

PADLET



Creating e-portfolio's

STEPS

01 Getting started

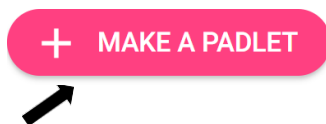
In order to use Padlet, you are required to make an account on their site first.

- Go to <https://nl.padlet.com/>
- Click on 'Sign up' in the right corner
- Sign up through your Google Account ¹ by clicking on 'Sign up with Google'.

02 Creating a Padlet

After logging in on an account, you can start creating your own Padlet.

- Click on the button 'Make a padlet' to start constructing.



- Choose a format you like for your Padlet, click on 'Select'. For creating an E-portfolio, we recommend the 'Shelf' format.

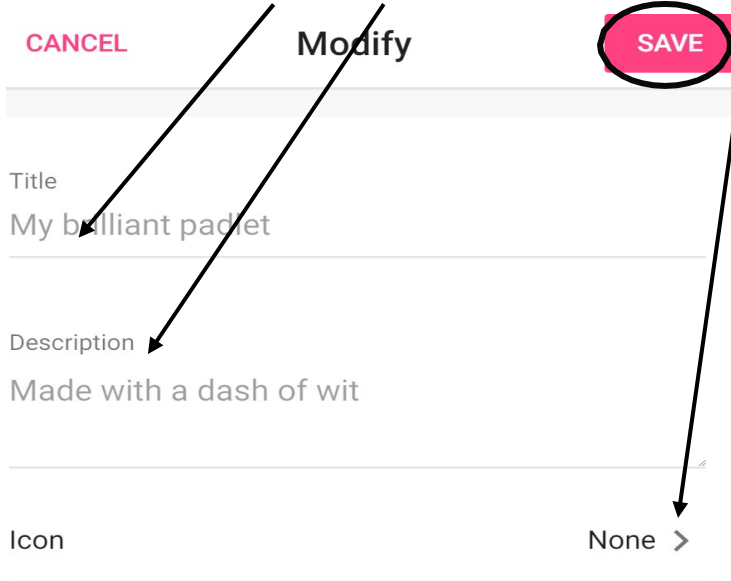
¹ See tutorial on how to create a Google Account

03 Customizing your Padlet

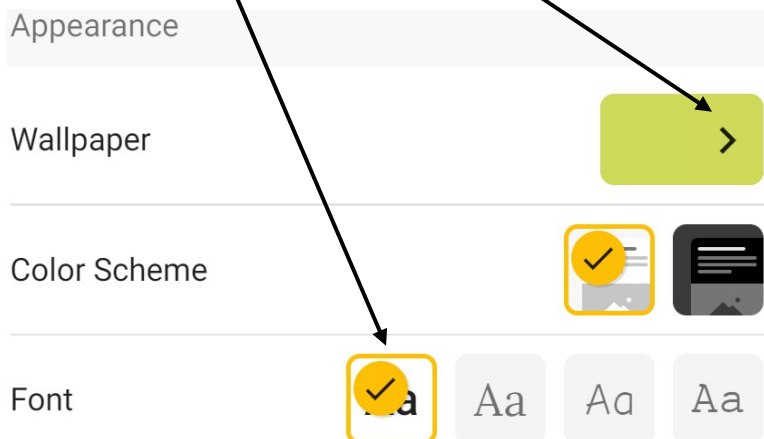
- Click on the modify icon in the right corner to start customizing your Padlet.



- Give your Padlet a title, description (subtitle), a suitable icon (*optional*).



- Change the font and wallpaper of your Padlet to the colour/pattern of your preference.



- Click 'Save' to save the changes made.

04 Adding content to your Padlet

You add content to your Padlet by creating posts.

- Click on the '+' icon to add a post.



- Give your post a title and add text.

Delete your post.

Upload a file from your computer (pdf, PowerPoint, Image, etc.).

Add an URL link (e.g. YouTube, Google Drive, articles, etc.).

- To add a new post, click on the '+' icon once again.
- When working in the shelf format, click on 'Add column' to create a new column.

ADD COLUMN

05 Downloading/exporting your Padlet as a PDF file

- Click in the 'Three bullets' in the right corner.



- Click on the 'Export' icon.



- Scroll down and click on 'Save as PDF'.



Save as PDF

- Choose the page style for your PDF file, then click **'Publish PDF'**. We recommend landscape format to download your PDF.

Pick page style for your PDF

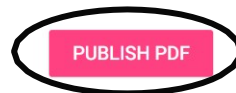
Page size



Page orientation



Click to change the format of your file to landscape format.



06 Sharing your Padlet

- Click on the **'Share'** icon in the right corner.



- Share your Padlet directly by mail by clicking on the **'Email'** button.



OR get a link of your Padlet by clicking on **'Copy link to clipboard'**. You can now share this link by mail, social media, ... for people to access your Padlet.

