

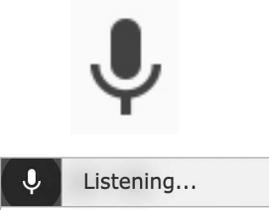
Appendix B

Online Tools

Use the chart below when a student has a question about one or more of the tools in the online system. If a student is having trouble locating a tool, use the **ICON** column to identify and point to the proper icon onscreen. If a student asks how a tool or button functions, you can read the information in the **TEXT** column. The information in this column may be read verbatim, paraphrased, or clarified as needed.

ICON	NAME	TEXT
Next 	Next	You can use Next to move forward through the test.
 Back	Back	You can use Back to move backward through the test.
Review/End 	Review/End Screen	You can click on Review/End at any time to go to the review screen at the end of the test. On the Review/End screen you can see which questions you have not answered yet and which questions you have marked for review.
 Mark for Review	Mark for Review	You can use Mark for Review to flag a question to review later. When you mark a question for review, a flag will appear on the question number.
	Pause	You can use Pause to stop your test for short breaks. The system saves your work and returns you to the same spot when you come back.
	Logout	You can use Logout to stop your test for long breaks. The system saves your work and returns you to the same spot when you log back in.
	Help	You can click on Help to remind you how to use the tools.
 Highlight  Erase Highlights	Highlight/Eraser Highlights	You can use Highlight to mark important words or numbers. You can erase highlights by selecting highlighted text and clicking Erase Highlights .
	Pencil	You can use Pencil to make marks on the screen.
	Eliminator	You can use Eliminator to cross out answer choices that you think are not correct.

	Clear	You can use Clear to remove all marks you have made to the test question.
	Notepad	You can use Notepad to take notes on each question.
	Writing Tools	Use the Writing Tools to format the text you entered.
	American Sign Language Video	You can click on American Sign Language Video to play a signed video of the text in questions and answer choices.
	Dictionary	You can click on Dictionary to look up the definitions of words.
	Guideline	You can use Guideline to help you keep your place while reading.
	Sticky Notes	You can use Sticky Notes to post reminders on the screen.
	Zoom	You can use Zoom to make everything on your screen larger.
	Color	You can use Color to change the colors used on your screen.
	Calculator	You can use a basic, scientific, or graphing Calculator , depending on the test.
	Ruler	You can use Customary Ruler and Metric Ruler to measure images on the screen.
	Graph Paper	You can use Graph Paper to draw lines and points during the test.
	Conversions, Formulas, and Periodic Table	You can click on Conversions, Formulas, and Periodic Table to show information that may help you with the test.

	Speak	You can use Speak to listen to text in questions, answer choices, pop-ups, and rollovers being read aloud.
	Listening	You can click on the Microphone anytime to activate speech-to-text. When speech-to-text is activated the microphone will be highlighted in blue followed by the word Listening . Click on the highlighted microphone to turn off speech-to-text.
	Audio	You can use Audio to adjust the volume and speed of the text being read aloud.
	Pop-up	You can click on a word or phrase that is underlined with dots or has a dotted box around it and helpful information will Pop-up .
	Rollover	You can use Rollover to see a different version of the sentences in the test question.
	Punnett Squares	You can use Punnett Squares to help you solve some questions on the test.
	Writing Checklist	You can use a Writing Checklist to help you complete your written composition.