



Connecticut State Department of Education (CSDE) Data Recognition Corporation (DRC)

2023-24

English Learner Assessment Coordinator's LAS Links Online Administration Training

During Testing Activities



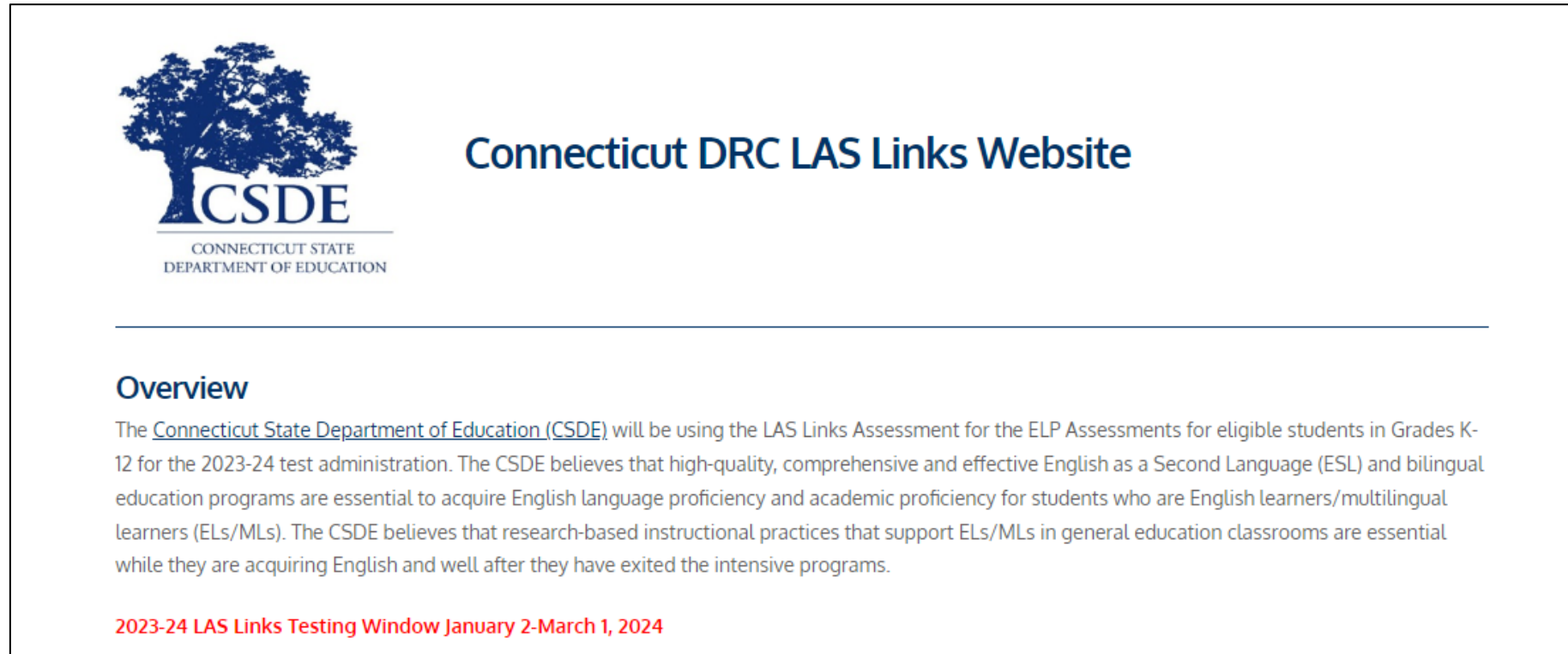
- ✓ **Training Part 2:** Proctoring the test
 - ✓ The Student Practice Test
 - ✓ Proctoring Student Testing
 - ✓ Checking Testing Status
- ✓ **Resources and Contact Information**

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 2023-24 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 text link: "2023-24 LAS Links Testing Window January 2-March 1, 2024".

