



Queen Mary  
University of London

# PebblePad user guide for students

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## Overview

This section will provide you with a brief overview of e-portfolios, PebblePad, and this guide.

### E-portfolios

As an MBBS student, you will build knowledge and skills relevant to your academic development. To progress in your course, you will be offered tools and opportunities to demonstrate what you have learned and achieved at the various stages of the programme. E-portfolios represent one of these tools.

An e-portfolio is a digital product that you will build throughout an academic year. It serves two main purposes.

On the one hand, it collects a set of evidence of the knowledge and skills you have acquired in your course. In an e-portfolio, you will include diverse types of content, such as pictures, videos, and filled forms, which will allow you to show what you have achieved.

On the other hand, e-portfolios will function as a space in which you will reflect on your learning process and professional growth. You will have an opportunity to evaluate your performance, identify areas of improvement and set goals relevant to your development.

E-portfolios will offer you some key benefits. Firstly, they will provide you with a scaffolded structure: you will be able to upload your reflections and evidence in a single virtual space. Additionally, they will offer you clear, scaffolded guidance so that you fully understand what is expected at each stage. Finally, your lecturers and tutors will use them to give you constructive feedback.

PebblePad is the programme you will use to build your e-portfolios.

**Note:** In PebblePad, e-portfolios will be referred to as 'workbooks' or 'logbooks' (see *'Template and workbook'* for more information).

### PebblePad



PebblePad is the learning platform you will use for building and sharing your e-portfolios. In it, you will find:

- The scaffolded portfolios in which you will upload your reflections and evidence.
- The relevant forms that you and your tutors need to fill out.

PebblePad will also offer you tools to promote collaborative learning with your peers. For example, you will be able to share your work with your fellow students to receive their feedback. In addition, there will be instances in which you will work together on a form. That way, you can support each other throughout your course.

Additionally, you will use PebblePad to share your e-portfolios with your tutors for assessment. They will be able to use PebblePad to access, review, and assess your work. Thus, you will not have to worry about sharing them through a different platform.

## This guide

This guide will offer you an introduction to PebblePad. It will outline the platform's components and explain how to perform the main actions and procedures. Additionally, it will highlight some of the things you need to consider to make the best out of it.

The guide is structured in the following three sections:

- **Glossary** – An explanation of PebblePad's most relevant concepts and terms.
- **Exploring PebblePad** – A tour through PebblePad's three main components: Pebble+, ATLAS, and PebblePocket.
- **Common Actions** – A detailed guide on the actions you will perform on PebblePad.

## Glossary

This section will explain PebblePad's most relevant terms. However, it is essential to note that some of these concepts will be elaborated further in the following sections.

### Contents:

- Pebble+, ATLAS, and PebblePocket
- Asset and resource
- Asset Store and Resource Store
- Template and workbook
- Workspace
- Assignment
- Submission
- Auto-submit
- Live Links
- Single-use

### Pebble+, ATLAS, and PebblePocket

These are PebblePad's three main components.

**Pebble+** is your personal learning space. Here, you do the work by filling out the forms and attaching evidence to the portfolios (*see 'Exploring Pebble+' for more information*).

**ATLAS** (Active Teaching, Learning and Assessment Space) is the institutional assessment space. Here is where you submit your portfolios for your assessors to review them (*see 'Exploring ATLAS' for more information*).

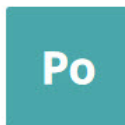
**PebblePocket** is PebblePad's free mobile app (available for Android and iOS). It will allow you to fill out forms and collect evidence offline, such as photos and videos (*see 'Exploring PebblePocket' for more information*).

### Asset and resource

These are two terms you will constantly encounter. Whilst they are related, it is essential to understand their differences.

An **asset** is an item you upload or create in PebblePad. For example, it can be a picture, a form you filled or a reflection you wrote. It belongs to you, and you can edit, share, and

delete it as required. You can recognise an asset because it is represented with a square icon.



A **resource** is an empty template or workbook you fill out to create an asset (see *'Template and workbook' for more information*). For example, it can be a form that you need to sign or a portfolio where you upload your evidence. You can recognise a resource because it is represented there with a circle icon.



