Learning Hub Quick Reference Guide: Powtoon

□ **What is Powtoon**	**Information:** Powtoon is a way to create animated videos and presentations
□ **What could I use Padlet for in my course**	**Information:** Here are some ideas for using a Powtoon in your course 1. Make presentations more engaging 2. Students can use it to create presentations 3. Have students do group presentations
□ **How do I sign-up for Powtoon**	**How to:** 1. Go to https://powtoon.com 2. Click on **Sign up** 3. Create your username and password
□ **How do I create a Powtoon**	**How to:** 1. Click on New padlet – upper right 2. 3. Click on the gear icon to modify/design your padlet – right side of the screen 4. Put in a title and description (the description could be the question you want them to answer. This is found under the Basic Info Tab – right side 5. You can Put in a Portrait to show in the upper left side with the page title 6. Click on the Wallpaper tab to change the back ground of your padlet 7. Click Layout to change how you would like the page to look 8. Click privacy to set how you want access to be obtained. If you are embedding this in your course, leave the settings as they were.
□ **How do I embed Padlet into Moodle**	**How to:** 1. Click on the share/export tab 2. Copy the embed code 3. Go into Moodle 4. Turn editing on 5. Add a label in the Weekly/Topic area you would like the padlet to be placed 6. Click on the Toolbar Toggle icon 7. Click on Edit HTML icon 8. The HTML source editor will open and past in the embed code from padlet 9. Click update 10. Click Save and return to course

□ **How do my students use Padlet**	**How to:**
	1. Go to the padlet in the course
	2. Double click on where the comment should go
	    a. In the title area have them put their name
	    b. They then need to post their comments, upload a photo, post a url, or take a picture

□ **How do I review what my students have done on Padlet**	**How to:** 1. Click on one of the students response – it is possible if you have a lot of student that it will appears that some of the response are on top of each other 2. Once you have read this, you can go to the next student 3. Use the arrows on the top of the padlet to move from student to student using the arrows as shown below

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	4. Click on the white x to close out the responses
□ **How do I grade my students work done in Padlet**	**How to:** 1. You will have to create a manual grade item 2. Go to grades and turn editing on and add the grade you want to give the students