How to Create a Lino

Lino is an online discussion tool that allows students to post virtual sticky notes to a virtual canvas, and to view other students’ sticky notes. It is very similar to Padlet. The main difference is that it allows instructors to set up customized boards for students to post to. Faculty can create higher order thinking assignments with Lino.

1. Access Lino at the following web address: http://en.linoit.com/.

2. Scroll down and click on “Sign up.”

3. Create a username and password, use an existing email address, and select a language. Click “Accept terms of use.”
NOTE: You also have the option to sign in using Twitter, Facebook, or Google. To do this, click the corresponding button, allow permissions, then skip to step 5.

4. **Type the Captcha text in the dialog box and click on “Sign up.”**

   ![Sign up](image)

5. **Click “My Page,” and then click “Create a new canvas.”** You can create as many canvases as you like, depending on the number of topics you wish to post.

   ![My Canvases](image)
6. Type the name of the topic in the dialog box. You may choose a background for your new canvas from the Lino backgrounds provided, or you may choose “Recommendations,” which will give you the recommended backgrounds; “Solid colors,” which will give you solid colors to use as a background; or “Upload an image,” which will give you the option to upload a background from your computer.

7. Make sure to click either “Show stickies to everyone,” where other people may not post stickies, but everyone can see the canvas, or click on “Everyone may post stickies,” where you show stickies to everyone, and everyone may post stickies.

8. NOTE: When you click “Show stickies to everyone,” the “Details” checkboxes default to the checked boxes you see in the screenshot below. You cannot change the check next to “RSS” (Rich Site Summary) as it is always generated for all public canvases. “RSS” web feed formats enable publishers to make website material available to other sites.
You may select “Show this canvas on the dock.” Your favorite canvases are found in a list called “Favorites” (found on the top navigation bar), and they are collectively called the “Dock.” By clicking on a dock, you can move to a corresponding canvas. The dock can also be used to move a posted sticky from its original canvas to another canvas by dragging and dropping it on a dock corresponding to the other canvas.

You may select “Create a sticky via Email” if you want to place a sticky via email. Contents of emails will be posted by sending an email to the email address shown. Photo stickies will be posted if you attach photos on Emails.

You may select “Allow others to copy stickies on this canvas” to allow both lino users and guests to copy stickies from the new canvas.

You may select “List on Public Canvases” to display your canvas on popular canvases and recently updated canvases. In addition to that, it will be listed on each user page.

Create a canvas by clicking “create a canvas.”
9. To create a new sticky, click on any one of the colored sticky notes. You may choose a new color for every topic you wish to post:

10. You may choose to post a photograph by clicking on the yellow icon circled below.

11. You can input a URL of the video page you’d like to post by clicking the icon circled below.
12. You may choose to post a file that you have saved on your computer by clicking on the icon circled below.

13. You may choose to create a message by clicking on the icon circled below.

14. In the bottom right-hand corner is a calendar which shows when each sticky was posted in calendar format.

15. On the bottom left-hand corner you will be able to see all of your Lino canvases.
16. Colored stickies are posted to the topic the student may choose to respond to.

![Custom Canvas]

**NOTE:** It is important for students to put their name on every sticky that they may post. There is no other way to know who posted each sticky!

17. In the example above, a custom board has been created for a specific assignment. The course is Native American literature, and throughout the semester, students had been reading about five main categories of Native American literature. At the end of the semester, as a discussion assignment, students were asked to categorize a reading assignment by posting the name of reading on a sticky note and placing that note in an appropriate category with a justification. How to create a custom canvas? The easiest way is to use PowerPoint.

Created by Eddie Mienie, May 2014
How to Use PowerPoint (2010) to Create a Custom Canvas for Lino

1. Open up PowerPoint.

2. Click on the “Design” tab.

3. At the far right of the top panel, click on “Background Styles” and choose “Format Background.”
4. You can choose a variety of colors and backgrounds. With SOLID, you can select colors using the “Fill Color” tool.

5. With PICTURE OR TEXTURE FILL, you can choose a variety of textures, including the corkboard.

6. PATTERN FILL gives you grid lines. And you can also insert a background from a file, from the clipboard, or from clip art.
7. Once you have selected a background, you may see that your PowerPoint slide has text boxes on it. You will need to remove those by first clicking directly on a line of the text box so that it becomes editable. An editable text box has small white squares at each corner and a green circle linked above it.

8. Next, right click on a white square and select “Cut” from the menu of options provided. Repeat this step to remove all text boxes.

9. With a blank canvas, you may wish to add dividing lines and labels. To add dividing lines, click on the “Insert” tab at the top of PowerPoint. You will see a “Shapes” option appear.
10. Under shapes, you will see an option for “Lines.” Click on the first straight line for plain lines. Then, click and hold the mouse button down on the slide where you want your line to start. Drag your mouse across the slide until you get to the place where you want your line to end. Release your mouse button. You will see that you have drawn a line.

11. To change the line’s color and thickness, right click on it and choose the “Shape Outline” tool. You can also choose “Format Shape” at the bottom of the menu. Hover over different options in “Shape Outline” until you find the color and line width that you want.

12. You can adjust the line position by dragging it around the slide. You can add more lines to create multiple areas of the slide.
13. To label the areas of the slide, click on the “Shapes” button again, and choose the rectangle shape.

14. Decide where you will place your label on the slide. Remember, you want your label to be large enough to be readable when the slide is shrunk on the Lino. Click on the rectangle shape. Then, to place the label, click and hold down the mouse button on the slide where you want the label to be. Drag your mouse down and across to make the rectangle the size you want.

15. If your label is not the right color, you can use the “Shape Outline” tool again to adjust it. Right click on your shape, and you will see the “Shape Outline” tool appear. The “Shape Outline” tool will let you choose your outline color and weight for your shape.

16. The “Shape Fill” tool will let you choose the color for your shape.
17. Once you have chosen the shape color, you can choose the color of the text you will use to label the shape.

18. Next, click on the box to type your label.

19. Repeat steps 13-18 to create all the labels you need.

20. When you have completing making your custom canvas, click on the “File” tab at the top of the PowerPoint application. Next, click “Save As.”

21. Next, give your canvas a name that has no spaces in the title.

For example, instead of

![My custom canvas](image)

title your canvas

Mycustomcanvas
22. Click on the drop down menu beside the default “Save as type:” box. Choose “JPEG File Interchange Format.” Then click on “Save.” Save the image somewhere on your computer where you can find it easily.

![Image of a file dialogue box showing the selection of JPEG File Interchange Format.]

23. PowerPoint will ask you “Do you want to export every slide in the presentation or only the current slide.” Choose “Current Slide Only,” even though likely it doesn’t matter, as you have only one slide in your presentation.

![Image of the Microsoft PowerPoint dialogue box showing the option to export every slide or current slide.]

24. To load your custom canvas onto Lino, go to Lino at [www.linoit.com](http://www.linoit.com), and log in.
25. On Lino, choose “Create a new canvas.”

26. Give your new canvas a title, and select “Upload an image.”
27. Choose “Browse” or “Choose File,” and select the background you created with PowerPoint. Click on “Fit to canvas size.” Choose whether you want to be notified when someone posts a sticky and other options. Then click on “Create a Canvas.”

28. Just a reminder—to get the link and embed information, click on the small information button on above the sticky notes.