

# Student Technical Skills to Access Embedded Resources and Keyboard Commands

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
























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## Keyboard Commands for Students

Table 1. Keyboard Commands

Button/Image	Description of Function	Keyboard Commands
	PAUSE your test	 +  (via Global Menu)
	END TEST and submit it for scoring	 +  (via Global Menu)
	Open the <b>HELP GUIDE</b>	 +  (via Global Menu)
	Open the <b>CALCULATOR</b> ( <i>selected Math tests only</i> )	 +  (via Global Menu)
	<b>ZOOM IN</b> ( <i>increase the size of text/graphics on a page</i> )	 +  or use the Global Menu
	Open the <b>GLOBAL MENU</b>	 + 
	Go to the <b>NEXT</b> test page	 +  or use the Global
	Go to the <b>PREVIOUS</b> test page	 +  or use the Global
	Move to the <b>NEXT ELEMENT</b> ( <i>on a page containing multiple test items and/or a reading passage</i> )	
	Move to the <b>PREVIOUS ELEMENT</b> ( <i>on a page containing multiple test items and/or a reading passage</i> )	 + 
	Select <b>OPTION A</b>	 +  to move between answer choices  to select it as the answer
	Select <b>OPTION B</b>	
	Select <b>OPTION C</b>	
	Select <b>OPTION D</b>	
	<b>ZOOM OUT</b> ( <i>decrease the size of text/graphics on a page</i> )	 +  or use the Global Menu
	<b>SCROLL UP</b> in an area of the test page	
	<b>SCROLL DOWN</b> in an area of the test page	
	<b>SCROLL</b> to the <b>RIGHT</b> in an area of the test page	
	<b>SCROLL</b> to the <b>LEFT</b> in an area of the test page	
	Open the <b>CONTEXT MENU</b> ( <i>for the selected passage, question or answer option</i> )	 + 
	<b>MARK/UNMARK</b> a question for review	 +  (via Context Menu)
	Open <b>NOTEPAD</b> to provide feedback on an item	 +  (via Context Menu)

Button/ Image	Description of Function	Keyboard Commands
	<b>HIGHLIGHTER</b> (highlight text on the page)	 +  (via Context Menu)
	<b>STRIKE THROUGH</b> an answer option	 +  (via Context Menu)
	Send a <b>PRINT PASSAGE</b> request ( <i>only available to students who have the Print-on-Request accommodation enabled</i> )	 +  (via Global Menu)
	Send a <b>PRINT</b> request for questions and answer options ( <i>only available to students who have the Print-on-Request accommodation enabled</i> )	 +  (via Context Menu)
	<b>SPEAK</b> (listen to a passage, question, answer choice, or specific portion of text) ( <i>only available to students who have the Text-to-Speech accommodation enabled</i> )	 +  (via Context Menu)

## Technical Skills to Access Embedded Resources

To access some of the embedded resources (such as strikethrough, highlighter, American Sign Language videos, and text-to-speech) that are available to help work through these item types, students may need to access the **right-click context menu**. Please note the method to access the menu is dependent on the student's device type. Devices and methods are shown in the Technical Skills and Keyboard Commands document on the WCAP-Portal.





Table 2. Right-Click Context Menu

Device Type	Method to Access Right-Click Context Menu
Windows-based desktop or laptop ( <i>two-button mouse</i> )	Click on the right mouse button.
Mac OS-based desktop or laptop ( <i>one-button mouse</i> )	Hold down the <b>[Ctrl]</b> key on keyboard and then click the mouse button.
iPad tablet ( <i>touchscreen</i> )	Tap on the menu in the upper-left corner of the secure browser application.
Android-based tablet ( <i>touchscreen</i> )	Tap on the menu in the upper-left corner of the secure browser application.
Chromebook ( <i>trackpad</i> )	Hold down the <b>[Alt]</b> key on the keyboard and tap the trackpad.

## Test Selection Screens and In-Test Pop-ups

Use these keyboard commands to select options on the login pages or on pop-up messages that appear during the test. For example, if you see a screen with **[No]** or **[Yes]** buttons, you will need to navigate to those buttons to select them.

Table 3. Navigation Commands

Keyboard Command	Function
	Move to the next option
 + 	Move to the previous option
	Select the shaded option

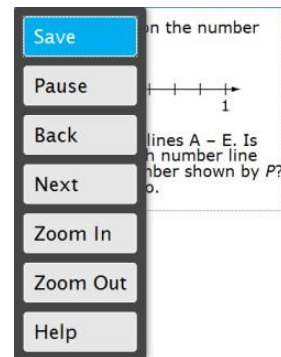
## Global Menu

The Global Menu contains all the options displayed along the bottom of the student's test screen.

- Press the **[Ctrl] + [G]** keys to access the Global Menu. The menu will appear on the screen. (Make sure you do not have your cursor in a text box.)
- Use the **[Up]** or **[Down]** arrow keys on your keyboard to move between options in the menu. Each option will be highlighted as you arrow up or down.
- Press the **[Enter]** key to select the highlighted menu option.
- Press the **[ESC]** key to close the Global Menu.

*Note: The Global Menu may change based on the test that you are taking. For example, the Global Menu on a Math test may include a Calculator, which you will not see on ELA tests.*

Figure 1. Sample Global Menu



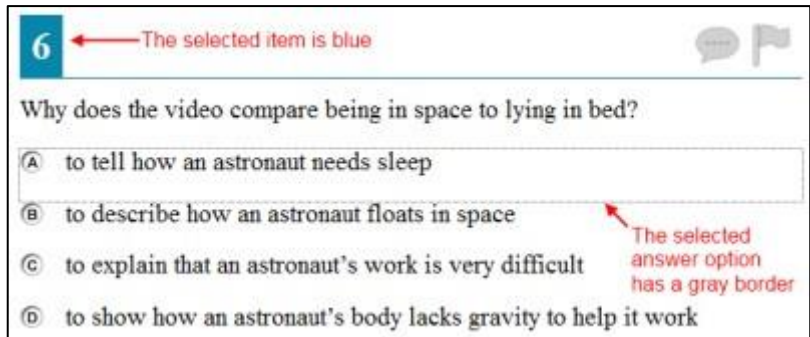
## Context Menus

The Context Menus contain the options available for each area of a test page. These areas of a test page are called “elements.”

The elements on a test may include:

- Reading passages
- Test items
- Answer options (A, B, C, and D)

Figure 2. Sample Test Page

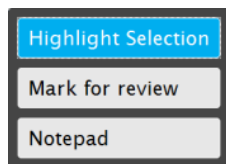


*Note: This image may not match what you see on your screen*

Each element has its own context menu. To view the context menu for an element, you need to navigate to that element.

1. Press the [TAB] key to navigate **between** test items (and the reading passage, if there is one).
2. Press [CTRL] + [TAB] to switch from a test item to each answer option.
3. Press the [Ctrl] + [M] keys on the keyboard. The context menu for that element will appear.
4. Use the [Up] or [Down] arrow keys on your keyboard to move between options in the menu. Each option will be highlighted as you arrow up or down.
5. Press the [Enter] key to select the highlighted menu option.
6. Press the [ESC] key to close the Context Menu.

Figure 4. Sample Context Menu for Test Item/ Question



*Note: This image may not match what you see on your screen.*

Figure 3. Context Menu for Answer



The context menu for an answer option may show different options than for a test item or reading passage.

## Technical Skills to Access Embedded Resources

To access some of the embedded resources (such as strikethrough, highlighter, American Sign Language videos, and text-to-speech) that are available to help work through these item types, students may need to access the **right-click context menu**. Please note the method to access the menu is dependent on the student’s device type. Devices and methods are shown in the Technical Skills and Keyboard Commands document on the WCAP-Portal.

Table 4. Right-Click Context Menu

Device Type	Method to Access Right-Click Context Menu
Windows-based desktop or laptop ( <i>two-button mouse</i> )	Click on the right mouse button.
Mac OS-based desktop or laptop ( <i>one-button mouse</i> )	Hold down the <b>[Ctrl]</b> key on keyboard and then click the mouse button.
iPad tablet ( <i>touchscreen</i> )	Tap on the menu in the upper-left corner of the secure browser application.
Android-based tablet ( <i>touchscreen</i> )	Tap on the menu in the upper-left corner of the secure browser application.
Chromebook ( <i>trackpad</i> )	Hold down the <b>[Alt]</b> key on the keyboard and tap the trackpad.

