



Connecticut State Department of Education (CSDE) Data Recognition Corporation (DRC)

2023-24

New English Learner Assessment Coordinator's LAS Links Online Administration Training

November 7, 2023



Training Agenda



- ✓ **Review of CSDE Testing Policies and Dates**
- ✓ **Training Part 1:** Pre-test activities
 - ✓ Accessing the DRC INSIGHT Portal
 - ✓ Rostering/Registering Students
 - ✓ Managing Test Sessions
 - ✓ Recording Student Accommodations
 - ✓ Printing Test Tickets
- ✓ **Training Part 2:** Proctoring the test
 - ✓ The Student Practice Test
 - ✓ Proctoring Student Testing
 - ✓ Appeals
 - ✓ Checking Testing Status
- ✓ **Training Part 3:** Post-test activities
 - ✓ Generating and Interpreting On-Demand Reports
- ✓ **Resources and Contact Information**



CSDE

Michael Sabados, Education Consultant

- Data
- Reporting

Cristi Alberino, Education Consultant

- Appeals
- Policies

Katherine Seifert, Associate Education Consultant

- Special Populations
- Accommodations and Supports
- Exemptions

Abe Krisst, Bureau Chief of Student Assessment

DRC

Catherine Bienfait, Program Lead

- Program schedule and deliverables
- CSDE support
- LAS Links Training

LAS Links Help Desk

866.282.2250 Option 2 (9 am-5:30 pm ET)

LASLinksHelpDesk@datarecognitioncorp.com

Review of CSDE Testing Policies and Dates





CT Participation Expectations

Students attending CT Public Schools in Grades K-12 identified as EL/ML are expected to participate in the LAS Links testing.

The CSDE procedures regarding testing of ELs/MLs who are in the Public School Information System (PSIS) who attend the following types of schools:

- In-State Approved Private Special Education Programs (APSEPs)
- Non-Approved Private School in Connecticut
- Judicial Centers
- Transition/Vocational Service Providers
- Out-of-state schools



CT Participation Expectations - Continued



- Online testing with Form E is not allowed outside of Connecticut. **Out-of-state** students must use an [Accommodated/Paper Test form](#), available on the CT DRC Website, ordered by February 2, 2024.
- DRC will ship materials to the Connecticut district. The ELAC must collaborate with the out-of-state contact to conduct test administration within an appropriate window.
- Districts must return all completed paper tests to DRC for scoring by February 23, 2024.
- A list of students enrolled in APSEPs based on the October PSIS collection will be provided to ELACs by **November 15, 2023**, for planning and communication purposes. These students are included in the DRC Student Management System.

Important Dates



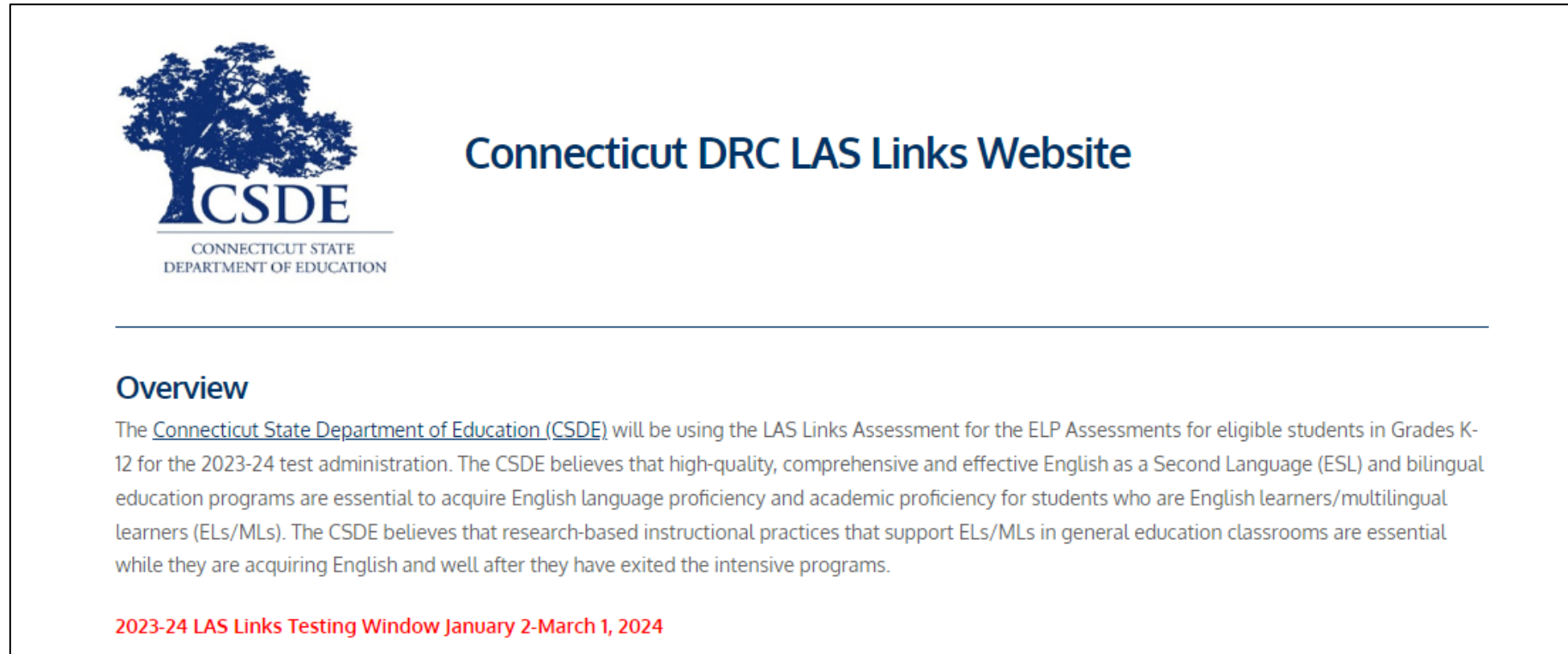
Outplaced students and DA list to districts	November 15, 2023
Accommodations Entry open in DRC INSIGHT Portal for ELACs	December 4, 2023- March 1, 2024
Connecticut Alternate Assessment System Eligibility Form Verification in CT-SEDS	Fully Implemented IEP by December 29, 2023
ELs/MLs Eligible for the Alternate Assessment Form 2023-24	November 15, 2023- December 22, 2023
Domain Exemption Registration	November 15, 2023- December 22, 2023
Accommodated/Paper Form Order Submission <ul style="list-style-type: none">• By December 15, 2023, for January 5, 2024, delivery• By December 22, 2023, for January 12, 2024, delivery	December 15, 2023, or December 22, 2023
Final date to request completed District Accommodated/Paper Form UPS Pick-up to send to DRC for processing	February 23, 2024

Connecticut DRC LAS Links Website



Bookmark <https://laslinks.com/connecticut-information/>

- The Connecticut DRC LAS Links Website includes CT specific LAS Links information on test administration, training, technology, scoring, and reporting

A screenshot of the Connecticut DRC LAS Links Website. The page features the CSDE logo on the left, which includes a tree and the text "CSDE CONNECTICUT STATE DEPARTMENT OF EDUCATION". To the right of the logo is the title "Connecticut DRC LAS Links Website". Below the title is a horizontal line, followed by the section header "Overview". The main text under "Overview" states: "The Connecticut State Department of Education (CSDE) will be using the LAS Links Assessment for the ELP Assessments for eligible students in Grades K-12 for the 2023-24 test administration. The CSDE believes that high-quality, comprehensive and effective English as a Second Language (ESL) and bilingual education programs are essential to acquire English language proficiency and academic proficiency for students who are English learners/multilingual learners (ELs/MLs). The CSDE believes that research-based instructional practices that support ELs/MLs in general education classrooms are essential while they are acquiring English and well after they have exited the intensive programs." At the bottom of the page, there is a red text link: "2023-24 LAS Links Testing Window January 2-March 1, 2024".

Training Part 1: Pre-Test Activities

Activity 1: Accessing the DRC INSIGHT Portal

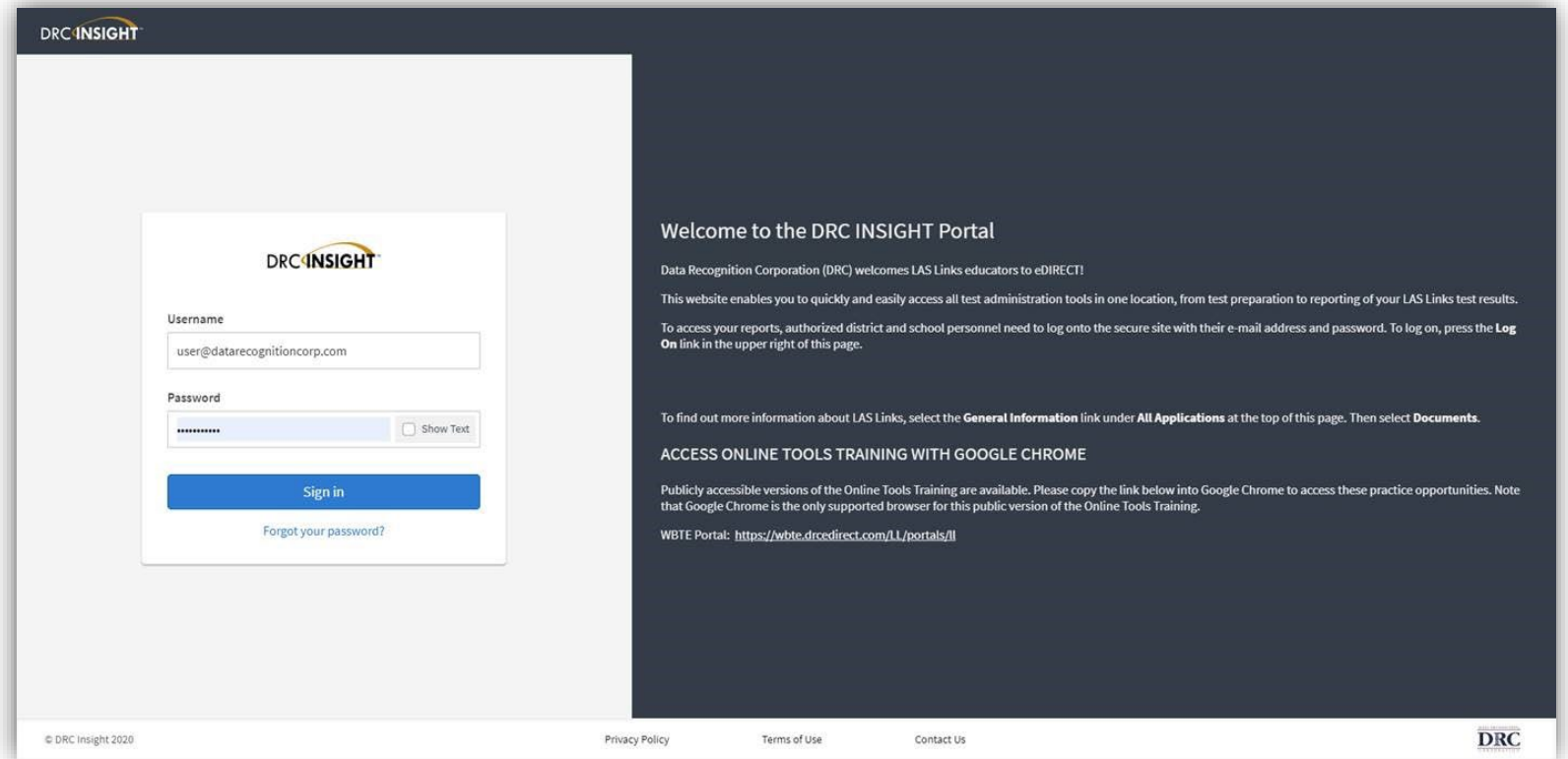




Accessing the DRC INSIGHT Portal

www.drctedirect.com

Use the DRC INSIGHT portal for Test Administration functions such as rostering students, creating test sessions, and On-Demand reporting.



Portal Activation Email for New ELACs

- Sent from: no-reply@datarecognitioncorp.com
- Check your clutter/spam if you do not find the email in your district inbox.



Thu 12/8/2016 9:31 AM
no-reply@datarecognitioncorp.com
Welcome to the DRC Portal

Greeting

Yanez, Shetal

Username is your email address.

This email is to inform you that a DRC Portal account has been created for you.

Your Username will be shetal.yanez@ctb.com.

