

# **Padlet**

**What Is It?**

❖ Padlet is an Internet application that is similar to having a blank piece of paper which allows people to post variable content (e.g. images, video, documents, text) anywhere on the page.

**Academic Support**  
The Academic Support Area does not reopen until 22/02/16. There have also been changes to the way a student books an appointment. Please refer to: <http://www.vu.edu.au/campus-services/student-support/academic-support-development/meet-with-an-academic-support-development-lecturer>

**Enrolments Central Phone Number**  
Please be advised that the enrolments team has a central phone number for all enrolment enquiries for staff only.  
Please call 99195050 (ext.5050) to contact any member of the enrolments team to assist with enrolment enquiries.

**Student services/no ID cards**  
Student services have just informed us that their ID card printing machine is not working and they are unable to issue student cards until further notice. They have requested that we allow students to borrow on presentation of photo ID.

**FEEDBACK**  
We encourage you to provide us with feedback. Positive or negative feedback is all welcomed and will help us construct a communication tool which hopefully will benefit anyone who works at the FTS and FTN campus libraries.  
To provide feedback just click anywhere on the patterned background and type your message.  
If you would like to know anything about Padlet check out: <http://jn.padlet.com/>  
Thank you.  
(From the Padlet Team [Nadia, Angeera, Krina and Greg])

**ILL/Document Supply**  
It is very important to ask for ILL number first for any ILL inquiries. Try to help and if you cannot, pass inquiry to [ill@vu.edu.au](mailto:ill@vu.edu.au) or call Ext 0431988568

**CAVAL 2016**  
1/ Student must present current ID/proof of enrolment, photo ID, proof of contact details  
2/ Add VU barcode to CAVAL card  
3/ Add new member in Sierra  
4/ Re-authorise? Student must present proof of enrolment  
5/ Provide student with bookmark

**What's happening! @ VUFTN**  
Regular Library Operational Updates

**Seirra Searching**  
Take care when searching in Sierra for titles containing numbers or dates as results may be inaccurate. **Keyword** searching is a better option than **Title**.

**Generic student AD login**  
Username: student  
Password: \$tud3nt\$2016

**Library service desk**  
Password: L1library

**Unattended bags / Security**  
Staff are reminded that they are not to 'mind' personal belongings for library patrons as we can take no responsibility for their safekeeping

**BONUS** hasn't been included. FTS screen easier to read. Otherwise it's great. R

**Login for Service desk**  
**Sierra**  
Ftsmil/resFts626  
**Generic student AD login**  
Username: student  
Password: \$tud3nt\$2016  
**Library service desk**  
L1library  
**"Phung"**  
Their booking may be extended to 4 hours  
**"Phung"**

**Turnitin**  
Q. Can student check their assignments in Turnitin BEFORE

**Casual List**  
**Casual's contact information 2016**  
Carlos Lobos-Diaz  
0432852562  
[Carlos.Lobos-Diaz@vu.edu.au](mailto:Carlos.Lobos-Diaz@vu.edu.au)  
Julie Mannix  
0409527217  
[juliemann@bigpond.net.au](mailto:juliemann@bigpond.net.au) or [Julie.Mannix@vu.edu.au](mailto:Julie.Mannix@vu.edu.au)  
Georgia Sarpi  
0408113369  
[georgia.sarpi@gmail.com](mailto:georgia.sarpi@gmail.com) or [Georgia.Sarpi@vu.edu.au](mailto:Georgia.Sarpi@vu.edu.au)  
Mark Armstrong-Roper  
0425802449  
[marmstrongroper@gmail.com](mailto:marmstrongroper@gmail.com)  
Adriana Everett  
0431988568  
[everettadriana7@gmail.com](mailto:everettadriana7@gmail.com)  
Anthony Hogg  
0402442758  
[anthonyjhogg@hotmail.com](mailto:anthonyjhogg@hotmail.com) or [Anthony.Hogg@vu.edu.au](mailto:Anthony.Hogg@vu.edu.au)

**Hi Nadia I think it is a good idea to use the padlet for displaying information. It doesn't take long to look on the desktop. Some information could stay permanently on the padlet such as login for service desk and Datastream password.**  
Josie

**FEEDBACK**  
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If you would like to know anything about Padlet check out: <http://jn.padlet.com/>  
Thank you.  
(From the Padlet Team [Nadia,

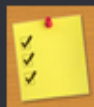
# Our First Steps

- ❖ Create an account.
- ❖ Organise our privacy settings.
- ❖ Create our unique URL.

[http://padlet.com/greg\\_neilsen/vuftn](http://padlet.com/greg_neilsen/vuftn)

[http://padlet.com/nadia\\_ghaly/vufts](http://padlet.com/nadia_ghaly/vufts)

- ❖ We then had a blank wall that allowed us to post what is similar to a series of post-it notes.
- ❖ No detailed policies or procedures.
- ❖ Simply a platform to relay information quickly and efficiently.
- ❖ It aims to provide any staff member on the service desk with the information to perform their operational tasks.



# Whatz happening! at VUFTN

Regular Library Operational Updates

## Holds For Postgrads

Postgrad/Research students now have unlimited requests for holds on Sierra.

## FEEDBACK

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<http://jn.padlet.com/>

Thank you,

(From the Padlet Team [Nadia, Angeera, Krina and Greg])

## Telephone Message Retrieval

When red light is on click the message button. Key in 13579. Delete message when retrieved.

## Logins For Service Desk

### Sierra

ftnmil / ftmres  
ftn626

### Generic student AD login

Username: Student  
Password: \$stud3nt\$2016

Library service desk  
Password: L1brary

## Unattended bags / Security

Staff are reminded that they are not to 'mind' personal belongings for library patrons as we can take no responsibility for their safekeeping.

Also, any unattended bags or items are to be reported to Security.

## Prayer Room Code

cy269

## Enrolments Central Phone Number

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## NVIVO 11

### Nvivo 11

Staff and students will need to use Nvivo 11 (the latest version). The license key supplied by ITS only applies to this version.

We have a minimal number of copies at Library service desks just in case. However, I'd recommend advising students or staff to contact the ITS service desk - see below. This way they can get the software quickly and easily.

Please feel free to forward this to any library staff who may get requests for Nvivo software.

We have set up a selfservice form in the Service desk software for having the download location and Nvivo install key automatically forwarded to Staff / Students for home use.

You can get the Student / staff member to go to <https://services.vu.edu.au/> and login with their AD credentials (i.e. Student Number, or Staff Number, and normal MyVUportal Password) and from the services catalog select Nvivo from the all categories listing.



The process will display the end-user agreement and by continuing they will have agreed to this agreement. On completion they will be sent an email that contains the end-user agreement and has the download location for Nvivo 11 and the installation key.

The Student / staff member will need to have an active internet connection when downloading the software and when authorising the install code.

## Academic Support

The Academic Support Area does not reopen until 22/02/16. There have also been changes to the way a student books an appointment. Please refer to: <http://www.vu.edu.au/campuses-services/student-support/academic-support-development/meet-with-an-academic-support-development-lecturer>

Thanks  
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## CAVAL 2016

1/ Student must present current ID/proof of enrolment, photo ID, proof of contact details

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# Strengths of the Padlet?

- ❖ It is easy and quick to use.
- ❖ Posts are monitored.
- ❖ It is web based.
- ❖ Good level of privacy control

# Weaknesses of the Padlet

- ❖ Documents cannot be alphabetised.
- ❖ Currently not able to track usage of the padlet.
- ❖ Only one notification per day.

# Strengths of the Project

- ❖ One stop shop for updates at a glance.
- ❖ Staff can post comments or questions.
  - ❖ Staff can share ideas / thoughts.
    - ❖ One library concept.



# Weaknesses of the Project

❖ Duplication

❖ Moderator Issue

# Recommendations

- ❖ Implement the Padlet in FTS and FTN campuses and encourage all staff to use it.
- ❖ To use it in all our campuses to establish a sense of consistency among staff who are moving from one campus to another.

❖ To move to other applications providing more features and greater possibilities.

❖ To encourage staff to try new technologies to help the workplace and their colleagues to work smarter and be more efficient.

# Acknowledgements

- ❖ We would like to thank Robyn Bousie for accepting to be our Padlet proof reader.
- ❖ A special thanks to Peter Ring for agreeing to be our mentor.
- ❖ Lastly, thank you to Garry Potter and Alexandra Tretiakova (our managers) for allowing us the time to meet and discuss the project.

# Testimonials

**“I think it is a good idea to use the padlet for displaying information. It doesn't take long to look on the desktop.” Josie**

**“It's great.” Robyn**

**“It looks great – it's such a good idea!” Linda**

**“I really liked the Padlet, very helpful for a newbie like me.” Mark A-R**