

Padlet Guide for HSUHK Teachers

Padlet is an easy-to-use virtual bulletin board and shared creative space. It is accessible on any type of device and is free to use. Here are some best practices for using Padlet in a virtual classroom.

Example Uses for Padlet

Synchronous

You can...

- Give students a platform to submit questions about a particular topic in real time
- Ask students to post answers to a discussion question (like a “chalk talk”) and interact with each other with likes and/or comments.
- Facilitate an idea-sharing space
- Create a scavenger hunt and ask students to submit photos or other evidence of their success (can be asynchronous as well)
- Ask students to submit items to a timeline
- Create a quote wall and ask students to submit their favorites

Asynchronous

You can...

- Maintain a resource space for texts and recordings
- Create a shared space for students to submit their own recordings
- Curate a shared resource space for educators to collaborate and share ideas, programs, activities, etc.
- Post assignments and have kids submit their responses (written, visual, or video)
- Create a “museum” for students to share completed work.

You must have a Padlet account in order to create a Padlet. The basic, free-of-charge Padlet account allows you to keep up to three active Padlets at one time, although you can archive Padlets you are not using and reactivate them later.

Login to your account

1. Click the Account button at padlet.com.
2. Enter your e-mail address and a password
3. After logging and verifying your account, you will be able to access your Padlet account.

Managing Your Dashboard

1. Managing your account - by clicking the icon in the top right corner, you can then click Profile, then Edit Profile, to change your username, icon, contact information, password, and what kind of emails you want to receive from Padlet.
2. Manage your Padlets - all of your active Padlets will be accessible here

3. Create a new Padlet - see below
4. Join a Padlet - use this if you are joining as a collaborator, or instructing students to join a Padlet
5. Gallery - Click here to see publicly accessible Padlets other people have created. If you see one you like, you can click the heart in the upper right corner to “favorite” it or the Remake button to copy it into your account.

Creating a Padlet

1. Click the Make a Padlet button.
2. Choose a layout. As of this writing, there are eight available layouts:
 - a. Wall - posts will appear in a brick-like layout
 - b. Canvas - posts can be placed anywhere on the Padlet and connected with arrows or other connectors
 - c. Stream - creates one vertical column
 - d. Grid - creates rows of boxes on one scrollable wall
 - e. Shelf - creates multiple columns that can be titled and scrolled independently of each other
 - f. Backchannel - creates a running chat between users
 - g. Map - can be centered on different parts of a world map and allows users to post content to different locations
 - h. Timeline - creates a timeline that can be edited by multiple users
3. Padlet will automatically generate a Padlet in your chosen layout with randomized colors, title, URL, and description.

Customizing a Padlet

The new Padlet should open with the Modify menu already open.

1. Customize your title and description. These will appear at the top of your Padlet.
2. Optional: Choose your icon. The default is none, but you can choose from a wide variety of preloaded icons or upload your own.
3. Important: Customize the address! This is the URL that students will use to visit your Padlet. The default URL is a random assortment of letters and numbers. Change it to something simple and appropriate for your Padlet.
4. Customize the appearance of your Padlet.

a. Wallpaper: Choose between Padlet's wide variety of options, which include solid colors, textures, gradients, and preloaded photos. You can also click "Add your own wallpaper" to upload an image from your computer, search other users' images, or insert a URL to an image you have found on the internet. Note: Padlet will automatically adjust the top bar to match your wallpaper.

b. Color Scheme - choose a light or dark color scheme

c. Font - Padlet currently has only four options for fonts.

5. Customize the Posting settings for your Padlet

a. Attribution: if you turn this on, when people who are signed in to Padlet post, their posts will be attributed to them. People who access your Padlet without signing in will still post as "anonymous." If you do not turn this on, no names will be included.

b. New post position: This is useful when using layouts like Shelf and designates whether the newest posts appear at the top or bottom of your Padlet.

c. Comments: toggles permission for users to leave comments on each others' posts.

d. Reactions: Padlet has a few options if you want to allow reactions to your or other users' posts. Use with caution to avoid bullying.

i. Like - allows users to "like" posts with hearts

ii. Vote - allows users to up- or downvote posts with thumbs up and thumbs down icons.

iii. Star - allows users to rate posts with 1-5 stars

iv. Grade - allows users to assign a numeric score to a post

6. Customize filtering options for your Padlet

a. Require Approval - no submissions will post to your Padlet without your approval (Padlet will send you an email whenever your Padlet receives a new post)

