



# Assistive Technology Manual

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*Prepared by Cambium Assessment, Inc.*



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# Requirements for Testing With Assistive Technology

When administering RISE tests to students who will be using Assistive Technology, there are several requirements that must be met before testing.

1. Review the information in the RISE [Test Administration Manual \(TAM\)](#) and [TIDE User Guide](#).
  - a. While this *Assistive Technology Manual* covers the specific technical details of using Assistive Technology while testing, it is not the only manual you will need for testing. The *Test Administration Manual* outlines general requirements for all test administrators (including using the approved scripts in the TAM) and provides guidance on using the RISE Test Delivery System (TDS). The *TIDE User Guide* explains how to use the Test Information Distribution Engine (TIDE). You will use both TDS and TIDE when setting accommodations for students and when administering their tests, so it's imperative that both ancillaries are used in conjunction with the *Assistive Technology Manual*.
2. The use of Assistive Technology requires state approval. In addition to providing approval, USBE can also provide guidance and certain hardware or software (e.g., Braille embossers) for specific test accommodations as applicable and available. Contact Jessica Wilhelm ([Jessica.Wilhelm@schools.utah.gov](mailto:Jessica.Wilhelm@schools.utah.gov)) and Emily Engh ([emily.engh@schools.utah.gov](mailto:emily.engh@schools.utah.gov)) at the Utah State Board of Education (USBE) to confirm and discuss your testing accommodations.

## Overview of Testing with Assistive Technology

This manual provides an overview of the embedded and non-embedded assistive technology tools that can be used to help students with special accessibility needs complete online tests in the Test Delivery System (TDS). It includes lists of supported devices and applications for each type of assistive technology that students may need, as well as setup instructions for the assistive technologies that require additional configuration in order to work with TDS.

- Embedded assistive technology tools include the built-in test tools in TDS, such as the Text-to-Speech and Speech-to-Text tools. These tools can be accessed without third-party software or hardware and do not require Assistive Technology to be turned on in TDS.
  - The embedded assistive Text-to-Speech, Speech-to-Text, zoom technology, and word prediction tools in TDS are available on [supported desktop and mobile devices](#).
- Non-embedded assistive technology tools are the third-party hardware and accessibility software that students use to help them complete tests in TDS. These tools require Assistive Technology to be turned on in TDS and may require additional configuration steps prior to testing.
  - **Most of the non-embedded assistive technology tools covered in this manual are supported by Windows and macOS desktops only.** Mobile devices, such as Chromebooks and iPads, do not support Assistive Technology to be turned on in TDS, which is required for non-embedded technology. More detailed system requirements are provided for each assistive technology tool throughout this manual.
  - Turning on Assistive Technology in macOS is supported only with Secure Browser version 16.5. Ensure that the proper Secure Browser version is downloaded from the [RISE Portal](#) to allow for testing with Assistive Technology.

Students who use assistive technologies to interact with a standard web browser should be able to use those same technologies with TDS, unless they are web-based applications or browser extensions. The best way to test compatibility with assistive technologies is to take a training test in the Secure Browser with those technologies turned on. If they do not work, refer to the additional configuration instructions in this manual as required. If you still have questions about the

assistive technology tools covered in this guide, please contact the RISE Helpdesk (by email at [RISEhelpdesk@cambiumassessment.com](mailto:RISEhelpdesk@cambiumassessment.com) or by phone at 877-269-4966).

The guide includes the following sections:

- Testing with Speech-to-Text Technology
- Testing with Word Prediction Technology
- Testing with Alternative Computer Input Technology
- Testing with Assistive Keyboard and Mouse Input Technology
- Testing with Screen Magnifier Technology
- Testing with Text-to-Speech
- Testing with Assistive Technology for Braille Tests

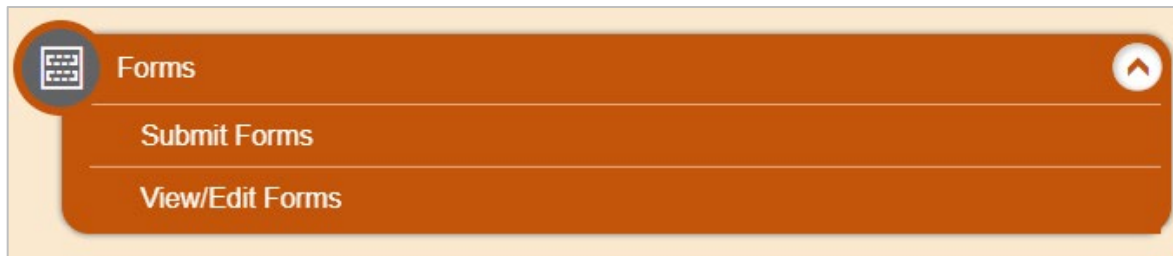
**Note:** If testing students with screen readers using JAWS, please refer to [Table 11](#) in this document for an overview of the keyboard commands students may use.

## Using Assistive Technology

Assistive Technology is a TDS accommodation that allows students to use non-embedded assistive technology to complete tests in the Secure Browser. It must be turned on for any students testing with third-party assistive technology tools. When Assistive Technology is turned on, the Secure Browser's security settings will be partially lowered to allow students to use tools that would otherwise be blocked. This accommodation should be assigned to students in TIDE before they begin testing.

Please note that using assistive technology requires state approval so that applications can be removed from the forbidden applications list in the Secure Browser. School and LEA level users can submit requests for state approval to use assistive technology through CAI's TIDE system. Forms to request assistive technology or scribes are accessible via the TIDE Dashboard, as seen below. For detailed instructions, please refer to the RISE [TIDE User Guide](#).

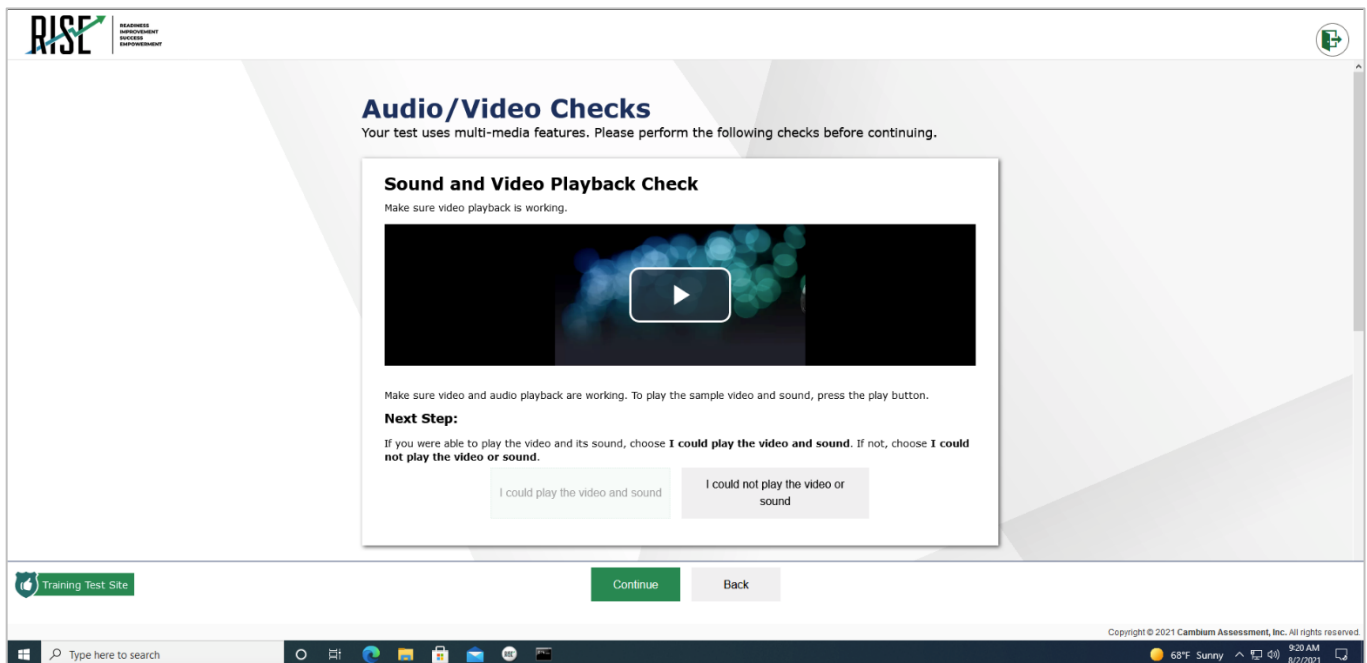
Assistive Technology Request Forms in TIDE



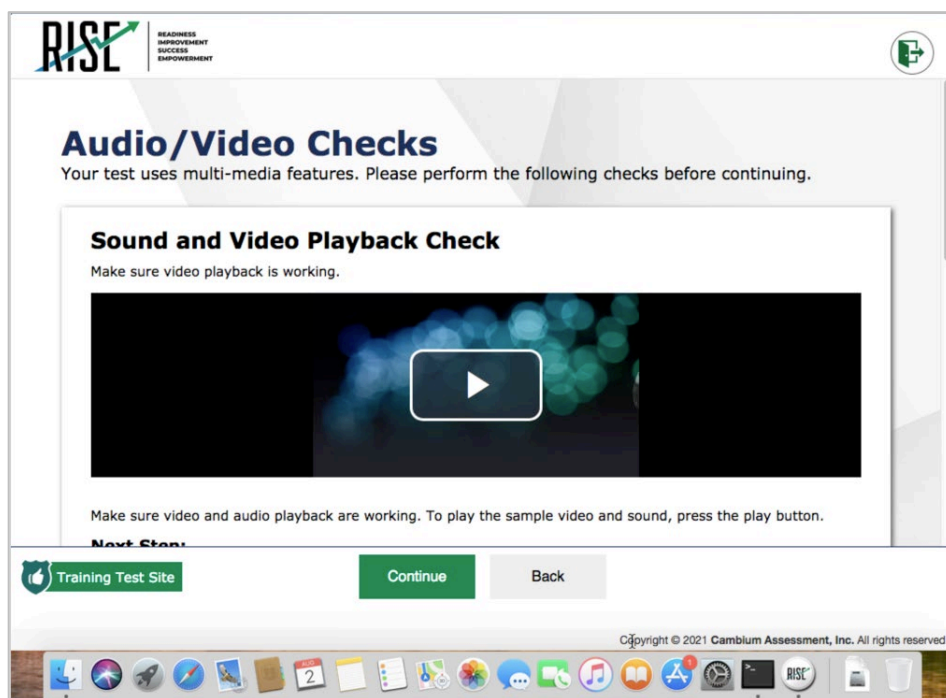
Assistive Technology is available only for computers running supported desktop Windows and macOS operating systems. Turning on Assistive Technology on macOS devices is supported only with Secure Browser version 16.5. When using Windows devices, the task bar remains on-screen throughout the test after enabling accessibility software. However, forbidden applications are still prohibited.

Assistive Technology activates when students are approved for testing in TDS. The student's assistive technology should already be set up for use with TDS when they begin testing with Assistive Technology, which is set by state personnel.

Windows Shown with Task Bar



MacOS Shown with Task Bar



When Assistive Technology is turned on, standard keyboard navigation in the Secure Browser will be disabled in order to accommodate any potential keyboard commands associated with the assistive technology the student may be using. For information about standard keyboard commands in the Secure Browser, see the RISE [Test Administration Manual](#).

## How to Use Assistive Technology on Windows

Students can follow the instructions in this section to use assistive technology alongside the Secure Browser with all supported Windows operating systems.


1. Open the required accessibility software on the student's testing device.
2. Open the Secure Browser. Complete the sign-in process up to the proctor approval step. See the RISE [Test Administration Manual](#) for detailed instructions on the sign-in process.
3. When a student is approved for testing, the Secure Browser allows the operating system's menu and task bar to appear.
  - **Windows:** On Windows, the Secure Browser resizes, and the taskbar remains visible inside the test in its usual position. Students can press **Alt+Tab** to switch between the Secure Browser and accessibility applications that they are permitted to use in their test session.
4. The student must immediately switch to the accessibility software that is already open on the computer so that it appears over the Secure Browser. **The student cannot click within the Secure Browser until the accessibility software is configured.**
  - **Windows:** Click the accessibility software application in the task bar.
    - a. If the student needs to test with multiple accessibility applications simultaneously, they should configure all of them during this step.

5. After configuring the accessibility software settings, the student returns to the Secure Browser and continues the sign-in process. At this point, the student can no longer switch back to the accessibility software. If changes need to be made, the student must sign out and then sign in again.

Once Assistive Technology is turned off, the Secure Browser reoccupies the whole screen, and the student's ability to use assistive technologies or switch between any other applications and the Secure Browser is suppressed.

## How to Use Assistive Technology on macOS Secure Browser version 16.5

The Secure Browser 16.5 for macOS 13.3 & 14.0 requires students to launch approved accessibility software after logging in to the test.

