

## INTRODUCTION TO PADLET







### Login to Padlet:

1. Go to padlet.com
2. Click on the Log in button in the top right corner.
3. Select the third option Log in with Microsoft.
4. Use your Cougarnet credentials to login to Microsoft: [name@cougarnet.uh.edu](mailto:name@cougarnet.uh.edu) and password.

The image displays a sequence of four screenshots illustrating the login process for Padlet, with numbered callouts (1-4) indicating key steps:


- 1**: The Padlet homepage is shown. A search bar contains the URL `https://padlet.com/`. The "Log in" button is highlighted in the top right corner.
- 2**: The login options are shown. The "Log in with Microsoft" option is highlighted.
- 3**: The Microsoft "Sign in" page is shown. The email address `name@cougarnet.uh.edu` is entered in the "Email or username" field.
- 4**: The Microsoft "Sign in" page is shown. The "Next" button is highlighted.

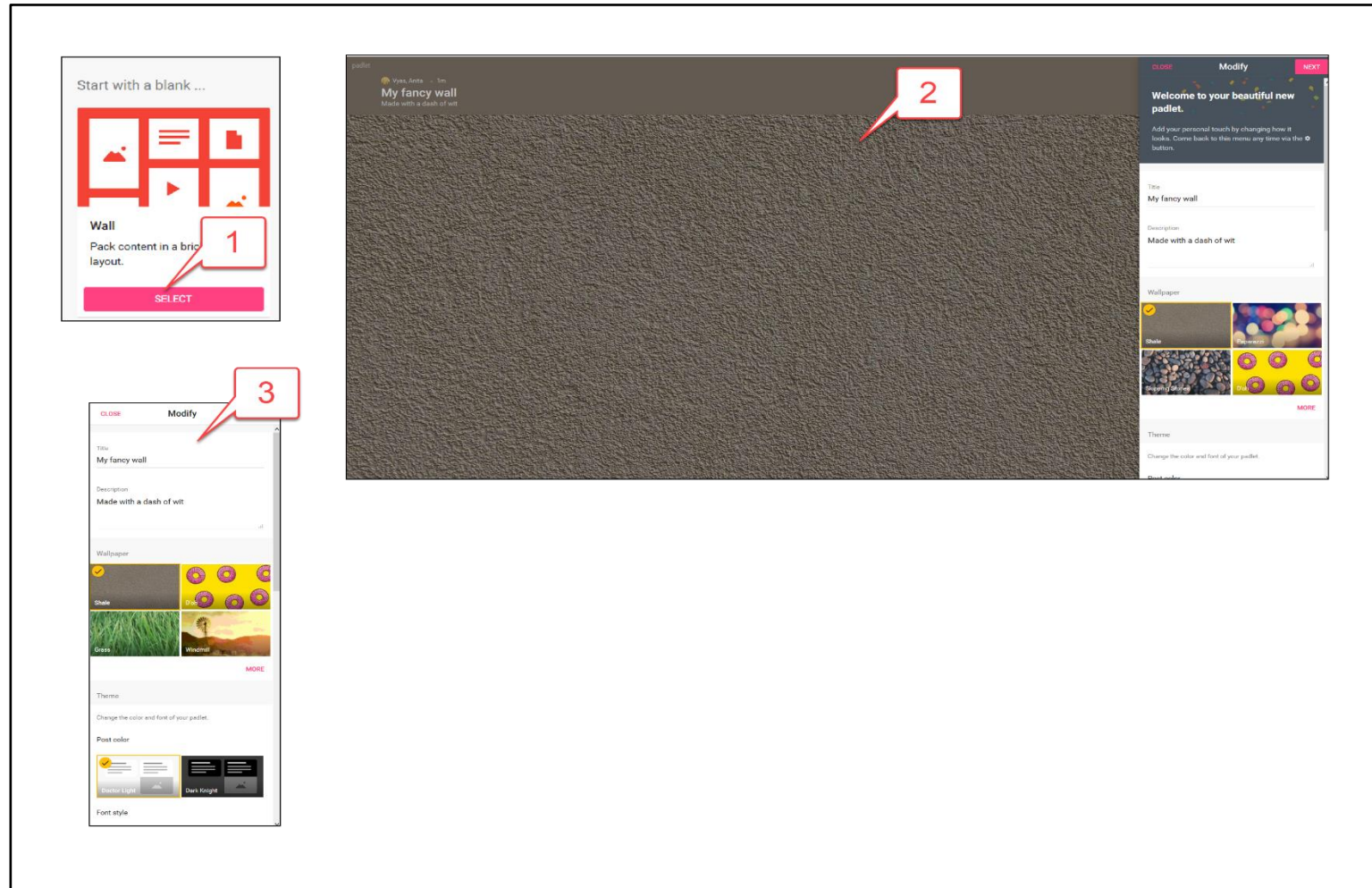
5. This will take you to the Padlet dashboard. To start creating a padlet, click on Make a Padlet.
6. Choose either a blank template or a pre-designed template depending on the activity.

