Welcome to Kite Student Portal

Kite Student Portal Manual for Test Administrators

A Note about Graphics
Version Information
Disclaimer
Required Software
Kite Service Desk

Changes to the Guide

Quick Start

Opening Kite Student Portal

Opening the Kite Student Portal (Mac or Windows)
Opening the Kite Student Portal App (iPad)
Opening the Kite Student Portal App (Managed Chromebook)
Opening the Kite Student Portal App (Unmanaged Chromebook)

Logging into Kite Student Portal

Starting a Test

Navigating through Kite Student Portal

Main Test Window
Toolbox
Navigation Bar
Flagging a Question – Mark for Review
Help
American Sign Language
Save
Text-to-Speech Player
Navigation Buttons
Passages with Related Questions
Keyword Translation
Extended Responses and Save Button
KELPA Speaking Tests
Ending a Test ........................................................................................................................................ 25
Using the Review Screen ................................................................................................................ 25
Soft Breaks ..................................................................................................................................... 26
Ending a Test .................................................................................................................................. 27

Test Tools ........................................................................................................................................ 28

Tool Icons and Descriptions ....................................................................................................... 29

Tools Enabled in the PNP ........................................................................................................... 32
Auditory Calming (Background Noise) ........................................................................................... 32
Color Contrast ................................................................................................................................ 33
Color Overlay ................................................................................................................................. 33
Magnification ................................................................................................................................. 34
Reverse Contrast ............................................................................................................................ 34
Masking .......................................................................................................................................... 35

Standard Test Tools ................................................................................................................... 36
Calculator – Basic ........................................................................................................................... 36
Calculator – Basic (TI-108 Emulator) ............................................................................................ 37
Calculator – Graphing (TI-84 Emulator) ......................................................................................... 38
Calculator – Scientific (TI-30XS Emulator) .................................................................................... 39
Eraser ............................................................................................................................................. 40
Guide Line ...................................................................................................................................... 41
Highlighter ...................................................................................................................................... 42
Note – Original ............................................................................................................................... 43
Note – Enhanced ............................................................................................................................ 44
Periodic Table ............................................................................................................................... 45
Pointer ............................................................................................................................................ 45
Resource Library .......................................................................................................................... 46
Search ............................................................................................................................................ 47
Strikethrough ................................................................................................................................. 47
Tags ................................................................................................................................................ 48
WELCOME TO KITE STUDENT PORTAL

Kite® Student Portal is used by students to take tests. Kite Student Portal covers the full screen of the test-taking machine, preventing students from accessing outside information during the test.

This manual is designed for test administrators who will be delivering the tests and/or training instructors to help students access Kite Student Portal during a testing session.

For more information about the Kite system, refer to the other manuals listed below at www.ksassessments.org.

- **Kite Educator Portal Manual for Test Coordinators** – An overview of Kite Educator Portal, including how to manage both users and students in the system.

- **Kite Student Portal Installation Guides** – Each guide provides instructions on installing Student Portal on a particular type of machine or operating system.

- **Local Caching Server (LCS) Installation Guides** – Each guide provides instructions on installing an LCS in a particular operating system.

- **Technology Practice Test Guide for Educators** – Introduces students to the testing environment they will experience during interim and summative tests using practice test questions.

- **Interim Guide for Educators and Test Administrators** – Provides teachers with a way to gauge their students’ learning progress by administering formal tests periodically throughout the school year.

The Kite Student Portal icon is shown here.

[Image of Kite Student Portal 7.0 icon — red, yellow, and blue]
This guide is divided into chapters to help you access information as easily as possible.

- The Quick Start chapter includes the procedures associated with logging into Kite Student Portal, using the test environment, and logging off. The instructions are written so that an educator can use them to give students an overview. The procedures are not written directly to students.
- The Test Tools chapter includes specific details about each of the tools available to students within the Kite Student Portal software.

A NOTE ABOUT GRAPHICS

Every effort was made to assure the graphics in this guide match what the users will see when using the Kite Student Portal. Expect some slight differences depending on the computers and operating systems used to access Kite Student Portal.

VERSION INFORMATION

This manual provides documentation for Kite Student Portal as of September 2019.