1. Open the required accessibility software on the student's testing device and configure the accessibility software settings as needed.
2. Open the Secure Browser and follow the standard sign-in process.
3. On the first page of the test, click **Applications**  in the global menu. From the **App Launcher** window that pops up, select the appropriate assistive technology software and click **OK**.
4. Return to the Secure Browser and continue testing.
  - a. Students should not close the assistive technology application while the Secure Browser is still open, as they may not be able to relaunch it. If the student accidentally closes the assistive technology application, they must sign out and then sign in again.



## Testing with Speech-to-Text Technology

Speech-to-text (STT) technology transcribes a student's spoken words into text for item responses in TDS. Students with the appropriate accommodations may use STT assistive technology while taking tests. Rise now has an embedded Speech-to-Text tool available.

Table 1 on the next page provides a list of third-party STT applications that can be used in TDS. In addition to the applications listed in this table, students will need to use a headset while testing. Any wired headset with a 3.5 mm or USB connection should work. Additionally, students using STT will need to be tested in a separate location from other students. Third-party STT applications not listed in Table 1 are not supported for RISE online assessment; students accustomed to using third-party STT applications not listed in Table 1 will need to use CAI's embedded STT tool.

Some applications listed in Table 1 on the next page require additional configuration to prepare for use during online testing. Necessary configurations are described starting on page 8. Some applications send data to the cloud for processing by default. Where noted, this should be disabled to ensure the security of test data.

After you configure an application, CAI strongly recommends testing that application on the RISE [training test](#) administered through the Secure Browser prior to using it for operational testing.



*Please note: This manual includes links for users to jump to various sections within the document; if you wish to return to the page in this manual you were on before clicking the link to another section, use one of the following keyboard shortcuts: **Alt + Left Arrow** (for Windows Operating System [OS] on laptops or tablets when viewing the file in Adobe Reader) or **Command + Left Arrow** (for Mac OS X on laptops or tablets when viewing the file in Adobe Reader). Please note that these keyboard shortcuts do not apply to Chromebooks. If the keyboard shortcuts do not work or apply to your device, you can also scroll back to your previous location.*

Table 1. Third-Party STT Applications

Product	System Requirements	Additional Details
<a href="#">Dragon NaturallySpeaking Home &amp; Individual Professional—Windows</a> <ul style="list-style-type: none"> <li>Supported Versions: 15, 16 Professional</li> </ul>	<ul style="list-style-type: none"> <li>Windows 10, 11; Server 2016 R2; 2019 R2</li> </ul>	<ul style="list-style-type: none"> <li>Requires additional setup before use in TDS (see <a href="#">configuration instructions</a>)</li> <li>TDS cannot confirm appropriate configurations are in use during exam, so students may be able to access prohibited features.</li> </ul>
<a href="#">Windows Built-in Speech Recognition</a> <ul style="list-style-type: none"> <li>Supported Versions: 8.0</li> </ul>	<ul style="list-style-type: none"> <li>Windows 10, 11; Server 2016 R2</li> </ul>	<ul style="list-style-type: none"> <li>Requires additional setup before use in TDS (see <a href="#">configuration instructions</a>)</li> <li>TDS cannot confirm appropriate configurations are in use during exam, so students may be able to access prohibited features.</li> <li>Requires state approval to be removed from the forbidden applications list in the Secure Browser.</li> </ul>
<a href="#">WordQ+SpeakQ (WordQ5)</a> <ul style="list-style-type: none"> <li>Supported Version: 5.4.29</li> </ul>	<ul style="list-style-type: none"> <li>Windows, 10, 11; Server 2016 R2</li> </ul>	<ul style="list-style-type: none"> <li>Requires additional setup before use in TDS (see <a href="#">configuration instructions</a>)               <ul style="list-style-type: none"> <li>Exam Mode must be enabled before students begin testing.</li> </ul> </li> <li>This tool also includes a text prediction feature that cannot be disabled.</li> </ul>
<a href="#">Read&amp;Write—Windows</a> <ul style="list-style-type: none"> <li>Supported Versions: 12.0.77</li> </ul>	<ul style="list-style-type: none"> <li>Windows 10, 11; Server 2016 R2</li> </ul>	<ul style="list-style-type: none"> <li>Exam Mode must be enabled before students begin testing (this mode is not available on Read&amp;Write for Mac).</li> <li>Also includes text prediction features that must be turned off prior to testing.</li> <li>Locked Browser Mode disables the STT functionality in Read&amp;Write. You should not use Locked Browser Mode when using Read&amp;Write for STT.</li> </ul>
Co:Writer Universal (Windows) Supported Version: 1.0.0 (now discontinued)	<ul style="list-style-type: none"> <li>Windows 8.1, 10, 11; Server 2012 R2, 2016 R2</li> </ul>	<ul style="list-style-type: none"> <li>There are currently two versions of Co:Writer: An old, standalone application and a new, extension application.</li> <li>For the old, standalone app version:               <ul style="list-style-type: none"> <li>This is the only version of Co:Writer currently supported with the Secure Browser.</li> <li>This version has been discontinued by the manufacturer, but schools may continue to use it with the Secure Browser if they still have it.</li> <li>TDS cannot confirm appropriate configurations are in use during an exam, so students may be able to access prohibited features.</li> <li>Requires users to enter numbers from an on-screen keypad.</li> </ul> </li> <li>For the new, extension app version:               <ul style="list-style-type: none"> <li>This version currently cannot be used with the Secure Browser; Co:Writer extensions are not supported. Students must use CAI's embedded Word Prediction tool.</li> </ul> </li> </ul>

## Configuring Speech-to-Text Applications

Some applications listed in Table 1 require additional configuration to prepare for use during online testing. Necessary configurations are described below. Some applications send data to the cloud for processing by default. Where noted, this should be disabled to ensure the security of test data.

After you configure an application, CAI strongly recommends testing that application on a RISE [training test](#) administered through the Secure Browser prior to using it for operational testing.

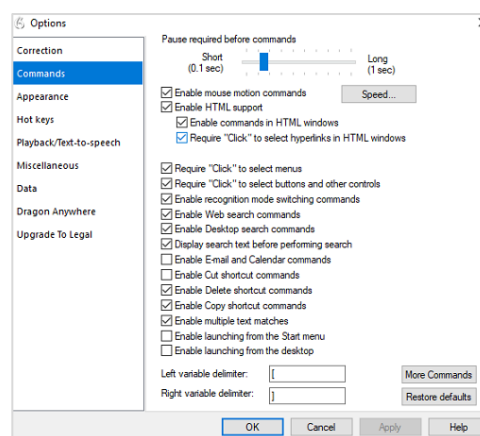
### Dragon Naturally Speaking Home or Professional Individual for Windows

Necessary configurations for Dragon Naturally Speaking can be made from the **Options** dialog box, which is accessed from the **Tools** drop-down list on the DragonBar.

From the **Commands** tab, uncheck the following settings:

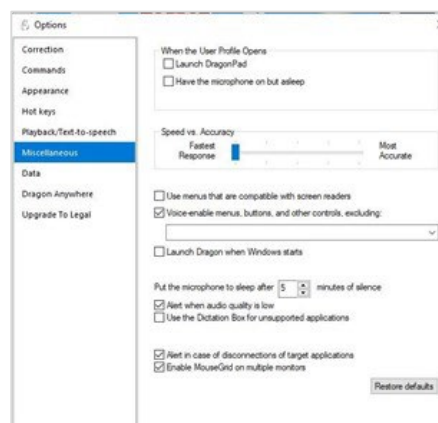
- **Enable launching from the Start Menu**
- **Enable launching from the desktop**
- **Enable E-Mail and Calendar commands**
- **Enable Cut shortcut commands**

Figure 1. Dragon Commands Tab



From the Miscellaneous tab, uncheck Use Dictation Box for unsupported application.

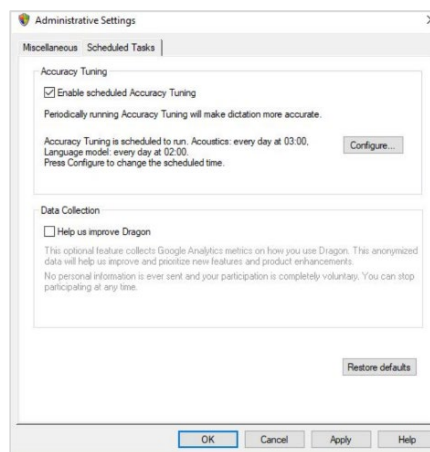
Figure 2. Dragon Miscellaneous Tab



From the **Scheduled Tasks** tab of the **Administrative Settings** window, do one of the following:

- In Dragon 16, uncheck **Help us Improve Dragon**.
- In Dragon 15, uncheck **Enable schedule Data Collection**

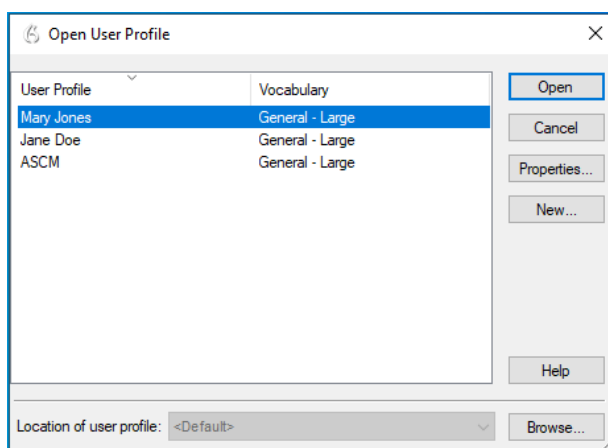
Figure 3. Admin Settings Schedule Tasks Tab (Dragon 16)



### Setting Up User Profiles for Students in Dragon

Dragon Naturally Speaking requires each student to use a specific User Profile. You will need to create User Profiles and ensure that Dragon Naturally Speaking is set to the proper profile for each student prior to testing. When creating a profile, you can select the student's age range, language, and accent, as well as set the audio input devices. Students will then read aloud prompts that Dragon Naturally Speaking uses to learn their voice. After creating profiles, you can select **Profiles** in the Dragon toolbar, then click **Open User Profile...** to switch between User Profiles (see Figure 4). For more information about creating User Profiles, see the [Dragon Naturally Speaking—Windows](#) website.

Figure 4. Dragon Naturally Speaking—Open User Profiles



## Windows Speech Recognition

Prior to the testing, Windows built-in Speech Recognition application must be set up on each testing device that will be used by students who require STT. The application can be set up through the Windows Control Panel. Users should set the device to not send data to Microsoft for improvement so that secure test data is not sent to the cloud. During setup, Speech Recognition Voice Training must be completed by the student for optimal performance.

To prevent Windows from sending data to the cloud, go to **Start > Settings > Privacy > Diagnostics & Feedback** and mark the **Basic** radio button in the Diagnostic Data section. Then select the **Speech** tab and set the **Online Speech Recognition** toggle to **Off**.

While Windows Speech Recognition is processing speech, the testing site may slow down. If transcription is not needed for testing, make sure Windows Speech Recognition is not listening in order to prevent this slowness from interfering with the test performance

## Read & Write (Windows)

Read and Write has an Exam Mode that must be used to turn off features for a single student on their particular testing device. When exam mode is enabled, the student will have access to only the selected features on the toolbar and certain speech settings, including voice selection, speed, pitch and Speak As I Type (the full settings menu will not be accessible). Predictive text must be turned off.

To use Exam mode, run Read and Write and click on the settings button in the upper-right corner and then click **Show more settings**. in the *Find a Setting* field, type *adminsettings*. You will be asked to enter and confirm a password to grant access on this computer. When logged into administrator settings, click the **Select your features** tab and select which features you'd like to be enabled on the student's toolbar. Enable the **Use Exam Mode now** toggle to start Exam Mode, then close the Read and Write menu to start the exam.

# Testing with Word Prediction Technology

Word prediction assistive technology suggests words to students as they type responses for test items. Rise has an embedded word prediction tool available and [supported on desktops and mobile devices](#). If a third-party Word Prediction tool still needs to be used, please reference the table below. The table also provides the technology requirements for students testing with word prediction assistive technology.

Table 2. Third-Party Word Prediction Applications

Product	System Requirements	Additional Details
<a href="#">WordQ+SpeakQ (WordQ5)</a> <ul style="list-style-type: none"> <li>Supported Version: 5.3.5</li> </ul>	<ul style="list-style-type: none"> <li>Windows 10, 11; Server 2016 R2</li> <li>macOS 13.3</li> </ul>	<ul style="list-style-type: none"> <li>Requires additional setup before use in TDS (see <a href="#">configuration information</a>)</li> <li>Exam Mode must be enabled before students begin testing.</li> </ul>
<a href="#">Read&amp;Write for Windows &amp; macOS</a> <ul style="list-style-type: none"> <li>Supported macOS Versions: 7.1.3, 7.1.5, 7.1.6</li> <li>Supported Windows Version: 12.0.73, 12.0.7</li> </ul>	<ul style="list-style-type: none"> <li>R&amp;W 7.1.6 is compatible with macOS 13.3, 14</li> <li>R&amp;W 12.0.75 is compatible with Windows 11</li> <li>R&amp;W 12.0.73 is compatible with Windows 8.1, 10; Server 2012 R2, 2016 R2</li> </ul>	<ul style="list-style-type: none"> <li>TDS cannot confirm appropriate configurations are in use during an exam, so students may be able to access prohibited features.</li> <li>Requires additional setup before use in TDS (see <a href="#">configuration information</a>)</li> <li>The Windows version also includes speech-to-text functionality that students may use if they have the proper accommodations.</li> <li>To use text prediction feature in Windows, students can press the available function keys from F1 to F8.</li> <li>Includes a Screen Recording feature that should be disabled for Read and Write via <b>System Settings &gt; Privacy &amp; Security &gt; Screen Recording</b>.</li> </ul>
Co:Writer Universal (Windows) <ul style="list-style-type: none"> <li>Supported Version: 1.0.0 (now discontinued)</li> </ul>	<ul style="list-style-type: none"> <li>Windows 8.1, 10, 11; Server 2012 R2, 2016 R2</li> </ul>	<ul style="list-style-type: none"> <li>There are currently two versions of Co:Writer: An old, standalone application and a new, extension application.</li> <li>For the old, standalone app version:               <ul style="list-style-type: none"> <li>This is the only version of Co:Writer currently supported with the Secure Browser.</li> <li>This version has been discontinued by the manufacturer, but schools may continue to use it with the Secure Browser if they still have it.</li> <li>TDS cannot confirm appropriate configurations are in use during an exam, so students may be able to access prohibited features.</li> <li>Requires users to enter numbers from an on-screen keypad.</li> </ul> </li> <li>For the new, extension app version:               <ul style="list-style-type: none"> <li>This version currently cannot be used with the Secure Browser; Co:Writer extensions are not supported. Students must use CAI's embedded Word Prediction tool.</li> </ul> </li> </ul>

## WordQ5

To minimize security risks, WordQ includes an Exam Mode feature, which can be enabled through the application's settings. Exam Mode requires a time limit of 1–12 hours to be set. Please note, this does not eliminate all security risks, and once Exam Mode has been set, it cannot be disabled until the configured time has run out.

To turn on exam mode, click the Options icon, and select Exam Mode. In the dialog popup window that appears, you can allow and restrict the Word usage examples and Single words added by the user including topic words features. You can also set the exam time limit at the bottom of the window.

## Read&Write (Windows Only)

Read&Write has an Exam Mode that can be used to turn off features for a single student on their particular testing device. This feature is not currently available for macOS. When Exam Mode is enabled, the student will have access to only the selected features on the toolbar. For students requiring word prediction, Word Prediction should be enabled. Read&Write for Windows also includes text-to-speech and speech-to-text (talk & type) features, which should be enabled for students with the proper accommodation settings only.

To use Exam mode, run Read & Write and click the settings button in the top-right corner, then click **Show more settings**. In the *Find a Setting* field, type *adminsettings*. Enter and confirm a password to grant access on this computer. This username and password are associated with the administrative account for your Read&Write subscription. When logged in to administrator settings, click the **Select your features** tab and select which features you'd like to be enabled on the student's toolbar. Enable the **Use Exam Mode now** toggle to start Exam Mode, then close the Read&Write menu to start the exam.

## Testing with Alternative Computer Input Technology

Alternative Computer Input (ACI) assistive tools allow students with various impairments (such as physical and visual impairments) to interact with a computer without using a traditional mouse and keyboard setup. For instance, ACI technology such as PCEye Mini tracks students' eye movement, while Dwell Clicker 2 allows students to use a mouse without having to click the left or right mouse buttons.

TDS does not include any embedded alternative computer input tools, but it supports several third-party alternative computer input technologies.

Table 3 provides a list of third-party ACI devices that can be used in TDS. Please note that this list includes only the devices that CAI has thoroughly tested against the Secure Browser, but there may be additional supported ACI devices that have not been tested yet. If your students need to use an ACI device not listed here, please test it out in a training test first to ensure there are no issues with it.



*Please note: If you wish to return to the page in this manual you were on before clicking the link to another section, use one of the following keyboard shortcuts: **Alt + Left Arrow** (for Windows Operating System [OS] on laptops or tablets when viewing the file in Adobe Reader) or **Command + Left Arrow** (for Mac OS X on laptops or tablets when viewing the file in Adobe Reader). Please note that these keyboard shortcuts do not apply to Chromebooks. If the keyboard shortcuts do not work or apply to your device, you can also scroll back to your previous location.*

Table 3. Third-Party ACI Devices

Product	System Requirements	Additional Details
<a href="#">PCEye Mini with Windows Control</a>	<ul style="list-style-type: none"> <li>Windows 10</li> </ul>	<ul style="list-style-type: none"> <li>Requires additional setup before use in TDS (see <a href="#">configuration instructions</a>)</li> </ul>
<a href="#">Dwell Clicker 2</a> <ul style="list-style-type: none"> <li>Supported Versions: 2.0.1.8</li> </ul>	<ul style="list-style-type: none"> <li>Windows 10, 11; Server 2016 R2</li> </ul>	<ul style="list-style-type: none"> <li>Requires additional setup before use in TDS (see <a href="#">configuration instructions</a>)</li> </ul>
<a href="#">HeadMouse Nano</a>	<ul style="list-style-type: none"> <li>Windows 10, 11; Server 2016 R2</li> <li>macOS 13.3, 14</li> </ul>	<ul style="list-style-type: none"> <li>Requires additional setup before use in TDS (see <a href="#">configuration instructions</a>)</li> </ul>
<a href="#">Access Switch</a>	<ul style="list-style-type: none"> <li>Windows 10, 11; Server 2016 R2</li> <li>macOS 13.3, 14</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<a href="#">Swiftly</a> <ul style="list-style-type: none"> <li>Supported Versions: SW2</li> </ul>	<ul style="list-style-type: none"> <li>Windows 10, 11; Server 2016 R2</li> <li>macOS 13.3, 14</li> </ul>	<ul style="list-style-type: none"> <li>Requires additional setup before use in TDS (see <a href="#">configuration instructions</a>)</li> </ul>



## Configuring PCEye Mini with Windows Control on Student Devices

To configure the PCEye Mini, it should be plugged in to a computer that uses Windows Control software and should be installed by following the product's installation instructions manually.

For students using PCEye Mini with Windows Control Software, the Word Prediction feature should be disabled by opening the application and navigating to **Settings>Keyboard**.

## Configuring Dwell Clicker 2

To configure Dwell Clicker 2 settings, open the application and select the keyboard icon, then click the **Options** key. In the window that pops up, make sure the **Use Text Prediction** checkbox is not checked.

## Configuring HeadMouse Nano

To configure HeadMouse Nano when using the SofType keyboard, open the SofType application and select **View>Word Bar** from the menu. Then make sure the **Prediction** radio button is not marked.

## Configuring HeadMouse Nano for macOS

The HeadMouse Nano on OSX can be used to mimic mouse clicking movements only in conjunction with an Access Switch device (such as an AbleNet Switch) and the regular Apple on-screen keyboard. When completing a test with a Switch, students can left click, drag and drop, double click and right click (right-clicking would require an additional Switch).

To configure HeadMouse Nano when using the Apple on-screen keyboard, open **System Preferences > Keyboard > Text**. Then make sure the following checkboxes are not marked:

Add period with double-space

Capitalize words automatically

Correct spelling automatically

## Configuring Swifty: SW2

To configure Swifty Switch Access according to the student's needs, the following DIP Switches should be set when using Switch. After you modify DIP Switch settings, unplug and re-plug Swifty to activate the settings.

Switch 1	Switch 2	USB Device	Interface Actions
ON	ON	Mouse	Left, Right, Middle
OFF	ON	Joystick	Btn1, Btn2, Btn3
ON	OFF	Keyboard (For iPad)	Enter, Space, Tab
ON	OFF	Keyboard	1,2,3

## Testing with Assistive Keyboard and Mouse Input Technology

Assistive Keyboard and Mouse Input tools provide additional support to students with physical impairments who need to use a keyboard and mouse in order to respond to test items. These include keyboards with larger keys, computer mice with trackballs, and other tools that make it easier for students with limited movement abilities to use a computer.

TDS does not include any embedded assistive keyboard and mouse input tools, as these tools typically involve the use of special hardware, but TDS does support several third-party assistive keyboard and mouse input tools.

Table 4 provides a list of third-party assistive keyboard and mouse input tools that can be used in TDS. Please note, there may be additional supported assistive keyboards and mouse input tools that have not been tested yet. If your students need to use a device not listed here, please test it out in a training test first to ensure there are no issues with it.

Some third-party assistive keyboards have special function keys that put the computer to sleep. If pressed, the computer will go to sleep and the student will be kicked out of the test and will have to sign back in to resume testing.



*Please note: If you wish to return to the page in this manual you were on before clicking the link to another section, use one of the following keyboard shortcuts: **Alt + Left Arrow** (for Windows Operating System [OS] on laptops or tablets when viewing the file in Adobe Reader) or **Command + Left Arrow** (for Mac OS X on laptops or tablets when viewing the file in Adobe Reader). Please note that these keyboard shortcuts do not apply to Chromebooks. If the keyboard shortcuts do not work or apply to your device, you can also scroll back to your previous location.*

Table 4. Third-Party Assistive Keyboard and Mouse Input Technology

Product	System Requirements	Additional Details
<a href="#">Keys-U-See Keyboard</a>	<ul style="list-style-type: none"> <li>Windows 10, 11; Server 2016 R2</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<a href="#">BigKeys Keyboard</a> <ul style="list-style-type: none"> <li>Supported Versions: Plus, XL</li> </ul>	<ul style="list-style-type: none"> <li>Windows 10, 11; Server 2016 R2</li> <li>macOS 13.3, 14</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<a href="#">BigTrack2 Trackball</a>	<ul style="list-style-type: none"> <li>Windows 10, 11; Server 2016 R2</li> <li>macOS 13.3, 14</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>

## Testing with Screen Magnifier Technology

Screen magnifier assistive technology enlarges the content displayed on the computer screen in order to assist students with visual impairments. Although TDS supports some non-embedded screen magnifier tools from third parties, CAI strongly recommends students use the embedded zoom tools in TDS. These embedded tools were designed to magnify test content in the most intuitive and user-friendly manner for students.

The embedded zoom tools in the Secure Browser allow students to magnify test content to the following levels (any zoom levels of 5X and greater require the streamlined mode test setting in TDS to be turned on, which will arrange test content vertically)\*:

- 1X (12 pt. font – no zoom applied)
- 1.5X (24 pt. font)
- 1.75X (31 pt. font)
- 2.5X (41 pt. font)
- 3X (51 pt. font)
- 5X (85 pt. font)
- 10X (172 pt. font)
- 15X (229 pt. font)
- 20X (340 pt. font)

\*NOTE: Certain Chromebooks may have difficulty rendering the highest levels of zoom onscreen. It is recommended that those needing high levels of magnification be placed on an alternative supported operating system with a large screen.

The font sizes listed above are approximate. After setting the print size zoom level, CAI strongly recommends testing that application on a RISE [training test](#) administered through the Secure Browser prior to using it for operational testing.

Table 5 on the next page provides a list of third-party screen magnifier tools that can be used in TDS. The non-embedded screen magnifier tools listed below come with an increased risk of interoperability issues, require students to manually pan the magnification tool across the screen, and can include unwanted features that should not be used while testing. These non-embedded tools also cannot be tracked by RISE when gathering data about students' tool use.



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Table 5. Third-Party Screen Magnifier Applications

Product	System Requirements	Additional Details
<a href="#">ZoomText Magnifier (with optional text-to-speech)</a> <ul style="list-style-type: none"> <li>Supported Versions: 2021, 2022, 2023</li> </ul>	<ul style="list-style-type: none"> <li>Windows 10, 11; 2016 R2</li> </ul>	<ul style="list-style-type: none"> <li>ZoomText includes a SpeakIt text-to-speech tool that could be used to read aloud passages, which is not permitted on ELA tests. Students testing with ZoomText should use the magnification features only. It is recommended that students requiring text-to-speech support use the Secure Browser's embedded TTS tools, and that students requiring screen readers use JAWS or Fusion.</li> </ul>
<a href="#">Fusion Professional (combines JAWS screen reader with zoom text)</a> <ul style="list-style-type: none"> <li>Supported Versions: 2021, 2022, 2023</li> </ul>	<ul style="list-style-type: none"> <li>Windows 10, 11; 2012 R2, 2016 R2</li> <li><b>Minimum Requirements:</b> 2.0 GHz i7 dual core processor, 16 GB RAM</li> </ul>	<ul style="list-style-type: none"> <li>Requires additional setup before use with TDS (see <a href="#">configuration instructions for JAWS</a>).</li> </ul>

## Testing with Text-to-Speech

Text-to-Speech (TTS) tools read aloud text that appears on the screen for all students. TDS includes embedded TTS tools that are automatically turned on for students taking RISE assessments (except for reading passages and excerpts). In order for students to test with TTS tools, a supported voice pack will need to be installed on their device before testing begins, if the device does not already include a built-in voice pack. Students testing with TTS must have headphones.