	<b>Wall</b>	<b>Canvas</b>	<b>Stream</b>
			
<b>Layout</b>	Packs content in a brick-like layout in no particular order.	Allows content to be placed anywhere, resized and connected to other content on the page.	Puts content in top-to-bottom or bottom-to-top order.
<b>Ideal for</b>	<ul style="list-style-type: none"> <li>• Mood boards</li> <li>• Pinboards</li> <li>• Bookmarking</li> <li>• File sharing</li> </ul>	<ul style="list-style-type: none"> <li>• Brainstorming</li> <li>• Mind maps</li> <li>• Organization charts</li> <li>• Flowcharts</li> </ul>	<ul style="list-style-type: none"> <li>• Blog posts</li> <li>• Websites</li> <li>• Lessons</li> <li>• Assignments</li> <li>• Reports</li> </ul>
<b>Example</b>	View an <a href="#">Example</a>	View an <a href="#">Example</a>	View an <a href="#">Example</a>
	<b>Grid</b>	<b>Shelf</b>	<b>Backchannel</b>
			
<b>Layout</b>	Arranges content in rows of boxes in a particular order.	Organizes content into a series of columns with a heading.	A messaging environment displayed in a top-to-bottom discussion order.
<b>Ideal For</b>	<ul style="list-style-type: none"> <li>• Digital storytelling</li> <li>• Storyboarding</li> <li>• Noticeboards</li> </ul>	<ul style="list-style-type: none"> <li>• Group work</li> <li>• Sharing ideas</li> <li>• Assignments</li> <li>• Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Discussions</li> <li>• Sharing ideas</li> <li>• Brainstorming</li> <li>• Blog posts</li> </ul>
<b>Example</b>	View an <a href="#">Example</a>	View an <a href="#">Example</a>	View an <a href="#">Example</a>





Source: <https://elearning.uq.edu.au/guides/class-active-learning-tools/create-padlet>

## Padlet Settings:

1. Select the appropriate layout by clicking the **Select** button.
2. This will take your new blank Padlet page with a default theme.
3. The **Modify** toolbar will appear automatically on the right hand side of the screen or it can be accessed by clicking the gear button on the top right corner  .



4. Enter a **Title** and **Description** for the Padlet.
5. Select a **Wallpaper** for the background of the Padlet. A **yellow tick** should appear when you click on the wallpaper image.
6. Select either a light or dark theme for the content posts by clicking either **Doctor Light** or **Dark Knight**.
7. Choose a **Font Style** by selecting one of the four options: Alps, Thames, Niagara and Fuji.
8. Select an **Icon** to represent the Padlet, so the yellow tick appears. To view other icon option, click the more button at the bottom of the icons.
9. Turn on the **Attribution** slider if you want the author names to appear above each post.
10. Select **First** for the new post position so that all new posts appear first.
11. Turn on the **Profanity filter** to replace inappropriate words with emojis.
12. In the Collaboration tab, turn on **Comments** so that users can give feedback to each other's posts. Turn on **Reactions** for users to Like, Vote, Star or Grade the posts.

	 Like	 Vote	 Star	 Grade
<b>Ideal For</b>	Liking a post to show positive feelings.	Voting a post to show agreement or disagreement.	Rating a post based on a 1-5 star rating to show quality.	Grading a post based on a numeric score to show quality.
<b>Example</b>	View an <a href="#">Example</a>	View an <a href="#">Example</a>	View an <a href="#">Example</a>	View an <a href="#">Example</a>

Source: <https://elearning.uq.edu.au/guides/class-active-learning-tools/create-padlet>







13. Enter a maximum of three **Tags** to increase searchability of the Padlet. These could be course name, topic, course number and so on.
14. Input a short **Address** for the Padlet that becomes part of the shareable link when you share the Padlet. This could be the course code and semester/year, for example, NURS0000SP19.
15. Click **Save** to complete saving the Padlet settings.

