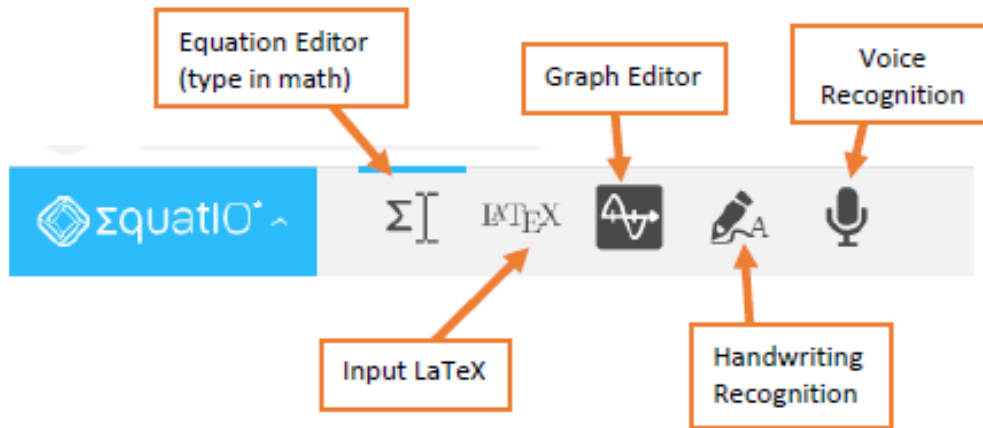


Using Equatio in Brightspace- Instructors

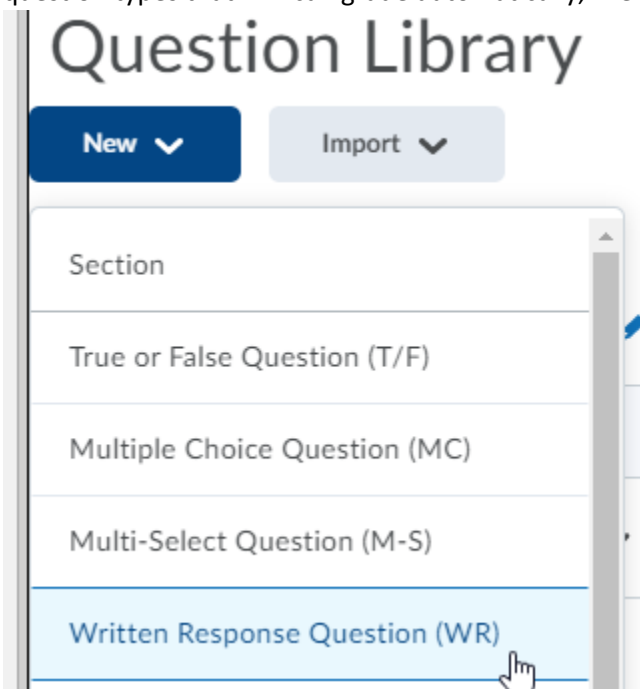
Equatio Button Layout



Creating a Quiz question

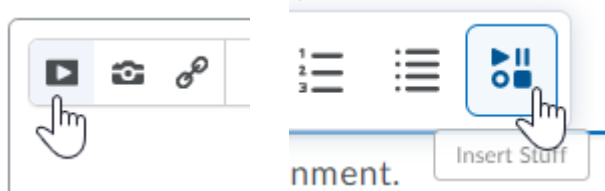
See this page for basic instructions for creating a Quiz: <https://iweb.langara.ca/brightspace-instructor-help/assessments/quizzes/>

1. Create a new Quiz question; Equatio will work with any question type that allows you to use the **HTML Editor** when writing or describing the question, including Written Response as well as question types that D2L can grade automatically, like Multiple Choice

