



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' you create are housed within that central account.

For your reference, staff access to the Padlet platform (e.g. to build their own new walls) starts with the following URL:

<https://charlessturtuni1.padlet.org>

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

Creating | 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.

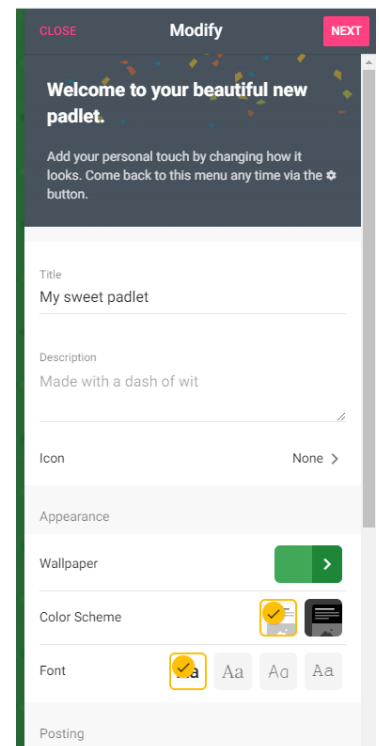
Note. If you are having trouble with any of the processes associated with creating / embedding padlet walls, you are encouraged to log a DLT SRS Request and support will be provided to help you get the job done.

Creating your 1st Padlet

1. Login to the **CSU Padlet platform** (<https://charlessturtuni1.padlet.org>)
2. Click on the **'Make A Padlet'** button
3. Select one of the following formats for your padlet:
 - Wall (posts are spread across the full-page space (left-right, then top-bottom))
 - Stream (social media format, single column scrolls up-down through content)
 - Grid (rows of content posts)
 - Shelf (columns to organise content, able to use headings to label the columns)
 - Map (active map background, participants can plot posts against locations)
 - Canvas (drag posts anywhere on the full padlet space, able to connect posts)
 - Timeline (content plotted along a horizontal continuum)

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 wallpaper.
- Adjust font if 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.



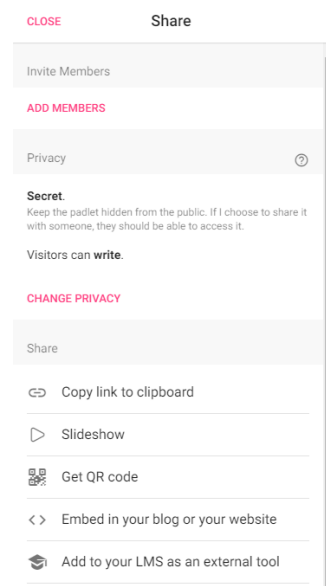
Click 'NEXT' & START POSTING



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**' button (turning arrow - top right)
- Select '**Add Members**' and search via staff name / email (requires the other staff member to have activated their own padlet platform access)
- Make sure your Privacy settings are set to '**Secret**'
- Adjust the permissions for staff member (e.g., View | Write | Edit | Administrate)
- By default, visitors (e.g., students) can add posts to your padlet. In the event you want the padlet to be read only, you will need to '**Change Privacy**'.

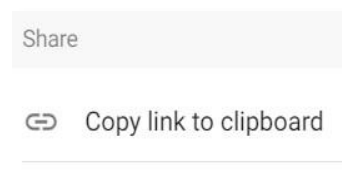


Linking / Embedding to your Padlet in Interact 2 (Blackboard)

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:

a) Get the Hyperlink to your Padlet

- Start by clicking on the '**Share**' button (turning arrow - top right)
- Under the 'Share' subheading, click on the '**Copy link**' option
- This hyperlink can then be pasted elsewhere in the subject site



OR

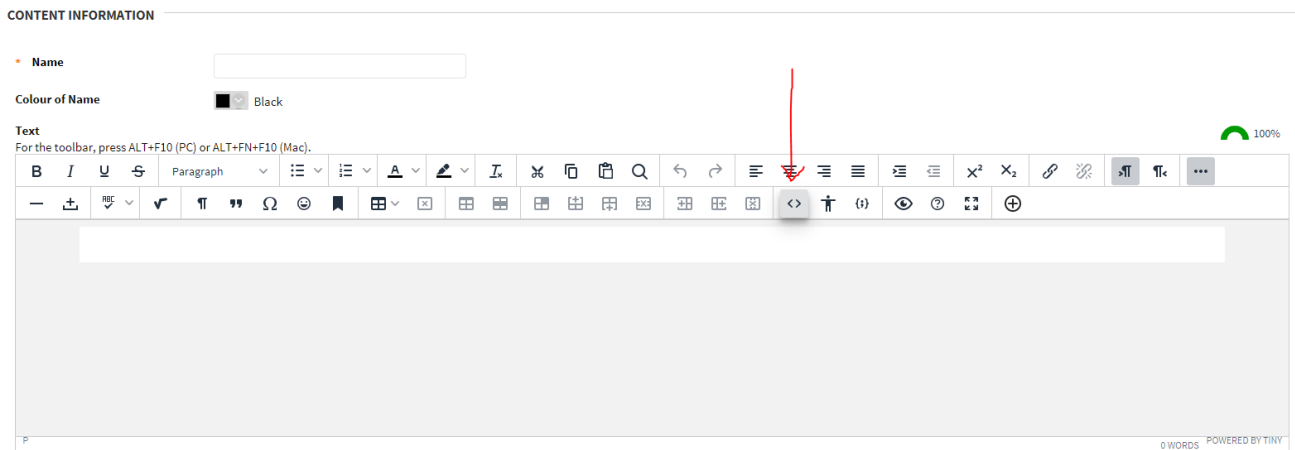
b) Embedding your Padlet inside Interact 2 Content Areas

- Click on the '**Share**' button (turning arrow - top right)
- Under the 'Share' subheading, click on the '**Embed in your blog or website**' option
- A view of the html code for the live Padlet will appear, click '**copy**'



You're now ready to add this content to your Interact 2 site (continued)

- Open your I2 subject site
- Navigate to the area you want the padlet embedded
- Ensure **'Edit mode'** is on
- Create a new content item (Build Content → Item)
- Provide a name for the item (e.g., Padlet Activity Wall)
- Click on the **'Source Code'** button (<> pictured on pg4)

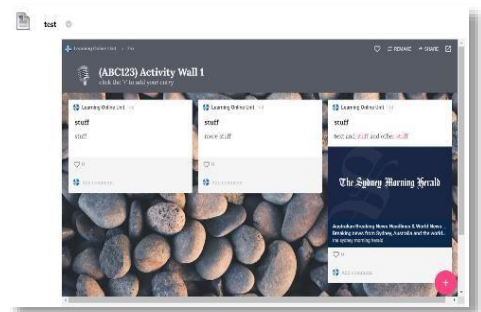


ATTACHMENTS

Building a new content item in Interact2 – the 'source code' button

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