2021

PADLET BASICS

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How to Create an Account

- [Sign up](#) for a Padlet account with your WashU email address to access the institutional account.
  - o 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 ctl@wustl.edu.

How To Make a Padlet

- From your dashboard, click the pink Make a Padlet button.
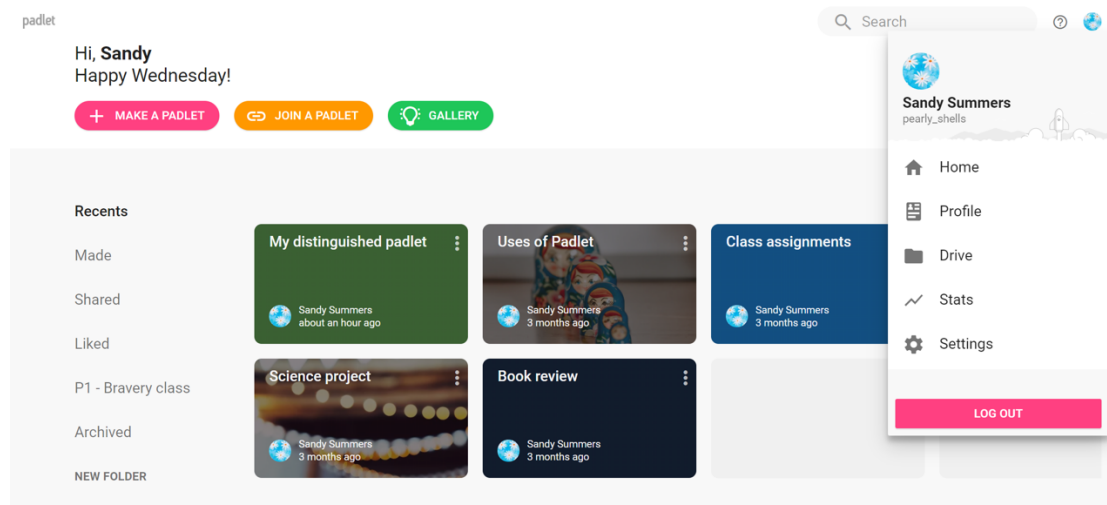
- You will then choose the type of padlet you want to make: wall, stream, grid, shelf, map, canvas, or timeline.
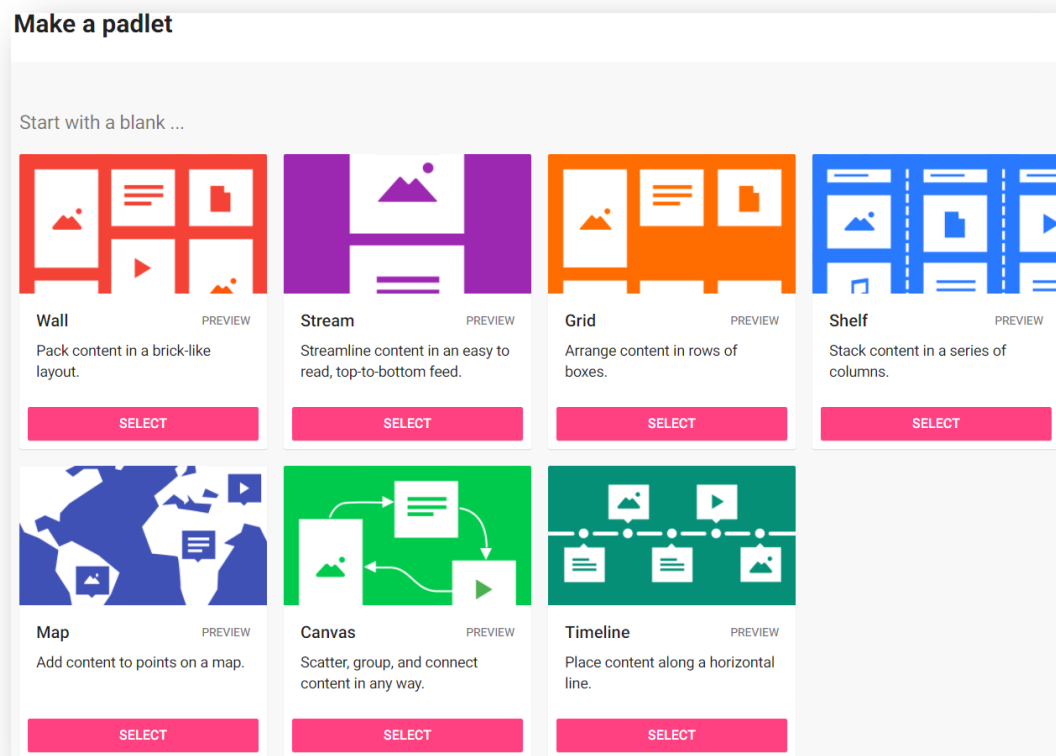
- A new Padlet with an automatically generated Title and Description will be created for you.

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.
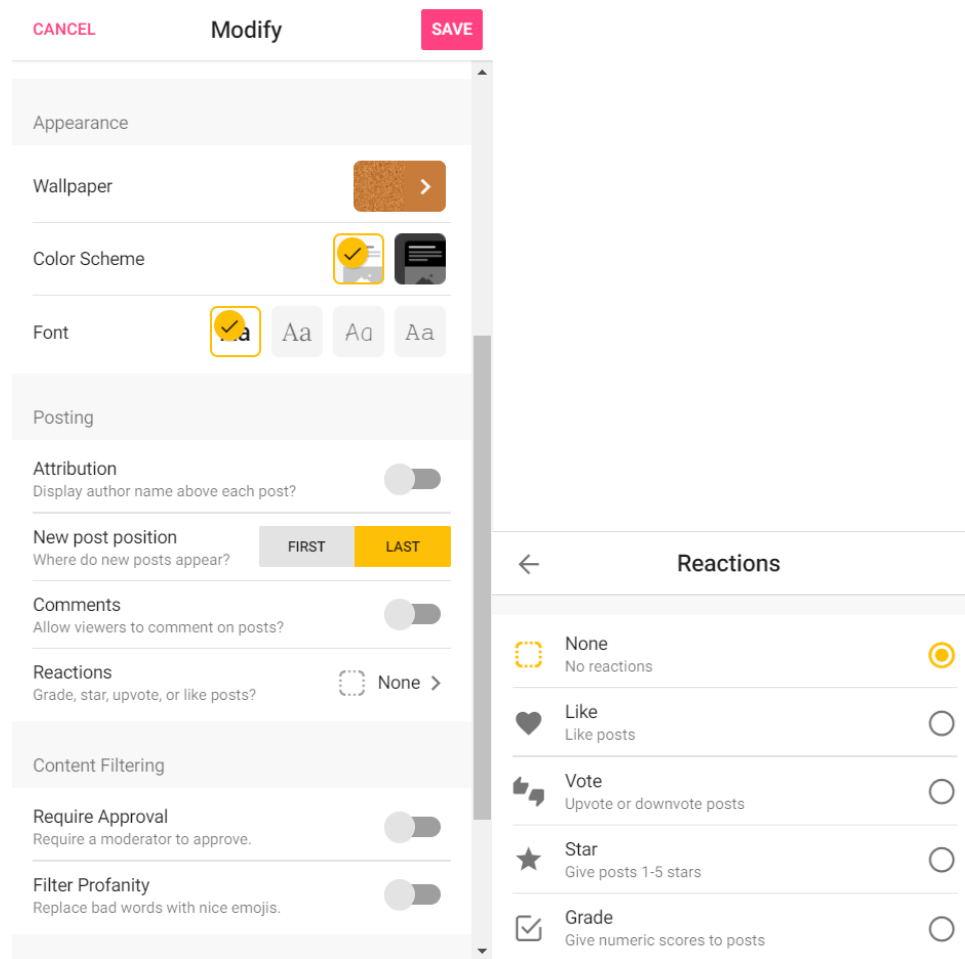
How to Share your Padlet

