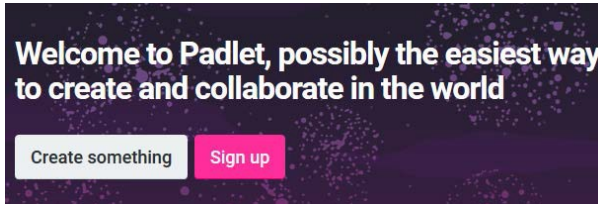


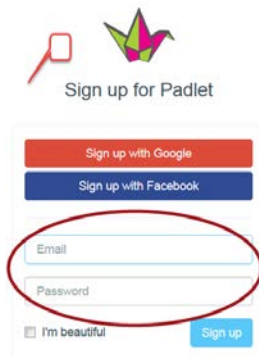
## How to Create a Padlet

Padlet is an online discussion tool in which students can post their ideas on a certain subject and view other students' posts.

1. Access Padlet at the following web address: <http://padlet.com>.
2. Click the pink "sign up" button.

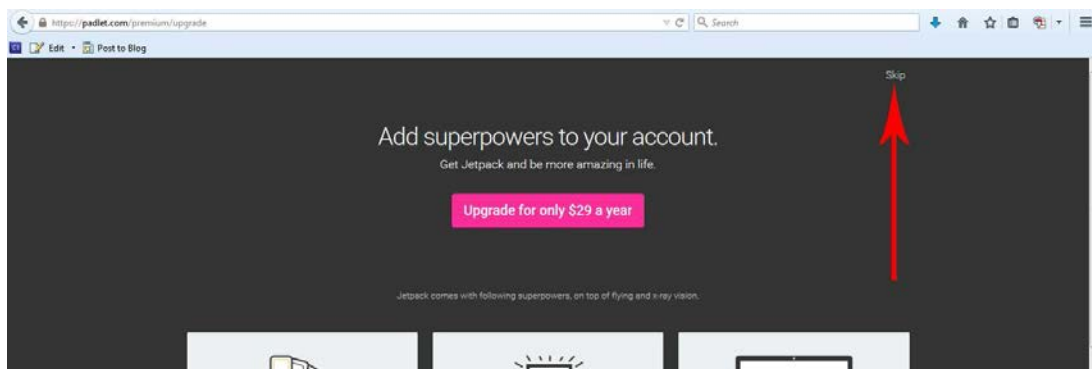


3. Enter your email and create a password. Click "sign up".

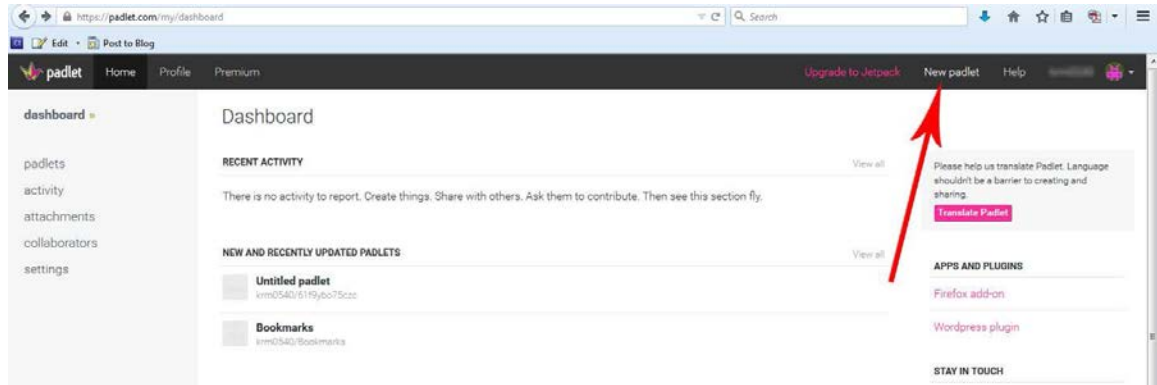


**NOTE:** You also have the option to sign in using Google or Facebook. If you prefer to do so, click the corresponding button and allow permissions for it.

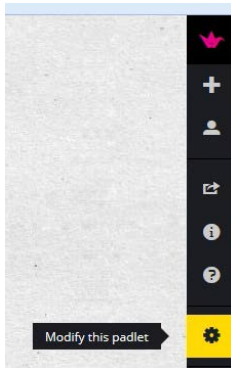
4. The next page is where they try to get you to upgrade. Just click the tiny "Skip" at the top.



