

GETTING STARTED WITH PEBBLEPAD

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WHAT IS PEBBLEPAD?

PebblePad is a personal learning space that can be used to create e-portfolio's. Space is provided where learners can collect evidence of and reflection on their learning.

PebblePad can be used in many different ways to support learning, teaching and assessment. This space is also available once a user has left the University by converting the account to a personal account. Personal accounts created in this way are **free of charge**.

Pebblepad is the Personal Learning Space. It is a private and confidential space where learners record their myriad experiences, make sense of their learning, and aggregate their assets into powerful presentations which reflect their growth, knowledge and capability. Learning in Pebblepad is supported by structured and reflective templates and enriched by commentary and feedback from others.

ATLAS (Active Teaching, Learning and Assessment Space) is the Institutional Space designed to support active teaching, learning and assessment. It is the space where learners may be asked to submit their assets for feedback, peer review or validation.

GETTING STARTED

A PebblePad account has the same functionality for all users, whether you are a learner, member of staff or administrator. There is also no right or wrong way of using PebblePad. It is very much down to your personal preference and choice about how you work with it and what you include in it.

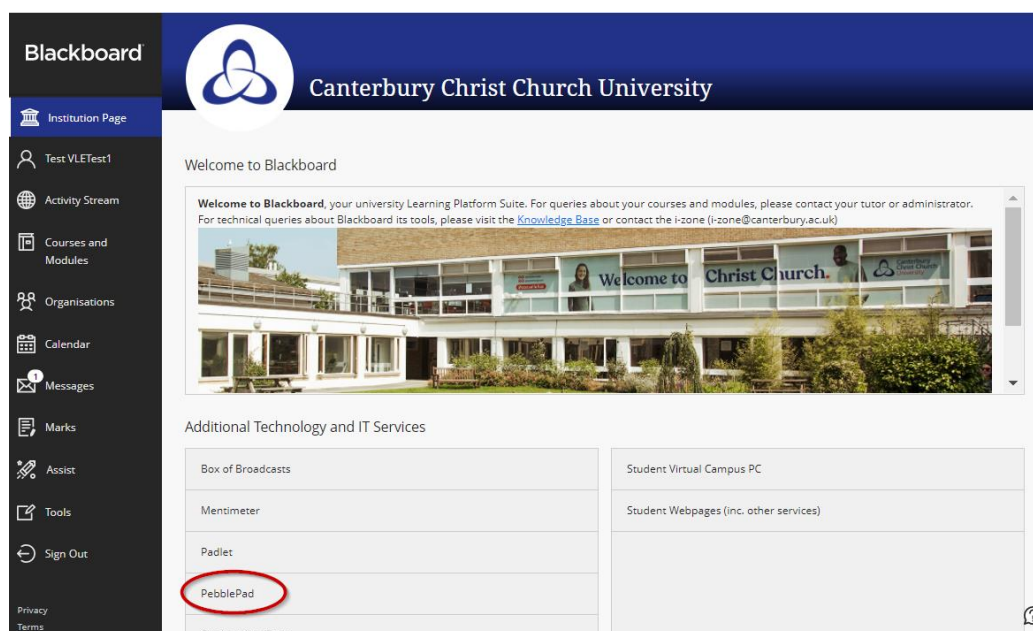
WHAT CAN PEBBLEPAD BE USED FOR?

PebblePad can be used by anyone who wants to record, reflect on and learn from experience:

- Planning personal and professional development – PebblePad supports personal learning as an individual can collect pieces of evidence in a secure online environment which can be repurposed for and shared with different audiences.
- Preparing for accreditation and work related experiences – Many professional bodies require evidence of competencies and PebblePad can provide the tool to evidence this learning.
- Developing evidence for employability – PebblePad can be used to build and maintain dynamic CVs.
- Promoting reflective learning – Templates are available (and can be developed) to prompt students to reflect on their learning and create action plans.
- Assessment – students can share their work with their tutor for formative comments but can also submit their work for summative assessment.
- Peer Review and collaboration– students can work collaboratively through PebblePad.

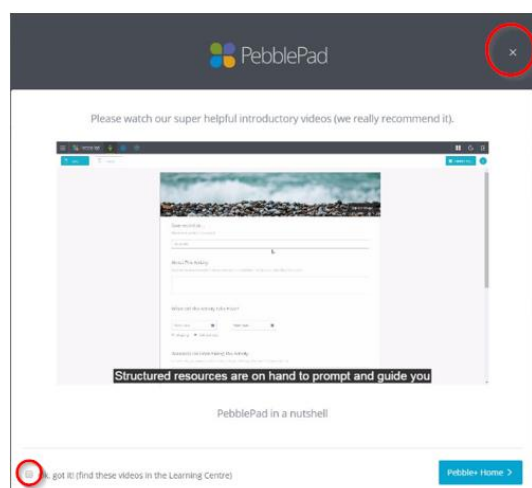
ACCESSING PEBBLEPAD

PebblePad is accessible to staff and students from the PebblePad link from the Institution Page in Blackboard Ultra Base Navigation.



You will automatically be logged into PebblePad and can begin using it.

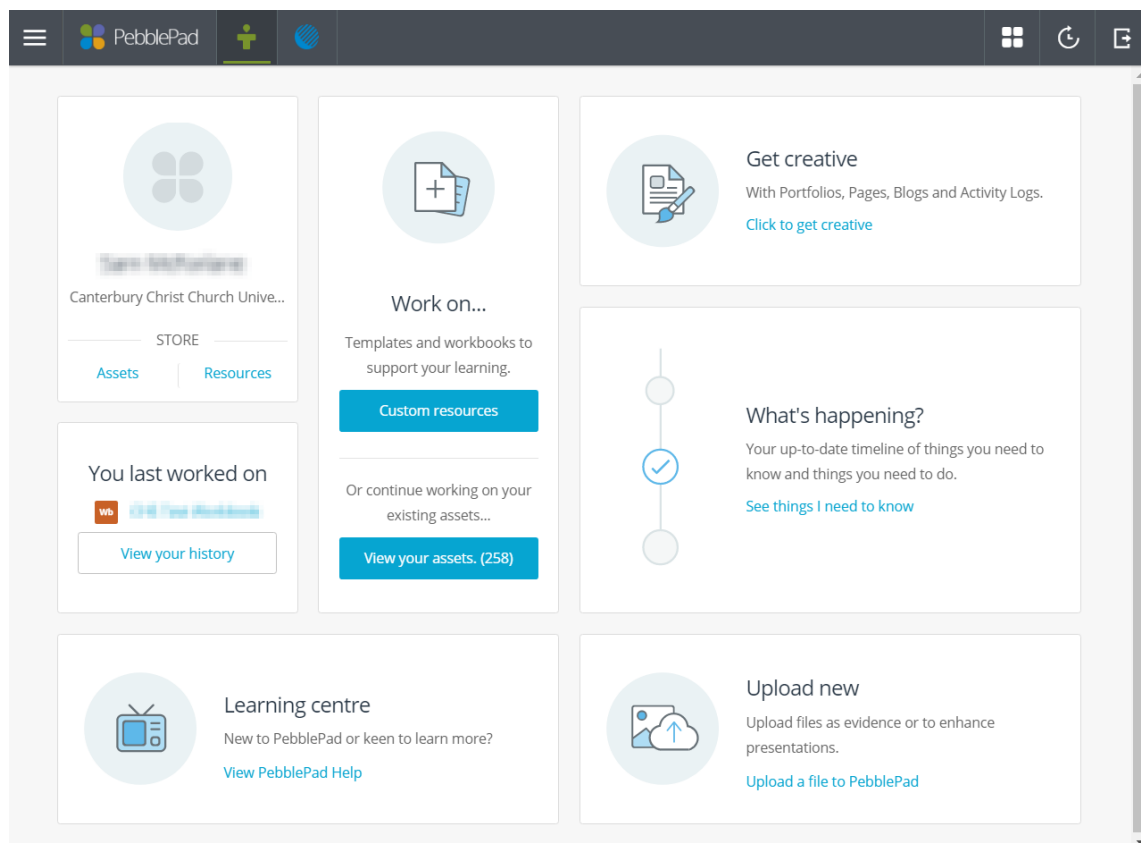
The first time, opening PebblePad, you may be presented with an introductory video as shown in the image below. If this is your first time in PebblePad then please watch these and move on to the next by clicking the blue button or you can close the window by clicking on the cross and it will pop up when you next log in.



If you no longer wish to see this pop up screen again then click the 'Ok got it!' checkbox before you close the window.

