



Portal User Guide

LAS Links for Connecticut

Student & 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 Importing Students and Registrations for LAS Links testing.

Throughout this guide, the DRC INSIGHT Portal is referred to by its full name or simply as the Portal. Additionally, you will see references to the Knowledge Hub, which may be referred to as “Online Help” in other LAS Links and PreLAS resources.

Audience

The primary audience for this guide is LAS Links and PreLAS Online DRC INSIGHT Portal users. 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 provides a brief introduction to the Student Management application and directions for accessing the Knowledge Hub in the DRC INSIGHT Portal, where detailed instructions for creating and managing student records are available.
- The *Student Status Dashboard* section describes how to access the Student Status Dashboard to display student testing status by school.
- The *Test Management Menu* section provides a brief introduction to the Student Management application and directions for accessing the Knowledge Hub in the DRC INSIGHT Portal, where detailed instructions for creating and managing test registrations are available.
- The *Test Monitoring Menu* topic describes how to access the Test Monitoring page, the Knowledge Hub, and how to generate monitoring codes.
- 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 Interactive Reporting Online User Guide and an overview of interactive reporting permissions.

Portal Roles and Permissions

The DRC INSIGHT 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 by a Portal Administrator, they are associated with a district and, depending on their role, one or more schools within that district. This determines what the user can access and which districts and schools are available to them in drop-down menus.

District-level users can access all schools within their district. School-level users, Test Administrators, and Reporting Contacts have access limited to their assigned schools.

DRC INSIGHT Portal Permissions Matrix

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

The District Coordinator (DC) is responsible for the operation and administration of the LAS Links Test across test centers and 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 test center(s). This includes management of staff, materials, and test center facilities/equipment as well as the conducting of secure LAS Links Test administrations including editing user and student profiles, creating registrations, assigning students to registrations, printing test tickets for online testing, generating reports, and managing student records. This user role is referred to as School in the Portal.

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

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

Portal Menu	Permission Name	Allows User To...	Permission Set by Role			
			DC	SC	TE	DTC STC
General Information	Documents – View	View manuals, presentations, and other documents	X	X	X	X
General Information – Downloads	Online Testing – Secured Resources	View secure online testing software downloads and tutorials	X			X
Central Office Services	Test Setup – Central Office Services	Configure a computer or approved device for testing	X			X
User Management	Administrator	Add/edit user accounts and permissions; Inactivate/activate users	X			
	Administrator – Mass Assign Role	Allows user to upgrade multiple user profiles to a higher role (DC)	X			
License Management	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 STC
Student Management	Participant – Search/View <i>*Users must have this permission in order to use any other Student Management permissions.</i>	Search and view student data	X	X		
	Participant – Add/Edit	Add and edit student demographic information	X	X		
	Participant – Download	Download a list of student information	X	X		
	Participant – Transfer Request	Allows a user to request to transfer a participant from another site.	X	X		
	Participant - Transfer Approve	Approve a request to transfer a participant from another site	X			
Test Monitoring	Test Monitoring - Access	View the Test Monitoring page and generate monitoring codes	X	X	X	
Test Management	Registration – Search/View <i>*Users must have this permission in order to use any other Registration permissions.</i>	Search and view registrations, print test tickets, and download search results	X	X	X	
	Registration – Add/Edit	Add, edit, and cancel registrations	X	X		
	Registration - Edit Accommodations	Update accommodations for students from within test management.	X	X		
	Registration - Edit Testing Codes	Apply or update testing codes to a registration.	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 a “Completed” test and move it back to “in Progress”.	X			
	Test Tickets - 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	

DRC INSIGHT Portal Permissions Matrix (cont.)

Portal Menu	Permission Name	Allows User To...	Permission Set by Role			
			DC	SC	TE	DTC STC
Interactive Reporting* <i>*Once granted, these permissions take 24 hours to sync before you can access student data.</i>	DRC IRS - Access	Allows users access to DRC INSIGHT Interactive Reporting system	X	X		
	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	Required to enable District and School level reporting access.	X	X		
Report Delivery	View Dynamic Reports	View, download, and print reports	X	X	X	
	Online Testing Statistics	Access Online Testing Statistics reports	X			
	Status Reports	Access to District-level Status reports	X			
Educator Scoring	Educator scoring	Access the Educator Scoring tool for scoring Constructed Response (CR) items	X	X	X	
Student Status Dashboard	Test Setup – View Student Status	Access the Student Status Dashboard	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 email address) and a link. Selecting 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 email address.

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

From: no-reply@datarecognitioncorp.com <no-reply@datarecognitioncorp.com>

Sent: [REDACTED]

To: 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.

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.

DRC INSIGHT
Sign In

Username *

Password *

☐ Show Text

Sign In

[Forgot your password?](#)

Data Recognition Corporation (DRC) welcomes LAS Links educators to DRC INSIGHT!

This website enables you to quickly and easily access all test administration tools in one location, from test preparation to reporting of your LAS Links test results.

To access your reports, authorized district and school personnel need to log onto the secure site with their e-mail address and password. To log on, press the **Log On** link in the upper right of this page.

To find out more information about LAS Links, select the **General Information** link under **All Applications** at the top of this page. Then select **Documents**.

ACCESS ONLINE TOOLS TRAINING WITH GOOGLE CHROME

To access and view the Online Tools Training, a Chrome browser must be used if you are on Windows, macOS, ChromeOS, or Linux Devices. If you are on an iPad, you must use the Safari Browser.

