

Padlet Tip Sheet

Jennifer Staidl
Kris Sheehan

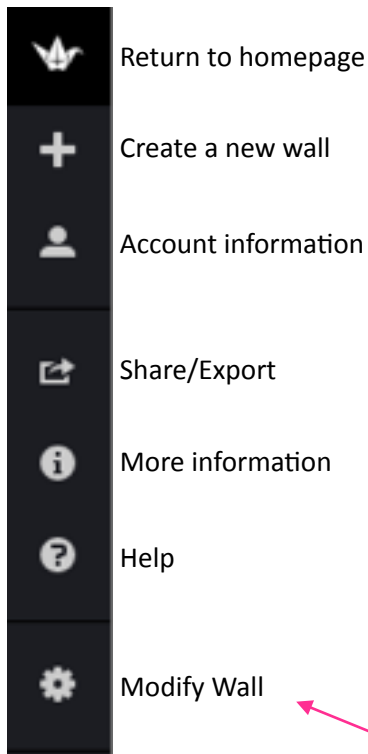
Create Your Padlet Wall

Now that you have an account, you will need to set up your first Padlet.

When you get to your Padlet Dashboard, you will see a bright pink button to create a new Padlet. Click on this button to begin to set up your wall.

CREATE NEW PADLET

On the right side of your wall, you will see your toolbar.



You can also create a **new wall** within an existing Padlet by clicking on the + sign on the toolbar.

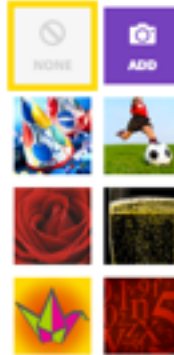
Once you have created your wall, you will want to begin **modifying** it. Click here to see the tools.

Modify Your Wall



Click on “**Basic Info**” to add a title, description, and portrait image for your wall. This information will show up on the top left corner.

PORTRAIT
A small image to associate with the wall.



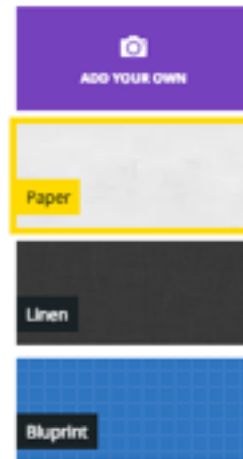
TITLE
E.g. Dr. Strangelove

DESCRIPTION
E.g. How I Learned to Stop Worrying and Love the Bomb





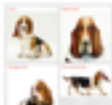
Click on “**Wallpaper**” to change the background of your wall.

WALLPAPER
A background for your wall



Click on “**Layout**” to change how the participants’ posts will appear. **Freeform** will look like sticky notes, **stream** will add them directly on top of each other, and **grid** will display them in rows and columns.

LAYOUT
Choose how posts appear on this wall

- Freeform**
Posts can be put anywhere and can be resized freely. 
- Stream**
Posts are placed one below the other. 
- Grid**
Posts are displayed in a grid-like layout. 

Sharing

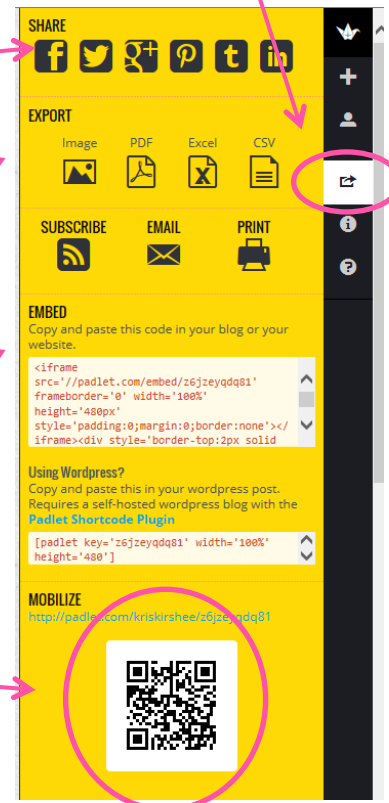
To share your Padlet, click on the share/export icon located on the right hand side of the application. Anyone that has access to your website can view and create responses to your Padlet. After the share/export is clicked on, there are four main options from which you can choose!

From here you can choose to **share** your Padlet via social media or other collaborative websites.

Want to add additional information to your Padlet?
Export images, PDF, Excel or CSV files!

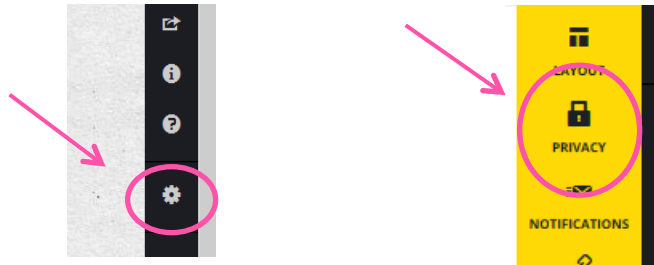
It is possible to **embed** your Padlet onto a blog or webpage.
Just copy and paste!

Padlet can even be accessed/shared through a **mobile device**.
Simply scan the QR code!