DISCLAIMER

Kite®, the Kite logo, Dynamic Learning Maps®, DLM®, the DLM logo, cPass®, and the cPass logo are trademarks of The University of Kansas. All other trademarks referenced in this guide belong to their respective owners.

REQUIRED SOFTWARE

Before students can take tests, Kite Student Portal must be downloaded and installed on each testing device. For more information about installing Kite Student Portal, refer to the installation guide for the operating system or device being used. Installation guides can be found on https://ksassessments.org/.

- Kite Student Portal Installation Instructions for Windows® Computers
- Kite Student Portal Installation Instructions for Mac® Computers
- Kite Student Portal Installation Instructions for iPad® Tablets
- Kite Student Portal Installation Instructions for Chromebook® Computers
KITE SERVICE DESK
The Kite Service Desk provides help with the Educator Portal and Student Portal. Personnel are available to assist you from 7am to 5pm Central time weekdays (closed on state holidays). The Service Desk will be unavailable during the week of Christmas through New Year’s Day.

When contacting the KAP Service Desk:
Do not send any Personally Identifiable Information (PII) for a student via email. This is a federal violation of the Family Education Rights and Privacy Act (FERPA). PII includes such information as a student’s name, building name, or district name.

Do send the student ID number, the test the students are taking (ELA, math, science, predictive interim, mini-test) and the error or concern you are reporting regarding the test taker.

If you need additional help, call or email the Kite Service Desk.

Phone: 785-864-3537
Email: kite-support@ku.edu

CHANGES TO THE GUIDE
The following table lists the changes made to this guide since the last major release of the documentation. The Page column indicates the page number of the current guide where the change appears.

<table>
<thead>
<tr>
<th>Change Logged</th>
<th>Page</th>
<th>Description of Change</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
The Quick Start chapter of this guide includes the procedures for students to get started taking a test. The procedures are written in a step-by-step format, but the information is primarily for educators or people who will be helping students log into Kite Student Portal and navigate through a test. This section includes the following procedures:

- Running Kite Student Portal
- Logging in
- Starting a test
- Navigating through Kite Student Portal
- Ending a test

If you need to print tickets or perform other activities related to setting up a test, refer to the Kite Educator Portal Manual for Test Coordinators.
OPENING KITE STUDENT PORTAL

The process for opening and running Kite Student Portal varies somewhat depending upon the operating system or hardware in use. It is important to review the section that matches the equipment your students will be using.

Kite Student Portal should be installed and configured on each testing machine before testing begins. For more information, refer to the installation guide for the desktop, laptop, or table computer being used.

After the Kite Student Portal is opened on a machine, the testing environment is standardized across operating systems and hardware, with the exception that an iPad user will touch the screen instead of using a mouse.

OPENING THE KITE STUDENT PORTAL (MAC OR WINDOWS)

To open the Kite Student Portal on a desktop computer, the student should perform the following steps.

1. Double-click the Kite icon on the computer desktop.
OPENING THE KITE STUDENT PORTAL APP (IPAD)

To open the Kite Student Portal app on an iPad, the student should perform the following steps.

1. Tap the Kite icon.

2. Tap Get Started.
OPENING THE KITE STUDENT PORTAL APP (MANAGED CHROMEBOOK)

To open the Kite Student Portal app in Managed mode, the student should perform the following steps:

1. Open the Chrome App Launcher.
2. Open the Kite Student Portal App.

To maximize the screen, click the maximize button in the upper right part of the screen.

OPENING THE KITE STUDENT PORTAL APP (UNMANAGED CHROMEBOOK)

To open the Kite Student Portal app in Unmanaged/Kiosk mode, the student should perform the following steps:

1. Select the “Apps” button at the bottom of the sign-in screen.
LOGGING INTO KITE STUDENT PORTAL

Note: If a student is testing on an iPad, the student should tap whenever the instructions direct the student to click.

Before students log in to Kite Student Portal, they should have a student username and password for the test. See the Student Usernames and Passwords section of the Kite Educator Portal User Manual for Test Coordinators for more information.

To log in to Kite Student Portal, the student should perform the following steps.