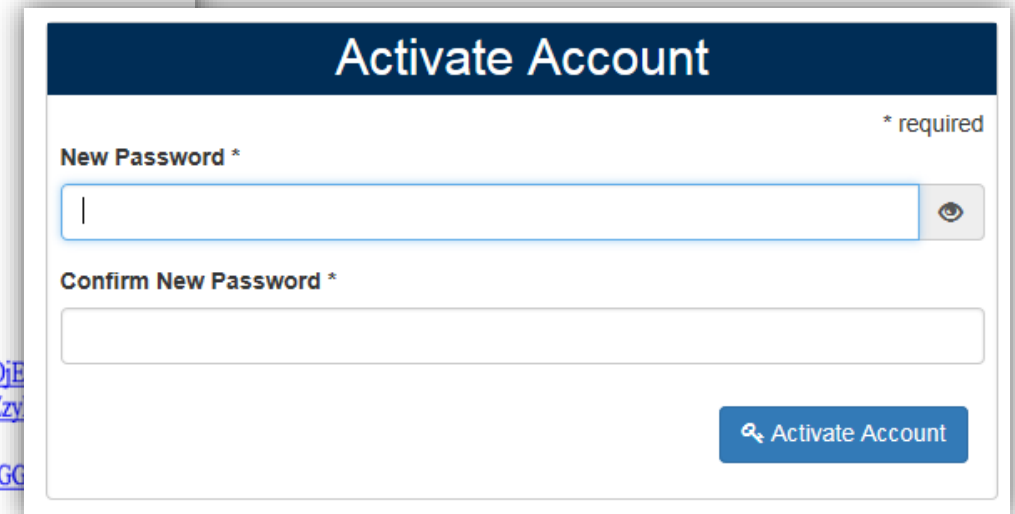
Hot link to activate account.

Please click [here](#) to activate your account and choose your password or copy and paste this link into your browser:

https://www.drceidirect.com/all/eca-portal-ui/activate-account/?token=eyJhbGciOiJIUzI1NiIsInR5cCI6IkpXVCJ9.eyJ1c2VybmFtZSI6ImNoZXRhbC55YW5lekBjdGluY29tIiwiaWF0IjoxNDgxMjE0Njg1LCJleHAiOiJlUzlmZy16ImVjYS1kcmMtcHdkcmVzZXQoLjZkdWl0eQkQwMkFCNC1GMjFFLTQ4MUEtOUNCQi1DQUJCNjI4RENGNTcifQ.xIH2vw_B4NZzyrRdAcKnMOClj9PpEZ7AuSx-4yob1ppHyqgMBP1RVb6rrBtpABwJs9FWMYFS_h5KM1YRjv_XZLPl0bW5p-aymyL_G3wdHR1N2_E5bBU6KxjVbzg1lLp18QW1A5GuFs0oua24z2PhRNQ0S_38EWumRRXvmvPUrypaTrXVmxAd_yGU1N2qXWdvjZ7Pd5c2vGG-S-UsoBpD04Zh1qbEY0RNMXuE00jHw2EJefSIRhBnOo1SQnJxJS5xEtS9-FYr5p683-jLz2XuYVCexWQ7ScA

Thank you,
Data Recognition Corporation

Please note: This email was sent from an auto-notification system that cannot accept incoming email. Please do not reply to this message.



Activate Account

* required

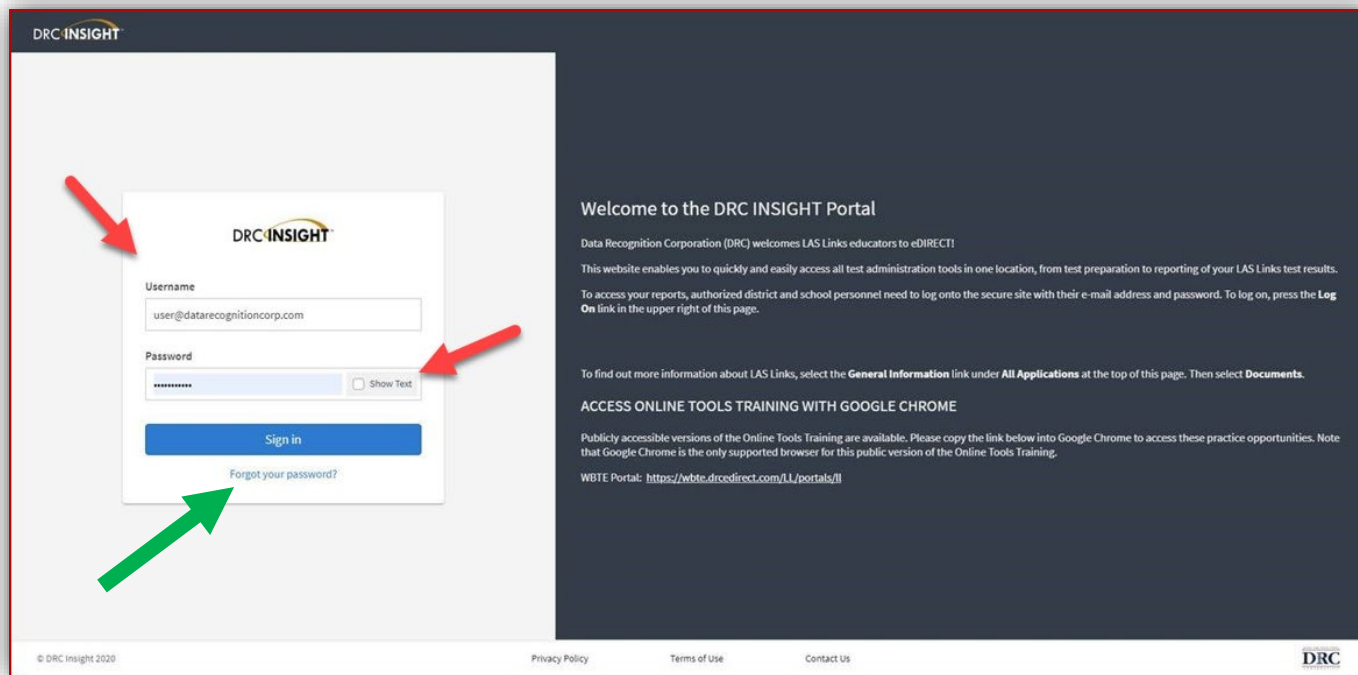
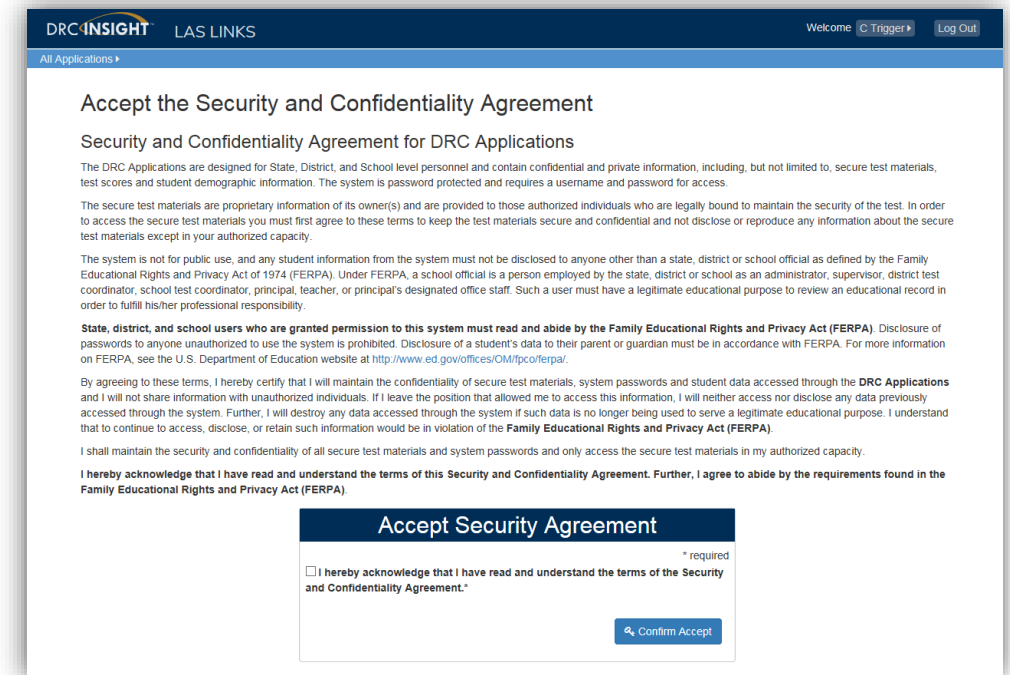
New Password *

Confirm New Password *

Activate Account

Logging in to the Portal

- Click on “Forgot your password?” if unable to locate your welcome email or have forgotten your password.
- Your Username is your district email address.
- If the system does recognize you as a User, please contact the CSDE as you may need to be added as a new ELAC.



Training Part 1: Pre-Test Activities

Activity 2:

Rostering/Registering
Students in the DRC
INSIGHT Portal





Rostering/Registering Students



CSDE provides automatic nightly rostering of students into DRC INSIGHT portal

- Only students who are indicated as EL/ML in the PSIS Registration Module will be uploaded
- Make sure students identified as EL/ML are reported into the state database
- Check student demographics
- Only students identified as Special Education or Section 504 in PSIS are eligible for accommodations

Do not add students to the DRC INSIGHT portal manually

- Causes possible errors in data
- CSDE provides DRC a daily file of accurate student information



Viewing Rostered Students



The screenshot shows the 'MY APPLICATIONS' dropdown menu in the DRC INSIGHT LAS LINKS interface. A red arrow points to the dropdown arrow next to 'MY APPLICATIONS'. The dropdown menu is divided into several sections:

- PARTICIPANT PREPARATION**
 - Student Management** (highlighted with a red box)
 - Student Group Management
 - Test Administrator Management
 - User Management
- TEST PREPARATION**
 - Test Management
- POST-TEST ACTIONS**
 - Student Management
- SCORING AND REPORTING**
 - Educator Scoring
 - Report Delivery
 - Interactive Reports
- GENERAL INFORMATION**
 - General Information
- TECHNOLOGY SETUP**
 - Central Office Services
- OTHER LINKS**
 - Professional Learning
 - License Dashboard

On the left side of the page, there is a 'Welcome to the D...' message, a congratulatory message, and contact information for the help desk: 'LASLinksHelpDesk@datarecog...' and '866.282.2250 (7:00 a.m. - 8:00 p.m.)'. At the bottom, there is a section for 'ACCESS ONLINE TOOL...' and 'Publicly accessible versions of...'.

Finding a Student



Student Management **Manage Students** Student Status Dashboard

Manage Students

Manage Students Upload Multiple Students

[Instructions](#)

* Indicates required fields

Administration * District School

Last Name First Name Student ID

Accommodation LAS Links Form Accommodation Type Accommodation

Grade Demographic Test Administrator

Student Group LAS Links Form Session

Online Test Status Session Assignment

Find Students **Clear**

Students						
<input type="checkbox"/>	Last Name	First Name	Student ID	Date Of Birth	Grade	Action
<input type="checkbox"/>	A	A	37870	4/18/2010	02	

- To see a roster of all students rostered in DRC INSIGHT
 - Choose “All” from the drop-down menu
- To see a roster of all students at a school
 - Choose “School” from the dropdown menu
- To find a particular student:
 - Fill the one or more of the search fields (i.e., Name and/or Student ID)
- Click Find Students
- Roster will appear below



Creating Optional Student Groups

Why Use Student Groups?

- To designate a “Class” within your organization’s testing hierarchy, use Student Groups.
- Students Groups tie a group of students to specific Test Administrators for reporting.
- If Student Groups are NOT created, when you create your reports in the Interactive Reporting application, all students will be visible to all users at that site if they have the appropriate permissions.

Refer to the “Creating Student Groups” section in the [DRC INSIGHT LAS Links Portal User Guide](#) for further direction on creating student groups.



Training Part 1: Pre-Test Activities

Activity 3: Managing Test Sessions



DRC will create test sessions for all schools within each district based on PSIS student files submitted in December 2023

- DRC will create one test session per school and per grade
- All students will be added to the corresponding test session with all 4 LAS Links domains already selected

Can districts edit any of the test session information?

