



**Connecticut State Department of Education (CSDE)
Data Recognition Corporation (DRC)
2024-25
English Learner Assessment Coordinator's
LAS Links Online Administration Training**



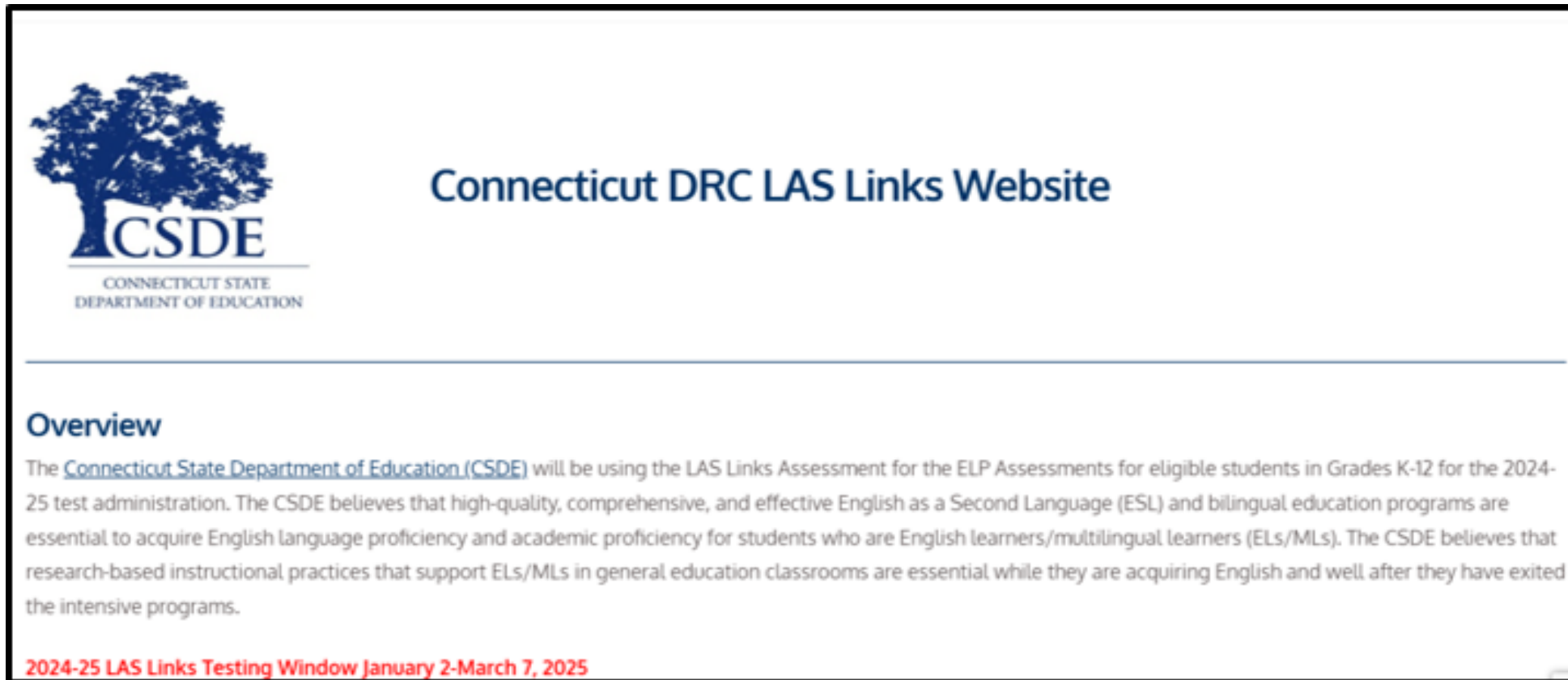
- ✓ **Training Part 2:** During testing activities
 - ✓ The Student Practice Test
 - ✓ Proctoring Student Testing
 - ✓ Checking Testing Status
- ✓ **Resources and Contact Information**

Connecticut DRC LAS Links Website



Bookmark <https://laslinks.com/connecticut-information/>

- The Connecticut DRC LAS Links Website includes CT specific LAS Links information on test administration, training, technology, scoring, and reporting

A screenshot of the Connecticut DRC LAS Links Website. The page features the CSDE logo on the left, which includes a tree and the text "CSDE CONNECTICUT STATE DEPARTMENT OF EDUCATION". To the right of the logo is the title "Connecticut DRC LAS Links Website". Below the title is a horizontal line, followed by the section header "Overview". The main text under "Overview" states: "The [Connecticut State Department of Education \(CSDE\)](#) will be using the LAS Links Assessment for the ELP Assessments for eligible students in Grades K-12 for the 2024-25 test administration. The CSDE believes that high-quality, comprehensive, and effective English as a Second Language (ESL) and bilingual education programs are essential to acquire English language proficiency and academic proficiency for students who are English learners/multilingual learners (ELs/MLs). The CSDE believes that research-based instructional practices that support ELs/MLs in general education classrooms are essential while they are acquiring English and well after they have exited the intensive programs." At the bottom of the page, there is a red banner with the text "2024-25 LAS Links Testing Window January 2-March 7, 2025".

Training Part 2: Student Readiness and Proctoring the Test

Activity 1:

The Student Practice Test

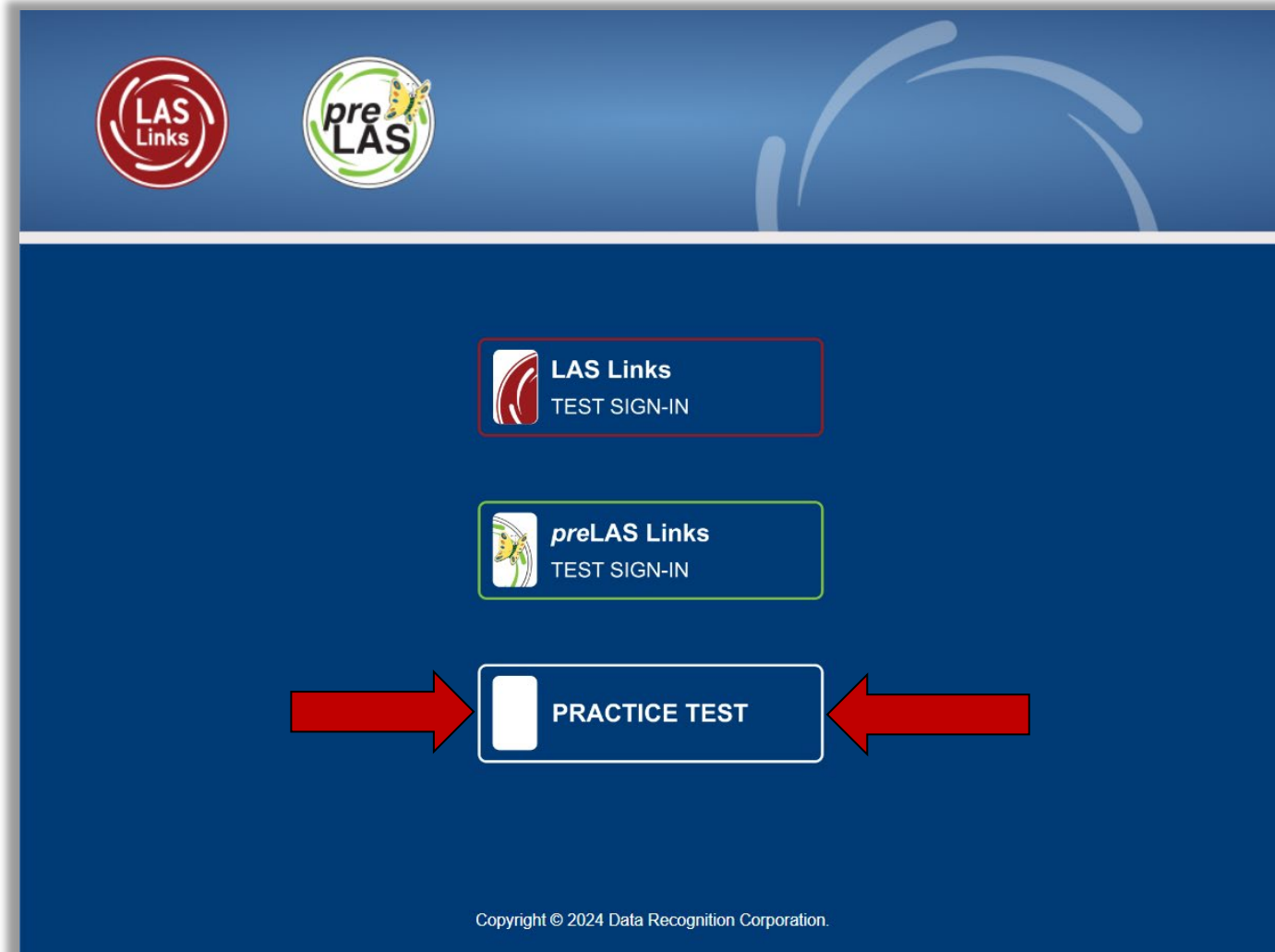


LAS Links Online Tools Training Practice Test



Online Tools Training Practice Test:

- Highly recommended prior to live testing.
- Student technology readiness should be determined during the Online Tools Training Practice Test.
- Students may access the training test two ways: click on the DRC INSIGHT app or using CHROME go to:
<https://wbte.drctedirect.com/LL/portals/II>



Student Online Tools Practice Test Username and Password



DO NOT give the student live test credentials (their test ticket) until they are ready to actually take the live test.