Training Part 2: Student Readiness and Proctoring the Test

Activity 1:

The Student Practice Test

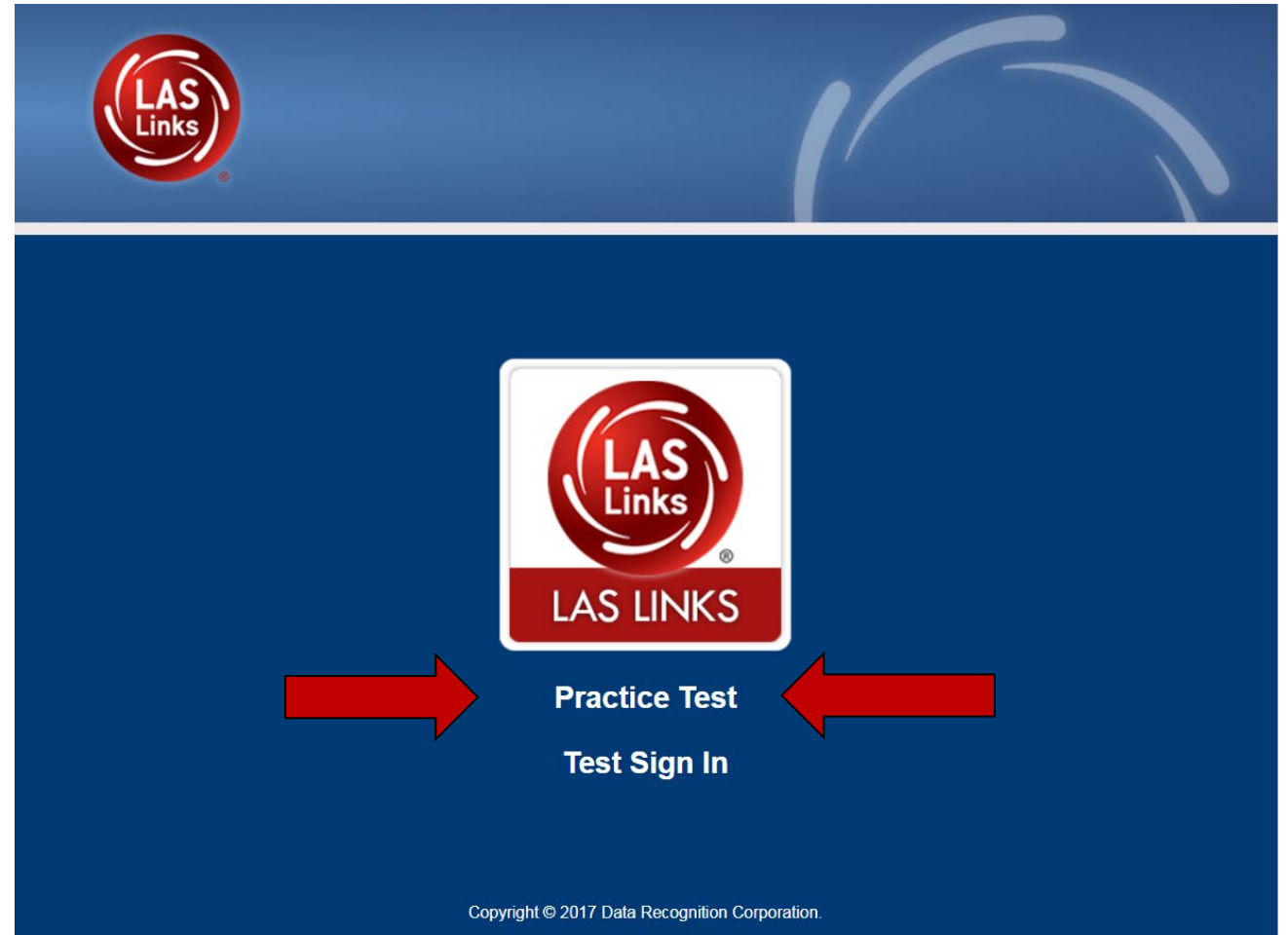


LAS Links Online Tools Training Practice Test



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 lines. 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/II> 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