- Yes, ELACs can modify test sessions created by DRC
- Students who are loaded into PSIS **after December 26, 2023**, will have to be added to existing test sessions by ELACs
- ELACs can add test sessions but it is strongly recommended that ELACs use DRC-created test sessions to make sure all students are assigned 4 domains for testing

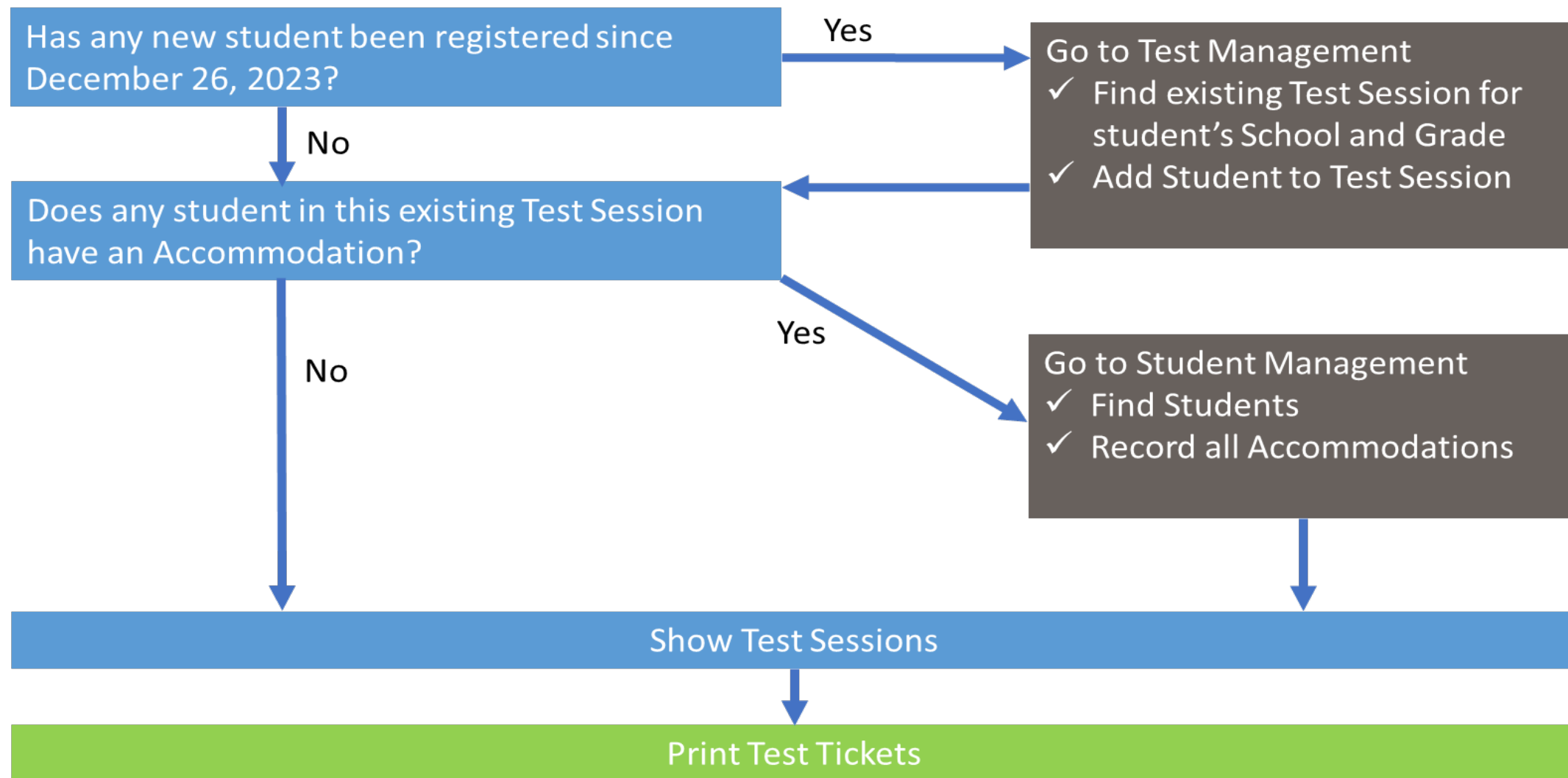


Overview of the New Test Session Process

1. In the DRC INSIGHT portal, go to Test Management
 - **If** you do not have any students that need accommodations recorded, you can print your test tickets right away. (Accommodations must be recorded in the system prior to testing and printing tickets.)
 - **If** students were registered after December 26, 2023, you will need to add them to an existing test session (recommended) or create a test session for these students prior to printing their test tickets.
2. Print your test tickets.
3. Students may begin testing once the test window opens.



New Test Session Process Flow Chart



Test Management



A screenshot of the LAS Links web application interface. The top navigation bar is dark blue and contains the "DRC INSIGHT" logo, "LAS LINKS", and a dropdown menu labeled "MY APPLICATIONS". A red arrow points to the "MY APPLICATIONS" dropdown. The dropdown menu is open, showing several categories: "PARTICIPANT PREPARATION" (with sub-items: Student Management, Student Group Management, Test Administrator Management, User Management), "TEST PREPARATION" (with "Test Management" highlighted by a red box), "POST-TEST ACTIONS" (with sub-item: Student Management), "SCORING AND REPORTING" (with sub-items: Educator Scoring, Report Delivery, Interactive Reports), "GENERAL INFORMATION" (with sub-item: General Information), "TECHNOLOGY SETUP" (with sub-item: Central Office Services), and "OTHER LINKS" (with sub-items: Professional Learning, License Dashboard). The background of the page is white and contains a "Welcome to the D..." message and contact information for the help desk.

Finding a Test Session



Fill in required information and click "Show Sessions."

Test Management Manage Test Sessions Manage Testing Windows

Test Sessions

Manage Test Sessions Upload Multiple Test Sessions

Instructions
* Indicates required fields

Administration: LAS Links *
District: SAMPLE DISTRICT - 99999
School: CSP SAMPLE - 22222

Session Name:
First Name:
Student ID:

Session:
Test Administrator: (All)

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

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	<input type="text"/>	<input type="text"/>	

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

Adding a Newly Rostered Student to an Existing Test Session



To add a student who was uploaded to the DRC INSIGHT portal after December 26, 2023, to an existing test session, you must edit this test session.

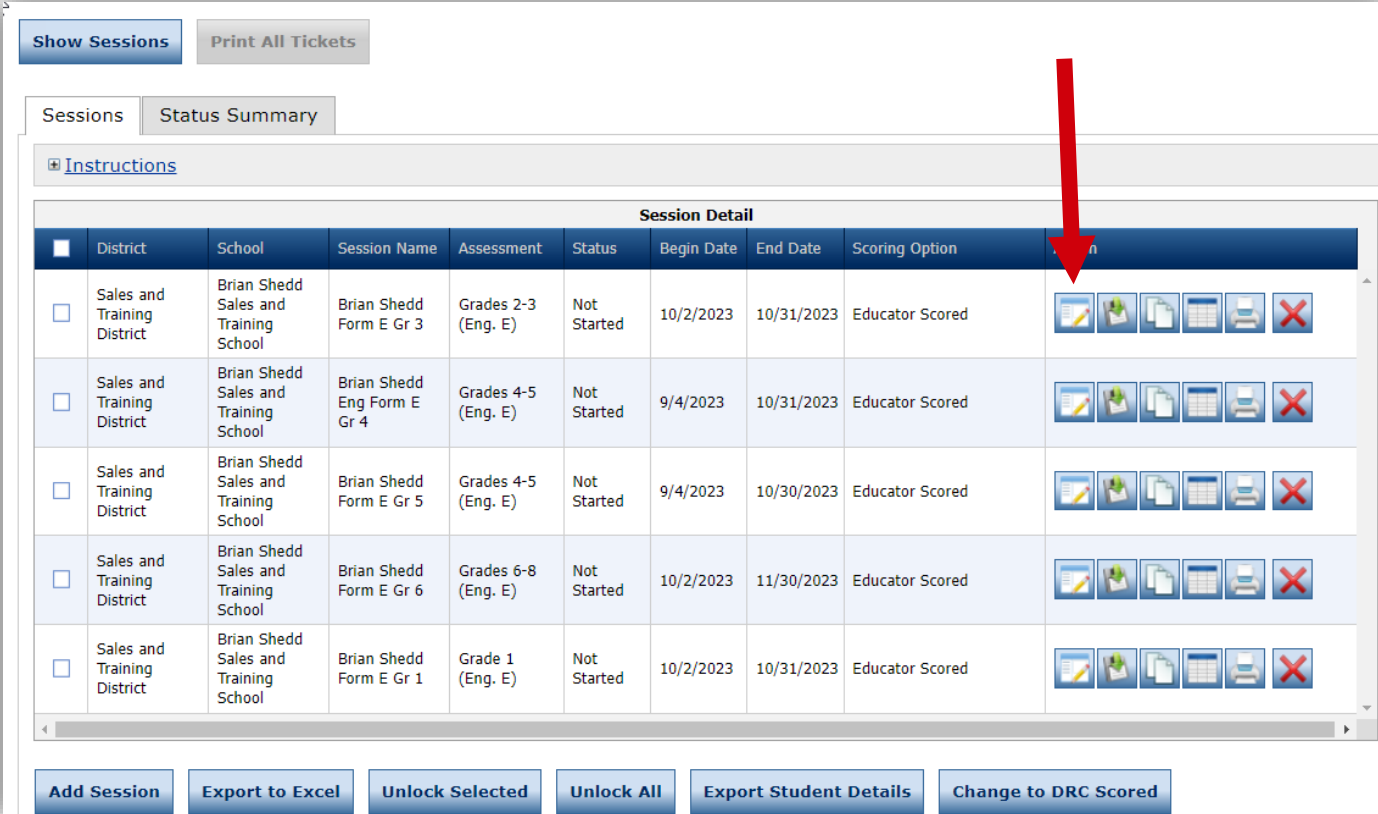
Click the View/Edit icon () in the Action column.

Find the Test Session for the school and grade where the student is enrolled:




































- add additional student to the session

If a student has moved to another district but has not started testing

- remove student



The screenshot shows the DRC INSIGHT portal interface. At the top, there are buttons for "Show Sessions" and "Print All Tickets". Below that, there are tabs for "Sessions" and "Status Summary". A link for "Instructions" is also visible. The main content is a table titled "Session Detail" with the following columns: District, School, Session Name, Assessment, Status, Begin Date, End Date, Scoring Option, and Action. A red arrow points to the View/Edit icon in the Action column of the first row.

	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	Brian Shedd Form E Gr 3	Grades 2-3 (Eng. E)	Not Started	10/2/2023	10/31/2023	Educator Scored	      
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	Brian Shedd Eng Form E Gr 4	Grades 4-5 (Eng. E)	Not Started	9/4/2023	10/31/2023	Educator Scored	      
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	Brian Shedd Form E Gr 5	Grades 4-5 (Eng. E)	Not Started	9/4/2023	10/30/2023	Educator Scored	      
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	Brian Shedd Form E Gr 6	Grades 6-8 (Eng. E)	Not Started	10/2/2023	11/30/2023	Educator Scored	      
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	Brian Shedd Form E Gr 1	Grade 1 (Eng. E)	Not Started	10/2/2023	10/31/2023	Educator Scored	      

At the bottom of the table, there are buttons for "Add Session", "Export to Excel", "Unlock Selected", "Unlock All", "Export Student Details", and "Change to DRC Scored".



Adding a Student, cont'd

- Enter student information in filters
- Click the Find Students button
- Students can only be added from the Roster of Available Students to assessments corresponding to their grade level
- Highlight the students to be added to the session and click the blue right arrow to assign them to the session
- Save

Add Test Sessions

Testing Window: 05/16/2019 - 05/16/2025

Eligible Grades: 02, 03

When Test Monitoring selection is Required, ensure the Test Administrator has the Test Monitoring - Access permission so that they can provide the Monitoring Code to the students in this Test Session

[Instructions](#)

* Indicates required fields

Session Name: Brian Shedd Form E Gr * Scoring Option Status: Educator Scored [Change to DRC Scored](#) Test Administrator: [Dropdown]

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

Available Subtests: Speaking, Listening, Reading, Writing

Subtest(s) Chosen for Session: Speaking Grades 2-3 (Eng. E), Listening Grades 2-3 (Eng. E), Reading Grades 2-3 (Eng. E), Writing Grades 2-3 (Eng. E)

Begin Date: 10/2/2023 * End Date: 10/31/2023 * Mode: Online * Test Monitoring: None * Restricted Access: False *

Search for Available Students

Student Last Name: [Text] Student First Name: [Text] Student ID: [Text] Grade: 02 [Dropdown]

Demographic: (All) [Dropdown] Accommodation: (All) [Dropdown] Test Administrator: (All) [Dropdown] Student Group: [Dropdown]

[Find Students](#) [New Student](#) [Clear](#)

Available Students:

- Demo, Student (987598)
- Demo, Student2 (33333)
- Demo, Teacher21 (212121)
- Demo, Teacher22 (2222)
- Hernandez, Enrique (888777666)
- Hernandez, Juanita (13456)
- Jennifer, Rodriguez (333444555)
- Lopez, Sara (12345)
- Mendoza, Ana (3232323)
- Sawyer, Tom (000056789)
- Trigger, Nina (temp01Shed)
- Wong, Juan (123)

Students in Session:

Double-click to edit Student

[Save](#) [Save & Add Another](#) [Cancel](#)

Prior to Creating a New Test Session



ELACs can create new test sessions.

