

ACAP Summative Online Tools Training Guidance for Teachers

Data Recognition Corporation (DRC), ALSDE’s testing vendor, has provided a training environment called the Online Tools Training (OTT) to help students learn about the online testing system and familiarize themselves with the user interface in advance of testing. **ALSDE STRONGLY encourages teachers to work through one or more OTT practice tests prior to having their students practice with them.**

Students can access the OTT as often as needed or desired, either in the classroom or from home.

The OTT allows students to experience the same testing interface they will encounter during operational testing and to experiment with the features and tools that will be available during an actual test. As students move through the OTT practice items, grade-appropriate directions orient them on how to navigate through the items and use the tools.

On-screen practice hints within each item guide students to practice with specific tools and features of the online test. (Note: These hints do not appear in a live test administration.) Students can refer back to the directions at any time via the Help icon.

The OTT runs on a standard **Google Chrome** web browser and can be accessed by students and parents outside of the school environment as well. To access the OTT forms, please **copy** the link below and **paste** into your **Chrome** browser and follow the directions from there.

<https://wbte.drccedirect.com/AL/portals/al>

Once they are logged in to the OTT, the students will click through several screens with instructions, test security guidelines, and helpful hints about testing. These screens are included so that students can have an authentic practice experience. The guidelines and instructions, however, do NOT have to be followed in this practice experience as they would be in an actual test session.

You and your students will see this screen after you log in. It's just an example. It's there to show you what to expect on the real assessment. Don't worry that it doesn't show your name. Just click "Continue."

Welcome **Training Student**

Before you begin testing, please confirm your profile information is correct:

Test Name: **G3 Math OTT**
Test Session: **Student's Session**
School Name: **Sample Elementary**

Student ID: **1234567890**
Accommodation(s):

If the above information is correct, please select **Continue**.

If any of the above information is not correct, please raise your hand and notify your Test Administrator.



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Below are some of the online tools and features that your students will see in the OTT.

TOOLS INCLUDED IN EACH SUBJECT AREA AND GRADE LEVEL



- Pointer: Use this to choose an answer
- Cross-off Tool: Use this to eliminate answer choices
- Highlighter: Use this to highlight important information
- Magnifier: Use this to enlarge everything you see on the screen
- Line Guide: Use this to help track a single line of text as you're reading

NAVIGATION BUTTONS

On each page of the OTT practice test, four navigation buttons will appear.



- Review/End Test: Clicking this will take you to the “Review/End Test” page. This page will show you if you have left a question unanswered or if you have flagged a question as a reminder to return to that question.
- Pause: Clicking this will allow you to pause the test and return to it later at the same spot. In a live test administration, a test that is paused for 20 minutes will automatically log off. The student will have to log back in to continue the test.
- Flag: Clicking this will flag the item currently on the screen so that you can come back to it later.
- Options: Clicking this will present you with options for changing the color of the screen background and text. **This should only be used for students who are visually impaired and/or who are accustomed to using this accessibility in the classroom.**

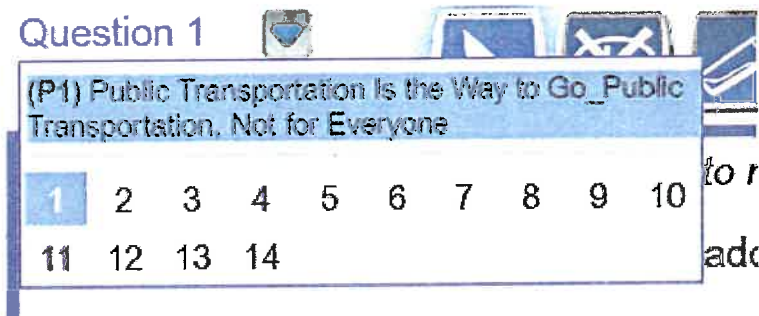
PRACTICE HINTS

For each item in the OTT, there will be one or more “Practice Hints.” Students should use these to guide their practice with the different online tools.

(Practice Hint: Use the Cross-Off tool to cross off some of the answer choices. Select the Pointer tool when you are ready to answer the question.)

