



# **DRC INSIGHT Portal User Guide**

## **LAS Links**

### **Student and Test Management**

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# Introduction

## ***What's Covered In This Guide***

This user guide describes the DRC INSIGHT Portal, which is the online (Web) interface to DRC INSIGHT (the testing engine). Use the DRC INSIGHT Portal to perform administrative functions, such as uploading students and creating test sessions, for LAS Links testing.

Throughout this guide, the DRC INSIGHT Portal is referred to by its full name or simply as the *Portal*.

## ***Audience***

The primary audience for this guide is District Technology Coordinators and Test Administrators. This guide is divided into various topics:

- The *Working With the DRC INSIGHT Portal* section describes how to access and log on to the Portal, as well as some of the common menu functions and options for Portal users.
- The *General Information Menu* outlines the options available from this menu, including announcements, documents, and software downloads.
- The *User Management Menu* topics cover the various administrative tasks that Portal Admin users can perform: editing and updating user information and permissions, activating and deactivating users, and adding new users.
- The *Student Management Menu* section describes the options that users have for searching for students and displaying student information; editing student information and test sessions; and adding individual and multiple students to the Portal. In addition, this section discusses how to display student testing status by school using the Student Status Dashboard.
- The *Test Management Menu* topics cover the various administrative tasks that can be performed for test sessions within the Portal. These tasks include creating and deleting test sessions, exporting test sessions, adding and removing students, viewing and printing test session status details, printing test tickets and rosters for the students within one or more test session, and more.
- The *Test Administrator Management Menu* section describes how to create and upload test administrator records, which allows test administrators to be associated with student groups.
- The *Student Group Management Menu* topics describe how to search for, view, and create student groups and other common tasks for managing student groups.
- The *Educator Scoring* topic discusses how to access rubrics and hand-score written and spoken student responses in the Educator Scoring application.
- The *Report Delivery Menu* section discusses the test score reports that are available through the Portal.

## Portal Roles and Permissions

For online testing, the Portal categorizes users into various roles (described on the following page). Within the Portal, users in each role can be assigned specific permissions to accommodate the testing responsibilities associated with the role.

When users are added to the Portal (by the Portal Admin), they are assigned to a specific district (for District users) and to a specific district (and the related schools) for School, Test Administrator, and Reporting Contact users. Your testing site determines which district and schools you can display in the dropdown menus and access via the Portal. A District user has access to all schools in the district.

## 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 Menu	Permission Name	Allows User To...	Permission Set by Role			
			DC	SC	TE	DTC STC
<b>General Information</b>	Documents – View	View manuals, presentations, and other documents	X	X	X	X
<b>General Information – Downloads</b>	Online Testing – Secured Resources	View secure online testing software downloads and tutorials	X			X
<b>Central Office Services</b>	Test Setup – Central Office Services	Configure a computer or approved device for testing	X			X
<b>User Management</b>	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			



**DRC INSIGHT Portal Permissions Matrix (cont.)**

Portal Menu	Permission Name	Allows User To...	Permission Set by Role			
			DC	SC	TE	DTC STC
<b>License Management</b>	License Management - View	Track the number of licenses used and licenses remaining	X			
<b>Test Administrator Management</b>	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		
<b>Student Management</b>	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		
<b>Student Group Management</b>	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		

## DRC INSIGHT Portal Permissions Matrix (cont.)

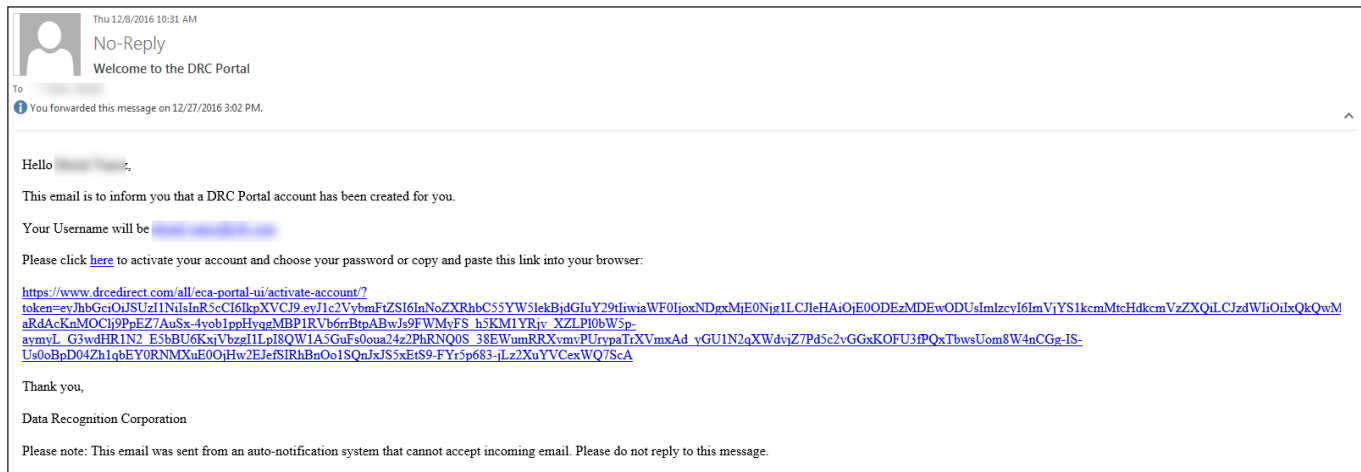
Portal Menu	Permission Name	Allows User To...	Permission Set by Role			
			DC	SC	TE	DTC STC
<b>Test Management</b>	Test Session – Search/View <i>*Users must have this permission in order to use any other Test Session permissions.</i>	Search and view test sessions and download search results.	X	X	X	
	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	
<b>Interactive Reporting*</b>  <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	
<b>Report Delivery</b>	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			
<b>Educator Scoring</b>	Educator scoring	Access the Educator Scoring tool for scoring Constructed Response (CR) items	X	X	X	
<b>Student Status Dashboard</b>	Test Setup – View Student Status	Access the Student Status Dashboard	X	X	X	

# **Working with the DRC INSIGHT Portal**



### Portal Invitation Email for New Users

If you are a new Portal user, you receive an email containing your username (which is your email address) and a link. Clicking the link displays a screen that allows you to choose your Portal password. Then, you are prompted to read and accept the Security Agreement to activate your account (see “Displaying the Security Agreement” on page 19). A sample email is shown below.



- Your Portal username is your email address.
- As shown above, click the link in the invitation email to activate your account and choose your Portal password.

### Accessing the Portal

You access the Portal from the Welcome to the DRC INSIGHT Portal window.

**DRC INSIGHT**

**Welcome to the DRC INSIGHT Portal**

Data Recognition Corporation (DRC) welcomes LAS Links educators to eDIRECT!

This website enables you to quickly and easily access all test administration tools in one location, from test preparation to reporting of your LAS Links test results.

To access your reports, authorized district and school personnel need to log onto the secure site with their e-mail address and password. To log on, press the **Log On** link in the upper right of this page.

To find out more information about LAS Links, select the **General Information** link under **All Applications** at the top of this page. Then select **Documents**.

**ACCESS ONLINE TOOLS TRAINING WITH GOOGLE CHROME**

Publicly accessible versions of the Online Tools Training are available. Please copy the link below into Google Chrome to access these practice opportunities. Note that Google Chrome is the only supported browser for this public version of the Online Tools Training.

WBTE Portal: <https://wbte.drcedirect.com/LL/portals/ll>

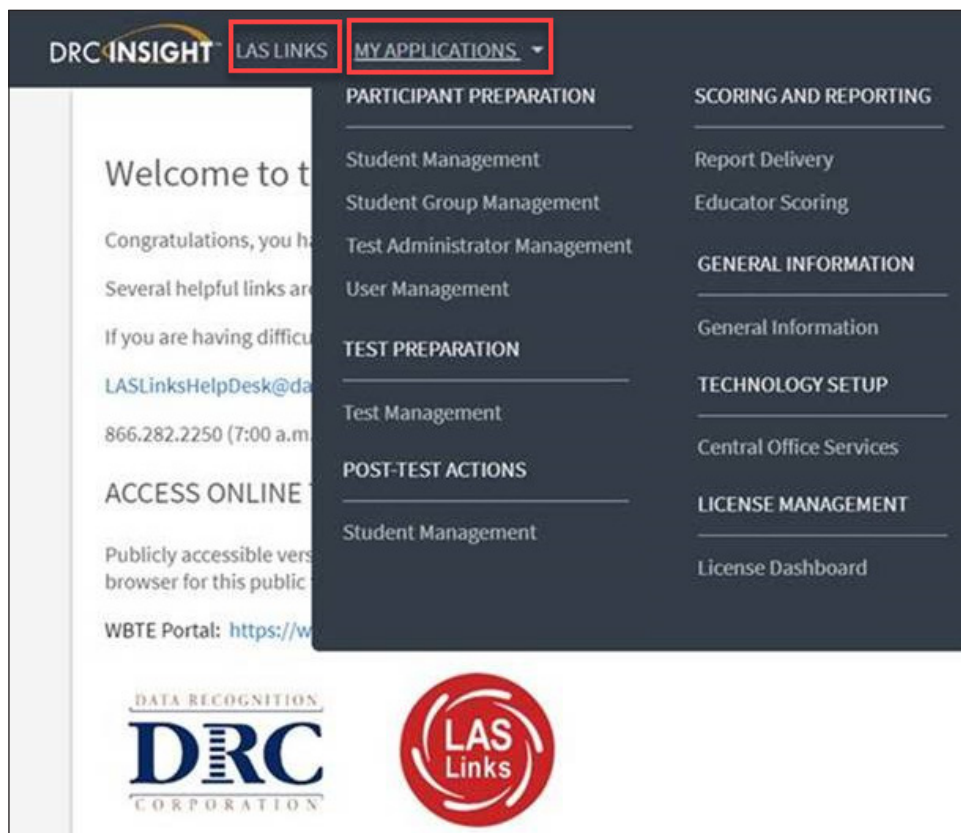
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- Enter the URL <https://laslinks.drcedirect.com> in a supported browser. The Welcome to the DRC INSIGHT Portal window displays. The window includes helpful information about documentation and support resources.
- Enter your **Username** and **Password** then click **Sign In**.

### Accessing the Portal (cont.)

After a successful log in, the Welcome to the DRC INSIGHT Portal page reappears with menu options for navigating the site.

Click the **My Applications** option to display a menu bar containing the various Portal functions that you have permission to use. Generally speaking, there is a section in this guide for each function on the My Applications menu. For more information about these functions, refer to the specific section in this user guide.



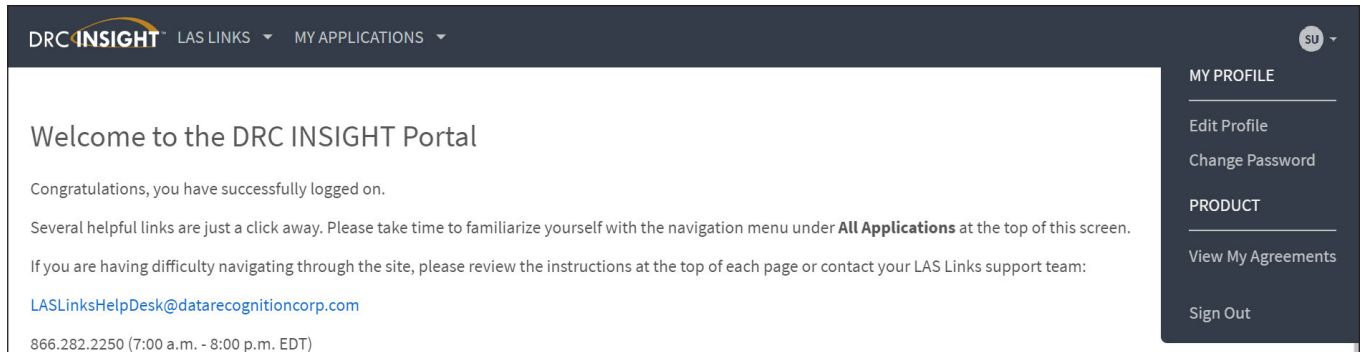
- The Product menu displays the active DRC product (in this case, **LAS Links**, as shown above). If you have more than one product, click the menu to select a different product.
- The Application menu displays your Portal functions. Initially, the menu displays **My Applications** (as shown above). When you select a menu option, such as **Report Delivery**, the Application menu displays the name of the selected option (shown below).



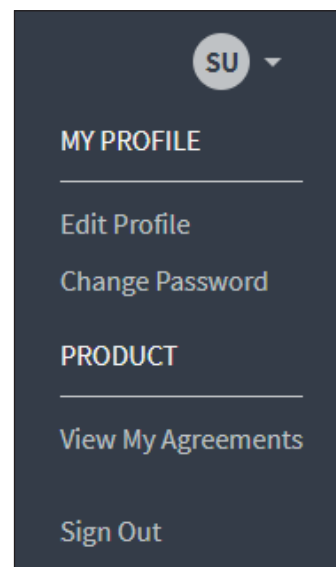
## Managing Your Account

This topic describes how to manage your Portal account. Within the DRC portal you can change your username, email address, name, or password.

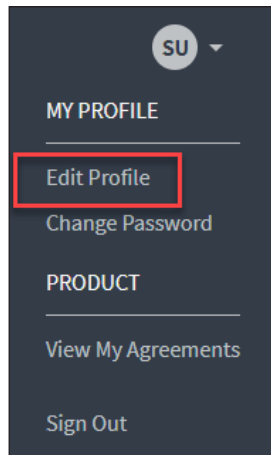
**! Important:** If you are unable to change your username, email, or name, please contact LAS Links Customer Service: 1-866-282-2250 or email: [LASLinksHelpdesk@datarecognitioncorp.com](mailto:LASLinksHelpdesk@datarecognitioncorp.com).



- To manage your account, sign in to the Portal and click your initials (based on your name in the Portal) in the right-hand corner of any page to display a menu of options (shown below).



### *Managing Your Account—Changing Your Name or Email Address*

A light gray form titled 'Manage my profile'. It contains four input fields: 'First Name \*' with the value 'Super', 'Middle Name' (empty), 'Last Name \*' with the value 'User', and 'Email \*' (empty). At the bottom right are two buttons: 'CANCEL' and 'SAVE'.

1. Select **Edit Profile** from the My Profile menu to change your name or email address within the Portal.
2. On the Manage my profile page, you can enter a new first, middle, or last name. **Note:** If you enter a new email address, remember that the email address you enter is also your Portal username.
3. Click **Save**.



## Managing Your Account—Changing Your Password

This topic describes how to change your password within the Portal (for existing Portal users only). If you are a new Portal user, see “Portal Invitation Email for New Users” on page 12.

Manage my password

Previous Password \*

☐ Show Text

New Password \*

☐ Show Text

Confirm New Password \*

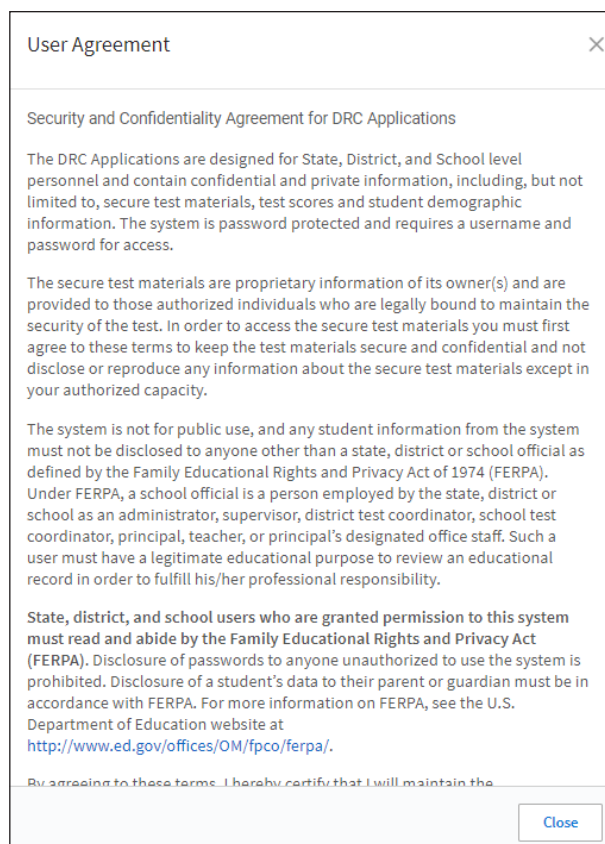
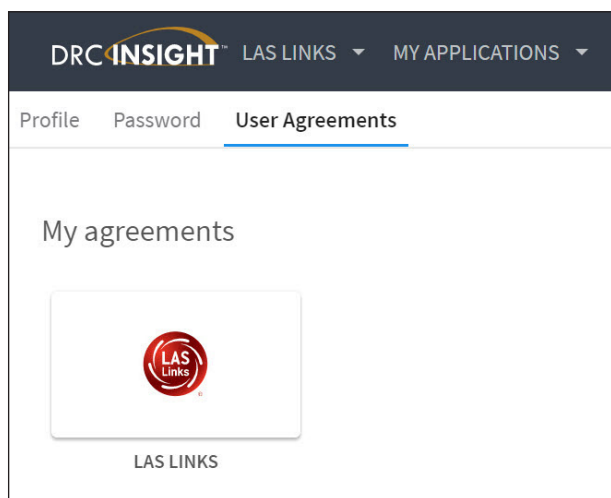
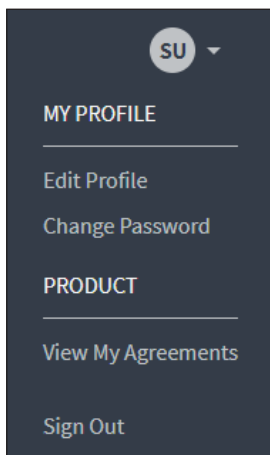
☐ Show Text

[CANCEL](#) [SAVE](#)

1. Select **Change Password** to change your Portal password. The password must meet the following conditions:
  - The password must contain at least eight characters, including:
  - At least one numeric character
  - At least one lowercase character and at least one uppercase character
  - At least one of the following special characters: !@#\$\$%^&\*
  - The password cannot contain your username, first name, middle, or last name.
2. Enter your current password in the Previous Password field, your new password in the New Password and Confirm New Password fields, then click **Save**.

