



Starting a Test

1. Double-click the *Questar Secure Browser* icon
2. Enter the *User ID* and *Password* provided by your Test Administrator
3. Click **Sign In**
4. Verify the details on the *Check your Information Window*
5. Click **Yes**
6. On the *Choose Your Test* window, select the test as instructed by your Test Administrator
7. Click **Start Test**
8. On the *Test Directions* window, click the right-facing arrow to read through the directions
9. When you are done reading the directions, click **End Directions**, or X out of the window
10. Input the access code provided by your Test Administrator
11. Click **Continue**, and the test will display

Navigating the Test

1 Online Version 6.0
2 Grade 8 | ELA
3 Student Name
4 Directions
5 Review
6 Question 1 of 50
7 DIRECTIONS: Read the passage and then answer the questions that follow.
8 In paragraph 2, what does the phrase "a beautiful potpourri of differences" indicate about the author's point of view?
9 zoom bookmark note highlighter answer eliminator line-reader

I Like the Bus
by Julie Beck

1 As a traveler, my competitive advantage is laziness. I truly do not mind sitting still in one spot for hours on end with nothing to do but read or listen to music. In fact those are three of my favorite things—music, reading, sitting. And I cherish when circumstances give me an excuse to spend my time that way, rather than worrying that I could be being more active, or productive. Because I am doing something productive—I'm going somewhere.

2 This sort of me-time can be achieved on many forms of transportation—planes, trains, and automobiles (ones I'm not driving anyway) but the one I truly prefer is the bus. Explain this.

A The author believes traveling is miserable.
B The author believes everyone has different opinions.
C The author believes bus travel is superior to train travel.
D The author believes her attitude toward travel is correct.

1. A **green checkmark** means you are currently online
2. The **content area** you are being tested on displays in this section
3. You can revisit the Directions by clicking on the **Directions link**
4. If you need to pause or log out of a test without submitting it, select the **Pause/Sign Out link**, and click **Pause test** on the following window
5. To return to questions for which you've added bookmarks or notes, click **Review**. When all questions have been answered, this button changes to **Review & Submit**. To submit the test, click **Review & Submit** and **Submit Test** on the following window
6. The current question number and total number of questions display in this section
7. This is a tool called **Passage Expansion** - see pages 2-4 for details on tools
8. Use these buttons to **move forward and backward** between test questions
9. This is the **toolbar** - tools available will vary based on the test. When a tool is active, the icon turns blue - see pages 2-4 for details on tools

Restarting a Test

The test system may require a Proctor Password for you to log back in to a paused test. Your Test Administrator will enter the Proctor Password for you.

Nextera Test Delivery System - Quick Tips for Students



READINESS
IMPROVEMENT
SUCCESS
EMPOWERMENT

To use the **Highlighter**

1. Click the **highlighter** icon
2. Click and drag over a section of text to highlight it
3. To clear the highlight, click the highlighted text again with the highlighter tool active

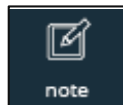


Note: When a passage has more than one question, the passage highlighting is not retained between questions.

Use the **Note** to add a note to yourself on a test question

To use the notepad

1. Click the **note** icon
2. Type your note
 - See *Text Editor* for formatting in the notepad
3. To save the note and close the notepad, click X in the notepad
4. Items with notes attached will show a notepad icon in the *Review* screen
5. To remove a note
 - a) Open the note
 - b) Delete the text you typed
 - c) Close the notepad



Use **Passage Expansion** to increase or decrease the viewing area for the passage or stem/options

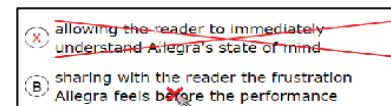
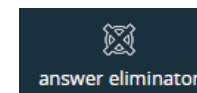
1. To increase the passage area, click the right arrow
2. To increase the stem/options area, click the left arrow



Use the **Answer Eliminator** to cross out answers you think are incorrect

To use the answer eliminator

1. Click the **answer eliminator** icon
 - When this tool is active, the mouse includes a red X

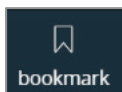


2. Click the answer you want to eliminate
3. The answer now displays a red X over it
4. To remove a red X from an answer, click the answer again with the tool active

Use the **Bookmark** to flag a test question for yourself

To use the bookmark

1. Click the **bookmark** icon
2. Items with bookmarks will show a bookmark icon in the *Review* screen
3. To remove a bookmark, click the bookmark icon again



Use **Zoom** to increase or decrease the size of the content being viewed on your screen

To use zoom

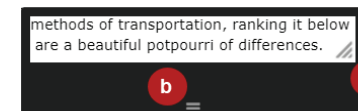
1. Click - to zoom out
2. Click + to zoom in
3. To reset the window to its original size, the student clicks the reset icon.



Use the **Line Reader** to block parts of the test so you can focus your reading

To use the line reader

1. Click the **line reader** icon
 - When this icon is active, the tool displays
2. Click and drag the tool so the open window is over the text you wish to view
 - a) Click/drag here to resize the area being viewed
 - b) Click/drag here to resize the area being blocked
 - To turn off the line reader, click the line reader icon



Use the **Spellchecker** to check the spelling of words in constructed-response fields. The spellchecker only gives an indication that a word is misspelled; it does not provide the correct spelling.

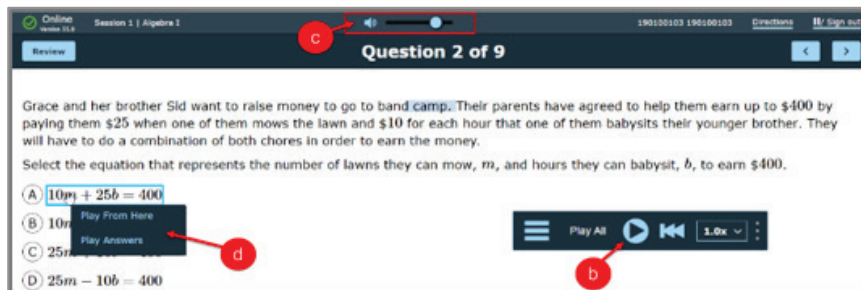
Note: The spellchecker is only available for Writing.

Text-to-Speech (including Descriptive Audio)

- Text-to-speech is auto-enabled for all students.
- With Text-to-speech enabled, the test automatically reads and highlights the question and, for certain types of questions, the available answers using a device's speaker.
- Text-to-speech includes a *Play from Here* tool, which allows students to select the starting point to hear the text.

To use **Text-to-Speech**

- Click the play/pause icon to play/pause the reading and highlighting.
- Drag the volume indicator to the left to decrease or to the right to increase the volume.
- To use *Play From Here*, right-click the desired starting point in the text (long press for iPads).
- Double click *Play From Here* to begin playing from the starting point that was selected and play through the end of the question text or answer text.



Note: Descriptive Audio is enabled with text-to-speech and cannot be enable separately. This includes narration of important visual details that cannot be derived from the main soundtrack and/or image alone that is included.

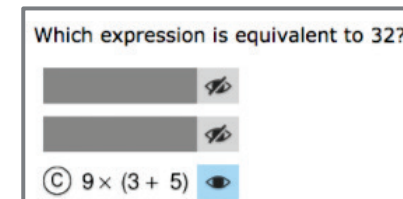
To use the **Answer Masking**



- To unmask a response option, the student clicks the crossed out eye icon next to that option.



- To mask a response option, the student clicks the eye icon next to that option.



Additional Tips when using an iPad

Scrolling in a Split Screen

- When you are viewing a split screen, click within the right or left pane that you want to scroll.

Highlighting Text

To highlight text on an iPad

- Touch and hold to activate the pop-up select tool
- Drag your finger across the screen to select the text you want highlighted
- When you click off of the text, the highlighting displays

Math Tools

These tools are specific to the mathematics assessment and are only accessible when the form allows it.

To use the Calculator

1. Click the **calculator** icon

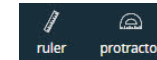


- When active, the calculator displays
2. Click the online calculator's buttons as you would if using a hand-held calculator
 3. To close the calculator, click X in the calculator



To use the Ruler or Protractor

1. Click the **ruler or protractor** icon



- When active, the ruler or protractor displays
 - One side of the ruler measures in inches (The other side measures in centimeters)
2. To move the ruler or protractor, place your mouse on the ruler and drag it to the desired position
 3. To rotate the ruler or protractor, place your mouse near a corner of the ruler and drag it to the desired angle
 4. To close the ruler or protractor, click X in the ruler