1. Enter the username in the USERNAME field.
2. Enter the password in the PASSWORD field.
3. Click Sign In.
STARTING A TEST

To start a test, the student should perform the following steps.

1. Click TAKE A TEST.

![Image of Welcome back, Student!]

**Note:** Practice Tests are only available using the logins provided in the Technology Practice Guide for Educators.

2. Next to the appropriate test, click Take Test.

![Image of Practice test selection]

**Practice**
- English Language Arts
- Mathematics
- Science

Kite Technology Practice
School ID: KAPSCH
Note: KAP summative tests require a Daily Access Code (DAC) in order to access the test. DACs are located in Kite Educator Portal, a secure site where test administrators manage student data. When the following screen displays, the students should type the DAC in the ACCESS CODE field and click LET’S GO.

3. Read the instructions. Some tests have more instructions than others do. Scroll to read all of the instructions.
4. Click BEGIN (or NEXT).

Note: The green button will say either BEGIN or NEXT.
NAVIGATING THROUGH KITE STUDENT PORTAL

Several features are available to help students gauge their progress while taking a test. This section briefly describes features that you may want to point out to your students. The section contains graphics from the general user interface.

MAIN TEST WINDOW

An example of the main test window is shown below. The Navigation Bar is at the top of the screen. The Toolbox is on the left side of the screen. The text-to-speech (TTS) player and the navigation buttons are on the bottom of the screen. A help icon and a flag that the student can use to mark a question for review before finishing the test are located at the upper right side of the screen.

Note: The TTS buttons are activated by the student’s PNP in Educator Portal, so they will not display unless required. (In some cases, a test may be designed to display the buttons for all students.

Note: The Help icon will only display if help exists for the particular test question.

Sometimes, particularly in ELA tests, the screen displays a passage of text with several questions that are related to that passage. In these cases, the student has additional choices for displaying the test question. See the Passages with Related Questions section for more information.
TOOLBOX

The toolbox displays on the left side of the screen beneath the Kite logo. Depending on the test settings, different buttons display in the toolbar. (For a description of tools, see the Test Tools section of this manual.)

Move the cursor over the Kite logo on the toolbox and click OPEN. Labels appear to describe each tool. Click the X next to TOOLBOX to hide the labels.

<table>
<thead>
<tr>
<th>Toolbox</th>
<th>Open Toolbox</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Toolbox Image" /></td>
<td><img src="image2.png" alt="Open Toolbox Image" /></td>
</tr>
</tbody>
</table>
NAVIGATION BAR

The navigation bar at the top of the window shows the number for each question on the test. Each end of the bar has an arrow to help students move through the questions in a test. Students can click a number to go to a specific question.

The number of the open question appears on a white background with a triangle pointing downward.

Answered questions appear on a white background with a blue border and a blue dot below the number.

Flagged questions that have been answered appear on a white background with a blue border and a blue flag with a small dot below the number.

Flagged questions that are unanswered appear on a white background with a red border and a red flag below the number.
FLAGGING A QUESTION – MARK FOR REVIEW

Students can click the flag icon at the upper right side of the main window to mark a question for later review within the testing session.
Flagged questions are also marked on the review page at the end of the test.

**Review: Kite Technology Practice**

**Are you done?**
Red boxes mean you are not done. Ask your teacher for help.

Blue dots mean you are done. You can choose to end.

**Your Progress**

Check boxes: Answered, Not answered, Answered and Marked for Review, Not Answered and Marked for Review

**HELP**

The help button is displayed when additional information is available for the test question.

When a student clicks on the help button, a window displays additional information. Click the blue X to close the help window.
The American Sign Language (ASL) button is displayed when ASL videos are available for the test question. When a student clicks the ASL button, a window is displayed for the video. The window can be resized using the lower right side of the window.
SAVE

The Save button allows a student to save their test answers without submitting the test. The student can return to complete the test at another time.
TEXT-TO-SPEECH PLAYER

The text-to-speech (TTS) player plays audio files that correspond to the information on the screen. Information is highlighted on the screen as it is read by a synthesized voice.

