New York State Grades 3-8 Testing
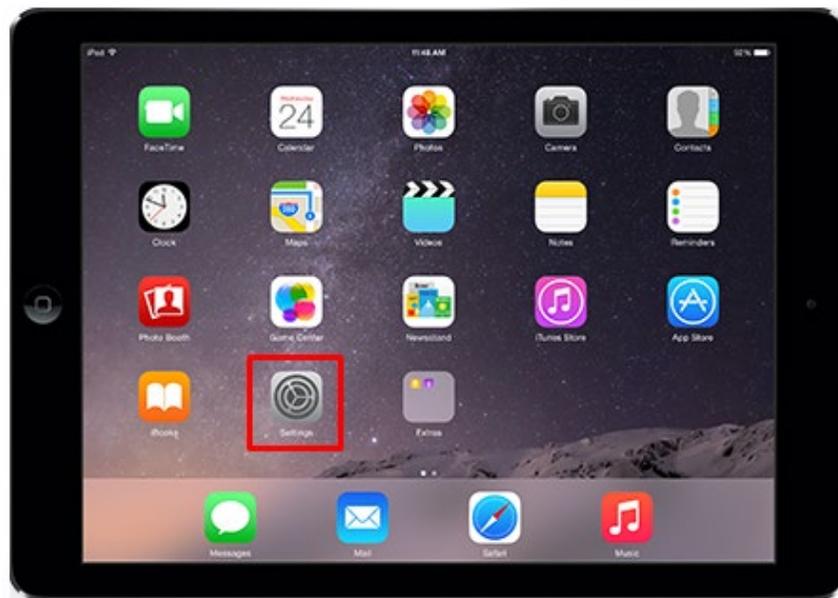## Setting Alternate Language Keyboards — Quick Reference Guide

The purpose of this document is to provide the steps needed to set an alternate language for keyboards on iPad, Mac, and for Windows 10. Students who will be taking the operational CBT Grades 3-8 math tests in a language other than English may set their keyboard to an alternate language to allow logging in and typing responses in their native language (such as Chinese (Simplified), Haitian Creole, Korean, Russian, or Spanish). The Questar Secure Browser will allow students to test with an alternate language keyboard if using an iPad, Mac, or Windows testing device.

Students must set the alternate language on their testing device prior to opening the Questar Secure Browser to begin testing. Afterwards, students will be able to access the test session using a numeric password and then be able to type into the constructed response boxes (the Equation Editor) using their alternate language keyboard without any user toggling. The device's alternate language keyboard persists for the student in the chosen alternate language.

