

Step-by-Step Instructions on Using Popplet in Your Classroom

Creating an Account:

1. Open your web browser.
2. Go to www.popplet.com.
3. In the top right corner, click "Create Account."
4. Type in your information (name, e-mail, password) and agree to the Terms of Service and Privacy Policy.
5. Scroll through the slides that introduce Popplet.
6. Click "Take Me to Popplet."
7. You are now ready to use Popplet!
(Note: Next time you visit www.popplet.com, you will click "Log In" instead of "Create an Account.")

Creating a Popplet:

1. Log in to your Popplet account.
2. On the left side of the page, click "Make New Popplet."
3. A "Make a New Popplet" box will appear.
4. Create a name for you Popplet by typing it in the box.
5. Select a color for your Popplet. This will be the background color of your concept map.
6. Click "Make It So" to create your new Popplet.
7. Your Popplet will now appear on the screen.
8. Double click anywhere on the screen to create your first popple (Popplet's word for bubble.)
9. Click on the popple.
10. Type in your text.
11. To add another popple, select one of the four gray circles surrounding the popple. If you want to add a new popple above the original popple, select the top gray circle.
12. Type in the new popple.
13. Continue until you have added all of your information.

Customizing Popples:

1. Once you have created a popple, you can customize it in a variety of ways.
2. To change the **color** of the popple, click on the specific popple.
 - a. On the bottom left of the popple, an icon that looks like a popple will appear.
 - b. Click this icon.
 - c. Select a color.
3. To change the **text** in your popple, click on the specific popple.
 - a. Select the icon that is second from the left. It has "A" on it.
 - b. To change the size of the text, click one of the "A" icons on the left. The smaller the "A" in the icon, the smaller your font will become.

- c. To change the alignment of the text in your popple, select one of the icons to the right. The picture in the icon corresponds to the alignment (left, middle, or right).
4. To **draw** in a popple, click on the specific popple.
 - a. Select the icon that is second from the right. It has a paintbrush on it.
 - b. Pick a color.
 - c. Move your mouse into the popple.
 - d. Begin drawing.
5. To **upload** an image or video, click on the specific popple.
 - a. Select the icon that is on the far right. It has a picture of a mountain on it.
 - b. Choose the source you wish to upload your image or video from (Flickr, Facebook, Youtube, or your computer).
 - c. Browse for the image or video.
 - d. Select the image.
 - e. Click "Open" or "Add to Popple" (depending on your source).

Adding Collaborators:

1. Pick the Popplet in which you want to add collaborators.
2. In the top right corner, click on "Share."
3. Select "Add Collaborator."
4. Type in the name or e-mail address of the person with whom you wish to share your Popplet.
5. Select his/her name.
6. Click "Add them."

Sharing a Popplet:

1. Pick the Popplet in which you wish to share.
2. In the top right corner, click on "Share."
3. Select any of the icons in the four white boxes below "Share." All of the icons take you to the same window.
4. If you want to share it on **Facebook**, click the Facebook button.
 - a. When your Facebook appears, select "Share Link."
5. If you want to share it on **Twitter**, click the Twitter button.
 - a. When your Twitter appears, select "Tweet."
6. If you want to **e-mail** your Popplet, type in the e-mail addresses in the box below "e-mail friends."
 - a. Click "e-mail" when you are done.
7. If you want the **link** to your Popplet, copy the link from the box below "Copy and Paste link."
 - a. Paste the link wherever you want to share it.
8. If you want to **embed** your Popplet, copy the embed code from the box below "Embed it."
 - a. Paste the embed code wherever you want to.