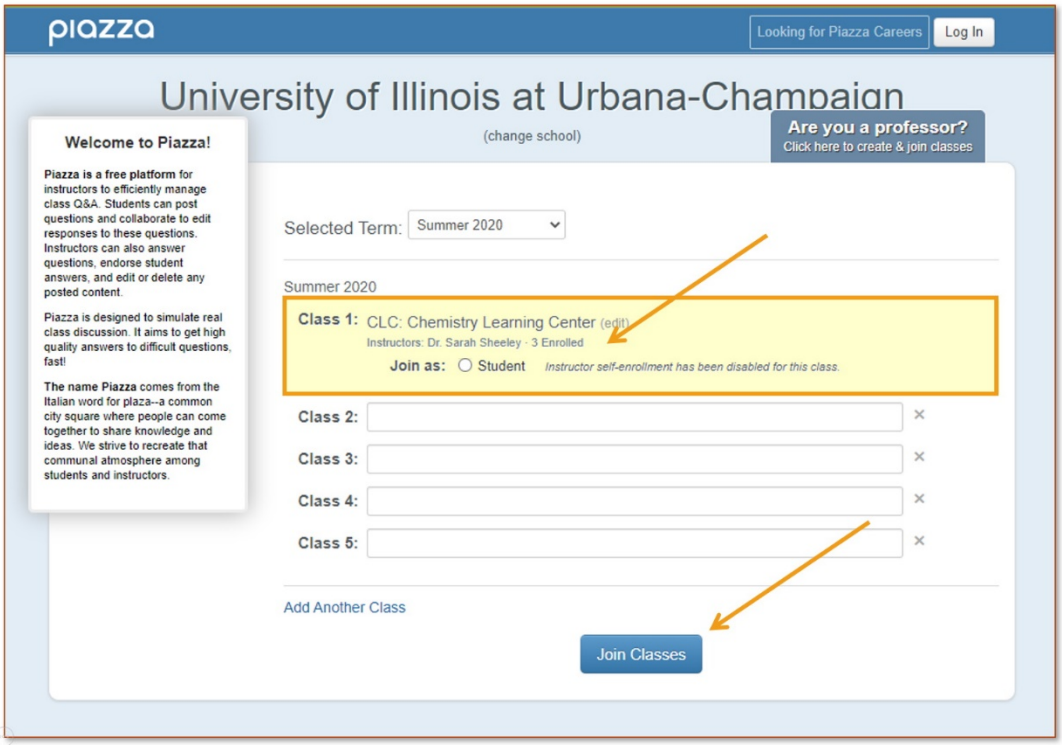
# Chemistry Learning Piazza

The Chemistry Learning Piazza (CLP) is a message board moderated by Chemistry Learning Center staff. Once you have joined the CLP, you can post questions that will be answered by a general chemistry TA as soon as possible. The CLP is actively monitored by staff members from 1 – 4 pm, Monday through Friday. During these times, you can expect faster responses to your questions!

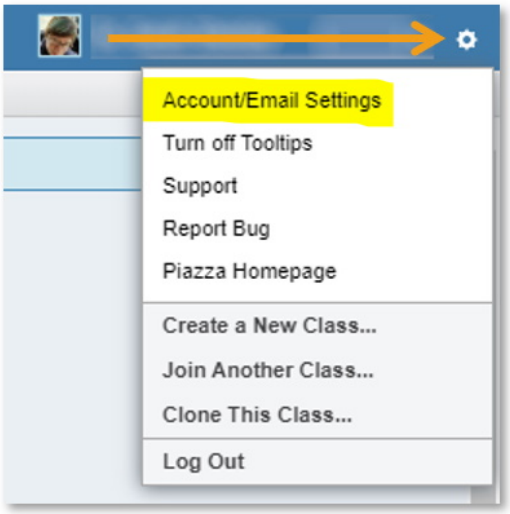
## Getting Started

To get started using Piazza, follow these instructions:

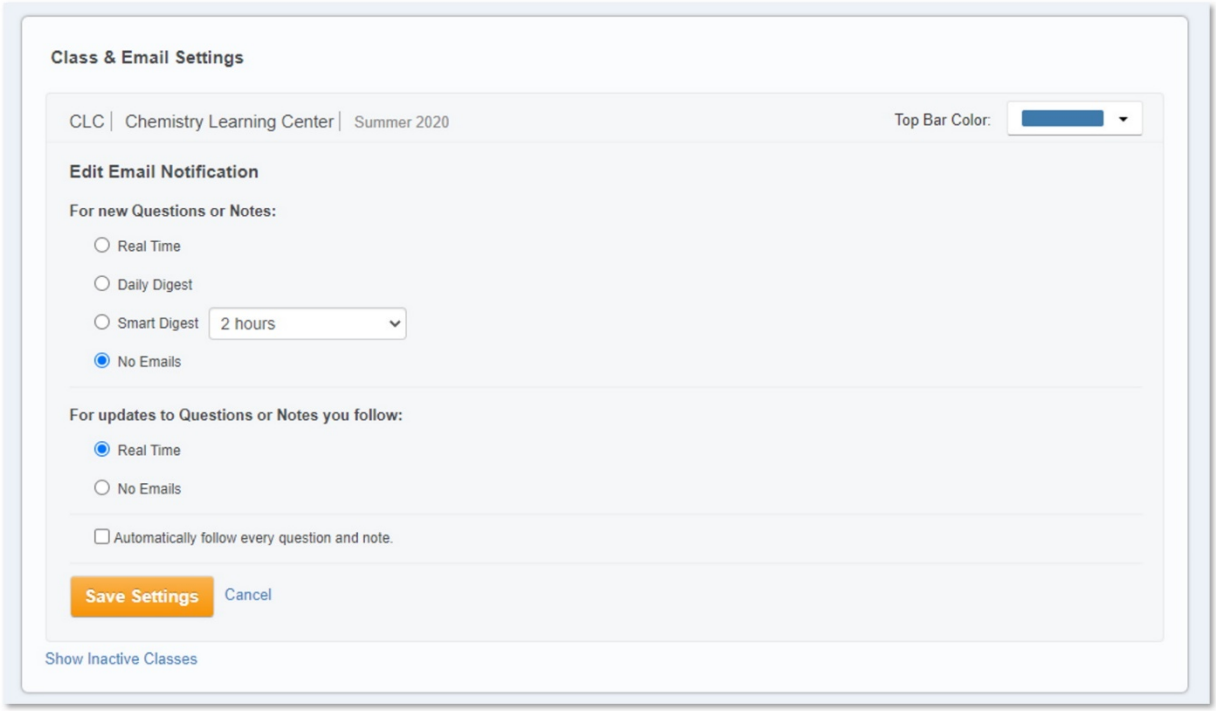
1. Click on the Piazza link on the Virtual CLC website (chemistry.illinois.edu/clc/virtual-clc). If you have never used Piazza before, you will be prompted to choose a new Piazza password. **Note**: You will not need your password again, this will only happen the first time you log in to Piazza. After setup, you will be automatically logged in in Piazza whenever you click the Piazza link on the Virtual CLC website.



2. Set up your Notification Preferences by clicking on the gear icon next to your name in the top right. Select "Account/Email Settings."




3. Set your email notification frequency by clicking on the course name and selecting how you often you want to be notified. The CLC recommends that you select "no emails" for new questions or notes. Select "real time" for questions or notes you follow, which includes those you post yourself, by default.