Note: For most tests, the TTS player is enabled by the settings on a student’s PNP in Educator Portal. For some tests, the TTS player is enabled for all students.

Click the green play button to listen and click the black parallel lines to pause the TTS. You can also skip to the beginning or the end of an audio segment using the double arrows.

or
NAVIGATION BUTTONS

The buttons at the bottom of the screen can be used to return to the directions, return to the previous question, clear an answer, go forward to the next question, save, or review and end the test. To return to the directions, navigate to the first question and click the Back button.
PASSAGES WITH RELATED QUESTIONS

Sometimes, particularly in ELA tests, the screen displays a passage of text with several questions that are related to that passage. On this type of test, the student can choose how the passage and the related questions display.

The default setting, Passage and Questions with View All, displays the passage on the left side of the screen and all of the questions associated with that passage on the right side of the screen.

Use the three buttons at the lower left side of the screen to change the display to Passage Only or Questions Only.

On the upper right side of the screen, above the questions, click View One or View All to change the display of the questions. Clicking View All displays a border for every question, but only one question at a time is expanded (i.e., showing possible answers).
KEYWORD TRANSLATION

The Keyword Translation feature is displayed when keyword translation is selected in PNP and keyword translations are available for the test question.

Note: On iPads, keyword translation is triggered by tapping on the word. On all other platforms, keyword translation is triggered by hovering over the word.
EXTENDED RESPONSES AND SAVE BUTTON

On some tests, students may encounter extended response questions, i.e., questions that ask the student to type more than a few words to answer the question. In the general user interface, those questions will display a save button in the formatting bar. It is a good practice to use this save button regularly.
KELPA SPEAKING TESTS

Note: The speaking domain-assessment must be completed on a desktop or laptop computer and students must have headphones and a microphone in order to record their responses.

KELPA speaking tests require students to provide responses by speaking into a microphone. A prompt at the beginning of the test will instruct the student to test recording and sound levels prior to completing the speaking assessment.

A KELPA speaking test example question is shown below.
To record a response, perform these steps:

1. Read or listen to the instructions on the page. To listen to a recording of the instructions on the page, click the Play button on the media player.

2. To record a response, click the microphone. The audio meter will fluctuate based on the sound level being picked up from the microphone.

3. When finished, click the Stop button.

4. Press the Play button to hear the recording.

5. To redo a recording, simply click the microphone again and record the new response.
ENDING A TEST

Ending a test is two-step process. First, the students use the review screen to see if they have entered an answer for each question. After reviewing the test for completeness, the students end their test by clicking on END.

USING THE REVIEW SCREEN

When a test is finished, click Review and End at the bottom of the screen to display the review screen. On the Review screen, students review which questions they have answered or marked for review. The Review screen does not show the answers the student entered.

Students can click the red or blue box beneath a number to return to that question. Students can also click “Go Back” to return to the test.
SOFT BREAKS

Students at grade 6 and above are allowed to use calculators on some, but not all mathematics test questions. A "soft break" is used to separate questions where calculators can and cannot be used.

1. **Directions:** These directions explain that the student will not be able to return to these questions after choosing the Continue button.

2. **Continue Button:** When this button is selected, a window will pop up saying, "You will not be able to return to this section once you leave. Are you sure you want to move to the next section?" Selecting "Continue" will end the test section and take the student to the directions page of the next section of the test.
ENDING A TEST

After reviewing answers, the student ends the test by performing the following steps.

2. On the Confirmation screen, click YES.
3. Click Sign Out.

Note: The students should always use the Sign Out button when finished testing. If the student uses a Mac or Windows desktop machine for testing, click “Close Kite” at the end of testing.
Kite Student Portal includes a number of tools that students can use while taking a test. These tools are available on the left side of the screen below the Kite logo.

Once selected, many of the tools open a window that the student uses to perform a particular task. Each of these windows can be closed by clicking the circled X on the upper left side of the tool window.

Some tools, such as invert color or magnification, change how the screen displays. To turn off these changes, click the tool a second time.

Other tools, such as the highlighter and strikethrough, change the cursor from a pointer arrow to another icon. To remove the highlighting or strikethrough marks, use the eraser tool. To turn off the tools, click the tool a second time or click the pointer tool.

