

Virginia

Standards of Learning Guided Practice Suggestions

For use with the
TestNav™ 8
Practice Writing Tool

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Change Log

Updates to this document will be reflected in the table.

Change Log		
Version	Date	Description
V.3	12/30/2016	Update information on paragraphing.
V.2	10/21/2016	General information updated.
V.1	07/08/2016	Original Document Posted.

The Practice Writing Tool

The Practice Writing Tool allows students to practice using the online writing format utilized by TestNav™ 8, the online testing software used in Virginia. This guide provides information and [Guided Practice Suggestions](#) for teachers or other adults to use in explaining the features of the online Writing Tool to students prior to the administration of the short-paper component of the actual Standards of Learning (SOL) test.

While students can enter text into the writing response area of the Practice Writing Tool, students cannot currently save or print what is typed in the response area. Virginia's testing contractor is currently working to enhance the Practice Writing Tool so that a typed response can be saved or printed. School divisions will be notified when this enhancement is complete.

Teachers are strongly encouraged to follow the suggestions within this guide to familiarize students with TestNav 8 as a means to help prepare students for the short-paper component of the Writing test. It is important that students practice on the same type of device that will be used during testing.

Introduction to TestNav 8: Writing Tool

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


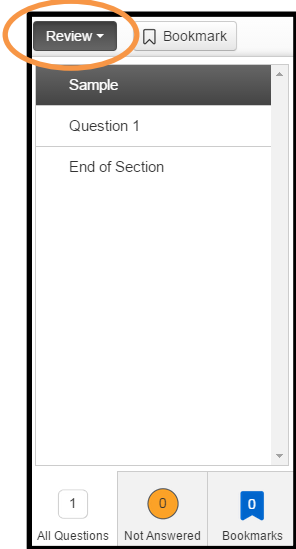

Reading the *Introduction to TestNav 8: Writing Tool* will give teachers an understanding of the features of TestNav 8 prior to working with students. In part, the document provides information on-


- the system requirements for TestNav 8,
- opening the Practice Writing Tool within the required TestNav 8 Application (App),
- navigating through the Writing Tool;
- using the online tools, and
- using the accessibility features available in TestNav 8.

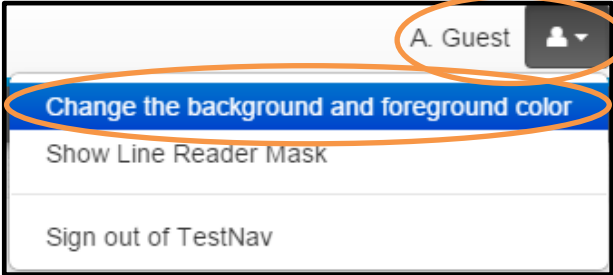
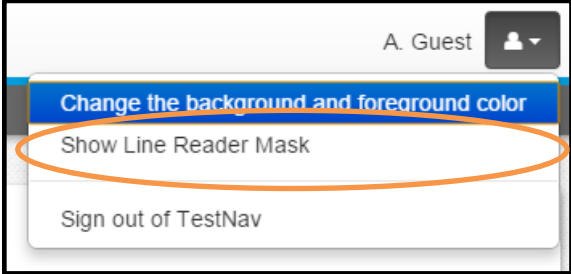
This important information should be used in conjunction with the information found in this guide.

Grade 8 Writing Practice Writing Tool Information and Recommended Guided Practice Suggestions

Screen	Guided Practice Suggestions
<p>Sample Screen</p>	<p>Have students log in to the Practice Writing Tool. After students enter their name, select <i>Start Test Now</i>, accept the Terms of Agreement, and select <i>Start Section 1</i>, a Sample page will be shown on screen. On this screen, some functions of the Writing Tool will be shared with students prior to advancing to the next screen, where students will be able to interact within the response area.</p> <div data-bbox="743 636 1766 1140" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> </div>


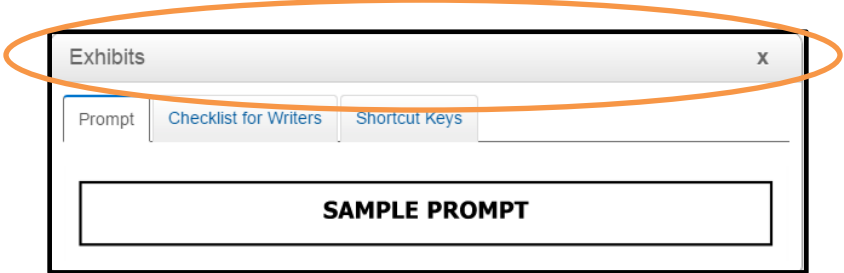
Screen	Guided Practice Suggestions
<p>Sample Screen (Cont.)</p>	<p>Please review the features of the top toolbar with students on the Sample page:</p> <p>The <i>Navigation</i> arrows (upper left corner of screen): Tell students they can navigate between screens using the forward and backward arrows. When an arrow button is blue, it can be selected.</p> <div data-bbox="1121 440 1310 513" style="text-align: center;">  </div> <p>The <i>Review</i> drop-down menu: Tell students they can navigate between the three screens of the Writing Tool: the Sample screen, the Writing Prompt Response screen (labeled as Question 1), and the End of Section screen, where students can submit or exit the test.</p> <div data-bbox="1062 662 1356 1208" style="text-align: center;">  </div> <p>The <i>Pointer</i> tool: Tell students they can use the <i>Pointer</i> tool to select on screen and to place the cursor within the writing response area.</p> <div data-bbox="1203 1287 1293 1370" style="text-align: center;">  </div>

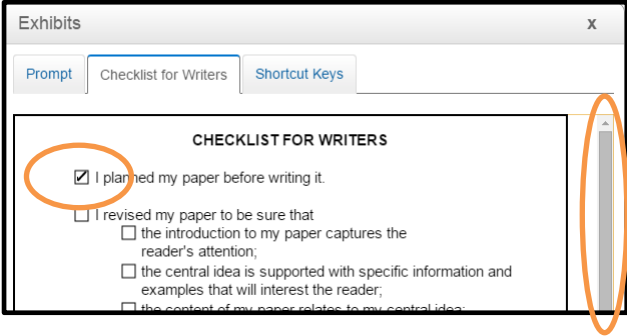
Screen	Guided Practice Suggestions
<p data-bbox="262 662 556 695">Sample Screen (Cont.)</p>	<p data-bbox="655 240 1864 345">The <i>Notepad</i> tool: Tell students this is where they can create and save notes. Text can be copied and pasted between the <i>Notepad</i> tool and the response area; notes are automatically saved on the <i>Notepad</i>.</p> <div data-bbox="905 378 1694 634" data-label="Image">  </div> <p data-bbox="655 706 1892 812">Have students select the <i>Notepad</i> icon on the top toolbar. Once the <i>Notepad</i> is open, have students place the cursor onto the gray area of the <i>Notepad</i> window, hold down, and move the <i>Notepad</i> around the screen.</p> <p data-bbox="655 860 1906 966">Have students type these sentences into the <i>Notepad</i>: “My name is [xxx]. My teacher’s name is [xxx].” Then tell them to select the “X” in the upper right corner of the <i>Notepad</i> to close it. Then have them select the icon again so that they see what they typed has been saved.</p> <p data-bbox="655 1015 1906 1079">To close the <i>Notepad</i>, have students select the <i>Notepad</i> icon again or select the “X” in the upper right corner of the <i>Notepad</i> window.</p>

