



# LAS Links Online Administration Training



## ● ● ● Coordinator and Proctor Training Agenda



- ✓ **Training Part 1:** Pretest activities (preparing to test)
- ✓ **Training Part 2:** Proctoring the test (student experience)
- ✓ **Training Part 3:** Post test activities (scoring and reporting)



# Training Part 1: Pre-Test Activities

## **Activity 1:**

Accessing the INSIGHT portal and  
DRC's Professional Learning  
courses



# ● ● ● Access the DRC INSIGHT Portal



[www.drcedirect.com](http://www.drcedirect.com)

The screenshot shows the login interface for the DRC INSIGHT Portal. On the left, there is a white login box with the DRC INSIGHT logo at the top. Below the logo are two input fields: 'Username' with the text 'user@datarecognitioncorp.com' and 'Password' with a masked password '\*\*\*\*\*' and a 'Show Text' checkbox. A blue 'Sign in' button is positioned below the password field, and a link for 'Forgot your password?' is at the bottom of the box. On the right, a dark blue sidebar contains the following text: 'Welcome to the DRC INSIGHT Portal', 'Data Recognition Corporation (DRC) welcomes IAS Links educators to eDIRECT!', 'This website enables you to quickly and easily access all test administration tools in one location, from test preparation to reporting of your IAS 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 IAS Links, select the **General Information** link under **All Applications** at the top of this page. Then select **Documents**.' Below this is the heading 'ACCESS ONLINE TOOLS TRAINING WITH GOOGLE CHROME' followed by the text 'Publicly accessible versions of the Online Tools Training are available. Please copy the link below into Google Chrome to access these practice opportunities. Note that Google Chrome is the only supported browser for this public version of the Online Tools Training.' and the link 'WBTE Portal: <https://wbte.drcedirect.com/LL/portals/ll>'. At the bottom of the page, there is a footer with '© DRC Insight 2020', 'Privacy Policy', 'Terms of Use', 'Contact Us', and the DRC logo.

Use the INSIGHT portal for Test Administrative functions such as professional learning, rostering students, creating test sessions, scoring student responses and for On-Demand reporting.



## ● ● ● Activating your INSIGHT account



### Activate Account

\* required

New Password \*

Confirm New Password \*

Activate Account

The form is titled "Activate Account" and includes two password fields. The first field is labeled "New Password \*" and the second is "Confirm New Password \*". Both fields are marked as required. A blue button labeled "Activate Account" is located at the bottom right of the form. Two red arrows point to the input fields: one to the "New Password" field and one to the "Confirm New Password" field.

# ● ● ● Logging into the Portal



**DRC INSIGHT**

**Welcome to the DRC INSIGHT Portal**

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

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**

Publicly accessible versions of the Online Tools Training are available. Please copy the link below into Google Chrome to access these practice opportunities. Note that Google Chrome is the only supported browser for this public version of the Online Tools Training.

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

© DRC Insight 2020    Privacy Policy    Terms of Use    Contact Us    **DRC**

**DRC INSIGHT**

Username  
user@datarecognitioncorp.com

Password  
\*\*\*\*\*  Show Text

**Sign in**

[Forgot your password?](#)

## ● ● ● Logging into the INSIGHT portal



- Click on “Forgot your password?” if unable to locate your welcome email
- Your Username is your email address

A screenshot of the DRC INSIGHT login portal. At the top is the logo "DRC INSIGHT". Below it are two input fields: "Username" with the text "user@datarecognitioncorp.com" and "Password" with a masked password "\*\*\*\*\*". To the right of the password field is a "Show Text" checkbox. Below the fields is a blue "Sign in" button. A red arrow points to the "Sign in" button. Below the button is a link that says "Forgot your password?".

- If the system does recognize you as a User, please check with your LEA’s director who will need to add you as a User to the portal.



# Security Agreement



## Accept the Security and Confidentiality Agreement

### Security and Confidentiality Agreement for DRC Applications

The DRC Applications are designed for State, District, and School level personnel and contain confidential and private information, including, but not limited to, secure test materials, test scores and student demographic information. The system is password protected and requires a username and password for access.

The secure test materials are proprietary information of its owner(s) and are provided to those authorized individuals who are legally bound to maintain the security of the test. In order to access the secure test materials you must first agree to these terms to keep the test materials secure and confidential and not disclose or reproduce any information about the secure test materials except in your authorized capacity.

The system is not for public use, and any student information from the system must not be disclosed to anyone other than a state, district or school official as defined by the Family Educational Rights and Privacy Act of 1974 (FERPA). Under FERPA, a school official is a person employed by the state, district or school as an administrator, supervisor, district test coordinator, school test coordinator, principal, teacher, or principal's designated office staff. Such a user must have a legitimate educational purpose to review an educational record in order to fulfill his/her professional responsibility.

**State, district, and school users who are granted permission to this system must read and abide by the Family Educational Rights and Privacy Act (FERPA).** Disclosure of passwords to anyone unauthorized to use the system is prohibited. Disclosure of a student's data to their parent or guardian must be in accordance with FERPA. For more information on FERPA, see the U.S. Department of Education website at <http://www.ed.gov/offices/OM/fpco/ferpa/>.

By agreeing to these terms, I hereby certify that I will maintain the confidentiality of secure test materials, system passwords and student data accessed through the **DRC Applications** and I will not share information with unauthorized individuals. If I leave the position that allowed me to access this information, I will neither access nor disclose any data previously accessed through the system. Further, I will destroy any data accessed through the system if such data is no longer being used to serve a legitimate educational purpose. I understand that to continue to access, disclose, or retain such information would be in violation of the **Family Educational Rights and Privacy Act (FERPA)**.

I shall maintain the security and confidentiality of all secure test materials and system passwords and only access the secure test materials in my authorized capacity.

**I hereby acknowledge that I have read and understand the terms of this Security and Confidentiality Agreement. Further, I agree to abide by the requirements found in the Family Educational Rights and Privacy Act (FERPA).**

**Accept Security Agreement**

I hereby acknowledge that I have read and understand the terms of the Security and Confidentiality Agreement.\*

\* required

## ● ● ● Professional Learning Courses



- Click on MY APPLICATIONS >> Professional Learning:

A screenshot of the DRC INSIGHT LAS LINKS MY APPLICATIONS menu. The menu is displayed in a dark blue sidebar on the left side of the page. The top of the sidebar shows the DRC INSIGHT LAS LINKS logo and the MY APPLICATIONS dropdown menu. Below this, the menu is organized into several categories: GENERAL INFORMATION, ADMINISTRATION SETUP, TECHNOLOGY, TEST ADMINISTRATION, and SCORING AND REPORTING. The Professional Learning option is highlighted with a red box. A red arrow points to the MY APPLICATIONS dropdown menu. The bottom of the page features the WBTE Portal URL, the DRC CORPORATION logo, and the LAS Links logo.

DRC INSIGHT LAS LINKS MY APPLICATIONS

GENERAL INFORMATION  
General Information

ADMINISTRATION SETUP  
Administration Setup

TECHNOLOGY  
Central Office Services

TEST ADMINISTRATION  
User Management  
Student Management  
Test Management  
Student Group Management  
Test Administrator Management

SCORING AND REPORTING  
Report Delivery  
Educator Scoring  
Interactive Reporting

Professional Learning  
Professional Learning

WBTE Portal: <https://wbte.drctdirect.com/LL/portals/ll>

DRC CORPORATION  
LAS Links

# Professional Learning Courses



DRC INSIGHT PROFESSIONAL LEARNING My Courses ▾

No enrollment code is needed. Scroll down to find the courses you are pre-enrolled in and select the course you'd like to take.

Enrollment Code

Welcome to DRC Professional Learning for LAS Links

The Texas Education Agency, for the purpose of a Statewide Language Proficiency Test has approved the following assessments:

All preK3, preK4 and Kindergarten students who must be tested for English language proficiency are to be given the preLAS English Form C assessment as well as the preLAS Español Form C assessment when applicable.

