# DRC INSIGHT Portal User Guide

# LAS Links

# Student and Test Management

## *What's Covered In This Guide*

## *Working with the Portal*

## *General Information Menu*

## *User Management Menu*

## *Student Management Menu*

# Contents

## Student Status Dashboard

## Test Management

## Test Administrator Menu

## Student Group Management

## *Educator Scoring*

## *Report Delivery Menu*

# 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 |
| **General Information** | Documents – View | View manuals, presentations, and other documents | X | X | X | X |
| **General Information – Downloads** | Online Testing – Secured Resources | View secure online testing software downloads and tutorials | X | | | X |
| **Central Office Services** | Test Setup – Central Office Services | Configure a computer or approved device for testing | X | | | X |
| **User Management** | Administrator | Add/edit user accounts and permissions; Inactivate/active users | X | | | |
| | Administrator – Mass Assign Role | Allows user to upgrade multiple user profiles to a higher role (DC) | X | | | |

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

| Portal Menu | Permission Name | Allows User To… | Permission Set by Role | | | |
|---|---|---|---|---|---|---|
| | | | DC | SC | TE | DTC STC |
| **License Management** | License Management - View | Track the number of licenses used and licenses remaining | X | | | |
| **Test Administrator Management** | Teachers – Search/View *Users must have this permission in order to use any other Test Administrator permissions.* | Search/view test administrator data and download search results | X | X | | |
| | Teachers – Add/Edit | Add/edit test administrators in Test Administrator Management, which allows test administrators to be associated with a student group | X | X | | |
| | Teachers – Upload | Upload test administrators to Test Administrator Management (using a specified file layout), which allows test administrators to be associated with a student group | X | X | | |
| **Student Management** | Students – Search/View *Users must have this permission in order to use any other Student Management permissions.* | 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 | | |
| **Student Group Management** | Student Groups – Search/View *Users must have this permission in order to use any other Student Group Management permissions.* | 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 |
| **Test Management** | Test Session – Search/View *Users must have this permission in order to use any other Test Session permissions.* | 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 | |
| **Interactive Reporting*** *Once granted, these permissions take 24 hours to sync / before you can access student data.* | DRC IRS - Access | Allows users access to DRC INSIGHT Interactive Reporting system | X | X | X | |
| | DRC IRS - District | Allows users District-level access to DRC INSIGHT Interactive Reporting | X | | | |
| | DRC IRS - School | Allows users School-level access to DRC INSIGHT Interactive Reporting | X | X | | |
| | DRC IRS - Teacher | Allows users Teacher-level access to DRC INSIGHT Interactive Reporting | X | X | X | |
| **Report Delivery** | View Dynamic Reports | View, download, and print reports | X | X | X | |
| | Online Testing Statistics | Access Online Testing Statistics reports | X | | | |
| | Status Reports | Access to District-level Status reports | X | | | |
| **Educator Scoring** | Educator scoring | Access the Educator Scoring tool for scoring Constructed Response (CR) items | X | X | X | |
| **Student Status Dashboard** | Test Setup – View Student Status | Access the Student Status Dashboard | X | X | X | |

# 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.
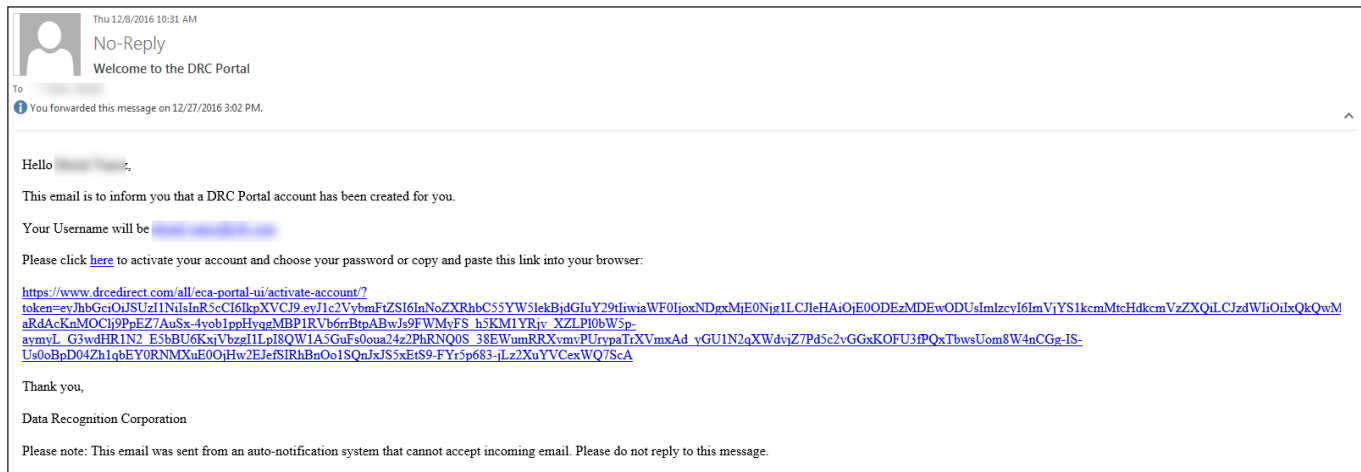


- Your Portal username is your email address.

- 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.



- 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 reach function on the My Applications menu. For more information about these functions, refer to the specific section in this user guide.
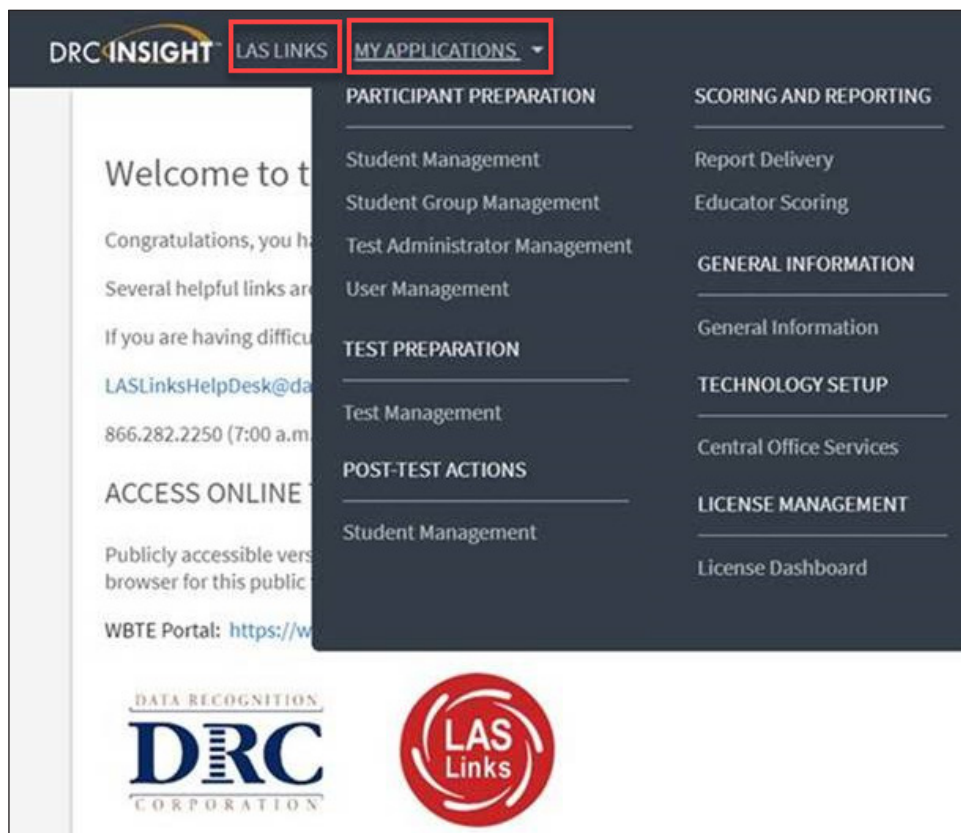


- The Product menu displays the active DRC product (in this case, **LAS Links**, as shown above). If you have more than one product, click the menu to select a different product.

- 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.
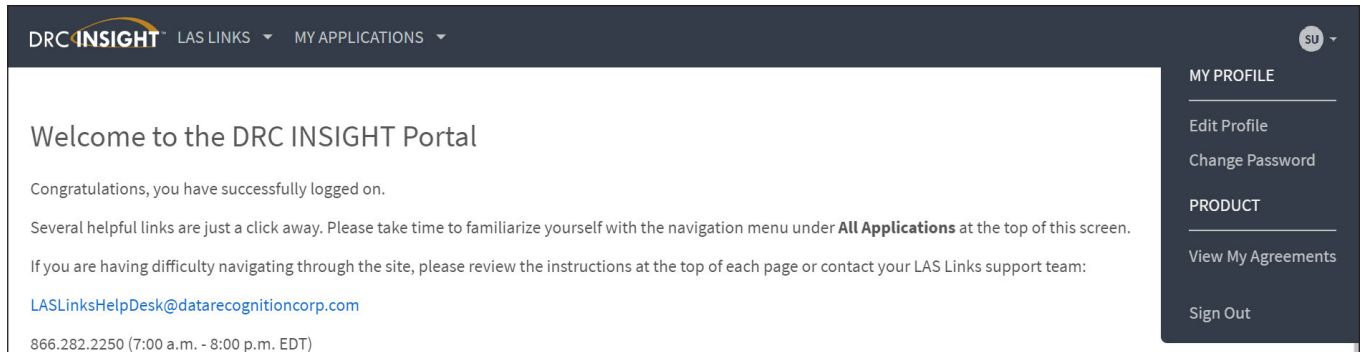


