Keyboard Navigation for Students

Students can use keyboard shortcuts to navigate between test elements, features, and tools.

Login Pages and In-Test Pop-ups

Table 1 lists keyboard commands for selecting options on the login pages or pop-up windows that appear during a test.

Table 1. Keyboard Commands for Login Pages and Pop-Up Windows

Keyboard Command	Function
Tab	Move to the next option
Shift + Tab	Move to the previous option
Enter	Select the active option

Global Menu

To access the global menu tools using keyboard commands:

1. Press **Ctrl** + **G**. The global menu list opens.

2. To move between options in the global menu, use the **Up** or **Down** keys. Each option becomes highlighted as you arrow up or down.

3. To select the highlighted option, press **Enter**.

4. To close the global menu without selecting an option, press **Esc**.

Context Menus

To navigate to an element:

- Press the **Tab** key.

- To navigate in reverse, press **Shift** + **Tab**.

To open a context menu for an element:

5. Press **Ctrl** + **M**. The context menu for the selected element opens.

6. To move between options in the context menu, use the **Up** or **Down** arrow keys. Each option becomes highlighted as you arrow up or down.

7. To select the highlighted option, press **Enter**.

8. To close the context menu without selecting an option, press **Esc**.

To select text and open context menu options:

1. Navigate to the element containing the text you want to select.

2. Press **Ctrl** + **M** to open the context menu.

3. If multiple options are available, use the down arrow key to navigate to **Enable Text Selection**.

4. Press **Enter**. A flashing cursor appears at the top left of the active element.

5. To move the cursor to the beginning of the text you want to select, use the arrow keys.

6. Press **Shift** and an arrow key to select your text. The text you select appears shaded.

7. Press **Ctrl** + **M** again. Choose the tool you want to use for the selected text.

> This feature is available only when using a desktop secure browser (Windows, Mac, or Linux).

Keyboard Commands for Test Navigation and Test Tools

Keyboard commands require using the primary keyboard. Do not use keys in a numeric keypad.

Table 2. Keyboard Commands for Test Navigation

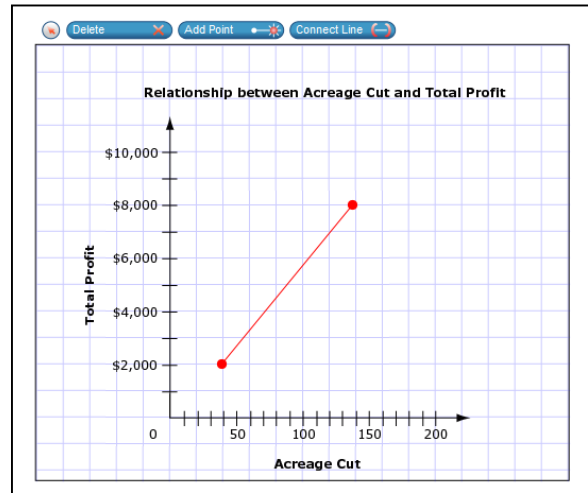| Description of Function	Keyboard Commands
Open the global menu	**Ctrl + G**
Open a context menu	**Ctrl+ M**
Go to the next test page	**Ctrl + →**
Go to the previous test page	**Ctrl + ←**
Pause your test	**Ctrl + G** (via Global Menu)
End the test and submit it for scoring	**Ctrl + G** (via Global Menu)
Scroll up in an area of the test page	↑
Scroll down in an area of the test page	↓
Scroll to the right in an area of the test page	→
Scroll to the left in an area of the test page	←
Move to the next element on the page	**Tab**
Move to the previous element on the page	**Tab + Shift**

Table 3. Keyboard Navigation for Test Tools

Description of Function	Keyboard Commands
Open the global menu	**Ctrl** + **G**
Open the context menu	**Ctrl** + **M**
Select option A	To move between answer options: Press **Tab** or **Shift** + **Tab**
Select option B	
Select option C	To select an active answer option: Press **Enter**
Select option D	
Open the Help Guide	**Ctrl** + **G** (via Global Menu)
Open the ASL video	**Ctrl** + **G** (via Context Menu)
Open the Calculator	**Ctrl** + **G** (via Global Menu)
Open the Formula sheet	**Ctrl** + **G** (via Global Menu)
Highlighter	**Ctrl** + **M** (via Context Menu)
Mark/Unmark an item for review	**Ctrl** + **M** (via Context Menu)
Activate the Masking tool	**Ctrl** + **G** (via Global Menu)
Open the Notes tool	**Ctrl** + **G** (via Global Menu)
Send a Print Passage request	**Ctrl** + **M** (via Context Menu)
Send a print request for items and answer options.	**Ctrl** + **M** (via Context Menu)
Open the Scoring Guide	**Ctrl** + **G** (via Global Menu)
Strike Through an answer option	**Ctrl** + **G** (via Context Menu)
Activate the Text-to-Speech tool	via Global or Context Menu
View an item Tutorial	**Ctrl** + **M** (via Context Menu)
Zoom in	**Ctrl** + **G** (via Global Menu)
Zoom out	**Ctrl** + **G** (via Global Menu)

Keyboard Commands for Items with Add Point or Add Line Tool

Technology-enhanced items with an Add Point, Arrow, or Line tool have up to three main sections:

Figure 1. Sample Item with Point and Line Tools

- Answer Space: The grid area where students enter the response.

- Button Row: At least one action button appears at the top. Buttons may include **Delete**, **Add Point**, **Add Arrow**, **Add Line**, and **Connect Line**.

- Object Bank: A section containing objects to move to the Answer Space.

To move between the main sections:

- Press the **Tab** key. Navigation is clockwise.

- To move counter-clockwise, press **Shift** + **Tab**.

To add an object from the Object Bank to the Answer Space:

8. Make sure the Object Bank is active. Use the arrow keys to move between objects. The active object has a blue background.

9. To add the active object to the Answer Space, press the **Spacebar**.

To select an Action Button and place the point or line in the Answer Space:

10. Make sure the Button Row is active. Use the left and right arrow keys to move between the buttons. The active button is white.

11. Press **Enter**.

12. Press the **Spacebar** to apply the point, arrow, or line to the Answer Space.

To move objects, points, lines, and arrows around in the Answer Space:

13. Make sure the Answer Space is active. To move between the objects, press **Enter**. The active object displays a blue border.

14. Press the **Spacebar**.

15. Press an arrow key to move the object. To move the object slowly, hold **Shift** and press an arrow key.