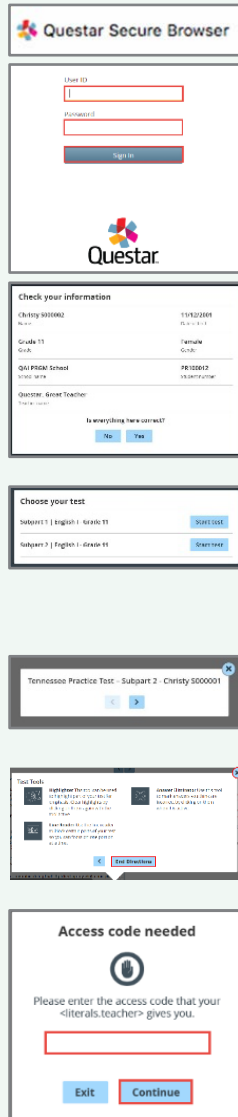


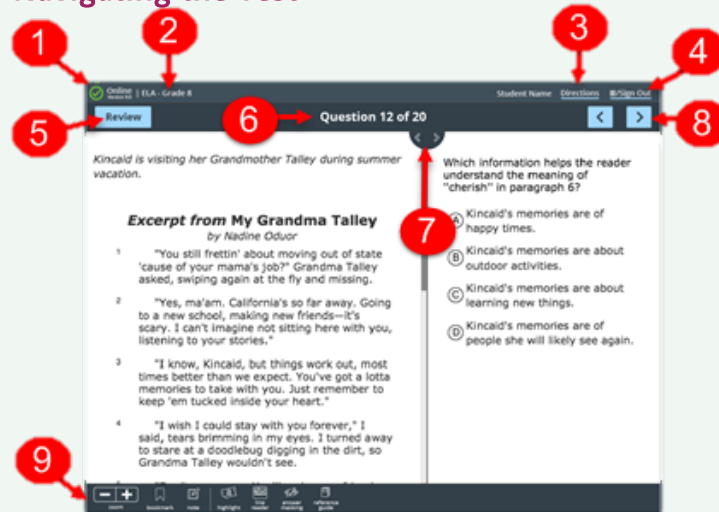
Nextera® Test Delivery System Quick Tips for Students (Navigation & Tools)

Starting a Test

1. Double-click/tap the *Questar Secure Browser* icon
2. Enter the *User ID* and *Password* provided by your Test Administrator
3. Click/tap **Sign In**
4. Verify the details on the *Check your Information* Window
5. Click/tap **Yes**
6. On the *Choose Your Test* window, locate the test and subpart as instructed your Test Administrator
7. Click/tap **Start Test**
8. On the *Test Directions* window, click/tap the right facing arrow to read through the directions
9. When you are done reading the directions, click/tap **End Directions**, or X out of the window
10. Input the access code provided by your Test Administrator
11. Click/tap **Continue** and the test will display



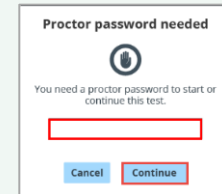
Navigating the Test



#	Description
1	A green checkmark means you are currently online
2	The content area you are being tested on displays in this section
3	You can revisit the Directions by clicking on the Directions link
4	If you need to pause or log out of a test without submitting it, select the Pause/Sign Out link and click/tap Pause test on the following window
5	To return to questions for which you've added bookmarks or notes, click/tap Review When all questions have been answered, this button changes to Review & Submit To submit the test, click/tap Review & Submit and Submit Test on the following window
6	The current question number and total number of questions display in this section
7	This is a tool called Passage Expansion - see pages 2-4 for details on tools
8	Use these buttons to move forward and backward between test questions
9	This is the toolbar - tools available will vary based on the test When a tool is active, the icon turns blue - see pages 2-4 for details on tools

Restarting a Test

The test system may require a proctor password for you to log back into a paused test.



Your Test Administrator will enter the Proctor Password for you.

Nextera® Test Delivery System Quick Tips for Students (Navigation & Tools)

To use the **Highlighter**

1. Click/tap the **highlight** icon
2. Click/tap and drag over a section of text to highlight it
3. To clear the highlight, click/tap the highlighted text again with the highlight tool active



Note: When a passage has more than one question, the passage highlighting is not retained between questions.

Use the **Bookmark** to flag a test question for yourself

To use the bookmark

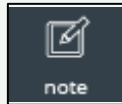
1. Click/tap the **bookmark** icon
2. Items with bookmarks will show a bookmark icon in the *Review* screen
3. To remove a bookmark, click/tap the bookmark icon again



Use the **Notepad** to add a note to yourself on a test question

To use the notepad

1. Click/tap the **note** icon
2. Type your note
 - See *Text Editor* for formatting in the notepad
3. To save the note and close the notepad, click/tap X in the notepad
4. Items with notes attached will show a notepad icon in the *Review* screen
5. To remove a note
 - a) Open the note
 - b) Delete the text you typed
 - c) Close the notepad



Use **Zoom** to increase or decrease the size of the content being viewed on your screen

To use zoom

1. Click/tap - to zoom out
2. Click/tap + to zoom in



Use **Passage Expansion** to increase or decrease the viewing area for the passage or stem/options

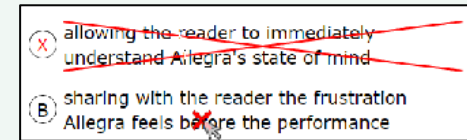
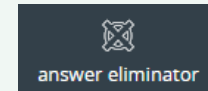


1. To increase the passage area, click/tap the right arrow
2. To increase the stem/options area, click/tap the left arrow

Use the **Answer Eliminator** to cross out answers you think are incorrect

To use the answer eliminator

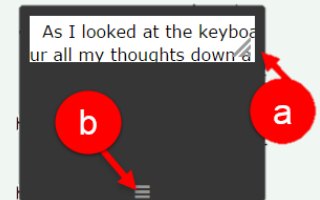
1. Click/tap the **answer eliminator** icon
 - When this tool is active, the mouse includes a red X
2. Click/tap the answer you want to eliminate
3. The answer now displays a red X over it
4. To remove a red X from an answer, click/tap the answer again with the tool active



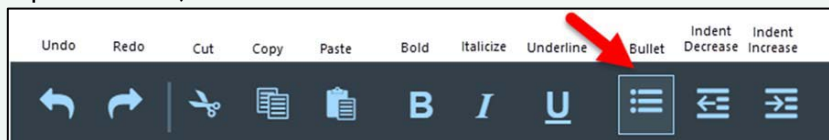
Use the **Line Reader** to block parts of the test so you can focus your reading

To use the line reader

1. Click/tap the **line reader** icon
 - When this icon is active, the tool displays
2. Click and drag the tool so the open window is over the text you wish to view
 - a) Click/drag here to resize the area being viewed
 - b) Click/drag here to resize the area being blocked
3. To turn off the line reader, click/tap the line reader icon



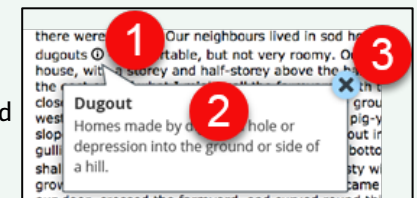
Use the **Text Editor** to format text in the notepad and constructed responses field (an active text editor menu item will have a box around it)



Use **Glossing** to view a word's definition

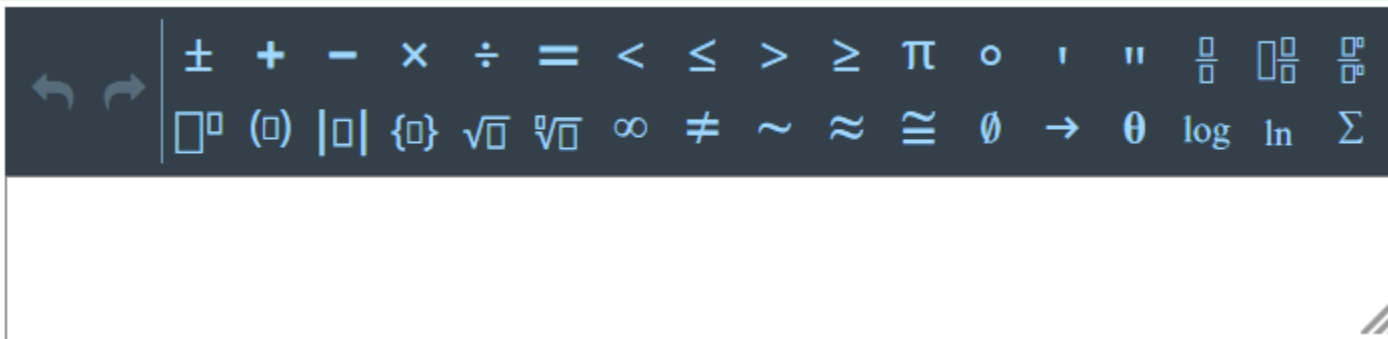
To use glossing

1. Click/tap the **tool tip** next to the word
2. The definition displays
3. Click/tap X to close the definition



Nextera® Test Delivery System Quick Tips for Students (Navigation & Tools)

Use the **Equation Editor** to add text and math symbols (up to 50 characters) to show your work when answering Algebra, Integrated Math, or Geometry questions



