



# **DRC INSIGHT Portal User Guide**

## **LAS Links**

# **Student and Test Management**

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# Introduction



## ***What's Covered in This Guide***

This user guide describes the DRC INSIGHT Portal, which is the online (Web) interface to DRC INSIGHT (the testing engine). Use the DRC INSIGHT Portal to perform administrative functions, such as uploading students and creating test sessions, for LAS Links testing.

Throughout this guide, the DRC INSIGHT Portal is referred to by its full name or simply as the Portal.

## ***Audience***

The primary audience for this guide is District Technology Coordinators and Test Administrators. This guide is divided into various topics:

- The *Working With the DRC INSIGHT Portal* section describes how to access and log on to the Portal, as well as some of the common menu functions and options for Portal users.
- The *General Information Menu* outlines the options available from this menu, including announcements, documents, and software downloads.
- The *User Management Menu* topics cover the various administrative tasks that Portal Admin users can perform: editing and updating user information and permissions, activating and deactivating users, and adding new users.
- The *Student Management Menu* section describes the options that users have for searching for students and displaying student information; editing student information and test sessions; and adding individual and multiple students to the Portal. In addition, this section discusses how to display student testing status by school using the Student Status Dashboard.
- The *Test Management Menu* topics cover the various administrative tasks that can be performed for test sessions within the Portal. These tasks include creating and deleting test sessions, exporting test sessions, adding and removing students, viewing and printing test session status details, printing test tickets and rosters for the students within one or more test session, and more.
- The *Test Monitoring Menu* topic describes how to access the Test Monitoring page, online help, and how to generate monitoring session codes.
- The *Test Administrator Management Menu* section describes how to create and upload test administrator records, which allows test administrators to be associated with student groups.
- The *Student Group Management Menu* topics describe how to search for, view, and create student groups and other common tasks for managing student groups.
- The *Educator Scoring Menu* topic discusses how to access rubrics and hand-score written and spoken student responses in the Educator Scoring application.
- The *Report Delivery Menu* section discusses the test score reports that are available through the Portal.
- The *Interactive Reports Menu* topic describes how to access the online help as well as view and download interactive reports.

## Portal Roles and Permissions

For online testing, the Portal categorizes users into various roles (described on the following page). Within the Portal, users in each role can be assigned specific permissions to accommodate the testing responsibilities associated with the role.

When users are added to the Portal (by the Portal Admin), they are assigned to a specific district (for District users) and to a specific district (and the related schools) for School, Test Administrator, and Reporting Contact users. Your testing site determines which district and schools you can display in the dropdown menus and access via the Portal. A District user has access to all schools in the district.

## 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 schools 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 at the school(s). 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 school(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 Menu                            | Permission Name                      | Allows User To...   | Permission Set by Role |    |    |            |
|--|--------------------------------------|---|------------------------|----|----|------------|
|  |                                      |   | DC                     | SC | TE | DTC<br>STC |
| <b>General Information</b>             | Documents – View                     | View manuals, presentations, and other documents                    | X                      | X  | X  | X          |
| <b>General Information – Downloads</b> | Online Testing – Secured Resources   | View secure online testing software downloads and tutorials         | X                      |    |    | X          |
| <b>Central Office Services</b>         | Test Setup – Central Office Services | Configure a computer or approved device for testing                 | X                      |    |    | X          |
| <b>User Management</b>                 | Administrator                        | Add/edit user accounts and permissions; Inactivate/activate users   | X                      |    |    |            |
|  | Administrator – Mass Assign Role     | Allows user to upgrade multiple user profiles to a higher role (DC) | X                      |    |    |            |
| <b>License Management</b>              | License Management - View            | Track the number of licenses used and licenses remaining            | X                      |    |    |            |



**DRC INSIGHT Portal Permissions Matrix (cont.)**

| Portal Menu                          | Permission Name   | Allows User To...   | Permission Set by Role |    |    |            |
|--------------------------------------|---|---|------------------------|----|----|------------|
|                                      |   |   | DC                     | SC | TE | DTC<br>STC |
| <b>Test Administrator Management</b> | Teachers – Search/View<br><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  |    |            |
| <b>Student Management</b>            | Students – Search/View<br><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   | Add and edit student demographic information  | X                      | X  |    |            |
|                                      | Students – Download Students  | Download a list of student information  | X                      | X  |    |            |
|                                      | Students – Upload   | Upload students and demographic information using a specified file layout (Multiple Student Upload)   | X                      | X  |    |            |
| <b>Student Group Management</b>      | Student Groups – Search/View<br><i>*Users must have this permission in order 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  |    |            |
| <b>Test Monitoring</b>               | Test Monitoring   | View the Test Monitoring page and generate monitoring session codes   | X                      | X  | X  |            |
| <b>Interactive Reports</b>           | DRC IRS – Access<br>DRC IRS – District<br>DRC IRS – School<br>DRC IRS - Teacher   | District users to access DRC INSIGHT Interactive Reports for all schools within their district  | X                      |    |    |            |
|                                      | DRC IRS – Access<br>DRC IRS – School<br>DRC IRS - Teacher   | School users to access DRC INSIGHT Interactive Reports for their school   |                        | X  |    |            |
|                                      | DRC IRS – Access<br>DRC IRS - Teacher   | Teacher users to access DRC INSIGHT Interactive reports for their class   |                        |    | X  |            |

## DRC INSIGHT Portal Permissions Matrix (cont.)

| Portal Menu  | Permission Name   | Allows User To...  | Permission Set by Role |    |    |            |
|--|---|--|------------------------|----|----|------------|
|  |   |  | DC                     | SC | TE | DTC<br>STC |
| <b>Test Management</b>   | Test Session – Search/View<br><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 Tickets – End Incomplete Tests   | Force submit (end) tests for students who need to take only one part of a multi-part test                                  | X                      | X  |    |            |
|  | Test Tickets – Unlock   | Unlock student test login ticket after a student’s test status is “Completed” or the student test login ticket is “Locked” | X                      |    |    |            |
|  | Test Tickets – Invalidate/Validate  | Invalidate or validate a student’s test (flag the test results as invalid)   | X                      |    |    |            |
|  | Regenerate Test Ticket  | Synchronize a student’s test with their current accommodations   | X                      |    |    |            |
|  | Test Setup – Primary Window   | Access Test Setup during the primary window  | X                      | X  | X  |            |
| <b>Interactive Reporting*</b><br><br><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  |            |
| <b>Report Delivery</b>   | 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                      |    |    |            |
| <b>Educator Scoring</b>  | Educator scoring  | Access the Educator Scoring tool for scoring Constructed Response (CR) items   | X                      | X  | X  |            |
| <b>Student Status Dashboard</b>  | Test Setup – View Student Status  | Access the Student Status Dashboard  | X                      | X  | X  |            |

# **Working with the DRC INSIGHT Portal**



### ***Portal Invitation Email for New Users***

If you are a new Portal user, you will receive an email containing your username (which is your district email address) and a link. Clicking the link displays a screen that allows you to choose your Portal password. Then, you are prompted to read and accept the Security Agreement to activate your account. A sample email is shown below.

Your Portal username is your district email address.

As shown above, click the link in the invitation email to activate your account and choose your Portal password.

**From:** [no-reply@datarecognitioncorp.com](mailto:no-reply@datarecognitioncorp.com) <[no-reply@datarecognitioncorp.com](mailto:no-reply@datarecognitioncorp.com)>

**Sent:** [REDACTED]

**To:** [suser@example.com](mailto:suser@example.com)

**Subject:** Welcome to the DRC Portal

Hello Sam User,

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

Your Username will be [suser@example.com](mailto:suser@example.com).

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

[REDACTED]

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.

## Accessing the Portal

You access the Portal from the Welcome to the DRC INSIGHT Portal window.

The screenshot shows the DRC INSIGHT Sign In page. On the left, there is a white sign-in form with the DRC INSIGHT logo and the text 'Sign In'. The form has two input fields: 'Username \*' with the value 'jhanson@datarecognitioncorp.com' and 'Password \*' with masked characters and a 'Show Text' checkbox. Below the fields is a dark blue 'Sign In' button and a link 'Forgot your password?'. On the right, a dark blue sidebar contains a welcome message: 'Data Recognition Corporation (DRC) welcomes LAS Links educators to DRC INSIGHT!'. It explains that the website provides test administration tools and that authorized personnel need to log on. It also includes a section for 'ACCESS ONLINE TOOLS TRAINING WITH GOOGLE CHROME' and a link to the 'WBTE Portal: https://wbte.drcdirect.com/LL/portals/11'. At the bottom, there is a footer with '© DRC Insight 2023', links for 'Contact Us', 'Terms of Use', 'Privacy Policy', and 'Browser Requirements', and the DRC logo.

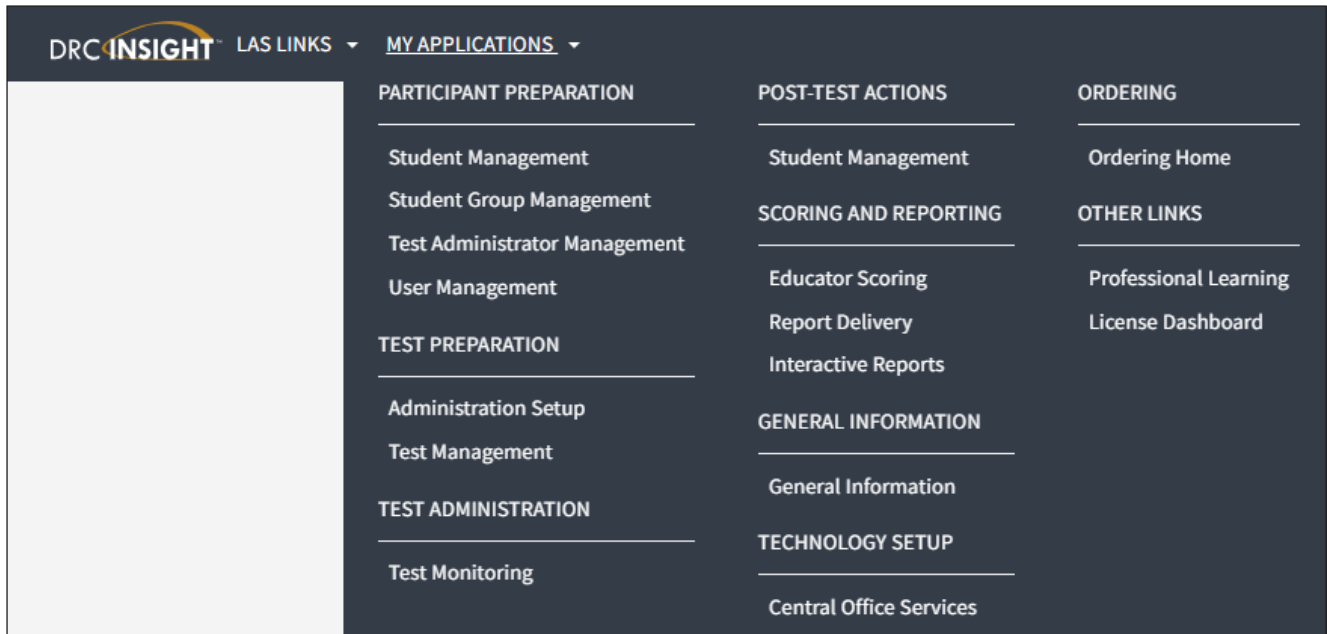
Enter the URL <https://laslinks.drcdirect.com> in a supported browser. The Welcome to the DRC INSIGHT Portal window displays. The window includes helpful information about documentation and support resources.

Enter your **Username** and **Password** then click **Sign In**.

### Accessing the Portal (cont.)

After a successful log in, the Welcome to the DRC INSIGHT Portal page reappears with menu options for navigating the site.

Click the **My Applications** option to display a menu bar containing the various Portal functions that you have permission to use. Generally speaking, there is a section in this guide for each function on the My Applications menu. For more information about these functions, refer to the specific section in this user guide.



The Product menu displays the active DRC product (in this case, **LAS Links**, as shown above). If you have more than one product, click the menu to select a different product.

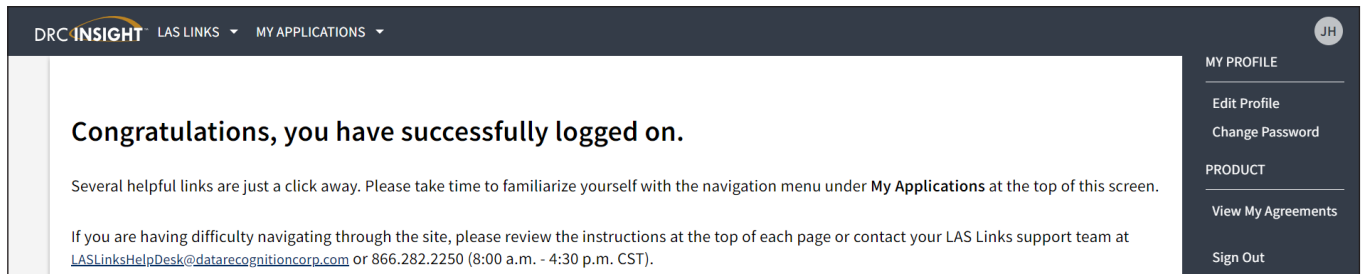
The Application menu displays your Portal functions. Initially, the menu displays My Applications (as shown above). When you select a menu option, such as Report Delivery, the Application menu displays the name of the selected option (shown below).



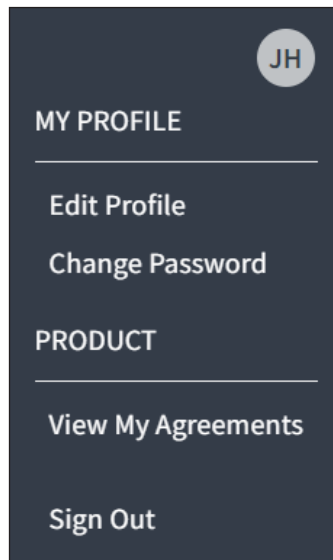
## Managing Your Account

This topic describes how to manage your Portal account. Within the DRC portal you can change your username, name, or password.

**!** **Important:** If you are unable to change your username, email, or name, please contact LAS Links Customer Service: 1-866-282-2250 or email: [LASLinksHelpdesk@datarecognitioncorp.com](mailto:LASLinksHelpdesk@datarecognitioncorp.com).

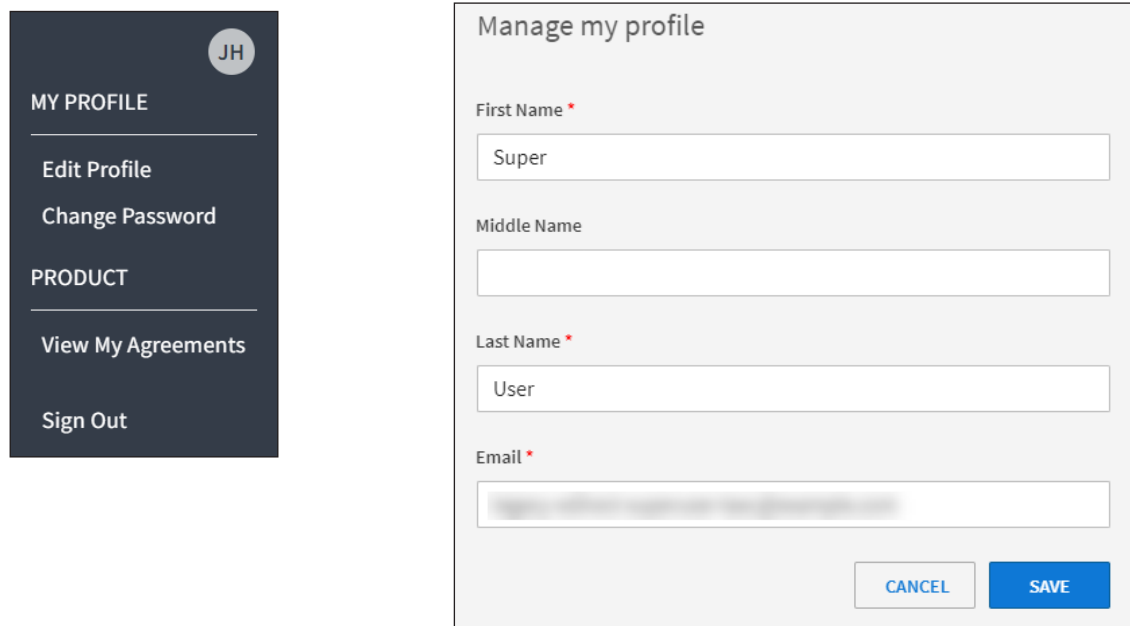


To manage your account, sign in to the Portal and click your initials (based on your name in the Portal) in the right-hand corner of any page to display a menu of options (shown below).



### Managing Your Account—Changing Your Name

1. Select **Edit Profile** from the My Profile menu to change your name within the Portal.



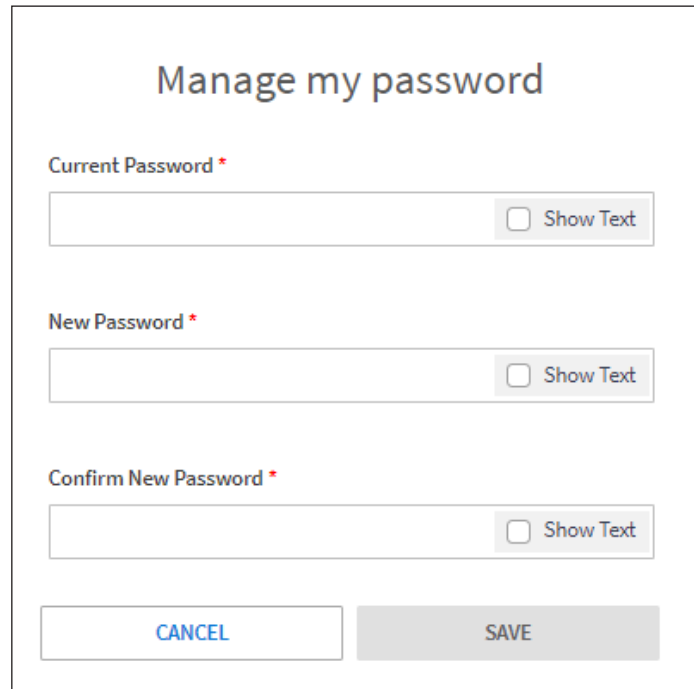
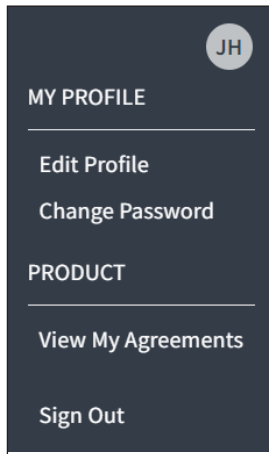
The image shows a dark sidebar on the left with a circular profile icon containing 'JH'. Under the heading 'MY PROFILE', the 'Edit Profile' option is highlighted. Below this, under 'PRODUCT', are 'View My Agreements' and 'Sign Out'. The main content area is a light gray box titled 'Manage my profile'. It contains four input fields: 'First Name' with the value 'Super', 'Middle Name' (empty), 'Last Name' with the value 'User', and 'Email' (blurred). At the bottom right of the form are two buttons: 'CANCEL' and 'SAVE'.