WBTE Portal: <https://wbte.drcdirect.com/LL/portalb/ll>

© DRC Insight 2023 [Contact Us](#) [Terms of Use](#) [Privacy Policy](#) [Browser Requirements](#) **DRC**

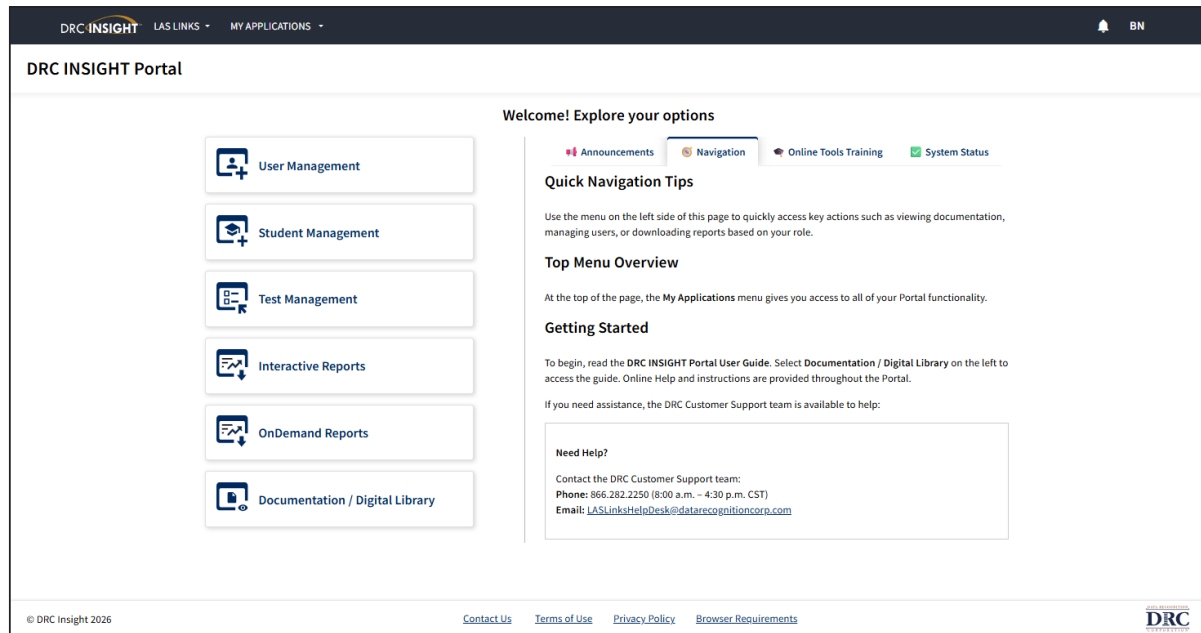
Enter the URL <https://laslinks.drcdirect.com> in a supported browser. The Welcome to the DRC INSIGHT Portal window displays. The window includes helpful information about documentation and support resources.

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

Accessing the Portal (cont.)

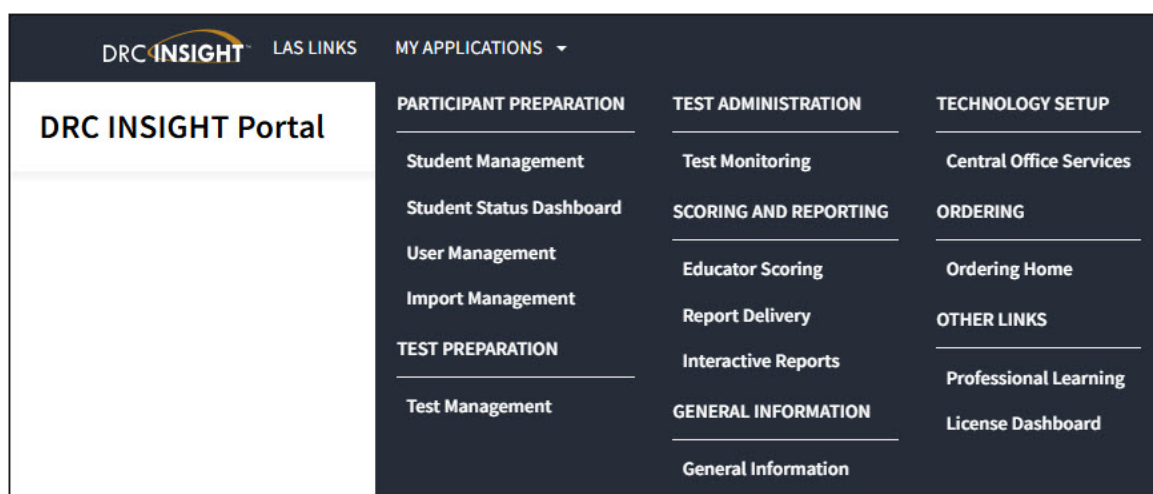
After successfully signing in, the Portal displays the Welcome page. This page provides quick access to commonly used applications and resources.

The options shown on the left side of the page (such as User Management, Student Management, and Test Management) are based on the user's assigned role and permissions. These shortcuts highlight frequently used areas but may not include all available applications within the DRC INSIGHT Portal.



To view the full list of applications and navigate throughout the Portal, use the My Applications menu at the top of the page. Throughout this guide, the My Applications menu is the primary navigation method for accessing Portal features.

Additional information, announcements, and help resources are available in the main content area of the Welcome page.



Accessing the Portal (cont.)

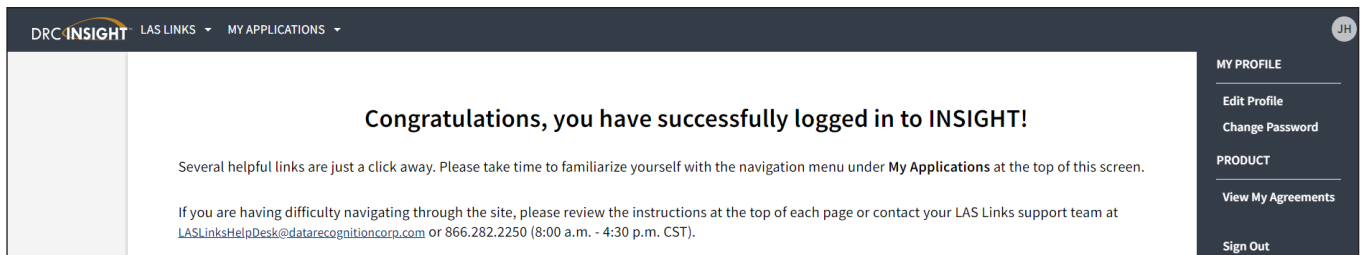
The Product menu displays the active DRC product (in this case, **LAS Links**, as shown above). If you have more than one product, select the menu to select a different product.