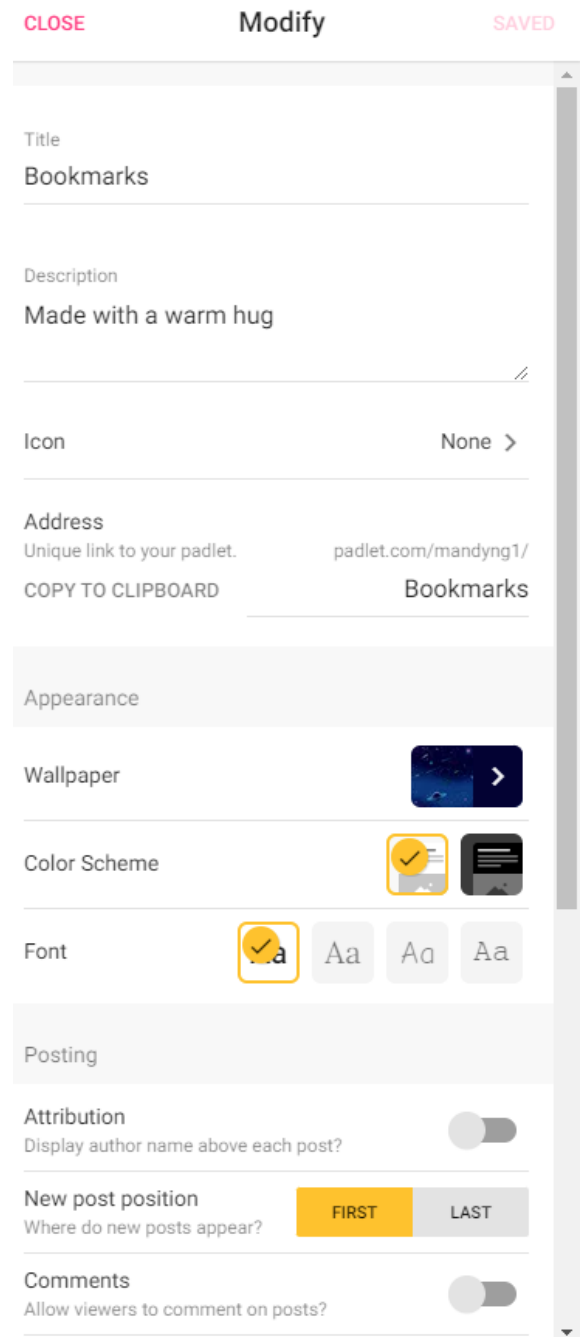
b. Filtering - Padlet will automatically replace profanity with emoji.

7. When you are finished customizing your Padlet, click the Next button, then click Start Posting.

Padlet Menus

In the top right corner, there are several clickable options:

1. Heart - use this when you are viewing someone else's Padlet that you like. This adds that Padlet to your Favorites menu, which is accessible on your Dashboard.



2. Remake - if you want to copy someone else's Padlet, click this! Then you can customize the Padlet from your Dashboard, including clearing posts and comments left by other users. (Hint - if you have a paid Padlet account but your teachers don't, copy their finished Padlets into your account and then add them as Admins to give them control over the Padlet without exceeding the three Padlets they can keep in a free account).

3. Share - Click this for share options (See below for details)

4. Wheel - brings up the Modify window

5. Three Dots (more) - brings up several options, many of which can also be found in other menus (including like, remake, invite, share and modify) but also gives you the option to change format (layout), clear posts, archive your Padlet (which allows you to save the Padlet for later use and does not count against the three-Padlet limit for free accounts) or delete it.

Share Menu

Padlet gives you MANY options to share your Padlet and to control what kind of control people who visit your Padlet have over the content.

1. Add members - You can add any person who already has a Padlet account as a user. You can search by name, username, or email.

a. After adding a member, you can choose their access level. The default is 'can write,' which the user can view and add posts, but has no editing privileges. You can also designate a person to have editing privileges or full administrative privileges. Adding a teacher with administrative privileges will give them the same privileges that you have as the owner of the Padlet.

b. If students are using the Padlet as a resource only and will not be asked to post anything, designate them "can read." If they will be expected to add posts, designate them "can write." Students should not be given editing or administrative privileges unless they are given strict guidelines.

2. Privacy - this designates how users without specified permissions can interact with your Padlet. Choose between private (no one can access but you), password (users must enter a password to access), secret (only people with whom you share the Padlet can access it), or public Padlet Guide for Teachers (searchable by all). You can also designate what users that are not added as members can do on the Padlet - read, write, or edit.

The screenshot shows the 'Share' menu in Padlet. At the top, there are 'CLOSE' and 'Share' buttons. Below this, the menu is organized into sections: 'Invite Members', 'ADD MEMBERS', 'Privacy' (with a help icon), 'Private.' (with a description: 'Keep the padlet hidden from the public. Even if someone manages to get to it, they should not be able to access it.'), 'CHANGE PRIVACY', 'Share', a warning banner that says 'This padlet is private. Visitors not in your invited contributors list will be denied access.', and a list of sharing options: 'Copy link to clipboard', 'Get QR code', 'Embed in your blog or your website', 'Email', 'Share on Facebook', 'Share on Twitter', and 'Share on Google Classroom'. At the bottom, there is an 'Export' button.

3. Share or embed - this will give you a shareable URL or a QR code that students can use to access the Padlet. Unless they are signed in to Padlet, their posts will appear as “anonymous.”
4. Other share options - Padlet can generate code for you to embed in a website or blog, share by email, share on Twitter or Facebook, or post directly to Google Classroom.
5. Export - you can also print your Padlet or convert it to a JPEG, PDF, Excel sheet, or CSV.

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