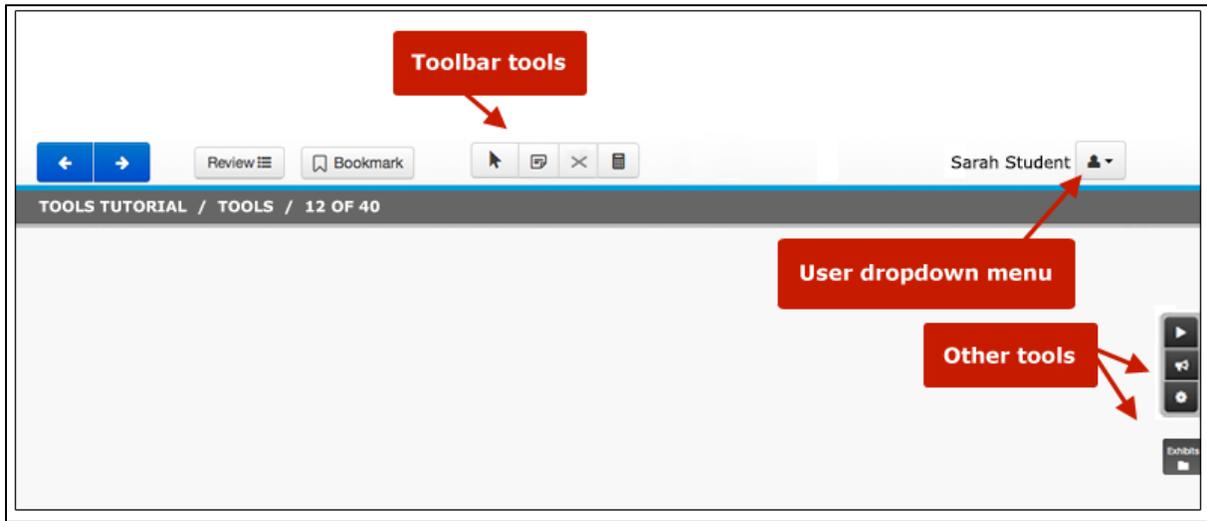


Tools Teacher Guide

This guide provides educators with details on the tools students experience in the Tools Tutorial and on 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.

Standard text-to-speech is available in the Tools Tutorial if students need audio support for the text in the tutorial. The tutorial also lets students 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 the right side of the screen. Other tools are accessed directly on the item itself.

