Test Sessions: Create/View/Edit
Welcome to the Test Management Application

Congratulations, you have access to the Test Management Application.

Several helpful links are available:

- LASLinksHelpDesk@datascience.nyc.gov
- 866.282.2250 (7:00 a.m. - 5:00 p.m., M-F

ACCESS ONLINE TOOLS TRAINING

Publicly accessible version of the Online Tools Training, accessible via a web browser.

WBTE Portal: https://wbte.drcedirect.com/LL/portals/ll
Before Adding a Session, “Show Sessions” first.

This will ensure you **don’t duplicate students** in a Test Session.

**Students should appear in a single test session only.** This is especially important because the Form E OP FT has 10 form sets behind the scenes that are dealt out for testing. **We will not be able to merge domains after testing.**
To add a session, choose **District** and **School** (as applicable) from the drop-down menu, then click **Add Session** found at the bottom of the page.
Test Management
Schedule 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
Top 5 Before Testing Reminders

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

Select **ALL four available subtests** for **EVERY** Test Session. If you’ve created a Test Session in error without all four subtests, contact LAS Links Help Desk at 866.282.2250.

<table>
<thead>
<tr>
<th>LAS Links Test Form</th>
<th>Available Subtests</th>
<th>Subtest(s) Chosen for Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Form E, Grade K</td>
<td>☑ Speaking</td>
<td>☑ Speaking Grades 6-8 (Eng. E)</td>
</tr>
<tr>
<td>English Form E, Grade 1</td>
<td>☑ Listening</td>
<td>☑ Listening Grades 6-8 (Eng. E)</td>
</tr>
<tr>
<td>English Form E, Grades 2-3</td>
<td>☑ Reading</td>
<td>☑ Reading Grades 6-8 (Eng. E)</td>
</tr>
<tr>
<td>English Form E, Grades 4-5</td>
<td>☑ Writing</td>
<td>☑ Writing Grades 6-8 (Eng. E)</td>
</tr>
<tr>
<td>English Form E, Grades 6-8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English Form E, Grades 9-12</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
To print all test tickets for the students in a test session, click the **Print All Test Tickets** icon in the **Action** column of the **Session Details** window for the test session.
Student Roster is for the administrator.

<table>
<thead>
<tr>
<th>Completed</th>
<th>Accommodation(s)</th>
<th>Student Name</th>
<th>Date of Birth</th>
<th>Student ID</th>
<th>User Name</th>
<th>Password</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>N/A</td>
<td>Sample, Student 1</td>
<td>11/22/2007</td>
<td>1111111111</td>
<td>SSAMPLE1</td>
<td>CAMP4788</td>
</tr>
<tr>
<td></td>
<td>TTS</td>
<td>Test, Next</td>
<td>6/13/2007</td>
<td>2222222222</td>
<td>NTTEST1</td>
<td>DOOR2875</td>
</tr>
</tbody>
</table>

Test Ticket is for the student. Test Administrators must ensure they are handing a test ticket to the correct student before testing and not for the Online Tools Training (practice). Verify PSIS grade status before testing.

Test Management Application
Sample Test Tickets

LAS Links
Student Test Roster

Student Roster is for the administrator.

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<td>NTTEST1</td>
<td>DOOR2875</td>
</tr>
</tbody>
</table>

LAS Links Online Test Ticket
English Form E - Grades 4-5 (Eng. E)

Student Sample
Date of Birth: 11/22/2007
Accommodation(s): N/A
Test Session Name: Training School Grade 5
Student ID: 1111111111
Username: SSAMPLE1
Password: CAMP4788

Next, Test
Date of Birth: 6/13/2007
Accommodation(s): TTS
Test Session Name: Training School Grade 5
Student ID: 2222222222
Username: NTTEST1
Password: DOOR2875
When the test session displays, click the View/Edit icon in the Action column to display the Edit Test Session window for the session.
When the test session displays, click the **View/Edit** icon in the **Action** column to display the **Edit Test Session** window for the session.

### Test Management Application
#### Adding/Removing Students - Existing Test Sessions

<table>
<thead>
<tr>
<th>District</th>
<th>School</th>
<th>Session Name</th>
<th>Assessment</th>
<th>Status</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Scoring Option</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales and Training District</td>
<td>Eduardo Rodriguez</td>
<td>Baez, Grade 5</td>
<td>Grades 4-5 (Eng. E)</td>
<td>Not Started</td>
<td>3/1/2021</td>
<td>4/23/2021</td>
<td>Educator Scored</td>
<td><img src="image" alt="View/Edit Icon" /></td>
</tr>
<tr>
<td>Sales and Training District</td>
<td>Eduardo Rodriguez</td>
<td>Arlene Elem., 1st grade</td>
<td>Grade 1 (Eng. E)</td>
<td>Not Started</td>
<td>3/1/2021</td>
<td>4/23/2021</td>
<td>Educator Scored</td>
<td><img src="image" alt="View/Edit Icon" /></td>
</tr>
<tr>
<td>Sales and Training District</td>
<td>Eduardo Rodriguez</td>
<td>MDE Kinder</td>
<td>Grade K (Eng. E)</td>
<td>In Progress</td>
<td>2/3/2021</td>
<td>12/31/2022</td>
<td>Educator Scored</td>
<td><img src="image" alt="View/Edit Icon" /></td>
</tr>
</tbody>
</table>

- **Select Session Box**
- **View/Edit Icon**
Test Management Application
Adding/Removing Students - Existing Test Sessions

From the Edit Test Session click Find Students

Add, Remove buttons

Available Student's box
When the test session displays, click the **Delete** icon in the **Action** column for the test session you want to remove. Session can only be deleted if no testing has begun.