How to Create a Padlet

Padlet is an online discussion tool in which students can post their ideas on a certain subject and view other students’ posts.

1. Access Padlet at the following web address: http://padlet.com.

2. Click “sign up” in the top right corner.

3. Enter your email and create a password. Click “sign up”.

   ![Sign up for Padlet]

   **NOTE:** You also have the option to sign in using Google or Facebook. If you prefer to do so, click the corresponding button, allow permissions for it, and then skip to step 5.

4. Type your name and create a username. Click “save and continue”.

   ![Complete your profile]
5. Click on “Create New Padlet” to create a new one.

6. Click on modify wall.

7. Complete title and description fields.
8. Click on “privacy”.

9. Make sure that “Private” and “Password Protected” are **not** clicked. “Private” will not allow anyone except you see your Padlet (including your students), and “Password Protected” will require you to create a password and then give that password to your students. (Of course, if you do want to create a password and give it to your students, then you should choose that option.)

Choose from the other two options: “Hidden Link” — the wall will have a public link, but the link will be hidden from Google and public areas of Padlet. This means that you can give your students the link to find it, but no one will be able to find it without that link. “Totally Public” is where the wall will be public. It can show up in Google searches and can be featured by Padlet on the homepage.

Add People by Email allows you to add co-authors to the Padlet. More Privacy Controls offer you the opportunity to moderate posts, if you wish to do that.
10. Click on “Layout.”

Choose between the two options. “Freeform” is where posts can be put anywhere and can be resized freely. “Stream” is where posts are placed one below the other.
11. By clicking “Wallpaper” you can select a background for your wall or add your own.

12. By clicking “Notifications” you can choose to be notified by email when someone posts on your wall.
13. By clicking on “Address” you can choose a unique web address/URL for your wall.

![Address selection interface](image1.png)

You can keep the current address by clicking “Pick a padlet.com address” or you can pick a new address by clicking “Pick a domain you already own.” An example of picking your own domain name might be if KSU wanted to make a Padlet and connect it to their domain, they would put http://kennesaw.edu/ in the domain name, and then click “Next” to move on to choose a URL. The suggested option is to use a padlet.com address.

14. By clicking on “Delete” the wall and all its posts will be deleted forever. They cannot be resurrected. Be sure that you want to delete the wall and all its posts!

![Delete confirmation](image2.png)

Now that you have created a Padlet, you will want to share it with students on D2L. The next pages show you how to do that.