UNIVERSITY OF HARTFORD
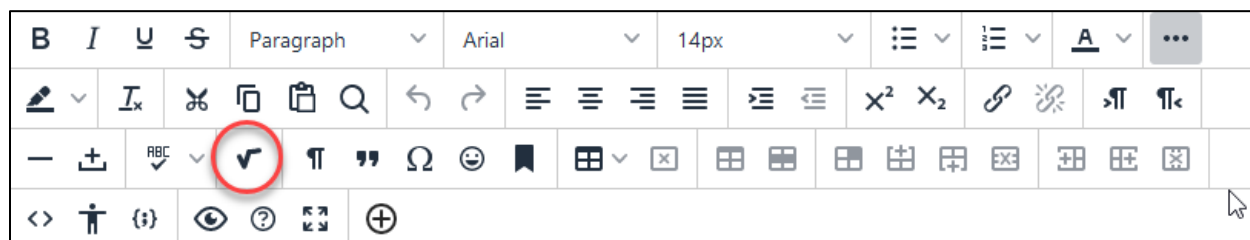## FACULTY CENTER FOR LEARNING DEVELOPMENT

Using Blackboard's Equation Editor

Equation Editor Overview

Whenever you add an item to any Content Area, you have the option of including an equation within the space that has been traditionally designated as text (see below).
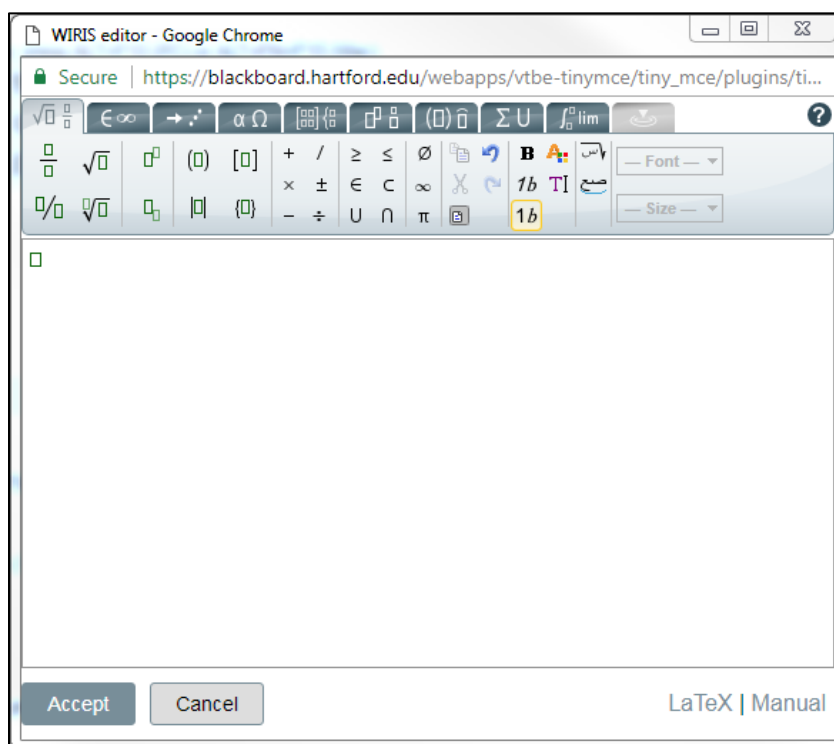
Clicking the "Insert a Math Equation - MathType" icon within the text area of an Added Item

Adding an Equation

To add an equation, do the following

1. Click the **Math Editor** symbol within the textbox options (circled above).
2. The Formula Editor opens.

Formula Editor

3. Enter a name for your equation within the "Equation Name" textbox.
4. Use the templates to create formulas or expressions (see circled area above).
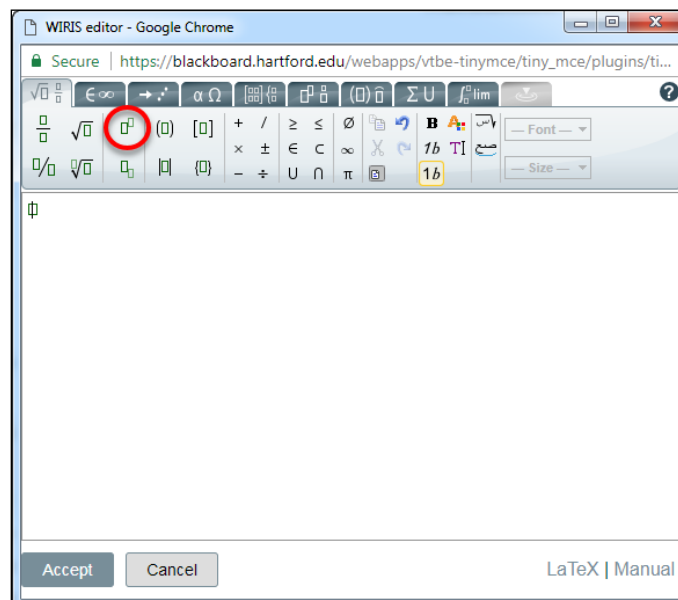5. Click **Submit** to finish and close the Formula Editor.

