

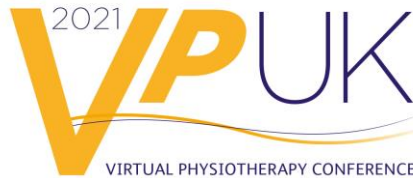
Padlet – how to guide

[Padlet is an online tool](#) that allows you to collaborate with other users with text, photos, links and other content. Each collaborative space is called a “wall”.

If you would like to use this tool in your session, we recommend the following steps for good practice:

Pre session

1. Choose a presenter in advance within your session.
 - i. The owner of the wall will need to have:
 - a. access to two screens in their location (to see/control the padlet and vPUK21 world simultaneously)
2. The chosen presenter will create a [free padlet account](#) before designated session becoming the owner of the wall.
 - i. Enter your email and a password and click “Sign Up”. Alternatively you can log on using your Google or Facebook accounts.
 - ii. Click on “Build a wall.
 - iii. Click on “Modify wall” to change or customise the appearance of your wall.
 - iv. Begin by giving your wall a name or title, a description and then choose an image icon, (if you do not add an icon or a title, padlet will create one for you.).
 - v. Select a background for your wall. Alternatively, you can upload one of your own images to use as a background.
 - vi. Double-click anywhere on the wall to write a note.
 - vii. If you need to edit or delete a note, simply hover your cursor over it and select the appropriate icon
3. Share your wall within vPUK21 room
 - i. Click on the preferred Presentation Screen to open the Presentation Tool (appearing in the bottom right corner of the Virbela screen).
 - ii. It works like a URL address bar — copy and paste the Padlet URL into the bottom right hand corner of the url address bar via Virbella.
 - iii. The Presentation Screen will display the link’s content, allowing anyone in the same privacy volume to see the same content at the same time.
 - iv. Remember that sharing the Padlet via the vPUK21 room only acts as a viewing platform. To add or remove content to the wall will be actioned through the Padlet website on your 2nd screen.



During the session

4. To use as a collaborative tool in the session, ask attendees to feed in via writing comments in the vPUK21 room chat box.
5. The owner of the wall can collate the attendees' chat box comments and add each individual comment to the wall (see 2vi above).
6. Everyone in the room can interact through using the chat box and can see their posts/comments on the Padlet screen via the vPUK21 world.

Post session

7. Click on the SHARE button towards the top-right of the screen.
8. In the SHARE menu, click on the SHARE/EXPORT/EMBED tab.
9. Scroll down to the Export section and choose what format you want to export to
 - a. Saving as either an image or PDF tends to be the most user-friendly.
 - b. You can test all the variations to see what works best for the content on the wall
10. After a brief loading period you will be presented with your chosen format either as a file or in a new tab.