

Piazza Staff Guide

Create your Piazza Class

You may wish to set up Piazza board in your [Blackboard playground](#), as a practice before creating a Piazza in your course unit.

1. Log in to Blackboard. Click on the Blackboard course you'd like to link to include Piazza in. Switch on **Edit Mode**.
2. Click **Content>Build Content>Piazza** to create your Piazza link.
3. **Create Piazza**: Name your Piazza link. We recommend that you use your course unit code and academic year. Under options, leave permit users to view content as Yes if you want the link to be available now. Finally, click **Submit**.
4. Next Piazza will open. If you are using Piazza for the first time, you may be asked to verify your email address (via some short on-screen prompts).
5. Piazza will pull details of your School (University of Manchester) and class information (Class Name and Class Number) from Blackboard and will automatically select a Term for you (eg. Fall 2022). You will need enter an **estimated enrolment** figure. Next click **Create New Piazza Class**.

Now you will need to configure your class settings.

Configure your Class settings

Once you have created your class you will need to configure some basic class settings. These settings include class information (start date), options for adding (staff and students), question and answer settings (e.g. anonymous posting) and setting a folder structure to organise your discussion board space. You can change class settings as needed by going to **Manage Class** within your discussion board.

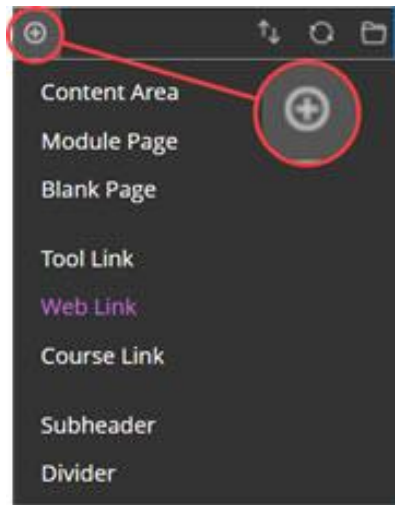
- **Confirm Basic Class Information**: Enter a **course start date**. For **Instructor self sign up** ensure Disabled is checked (to prevent students signing up as instructors).
- **Enroll students and instructors, or share your class sign up link**. You will see instructions on screen with the options available to enrol your students and other staff.

Student enrolment

You can create a direct link for students to sign up to your Piazza class, by copying the class **sign up** URL and sharing the link in your Blackboard space. To do that follow the instructions below. You may find it easier to set up your staff before creating your Blackboard link.

- Go to **Manage Class**, copy the URL address shown underneath **Sign up link**.

- Return to your Blackboard home page for the chosen course unit and switch on **Edit Mode**. At the top of your Blackboard menu on the left of the screen you should see your class name and just above this a + button.



- Click the + button and then **web link**. For **Name** enter Discussion Board (Piazza) and for **URL** paste in your sign up link. You will need to enter https://at the beginning of your web address and check the box available to users for the menu link to be visible and then click **Submit**.
- When students click on the link, they will be prompted to create a Piazza account, or if they already have an account then the discussion board will open. Guidance that you can share with your students is available [here](#).

Staff enrolment

- During class set up you will be able to **Enroll Professors/TAs**. To do that to type the relevant email addresses into the text box and click **Add Instructors**. You can add staff at any time via **Manage Class>Manage Enrollment>Enroll Professors/TAs**.

Class Q&A settings

- Use **Manage Class>Customise Q&A>Q&A settings** to determine settings for anonymous posting, private posts and whether to enable students to be able to create polls.

Class folders

Piazza will automatically generate several folders. You can add to or rename these folders to suit your class via **Manage Class>Manage Folders>Configure Class Folders**. You may wish to have a folder for each week of your course and a class for exams and/or assessment questions. Check out the [organizational tips for folders video](#) which covers creating and editing folders and how to pin a post within your Q&A feed.

Once you have configured basic settings, your discussion board will open showing the **Q&A** section. You can edit class settings that you configured above by clicking on **Manage Class** tab.

Q&A (Question and Answer)

Post types

There are three different **post types** available to use (see below). Both students and staff can access notes, questions and polls via Q&A on the discussion board.

Follow step by step instructions via Piazza on how to [post a note](#), [post a question](#) , [post a poll](#) or alternatively watch this [short video on creating your first post](#)

Question (if you need an answer)

Once you have posted a question, staff will be able to respond to the question via the instructors' answer section, to create a collective wiki. Similarly, the student view contains a students' answer section, where students can collectively enter and edit responses. Once a student has entered an answer, you'll see this in instructor view. Students can also add a follow up discussion, which instructors will see and be able to click an option to resolve the query.

Notes (if you don't need an answer)

Once you have posted a note, both staff and students will see the note in the Q&A section. If a student does wish to respond, they can reply using the follow up discussion box underneath the note. Any follow up discussions will then become visible to the instructor to resolve and reply to.

Linking Piazza posts to Blackboard

Piazza will automatically generate a unique number for each post, note and follow up. Click on the blue link button next to the @X number to copy a URL link to the post, which can be pasted into your Blackboard space.



Linking between posts in Piazza

To link between posts in Piazza, simply type the @postnumber to create a hyperlink to the relevant post.

Student view

The [student view of Piazza](#) is very similar to the instructor view, except students will not have the manage class section. You may wish to set up Piazza board in your [Blackboard playground](#), as a practice before creating a Piazza in your course unit. Guidance that you can share with your students is available [here](#).

Case Study

[Watch a video by Professor Ralf Becker](#) from the School of Social Sciences. Ralf demonstrates how he sets up a Piazza space and how he used Piazza with his students. Time stamps have been listed below the video so that you can navigate to key points.

Tips for using Piazza

Below are some tips and links to further resources to help you get started.

- Set expectations, be clear to student what role yourself and other staff will take (see [Course Organisers cheat sheet](#).)
- Encourage students to ask all content related questions on the discussion board. If you receive questions by email copy and paste the question and your answer as a note into the discussion board.
- Link your classes to your discussion boards, to encourage students to use and reflect on the benefits of using Piazza. For example, mention questions and good contributions that has been raised in Piazza in lectures.
- Link activities to Piazza. For example, ask students to post their reflections on a reading via Piazza.

Further resources

- Access a full range of [support articles via the Piazza website](#)
- Watch [Piazza's how to videos on YouTube](#)
- Find out what colleagues think about Piazza - [Piazza Online Survey - Summary report](#)