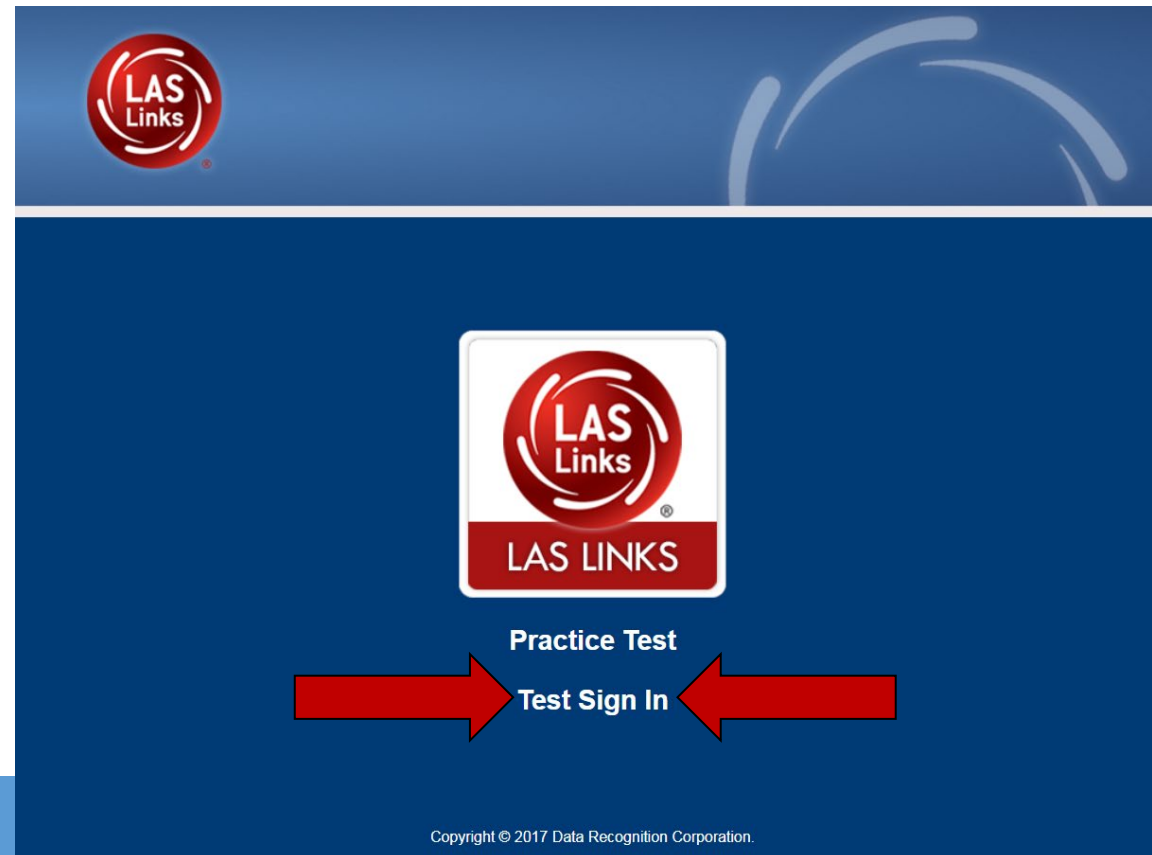
Subtest Area	Estimated Time
Speaking	15 minutes – all Grades
Listening	35 minutes – Grades K, 1, 6-8, and 9-12 30 minutes – Grades 2-3, 4-5
Reading	40 minutes – Grades K, 1, 2-3, and 4-5 50 minutes – Grades 6-8 and 9-12
Writing	30 minutes – Grades K, 1 40 minutes – Grades 2-12

- 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.





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

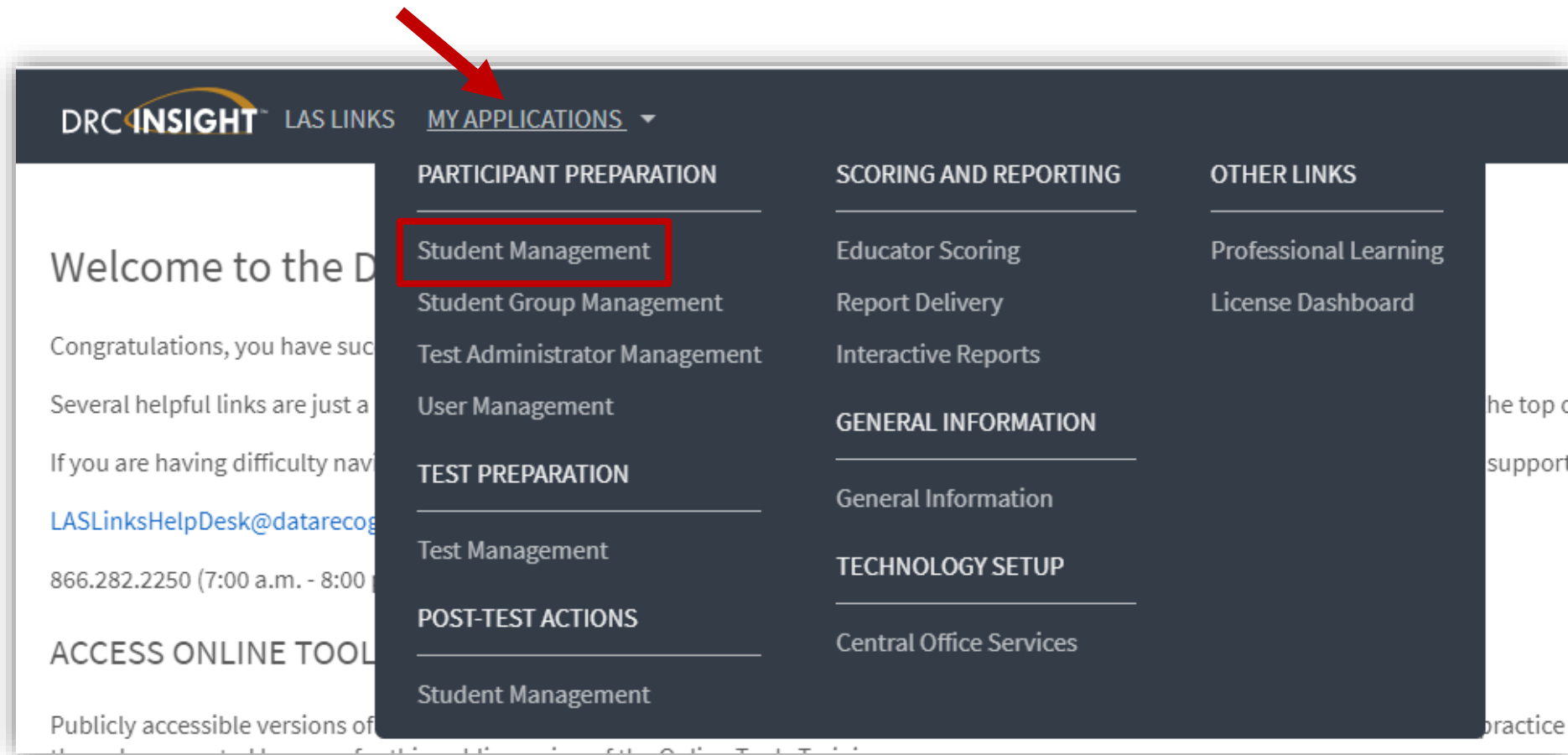
Administration: LAS Links * | District: (All) | School: (All)

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:



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



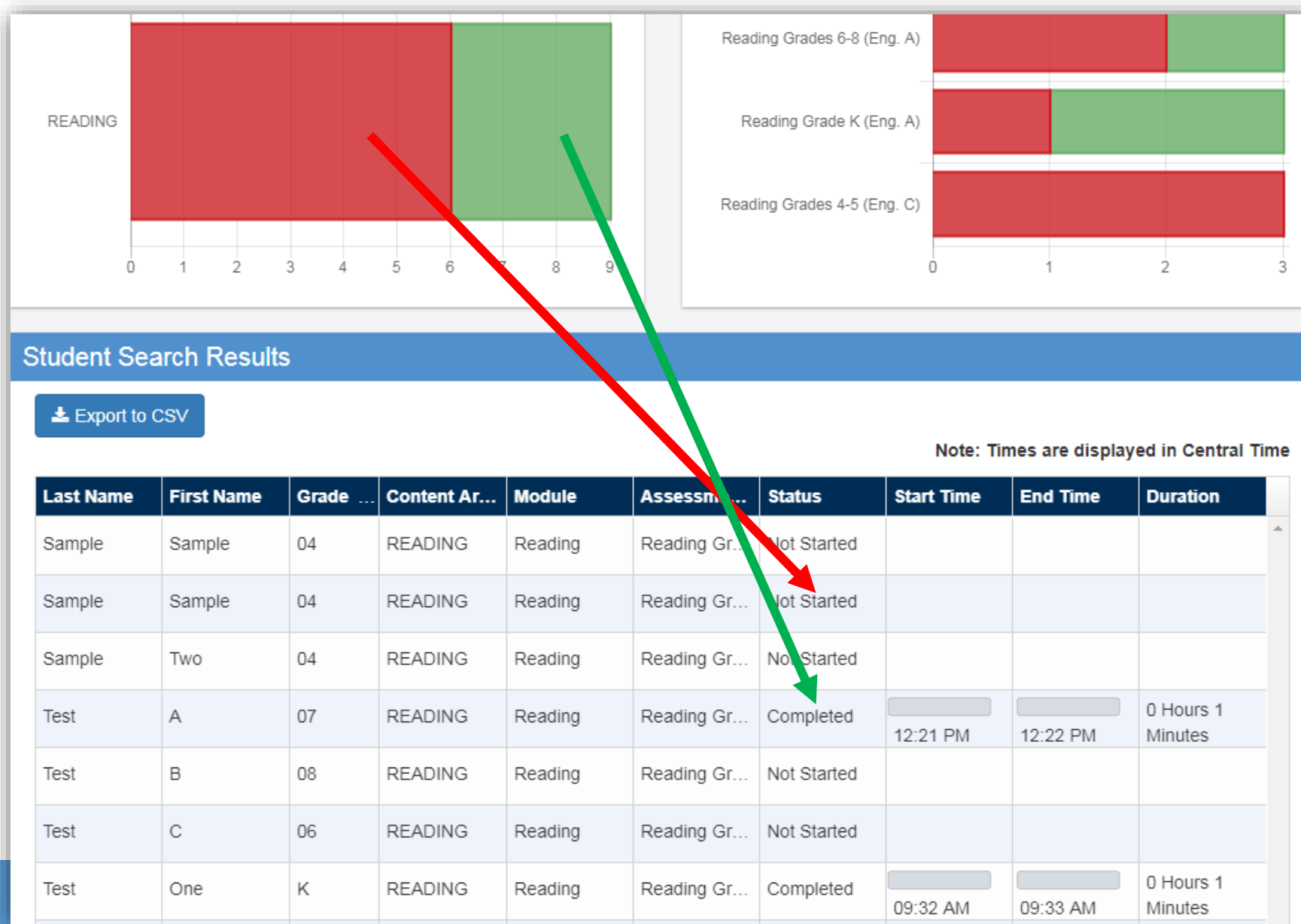
The student status dashboard will provide you status by School overall, by grade, by content area, and by assessment.

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



When you click on one of 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





[CT DRC LAS Links Webpage](#)

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

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



CSDE Contact Information



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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