All 1st – 12th grade students who must be tested for English language proficiency are to be given the LAS Links English Form A assessment.






All 1st – 6th grade students who must be tested in their primary language of Spanish will be administered the LAS Links Español Form A assessment.

Below are three courses to choose from. Please choose the course (or courses) for the assessment(s) for which you must be trained and calibrated to administer.

You are enrolled in these courses:

▼ All

Sort by Course name

 <b>LAS Links Español Calibration</b> Training Modules	 <b>LAS Links Online Assessments</b> Training Modules	 <b>LAS Links Paper Assessments</b> Training Modules	 <b>PreLAS Administration</b> Training Modules	 <b>PreLAS Español Calibration</b> Training Modules
LAS Links Español Scoring Calibration ...	LAS Links Online Assessments Training Modules ...	LAS Links Paper Assessments Training Modules ...	preLAS Administration Training ...	preLAS Español Calibration ...

## ● ● ● Professional Learning Courses



DRC's Professional Learning is a system designed to provide LEAs with a single robust, integrated platform of preLAS and LAS Links training courses. This virtual training platform, available 24/7, provides 5 courses:

DRC Professional Learning System	
Course Name	Estimated Time to Complete
preLAS administration, scoring and reporting	Up to 2.5 hours*
preLAS Español scoring calibration	Up to 2.5 hours*
LAS Links paper administration, scoring and reporting	Up to 2.5 hours*
LAS Links Online administration, scoring and reporting	Up to 2.5 hours*
LAS Links Español scoring calibration	Up to 2.5 hours*

\*estimated time as each course is self-paced and can be taken over the course of a few days and can be taken as many times as desired.

- Onsite training and webinar training allows Users to bypass the training videos embedded in each course. Utilize the videos as needed to supplement your onsite/webinar training.

## ● ● ● Professional Learning Courses



- Each course is its own individual course so test administrators may take any or all of the courses based on their assessment assignment(s);
- Test administrators will receive a certificate of calibration once they receive a 90% or better on the “check your knowledge” and “scoring calibration” quizzes associated with each course.

 <b>LAS Links Español Calibration Training Modules</b>	 <b>LAS Links Online Assessments Training Modules</b>	 <b>LAS Links Paper Assessments Training Modules</b>	 <b>PreLAS Administration Training Modules</b>	 <b>PreLAS Español Calibration Training Modules</b>
LAS Links Español Scoring Calibration ...	LAS Links Online Assessments Training Modules ...	LAS Links Paper Assessments Training Modules ...	preLAS Administration Training ...	preLAS Español Calibration ...





# Training Part 1: Pre-Test Activities

## **Activity 2:**

Adding (registering) Students in the  
INSIGHT portal





# Student Management



## Add/View/Edit



DRC INSIGHT LAS LINKS MY APPLICATIONS

- GENERAL INFORMATION
  - General Information
- ADMINISTRATION SETUP
  - Administration Setup
- TECHNOLOGY
  - Central Office Services
- TEST ADMINISTRATION
  - User Management
  - Student Management**
  - Test Management
  - Student Group Management
  - Test Administrator Management
- SCORING AND REPORTING
  - Report Delivery
  - Educator Scoring
  - Interactive Reporting
- Professional Learning
  - Professional Learning

WBTE Portal: <https://wbte.drccdirect.com/LL/portals/ll>

DATA RECOGNITION CORPORATION  

# ● ● ● Adding Students One-by-One



**DRC INSIGHT LAS LINKS** Welcome C Trigger Log Out

All Applications Student Management **Manage Students** Student Status Dashboard Student Status

### Manage Students

Manage Students Upload Multiple Students

**Instructions**

\* Indicates required fields

Administration: LAS Links \* District: SAMPLE DISTRICT - 99998 \* **School: CSP SAMPLE - 22222**

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

Accommodation LAS Links Form: [ ]

Grade: [ ]

Student Group: [ ]

Online Test Status: [ ]

**Find Students** **Clear**

Students						
<input type="checkbox"/>	Last Name	First Name	Student ID	Date Of Birth	Grade	Action
<input type="checkbox"/>	Student	Sample	123456789	10/25/2004	07	

Page 1 of 1 (1 items) < Prev **1** Next >

**Add Student** Export to Excel Download Students Update Accommodations

- 1) Click Manage Students
- 2) Choose a School from the drop down menu
- 3) Click Add Student at the bottom of the screen



## ● ● ● Adding Students One-by-One



### Add Student

[+ Instructions](#)

\* Indicates required fields

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

Student Detail    Accommodations    Demographics    Student Groups    Testing Codes

Administration  \*    District  \*    School  \*

Date of Birth  \*    Grade  \*    Gender  \*

(mm/dd/yyyy)

Any cell with an asterisk\* next to it is required student information.

If you do not have a student ID number established by the time you are testing the student, one recommendation is to enter a temporary ID number and once the student ID is available, find the student, click edit and update the student ID. Student IDs must be unique throughout your district therefore a suggested temporary ID would be "temp01[schoolname]"



# Student Management

## Adding Demographics



Please note, student demographic data will only be included in Interactive Reporting (an additional purchase), not the OnDemand report, when you add this information to the INSIGHT portal.

### Add Student

[+ Instructions](#)

\* Indicates required fields

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

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

Ethnicity (Eng. A or B)

Hispanic/Latino (Esp. A)

Ethnicity (Eng. C or D, Esp. B)

Hispanic/Latino (Eng. C or D, Esp. B)

Race - American Indian or Alaskan Native

Race - Asian

Race - Black or African American

Race - Native Hawaiian or Other Pacific Islander

Race - White



# Training Part 1: Pre-Test Activities

## **Activity 3:**

Creating Test Sessions and  
Monitoring Student Progress





## Texas English Learner Identification: Program Overview



<b>Grade Level</b>	<b>Approved Assessment(s) for Identification:</b>
preK3, preK4, Kindergarten	<ul style="list-style-type: none"><li>• preLAS English Form C</li><li>• preLAS Español Form C</li><li>• Available in Paper format</li></ul>
1 <sup>st</sup> Grade	<ul style="list-style-type: none"><li>• LAS Links Form A</li><li>• Speaking and Listening Only</li><li>• Available in Online or Paper formats</li></ul>
2 <sup>nd</sup> – 12 <sup>th</sup> Grade	<ul style="list-style-type: none"><li>• LAS Links Form A</li><li>• Speaking, Listening, Reading and Writing</li><li>• Available in Online or Paper formats</li></ul>
1 <sup>st</sup> – 6 <sup>th</sup> Grade	<ul style="list-style-type: none"><li>• LAS Links Español Form A</li><li>• Speaking and Listening</li><li>• Available in Online or Paper formats</li></ul>

❖ Norm Reference Tests are no longer utilized for the identification of English learners.

# ● ● ● Test Management – Creating a Session



The screenshot shows the 'MY APPLICATIONS' dropdown menu in the DRC INSIGHT LAS LINKS system. A red arrow points to the 'MY APPLICATIONS' header, and a red box highlights the 'Test Management' option. The menu is organized into several categories:

- GENERAL INFORMATION**
  - General Information
- ADMINISTRATION SETUP**
  - Administration Setup
- TECHNOLOGY**
  - Central Office Services
- TEST ADMINISTRATION**
  - User Management
  - Student Management
  - Test Management**
  - Student Group Management
  - Test Administrator Management
- SCORING AND REPORTING**
  - Report Delivery
  - Educator Scoring
  - Interactive Reporting
- Professional Learning**
  - Professional Learning

Additional text on the right side of the menu includes: 'Menu under All Applications at the', 'page or contact your LAS Links su', and 'Google Chrome to access these pra'. At the bottom of the menu, the 'WBTE Portal' URL is provided: <https://wbte.drccdirect.com/LL/portals/ll>. The DRC CORPORATION and LAS Links logos are also visible at the bottom of the menu area.

## ● ● ● Creating a Session

To add a session, choose the School (as applicable) from the drop down menu, then click Add Session, found at the bottom of the page.

DRC INSIGHT LAS LINKS

All Applications ▾

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 - 99998 School CSP SAMPLE - 22222

Last 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	9/7/2017	5/7/2018	    

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

## ● ● ● Creating a Session

1. Uniquely name your session so you can easily search for it later
2. Choose the desired Level and Form
3. Choose from the available subtest
  - Note: subtests MUST be contained in the same session in order to generate composite scores
4. Students can only be added to assessments corresponding to their grade level
5. Highlight the students to be added to the session and click the blue right arrow to assign them to the session.

### Add Test Sessions

Testing Window: 06/17/2019 - 08/31/2023  
This date range indicates the amount of time your account will be active with LAS Links Online. To extend your LAS Links Online account, a yearly purchase is required.

Eligible Grades: 02, 03

[Instructions](#)

\* Indicates required fields

Session Name: 2nd Gr Eng ID \* Scoring Option Status: Educator Scored  Test Administrator: [dropdown]

LAS Links Test Form: English Form A, Grade 1; English Form A, Grades 2-3; English Form A, Grades 4-5; English Form A, Grades 6-8; English Form A, Grades 9-12; Espanol Form A, Grade 1

Available Subtests:  Speaking;  Listening;  Reading;  Writing

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

Begin Date: 6/17/2019 \* End Date: 5/29/2020 \* Mode: Online \*

Search for Available Students

Student Last Name: [input] Student First Name: [input] Student ID: [input] Grade: (All) [dropdown]

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

Available Students: [list]


Students in Session: [list]



# 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.

**Show Sessions** **Print All Tickets**

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"/>	District	Training School	8 C	(Eng. C)					         
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	SDHSD Eng 9-12 C	Grades 9-12 (Eng. C)	Completed	2/26/2018	1/9/2019	Educator Scored	         
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	Form C/4-5	Grades 4-5 (Eng. C)	In Progress	10/11/2017	12/31/2024	Educator Scored	         
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	English Form C, Grades 4-5	Grades 4-5 (Eng. C)	In Progress	10/11/2017	12/31/2024	Educator Scored	         
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	Espanol B/4-5	Grades 4-5 (Esp. B)	In Progress	10/11/2017	12/31/2024	Educator Scored	         
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	LVUSD 4-5 Esp B	Grades 4-5 (Esp. B)	In Progress	1/8/2018	1/9/2020	Educator Scored	         

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



# Test Tickets



## LAS Links Student Test Roster

District: Sales and Training District  
 School: Cara Quinn Sales and Training School  
 LAS Links Form: English Form A  
 Assessment: Grades 2-3 (Eng. A)  
 Test Session: 2-3 EL Identification  
 Test Session Window: 8/3/2020 to 5/28/2021

Student Roster is for the administrator


Completed	Accommodation(s)	Student Name	Date of Birth	Student ID	User Name	Password
<input type="checkbox"/>	N/A	Garza, Charlie	7/23/2010	123453427		
<input type="checkbox"/>	N/A	Hernandez, Felix	2/5/2012	10012345		
<input type="checkbox"/>	N/A	Jeffrey, Ryan	10/12/2005	012345678		
<input type="checkbox"/>	N/A	Kim, Robin				
<input type="checkbox"/>	N/A	mary, garza				

<p style="text-align: center;"><b>LAS Links Online Test Ticket</b> English Form A - Grades 2-3 (Eng. A)</p> <p><b>Charlie Garza</b>                  Date of Birth: 7/23/2010</p> <p>Accommodation(s): N/A                  Test Session Name: 2-3 EL Identification                  Student ID: 123453427</p> <p><b>Username:</b> [blacked out]  <b>Password:</b> [blacked out]</p>	<p style="text-align: center;"><b>LAS Links Online Test Ticket</b> English Form A - Grades 2-3 (Eng. A)</p> <p><b>Felix Hernandez</b>                  Date of Birth: 2/5/2012</p> <p>Accommodation(s): N/A                  Test Session Name: 2-3 EL Identification                  Student ID: 10012345</p> <p><b>Username:</b> [blacked out]  <b>Password:</b> [blacked out]</p>
<p style="text-align: center;"><b>LAS Links Online Test Ticket</b> English Form A - Grades 2-3 (Eng. A)</p> <p><b>Ryan Jeffrey</b>                  Date of Birth: 10/12/2005</p> <p>Accommodation(s): N/A                  Test Session Name: 2-3 EL Identification                  Student ID: 012345678</p> <p><b>Username:</b> [blacked out]  <b>Password:</b> [blacked out]</p>	<p style="text-align: center;"><b>LAS Links Online Test Ticket</b> English Form A - Grades 2-3 (Eng. A)</p> <p><b>Robin Kim</b>                  Date of Birth: 9/23/2015</p> <p>Accommodation(s): N/A                  Test Session Name: 2-3 EL Identification                  Student ID: 132870</p> <p><b>Username:</b> [blacked out]  <b>Password:</b> [blacked out]</p>

Test Ticket is for the student

## ● ● ● Editing a Test Session







































To edit a test session, click the View/Edit icon (  ) in the Action column. Once one student has started testing in that particular test session, the only edits you can make to a test session is to change the test session end date, add additional students to the session, or to remove students (who have not started testing) from the test session.

Show Sessions Print All Tickets

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"/>	District	Training School	8 C	(Eng. C)					     
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	SDHSD Eng 9-12 C	Grades 9-12 (Eng. C)	Completed	2/26/2018	1/9/2019	Educator Scored	     
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	Form C/4-5	Grades 4-5 (Eng. C)	In Progress	10/11/2017	12/31/2024	Educator Scored	     
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	English Form C, Grades 4-5	Grades 4-5 (Eng. C)	In Progress	10/11/2017	12/31/2024	Educator Scored	     
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	Espanol B/4-5	Grades 4-5 (Esp. B)	In Progress	10/11/2017	12/31/2024	Educator Scored	     
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	LVUSD 4-5 Esp B	Grades 4-5 (Esp. B)	In Progress	1/8/2018	1/9/2020	Educator Scored	     

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

# ● ● ● Check the Status of a Test Session



1. Click on Test Management
2. Click on Manage Test Sessions
3. Click on Show Sessions

4. Click on Status Summary to see the over test session summary

All Applications ▾

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: Sales and Training District -

School: Brian Shedd Sales and Train

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**

Session Summary	
Status	Session Count
Not Started	53
In Progress	20
Completed	3

Student Summary			
Assessment	# of Students Not Started	# of Students In Progress	# of Students Completed
<b>LAS Links Form: English Form A</b>			
Grade 1 (Eng. A)	10	0	1
Grade 1 (Eng. A)	1	0	1
Grade 1 (Eng. A)	12	0	1
Grade 1 (Eng. A)	1	0	1
Grade K (Eng. A)	2	0	0
Grade K (Eng. A)	2	0	0
Grade K (Eng. A)	2	0	0
Grade K (Eng. A)	2	0	0
Grades 2-3 (Eng. A)	4	0	0
Grades 2-3 (Eng. A)	4	0	0
Grades 2-3 (Eng. A)	4	0	0
Grades 2-3 (Eng. A)	4	0	0
Grades 4-5 (Eng. A)	13	0	0
Grades 4-5 (Eng. A)	13	0	0
Grades 4-5 (Eng. A)	13	0	0
Grades 4-5 (Eng. A)	13	0	0
Grades 6-8 (Eng. A)	1	0	0
Grades 6-8 (Eng. A)	1	0	0
Grades 6-8 (Eng. A)	1	0	0
Grades 6-8 (Eng. A)	1	0	0
<b>LAS Links Form: English Form C</b>			
<b>LAS Links Form: English Form D</b>			
<b>LAS Links Form: Espanol A</b>			
Grade 1 (Esp. A)	0	0	1
Grade 1 (Esp. A)	1	0	0
Grade 1 (Esp. A)	0	0	1
Grade 1 (Esp. A)	0	1	0

## ● ● ● Student Status Dashboard



- Click on MY APPLICATIONS >> Student Management:

A screenshot of the DRC INSIGHT LAS LINKS MY APPLICATIONS dropdown menu. The menu is open, showing a list of options. A red arrow points to the 'MY APPLICATIONS' dropdown button. The options are organized into sections: GENERAL INFORMATION (General Information), ADMINISTRATION SETUP (Administration Setup), TECHNOLOGY (Central Office Services), TEST ADMINISTRATION (User Management, Student Management, Test Management, Student Group Management, Test Administrator Management), SCORING AND REPORTING (Report Delivery, Educator Scoring, Interactive Reporting), and Professional Learning (Professional Learning). The background of the page is partially visible, showing a search bar and some text.

DRC INSIGHT LAS LINKS MY APPLICATIONS

GENERAL INFORMATION

General Information

ADMINISTRATION SETUP

Administration Setup

TECHNOLOGY

Central Office Services

TEST ADMINISTRATION

User Management

Student Management

Test Management

Student Group Management

Test Administrator Management

SCORING AND REPORTING

Report Delivery

Educator Scoring

Interactive Reporting

Professional Learning

Professional Learning

menu under **All Applications** at the

page or contact your LAS Links su

Google Chrome to access these pra

WBTE Portal: <https://wbte.drctdirect.com/LL/portals/ll>

DATA RECOGNITION CORPORATION

DRC CORPORATION

LAS Links

Choose Student Management from the My Applications Dropdown Menu



# Training Part 2: Student Readiness and Proctoring the Test

## Activity 1:

### The Student Practice Test



# LAS Links Online: Student Practice Test



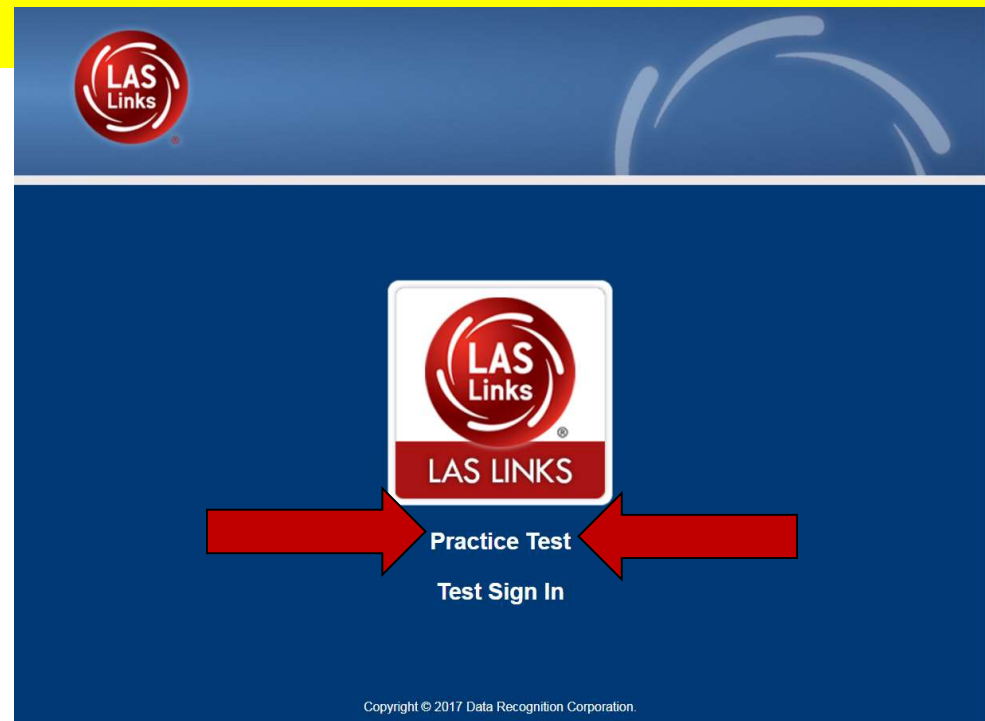
**Practice Test:** Highly recommended prior to live testing. Student technology readiness should be determined during the practice test.

Students may access the practice test two ways: click on the DRC INSIGHT app or using CHROME go to: <https://wbte.drccdirect.com/LL/portals/ll>

Note: do NOT give the student live test credentials (their test ticket) until they are ready to actually take the real test.

## Student Access:

PC/MAC/iPAD/Chromebook



## ● ● ● Training Tip(s) for the Practice Test



Have the link to the 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 participant go to this URL, put their headsets on and take the practice test.

- If you take the trainees 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.
- 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

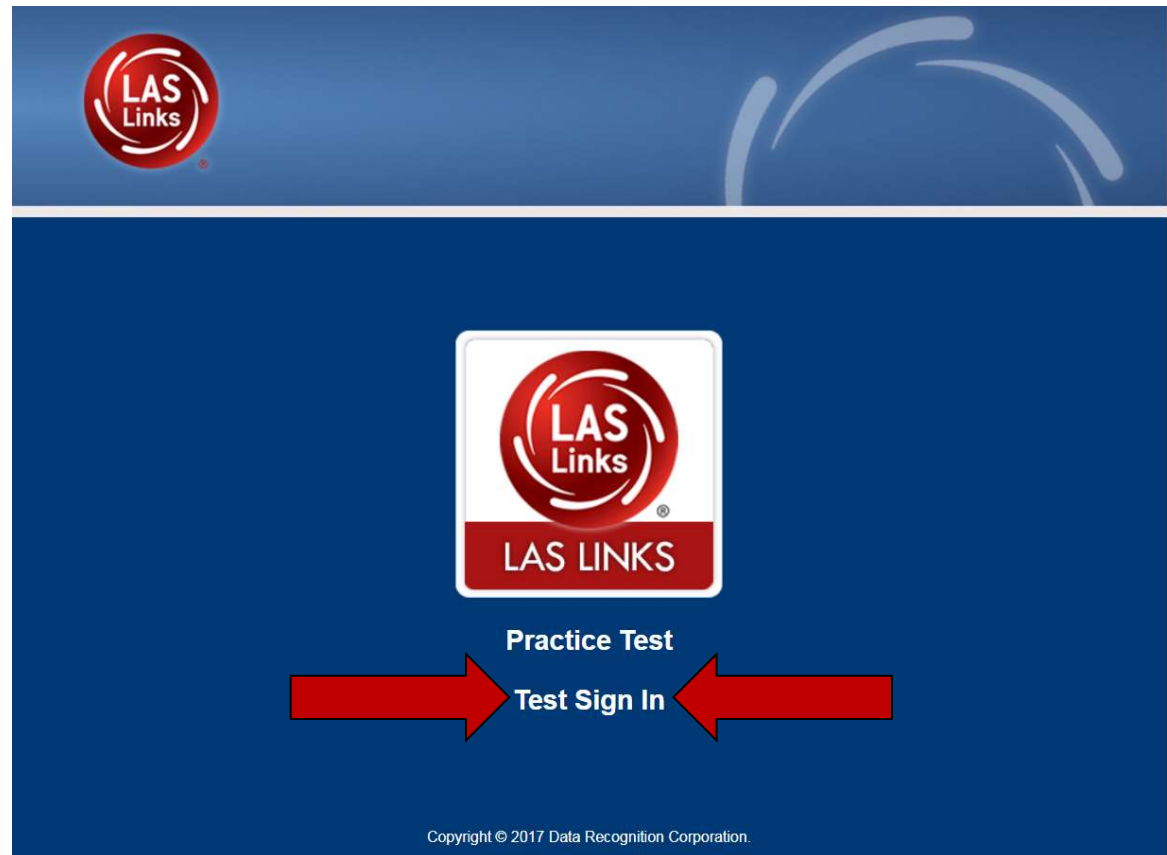




# LAS Links Online: Student Experience



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





## Stopping the Test due to Insufficient Language



Per the TEA:

- Students must be given the opportunity to attempt all assigned subtests per the requirements set forth for the purpose of the identification of English learners.
- At no time, can a student be labeled “unable to test due to language” without being allowed to attempt each subtest they are assigned.
- For each subtest, trained test administrators must give students as much time as they need, as long as they are working on the test.
- If, after a reasonable amount of time, a student appears to not be actively engaged in the subtest they are being presented, a trained test administrator may use his/her professional discretion and may stop the subtest and move the student on to the next subtest.
- Stopping the test must be documented and provided to the LPAC for consideration.

