Enroll in Piazza

Piazza is an online platform to facilitate interactions among students and instructors and manage class Q&A’s. Instructors can answer students’ questions once, and make it available for all students to see the replies. Students can also engage with classmates in online discussion. Piazza can be used to post announcements, class files, resources, and conduct polls outside of Sakai as well. For more information, visit the Piazza Quick Start Guide

1. Select the Piazza tool from your course menu.
2. Check the class name, class number, enter an estimated enrollment and then select the correct term from the drop-down menu.
3. Select Create Class.
4. Confirm the enrollment information.
5. Select Continue to finish creating your Piazza class.
Manage Piazza Class Settings

1. From within the Piazza tool, select **Manage Class** from the top menu bar.

2. Then select **Customize Q&A** to review and update your Q&A settings and to configure class folders as desired.

3. Select **Save Changes** when finished.

Creating a Post

1. Select **New Post** under the **Q&A** tab to create a new post for students.

2. Choose the **Post Type**:
   a. **Question Posts** – To ask a question of individual students or the whole class, these post will remain highlighted red in color until marked with an answer.
   b. **Note Post** – Used if an answer is not required and can be made into an announcement that appears on the course homepage.
   c. **Poll/In-Class Response** – Used for polling students, can be anonymous or associated with student responses.

3. Mark whom to share the post with and then select an associated folder.
4. Once complete, scroll down and click **Post My Question/Note/Poll**.

Responding to Posts

1. Click on the name of a post to read and reply.
   a. Posts with blue dots indicate a new or unread post.
   b. Posts highlighted in red are unanswered questions.
   c. Post with an orange “i” indicate an instructor has responded to the question.
   d. Posts with great linked box indicates a note.
   e. Posts with a gray poll indicates a poll.
2. Type your response into the instructors’ answer area.

3. Then using the text box editor, enter your response and click **Submit**.

*Note: If the student selected to post the question for the whole class, then the entire class will also see the instructor response.*