2. On the Manage my profile page, you can enter a new first, middle, or last name. **Note:** Your email address for the Portal displays on this screen, but you cannot change it. Contact a user with access to the User Management menu if you need to change your email address. Remember that your email address is also your Portal username.
3. Click **Save**.



## Managing Your Account—Changing Your Password

This topic describes how to change your password within the Portal (for existing Portal users only). If you are a new Portal user, see “Portal Invitation Email for New Users” on page 12.

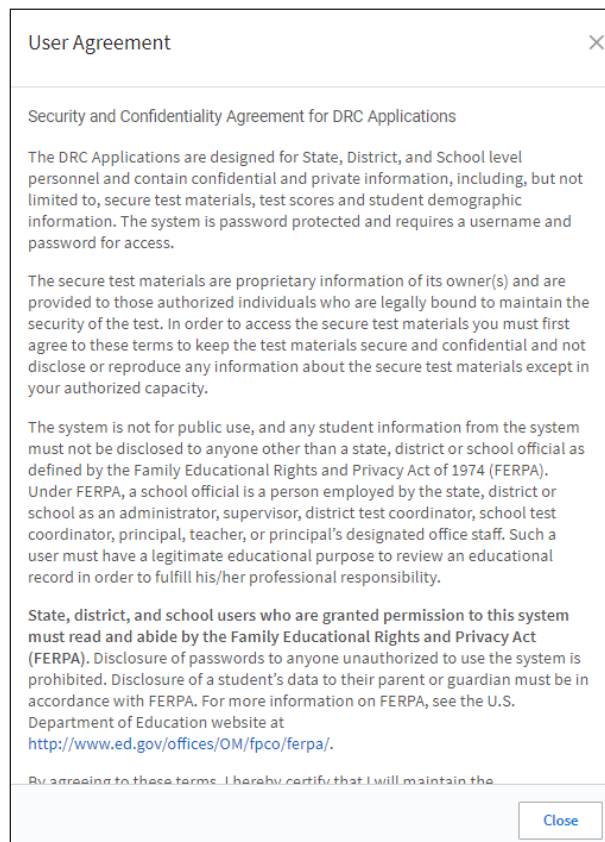
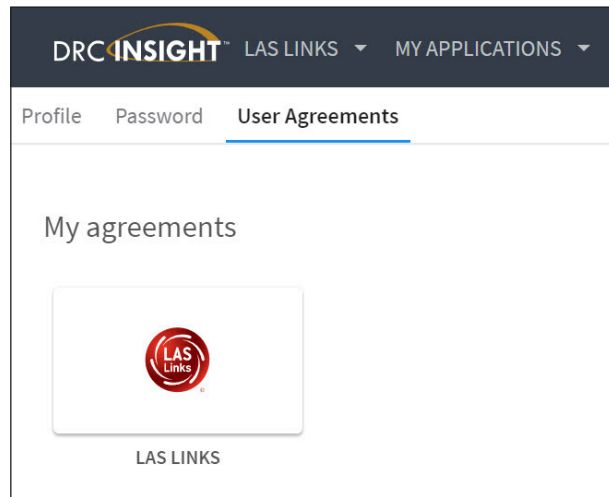
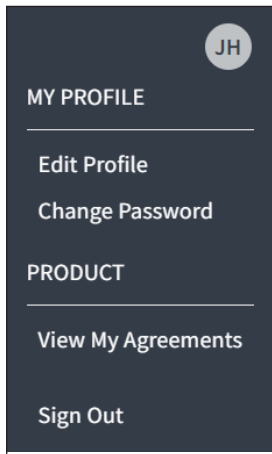
A form titled 'Manage my password'. It contains three input fields, each with a 'Show Text' toggle button to its right. The first field is labeled 'Current Password \*', the second is 'New Password \*', and the third is 'Confirm New Password \*'. At the bottom of the form, there are two buttons: 'CANCEL' and 'SAVE'.

1. Select **Change Password** to change your Portal password. The password must meet the conditions listed on the Manage my password screen.
2. Enter your current password in the Current Password field, your new password in the New Password and Confirm New Password fields, then click **Save**.

## Managing Your Account—Displaying Your Agreements

This topic describes how to display the agreements for your DRC products.

1. Select **View My Agreements** then click **LAS Links** to display the DRC User Agreement, which outlines the Security and Confidentiality Agreement for DRC Applications.
2. Click a product to display its agreement.



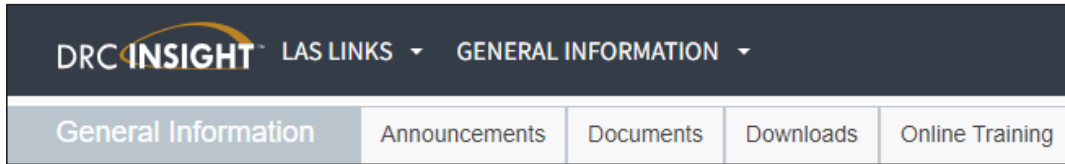


# General Information Menu

### Introduction

From the My Applications menu, click **General Information**.

Four options are available: Announcements, Documents, Downloads, and Online Training.



- Click **Announcements** to display system and testing announcements.
- Click **Documents** to select, open, and download various training items from the Documents page.
- Click **Downloads** to access the installers for Central Office Services (COS) and DRC INSIGHT for various operating systems. Note: Use the buttons at the bottom of the Downloads page to display Supported System Requirements and to test the monitor of a testing device to ensure it's ready for online testing.
- Click **Online Training** to access videos about LAS Links and LAS Links Espanol assessments. **Note:** You can access this tab without logging in to the Portal.

# User Management Menu



### ***Introduction***

This section of the user guide (primarily for DCs and SCs) discusses the various tasks you can perform from the User Management menu of the All Applications menu bar.

- Add a User to the Portal
- Upload Multiple Users
- Edit a Single User's Permissions
- Inactivate a User
- Activate a User

## Adding a User to the Portal

When you add a user to the Portal, specify the permissions the user will have. You can only add users and permissions at your level or below (you cannot assign permissions to other users that you don't have yourself). Refer to the "Portal Roles and Permissions" on page 7 for permission assignments by role.

**Note:** To display the recommended permissions for a role, select the role in the Permission-set field. The current permissions are highlighted in the Available Permissions section of the window. Add or remove permissions for the role as needed. Click **Save** to save your changes.

1. From the My Applications menu, click **User Management**. To add a user, from the User Administration page, click the **Add Single User** tab.

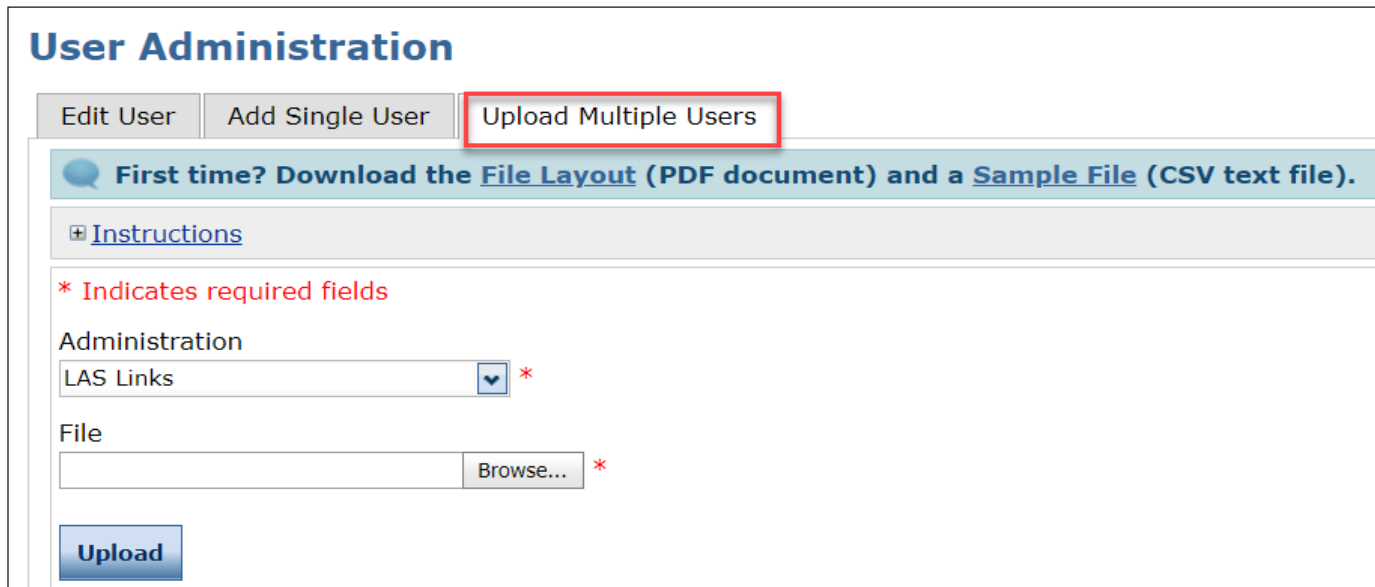
The screenshot shows the 'Add Single User' form with the following elements:

- Navigation tabs: Edit User, **Add Single User**, Upload Multiple Users
- Legend: \* Indicates required fields
- Form fields:
  - First Name (required), Middle Initial, Last Name (required)
  - Email Address (required)
  - Administration (dropdown, required), User Role (dropdown, required)
  - District (dropdown, required), School (dropdown)
  - Permission-set (dropdown, highlighted with a red box, showing 'District and Professional Learning Permissio')
- Tip: When you select a permission, its description will display below the list
- Available Permissions list:
  - Administrator
  - Administrator - Mass Assign Role
  - Documents - Delete
  - Documents - Upload
  - Documents - View
  - DRC IRS - Access
  - DRC IRS - District
  - DRC IRS - EPM
  - DRC IRS - School
  - DRC IRS - Teacher
  - eDIRECT Setup - Document and Report
- Assigned Permissions list: (Empty)
- Buttons: Add Selected (right arrow), Remove Selected (left arrow), Save (highlighted with a red box)

2. Fill out the required fields and required options from the drop-down menus. **Note:** A required field or menu option has a red asterisk (\*) next to it.
3. Select a **Permission-set**. The permissions in the selected set are highlighted in the available Permissions list. Click the **Add Selected** icon (▶) to assign the permissions in the set to the user. **Note:** A description of the permission selected displays beneath the list of permissions.
4. Click **Save** when you are finished assigning permissions.

### Adding Multiple Users

From the User Administration window, you can upload a file containing multiple user profiles to the Portal. The file must meet certain requirements (outlined below).



The screenshot shows the 'User Administration' interface. At the top, there are three tabs: 'Edit User', 'Add Single User', and 'Upload Multiple Users'. The 'Upload Multiple Users' tab is highlighted with a red border. Below the tabs, there is a blue banner with a speech bubble icon and the text: 'First time? Download the [File Layout \(PDF document\)](#) and a [Sample File \(CSV text file\)](#)'. Below the banner, there is a section titled '+ Instructions'. Underneath, there is a red asterisk followed by the text '\* Indicates required fields'. The 'Administration' section has a dropdown menu with 'LAS Links' selected and a red asterisk. The 'File' section has a text input field and a 'Browse...' button, both with a red asterisk. At the bottom left, there is a blue 'Upload' button.

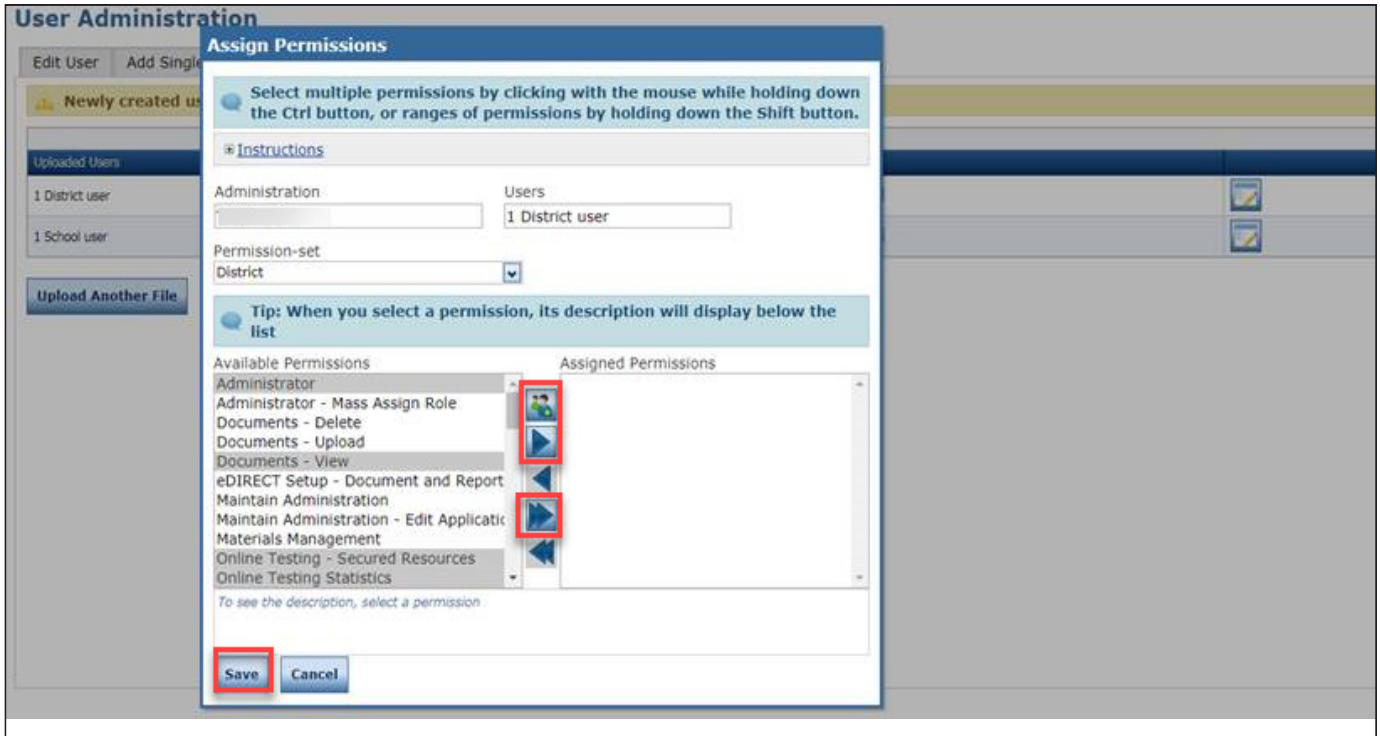
1. To create and upload a user file, from the User Administration window, click the **Upload Multiple Users** tab.
2. Use the drop-down menu filtering option to select the correct administration.
3. The Upload Multiple Users tab contains links to both a sample PDF file that contains instructions and a sample .csv file that you can use to create the actual file.
4. Click the **Download the File Layout** link to display the Batch User Upload File Layout file. This file displays the required layout of the .csv file you will upload to DRC with rules, instructions, and examples describing how to create and format the file.
5. Click the **Sample File** link to download or display the Sample Users spreadsheet file. This file is only a sample of the type of file you will upload to DRC. **Note:** Depending on the browser you are using, a dialog box may appear for you to use to open or download the file.
6. Use the sample users spreadsheet file to create, rename, and save a user file to upload. **Note:** Be sure to keep the header column rows in the file you upload.
7. After you have created a user file, click **Browse** to locate it, select the file, and click **Open** to display it in the File field of the Upload Multiple Users tab.
8. Click **Upload**. A message displays indicating the file has been transferred and is being checked for errors. After the file has been validated, you can review its status. If the file contains errors, you must correct them and repeat Steps 5 and 6.






### Adding Multiple Users (cont.)

Once the file has been uploaded, you need to assign permissions for each Role that was included in the file. The permissions that you assign in this step are granted to each user with that Role.


**Note:** If there are users of the same Role that will have slightly different permissions, first add the Role, then edit the single user's permissions as explained on the next page.