### Managing Your Account—Displaying Your Agreements

This topic describes how to display the agreements for your DRC products.

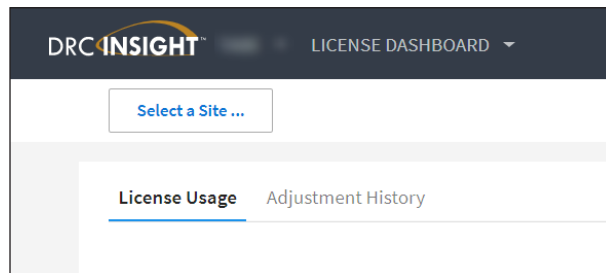


1. Select **View My Agreements** then click **LAS Links** to display the DRC User Agreement, which outlines the Security and Confidentiality Agreement for DRC Applications.
2. Click a product to display its agreement.

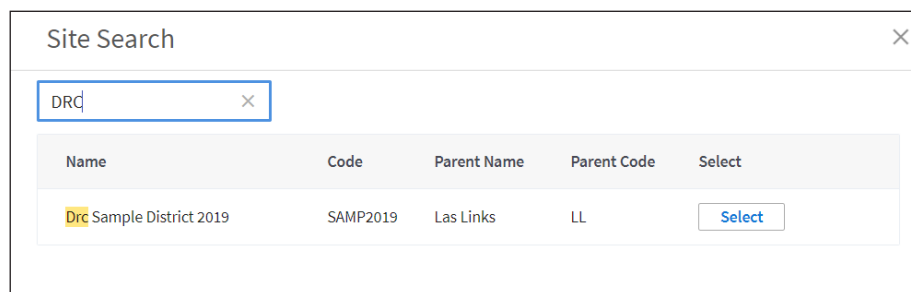
## License Management

You can display the License Dashboard to view LAS Links license availability and transaction details per testing site.

1. To display license availability and transaction details, from the My Applications menu, click **License Dashboard**.
2. Click the **Select a Site** button to display the Site Search dialog.



3. Enter all or part of a site name or code. In the list of matches, direct text matches display with yellow highlighting. Click the **Select** button next to a site name.



4. The License Usage tab displays the Cumulative Balance, Total Consumed, and Total Available number of licenses for the selected site. **Note:** A license is consumed when a subtest is started. If a student starts a subtest and a site regenerates the test ticket, this will count as two consumed licenses.

Drc Sample District 2019 - SAMP2019				Change Site	Clear
License Usage Adjustment History					
License Type	Cumulative Balance		Total Consumed		Total Available
LAS Links Online Subtest	0		18		-18

### License Management—cont.

5. Click **Adjustment History** to review transaction dates when licenses were purchased and the type of licenses purchased. **Note:** The first transaction date listed may be the date your licenses were loaded into the license dashboard and not necessarily the date of first purchase.

Drc Sample District 2019 - SAMP2019 <a href="#">Change Site</a> <a href="#">Clear</a>			
License Usage <u>Adjustment History</u>			
License Type: <span>All Licenses</span> <input type="text" value="Search"/>			
License Type	Transaction Date ↓	Action	Quantity
LAS Links Online Subtest	Feb 20, 2020, 2:16:45 PM	Adjustment	-60
LAS Links Online Subtest	Feb 20, 2020, 2:16:28 PM	Purchase	20
LAS Links Online Subtest	Feb 20, 2020, 2:16:28 PM	Purchase	20
LAS Links Online Subtest	Feb 20, 2020, 2:16:27 PM	Purchase	20
LAS Links Online Subtest	Feb 20, 2020, 2:15:57 PM	Adjustment	-100
LAS Links Online Subtest	Feb 20, 2020, 2:15:39 PM	Adjustment	20

You can click the **Change Site** button to select another testing site.

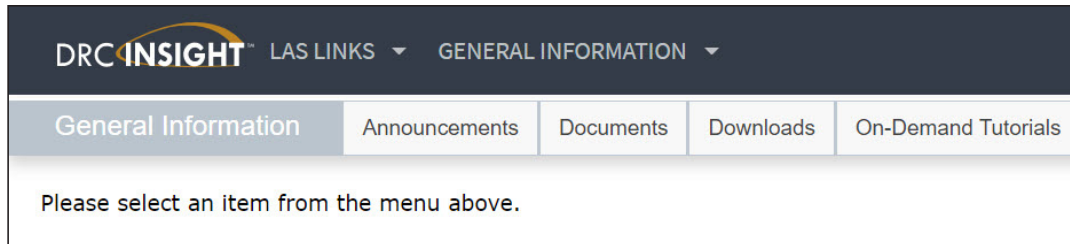
Click the **Clear** button to clear the site selection criteria.



# General Information Menu

### Introduction

From the My Applications menu, click **General Information**. Four options are available: Announcements, Documents, Downloads, and On-Demand Tutorials.



- Click **Announcements** to display system and testing announcements.
- Click **Documents** to select, open, and download various training items from the Documents page.
- Click **Downloads** to access the installers for Central Office Services (COS) and DRC INSIGHT for various operating systems. **Note:** Use the buttons at the bottom of the Downloads page to display Supported System Requirements and to test the monitor of a testing device to ensure it's ready for online testing.
- Click **On-Demand Tutorials** to access videos about LAS Links and LAS Links Espanol assessments. **Note:** You can access this tab without logging in to the Portal.



# User Management Menu

### ***Introduction***

This section of the user guide (primarily for DCs and SCs) discusses the various tasks you can perform from the User Management menu of the All Applications menu bar.

- Add a User to the Portal
- Upload Multiple Users
- Edit a Single User's Permissions
- Inactivate a User
- Activate a User



## Adding a User to the Portal

When you add a user to the Portal, specify the permissions the user will have. You can only add users and permissions at your level or below (you cannot assign permissions to other users that you don't have yourself). Refer to the "Portal Roles and Permissions" on page 7 for permission assignments by role.

**Note:** To display the recommended permissions for a role, select the role in the **Permission-set** field. The current permissions are highlighted in the Available Permissions section of the window. Add or remove permissions for the role as needed. Click **Save** to save your changes.

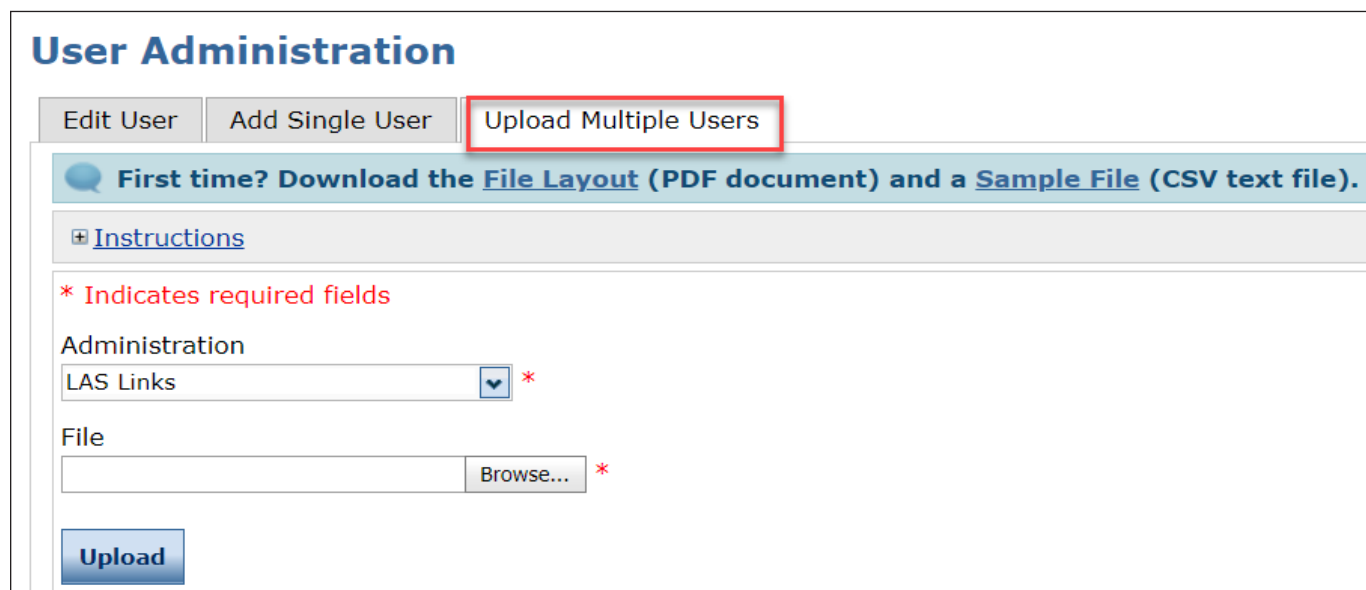
1. From the My Applications menu, click **User Management**. To add a user, from the User Administration page, click the **Add Single User** tab.

The screenshot shows the 'Add Single User' form. At the top, there are three tabs: 'Edit User', 'Add Single User' (highlighted with a red box), and 'Upload Multiple Users'. Below the tabs, a red asterisk indicates required fields. The form includes input fields for 'First Name', 'Middle Initial', and 'Last Name' (all with red asterisks), an 'Email Address' field (with a red asterisk), and dropdown menus for 'Administration', 'User Role' (set to 'District'), 'District' (set to '(Select)'), and 'School' (set to '(All)'). A 'Permission-set' dropdown is highlighted with a red box, showing 'District and Professional Learning Permission'. Below this is a blue tip box that says: 'Tip: When you select a permission, its description will display below the list'. There are two lists: 'Available Permissions' and 'Assigned Permissions'. The 'Available Permissions' list includes: Administrator, Administrator - Mass Assign Role, Documents - Delete, Documents - Upload, Documents - View, DRC IRS - Access, DRC IRS - District, DRC IRS - EPM, DRC IRS - School, DRC IRS - Teacher, and eDIRECT Setup - Document and Report. The 'Assigned Permissions' list is empty. At the bottom left, there is a 'Save' button highlighted with a red box.

2. Fill out the required fields and required options from the drop-down menus. **Note:** A required field or menu option has a red asterisk (\*) next to it.
3. Select a **Permission-set**. The permissions in the selected set are highlighted in the available Permissions list. Click the **Add Selected** icon (▶) to assign the permissions in the set to the user. **Note:** A description of the permission selected displays beneath the list of permissions.
4. Click **Save** when you are finished assigning permissions.

### Adding Multiple Users

From the User Administration window, you can upload a file containing multiple user profiles to the Portal. The file must meet certain requirements (outlined below).



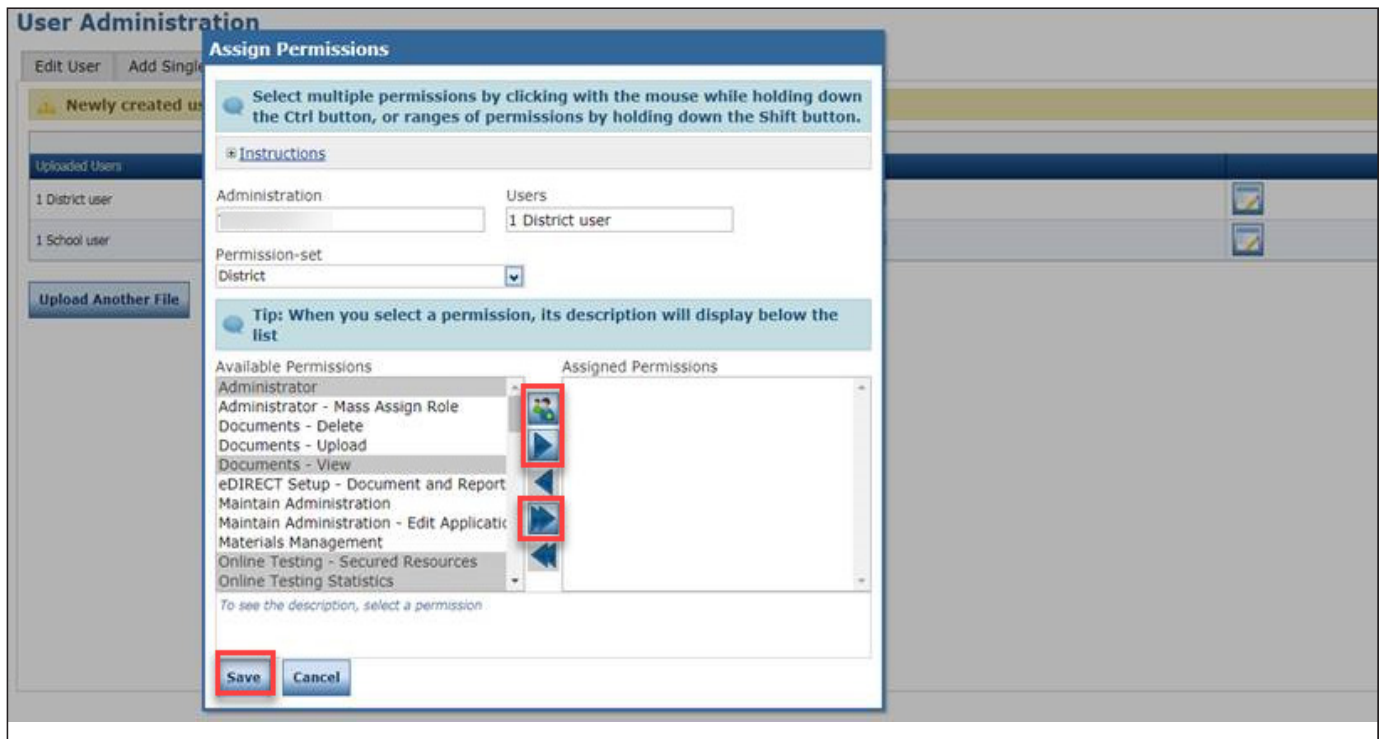
The screenshot shows the 'User Administration' window with three tabs: 'Edit User', 'Add Single User', and 'Upload Multiple Users'. The 'Upload Multiple Users' tab is selected and highlighted with a red box. Below the tabs, there is a blue banner with a speech bubble icon and the text: 'First time? Download the [File Layout](#) (PDF document) and a [Sample File](#) (CSV text file).' Below this banner is a section titled 'Instructions' with a plus icon. Under 'Instructions', there is a red asterisk followed by the text '\* Indicates required fields'. Below this, there are two sections: 'Administration' and 'File'. The 'Administration' section has a drop-down menu with 'LAS Links' selected and a red asterisk to its right. The 'File' section has a text input field and a 'Browse...' button, with a red asterisk to the right of the button. At the bottom left of the form is a blue 'Upload' button.

1. To create and upload a user file, from the User Administration window, click the **Upload Multiple Users** tab.
2. Use the drop-down menu filtering option to select the correct administration.
3. The Upload Multiple Users tab contains links to both a sample PDF file that contains instructions and a sample .csv file that you can use to create the actual file.
4. Click the **Download the File Layout** link to display the Batch User Upload File Layout file. This file displays the required layout of the .csv file you will upload to DRC with rules, instructions, and examples describing how to create and format the file.
5. Click the **Sample File** link to download or display the Sample Users spreadsheet file. This file is only a sample of the type of file you will upload to DRC. **Note:** Depending on the browser you are using, a dialog box may appear for you to use to open or download the file.
6. Use the sample users spreadsheet file to create, rename, and save a user file to upload. **Note:** Be sure to keep the header column rows in the file you upload.
7. After you have created a user file, click **Browse** to locate it, select the file, and click **Open** to display it in the File field of the Upload Multiple Users tab.
8. Click **Upload**. A message displays indicating the file has been transferred and is being checked for errors. After the file has been validated, you can review its status. If the file contains errors, you must correct them and repeat Steps 5 and 6.

## Adding Multiple Users (cont.)

Once the file has been uploaded, you need to assign permissions for each Role that was included in the file. The permissions that you assign in this step are granted to each user with that Role.

**Note:** If there are users of the same Role that will have slightly different permissions, first add the Role, then edit the single user's permissions as explained on the next page.