# Ending Incomplete Tests



## Test Sessions

Manage Test Sessions | Upload Multiple Test Sessions

[Instructions](#)

\* Indicates required fields

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

Last 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	Sample School	Breanna	Grades 4-5 (Eng. C)	Not Started	10/11/2017	12/31/2024						
<input type="checkbox"/>	Sample District	Sample School	ENGAK	Grade K (Eng. A)	Not Started	10/11/2017	12/31/2024						
<input type="checkbox"/>	Sample District	Sample School	ENGBK	Grade K (Eng. B)	Not Started	10/11/2017	12/31/2024						
<input type="checkbox"/>	Sample District	Sample School	ENGCK	Grade K (Eng. C)	Not Started	10/11/2017	12/31/2024						
<input type="checkbox"/>	Sample District	Sample School	ENGDK	Grade K (Eng. D)	Not Started	10/11/2017	12/31/2024						

1. To end an incomplete test, click the **Edit/Print Ticket Status** icon () from the Session Detail window in the Action column for the test session. The details for the test session you selected display in the Testing Status window.



# Ending Incomplete Tests



## Testing Status

Instructions

Last Name

Status

(All)

Status By Module

Listening

Filter

Clear

### Testing Status - Breanna (Grades 4-5 (Eng. C) - Listening)

Select	Last Name	First Name	User Name	Password	Assessment	Status	Started	Completed	Action
<input type="checkbox"/>	sq	br	BSQ1	SOME9871	LISTENING	Not Started			

Action

Print Selected

Print All

End Incomplete Selected Tests

Unlock Selected

Unlock All

Close

# Ending Incomplete Tests



**Testing Status**

[Instructions](#)

Last Name:  Status: (All) Status By Module: Listening **Filter** **Clear**

**Testing Status - Breanna (Grades 4-5 (Eng. C) - Listening)**

Select	Last Name	First Name	User Name	Password	Assessment	Status	Started	Completed	Action
<input type="checkbox"/>	sq	br	BSQ1	SOME9871	LISTENING	Not Started			

**Submit**

You are choosing to end an incomplete test. Are you sure?

**End Incomplete Test** **Cancel**

**Print Selected** **Print All** **End Incomplete Selected Tests** **Unlock Selected** **Unlock All** **Close**



## Training Part 3: Post Test Activities

### **Activity 1:**

### Navigating Educator Scoring



# ● ● ● Educator Scoring



The screenshot shows the 'MY APPLICATIONS' dropdown menu in the DRC INSIGHT LAS LINKS system. A red arrow points to the 'MY APPLICATIONS' header, and a red box highlights the 'Educator Scoring' option under the 'SCORING AND REPORTING' section.

GENERAL INFORMATION	TEST ADMINISTRATION	Professional Learning
General Information	User Management	Professional Learning
ADMINISTRATION SETUP	Student Management	
Administration Setup	Test Management	
TECHNOLOGY	Student Group Management	
Central Office Services	Test Administrator Management	
SCORING AND REPORTING		
	Report Delivery	
	<b>Educator Scoring</b>	
	Interactive Reporting	

WBTE Portal: <https://wbte.drccdirect.com/LL/portals/ll>

DATA RECOGNITION  
**DRC**  
CORPORATION

**LAS**  
Links

# ● ● ● Educator Scoring



## Scoring

⊕ [Instructions](#)

\* Indicates required fields

Administration

LAS Links ▼ \*

District

Sales and Training District - ▼ \*

School

Gina Davis Sales and Trainin ▼

LAS Links Form

(Select) ▼ \*

(Select)

English Form A

English Form B

English Form C

English Form D

Espanol A

Espanol B

Assessment

(All) ▼

Session

### Session Detail

▲ Session Name ▲	▲ Assessment ▲	▲ Session Status ▲	▲ Begin Date ▲	▲ End Date ▲	▲ Item Counts ▲	Action
------------------	----------------	--------------------	----------------	--------------	-----------------	--------

Choose from the above filters and click on 'Show Sessions' to view matching 'Sessions'



## Scoring

⊕ [Instructions](#)





\* Indicates required fields

Administration: LAS Links \*      District: Sales and Training District - \*      School: Gina Davis Sales and Training

LAS Links Form: Espanol A \*      Assessment: (All)      Session:

Show Sessions

### Session Detail

District ▲	School ▲	Session Name ▲	Assessment ▲	Session Status ▲	Begin Date ▲	End Date ▲	Item Counts	Action
Sales and Training District	Gina Davis Sales and Training School	GDAVIS ESPANOL ALL SUBTESTS	Grades 2-3 (Esp. A)	Completed	11/8/2017	12/31/2024	0 available, 0 in process, 20 complete	 
Sales and Training	Gina Davis Sales	GDAVIS TEST GR	Grades 2-3 (Esp.			1/2024	20 available, 0 in process, 0 complete	 

- Available = items that need to be scored
- In Process = items that have been scored and are processing through the scoring system
- Complete = items that processed correctly through the scoring system and are moving towards reporting

## Scoring

⊕ [Instructions](#)

\* Indicates required fields

Administration  
 LAS Links \*

District  
 Sales and Training District - \*





School  
 Gina Davis Sales and Trainin

LAS Links Form  
 Espanol A \*

Assessment  
 (All)

Session

Show Sessions

Session Detail							pts	Action
District ▲	School ▲	Session Name ▲	Assessment ▲	Session Status ▲	Begin Date			
Sales and Training District	Gina Davis Sales and Training School	GDAVIS ESPANOL ALL SUBTESTS	Grades 2-3 (Esp. A)	Completed	11/8/20		 	
Sales and Training District	Gina Davis Sales and Training School	GDAVIS TEST G 2-3			12/31/2024	20 available, 0 in process, 0 complete	 	

Score by Student

Score by Session

## ● ● ● Educator Scoring






**Scoring Status**

⊕ [Instructions](#)

Last Name

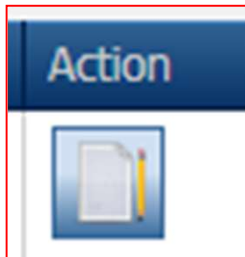
[Filter](#) [Clear](#) [Refresh](#)

**Scoring Status - English Form A (Grades 2-3 (Eng. A))**

Last Name	First Name	Grade	Student ID	Content Area	Item Counts	Action
MCGUIRE	ALISON	03	1990	READING		
MCGUIRE	ALISON	03	1990	SPEAKING	17 available, 2 in process, 1 complete	
MCGUIRE	ALISON	03	1990	WRITING	5 available, 0 in process, 0 complete	

- Choose from the roster of students and content areas that have items available for scoring
- Click the “Score Student” icon in the Action column

## ● ● ● Educator Scoring



When you clicked on the Action button (as shown in the previous slide) a new page will pop up taking you to a new URL.

**IMPORTANT:**  
**Be sure to enable popups from**  
**scoring.drccedirect.com**  
**so that you are able to complete scoring**

The screenshot displays the 'Educator Scoring ELL030' interface. The top section shows the question ID '01A Speaking Gr 01 Q857465', the project 'ELL030', and the lithocode '990004805554'. Below this are navigation buttons: '<< Prev', 'Current', and 'Next >>'. Further down are buttons for '<< Prev Scoring Resource' and 'Next Scoring Resource >>'. A 'Response' button and a 'Scoring Resources' button are also present. A 'Scoring Resources Filter' dropdown menu is set to 'Rubric'. At the bottom are two large buttons: a green 'Submit' button and a red 'Exit Scoring' button. On the right side, a question player is shown for 'Question: 01A Speaking Gr 01 Q857465'. It includes a play button, a progress indicator showing '0:00 / 0:03', a volume icon, and a 'Score' display showing '0' out of '1'.

