

# RMIT Staff Guide – Accessing Padlet in Canvas

## Contents

1. How do I add a Padlet to Canvas? .....	2
2. How do I embed a Padlet in a Canvas page? .....	10
3. Frequently Asked Questions .....	13
3.1. How can I migrate my existing account to the RMIT enterprise account?.....	13
3.2. What should I do if I have a separate paid account? .....	15
3.3. Will my Padlets carry over to a new Canvas course when I copy the existing course into a new shell? .....	16
3.4. How can I recreate a Padlet? .....	16
3.5. I'm not an admin of a Padlet board. How can I become one? .....	17
3.6. Can I use Padlet as a graded assignment?.....	19
3.7. Can I load my Padlet in a new tab?.....	19
3.8. Which privacy setting should I use for my Padlet? .....	20
3.9. Where can I get technical support? .....	22
4. Useful Resources.....	23

# 1. How do I add a Padlet to Canvas?

Padlet can be integrated into your Canvas course in a couple of ways. It can be used as an assignment for assessment purposes, added as a module or embedded into a Canvas page.

However you intend to use Padlet, **Padlet must first be added to your Canvas course as a module or an assignment**. This is where the Canvas Padlet integration is housed.

**When using Padlet from Canvas for the first time, it's important that students and staff access Padlet via the module or assignment page.** Doing so triggers the Canvas Padlet integration to automatically create a user account and authenticate access via single sign-on.

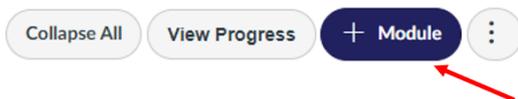
To add a Padlet to a Canvas course, first create a Padlet module (**see Option 1**) or assignment (**see Option 2**).

## Option 1: Create a Padlet module



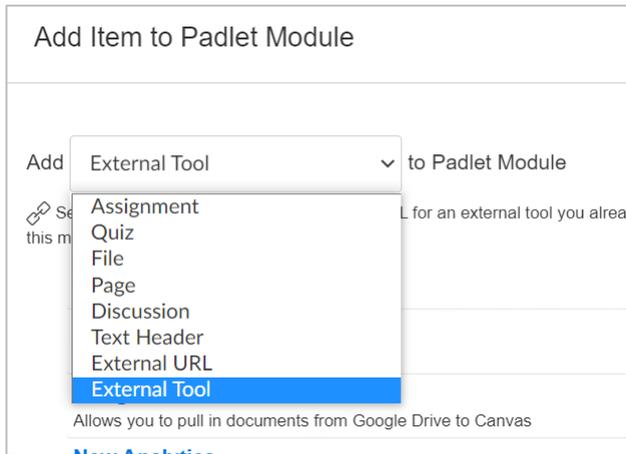
**Please note:** When adding a Padlet as a module, the Padlet will be the only item displayed on the page. No additional text or elements can be added to accompany the Padlet.

1. Navigate to the **Modules** in the course navigation and create a new module by clicking on the **+Module** button.

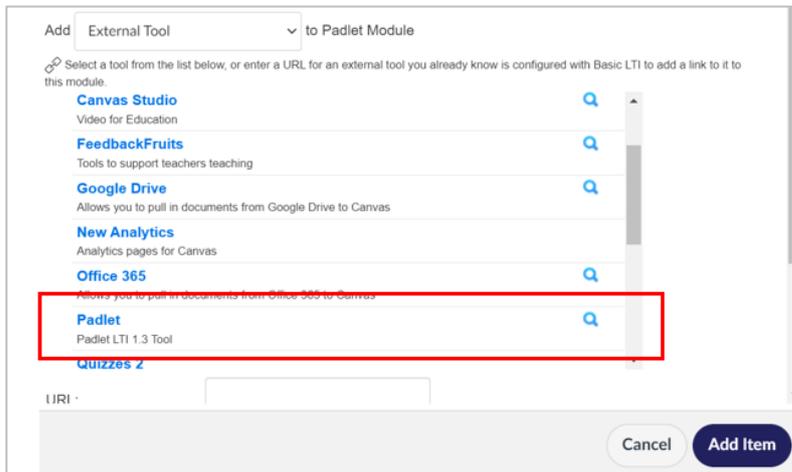


2. Assign your module a name and click **Add Module**.
3. Click the **+** button to the right of the newly created module to add an item and select **External Tool** from the dropdown menu.

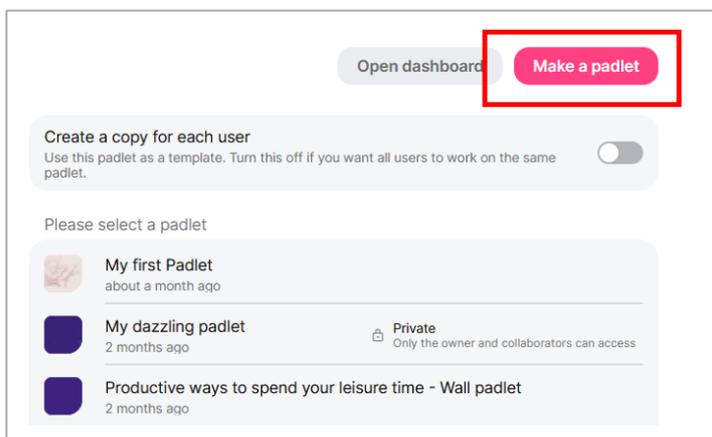




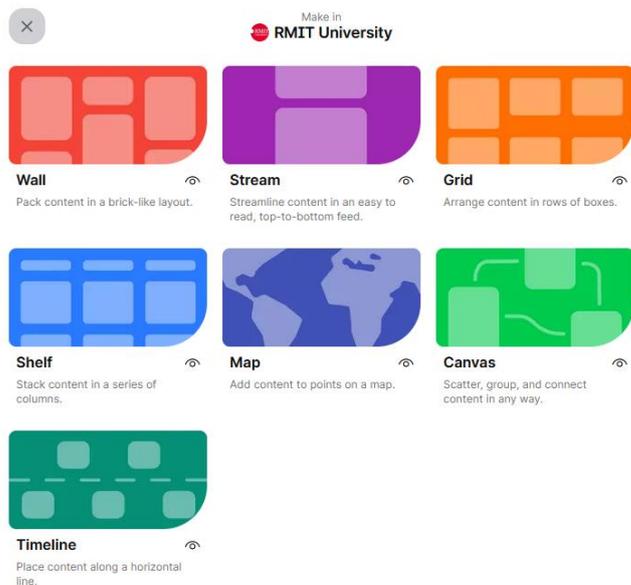
4. Select **Padlet** from the list and click **Add Item**.



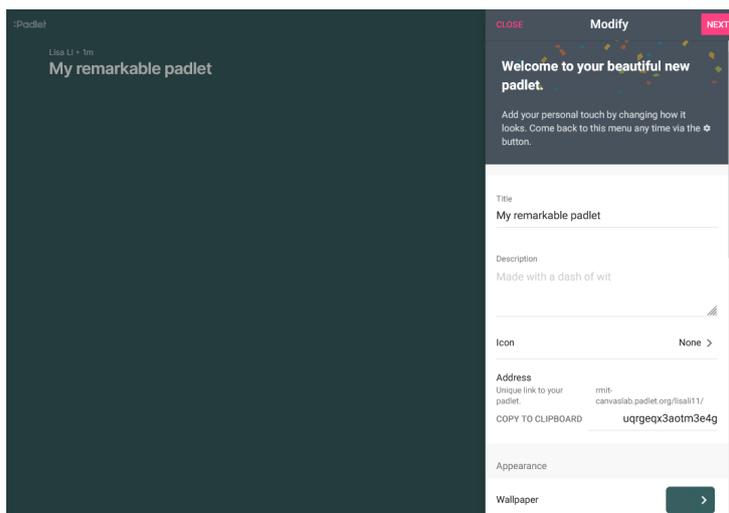
5. A new window will open. Select from your list of existing Padlets (if already available) or click **Make a Padlet** to create a new one. (If you have selected an existing Padlet, skip to **Step 11**).



## 6. Choose the type of Padlet you want to create.



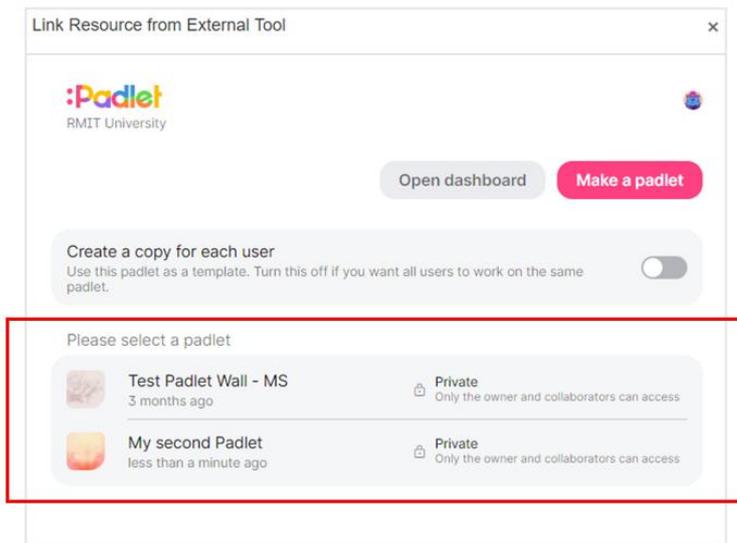
## 7. Enter a title and description and complete all other settings according to your preferences.



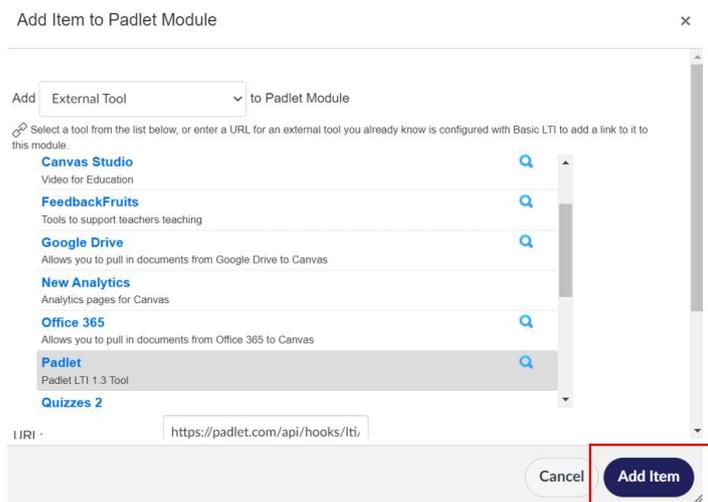
1. Ensure **Filter Profanity** is enabled.
2. The **Remake** toggle will be set to 'on' by default. We recommend you disable this as this will allow all users (including all students across the RMIT account) to recreate your Padlet. Please see the FAQ section below for information on how to enable selected users to remake Padlets.
3. See the vendor's guides on the Padlet website for more details on Padlet settings and creating a Padlet: <https://Padlet.help/>

8. Click the **NEXT** button at the top of the menu to confirm your settings and create your Padlet board. You can now add content.

- Link your new Padlet to your Canvas course by returning to your Canvas window or browser tab. If the page has expired, you may need to repeat steps 4 and 5.
- Reselect **Padlet** from the 'Configure External Tool' window. When the Padlet prompt window re-opens, instead of 'Make a Padlet', select your chosen Padlet from the list displayed.



- Click the **Add Item** button.

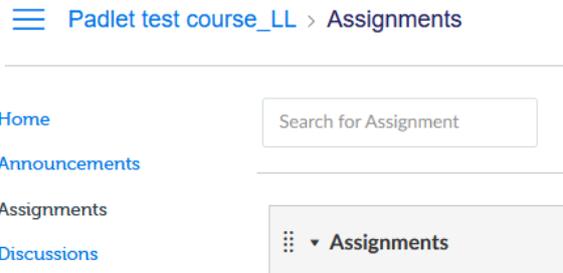


- Publish the module and Padlet board. Your Padlet is now ready to use in Canvas.

## Option 2: Create a Padlet assignment

Watch the video, [Create a Padlet Assignment](#), or follow the steps below.

