

**MCA Student Tutorials**  
**2017 Transcripts**

Select a title below to jump to the transcript for that tutorial.

**Contents**

Grades 3–5 Mathematics MCA Tutorial.....	2
Grades 6–7 Mathematics MCA Tutorial.....	15
Grades 8 and 11 Mathematics MCA Tutorial.....	28
Grades 3–8 and 10 Reading MCA Tutorial .....	42
Grades 5, 8, and High School Science MCA Tutorial.....	54

## Grades 3–5 Mathematics MCA Tutorial

0	<p>Soon you will take an online test. This tutorial looks and works like your test to help you get ready for it. You will not be scored on this tutorial. When you start the test, it will look like this screen. Select Start Test Now to begin.</p> <p><i>Note: There is no audio associated with this slide.</i></p>
00	<p>Section 1</p> <p><i>Note: There is no audio associated with this slide.</i></p>
Slide 1	<p><b>Tutorial Overview</b></p> <p>Select the Play button on the audio player to hear the audio for each screen. The audio player will not be used in your test.</p> <p>There are three parts to this tutorial:</p> <ul style="list-style-type: none"><li>• Moving Through the Test</li><li>• Using the Tools in the Test</li><li>• Working with Test Questions</li></ul> <p>Use the blue Next arrow at the top to move to the next screen.</p>
Slide 2	<p><b>Signing In to Your Test</b></p> <p>When you are ready to take your test, you will see this screen.</p> <p>Before signing into your math or science test, put on your headphones.</p> <p>Check the volume by selecting Test Audio.</p> <p>You will not be able to change the volume after you start your test.</p> <p>Then you will sign in with the username and password that your Test Monitor gives you.</p>
Slide 3	<p><b>Check Your Name</b></p> <p>After you sign in, look for your name in the top right corner.</p>
Slide 4	<p><b>Code of Conduct</b></p> <p>You will then read important reminders about taking your test.</p>

Slide 5	<p><b>Section Page</b></p> <p>Your test will have multiple sections.</p> <p>You will see a screen like this at the beginning of each section. It will tell you how many questions are in the section.</p>
Slide 6	<p><b>Different Parts of the Screen</b></p> <p>Use this picture to learn about the parts of the screen that you use to move through the test.</p> <p>Note that the section of the test will always show as “Section 1” even though you will move through different sections in your test.</p>
Slide 7	<p><b>Reviewing Your Answers</b></p> <p>As you take your test, choose the answer or answers you think are best for each question.</p> <p>The Review button lets you go back to questions to review your answers. After answering a question, you can see the Review list by selecting the Review button at the top left.</p> <p>When you select the Review button, it shows only the questions you have already answered.</p>
Slide 8	<p><b>Bookmarking Questions</b></p> <p>The Bookmark button lets you mark questions you want to review later.</p> <p>When you select the Bookmark button, a blue bookmark appears next to the question on the Review list.</p> <p>The number shown on the Bookmarks tab tells you how many questions you bookmarked for review.</p> <p><b>Try It!</b></p> <p>Do these four steps to view bookmarked questions:</p> <ol style="list-style-type: none"> <li>1. Select the Bookmark button to bookmark this screen.</li> <li>2. Select the Review button. Do you see the blue bookmark on the Review list?</li> <li>3. Select the Bookmarks tab on the Review list to see only bookmarked questions.</li> <li>4. Select the Review button again to close the Review list.</li> </ol>

Slide 9	<p><b>Reaching the End of a Section</b></p> <p>After you have answered all the questions in a section, you will see this screen.</p> <p>Select the Review button to go back to any questions and review your answers.</p> <p>When you are done reviewing, select End Section at the bottom of the Review list to go back to the end of section screen.</p>
Slide 10	<p><b>Going to a New Section</b></p> <p>Select the Next arrow to go to the next section.</p> <p>Once you go to the next section, you cannot return to the previous section.</p>
Slide 11	<p><b>Exiting the Test</b></p> <p>If you will not finish the test, you will exit your test on this screen in the next section.</p> <p>To exit your test, select the button next to your name in the top right corner of the screen.</p> <p>Select Sign out of TestNav.</p> <p>Then select the button that says Save and Return Later.</p>
Slide 12	<p><b>Submitting the Test</b></p> <p>When you reach the end of the test, you will see this screen.</p> <p>You must answer all questions before you can submit your test.</p> <p>Select the Review button to go back to questions in the last section and review your answers.</p> <p>If you are ready to submit your test for scoring, select the Next button.</p> <p>Then select the button that says Submit Final Answers.</p>
Slide 13	<p><b>Using the Tools in the Test</b></p> <p>This section shows you how to use the tools in your test. Practice questions will help you learn about the tools.</p> <p>Select tools from the toolbar and from the User dropdown menu. Your test may also have other tools on the right side of your screen.</p> <p>When you have finished using a tool, you still need to answer the question.</p>

Slide 14	<p><b>Toolbar Tools</b></p> <p>This picture shows the tools you can select from the toolbar.</p> <p>Select a tool button once to open a tool. To close the tool, select the button again, or select the Pointer tool.</p> <p>You can use only one tool at a time.</p> <p>You will see the calculator tool only in some tests and only on questions where you can use it.</p>
Slide 15	<p><b>Pointer Tool</b></p> <p>You can use the Pointer tool to:</p> <ul style="list-style-type: none"><li>• Select an answer</li><li>• Drag an answer choice to the correct spot</li><li>• Mark objects</li><li>• Turn other tools on and off</li></ul>
Slide 16	<p><b>Notepad Tool</b></p> <p>To write notes during the test, use the Notepad tool.</p> <p>Select the Notepad button, and then type your notes in the box.</p> <p>Select the Notepad button again to close the notepad.</p> <p>Your notes will be automatically saved when you close the notepad.</p> <p>If you return to the question later, you can see your notes again by selecting the Notepad button. For math, your notes are saved with each question. For reading, your notes are saved for the whole passage. For science, your notes are saved with each scene.</p> <p><b>Try It!</b></p> <ol style="list-style-type: none"><li>1. Open the Notepad tool. Enter a few words and then close the notepad.</li><li>2. Open the notepad again to see the saved note.</li></ol>

Slide 17	<p><b>Calculator Tool</b></p> <p>To open the calculator, select the Calculator button.</p> <p>The calculator you see in the picture may not look the same as the calculator that you will see in your test, but the buttons will be the same.</p> <p>To move the calculator on the screen, select the calculator and drag it.</p> <p>You can select the buttons or use your keyboard to use the calculator.</p> <p>Select the Calculator button again to close the calculator.</p>
Slide 18	<p><b>Answer Eliminator Tool</b></p> <p>You can use the Answer Eliminator tool to cross out one or more of the answer choices.</p> <p>It is only available for multiple-choice and multiple-select questions.</p> <p>To use this tool:</p> <ul style="list-style-type: none"><li>• Select the Answer Eliminator button in the toolbar.</li><li>• Select the answer choice or choices you want to eliminate.</li></ul> <p>Then use the Pointer tool to select the correct answer.</p> <p>The red X must be removed before an eliminated answer choice can be selected.</p> <p>To remove the red X, select the eliminated answer choice again with the Answer Eliminator tool.</p>
Slide 19	<p><b>Use the Answer Eliminator Tool</b></p> <p><b>Try It!</b></p> <p>Use the Answer Eliminator tool to cross out one or more of these answer choices.</p> <p>Then use the Pointer tool to answer the question.</p> <p><i>Note: There is no audio associated with the remainder of this slide.</i></p>

Slide 20	<p><b>Highlighter Tool</b></p> <p>To highlight words, use the Highlighter tool.</p> <p>Select and drag over the words you want to highlight. Choose a highlight color.</p> <p>When you release, the area will be highlighted.</p> <p><b>Try It!</b></p> <p>Use the Highlighter tool.</p> <ol style="list-style-type: none"><li>1. Select and drag over a few words somewhere on this screen.</li><li>2. Choose a color to highlight the words.</li><li>3. Remove the highlighting by selecting the words again and choosing unhighlighter.</li></ol> <p>Some questions may ask you to highlight words to answer the question. The Highlighter tool will not work on those questions.</p>
Slide 21	<p><b>Tools in the User Dropdown Menu</b></p> <p>Some tools are selected from the User dropdown menu.</p> <p>The picture shows the tools you can select from the dropdown menu.</p>
Slide 22	<p><b>Color Contrast Tool</b></p> <p>The Color Contrast tool lets you choose the color of the screen and words.</p> <p><b>Try It!</b></p> <p>Change the colors on this screen.</p> <ol style="list-style-type: none"><li>1. Select Change the background and foreground color from the dropdown menu. The color choices will appear.</li><li>2. Select your color choice.</li><li>3. Select Continue.</li><li>4. Repeat these steps to set the background and foreground colors back to Black on White.</li></ol> <p>The colors you select will stay until you make another choice.</p>

Slide 23	<p><b>Magnifier and Zoom Tools</b></p> <p>The Magnifier tool lets you make part of the screen larger.</p> <p><b>Try It!</b></p> <p>Select Enable Magnifier from the dropdown menu.</p> <p>Drag the magnifier over the area you want to make larger.</p> <p>Select Disable Magnifier.</p> <p>You can also zoom the entire screen larger.</p> <p><b>Try It!</b></p> <ul style="list-style-type: none"><li>• To zoom with your keyboard on a PC or Chromebook, press CTRL + to zoom in. Use CTRL - to zoom out. Use CTRL 0 to return to the default size.</li><li>• To zoom with your keyboard on a Mac, press CMD + o zoom in. Use CMD - to zoom out. Use CMD 0 to return to the default size.</li><li>• To zoom on a touchscreen, pinch and zoom in and out.</li></ul>
Slide 24	<p><b>Line Reader Mask Tool</b></p> <p>The Line Reader Mask tool helps you to focus on one part of a question or reading passage at a time.</p> <p>To use the line reader mask:</p> <ul style="list-style-type: none"><li>• Select Show Line Reader Mask from the dropdown menu.</li><li>• Drag the line reader mask over to the question or reading passage.</li><li>• Drag the bottom right corner of the box (A) to change the size of the box.</li><li>• Drag the bottom right corner of the window (B) to change the size of the window.</li><li>• Drag the arrow icon (C) to move the window.</li><li>• To close the line reader mask, go back to the dropdown menu and select Hide Line Reader Mask.</li></ul>

