



**CLAYTON COUNTY  
PUBLIC SCHOOLS**

*"Building A Better Tomorrow, Today!"*

# DRC Insight: Universal Tools

The logo for the Georgia Milestones Assessment System, featuring a graduation cap and the text "Georgia Milestones Assessment System".

A small blue square icon.	<b>END-OF-COURSE (EOC)</b> ALL ASSESSMENTS	A small green square icon.	<b>END-OF-GRADE (EOG)</b> SPRING MAIN
<b>Online Tools Training</b>		<b>Online Tools Training</b>	
A small orange square icon.	<b>SECURE PRACTICE TEST</b> WITH RESPONSE TRANSMISSION	A small green square icon.	<b>END-OF-GRADE (EOG)</b> RETEST
<b>Online Tools Training</b>		<b>Online Tools Training</b>	

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# Universal Tools



**Universal Tools** are online tools that are available to **ALL** students.

**Pointer:** Use the Pointer tool to choose an answer (has been updated in 2025 for color and size selection).

**Cross-Off:** Use the cross-off tool to mark answers that you believe are NOT correct.

**Highlighter:** Use the highlighter tool to highlight important information within a test question.

**Notepad:** Use the notepad to take notes within a test question an/or passage.

**Magnifier:** Use the magnifier tool to enlarge the information on the screen.

**Line Guide:** Use the line guide tool to help track a single line of text as you are reading.

**Masking:** Use the masking tool to block out areas of the text to focus your reading.



# Universal Tools



Universal Tools are online tools that are available to ALL students.

The tools highlighted below are only available for designated math Items:

**Measurement Tools:** Use the ruler and protractor to measure within a test question.

**Calculator:** Use the Scientific Calculator to assist with calculations necessary to answer questions on the test.

**Graphing Tool:** Use the graphing tool to perform calculations and produce graphs within a test question.

**References Tool:** Use the references tool to access the reference materials that are available for your test.



# Universal Tools



Help within the portal is available to all students during the assessment to assist with how things work. Students can click on the ? mark icon at any time.

The screenshot displays the DRC INSIGHT portal interface. At the top, the logo "DRC INSIGHT" is visible. To its right, a red arrow points to a question mark icon (?) enclosed in a red square, which is part of a navigation bar. Other icons in this bar include a gear (settings) and a close button (X). Below the navigation bar, a "Help" section is active, showing a list of topics: "Using Help", "Test Directions", "Tools", "Navigation", "How To", and "Options". The "Using Help" topic is selected, and its content is displayed in the main area. The content includes a question mark icon, a description of the help system, and instructions on how to use it.

**DRC INSIGHT**

Help

Using Help Test Directions Tools Navigation How To Options

Using Help  
What's This?

**Using Help**

?

Help is available to you during your test. It has information to assist you with how things work. To use help, select the Help button in the upper-right corner of the screen and then choose Help from the menu.

Across the top of the Help window, there are tabs for different areas of information within help. Once a tab is chosen, the left pane will list the topics available for that area. Once a topic is chosen, the content for that topic will be shown in the right pane of the Help window.

You can also access the help library for some of the question types and tools by choosing the question mark icon (?) that appears in the upper-right corner of the question type or tool. When you choose this icon, the help information for that question type or tool will be shown.

To close help, select the Close button (X) in the upper-right corner of



# Universal Tools



## Pointer

### Pointer



The Pointer tool is the default tool that is active when you begin. It is used to choose answers as well as other tools and features within the test.

The pointer will change to a finger pointer (👉) when moved over an answer bubble or selectable button. Use it to choose your answer or select a button.

If another tool has been chosen, you can return to the pointer by selecting the Pointer button.

G3 SPT 2023  
Training Student

DRC INSIGHT™



Question: 1 ▾



Section 1 of this test assesses your skill to comprehend reading passages and use information from the passages to write an opinion piece.

Before you begin writing your opinion piece, you will read two passages and answer three multiple-choice questions and one short constructed-response question you have read.

As you read the passages, think about what you think in an opinion piece about giving and receiving.

These are the titles of the passages:

1. The Gift of Giving
2. Receiving Is Fun

Read the first passage.

The Gift of Giving

It's nice to get things. Getting a present is a surprise. Even free candy bars are better to be the person giving than

Giving to others is special. It makes people happy. Think about how you would feel if someone gave you a new toy. That's how others feel when you give to them. You make yourself happy by making others happy.