**Note:** Your response on a resource is saved as an asset.

## Asset Store and Resource Store

The **Asset Store** is the space in Pebble+ where your assets are saved and organised.

The **Resource Store** is the space in Pebble+ where your resources are saved and organised (see *'Asset Store' and 'Resource Store' on 'Exploring Pebble+' for more information*).

## Template and workbook

A **template**, also referred to as **form**, is a single empty page with a pre-defined structure. It combines both content to read and interactive items to which you will add responses (see *'Filling out a template' for more information*).

A **workbook**, also referred to as **logbook**, will function as your e-portfolio. It contains multiple pages where you will, write your reflections and upload your evidence.

**Note:** Templates and workbooks are resources until you start working on them. Your responses will be saved as assets.

## Workspace

In ATLAS, a **workspace** represents a space in which a group of students and assessors are organised. Your cohort will determine the workspace you belong to. All students of the same year of study will be part of the same workspace. The workspace you belong to will determine the workbooks you have access to and the assignments you will have to fulfil (see *'Exploring ATLAS' for more information*).

## Assignment

**Assignments** represent the virtual folders where you will submit your work. Assignments are located in your workspace. One assignment will be created for each logbook and form you will be asked to submit (see *'Submitting your work to ATLAS' for more information*).

## Submission

**Submission** is the process through which you share an asset to an assignment in ATLAS for it to be assessed (see *'Submitting your work to ATLAS' for more information*). Some submissions are manual, whilst others will be automatic (see *'Auto-submit' below for more information*).

**Note:** Except for auto-submissions, all your assets are private until you decide to share them.

## Auto-submit

When a template or workbook is in auto-submit mode, it will be automatically submitted to an assignment in ATLAS when saving for the first time. All the changes you realise and save will be reflected in the submission. This means that you will not have to submit that workbook or template to ATLAS manually. PebblePad will indicate that they are in auto-submit mode when accessing and saving these resources.

**Note:** Do not worry if your work has been auto-submitted before you finished it. This does not mean that it will be reviewed and assessed immediately. You will be able to work on it until the established deadline. Please, do not remove an auto-submitted asset from its assignment.



## Live link

Everything in PebblePad is shared via **live links**. This means that when you share an asset with someone, they will always see the latest version of it. Thus, if you edit the asset after sharing it, the person you shared it with will be able to see the editions.

**Note:** This does not mean that your changes will be visible to other people in real time while you are making them. You always need to save your work first (*see 'Save' for more information*).

## Single-use

A **single-use** resource can only be used to create a single asset. Every change you make on it will be reflected on that asset.

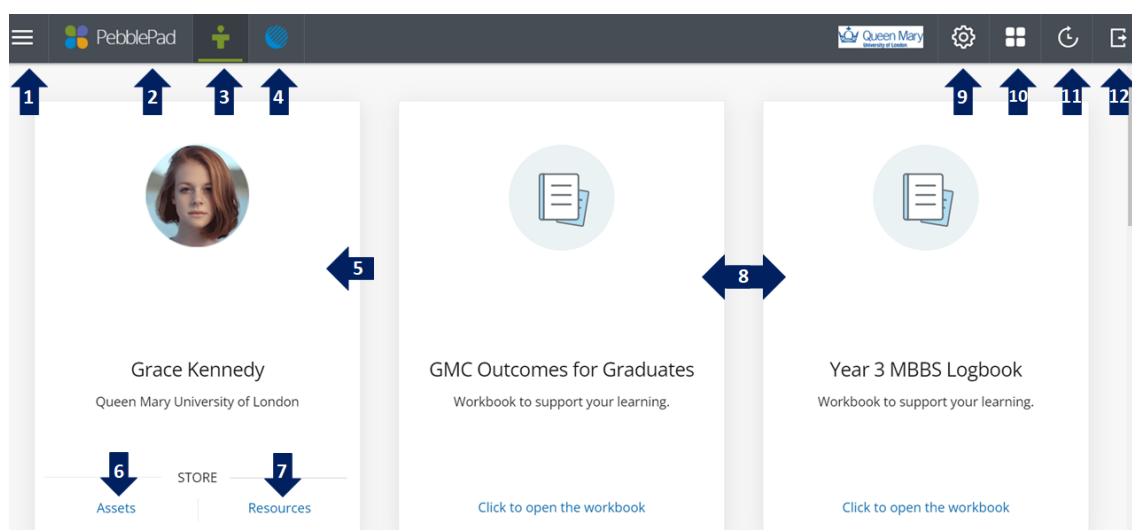
## Exploring PebblePad

This section will offer you a tour through PebblePad's three main components: Pebble+, ATLAS, and PebblePocket.

