



How to Make a Post

(For students: steps on how to make a new post)

1. Log in to Piazza and go to your Q&A tab:



2. Click “New Post” above your feed:



3. Choose what type of post you want to make:

**If it is a poll, please see the “How to Create a Quiz/Poll” PDF*

Post Type



Question

if you need an answer



Note

*if you **don't** need an answer*

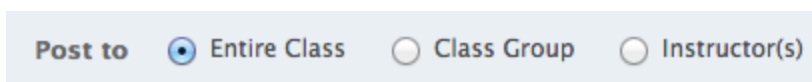


Poll/In-Class Response

if you need a vote

4. Choose who you want to post to:

**Group option is only available if your class uses Groups*



5. Choose the folder(s) you would like to post in:



6. Fill out the summary section:

Summary
(100 characters or less)

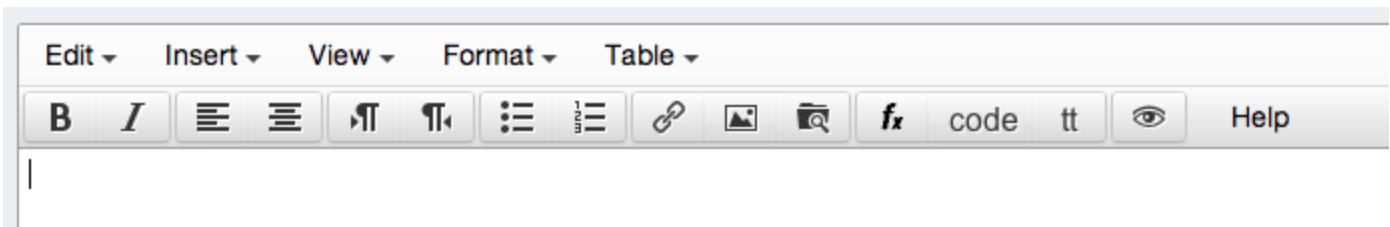
What day is the first exam?

7. Choose Plain Text Editor or Rich Text Editor:

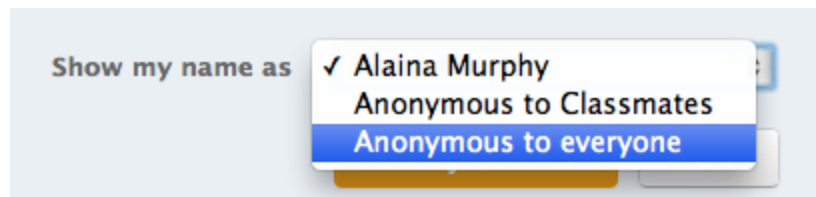
Details
use plain text editor

Details
use rich text editor

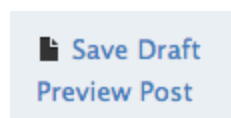
8. Fill out the post field (insert a file, image, video, etc. or include codes, tables, etc.):



9. Choose the anonymity level of your post:



10. Before publishing the post, you can save it as a draft (to post later) or preview it:



11. When you're ready, make your post:

