



Test Delivery System Quick Guide: Standard Keyboard Shortcuts

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Keyboard Commands in the Student Testing Site

Students can use keyboard commands to navigate between test elements, features, and tools. Some important things to note about keyboard commands are:

- Keyboard commands require the use of the primary keyboard, so please do not use keys in a numeric keypad.
- Some keyboard commands (such as the commands for using the Line Reader) may not work when testing on iOS or other devices connected to an external keyboard.
- When Permissive Mode is enabled for a test, keyboard commands are blocked and will not work.

Keyboard Commands for Sign-In Pages and In-Test Pop-ups

[Table 1](#) lists keyboard commands for selecting options on the sign-in pages or pop-up windows that appear during a test.

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

Function	Keyboard Commands
Move to the next option	• Tab
Move to the previous option	• Shift + Tab
Select the active option	• Enter
Mark checkbox	• Space
Scroll through drop-down list options	• Arrow Keys
Close pop-up window	• Esc

Keyboard Commands for Test Navigation

[Table 2](#) lists keyboard commands for navigating tests and responding to questions.

Table 2. Keyboard Commands for Test Navigation

Function	Keyboard Commands
Scroll up	• Up Arrow
Scroll down	• Down Arrow
Scroll to the right	• Right Arrow
Scroll to the left	• Left Arrow
Move to the next element	• Tab
Move to the previous element	• Shift + Tab
Select an answer option	• Space

Function	Keyboard Commands
Go to the next test page	<ul style="list-style-type: none"> • Ctrl + Right Arrow
Go to the previous test page	<ul style="list-style-type: none"> • Ctrl + Left Arrow
Open the global menu	<ul style="list-style-type: none"> • Ctrl + G
Open a context menu	<ul style="list-style-type: none"> • Ctrl + M

Keyboard Commands for Global and Context Menus

Students can use keyboard commands to access tools in the global and context menus. For more information about tools in these menus, see the section How Students Use Test Tools in the TA User Guide.

Global Menu

[Table 3](#) lists keyboard commands for navigating the global menu.

Table 3. Keyboard Commands for Navigating the Global Menu

Function	Keyboard Commands
Open the global menu	<ul style="list-style-type: none"> • Ctrl + G
Move to the previous option	<ul style="list-style-type: none"> • Up Arrow
Move to the next option	<ul style="list-style-type: none"> • Down Arrow
Close the global menu without selecting an option	<ul style="list-style-type: none"> • Esc

Context Menus

[Table 4](#) lists keyboard commands for navigating the context menu.

Table 4. Keyboard Commands for Navigating the Context Menu

Function	Keyboard Commands
Navigate to an item's or passage's context menu	<ul style="list-style-type: none"> • Tab or Shift + Tab
Open a context menu	<ul style="list-style-type: none"> • Ctrl + M
Move to the previous option	<ul style="list-style-type: none"> • Up Arrow
Move to the next option	<ul style="list-style-type: none"> • Down Arrow
Close the context menu without selecting an option	<ul style="list-style-type: none"> • Esc

Keyboard Commands for Highlighting Selected Regions of Text

This section explains how to use keyboard commands to select a text excerpt (such as a word in a passage) and highlight it. These instructions only apply to students using the Secure Browser.

[Table 5](#) lists keyboard commands for navigating the context menu.

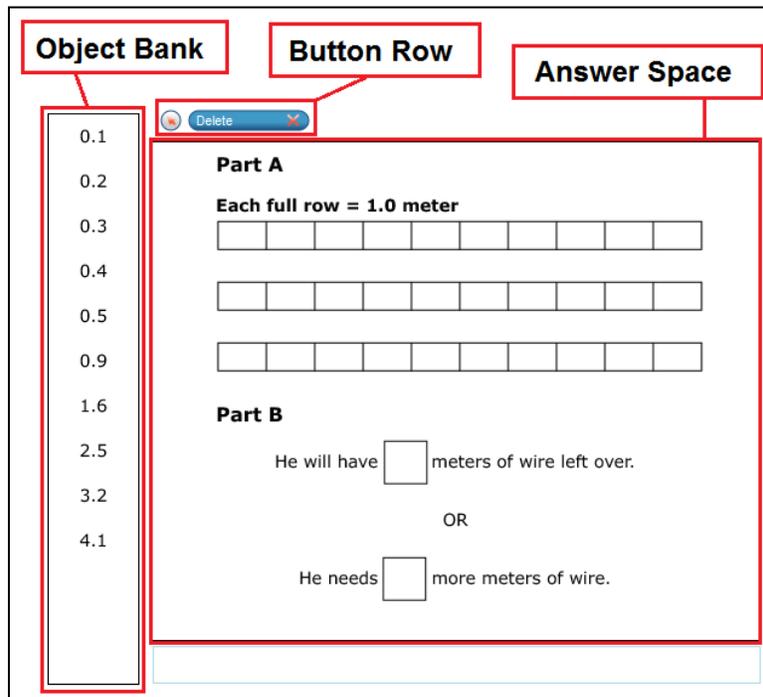
Table 5. Keyboard Commands for Navigating the Context Menu

Function	Keyboard Commands
Selecting the Text to Highlight	
Navigate to an item's or passage's context menu	<ul style="list-style-type: none"> • Tab or Shift + Tab
Open the context menu	<ul style="list-style-type: none"> • Ctrl + M
Navigate to the Enable Text Selection option	<ul style="list-style-type: none"> • Up Arrow or Down Arrow
Select the Enable Text Selection option	<ul style="list-style-type: none"> • Enter
Move the flashing cursor that appears at the upper-left corner of the active element to the beginning of the text you want to select	<ul style="list-style-type: none"> • Arrow Keys (Up/Down/Left/Right)
Select text <i>Note: Selected text appears shaded.</i>	<ul style="list-style-type: none"> • Shift + Arrow Key (as applicable)
Highlighting Selected Text	
Open the context menu	<ul style="list-style-type: none"> • Ctrl + M
Navigate to the Highlight Selection option	<ul style="list-style-type: none"> • Up Arrow or Down Arrow
Select the Highlight Selection option	<ul style="list-style-type: none"> • Enter

Keyboard Commands for Grid Questions

Questions with the grid response area may have up to three main sections – an answer space, which is the grid area where students enter the response; an object bank, which is a panel containing objects you can move to the answer space; and a button row, which appears above the answer space and may include **Delete**, **Add Point**, **Add Arrow**, **Add Line**, **Add Circle**, **Add Dashed Line**, and **Connect Line** buttons.

Figure 1. Grid Question



[Table 6](#) lists keyboard commands for navigating grid questions.

Table 6. Keyboard Commands for Navigating Grid Questions

Function	Keyboard Commands
Move clockwise between the main sections to activate a section	<ul style="list-style-type: none"> • Tab
Move counterclockwise between the main sections to activate a section	<ul style="list-style-type: none"> • Shift + Tab
Navigating the Object Bank	
Move to the previous object in the activated object bank	<ul style="list-style-type: none"> • Up Arrow
Move to the next object in the activated object bank	<ul style="list-style-type: none"> • Down Arrow
Add an active object (i.e., an object displaying a blue background) to the answer space	<ul style="list-style-type: none"> • Space
Navigating the Buttons Row	
Move to the previous button in the activated buttons row	<ul style="list-style-type: none"> • Left Arrow
Move to the next button in the activated buttons row	<ul style="list-style-type: none"> • Right Arrow
Select the active button (i.e., a button displaying a white background)	<ul style="list-style-type: none"> • Enter

Function	Keyboard Commands
Apply the selected button (point, arrow, or line) to the answer space	<ul style="list-style-type: none"> • Space
Navigating the Answer Space	
Move between objects and graph elements in the activated answer space	<ul style="list-style-type: none"> • Enter
Activate an object in the answer space <i>Note: The active object displays a blue background</i>	<ul style="list-style-type: none"> • Space
Move an activated object in the answer space	<ul style="list-style-type: none"> • Up Arrow or Down Arrow
Move an activated object in the answer space in smaller increments	<ul style="list-style-type: none"> • Shift + Up Arrow or Shift + Down Arrow

Keyboard Commands for Equation Questions

Equation questions allow students to use keyboard commands to open a menu listing the special characters they can insert into the response area.

[Table 7](#) lists keyboard commands for equation questions.

Table 7. Keyboard Commands for Equation Questions

Function	Keyboard Commands
Open the Special Characters window	<ul style="list-style-type: none"> • Alt + 7 <i>Note: The focus must be in the text field of the response area.</i>
Move to the previous option	<ul style="list-style-type: none"> • Up Arrow
Move to the next option	<ul style="list-style-type: none"> • Down Arrow
Add selected option to the response area	<ul style="list-style-type: none"> • Enter