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

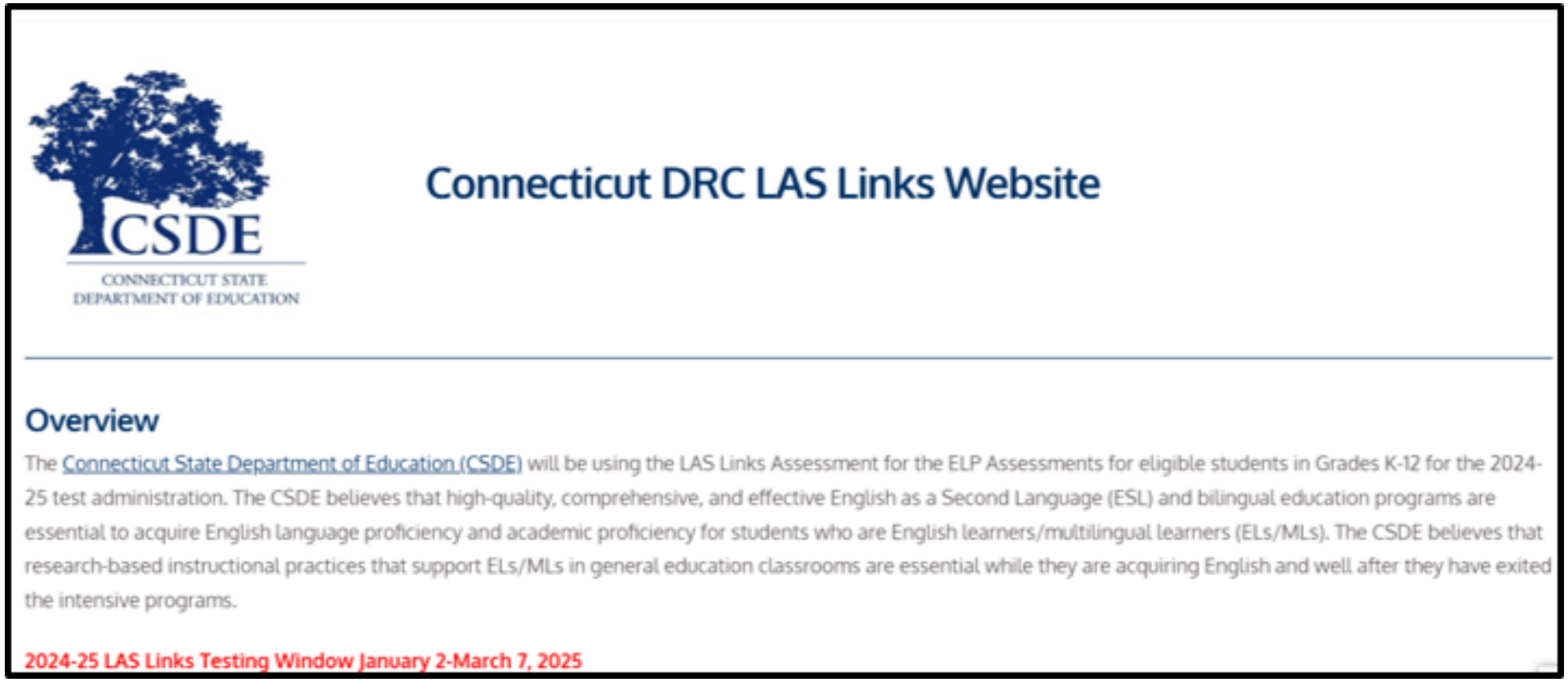
Training Agenda

- ✓ **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



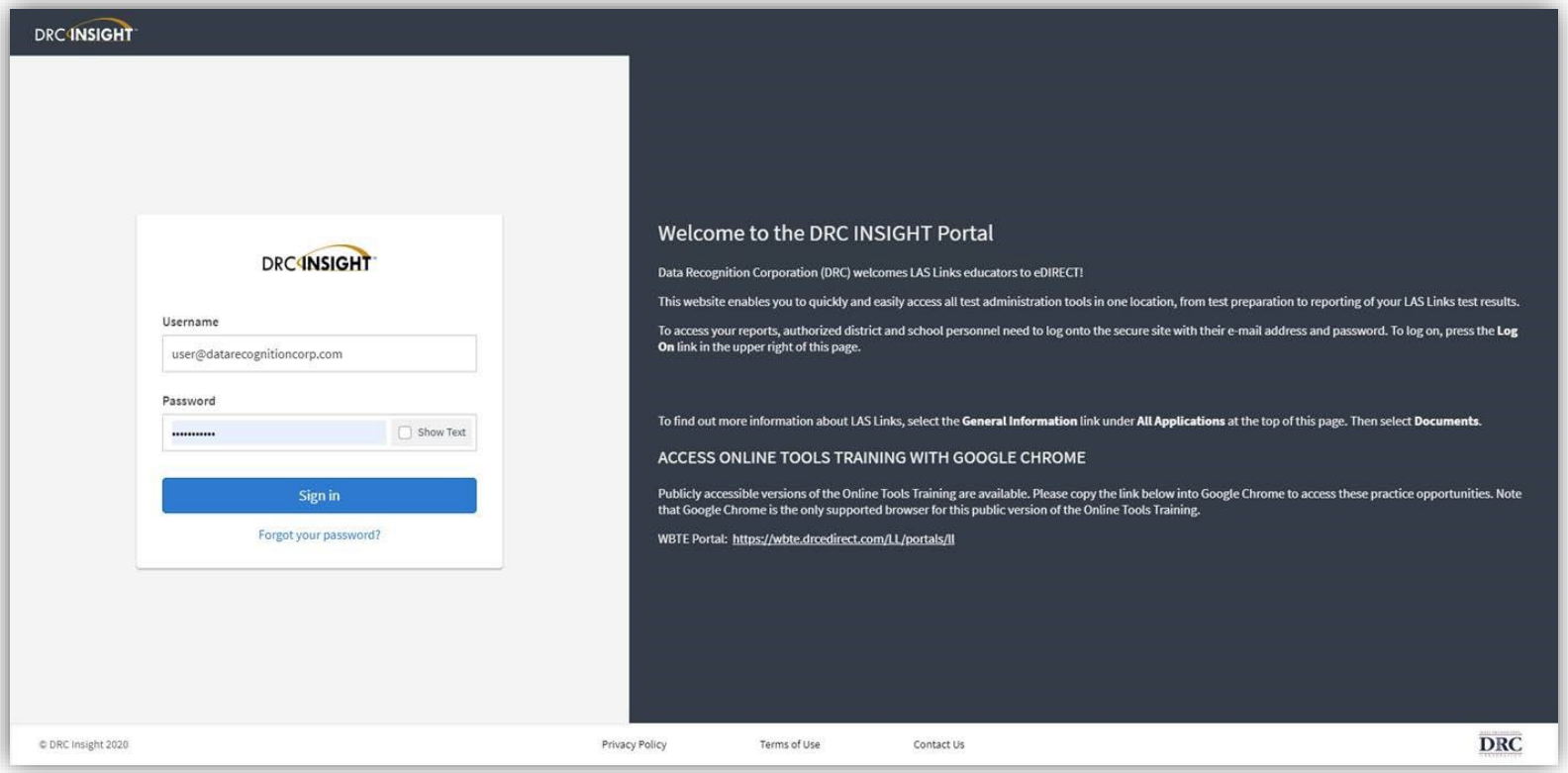
Training Part 1: Pre-Test Activities

Activity 1:
Accessing the DRC INSIGHT Portal

Accessing the DRC INSIGHT Portal

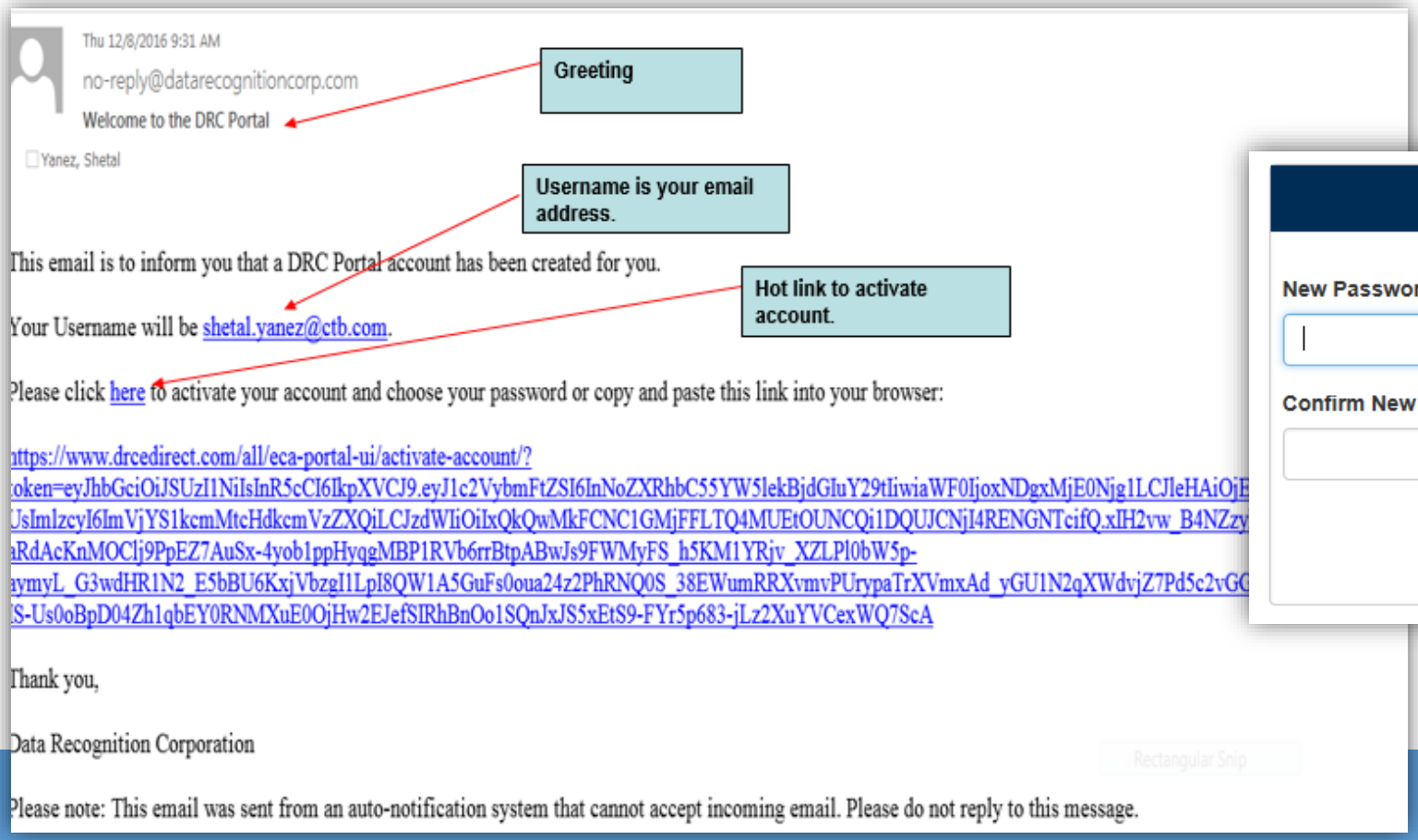
www.drcedirect.com

