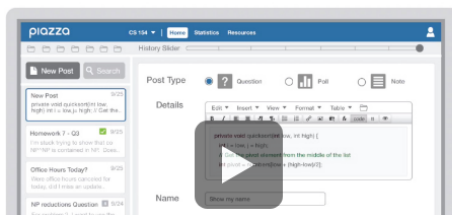
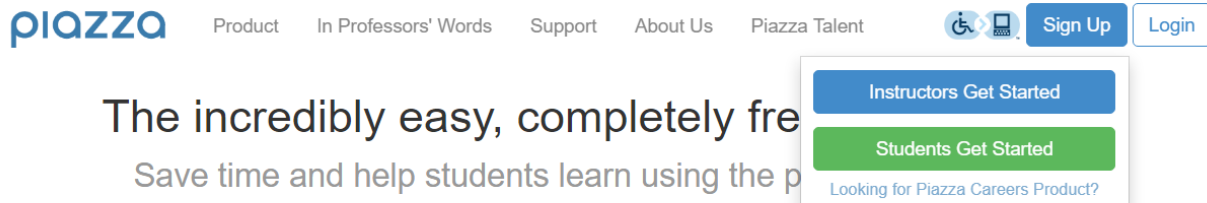


# A “How-to” Piazza Guide

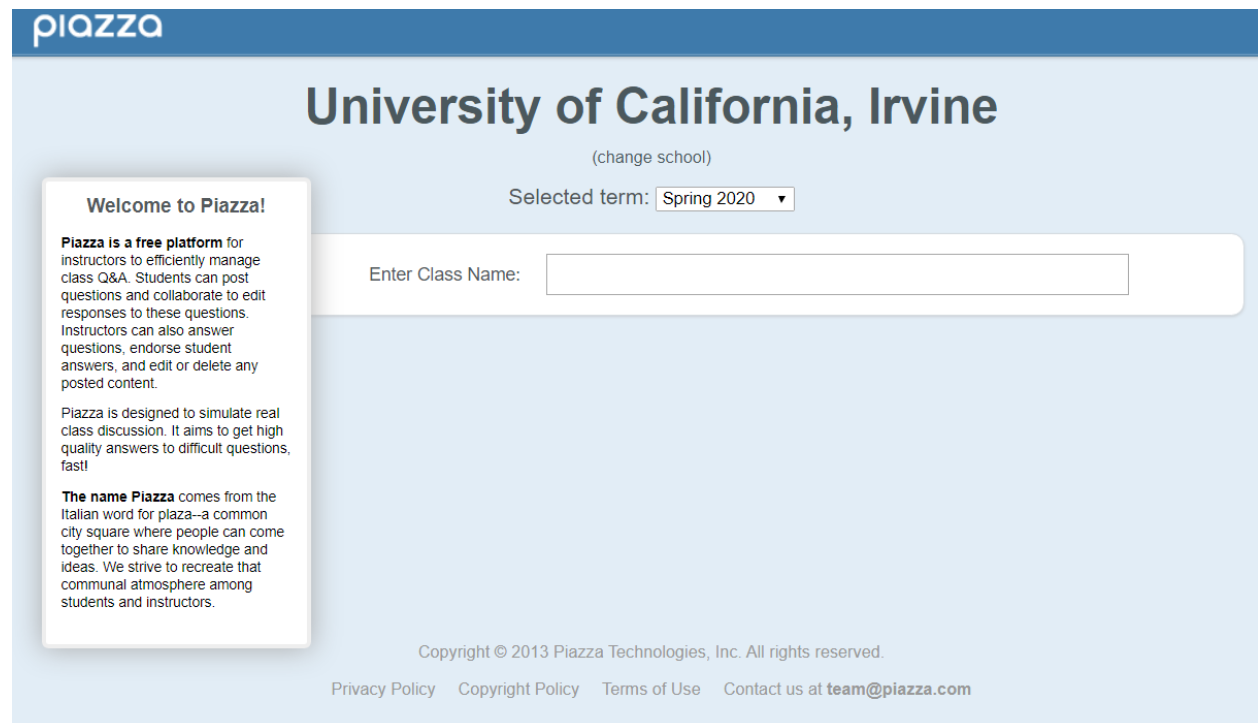
## Setting up Piazza

1. Go to piazza.com and make an account. When you sign up, make sure you click on “Instructors Get Started”.



- Wiki style format enables collaboration in a single space
- Features LaTeX editor, highlighted syntax and code blocking
- Questions and posts needing immediate action are highlighted
- Instructors endorse answers to keep the class on track
- Anonymous posting encourages every student to participate

2. At this point, I don't quite remember what piazza will lead you towards, but try to find a button called “Create a new class”. This should lead you to a page like the following:



- Make sure that the quarter is correct (the “selected term”) and then enter your class name. You should see that there are some options that appear; select the one that would match your course. If you do not see anything matching your course, then “Create a new class”, like below.