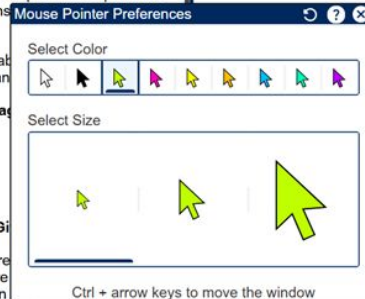
What does the author of "The Gift of Giving" mean by saying it pays to give?

- ☐ A It feels better to receive something than to give something.

you might receive something in

ft, you will likely have to pay

ifts so people know you care





# Universal Tools




## Cross-Off

### Cross-Off



The Cross-Off tool is used to narrow down the possible answer choices by allowing you to mark choices you believe are not correct. It is available only on questions with answer bubbles.

To use the Cross-Off tool, select the Cross-Off button. The Cross-Off tool appears as a finger pointer (). Use it to place an X through an answer you believe is not correct. Select the answer again to remove the X.

Select the Cross-Off button again or the Pointer button to stop using the Cross-Off tool.

Question: 13 ▾



Linda takes 4 children to a state fair. She gives 8 tickets to each child. She gives out a total of 32 tickets.

Which of these BEST describes this situation?

- (a) ~~4 groups of 4 is 32~~
- (b) 8 groups of 32 is 4
- (c) 4 groups and 32 groups is 8 groups
- (d) ~~8 groups and 4 groups is 32 groups~~





# Universal Tools



## Highlighter

### Highlighter



The Highlighter tool is used to highlight important information.

The Highlighter tool appears as a highlighter tip (🖋️) when chosen. To use the Highlighter tool, select the Highlighter button and then choose Use Highlighter. Select the desired information to highlight.

Select the highlighted information to remove the highlighting. You can select the Highlighter button and then choose Clear All to remove all the highlighting on a page.

Select the Pointer button to stop using the Highlighter tool.

Question: 4 ▾



Section 1 of this test assesses your skill to comprehend reading passages and use information from the passages to write an opinion piece.

Before you begin writing your opinion piece, you will read two passages and answer three multiple-choice questions and one short constructed-response question about what you have read.

As you read the passages, think about details you may use in an opinion piece about giving and receiving.

**These are the titles of the passages you will read:**



# Universal Tools



## Notepad

### Notepad



The Notepad tool is used to place a short note.

To use the Notepad tool, select the Notepad button. A text box will appear on the screen. Enter text in the notepad using the keyboard.

To resize the notepad, select and drag the Resize Notepad button (↖) in the lower-right corner of the notepad to change the size of the text box. Select and drag the bar at the top of the window to move the notepad to a different location on the screen if needed.

To close the notepad, select the Close button (X) in the upper-right corner of the notepad or select the Notepad button again. The Notepad button will change to a box with two lines (≡) when you have entered text. To reopen the notepad, select the Notepad button.

Question: 4 ▾

← → [Pencil] [Eraser] [Highlighter] [Search] [List] [Print]

Section 1 of this test assesses your skill to comprehend reading passages and use information from the passages to write an opinion piece.

Before you begin writing your opinion piece, you will read two passages and answer questions. You will also write one short constructed response about the passages you have read.

As you read the passage, think about the main idea and the details in an opinion piece about the passage.

**These are the titles of the two passages.**

1. The Gift of Giving
2. Receiving Is Fun

**Read the first passage.**

**The**

It's nice to get things. Get a gift. Get a surprise. Even free candy. It's better to be the person giving than the person receiving.

Giving to others is special. It makes people happy. It makes

The authors of "The Gift of Giving" and "Receiving Is Fun" discuss gift giving and receiving. How are they similar?

Notepad

Testing 1,2,3...

Ctrl + arrow keys to move the window





# Universal Tools



## Magnifier

### Magnifier



For all device types **except** iPads, the Magnifier tool allows you to enlarge the entire screen. For an iPad, the Magnifier tool resets the magnification of the screen to no magnification.

To use the Magnifier tool on devices other than an iPad, select the Magnifier button and then choose the level of magnification desired. Scroll the window left and right or up and down to see the rest of the enlarged screen.

To enlarge the screen using an iPad, use the standard iPad screen gesture (pinch and zoom).

To stop using the Magnifier tool, select the Magnifier button again and then choose Off.

Question: 4 ▾



Off

x 1.5

x 2.0

x 3.0

x 4.0

Section 1 of this test assesses your skill to comprehend reading passages and use information from the passages to write an opinion piece.

Before you begin writing your opinion piece, you will read two passages and answer three multiple-choice questions and one short constructed-response question about what you have read.

