Skills	Examples and Notes
General navigation skills	
Using navigation buttons	Login, logout, username, password, save, resume, quit
Pointing and selecting	Single-click/double-click/right-click/click-and-drag/highlight text/move mouse pointer
Switching to streamline mode	Click on arrow to expand either left or right side of screen
Keyboarding	Identify, locate, use letter, number, and punctuation keys to enter characters; use special keys (e.g., enter/return, spacebar, delete, backspace, tab, number pad, etc.)
Scrolling	Scroll vertically up and down screen views
Video player	Play, stop, pause
Magnifying/zooming	Enlarge the screen or a portion of the screen
Accessibility and accommodations	
Changing colors	Alter background or text color
Listening to content onscreen	Use a text-to-speech (TTS) reader to hear content
Eliminating/masking answer choices	Strikethrough and other options for eliminating answer choices
Using line readers/guides	Use a digital line reader/guide to aid in reading text onscreen
Highlighting text	Use a pointing device (such as a mouse) to highlight text
General answering	
Inputting text	Use finite space (or a text box that scrolls as you type) to respond to constructed response and fill-in-the-blank test items
Dragging and dropping	Distinguish between instances when an answer option can be used only once or can be dragged and dropped multiple times.
Selecting from drop-down menus	Use a drop-down menu to make a selection
Extracting text	Highlight and drag and drop text in a specific location
Word processing	Basic features (e.g. font, size, bold, italics, underline, bulleting), spell checker (only available for students with an accommodation)
Understanding simulations	Analyze a topic or solve a problem by consulting several kinds of stimuli or media within a single test item (e.g., graph + passage)
Math Tools	
Creating bar graphs	Work with bar graphs; click, drag, resize
Plotting points/connecting lines	Plot points and draw connecting lines using mouse pointer
Drawing best fit lines	Draw line using two points to show best fit line for plotted points on graph
Using legends/keys	Use legends and keys to assist in responding to a test item
Using equation editor	Use an online (preferably HTML-based) equation editor
Using calculators	Use an on-line and/or hand-held calculator