



Texas School for the Blind and Visually Impaired

Outreach Programs

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Step by Step STAAR, Screen Reader, and Braille Displays

Navigating the Test with Job Access With Speech

This section provides instructions for using Job Access With Speech (JAWS) to move around on a test page.

Note: The first time the test loads, JAWS may start reading everything until you stop it. (Ctrl) However, on the next test page, JAWS will focus on the first question on the page.

About Test Regions and Elements

A test page has up to three landmark regions: the Banner, the Navigation region, and the Main region. To move between these landmarks using JAWS, press the **R** key. To move between these landmarks using the braille display, press **r**.

- **Banner:** The banner has the test information row. This row shows the current question numbers, test name, student name, test settings button, and help button.
- **Navigation Region:** This region shows the navigation and tool buttons.
- **Main Region:** This region has the Stimulus section and the Question section:
 - Stimulus: The Stimulus (passage) section has the following elements: “Entering Braille Only Region”
 - Stimulus title
 - Stimulus context menu
 - Stimulus content
 - Question: Each question has the following elements:
 - Question number
 - Question context menu
 - Question stem
 - Response area

JAWS Keyboard Commands

You can use the following keyboard commands to move around within a test page.

Note: The commands in this table are based on JAWS 2020. Commands may be slightly different in other versions.

Braille Display commands were added (These are not TEA additions, but updates for how our students use their devices).

Action	Keyboard Command	Braille Display Command
Move to the next landmark region on the page (Banner, Navigation, Main)	R	R backspace+R
Move to the next line on the page	Down Arrow	Pan right (without reading aloud) OR Arrow up dot 1+ space
Move to the previous line on the page	Up Arrow	Pan OR Arrow Down leftdot4+space
Move to the next component on the page - In general the following test elements - Question number and associated question text - Question context menu - Response options - Navigation and tool buttons	Tab	Dot 4,6 + space
Move to the previous component on the page	Shift+Tab	Dot 1,3 + space
Move to the next heading on the page - In general, the following test components have a heading - Test name (H1) - Student name (H2) - Passage title (H3) - Question number (H4) <i>Note: On test pages that have multiple questions, you can move directly from one question to the next by pressing H and then pressing the Down arrow twice.</i>	H	h
Move to the previous heading on the page.	Shift+H	backspace+h

Select an option button.	Enter	Enter, space
Read everything on the page from our current place on the page.	Insert+Down	
Stop JAWS from reading.	Ctrl or Space	Pan

Opening a Context Menu

The first question on a test page will automatically be in focus. The instructions in this section assume you want to open the context menu for the active landmark element on the page and have not yet used the **Tab** key to move anywhere.

To open the context menu for a stimulus or question:

If you are opening the context menu for a stimulus, make sure the focus is on the stimulus.

If you are opening the context menu for a question, make sure the focus is on the question.

- To move directly to the context menu button, press **Tab** twice. JAWS reads aloud “Menu button.”
 - On the braille display, press **Dot 4,6 + space**, and JAWS will read aloud the “Menu button”.
- Press **Enter**. The context menu opens and shows the list of menu options. JAWS reads aloud the first option in the menu.
- To move up and down the list, press the **Up** and **Down** arrow keys. JAWS automatically read aloud each option.
 - To move up and down the list using the braille display, press **dot4 +space (down arrow)** **dot1+space (up arrow)**, and JAWS automatically reads aloud each option
- To select a menu option, press **Enter**.

To exit the menu without making a choice, press the **Esc** key or **e+spacebar** on the braille display. JAWS will return focus to the context menu button.

About Question Labels

After you use a context menu tool for a given question, a label for that tool appears next to the question number. When you move to a question with labels, you can press **Tab Dot 4,6 + space** to move to each label, which JAWS reads aloud.

- When a question is marked for review, JAWS reads “Marked for review” for the question label ().

- When a question has been printed, JAWS reads “Printed” for the question label ().
- When you have made a note for a question, JAWS reads “Notes” for the question label ().

Responding to Questions with JAWS

This section provides basic guidance for answering question types that may appear on a test.

Note: The instructions in this section assume that the question does not display any question labels. If you have used a context menu tool for a question, you must press **Tab** again for each question label that appears.

Multiple-Choice and Multi-Select Questions

Answering multiple-choice and multi-select questions is similar.

For multiple-choice questions, you have to choose one answer option from a group of options. The response area shows the answer options as radio buttons.

For multi-select questions, you have to choose one or more answer options from a group of options. The response area shows the answer options as checkboxes.

1. After listening to the question text, press **Tab** twice or **Dot 4,6 + space** (up and down arrow key) on the braille display. JAWS reads aloud the option’s text. If the option is an image, JAWS reads the text description associated with the image.
2. To move to each answer option, use the **Tab** or **Dot 4,6 + space** and **Shift + Tab** commands **Dots 1,3+ space** on the braille display. JAWS reads aloud the text for the option in focus.
3. To choose the response option in focus as your response, press **Space** or **space** or **enter** or **curser router** on the braille display. The answer option is selected and JAWS reads “Space.”

Hot Text Questions

For hot text questions, you have to select at least one word, phrase, or sentence.

1. After listening to the question text, press the **Tab** key twice **Dot 4,6 + space** on the braille display. This will take you to the first selectable word, phrase, or sentence. JAWS will read aloud the text that is in focus.
2. To move to each selectable text area, use the **Tab Dot 4,6 + space** and **Shift + Tab** or **Dots 1,3+Space** commands. JAWS will read aloud the selectable text.
3. To choose a selectable text area in focus as your response, press the **Enter** key or **enter** on the braille display. JAWS will announce that the text is checked.

Edit Task Questions

For edit task questions, you have to replace an incorrect selectable word or phrase.

- For some edit task questions, you have to enter the response into a text box.
- For some edit task questions, you have to choose a response from a drop-down list.

Important Notes About JAWS and Edit Task Questions

- For selectable text, JAWS will indicate whether the word or phrase is clickable and then continue reading the rest of the sentence or line.
- Some edit task questions require you to make changes that are punctuation-based (for example, you may need to replace a comma with a different punctuation mark). For these edit task questions, JAWS will need to read in character mode.

Note: It is strongly recommended that you read through an entire question before editing text.

1. Use the **Down** arrow or **dot 4+space** on the braille display to read through each line of text. If a line of text has a selectable word or phrase, JAWS will say "clickable" after the word or phrase.
2. Move to each selectable text field in the question.
 - Option 1: Return to the beginning of the question.
 - Press **Shift + H** or **backspace+h** on the braille display
 - Press **Tab** or **Dot 4,6 + space** on the braille display to go to the first selectable text field.
 - Option 2: Move backward through the selectable text fields in the question.
 - Press **Shift + Tab** or use the **Dots 1,3+space** on the braille display.
3. When the selectable text is in focus, press **space** on the keyboard or **space, enter, or curser router** on the braille display. This will open the edit menu. JAWS will read "Edit tools dialog" and provide additional instructions.
 - Text box: Type in the replacement word or phrase.
 - Drop-down list: Use the Up and Down arrow keys to move between options in the list. JAWS will read aloud each option. To choose an option, press **Enter** or **enter** on the braille display.
4. Press **Tab** or **Dot 4,6 + space** on the braille display to move to the **OK** button in the edit menu. Press **Enter** on the keyboard or **enter** on the braille display. The edit menu will close and the question will be back in focus.

Text Response Questions

For text response questions, you have to enter text into a text box.

1. Read the question and then use the **Tab or Dot 4,6 + space** on the braille display command to move to the response area. JAWS will read "Edit, type in text."
2. When you are done entering a response, press **Tab or Dot 4,6 + space** on the braille display. You will leave the text box and move to the next question on the page.

Table Match Questions

For table match questions, you have to mark at least one checkbox in a table. The table will have multiple rows and columns. The table row heading and column heading are not selectable. The selectable table cells have checkboxes.

1. After listening to the question text, press the **Tab** key twice or **Dot 4,6 + space** on the braille display twice. This will take you to the first table cell that has a checkbox. JAWS will read aloud the corresponding column name and row name for that table cell.
2. To move to each cell that has a checkbox, press the **Tab** key or **Dot 4,6 + space** on the braille display. JAWS will read aloud the corresponding column and row name for each cell.
3. To mark a checkbox, press **space** or **space, enter or curser router** on the braille display.

Equation Questions

For equation questions, you have to enter a math equation or expression in a text field using an on-screen keypad.

1. To move between the keypad buttons, press **Tab or dot4 +space (down arrow)** on the braille display or **Shift + Tab or Dots 1,3+Space** on the braille display. JAWS reads aloud the character or action for each button.
2. To enter a character in the text field or perform an action from the keypad toolbar, press **Enter** on the keyboard or **enter** on the braille display. You can also press the same key on your keyboard, if it is available.