Note: Chromebooks do not allow the selection of an alternate language keyboard in conjunction with the Questar Secure Browser.
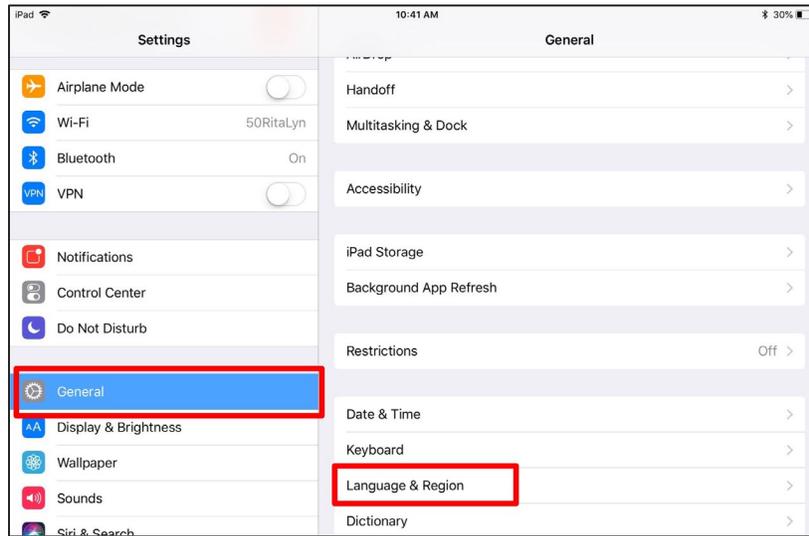
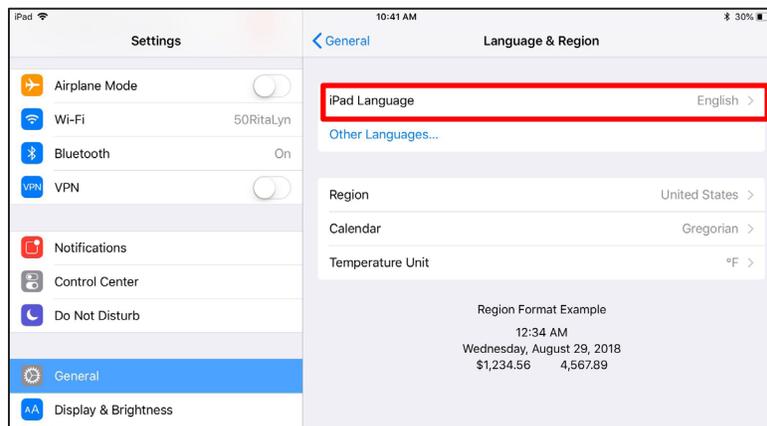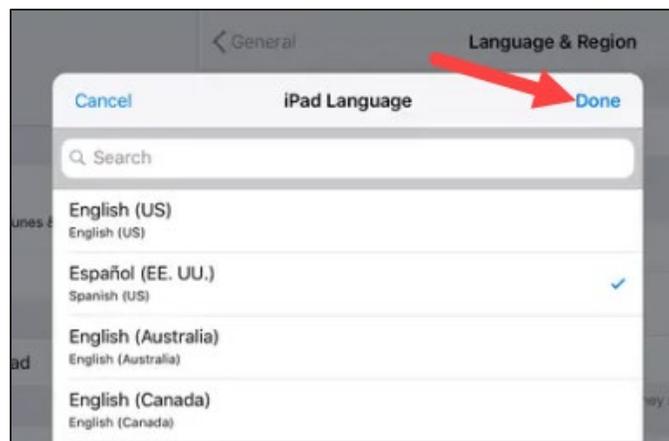## Setting Alternate Language Keyboards on an iPad:

1) Open **Settings**.

2) Select **General**.
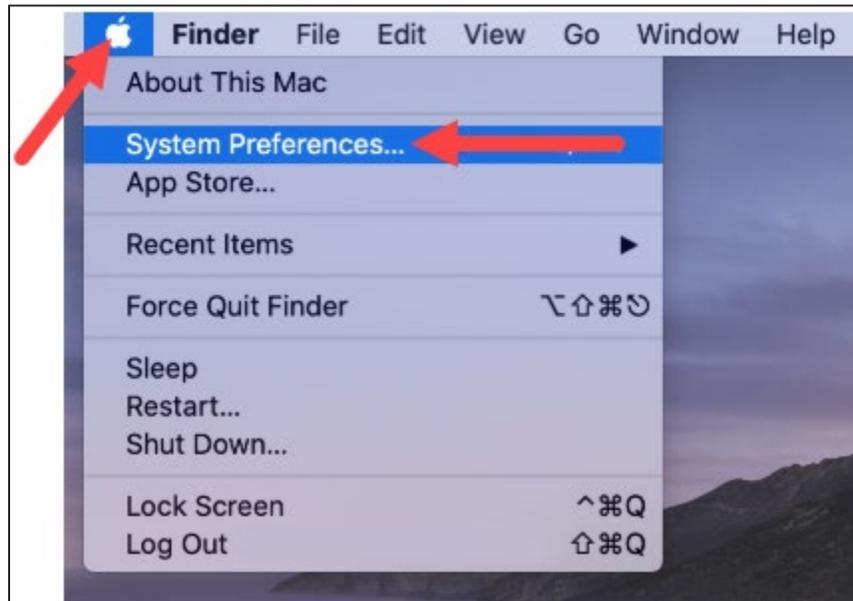3) Select **Language & Region**.