As you read the passages, think about details you may use in an opinion piece about giving and receiving.

**These are the titles of the passages you will read:**



# Universal Tools



## Line Guide

### Line Guide



The Line Guide tool can be used to bring focus to a single line or block of text.

To use the Line Guide tool, select the Line Guide button. The line guide will appear as a solid line with a handle. Choose the line or the handle (❖) to move the line up or down. For questions that have multiple panes, you may select the line or the handle and drag the line guide from one pane to the other.

Select the Line Guide button to stop using the Line Guide tool.

Question: 5 ▾



Section 1 of this test assesses your skill to comprehend reading passages and use information from the passages to write an opinion piece.

Before you begin writing your opinion piece, you will read two passages and answer three multiple-choice questions and one short constructed-response question about what you have read.

As you read the passages, think about details you may use in an opinion piece about giving and receiving.

**These are the titles of the passages you will read:**



# Universal Tools



## Masking

### Masking



The Masking option allows you to block off parts of a test question. To use the masking option, select the Masking button and then choose Add Mask to add a mask.



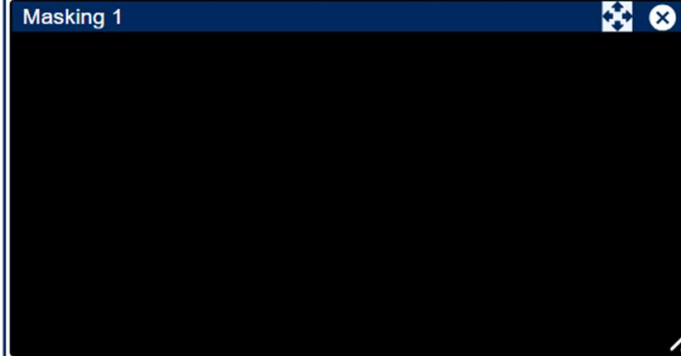
The mask will appear in the upper-left corner of the screen. Select and drag the mask to move it to a different location on the screen if needed. To resize the mask, select and drag the Resize Mask button (⌘) in the lower-right corner of the mask. You can make up to six

Question: 5 ▾



Section 1 of this test assesses your skill to comprehend reading passages and use information from the passages to write an opinion piece.

Before you begin writing your opinion piece, you will read



Ctrl + arrow keys to move the window

The Gift of Giving



# Universal Tools



## Measurement Tools

### Measurement Tools



The Measurement Tools button allows you to access the measurement tools that are available for your test.

To use a measurement tool, select the Measurement Tools button and then choose from the available tools. The chosen tool will appear on the screen. In some cases, only one measurement tool will be available and it will appear when the Measurement Tools button is selected.

For more help on each of the measurement tools, choose the topic from the Help window under Tools.

#### Ruler

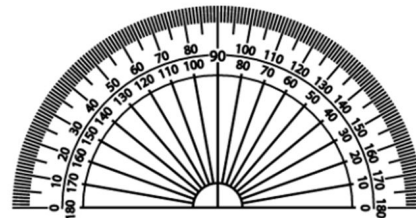


The ruler allows you to measure the size of an object.

To use the Ruler tool, select the Measurement Tools button and then, if more than one measurement tool is available, choose the ruler you want to use. Select and drag the ruler to the desired position. Select and drag the circle (C) in the lower-left corner of the ruler to rotate the ruler.

Select the Measurement Tools button and then choose the ruler again or select the Close button (X) to stop using the Ruler tool.

#### Protractor



The protractor allows you to measure angles.





# Universal Tools



# Scientific Calculator- Grades 6-8 Mathematics, High School Physical Science and Algebra: Concepts and Connections

## Scientific Calculator



The Calculator tool may be used to assist with calculations necessary to answer questions on the test.

To use the Scientific Calculator tool, select the Calculator button. Select and drag the bar at the top of the window to move the calculator to a different location on the screen if needed.

The scientific calculator is a comprehensive calculator with the ability to perform complex calculations. Choose the buttons or use your keyboard to enter numbers and operations into the calculator. The buttons shown may or may not be available.

The Enter button (  ) will display the answer to the equation.

The Clear All button ( `clear all` ) clears the display.

Question: 1 ▾

Look at the quadratic function shown below.

Which equivalent form of the function is shown below?

