

ELPA21 TECHNOLOGY SKILLS CHECKLIST

Please note that all skills begin in Kindergarten (unless otherwise noted) and that the complexity of tools may vary by grade. This list 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	K	1	2-3	4-5	6-12
General Navigation	Ability to use and find navigation buttons	next, previous, login, logout, save, resume, and quit	X	X	X	X	X
	Double click	starting a program by double clicking the icon (laptop/desktop)	X	X	X	X	X
	Log in	logging in using a unique Username and Password	X	X	X	X	X
	Basic pointer skills and selection with mouse	clicking and moving a mouse / clicking and moving on a tablet	X	X	X	X	X
	Keyboarding - Basic	entering brief responses requiring limited use of keyboard (letters/word)	X	X	X	X	X
	Keyboarding - Advanced	entering responses requiring extended responses (sentences/multiple sentences)			X	X	X
	Scrolling	using scroll bars horizontally, vertically, within a page and in multiple windows	X	X	X	X	X
	Review	using a review screen before leaving a test section (answered, unanswered, bookmarked)	X	X	X	X	X
	Using an onscreen video/audio player & recorder	using online video, audio players and recorder to access and produce content	X	X	X	X	X
Universal Features*	Magnifier/zoom features	familiarity with features to magnify or zoom (item level)	X	X	X	X	X
	Bookmarking (flagging) items	bookmarking items for later review	X	X	X	X	X
	Answer Eliminator	using a tool to eliminate answer choices	X	X	X	X	X
	Notepad	ability to use notepad feature as needed for responses	X	X	X	X	X
	Highlighting text	using highlighter tool to emphasize text	X	X	X	X	X
	Click and delete	ability to use click and delete feature to remove a selected response from a target	X	X	X	X	X
	Click and drop	ability to use click and drop feature to click on a target to enter a response	X	X	X	X	X
Designated Features*	Background/text color	familiarity with alternate background and text color when needed	X	X	X	X	X
	Answer masking	familiarity with features for hiding and displaying available response options	X	X	X	X	X
	General masking	blocking off content that is not of immediate need or that may be distracting	X	X	X	X	X
	Zoom	ability to navigate a test enlarged before the test begins (test level)	X	X	X	X	X
	Line reader/line guide	using a digital line guide to aide in reading text on a screen	X	X	X	X	X
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			X	X	X
	Drag and drop	understanding of drag and drop (drag letters, words and objects to the correct locations to answer questions)	X	X	X	X	X
	Hot spots	understanding that clicking on certain pictures, words or sentences provide answer selections and knowing when a hot spot has been selected	X	X	X	X	X
	Drop down menus	using drop down menus for selection purposes	X	X	X	X	X
	Highlighting text	ability to use mouse/pointer to highlight text in an on-screen environment	X	X	X	X	X

* Note: Universal features are available to all students on demand. Designated features must be enabled in advance. Please see the ELPA21 Accessibility and Accommodations Manual for more information.