# Toolkit for leading professional development online Technology and tools

A collection of materials collated by the NCETM in 2020/21

### About

This guide was created by Gillian White of North Mids Maths Hub, initially to assist those in her hub to use Padlet in PD sessions online.



#### **Guide to using Padlet from a computer**

Sign up to Padlet for free this will give you access to create up to 3 Padlets. I signed up using my google account and it was easy to do.

#### Home page: Select the pink button "make a tablet"

padlet	Hi, <b>Gillian</b> Welcome to Padlet! + MAKE A PADLET CD JOIN A PADLET	C: GALLERY JUPGRADE	Q Search	0
	<b>Recents</b> Made	Learn how to use Padlet	Name Date	
	Shared Liked Archived	10 stort 2 horr so		
	NEW FOLDER			

#### Select shelf option this allows you to enter your questions

tart with a blar	ık						
<u>_</u> ≡	•					<b>▲</b>	=
Wall	PREVIEW	Canvas	PREVIEW	Stream	PREVIEW	Grid	PREVIEW
Pack content in a layout.	brick-like	Scatter, group, and content in any wa		Streamline conte read, top-to-botte		Arrange content boxes.	in rows of
SELE	ст	SELE	ст	SEL	ECT	SEL	ECT
Shelf	PREVIEW	Backchannel	PREVIEW	Мар	PREVIEW	Timeline	PREVIEW
Stack content in a columns.	series of	Communicate in a environment.	a chat like	Add content to p	ooints on a map.	Place content ale line.	ong a horizontal
	ст	SELE					

From the panel on the right-hand side you can change the title, the description add an icon and copy the address to share by email with your contacts.

	CLOSE MC	odify	NEXT
Others Wate - Im My glorinous padlet Made with the best of intentions	Welcome to your padlet.	beautiful new	
	Add your personal touch looks. Come back to this button.	by changing how it menu any time via the	•
	Title My glorious padlet		
	Description Made with the best of i	intentions	
	lcon	None	>
	Address Unique link to your pedlet. COPY TO CLIPBOARD	padlet.com/mathsk sy6mp6ydvryu9	
	Appearance		
	Wallpaper		>

Choose an icon by pressing the None tab – You will see this Icon screen (shown here on the right) and this will appear on the righthand side of your screen

## Go to the bottom and choose + Add your own

This will allow you to pick a file and you will

be able to drag and drop the Hub logo from

uploaded it once it will always appear as an

a photo we send you. Please save this in

your photos folder. When you have

option as shown in the picture below.

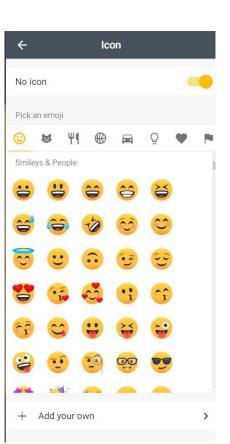
÷	Add yours	lt
		y
Q	Search images	S
1	Upload	5
Θ	Paste link	
Ō	Take photo	
En:	Draw	

will open a new window that says Add ours (see left)

CLOSE

elect upload.

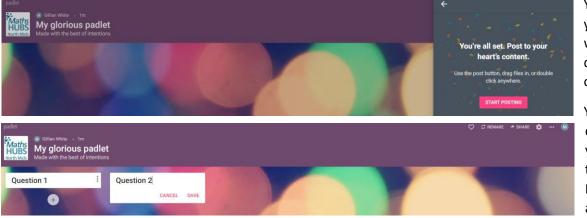




My glorious padlet Color Sche <u>Ka</u> Ao Aa Font ..... New pos LAST FIRST None > Require Appro 100

Your screen should now look like this. Scroll down on the panel at the righthand side to choose other options such as wall paper etc.

The most important button here is the comments this must be switched to on. The automatic default is off. Continue by pressing the pink Next button in the top righthand corner.



You can now post your questions. I would suggest you do this in advance of your meeting?

You can add extra questions during your meeting, if they are required. Enter a question and save it.

## Each participant should be able to see your questions and respond

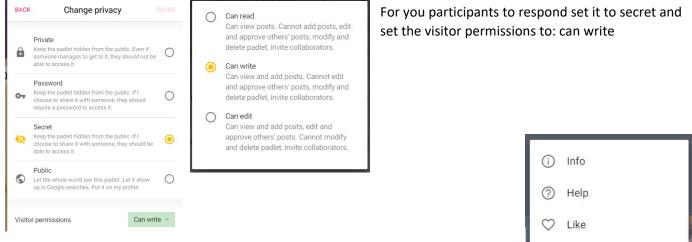


The plus sign at the bottom of each question allows you to upload files or links you may want your participants to see.

Now you have made your Padlet it will save on your home page so you can go back to at any time and choose when you want to share it. You can also delete or alter it from the home page.



By selecting the share icon at the top right of the Padlet you can now set your privacy and copy the link to your clipboard for sharing by email with your participants you can also get a QR code if you need it.



By selecting the three dots next to your initial letter in the top righthand corner:

♡ 🛱 REMAKE 🌶 SHARE 🏟 🚥 M

You will access a menu scree like the one on the right where you can save any comments made by participants. These can be saved by exporting to either a PDF or an Excel spread sheet.

After you have downloaded your Padlet responses you can also use the same menu to clear any posts, if you wish to us the same padlet for another session in the future, or you can delete the Padlet

If you need any further support please let me know or Jo know.

We are here to help.

