



Guide to User Management

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Guide to User Management



Click on MY APPLICATIONS >> User Management:

The screenshot shows the DRC INSIGHT LAS LINKS MY APPLICATIONS dropdown menu. The menu is divided into several sections: PARTICIPANT PREPARATION, SCORING AND REPORTING, OTHER LINKS, TEST PREPARATION, GENERAL INFORMATION, TECHNOLOGY SETUP, and POST-TEST ACTIONS. The 'User Management' option is highlighted with a red box under the PARTICIPANT PREPARATION section.

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

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Adding a Single User



If you utilize both *preLAS* Online and LAS Links Online, you must first choose between LAS Links and *preLAS* Online.

If you only utilize LAS Links, the administration will default to LAS Links.

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Adding a Single User



- Once the administration is chosen, click the Add Single User tab
- Fill in the required information (anything with an asterisk*)
- Double check that you have typed in the email address correctly as this will be the User's username and once saved cannot be edited nor deleted.
 - If done incorrectly, you will need to inactivate the incorrect User and create a correct User
- Choose the desired Role and School then the permissions (permission set). **The permissions matrix can be found in the Portal User Guide.**
- When you click Save, the new User will get an auto email from no-reply@datarecognitioncorp.com allowing them access to their account.

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Adding Existing Users to *preLAS* Online



DRC INSIGHT LAS LINKS USER MANAGEMENT

Instructions: Filters are required. See Instructional Text if unsure how to filter.

Administration: LAS Links (All) User Role: (All) District: Sales and Training Dist

School: Cars Quinn Sales and T First Name: Last Name:

Email: ☐ Hide Inactive Users

Find User **Clear**

Users **Profiles**

	Last Name	First Name	Email
<input checked="" type="checkbox"/>	sample	sample	sample@sample.com
<input checked="" type="checkbox"/>	sample2	sample2	sample2@sample.com

Copy to New Administrations **Assign Permissions** **Remove Permissions** **Assign Role** **Export All to Excel**

You can easily and quickly assign existing LAS Links Online Users to *preLAS* Online by:

1. Clicking on the Find User tab
2. Click on the Profiles tab,
3. Choose the Users to associate to *preLAS* Online
4. Click the Copy to New Administrations tab
5. Then choose *preLAS* Online when prompted

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Uploading Multiple Users Simultaneously



User Administration

Edit User Add Single User Upload Multiple Users

First time? Download the File Layout (PDF document) and a Sample File (CSV text file).

Instructions: * Indicates required fields

Administration: LAS Links

File: **Browse...**

Upload

	First Name	Middle Initial	Last Name	Email Address	Add Role	District Code	School Code
1	Jake	C	Lake	Lake@SanState	160		
2	Mike	I	Doe	MikeDoe@DistrictTe	789		
3	Mary	A	Watkins	MaryWatkins@School	2001	1abc	
4	Jane	W	Smith	JaneSmith@School	66782	123456	
5	John		Philips	JPhilips@Test Admin			

- Users may load multiple users using an upload file.
- Use the File Layout and Sample file to guide you.

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Uploading Multiple Users Simultaneously



First Name	Middle Initial	Last Name	Email Address	Role	District Code	School Code
Jake	C	Lake	Lake@SampleEmail.com	State		
Mike		Doe	MikeDoe@SampleEmail.com	District	160	
Mary	A	Wakins	Mwakins@SampleEmail.com	District Technology Coordinator	789	
Jane	W	Smith	JaneSmith@SampleEmail.com	School	2001	1abc
John		Philps	JPhilps@SampleEmail.com	Test Administrator	6e78z	123456

District

LAS Links Sample Dist

(All)

LAS Links Sample District - 123456

Sample District - 99999

School

LL Sample School 1 - 101

(All)

LL Sample School 1 - 101

LL Sample School 2 - 102

LL Sample School 3 - 103

LL Sample School 4 - 104

LL Sample School 5 - 105

LL Sample School 6 - 106

- Insert your District Code and School Codes in the corresponding columns. District and School codes can be found by clicking on the District and School drop down buttons in INSIGHT.
- If you are a large district and need a list of your school codes (as opposed to using the drop-down school list), please contact Texas Technical Support.