NOTE: The videos are always available in the Learning Centre accessed from the main PebblePad home screen.

You will now be presented with the main PebblePad home screen:



PRIVACY AND CONFIDENTIALITY OF CONTENT

The information you store in PebblePad cannot be accessed by anyone as access is protected by your username and password. However you may choose to share items with other people or submit them to ATLAS which will allow others to access your item.

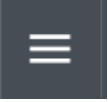






Please note: If you share or submit an asset that is linked to other assets the recipient will also be able to view all the linked items.

As you may have entered personal information about yourself into PebblePad please remember that if you are going to be away from your computer for a period of time, you should log out of your account using the logout button in the top right of the screen.

PEBBLEPAD TOOLS

The top toolbar of PebblePad contains seven buttons:

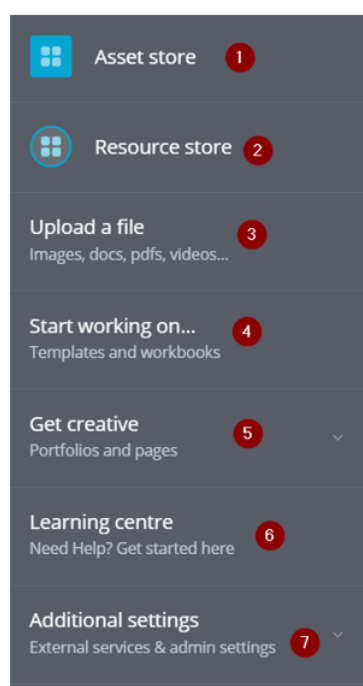


Icon	Button	Function
	Burger Menu	Opens the main Pebblepad menu.
	Pebblepad logo	Clicking this button will take you to the Pebblepad Home Screen.
	Pebble plus logo	Clicking this button will take you to the Pebblepad Home Screen.
	ATLAS	Will open the ATLAS system in a new window.
	Search	This will open a search side bar and allow you to search all of the assets that have been created or uploaded to Pebblepad.
	History	Provides a list of all of the recent items that you have been working on recently. Click on any of the listed items to go directly to the location.
	Log out	Pebble+ will not automatically log you out when you have finished your session. You need to click on the Log Out button to keep your work private and secure

NAVIGATING THE BURGER MENU



There are seven main menu areas in PebblePad all accessible from the home screen:

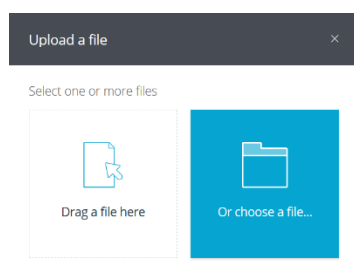


1	Asset store – This links directly to the repository store containing <u>all of the</u> uploaded or created assets in your account. This also contains any assets that have been shared.
2	Resource Store – This is a repository of all templates and workbooks that you have created or shared with you.
3.	Upload a file – This item allows you to upload files up to 250Mb each to your Pebblepad account.
4.	Start working on... - Use this to find any templates or workbooks provided by your academic programme or to use any of the inbuilt ones provided by Pebblepad.
5.	Get creative – Click this item to start creating a portfolio, a page, a collection, an activity log, a blog, a <u>workbook</u> or a template.
6.	Learning centre - <u>Go</u> here to find help and support guidance
7.	Additional setting – Allows you to connect to external services (e.g. Google Drive, <u>Dropbox</u> and a Personal OneDrive account) and to transfer your account to a free alumni account.

WHAT IS AN ASSET?

Asset is the term given by PebblePad to any item created or uploaded into the system.

UPLOADING YOUR OWN FILES



Inside the burger menu you will be able to upload your own files created outside of Pebblepad. You can add one or more files at a time by clicking on the 'Upload a file' menu item. You can then drag and drop files directly onto the **drag a file here** control or **choose a file...**

CREATING ASSETS WITHIN PEBBLEPAD

You can use one of the many templates provided by Pebblepad to:

- Record a skill, ability or competence
- Record one of your talents
- Record a development activity
- Document a meeting
- Document an experience

These generic templates plus many more are provided in the burger menu under the **Start working on...** item.

CREATING A PAGE

Pebblepad allows you to create single pages to present professional development activities and overviews or for project reports or as an alternative to a CV. You could also use a page to record reflections surrounding an activity, which you can add to a portfolio later.