Slide 25	<p><b>Use the Line Reader Mask Tool</b></p> <p><b>Try It!</b></p> <p>Use the Line Reader Mask tool and follow these steps.</p> <p>You may need to move the line reader mask to see all the steps.</p> <ol style="list-style-type: none"><li>1. Open the line reader mask.</li><li>2. Drag it around the screen.</li><li>3. Drag the bottom right corner of the box to change the size of the box.</li><li>4. Drag the bottom right corner of the window to change the size of the window.</li><li>5. Drag the arrow icon to move the window.</li><li>6. Hide the line reader mask.</li></ol>
Slide 26	<p><b>Answer Masking Tool</b></p> <p>The Answer Masking tool lets you choose which answer choices will show on the screen.</p> <p>It is only available for multiple-choice and multiple-select questions.</p> <p>Select Enable Answer Masking from the dropdown menu.</p> <p>To show a masked answer, select the button next to the answer choice.</p> <p>To cover the answer choice again, select the button again.</p> <p>Answer masking will stay on until you select Disable Answer Masking.</p> <p><b>Try It!</b></p> <p>Select Enable Answer Masking and unmask all of the answer choices below. Then follow the steps in each answer choice.</p> <ol style="list-style-type: none"><li>A. Mask this answer choice</li><li>B. Mask this answer choice, and then unmask it.</li><li>C. Mask this answer choice, and then unmask the first answer choice.</li><li>D. Select Disable Answer Masking.</li></ol>

Slide 27	<p><b>Text-to-Speech Tool</b></p> <p>Use the Text-to-Speech tool to listen to the question and answer choices.</p> <p>The Text-to-Speech buttons are found on the right side of the screen.</p> <p>Select the Play Text-to-Speech button to start and stop the read aloud.</p> <p>The sentence is highlighted in yellow and each word is highlighted in blue as it is read.</p> <p>The Toggle Click-to-Hear button lets you select the sentence where the read aloud will begin.</p> <p>The Text-to-Speech Settings button lets you select how fast the text is read.</p> <p><b>Try It!</b></p> <p>Follow each step to practice using the Text-to-Speech tool.</p> <p><i>Note: There is no audio associated with the remainder of this slide.</i></p>
Slide 28	<p><b>Formula Sheet</b></p> <p>Your test may have a formula sheet.</p> <p>To open the formula sheet, select the Exhibits button on the right side of the screen.</p> <p>To move the formula sheet on the screen, select the top of the formula sheet and drag it.</p> <p><b>Try It!</b></p> <ol style="list-style-type: none"><li>1. Open the formula sheet.</li><li>2. Drag it around the screen.</li><li>3. Select the Exhibits button again to close it.</li></ol>

Slide 29	<p><b>Working with Test Questions</b></p> <p>This section shows you how to work with the types of questions that may be on your test.</p> <p>Question Types Covered in this Section:</p> <ul style="list-style-type: none"> <li>• Questions where you need to scroll</li> <li>• Multiple Choice</li> <li>• Multiple Select</li> <li>• Drag and Drop</li> <li>• Marking Objects</li> <li>• Fill in the Blank</li> </ul>
Slide 30	<p><b>Questions Where You Need to Scroll</b></p> <p>Some questions will not fit on the screen. You must scroll to see the whole question.</p> <p>Drag the scrollbar up or down.</p> <p><b>Try It!</b></p> <p>Scroll to the bottom of the screen.</p> <p>Keep going . . .</p> <p>Congratulations! You have reached the bottom.</p>
Slide 31	<p><b>Multiple Choice</b></p> <p>Your test may have Multiple-Choice questions.</p> <p>Multiple-choice questions have only one correct answer.</p> <p>Multiple-choice questions have a circle next to each answer choice.</p> <p>Answer multiple-choice questions by selecting the answer or the circle to the left.</p> <p><b>Try It!</b></p> <p>Practice answering this question about multiple-choice questions.</p> <p><i>Note: There is no audio associated with the remainder of this slide.</i></p>

Slide 32	<p><b>Multiple Select</b></p> <p>Your test may have Multiple-Select questions.</p> <p>Multiple-select questions have more than one correct answer, and you should select all of the answers that you think are correct.</p> <p>Multiple-select questions have a square checkbox next to each answer choice.</p> <p>Answer multiple-select questions by selecting the answers or the square checkboxes to the left.</p> <p>Read the question directions carefully before you answer so that you know which type of question it is.</p> <p><b>Try It!</b></p> <p>Practice answering this question about multiple-select questions.</p> <p><i>Note: There is no audio associated with the remainder of this slide.</i></p>
Slide 33	<p><b>Drag and Drop</b></p> <p>Answer Drag and Drop questions by dragging an answer choice to the correct box.</p> <p>Read the question directions carefully before you answer because there are different types of drag and drop questions.</p> <ul style="list-style-type: none"><li>• Some questions let you drag two or more answer choices into the same box, while other questions allow only one choice.</li><li>• In some questions, answer choices can only be dragged into certain boxes.</li></ul> <p>When an answer choice is dragged, the boxes into which it can be placed will turn blue.</p> <p>You may need to drag a choice out of the box before you can put another one in.</p> <p><b>Try It!</b></p> <p>Answer this question by dragging each answer choice to the incorrect box.</p> <p>Then drag the answer choices out of the boxes and drag them to the correct boxes.</p>

Slide 34	<p><b>Marking Objects</b></p> <p>Your test may have Marking Objects questions.</p> <p>You will answer these questions by marking an object.</p> <p>There may be more than one answer, so you will mark as many objects as you need to answer the question.</p> <p>To change your answer, select the marked answer you want to change.</p> <p>Then mark a new object.</p> <p><b>Try It!</b></p> <p>Which shapes have 4 sides?</p> <p>Select the shapes you want to choose.</p>
Slide 35	<p><b>Fill in the Blank</b></p> <p>For some questions you must type in an answer.</p> <p>You will type your answer in the box using your keyboard.</p> <p>You can answer using digits 0–9 and some symbols:</p> <ul style="list-style-type: none"><li>• Use the forward slash key (/) to show fractions</li><li>• Use the period to show decimals.</li></ul> <p>If your answer is a mixed number, you must change it to an improper fraction or decimal.</p> <p>If your answer has more than 3 digits, write your answer without a comma.</p> <p>To change or remove your answer, use the backspace key on your keyboard.</p> <p>Then enter your new answer.</p> <p><b>Try It!</b></p> <p>Type this fraction: 3/5</p> <p>Next change the number to: 1.23</p> <p>Then change the number to: 6345</p>

Slide 36

**Summary**

You are at the end of this tutorial.

On the next screen, select the button that says Submit Final Answers to finish this tutorial. On the Test Submit Warning pop-up, select the Yes, Submit Final Answers button.

Remember, you are not scored on this tutorial.

If you would like more practice moving through the test, using tools, or answering questions, please use an item sampler.

## Grades 6–7 Mathematics MCA Tutorial

0	<p>Soon you will take an online test. This tutorial looks and works like your test to help you get ready for it. You will not be scored on this tutorial. When you start the test, it will look like this screen. Select Start Test Now to begin.</p> <p><i>Note: There is no audio associated with this slide.</i></p>
00	<p>Section 1</p> <p><i>Note: There is no audio associated with this slide.</i></p>
Slide 1	<p><b>Tutorial Overview</b></p> <p>Select the Play button on the audio player to hear the audio for each screen. The audio player will not be used in your test.</p> <p>There are three parts to this tutorial:</p> <ul style="list-style-type: none"><li>• Moving Through the Test</li><li>• Using the Tools in the Test</li><li>• Working with Test Questions</li></ul> <p>Use the blue Next arrow at the top to move to the next screen.</p>
Slide 2	<p><b>Signing In to Your Test</b></p> <p>When you are ready to take your test, you will see this screen.</p> <p>Before signing into your math or science test, put on your headphones.</p> <p>Check the volume by selecting Test Audio.</p> <p>You will not be able to change the volume after you start your test.</p> <p>Then you will sign in with the username and password that your Test Monitor gives you.</p>
Slide 3	<p><b>Check Your Name</b></p> <p>After you sign in, look for your name in the top right corner.</p>
Slide 4	<p><b>Code of Conduct</b></p> <p>You will then read important reminders about taking your test.</p>

Slide 5	<p><b>Section Page</b></p> <p>Your test will have multiple sections.</p> <p>You will see a screen like this at the beginning of each section. It will tell you how many questions are in the section.</p>
Slide 6	<p><b>Different Parts of the Screen</b></p> <p>Use this picture to learn about the parts of the screen that you use to move through the test.</p> <p>Note that the section of the test will always show as “Section 1” even though you will move through different sections in your test.</p>
Slide 7	<p><b>Reviewing Your Answers</b></p> <p>As you take your test, choose the answer or answers you think are best for each question.</p> <p>The Review button lets you go back to questions to review your answers. After answering a question, you can see the Review list by selecting the Review button at the top left.</p> <p>When you select the Review button, it shows only the questions you have already answered.</p>
Slide 8	<p><b>Bookmarking Questions</b></p> <p>The Bookmark button lets you mark questions you want to review later.</p> <p>When you select the Bookmark button, a blue bookmark appears next to the question on the Review list.</p> <p>The number shown on the Bookmarks tab tells you how many questions you bookmarked for review.</p> <p><b>Try It!</b></p> <p>Do these four steps to view bookmarked questions:</p> <ol style="list-style-type: none"> <li>1. Select the Bookmark button to bookmark this screen.</li> <li>2. Select the Review button. Do you see the blue bookmark on the Review list?</li> <li>3. Select the Bookmarks tab on the Review list to see only bookmarked questions.</li> <li>4. Select the Review button again to close the Review list.</li> </ol>

Slide 9	<p><b>Reaching the End of a Section</b></p> <p>After you have answered all the questions in a section, you will see this screen.</p> <p>Select the Review button to go back to any questions and review your answers.</p> <p>When you are done reviewing, select End Section at the bottom of the Review list to go back to the end of section screen.</p>
Slide 10	<p><b>Going to a New Section</b></p> <p>Select the Next arrow to go to the next section.</p> <p>Once you go to the next section, you cannot return to the previous section.</p>
Slide 11	<p><b>Exiting the Test</b></p> <p>If you will not finish the test, you will exit your test on this screen in the next section.</p> <p>To exit your test, select the button next to your name in the top right corner of the screen.</p> <p>Select Sign out of TestNav.</p> <p>Then select the button that says Save and Return Later.</p>
Slide 12	<p><b>Submitting the Test</b></p> <p>When you reach the end of the test, you will see this screen.</p> <p>You must answer all questions before you can submit your test.</p> <p>Select the Review button to go back to questions in the last section and review your answers.</p> <p>If you are ready to submit your test for scoring, select the Next button.</p> <p>Then select the button that says Submit Final Answers.</p>
Slide 13	<p><b>Using the Tools in the Test</b></p> <p>This section shows you how to use the tools in your test. Practice questions will help you learn about the tools.</p> <p>Select tools from the toolbar and from the User dropdown menu. Your test may also have other tools on the right side of your screen.</p> <p>When you have finished using a tool, you still need to answer the question.</p>

Slide 14	<p><b>Toolbar Tools</b></p> <p>This picture shows the tools you can select from the toolbar.</p> <p>Select a tool button once to open a tool. To close the tool, select the button again, or select the Pointer tool.</p> <p>You can use only one tool at a time.</p> <p>You will see the calculator tool only in some tests and only on questions where you can use it.</p>
Slide 15	<p><b>Pointer Tool</b></p> <p>You can use the Pointer tool to:</p> <ul style="list-style-type: none"><li>• Select an answer</li><li>• Drag an answer choice to the correct spot</li><li>• Mark objects</li><li>• Turn other tools on and off</li></ul>
Slide 16	<p><b>Notepad Tool</b></p> <p>To write notes during the test, use the Notepad tool.</p> <p>Select the Notepad button, and then type your notes in the box.</p> <p>Select the Notepad button again to close the notepad.</p> <p>Your notes will be automatically saved when you close the notepad.</p> <p>If you return to the question later, you can see your notes again by selecting the Notepad button. For math, your notes are saved with each question. For reading, your notes are saved for the whole passage. For science, your notes are saved with each scene.</p> <p><b>Try It!</b></p> <ol style="list-style-type: none"><li>1. Open the Notepad tool. Enter a few words and then close the notepad.</li><li>2. Open the notepad again to see the saved note.</li></ol>

Slide 17	<p><b>Calculator Tool</b></p> <p>To open the calculator, select the Calculator button.</p> <p>The calculator you see in the picture may not look the same as the calculator that you will see in your test, but it has the same functions.</p> <p>To move the calculator on the screen, select the calculator and drag it.</p> <p>You can select the buttons or use your keyboard to use the calculator.</p> <p>Select the Calculator button again to close the calculator.</p>
Slide 18	<p><b>Answer Eliminator Tool</b></p> <p>You can use the Answer Eliminator tool to cross out one or more of the answer choices.</p> <p>It is only available for multiple-choice and multiple-select questions.</p> <p>To use this tool:</p> <ul style="list-style-type: none"> <li>• Select the Answer Eliminator button in the toolbar.</li> <li>• Select the answer choice or choices you want to eliminate.</li> </ul> <p>Then use the Pointer tool to select the correct answer.</p> <p>The red X must be removed before an eliminated answer choice can be selected.</p> <p>To remove the red X, select the eliminated answer choice again with the Answer Eliminator tool.</p>
Slide 19	<p><b>Use the Answer Eliminator Tool</b></p> <p><b>Try It!</b></p> <p>Use the Answer Eliminator tool to cross out one or more of these answer choices.</p> <p>Then use the Pointer tool to answer the question.</p> <p><i>Note: There is no audio associated with the remainder of this slide.</i></p>

Slide 20	<p><b>Highlighter Tool</b></p> <p>To highlight words, use the Highlighter tool.</p> <p>Select and drag over the words you want to highlight. Choose a highlight color.</p> <p>When you release, the area will be highlighted.</p> <p><b>Try It!</b></p> <p>Use the Highlighter tool.</p> <ol style="list-style-type: none"> <li>1. Select and drag over a few words somewhere on this screen.</li> <li>2. Choose a color to highlight the words.</li> <li>3. Remove the highlighting by selecting the words again and choosing unhighlighter.</li> </ol> <p>Some questions may ask you to highlight words to answer the question. The Highlighter tool will not work on those questions.</p>
Slide 21	<p><b>Tools in the User Dropdown Menu</b></p> <p>Some tools are selected from the User dropdown menu.</p> <p>The picture shows the tools you can select from the dropdown menu.</p>
Slide 22	<p><b>Color Contrast Tool</b></p> <p>The Color Contrast tool lets you choose the color of the screen and words.</p> <p><b>Try It!</b></p> <p>Change the colors on this screen.</p> <ol style="list-style-type: none"> <li>1. Select Change the background and foreground color from the dropdown menu. The color choices will appear.</li> <li>2. Select your color choice.</li> <li>3. Select Continue.</li> <li>4. Repeat these steps to set the background and foreground colors back to Black on White.</li> </ol> <p>The colors you select will stay until you make another choice.</p>

Slide 23	<p><b>Magnifier and Zoom Tools</b></p> <p>The Magnifier tool lets you make part of the screen larger.</p> <p><b>Try It!</b></p> <p>Select Enable Magnifier from the dropdown menu.</p> <p>Drag the magnifier over the area you want to make larger.</p> <p>Select Disable Magnifier.</p> <p>You can also zoom the entire screen larger.</p> <p><b>Try It!</b></p> <ul style="list-style-type: none"> <li>• To zoom with your keyboard on a PC or Chromebook, press CTRL + to zoom in. Use CTRL - to zoom out. Use CTRL 0 to return to the default size.</li> <li>• To zoom with your keyboard on a Mac, press CMD + to zoom in. Use CMD - to zoom out. Use CMD 0 to return to the default size.</li> <li>• To zoom on a touchscreen, pinch and zoom in and out.</li> </ul>
Slide 24	<p><b>Line Reader Mask Tool</b></p> <p>The Line Reader Mask tool helps you to focus on one part of a question or reading passage at a time.</p> <p>To use the line reader mask:</p> <ul style="list-style-type: none"> <li>• Select Show Line Reader Mask from the dropdown menu.</li> <li>• Drag the line reader mask over to the question or reading passage.</li> <li>• Drag the bottom right corner of the box (A) to change the size of the box.</li> <li>• Drag the bottom right corner of the window (B) to change the size of the window.</li> <li>• Drag the arrow icon (C) to move the window.</li> <li>• To close the line reader mask, go back to the dropdown menu and select Hide Line Reader Mask.</li> </ul>

Slide 25	<p><b>Use the Line Reader Mask Tool</b></p> <p><b>Try It!</b></p> <p>Use the Line Reader Mask tool and follow these steps.</p> <p>You may need to move the line reader mask to see all the steps.</p> <ol style="list-style-type: none"><li>1. Open the line reader mask.</li><li>2. Drag it around the screen.</li><li>3. Drag the bottom right corner of the box to change the size of the box.</li><li>4. Drag the bottom right corner of the window to change the size of the window.</li><li>5. Drag the arrow icon to move the window.</li><li>6. Hide the line reader mask.</li></ol>
Slide 26	<p><b>Answer Masking Tool</b></p> <p>The Answer Masking tool lets you choose which answer choices will show on the screen.</p> <p>It is only available for multiple-choice and multiple-select questions.</p> <p>Select Enable Answer Masking from the dropdown menu.</p> <p>To show a masked answer, select the button next to the answer choice.</p> <p>To cover the answer choice again, select the button again.</p> <p>Answer masking will stay on until you select Disable Answer Masking.</p> <p><b>Try It!</b></p> <p>Select Enable Answer Masking and unmask all of the answer choices below. Then follow the steps in each answer choice.</p> <ol style="list-style-type: none"><li>A. Mask this answer choice</li><li>B. Mask this answer choice, and then unmask it.</li><li>C. Mask this answer choice, and then unmask the first answer choice.</li><li>D. Select Disable Answer Masking.</li></ol>

Slide 27	<p><b>Text-to-Speech Tool</b></p> <p>Use the Text-to-Speech tool to listen to the question and answer choices.</p> <p>The Text-to-Speech buttons are found on the right side of the screen.</p> <p>Select the Play Text-to-Speech button to start and stop the read aloud.</p> <p>The sentence is highlighted in yellow and each word is highlighted in blue as it is read.</p> <p>The Toggle Click-to-Hear button lets you select the sentence where the read aloud will begin.</p> <p>The Text-to-Speech Settings button lets you select how fast the text is read.</p> <p><b>Try It!</b></p> <p>Follow each step to practice using the Text-to-Speech tool.</p> <p><i>Note: There is no audio associated with the remainder of this slide.</i></p>
Slide 28	<p><b>Formula Sheet</b></p> <p>Your test will have a formula sheet.</p> <p>To open the formula sheet, select the Exhibits button on the right side of the screen.</p> <p>To move the formula sheet on the screen, select the top of the formula sheet and drag it.</p> <p><b>Try It!</b></p> <ol style="list-style-type: none"><li>1. Open the formula sheet.</li><li>2. Drag it around the screen.</li><li>3. Scroll to see all of the formula sheet.</li><li>4. Select the Exhibits button again to close it.</li></ol>

Slide 29	<p><b>Working with Test Questions</b></p> <p>This section shows you how to work with the types of questions that may be on your test.</p> <p>Question Types Covered in this Section:</p> <ul style="list-style-type: none"> <li>• Questions where you need to scroll</li> <li>• Multiple Choice</li> <li>• Multiple Select</li> <li>• Drag and Drop</li> <li>• Marking Objects</li> <li>• Fill in the Blank</li> </ul>
Slide 30	<p><b>Questions Where You Need to Scroll</b></p> <p>Some questions will not fit on the screen. You must scroll to see the whole question.</p> <p>Drag the scrollbar up or down.</p> <p><b>Try It!</b></p> <p>Scroll to the bottom of the screen.</p> <p>Keep going . . .</p> <p>Congratulations! You have reached the bottom.</p>
Slide 31	<p><b>Multiple Choice</b></p> <p>Your test may have Multiple-Choice questions.</p> <p>Multiple-choice questions have only one correct answer.</p> <p>Multiple-choice questions have a circle next to each answer choice.</p> <p>Answer multiple-choice questions by selecting the answer or the circle to the left.</p> <p><b>Try It!</b></p> <p>Practice answering this question about multiple-choice questions.</p> <p><i>Note: There is no audio associated with the remainder of this slide.</i></p>

<p>Slide 32</p>	<p><b>Multiple Select</b></p> <p>Your test may have Multiple-Select questions.</p> <p>Multiple-select questions have more than one correct answer, and you should select all of the answers that you think are correct.</p> <p>Multiple-select questions have a square checkbox next to each answer choice.</p> <p>Answer multiple-select questions by selecting the answers or the square checkboxes to the left.</p> <p>Read the question directions carefully before you answer so that you know which type of question it is.</p> <p><b>Try It!</b></p> <p>Practice answering this question about multiple-select questions.</p> <p><i>Note: There is no audio associated with the remainder of this slide.</i></p>
<p>Slide 33</p>	<p><b>Drag and Drop</b></p> <p>Answer Drag and Drop questions by dragging an answer choice to the correct box.</p> <p>Read the question directions carefully before you answer because there are different types of drag and drop questions.</p> <ul style="list-style-type: none"><li>• Some questions let you drag two or more answer choices into the same box, while other questions allow only one choice.</li><li>• In some questions, answer choices can only be dragged into certain boxes.</li></ul> <p>When an answer choice is dragged, the boxes into which it can be placed will turn blue.</p> <p>You may need to drag a choice out of the box before you can put another one in.</p> <p><b>Try It!</b></p> <p>Answer this question by dragging each answer choice to the incorrect box.</p> <p>Then drag the answer choices out of the boxes and drag them to the correct boxes.</p>