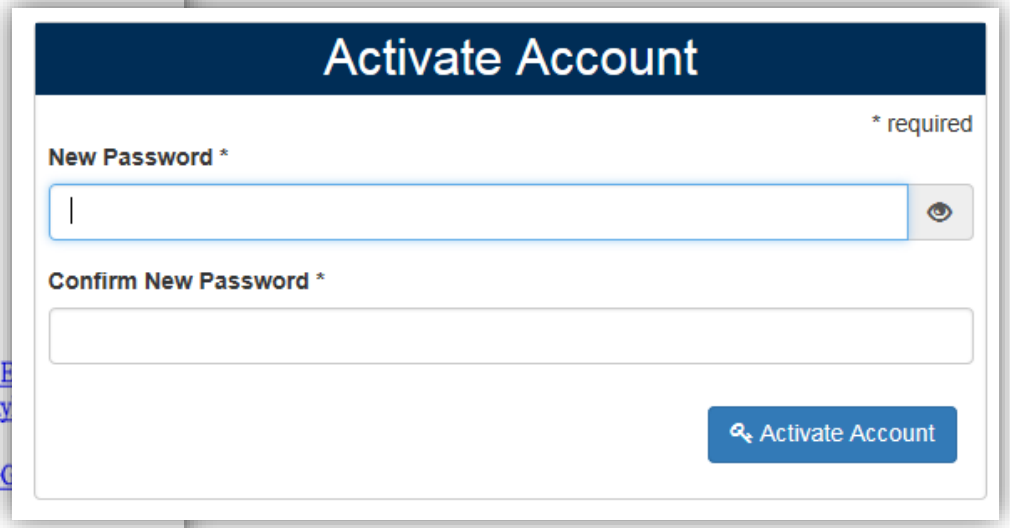
Use the DRC INSIGHT portal for Test Administration functions such as rostering students, creating test sessions, and On-Demand reporting.



Portal Activation Email for New ELACs

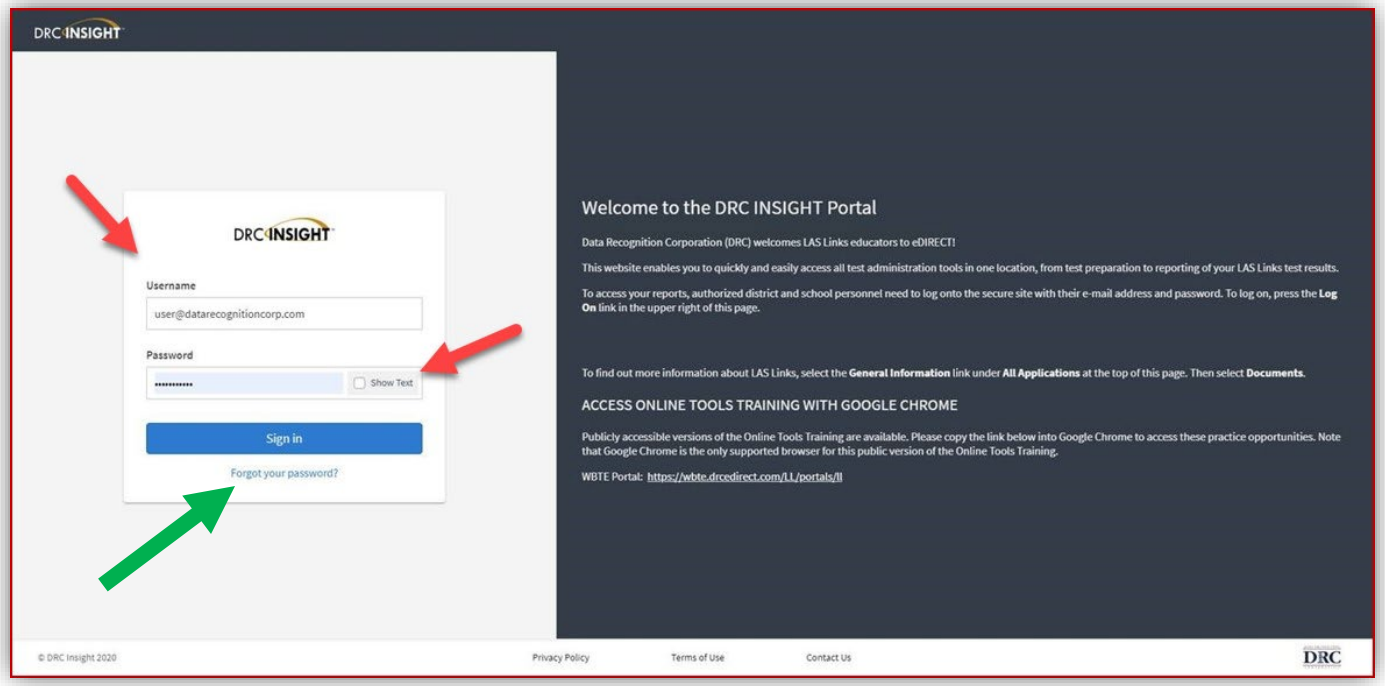
- Sent from: no-reply@datarecognitioncorp.com
- Check your clutter/spam if you do not find the email in your district inbox.

