How To Set up Your Memory Gallery & Ideas Wall

You can use a couple of different ways to set up the Memory Gallery and Ideas Wall online.

    A. Using a shareable/collaborative presentation tool such as Google Slides

    B. Using an online tool Padlet.com (recommended)

If these tools are new to you, we encourage you to take some time to familiarize yourself and become comfortable with them prior to the workshop.

A. Steps for Google Slides

1. For the Memory Gallery: Create a new deck with a title slide and some blank slides and share the link with the group. Kids can upload their work during or after each session. You can then manually organize the slides with their work and may showcase it at the beginning of, or during a session. Use the Grid View option given on the bottom left hand corner to give it more of a gallery feel and make it fun!
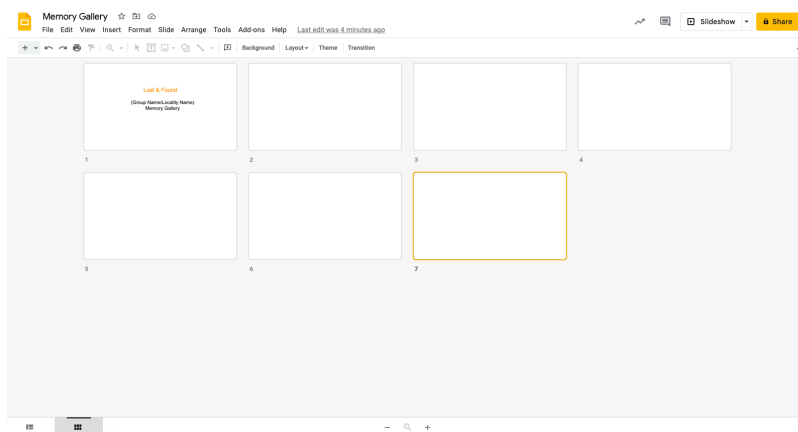
B. Steps for Padlet.com *(recommended)*

This tool provides additional features to make the gallery more interactive. The initial setup may need a bit more time than using a tool like Google Slides but it may save you time down the line, as kids will be able to upload work on their own, with a facilitator only needing to review and 'approve' what kids add to the gallery. Padlet gives you the option to create a private (i.e. only accessible by the group participants) collection of work that can hold all kinds of media. The gallery can also be made public later, to share with the community at the end of the workshop.

1. Create an account (required for the facilitator)

   - Making an account is easy!

   - Padlet's home page directs you to where you can **sign up for free**. After selecting 'Sign up for free,' Padlet allows you to instantly sign up via Apple, Google, Microsoft, or by entering your own separate email and password.

   - You are then given the option to select from a Basic or a Pro plan. A **Basic plan** is free and will work just fine.

   - While kids may still be able to use Padlet without an account, we recommend encouraging them to sign up to be able to use its features more fully, ideally prior to the workshop. (Steps for sign up are also mentioned in the Guidelines for Caregivers document in your Toolkit).
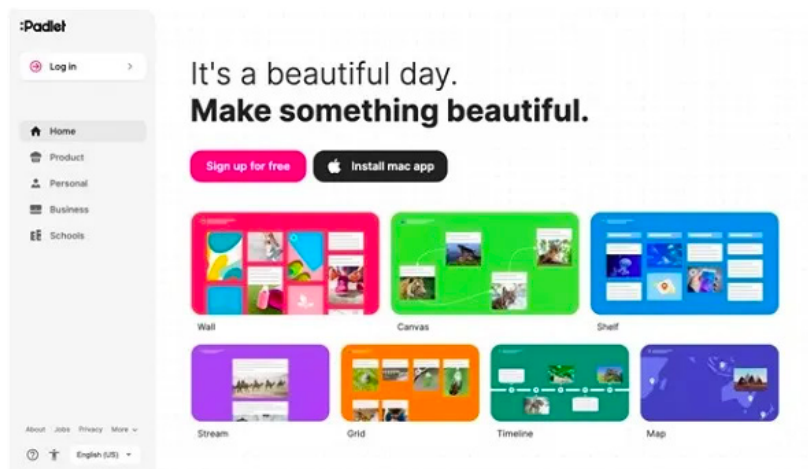
2. Create a team:

- To the left of the dashboard, you'll have the opportunity to **create a team**. This will be helpful in sharing two padlets with the group if you're creating both the Memory Gallery and Ideas Wall.
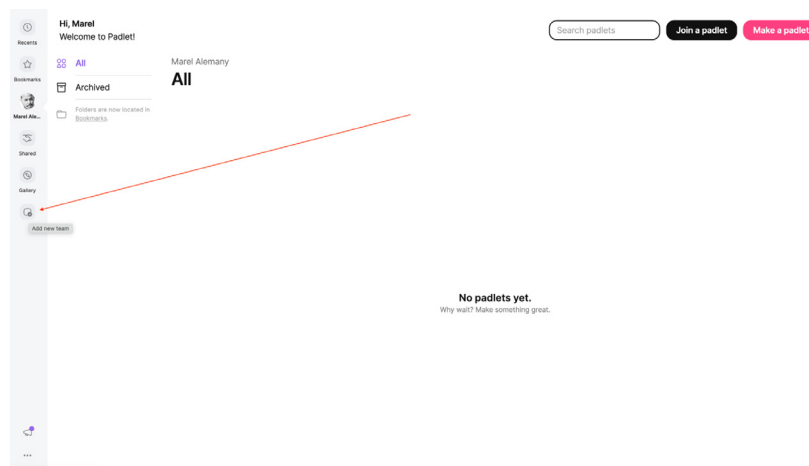
- In the next step you'll be prompted to name the team. It could be something like:
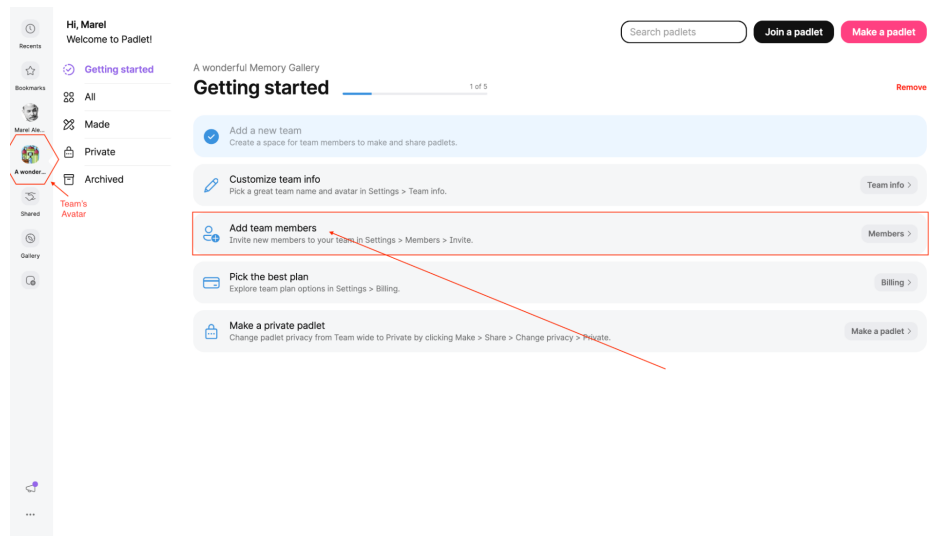
<Lost & Found_Your Group Name or Name of Locality_Memory Gallery>

- You can also customize the Team URL (the link you'll be sharing with the group).

- When you click **Continue** simply choose the **Free Option** for the billing plan.
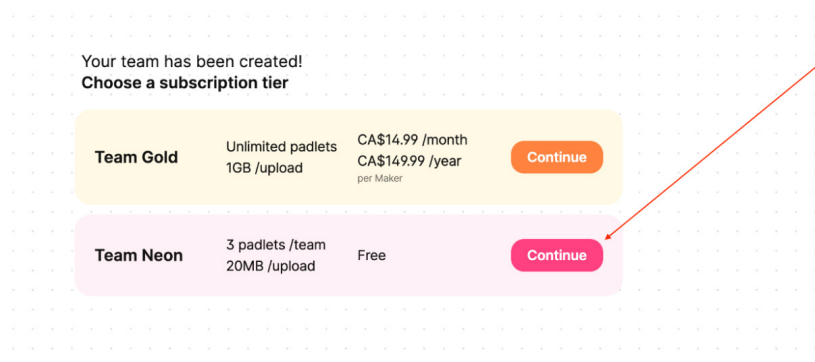
3. After your team is created, you'll see its avatar on the left hand menu. Choose it to enter the Team Options. The third option allows you to **Add team members**.

- Hit the **Members** button in this option.

4. In the **Invite** screen, you can click the **Invite** button to copy the link you just created. Add this to the email/communication that you will be sharing with the caregivers prior to the start of the workshop.

- After participants accept the invite, you'll see them below your info.
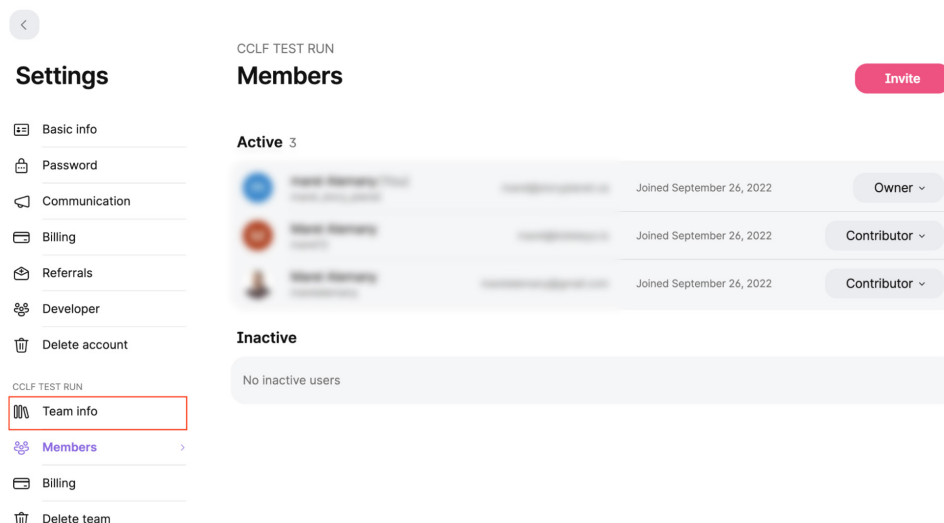
5. Create a new padlet. You can do this in two ways:

A. Click **Team Info** on the left to access the team menu and then go to the last option: **create a private Padlet (Make a Padlet)**.
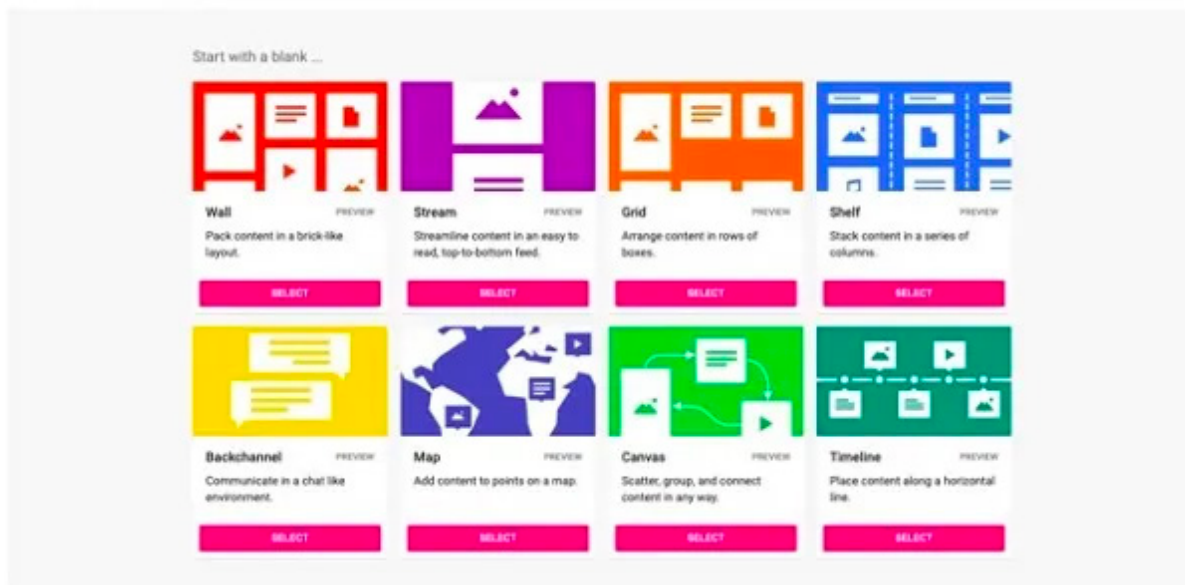
OR

