Tips on technology literacy for candidates

<u>Introduction</u>
The familiarization exercises show you how to operate the on-screen examination. You will find "tool tips" that help you use the tools and objects you need to complete questions.

"Tech tips" in this document are different. You can read these tips to apply your skills with technology during the examination. These tips also suggest strategies that you can use when reading online at *any* time, not just during the examination. These tips also try to explain the similarities and differences between the on-screen examination and the web browsers and online tools you may already use in your daily life. Go through each tech tip as you move through the familiarization to learn more about certain functions.

A glossary of terms at the end of this document may help you understand the familiarization environment. Refer to it when you encounter a term in **bold** that you may not understand.

<u>Some general rules: the examination and **social media feeds**</u>
The on-screen examination is designed like a **social media feed** you would see in a web browser, similar to reading Facebook on a laptop instead of a phone or tablet. The differences between the on-screen examination and traditional social media feeds are below:

- You must move backwards and forwards through the examination, unlike a social media feed.
- You will have two navigation bars: the top for **global tools** like the calculator and the clock, and the side for questions.
- The feed is not continuous: you can only scroll within a question or question part.
- You will scroll through text and media that will appear in two *or* three columns, depending on the question. Be prepared for the screen to change when you move to new questions.
- Some of your media with move with you (this is called "sticky" in the assessment.) You will not be able to choose which media are sticky.
- You will often GET information on the left, and RESPOND to information on the right.
- You will sometimes RESPOND in a response box or table below the given information.
- In general, actions that you may think require dragging a mouse will require clicking between two points. Remember this when drawing graphs and making lines with the **drawing tool**.
- ***Most keyboard shortcuts will be disabled.*** You will only have access to copy and paste.

It is useful to compare the regular web browser you use on your laptop with the familiarization environment so you know what is different when you enter the examination.

Tech tip #1: **Bookmarks**

Bookmarking is a really useful skill to learn. You may already use bookmarks when you surf the Web. The bookmarks in the examination are different: you will see flags on the bottom-right corner of any question, and can access what you have bookmarked from a list in the top-right corner. Click on any entry in the list to return to the bookmarked area.

You can use bookmarks in many ways:

Remove the calculator tool

The clock when "hidden"

A bookmarked question

- To hold your place if you get stuck on a question or question part, so you can return to it later.
- To remind yourself of where certain text is located.
- To put a placeholder on a question part with a stimulus if you need it for other question parts.
- To get to other sections more quickly instead of needing to scroll or click through them.
- Anything else you can think of!
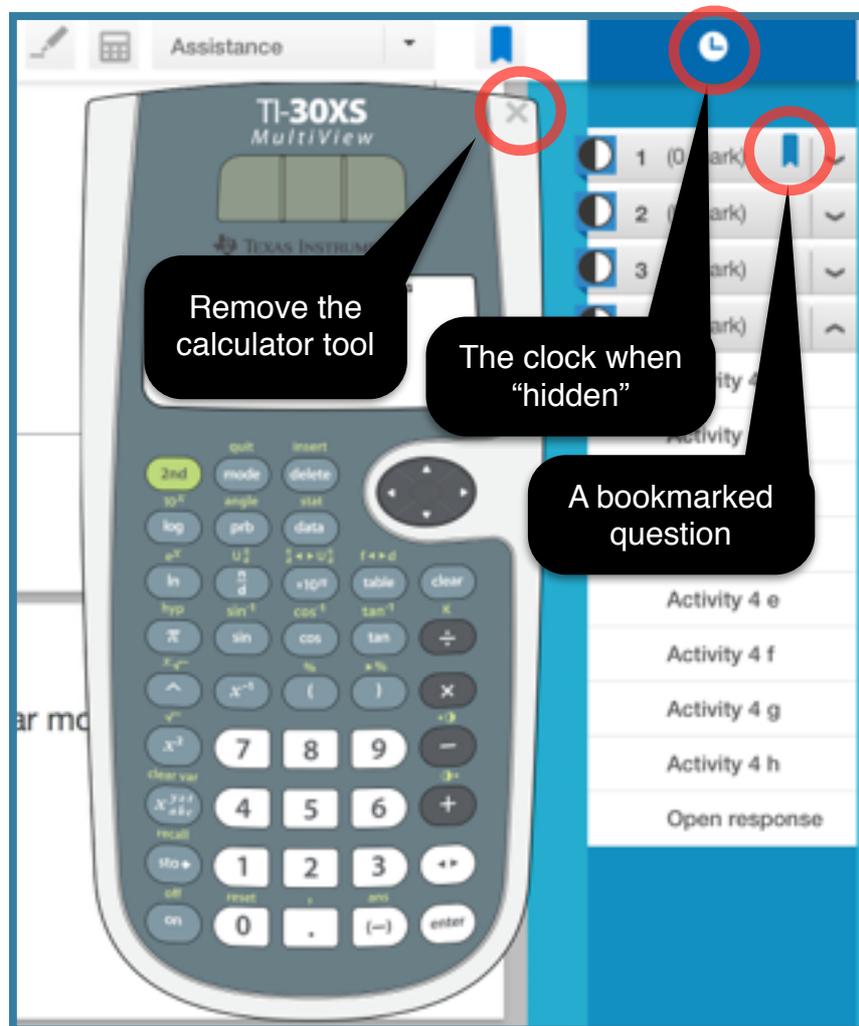
Tech tip #2: the **clock**