- To manage your account, sign in to the Portal and click your initials (based on your name in the Portal) in the right-hand corner of any page to display a menu of options (shown below).
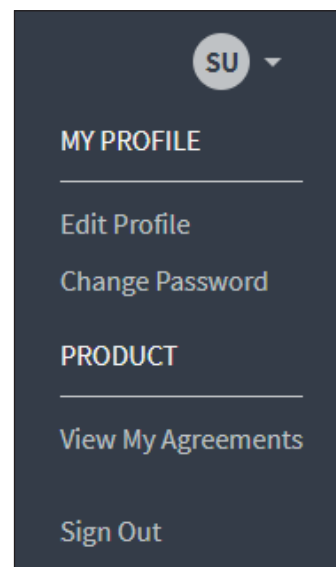
***Managing Your Account—Changing Your Name or Email Address***
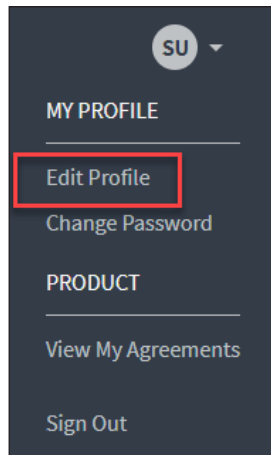


1. Select **Edit Profile** from the My Profile menu to change your name or email address within the Portal.

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.

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.
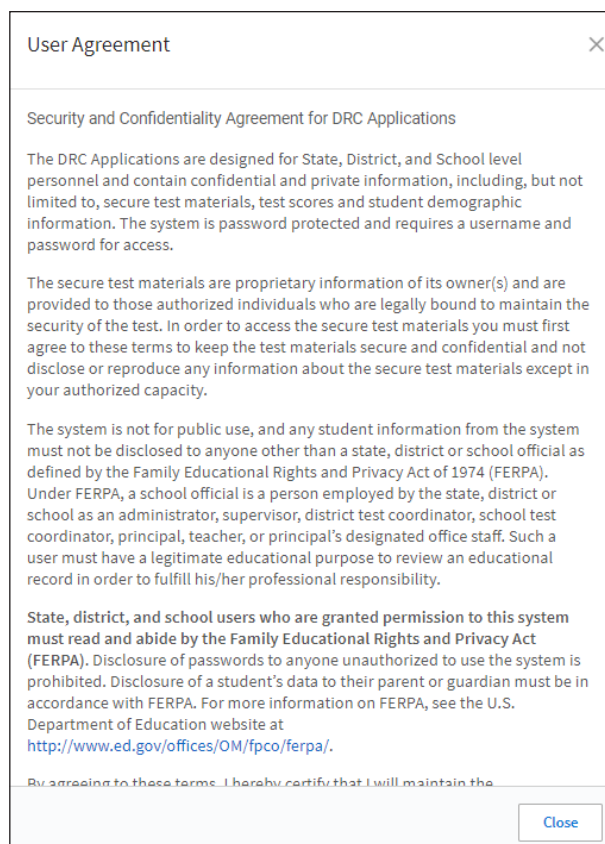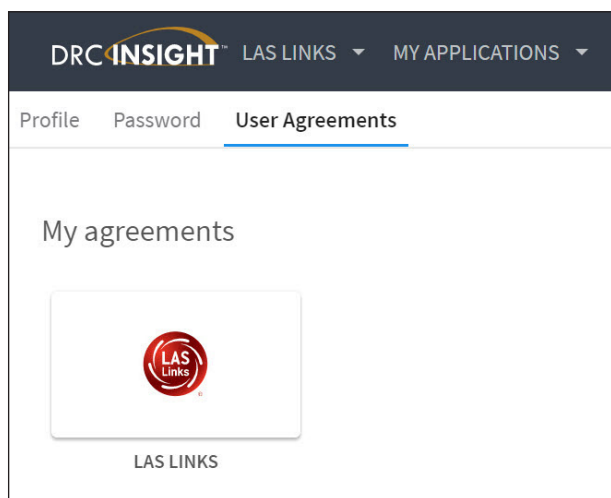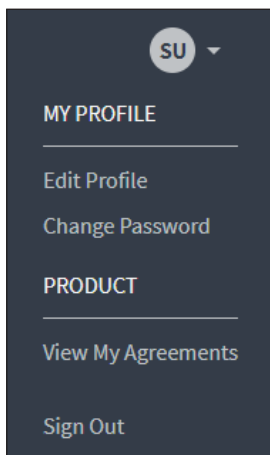


