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In-Cult



Teaching Materials
Padlet
Technical support
ILEU e.V., Germany

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All screenshots were taken from the websites of the corresponding software tools.

Padlet

1. Padlet

1.1 A Padlet – What's That?

1.1.1 Padlet



*many can work
on the padlet*

Place a blank sheet of paper in front of you that others can also see. Now you can doodle on it, draw cities on a map, write texts - and everyone can join in.

And now you can do all that digitally, on a blank padlet. You can drag in a video, take a selfie or upload documents. And so much more.

Anyone who has received the link from you as the creator of a padlet can work on it: read existing contributions, upload some themselves, move them, comment on them, and like them. Use the privacy settings to specify what exactly participants are allowed to do.

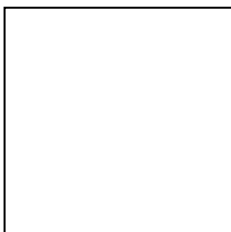
Padlet is used by teachers, students, professionals and individuals of all ages around the world.

With views tailored for smaller devices (apps) and easy-to-use editor buttons, you can use your finger to change the look of your Padlet with a quick tap.

1.1.2 Saving a Padlet

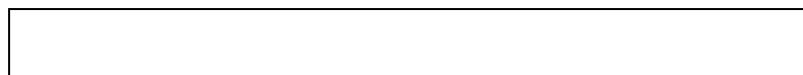
save online

It is not necessary that you save your Padlet – Padlet does that itself. If you have entered something and press the <Enter> key, the Padlet will be saved immediately.



undc

Because Padlet saves immediately, there is no undo.



You must actively delete an unwanted entry:

- Right-click the entry.
- Select *Delete* from the menu.

save to your device

To save the contents of the padlet to your device, press the <Ctrl> and <S> keys.

Now you can specify the location for the HTML files.

1.1.3 Tutorials

You can find many explanatory videos about Padlet and its functions at

<https://www.youtube.com/c/padlet/videos>

1.2 First Steps

1.2.1 Padlet on the Internet

home page You can find the Padlet website at <https://padlet.com/> in Germany at <https://padlet.com/dashboard>

Company Padlet Inc. was formerly known as Wallwisher, Inc. and changed its name to Padlet Inc. in February 2013.

Team The Padlet Team introduces itself: <https://de.padlet.com/about/us>
Padlet has two headquarters, in San Francisco and in Singapore.

Language The website is partly in German and partly in English.

1.2.2 Registering

New user First you need to register at <https://padlet.com/dashboard>

↳ *Note* You can only create padlets after you have registered.

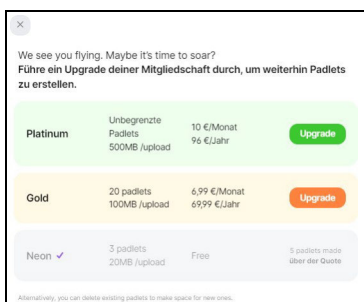
Participant Other participants do not need to register, it is enough if you send them the padlet link or QR code.

Padlet app The Padlet app can be installed for Android via the Playstore, for iOS via the App Store. This allows you to access Padlets on the go.

1.2.3 Free of Charge - Initially

subscriptions Registered participants can create multiple padlets. If you want to create more padlets than allowed, you will have to pay for the software. The current prices can be found at

<https://de.padlet.com/premium>



If you want to create more than the allowed number of padlets, you will be pointed to the subscription model.

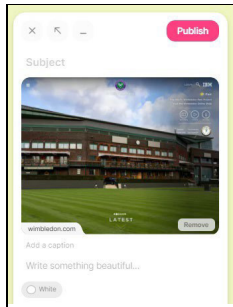
Since the free version is limited to a few padlets, you can delete one padlet at a time to create a new one afterwards. First, export the contents to an existing padlet.

1.3 Posts

1.3.1 Publishing a Post

posts Whatever you put on the padlet is called a post: whether web page, songs, links, etc.

new posi Drag your new post to the padlet screen.



At first, the post looks like this.



You can now:

X delete the post,

with the arrow, drag the post larger ↗ or smaller ↘,

- minimize the post.



To integrate the post into the padlet, click this button.

1.3.2 Padlet Dashboard

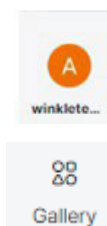
Working with a padlet starts on the padlet overview page, the dashboard:

<https://padlet.com/dashboard>

dashboard From the dashboard you can access all functions of the software.

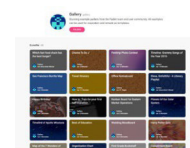
1.3.3 The Padlet Side Menu

On the left side of the screen is the padlet menu with your account, the button for the gallery of different background templates and other functions.



Account: Your account, on Padlet or social media.