9. When the Add Permissions dialog box displays, select permissions from the Available Permissions list to add to the user(s). Use the **Add Selected** icon (▶) to add the permissions, and click the **Save** button.
  - To select multiple permissions in sequence, hold down the **Shift** key while you select them.
  - To select multiple permissions that are not in sequence, hold down the **Ctrl** key while you select them.
  - Use the **Add All** icon (▶) to add all permissions.
  - Click the **Clone from Another User** icon (👤) to copy another user's set of permissions.

### Editing a Single User's Permissions

From the Edit User tab, you can add or remove permissions for any user in the system.






The screenshot shows the 'User Administration' interface. At the top, there are three tabs: 'Edit User' (highlighted with a red box), 'Add Single User', and 'Upload Multiple Users'. Below the tabs is a section titled 'Instructions' with a message: 'Filters are required. See Instructional Text if unsure how to filter'. This section contains several search filters: 'Administration' (dropdown menu with 'LAS Links' selected), 'User Role' (dropdown menu with 'District' selected), 'District' (dropdown menu with 'DRC SAMPLE DISTRICT' selected), 'School' (dropdown menu with '(All)' selected), 'First Name' (text input field), 'Last Name' (text input field), and 'Email' (text input field). There is also a checkbox labeled 'Hide Inactive Users'. Below the filters are two buttons: 'Find User' (highlighted with a red box) and 'Clear'. At the bottom of the interface, there are two tabs: 'Users' and 'Profiles'. Below the tabs is a table titled 'User Accounts' with columns: 'Last Name', 'First Name', 'Email Address', and 'Action'. The table contains one row with a user's information and an 'Action' column with a 'View/Edit' icon (a document with a pencil).

1. To edit a user's permissions, click the Edit User tab, use the various drop-down menus and fields to enter search criteria to help locate the user, and click **Find User**. In the Action column click the View/Edit icon (). The user displays in the Edit User window (shown below).
2. Under Permissions, in the Action column, click the **View/Edit** icon ().

The screenshot shows the 'Edit User' window. At the top, there is a blue header bar with the text 'Edit User'. Below the header bar are three text input fields: 'First Name', 'Last Name', and 'Email Address'. Below these fields is a section titled 'Permissions' with a table. The table has five columns: 'Administration', 'Role', 'District', 'School', and 'Action'. The table contains one row with the following data: 'Administration' is 'LAS Links', 'Role' is 'District', 'District' is 'SAMP2019 - DRC SAMPLE DISTRICT 2019', 'School' is empty, and 'Action' contains two icons: a 'View/Edit' icon (a document with a pencil) and a 'Delete' icon (a red X). Below the table is an 'Add' button. At the bottom of the window are three buttons: 'Reset User', 'Inactivate', and 'Close'.






## Editing a Single User's Permissions (cont.)

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

Available Permissions		Assigned Permissions
Administrator	    	Online Testing - Secured Resources
Administrator - Mass Assign Role		
Documents - View		
Status Reports - District Reports		
Students - Add/Edit		
Students - Download Students		
Students - Search/View		
Students - Upload		
Test Session - Add/Edit		
Test Session - Search/View		
Test Session - Status Summary		

*To see the description, select a permission*

**Save** **Cancel**


- When the Edit Permissions dialog box displays, select permissions from the Available Permissions list to add to the user, or permissions from the Assigned Permissions list to remove from the user. Use the **Add Selected** () or **Remove Selected** () icons to change the permissions, and click the **Save** button.
  - To select multiple permissions in sequence, hold down the **Shift** key while you select them.
  - To select multiple permissions that are not in sequence, hold down the **Ctrl** key while you select them.
  - Use the **Add All** () and **Remove All** () icons to add or remove all permissions.
  - Click the **Clone from Another User** icon () to copy another user's set of permissions.
- Click **Save** when you are finished to save your changes or **Cancel** to cancel them.

### Inactivating a User

You can inactivate Portal users that are currently active. When a user is inactivated, the user is unable to access the Portal. To activate a user, see the following page.

**Note:** When a user is inactivated, the user *does not* receive an email.

The screenshot shows the 'User Administration' interface. At the top, there are three tabs: 'Edit User' (highlighted with a red box), 'Add Single User', and 'Upload Multiple Users'. Below the tabs is a section titled 'Instructions' with a message: 'Filters are required. See Instructional Text if unsure how to filter'. The filter section contains several fields: 'Administration' (dropdown), 'User Role' (dropdown), 'District' (dropdown with 'DRC SAMPLE DISTRICT' selected), 'School' (dropdown with '(All)' selected), 'First Name' (text input), 'Last Name' (text input), and 'Email' (text input). There is also a checkbox labeled 'Hide Inactive Users'. Below the filters are two buttons: 'Find User' (highlighted with a red box) and 'Clear'. At the bottom, there are two tabs: 'Users' and 'Profiles'. The 'Users' tab is active, showing a table with columns: 'Last Name', 'First Name', 'Email Address', and 'Action'. The table has one row with a user's information. In the 'Action' column, there is an 'Inactivate' icon (a person with a red X) and a 'Reactivate' icon (a person with a green checkmark).

1. To inactivate a user, click the **Edit User** tab, use the various drop-down menus and fields to enter search criteria to help locate the user, and click **Find User**.
2. In the Action column, click the **Inactivate** icon () for the user you want to make inactive. When the user is inactivated, the following message displays: **The user has been inactivated.**
3. When the Inactivate User dialog box displays, click **Inactivate** to make the user inactive or **Cancel** to cancel the process.

## Activating a User

You can activate a Portal user that is currently inactive so the user can access the Portal again. To inactivate a user, see the previous page. When the user is activated, an email notification is sent to indicate that the account has been reset and to provide a new temporary password.

**Note:** Users are activated automatically when they first log in to the Portal. Only users that were previously inactivated need to be activated manually.

The screenshot shows the 'User Administration' interface. At the top, there are three tabs: 'Edit User' (highlighted with a red box), 'Add Single User', and 'Upload Multiple Users'. Below the tabs is a section for filters with a message: 'Filters are required. See Instructional Text if unsure how to filter'. The filter section includes several drop-down menus and text fields: 'Administration' (set to 'All Users'), 'User Role' (set to 'District'), 'District' (set to 'DRC SAMPLE DISTRICT'), 'School' (set to '(All)'), 'First Name', and 'Last Name'. There is also an 'email' text field and a checkbox for 'Hide Inactive Users'. Below the filters are two buttons: 'Find User' (highlighted with a red box) and 'Clear'. At the bottom, there is a table titled 'User Accounts' with columns for 'Last Name', 'First Name', 'Email Address', and 'Action'. The table currently shows one user entry.

1. To activate a user, click the **Edit User** tab, use the various drop-down menus and fields to enter search criteria to help locate the user, and click **Find User**.
2. In the Action column, click the **Activate** icon (👤) for the user you want to make active. When the user is activated, the following message displays: **The user has been activated.**
3. When the Activate User dialog box displays, click **Activate** to make the user active or **Cancel** to cancel the process.

# Student Management Menu





### ***Introduction***

From the Student Management menu, Portal users can search for students and perform the following tasks:

- Add a student to the Portal
- Upload multiple students to the Portal
- Modify a student's detail information.
- Mark a student's accommodations.
- Modify a student's demographic information.
- View the student groups to which the student is assigned
- View the test sessions for which the student is enrolled.
- Access the Student Status Dashboard

### ***Data Purge for Previous Students***

To ensure student data remains manageable, data for students who graduate or exit the program is archived and purged from the Portal each fall.

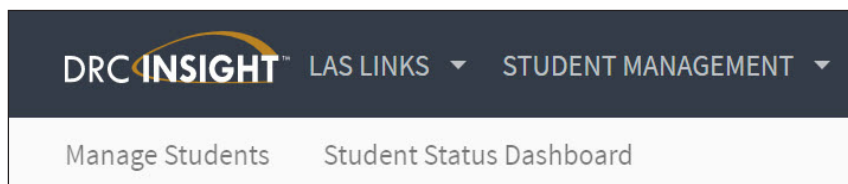
After the purge, reports for the previous year's students are available, but only current student data displays when creating new student groups, test sessions, or displaying testing statuses in the Student Status Dashboard.

The purge process is handled by DRC; nothing is required of districts or schools.

### Adding a Student to the Portal

There are two ways to add students to the Portal one at a time. The method you use depends on whether you have already set up a test session.

- If you do not have a test session set up, use the Add Student window to add a student.
- If you have a test session set up, see “Editing a Test Session by Adding or Removing Students” on page 62.

A screenshot of the 'Add Student' window. The window has a blue header with the title 'Add Student'. Below the header is a tabbed interface with tabs for 'Instructions', 'Student Detail', 'Accommodations', 'Demographics', 'Student Groups', and 'Testing Codes'. The 'Instructions' tab is active, showing a red asterisk and the text '\* Indicates required fields'. Below this are input fields for 'Last Name', 'First Name', 'Middle Initial', and 'Student ID', each followed by a red asterisk. The 'Student Detail' tab is selected, showing fields for 'Administration' (with a dropdown arrow), 'District' (with a dropdown arrow), 'School' (with a dropdown arrow), 'Date of Birth' (with a text input and a red asterisk), 'Grade' (with a dropdown arrow), and 'Gender' (with a dropdown arrow). At the bottom of the window are three buttons: 'Save', 'Save & Add Another', and 'Cancel'. The 'Save' and 'Save & Add Another' buttons are highlighted with a red border.

To add a student to the Portal, do the following:

1. From the Applications menu bar, select **Student Management** and click **Manage Students** to display the Manage Students page. Select an administration, district, and school, then click the **Add Student** button at the bottom of the page to display the Add Student window.
2. On the Add Student window (shown above), enter the necessary information using the Student Detail, Accommodations, and Demographics tabs to add the student.
3. Click **Save** to save your results, **Save & Add Another** to save your results and add another student, or **Cancel** to cancel the process without saving your changes.

## Uploading Multiple Students to the Portal

To upload multiple student records at once, you can upload a file containing student information to the Portal. The file must be in the comma-separated value (.csv) format and the fields in the file must be in specific columns. After a file is uploaded successfully, the students can be added to test sessions.

**Manage Students**

Manage Students | **Upload Multiple Students**

Download the [File Layout](#) (PDF document) and a [Sample File](#) (CSV Text File).

+ [Instructions](#)

\* Indicates required fields

Administration: LAS Links \*      District: Sample District - 99999 \*      School: Sample School - 11111

File:  Browse... \*

**Upload**

1. From the Applications menu bar, select **Student Management** and click **Manage Students** to display the Manage Students page. Select the **Upload Multiple Students** tab.
2. The Upload Multiple Students tab contains links to both a sample PDF file that contains instructions and a sample .csv file that you can use to create the actual file.
3. Click the **Download the File Layout** link to display the Upload Multiple Student File Layout - LAS Links.pdf file. This file displays the required layout of the .csv file you will upload to DRC with rules, instructions, and examples describing how to create and format the file.
4. Click the **Sample File** link to download or display the LLSampleStudentFile.csv file. This file is only a sample of the type of file you will upload to DRC. **Note:** Depending on the browser you are using, a dialog box may appear, allowing you to open or download the file.
5. Use the LLSampleStudentFile.csv file to create, rename, and save a student file to upload. **Note:** Be sure to keep the header column rows in the file you upload. In addition, be sure the values in the District Code and School Code columns in the .csv file match the values that display in the District and School drop-down menus in the Portal.

### Uploading Multiple Students to the Portal (cont.)

**Manage Students**

Manage Students | Upload Multiple Students

Download the [File Layout](#) (PDF document) and a [Sample File](#) (CSV Text File).

+ Instructions

\* Indicates required fields

Administration: LAS Links \*

District: Sample District - 99999 \*

School: Sample School - 11111 \*

File: LAS Links Tests Student File\_Final.csv X Browse... \*

Upload

6. After you have created a student file, click **Browse...** to locate it, select the file, and click **Open** to display it in the File field of the Upload Multiple Students tab.
7. Click **Upload**. A message displays indicating the file has been transferred and is being checked for errors.
8. After the file has been validated, you can review its status. Error-free records are added to the Portal. If there are errors, a message displays. Records with errors are not added to the Portal, therefore, you must correct all errors and repeat Steps 6 and 7 until all records are added.

## The Manage Students Option

From the Manage Students option of the Student Management menu, Portal users can search for students, view the test sessions to which a student is currently assigned, and view the status of the session.

1. From the My Applications menu, select **Student Management** and click **Manage Students** to display the Manage Students page.

**Manage Students**

Manage Students Upload Multiple Students

**Instructions**

\* Indicates required fields

Administration District School  
 LAS Links DRC SAMPLE DISTRICT 2011 SAMPLE SCHOOL - 101

Last Name First Name Student ID

Accommodation LAS Links Form Accommodation Type Accommodation

Grade Demographic Test Administrator

Student Group LAS Links Form Session

Online Test Status Session Assignment

**Find Students** Clear

Last Name	First Name	Student ID	Date Of Birth	Grade	Action
Ateistudent	Puppet	0040123456	3/9/1988	K	
edirect	toapp	8585756212	1/1/2001	K	
LL-Stud001	LL-Stud001	592030001	10/31/2011	03	

Page 1 of 1 (6 items) < Prev 1 Next >

Add Student Export to Excel Download Students Update Accommodations

2. To search for one or more student records, use the various drop-down menus and fields to enter search criteria and click **Find Students**.

**Test Administrator:** Select a Test Administrator to display all students in the test administrator's student groups.

**Student Group:** Select a Student Group to display the students in that group.

**LAS Links Form:** Select a LAS Links Form to display the test sessions (and related students) for that Test Form.

3. To filter the display based on test session assignment, use the **Session Assignment** drop-down menu. You can select one of the values shown below.

Value	Displays
(Blank)	When selected, this filter is excluded from the search criteria.
(None)	Students who are not in any test session
Online	Students in a test session with a testing mode equal to "Online"

4. Click the **View/Edit** icon () in the Action column for the student whose information you want to edit. The Edit Student window displays.

## Editing a Student's Information

You can perform the following tasks from the Edit Student window:

- Display and / or modify a student's detail information (see below).
- Mark a student's accommodations (see "Editing a Student's Accommodations" on page 39).
- Edit a student's demographic information (see "Editing a Student's Demographic Information" on page 42).
- Display the student groups that include the student (see "Viewing a Student's Student Group Information" on page 43).
- View the test sessions for which the student is enrolled (see "Viewing a Student's Test Session Information" on page 44).

**Edit Student**

[Instructions](#)

\* Indicates required fields

Last Name: ska \* First Name: student \* Middle Initial: Student ID: 1212121212 \*

**Student Detail** Accommodations Demographics Student Groups Testing Codes Test Sessions

Administration: LAS Links \* District: SAMPLE DISTRICT - 412345678 \* School: SAMPLE SCHOOL 1 - 012345678 \*

Date of Birth: 01/01/2001 \* Grade: K \* Gender: Female \*

(mm/dd/yyyy)

**Save** Cancel

To view or edit a student's detail information, do the following:

1. Make updates as needed on Student Detail tab.
2. Click **Save** to save your changes or **Cancel** to cancel them.

## Editing a Student's Accommodations

You can indicate which students need accommodations by test. Accommodations selected for a test, such as English Form A, apply to all content areas of the test: Listening, Speaking, Writing, and Reading. Accommodations should be marked prior to printing test tickets.

**Note:** You can assign or remove accommodations on a student-by-student basis (shown below) or you can select multiple students who share the same accommodation and assign (or remove) that accommodation to all selected students at the same time (shown on the next page).

1. To view or edit a student's accommodation information, from the My Applications menu, select **Student Management** and click **Manage Students** to display the Manage Students page.

**Edit Student**

[Instructions](#)

\* Indicates required fields


Last Name First Name Middle Initial Student ID  
 ska \* student \* 12121212 \*

Student Detail **Accommodations** Demographics Student Groups Testing Codes Test Sessions

If more than one category of accommodations is used for content area, fill in the highest category used. (Category 3 is the highest.)

Type	Accommodation	English Form A	English Form B	English Form C	English Form D	Espanol A	Espanol B
Online	Text-to-Speech	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Category	Reading - Category 1			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Category	Reading - Category 2			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Category	Reading - Category 3			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Category	Listening - Category 1			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Category	Listening - Category 2			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Category	Listening - Category 3			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Category	Speaking - Category 1			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Category	Speaking - Category 2			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Category	Speaking - Category 3			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

**Save Cancel**

2. Select your search criteria.
3. Click the **Find Students** button.
4. Click the **View/Edit** icon () in the Action column for the student whose information you want to edit.
5. In the Edit Student window (shown above), edit the information in the **Accommodations** tab.
6. Click **Save** to save your changes or **Cancel** to cancel them.

## Editing a Student's Accommodations (cont.)

**Manage Students**

Manage Students | Upload Multiple Students

**Instructions**

\* Indicates required fields

Administration  
LAS Links  District  
SAMPLE DISTRICT - 4123456 School  
SAMPLE SCHOOL 1 - 0123456

Last Name  First Name  Student ID

Accommodation LAS Links Form  Accommodation Type  Accommodation

Grade  Demographic  Teacher

Student Group  LAS Links Form  Session

Online Test Status  Session Assignment

**Find Students** **Clear**

Students | Alternate Testing Sites

Students						
<input type="checkbox"/>	Last Name	First Name	Student ID	Date Of Birth	Grade	Action
<input type="checkbox"/>	ska	student	1212121212	1/1/2001	K	
<input checked="" type="checkbox"/>	skPost	stud	9241111111	1/1/2001	04	
<input checked="" type="checkbox"/>	skPretest	student	9221234567	1/1/2001	04	

Page 1 of 1 (3 items) < Prev 1 Next >

**Add Student** **Export to Excel** **Download Students** **Update Accommodations**

You can assign or remove accommodations for students who share the same accommodations.