☐ a)  $f(x) = (x - 4)^2 + 15$

☐ b)  $f(x) = (x - 4)^2 - 1$

☐ c)  $f(x) = (x - 3)(x - 5)$

☐ d)  $f(x) = (x + 3)(x + 5)$

Scientific Calculator

main abc func DEG ← → clear all

$a^2$	$a^b$	$ a $	7	8	9	÷	%	$\frac{a}{b}$
$\sqrt{\phantom{x}}$	$\sqrt[n]{\phantom{x}}$	$\pi$	4	5	6	×	←	→
sin	cos	tan	1	2	3	-	$\times$	
(	)	,	0	.	ans	+	$\hookrightarrow$	





# Universal Tools



## Graphing Tool: Grade 8 Mathematics and Algebra: Concepts and Connections

### Graphing Tool

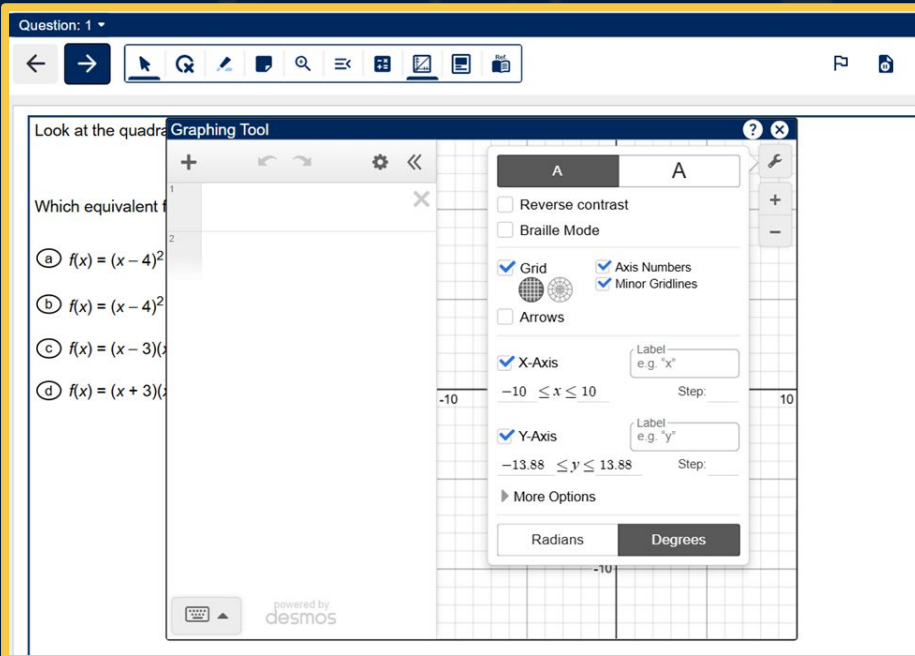


The graphing tool is designed to perform calculations and produce graphs.

To use the graphing tool, select the Graphing Tool button. Select and drag the bar at the top to move the graphing tool to a different location on the screen if needed.

### Calculations:

Use the keyboard to enter numbers and symbols. The result of the calculation will be shown in a box in the lower-right corner of the input area.





# Universal Tools



References Tool: Allows students to access the reference materials that are available for their specific test(s).

## References



The References tool allows you to access the reference materials that are available for your test.

To use the References tool, select the References button and then, if more than one reference is available, choose the reference you want. Select and drag the bar at the top of the window to move the reference to a different location on the screen if needed.

Select the References button and then choose the type of reference again or select the Close button (X) to stop using the References tool.

## Formula Sheet



The formula sheet provides various information that may be used to help you answer the questions on the test.

To use the Formula Sheet tool, select the References button and then, if more than one reference is available, choose the reference you want. Select and drag the bar at the top of the window to move the reference to a different location on the screen if needed. The formula sheet may require scrolling to see the entire contents.

Select the References button and then choose the type of reference again or select the Close button (X) to stop using the References tool.

Question: 1

Look at the question and select the correct answer.

Which equivalent function is shown below?

