





Tool Button Image and Description Sheet

When providing to individual students, this sheet may not be used as scratch paper. TAs must immediately collect this sheet and process according to the school's Test Security and Building Plan.

Row	BUTTON IMAGE	BUTTON NAME	TOOL BUTTON DESCRIPTIONS
Buttons 1–15 will be used by all students			
1		Question Mark (Help)	Shows the Instructions page at any time during the test (the button is small). It is located in the top right corner of the screen.
2		X (Close)	When selected will close the current screen.
3		Zoom	Make the words and pictures on the screen bigger or smaller.
4		Question drop- down	Click the dropdown menu to move to any stimulus or question on the test.
5		Save	Save your response to a question (Answers are automatically saved even if you do not click this button.)
6		Pause	Exit the test before finishing. (Raise your hand for help before choosing this button on your own.)
7		Next	Moves you to the next question on the test.
8		Back	Goes back to the previous question on the test.
9		End Test	Will show up after you answer all the test questions. Click to finish your test.
10		Expansion Tool	Makes the left side of the screen larger or smaller.
11		Unanswered Question Flag	Flags unanswered questions on the review screen. Click to return to the question.
12		Replay	Replays directions, stimulus, text, or question in the Listening, Speaking, and Writing sections that you have already played.
13		Microphone	Starts the recording of your answer in the Speaking section.
14		Stop	Click to end recording of your answer in the Speaking section.
15		Play	Replays recording of your spoken response in the Speaking section.
Buttons 16–21 may be useful for students in grades 4–12			
16		Context Menu	Opens a list of tools to use with the item. The list varies by item type. Most include the Tutorial, Notepad, Mark/Unmark Review Item, Highlighter, and Strikethrough.
17		Notepad	Type notes to yourself about a passage or question to read later.
18		Mark for Review	Marks a question for you to look at again later.
19		Highlighter	Mark key words or areas. Select the text first, then click on the Context Menu to select the Highlighter tool.
20		Strikethrough	Get rid of answer choices not needed.
21		Hand Pointer	Allows the selection of information on a tool bar.