B. Go to the main menu, and click **Make a Padlet** on the top right corner. If you do it this way, you have to click the top option - **Make in** - so you can create the Padlet inside your team.
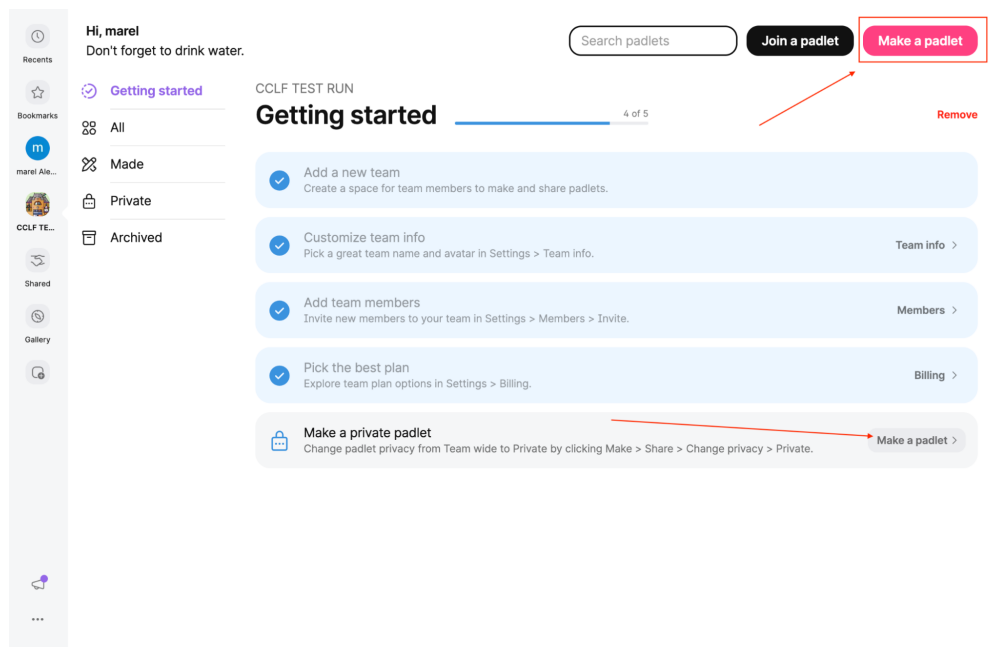
6. When you select the red **Make a Padlet** button on your dashboard you will get options for the type of layout you want to arrange your content on.

  ▪ To create the Memory Gallery, selecting the **Wall** option is recommended. After you choose a layout, you will have the option to completely **customize your Padlet** (changing colours, text etc).

Make a padlet

Start with a blank ...

Wall PREVIEW
Pack content in a brick-like layout.
SELECT

Stream PREVIEW
Streamline content in an easy to read, top-to-bottom feed.
SELECT

Grid PREVIEW
Arrange content in rows of boxes.
SELECT

Shelf PREVIEW
Stack content in a series of columns.
SELECT

Backchannel PREVIEW
Communicate in a chat like environment.
SELECT

Map PREVIEW
Add content to points on a map.
SELECT

Canvas PREVIEW
Scatter, group, and connect content in any way.
SELECT

Timeline PREVIEW
Place content along a horizontal line.
SELECT

7. Make sure you review the **Posting** settings in the menu:

- You can leave the **Attribution** option off, so that kids can stay anonymous if they like. If they want to include their name, they can do so within the work they upload.

- Newer posts can appear **First** or **Last** (however you decide).