A clock is available to help you keep track of

The top-right corner of the screen with the clock and calculator

the time as you progress in the examination. If you choose, the time will always appear in the ***top-right corner*** of your screen (see illustration.) You can set the clock to *time elapsed* (the amount of time you've used) or *time remaining* (the amount of time you have left.) Clocks help some candidates, but others may feel anxious or distracted with a clock ticking. Practice using a clock when answering questions, and try both settings. You can decide when and where to use it for yourself. Remember you will have something in the top-right corner of your vision as you are working, so this may or may not be the right thing for you.

Tech tip #3: the calculator **tool**

Remember that you can move the calculator to any place on your screen: this may help you read questions or make you feel more comfortable to have it in a different place. You can also remove it by clicking the "X" in the top right corner of the tool (see illustration.)

A video in fullscreen mode

The volume, subtitle, and fullscreen controls

The slider

Tech tip #4: Using Video Controls

The video controls in the examination are basically the same as YouTube or Vimeo. You can use the slider to skim through video, play it full-screen, change the volume, and get *subtitles* by clicking the the closed caption symbol (cc). Here are some strategies about using these controls effectively:

Full versus small screen viewing: Sometimes, it makes sense to watch a video on fullscreen: are you being asked to concentrate on a video for a few minutes? You will have less distractions if you watch it in fullscreen mode. If you are being asked to compare a video to a text, you may want to watch it in the small screen mode: that way, you can watch while paying attention to the text.

Subtitles: Using subtitles, even in your own language, makes it easier to follow a video in a shorter amount of time. You can often read what is happening in a clip faster than the speakers can talk, which can get you to your information faster. Try it — look for specific information in the video with and without subtitles. Which is better for you?

Skimming: Sometimes, you can skim through videos. Use the slider beneath a video to move rapidly through it, then pause when you have found what you are looking for. There are two common reasons you might choose to skim through a video rather than watch it:

• You may want to skim through a video after watching it once, to look for specific information or focus on a section. When you watch the video the first time, note the time at places you may want to return to, then skim through the video using the slider the second time you watch.
• If questions ask for you to find specific information, try using the slider to skim through the video to where your information is located, then PAUSE to write it down. You will be able to see the frame pass as you skim, so you can better see where you want to pause. This may save time and make you familiar with the video for other questions parts.

Tech tip #5: videos, **animations** and **simulations**

Remember that you *get* information and data from videos and animations, but you also *give* information or data to simulations. If you see a stimulus is labeled as a video or animation, you operate it using standard tools: for a simulation, you need to carefully read the instructions on how to use it. Simulations take more time to learn, so be mindful of that when you encounter one.

Tech Tip #6: Hovers or mouseovers, called **text tips**

It is important to quickly scan for how much information is in hover or mouseover text, called *text tips* in the examination. Use your mouse to quickly scan a page to find out how much information is in *text tips*, then look for the

An example of a **text tip** you can hover over

specific information you need. This is particularly helpful when reading large texts as you will in Language and Literature examinations. (Please see "Tips" in the glossary for the definitions of "tips" in the examination.)
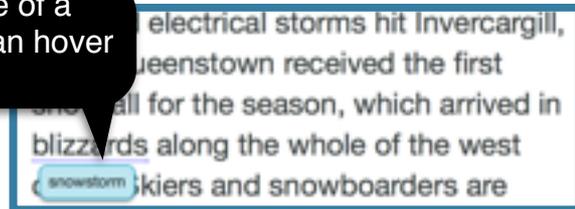
Tech Tip #7: changing text for easier reading

You can always choose to make text bigger when writing or magnify your screen if you need to. Note: *you may not be able to reduce it again if you choose to magnify the screen with keyboard controls.* When you are writing text, simply enlarge it in the response box, then reduce it when you are done writing.

You may be able to ask an administrator to change either the zoom on your screen or change to a text that is easier for some readers to follow. Please check with your teachers.

Tech Tip #8: highlighting

You cannot bookmark within a stimulus box or question part: bookmarks are only for marking question parts. If you need to remember your place within a window, highlighting may help you find text that you will need to use or remember later. Read the question carefully: will you need to find the text again? Use the highlighting tool to make it easier to find later on. *Some questions will ask you to cut and paste selected text into the response box*, so that it is particularly important to use the highlighter effectively.
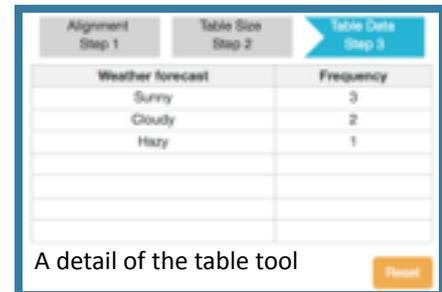

