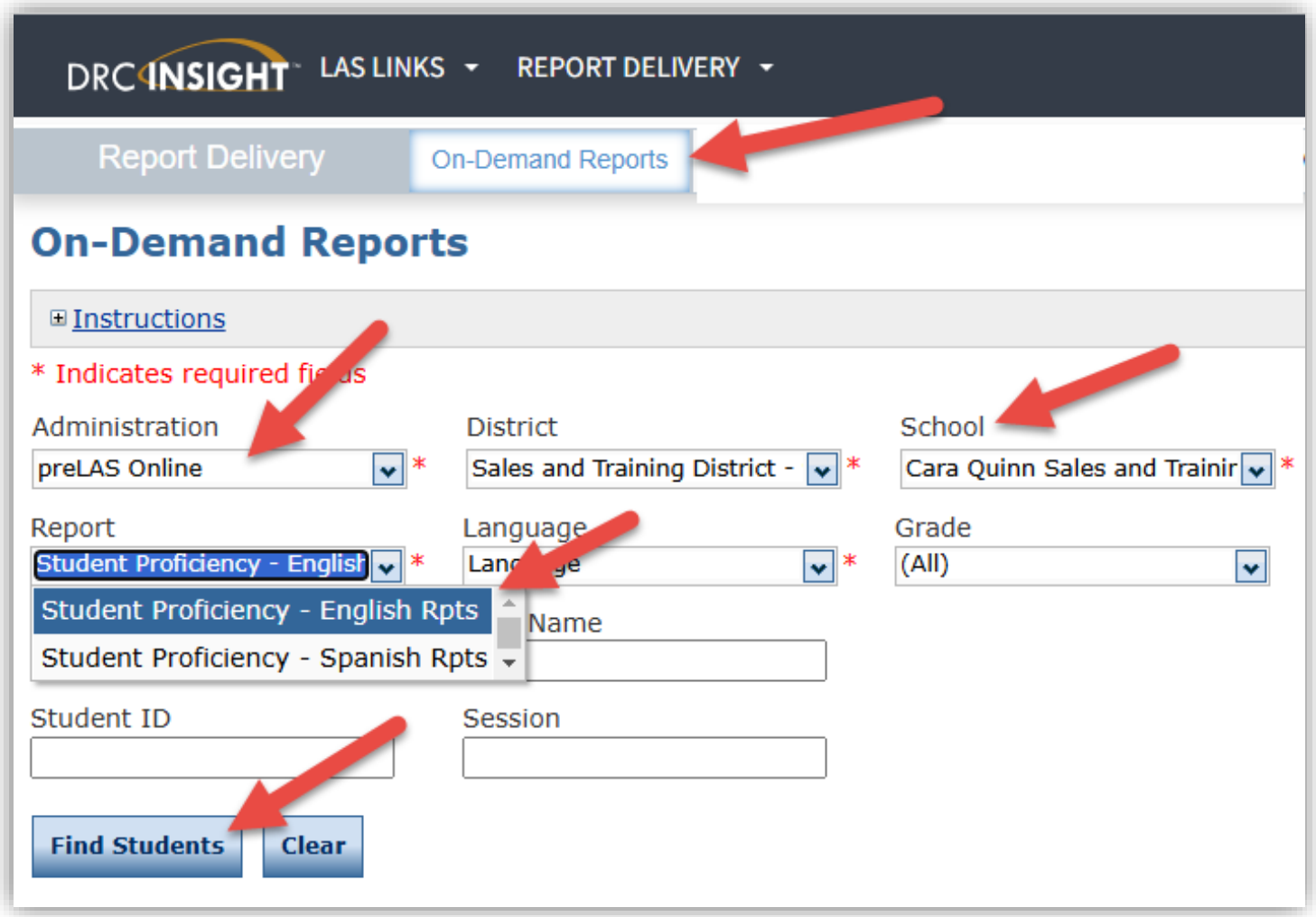
Mass Downloading *pre*LAS Online Reports at the School Level

Mass Downloading *pre*LAS Online On-Demand Reports

Go to My Applications > Report Delivery

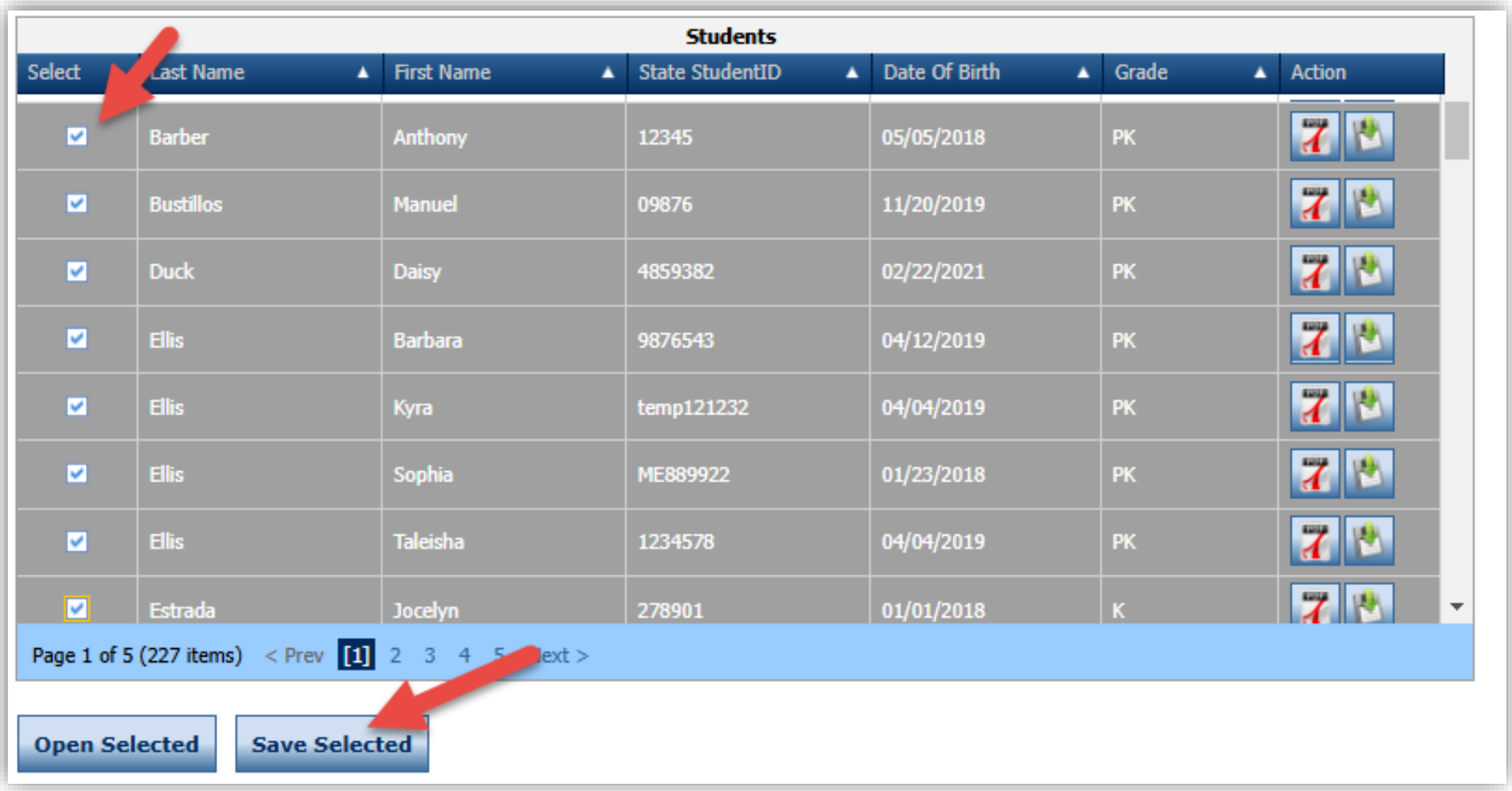
Mass Downloading *pre*LAS Online On-Demand Reports

- Click On-Demand Reports
- Select preLAS Online from the Administration Dropdown
- District will auto-populate
- School will auto-population unless you are associated to more than one school in which case choose the school you want reports for.
- Choose the language of the reports
- Click Find Students



Mass Downloading *pre*LAS Online On-Demand Reports

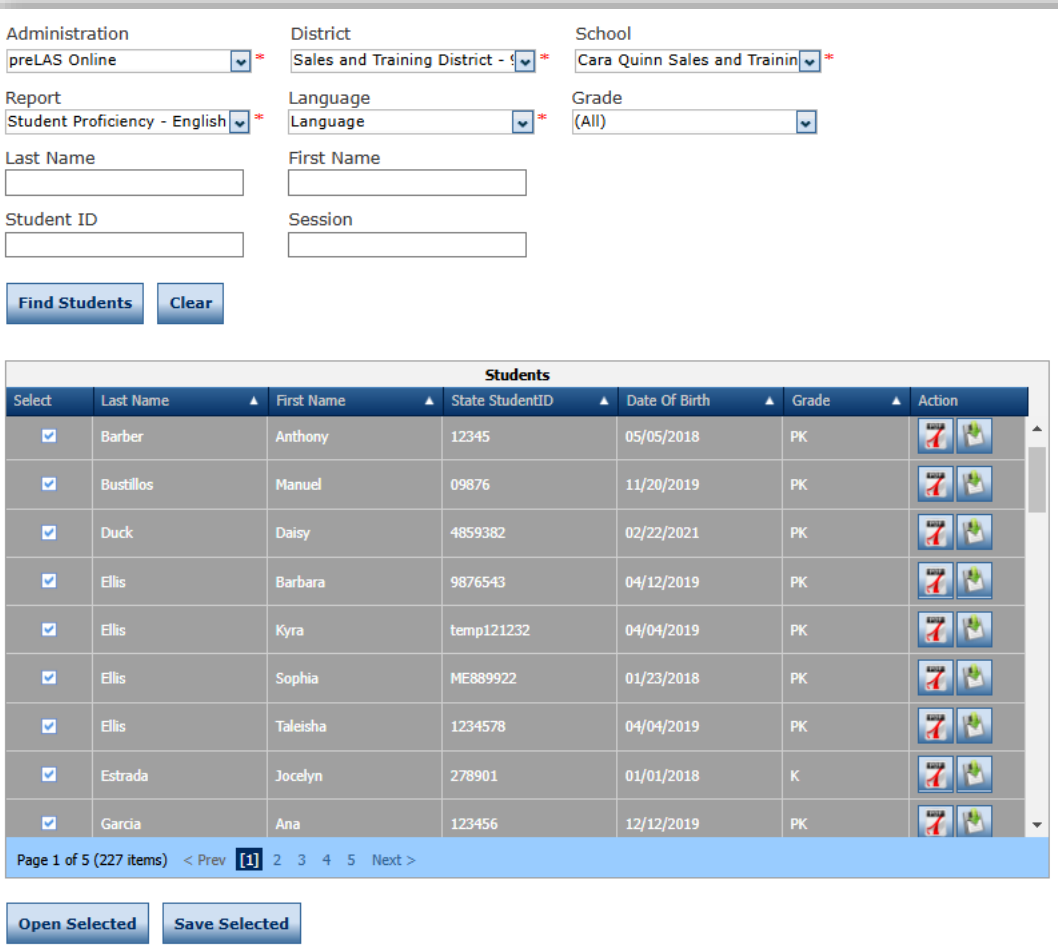
Click the radio button next to the name of each student, then click the "Save Selected" button.

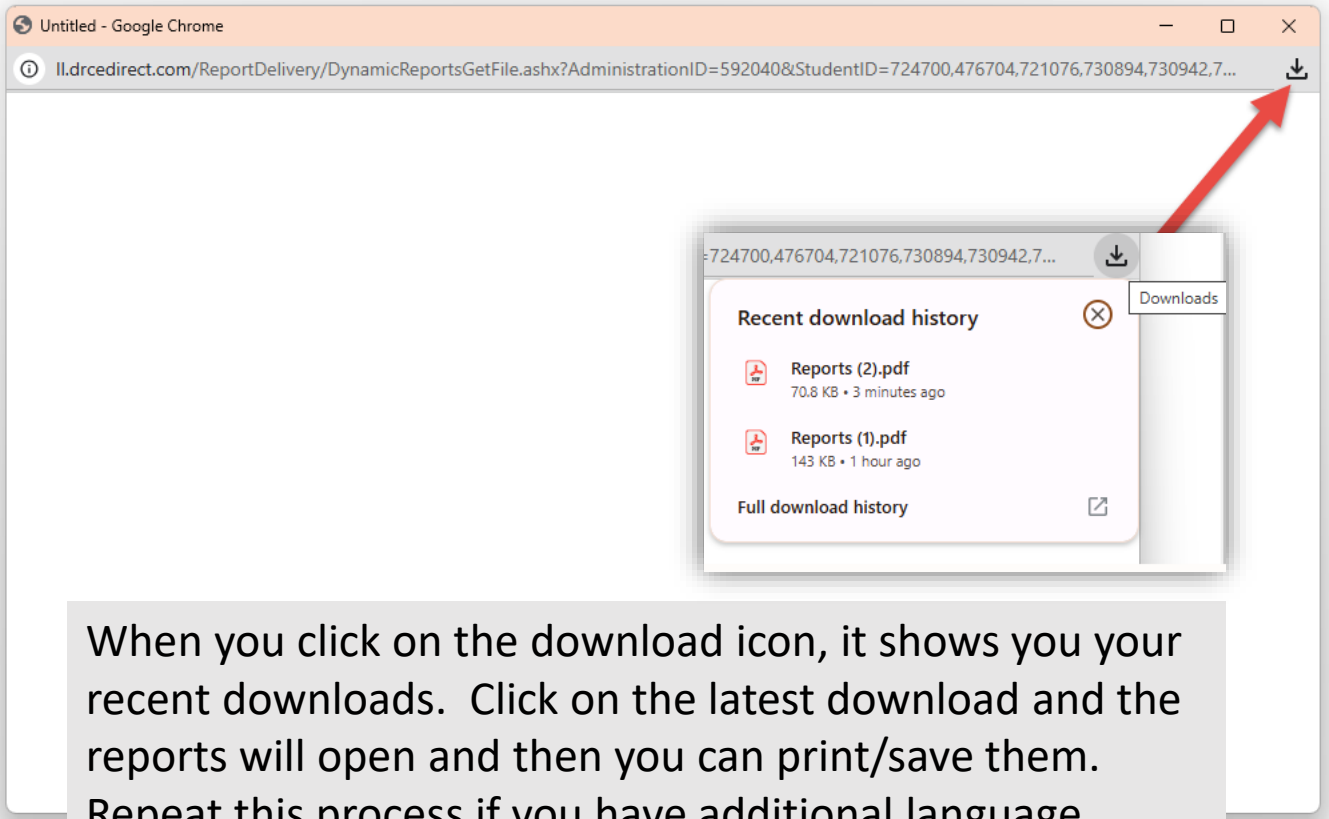


Note: A batch of 100 students may be downloaded at a time.

Mass Downloading *pre*LAS Online On-Demand Reports

On Google Chrome, a pop up appears and once the reports have downloaded the download icon appears in the upper right-hand corner of the pop up.





When you click on the download icon, it shows you your recent downloads. Click on the latest download and the reports will open and then you can print/save them. Repeat this process if you have additional language reports at the same school.

DRC Customer Service – Texas	
Toll Free: 833-867-5679 Option 1 **Order Support** Texas Order Support Email: LASOrderTX@datarecognitioncorp.com	Toll Free: 833-867-5679 Option 2 **Technical Support** Texas Technical Support Email: LASTechTX@datarecognitioncorp.com
Customer Service Hours: 8:00 am – 4:30pm CT M-F www.LASLinks.com/Texas	