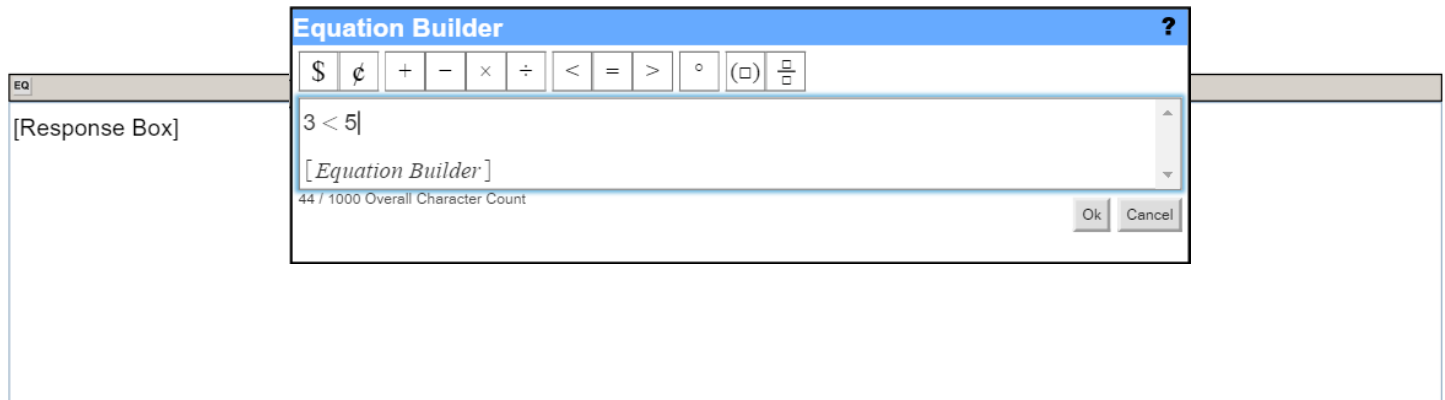


Introduction

Students taking the Grades 3, 4, and 5 Online LEAP Tests will experience the Equation Builder below. The Online Tools Training (OTT) and practice tests provide opportunities within INSIGHT, the online testing platform, for students to engage with the equation builder prior to the assessment administration. Please see the [Practice Test Quick Start Guide](#) for more information.






Using the Keyboard

For constructed-response tasks, students will need to type their answers in response boxes. Each response box has an Equation Builder tool available to assist students in typing mathematical expressions and equations.

Students are not required to use the Equation Builder for any symbols which are available on the keyboard. For example, students may use a slash, forward / or back \, to represent a fraction, a carat ^ to represent exponents, or a dash – to represent subtraction. The degree ° and cents ¢ symbols are not available on the keyboard, but students may type the words “degrees” and “cents” as necessary.

The Equation Builder does not include all symbols/characters students might need to type into the open response box. Students should know how to type a question mark ? and a colon : and, for grade 5, brackets [] using the keyboard.

Using the Equation Builder

- To enter text, click pointer in the **Response Box** and type text using the keyboard.
- Click on the **Equation Builder** button  to open the tool and enter any math symbols, characters, or math format.
- When finished, click on the **OK**  button in the lower-right corner of the Equation Builder tool – the equation will be entered into the response box.
- To cancel what you have entered, click on the **Cancel**  button in the lower-right corner of the Equation Builder tool and you will be returned to the response box.
- To edit an existing equation, double-click on the equation in the Response Box. This will re-open the Equation Builder.

Example:

To create a fraction, click on the Fraction  button.

- Click in the top box to enter a numerator.
- Click in the bottom box to enter a denominator.