Highlight text to find it!
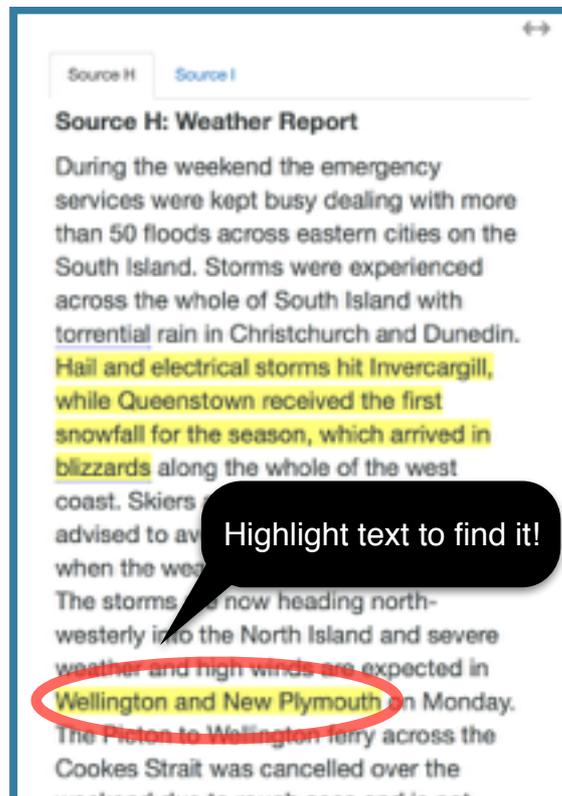
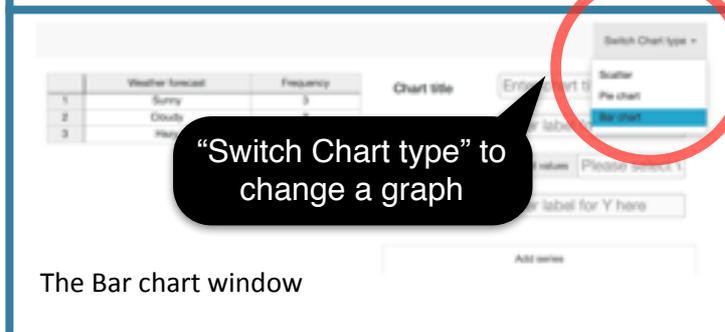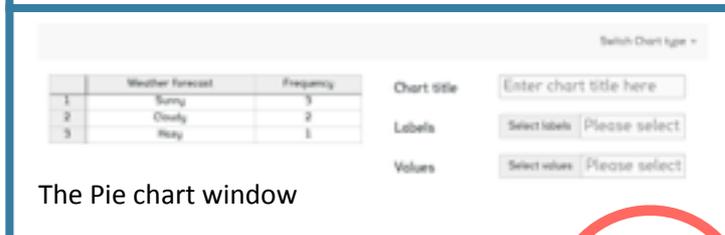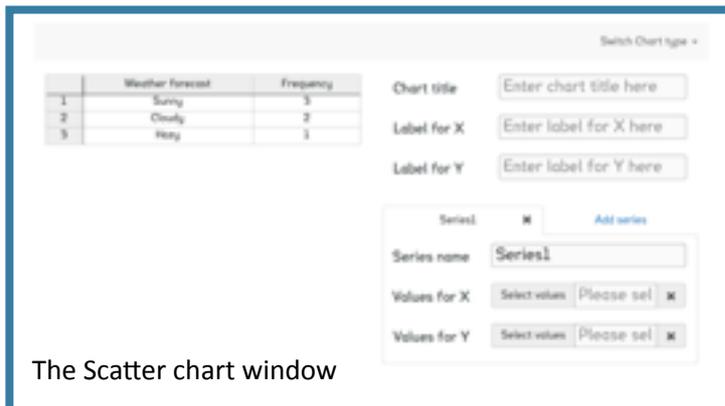Tech tip #9: the *autoplot tool* steps

The *autoplot tool* is a special object that creates images from data you plot into a table. These are called **data visualizations**. Every time you see a chart, pie chart, or graph online, you are seeing a data visualization.

It takes several steps to create **data visualizations** with the autoplot tool:

1. You will be given a *table* to fill out. Fill out the values in the table according to the question.
2. You must choose the kind of image you want to generate. Choose a **Scatter**, **Pie chart**, or **Bar chart**.

A detail of the table tool

The Scatter chart window

The Pie chart window

"Switch Chart type" to change a graph

The Bar chart window

3. Type in Chart Title.
4. Click on the "Select values" box if it appears.
5. Move your mouse to the table, and click again.
6. Drag the mouse down a column to select all of the values you want.
7. Unclick the mouse. The values you selected should appear in the "Select values" field.
8. You may need to "Add series" in order to fill in information from another column. A box will appear that will be labeled "Series 1." Up to three series could be used to create a visualization.
9. Repeat steps 5 - 8 for each new series you create.

Tech tip #10: copy, paste and undo

There are shortcut keys on your keyboard that allow you to copy, paste and undo.
Copy – Select the text you want to copy, this can be from either text stimulus, question text, the response box or equation editor, then press the Ctrl (Cmd) key and the c key together.
Paste – To paste the text you have copied press the Ctrl (Cmd) key and the v key together
Undo – If you delete text or do something you need to undo press the Ctrl (Cmd) key and the z key together.

Tech Tip #11: Using the drawing tool

The drawing tool has options for drawing as well as dragging and dropping images onto a canvas. If you are given a set of images to drag and drop onto the canvas, it is called a *palette.* Here are a few things you can try when using the drawing tool and the palette:

Check your* palette *for what images you have while reading a question part: you may get some hints on the kind of image you are expected to create for your answer.

Use basic shapes as highlighters: If you are expected to use the drawing tool on an image, you can use shapes like circles to highlight areas you want to take a closer look at as you read through the questions. You can delete those shapes once you are done.