ITEM NAVIGATION

At the top left of each item screen, there will be a small blue down arrow next to the question number. Clicking on this arrow will open up a box showing all of the question numbers in the test section. Here, students can go back and forth between questions, go back to previous questions, and jump to later questions.



ELA PASSAGES

The ELA OTT include at least one reading passage or set of passages. These passages have multiple pages, so students will need to click on the right edge of the passage window to turn the page (see arrow pointing below). You should point out to students that the numbers on the bottom right of the passage window show how many pages are in the passage or passage set and on what page they are currently. The passage window will stay in place as the student clicks through the items associated with the passage or passage set.

How to Earn Money

You are never too young to start earning money. You may need to be creative in your thinking, but even younger children can earn money. Once you have an idea in mind, think about how long the task will take you and how hard the task might be. Then decide on a price that you will charge for doing the task.

Raking Leaves

Most people have trees where they live. Many people do not like to rake leaves. So this could be a good job for you, particularly if you like to be outdoors. Besides your muscles, the tools you need are a rake and garbage bags. The person you rake leaves for may have these things, or maybe you can borrow from your family. Be sure to include the use of your own rake and garbage bags in your price for this task. You will have to buy more garbage bags sometime and will need money to do so. A general pricing might be \$2 per bag of raked leaves. Remember: the bigger the yard, the more money you can earn!

Pulling Weeds

Many people have weeds, such as dandelions, that grow in their

CALCULATOR TOOL FOR MATH and SCIENCE



Students in grades 6-8 will also see a calculator tool for portions of their math test, and students in grade 8 will see this on their science test as well.









There will also be items that ask the student to enter a response in a **keypad** on the screen. While it looks a little like a calculator (see below), the keypad is just for entering numeric responses. The calculator is a tool that students will click on to access.

NOTE: There are additional math and science tools not shown here, including rulers, protractors, etc.

KEYPAD

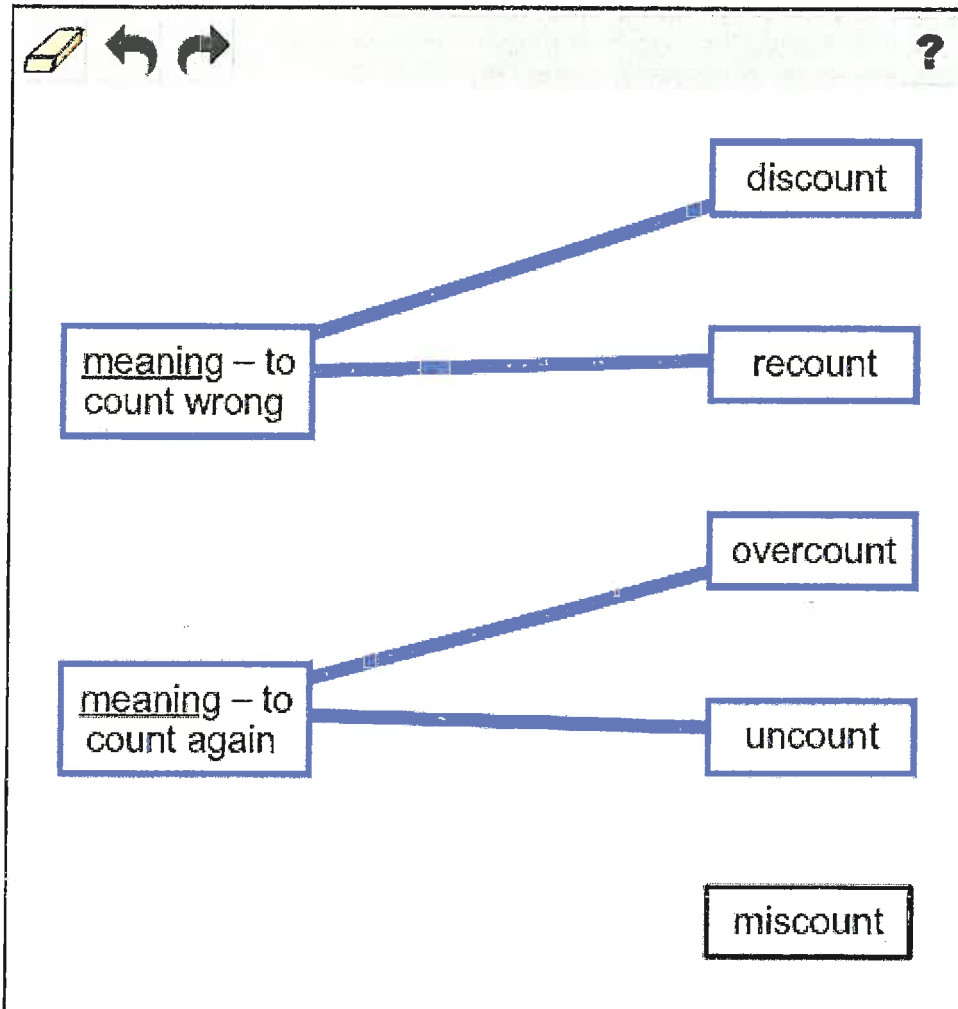
Of the 23 students in Mr. Jackson's class, 3 are named Leah. Mr. Ja probability that Mr. Jackson selects a student named Leah?

(Practice Hint: Select buttons in the keypad to enter a response.)

						<input type="text"/>	
<input type="text"/>							
1	2	3					
4	5	6					
7	8	9					
0	.	(-)					

ANSWER BOXES AND TOOLS

Similar to the math keypads are answer boxes in many of the technology-enhanced items. In the answer boxes, students will click on or move answers in response to the item stem. Included with the answer box are an erase tool and undo/redo. In the example below, clicking the erase tool would take off all of the blue lines and boxes at once. Clicking on “undo” would only take off the last line.



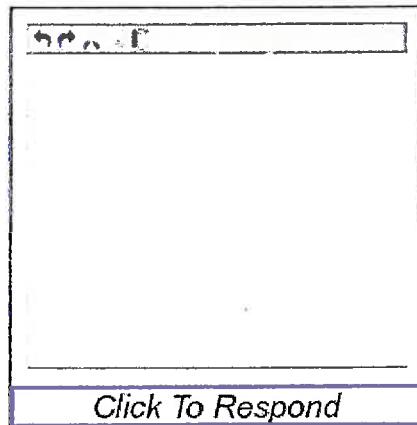
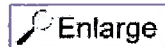
ELA 4-8 WRITING

For the writing portion of the ELA test, the students will read a passage (or two) and write an essay in response to a prompt about the passage(s). On the screen, the students will see "Writer's Checklist" and an Enlarge button. Clicking on this will bring up a short checklist they can use when they review their work. They will also see a box with a button that says "Click to Respond." The box will enlarge when they click this button, and this is where they'll type their essay.

(Practice Hint: Select the Enlarge button to read the Writer's Checklist. Then, use the Highlighter tool to highlight ideas for your response. When you are ready to respond, select the Click To Respond button and begin typing in the answer box.)

Each passage gives the writer's opinion about the benefits and/or challenges of using public transportation. Write an essay analyzing the ways in which the writers of the passages agree and disagree about public transportation. Use evidence from **both** passages to support your essay.

Writer's Checklist



Additional writing tools are made available in this answer box: Undo, redo, cut, copy, and paste.




ENDING AND SUBMITTING A TEST

When the student gets to the last item and clicks "Next," he or she will see a review page showing any unanswered or flagged items. At the bottom of the screen are two buttons. If you click "End Test," you will be taken to a screen with a stop sign on it (see below). Again, you have the option to return to the review and then return to questions. Once the "submit" button is clicked, the test is submitted, and there is no way to return to any items.

Once you have finished taking the test, click the "End Test" button to end your test.
To continue testing, click the "Return to Questions" button.





**Are you done with your test?
Be sure you have answered all of the questions.**

To continue testing, select "Return to Review."

To turn in your test, select "Submit."

