



Portal Permission Matrix

DRC INSIGHT Portal Permissions Matrix

The matrix below lists the Portal permissions to be granted, by role, for LAS Links assessments.

The District Coordinator (DC) is responsible for the operation and administration of the LAS Links Test across test centers throughout a state or designated area including management of contractual agreements; adherence to federal, state, and local laws; and monitoring of test security. This user role is referred to as District in the Portal.

The School Coordinator (SC) is responsible for supporting the DC. This includes management of staff, materials, and equipment as well as the conducting of secure LAS Links Test administrations including editing user and examinee profiles, scheduling test sessions, assigning examinees to test sessions, printing test tickets for online testing, generating reports, and managing examinee records. This user role is referred to as School in the Portal.

The Teacher/Test Examiner (TE) is responsible for supporting the SC at the test center(s) and monitoring examinees during the secure administration of the LAS Links Test. This user role is referred to as Test Administrator in the Portal.

The District Technology Coordinator (DTC) and the School Technology Coordinator (STC) are able to view documents, access DRC INSIGHT and Central Office Services (COS) software, download files, and configure devices for testing.



Portal Permission Matrix

Portal Menu	Permission Name	Allows User To...	Permission Set by Role			
			DC	SC	TE	DTC STC
General Information – Downloads	Online Testing – SecuredResources	View secure online testing software downloads and tutorials	X			X
Central Office Services	Test Setup – Central Office Services	Configure a computer or approved device for testing	X			X
User Management	Administrator	Add/edit user accounts and permissions; Inactivate/active users	X			
	Administrator – Mass AssignRole	Allows user to upgrade multiple user profiles to a higher role (DC)	X			
Test Administrator Management	Teachers – Search/View <i>*Users must have this permission in order to use any other Test Administrator permissions.</i>	Search/view test administrator data and download search results	X	X		
	Teachers – Add/Edit	Add/edit test administrators in Test Administrator Management, which allows test administrators to be associated with a student group	X	X		
	Teachers – Upload	Upload test administrators to Test Administrator Management (using a specified file layout), which allows test administrators to be associated with a student group	X	X		



DRC INSIGHT Portal Permissions Matrix (cont.)

Portal Menu	Permission Name	Allows User To...	Permission Set by Role			
			DC	SC	TE	DTC STC
Student Management	Students – Search/View <i>*Users must have this permission in order to use any other Student Management permissions.</i>	Upload a batch of test administrators to Test Administrator Management for purposes of associating to a Student Group using a specified file layout	X	X		
	Students – Add/Edit	CSDE users should never add or edit students, this permission is provided so that Accommodations can be entered	X	X		
	Students – Download Students	Download a list of student information	X	X		
Student Group Management	Student Groups – Search/View <i>*Users must have this permission to use any other Student Group Management permissions.</i>	Search for and view student groups, and download search results	X	X		
	Student Groups – Add/Edit	Add, edit, delete student groups and reassign a test administrator	X	X		
	Student Groups – Upload	Upload a list of student groups for purposes of adding or editing student groups for each test administrator	X	X		



DRC INSIGHT Portal Permissions Matrix (cont.)

Portal Menu	Permission Name	Allows User To...	Permission Set by Role			
			DC	SC	TE	DTC STC
Test Management	Test Session – Search/View <i>*Users must have this permission in order to use any other Test Session permissions.</i>	Search and view test sessions and download search results.	X	X	X	
	Test Session – Add/Edit	Add, edit, and delete test sessions	X	X		
	Test Session – Status Summary	View testing status information	X	X	X	
	Test Session – Upload	Upload a list of test sessions for the purpose of adding or editing the test sessions	X	X		
	Test Tickets – View/Print	Print student test tickets, rosters, and view individual student testing status	X	X	X	
	Test Tickets – View Questions Attempted	View the number of items out of the total a student has attempted	X	X	X	
	Test Setup – Primary Window	Access Test Setup during the primary window	X	X	X	
Interactive Reporting* <i>*Once granted, these permissions take 24 hours to sync / before you can access student data.</i>	DRC IRS - Access	Allows users access to DRC INSIGHT Interactive Reporting system	X	X	X	
	DRC IRS - District	Allows users District-level access to DRC INSIGHT Interactive Reporting	X			
	DRC IRS - School	Allows users School-level access to DRC INSIGHT Interactive Reporting	X	X		
	DRC IRS - Teacher	Allows users Teacher-level access to DRC INSIGHT Interactive Reporting	X	X	X	
Report Delivery	View Dynamic Reports	View, download, and print reports	X	X	X	
	Online Testing Statistics	Access Online Testing Statistics reports	X			
	Status Reports	Access to District-level Status reports	X			
Student Status Dashboard	Test Setup – View Student Status	Access the Student Status Dashboard	X	X	X	