To view and use a variety of predefined templates, click this button.





Click here to ask Padlet Support your questions.



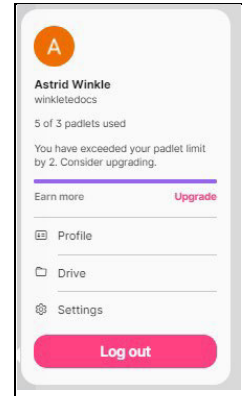
To find out what's new with Padlet Software, click this button.



Here you can view and possibly change the Padlet settings.



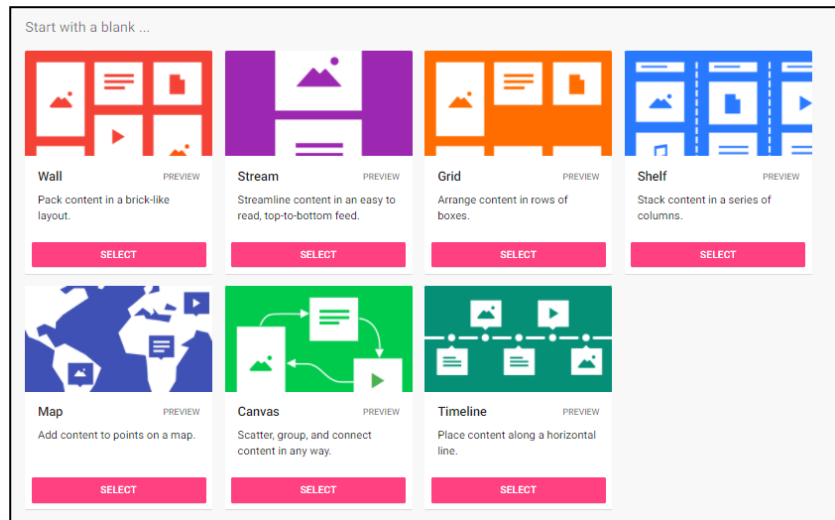
To view and maybe change your profile, the data in the Drive folder and the settings, click this button.



2. Template Types

2.1 Options

seven options for templates



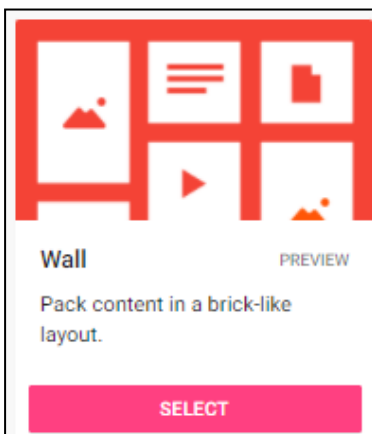
Wall, Stream, Grid, Shelf, Map, Canvas, Timeline - posts can be arranged differently on all of them. However, always only within the framework of the given structure.



You can access many more predefined templates via the *Gallery* icon.

2.2 Wall

2.2.1 Format



Posts are placed on the padlet where you drag them. The Wall is based on a brick-shaped grid.

Posts are numbered in order as they are dragged onto the padlet.

2.6.2 Example



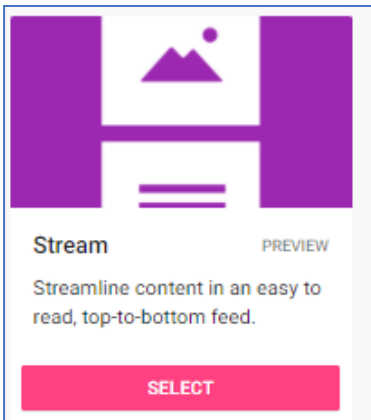
Posts can be rearranged, but only within the template settings.



Wall

2.3 Stream

2.3.1 Format

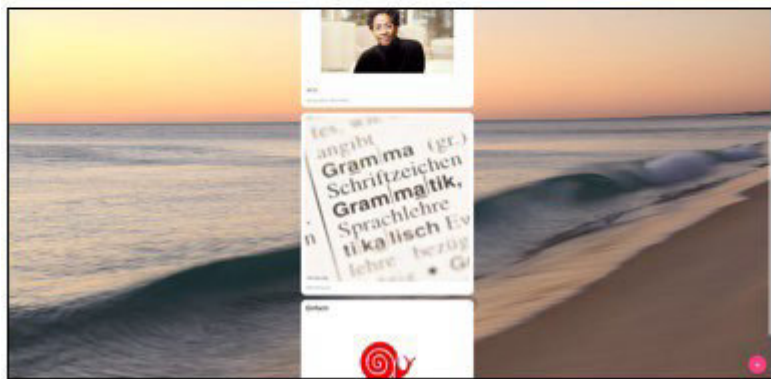


Posts are placed below each other in a list or row. You can specify whether the newest one is placed at the top or at the bottom.

