

Tips for Entering Math with the Equation Editor

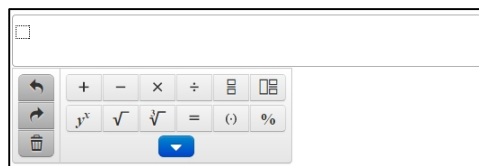
Some math questions ask you to write your answer in a box like the ones to the right. There are two types of boxes. The box on the top allows you to enter only math. The box on the bottom allows you to enter words and math. These boxes are not calculators, and do not compute answers. Entering your answer in these boxes is like writing math using pencil and paper, but on a computer instead.

The buttons and menus around the boxes are math symbols that you can use to write your answer. In the math-only box, click the blue arrow at the bottom of the box to show more math symbols. The words-and-math box has a list of menus to the right. Click the blue arrow next to any subject to see more math symbols. Click the blue arrow again to close the menu. All of the math symbols are shown on page 2 of this tip sheet.

You can also use the keyboard to enter numbers, letters, and some math symbols. Not all math symbols are on the keyboard.

If you are using a tablet, press the “more symbols” button  to show the side menus.

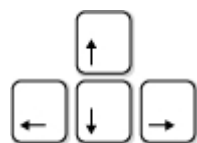
Enter math only



Enter words and math



Moving Around or Changing Your Answer



Use the arrow keys on the keyboard to move around an equation and to move out of fractions or parentheses.

Three buttons that are useful for changing your answer:



“Undo” what you just entered



“Redo” to restore what you deleted



“Clear All” to start over

Some symbols like times or divide act on two numbers. You can change those symbols to other symbols, but to delete the symbol you first need to delete one of the numbers it acts on.

$2 + 3$ To replace a plus, select the plus, then press the button for the symbol you want

$2 + 3$ To delete a plus, first delete one of the numbers it acts on



Fill-in-the-Blank Questions


If there is already math in an answer box, fill in all of the blanks to complete the answer. The “Clear All” button will erase only the blanks. If you don’t know the full answer, fill in as much as you can. You may get partial credit.

$$2 + \square = 3 + \square = 5$$

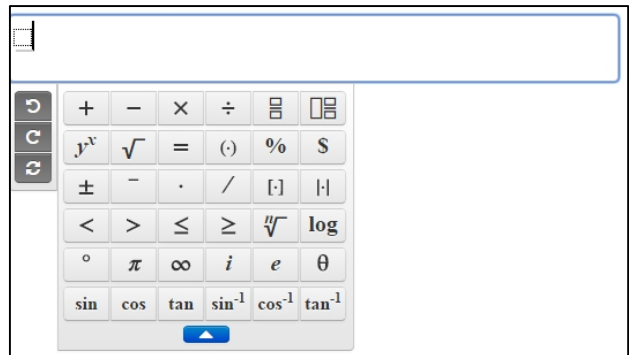
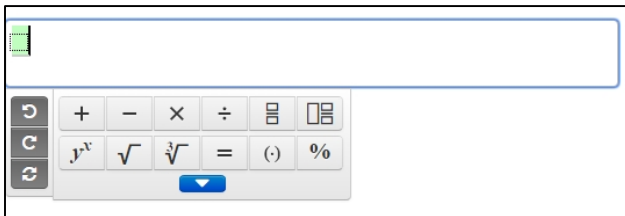
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Fill in the blanks

Using the Math Symbols around the Answer Box

The bottom bar and side menus around the answer box have math symbols that you can use to enter your answer. Some of the math symbols may look familiar to you. Some math symbols may look new, like the symbols for fraction  and mixed number .

Click the blue arrows to open and close menus. Some symbols in the menus are not on your keyboard, and you may need these symbols to enter your answer. (If you are using a tablet, press the “More Symbols” button  to show the side menus.)

Math-only answer box



Words-and-math answer box

