

# HOW TO USE PADLET

Padlet is a digital pin board application where you can gather, organize, and share information and sources on particular topics. You can work on a Padlet board individually or in collaboration with others. These instructions walk you through how to set up a board and submit it for an assignment in Canvas. Carroll University has an institutional license for Padlet. So begin by activating your own user account within the Carroll Padlet site using the following steps.

## ACCESS CARROLL'S PADLET SITE

1. Go to <https://carrolluniversity.padlet.org>
2. Click "Sign in with Microsoft"
3. Enter your Carroll e-mail and network password

## MAKING A BOARD

1. Go into your account dashboard
2. Click on **Make a Padlet**

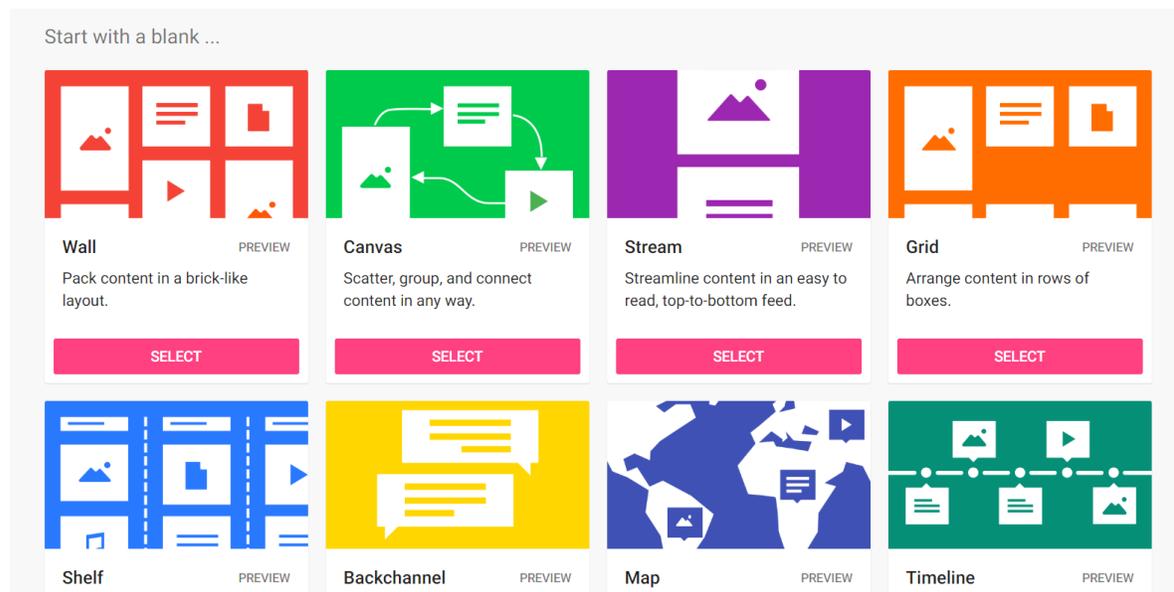
Welcome to Padlet!

**+** MAKE A PADLET

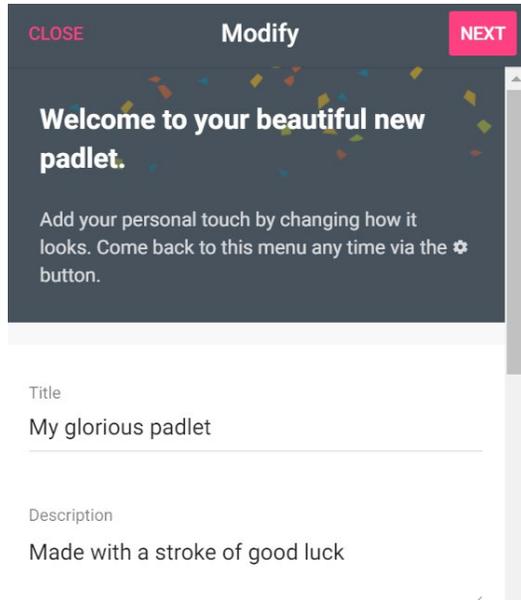
**↪** JOIN A PADLET

***NOTE:** If you are collaborating with someone else and they have already created the Padlet board, then click **Join a Padlet** and paste in the URL for that board.*