☐ A  $f(x) = (x - 2)^2 + 1$

☐ B  $f(x) = (x - 2)^2 - 1$

☐ C  $f(x) = (x + 2)^2 + 1$

☐ D  $f(x) = (x + 2)^2 - 1$

Algebra Formula Sheet

Linear Formulas	Quadratic Formulas
<b>Slope Formula</b> $m = \frac{y_2 - y_1}{x_2 - x_1}$	<b>Standard Form</b> $y = ax^2 + bx + c$
<b>Linear Equations</b> Slope-Intercept Form: $y = mx + b$ Point-Slope Form: $y - y_1 = m(x - x_1)$ Standard Form: $Ax + By = C$	<b>Vertex Form</b> $y = a(x - h)^2 + k$ <b>Factored Form</b> $y = a(x - r)(x - s)$
<b>Arithmetic Sequence Formulas</b> Recursive: $a_n = a_{n-1} + d$ Explicit: $a_n = a_1 + d(n - 1)$	<b>Quadratic Formula</b> $x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$
<b>Distance Formula</b> $d = \sqrt{(x_2 - x_1)^2 + (y_2 - y_1)^2}$	<b>Average Rate of Change</b> Average rate of change is the change in the y-value divided by the change in the x-value for two distinct points on a graph.
<b>Midpoint of a Line Segment</b> $\left( \frac{x_1 + x_2}{2}, \frac{y_1 + y_2}{2} \right)$	<b>Statistics Formulas</b> <b>Mean</b> $\bar{x} = \frac{x_1 + x_2 + x_3 + \dots + x_n}{n}$ Mean is the sum of all the data values divided by the total number of data values.
<b>Exponential Formulas</b>	<b>Interquartile Range (IQR)</b>



# Universal Tools



References Tool: Allows students to access the reference materials that are available for their specific test(s).

## References



The References tool allows you to access the reference materials that are available for your test.

To use the References tool, select the References button and then, if more than one reference is available, choose the reference you want. Select and drag the bar at the top of the window to move the reference to a different location on the screen if needed.

Select the References button and then choose the type of reference again or select the Close button (X) to stop using the References tool.

## Periodic Table



The Periodic Table provides information on the chemical elements.

To use the Periodic Table tool, select the Periodic Table button and the periodic table will appear. To see a larger version of any of the element boxes, choose the element box. An enlarged version of that element will appear in a row from left to right, across the top of the test. A second row will be started once the first row is completed and any further elements chosen will begin to stack up on the first element of the second row. Select the bar at the top of an element box to move it to a different location on the screen if needed.

Question: 1

Section 1 of this test assesses your skill to comprehend reading passages and use information from the passages to write an informed conclusion. Which sentence from "Thinking up a Storm" BEST states the conclusion that, when brainstorming, even suggestions can be helpful?

Before you begin to construct your response, read the passages carefully. As you read, take notes on the main ideas and details. These are the types of information you will need to write your response.

1. Thinking up a Storm  
2. The Team  
3. Read the first passage.

Tucker and Anita are working on a project for their science class. They are trying to come up with ideas for a storm. Anita is the one who is coming up with the ideas. Tucker is the one who is writing them down. They are having a hard time coming up with ideas. Anita is the one who is coming up with the ideas. Tucker is the one who is writing them down. They are having a hard time coming up with ideas.

