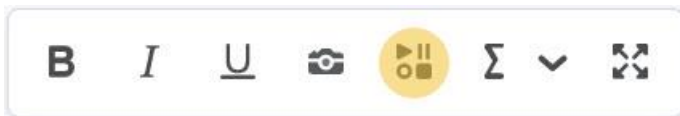


## EquatIO quick start guide for instructors

EquatIO is a powerful tool that allows you to add math formulas, equations, and graphs to your Brightspace course. You can use EquatIO for quizzes, assignments, discussion, and more. Students can use EquatIO as well for answering quiz questions, assignments, or participating in discussion forums.

### How to use EquatIO

1. Select the **Insert Stuff** option :



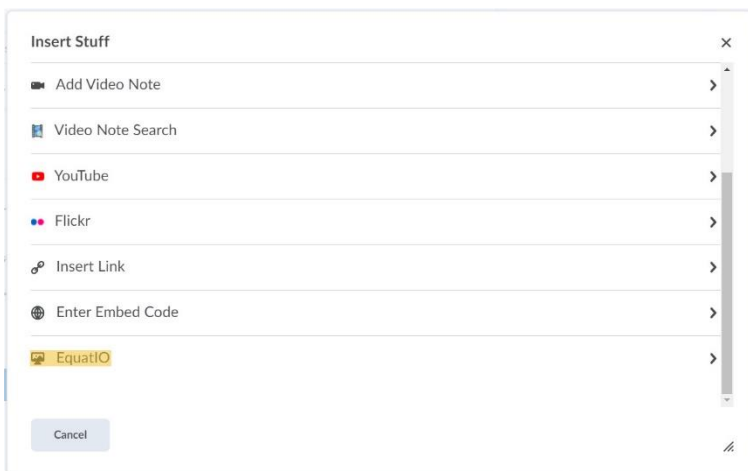
In some places, the button might look like this :



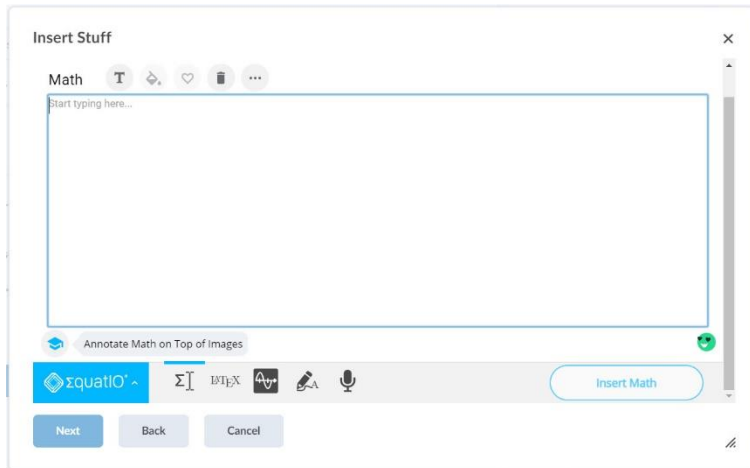
**NOTE:** You can use EquatIO only where the **Insert Stuff** option is available. In **quizzes**, students can only use EquatIO to answer **Written Response questions** that have the **Enable HTML Editor for learner responses** option enabled:

**Enable HTML Editor for learner responses**

2. Scroll down through the list of options and **select EquatIO**:



3. EquatIO will open in a new window. Enter your math here and select **Insert Math** when your done:



4. EquatIO will show you a preview of the math you entered. Select **Back** to make more edits or **Insert** to confirm and have the math added to Brightspace.



## EquatIO options

The **top bar options** are, from left to right:



1. Insert text
2. Text color
3. Add to favorites
4. Clear
5. More

The **More** option includes, from top left to bottom right:



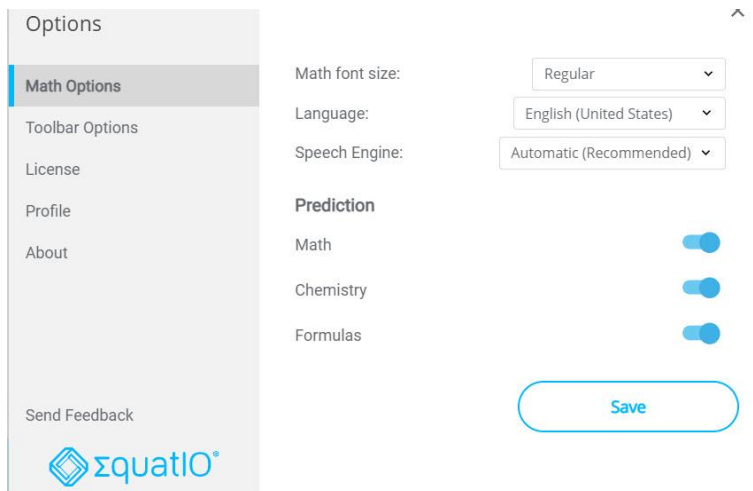
1. General
2. Symbols
3. Layout
4. Formulas
5. My favorites
6. Bold
7. Italic
8. Underline
9. Strikethrough
10. Square root
11. Search bar

The **bottom bar options** are, from left to right:



1. Settings
2. Equation editor
3. LaTeX editor
4. Graph editor
5. Handwriting recognition
6. Speech input

Under **Settings, Options, Math options**, you can turn **Prediction** on, off.



**Prediction** allows you to start typing in and EquatIO will try to predict what mathematical expression you want to enter. You can continue to edit the math after selected:

