TECHNOLOGY SETUP' (containing Central Office Services). In the 'OTHER LINKS' section, 'Professional Learning' and 'License Dashboard' are listed, with 'License Dashboard' highlighted by a red rectangular box. The background of the page shows a 'Welcome to the D...' message and a 'Congratulations, you have suc...' message.

Navigating the License Dashboard



License Usage		Adjustment History		
License Type	Cumulative Balance	Total Consumed	Total Available	
Student License - ENG A Gr 1/ESP A Grs 1-12	20	0	20	
Student License - ENG A Grs 2-12/ENG B,C,D ESP B Grs K-12	230	5	225	
Student License - preLAS	50	7	43	

LAS Links Online: Two domains per student (Speaking & Listening)

LAS Links Online: Four domains per student (Speaking, Listening, Reading & Writing)

One test per student (includes both the required Oral and optional Pre-Literacy Components)

Navigating the License Dashboard

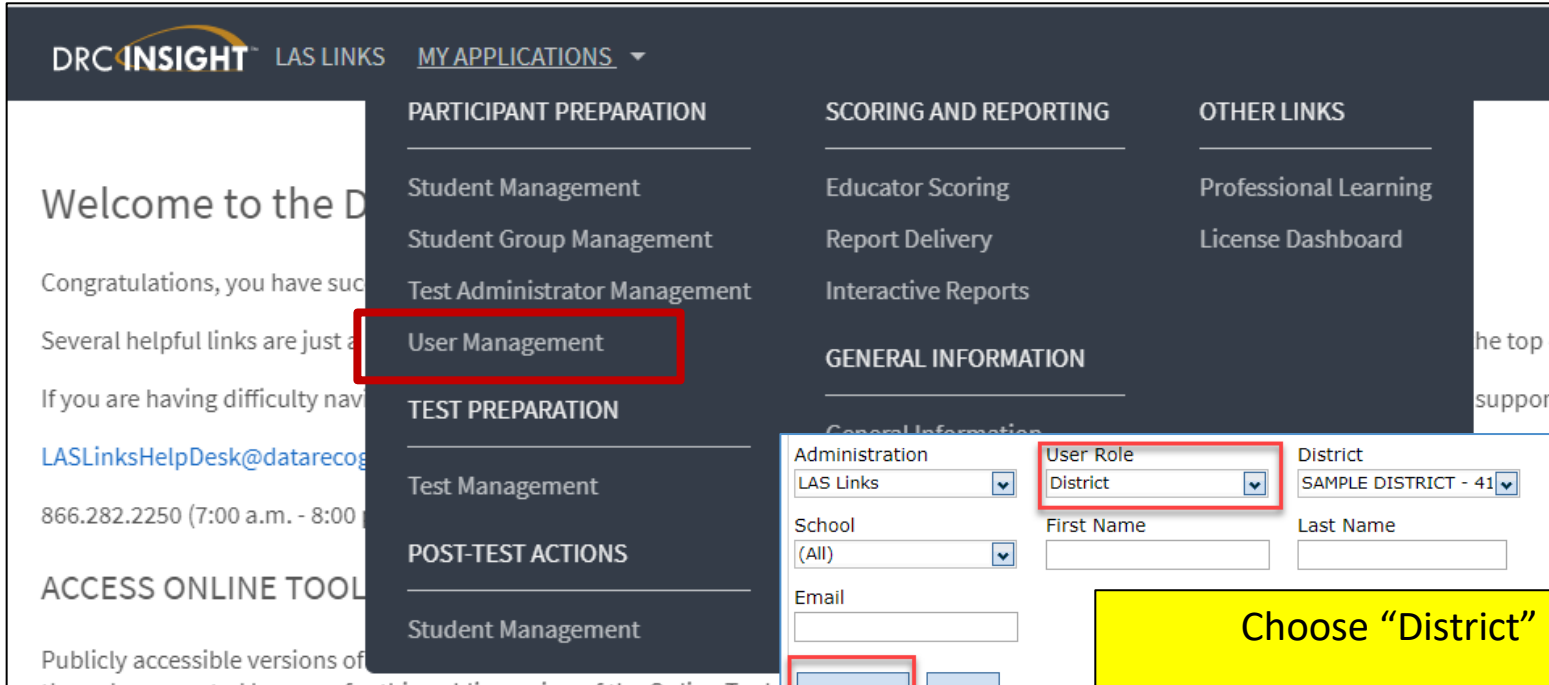


Click on Adjustment History to track your purchases.