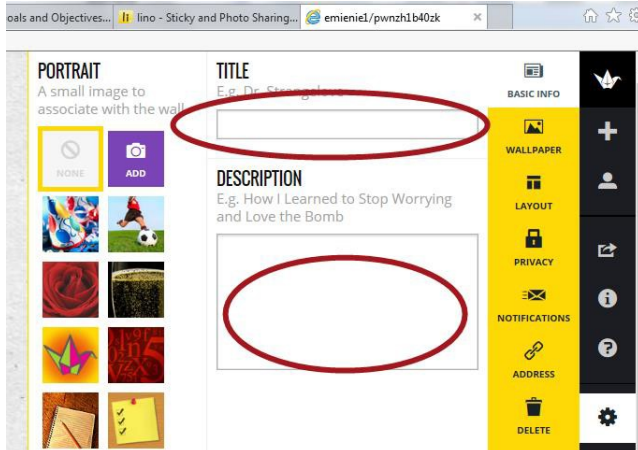
5. Click on "New Padlet" to create a new one.



6. Click on the gear at the far right to get started.



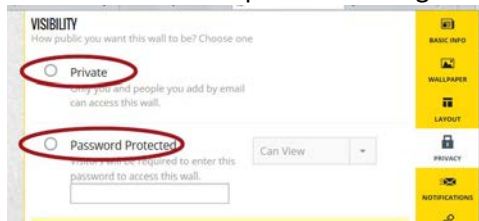
7. Complete the title and description fields. You can also choose an icon to associate with the wall by clicking one of the square images under "Portrait."



8. Click on “privacy” to edit settings for viewing, editing, and posting.



- a. Make sure that “Private” and “Password Protected” are **not** clicked. “Private” will not allow anyone except you to see your Padlet (including your students), and “Password Protected” will require you to create a password and then give that password to your students. (Of course, if you do want to create a password and give it to your students, then you should choose that option.)



- b. Choose from the other two options. “Hidden Link” will have a public link, but the link will be hidden from Google and public areas of Padlet. This means that you can give your students the direct link, but no one will be able to find it without that link.

“Totally Public” is where the wall will be public. It can show up in Google searches and can be featured by Padlet on the homepage.

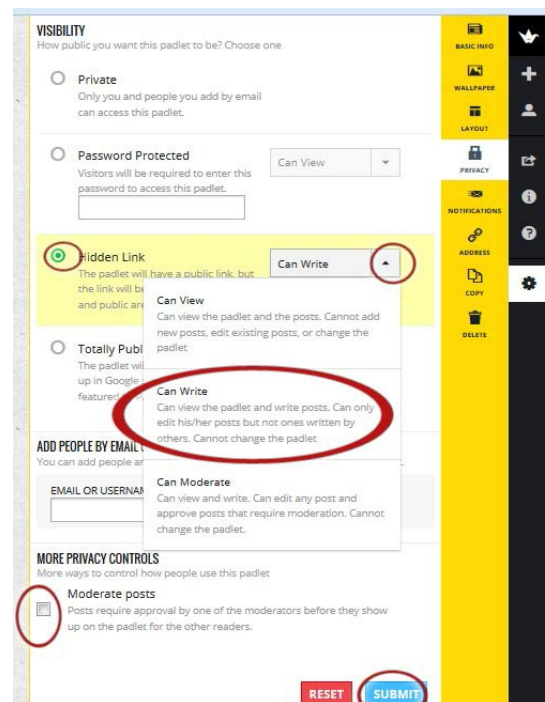
Set the permissions by clicking the drop-down arrow next to your choice.

Here, we chose "Hidden Link" and then "Can Write" which allows students to post on the board but not to change the posts of others or the padlet itself.

Add People by Email allows you to add co-authors to the Padlet. If there is more than one instructor, add them here.

To keep a moderated discussion, click the checkbox next to "Moderate posts." If you don't want to moderate, leave it unchecked.

Click on the blue “Submit” button at the bottom of the screen.

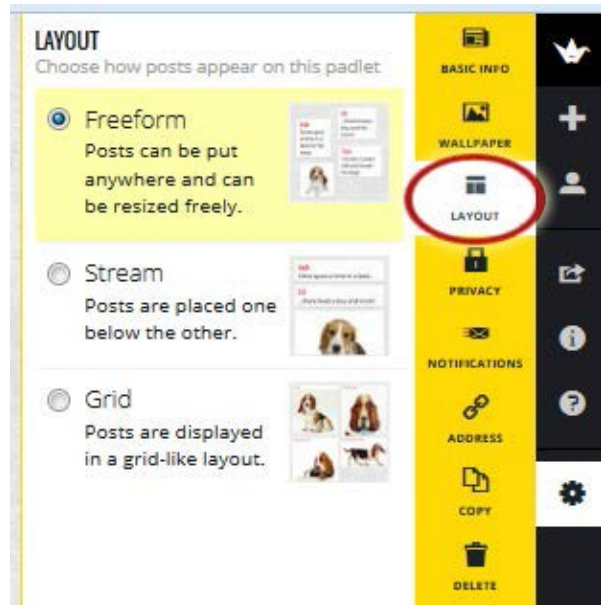


10. Click on "Layout" and choose between the three options.

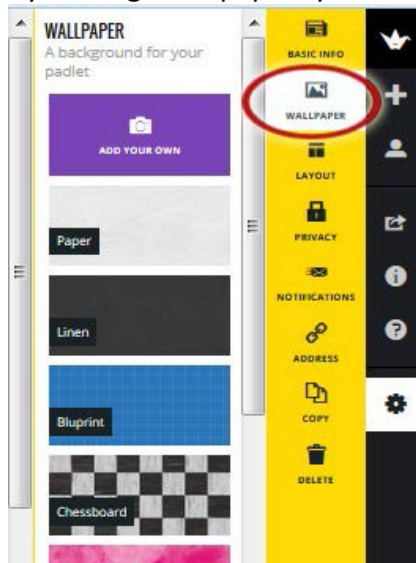
"Freeform" is where posts can be put anywhere and can be resized freely.

"Stream" is where posts are placed one below the other. "Grid" is where posts are displayed in an organized layout.

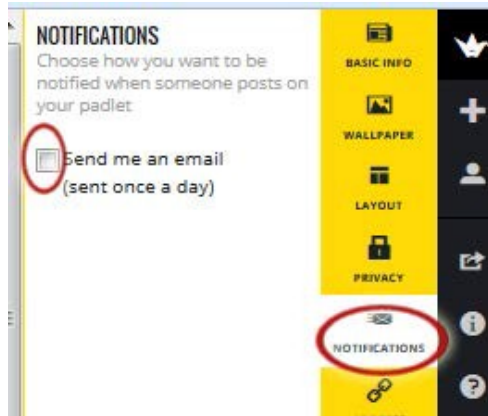
"Freeform" is the only one that allows for easy rearranging, but it also allows for posts to get accidentally hidden under others, so it's probably not the best option. "Grid" is probably best if the information is best viewed all at once, and "Stream" is probably best if items should be viewed chronologically.



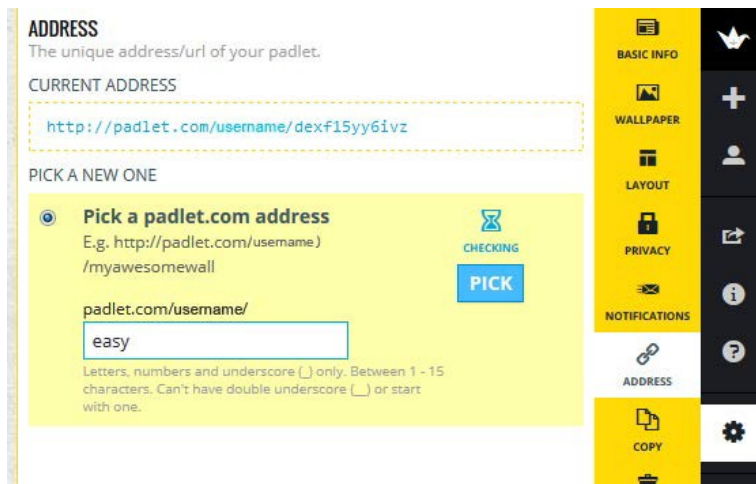
11. By clicking "Wallpaper" you can select a background for your wall or add your own.



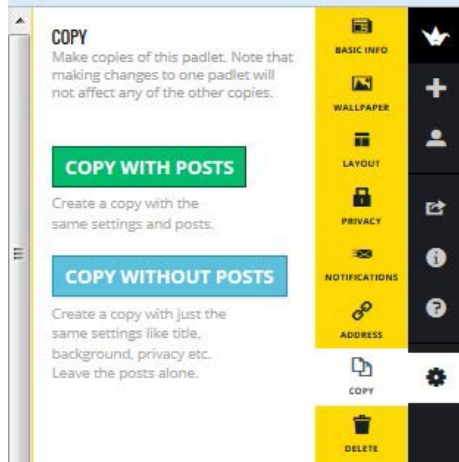
12. By clicking “Notifications” you can choose to be notified by email when someone posts on your wall.



13. By clicking “Address” you can choose a unique web address/URL for your wall. You can change the address to something you will remember more easily by typing something simple into the box. The URL will include your username and whatever you name your wall.

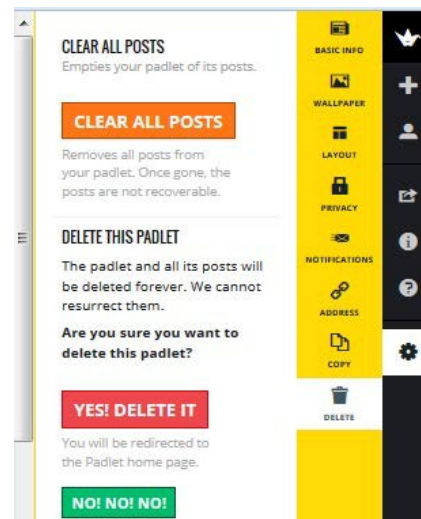


14. To make copies of the padlet you can click "Copy" and then either "Copy With Posts" to save the work that has been done, or "Copy Without Posts" to use all the same settings on a new padlet. "Copy Without Posts" is very useful if you want to use the same assignment for multiple classes or multiple semesters.



15. If you want to re-use the padlet without saving any of the posts, you can find "Clear All Posts" under the "delete" tab. This cannot be undone, so if you are unsure if you might need to look back, it's better to use a "Copy Without Posts" (step 14) instead.

By clicking on "Delete" the wall and all its posts will be deleted forever. They cannot be resurrected. Be sure that you want to delete the wall and all its posts!

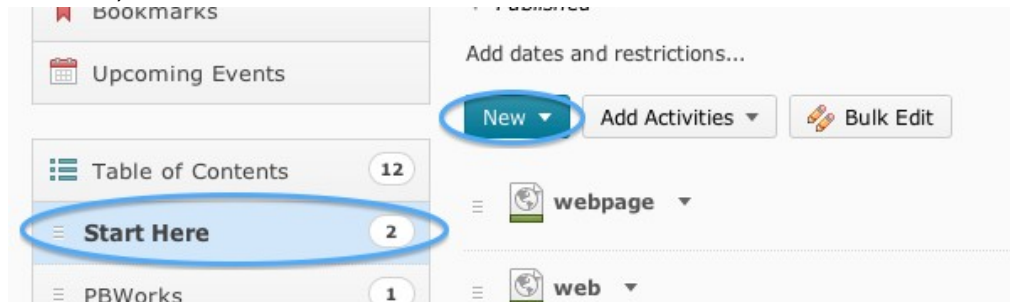


## Putting Padlet in D2L

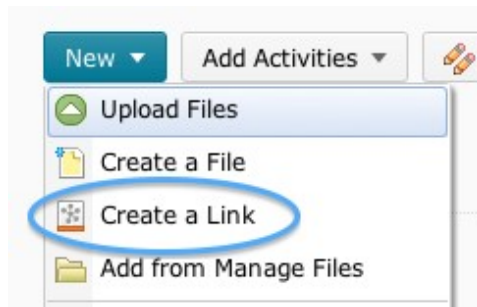
1. After you have already made a Padlet, you have two options to put your Padlet on D2L. To start, open another browser tab and go to D2L and go into the course you want your Padlet in.
2. One way to put Padlet in your course is to simply link to it.
  - a. In your course, click “Content” in the left corner under the Kennesaw logo.

 Content

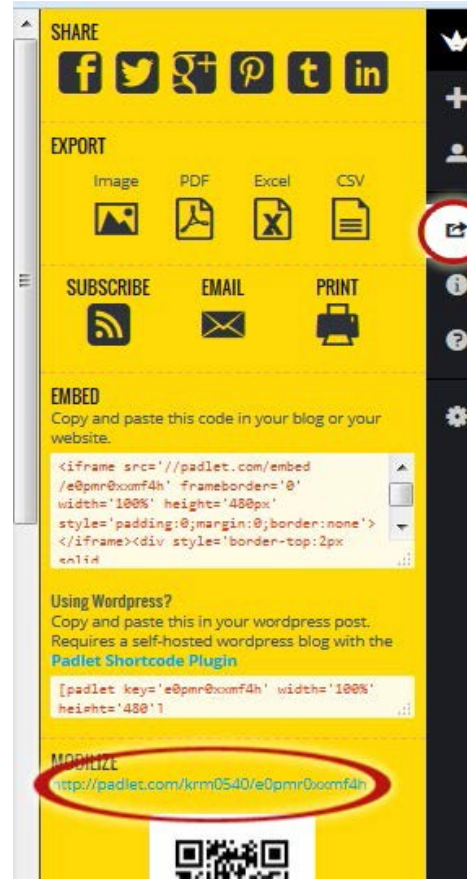
- b. Click on the module you want the Padlet link to go into under “Table of Contents,” then click “New.”



- c. Click “Create a Link.”



- d. Switch over to the browser tab with the Padlet on it. Click the “Share/Export” button.



- e. Highlight and copy the URL under “Mobilize.”

- f. Switch back over to the D2L tab, and erase the “http://” under “URL,” then paste in that box.

- g. Give your link a title (what your students will see when they click the link), then click “Create.”

A screenshot of a 'New Link' dialog box. The title bar says 'New Link'. There are two input fields: 'Title \*' with the text 'Padlet' and 'URL \*' with the text 'http://padlet.com/emienie1/mrut1idg12rkj'. Both fields are circled in red. Below the URL field is a checkbox labeled 'Open in New Window' which is unchecked. At the bottom, there are two buttons: 'Create' (circled in red) and 'Cancel'.

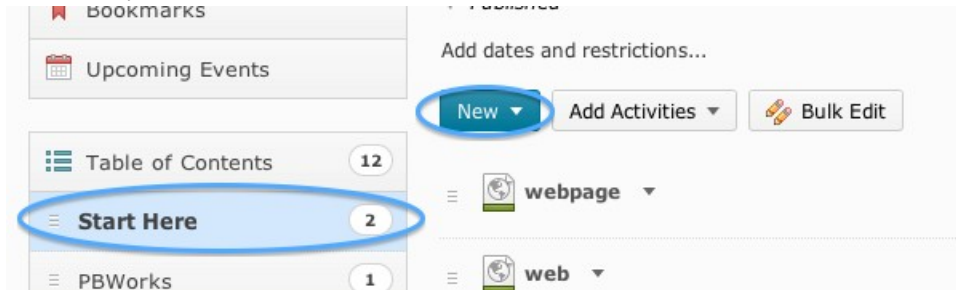


3. Another way to put Padlet into D2L is to embed it into a webpage.

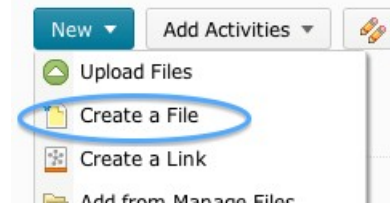
a. Go into D2L your D2L course and click “Content.”



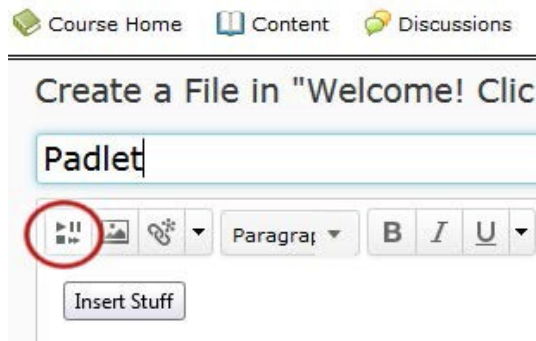
b. Click on the module you want the Padlet link to go into under “Table of Contents,” then click “New.”



c. Click “Create a File.”

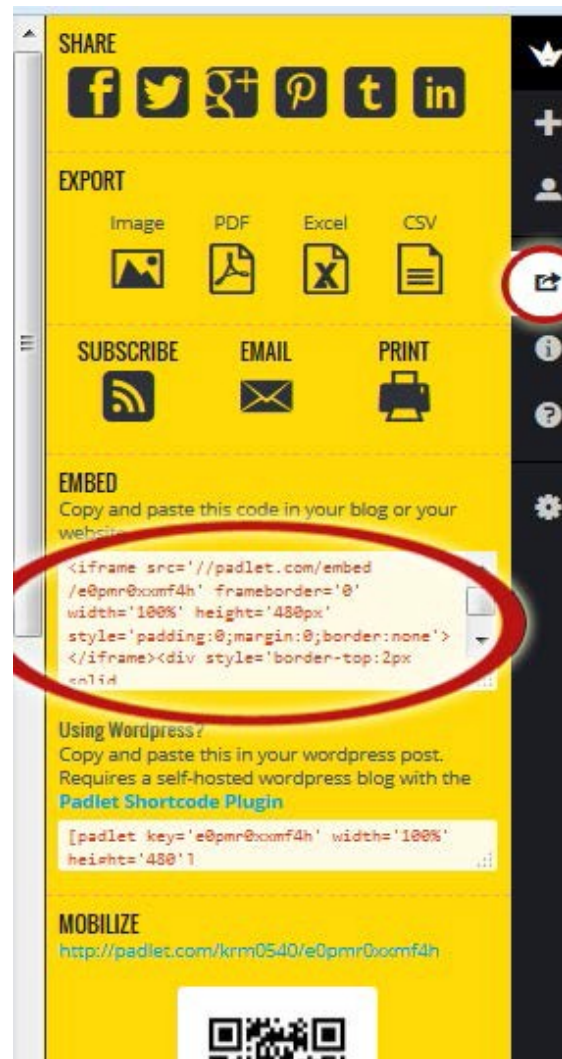


d. Give your file a title in the space provided, then click the “Insert Stuff” button at the top left of the empty white box.

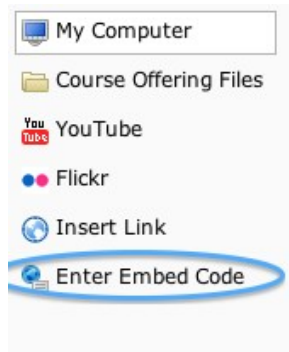


e. Switch back over to the browser tab with the Padlet on it. Click “Share/ Export.”

f. This time highlight and copy the code under “Embed.”



- g. Switch back over to the D2L tab, and click “Enter Embed Code.”



Paste the code in the box, then pull the bottom right corner of the box down to expand so you can see the whole code. Look through the code, and in every spot you see "http://", you have to add an "s" so that it says "https://". The very first link will not have "https:" before the first "//padlet.com" so you will need to add that.



- h. Click “Next,” then click “Always allow this page” and “Allow.” Then click “Insert.”



- i. It is always a good idea to also include a link to embedded items under the item, in case the students’ browsers do not allow them to view the embedded item. Do this by clicking next to the yellow box, hitting “Enter” or “Return” on your keyboard once or twice, and then clicking the “Insert Quicklink” button.



At the bottom of the list, click "URL."



Highlight and erase the "http:///" and paste the URL for the Padlet there. Then give it a title, for example "If you cannot see the Padlet above."

Make sure you click the circle next to "New Window" and click "Insert."

A screenshot of the 'Insert Quicklink' dialog box. It has a title bar with a close button. Below the title bar is a dropdown menu set to 'Url'. The main area has three fields: 'URL \*' with the text 'http://padlet.com/emienie1/mrut1idg12rk', 'Title \*' with the text 'Click here if you cannot see the Padlet above.', and 'Target \*' with three radio buttons: 'Whole Window', 'Same Frame', and 'New Window' (which is selected). At the bottom is an 'Insert' button.

j. Click "Publish" and you are finished!



Instructions created by: Eddie Mienie, May 2014.  
Updated by James Monroe, June 2015.