<p>Slide 34</p>	<p><b>Marking Objects</b></p> <p>Your test may have Marking Objects questions.</p> <p>You will answer these questions by marking an object.</p> <p>There may be more than one answer, so you will mark as many objects as you need to answer the question.</p> <p>To change your answer, select the marked answer you want to change.</p> <p>Then mark a new object.</p> <p><b>Try It!</b></p> <p>Which shapes have 4 sides?</p> <p>Select the shapes you want to choose.</p>
<p>Slide 35</p>	<p><b>Fill in the Blank</b></p> <p>For some questions you must type in an answer.</p> <p>You will type your answer in the box using your keyboard.</p> <p>You can answer using digits 0–9 and some symbols:</p> <ul style="list-style-type: none"> <li>• Use the forward slash key (/) to show fractions.</li> <li>• Use the period to show decimals.</li> <li>• Use the hyphen (-) to show negative numbers. If you are in 6<sup>th</sup> grade, you will not use the negative sign for any of your answers.</li> </ul> <p>If your answer is a mixed number, you must change it to an improper fraction or decimal.</p> <p>If your answer has more than 3 digits, write your answer without a comma.</p> <p>To change or remove your answer, use the backspace key on your keyboard.</p> <p>Then enter your new answer.</p> <p><b>Try It!</b></p> <p>Type this fraction: 3/5</p> <p>Now change your answer to: 23.75</p> <p>Next change the number to: -54</p> <p>Then change the number to: 6345</p>

Slide 36

**Summary**

You are at the end of this tutorial.

On the next screen, select the button that says Submit Final Answers to finish this tutorial. On the Test Submit Warning pop-up, select the Yes, Submit Final Answers button.

Remember, you are not scored on this tutorial.

If you would like more practice moving through the test, using tools, or answering questions, please use an item sampler.

## Grades 8 and 11 Mathematics MCA Tutorial

0	<p>Soon you will take an online test. This tutorial looks and works like your test to help you get ready for it. You will not be scored on this tutorial. When you start the test, it will look like this screen. Select Start Test Now to begin.</p> <p><i>Note: There is no audio associated with this slide.</i></p>
00	<p>Section 1</p> <p><i>Note: There is no audio associated with this slide.</i></p>
Slide 1	<p><b>Tutorial Overview</b></p> <p>Select the Play button on the audio player to hear the audio for each screen. The audio player will not be used in your test.</p> <p>There are three parts to this tutorial:</p> <ul style="list-style-type: none"><li>• Moving Through the Test</li><li>• Using the Tools in the Test</li><li>• Working with Test Questions</li></ul> <p>Use the blue Next arrow at the top to move to the next screen.</p>
Slide 2	<p><b>Signing In to Your Test</b></p> <p>When you are ready to take your test, you will see this screen.</p> <p>Before signing in to your math or science test, put on your headphones.</p> <p>Check the volume by selecting Test Audio.</p> <p>You will not be able to change the volume after you start your test.</p> <p>Then you will sign in with the username and password that your Test Monitor gives you.</p>
Slide 3	<p><b>Check Your Name</b></p> <p>After you sign in, look for your name in the top right corner.</p>
Slide 4	<p><b>Code of Conduct</b></p> <p>You will then read important reminders about taking your test.</p>

Slide 5	<p><b>Section Page</b></p> <p>Your test will have multiple sections.</p> <p>You will see a screen like this at the beginning of each section. It will tell you how many questions are in the section.</p>
Slide 6	<p><b>Different Parts of the Screen</b></p> <p>Use this picture to learn about the parts of the screen that you use to move through the test.</p> <p>Note that the section of the test will always show as “Section 1” even though you will move through different sections in your test.</p>
Slide 7	<p><b>Reviewing Your Answers</b></p> <p>As you take your test, choose the answer or answers you think are best for each question.</p> <p>The Review button lets you go back to questions to review your answers. After answering a question, you can see the Review list by selecting the Review button at the top left.</p> <p>When you select the Review button, it shows only the questions you have already answered.</p>
Slide 8	<p><b>Bookmarking Questions</b></p> <p>The Bookmark button lets you mark questions you want to review later.</p> <p>When you select the Bookmark button, a blue bookmark appears next to the question on the Review list.</p> <p>The number shown on the Bookmarks tab tells you how many questions you bookmarked for review.</p> <p><b>Try It!</b></p> <p>Do these four steps to view bookmarked questions:</p> <ol style="list-style-type: none"> <li>1. Select the Bookmark button to bookmark this screen.</li> <li>2. Select the Review button. Do you see the blue bookmark on the Review list?</li> <li>3. Select the Bookmarks tab on the Review list to see only bookmarked questions.</li> <li>4. Select the Review button again to close the Review list.</li> </ol>

Slide 9	<p><b>Reaching the End of a Section</b></p> <p>After you have answered all the questions in a section, you will see this screen.</p> <p>Select the Review button to go back to any questions and review your answers.</p> <p>When you are done reviewing, select End Section at the bottom of the Review list to go back to the end of section screen.</p>
Slide 10	<p><b>Going to a New Section</b></p> <p>Select the Next arrow to go to the next section.</p> <p>Once you go to the next section, you cannot return to the previous section.</p>
Slide 11	<p><b>Exiting the Test</b></p> <p>If you will not finish the test, you will exit your test on this screen in the next section.</p> <p>To exit your test, select the button next to your name in the top right corner of the screen.</p> <p>Select Sign out of TestNav.</p> <p>Then select the button that says Save and Return Later.</p>
Slide 12	<p><b>Submitting the Test</b></p> <p>When you reach the end of the test, you will see this screen.</p> <p>You must answer all questions before you can submit your test.</p> <p>Select the Review button to go back to questions in the last section and review your answers.</p> <p>If you are ready to submit your test for scoring, select the Next button.</p> <p>Then select the button that says Submit Final Answers.</p>
Slide 13	<p><b>Using the Tools in the Test</b></p> <p>This section shows you how to use the tools in your test. Practice questions will help you learn about the tools.</p> <p>Select tools from the toolbar and from the User dropdown menu. Your test may also have other tools on the right side of your screen.</p> <p>When you have finished using a tool, you still need to answer the question.</p>

Slide 14	<p><b>Toolbar Tools</b></p> <p>This picture shows the tools you can select from the toolbar.</p> <p>Select a tool button once to open a tool. To close the tool, select the button again, or select the Pointer tool.</p> <p>You can use only one tool at a time.</p> <p>You will see the calculator tool only in some tests and only on questions where you can use it.</p>
Slide 15	<p><b>Pointer Tool</b></p> <p>You can use the Pointer tool to:</p> <ul style="list-style-type: none"> <li>• Select an answer</li> <li>• Drag an answer choice to the correct spot</li> <li>• Mark objects</li> <li>• Turn other tools on and off</li> </ul>
Slide 16	<p><b>Notepad Tool</b></p> <p>To write notes during the test, use the Notepad tool.</p> <p>Select the Notepad button, and then type your notes in the box.</p> <p>Select the Notepad button again to close the notepad.</p> <p>Your notes will be automatically saved when you close the notepad.</p> <p>If you return to the question later, you can see your notes again by selecting the Notepad button. For math, your notes are saved with each question. For reading, your notes are saved for the whole passage. For science, your notes are saved with each scene.</p> <p><b>Try It!</b></p> <ol style="list-style-type: none"> <li>1. Open the Notepad tool. Enter a few words and then close the notepad.</li> <li>2. Open the notepad again to see the saved note.</li> </ol>

Slide 17	<p><b>Calculator Tool</b></p> <p>To open the calculator, select the Calculator button.</p> <p>The calculator you see in the picture may not look the same as the calculator that you will see in your test, but it has the same functions.</p> <p>To move the calculator on the screen, select the calculator and drag it.</p> <p>You can select the buttons or use your keyboard to use the calculator.</p> <p>Select the Calculator button again to close the calculator.</p>
Slide 18	<p><b>Answer Eliminator Tool</b></p> <p>You can use the Answer Eliminator tool to cross out one or more of the answer choices.</p> <p>It is only available for multiple-choice and multiple-select questions.</p> <p>To use this tool:</p> <ul style="list-style-type: none"> <li>• Select the Answer Eliminator button in the toolbar.</li> <li>• Select the answer choice or choices you want to eliminate.</li> </ul> <p>Then use the Pointer tool to select the correct answer.</p> <p>The red X must be removed before an eliminated answer choice can be selected.</p> <p>To remove the red X, select the eliminated answer choice again with the Answer Eliminator tool.</p>
Slide 19	<p><b>Use the Answer Eliminator Tool</b></p> <p><b>Try It!</b></p> <p>Use the Answer Eliminator tool to cross out one or more of these answer choices.</p> <p>Then use the Pointer tool to answer the question.</p> <p><i>Note: There is no audio associated with the remainder of this slide.</i></p>

Slide 20	<p><b>Highlighter Tool</b></p> <p>To highlight words, use the Highlighter tool.</p> <p>Select and drag over the words you want to highlight. Choose a highlight color.</p> <p>When you release, the area will be highlighted.</p> <p><b>Try It!</b></p> <p>Use the Highlighter tool.</p> <ol style="list-style-type: none"> <li>1. Select and drag over a few words somewhere on this screen.</li> <li>2. Choose a color to highlight the words.</li> <li>3. Remove the highlighting by selecting the words again and choosing unhighlighter.</li> </ol> <p>Some questions may ask you to highlight words to answer the question. The Highlighter tool will not work on those questions.</p>
Slide 21	<p><b>Tools in the User Dropdown Menu</b></p> <p>Some tools are selected from the User dropdown menu.</p> <p>The picture shows the tools you can select from the dropdown menu.</p>
Slide 22	<p><b>Color Contrast Tool</b></p> <p>The Color Contrast tool lets you choose the color of the screen and words.</p> <p><b>Try It!</b></p> <p>Change the colors on this screen.</p> <ol style="list-style-type: none"> <li>1. Select Change the background and foreground color from the dropdown menu. The color choices will appear.</li> <li>2. Select your color choice.</li> <li>3. Select Continue.</li> <li>4. Repeat these steps to set the background and foreground colors back to Black on White.</li> </ol> <p>The colors you select will stay until you make another choice.</p>

