

## How to Enrol into a Class on Piazza

### 1) Go to Piazza Course Link.

<http://piazza.com/aucklanduni.ac.nz/semester12016/engpg101>

(ALTERNATIVELY, you could also search the course via: <http://piazza.com> → “Student/ Staff Get Started” → Search “The University of Auckland” → Select “S1 2016” → Ignore the warning, and type in “ENGPG101” (the one without a space).

### 2) Join the Class.

- You can join as a **Student** (as users), **TA** (if you are a “Buddy” or staff members), or Professor (that’s account admin, so don’t choose this one).
- Enter your email, and an **activation code** will be sent to this email address.

The screenshot shows the Piazza website interface for The University of Auckland. The browser address bar displays the URL <https://piazza.com/aucklanduni.ac.nz/s> and the page title is "ENGPG101 at The Universit...". The Piazza logo is in the top left, and a "Log In" button is in the top right. The main heading is "The University of Auckland" with a "(change school)" link below it. A "Welcome to Piazza!" sidebar on the left explains the platform's purpose and mentions that the name "Piazza" comes from the Italian word for a common city square. On the right, a button asks "Are you a professor?" with a link to "Click here to create & join classes". The "Selected Term:" dropdown is set to "Semester 1 2016". Below this, the semester is confirmed as "Semester 1 2016". The first class listed is "Class 1: ENGPG101: Engineering Postgrad International Community (edit)" with "Instructors: Cathy Hua · 2 Enrolled". The "Join as:" section has three radio buttons: "Student" (selected), "TA", and "Professor". Below this are five input fields for "Class 2:", "Class 3:", "Class 4:", and "Class 5:", each with a clear "x" button. At the bottom left is a link "Add Another Class", and at the bottom right is a blue "Join Classes" button.

### 3) Set up your account.

- The more accurate your information is, the better people can help you online and offline.
- **Side track - Piazza Career:** If you tick the second-last box as shown below, you subscribe to Piazza’s career services and you will see a number of career activities relevant to your programme and location in your Piazza Calendar.

### Set Up Your Piazza account:

**Account Information** (required)

Is this your preferred email address: ☒ @aucklanduni.ac.nz ☐ No, use another email

Full Name  Choose Password  Confirm Password

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**Academic Information** (required)

What degree are you currently pursuing?

Graduate Program  Major  Anticipated Completion

☐ I have two majors

☐ I'm not pursuing a degree

This information will be used for collaborative features on Piazza. We will never share your information without your permission.

Companies are using Piazza to build year-round relationships with students, announce campus events, and introduce career-related opportunities.


☒ I'd like to be included (free for students)

☒ I've read and accept the [terms of service](#)

[Continue](#)

- This is what **Piazza Career** calendar looks like: You get a calendar with all upcoming career events.

**NOTE:** **These RSVPs are in fact applications!** You need to get your Piazza CV completed before applying to any of these to be considered.

Q & A Resources Statistics All Companies  Test

c\_programs set-up\_study\_groups

**This is the icon of the Career Calendar**

note ☆ 1 views Actions

Welcome to Piazza!



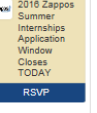

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piazza careers Search companies, students and events

### Browse Events

Hover over event to see full details

← Prev Month February 2016 Next Month →

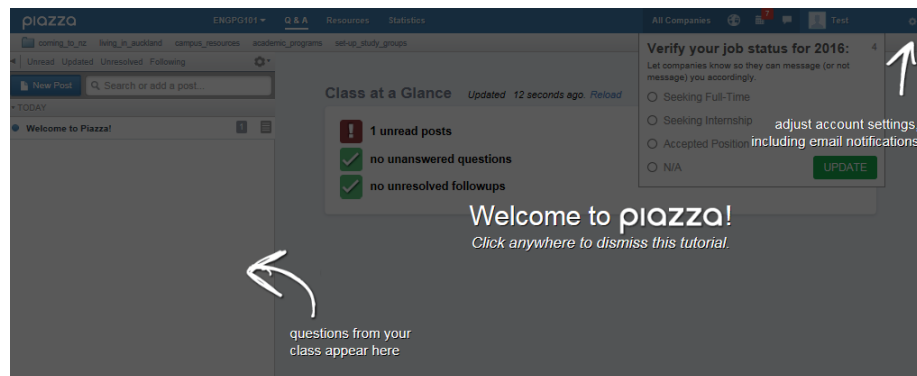
| Sun, January 31st | Mon, February 1st  | Tue, February 2nd  | Wed, February 3rd | Thu, February 4th | Fri, February 5th  | Sat, February 6th |
|-------------------|--|--|-------------------|-------------------|--|-------------------|
|                   |  <p><b>Citadel Software Engineering Internship Application Window Opens</b></p> <p><a href="#">RSVP</a></p> |  <p><b>2016 Zappos Summer Internships Application Window Closes TODAY</b></p> <p><a href="#">More Info Here</a></p> <p>HURRY! APPLICATION WINDOW CLOSES ON FRIDAY, FEB 5, 2016! To apply, please go to: <a href="https://jobs.zappos.com/internships">https://jobs.zappos.com/internships</a></p> <p>We are looking for the 2016 class of Zappos Family Interns. As part of our internship program you'll put your passion to work and build a strong, well rounded skill set that will catalyze your career and make you funnier and better looking (no promises about the latter). We offer internships in the following areas: Software Engineering; iOS Application Development; Business Operations &amp; Analytics; Merchandising Assistant; Search Engine Marketing; AND User Research &amp; User Experience Design. HURRY! APPLICATION WINDOW CLOSES ON FRIDAY, FEB 5, 2016! To apply, please go to: <a href="https://jobs.zappos.com/internships">https://jobs.zappos.com/internships</a></p> <p><a href="#">RSVP</a></p> |                   |                   |  <p><b>2016 Zappos Summer Internships Application Window Closes TODAY</b></p> <p><a href="#">RSVP</a></p> |                   |
|                   |  |  <p><b>TCS Engineering and Industrial Services (EIS) Application Window Opens</b></p> <p><a href="#">RSVP</a></p>   |                   |                   |  |                   |

