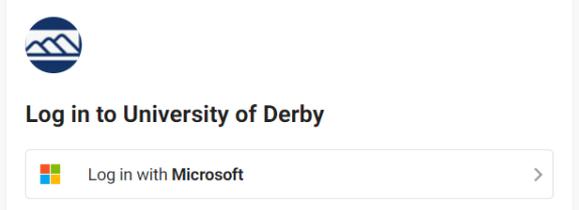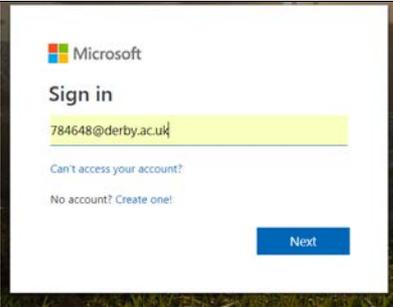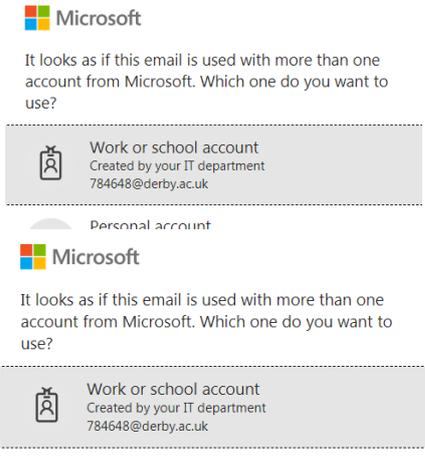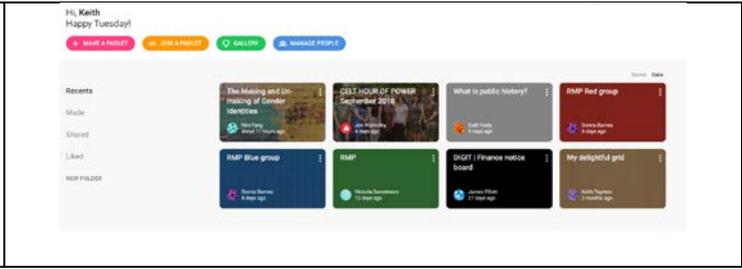# Padlet Training Guide

Find out how to setup and use Padlet for an interactive communication wall.
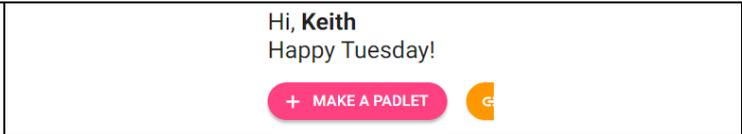
1 Logging in and basic setup

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.	

2 Creating a Padlet

1 Click on Make a Padlet	Hi, **Keith** Happy Tuesday! + MAKE A PADLET
2 Choose your wall format.	
3 Work through the settings on the Settings panel on the right. Scroll down to see more.	
4 Settings to be aware of! Attribution will display the name of each author above the post. Comments allows viewers with access to post comments.	
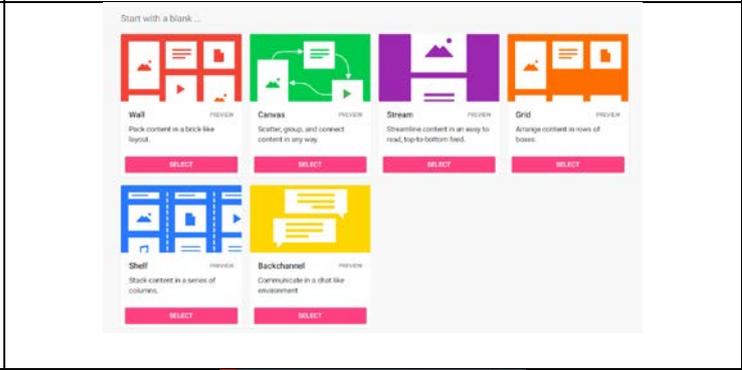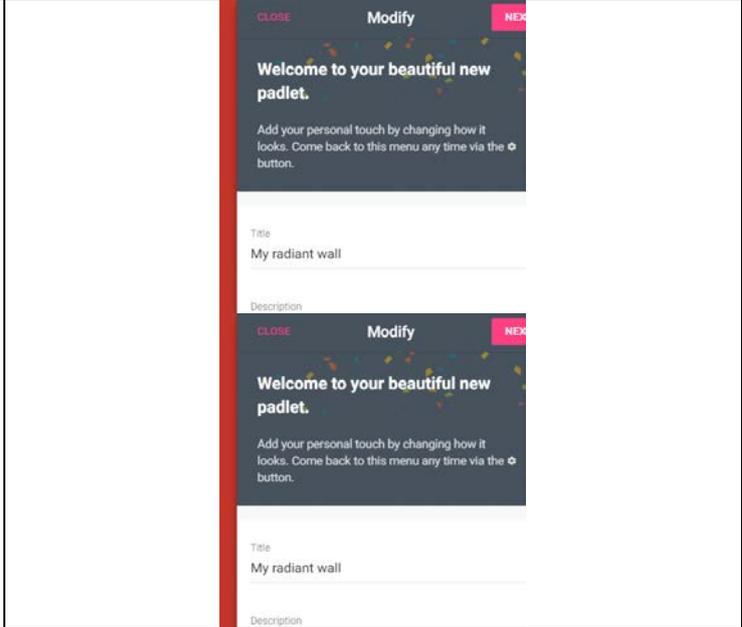
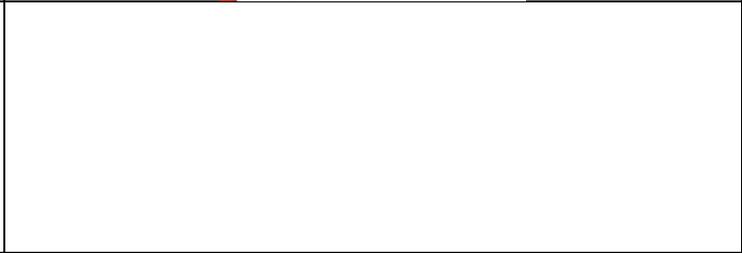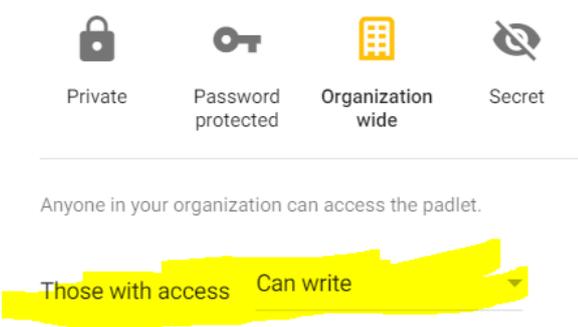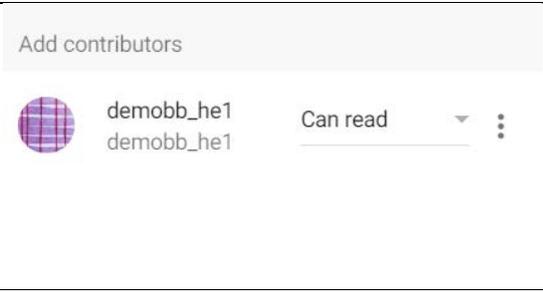|	
5 Address This is the URL or address where people can find this Padlet. You might want to change it to something more meaningful.	Address https://derbyuni.padlet.org/k_taynton/ pr3cprrwewv6 Letters, numbers and underscore (_) only. Up to 50 characters.
6 Click Next on the top right to enter more options	CLOSE **Modify** NEXT
7 Privacy and security options. Choose how you want to share the Padlet. **Privacy options** 🔒 Private Only you and the people you add as contributors can access the padlet. ⊶ Password protected Visitors will need to enter a password (of your choosing) in order to access the padlet. ▦ Organization wide Anyone in your organization can access the padlet. 👁‍🗨 Secret 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.	Privacy WHAT ARE THESE OPTIONS? 🔒 Private ⊶ Password protected ▦ Organization wide 👁‍🗨 Secret
8.1 For some options, you will be asked to choose what you want **all viewers** to be able to do in an extra drop down box.	🔒 Private ⊶ Password protected ▦ **Organization wide** 👁‍🗨 Secret Anyone in your organization can access the padlet. Those with access Can write ▾
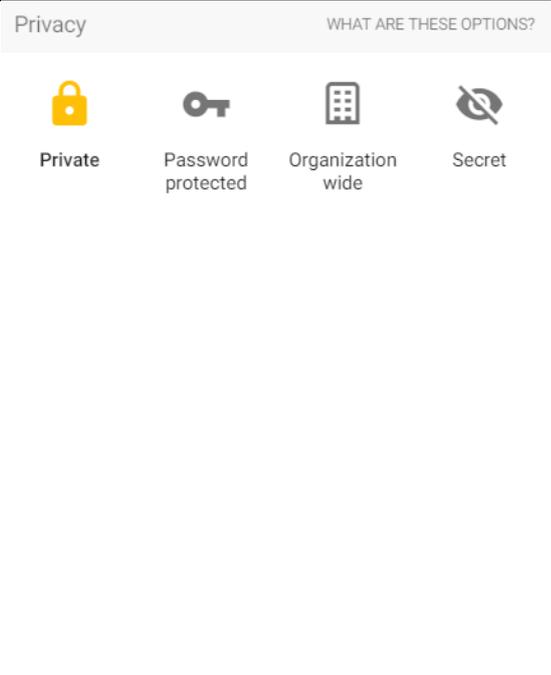
○ Can read Can view posts. Cannot add posts, edit and approve others' posts, modify and delete padlet, invite collaborators. ◉ Can write Can view and add posts. Cannot edit and approve others' posts, modify and delete padlet, invite collaborators. ○ Can moderate Can view and add posts, edit and approve 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.	
8.2 Alternatively, you can add specific people who are registered to have different permissions to do things on your Padlet. Enter a username, then click on the Can read dropdown to choose a permission level.	Add contributors demobb_he1 Can read ▾ ⋮ demobb_he1
9 Choose moderation. If you want to view and approve every post before being made available switch Moderation on (switch to the right).	Moderation Require admin or moderator approval before posts are published.
10 Click Save on top right.	CANCEL **Share** SAVE
11 To enter settings again, click on either Share or Cog in the top right.	➤ SHARE ⚙ •••
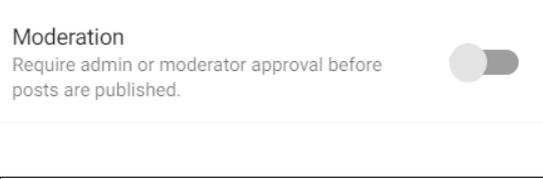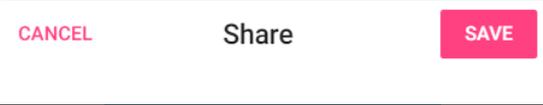
3 Using Padlet