To do this open the burger menu and click the Create a Page link. To edit this page click on the text (i.e the banner) and then just type to add your own text. You can add further blocks (including images, video and audio by clicking the + **Add Content** button located at the top of the screen.

Remember to save your work regularly by clicking **Save** located at the top left of the page.

To delete any of the blocks you have placed on the page select it and look for the cross in the top right corner. Click the cross and the block will disappear. This action is permanent, and any data entered into the block will be lost.

Further help on **reorganising a page** and **formatting a page** can be found in the contextualised help located by clicking **? Help** button in the bottom right hand corner of the page.

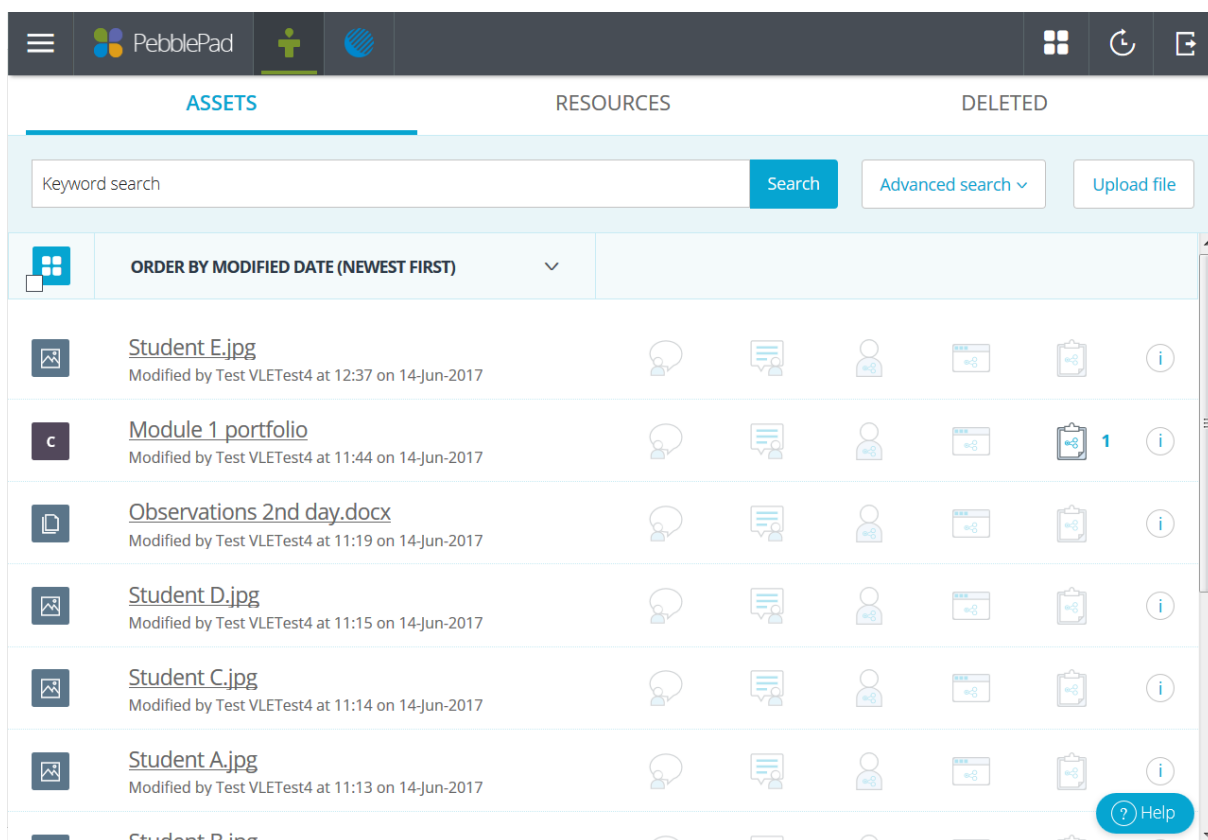
VIEWING YOUR ASSETS

Everything you create, save or upload in Pebblepad is kept in your Asset Store. You can also access assets that other people have shared with you and assets that you are collaborating on.

From the burger menu select **Asset store** and it will open.