1. Navigate to the Manage Students window and enter your search criteria.
2. Click the **Find Students** button.
3. Place a check in the checkbox to the left of each student for whom you need to assign or remove accommodations.
4. Click **Update Accommodations** at the bottom of the window.



## Editing a Student's Accommodations (cont.)

### Update Accommodations for Multiple Students

The Accommodations selected (checked) below can be either Assigned or Removed from the Students selected on the previous screen.

[Instructions](#)

Update Mode

☒ Assign Accommodations

☐ Remove Accommodations

Accommodations							
Type	Accommodation	English Form A	English Form B	English Form C	English Form D	Espanol A	Espanol B
Online	Text-to-Speech	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Category	Reading - Category 1			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Category	Reading - Category 2			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Category	Reading - Category 3			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Category	Listening - Category 1			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Category	Listening - Category 2			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Category	Listening - Category 3			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Category	Speaking - Category 1			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Category	Speaking - Category 2			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Category	Speaking - Category 3			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Category	Writing - Category 1			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

- When the Update Accommodations for Multiple Students window displays, select **Assign Accommodations** or **Remove Accommodations** as the Update Mode.
- Check each accommodation to be assigned or removed from the selected students (you can scroll through the list of accommodations).
- Click **Save** to apply the update or **Cancel** to return to the Manage Students window.

### Editing a Student's Demographic Information

Enter the student's demographic information, if known and needed for reporting purposes.

**Edit Student**

[Instructions](#)

\* Indicates required fields

Last Name	First Name	Middle Initial	Student ID
ska	student		1212121212

Student Detail

Accommodations

Demographics

Student Groups

Testing Codes


Test Sessions

**LAS Links Edition 1 - Ethnicity/Race Values:**  
Ethnicity (Eng. A or B)  
Ethnicity (Eng. A or B) - American Indian or Alaska Native  
Hispanic/Latino (Esp. A)  
**LAS Links Edition 2 - Ethnicity/Race Values:**  
Ethnicity (Eng. C or D, Esp. B)  
Hispanic/Latino (Eng. C or D, Esp. B)  
**Race (Applicable to Forms C, D, and Espanol B only) (Choose all that apply)**  
☒ Race - American Indian or Alaskan Native  
☐ Race - Asian

Save

Cancel

To edit a student's demographic information, do the following:

1. Click **Manage Students** from the Student Management menu and select your search criteria.
2. Click the **Find Students** button.
3. Click the **View/Edit** icon () to display the student's profile.
4. When the Edit Student window displays, select the **Demographics** tab. Use the checkboxes on the tab to update the information.
5. Click **Save** to save your changes or **Cancel** to cancel your changes.

## Viewing a Student's Student Group Information

You can display the Student Group to which a students belongs.

**Note:** Student groups allow users at the Test Administrator level (and above) who are associated with a student group to be the only users that are able to view the testing results for students.

## Edit Student

[Instructions](#)

\* Indicates required fields

Last Name First Name Middle Initial Student ID


Rada \* Kari \*  1234567890 \*

Student Detail Accommodations Demographics **Student Groups** Testing Codes Test Sessions

District ▲	School ▲	Teacher ▲	Group Name ▲
Sample District	Sample School	Rogers, Fred (MrRogers@drc-mn.com)	2nd Grade ESL

Save Cancel

To display a student's demographic information, do the following:

1. Click **Manage Students** from the Student Management menu and select your search criteria.
2. Click the **Find Students** button.
3. Click the **View/Edit** icon () to display the student's profile.
4. When the Edit Student window displays, select the **Student Groups** tab. The student groups, if any, for the selected student display. For more information, see the *Student Group Management* section, later in this guide.
5. Click **Cancel** to close the window.



## ■ Unlocking a Student's Test Ticket

A student's test ticket must be unlocked in the following situations:

- A student exited the test by using the End Test function in INSIGHT. If the student needs to log back into the test, the student's test ticket must be unlocked. When the student logs in after the ticket is unlocked, the student can use the login information from the original test ticket.
- Either the student exited the test by using the Pause/Exit function, or the student was inactive on the system for more than twenty minutes.
  - In either case, the student can log in again (even on a different day) using the original login information and the test ticket does not need to be unlocked.

In all of these situations, INSIGHT saves the student's response data.

## Unlocking a Student's Test Ticket (cont.)

District Coordinators and School Coordinators have been granted the Portal *Test Tickets–Unlock* permission to unlock test tickets. This permission allows a user to re-open a test session for a student who was locked out before completing the session. The student is able to log in to the session using the same test ticket.

1. From the My Applications menu, select **Student Management** then click **Manage Students**. The Manage Students page displays.

Manage Students

Upload Multiple Students

Instructions

\* Indicates required fields

Administration

LAS Links

\*

District

DRC SAMPLE DISTRICT 201

\*

School

SAMPLE SCHOOL - 101

Last Name

First Name

Student ID

Accommodation LAS Links Form

Accommodation Type

Accommodation

Grade

Demographic

Test Administrator

Student Group

LAS Links Form

Session

Online Test Status

Session Assignment

Find Students

Clear

Students

	Last Name	First Name	Student ID	Date Of Birth	Grade	Action
<input type="checkbox"/>	Atteststudent	Puppet	0040123456	3/9/1988	K	
<input type="checkbox"/>	edirect	toapp	8585756212	1/1/2001	K	

2. From the Manage Students page, enter the student's identification number in the **Student ID** field.
3. Click **Find Students**.
4. When the student list displays, select the student by clicking the **View/Edit** icon ().

## Unlocking a Student's Test Ticket (cont.)

### Edit Student

[+ Instructions](#)

\* Indicates required fields


Last Name \* First Name \* Middle Initial Student ID \*

Snegosky Jonnie 912345

Student Detail Accommodations Demographics Student Groups Testing Codes Test Sessions

District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
SAMPLE DISTRICT	SAMPLE SCHOOL 1	EngA, 4-5 All Subjects	Listening	Not Started			[Calendar] [Print] [Refresh] [User] [Lock] [Unlock] [Close]
SAMPLE DISTRICT	SAMPLE SCHOOL 1	EngA, 4-5 All Subjects	Reading	Not Started			[Calendar] [Print] [Refresh] [User] [Lock] [Unlock] [Close]
SAMPLE DISTRICT	SAMPLE SCHOOL 1	EngA, 4-5 All Subjects	Speaking	Completed	08/10/2017 03:51 PM CT	08/10/2017 03:51 PM CT	[Calendar] [Print] [Refresh] [User] [Lock] [Unlock] [Close]
SAMPLE DISTRICT	SAMPLE SCHOOL 1	EngA, 4-5 All Subjects	Writing	In Progress	08/10/2017 03:51 PM CT		[Calendar] [Print] [Refresh] [User] [Lock] [Unlock] [Close]

Save Cancel

- From the Edit Student page, select the Test Sessions tab and click the **Unlock** icon () for the module that needs to be unlocked.

❗ **Important:** Make sure that you unlock the correct module.

- 6. Click **Save** to save your changes or **Cancel** to cancel them.**

# Student Status Dashboard





### ***Introduction***

This section outlines how to access and use the Student Status Dashboard.

The Student Status Dashboard (or simply *Dashboard*) allows you to display student testing status by site. You can filter information on the Dashboard by testing status, content area, and assessment (or any combination of these).

**Note:** Dashboard data displays in real time as test scores are populated in the database.

### ***Dashboard Access in the Portal***

You need the *Test setup - view student status* permission in the Portal to use the Dashboard.

### ***Access the Dashboard***

To access the Dashboard, from the My Applications menu, click **Student Management** then select the Student Status Dashboard tab.

## Student Status Dashboard

### Site Selection

Select a Site ...

### Filters

Testing ended after \*

## Selecting a School in the Dashboard

Use the **Site Selection** search box to search for a site and display its testing status data in the Dashboard. You must enter at least 3 characters of a school name or school code in the search box to display matches. Once a school name populates, you can select an administration to display.

**Note:** You cannot search by administration or district code/name, only by school name or school code.

The screenshot shows the 'Site Search' window. At the top, there are two steps: '1 Select a Site' and '2 Select an Admin'. A search box contains the text 'drc'. Below the search box is a table with the following columns: Name, Code, Parent Name, Parent Code, and Select. The first row of the table shows 'Drc Campus' in the Name column, with a yellow highlight under the 'drc' part of the name. The 'Select' column for this row has a button labeled 'Select'.

1. Click the **Select a Site** button to display the display the Site Search page.
2. Enter all or part of a site name or code. In the list of matches, direct text matches display with yellow highlighting. Click the **Select** button next to a site name.

The screenshot shows the 'Site Search' window after a site has been selected. The search box now displays 'Drc Campus - 057814002'. Below the search box is a table with the following columns: Name, Code, Number, and Select. The first row of the table shows 'LAS Links' in the Name column. The 'Select' column for this row has a button labeled 'Select'.

3. For the selected site, click the Select button next to an administration to display the testing results in the Dashboard. **Note:** The selected site and administration display at the top of the page.

## Selecting a School in the Dashboard (cont.)

You can limit the search results by selecting a date after which testing ended. If there are no results for the selected school (and date, if used), a message displays.

[Manage Students](#) **Student Status Dashboard**

### Student Status Dashboard

**Site Selection**  
Drc Campus - 057814002 | LAS Links - ELL030 [Edit](#) [Clear](#)

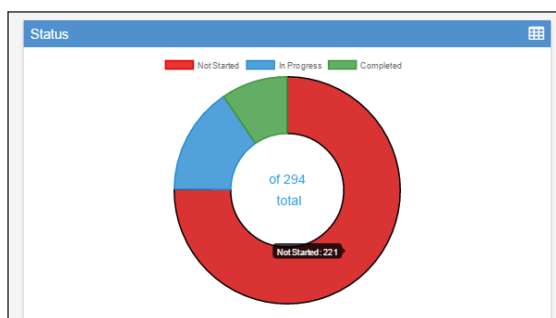
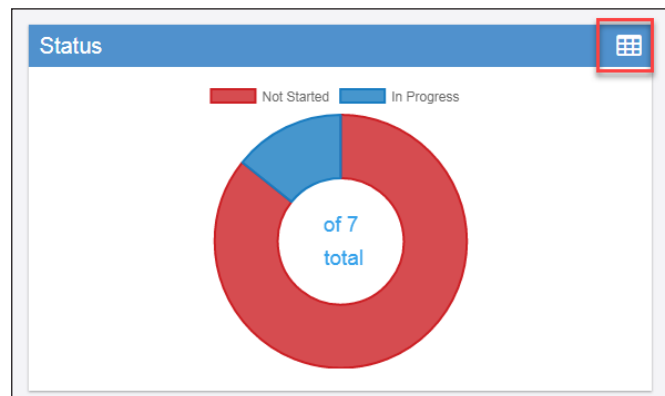
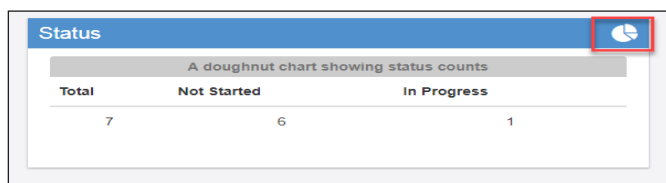
**Filters**  
Testing ended after \*

**Student Search Results**  
No status results were found for the selected site and end date

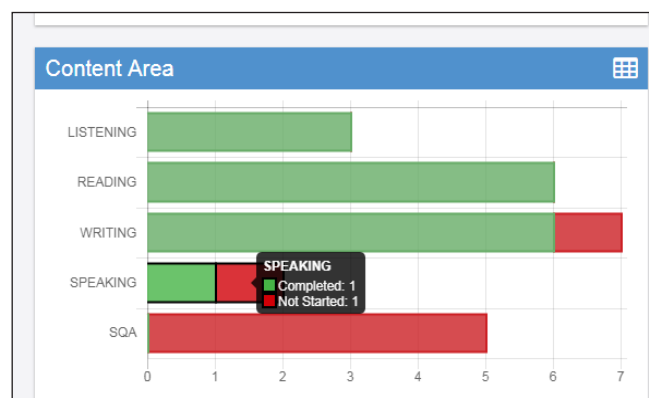
## Using the Dashboard

By default, the Dashboard displays data for the following: Status, Grade, Content Area, and Assessment. A grid of students displays below the graphs.

As shown below, you can click to toggle the information between graph and table format. In addition, you can hover the mouse cursor over a graph or part of a graph to display numerical values for testing status.



For the **Status** graph, hover the cursor over the Not Started (red) portion of the graph, for example, to display the number of students who have not started testing.



For the **Grade**, **Content Area**, and **Assessment** graphs, hover the cursor over a specific area of the graph to see the testing status for that specific area. In the example below, the Content Area graph is shown. The cursor is over Speaking part of the graph and the testing status for Speaking is shown.

## Using the Dashboard (cont.)

Below the graphs, a grid of students for the selected school displays. You can sort the student grid by column heads and export the grid to a spreadsheet (.csv) file.

**Note:** If a student is in multiple test sessions, their data displays in multiple areas of the grid.

Student Search Results									
<a href="#">Export to CSV</a>		Note: Times are displayed in Central Time							
Last Name	First Name	Grade	Content Area	Module	Assessment	Status	Start Time	End Time	Duration
Frazier	Ben	04	WRITING	Writing	Writing Grade...	Completed	10/13/2017 02:38 PM	10/13/2017 02:41 PM	0 Hours 2 Minutes
One	Tester	04	WRITING	Writing	Writing Grade...	Completed	10/10/2017 07:13 PM	10/10/2017 07:17 PM	0 Hours 4 Minutes
Two	Tester	04	WRITING	Writing	Writing Grade...	Completed	10/10/2017 08:03 PM	10/10/2017 08:04 PM	0 Hours 1 Minutes
Three	Tester	04	WRITING	Writing	Writing Grade...	Completed	10/10/2017 09:17 PM	10/10/2017 09:19 PM	0 Hours 1 Minutes
Anderson	Jenny	05	WRITING	Writing	Writing Grade...	Not Started			
James	Laura	05	WRITING	Writing	Writing Grade...	Completed	09/27/2017 03:40 PM	09/27/2017 03:44 PM	0 Hours 4 Minutes
Anderson	Jenny	05	WRITING	Writing	Writing Grade...	Completed	09/26/2017 02:35 PM	09/26/2017 02:40 PM	0 Hours 5 Minutes
Student	Training	06	SQA	Writing X	SQA	Not Started			
Student	Training	06	SQA	Las Links SQ...	Francisco	Not Started			
Student	Training	06	SQA	Speaking	Speak	Not Started			
Student	Training	06	SQA	Las Links SQ...	Francisco	Not Started			
Student	Training	06	SQA	Las Links SQ...	Francisco	Not Started			
Anderson	Jenny	05	SPEAKING	Speaking	Speaking Gra...	Completed	09/26/2017 03:21 PM	09/26/2017 03:27 PM	0 Hours 5 Minutes
Anderson	Jennv	05	SPEAKING	Speaking	Speaking Gra...	Not Started			

Showing 23 of 23 students

- Click a column head to sort the grid by that column's data. An arrow displays on the selected sort column. The direction of the arrow indicates whether the column's data is sorted in ascending or descending order based on that column's numeric or alphabetic data.
- As shown above, *Content Area* is the selected sort criteria, so equal content areas are grouped together.
- Click the Export to CSV button to export the student grid to a spreadsheet file.
- As you scroll down, more student data displays (if applicable). A message indicates the number of students shown out of the total number of students.
- Click the blue arrow to return to the top of the page.

# Test Management Menu



### ***Introduction***

From the Test Management menu, Portal users can search for test sessions and perform the following tasks:

- View test sessions
- Create test sessions
- Edit test sessions by adding or removing students
- Delete test sessions
- Export test sessions
- View and export test session status details
- Print test tickets and rosters
- Unlock test tickets
- End incomplete tests

### ***Data Purge for Previous Students***

To ensure student data remains manageable, data for students is archived and purged from the Portal each fall.

After the purge, reports for the previous year's students are available, but only current student data displays when creating new student groups, test sessions, or displaying testing statuses in the Student Status Dashboard.

The purge process is handled by DRC; nothing is required of districts or schools.



## The Manage Test Sessions Option

From the Test Management menu, you can view all of the test sessions for a specific district or school.

1. From the My Applications menu, click **Test Management**, and click **Manage Test Sessions**. The Test Sessions page displays.

**Test Sessions**

Manage Test Sessions | Upload Multiple Test Sessions

[Instructions](#)

\* Indicates required fields

Administration  
LAS Links [v] \*

District  
SAMPLE DISTRICT - 4123456 [v]

School  
SAMPLE SCHOOL 1 - 012345 [v]

Last Name [text] First Name [text] Student ID [text]

Session [text] Test Administrator (All) [v] Scoring Option (All) [v]

LAS Links Form (All) [v] **Assessment (All) [v]**

Date Range FROM: [text] Date Range TO: [text]

**Show Sessions** | Print All Tickets

Sessions | Status Summary

[Instructions](#)

**Session Detail**

District	School	Session Name	Assessment	Status	Begin Date	End Date	Scoring Option	Action
Choose from the above filters and click on 'Find Sessions' to view matching 'Sessions'								

**Add Session** | Export to Excel | Unlock Selected | Unlock All | Export Student Details | Change to DRC Scored

2. To view the status of test sessions, enter your search criteria, and click **Show Sessions**. The Session Detail page displays. **Note:** You can filter by LAS Links form, assessment, and by a range of dates.

The Date Range fields filter based on the beginning date of test sessions. For example, if you want to find test sessions from 03/01/2020 to 03/15/2020 and 03/01/2020 to 04/15/2020, and you select the date range from 03/01/2020 to 03/15/2020, results from 03/01/2020 to 04/15/2020 display because the test session beginning date falls within the range you entered.

## The Manage Test Sessions Option (cont.)

From the Test Sessions page, you can view all of the test sessions for a specific district or school. The Session Detail portion of the window displays the status of the session—Not Started, In Progress, or Completed.

<u>Status</u>	<u>Description</u>
<b>Not Started</b>	No student in the test session has started the test.
<b>In Progress</b>	The test session is in progress (at least one student in the session has begun testing).
<b>Completed</b>	The test session is finished. All of the students in the session have completed all domains of the test. The begin date and end date also display.

Show Sessions

Print All Tickets

Sessions

Status Summary

[Instructions](#)

	District	School	Session Name	Assessment	Status	Begin Date	End Date	Scoring Option	Action
<input type="checkbox"/>	DRC SAMPLE DISTRICT 2019	SAMPLE SCHOOL	Student's Session	Grades 4-5 (Eng. C)	Not Started	2/26/2020	2/26/2021	Educator Scored	
<input type="checkbox"/>	DRC SAMPLE DISTRICT 2019	SAMPLE SCHOOL	Student's Session	Grades 9-12 (Eng. D)	Not Started	3/9/2020	3/9/2021	Educator Scored	
<input type="checkbox"/>	DRC SAMPLE DISTRICT 2019	SAMPLE SCHOOL	Test Session Grade 3 2019	Grades 2-3 (Eng. D)	Not Started	3/4/2019	4/16/2019	DRC Scored	
<input type="checkbox"/>	DRC SAMPLE DISTRICT 2019	SAMPLE SCHOOL	test session form e	Grades 6-8 (Eng. D)	Not Started	5/16/2019	9/17/2019	DRC Scored	
<input type="checkbox"/>	DRC SAMPLE DISTRICT 2019	SAMPLE SCHOOL	tts	Grade 1 (Eng. A)	Not Started	5/16/2019	5/16/2023	Educator Scored	
<input type="checkbox"/>	DRC SAMPLE DISTRICT 2019	SAMPLE SCHOOL 2	March 15	Grade K (Eng. D)	Not Started	12/16/2019	3/31/2020	Educator Scored	
<input type="checkbox"/>	DRC SAMPLE DISTRICT 2019	SAMPLE SCHOOL	Student's Session	Grades 4-5 (Eng. C)	In Progress	2/26/2020	2/26/2021	Educator Scored	

Add Session

Export to Excel

Unlock Selected

Unlock All

Export Student Details

Change to DRC Scored

- Test session status displays in the **Status** column.
- Using the buttons on the bottom of the Test Sessions page, you can add and work with test sessions. Select one or more test sessions and use the buttons to perform the same actions on all selected sessions. **Note:** The Unlock Selected and Unlock All buttons are not used for LAS Links.

## Creating a Test Session

You can create a new test session and add individual students or student groups (that already exist) to it. You must give the session a name and select the Test Form and Subtests for the session. For searching and reporting purposes, use a meaningful test session name that includes the Subtest areas and Level(s), such as: **Eng Form A, Gr, K, All Subtests**.

**Note:** All students included in a test session take the same test. Create separate test sessions with different combinations of students and LAS Links Forms and Subtests as needed.

**Tip:** Set up frequently used test sessions, such as Eng Form A, Gr, K, All Subtests, prior to testing. By creating test sessions in advance, you can quickly set up walk-in testers. For more information, see “Editing a Test Session by Adding or Removing Students” on page 62.

1. To add a test session, from the My Applications menu, select **Test Management** menu then click **Test Sessions**. The Test Sessions page displays.
2. Select a district and school (required to add a test session) and click the **Add Session** button at the bottom of the page. The Add Test Session window displays.

### Test Sessions

Manage Test Sessions
Upload Multiple Test Sessions

[# Instructions](#)

\* Indicates required fields

Administration  
LAS Links

District  
SAMPLE DISTRICT - 4123456

School  
SAMPLE SCHOOL 1 - 012345

Last Name

First Name

Student ID

Session

Test Administrator  
(All)

Scoring Option  
(All)

LAS Links Form  
(All)

Assessment  
(All)

Date Range FROM:

Date Range TO:

Show Sessions
Print All Tickets

Sessions
Status Summary

[# Instructions](#)

Session Detail

District	School	Session Name	Assessment	Status	Begin Date	End Date	Scoring Option	Action
Choose from the above filters and click on 'Find Sessions' to view matching 'Sessions'								

Add Session
Export to Excel
Unlock Selected
Unlock All
Export Student Details
Change to DRC Scored

### Creating a Test Session (cont.)

At this point, you give the test session a name and select the LAS Links Test Form and the corresponding Subtest(s) to include in the test session.

Once a test session is created, you cannot change the Test Form or Subtest selections. If you made an error in your selections, delete the test session and start over (as long as no testers have started testing with the tickets associated to the Test Session). If testing has begun, contact Customer Service for assistance.

The screenshot shows a web form for creating a test session. At the top, there is a tab labeled "Instructions" with a red box around it. Below the tab, a red asterisk indicates required fields. The "Session Name" field is highlighted with a red box. To the right of the session name is a "Scoring Option Status" section with a button labeled "Change to DRC Scored". Below this, there are three main sections: "LAS Links Test Form" with a dropdown menu showing options like "English Form A, Grade K", "English Form A, Grade 1", etc.; "Available Subtests" with checkboxes for "Speaking", "Listening", "Reading", and "Writing"; and "Subtest(s) Chosen for Session" with checkboxes for "Listening Grade K (Eng. A)" and "Reading Grade K (Eng. A)". Below these sections are fields for "Begin Date" (10/11/2017), "End Date" (12/31/2024), and "Mode" (Online). There is also a "Search for Available Students" section with fields for "Student Last Name", "Student First Name", "Student ID", "Grade", "Demographic", "Accommodation", "Test Administrator", and "Student Group". Below this search section are buttons for "Find Students", "New Student", and "Clear". At the bottom, there are two large list boxes: "Available Students" and "Students in Session", with arrows between them for moving students. At the very bottom are "Save", "Save & Add Another", and "Cancel" buttons.

3. Enter a name in the **Session Name** field.
4. If needed, update the **Begin Date** and **End Date**. **Note:** These are the dates that control when the students can access INSIGHT. **Tip:** Click the **Instructions** link to display information and notes, such as the testing window dates, display at the top of the window.
5. First, read the Instructions at the top of this page, then select a **LAS Links Test Form**, **Available Subtests**, and **Subtest(s) Chosen for the Session**.

## Creating a Test Session (cont.)

**Tips:** Make a selection from the Test Administrator dropdown to display student groups tied to the selected test administrator. Then, select a student group to display the available students to add to the session. Keep the

6. Enter any student search criteria and click **Find Students**.
7. Select a student from the Available Students list. **Note:** To select multiple students in sequence, press the **Shift** key while you select them. To select multiple students that are not in sequence, press the **Ctrl** key while you select them. **Note:** Do not add more than 50 students to a test session.


**Tip:** If no students display, make sure to select **All** in the **Test Administrator** field to search for student groups created for other Test Administrators.

8. Use the **Add Selected** (▶), **Remove Selected** (◀), **Add All** (▶▶), and **Remove All** (◀◀) icons with the Available Students and Students in Session lists to select one or more students to remove from or add to the test session.
9. Click **Save** or **Save & Add Another** to add another session.

## Editing a Test Session by Adding or Removing Students

You can view existing test sessions to see which students are enrolled in them. You also can edit test sessions to add or remove students.

**Note:** This procedure describes the most efficient way to quickly set up walk-in testers.

1. To view or edit a test session, from the My Applications menu, select **Test Management**, then click **Manage Test Sessions**. The Test Sessions page displays.
2. Enter your search criteria then click **Show Sessions**.
3. When the test sessions display, click the **View/Edit** icon () in the Action column to display the Edit Test Session window for the session.

### Test Sessions

Manage Test Sessions Upload Multiple Test Sessions

Instructions

\* Indicates required fields

Administration

LAS Links

\*

District

DRC SAMPLE DISTRICT 2019

School

(All)

Last Name

First Name

Student ID

Session

Test Administrator

(All)

Scoring Option

(All)

LAS Links Form

(All)

Assessment

(All)

Date Range FROM:

Date Range TO:

Show Sessions













Print All Tickets

Sessions

Status Summary

Instructions

Session Detail

	District	School	Session Name	Assessment	Status	Begin Date	End Date	Scoring Option	Action
<input type="checkbox"/>	DRC SAMPLE DISTRICT 2019	SAMPLE SCHOOL	Student's Session	Grades 4-5 (Eng. C)	Not Started	2/26/2020	2/26/2021	Educator Scored	     
<input type="checkbox"/>	DRC SAMPLE DISTRICT 2019	SAMPLE SCHOOL	Student's Session	Grades 9-12 (Eng. D)	Not Started	3/9/2020	3/9/2021	Educator Scored	     

## Editing a Test Session by Adding or Removing Students (cont.)

**Instructions**

\* Indicates required fields

Session Name  
ENGAK \*

LAS Links Test Form  
English Form A, Grade K

Available Subtests  
☒ Speaking  
☒ Listening  
☒ Reading  
☒ Writing

Subtest(s) Chosen for Session  
☒ Speaking Grade K (Eng. A)  
☒ Listening Grade K (Eng. A)  
☒ Reading Grade K (Eng. A)  
☒ Writing Grade K (Eng. A)

Begin Date: 10/11/2017 \* End Date: 12/31/2024 \* Mode: Online \*

Search for Available Students

Student Last Name: Student First Name: Student ID: Grade: K

Demographic: (All) Accommodation: (All) Test Administrator: (All) Student Group: (All)

Find Students New Student Clear

Available Students:

Students in Session:

Double-click to edit Student

Save Cancel


- From the Edit Test Session window, click **Find Students**. **Note:** To add a new or walk-in tester to the test session, enter the student's name and/or student ID, then click **Find Student**. If the student is found, select the student name and add them to the test session.

If the student is not found, click the **New Student** button. The Add Student window displays. Enter the required information on the window and click **Save**. The new student displays in the Students in Session pane of the Edit Test Session window.

- Select a student and double-click to edit the student's information, or use the **Add Selected** (➡), **Remove Selected** (⬅), **Add All** (➡), and **Remove All** (⬅) icons with the Available Students and Students in Session lists to select one or more students to remove or add. **Note:** To select multiple students in sequence, press the **Shift** key, select the students, and click the mouse button. To select multiple students not in sequence, press the **Ctrl** key, select the students, and click the mouse button.
- Click **Save** to save your changes or **Cancel** to cancel them.

## Deleting a Test Session

You can delete a test session up until the time testing begins. If testing has started for any test in the test session, the session cannot be deleted.


1. To delete a test session, from the My Applications men, select Test Management then click **Manage Test Sessions**. The Test Sessions page displays.
2. Enter your search criteria and click **Show Sessions**.
3. Click the **Delete** icon () in the Action column for the test session you want to remove. The Confirm Delete dialog box displays. **Note:** You cannot delete a test session if testing has begun.
4. Click **Delete** to delete the test session or **Cancel** to cancel the process.


### Test Sessions


[Manage Test Sessions](#) [Upload Multiple Test Sessions](#)

[Instructions](#)

\* Indicates required fields

Administration  
LAS Links  \*

District  
DRC SAMPLE DISTRICT 2019 


School  
(All) 


Last Name


First Name


Student ID


Session


Test Administrator  
(All) 

Scoring Option  
(All) 

LAS Links Form  
(All) 

Assessment  
(All) 

Date Range FROM:  
 













Date Range TO:  
 

[Show Sessions](#)

[Print All Tickets](#)

[Sessions](#) [Status Summary](#)

[Instructions](#)

Session Detail									
	District	School	Session Name	Assessment	Status	Begin Date	End Date	Scoring Option	Action
<input type="checkbox"/>	DRC SAMPLE DISTRICT 2019	SAMPLE SCHOOL	Student's Session	Grades 4-5 (Eng. C)	Not Started	2/26/2020	2/26/2021	Educator Scored	     
<input type="checkbox"/>	DRC SAMPLE DISTRICT 2019	SAMPLE SCHOOL	Student's Session	Grades 9-12 (Eng. D)	Not Started	3/9/2020	3/9/2021	Educator Scored	     



## Viewing and Exporting Test Session Status Details











The test session status display provides the following information: each student's test ticket status; the time the student started the test; and the time the student completed the test. You can use this information to verify that all of the students in a session have completed their tests.


Sessions

Status Summary

Instructions

Session Detail

	District	School	Session Name	Assessment	Status	Begin Date	End Date	Scoring Option	Action
<input type="checkbox"/>	DRC SAMPLE DISTRICT 2019	SAMPLE SCHOOL	Student's Session	Grades 4-5 (Eng. C)	Not Started	2/26/2020	2/26/2021	Educator Scored	    
<input type="checkbox"/>	DRC SAMPLE DISTRICT 2019	SAMPLE SCHOOL	Student's Session	Grades 9-12 (Eng. D)	Not Started	3/9/2020	3/9/2021	Educator Scored	    

1. To view or export the status of a test session, click the **Edit/Print Ticket Status** icon () from the Session Detail window in the Action column for the test session details you want to view or export. The details for the test session you selected display in the Testing Status window.
2. You can search for students on the Testing Status window by Last Name, Status, or Status by Module, which includes the Subtests in the test session. Enter your search criteria or select from the drop-down menus.
3. Click **Filter** to display the results or **Clear** to clear your selections.

Testing Status

Instructions

Last Name






Status

(All)

Filter

Clear

Testing Status - Student's Session (Multi Content)

Select	Last Name	First Name	User Name	Password	Assessment	Status	Started	Completed	Action
<input type="checkbox"/>	Student	Training	testing	test1234	SQA	Not Started			    

Print Selected

Print All

End Incomplete Selected Tests

Unlock Selected

Unlock All

Close

## Viewing and Exporting Test Session Status Details (cont.)

Sessions
Status Summary

[Instructions](#)


Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	Sample District	Sample School	Student's Session	Multi Content	Not Started	8/18/2017	8/18/2018	
<input type="checkbox"/>	Sample District	Sample School	Student's Session	Multi Content	Not Started	8/23/2017	8/23/2018	
<input type="checkbox"/>	Sample District	Sample School	Student's Session	Speak	Not Started	8/31/2017	8/31/2018	
<input type="checkbox"/>	Sample District	Sample School	Student's Session	Francisco	Not Started	9/19/2017	9/19/2018	
<input type="checkbox"/>	Sample District	Sample School	Student's Session	SQA	Not Started	9/18/2017	9/18/2018	
<input type="checkbox"/>	Sample District	Sample School	Student's Session	Francisco	Not Started	9/18/2017	9/18/2018	
<input type="checkbox"/>	Sample District	Sample School	Student's Session	SQA	Not Started	9/18/2017	9/18/2018	
<input type="checkbox"/>	Sample District	Sample School	Student's Session	SQA	Not Started	9/18/2017	9/18/2018	
<input type="checkbox"/>	Sample District	Sample School	Student's Session	Francisco	In Progress	8/18/2017	8/18/2018	

Add Session
Export to Excel
Unlock Selected
Unlock All
Export Student Details

- To export one or more test session statuses to a spreadsheet file (.xls) that you can save, view, edit, or print, check the Select checkbox next to each test session status you want to export and click **Export to Excel**.

## Exporting Student Details























































You can export the student details of one or more test sessions to a comma-separated value (.csv) file to save, view, edit, or print in a spreadsheet. The information in the exported file includes each student in the test session, student username/password, and the begin/end date for each Subtest. The file does not include test score information.

1. To export details for a single test session, click the **Export Details** icon () from the Session Detail window in the Action column for the test session that you want to export.
2. The test session details are exported to a .csv file that you can save, view, edit, or print.

