# Using Padlet

Padlet is a free online app that starts blank and allows you to create a [wall](#) (or [canvas](#), [shelf](#), [stream](#), [grid](#), [timeline](#), [map](#)) where students can collaborate and share ideas and resources. It works in any web browser and could also be used as an iPad app. [This padlet wall](#) contains some padlet tips and tricks.

You can ask your students to create their own padlet account for an individual task, or you can create a wall and share the link with your students so that they will be able to add to the group padlet wall anonymously without having to create an account or sign in.

A free padlet account will let you create up to three padlets and will accept up to 25MB of uploads. [This video](#) shows the steps that are listed below.

Create a Padlet account

1. Go to https://padlet.com/ and select to **Sign up for free**

1
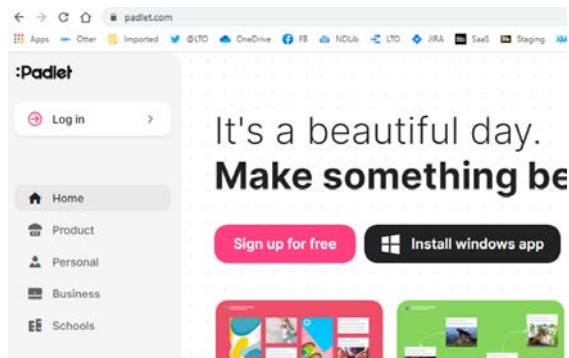
2. You can sign in with Google, Microsoft or Apple accounts, or simply create a new account using your email address. And yes, you are beautiful, so go on and tick that box.
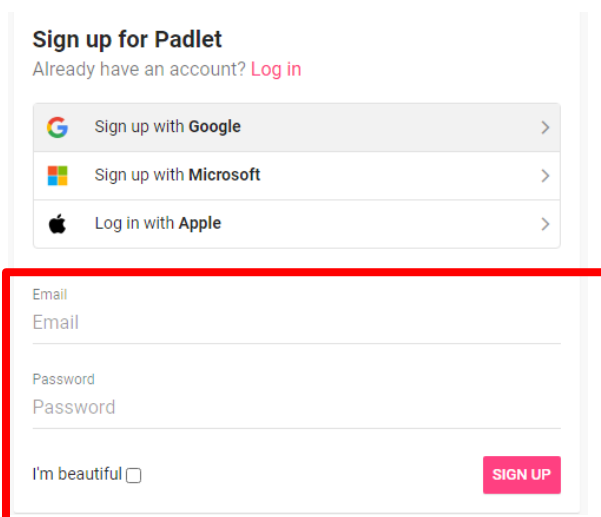
Once your account is created, you will receive a confirmation email from folks@padlet.com:

Hi,

You signed up for Padlet!

That's beautiful. You're beautiful.

Here are the links to [video tutorials](#), [Padlet support center](#) and a [tour](#).

3. Select the basic plan: it is free and lets you create three padlets and upload 25MB of data.

Welcome to Padlet!
Which plan would you like to start on?

| Pro | Unlimited padlets 250MB /upload | A$12 /month A$108 /year | Continue |
| Basic | 3 padlets 25MB /upload | Free | Continue |

4. Congratulations – you are in. Click on **Let's go**.

🚀

Welcome to Padlet! You're on our Basic membership

We are so glad you are here! Have fun creating and sharing your padlets!

Let's go

(Almost) Everything you need to know about making a Padlet

5. Click on **Make a Padlet**.

Hi, **innageoghegan**
Welcome to Padlet!

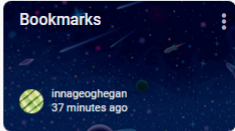+ MAKE A PADLET   ⊖ JOIN A PADLET   💡 GALLERY   🚀 UPGRADE

Recents

Made

Shared

Liked

Archived

NEW FOLDER

Bookmarks ⋮
innageoghegan
37 minutes ago

6. Select a format.
Here are the examples of padlets created with the use of different formats:
[wall](), [canvas](), [shelf](), [stream](), [grid](), [timeline](), [map]().

