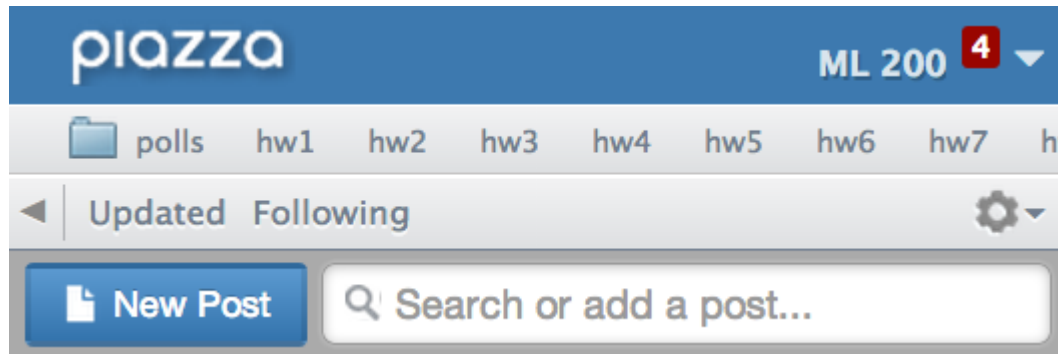


Piazza Instructor Guide

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

1. Posting a note

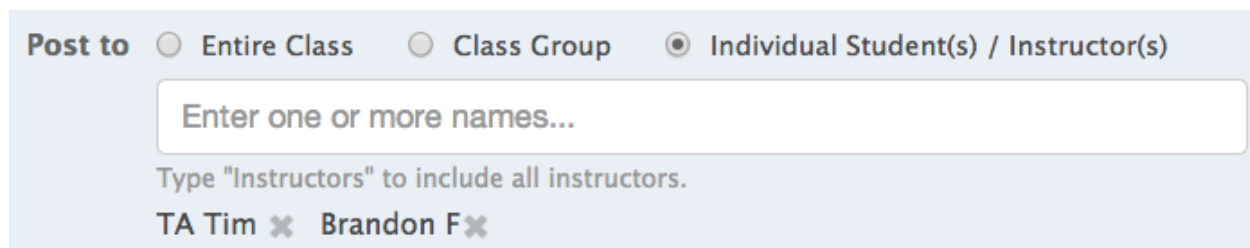
A. Click on the “New Post” button:



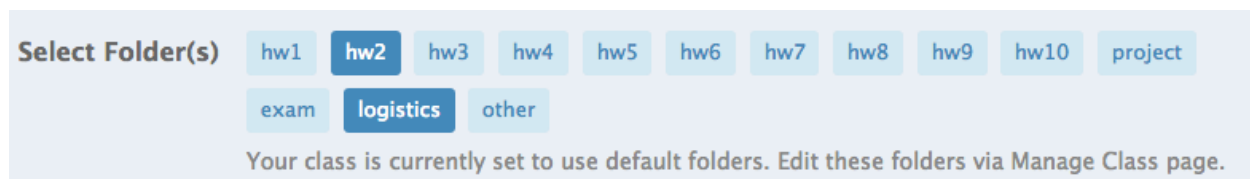
B. Next, you can select the post type:

Post 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:



D. Select the folders you want to post to:



E. Provide the content for the post:

Summary
(100 characters or less)

Enter a one line summary...

Details
use plain text editor

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾

B *I* [List] [List] [Align] [Align] [List] [List] [Link] [Image] [Media] **fx** code tt [Eye]

Help

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

Posting Options Send email notifications immediately (bypassing students' email preferences, if necessary)

Post My Note! Save Draft Cancel Preview Post

2. Posting a Question

A. Start with clicking on the New Post button:

PIAZZA ML 200 4 ▾

polls hw1 hw2 hw3 hw4 hw5 hw6 hw7 hw

Updated Following [Gear]

New Post Search or add a post...

B. Next, you can select the Question type:

Post 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:

Post to

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:

Select Folder(s)

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

E. Provide the content for the post:

Summary (100 characters or less) Enter a one line summary...

Details use plain text editor

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾

B *I*

 code tt

Help

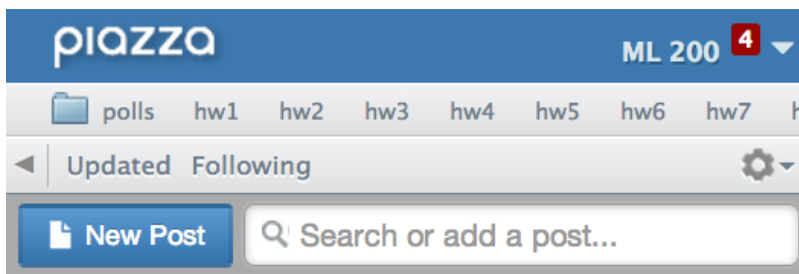
F. Select whether you want to send immediate notification and click on Post My Question.

Posting Options Send email notifications immediately (bypassing students' email preferences, if necessary)

[Preview Post](#)

3. Posting to a Group

A. Click on edit Quiz button for your quiz:



B. Next, you can select the post type:

Post 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 as Class Group:

Post to

Entire Class
 Class Group
 Instructor(s)

Group 2

D. Select the folders you want to post to:

Select Folder(s)

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

E. Provide the content for the post:

Summary
(100 characters or less)

Enter a one line summary...

Details
use plain text editor

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾

B *I* [List Bulleted] [List Numbered] [Align Left] [Align Center] [Align Right] [List Indent] [List Outdent] [Link] [Image] [Media] **fx** code tt [Eye]

Help

[Empty text area]

F. You can now post as yourself, anonymous to classmate or to everyone.

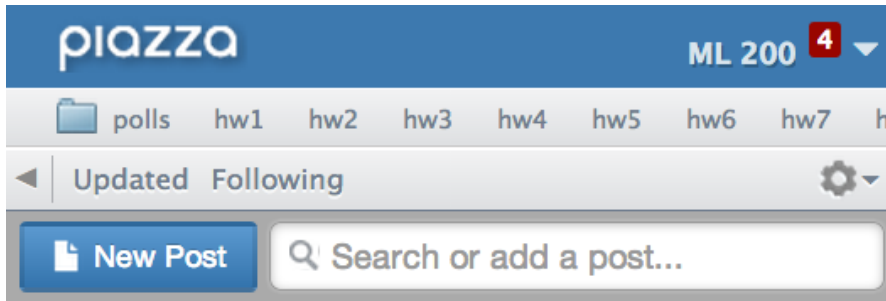
Show my name as

- ✓ Alaina Murphy
- Anonymous to Classmates
- Anonymous to everyone

Post my notes Save Draft Cancel

4. Posting a Poll

A. Click on edit Quiz button for your quiz:

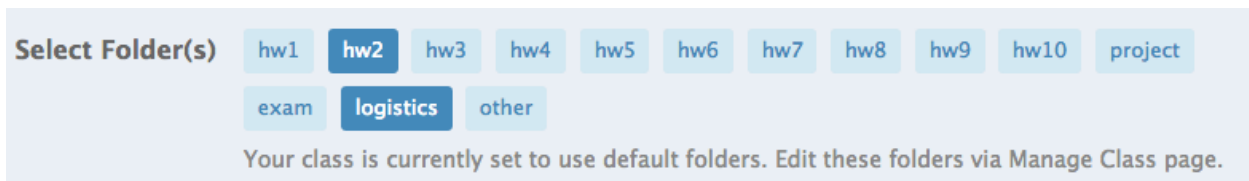


B. Next, you can select the post type as Poll:

Post 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. Select the folders you want to post to:



D. Provide the content for the poll:

Summary
(100 characters or less)

Enter a one line summary...

Details
use plain text editor

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾

Help

E. Now, enter the poll choices:

Poll Choices

Monday ✕
Wednesday ✕
Friday ✕

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

Poll Explanation
(correct answer, etc.) 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
(you will be emailed a report after the poll closes)

After You can close the poll at any time (useful for in-class polls)
 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

Revotes allowed? Yes
Voters will be able to revoke as many times as they want No

K. Chose the level of anonymity

Poll Anonymity Show names to everyone
 Show names to instructors but not students
 Don't show names to anyone (the only option for large classes)

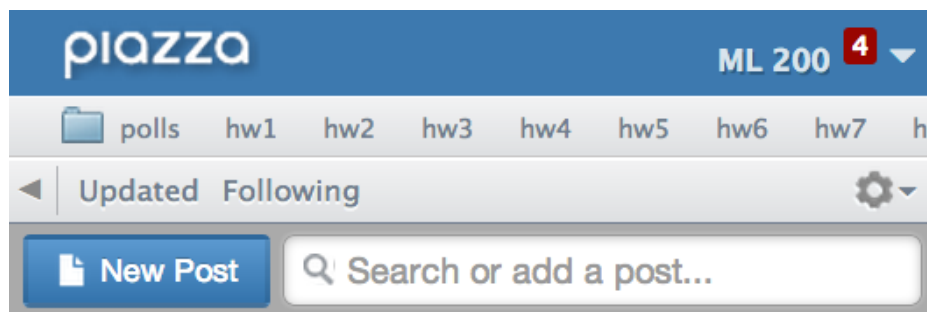
L. Select when you to publish the course

Visible to class Visible now Visible now to individuals
 Make visible later You can publish it later at any time to make it visible to the class

Posting Options Send email notifications immediately (bypassing students' email preferences, if necessary)

5. Saving a Draft

A. Click on edit Quiz button for your quiz:



B. Provide the content of the course

Summary
(100 characters or less)

Questions 22b-58e

Details
use plain text editor

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾

B *I* [List Bulleted] [List Numbered] [Align Left] [Align Center] [Align Right] [List Indent] [List Outdent] [Link] [Image] [Media]

f_x code tt [Eye] Help

It is helpful to reference Chapters 5 and 6 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

Posting Options

Make this an announcement (note appears on the course page)

Send email notifications immediately (bypassing students' email preferences, if necessary)

Post My Note! Save Draft Cancel