### Exploring Pebble+

#### Pebble+ dashboard

When you log into PebblePad, the system will automatically bring you to the Pebble+ dashboard.

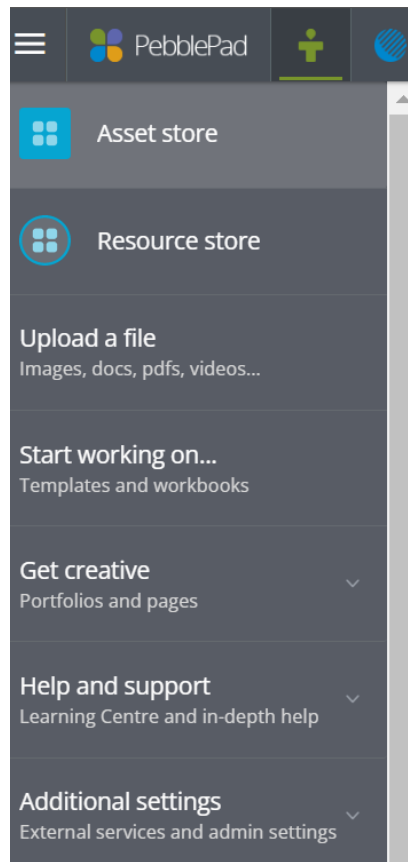


In it, you will find the following sections:

1. **Burger Menu** (see 'Burger Menu' below for more information).
2. **PebblePad icon**: it will redirect you to this dashboard.
3. **Pebble+ icon**: it will redirect you to this dashboard.
4. **ATLAS icon**: it will open the ATLAS dashboard in a new window.
5. **PebblePad profile**.
6. **Assets**: it will redirect you to your Asset Store.
7. **Resources**: it will redirect you to your Resource Store.
8. **Some of your active workbooks**.
9. **Settings button**.
10. **Search option**.
11. **History**: it will show you the last assets you have been working on.
12. **Log out**: Always log out before closing PebblePad.

## Burger Menu

When you click on the Burger Menu, a lateral menu will open on the left side of the page:

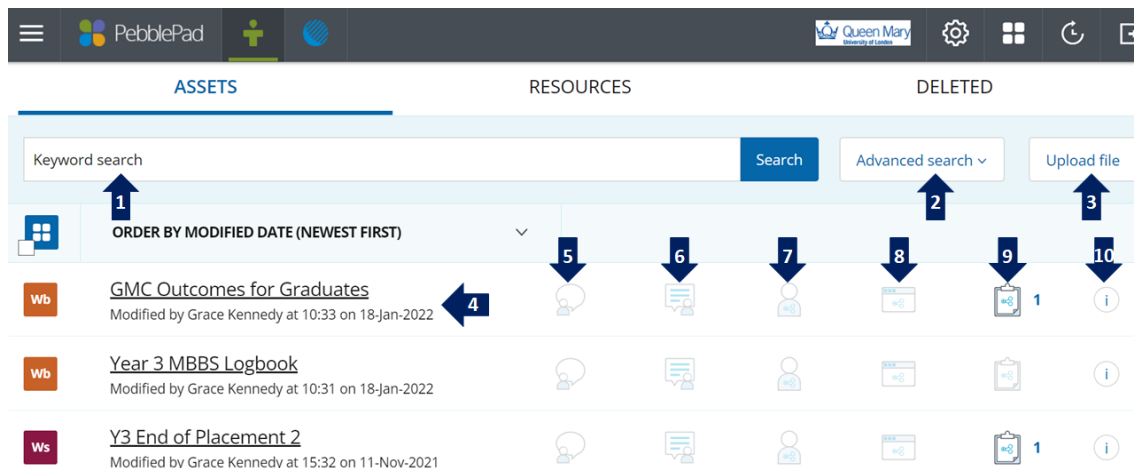


In it, you will find the following options:

- **Asset Store.**
- **Resource Store.**
- **Upload a file.**
- **Start working on...:** it allows you to create templates and workbooks from scratch.
- **Help and support:** it allows you to access learning resources and grant temporary access to your account (*see 'Granting temporary access to your account' for more information*).
- **Additional settings.**

## Asset Store

You can access your Asset Store by clicking the appropriate option on the dashboard or burger menu. When you do this, the following window will open:



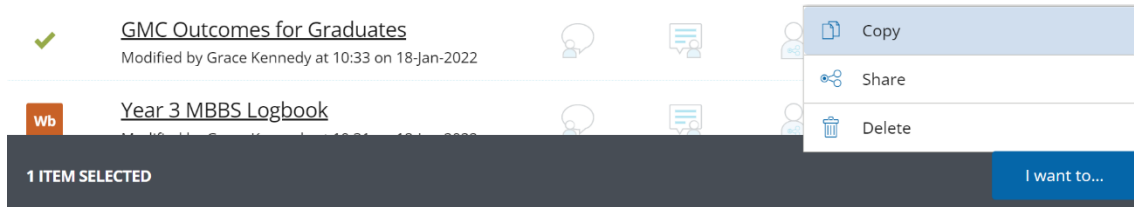
In the Asset Store, you will find the following options:

1. **Keyword search:** it allows you to search an asset by name.
2. **Advanced search:** it allows you to filter your assets by asset or file type, ownership, date of creation, and tags.
3. **Upload file:** it allows you to upload a file directly to your Asset Store.
4. **Your assets:** it shows the asset's name and information about its last modification.
5. **Comments:** when your asset has received one or more comments, the icon will show a number depending on the number of comments. You can click on it to see the comments.
6. **Feedback:** when your asset has received feedback, the icon will show a number depending on the number of feedback entries. You can click on it to see the feedback.
7. **Shared with other users:** when the asset has been shared with other users, the icon will show a number depending on the times it has been shared. You can click on it to see detailed information about the shares.
8. **Shared to web:** when you share your asset using a URL, the icon will show you a number depending on the times it has been shared. You are not expected to use this option as part of your course.
9. **Shared for assessment:** when the asset has been shared for assessment, the icon will show a number depending on the times it has been shared. You can click on it to see information about the workspace and the assignment it has been shared to.
10. **Info:** it will show you detailed information about the asset.

**Note:** You will know that you are in the Asset Store because 'Assets' will be written in blue, and you will see the square icons.

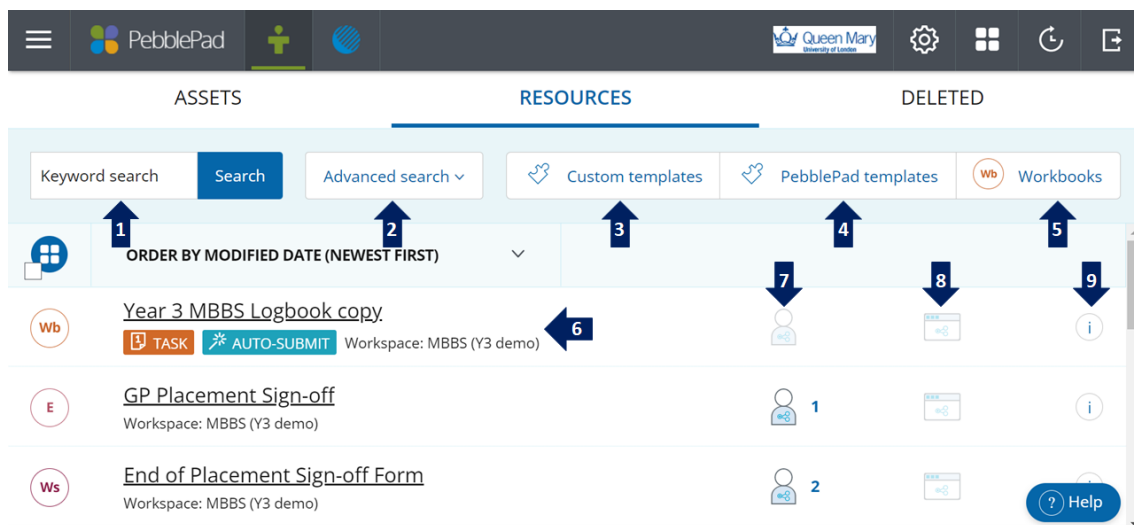
## Selecting an asset

When you select an asset by clicking on its icon, you will see the 'I want to...' button. Depending on the permissions you have on the asset, you will be able to copy, share, and delete it (see 'Copying an asset', 'Sharing an asset', and 'Deleting an asset' for more information).



