Before you start, you will need the following:

- an Instructor of record or Other editing teacher role in a Bryn Mawr Moodle course

**Warning:** Unlike Moodle, which the College manages internally, Piazza is a third-party platform. Use of Piazza is subject to their terms of service and privacy policy. Be sure you understand how you and your students’ content and data will be used before adopting this tool.

### Add a Piazza Activity to a Moodle Course

1. Open the course and click **Turn editing on** (if it isn't on already).
2. Click **+Add an activity or resource**.
3. Select **Piazza** from the menu.
4. Type in an **Activity name**, then click **Save and Display** at the bottom of the screen.
5. If prompted, follow Piazza's instructions for creating an account and confirming your email.
6. When you reach the **Piazza Setup** page, check that the **School Information** is listed as Bryn Mawr and that the **School Email(s)** listed are swarthmore.edu, brynmawr.edu, and haverford.edu.
7. Scroll to **Automatic Roster Sync**. You will have a few options for how you want to transfer your Moodle students to Piazza. We recommend using the default values: **Enable** and **Start automatic roster sync now**. This will ensure that your students are instantly added to your class on Piazza.
8. You will have two options for linking your Moodle class and Piazza class:
   - **Create your class on Piazza:** Use this option if you have not already created a class on Piazza's website.
     - **Class Name:** This name will be shown both within the Piazza activity and on Piazza's website. Piazza's default will be the name of your Moodle course. *We recommend keeping this.*
     - **Class Number:** Piazza's default will be the number of your Moodle course. *We recommend keeping this.*
     - **Term:** Select the current term.
     - **Start Date:** Select the start date for the class
   - **Already have a class on Piazza?:** Use this option if you have already created a class on Piazza's website. You can search for your Piazza course either by **Course Number** or **Term**. Note that you can combine multiple sections of a Moodle class into a Piazza class.
Learn more about managing your Piazza class:

- Configure a Piazza class
- Manage a Piazza class
- Manage a Q and A or discussion
- Piazza also has student documentation you can share with students to explain how to post content, etc.
- See Piazza's instructor documentation.

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the Help Desk!

Phone: 610-526-7440 | Library and Help Desk hours
Email: help@brynmaur.edu | Service catalog
Location: Canaday Library 1st floor