Your Profile Completion 12%


Test  
The University of Auckland  
Masters 2017  
Major: Engineering

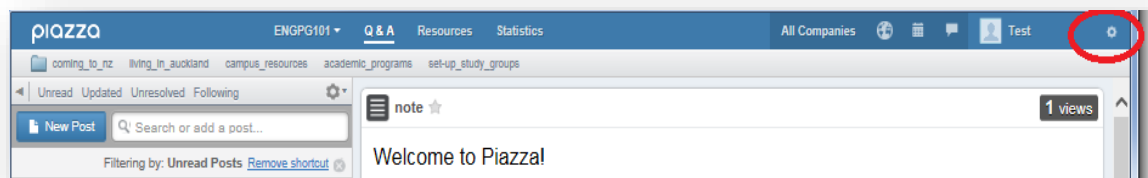
#### 4) Enter the Class Piazza Interface.

- If this is your first time using Piazza, you should see a page like this one below.
- Click anywhere to get into the interface.

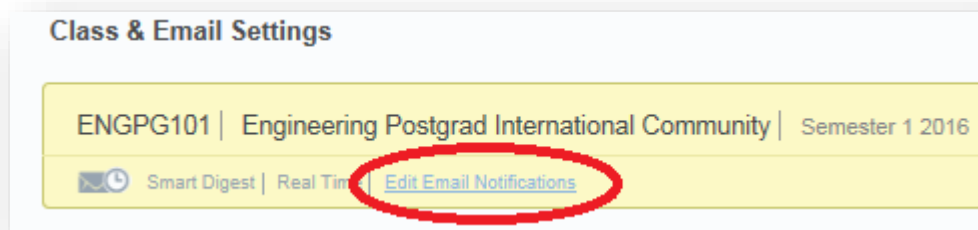


#### 5) Set up your account and email preference.

- Find the  icon at the upper right hand corner → “Account/Email Settings”.

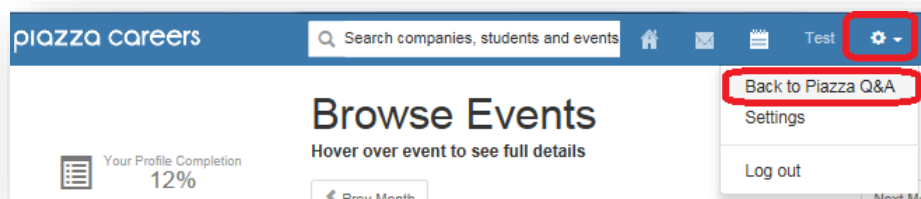


- The default setting is to receive email notifications. If you don't want this, go to “Class & Email Settings” → “Edit Email Notifications”



#### 6) Return to the course page.

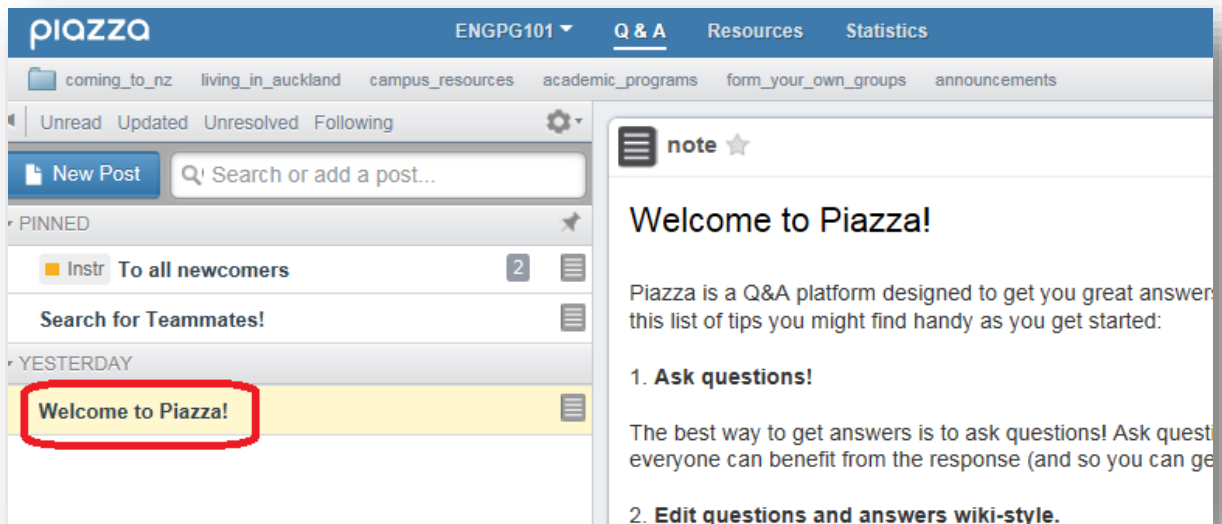
- The essence of Piazza page is the Q&A page. If you get lost while browsing, click on the icon at up-right corner and click “Back to Piazza Q&A”.




## How to use Piazza

(I can't put it better than the Piazza instruction itself. So make sure you give it a read):

- In the Piazza Q&A page, there will be a system post "Welcome to Piazza!". This post will tell you the must-knows about how to use Piazza.
- If you have any further question about how to use Piazza, follow the first step below to find the "Support Centre".



## Getting Piazza on your mobile

- Click the  icon at the upper right hand corner → "Support".
- Click "Mobile" and choose the operating system to download the app.