ASSET STORE

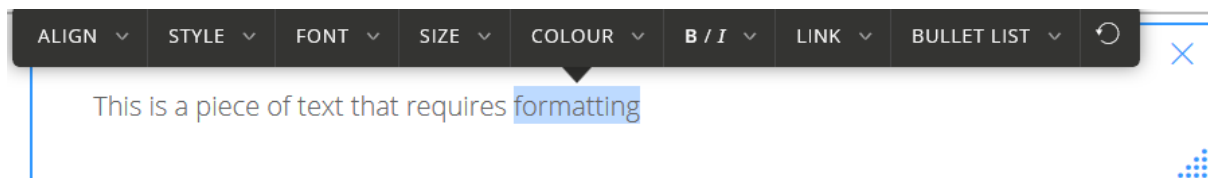
The Asset Store lists all your assets in a scrollable list. Next to each asset **Title** you will see information about the date of creation and who last modified it and icons which tell you about what has been done with the asset e.g. if it has been shared, published or had comments or feedback left.



To open and edit an asset (if available) just click on the name of it and it will open.

Further help on selecting, searching, sharing and sorting assets as well as finding out further information about an asset, can be found by using the contextualised help located in the bottom right of the window.

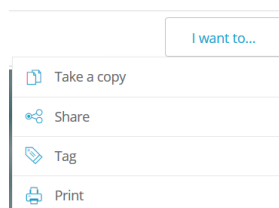
FORMATTING TOOLBAR



Whenever you enter text into a template you can add formatting or create links via the formatting toolbar. To access the toolbar highlight the text you wish to format or link from. The toolbar will then appear to allow you to format the text or add links.

THE “I WANT TO...” BUTTON

The **I want to...** button is located in the top right of the window in any asset in edit mode. It enables you to share your asset with others, add a tag, take a copy and print and add links.



The **I want to...** button can also be found in the asset store in the bottom right hand corner of the window when an asset is selected. It has similar functionality to what is provided when editing an asset however includes the Delete function.

PRINTING AN ASSET

You can print your assets from the **I want to...** button. To give you maximum flexibility PebblePad creates a PDF file for you to print or save.

PRINT OPTIONS

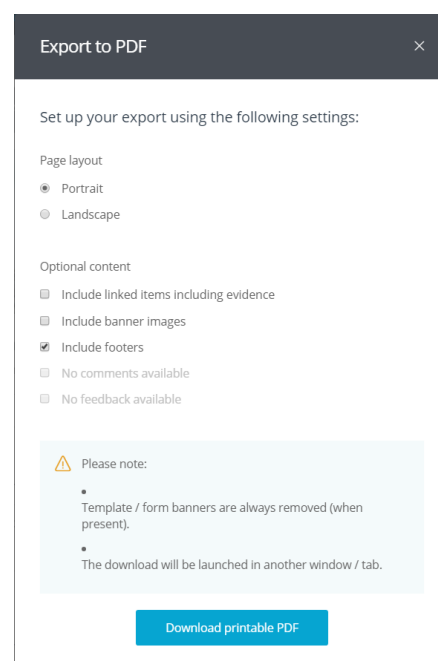
To simply print the asset do not select any of the options available.

You can choose to have the printout in portrait or landscape layout

If you select include linked assets all items linked to the asset you have open will be printed. If you have a large web folio or blog this may result in a large number of pages, so it is worth checking the PDF file before you actually print out all the pages.

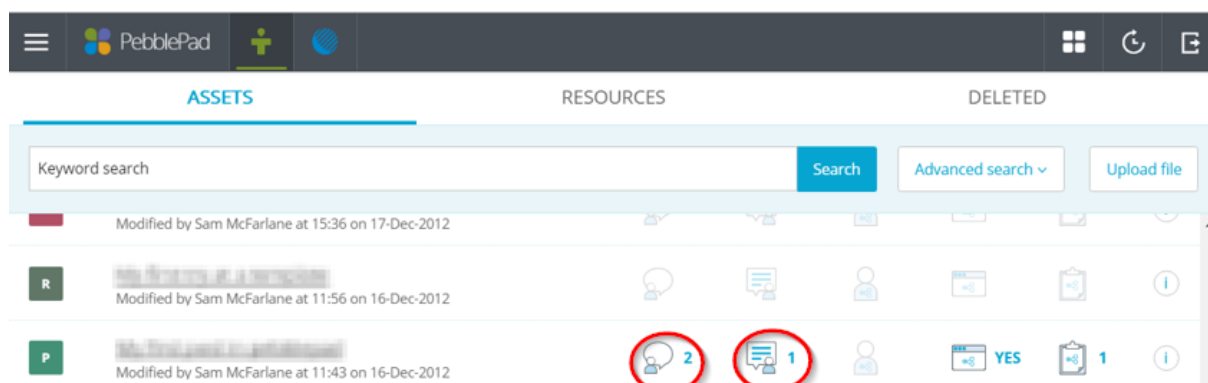
Comments and feedback will only be available if they have been added to the asset and you have ticked the appropriate checkboxes.

