


How to set up a collaborative learning wall using Padlet

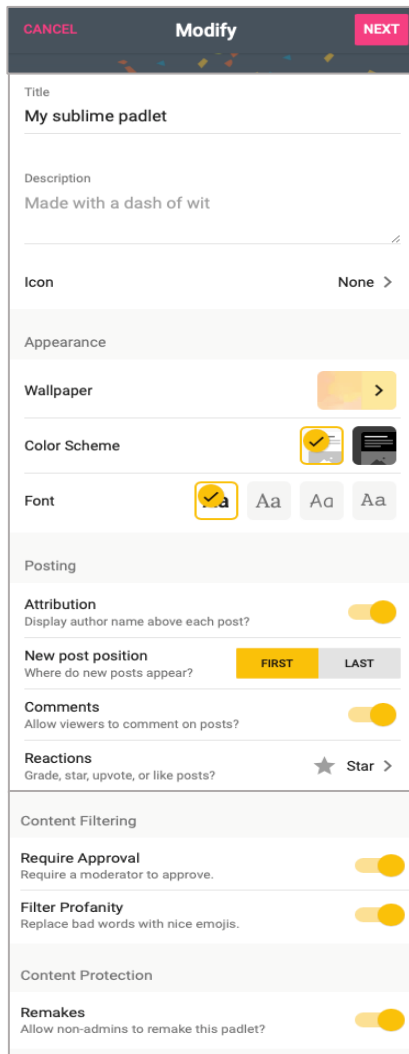
1. www.padlet.com

-  **Log in** with a Google/Microsoft/Apple account or create a new account by clicking **Sign up**
- Choose required membership type then click **Let's go**

2. Choose your **FORMAT**



3. **MODIFY** your design



Title your Padlet

Description: Class details, term, dates etc

Optional: Choose an icon/emoji if relevant to the learning

Choose or upload a wallpaper

Customise the appearance by choosing your colour scheme and font

Attribution disabled = anonymous students' posts
Attribution abled = named students' posts

Enable or disable **Comments** accordingly

Enable **Reactions** if required. This allows students to like or rate posts

Enable **require approval** so that all posts must be approved by the teacher

Enable **filter profanity**

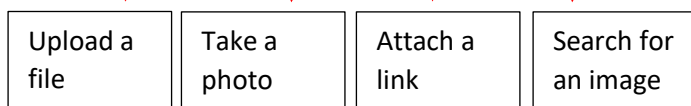
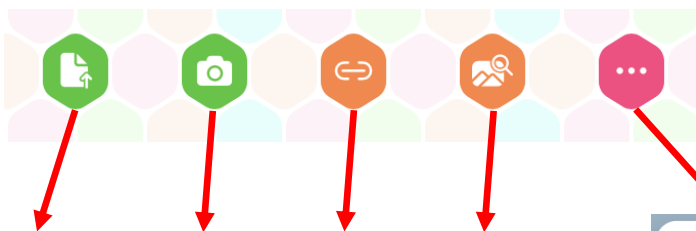
Disable **Remakes** if you don't want others to make copies your Padlet design (you will still be able to make copies)

Top Tips when making your Padlet

- Click on the plus sign or double click anywhere on the wall to **PUBLISH** a post
- Click the three dots in the top right corner of the post to **change the colour** of a post
- Consider whether **COMMENTS** and/or **REACTIONS** are required or just **POSTS**
- Click and drag on posts **to move and organise** them
- In a **CANVAS** Padlet click and drag on the bottom right corner of a post to **resize** it
- Click **ADD SECTION** in a **SHELF** Padlet to add a new section and give it a name
- To **clear all posts** from a Padlet press the three buttons on the right and select **CLEAR POSTS**. Put in the code to confirm. You may wish to export a copy of the Padlet before doing this

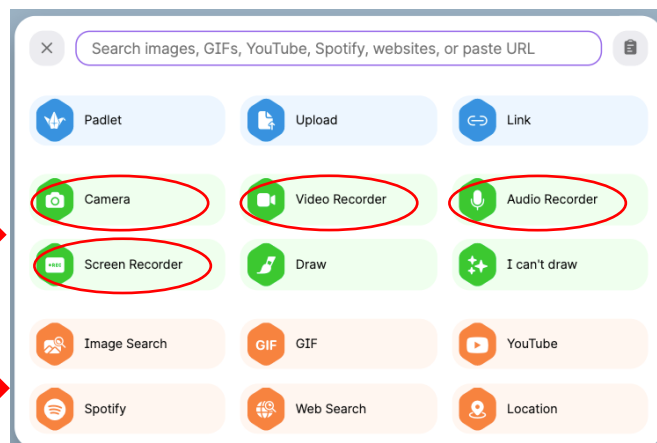
4: PUBLISH a POST with Audio, Video, Images and Other

- Click on the plus sign or double click anywhere on the Padlet wall > Insert name for your post in the Subject box



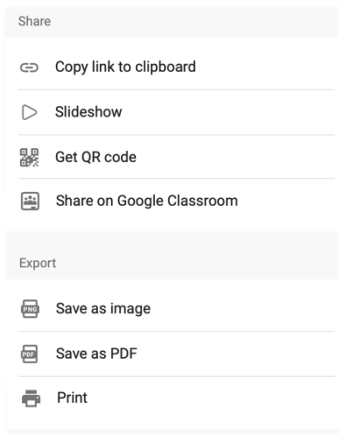
To capture live recordings and/or images of students' learning, check out the options in the green section

Other SEARCH options are available in this section



5: SHARE and/or EXPORT your Padlet

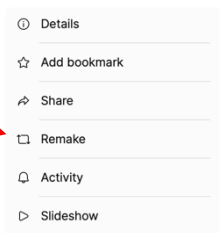
- Click the **SHARE** icon to share the Padlet with your students using a link or QR code
- Share directly to Google Classroom if needed
- EXPORT** the Padlet in your chosen format



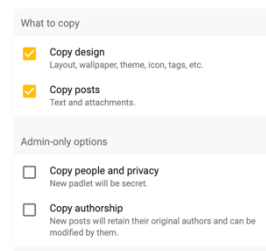
HOW TO REMAKE A SHARED PADLET FOR YOUR OWN USE

- Ensure that you are logged into **YOUR OWN** Padlet account
- Open the Padlet that has been shared with you

- Click on the three dots
- Select **REMAKE**



- Specify what you wish to copy



A copy of the Padlet is now in your own personal account. You have administrative controls to edit and tweak for your school context.