



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

2023-24

**Returning English Learner Assessment Coordinator's
LAS Links Online Administration Training**

November 8-9, 2023



Training Agenda

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

CSDE

Michael Sabados, Education Consultant

- Data
- Reporting

Cristi Alberino, Education Consultant

- Appeals
- Policies

Katherine Seifert, Associate Education Consultant

- Special Populations
- Accommodations and Supports
- Exemptions

Abe Krisst, Bureau Chief

DRC

Catherine Bienfait, Program Lead

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

LAS Links Help Desk

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

LASLinksHelpDesk@datarecognitioncorp.com

Review of CSDE Testing Policies and Dates





CT Participation Expectations

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

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

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



CT Participation Expectations - Continued



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

Important Dates



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



Training Part 1: Pre-Test Activities

Activity 1:

Rostering/Registering
Students in the DRC
INSIGHT Portal





Rostering/Registering Students

CSDE provides automatic nightly rosters of students into DRC INSIGHT portal

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

Do not add students to the DRC INSIGHT portal manually

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



Creating Optional Student Groups

Why Use Student Groups?

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

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



Training Part 1: Pre-Test Activities

Activity 2:

Managing Test Sessions



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

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

Can districts edit any of the test session information?

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

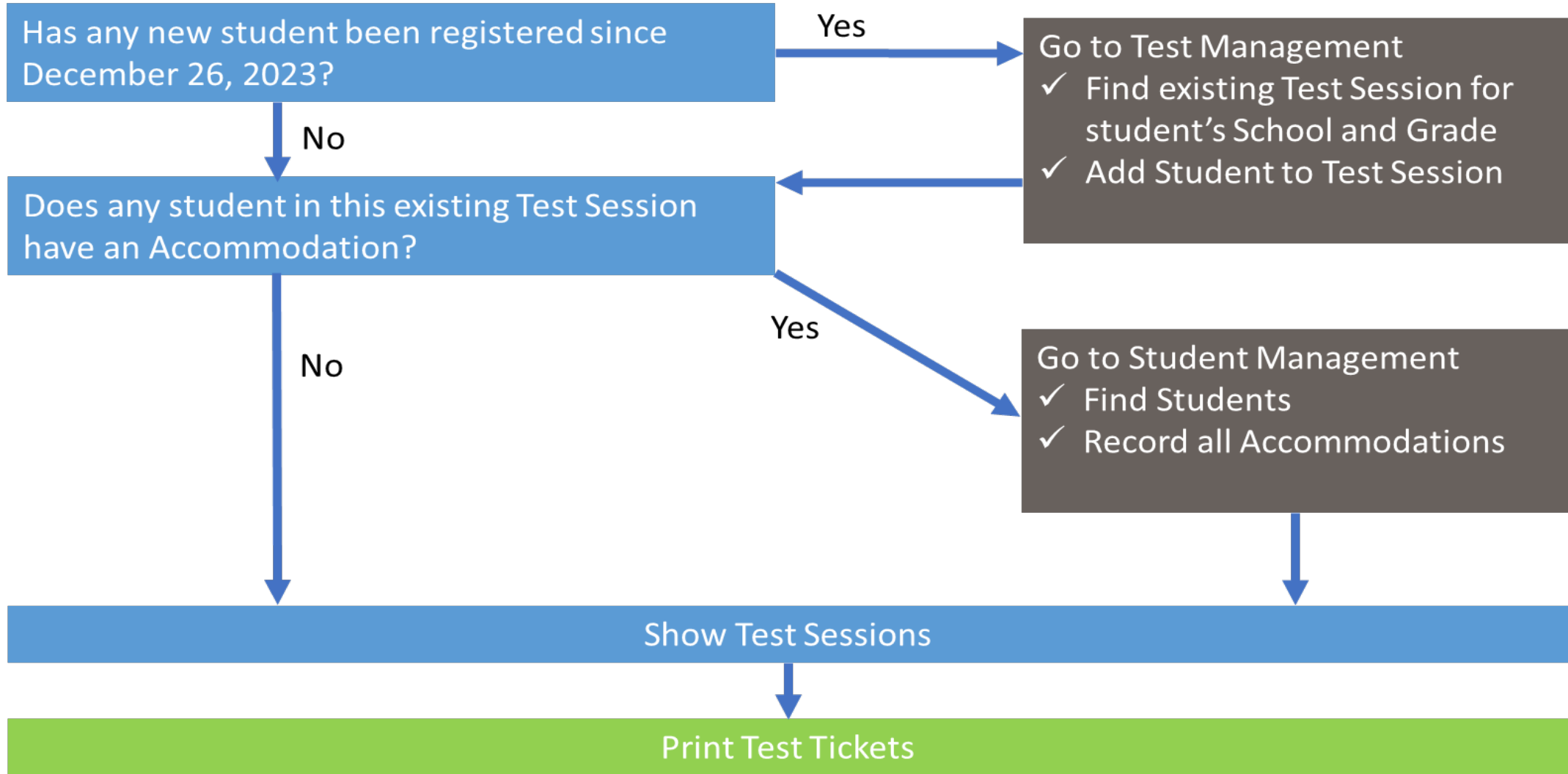
Overview of the New Test Session Process



