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

2023-24
English Learner Assessment Coordinator's LAS Links Online Administration Training
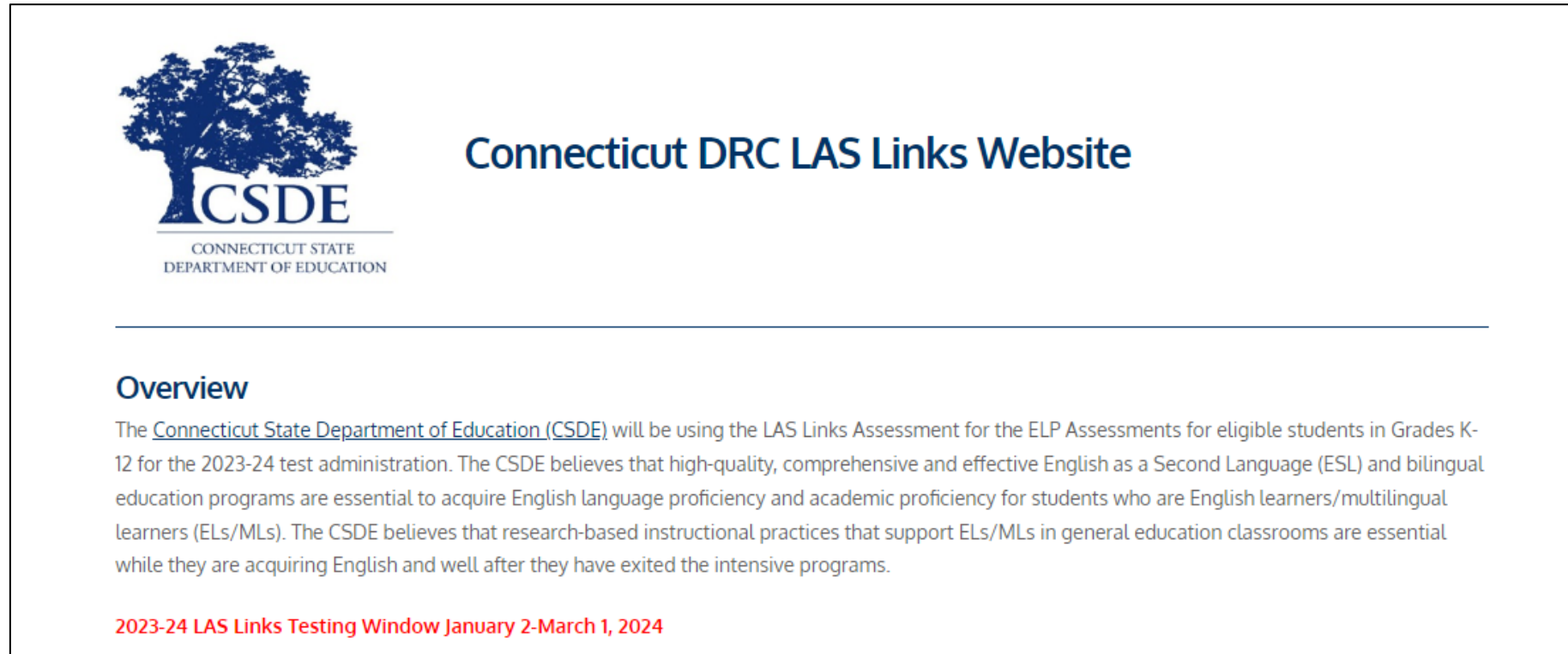
Pre-Test Activities

Training Agenda

✓ **Training Part 1:** Pre-test activities
   ✓ Accessing the DRC INSIGHT Portal
   ✓ Rostering/Registering Students
   ✓ Managing Test Sessions
   ✓ Recording Student Accommodations
   ✓ Printing Test Tickets
✓ **Resources and Contact Information**

Connecticut DRC LAS Links Website

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

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

Connecticut DRC LAS Links Website

Overview

The Connecticut State Department of Education (CSDE) will be using the LAS Links Assessment for the ELP Assessments for eligible students in Grades K-12 for the 2023-24 test administration. The CSDE believes that high-quality, comprehensive and effective English as a Second Language (ESL) and bilingual education programs are essential to acquire English language proficiency and academic proficiency for students who are English learners/multilingual learners (ELs/MLs). The CSDE believes that research-based instructional practices that support ELs/MLs in general education classrooms are essential while they are acquiring English and well after they have exited the intensive programs.

2023-24 LAS Links Testing Window January 2-March 1, 2024

Training Part 1: Pre-Test Activities

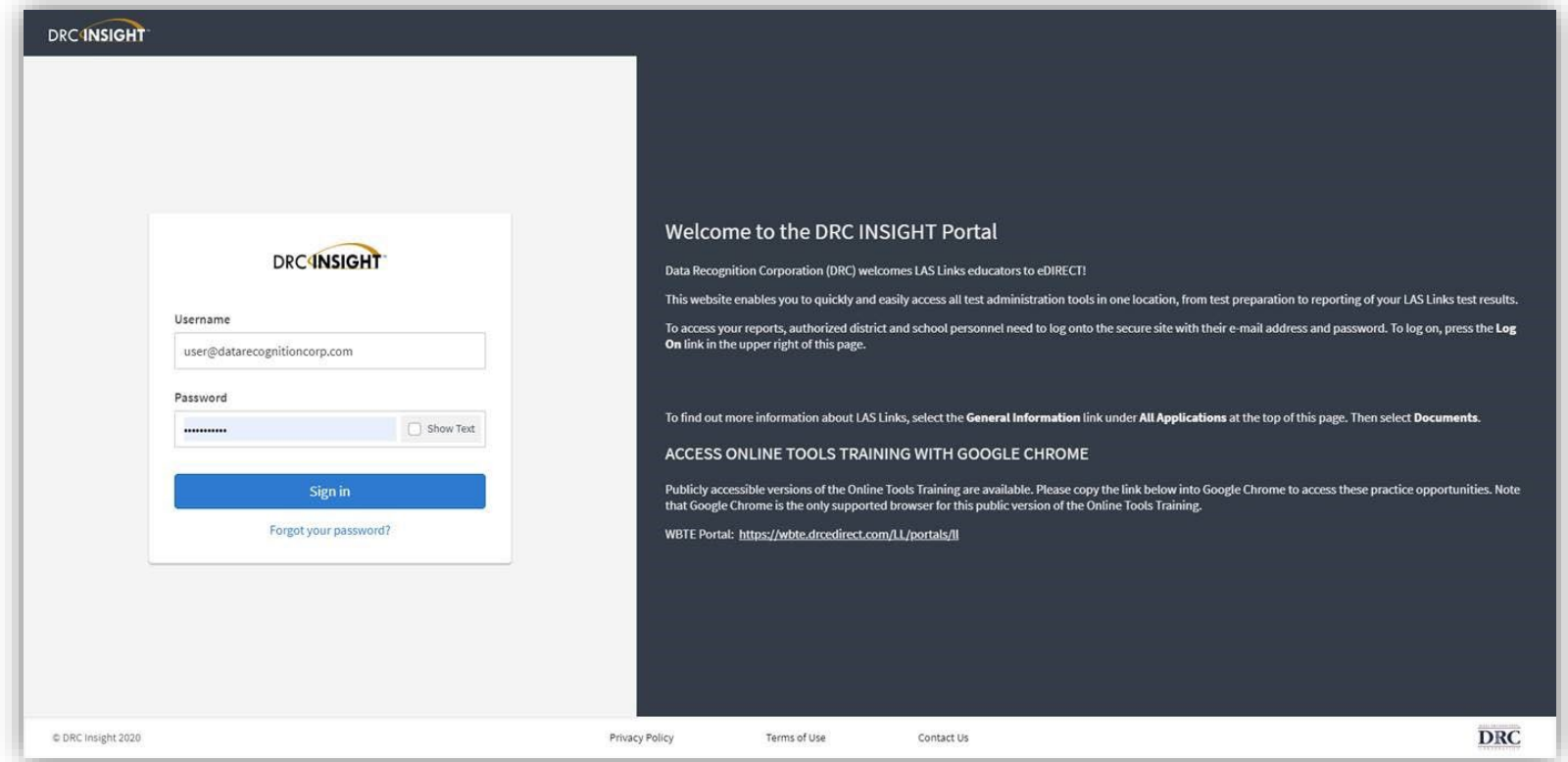**Activity 1:**
Accessing the
DRC INSIGHT Portal

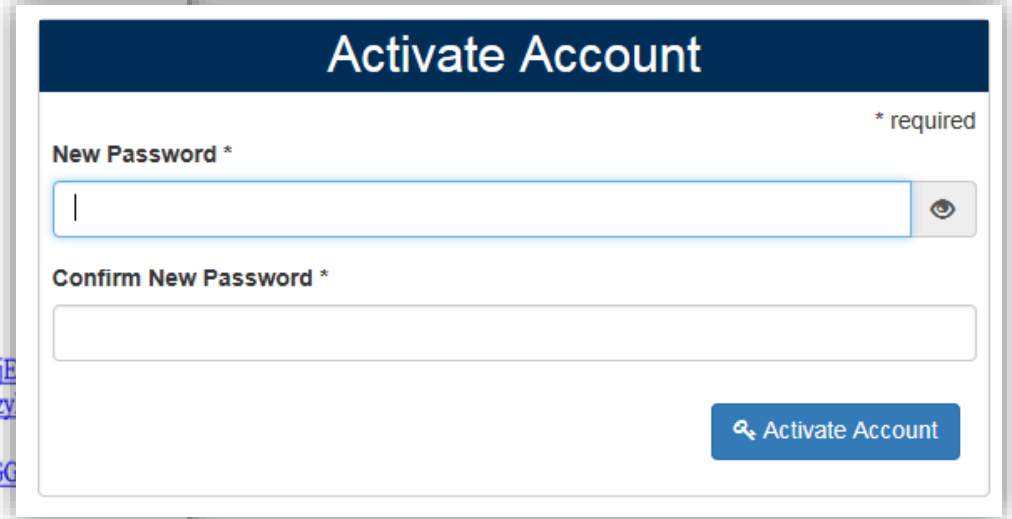# Accessing the DRC INSIGHT Portal

www.drcedirect.com

Use the DRC INSIGHT portal for Test Administration functions such as rostering students, creating test sessions, and On-Demand reporting.
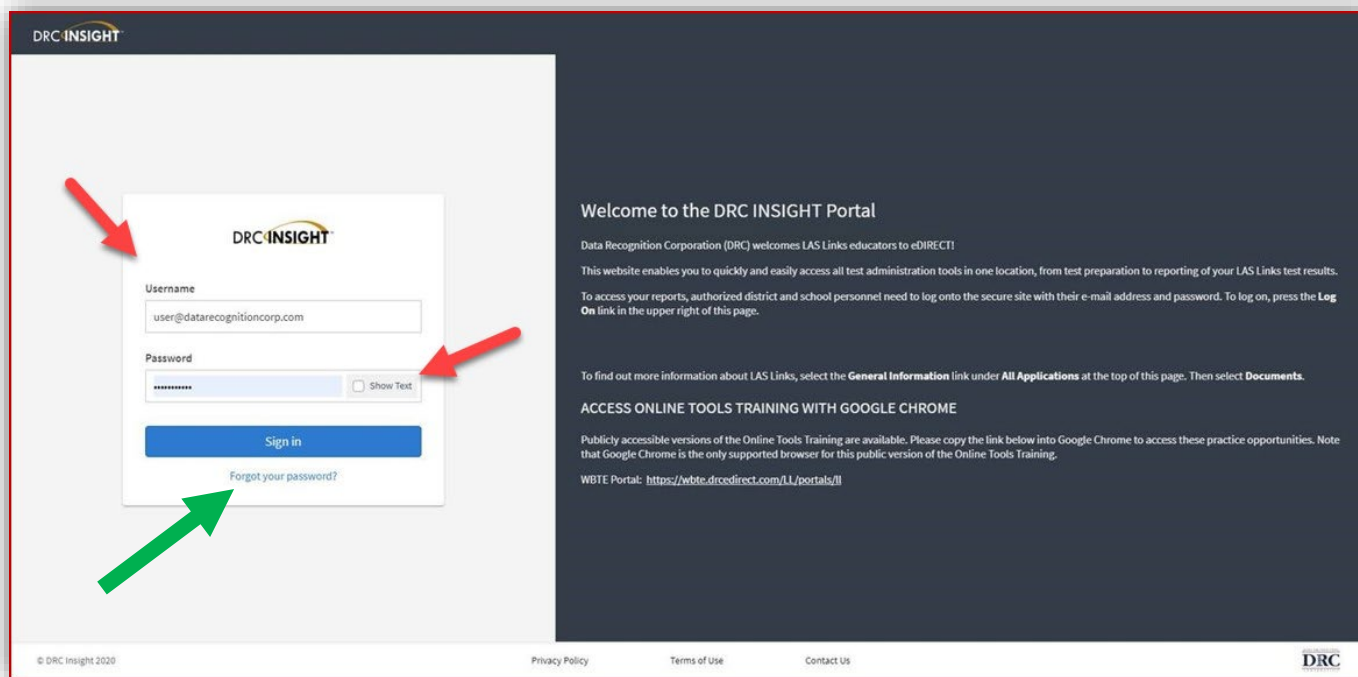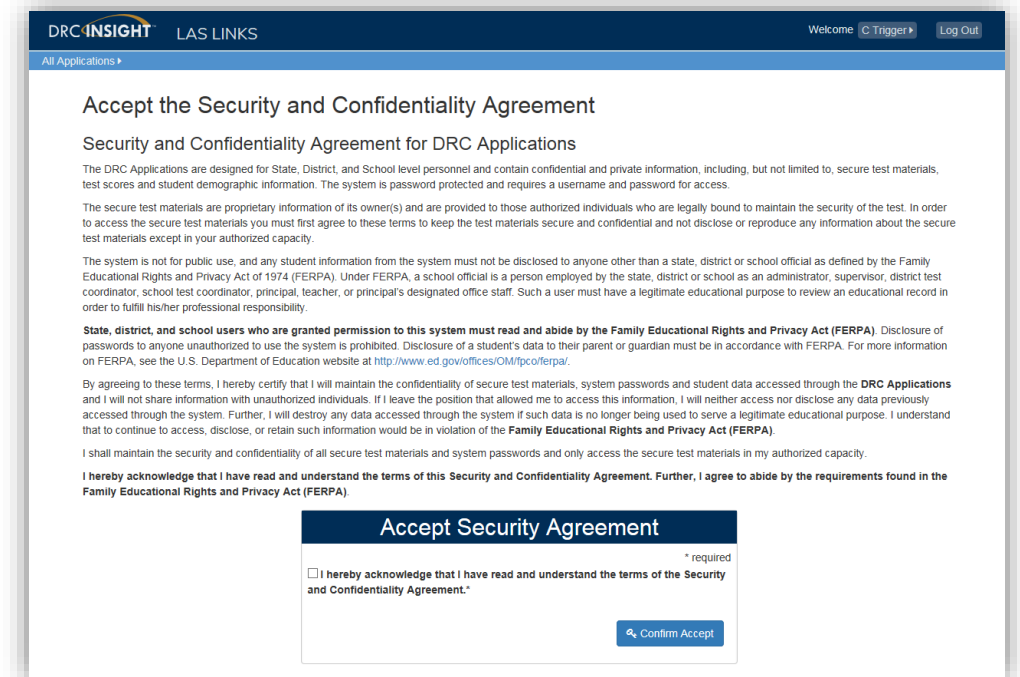
Portal Activation Email for New ELACs

- Sent from: no-reply@datarecognitioncorp.com

- Check your clutter/spam if you do not find the email in your district inbox.

Logging in to the Portal

- Click on "Forgot your password?" if unable to locate your welcome email or have forgotten your password.
- Your Username is your district email address.
- If the system does recognize you as a User, please contact the CSDE as you may need to be added as a new ELAC.

Training Part 1: Pre-Test Activities

Activity 2:

Rostering/Registering Students in the DRC INSIGHT Portal

Rostering/Registering Students

CSDE provides automatic nightly rostering of students into DRC INSIGHT portal

- Only students who are indicated as EL/ML in the PSIS Registration Module will be uploaded

- Make sure students identified as EL/ML are reported into the state database

- Check student demographics

- Only students identified as Special Education or Section 504 in PSIS are eligible for accommodations

Do not add students to the DRC INSIGHT portal manually

- Causes possible errors in data

- CSDE provides DRC a daily file of accurate student information

Viewing Rostered Students

Finding a Student

- To see a roster of all students rostered in DRC INSIGHT
  - Choose "All" from the drop-down menu
- To see a roster of all students at a school
  - Choose "School" from the dropdown menu
- To find a particular student:
  - Fill the one or more of the search fields (i.e., Name and/or Student ID)
- Click Find Students
- Roster will appear below

Creating Optional Student Groups

Why Use Student Groups?

- To designate a "Class" within your organization's testing hierarchy, use Student Groups.

- Students Groups tie a group of students to specific Test Administrators for reporting.

- If Student Groups are NOT created, when you create your reports in the Interactive Reporting application, all students will be visible to all users at that site if they have the appropriate permissions.

Refer to the "Creating Student Groups" section in the DRC INSIGHT LAS Links Portal User Guide for further direction on creating student groups.

Training Part 1: Pre-Test Activities

Activity 3:

Managing Test Sessions

NEW in 2024!

DRC will create test sessions for all schools within each district based on the PSIS student file submitted in December 2023

- DRC will create one test session per school and per grade

- All students will be added to the corresponding test session with all 4 LAS Links domains already selected

Can districts edit any of the test session information?

- Yes, ELACs can modify test sessions created by DRC

- Students who are loaded into PSIS **after December 26, 2023**, will have to be added to <u>existing test sessions</u> by ELACs

- ELACs can add test sessions but it is strongly recommended that ELACs use DRC-created test sessions to make sure all students are assigned 4 domains for testing

Overview of the New Test Session Process

1. In the DRC INSIGHT portal, go to Test Management
   - **If** you do not have any students that need accommodations recorded, you can print your test tickets right away. (**Note**: Accommodations must be recorded in the system prior to testing and printing tickets.)

   - **If** students were registered after December 26, 2023, you will need to add them to an existing test session (recommended) or create a test session for these students prior to printing their test tickets.

2. Print your test tickets.

3. Students may begin testing once the test window opens.

New Test Session Process Flow Chart

Has any new student been registered since December 26, 2023?

— Yes →

Go to Test Management
- ✓ Find existing Test Session for student's School and Grade
- ✓ Add Student to Test Session

No ↓

Does any student in this existing Test Session have an Accommodation?

— Yes →

Go to Student Management
- ✓ Find Students
- ✓ Record all Accommodations

No ↓

Show Test Sessions

↓

Print Test Tickets

Test Management

Fill in required information and click "Show Sessions."

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Adding a Newly Rostered Student to an Existing Test Session

To add a student who was uploaded to the DRC INSIGHT portal after December 26, 2023, to an existing test session, you must edit this test session.
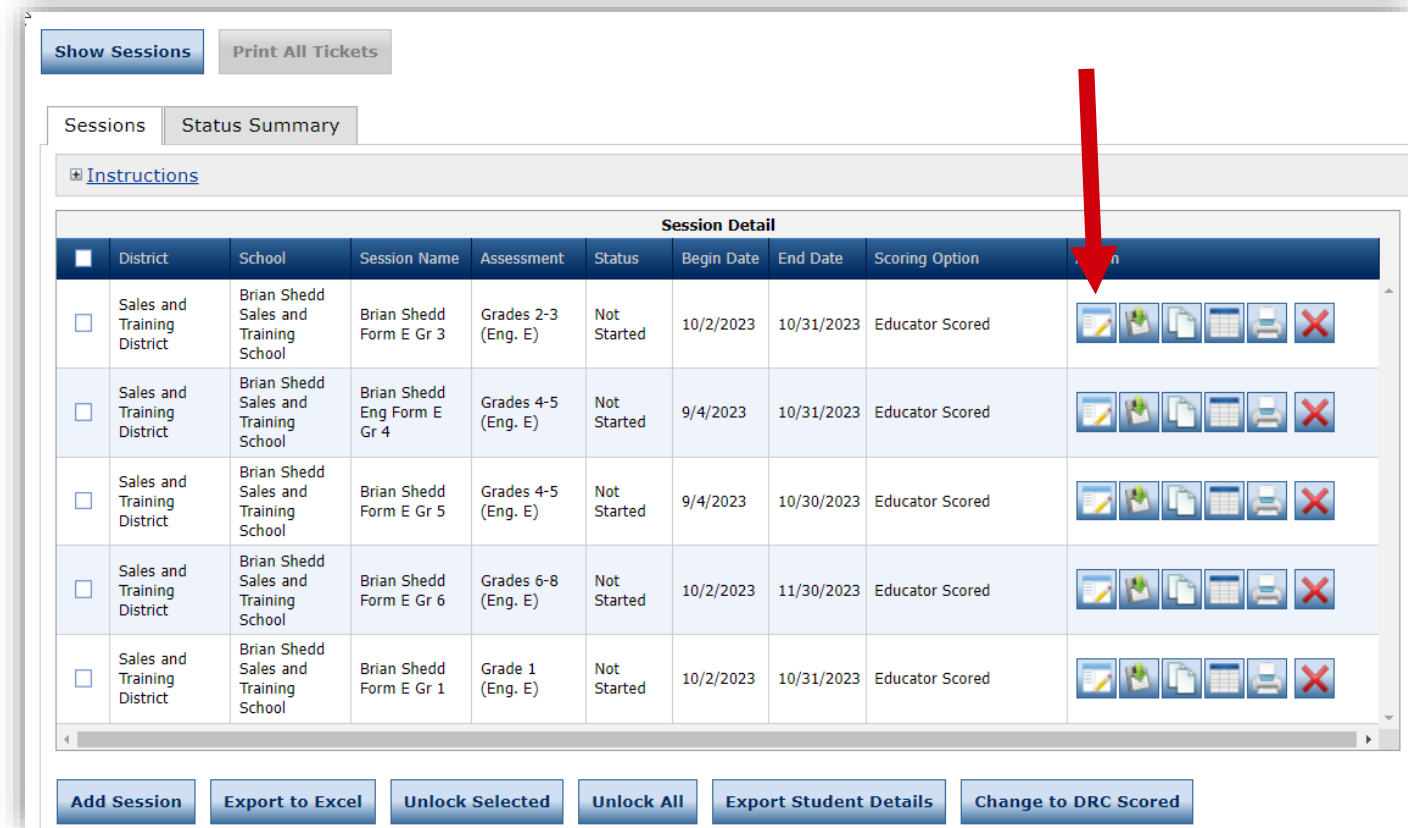
Click the View/Edit icon (📝) in the Action column.

Find the Test Session for the school and grade where the student is enrolled:

- add additional student to the session

If a student has moved to another district but has not started testing

- remove student

Adding a Student, cont'd

- Enter student information in filters
- Click the Find Students button
- Students can only be added from the Roster of Available Students to assessments corresponding to their grade level
- Highlight the students to be added to the session and click the blue right arrow to assign them to the session
- Save

Prior to Creating a New Test Session

ELACs can create new test sessions.

Since DRC is creating test sessions for all students loaded in PSIS by December 26, 2023, before Adding a Test Session do the following:

"Show Sessions" first.

This will ensure you **don't duplicate students** in a test session.

Students should appear in a single test session only. We will not be able to merge domains after testing.

Creating New Test Sessions (Optional)

To add a new test session:

- Choose **District** and **School** (as applicable) from the drop-down menu
- Click **Add Session** found at the bottom of the page.

Scheduling New Test Sessions

1. Uniquely name session
2. Choose grade band in Test Form
3. Choose **all four** subtests
   - **Subtests MUST be contained in the same session to generate Overall score!**
4. Select grade within identified grade band
5. Highlight the students to be added to the session and click the blue right arrow

Important Test Session Reminders

1. Students must be in ONE test session only

2. All four subtests MUST be contained in the same session in order to generate Overall scores

3. Tip – Add students to existing test sessions to avoid irregularities

4. If you've created a test session in error, contact LAS Links Help Desk at 866.282.2250.

Training Part 1: Pre-Test Activities

Activity 4:

Recording Student Accommodations

Eligibility for Accommodations on the LAS Links

Each student must meet eligibility criteria for each applicable subtest of the LAS Links to be eligible to receive accommodations

1. Review CSDE's LAS Links online accessibility guidelines

2. Record the allowable accommodations as described in the <u>LAS Links Test Administration Manual</u>, Appendix C

Finding a Student to Record an Accommodation

- To see a roster of all students rostered in DRC INSIGHT
  - Choose "all" from the drop-down menu
- To see a roster of all students at a School
  - Choose the School from the dropdown menu
- To find a particular student:
  - Fill the one or more of the search fields (i.e., Name and/or Student ID)
- Click Find Students
- Roster will appear below

Recording Accommodations

- NOTE: New Accommodation Types are the label used for available accommodations on Forms E/F
- Follow CSDE policies when entering student accommodations described in the LAS Links Test Administration Manual

Accommodations for a student must be entered **prior to testing** by that student. Enter Accommodations under **Form E column**.

Training Part 1: Pre-Test Activities

Activity 5:

Printing Test Tickets

Finding a Test Session

Fill in required information and click "Show Sessions."

Generating Test Tickets
Print All/Print Selected

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.

Test Tickets

Student Roster is for the administrator

Test Ticket is for the student

**LAS Links
Resources and
Contact
Information**

Resources

[CT DRC LAS Links Webpage](#)

- [LAS Links Test Administration Manual](#)

- [LAS Links Portal User Guide](#)

- Appeals Form

- LAS Links Training Videos

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

CSDE Contact Information

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    Performance Office
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Megan Alubicki-Flick
    English Learner Consultant
    Turnaround Office
    860.713.6786 or **Megan.Alubicki@ct.gov**

DRC Support

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

LAS Links Project Manager
> Franklin Brown
> 855.839.1181 Option 2
> LASLinksPM@datarecognitioncorp.com