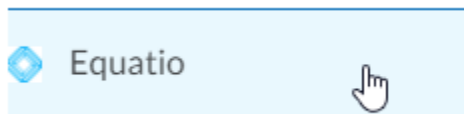


2. Enter any preliminary text instructions, then press Enter/Return or Space a few times

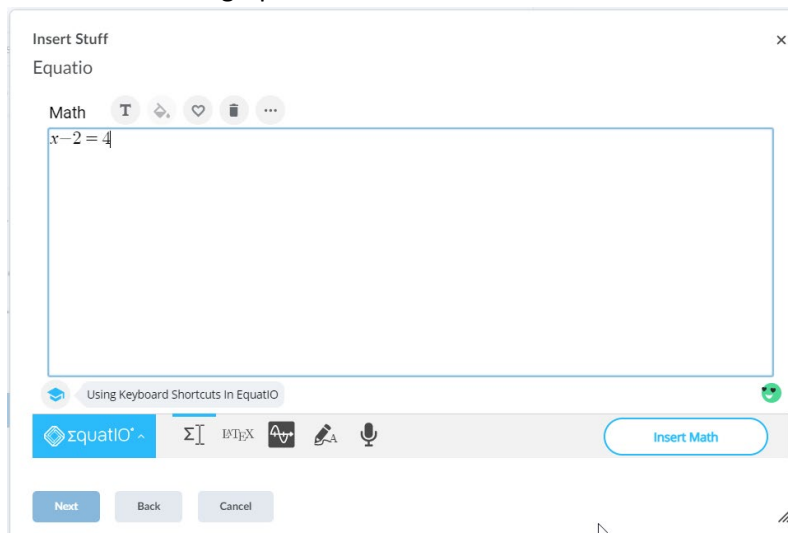
3. Click the **Insert Stuff** button



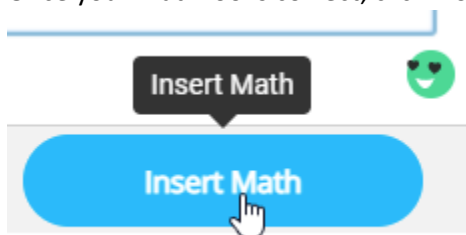
4. From Insert Stuff, choose **Equatio**



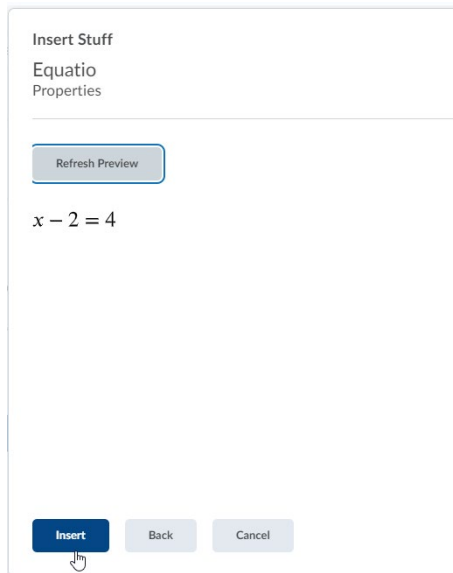
5. In Equatio, type your math, use the handwriting recognition feature to write it, or use the graph editor to create a graph



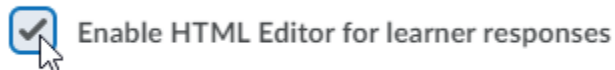
6. Once your math looks correct, click **Insert Math**



7. Click **Insert** once more to insert the math into your question; you will now see the math in your Quiz question



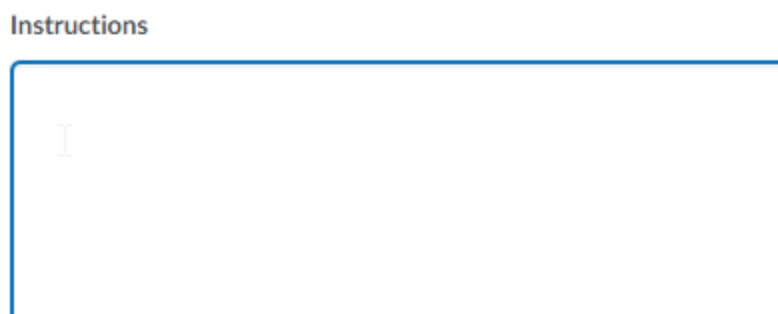
8. If you're using a question type that requires students to type a response, make sure to check the box to enable the HTML Editor, so that students will be able to use Equatio to respond



Creating an Assignment

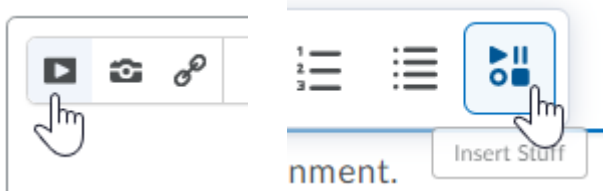
See this page for basic instructions for creating Assignment folders: <https://iweb.langara.ca/brightspace-instructor-help/assessments/assignments/>

