



# Test Sessions: Create/View/Edit



### **Test Management**



DRCINSIGHT" LAS LINKS

MY APPLICATIONS ▼

Welcome to t

Congratulations, you ha

Several helpful links are

If you are having difficu

LASLinksHelpDesk@da

866.282.2250 (7:00 a.m.

ACCESS ONLINE

PARTICIPANT PREPARATION

Student Management

**Student Group Management** 

**Test Administrator Management** 

**User Management** 

TEST PREPARATION

Test Management

POST-TEST ACTIONS

Student Management

SCORING AND REPORTING

Report Delivery

**Educator Scoring** 

Interactive Reports

**GENERAL INFORMATION** 

**General Information** 

**TECHNOLOGY SETUP** 

Central Office Services

Publicly accessible vers

browser for this public version of the Online Tools Training.

WBTE Portal: https://wbte.drcedirect.com/LL/portals/ll

### Manage Test Sessions: Show Sessions

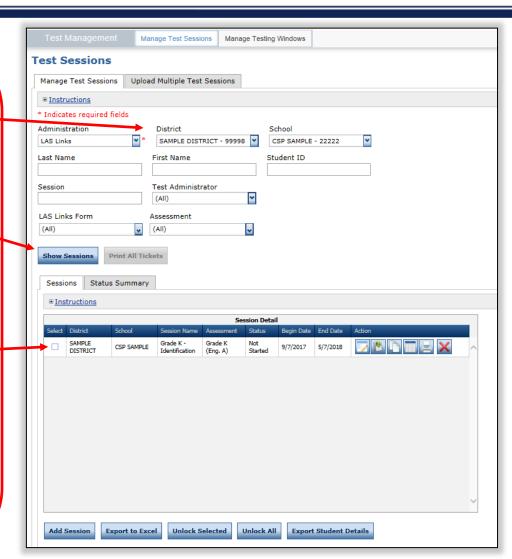


Before Adding a Session, "Show Sessions" first.

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

Students should appear in a single test session only.

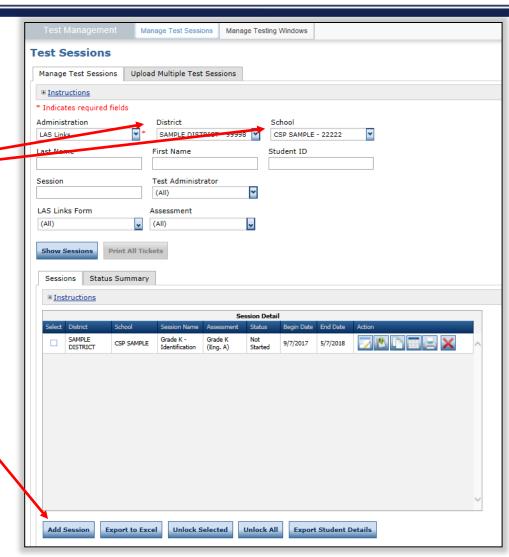
This is especially important because the Form F OP FT has 5 form sets behind the scenes that are dealt out for testing. We will not be able to merge domains after testing.



### Manage Test Sessions: Schedule Test Sessions



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.



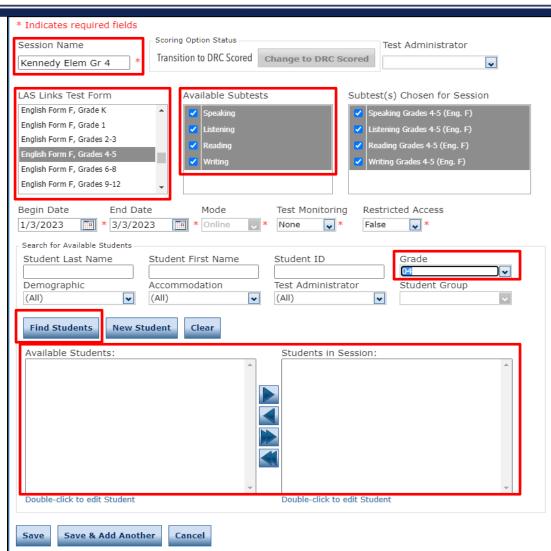
### Test Management Schedule Test Sessions



Test Management Manage Test Sessions

Please select an item from the menu above.

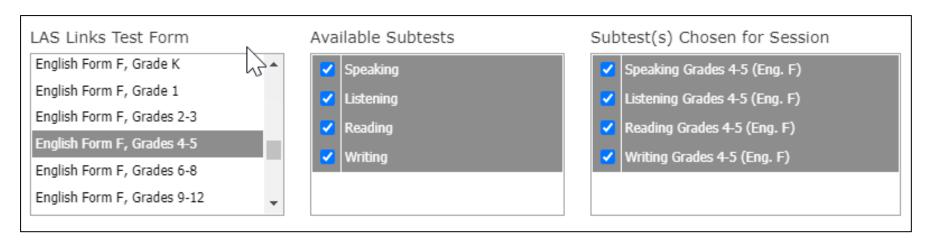
- 1. Uniquely name session
- 2. Choose grade band in Test Form
- 3. Choose all four subtests
  - Subtests MUST be contained in the same session to generate Overall score!
- 4. Select grade within identified grade band
- 5. Highlight the students to be added to the session and click the blue right arrow



### **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** <u>four available subtests</u> 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.

### Test Management Generating Test Tickets/Print All or Select



To print all test tickets for the students in a test session, click the **Print All Test Tickets** icon the **Action** column of the **Session Details** window for the test session.

Sessi	ons Stat	us Summary							
± <u>Ins</u>	structions								
					S	ession Detai	I		
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Scoring Option	Action
	Sales and Training District	Brian Shedd Sales and Training School	Kennedy Elem Gr 4	Grades 4-5 (Eng. F)	Not Started	1/3/2023	3/3/2023	Educator Scored	
	Sales and Training District	Brian Shedd Sales and Training School	Kennedy Elem Gr K	Grade K (Eng. F)	Not Started	1/3/2023	3/3/2023	Educator Scored	
	Sales and Training District	Brian Shedd Sales and Training School	Kennedy Elem Gr 1	Grade 1 (Eng. F)	Not Started	1/3/2023	3/3/2023	Educator Scored	
	Sales and Training District	Brian Shedd Sales and Training School	Kennedy Elem Gr 2	Grades 2-3 (Eng. F)	Not Started	1/3/2023	3/3/2023	Educator Scored	
	Sales and Training District	Brian Shedd Sales and Training School	Kennedy Elem Gr 3	Grades 2-3 (Eng. F)	Not Started	1/3/2023	3/3/2023	Educator Scored	

### Test Management Sample Test Tickets



#### Student Test Roster is for the administrator

LAS Links					School: LAS Links Form: Assessment: Test Session:	t: Sales and Training District I: Brian Shedd Sales and Training School 1: English Form F t: Grades 4-5 (Eng. F) 1: Kennedy Elem Gr 4 1: 1/3/2023 to 3/3/2023	
Completed	Accommodation(s)	Student Name	Date of Birth	****	User Name	Password	
	N/A	Demo, Student4	4/4/2014	44444	SDEMO23	FEET7844	
	TTS	Johnson, Test	6/28/2014	73737373	TJOHNSON1	0 WORN5428	

#### Test Ticket is for the student

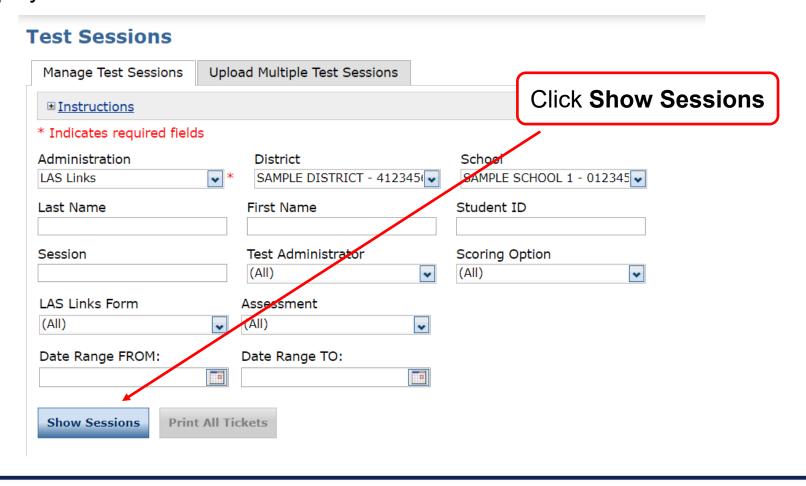
- Test Administrators must ensure they are handing a test ticket to the correct student before LIVE testing and not for the practice test (Online Tools Training)
- Verify PSIS grade status before testing

LAS Links	online Test Ticket	LAS Links Online Test Ticket English Form F - Grades 4-5 (Eng. F) Test				
English Form	F - Grades 4-5 (Eng. F)					
Student4						
Demo		Johnson				
Date of Birth:	4/4/2014	Date of Birth:	6/28/2014			
Accommodation(s):	N/A	Accommodation(s):	TTS			
Test Session Name:	Kennedy Elem Gr 4	Test Session Name:	Kennedy Elem Gr 4			
Student ID:	44444	Student ID:	73737373			
Username:	SDEMO23	Username:	TJOHNSON10			
Password:	FEET7844	Password:	WORN5428			

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



When the test session displays, click the **View/Edit** icon the **Action** column to display the **Edit Test Session** window for the session.



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



the **Action** column

When the test session displays, click the **View/Edit** icon to display the **Edit Test Session** window for the session.

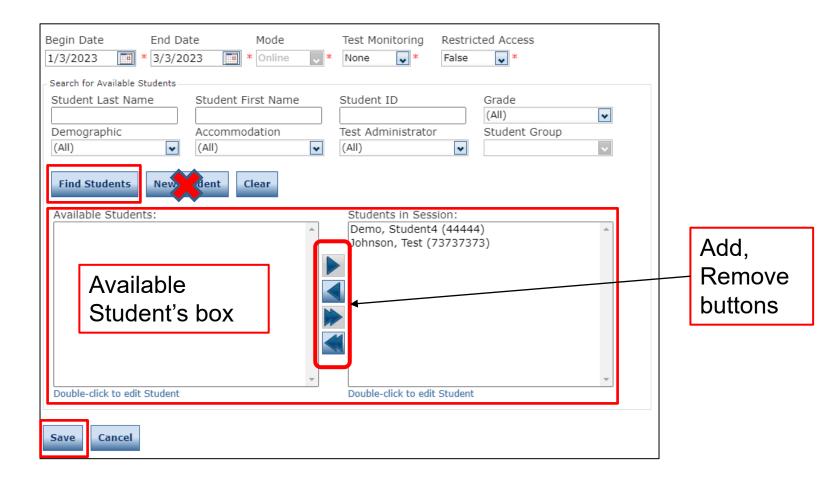
School



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



#### From the Edit Test Session click Find Students



### Test Management Deleting a Test Session



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.