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).

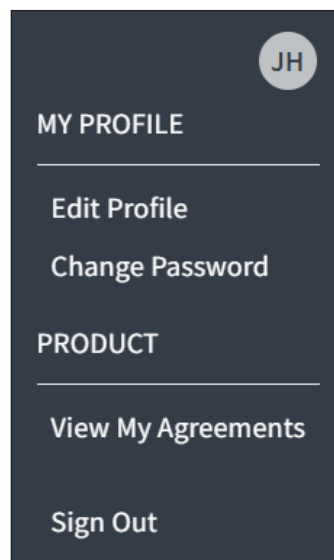
Managing Your Account

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.

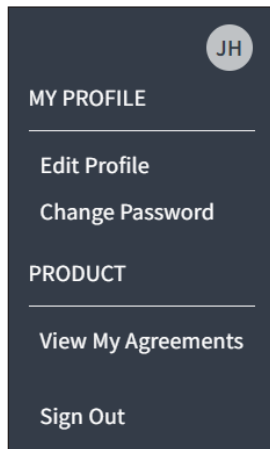


To manage your account, sign in to the Portal and select your initials (based on your name in the Portal) in the right-hand corner of any page to display a menu of options (shown below).



Managing Your Account—Changing Your Name

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

A white form titled 'Manage my profile'. It contains four input fields: 'First Name*' with the value 'Sample', 'Middle Name' (empty), 'Last Name*' with the value 'User', and 'Email*' with the value 'User@Sample.com'. At the bottom right are two buttons: 'CANCEL' and 'SAVE'.

2. On the Manage my profile page, you can edit your First Name. Middle Name,. Last Name, or Email. Remember that your email address is also your Portal username.
3. Select **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 11.](#)

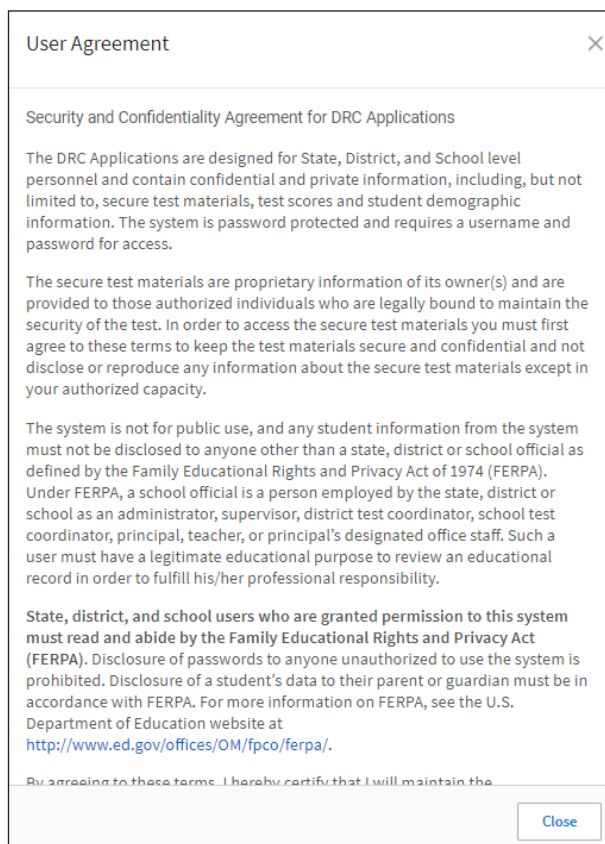
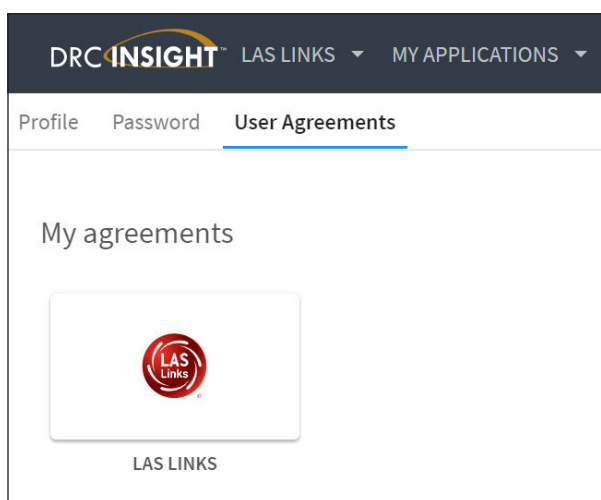
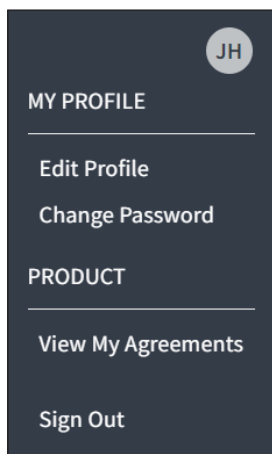
The image shows a user interface for managing a password. On the left is a dark sidebar with a user profile icon 'JH' and two sections: 'MY PROFILE' containing 'Edit Profile' and 'Change Password', and 'PRODUCT' containing 'View My Agreements' and 'Sign Out'. The main content area is titled 'Manage my password' and contains three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. Each field has a 'Show Text' toggle to the right. At the bottom of the form 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 select **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 select **LAS Links** to display the DRC User Agreement, which outlines the Security and Confidentiality Agreement for DRC Applications.
2. Select a product to display its agreement.



General Information Menu



Introduction

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

Five options are available: Announcements, Documents, Downloads, Online Training, and Test Demo.

- Select **Announcements** to display system and testing announcements.
- Select **Documents** to select, open, and download various training items from the Documents page. This is a primary source for information on assessment administration, professional learning, technology resources, and other documents that support testing.
- Select **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.
- Select **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.
- Select **Test Demo** to access the Student Test Demonstration Videos available in DRC INSIGHT.

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.