Key

Atomic Number	Symbol	Atomic Name	Average Atomic Mass
1	H	Hydrogen	1.008
2	He	Helium	4.003
3	Li	Lithium	6.941
4	Be	Beryllium	9.012
5	B	Boron	10.811
6	C	Carbon	12.011
7	N	Nitrogen	14.007
8	O	Oxygen	15.999
9	F	Fluorine	18.998
10	Ne	Neon	20.180
11	Na	Sodium	22.990
12	Mg	Magnesium	24.305
13	Al	Aluminum	26.982
14	Si	Silicon	28.086
15	P	Phosphorus	30.974
16	S	Sulfur	32.065
17	Cl	Chlorine	35.453
18	Ar	Argon	39.948
19	K	Potassium	39.098
20	Ca	Calcium	40.078
21	Sc	Scandium	44.956
22	Ti	Titanium	47.88
23	V	Vanadium	50.942
24	Cr	Chromium	51.996
25	Mn	Manganese	54.938
26	Fe	Iron	55.845
27	Co	Cobalt	58.933
28	Ni	Nickel	58.693
29	Cu	Copper	63.546
30	Zn	Zinc	65.38
31	Ga	Gallium	69.723
32	Ge	Germanium	72.630
33	As	Arsenic	74.922
34	Se	Selenium	78.96
35	Br	Bromine	79.904
36	Kr	Krypton	83.80
37	Rb	Rubidium	85.468
38	Sr	Strontium	87.62
39	Y	Yttrium	88.906
40	Zr	Zirconium	91.224
41	Nb	Niobium	92.906
42	Mo	Molybdenum	95.94
43	Tc	Technetium	98.906
44	Ru	Ruthenium	101.07
45	Rh	Rhodium	102.91
46	Pd	Palladium	106.42
47	Ag	Silver	107.87
48	Cd	Cadmium	112.41
49	In	Indium	114.82
50	Sn	Tin	118.71
51	Sb	Antimony	121.76
52	Te	Tellurium	127.6
53	I	Iodine	126.91
54	Xe	Xenon	131.29
55	Ba	Barium	137.33
56	La	Lanthanum	138.91
57	Ce	Cerium	140.12
58	Pr	Praseodymium	140.91
59	Nd	Niobium	144.24
60	Pm	Promethium	144.91
61	Sm	Samarium	150.36
62	Eu	Eurium	151.96
63	Gd	Gadolinium	157.25
64	Tb	Terbium	158.93
65	Dy	Dysprosium	162.50
66	Ho	Holmium	164.93
67	Er	Erbium	167.26
68	Tm	Thulium	168.93
69	Yb	Ytterbium	173.05
70	Lu	Lutetium	174.97
71	Hf	Hafnium	178.49
72	Ta	Tantalum	180.95
73	W	Tungsten	183.84
74	Re	Rhenium	186.21
75	Os	Osmium	190.23
76	Ir	Iridium	192.22
77	Pt	Platinum	195.08
78	Au	Gold	196.97
79	Hg	Mercury	200.59
80	Tl	Thallium	204.38
81	Pb	Lead	207.2
82	Bi	Bismuth	208.98
83	Po	Polonium	209
84	At	Astatine	210
85	Fr	Francium	223
86	Ra	Radium	226
87	Ac	Actinium	227
88	Th	Thorium	232.04
89	Pa	Protactinium	231.04
90	U	Uranium	238.03
91	Np	Neptunium	237.05
92	Pu	Plutonium	244.06
93	Am	Americium	243.06
94	Cm	Curium	247.07
95	Bk	Berkelium	247.07
96	Cf	Californium	251.08
97	Es	Einsteinium	252.08
98	Fm	Fermium	257.10
99	Md	Mendelevium	258.10
100	No	Nobelium	259.10
101	Lr	Lutetium	262.11

Ctrl + arrow keys to move the window



# Universal Tools



Writer's Checklist: Available to students for each of the Writing Task questions.

Question: 5

Section 1 of this test assesses your skill to comprehend reading passages and use information from the passages to write an opinion piece.

Before you begin writing your opinion piece, you will read two passages and answer three multiple-choice questions.

Select to Enlarge

**Writer's Checklist**

Be sure to:

- Introduce your opinion.
- Support your opinion with reasons and details from the passages.
- Give your reasons and details in a clear order.
- Develop your ideas clearly and use your own words, except when quoting directly from the passages.
- Identify the passages by title or number when using details or facts directly from the passages.
- Use linking words to connect ideas.
- Use clear language and vocabulary.
- Have a strong conclusion that supports your opinion.
- Check your work for correct usage, grammar, spelling, capitalization, and punctuation.

**WRITING TASK**

Some people think it is better to give than to receive. Other people think it is better to receive than to give.

Think about the ideas in the two passages. Then type an **opinion piece** that gives your opinion about which idea you think is better.

Be sure to use information from BOTH passages in your **opinion piece**.

**Writer's Checklist**

Select to Enlarge

Now type your opinion piece in the space provided. Refer to the Writer's Checklist as you type and proofread your piece.

Question: 8

Read the story and then answer the questions.

Select to Enlarge

**Narrative Writer's Checklist**

Be sure to:

- Write a narrative response that develops a real or imagined experience.
- Establish a context for the experience and a point of view.
- Introduce a narrator and/or characters.
- Organize events in a natural and logical order.
  - Use a variety of transitions to sequence the events, to indicate shifts from one time frame or setting to another, and to show the relationships between the events.
- Use dialogue, description, pacing, and/or reflection to:
  - develop events.
  - develop characters.
  - develop experiences.
- Use precise words and phrases, relevant descriptive details, and sensory language to communicate the action and to describe the events.
- Include a conclusion that reflects on the experience in your narrative.
- Use ideas and/or details from the passage(s).
- Check your work for correct usage, grammar, spelling, capitalization, and punctuation.

Select to Enlarge

**Narrative Writer's Checklist**

Select to Enlarge

Imagine how "Tranquility Falls" would change if it were from the father's point of view. Then rewrite the first paragraphs of the story from the father's point of view.

re to include details from the story in your narrative.

**Narrative Writer's Checklist**

Select to Enlarge

type your narrative in the space provided. Refer to the Writer's Checklist as you type and proofread your piece.