



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
<b>General navigation skills</b>	
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
Screen zoom	Enlarge the screen or a portion of the screen
Enlarged mouse/cursor	Select desired size of cursor on accommodations page
<b>Accessibility and accommodations</b>	
Text-to-Speech	Use a text-to-speech reader to hear content by clicking on play/stop/pause button
Speech-to-Text	Click on the microphone icon to use voice recognition to turn spoken words into text; speak clearly and words will appear as text on the screen
Pop-up glossary	Hover over a word and its definition, close
Color contrast	Alter background or text color
Masking answers	Reduce the visible response options to a test item
<b>General answering</b>	
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
Highlighter tool	Use a pointing device (such as a mouse) to highlight text in four colors: yellow, pink, purple and green
Multiple-select vs. multiple choice	Know the difference between these two item types and select multiple responses when required to do so
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)
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)
<b>Math tools</b>	
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 <b>grade 5</b> )
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 (beginning in <b>grade 8</b> )
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 embedded equation editor. There is a guide on <a href="#">RICAS Resource Center</a> specifically for the equation editor.
Using onscreen rulers	Use an onscreen ruler to measure inches (1/4 in. in grade 3; 1/8 in. <b>grades 4 and 5</b> ) and centimeters (beginning in <b>grade 6</b> )
Using calculators	Use an embedded calculator (4-function with square root beginning in <b>grade 7</b> ; scientific calculator beginning in <b>grade 8</b> )
Mathematics reference sheets	Access the standard online reference sheets (grades 5 -8)