Since DRC is creating test sessions for all students loaded in PSIS by December 26, 2023, before Adding a Test Session do the following:

“Show Sessions” first.

This will ensure you **don't duplicate students** in a test session.

Students should appear in a single test session only. We will not be able to merge domains after testing.

The screenshot shows the 'Test Management' interface with the 'Test Sessions' tab selected. The 'Manage Test Sessions' button is highlighted with a red box. Below the form, the 'Sessions' tab is active, displaying a table of existing sessions. A red arrow points from the text '“Show Sessions” first.' to the 'Show Sessions' button. Another red arrow points from the text 'This will ensure you don't duplicate students in a test session.' to the 'District' dropdown menu in the form.

Test Sessions

Management Test Sessions | Management Testing Windows

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 input], First Name: [text input], Student ID: [text input]

Session: [text input], 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	[text input]	[text input]	[edit] [delete] [print] [refresh] [cancel]

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

Creating New Test Sessions (Optional)



To add a new test session:

- Choose **District** and **School** (as applicable) from the drop-down menu
- Click **Add Session** found at the bottom of the page.

The screenshot shows the 'Test Management' interface with the 'Test Sessions' tab selected. At the top, there are tabs for 'Manage Test Sessions' and 'Manage Testing Windows'. Below this, there are buttons for 'Manage Test Sessions' and 'Upload Multiple Test Sessions'. A section titled 'Instructions' contains a red asterisk indicating required fields. The form includes dropdown menus for 'Administration' (set to 'LAS Links'), 'District' (set to 'SAMPLE DISTRICT - 99998'), and 'School' (set to 'CSP SAMPLE - 22222'). There are also input fields for 'Last Name', 'First Name', and 'Student ID'. Other dropdowns include 'Session', 'Test Administrator' (set to '(All)'), 'LAS Links Form' (set to '(All)'), and 'Assessment' (set to '(All)'). Below the form are buttons for 'Show Sessions' and 'Print All Tickets'. A 'Sessions' tab is active, showing a table with one session entry. At the bottom, there are buttons for 'Add Session', 'Export to Excel', 'Unlock Selected', 'Unlock All', and 'Export Student Details'. Red boxes and arrows highlight the 'District' and 'School' dropdowns and the 'Add Session' button.

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			

Scheduling New 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 HS Grade 6 *

Scoring Option Status
Transition to DRC Scored Test Administrator

LAS Links Test Form

- English Form E, Grade K
- English Form E, Grade 1
- English Form E, Grades 2-3
- English Form E, Grades 4-5
- English Form E, Grades 6-8**
- English Form E, Grades 9-12

Available Subtests

- Speaking
- Listening
- Reading
- Writing

Subtest(s) Chosen for Session

- Speaking Grades 6-8 (Eng. E)
- Listening Grades 6-8 (Eng. E)
- Reading Grades 6-8 (Eng. E)
- Writing Grades 6-8 (Eng. E)

Begin Date: 1/3/2022 * End Date: 3/4/2022 * Mode: Online * Test Monitoring: None * Restricted Access: False *

Search for Available Students

Student Last Name: Student First Name: Student ID: **Grade: 06**

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

Available Students: Students in Session:



Important Test Session Reminders

1. Students must be in ONE test session only
2. 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
English Form E, Grade K	<input checked="" type="checkbox"/> Speaking	<input checked="" type="checkbox"/> Speaking Grades 6-8 (Eng. E)
English Form E, Grade 1	<input checked="" type="checkbox"/> Listening	<input checked="" type="checkbox"/> Listening Grades 6-8 (Eng. E)
English Form E, Grades 2-3	<input checked="" type="checkbox"/> Reading	<input checked="" type="checkbox"/> Reading Grades 6-8 (Eng. E)
English Form E, Grades 4-5	<input checked="" type="checkbox"/> Writing	<input checked="" type="checkbox"/> Writing Grades 6-8 (Eng. E)
English Form E, Grades 6-8		
English Form E, Grades 9-12		

3. Tip – Add students to existing test sessions to avoid irregularities
4. If you've created a test session in error, contact LAS Links Help Desk at 866.282.2250.



Training Part 1: Pre-Test Activities

Activity 4:

Recording Student
Accommodations





Eligibility for Accommodations on the LAS Links

Each student participating in the LAS Links must meet each of the following components of the eligibility criteria for each applicable subtest of the LAS Links to be eligible to receive accommodations:

1. Student is identified as an EL/ML in PSIS; AND
2. Student is identified as a student with disabilities with an implemented IEP or Section 504 Plan; AND
3. The need for any accommodation must be documented in the IEP or the Section 504 Plan and used regularly for instruction and assessment; AND
4. Student requires one or more of the allowable accommodations described in the [LAS Links Test Administration Manual](#), Appendix C.

Finding a Student to Record an Accommodation



Student Management | Manage Students | Student Status Dashboard

Manage Students

Manage Students | Upload Multiple Students

[Instructions](#)

* Indicates required fields

Administration: LAS Links * | District: Sales and Training District - | School: Sales and Training Site 1 - 1

Last Name: | First Name: | Student ID: |

Accommodation LAS Links Form: | Accommodation Type: | Accommodation: |

Grade: | Demographic: | Test Administrator: |

Student Group: | LAS Links Form: | Session: |

Online Test Status: | Session Assignment: |

[Find Students](#) [Clear](#)

Students					
	Last Name	First Name	Student ID	Date Of Birth	Grade
<input type="checkbox"/>	A	A	37870	4/18/2010	02

View/Edit (red text) points to an **Action** button (blue box with pencil icon) located in a tooltip over the first row of the table.

- To see a roster of all students rostered in DRC INSIGHT
 - Choose “all” from the drop-down menu
- To see a roster of all students at a School
 - Choose the School from the dropdown menu
- To find a particular student:
 - Fill the one or more of the search fields (i.e., Name and/or Student ID)
- Click Find Students
- Roster will appear below

Recording Accommodations



Edit Student

[Instructions](#)

* Indicates required fields

Last Name: Cardenal * First Name: Delma * Middle Initial: Student ID: 543876 *

Student Detail | **Accommodations** | Demographics | Student Groups | Testing Codes | Test Sessions

If more than one category of accommodations is used for content area, fill in the highest category used. (Category 3 is the highest.)

Accommodations		English Form A	English Form B	English Form C	English Form D	English Form E	English Form F	Espanol A	Espanol B
Online	Text-to-Speech	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BR	Braille					<input type="checkbox"/>	<input type="checkbox"/>		
LP	Large Print					<input type="checkbox"/>	<input type="checkbox"/>		
MTM	Manipulating Test Materials					<input type="checkbox"/>	<input type="checkbox"/>		
RA	Read Aloud					<input type="checkbox"/>	<input type="checkbox"/>		
RS	Scribe					<input type="checkbox"/>	<input type="checkbox"/>		
SL	Sign Language					<input type="checkbox"/>	<input type="checkbox"/>		
Other	Other					<input type="checkbox"/>	<input type="checkbox"/>		
Category	Listening - Category 1			<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>

Save Cancel

- NOTE: New Accommodation Types are the label used for available accommodations on Forms E/F
- Follow CSDE policies when entering student accommodations described in the [LAS Links Test Administration Manual](#)

Accommodations for a student must be entered **prior to testing** by that student. Enter Accommodations under **Form E** column.



Training Part 1: Pre-Test Activities

Activity 5:

Printing Test Tickets



Finding a Test Session



Fill in required information and click "Show Sessions."

Test Management Manage Test Sessions Manage Testing Windows

Test Sessions

Manage Test Sessions Upload Multiple Test Sessions

Instructions
* Indicates required fields

Administration: LAS Links *
District: SAMPLE DISTRICT - 99999
School: CSP SAMPLE - 22222

Session Name:
First Name:
Student ID:

Session:
Test Administrator: (All)

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

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	<input type="text"/>	<input type="text"/>	

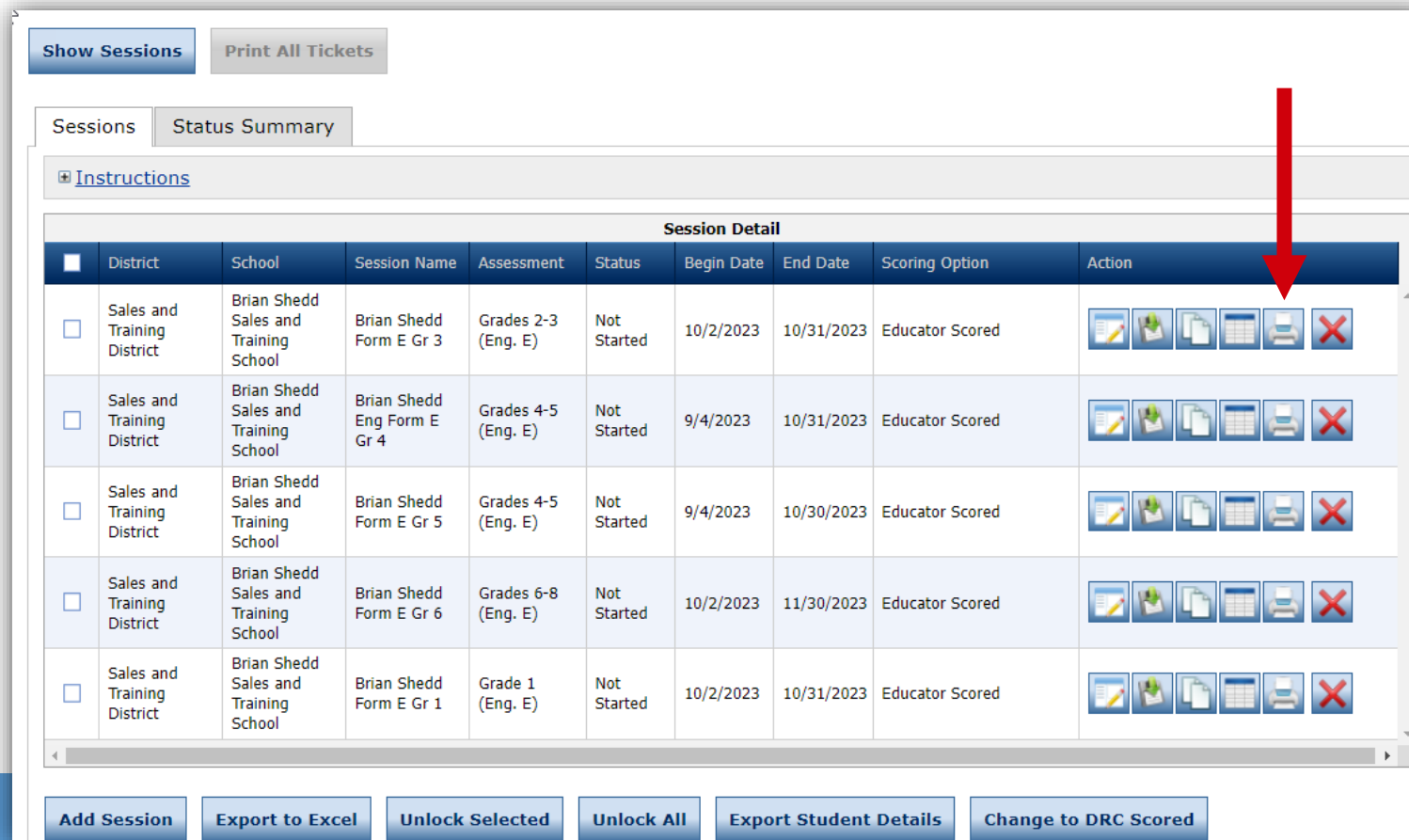
Add Session Export to Excel Unlock Selected Unlock All Export Student Details

Generating Test Tickets






Print All/Print Selected



To print all of the test tickets for the students in a test session, click the Print All Tickets icon () in the Action column of the Sessions Detail window for the test session.



