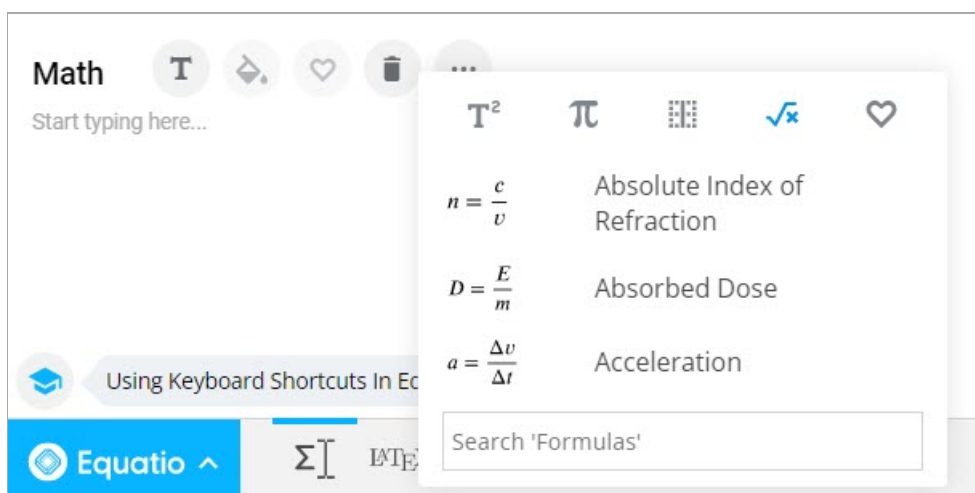


Add Formula Sheet to a Quiz

Last Modified on 04/14/2026 11:32 am CDT

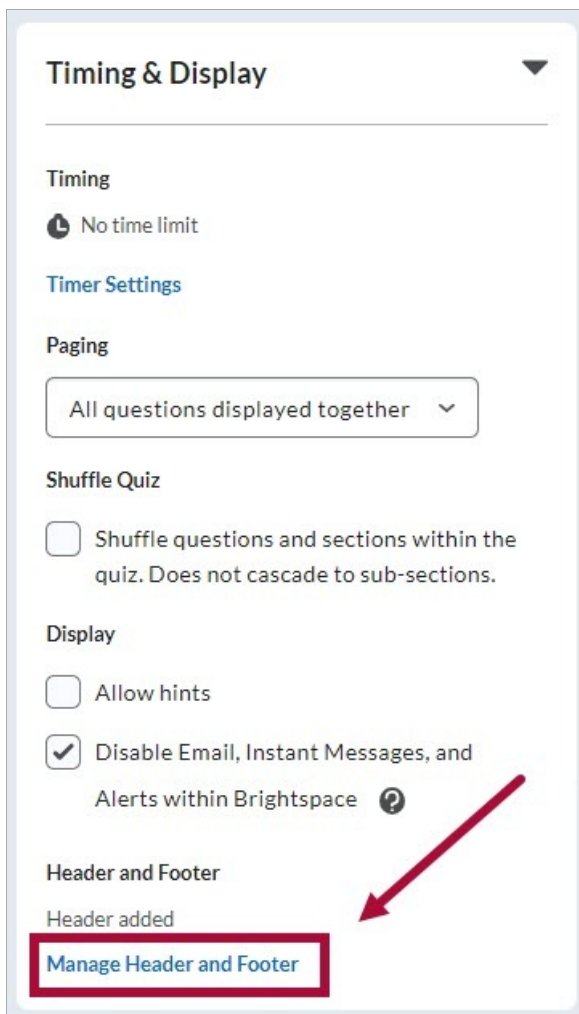
During a quiz, the instructor has the option to provide students with a **Formula Sheet**. In the process described in this article, the **Formula Sheet** PDF file will be incorporated as a link in the quiz header. Clicking the link will open the PDF in a new browser tab regardless of the quiz's length, ensuring students can access the **Formula Sheet** without scrolling within the quiz. This functionality also extends to **Respondus LockDown Browser**, requiring no additional modifications in the **Respondus** settings.

