

# Padlet

## Customizing your Padlet

Once you have created a Padlet, you can begin to customize the settings.

### **Title**

The name of your Padlet. We recommend your course name and then the topic or question being asked. For example: "BIO 1301 - Why is Biology Important?"

### **Description**

Put any instructions or extra details here. For example: "Create a post, type one paragraph, include a photo, and comment on others".

### **Icon**

Select an Icon that matches your topic.

### **Wallpaper**

Choose a wallpaper or upload your own background.

### **Attribution**

If you are using Roster Integration in your Padlet, turning this option on will display the names of the authors who post on your board.

### **Comments**

Allow students to comment on each other's posts.

### **Reactions**

Enabling reactions allows students to show support for others without a full comment. Please be aware that the "Grading" option does not transfer grades to Blackboard.

## Privacy Settings

Privacy is an important part of each Padlet. You can limit who can see your Padlets and who may interact in them. This is important to check before releasing each Padlet to your students. To edit your privacy options, choose the Share option in the top right corner.

### **Add Members**

You may add others to your Padlet. This feature should only be used to add other instructors or staff to your Padlet. Students should access your Padlets through Blackboard. Students may use this option to add other students to their Padlets if you want them to collaborate.

## Privacy

Pressing the Change Privacy button will bring up a host of options. Choose the best option depending on your need.

### Private

Only you can see this Padlet. This option is good if you're still working on a Padlet and not ready to release it yet.

### Password

Create a password for your Padlet. When others try to visit it, they will be required to enter the password before they can view it.

### Secret

Anyone who is linked to the Padlet can view it. This is recommended for Blackboard integration and general use.

### Org Wide

Not recommended. This allows anyone at UTSA to see your Padlet and those who post within it.

## Visitor Permissions

After choosing the Password, Secret, or Org Wide setting, the Visitor Permission feature will display.

### Can Read

Anyone who is allowed to see your Padlet, can only view it and react (such as liking a post). They cannot create a post, edit any posts, or invite anyone to the Padlet.

### Can Write

Students can create posts, react to others, and comment on others. This is recommended for Blackboard integration.

### Can Edit

Not typically recommended. This will allow students to edit each other's posts. This may be enabled for certain collaborative assignments.