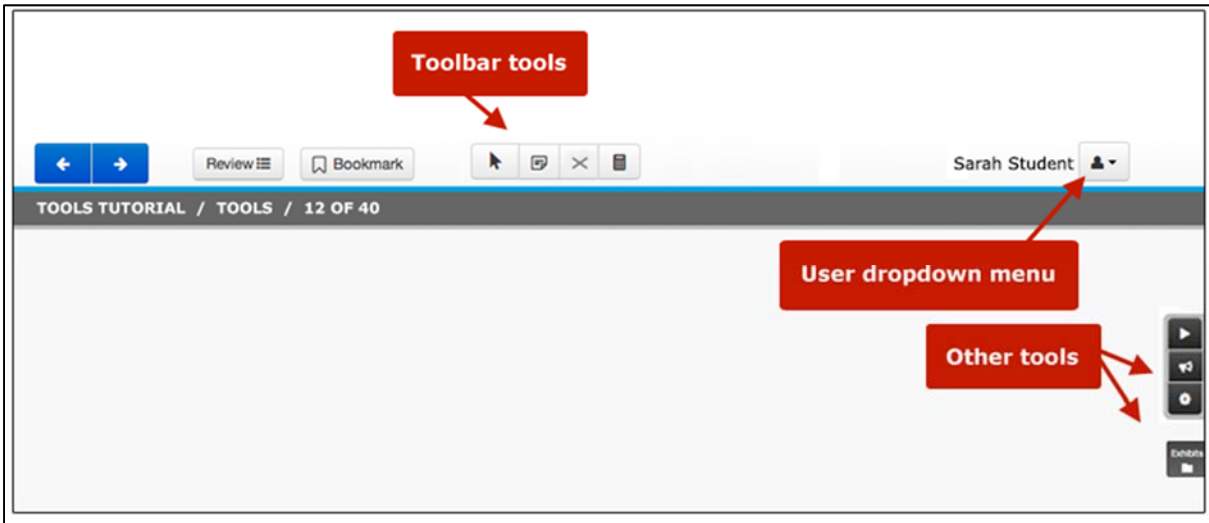


Tools Teacher Guide

This guide provides educators with details on the tools students experience in the Tools Tutorial and in the MCA. Educators may also access the [Tools Tutorial](#) (PearsonAccess Next > Preparing for Testing > Student Tutorial) to familiarize themselves with it before using the tutorial with students.

Text-to-speech is available in the Tools Tutorial if students need audio support for the text in the tutorial. The tutorial also lets student practice using the tools after they are described. On some screens, students need to scroll down to practice the tools.

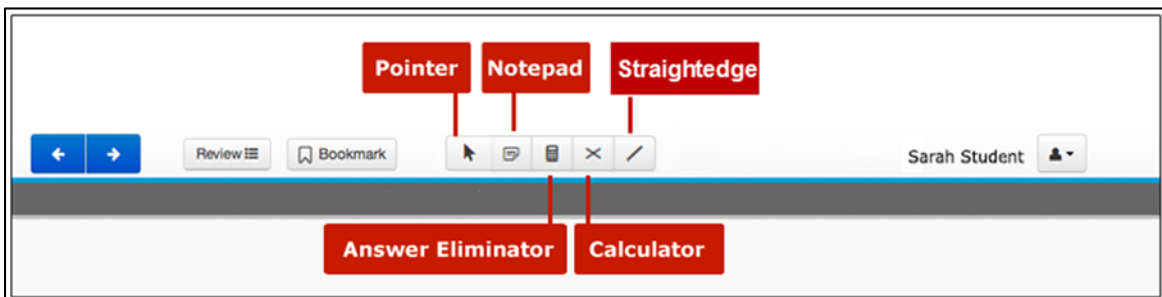
Students can select tools from the following places: the toolbar, the user dropdown menu, and from the right side of the screen. Other tools are accessed directly on the item itself.


