

ALT ELPA TECHNOLOGY SKILLS CHECKLIST

Students with cognitive disabilities are not expected to perform all of the skills described in the checklist and may require assistance from the test administrator. The list below is subject to change as it is based on the currently available tools. It is highly suggested that you view available practice tests and sample items on your state's testing portal.

	Technology Skill for Online Assessments	Notes/Examples
General Navigation	Ability to use and find navigation buttons	next, previous, login, logout, save, resume, and quit
	Double click	starting a program by double clicking the icon (laptop/desktop)
	Log in with support	logging in using a unique Username and Password
	Basic pointer skills and selection with mouse	clicking and moving a mouse / clicking and moving on a tablet
	Keyboarding (Basic)	entering brief responses requiring limited use of keyboard (letters/word)
	Keyboarding (Advanced)	entering responses requiring extended responses (sentences/multiple sentences)
	Scrolling	using scroll bars horizontally, vertically, within a page and in multiple windows
	Review	using a review screen before leaving a test section (answered, unanswered, bookmarked)
	Using an onscreen video/audio player & recorder	using online video, audio players and recorder to access and produce content
Universal Features*	Volume control	ability to adjust volume levels
	Strikethrough	ability to use strikethrough to eliminate answer choices
	Notepad	ability to use notepad feature as needed for responses
	Expandable passages and items	ability to use expand feature to view passages and items
	Mark for review	ability to mark items for later review
	Highlighter	ability to use highlighter tool to emphasize text
	Keyboard navigation	ability to use keyboard to navigate the assessment
	Item level zoom	ability to use zoom in and zoom out feature
Designated Supports*	Color choices	list of available color settings
	Line reader	highlighting individual lines of text in a reading package
	Masking	blocking off content that is not of immediate need or that may be distracting
	Mouse pointer	list of available mouse cursor sizes and colors
	Print size / Zoom	list of all available zoom levels
General Answering	Constructed response & fill in the blank (limited & unlimited characters)	using finite space to fill in a blank or using a text box that will grow as you type...and knowing the difference between the two
	Drag and drop	understanding of drag and drop (drag letters, words and objects to the correct locations to answer questions)
	Hot spots	understanding that clicking on certain pictures, words or sentences provide answer selections and knowing when a hot spot has been selected
	Drop down menus	using drop down menus for selection purposes

* Note: Universal features are available to all students on demand. Designated supports must be enabled in advance and are for students with plans that require them.