Piazza Instructor Guide

This guide provides instructions on using Piazza on Canvas. Piazza is a question and answer platform.

1. Posting a note
   A. Click on the “New Post” button:

   ![New Post Button](image)

   B. Next, you can select the post type:

   ![Post Type Options](image)

   C. Now, you can select the audience:

   ![Audience Selection](image)

   D. Select the folders you want to post to:
E. Provide the content for the post:

F. Select whether you want to send immediate notification and click on “Post My Note.”

2. Posting a Question
   A. Start with clicking on the New Post button:
B. Next, you can select the Question type:

- **Question**: if you need an answer
- **Note**: if you don’t need an answer
- **Poll/In-Class Response**: if you need a vote

C. Now, you can select the audience:

- **Entire Class**
- **Class Group**
- **Individual Student(s) / Instructor(s)**

Enter one or more names...

Type "instructors" to include all instructors.

TA Tim  Brandon F

D. Select the folders you want to post to:

- hw1
- hw2
- hw3
- hw4
- hw5
- hw6
- hw7
- hw8
- hw9
- hw10
- project
- exam
- logistics
- other

Your class is currently set to use default folders. Edit these folders via Manage Class page.

E. Provide the content for the post:

- Use plain text editor

<table>
<thead>
<tr>
<th>Summary</th>
<th>Enter a one line summary...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Details</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
F. Select whether you want to send immediate notification and click on Post My Question.

3. Posting to a Group
   A. Click on edit Quiz button for your quiz:

   B. Next, you can select the post type:

   C. Now, you can select the audience as Class Group:

   D. Select the folders you want to post to:
E. Provide the content for the post:

F. You can now post as yourself, anonymous to classmate or to everyone.
4. Posting a Poll

A. Click on edit Quiz button for your quiz:

B. Next, you can select the post type as Poll:

C. Select the folders you want to post to:

D. Provide the content for the poll:
E. Now, enter the poll choices:

```
Poll Choices
Enter poll choices...
Add
Monday  
Wednesday  
Friday  
```

F. Submit a poll explanation or correct answer in case there is one:

```
Poll Explanation
Enter an explanation...
This is optional, and it will be displayed when the poll closes.
```

G. Select the poll type:

```
Poll Selection Type
One choice allowed
Multiple choices allowed
```

H. Select the duration of the poll:

```
Poll Close Date
After 2 days
Always open
```

I. Select when the poll results should be visible

```
Show Results to Students
Before a student votes
After a student votes
After poll closes
Never show results to students (instructors will always have the option to view results at any time)
```
J. Select whether you want to allow resubmission or not

K. Chose the level of anonymity

L. Select when you to publish the course

5. Saving a Draft
   A. Click on edit Quiz button for your quiz:
B. Provide the content of the course

It is helpful to reference Chapters 5 and 8 when working on these problems. There are a number of similar questions in previous problem sets.

C. Use Save Draft button to save the draft