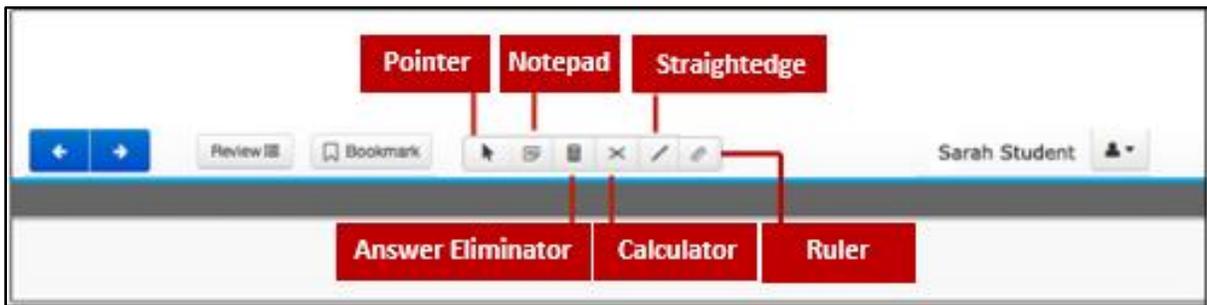


Toolbar Tools

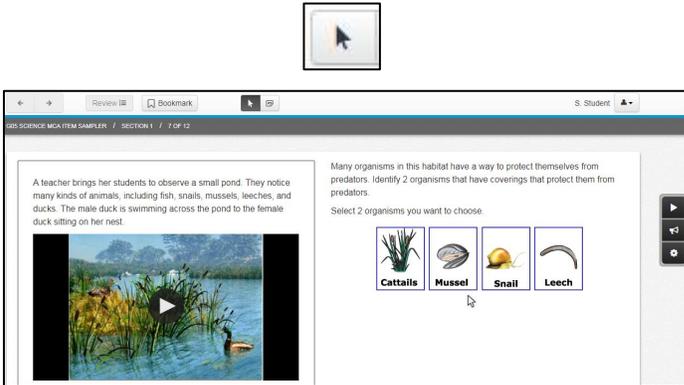
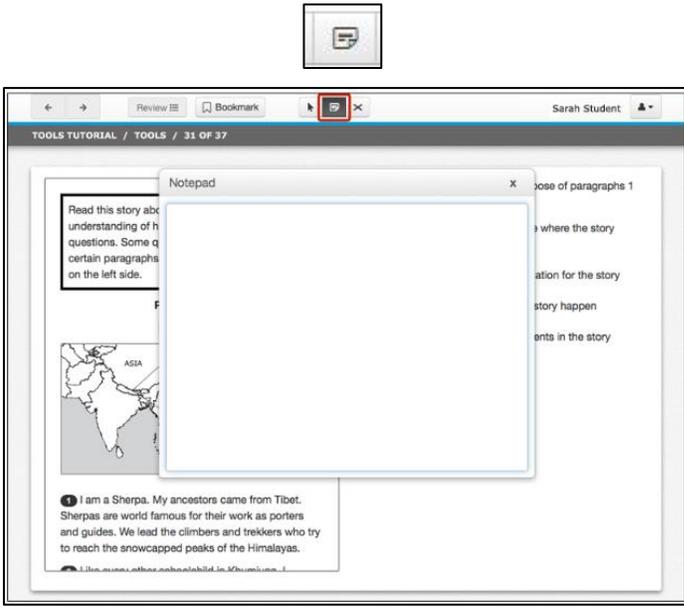
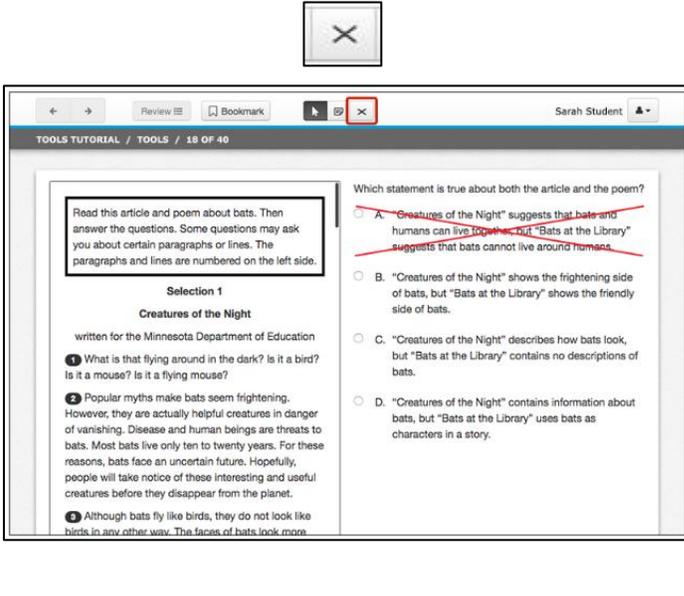
This section describes tools students can select from the toolbar.

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

Note: Two other tools are available for specific subjects/grades: Ruler (for science) and Straightedge (for grades 8 and 11 mathematics). Refer to the Item Types Tutorial for information on these tools.