**piozza**

## University of California, Irvine

(change school)

Selected term: Spring 2020

Welcome to Piazza!

**Piazza is a free platform** for instructors to efficiently manage class Q&A. Students can post questions and collaborate to edit responses to these questions. Instructors can also answer questions, endorse student answers, and edit or delete any posted content.

Piazza is designed to simulate real class discussion. It aims to get high quality answers to difficult questions, fast!

**The name Piazza** comes from the Italian word for plaza—a common city square where people can come together to share knowledge and ideas. We strive to recreate that communal atmosphere among students and instructors.

Enter Class Name:

Searching for "ics"

- + Create a New Class**
- 47030: Physics 3B Spring 2020 488 Enrolled
- [ICS 53: Principles in System Design](#) 340 Enrolled
- [ICS 33: Intermediate Programming](#) 314 Enrolled
- [ICS 31: Intro to Programming](#) 312 Enrolled
- [ICS 6B GASSKO: ICS 6B Boolean Algebra](#) 274 Enrolled
- [ICS 51: Intro Computer Org](#) 270 Enrolled
- [ICS 46: Data Structure Implementation and Analysis](#) 254 Enrolled
- [ICS 45C: Programming in C++ as a Second Language](#) 242 Enrolled

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- In any case, you should be directed to a page that looks similar to this -- some values may be filled in already if you selected something in the previous step.

**piozza**

## University of California, Irvine

(change school)

Selected term: Spring 2020

Welcome to Piazza!

**Piazza is a free platform** for instructors to efficiently manage class Q&A. Students can post questions and collaborate to edit responses to these questions. Instructors can also answer questions, endorse student answers, and edit or delete any posted content.

Piazza is designed to simulate real class discussion. It aims to get high quality answers to difficult questions, fast!

**The name Piazza** comes from the Italian word for plaza—a common city square where people can come together to share knowledge and ideas. We strive to recreate that communal atmosphere among students and instructors.

### Create a New Class

Class Name:

Class Number:

Estimated Class Enrollment:






Class Term: Spring 2020  
*Wrong term? Select a new term at the top of this page.*

I am affiliated with University of California, Irvine as per Piazza's [Terms and Conditions](#).

[Cancel](#)

Unable to add your class? Email us at [team@piozza.com](mailto:team@piozza.com) or call us at 1-800-818-4124, and we'll help you get started!

5. Fill in the appropriate information and then select “Create class”. This should lead you to a page that has posts like these to the left:

|  |  |         |   |
|--|--|---------|---|
| <input type="checkbox"/> Private   | <b>Intro to the Piazza Network</b>         | 3/24/20 |  |
| <input type="checkbox"/> Private   | <b>Introduce Piazza to your stu...</b>     | 3/24/20 |  |
| <input type="checkbox"/> Private   | <b>Get familiar with Piazza</b>            | 3/24/20 |  |
| <input type="checkbox"/> Private   | <b>Tips &amp; Tricks for a successf...</b> | 3/24/20 |  |
| <b>Welcome to Piazza!</b><br>Piazza is a Q&A platform designed to get you great answers from classmates and instructors fast. We've put together thi |  | 3/24/20 |  |

... and this at the top. (of course, with the appropriate name - it may not be CS 143)



6. You will want to go into “Manage Class”, where you will see this page.

---

### Class Information

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**Course Number:**

**Course Name:**

**Class Term:** Spring 2020  
↳ To use Piazza for CS 143 for a different term, [click here](#) to create a new class for that term.

**Course Start Date:**

**Signup Link:**  
[piazza.com/uci/spring2020/cs143](https://piazza.com/uci/spring2020/cs143)  
↳ Direct students and fellow instructors to this URL, where they can sign up for this class.