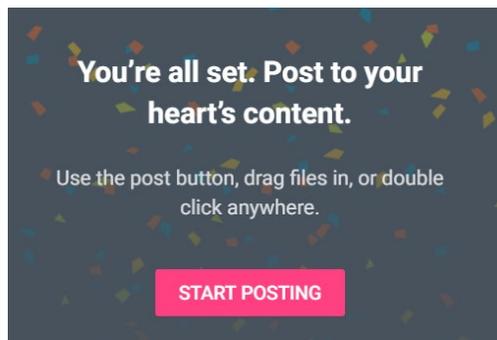
3. Select the type of arrangement you want to use for your board



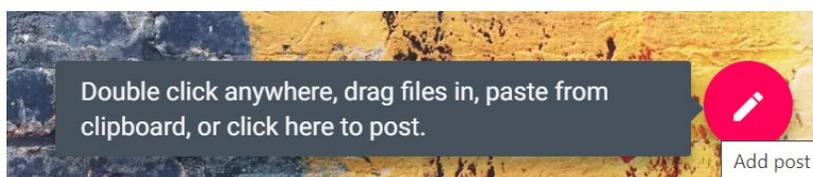
4. Type in a **Title** and **Description** for the Padlet



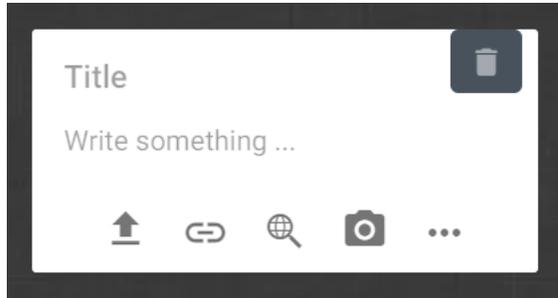
5. Select any changes you want to make to the **Appearance** of your Padlet such as: Icon, Background, Color Scheme, Font, etc.
6. Click **Next** in the upper right corner
7. Click on **Start Posting** in the message that appears in place of the setup menu



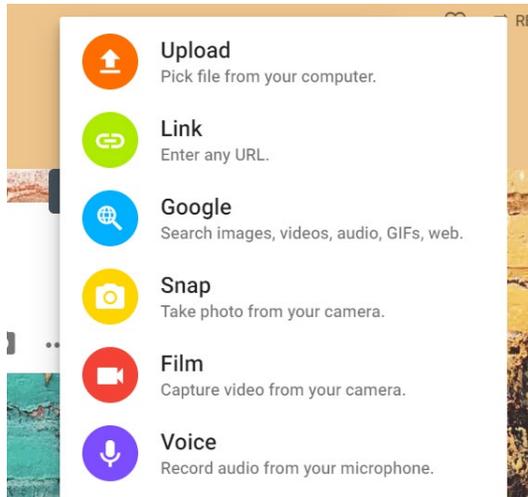
8. Add content to your board in one of the following ways:
  - Click on the + symbol (*lower right corner*)
  - Double-click anywhere on the board
  - Drag files into the board from your computer
  - Paste something you've copied into your computer's clipboard



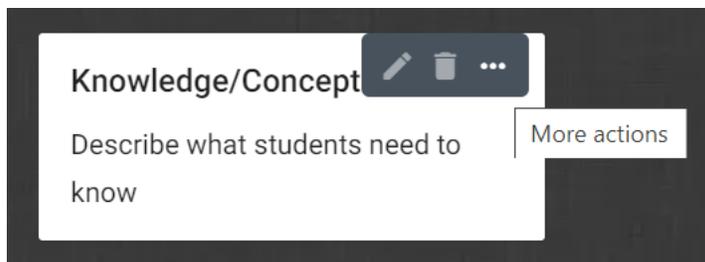
9. Type in a **Title** for the post/pin you are adding to the board



