PADLET – GETTING STARTED WITH CCCU.PADLET.ORG
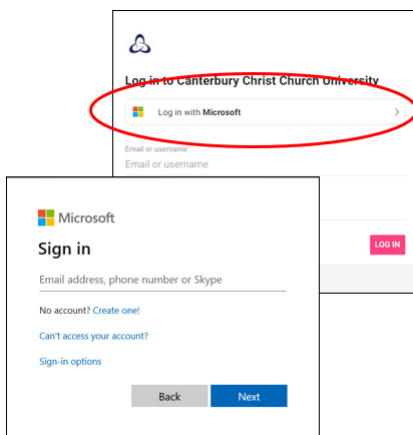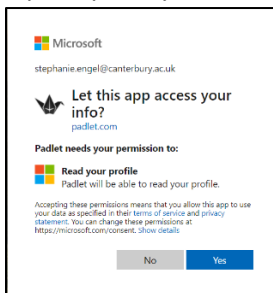
To access, create or even move existing padlets across to the CCCU licenced account;
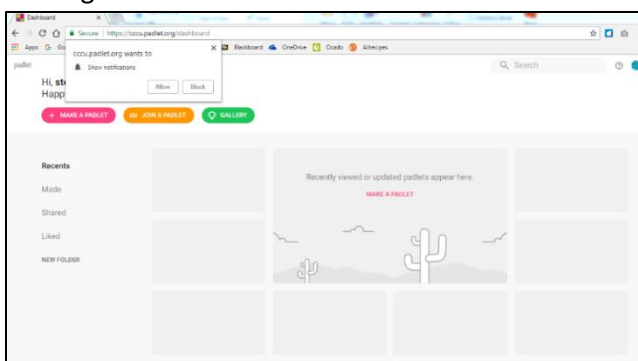
1) In your web browser go to: **CCCU.padlet.org**.
2) Select to **LOG IN WITH MICROSOFT**:
   (ignore the Email or Username and Password fields)
3) You will be prompted to authenticate the account:
   enter your **@canterbury.ac.uk** email and select **Next**
   Enter your **Password** and select **Sign in.**

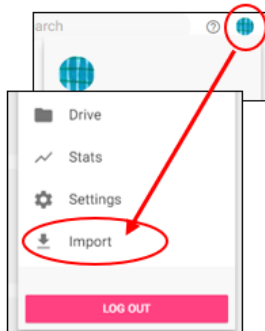4) If prompted, you will need to accept Padlet's permissions request by clicking on **Yes**:

5) Once accepted you will be taken to the Dashboard where you can create, join or even import your existing Padlets.
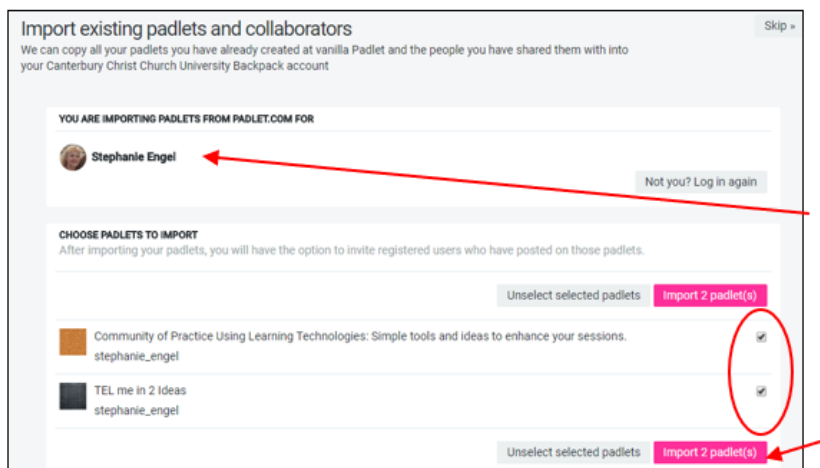
IMPORT EXISTING PADLETS

If you have your own Padlet account with previous padlets created, you may wish to import these into your CCCU Padlet account. One of the benefits of moving your padlets to the CCCU.Padlet.org account is that padlets you embed in your Blackboard will not display any of the advertising banners. In addition Padlet are working on improving their analytics so using CCCU.Padlet.org will help you see the usage rates of your padlets.

1) Still within your CCCU Padlet dashboard, select your account icon from the top right-hand corner to expand the menu and select **Import.**

2) The following will appear:

Check the account name of your existing padlet account is correct.

Enter a tick next to the padlets you wish to import. Select **Import (x) padlet(s)**.

3) A **success** screen will appear to inform you that **"you have successfully imported your padlets".**

4) If your padlet had collaborators, Padlet will ask if you wish to import your collaborators. Simply **Skip** this stage, you can always re-invite them later.

5) You will be asked if you wish to add collaborators to the CCCU Padlet. Select to **Skip** this stage, you can always re-invite them later.

6) Once all steps have completed, select **Go to my account home.** You will see all your imported padlets.