



How to Make a Private Post

For students: steps on how to make a private post to the instructor

1. Log in to Piazza Q&A page and click “New Post”:

A horizontal bar containing a blue button with a white document icon and the text "New Post" on the left, and a search input field with a magnifying glass icon and the placeholder text "Search or add a post..." on the right.

2. Choose whether you want to post a question, note or poll:

The "Post Type" section shows three radio button options: "Question" (selected) with the subtext "if you need an answer", "Note" with "if you *don't* need an answer", and "Poll/In-Class Response" with "if you need a vote".

3. Pick who you want to post to:

The "Post to" section shows two radio button options: "Entire Class" and "Instructor(s)" (selected). Below the options is a text input field with the placeholder "Enter one or more names..." and a note: "Type 'Instructors' to include all instructors."

Note: You can post to individual instructors or to all instructors in the course

4. Choose the folder(s) you want to post in:

The "Select Folder(s)" section shows a row of light blue buttons with the following labels: "hw1", "hw2", "hw3", "hw4", "hw5", "hw6", "hw7", "hw8", "hw9", "hw10", and "project".

5. Fill out your post:

Summary
(100 characters or less)

Details
use rich text editor

6. Publish your post:

Post My Question!

Post My Note!

Post My Poll!