Padlet Training Guide

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# Part 1 Logging in with the University account

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| 1 Log in to Padlet using the University’s account.  **NOTE: You must use this link rather than the normal Padlet site.** | <https://derbyuni.padlet.org> |
| 2 Click Log in with Microsoft |  |
| 3 Enter your university username, click Next |  |
| 4 Click Work or school account. |  |
| 5 Enter your password, click sign in. |  |
| 6 You’re signed in to the Padlet dashboard. |  |

# Part 2 Create a new padlet

This guide sets up a padlet that

* Creates a padlet that is available to anyone with the link
* Students can write notes on without logging into Padlet (anonymous)
* Posts are unmoderated and available immediately
* Allows comments on notes by anyone with the link (anonymous)
* Embeds the padlet into Course Resources

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| 1 Click on Make a Padlet |  |
| 2 Choose your wall format by clicking Select.  There are various options for how the notes are displayed on the wall. |  |
| 3 Alter the Title and Description.  Change the Icon, address and wallpaper, colour scheme and font as desired.  Leave Attribution and Comments to off (default setting). |  |
| 6 Click Next on the top right. The Padlet is ready to use. |  |
| 7 Click Share in the top right. |  |
| 8 Click Change Privacy |  |
| 9 Click Secret |  |
| 10 Click Can Read |  |
| 11 Click Can Write, then click below the white box to disappear then box |  |
| 12 Click Save in top right |  |

3 Embed Padlet into Course Resources

Get the embed code from Padlet

|  |  |
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| 1 Click Share in top right |  |
| 2 Click Embed in your blog or website. |  |
| 3 Click Copy |  |
| 4 Navigate to your module | <https://courseresources.derby.ac.uk/> |
| 5 In Study Materials click Build Content > Item |  |
| 6 Enter a name (e.g. Discussion of Spelunking) |  |
| 7 (Optional) Ensure the full toolbar in the writing area is expanded by clicking the down arrows. |  |
| 8 Click HTML |  |
| 9 In the pop up window, paste the embed code from step 3 |  |
| 10 Click update on the pop up HTML window |  |
| 11 A yellow box is in the writing window.  Click Submit to save the Item. |  |
| 12 The padlet is embedded in the Course Resources page and students can start posting. |  |

# 4 Using Padlet

You can send this to students as guidance.

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| 1 To create a new Padlet note, double click on a blank space on the screen, or the Plus icon on the bottom right.  A note will appear.  Enter a title and some content. |  |
| 2 There are extra options in the bottom toolbar.  Up arrow is upload a file.  Broken circle is add a link.  Magnifying glass is google search to embed images, video, gifs and web  Camera takes a photo from a connected webcam  Click the three dots to get more options. |  |
| 3 The rubbish bin deletes the note. |  |