The screenshot shows a software interface for managing test sessions. At the top, there are two buttons: "Show Sessions" (highlighted in blue) and "Print All Tickets" (greyed out). Below these are two tabs: "Sessions" (selected) and "Status Summary". A link for "Instructions" is visible. The main area is a table titled "Session Detail" with the following columns: District, School, Session Name, Assessment, Status, Begin Date, End Date, Scoring Option, and Action. A red arrow points to the "Print All Tickets" icon in the Action column of the first row.

<input type="checkbox"/>	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	Brian Shedd Form E Gr 3	Grades 2-3 (Eng. E)	Not Started	10/2/2023	10/31/2023	Educator Scored	
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	Brian Shedd Eng Form E Gr 4	Grades 4-5 (Eng. E)	Not Started	9/4/2023	10/31/2023	Educator Scored	
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	Brian Shedd Form E Gr 5	Grades 4-5 (Eng. E)	Not Started	9/4/2023	10/30/2023	Educator Scored	
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	Brian Shedd Form E Gr 6	Grades 6-8 (Eng. E)	Not Started	10/2/2023	11/30/2023	Educator Scored	
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	Brian Shedd Form E Gr 1	Grade 1 (Eng. E)	Not Started	10/2/2023	10/31/2023	Educator Scored	

At the bottom of the window, there are several buttons: "Add Session", "Export to Excel", "Unlock Selected", "Unlock All", "Export Student Details", and "Change to DRC Scored".

Test Tickets



LAS Links Student Test Roster

District: Sales and Training District
 School: Brian Shedd Sales and Training School
 LAS Links Form: English Form E
 Assessment: Grades 4-5 (Eng. E)
 Test Session: Brian Shedd Eng Form E Gr 4
 Test Session Window: 9/4/2023 to 10/31/2023

Completed	Accommodation(s)	Student Name	Date of Birth	Student ID	User Name	Password
<input type="checkbox"/>	N/A	Garcia, Jose	4/1/2015	147852	JGARCIA	
<input type="checkbox"/>	N/A	Hernandez, Juan	5/6/2015	654123	JHERNANDEZ	
<input type="checkbox"/>	N/A	Hu, Maria	12/2/2014	11122777	MHU	
<input type="checkbox"/>	N/A	Jones, David	10/5/2014	1234512	DJONES	

Student Roster is for the administrator

Test Ticket is for the student

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

Jose Garcia
 Date of Birth: 4/1/2015

Accommodation(s): N/A
 Test Session Name: Brian Shedd Eng Form E Gr 4
 Student ID: 147852

Username:
 Password:

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

Juan Hernandez
 Date of Birth: 5/6/2015

Accommodation(s): N/A
 Test Session Name: Brian Shedd Eng Form E Gr 4
 Student ID: 654123

Username:
 Password:

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

Maria Hu
 Date of Birth: 12/2/2014

Accommodation(s): N/A
 Test Session Name: Brian Shedd Eng Form E Gr 4
 Student ID: 11122777

Username:
 Password:

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

David Jones
 Date of Birth: 10/5/2014

Accommodation(s): N/A
 Test Session Name: Brian Shedd Eng Form E Gr 4
 Student ID: 1234512

Username:
 Password:



Student Movement to a New School in the Same District

If the student is rostered in the same district in the new school in the DRC INSIGHT Portal, the ELAC must look for the existing test ticket assigned to that student and their test-taking status.

- **If the student started testing one subtest**, the student **MUST** finish testing with the test ticket and all remaining subtests in that test session created at the previous school. If not, the student will not receive an overall score and the student will not be eligible to exit EL/ML status.
- If the student has not started any testing, the student can be placed in a new test session at the new school and begin testing.

Test results for the student will remain at the previous school (the one where the test session/test ticket was created) in the DRC INSIGHT Portal. However, test results in EdSight follow the student.



Student Movement to a New District

Find the [ELAC Contact Information](#) from the original district first to see if the student has started testing and which subtests were taken.

- If testing has started, the same test ticket must be securely sent, and the student **MUST** finish testing with that test ticket in that same test session. If not, the student will not receive an overall score and the student will not be eligible to exit EL/ML status.
- If the student has not started any testing, the student can be placed in a new test session at the new district/school and begin testing.

The ELAC at the new district **will not** be able to view the test session from the previous district. Test results for the student will remain in the previous district where the test session and test ticket was created in the DRC INSIGHT Portal. However, all test results in EdSight follow the student.

Training Part 2: Student Readiness and Proctoring the Test

Activity 1:

The Student Practice Test

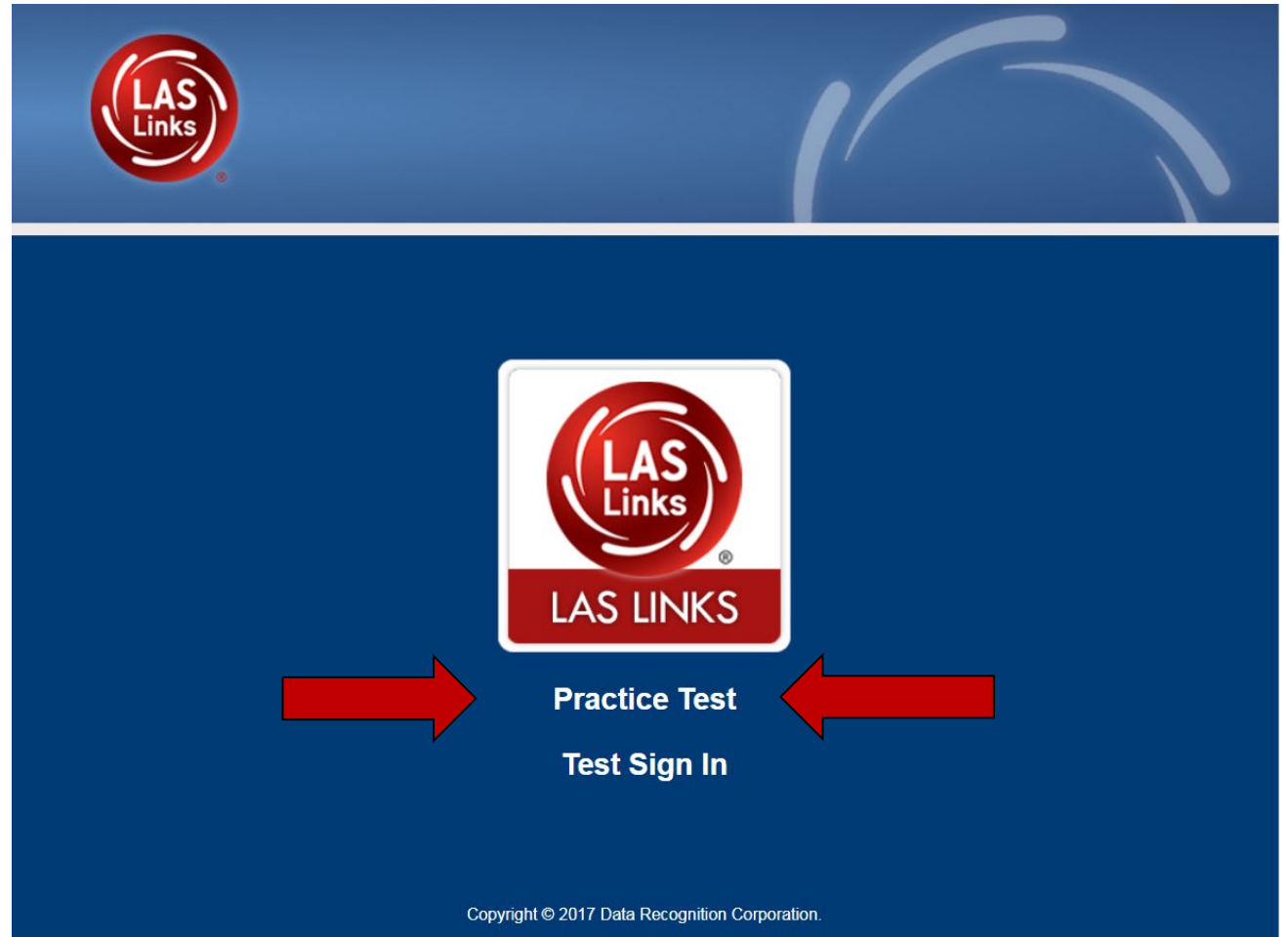


LAS Links Online Tools Training Practice Test



Online Tools Training Practice Test:

- Highly recommended prior to live testing.
- Student technology readiness should be determined during the Online Tools Training Practice Test.
- Students may access the training test two ways: click on the DRC INSIGHT app or using CHROME go to:
<https://wbte.drctedirect.com/LL/portals/II>



Student Online Tools Practice Test Username and Password



DO NOT give the student live test credentials (their test ticket) until they are ready to actually take the live test.

Use the username and password provided on the login screen.

A screenshot of the LAS Links login interface. The top section has a blue background with the LAS Links logo on the left and a white arc graphic on the right. Below this is a dark blue section containing a red-bordered box with the text: "Sign in with the following Username and Password.", "Username: SPEAKINGCD23", and "Password: TEST1234". Two red arrows point from the right towards the username and password text. Below the red box are two white input fields labeled "Username:" and "Password:", followed by a blue "Sign In" button. At the bottom left is a "Back" link, and at the bottom right is the version number "v2018.08 rev:b8e6cd8". A copyright notice "Copyright © 2018 Data Recognition Corporation." is centered at the very bottom.



Student Online Tools Practice Test Tips

You may have students take the Online Tools Practice Test individually or as a whole group:

- The Online Tools Practice Test in its entirety should take approximately 20/25 minutes or less
- Have the link to the Online Tools Practice Test open on another tab on your computer: <https://wbte.drctdirect.com/LL/portals/ll> and show it as a whole group –or–
- Have each student go to this URL, put their headsets on, and take the practice test. Remember, they can also click on the INSIGHT app to access the practice test.
- If you take the students through the practice test(s) as a whole group, if you show the speaking domain, you will need a head set that you will plug in when you are prompted to record an answer, or your device microphone needs to be enabled.

Time Saving Tip: The embedded videos regarding the tools provided in each of the 4 domains are the same videos. Once the student has watched those videos and practiced with the tools during the first domain, they may skip the videos and the tools practice in the remaining domains and go straight to the specific domain practice items.



Training Part 2: Student Readiness and Proctoring the Test

Activity 2:

Proctoring Student Testing





Planning Your Testing Schedule

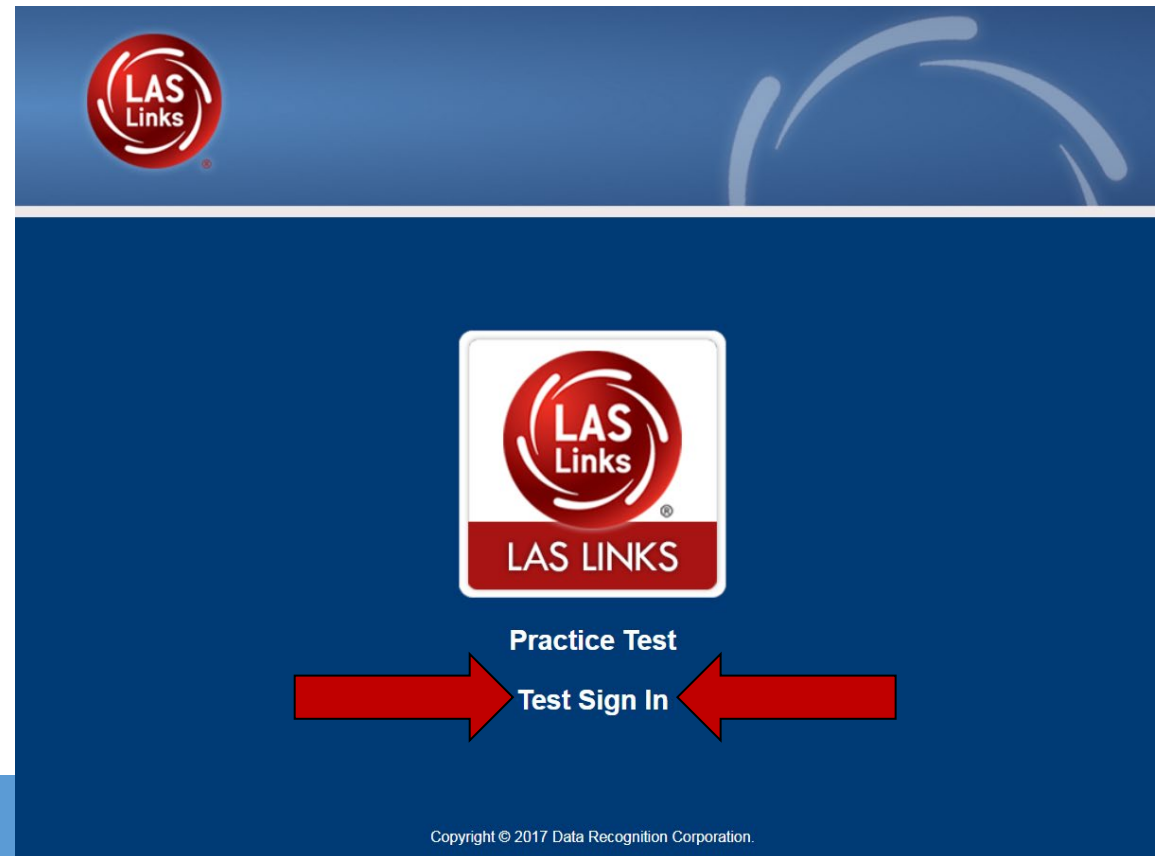
Subtest Area	Estimated Time
Speaking	15 minutes – all Grades
Listening	35 minutes – Grades K, 1, 6-8, and 9-12 30 minutes – Grades 2-3, 4-5
Reading	40 minutes – Grades K, 1, 2-3, and 4-5 50 minutes – Grades 6-8 and 9-12
Writing	30 minutes – Grades K, 1 40 minutes – Grades 2-12

- Estimated times are testing time estimates only. They do not include pretest activities (i.e., test ticket allocation, logging in, etc.).
- Testing can be completed over multiple days.