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



New Test Session Process Flow Chart



Adding a Newly Rostered Student to an Existing Test Session



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

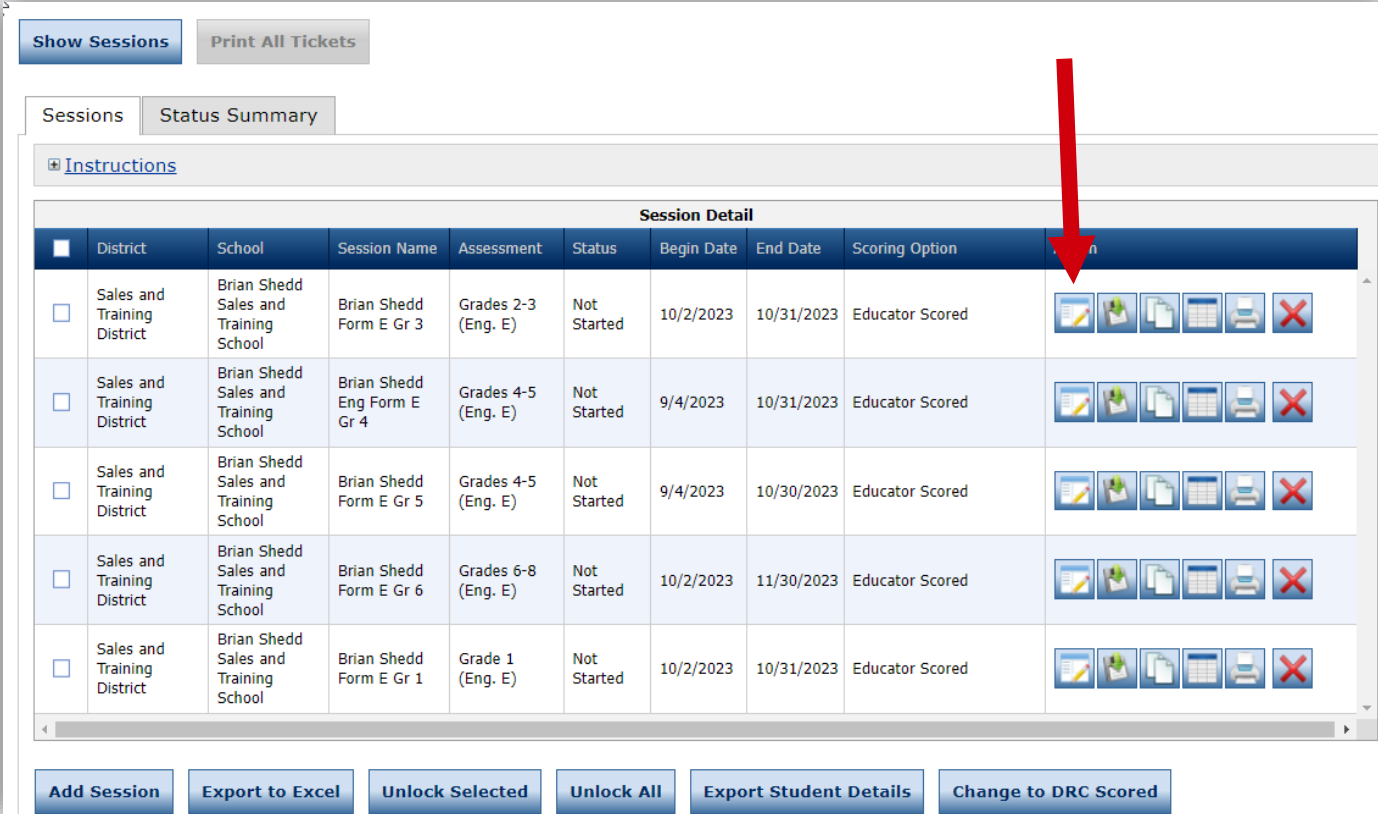
Click the View/Edit icon () in the Action column.