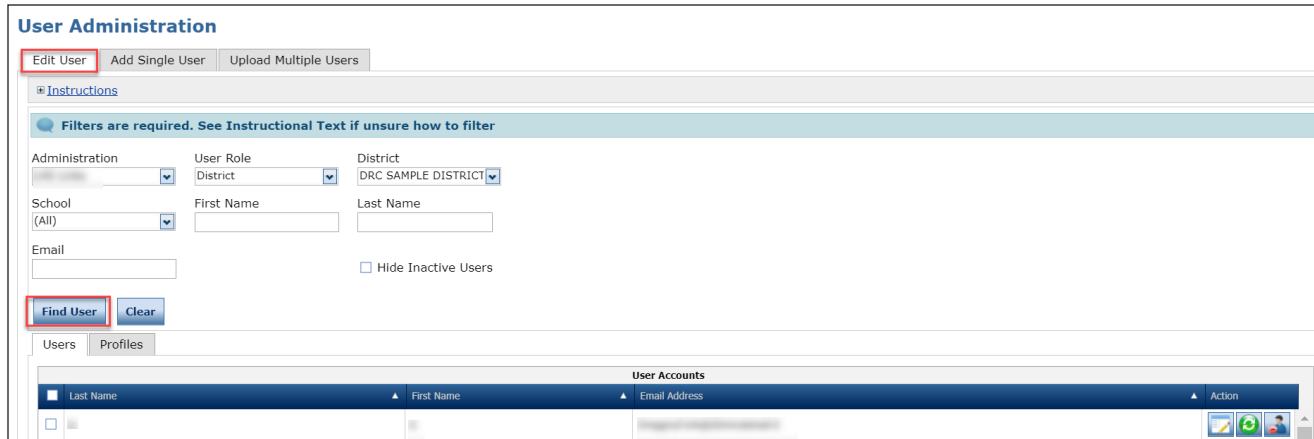


9. When the Add Permissions dialog box displays, select permissions from the Available Permissions list to add to the user(s). Use the **Add Selected** icon () to add the permissions, and click the **Save** button.
  - To select multiple permissions in sequence, hold down the **Shift** key while you select them.
  - To select multiple permissions that are not in sequence, hold down the **Ctrl** key while you select them.
  - Use the **Add All** icon () to add all permissions.
  - Click the **Clone from Another User** icon () to copy another user's set of permissions.

## Editing a Single User's Permissions

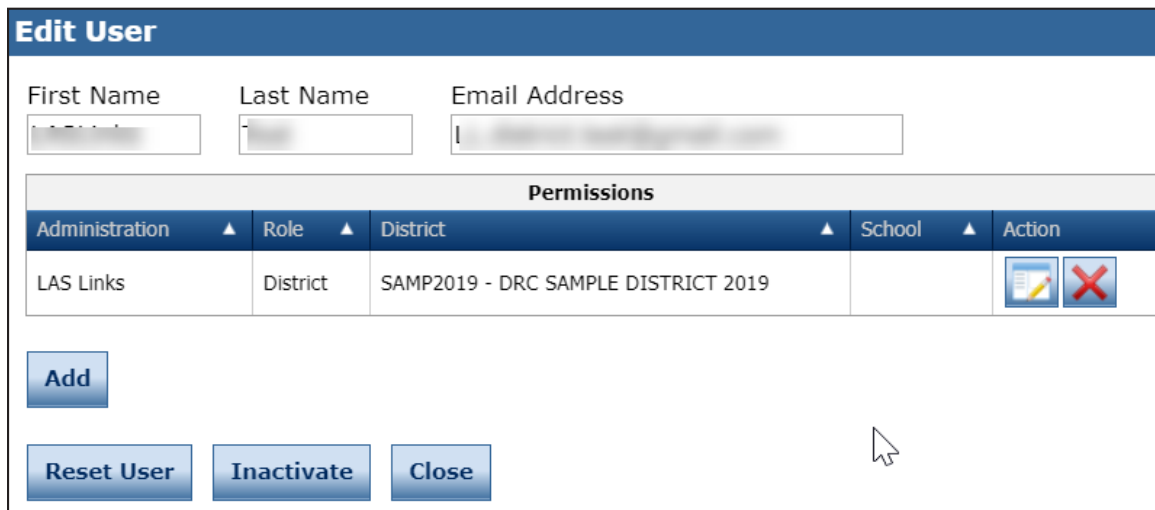
From the Edit User tab, you can add or remove permissions for any user in the system.

1. To edit a user's permissions, click the Edit User tab, use the various drop-down menus and fields to enter search criteria to help locate the user, and click **Find User**. In the Action column click the **View/Edit** icon (). The user displays in the Edit User window (shown below).





The screenshot shows the 'User Administration' interface with the 'Edit User' tab selected. It includes search filters for Administration, User Role, District, School, First Name, Last Name, and Email. A 'Find User' button is highlighted with a red box. Below the filters is a table with columns for Last Name, First Name, Email Address, and Action.

2. Under Permissions, in the Action column, click the **View/Edit** icon ().

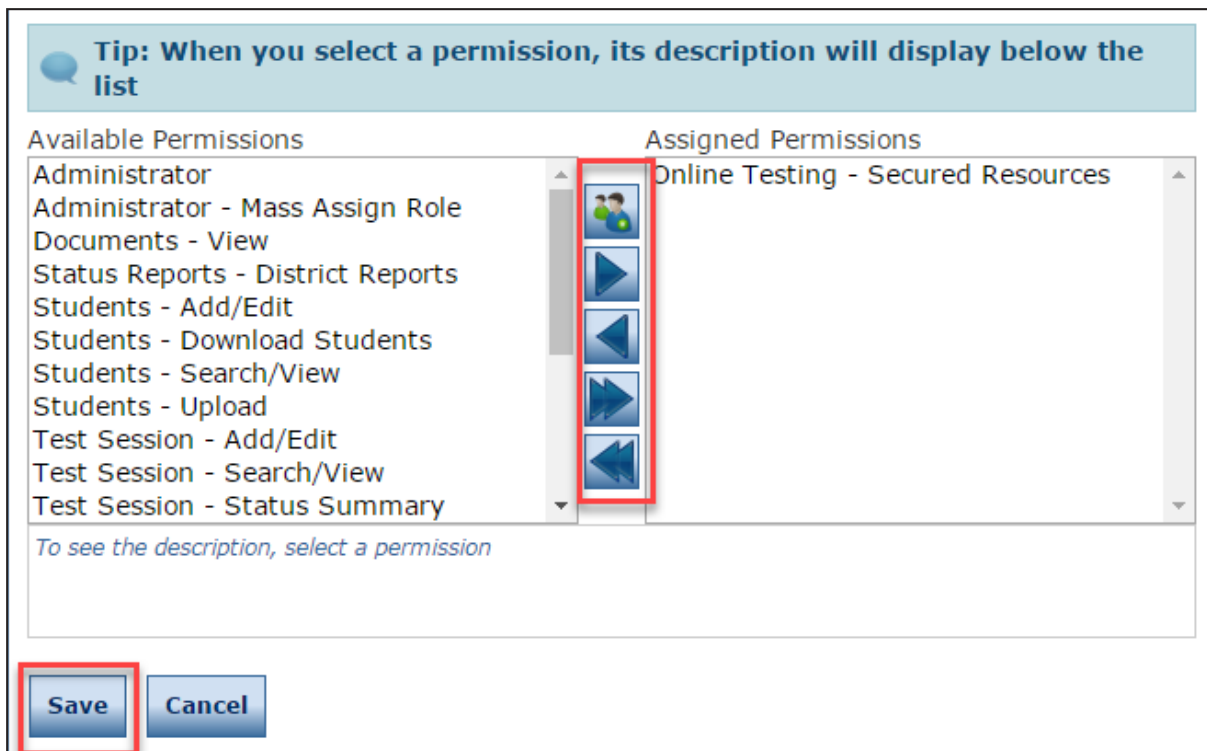


The screenshot shows the 'Edit User' window with fields for First Name, Last Name, and Email Address. Below these is a 'Permissions' table with columns for Administration, Role, District, School, and Action. The table contains one row for 'LAS Links' with a 'View/Edit' icon in the Action column. Below the table are buttons for 'Add', 'Reset User', 'Inactivate', and 'Close'.

| Administration | Role     | District                            | School | Action  |
|----------------|----------|-------------------------------------|--------|---|
| LAS Links      | District | SAMP2019 - DRC SAMPLE DISTRICT 2019 |        |   |

### Editing a Single User's Permissions (cont.)

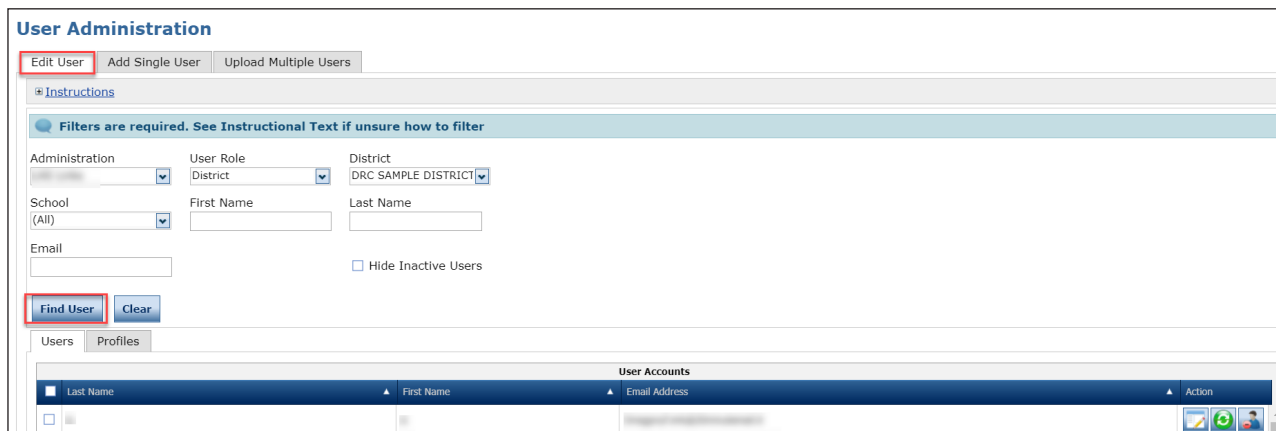
3. When the Edit Permissions dialog box displays, select permissions from the Available Permissions list to add to the user, or permissions from the Assigned Permissions list to remove from the user. Use the **Add Selected** (▶) or **Remove Selected** (◀) icons to change the permissions, and click the **Save** button.




- To select multiple permissions in sequence, hold down the **Shift** key while you select them.
  - To select multiple permissions that are not in sequence, hold down the **Ctrl** key while you select them.
  - Use the **Add All** (▶) and **Remove All** (◀) icons to add or remove all permissions.
  - Click the **Clone from Another User** icon (👤) to copy another user's set of permissions.
4. Click **Save** when you are finished to save your changes or **Cancel** to cancel them.

## Inactivating a User

You can inactivate Portal users that are currently active. When a user is inactivated, the user is unable to access the Portal. To activate a user, see the following page. **Note:** When a user is inactivated, the user does not receive an email.



The screenshot shows the 'User Administration' interface. At the top, there are three tabs: 'Edit User' (highlighted with a red box), 'Add Single User', and 'Upload Multiple Users'. Below the tabs is an 'Instructions' section with a message: 'Filters are required. See Instructional Text if unsure how to filter'. The search filters include: Administration (dropdown), User Role (dropdown), District (dropdown, set to 'DRC SAMPLE DISTRICT'), School (All) (dropdown), First Name (text input), Last Name (text input), and Email (text input). There is a checkbox for 'Hide Inactive Users'. Below the filters are 'Find User' and 'Clear' buttons, with 'Find User' highlighted by a red box. At the bottom, there are 'Users' and 'Profiles' tabs, and a table titled 'User Accounts' with columns for Last Name, First Name, Email Address, and Action.

1. To inactivate a user, click the **Edit User** tab, use the various drop-down menus and fields to enter search criteria to help locate the user, and click **Find User**.
2. In the Action column, click the **Inactivate** icon () for the user you want to make inactive. When the user is inactivated, the following message displays: **The user has been inactivated.**
3. When the Inactivate User dialog box displays, click **Inactivate** to make the user inactive or **Cancel** to cancel the process.


## Activating a User

You can activate a Portal user that is currently inactive so the user can access the Portal again. To inactivate a user, see the previous page. When the user is activated, an email notification is sent to indicate that the account has been reset and to provide a new temporary password. **Note:** Users are activated automatically when they first log in to the Portal. Only users that were previously inactivated need to be activated manually.

The screenshot shows the 'User Administration' interface. At the top, there are three tabs: 'Edit User' (highlighted with a red box), 'Add Single User', and 'Upload Multiple Users'. Below the tabs is an 'Instructions' section with a message: 'Filters are required. See Instructional Text if unsure how to filter'. The search filters include:
 

- Administration: dropdown menu
- User Role: dropdown menu
- District: dropdown menu (set to 'DRC SAMPLE DISTRICT')
- School: dropdown menu (set to '(All)')
- First Name: text input field
- Last Name: text input field
- Email: text input field
- Hide Inactive Users: checkbox

 Below the filters are 'Find User' (highlighted with a red box) and 'Clear' buttons. At the bottom, there are 'Users' and 'Profiles' tabs. The 'Users' tab is active, showing a table titled 'User Accounts' with columns: Last Name, First Name, Email Address, and Action. The 'Action' column contains icons for various user management actions.

1. To activate a user, click the **Edit User** tab, use the various drop-down menus and fields to enter search criteria to help locate the user, and click **Find User**.
2. In the Action column, click the **Activate** icon () for the user you want to make active. When the user is activated, the following message displays: **The user has been activated.**
3. When the Activate User dialog box displays, click **Activate** to make the user active or **Cancel** to cancel the process.

# Student Management Menu



## ***Introduction***

From the Student Management menu, Portal users can search for students and perform the following tasks:

- Upload multiple students to the Portal
- Modify a student's detail information
- Mark a student's accommodations
- Modify a student's demographic information.
- View the student groups to which the student is assigned
- View the test sessions for which the student is enrolled
- Access the Student Status Dashboard

## ***Data Purge for Previous Students***

To ensure student data remains manageable, data for students who graduate or exit the program is archived and purged from the Portal each fall.

After the purge, reports for the previous year's students are available, but only current student data displays when creating new student groups, test sessions, or displaying testing statuses in the Student Status Dashboard.

The purge process is handled by DRC; nothing is required of districts or schools.

## ***Uploading Multiple Students to the Portal***

To upload multiple student records at once, you can upload a file containing student information to the Portal. The file must be in the comma-separated value (.csv) format and the fields in the file must be in specific columns. After a file is uploaded successfully, the students can be added to test sessions.

The screenshot shows the 'Manage Students' interface. At the top, there are two tabs: 'Manage Students' and 'Upload Multiple Students', with the latter highlighted in a red box. Below the tabs is a blue banner with a speech bubble icon and the text: 'Download the [File Layout](#) (PDF document) and a [Sample File](#) (CSV Text File)'. Below this banner is a grey bar with a plus icon and the text: '+ [Instructions](#)'. A red arrow points from the 'Instructions' link to the 'File Layout' link in the banner above. Below this is a red asterisk followed by the text: '\* Indicates required fields'. There are three dropdown menus: 'Administration' with 'LAS Links' selected, 'District' with 'Sample District - 99999' selected, and 'School' with 'Sample School - 11111' selected. Each dropdown menu has a red asterisk to its right. Below these is a 'File' input field with a 'Browse...' button to its right, also marked with a red asterisk. At the bottom left is a blue 'Upload' button.

1. From the Applications menu bar, select **Student Management** and click **Manage Students** to display the Manage Students page. Select the **Upload Multiple Students** tab.
2. The Upload Multiple Students tab contains links to both a sample PDF file that contains instructions and a sample .csv file that you can use to create the actual file.
3. Click the **Download the File Layout** link to display the Upload Multiple Student File Layout - LAS Links.pdf file. This file displays the required layout of the .csv file you will upload to DRC with rules, instructions, and examples describing how to create and format the file.
4. Click the **Sample File** link to download or display the LLSampleStudentFile.csv file. This file is only a sample of the type of file you will upload to DRC. **Note:** Depending on the browser you are using, a dialog box may appear, allowing you to open or download the file.
5. Use the LLSampleStudentFile.csv file to create, rename, and save a student file to upload. **Note:** Be sure to keep the header column rows in the file you upload. In addition, be sure the values in the District Code and School Code columns in the .csv file match the values that display in the District and School drop-down menus in the Portal.



## Uploading Multiple Students to the Portal (cont.)

**Manage Students**

Manage Students | Upload Multiple Students

Download the [File Layout](#) (PDF document) and a [Sample File](#) (CSV Text File).

+ Instructions

\* Indicates required fields

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

File: LAS Links Tests Student File\_Final.csv X Browse... \*

Upload

6. After you have created a student file, click **Browse...** to locate it, select the file, and click **Open** to display it in the File field of the Upload Multiple Students tab.
7. Click **Upload**. A message displays indicating the file has been transferred and is being checked for errors.
8. After the file has been validated, you can review its status. Error-free records are added to the Portal. If there are errors, a message displays. Records with errors are not added to the Portal, therefore, you must correct all errors and repeat Steps 6 and 7 until all records are added.

## The Manage Students Option

From the Manage Students option of the Student Management menu, Portal users can search for students, view the test sessions to which a student is currently assigned, and view the status of the session.

1. From the My Applications menu, select **Student Management** and click **Manage Students** to display the Manage Students page.

2. To search for one or more student records, use the various drop-down menus and fields to enter search criteria and click **Find Students**.

- **Test Administrator:** Select a Test Administrator to display all students in the test administrator’s student groups.
- **Student Group:** Select a Student Group to display the students in that group.
- **LAS Links Form:** Select a LAS Links Form to display the test sessions (and related students) for that Test Form.

3. To filter the display based on test session assignment, use the **Session Assignment** drop-down menu. You can select one of the values shown below.

(Blank): When selected, this filter is excluded from the search criteria.

**None:** Students who are not in any test session

**Online:** Students in a test session with a testing mode equal to “Online”

4. Click the **View/Edit** icon () in the Action column for the student whose information you want to edit. The Edit Student window displays.

## Editing a Student's Information

You can perform the following tasks from the Edit Student window:

- Display and/or modify a student's detail information (see below).
- Mark a student's accommodations (see "Editing a Student's Accommodations" on page 39).
- Edit a student's demographic information (see "Editing a Student's Demographic Information" on page 42).
- Display the student groups that include the student (see "Viewing a Student's Student Group Information" on page 43).
- View the test sessions for which the student is enrolled (see "Displaying a Student's Test Session Information" on page 44).

