THE UNIVERSITY OF QUEENSLAND
AUSTRALIA

CREATE CHANGE

PadletUQ- Active Learning Tool Workshop

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Overview

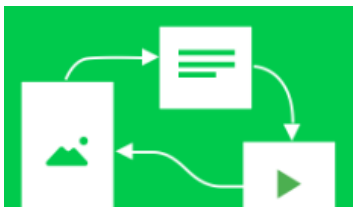
UQ has a site licence for Padlet that is available to all staff and students. PadletUQ has additional functionality to the free tool with extra features including privacy setting options, branding and larger file uploads.

During a lecture or tutorial, you may want students to contribute to a Padlet in real-time.
Students have the ability to Access PadletUQ on a Computer or Access PadletUQ on a Smart Device.
Either method will allow students to Contribute to PadletUQ on a Computer or Contribute to PadletUQ on a Smart Device in real-time to allow for a collaborative learning experience.
A range of PadletUQ guides have been created for students to make the process simple and to troubleshoot any potential issues.

Features of Padlet

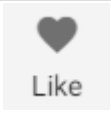
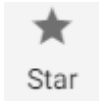
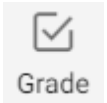
- Can be used in-class or outside of class
- Range of different Padlet formats
- Provide feedback through reactions
- Collaborate and share resources
- Embed within Learn.UQ (Blackboard) and edX (Edge)

Padlet Formats

	Wall	**Canvas**	**Stream**
			
Layout	Packs content in a brick-like layout in no particular order.	Allows content to be placed anywhere, resized and connected to other content on the page.	Puts content in top-to-bottom or bottom-to-top order.
Ideal for	• Moodboards • Pinboards • Bookmarking • File sharing	• Brainstorming • Mind maps • Organisation charts • Flowcharts	• Blog posts • Websites • Lessons • Assignments • Reports
Example	View an Example	View an Example	View an Example

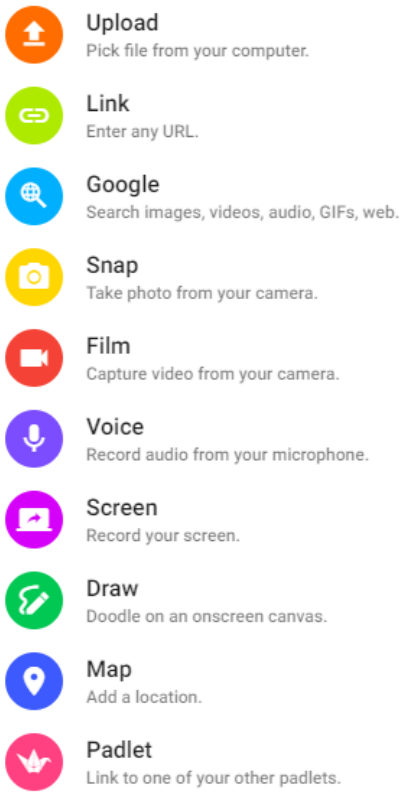
	Grid	Shelf	Backchannel
Layout	Arranges content in rows of boxes in a particular order.	Organises content into a series of columns with a heading.	A messaging environment displayed in a top-to-bottom discussion order.
Ideal For	• Digital storytelling • Storyboarding • Noticeboards	• Group work • Sharing ideas • Assignments • Reports	• Discussions • Sharing ideas • Brainstorming • Blog posts
Example	View an Example	View an Example	View an Example

Padlet Reactions

				
Ideal For	Liking a post to show positive feelings.	Voting a post to show agreement or disagreement.	Rating a post based on a 1-5 star rating to show quality.	Grading a post based on a numeric score to show quality.
Example	View an Example	View an Example	View an Example	View an Example

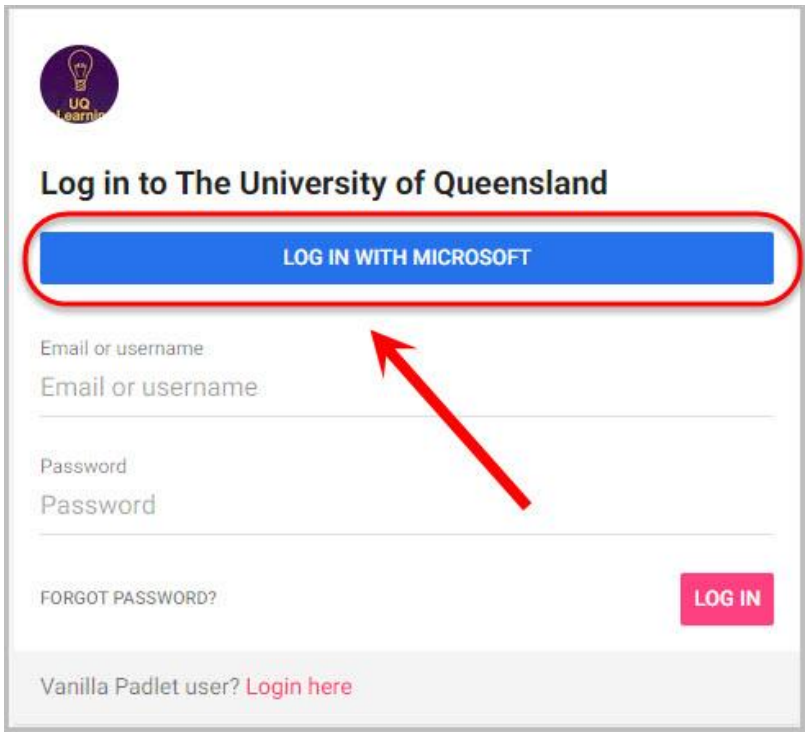
Post Types

You can post a range of different content on a Padlet such as files, screen captures, images, map, videos, audio and even another Padlet.

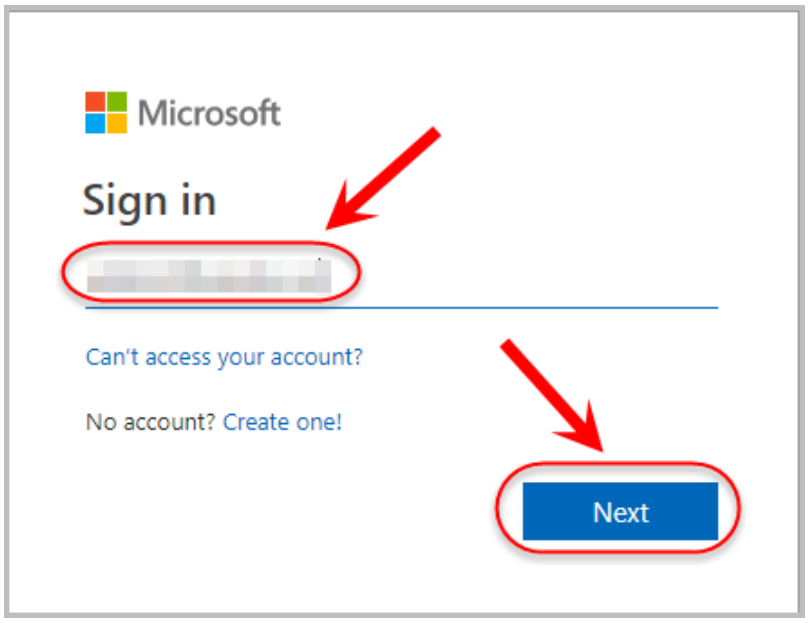


Getting Started with Padlet

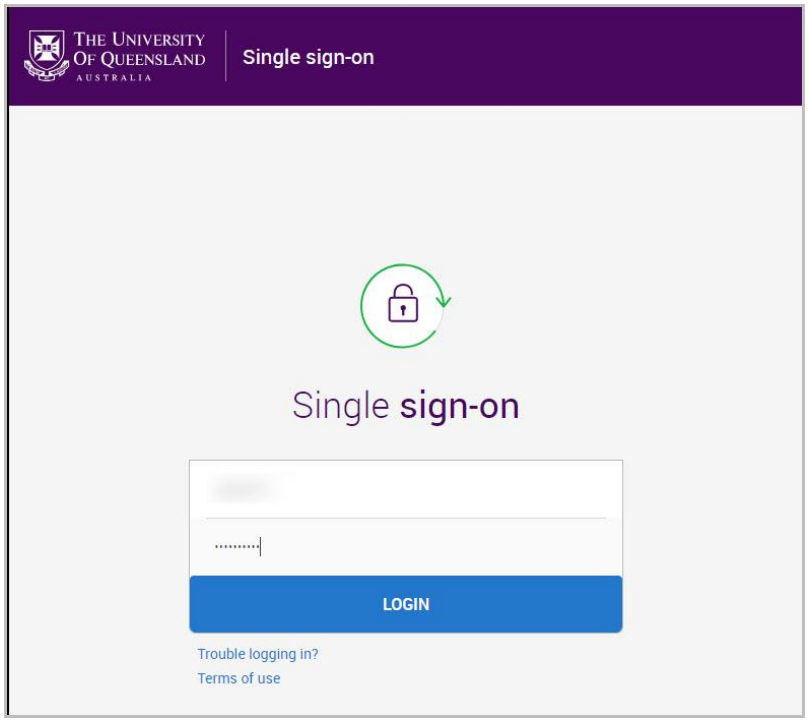
1. Visit padletuq.padlet.org
2. Click on the LOG IN WITH MICROSOFT button.



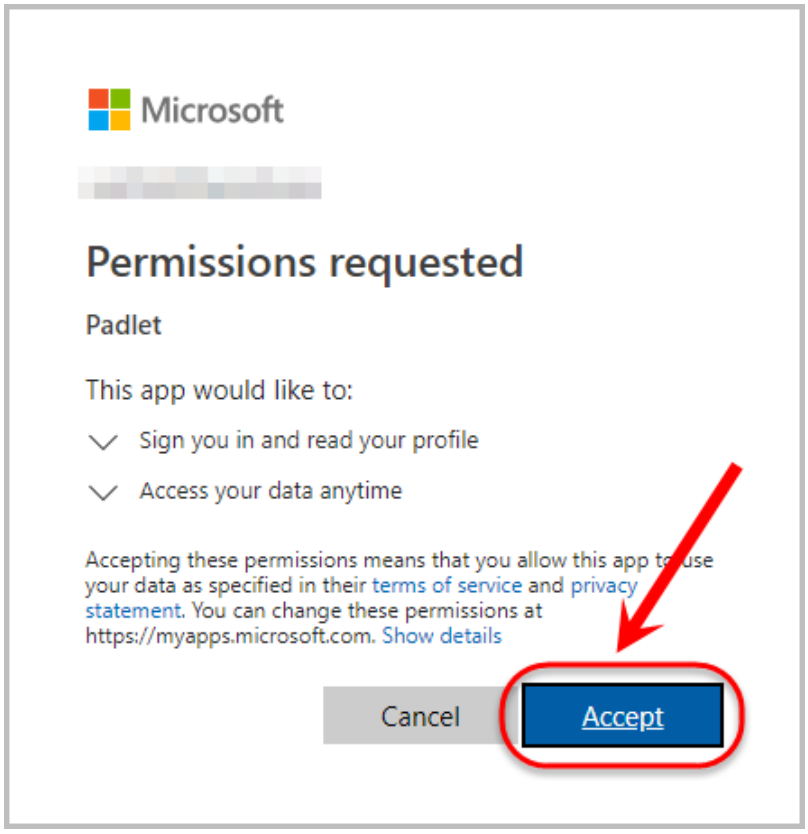
3. Enter your UQ email address.
4. Click on the Next button.



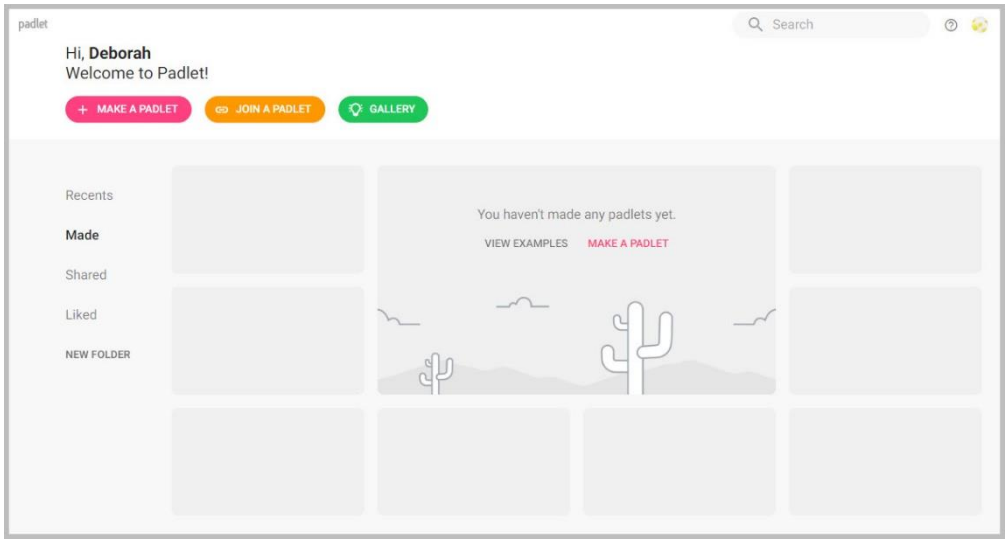
5. If prompted, sign in with your UQ login and password.



6. Click on the Accept button.



7. Your Padlet homepage will be displayed.



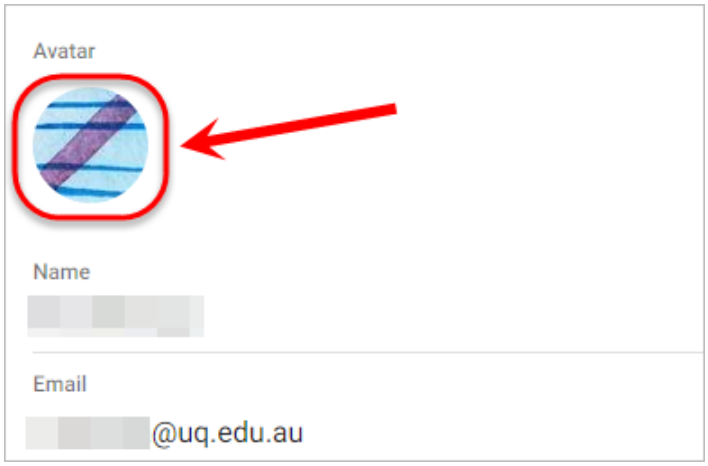
Edit your Settings

View your settings

1. Click on your Profile icon in the top right-hand corner.
2. Select Settings from the menu.

Upload a profile photo

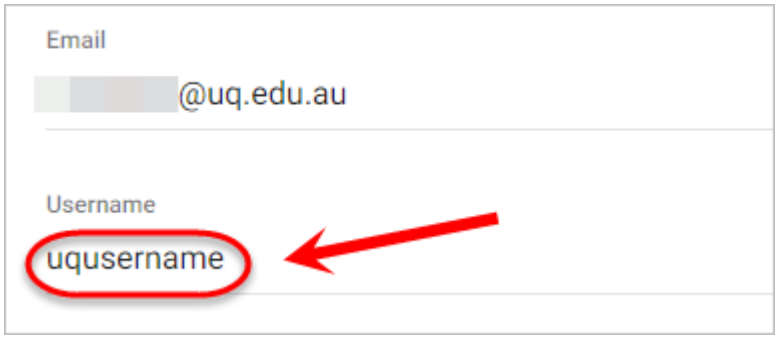
Click on your Avatar icon and select a new image.



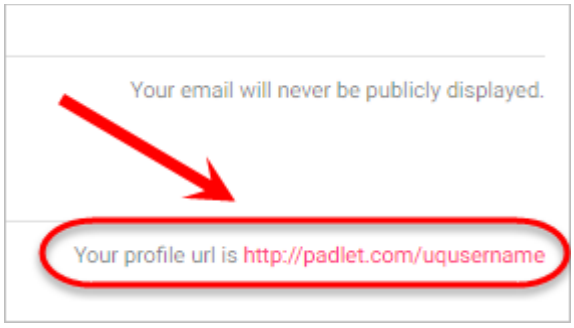
Change your username

Your username is automatically produced by Padlet, but it is possible to change it. Your username will be part of the web address for all of the Padlets you produce, so you may wish to change it to simplify your web addresses. i.e. padletuq.padlet.org/username/padlet-title

1. Edit your Username.

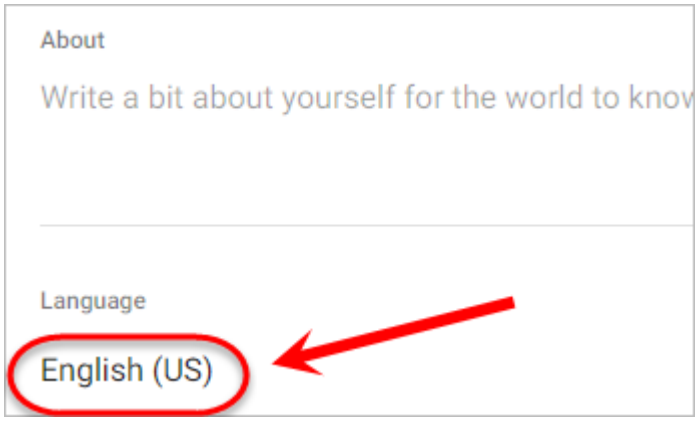


2. Your updated web address with your new username will then be displayed.

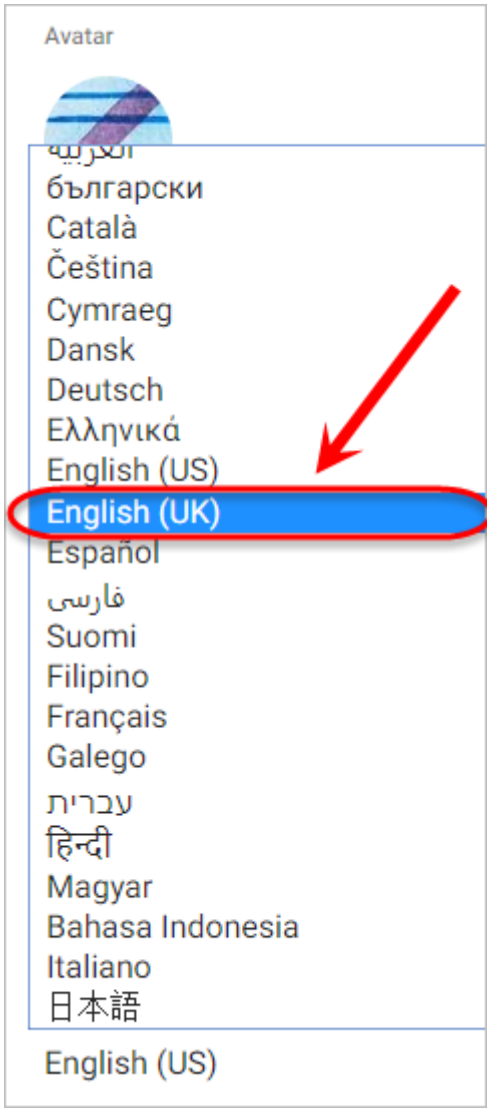


Change the Language

1. Click on English (US)

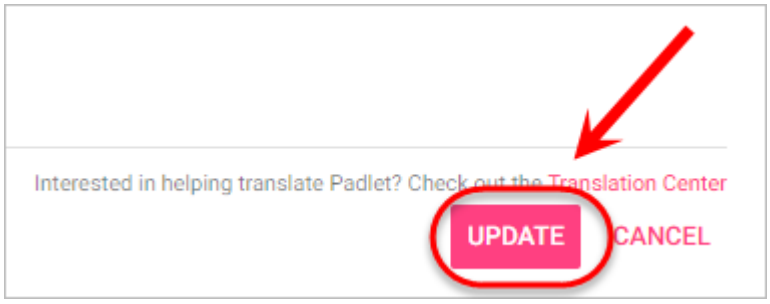


2. Select English (UK) from the drop down list.



Update your settings

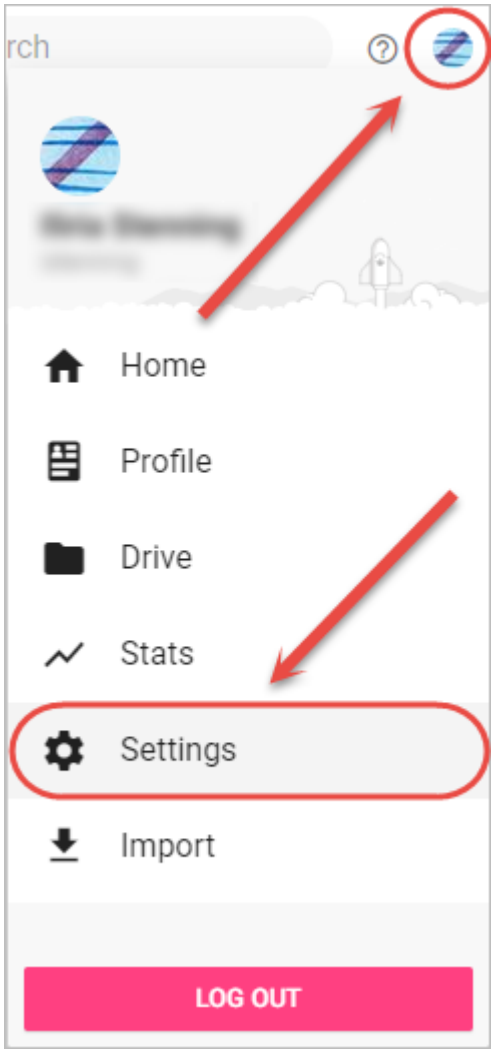
Click on the UPDATE button to update your new settings.



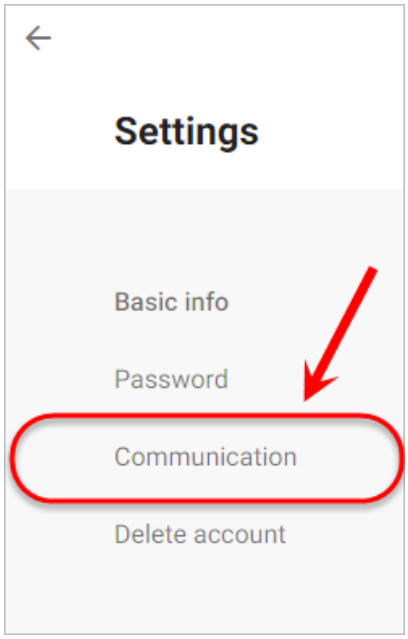
Turn Off PadletUQ Notifications

It is recommended that you change your Communication settings to reduce the number of notification emails you receive from Padlet.

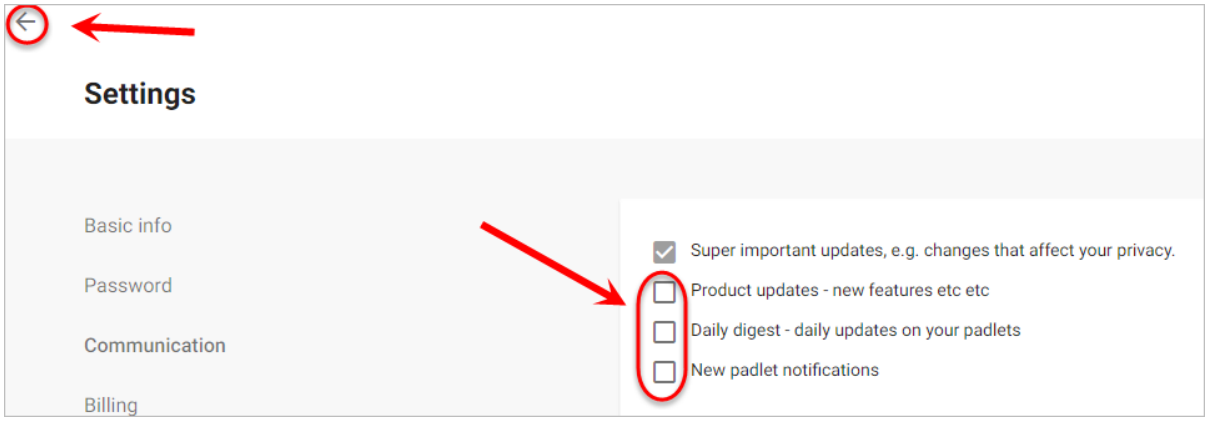
1. Click on your Profile icon in the top right corner of the page.
2. Select Settings from the menu options.



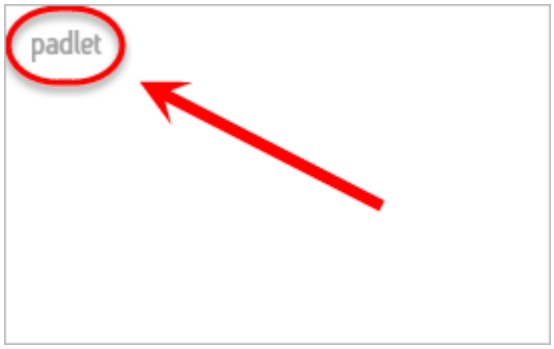
3. Click on Communication in the side menu.



4. Uncheck the Product updates, Daily digest and New padlet notifications checkboxes.
5. Click on the back arrow in the top left corner to save the settings and go back.

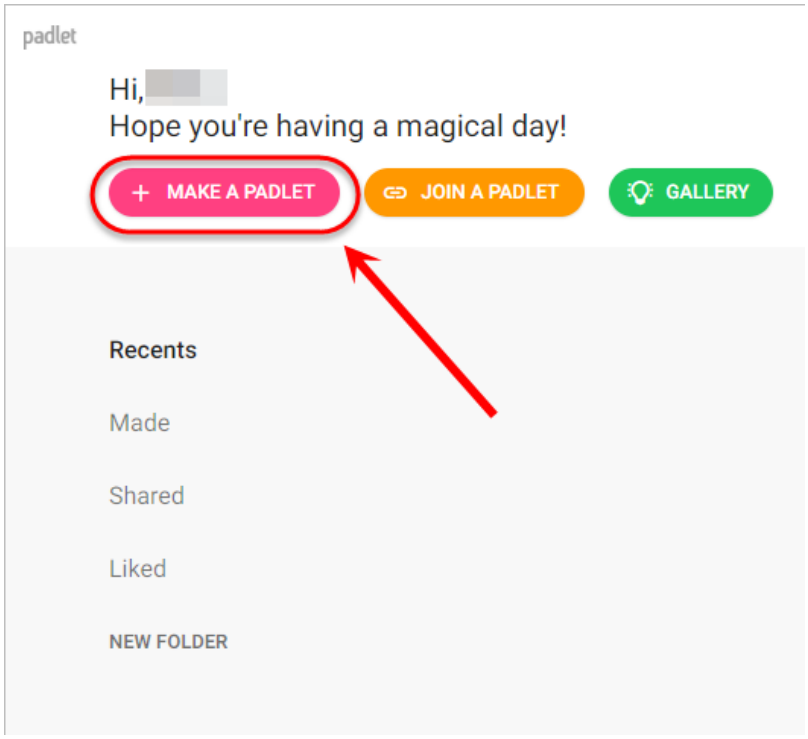


6. Click on the Padlet button to return to your Padlet home page.



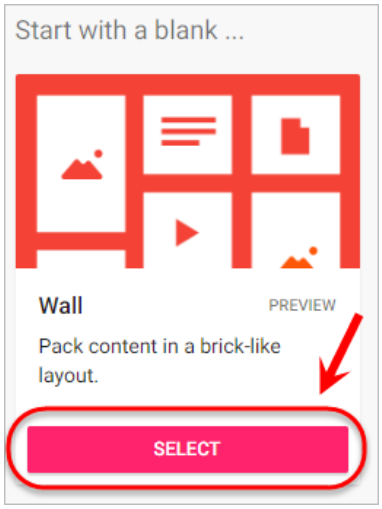
Create a Padlet

1. Click on the MAKE A PADLET button.

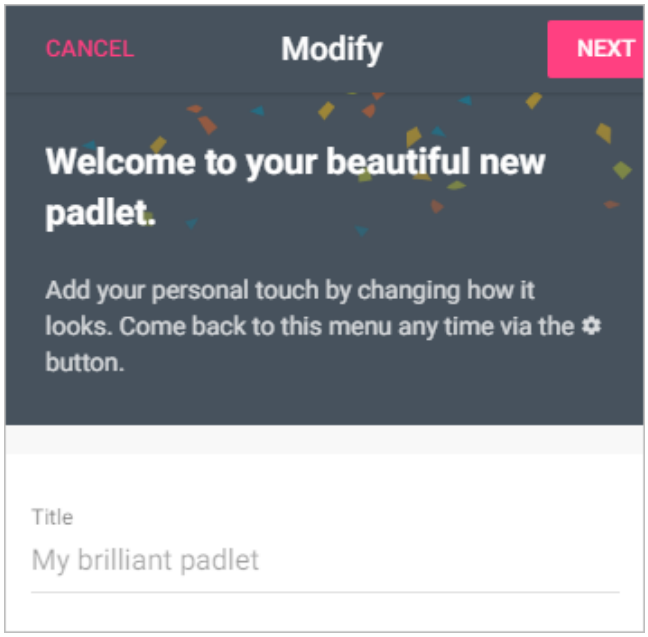


2. Click on the Select button to choose your desired template.

Tip: Use the Shelf format for group assignments and remake the UQ Bird Group Task or Pokemon Group Task templates.



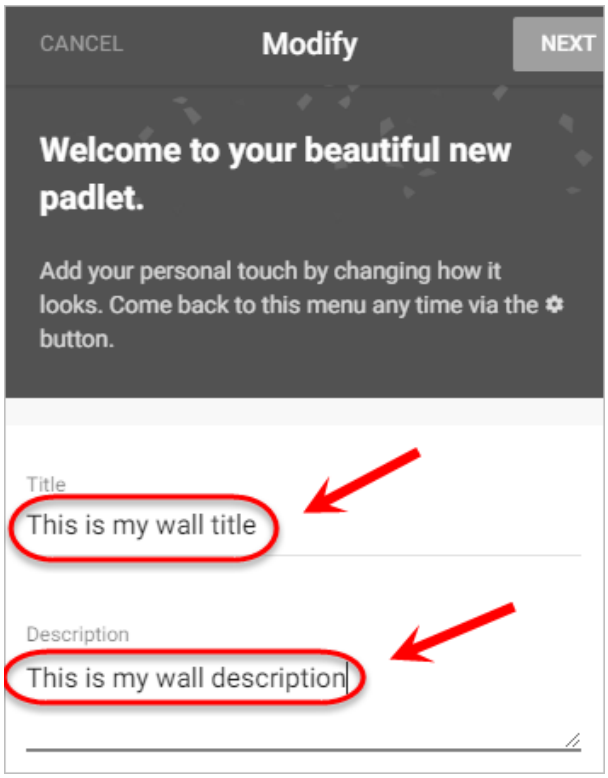
3. The Modify sidebar will automatically appear.



Modify the Padlet Settings

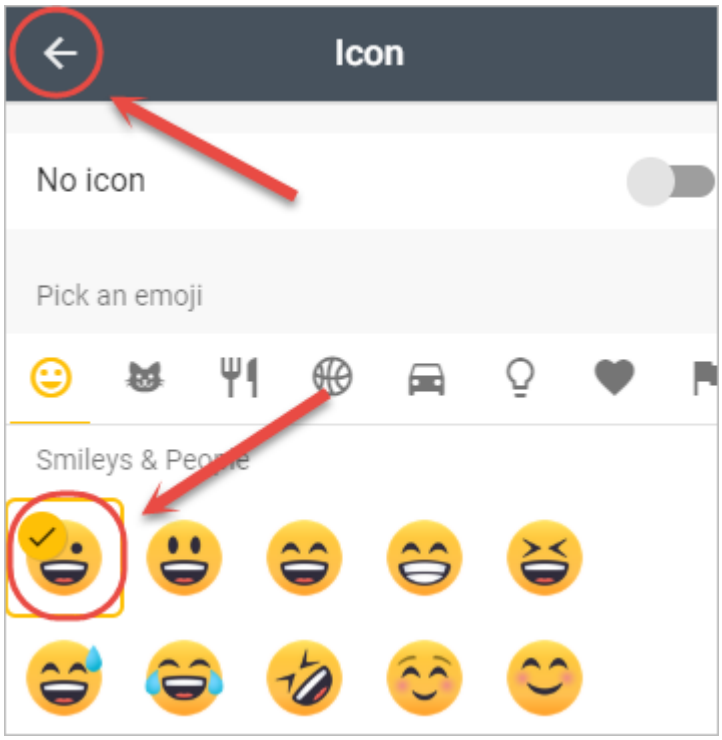
1. Enter a title and description for your Padlet.

Tip: Include the question or topic for students to discuss as the title and instructions on how to participate in discussion as the description.



2. Optionally, select Icon to choose an icon.

3. Optionally, select your desired icon and then click on the arrow to go back.



4. Change the address of your padlet to a relevant title, such as your course code or weekly topic (i.e. ELSS1234).

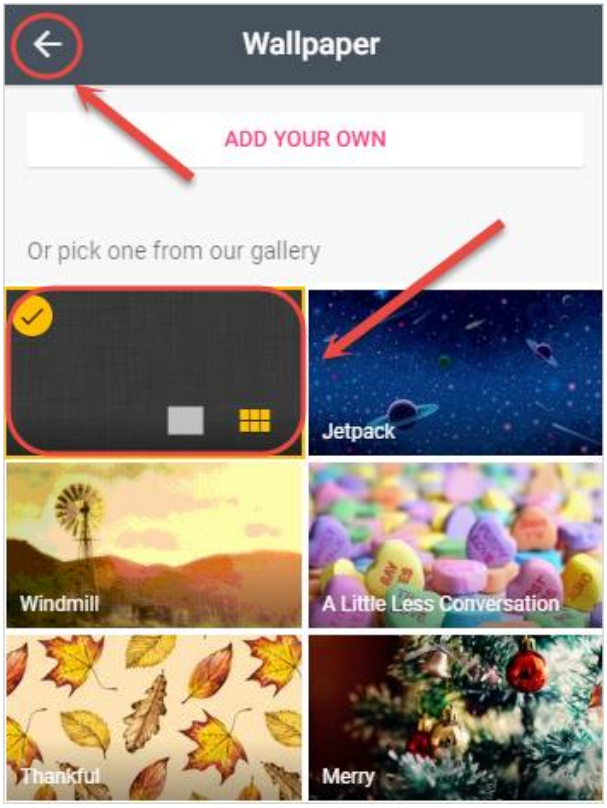
Note: The address should be short and simple as it will become part of the link you distribute to students (e.g. padletuq.padlet.org/elearninguq/ELSS1234).

Tip: Use your course code as the Padlet address and reuse the same Padlet each week after exporting/deleting the content. Refer to the guide Exporting and Reusing a Padlet for more information.

5. Optionally, click on the default wallpaper button to choose a different wallpaper.

6. Optionally, select your desired wallpaper and then click on the arrow to go back.

Tip: Choose a simple Wallpaper that won't distract students.



7. Optionally, select either light or dark for the Colour Scheme options.

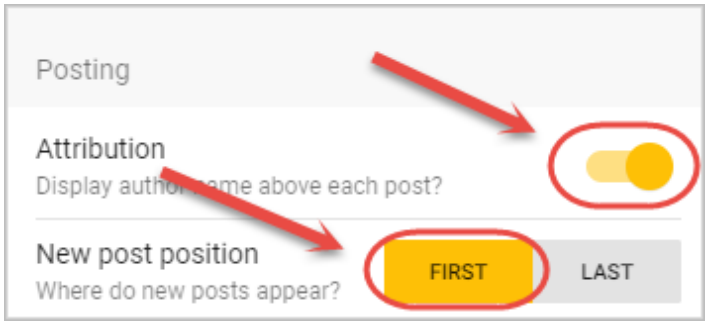
Tip: If you have a dark wallpaper, select the light colour scheme, and vise vera.

8. Ensure the first font style is selected, as it appears best on all screens.

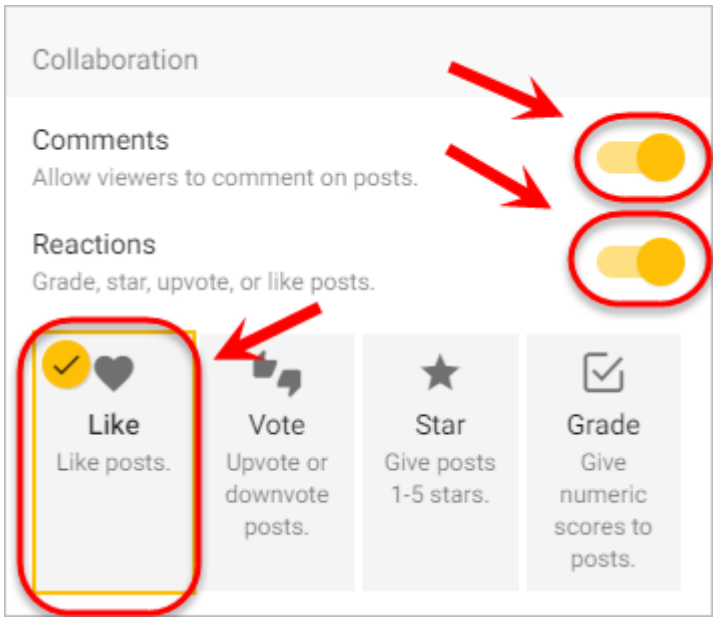
9. Optionally, turn on Attribution if you would like author names above each post.

Note: Author names will only appear if students login via their Office365 account to access the Padlet. Refer students to the student guides on how to Access PadletUQ on a Smart Device and Access PadletUQ on a Computer.

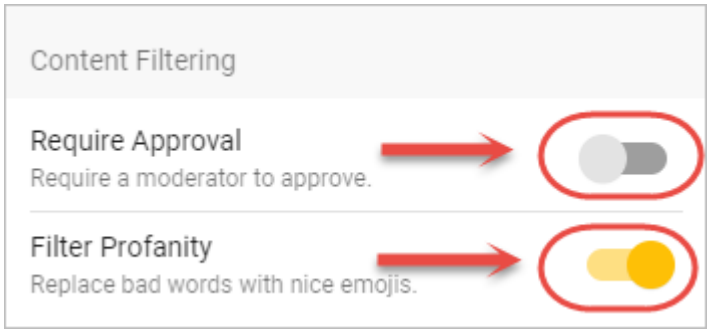
10. Select FIRST for New post position if you would like new posts to appear first.



11. Optionally, turn on Comments if you would like users to comment on other posts.
12. Optionally, turn on Reactions if you would like users to be able to Like, Vote, Star or Grade posts, ensuring the selected option has a yellow tick.

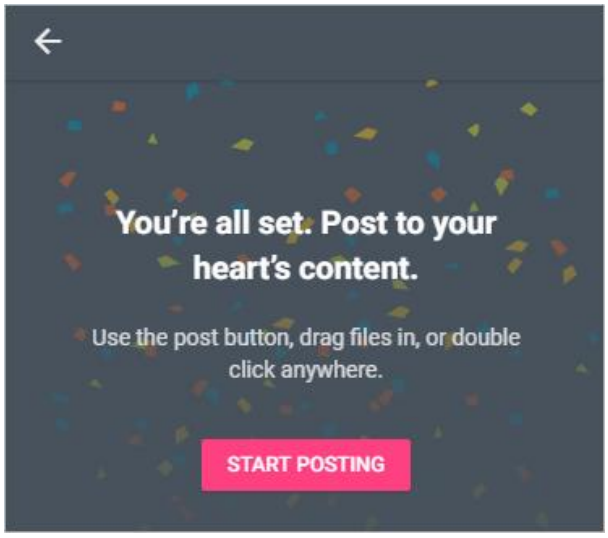


13. Ensure Require Approval is turned OFF.
14. Optionally, turn on Filter Profanity to have common swear words replaced by emojis.



15. Click on the CLOSE button to complete the process.

16. Click on the START POSTING button to close the side panel.



Set Privacy and Share a Padlet

Access Share and Privacy Settings

1. Click on SHARE in the top menu to open the Share and Privacy menu.

Change Privacy Settings

By default, your Padlet's privacy will be set to Secret and Visitor can write, meaning anyone who accesses the Padlet link can contribute (regardless of whether they are logged into their Office365 account). If this is your desired setting, you will not have to change it.

1. Click on the CHANGE PRIVACY button to view the options.

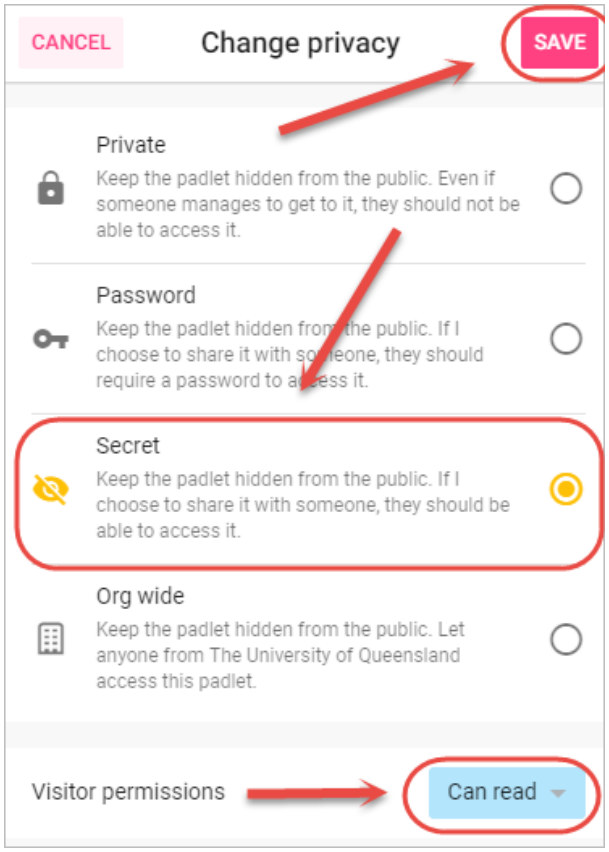
Secret

If you choose the Secret privacy setting, your Padlet will only be shared with those who access it via the link. This settings allows students to access the Padlet via the link you provide without logging into Office 365, therefore if visitor permissions is set to 'can write', student posts remain anonymous if they choose to not login. To avoid this issue, if visitor permissions is set to 'can read', students will be forced to sign in to contribute to the Padlet.

1. Select Secret from the privacy options.
2. If you prefer student posts to be identified, set Visitor Permissions to Can read (students will have to sign in to contribute to the Padlet).

Note: While Creating a Padlet, you will also need to ensure Attributions is toggled on.

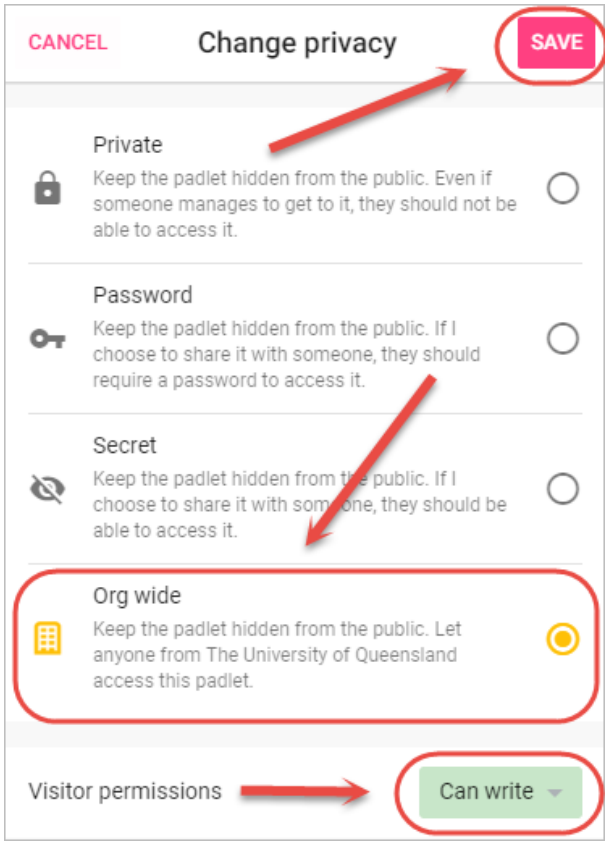
3. If you prefer anonymous student posts, set Visitor Permissions to Can write (students won't be forced to sign in to contribute).
4. Click on the BACK button to return to settings.



Organisation Wide

If you choose the Organisation Wide privacy setting, your Padlet will be shared publically with UQ staff and students (meaning anyone can access and contribute). This setting forces students to log in to their UQ account before being able to view the Padlet, resulting in student names being displayed on posts.

1. Select Org wide from the privacy options.
2. Ensure Visitor Permissions is set to Can write, so students can contribute to the Padlet.
3. Click on the BACK button to return to settings.

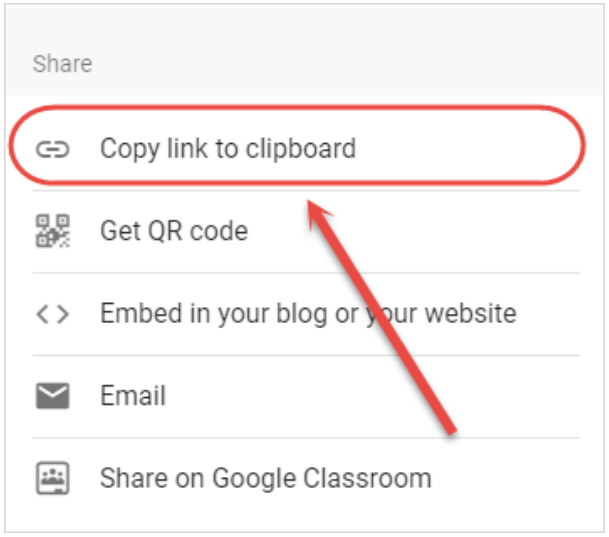


Share a Padlet

Copy the Padlet Link

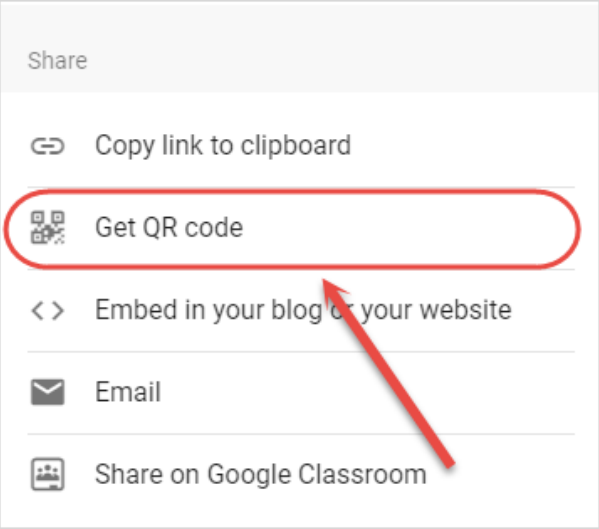
1. Click on Copy link to clipboard to copy the Padlet link.
2. Share the Padlet link with your students.

Tip: Share the Padlet link within Learn.UQ as an announcement or a web link, so students can bookmark it before the lecture or tutorial. You can also include the link at the bottom of your lecture slides.



Copy the Padlet QR Code

1. Click on Get QR code to generate a QR code.



2. Click on the DOWNLOAD button to save the QR code as a PNG.
3. Share the QR code with your students.

Tip: Copy the QR code image into your lecture slides, so students can scan the code via their smart device as an alternative to the link.

Export a Padlet

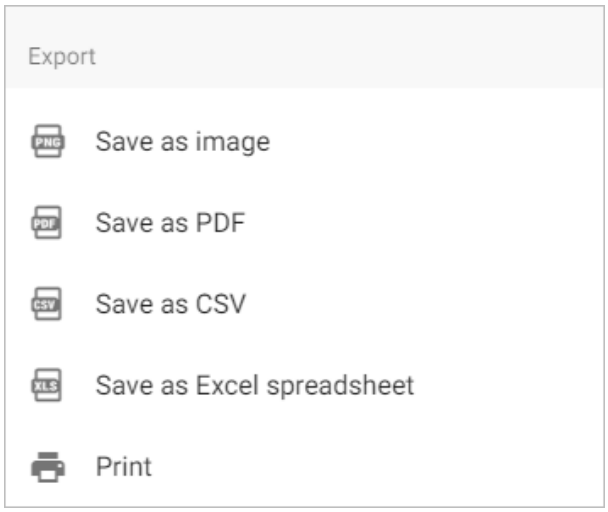
Access Export Settings

1. Click on SHARE in the top menu to open the side menu.

Export Options

1. Select your preferred option from the menu to save a copy of the content (posts and comments) from your Padlet.

Tip: If your Padlet has lots of visuals (i.e. images and videos), save it as either an image or PDF file.



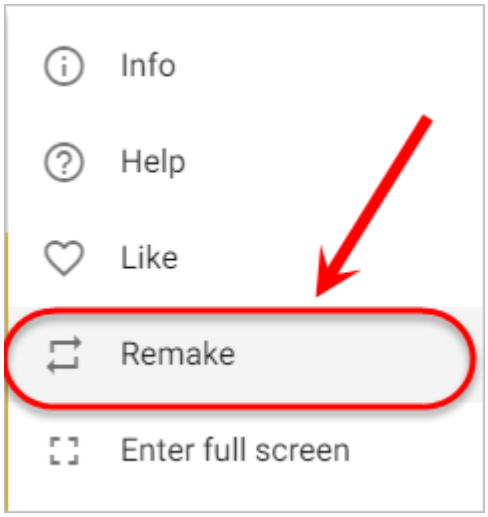
2. Once you have exported your Padlet, you can then share the file on Blackboard for students to access at a later date. For step-by-step instructions, refer to the Add a Content Menu file link and Insert a Content Menu image guides.

Reuse a Padlet

Remake a Padlet

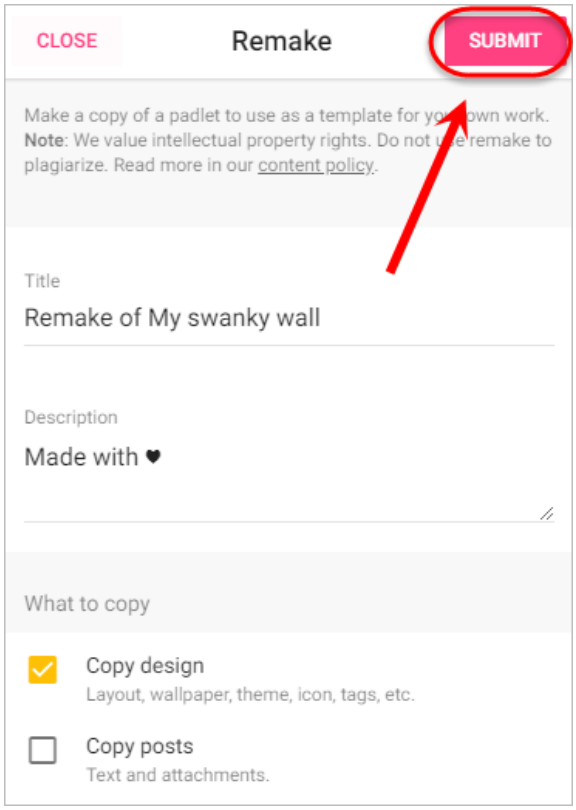
1. Click on the three dot menu in the top right hand corner.

2. Click on Remake in the dropdown menu.



3. Click on the Submit button to remake the Padlet with the same layout, wallpaper, theme, icon, tags, etc.

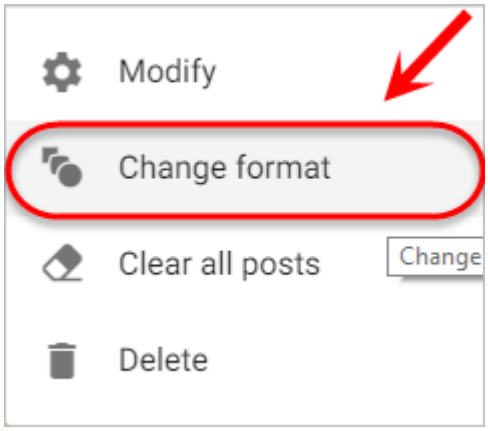
Note: This will create a new Padlet using the same design, however it will not copy any posts.



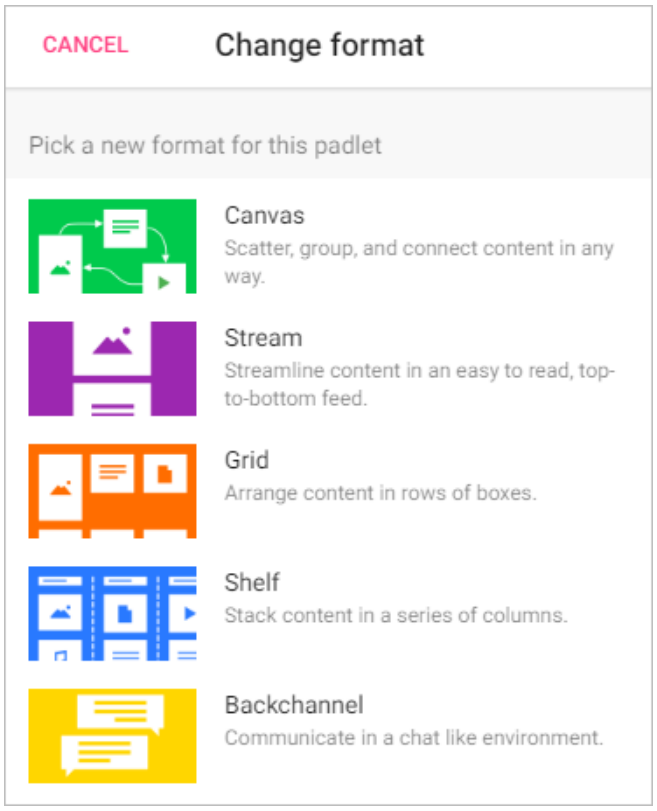
Change the Padlet format

1. Click on the three dot menu in the top right hand corner.

2. Click on Change format in the dropdown menu.



3. Click on the Padlet format you would like to change to.

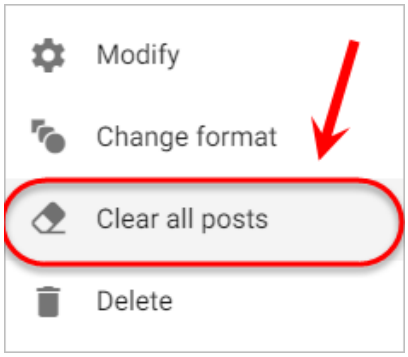


Clear old Padlet posts

Clear posts on a Padlet to allow students to post new information depending on the activity each week.

1. Click on the three dot menu in the top right hand corner.

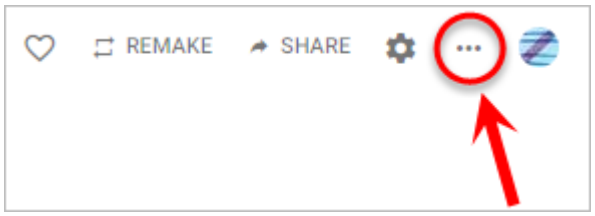
2. Click on Clear all posts in the dropdown menu.



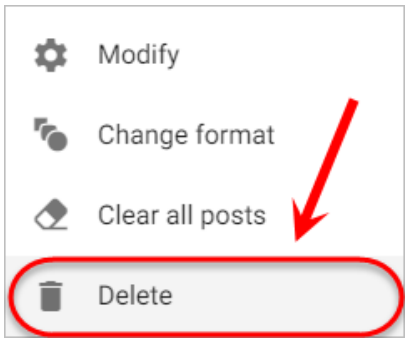
Delete a Padlet

Tip: Export the content before deleting the Padlet.

1. Click on the three dot menu in the top right hand corner.



2. Click on Delete in the dropdown menu.



Further Resources

Technical Support

- help@learn.uq.edu.au
- Phone 336 56000

eLearning Solutions Service

The eLearning Systems and Support team provide an eLearning Solutions Service to help staff implement eLearning solutions for the most common teaching and learning problems, using centrally supported eLearning tools.

eLearning Resources

A range of instructional resources are available on our eLearning website, including self-help text based guides, self-help videos, teaching and learning quick-guides and information on known technical issues. Additionally, updates are also available on the progress of eLearning projects such as the implementation of new tools and upgrades to current systems.

eLearning Newsletter

The eLearning newsletter is published fortnightly and includes articles on eLearning tips for the start and end of semester, promotion of new tools, tool functionality and how tools could be used to improve teaching and learning. Other relevant communications on policy updates, tool upgrades and outages are also included in the newsletter.

Pedagogical Resources

The Institute for Teaching and Learning Innovation (ITaLI) provides leadership, engagement and advocacy in educational innovation, teaching excellence and learning analytics.

Student Resources

Library Services provides AskUS a help and information service for students. They also offer face-to-face help, provide online Learn.UQ student guides and run workshops for students.

eLearning Workshops

A range of technical eLearning workshops are offered throughout the year. For descriptions of the workshops, dates and to enrol, visit the Teaching and Learning Technologies series on the Staff Development website.

ITaLI Workshops

A range of pedagogical eLearning workshops are offered throughout the year. For descriptions of the workshops, dates and to enrol, visit the Teaching, Learning and Assessment series on the Staff Development website.

Custom Workshops

Custom workshops on implementing Technology Enhanced Learning using centrally supported eLearning tools are available on request for faculties / schools / courses. Workshops can be organised for teaching staff, tutors and professional staff. The eLearning team can provide laptops, iPads and a data projector.

THE UNIVERSITY OF QUEENSLAND
AUSTRALIA

CREATE CHANGE

Contact details

eLearning Systems and Support
E elearningadvisors@uq.edu.au
W elearning.uq.edu.au

CRICOS Provider Number 00025B