For more information about enabling English and Spanish voice packs, see the [Windows](#), [macOS](#), and [Chrome](#) support pages on this topic.

TTS is available on all operating systems supported by TDS (for a full list of supported operating systems, see the [Quick Guide for Setting up Your Online Testing Technology](#)). However, text-to-speech tracking does not function correctly on Linux OS. If students require the use of this accommodation (TTS with tracking), they must use a different operating system.

Table 6 lists the voice packs supported for students testing with TTS. Students can verify that text-to-speech works on their computers by logging in to a training test session and selecting a test for which text-to-speech is available. Students using TTS for the practice tests must log in using a supported Secure Browser or a supported Chrome, Firefox, or Edge browser.

Table 6. Technology Requirements for Students Testing with TTS

Technology Type	Product
Supported Voice Packs	<ul style="list-style-type: none"> <li>Windows for tests in English: All built-in voice packs</li> <li>Windows for tests in Spanish: Spanish (Mexcio)</li> <li>macOS built-in voice packs</li> <li>iPadOS built-in voice packs</li> <li>Chromebook built-in voice packs</li> <li>Heather Infovox iVox HQ (macOS only)</li> <li>Rosa Infovox iVox HQ (macOS only)</li> </ul>



**Note:** CAI strongly encourages schools to test the text-to-speech settings before students take operational tests. You can check these settings through the diagnostic page. From the student training test login screen, click the **Run Diagnostics** link, and then click the **Text-to-Speech Check** button.

The best voice packs to use for text-to-speech in the RISE test system are the default ones provided on one's device/operating system; however, the RISE system supports additional voice packs if they've been installed on devices through a third party as long as CAI has them on their allow list. If you've installed an additional voice pack on devices in your LEA through a third party, make sure the license is up-to-date. If you do not see your additional voice pack listed as an available voice for your RISE test in the TTS Sound Check page, contact CAI via the Help Desk [RISEhelpdesk@cambiumassessment.com](mailto:RISEhelpdesk@cambiumassessment.com) so they can make sure it's on the allow list. CAI and USBE also highly recommends having students use the training tests to check their devices if there are any questions about what the voice packs sound like so they select one they prefer.

## How the Secure Browser Selects Voice Packs

This section describes how CAI's Secure Browsers select which voice pack to use.

### Voice Pack Selection on Mobile Versions of Secure Browsers

The Mobile Secure Browser uses either the device's native voice pack or a voice pack embedded in the Secure Browser. Additional voice packs downloaded to a mobile device are not recognized by the Mobile Secure Browser.

### Text-to-Speech and Mobile Devices

Text-to-speech (TTS) in Windows, Mac, and iPads includes a feature that allows students to pause and then resume TTS in the middle of a passage. On Chromebooks, however, students should highlight the desired text to be read as the pause feature does not allow students to pause and resume the reading again.

## Testing with Assistive Technology for Braille Tests

Braille tests administered in TDS require the use of multiple assistive technology devices and applications, which could include Refreshable Braille Display (RBDs), JAWS screen readers used by students to read and navigate test content and the embossers used by Test Administrators to print test content. **On some items, students may need to use tactile manipulatives in order to access the item’s content.** The tactile manipulatives should be what is used instructionally and this will NOT invalidate the assessment score.

RBDs are used to read text-only content on ELA tests, while Braille embossers are needed to read any content with images in ELA tests, as well as advanced content in Mathematics and Science tests. RBDs must be properly setup before they can be used by students. For information about installing and setting up RBDs, refer to the product’s provided instructions and manuals.

TDS includes several embedded tools that facilitate Braille testing, such as Braille presentation settings, various print tools for embossing content, and streamlined mode, which arranges test content vertically. The specific Braille code a student needs for testing must be set in TIDE prior to administering the Interim or Summative assessments. For the RISE Benchmark Modules, this will be set in the TA Interface prior to testing.

**Note:** Alt text for the images in items and stimuli is consistently available only when the test Language is set to *braille* in TIDE prior to administering the assessment.

Table 7 on the next page provides a list of supported screen reader software that students can use in TDS. **Please note that only JAWS may be used on ELA and Reading tests, as this is the only supported screen reader that can effectively mute reading passages.** Screen readers other than JAWS must not be used on ELA and Reading tests, as they would allow students to listen to passages instead of reading them, compromising the ability to assess their reading comprehension skills and therefore compromising the validity of the Reading assessment score.

Please notify USBE if students will be using braille and/or screen readers; contact Jessica Wilhelm ([Jessica.Wilhelm@schools.utah.gov](mailto:Jessica.Wilhelm@schools.utah.gov)) and Emily Engh ([emily.engh@schools.utah.gov](mailto:emily.engh@schools.utah.gov)).



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Table 7. Screen Readers Supported for Student Computers

Screen Reader	System Requirements	Additional Details
<a href="#">JAWS–Professional</a> <ul style="list-style-type: none"> <li>Supported Versions: 2021, 2022, 2023</li> </ul>	<ul style="list-style-type: none"> <li><b>Operating Systems:</b> Windows 10, 11               <ul style="list-style-type: none"> <li><b>Minimum Requirements:</b> 2.0 GHz i5 dual core Processor, 8 GB RAM</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Requires additional setup before use with TDS (see <a href="#">configuration instructions</a>)</li> <li>Test Presentation setting must be set to Braille, whether or not student is a Braille user.</li> </ul>
<a href="#">Fusion Professional</a> <ul style="list-style-type: none"> <li>Supported Versions: 2021, 2022, 2023</li> </ul>	<ul style="list-style-type: none"> <li><b>Operating Systems:</b> Windows 10, 11               <ul style="list-style-type: none"> <li><b>Minimum Requirements:</b> 2.0 GHz i7 dual core processor, 16 GB RAM</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Requires additional setup before use with TDS (see configuration instructions for JAWS)</li> <li>Test Presentation setting must be set to Braille, whether or not student is a Braille user.</li> </ul>
<a href="#">NVDA</a> <ul style="list-style-type: none"> <li><b>Supported Versions: 2021–2023</b></li> </ul>	<ul style="list-style-type: none"> <li>Windows 10, 11 and all server operating systems starting from Windows Server 2016 R2.</li> </ul>	<ul style="list-style-type: none"> <li>Students cannot use NVDA for ELA tests, as the read-aloud of passages cannot be suppressed in this product.</li> <li>If using an older version, use the training test to ensure functionality.</li> </ul>

Table 8 on the next page provides a list of supported refreshable Braille displays (RBDs) that students can use to read Braille content. Please note that if students wish to use RBDs not mentioned in this table, they should test them on a training test to ensure there are no issues before using them on an operational test. Additionally, RBDs not listed here may include unwanted features that students should not use while testing, so students may need to be monitored if they use such RBDs.



Table 8. Refreshable Braille Displays Supported for Student Computers

RBD	System Requirements	Additional Details
<ul style="list-style-type: none"> <li><a href="#">Brailiant 40 Cell</a></li> </ul>	<ul style="list-style-type: none"> <li>Windows 10, 11</li> </ul>	<ul style="list-style-type: none"> <li>CAI recommends RBDs with at least 40 cells, but students may use displays with fewer cells if preferred.</li> <li>Students should not use the HumanWare Brailiant BI 14 RBD. It can automatically synchronize notes typed internally with a mail application, potentially violating test security.</li> </ul>
<a href="#">QBraille XL</a>	<ul style="list-style-type: none"> <li>Windows 10, 11</li> </ul>	<ul style="list-style-type: none"> <li>Students using the QBraille XL in TDS must be monitored to ensure they are not accessing unwanted internal applications, such as the calculator and notepad.</li> </ul>
<a href="#">Active Braille</a>	<ul style="list-style-type: none"> <li>Windows 10, 11</li> </ul>	<ul style="list-style-type: none"> <li>Device is equipped with an SD card that should be taken out before student takes a test.</li> <li>Device has Notepad, Scheduler, Alarm, Calculator, and Clock features that cannot be disabled. Students must be monitored to ensure they are not using them.</li> </ul>
Braille Edge 40 (now discontinued)	<ul style="list-style-type: none"> <li>Windows 10</li> </ul>	<ul style="list-style-type: none"> <li>Device is equipped with an SD card that should be taken out before student takes a test</li> <li>Device has Notepad, Scheduler, Alarm, Calculator, Stopwatch, Countdown Timer, and Clock features that cannot be disabled. Students must be monitored to ensure they are not using them.</li> <li>This product is no longer sold by HIMS. However, students may continue to test with it if it is already available for their use.</li> </ul>
<a href="#">Focus 40 Blue 5<sup>th</sup> Generation</a>	<ul style="list-style-type: none"> <li>Windows 10, 11</li> </ul>	<ul style="list-style-type: none"> <li>Device is equipped with an SD card that should be taken out before student takes a test.</li> <li>Device has Scratchpad with BRF Bookreader, Calendar, and Clock features that cannot be disabled. Students must be monitored to ensure they are not using them.</li> </ul>
<a href="#">BrailleNote Touch 32 Cell</a>	<ul style="list-style-type: none"> <li>Windows 10, 11</li> </ul>	<ul style="list-style-type: none"> <li>Students using this product in TDS must be monitored to ensure they are not accessing prohibited features. Student can only use this device in Braille Terminal mode. Students cannot take tests on the tablet of this device.</li> <li>Device equipped with SD card which should be taken out before student takes a test</li> <li>Other applications present include a Word processor, Email, Internet, Contacts, Planner, File Manager, Calculator, Victor-Reader, Play Store, and KNFB Reader.</li> </ul>

Table 9 provides a list of embossers and embossing software supported for TA computers. Embossers must be used to print any test content that cannot be read by RBDs, this includes all content on Mathematics and Science tests, and some of the content on ELA tests.

USB E provides embossers and Tiger Designer Suite software for braille test administrations; please contact Emily Engh ([emily.engh@schools.utah.gov](mailto:emily.engh@schools.utah.gov)) for more information.

Table 9. Embossers and Embossing Software Supported for TA Computers

Embosser / Embossing Software	System Requirements	Additional Details
<p><a href="#">Duxbury Braille Translator</a></p> <ul style="list-style-type: none"> <li>Supported Versions: 12.1, 12.2, 12.3, 12.4, 12.5, 12.6, or 12.7.</li> </ul>	<ul style="list-style-type: none"> <li><b>Operating Systems:</b> Windows 10, 11</li> <li><b>Minimum Requirements:</b> 1 GHz Processor, 1 GB RAM (for 32-bit), 2 GB RAM (for 64-bit)</li> </ul>	<ul style="list-style-type: none"> <li>Requires additional setup before use with TDS (see <a href="#">configuration instructions</a>)</li> <li>Used for embossing BRF files (from print requests containing only text or formatted tables)</li> </ul>
<p><a href="#">Tiger Software Suite (Tiger Designer)</a></p> <ul style="list-style-type: none"> <li>Supported Versions: 6, 7, 8</li> </ul>	<ul style="list-style-type: none"> <li>Windows 10, 11</li> </ul>	<ul style="list-style-type: none"> <li>You should download Tiger Designer prior to testing, as some PRN files will need to be converted in this program before embossing.</li> <li>Please see <a href="#">PRN conversion instructions</a> for more details.</li> <li>Tiger Software Suite is included with all ViewPlus embossers and its license can be used on up to two devices.</li> </ul>
<p><a href="#">ViewPlus Max Embosser</a>, <a href="#">ViewPlus Premier Embosser</a>, or <a href="#">ViewPlus Rogue Embosser</a> <a href="#">Viewplus Columbia Embosser</a>, <a href="#">ViewPlus Columbia 2 Embosser</a>, <a href="#">PixBlaster</a></p>	<ul style="list-style-type: none"> <li>Windows 10, 11</li> </ul>	<ul style="list-style-type: none"> <li>Requires additional setup before use with TDS (see <a href="#">configuration instructions</a>)</li> <li>Used for embossing PRN files (from print requests with tactile or spatial components, such as images)</li> <li>PRN files are formatted for a specific printer driver (e.g., Max embosser). Thus, you may need to convert the PRN file in Tiger Designer for use with another supported embosser (see <a href="#">PRN conversion instructions</a>)</li> </ul>
<p><a href="#">ViewPlus Desktop Embosser</a> (driver for ViewPlus Embossers and Tiger Viewer Software)</p>	<ul style="list-style-type: none"> <li>Windows 10, 11</li> </ul>	<ul style="list-style-type: none"> <li>You should download Tiger Designer prior to testing, as some PRN files will need to be converted in this program before embossing.</li> <li>Please see <a href="#">PRN conversion instructions</a> for more details.</li> <li>Tiger Software Suite is included with all ViewPlus embossers and its license can be used on up to two devices.</li> <li>Download and install your embosser driver prior to embossing any files.</li> <li>The Tiger Viewer software is downloaded in the printer driver folder.</li> </ul>

If a TA requires the use of a screen reader (JAWS, NVDA) to set up or administer test sessions in the TA Site, CAI recommends they do so using the most recent Firefox or Chrome browser. If issues occur while updating browsers, please contact your network administrator/IT office.

This section includes instructions for the additional JAWS configuration steps that Technology Coordinators must follow before students use JAWS for online testing. Optional voice adjustments in JAWS can also be made from the **Options>Voices>Voice Adjustment** window in JAWS. To ensure JAWS is properly configured, students should take training tests using JAWS before taking operational tests.

Braille tests administered in TDS require the use of multiple assistive technology devices and applications, which could include Refreshable Braille Display (RBDs), JAWS screen readers used by students to read and navigate test content and the embossers used by Test Administrators to print test content. **On some items, students may need to use tactile manipulatives in order to access the item's content.** The tactile manipulatives should be what is used instructionally and this will NOT invalidate the assessment score.

The configuration instructions in this section apply to JAWS 2021, JAWS 2022, and JAWS 2023 as well as Fusion Professional.

You must edit the JAWS configuration file so that the software recognizes the secure browser. The examples below are for JAWS 2021 installed to the default location. If your version is installed to a different location, navigate to the appropriate directory.

1. To modify the configuration file, open the JAWS ConfigNames.ini file. This file may appear in two folders. Depending on how JAWS is installed on your computer, you may need to modify both files:
  - Required: Start > All Programs > JAWS 2021 > Explore JAWS > Explore Shared Settings
  - Optional: Start > All Programs > JAWS 2021 > Explore JAWS > Explore My Settings
2. In the ConfigNames.ini file, locate the line of text containing **firefox:3=firefox**. At the end of this line, press **Enter** and type **UTSecureBrowser16.0=firefox**
3. At the bottom of the **ConfigNames** file, do one of the following:
  - a. **For JAWS 2023:** No additional action is needed
  - b. **For JAWS 2022:** Update the URL in the *regex:* line below the *;CAI testing:* line so that it reads as *regex:https://.\*\.cambiumtds(uat)?\.com/student.\*=CAI Testing*

- c. **For JAWS 2021:** After the last line of the file, press **Enter** and type `;CAI testing:` and then press **Enter** again and type `regex:https://.*\.cambiumtds(uat)?\.com/student.*=CAI Testing`

The end of the **ConfigNames** file should match the highlighted section in Figure 5.

Figure 5. JAWS ConfigNames File – regex line



4. Save the file.
  - a. If you receive an error that you don't have permission to save the .ini file to this location, save the file to your desktop as `ConfigNames.ini`. Then copy the updated .ini file to the folder containing the original .ini file referenced in step 1.

Optional: To confirm that JAWS has been properly configured, you can open the Secure Browser while JAWS is running. Then press hold down **Insert** (or the JAWS key) while pressing **Q** twice. A message opens in a pop-up window, indicating that Secure Browser settings are being used in the application, and that the configuration name is CAI Testing.

### Registering AccessibleHandler.dll

To ensure that JAWS works properly with the Secure Browser, you should register `AccessibleHandler.dll` on the student's testing device. These steps should be performed for all supported versions of JAWS.

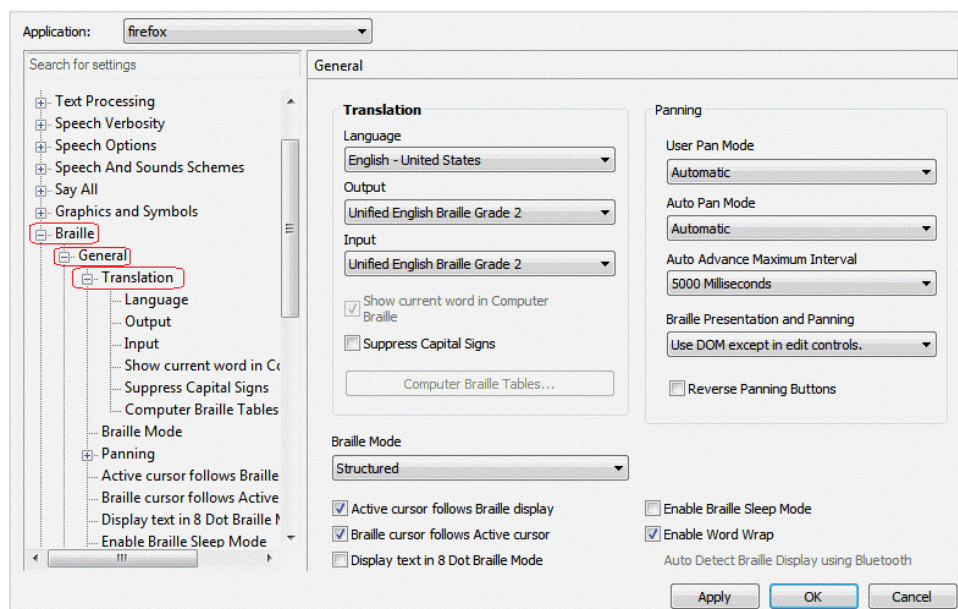
1. From the **Start** menu, search for `File Explorer`, then select **Enter** on the keyboard. After the *File Explorer* or *Home* window populates, navigate to the left-hand panel, then select **Local Disk (C:)** or **Windows (C:)** under *This PC*.
2. Open the **Program Files** folder, then locate the downloaded Secure Browser folder: `UTSecureBrowser16.0`
3. Find the *Windows Batch File Type* with the name `RegisterAccessibilityLibs`.
4. Right click on the `RegisterAccessibilityLibs.bat` file and select **Run as Administrator**. If you are prompted to choose between *Yes* and *No* in a pop-up box, choose **Yes**.
5. A command prompt window appears briefly with a message confirming successful registration.
6. A message appears indicating that the action was successful. Press **OK** on this prompt and the command window automatically closes.

## Applying Settings for Contracted Braille

In order for students to use contracted literary Braille with their RBD, the correct JAWS settings must be applied prior to launching the secure browser.

1. To apply the correct JAWS settings, open JAWS and go to **Utilities > Settings Center**. The **Settings Center** window opens.
2. From the **Application** drop-down list at the top of the window, select **firefox**.
3. Expand the **Braille** settings, **General** sub-settings, and **Translation** sub-settings in the *Search for settings* panel on the left. The **Settings Center** window displays the options for Braille Translation (see Figure 6).
- a. In the **Translation** section, verify the **Language** drop-down list is set to **English – United States**. Select **Unified English Braille Grade 2** from the **Output** and **Input** drop-down lists.
- i. For tests presented in the EBAE Braille type, select **US English Grade 2** from the **Output** and **Input** drop-down lists.

Figure 6. JAWS Settings Center Window



4. In the **Braille Mode** section (see Figure 7), ensure that only the following settings are checked:
  - Active cursor follows Braille display
  - Braille display follows Active cursor
  - Enable Word Wrap
  - Auto Detect Braille Display using Bluetooth (if available)

Figure 7. Braille Mode Section

5. Click **Apply**, and then click **OK**.

## Configuring JAWS to Speak “Dollars”

You should configure JAWS to correctly speak the dollar symbol (\$), in case it appears in the test content.

1. Open JAWS and go to **Utilities > Settings Center**. The **Settings Center** window opens.
2. In the *Search for settings* panel on the left, expand the *Text Processing* settings and *Number And Date Processing* sub-settings. Click **Speak Dollars**. The **Settings Center** window displays the *Number And Date Processing* options (see Figure 8).

Figure 8. Number and Date Processing

3. Mark the **Speak Dollars** checkbox.
4. Click **Apply**, and then click **OK**.

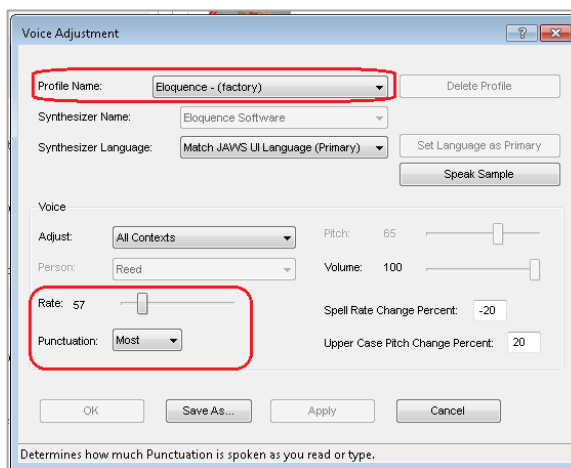


## Optional JAWS Voice Adjustment Settings

Prior to launching the secure browser, you can adjust JAWS voice settings for students based on their individual needs. You must set the Voice Profile, Speaking Rate, and Punctuation settings prior to administering assessments. Students should take training tests using JAWS so they can determine whether these settings need to be adjusted.

1. To adjust JAWS voice settings, open JAWS and go to **Options > Voices > Voice Adjustment**. The **Voice Adjustment** window opens (see Figure 9).
2. To adjust the voice profile, in the *Profile* section, select a voice profile from the **Profile Name** drop-down list. Click **Apply**.
3. To adjust the voice rate, in the *Voice* section, drag the **Rate** slider to the desired rate speed (the lower the rate, the slower the words are read aloud). Click **Apply**.
4. To adjust the punctuation, click the **Punctuation** drop-down list. Select from the following options: **None**, **Some**, **Most**, or **All**. Click **Apply**.
5. When all settings are saved, click **OK**.

Figure 9. JAWS Voice Adjustment



## Configuring Embossing Software on TA Computers Before Testing Begins

TDS allows students to emboss test material with TA approval. The software that sends print requests to the Braille embosser must be installed on computers that TAs use for test sessions.

The embossed output for student print requests depends on the file type associated with a test question. TAs must ensure that students have the Braille Type test setting prior to approving the student for testing, as this determines which file type is used for printing. There are two types of files:

- **Braille Ready Format (BRF):** BRF file types are used for print requests containing only text (including formatted tables). The Tiger Software Suite or Duxbury Braille Translator software handles BRF files.
- **Printer Output File (PRN):** PRN file types are used for print requests containing tactile or spatial components (such as images). The ViewPlus Tiger Software Suite software handles PRN files.

Upon approving a print request, the TA sends the file to the embosser using either Duxbury or ViewPlus Tiger Software Suite software. Instructions for embossing files are located in the section Embossing Braille Print Requests.

## Configuring BRF Files with Duxbury Braille Translator

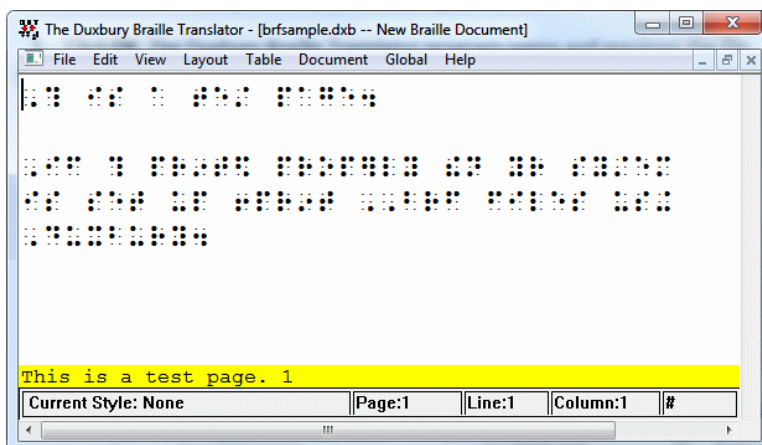
This section contains instructions for opening BRF files with Duxbury Braille Translator (DBT) and setting default embossing preferences. The DBT software must be installed before performing these steps.

ViewPlus software can also be used to emboss BRF files (though this may result in formatting errors). If you will use ViewPlus software for BRF files, follow the instructions in the section Configuring PRN and BRF Files with Tiger Software Suite instead.

1. In the TA Site, click **Help Guide** at the top of the page. The online *TA User Guide* opens.
  - a. Sample Braille files can be accessed from the help guide → Appendices → Sample Braille Files.
2. Click **Sample BRF File**. The file dialog window opens.
3. Do one of the following:
  - From the **Open with** drop-down list, select **Duxbury Braille Translator**. Click **OK**. The Duxbury Braille Translator program opens and previews the file (see Figure).
  - If the Duxbury Braille Translator is not available as a selectable program, do the following (otherwise skip to step 4):
    - i. Click **Browse**. The *Choose Helper Application* window opens.
    - ii. Navigate to the Duxbury folder and open it.
    - iii. Open the DBT folder and select **dbtw.exe**.
    - iv. In the *Open with* window, select **Duxbury Braille Translator** and mark the **Do this automatically for files like this from now on** checkbox.
    - v. Click **OK**. The Duxbury Braille Translator program opens and previews the file (see Figure 13).
  - If the *Import File* window appears, set the Template to either English (American) – Standard Literary Format (for Duxbury 11.2 or earlier) or English (BANA Pre-UEB) – Literary Format (for Duxbury 11.3 or later), and set the Import Filter to Formatted Braille.

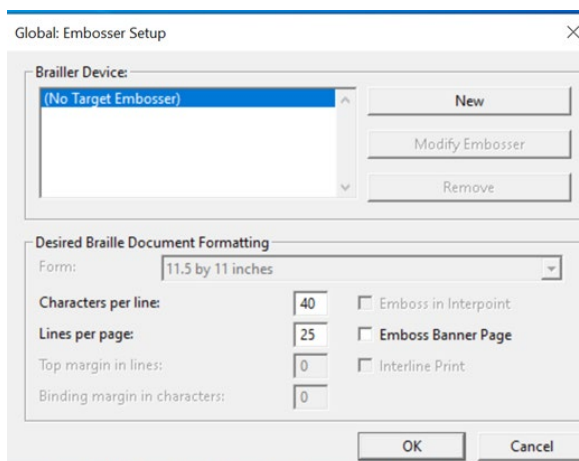


Figure 10. Duxbury Braille Translator Window



4. In the **Duxbury Braille Translator** window, go to **Global > Embosser Setup**. The **Global: Embosser Setup** window appears. To add a new embosser, do the following:
  - a. Click **New**. The **Embosser Setup – Untitled Configuration** window appears.
  - b. From the **Embosser Model** drop-down list, select the required embosser type.
  - c. From the **Send to Printer** drop-down list, select the required embosser's name and click **OK**.
  - d. In the **Global: Embosser Setup** window, click **OK**.
5. In the **Duxbury Braille Translator** window, go to **Global > Embosser Setup**. The **Global: Embosser Setup** window opens (see Figure 11).

Figure 11. Global: Embosser Setup Window



6. In the **Global: Embosser Setup** window, ensure the following are selected:
  - **Braille Device: ViewPlus Max** (or whichever supported ViewPlus embosser you are using)

- The following *Braille Document Formatting* options must be set:
    - **Emboss in Interpoint** checkbox is blank
    - Top margin in lines: 2
    - Binding margin in characters: 5
  - When you are done, click **OK**.
7. In the **Duxbury Braille Translator** window, go to **Global > Formatted Braille Importer**.
    - a. In the **Global: Formatted Braille Importer** window that appears, mark the **Read formatted Braille without interpretation** checkbox and click **OK**.
  8. In the **Duxbury Braille Translator** window, go to **File > Emboss**. The **File: Emboss...** window opens.
  9. In the **File: Emboss...** window, ensure that only one copy is being printed and that the page range is set to **All**.
  10. Click **OK**.

## Configuring PRN and BRF Files with Tiger Software Suite

This section contains instructions for opening PRN and BRF files with ViewPlus Tiger Software Suite software and setting default embossing preferences. The ViewPlus Tiger Software Suite must be installed before performing these steps.

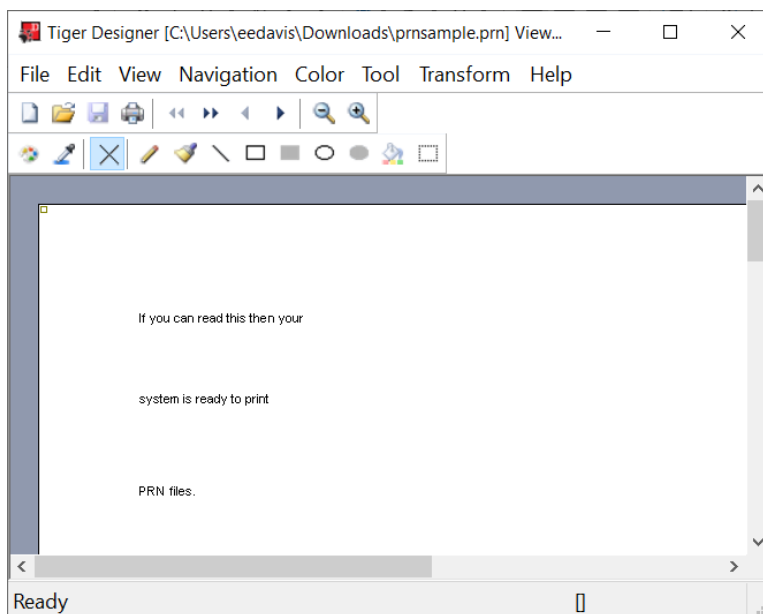
Although you may use Tiger Viewer as the default application for opening PRN files, if you use it alongside an embosser other than the Viewplus Max, Rogue, or Premier, you may need to convert the files for your embosser type before printing. Because of this, CAI strongly recommends using Tiger Designer as the default application for embossing PRN files.

**Note:** In RISE Science Braille assessments, your student may receive clusters that include a grid interaction. These may include bar graphs, plotting points, or drawing lines. After you emboss the PRN file for the student, you will notice a coordinate grid. Using some type of tactile manipulative, such as raised dots, on the grid space to indicate their response to the question. You will then input the student's response based on how the raised dots were placed.

BRF files can be embossed using Tiger Viewer and Designer; however, the margins may need to be adjusted which cannot be done using Tiger Viewer. In Tiger Designer, the TA will have to modify the margins to make sure that the BRF prints correctly (instructions below). If you will use Duxbury Braille Translator for BRF files, see the instructions in the section Configuring BRF Files with Duxbury Braille Translator instead.

1. In the TA Site, click **Help Guide** at the top of the page. The online *TA User Guide* opens.
  - a. Sample Braille files can be accessed from the help guide → Appendices → Sample Braille Files.
2. Click **Sample PRN File** or **Sample BRF File**. The file dialog window opens.
3. Do one of the following:
  - To set Tiger Designer as the default application (recommended):
    - From the **Open with** drop-down list, select **Tiger Designer** and click **OK**. The Tiger Designer program opens and previews the file (see Figure 12).
    - If Tiger Designer is not available as a selectable program, click **Browse** and select Tiger Designer from the folder where it is installed on your computer. Mark the **Do this automatically for files like this from now on** checkbox and click **OK**.
  - To set Tiger Viewer as the default application:
    - From the **Open with** drop-down list, select **Tiger Viewer** and click **OK**. The Tiger Viewer program opens and previews the file.
    - If Tiger Viewer is not available as a selectable program, click **Browse** and select Tiger Viewer from the folder where it is installed on your computer. Mark the **Do this automatically for files like this from now on** checkbox and click **OK**.

Figure 12. Tiger Designer Window

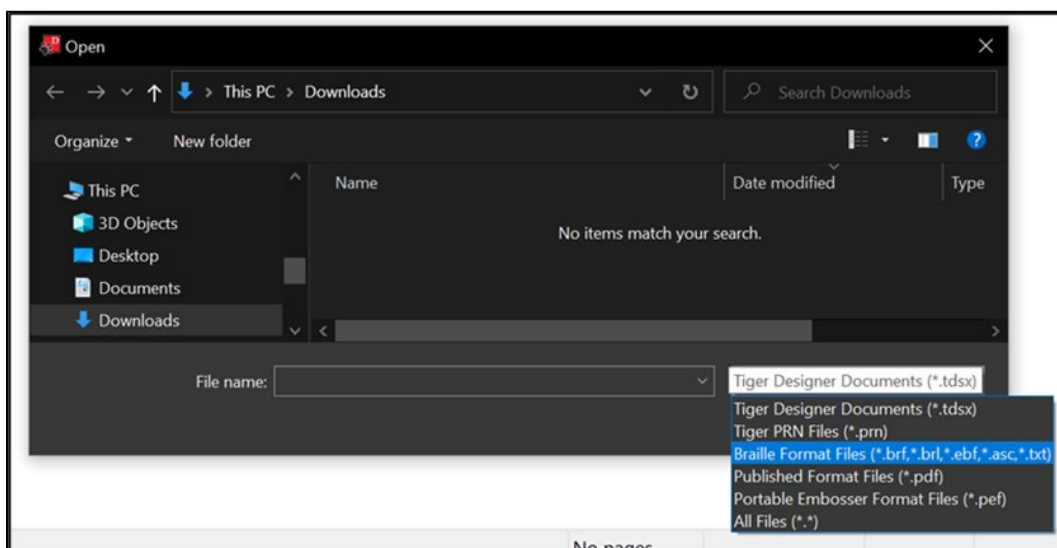


1. Go to **File > Print**. The **Print** window opens.
2. Ensure that the printer is set to **ViewPlus Max** (or whichever supported ViewPlus embosser you are using) and that only one copy is being printed.
3. Click **Print**.
  - If you experience any issues embossing, refer to the section Converting PRN Files in Tiger Designer for Embossing or contact the Help Desk.

To modify margins in TIDER Designer:

1. Launch Tiger Designer
2. Open desired BRF file (File type will need to be changed in the bottom right of the file explorer window) (See Figure 13)

Figure 13. Change BRF file type



3. Import Options window will be displayed, this is where margins can be adjusted (See Figure 14).

Figure 14. Change BRF file type

**Import Options**

**Page Settings**

Pages 1 Chars 40 Lines 25

Paper Size Braille Paper (11.5 x 11 in) 11.50" x 11.00"

Orientation ☒ Portrait ☐ Landscape

☐ Interpoint

**Margins**

Top 0.25"

Left 0.50" Right 0.50"

Bottom 0.75"

Braille Language United States (Braille29)

OK Cancel

## Administering Braille Tests

This section explains how TAs set accommodations (i.e., test settings) in TIDE for students who will be taking Braille tests and how to emboss Braille print requests from students while administering the tests. It also provides information about how students navigate the Secure Browser with JAWS.

TAs must make sure that students have the correct test settings in TIDE before administering tests to them. Any test settings that cannot be changed from the TA Site or Secure Browser will need to be set in TIDE. Please note that some test settings may vary between Training and Operational tests. For more information about test settings, resources and tools, please see the [Test Administration Manual](#).

A student's test settings and tools include the available accommodations, such as Assistive Technology, along with test tools, such as color schemes. This section explains how to edit student test settings and tools via an online form or a file upload. For additional information, please see the [TIDE User Guide](#).

1. From the **Test Settings and Tools** task menu on the TIDE dashboard, select **View/Edit/Export Test Settings and Tools**. The **View/Edit/Export Test Settings and Tools** page appears (see Figure 15).

Figure 15: Test Settings and Tools Page

2. Retrieve the student accounts whose settings and tools you want to view or edit by filling out the search fields.



In the list of retrieved students, select  for the student whose test settings and tools you want to edit. The **View/Edit Students: [Student's Name]** form appears. Click  to expand each section (see Figure 16).

Figure 16: View/Edit Student Page

3. Modify the student's record as required.

In the available *test settings and tools* panels, modify the student’s test settings, using Table 10 on the following page. The test settings are grouped into categories, such as visual assistance tools, presentation, and other accommodations. The panels display a column for each of the student’s tests. You can select different settings for each test, if necessary. For students that need Braille tests, you will need to set the Language setting to Braille in TIDE (see Figure 17), before testing begins. When Braille is set, the Descriptive Audio tool will automatically set to its Braille setting, and the Streamline Mode tool will set to On. It is highly recommended that students use the training tests with the Secure Browser to verify accommodations are set correctly and to allow the student time to practice using the testing tool.

Figure 17: View/Edit Student Page

View/Edit Student: Test105 Last105

Use this form to modify a student's settings. [more info](#)

Save Cancel

**Student Information**

LEA: 99 - USBE  
 School: 99-999 - DEMO SCHOOL 1  
 \*SSID (7 digits): 9999105  
 LEA Student ID: 9999105  
 \*Student's First Name: Test105  
 Student's Middle Initial: M105

\*Student's Last Name: Last105  
 \*Gender: Female  
 \*Birth Date (MM/DD/YYYY): 01/01/2010  
 \*Enrolled Grade: 05  
 ELL: Yes No  
 Foreign Exchange: Y N

**Student Participation**

**Benchmark Parental Exclusion**

Benchmark Parental Exclusion	ELA	Mathematics	Science	Writing
Student Benchmark Parental Exclusion	No	No	No	No

**Visual Assistance Tools**

Visual Assistance Tools	ELA	Mathematics	Science	Writing
Color Choices	Black on White	Black on White	Black on White	Black on White
Descriptive Audio	Off	Off	Off	Off
Mouse Pointer	System Default	System Default	System Default	System Default
Streamlined Mode	OFF	OFF	OFF	OFF

**Presentation**

Presentation	ELA	Mathematics	Science	Writing
American Sign Language	OFF	OFF	OFF	OFF
Braille	OFF	OFF	OFF	OFF
Braille Type	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Print On Request	None	None	None	None
Print Size	1X	1X	1X	1X

**Integration with Assistive Technology**

Integration with Assistive Technology	ELA	Mathematics	Science	Writing
Assistive Technology	OFF	OFF	OFF	OFF

**Other Accommodations**

Other Accommodations	ELA	Mathematics	Science	Writing
Calculator 6th grade	OFF	No	No	OFF
Scratch	No	No	No	No
Visual Representation	No	No	No	No

Table 10: Fields in the Test Settings and Tools Panels

Field	Description
Streamlined Mode	Toggles streamlined mode setting on or off, allowing students to view the items from top to bottom and left to right.
Mouse Pointer*	List of available Mouse Pointer sizes and colors.
Color Choices	List of available Color Choice settings.
Descriptive Audio	Toggles Descriptive Audio setting on or off, allowing the answer spaces to be read.
Braille with Type	List of available braille settings (UEB or UEB with Nemeth) where available.
Print Size	List of available zoom levels. This print size setting will also apply to any content sent for Print on Request.
Print on Request	List of available Print on Request settings.
American Sign Language	Toggles American Sign Language on or off.
Assistive Technology	Toggles Assistance Technology Mode setting on or off, allowing student to use pre-approved hardware or software with secure browser. Requires USBE approval
Speech-to-Text	<p>Allows student to dictate their response in English, only available on constructed-response items.</p> <p>Please note, this tool is not field facing; it requires state-level credentials to see in TIDE.</p>
Word Prediction	<p>Enhanced accessibility for low dexterity students to not have to use the keyboard as much.</p> <p>Please note, this tool is not field facing; it requires state-level credentials to see in TIDE.</p>
Visual Representation	Visual Representations are manipulatives such as cubes, tiles, rods, blocks, models, etc. They may be used on all sections of the mathematics assessment if they are included in the student's IEP or 504.
Calculator 6 <sup>th</sup> grade	For students in grade 6, the use of a handheld calculation device or printable computation table is considered an accommodation and may be provided (based on need documented in the IEP) during the allowed segment of the assessment only.
Scribe	Students dictate their responses to a qualified person who records verbatim what they dictate. Requires USBE approval

\*NOTE: If a student needs the mouse pointer accommodation for testing, the changes should be made to the TDS settings in TIDE as well as to the settings of the device used for testing.

