

# Home Base IIS: Using Manipulatives Quick Reference Card

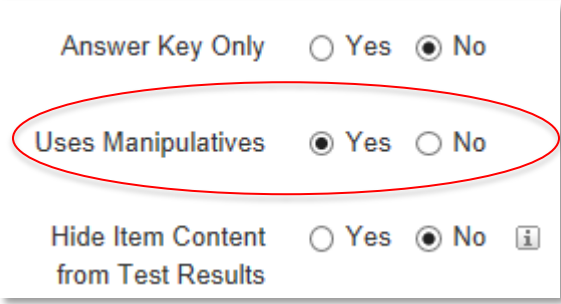
## Using Manipulatives

Audience: Users who know how to create a test in Assessment Admin and wish to include manipulatives for students

Rulers, compasses, and protractors, also known as manipulatives, can be made available to students testing online. When manipulatives are used on a test, images used on the test will not be scaled by the system, and will display at the resolution at which they were inserted into the test. This ensures that measurements taken with manipulatives are accurate. Test item creators are responsible to make sure that images are scaled correctly on printed tests for which students will use their own tools.

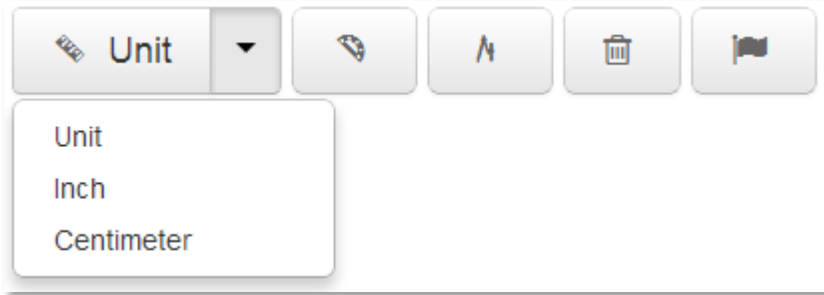
## Enabling a Test for Manipulatives

For online tests, a toolbar with icons for each tool will appear only if manipulatives are enabled for the test. To enable a test for manipulatives, when creating a test be sure to select Uses Manipulatives on the create page.



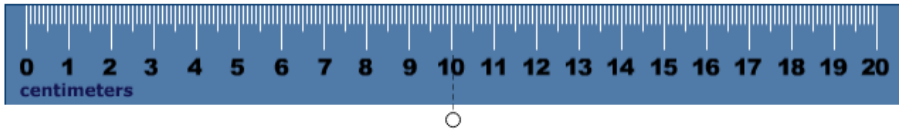
## Manipulative Toolbar

The manipulatives toolbar appears on the top right corner of the test screen for all items when manipulatives are enabled for a test. Students click a button to open a manipulative. The trash can clears all drawing marks from the screen. For the iPad, an additional button for highlighting text in passages is available.



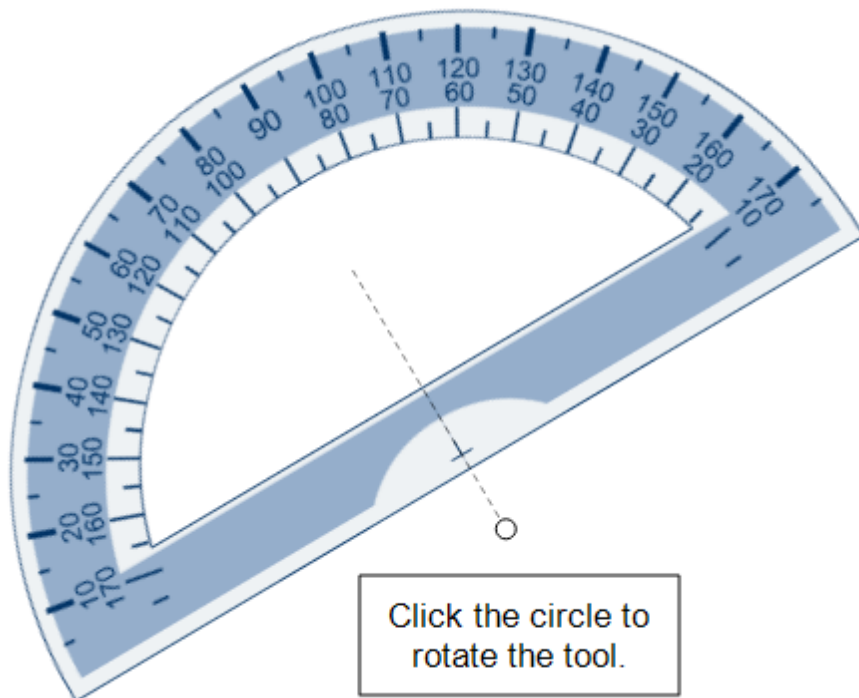
## Ruler

There are three rulers: inch ruler, centimeter ruler, and a unit ruler (a ruler without a specific unit of measurement). To move the ruler, click and drag it. To rotate, click the small circle below the tool and move your mouse.



## Protractor

To move the protractor, click and drag it. To rotate, click the small circle below the tool and move your mouse.



## Compass

The compass is the only manipulative that leaves marks on a student's screen. Students can clear the marks by clicking the trash can icon on the manipulatives toolbar. For the compass, use the three circles to move, rotate, draw, and resize the compass.