**Edit Student**

[Instructions](#)

\* Indicates required fields

Last Name \* First Name \* Middle Initial Student ID \*

Student \* Eighth \* \* \*

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

Administration \* District \* School \*

LAS Links \* DRC SAMPLE DISTRICT \* \*

Date of Birth \* Grade \* Gender \*

(mm/dd/yyyy) 02 \* Male \*

Save Cancel

To view or edit a student's detail information, do the following:

1. Make updates as needed on Student Detail tab.
2. Click **Save** to save your changes or **Cancel** to cancel them.

## Editing a Student's Accommodations

You can indicate which students need accommodations by test. Accommodations selected for a test, such as English Form A, apply to all content areas of the test: Listening, Speaking, Writing, and Reading. Accommodations should be marked prior to printing test tickets.

**Note:** You can assign or remove accommodations on a student-by-student basis (shown below) or you can select multiple students who share the same accommodations and assign (or remove) that accommodation to all selected students at the same time (shown on the next page).

1. To view or edit a student's accommodation information, from the My Applications menu, select **Student Management** and click **Manage Students** to display the Manage Students page.

**Edit Student**

[Instructions](#)

\* Indicates required fields


Last Name: Student \*    First Name: Eighth \*    Middle Initial:    Student ID: 658763 \*

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 |                             |                          |                          |                          |                          |                          |                          |                          |                          |
|----------------|-----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Type           | Accommodation               | 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**

2. Select your search criteria.
3. Click the **Find Students** button.
4. Click the **View/Edit** icon () in the Action column for the student whose information you want to edit.
5. In the Edit Student window (shown above), edit the information in the **Accommodations** tab.
6. Click **Save** to save your changes or **Cancel** to cancel them.

# Student Management Menu

## Editing a Student's Accommodations (cont.)

You can assign or remove accommodations for students who share the same accommodations.

The screenshot shows the 'Manage Students' interface. At the top, there are tabs for 'Manage Students' and 'Upload Multiple Students'. Below this is an 'Instructions' section with a red asterisk indicating required fields. The search criteria section includes dropdown menus for 'Administration LAS Links', 'District' (SAMPLE DISTRICT - 4123456), and 'School' (SAMPLE SCHOOL 1 - 0123456). There are also input fields for 'Last Name', 'First Name', and 'Student ID'. Other dropdown menus include 'Accommodation LAS Links Form', 'Accommodation Type', 'Accommodation', 'Grade', 'Demographic', 'Teacher', 'Student Group', 'LAS Links Form', 'Session', 'Online Test Status', and 'Session Assignment'. At the bottom left of the search criteria, the 'Find Students' button is highlighted with a red box. Below the search criteria are tabs for 'Students' and 'Alternate Testing Sites'. The 'Students' tab is active, showing a table with columns: Last Name, First Name, Student ID, Date Of Birth, Grade, and Action. The table contains three rows: 'ska' (Student ID: 1212121212, Date Of Birth: 1/1/2001, Grade: K), 'skPost' (Student ID: 9241111111, Date Of Birth: 1/1/2001, Grade: 04), and 'skPretest' (Student ID: 9221234567, Date Of Birth: 1/1/2001, Grade: 04). At the bottom of the window, there are buttons for 'Add Student', 'Export to Excel', 'Download Students', and 'Update Accommodations', with the 'Update Accommodations' button highlighted by a red box.

| Last Name | First Name | Student ID | Date Of Birth | Grade | Action |
|-----------|------------|------------|---------------|-------|--------|
| ska       | student    | 1212121212 | 1/1/2001      | K     |        |
| skPost    | stud       | 9241111111 | 1/1/2001      | 04    |        |
| skPretest | student    | 9221234567 | 1/1/2001      | 04    |        |

1. Navigate to the Manage Students window and enter your search criteria.
2. Click the **Find Students** button.
3. Place a check in the checkbox to the left of each student for whom you need to assign or remove accommodations.
4. Click **Update Accommodations** at the bottom of the window.

**Editing a Student's Accommodations (cont.)**

- When the Update Accommodations for Multiple Students window displays, select **Assign Accommodations** or **Remove Accommodations** as the Update Mode.

Update Accommodations for Multiple Students

The Accommodations selected (checked) below can be either Assigned or Removed from the Students selected on the previous screen.

[+ Instructions](#)

Update Mode

Assign Accommodations

Remove Accommodations

| Accommodations |                             |                          |                          |                          |                          |                          |                          |                          |                          |
|----------------|-----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Type           | Accommodation               | 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"/> |
| Category       | Listening - Category 2      |                          |                          | <input type="checkbox"/> | <input type="checkbox"/> |                          |                          |                          | <input type="checkbox"/> |

- Check each accommodation to be assigned or removed from the selected students (you can scroll through the list of accommodations).
- Click **Save** to apply the update or **Cancel** to return to the Manage Students window.

## Viewing a Student's Student Group Information

You can display the Student Group to which a student belongs. **Note:** Student groups allow users at the Test Administrator level (and above) who are associated with a student group to be the only users that are able to view the testing results for students.

**Edit Student**

[Instructions](#)

\* Indicates required fields

Last Name  \*    First Name  \*    Middle Initial     Student ID  \*

Student Detail

Accommodations

Demographics

Student Groups

Testing Codes


Test Sessions

| Student Groups           |               |  |                        |
|--------------------------|---------------|--|------------------------|
| District ▲               | School ▲      | Test Administrator ▲                   | Group Name ▲           |
| DRC SAMPLE DISTRICT 2019 | SAMPLE SCHOOL | Lucas, George<br>(Georgelucas@drc.com) | George Lucas' Students |

Save

Cancel

To display a student's demographic information, do the following:

1. Click **Manage Students** from the Student Management menu and select your search criteria.
2. Click the **Find Students** button.
3. Click the **View/Edit** icon () to display the student's profile.
4. When the Edit Student window displays, select the **Student Groups** tab. The student groups, if any, for the selected student will be displayed. For more information, see the *Student Group Management* section, later in this guide.
5. Click **Cancel** to close the window.

## Displaying a Student's Test Session Information

You can display the Test Sessions to which a student belongs.

**Edit Student**

[Instructions](#)



\* Indicates required fields

Last Name \* First Name \* Middle Initial Student ID \*

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

| Student Session Detail |        |                            |            |             |            |          |        |  |
|------------------------|--------|----------------------------|------------|-------------|------------|----------|--------|--|
| District               | School | Session Name               | Assessment | Status      | Begin Date | End Date | Action |  |
| SAMPLE DISTRICT        |        | English Form C, Grades 4-5 | Listening  | Not Started |            |          |        |  |
| SAMPLE DISTRICT        |        | English Form C, Grades 4-5 | Reading    | Not Started |            |          |        |  |
| SAMPLE DISTRICT        |        | English Form C, Grades 4-5 | Speaking   | Not Started |            |          |        |  |
| SAMPLE DISTRICT        |        | English Form C, Grades 4-5 | Writing    | Not Started |            |          |        |  |

Save Cancel

1. To view an individual student's Test Sessions, from the My Applications menu, select **Student Management** and click **Manage Students** to display the Manage Students page.
2. Select your search criteria.
3. Click the **Find Students** button.
4. Click the **View/Edit** icon () to display the student's profile.
5. When the Edit Student window displays, select the **Test Sessions** tab. **Note:** In the grid at the bottom of the window, there is a separate line for each content area in each test session the student is in.
6. From the **Test Sessions** tab, click the **Edit/Print Ticket Status** icon () in the Action column for the student whose information you want to view or print. The Testing Status window displays. **Note:** From the Testing Status window, you can print one or more student test tickets in the test session. For more information, see "Printing Test Tickets and Rosters" on page 68.



## ***Unlocking a Student's Test Ticket***

A student's test ticket must be unlocked in the following situations:

- A student exited the test by using the End Test function in INSIGHT. If the student needs to log back into the test, the student's test ticket must be unlocked. When the student logs in after the ticket is unlocked, the student can use the login information from the original test ticket.
- Either the student exited the test by using the Pause/Exit function, or the student was inactive on the system for more than twenty minutes.

In both situations, INSIGHT saves the student's response data.

In both situations, the student can log in again (even on a different day) using the original login information and the test ticket does not need to be unlocked.

To request unlocking of a test ticket, an appeal must be submitted to CSDE.

# Student Status Dashboard



## ***Introduction***

This section outlines how to access and use the Student Status Dashboard.

The Student Status Dashboard (or simply *Dashboard*) allows you to display student testing status by site. You can filter information on the Dashboard by testing status, content area, and assessment (or any combination of these).

**Note:** Dashboard data displays in real time as test scores are populated in the database.

## ***Dashboard Access in the Portal***

You need the *Test setup - view student status* permission in the Portal to use the Dashboard.

## Access the Dashboard

To access the Dashboard, from the My Applications menu, click **Student Management** then select the Student Status Dashboard tab.

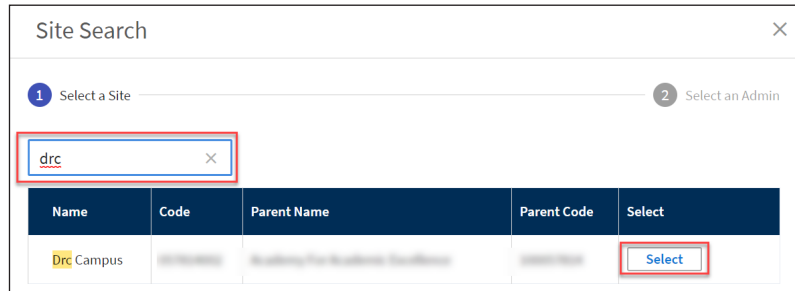
The screenshot displays the 'Student Status Dashboard' interface. It features a main title 'Student Status Dashboard' at the top. Below the title, there are two primary sections: 'Site Selection' and 'Filters'. The 'Site Selection' section contains a button labeled 'Select a Site ...'. The 'Filters' section includes a label 'Testing ended after \*' followed by a dropdown menu.

### Selecting a School in the Dashboard

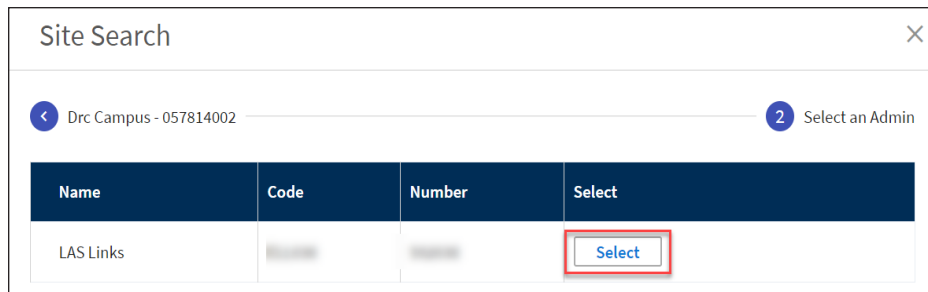
Use the **Site Selection** search box to search for a site and display its testing status data in the Dashboard. You must enter at least 3 characters of a school name or school code in the search box to display matches. Once a school name populates, you can select an administration to display.

**Note:** You cannot search by administration or district code/name, only by school name or school code.

1. Click the **Select a Site** button to display the display the Site Search page.
2. Enter all or part of a site name or code. In the list of matches, direct text matches display with yellow highlighting. Click the **Select** button next to a site name.



3. For the selected site, click the **Select** button next to an administration to display the testing results in the Dashboard. **Note:** The selected site and administration display at the top of the page.



## Selecting a School in the Dashboard (cont.)

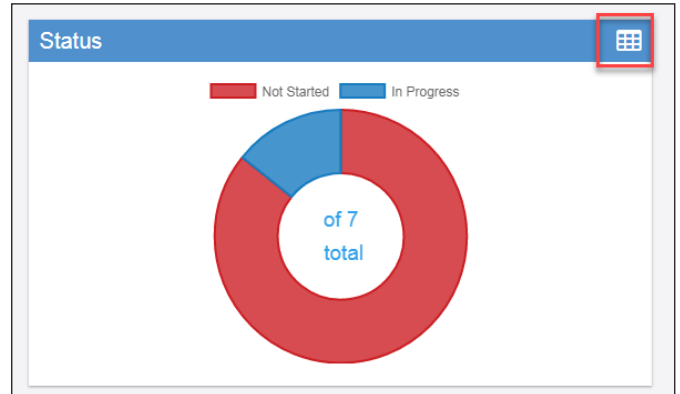
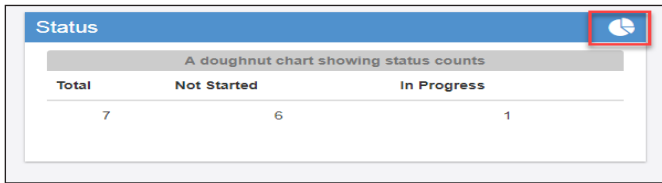
You can limit the search results by selecting a date after which testing ended. If there are no results for the selected school (and date, if used), a message displays.

The screenshot shows the 'Student Status Dashboard' interface. At the top, there are navigation links for 'Manage Students' and 'Student Status Dashboard'. The main heading is 'Student Status Dashboard'. Below this, there are three main sections: 'Site Selection', 'Filters', and 'Student Search Results'. The 'Site Selection' section shows the selected site 'Drc Campus - 057814002 | LAS Links - ELL030' with 'Edit' and 'Clear' buttons. The 'Filters' section has a dropdown menu labeled 'Testing ended after \*'. The 'Student Search Results' section displays a message: 'No status results were found for the selected site and end date'.

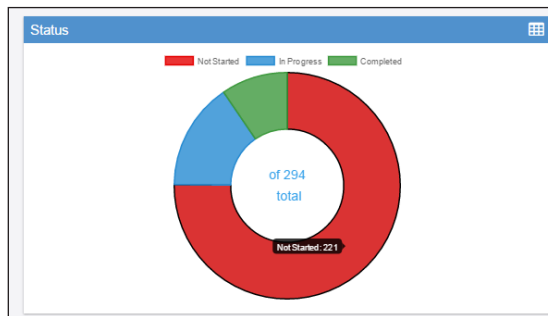
## Using the Dashboard

By default, the Dashboard displays data for the following: Status, Grade, Content Area, and Assessment. A grid of students displays below the graphs.

As shown below, you can click to toggle the information between graph and table format. In addition, you can hover the cursor over a graph or part of a graph to display numerical values for testing status.

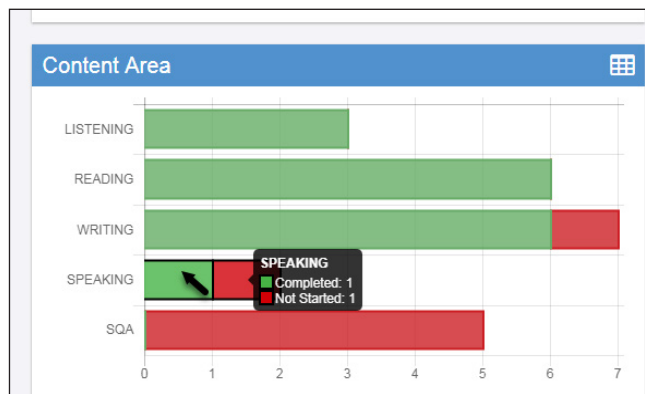


For the **Status** graph, hover the cursor over the Not Started (red) portion of the graph, for example, to display the number of students who have not started testing.



For the **Grade**, **Content Area**, and **Assessment** graphs, hover the cursor over a specific area of the graph to see the testing status for that specific area.

In the example below, the Content Area graph is shown. The cursor is over Speaking part of the graph and the testing status for Speaking is shown.



# Student Status Dashboard

## Using the Dashboard (cont.)

Below the graphs, a grid of students for the selected school displays. You can sort the student grid by column heads and export the grid to a spreadsheet (.csv) file.

**Note:** If a student is in multiple test sessions, their data displays in multiple areas of the grid.


Student Search Results

[Export to CSV](#)

Note: Times are displayed in Central Time

| Last Name | First Name | Grade | Content Area ... | Module          | Assessment       | Status      | Start Time             | End Time               | Duration             |
|-----------|------------|-------|------------------|-----------------|------------------|-------------|------------------------|------------------------|----------------------|
| Frazier   | Ben        | 04    | WRITING          | Writing         | Writing Grade... | Completed   | 10/13/2017<br>02:38 PM | 10/13/2017<br>02:41 PM | 0 Hours 2<br>Minutes |
| One       | Tester     | 04    | WRITING          | Writing         | Writing Grade... | Completed   | 10/10/2017<br>07:13 PM | 10/10/2017<br>07:17 PM | 0 Hours 4<br>Minutes |
| Two       | Tester     | 04    | WRITING          | Writing         | Writing Grade... | Completed   | 10/10/2017<br>08:03 PM | 10/10/2017<br>08:04 PM | 0 Hours 1<br>Minutes |
| Three     | Tester     | 04    | WRITING          | Writing         | Writing Grade... | Completed   | 10/10/2017<br>09:17 PM | 10/10/2017<br>09:19 PM | 0 Hours 1<br>Minutes |
| Anderson  | Jenny      | 05    | WRITING          | Writing         | Writing Grade... | Not Started |                        |                        |                      |
| James     | Laura      | 05    | WRITING          | Writing         | Writing Grade... | Completed   | 09/27/2017<br>03:40 PM | 09/27/2017<br>03:44 PM | 0 Hours 4<br>Minutes |
| Anderson  | Jenny      | 05    | WRITING          | Writing         | Writing Grade... | Completed   | 09/26/2017<br>02:35 PM | 09/26/2017<br>02:40 PM | 0 Hours 5<br>Minutes |
| Student   | Training   | 06    | SQA              | Writing X       | SQA              | Not Started |                        |                        |                      |
| Student   | Training   | 06    | SQA              | Las Links SQ... | Francisco        | Not Started |                        |                        |                      |
| Student   | Training   | 06    | SQA              | Speaking        | Speak            | Not Started |                        |                        |                      |
| Student   | Training   | 06    | SQA              | Las Links SQ... | Francisco        | Not Started |                        |                        |                      |
| Student   | Training   | 06    | SQA              | Las Links SQ... | Francisco        | Not Started |                        |                        |                      |
| Anderson  | Jenny      | 05    | SPEAKING         | Speaking        | Speaking Gra...  | Completed   | 09/26/2017<br>03:21 PM | 09/26/2017<br>03:27 PM | 0 Hours 5<br>Minutes |
| Anderson  | Jennv      | 05    | SPEAKING         | Speaking        | Speaking Gra...  | Not Started |                        |                        |                      |

Showing 23 of 23 students



- Click a column head to sort the grid by that column's data. An arrow displays on the selected sort column. The direction of the arrow indicates whether the column's data is sorted in ascending or descending order based on that column's numeric or alphabetic data.
- As shown above, *Content Area* is the selected sort criteria, so equal content areas are grouped together.
- Click the **Export to CSV** button to export the student grid to a spreadsheet file.
- As you scroll down, more student data displays (if applicable). A message indicates the number of students shown out of the total number of students.
- Click the blue arrow to return to the top of the page.



# Test Management Menu



### ***Introduction***

From the Test Management menu, Portal users can search for test sessions and perform the following tasks:

- View test sessions
- Create test sessions
- Edit test sessions by adding or removing students
- Delete test sessions
- Export test sessions
- View and export test session status details
- Export Student Details
- Print test tickets and rosters
- Display a test session status summary

### ***Data Purge for Previous Students***

To ensure student data remains manageable, data for students is archived and purged from the Portal each fall.

After the purge, reports for the previous year's students are available, but only current student data displays when creating new student groups, test sessions, or displaying testing statuses in the Student Status Dashboard.

The purge process is handled by DRC; nothing is required of districts or schools.

## The Manage Test Sessions Option

From the Test Management menu, you can view all of the test sessions for a specific district or school.

1. From the My Applications menu, click **Test Management**, and click **Manage Test Sessions**. The Test Sessions page displays.

2. To view the status of test sessions, enter your search criteria, and click **Show Sessions**. The Session Detail page displays. **Note:** You can filter by LAS Links form, assessment, and by a range of dates.

The Date Range fields filter based on the beginning date of test sessions. For example, if you want to find test sessions from 03/01/2023 to 03/15/2023 and 03/01/2023 to 04/15/2023, and you select the date range from 03/01/2023 to 03/15/2023, results from 03/01/2023 to 04/15/2023 display because the test session beginning date falls within the range you entered.

# Test Management Menu

## The Manage Test Sessions Option (cont.)

From the Test Sessions page, you can view all of the test sessions for a specific district or school. The Session Detail portion of the window displays the status of the session—Not Started, In Progress, or Completed.

**Not Started:** No student in the test session has started the test.

**In Progress:** The test session is in progress (at least one student in the session has begun testing).

**Completed:** The test session is finished. All of the students in the session have completed all domains of the test. The begin date and end date also display.

- Test session status displays in the Status column.
- Using the buttons on the bottom of the Test Sessions page, you can add and work with test sessions. Select one or more test sessions and use the buttons to perform the same actions on all selected sessions. **Note:** The Unlock Selected and Unlock All buttons are not used for LAS Links.

Show Sessions
Print All Tickets

Sessions
Status Summary

[+ Instructions](#)

|                          | District                 | School          | Session Name              | Assessment           | Status      | Begin Date | End Date | Scoring Option  | Action |
|--------------------------|--------------------------|-----------------|---------------------------|----------------------|-------------|------------|----------|-----------------|--------|
| <input type="checkbox"/> | DRC SAMPLE DISTRICT 2019 | SAMPLE SCHOOL   | Student's Session         | Grades 4-5 (Eng. C)  | Not Started |            |          | Educator Scored |        |
| <input type="checkbox"/> | DRC SAMPLE DISTRICT 2019 | SAMPLE SCHOOL   | Student's Session         | Grades 9-12 (Eng. D) | Not Started |            |          | Educator Scored |        |
| <input type="checkbox"/> | DRC SAMPLE DISTRICT 2019 | SAMPLE SCHOOL   | Test Session Grade 3 2019 | Grades 2-3 (Eng. D)  | Not Started |            |          | DRC Scored      |        |
| <input type="checkbox"/> | DRC SAMPLE DISTRICT 2019 | SAMPLE SCHOOL   | test session form e       | Grades 6-8 (Eng. D)  | Not Started |            |          | DRC Scored      |        |
| <input type="checkbox"/> | DRC SAMPLE DISTRICT 2019 | SAMPLE SCHOOL   | tts                       | Grade 1 (Eng. A)     | Not Started |            |          | Educator Scored |        |
| <input type="checkbox"/> | DRC SAMPLE DISTRICT 2019 | SAMPLE SCHOOL 2 | March 15                  | Grade K (Eng. D)     | Not Started |            |          | Educator Scored |        |
| <input type="checkbox"/> | DRC SAMPLE DISTRICT 2019 | SAMPLE SCHOOL   | Student's Session         | Grades 4-5 (Eng. C)  | In Progress |            |          | Educator Scored |        |

Add Session
Export to Excel
Unlock Selected
Unlock All
Export Student Details
Change to DRC Scored

## Creating a Test Session

You can create a new test session and add individual students or student groups (that already exist) to it. You must give the session a name and select the Test Form and Subtests for the session. For searching and reporting purposes, use a meaningful test session name that includes the Subtest areas and Level(s), such as: **Eng Form A, Gr, K, All Subtests**.

**Note:** All students included in a test session take the same test. Create separate test sessions with different combinations of students and LAS Links Forms and Subtests as needed.

**Tip:** Set up frequently used test sessions, such as Eng Form A, Gr, K, All Subtests, prior to testing. By creating test sessions in advance, you can quickly set up walk-in testers. For more information, see “Editing a Test Session by Adding or Removing Students” on page 62.

1. To add a test session, from the My Applications menu, select **Test Management** menu then click **Test Sessions**. The Test Sessions page displays.
2. Select a district and school (required to add a test session) and click the **Add Session** button at the bottom of the page. The Add Test Session window displays.

## Creating a Test Session (cont.)

At this point, you give the test session a name and select the LAS Links Test Form and the corresponding Subtest(s) to include in the test session.

Once a test session is created, you cannot change the Test Form or Subtest selections. If you made an error in your selections, delete the test session and start over (as long as no testers have started testing with the tickets associated to the Test Session). If testing has begun, contact Customer Service for assistance.

The screenshot shows the 'Instructions' tab of a test management interface. A red box highlights the 'Session Name' field, which is currently empty. Below it, the 'Scoring Option Status' is set to 'Educator Scored', and there is a 'Change to DRC Scored' button. The 'Test Administrator' field is also empty. The 'LAS Links Test Form' section has a dropdown menu with options: English Form A, Grade K; English Form A, Grade 1; English Form A, Grades 2-3; English Form A, Grades 4-5; English Form A, Grades 6-8; and English Form A, Grades 9-12. The 'Available Subtests' and 'Subtest(s) Chosen for Session' sections are empty. There are date pickers for 'Begin Date' and 'End Date', and dropdowns for 'Mode', 'Test Monitoring', and 'Restricted Access'. A search section for students includes filters for 'Student Last Name', 'Student First Name', 'Student ID', 'Grade', 'Demographic', 'Accommodation', 'Test Administrator', and 'Student Group'. Buttons for 'Find Students', 'New Student', and 'Clear' are present. At the bottom, there are 'Available Students' and 'Students in Session' lists with navigation arrows and 'Save', 'Save & Add Another', and 'Cancel' buttons.

3. Enter a name in the **Session Name** field.
4. If needed, update the **Begin Date** and **End Date**. **Note:** These are the dates that control when the students can access INSIGHT. **Tip:** Click the **Instructions** link to display information and notes, such as the testing window dates, display at the top of the window.
5. First, read the Instructions at the top of this page, then select a **LAS Links Test Form**, **Available Subtests**, and **Subtest(s) Chosen for the Session**.

## Creating a Test Session (cont.)

**Tips:** Make a selection from the Test Administrator dropdown to display student groups tied to the selected test administrator. Then, select a student group to display the available students to add to the session.

The screenshot displays the 'Instructions' section of a test management interface. At the top, there are fields for 'Session Name', 'Scoring Option Status' (set to 'Educator Scored' with a 'Change to DRC Scored' button), and 'Test Administrator'. Below this are sections for 'LAS Links Test Form' (listing various English Form A options), 'Available Subtests' (with checkboxes for Speaking, Listening, Reading, and Writing), and 'Subtest(s) Chosen for Session' (with checkboxes for Listening and Reading Grade K). Further down, there are fields for 'Begin Date' (5/16/2019), 'End Date' (5/16/2025), 'Mode' (Online), 'Test Monitoring' (None), and 'Restricted Access' (False). A search section titled 'Search for Available Students' includes fields for 'Student Last Name', 'Student First Name', 'Student ID', 'Grade', 'Demographic', 'Accommodation', 'Test Administrator', and 'Student Group'. Below the search fields are buttons for 'Find Students', 'New Student', and 'Clear'. Two large list boxes, 'Available Students' and 'Students in Session', are shown with navigation arrows between them. At the bottom, there are 'Save', 'Save & Add Another', and 'Cancel' buttons.


6. Enter any student search criteria and click **Find Students**.
7. Select a student from the Available Students list. **Note:** To select multiple students in sequence, press the **Shift** key while you select them. To select multiple students that are not in sequence, press the **Ctrl** key while you select them. **Note:** Do not add more than 50 students to a test session.  
  
**Tip:** If no students display, make sure to select **All** in the **Test Administrator** field to search for student groups created for other Test Administrators.
8. Use the **Add Selected** (▶), **Remove Selected** (◀), **Add All** (▶▶), and **Remove All** (◀◀) icons with the Available Students and Students in Session lists to select one or more students to remove from or add to the test session.
9. Click **Save** or **Save & Add Another** to add another session.

# Test Management Menu

## Editing a Test Session by Adding or Removing Students

You can view existing test sessions to see which students are enrolled in them. You also can edit test sessions to add or remove students.

**Note:** This procedure describes the most efficient way to quickly set up walk-in testers.

1. To view or edit a test session, from the My Applications menu, select **Test Management**, then click **Manage Test Sessions**. The Test Sessions page displays.
2. Enter your search criteria then click **Show Sessions**.
3. When the test sessions display, click the **View/Edit** icon () in 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 \*    District: DRC SAMPLE DISTRICT 2019    School: (All)

Last Name:    First Name:    Student ID:

Session:    Test Administrator: (All)    Scoring Option: (All)













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

Date Range FROM:    Date Range TO:

**Show Sessions**    Print All Tickets

Sessions    Status Summary

**Instructions**

| Session Detail           |                          |               |                   |                      |             |            |          |                 |   |
|--------------------------|--------------------------|---------------|-------------------|----------------------|-------------|------------|----------|-----------------|---|
|                          | District                 | School        | Session Name      | Assessment           | Status      | Begin Date | End Date | Scoring Option  | Action  |
| <input type="checkbox"/> | DRC SAMPLE DISTRICT 2019 | SAMPLE SCHOOL | Student's Session | Grades 4-5 (Eng. C)  | Not Started |            |          | Educator Scored |       |
| <input type="checkbox"/> | DRC SAMPLE DISTRICT 2019 | SAMPLE SCHOOL | Student's Session | Grades 9-12 (Eng. D) | Not Started |            |          | Educator Scored |       |



### Editing a Test Session by Adding or Removing Students (cont.)

- From the Edit Test Session window, click **Find Students**. **Note:** To add a new or walk-in tester to the test session, enter the student’s name and/or student ID, then click **Find Student**. If the student is found, select the student name and add them to the test session.

If the student is not found, click the **New Student** button. The Add Student window displays. Enter the required information on the window and click **Save**. The new student displays in the Students in Session pane of the Edit Test Session window.


The screenshot shows the 'Edit Test Session' window with the following sections:

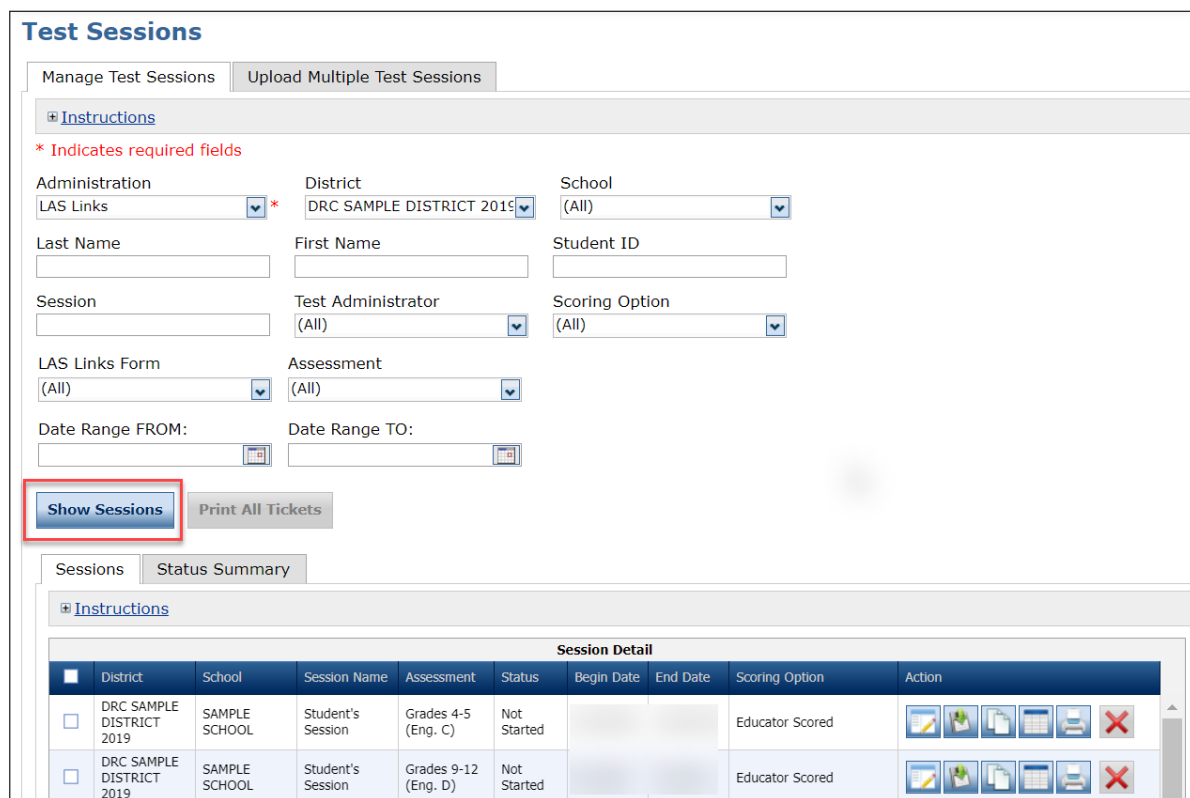
- Instructions:** A red asterisk indicates required fields.
- Session Name:** A text input field with a red asterisk.
- Scoring Option Status:** A dropdown menu currently set to 'Educator Scored', with a 'Change to DRC Scored' button.
- Test Administrator:** A dropdown menu.
- LAS Links Test Form:** A list box containing 'English Form A, Grade K', 'English Form A, Grade 1', 'English Form A, Grades 2-3', 'English Form A, Grades 4-5', 'English Form A, Grades 6-8', and 'English Form A, Grades 9-12'.
- Available Subtests:** An empty list box.
- Subtest(s) Chosen for Session:** An empty list box.
- Begin Date:** A date input field with a calendar icon.
- End Date:** A date input field with a calendar icon.
- Mode:** A dropdown menu.
- Test Monitoring:** A dropdown menu set to 'None'.
- Restricted Access:** A dropdown menu set to 'False'.
- Search for Available Students:** A section with input fields for 'Student Last Name', 'Student First Name', 'Student ID', 'Grade', 'Demographic', 'Accommodation', 'Test Administrator', and 'Student Group', each with a dropdown menu.
- Buttons:** 'Find Students', 'New Student', and 'Clear'.
- Available Students:** A large list box with a 'Double-click to edit Student' instruction below it.
- Students in Session:** A large list box with a 'Double-click to edit Student' instruction below it.
- Navigation:** Four arrow buttons (right, left, right, left) between the two list boxes.
- Bottom Buttons:** 'Save', 'Save & Add Another', and 'Cancel'.

- Select a student and double-click to edit the student’s information, or use the **Add Selected** (▶), **Remove Selected** (◀), **Add All** (▶▶), and **Remove All** (◀◀) icons with the Available Students and Students in Session lists to select one or more students to remove or add. **Note:** To select multiple students in sequence, press the **Shift** key, select the students, and click the mouse button. To select multiple students not in sequence, press the **Ctrl** key, select the students, and click the mouse button.
- Click **Save** to save your changes or **Cancel** to cancel them.

## Deleting a Test Session

You can delete a test session up until the time testing begins. If testing has started for any test in the test session, the session cannot be deleted.

1. To delete a test session, from the My Applications men, select Test Management then click **Manage Test Sessions**. The Test Sessions page displays.
2. Enter your search criteria and click **Show Sessions**.
3. Click the **Delete** icon () in the Action column for the test session you want to remove. The Confirm Delete dialog box displays. **Note:** You cannot delete a test session if testing has begun.
4. Click **Delete** to delete the test session or **Cancel** to cancel the process.