Screen	Guided Practice Suggestions
<p data-bbox="260 818 558 850">Sample Screen (Cont.)</p>	<p data-bbox="655 238 1759 345">Have students practice using the accessibility feature that allows them to change the background and foreground colors. Select the user drop-down menu and <i>Change the background and foreground color</i> from the menu.</p>  <p data-bbox="655 704 1892 849">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 data-bbox="655 899 1864 1006">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> <p data-bbox="655 1057 1864 1122">Next, have students practice using the <i>Line Reader Mask</i> accessibility feature. Select the user drop-down menu and <i>Show Line Reader Mask</i> from the menu.</p> 

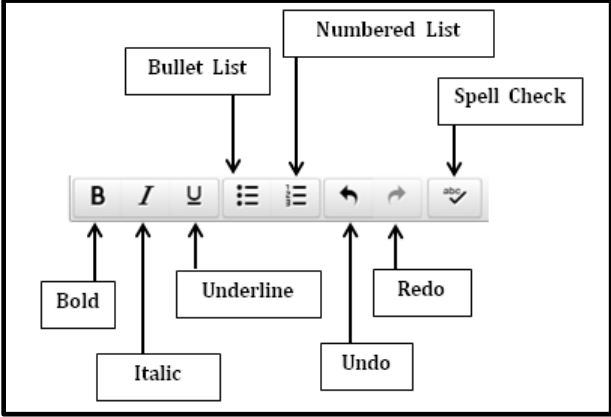
Screen	Guided Practice Suggestions
<p data-bbox="262 743 556 776">Sample Screen (Cont.)</p>	<p data-bbox="655 240 1906 386">The <i>Line Reader Mask</i> will appear on the screen. Have students use the diagonal line corner tabs to practice resizing the area covered by the line reader and the window through 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> <div data-bbox="858 420 1644 847" data-label="Image"> </div> <p data-bbox="655 899 1906 1008">To turn off the <i>Line Reader Mask</i>, select the drop-down menu and select <i>Hide Line Reader Mask</i>. If the student does not turn off the <i>Line Reader Mask</i>, it will turn off automatically when the student navigates to another screen.</p> <p data-bbox="655 1057 1906 1240">The <i>Highlight</i> feature will only operate on the directions. It will not work on art, on the student responses, or in the <i>Exhibit</i> window. To highlight text, select the text to be highlighted, left click, hold down, and drag over the text. Then select the highlighter color. To remove the highlight, select, and drag over the text. Then select the white box on the left with the red line. If the background color is changed, the highlight color may change to maintain the contrast.</p>

Screen	Guided Practice Suggestions
<p style="text-align: center;">Sample Screen (Cont.)</p>	<p>Have students practice zooming in 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 size.</p> <p>On a Mac, press the COMMAND and + keys at the same time to zoom in. Press the CMD 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 size.</p> <p>On a touch screen, touch two points on the screen, and then move your fingers away from each other to zoom in. Touch two points on the screen, and then move your fingers toward each other to zoom out.</p> <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 response area. If students zoom out too far, they may not be able to clearly see the typed text on the screen. 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 students go to the next question, make sure they return to the default screen.</p> <p>Have students select the arrow with a blue background in the upper left corner to navigate to the next screen.</p>


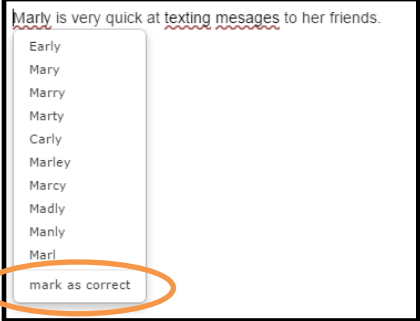
Screen	Guided Practice Suggestions
<p>Writing Prompt Response Screen</p>	<p>Have students select the <i>Exhibits</i> icon on the far right, middle of the screen.</p>  <p>Please note that the online tools do not operate inside the <i>Exhibits</i> window.</p> <p>A window will appear with three tabs: <i>Prompt</i>, <i>Checklist for Writers</i>, and <i>Shortcut Keys</i>. This window can be moved on the screen. Have students select the gray bar at the top of the window and drag the window around the screen.</p>  <p>On an actual Standards of Learning Test, the writing prompt will appear where it says, “Sample Prompt.”</p>