LAS Links Online: Student Experience



When the student is ready to take the live test, they should be given the test ticket and should click on the DRC INSIGHT App installed on the student device.





Training Part 2: Student Readiness and Proctoring the Test

Activity 3: Appeals





Test Security

A secure test environment requires that ELACs and proctors

- Protect secure materials
- Refrain from sharing items or secure test materials
- Only use the DRC test delivery system
- Remove all electronic devices from students
- Ensure a quiet test-taking environment



Appeal Process

If a proctor provides or modifies student answers or uses secure test materials inappropriately, the ELAC should contact the Student Assessment Office immediately at 860-713-6860.

If an irregularity occurs:

- The ELAC submits an appeal in the [Appeals Submission Survey](#).
- ELACs are notified when the request is completed. Or, if more information is required, the ELAC may need to fax or email a signed letter on district/school letterhead to Performance Office Irregularities at 860-713-7033 or to Cristi.Alberino@ct.gov before the appeal can be approved. **Use the student SASID – not their name.**
- **Please stop testing the student in all domains** until the appeal is approved!

More information is available in Appendix B of the 2023-24 [LAS Links TAM](#).



Training Part 2: Student Readiness and Proctoring the Test

Activity 4:

Checking Testing Status





District Status – Daily Cumulative Student Status Report

Report Delivery > Status Reports > Daily Cumulative Student Status Report will display all students in a test session (on an individual line per domain), regardless of whether they have started the test session. Report will show the test status for each student, including start and submit times, and the ticket status.

Report Delivery | Manage Reports | On-Demand Reports | Online Testing Statistics | **Status Reports**

Status Reports

* Indicates required fields

Administration: LAS Links * | District: (All) | School: (All)

Reports		
Title	Description	Action
Daily Cumulative Student Status Report	Displays all students in a test session, regardless of whether they have started the test session or not. Shows the test status for each student, including start and submit times, the ticket status, assigned accommodations and has a comment field.	
Daily Student Status Report	Displays each student that logs into a test. Shows the test start and submit times, test ticket status and has a comment field. This report does not contain any cumulative test activity for the student.	
Daily School Resets Report	Displays information about schools that have unusual reset/unlock activity.	

School Status - Student Status Dashboard



- The Student Status Dashboard allows you to monitor testing progress of students at the school level
- Click on MY APPLICATIONS >> Student Management:

A screenshot of the DRC INSIGHT LAS LINKS MY APPLICATIONS dropdown menu. The menu is dark blue with white text. A red arrow points to the 'MY APPLICATIONS' dropdown arrow. The 'Student Management' option is highlighted with a red box. The menu is organized into several sections: PARTICIPANT PREPARATION, SCORING AND REPORTING, OTHER LINKS, TEST PREPARATION, GENERAL INFORMATION, TECHNOLOGY SETUP, and POST-TEST ACTIONS. The 'Student Management' option is listed under both PARTICIPANT PREPARATION and POST-TEST ACTIONS.

DRC INSIGHT™ LAS LINKS MY APPLICATIONS ▾

PARTICIPANT PREPARATION

- Student Management
- Student Group Management
- Test Administrator Management
- User Management

TEST PREPARATION

- Test Management

POST-TEST ACTIONS

- Student Management

SCORING AND REPORTING

- Educator Scoring
- Report Delivery
- Interactive Reports

GENERAL INFORMATION

- General Information

TECHNOLOGY SETUP

- Central Office Services

OTHER LINKS

- Professional Learning
- License Dashboard

Student Status Dashboard



Manage Students **Student Status Dashboard**

Student Status Dashboard

Site Selection

Select a Site ...

Filters

Testing ended after *

JUN 2020

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Under Student Management, click “select a site” and type in the school's name.

Once the site is chosen, pick the “Testing ended after” date.

Student Status Dashboard



The student status dashboard will provide you status by School overall, by grade, by content area, and by assessment.

When you hover over any color, it will give you student counts.

Click on the icon in the right-hand corner of each chart to make it a list as opposed to a chart.



Extending the View on the Student Status Dashboard



Student Search Results

Export to CSV

Note: Times are displayed in Central Time

Last Name	First Name	Grade ...	Content Ar...	Module	Assessm...	Status	Start Time	End Time	Duration
Sample	Sample	04	READING	Reading	Reading Gr...	Not Started			
Sample	Sample	04	READING	Reading	Reading Gr...	Not Started			
Sample	Two	04	READING	Reading	Reading Gr...	Not Started			
Test	A	07	READING	Reading	Reading Gr...	Completed	12:21 PM	12:22 PM	0 Hours 1 Minutes
Test	B	08	READING	Reading	Reading Gr...	Not Started			
Test	C	06	READING	Reading	Reading Gr...	Not Started			
Test	One	K	READING	Reading	Reading Gr...	Completed	09:32 AM	09:33 AM	0 Hours 1 Minutes

When you click on one of bars (or circle), it will provide you with a student roster with time stamps, at the bottom of the page.

This is a report that can be exported.



Training Part 3: Post Test Activities

Activity 1:

Generating and
Interpreting On-Demand
Reports





On-Demand Preliminary Scoring Process and Timing of Reports

Subtest	Scoring Process and Turn Around Time
Speaking	Student completes the test. Responses are sent to the DRC scoring team. Responses are scored and data is provided on the On-Demand and Batch Download reports, 4-6 business days from the day the student completed the subtest.
Listening	Student completes the test. Because items are all multiple choice, the results are available via the On-Demand and the Batch Download reports within 30-60 minutes.
Reading	Student completes the test. Because items are all multiple choice, the results are available via the On-Demand and the Batch Download reports within 30-60 minutes.
Writing	Student completes the test. Responses are sent to the DRC scoring team. Responses are scored and data is provided on the On-Demand and Batch Download reports, 4-6 business days from the day the student completed the subtest.

NOTES:

- On-Demand and Batch Download reports are **preliminary** results
- Interactive Reports (Summary Results and Student Results tabs) will be available after CSDE releases **final** scores

On-Demand Reports – Available **During** the Testing Window



- Click on MY APPLICATIONS >> Report Delivery:

A screenshot of the DRC INSIGHT LAS LINKS user interface. The top navigation bar is dark blue with the text "DRC INSIGHT LAS LINKS" and a dropdown menu labeled "MY APPLICATIONS" with a downward arrow. A red arrow points to this dropdown menu. The dropdown menu is open, showing several categories: "PARTICIPANT PREPARATION" (with sub-items: Student Management, Student Group Management, Test Administrator Management, User Management), "TEST PREPARATION" (with sub-item: Test Management), "POST-TEST ACTIONS" (with sub-item: Student Management), "SCORING AND REPORTING" (with sub-items: Educator Scoring, Report Delivery, Interactive Reports), "GENERAL INFORMATION" (with sub-item: General Information), and "TECHNOLOGY SETUP" (with sub-item: Central Office Services). The "Report Delivery" item is highlighted with a red rectangular box. To the right of the dropdown menu, there is an "OTHER LINKS" section with sub-items: Professional Learning and License Dashboard. The background of the page is white and contains some text, including "Welcome to the D...", "Congratulations, you have suc...", "Several helpful links are just a...", "If you are having difficulty nav...", "LASLinksHelpDesk@datarecog...", "866.282.2250 (7:00 a.m. - 8:00...", "ACCESS ONLINE TOOL...", and "Publicly accessible versions of...".

Accessing On-Demand Reports



- Click on MY APPLICATIONS >> Report Delivery:

Report Delivery **On-Demand Reports** Status Reports View Reports

On-Demand Reports

On-Demand Reports allows the user to search for Student Proficiency/Academic Reports. The user can view and save PDF reports. More comprehensive LAS Links reports can be found in Interactive Reports.

[Instructions](#)

* Indicates required fields

Administration: LAS Links *
District: Sample District - 99999 *
School: Sample School - 11111 *

Report: (Select) *
Language:
Grade: (All)

Last Name:
First Name:
Student ID:
Session:

Find Students **Clear**

Select	Last Name	First Name	State StudentID	Date Of Birth	Grade	Action
Choose from the above filters and click on 'Find Students' to view matching 'Students'						



Viewing or Printing On-Demand Reports

Last Name First Name

Student ID Session

Find Students **Clear**

Students

Select	Last Name ▲	First Name ▲	State StudentID ▲	Date Of Birth ▲	Grad	
<input type="checkbox"/>	KA	Student	1234567891	<input type="text"/>	05	
<input type="checkbox"/>	myska	stud	1212121212	<input type="text"/>	K	
<input type="checkbox"/>	One	LLSQA	1111111110	<input type="text"/>	02	
<input type="checkbox"/>	Rada	Kari	1234567890	<input type="text"/>	02	
<input type="checkbox"/>	skdisnine	skschool	6767676767	<input type="text"/>	06	

Action

Open PDF

Save PDF

Sample On-Demand Report



LAS Links
Student Proficiency Report

Test Date:
District: SAMPLE
School: SAMPLE

Test Name: LAS Links Form C Level 2-3
Form: C
I.D:

Proficiency Report

Student: SAMPLE, Grade: 2

	Proficiency Level	Scale Score	Raw Score
Listening	3	481	16
Speaking	4	523	39
Oral	3	502	55
Reading	2	469	19
Writing	2	457	19
Comprehension	2	475	35
Productive	3	490	58
Literacy	2	463	38
OVERALL	3	482	93

Academic Report

Student: SAMPLE, Grade: 2

	Speaking			Listening			Reading			Writing		
	Pts Possible	Pts Obtained	% Correct	Pts Possible	Pts Obtained	% Correct	Pts Possible	Pts Obtained	% Correct	Pts Possible	Pts Obtained	% Correct
Social, Intercultural, and Instructional Communication	13	13	100	8	6	75	10	7	70	10	6	60
Academic	28	26	93	12	10	83	20	12	60	22	13	59
Foundational Skills	N/A	N/A	N/A	N/A	N/A	N/A	6	2	33.3	N/A	N/A	N/A
Language Arts, Social Studies, History	14	14	100	6	4	66.7	7	5	71.4	11	6	54.5
Mathematics, Science Technical Subjects	14	12	85.7	6	6	100	7	5	71.4	11	7	63.6
TOTAL SCORE*	39			16			19			19		

*Total Score= Social, Intercultural, and Instructional Communication+ Academic Score



Batch Download: Preliminary Student Reports

Reports are available in both English and Spanish.

Reports include definitions of each proficiency level as well as a view as to where in the proficiency level a student performed.

Informe del Estudiante

ID del estudiante: 351 Escuela: ANDERSON EL
 Fecha de nacimiento: 12/1/2011 Distrito: ISD
 Género: M Fecha de la prueba: 08/27/2019
 Grado: 02 Forma/Nivel:
 Clase: Gr 2.3

Acerca de las evaluaciones
 LAS Links® es un conjunto integrado de evaluaciones para reforzar su programa de aprendizaje.