License Usage		Adjustment History	
License Type	Transaction Date ↓	Action	Quantity
Student License - ENG A Grs 2-12/ENG B,C,D ESP B Grs K-12	Sep 8, 2020, 5:59:31 PM	Purchase	230
Student License - ENG A Gr 1/ESP A Grs 1-12	Sep 8, 2020, 5:59:20 PM	Purchase	20
Student License - preLAS	Sep 29, 2020, 2:06:55 PM	Purchase	50

Adding the License Dashboard Permission

Click on My Applications >> User Management



Administration: LAS Links (dropdown), User Role: District (dropdown), District: SAMPLE DISTRICT - 41 (dropdown)

School: (All) (dropdown), First Name: [text input], Last Name: [text input]

Email: [text input]

Buttons: Find User, Clear

Users | Profiles (tab) | Action

<input type="checkbox"/>	Last Name			Action
<input type="checkbox"/>	b			[icons]
<input type="checkbox"/>	Carpenter	Beverly		[icons]
<input type="checkbox"/>	District01	LASLinks	LL.TS.Dst01@mail.com	[icons]
<input type="checkbox"/>	Jark	Loel	Lake@SampleEmail.com	[icons]

Choose "District" under User Role

Click "Find User"

Click the "Profiles" tab

Adding the License Dashboard Permission

Find User Clear

Users Profiles

User Profiles

<input checked="" type="checkbox"/>	Last Name ▲	First Name ▲	Email ▲	Role	Administration	District ▲	School
<input checked="" type="checkbox"/>	b	a	fjvgokea.rvw@20minutemail.it	District	LAS Links	412345678	
<input checked="" type="checkbox"/>	Carpenter	Beverly		District	LAS Links	412345678	
<input checked="" type="checkbox"/>	District01	LASLinks	LL.TS.Dst01@mail.com	District	LAS Links	412345678	
<input checked="" type="checkbox"/>	Jark	Loel	Lake@SampleEmail.com	District	LAS Links	412345678	
<input checked="" type="checkbox"/>	Kodali	Anu		District	LAS Links	412345678	
<input checked="" type="checkbox"/>	Kollasch	Jacob		District	LAS Links	412345678	
<input checked="" type="checkbox"/>	One	Test	c4591636@nwytg.net	District	LAS Links	412345678	
<input checked="" type="checkbox"/>	Ormseth	Megan		District	LAS Links	412345678	
<input checked="" type="checkbox"/>	Quinn	Cara	cquinn@datarecognitioncorp.com	District	LAS Links	412345678	
<input checked="" type="checkbox"/>	Waters	Open	MikeDoe@SampleEmail.com	District	LAS Links	412345678	

Assign Permissions Remove Permissions Assign Role Export All to Excel

Once you have chosen the District User(s) who should receive the new permission, click “Assign Permissions”.

Adding the License Dashboard Permission

Click on “License Management – View”

Click the right arrow to move the permission under “Assigned Permissions”












Click “Save”

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

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

Available Permissions		Assigned Permissions
Administrator		
Administrator - Mass Assign Role		
Documents - View		
Educator Scoring		
License Management - View		
Online Testing - Secured Resources		
Professional Learning - Access		
Professional Learning - District		
Reports - View District Files		
Reports - View School Files		
Student Groups - Add/Edit		

License Management - View: Allows a user access to the License Dashboard



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