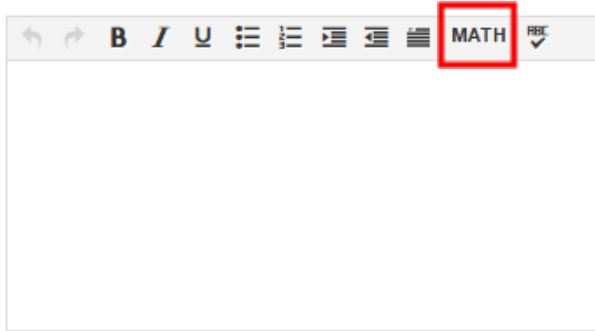


# Equation Editor Guide for Grades 3–5 Mathematics Tests

Some Mathematics questions ask you to enter your answers in response boxes. Each response box allows you to use an **equation editor** to enter characters/symbols in your response that are not available on your keyboard. The equation editor is NOT a calculator and will not compute answers for you.

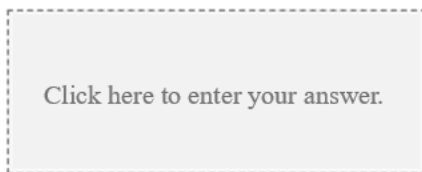
## Used in Constructed-Response Questions Only



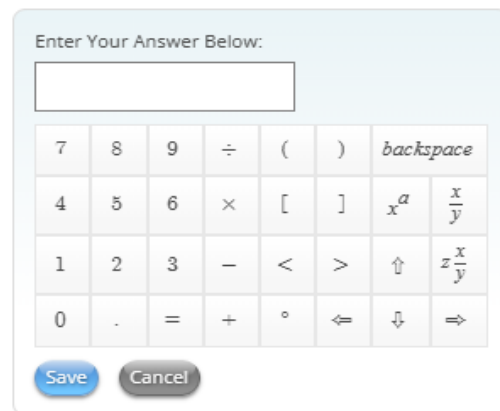
This response box will only appear in constructed-response questions. It allows you to enter math characters using the equation editor shown on the right **and** sentences to explain your answer.





## Used with Other Questions



This response box allows you to enter math characters **only** (e.g., fractions, decimal points, comparison symbols, expressions, equations, and degree symbols), using the equation editor shown on the right.







## Using the Equation Editor

- To open Equation Editor,
  - in constructed-response questions, click the **MATH** button.
  - in other questions, click within the response box.
- Click on any of the numbers or symbols to include them in your answer. You can also use the keyboard to enter numbers, letters, and some math symbols. However, not all math symbols are on the keyboard.
- Click  for what you entered in the equation editor to appear in the response box.
- Click  to close the equation editor.

## Moving Around or Changing Your Answer in the Equation Editor

In the Equation Editor,





- Use these arrows (or navigation buttons) , , ,  to move around the work you entered such as equations, fractions, or parentheses.
- You may also click with your mouse or tap with your finger (*on a touch-screen device*) to move around an equation.
- If you are using a mouse, you can hover the cursor over the symbols to identify them. However, if you do not have a mouse, your teacher/ test administrator should have provided you with a document with the name of each symbol.
- You can change a symbol (such as  $\div$ ,  $+$ ,  $<$ ,  $\times$ ) in your answer to another symbol by selecting it and clicking on the button for the new symbol.
- To delete a symbol, use the backspace button in the equation editor or the backspace key on your keyboard.

## Moving Around or Changing Your Answer in the Response Box

In the response box,



- Use the “Undo”  button or the “Redo”  button when changing your answer within the response box.
- To delete a symbol, use the backspace key on your keyboard.
- Using backspace in the response box to delete your equation editor entry deletes **everything** entered with the equation editor.

## Fill-in-the-Blank Questions within Response Boxes

If there is already math (or an ordered pair as shown) in a response box, click within each blank box to open the equation editor to complete the answer. The backspace on the keyboard will erase only what you have typed into the blank box.

