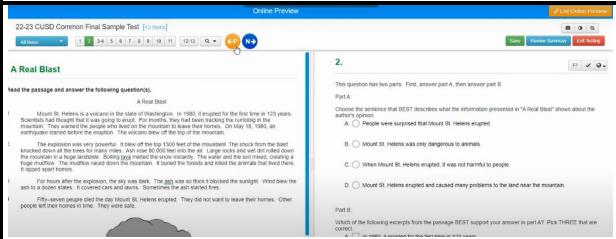
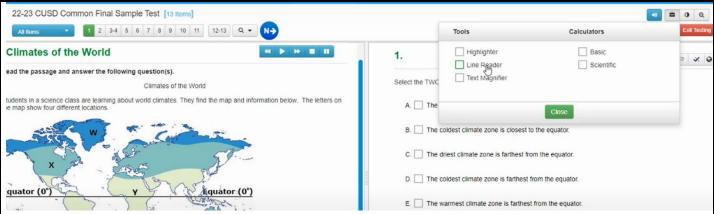
Student User Guide for School City (Common Finals) This is to assist students with using the testing features offered on School City.



At the top of the screen, students can go through the questions by either selecting the number of the question (1-13), or by using the P/N buttons to move from "Previous" to "Next".

Students can "flag" a question if they'd like to go back to it for further review before submitting. To submit the test, students will choose "Review Summary" to see that they have answered all questions, and then click "Submit"

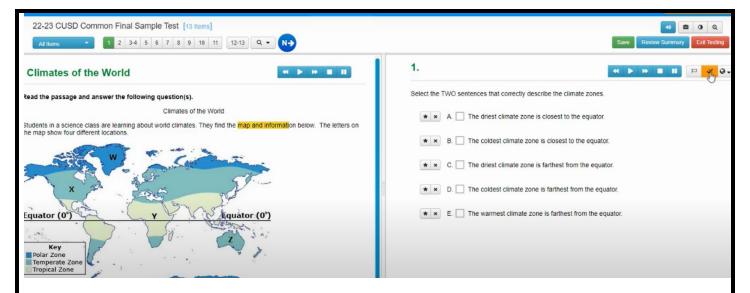


More BUTTONS at the top of the screen...

Audio settings (blue/white speaker): Students can adjust speech speed and modify other audio options.

Tools (opened above): Students can highlight text, use a line reader, magnify the text, and access calculators.

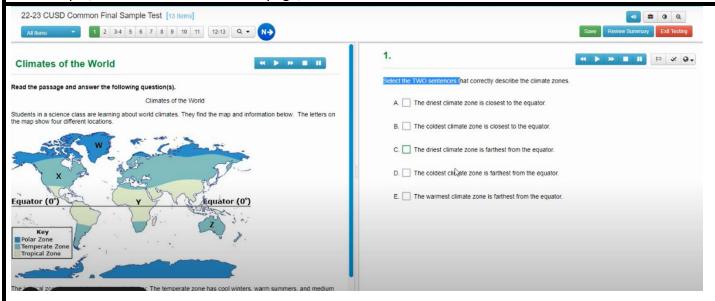
Color contrast: Students can adjust text/screen color Zoom: Students can zoom in/out the entire screen.



There's a rewind, play, forward, stop, and pause button above both side of the testing screen. The one above the passage is to access the text to speech for the passage, and the one above the questions is to access the text to speech for the questions.

In addition, the orange check that is shown in the top right of the image shows the "answer eliminator" tool that is available to students. This tool's main purpose is for students to "cross out" the answer choices they believe to be wrong, so that they no longer focus on choosing those for the answer.

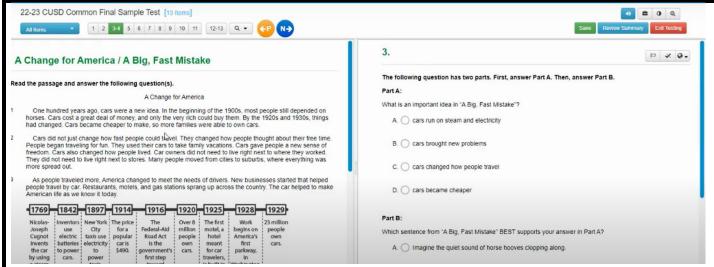
The globe next to the orange check is a resources button. Not all exams have additional resources, but if, for example, a math test has a formula page, that's where that can be found.