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




































- add additional student to the session

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

- remove student



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

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

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



Adding a Student, cont'd

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

Add Test Sessions

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

Eligible Grades: 02, 03

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

[Instructions](#)

* Indicates required fields

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

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

Available Subtests: Speaking, Listening, Reading, Writing

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

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

Search for Available Students

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

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

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

Available Students:

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

Students in Session:

Double-click to edit Student

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

Prior to Creating a New Test Session



ELACs can create new test sessions.

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

“Show Sessions” first.

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

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

The screenshot shows the 'Test Management' interface with the 'Test Sessions' tab selected. The 'Manage Test Sessions' button is highlighted with a red box. Below it, the 'Instructions' section indicates that asterisks denote required fields. The form includes dropdown menus for 'Administration' (LAS Links), 'District' (SAMPLE DISTRICT - 99998), and 'School' (CSP SAMPLE - 22222). There are also input fields for 'Last Name', 'First Name', and 'Student ID'. Other dropdowns include 'Session', 'Test Administrator' (set to '(All)'), 'LAS Links Form' (set to '(All)'), and 'Assessment' (set to '(All)'). A 'Show Sessions' button is highlighted with a red arrow. Below the form, there are tabs for 'Sessions' and 'Status Summary'. The 'Sessions' tab is active, showing a table with the following data:

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

At the bottom of the interface, there are buttons for 'Add Session', 'Export to Excel', 'Unlock Selected', 'Unlock All', and 'Export Student Details'.



Important Test Session Reminders

1. Students must be in ONE test session only
2. All four subtests MUST be contained in the same session in order to generate Overall scores

LAS Links Test Form	Available Subtests	Subtest(s) Chosen for Session
English Form E, Grade K	<input checked="" type="checkbox"/> Speaking	<input checked="" type="checkbox"/> Speaking Grades 6-8 (Eng. E)
English Form E, Grade 1	<input checked="" type="checkbox"/> Listening	<input checked="" type="checkbox"/> Listening Grades 6-8 (Eng. E)
English Form E, Grades 2-3	<input checked="" type="checkbox"/> Reading	<input checked="" type="checkbox"/> Reading Grades 6-8 (Eng. E)
English Form E, Grades 4-5	<input checked="" type="checkbox"/> Writing	<input checked="" type="checkbox"/> Writing Grades 6-8 (Eng. E)
English Form E, Grades 6-8		
English Form E, Grades 9-12		

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



Training Part 1: Pre-Test Activities

Activity 3:

Recording Student
Accommodations





Eligibility for Accommodations on the LAS Links

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

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

Finding a Student to Record an Accommodation



Student Management | Manage Students | Student Status Dashboard

Manage Students

Manage Students | Upload Multiple Students

[Instructions](#)

* Indicates required fields

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

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

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

Grade: | Demographic: | Test Administrator: |

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

Online Test Status: | Session Assignment: |

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

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

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

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

Recording Accommodations



Edit Student

[Instructions](#)

* Indicates required fields

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

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

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

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

Save Cancel

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

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



Training Part 1: Pre-Test Activities

Activity 4:

Printing Test Tickets



Finding a Test Session



Fill in required information and click "Show Sessions."

Test Management Manage Test Sessions Manage Testing Windows

Test Sessions

Manage Test Sessions Upload Multiple Test Sessions

Instructions
* Indicates required fields

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

Session Name:
First Name:
Student ID:

Session:
Test Administrator: (All)

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

Show Sessions Print All Tickets

Sessions Status Summary

Instructions

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

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

Generating Test Tickets

Print All/Print Selected








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

Software interface showing a table of test sessions with a red arrow pointing to the 'Print All Tickets' icon in the Action column.

Buttons: Show Sessions, Print All Tickets

Sections: Sessions, Status Summary

Instructions

Session Detail									
<input type="checkbox"/>	District	School	Session Name	Assessment	Status	Begin Date	End Date	Scoring Option	Action
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	Brian Shedd Form E Gr 3	Grades 2-3 (Eng. E)	Not Started	10/2/2023	10/31/2023	Educator Scored	
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	Brian Shedd Eng Form E Gr 4	Grades 4-5 (Eng. E)	Not Started	9/4/2023	10/31/2023	Educator Scored	
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	Brian Shedd Form E Gr 5	Grades 4-5 (Eng. E)	Not Started	9/4/2023	10/30/2023	Educator Scored	
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	Brian Shedd Form E Gr 6	Grades 6-8 (Eng. E)	Not Started	10/2/2023	11/30/2023	Educator Scored	
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	Brian Shedd Form E Gr 1	Grade 1 (Eng. E)	Not Started	10/2/2023	10/31/2023	Educator Scored	

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



Student Movement to a New School in the Same District

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

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

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



Student Movement to a New District

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

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

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

Training Part 2: Student Readiness and Proctoring the Test

Activity 1:

The Student Practice Test

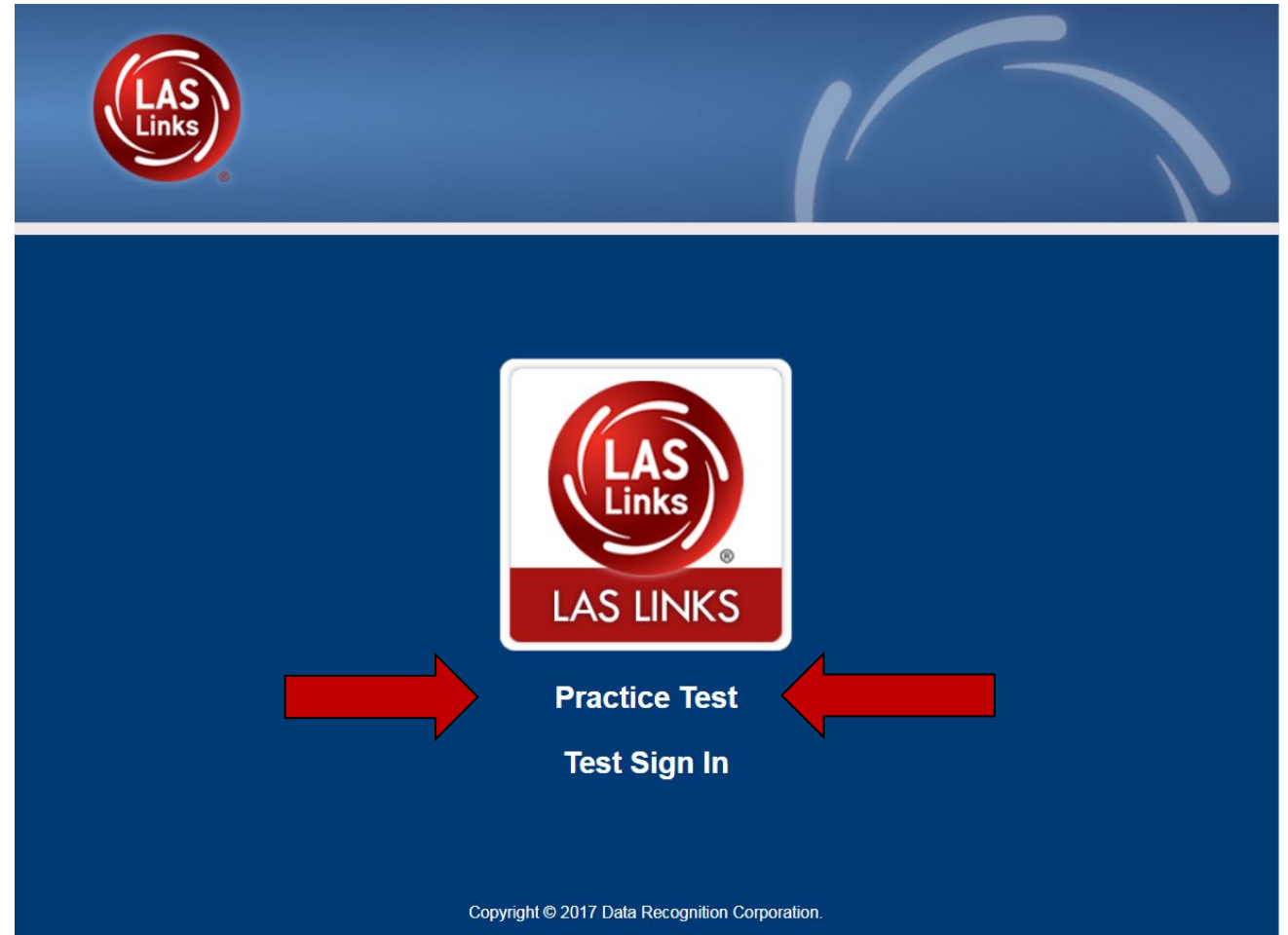


LAS Links Online Tools Training Practice Test



Online Tools Training Practice Test:

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



Student Online Tools Practice Test Username and Password



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

Use the username and password provided on the login screen.

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



Student Online Tools Practice Test Tips

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

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

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



Training Part 2: Student Readiness and Proctoring the Test

Activity 2:

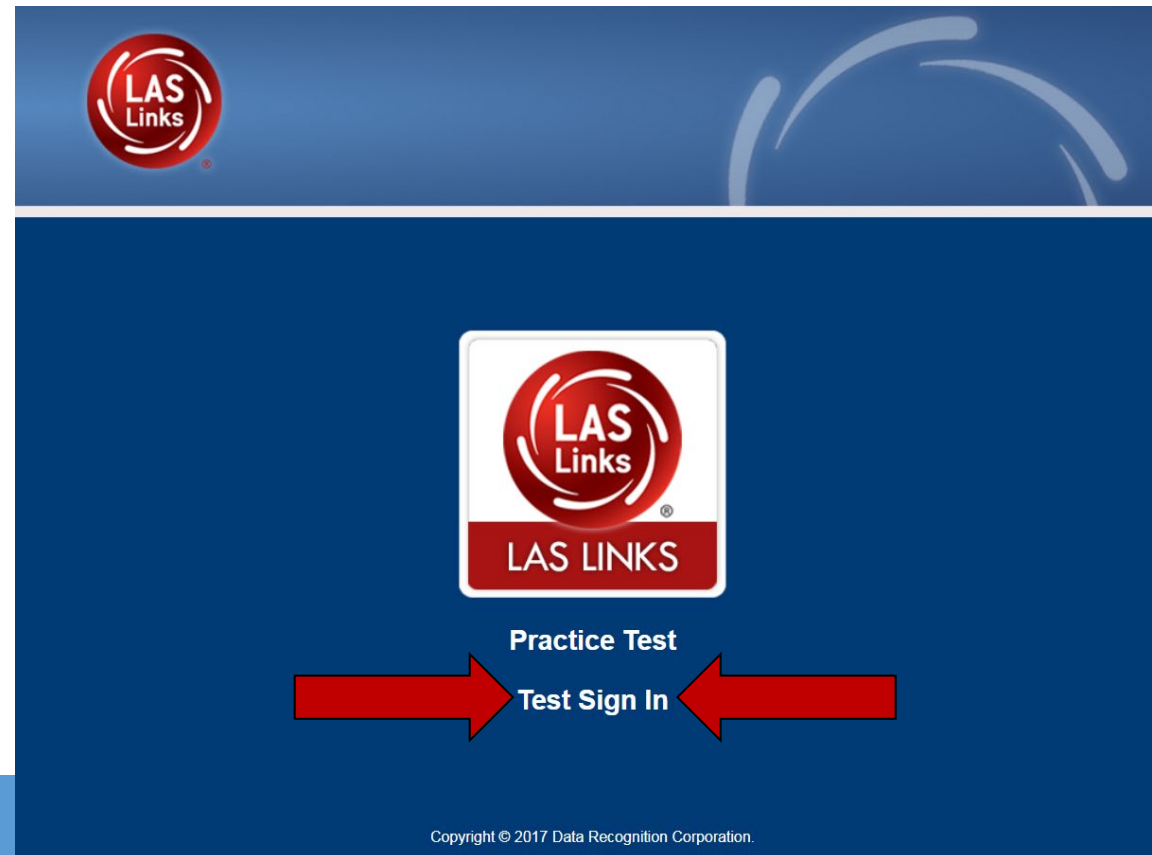
Proctoring Student Testing



LAS Links Online: Student Experience



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





Training Part 2: Student Readiness and Proctoring the Test

Activity 3: Appeals





Appeal Process

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

If an irregularity occurs:

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

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



Training Part 2: Student Readiness and Proctoring the Test

Activity 4:

Checking Testing Status





District Status – Daily Cumulative Student Status Report

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

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

Status Reports

* Indicates required fields

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

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

Student Status Dashboard



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

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

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



Extending the View on the Student Status Dashboard



Student Search Results

Export to CSV

Note: Times are displayed in Central Time

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

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

This is a report that can be exported.



Training Part 3: Post Test Activities

Activity 1:

Generating and
Interpreting On-Demand
Reports





On-Demand Preliminary Scoring Process and Timing of Reports

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

NOTES:

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



Accessing On-Demand Reports

- Click on MY APPLICATIONS >> Report Delivery:

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

On-Demand Reports

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

[Instructions](#)

* Indicates required fields

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

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

Last Name:
First Name:
Student ID:
Session:

Find Students **Clear**

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



Viewing or Printing On-Demand Reports

Last Name First Name

Student ID Session

Find Students **Clear**

Students

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

Action

Open PDF

Save PDF



Batch Download: Preliminary Student Reports

Reports are available in both English and Spanish.

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

Informe del Estudiante

ID del estudiante: 351
 Fecha de nacimiento: 12/1/2011
 Género: M
 Grado: 02
 Clase: Gr 2.3

Escuela: ANDERSON EL
 Distrito: ISD
 Fecha de la prueba: 08/27/2019
 Forma/Nivel:

Informe del Estudiante

Acerca de las evaluaciones

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

Nivel de Competencia

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

Definición de niveles de competencia

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

Student Report

Student ID #: 351
 Birthdate: 12/1/2011
 Gender: M
 Grade: 02
 Class: Gr 2.3

School: ANDERSON EL
 District: ISD
 Test Date: 08/27/2019
 Form/Level:

About the LAS Links Assessments

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

Student Overall Proficiency Level

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

Proficiency Level Definitions

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

Resultados del estudiante

Nivel 1: Principiante 436

Categorías del informe	Puntaje en escala
Comprensión Auditiva (CA)	45
Expresión Oral (EO)	49
Lectura (LE)	51
Escritura (ES)	49
Comprensión ² (CA + LE)	49
Interacción Oral ³ (EO + CA)	48