4) Select **iPad Language**.

5) Select the desired language.

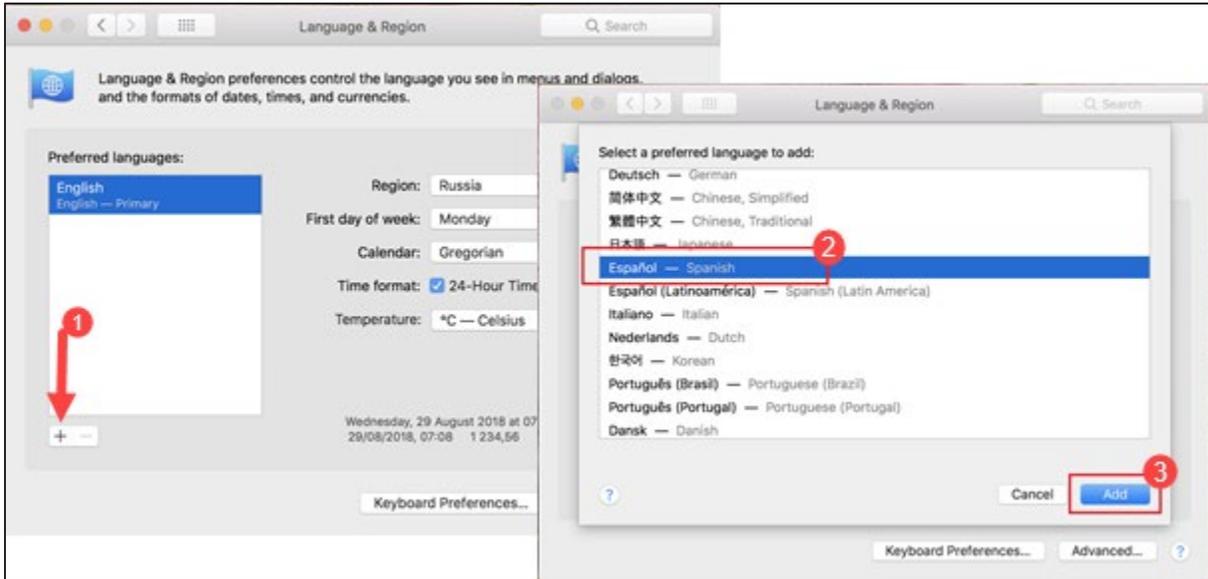6) Click **Done**.

Setting Alternate Language Keyboards on a Mac:

1) Click the Apple menu and select **System Preferences**.
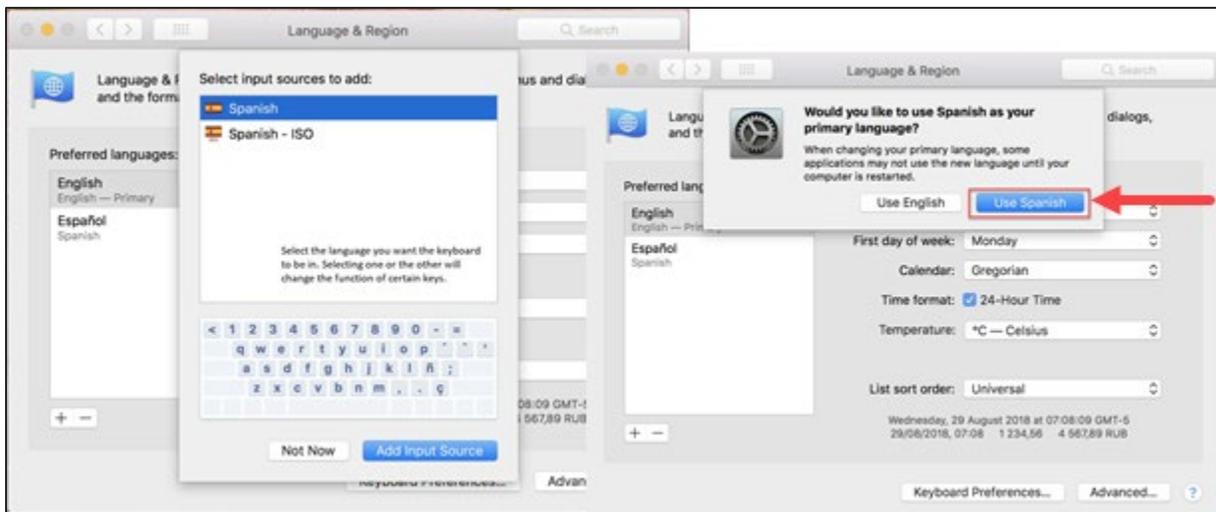

2) Select **Language & Region**.

3) Follow one of the below steps (a. or b.):
  a. Add a language
      i. Click the **+** button to add a language.
      ii. Select one or more languages in the list.
      iii. Click **Add**.

  b. Change the primary language
      i. Drag a different (previously added) preferred language to the top of the Preferred languages list.
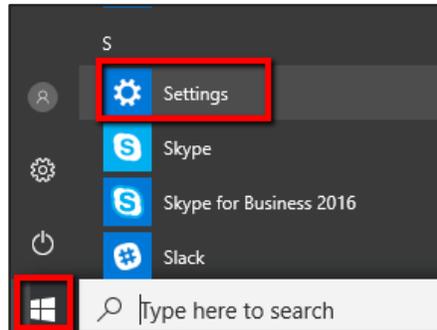   ii. Click the appropriate button to confirm your primary Preferred language choice.

4) In the task bar, click on the flag next to the time and choose the desired language. This will enable the alternate language keyboard.
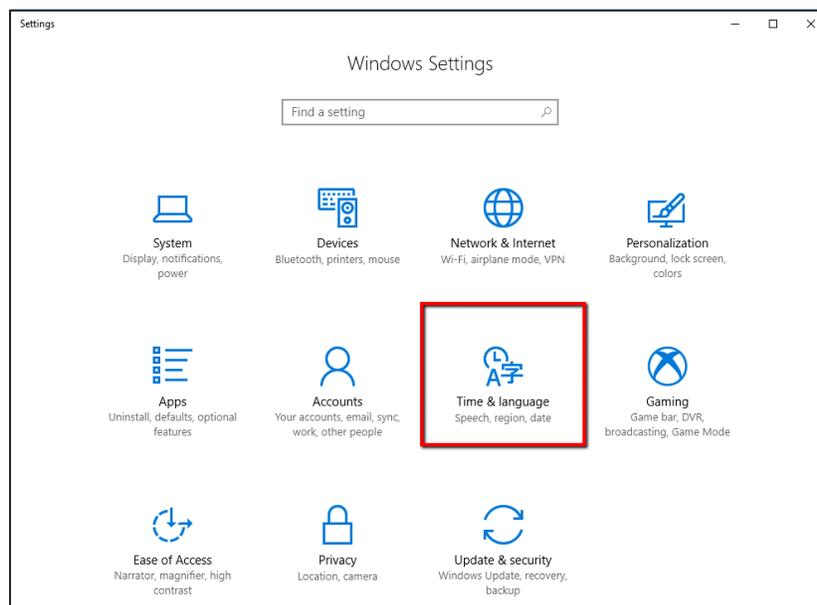

Note: Be sure you are completing these steps before opening the Questar Secure Browser.

