A guide to Padlet at UCT

http://bit.ly/PadletGuide

Centre for Innovation in Learning and Teaching

1. Description of Padlet

Padlet is an online board which encourages collaboration through the posting of text, images, videos, audio clips, links and uploaded files. Comments, likes, votes, stars and grading can be enabled to provide additional feedback on posts. Padlet has an intuitive interface with various layouts (templates) to use. It also supports various levels of privacy access and allows anonymous or named contributions. It integrates well within Vula, Amathuba and Microsoft Teams at UCT and works well in the browser on a laptop, desktop or mobile device.

2. Signing up to Padlet at UCT

To sign up for a UCT Backpack Padlet licence:

1) Go to **uct.padlet.org**

2) Click on "Log in with Microsoft"

3) Enter your staff @wf.uct.ac.za and click "Next"

4) Enter your associated password and click "Sign In"

5) On the permission requested screen, click "Accept"

6) This will log you in to the licensed version of Padlet - UCT Backpack

7) Enjoy creating your first Padlet!

8) If you log out, always come back to **uct.padlet.org** (not padlet.com)

Note: UCT Staff (and tutors if needed) can use this method to allocate themselves a UCT Backpack Padlet licence. Students can be allocated a UCT Backpack Padlet licence automatically the first time they contribute to a Padlet which has been added to a Vula site as an External Tool.

Sign up for a UCT Backpack Padlet account

3. Features

- Padlets can be created from a range of template layout types (Wall, Canvas, Shelf, Stream, Timeline, Map, Grid)
- Padlet posts support a wide range of rich text and media content (image, video, audio clips, links and uploaded files)[1]
- Set privacy level (Private / Password / **Secret** - recommended / Organisation wide)
- Set access permissions (Read / Write / Edit)
- Create a unique meaningful URL link to your Padlet
- Turn commenting on / off on posts
- Enable reactions on posts (Like / Vote / Star / Grade)
- Enable moderation on posts as a filtering mechanism
- Enable profanity filter and replace offensive words with emojis
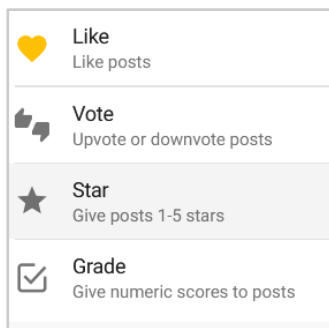
'Reactions' available in Padlet
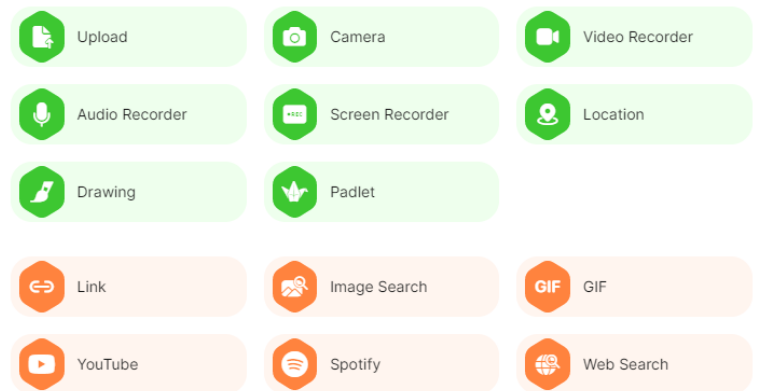
Content types supported in Padlet posts
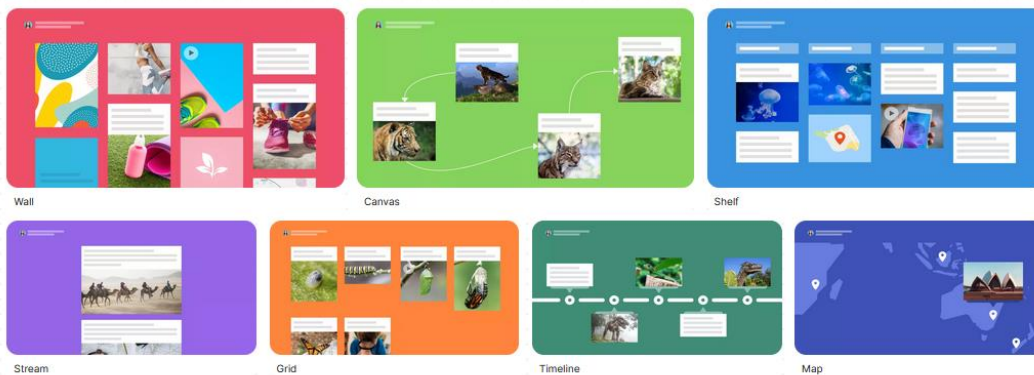
Layout options available in Padlet

---

[1] For Camera, Video Recorder, Audio Recorder or Screen Recorder post types, where access to the camera and microphone of the users device is required, you will need to share the Padlet link (URL) with your students so they can add these post types directly on the Padlet outside of the Vula environment. Adding these content types to a Padlet added to Vula using Embed or using the External Tool will not work, but you can add the Padlet link (URL) below the embedded version for easy direct access.

4. Teaching use cases

- UCT example from Dr Sarah Crawford-Browne: Class discussion with 3rd year med students (2021)

- UCT example from Dr Jennifer Ramesar: Group work mind mapping template for Problem Based Learning (PBL)

These are some ways that others have used Padlet in teaching:

- [Backchannel: UniversitSMUS Info Session Q&A (padlet.com)](#)
- [Book Review: How to Read Literature Like a Professor (padlet.com)](#)
- [Lesson Plan: A Guide to Editing (padlet.com)](#)
- [Bookmarks for Leadership Conference (padlet.com)](#)
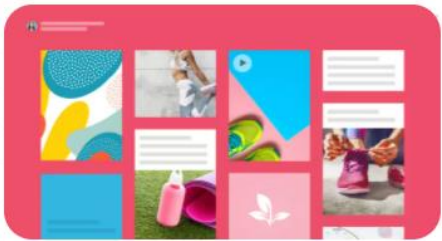
Also see Padlet gallery (https://padlet.com/gallery) for further ideas but not teaching specific.

5. Create your first Padlet

1) Log into [UCT Backpack Padlet](#)
2) Click on "Make a Padlet"
3) [Select a Layout](#)
4) Customise the title, URL address, wallpaper (background), colour scheme, attribution (if posts show as anonymous), new post position, comments, reactions and moderation.
5) In the "Share" option to select the [privacy setting](#) of "Secret" and the access setting of "Visitors can write".
6) When you are ready to share your Padlet, you can either add Amathuba, Vula or MS Teams (see Section 8)
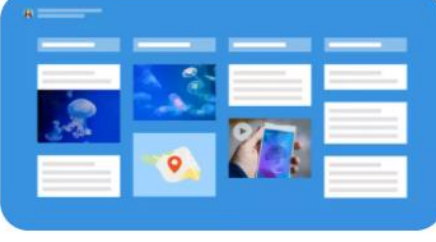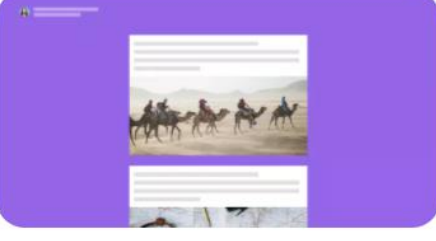
6. Select a layout

When creating a Padlet, you must begin by selecting one of the eight available Padlet layouts. You can swop to a different layout once you have selected a layout. The various layouts support the following features:

Layout	Features	Use case
Wall	Packs content in a brick-like layout New posts are added in empty spaces first but you can always change post locations by dragging them into position. Works well where the order of items is not that important but you need something with a structured visual layout.	- pinboards - bookmarking - photo & file sharing - students introducing themselves with a short bio - glossary of terms
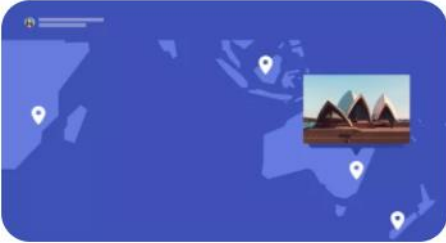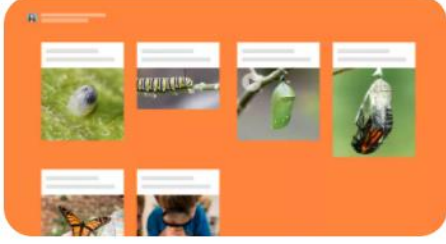
Canvas	The most flexible format, canvas allows you to post and move content anywhere on the Padlet, resize it, change the colour of the post and connect it to other content on the page using arrows (with labels)	● brainstorming ● mind maps ● org charts ● flowcharts
Shelf	Allows you to stack your content in a series of columns. Each column has a header / column heading It is ideal for cases where content needs to be organized into sections. Choose to have new posts positioned first/last; you can drag and drop to reshuffle post order.	● Kanban (To-do, Doing, Done) ● SWOT Analysis ● poster presentation ● categorising information
Stream	Places content in top-to-bottom or bottom-to-top order arranged in a vertical stream, centred on the Padlet.	● blog posts ● reading lists ● lessons ● assignments ● reports ● storytelling ● journaling
Timeline	Information that is aligned to a chronological order or set of steps which needs to be completed in a specific order; Add as many posts as you want on either side of the timeline and re-order posts by drag and drop.	● set of chronological steps ● process in a specific order ● sequence of events
Backchannel	Also known as the 'chat' format, it displays conversation threads in a linear stream with each new message presented below the next.	● linear conversation ● quick messages ● collaborative discussion ● informal chat ● Q&A info session

Map	Add map markers to indicate information about specific places. Supports comments and reactions.	● course introductions ● collaborative information gathering
Grid	Arrange your content in rows of boxes of equal width and space apart in 4 columns. Posts can be moved between rows and columns by dragging posts between the rows and columns.	● digital storytelling ● storyboarding ● noticeboards ● anything where visual order is important

7. Sharing settings (privacy and access)

When creating your Padlet, think about how you would like to share your Padlet and what level of access you would like to assign to students and participants who will interact on your Padlet.

The defaults are private (privacy) and can read (access) but the recommended settings to apply would be:

● Privacy: Secret (access via a link)
● Access: Visitors can write

Privacy setting	Action
Private	Keep the Padlet hidden from the public. Even if someone manages to get to the board link, they should not be able to access it.
Password	Keep the Padlet hidden from the public. If I choose to share the board link with someone, they should require a password to access it.
*Secret (Strongly recommended)	Keep the Padlet hidden from the public. If I choose to share the board link with someone, they should be able to access it.
Org wide	Keep the Padlet hidden from the public. Let anyone from the University of Cape Town access this Padlet board.

Access setting	Action
Can read	Can view posts only.
***Can write** (Recommended)	Can view and add posts only.
Can edit	Can view and add posts, edit and approve others' posts only.
Can administer	Can view and add posts, edit and approve others' posts, modify and delete Padlet, invite collaborators.

8. Using Padlet within Amathuba, Vula or Microsoft Teams

Padlet integrates both within Vula and Microsoft teams, or hyperlinked and used directly in the web browser.

In Vula, there are two main ways to embed Padlet boards:

- **Using a link embed**: Either directly in Lessons or via the Web Content tool, which will add it to the left-menu of your Vula site
- **Adding it as an External Tool**: in Lessons or to the left-menu of your Vula site

What do I choose? The URL link embed is the simplest approach but will show your students' posts as anonymous. In most cases, students can post anonymously to Padlet boards (or even indicate their name in the post's text) but if it is essential for the student's name to show you for a post, use the External Tool approach. *Adding via the External tool is much more complex, so only recommended if absolutely necessary.*

Further details of adding via the link or external tool using the Vula left-menu or in Lessons, are summarised in the table below. NOTE: Padlet does not integrate with Vula Gradebook.