1. Click **Assignment** in the course navigation area.



2. Click **+Assignment** button.



3. Enter an assignment name, description and number of points.
4. Scroll to 'Submission Type' and select **External Tool**. Enter **Padlet** into the search/URL bar and click **Find**.

Submission Type

External Tool

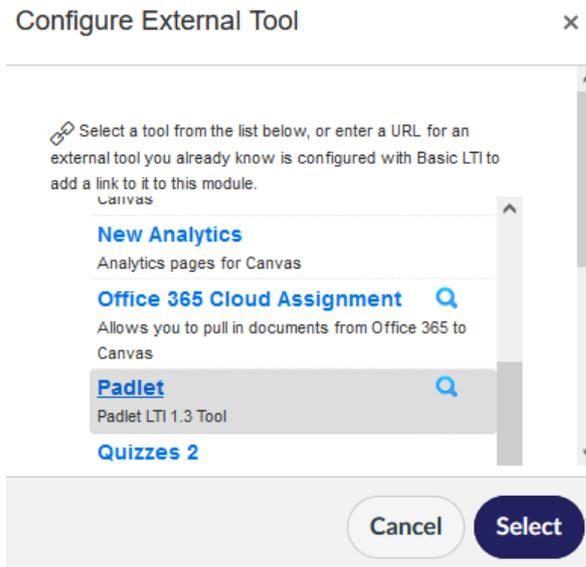
**External Tool Options**

**Enter or find an External Tool URL**

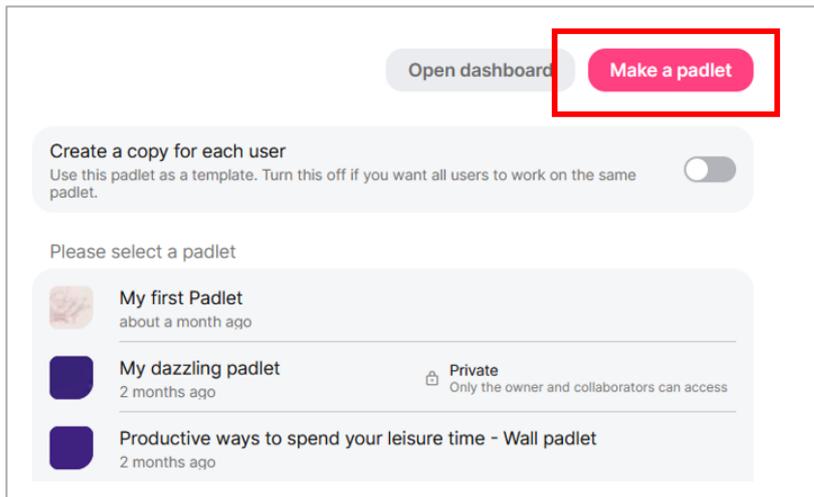
Find

Load This Tool In A New Tab

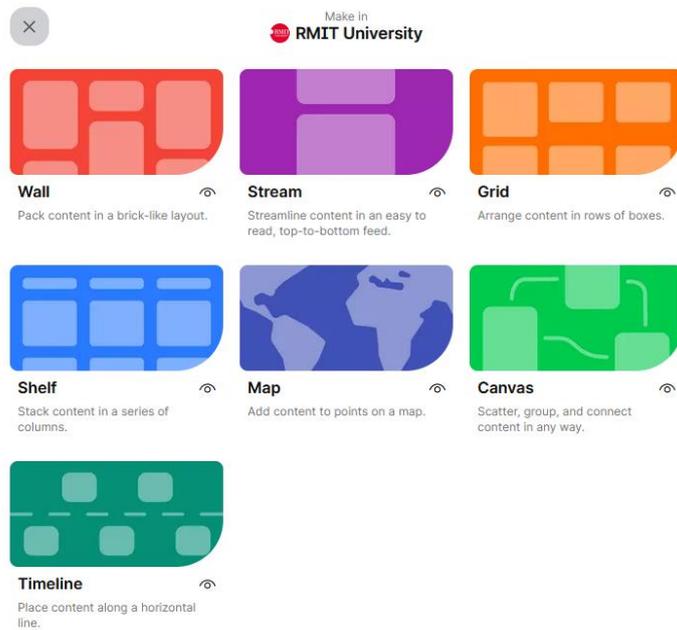
5. Scroll through the list until you find **Padlet**. Click on **Padlet**.



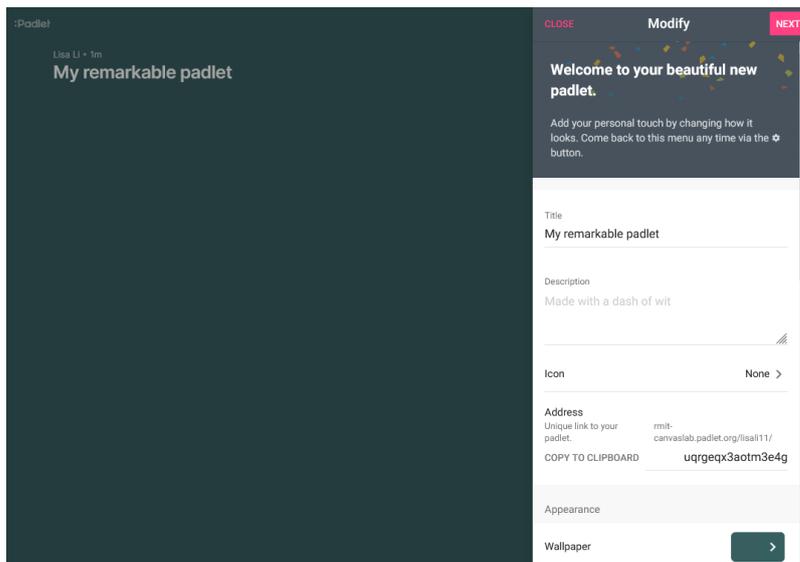
6. A new window will open. Select from your list of existing Padlets (if already available) or click **Make a Padlet** to create a new one. (If you have selected an existing Padlet, skip to **Step 12**).



7. Choose the type of Padlet you want to create.

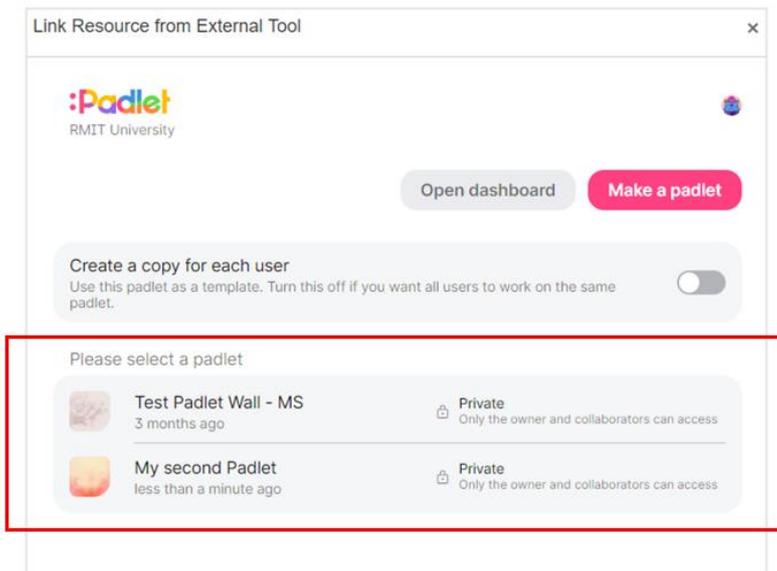


8. Enter a title and description and complete all other settings according to your preferences.

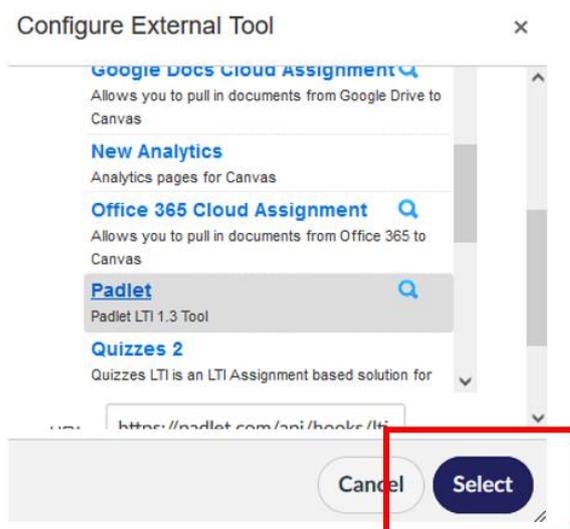


1. Ensure **Filter Profanity** is enabled.
2. The **Remake** toggle will be set to 'on' by default. We recommend you disable this as this will allow all users (including all students across the RMIT account) to recreate your Padlet. Please see the FAQ section below for information on how to enable selected users to remake Padlets.
3. See the vendor's guides on the Padlet website for more details on Padlet settings and creating a Padlet: <https://Padlet.help/>

- Click the **NEXT** button at the top of the menu to confirm your settings and create your Padlet board. You can now add content.
- Link your new Padlet to your Canvas course by returning to your Canvas window or browser tab. If the page has expired, you may need to repeat steps 4 and 5.
- Reselect **Padlet** from the 'Configure External Tool' window. When the Padlet prompt window re-opens, instead of 'Make a Padlet', select your chosen Padlet from the list displayed.



- Click the **Select** button.



13. Make sure the **Load This Tool in A New Tab** box is **unticked**. Leaving the box unticked displays the Padlet in the Canvas assignment page where students can interact directly with it from Canvas without having to sign in. (Ticking this box opens Padlet in a new tab and prompts users to sign in to the Padlet platform.)

Submission Type

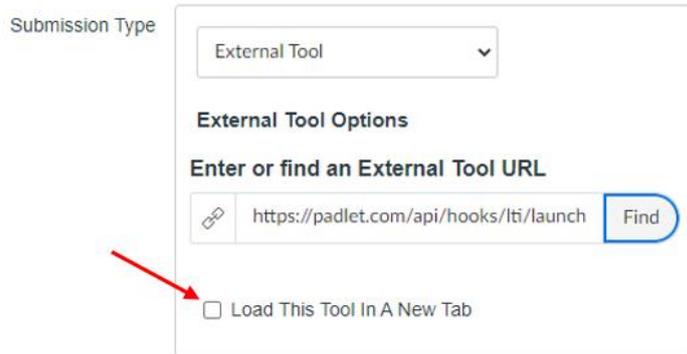
External Tool

**External Tool Options**

Enter or find an External Tool URL

<https://padlet.com/api/hooks/lti/launch> Find

Load This Tool In A New Tab



14. Complete the rest of the assignment settings and click **Save & Publish** or **Save** if you wish to publish later.



A Canvas gradebook column will be created automatically.

Complete these steps for each Padlet board you wish to add to your course.

## 2. How do I embed a Padlet in a Canvas page?



### Please note:

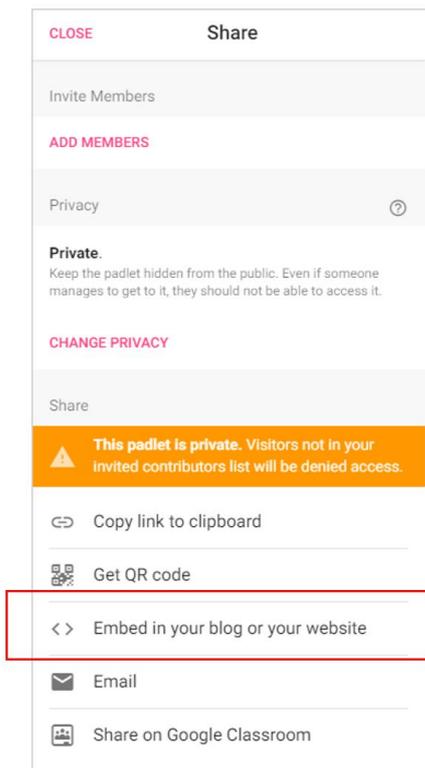
- Please instruct students to access Padlet via the Canvas module or assignment prior to interacting with an embedded Canvas. This ensures that all students have a Padlet account and can engage in Padlet-related activities without disruption. The Canvas Padlet integration is housed in the Canvas Padlet assignment and module, and automatically triggers the creation of a new account.

The embed function inputs a Padlet iframe into a Canvas page. To embed Padlet into a Canvas page, complete the following steps:

1. Locate your chosen Padlet (by accessing it via Canvas or by logging into your Padlet account via [rmit.padlet.org](https://rmit.padlet.org)) and click the **Share** icon from the right-hand menu.



2. Select **Embed in your blog or your website.**



3. Click **COPY**.

Full embed
HELP

A fully functional padlet that fits the dimensions of your webpage or blog. Visitors can post, remake, and share from here.

Copy and paste this code in the text editor of your blog or HTML of your website.

```
<div class="padlet-embed" style="border:1px solid
rgba(0,0,0,0.1);border-radius:2px;box-sizing:border-
box;overflow:hidden;position:relative;width:100%;back-
ground:#F4F4F4"><p style="padding:0;margin:0"><iframe
src="https://rmit-canvaslab.padlet.org/embed
/bwbj88wqxniq8ugu" frameborder="0" allow="camera;
microphone;geolocation" style="width:100%;
height:608px;display:block;padding:0;margin:0">
</iframe></p><div style="display:flex;align-
items:center;justify-content:center;margin:0;
height:28px"><a href="https://padlet.com?ref=embed"
style="display:block;flex-grow:0;margin:0;border:none;
padding:0;text-decoration:none" target="_blank"><div
style="display:flex;align-items:center;">
</div></a></div></div>
```

COPY

4. Navigate back to Canvas and click on the **Pages** section. Create a new page by clicking **+Page** (if you have existing pages, navigate to **View All Pages** and then **+Page**).5. Click  from the Rich Content Editor menu, and select the 'embed' icon .6. Paste the code into the Ember Code box and click **Submit**.

Embed ×

---

Embed Code

```

</p><div style="display:flex;align-items:center;justify-content:end;margin:0;
height:28px"><a href="https://padlet.com?ref=embed" style="display:block;flex-
grow:0;margin:0;border:none;padding:0;text-decoration:none"
target="_blank"><div style="display:flex;align-items:center;"></div></a></div></div>|

```

Close Submit

- Click **Save & Publish** (or **Save** if you wish to publish later).

## 3. Frequently Asked Questions

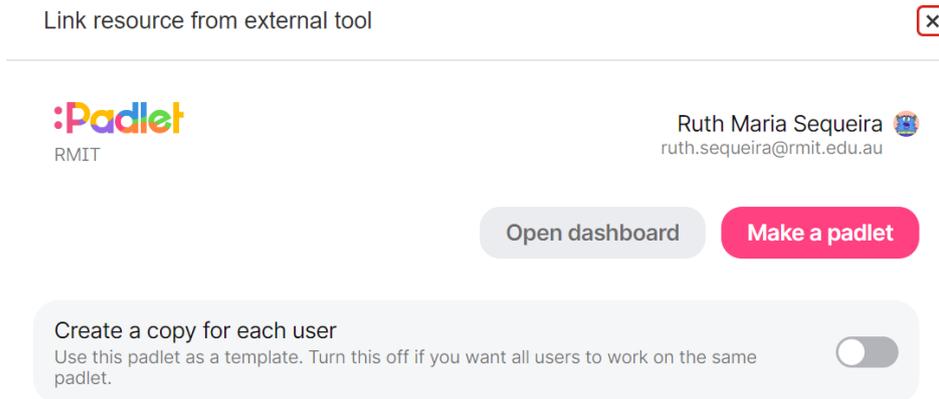
### 3.1. How can I migrate my existing account to the RMIT enterprise account?

To migrate a personal paid or service paid account to the RMIT enterprise account, follow the instructions below.

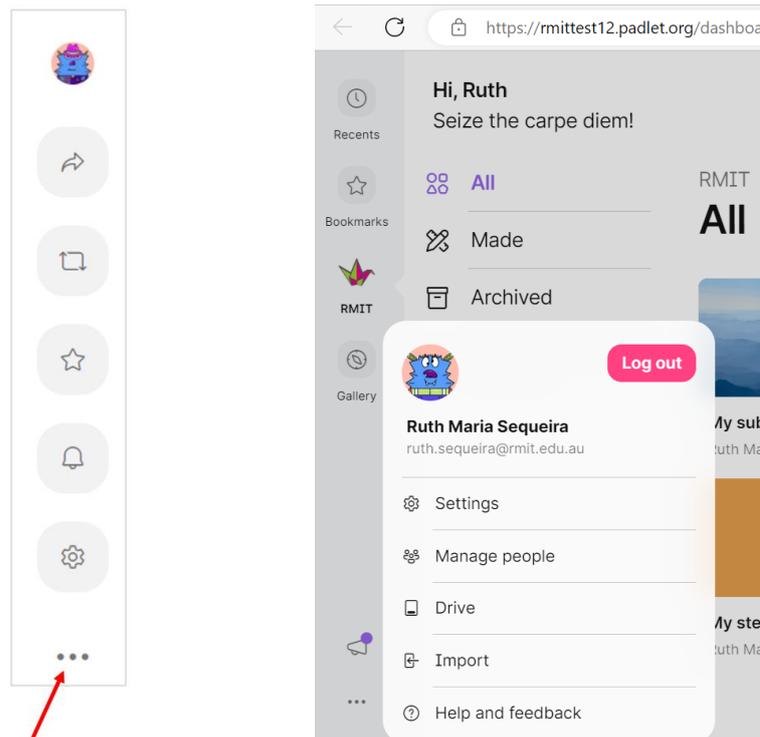
- Log in to Canvas and open a course of your choice (e.g. a course you'd like to add the new Padlet LTI to).
- Go to **Modules** and create a new module called **Test\_Module1** (as shown below. You can delete this test module once the migration is complete). Add the Padlet LTI (see **Section 1, Option A** above for instructions on how to add the Padlet LTI). Installing and then opening the LTI triggers the creation of your new account on the RMIT enterprise account.

The screenshot shows the Canvas LMS interface. The top navigation bar includes 'TCRS > Modules' and 'Student view'. The left sidebar shows 'Home', 'Announcements', 'Assignments', and 'Discussions'. The main content area shows a list of modules, with 'Test\_Module1' selected. Below the module name is a large dashed box containing an upward-pointing arrow and the text 'Drop files here to add to module or choose files'.

- Once you've added the Padlet LTI to the **Test\_Module1**, click **open dashboard**. This will direct you to the RMIT enterprise URL, [rmit.padlet.org](https://rmit.padlet.org).



- Next, import the Padlets from your previous account by clicking on the three dots in the left-hand menu and clicking **Import**.



- You will then be prompted to log in to the Padlet account containing all your Padlet boards. Select the Padlets you wish to import to the [rmit.padlet.org](https://rmit.padlet.org) account and click **Import**.

**Import existing padlets** Skip »

We can copy all your padlets you have already created at vanilla Padlet and the people you have shared them with into your RMIT Backpack account

[Why I am stuck in a loop when importing my padlets?](#)

---

**YOU ARE IMPORTING PADLETS FROM PADLET.COM FOR**

 **Ruth Sequeira** Not you? Log in again

---

**CHOOSE PADLETS TO IMPORT**  
After importing your padlets, you will have the option to invite registered users who have posted on those padlets.

Select all padlets   Unselect selected padlets   **Import 1 padlet(s)**

	Remake of My brilliant padlet ruthsequeira2	<input type="checkbox"/>
	My brilliant padlet ruthsequeira2	<input type="checkbox"/>
	My sublime padlet ruthsequeira2	<input checked="" type="checkbox"/>

Select all padlets   Unselect selected padlets   **Import 1 padlet(s)**

- Your selected boards will be moved from your old account to the RMIT Enterprise account. You can also copy across any existing collaborators to the new Enterprise account.

**Import existing padlets** Skip »

We can copy all your padlets you have already created at vanilla Padlet and the people you have shared them with into your RMIT Backpack account

[Why I am stuck in a loop when importing my padlets?](#)

---

**YOU SUCCESSFULLY IMPORTED ALL YOUR PADLETS.**

**Select collaborators to import**

- Once complete, you can delete the '**Test\_Module1**' module from your course. You will then be able to continue using Padlet via the RMIT enterprise account, accessed through the Canvas LTI.

### 3.2. What should I do if I have a separate paid account?

If you have a separate paid account and would like to cancel this subscription, complete the steps in Section 3.1 to migrate your Padlets to your new enterprise account. Then, visit your old account after the import is complete. Head to the [Billing's](#) page. If you have a paid account, select **Downgrade**, to cancel the paid subscription. Any outstanding amounts will be refunded to your registered payment method as per Padlet's [refund policy](#).

### 3.3. Will my Padlets carry over to a new Canvas course when I copy the existing course into a new shell?

Yes, the Padlets will carry over to a new shell along with the standard course content during a course rollover.

As each Padlet is user-owned (i.e. is associated with the account/email address of the user that created it), please ensure that you have enabled the 'Remake' capability in the board's settings. This allows a user to create and own a duplicate of the Padlet. This is important where you have different instructors teaching in separate semesters.

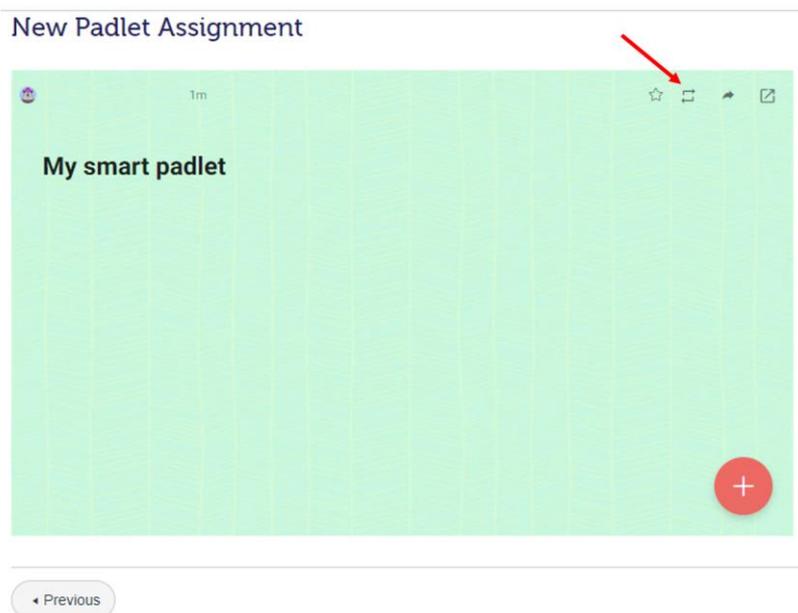
### 3.4. How can I recreate a Padlet?

To recreate an existing Padlet, take advantage of Padlet's remake feature.

This allows board admins to copy all components of a Padlet – the design, the posts, privacy settings and post authorship. (If you are not an admin of a board you'd like to remake, see the steps in the following section to find out how to become one.)

To remake a Padlet, complete the following steps:

1. Go to your chosen Padlet board in Canvas and click on the  remake icon at the top of your board.



2. A new tab will open and you will be directed to a the **Remake menu** on the Padlet platform. Assign your Padlet a name and select the desired settings.

**CLOSE**      **Remake**      **SUBMIT**

Make a copy of a padlet to use as a template for your own work.  
**Note:** We value intellectual property rights. Do not use remake to plagiarize. Read more in our [content policy](#).

Title  
 Remake of My smart padlet

Description  
 Made with a dash of wit

What to copy

**Copy design**  
 Layout, wallpaper, theme, icon, tags, etc.

**Copy posts**  
 Text and attachments.

Admin-only options

**Copy people and privacy**  
 New padlet will be viewable organization-wide.

**Copy authorship**  
 New posts will retain their original authors and can be modified by them.

3. Click **Submit** to complete the process and generate a copy of your selected board.
4. The creator of this new Padlet automatically becomes the board's owner.
5. Follow the steps above on how to add a Padlet to Canvas to include this new Padlet in your Canvas course

This feature is especially useful where a rollover of Padlets and ownership to subsequent teaching periods is required (for example, with courses with different faculty teaching the same courses but in different semesters). As Padlets automatically carry over with course content during Canvas course rollovers, for these applications, remember to delete the original Padlet from the course and replace it with your new copy.

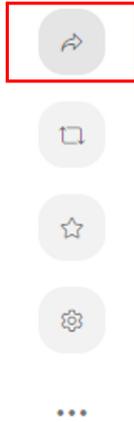
### 3.5. I'm not an admin of a Padlet board. How can I become one?

The owner of a Padlet board is automatically an admin.

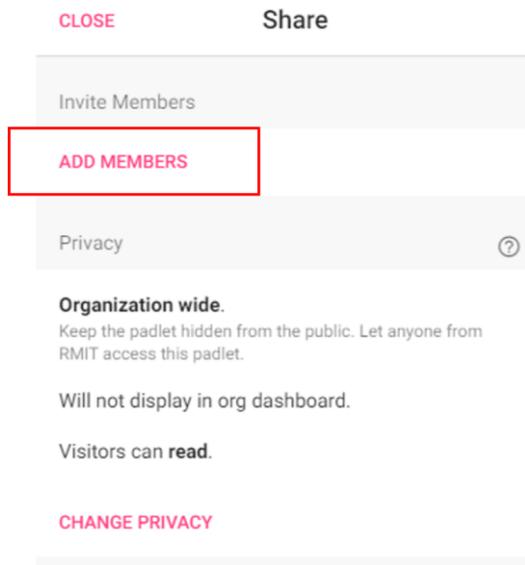
If you're not an admin of a Padlet board but require admin access (e.g. to remake a Padlet), you will need to contact the board's owner and request admin rights.

To assign someone admin rights:

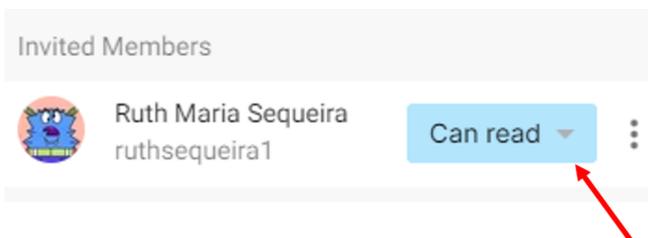
1. Visit your board on the Padlet platform ([rmit.padlet.org](https://rmit.padlet.org)).
2. Click on the **share** icon in the right-hand menu



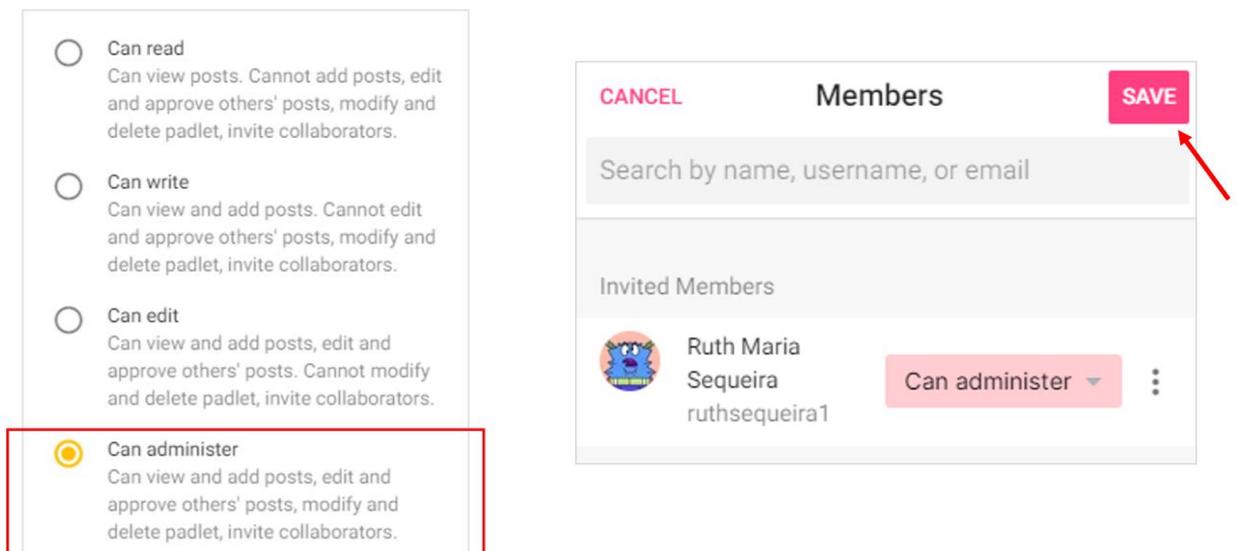
3. Click **Add Members** and search for the user(s) you wish to grant admin status to by entering their name, username or registered email address.



4. Select the correct user(s) from the list of names that appear and click the dropdown menu to the right of their name. The default will be set to **Can read**.



5. A pop up will appear with a range of access option. Select **Can administer** and then **Save**.



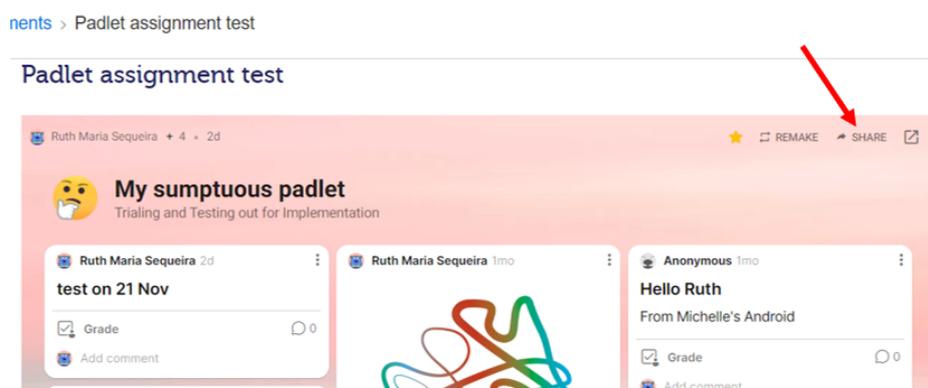
### 3.6. Can I use Padlet as a graded assignment?

Padlet Canvas integration offers a grading feature; however, this is not recommended if your students have accessibility requirements as Padlet has limited compatibility with screen readers and keyboard navigation.

### 3.7. Can I load my Padlet in a new tab?

Yes. If you prefer to interact with a Padlet in a separate tab and not from within the Canvas page, complete the following steps:

1. Locate the Padlet in Canvas.
2. Click the **Share** icon in the top right of the Padlet (this sometimes displays as just  ).



3. The Padlet will open in a new browser tab.

### 3.8. Which privacy setting should I use for my Padlet?

All Padlets will be accessible to the relevant users via Canvas. The privacy settings only come into effect when accessing a Padlet outside of Canvas or sharing a direct link. However, we recommend RMIT users prioritise accessing Padlet via the Canvas LTI and only using a link where Canvas access isn't possible (e.g. for guest instructors or staff. In such cases, we recommend setting the privacy to **Password**).

If you do choose to share your Padlets via a link to users with Canvas access, please make sure these users have logged into their Padlet accounts via the Canvas LTI at least once before accessing the Padlet via a link. Doing so will ensure they are directed to the RMIT Padlet platform.

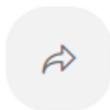
Padlets are set to the **Org Wide** privacy setting by default. Read the definitions below to check if this setting is appropriate for your situation.

Privacy Setting	Definition	Description
<b>Private</b>	Keep the Padlet hidden from the public. Even if someone manages to get to it, they should not be able to access it.	<p>Your Padlet is not accessible to any users – including from RMIT – unless added to the board as a collaborator.</p> <p>RMIT users accessing the Padlet via the link should ensure they have logged into their Padlet account via the Canvas LTI (Padlet Module or Assignment) at least once log in to Padlet via Canvas LTI or via the Microsoft Single Sign-On.</p> <p>Users not part of RMIT cannot access the Padlet, even if provided with the link.</p>
<b>Org. Wide</b>	Keep the Padlet hidden from the public. Let anyone from RMIT access this Padlet.	<p>Your Padlet is accessible to anyone in the RMIT Organisation who has received the link to the Padlet board.</p> <p>Ensure <b>Display in org dashboard</b> is toggled <b>off</b> (default) in the privacy settings to prevent unwanted users in the RMIT account from seeing your Padlet. If toggled on, your Padlet will be visible and accessible to all RMIT users via the dashboard on the RMIT Padlet platform.</p> <p>RMIT users accessing the Padlet via the link should log in to Padlet via</p>

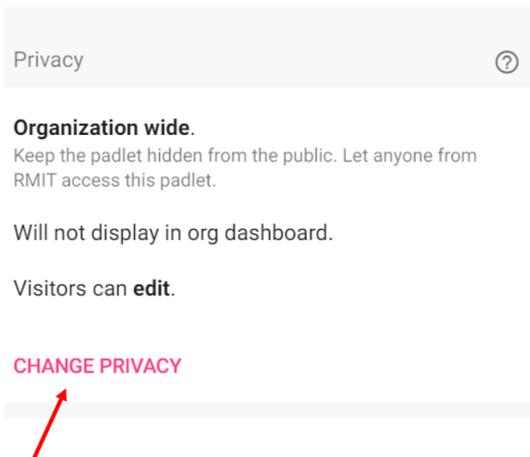
		<p>Canvas LTI or via the Microsoft Single Sign-On.</p> <p>Users not part of RMIT cannot access the Padlet, even if provided with the link.</p>
<b>Password</b>	<p>Keep the Padlet hidden from the public. If I choose to share it with someone, they should require a password to access it.</p>	<p>This enables you to set a password to protect your Padlet.</p> <p>Your Padlet is accessible to <b>ALL</b> users outside of RMIT who have access to the Padlet board link and the password</p> <p>Contributors accessing the Padlet via the link appear as anonymous unless they are logged into the RMIT network via the Canvas LTI or Microsoft SSO.</p>
<b>Secret</b>	<p>Keep the Padlet hidden from the public. If I choose to share it with someone, they should be able to access it.</p>	<p>Your Padlet is accessible to <b>ALL</b> users outside of RMIT who have access to the Padlet board link .</p> <p>Contributors accessing the Padlet via the link appear as anonymous unless they are logged into the RMIT network via the Canvas LTI or Microsoft SSO.</p>

To change the privacy setting of your Padlet, follow the steps below:

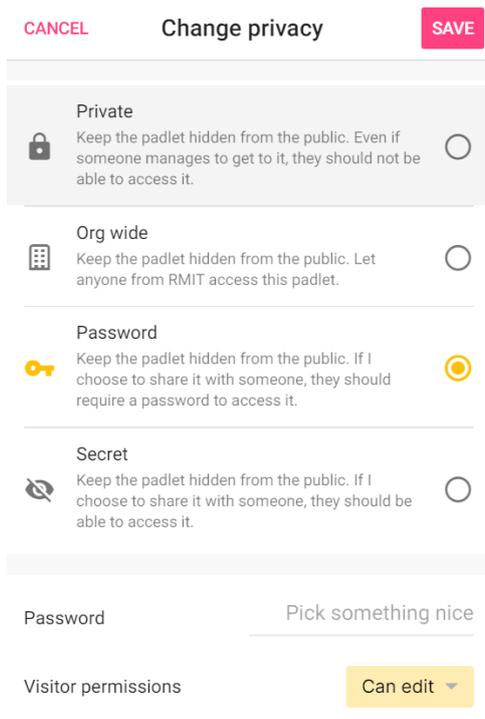
1. Locate your Padlet in Canvas or your Padlet account by logging into the [RMIT Padlet account](#) via Microsoft Single Sign-On.
2. Click the **Share** icon. This will be located at the top of your embedded Padlet in Canvas or in the right-hand menu of the board in your Padlet account.



3. Click **Change Privacy**



4. Select your desired privacy setting and ensure the **Display in org dashboard** is toggled off. Click **Save**.



### 3.9. Where can I get technical support?

If you experience any technical issues when accessing Padlet in Canvas, please raise a support ticket with [IT Connect](#) or call +61 3 9925 8000.

## 4. Useful Resources

Resource	Description
<a href="#">Managing your Padlets</a>	Articles on importing Padlets, managing account settings, and adding users)
<a href="#">Padlet gallery</a>	Example Padlets from the Padlet team and community
<a href="#">Padlet help</a>	Keyword search on all help resources