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 • 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 or the X in the upper right of the Notepad to close it. Notes will automatically save 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 for each question. • For science, notes are saved for each scene. 	
<p>Answer Eliminator Tool</p> <p>Students can use the Answer Eliminator tool to cross out an answer choice. It is available only for multiple-choice and multiple-response 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 available only on mathematics and science questions where students are allowed to use it.</p> <p>The calculator available varies by grade and subject. While the Tools Tutorial only includes the basic 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 on the calculator or use the keyboard.</p> <p>To move the calculator, students select the calculator and drag it.</p> <p>Students select the Calculator button again to close the calculator.</p> <p>Note: The calculators do not operate with external keyboards on iPads. Students testing on iPads should be instructed to operate the calculator using the touchscreen.</p>	<div data-bbox="1133 226 1209 296" data-label="Image"></div> <div data-bbox="841 310 1027 590" data-label="Image"></div> <div data-bbox="1062 310 1490 415" data-label="Text"> <p>Basic calculator (TI-108™): grades 3–5 mathematics and all grades of science</p> </div> <div data-bbox="841 600 1027 940" data-label="Image"></div> <div data-bbox="1062 600 1446 667" data-label="Text"> <p>Scientific calculator (TI-30XS™): grades 6 and 7 mathematics</p> </div> <div data-bbox="841 953 1027 1352" data-label="Image"></div> <div data-bbox="1062 953 1490 1031" data-label="Text"> <p>Graphing calculator (TI-84 Plus™): grades 8 and 11 mathematics</p> </div> <div data-bbox="1062 1087 1490 1297" data-label="Text"> <p>Note: The default setting for the graphing calculator is Radian. To change to Degree, students must select MODE, use the arrow keys to highlight DEGREE, and then select ENTER.</p> </div>

