


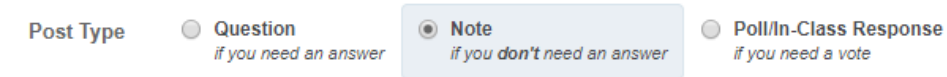

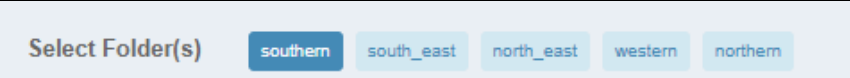
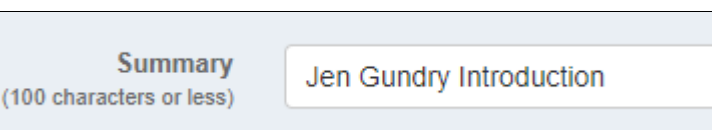
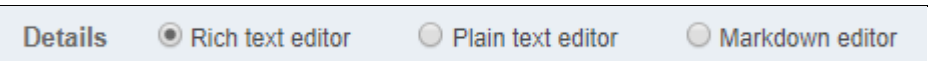
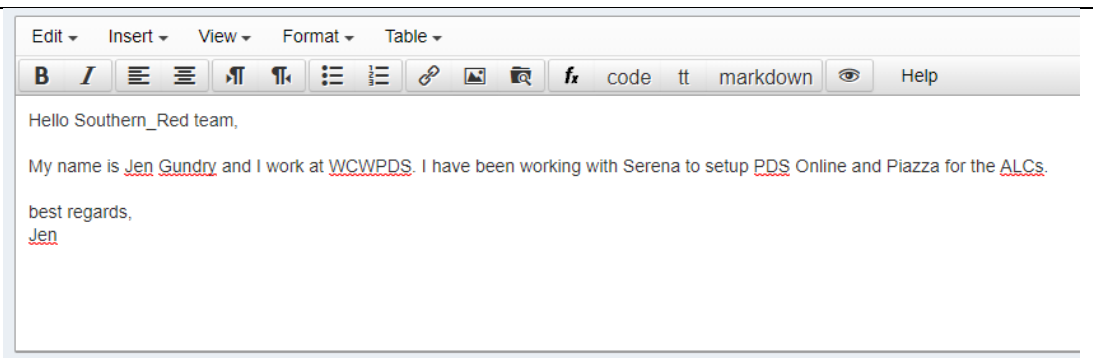


Piazza – How to Post and Respond to Team Messages

Post Message	
<p>1. Go to https://piazza.com/ and click Login. Enter your Email and the Password you created when setting up your account. You can also check the Remember me box if you are on a personal computer.</p> <p>Note: You may want to bookmark the Piazza webpage.</p>	
<p>2. In the top navigation bar in Piazza, click on the name of your team folder (i.e., southern).</p>	
<p>3. Select New Post.</p>	
<p>4. Select the Post Type.</p>	
<p>5. Select Post to Entire Class.</p>	
<p>6. For Select Folder(s) confirm your regional cohort folder is selected.</p>	
<p>7. The Summary Field is like an email subject line. Type in a subject for your post.</p>	
<p>8. For Details, confirm Rich text editor is selected. This option will give you formatting options.</p>	

9. Type in your message. Use the formatting options as needed.

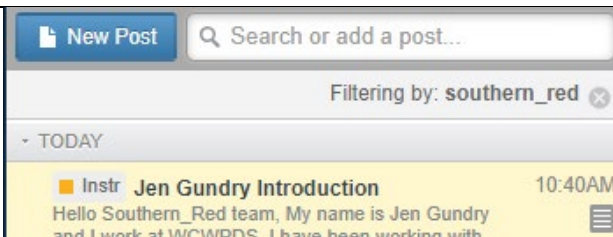
The eye icon also you to preview your message before posting.



10. Select **Post My Note to WCWPDS ALC.**

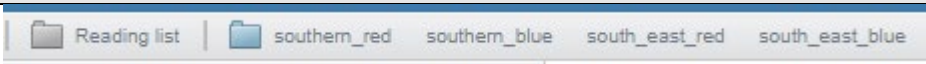


11. Now, the post appears in the selected team folder.

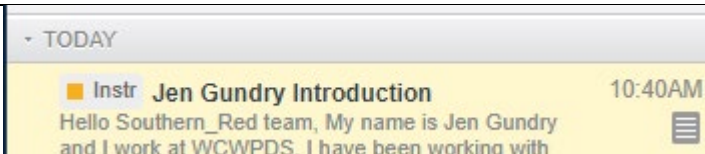


Read and Respond to Posts

12. To read posts in your team folder, click on your team name in the top navigation bar.



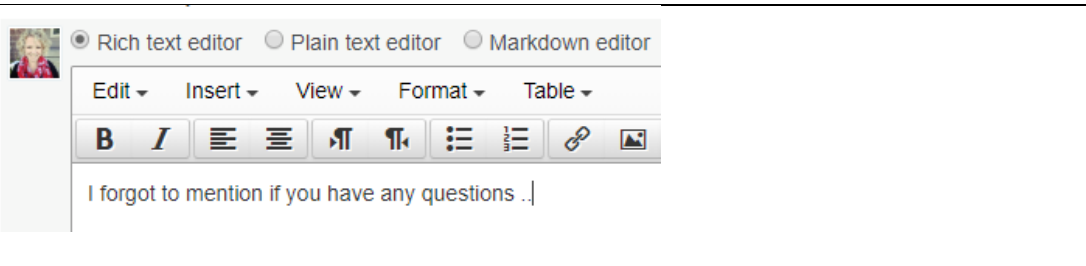
13. In the side navigation bar, click on a message.



14. To post a response to a message, place your cursor in the **Start a new followup discussion**. This will open the text editor.



15. Type in your message.



16. Click **post** which is below the text box.

