



# Test Sessions: Create/View/Edit



# Test Management



**DRC INSIGHT™** LAS LINKS MY APPLICATIONS ▼

Welcome to t

Congratulations, you ha

Several helpful links are

If you are having difficu

[LASLinksHelpDesk@da](mailto:LASLinksHelpDesk@da)

866.282.2250 (7:00 a.m.

**ACCESS ONLINE**

Publicly accessible vers

browser for this public version of the Online Tools Training.

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

**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



# 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.**

The screenshot shows the 'Test Management' interface with the 'Manage Test Sessions' tab selected. The 'Test Sessions' section includes a 'Show Sessions' button. Below it, a table displays session details for a single session.

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE DISTRICT	CSP SAMPLE	Grade K - Identification	Grade K (Eng. A)	Not Started	9/7/2017	5/7/2018	

# 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 | Manage Test Sessions | Manage Testing Windows

### Test Sessions

Manage Test Sessions | Upload Multiple Test Sessions

**Instructions**

\* Indicates required fields

Administration: LAS Links (dropdown) \* District: SAMPLE DISTRICT - 99998 (dropdown) \* School: CSP SAMPLE - 22222 (dropdown)

Last Name: [text] First Name: [text] Student ID: [text]

Session: [text] Test Administrator: (All) (dropdown)

LAS Links Form: (All) (dropdown) Assessment: (All) (dropdown)

Show Sessions | Print All Tickets

Sessions | Status Summary

**Instructions**

Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE DISTRICT	CSP SAMPLE	Grade K - Identification	Grade K (Eng. A)	Not Started	9/7/2017	5/7/2018	[Icons]

Add Session | Export to Excel | Unlock Selected | Unlock All | Export Student Details



# 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

\* Indicates required fields

Session Name: Kennedy Elem Gr 4 \*

Scoring Option Status: Transition to DRC Scored  Test Administrator:

LAS Links Test Form: English Form F, Grade K; English Form F, Grade 1; English Form F, Grades 2-3; **English Form F, Grades 4-5**; English Form F, Grades 6-8; English Form F, Grades 9-12

Available Subtests:  Speaking;  Listening;  Reading;  Writing

Subtest(s) Chosen for Session:  Speaking Grades 4-5 (Eng. F);  Listening Grades 4-5 (Eng. F);  Reading Grades 4-5 (Eng. F);  Writing Grades 4-5 (Eng. F)

Begin Date: 1/3/2023 \* End Date: 3/3/2023 \* Mode: Online \* Test Monitoring: None \* Restricted Access: False \*

Search for Available Students: Student Last Name:  Student First Name:  Student ID:  **Grade: 04** Demographic: (All) Accommodation: (All) Test Administrator: (All) Student Group:

Available Students:  Students in Session:

Double-click to edit Student



# Top 5 Before Testing Reminders



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

LAS Links Test Form	Available Subtests	Subtest(s) Chosen for Session
<ul style="list-style-type: none"><li>English Form F, Grade K</li><li>English Form F, Grade 1</li><li>English Form F, Grades 2-3</li><li><b>English Form F, Grades 4-5</b></li><li>English Form F, Grades 6-8</li><li>English Form F, Grades 9-12</li></ul>	<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Speaking</li><li><input checked="" type="checkbox"/> Listening</li><li><input checked="" type="checkbox"/> Reading</li><li><input checked="" type="checkbox"/> Writing</li></ul>	<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Speaking Grades 4-5 (Eng. F)</li><li><input checked="" type="checkbox"/> Listening Grades 4-5 (Eng. F)</li><li><input checked="" type="checkbox"/> Reading Grades 4-5 (Eng. F)</li><li><input checked="" type="checkbox"/> Writing Grades 4-5 (Eng. F)</li></ul>


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.



# 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.

Sessions		Status Summary							
+ Instructions									
Session Detail									
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Scoring Option	Action
<input type="checkbox"/>	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	
<input type="checkbox"/>	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	
<input type="checkbox"/>	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	
<input type="checkbox"/>	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	
<input type="checkbox"/>	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						
Student Test Roster						
Completed	Accommodation(s)	Student Name	Date of Birth	Student ID	User Name	Password
<input type="checkbox"/>	N/A	Demo, Student4	4/4/2014	44444	SDEMO23	FEET7844
<input type="checkbox"/>	TTS	Johnson, Test	6/28/2014	73737373	TJOHNSON10	WORN5428

District: Sales and Training District  
 School: Brian Shedd Sales and Training School  
 LAS Links Form: English Form F  
 Assessment: Grades 4-5 (Eng. F)  
 Test Session: Kennedy Elem Gr 4  
 Test Session Window: 1/3/2023 to 3/3/2023

### 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 English Form F - Grades 4-5 (Eng. F)		LAS Links Online Test Ticket English Form F - Grades 4-5 (Eng. F)	
Student4		Test	
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 Sessions

Manage Test Sessions    Upload Multiple Test Sessions

[+ Instructions](#)

\* Indicates required fields

Administration LAS Links <input type="button" value="v"/> *	District SAMPLE DISTRICT - 412345 <input type="button" value="v"/>	School SAMPLE SCHOOL 1 - 012345 <input type="button" value="v"/>
Last Name <input type="text"/>	First Name <input type="text"/>	Student ID <input type="text"/>
Session <input type="text"/>	Test Administrator (All) <input type="button" value="v"/>	Scoring Option (All) <input type="button" value="v"/>
LAS Links Form (All) <input type="button" value="v"/>	Assessment (All) <input type="button" value="v"/>	
Date Range FROM: <input type="text"/> <input type="button" value="calendar"/>	Date Range TO: <input type="text"/> <input type="button" value="calendar"/>	


  

**Click Show Sessions**

# 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.

Sessions | Status Summary

[Instructions](#) | **Select Session Box** | **View/Edit Icon**

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Scoring Option	Action
<input type="checkbox"/>	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	    
<input type="checkbox"/>	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	    
<input type="checkbox"/>	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	    
<input type="checkbox"/>	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	    
<input type="checkbox"/>	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

## Adding/Removing Students - Existing Test Sessions



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

Begin Date: 1/3/2023 \* End Date: 3/3/2023 \* Mode: Online \* Test Monitoring: None \* Restricted Access: False \*

Search for Available Students

Student Last Name:  Student First Name:  Student ID:  Grade: (All)

Demographic: (All)  Accommodation: (All)  Test Administrator: (All)  Student Group:

Available Students:

Students in Session: Demo, Student4 (44444) Johnson, Test (73737373)

Double-click to edit Student

Available Student's box



Add, Remove buttons



# 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.

Sessions | Status Summary

[Instructions](#)

Session Detail									
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Scoring Option	Action
<input type="checkbox"/>	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	
<input type="checkbox"/>	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	
<input type="checkbox"/>	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	
<input type="checkbox"/>	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	
<input type="checkbox"/>	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	

Delete Icon