## Selecting Text with Your Keyboard

*These instructions are for selecting text to highlight or have the computer read aloud.*

1. Place the focus on the element containing the text you want to select. A reading passage, item, or answer choice are the different types of elements that can be on a test screen.
2. Press **[Ctrl] + [M]** to open the context menu.
3. Select *Enable Text Selection* from the list of available options. A flashing cursor will appear.
4. Use the arrow keys to move the cursor to the beginning of the text you want to select.
5. Press and hold the **[Shift]** key and use the arrow keys to select your text. The text you have selected will appear shaded.
6. Press **[Ctrl] + [M]** to access the Context Menu.
7. Select the feature you want to use for the selected text (e.g., Highlighter or Speak tools).

## Keyboard Commands for Items with Add Point or Add Arrow Tool

Technology-enhanced items with an add point or add line tool may have up to three main sections:

- Answer Space (the large area that takes up the most space)
- Action button row (at least one action button will be present at the top)
- Object Bank (a section on the left that includes objects to move to the Answer Space)

*Note: Not all interactive items contain all three sections. Some items may contain only an Answer Space (with objects already in the Answer Space). Some contain only action buttons and the Answer Space. Some may contain only the Object Bank and Answer Space.*

Figure 5. Add Point or Add Arrow Tool Example

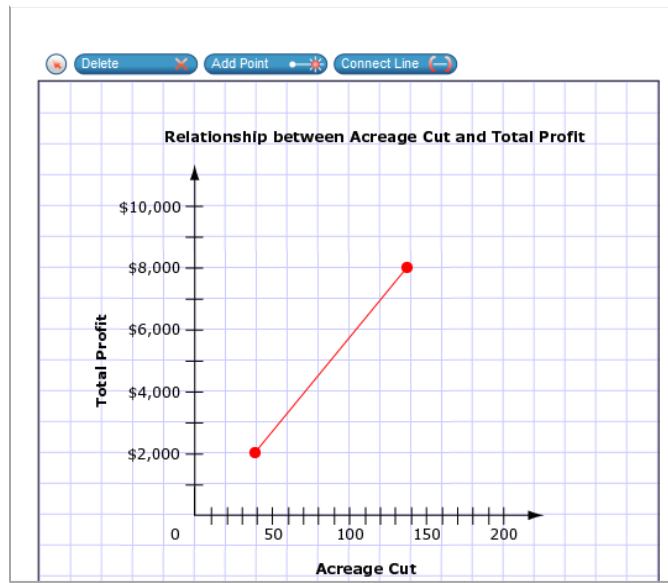










Table 5. Keyboard Commands for Items with Add Point or Add Arrow Tool

Keyboard Command	Function
	Press the <b>[Tab]</b> key to move between the Object Bank, the action buttons at the top of the screen (may include the following: <b>[Delete]</b> , <b>[Add Point]</b> , <b>[Connect Line]</b> , <b>[Add Arrow]</b> , and <b>[Add Line]</b> ), and the main Answer Space. The “active” space will show a Border to make it look different. The active button will be white.
	Press the <b>[Enter]</b> key to move between the objects (images, dots, lines, and arrows) in the Answer Space. The “active” object will show a border to make it look different.
	<b>Select Object:</b> Press the <b>[space bar]</b> to select the “active” object or button (the one that shows a border). If you are selecting an object or adding a point, line, or arrow, it will move to the Answer Space in the top left corner. It will also have a blue border to show that it is still “active.” <b>Delete Object:</b> Press the <b>[space bar]</b> to delete an object (after you have selected the <b>[Delete Button]</b> option and moved to the object you want to delete).
 or 	Move the object to the left or right.
 or 	Move the object up or down. <i>For items in the Object Bank, use the ↑ or ↓ arrows to navigate between the available objects. The selected object will have a blue background.</i>
 + [arrow key]	Move the object a smaller distance (left, right, up, or down).