

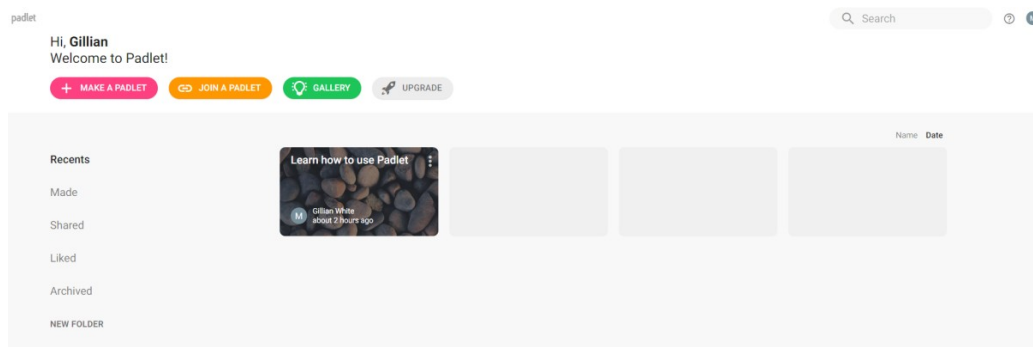
About

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.

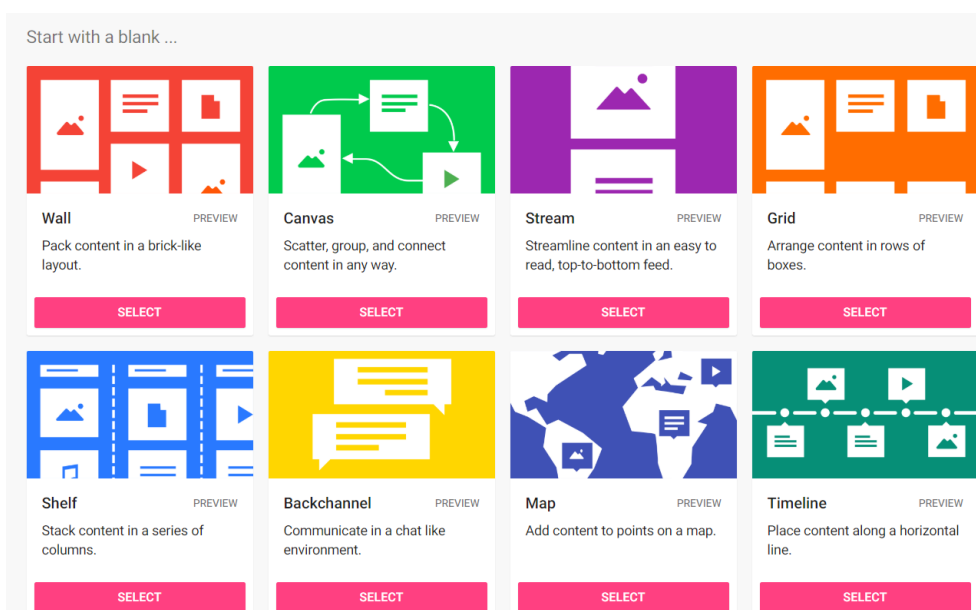
Guide to using Padlet from a computer

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.

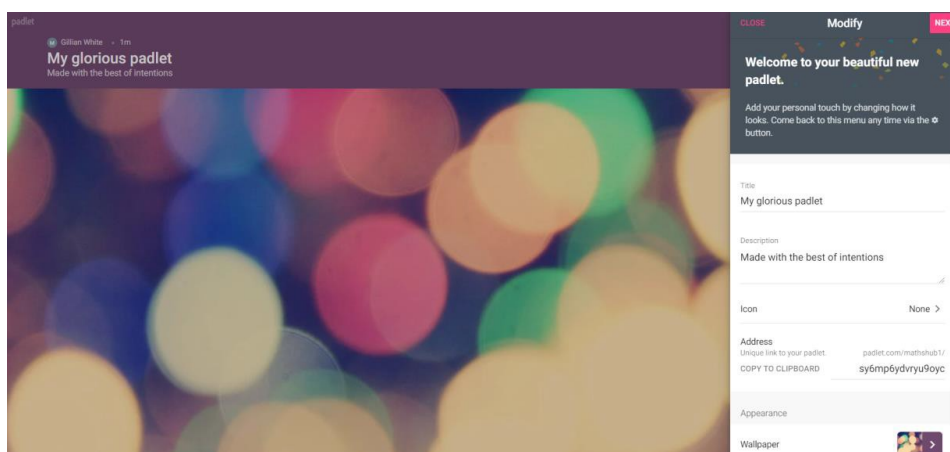
Home page: Select the pink button “make a tablet”



