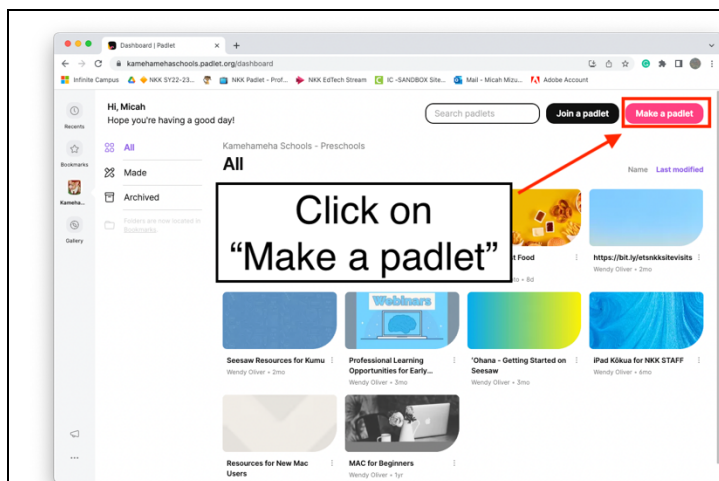




Creating a New Padlet!

Overview: This guide shows how to create a new padlet from scratch and provides information on adjusting both visual and privacy settings to suit your needs.

Creating Your New Padlet

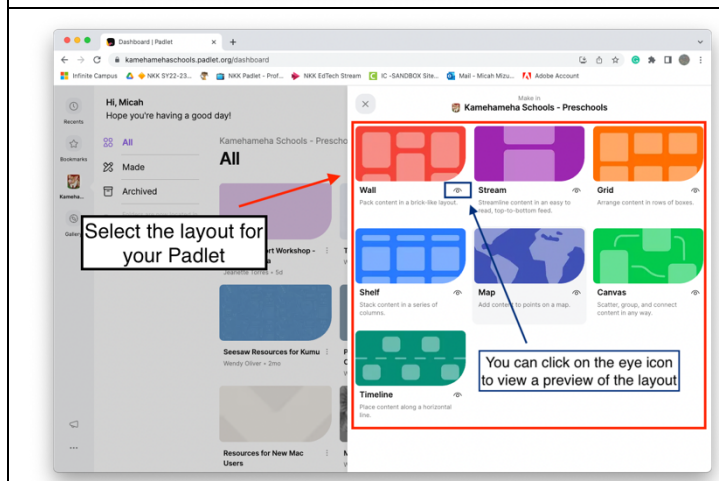


Step 1

Login to the KS Padlet (kamehamehaschools.padlet.org)
Or
(bit.ly/nkkpadlet)

After logging in you will be taken to the Dashboard.

Click on **“Make a padlet”** on the top right of your screen



Step 2

A window will open up to select which layout you'd like your Padlet to look like

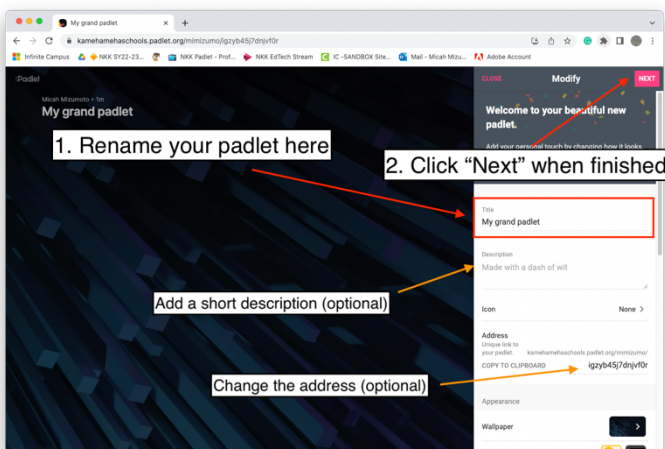
Click on the eye icon next to each layout to view a preview of what the layout will look like

(You can change the layout later if you wish)



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Creating a New Padlet!



