

Virginia

Standards of Learning Guided Practice Suggestions

**For use with the Civics & Economics
Practice Items in TestNav™ 8**

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Change Log

Updates to this document will be reflected in the table.

Change Log		
Version	Date	Description
V.4	10/21/2016	General information updated.
V.3	9/16/2016	Updated Available Tools
V.2	09/16/2016	Added two previously released Multiple-Choice items to demonstrate more tools.
V.1	07/08/2016	Original Document Posted

Introduction to TestNav™ 8: MC/TEI Document

The [Introduction to TestNav 8: MC/TEI](#) document serves as an introduction to the new online navigation, tools, accessibility features, and overall functionality and appearance of TestNav 8. It is highly recommended that teachers (or other adults) read the *Introduction to TestNav 8: MC/TEI* document prior to reading this guide, the *Guided Practice Suggestions* for the Civics and Economics practice item set.

Reading the *Introduction to TestNav 8: MC/TEI* document will give teachers an understanding of the features of TestNav 8 prior to working with students. In part, the document provides information on:

- opening the practice item sets within the required TestNav 8 Application,
- navigating through the practice item sets,
- answering technology-enhanced items (TEI) and multiple-choice items,
- using the online tools, and
- using the accessibility features available in TestNav 8.

This important information should be used in conjunction with the information found in this guide.

Guided Practice Suggestions

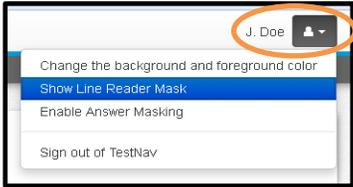
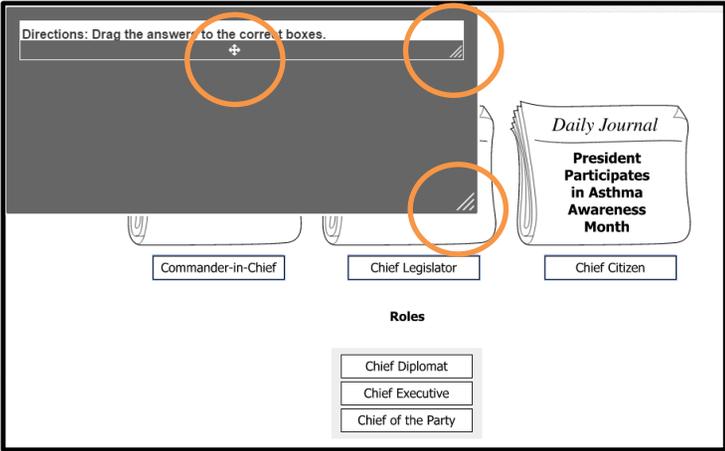
This guide provides specific item information for each question in the Civics and Economics practice item set in table format. Along with the item information in the table, there is a column titled “Guided Practice Suggestions.” This column contains information for teachers as they guide students through the practice items. For instance, guided practice suggestions can state, “Use the eliminator tool to place a red ‘X’ on the answers that are not correct,” or, “Make sure students know how to select draggers and place them in the empty boxes using their mouse, keypad, or touchscreen.” Following the suggestions in the table will ensure that students are exposed to all of the different tools within TestNav 8, the different functionality features of TEI, and the common messages that may appear as students complete TEI.

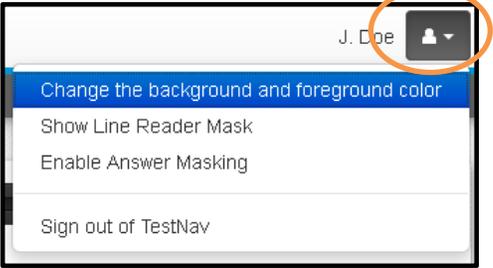
Civics & Economics Practice Item Information and Recommended Guided Practice Suggestions

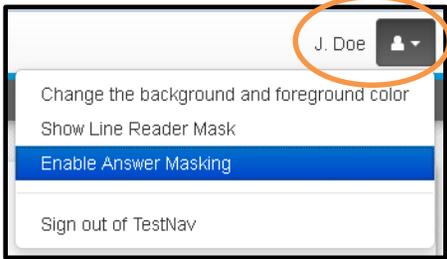
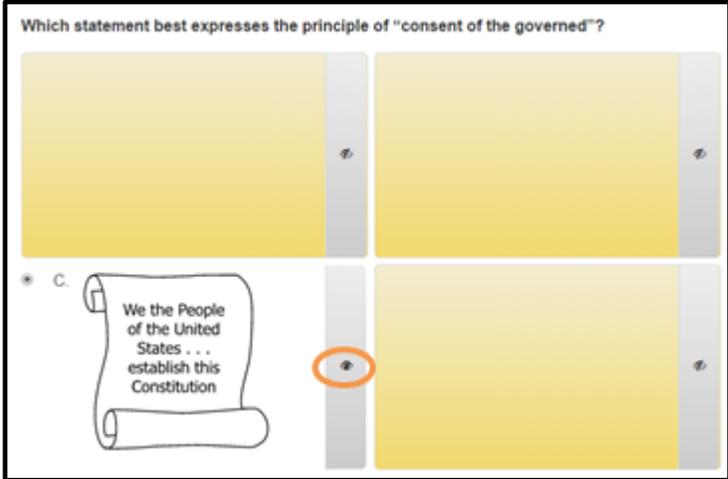
Question	Item Type	Answer Key	Guided Practice Suggestions
1	MC	C	<p>Throughout the practice item set, move to the next or previous screen by selecting an arrow in the top left corner of the screen. An arrow with a blue background indicates the button is active and can be selected.</p> <div style="text-align: center;">  </div> <p>The tools at the top of the screen are there to help students answer the questions. The only tool that can be used to mark an answer to a question is the pointer tool.</p> <p>When a tool in the toolbar is active, it will be dark gray. In the picture below, the pointer is active.</p> <p>Have students select the eliminator tool located in the toolbar and then place a red "X" on the answers that are not correct.</p> <div style="text-align: center;">  </div> <p>To remove an "X" keep the eliminator tool active and select the "X" to remove it. Have students practice removing an "X." The eliminator tool works some TEI items as well as Multiple-Choice items.</p> <p>Multiple-choice items must be answered in TestNav 8 by selecting the letter of the answer option or the option itself using the mouse, keypad, or touchscreen. On multiple-choice items, once an answer is selected, the item cannot be returned to an unanswered state (no answer selected) unless the student uses the eliminator tool to place an "X" over the selected answer and then selects the "X" again to remove it.</p>

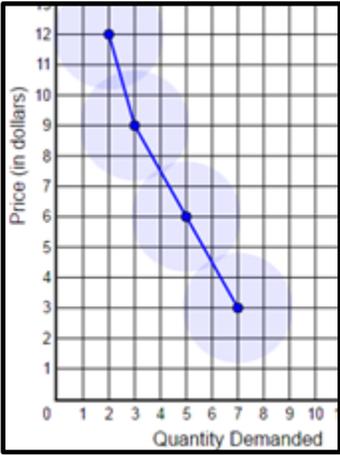
Question	Item Type	Answer Key	Guided Practice Suggestions
1 (Cont.)			Remind students that placing an “X” on the incorrect answer choice does not complete the item. A selection must be made with the pointer tool in order for the item to be considered “Answered.”
2	TEI Drag and Drop	In the column titled Declaration of Independence: <i>Stated grievances against the King of Great Britain and Preserved the rights of the colonists</i> (in either order), and in the column titled Articles of Confederation: <i>Created a weak central government and Assigned major powers to the states</i> (in either order)	<p>Have students select draggers and place them in the empty boxes using the mouse, keypad, or touchscreen. Selecting a dragger and moving it to an empty box may cause the remaining draggers to shift location in the answer option area.</p> <p>Have students practice moving draggers back to the gray box. Draggers will go back to their original location when returned to the gray box. On some items the gray box will decrease in size when a dragger is removed. However, the gray box will expand to accept the dragger once the dragger is placed back over it. Additionally, have students try to place one dragger “over” another dragger, to show how the top dragger will return to the gray box. If a student wishes to change an answer, the dragger must be moved back to the gray box and another option must be selected and moved into the response box. As soon as a dragger is selected and moved, each receptacle box turns blue and is outlined by a dotted line. This indicates that the dragger can be placed in any box—whichever location the student chooses as the correct location. However, sometimes a restriction is placed on where a dragger can be placed. A selected dragger can only be placed in the boxes that shade light blue once it is selected and moved.</p> <p>This item will not be considered “Answered” until all answers have been placed in the columns.</p> <p>Tell students that they must read questions carefully because sometimes the specific location or order of the answers matters. Other times, the location or order of the answers does not matter. In this item, the order in which the answers are placed into the columns does not matter, as long as the two correct answers are placed into each column.</p>

Question	Item Type	Answer Key	Guided Practice Suggestions
3	TEI Drag and drop	<i>Commander-in-Chief</i> should be placed under the newspaper in the first box on the left; <i>Chief Legislator</i> should be placed under the newspaper in the middle box; and <i>Chief Citizen</i> should be placed under the newspaper in the third box on the right.	<p>This is another drag and drop technology enhanced item. If a student changes his/her mind, the dragger may be returned to the gray box and then drag another answer choice to the box.</p> <p>This item will not be considered “Answered” until all boxes have an answer. If a student changes his/her mind and returns one or more draggers to the gray box, the question will appear as “Unanswered.”</p>

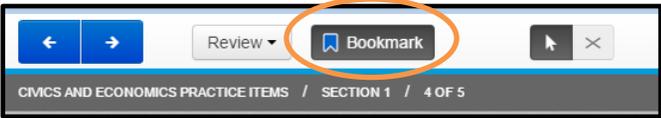
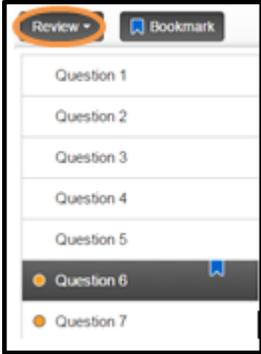
Question	Item Type	Answer Key	Guided Practice Suggestions
3 (Cont.)			<p>Have students practice using the Line Reader Mask accessibility feature with this item. Select the user drop-down menu in the top right corner of the screen and select <i>Show Line Reader Mask</i> from the menu.</p>  <p>The Line Reader Mask will appear over the item. Have students use the diagonal line areas to practice resizing the area covered by the line reader and the window through which content can be seen. Have students use the cross to move just the window through which content can be seen. Hold down on any part of the gray area and drag the tool to move the entire tool.</p>  <p>To turn off the Line Reader Mask, select the drop-down menu and select <i>Hide Line Reader Mask</i>. If the student does not turn off the Line Reader Mask, it will automatically turn off when the student navigates away from the item.</p>

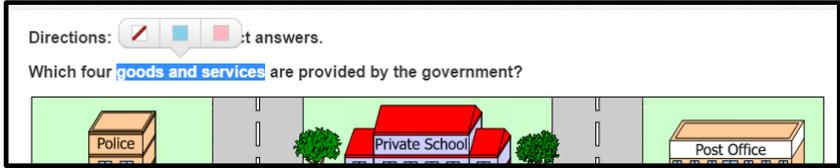
Question	Item Type	Answer Key	Guided Practice Suggestions
3 (Cont.)			<p>Next, have students practice with the accessibility feature that allows them to change the background and foreground color. Select the user drop-down menu and <i>Change the background and foreground color</i> from the menu.</p>  <p>The screenshot shows a user profile for 'J. Doe' with a dropdown arrow. The dropdown menu is open, listing four options: 'Change the background and foreground color' (highlighted in blue), 'Show Line Reader Mask', 'Enable Answer Masking', and 'Sign out of TestNav'.</p> <p>There are six different options, other than black on white, which is the default setting. Have students select a contrast setting and then the <i>Continue</i> button to enable this feature. This feature could be used by students who would benefit from the use of color contrasting to make text more distinct.</p> <p>This setting will remain enabled until turned off. To turn off this setting, select the user drop-down menu, select <i>Change the background and foreground color</i>, and then select the button next to the default setting. Then select the <i>Continue</i> button.</p>

Question	Item Type	Answer Key	Guided Practice Suggestions
4	MC	C	<p>Have students practice using the Answer Masking accessibility feature with this item. Select the user drop-down menu in the top right corner of the screen and select <i>Enable Answer Masking</i> from the menu.</p>  <p>The answer options on multiple-choice items will now be masked as shown in the screenshot.</p>  <p>Students may show or hide each option by selecting the “eye.” Answer Masking will remain on in each multiple-choice item until it is turned off. To turn off Answer Masking, select the user drop-down menu and select <i>Disable Answer Masking</i>.</p>

Question	Item Type	Answer Key	Guided Practice Suggestions
5	TEI Hot Spot	<p>These four points must be plotted: (2, 12), (3,9), (5,6), and (7,3)</p>	<p>The graph is a type of hot spot technology enhanced item. Have students plot a point on the grid by selecting a location with the pointer tool or by selecting a location with a finger (on a touchscreen). A blue point will appear that has a light blue halo. As students plot the points, a blue line segment will connect them.</p> <p>In order to deselect a point, select it again.</p>  <p>This item will be considered “Answered” when one point is plotted so that no clue or hint is given as to how to graph the data in the table.</p>