The tools that are available for a particular question (or section or test) are determined when the test is developed. Most tests will not use every tool listed in this chapter.
TOOL ICONS AND DESCRIPTIONS

Kite Student Portal contains many tools, but during a test, only the icons for the tools that are available display in the toolbox. When activated, many of the tools display a window that covers part of the test question; these windows are shown in the detailed description of each tool. In this chapter, the tools for Kite Student Portal are described in alphabetical order.

Tools are specified when the test is developed, and tools may be available for a question, a test section, or even for an entire test. Because of this, a tool might appear in the toolbox but be unavailable for a particular question. For example, the Tags tool is only used with text passages, but it may be displayed during an entire test. Some tools are activated based on an individual student’s needs as indicated via a PNP completed in Educator Portal.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Tool Name</th>
<th>Activated with PNP</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Auditory Calming (Background Noise)</td>
<td>Yes</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Calculator – Basic</td>
<td>No</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Calculator – Graphing</td>
<td>No</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Calculator – Scientific</td>
<td>No</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Color Contrast</td>
<td>Yes</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Color Overlay</td>
<td>Yes</td>
</tr>
<tr>
<td>Icon</td>
<td>Tool Name</td>
<td>Activated with PNP</td>
</tr>
<tr>
<td>-------</td>
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<td>--------------------</td>
</tr>
<tr>
<td><img src="image1" alt="Icon" /></td>
<td>Eraser</td>
<td>No</td>
</tr>
<tr>
<td><img src="image2" alt="Icon" /></td>
<td>Guide Line</td>
<td>No</td>
</tr>
<tr>
<td><img src="image3" alt="Icon" /></td>
<td>Highlighter</td>
<td>No</td>
</tr>
<tr>
<td><img src="image4" alt="Icon" /></td>
<td>Magnification</td>
<td>Varies</td>
</tr>
<tr>
<td><img src="image5" alt="Icon" /></td>
<td>Masking</td>
<td>Yes</td>
</tr>
<tr>
<td><img src="image6" alt="Icon" /></td>
<td>Note – Original</td>
<td>No</td>
</tr>
<tr>
<td><img src="image7" alt="Icon" /></td>
<td>Note – Enhanced</td>
<td>No</td>
</tr>
<tr>
<td><img src="image8" alt="Icon" /></td>
<td>Periodic Table</td>
<td>No</td>
</tr>
<tr>
<td><img src="image9" alt="Icon" /></td>
<td>Pointer</td>
<td>No</td>
</tr>
<tr>
<td><img src="image10" alt="Icon" /></td>
<td>Resource Library</td>
<td>No</td>
</tr>
<tr>
<td><img src="image11" alt="Icon" /></td>
<td>Reverse Contrast</td>
<td>Yes</td>
</tr>
<tr>
<td><img src="image12" alt="Icon" /></td>
<td>Rubric</td>
<td>No</td>
</tr>
<tr>
<td>Icon</td>
<td>Tool Name</td>
<td>Activated with PNP</td>
</tr>
<tr>
<td>------</td>
<td>-----------</td>
<td>--------------------</td>
</tr>
<tr>
<td>![Search Icon]</td>
<td>Search</td>
<td>No</td>
</tr>
<tr>
<td>![Strikethrough Icon]</td>
<td>Strikethrough</td>
<td>No</td>
</tr>
<tr>
<td>![Tags Icon]</td>
<td>Tags</td>
<td>No</td>
</tr>
</tbody>
</table>
TOOLS ENABLED IN THE PNP

The following tools must be selected and enabled in a student’s Personal Needs and Preferences (PNP) profile prior to testing in order to be available in Student Portal.

AUDITORY CALMING (BACKGROUND NOISE)

The auditory calming tool allows a student to activate background music while taking the test. The student can change the volume of the background music, stop (or pause) the music, and select from other auditory tracks.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Tool</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Icon" /></td>
<td><img src="image" alt="Tool" /></td>
</tr>
</tbody>
</table>

Note: To expand the tool, click the Change button.

Hint: The expanded tool allows the student to change the background music.
COLOR CONTRAST

The color contrast tool allows a student to change the color of the test font and the background. The upper (left) portion of the circle indicates text color, while the lower (right) portion of the circle indicates background color.

The color contrast tool and reverse contrast tool are mutually exclusive. The color contrast tool allows the student to select one of several preset color pairs. The reverse contrast tool allows the student to select either black text on a white background OR white text on a black background.

In the example below, the colors would change to yellow text on a black background.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Tool</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Color Contrast Icon" /></td>
<td><img src="image2" alt="Select a contrast" /></td>
</tr>
</tbody>
</table>

COLOR OVERLAY

The color overlay tool allows a student to change the background color of the test. The standard background color is white. In the example below, the background color of all the testing screens would change to blue.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Tool</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image3" alt="Color Overlay Icon" /></td>
<td><img src="image4" alt="Select a color overlay" /></td>
</tr>
</tbody>
</table>
MAGNIFICATION

Note: This tool is available only to certain programs. Depending upon the program, the tool may be enabled via a PNP.

The magnification tool allows a student to enlarge the screen during a test. Students can click on a magnification level (i.e., 2.0X, 3.0X, etc.) or use the magnifying glasses to zoom in and out.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Tool</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Zoom Icon" /></td>
<td><img src="image" alt="Magnification Levels" /></td>
</tr>
</tbody>
</table>

REVERSE CONTRAST

The reverse contrast tool allows a student to change the testing background to black and the text to white.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Tool</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Reverse Contrast Icon" /></td>
<td>The reverse contrast tool does not open a separate window; instead, it changes the text and background colors.</td>
</tr>
</tbody>
</table>

Note: The reverse contrast tool and color contrast tool are mutually exclusive. The reverse contrast tool allows the student to select either black text on a white background OR white text on a black background. The color contrast tool allows the student to select one of several preset color pairs.
MASKING

The masking tool allows a student to mask, or cover, parts of the test. After a student clicks the masking button, a black box appears. The student can move the masking box by dragging it to different areas of the screen.

**Note:** Each time the student clicks the masking icon, another masking box is displayed.

To close or remove the masked areas, click the X for each box.
STANDARD TEST TOOLS

The following tools are standard test tools used in Kite Student Portal. A PNP does not need to be created for a student to have access to the following tools.

CALCULATOR – BASIC

The basic calculator tool allows students to perform simple mathematical calculations.

Note: Depending on the test settings, the basic calculator icon will display either the basic calculator or the TI-108 emulator.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Tool</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Calculator Icon" /></td>
<td><img src="image" alt="Calculator Tool" /></td>
</tr>
</tbody>
</table>
CALCULATOR – BASIC (TI-108 EMULATOR)

The basic calculator tool allows students to perform simple mathematical calculations.

**Note:** Depending on the test settings, the basic calculator icon will display either the basic calculator or the TI-108 emulator.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Tool</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Calculator Icon" /></td>
<td><img src="image" alt="TI-108 Calculator" /></td>
</tr>
</tbody>
</table>
CALCULATOR – GRAPHING (TI-84 EMULATOR)

Note: Depending on the test settings, the students may have access to a graphing calculator that emulates the TI-84.

The TI-84 Emulator functions like a physical TI-84 graphing calculator.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Tool</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="TI-84 Emulator" /></td>
<td><img src="image" alt="TI-84 Emulator" /></td>
</tr>
</tbody>
</table>
The TI-30XS Emulator functions like a physical TI-30XS scientific calculator.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Tool</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Calculator Icon" /></td>
<td><img src="image" alt="TI-30XS Emulator" /></td>
</tr>
</tbody>
</table>
ERASER

The eraser tool allows the student to remove highlighter and strikethrough effects from selected text passages. To switch off from using the eraser, click the eraser icon or the pointer tool.

**Note:** This tool changes the cursor from an arrow or marker to a pencil eraser.
GUIDE LINE

The guide line tool displays a yellow line that the student can move horizontally through a text passage. To switch off from using the guide line, click the guide line icon or the pointer in the toolbar.

Note: This tool changes the cursor from an arrow to a yellow line.
Note: The highlighter tool is intended for use with text passages only.

The highlighter tool allows a student to select and highlight text within a test question. The student can drag the highlighter to highlight a word or area. The highlighting remains on the screen until the student removes it using the eraser tool.

Note: This tool changes the cursor to a pink highlighter.
The original note tool allows students to make notes about a test question. Student notes are not saved. The student can delete a note by clicking the X in the top left corner.

**Icon**

<table>
<thead>
<tr>
<th>Icon</th>
<th>Tool</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="note" /></td>
<td><img src="image" alt="note" /></td>
</tr>
</tbody>
</table>

**Hint:** Click the minus symbol (next to the X) to minimize the note. A minimized note is displayed as a paperclip icon. Click the paperclip to reopen the note.
NOTE – ENHANCED

The enhanced note tool allows students to format the notes they take about a test question. The formatting options include bold, italics, underline, bullets, and numbering. Depending upon the design of a test, these notes can be saved in one section of a test and reopened in another; however, the notes are not stored as part of the student’s answer. To save the note, click the Save button in the toolbar header.
PERIODIC TABLE

The periodic table tool displays the periodic table of the elements. Click on a specific element for detailed information such as the element name, symbol, atomic number, and more.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Tool</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Periodic Table Icon" /></td>
<td>The periodic table tool displays the periodic table of the elements. Click on a specific element for detailed information such as the element name, symbol, atomic number, and more.</td>
</tr>
</tbody>
</table>

POINTER

The pointer tool is the tool that students use most. The pointer allows a student to select items and click to answer questions.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Tool</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image2" alt="Pointer Icon" /></td>
<td>The pointer tool allows students to select items in the test.</td>
</tr>
</tbody>
</table>
RESOURCE LIBRARY

The resource library tool displays information that can be used during testing such as documents or pictures to use when answering questions. The library tool window can be resized using the lower right corner.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Tool</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>When the library window opens, click on a choice from the drop-down menu. The resource will display below the selection.</td>
</tr>
</tbody>
</table>

### Resource Sheet

#### Metric Conversions
- 1 kilometer = 1000 meters
- 1 meter = 100 centimeters
- 1 centimeter = 10 millimeters
- 1 kilogram = 1000 grams
- 1 liter = 1000 milliliters

#### Standard Conversions
- 1 mile = 5,280 feet
- 1 yard = 3 feet
- 1 foot = 12 inches
- 1 ton = 2,000 pounds
- 1 pound = 16 ounces
- 1 gallon = 4 quarts
- 1 quart = 2 pints
- 1 pint = 2 cups
- 1 cup = 8 fluid ounces

#### Time Conversions
- 1 week = 7 days

### Grade 7

#### Formulas
- \( A = bh \)
- \( A = lw \)
- \( A = s^2 \)
- \( A = \frac{1}{2}bh \)
- \( A = \frac{1}{2}(b_1 + b_2) \)
- \( A = \frac{1}{2}(d_1 \cdot d_2) \)
- \( A = \pi r^2 \)
- \( SA = 2B + Ph \)
- \( C = 2\pi r \)
- \( V = lwh \)
- \( V = Bh \)
SEARCH

The search tool allows a student to search for keywords or phrases within the question and answer choices that are currently displayed. Type the search term(s) in the search field and click Search. Click CLEAR to remove the search terms from the search field.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Tool</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Search Icon]</td>
<td>![Search Tool]</td>
</tr>
</tbody>
</table>

STRIKETHROUGH

The strikethrough tool allows a student to select a portion of text and mark a line through the middle of that text. The strikethrough line remains on the screen until removed using the eraser tool.

Note: The strikethrough tool changes the cursor from an arrow to a blue marker.
TAGS

The tags tool allows a student to use various tags (or labels) within a reading passage. The student can insert multiple tags in a test passage, and each tag can be moved on the screen.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Tool</th>
</tr>
</thead>
</table>
| ![Icon](image) | **Please select a tag:**

- Main Idea
- Supporting Detail
- Key Word
- Evidence
- Reread This
- Is this Important?

**Note:** Tags remain in the passage until the student clicks CLEAR ALL.