**Access Code:**  
[Add access code](#)

**Class Link:**  
[piazza.com/uci/spring2020/cs143/home](https://piazza.com/uci/spring2020/cs143/home)  
↳ This is the link to your course page on Piazza.

**Instructor Self-Signup:**  Enable  Disable  
↳ If Enabled: You will be notified each time someone signs up as an instructor to your class.  
↳ If Disabled: Instructors cannot sign up from the Piazza home page. You will need to enroll them below.

**Class Status:**  Active  Inactive  
↳ Making a class inactive freezes the class, preventing anyone from joining and any new posts from being submitted. This is suggested when the term is over, or for take-home exams.

IMPORTANT: You should provide the signup link to your students. If you wish to provide an access code to enroll, you may make one by clicking “Add access code”.

Other notes: It is best to disable instructor self-signup. You don’t want students signing themselves up as instructors or TAs for the course. Also, make sure that the “Class Status” is “Active”. Once the quarter is over, you just need to turn this button to “Inactive”.

IMPORTANT: If you make any changes, then make sure to press “Save Changes”.

7. The next section is the Q&A settings.

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## Q&A Settings

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**Posting Anonymously:**  Enable  Disable

- ↳ **If Enabled:** Students can show up as "Anonymous" to both classmates and instructors.
- ↳ **If Disabled:** Students can show up as "Anonymous" to classmates, but not to instructors.

**Private Posts:**  Enable  Disable

- ↳ **If Enabled:** Instructors and students will be able to post privately to instructors.
- ↳ **If Disabled:** Only instructors will be able to post privately to instructors.

Private Posts as Default

- ↳ **If Enabled:** The post to option will default to post privately to instructors.

**Syntax Highlighting within <pre> tags:**  Enable  Disable

- ↳ If our syntax highlighter doesn't make sense for your class, you can disable this feature here.

**Student Polls:**  Enable  Disable

- ↳ **If Enabled:** Instructors and students will be able to post polls.
- ↳ **If Disabled:** Only instructors will be able to post polls.

**Instructor Tagging in Posts:**  Enable  Disable

- ↳ **If Enabled:** Instructors will be able to tag fellow instructors in posts. When tagged, instructors receive real-time email updates bypassing email preferences.
- ↳ **If Disabled:** No one will be able to tag instructors in posts.

Students can tag instructors

- ↳ **If Enabled:** Students will be able to tag instructors in posts.

**Duplicate Post Suggestions:**  Enable  Disable

This feature is automatically enabled if your class enrollment is 100 or greater.

- ↳ **If Enabled:** When instructors and students are posting, they will be prompted with suggestions of posts that may be similar.
- ↳ **If Disabled:** Instructors and students will not be prompted with post suggestions.

**Reading List:**  Enable  Disable

- ↳ **If Enabled:** Help your students catch up if they haven't been keeping up-to-date on Piazza posts in your class, by flagging posts as part of their Reading List. You can set an additional flag that requires a student to have read the post before they can create a new one. Reading List posts appear in a "my reading list" bin for students' easy access, right below the "pinned" bin.
- ↳ **If Disabled:** Instructors are not able to add posts to a reading list.

**Timer delays**  Enable  Disable

- ↳ Timer delays allow instructors to hold off on answering student questions immediately, thereby encouraging other students to answer questions in the meanwhile. You can see when the timers are up and questions are due to be answered. Only instructors can see the timer.

Save Changes

IMPORTANT: You want to make sure that “Posting Anonymously” is **disabled**. This makes it so that students do not show up as anonymous to instructors, and is important just in case people try to do anything inappropriate in the piazza.

8. In the Configure class folders section, you are able to make “folders” for the students to ask questions in. That is, suppose that your class has 4 homework assignments, and 1 exam. From an organizational standpoint, if a student has a question about homework #1, then they can post under the folder “hw1”. This makes it easier to both search for questions, and to answer them.

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## Configure Class Folders

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Folders allow you to keep class content organized. When students and instructors add a new post, they will be required to specify at least one folder for their post. [disable folders for my class](#)

### Create new folders

Add folders that are relevant for your class. Select 'numbered' to create numbered folders (hw1-hw4).

numbered; suffix #s:  -

### Reorder and delete folders:

Manually sort using

|              |             |
|--------------|-------------|
| hw1          | Edit Delete |
| hw2          | Edit Delete |
| hw3          | Edit Delete |
| hw4          | Edit Delete |
| lecture      | Edit Delete |
| midterm_exam | Edit Delete |
| final_exam   | Edit Delete |
| project      | Edit Delete |
| logistics    | Edit Delete |
| other        | Edit Delete |

#### How do folders work?

Folders are a way of keeping your class content organized. They can only be created by instructors and by default, are mandatory at the time of asking a new question. You, as an instructor, can create, edit or delete folders, as well as disable folders altogether.

9. The next section is to enroll the instructors / TAs for the course. Just add everyone’s emails here, and then click “Add instructors”

---

## Enroll Professors/TAs

---

Copy and paste email addresses in any format.

↳ Once added, they receive a Welcome email with a link to activate their Piazza account.

10. The next section is to add students. This step is optional -- you can either have your students enroll themselves, or you can enroll students manually. If you want to have the first option, then you do not need to do anything, except distribute the "Signup link" from step 6 (and tell your students to enroll). If you want the second option, the easiest way is to go to WebRoster to get a list of all the students' emails (which you would copy paste into here). In the past, I have found that either option works -- the students that wish to participate in using piazza do so, and the ones that don't, don't... regardless of whether they are enrolled or not.

---

## Enroll Students

---

Copy and paste email addresses in any format.

↳ Once added, they receive a Welcome email with a link to activate their Piazza account.

Enable Add/Drop

↳ Check this option if you're uploading your latest roster or pasting it in. We will detect the newly added/missing names. You'll be able to confirm whether to add and/or drop those students in the next step.

Add Students

or upload a file

11. Everything else in the settings does not matter. You can leave it as is, or play around with it. Remember to save.

## Using Piazza for Instructors

As mentioned before, piazza is a Q&A platform, which means that students can ask questions / instructors can respond.

When a student has an unanswered question, you'll see something in red on the left, like so:

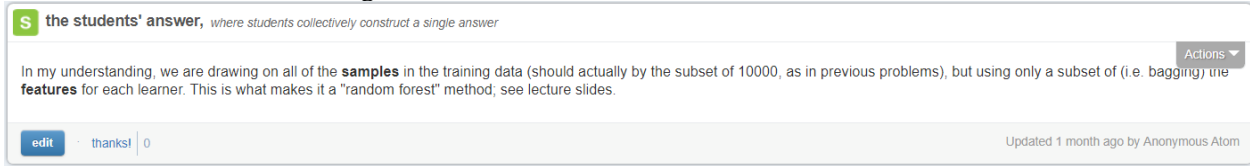
**Past Exam** 3/16/20  
How to explain the solutions for Problem 5 (c)(d) in 2015W final exam?  
exam

Once you click on that, you can see the entire question:

? question @64 57 views  
Past Exam  
How to explain the solutions for Problem 5 (c)(d) in 2015W final exam?  
exam  
edit · good question 0 Updated 19 days ago by Anonymous Gear

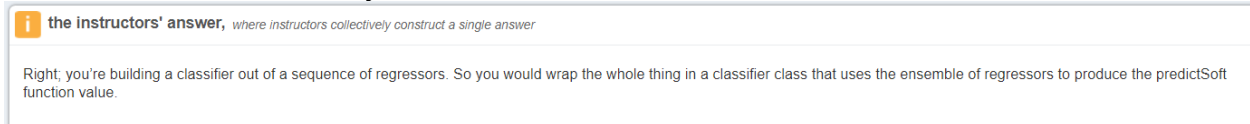
Note: the bottom right corner will show the name of the student (to instructors, this will be shown as “student-name (Anonymous Gear to classmates)” or something along those lines.

Answering Piazza Questions. Both students and instructors are allowed to answer piazza questions. Student answers will have a green S, like



A screenshot of a student answer in Piazza. The answer is enclosed in a light gray box with a green 'S' icon in the top left corner. The text of the answer reads: "In my understanding, we are drawing on all of the **samples** in the training data (should actually be the subset of 10000, as in previous problems), but using only a subset of (i.e. **bagging**) the **features** for each learner. This is what makes it a "random forest" method; see lecture slides." In the bottom right corner of the box, there is an "Actions" dropdown menu. Below the answer box, there is a blue "edit" button, a "thankst" button, and a "0" indicating the number of thanks. On the far right, it says "Updated 1 month ago by Anonymous Atom".