Setting Alternate Language Keyboards on Windows 10:
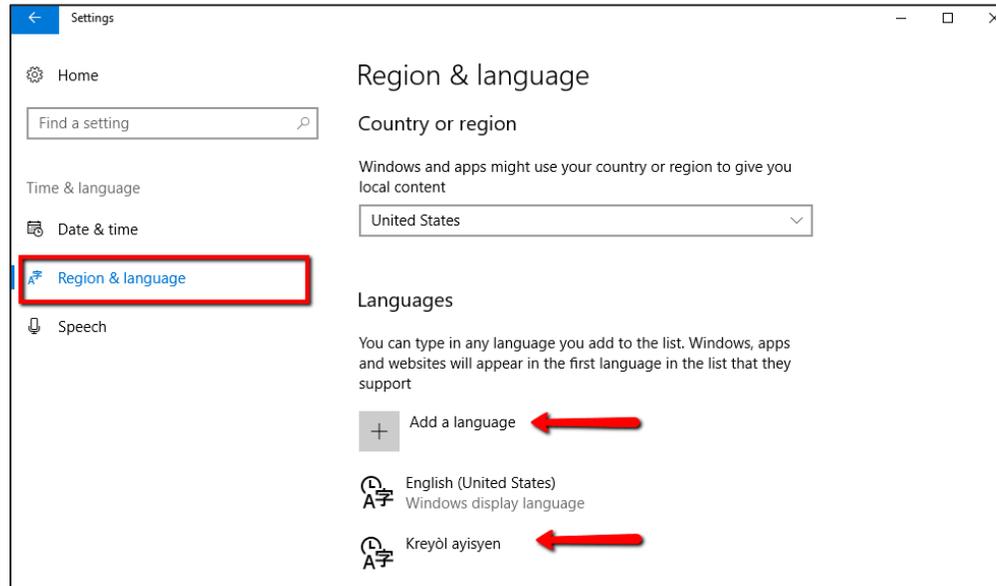
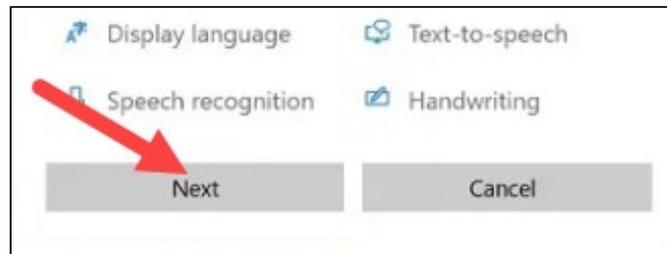1) Click the Windows icon and select **Settings**.

2) Select **Time & language**.
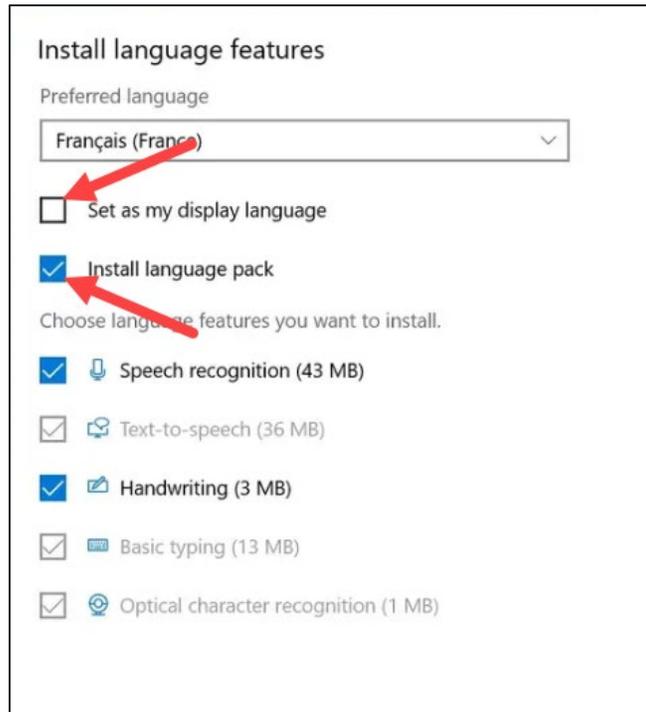
3) Select **Region & language**.

4) Select the desired language or select **Add a language** to add and select the desired language.

5) Click **Next**.

6) Under the selected language, check "Set as my display language" and "Install language pack".

7) Click "Install" when finished and the language pack will download.

8) When finished, you will be prompted to sign out of your Windows 10 account. Upon subsequent log in, your new language will display.

Customer Support

Questar's Customer Support team is available between the hours of 7:30am-4:30pm ET Monday-Friday.

- Phone: 1-866-997-0695
- Chat: Available via the Nextera Admin Help tab
- Email: ny.3-8.help@questarai.com