Utilize this naming convention to determine the item you are scoring.  
For this item, we are on: Item #1, Form A, Speaking, Grade 01

*If scoring Español forms, "Speaking" will read as "Hablando"*

Click here to download and save the student verbal response to your computer. This can only be done BEFORE you submit your score.

Question: 01A Speaking Gr 01 Q857465

0:00 / 0:03

Score 0 1

Scoring Resources

Submit

Exit Scoring

Click the play button to hear the student response.

Click here to choose the score you are giving the student response.

Click Scoring Resources to access the item and rubric information.

Click submit when you are done giving this item a score.

# ● ● ● Educator Scoring



ScoreBoard

Scoreboard - Scoring Resources

scoring.drctdirect.com/scoreboard#/educatorScoring/592030

Educator Scoring ELL030

03A Speaking Gr 01 Q857467  
Project: ELL030  
Lithocode: 990006322212  
Scoring Resources: Showing 1 of 1  
Scoring Resource Type: Rubric

Question: 03A Speaking Gr 01 Q857467

Score 0 1

<< Prev Current Next >>

<< Prev Scoring Resource Next Scoring Resource >>

Response Scoring Resources

Scoring Resources Filter: All

Scoring Resources Window:

Submit

Exit Scoring

Once you have clicked on Scoring Resources, to have the resources open on a separate page (for easy toggling), check the radio button next to "Scoring Resources Window".

Scoring resources include the item presented to the student, the rubric and exemplars.

# Educator Scoring



Educator Scoring ELL030 [Help](#)

23 Writing I23A Q858395  
Project: ELL030  
Lithocode: 990000009566

<< Prev   Current   Next >>

Response   Rubric

**Submit**

Score **0 1 2 3**

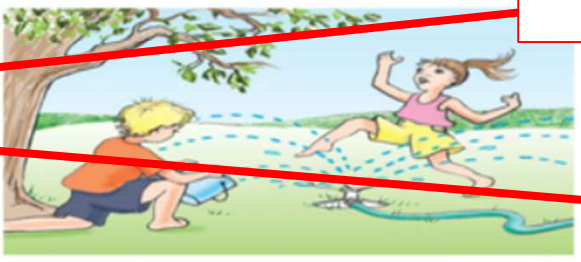
NonScorable

**Exit Scoring**

### Write Why

**Directions: Read the question and make a choice. Write two reasons. Write one reason in box 1, and write a different reason in box 2.**

**Directions:**



Which of these two seasons do you like better? Choose one?

I love the summer better than winter.

Why do you choose that season? Write two reasons.

1. In the summer you can wear shorts, and it is sunny and so beautiful.

2. In the summer you can eat ice cream and have way more fun than in the winter doing things like swimming, going to the water park, hanging outside with your friends.

Click submit when you are done giving this item a score.

Click here to choose the score you are giving the student response.

The student responses are found in the boxes.



## Training Part 3: Post Test Activities

### Activity 2:

Holistically Scoring Speaking and Writing






## Section 1: Speak in Words Scoring



IDEAS ITEM ID	CONTENT	SECTION	FORM	GRADE	ONLINE ITEM	PRINT ITEM	SCORE POINTS	RUBRIC DESCRIPTION	RUBRIC EXPLANATION	SAMPLE RESPONSE
857465	SPEAKING	SPEAK IN WORDS	A	1	3	1	0	Incorrect	No response in English. No response. English word not related to the picture.	HL (Home Language) NR Hello.
857465	SPEAKING	SPEAK IN WORDS	A	1	3	1	1	Correct	Satisfies task.	Chair

**Speak in Words**



**Directions:**  
0:02 / 0:13

**Now let's begin. What is this?**

**Voice Recorder:**  
  Record

You can record 3 times.

Students are asked to name objects and to say what they are used for. Students are to receive a 1 for correct or a 0 for incorrect.

Item prompt and acceptable answers are provided when you click Scoring Resources.

## ● ● ● Speak in Sentences Item Type



### Practice C

Directions: Look at the picture. What is happening in this picture?



### Directions:

0:16 / 0:37 

### Voice Recorder:



You can record 3 times.

### Check Your Answer:

 0:00 / 0:18 

Students are asked questions such as “What is happening in this picture?”

## ● ● ● Speak in Sentences Rubric



### GRADES K-12 RUBRIC FOR SPEAK IN SENTENCES AND MAKE CONVERSATION

Use the descriptors for each score along with the Sample Responses and Explanations of Score for all items to conduct accurate scoring.

Score	
0	No response in English (NR), response only in Home Language (HL), or response does not relate to the prompt, including “I don’t know.”
1	Response relates to the prompt but does not satisfy the task. Lack of sentence form, errors in grammar and vocabulary, and insufficient vocabulary interfere with communication. Response consists of at least one on-topic English word. If a text prompt is given, a single-word response may not be a repetition from the prompt.
2	Response satisfies the task and is in sentence form (subject/predicate) with errors in grammar and/or vocabulary or insufficient vocabulary not typical of a native speaker.
3	Response satisfies the task, is in sentence form, and is spoken with the vocabulary, grammar, and ease of expression of a native speaker.

## ● ● ● Speaker Notes – Scoring: Speak in Sentences



Use 2 as your  
anchor score



Does his answer satisfy the task by telling you a sentence that relates to the prompt?

No

Yes

0

No Response  
HL

1

Isolated  
Words

2

Errors  
Present

3

No Errors  
Present

# Open Your Handouts and Worksheets packet – Pages 4



LAS Links Online  
Administration Training  
Handouts & Worksheets




LAS Links Speaking Calibration Practice  
Form A, Grades 1-12

## Section 2: SPEAK IN SENTENCES


### Speak in Sentences K-1

Students are asked to "Tell me what is happening in the picture".

#	Sample Response	Score	Picture Prompt
1	Her is putted the dish in the table.		
2	The girl.		
3	She have the dishes.		


### Speak in Sentences 2-3

Students are asked to "Tell me what is happening in the picture".

#	Sample Response	Score	Picture Prompt
1	She moves it up.		
2	Girl, hand.		
3	She raise hand.		

### Speak in Sentences 4-5

Students are asked to "Tell me what is happening in the picture".


#	Sample Response	Score	Picture Prompt
1	Him seeing what time is.		
2	He looks at his watch and waits for a bus.		
3	He watch.		

Trainer reads each exemplar; trainees write their answer in the score box. Review each item in each set once all items are complete.

LAS Links Speaking Calibration Practice  
Form A, Grades 1-12


### Items 6-8

Students are asked to "Tell me what is happening in the picture".

Sample Response	Score	Picture Prompt
her fire.		
fire.		

### Speak in Sentences 9-12

Students are asked to "Tell me what is happening in the picture".

#	Sample Response	Score	Picture Prompt
1	He has the bread.		
2	Cut.		
3	He is cutting some bread.		

# ● ● ● Speak in Sentences Scoring Practice



## Speak in Sentences 4-5

Students are asked to “Tell me what is happening in the picture”.

#	Sample Response	Score	Picture Prompt
1	Him seeing what time is.		A young boy with dark hair, wearing a red t-shirt and blue jeans, is sitting on a wooden bench. He is looking down at his wrist, where he is wearing a watch. To his right, there is a bus stop sign on a metal pole. The background shows green trees and a clear sky.
2	He looks at his watch and waits for a bus.		
3	He watch.		



### Make Conversation

#### Practice A

**Directions:** A new student asks you, "What is your name?" What do you say? Click or tap "Record" and say your answer into the microphone. When you are finished recording, click or tap "Stop". If you want to change your answer, click or tap "Start Over".

#### Directions:

0:05 / 0:52

#### Voice Recorder:



You can record 3 more times.



## ● ● ● Speaker Notes – Scoring: Make Conversation



Use 2 as your  
anchor score



Does his answer satisfy the task by telling you a sentence that relates to the prompt?