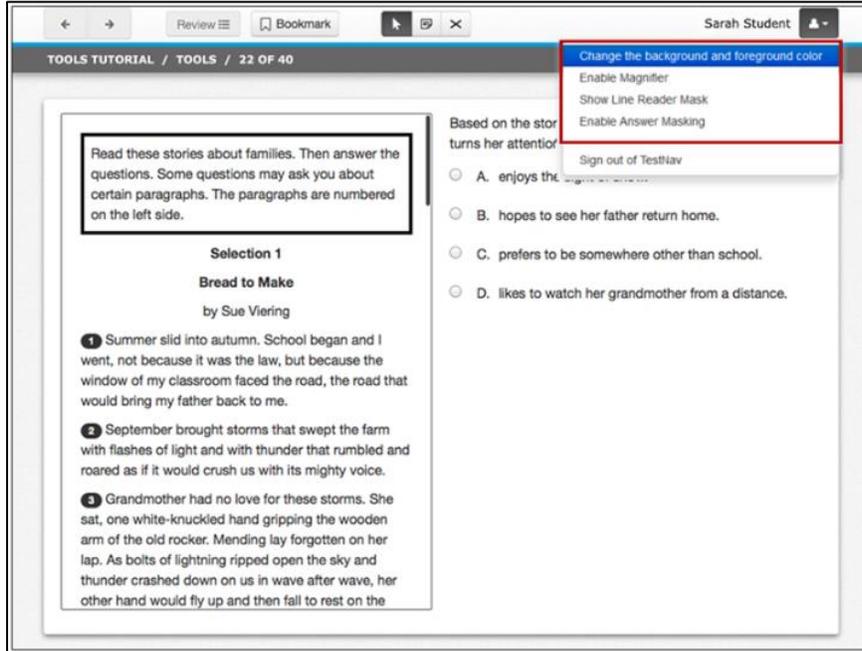


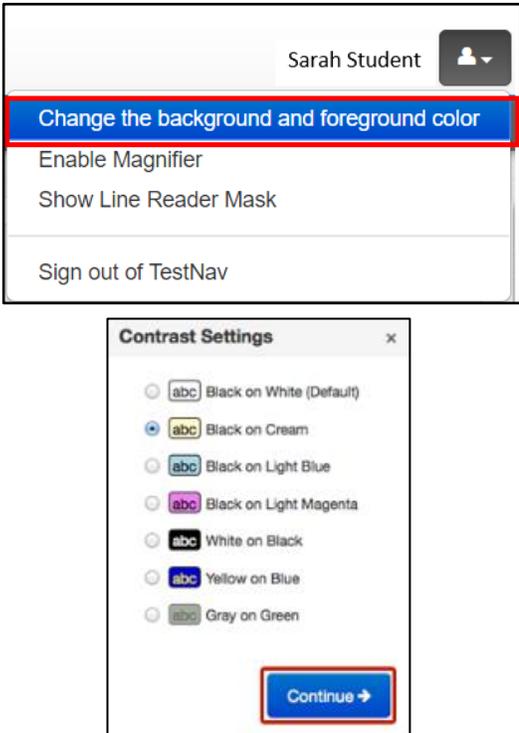
Tools in the User Dropdown Menu

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

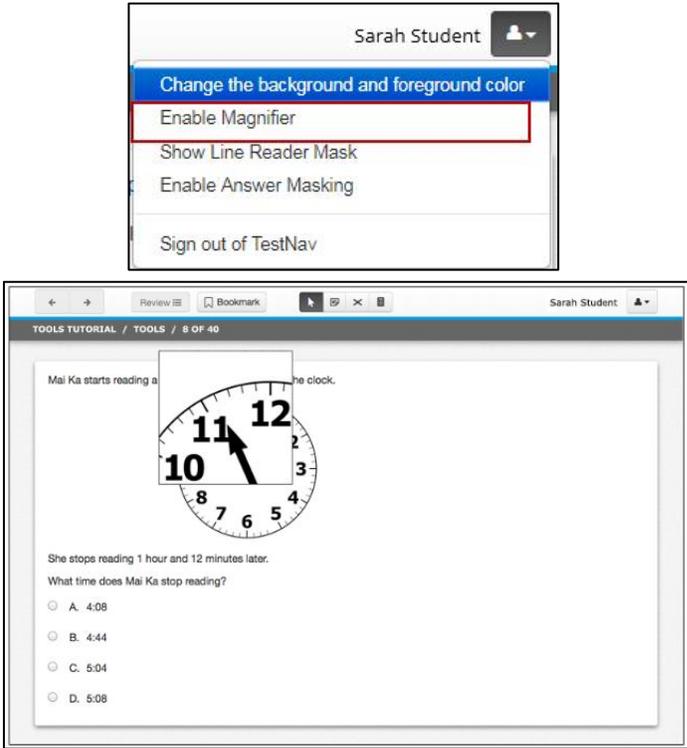
Students select the tool in the menu to open it. To close the tool, students go back to the dropdown menu and select the tool again.

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. • 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>	 <p>The screenshot shows the user dropdown menu with the 'Change the background and foreground color' option highlighted. Below it, the 'Contrast Settings' dialog box is open, showing a list of color schemes. The 'Black on Cream' option is selected. A 'Continue' button is visible at the bottom right of the dialog box.</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 move the Magnifier tool away from an answer option before selecting their answer using the Pointer tool.• 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 the 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.• If students enable the Color Contrast tool after the Magnifier tool, the magnifier will automatically close. After changing the color contrast, students must open the magnifier again. <p>For the item samplers and tutorials in the IE11 browser only, the Magnifier tool does not work with fill-in-the-blank item types.</p>	 <p>The screenshot shows the user dropdown menu for 'Sarah Student' with the following options: 'Change the background and foreground color', 'Enable Magnifier', 'Show Line Reader Mask', 'Enable Answer Masking', and 'Sign out of TestNav'. Below this is a sample question titled 'TOOLS TUTORIAL / TOOLS / 6 OF 40'. The question text is: 'Mai Ka starts reading a [clock image] the clock. She stops reading 1 hour and 12 minutes later. What time does Mai Ka stop reading?'. The clock image shows the time 10:10. The answer choices are: A. 4:08, B. 4:44, C. 5:04, D. 5:08.</p>



