

## CAAELP TECHNOLOGY SKILLS CHECKLIST

Eligible EL/ML students with cognitive disabilities are not expected to perform most of the skills described in this checklist and will 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 test administrators view available practice tests and sample items on the [Connecticut Comprehensive Assessment Portal](#).

	Technology Skill for Online CAAELP 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
	Streamline mode	: displays test content vertically for enhanced accessibility
	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 and accommodation assigned and documented in the implemented IEP are available to students with the documented need.