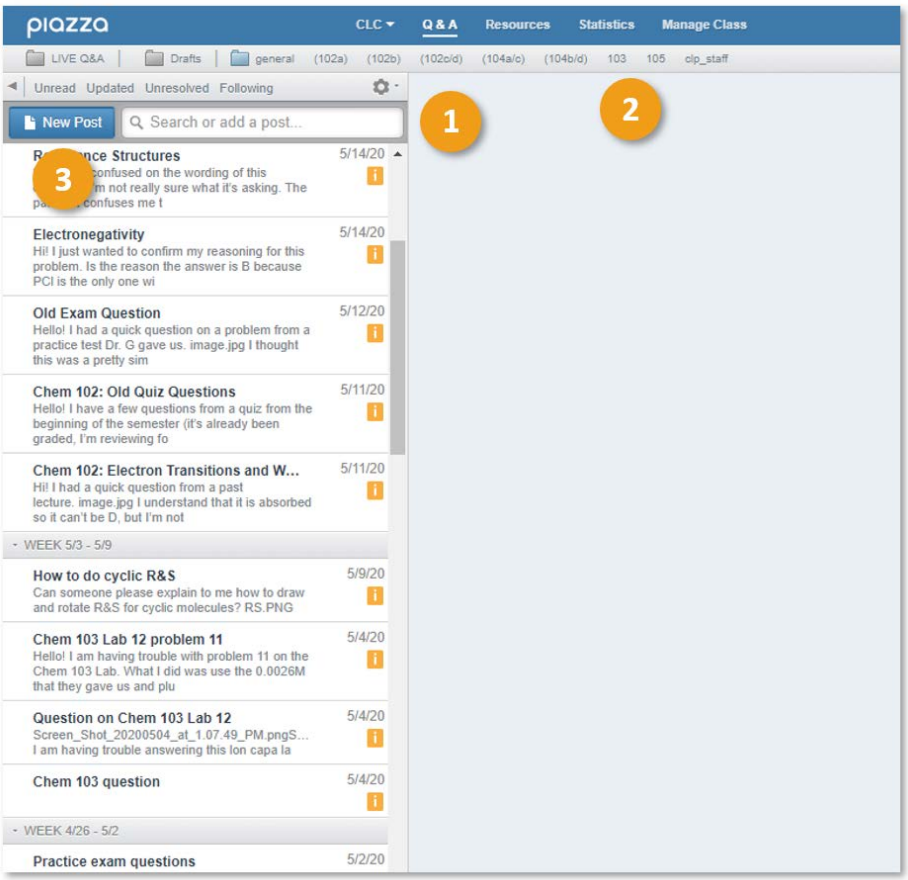



4. Click on 'Q&A' in the toolbar at the top of the Piazza window to start conversations and remember to select a "folder" when you post a question or response.

# Using Piazza

## Looking for Answers

1. Always start by using the search function (#1) to see if someone else has posted a similar question already.
2. Browse appropriate folders (menu bar above #2) to see if the same question was asked using different wording.
3. If you can't find the question you want to ask, click on New Post (#3) to ask your question.

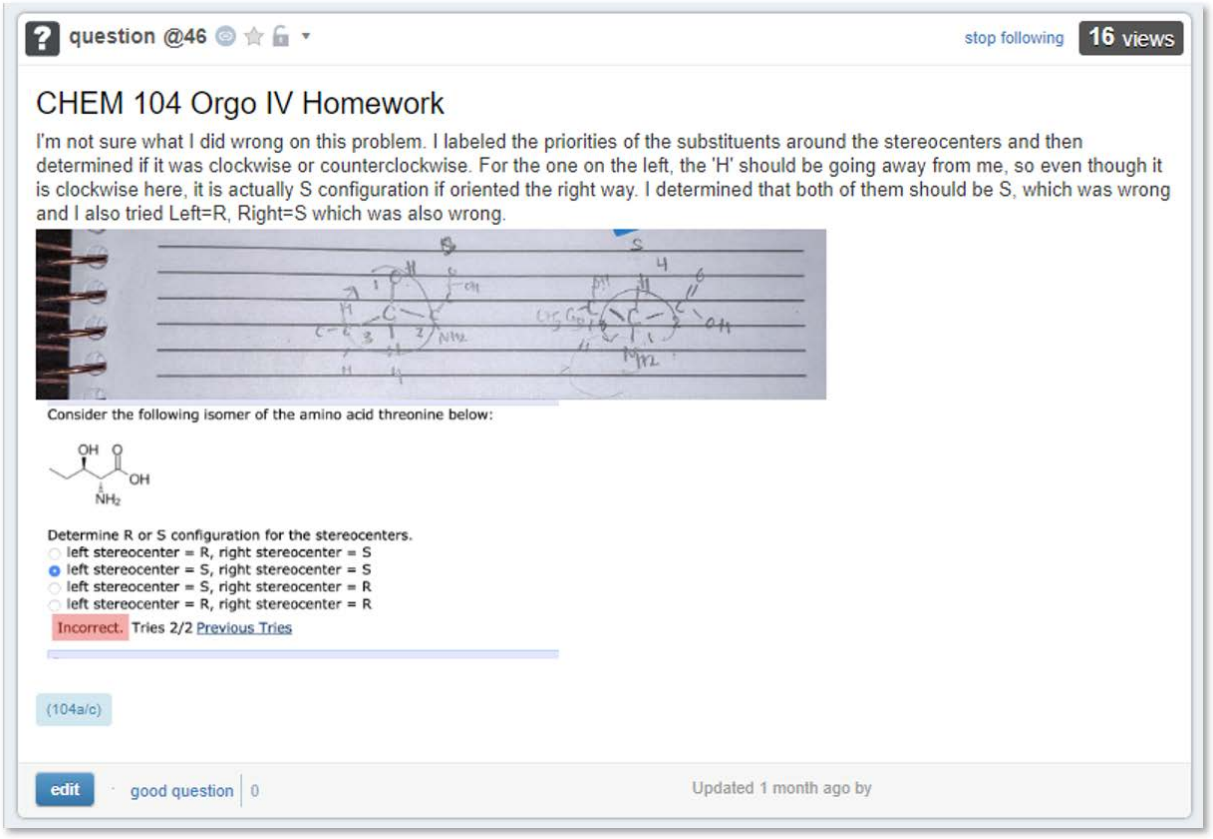


# Posting on the Chemistry Learning Piazza

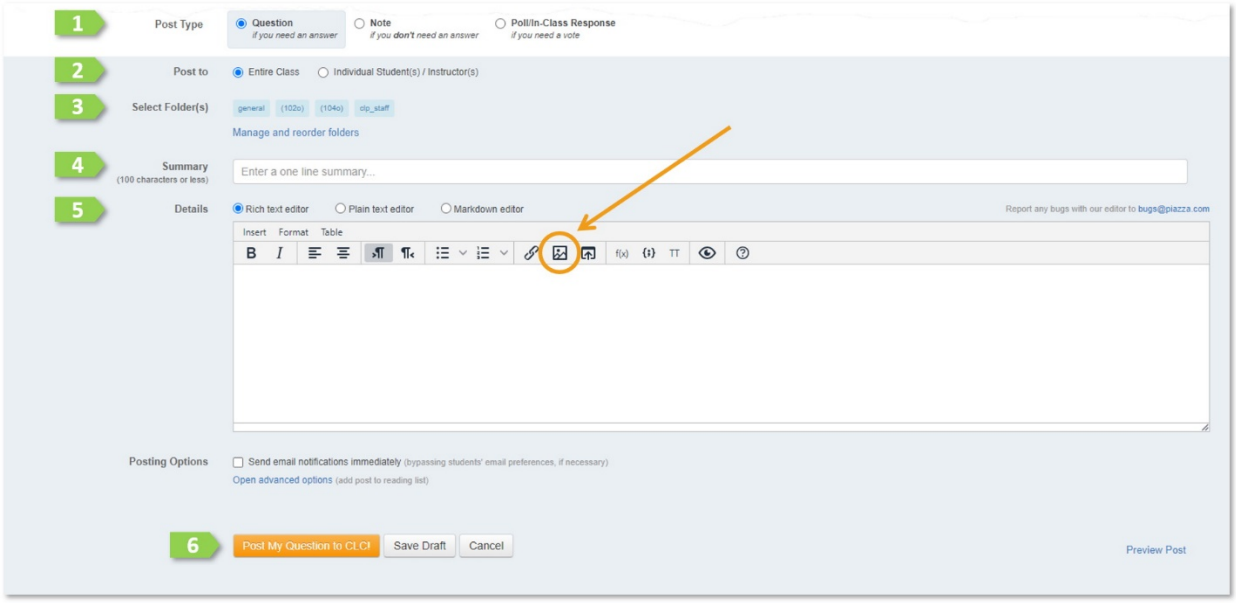
1. Choose your post type. Explanations are given beneath each type.
2. Post to the entire class.
3. Select the appropriate folders in which your post will appear. You can select more than one; more people will be able to find your question if you select all that apply.
4. Enter a brief description of your question.
5. Compose your question. The CLP requires **three components** in every question:

    a. A screenshot/image of the original problem
    b. A picture/image of your work so far
    c. A specific question, in words

    Here is an example of a post that includes all three components:



6. Post your question or save it as a draft to post later. Make sure to insert images directly into the post, as opposed to linking them. When adding images, set the pixel width to 700 to get a medium-sized image. You can also resize pictures using a program like Microsoft Paint.