Changing shape size and rotation: you can use the little green circle to rotate images. (see the illustration below.) Sometimes, changing the size or angle of an image may help you understand or answer a question.

Put many images on the canvas, then delete: When you need to drag and drop multiple images, it is often more efficient to drag all of the shapes you think you might need to the canvas, then delete the ones you don't want when you are done. It takes less time to move around images on a canvas than opening and closing the palette. You will find all of the shapes available when you click on "Select shape" and open the palette. Try it!

Use the drawing tool below to draw a diagram to represent the water cycle, using text boxes to explain the processes involved.

Click and hold to rotate images

"Select shape" will open a palette.

Can you tell what kind of question might match these images?

Example of a question-specific palette

Tech Tip #12: Measuring tool and scale when on screen

Remember to check your numbers when measuring on a screen: the image gives you the *position* between objects, but may not reflect an accurate measurement of *distance.* This is particularly true for measurements of smaller objects that would fit on your screen. Some screens will be magnified, so that it is even more difficult to judge size in certain questions. Try estimating the height of the clouds in kilometers (the chosen unit of measure) by just looking, then see what the numbers tell you. Is there a difference? Note that for some measurements, you can choose how many decimals are used, and these will snap to the nearest decimal point.

Using the measuring tool, **measure** the height of each cloud. Write your answer in the table below. A scale is available on the illustration for you to check your answer makes sense.

▶Tip for using the length measurer

Always check your numbers when measuring!

GLOSSARY

animation: an image or series of images with moving elements. An animation may appear as a stimulus, or may be included in a simulation. Animations may display fixed data.

autoplot tool: a tool that uses data from a table to create an image called a *data visualization.* For more information, please see Tech Tip #9: the *autoplot* tool steps.

bookmark: a placeholder that candidates can use to mark questions or question parts during the examination. For more information, please see our Tech Tip #1: Bookmarks.

carousel: a series of images, blocks of short text, diagrams or symbols that can be viewed in order. You can "scroll" through carousels using the left and right clickable arrows.

data visualization: any image that is generated using data, like a pie chart or scattergraph. In the examination, the *autoplot tool* is used to generate data visualizations.

drawing tool: any area in the examination that allows you to engage with drag and drop questions or draw images and text.

clock: a timer that candidates may choose to show or hide during the examination. The clock will always appear on the top-right corner of the screen. The clock can be set to *time remaining* or *time elapsed.* Please see "Tech Tip #2: the clock" to learn more.

equation editor (Wiris Editor) : the area of the examination where candidates place answers that are required for science and mathematics e.g. solving equations and balancing chemical formula. It is not possible to capture a screen shot from the calculator in this editor, nor are the symbols drag-and-drop. The equation editor (Wiris Editor) should be seen as a different type of *response box,* as the editor will make the response box look slightly different from those found with other questions.

The equation editor
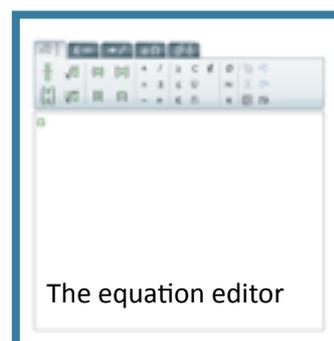
global tool: a function that is available at any point in the examination, such as the calculator or highlighter. (See illustration.) Global tools are always located in the top navigation bar. For more information, see "Tech Tip #3: the calculator tool," and "Tech Tip #8: highlighting."

The global tool bar

measuring tool (sometimes called length measurer): A tool used to measure space or distance in the examination. The distance is measured by clicking in the graph or canvas, moving the cursor, and clicking again to measure the distance between two points. Note that the length measurer does not measure *actual* distance or space unless indicated in a question. Please see Tech Tip #12: Measuring and scale when on screen.

navigation bar: There are two navigation bars in the on-screen examination:
• The *top navigation bar* contains global tools such as the *calculator* and *highlighter.*

• The *side navigation bar* contains questions, and will indicate which questions are *bookmarked.* Please see Tech Tip #1: Bookmarks

object: any tool that is available only in a question or question part such as the length measurer , rather than being one of the global tools available in the top navigation bar.

palette: the option on the drawing tool where images can be dragged and dropped onto the canvas. It is also possible to draw on the canvas in addition to dragging and dropping images from the palette. For more information, please see "Tech Tip #11: Using the drawing tool."

question: a section of the examination based on a single theme. Questions contain a number of **question parts**. Questions are numbered in the examination (Question 1, Question 2, etc.) Candidates have finished a question when all question parts are completed.

question part: a subsection of a question. Question parts are lettered (1a, 2b, etc.)

response: any input from a candidate that appears in a response box. Candidates are scored *only* on what appears in the response box.

response box: the area of the examination where candidates place answers that are recorded and submitted to examiners. The response box can accept many kinds of input: text, images, and symbols for maths and science questions are the most common.

simulation: a representation of a scenario or experiment that both provides and accepts data that is not fixed. Unlike an animation, a simulation may change based on data input.
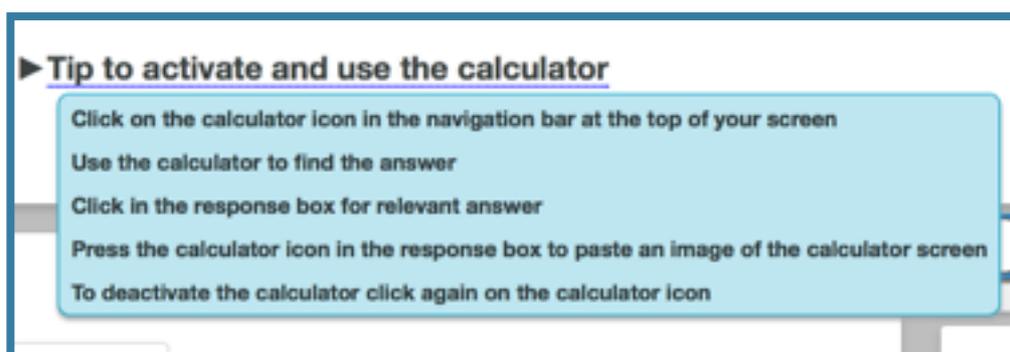
stimulus: any text, image, animation, video, or simulation that provides information or helps candidates make sense of a question or question part. Most question parts have more than one stimulus.

stimulus box: any area designated for stimulus. The stimulus box is either to the left of the screen or above a response. Any information that you put into a stimulus box will *not* be recorded in the examination. Final answers must be placed in the *response boxes* provided.

social media feed: an application that lets you view friend lists, posts and comments from your social websites like Facebook, Twitter, or SnapChat. The examination is designed to resemble a social media feed you might use if you accessed social media via a web browser.

tip: a tip is either a short instruction or helpful suggestion that is intended to help candidates with the examination. There are three types that candidates will encounter:

- text tips are any text that appears as a result of passing a cursor over it. Candidates may hover over text by using the mouse, and they will receive background information on a term, image, or formula. Text tips are usually underlined with a dashed line. Please see "Tech Tip #6: Hovers or mouseovers called text tips" for more information.
- tool tips are instruction boxes that appear in the familiarization environment. Tool tips teach candidates how to navigate in the examination environment, activate global tools, or to use specific functions. Tool tips *only* appear in the familiarization tool (see image below.)
- tech tips are suggestions that help candidates and teachers understand what skills they may need to succeed in the examination environment. They provide advice on how to use certain tools effectively, and how to use the familiarization tool to enhance their general technology literacy skills as they prepare for the examination.

► Tip to activate and use the calculator

Click on the calculator icon in the navigation bar at the top of your screen

Use the calculator to find the answer

Click in the response box for relevant answer

Press the calculator icon in the response box to paste an image of the calculator screen

To deactivate the calculator click again on the calculator icon

An example of a **tool tip** in the familiarization environment