

## Piazza in Blackboard for Instructors

Piazza is an online platform designed to facilitate interaction among students and instructors and efficiently manage class Q&A's. Students can post questions and collaborate to edit responses, instructors can answer students' questions once, endorse students' answers and edit or delete any posted content. Piazza is designed to simulate real class discussion. Piazza can be used to post announcements, resources and conduct polls. While not affiliated with the College, many instructors are finding *Piazza* an interesting alternative to the native discussion board in Blackboard.

### Using Piazza in Blackboard

Piazza has an integrated tool that can be used inside your existing course page of Blackboard.

1. To create a Piazza page and integrate it with your Blackboard course site, simply go to the Tools area of your course menu and click on the **Piazza** tool.
2. The Piazza tool will appear. Click on it to configure it. Enter your class name for the correct term and click **+ Create a New Class**. Note: If a class already exists with the same name, simply add your last name to the course name or number.
3. You will find a form, 'Create your class on Piazza', with most of the fields already filled in. If you wish, you can modify it, entering your class information: class name, number, estimated enrolment and select the appropriate term from the drop down menu. Click the **'Create Class'** button.

**Imperial College London**  
(change school)

Selected term: Fall 2015

**Create a New Class**

Class Name:

Class Number:

Estimated Class Enrollment:

Class Term: Fall 2015  
Wrong term? Select a new term at the top of this page.

I am affiliated with Imperial College London as per Piazza's [Terms and Conditions](#).

**Create Class**
[Cancel](#)

- If you already have a Piazza user account, select "Join as Professor" (or "Join as Teaching Assistant") and enter your college email address. You will receive an activation link in your inbox. Once activated, you can enrol your students!

**Imperial College London**  
(change school)

Selected term: Fall 2015

**Your Classes (1):**

**CE 1-04-1: Fluid Mechanics 1 15-16 (Fall 2015)**  
Instructors: None  
 Join as Student    Join as Teaching Assistant (TA)    Join as Professor

**Add More Classes:** Teaching more classes this term? [Add them here](#)

**Enroll in Your Class(es)**

Enter your email address ending with **imperial.ac.uk** to enroll. We will send an email to this address with a link to activate your account.

Email:

Confirm Email:

- If you do not have a Piazza user account, you will need to create one. Piazza will display a new page with 'Confirm Enrolment' and 'My Account' area. Your username is your college e-mail address. Remember your username / password. You will need your password to add your account to future Piazza discussion boards or to access your Piazza discussion boards at <http://piazza.com> online or through a mobile app. Click 'Continue' to finish creating your Piazza class. After the class and account have been created, your Piazza discussion board will be displayed each time you click on the Piazza tool.

**PIAZZA**

**Join the discussion!**

**Confirm Enrollment**

School: Imperial College London  
 Class: SANDBOX-LMARCZEW: Sandbox - Luke  
 Term: Summer 2015  
 Role: Student

**My Account**

Your Name:

Your Email:

You can access Piazza on the go with the Android and iOS apps, or directly from [piazza.com](http://piazza.com). We need you to set a password, so you can log in.

Choose a new Piazza password:

Confirm new password:

I have read and I agree to Piazza's [Terms of Use](#).

Confirm your course details and create a new password to login



Once you and your students have signed up for Piazza and been linked into the Piazza site for your Blackboard module, you can then go directly to <http://piazza.com> to log in (use the email and password they used during sign up) to their Piazza course site (ex. you won't need to login to Piazza through Blackboard again).

## Enrolling your students / Blackboard integration

When you set up a new class students do not get automatically enrolled with appropriate roles based on the blackboard course roster because they have to agree to the terms and conditions of Piazza, before they use it for the first time. After the student creates a password and registers, Piazza will be mapped to their Blackboard accounts and then they will be able to automatically login.

CE 1-04-1 ▾

Q & A

Resources

Statistics

Manage Class

1. Click on the 'Manage Class' page, you can enrol students in one of the following ways:
  - a) Paste in students' email addresses (in any format). A welcome email will be sent to the user with a direct link to activate their account and set a password.
  - b) Upload a .txt or .csv file with your student roster.
  - c) Copy the class sign-up link and send it out to your students. Students will need to provide a valid college email address, otherwise they will need to provide an access code which you can find on the same 'Manage Class' page.



During Add/Drop period, you can use the add/drop roster feature by checking the box that enables add/drop support prior to copying in students' emails or uploading your student roster. This feature can be helpful during the first couple weeks of the term when the student roster is continually changing.

## Managing Piazza class settings

1. Click on the Piazza tool in your Blackboard course site, and then click on 'Manage Class' at the top of the screen.

### Q&A Settings

**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.

**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

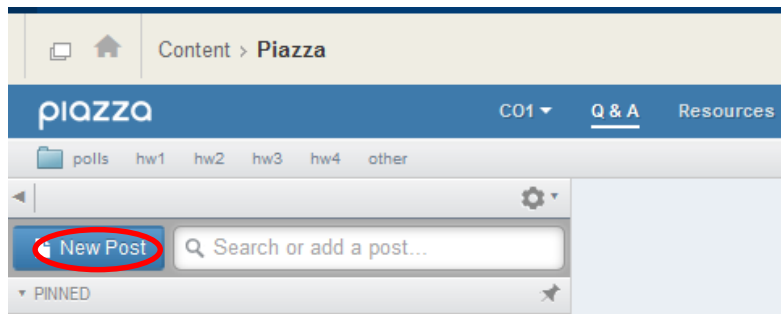
- ↳ If Enabled: Instructors and students will be able to post polls.
- ↳ If Disabled: Only instructors will be able to post polls.

Save Changes

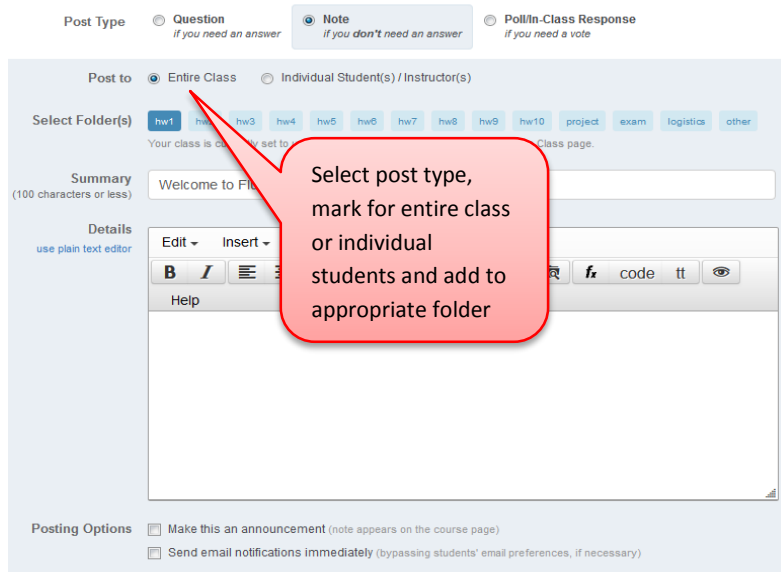
2. Scroll down the page to:
  - a) Review and update your class general settings: edit your course **number & name**, access your **course signup & direct links**, control whether instructors can **enrol themselves** in the course and make the **class inactive**.
  - b) Review and update your class Q&A settings: fine tune your class Q&A by enabling private or anonymous posts.
  - c) Configure class folders: use **numbered folders** to label multiple exams, projects, or assignments or use **custom folders** to identify course topics
  - d) Manage enrolments: enrol Professors/TAs and students
  - e) Create groups to reflect the section or team names for your class.
  - f) And customise course page, as desired.

### Creating posts

1. Click on the 'New Post' under the Q&A tab to create a new post for students.



2. Select the Post Type, mark with whom to share the post, select an associated folder if desired, and then create your post.



There are three types of Posts in Piazza:

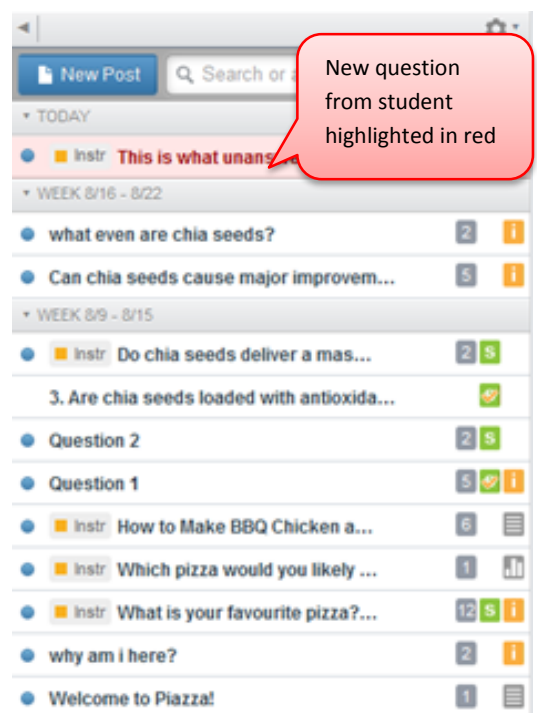
- a) **Question Posts** – to ask a question of individual students or the whole class, these posts will remain highlighted red in colour until marked with an answer.
  - b) **Note Posts** – used if an answer is not required and can be made into an announcement that appears on the course homepage.
  - c) **Poll/In-Class Response** – used for polling students, can be anonymous or associated with student responses
3. Select the Post Type, mark with whom to share the post, select an associated folder if desired, and then create your post.



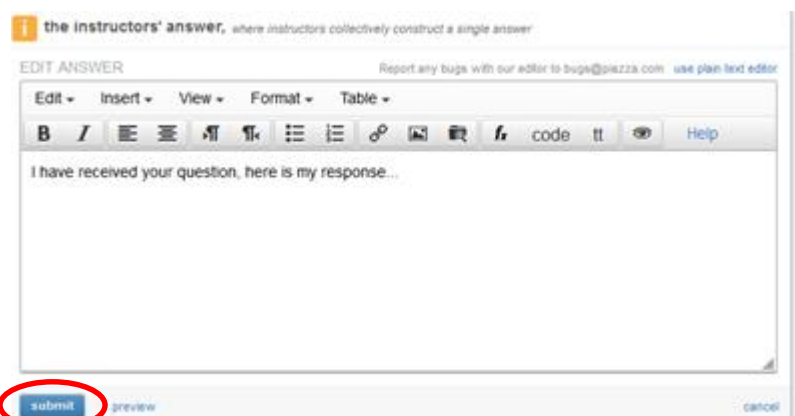
It might be a good idea to create an introductory note, welcoming your students to Piazza.

## Responding to Posts

1. Click on the name of a posting to read and reply.
  - a) Posts with **blue dots** indicate a new or unread post
  - b) Posts with a green **'S'** indicate a student that has responded to the question
  - c) The **orange checkmark** over the **'S'** icon indicates the instructor has endorsed the students' answer.
  - d) Posts with an orange **'I'** indicate an instructor that has responded to the question
  - e) Posts with a **grey lined box** indicate a note
  - f) Posts with a **grey poll icon** indicate a poll
  - g) The red post indicates the question is still unanswered.



2. Type your response into the instructors' answer area and click on 'Submit' to post.

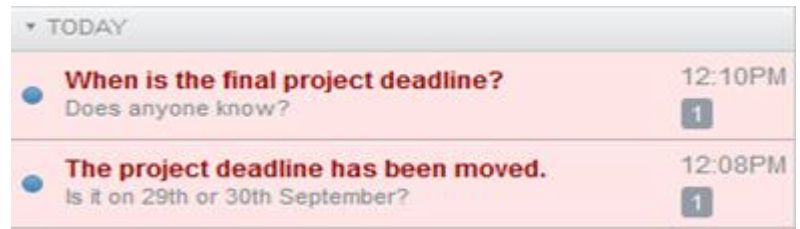


3. If the student selected to post the question for the whole class, then the entire class will also see the instructor response.

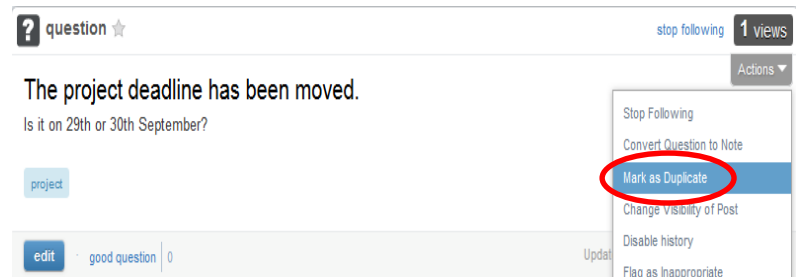
## Mark a question as duplicate

If there are two or more similar questions in your class, instructors can mark them as duplicate, and consolidate them into one post.

