

Manual - Timeline Template of a Padlet

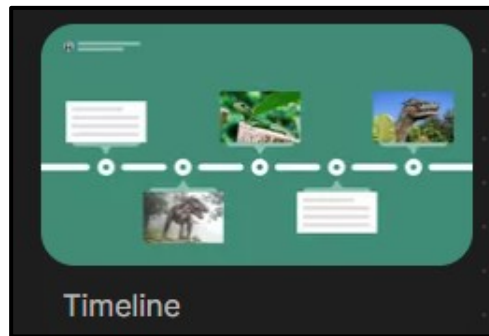



Figure 1

Figure 1 shows a preview of 'Timeline' template of Padlet. This template allows you to post series of messages/information in a chronological sequence on a vertical line.

➤ Make a Padlet



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

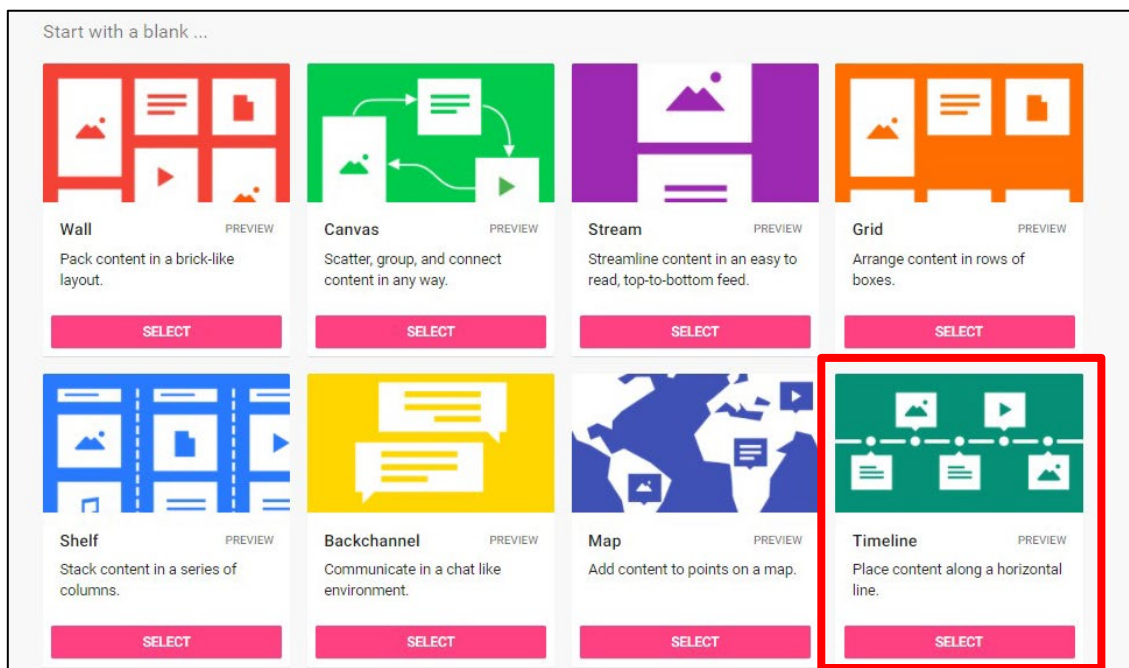
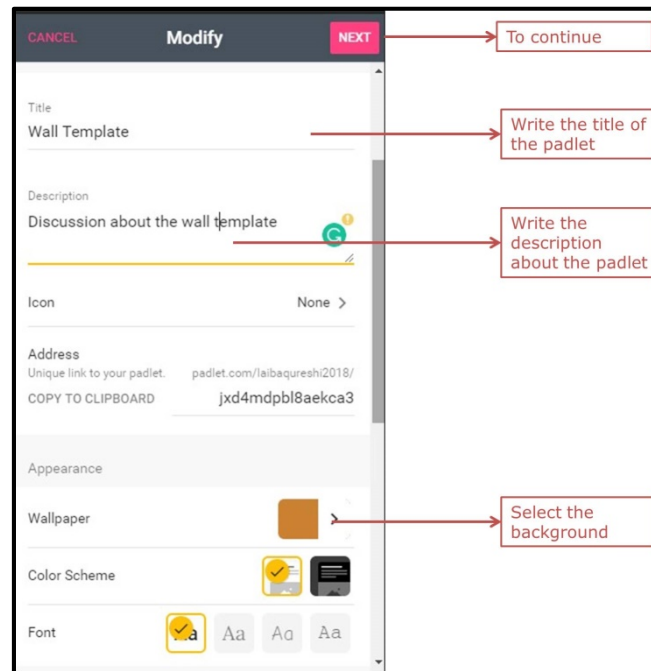


