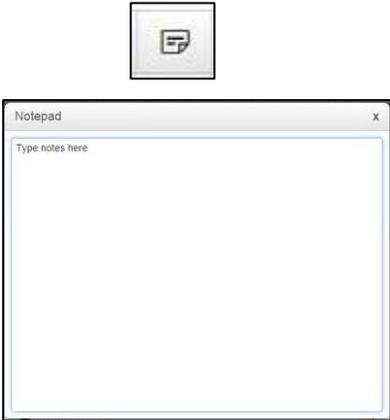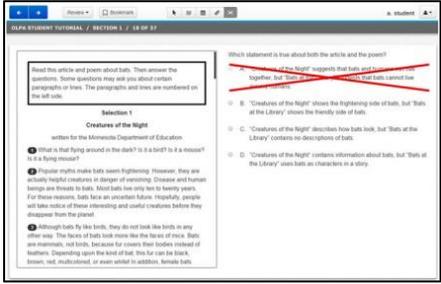# Online and Accessibility Tools for MCA

Online and Accessibility Tools	Sample Screenshot
Pointer Tool Students use the Pointer tool in the toolbar to select an answer, drag an answer choice to the correct spot, mark objects, or turn other tools on or off.	
Notepad Tool To write notes during the test, students use the Notepad tool. Students select the Notepad button in the toolbar and then type notes in the box. Students select the Notepad button again to close the notepad. The notes are automatically saved when students close the notepad. If students return to the question later, they can see their notes again by selecting the Notepad button. For mathematics, the notes are saved with each question. For reading, the notes are saved for the whole passage. For science, the notes are saved with each scene.	Notepad Type notes here
Calculator Tool To open the calculator, students select the Calculator button in the toolbar. The calculator in the picture may not look exactly the same as the calculator students will see in the test, specifically on touchscreen devices. Students testing on touchscreen devices will see a calculator with a slightly different shape and larger buttons, but the buttons and functions will be the same. To move the calculator on the screen, students select the calculator and drag it. Students can select the buttons or use the keyboard to use the calculator. Students select the Calculator button again to close the calculator.	Calculator for grades 3–5 mathematics and all grades of science Calculator for grades 6 and 7 mathematics Calculator for grades 8 and 11 mathematics

Online and Accessibility Tools	Sample Screenshot
Answer Eliminator Tool Students use the Answer Eliminator tool to cross out one or more of the answer choices. It is only available for multiple-choice and multiple-select questions. To use this tool, students: • Select the Answer Eliminator button in the toolbar. • Select the answer choice or choices they want to eliminate. Students then use the Pointer tool to select their answer. The red X must be removed before an eliminated answer choice can be selected. To remove the red X, students select the eliminated answer choice again with the Answer Eliminator tool.	
Highlighter Tool To highlight words, students use the Highlighter tool. Students select and drag over the words they want to highlight and choose a highlighter color. When they release, the area will be highlighted. To remove the highlighting, students select the words again and choose unhighlighter. The Highlighter tool will not work on questions that ask students to highlight words to answer the question.	

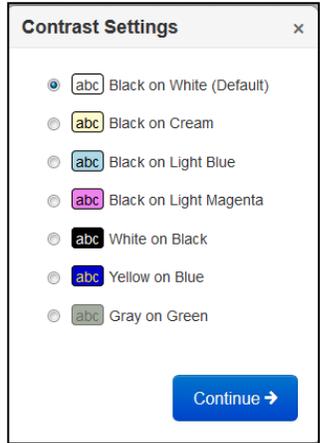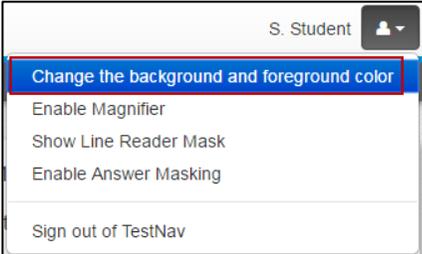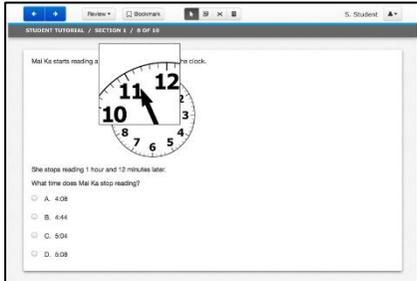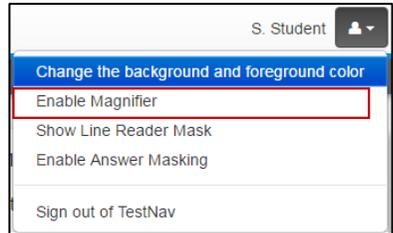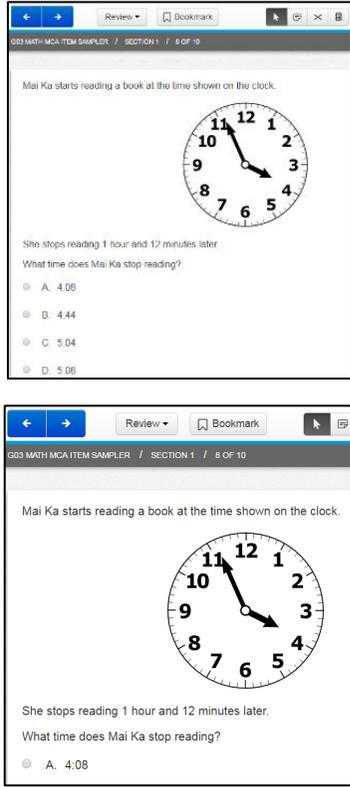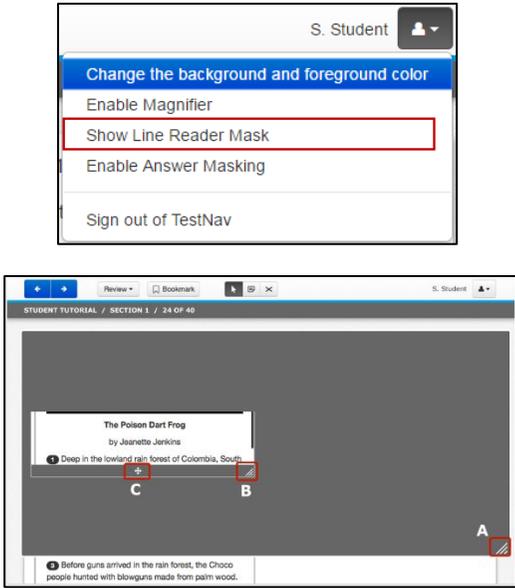| Online and Accessibility Tools	Sample Screenshot