Step 3

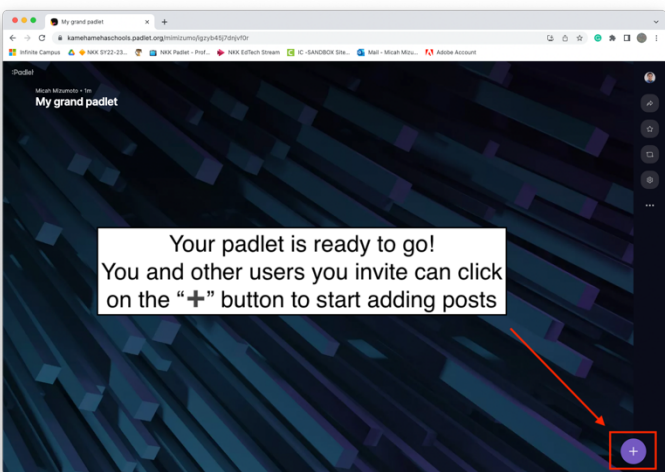
Your new padlet will load

A menu on the right-side of your screen will pop up

Rename your padlet

(You can also add a short description and change the URL address of your site. This is all optional)

Click "Next" in the top right of your screen



Step 4

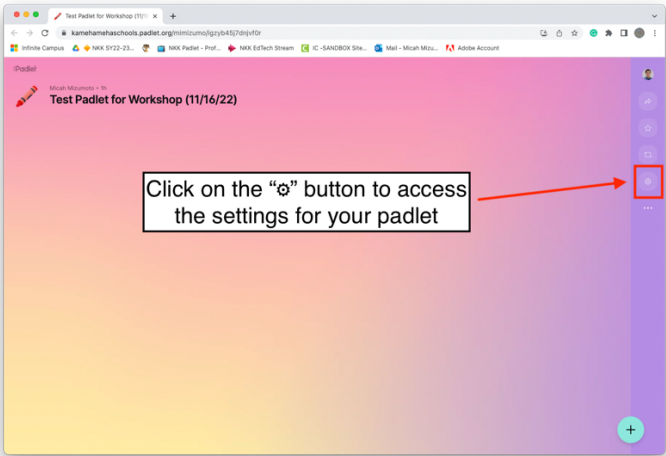
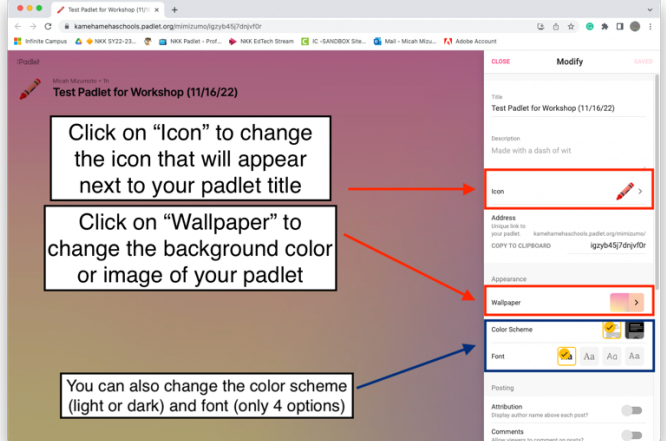
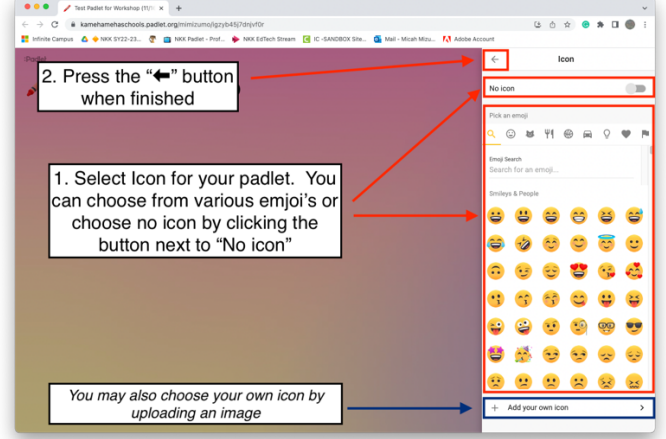
Your padlet is now ready to use!