Figure 2

To start the Padlet, fill in the details according to the requirement (shown in Figure 3) that appears at the right side of the screen. Then click on 'Next' button on the top



right corner to continue.


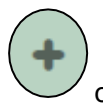
Click on  to start the Padlet.

➤ Post on Padlet



Figure 4

The screen just like Figure 4 will appear after the timeline Padlet is made. To start posting the information, follow the steps given below

- Click on  which is down in right corner of the screen or  on the vertical line
- Add information 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 outside the post-it or 'Enter' key on your keyboard to save the post.
- Go on adding points according to your timeline.
- To view the points click on the post.

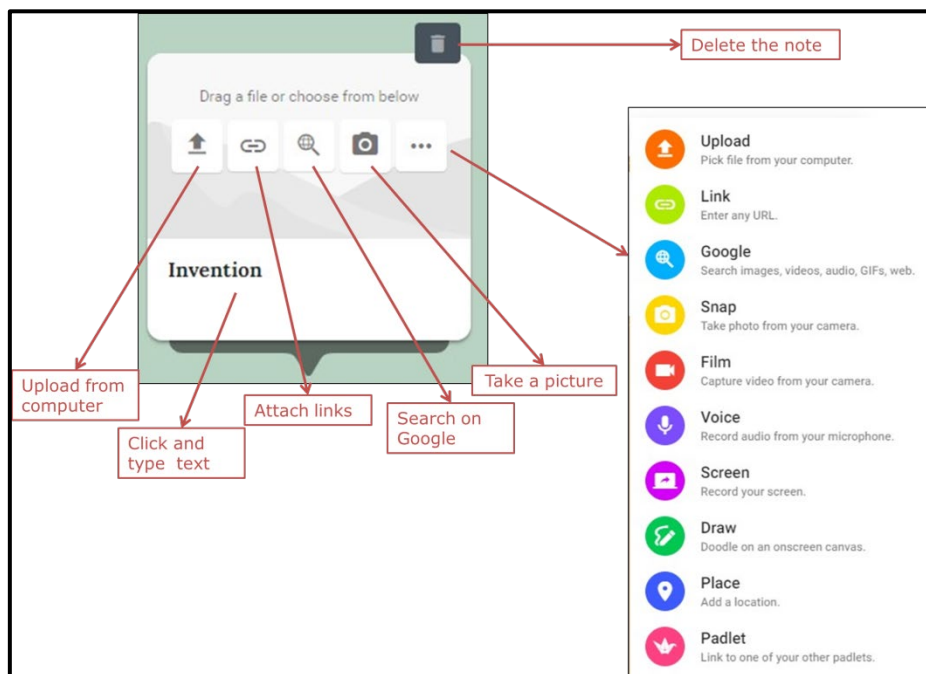


Figure 5

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)

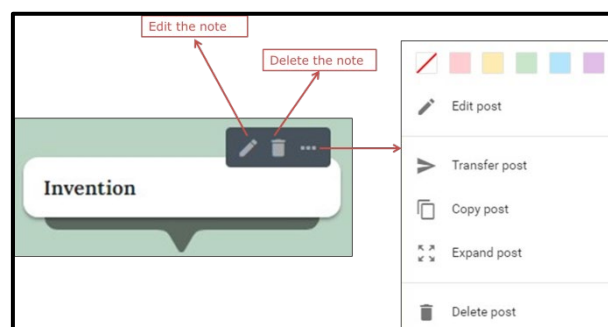


Figure 6