Use the username and password provided on the login screen.

A screenshot of the LAS Links login interface. The top section has a blue background with the LAS Links logo on the left and a white arc graphic on the right. Below this is a dark blue section containing a red-bordered box with the text: "Sign in with the following Username and Password.", "Username: SPEAKINGCD23", and "Password: TEST1234". Two red arrows point from the right towards the username and password text. Below the red box are two white input fields labeled "Username:" and "Password:", followed by a blue "Sign In" button. At the bottom left is a "Back" link, and at the bottom right is the version number "v2018.08 rev:b8e6cd8". A copyright notice "Copyright © 2018 Data Recognition Corporation." is centered at the very bottom.

Student Online Tools Practice Test Tips



You may have students take the Online Tools Practice Test individually or as a whole group:

- The Online Tools Practice Test in its entirety should take approximately 20/25 minutes or less
- Have the link to the Online Tools Practice Test open on another tab on your computer: <https://wbte.drctdirect.com/LL/portals/ll> and show it as a whole group –or–
- Have each student go to this URL, put their headsets on, and take the practice test. Remember, they can also click on the INSIGHT app to access the practice test.
- If you take the students through the practice test(s) as a whole group, if you show the speaking domain, you will need a head set that you will plug in when you are prompted to record an answer, or your device microphone needs to be enabled.

Time Saving Tip: The embedded videos regarding the tools provided in each of the 4 domains are the same videos. Once the student has watched those videos and practiced with the tools during the first domain, they may skip the videos and the tools practice in the remaining domains and go straight to the specific domain practice items.



Training Part 2: Student Readiness and Proctoring the Test

Activity 2:

Proctoring Student Testing





Planning Your Testing Schedule

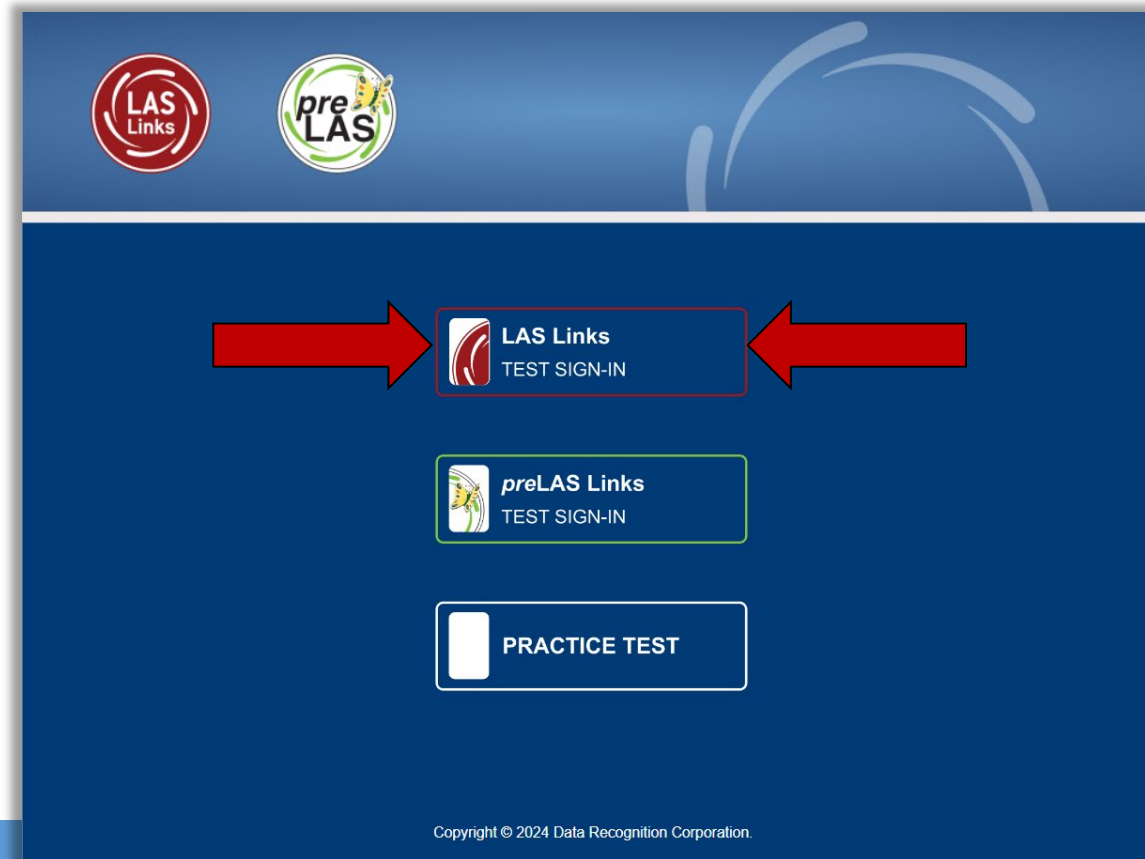
Subtest Area	Estimated Time
Speaking	15 minutes – all Grades
Listening	35 minutes – Grades K, 1, 6-8, and 9-12 30 minutes – Grades 2-3, 4-5
Reading	40 minutes – Grades K, 1, 2-3, and 4-5 50 minutes – Grades 6-8 and 9-12
Writing	30 minutes – Grades K, 1 40 minutes – Grades 2-12

- Estimated times are testing time estimates only. They do not include pretest activities (i.e., test ticket allocation, logging in, etc.).
- Testing can be completed over multiple days.

LAS Links Online: Student Experience



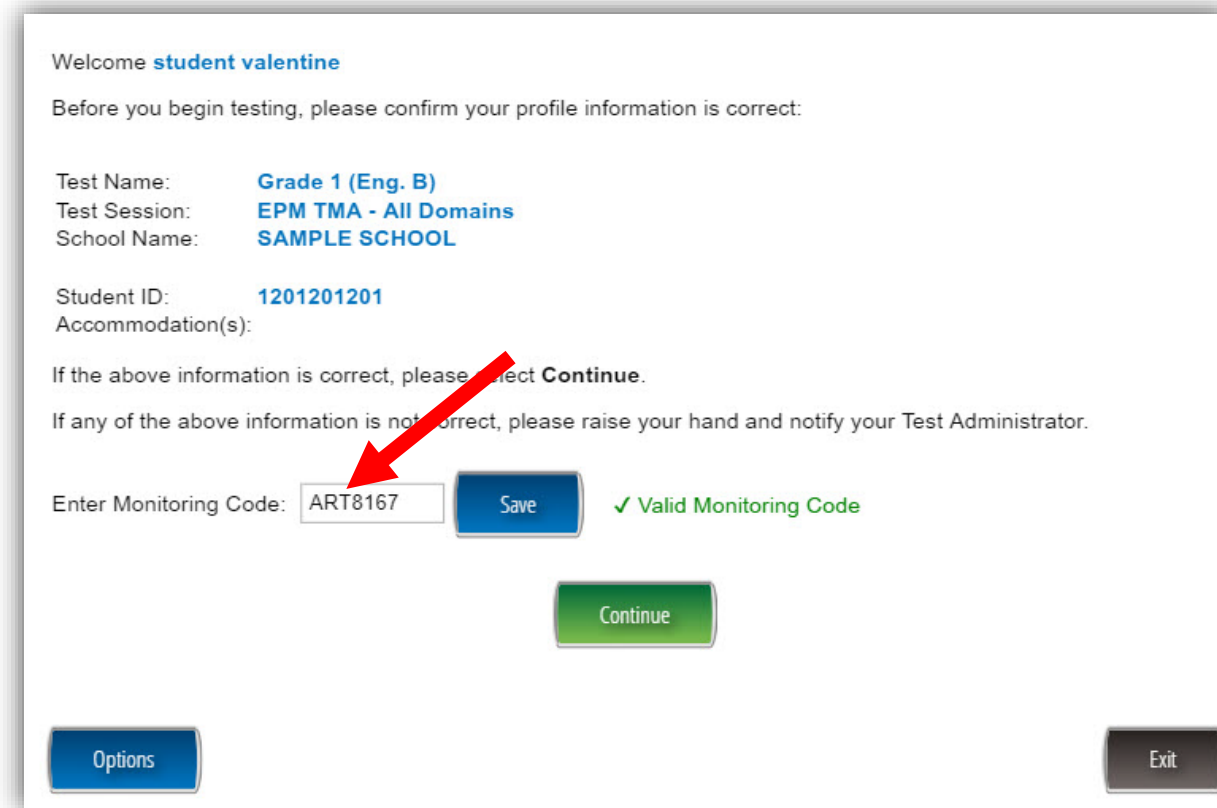
When the student is ready to take the live test, they should be given the test ticket and should click on the DRC INSIGHT App installed on the student device.





