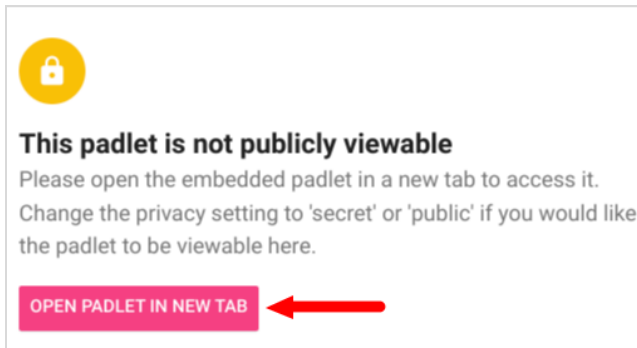


Padlet

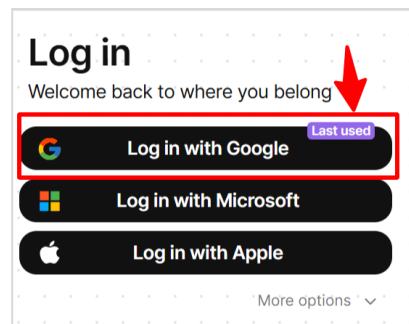
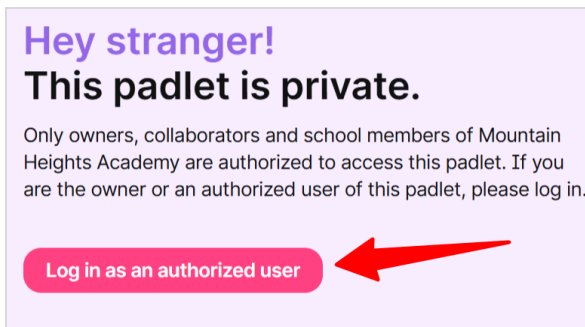
Padlet is an online discussion board where you can post text, images, videos, and more. Follow these steps to get started:

1. Log In

- You will need to log into the Padlet before posting. You'll see this message if your teacher embedded the Padlet. In those cases, click on **OPEN PADLET IN NEW TAB** so you can log in.



- Log in by clicking on **Log in as an authorized user** > **Log in with Google** > choose your **@mountainheightsacademy.org** account.

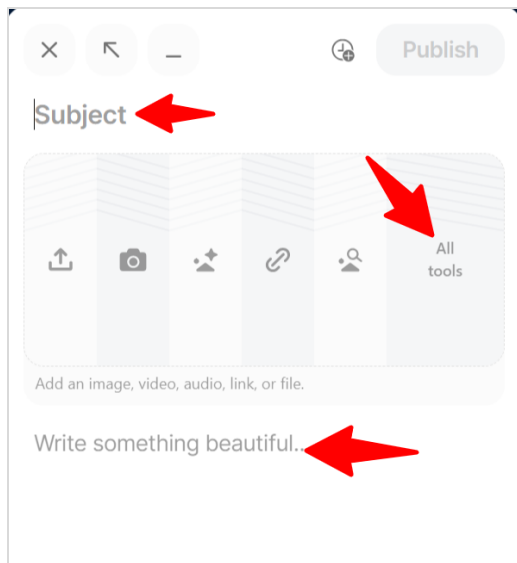


2. Create a Post

- Click on the **+ Post** button or double-click anywhere, drag files in, or paste from the clipboard using the criteria your teacher gave you.

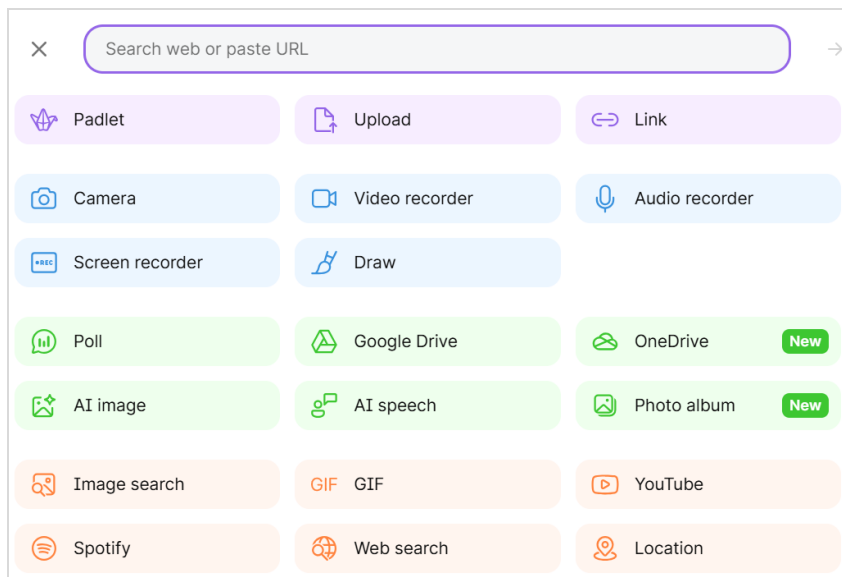


- Enter a **Subject**, write something in the **text field**, and use any of the **tools** to add an image, video, audio, link, or file in addition to your text.



3. Explore All Tools

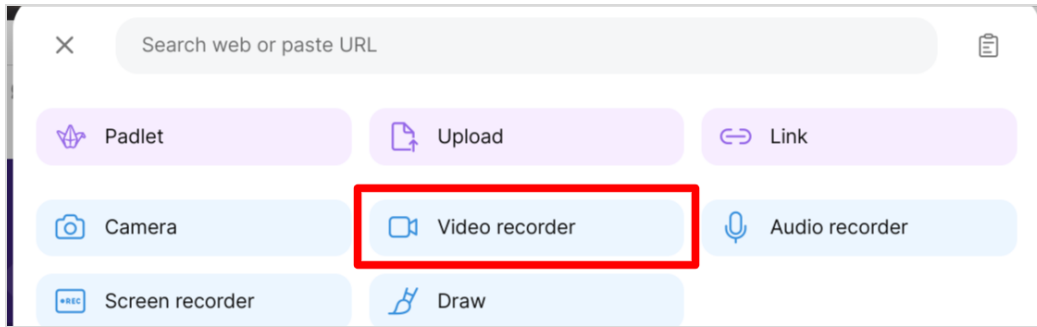
- Click All tools for more options and keep in mind what your teacher is asking you to do.



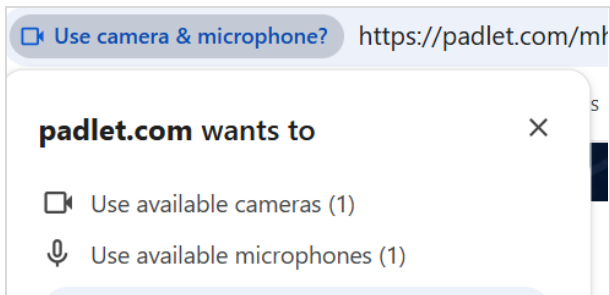
- **Upload:** select a file from your computer
- **Link:** enter/paste any URL address
- **Camera:** take a picture with your computer's camera
- **Video recorder:** capture video with your computer's camera
- **Audio recorder:** record audio from your microphone
- **Screen recorder:** record your screen
- **Draw:** add a doodle
- **Poll:** write a question and answer choices for viewers to respond to
- **Google Drive:** connect to your Google Drive to upload files from there to Padlet
- **AI Image:** input a prompt and use AI to create an image
- **AI Speech:** input text and use AI to generate an audio recording
- **Image Search:** search the web or paste a URL to add that content to the Padlet
- **GIF:** search the web or paste a URL to add that content to the Padlet

4. Record a Video (if required)

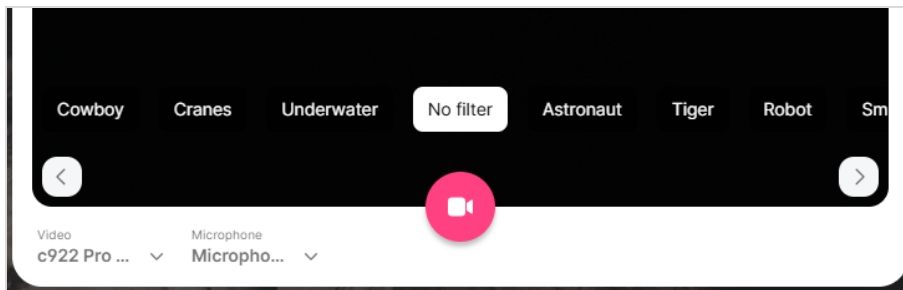
- If your teacher is requiring you to post a video, choose **Video recorder**.



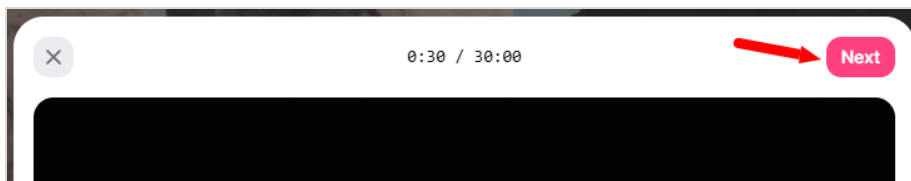
- Allow access to your camera and microphone.



