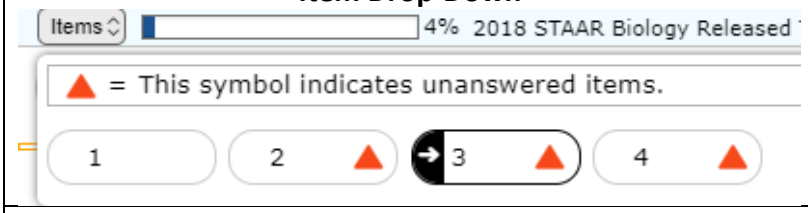
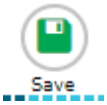
Cambium System Online Testing Tools

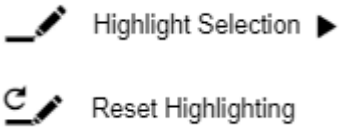
Navigation Tools	Instructions
Item Drop-Down 	To view test progress, click on the Item Drop Down in the upper left corner. This will show questions answered, skipped questions and the number of questions left.
Back 	To navigate to a previous question or previous page, click the back button.
Next 	To move on to the next question or skip a question, click the next button.
Save 	If a student needs to resume the test at a later time, click this button to save their progress. ***This feature does not work when logged into a practice test as a Guest User***
End 	Once the student has answered **ALL** questions, this feature will automatically submit the test. ***Only practice tests allow the test to end without ALL questions being answered***
Pause 	This feature can be used at any time during the test session. All answers are saved immediately. If paused longer than 20 minutes, the test will automatically log the tester out. ***This feature does not work when logged into a practice test as a Guest User***

Global Tools	Instructions

Help button	To view the on-screen window, select the question mark button in the upper-right corner.
Calculator	To use the on-screen calculator, select **Calculator** in the global menu. The calculator may be basic, scientific, or graphing based on the test and provided accommodation The calculator tool is available for the following tests: • Texas Instruments Basic: Mathematics Grades 3 – 7, and Science Grade 5 • Texas Instruments Scientific and Texas Instruments Basic: Science Grade 8, and Biology • Texas Instruments Graphing and Desmos Graphing: Mathematics Grades 8, Algebra I
Dictionary	To search the Merriam-Webster dictionary or thesaurus, select **Dictionary** in the global menu.
Line Reader	To highlight an individual line of text in a passage or question, select **Line Reader** in the global menu. If the enhanced line reader mode is enabled, all content except for the line in focus is grayed out for greater emphasis. This tool is not available while the Highlighter tool is in use.
Notepad	To enter notes in an on-screen notepad, select **Notes** in the global menu.
Periodic Table	To view the on-screen periodic table, select **Periodic Table** in the global menu.

Global Tools	Instructions

System Settings	To adjust audio volume during the test, select the cog wheel icon in the upper-right corner.
Zoom buttons	To enlarge the text and images on a test page, select **Zoom In**. Multiple zoom levels are available. To undo zooming, select **Zoom Out**.

Context Menu Tools	Instructions
American Sign Language	You can watch videos that translate test content into American Sign Language (ASL). To view ASL videos: 1. From the context menu, select **American Sign Language**. ○ If only one ASL video is available, the video opens automatically. ○ If multiple ASL videos are available, sign language icons appear next to the test content for each video. Select the icon for the test content you wish to translate into ASL. *Note: This tool requires you to have the ASL accommodation turned on.*
Highlighter 	To highlight text, select the text on the screen and then select **Highlight Selection** from the context menu. If multiple color options are available, select an option from the list of colors that appears. To remove highlighting, select **Reset Highlighting** from the context menu. You cannot highlight text in images.
Mark for Review	To mark a question for review, select **Mark for Review** from the context menu. The question number displays a flap in the upper-right corner, like this: ; and a [**Flag**] icon appears next to the number. The **Items** drop-down list displays for the selected question.
Strikethrough ~~abc~~	For multiple choice and multi-select questions, you can cross out an answer option to focus on the options you think might be correct. There are two options for using this tool: *Option A*:

	1. To activate Strikethrough mode, open the context menu and select **Strikethrough**. 2. Select the answer options you wish to strike out. 3. To deactivate Strikethrough mode, press the **Esc** key or click outside the response area. *Option B*: 1. Right-click an answer option and select **Strikethrough**.
Sticky Notes 	To enter notes or comments for a question, select Sticky Notes from the context menu. After you enter a note, a pencil icon appears next to the question number on the test page. You can only access your notes for a question on that question's test page.
Text-to-Speech 	To listen to passages and questions, select a **Speak** option from the context menu.
Tutorial 	To view a short video demonstrating how to respond to a particular question type, select **Tutorial** from the context menu.

In addition to the global tools and context menu tools, here are some additional tools that may be available to you based on your test settings.

Other Tools	Description
Content and Language Supports	If you have content and language supports enabled, you can view reference materials and alternate resources that are provided by default based on the item content:

	• **Rollover**: Allows you to view alternate materials. To view the alternate resources, select above the item text to expand the section and view the content. To collapse the expanded section, select . • **Popups**: Allows you to view an explanation or definition of specific words or phrases. To open the popup, select a word or phrase that has a border around it. If the TTS feature is enabled, you can select the TTS icon in the popup to listen to the content. While the text is being read aloud, the TTS icon is replaced by the speaking icon.
Expandable Items	When the screen is divided vertically, test questions (items) can be expanded to cover the width of the whole screen. When used in conjunction with the Expandable Passages universal tool—that is, Expandable Passages is not turned off by the test examiner—this tool can be used to expand either passages or questions. • To expand the passage section, select the right arrow icon [ ] below the global menu. To collapse the expanded passage section, select the left arrow icon [ ] in the upper-right corner. • To expand the question section, select the left arrow icon [ ] below the global menu. To collapse the expanded question section, select the right arrow icon [ ] in the upper-left corner. Expandable Item arrow icons can also be used when the screen is divided horizontally to expand an item [ ] or collapse the expanded item [ ]. The arrow icons will be on the right side of the screen.

Other Tools	Description
Expandable Passages	When the screen is divided vertically, students can expand and contract the passage in the left pane to cover the width of the whole screen. • To expand the passage section, select the right arrow icon [ ] below the global menu. To collapse the expanded passage section, select the left arrow icon [ ] in the upper-right corner. Expandable Passage arrow icons can also be used when the screen is divided horizontally to expand a passage [ ] or collapse the expanded passage [ ]. The arrow icons will be on the right side of the screen.

Speech-to-Text (STT)	If you have the appropriate test setting, you can dictate responses to constructed-response items. To use Speech-to-Text, select the microphone icon in the formatting toolbar above the item response area and begin speaking. The dictated response will be transcribed as text in the item response area.