**Test Sessions**

Manage Test Sessions | Upload Multiple Test Sessions

**Instructions**

\* Indicates required fields

Administration: LAS Links (required), District: DRC SAMPLE DISTRICT 2019, School: (All)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Session: \_\_\_\_\_ Test Administrator: (All) Scoring Option: (All)



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

Date Range FROM: \_\_\_\_\_ Date Range TO: \_\_\_\_\_

**Show Sessions** | Print All Tickets


Sessions | Status Summary

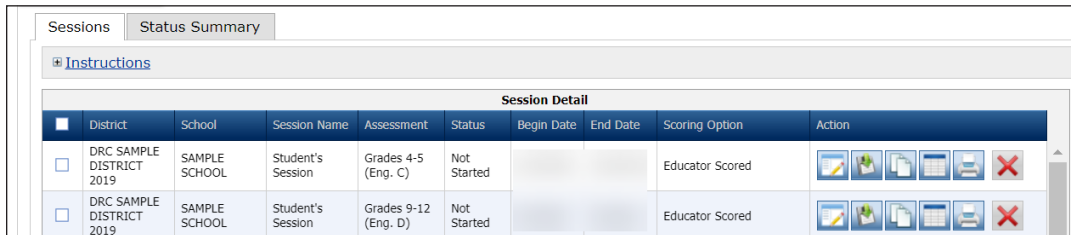
**Instructions**

| Session Detail           |                          |               |                   |                      |             |            |          |                 |   |
|--------------------------|--------------------------|---------------|-------------------|----------------------|-------------|------------|----------|-----------------|---|
|                          | District                 | School        | Session Name      | Assessment           | Status      | Begin Date | End Date | Scoring Option  | Action  |
| <input type="checkbox"/> | DRC SAMPLE DISTRICT 2019 | SAMPLE SCHOOL | Student's Session | Grades 4-5 (Eng. C)  | Not Started |            |          | Educator Scored |  |
| <input type="checkbox"/> | DRC SAMPLE DISTRICT 2019 | SAMPLE SCHOOL | Student's Session | Grades 9-12 (Eng. D) | Not Started |            |          | Educator Scored |  |

## Viewing and Exporting Test Session Status Details

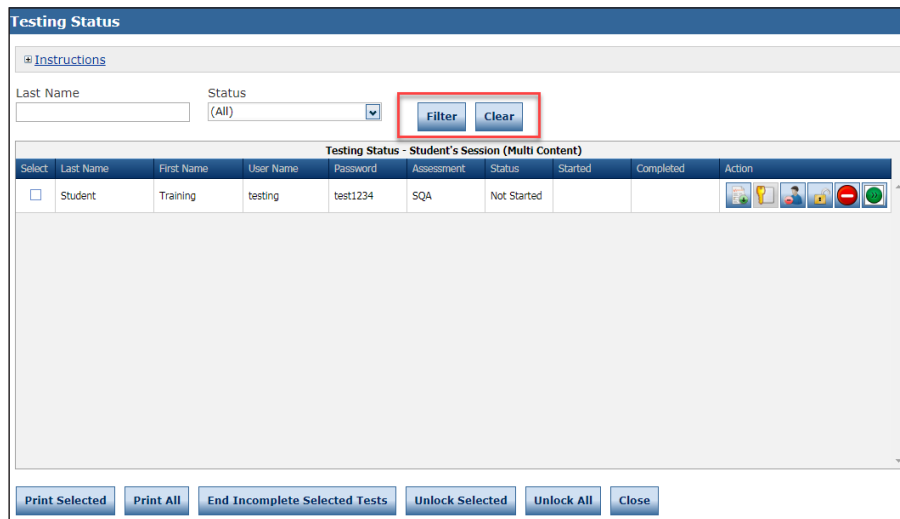
The test session status display provides the following information: each student’s test ticket status; the time the student started the test; and the time the student completed the test. You can use this information to verify that all of the students in a session have completed their tests.

1. To view or export the status of a test session, click the **Edit/Print Ticket Status** icon (  ) from the Session Detail window in the Action column for the test session details you want to view or export. The details for the test session you selected display in the Testing Status window.



| Session Detail                                    |               |                   |                      |             |            |          |                 |        |  |
|---|---------------|-------------------|----------------------|-------------|------------|----------|-----------------|--------|--|
| District  | School        | Session Name      | Assessment           | Status      | Begin Date | End Date | Scoring Option  | Action |  |
| <input type="checkbox"/> DRC SAMPLE DISTRICT 2019 | SAMPLE SCHOOL | Student's Session | Grades 4-5 (Eng. C)  | Not Started |            |          | Educator Scored |        |  |
| <input type="checkbox"/> DRC SAMPLE DISTRICT 2019 | SAMPLE SCHOOL | Student's Session | Grades 9-12 (Eng. D) | Not Started |            |          | Educator Scored |        |  |

2. You can search for students on the Testing Status window by Last Name, Status, or Status by Module, which includes the Subtests in the test session. Enter your search criteria or select from the drop-down menus.
3. Click **Filter** to display the results or **Clear** to clear your selections.



| Testing Status - Student's Session (Multi Content) |           |            |           |          |            |             |         |           |        |
|--|-----------|------------|-----------|----------|------------|-------------|---------|-----------|--------|
| Select   | Last Name | First Name | User Name | Password | Assessment | Status      | Started | Completed | Action |
| <input type="checkbox"/>                           | Student   | Training   | testing   | test1234 | SQA        | Not Started |         |           |        |

Buttons at the bottom: Print Selected, Print All, End Incomplete Selected Tests, Unlock Selected, Unlock All, Close

# Test Management Menu

## Viewing and Exporting Test Session Status Details (cont.)

- To export one or more test session statuses to a spreadsheet file (.xls) that you can save, view, edit, or print, check the Select checkbox next to each test session status you want to export and click **Export to Excel**.


The screenshot displays the 'Status Summary' tab of the Test Management interface. It features a table titled 'Session Detail' with columns for Select, District, School, Session Name, Assessment, Status, Begin Date, End Date, and Action. Below the table are several action buttons: 'Add Session', 'Export to Excel', 'Unlock Selected', 'Unlock All', and 'Export Student Details'. The 'Export to Excel' button is highlighted with a red rectangular box.

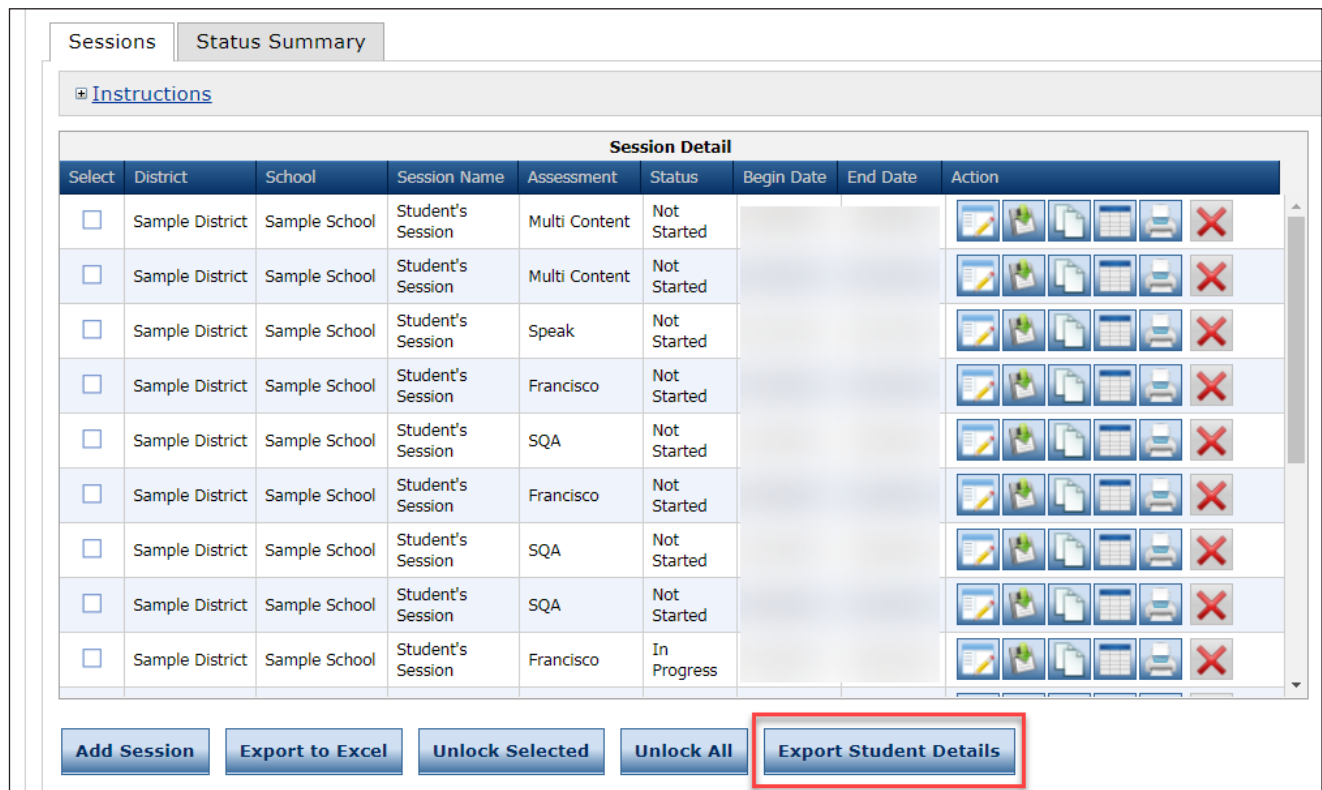
| Select                   | District        | School        | Session Name      | Assessment    | Status      | Begin Date | End Date | Action  |
|--------------------------|-----------------|---------------|-------------------|---------------|-------------|------------|----------|---------|
| <input type="checkbox"/> | Sample District | Sample School | Student's Session | Multi Content | Not Started |            |          | [Icons] |
| <input type="checkbox"/> | Sample District | Sample School | Student's Session | Multi Content | Not Started |            |          | [Icons] |
| <input type="checkbox"/> | Sample District | Sample School | Student's Session | Speak         | Not Started |            |          | [Icons] |
| <input type="checkbox"/> | Sample District | Sample School | Student's Session | Francisco     | Not Started |            |          | [Icons] |
| <input type="checkbox"/> | Sample District | Sample School | Student's Session | SQA           | Not Started |            |          | [Icons] |
| <input type="checkbox"/> | Sample District | Sample School | Student's Session | Francisco     | Not Started |            |          | [Icons] |
| <input type="checkbox"/> | Sample District | Sample School | Student's Session | SQA           | Not Started |            |          | [Icons] |
| <input type="checkbox"/> | Sample District | Sample School | Student's Session | SQA           | Not Started |            |          | [Icons] |
| <input type="checkbox"/> | Sample District | Sample School | Student's Session | Francisco     | In Progress |            |          | [Icons] |

Buttons: Add Session, **Export to Excel**, Unlock Selected, Unlock All, Export Student Details














































## Exporting Student Details

You can export the student details of one or more test sessions to a comma-separated value (.csv) file to save, view, edit, or print in a spreadsheet. The information in the exported file includes each student in the test session, student username/password, and the begin/end date for each Subtest. The file does not include test score information.

1. To export details for a single test session, click the **Export Details** icon () from the Session Detail window in the Action column for the test session that you want to export.
2. The test session details are exported to a .csv file that you can save, view, edit, or print.





The screenshot shows a web application interface with a 'Sessions' tab and a 'Status Summary' sub-tab. Below the tabs is an 'Instructions' section. The main area is a 'Session Detail' table with columns: Select, District, School, Session Name, Assessment, Status, Begin Date, End Date, and Action. The table contains 9 rows of session data. At the bottom of the interface, there are five buttons: 'Add Session', 'Export to Excel', 'Unlock Selected', 'Unlock All', and 'Export Student Details'. The 'Export Student Details' button is highlighted with a red rectangular box.

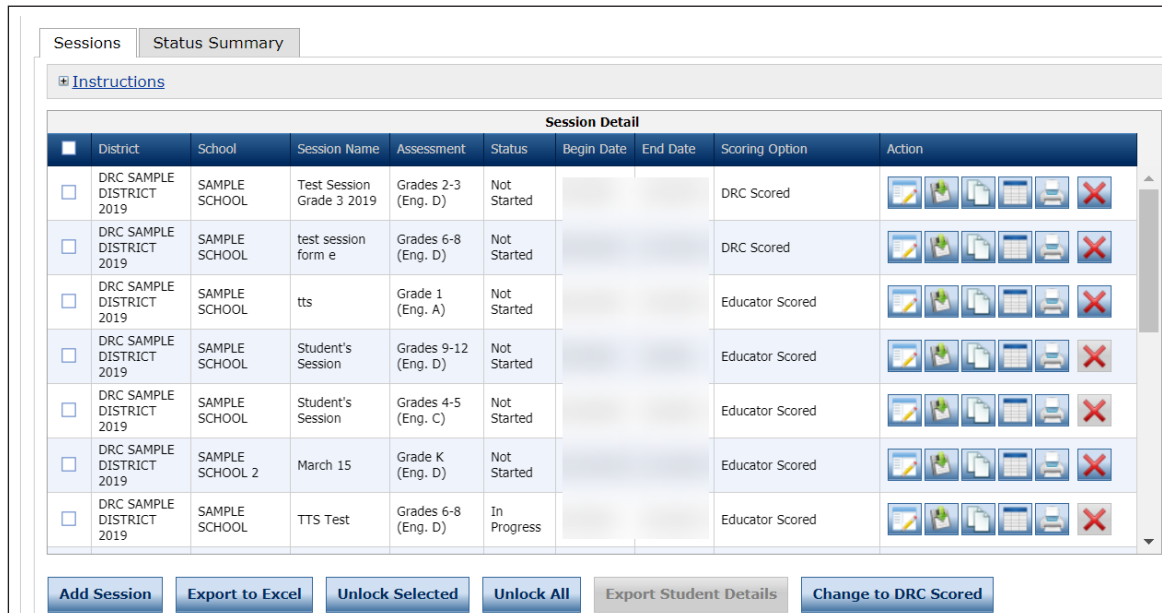
| Select                   | District        | School        | Session Name      | Assessment    | Status      | Begin Date | End Date | Action  |
|--------------------------|-----------------|---------------|-------------------|---------------|-------------|------------|----------|---|
| <input type="checkbox"/> | Sample District | Sample School | Student's Session | Multi Content | Not Started |            |          |                |
| <input type="checkbox"/> | Sample District | Sample School | Student's Session | Multi Content | Not Started |            |          |                |
| <input type="checkbox"/> | Sample District | Sample School | Student's Session | Speak         | Not Started |            |          |                |
| <input type="checkbox"/> | Sample District | Sample School | Student's Session | Francisco     | Not Started |            |          |                |
| <input type="checkbox"/> | Sample District | Sample School | Student's Session | SQA           | Not Started |            |          |      |
| <input type="checkbox"/> | Sample District | Sample School | Student's Session | Francisco     | Not Started |            |          |      |
| <input type="checkbox"/> | Sample District | Sample School | Student's Session | SQA           | Not Started |            |          |      |
| <input type="checkbox"/> | Sample District | Sample School | Student's Session | SQA           | Not Started |            |          |      |
| <input type="checkbox"/> | Sample District | Sample School | Student's Session | Francisco     | In Progress |            |          |      |

1. To export details for specific test sessions, select a school at the top of the window, select the test sessions by checking the checkbox for each session in the Select column and then click the **Export Student Details** button. To export all test sessions, click **Export Student Details** without selecting any test sessions.
2. The test session details are exported to an Excel file (.xls) that you can save, view, edit, or print.

## Printing Test Tickets and Rosters

You can print test tickets for the students in an online test session. You can print all of the tickets for all of the students in a session, or you can select specific students and print their tickets.

1. 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.
2. A Portable Document Format (.pdf) displays and includes instructions, the testing roster, and test tickets. You can view, print, and save the information.
3. Tickets may print up to 4 per page.
1. To print selected test tickets, click the **Edit/Print Ticket Status** icon () in the Action column for the test session you want to use.
2. When the Testing Status window displays, you can filter the student display by Last Name, Status, or Status by Module. To filter, enter your search criteria or select from the drop-down menus and click **Filter** to display the results (or **Clear** to clear your selections).
3. Select one or more students by clicking the checkbox next to their name in the **Select** column.



The screenshot shows a web interface with two tabs: "Sessions" and "Status Summary". Below the tabs is a section titled "Instructions". 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. The table contains seven rows of test sessions. The Action column for each row contains a set of icons: a pencil (edit), a printer (print), a document (view), a calendar (details), and a red X (delete).

| District                 | School          | Session Name              | Assessment           | Status      | Begin Date | End Date | Scoring Option  | Action                                   |
|--------------------------|-----------------|---------------------------|----------------------|-------------|------------|----------|-----------------|--|
| DRC SAMPLE DISTRICT 2019 | SAMPLE SCHOOL   | Test Session Grade 3 2019 | Grades 2-3 (Eng. D)  | Not Started |            |          | DRC Scored      | [Edit] [Print] [View] [Details] [Delete] |
| DRC SAMPLE DISTRICT 2019 | SAMPLE SCHOOL   | test session form e       | Grades 6-8 (Eng. D)  | Not Started |            |          | DRC Scored      | [Edit] [Print] [View] [Details] [Delete] |
| DRC SAMPLE DISTRICT 2019 | SAMPLE SCHOOL   | tts                       | Grade 1 (Eng. A)     | Not Started |            |          | Educator Scored | [Edit] [Print] [View] [Details] [Delete] |
| DRC SAMPLE DISTRICT 2019 | SAMPLE SCHOOL   | Student's Session         | Grades 9-12 (Eng. D) | Not Started |            |          | Educator Scored | [Edit] [Print] [View] [Details] [Delete] |
| DRC SAMPLE DISTRICT 2019 | SAMPLE SCHOOL   | Student's Session         | Grades 4-5 (Eng. C)  | Not Started |            |          | Educator Scored | [Edit] [Print] [View] [Details] [Delete] |
| DRC SAMPLE DISTRICT 2019 | SAMPLE SCHOOL 2 | March 15                  | Grade K (Eng. D)     | Not Started |            |          | Educator Scored | [Edit] [Print] [View] [Details] [Delete] |
| DRC SAMPLE DISTRICT 2019 | SAMPLE SCHOOL   | TTS Test                  | Grades 6-8 (Eng. D)  | In Progress |            |          | Educator Scored | [Edit] [Print] [View] [Details] [Delete] |

Below the table are several buttons: "Add Session", "Export to Excel", "Unlock Selected", "Unlock All", "Export Student Details", and "Change to DRC Scored".

4. Click **Print Selected**. A PDF version of the Student Test Session Ticket, that you can view, print, and save, displays for the selected students.

## Displaying a Test Session Status Summary

The Test Session Status Summary provides a summary report of the test sessions and the status of students (Not Started, In Progress, and Completed) of each subtest for each LAS Links Form you specified when you displayed the Test Sessions window (see “Viewing and Exporting Test Session Status Details” on page 65).