Question	Item Type	Answer Key	Guided Practice Suggestions
6	TEI Hot Spot	All of these answers must be selected: <i>Police Station</i> (the top-left building); <i>Post Office</i> (the top-right building); <i>Highway System</i> (the image in the middle of the street); and <i>Public Library</i> (the bottom-middle building)	<p>The eliminator tool works on some TEI items as well as Multiple-Choice items. Have students select the eliminator tool located in the toolbar and then place a red "X" on the answers that are not correct.</p> <p>To answer this question correctly, the four correct answers in the image must be selected. A solid blue box outlines the answer choice when it is selected, indicating a student has chosen that response as an answer.</p> <p>In order to deselect an answer and remove the blue box, the answer choice must be selected again. Have students practice selecting and deselecting an answer.</p> <p>This item also specifies the number of answers a student must select. If a student tries to select more than the number of answers indicated, a message appears in the top right corner of the screen. This message will remain for approximately five seconds unless the "X" is selected to close the message. Have students try to select an additional answer so that they can see this message appear.</p> <div data-bbox="1144 889 1549 998" data-label="Image"> </div> <p>Tell students that when there are an unspecified number of answers, the question will be considered "Answered" when one answer has been selected. This is so no clue or hint is given as to how many answers are correct.</p>

Question	Item Type	Answer Key	Guided Practice Suggestions
6 (Cont.)			<p>Have students select the <i>Bookmark</i> button and tell them that when they select the <i>Bookmark</i> button, it will turn dark gray. This button would be used to mark a question for review at a later time.</p>  <p>Then have students select the <i>Review</i> button. A drop-down menu will appear. All of the questions in the section will be listed. The question that the student is viewing on the screen will be shaded dark gray. This question has an orange circle next to it because it has not yet been answered. This question will also have a blue flag next to it because it was just bookmarked.</p>  <p>Have students practice using the scroll bar to see the status of each question in the drop-down menu. Then have students close the <i>Review</i> drop-down menu and deselect the <i>Bookmark</i> button. Then have them look at the <i>Review</i> drop-down menu again to see that the question no longer has a blue tag.</p>

Question	Item Type	Answer Key	Guided Practice Suggestions
6 (Cont.)			<p>Have students use the highlighter tool to highlight the words, “goods and services.” To highlight, hold down and drag over the text, then select the highlighter color. *To remove the highlight, hold down and drag over the text, then select the white box on the left with the red line.</p>  <p>On a touchscreen, hold down on the words, “goods and services” with a finger, and adjust the area to be highlighted with the blue anchors. Then select the highlighter color. *To remove the highlight, hold down on the highlighted words with a finger, then select the white box on the left with the red line.</p> <p>Tell students that the highlighter will only work on text. Make sure students realize that if they go to highlight, and the highlighter tool does not appear, they are likely trying to highlight art (an image/picture), which cannot be done.</p> <p>On a touch screen, the following message may appear when students highlight text.</p>  <p>In the practice items, selecting one of the options listed will open a new window and direct students to the internet. This will not occur in the actual testing environment; selecting an option will not direct the students to another screen.</p> <p>*Pink and blue are the two highlighter colors available when the foreground and background settings are set to the default (black text on white background). These colors may change when the foreground and background setting is changed.</p>

Question	Item Type	Answer Key	Guided Practice Suggestions
7	TEI Hot spot	<p><i>Organize Fundraisers for Campaigns and Educate Voters on the Issues</i> must be selected in the column titled “County Political Party; Recruit Candidates for President, Organize Fundraisers for Campaigns, and Educate Voters on the Issues” must be selected in the column titled “National Political Party”</p>	<p>This item will show as “Answered” after one box in the table has been selected. This is so no clue or hint is given as to how many boxes need to be selected.</p> <p>Have students practice zooming in to look at the question on the screen, and then have them zoom out.</p> <p>On a PC or Chromebook, press the CTRL and + keys at the same time to zoom in. Press the CTRL and – keys at the same time to zoom out. Press the CTRL and 0 (zero) keys at the same time to return to the default screen setting.</p> <p>On a Mac, press the COMMAND and + keys at the same time to zoom in. Press the COMMAND and – keys at the same time to zoom out. Press the COMMAND and 0 (zero) keys at the same time to return to the default screen setting.</p> <p>On a touchscreen, have students touch two points on the screen and then have the student move the appropriate fingers away from each other to zoom in. Touch two points on the screen and then have the student move the appropriate fingers toward each other to zoom out.</p>

Question	Item Type	Answer Key	Guided Practice Suggestions
7 (Cont.)			<p>As students are practicing how to zoom in and out, make sure they are doing so within reason. If students zoom in too far, they may not be able to see all of the information necessary to answer the question. It should also be noted that zooming in and out on the screen may cause the text wrapping to change. Remind students that they should only use this feature when necessary.</p> <p>Before ending the test, make sure students return to the default screen setting.</p> <p>Information for Teachers: This is the end of the practice item set. See the <i>Introduction to TestNav 8: MC/TEI</i> document for information on closing TestNav.</p>