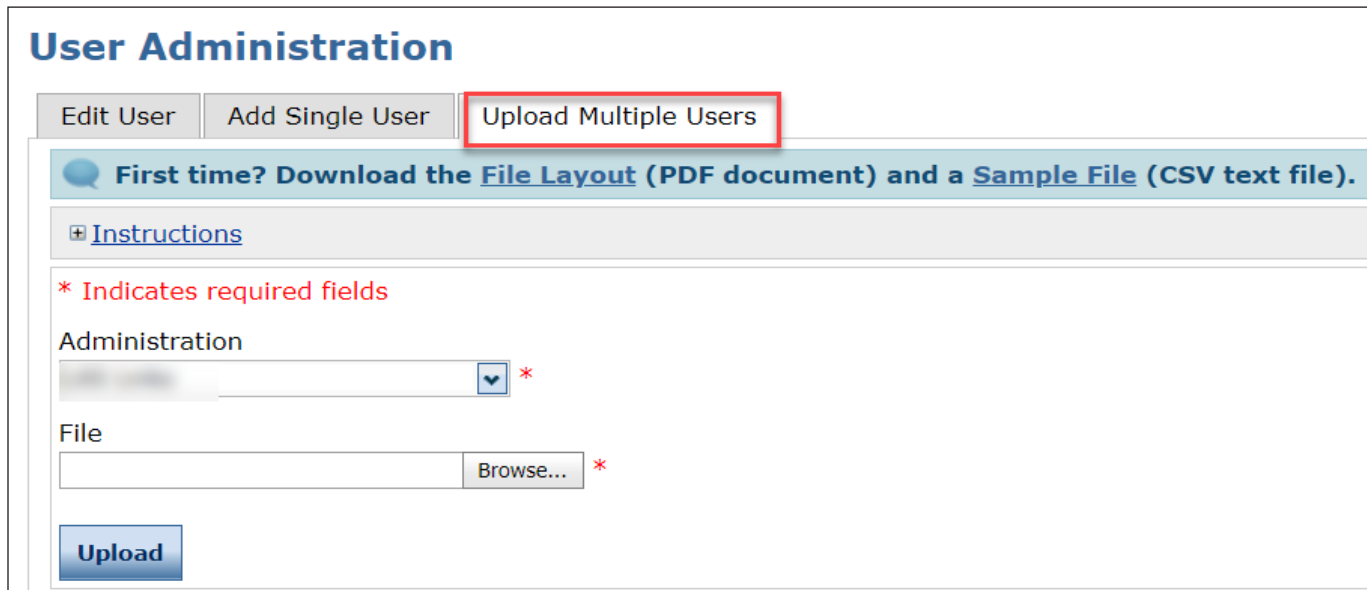
Note: To display the recommended permissions for a role, select the role in the Permission-set field. The current permissions are highlighted in the Available Permissions section of the window. Add or remove permissions for the role as needed. Select **Save** to save your changes.

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

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. Select 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. Select **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' window with three tabs: 'Edit User', 'Add Single User', and 'Upload Multiple Users'. The 'Upload Multiple Users' tab is selected and highlighted with a red box. 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 this banner is a section titled '+ Instructions'. Under the instructions, there is a red asterisk followed by the text '* Indicates required fields'. Below this, there are two fields: 'Administration' with a drop-down menu and a red asterisk, and 'File' with a text input field, a 'Browse...' button, and a red asterisk. At the bottom left of the form is a blue 'Upload' button.

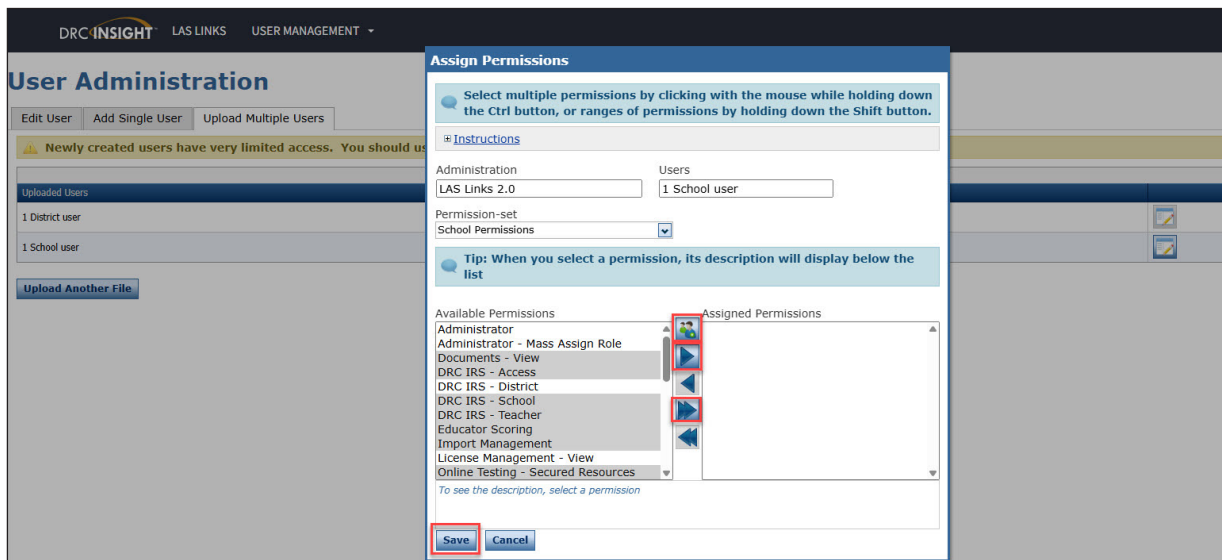
1. To create and upload a user file, from the User Administration window, select the **Upload Multiple Users** tab.
2. Use the drop-down menu filtering option to select the correct administration.
3. The Upload Multiple Users tab contains links to both a sample PDF file that contains instructions and a sample .csv file that you can use to create the actual file.
4. Select 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. Select 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, select **Browse** to locate it, select the file, and select **Open** to display it in the File field of the Upload Multiple Users tab.

Adding Multiple Users (cont.)

8. Select **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.

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.

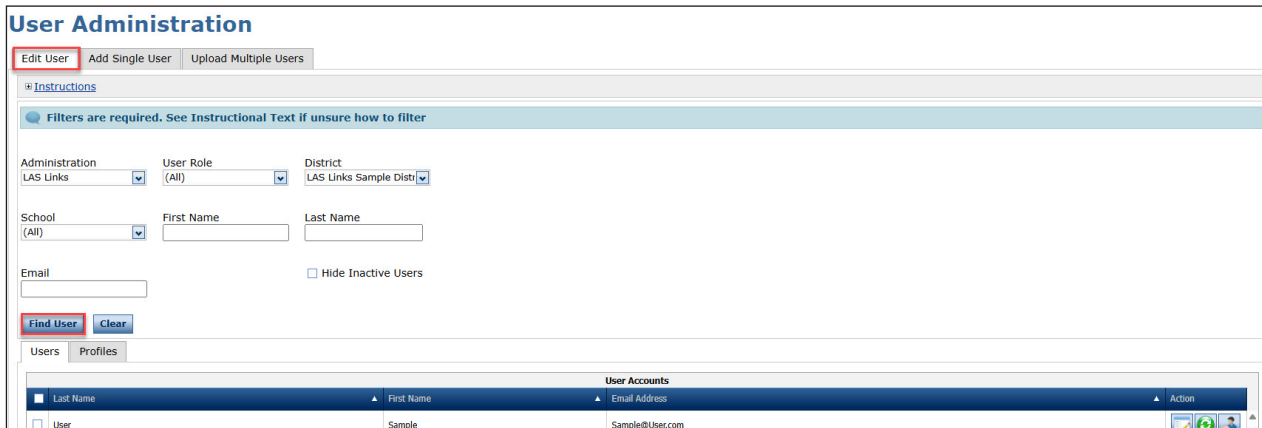


9. When the Add Permissions dialog box displays, select permissions from the Available Permissions list to add to the user(s). Use the **Add Selected** icon (▶) to add the permissions, and select the **Save** button.
 - To select multiple permissions in sequence, hold down the **Shift** key while you 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.
 - Select the **Clone from Another User** icon (👤) to copy another user's set of permissions.

Editing a Single User's Permissions

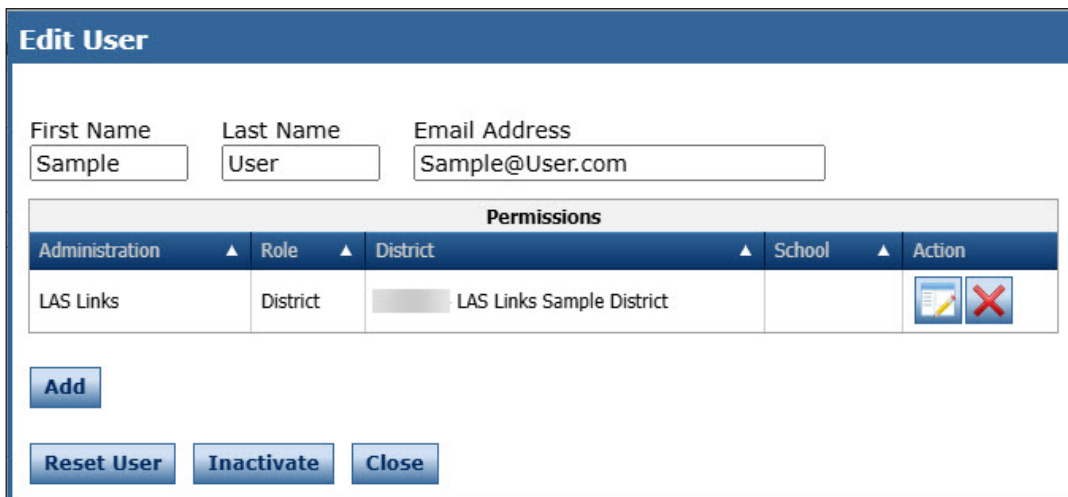
From the Edit User tab, you can add or remove permissions for any user in the system.

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



The screenshot shows the 'User Administration' window with the 'Edit User' tab selected. It includes search filters for Administration (LAS Links), User Role ((All)), District (LAS Links Sample Distri), School ((All)), First Name, Last Name, and Email. A 'Find User' button is highlighted. Below the filters is a table with columns for Last Name, First Name, Email Address, and Action. The table contains one entry: User, Sample, Sample@User.com, and a View/Edit icon.

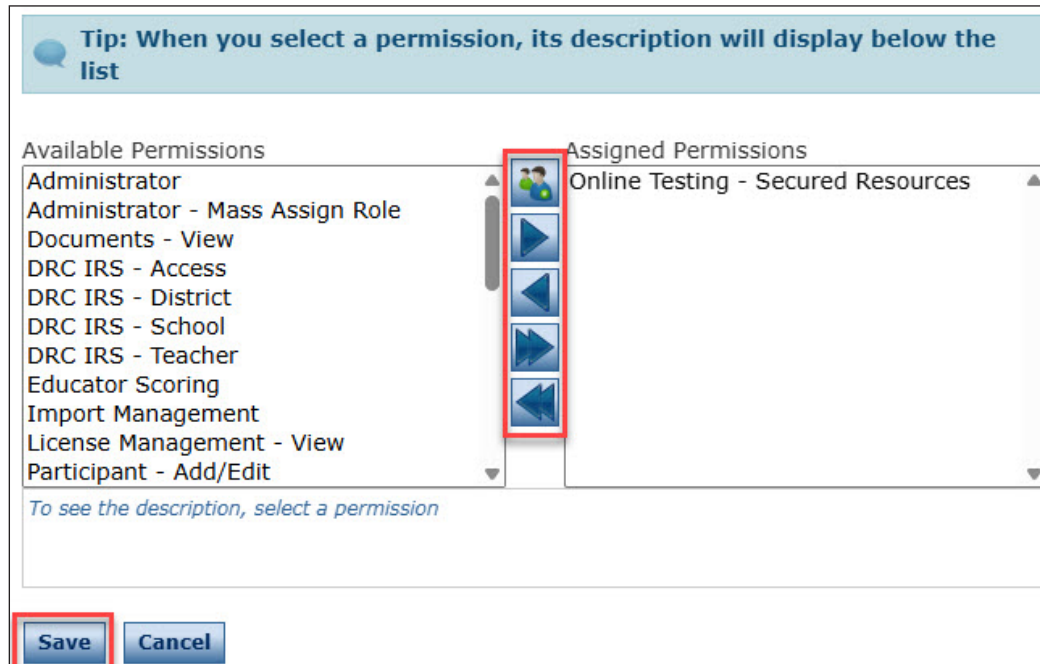
2. Under Permissions, in the Action column, select the **View/Edit** icon ().