Nivel de Competencia

Nivel 1: Principiante

Definición de niveles de competencia

Nivel 1: Principiante
 En el Nivel 1, el estudiante comienza a desarrollar la capacidad de comunicarse en la escuela. El estudiante puede comunicarse no verbalmente o a través del idioma del hogar.

Resultados del estudiante

Nivel 1: Principiante	436
-----------------------	-----

Categorías del informe

Comprensión Auditiva (CA)	45
Expresión Oral (EO)	49
Lectura (LE)	51
Escritura (ES)	49
Comprensión ² (CA + LE)	49
Interacción Oral ³ (EO + CA)	48

N/A = No hay datos disponibles del estudiante

Student Report

Student ID #: 351 School: ANDERSON EL
 Birthdate: 12/1/2011 District: ISD
 Gender: M Test Date: 08/27/2019
 Grade: 02 Form/Level:
 Class: Gr 2.3

About the LAS Links Assessments
 LAS Links® is an integrated suite of English and Spanish language proficiency assessments and instructional tools designed to strengthen your language learning program.

Student Overall Proficiency Level

Level 1: Beginning	Level 2: Early Intermediate	Level 3: Intermediate	Level 4: Proficient	Level 5: Above Proficient
		✓		

Proficiency Level Definitions

Level 1: Beginning At Level 1, student is beginning to develop the ability to communicate at school. The student may communicate nonverbally or through the home language.	Level 2: Early Intermediate At Level 2, student is developing the ability to communicate for different purposes at school. The student makes errors that can interfere with communication.	Level 3: Intermediate At Level 3, student is developing the ability to effectively communicate for different purposes at school. The student may make errors that interfere with communication.	Level 4: Proficient At Level 4, student can effectively communicate for different purposes at school. The student may produce some errors.	Level 5: Above Proficient At Level 5, student effectively communicates for social and academic purposes with few, if any, errors.
--	--	---	--	---

Student Results

297	Level 1 Beginning	436	Level 2 Early Intermediate	470	Level 3 Intermediate	501	Level 4 Proficient	546	Level 5 Above Proficient	602
-----	-------------------	-----	----------------------------	-----	----------------------	-----	--------------------	-----	--------------------------	-----

● 488 - Overall Scale Score¹

Reporting Category	Scale Score	Proficiency Level	Student's Performance					
			Beginning	Early Intermediate	Intermediate	Proficient	Above Proficient	
Listening (LI)	454	2	454	454	454	454	454	454
Speaking (SP)	491	3	491	491	491	491	491	491
Reading (RD)	510	4	510	510	510	510	510	510
Writing (WR)	498	3	498	498	498	498	498	498
Comprehension ² (LI + RD)	490	3	490	490	490	490	490	490
Oral ³ (SP + LI)	482	3	482	482	482	482	482	482

N/A = Not Applicable INV = Test Invalidation



Accessing Batch Download Reports

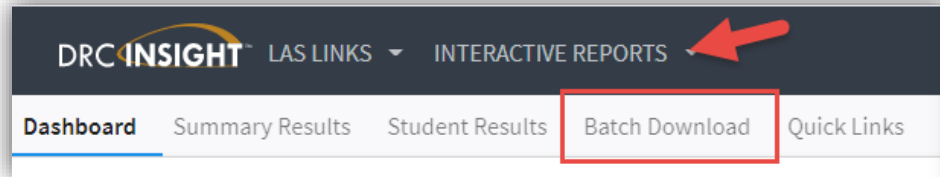
First, go to: My Applications >> Interactive Reports

The screenshot shows the DRC INSIGHT LAS LINKS MY APPLICATIONS dropdown menu. The menu is divided into several sections:

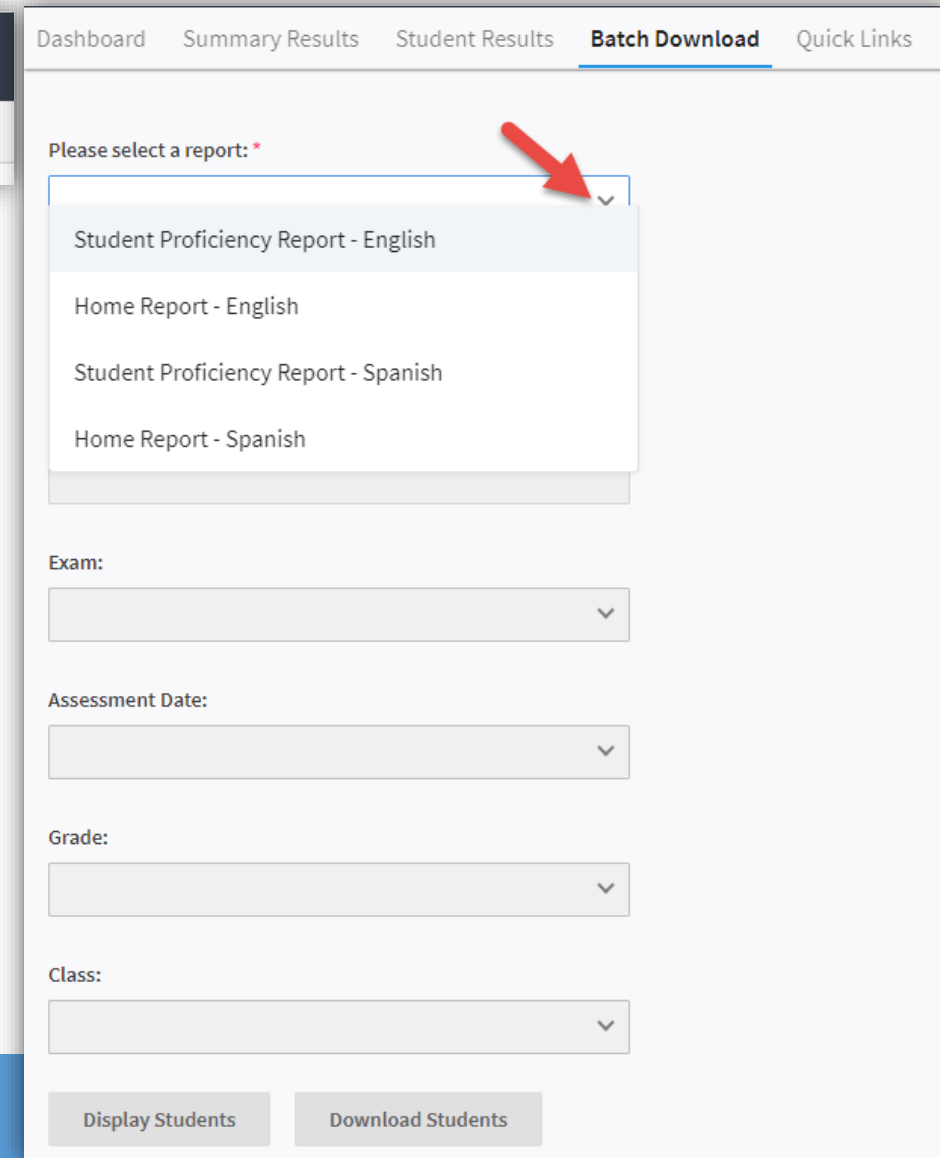
- PARTICIPANT PREPARATION**
 - Student Management
 - Student Group Management
 - Test Administrator Management
 - User Management
- TEST PREPARATION**
 - Test Management
- POST-TEST ACTIONS**
 - Student Management
- SCORING AND REPORTING**
 - Report Delivery
 - Educator Scoring
 - Interactive Reports** (highlighted with a red box)
- GENERAL INFORMATION**
 - General Information
- TECHNOLOGY SETUP**
 - Central Office Services

On the left side of the page, there is a welcome message: "Welcome to t", "Congratulations, you ha", "Several helpful links are", "If you are having difficu", and a contact email: "LASLinksHelpDesk@da". At the bottom, there is a link for "ACCESS ONLINE T" and a URL: "WBTE Portal: <https://wbte.drcedirect.com/LL/portals/ll>".

Batch Download: Batch Download Reports



- 1) Choose Batch Download from the Dashboard
- 2) Select the Report you would like to run.
- 3) Reports are available in both English and Spanish



Dashboard Summary Results Student Results **Batch Download** Quick Links

Please select a report: *

- Student Proficiency Report - English
- Home Report - English
- Student Proficiency Report - Spanish
- Home Report - Spanish

Exam:

Assessment Date:

Grade:

Class:

Display Students Download Students



Batch Download: Preliminary Student Reports

Please select a report: *

Student Proficiency Report - English

District: *

School: *

Exam: *

Assessment Date: *


2023-01-03
2022-08-29
2021-09-09








- 1) Choose your District
- 2) Choose your School
- 3) Choose your Exam
- 4) Choose your assessment date.
Note: Select the first day of testing (e.g., 2024-01-02) for the current school year.
As the year progresses, and you continue to test students, you will have more and more reports in this batch for this date/school year.



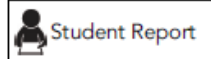
Batch Download: Batch Download Student Reports

Display Students Download Students

Students 

Select	Name ↑	Student ID	Form Level	Action
<input type="checkbox"/>	[REDACTED]	351	A/2	
<input type="checkbox"/>	[REDACTED]	329	A/2	
<input type="checkbox"/>	[REDACTED]	373	A/2	
<input type="checkbox"/>	[REDACTED]	687	A/2	
<input type="checkbox"/>	[REDACTED]	781	A/2	
<input type="checkbox"/>	[REDACTED]	271	A/2	
<input type="checkbox"/>	[REDACTED]	558	A/2	

- 1) Choose either Display Students to see your list of students or Download a PDF of all student reports.
- 2) Click the download action button to download an individual student report.



Student ID #: 08F026
Birthdate:
Gender: F
Grade: 04
Class: MARTINEZ, B

School: PARK ELEMENTARY
District: USA SCHOOL DISTRICT
Test Date:
Form/Level: D Level 4-5

About the LAS Links Assessments

LAS Links® is an integrated suite of English and Spanish language proficiency assessments and instructional tools designed to strengthen your language learning program.

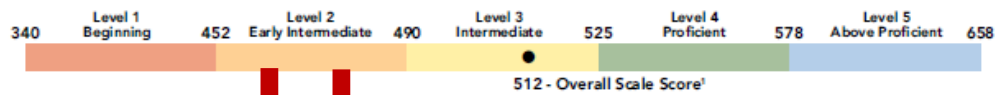
Student Overall Proficiency Level

Level 1: Beginning	Level 2: Early Intermediate	Level 3: Intermediate	Level 4: Proficient	Level 5: Above Proficient
		✓		

Proficiency Level Definitions

Level 1: Beginning At Level 1, student is beginning to develop the ability to communicate at school. The student may communicate nonverbally or through the home language.	Level 2: Early Intermediate At Level 2, student is developing the ability to communicate for different purposes at school. The student makes errors that can interfere with communication.	Level 3: Intermediate At Level 3, student is developing the ability to effectively communicate for different purposes at school. The student may make errors that interfere with communication.	Level 4: Proficient At Level 4, student can effectively communicate for different purposes at school. The student may produce some errors.	Level 5: Above Proficient At Level 5, student effectively communicates for social and academic purposes with few, if any, errors.
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Student Results



Reporting Category	Scale Score	Proficiency Level	Student's Performance				
			Beginning	Early Intermediate	Intermediate	Proficient	Above Proficient
Listening (LI)	492	3	320-456	457-481	482-514	515-570	580-640
Speaking (SP)	500	3	340-440	441-473	474-507	508-558	559-625
Reading (RD)	547	4	340-450	451-502	503-531	532-585	586-680
Writing (WR)	509	3	290-404	405-495	496-531	532-582	583-680
Comprehension ² (LI + RD)	519	3	325-404	405-505	506-525	526-562	563-660
Oral ³ (SP + LI)	496	3	325-440	441-477	478-513	514-574	575-627
Literacy ⁴ (RD + WR)	528	3	325-450	451-500	501-533	534-585	586-680
Productive ⁵ (SP + WR)	504	3	325-440	441-485	486-520	521-570	571-657

N/A = Not Applicable INV = Test Invalidation

¹Overall Scale Score is an average of Speaking, Listening, Reading, and Writing.
²Comprehension is based on all items in the Listening and Reading skill areas.
³Oral is based on all items in the Speaking and Listening skill areas.

⁴Literacy is based on all items in the Reading and Writing skill areas.
⁵Productive is based on all items in the Speaking and Writing skill areas.