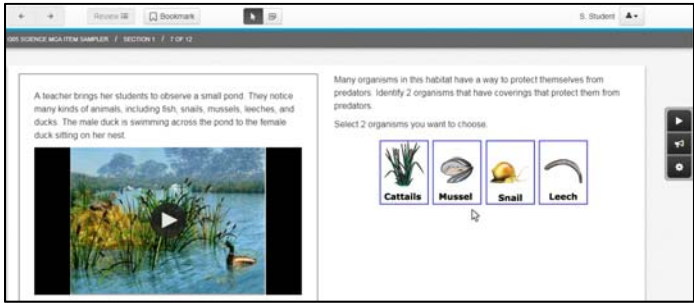

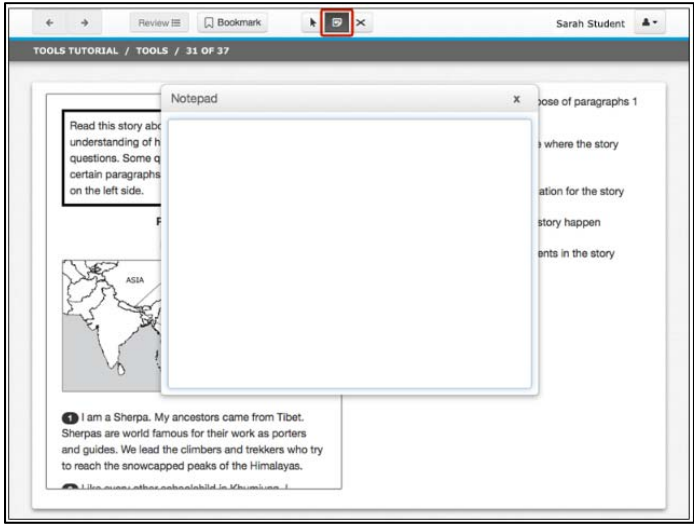

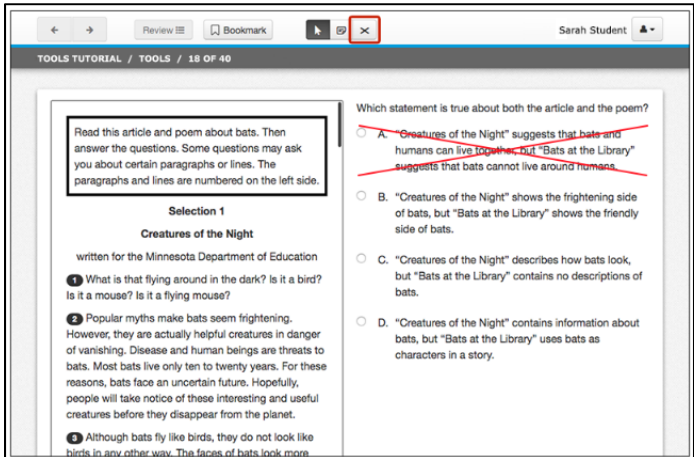







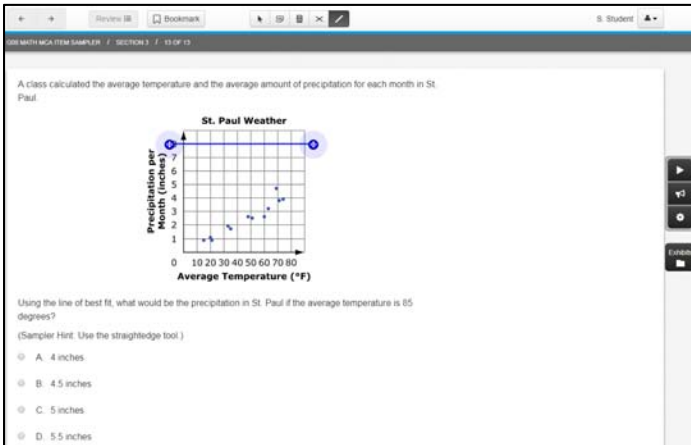
Toolbar Tools

This section describes tools students can select from the toolbar.

Students select the button to open the tool. To close the tool, students select the button again, or select the Pointer tool. Students can only use one of these tools at a time.



Toolbar Tools	Sample Screenshot
<p>Pointer Tool</p> <p>Students use the Pointer tool to:</p> <ul style="list-style-type: none"> • Select an answer • Drag an answer choice to the correct spot • Mark objects or text • Turn other tools on and off 	 
<p>Notepad Tool</p> <p>Students can use the Notepad tool to write notes during the test.</p> <p>To use this tool, students select the Notepad button and then type their notes in the box. Students select the Notepad button again to close the notepad. Notes will be automatically saved when students close the notepad.</p> <p>If students return to the question later, they can see their notes again by selecting the Notepad button.</p> <ul style="list-style-type: none"> • For reading, notes are saved for the whole passage. • For mathematics, notes are saved with each question. • For science, notes are saved with each scene. 	 
<p>Answer Eliminator Tool</p> <p>Students can 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.</p> <p>To use this tool, students:</p> <ul style="list-style-type: none"> • Select the Answer Eliminator button. • Select the answer choice or choices they want to eliminate. <p>To remove the red X, students select the eliminated answer choice again with the Answer Eliminator tool.</p> <p>Students use the Pointer tool to select their answer. The red X must be removed before students can select an eliminated answer choice as their answer.</p>	 

Toolbar Tools	Sample Screenshot
<p>Calculator Tool (Mathematics and Science MCA only)</p> <p>Students can use the Calculator tool to help them answer questions. It is only available on questions where students are allowed to use it.</p> <p>The calculator available varies by grade. While the Tools Tutorial only includes the grades 3–5 calculator, students may practice using the specific calculator that will appear in their test in the item sampler or by using the stand-alone calculators available on PearsonAccess Next (PearsonAccess Next > Preparing for Testing > Stand-Alone Calculators), as needed.</p> <p>To open the calculator, students select the Calculator button. Students can select the buttons or use the keyboard.</p> <p>To move the calculator on the screen, students select the calculator and drag it.</p> <p>Students select the Calculator button again to close the calculator.</p>	 <p>Basic calculator (TI-108™): grades 3–5 mathematics and all grades of science</p>  <p>Scientific calculator (TI-30XS™): grades 6 and 7 mathematics</p>  <p>Graphing calculator (TI-84 Plus™): grades 8 and 11 mathematics</p> 
<p>Straightedge Tool (Grade 8 Mathematics MCA only)</p> <p>Students can use the Straightedge tool to help them answer questions. It is only available on questions where students are allowed to use it.</p> <p>To use this tool, students select the Straightedge button.</p> <p>To move the straightedge on the screen, students select the blue circles on the ends of the tool and drag them.</p> <p>Students select the Straightedge button again to close the straightedge tool.</p> <p>Note: This tool is not addressed in the Tools Tutorial; students may practice using this tool in the item sampler, as needed.</p>	  <p>Grade 8 Mathematics MCA Item Sampler, Section 3, item 13</p>

