EquatIO quick start guide for students

EquatIO is a tool that allows you to add math formulas, equations, and graphs to your Brightspace assignments, discussions, and quiz answers.

How to use EquatIO

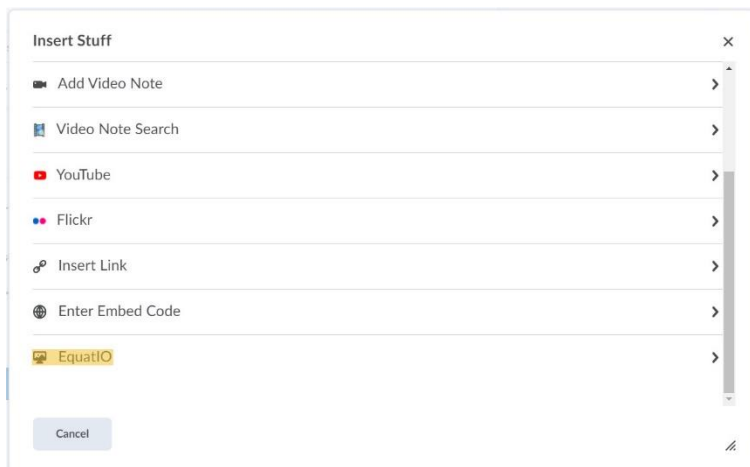1. Select the **Insert Stuff** option:

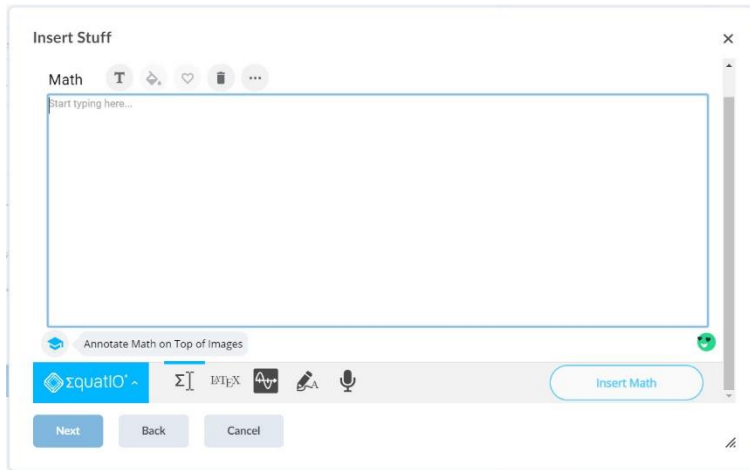In some places, the button might look like this:

NOTE: You can use EquatIO only where the **Insert Stuff** option is available. In **quizzes**, you can only use EquatIO to answer **Written Response questions**.
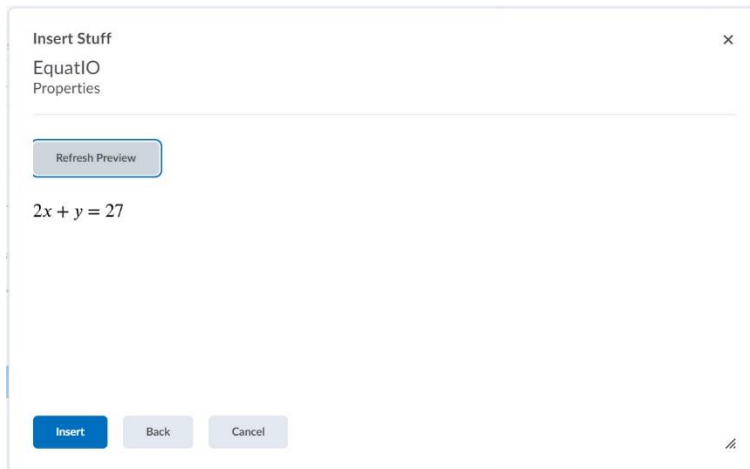
2. Scroll down through the list of options and **select EquatIO**:

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

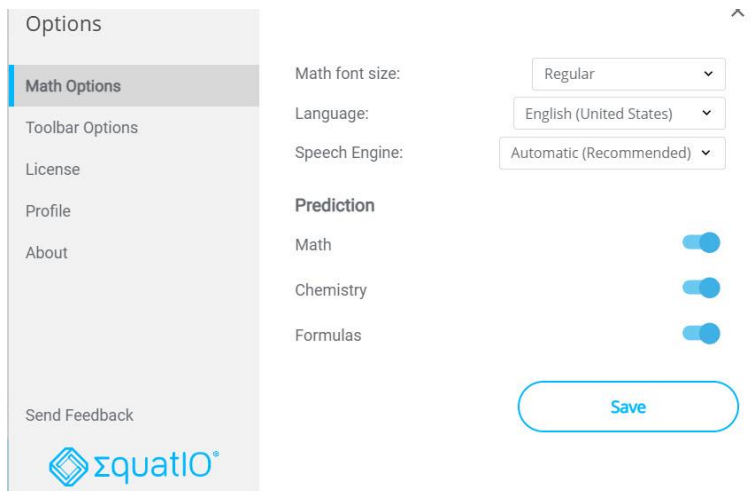The **More** option includes, from top left to bottom right:

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: