KEYBOARD SHORTCUTS FOR INSIGHT ONLINE TESTING SYSTEM

Keyboard shortcuts are available for navigating through the INSIGHT testing system and answering multiple choice questions. Shortcuts cannot be used to manipulate Technology Enhanced questions, nor can they be used to manipulate additional tools that may be available, such as the line guide or the calculator. These shortcuts are not intended to be a testing accommodation.

SYSTEM NAVIGATION SHORTCUTS

Keyboard Shortcut	Function
Tab	Transfers the focus from one button to the next (**from left to right**). The focus is indicated by a red box that appears around the selected took or function button when the Tab key is pressed.
Shift + Tab	Transfers the focus from one button to the next (**from right to left**). The focus is indicated by a red box that appears around the selected tool or function button when the Shift key and Tab key are pressed.
Enter/Space/Return Bar	Activates the tool or function highlighted by the red box. Pressing the Enter key or Space Bar a second time deactivates the tool or function (with the exception of tools that keep the focus, such as Sticky Notes).
Esc	Closes the Magnifier and Help [? Button] when activated. If the red box is activated and the ESC key is pressed while on the tool bar without having any tools activated, the red box will move to the pointer button.
ABCD, abcd	Selects an answer option on a multiple-choice question. Entering one of the letters fills or un-fills the letter bubble before each answer option. Both uppercase and lowercase letters can be used.
Alt (Option) + X	Exits the system from each page that has an Exit button.
Ctrl (Control ⌘) + {Left, Right, Up, Down arrows}	Moves any pop-up tool like the Help [? Button] around the screen. [Does not work with Sticky Notes].
Ctrl (Control ⌘) + Minus (Numerical Row)	Rotates the active tool 1 degree.
Up/Down Arrows	Moves the cursor up and down through a list of choices (questions on the Review/End Test page).
Enter/Return	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.
Ctrl (Control ⌘) + Tab	Switches between multiple active pop-up tools on the screen
Alt (Option) —R	Activates the Review/End Test button and moves the user to the Review page of the test.
Alt (Option)—P	Activates the Pause button and pauses the test.
Alt (Option) —F	Activates the flagged button and marks an item as flagged or removes a flag from an item.
Alt (Option)—B	Activates the Back button and moves student back a question.
Alt (Option)—N	Activates the Next button and moves the student forward a question.
F7	Activates "Start Points (audio tracks) button when Audio is active (on a Mac use FUNC F7).
F8	Activates the Play/Pause button when Audio is active (on a Mac use FUNC F8).
F9	Activates the Stop button when Audio is active (on a Mac use FUNC F9).
Alt (Option)—O	Activates the Options button and opens or closes the Color Chooser selection pop-up window.