The order can be defined and also changed at any time. To do this, drag posts to the place in the list where they belong.

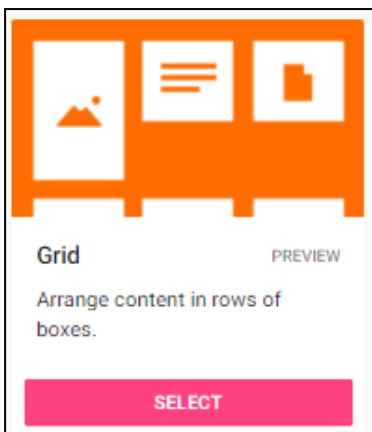
2.7.2 Example

A list can be rearranged, for example like this:



2.4 Storyboard

2.4.1 Format



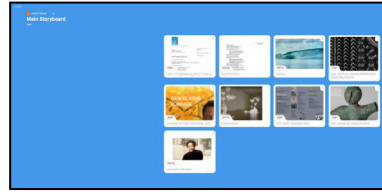
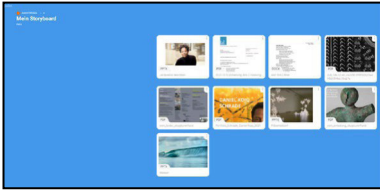
Grid structure

The posts are arranged in a grid structure.

The arrangement can be changed at any time, but not the structure.

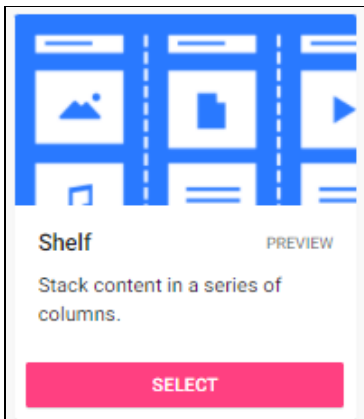
2.8.2 Example

Posts can be rearranged:



2.5 Shelf

2.5.1 Format



Posts are arranged in columns, but can be moved at any time.

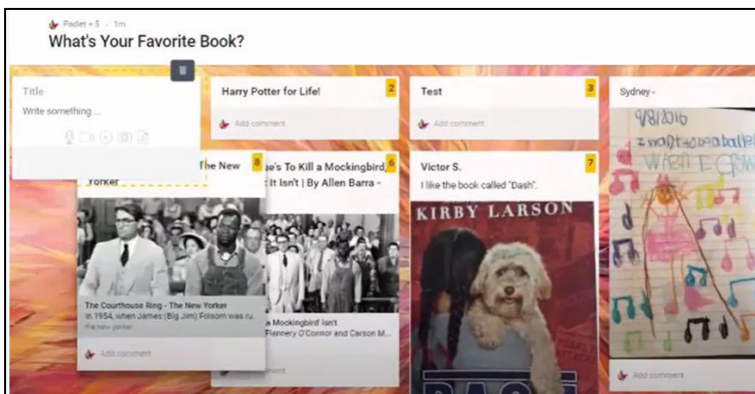
Shelf

Template shelf

The shelf template is suitable for many participants working on the Padlet, because here the entries can be arranged under different categories (e.g. general notes, questions, etc.). As soon as the first column has been named, a placeholder with the entry "Add column" appears next to it.

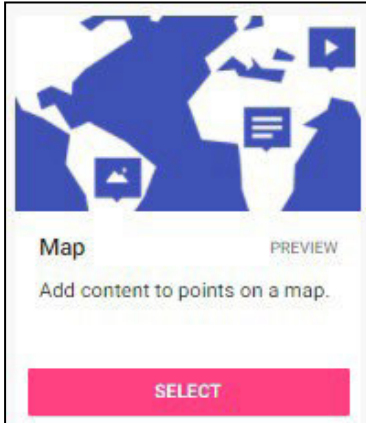
2.5.2 Example

Posts can be moved on the shelf:



2.6 Map

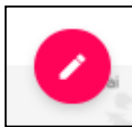
2.6.1 Format



Map

Pick a map and enter information about specific places there.

Create a map on which you can enter, for example, the places of residence of participants in a workshop. They will then be indicated by small pins on the map.



To enter new locations, click Edit in the upper right corner.

Pick a location
To pick a location, either search and select a place, or drag and drop the pin below to a point on the map.

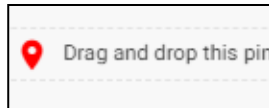
Option 1

Search a place by name >

Option 2

Drag and drop this pin anywhere on the map

You can now enter the name of the place or drag the pin where you want it.



What are you pinning?

Upper Bavaria, Germany

Bavaria, Germany

Munich, Germany

München, Germany

Kreisfreie Stadt München, München, Germany

Ramersdorf-Perlach, Munich, Germany

81739 Munich, Germany

Arnold-Sommerfeld-Straße 95, 81739 München, Germany

Arnold-Sommerfeld-Straße, 81739 München, Germany

3JPX+7W Munich, Germany

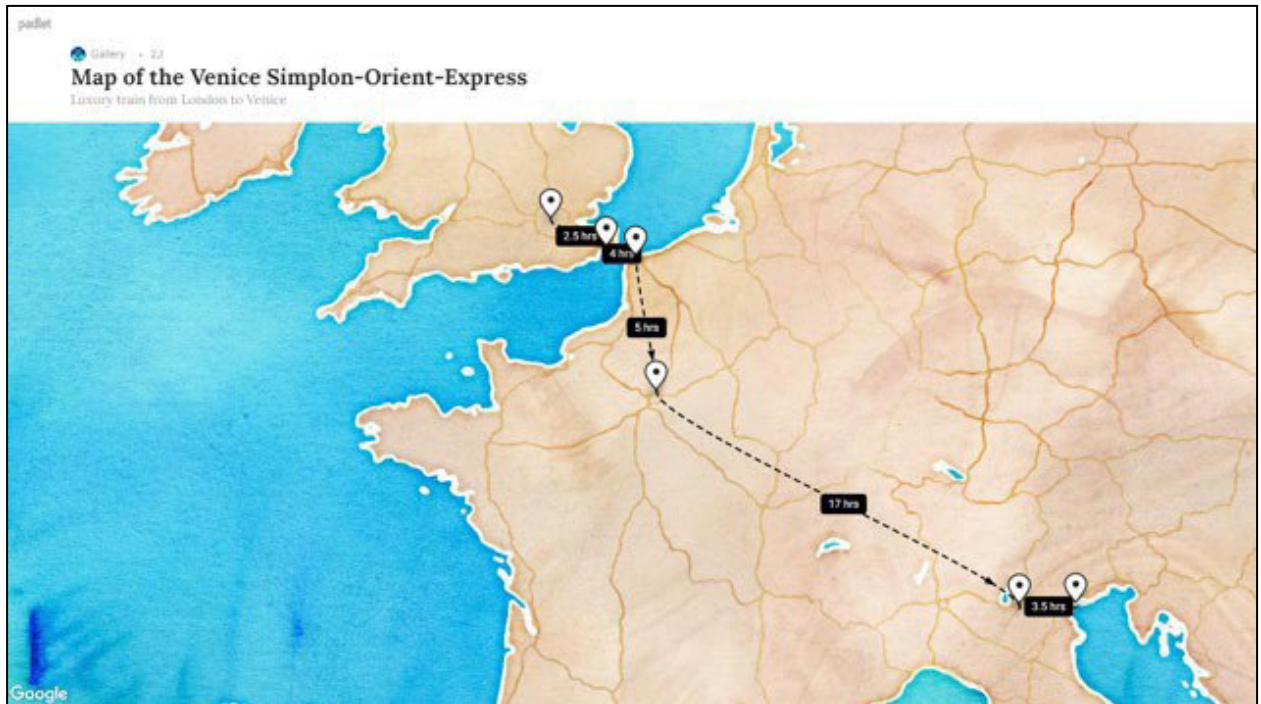
Germany

(48.085645618922555, 11.649757549999986)

You will receive information about a selected place and you can also enter some yourself, for example, the names of the residents.

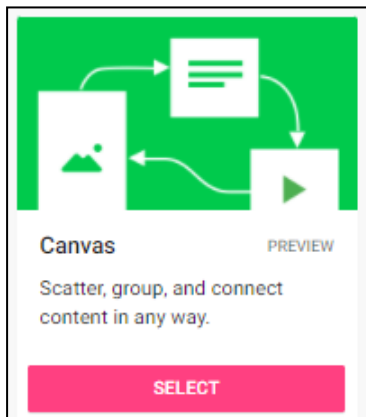
2.6.2 Example

Route of the Orient Express:



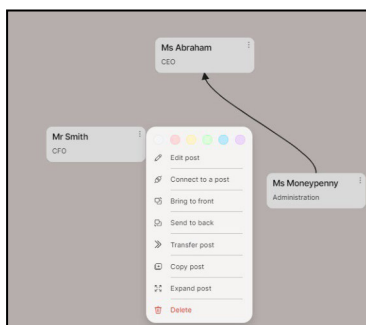
2.7 Canvas

2.7.1 Format



Canvas

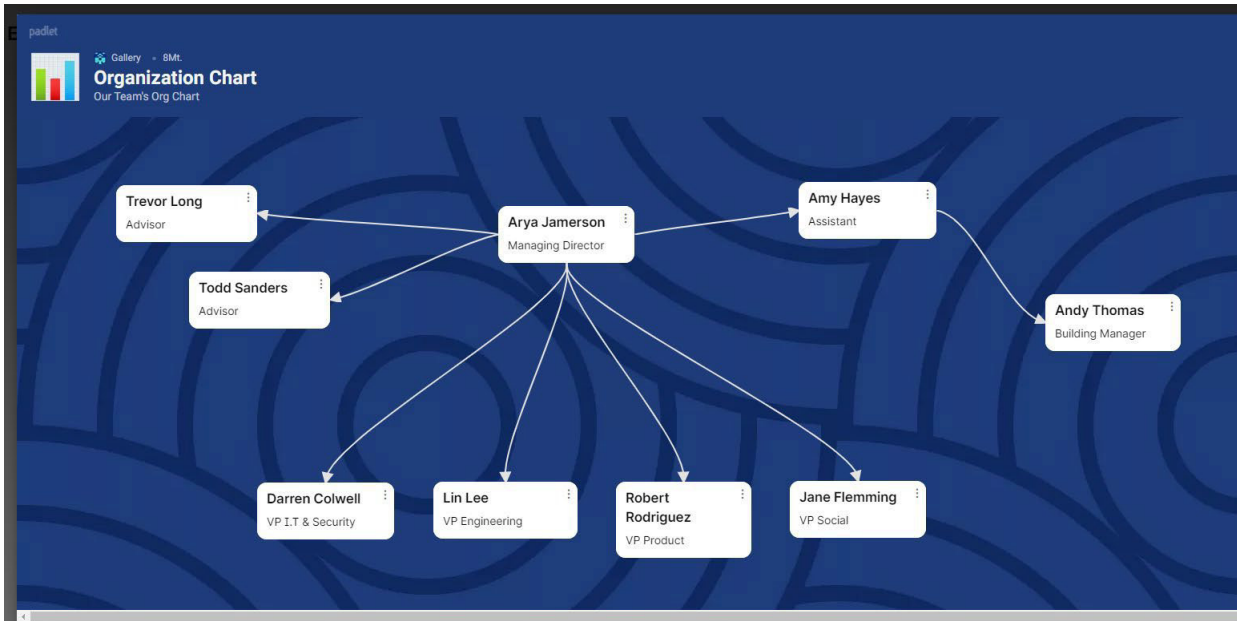
Distribute, group, and connect your content anywhere on the canvas.



To create relationships between the contents, you can connect them. To do so, right-click the post, and then click *Connect to a post*.

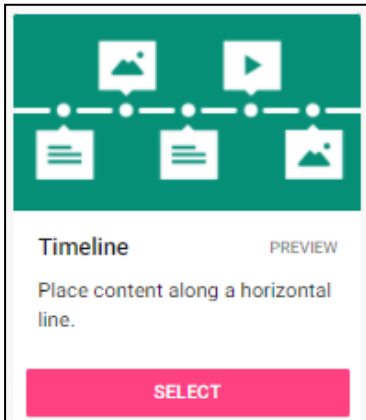
2.7.2 Example

For example, an organization chart might look like this:



2.8 Timeline - Timeline

2.8.1 Format



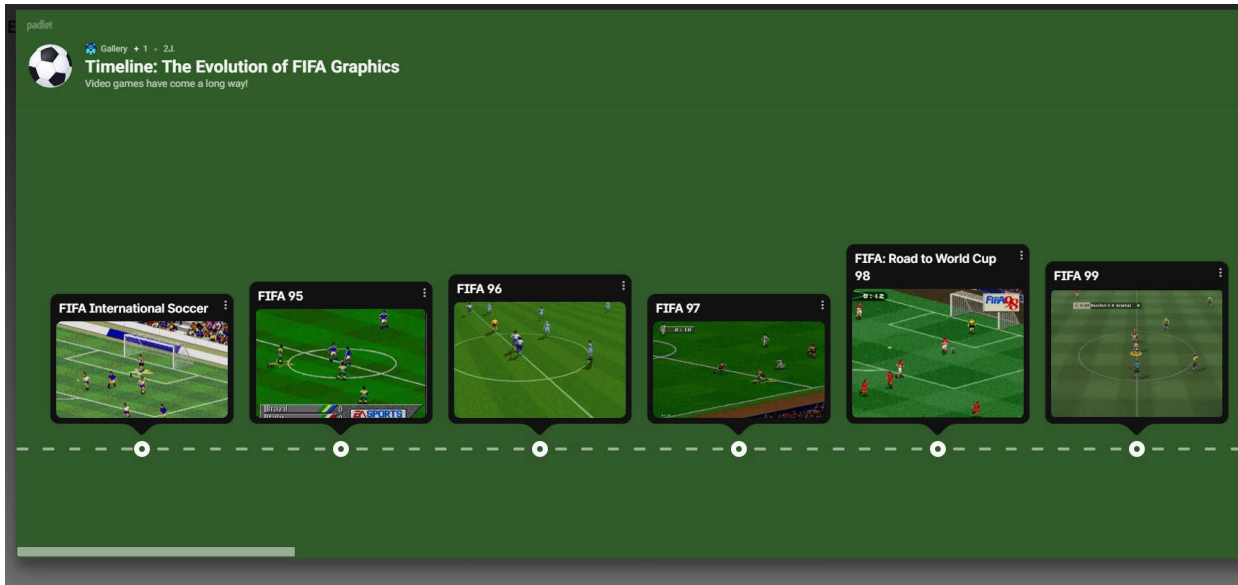
timeline

Arrange events along a horizontal timeline.

The timeline is given, you can then group events along it.

2.8.2 Example

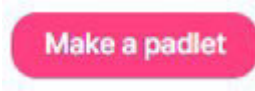
The evolution of FIFA:



3. Working with Padlets

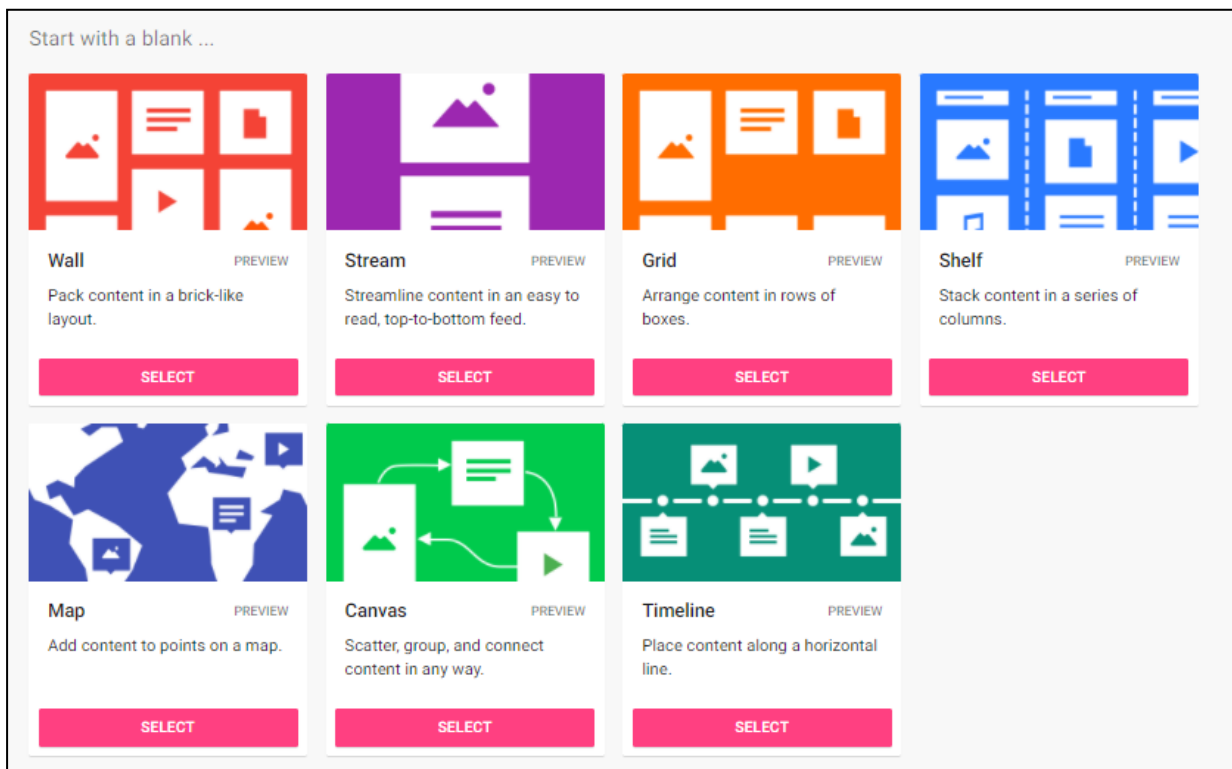
3.1 A new Padlet

3.1.1 Creating a Padlet

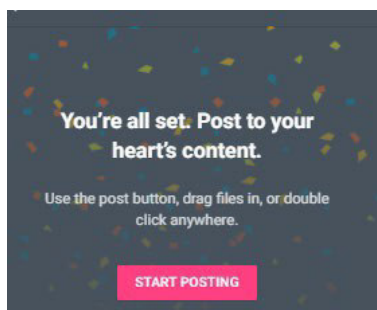


On the top right of the Padlet main screen you will find this button. Click here to make a padlet.

A window will open showing the different templates – from a blank wall to a timeline. Now you can choose from seven types of templates: Wall, Stream, Grid, Shelf, Map, Canvas and Timeline.