Supplementary information includes details of the creation date and last modified date and tags added to the asset.



VIEWING COMMENTS AND FEEDBACK

In the asset store, PebblePad will show clearly where you have comments or feedback.



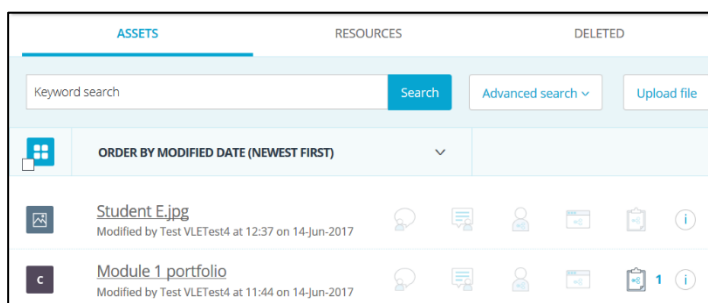
In the example above there are two comments and one piece of feedback. In order to view the comments or feedback, click on the comment or feedback icon.

USING TAGS

Tags are labels, or keywords, you can attach to your assets to help you to search and organise, and to find related assets. For example, you might add a tag to all the assets you create relating to a professional standard or a module you are studying. You can then list all these assets in a single search or create a Collection of these assets based on that tag.

You can add multiple tags to a single asset if it relates to more than one context or theme. This enables the one asset to appear in different searches and collections based on the tags it has been given. You can add tags every time you create an asset or upload a file.

You can also tag at any time. To do this go the asset store via the burger menu and open the asset store.



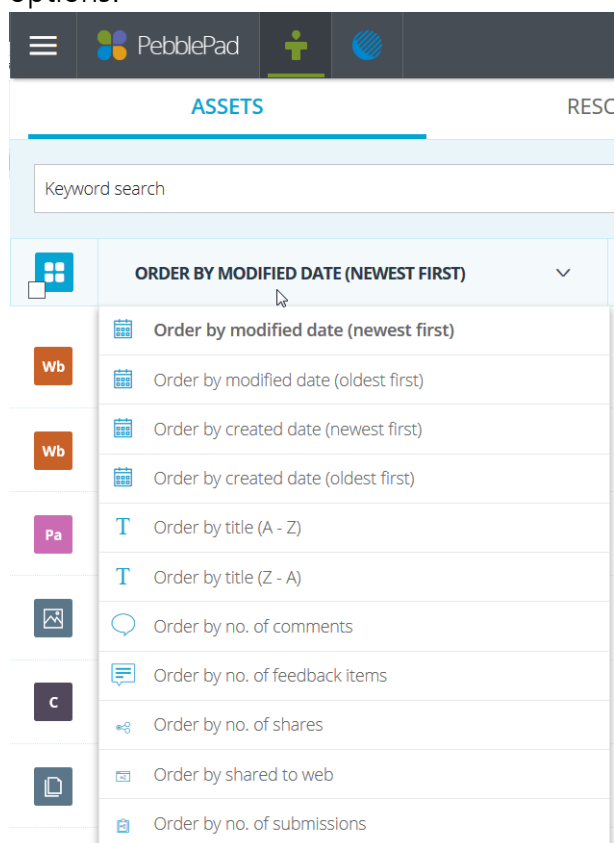
Find the asset you would like to edit. Now click the 'i' symbol next to that asset. A side panel will open with the info tab visible. Scroll down to the tag section where you will be able to add or remove your tags. All changes are automatically saved.

ASSET MANAGEMENT OPTIONS

PebblePad has two main ways of searching for assets within the asset store.