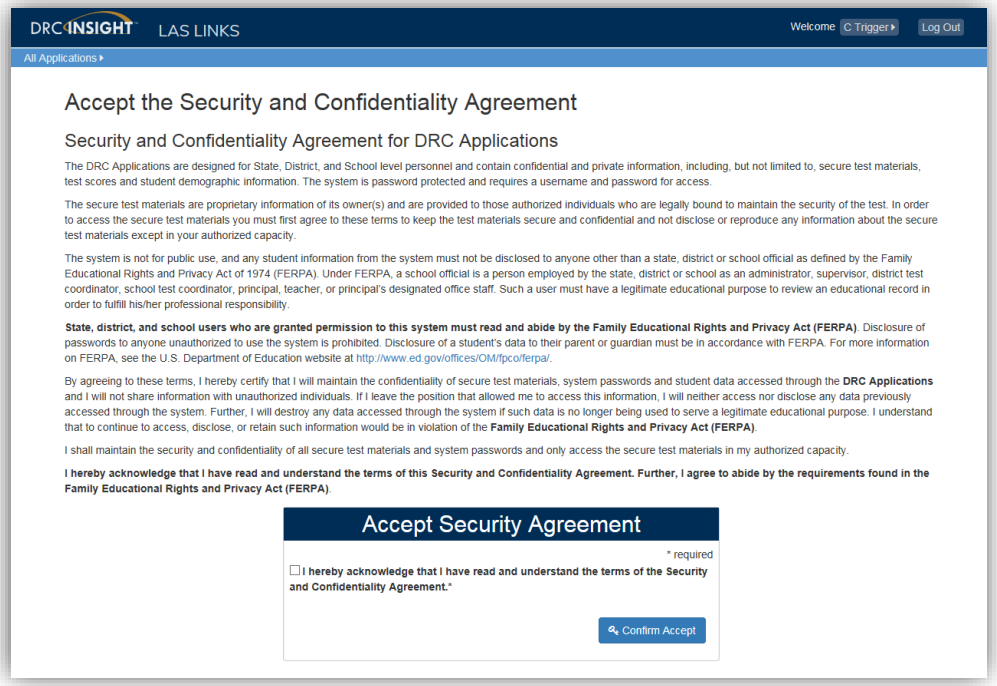




Logging in to the Portal

- 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 not 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

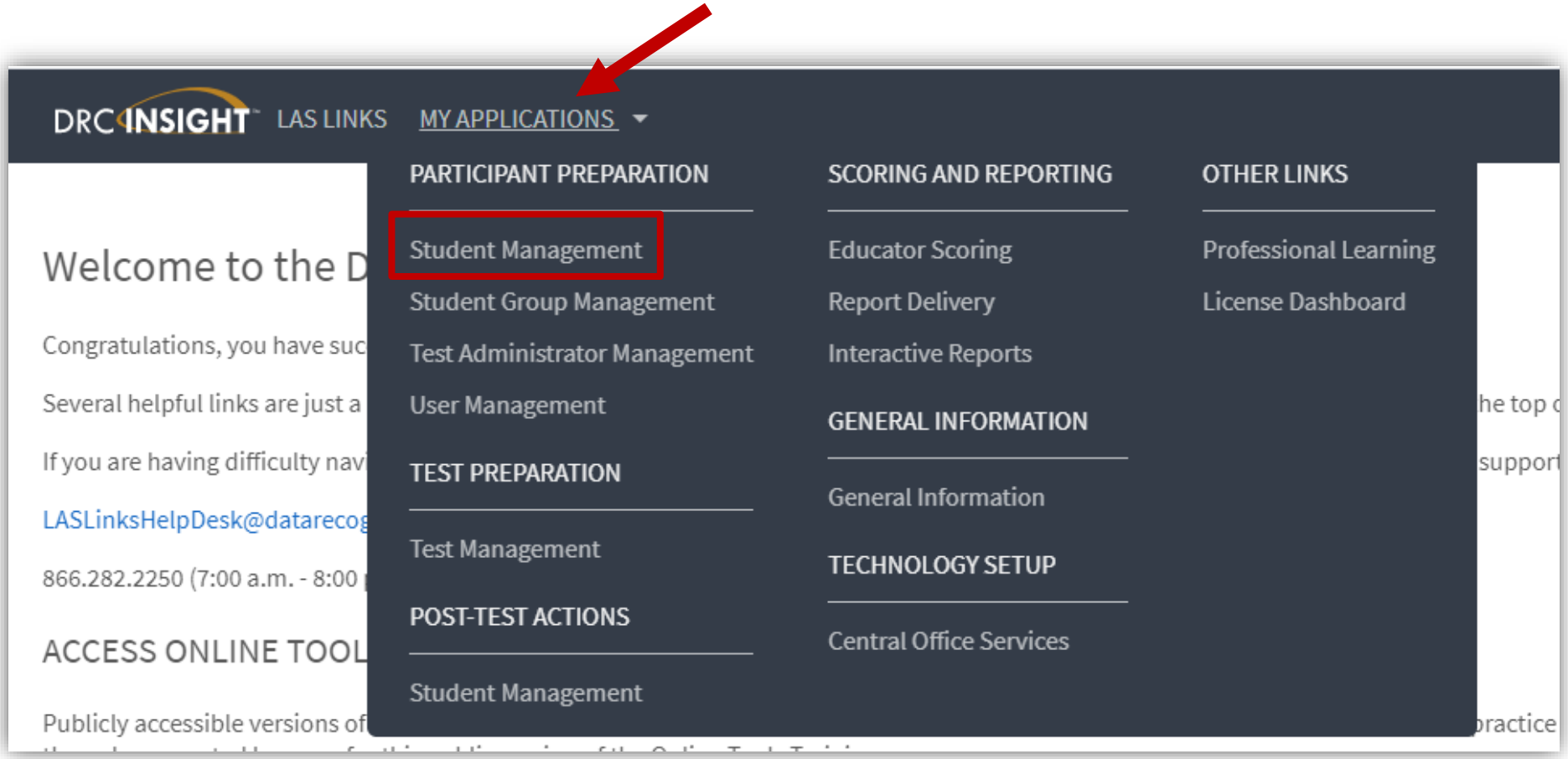
CSDE provides automatic nightly rostering of students into DRC INSIGHT portal

- 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

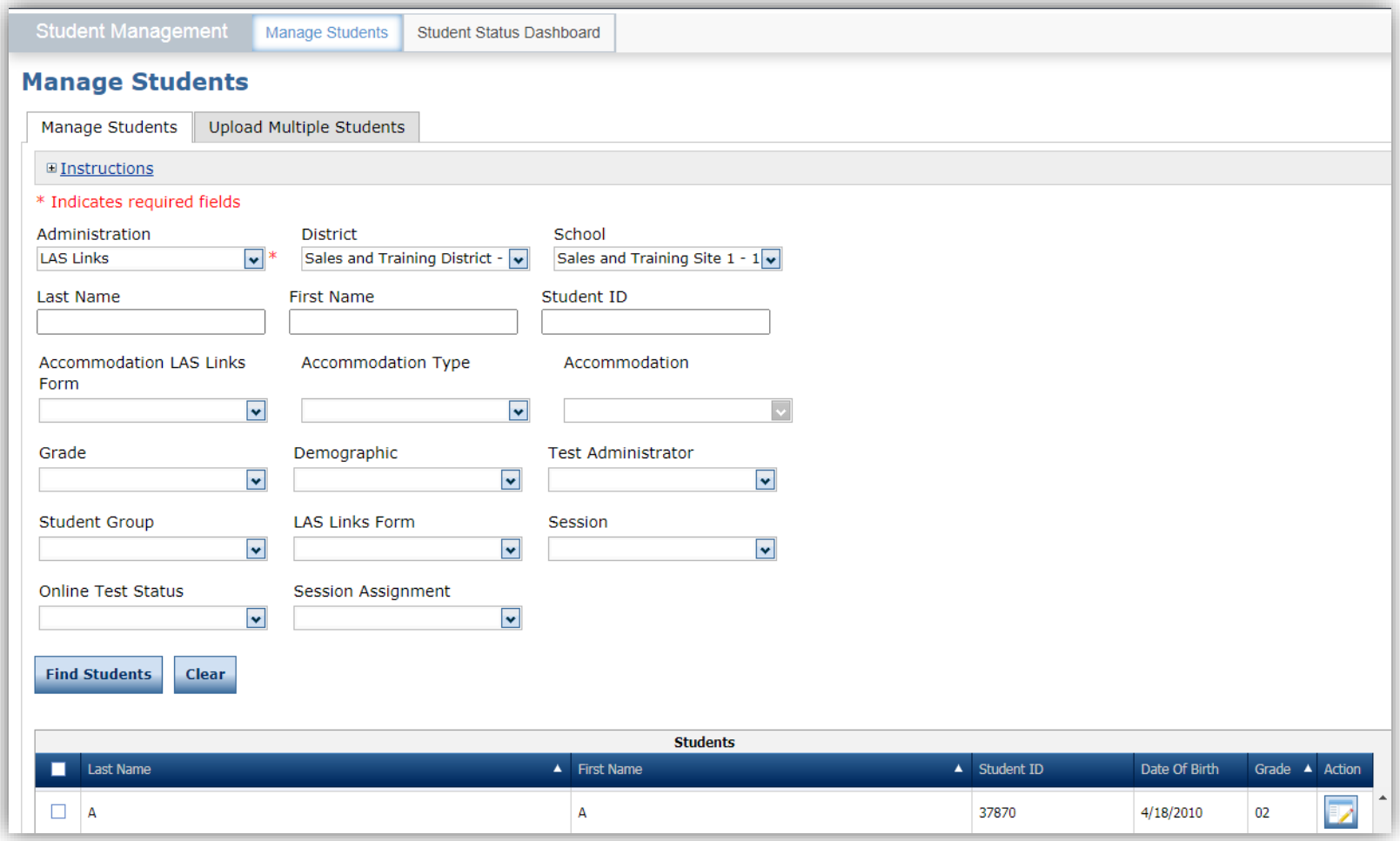
Do not add students to the DRC INSIGHT portal manually

- 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

Continued in 2025!