10. Write a description or message about the pin *OR* just add content to the pin
11. Add content by clicking on one of the visible icons (*Upload, Link, Google, or Snap*) at the bottom of the post *OR* on the ellipses icon to open all content options (*see image here*)



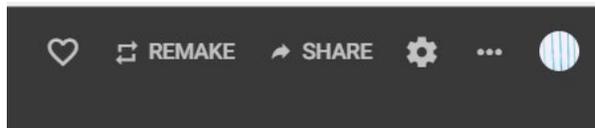
12. Click on the type of content you're adding
13. Follow the corresponding steps to add that content from your computer or from the web
14. Click away from the post/pin (*anywhere on the board*) to save it
15. Hover the cursor over the post/pin you completed to make the editing options appear



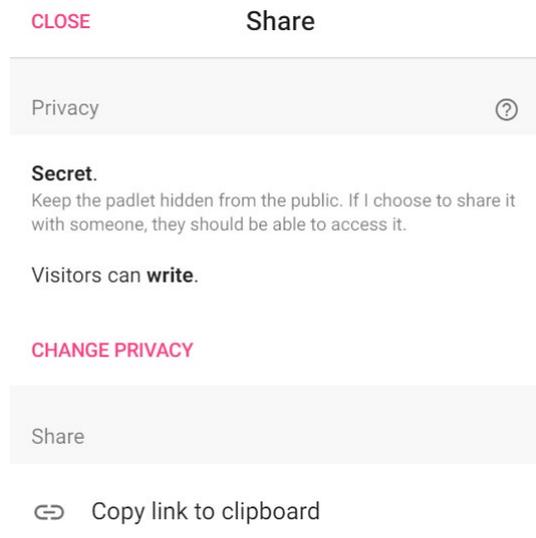
16. Click on the ellipses icon for **More Actions** (see image above) and modify the post further to color-code your posts, duplicate a post, etc.
17. Move the post to a preferred location on the board by dragging it  
*NOTE: Locations will be constrained by the type of board arrangement you selected in Step 3.*
18. Keep adding cards and dragging them until you have completed the board

## SUBMITTING PADLET BOARDS FOR ASSIGNMENTS

1. Click the **Share** link in the upper right corner of the Padlet screen



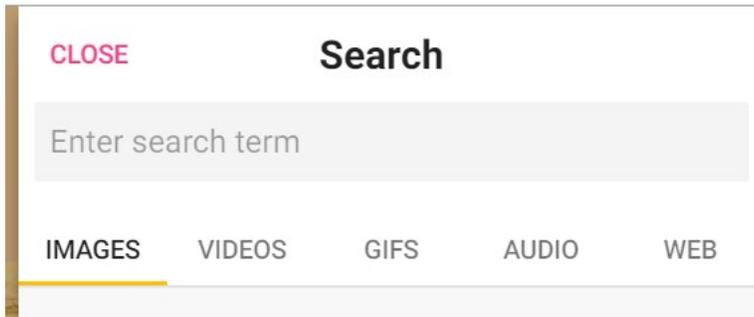
2. Select **Copy Link to Clipboard**



3. Go to the corresponding assignment in Canvas
4. Click on **Submit Assignment**
5. Paste in the URL for your board
6. Click **Submit**

## USING THE GOOGLE FEATURE FOR ADDING PIN CONTENT

If you are creating a board for brainstorming or doing online research, you may consider using the **Google** content option, which allows you to do a Google search right within your Padlet board. You can search for different types of content based on your topic.



Once you click on a search result, it can be added as a link to the pin/post you are creating.