Slide 23	<p><b>Magnifier and Zoom Tools</b></p> <p>The Magnifier tool lets you make part of the screen larger.</p> <p><b>Try It!</b></p> <p>Select Enable Magnifier from the dropdown menu.</p> <p>Drag the magnifier over the area you want to make larger.</p> <p>Select Disable Magnifier.</p> <p>You can also zoom the entire screen larger.</p> <p><b>Try It!</b></p> <ul style="list-style-type: none"><li>• To zoom with your keyboard on a PC or Chromebook, press CTRL + to zoom in. Use CTRL - to zoom out. Use CTRL 0 to return to the default size.</li><li>• To zoom with your keyboard on a Mac, press CMD + to zoom in. Use CMD - to zoom out. Use CMD 0 to return to the default size.</li><li>• To zoom on a touchscreen, pinch and zoom in and out.</li></ul>
Slide 24	<p><b>Line Reader Mask Tool</b></p> <p>The Line Reader Mask tool helps you to focus on one part of a question or reading passage at a time.</p> <p>To use the line reader mask:</p> <ul style="list-style-type: none"><li>• Select Show Line Reader Mask from the dropdown menu.</li><li>• Drag the line reader mask over to the question or reading passage.</li><li>• Drag the bottom right corner of the box (A) to change the size of the box.</li><li>• Drag the bottom right corner of the window (B) to change the size of the window.</li><li>• Drag the arrow icon (C) to move the window.</li><li>• To close the line reader mask, go back to the dropdown menu and select Hide Line Reader Mask.</li></ul>

Slide 25	<p><b>Use the Line Reader Mask Tool</b></p> <p><b>Try It!</b></p> <p>Use the Line Reader Mask tool and follow these steps.</p> <p>You may need to move the line reader mask to see all the steps.</p> <ol style="list-style-type: none"><li>1. Open the line reader mask.</li><li>2. Drag it around the screen.</li><li>3. Drag the bottom right corner of the box to change the size of the box.</li><li>4. Drag the bottom right corner of the window to change the size of the window.</li><li>5. Drag the arrow icon to move the window.</li><li>6. Hide the line reader mask.</li></ol>
Slide 26	<p><b>Answer Masking Tool</b></p> <p>The Answer Masking tool lets you choose which answer choices will show on the screen.</p> <p>It is only available for multiple-choice and multiple-select questions.</p> <p>Select Enable Answer Masking from the dropdown menu.</p> <p>To show a masked answer, select the button next to the answer choice.</p> <p>To cover the answer choice again, select the button again.</p> <p>Answer masking will stay on until you select Disable Answer Masking.</p> <p><b>Try It!</b></p> <p>Select Enable Answer Masking and unmask all of the answer choices below. Then follow the steps in each answer choice.</p> <ol style="list-style-type: none"><li>A. Mask this answer choice</li><li>B. Mask this answer choice, and then unmask it.</li><li>C. Mask this answer choice, and then unmask the first answer choice.</li><li>D. Select Disable Answer Masking.</li></ol>

<p>Slide 27</p>	<p><b>Text-to-Speech Tool</b></p> <p>Use the Text-to-Speech tool to listen to the question and answer choices.</p> <p>The Text-to-Speech buttons are found on the right side of the screen.</p> <p>Select the Play Text-to-Speech button to start and stop the read aloud.</p> <p>The sentence is highlighted in yellow and each word is highlighted in blue as it is read.</p> <p>The Toggle Click-to-Hear button lets you select the sentence where the read aloud will begin.</p> <p>The Text-to-Speech Settings button lets you select how fast the text is read.</p> <p><b>Try It!</b></p> <p>Follow each step to practice using the Text-to-Speech tool.</p> <p><i>Note: There is no audio associated with the remainder of this slide.</i></p>
<p>Slide 28</p>	<p><b>Formula Sheet</b></p> <p>Your test will have a formula sheet.</p> <p>To open the formula sheet, select the Exhibits button on the right side of the screen.</p> <p>To move the formula sheet on the screen, select the top of the formula sheet and drag it.</p> <p><b>Try It!</b></p> <ol style="list-style-type: none"><li>1. Open the formula sheet.</li><li>2. Drag it around the screen.</li><li>3. Scroll to see all of the formula sheet.</li><li>4. Select the Exhibits button again to close it.</li></ol>

Slide 29	<p><b>Working with Test Questions</b></p> <p>This section shows you how to work with the types of questions that may be on your test.</p> <p>Question Types Covered in this Section:</p> <ul style="list-style-type: none"> <li>• Questions where you need to scroll</li> <li>• Multiple Choice</li> <li>• Multiple Select</li> <li>• Drag and Drop</li> <li>• Marking Objects</li> <li>• Fill in the Blank</li> <li>• Number Lines (grade 8)</li> <li>• Function Graphs (grade 11)</li> </ul>
Slide 30	<p><b>Questions Where You Need to Scroll</b></p> <p>Some questions will not fit on the screen. You must scroll to see the whole question.</p> <p>Drag the scrollbar up or down.</p> <p><b>Try It!</b></p> <p>Scroll to the bottom of the screen.</p> <p>Keep going . . .</p> <p>Congratulations! You have reached the bottom.</p>
Slide 31	<p><b>Multiple Choice</b></p> <p>Your test may have Multiple-Choice questions.</p> <p>Multiple-choice questions have only one correct answer.</p> <p>Multiple-choice questions have a circle next to each answer choice.</p> <p>Answer multiple-choice questions by selecting the answer or the circle to the left.</p> <p><b>Try It!</b></p> <p>Practice answering this question about multiple-choice questions.</p> <p><i>Note: There is no audio associated with the remainder of this slide.</i></p>

<p>Slide 32</p>	<p><b>Multiple Select</b></p> <p>Your test may have Multiple-Select questions.</p> <p>Multiple-select questions have more than one correct answer, and you should select all of the answers that you think are correct.</p> <p>Multiple-select questions have a square checkbox next to each answer choice.</p> <p>Answer multiple-select questions by selecting the answers or the square checkboxes to the left.</p> <p>Read the question directions carefully before you answer so that you know which type of question it is.</p> <p><b>Try It!</b></p> <p>Practice answering this question about multiple-select questions.</p> <p><i>Note: There is no audio associated with the remainder of this slide.</i></p>
<p>Slide 33</p>	<p><b>Drag and Drop</b></p> <p>Answer Drag and Drop questions by dragging an answer choice to the correct box.</p> <p>Read the question directions carefully before you answer because there are different types of drag and drop questions.</p> <ul style="list-style-type: none"><li>• Some questions let you drag two or more answer choices into the same box, while other questions allow only one choice.</li><li>• In some questions, answer choices can only be dragged into certain boxes.</li></ul> <p>When an answer choice is dragged, the boxes into which it can be placed will turn blue.</p> <p>You may need to drag a choice out of the box before you can put another one in.</p> <p><b>Try It!</b></p> <p>Answer this question by dragging each answer choice to the incorrect box.</p> <p>Then drag the answer choices out of the boxes and drag them to the correct boxes.</p>

<p>Slide 34</p>	<p><b>Marking Objects</b></p> <p>Your test may have Marking Objects questions.</p> <p>You will answer these questions by marking an object.</p> <p>There may be more than one answer, so you will mark as many objects as you need to answer the question.</p> <p>To change your answer, select the marked answer you want to change.</p> <p>Then mark a new object.</p> <p><b>Try It!</b></p> <p>Which shapes have 4 sides?</p> <p>Select the shapes you want to choose.</p>
<p>Slide 35</p>	<p><b>Fill in the Blank</b></p> <p>For some questions you must type in an answer.</p> <p>You will type your answer in the box using your keyboard.</p> <p>You can answer using digits 0–9 and some symbols:</p> <ul style="list-style-type: none"><li>• Use the forward slash key (/) to show fractions.</li><li>• Use the period to show decimals.</li><li>• Use the hyphen (-) to show negative numbers. If you are in 6<sup>th</sup> grade, you will not use the negative sign for any of your answers.</li></ul> <p>If your answer is a mixed number, you must change it to an improper fraction or decimal.</p> <p>If your answer has more than 3 digits, write your answer without a comma.</p> <p>To change or remove your answer, use the backspace key on your keyboard.</p> <p>Then enter your new answer.</p> <p><b>Try It!</b></p> <p>Type this fraction: 3/5</p> <p>Now change your answer to: 23.75</p> <p>Next change the number to: -54</p> <p>Then change the number to: 6345</p>

Slide 36

**Number Line**

If you are in 8<sup>th</sup> grade, you will answer Number Line questions by selecting the type of solution and then graphing the solution on the number line.

Select a solution set indicator. Then select an endpoint and drag it to the appropriate location.

Some questions allow you to graph more than one solution on the number line. Select additional solution set indicators as necessary to display your answer.

The active solution is in blue and the inactive solution is in gray.

You may need to remove a type of solution before you can select another one by selecting Remove below the solution type.

**Try It!**

1. Select a type of solution.
2. Drag each endpoint to the appropriate location.
3. Select a second type of solution.
4. Drag each endpoint of the second solution to the appropriate location.
5. Select the first type of solution and change each endpoint.
6. Remove a type of solution.
7. Select a different type of solution and drag each endpoint to the appropriate location.

Slide 37	<p><b>Function Graph</b></p> <p>If you are in 11<sup>th</sup> grade, you will answer Function Graph questions by selecting a graph type and graphing a solution.</p> <p><b>Try It!</b></p> <ol style="list-style-type: none"><li>1. Select the Linear button. A line with two points will appear on the graph. Drag each point to locations on the line you want to graph.</li><li>2. Select the Absolute Value button. An absolute function will appear on the graph with two points. One point is the vertex, and the other is another point on the function. Drag each point to graph the solution.</li><li>3. Select the Quadratic button. A quadratic function will appear on the graph with two points. One point is the vertex, and the other is another point on the function. Drag each point to graph the solution.</li><li>4. Select the Exponential button. An exponential function with two points and a dashed line will appear on the graph. The two points are points on the exponential function, and the dashed line is the asymptote of the function. Drag the asymptote line up or down to the desired position for the function you want to graph. Drag each point to graph the solution.</li></ol>
Slide 38	<p><b>Summary</b></p> <p>You are at the end of this tutorial.</p> <p>On the next screen, select the button that says Submit Final Answers to finish this tutorial. On the Test Submit Warning pop-up, select the Yes, Submit Final Answers button.</p> <p>Remember, you are not scored on this tutorial.</p> <p>If you would like more practice moving through the test, using tools, or answering questions, please use an item sampler.</p>

## Grades 3–8 and 10 Reading MCA Tutorial

0	<p>Soon you will take an online test. This tutorial looks and works like your test to help you get ready for it. You will not be scored on this tutorial. When you start the test, it will look like this screen. Select Start Test Now to begin.</p> <p><i>Note: There is no audio associated with this slide.</i></p>
00	<p>Section 1</p> <p><i>Note: There is no audio associated with this slide.</i></p>
Slide 1	<p><b>Tutorial Overview</b></p> <p>Select the Play button on the audio player to hear the audio for each screen. The audio player will not be used in your test.</p> <p>There are three parts to this tutorial:</p> <ul style="list-style-type: none"><li>• Moving Through the Test</li><li>• Using the Tools in the Test</li><li>• Working with Test Questions</li></ul> <p>Use the blue Next arrow at the top to move to the next screen.</p>
Slide 2	<p><b>Signing In to Your Test</b></p> <p>When you are ready to take your test, you will see this screen.</p> <p>Before signing in to your math or science test, put on your headphones.</p> <p>Check the volume by selecting Test Audio.</p> <p>You will not be able to change the volume after you start your test.</p> <p>Then you will sign in with the username and password that your Test Monitor gives you.</p>
Slide 3	<p><b>Check Your Name</b></p> <p>After you sign in, look for your name in the top right corner.</p>
Slide 4	<p><b>Code of Conduct</b></p> <p>You will then read important reminders about taking your test.</p>

Slide 5	<p><b>Section Page</b></p> <p>Your test will have multiple sections.</p> <p>You will see a screen like this at the beginning of each section. It will tell you how many passages and how many questions are in the section.</p> <p>Some sections will have one passage with questions, while other sections will have two or three passages with questions for each passage.</p>
Slide 6	<p><b>Title Page</b></p> <p>On the next screen, you will see the title of the passage.</p> <p>You may see two titles on this screen. This means there will be two passages that go with the next set of questions.</p>
Slide 7	<p><b>Different Parts of the Screen</b></p> <p>Use this picture to learn about the parts of the screen that you use to move through the test.</p> <p>Note that the section of the test will always show as “Section 1” even though you will move through different sections in your test.</p>
Slide 8	<p><b>Reviewing Your Answers</b></p> <p>As you take your test, choose the answer or answers you think are best for each question.</p> <p>The Review button lets you go back to questions to review your answers. After answering a question, you can see the Review list by selecting the Review button at the top left.</p> <p>When you select the Review button, it shows only the questions you have already answered.</p>

Slide 9	<p><b>Bookmarking Questions</b></p> <p>The Bookmark button lets you mark questions you want to review later.</p> <p>When you select the Bookmark button, a blue bookmark appears next to the question on the Review list.</p> <p>The number shown on the Bookmarks tab tells you how many questions you bookmarked for review.</p> <p><b>Try It!</b></p> <p>Do these four steps to view bookmarked questions:</p> <ol style="list-style-type: none"> <li>1. Select the Bookmark button to bookmark this screen.</li> <li>2. Select the Review button. Do you see the blue bookmark on the Review list?</li> <li>3. Select the Bookmarks tab on the Review list to see only bookmarked questions.</li> <li>4. Select the Review button again to close the Review list.</li> </ol>
Slide 10	<p><b>Reaching the End of a Section</b></p> <p>After you have answered all the questions in a section, you will see this screen.</p> <p>Select the Review button to go back to any questions and review your answers.</p> <p>When you are done reviewing, select End Section at the bottom of the Review list to go back to the end of section screen.</p>
Slide 11	<p><b>Going to a New Section</b></p> <p>Select the Next arrow to go to the next section.</p> <p>Once you go to the next section, you cannot return to the previous section.</p>

Slide 12	<p><b>Exiting the Test</b></p> <p>When you start the next section, select the Next arrow.</p> <p>The next screen will show how many passages and questions are in the section. Use this information to decide if you will have enough time to finish the section. If not, you may exit your test on this screen.</p> <p>If you continue in the section, you must finish the passage and its questions. Then exit your test on the screen with the title of the next passage.</p> <p>To exit your test, select the button next to your name in the top right corner of the screen.</p> <p>Select Sign out of TestNav.</p> <p>Then select the button that says Save and Return Later.</p>
Slide 13	<p><b>Submitting the Test</b></p> <p>When you reach the end of the test, you will see this screen.</p> <p>You must answer all questions before you can submit your test.</p> <p>Select the Review button to go back to questions in the last section and review your answers.</p> <p>If you are ready to submit your test for scoring, select the Next button.</p> <p>Then select the button that says Submit Final Answers.</p>
Slide 14	<p><b>Using the Tools in the Test</b></p> <p>This section shows you how to use the tools in your test. Practice questions will help you learn about the tools.</p> <p>Select tools from the toolbar and from the User dropdown menu. Your test may also have other tools on the right side of your screen.</p> <p>When you have finished using a tool, you still need to answer the question.</p>

Slide 15	<p><b>Toolbar Tools</b></p> <p>This picture shows the tools you can select from the toolbar.</p> <p>Select a tool button once to open a tool. To close the tool, select the button again, or select the Pointer tool.</p> <p>You can use only one tool at a time.</p> <p>You will see the calculator tool only in some tests and only on questions where you can use it.</p>
Slide 16	<p><b>Pointer Tool</b></p> <p>You can use the Pointer tool to:</p> <ul style="list-style-type: none"> <li>• Select an answer</li> <li>• Drag an answer choice to the correct spot</li> <li>• Mark objects</li> <li>• Turn other tools on and off</li> </ul>
Slide 17	<p><b>Notepad Tool</b></p> <p>To write notes during the test, use the Notepad tool.</p> <p>Select the Notepad button, and then type your notes in the box.</p> <p>Select the Notepad button again to close the notepad.</p> <p>Your notes will be automatically saved when you close the notepad.</p> <p>If you return to the question later, you can see your notes again by selecting the Notepad button. For math, your notes are saved with each question. For reading, your notes are saved for the whole passage. For science, your notes are saved with each scene.</p> <p><b>Try It!</b></p> <ol style="list-style-type: none"> <li>1. Open the Notepad tool. Enter a few words and then close the notepad.</li> <li>2. Open the notepad again to see the saved note.</li> </ol>

<p>Slide 18</p>	<p><b>Answer Eliminator Tool</b></p> <p>You can use the Answer Eliminator tool to cross out one or more of the answer choices.</p> <p>It is only available for multiple-choice and multiple-select questions.</p> <p>To use this tool:</p> <ul style="list-style-type: none"> <li>• Select the Answer Eliminator button in the toolbar.</li> <li>• Select the answer choice or choices you want to eliminate.</li> </ul> <p>Then use the Pointer tool to select the correct answer.</p> <p>The red X must be removed before an eliminated answer choice can be selected.</p> <p>To remove the red X, select the eliminated answer choice again with the Answer Eliminator tool.</p>
<p>Slide 19</p>	<p><b>Use the Answer Eliminator Tool</b></p> <p><b>Try It!</b></p> <p>Use the Answer Eliminator tool to cross out one or more of these answer choices.</p> <p>Then use the Pointer tool to answer the question.</p> <p><i>Note: There is no audio associated with the remainder of this slide.</i></p>
<p>Slide 20</p>	<p><b>Highlighter Tool</b></p> <p>To highlight words, use the Highlighter tool.</p> <p>Select and drag over the words you want to highlight. Choose a highlight color.</p> <p>When you release, the area will be highlighted.</p> <p><b>Try It!</b></p> <p>Use the Highlighter tool.</p> <ol style="list-style-type: none"> <li>1. Select and drag over a few words somewhere on this screen.</li> <li>2. Choose a color to highlight the words.</li> <li>3. Remove the highlighting by selecting the words again and choosing unhighlighter.</li> </ol> <p>Some questions may ask you to highlight words to answer the question. The Highlighter tool will not work on those questions.</p>

Slide 21	<p><b>Tools in the User Dropdown Menu</b></p> <p>Some tools are selected from the User dropdown menu.</p> <p>The picture shows the tools you can select from the dropdown menu.</p>
Slide 22	<p><b>Color Contrast Tool</b></p> <p>The Color Contrast tool lets you choose the color of the screen and words.</p> <p><b>Try It!</b></p> <p>Change the colors on this screen.</p> <ol style="list-style-type: none"> <li>1. Select Change the background and foreground color from the dropdown menu. The color choices will appear.</li> <li>2. Select your color choice.</li> <li>3. Select Continue.</li> <li>4. Repeat these steps to set the background and foreground colors back to Black on White.</li> </ol> <p>The colors you select will stay until you make another choice.</p>
Slide 23	<p><b>Magnifier and Zoom Tools</b></p> <p>The Magnifier tool lets you make part of the screen larger.</p> <p><b>Try It!</b></p> <p>Select Enable Magnifier from the dropdown menu.</p> <p>Drag the magnifier over the area you want to make larger.</p> <p>Select Disable Magnifier.</p> <p>You can also zoom the entire screen larger.</p> <p><b>Try It!</b></p> <ul style="list-style-type: none"> <li>• To zoom with your keyboard on a PC or Chromebook, press CTRL + to zoom in. Use CTRL - to zoom out. Use CTRL 0 to return to the default size.</li> <li>• To zoom with your keyboard on a Mac, press CMD + to zoom in. Use CMD - to zoom out. Use CMD 0 to return to the default size.</li> <li>• To zoom on a touchscreen, pinch and zoom in and out.</li> </ul>

Slide 24	<p><b>Line Reader Mask Tool</b></p> <p>The Line Reader Mask tool helps you to focus on one part of a question or reading passage at a time.</p> <p>To use the line reader mask:</p> <ul style="list-style-type: none"><li>• Select Show Line Reader Mask from the dropdown menu.</li><li>• Drag the line reader mask over to the question or reading passage.</li><li>• Drag the bottom right corner of the box (A) to change the size of the box.</li><li>• Drag the bottom right corner of the window (B) to change the size of the window.</li><li>• Drag the arrow icon (C) to move the window.</li><li>• To close the line reader mask, go back to the dropdown menu and select Hide Line Reader Mask.</li></ul>
Slide 25	<p><b>Use the Line Reader Mask Tool</b></p> <p><b>Try It!</b></p> <p>Use the Line Reader Mask tool and follow these steps.</p> <p>You may need to move the line reader mask to see all the steps.</p> <ol style="list-style-type: none"><li>1. Open the line reader mask.</li><li>2. Drag it around the screen.</li><li>3. Drag the bottom right corner of the box to change the size of the box.</li><li>4. Drag the bottom right corner of the window to change the size of the window.</li><li>5. Drag the arrow icon to move the window.</li><li>6. Hide the line reader mask.</li></ol>

Slide 26	<p><b>Answer Masking Tool</b></p> <p>The Answer Masking tool lets you choose which answer choices will show on the screen.</p> <p>It is only available for multiple-choice and multiple-select questions.</p> <p>Select Enable Answer Masking from the dropdown menu.</p> <p>To show a masked answer, select the button next to the answer choice.</p> <p>To cover the answer choice again, select the button again.</p> <p>Answer masking will stay on until you select Disable Answer Masking.</p> <p><b>Try It!</b></p> <p>Select Enable Answer Masking and unmask all of the answer choices below. Then follow the steps in each answer choice.</p> <ul style="list-style-type: none"><li>A. Mask this answer choice</li><li>B. Mask this answer choice, and then unmask it.</li><li>C. Mask this answer choice, and then unmask the first answer choice.</li><li>D. Select Disable Answer Masking.</li></ul>
Slide 27	<p><b>Working with Test Questions</b></p> <p>This section shows you how to work with the types of questions that may be on your test.</p> <p>Question Types Covered in this Section:</p> <ul style="list-style-type: none"><li>• Questions where you need to scroll</li><li>• Multiple Choice</li><li>• Multiple Select</li><li>• Drag and Drop</li><li>• Marking Objects</li></ul>