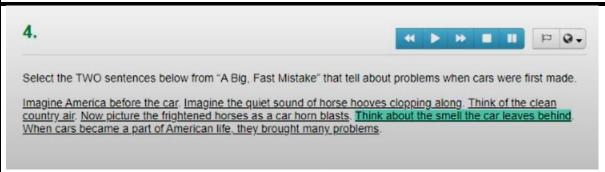
You'll notice the passage side has a blue scroll bar. Make sure you scroll all the way to the bottom so that you can see the entire passage.

The question asks students to choose TWO answers. The directions indicate this, and the boxes show that students can select multiple answers

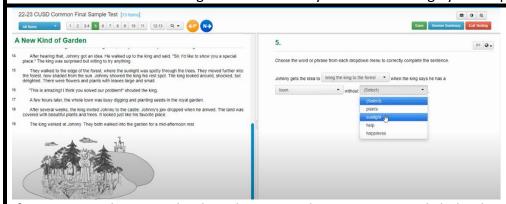
(circle answer choice marks indicate a single answer/square is multiple answers)



You'll notice the passage side has two titles "A Change for America" and "A Big, Fast Mistake". This indicates there are two texts to review for these questions. Use the scroll bar to see both. In addition, the question side has several questions needing to be answered: 3 part A, 3 part B, and 4. PLEASE MAKE SURE YOU ALWAYS SCROLL TO THE BOTTOM SO YOU DON'T MISS ANYTHING!

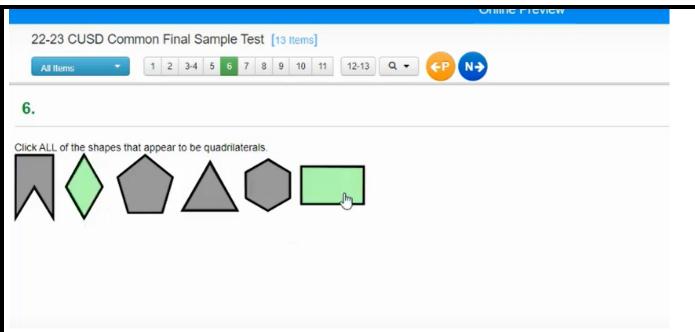


If a question asks to "select" something, click on the answer you'd like to choose. In this example, the question asks for you to select TWO sentences. Simply click on the sentences you'd like to provide as your answer. Click the sentence again to deselect if you need to change your response.

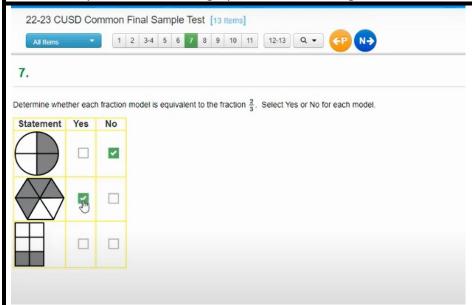


If a question asks to use the drop downs to select an answer – click the drop down to see your options and click on the one you'd like to choose.

MAKE SURE YOU ANSWER ALL PARTS OF EVERY QUESTION!!!

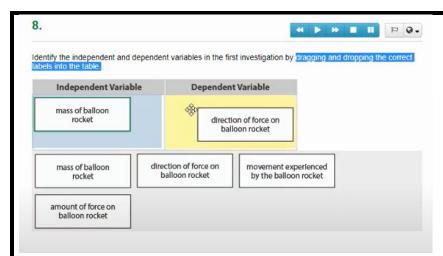


If a question asks for you to click on an item, use your cursor to click on the item(s) you would like to select as your answer. In this example, the question asks for <u>ALL</u> of the quadrilaterals, so multiple answers can be selected. If you click something by mistake, click it again to "deselect".



The question asks for students to either select "yes or no" for each model. Click on the box you'd like to select. To deselect, click the box again.

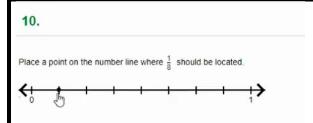
MAKE SURE YOU ANSWER ALL PARTS OF EVERY QUESTION!!



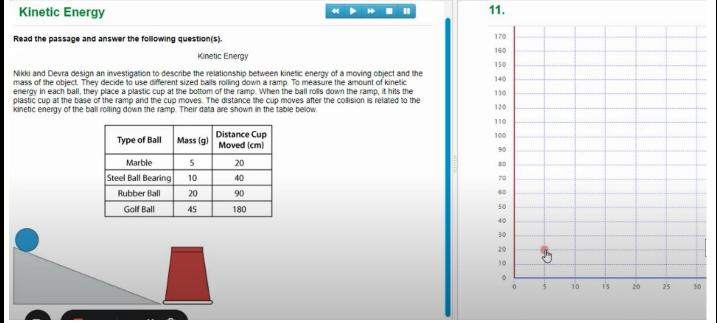
This question asks students to click and drag the answers into the table. Use your cursor to click on the responses and drag them to the box you'd like them to be placed in. You'll notice the answer choices still remain at the bottom – they do NOT disappear once you use them. Be careful to check for correctness before moving on.



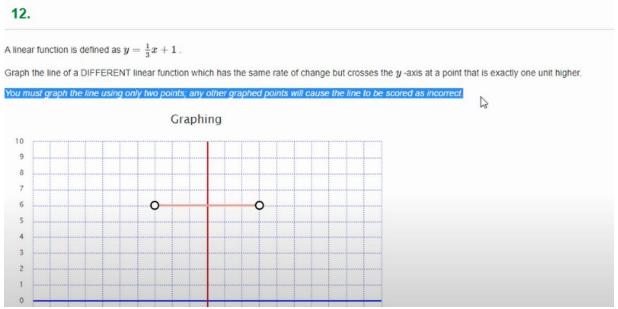
This question asks students to click and drag the answers from the top table into the bottom table from LEAST to GREATEST. *please pay attention to what the question is asking you to do! On this click/drag, the options DO disappear from the answer bank, unlike the example on question 8 above. Double check for correctness before moving on.



To place a point on the number line, put your cursor over the place you'd like to choose, and then click. A point will appear. If you don't like the point in that location, click again to deselect. BE CAREFUL: This will let you click multiple points on the number line, but the question only asks for ONE point to be placed.

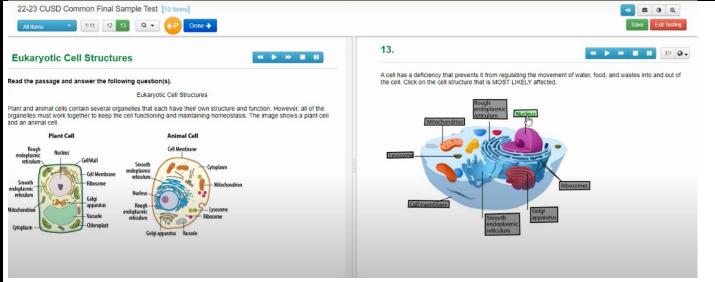


To place a point on the coordinate plane, put your cursor over the place you'd like to choose, and then click. A point will appear. If you don't like the point in that location, click again to deselect. BE CAREFUL: This question asks you to plot 4 points on the grid. If for some reason you submit your answer with more than the 4 from the table, your entire answer will be marked incorrect.



To place a point on the coordinate plane, put your cursor over the place you'd like to choose, and then click. A point will appear. A line will appear once you've made two points on the graph. If you don't like the point in that location, click again to deselect. There are TWO options at the bottom of this grid "draw lines" and "delete lines". Use the "draw lines" to draw lines, and "delete lines" to remove any lines from your grid.

BE CAREFUL: This question asks you to plot 2 points on the grid. If for some reason you submit your answer with more than the 2 to make your line, your entire answer will be marked incorrect.



If a question asks for you to click on an item, use your cursor to find the item you'd like to select and then click. In this case, the image is NOT clickable, but the labels are. You'll notice "Nucleus" is selected as the answer since it is a different color than the rest. BE CAREFUL: this question will let you select multiple labels, but the question asks you to click "the cell", indicating only one answer should be given.

Once you answer the final question on the test, it will give you a "done" button to push that will take you directly to the "Review Summary" page. You can also just click on the "Review Summary" button to get there. On the Review Summary page, you can check to see if you've answered all questions and check to see if you had any questions flagged to look at again. Once you're confident in your responses, you can click the green "submit" button to submit the exam. Once you submit, you will not be able to re-enter the test.

*Helpful to know: The text to speech tool is NOT available on ELA questions.