

Piazza Quick Guide

1. Login to Canvas <https://canvas.gatech.edu> with your GT Account
2. From the Dashboard select a thumbnail of a course you would like to create a Piazza forum
3. Select *Piazza* from the Course Navigation
 - How do I manage [Course Navigation links?](#)
4. Enter your Estimated Enrollment and select *Create New Piazza Class*

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Piazza Setup

School Information

School Name: Georgia Institute of Technology

School Email: gatech.edu

Create your class on Piazza.

Class Name: wgoetzel3 Sandbox 20200323...

Class Number: WGOETZEL 3 20200323

Estimated Enrollment:

Term: Summer 2020

Create New Piazza Class

5. Select *Manage Class*
6. Select *Add access code*

WGOETZEL 3 20200323 > Q & A > Resources > Statistics > **Manage Class**

General Settings | Customize Q&A | Manage Enrollment | Create Groups | Customize Course Page | Piazza Network Settings

Edit your course number & name.

Access your course signup & direct links.

Control whether instructors can enroll themselves in the course.

Need to pause the course for a take-home exam? Make the class inactive.

Class Information

Course Number: WGOETZEL 3 20200323

Course Name: wgoetzel3 Sandbox 20200323

Class Term: Summer 2020
↳ To use Piazza for WGOETZEL 3 20200323 for a different term, [click here](#) to create a new class for that term.

Course Start Date: 03/23/2020

Signup Link: piazza.com/gatech/summer2020/wgoetzel320200323
↳ 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/gatech/summer2020/wgoetzel320200323/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.

Save Changes

7. Enter an Access Code and select Save

Add Class Access Code

Students and fellow instructors will need to enter this access code to sign up for your class. If you wish to control all enrollments to this class, set an access code that you do not share with members of your class.

Access Code:

If you have any questions, please contact us at team@piazza.com

Once an access code is set, students must enter the code in order to register for your course (either in canvas or from piazza.com). The access code ensures that only individuals who know the access code can join.

8. Paste/enter email addresses of additional Instructors and/or TAs and select 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.

gburdell3@gatech.edu

9. Select the radio button for the appropriate role and select Add Instructors

Add Professors/TAs

Please indicate whether each instructor is a professor or TA:

<input type="radio"/>	<input checked="" type="radio"/>	Instructor1@gatech.edu
TA	Professor	
<input checked="" type="radio"/>	<input type="radio"/>	ta1@gatech.edu
TA	Professor	

**** FERPA Concerns:** Due to some design oversights, instructors can inadvertently expose FERPA protected student data in Piazza. To minimize the risk of inadvertent exposure of student data, follow these best practices.

- Turn on and use an Access Code when you activate your Piazza course to ensure only your students will be able to access your Piazza course page
- Leave the instructor Self-Signup default to "disabled" so that no other instructor can join your Piazza page without your permission
- Periodically review your roster in Piazza to make sure only your students have access to your course's Piazza page