Click on **Select** button under the format that you decided to use.

Wall   PREVIEW
Pack content in a brick-like layout.
SELECT

Stream   PREVIEW
Streamline content in an easy to read, top-to-bottom feed.
SELECT

Grid   PREVIEW
Arrange content in rows of boxes.
SELECT

Shelf   PREVIEW
Stack content in a series of columns.
SELECT

Map   PREVIEW
Add content to points on a map.
SELECT

Canvas   PREVIEW
Scatter, group, and connect content in any way.
SELECT

Timeline   PREVIEW
Place content along a horizontal line.
SELECT

7. Make a variety of choices inside the padlet menu on the right: title, description, wallpaper, icon, allow (or not) attribution and commenting and so on.
Have fun playing and don't worry, you will be able to modify (or change entirely) everything later.
Click on **Next** once done, and then on **Start Posting**:
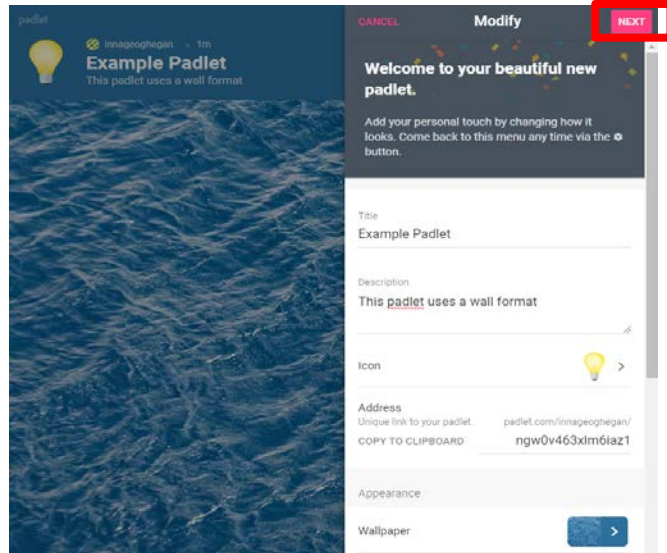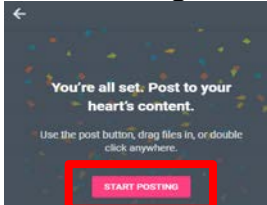
8. Exactly how you make your padlet will depend on the format that you selected. For example, the *shelf* format will ask you to name (and then add) a section (which becomes a title of the column). To add materials into each of the sections, click on the **plus**. If you are building a *wall*, the **plus** will be on the bottom right of the screen. Click on the plus to add materials.


Making a wall

Making a shelf

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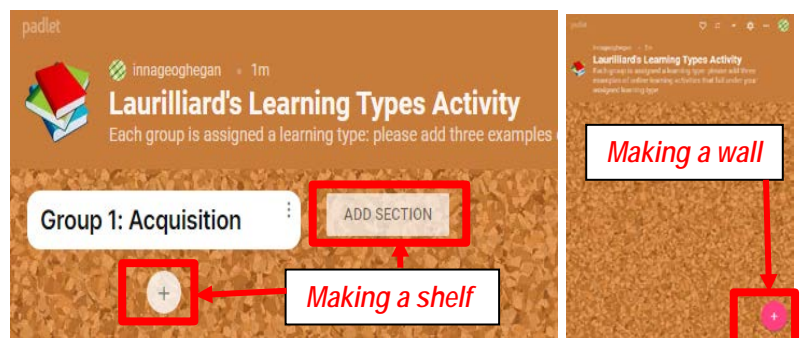
9. Play with adding materials – you can add subject and text, but also **upload**, take **photo**, **link**, do **image** search (see buttons on the right). The last button is **more** – and it opens up a lot of new possibilities.
You don't have to click on the plus if you are building a wall – simply **double-click anywhere on the page** to get the same options. You can also **drag the files** from your desktop (or from the File Explorer menu) and drop them into your padlet. Experiment!
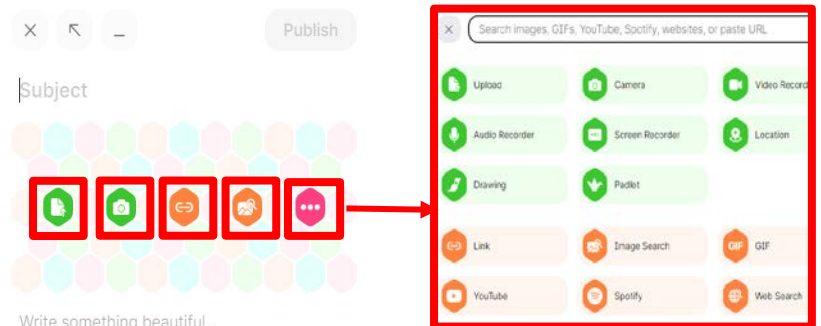
10. Explore the options on top right. **Remake** will let you use a copy of a padlet that you like as a template for your own.
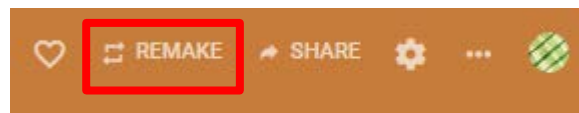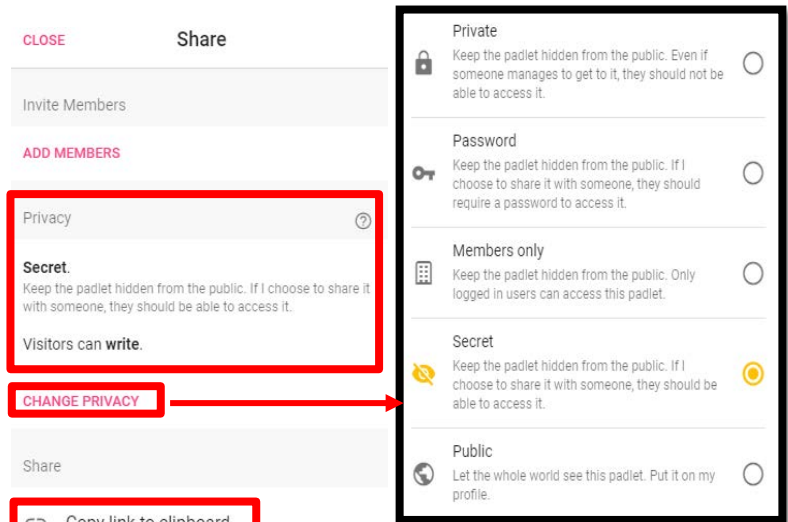
11. **Share** (and Privacy settings)

The default privacy setting is **Secret** (more formats are on the right): use it for group activities so that your students do not need their own padlet account and use the link to your padlet to add materials. Use the default **Can write** setting:

○ 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 edit
Can view and add posts, edit and approve others' posts. Cannot modify and delete padlet, invite collaborators.

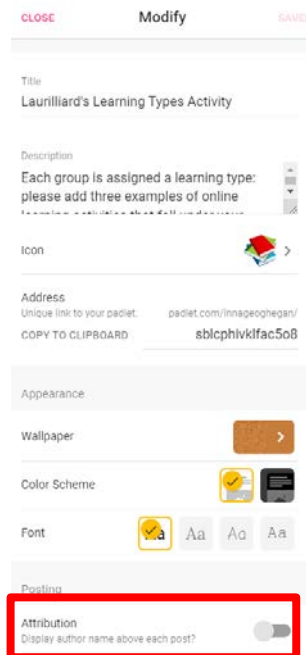*Get a copy of the link to distribute to your students*

12. **Modify**

This is where you can change all of the settings from step 7: don't forget to **Save** any changes.