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Uploading Multiple Users Simultaneously



First Name	Middle Initial	Last Name	Email Address	Role	District Code	School Code
Jake	C	Lake	Lake@SampleEmail.com	State		
Mike		Doe	MikeDoe@SampleEmail.com	District	160	
Mary	A	Wakins	Mwakins@SampleEmail.com	District Technology Coordinator	789	
Jane	W	Smith	JaneSmith@SampleEmail.com	School	2001	1abc
John		Philps	JPhilps@SampleEmail.com	Test Administrator	6e78z	123456

- The Multiple User Upload file has a specific lay-out, and the upload data file **MUST** be in **.CSV** format.
- Be sure to keep the headings in place and save your file on your desktop so you can browse for it from the portal.
- Once you see the file title in the File Field, you will click on Upload.

Batch User File Upload Layout - LAS Links

File must contain a header row.
 File must contain the data in the order listed in the file layout.
 Fields cannot be longer than the values in the Maximum Length column.
 Fields cannot contain commas.
 One file can contain multiple rows (District, School, Teacher, etc.).
 Once a file is uploaded, you will need to assign permissions within the Portal to all users in the file.
 To help create user accounts, access the ORC INSIGHT Portal User Guide for LAS Links by clicking on the Administration/Customization/Forms and Training Materials link.
 File must be in a comma separated (.csv) format.
 File must be in a comma separated (.csv) format.
 To save the file as type:
 Save the spreadsheet as type:
 Open the file in Excel if it is not already open.
 On the Windows menu bar, click File, then Save As.
 The Save As dialog box will appear. The line at the bottom of this box reads Save as type:
 Click on the down arrow to the right of this line to open a drop down menu.
 Scroll down the menu until CSV (Comma delimited) is visible.
 Click on CSV (Comma delimited) and select for the Save as type.
 Click on Save on the ORC.

Ref	Data Field	Max Length	Required (Y/N)	Accepted Values	Description
1	First Name	100	Y	Alphabetic A-Z, a-z (), Hyphen "-", Underscore "_", Apostrophe "'", Period ".", Space "	User's First Name
2	Middle Initial	1	N	Alphabetic A-Z, a-z (), Hyphen "-", Underscore "_", Apostrophe "'", Period ".", Space "	User's Middle Initial May be blank
3	Last Name	100	Y	Alphabetic A-Z, a-z (), Hyphen "-", Underscore "_", Apostrophe "'", Period ".", Space "	User's Last Name
4	Email	70	Y	Must be unique (any records with duplicate email addresses are rejected)	User's email address. This will be the user's username to log into the ORC INSIGHT portal.
5	Role	40	Y	District School Test Administrator District Technology Coordinator School Technology Coordinator	New User's Role. You may only upload users with a Role equal to or below your own Role (e.g., a School user cannot upload users at the District level).
6	District Code	7	Y	Numeric Do not padfield with 0s (e.g., adding zeros not required)	This is the District that the New User is associated with. This will determine what district and/or schools the user will have access to within the ORC. The district code must match the district code displayed in the Portal District dropdown.

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Assigning Permissions After Successful Upload




- Refresh your screen until you see that the file successfully uploaded;
- Click on the edit button to add permissions en masse:

User Administration

Edit User | Add Single User | Upload Multiple Users

✓ File successfully uploaded. Users have been successfully created and will receive emails with login instructions.

⚠ Newly created users have very limited access. You should use the grid below to assign permissions.

Assign Permissions	
Uploaded Users	Assigned Permissions?
2 School users	<input type="checkbox"/> 

[Upload Another File](#)

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Assigning Permissions After Successful Upload



Assign Permissions

You can only assign permissions on this screen, not remove them.
Permission(s) in the right-hand list will be added to the user profile(s) you selected on the previous screen.

Permission-set
|
School

Available Permissions

- Administrator
- Administrator - Mass Assign Role
- Documents - Delete
- Documents - Upload
- Documents - View
- eDIRECT Setup - Document and Report
- Educator Scoring
- Maintain Administration
- Maintain Administration - Edit Application
- Online Testing - Secured Resources
- Online Testing Statistics

Assigned Permissions

To see the description, select a permission

[Save](#) [Cancel](#)

- Choose the permission set from the drop down or choose from the available permissions.
- The permissions matrix may be found in the Portal User Guide

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Assigning Permissions After Successful Upload



You will see confirmation that permissions were assigned successfully:

User Administration

Edit User | Add Single User | Upload Multiple Users

✓ Permissions were assigned for users with role of School

Assign Permissions	
Uploaded Users	Assigned Permissions?
2 School users	<input checked="" type="checkbox"/>

Upload Another File

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Editing a User's Profile



- View/edit will allow you to change the Users permissions and to add another site to the Users profile
- Reset will provide the User with a new auto/activation email from no-reply@datarecognitioncorp.com

User Administration

Edit User | Add Single User | Upload Multiple Users

Instructions

Filters are required. See Instructional Text if unsure how to filter

Administration: LAS Links | User Role: District | District: SAMPLE DISTRICT - 95

School: (All) | First Name: | Last Name: | Email: | ☐ Hide Inactive Users

Find User | Clear

Users | Profiles

User Accounts			
Last Name	First Name	Email Address	Action
<input type="checkbox"/> Trainer	LAS Links	LASLinksOnline@outlook.com	
<input type="checkbox"/> Trainer	LAS Links	Lltrainer@LL.com	

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Editing Multiple Users En Masse



User Administration

Edit User | Add Single User | Upload Multiple Users

Instructions

Filters are required. See Instructional Text if unsure how to filter

Administration: LAS Links | User Role: School | District: Sales and Training Dist

School: (All) | Email: | Find User | Clear

Users | Profiles

<input checked="" type="checkbox"/>	Last Name	First Name
<input type="checkbox"/>	Test	Bobby
<input type="checkbox"/>	Test	Sam

To edit multiple Users at one time:

1. Choose the specific User Role
2. Click Find User
3. Click on the profiles tab
4. Either click on the header radio button or on each individual radio button

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Editing Multiple Users en Masse



- Once you have chosen the Users, click on the button of choice at the bottom of the page;
- A pop-up will appear, allowing you to do the task needed (i.e. Assign Permissions)

Users | Profiles

<input checked="" type="checkbox"/>	Last Name	First Name
<input checked="" type="checkbox"/>	Test	Bobby
<input checked="" type="checkbox"/>	Test	Sam

Copy to New Administrations | Assign Permissions | Remove Permissions | Assign Role

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Adding Additional Schools to a School User's Profile



If you have a User who needs to be associated to multiple schools but not all schools (unlike a District User):

- Click the view/edit action button next to the User's name
- A pop-up will appear then click Add
- Another popup will appear then choose the:
 - User Role, School and the permissions (permission set) the User should have at that site;
- Click Save
- The list of schools for that individual will display

User Administration

Edit User | Add Single User | Upload Multiple Users

Instructions

Filters are required. See Instructional Text if unsure how to filter

Administration: LAS Links | User Role: District | District: SAMPLE DISTRICT - 99

School: (All) | First Name: | Last Name: | Email: | ☐ Hide Inactive Users

Find User | Clear

Users | Profiles

Edit User

First Name: Sample | Last Name: Quinn | Email Address:

Administration	Role	District	School	Action
LAS Links	District	99998 - Sales and Training District		
LAS Links	School	99999 - Sample District	222 -	

Add | Reset User | Inactivate | Close

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Support



DRC Customer Service – Texas

Toll Free: 833-867-5679 Option 1

Order Support

Texas Order Support Email:

LASOrderTX@datarecognitioncorp.com

Toll Free: 833-867-5679 Option 2

Technical Support

Texas Technical Support Email:

LASTechTX@datarecognitioncorp.com

Customer Service Hours: 8:00 am – 4:30pm CT M-F

www.LASLinks.com/Texas

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