1. In Assignments, click **New Submission Folder**
2. Click into the **Instructions** field

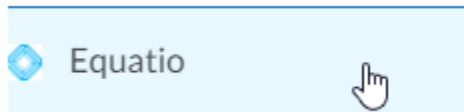


3. Type in any preliminary text, then press Enter/Return or Space a few times

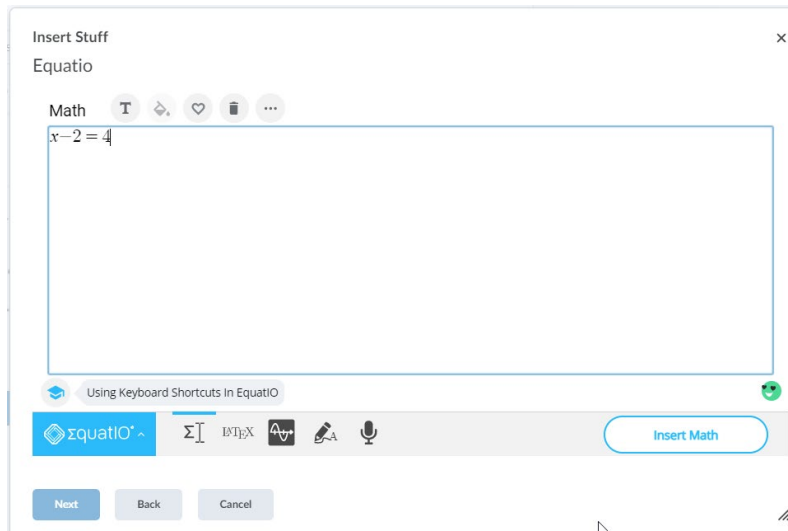
- Click the **Insert Stuff** button



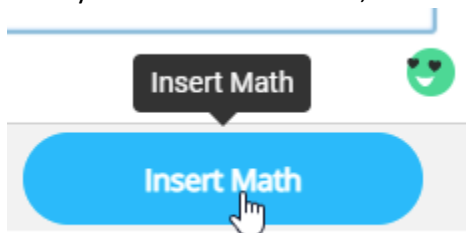
- From Insert Stuff, choose **Equatio**



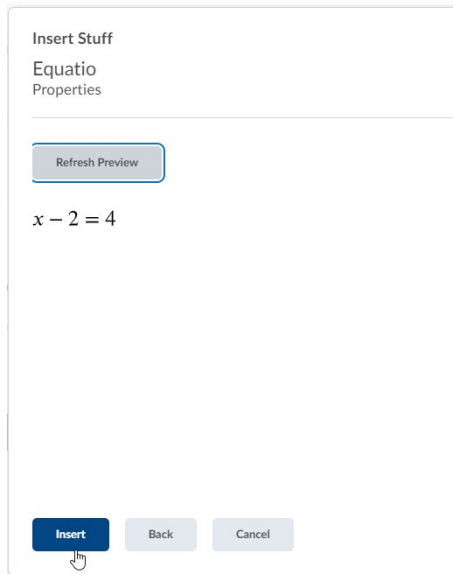
- In Equatio, type your math, use the handwriting recognition feature to write it, or use the graph editor to create a graph



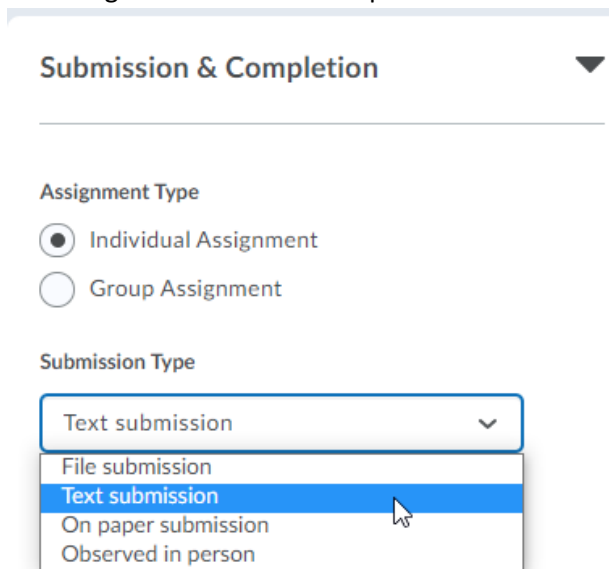
- Once your math looks correct, click **Insert Math**



8. Click **Insert** once more to insert the math into your question



9. You will now see the math in your Assignment folder's Instructions field
10. In the **Submission & Completion** section under **Submission Type**, choose "Text submission" if you want students to input their Assignment directly into the text box rather than uploading and attaching a file from their computer



11. Optionally, set your Availability and Conditions, attach a grade item, and any other settings you want for the folder, and toggle the Visibility switch to on if you want students to be able to see the folder
12. Click **Save and Close** to return to the list of Assignments