Accessed in	Via	Using	To note
Vula Lessons	URL embed	*Lessons > Embed Content (add URL)*	This is the quickest method but does not attribute student names to posts on the Padlet. A potential use case may be if you deliberately wanted all posts to be anonymous. Alternatively, you can also ask students to indicate their name in the post's text.
Vula Web Content Tool	URL embed	*Site Setup > Manage tools > Web Content Tool*	
Vula Lessons	External tool	*Lessons > Add Content > Add External Tool*	This option leverages Vula integration which facilitates all student contributions on the Padlet to be attributed by name.

Vula External Tool	External tool	*Site Setup > Manage tools > External Tool*	
Web Browser	Direct link	URL	This option is most useful if you want students to use the 'Snap' (camera) and 'Voice' options in posts which requires users to consent to Padlet to be able to access their device camera and microphone. Student posts will be anonymous unless they have existing Padlet accounts.
MS Teams	URL embed	on a new tab in a channel	Adding the Padlet URL using the "Website" tab app. Student posts will be anonymous unless they have existing Padlet accounts.

Step-by-step instructions for each of the options are supplied below.

8.1 Add Padlet to Amathuba at the Unit level on its own tab (using Add existing > More > Padlet)

In your Amathuba course site, select the Unit where you wish to add the Padlet, then click on:

- Add existing > More > Padlet
- In the pop-up window, select the Padlet you wish to add.
  Note:
  - You may need to scroll down the list of Padlets if you have made a lot of Padlets
  - Check that the Padlet you want to insert is not indicated as "Private"
- Your selected Padlet will be added on its own tab as the last content with the selected Unit

8.2 Add Padlet to Amathuba on a HTML page as a Quicklink (using insert Quicklink)

In your Amathuba course site, select the Unit where you wish to add the Padlet, click on:

- Create new > HTML document
- In the "New HTML FIle" page, enter a Name for your new HTML page
- In the Page Content area, click on the "Insert Quicklink" icon
- In the "Insert Quicklink" window, under the "Third Party" heading, select Padlet
- In the pop-up window, select the Padlet you wish to add.
  Note:
  - You may need to scroll down the list of Padlets if you have made a lot of Padlets
  - Check that the Padlet you want to insert is not indicated as "Private"
- Your selected Padlet will be added as a Quicklink into the Page Content area

- o **Optional:** If you want to edit the Quicklink, click on the Quicklink > Edit link icon ✏️
- o Edit the link title and / or the link URL > Update
- Click "Save" to continue editing the Page Content or "Save and Close" to return to your course content
- Your selected Padlet will be added as a Quicklink on its own HTML page as the last content with the selected Unit

8.3 Add Padlet to Amathuba to display on a HTML page (using Insert Stuff)

In your Amathuba course site, select the Unit where you wish to add the Padlet, click on:

- Create new > HTML document
- In the "New HTML FIle" page, enter a Name for your new HTML page
- In the Page Content area, click on the "Insert Stuff" icon ▶️❚❚ ⬤■
- In the "Insert Stuff" window, select Padlet
- In the pop-up window, select the Padlet you wish to add.
  Note:
  - o You may need to scroll down the list of Padlets if you have made a lot of Padlets
  - o Check that the Padlet you want to insert is not indicated as "Private"
- A preview of your selected Padlet will load in the "Insert Stuff" window
  - o If it has loaded as expected, click on "Insert"
  - o If it has not loaded as expected, click on "Refresh Preview"
- Your selected Padlet will be added into the Page Content area displayed as it appeared in the preview window.
- Click "Save" to continue editing the Page Content or "Save and Close" to return to your course content
- Your selected Padlet will be displayed on its own HTML page as the last content with the selected Unit

8.4 Add Padlet to Vula Lessons (URL embed)

This is the quickest way to add a Padlet to your Lesson page (or subpage), by embedding the Padlet URL into Vula, but all posts will be anonymous.

- On the Vula Lessons page where you want to embed the Padlet:
  - o Add Content > Embed Content on the page
  - o In the "Or add a URL" or "embed code" field, add the unique URL to the Padlet
  - o Save > Try other alternative > Save
  - o Your Padlet will be displayed on your Vula Lessons page

- To change the size of the Padlet displayed on the Lesson page
  - o Edit inline item content > Enter a pixel amount into the "Height" field (Example: 1500) > Save
  - o Your Padlet will be resized to the aspect ratio of the height you specified for the inline item content containing your Padlet

8.5 Add Padlet to Vula as a Web Content Tool (URL embed)

This is another quick way to add a Padlet to your Vula site, by embedding the Padlet URL into Vula, but all posts will be anonymous.

In the Vula site where you wish to embed the Padlet, go to

- Site Setup > Manage Tools > Web Content > Continue
- In the "Customize tool instances" window
  - o Enter a "Title" (which will be displayed on the tab on the left-hand menu in your Vula site)
  - o Enter the unique URL to the Padlet in the "Source" field
- Click Continue > Finish
- Your Padlet will be added to your Vula site on the left-menu with the title you supplied

8.6.1 Add Padlet to Vula Lessons for the first time (by configuring the External Tool)

On the Lessons page where you wish to add the Padlet, go to:

- **In Padlet:** Locate the Padlet you wish to add, by going to uct.padlet.org and open the Padlet "Share > Add to your LMS as an external tool" (You will need some of this information to complete the initial setup outlined below)
- **In Vula:** Add Content > Add External Tool > Manage or Install Tools > Install LTI 1 Tool
- In the "Manage or Install Tools" window:
  - o Click on "Install LTI 1.x Tool"
  - o In the "Tool Title" field enter "Padlet" (or name you wish to be displayed above your Padlet)
  - o In the "Button Text (Text in tool menu)" field enter "Padlet"
  - o In the "Launch URL" field enter the Padlet "(Secure) Launch/Tool URL"
  - o In the "Launch Key" field enter "uct"
  - o In the "Launch Secret" field enter the Padlet "Shared Secret"
  - o Under "Privacy Settings:
    - ▪ Select the Vula checkbox "Send User Names to the External Tool"
    - ▪ Select the Vula checkbox "Send Email Addresses to the External Tool"

- o Under "Indicate where these tools are placed in Sakai"
  - ▪ Select the Vula checkbox "Allow the tool to be selected from Lessons"
  - o Click "Save
  - o Close the "Manage or Install Tools" window.
- On the External Tool Selector page, select "Padlet" > enter the Padlet "Custom Parameters" in the "Custom Parameters" field > Save
- Your Padlet will be added to your Vula Lessons page as a link
- Click on "Edit Padlet" (in line with the Padlet link)
- In the "Edit Item" window, under "Display Options", select
  - o Embed on page
  - o In the "Height" field enter an amount to display a suitable amount of the Padlet (Example: 1500)
- Click "Update Item"
- Your Padlet will be displayed on your Vula Lessons page

8.6.2 Add more Padlet instances to Vula Lessons (using the External Tool)

- **In Vula:** Add Content > Add External Tool
- On the External Tool Selector page, select "Padlet" > enter the Padlet "Custom Parameters" in the "Custom Parameters" field > Save
- Your Padlet will be added to your Vula Lessons page as a link
- Click on "Edit Padlet" (in line with the Padlet link)
- In the "Edit Item" window, under "Display Options", select
  - o Embed on page
  - o In the "Height" field enter an amount to display a suitable amount of the Padlet (Example: 1500)
- Click "Update Item"
- Your Padlet will be displayed on your Vula Lessons page

These instructions are also available in the links below:
- o How to Add Padlet to Your LMS: Sakai
- o How to embed Padlet in an LMS: Padlet Knowledge Base (helpdocs.io)

8.7 Add Padlet to Vula as an External Tool on its own tab (using Site Setup > External tool)

In the Vula site where you wish to add the Padlet, go to:
- Site Setup > Manage Tools.> External Tool > Continue
- In the "Customize tool instances" window, enter a "Title" (which will display on the tab on the left-hand menu tab in Vula) > Continue > Finish

- Your Padlet tab will now be at the bottom of the left-hand menu on your Vula site with the title you supplied
- Click on the new tab added to access the page in Vula. A message will display: "*This tool has not yet been configured.*"
- Click on "Edit"
- Locate the Padlet you wish to add, by going to uct.padlet.org and open the Padlet "Share > Add to your LMS as an external tool"
- Add the following Padlet parameters to the Vula External Tool fields:
    - In the Vula "Remote Tool URL" field enter the Padlet "(Secure) Launch/Tool URL"
    - In the Vula "Remote Tool Key" field enter the Padlet "Consumer key"
    - In the Vula "Remote Tool Secret" field enter the Padlet "Shared secret"
    - Under the "Releasing Roster Information" section:
        - Select the Vula checkbox "Send Names to the External Tool"
        - Select the Vula checkbox "Send Email Addresses to the External Tool"
    - In the Vula "Custom Launch Parameters" field enter the Padlet "Custom parameters"
- Click the "Update Options" button in Vula
- Your Padlet will be added to your Vula (External Tool) page

These instructions are also available in the links below:
    - How to Add Padlet to Your LMS: Sakai
    - How to embed Padlet in an LMS: Padlet Knowledge Base (helpdocs.io)

8.8 Add Padlet to an MS Teams Channel

You can use Microsoft Teams as a supplementary platform to Vula for further engagement in teaching at UCT, see http://www.icts.uct.ac.za/microsoft-teams-use-case-teaching-and-learning. You can add a Padlet to a Microsoft Team.

- In the channel where you wish to embed the Padlet, click on "+" (Add a tab)
- In the "Add a tab" pop-up window, enter "website" in the search field
- Click on the "website" icon in the search results
- In the "Website" pop-up window
    - In the "Tab Name" field enter the Padlet name you wish to be displayed on the tab
    - In the "URL" field, enter the unique URL to the Padlet
    - Select the checkbox "Post to the channel about this tab" if you would like to make all channel users aware of the new tab being added > Save
- Your Padlet will be added to your MS Teams Channel as a tab at the top of the page

9. Tracking and reporting

'Star ratings' and 'Grades' applied to posts (if enabled on a Padlet) are not captured in the Vula Gradebook but provide a means for all students to provide feedback on other students' posts. The total grade showed is the average of all users that have graded the post.

● You can see contributors' names on posts if attribution is enabled and users have a Padlet account.

● Padlet has a "Stats" feature where you can request basic information around student interaction on the Padlet from hello@padlet.com

10. General considerations

● Padlet is not a data-free tool even when used within Vula

● Use of Padlet is fairly low data as long as there is not a large quantity of rich media posted to the Padlet (Example: High-resolution images or video would increase the data consumption)

● Support Staff and Site Owner roles can add Padlet to a Vula site (or Lecturer role if embedded in Vula Lessons)

● A Padlet can be added into MS Team by the owner of the channel

● A Padlet account is required in order to create a Padlet board. A Padlet account is not required to post to a Padlet.

● Each Padlet is created via the web at uct.padlet.org and then added to Vula via URL embed or External Tools

● A Padlet can be accessed

    o   in Vula by embedding the Padlet URL

    o   in Vula by adding it through External Tool

    o   directly in the web browser by sharing the Padlet URL

    o   in an MS Teams channel

● Students do not require a Padlet account in order to contribute to a Padlet added to Vula using the URL embed, but their contributions will be noted as "Anonymous"

● Students who contribute to a Padlet which has been added to Vula using External Tool will automatically be assigned a UCT Backpack student account the first time they contribute to a Padlet and their contributions will be attributed by name.

● Padlet works well on desktop/ laptop / mobile devices across all browsers

11. Padlet support

● **Help Documentation:** https://padlet.com/support

● **Email support:** hello@padlet.com

11.1 General how to

- Getting started on Padlet: https://padlet.com/support/begin
- Create your first Padlet: https://padlet.com/support/createapadlet
- How to Post in a Padlet: https://padlet.com/support/padlets_howtopost
- CILT webinar recording: https://www.youtube.com/watch?v=u9MdJ5NAtD0
- Padlet Q&A Guide

11.2 Additional basic instructions

- Layouts (Templates): https://padlet.com/support/padlet_layouts
- Privacy: https://padlet.com/support/padlets_privacy
- Comments: https://padlet.com/support/comments

12. Additional resources

- **Website:** Padlet: You are beautiful
- **Social media:**
  - Twitter: https://twitter.com/padlet
  - YouTube: www.youtube.com/padlet
- **Gallery of examples:** https://padlet.com/gallery