

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. **Consult your state's training materials to access the practice tests.**

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 responses (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 (using PNP) by an informed educator or team of educators.