The screenshot shows the 'Edit User' window. It displays the user's details: First Name (Sample), Last Name (User), and Email Address (Sample@User.com). Below this is a 'Permissions' table with columns for Administration, Role, District, School, and Action. The table contains one entry: LAS Links, District, LAS Links Sample District, and a View/Edit icon. At the bottom, there are buttons for Add, Reset User, Inactivate, and Close.

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 select the **Save** button.

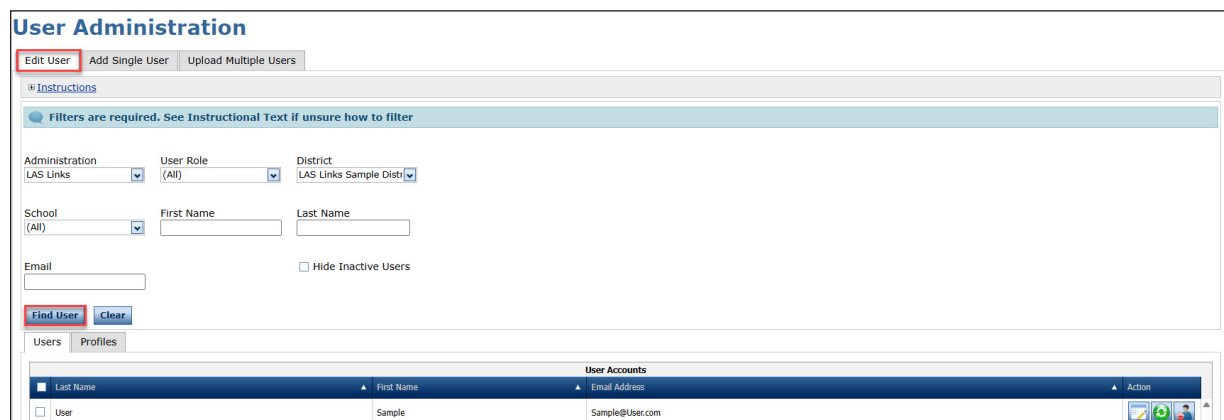


- To select multiple permissions in sequence, hold down the **Shift** key while you select them.
 - To select multiple permissions that are not in sequence, hold down the **Ctrl** key while you select them.
 - Use the **Add All** (▶) and **Remove All** (◀) icons to add or remove all permissions.
 - Select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

1. To inactivate a user, select the **Edit User** tab, use the various drop-down menus and fields to enter search criteria to help locate the user, and select **Find User**.
2. In the Action column, select 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, select **Inactivate** to make the user inactive or **Cancel** to cancel the process.



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 a section with search filters. A message states 'Filters are required. See Instructional Text if unsure how to filter'. The filters include: 'Administration' (dropdown menu set to 'LAS Links'), 'User Role' (dropdown menu set to '(All)'), 'District' (dropdown menu set to 'LAS Links Sample Distri'), 'School' (dropdown menu set to '(All)'), 'First Name' (text input field), 'Last Name' (text input field), and 'Email' (text input field). There is also a checkbox labeled 'Hide Inactive Users'. Below the filters are two buttons: 'Find User' (highlighted with a red box) and 'Clear'. At the bottom, there is a table titled 'User Accounts' with columns: 'Last Name', 'First Name', 'Email Address', and 'Action'. The table contains one row with the following data: 'User' (Last Name), 'Sample' (First Name), 'Sample@User.com' (Email Address), and an 'Action' column with icons for edit, delete, and inactivate.

Last Name	First Name	Email Address	Action
User	Sample	Sample@User.com	  

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 a section titled 'Instructions' with a message: 'Filters are required. See Instructional Text if unsure how to filter'. The main area contains search filters: 'Administration' (LAS Links), 'User Role' ((All)), 'District' (LAS Links Sample Distri), 'School' ((All)), 'First Name', 'Last Name', and 'Email'. There is a 'Find User' button (highlighted with a red box) and a 'Clear' button. Below the filters is a 'Users' tab and a 'Profiles' tab. The 'Users' tab is active, showing a table of user accounts.

User Accounts			
Last Name	First Name	Email Address	Action
User	Sample	Sample@User.com	

1. To activate a user, select the **Edit User** tab, use the various drop-down menus and fields to enter search criteria to help locate the user, and select **Find User**.
2. In the Action column, select 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, select **Activate** to make the user active or **Cancel** to cancel the process.

Student Management Menu



Introduction

From the Student Management application, DRC INSIGHT Portal users can do the following:

- Enroll students
- Search/edit students
- View/edit student accommodations
- Export student records
- View a student's registration
- Transfer students

Detailed, step-by-step instructions are available in the Online Help. To access the Online Help, select the Question Mark (?) in the upper-right corner while in the Student Management application within DRC INSIGHT Portal.

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 registrations or displaying testing statuses in the Student Status Dashboard.

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

Knowledge Hub for Student Management

As shown below, the Knowledge Hub pages for Student Management can be accessed directly from the Student Management interface in the Portal. Open the Knowledge Hub to learn all aspects of using the Student Management functionality.



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, select **Student Status Dashboard**.

Student Status Dashboard

Site Selection

Select a Site ...

Filters

Testing ended after *

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. Select 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. Select the **Select** button next to a site name.

Site Search

1 Select a Site

2 Select an Admin

drc

Name	Code	Parent Name	Parent Code	Select
Drc Campus	057814002	Building For Students Excellence	057814002	Select

3. For the selected site, select 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.

Site Search

< Drc Campus - 057814002

2 Select an Admin

Name	Code	Number	Select
			Select

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.

