Padlet Backpack at Sussex

This guide will introduce you to the institutional Padlet Backpack account. Padlet is a versatile and popular tool used by many staff across the campus. An institutional Backpack licence allows University of Sussex staff and students to create unlimited Padlets with increased upload limits and no ads.

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 are able to add other users but this should only be done using @sussex.ac.uk email addresses. Users with non-Sussex email addresses will be removed from the account.

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.

Accessibility considerations

Not all aspects of Padlet are fully accessible to all people. If staff are aware that students use screen-reading software to access internet content, or rely on keyboard input to navigate computer resources (i.e. do not use a mouse), they should consider alternate ways to include these students in the planned activity. Care should also be taken that wallpaper and colour schemes used in Padlet do not disadvantage students who are partially-sighted or have a colour vision deficiency.

Getting started with Padlet Backpack – 3 scenarios

There are many different ways of using Padlet for teaching and learning. Here are 3 typical scenarios and how to get started with them in the Sussex Padlet Backpack account. 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

Scenario 1: A class Padlet that anyone with a link can use

In this example, a tutor creates a Padlet that all 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 share it.
3. The privacy setting should be set to Secret and the 'visitor permissions' set to specify whether students can read, write and/or edit.
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, unless a user is logged in to a Padlet account.

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Scenario 2 - Padlet for individual use

Staff and students 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.

1. The student or 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. By default, new Padlets are private. This can be changed later to share it with others.

Scenario 3 – Restricting access and/or forcing attribution.

If you want to have a Padlet for each seminar group and/or want students' posts to always be attributed to them, please contact tel@sussex.ac.uk for help with setting this up.

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.
- Embedding a Padlet in Canvas.

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

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