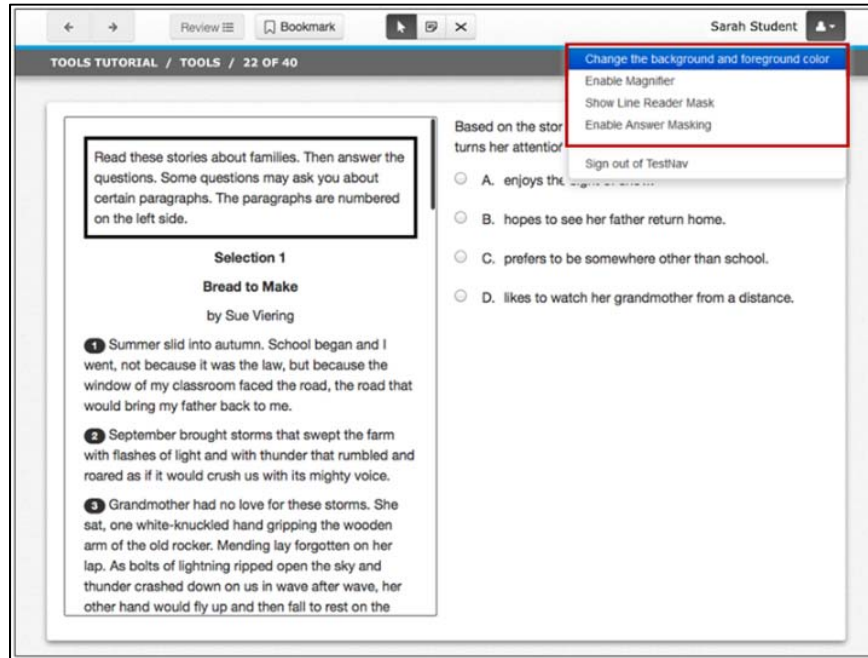


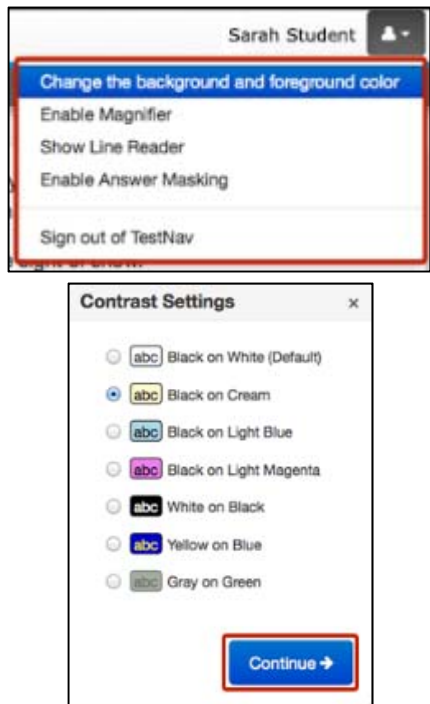
Tools in the User Dropdown Menu

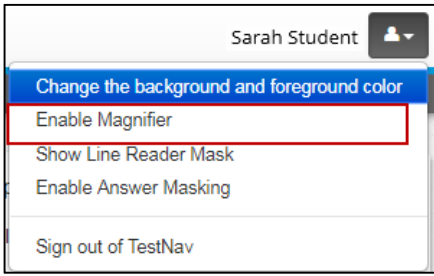
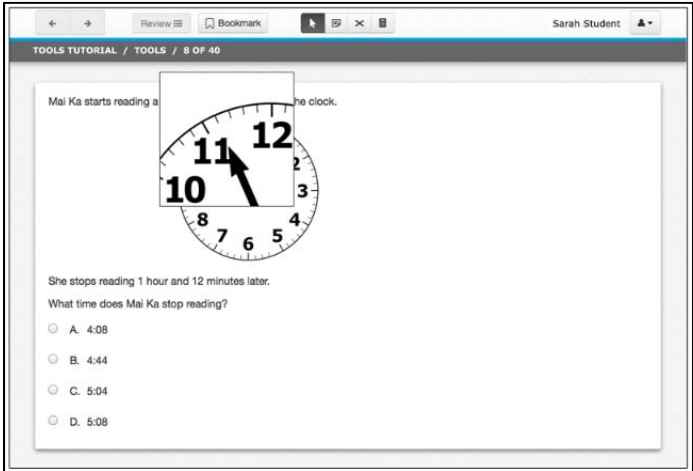
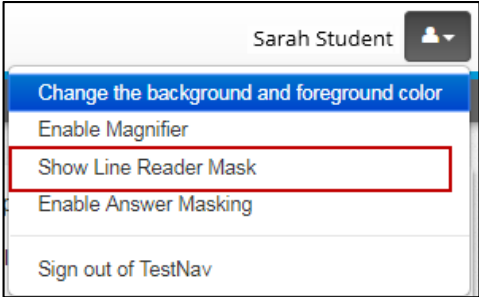
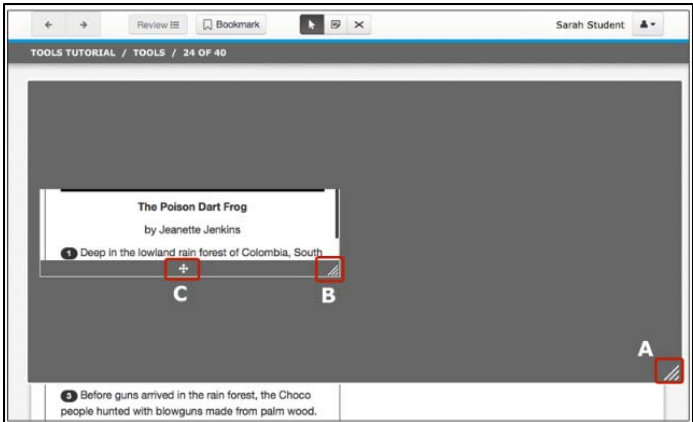
This section describes the tools student can select from the user dropdown menu. Students will see some tools only on specific item types.