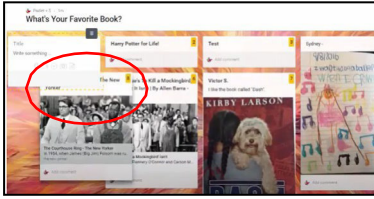


Click the *Select* button to start using the template you want.



Once you have created and formatted a padlet, you can start posting contents.

3.1.2 Organizing Posts



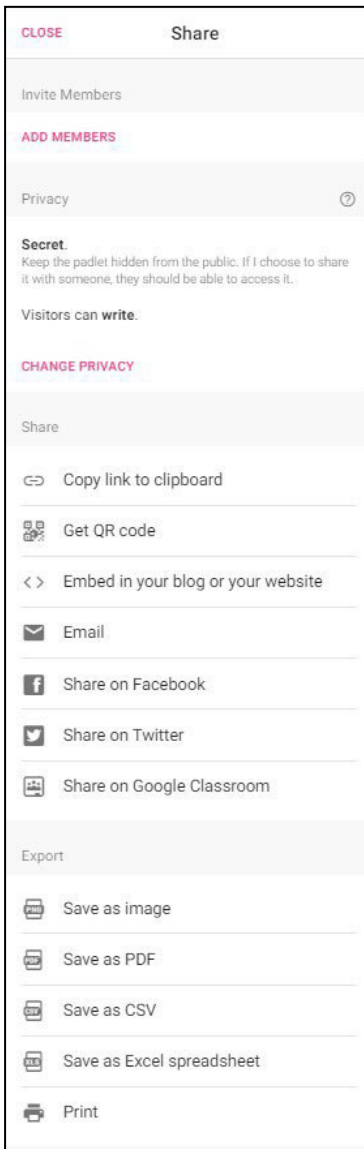
Whatever format you have chosen: You can move, delete, rearrange your posts within the basic form on it at any time.

For example, in the *shelf* you can use the mouse to move a post from one column to the next, up or down.

3.1.3 Sharing a Padlet



share



To allow participants to access the padlet you created, you must share it. To do so, click *Share*. Now you can choose, for example, whether you want to simply copy the Padlet link to the clipboard and send it, or generate a QR code and send that to your other participants.

Participants can edit the padlet. To send comments, they do not need to log in, the comments would then appear as *Anonymous*. If the participants log in, their name is displayed.

Backgrounds, fonts and much more can be changed via *Settings* in the upper right bar. It is important that comments are set to *active* in the settings menu under the heading *Comments*. Only then can participants send comments or ask questions.

You can edit the link to the padlet:

for example, from originally

<https://padlet.com/winkletedocs/35k4xhy5h3z7eueq>

simplify the link to

https://padlet.com/winkletedocs/meine_timeline

3.1.4 Padlet Email and Tips



As soon as you have created a padlet, you will receive a confirmation email to the address you specified.

Padlet tips Padlet also provides you with the following tips for working with Padlet (original texts from Padlet):

Padlet Tip: Time to get familiar with your settings bar, especially that little gear icon (⚙). If you haven't already, add a title, description, and icon. Choose from a variety of preset backgrounds or upload your own. Organize with a layout: choose from Grid (like a pinboard), Stream (like a blog), or Freeform (the default). Last but not least, change the URL to something relevant and easy to remember.

Padlet tip: Drag and drop directly from your desktop, or click anywhere on the padlet. If you're on a mobile device, double tap anywhere or select the plus (+) button. A simple text post will appear. To attach a file or link, click any of the icons below the text. We support every file type you can imagine, from an Excel spreadsheet, to a Spotify playlist, to a YouTube Video, to any link from any site.

Types of files We support any file type you can imagine, from an Excel spreadsheet to a Spotify playlist to a YouTube video or a link from any website.

Padlet tip: We offer tons of options for sharing. Send the link or QR code to your padlet, and those who receive it can post anything they want. If you prefer to invite only by email or username, you can do that, too. In Privacy, you can adjust who can view, write on, or moderate your padlet. Updates will appear across devices immediately.

How to Publicize (or Privatize)

3.2 Editing a Padlet

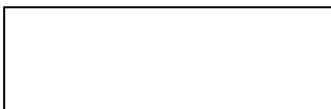
3.2.1 Modifying a Padlet

On the right side you will find the menu to modify your padlet. Here you can enter title and description and set the background. There are various templates for this, you can also save some templates of your own at *Add your own background image*.

Emojis can be added with symbols.

At *Posts* you can set whether one can see the names of the users in the post or whether posts can be commented. Also the order in which the posts appear can be modified here.