DRC will create test sessions for all schools within each district

- The process will start with the PSIS student file submitted in December 2024 and will continue throughout the testing window
- 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
- New/updated students in the daily PSIS file will be added to existing test sessions

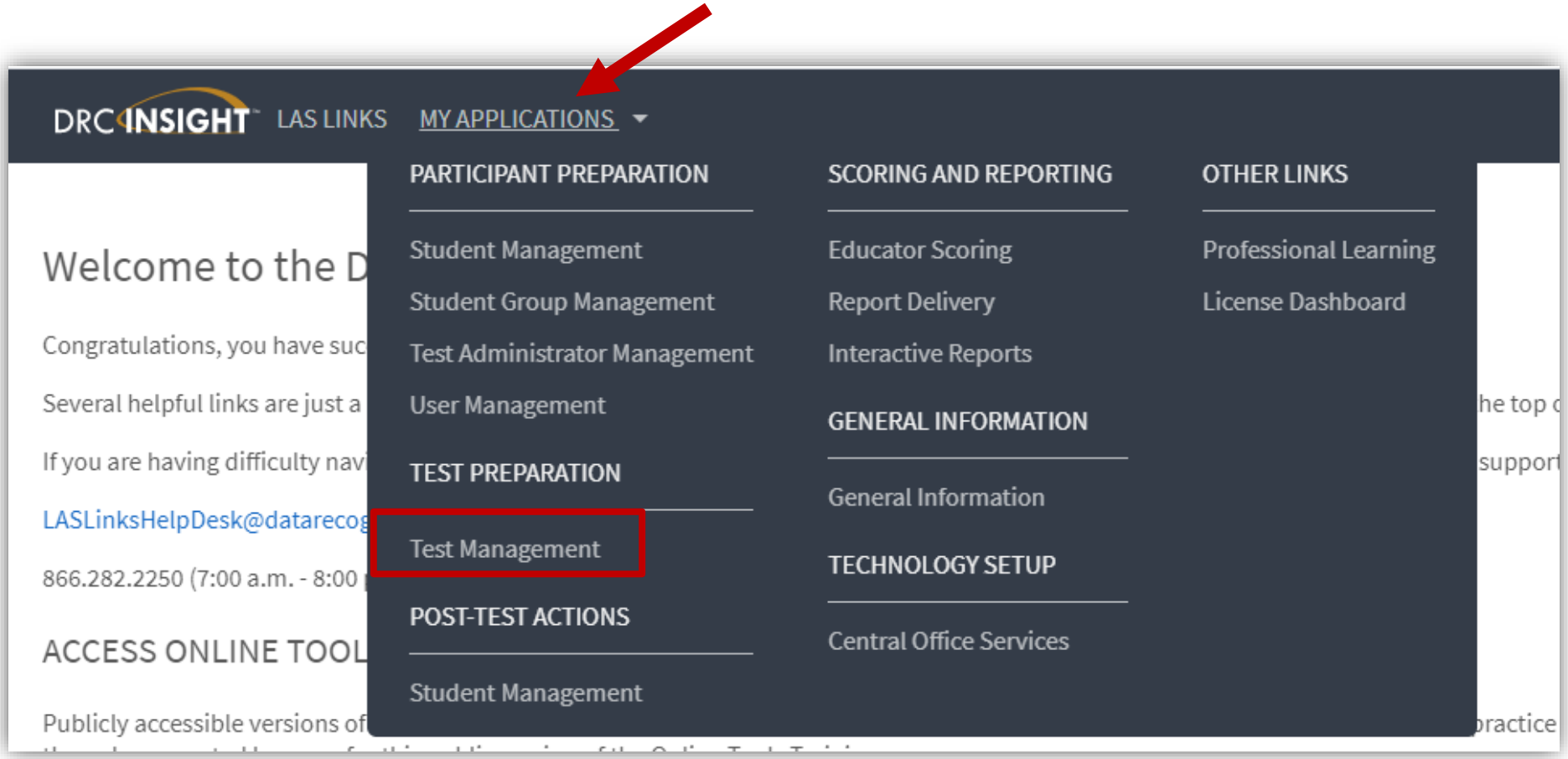
Can districts edit any of the test session information?

- Yes, ELACs can modify test sessions created by DRC
- 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

Review of the Test Session Process

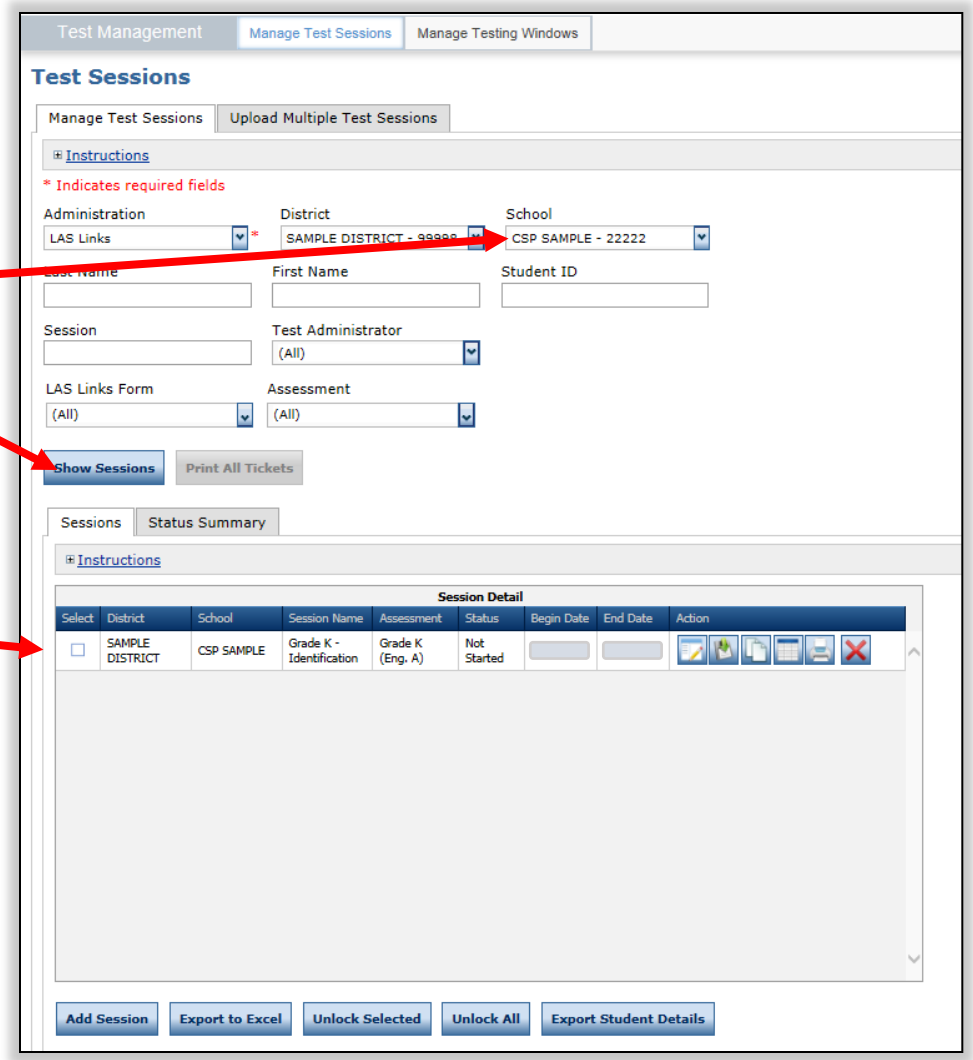
1. If students have accommodations, record them prior to testing
   - Go to Student Management
   - Find Students
   - Record student accommodations (see Activity 4)
2. Find Test Sessions
   - Go to Test Management
   - Select the school and Show Sessions
   - Find the test session for the grade you want to test
3. Print test tickets
4. Students may begin testing once the test window opens

Test Management



Finding a Test Session

Fill in required information and click “Show Sessions.”

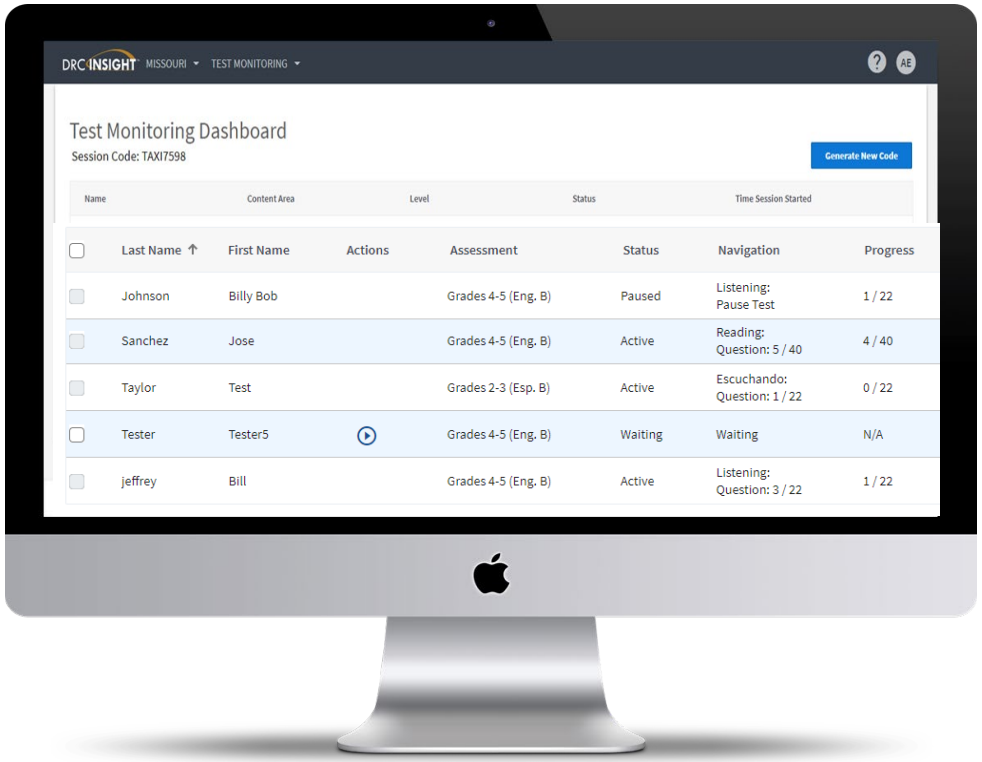


Enhanced Security with the Test Monitoring Application (optional)

The Test Monitoring Application (TMA) allows test administrators to control access to the testing app and securely monitor participants' testing status in real-time.

Benefits of TMA:

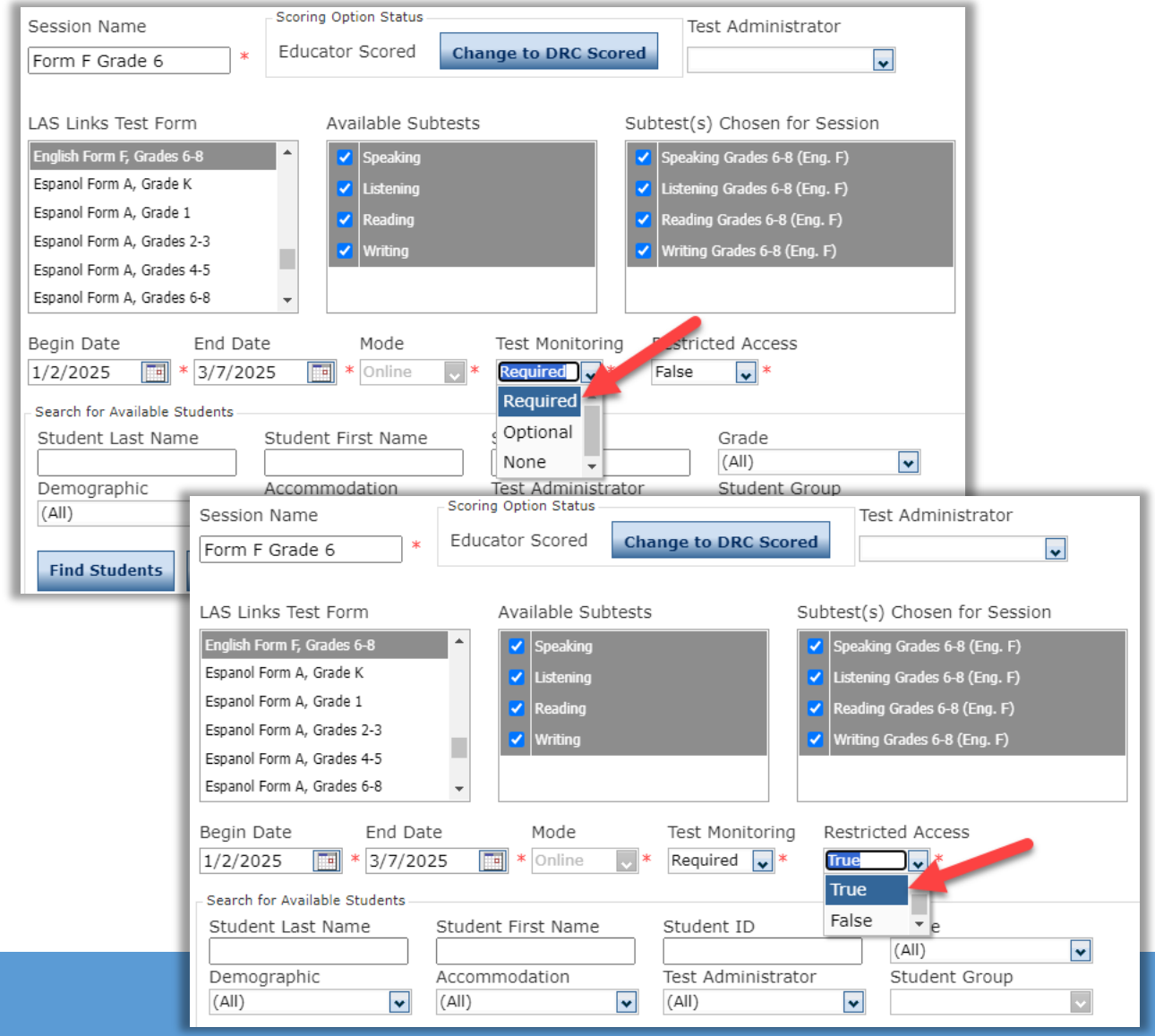
- Students cannot test at home
- Students who remember their username/password cannot test without supervision
- TA's can see how students are progressing through the test on their dashboard



For more detailed guidance on the TMA go the DRC INSIGHT portal under General Information>> Documents>> CT Tech Manuals and Guides

Adding TMA to DRC-created Test Sessions

1. Find the Test Session for each school and grade
2. Test Monitoring drop down will default to **none** but choose required or optional if you would like to use TMA.
   - **Required:** student must have a code to enter the test
   - **Optional:** Student, although prompted for a code, will not be required to enter one
3. The Restricted Access will default to **"False"**. Change this to **True** so the student(s) may not access the test until the TA has granted access during testing.



ELAC Created Test Sessions

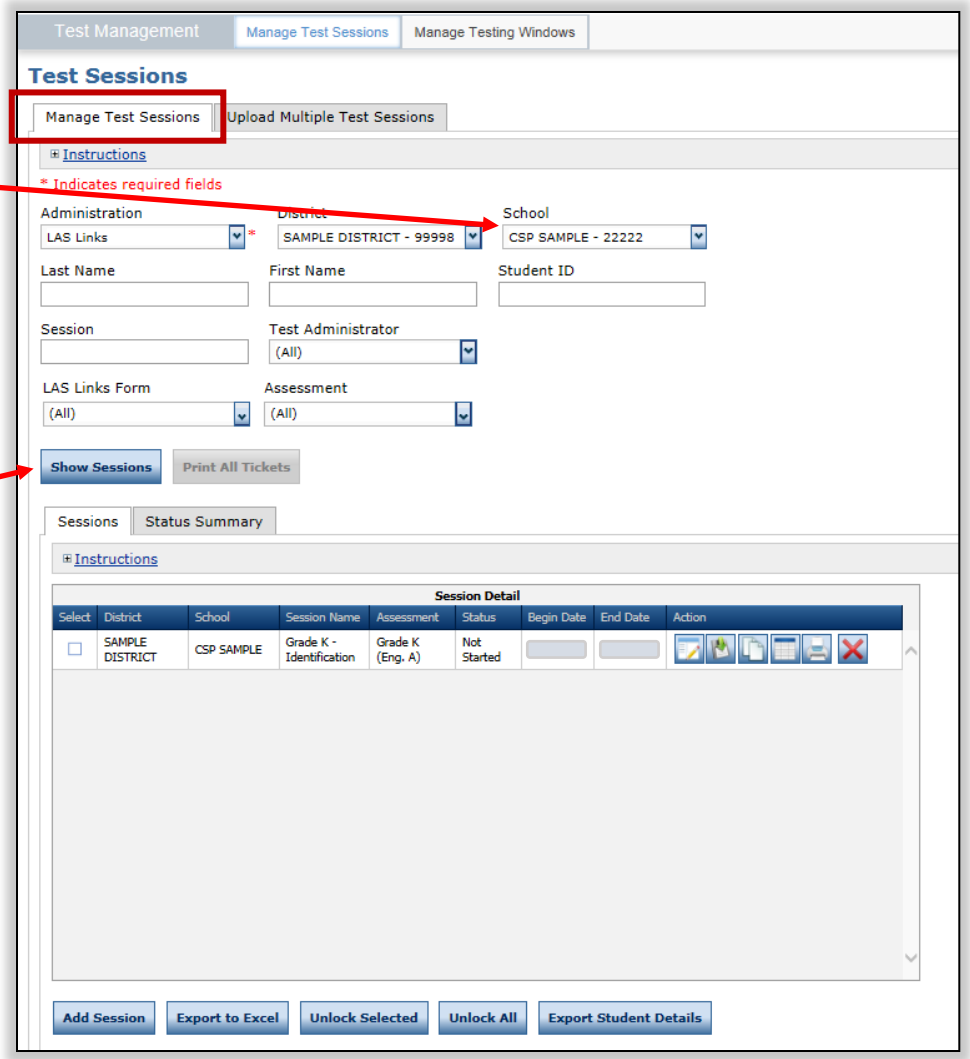
ELACs can create new test sessions.

