2021

PADLET BASICS

PADLET TUTORIALS SERIES WASHINGTON UNIVERSITY IN ST. LOUIS CENTER FOR TEACHING & LEARNING

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How to Create an Account

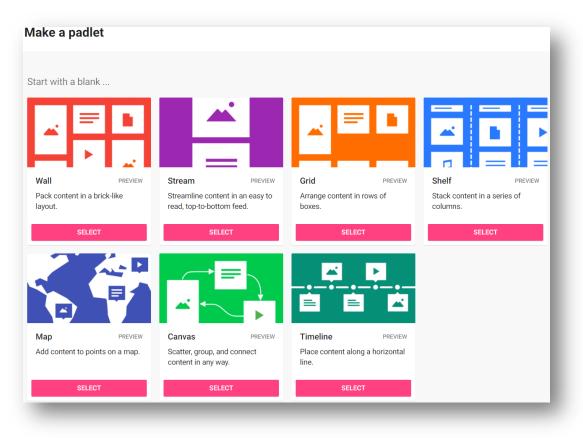
- <u>Sign up</u> for a Padlet account with your WashU email address to access the institutional account.
 - If you get the free account, you will only be able to have 3 active padlets.
- If you have issues setting up your account, please contact <u>ctl@wustl.edu</u>.

How To Make a Padlet

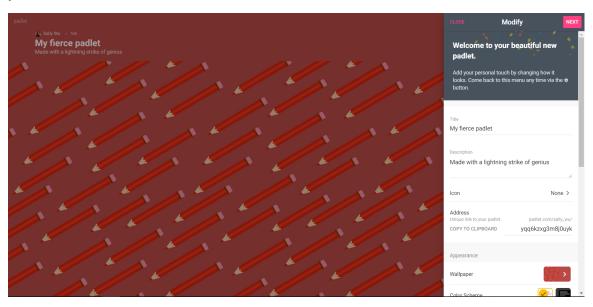
• From your <u>dashboard</u>, click the pink Make a Padlet button.

padlet			Q Sea	arch	2 🌏
Hi, Sandy Happy Wednesday	!			۲	
+ MAKE A PADLET	CO JOIN A PADLET Q: GALLER	v		Sandy Summers pearly_shells	
				🔒 Home	
Recents				Profile	
Made	My distinguished padlet 👔	Uses of Padlet	Class assignments	Drive	
Shared	Sandy Summers about an hour ago	Sandy Summers 3 months ago	Sandy Summers 3 months ago	📈 Stats	
Liked				🔅 Settings	
P1 - Bravery class	Science project	Book review 🚦		LOG OUT	
Archived	Sandy Summers	Sandy Summers			_
NEW FOLDER	3 months ago	3 months ago			

• You will then choose the type of padlet you want to make: wall, stream, grid, shelf, map, canvas, or timeline.



• A new Padlet with an automatically generated Title and Description will be created for you.



How to Modify your Padlet

- If you modify sidebar is not open, double-click on the title or click the gear icon on the top right to open your settings.
- Update your settings, including Title, Description, and more.
- Consider activating comments and reactions so that students can engage with each others' posts.
 - Comments allow users to write comments under each post.
 - Reactions allow users to like, vote, star, or grade posts.

CANCEL Modify	SAVE	
Appearance		
Wallpaper	>	
Color Scheme		
Font A	a Ao Aa	
Posting		
Attribution Display author name above each post?		
New post position FII Where do new posts appear?	RST LAST	← Reactions
Comments Allow viewers to comment on posts?		None
Reactions Grade, star, upvote, or like posts?	None >	No reactions
Content Filtering		Like Like posts
Require Approval		Vote Upvote or downvote posts
Require a moderator to approve. Filter Profanity		★ Star Give posts 1-5 stars
Filter Protability		

How to Share your Padlet

- Click Share on the top right.
 - Similar to Google applications, you can add collaborators with the Add Members option.
 - You can also choose a privacy setting: Private, Password Protect, Secret, Members Only, and Public. Learn more about those <u>here</u>.
 - Students will not need an account if you use Password Protect or Public.
 - Recommendation: Use Password Protect if there is sensitive information (e.g., critique, reflections) and Public for anonymous discussion with no identifiers (e.g., wiki about content, general feedback, brainstorming)
 - You can also choose what users can do after viewing your padlet: can read, can write, can edit.
 - To allow students to post, choose "can write":

BACK	Change privacy		CANCE			
G Ke	rivate sep the padlet hidden from the public. Even if meone manages to get to it, they should not be sle to access it.	0				
Or Ke	assword sep the padlet hidden from the public. If I noose to share it with someone, they should quire a password to access it.	\bigcirc	01			
🔝 Ke	lembers only eep the padlet hidden from the public. Only gged in users can access this padlet.	0		logge	the padlet hidden from the public. Only d in users can access this padlet. Can read Can view posts. Cannot add posts, edit and approve others' posts, modify and	
Ke ch	ecret sep the padlet hidden from the public. If I soose to share it with someone, they should be sle to access it.	۲	(delete padlet, invite collaborators. Can write Can view and add posts. Cannot edit and approve others' posts, modify and felete padlet, invite collaborators.	
C Le	ublic et the whole world see this padlet. Put it on my ofile.	0	() C	Can edit Can view and add posts, edit and approve others' posts. Cannot modify and delete padlet, invite collaborators.	
Visitor p	ermissions Can wri	te 👻			_	۲

• To share with students, you can either share the Padlet link or Embed the padlet into a Canvas page.

CLOS	E Share		
Invite	Members		^
ADD I	MEMBERS		l
Priva	су	0	l
	c. e whole world see this padlet. Put it on my profile. ors can read.		l
CHAN	IGE PRIVACY		l
Share	2		l
Θ	Copy link to clipboard		l
	Get QR code		l
<>	Embed in your blog or your website		l
\succ	Email		l
f	Share on Facebook		l
7	Share on Twitter		l
*** 	Share on Google Classroom		
Expo	rt		l
PNG	Save as image		
FDF	Save as PDF		
GSV	Save as CSV		
_			•

- To share the link, click Copy link to clipboard
 - If you set a password, make sure to copy this as well and share with students.
- To embed into Canvas, click Embed in your blog or your website.
 - Copy the block of HTML text.
 - Open the Canvas page you want to add this Padlet to.
 - In the text editor, click the HTML button (</>) in the bottom right of the text box:



- Paste the HTML text from Padlet into the box.
- Click the HTML button again.
- The Padlet will load in the text box.
- Finish the page and Save.

How to Test/Use your Padlet

- To test your privacy settings, copy the link for your Padlet and open it in a Private or Incognito window of your web browser.
- Add a post by double-clicking in the board or clicking the pink + button in the bottom right corner of the screen.
- You can also try other features: Move posts around, add multimedia, react, add comments, delete posts, change their colors, and more!
- For more information on adding posts to a padlet, see: <u>https://padlet.help/l/en/get-started/how-to-add-a-post-to-a-padlet</u>