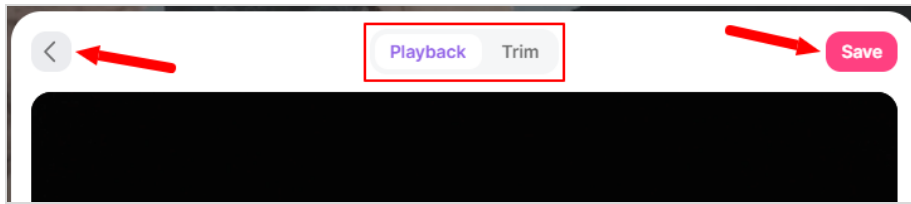
- The **Video recorder** window will pop up. Click on the **pink camera button** to begin recording. You can pause and resume recording any number of times, your recording can be up to 30 minutes long, and you can replay your video before you save.



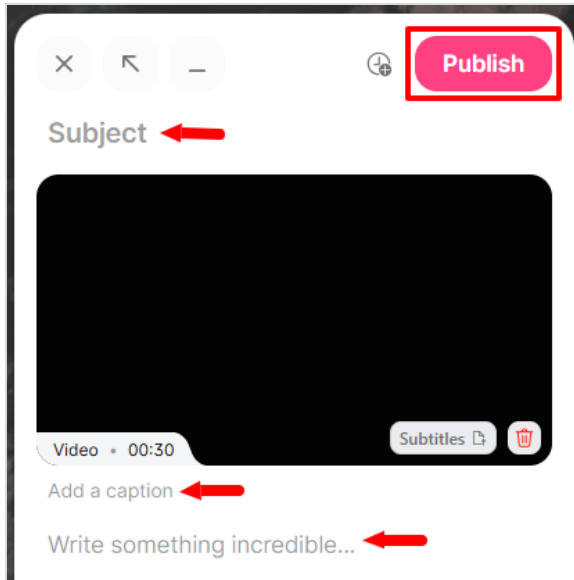
- When you're done, click on the **Next** button for playback and trimming options.



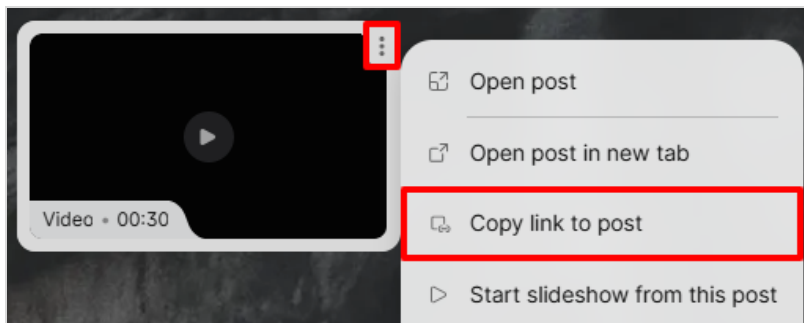
- If you're happy with your recording, click **Save** in the upper-right to upload it to your Padlet pose. If you'd like to re-record, click on the **grey arrow** in the upper-left corner to start over.



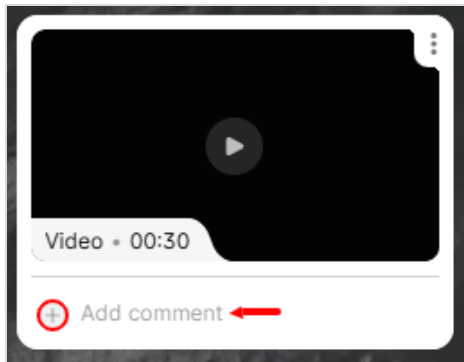
- Add additional text if necessary, then press **Publish**.



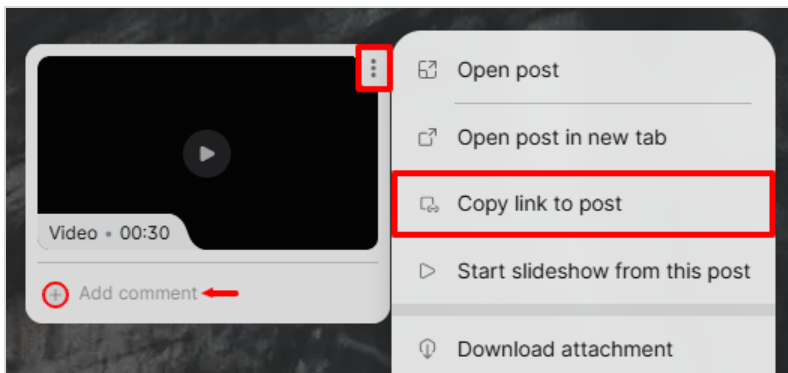
- Click on the **3 dots** in the top right of your video then select **Copy link to post**.



- **Paste the link** in the assignment's submission box.
- If your teacher requires you to comment on someone else's post, navigate to the **Add comment** section on a peer's video post. Type your response in the comment box and use the **plus sign button** to add a link, photo, audio recording, or video to your comment.



- When you're done commenting, click on the **3 dots** in the top right corner of the post and select **Copy link to post** then **Paste the link** in the assignment's submission box (in addition to your main video link).



Reviewed 3/2026. Contact [Laura Tolman](#) if this tutorial needs additional updates.
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