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

“Show Sessions” first.

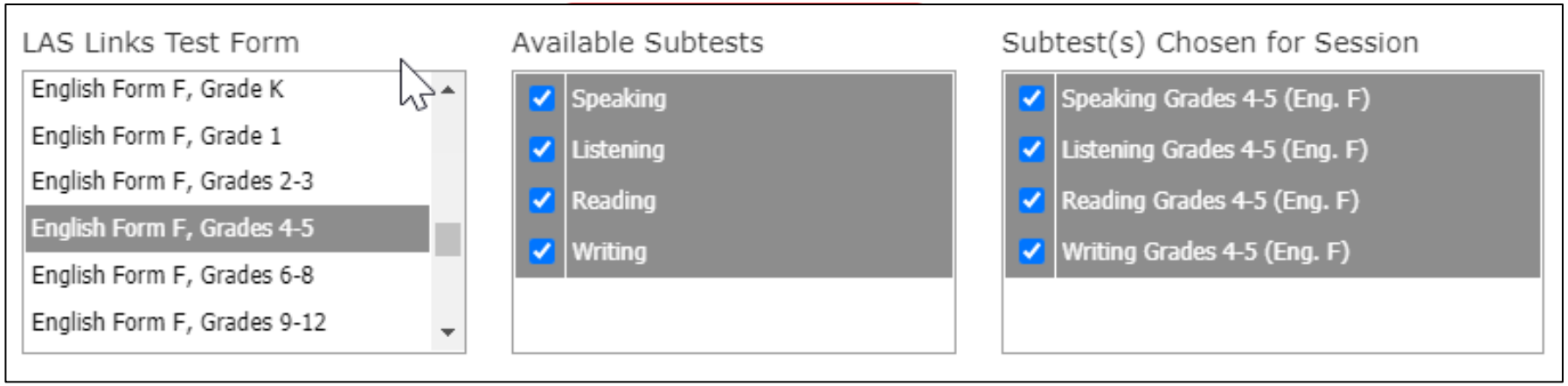
This will ensure you **don’t duplicate students** in a test session.

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



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. Use DRC-created test sessions to avoid irregularities and appeals
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:

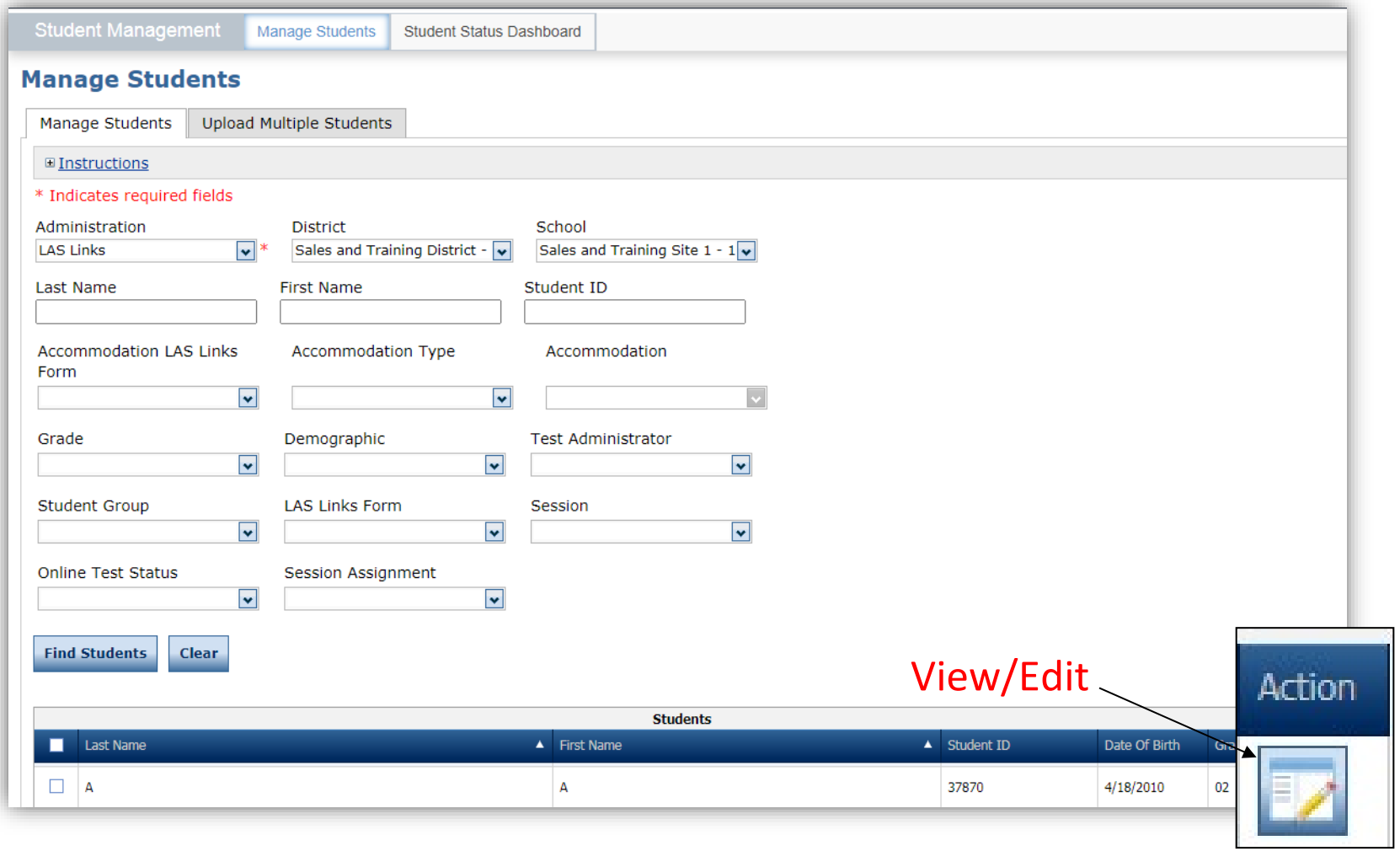
Recording Student Accommodations

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 accommodation guidelines
2. Enter the allowable accommodations described in the LAS Links Test Administration Manual, Appendix C