If Using the Test Monitoring Application

Once the student has entered their test ticket username and password, they are then asked for a Test Monitoring Code:





If Using the Test Monitoring Application



The Test Administrator will need to generate the code to provide to the student(s). This may be handed out individually or posted somewhere for all students to use:

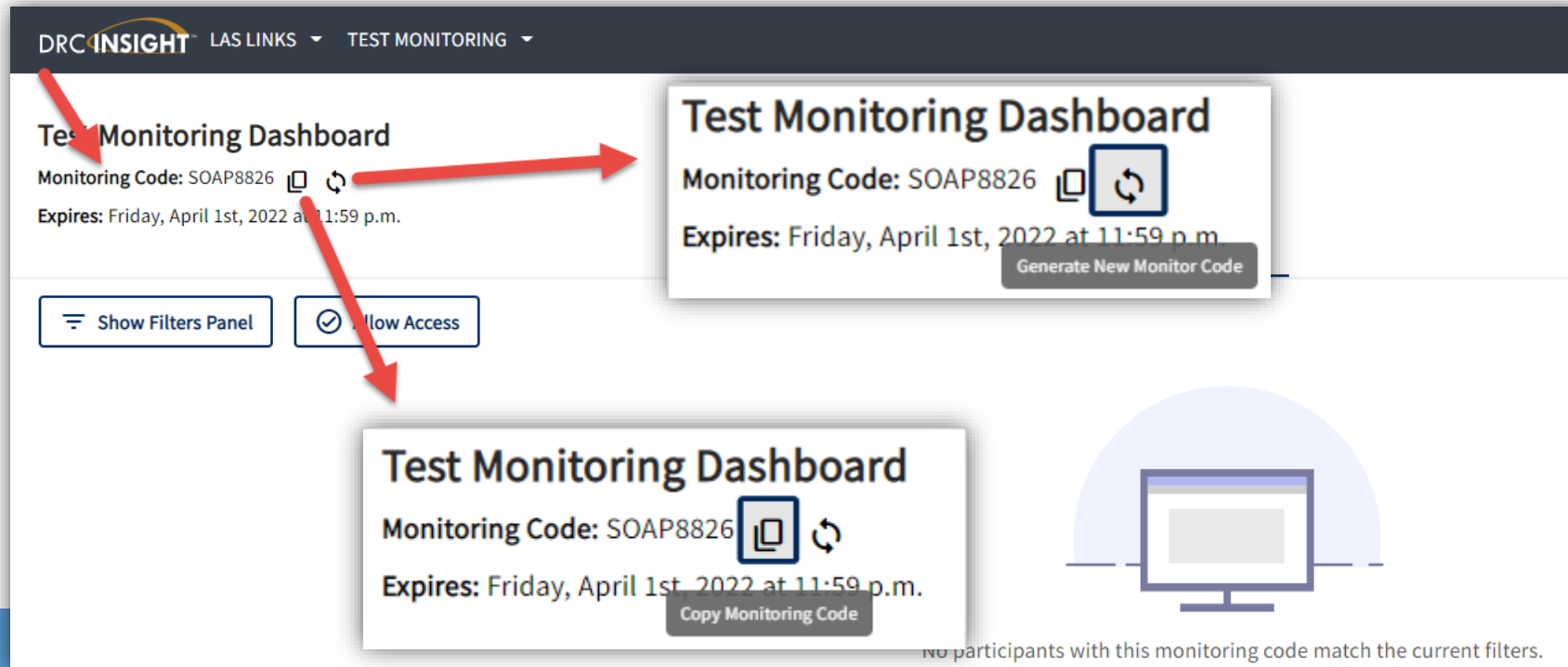
The screenshot shows the 'MY APPLICATIONS' menu in the DRC INSIGHT LAS LINKS system. The menu is organized into several sections:

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

Red arrows point to the 'MY APPLICATIONS' header and the 'Test Monitoring' option.

Generating a Test Monitoring Code

2. TMA will automatically generate a “Monitoring Code” that expires in 24 hours.
 - Provide the Monitoring Code to the student when you provide them with their Username and Password (test ticket information)
 - To email/post the code, you may click on the copy monitoring code by clicking on 
3. You may extend the monitoring code to last for up to 5 days by clicking on 

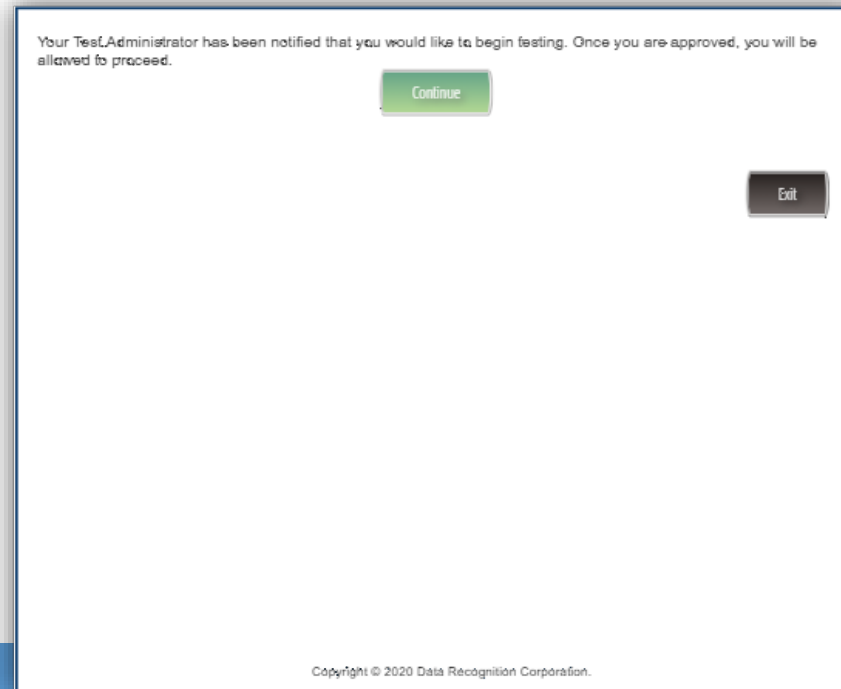


The screenshot shows the 'Test Monitoring Dashboard' interface. At the top, it displays 'DRC INSIGHT LAS LINKS TEST MONITORING'. The main content area shows the 'Monitoring Code: SOAP8826' and 'Expires: Friday, April 1st, 2022 at 11:59 p.m.'. Below this, there are two buttons: 'Show Filters Panel' and 'Allow Access'. A red arrow points from the 'Monitoring Code' text to a callout box that highlights the 'Copy Monitoring Code' button (a square with a copy icon) and the 'Generate New Monitor Code' button (a square with a refresh icon). Another red arrow points from the 'Allow Access' button to a callout box that highlights the 'Copy Monitoring Code' button. A third red arrow points from the 'Monitoring Code' text to a callout box that highlights the 'Generate New Monitor Code' button. At the bottom of the dashboard, it says 'no participants with this monitoring code match the current filters.' and there is an icon of a computer monitor.





If Using the Test Monitoring Application

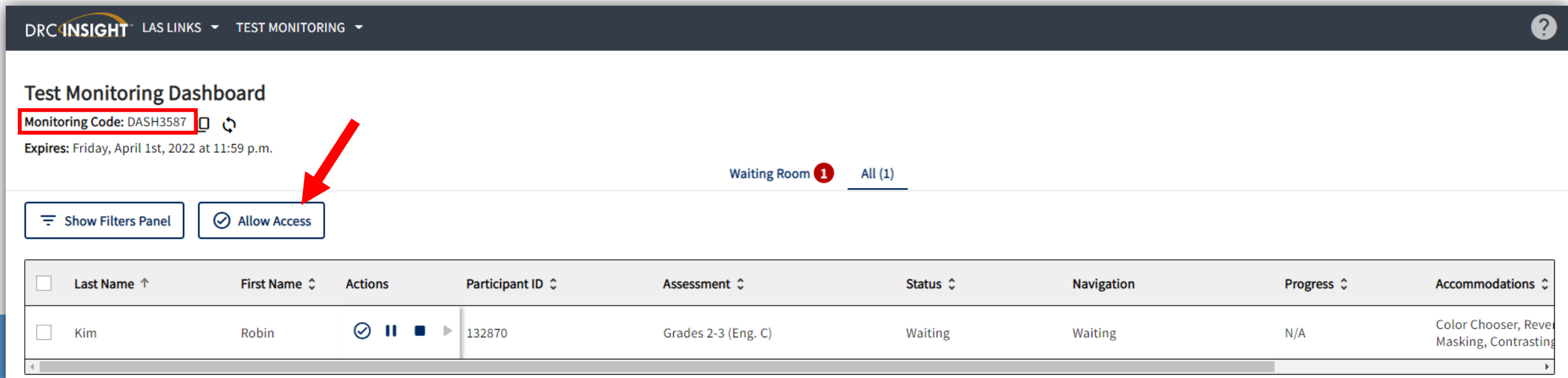
- Students are placed in a “Waiting Room” until the TA allows them to start the assessment
- The student’s status will be “Waiting” on the Test Monitoring Dashboard
- The TA controls the students’ access to their assessment







TMA – Test Administrator Experience



1. Once the students enter the Test Monitoring Code, the student test information will appear on the TA's dashboard
2. When ready, the TA allows test access to all or individual students
 1. All = TA clicks the radio button in the header row + the  button
 2. Individual Students = TA clicks the allow access  button
3. Once allowed access by the TA, the students can begin their assessment