1. Select **View My Agreements** then click **LAS Links** to display the DRC User Agreement, which outlines the Security and Confidentiality Agreement for DRC Applications.

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.
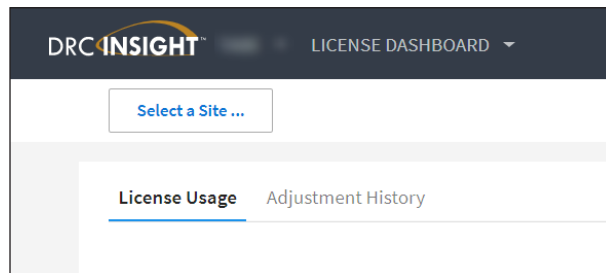
3. Enter all or part of a site name or code. In the list of matches, direct text matches display with yellow highlighting. Click the **Select** button next to a site name.
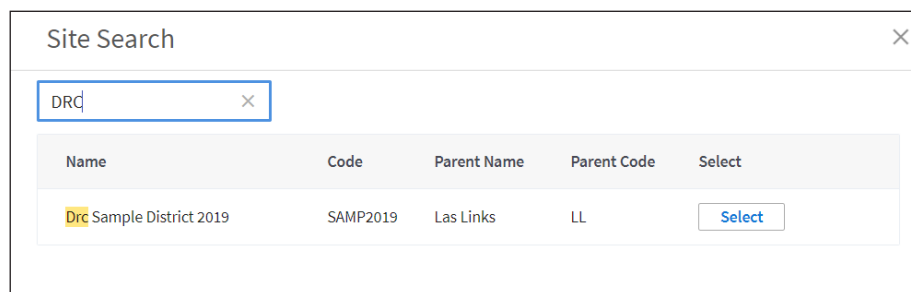
4. The License Usage tab displays the Cumulative Balance, Total Consumed, and Total Available number of licenses for the selected site. **Note**: A license is consumed when a subtest is started. If a student starts a subtest and a site regenerates the test ticket, this will count as two consumed licenses.

## *License Management—cont.*

5. Click **Adjustment History** to 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.

| 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 |

Drc Sample District 2019 - SAMP2019   Change Site   Clear

License Usage   **Adjustment History**

License Type:   All Licenses ∨   Search

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.
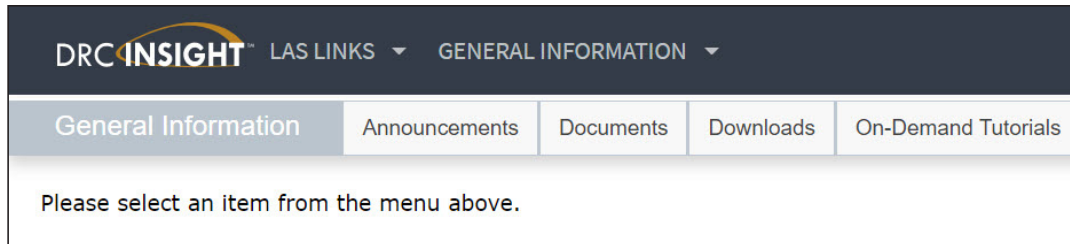


- Click **Announcements** to display system and testing announcements.

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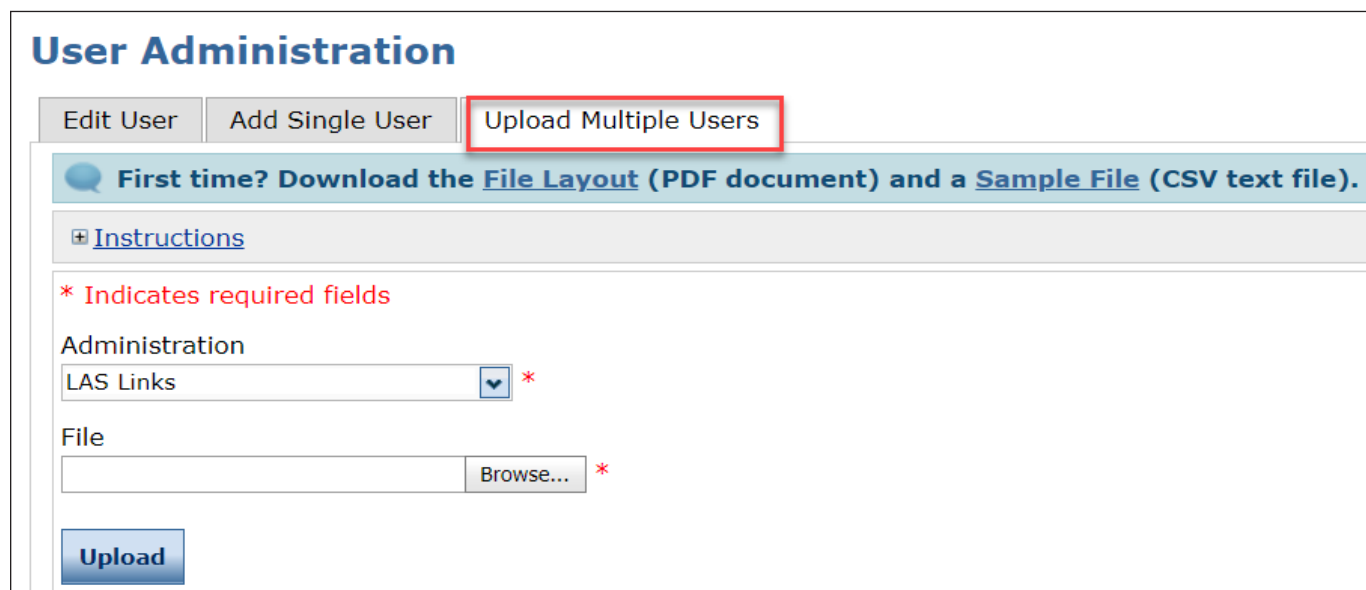
1.  From the My Applications menu, click **User Management**. To add a user, from the User Administration page, click the **Add Single User** tab.



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).



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.
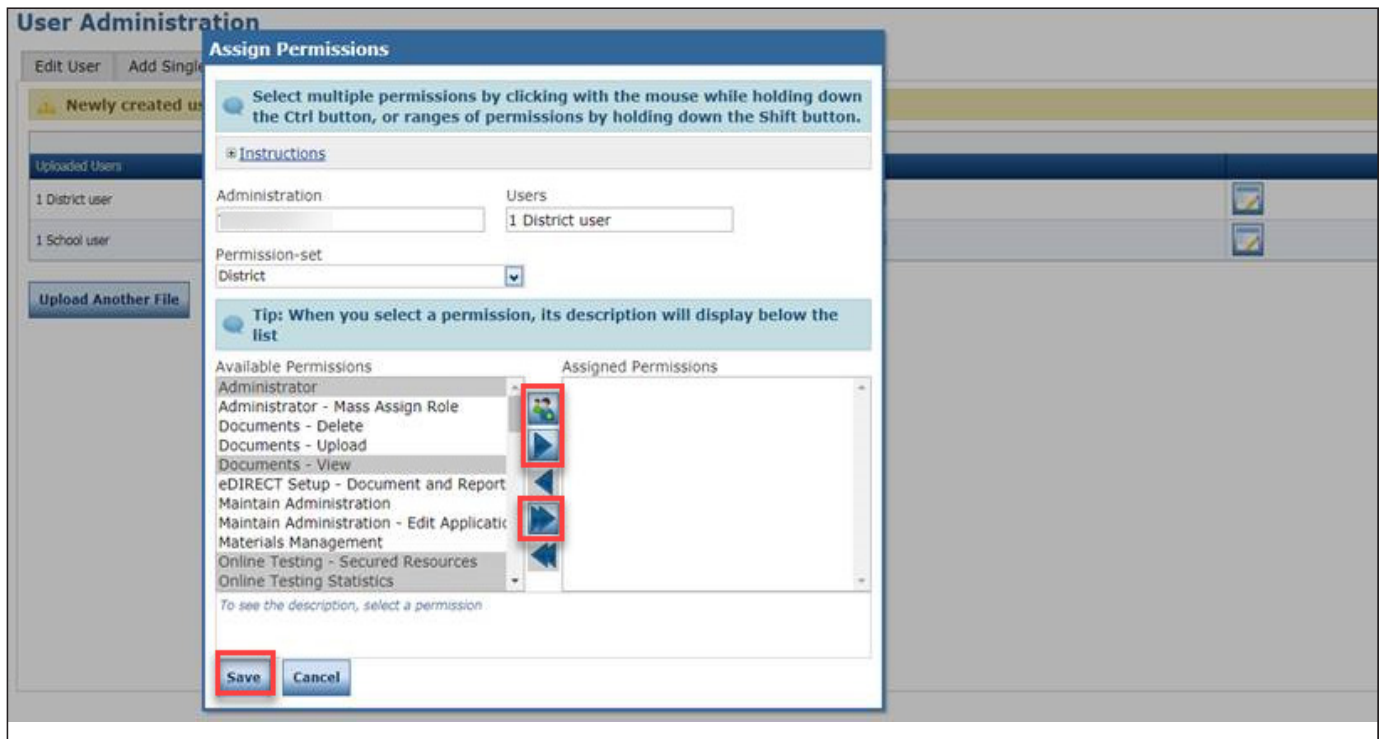


9.  When the Add Permissions dialog box displays, select permissions from the Available Permissions list to add to the user(s). Use the **Add Selected** icon (▶) to add the permissions, and click the **Save** button.

    •  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.



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 (⬚).

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



3.  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.

4.  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.



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.



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.





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.



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.)*



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.



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).



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 \* | | 1212121212 \* |

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 hightest.)

**Accommodations**

| Type | Accommodation | English Form A | English Form B | English Form C | English Form D | Espanol A | Espanol B |
|---|---|---|---|---|---|---|---|
| Online | Text-to-Speech | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Category | Reading - Category 1 | | | ☐ | ☐ | | ☐ |
| Category | Reading - Category 2 | | | ☐ | ☐ | | ☐ |
| Category | Reading - Category 3 | | | ☐ | ☐ | | ☐ |
| Category | Listening - Category 1 | | | ☐ | ☐ | | ☐ |
| Category | Listening - Category 2 | | | ☐ | ☐ | | ☐ |
| Category | Listening - Category 3 | | | ☐ | ☐ | | ☐ |
| Category | Speaking - Category 1 | | | ☐ | ☐ | | ☐ |
| Category | Speaking - Category 2 | | | ☐ | ☐ | | ☐ |
| Category | Speaking - Category 3 | | | ☐ | ☐ | | ☐ |

**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.)*



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 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Category | Reading - Category 1 | | | ☐ | ☐ | | ☐ |
| Category | Reading - Category 2 | | | ☐ | ☐ | | ☐ |
| Category | Reading - Category 3 | | | ☐ | ☐ | | ☐ |
| Category | Listening - Category 1 | | | ☐ | ☐ | | ☐ |
| Category | Listening - Category 2 | | | ☐ | ☐ | | ☐ |
| Category | Listening - Category 3 | | | ☐ | ☐ | | ☐ |
| Category | Speaking - Category 1 | | | ☐ | ☐ | | ☐ |
| Category | Speaking - Category 2 | | | ☐ | ☐ | | ☐ |
| Category | Speaking - Category 3 | | | ☐ | ☐ | | ☐ |
| Category | Writing - Category 1 | | | ☐ | ☐ | | ☐ |

Save    Cancel

5. When the Update Accommodations for Multiple Students window displays, select **Assign Accommodations** or **Remove Accommodations** as the Update Mode.

6. Check each accommodation to be assigned or removed from the selected students (you can scroll through the list of accommodations).

7. 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.



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

**Student Groups**

| 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.

## *Viewing a Student's Test Session Information*

**Testing Codes Tab**: Although the Testing Codes tab displays, it is not used for LAS Links testing.

1. To view an individual student's Test Sessions, from the My Applications menu, select **Student Management** and click **Manage Students** to display the Manage Students page.



2. Select your search criteria.

3. Click the **Find Students** button.

4. Click the **View/Edit** icon ( ) to display the student's profile.

5. When the Edit Student window displays, select the **Test Sessions** tab. **Note**: In the grid at the bottom of the window, there is a separate line for each content area in each test session the student is in.

6. From the **Test Sessions** tab, click the **Edit/Print Ticket Status** icon ( ) in the Action column for the student whose information you want to view or print. The Testing Status window displays. **Note**: From the Testing Status window, you can print one or more student test tickets in the test session. For more information, see "Printing Test Tickets and Rosters" on page 68.

## ■ 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.



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**

**Student Session Detail**

| District ▲ | School ▲ | Session Name ▲ | Assessment ▲ | Status ▲ | Begin Date | End Date | Action |
|---|---|---|---|---|---|---|---|
| SAMPLE DISTRICT | SAMPLE SCHOOL 1 | EngA, 4-5 All Subjects | Listening | Not Started | | | |
| SAMPLE DISTRICT | SAMPLE SCHOOL 1 | EngA, 4-5 All Subjects | Reading | Not Started | | | |
| 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 | |
| SAMPLE DISTRICT | SAMPLE SCHOOL 1 | EngA, 4-5 All Subjects | Writing | In Progress | 08/10/2017 03:51 PM CT | | |

Save     Cancel

---

5. 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.



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.



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.

## *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.
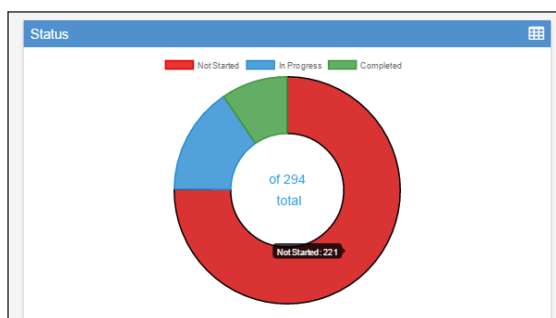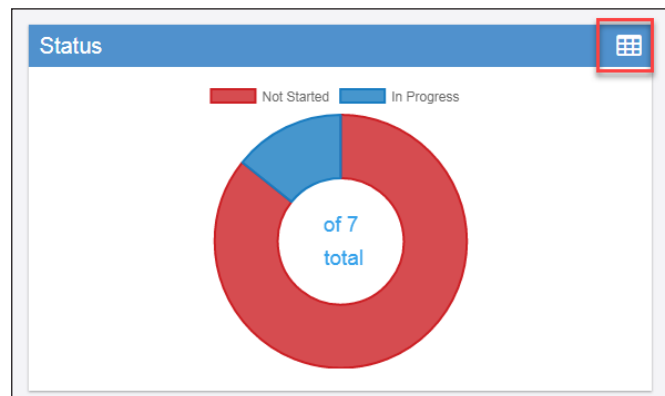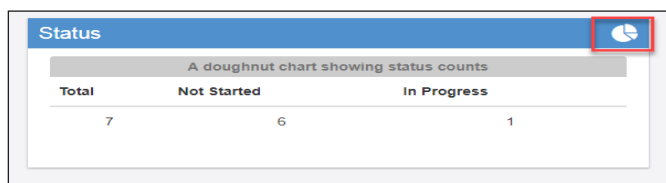






For the **Status** graph, hover the cursor over the Not Started (red) portion of the graph, for example, to display the number of students who have not started testing.
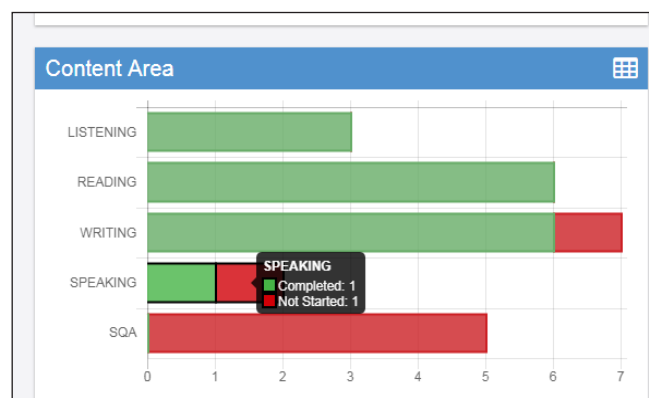


For the **Grade, Content Area,** and **Assessment** graphs, hover the cursor over a specific area of the graph to see the testing status for that specific area. In the example below, the Content Area graph is shown. The cursor is over Speaking part of the graph and the testing status for Speaking is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



- 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.