- 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 **here**.
        - 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":
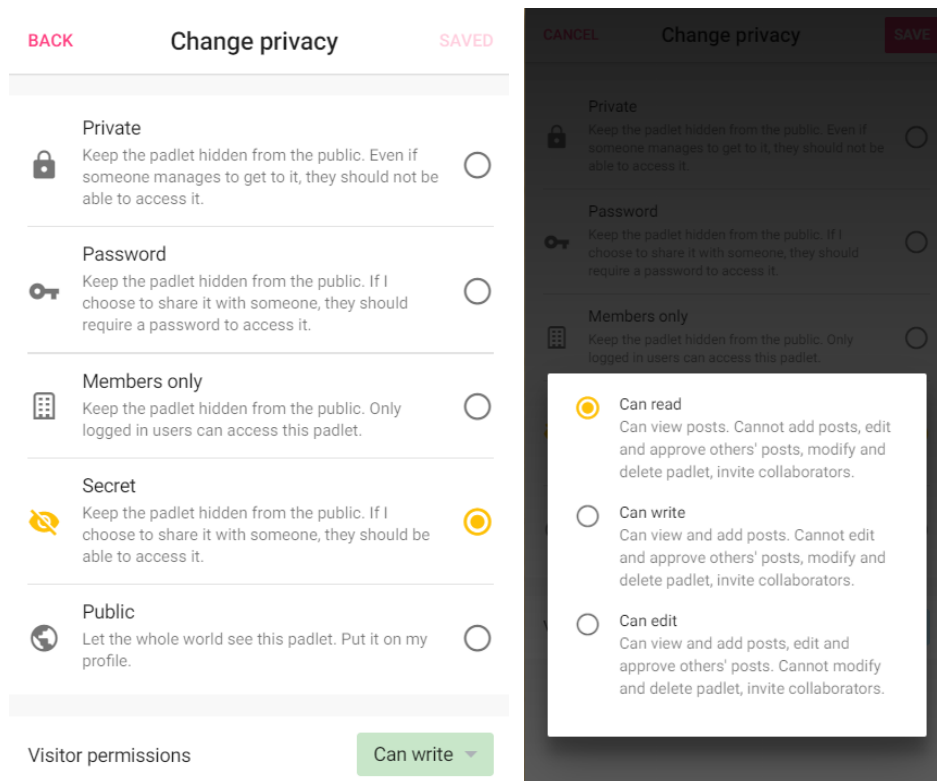
- To share with students, you can either share the Padlet link or Embed the padlet into a Canvas page.
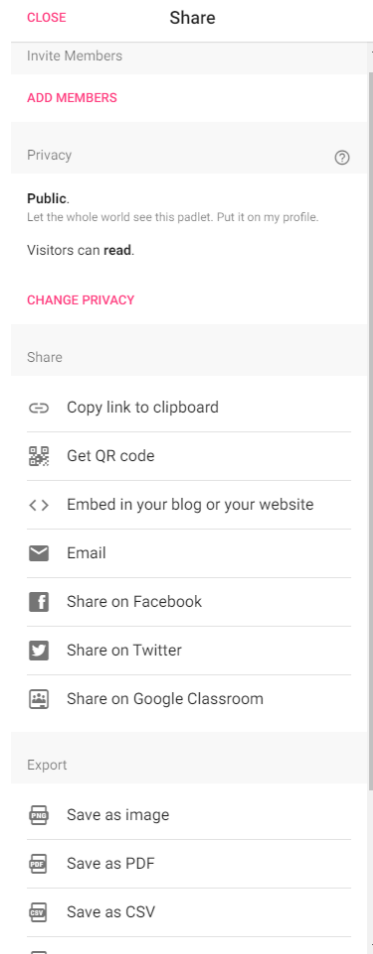
- To share the link, click Copy link to clipboard
  - If you set a password, make sure to copy this as well and share with students.
- To embed into Canvas, click Embed in your blog or your website.
  - Copy the block of HTML text.
  - Open the Canvas page you want to add this Padlet to.
  - In the text editor, click the HTML button (</>) in the bottom right of the text box:
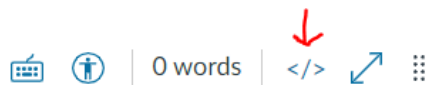
  - Paste the HTML text from Padlet into the box.
  - Click the HTML button again.
  - The Padlet will load in the text box.
  - Finish the page and Save.

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: https://padlet.help/l/en/get-started/how-to-add-a-post-to-a-padlet