1 To create a new Padlet note, double click on a blank space on the screen. A note will appear. Enter a title and some content.	Title Write something … ⬆ 🔗 🔍 📷 •••
2 There are extra options in the bottom toolbar.	⬆ 🔗 🔍 📷 •••
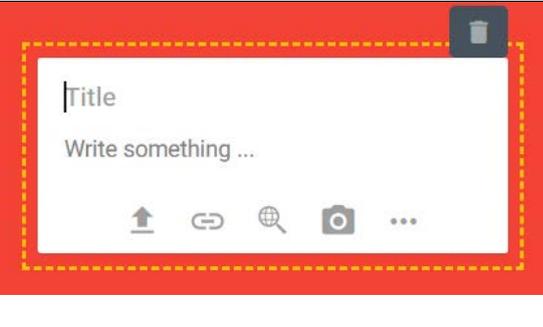
Up arrow is upload a file. Broken circle is add a link. Magnifying glass is google search to embed images, video, gifs and web Camera takes a photo from a connected webcam … provides an extensive submenu of additional options.	... submenu: **Upload** Pick file from your computer. **Link** Enter any URL. **Google** Search images, videos, GIFs, and more. **Snap** Take photo from your camera. **Film** Capture video from your camera. **Voice** Record audio from your microphone. **Screen** Record your screen. **Draw** Doodle on an onscreen canvas. **Map** Add a location. **Padlet** Link to one of your other padlets.
3 The rubbish bin deletes the note.	