Constructing an Equation

1. Your first step to adding an equation is to select a formula or expression template from the toolbar (circled below).
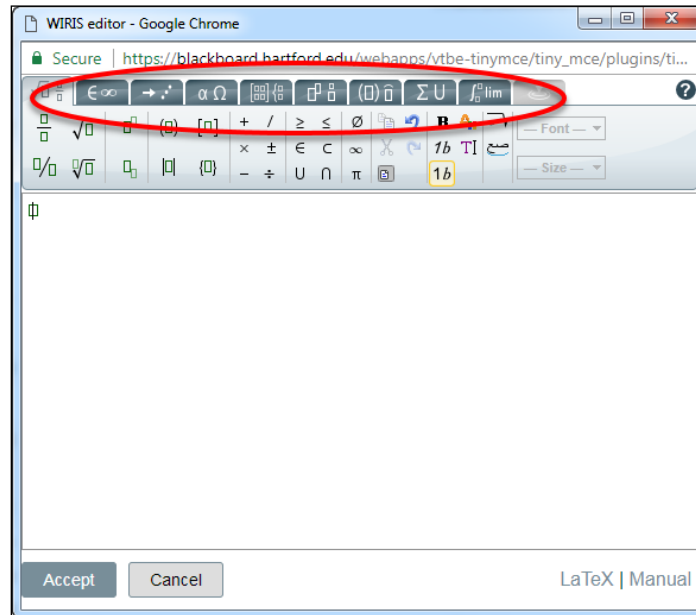
Selecting a formula or expression

2. Each template contains blank spaces represented by squares.

Blank square placeholders for numbers

3. The equation template circled above allows you to create a variable with an exponent such as X^3

4. To add an equation template, click on it and it will paste the template into the equation editor.

5. Click on an empty box in the equation editor to type in a value.

6. To move to the next available space, press the right (→) arrow key.

7. Continue inserting formula or expression templates until your desired equation or statement is completed.

8. Click **Submit** to finish.

Modifying an Equation

1. Highlight the equation in the text editor.
2. Click the **Math Editor** symbol in the text editing area (see below).
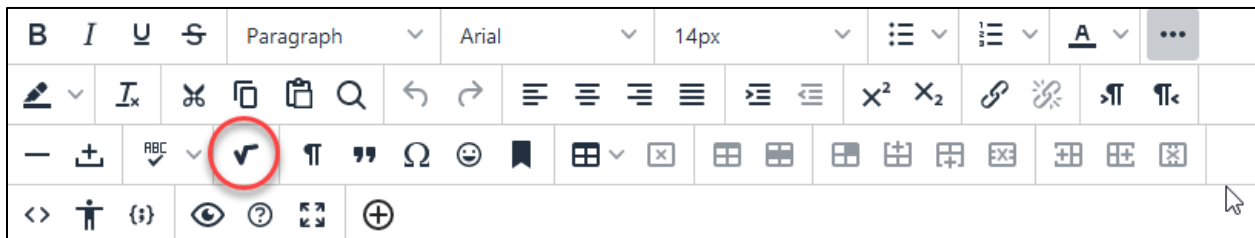
Clicking the "Insert a Math Equation - MathType" icon within the text area of an Added Item

3. The equation now appears within the Equation Editor.
4. Edit as needed.
5. Click **Submit** to save your changes.

Faculty Center for Learning Development (FCLD)
FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology- related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty and Staff needing support with Blackboard or other instructional technologies, should contact FCLD.
Phone: (860) 768-4661   **Email:** fcld@hartford.edu
Website: http://www.hartford.edu/fcld

Student Blackboard Support
The following is student support for Blackboard only. All other support technical support issues need to be addressed to the Office of Technology Services (below).
Phone: (860) 768-4636   **Email:** bbsupport@hartford.edu
FAQ/Submit a Ticket: http://www.hartford.edu/studentbbsupport

Information Technology Services (ITS) Help Desk
For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, Banner/Self-Service, campus Facebook).
Phone: (860) 768-4357   **Email:** helpdesk@hartford.edu
Website: http://hartford.edu/ots

Media Technology Services (MTS)
Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-Way interactive video classrooms, Smart Podiums, laptops, etc.), for setting up WebEx accounts, or for scheduling and instruction for a wide variety of media equipment and resources like LCD data projectors, CD/cassette players, TVs and VCRs, digital video, and more.
Phone: (860) 768-4357   **Website:** http://www.hartford.edu/mts