Padlet is an online announcement and post-it page. Create a wall to add notes; others can add notes as well. Audio, video and images can be added to your wall.

Getting Started
1. Go to [http://padlet.com](http://padlet.com) to sign up or log in.

2. In the top right corner, click log in.
   - When signing up, sign in with Google is recommended.

Create a New Wall
1. Select New Padlet.
2. Select the settings icon to edit the wall.
3. Choose a portrait (small icon), add title, description and tags (optional) under basic info.
4. Choose wallpaper to add a background.
5. Select layout to choose how posts will appear on your wall.
   - Choose between Freeform, Stream, or Grid.

Add Notes and Attachments
1. Double-click on the wall to add a note.
   - Title will appear in red.
2. Click the + icon to add an attachment to your post.
   - Add web links, upload files (documents, photos, videos) or take photos.
   - An icon showing your attachment will appear with the post.
Adjust Privacy/Add Collaborators
1. Select the Settings icon followed by Privacy.

2. Adjust visibility if needed and add collaborators (can edit all posts) by entering an email or Padlet username.
   • Choose to moderate posts to require approval before posts appear on the wall.

Share Padlet Wall
The Padlet URL can be shared at anytime. All updates appear automatically. Users do not require an account to post on the wall. Only the creator of the wall and any collaborators have rights to edit all posts. Users can only edit their own posts.

1. Copy the URL from the address bar.
   • The URL can be personalized by selecting the settings gear followed by address.

2. Choose Share/Export to view additional sharing options.
   • Social Sharing: Share via social media site.
   • Subscribe: Copy and paste the RSS URL into a blog reader.
   • Embed: Use the embed code to add to a webpage.
   • Mobilize: Use the QR code so users can scan for quick access to the wall.

3. Once Users access the page, they can double-click on the wall to begin posting.

Additional Settings
1. Easily copy Padlet walls to use with multiple audiences by selecting the settings icon followed by copy.
   • Choose to copy with or without posts.

2. Toggle between Padlet walls by selecting the person icon.

Additional Resources
Padlet Blog: http://blog.padlet.com