**Helpful Piazza Hint: Use the Snipping Tool to Quickly Copy and Paste Screenshots**

**FOR WINDOWS 7 & ABOVE:**

- Press the Windows key + SHIFT + S simultaneously. This opens the Snipping Tool. Highlight the area that you wish to include in your post.
- The snip is automatically saved to the clipboard. You can click on the Snipping Tool to further mark up the image *-or-*
- Use CTRL + C and CTRL + V to insert the image directly into your post.

**FOR MACS:**

- Press the CMD + SHIFT + 4 at the same time. Highlight the desired area.
- Use the Snipping Tool to edit the image *-or-*
- Use CTRL + C and CTRL + V to insert the image into your post.

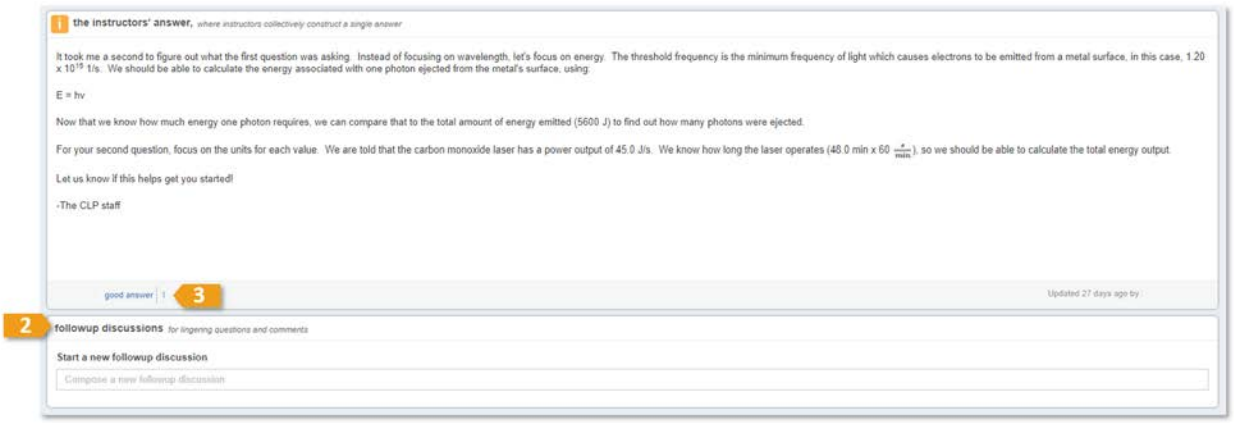
# Interacting with the CLP staff

*It is our goal to answer your questions as quickly and thoroughly as possible! This can be a challenge when we are including images or screenshots into our answers, so please be patient. Use the following guidelines to get the most out of the CLP:*

1. CLP staff members will respond to your post as soon as possible.
   - Questions posted during actively moderated hours should receive a response within a few minutes.
   - Questions posted at other times (especially nights and weekends) may not receive a response until the next business day.

2. For follow-up clarifications/questions after you received an answer, please note that you can continue the thread! After the initial response, click "Start a new follow-up discussion." This will create a thread where you can continue to discuss the problem with the CLC Staff.

3. Please leave feedback after your question is answered to let us know that we have successfully helped you! This allows the staff to decide which questions are resolved and it improves our ability assist other students with the same problem! Ways to do this:
   a. Click the "Good Answer" or "Good comment" react to an Instructor's response.
   b. Include a message in the follow-up thread (e.g. "Thanks, it worked!")




4. Feel free to return throughout the semester and post new Piazza questions! We look forward to hearing from you soon.