How to Create a Padlet

<https://padlet.com>

1-Sign up for an account- It’s Free!

2-Choose “New Padlet’

3-The “modify Padlet” window comes up

 Give it a name

 Describe the purpose of the padlet

 Choose a layout- I recommend Grid or Stream (freeform is just post-its and can be messy)

4-Choose your Wallpaper (click more to see more choices)

5-Choose an icon (click more to see more choices)

6-Leave “Show author name in posts” blank since students aren’t signing in to use your padlet.

7-Tagging (if your padlet is searchable you can give it some descriptive tags but most padlets you use with students will not be set as searchable so you can skip this step)

8-Give it a web address (url)- You can choose words that describe your padlet and replace the random numbers that appear automatically

9-Click “Next”

10-Privacy

Private- Only you and others you add as contributors can access the padlet- this isn’t a great option for using with students

Password Protected- This is a good way to protect your students and their posts so only people with the password can see them (I usually use the same password for all my student padlets)

Secret- Only people with the link or QR code can access the padlet

Public- Anyone can access the padlet and it will appear in searches on google and padlet- I don’t recommend this setting for student padlets.

11Access- If you choose “can write” that means that anyone who can access the padlet can add a post- they can’t edit or delete posts. – This is the setting I recommend for student padlets.

12-“Add Contributors”- If you want to work with another teacher on this padlet you can add their email address

13-“Remake”- not really important if you are using privacy settings that limit your padlet to your student use.

14-Moderation- I recommend that you turn this on for a while until students understand fully what they are allowed to post and what may be inappropriate- this means you will approve all posts before they are on the wall.

15-Click “Next” and you’re all set to begin posting

Student Posting

Students can double click on the wall or click the + and a post it will appear for them to type on- be sure to tell them to put their name on the post.

Then, they click anywhere on the wall and their post is sent for moderation.