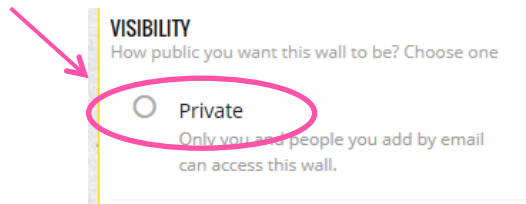


Privacy Settings

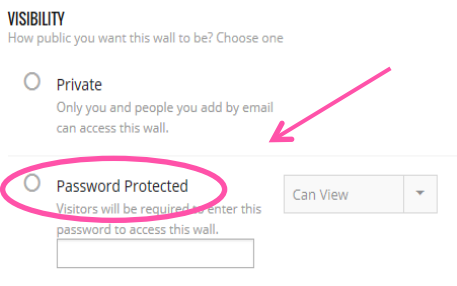
To change your privacy settings, click on the wheel cog icon on the right hand side of the application page, then click on *privacy*.



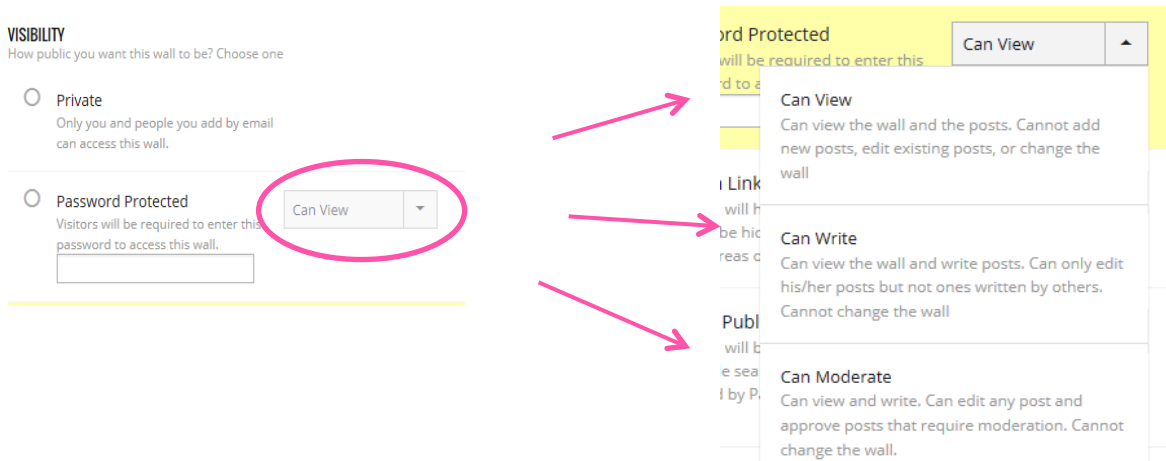
Privacy settings will allow you to control who can view, write, or moderate your Padlet. Please be aware that if you click “private,” no one will be allowed to see your Padlet, not even your students.



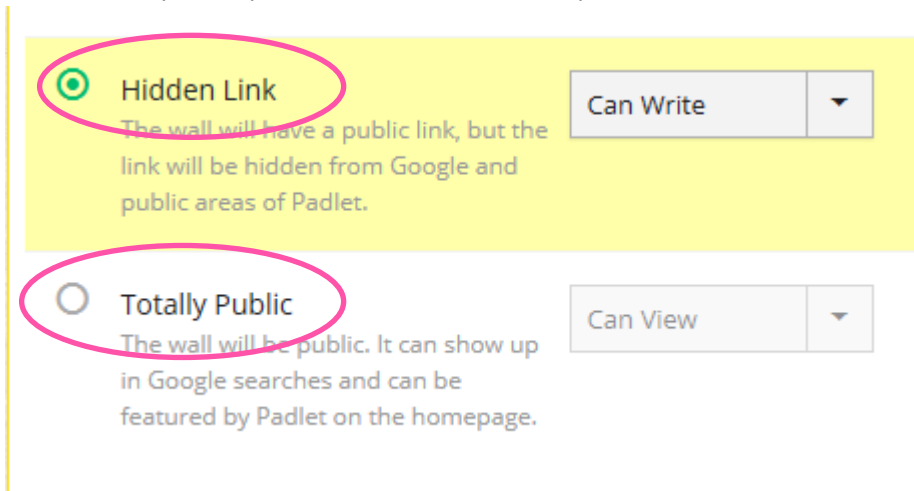
“Password protected” allows you, as the Padlet creator, to designate a password that will allow others access. If you choose this option, please make sure your students have the password, or they will not be allowed access.



At this stage you can also designate if you will allow those who visit your Padlet to view, write, or moderate.



You may also choose to create your Padlet as a “hidden link” or “totally public.” The difference is that the *hidden link* will be hidden from the public areas of Padlet and Google. *Totally public* allows your Padlet to be featured on the Padlet site, and will show in a Google search. Again, with these two privacy options as well, you may choose to have others only view, write, or moderate.



The image shows a screenshot of the Padlet privacy settings interface. It features two radio button options: "Hidden Link" (selected) and "Totally Public". Each option is accompanied by a brief description and a dropdown menu for permissions. The "Hidden Link" option is circled in pink, and the "Totally Public" option is also circled in pink. The "Hidden Link" dropdown is set to "Can Write", and the "Totally Public" dropdown is set to "Can View".

Privacy Option	Description	Permission
<input checked="" type="radio"/> Hidden Link	The wall will have a public link, but the link will be hidden from Google and public areas of Padlet.	Can Write
<input type="radio"/> Totally Public	The wall will be public. It can show up in Google searches and can be featured by Padlet on the homepage.	Can View

After you have designated the privacy settings that work for you, don't forget to submit so that your settings will be saved!

