



Online Tools Training – Guidance for Teachers

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

The Online Tools Training 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. Scores and answer keys are not provided on the OTT. Students can login and practice an unlimited number of times.

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 assessments. Students should practice on the same types of devices (e.g., computers, tablets) that they use most often during instruction. Students should also take the assessment on the type of device that they are most familiar with using in the classroom.

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

- Show how to navigate using the drop down list of questions at the top of the page and the navigation buttons.
- Read the Practice Hint for each question and review how to answer. On the PEAKS assessments these practice hints will not be visible in order to decrease the amount of text on a page.
- 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.
- In the Math test:
 - Show students how to access the calculators (available only on the grade 6-8 and grade 9-10 OTT and summative test).
 - Practice using scratch paper to solve math problems 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.

Performance Evaluation for Alaska’s Schools (PEAKS) Online Tools Training – Guidance for Teachers

The following table shows the types of technology skills students will need to use for the PEAKS assessments. These are the same skills used by students in many common computer applications and familiar games.

<p><u>Tools</u> Familiar icons are used for:</p> <ul style="list-style-type: none"> • Pointer • Highlighter • Cross-Off (to eliminate answer choices) • Magnifier • Line Guide • Sticky Note • Flag • Options (Color Choices, Contrasting Color, Masking) 	<p><u>Navigation</u> Students must be able to read and use the buttons:</p> <ul style="list-style-type: none"> • Question Drop-down List • Back • Next • Pause • Review/End Test
<p><u>Math</u> Mouse or touch-screen skills:</p> <ul style="list-style-type: none"> • 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. <p>Keyboarding skills:</p> <ul style="list-style-type: none"> • Type numbers (and delete to change an answer). 	<p><u>English Language Arts</u> Mouse or touch-screen skills:</p> <ul style="list-style-type: none"> • 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.
<p><u>Science</u> Mouse or touch-screen skills:</p> <ul style="list-style-type: none"> • Click to select an answer. <p>Keyboarding skills:</p> <ul style="list-style-type: none"> • Type single word responses • Type to construct short responses or constructed responses 	

For more information on the types of items that could appear on the PEAKS assessment, visit <https://education.alaska.gov/tls/assessments/peaks.html>.