Piazza User Guide for the submission of files

March 11, 2017

1. Step 1: Click the "New Post" button



2. Step 2: Select "Note" as the post type

Post Type	• Question	• Note	Poll/In-Class Response
	if you need an answer	if you don't need an answer	if you need a vote

3. Step 3: Select "Instructors"

Post to	Entire Class Individual Student(s) / Instructor(s)					
	Instr					
	Type "Instructors" to include all instructors.					
	Instructors	Instructors 🕷				

4. Step 4: Select the folder to post in

Select Folder(s)	hw1	hw2	hw3	hw4	hw5	hw6	hw7	hw8	hw9	hw10	project	exam
	logistic	is of	ther									
	Your class is currently set to use default folders. Edit these folders via Manage Class page.											

5. Step 5: Select the file you want to attach

*The size of each attached file should not exceed **20MB**

Details use plain text editor	Edit View Format Table -								
	B I	 Insert file Insert video Insert image 	Image: Second system Image: Second system Image: Second system (Optional) You can add your comments here.						

6. Step 6: Select "Post My Note to MYY 801!"