N/A = No hay datos disponibles del estudiante

Student Results

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

● 488 - Overall Scale Score¹


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








N/A = Not Applicable INV = Test Invalidation



Batch Download: Batch Download Student Reports

Display Students Download Students

Students 

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

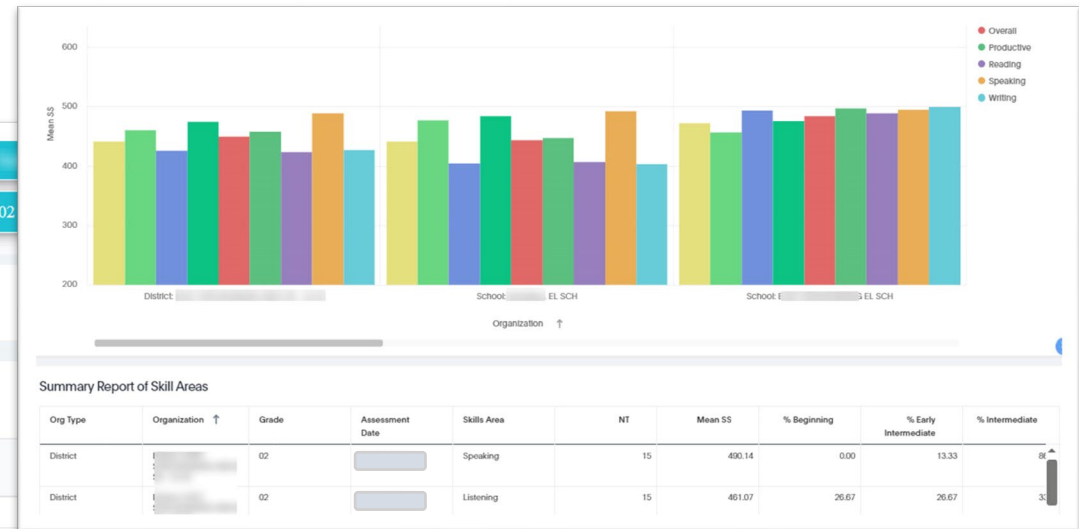
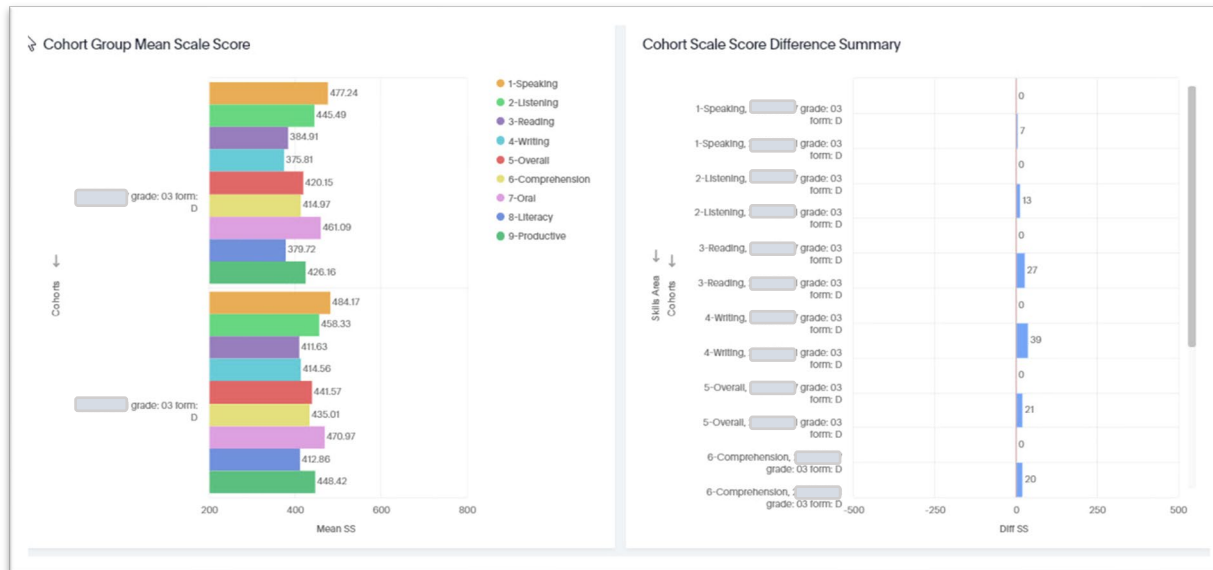
- 1) Choose either Display Students to see your list of students or Download a PDF of all student reports.
- 2) Click the download action button to download an individual student report.

LAS Links Interactive Reports



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

Sample Reports

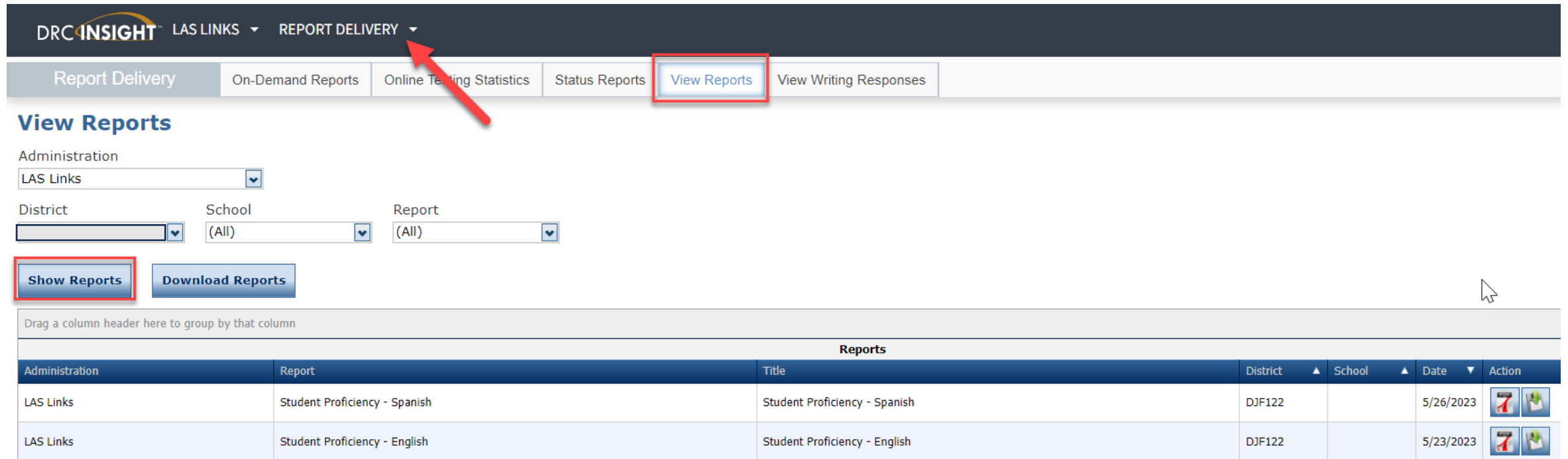


Student	Language Arts, Social Studies, History					Mathematics, Science, Technical Subjects					Social, Intercultural, and Instructional Communication					Language Arts, Social Studies, History					Me Tect				
	14 (3)	15 (3)	16 (3)	17 (3)	6 (1)	9 (1)	18 (3)	19 (3)	20 (3)	21 (3)	7 (1)	8 (1)	12 (3)	13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

Final Scores – Printing District Level PDFs

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

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



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

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





View Reports

Administration
LAS Links ▾

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

Show Reports | Download Reports

Drag a column header here to group by that column

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



LAS Links Resources and Contact Information





Resources:



[CT DRC LAS Links Webpage](#)

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

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



CSDE Contact Information



Michael Sabados

Education Consultant

Performance Office

860.713.6856 or Michael.Sabados@ct.gov

Cristi Alberino

Education Consultant

Performance Office

860.713.6862 or Cristi.Alberino@ct.gov

Katherine Seifert

Associate Education Consultant, Special Populations

Performance Office

860.713.6722 or Katherine.Seifert@ct.gov

Megan Alubicki-Flick

English Learner Consultant

Turnaround Office

860.713.6786 or Megan.Alubicki@ct.gov



LAS Links Help Desk

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

LAS Links Project Manager

Franklin Brown

855.839.1181 Option 2

LASLinksPM@datarecognitioncorp.com