University of Sussex

Technology Enhanced Learning

Padlet Backpack at Sussex

About this guide

This document was created by Technology Enhanced Learning at the University of Sussex to provide guidance on use of the institutional Padlet Backpack account.

Padlet Backpack

Padlet is a versatile and popular tool used by many staff across the campus. An institutional Backpack licence has been purchased to allow staff at the university to create unlimited Padlets with increased upload limits and no ads. This Guide will explain how to sign up for the Backpack account.

Contents

Joining the Sussex Padlet Backpack account

To request access to the Sussex Padlet account please email tel@sussex.ac.uk
You will receive an email invitation when your account has been created.
The URL for the Sussex Padlet account is https://uofsussex.padlet.org

Users who have been given a 'Teacher' account in Padlet may see an option to add other users but this should not be used. Any request for accounts should be sent to tel@sussex.ac.uk.

Importing Padlets from your free account

If you have used Padlet before, with a free (what Padlet calls 'Vanilla') account, you will be prompted to import your Padlets when you sign in to your Sussex Padlet account. If you choose not to import Padlets at this stage, you can import them later by logging in to your

uofsussex.padlet.org account and following the instructions in this [YouTube video](#), or logging into your free Padlet account then going to [uofsussex.padlet.org/org/import](#).
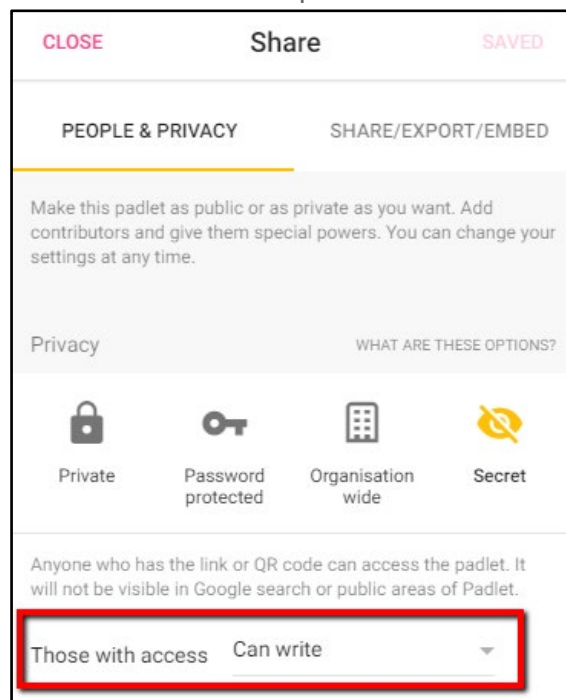
Getting started with Padlet Backpack

There are many different ways of using Padlet for teaching and learning, and we are giving a couple of examples here. If you want to use Padlet in a different way or would like to discuss ideas for using Padlet in your teaching, please contact [tel@sussex.ac.uk](#)

A class Padlet that anyone with a link can use

In this example, a tutor creates a Padlet that students can contribute to anonymously.
1. The tutor needs to be added as a 'teacher' on uofsussex.padlet.org (please email [tel@sussex.ac.uk](#) to request this).
2. The tutor can then create a Padlet and set the sharing option to Secret.
3. Permission can be set to read and/or write permission for 'Those with access'.

4. The Padlet can be shared as a URL or embedded in Canvas and anyone with the link or access to the Canvas site can use it.
5. Posts will be anonymous, but students can add their names to their posts if that is useful.

Padlet for individual use

Staff can use the Padlet Backpack to create Padlets for their individual use. For example, a Padlet can be useful for gathering resources, organising tasks etc. These Padlets can be kept private or shared when required.

1. The staff member needs to be added to uofsussex.padlet.org (please email tel@sussex.ac.uk to request this).
2. The user can then start creating Padlets.
3. Under the Share settings, users can set a Padlet to Private. This can be changed later to share it with others.

Further Resources

Padlet have a range of online resources:

- A searchable Knowledge Base
- Guidance on Getting Started
- Information on the Padlet apps for iOS and Android
- Example Padlets.

If you want help with using Padlet or would like to discuss ideas for using Padlet in your teaching, please contact tel@sussex.ac.uk