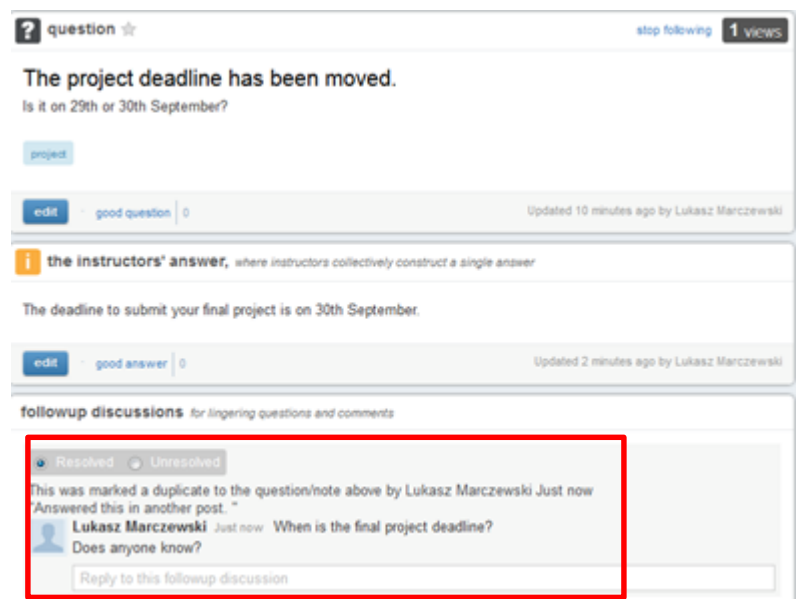
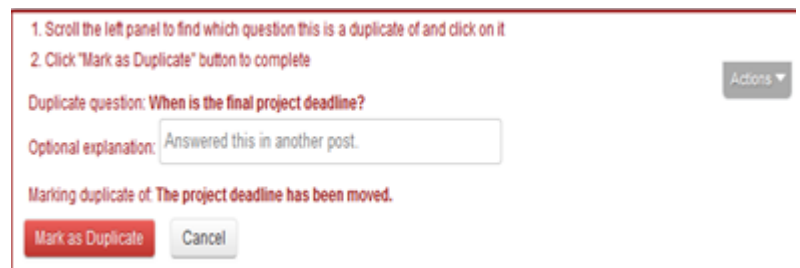
1. Select "Mark as Duplicate" on the drop-down menu of the duplicate post.



2. The following message will appear.

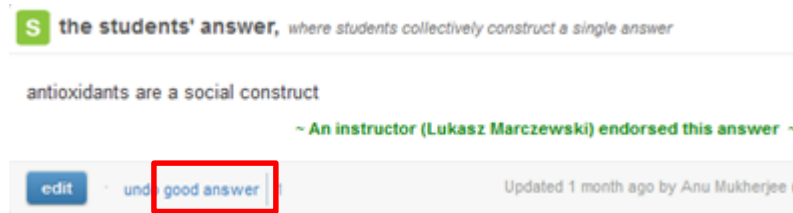


3. Simply click on the duplicate post in your feed and enter an explanation, if necessary. Then click 'Mark as Duplicate' to confirm.
4. The two posts are now consolidated and the explanation and duplicate post are listed in a follow-up.

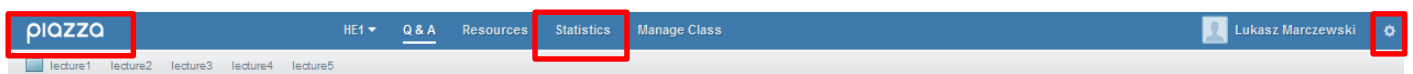


## Endorsing a good student's question or answer

1. At the bottom of the post, click 'good question' or 'good answer'
2. A count will be kept of how many instructors endorse the question or answer, and it will be labelled in green.



## Key user interface Elements



1. The logo brings you back to your **Q&A home screen**. Class drop down lets you switch to your other classes on Piazza as well as initiate the creation of a new class or the cloning (duplicating the class for the following term) of an existing class. Q&A, Course Page, Manage Class tabs let you switch between class discussion, the static resources & announcements section, and the instructor dashboard to manage enrolments and class settings.
2. After sufficient class activity, you will be able to view detailed class participation information to learn more about your students. The student participation report (visible on your **Class Statistics** page) lets you see which students frequently ask questions, answer questions, or simply read posts. You can download these statistics at any time and use the underlying data to award participation points to your students.
3. Clicking on the **cog wheel** takes you to your personal account settings (username, password, preferred email address and email notification settings). It also lets you easily turn helper tooltips on or off and log out.