No

Yes

0

No Response  
HL

1

Isolated  
Words

2

Errors  
Present

3

No Errors  
Present



## ● ● ● Make Conversation Scoring Practice



### Make Conversation 4-5

*Student will be asked to listen to directions and then answer the best that they can.*

#	Sample Response	Score	Prompt
1	Bus driver, now.		<b>Tell the bus driver this is your bus stop.</b>
2	Bus driver, may you please stop here for me?		
3	Here's my stop.		



**SPEAKING** *Tell a Story*

20

1



2



3



4





## GRADES K-12 RUBRIC FOR TELL A STORY

Use the descriptors for each score along with the Sample Responses and Explanations of Score for all items to conduct accurate scoring.

Score	
0	No response in English (NR), response only in Home Language (HL), or response does not relate to the prompt, including “I don’t know.”
1	Response consists of at least one on-topic English word. If a text prompt is given, a single-word response may not be a repetition from the prompt. Response consists of only words or phrases and does not form a complete sentence.
2	Response addresses the prompt and includes one or more sentences with errors in grammar and/or vocabulary or insufficient vocabulary that make overall communication unclear.
3	Response addresses the prompt in sentence form with errors in grammar and vocabulary that do not interfere with overall clear communication, although parts may be confusing.
4	Response addresses the prompt with only minor errors in grammar and vocabulary that do not interfere with overall clear communication. Ideas, content, and description are expressed with ease approaching that of a native speaker.



## Speaker Notes – Scoring: Tell a Story



Use 3 as your anchor score



Does his answer have a storyline? A beginning, middle and end?

No

Yes

0  
No Response  
HL

1  
Isolated  
Words

2  
Subject and  
predicate

3  
Errors  
Throughout

4  
Fluent with  
minor error(s)

# ● ● ● Let's Tell Stories Scoring Practice



## Tell A Story 4-5

Student is asked to tell the story that they see in the pictures.

#	Sample Response	Score	Prompt
1	Her and him.		
2	He's gets her food. He have the books. They eat. By the car.		
3	The girl has crutches so her friend helps her. He carries her books and her lunch. After school, her dad says "Thank you for helping my daughter."		
4	He say "You need some help?" Then he carry her books. And he get her food. The man hold his hand.		
5	The boy... helping the girl. She hurt.		
6	The girl, she hurt. She have those things. That boy help her. He take her books and her food. Then the man, he shake hands.		



# LAS Links™ Listening Group Administered

## ● ● ● LAS Links™ – Listening Test Content



### Listening:

- Listen for Information
- Listen in the Classroom
- Listen and Comprehend

All Listening items are multiple choice in format and evaluate listening comprehension of stated facts, inference and critical thinking skills.

This section can be group-administered

## Stopping the test due to Insufficient Language



Per the TEA:

- Students must be given the opportunity to attempt all assigned subtests per the requirements set forth for the purpose of the identification of English learners.
- At no time, can a student be labeled “unable to test due to language” without being allowed to attempt each subtest they are assigned.
- For each subtest, trained test administrators must give students as much time as they need, as long as they are working on the test.
- If, after a reasonable amount of time, a student appears to not be actively engaged in the subtest they are being presented, a trained test administrator may use his/her professional discretion and may stop the subtest and move the student on to the next subtest.
- Stopping the test must be documented and provided to the LPAC for consideration.





**LAS Links™ Reading**  
**Group Administered in English to Grades 2-12**

## ● ● ● LAS Links™ – Reading Test Content



- Analyze Words
- Read Words
- Read for Understanding

All Reading items are multiple choice in format and evaluate reading comprehension and critical thinking skills.



**LAS Links™ Writing**  
**Group Administered in English to Grades 2 - 12**

## ● ● ● LAS Links™ – Writing Test Content



- Use Conventions
- Write About
- Write Why
- Write in Detail

Use Conventions and Use Grammar and Conventions items are multiple choice in format. Write About, Write Why and Write in Detail items are all holistically scored.

## Writing Sheets – in lieu of student keyboarding




- Writing Sheets are available for download in Module 1 of the Digital Library and posted to [www.laslinks.com/Texas](http://www.laslinks.com/Texas)
- may be used in conjunction with the LAS Links Online Writing Test when you have determined that a student lacks sufficient keyboarding skills to be administered the online Writing test.
  - Lack of sufficient keyboarding skills is not to be assumed and should be determined when the student is administered the LAS Links Online practice test (prior to the live test).
- Writing sheets should only be used for the Write About, Write Why and Write in Detail portions of the Writing Assessment.
- The student should answer all MULTIPLE CHOICE writing items on the computer by clicking on his/her answer of choice.
- Students will look at the writing prompt on their testing device and will write their answer on the writing sheet.
- **PLEASE NOTE:** Student writing sheets MUST be retained and put in the student folder for documentation purposes.

## ● ● ● Writing Administration – Write About



Students are asked to write two sentences about what they see in the picture.

**Practice A**



1) The boy is trying on a new jacket.

---

---

---

2)

---

---

---

# Scoring Rubrics for Writing

## GRADES 2–12, WRITING RUBRIC 0–3

**Write About**—Student will write two sentences to describe who/what is in a picture and what is happening.

**Write Why**—Student will make a choice and write two reasons in support of that decision. (Do you prefer rain or snow?)



Score	Descriptors of Scores
0  Minimal or No Communication	<b>ERRORS PREVENT COMMUNICATION</b>
	No English word
	“I don’t know”
	A repetition of an earlier response
	The only clear English word(s) are copied from the item prompt or environmental print
	Isolated English words in a response that is otherwise incomprehensible
	A clearly off-topic response
	Response is incomprehensible For <b>Write About</b> : no recognizable sentence structure
1  Beginning Communication	<b>ERRORS INTERFERE WITH COMMUNICATION</b>
	For <b>Write About</b> : Response includes at least rudimentary sentence structure subject/verb (“The 3 student is”) (“The teacher explication a student”)
	For <b>Write Why</b> : Response provides at least one reasonable answer to the question “why?” not necessarily in a full sentence
	Only one response written (may be a general response) and it satisfies the task with or without error
	Two responses written, and one or both satisfy the task but with serious errors that interfere with communication (spelling, missing words, incorrect words)
	May also be two general responses Response may be in rudimentary sentence structure
2  Basic Communication	<b>ERRORS DO NOT IMPEDE UNDERSTANDING</b>
	Two responses that clearly satisfy the task with one or more grammatical errors
	Two fluent responses that both satisfy the task and contain numerous mechanical errors (may include one general response)
3  Effective Communication	<b>FLUENT COMMUNICATION</b>
	Two fluent responses that effectively communicate and may contain only a few minor mechanical errors (missing periods, incorrect or missing capitals, run-on sentences caused by overuse of “and,” comma splices, extra or missing commas or apostrophes, and minor spelling errors that do not confuse the meaning)
	For <b>Write About</b> : Complete sentence required
	For <b>Write Why</b> : No complete sentence required

Examiner’s  
Guide, page 53

● ● ● Flow Chart: Write About, Write Why



Use 2 as your anchor score



Does his answer satisfy the task by having written two sentences that relate to the prompt?

No

Yes

0  
No Response  
HL

1  
Isolated Words  
(or just one sent.)

2  
Grammatical  
Error(s) Present

3  
No Grammatical  
Error Present

(multiple mechanical errors (i.e. spelling) that impede communication)

(minor mechanical errors may be present)



## ● ● ● Write About Scoring Practice



### Write About 4-5

Student will write two sentences to describe who/ what is in a picture and what is happening.

#	Sample Response	Score	Picture Prompt
1	They taking a parctor. they sing and a char		
2	A family is spending the time in the Island The photographer is taking a picture to the family.		
3	Thay wot to take a pieor to reenedor the trip. They a picor to rendor the famly.		

## ● ● ● Writing Administration – Write Why



Students are asked to pick one of the two options and then write two sentences about why they chose what they chose.

**Practice B**

Which of these animals would you choose for a pet? Circle one.

a rabbit                      a fish

Why did you choose that animal? Write two reasons.

1) \_\_\_\_\_  
\_\_\_\_\_

2) \_\_\_\_\_  
\_\_\_\_\_

● ● ● Flow Chart: Write About, Write Why



Use 2 as your anchor score



Does his answer satisfy the task by having written two sentences that relate to the prompt?

No

Yes

0  
No Response  
HL

1  
Isolated Words  
(or just one sent.)

2  
Grammatical  
Error(s) Present

3  
No Grammatical  
Error Present

(multiple mechanical errors (i.e. spelling) that impede communication)

(minor mechanical errors may be present)

## ● ● ● Write Why Scoring Practice



### Write Why 4-5

Student will make a choice and write two reasons in support of that decision.

#	Sample Response	Score	Prompt
1	the gitar is a good is a good interment that why I pick it. Because I like it and the Drums I dont lik them.		<p>If you could learn how to play one of these musical instruments, which one would you choose? Circle one.</p> <p style="text-align: center;">guitar                      drums</p> <p>Why did you choose that instrument? Write <u>two</u> reasons.</p>
2	It make a better music than a Guitar. It is more funer.		
3	Guita the father sing the Guita My Fanther sing Guita		

## ● ● ● Writing Administration – Write In Detail



- Students read the topic then write what they want about it
- Students should pay close attention to:
  - organization
  - use of detail
  - correct spelling, grammar and sentence structure

### WRITING *Write in Detail*

**25** Think about a place you would like to go with your class. Write some sentences to explain where you want to go and why you want to go there. Use details and check your work.

---

---

---

---

---

---

---

---

---

---

**GRADES 2–12, WRITING RUBRIC 0–4**

**Write in Detail**—Student will write a short composition.



Score	Descriptors of Scores
0	One of the following:
	Response entirely in a language other than English (HL)
	Response in English that does not relate to the prompt, including “I don’t know”
	Response with no correctly spelled English word
	A single English word or only words copied from the item prompt or environmental print
	An off-topic response
1 <b>Limited Words</b>	Response is an attempt to satisfy the task and relates very minimally to the prompt
	Response contains at least one or more correctly spelled substantive English words (noun or verb) in phrases (a group of words related to each other that convey some meaning or thought but are not expressed in a complete manner)
	Response contains no complete sentence because subject or verb is missing or incomplete
	Overall communication is unclear and unconnected, typical of a student who has emergent vocabulary
2 <b>Sentence Structure</b>	Response is an attempt to satisfy the task and relates at least minimally to the prompt with limited expression compared to a native writer
	Response contains at least one or more English sentences that include subject and complete verb although grammar and spelling may be incorrect and punctuation may be lacking
	Response may need to be read several times to be understood
	Response may contain digressions, repetitions, limited vocabulary, or errors in grammar, word choice, spelling, and punctuation that interfere with all or part of the communication
3 <b>Basic Communication</b>	Expresses content, description, action, and/or dialog clearly and yet with difficulty compared to a native writer
	Expresses most ideas clearly but lacks the grammatical fluency of a mainstream writer
	Response may contain digressions, repetitions, missing words, or errors in vocabulary, grammar, spelling, and punctuation that do not impede overall communication
	Sentences may be run-on and connected by “and” or “and then”
4 <b>Native-like Writing</b>	Communication is clear and complete throughout with no errors in vocabulary or grammar that identify a non-native writer. Expresses ideas, content, description, action, and/or dialog with precise vocabulary and ease approaching a native writer
	Sentences may be simple or complex with only minor digressions, repetitions, or mechanical and grammatical errors which are acceptable in first-draft work
	Any minor errors or digressions do not interfere with the overall ease of expression or clarity of thought
	Differences in handwriting do not interfere with clarity of communicative intent

**Examiner’s Guide, page 53**

## ● ● ● Speaker Notes – Scoring: Write In Detail



Use 3 as your anchor score

Does the answer have a storyline? A beginning, middle and end?

No

Yes

0

Copied Isolated Words, No Response, HL

1

Subject and Predicate

2

One full sentence

3

Errors Throughout

4

Fluent with minor error(s)

## ● ● ● Write In Detail Scoring Practice



### Write in Detail 4-5

*Student will write a short composition.*

#	Sample Response	Score	Prompt
1	My favorite activity is to play soccer. I like soccer because you have to run, and I like to run. Also because I have to play with my friends. In soccer you can't play by your self you have to pass. Also I like to slide for the ball. I play soccer because it's a little rough sport. I don't like football because it very roughs sport and some people can get hurt. I enjoy playing soccer because I'm with my friends. In soccer you have to use your brain to trick other players. Also I like to practis my kicking. And check how powerful by kick is.		"Think about your favorite activity. Write some sentences to explain why it is your favorite activity and why you enjoy doing the activity. Use details and check your work."
2	My favorite activity is singing and dancing. Because my other wants I like singing and dancing.		





## Training Part 3: Post Test Activities

### Activity 3:

Generating and Interpreting Reports





# ● ● ● On-Demand Reports



DRC INSIGHT™ LAS LINKS ▾ MY APPLICATIONS ▾

<b>GENERAL INFORMATION</b> General Information	<b>TEST ADMINISTRATION</b> User Management Student Management Test Management Student Group Management Test Administrator Management	<b>Professional Learning</b> Professional Learning
<b>ADMINISTRATION SETUP</b> Administration Setup		
<b>TECHNOLOGY</b> Central Office Services	<b>SCORING AND REPORTING</b> Report Delivery Educator Scoring Interactive Reporting	

WBTE Portal: <https://wbte.drctdirect.com/LL/portals/ll>

# ● ● ● On-Demand Reports



Report Delivery | Manage Reports | **On-Demand 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: Sales and Training District - \*  
School: Gina Davis Sales and Trainin \*  
Report: English A/B, Espanol A \*  
Language: English \*  
Grade: (All)  
First Name:   
Student ID:   
Session:

**Find Students** **Clear**

Students						
Select	Last Name ▲	First Name ▲	State StudentID ▲	Date Of Birth ▲	Grade	Action
<input type="checkbox"/>	Brown	George	123578	06/18/2005	09	
<input type="checkbox"/>	Carrasco	Joel	1991	09/16/2010	04	
<input type="checkbox"/>	Chapa	Oscar	2468	12/25/2010	04	

# On-Demand Reports



**LAS Links**  
Student Proficiency Report

Test Date: Mar 03, 2018  
District: SAMPLE  
School: SAMPLE

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

## Proficiency Report

Student: SAMPLE, Grade: 2

	Proficiency Level	Scale Score	Raw Score
Listening	1	421	8
Speaking	2	458	20
Oral	2	443	28
Reading	3	483	24
Writing	2	451	17
Comprehension	2	466	29
<b>OVERALL</b>	<b>2</b>	<b>453</b>	<b>69</b>



## Scores Used to Determine Proficiency

### Per State and Federal Guidelines



➤ As a reminder, for LAS Links, grades 1 – 12:

Per State and Federal Guidelines	
1 <sup>st</sup> Grade	<ul style="list-style-type: none"><li>• If a student receives a 1, 2 or 3 proficiency level in <b>either</b> Speaking and/or Listening, they are to be classified as an English learner</li><li>• If a student receives a 4 or 5 proficiency level in <b>BOTH</b> Speaking and Listening – they are to be considered Fluent (not identified as an English learner)</li></ul>
2 <sup>nd</sup> – 12 <sup>th</sup> Grade	<ul style="list-style-type: none"><li>• If a student receives a 1, 2 or 3 proficiency level in <b>ANY</b> domain/subtest: Speaking, Listening, Reading and/or Writing, they are to be classified as an English learner</li><li>• If a student receives a 4 or 5 proficiency level in <b>ALL</b> domains/subtests: Speaking, Listening, Reading and Writing, they are to be considered Fluent (not identified as an English learner)</li></ul>