Select shelf option this allows you to enter your questions

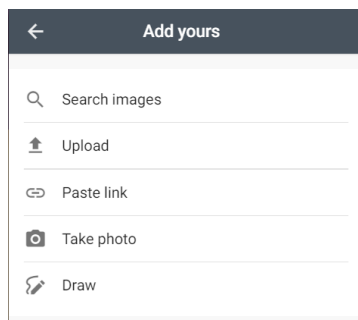


From the panel on the right-hand side you can change the title, the description add an icon and copy the address to share by email with your contacts.



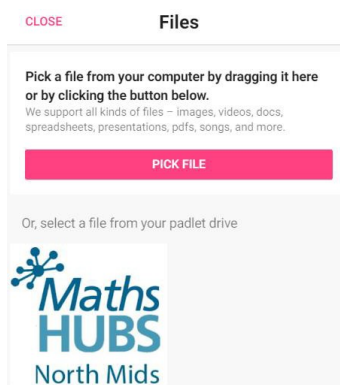
Choose an icon by pressing the **None** tab – You will see this **Icon** screen (shown here on the right) and this will appear on the righthand side of your screen

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

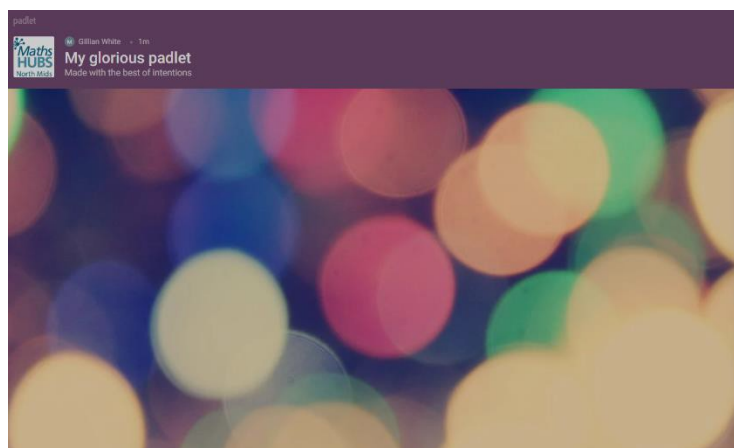


It will open a new window that says **Add yours** (see left)

Select **upload**.



This will allow you to **pick a file** and you will be able to drag and drop the Hub logo from a photo we send you. Please save this in your photos folder. When you have uploaded it once it will always appear as an option as shown in the picture below.



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.

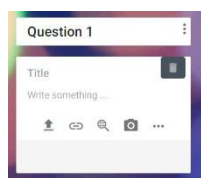


You can now post your questions. I would suggest you do this in advance of your meeting?



