A colorful logo with a white background

Description automatically generated

Padlet ‘Copy to Each User’ Option

Although Padlet is normally used as a collaborative tool in group work, it can also be used as a as a scaffolding tool for individual students, structured in the way you wish the students to work. By default such Padlets are seen only by the teacher and the individual student.

The steps below show how to give each of your students a scaffolded Padlet for individual use.

## Add the Padlet to Your Moodle Page

Turn editing on and in the required section, click on ‘Add an Activity or Resource’

**A screenshot of a computer

Description automatically generated**

Select ‘Padlet’ from the list of activities.

A screenshot of a computer

Description automatically generated

Click on ‘Select Content’.

**A screenshot of a computer

Description automatically generated**

## Create the Padlet

You can select an already created Padlet, or create a new one by clicking ‘Make a Padlet’.

## A screenshot of a computer Description automatically generated

Add guidance posts or sections which make it clear to the student what is required of them. Once done, close the browser tab.

A screenshot of a computer screen

Description automatically generated

You will need to refresh your view to see a Padlet created after you opened this window. Click on ‘Okay’ and close the window.

A screenshot of a computer

Description automatically generated

Now click on ‘Select Content again.

# Give Students Copies of Your Padlet

You should now be able to see your new Padlet. If you are ready to do so, turn on the ‘Create a Copy for Each User’ and then select the Padlet.

A screenshot of a chat

Description automatically generated

You will find yourself back in Moodle. Click on ‘Save and Return to Course’ or ‘Save and Display’ if you want to view the Padlet.

A screenshot of a computer

Description automatically generated

## Student Use of the Padlet

When the student clicks on the link you have created in Moodle, they will get their personal copy of the Padlet you have created, which they can now edit.

## A close-up of a computer screen Description automatically generated

## Viewing Student Padlets

You can view student Padlets by clicking on the Moodle link and then clicking on the arrow icon on the top-right of the Padlet. Alternatively, you can view them directly in Padlet at <https://edinburghnapier.padlet.org>

## Student Padlets and Moodle Assignments

If the student Padlets are to be assessed work, create a Moodle Assignment and require the students to upload an exported version to the Moodle Assignment. Moodle Assignments are backed up by the University, ensuring student work is never lost.

Although not an exact visual reproduction of the original, the ‘Export to PDF’ option provides a reliable reproduction of the content of a student’s Padlet