**Note:** Depending on the browser you are using, a dialog box may appear for you to use to open or download the file.

Sessions
Status Summary

+ Instructions

Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	Sample District	Sample School	Student's Session	Multi Content	Not Started	8/18/2017	8/18/2018	     
<input type="checkbox"/>	Sample District	Sample School	Student's Session	Multi Content	Not Started	8/23/2017	8/23/2018	     
<input type="checkbox"/>	Sample District	Sample School	Student's Session	Speak	Not Started	8/31/2017	8/31/2018	     
<input type="checkbox"/>	Sample District	Sample School	Student's Session	Francisco	Not Started	9/19/2017	9/19/2018	     
<input type="checkbox"/>	Sample District	Sample School	Student's Session	SQA	Not Started	9/18/2017	9/18/2018	     
<input type="checkbox"/>	Sample District	Sample School	Student's Session	Francisco	Not Started	9/18/2017	9/18/2018	     
<input type="checkbox"/>	Sample District	Sample School	Student's Session	SQA	Not Started	9/18/2017	9/18/2018	     
<input type="checkbox"/>	Sample District	Sample School	Student's Session	SQA	Not Started	9/18/2017	9/18/2018	     
<input type="checkbox"/>	Sample District	Sample School	Student's Session	Francisco	In Progress	8/18/2017	8/18/2018	     


Add Session
Export to Excel
Unlock Selected
Unlock All
Export Student Details

1. To export details for specific test sessions, select a school at the top of the window, select the test sessions by checking the checkbox for each session in the Select column and then click the **Export Student Details** button. To export *all test sessions*, click **Export Student Details** without selecting any test sessions.
2. The test session details are exported to an Excel file (.xls) that you can save, view, edit, or print.

**Note:** Depending on the browser you are using, a dialog box may appear for you to use to open or download the file.

## Printing Test Tickets and Rosters

You can print test tickets for the students in an online test session. You can print all of the tickets for all of the students in a session, or you can select specific students and print their tickets.

1. To print all of the test tickets for the students in a test session, click the **Print All Tickets** icon () in the Action column of the Sessions Detail window for the test session.
2. A Portable Document Format (.pdf) displays and includes instructions, the testing roster, and test tickets. You can view, print, and save the information.
3. Tickets may print up to 4 per page.

Sessions

Status Summary

Instructions

Session Detail

	District	School	Session Name	Assessment	Status	Begin Date	End Date	Scoring Option	Action
<input type="checkbox"/>	DRC SAMPLE DISTRICT 2019	SAMPLE SCHOOL	Test Session Grade 3 2019	Grades 2-3 (Eng. D)	Not Started	3/4/2019	4/16/2019	DRC Scored	
<input type="checkbox"/>	DRC SAMPLE DISTRICT 2019	SAMPLE SCHOOL	test session form e	Grades 6-8 (Eng. D)	Not Started	5/16/2019	9/17/2019	DRC Scored	
<input type="checkbox"/>	DRC SAMPLE DISTRICT 2019	SAMPLE SCHOOL	tts	Grade 1 (Eng. A)	Not Started	5/16/2019	5/16/2023	Educator Scored	
<input type="checkbox"/>	DRC SAMPLE DISTRICT 2019	SAMPLE SCHOOL	Student's Session	Grades 9-12 (Eng. D)	Not Started	3/9/2020	3/9/2021	Educator Scored	
<input type="checkbox"/>	DRC SAMPLE DISTRICT 2019	SAMPLE SCHOOL	Student's Session	Grades 4-5 (Eng. C)	Not Started	2/26/2020	2/26/2021	Educator Scored	
<input type="checkbox"/>	DRC SAMPLE DISTRICT 2019	SAMPLE SCHOOL 2	March 15	Grade K (Eng. D)	Not Started	12/16/2019	3/31/2020	Educator Scored	
<input type="checkbox"/>	DRC SAMPLE DISTRICT 2019	SAMPLE SCHOOL	TTS Test	Grades 6-8 (Eng. D)	In Progress	3/4/2019	4/16/2019	Educator Scored	

Add Session


Export to Excel

Unlock Selected

Unlock All

Export Student Details

Change to DRC Scored

1. To print selected test tickets, click the **Edit/Print Ticket Status** icon () in the Action column for the test session you want to use.
2. When the Testing Status window displays, you can filter the student display by Last Name, Status, or Status by Module. To filter, enter your search criteria or select from the drop-down menus and click **Filter** to display the results (or **Clear** to clear your selections).
3. Select one or more students by clicking the checkbox next to their name in the **Select** column.
4. Click **Print Selected**. A PDF version of the Student Test Session Ticket, that you can view, print, and save, displays for the selected students.

## Unlocking Test Tickets

A student's test ticket can be unlocked if the student's status for the subtest is Completed but the student needs to log in again.

**Note:** If the student was logged out due to inactivity on the system for more than twenty minutes, the student can log in again using their login information. The test ticket does not need to be unlocked.

In both situations described above, INSIGHT saves the student's response data.

Sessions

Status Summary

Instructions

Session Detail

	District	School	Session Name	Assessment	Status	Begin Date	End Date	Scoring Option	Action
<input type="checkbox"/>	DRC SAMPLE DISTRICT 2019	SAMPLE SCHOOL	Test Session Grade 3 2019	Grades 2-3 (Eng. D)	Not Started	3/4/2019	4/16/2019	DRC Scored	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>
<input type="checkbox"/>	DRC SAMPLE DISTRICT 2019	SAMPLE SCHOOL	test session form e	Grades 6-8 (Eng. D)	Not Started	5/16/2019	9/17/2019	DRC Scored	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>
<input type="checkbox"/>	DRC SAMPLE DISTRICT 2019	SAMPLE SCHOOL	tts	Grade 1 (Eng. A)	Not Started	5/16/2019	5/16/2023	Educator Scored	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>
<input type="checkbox"/>	DRC SAMPLE DISTRICT 2019	SAMPLE SCHOOL	Student's Session	Grades 9-12 (Eng. D)	Not Started	3/9/2020	3/9/2021	Educator Scored	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>
<input type="checkbox"/>	DRC SAMPLE DISTRICT 2019	SAMPLE SCHOOL	Student's Session	Grades 4-5 (Eng. C)	Not Started	2/26/2020	2/26/2021	Educator Scored	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>
<input type="checkbox"/>	DRC SAMPLE DISTRICT 2019	SAMPLE SCHOOL 2	March 15	Grade K (Eng. D)	Not Started	12/16/2019	3/31/2020	Educator Scored	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>
<input type="checkbox"/>	DRC SAMPLE DISTRICT 2019	SAMPLE SCHOOL	TTS Test	Grades 6-8 (Eng. D)	In Progress	3/4/2019	4/16/2019	Educator Scored	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>

Add Session



Export to Excel

Unlock Selected

Unlock All

Export Student Details

Change to DRC Scored



1. To unlock a selected test ticket, click the **Edit/Print Ticket Status** icon () in the Action column for the appropriate test session. The Testing Status window displays.
2. To unlock a test ticket, click the **Unlock Ticket** icon () in the Action column for the appropriate student. When the Confirm Unlock dialog displays, click **Unlock** to complete the process.

### Regenerating a Student's Test Ticket

You can regenerate a test ticket for a student who has already tested, but needs to take the test again. For example, if a student takes a test without the proper accommodations, you can regenerate the student's ticket the test so it can be taken with the necessary accommodations.

Within the Portal, you can regenerate a test ticket from the Testing Status window (shown below) or the Edit Student window (shown on the following page) .

**Note:** Regenerating a student's test ticket deletes the student's previous responses, including any subtests in the test session.

































1. To regenerate a test ticket from the Testing Status window, from the My Applications menu, select **Test Management** then click **Manage Test Sessions**. The Test Sessions window displays.
2. Enter your search criteria and click the **Show Sessions** button.
3. In the Actions column for the student's test session, click the **Edit/Print Ticket Status** icon (). The Testing Status window displays.
4. On the Testing Status window, click the **Regenerate Test Ticket** icon () for the student whose test ticket you want to regenerate.
5. When the Confirm Regenerate dialog box displays, click **Regenerate Test Ticket** to regenerate the student's test ticket or **Cancel** to cancel the process.

**Testing Status**

[Instructions](#)


Last Name  Status  Status By Module

**Testing Status - Student's Session (Grades 9-12 (Eng. D) - Speaking)**

Select	Last Name	First Name	User Name	Password	Assessment	Status	Started	Completed	Action
<input type="checkbox"/>	Student	Training	Form135007Audi	TDReview	SPEAKING	Not Started			   
<input type="checkbox"/>	Student	Training	Form135007Audi	TDReview	SPEAKING	Not Started			   
<input type="checkbox"/>	Student	Training	Form135007Audi	TDReview	SPEAKING	Not Started			   
<input type="checkbox"/>	Student	Training	Form135007Audi	TDReview	SPEAKING	Not Started			   
<input type="checkbox"/>	Student	Training	Form135007Audi	TDReview	SPEAKING	Not Started			   
<input type="checkbox"/>	Student	Training	Form135007Audi	TDReview	SPEAKING	Not Started			   
<input type="checkbox"/>	Student	Training	Form135007Audi	TDReview	SPEAKING	Not Started			   
<input type="checkbox"/>	Student	Training	Form135007Audi	TDReview	SPEAKING	Not Started			   

## Ending Incomplete Tests

For scoring and reporting purposes, you must use the End Incomplete Test option for all Subtests that a student will not complete. For example: When the students needs to complete only 2 of 4 parts of a test, use the End Incomplete Test option to end the test and force a status of “complete” for the parts of the test the will not take.





























1. To end an incomplete test, click the **Edit/Print Ticket Status** icon () from the Session Detail window in the Action column for the test session. The details for the test session you selected display in the Testing Status window.
2. You can search for students on the Testing Status window by Last Name, Status, or Status by Module. Enter your search criteria or select from the drop-down menus. Click **Filter** to display the results or **Clear** to clear your selections.

Sessions

Status Summary

Instructions

Session Detail

District	School	Session Name	Assessment	Status	Begin Date	End Date	Scoring Option	Action
<input type="checkbox"/> DRC SAMPLE DISTRICT 2019	SAMPLE SCHOOL	Test Session Grade 3 2019	Grades 2-3 (Eng. D)	Not Started	3/4/2019	4/16/2019	DRC Scored	   
<input type="checkbox"/> DRC SAMPLE DISTRICT 2019	SAMPLE SCHOOL	test session form e	Grades 6-8 (Eng. D)	Not Started	5/16/2019	9/17/2019	DRC Scored	   
<input type="checkbox"/> DRC SAMPLE DISTRICT 2019	SAMPLE SCHOOL	tts	Grade 1 (Eng. A)	Not Started	5/16/2019	5/16/2023	Educator Scored	   
<input type="checkbox"/> DRC SAMPLE DISTRICT 2019	SAMPLE SCHOOL	Student's Session	Grades 9-12 (Eng. D)	Not Started	3/9/2020	3/9/2021	Educator Scored	   
<input type="checkbox"/> DRC SAMPLE DISTRICT 2019	SAMPLE SCHOOL	Student's Session	Grades 4-5 (Eng. C)	Not Started	2/26/2020	2/26/2021	Educator Scored	   
<input type="checkbox"/> DRC SAMPLE DISTRICT 2019	SAMPLE SCHOOL 2	March 15	Grade K (Eng. D)	Not Started	12/16/2019	3/31/2020	Educator Scored	   
<input type="checkbox"/> DRC SAMPLE DISTRICT 2019	SAMPLE SCHOOL	TTS Test	Grades 6-8 (Eng. D)	In Progress	3/4/2019	4/16/2019	Educator Scored	   

Add Session

Export to Excel

Unlock Selected

Unlock All

Export Student Details

Change to DRC Scored

Testing Status

Instructions

Last Name

























Status  
(All)

Status By Module  
Listening

Filter

Clear

Testing Status - ENGCK (Grade K (Eng. C) - Listening)

Select	Last Name	First Name	User Name	Password	Assessment	Status	Started	Completed	Action
<input type="checkbox"/>									  
<input type="checkbox"/>									  
<input type="checkbox"/>									  
<input type="checkbox"/>									  
<input type="checkbox"/>									  
<input type="checkbox"/>									  
<input type="checkbox"/>									  
<input type="checkbox"/>									  

Page 1 of 3 (26 items) < Prev 1 2 3 Next >

Print Selected


Print All

End Incomplete Selected Tests

Unlock Selected

Unlock All

Close

3. Click the **End Incomplete Tests** icon () for the student. A confirmation dialog box displays.
4. Click **End Incomplete Test** to force the test status to Complete. Click **Cancel** to cancel the action.

## Displaying a Test Session Status Summary

The Test Session Status Summary provides a summary report of the test sessions and the status of students (Not Started, In Progress, and Completed) of each subtest for each LAS Links Form you specified when you displayed the Test Sessions window (see “Viewing and Exporting Test Session Status Details” on page 65).

### Test Sessions

Manage Test Sessions
Upload Multiple Test Sessions

+ Instructions

\* Indicates required fields

Administration  
LAS Links
District  
Sample District - 99999
School  
Sample School - 11111

Last Name
First Name
Student ID

Session

LAS Links Form  
(All)
Assessment  
(All)

Show Sessions
Print All Tickets

Sessions
Status Summary

+ Instructions

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	Sample District	Sample School	Student's Session	Multi Content	Not Started	8/18/2017	8/18/2018	
<input type="checkbox"/>	Sample District	Sample School	Student's Session	Multi Content	Not Started	8/23/2017	8/23/2018	

1. To display a Test Session Summary report, click the **Manage Test Sessions** option from the Test Management menu. The Test Sessions window displays.
2. Select your search criteria and click **Show Sessions**.
3. Click the Status Summary tab (shown above).
4. A Session Summary and Student Summary report displays for the test sessions displayed on the Test Sessions window (based on your search criteria).

Sessions	Status Summary								
+ Instructions									
<table> <tr> <th colspan="2">Session Summary</th></tr> <tr> <th>Status</th><th>Session Count</th></tr> <tr> <td>Not Started</td><td>38</td></tr> <tr> <td>In Progress</td><td>2</td></tr> </table>		Session Summary		Status	Session Count	Not Started	38	In Progress	2
Session Summary									
Status	Session Count								
Not Started	38								
In Progress	2								



# Test Administrator Management Menu



### ***Introduction***

From the Test Administrator Management menu, Portal users can search for test administrators and perform the following tasks:

- Add test administrators to the Portal
- Upload multiple test administrators to the Portal
- Edit test administrator information
- Delete test administrators from the Portal
- Export test administrator information to a spreadsheet

## Adding a Test Administrator

You can add test administrator records to the Portal one at a time, or upload multiple test administrator records at once (see “Uploading Multiple Test Administrators” on page 77). Test Administrators must be added so they can be associated to student groups, which are required for reporting purposes. A user can quickly create test sessions for the testers within a student group. In some areas of the Portal, you can filter students based on a test administrator or student group. At this time, you cannot filter on test administrator or student groups within the On-Demand Reports.

**Note:** Adding a test administrator within Test Administrator Management is not the same as adding a Test Administrator User within User Management. The latter must be done if the user will need access to the Portal, and in that case, we recommend that the same Name and Email address values are used between User Management and Test Administrator Management.

**Tips:** The person who adds users to the Portal should also add test administrators using the Test Administrator Management menu to ensure that the same contact data (first name, last name, email address) is used. In addition, prior to adding a test administrator to the Portal, search for the test administrator (as shown earlier in this section). The test administrator information may already be in the Portal.

1. To add a test administrator, from the My Applications menu, select **Test Administrator Management**. The Manage Test Administrators window displays.
2. Select an administration, district, and school (required). Click **Add Test Administrator**. The Add Test Administrator window displays and allows you to add test administrator details.

### Manage Test Administrators

Edit Test Administrator
Upload Multiple Test Administrators

Instructions

Indicates required fields

Administration
LAS Links
District
(All)
School
(All)

Last Name
First Name
TA ID (Email)

Email

Find Test Administrators
Clear

	District	School	Last Name	First Name	TA ID (Email)	Email	Action
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL 1	adteachlast	abteachfirst	my1@test.com	my1@test.com	
<input checked="" type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL 1	efghghefghghefgh	abcd abcd abcd abcd	teacher_2.e-mailteacher@stat	teacher_2.e-mailteacher@state.edu	
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL 1	nowta	test	nowta@drc.org	nowta@drc.org	
<input checked="" type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL 1	Robertson	A	arobertson@test.i	arobertson@test.test	
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL 1	s K-s'ept	s K-s'ept	Sk9_1.r-e'test@drc.com	Sk9_1.r-e'test@drc.com	
<input checked="" type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL 1	sk testadmin	sktestAdmin	sktestadminstrat	sktestadministrator@drc.edu	
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL 1	skadd	sk add ta	skadd@test.com	skadd@test.com	
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL 1	sk'd	stud ki-j	sk@test.com	sk@test.com	

Add Test Administrator
Delete Test Administrator
Export to Excel

### Adding a Test Administrator (cont.)

**Add Test Administrator**

[Instructions](#)

\* Indicates required fields

Administration \* District \* School \*  
LAS Links Sample District - 99999 Sample School - 11111

Last Name \* First Name \*

Email \*

**Save** **Save & Add Another** **Cancel**

3. When the Add Test Administrator dialog box displays, enter the last name, first name, and email address for the test administrator. Click **Save** to save the record and return to the Manage Test Administrators window, click **Save & Add Another** to save the record and re-display the Add Test Administrator dialog box to add another test administrator, or click **Cancel** to cancel the process. **Note:** If you added a test administrator, when the Manage Test Administrators window re-appears, a message displays indicating that the test administrator has been added.

