

Please note that all skills begin in grade K (unless otherwise noted), and that the complexity of tools may vary by grade. This list is subject to change as it is based on the currently available tools. It is highly suggested that you view available practice tests and sample items on your state's testing portal.

2017-18

| | Technology Skill for Online Assessments | Notes/Examples | K | 1 | 2-3 | 4-5 | 6-12 |
|----------------------|---|---|---|---|-----|-----|------|
| General Navigation | Ability to use and find navigation buttons | next, previous, login, logout, save, resume, and quit | X | X | X | X | X |
| | Double click | starting a program by double clicking the icon (laptop/desktop) | X | X | X | X | X |
| | Log in | logging in using a unique Username and Password | X | X | X | X | X |
| | Basic pointer skills and selection with mouse | clicking and moving a mouse / clicking and moving on a tablet | X | X | X | X | X |
| | Keyboarding - Basic | entering brief responses requiring limited use of keyboard (letters/word) | X | X | X | X | X |
| | Keyboarding - Advanced | entering responses requiring extended respnses (sentences/multiple sentences) | | | X | X | X |
| | Scrolling | using scroll bars horizontally, vertically, within a page and in multiple windows | X | X | X | X | X |
| | Read and understand graphs | understand and/or interpret scatter plots, bar graphs, and line graphs (students do not have to construct graphs) | | | X | X | X |
| | Review | using a review screen before leaving a test section (answered, unanswered, bookmarked) | X | X | X | X | X |
| | Using an onscreen video/audio player & recorder | using online video, audio players and recorder to access and produce content | X | X | X | X | X |
| Universal Features* | Magnifier/zoom features | familiarity with features to magnify or zoom (item level) | X | X | X | X | X |
| | Bookmarking (flagging) items | bookmarking items for later review | X | X | X | X | X |
| | Answer Eliminator | using a tool to eliminate answer choices | X | X | X | X | X |
| | Notepad | ability to use notepad feature as needed to for responses | X | X | X | X | X |
| | Highlighting text | using highlighter tool to emphasize text | X | X | X | X | X |
| Designated Features* | Background/text color | familiarity with alternate background and text color when needed | X | X | X | X | X |
| | Answer masking | familiarity with features for hiding and displaying available response options | X | X | X | X | X |
| | General masking | blocking off content that is not of immediate need or that may be distracting | X | X | X | X | X |
| | Zoom | navigate a test enlarged before the test begins (test level) | X | X | X | X | X |
| | Line reader/line guide | using a digital line guide to aide in reading text on a screen | X | X | X | X | X |
| General Answering | Constructed response & fill in the blank (limited & unlimited characters) | using finite space to fill in a blank or using a text box that will grow as you type...and knowing the difference between the two | | | X | X | X |
| | Drag and drop | understanding of drag and drop (drag letters, words and objects to the correct locations to answer questions) | X | X | X | X | X |
| | Hot spots | understanding that clicking on certain pictures, words or sentences provide answer selections and knowing when a hot spot has been selected | X | X | X | X | X |
| | Drop down menus | using drop down menus for selection purposes | X | X | X | X | X |
| | Highlighting text | ability to use mouse/pointer to highlight text in an on-screen environment?? | X | X | X | X | X |

* Note: **Universal features** are available to all students on demand. **Designated features** must be enabled in advance and are for students with plans that require them.