

## KEYBOARD SHORTCUTS FOR DRC INSIGHT ONLINE TESTING SYSTEM

Keyboard shortcuts are available for navigating through the DRC INSIGHT testing system and answering multiple choice questions. These shortcuts are not intended to be a testing accommodation. **Please NOTE: The following keyboard shortcuts are only meant to support desktop and laptop platforms, such as Windows, Mac, and Chromebooks – they do not address other devices and/or models students may be using. Not all commands are available on all platforms due to different keyboard layouts.**

Keyboard Shortcut	Function
<b>Navigation</b>	
<b>Tab</b> <b>Shift + Tab</b>	Moves Red Box from one tool to another – <b>Tab</b> moves in forward order ( <b>from left to right</b> ), and <b>Shift + Tab</b> moves in reverse order ( <b>from right to left</b> ). Note – For Constructed Response items, you must select the pointer tool using a mouse (or other pointing device) before the tabbing feature is available.
<b>Enter</b>	Activates the tool that the tab box is around.
<b>Esc</b>	Closes the active pop-up tool. Note – If user selects ESC while on the tool bar with no active tools, the tab box will move to the pointer.
<b>ABCD, abcd</b>	Selects an answer option on a multiple-choice question, or clears the answer option if already filled.
<b>Alt (option) + X</b>	Exits the system from each page that has an Exit button.
<b>Ctrl (control ⌘) + {Left, Right, Up, Down arrows}</b>	Moves the active pop-up tools around on the screen (does not include sticky notes).
<b>Ctrl (control ⌘) + tab</b>	Switches between multiple active pop-up tools on the screen.
<b>Up/Down Arrows</b>	Moves cursor up or down through the list of questions on the Test Progress/Review Page. Moves the cursor up or down the selection list of calculator choices or formula sheet choices.
<b>Enter</b>	Selects the highlighted test question from the Review/End Test page. Selects Sign In button after Username and Password are entered. Selects Continue from the Student Verification page. Selects the Go To Page number within the quick navigation dropdown arrow.
<b>Alt (option) + B</b>	Moves student back a question.
<b>Alt (option) + N</b>	Moves the student forward a question.
<b>Alt (option) + P</b>	Pauses a student's test.
<b>Alt (option) + R</b>	Moves the student to the Review page of the test.
<b>Alt (option) + F</b>	Marks an item as flagged or removes a flag from an item.
<b>Constructed Response Area Functions</b>	
<b>Shift + {Left, Right arrows}</b>	Selects the text.
<b>Ctrl (control ⌘) + X</b>	Cuts the selected text.
<b>Ctrl (control ⌘) + C</b>	Copies the selected text.
<b>Ctrl (control ⌘) + V</b>	Pastes the selected text.
<b>Ctrl (control ⌘) + Z</b>	Can be used to undo the last action.
<b>Ctrl (control ⌘) + Y</b>	Can be used to redo an action that was previously undone.

Keyboard Shortcut	Function
<b>Calculator Functions</b>	
<b>Alt + Delete</b>	Clears the Calculator.
"_"	Works as a shortcut key for subtraction on all Calculators.
"!"	Works as a shortcut key for factorial on all Scientific/Graphing Calculators.
" ("	Works as a shortcut key for open parenthesis on Scientific/Graphing Calculators.
" )"	Works as a shortcut key for closed parenthesis on Scientific/Graphing Calculators.
" * "	Works as a shortcut key for Multiply on all Calculators.
" / "	Works as a shortcut key for Divide on all Calculators.
" @ "	Works as a shortcut key for Square on all Scientific/Graphing Calculators.
" + "	Works as a shortcut key for Add on all Calculators.
" 0-9 "	Works as a shortcut keys for numeric entry on all Calculators.
<b>Backspace</b>	Works as a shortcut key for Backspace on all Calculators.
<b>Delete</b>	Works as a delete function on all Calculators (will not work on a Mac).
<b>Enter</b>	Will work as an Enter key on all Calculators (this will not work for the graphing tools).
^	Works as a shortcut to take a number to a specific power on scientific/graphing Calculators.
" ' " (apostrophe)	Activates the (+/-) key on the Basic Calculator.
<b>Audio Functions</b>	
<b>F7</b>	Activates the Audio "tracks" aka Starting point button when Audio is active (on a Mac use <b>FUNC F7</b> ). Note – <b>ESC</b> will also disable TTS starting points view, along with Enter or space Key if starting point is active.
<b>F8</b>	Activates the Play/Pause button when Audio is active (on a Mac use <b>FUNC F8</b> ).
<b>F9</b>	Activates the Stop button when Audio is active (on a Mac use <b>FUNC F9</b> ).
<b>Alt (option) + A</b>	Activates the Audio Settings Pop-up.
<b>Alt (option) + O</b>	Activates the Options button, Color Chooser selection popup window will open, or close the color chooser pop up.
<b>Chromebook Only Functions</b>	
<b>Ctrl + Space</b>	Can be used to change keyboard settings. Using Ctrl + Space again allows a user to restore the US keyboard.
<b>Alt + Shift</b>	Can be used to toggle through several types of keyboards. Using Alt + Shift allows a user to toggle back to the US keyboard.