## Uploading Multiple Test Administrators

Portal users can add Test Administrators to the Portal by uploading a file using the Upload Multiple Test Administrators process described on the following pages.

1. To upload multiple test administrator records, from the My Applications menu, select **Test Administrator Management**. The Manage Test administrator window displays. Click the **Upload Multiple Test Administrators** tab.
2. Use the drop-down menu filtering options to select the correct administration, district, and school.
3. The Upload Multiple Test administrators tab contains links to both a sample PDF file that contains instructions and a sample .csv file that you can use to create the actual file.

Click the **Download the File Layout** link to display the Upload Multiple Test Administrators File Layout - LAS Links file (LASLinksTest AdministratorFileLayout.pdf).

This file displays the required layout of the .csv file you will upload to DRC with rules, instructions, and examples describing how to create and format the file.

4. Click the **Sample File** link to download or display the LLSampleTestAdministratorFile.csv file. This file is only a sample of the type of file you will upload to DRC. **Note:** Depending on the browser you are using, a dialog box may appear for you to use to open or download the file.
5. Use the LLSampleTest AdministratorFile.txt file to create, rename, and save a test administrator file to upload. **Note:** Be sure to keep the header column rows in the file you upload. In addition, be sure the values in the District Code and School Code columns in the .csv file match the values that display in the District and School drop-down menus in the Portal.

### Manage Test Administrators

Edit Test Administrator
Upload Multiple Test Administrators

Download the [File Layout](#) (PDF document) and a [Sample File](#) (CSV text file).

+ [Instructions](#)

\* Indicates required fields

Administration
District
School

LAS Links
(Select)
(All)

File
Browse...

Upload

### Uploading Multiple Test Administrators (cont.)

Download the [File Layout](#) (PDF document) and a [Sample File](#) (CSV text file).

[+ Instructions](#)

\* Indicates required fields

Administration: LAS Links \*  
District: Sample District - 99999 \*  
School: (All) \*

File: LL Test Admins upload file\_final.csv X Browse... \*


Upload

6. After you have created a test administrators file, click **Browse** to locate it, select the file, and click Open to display it in the File field of the Upload Multiple Test Administrators tab.
7. Click **Upload**. A message displays indicating the file has been transferred and is being checked for errors. **Note:** After the file has been validated, you can review its status. If the file contains errors, you must correct them and repeat Steps 5 and 6.

## The Manage Test Administrators Window

Portal users can search for test administrators, add test administrators, delete test administrators, and export test administrator information from the Manage Test Administrators window.

**Note:** To add a Test Administrator, first the user must be added to the Portal using the User Management menu.

1. To search for test administrators, from the My Applications menu, select **Test Administrator Management**. The Manage Test Administrators window displays.
2. Enter or select your search criteria and click the **Find Test Administrators** button. Test administrators that match your selection criteria display at the bottom of the window.
3. What you do next depends on whether the test administrator you are searching for exists in the Portal.
4. If the test administrator does not exist, click **Add Test Administrator** to add a test administrator to the Portal. For more information, see “Adding a Test Administrator” on page 75.
5. Click the **View/Edit** icon () to edit the test administrator information on the Edit Test Administrator window. Click **Save** when your updates are complete.

## Manage Test Administrators

Edit Test Administrator
Upload Multiple Test Administrators

Instructions

\* Indicates required fields

Administration
LAS Links
District
DRC SAMPLE DISTRICT 201
School
(All)
Last Name
First Name
TA ID (Email)
Email

Find Test Administrators
Clear

	District	School	Last Name	First Name	TA ID (Email)	Email	Action
<input type="checkbox"/>	DRC SAMPLE DISTRICT 2019	SAMPLE SCHOOL	Administrator		PTAdmin@drc.co	PTAdmin@drc.com	

Add Test Administrator
Delete Test Administrator
Export to Excel

## The Manage Test Administrators Window (cont.)

**Manage Test Administrators**

Edit Test Administrator    Upload Multiple Test Administrators

[Instructions](#)

\* Indicates required fields

Administration LAS Links    District (All)    School (All)

Last Name    First Name    TA ID (Email)

Email

Find Test Administrators    Clear

Test Administrators						
District	School	Last Name	First Name	TA ID (Email)	Email	Action
<input type="checkbox"/> SAMPLE DISTRICT	SAMPLE SCHOOL 1	adteachlast	adteachfirst	my1@test.com	my1@test.com	
<input checked="" type="checkbox"/> SAMPLE DISTRICT	SAMPLE SCHOOL 1	efghfghfghfghfgh	abcd abcd abcd abcd	teacher_2e-mailteacher@stat	teacher_2e-mailteacher@state.edu	
<input type="checkbox"/> SAMPLE DISTRICT	SAMPLE SCHOOL 1	novta	test	novta@drc.org	novta@drc.org	
<input checked="" type="checkbox"/> SAMPLE DISTRICT	SAMPLE SCHOOL 1	Robertson	A	arobertson@test.	arobertson@test.test	
<input type="checkbox"/> SAMPLE DISTRICT	SAMPLE SCHOOL 1	s K-s'apt	s K-s'apt	Sk9_1r-e-test@drc.com	Sk9_1r-e-test@drc.com	
<input checked="" type="checkbox"/> SAMPLE DISTRICT	SAMPLE SCHOOL 1	sk testadmin	sktestAdmin	sktestadministrat	sktestadministrator@drc.edu	
<input type="checkbox"/> SAMPLE DISTRICT	SAMPLE SCHOOL 1	skadd	sk add ta	skadd@test.com	skadd@test.com	
<input type="checkbox"/> SAMPLE DISTRICT	SAMPLE SCHOOL 1	skd	stud kl-j	sk@test.com	sk@test.com	

Add Test Administrator    Delete Test Administrator    Export to Excel

- As shown above, click the checkbox to select one or more test administrators and click **Delete Test Administrator** to remove the test administrator(s) from the Portal.

**Note:** Before deleting a test administrator, find all student groups the test administrator is associated with and reassign them. When a test administrator is deleted, all student groups associated with that test administrator are also deleted.

A confirmation dialog displays. Click **Delete Test Administrator** to continue or click **Cancel** to return to the Manage Test Administrators window.

- Select one or more test administrators and click **Export to Excel** to export the selected test administrator data to a spreadsheet.



# **Student Group Management Menu**



### ***Introduction***

Ensure that all student groups are set up and accurate prior to requesting the data to be sent to DRC Interactive Reporting. Use student groups in order to designate a “class” within your organization’s testing hierarchy.

**Note:** Students and test administrators must be added to Student Management and Test Administrator Management before student groups can be created.

From the Student Group Management menu, Portal users can search for student groups and perform the following tasks:

- Add a student group
- Edit student group information
- Create a test session from a student group
- Reassign a test administrator to multiple student groups
- Upload multiple student groups

---

**! Important:** Because Student Groups allow a Test Administrator to display report data for all of the students in the group, Student Groups are recommended for paper and online testing.

---

To ensure student data remains manageable, data for all students is archived and purged from the Portal each fall.

### ***Data Purge for Previous Students***

After the purge, reports for the previous year’s students are available, but only current student data displays when creating new student groups, test sessions, or displaying testing statuses in the Student Status Dashboard.

The purge process is handled by DRC; nothing is required of districts or schools.

## Add a Student Group

Student groups should be named so that other Portal users can clearly distinguish one student group from another. The student group name and test administrator name should be unique to the district and school selected.

**Student Group Name Recommendation:** <Program> <Test administrator name> <Class time/session> or another name that best describes the students in the group. **Example:** ESL Joe Garza 2nd Period.

1. From the My Applications menu, select **Student Group Management**. The Manage Student Groups window displays.
2. Select an administration, district, school, and test administrator. Click **Add Student Group**. The Add Student Group window (shown on the following page) displays.

### Manage Student Groups

Manage Student Groups
Upload Student Groups

[Instructions](#)

**\* Indicates required fields**

Administration  
LAS Links

District  
Sample District - 99999

School  
Sample School - 11111

Student Last Name

Student First Name

Student ID

Test Administrator

Group Name

Find Student Groups
Clear

Test Administrator

Group Name

Choose from the above filters and click on 'Find Student Groups'

Add Student Group

Export to Excel

Reassign Group

Copy Selected Groups

Delete Selected Groups

### Add a Student Group (cont.)

**Tip:** On the Add Student Group window, you can filter by Test Administrator to return all students who have been associated to a student group for the selected test administrator.

Click the **New Student** button to display the Add Student window, which you use to add students to the Portal. After adding the student you then can add the student to a student group.

3. Enter a **Group Name** for the student group.
4. Select a new test administrator from the dropdown menu or click **Add** to add a test administrator to the Portal, then select the test administrator for the student group.
5. Enter search criteria and click **Find Students**. The students that meet your criteria display in the Available Students column.
6. Select a student and double-click to edit the student's information, or use the **Add Selected** (▶), **Remove Selected** (◀), **Add All** (▶▶), and **Remove All** (◀◀) icons with the Available Students and Students in Session lists to select one or more students to remove or add.

**Note:** To select multiple students in sequence, press the **Shift** key, select the students, and click the mouse button. To select multiple students not in sequence, press the **Ctrl** key, select the students, and click the mouse button.
7. Click **Save** to save your changes or **Cancel** to cancel them.

## The Manage Student Groups Window

Portal users can search for student groups, copy, edit, and delete student groups from the Mange Student Groups window.

1. From the My Applications menu, select **Student Group Management**. The Manage Student Groups window displays.
2. To search for one or more student groups, use the various drop-down menus and fields to enter search criteria and click **Find Student Groups**.

### Manage Student Groups

Manage Student Groups
Upload Student Groups

+ Instructions

\* Indicates required fields

Administration

LAS Links
\*

District

Sample District - 99999
\*

School

Sample School - 11111
\*

Student Last Name

Student First Name

Student ID

Test Administrator

Group Name

Find Student Groups

Clear

☐ Test Administrator

No mat

Add Student Group

Export to Excel

Reassign Group


Copy Selected Groups

Delete Selected Groups

## The Manage Student Groups Window (cont.)

Use the icons in the Action column to, for example, edit or delete a student group.

- Student groups that match your search criteria display at the bottom of the window.

Click the **View/Edit** icon () in the Action column for the student group whose information you want to edit. The Edit Student Group window (shown below) displays. For details about how to use the Edit Student window, see “Editing Student Group Information” on page 87 for more information.

Click the Delete icon () to delete a student group.

## Editing Student Group Information

The Edit Student Group window allows you to edit student group details and add or remove students from a group. You also can select (or add then select) a test administrator for a group. When your changes are complete, you can save them or save them and add the group to a test session.

**Add Student Group**

[Instructions](#)

\* Indicates required fields

Group Name: English A group \*

Test Administrator: Add \*

Search for Available Students

Student Last Name:

Student First Name:

Student ID:

Grade: (All) ▼

Demographic: (All) ▼

Accommodation: (All) ▼

Test Administrator: (All) ▼

Find Students New Student Clear

Available Students: sq, br (130)

Students in Group:


Double-click to edit Student

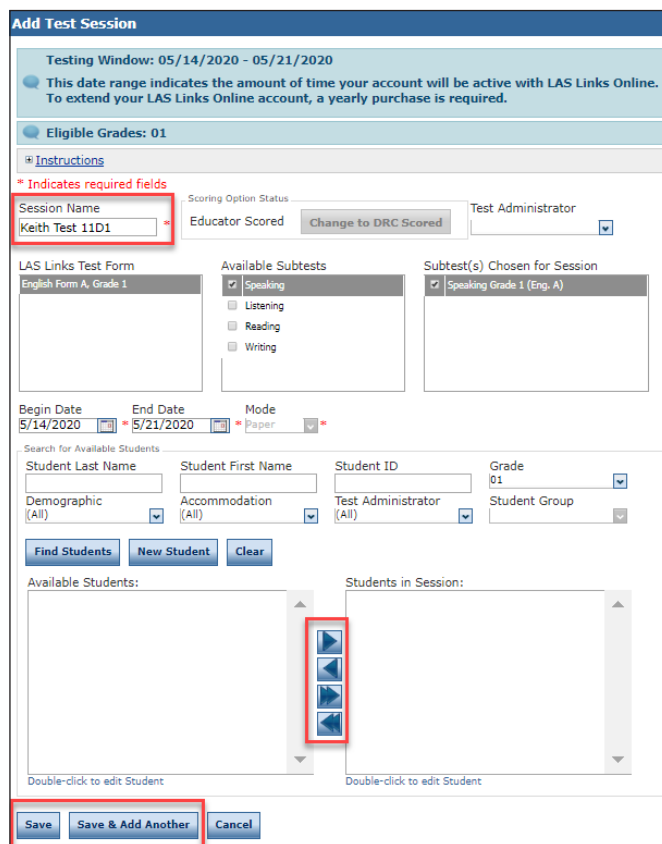
Save Save & Add Another Save & Add to Session Cancel





- You can search for and add available students to the student group.
- You can add students to the Portal, and then add them to student groups.
- You can select a new test administrator from the dropdown menu or click **Add** to add a test administrator to the Portal, then select the test administrator for the student group.
- Click **Save** to save your changes or **Cancel** to cancel your changes.
- Click **Save & Add Another** to save your changes to the group and then add another student group.
- Click **Save & Add to Session** to save your changes to the group and then add the group to a test session.

### Create a Test Session from a Student Group

You can create a test session for a student group using the Add Test Sessions window.

1. On the Manage Student Groups window, in the Action column, click the **Add to Session** () icon. The Add Test Session window displays.
2. Enter a **Session Name** for the test session and other details. Fields with a red asterisk (\*) are required.



3. The students in the selected student group display in the Available Students column.
4. Use the **Add Selected** () , **Remove Selected** () , **Add All** () , and **Remove All** () icons with the Available Students and Students in Session lists to select one or more students to remove or add.
5. Click **Save** to save your changes or click **Save & Add Another** to save your changes and create another test session for the select student group. Click **Cancel** to cancel your changes.



## Reassign a Test Administrator to Multiple Student Groups

You can perform this procedure any time a new test administrator needs to be assigned to existing student groups.

**Note:** Perform this procedure prior to deleting any test administrators. Deleting a test administrator will delete all student groups tied to that test administrator.

The screenshot shows the 'Manage Student Groups' interface. At the top, there are tabs for 'Manage Student Groups' and 'Upload Student Groups'. Below this is an 'Instructions' section with a note: '\* Indicates required fields'. The search criteria include 'Administration' (set to 'LAS Links'), 'District' (set to 'DRC SAMPLE DISTRICT 201'), and 'School' (set to 'SAMPLE SCHOOL - 101'). There are also input fields for 'Student Last Name', 'Student First Name', 'Student ID', 'Test Administrator', and 'Group Name'. The 'Find Student Groups' button is highlighted with a red box. Below the search criteria, there is a table titled 'Student Groups' with columns for 'Group Name', 'Students', and 'Action'. One group is listed and selected. At the bottom, the 'Reassign Group' button is highlighted with a red box.

1. On the Manage Student Groups window, enter selection criteria then click the **Find Student Groups** button.
2. Select the student groups to reassign and click **Reassign Group**.
3. On the Assign Test Administrator to Student Groups window (shown below), select the test administrator for the selected student groups and click **Assign**.

The screenshot shows the 'Assign Test Administrator to Student Groups' window. It has a blue header with the title. Below the header is an 'Instructions' section with a note: '\* Indicates required fields'. The main form has a dropdown menu labeled 'Test Administrator (Select)' which is highlighted with a red box. At the bottom, there are two buttons: 'Assign' and 'Cancel'. The 'Assign' button is highlighted with a red box.

### Uploading Multiple Student Groups to the Portal

To upload multiple student group records at once, you can upload a file containing student group information to the Portal. The file must be in the comma-separated value (.csv) format and the fields in the file must be in specific columns.

1. From the My Applications menu bar, select **Student Group Management**. The Manage Student Groups window displays. Select the **Upload Student Groups** tab.

The screenshot shows the 'Manage Student Groups' interface. At the top, there are two tabs: 'Manage Student Groups' and 'Upload Student Groups', with the latter being the active tab. Below the tabs, there is a blue banner with a speech bubble icon and the text: 'Download the [File Layout](#) (PDF document) and a [Sample File](#) (CSV text file)'. Below this banner is a section titled 'Instructions' with a plus icon. A red asterisk followed by the text '\* Indicates required fields' is displayed. The form contains three dropdown menus: 'Administration' (with 'LAS Links' selected), 'District' (with '(Select)' selected), and 'School' (empty). Each dropdown menu has a red asterisk to its right. Below these is a 'File' section with a text input field and a 'Browse...' button, also marked with a red asterisk. At the bottom left of the form is a blue 'Upload' button.

2. The Upload Student Groups tab contains links to both a sample PDF file that contains instructions and a sample .csv file that you can use to create the actual file.
3. Click the **Download the File Layout** link to display the StudentGroupsFileLayout.pdf file. **Note:** This file displays the required layout of the .csv file you will upload to DRC with rules, instructions, and examples describing how to create and format the file.
4. Click the **Sample File** link to download or display the SampleStudentGroupsFile.csv file. **Note:** This file is only a sample of the type of file you will upload to DRC. Depending on the browser you are using, a dialog box may appear for you to use to open or download the file.
5. Use the SampleStudentGroupsFile.csv file to create, rename, and save a student group file to upload  
**Note:** Be sure to keep the header column rows in the file you upload.