Click on the "+" button to begin adding posts



Creating a New Padlet!

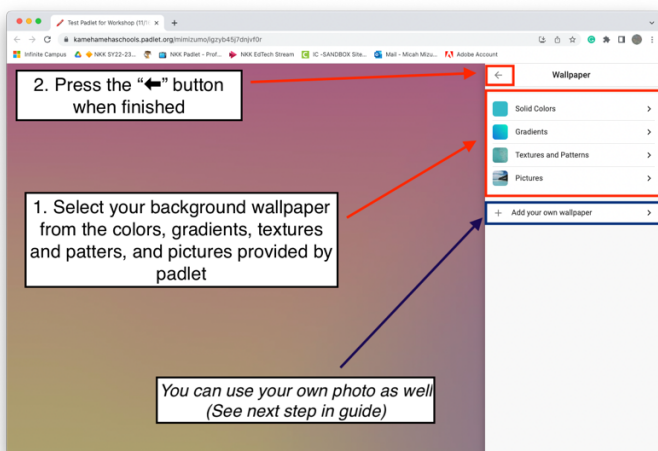
Customizing Your Padlet's Appearance

| | |
|--|--|
|  <p>Click on the “+” button to access the settings for your padlet</p> | <p>Step 1 Click on the “+” button in the right-side panel to access the settings for your padlet.</p> |
|  <p>Click on “Icon” to change the icon that will appear next to your padlet title</p> <p>Click on “Wallpaper” to change the background color or image of your padlet</p> <p>You can also change the color scheme (light or dark) and font (only 4 options)</p> | <p>Step 2 A menu will open on the right-side of your screen.</p> <p>You are able to customize the Icon, Wallpaper, Color Scheme, and Font of your padlet.</p> <p>(There are only two Color Schemes – Light and Dark, and only four Font selections)</p> |
|  <p>2. Press the “←” button when finished</p> <p>1. Select Icon for your padlet. You can choose from various emoji's or choose no icon by clicking the button next to “No icon”</p> <p>You may also choose your own icon by uploading an image</p> | <p>Step 3-1 (Icon) After clicking on “Icon” a new menu will appear.</p> <p>Select the icon from a wide range of emojis that padlet provides.</p> <p>You can also choose your own icon by clicking “Add your own icon” at the bottom of the screen.</p> <p>After you've selected your icon, click the “←” button to go back.</p> |



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Creating a New Padlet!



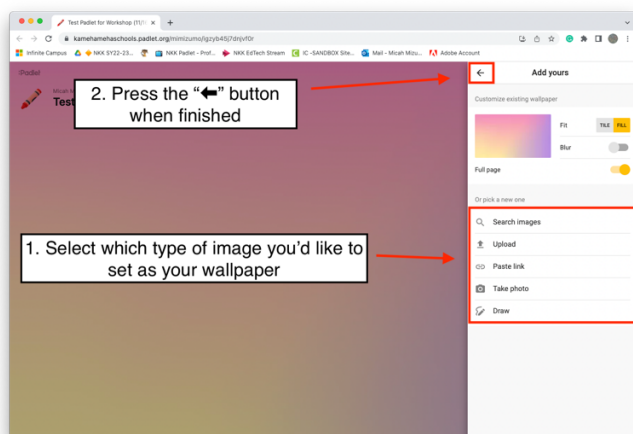
Step 4-1 (Wallpaper)

After clicking on “Wallpaper” a new menu will appear.

Padlet provides a set of colors, gradients, textures, and pictures for you to choose as your wallpaper

You can also use your own photo from your computer or from the web as your wallpaper. (See next step for instructions)

After selecting your wallpaper, click the “←” button to go back.

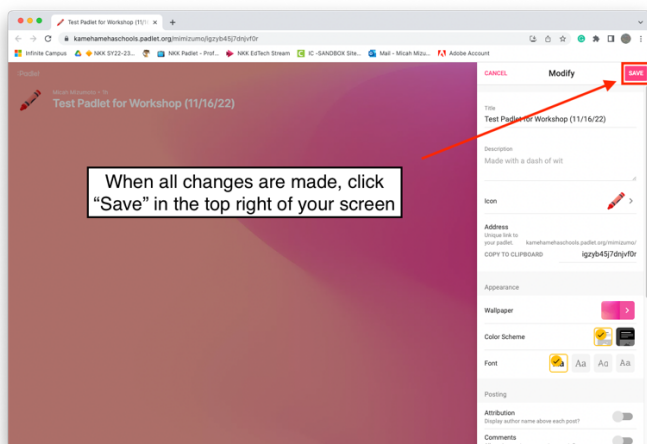


Step 4-2 (Wallpaper)

If you select “Add your own wallpaper” a new menu will appear.

You can then select which type of image you'd like to set as your wallpaper.

You can upload a picture from your computer or choose a photo from the internet.



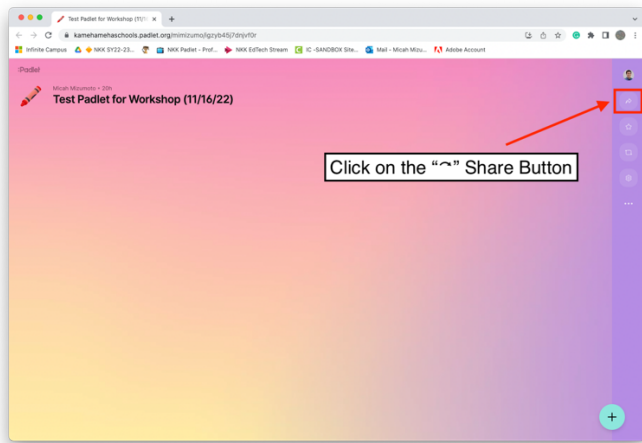
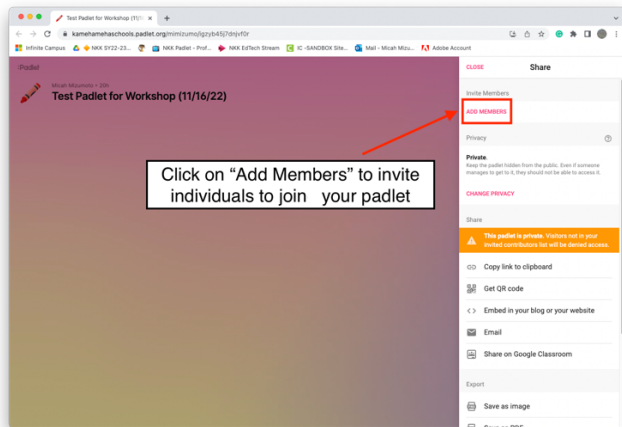
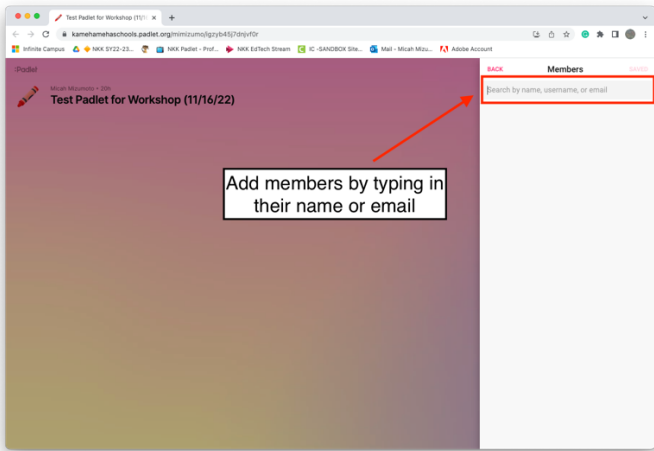
Step 5

When all changes are made, click “Save” in the top right corner.



Creating a New Padlet!

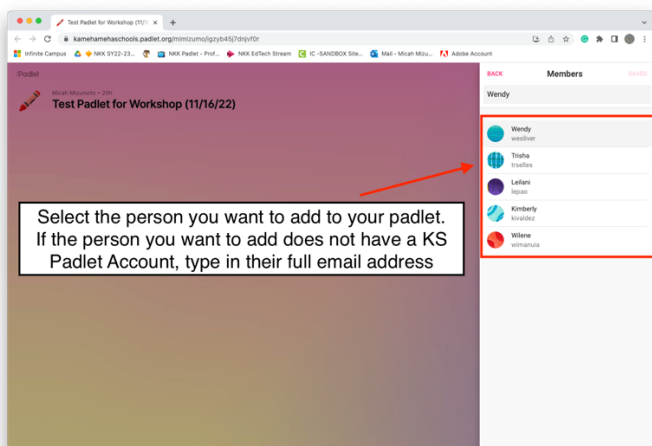
Changing Your Padlet's Privacy Settings

| | |
|--|--|
|  <p>Click on the "~" Share Button</p> | <p>Step 1 Click on the "~" Share button</p> |
|  <p>Click on "Add Members" to invite individuals to join your padlet</p> | <p>Step 2 A menu will open on the right side of your screen. Click on "Add Members" to invite others to join your padlet</p> |
|  <p>Add members by typing in their name or email</p> | <p>Step 2-1 (Add Members) You can add new members by typing their name or entering their email address. (If the person you are inviting is a registered KS Padlet user, their name will appear as you begin typing.)</p> |



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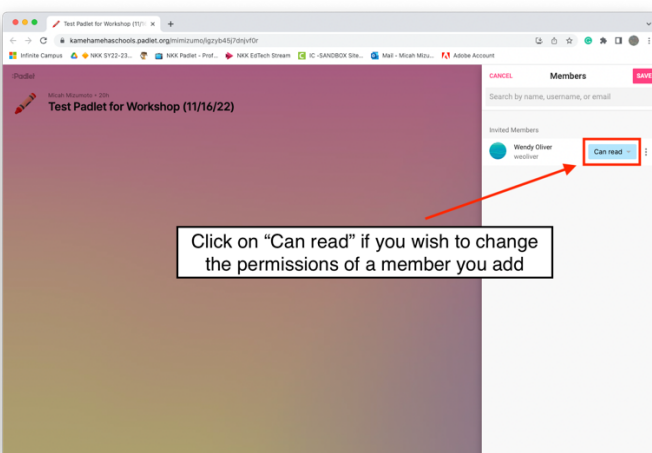
Creating a New Padlet!



Step 2-2 (Add Members)

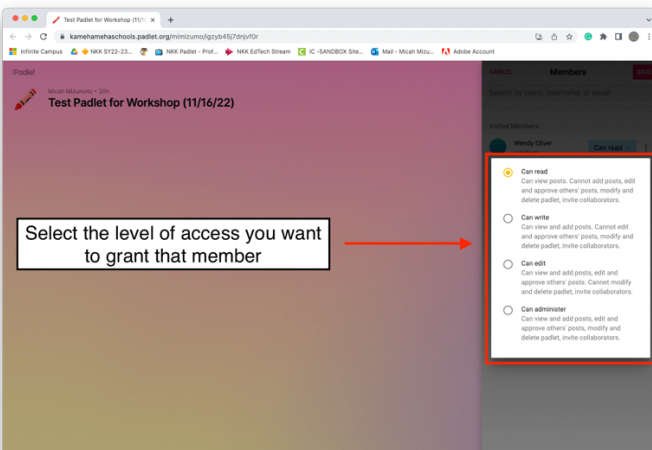
If the person you are inviting is a registered KS Padlet user, their name will appear as you begin typing. You can select their name to add them to your padlet.

If the person you are adding does not have an account, type in their full email address.