Color Contrast Tool
 	
The Color Contrast tool lets students choose the color of the screen and words. The default, Black on White, uses black text on a white background.
 	
To change the colors on the screen, students:
 	
• Select Change the background and foreground color from the User dropdown menu. The color choices will appear.
 	
• Select a color choice.
 	
    o Black on White (Default)
    o Black on Cream
    o Black on Light Blue
    o Black on Light Magenta
    o White on Black
    o Yellow on Blue
    o Gray on Green
    o Select Change
 	
• Select Continue.
 	
The colors students select will stay until they make another choice.	

Magnifier Tool To make part of the screen larger, students use the Magnifier tool. Students select Enable Magnifier from the User dropdown menu and drag the magnifier over the area they want to make larger. To turn off the magnifier, students select Disable Magnifier. Students must select Disable Magnifier in order to use the Pointer tool to select their answer.	

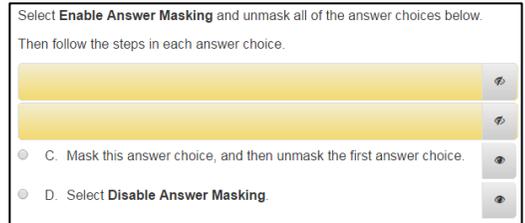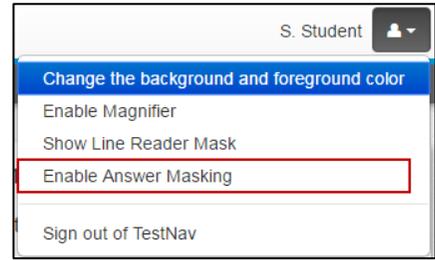| Online and Accessibility Tools	Sample Screenshot
Zoom Tool Students can use zoom the entire screen larger. • To zoom with the keyboard on a PC or Chromebook, students press CTRL + to zoom in. Use CTRL - to zoom out. Use CTRL 0 to return to the default size. • To zoom with the keyboard on a Mac, students press CMD + to zoom in. Use CMD - to zoom out. Use CMD 0 to return to the default size. • To zoom on a touchscreen, students pinch and zoom in and out.	
Line Reader Mask Tool The Line Reader Mask tool helps students to focus on one part of a question or reading passage at a time. To use the line reader mask, students: • Select Show Line Reader Mask from the User dropdown menu. • Drag the line reader mask over to the question or reading passage. • Drag the bottom right corner of the box (A) to change the size of the box. • Drag the bottom right corner of the window (B) to change the size of the window. • Drag the arrow icon (C) to move the window. • To close the line reader mask, students go back to the user dropdown menu and select Hide Line Reader Mask.	

Answer Masking Tool

The Answer Masking tool lets students choose which answer choices will show on the screen. It is only available with multiple-choice and multiple-select questions.

Students select Enable Answer Masking from the User dropdown menu.

To show a masked answer, students select the button next to the answer choice.

To cover the answer choice again, they select the button again.

Answer masking will stay on until students select Disable Answer Masking.

Text-to-Speech Tool (Mathematics and Science only)

Students use the Text-to-Speech tool to listen to the question and answer choices.
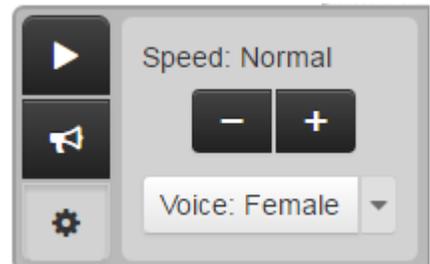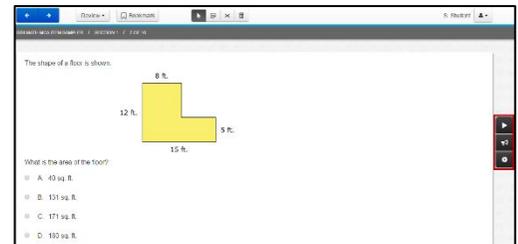
The Text-to-Speech buttons are found on the right side of the screen.

Students select the Play Text-to-Speech button to start and stop the read aloud. The sentence is highlighted in yellow and each word is highlighted in blue as it is read.

The Toggle Click-to-Hear button lets students select the sentence where the read aloud will begin.

The Text-to-Speech Settings button lets students select how fast the text is read.

NOTE: Accommodated text-to-speech is available only for students with an IEP or 504 plan or who are identified as English learners in MARSS. When using accommodated text-to-speech, all graphics and tables have text-to-speech available.

Formula Sheet

Grades 5–8 and 11 mathematics tests have a formula sheet.

To open the formula sheet, students select the Exhibits button on the right side of the screen.

Students may need to scroll to see all of the formula sheet.

To move the formula sheet on the screen, students select the top of the formula sheet and drag it. Students close the formula sheet by selecting the Exhibits button again.