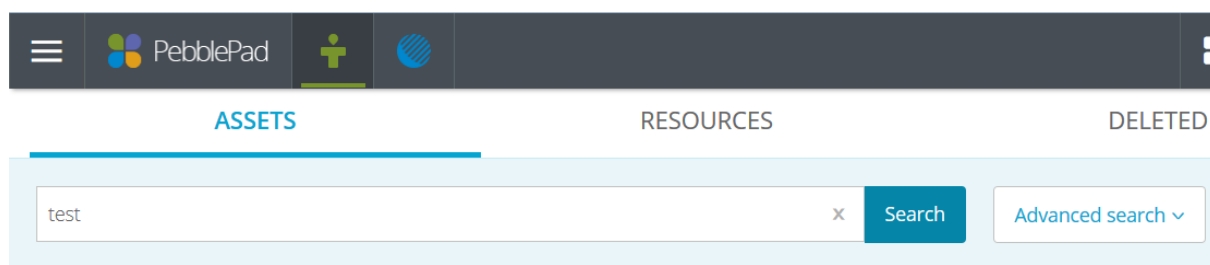
ORDERING

PebblePad allows you to define how assets are displayed in the asset store. In the asset store **click on the heading of the column** as shown below and choose from one of the options.



SEARCHING

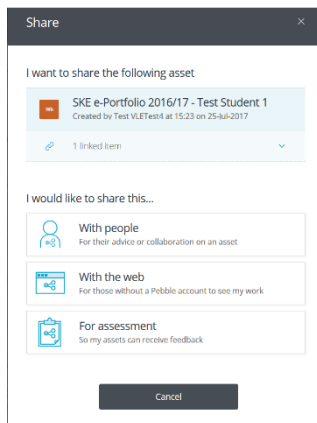
In addition to the sorting options you can also search your asset store via the **Search** tool at the top of the Asset Store. The search option works across all assets. To complete a search, type the name or part of the name of an asset and then click **Search**.



For more search options use the advanced search tool. You might use this for filtering by a certain asset type or by a creation date.

SHARING AN ASSET

Sharing an asset is performed via the 'I want to...' button. This can be found either within the asset in the top right corner or within the asset store (once you have selected an asset) in the bottom right of the window.



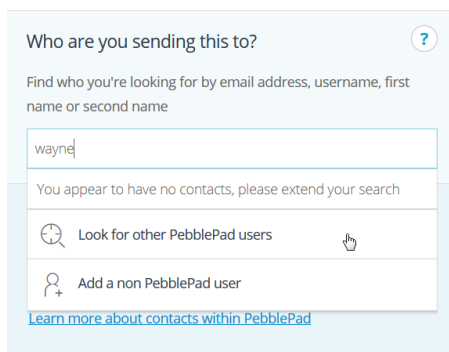
Once you have clicked 'Share' via the 'I want to...' button you will have three options:

- **With people** – allowing sharing for comments. Alternatively this option also works for Collaboration over an asset
- **With the web** – allowing for those without a pebblepad account to see the asset
- **For assessment** – To submit work for marking and feedback.

Click one of these to continue.

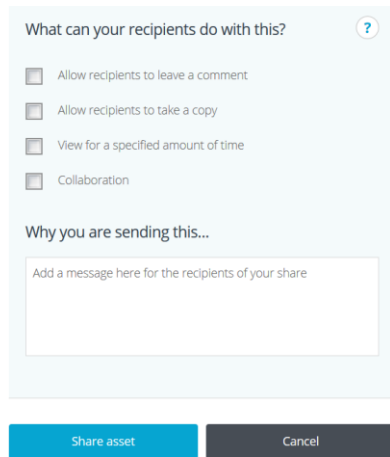
SHARING WITH PEOPLE

Type in the box who you would like to share / send this to. After you type the first three letters, if you have sent an asset to this person before they will appear in a clickable list below the box you type in. If they do appear, **click their name**.



If you have never sent to this person before click **Look for other Pebblepad users** and fill in as much information you have about the person and then click 'Search'. If you have found them click on their name to lock them in as a recipient of your share request.

Now choose what you would like this person to be able to do with your asset. By selecting the checkbox next to the options, you can give them permission to leave a comment, take a copy, view it for a specified amount of time or collaborate with you.



What can your recipients do with this? ?

- ☐ Allow recipients to leave a comment
- ☐ Allow recipients to take a copy
- ☐ View for a specified amount of time
- ☐ Collaboration

Why you are sending this...

