

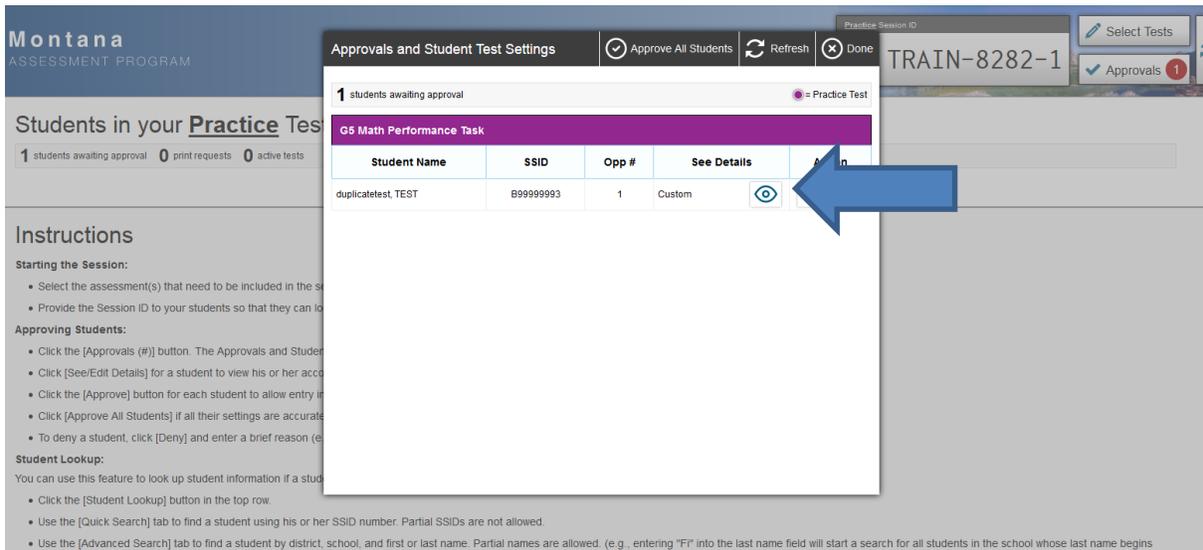
(For more information, refer to page 16 of the Test Administrator User Guide and Slide 11 of the TA Interface Module).

Below are quick instructions on how to turn off Universal Tools for a student.



- Turning OFF Universal Tools is not part of the student’s accommodations information, but any addition or change of an accommodation does need to be added in TIDE.
- NOTE: This can also be used for changing a student’s settings, but we caution that changes made in these screens are by test only and any additions of accommodations will need to be added into the student’s record TIDE

1. Once the session has begun and the student has signed in, the Test Administrator can open the students awaiting approval box and click on the “eye” icon next to the student.

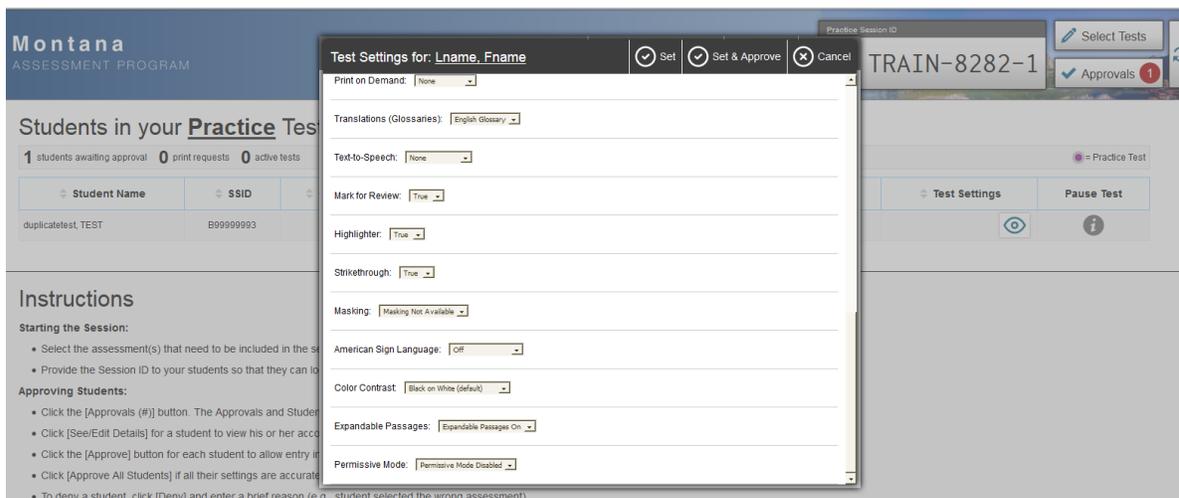


The screenshot shows the 'Approvals and Student Test Settings' window. At the top, it says '1 students awaiting approval'. Below is a table with the following data:

Student Name	SSID	Opp #	See Details
duplicatestest, TEST	B99999993	1	Custom 

A blue arrow points to the 'eye' icon in the 'See Details' column for the first student.

2. Then, scroll down to the Universal Tools options within the Test Settings and use the pull down boxes to turn off any unwanted test settings.



The screenshot shows the 'Test Settings for: L_name, F_name' window. The settings are as follows:

- Print on Demand: None
- Translations (Glossaries): English Glossary
- Text-to-Speech: None
- Mark for Review: True
- Highlighter: True
- Strikethrough: True
- Masking: Masking Not Available
- American Sign Language: OFF
- Color Contrast: Black on White (default)
- Expandable Passages: Expandable Passages On
- Permissive Mode: Permissive Mode Disabled