Changing a test setting in TIDE after the test starts does not update the student's test setting if the same test setting is available in the TA Interface. In this case, you must change the test setting in the TA Interface, although the student will need to log out and resume the test for the settings to be applied.



4. Select **Save**.
5. In the dialog box, select **Continue** to return to the list of student records (see Figure 18).

Figure 18: Edit Student Continue

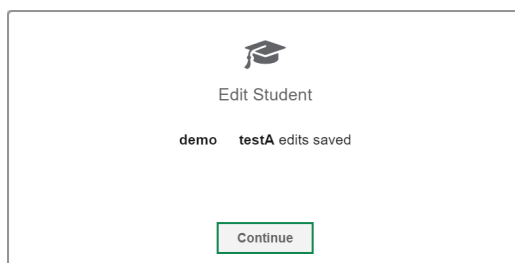


Figure 19: Edit Student Continue

## Setting Up Braille Test Sessions

After TAs ensure that students have the correct test settings in TIDE, the next step is to start a test session for the student(s) who will be testing. For detailed, general instructions about starting test sessions, see the “How TAs Proctor Test Sessions in the Test Administration Site” section in the [Test Administration Manual](#). Below are the specific steps to take for Braille administrations.

1. To administer Braille tests, the TA logs in to the appropriate TA Site and starts a test session.
2. The TA opens JAWS (or another supported screen reader) on the student testing devices.
3. The TA opens the secure browser on the student testing devices.
4. Students sign in to the test session and select their tests.
5. The TA reviews the student's test settings and verifies the following:
  - *Braille* is set to **ON**. This should be set for any students testing with JAWS, regardless of whether or not those students are Braille users. Setting the Presentation to Braille will automatically enable streamlined mode, which arranges test content vertically.

- *Print on Request* is set to the appropriate option for the selected test. See the note above about the recommended setting for this.
- *Braille Type* is set to the student’s preferred Braille option. Students may choose from the following options, depending on the test:

- UEB Contracted with Nemeth Math
- UEB Contracted with UEB Math

- *Assistive Technology* is turned on. This setting must be enabled in order for students to use the keyboard commands associated with JAWS.

6. When all the correct settings are applied, the TA approves students for testing.
7. Once a student enters their test and is on the first item, the TA can print the braille for a certain range of items in the test for ease of administration (i.e., the TA doesn’t have to wait for the student to be on an item to print the braille for it; instead, the test will “fetch” a certain range of the next items for the TA to print the braille for in advance). The range varies by subject:
  - a. For Grade 3 Math, the TA can print 12 items at a time.
  - b. For Grades 4 – 8 Math, the TA can print 14 items at a time.
    - i. Note that for Grade 6, which has a Segment 1 that does not allow the use of a calculator and a Segment 2 that does allow the use of a calculator, a TA’s ability to print braille for a range of items will pause at item 41 (in Segment 1) until the student moves to Segment 2.
  - c. For Grades 3 – 5 ELA, the TA can print 10 items at a time.
  - d. For Grades 6 -- 8 ELA, the TA can print 12 items at a time.
  - e. For Grades 4 -- 8 Science, the TA can print 2 clusters at a time.

## Embossing Braille Print Requests

As students’ progress through their tests, emboss requests will be sent to the TA Site automatically. TAs must review and approve these emboss requests in order to send the files to the embossers. Please see the “How to Approve a Student’s Print Request for Print-on-Request Accommodation” in the [Test Administration Manual](#) for more information on this process. For printing Braille, the process for embossing print requests is slightly different for BRF and PRN file types. This section provides instructions for embossing each file type.

TAs should be aware of the following notes when embossing print requests for Braille tests:

Always plug the embosser into the same USB port used when it was first set up. Otherwise, the computer may identify the embosser as a new device and require you to set it up again.

If a student pauses their test before you print all their queued print requests, the student must send manual print requests for any unprinted items that were previously in the queue when they resume testing. They will do this using the “Print Passage” or “Print Item” tool in the context menu in the Test Delivery System. Please see the “How Students Use Testing Resources/Tools” in the [Test Administration Manual](#) for more information on this process.

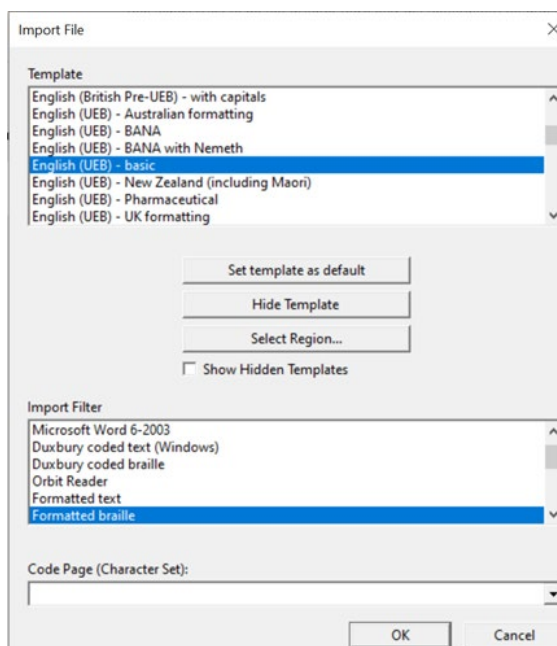
When the test session is over, you must delete and discard all test materials. This may require you to [remove files](#) from the web browser download archive.

For tips and troubleshooting advice for embossing braille files, see [Appendix A](#).

### Sending BRF Files to the Embosser with Duxbury Braille Translator

1. When you approve a print request that prints in BRF format, a print dialog window opens. Select **Open with** from this window.
  - a. In the drop-down list, select **Duxbury Braille Translator**.
  - b. Click **OK**. The **Import File** window opens.
2. Ensure that the following are selected:
  - Template:
    - For Duxbury 11.2 or earlier: **English (American) – Standard Literary Format**
    - For Duxbury 11.3 or later: **English (BANA Pre-UEB) – Literary Format**
  - Import Filter: **Formatted braille**

Figure 20. Import File Window



3. Click **OK**. The **Duxbury Braille Translator** preview window opens.
4. Go to **File > Emboss**. The **File: Emboss** window opens.
5. Ensure that only one copy is being printed, the page range is set to **All**, and the Braille Device is set to **ViewPlus Max** (or other ViewPlus embosser). Then click **OK**.

### Sending BRF Files to the Embosser with Tiger Software Suite

Embossing BRF files with Tiger Software Suite may result in formatting errors. It is recommended that you use Duxbury Braille Translator for BRF files instead. However, if Tiger Software Suite is the only embossing software available, you may follow the instructions below to emboss BRF files.

1. When you approve a print request that prints in BRF format, a print dialog window opens. Select to **Save** the file to your computer.
2. Do one of the following:
  - *Using Tiger Viewer:* Right-click the downloaded BRF file, select **Open With** and choose **Tiger Viewer**.
  - *Using Tiger Designer:* Launch Tiger Designer and select **File > Open**. Select the downloaded BRF file (you may need to set the file type to *BRF* in the bottom-right dropdown). Ensure the Paper Size is set to *11.5 x 11* and increase the left margin to *.5* inches. Click **OK**.
3. Select **File > Print**. Ensure that only one copy is being printed and the Printer Name is set to **ViewPlus Max** (or whichever supported ViewPlus embosser you are using), then click **Print**.

### Sending PRN Files to the Embosser and Converting them for Printing

1. When you approve a print request that prints in PRN format, a print dialog window opens. Select to **Save** the file to your computer.
2. Locate the saved PRN file and open it:
  - a. If Tiger Designer is set as the default program for PRN files, a **Print** window appears. Ensure that only one copy is being printed and the Printer Name is set to **ViewPlus Max** (or whichever supported ViewPlus embosser you are using), then click **Print**.

Figure 21. Tiger Designer Print Window

Printer: ViewPlus Max (USB002) Properties ...

Copies: 1 Collate ☒ Print To File ☐

Pages From: 1 To: 1

☒ Single Sided ☐ Interpoint ☐ Z-Fold Order

☒ Output Face Up ☐ Output Face Down

Emboss Only (Tiger)

Printer Model: ViewPlus Max Print Cancel

- b. If the option to print is grayed out, you will need to convert the file by following the steps below:

- i. If a popup message appears indicating that the file needs to be converted, click **Yes** in this message. If this popup message does not appear, then go to **File>Save As** to convert the file manually.

Figure 22. Grayed-Out Print Button

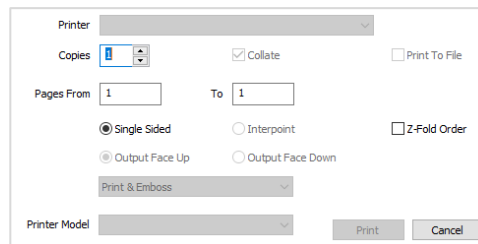
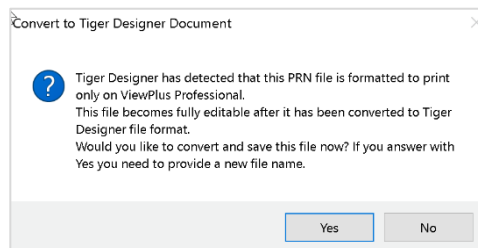
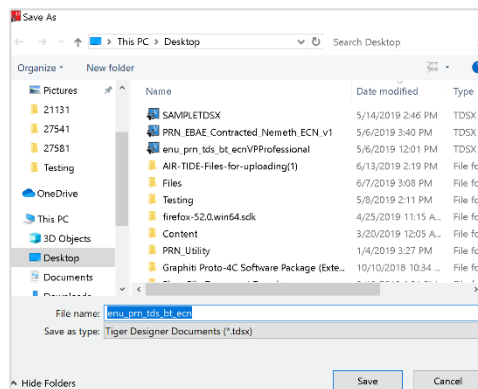


Figure 23. Convert File Message



- ii. Save the file as a Tiger Designer Documents file type (.TDSX) and click **Save**. You should now be able to print the print request file by clicking **Print**.


Figure 24. Saving as a TDSX File



## Removing Files from the Web Browser Download Archive


Most supported web browsers automatically save downloaded files. If your computer saves the BRF and PRN files from print requests, you must delete all test-related files from your browser's download archive, for security purposes.

To remove files in Google Chrome:

1. Open the Chrome menu  icon in the upper-right corner.
2. Select **Downloads**. The **Downloads** page opens.
3. Remove all test-related files by doing one of the following:

- For each file, click **X**.
- Click **Clear all** in the upper-right corner. Files saved to your computer are not deleted.

To remove files in Edge:

1. Open the Edge Hub (Favorites, reading list, bookmarks and downloads)  icon in the upper-right corner.
2. Select **Downloads** from within the downloads list.
3. Select each file and click **X** to delete it.

To remove files in Mozilla Firefox:

1. Open the **Tools** menu and select **Downloads**. The **Library** window opens.
2. Delete all test-related files by doing one of the following:
  - Select each file and press **Delete** on your keyboard.
  - Click **Clear Downloads** at the top of the window (if available). Files saved to your computer are not deleted.

## Tips for Embossing Braille Files

This section provides tips for approving print requests and embossing braille files.

The auto-emboss setting in TDS automatically queues multiple print requests in advance as students progress through a test. If a student testing with auto-emboss pauses their test before you print all their queued requests, then when the student resumes testing, they must send manual print requests for any unprinted items that were previously in the queue.

When approving print requests, you can either save a file to your computer and manually open it in the embossing software, or you can open it directly from the browser. The steps for saving and opening braille files depend on which browser you are using:

- *For Google Chrome users:* The browser displays the downloaded file at the bottom of the screen (see Figure 25).