To generate the **Formula Sheet** PDF file, we recommend using **Microsoft Word** in conjunction with the [Equatio desktop version \(https://vtac.lonestar.edu/help/install-equatio-for-accessibility-and-more#:~:text=Google%20Chrome%20Extension-.Equatio%20for%20desktop%20\(Windows%20or%20MAC\),-The%20Desktop%20version\). Equatio Editor \(https://youtu.be/elryoU53Z8A\)](https://vtac.lonestar.edu/help/install-equatio-for-accessibility-and-more#:~:text=Google%20Chrome%20Extension-.Equatio%20for%20desktop%20(Windows%20or%20MAC),-The%20Desktop%20version).EquatioEditor) provides numerous formulas as depicted in the image below. Instructors have the flexibility to choose the application that best fits their needs.

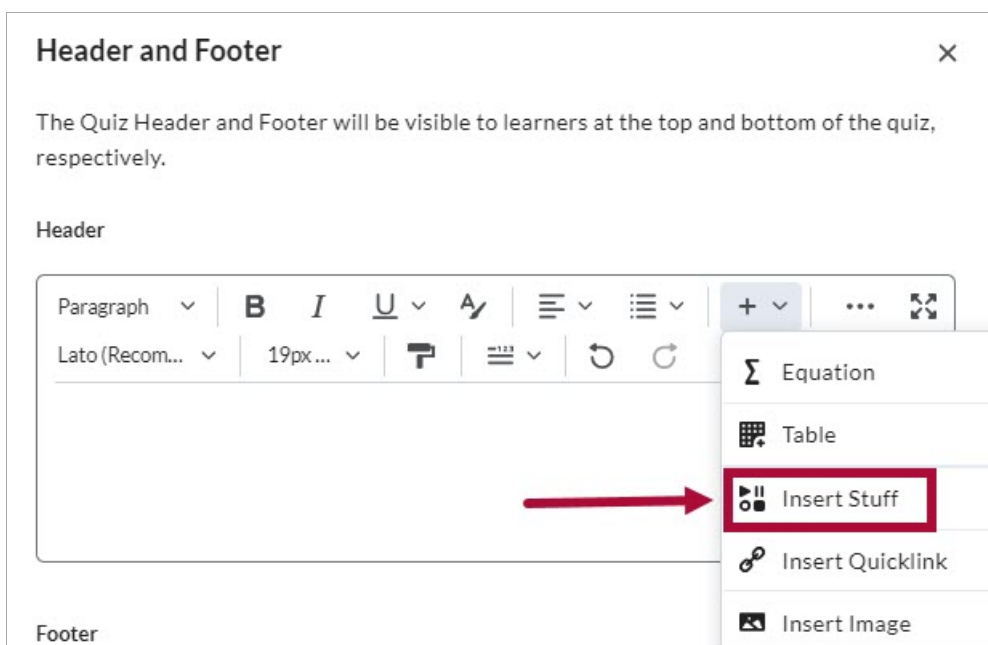


Adding a Formula Sheet to a Quiz

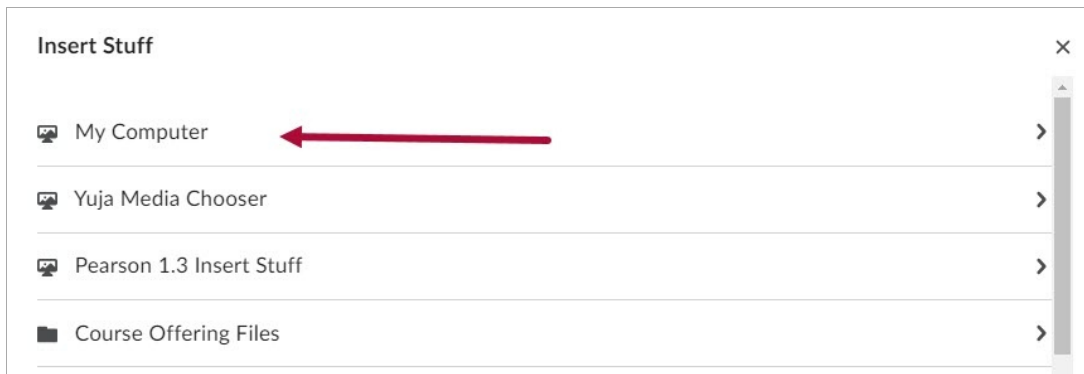
1. On the **Timing & Display** panel, select **[Manage Header and Footer]**.



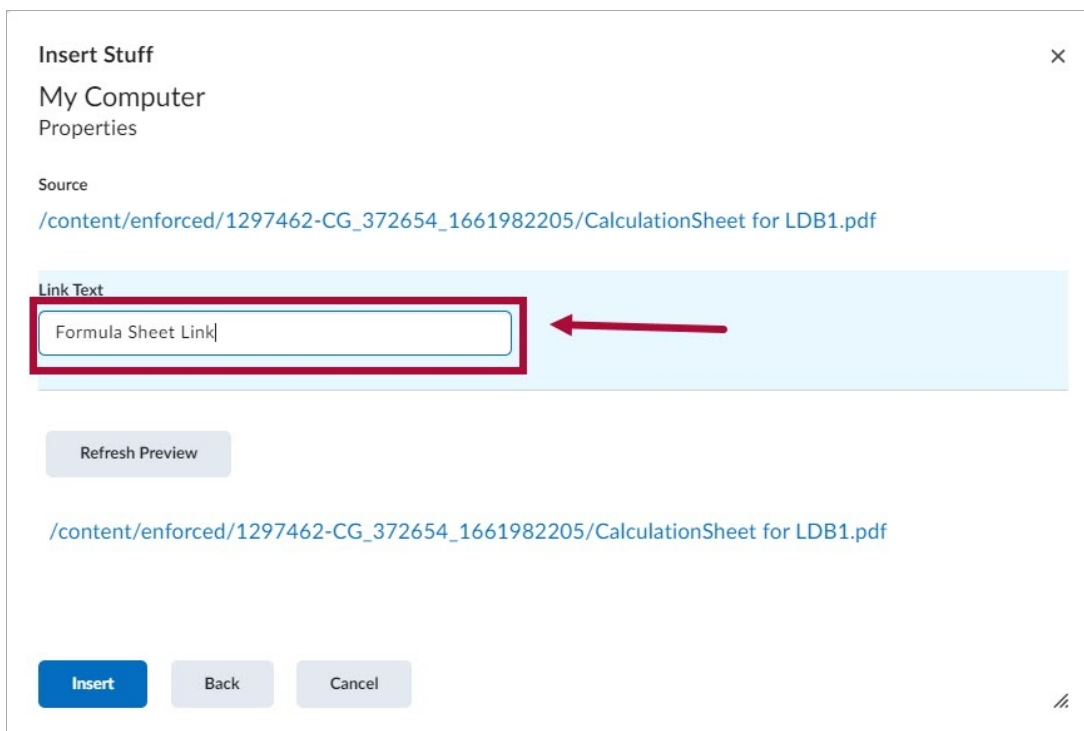
2. In the **HTML Editor**, click the **[+]** and select **[Insert Stuff]**.