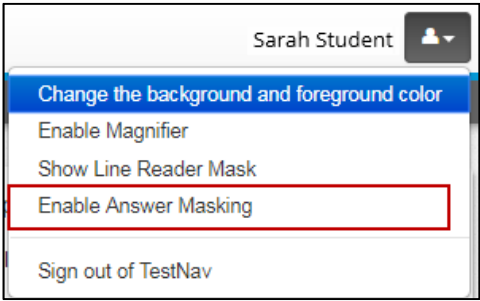
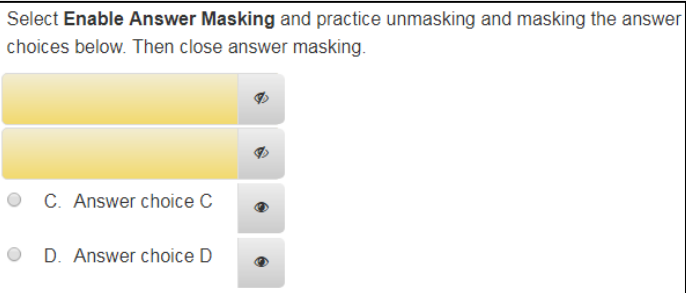
Students select the tool in the menu to open it. To close the tool, students go back to the dropdown menu and select the tool again.

When students use these tools, they will stay on until they select them again in the dropdown menu.



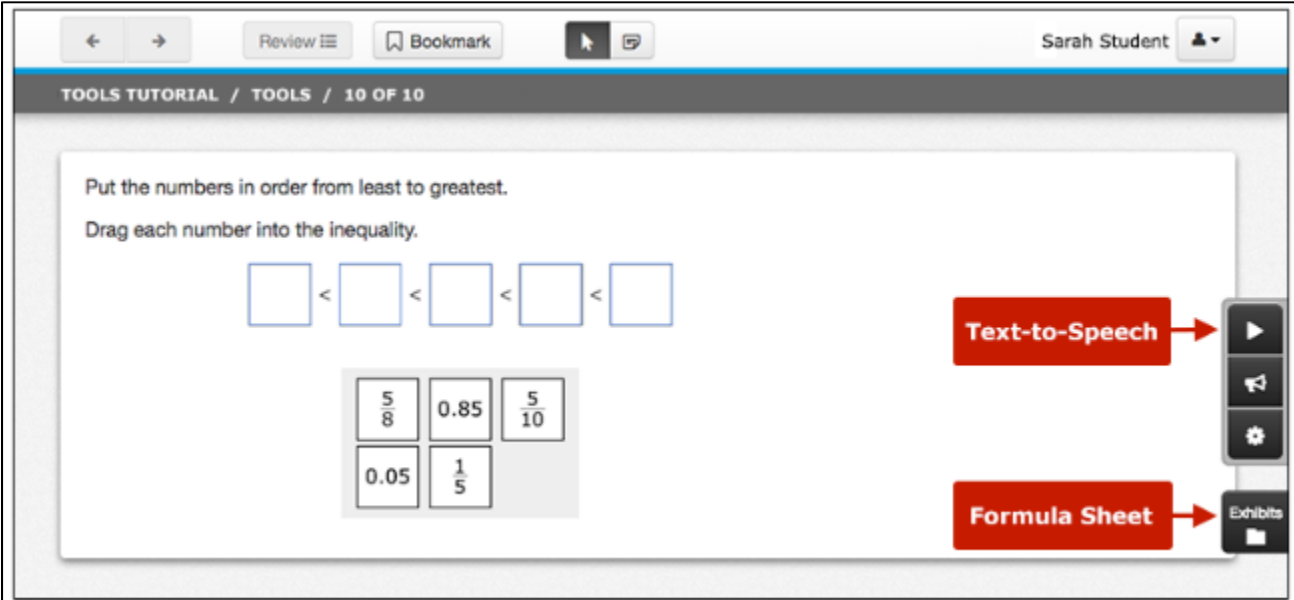
Tools in the User Dropdown Menu	Sample Screenshot
<p>Color Contrast Tool</p> <p>The Color Contrast tool lets students change the color of the screen and words. The default, Black on White, uses black text on a white background.</p> <p>To use this tool, students:</p> <ul style="list-style-type: none"> • Select Change the background and foreground color. The color choices will appear. • Select a color choice. <ul style="list-style-type: none"> ○ Black on White (Default) ○ Black on Cream ○ Black on Light Blue ○ Black on Light Magenta ○ White on Black ○ Yellow on Blue ○ Gray on Green • Select Continue. <p>Note: If students try to open the Color Contrast tool for the Try It activity in the Tools Tutorial while text-to-speech is playing, the read aloud will stop.</p>	

Tools in the User Dropdown Menu	Sample Screenshot
<p>Magnifier Tool</p> <p>The Magnifier tool lets students make part of the screen larger.</p> <p>To use this tool, students select Enable Magnifier and drag the magnifier over the area they want to make larger. To close the magnifier, students go back to the dropdown menu and select Disable Magnifier.</p> <p>The following notes include details about how the Magnifier tool interacts with other tools:</p> <ul style="list-style-type: none"> • Students must select Disable Magnifier in order to use the Pointer tool to select their answer. • The Magnifier tool does not work with the Calculator tool. If students open the calculator and enable the magnifier, and then move the magnifier over the calculator, the magnifier does not recognize the calculator. • The Magnifier tool does not work with the Answer Eliminator tool. If students use answer eliminator and enable the magnifier, and then move the magnifier over the answer choices, the answer choices will display without the red X over the eliminated answer choices. <p>For the item samplers and tutorials only, the Magnifier tool does not work with fill-in-the-blank item types in IE11 or MS Edge browsers.</p>	 
<p>Line Reader Mask Tool</p> <p>The Line Reader Mask tool helps students to focus on one part of a question or reading passage at a time.</p> <p>To use the this tool, students:</p> <ul style="list-style-type: none"> • Select Show Line Reader Mask. • 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. <p>To close the line reader mask, students go back to the dropdown menu and select Hide Line Reader Mask.</p>	 

Tools in the User Dropdown Menu	Sample Screenshot
<p>Answer Masking Tool</p> <p>The Answer Masking tool lets students choose which answer choices will show on the screen. It is only available for multiple-choice and multiple-select questions.</p> <p>To use this tool, students select Enable Answer Masking.</p> <p>To show a masked answer, students select the button  next to the answer choice.</p> <p>To cover the answer choice, students select the button  again.</p> <p>To close answer masking, students go back to the dropdown menu and select Disable Answer Masking.</p>	 <p>Select Enable Answer Masking and practice unmasking and masking the answer choices below. Then close answer masking.</p> 

Tools on the Right Side of the Screen

Students will also select some tools from the right side of the screen. The availability of these tools varies by subject, as noted below.



← → Review Bookmark Sarah Student

TOOLS TUTORIAL / TOOLS / 10 OF 10

Put the numbers in order from least to greatest.
 Drag each number into the inequality.

< < < <


Text-to-Speech →


Formula Sheet → Exhibits


Tools on the Right Side of the Screen

Text-to-Speech Tool

Students can use the Text-to-Speech tool to listen to the directions at the beginning of each test. For mathematics and science only, students can also use the Text-to-Speech tool to listen to the question and answer choices.

The Play Text-to-Speech button  lets students start and stop the read aloud. As the text is read, the sentence is highlighted in yellow and each word is highlighted in blue.

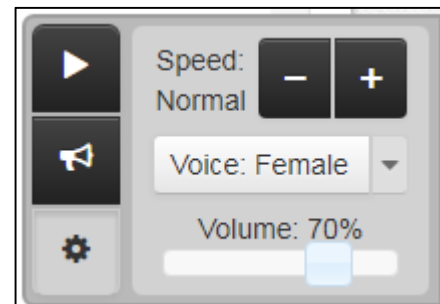
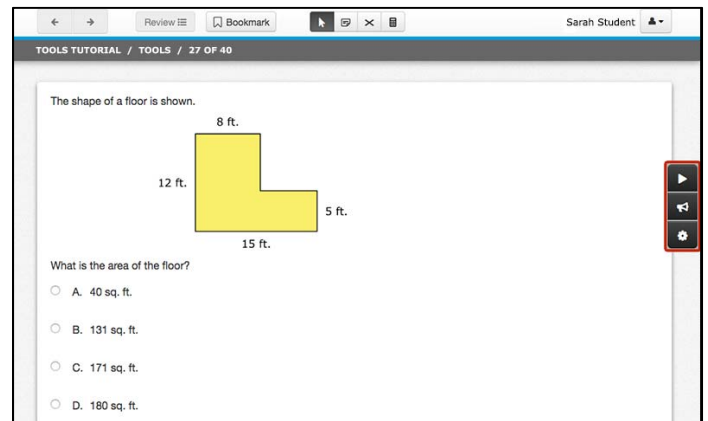
The Toggle Click-to-Hear button  lets students select the sentence where the read aloud will begin.

The Text-to-Speech Settings button  lets students change how fast the text is read. On some devices, it also lets students change the volume. On iPads, students will not see the volume control with the other settings since the volume can be adjusted on the outside of the device.

Notes:

- 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.
- If students open the Color Contrast tool while text-to-speech is playing, the read aloud will stop. Students should change the color contrast, as needed, before starting the text-to-speech.

Sample Screenshot



Formula Sheet (Mathematics MCA only)

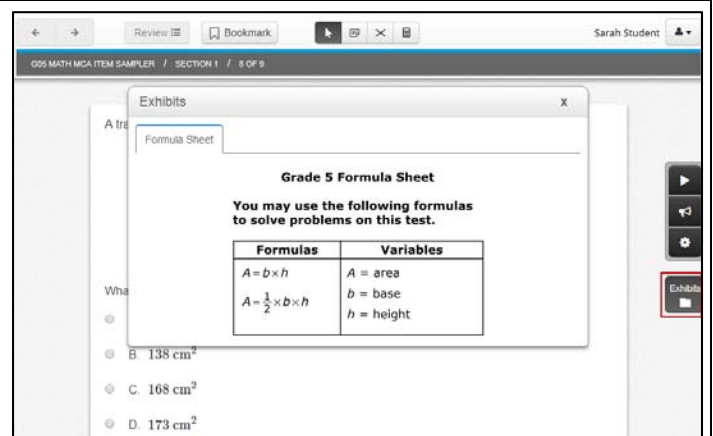
Grades 5–8 and 11 mathematics have a formula sheet.

To open the formula sheet, student select the Exhibits button.

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.

To close the formula sheet, students select the Exhibits button again.



Other Tools

Other Tools

Highlighter Tool

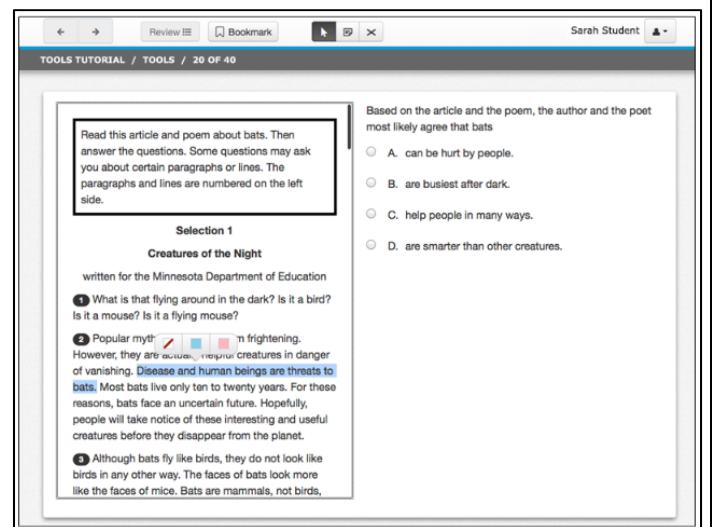
Students can use the Highlighter tool to highlight words.

To use this tool, students select and drag over the words they want to highlight and then select a color. When they release, the area will be highlighted.

To remove the highlighting, students select the words and choose Unhighlight.

The Highlighter tool will not work on items (such as Hot Text item types) that ask students to highlight words to answer the question.

