

## Manual - Backchannel Template of a Padlet

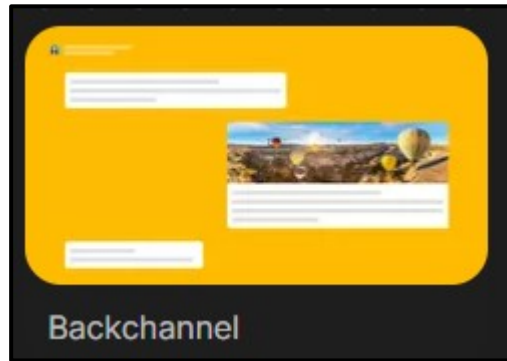



Figure 1

Figure 1 shows a preview of 'Backchannel template' of Padlet. It allows you to have series of message by different users, to have a sequence of information one below the other. This information is sequenced day and date wise just like a chat.

### ➤ Make a Padlet



To make a backchannel template, click  on the dashboard. Click 'Select' below backchannel as highlighted in the Figure 2.

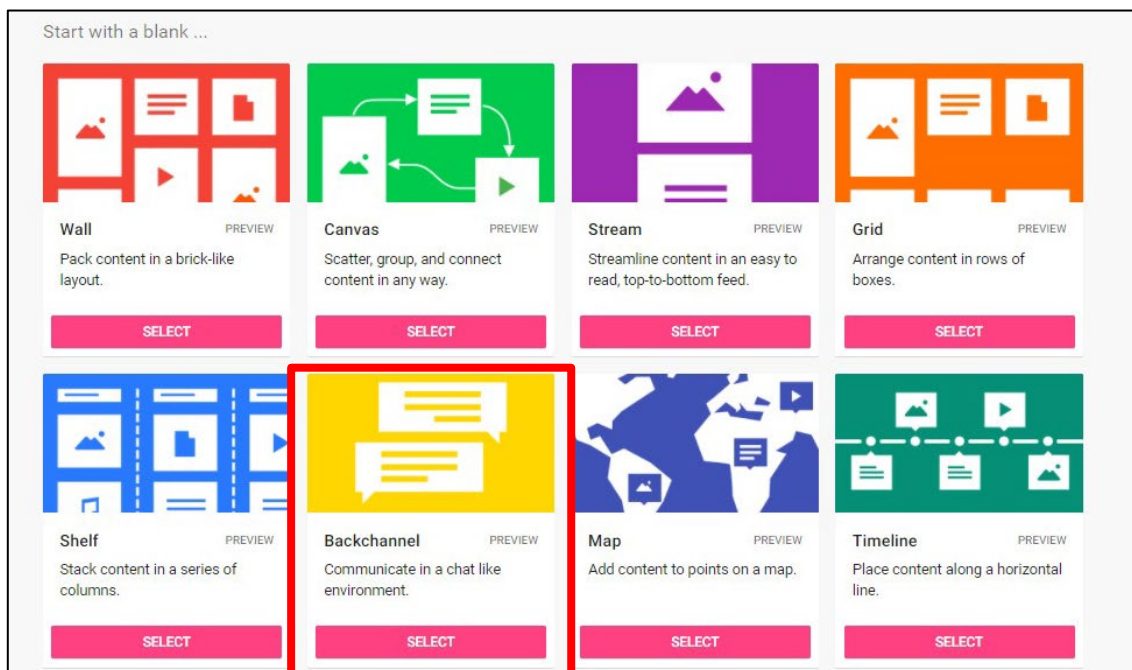
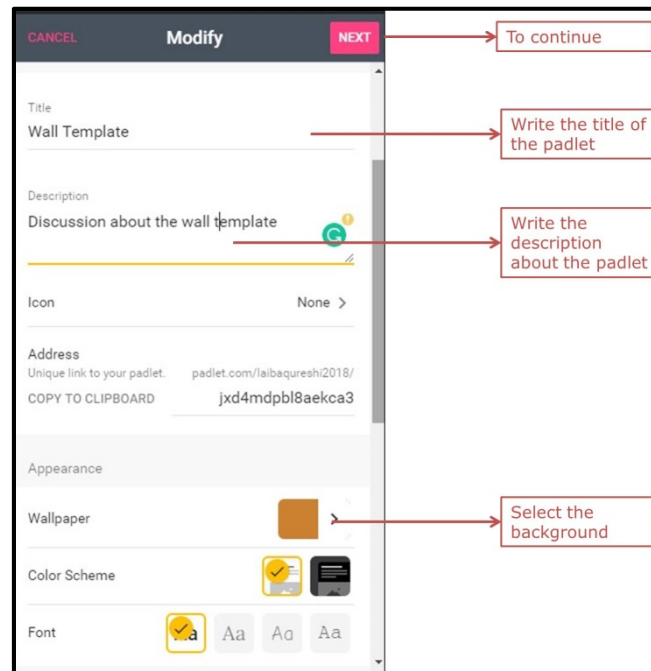


Figure 2

To start the Padlet, fill in the details according to the requirement (shown in Figure 2.3) that appears at the right side of the screen. Then click on 'Next' button on the



top right corner to continue.