- We recommend leaving the **Comments** option off since kids will have access to the Padlet outside of workshop hours too and you may not be able to moderate what's being posted at all times. If you do allow **Comments**, you will have the option of deleting comments if they feel inappropriate or hurtful to anyone. We also recommend keeping **Reactions** off (so that kids don't focus on likes), but be sure to turn on the options to require approval (so you can filter harmful or inappropriate content). You can also select **Filter Profanity**.

8. Ready to start posting!

- Content may be posted by dragging files into the Memory Gallery space (Padlet board), double-clicking anywhere on the screen, or clicking the red plus button at the bottom of your screen. The red plus button also gives you options to upload a file, enter a URL, search images, GIFs, YouTube or Spotify, or upload an image.

- By selecting the three dots in the lower right corner, you can also use some of Padlet's more advanced features, such as Padlet's camera, voice recorder, and screen recorder to create your story directly in Padlet.

- Feel free to start building and arranging content in your Memory Gallery in any way you want (such as changing the background, title etc.)!

Note: *Facilitators and kids can upload content in the same way, but kids will have to wait for approval before their uploads show in the Memory Gallery.*
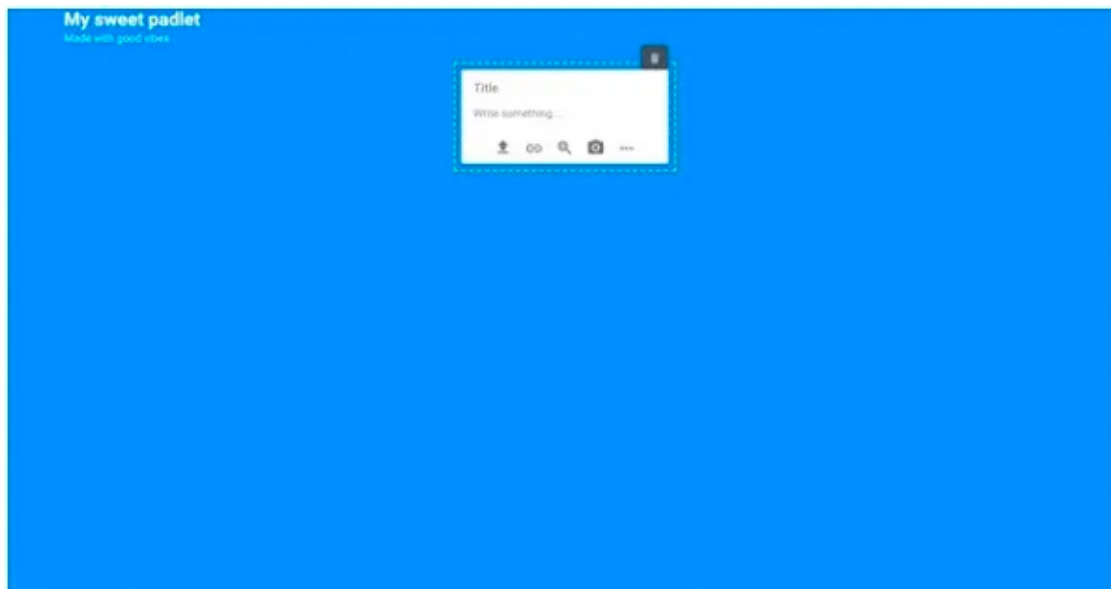
9. The Ideas Wall can be created as a separate padlet, within the same team, in the same way the Memory Gallery was created. Either of the Wall or the Grid layout options will look great for it!

  - Since the Ideas Wall is meant for kids to just browse through for inspiration and they will not need to post to it, please review and customize the Posting settings accordingly. Story samples to include on the Ideas Wall are provided in your Toolkit, you can curate them however you see best for the group.

Sample: https://padlet.com/marel_story_planet/id48ct920oej27wl

Facilitators are encouraged to take some time to get familiarized and comfortable with using Padlet.com if it's new to them, prior to the workshop. For more information on using Padlet, feel free to use the following links:

https://www.youtube.com/watch?v=dC69Sr-OQik

https://www.youtube.com/watch?v=OPkq5q8nRbM

https://teachers.tech/how-to-use-padlet/