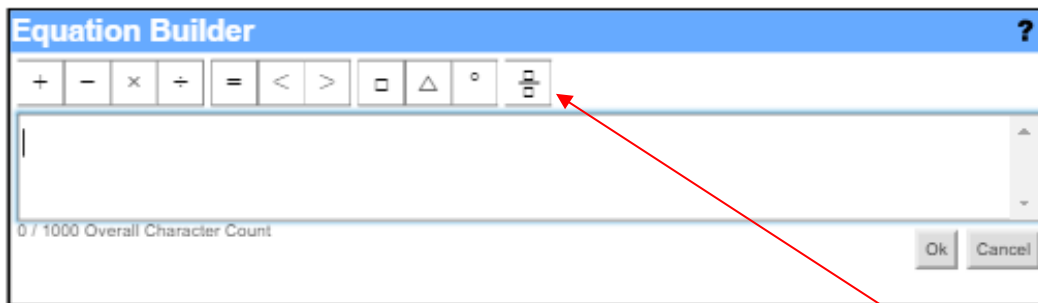



Teachers' Guide to the Online Equation Builder: Grades 3-5

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 operational assessment. Please see the [Guide to Administering the Online Practice Test](#) for more Information.



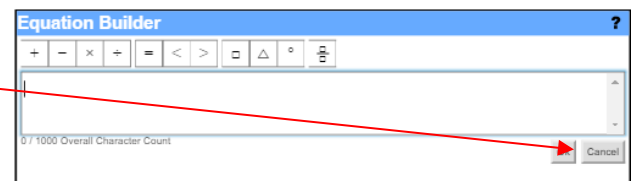
Using the Equation Builder

- To enter text, click pointer in the **Response Box** and using the keyboard, type as needed.
- Click on the Equation Builder button  to open the tool.
- To enter any math symbols, characters, or math format (e.g., fractions), click on the buttons provided.
- 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.

Example:

- To create a fraction, click on the Fraction  button.
- Click in the top box to enter a number in that box.
 - Click in the bottom box to enter a number in that 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.



Using Keyboard Symbols/Characters

The Equation Builder does not include all symbols/characters students might need to type into the open response box. The following is a list of symbols/characters students should know how to enter into a response box using the keyboard.

- Grades 3, 4, and 5 students should know how to type a question mark using the keyboard.
- Grade 5 students should know how to type brackets using the keyboard.