The screenshot shows the "Test Monitoring Dashboard" interface. At the top, it displays "DRC INSIGHT LAS LINKS TEST MONITORING" and a help icon. Below this, the "Monitoring Code: DASH3587" is highlighted with a red box. The expiration time is "Expires: Friday, April 1st, 2022 at 11:59 p.m.". There are two buttons: "Show Filters Panel" and "Allow Access", with a red arrow pointing to the "Allow Access" button. The dashboard shows a "Waiting Room" with 1 student and "All (1)" selected. Below is a table with columns: Last Name, First Name, Actions, Participant ID, Assessment, Status, Navigation, Progress, and Accommodations. The table contains one row for a student named Kim, Robin, with Participant ID 132870, Assessment "Grades 2-3 (Eng. C)", Status "Waiting", and Accommodations "Color Chooser, Reverse Masking, Contrasting".

<input type="checkbox"/>	Last Name ↑	First Name ↓	Actions	Participant ID ↓	Assessment ↓	Status ↓	Navigation	Progress ↓	Accommodations ↓
<input type="checkbox"/>	Kim	Robin	   	132870	Grades 2-3 (Eng. C)	Waiting	Waiting	N/A	Color Chooser, Reverse Masking, Contrasting

TMA – Test Administrator Experience



Test Administrators can monitor student progress via the Status, Navigation, and Progress columns:

Status = indicates if the student is actively engaged with the assessment (definitions available on next slide)

Navigation = indicates what subtest the student is logged into and what question they are on within the subtest

Progress = indicates how many items have been answered compared to number of items in the assessment. For instance, 2/22 means 2 items out of 22 have been answered.

Test Monitoring Dashboard
Monitoring Code: DASH3587
Expires: Friday, April 1st, 2022 at 11:59 p.m.

Waiting Room All (4)

Show Filters Panel Allow Access

<input type="checkbox"/>	Last Name ↑	First Name ↓	Actions	Participant ID ↑	Assessment ↓	Status ↓	Navigation	Progress ↓	Accommodations ↓
<input type="checkbox"/>	Kim	Robin		132870	Grades 2-3 (Eng. C)	Paused	Listening: Pause Test	2 / 22	Color Chooser, Revealing, Masking, Contrasting
<input type="checkbox"/>	Ward	Heather		123456	Grades 2-3 (Eng. C)	Active	Reading: Question: 20 / 33	1 / 33	Color Chooser, Revealing, Masking, Contrasting
<input type="checkbox"/>	mary	garza		1234	Grades 2-3 (Eng. C)	Exited	Reading: Question: 5 / 33	4 / 33	Color Chooser, Revealing, Masking, Contrasting
<input type="checkbox"/>	test	test		125689	Grades 2-3 (Eng. C)	Active	Writing: Question: 10 / 19	9 / 19	Color Chooser, Revealing, Masking, Contrasting

TMA – Test Administrator Experience



Status columns definitions:

Active = student is actively answering questions

Paused = student or TA has paused the test and the timer is currently counting down from 20:00 minutes

Inactive = student is not actively engaging in the assessment

Exited = student or TA has ended and exited the assessment

Test Monitoring Dashboard
Monitoring Code: DASH3587
Expires: Friday, April 1st, 2022 at 11:59 p.m.

Waiting Room All (4)

Show Filters Panel Allow Access

<input type="checkbox"/> Last Name ↑	First Name ⇅	Actions	Participant ID ⇅	Assessment ⇅	Status ⇅	Navigation	Progress ⇅	Accommodations ⇅
<input type="checkbox"/> Kim	Robin		132870	Grades 2-3 (Eng. C)	Paused	Listening: Pause Test	2 / 22	Color Chooser, Reve Masking, Contrasting
<input type="checkbox"/> Ward	Heather		123456	Grades 2-3 (Eng. C)	Active	Reading: Question: 20 / 33	1 / 33	Color Chooser, Reve Masking, Contrasting
<input type="checkbox"/> mary	garza		1234	Grades 2-3 (Eng. C)	Exited	Reading: Question: 5 / 33	4 / 33	Color Chooser, Reve Masking, Contrasting
<input type="checkbox"/> test	test		125689	Grades 2-3 (Eng. C)	Inactive	Writing: Question: 10 / 19	9 / 19	Color Chooser, Reve Masking, Contrasting



Training Part 2: Student Readiness and Proctoring the Test

Activity 3:

Checking Testing Status





District Status – Daily Cumulative Student Status Report

Report Delivery > Status Reports > Daily Cumulative Student Status Report will display all students in a test session (on an individual line per domain), regardless of whether they have started the test session. Report will show the test status for each student, including start and submit times, and the ticket status.

Report Delivery | Manage Reports | On-Demand Reports | Online Testing Statistics | **Status Reports**

Status Reports

* Indicates required fields

Administration: LAS Links * | District: (All) | School: (All)

Reports		
Title	Description	Action
Daily Cumulative Student Status Report	Displays all students in a test session, regardless of whether they have started the test session or not. Shows the test status for each student, including start and submit times, the ticket status, assigned accommodations and has a comment field.	
Daily Student Status Report	Displays each student that logs into a test. Shows the test start and submit times, test ticket status and has a comment field. This report does not contain any cumulative test activity for the student.	
Daily School Resets Report	Displays information about schools that have unusual reset/unlock activity.	

School Status - Student Status Dashboard



- The Student Status Dashboard allows you to monitor testing progress of students at the school level
- Click on MY APPLICATIONS >> Student Management:

A screenshot of the DRC INSIGHT LAS LINKS MY APPLICATIONS dropdown menu. The menu is dark blue with white text. A red arrow points to the 'MY APPLICATIONS' dropdown arrow. The 'Student Management' option is highlighted with a red box. The menu is organized into several sections: PARTICIPANT PREPARATION, SCORING AND REPORTING, OTHER LINKS, TEST PREPARATION, GENERAL INFORMATION, TECHNOLOGY SETUP, and POST-TEST ACTIONS. The 'Student Management' option is listed under both PARTICIPANT PREPARATION and POST-TEST ACTIONS.

DRC INSIGHT™ LAS LINKS MY APPLICATIONS ▾

PARTICIPANT PREPARATION

- Student Management
- Student Group Management
- Test Administrator Management
- User Management

TEST PREPARATION

- Test Management

POST-TEST ACTIONS

- Student Management

SCORING AND REPORTING

- Educator Scoring
- Report Delivery
- Interactive Reports

GENERAL INFORMATION

- General Information

TECHNOLOGY SETUP

- Central Office Services

OTHER LINKS

- Professional Learning
- License Dashboard

Student Status Dashboard



Manage Students **Student Status Dashboard**

Student Status Dashboard

Site Selection

Select a Site ...

Filters

Testing ended after *

JUN 2020

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Under Student Management, click “select a site” and type in the school's name.

Once the site is chosen, pick the “Testing ended after” date.

Student Status Dashboard



The student status dashboard will provide you status by school overall, by grade, by content area, and by assessment.

When you hover over any color, it will give you student counts.

Click on the icon in the right-hand corner of each chart to make it a list as opposed to a chart.



Extending the View on the Student Status Dashboard



Student Search Results

Export to CSV

Note: Times are displayed in Central Time

Last Name	First Name	Grade ...	Content Ar...	Module	Assessm...	Status	Start Time	End Time	Duration
Sample	Sample	04	READING	Reading	Reading Gr...	Not Started			
Sample	Sample	04	READING	Reading	Reading Gr...	Not Started			
Sample	Two	04	READING	Reading	Reading Gr...	Not Started			
Test	A	07	READING	Reading	Reading Gr...	Completed	12:21 PM	12:22 PM	0 Hours 1 Minutes
Test	B	08	READING	Reading	Reading Gr...	Not Started			
Test	C	06	READING	Reading	Reading Gr...	Not Started			
Test	One	K	READING	Reading	Reading Gr...	Completed	09:32 AM	09:33 AM	0 Hours 1 Minutes

When you click on one of the bars (or circle), it will provide you with a student roster with time stamps, at the bottom of the page.

This is a report that can be exported.

LAS Links Resources and Contact Information





Resources



[CT DRC LAS Links Webpage](#)

- [LAS Links Test Administration Manual](#)
- [LAS Links Portal User Guide](#)
- LAS Links Training Videos

[English Language Proficiency Assessment – LAS Links CSDE Document page](#)



CSDE Contact Information



Michael Sabados

Education Consultant

Performance Office

860.713.6856 or Michael.Sabados@ct.gov

Cristi Alberino

Education Consultant

Performance Office

860.713.6862 or Cristi.Alberino@ct.gov

Katherine Seifert

Associate Education Consultant, Special Populations

Performance Office

860.713.6722 or Katherine.Seifert@ct.gov

Megan Alubicki-Flick

English Learner Consultant

Turnaround Office

860.713.6786 or Megan.Alubicki@ct.gov



LAS Links Help Desk

866.282.2250 Option 2 (9:00 a.m.-5:30 p.m. EDT)
or LASLinksHelpDesk@datarecognitioncorp.com

LAS Links Project Manager

Franklin Brown

855.839.1181 Option 2

LASLinksPM@datarecognitioncorp.com