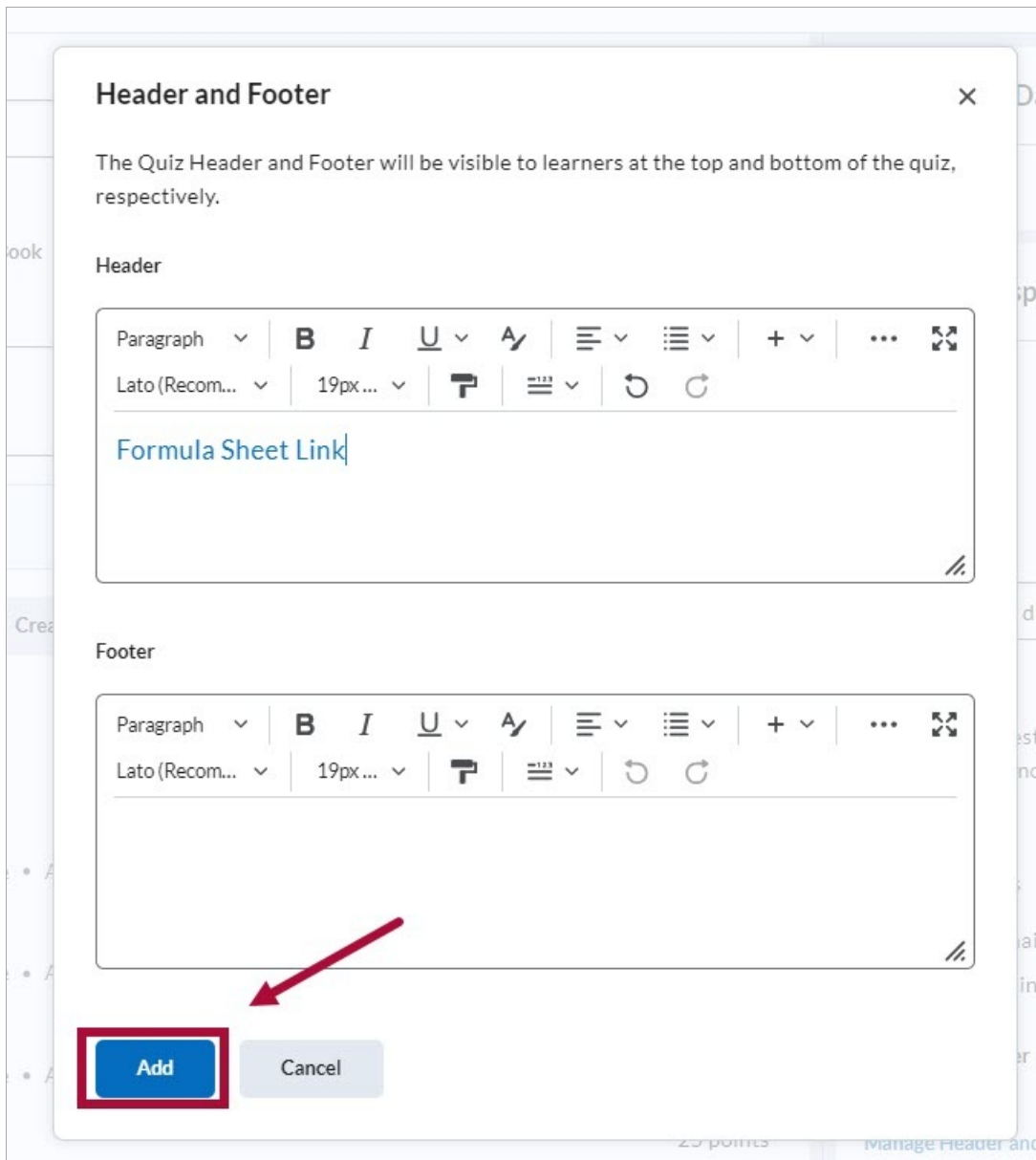
3. Select **[My Computer]** then **[Upload the File]** then **[Insert]**.



4. Insert the link name.



5. Select **[Add]**. Select **[Save & Close]** when you are done.



Troubleshooting and Support

If you need additional assistance, contact the **IT Service Desk** at **281.318.HELP** (4357).