Tools Tutorial
2021 Transcript

0	This tutorial shows you how to use the tools in your test. Select Start to begin the tutorial. *Note: There is no audio associated with this slide.*
00	Tools *Note: There is no audio associated with this slide.*
Slide 1	**Working in this Tutorial** Use the Next and Back buttons to move through the tutorial. Select the Play-Text-to-Speech button on the right side of your screen to have the text read aloud for this tutorial. This tutorial lets you practice using the tools in your test.
Slide 2	**Using the Tools in the Test** You can select tools from the toolbar, the user dropdown menu, and the right side of your screen.
Slide 3	**Toolbar Tools** You can select these tools from the toolbar: • Pointer • Notepad • Answer Eliminator • Calculator Select the button to open the tool. To close the tool, select the button again, or select the Pointer tool. You can only use one tool at a time.

Slide 4	**Pointer Tool**
	You can use the Pointer tool to:
	• Select an answer
	• Drag an answer choice
	• Mark objects or text
	• Turn other tools on and off
Slide 5	**Notepad Tool**
	You can use the Notepad tool to write notes during the test.
	To use this tool:
	• Select the Notepad button.
	• Type your notes in the box.
	Your notes will be automatically saved when you close the notepad.
	Try It!
	1. Open the Notepad tool at the top of your screen.
	2. Type a word and then close the notepad.
	3. Open the notepad again to see your saved notes.

Slide 6	**Answer Eliminator Tool**
	You can use the Answer Eliminator tool to cross out an answer choice.
	To use this tool:
	• Select the Answer Eliminator button.
	• Select the answer choice or choices you want to eliminate.
	Select an answer choice again to remove the red X.
	Be sure to scroll to the bottom.
	Try It!
	Select the Answer Eliminator tool at the top of your screen to cross out an answer choice.
	Then select the Pointer tool to answer the question.
	What appears when you cross out answer choices using the Answer Eliminator tool?
	A. Green line B. Red X C. Blue arrow D. Yellow box
	(The correct answer is B.)
Slide 7	**Calculator Tool**
	You can use the Calculator tool to help you answer questions.
	You will only see the calculator tool on math or science questions where you can use it. The calculator may be different depending on your grade and the test you are taking.
	To use it, select the Calculator button. You can use the buttons on the calculator or use your keyboard.
	To move the calculator, select the calculator and drag it.
	Try It!
	1. Open the calculator at the top of your screen and drag it around your screen. 2. Enter some numbers. 3. Close the calculator.

Slide 8	**Tools in the User Dropdown Menu** You can select these tools from the user dropdown menu: • Color Contrast • Magnifier • Line Reader Mask • Answer Masking • White Noise
Slide 9	**Color Contrast Tool** The Color Contrast tool lets you change the color of the screen and words. To use this tool: • Select Change the background and foreground color. • Select your color choice. • Select Continue. Try It! Change the colors on this screen. Then go back to Black on White.
Slide 10	**Magnifier Tool** The Magnifier tool lets you make part of the screen larger. To use this tool: • Select Enable Magnifier. • Drag the magnifier over the area you want to make larger. • To close the magnifier, select Disable Magnifier. Try It! Magnify part of your screen. Then close the magnifier.

Slide 11	**Line Reader Mask Tool**
	The Line Reader Mask tool helps you focus on one part of a question, reading passage, or science scene at a time.
	To use this tool:
	• 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, select Hide Line Reader Mask.
	Be sure to scroll to the bottom.
	Try It!
	Open the line reader mask, change the size of the box and window, and move the window. Then close the line reader mask.
Slide 12	**Answer Masking Tool**
	The Answer Masking tool lets you choose which answer choices will show on the screen.
	To use this tool:
	• Select Enable Answer Masking.
	• To show a masked answer, select the button next to the answer choice.
	• To cover the answer choice, select the button again.
	• To close answer masking, select Disable Answer Masking.
	Try It!
	Select Enable Answer Masking and practice unmasking and masking the answer choices below. Then close answer masking.
	A. Blue
	B. Green
	C. Red
	D. Yellow

Slide 13	**White Noise Tool** The White Noise tool lets you listen to background sounds. You can choose one of three background sounds: • Waves • White Noise • Wind To use this tool: • Select Open White Noise. • Select the waves, white noise, or wind sound button. • On some devices, select and drag the Audio Slider to adjust the volume level. • Select the same sound button again to turn the sound off. • To close the white noise tool, select Close White Noise. Be sure to scroll to the bottom. Try It! 1. Select Open White Noise and select the different sound buttons. 2. Adjust the volume level. 3. Turn the sound off and close the White Noise tool.
Slide 14	**Tools on the Right Side of Your Screen** You can select these tools from the right side of your screen: • Formula Sheet • Text-to-Speech
Slide 15	**Formula Sheet** Some math tests will have a formula sheet. To open it, select the Exhibits button. To move the formula sheet, select the top and drag it. To change the size, select and drag the bottom right corner. To close it, select the Exhibits button again, or select the X on the formula sheet. Try It! 1. Open the formula sheet and drag it around your screen. 2. Change the size of the formula sheet. 3. Close the formula sheet.

Slide 16	**Text-to-Speech Tool**
	Use the Text-to-Speech tool to have text read for math and science tests.
	The Text-to-Speech buttons are found on the right side of the screen.
	The Play Text-to-Speech button lets you start and stop the read aloud.
	The Toggle Click-to-Hear button lets you select where the read aloud will begin.
	The Jump Back button lets you jump back to the beginning of a sentence. On some devices, you can also jump back to a previous sentence.
	The Skip Ahead button lets you skip to the next sentence.
	The Text-to-Speech Settings button lets you change how fast the text is read. On some devices, it also lets you change the volume.
	Be sure to scroll to the bottom.
	Try it!
	Follow each step to practice using Text-to-Speech.
	1. Select the Play Text-to-Speech button to start the read aloud.
	2. Select the Play Text-to-Speech button again to stop the read aloud.
	3. Select the Toggle Click-to-Hear button, and then select the text in this step to start the read aloud.
	4. Select the Jump Back and Skip Ahead buttons to hear different parts of the read aloud.
	5. Select the Play Text-to-Speech button to stop the read aloud.

Slide 17	**Highlighter Tool** You can use the Highlighter tool to highlight words or have words or sentences read aloud. To use this tool to highlight: • Select and drag over the words you want to highlight. • Select a color. • Remove the highlighting by selecting the words again and choosing Unhighlight. To use this tool to have words or sentences read aloud: • Select and drag over any words you want read aloud. • Select Listen. Try It! 1. Highlight some words and then remove the highlighting. 2. Highlight some words and select Listen to hear them read aloud.
Slide 18	**Zoom Tool** You can use the Zoom tool to make the entire screen larger. To use this tool: • On Chromebooks and some computers, press CRTL and + at the same time to zoom in. Press CRTL and - to zoom out. Press CRTL and 0 to return to the original size. • On a Mac, press CMD and + at the same time to zoom in. Press CMD and - to zoom out. Press CMD and 0 to return to the original size. • On a touchscreen, pinch and zoom in and out. Try It! Zoom in your screen and then zoom it out.
000	End of Tools *Note: There is no audio associated with this slide.*