

Online Tools Training – Guidance for Teachers

The purpose of the Online Tools Training (OTT) is to familiarize students with Alaska’s computer-based test engine, INSIGHT, and to give them an opportunity to practice the types of questions that will be on the PEAKS and Alaska Science assessments.

The OTT is not meant to illustrate the rigor and complexity of the questions students will encounter on the test this spring. The OTT covers only a small amount of the content in the Alaska English Language Arts and Math Standards and should not be used to inform instruction. An answer key for each item is provided within the Summary Table for each grade and content area. Summary Tables are found in the *Educator Guide to Student Preparation* located on the [PEAKS webpage](#).

Students need multiple opportunities to practice using the OTT so that they are familiar with using the tools and functions that are part of the PEAKS and Alaska Science assessments. Students should practice on the same types of devices (e.g., computers, tablets) that they will use during the spring assessments. Students should also take the assessment on the type of device that they are most familiar with using in the classroom. Students can login and practice an unlimited number of times.

Here are some examples of the types of features in the OTT that teachers should review with students:

- Read the Practice Hint for each question and review how to answer. These practice hints will not be visible on the spring assessments.
- Show how to navigate using the drop down list of questions at the top of the page and the navigation buttons.
- Model when and why to use the flag feature (e.g., if students find themselves stuck on a problem, they can flag it and then go back to it later).
- Model the Cross-Off feature to show how it can be used to eliminate answer options for multiple-choice questions.
- With the English Language Arts passages:
 - Show students how to click to go to the next page in the passage; explain to students how they can look back at the passage on the left side of the screen when answering the questions on the right side of the screen.
 - Practice moving the line guide on the screen as the student reads the passage.
 - Practice using the highlighter to highlight important text.
 - Practice responding to a Text-Dependent Analysis (TDA) writing prompt.
- In the math test:
 - Show students how to access the calculators (available only on the grades 6-9 OTT and summative test).
 - Practice solving math problems on scratch paper and then entering the answers on the screen.
 - Practice entering functions (up to six can be entered) on the graphing tool and moving the pointer to show different X values.
 - Practice plotting different types of lines on a coordinate graph.
- Model how to use the final review page to make sure all items have been completed and how students can return to a specific item by clicking on the number.

The following list shows the types of technology skills students will need to use for the PEAKS and Alaska Science assessments.

Tools

- Help (?)
- Pointer
- Highlighter
- Eraser
- Cross-Off (eliminates answer choices)
- Magnifier
- Sticky Note
- Calculator
- Flag
- Line Guide
- Options (Color Choices, Contrasting Color, Masking)

Students must be able to read and use the buttons for navigation.

- Question Drop-down List
- Back
- Next
- Pause
- Resume
- Flag
- Review/End Test
- Submit

The following list shows types of technology skills students will need to use for the PEAKS and Alaska Science assessments by content area.

English Language Arts

Mouse or touch-screen skills:

- Click to highlight a word or sentence
- Click to outline a word or sentence that is highlighted.
- Drag and drop to sort, order, or label.
- Select an item from a drop down menu.
- Click to select an answer.

Keyboarding skills:

- Type to construct short responses and a Text-Dependent Analysis.

Science

Mouse or touch-screen skills:

- Click to select an answer.

Keyboarding skills:

- Type single word responses
- Type to construct short responses or constructed responses

Math

Mouse or touch-screen skills:

- Drag and drop a word, number, or item to sort, order, label, or match.
- Click to highlight a word, number, or item.
- Select an item from a drop down menu.
- Click to select an answer.
- Click to create a plot point; select between dashed and solid lines.
- Click and drag a line.

Keyboarding skills:

Type numbers (and delete to change an answer).

For more information on the types of questions that could appear on the PEAKS and Alaska Science assessments, visit the [PEAKS webpage](#).