Click on the corner and drag to open the text box for entering your equation

To use the equation editor, click/tap the applicable icon from the Equation Editor menu

\pm	Plus-Minus	'	Prime	∞	Infinity
+	Plus (Math – Addition)	''	Double Prime	\neq	Slashed Equals (Not Equal To)
-	Minus (Math)	$\frac{\square}{\square}$	Fraction	~	Tilde
\times	Multiply (X for math)	$\frac{\square}{\square}$	Mixed Number	\approx	Double Tilde (Approximately)
\div	Divide	$\frac{\square}{\square}$	Fraction with Exponents	\cong	Equals with Tilde (Congruence)
=	Equals	\square^\square	Exponent	\emptyset	Slashed Zero (Empty Set)
<	Less Than	()	Parenthesis	→	Right Arrow (If-Then)
≤	Less Than or Equal To	□	Absolute Value	θ	Theta
>	Greater Than	{ } □	Braces	log	Log (logarithm)
≥	Greater Than or Equal To	√□	Radical	ln	In (natural log)
π	Pi	√□	Radical with Index	Σ	Sigma (summation)
°	Degree				

To show the square root

- Click/tap the icon with the radical sign and one box, or
- Click/tap the icon with the radical sign and two boxes, one in the base and a smaller one that allows you to assign the degree of the root. You may type "2" in the small box or leave the small box blank.

To place parentheses in the base of an exponent

- Click/tap the parentheses icon
- Click/tap outside of the parentheses that appear in the text entry area
- Click/tap the exponent icon
- The base and exponent boxes appear in the text entry area
- Delete the base box
- Type the exponent value in the exponent box

To access the **Math Reference Sheets**

- Click/tap the **reference** icon
 - When active, the reference sheet displays
- To close the reference sheet, click/tap X in the reference sheet

Nextera® Test Delivery System Quick Tips for Students (Navigation & Tools)

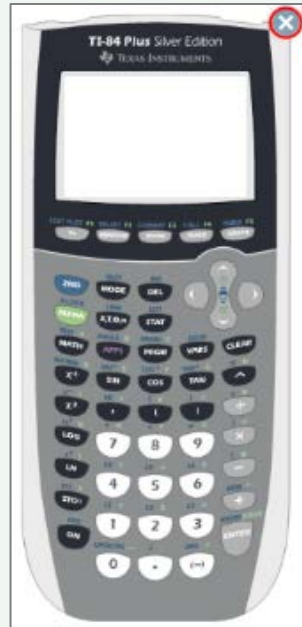
To use the **Graphing Calculator**

1. Click/tap the **calculator** icon



- When active, the calculator displays

2. Click/tap the online calculator's buttons as you would if using a hand-held calculator
3. To close the calculator, click/tap X in the calculator

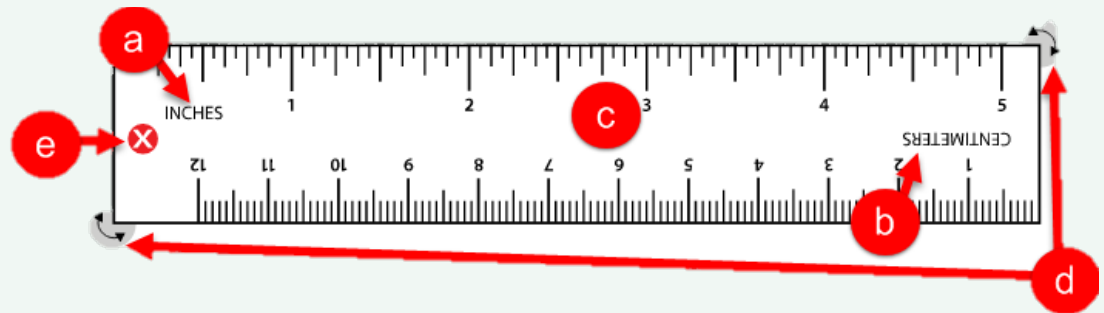


To use the **Ruler**

Click/tap the **ruler** icon



- When active, the ruler displays
- a) One side of the ruler measures in inches
 - b) The other side measures in centimeters
 - c) To move the ruler, place your mouse on the ruler and drag it to the desired position
 - d) To rotate the ruler, place your mouse near a corner of the ruler and drag it to the desired angle
 - e) To close the ruler, click/tap X in the ruler



Additional Tips when using an iPad

Scrolling in a Split Screen

- When you are viewing a split screen, click/tap within the right or left pane that you want to scroll.

Highlighting Text

To highlight text on an iPad

1. Touch and hold to activate the pop up select tool
2. Drag your finger across the screen to select the text you want highlighted
3. When you click off of the text, the highlighting displays