What is PADLET?

Padlet is an online virtual “bulletin” board, where students and teachers can collaborate, reflect, share links and pictures, in a secure location.

Padlet allows users to create a hidden wall with a custom URL. Padlet creators can also moderate posts, remove posts, and manage their board 24/7.

Padlet is free and easy to use!

Got Questions? Go to “Padlet Junction”
http://jn.padlet.com

Get Started:
Go to www.Padlet.com
  1. Log in with your already established Google or Facebook account
OR
  2. Click on “Sign Up” to create a new Padlet account
Take some time to explore the Home Page. When you’re ready to create your first wall, follow these steps….

1. Click on “CREATE NEW PADLET” to create a new wall.
2. Welcome to your first Padlet wall!
“Designing” and Managing your wall

1. When you select the “Modify Wall” (gear) icon, you’ll reveal the wall control menu.
2. Work from the top of this sub-menu, down to create your wall.
   a. Notice you can upload your own photos for both the portrait icon and the Wallpaper background.

Wallpaper

1. Explore the Wallpapers (or Backgrounds). You’ll find some really useful wallpapers like the “My Tasks” and the “Calendar” Backgrounds. Pretty useful for projects (personal and groups) and publication staff tracking.
**Layout**

1. Layout refers to how the “sticky notes” are posted on the board.
2. Students tend to appreciate the Freeform option more than teachers. Stream "stacks" posts. Grid places posts as a grid. It’s really a matter of preference.
3. Play around with the layout options to figure out what works for you.

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**THE BIG ONE - PRIVACY SETTINGS**

This is what makes Padlet such a valuable collaborative tool for school settings. Teachers who create a Padlet wall have several privacy setting options to apply.

1. Take some time to click on all of the drop-down options and read the selections. You may have a need to Password Protect a wall and change settings from write to view-only.
2. Oftentimes, teachers will select: HIDDEN LINK - CAN WRITE.
3. In a school setting, be cautious of Totally Public wall.
4. **NOTE:** You can collaborate with your grade-level team members, offering them moderation or “admin” rights to the wall by e-mailing them the link.
5. If you feel the need to MODERATE POSTS, you can select that option.
6. Be sure to “SUBMIT” those options to update your preferred settings.
**Notifications**

If you enjoy lots of emails, select Notifications.

As a teacher, the NOTIFICATION option is one to check in the event you plan to leave a wall open, but do not plan to check the wall frequently. In that case, select this option.

If you intend to check the Padlet walls often, plan to “lock” the wall to view-only, or close down access to the wall when finished, then leave this unchecked.

**One Cool Link - Create a “Custom” URL**

Padlet offers a cool feature, allowing users to “customize” a URL for free! Select the ADDRESS icon.

1. Enter a potential URL in the “Pick a padlet.com address” option.
2. When you get the green checkmark “Available”, select “PICK”
3. Now, right-click and COPY your new URL in the CURRENT ADDRESS box.
4. Share with students and/or your collaborators.

![ADDRESS Icon Image](image)

![Example of Pick a new URL](image)
Copy Wall
Do you want to copy a wall? With or without current posts? All you need to do is…
1. Select the COPY icon and option you prefer.
2. Select option you prefer - with or without posts.
3. DONE!

Delete
Delete doesn’t just delete walls, you can reuse a wall by simply clicking on CLEAR ALL POSTS. Easy!

Got Questions?
Click on the ? icon for all kinds of help.
SHARE, PRINT, EXPORT... oh my!

Padlet offers an INCREDIBLE amount of options to share your Padlet, Export, Print, Embed and generates a cool QR Code for you. All you need to do:

1. From the Padlet Wall you want to share, select the SHARE icon.
2. Click on the option you’re interested in.
3. Take it from there....
4. EASY!