A word about **attribution**: do not use it if you use the Secret privacy level, a the name of the author will just be shown as Anonymous.
If attribution is important, set up privacy to Members only (see picture on the right) – your students will have to create their own padlet accounts to log in.

Members only privacy level: this is the message your students will get once they clicked on the link that you provided:
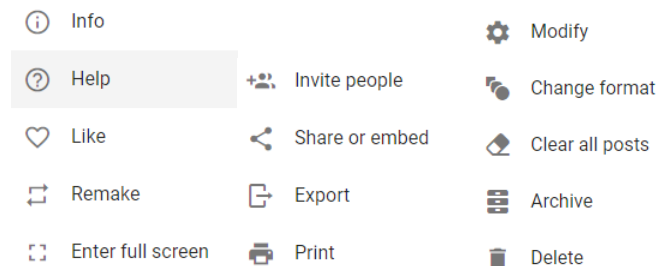
13. **More**

Once again, the best way to learn the functionality is to explore. You will discover that some of the funcitons switch you back to either Share or Modify.

ⓘ Info   +👥 Invite people   ⚙ Modify
⊘ Help   ◁ Share or embed   🔥 Change format
♡ Like   ↪ Export   ⌫ Clear all posts
⇄ Remake   🖨 Print   ☰ Archive
⟦⟧ Enter full screen   🗑 Delete

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14. **Export**: either from **Share** or from **More**. Since you can only have 3 padlets for free, export the padlet (and save the exported file) once your activity with it is finished. Try different options to see how they work.

Export

- Save as image
- Save as PDF
- Save as CSV
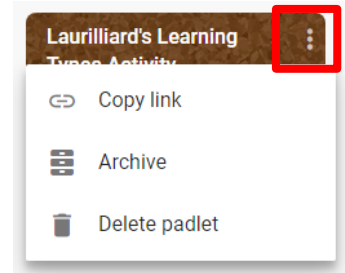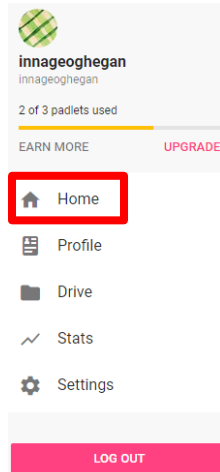- Save as Excel spreadsheet
- Print
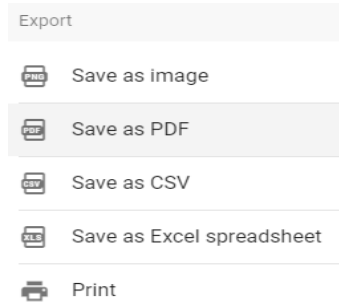
15. **Home**

Home will take you to the Menu that you saw in step 5.
Archive (but you only have up to 25MB of space) or delete a used padlet by clicking on **Padlet Actions** menu (three virtical dots).
You can unarchive or delete the padlet that you previously archived.
To go back to the padlet, just click on it.

innageoghegan
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2 of 3 padlets used
EARN MORE   UPGRADE

- Home
- Profile
- Drive
- Stats
- Settings

LOG OUT

Laurilliard's Learning Types Activity

- Copy link
- Archive
- Delete padlet

Using Padlet

Padlet is very versatile in terms of usage – it's great for brainstorming, ice-breaking, gathering student work, creating personal student portfolios, mind mapping, note-taking, as a discussion board alternative, and many more.

This link from the University of Melbourne contains some useful suggestions as to which particular format suits the type of activity that you are planning. The idea of using a shelf (column) padlet for break-out group activities during a Zoom session is excellent.

You will find more how-to guides and videos on tools that promote engagement here:
https://www.notredame.edu.au/staff/work/LTO/online-learning/resources/engagement

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