



# THE GLOBE PROGRAM

## Padlet How-to Guide

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### **About**

Padlet is an online virtual “bulletin board” where participants can collaborate, reflect, and share images, videos, documents and links in a secure location. Material is collated on a "wall" that can be made public or private.

Since the interactive space is easy to use and easily accessible from nearly any web browser-capable device, Padlet is a great resource for teachers, students and others who want an interactive media site for sharing information..

### **Accessing a Padlet**

1. To access a particular padlet, y click on the 2021 Annual Meeting Central Padlet link:  
<https://padlet.com/globemeetings/ks5nf4p0pnn6dh90>
2. The application will open a window where you will see the Padlet Wall.



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## Adding a Note

Once your account is created, you can add notes that show your name. To add a note, click the plus sign if you see one, if you do not see a plus sign, double click anywhere you want to leave a note and a text box will show up where you can type your note.

## Adding Images, Files, and Links to your Note

When the Note text box opens, you will find some icons at the bottom of the box.



- Use this icon to download a file (image, video, or other files you want to share on the padlet wall).



- Use this icon to add a link /URL (Link of images, YouTube, Google Drive, Soundcloud, articles, blogs, etc)



- Use this icon to search the web for contents (Images, GIFs, YouTube).



- Use this icon to take pictures with your computer camera that will be posted in your Note.

## Deleting your Note

If you wrote a note by mistake you can simply delete your note by clicking the recycle bin icon on the top of the text box.

## Commenting on the Notes of Others



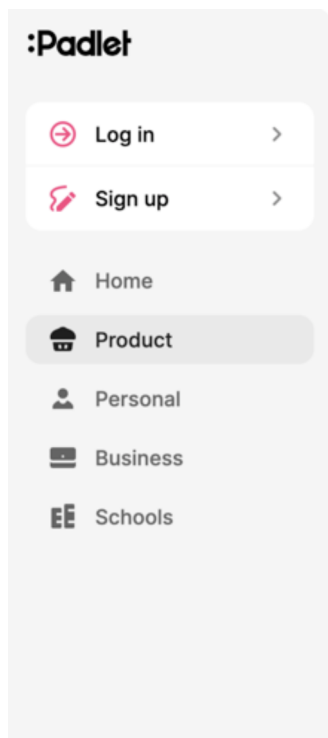
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Padlet allows you to post notes and to leave comments on the notes of others.. At the bottom of the notet, you will see a small text box. Add your comment in this box. Keep your comments positive!

*Please note: Comments can be posted only if the creator of the padlet wall has given permission to do so in the padlet settings so not all padlet will have this feature enabled.*

## Creating an Account

Padlet can be used with or without a sign up/account. Creating an account saves your information so you do not have to add your name everytime you add a note.To create an account after you open the padlet, click the sign up link on the upper right side of the page then fill the requested information.



For video tutorials, please check the following link: <https://youtu.be/d8HPfliSyi0>

If you have any questions, please contact [globehelp@ucar.edu](mailto:globehelp@ucar.edu)