[Manage Students](#) **Student Status Dashboard**

Student Status Dashboard

Site Selection

Drc Campus - 057814002 | [Edit](#) [Clear](#)

Filters

Testing ended after *

▼

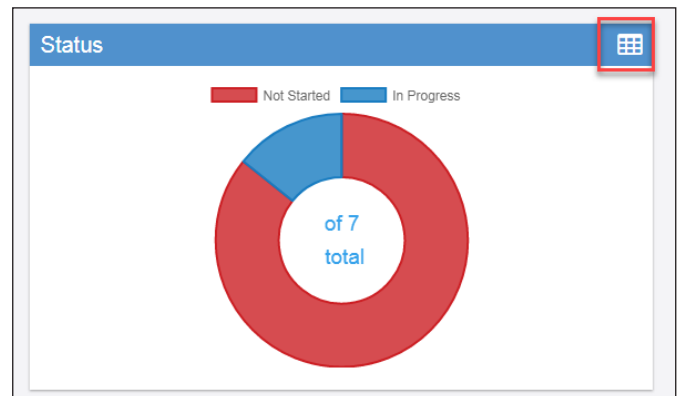
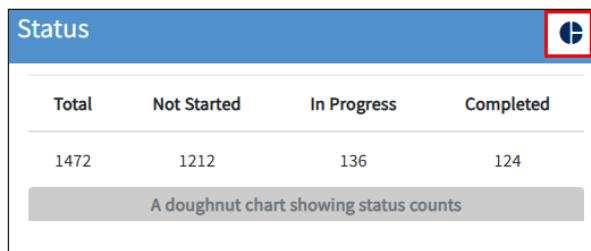
Student Search Results

No status results were found for the selected site and end date

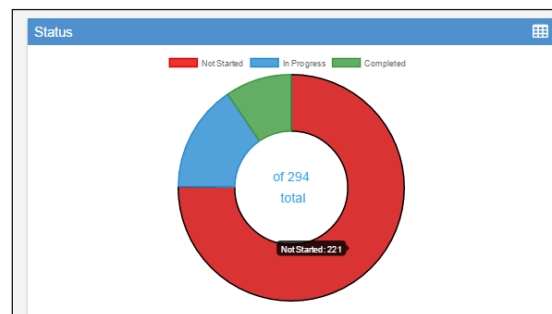
Using the Dashboard

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 select 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.

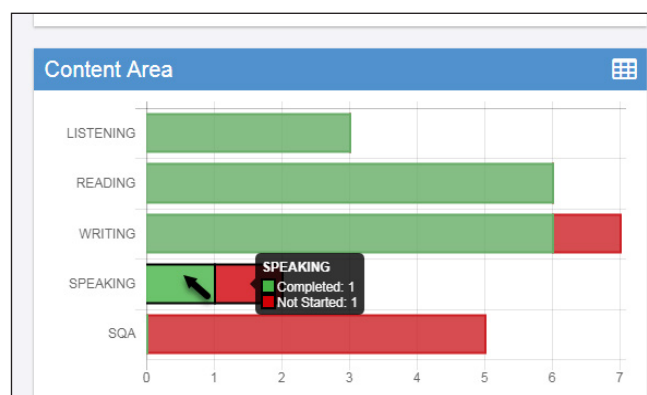


For the **Status** graph, hover the cursor over the Not Started (red) portion of the graph, for example, to display the number of students who have not started testing.



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.



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 registrations, 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			Completed	10/13/02:38 PM	10/13/02:41 PM	0 Hours 2 Minutes
One	Tester	04	WRITING			Completed	10/10/07:13 PM	10/10/07:17 PM	0 Hours 4 Minutes
Two	Tester	04	WRITING			Completed	10/10/08:03 PM	10/10/08:04 PM	0 Hours 1 Minutes
Three	Tester	04	WRITING			Completed	10/10/09:17 PM	10/10/09:19 PM	0 Hours 1 Minutes
Anderson	Jenny	05	WRITING			Not Started			
James	Laura	05	WRITING			Completed	09/27/03:40 PM	09/27/03:44 PM	0 Hours 4 Minutes
Anderson	Jenny	05	WRITING			Completed	09/26/02:35 PM	09/26/02:40 PM	0 Hours 5 Minutes
Student	Training	06	SQA			Not Started			
Student	Training	06	SQA			Not Started			
Student	Training	06	SQA			Not Started			
Student	Training	06	SQA			Not Started			
Student	Training	06	SQA			Not Started			
Anderson	Jenny	05	SPEAKING			Completed	09/26/03:21 PM	09/26/03:27 PM	0 Hours 5 Minutes
Anderson	Jennv	05	SPEAKING			Not Started			

Showing 23 of 23 students

↑

- Select 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.
- Select 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.
- Select the blue arrow to return to the top of the page.

Test Management Menu



Introduction

From the Test Management application, DRC INSIGHT Portal users can do the following:

- Search/View registrations
- Create registrations
- Edit registrations
- Cancel registrations
- Add students to a registration
- Export registration details
- Print test tickets
- Apply testing codes
- Update accommodations

Detailed, step-by-step instructions are available in the Online Help. To access the Online Help, select the Question Mark (?) in the upper-right corner while in the Test Management application within DRC INSIGHT Portal.

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 registrations or displaying testing statuses in the Student Status Dashboard.

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

Knowledge Hub for Test Management

As shown below, the Knowledge Hub pages for Test Management can be launched directly from the Test Management interface in the Portal. Open the Knowledge Hub to learn all aspects of using the Test Management functionality.



Test Monitoring

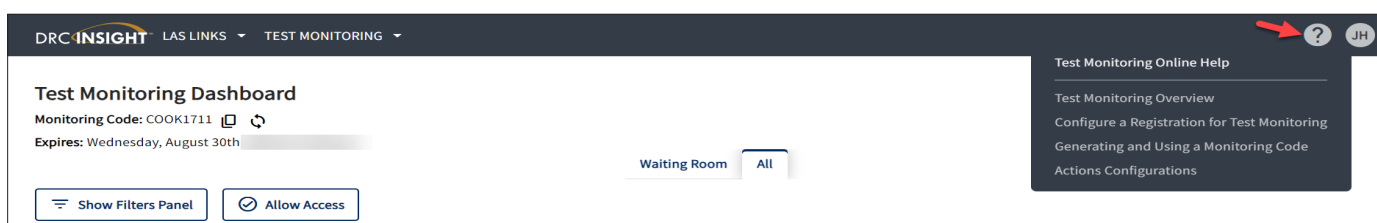


Test Monitoring

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 registration, 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.