while instructors will have a yellow I, like



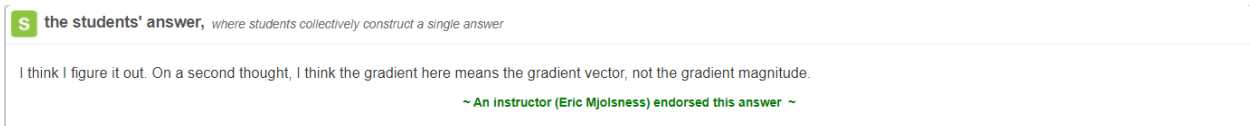
A screenshot of an instructor answer in Piazza. The answer is enclosed in a light gray box with a yellow 'I' icon in the top left corner. The text of the answer reads: "Right; you're building a classifier out of a sequence of regressors. So you would wrap the whole thing in a classifier class that uses the ensemble of regressors to produce the predictSoft function value."

As an instructor, you are able to endorse student answers by clicking “good answer!”.



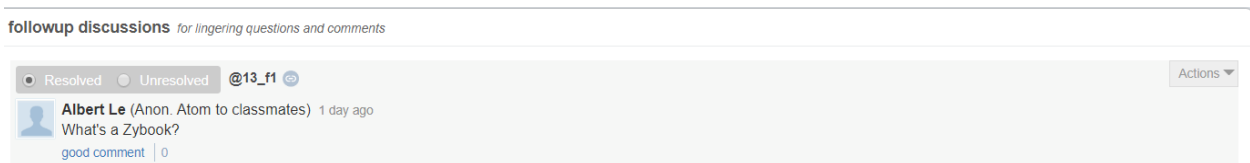
A screenshot of the "good answer" button in Piazza. It consists of a blue "edit" button, a "good answer" button, and a "2" indicating the number of endorsements.

(it looks like: in the corner of an “answer box”), and will show up as:



A screenshot of a student answer in Piazza that has been endorsed by an instructor. The answer is enclosed in a light gray box with a green 'S' icon in the top left corner. The text of the answer reads: "I think I figure it out. On a second thought, I think the gradient here means the gradient vector, not the gradient magnitude." Below the answer, there is a green line of text that reads: "~ An instructor (Eric Mjolsness) endorsed this answer ~".

Follow-up discussions. In the case that a student has more questions, then they can post in the follow-up discussions area, which lies at the bottom of a page.



A screenshot of the follow-up discussions area in Piazza. The area is titled "followup discussions for lingering questions and comments". It features a "Resolved" button and an "Unresolved" button. Below these buttons, there is a comment from a student named "Albert Le (Anon. Atom to classmates)" posted "1 day ago". The comment text is "What's a Zybook?". Below the comment, there is a "good comment" button and a "0" indicating the number of good comments. In the top right corner, there is an "Actions" dropdown menu.


You can answer these by typing in the “reply to this follow-up question”.

To manage the questions that you’ve looked at, and the questions that you have not, you can look at the left side:


Example 1: The red background means that there has been no student answer, no instructor answer yet.

▼ **Study guide** 10/30/19  
Does anyone know which section/page of the Kochenderfer and Walker textbook correspond to "df/d alpha in line min□

Example 2: The yellow i means that an instructor (professor or TA) has answered the question.

**Homework** Fri  
Is hw1 uploaded yet? Are we required to do the ZyBook? or are there any points for doing that? 


Example 3: The green s means that a student has answered the question.

**Group Restriction for Final Project** 10/31/19  
Can undergraduate and graduate join the same group for final project? 


Example 4: The combination of yellow i and green s means that there is a student answer and an instructor answer for the question.

**Will we be tested Taylor Expansion?** 10/28/19  
Will we be tested Taylor Expansion although it doesn't on the study guide.  

Example 5: If there are any follow-up questions that are not yet resolved, then you will see the red text like so:

▼ **Derivations described on the study gui...** 10/30/19  
I am confused as how to derive "golden ratio from golden section". In the K&W textbook, golden section is de   
• 1 Unresolved Followup

Example 6: If a student has answered, and an instructor agrees (and clicks "good answer!"), then you will see a green s with a check mark.

▼ **Transposing a float value?** 10/18/19  
Gama  $\gamma$  is the change of gradient, which is the difference of two numbers. If  $\gamma$  is a number, what do  $\gamma.T$  means? I know i 

There are a few more features of piazza, but for basic usage, this is fine..