The screenshot shows the 'Test Sessions' interface. At the top, there are two tabs: 'Manage Test Sessions' and 'Upload Multiple Test Sessions'. Below this is an 'Instructions' section with a note: '\* Indicates required fields'. The search filters include: Administration (LAS Links), District (DRC SAMPLE DISTRICT 2019), School ((All)), Last Name, First Name, Student ID, Session, Test Administrator ((All)), Scoring Option ((All)), LAS Links Form ((All)), Assessment ((All)), Date Range FROM, and Date Range TO. There are two buttons: 'Show Sessions' (highlighted with a red box) and 'Print All Tickets'. Below the filters, there are two tabs: 'Sessions' and 'Status Summary' (highlighted with a red box). The 'Status Summary' tab displays a table titled 'Session Detail' with the following data:

|                          | District                 | School          | Session Name | Assessment          | Status      | Begin Date | End Date | Scoring Option  | Action |
|--------------------------|--------------------------|-----------------|--------------|---------------------|-------------|------------|----------|-----------------|--------|
| <input type="checkbox"/> | DRC SAMPLE DISTRICT 2019 | SAMPLE SCHOOL   | 4th          | Grades 4-5 (Eng. D) | Completed   |            |          | Educator Scored |        |
| <input type="checkbox"/> | DRC SAMPLE DISTRICT 2019 | SAMPLE SCHOOL   | TTS Test     | Grades 6-8 (Eng. D) | In Progress |            |          | Educator Scored |        |
| <input type="checkbox"/> | DRC SAMPLE DISTRICT 2019 | SAMPLE SCHOOL   | DRC Session  | Grades 2-3 (Eng. D) | In Progress |            |          | Educator Scored |        |
| <input type="checkbox"/> | DRC SAMPLE DISTRICT 2019 | SAMPLE SCHOOL 2 | March 30     | Grade K (Eng. D)    | In Progress |            |          | Educator Scored |        |

1. To display a Test Session Summary report, click the **Manage Test Sessions** option from the Test Management menu. The Test Sessions window displays.
2. Select your search criteria and click **Show Sessions**.
3. Click the Status Summary tab (shown above).
4. A Session Summary and Student Summary report displays for the test sessions displayed on the Test Sessions window (based on your search criteria).

The screenshot shows the 'Status Summary' tab. It displays a table titled 'Session Summary' with the following data:

| Status      | Session Count |
|-------------|---------------|
| Not Started | 38            |
| In Progress | 2             |

# Test Monitoring



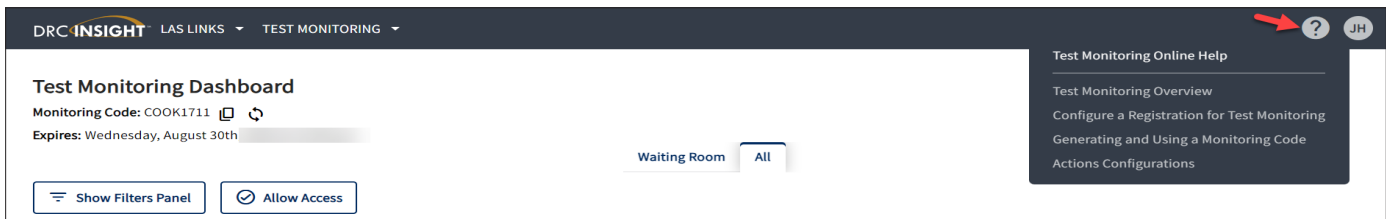


## Test Monitoring

Test Monitors can see participants who have logged in to a test and registered to a Test Monitoring Dashboard. The Test Monitoring application provides visibility to the participant's status throughout the testing session, including the screen or question on which the participant is currently working, and progress towards completion within the test. Information displayed on the Test Monitoring Dashboard updates in near real time.

## Online Help for Test Monitoring

As shown below, Test Monitoring has online help that is launched directly from the Test Monitoring interface in the Portal. The help covers all aspects of using the Test Monitoring functionality. If a user needs to create or assign monitoring codes, this online information can help them to do so.



The screenshot displays the Test Monitoring Dashboard interface. At the top, there is a navigation bar with 'DRC INSIGHT' logo, 'LAS LINKS', and 'TEST MONITORING'. The main content area is titled 'Test Monitoring Dashboard' and shows a 'Monitoring Code: COOK1711' with a refresh icon and an expiration date of 'Expires: Wednesday, August 30th'. Below this, there are buttons for 'Show Filters Panel' and 'Allow Access'. A 'Waiting Room' section is visible with an 'All' button. In the top right corner, there is a user profile icon 'JH' and a help icon (question mark) with a red arrow pointing to it. A dropdown menu for 'Test Monitoring Online Help' is open, listing the following options: 'Test Monitoring Overview', 'Configure a Registration for Test Monitoring', 'Generating and Using a Monitoring Code', and 'Actions Configurations'.

## Portal User Permission for Test Monitoring

The *Test Monitoring* permission allows users to view the Test Monitoring page and to generate monitoring session codes.

# Test Administrator Management Menu



### ***Introduction***

From the Test Administrator Management menu, Portal users can search for test administrators and perform the following tasks:

- Add test administrators to the Portal
- Upload multiple test administrators to the Portal
- Edit test administrator information
- Delete test administrators from the Portal
- Export test administrator information to a spreadsheet

## Adding a Test Administrator

You can add test administrator records to the Portal one at a time, or upload multiple test administrator records at once (see “Uploading Multiple Test Administrators” on page 79). Test Administrators must be added so they can be associated to student groups, which are required for reporting purposes. A user can quickly create test sessions for the testers within a student group. In some areas of the Portal, you can filter students based on a test administrator or student group. At this time, you cannot filter on test administrator or student groups within the On-Demand Reports.

**Note:** Adding a test administrator within Test Administrator Management is not the same as adding a Test Administrator User within User Management. The latter must be done if the user will need access to the Portal, and in that case, we recommend that the same Name and Email address values are used between User Management and Test Administrator Management.

**Tips:** The person who adds users to the Portal should also add test administrators using the Test Administrator Management menu to ensure that the same contact data (first name, last name, email address) is used. In addition, prior to adding a test administrator to the Portal, search for the test administrator (as shown earlier in this section). The test administrator information may already be in the Portal.

1. To add a test administrator, from the My Applications menu, select **Test Administrator Management**. The Manage Test Administrators window displays.
2. Select an administration, district, and school (required). Click **Add Test Administrator**. The Add Test Administrator window displays and allows you to add test administrator details.

**Manage Test Administrators**

Edit Test Administrator    Upload Multiple Test Administrators

**Instructions**

\* Indicates required fields

Administration: LAS Links (dropdown)  
 District: (All) (dropdown)  
 School: (All) (dropdown)

Last Name: [text input]  
 First Name: [text input]  
 TA ID (Email): [text input]

Email: [text input]

Find Test Administrators    Clear

| Test Administrators                 |                 |                 |                   |                     |                               |                                    |
|-------------------------------------|-----------------|-----------------|-------------------|---------------------|-------------------------------|------------------------------------|
| District                            | School          | Last Name       | First Name        | TA ID (Email)       | Email                         | Action                             |
| <input type="checkbox"/>            | SAMPLE DISTRICT | SAMPLE SCHOOL 1 | adteachlast       | abteachfirst        | my1@test.com                  | my1@test.com                       |
| <input checked="" type="checkbox"/> | SAMPLE DISTRICT | SAMPLE SCHOOL 1 | efghefghfghfghfgh | abcd abcd abcd abcd | teacher_2_e-mail/teacher@stat | teacher_2_e-mail/teacher@state.edu |
| <input type="checkbox"/>            | SAMPLE DISTRICT | SAMPLE SCHOOL 1 | nowta             | test                | nowta@drc.org                 | nowta@drc.org                      |
| <input checked="" type="checkbox"/> | SAMPLE DISTRICT | SAMPLE SCHOOL 1 | Robertson         | A                   | arobertson@test.t             | arobertson@test.test               |
| <input type="checkbox"/>            | SAMPLE DISTRICT | SAMPLE SCHOOL 1 | s K-s'ept         | s K-s'ept           | Sk9_1_r-e'test@drc.com        | Sk9_1_r-e'test@drc.com             |
| <input checked="" type="checkbox"/> | SAMPLE DISTRICT | SAMPLE SCHOOL 1 | sk testadmin      | sktestAdmin         | sktestadministrat             | sktestadministrator@drc.edu        |
| <input type="checkbox"/>            | SAMPLE DISTRICT | SAMPLE SCHOOL 1 | skadd             | sk add ta           | skadd@test.com                | skadd@test.com                     |
| <input type="checkbox"/>            | SAMPLE DISTRICT | SAMPLE SCHOOL 1 | sk'd              | stud kl-j           | sk@test.com                   | sk@test.com                        |

Add Test Administrator    Delete Test Administrator    Export to Excel

## Adding a Test Administrator (cont.)

**Add Test Administrator**

[Instructions](#)

\* Indicates required fields

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

Last Name: \*  
First Name: \*  
Email: \*

Save Save & Add Another Cancel

3. When the Add Test Administrator dialog box displays, enter the last name, first name, and email address for the test administrator. Click **Save** to save the record and return to the Manage Test Administrators window, click **Save & Add Another** to save the record and re-display the Add Test Administrator dialog box to add another test administrator, or click **Cancel** to cancel the process. **Note:** If you added a test administrator, when the Manage Test Administrators window re-appears, a message displays indicating that the test administrator has been added.

## **Uploading Multiple Test Administrators**

Portal users can add Test Administrators to the Portal by uploading a file using the Upload Multiple Test Administrators process described on the following pages.

1. To upload multiple test administrator records, from the My Applications menu, select **Test Administrator Management**. The Manage Test administrator window displays. Click the **Upload Multiple Test Administrators** tab.
2. Use the drop-down menu filtering options to select the correct administration, district, and school.
3. The Upload Multiple Test administrators tab contains links to both a sample PDF file that contains instructions and a sample .csv file that you can use to create the actual file.
  - Click the **Download the File Layout** link to display the Upload Multiple Test Administrators File Layout - LAS Links file (LASLinksTest AdministratorFileLayout.pdf).
  - This file displays the required layout of the .csv file you will upload to DRC with rules, instructions, and examples describing how to create and format the file.
4. Click the **Sample File** link to download or display the LLSampleTestAdministratorFile.csv file. This file is only a sample of the type of file you will upload to DRC. **Note:** Depending on the browser you are using, a dialog box may appear for you to use to open or download the file.
5. Use the LLSampleTest AdministratorFile.txt file to create, rename, and save a test administrator file to upload. **Note:** Be sure to keep the header column rows in the file you upload. In addition, be sure the values in the District Code and School Code columns in the .csv file match the values that display in the District and School drop-down menus in the Portal.

**Manage Test Administrators**

Edit Test Administrator | **Upload Multiple Test Administrators**

Download the [File Layout](#) (PDF document) and a [Sample File](#) (CSV text file).

[+ Instructions](#)

\* Indicates required fields

Administration: LAS Links \*      District: (Select) \*      School: (All)

File:  Browse... \*

**Upload**

## Uploading Multiple Test Administrators (cont.)

**Manage Test Administrators**

Edit Test Administrator | Upload Multiple Test Administrators

Download the [File Layout](#) (PDF document) and a [Sample File](#) (CSV text file).

+ Instructions

\* Indicates required fields

Administration: LAS Links \* | District: Sample District - 99999 \* | School: (All)

File: LL Test Admins upload file\_final.csv | Browse... \*


Upload

6. After you have created a test administrators file, click **Browse** to locate it, select the file, and click **Open** to display it in the File field of the Upload Multiple Test Administrators tab.
7. Click **Upload**. A message displays indicating the file has been transferred and is being checked for errors. **Note:** After the file has been validated, you can review its status. If the file contains errors, you must correct them and repeat Steps 5 and 6.

## The Manage Test Administrators Window

Portal users can search for test administrators, add test administrators, delete test administrators, and export test administrator information from the Manage Test Administrators window.

**Note:** To add a Test Administrator, first the user must be added to the Portal using the User Management menu.

1. To search for test administrators, from the My Applications menu, select **Test Administrator Management**. The Manage Test Administrators window displays.
2. Enter or select your search criteria and click the **Find Test Administrators** button. Test administrators that match your selection criteria display at the bottom of the window.
3. What you do next depends on whether the test administrator you are searching for exists in the Portal.
4. If the test administrator does not exist, click **Add Test Administrator** to add a test administrator to the Portal. For more information, see “Adding a Test Administrator” on page 77.
5. Click the **View/Edit** icon () to edit the test administrator information on the Edit Test Administrator window. Click **Save** when your updates are complete.

**Manage Test Administrators**

Edit Test Administrator | Upload Multiple Test Administrators

**Instructions**

\* Indicates required fields

Administration: LAS Links | District: DRC SAMPLE DISTRICT 2019 | School: (All)

Last Name: | First Name: | TA ID (Email): | Email: |

**Find Test Administrators** | Clear

| District  | School        | Last Name     | First Name | TA ID (Email)  | Email           | Action |
|---|---------------|---------------|------------|----------------|-----------------|--------|
| <input type="checkbox"/> DRC SAMPLE DISTRICT 2019 | SAMPLE SCHOOL | Administrator | [redacted] | PTAdmin@drc.co | PTAdmin@drc.com |        |

**Add Test Administrator** | Delete Test Administrator | Export to Excel



## The Manage Test Administrators Window (cont.)

The screenshot shows the 'Manage Test Administrators' interface. At the top, there are tabs for 'Edit Test Administrator' and 'Upload Multiple Test Administrators'. Below this is an 'Instructions' section with a note: '\* Indicates required fields'. The search filters include 'Administration LAS Links', 'District (All)', and 'School (All)'. There are input fields for 'Last Name', 'First Name', 'TA ID (Email)', and 'Email'. Below the filters are 'Find Test Administrators' and 'Clear' buttons.

| Test Administrators                 |                 |                 |                     |                     |                               |                                    |          |
|-------------------------------------|-----------------|-----------------|---------------------|---------------------|-------------------------------|------------------------------------|----------|
| District                            | School          | Last Name       | First Name          | TA ID (Email)       | Email                         | Action                             |          |
| <input type="checkbox"/>            | SAMPLE DISTRICT | SAMPLE SCHOOL 1 | achteachlast        | achteachfirst       | my1@test.com                  | my1@test.com                       | [Action] |
| <input checked="" type="checkbox"/> | SAMPLE DISTRICT | SAMPLE SCHOOL 1 | efghfghfghfghfghfgh | abcd abcd abcd abcd | teacher_2_e-mail teacher@stat | teacher_2_e-mail teacher@state.edu | [Action] |
| <input type="checkbox"/>            | SAMPLE DISTRICT | SAMPLE SCHOOL 1 | novta               | test                | novta@drc.org                 | novta@drc.org                      | [Action] |
| <input checked="" type="checkbox"/> | SAMPLE DISTRICT | SAMPLE SCHOOL 1 | Robertson           | A                   | arobertson@test.1             | arobertson@test.test               | [Action] |
| <input type="checkbox"/>            | SAMPLE DISTRICT | SAMPLE SCHOOL 1 | s K-s'ept           | s K-s'ept           | Sk0_1_r-e'test@drc.com        | Sk0_1_r-e'test@drc.com             | [Action] |
| <input checked="" type="checkbox"/> | SAMPLE DISTRICT | SAMPLE SCHOOL 1 | sk testadmin        | sktestAdmin         | sktestadministrat             | sktestadministrator@drc.edu        | [Action] |
| <input type="checkbox"/>            | SAMPLE DISTRICT | SAMPLE SCHOOL 1 | skadd               | sk add ta           | skadd@test.com                | skadd@test.com                     | [Action] |
| <input type="checkbox"/>            | SAMPLE DISTRICT | SAMPLE SCHOOL 1 | sk'd                | stud kl-j           | sk@test.com                   | sk@test.com                        | [Action] |

At the bottom of the table, there are three buttons: 'Add Test Administrator', 'Delete Test Administrator', and 'Export to Excel'. The 'Delete Test Administrator' button is highlighted with a red box.

- As shown above, click the checkbox to select one or more test administrators and click **Delete Test Administrator** to remove the test administrator(s) from the Portal. **Note:** Before deleting a test administrator, find all student groups the test administrator is associated with and reassign them. When a test administrator is deleted, all student groups associated with that test administrator are also deleted.
- A confirmation dialog displays. Click **Delete Test Administrator** to continue or click **Cancel** to return to the Manage Test Administrators window.
- Select one or more test administrators and click **Export to Excel** to export the selected test administrator data to a spreadsheet.

# Student Group Management Menu



### ***Introduction***

Ensure that all student groups are set up and accurate prior to requesting the data to be sent to DRC Interactive Reporting. Use student groups in order to designate a “class” within your organization’s testing hierarchy.

**Note:** Students and test administrators must be added to Student Management and Test Administrator Management before student groups can be created.

From the Student Group Management menu, Portal users can search for student groups and perform the following tasks:

- Add a student group
- Edit student group information
- Create a test session from a student group
- Reassign a test administrator to multiple student groups
- Upload multiple student groups

---

**!** **Important:** Because Student Groups allow a Test Administrator to display report data for all of the students in the group, Student Groups are recommended for paper and online testing.

---

To ensure student data remains manageable, data for all students is archived and purged from the Portal each fall.

### ***Data Purge for Previous Students***

After the purge, reports for the previous year’s students are available, but only current student data displays when creating new student groups, test sessions, or displaying testing statuses in the Student Status Dashboard.

The purge process is handled by DRC; nothing is required of districts or schools.

## Add a Student Group

Student groups should be named so that other Portal users can clearly distinguish one student group from another. The student group name and test administrator name should be unique to the district and school selected.

**Student Group Name Recommendation:** <Program> <Test administrator name> <Class time/session> or another name that best describes the students in the group. **Example:** ESL Joe Garza 2nd Period.

1. From the My Applications menu, select **Student Group Management**. The Manage Student Groups window displays.
2. Select an administration, district, school, and test administrator. Click **Add Student Group**. The Add Student Group window (shown on the following page) displays.

**Manage Student Groups**

Manage Student Groups | Upload Student Groups

**Instructions**

\* Indicates required fields

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

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

Test Administrator: [ ] | Group Name: [ ]

Find Student Groups | Clear

**Student Groups**

Test Administrator | Group Name

Choose from the above filters and click on 'Find Student Groups'

Add Student Group | Export to Excel | Reassign Group | Copy Selected Groups | Delete Selected Groups

## Add a Student Group (cont.)

**Tip:** On the Add Student Group window, you can filter by Test Administrator to return all students who have been associated to a student group for the selected test administrator.

Click the **New Student** button to display the Add Student window, which you use to add students to the Portal. After adding the student you then can add the student to a student group.

3. Enter a **Group Name** for the student group.
4. Select a new test administrator from the dropdown menu or click **Add** to add a test administrator to the Portal, then select the test administrator for the student group.
5. Enter search criteria and click **Find Students**. The students that meet your criteria display in the Available Students column.
6. Select a student and double-click to edit the student's information, or use the **Add Selected** (▶), **Remove Selected** (◀), **Add All** (▶▶), and **Remove All** (◀◀) icons with the Available Students and Students in Session lists to select one or more students to remove or add.

**Note:** To select multiple students in sequence, press the **Shift** key, select the students, and click the mouse button. To select multiple students not in sequence, press the **Ctrl** key, select the students, and click the mouse button.

7. Click **Save** to save your changes or **Cancel** to cancel them.

## ***The Manage Student Groups Window***

Portal users can search for student groups, copy, edit, and delete student groups from the Manage Student Groups window.



1. From the My Applications menu, select **Student Group Management**. The Manage Student Groups window displays.
2. To search for one or more student groups, use the various drop-down menus and fields to enter search criteria and click **Find Student Groups**.

The screenshot shows the 'Manage Student Groups' interface. At the top, there are two tabs: 'Manage Student Groups' (selected) and 'Upload Student Groups'. Below the tabs is an 'Instructions' section with a red asterisk indicating required fields. The search criteria include: Administration (LAS Links), District (Sample District - 99999), School (Sample School - 11111), Student Last Name, Student First Name, Student ID, Test Administrator, and Group Name. The 'Find Student Groups' button is highlighted with a red box. Below the search area is a table with a header 'Test Administrator' and a message 'No mat'. At the bottom, there are five buttons: 'Add Student Group', 'Export to Excel', 'Reassign Group', 'Copy Selected Groups', and 'Delete Selected Groups'.

## The Manage Student Groups Window (cont.)

Use the icons in the Action column to, for example, edit or delete a student group.

3. Student groups that match your search criteria display at the bottom of the window.

- Click the **View/Edit** icon () in the Action column for the student group whose information you want to edit. The Edit Student Group window (shown below) displays. For details about how to use the Edit Student window, see “Editing Student Group Information” on page 89 for more information.
- Click the **Delete** icon () to delete a student group.

## Editing Student Group Information


The Edit Student Group window allows you to edit student group details and add or remove students from a group. You also can select (or add then select) a test administrator for a group. When your changes are complete, you can save them or save them and add the group to a test session.





- You can search for and add available students to the student group.
- You can add students to the Portal, and then add them to student groups.
- You can select a new test administrator from the dropdown menu or click **Add** to add a test administrator to the Portal, then select the test administrator for the student group.
- Click **Save** to save your changes or **Cancel** to cancel your changes.
- Click **Save & Add Another** to save your changes to the group and then add another student group.
- Click **Save & Add to Session** to save your changes to the group and then add the group to a test session.



## Create a Test Session from a Student Group

You can create a test session for a student group using the Add Test Sessions window.

1. On the Manage Student Groups window, in the Action column, click the **Add to Session** () icon. The Add Test Session window displays.
2. Enter a **Session Name** for the test session and other details. Fields with a red asterisk (\*) are required.

3. The students in the selected student group display in the Available Students column.
4. Use the **Add Selected** () , **Remove Selected** () , **Add All** () , and **Remove All** () icons with the Available Students and Students in Session lists to select one or more students to remove or add.
5. Click **Save** to save your changes or click **Save & Add Another** to save your changes and create another test session for the select student group. Click **Cancel** to cancel your changes.

## Reassign a Test Administrator to Multiple Student Groups

You can perform this procedure any time a new test administrator needs to be assigned to existing student groups.

**Note:** Perform this procedure prior to deleting any test administrators. Deleting a test administrator will delete all student groups tied to that test administrator.

The screenshot shows the 'Manage Student Groups' interface. At the top, there are tabs for 'Manage Student Groups' and 'Upload Student Groups'. Below this is an 'Instructions' section with a red asterisk indicating required fields. The form includes dropdown menus for 'Administration' (LAS Links), 'District' (DRC SAMPLE DISTRICT 201), and 'School' (SAMPLE SCHOOL - 101). There are also input fields for 'Student Last Name', 'Student First Name', 'Student ID', 'Test Administrator', and 'Group Name'. A 'Find Student Groups' button is highlighted with a red box. Below the form is a table titled 'Student Groups' with columns for 'Test Administrator', 'Group Name', 'Students', and 'Action'. One group is listed with a red checkmark in the 'Test Administrator' column. Below the table, the 'Reassign Group' button is highlighted with a red box.

1. On the Manage Student Groups window, enter selection criteria then click the **Find Student Groups** button.
2. Select the student groups to reassign and click **Reassign Group**.
3. On the Assign Test Administrator to Student Groups window (shown below), select the test administrator for the selected student groups and click **Assign**.

The screenshot shows the 'Assign Test Administrator to Student Groups' window. It has a blue header with the title. Below the header is an 'Instructions' section with a red asterisk indicating required fields. The main part of the window is a 'Test Administrator' dropdown menu with the text '(Select)' and a red asterisk. Below the dropdown are two buttons: 'Assign' and 'Cancel'. The 'Assign' button is highlighted with a red box.

## Uploading Multiple Student Groups to the Portal

To upload multiple student group records at once, you can upload a file containing student group information to the Portal. The file must be in the comma-separated value (.csv) format and the fields in the file must be in specific columns.

1. From the My Applications menu bar, select **Student Group Management**. The Manage Student Groups window displays. Select the **Upload Student Groups** tab.

The screenshot shows the 'Manage Student Groups' interface. At the top, there are two tabs: 'Manage Student Groups' and 'Upload Student Groups', with the latter highlighted. Below the tabs is a blue banner with a speech bubble icon and the text: 'Download the [File Layout](#) (PDF document) and a [Sample File](#) (CSV text file)'. Underneath is a grey box with a plus icon and the text: '+ [Instructions](#)'. A red asterisk is followed by the text: '\* Indicates required fields'. There are three dropdown menus: 'Administration' with 'LAS Links' selected, 'District' with '(Select)' selected, and 'School' which is empty. Each dropdown menu has a red asterisk to its right. Below these is a 'File' input field with a 'Browse...' button and a red asterisk to its right. At the bottom left is a blue 'Upload' button.

2. The Upload Student Groups tab contains links to both a sample PDF file that contains instructions and a sample .csv file that you can use to create the actual file.
3. Click the **Download the File Layout** link to display the StudentGroupsFileLayout.pdf file. **Note:** This file displays the required layout of the .csv file you will upload to DRC with rules, instructions, and examples describing how to create and format the file.
4. Click the **Sample File** link to download or display the SampleStudentGroupsFile.csv file. **Note:** This file is only a sample of the type of file you will upload to DRC. Depending on the browser you are using, a dialog box may appear for you to use to open or download the file.
5. Use the SampleStudentGroupsFile.csv file to create, rename, and save a student group file to upload **Note:** Be sure to keep the header column rows in the file you upload.

**Uploading Multiple Student Groups to the Portal (cont.)**

**Manage Student Groups**

Manage Student Groups | Upload Student Groups

Download the [File Layout \(PDF document\)](#) and a [Sample File \(CSV text file\)](#).

[+ Instructions](#)

\* Indicates required fields

Administration: LAS Links \*  
District: SAMPLE DISTRICT - 412345 \*  
School: SAMPLE SCHOOL 3 - 987654 \*

File: LAS Links Portal Student Group upload file\_final.x X Browse... \*

Upload

6. After you have created a student group file, click **Browse...** to locate it, select the file, and click **Open** to display it in the File field of the Upload Student Groups tab.
7. Click **Upload**. A message displays indicating the file has been transferred and is being checked for errors.  
After the file has been validated, you can review its status. If the file contains errors, you must correct them and repeat Steps 5 and 6.

# Report Delivery Menu



## On-Demand Reports

Portal users can view or download score reports by student. The reports display the student info, the subjects tested and related scores and performance levels.

1. From the My Applications menu, select **Report Delivery** then click the On Demand Reports tab.

### 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<br>LAS Links <input type="text" value="LAS Links"/> *                               | District<br>DRC SAMPLE DISTRICT 201 <input type="text" value="DRC SAMPLE DISTRICT 201"/> * | School<br>SAMPLE SCHOOL - 101 <input type="text" value="SAMPLE SCHOOL - 101"/> * |
| Report<br>Student Proficiency Report - <input type="text" value="Student Proficiency Report -"/> * | Language<br>English <input type="text" value="English"/> *                                 | Grade<br>(All) <input type="text" value="(All)"/>                                |
| Last Name<br><input type="text"/>  | First Name<br><input type="text"/>   |  |
| Student ID<br><input type="text"/>   | Session<br><input type="text"/>  |  |

2. Specify an administration, district, and school.
3. From the Report menu, select Student Proficiency Report - Forms Eng A/B, Espanol A or select Student Proficiency/Academic Report Eng C/D, Espanol B.
4. From the Language menu, select a language.
5. Click the **Find Students** button to display a list of reports (shown on the following page) for the selection criteria you entered.

## On-Demand Reports (cont.)

### 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: DRC SAMPLE DISTRICT 201\*    School: SAMPLE SCHOOL - 101 \*



Report: Student Proficiency Report - \*    Language: English \*    Grade: (All)

Last Name:     First Name:

Student ID:     Session:

| Students                 |              |            |                 |               |       |   |
|--------------------------|--------------|------------|-----------------|---------------|-------|---|
| Select                   | Last Name    | First Name | State StudentID | Date Of Birth | Grade | Action  |
| <input type="checkbox"/> | Ateststudent | Puppet     |                 |               | K     |       |
| <input type="checkbox"/> | edirect      | toapp      |                 |               | K     |       |
| <input type="checkbox"/> | LL-Stud001   | LL-Stud001 |                 |               | 03    |       |
| <input type="checkbox"/> | Student      | Puppet     |                 |               | 01    |       |
| <input type="checkbox"/> | Student      | Training   |                 |               | 06    |   |
| <input type="checkbox"/> | Student      | Training   |                 |               | 06    |   |

- To open or save one student's report, in the Action column, click the **Open PDF** icon () to display the report. Click the **Save PDF** icon () to save the report to your system.
- To open or save PDF reports for multiple students, select the check box for the student reports you want to work with. Click **Open Selected** to open all selected student reports. Click **Save Selected** to save the selected reports to your system.

## View Reports

Portal users can view or download reports by district and student as follows:

- LL1 District Student Data File (SDF)
- LL1 SDF District Test
- LL2 District Student Data File (SDF)
- LL2 SDF School Test













1. From the My Applications menu, select **Report Delivery** then click the View Reports tab.
2. Specify a district, school, and report.



**View Reports**

Administration

District  School  Report

Drag a column header here to group by that column

| Reports        |                       |                                      |           |        |      |   |
|----------------|-----------------------|--------------------------------------|-----------|--------|------|---|
| Administration | Report                | Title                                | District  | School | Date | Action  |
| LAS Links      | LL1 SDF District Test | LL1 District Student Data File (SDF) | 100043910 |        |      |       |
| LAS Links      | LL1 SDF District Test | LL1 District Student Data File (SDF) | 100057905 |        |      |     |
| LAS Links      | LL1 SDF District Test | LL1 SDF District Test                | 100057905 |        |      |   |
| LAS Links      | LL1 SDF District Test | LL1 District Student Data File (SDF) | 100214901 |        |      |   |
| LAS Links      | LL1 SDF District Test | LL1 SDF District Test                | LOG       |        |      |   |
| LAS Links      | LL1 SDF District Test | LL1 SDF District Test                | LOJ       |        |      |   |

3. Click the **Show Reports** button to display a list of reports for the selection criteria you entered.
4. Click the **Open CSV** icon () to display the report. Click the **Save CSV** icon () to save the report to your system.



## Online Testing Statistics

Portal users can view or download online testing statistics.

1. From the My Applications menu, select **Report Delivery** then click the Online Testing Statistics tab.

**Online Testing Statistics**

Online Statistics display counts for Tests started and ended for a specific Administration. Counts are cumulative or for previous day and divided by All Tests, Subject, Grade or Subject and Grade.

Select

Cumulative Yesterday

**Cumulative**

Student / Grade District / Date

| All Tests                              |                    |                  |
|--|--------------------|------------------|
| Total                                  | Test Started Count | Test Ended Count |
| No Tests found for this Administration |                    |                  |

Export

| By Domain                              |                    |                  |
|--|--------------------|------------------|
| Domain                                 | Test Started Count | Test Ended Count |
| No Tests found for this Administration |                    |                  |

Export

| By Grade                               |                    |                  |
|--|--------------------|------------------|
| Grade                                  | Test Started Count | Test Ended Count |
| No Tests found for this Administration |                    |                  |

Export

| By Domain and Grade                    |       |                    |                  |
|--|-------|--------------------|------------------|
| Domain                                 | Grade | Test Started Count | Test Ended Count |
| No Tests found for this Administration |       |                    |                  |

Export

2. Specify a district, school, and report.
3. Click the **Show Reports** button to display a list of reports for the selection criteria you entered.
4. Select a report and click the **Export** button to save the report to your system.

## Status Reports

Portal users can view or download status reports.

- From the My Applications menu, select **Report Delivery** then click the Status Reports tab.









**Table notes:** The **Week** field represents the numerical week in the current calendar year. For example, ‘4’ indicates the fourth week of the 52-week calendar year. The **district-and-school** report appears after the first student for that district and school logs in to the test.

- Specify a district, school, and report.

### Status Reports

*\* Indicates required fields*

Administration  \*      District       School

| 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.   |  |
| Daily Student Resets Report                       | Displays information about students that have unusual reset/unlock activity.  |  |
| Daily Excessive Logins Report                     | Displays information about students with unusual login activity. Shows the number of times the student logged in, as well the cumulative result of all attempted logins by the student.   |  |
| Daily State Summary of Test Times Report          | Displays the duration in which students completed the test. This report shows district-wide data for each grade and content area.   |  |
| Weekly District Report                            | Displays the number of tests started and ended at a district level for each <b>week</b> of testing.   |  |
| Daily District Report of Testing Status by School | Displays the number of tests started and ended for a <b>district and school</b> , or a grade and subject level.   |  |

- Click the **Show Reports** button to display a list of reports for the selection criteria you entered.
- Click the **Open CSV** icon () to display the report.

# Interactive Reports Menu

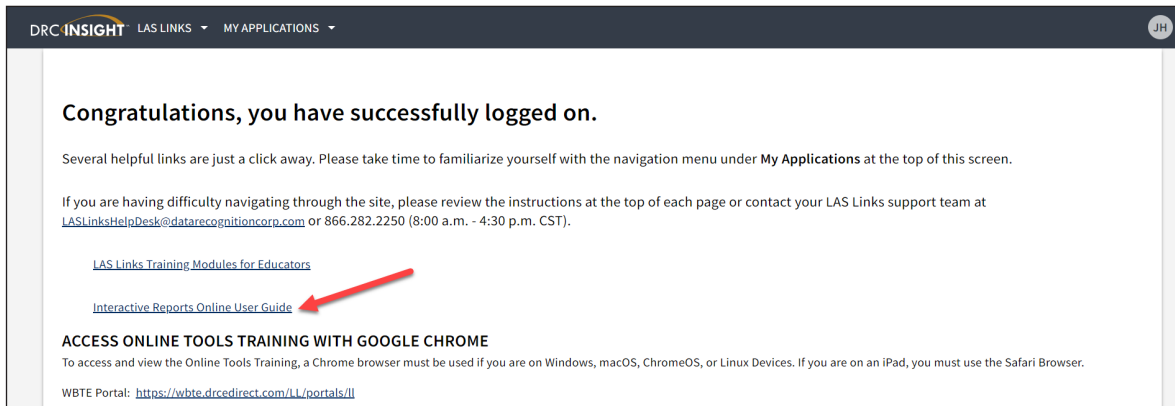


## Interactive Reports

Use the Interactive Reports option to view and download the interactive reports. **Note:** Depending on the details within your purchase order or contract with DRC, you may not have all Interactive Report options and/or data available to you.

## Online User Guide

The Interactive Reports have an online user guide that describes the reports and helps you work with them. To access the guide, click the **Interactive Reports Online User Guide** link on the Welcome to the DRC INSIGHT Portal page.




## Permissions for Interactive Reports

It takes 24 hours for the DRC IRS permissions to sync to reporting data. If you are given DRC IRS permissions on a Monday, data is not available until Tuesday. If you require access to Batch Download only, you must have at a minimum the DRC IRS - Access and DRC IRS - Teacher permissions.

| Role                  | Permissions   | Allows...   |
|-----------------------|---|---|
| District Coordinator  | DRC IRS – Access<br>DRC IRS – District<br>DRC IRS – School<br>DRC IRS - Teacher | District users to access DRC INSIGHT Interactive Reports for all schools within their district. |
| School Coordinator    | DRC IRS – Access<br>DRC IRS – School<br>DRC IRS - Teacher                       | School users to access DRC INSIGHT Interactive Reports for their school.                        |
| Teacher/Test Examiner | DRC IRS – Access<br>DRC IRS - Teacher   | Teacher users to access DRC INSIGHT Interactive reports for their class.                        |

For more information, see “DRC INSIGHT Portal Permissions Matrix” on page 8.



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Email: [LASLinksHelpDesk@datarecognitioncorp.com](mailto:LASLinksHelpDesk@datarecognitioncorp.com)  
Revision Date: October 10, 2023