Screen	Guided Practice Suggestions
Writing Prompt Response Screen	<p>Have students select the <i>Checklist for Writers</i> tab. Tell students to scroll through the checklist using the scroll bar on the right side of the window. Next, have students practice checking and unchecking the boxes within the checklist. Students can use this feature to help track their progress while composing their response to the prompt.</p> 


Screen	Guided Practice Suggestions
<p>Writing Prompt Response Screen (Cont.)</p>	<p>Have students select the <i>Shortcut Keys</i> tab. This tab shows students the shortcut keys that can be used on a keyboard to copy and paste text within the response area or to copy and paste text between the <i>Notepad</i> tool and the response area. Review this information with students and then close the <i>Exhibits</i> window by selecting the “X” in the upper right corner of the window.</p> <div data-bbox="1052 399 1413 784" data-label="Image"> <p>The diagram is enclosed in a blue border and contains the following text:</p> <p>For Windows®-based computers</p> <p>Ctrl + C to copy text</p> <p>Ctrl + V to paste text</p> <p>For an Apple® computer:</p> <p>command + C to copy text</p> <p>command + V to paste text</p> </div> <p>On a computer with a keyboard: Have students open the <i>Notepad</i> tool and select the sentences they previously typed. Then have them simultaneously press the appropriate keys to copy text (CNTRL+C on a Windows-based computer OR COMMAND+C on an Apple computer). Have students close the <i>Notepad</i> tool. Then have them place the cursor within the response area and simultaneously press the appropriate keys to paste text (CNTRL+V on a Windows-based computer OR COMMAND+V on an Apple computer).</p> <p>On a touch-screen device: Have students open the <i>Notepad</i> tool and select the sentences by double tapping on the text with a finger, and adjusting the area to be highlighted with the blue anchors. Then have them select “Copy” from the menu. Have students place the cursor in the response area, double tap, and select “Paste.”</p> <p>Have students close the <i>Notepad</i> tool.</p>

Screen	Guided Practice Suggestions
<p data-bbox="191 781 630 849">Writing Prompt Response Screen (Cont.)</p>	<p data-bbox="657 240 1902 305">Tell students there is a gray toolbar directly above the response area that can be used to format text.</p> <div data-bbox="949 297 1556 711" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;">  <p>The diagram shows a gray toolbar with several icons. Callout boxes point to these icons: 'Bold' points to the 'B' icon; 'Italic' points to the 'I' icon; 'Underline' points to the 'U' icon; 'Undo' points to the left-pointing arrow icon; 'Redo' points to the right-pointing arrow icon; 'Bullet List' points to the icon with three horizontal lines and a bullet point; 'Numbered List' points to the icon with three horizontal lines and numbers; and 'Spell Check' points to the icon with a checkmark and a small 'abc' symbol.</p> </div> <p data-bbox="657 743 1902 930">Have students delete all of the text in the response area. Then have them type these sentences on three different lines: The sky is blue. The grass is green. The flower is red.</p> <p data-bbox="657 979 1902 1084">Have students select the first sentence (using the pointer tool on a computer or laptop, or using a finger on a touch screen device), and then have them select the <i>Bold</i> button. The sentence will become bolded.</p> <p data-bbox="657 1133 1902 1206">Have students select the second sentence. Have them select the <i>Italic</i> button. The sentence will become italicized.</p> <p data-bbox="657 1255 1902 1320">Have students select the third sentence. Have them select the <i>Underline</i> button. The sentence will become underlined.</p>

Screen	Guided Practice Suggestions
<p>Writing Prompt Response Screen (Cont.)</p>	<p>Have students select all three sentences. Have them select the <i>Bullet List</i> button. The sentences will become bulleted.</p> <p>Have students select the <i>Numbered List</i> button. The sentences will become a numbered list.</p> <p>Have students select the <i>Undo</i> button. The previous command will become undone. The numbered list will no longer be numbered, but it will be bulleted.</p> <p>Have students select the <i>Redo</i> button. This action will redo the previously undone command. The bulleted list will become numbered again.</p>

Screen	Guided Practice Suggestions
<p>Writing Prompt Response Screen (Cont.)</p>	<p>Now, in the response area, have students type the sentence: Marly is very quick at texting mesages to her friends. (Make sure the word <i>mesages</i> is misspelled as <i>mesages</i>.)</p> <p>Have students select the <i>Spell Check</i> button.</p>  <p>Students will see the message <i>Spell Check Complete</i> after all text within the response area is checked. Proper nouns, misspelled words, and words that are spelled correctly but not recognized by this particular spell checker will be underlined.</p> <p>In the sentence that the student typed, the words Marly (a proper noun), mesages (a misspelled word), and texting (a correctly spelled word that is not recognized by the spell checker) will be underlined in red. Students need to evaluate the results of the spell check carefully when deciding whether a word is misspelled.</p> <p>Have students select the word “Marly.” Since the <i>Spell Check</i> tool indicates this is a misspelled word, alternate choices are provided in a drop-down menu. Students should select <i>mark as correct</i> since “Marly” is the correct spelling of a person’s name.</p> 

Screen	Guided Practice Suggestions
<p data-bbox="191 509 627 578">Writing Prompt Response Screen (Cont.)</p>	<p data-bbox="657 237 1881 345">Have students follow a similar procedure for the other two words. They should select <i>mark as correct</i> for the word “texting,” and they should select the correct spelling of the word “messages” (the top word in the column).</p> <p data-bbox="657 394 1902 578">Have students select the <i>Spell Check</i> button again. Notice that none of these words will show as misspelled since the student selected an option from the drop-down menu for each word. If for some reason the student navigates away from this screen, the spell check “memory” is cleared. If a student were to select the <i>Spell Check</i> button after navigating away from and returning to this screen, those same words would show as being misspelled.</p> <p data-bbox="657 626 1871 695">If a student types additional sentences they will need to select the <i>Spell Check</i> button again to check the remainder of the response.</p> <p data-bbox="657 743 993 771">Information for teachers:</p> <p data-bbox="657 781 1885 849">A student’s score will not be adversely affected by the presence of the red underline on a word that is correctly spelled.</p>

Screen	Guided Practice Suggestions
<p>Writing Prompt Response Screen (Cont.)</p>	<p>Have students look at the number that is on the far right of the gray tool.</p>  <p>The maximum length of a student’s response to a prompt is 6,000 characters. This is equivalent to the length of a student’s response in earlier versions of TestNav. As a student types in the response area, the number shown on the toolbar will decrease by one each time a character is typed. The number on the toolbar indicates the number of characters the student has left in the writing response area. When the count reaches zero, the student will no longer be able to type in the response area.</p> <p>Students should format their response into distinct paragraphs. There are different methods of indicating a paragraph break, such as indenting at the start of a paragraph or skipping a line between paragraphs. To indent a sentence, a student must use the space bar since the tab key is not active in TestNav 8. To skip a line, a student may simply use the enter key. Have students practice indicating paragraph breaks in the writing response area.</p> <p>Information for Teachers:</p> <p>This completes the guided practice suggestions. Teachers may want students to type a response to a prompt in order to practice typing a larger quantity of text into the response area, and to provide additional practice with the features of the Writing Tool. To help prepare students for testing, a list of prompts that may be administered on the EOC Writing SOL test is available on the Virginia Department of Education Web site.</p> <p>As students navigate to the next screen, they will be able to print their responses. Please see the <i>Introduction to TestNav 8: Writing Tool</i> document for further information on printing and signing out of the Practice Writing Tool.</p>