Knowledge Hub for Test Monitoring

As shown below, the Knowledge Hub pages for Test Monitoring can be launched directly from the Test Monitoring interface in the Portal. Open the Knowledge Hub to learn 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.



Portal User Permission for Test Monitoring

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

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 select 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 LAS Links	District DRC SAMPLE DISTRICT	School SAMPLE SCHOOL - 101
Report Student Proficiency Report -	Language English	Grade (All)
Last Name	First Name	
Student ID	Session	

Find Students **Clear**

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/E/F, Espanol B.
4. From the Language menu, select a language.

On-Demand Reports (cont.)

5. Select the **Find Students** button to display a list of reports (shown on the following page) for the selection criteria you entered.

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 2015 *

School
SAMPLE SCHOOL - 101 *

Report
Student Proficiency Report - *

Language
English *

Grade
(All)

Last Name

First Name

Student ID

Session

Find Students Clear

Select	Last Name	First Name	State StudentID	Date Of Birth	Grade	Action
☐	Ateststudent	Puppet			K	 
☐	edirect	toapp			K	 
☐	LL-Stud001	LL-Stud001			03	 
☐	Student	Puppet			01	 
☐	Student	Training			06	 
☐	Student	Training			06	 

Open Selected Save Selected

6. To open or save one student's report, in the Action column, select the **Open PDF** icon () to display the report. Select the **Save PDF** icon () to save the report to your system.
7. To open or save PDF reports for multiple students, select the check box for the student reports you want to work with. Select **Open Selected** to open all selected student reports. Select **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 select the View Reports tab.
2. Specify a district, school, and report.

View Reports

Administration
LAS Links

District
(All)

School
(All)

Report
(All)

Show Reports

Drag a column header here to group by that column

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

Cumulative

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. Select the **Show Reports** button to display a list of reports for the selection criteria you entered.
4. Select a report and select the **Export** button to save the report to your system.

Status Reports

Portal users can view or download status reports.

1. From the My Applications menu, select **Report Delivery** then select 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.

2. Specify a district, school, and report.

Status Reports

*** Indicates required fields**

Administration
District
School

LAS Links
(All)
(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.	
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 week of testing.	
Daily District Report of Testing Status by School	Displays the number of tests started and ended for a district and school, or a grade and subject level.	

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

Interactive Reports Menu



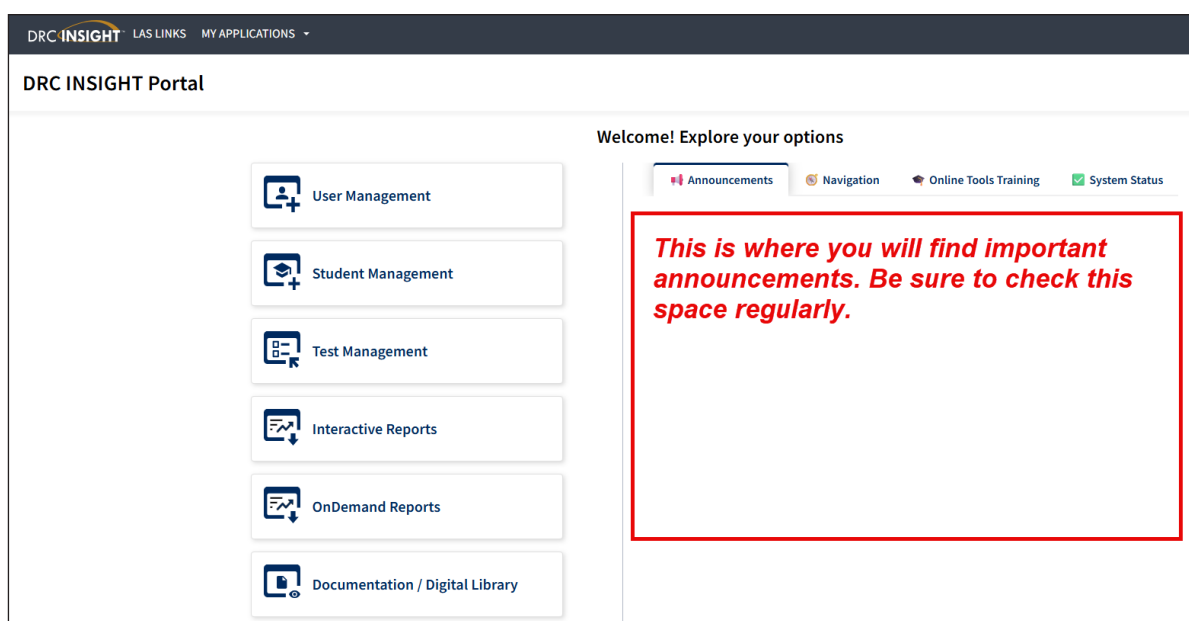
Interactive Reports

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.

The Announcements tab is where you will find important announcements. Be sure to check this space regularly.



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.

Role	Permissions	Allows...
District Coordinator	DRC IRS – Access DRC IRS – District DRC IRS – School DRC IRS – Teacher	District users to access DRC INSIGHT Interactive Reports for all schools within their district.
School Coordinator	DRC IRS – Access DRC IRS – School DRC IRS – Teacher	School users to access DRC INSIGHT Interactive Reports for their school.



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Maple Grove, MN 55311

DRC INSIGHT Portal for LAS Links: <https://ll.drcdirect.com>
LAS Links Customer Service: 1-866-282-2250 (8:00 a.m. to 5:00 p.m. CST)
Email: LASLinksHelpDesk@datarecognitioncorp.com
Revision Date: September 1, 2026