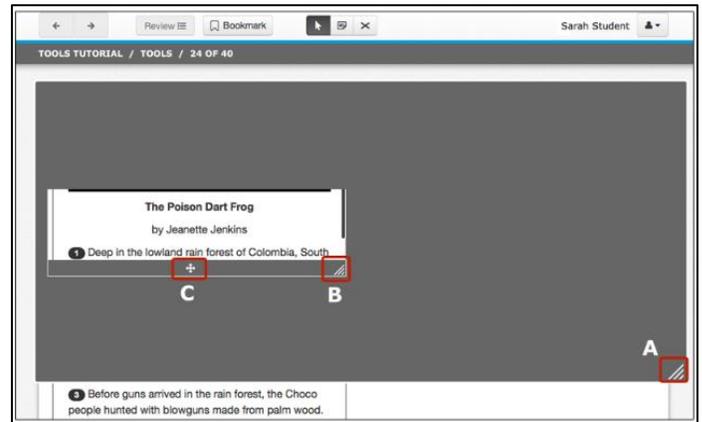
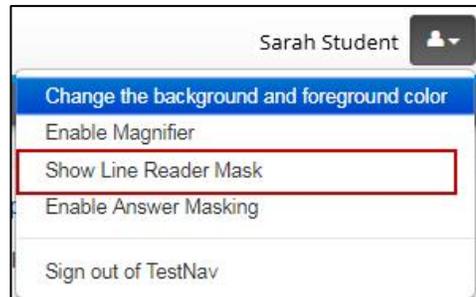
Line Reader Mask Tool

The Line Reader Mask tool helps students focus on one part of a question, reading passage, or science scene at a time.

To use the this tool, students:

- Select Show Line Reader Mask.
- Drag the line reader mask over to the question, reading passage, or science scene.
- 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 dropdown menu and select Hide Line Reader Mask.



Answer Masking Tool

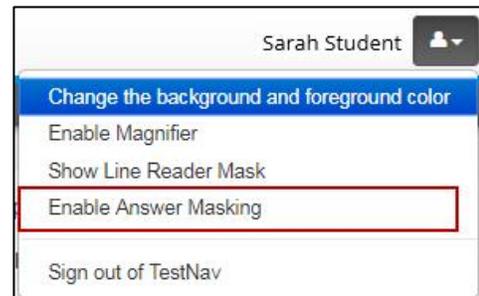
The Answer Masking tool lets students choose which answer choices will show on the screen. It is available only for multiple-choice and multiple-response questions.

To use this tool, students select Enable Answer Masking.

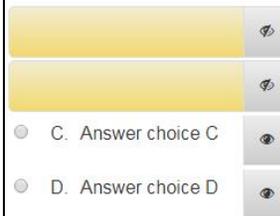
To show a masked answer, students select the button  next to the answer choice.

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

To close answer masking, students go back to the dropdown menu and select Disable Answer Masking.



Select **Enable Answer Masking** and practice unmasking and masking the answer choices below. Then close answer masking.





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.

The screenshot shows a web-based math tutorial interface. At the top, there is a navigation bar with a back arrow, a forward arrow, a 'Review' button with a list icon, a 'Bookmark' button with a bookmark icon, and a user profile for 'Sarah Student'. Below the navigation bar, the page title reads 'TOOLS TUTORIAL / TOOLS / 10 OF 10'. The main content area contains the following text: 'Put the numbers in order from least to greatest.' and 'Drag each number into the inequality.' Below this text is an inequality template: $\square < \square < \square < \square < \square$. Underneath the template is a grid of numbers to be ordered: $\frac{5}{8}$, 0.85, $\frac{5}{10}$, 0.05, and $\frac{1}{5}$. On the right side of the interface, there is a vertical toolbar with several icons. Two red callout boxes point to specific icons: 'Text-to-Speech' points to a play button icon, and 'Formula Sheet' points to an 'Exhibits' icon.



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 all subjects. For mathematics and science only, students can also use the Text-to-Speech tool to listen to text in the test.

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.

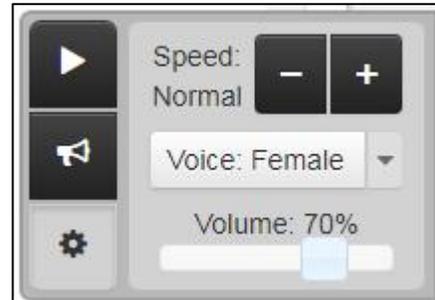
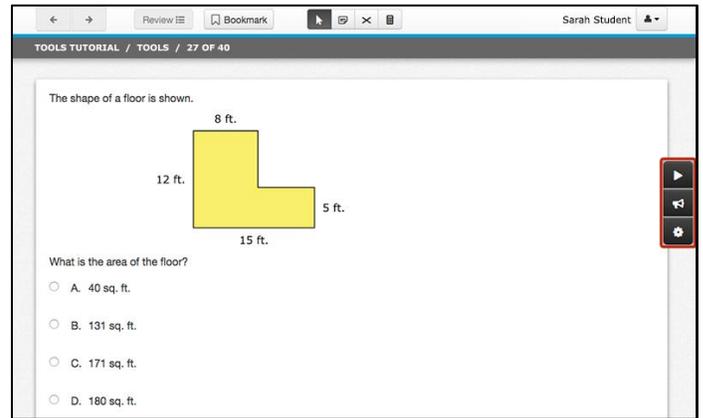
The Toggle Click-to-Hear button  lets students select the sentence where the read aloud will begin.

The Text-to-Speech Settings button  lets students change how fast the text is read using the plus and minus buttons. 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. For accommodated text-to-speech, graphics and tables have text-to-speech available in addition to the audio that is provided for standard text-to-speech.
- 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)

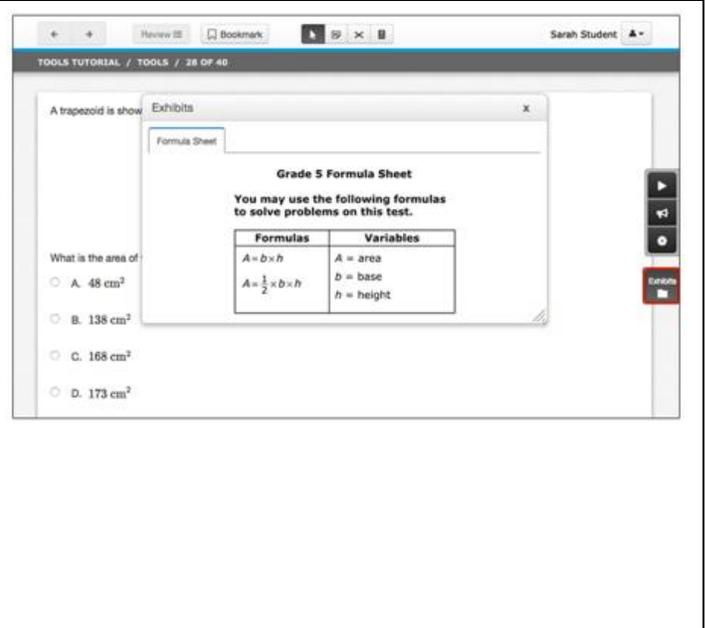
Grades 5–8 and 11 mathematics have a formula sheet.

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

Students may need to scroll to see all of the formula sheet. To move the formula sheet to a different part of the screen, students select the top of the formula sheet and drag it.

To change the size of the formula sheet, students select and drag the bottom right corner.

To close the formula sheet, students select the Exhibits button again or the X in the upper right of the formula sheet.





Other Tools

Other Tools

Sample Screenshot

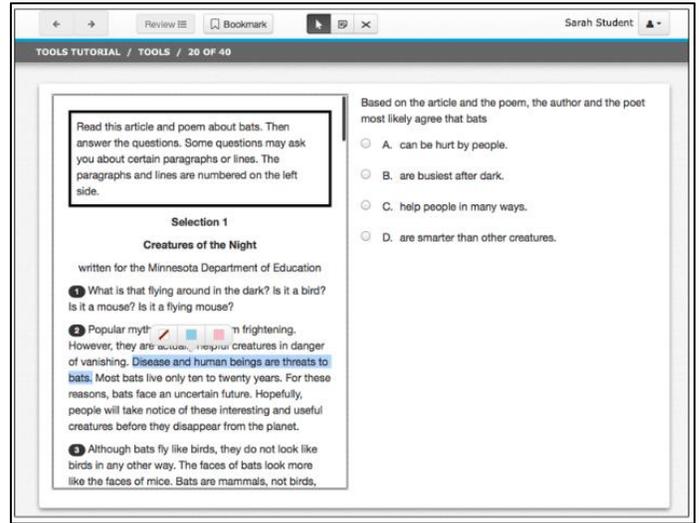
Highlighter Tool

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. Once they select a color, the area will be highlighted.

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

Note: The Highlighter tool will not work on items that ask students to highlight words to answer the question (Hot Text items). In addition, if students have highlighted any part of the passage, it will be removed once the student gets to one of these items. Refer to the Item Types tutorial for an example of this item type.

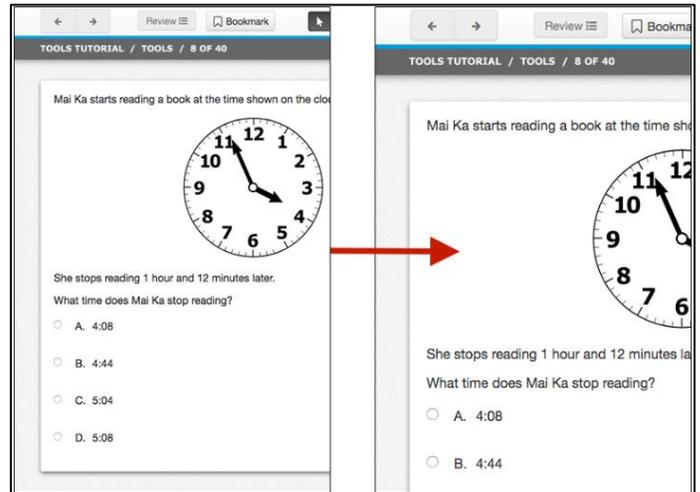


Zoom Tool

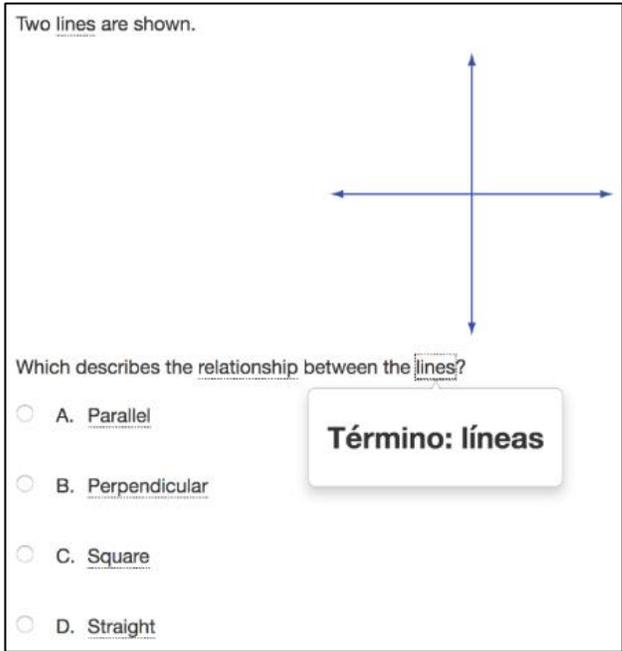
Students can use the Zoom tool to make the entire screen larger.

- 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 to zoom in and out.

Note: If students zoom in more than five levels, some graphics and text on the screen may not be visible and students may be unable to answer the question or use the other tools. Instruct students to zoom out if this occurs.





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 use the mouse or touchpad to select an underlined word to see it translated. The pop-up will stay open until the student moves 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-underlined words will be highlighted. <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>Two lines are shown.</p> <p>Which describes the relationship between the lines?</p> <ul style="list-style-type: none"><input type="radio"/> A. Parallel<input type="radio"/> B. Perpendicular<input type="radio"/> C. Square<input type="radio"/> D. Straight <p>Término: líneas</p>