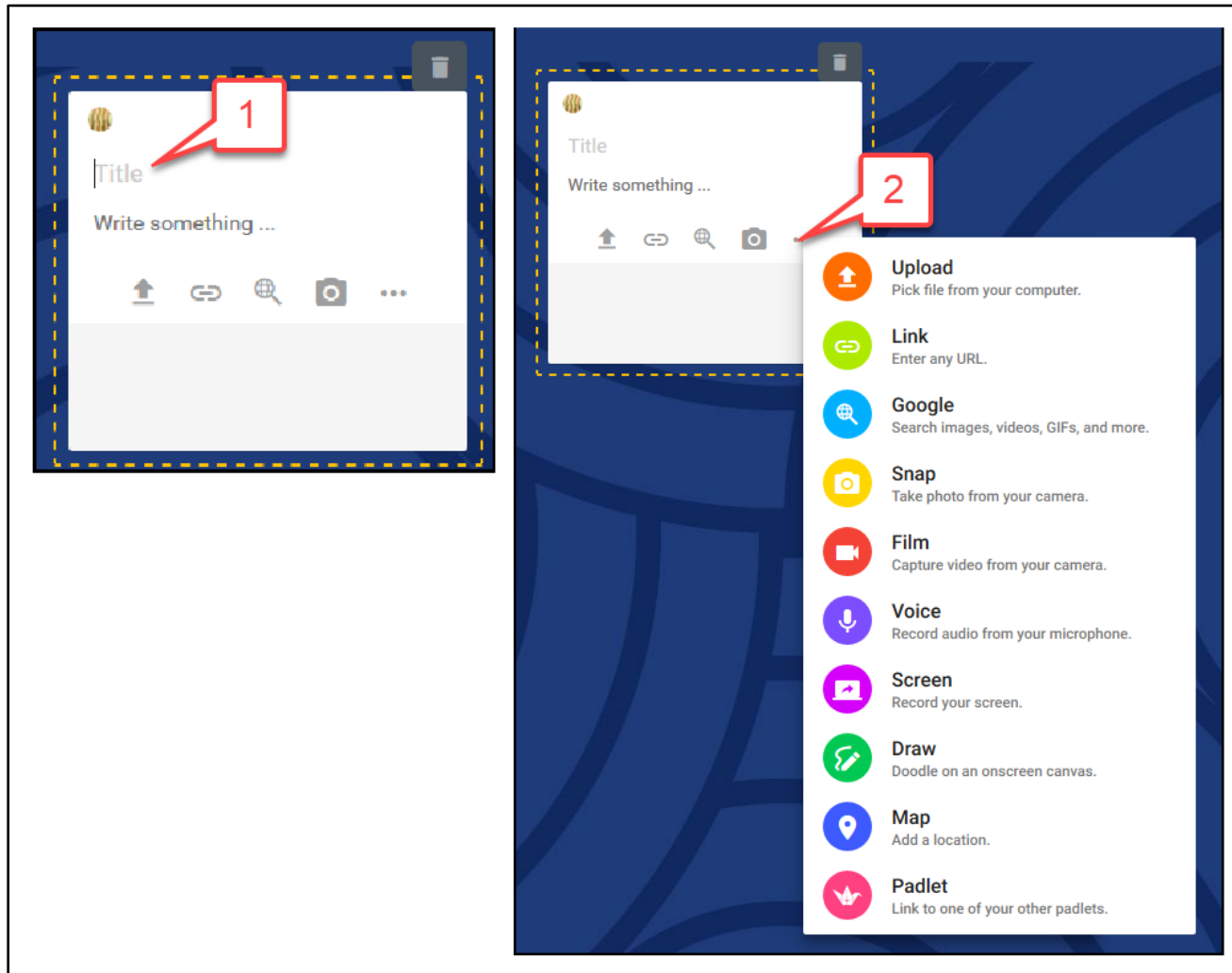
The image shows a screenshot of a Padlet settings menu with 15 numbered callouts highlighting various options:

- 4**: Title (My fancy wall)
- 5**: Wallpaper (Shale, D'oh, Grass, Windmill)
- 6**: Theme (Change the color and font of your padlet)
- 7**: Font style (Alps, Thames, Niagara, Fuji)
- 8**: Icon (Symbolize what this padlet is about)
- 9**: Attribution (Display author name above each post)
- 10**: New post position (Choose where new posts appear)
- 11**: Profanity filter (Replace bad words with nice emojis)
- 12**: Collaboration (Comments, Reactions)
- 13**: Tags (Make the padlet easier to search for)
- 14**: Address (https://padlet.com/avyas1/bu0sh358eqnk)
- 15**: SAVE button

Buttons at the bottom: CANCEL, Modify, SAVE

## Posting on the Padlet:

1. Double click anywhere on the Padlet background. A window will open up to input the Title, Description and content.
2. Either click on the icons to post content or click on the three dots      to open up a dropdown with various content options. Instructions on what each content type is written under their title.
3. In order to delete a post, click on the Trash Can icon  on the top right corner of the post.



## Padlet Share Settings:



1. To share the Padlet click on Share button on the top right corner of the screen.
2. In the People & Privacy tab, the Padlet defaults to the Secret setting. This setting allows students to access the Padlet via a link without logging into Office 365. However, students remain anonymous.
3. Access to the Padlet can be customized as well where students have access to just read/view the posts, or view and add posts, or moderate the posts by viewing, adding, editing and approving. Administrator access to the Padlet can be given only by inviting contributors through email. Access settings are the same for each privacy setting.
4. Private access requires adding contributors via invitation. Enter the email addresses of any contributors for collaboration purposes (contributors can be other teaching staff). Contributors have the same access rights as you and will be able to delete student posts as well as change any of the settings.
5. Password protected access can be set up by choosing a unique password and inviting contributors via email.
6. Public access means anyone can access the Padlet and it will also show up in the internal search and Google.
7. The Share/Export/Embed tab allows you to share, embed and save the Padlet in a variety of ways. A QR code is automatically generated that can be saved, printed or inserted in the course site or syllabus.
8. The Padlet can be shared by selecting any of the share options such as copying the link, or by embedding the code in Blackboard, or via email, or by sharing on social media platforms such as Facebook & Twitter.
9. The Padlet can be exported in image, PDF, Excel sheet, CSV formats and can be printed out as well.

**CANCEL** **Share** **SAVE**

**PEOPLE & PRIVACY** **SHARE/EXPORT/EMBED**

Make this padlet as public or as private as you want. Add contributors and give them special powers. You can change your settings at any time.

Privacy WHAT ARE THE DIFFERENCES?

Private Password protected Secret Public

Anyone who has the link or QR code can access the padlet. It will not be visible in Google search or public areas of Padlet.

Those with access **Can write**

Add contributors

Enter an email or username

Advanced

**Remake**  
Allow anyone to use a copy of this padlet as a template for their own work.

**Moderation**  
Require admin or moderator approval before posts are published.

**Can read**  
Can view posts. Cannot add posts, edit and approve others' posts, modify and delete padlet, invite collaborators.

**Can write**  
Can view and add posts. Cannot edit and approve others' posts, modify and delete padlet, invite collaborators.

**Can moderate**  
Can view and add posts, edit and approve others' posts. Cannot modify and delete padlet, invite collaborators.

**Can administer \***  
Can view and add posts, edit and approve others' posts, modify and delete padlet, invite collaborators.

\* You can only invite individual contributors as administrators for this privacy setting.

**Private** **4** Password protected Secret Public

Only you and the people you add as contributors can access the padlet.

Add contributors

Enter an email or username

**Private** **5** Password protected Secret Public

Visitors will need to enter a password (of your choosing) in order to access the padlet.

**Password** Pick something nice

Those with access **Can write**

Add contributors

Enter an email or username

**Private** Password protected Secret **Public** **6**

Anyone can access the padlet. It will appear in internal search as well as Google, and may be featured by Padlet on community pages.

Those with access **Can write**

Add contributors

Enter an email or username

**CLOSE** **Share**

**PEOPLE & PRIVACY** **SHARE/EXPORT/EMBED**

View on mobile HELP **7**

To access this padlet from your tablet or phone, scan this code from our mobile app.

Download on the App Store GET IT ON Google Play **PRINT CODE**

**Share** **8**

Copy link to this padlet

Embed in your blog or your website

Email

Share on Facebook

Share on Twitter

Share on Google Classroom

**Export** **9**

Save as image

Save as PDF

Save as CSV

Save as Excel spreadsheet

Print