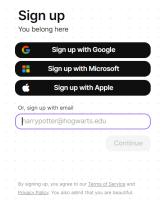




How to get started with Padlet

The first thing you have to do is to **sign up**. Go to <u>Padlet.com</u>. The platform will ask you to write your email and create a password.

(If you already have an account just do the log in)



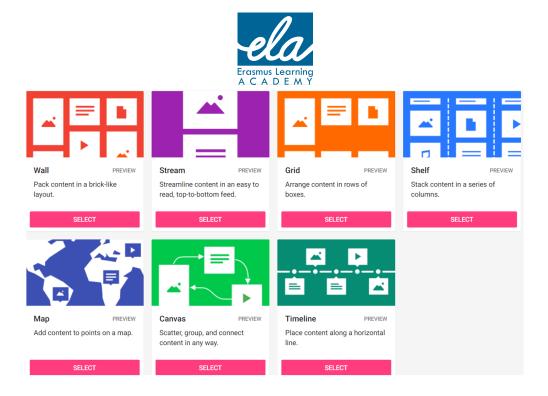
Once you're done, you will be on the home page.

HOW TO CREATE A PADLET

To create a new Padlet, on the right side of the page click on this **button**

Make a padlet

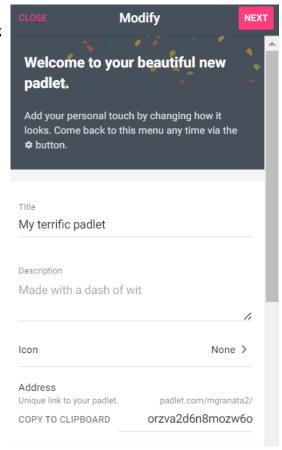
Now they will ask you which kind of layout you want for your padlet. You can choose among 7 different formats according to your ideas.



Select one of them.

On the right side you will see the toolbar in which you can start customizing your padlet.

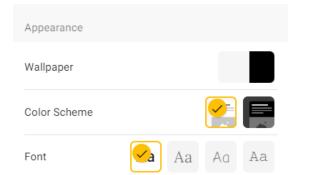
Enter a **title**, add a **brief description**, select an **icon**, change the **address** of your padlet writing something very specific; a simple name may be already taken and therefore not accepted by the platform.



APPEARANCE



In this section you can modify the appearance of your padlet.





You can change the **wallpaper** (the background of your "wall" choosing among different possibilities.

Also, you have the possibility to customize the **colors** or the **style** of the wall according to the format you chose and the **font**.

MANAGE POSTING ACTIVITY

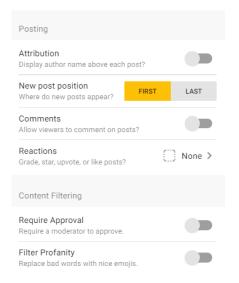
In this last section you can manage the posting activity. You can decide if you want the attribution to be shown for each post, you can decide where you want the new posts (First or second position)

You can allow others' comments on each post or reactions (stars, like...)

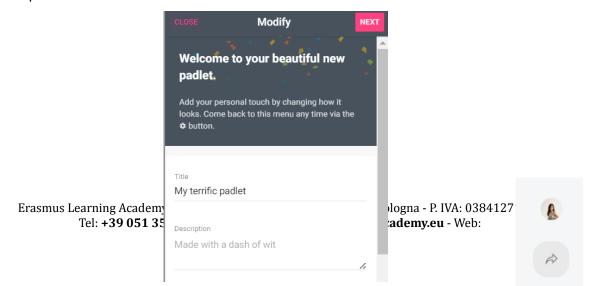
Another interesting possibility is to manage the content that is posted to avoid an inappropriate use.

If you flag "require approval" you will have to approve each post.

If you flag "filter profanity", bad words will be replaced with emoji.



Once you are done with the settings you can click on "Next" and you are ready to share your padlet.





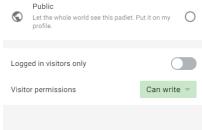


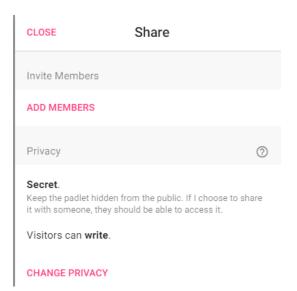
HOW TO SHARE YOUR PADLET AND ADJUST PRIVACY SETTINGS

On the right side you will see a toolbar with different buttons.

The first one represents your profile.

The second one is for **sharing**.





If you click on it, first of all you will have the chance to decide the level of privacy of your Padlet.

Click on "Change privacy" and choose among the different options.

You can also decide visitors permissions [if they can write, edit, or just read... (useful for blogs)]

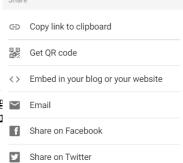
If you go back, in the next section you can decide how to share your Padlet, it will be a **link** or **QR code** with the settings you decided.

After the Padlet is full of different posts, you can decide

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to **share** it with your students as an image or as a pdf that will be saved in your computer.

From the user's point of view.

By clicking on the + button in the bottom right of the page (or below all the different columns or on the timeline - according to the layout you choose), you will be able to post 1 media per post.