Figure 25. Downloading Braille Files in Chrome

**Student Print Request(s) For:** [Close]

**Name:** GUEST **Student ID:** GUEST

This page displays a request for each passage that a student would like printed. Select [Approve] if you approve the print request, or [Deny] if you do not.  
 Note: Selecting [Approve] brings up a Print Preview page based on the browser you are using. Select [Print] from that page to send this request to your print station.

**Print Requests**

New Requests	Date and Time	Action
Print Passage - Item 1 (BRF)	2/6/2020, 9:58:35 AM	<input checked="" type="checkbox"/> <input type="checkbox"/>
Print Passage - Item 2 (BRF)	2/6/2020, 9:58:35 AM	<input checked="" type="checkbox"/> <input type="checkbox"/>
Print Passage - Item 3 (BRF)	2/6/2020, 9:58:35 AM	<input checked="" type="checkbox"/> <input type="checkbox"/>

enu\_prn\_tds\_bt\_ec...prn ^

- To open the file directly from the browser, double-click the downloaded file.
- To save the file to your computer, click the up arrow icon beside the downloaded file and select **Open**.
- *For Firefox users:* The browser opens a dialog window (see Figure 26).

Figure 26. Downloading Braille Files in Firefox

**Student Print Request(s) For:** [Close]

**Name:** GUEST S

This page displ  
 you approve th  
 Note: Selecting  
 Select [Print] fr

**Print Requests**

**New Requests**

Print Passage - It

Print Passage - It

Print Passage - It

Print Passage - It

Print Passage - It

Print Passage - It

Opening brf\_enu\_tds\_bt\_uctn.brf

You have chosen to open:

☐ **brf\_enu\_tds\_bt\_uctn.brf**  
 which is: BRF file (168 bytes)  
 from: https://sat1-tds-uat.cambiumast.com

**What should Firefox do with this file?**

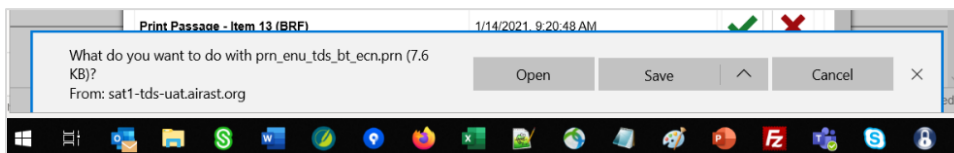
☐ Open with

☒ **Save File**

☐ Do this automatically for files like this from now on.

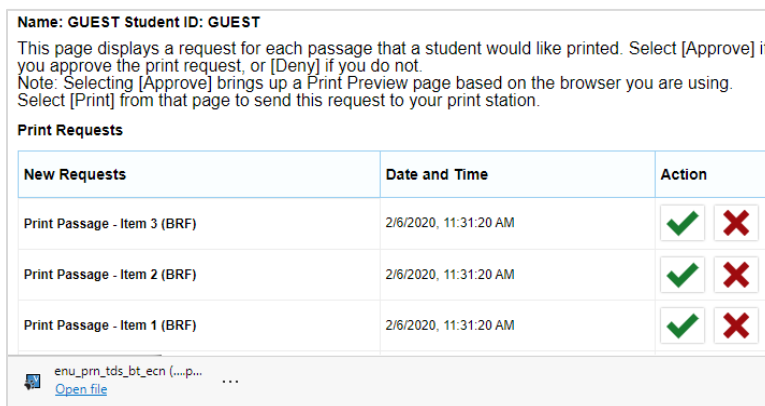
- To open the file directly from the browser, mark the **Open with** radio button and make sure the appropriate embossing software is selected in the menu (Duxbury Braille Translator for BRF files; Tiger Designer or Tiger Viewer for PRN files). Then click **OK**.
- To save the file to your computer, mark the **Save File** radio button and click **OK**.
- *For Edge users (version 44 and earlier):* The browser displays the downloaded file in a dialog box at the bottom of the screen (see Figure 27).
- To open the file directly from the browser, click **Open**.
- To save the file to your computer, click **Save**.

Figure 27. Downloading Braille Files in Edge 44



- For Edge users (Chromium version 79 and later): The browser shows the downloaded file in the bottom left corner of the screen (see Figure 28).

Figure 28. Downloading Braille files on Chromium-Based Edge



- To open the file directly from the browser, click the blue **Open File** link.
- To save the file to your computer, click the three-dot menu icon and select **Show in folder**. This will open File Explorer to the location where the file is saved in your downloads folder.

If you cannot find a downloaded braille file after approving a print request, you may need to modify your browser's download settings (please contact your local IT support for assistance editing these settings).

It is highly recommended that you rename downloaded files to correspond with the item number listed on the TA Site's **Print Request** window, so you can keep track of printouts when downloading multiple files at once. For example, Item 10 shown in Figure 30 would download with the name *brf\_enu\_tds\_bt\_ecn*, but you can simply add *item10* to the beginning of the file name so that it becomes *item10\_brf\_enu\_tds\_bt\_ecn*.



Figure 29. TA Print Request Window

Print Requests		
New Requests	Date and Time	Action
Print Passage - Item 10 (BRF)	10/19/2020, 1:43:59 PM	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Print Passage - Item 11 (BRF)	10/19/2020, 1:44:02 PM	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Print Passage - Item 12 (BRF)	10/19/2020, 1:44:07 PM	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

Always plug the embosser into the same USB port used when it was first set up. Otherwise, the computer may identify the embosser as a new device and require you to set it up again.

If the **Print** button for a PRN file is grayed out in Tiger Designer or Tiger Viewer, you may need to [convert the file in Tiger Designer](#) before embossing it.

## Navigating the Student Testing Site with JAWS

JAWS allows students to use keyboard commands to navigate through the Student Testing Site. Students using RBDs with router keys may also press the router key above the text for a button to move the cursor to that button. They can press the router key again to select that button instead of using the provided keyboard commands.

The actions associated with each JAWS keyboard command depend on the context in which the students presses the key. In other words, the same key may have different effects depending on whether the student is on the Sign-In pages, the test pages, or within the items and stimuli of the test pages.

**Note:** The **Tab** key is best used to move among elements such as buttons, text boxes, etc.

Table 11 on the next page provides an overview of how to use JAWS keyboard commands in each context. In order for students to use these keyboard commands, Assistive Technology must be enabled for them in TDS. Use *Forms Mode* to navigate within an element, such as a listbox which allows multi-selection of options in the list. *Forms Mode* should either be activated automatically when focus is brought to that element using **Tab** or by pressing **Enter** on the element. The arrow keys should then be used. To exit *Forms Mode*, press **Esc** or **NUM PAD PLUS** and use the arrow keys. This allows a page to be read in detail, including plain text such as test questions.

Table 11. Overview of JAWS Keyboard Commands in the Student Testing Site

Key	Action
<b>Navigating the Sign-In Pages with JAWS Keyboard Commands</b>	
Insert + F10 <b>(standard keyboard)</b>  Space + S <b>(Perkins Braille keyboard)</b>	Returns the focus to the Secure Browser if the student navigates to the JAWS application window while signing in.  Keyboard layouts may vary by device. Please refer to the manual provided by the device manufacturer for more information.
Tab	Moves the focus to the next field or button on the page
Shift + Tab	Moves the focus to the previous field or button on the page
Down Arrow	Reads the next line on the page
Up Arrow	Reads the previous line on the page
Enter	Selects the button that is currently in focus

Table 11. Overview of JAWS Keyboard Commands in the Student Testing Site (Contd.)

Key	Action
<b>Navigating Test Pages with JAWS Keyboard Commands</b>	
R	<p>Navigates to the next landmark region on the test page. A test page has up to three primary landmark regions:</p> <ul style="list-style-type: none"> <li>• <b>Banner Region:</b> The banner contains the test information row. This row displays the current question numbers, test name, student name, test settings button, pause button, and help button.</li> <li>• <b>Navigation and Test Tools Region:</b> This region displays the navigation and tool buttons.</li> <li>• <b>Test Content Region:</b> This region consists of the <i>Stimulus</i> section and the <i>Question</i> section:               <ul style="list-style-type: none"> <li>○ <i>Stimulus Section:</i> Contains the stimulus title, stimulus context menu, and stimulus content.</li> <li>○ <i>Question Section:</i> Contains a question number, question labels (labels that appear when you mark an item for review, print an item, or enter a note for an item), question context menu, question prompt, and the response area.</li> </ul> </li> </ul>
H	<p>Jumps to the next heading on the page.</p> <p>In general, the following test components are defined with a heading:</p> <ul style="list-style-type: none"> <li>• Test name (H1)</li> <li>• Student name (H2)</li> <li>• Passage title (H3)</li> <li>• Question number (H3)</li> </ul> <p>On test pages that have multiple questions, students can jump directly from one question to the next. To do so, press H and then press the Down arrow twice. The question stem is read aloud.</p>
Shift + R	Jumps to the previous region on the page.
Shift + H	Jumps to the previous heading on the page.
Tab	<p>Moves to the next component on the page. In general, the following test elements are components:</p> <ul style="list-style-type: none"> <li>• Navigation and tool buttons</li> <li>• Question number (and associated prompt text)</li> <li>• Context menu</li> <li>• Response options</li> </ul>
Shift + Tab	Moves to the previous component on the page
Enter	Selects a button or response option or open a context menu.
Down Arrow	Moves to the next line on the page
Up Arrow	Moves to the previous line on the page
Insert + Down Arrow	Reads everything on the page (from the current point of focus)
Ctrl or Space	Stops JAWS from reading

Table 11. Overview of JAWS Keyboard Commands in the Student Testing Site (Contd.)

Key	Action
<b>Opening and Using Context Menus with JAWS Keyboard Commands</b>	
Enter	Pressing <b>Enter</b> when JAWS reads “Menu button” will open the context menu. This is the only way to open the context menu when streamlined mode is turned on.
Down Arrow	Moves the focus to the next option in the menu. JAWS will read this option aloud.
Up Arrow	Moves the focus to the previous option in the menu. JAWS will read this option aloud.
Space	Selects the menu option currently in focus
Esc	Closes the context menu without selecting any options
<b>Responding to Items with JAWS Keyboard Commands</b>	
Tab	<ul style="list-style-type: none"> <li>Students can use the <b>Tab</b> key to navigate to the item prompt, which JAWS will read aloud.</li> <li>After JAWS reads the prompt aloud, students can press <b>Tab</b> again to navigate to the response area. They may need to press <b>Tab</b> multiple times depending on the item type and whether any question labels appear for the item.</li> <li>In the response area for an item, students can press <b>Tab</b> to navigate between each answer option, text box, selectable text field, keypad button, or check box, depending on the item type.</li> </ul>
Shift + Tab	Navigates to the previous answer option, text box, selectable text field, keypad button, or check box, depending on the item type.
Up and Down Arrow Keys	<ul style="list-style-type: none"> <li>For multiple choice and multi-select items, pressing the arrow keys will move between each answer option.</li> <li>For edit task choice items, pressing the arrow keys will move between each line of text in the item. After users open an edit menu by pressing <b>Space</b>, the arrow keys can be used to move between the answer options in the drop-down list.</li> </ul>
Space	<ul style="list-style-type: none"> <li>For multiple choice and multi-select items, pressing <b>Space</b> will select the answer option in focus.</li> <li>For edit task items, pressing <b>Space</b> will open the edit menu in which students type or select a response.</li> <li>For table match items, pressing <b>Space</b> will mark the checkbox in focus.</li> </ul>
Enter	<ul style="list-style-type: none"> <li>For hot text items, pressing <b>Enter</b> will choose the selectable text area in focus as the answer option.</li> <li>For edit task choice items, pressing <b>Enter</b> will select an answer option from the drop-down list in the edit menu.</li> <li>For equation items, pressing <b>Enter</b> will select the keypad button in focus.</li> </ul>
Alt + 7	<ul style="list-style-type: none"> <li>For equation items, pressing <b>Alt + 7</b> will open a popup menu with special characters. Students can use the arrow keys to move between the special characters in the list and then press <b>Enter</b> to insert a special character in the response area.</li> </ul>

Please note that the keypad of the Desmos calculator tool in the Student Testing Site is not able to be tabbed. However, all buttons within the keypad can be navigated or selected using JAWS or Desmos keyboard commands. For a list of Desmos keyboard commands, see <https://www.desmos.com/graphingshortcuts>.

## User Support

For information and assistance in using the Online Testing System, contact the RISE Helpdesk. The Helpdesk is open Monday–Friday 7:00 a.m. to 4:00 p.m. Mountain Standard Time (except holidays or as otherwise indicated on the RISE Portal).

### RISE Assessment Program Helpdesk

Toll-Free Phone Support: 877-269-4966

Email Support: [RISEhelpdesk@cambiumassessment.com](mailto:RISEhelpdesk@cambiumassessment.com)

Please provide the Helpdesk with a detailed description of your problem, as well as the following:

The brand and version number of the assistive technology being used

Any error messages and codes that appeared, if applicable

Operating system and browser information, including version numbers (for example, Windows 11 and Firefox 72 or Mac OS 12.6 and Safari 11)