



Workshop: Introduction to Padlet

Quick Guide

Brief: Padlet is a web-based application that allows you to create an online bulletin board, which you can then use to display multimedia content in a variety of ways:

- Text
- Hyperlinked text
- Images
- Web search
- Webcam capture (image / video)
- File uploads
- Voice Recordings (Mic)
- Screencast / capture
- Draw
- Embedded Google Map
- Link to other padlet walls
- Embed html code

At CSU, Padlet is used for a variety of communicative, task-based and learning community building purposes, across many subjects within the various faculties & schools. The University has its own 'instance' of Padlet, meaning any padlet walls created are housed within that central account. For your reference, staff access to the Padlet platform (e.g. to build new walls) starts with the following URL:

<https://charlessturtuni1.padlet.org/dashboard>

To create your own Padlet walls, you'll need some login details to access the online platform, see below.

Accessing Your Padlet Account

- 1) Email padlet@csu.edu.au
- 2) Subject line 'Account Request <your name>'
- 3) Body text – Your name, school, faculty, email address and phone number

That's it! A central tool administrator will respond to your email (generally <24h), with your login details and some initial support documentation. At this point you will be able to login and start creating your own padlet walls and add them to subjects.

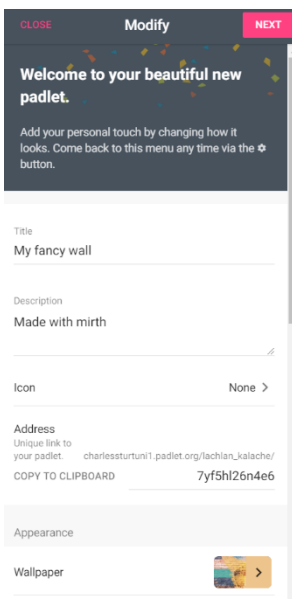
Note. If you are having trouble with any of the processes associated with creating / embedding padlet walls, you are encouraged to log a [DLT SRS Request](#) and support will be provided to help you get the job done.

Creating your 1st Padlet

- 1) **Login** to the CSU Padlet platform (URL above)
- 2) Click on the **'Make A Padlet' button** (top left)
- 3) Select one of the following **formats** for your padlet:

- **Wall** posts are spread across the full page space (from left-right, then top-bottom)
- **Canvas** drag posts anywhere on the full padlet space, able to connect posts (e.g. sequence, relational etc.)
- **Stream** social media format, single column scroll up-down through content
- **Grid** rows of content posts
- **Shelf** columns to organise content, able to use headings to label the columns (good for organising different elements of an activity)
- **Backchannel** think speech bubbles

Your new padlet will now open and the 'Modify' pane will need some input from you:




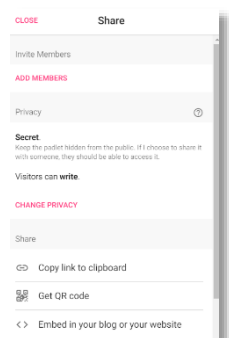
- Provide a title for the padlet.
- Enter a description (appears in smaller text under the title – you may want to use this spot to include the obligatory **“Click the ‘+’ button to add your post”** instruction for students).
- Add an Icon to the padlet (appears to the left of the title).
- Customise your padlet’s wallpaper.
- Adjust font is desired.
- Turn on the attribution, as this will show posts that you have done (as opposed to students).
- Default ‘New Post’ position is first – only change this if you really want older content up top.
- Turn Comments On / Off (depending on your activity / purpose for the padlet).
- Enable reactions to posts – generally, only the ‘like’ option is completely risk-free.
- If you’re concerned about language on the padlet, turn on the profanity filter.

➔ **Click NEXT & START POSTING**

 (note – further changes can be made to your padlet settings at any time by clicking on the modify cog)

Depending on your intended use, you may need to adjust ‘Share’ settings:

- Click the  **SHARE** menu (top right)
- Select ‘Add Members’ and search via staff name / email (**requires the other staff member(s) have activated their own padlet platform access**)
- Adjust the permissions for staff member (e.g. [View](#) | [Write](#) | [Edit](#) | [Administrate](#))
- By default, visitors (e.g. students) are able to add posts to your padlets. In the event you want the padlet to be read only, you will need to **‘Change Privacy’**.

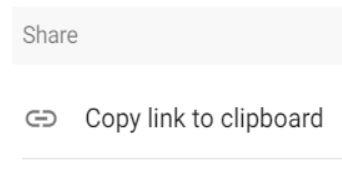


Linking / Embedding to your Padlet in Interact 2 (Blackboard)

Now that your published padlet is live on the web, you have 2 ways to make it accessible to your students at the subject level.

Link to Padlet

- Start by clicking on the **SHARE** menu (top right)
- Under the 'Share' subheading, click on the 'Copy link' option → This hyperlink can then be pasted elsewhere or provided via email to students.



Embedding your Padlet in I2

- Start by clicking on the **SHARE** menu (top right)
- Under the 'Share' subheading, click on the 'Embed' option → `<>` Embed in your blog or your website

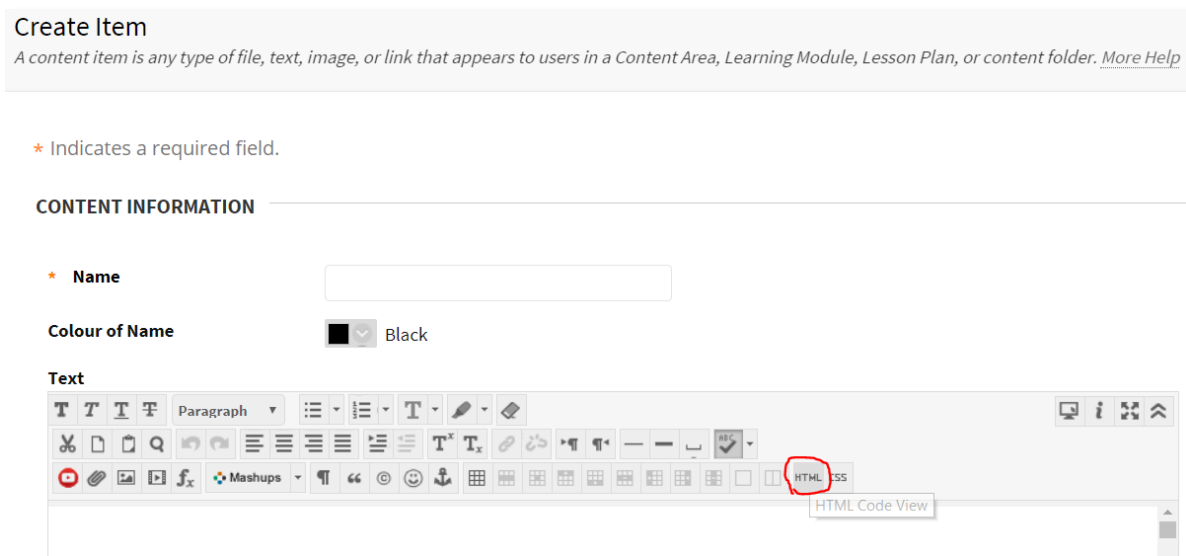
A view of the html code for the live Padlet will appear

- click **COPY**



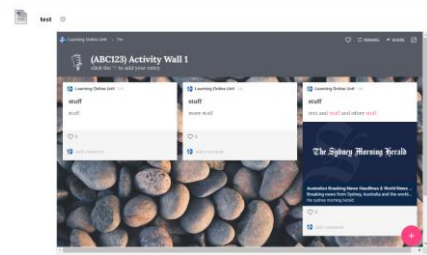
Now go into your I2 subject site and create a new content item:

- Provide a name for the item (e.g. Padlet Activity Wall)
- Click on the 'HTML Code View' button (pictured below)



An empty box will appear for you to paste in your copied padlet embed code

- Press **ctrl + v** to paste in your embed code
- Click 'Update', then 'Submit' to publish your content item



Your live padlet will now be accessible within your I2 subject site