Step 2-3 (Add Members)

After you add a member, click on "Can read" to change the permission of the member you added



Step 2-4 (Add Members)

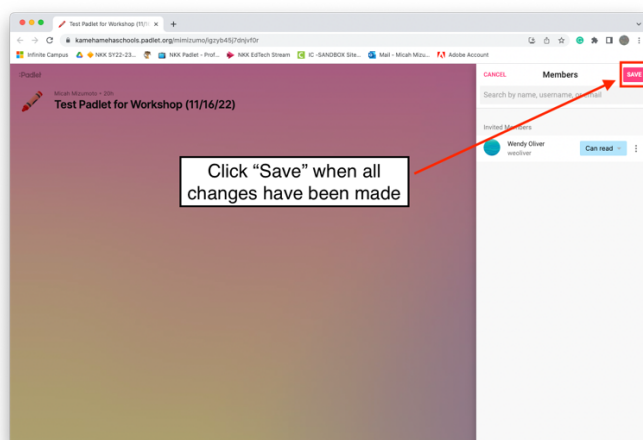
There are four different levels of permissions (Can read, Can write, Can edit, Can administer)

For more information on the different levels of permission [Click Here](#)



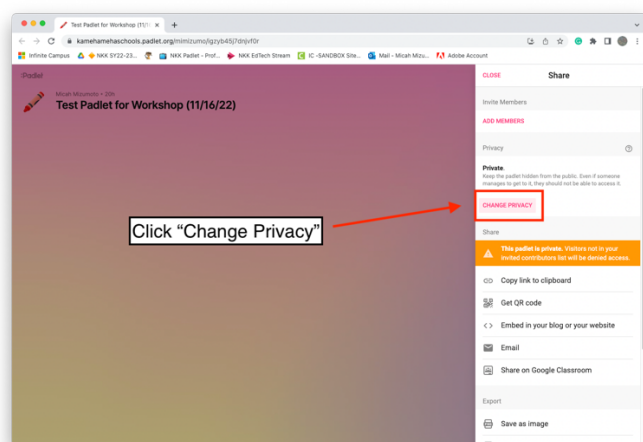
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Creating a New Padlet!



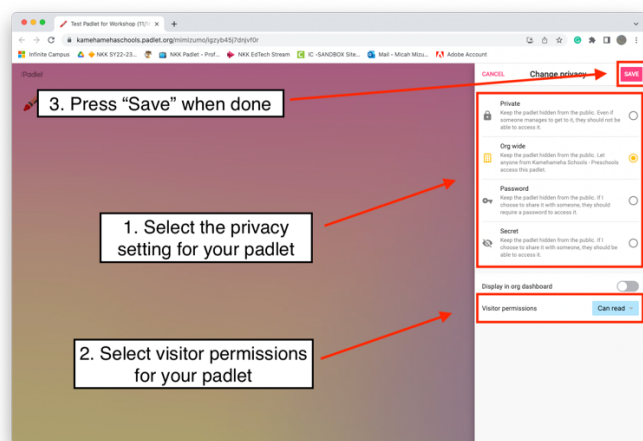
Step 2-5 (Add Members)

When all changes are made, click "Save" in the top right corner.



Step 3-1 (Privacy)

In the menu on the right-side of the screen, click "Change Privacy"



Step 3-2 (Privacy)

A window will open with Four different privacy levels. Select the privacy setting for your padlet.

Then, select the permissions that visitors will have (can read, can write, can edit)

Press "Save" when you have selected your permissions.

For more information on the different privacy settings [Click Here](#)



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Creating a New Padlet!

Additional Resources

Below you will find links to additional resources from Padlet and our ETS Team to help you with creating and maintaining your padlets.

Padlet Start Guide:

<https://padlet.help/l/en/get-started/how-do-i-create-a-padlet>

Padlet Tutorial Videos from ETS:

<https://kamehamehaschools.padlet.org/jeanettetorres2/x0njsl5zo6w2wn04>

If you have any questions or need kōkua using padlet, please contact:

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