You can specify keywords under *Tags*. That will make it easier to find the padlet when searching.



address

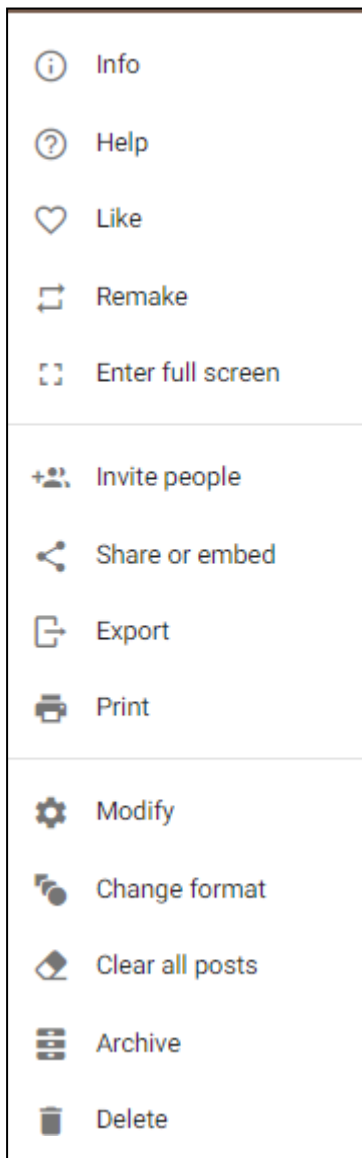
Letters, numbers and underscore (_) only. Up to 50 characters.

Here you can find the address of the padlet, i.e. the link that you can send to other participants, who can then also edit or view the padlet.

You can copy the link to this web page and then send it. You can also change the address name to make it easier to remember.

For your padlet address you may only use letters, numbers and underscores, up to 50 characters.

3.2.2 More Settings



The settings of an existing padlet can be changed any time using the menu.

Click on the three dots (ellipsis) to access more settings of the padlet.

3.2.3 Padlet Functions



In the top right corner you will find Padlet functions: liken a Padlet, clone it, share it and edit the settings.



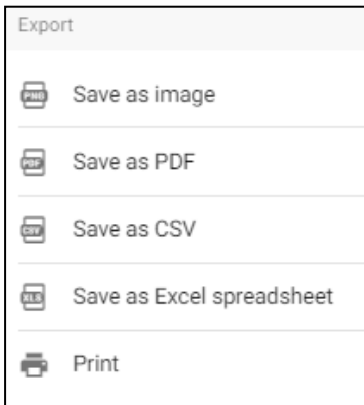
If you like the padlet, just click the heart:



You can remake a padlet that you like and then use it as your own template for other padlets.



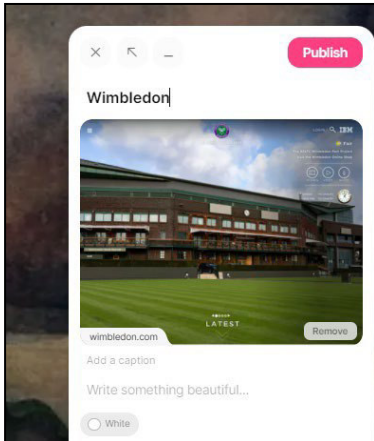
Share your padlet with other participants. Add members, specify whether it should be publicly visible or not, and create a link to it or a QR code for it.



You can also save or export the padlet in different formats.

3.3 Editing Posts

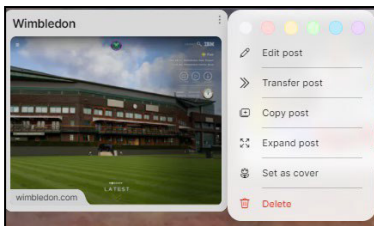
3.3.1 Publish



Once you have created a post on the padlet, you still need to publish it so that it is shown in the padlet. Only then will it become available in the padlet.

Click the *Publish* button to publish the post to the padlet.

3.3.2 Edit



Click the three vertical dots (ellipsis) to edit a post on a padlet. The menu opens.

Now, depending on the type of padlet, you can edit your posts.

3.4 Inserting a Website

3.4.1 Copy Link



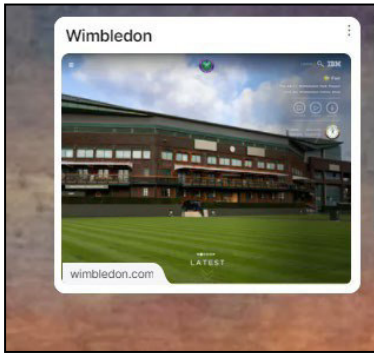
Wimbledon website

Copy the link of the website to the clipboard.

Example: Wimbledon tournament website

Link: <https://www.wimbledon.com/>

3.4.2 Inserting into Padlet



Post the address to your padlet. The website will now appear on your padlet and you can click it to access it:

