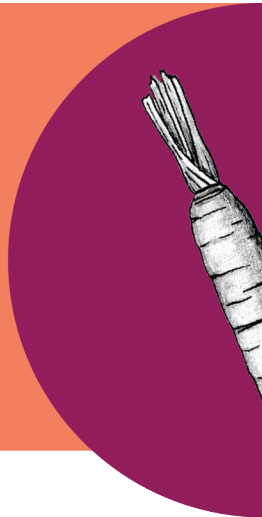# HOW TO: USE PADLET

Summary: This resource describes Padlet, an online sharing tool, and provides step-by-step instructions on how to create a Padlet page for an in-person or virtual learning environment. It also offers suggestions for how to use this tool to support student learning and engagement.

What is Padlet?

Padlet is a shared virtual wall where students and teachers can post images and videos, embed links, and write text. Teachers might choose to make a Padlet page for their Edible Schoolyard activities so that students can see all of their work, reflections, and extensions on the same page. Padlet is a great, simple sharing tool with a low barrier to entry.

Padlet provides a platform for sharing, collaborating, and connecting online. Students and instructors can post images, links, and text to a shared page, which allows for each participant to add something unique to a collective learning experience.
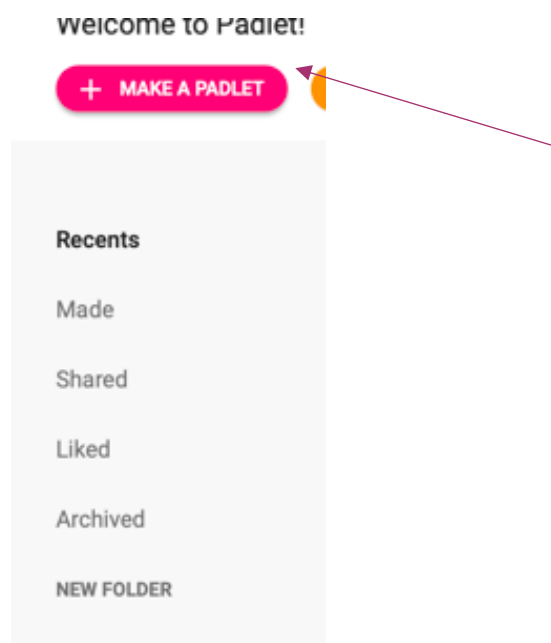
How Padlet Supports Online Learning

- **Sharing and Connecting:** Padlet offers a simple way for students to share their cooking and gardening experiences through pictures, written reflections, and links to other websites. Students can utilize this feature to share their own projects. Students can connect by posting information that is relevant to the class and their personal interests. Comments and reactions can be enabled or disabled by the teacher.
- **Collaborative Discussions:** If you choose to integrate asynchronous discussions into your remote classroom, Padlet is a useful space for students to reflect and respond to prompts on their own time.

Setting Up a Padlet

This section walks you through the series of simple steps for creating a Padlet page.
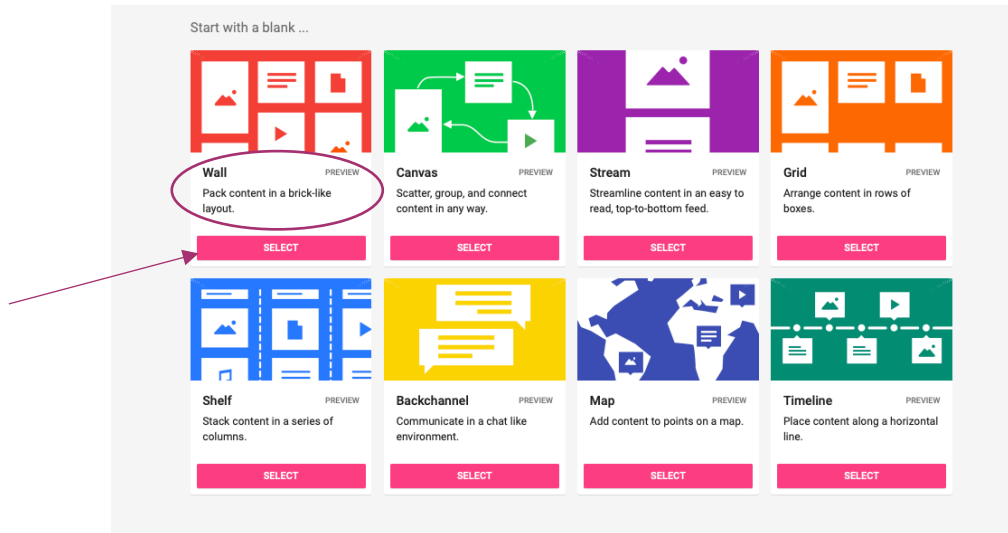
Steps to Setting Up a Padlet Page

Step 1: Once you have signed in to your Padlet account, you will want to click on the button that says "Make A Padlet," which will take you to a display of different layouts. Note that the free version of Padlet will only allow you to create three different Padlet pages. If you are wanting to make more than three Padlet pages you will have to purchase a premium account or delete old or inactive Padlet pages.
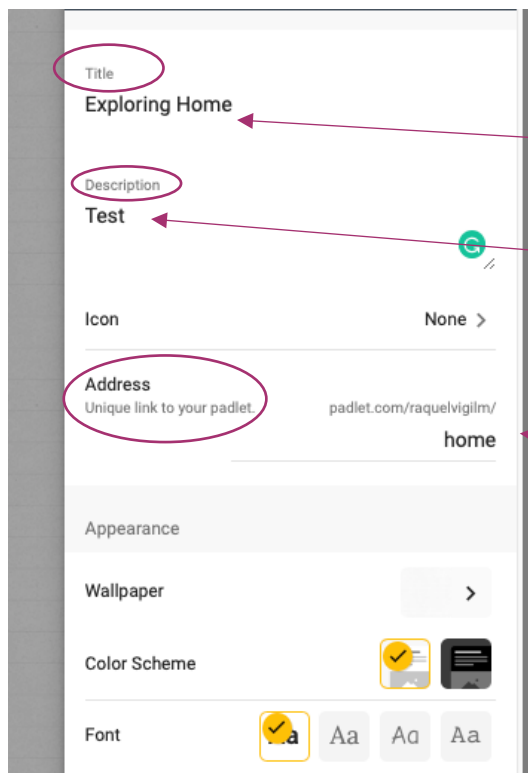
Step 2: Choose the layout that suits you and your classroom needs. For sharing photos, the wall layout works best.

Step 3: After choosing the layout, you will add information about your Padlet page. After naming the Padlet page, you can choose to add a description and create a personalized link to the Padlet page under the "Address" section. See visual below for an example.
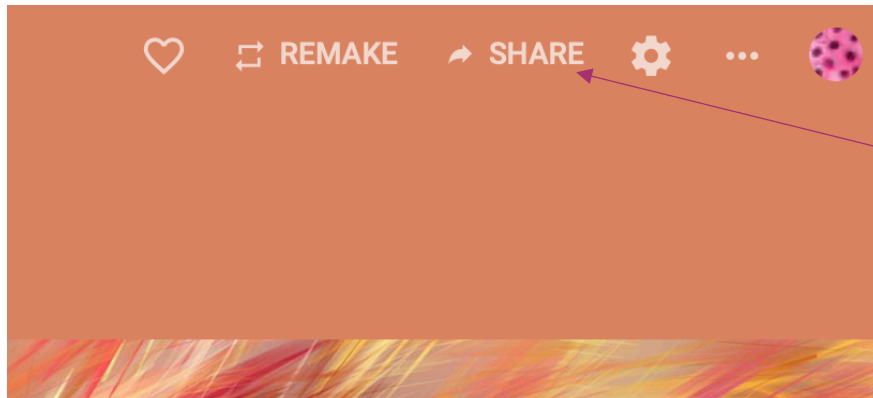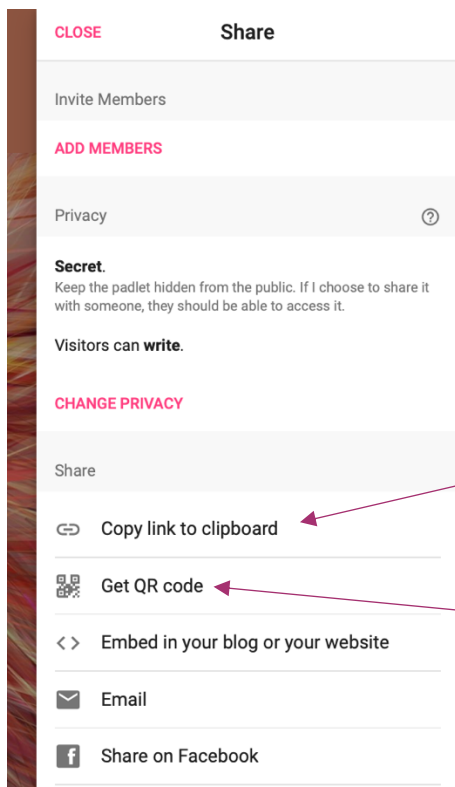
Title of your Padlet page

Add a description to your Padlet page or give directions for how you want students to use the Padlet

Where you can create a unique URL address

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Step 4: Share your Padlet. Click the "Share" icon on the top right of the Padlet page to see the sharing options (see below).

Click "Copy link to clipboard" to get a link to the Padlet page. You can also click "Get QR code" to generate your own QR code. This can make it easy to access links from a smartphone.

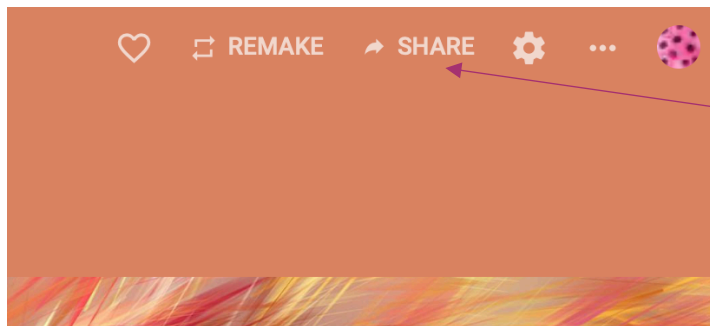Once the link is copied, you can simply paste the link into student documents, emails, google classrooms, etc.

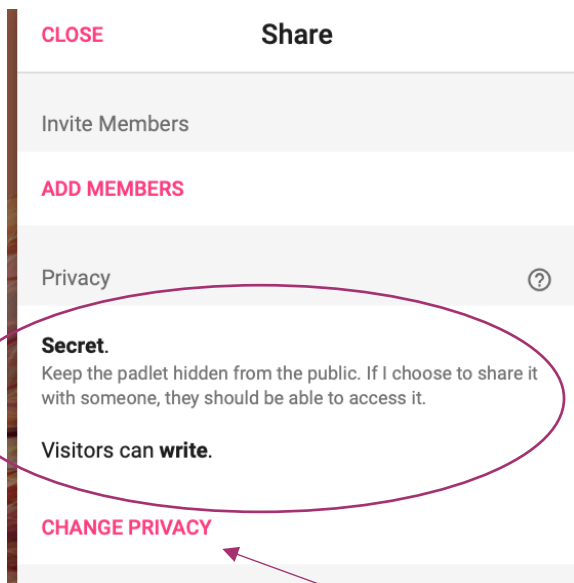Check out our resource How to Use QR Codes to learn more about QR codes.

Step 5: Adjust your settings. There are two key places to adjust settings on your Padlet.

1. First click "Share" and set your Padlet's privacy settings by clicking on "Change Privacy". There are two settings you'll want to adjust here.

   a. You will likely want to choose "public," "secret," or "password." The public setting allows anyone to see your Padlet page and for it to be found via internet searches. Secret only allows people with the link or QR code to view the Padlet page. Password is similar to "Secret" but with the added security of a password.
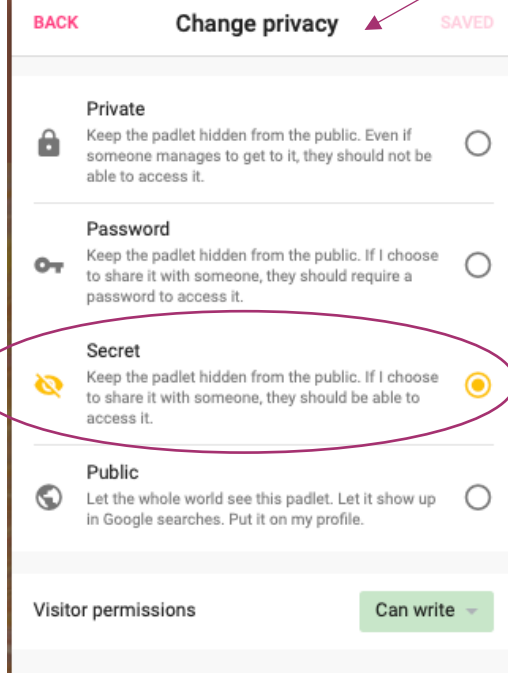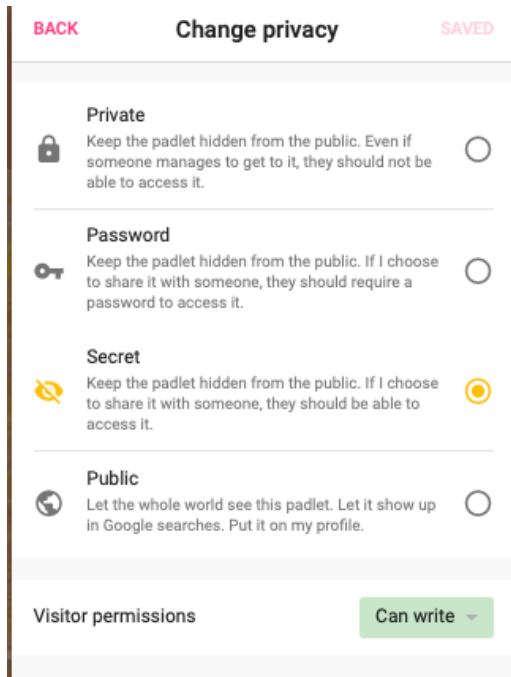

First, click on "Share"
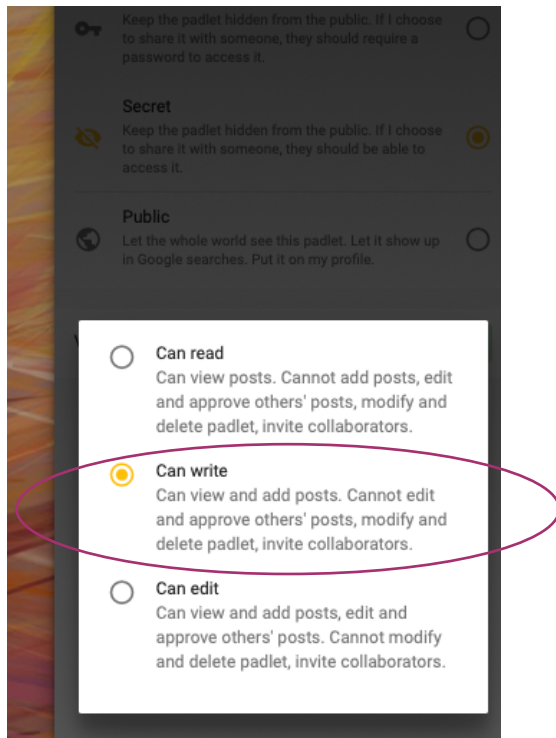
Then, choose your settings

Finally, click on "Change Privacy"

Step 5 Continued: Adjust the visitor permissions to allow students to write if you want them to be able to contribute to the Padlet page.
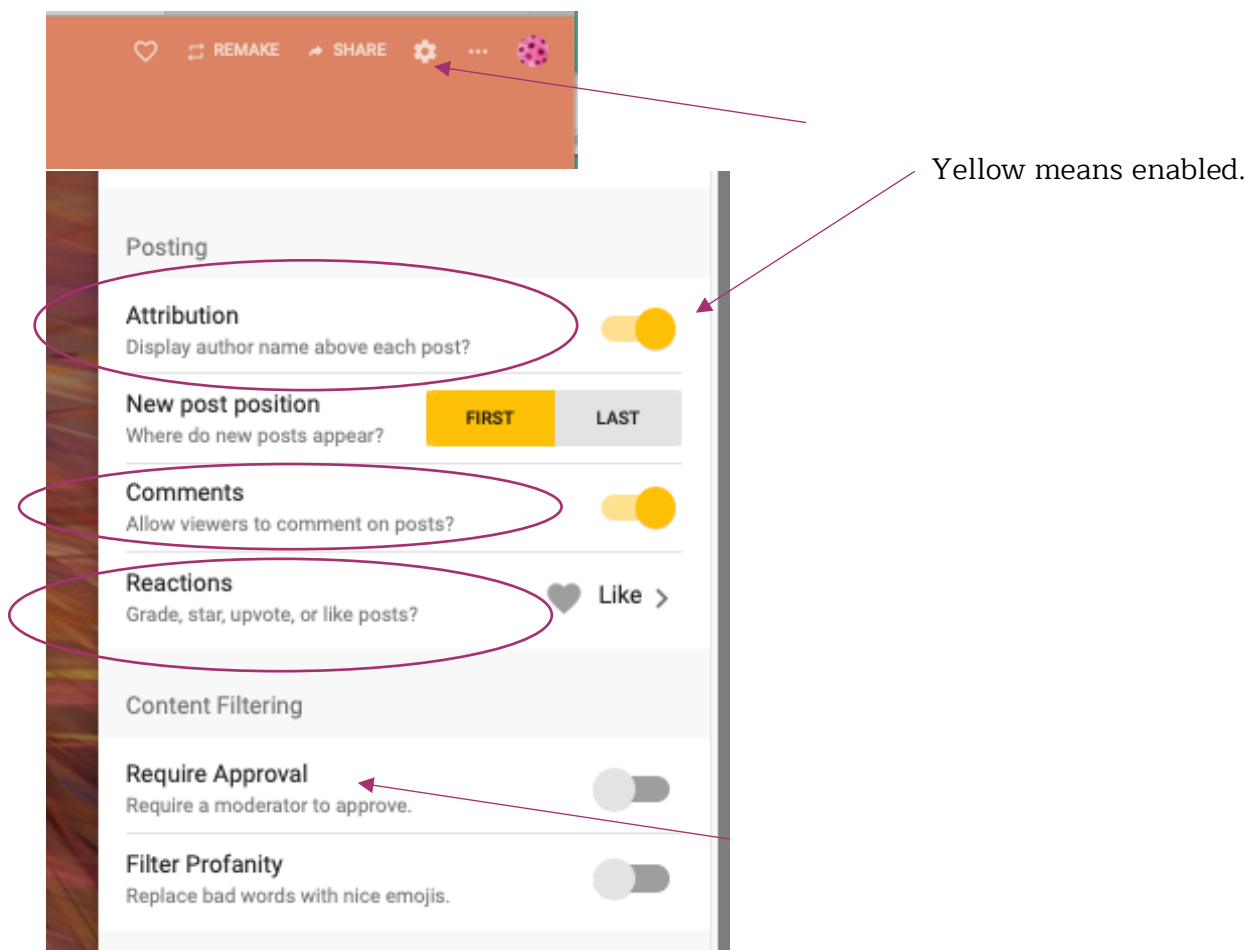

Adjust "Visitor Permissions"

Step 5 Continued: Next, click the wheel icon that takes you to the "Modify" menu. Under "Modify" there are a number of settings to adjust.

   a. **Attribution** - if this setting is enabled, students' names will appear by their posts (if they are logged in).

   b. **Comments** - you can determine whether or not students can comment on one another's posts. This can be a useful method of discussion.

   c. **Reactions** - these are useful if you have comments disabled but want to let students encourage and recognize one another's work.

   d. **Moderator Approval** - this may be useful if you are using Padlet as an asynchronous resource and worry about students posting inappropriate comments or material. It would be difficult to use this in real time during a synchronous activity.

Yellow means enabled.

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