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.

| Status | Description |
|---|---|
| Not Started | No student in the test session has started the test. |
| In Progress | The test session is in progress (at least one student in the session has begun testing). |
| Completed | 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. |

| | District | School | Session Name | Assessment | Status | Begin Date | End Date | Scoring Option | Action |
|---|---|---|---|---|---|---|---|---|---|
| ☐ | DRC SAMPLE DISTRICT 2019 | SAMPLE SCHOOL | Student's Session | Grades 4-5 (Eng. C) | Not Started | 2/26/2020 | 2/26/2021 | Educator Scored | |
| ☐ | DRC SAMPLE DISTRICT 2019 | SAMPLE SCHOOL | Student's Session | Grades 9-12 (Eng. D) | Not Started | 3/9/2020 | 3/9/2021 | Educator Scored | |
| ☐ | 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 | |
| ☐ | 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 | |
| ☐ | DRC SAMPLE DISTRICT 2019 | SAMPLE SCHOOL | tts | Grade 1 (Eng. A) | Not Started | 5/16/2019 | 5/16/2023 | Educator Scored | |
| ☐ | DRC SAMPLE DISTRICT 2019 | SAMPLE SCHOOL 2 | March 15 | Grade K (Eng. D) | Not Started | 12/16/2019 | 3/31/2020 | Educator Scored | |
| ☐ | DRC SAMPLE DISTRICT 2019 | SAMPLE SCHOOL | Student's Session | Grades 4-5 (Eng. C) | In Progress | 2/26/2020 | 2/26/2021 | Educator Scored | |

Show Sessions    Print All Tickets

Sessions    Status Summary

⊞ Instructions

Session Detail

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 | District | School |
|---|---|---|
| LAS Links ▼ * | SAMPLE DISTRICT - 4123456 ▼ | SAMPLE SCHOOL 1 - 012345 ▼ |

| Last Name | First Name | Student ID |
|---|---|---|
| | | |

| Session | Test Administrator | Scoring Option |
|---|---|---|
| | (All) ▼ | (All) ▼ |

| LAS Links Form | Assessment |
|---|---|
| (All) ▼ | (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.



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.

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



4.  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.

5.  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.

6.  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.

## *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.



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.

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



4. 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.



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.



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.



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.

## *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.





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).



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).

# 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.

## *Adding a Test Administrator (cont.)*



**Add Test Administrator**

⊞Instructions

\* Indicates required fields

Administration
LAS Links ▾ \*

District
Sample District - 99999 ▾ \*

School
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
LAS Links    \*

District
(Select)    \*

School
(All)

File
      Browse...   \*

**Upload**

*Uploading Multiple Test Administrators (cont.)*



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.

## *The Manage Test Administrators Window (cont.)*



- 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.

## 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**.

## *The Manage Student Groups Window (cont.)*

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



**3.** Student groups that match your search criteria display at the bottom go 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.
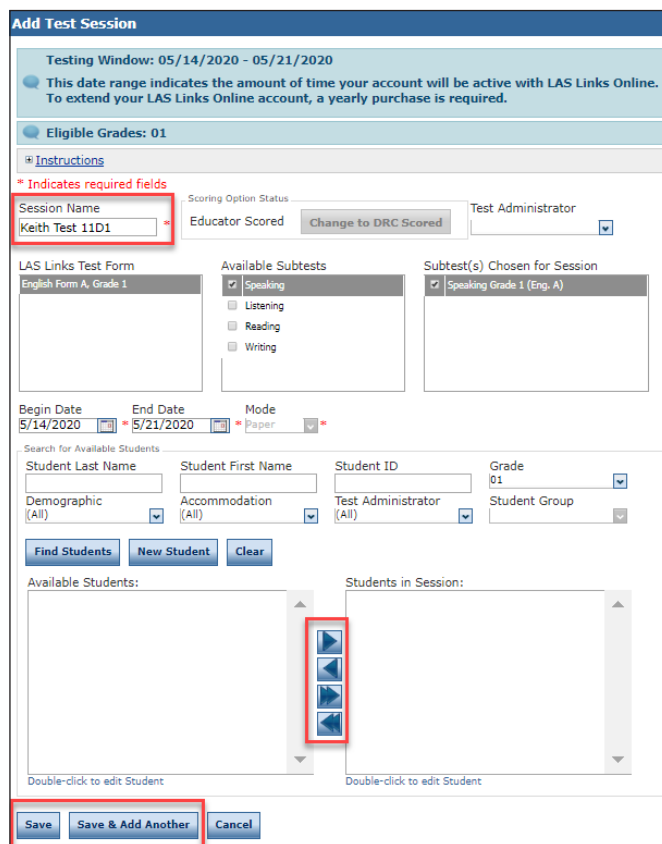


- You can search for and add available students to the student group.

- 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.



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**.

## *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.



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.)*



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 |



### *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).



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.)*



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.



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 performace 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.



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.

## On-Demand Reports (cont.)



6.  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.

7.  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.



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.

## *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.



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.



**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.

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