## Uploading Multiple Student Groups to the Portal (cont.)

**Manage Student Groups**

Manage Student Groups | Upload Student Groups

Download the [File Layout](#) (PDF document) and a [Sample File](#) (CSV text file).

[Instructions](#)

\* Indicates required fields

Administration: LAS Links \*  
District: SAMPLE DISTRICT - 412345 \*  
School: SAMPLE SCHOOL 3 - 987654 \*

File: LAS Links Portal Student Group upload file\_final.\* Browse... \*

Upload

6. After you have created a students file, click **Browse...** to locate it, select the file, and click **Open** to display it in the File field of the Upload Student Groups tab.
7. Click **Upload**. A message displays indicating the file has been transferred and is being checked for errors.

After the file has been validated, you can review its status. If the file contains errors, you must correct them and repeat Steps 5 and 6.

# Educator Scoring



## Introduction

This section describes how to score LAS Links tests that include Constructed Response (CR) items using the Educator Scoring tool, which is accessed via the Portal.

## Student Responses in the Portal

After logging in to the Portal, users with the Educator Scoring permission see the **Educator Scoring** menu option. This option opens the Scoring page where a scorer can define the student population to score by selecting the required fields and search criteria from the menus. Then, the scorer can access the Scoring Status window, which displays tests that are ready to score and allows the scorer to access the Educator Scoring application.

**Note:** Users can score tests and subtests in any order, depending on which students complete testing first.

Most test responses are available for scoring within 2 hours of the student completing the test.

- Scoring is to be completed by educators using a computer or laptop with Google Chrome or Internet Explorer 11 installed.
- DRC INSIGHT does not need to be installed on the machine.
- Several tools in Educator Scoring, such as the Note and Highlighter tools, allow the scorer to provide comments and other notations for the student.
- To provide a student with a copy of their online test response with scoring annotations, **use the export to PDF tool prior to submitting the score**. Once the score has been submitted, the response and scoring feedback is not available in the scoring system. Scores do not print, but can be annotated on the response.
- Once you export the PDF of the student's responses, you can save the file.

## Scoring Icons Enabled When Responses are Ready to Score

Prior to / during testing, the scoring icons in Educator Scoring are disabled. When students complete sections of a test and their responses (at the test session or student level) are ready to be scored, the **Score Session** or **Score Student** icons are enabled.

## Print Student Responses

Scorers have the option to batch print student responses and hand score them on paper prior to entering the scores in Educator Scoring. **Note: Student responses are not available to print after scores are entered in Educator Scoring.**

## Accessing Rubrics to Use With Educator Scoring

Scoring resources are available to score student responses for each assessment: Writing and Speaking. To view and use these item-level resources, click Scoring Resources. Then, use the Scoring Resources Filter drop-down menu to select the specific resources that you want to use. Additional resources for scoring practice are available in the Digital Library under Rubric Scoring and Calibration.

### Scoring Resources by Assessment

Assessment	Scoring Resource	Displays
Writing	Rubric	Rubric Description
	Scoring Guide	Rubric Explanation/Sample Response(s)
	Supporting Passage	Student Prompt
Speaking	Rubric	Rubric Description
	Scoring Guide	Rubric Explanation/Sample Response(s)
	Supporting Passage	Student Task
Reading Form C and D Grades 4-12	Rubric	Rubric Description
	Scoring Guide	Rubric Explanation/Sample Response(s)
	Supporting Passage	Passage and Student Prompt

**Educator Scoring** ELL030 [Help](#)

21A Writing Gr 68 Q858411  
Project: ELL030  
Lithocode: 990001983210  
Scoring Resources: Showing 1 of 3  
Scoring Resource Type: Scoring Guide

<< Prev    Current    Next >>

<< Prev Scoring Resource    Next Scoring Resource >>

Response    **Scoring Resources**

Scoring Resources Filter: All

Scoring Resources Window: ☐

**downloadRubricContents** 1 / 1

**Scoring Guide**

Write About  
Form A Grade 6-8  
Item 858411  
Online Item # 24/ Print Item # 21

**Painting a Picture**


Score	Sample Response	Explanation of Score
0	HL (Home Language) <i>Les deux se sont en train de...</i>	No English word <i>Isolated English words in an incomprehensible response.</i>

### Important Notes About Scoring Resources


- As shown above, prior to scoring in Educator Scoring, click the **Scoring Resources** button to display the Rubric, Scoring Guide or Supporting Passage (Student Prompt) on the right side of the window. You can toggle between the rubric and the student's response.
- You can display online help and the Image toolbar by clicking the **Help** (?) icon.
- The <<Prev Scoring Resource and Next Scoring Resource>> buttons are enabled if you select the All option from the Scoring Resources Filter. You can use these buttons to navigate between all the scoring resources available for the assessment.
- If you check the **Scoring Resources Window** option, the scoring resources open in a separate browser tab, which you can move to another monitor if needed, and use them while scoring responses in Educator Scoring.
- Clicking **Submit** submits the score. It does not close the scoring resources. To close the scoring resources, you must click **Exit Scoring** when you finish your score session.

## Displaying Scoring Status

To check the status of tests on the Scoring Status window and access the Educator Scoring application, complete the following steps. **Note:** The Session Status column on the Scoring page displays the testing progress: **Not Started**, **In Progress**, **Complete** (ready to score).



### Scoring

 Some sessions may not be available for Educator Scoring.

[Instructions](#)

*\* Indicates required fields*

Administration  

LAS Links

District  

Sample District - 99999

School  

Sample School - 11111

LAS Links Form  











English Form C



Assessment  

(All)

Session

[Show Sessions](#)

Session Detail								
District	School	Session Name	Assessment	Session Status	Begin Date	End Date	Item Counts	Action
Sample District	Sample School	CY - Session 2	Grades 4-5 (Eng. C)	Completed	9/7/2017	2/2/2018	0 available, 0 in process, 0 complete	 
Sample District	Sample School	CY - Session 3	Grades 4-5 (Eng. C)	Not Started	9/7/2017	2/2/2018	0 available, 0 in process, 0 complete	 
Sample District	Sample School	CY - Session 4	Grades 4-5 (Eng. C)	Completed	9/7/2017	2/2/2018	21 available, 0 in process, 3 complete	 
Sample District	Sample School	CY - Session 8	Grades 4-5 (Eng. C)	Completed	9/7/2017	2/2/2018	0 available, 0 in process, 0 complete	 
Sample District	Sample School	CY - Session one	Grades 4-5 (Eng. C)	Completed	9/7/2017	2/2/2018	0 available, 0 in process, 1 complete	 

1. From the **Applications** menu, select **Educator Scoring**. The Scoring page displays.
2. Select a district and LAS Links form then click **Show Sessions**. The test sessions meeting the filter criteria display in the Session Detail chart.
3. To score all students within the test session, when enabled click the **Score Session** icon () in the Action column. You will be signed into Educator Scoring.
4. To view a list of students and score individual students within the test session, click the **Show Students** icon () in the Action column. The Scoring Status window displays (shown on the following page).

Displaying Scoring Status (cont.)

Scoring Status

Instructions



Last Name

Filter


Clear

Refresh

Scoring Status - English Form C (Grades 4-5 (Eng-C))

Last Name	First Name	Grade	Student ID	Content Area	Item Counts	Action
Anderson	Jenny	05	7890123456	SPEAKING	16 available, 0 in process, 2 complete	
Anderson	Jenny	05	7890123456	WRITING	5 available, 0 in process, 1 complete	

Close

5. The Scoring Status window displays. From the list of students, select the student whose writing you intend to score and click the **Score Student** icon (). You will be signed into the Educator Scoring application. **Note:** The Item Counts column displays how many items are available, in progress, and complete for each student.



## Scoring Responses in Educator Scoring

To score Writing, Speaking, and Reading tests that include CR items in Educator Scoring, follow these steps.

The screenshot shows the 'Educator Scoring' interface. On the left, there is a sidebar with the following elements: a 'Help' icon (a question mark in a circle) at the top; a section with '01A Speaking Gr 01 Q857465', 'Project: LLL030', and 'Lithocodet: 990004915210'; a set of navigation buttons including '<< Prev', 'Current', and 'Next >>'; a section for 'Scoring Resources' with 'Prev Scoring Resource' and 'Next Scoring Resource' buttons; a 'Response' button; a 'Scoring Resources Filter' dropdown menu set to 'All'; a green 'Submit' button; and a red 'Exit Scoring' button. The main area on the right displays the question 'Question: 01A Speaking Gr 01 Q857465', a video player with a progress bar showing '0:00 / 0:03', a volume icon, and a 'Score' section with two buttons labeled '0' and '1'.

1. To view the Help for scoring student responses, click the **Help** (?) icon.
2. The question description identifies the task the student is responding to.
3. View or click to play the student's response and follow the steps described in the Rubric and Scoring Resources to score the response.
4. To select the score, click one of the numeric score buttons.
5. The << **Prev Page** and **Next Page** >> buttons are enabled if a response exceeds one page. You can use these buttons to navigate between pages. You also can use the Page drop-down list (?) to navigate between pages.
6. If a task has multiple parts, you will see a **Next** button after each task. You will evaluate each response and then award a single score that reflects the highest level of performance observed.
7. After you have entered all scores, click **Submit**. If you have more responses to score, the next response displays after you click Submit.

# Report Delivery Menu



## On-Demand Reports

Portal users can view or download score reports by student. The reports display the student info, the subjects tested and related scores and performance levels.

1. From the My Applications menu, select **Report Delivery** then click the On Demand Reports tab.

### On-Demand Reports

On-Demand Reports allows the user to search for Student Proficiency/Academic Reports. The user can view and save PDF reports. More comprehensive LAS Links reports can be found in Interactive Reports.

[Instructions](#)

\* Indicates required fields

Administration LAS Links *	District DRC SAMPLE DISTRICT 201: *	School SAMPLE SCHOOL - 101 *
Report Student Proficiency Report - *	Language English *	Grade (All)
Last Name <input type="text"/>	First Name <input type="text"/>	
Student ID <input type="text"/>	Session <input type="text"/>	

2. Specify an administration, district, and school.
3. From the Report menu, select Student Proficiency Report - Forms Eng A/B, Espanol A or select Student Proficiency/Academic Report Eng C/D, Espanol B.
4. From the Language menu, select a language.
5. Click the **Find Students** button to display a list of reports (shown on the following page) for the selection criteria you entered.

## Report Delivery Menu

### On-Demand Reports (cont.)

#### On-Demand Reports

On-Demand Reports allows the user to search for Student Proficiency/Academic Reports. The user can view and save PDF reports. More comprehensive LAS Links reports can be found in Interactive Reports.

[Instructions](#)

\* Indicates required fields

Administration  
LAS Links

District  
DRC SAMPLE DISTRICT 2015

School  
SAMPLE SCHOOL - 101

Report  
Student Proficiency Report -

Language  
English

Grade  
(All)

Last Name













First Name

Student ID

Session



Find Students

Clear

Students						
Select	Last Name	First Name	State StudentID	Date Of Birth	Grade	Action
<input type="checkbox"/>	Ateststudent	Puppet	0040123456	03/09/1988	K	 
<input type="checkbox"/>	edirect	toapp	8585756212	01/01/2001	K	 
<input type="checkbox"/>	LL-Stud001	LL-Stud001	592030001	10/31/2011	03	 
<input type="checkbox"/>	Student	Puppet	1346792580	03/09/1988	01	 
<input type="checkbox"/>	Student	Training	1234567890	01/01/2007	06	 
<input type="checkbox"/>	Student	Training	1234567890	01/01/2008	06	 

Open Selected

Save Selected

- To open or save one student's report, in the Action column, click the **Open PDF** icon () to display the report. Click the **Save PDF** icon () to save the report to your system.
- To open or save PDF reports for multiple students, select the check box for the student reports you want to work with. Click **Open Selected** to open all selected student reports. Click **Save Selected** to save the selected reports to your system.

## View Reports

Portal users can view or download reports by district and student as follows:

- LL1 District Student Data File (SDF)
- LL1 SDF District Test
- LL2 District Student Data File (SDF)
- LL2 SDF School Test

1. From the My Applications menu, select **Report Delivery** then click the View Reports tab.













**View Reports**

Administration  
LAS Links

District (All) School (All) Report (All)

Show Reports

Drag a column header here to group by that column

Reports						
Administration	Report	Title	District	School	Date	Action
LAS Links	LL1 SDF District Test	LL1 District Student Data File (SDF)	100043910		9/11/2019	 
LAS Links	LL1 SDF District Test	LL1 District Student Data File (SDF)	100057905		9/11/2019	 
LAS Links	LL1 SDF District Test	LL1 SDF District Test	100057905		9/11/2019	 
LAS Links	LL1 SDF District Test	LL1 District Student Data File (SDF)	100214901		9/11/2019	 
LAS Links	LL1 SDF District Test	LL1 SDF District Test	LOG		9/11/2019	 
LAS Links	LL1 SDF District Test	LL1 SDF District Test	LOJ		9/11/2019	 

2. Specify a district, school, and report.

3. Click the **Show Reports** button to display a list of reports for the selection criteria you entered.

4. Click the **Open CSV** icon () to display the report. Click the **Save CSV** icon () to save the report to your system.

# Report Delivery Menu

## Online Testing Statistics

Portal users can view or download online testing statics.

- 1. From the My Applications menu, select **Report Delivery** then click the Online Testing Statistics tab.

Online Testing Statistics

Online Statistics display counts for Tests started and ended for a specific Administration. Counts are cumulative or for previous day and divided by All Tests, Subject, Grade or Subject and Grade.

Select

CumulativeYesterday

Cumulative

Student / GradeDistrict / Date

All Tests

Total	Test Started Count	Test Ended Count
No Tests found for this Administration		

Export

By Domain

Domain	Test Started Count	Test Ended Count
No Tests found for this Administration		

Export

By Grade

Grade	Test Started Count	Test Ended Count
No Tests found for this Administration		

Export

By Domain and Grade

Domain	Grade	Test Started Count	Test Ended Count
No Tests found for this Administration			

Export

- 2. Specify a district, school, and report.
- 3. Click the **Show Reports** button to display a list of reports for the selection criteria you entered.
- 4. Select a report and click the **Export** button to save the report to your system.

## Status Reports

Portal users can view or download status reports.









1. From the My Applications menu, select **Report Delivery** then click the Status Reports tab.

### Status Reports


**\* Indicates required fields**

Administration
District
School

LAS Links
(All)
(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.	
Daily Student Resets Report	Displays information about students that have unusual reset/unlock activity.	
Daily Excessive Logins Report	Displays information about students with unusual login activity. Shows the number of times the student logged in, as well the cumulative result of all attempted logins by the student.	
Daily State Summary of Test Times Report	Displays the duration in which students completed the test. This report shows district-wide data for each grade and content area.	
Weekly District Report	Displays the number of tests started and ended at a district level for each week of testing.	
Daily District Report of Testing Status by School	Displays the number of tests started and ended for a district and school, or a grade and subject level.	

**Table notes:** The **Week** field represents the numerical week in the current calendar year. For example, '4' indicates the fourth week of the 52-week calendar year. The **district-and-school** report appears after the first student for that district and school logs in to the test.

2. Specify a district, school, and report.
3. Click the **Show Reports** button to display a list of reports for the selection criteria you entered.
4. Click the **Open CSV** icon () to display the report.

### ***Interactive Reports***

Use the Interactive Reports option to view and download the interactive reports. **Note:** Depending on the details within your purchase order or contract with DRC, you may not have all Interactive Report options and/or data available to you.

### ***Online User Guide***

The Interactive Reports have an online user guide that describes the reports and helps you work with them. To access the guide, click the **Interactive Reports Online User Guide** link on the Welcome to the DRC INSIGHT Portal page.

### ***Permissions for Interactive Reports***


It takes 24 hours for the DRC IRS permissions to sync to reporting data. If you are given DRC IRS permissions on a Monday, data is not available until Tuesday. If you require access to Batch Download only, you must have at a minimum the DRC IRS - Access and DRC IRS - Teacher permissions.

<b>Role</b>	<b>Permissions</b>	<b>Allows...</b>
District Coordinator	DRC IRS – Access DRC IRS – District DRC IRS – School DRC IRS - Teacher	District users to access DRC INSIGHT Interactive Reports for all schools within their district.
School Coordinator	DRC IRS – Access DRC IRS – School DRC IRS - Teacher	School users to access DRC INSIGHT Interactive Reports for their school.
Teacher/Test Examiner	DRC IRS – Access DRC IRS - Teacher	Teacher users to access DRC INSIGHT Interactive reports for their class.

For more information, see “DRC INSIGHT Portal Permissions Matrix” on page 8.



## Notes



Data Recognition Corporation (DRC)  
13490 Bass Lake Road  
Maple Grove, MN 55311

DRC INSIGHT Portal for LAS Links: <https://ll.drcedirect.com>  
LAS Links Customer Service: 1-866-282-2250 (8:00 a.m. to 5:00 p.m. CST)  
Email: [LASLinksHelpDesk@datarecognitioncorp.com](mailto:LASLinksHelpDesk@datarecognitioncorp.com)  
Revision Date: August 19, 2021