How to create a padlet

Getting Started

1. Log in

2. At home page, click on “new padlet” – top right corner

Change share settings

* Click on settings icon (‘modify this padlet’)
* From the yellow menu bar, click on ‘Privacy’ to change access settings
* select “password protected”
* password to use: mules
* keep “can view”, but keep other options in mind for future
* click on ‘submit’

Title the padlet

* Click on “basic Info”
* Click on an appropriate portrait or add your own
* In the Title box, type in your Title
* In the Description box, add your name
* Saves automatically and you can edit any time

Select the wall paper

* Click on “wallpaper”
* Click on designs and they will appear; click as many times as needed to select

Select Layout

* Click on “layout”
* Select desired layout

Create Tiles

* Double click anywhere on padlet – a tile will appear
* Type the Tile title and text. You can also drag an image into the tile.
* If you don’t like it, start over by deleting the tile (trash)
* Once you have created a tile with something in it, a pencil icon next to the trash can will appear for you to edit.
* You can click and drag your tiles anywhere on padlet (if you chose ‘freeform’ in layout setting
* Tiles can be resized by dragging corners.

Send/share padlet

* You should see a unique url for your padlet in the url box – copy and send
* If not there:
* Click on Settings icon
* Click on address icon (link)
* You will see the url for your padlet. Copy the link.
* Email to share the link