Technology Skills for RICAS Assessments

Writing skills with digital tools begin in grade 1 with support; others begin in grade 3 (unless otherwise noted); complexity varies by grade.

Skills	Examples and notes
General navigation skills	
Using navigation buttons	Login, logout, username, password, save, resume, quit
Pointing and selecting	Single-click/double-click/right-click/click-and-drag/highlight text/move mouse pointer
Browsing tabs and windows	Distinguish between tabs and windows (dialogue boxes); open/close/select/switch
Keyboarding	Identify, locate, use letter, number, and punctuation keys to enter characters; use special keys (e.g., enter/return, spacebar, delete, backspace, tab, number pad, etc.)
Scrolling	Scroll horizontally and vertically, within and across pages or screen views
Audio player	Launch, start, stop, pause; move to a specific point on a page (only students with text-to-speech will have an audio component in 2018)
Magnifying/zooming	Enlarge the screen or a portion of the screen
Accessibility and accommodations	
Pop-up glossary	Launch, locate a word and its definition, close
Changing colors	Alter background or text color
Listening to content onscreen	Use a text-to-speech (TTS) reader to hear content
Masking answers	Reduce the visible response options to a test item
General answering	
Inputting text	Use finite space (or a text box that scrolls as you type) to respond to constructed response and fill-in-the-blank test items.
Eliminating answer choices	Strikethrough and other options for eliminating answer choices
Using line readers/guides	Use a digital line reader/guide to aid in reading text onscreen
Dragging and dropping	Distinguish between instances when an answer option can be used only once or can be dragged and dropped multiple times.
Selecting hot spots	Click certain areas of a picture/diagram to reveal more information or provide answer choices
Selecting from drop-down menus	Use a drop-down menu to make a selection
Highlighting text	Use a pointing device (such as a mouse) to highlight text
Extracting text	Highlight and drag and drop text in a specific location
Word processing	Basic features (e.g. font, size, bold, italics, underline, bulleting), spell checker (only available for students with an accommodation)
Understanding simulations	Analyze a topic or solve a problem by consulting several kinds of stimuli or media within a single test item (e.g., graph + passage)
Multiple-select vs. multiple choice	Know the difference between these two items types and select multiple responses when required to do so
Invalid entry	Understand what can and cannot go in certain response areas of the test (e.g.typing words instead of a required numeric response)
Math Tools	
Manipulating points/shapes/bars	Work with picture and bar graphs; click, drag, resize, rotate, invert
Manipulating points/lines	Draw lines of symmetry on shapes by selecting two end points; work with function graphs (beginning in **grade 5**)
Using slide bars/clicking	Using slide bars and/or clicking to plot points on interactive number lines
Manipulating fraction models	Highlight sections; change the number of sections
Rotating digital objects	Rotate objects (**grade 8**)
Using legends/keys	Use legends and keys (e.g., reference sheets) to assist in responding to a test item
Solving problems using equation editor	Use an online (preferably HTML-based) equation editor guide: http://ricas.pearsonsupport.com/student
Using onscreen rulers	Use an onscreen ruler to measure inches (1/4 in. in grade 3; 1/8 in. **grades 4 and 5**) and centimeters (beginning in **grade 6**)
Using calculators	Use an on-line and/or hand-held calculator (4-function with square root beginning in **grade 7**; scientific calculator beginning in **grade 8**)
Mathematics reference sheets	Access the standard online reference sheets (**grades 5 -8**)