Add a message here for the recipients of your share

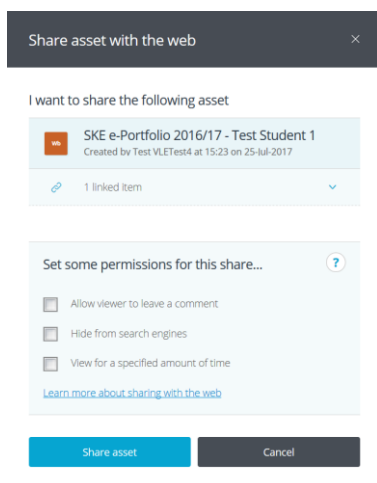
Share asset Cancel

Note: If you select **Collaboration** you are giving permanent access to the asset and they will have the rights to change it as well.

You can then add a message to the recipient, then click **Share asset**.


SHARING WITH THE WEB


When sharing with the web you have three options. You can allow the viewer to leave a comment, hide from search engines (e.g. Google, Bing, Yahoo! etc.) and to view only for a certain amount of time.



Share asset with the web ×

I want to share the following asset

 SKE e-Portfolio 2016/17 - Test Student 1
Created by Test VLETest4 at 15:23 on 25-Jul-2017

 1 linked item ▼

Set some permissions for this share... ?

- ☐ Allow viewer to leave a comment
- ☐ Hide from search engines
- ☐ View for a specified amount of time

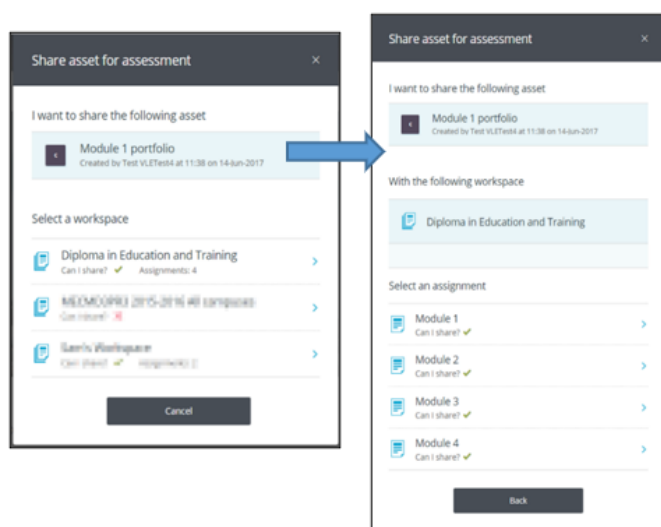
[Learn more about sharing with the web](#)

Share asset Cancel

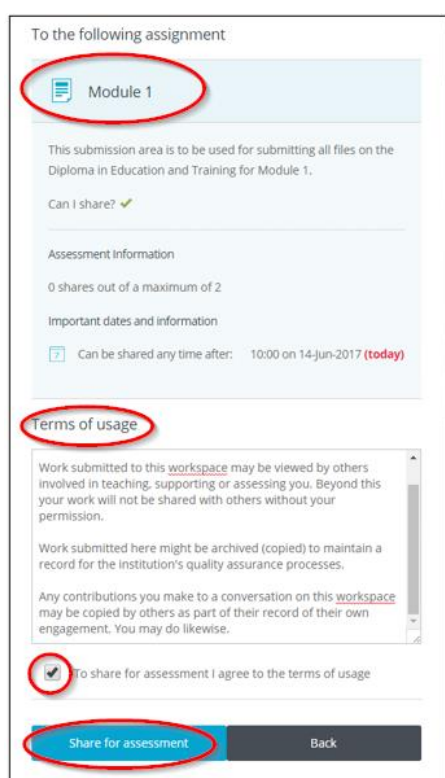
Select the options you require and then click 'Share Asset'.

SHARING FOR ASSESSMENT

Click the **workspace** you wish to share with and then if applicable the assessment you would like to share your collection with on the following screen.



Note: Workspaces that you do not have permission to submit to are denoted by a red cross.



Double check the assignment you are sharing with is the correct one.

Also please read the **Terms of usage**.

Lastly tick the 'To share for assessment I agree to the terms of usage' and then click

'Share for assessment'.

You have now submitted your asset. You will receive an email to your CCCU email address once this has completed.