Finding a Student to Record an Accommodation



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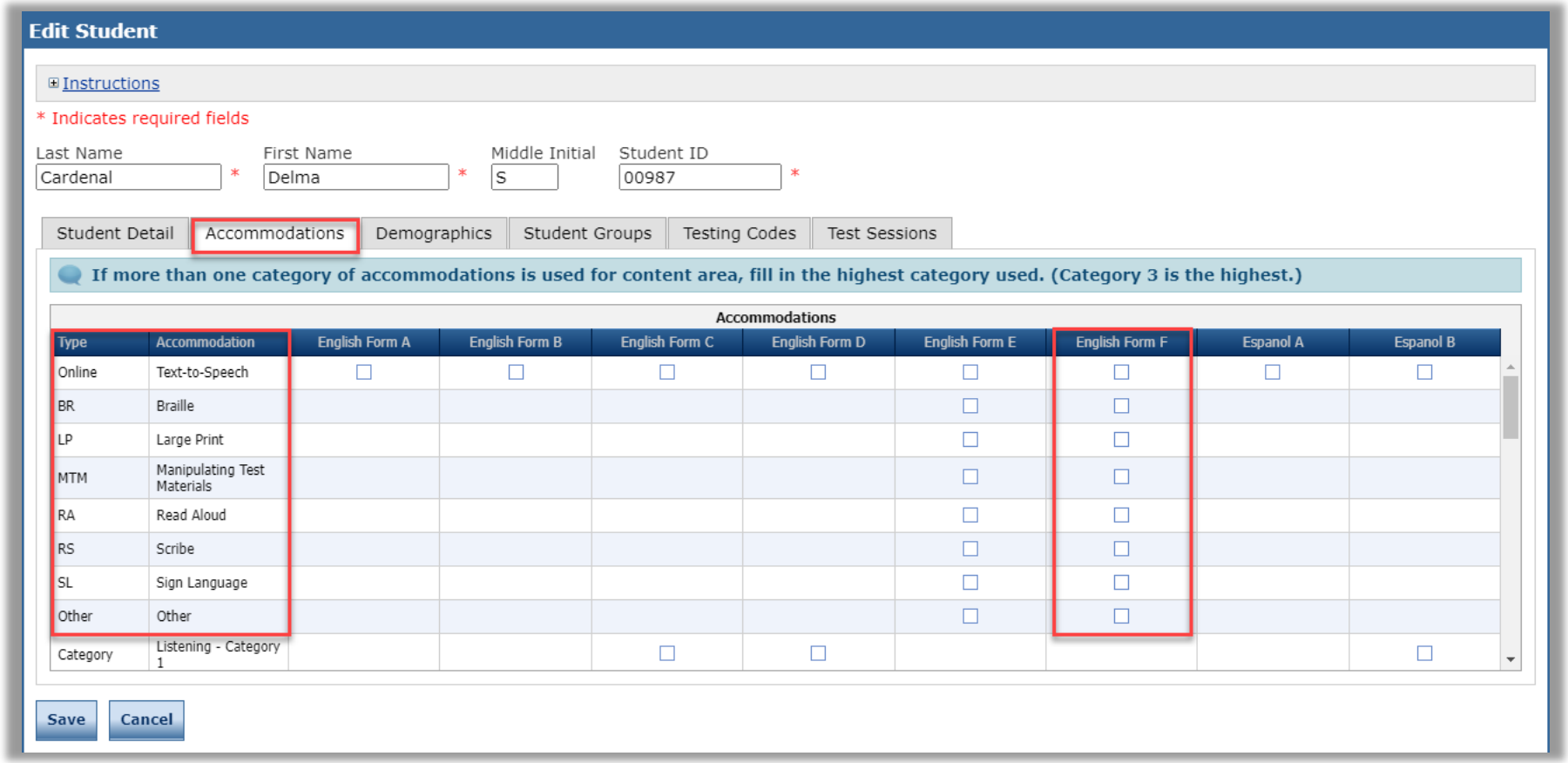
Recording Accommodations



NOTE: 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 F column**.

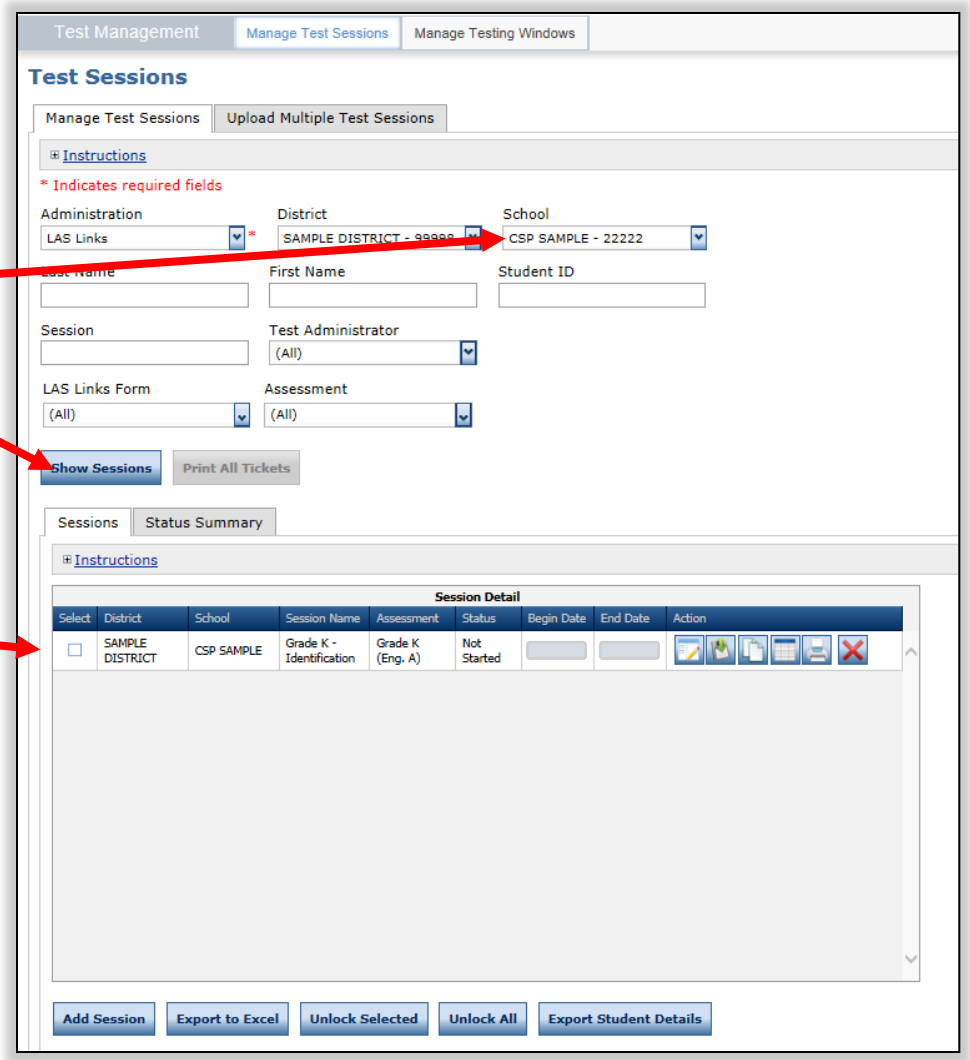
Training Part 1: Pre-Test Activities

Activity 5:

Printing Test Tickets

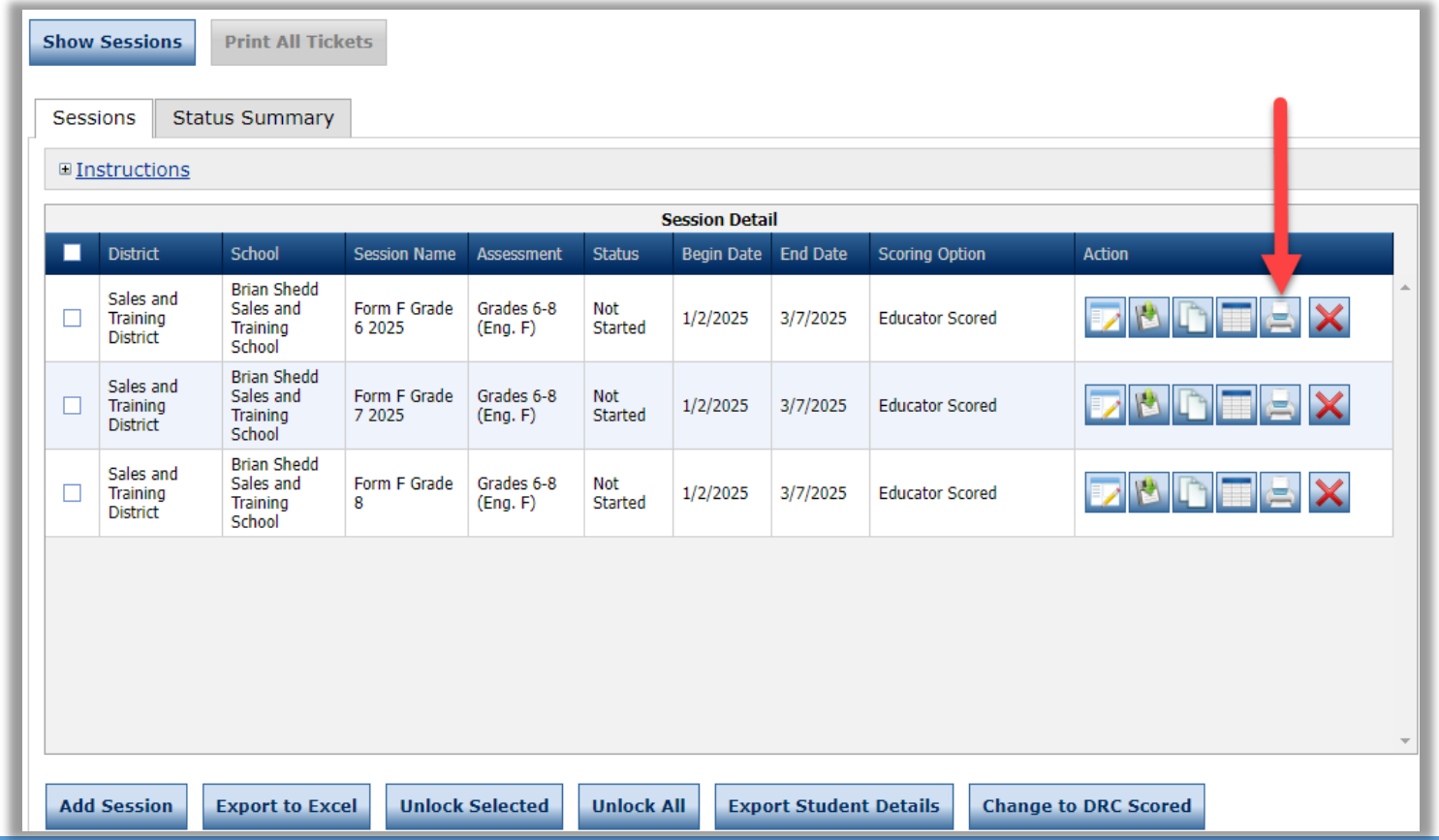
Finding a Test Session

Fill in required information and click “Show Sessions.”

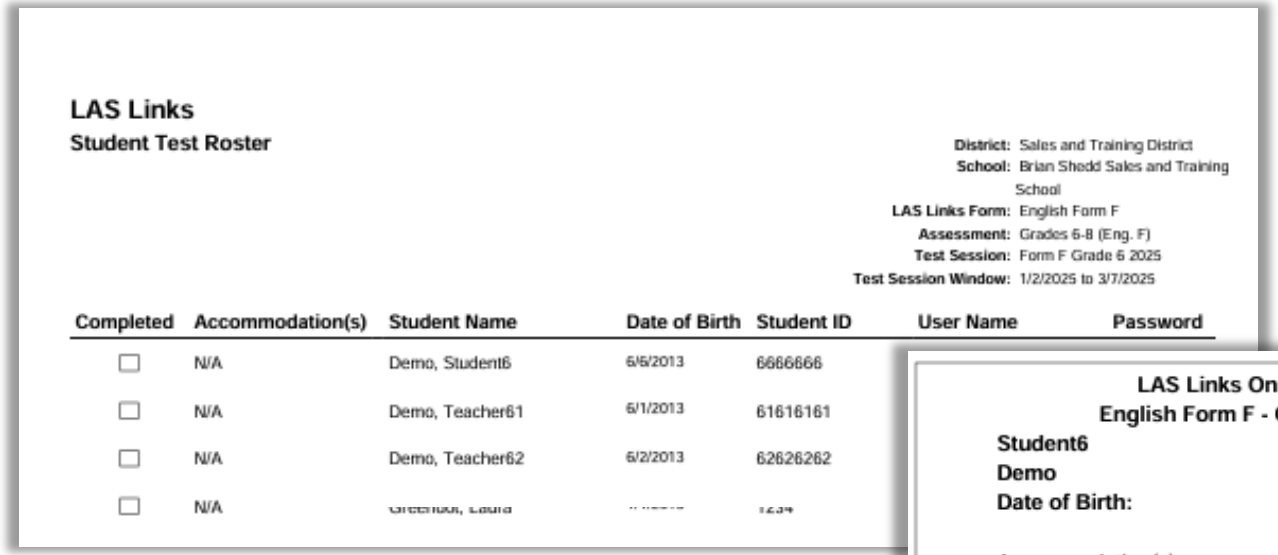


Generating Test Tickets
Print All/Print Selected

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

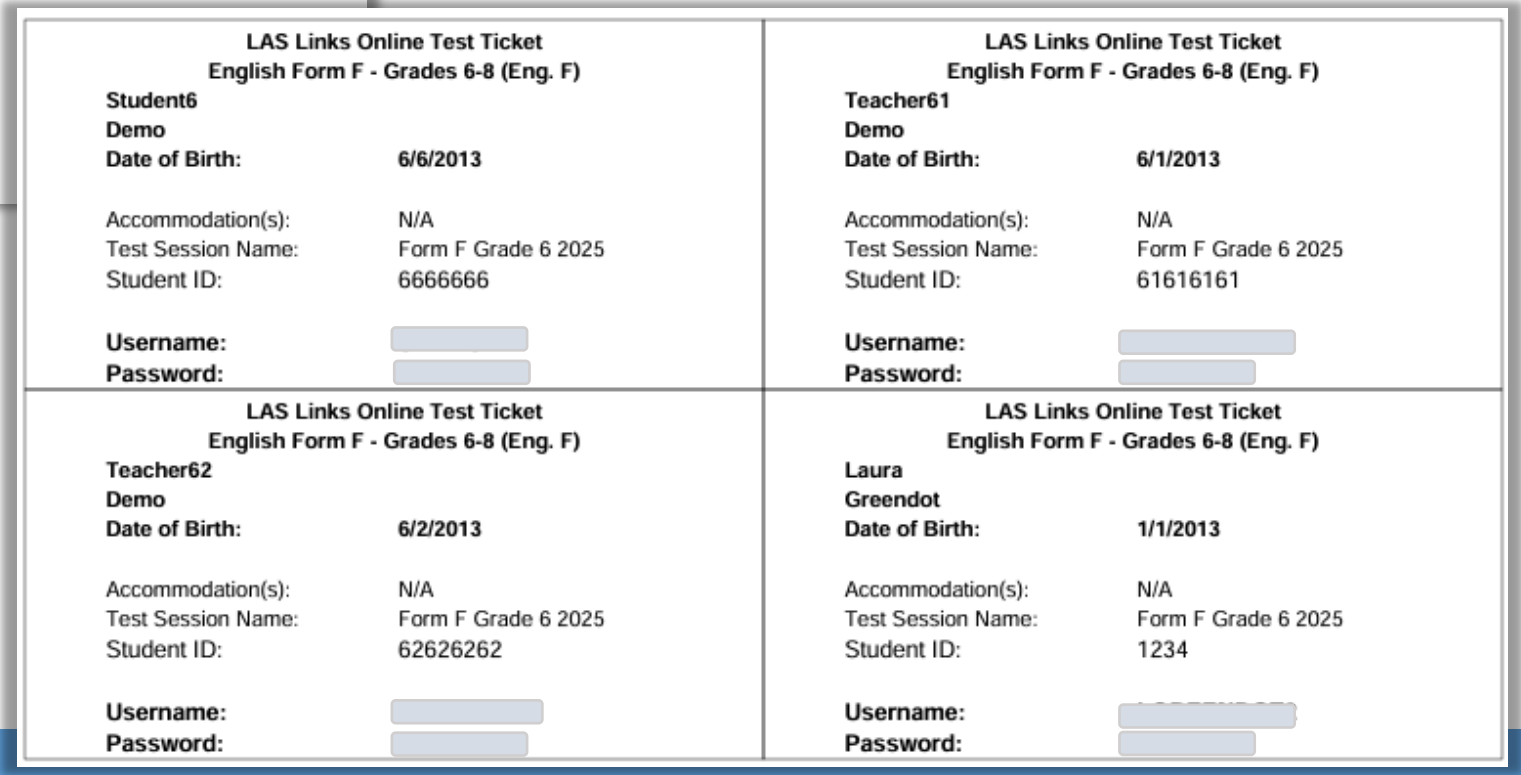


LAS Links
Student Test Roster

District: Sales and Training District
School: Brian Shedd Sales and Training School
LAS Links Form: English Form F
Assessment: Grades 6-8 (Eng. F)
Test Session: Form F Grade 6 2025
Test Session Window: 1/2/2025 to 3/7/2025

Completed	Accommodation(s)	Student Name	Date of Birth	Student ID	User Name	Password
☐	N/A	Demo, Student6	6/6/2013	6666666		
☐	N/A	Demo, Teacher61	6/1/2013	61616161		
☐	N/A	Demo, Teacher62	6/2/2013	62626262		
☐	N/A	Greendot, Laura		1234		

Student Roster is for the administrator



LAS Links Online Test Ticket
English Form F - Grades 6-8 (Eng. F)

Student6
Demo
Date of Birth: **6/6/2013**

Accommodation(s): N/A
Test Session Name: Form F Grade 6 2025
Student ID: 6666666

Username:
Password:

LAS Links Online Test Ticket
English Form F - Grades 6-8 (Eng. F)

Teacher61
Demo
Date of Birth: **6/1/2013**

Accommodation(s): N/A
Test Session Name: Form F Grade 6 2025
Student ID: 61616161

Username:
Password:

LAS Links Online Test Ticket
English Form F - Grades 6-8 (Eng. F)

Teacher62
Demo
Date of Birth: **6/2/2013**

Accommodation(s): N/A
Test Session Name: Form F Grade 6 2025
Student ID: 62626262

Username:
Password:

LAS Links Online Test Ticket
English Form F - Grades 6-8 (Eng. F)

Laura
Greendot
Date of Birth: **1/1/2013**

Accommodation(s): N/A
Test Session Name: Form F Grade 6 2025
Student ID: 1234

Username:
Password:

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
- LAS Links Training Videos

English Language Proficiency Assessment – LAS Links CSDE Document page

CSDE Contact Information

Michael Sabados
Education Consultant
Performance Office
860.713.6856 or Michael.Sabados@ct.gov

Cristi Alberino
Education Consultant
Performance Office
860.713.6862 or Cristi.Alberino@ct.gov

Katherine Seifert
Associate Education Consultant, Special Populations
Performance Office
860.713.6722 or Katherine.Seifert@ct.gov

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

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