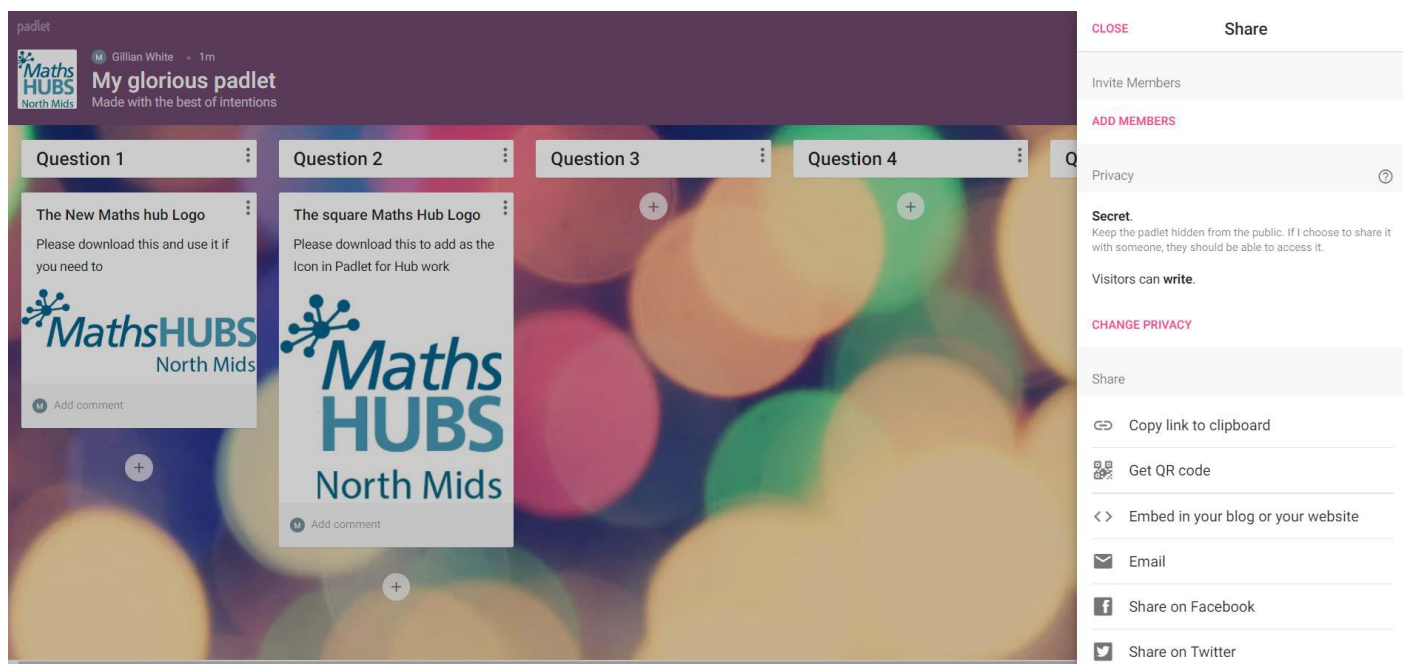
You can add extra questions during your meeting, if they are required. Enter a question and save it.

Each participant should be able to see your questions and respond

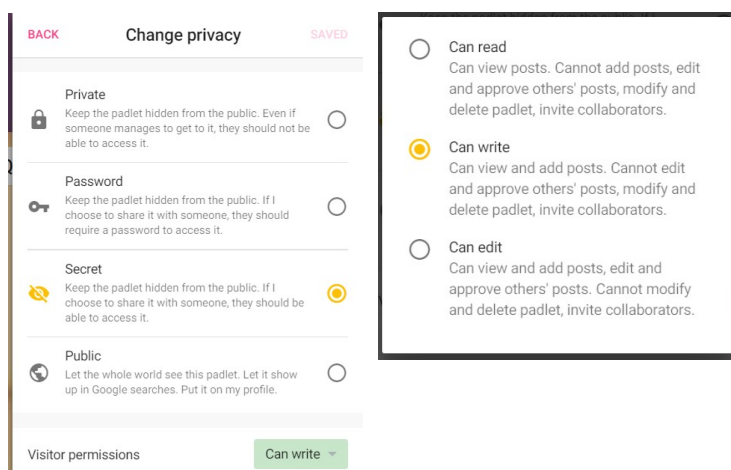


The plus sign at the bottom of each question allows you to upload files or links you may want your participants to see.

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.



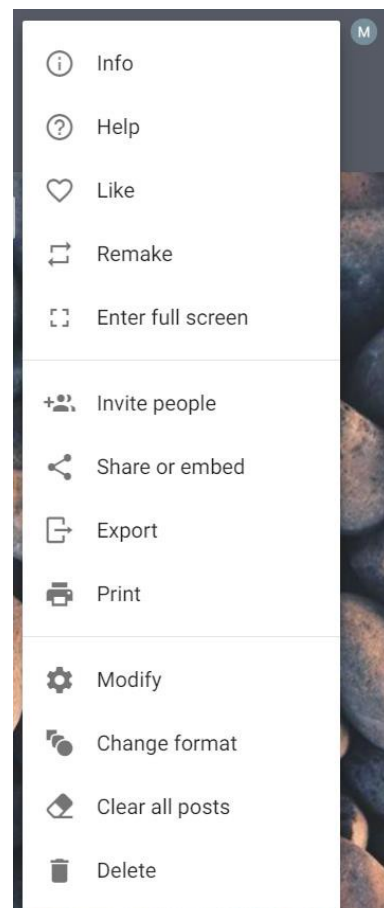
For you participants to respond set it to secret and set the visitor permissions to: can write

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



You will access a menu screen 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 spreadsheet.

After you have downloaded your Padlet responses you can also use the same menu to clear any posts, if you wish to use 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.