Click on **START POSTING** to start the Padlet.

### ➤ Post on Padlet

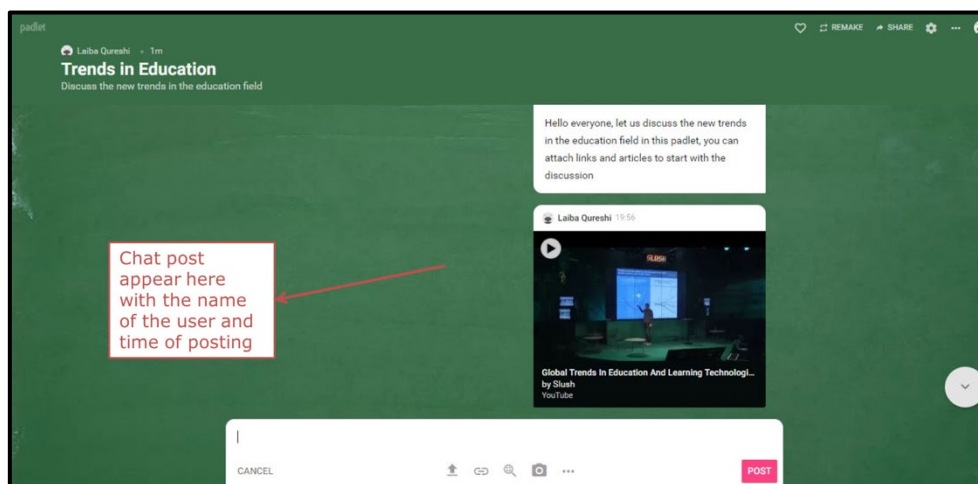


Figure 4

The screen just like Figure 4 will appear after the backchannel Padlet is made. Start your communication by writing text, uploading pictures, documents, files etc. from your computer, attaching links and clicking a snap. There are also other options available to post on Padlet; they are as shown in Figure 5. Click on 'Post' button to send the note in the communication.

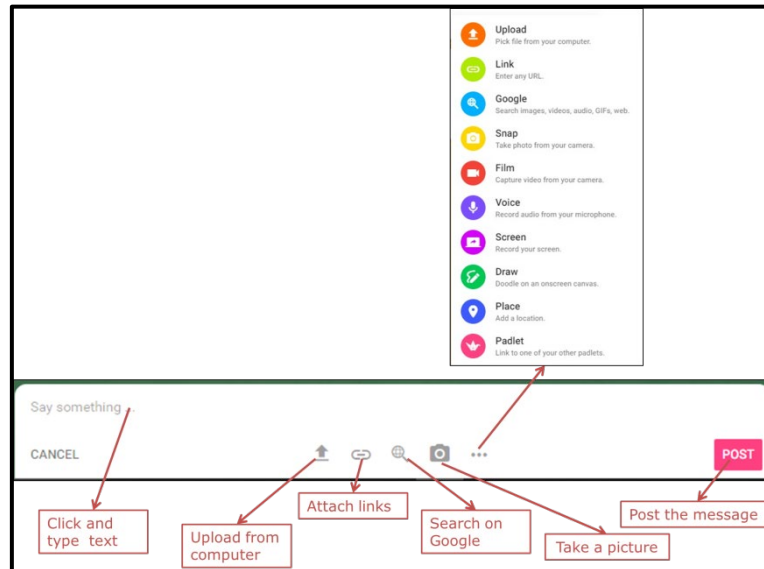


Figure 5

To edit the post, go to the post and options to edit and delete will appear at the top of the post (as shown in Figure 6). To change the colour of the post, copy the post or expand the post click on the three dots available in the same bar (shown in Figure 6)

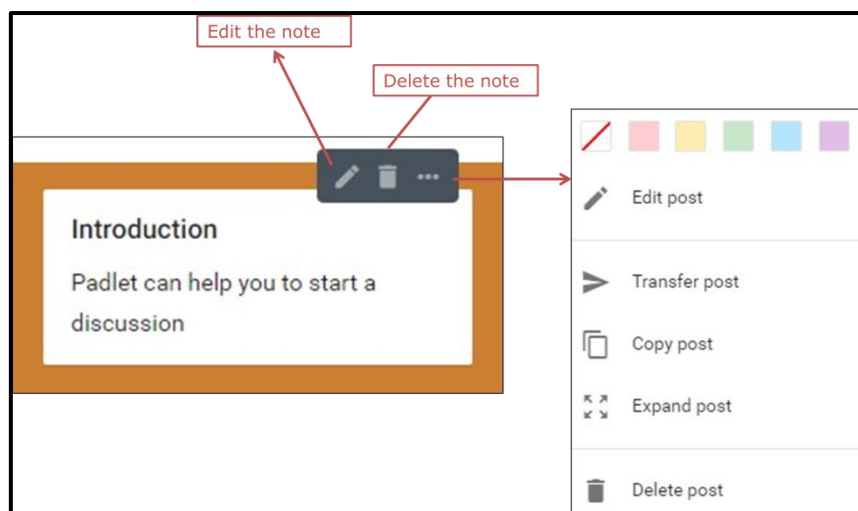


Figure 6