Sample Screenshot

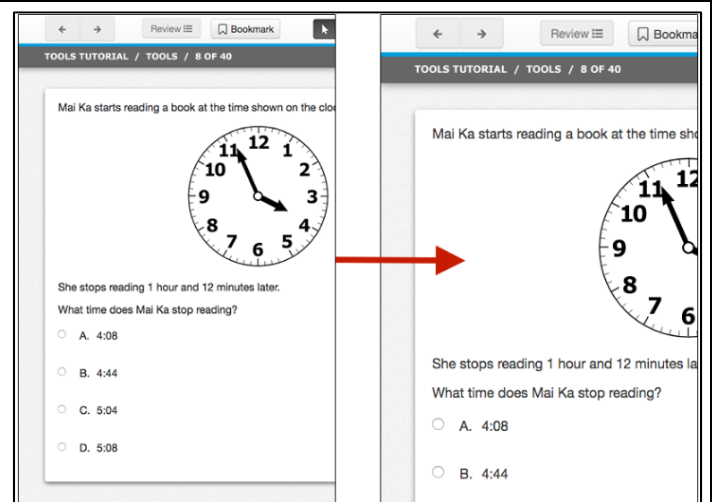


Zoom Tool

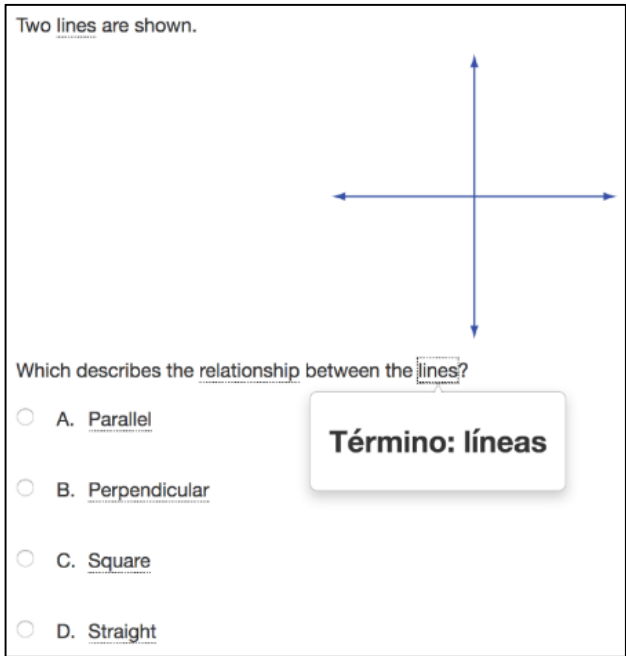
Students can use the Zoom tool to zoom the entire screen larger.

- On a PC or Chromebook, students press CTRL + to zoom in. Students use CTRL - to zoom out. Use CTRL 0 to return to the default size.
- On a Mac, students press CMD + to zoom in. Use CMD - to zoom out. Students use CMD 0 to return to the default size.

On a touchscreen, students pinch and zoom in and out.





Other Tools	Sample Screenshot
<p>Word-to-Word Pop-Up Translations</p> <p>Eligible students can use the word-to-word pop-up translations to view words translated into Hmong, Somali, or Spanish. As determined by the district, this support is available for English learners, former English learners, or students in immersion or dual language programs.</p> <p>Students select a word with a dotted line under it to see it translated.</p> <ul style="list-style-type: none">On a PC, Chromebook, or Mac, students right click using a mouse to select an underlined word to see it translated. The pop-up will stay open until the student moves the mouse away from the underlined word.On a touchscreen, students touch an underlined word to see it translated. The pop-up will stay open until the student touches anywhere else on the screen. <p>Note: When students select an underlined word in an answer choice, that choice may be selected as their answer. Students should review their answer before they go to the next item.</p> <p>The following notes include details about how the word-to-word pop-up translations interact with the Highlighter tool:</p> <ul style="list-style-type: none">Students can highlight non-underlined words individually, but not an entire sentence if there are any underlined words in the sentence.If students highlight an entire sentence, only the non-translated words will be highlighted.Highlight will not be saved between reading passages or science scenes if there are any underlined words within them. <p>Note: Word-to-word pop-up translations are not addressed in the Tools Tutorial; students may practice using the item samplers with translations, as needed.</p>	 <p>The screenshot shows a math question: "Two lines are shown." followed by a diagram of two perpendicular lines intersecting at the origin. Below the diagram is the question: "Which describes the relationship between the lines?" with four radio button options: A. Parallel, B. Perpendicular, C. Square, and D. Straight. A pop-up box on the right side of the screenshot displays the Spanish translation: "Término: líneas".</p>