Slide 28	<p><b>Questions Where You Need to Scroll</b></p> <p>You will see a split screen showing the passage and the question.</p> <p>The passage is shown on the left side of the screen and the question and answer choices are shown on the right.</p> <p>Some questions will not fit on the screen. You must scroll to see the whole question.</p> <p>You may also need to scroll to read the entire passage.</p> <p>Drag the scrollbars up or down.</p> <p><b>Try It!</b></p> <p>Scroll to the bottom of the page.</p> <p>Keep going . . .</p> <p>Congratulations! You have reached the bottom.</p>
Slide 29	<p><b>Multiple Choice</b></p> <p>Your test may have Multiple-Choice questions.</p> <p>Multiple-choice questions have only one correct answer.</p> <p>Multiple-choice questions have a circle next to each answer choice.</p> <p>Answer multiple-choice questions by selecting the answer or the circle to the left.</p> <p><b>Try It!</b></p> <p>Practice answering this question about multiple-choice questions.</p> <p><i>Note: There is no audio associated with the remainder of this slide.</i></p>

<p>Slide 30</p>	<p><b>Multiple Select</b></p> <p>Your test may have Multiple-Select questions.</p> <p>Multiple-select questions have more than one correct answer, and you should select all of the answers that you think are correct.</p> <p>Multiple-select questions have a square checkbox next to each answer choice.</p> <p>Answer multiple-select questions by selecting the answers or the square checkboxes to the left.</p> <p>Read the question directions carefully before you answer so that you know which type of question it is. One question may say to select the three best answers, while another question might say to choose two, four, or more answers.</p> <p><b>Try It!</b></p> <p>Practice answering this question about multiple-select questions.</p> <p><i>Note: There is no audio associated with associated with the remainder of this slide.</i></p>
<p>Slide 31</p>	<p><b>Drag and Drop</b></p> <p>Answer Drag and Drop questions by dragging an answer choice to the correct box.</p> <p>Read the question directions carefully before you answer because there are different types of drag and drop questions.</p> <ul style="list-style-type: none"><li>• Some questions let you drag two or more answer choices into the same box, while other questions allow only one choice.</li><li>• In some questions, answer choices can only be dragged into certain boxes.</li></ul> <p>When an answer choice is dragged, the boxes into which it can be placed will turn blue.</p> <p>You may need to drag a choice out of the box before you can put another one in.</p> <p><b>Try It!</b></p> <p>Answer this question by dragging each answer choice to the incorrect box.</p> <p>Then drag the answer choices out of the boxes and drag them to the correct boxes.</p>

Slide 32	<p><b>Marking Objects</b></p> <p>Your test may have Marking Objects questions.</p> <p>You will answer these questions by marking an object.</p> <p>There may be more than one answer, so you will mark as many objects as you need to answer the question.</p> <p>To change your answer, select the marked answer you want to change.</p> <p>Then mark a new object.</p> <p><b>Try It!</b></p> <p>Which shapes have 4 sides?</p> <p>Select the shapes you want to choose.</p>
Slide 33	<p><b>Summary</b></p> <p>You are at the end of this tutorial.</p> <p>On the next screen, select the button that says Submit Final Answers to finish this tutorial. On the Test Submit Warning pop-up, select the Yes, Submit Final Answers button.</p> <p>Remember, you are not scored on this tutorial.</p> <p>If you would like more practice moving through the test, using tools, or answering questions, please use an item sampler.</p>

## Grades 5, 8, and High School Science MCA Tutorial

0	<p>Soon you will take an online test. This tutorial looks and works like your test to help you get ready for it. You will not be scored on this tutorial. When you start the test it will look like this screen. Select Start Test Now to begin.</p> <p><i>Note: There is no audio associated with this slide.</i></p>
00	<p>Section 1</p> <p><i>Note: There is no audio associated with this slide.</i></p>
Slide 1	<p><b>Tutorial Overview</b></p> <p>Select the Play button on the audio player to hear the audio for each screen. The audio player will not be used in your test.</p> <p>There are three parts to this tutorial:</p> <ul style="list-style-type: none"><li>• Moving Through the Test</li><li>• Using the Tools in the Test</li><li>• Working with Test Questions</li></ul> <p>Use the blue Next arrow at the top to move to the next screen.</p>
Slide 2	<p><b>Signing In to Your Test</b></p> <p>When you are ready to take your test, you will see this screen.</p> <p>Before signing into your math or science test, put on your headphones.</p> <p>Check the volume by selecting Test Audio.</p> <p>You will not be able to change the volume after you start your test.</p> <p>Then you will sign in with the username and password that your Test Monitor gives you.</p>
Slide 3	<p><b>Check Your Name</b></p> <p>After you sign in, look for your name in the top right corner.</p>
Slide 4	<p><b>Code of Conduct</b></p> <p>You will then read important reminders about taking your test.</p>

Slide 5	<p><b>Title Page</b></p> <p>Your test will have two sections.</p> <p>There will be multiple scenarios in each section. A scenario is a group of scenes and questions that have a common theme.</p> <p>A screen with the name of the scenario will appear at the beginning of each scenario.</p>
Slide 6	<p><b>Different Parts of the Screen</b></p> <p>Use this picture to learn about the parts of the screen that you use to move through the test.</p> <p>Note that the question number shows the number of questions in each section, not the entire test. When you start the next section, the question numbers will start over.</p>
Slide 7	<p><b>Reviewing Your Answers</b></p> <p>As you take your test, choose the answer or answers you think are best for each question.</p> <p>The Review button lets you go back to questions to review your answers. You can see the Review list by selecting the Review button at the top left.</p> <p>The Review list shows the number of questions in the section and the number of questions in the section you have not answered yet.</p>
Slide 8	<p><b>Bookmarking Questions</b></p> <p>The Bookmark button lets you mark questions you want to review later.</p> <p>When you select the Bookmark button, a blue bookmark appears next to the question on the Review list.</p> <p>The number shown on the Bookmarks tab tells you how many questions you bookmarked for review.</p> <p><b>Try It!</b></p> <p>Do these four steps to view bookmarked questions:</p> <ol style="list-style-type: none"> <li>1. Select the Bookmark button to bookmark this screen.</li> <li>2. Select the Review button. Do you see the blue bookmark on the Review list?</li> <li>3. Select the Bookmarks tab on the Review list to see only bookmarked questions.</li> <li>4. Select the Review button again to close the Review list.</li> </ol>

Slide 9	<p><b>Reaching the End of a Section</b></p> <p>When you reach the end of the first section, you will see this screen.</p> <p>The icons tell you how many questions are not answered and how many questions are bookmarked. You must answer all questions before you can go to the last section.</p> <p>Select the icons to go back to questions you have not answered or you have bookmarked for review.</p> <p>You can also select the Review button to go back to any questions and review your answers.</p> <p>When you are done reviewing, select End of Section at the bottom of the Review list to go back to the end of section screen.</p>
Slide 10	<p><b>Going to the Last Section</b></p> <p>Select the Submit Section button to go to the last section.</p> <p>A warning will pop up. Once you select Yes, you cannot return to the first section. To go back and check your work, select No. Or select Yes to go to the last section.</p>
Slide 11	<p><b>Exiting the Test</b></p> <p>If you will not finish the test, you will exit your test on this screen in the last section.</p> <p>To exit your test, select the button next to your name in the top right corner of the screen.</p> <p>Select Sign out of TestNav.</p> <p>Then select the button that says Save and Return Later.</p>
Slide 12	<p><b>Submitting the Test</b></p> <p>When you reach the end of the test, you will see this screen.</p> <p>The icons tell you how many questions are not answered and how many questions are bookmarked for review. You must answer all questions before you can submit your test.</p> <p>Select the Review button or the icons to go back to questions in the last section and review your answers.</p> <p>If you are ready to submit your test for scoring, select the button that says Submit Final Answers.</p> <p>Then select Yes, Submit Final Answers.</p>

Slide 13	<p><b>Using the Tools in the Test</b></p> <p>This section shows you how to use the tools in your test. Practice questions will help you learn about the tools.</p> <p>Select tools from the toolbar and from the User dropdown menu. Your test may also have other tools on the right side of your screen.</p> <p>When you have finished using a tool, you still need to answer the question.</p>
Slide 14	<p><b>Toolbar Tools</b></p> <p>This picture shows the tools you can select from the toolbar.</p> <p>Select a tool button once to open a tool. To close the tool, select the button again, or select the Pointer tool.</p> <p>You can use only one tool at a time.</p> <p>You will see the calculator tool only in some tests and only on questions where you can use it.</p>
Slide 15	<p><b>Pointer Tool</b></p> <p>You can use the Pointer tool to:</p> <ul style="list-style-type: none"> <li>• Select an answer</li> <li>• Drag an answer choice to the correct spot</li> <li>• Mark objects</li> <li>• Turn other tools on and off</li> </ul>

<p>Slide 16</p>	<p><b>Notepad Tool</b></p> <p>To write notes during the test, use the Notepad tool.</p> <p>Select the Notepad button, and then type your notes in the box.</p> <p>Select the Notepad button again to close the notepad.</p> <p>Your notes will be automatically saved when you close the notepad.</p> <p>If you return to the question later, you can see your notes again by selecting the Notepad button. For math, your notes are saved with each question. For reading, your notes are saved for the whole passage. For science, your notes are saved with each scene.</p> <p><b>Try It!</b></p> <ol style="list-style-type: none"> <li>1. Open the Notepad tool. Enter a few words and then close the notepad.</li> <li>2. Open the notepad again to see the saved note.</li> </ol>
<p>Slide 17</p>	<p><b>Calculator Tool</b></p> <p>To open the calculator, select the Calculator button.</p> <p>The calculator you see in the picture may not look the same as the calculator that you will see in your test, but the buttons will be the same.</p> <p>To move the calculator on the screen, select the calculator and drag it.</p> <p>You can select the buttons or use your keyboard to use the calculator.</p> <p>Select the Calculator button again to close the calculator.</p>
<p>Slide 18</p>	<p><b>Answer Eliminator Tool</b></p> <p>You can use the Answer Eliminator tool to cross out one or more of the answer choices.</p> <p>It is only available for multiple-choice and multiple-select questions.</p> <p>To use this tool:</p> <ul style="list-style-type: none"> <li>• Select the Answer Eliminator button in the toolbar.</li> <li>• Select the answer choice or choices you want to eliminate.</li> </ul> <p>Then use the Pointer tool to select the correct answer.</p> <p>The red X must be removed before an eliminated answer choice can be selected.</p> <p>To remove the red X, select the eliminated answer choice again with the Answer Eliminator tool.</p>