Preliminary Student Proficiency Report



Indicates Overall Proficiency Level



Proficiency Level Definitions provide stakeholders with information about each level



Shows Scale Score and Proficiency Level for each domain and composite score as well as where "in the level" the student is performing



Academic Report	Speaking			Listening			Reading			Writing		
	Points Obtained	Points Possible	RGA	Points Obtained	Points Possible	RGA	Points Obtained	Points Possible	RGA	Points Obtained	Points Possible	RGA
Social, Intercultural, and Instructional Communication	13 ▲	13	11	7 ▲	8	6	13 ▲	14	9	8 ▲	10	8
Academic	13	28	20	5	12	7	7	16	8	10	22	13
Foundational Skills	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Language Art, Social Studies, History	6	14	9	3	6	4	4 ▲	8	4	5	11	6
Mathematics, Science, Technical Subjects	7	14	11	2	6	3	3	8	4	5	11	6
Total Score	26			12			20			18		

N/A = Not Applicable INV = Test Invalidation RGA = Reference Group Average ▲ = Student achieved at or above the RGA

Preliminary Student Proficiency Report



Provides specific academic language strand scores, allowing teachers to pinpoint areas of need and focus

Reading Links - LAS Links 2nd Edition

This report provides a list of books based on your student's performance. It can be used to assist your student in improving reading skills.

Recommended Lexile® Range = 570L-720L

Student's Lexile® Measure = 670L

Suggested Titles	Author	Lexile
The Bamboo Flute	Disher, Gary	570L
A Year at a Construction Site	Harris, Nicholas	580L
Houdini Graphic Biography	Saddleback Graphic Biographies	590L
Cesar Chavez	Matthews, J. L.	600L
A Year Down Yonder	Peck, Richard	610L
M.C. Higgins, the Great	Hamilton, Virginia	620L
The Transall Saga	Paulson, Gary	630L
Squeeze	Muller, Rachel Dunstan	640L
Action Jackson	Greenberg, Jan and Jordan, Sandra	650L
Holes	Sachar, Louis	660L
Step from Heaven	Na, An	670L
The Shackleton Expedition	Fine, Jill	680L
Gold Dust	Lynch, Chris	690L
Miraculous Journey of Edward Tulane	DiCamillo, Kate	700L
If the World Were a Village	Smith, David J. Armstrong, Shelagh	710L
Sherlock Holmes and the Adventure at the Copper Beeches	Rohrbach, Sophie Morrow, J. T.	720L



Provides Lexile levels and suggested reading titles

General Interpretation

Listed above is a selection of books that should provide an appropriate reading challenge for your student based on his or her performance on the LAS Links Reading test. The books have been chosen from reading lists published by various professional organizations and associations and have been reviewed to ensure content appropriateness. All of the books listed should be available at public libraries, school libraries, or bookstores.

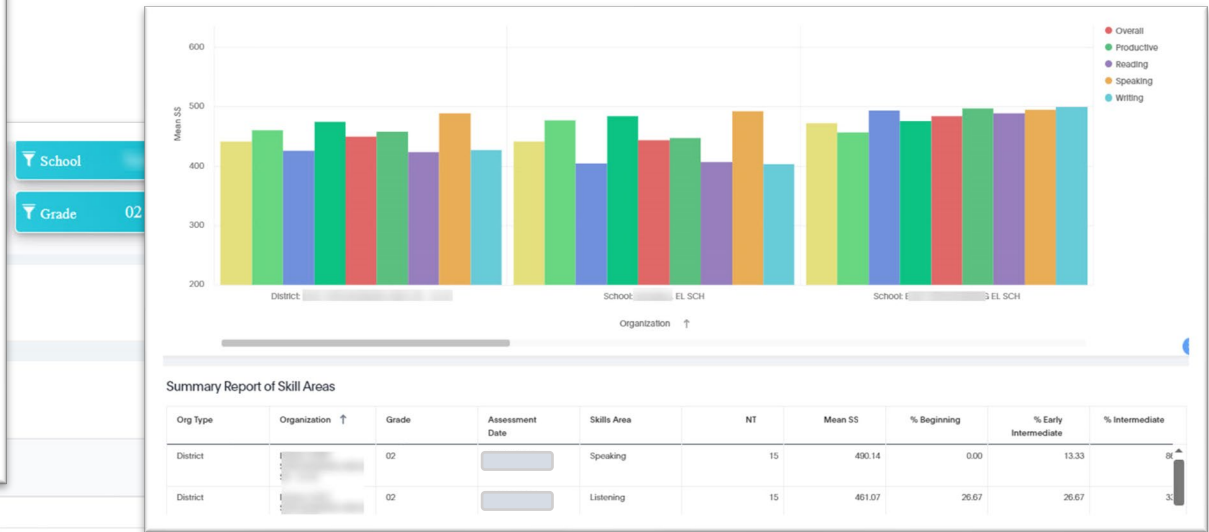
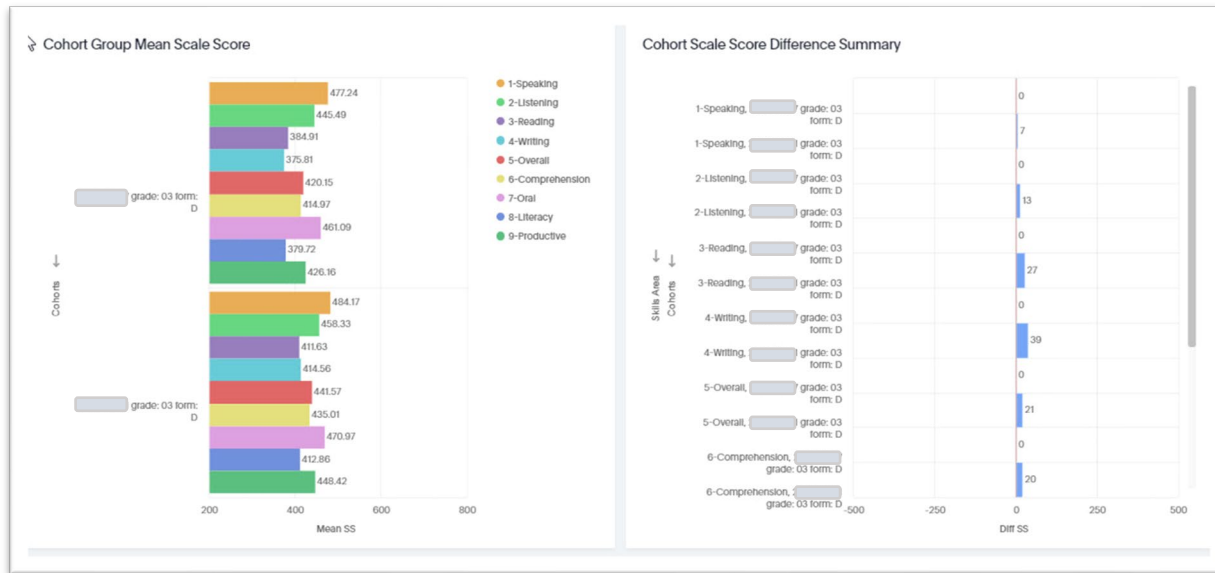
The Lexile measure and Lexile range have been provided to assist you in determining other titles that may offer an appropriate challenge for your student. For more information about Lexile measures and additional reading materials, visit www.Lexile.com.

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LAS Links Interactive Reports

Summary Reports and Student Rosters will be available after CSDE approves final scores.

Sample Reports

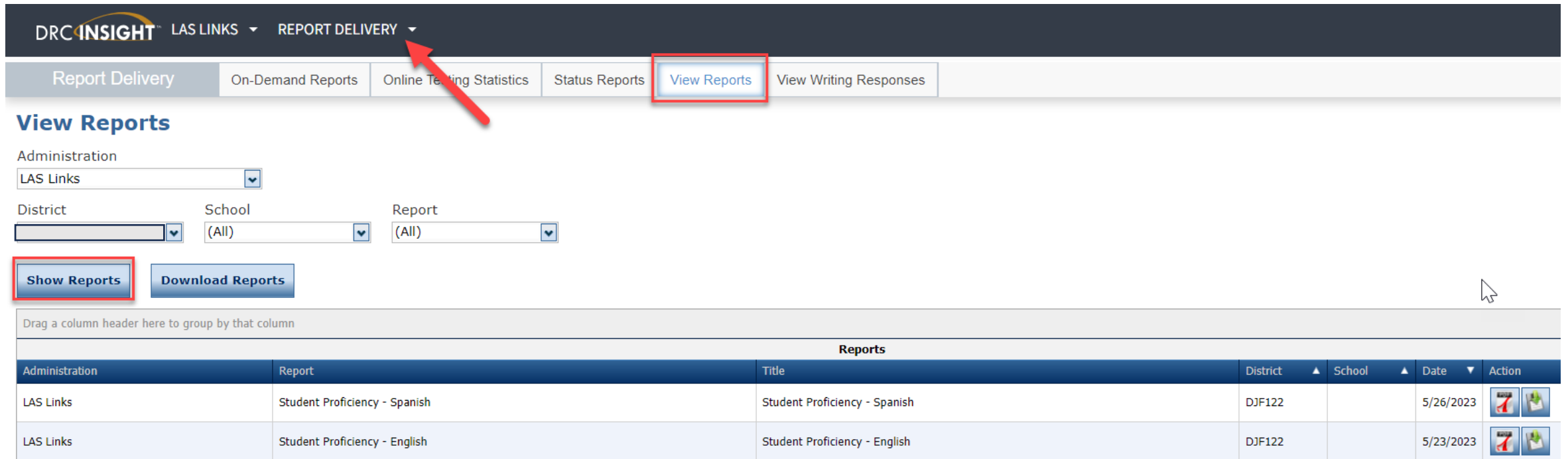


Student	SPEAKING										Language Arts, Social Studies, History				Mathematics, Science, Technical Subjects				Social, Intercultural, and Instructional Communication				Language Arts, Social Studies, History				Me Tect
	14 (3)	15 (3)	16 (3)	17 (3)	6 (1)	9 (1)	18 (3)	19 (3)	20 (3)	21 (3)	7 (1)	8 (1)	12 (3)	13 (3)	2 (1)	22 (4)	3 (1)	4 (1)	82 (1)	84 (1)	90 (3)	91 (3)	92 (3)	81 (1)			
031021C/2	3	2	3	1	1	1	2	3	2	3	1	1	3	2	1	3	1	1	1	0	3	1	1	1			
031021C/2	2	2	3	2	1	1	2	2	2	1	0	1	3	2	1	3	1	1	0	0	3	3	3	0			
031021C/2	3	3	2	2	1	0	3	2	3	2	0	1	3	3	1	4	1	1	1	1	3	3	3	1			

Final Scores – Printing District Level PDFs

After CSDE approves final scores, District level PDFs will be available for local printing:

- Student Proficiency – English and Spanish
- Go to Report Delivery >> View Reports >> Show Reports



DRC INSIGHT™ LAS LINKS ▾ **REPORT DELIVERY** ▾

Report Delivery | On-Demand Reports | Online Testing Statistics | Status Reports | **View Reports** | View Writing Responses





View Reports

Administration
LAS Links ▾

District ▾ School (All) ▾ Report (All) ▾

Show Reports | Download Reports

Drag a column header here to group by that column

Reports						
Administration	Report	Title	District ▲	School ▲	Date ▼	Action
LAS Links	Student Proficiency - Spanish	Student Proficiency - Spanish	DJF122		5/26/2023	 
LAS Links	Student Proficiency - English	Student Proficiency - English	DJF122		5/23/2023	 

LAS Links Resources and Contact Information



All ELACs should receive the [Student Assessment News](#), for critical assessment information. Register [here](#).

Additional email communications from CSDE or DRC should be disseminated to appropriate staff including the District Administrator in TIDE (DA) and the Special Education Director.

Work with your technology staff to “allow list” @datarecognitioncorp.com.



Resources:

[CT DRC LAS Links Webpage](#)

- [LAS Links Test Administration Manual](#)
- [LAS Links Portal User Guide](#)
- Appeals Form
- LAS Links Training Videos

[English Language Proficiency Assessment – LAS Links CSDE Document page](#)



CSDE Contact Information



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Turnaround Office

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LAS Links Help Desk

866.282.2250 Option 2 (9:00 a.m.-5:30 p.m. EDT)
or LASLinksHelpDesk@datarecognitioncorp.com

LAS Links Project Manager

Franklin Brown

855.839.1181 Option 2

LASLinksPM@datarecognitioncorp.com