Slide 19	<p><b>Use the Answer Eliminator Tool</b></p> <p><b>Try It!</b></p> <p>Use the Answer Eliminator tool to cross out one or more of these answer choices. Then use the Pointer tool to answer the question.</p> <p><i>Note: There is no audio associated with the remainder of this slide.</i></p>
Slide 20	<p><b>Highlighter Tool</b></p> <p>To highlight words, use the Highlighter tool.</p> <p>Select and drag over the words you want to highlight. Choose a highlight color. When you release, the area will be highlighted.</p> <p><b>Try It!</b></p> <p>Use the Highlighter tool.</p> <ol style="list-style-type: none"> <li>1. Select and drag over a few words somewhere on this screen.</li> <li>2. Choose a color to highlight the words.</li> <li>3. Remove the highlighting by selecting the words again and choosing unhighlighter.</li> </ol> <p>Some questions may ask you to highlight words to answer the question. The Highlighter tool will not work on those questions.</p>
Slide 21	<p><b>Tools in the User Dropdown Menu</b></p> <p>Some tools are selected from the User dropdown menu.</p> <p>The picture shows the tools you can select from the dropdown menu.</p>

<p>Slide 22</p>	<p><b>Color Contrast Tool</b></p> <p>The Color Contrast tool lets you choose the color of the screen and words.</p> <p><b>Try It!</b></p> <p>Change the colors on this screen.</p> <ol style="list-style-type: none"><li>1. Select Change the background and foreground color from the dropdown menu. The color choices will appear.</li><li>2. Select your color choice.</li><li>3. Select Continue.</li><li>4. Repeat these steps to set the background and foreground colors back to Black on White.</li></ol> <p>The colors you select will stay until you make another choice.</p>
<p>Slide 23</p>	<p><b>Magnifier and Zoom Tools</b></p> <p>The Magnifier tool lets you make part of the screen larger.</p> <p><b>Try It!</b></p> <p>Select Enable Magnifier from the dropdown menu.</p> <p>Drag the magnifier over the area you want to make larger.</p> <p>Select Disable Magnifier.</p> <p>You can also zoom the entire screen larger.</p> <p><b>Try It!</b></p> <ul style="list-style-type: none"><li>• To zoom with your keyboard on a PC or Chromebook, press CTRL + to zoom in. Use CTRL - to zoom out. Use CTRL 0 to return to the default size.</li><li>• To zoom with your keyboard on a Mac, press CMD + to zoom in. Use CMD - to zoom out. Use CMD 0 to return to the default size.</li><li>• To zoom on a touchscreen, pinch and zoom in and out.</li></ul>

Slide 24	<p><b>Line Reader Mask Tool</b></p> <p>The Line Reader Mask tool helps you to focus on one part of a question or reading passage at a time.</p> <p>To use the line reader mask:</p> <ul style="list-style-type: none"><li>• Select Show Line Reader Mask from the dropdown menu.</li><li>• Drag the line reader mask over to the question or reading passage.</li><li>• Drag the bottom right corner of the box (A) to change the size of the box.</li><li>• Drag the bottom right corner of the window (B) to change the size of the window.</li><li>• Drag the arrow icon (C) to move the window.</li><li>• To close the line reader mask, go back to the dropdown menu and select Hide Line Reader Mask.</li></ul>
Slide 25	<p><b>Use the Line Reader Mask Tool</b></p> <p><b>Try It!</b></p> <p>Use the Line Reader Mask tool and follow these steps.</p> <p>You may need to move the line reader mask to see all the steps.</p> <ol style="list-style-type: none"><li>1. Open the line reader mask.</li><li>2. Drag it around the screen.</li><li>3. Drag the bottom right corner of the box to change the size of the box.</li><li>4. Drag the bottom right corner of the window to change the size of the window.</li><li>5. Drag the arrow icon to move the window.</li><li>6. Hide the line reader mask.</li></ol>

<p>Slide 26</p>	<p><b>Answer Masking Tool</b></p> <p>The Answer Masking tool lets you choose which answer choices will show on the screen.</p> <p>It is only available for multiple-choice and multiple-select questions.</p> <p>Select Enable Answer Masking from the dropdown menu.</p> <p>To show a masked answer, select the button next to the answer choice.</p> <p>To cover the answer choice again, select the button again.</p> <p>Answer masking will stay on until you select Disable Answer Masking.</p> <p><b>Try It!</b></p> <p>Select Enable Answer Masking and unmask all of the answer choices below. Then follow the steps in each answer choice.</p> <ul style="list-style-type: none"><li>A. Mask this answer choice</li><li>B. Mask this answer choice, and then unmask it.</li><li>C. Mask this answer choice, and then unmask the first answer choice.</li><li>D. Select Disable Answer Masking.</li></ul>
<p>Slide 27</p>	<p><b>Text-to-Speech Tool</b></p> <p>Use the Text-to-Speech tool to listen to the question and answer choices.</p> <p>The Text-to-Speech buttons are found on the right side of the screen.</p> <p>Select the Play Text-to-Speech button to start and stop the read aloud.</p> <p>The sentence is highlighted in yellow and each word is highlighted in blue as it is read.</p> <p>The Toggle Click-to-Hear button lets you select the sentence where the read aloud will begin.</p> <p>The Text-to-Speech Settings button lets you select how fast the text is read.</p> <p><b>Try It!</b></p> <p>Follow each step to practice using the Text-to-Speech tool.</p> <p><i>Note: There is no audio associated with the remainder of this slide.</i></p>

Slide 28	<p><b>Working with Test Questions</b></p> <p>This section shows you how to work with the types of questions that may be on your test.</p> <p>Question Types Covered in this Section:</p> <ul style="list-style-type: none"><li>• Questions where you need to scroll</li><li>• Questions with a video player</li><li>• Multiple Choice</li><li>• Multiple Select</li><li>• Drag and Drop</li><li>• Marking Objects</li><li>• Fill in the Blank</li><li>• Simulations</li></ul>
Slide 29	<p><b>Questions Where You Need to Scroll</b></p> <p>You will see a split screen showing the science scene and the question.</p> <p>The science scene is shown on the left side of the screen and the question and answer choices are shown on the right.</p> <p>Some questions will not fit on the screen. You must scroll to see the whole question. You may also need to scroll to see all of the scene.</p> <p><b>Try It!</b></p> <p>Scroll to the bottom of the page.</p> <p>Keep going . . .</p> <p>Congratulations! You have reached the bottom.</p>

Slide 30	<p><b>Questions with a Video Player</b></p> <p>Some questions may have a Video Player.</p> <p>Use this picture to learn how to use the Video Player.</p> <p><b>Try It!</b></p> <p>Follow each step to practice using the Video Player below.</p> <ol style="list-style-type: none"><li>1. Select the Play button to start the video.</li><li>2. Select and drag the Audio Slider to adjust the volume level.</li><li>3. Select and drag the Video Slider to move to a different place in the video.</li><li>4. Select the Pause button to stop the video.</li></ol>
Slide 31	<p><b>Multiple Choice</b></p> <p>Your test may have Multiple-Choice questions.</p> <p>Multiple-choice questions have only one correct answer.</p> <p>Multiple-choice questions have a circle next to each answer choice.</p> <p>Answer multiple-choice questions by selecting the answer or the circle to the left.</p> <p><b>Try It!</b></p> <p>Practice answering this question about multiple-choice questions.</p> <p><i>Note: There is no audio associated with the remainder of this slide.</i></p>

<p>Slide 32</p>	<p><b>Multiple Select</b></p> <p>Your test may have Multiple-Select questions.</p> <p>Multiple-select questions have more than one correct answer, and you should select all of the answers that you think are correct.</p> <p>Multiple-select questions have a square checkbox next to each answer choice.</p> <p>Answer multiple-select questions by selecting the answers or the square checkboxes to the left.</p> <p>Read the question directions carefully before you answer so that you know which type of question it is. Some questions may say to select a specific number of answers, but some questions will not.</p> <p><b>Try It!</b></p> <p>Practice answering this question about multiple-select questions.</p> <p><i>Note: There is no audio associated with the remainder of this slide.</i></p>
<p>Slide 33</p>	<p><b>Drag and Drop</b></p> <p>Answer Drag and Drop questions by dragging an answer choice to the correct box.</p> <p>Read the question directions carefully before you answer because there are different types of drag and drop questions.</p> <ul style="list-style-type: none"><li>• Some questions let you drag two or more answer choices into the same box, while other questions allow only one choice.</li><li>• In some questions, answer choices can only be dragged into certain boxes.</li></ul> <p>When an answer choice is dragged, the boxes into which it can be placed will turn blue.</p> <p>You may need to drag a choice out of the box before you can put another one in.</p> <p><b>Try It!</b></p> <p>Answer this question by dragging each answer choice to the incorrect box.</p> <p>Then drag the answer choices out of the boxes and drag them to the correct boxes.</p>

Slide 34	<p><b>Marking Objects</b></p> <p>Your test may have Marking Objects questions.</p> <p>You will answer these questions by marking an object.</p> <p>There may be more than one answer, so you will mark as many objects as you need to answer the question.</p> <p>To change your answer, select the marked answer you want to change.</p> <p>Then mark a new object.</p> <p><b>Try It!</b></p> <p>Which shapes have 4 sides?</p> <p>Select the shapes you want to choose.</p>
Slide 35	<p><b>Fill in the Blank</b></p> <p>For some questions you must type in an answer.</p> <p>You will type your answer in the box using your keyboard.</p> <p>You can answer using letters A-Z and digits 0–9.</p> <p><b>Try It!</b></p> <p>Type your first name.</p> <p>Now change your answer to: 12345.</p>
Slide 36	<p><b>Simulations</b></p> <p>Some science scenes are simulations where you need to perform experiments.</p> <p>To answer some questions, you will need to run the simulation.</p> <p>You choose variables or options using dropdown menus and buttons.</p> <p>If you need to remove data, delete the information in one row by selecting the trash can or delete all of the information in the table by selecting the Clear All button.</p> <p><b>Try It!</b></p> <p>Follow the steps below to practice running a simulation.</p> <p><i>Note: There is no audio associated with the remainder of this slide.</i></p>

Slide 37

**Summary**

You are at the end of this tutorial.

On the next screen, select the button that says Submit Final Answers to finish this tutorial. On the Test Submit Warning pop-up, select the Yes, Submit Final Answers button.

Remember, you are not scored on this tutorial.

If you would like more practice moving through the test, using tools, or answering questions, please use an item sampler.