## Resource Store

You can access your Asset Store by clicking the appropriate option on the dashboard or burger menu. When you do this, the following window will open:



In the Resource Store, you will find the following options:

1. **Keyword search:** it allows you to search a resource by name.
2. **Advanced search:** it allows you to filter your resources by type, ownership, date of creation, and tags.
3. **Custom templates:** it shows only the templates you or the university created.
4. **PebblePad templates:** it shows only the default templates created by PebblePad. You will not be required to use this option.
5. **Workbooks:** it shows only the workbooks you have access to.

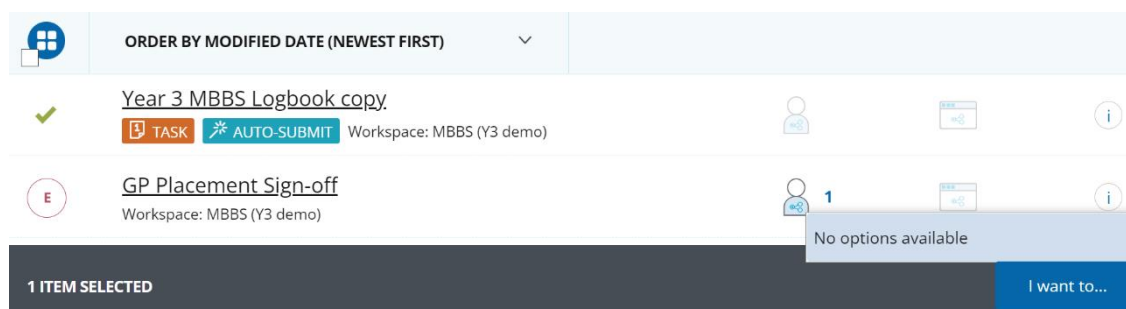
6. **Your resources:** it shows the resource's name and information about its last modification. It can also show if it has been set up as an auto-submission (see *'Auto-submit' for more information*).
7. **Shared with other users:** when the resource has been shared with other users, the icon will show a number depending on the times it has been shared. You can click on it to see detailed information about the shares.
11. **Shared to web:** when you share the resource using a URL, the icon will show you a number depending on the times it has been shared. You are not expected to use this option as part of your course.
8. **Info:** it will show you detailed information about the resource.

**Note:** You will know that you are in the Resource Store because 'Resources' will be written in blue, and you will see the circle icons.

### Selecting a resource

When you select a resource by clicking on its icon, you will see the 'I want to...' button. Depending on the permissions you have on the asset, you will be able to copy, share, and delete it.

However, with resources created by the university, it might be the case that you will not have permission to do it. In this case, you will see the following message: "No options available."



**Note:** You can go from the Asset Store to the Resource Store and vice versa by selecting the appropriate option ('ASSETS' or 'RESOURCES') at the top of the page.

### Deleted assets and resources

When you are in your Asset or Resource Store, you can see your deleted assets and resources by clicking on the "DELETED" tab.

ASSETS RESOURCES **DELETED**

Keyword search Search Advanced search ▾

ORDER BY MODIFIED DATE (NEWEST FIRST) ▾

✓ PebblePad Helpful guidance.pdf Deleted  
Modified by Grace Kennedy at 15:58 on 06-Oct-2021

Restore  
Purge

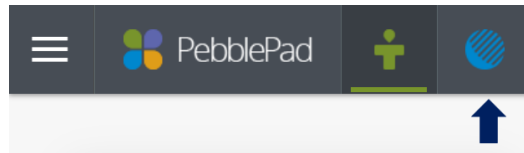
1 ITEM SELECTED I want to...

When you click on an item's icon, you will see the "I want to..." button. It will offer you the option of restoring and purging the item (*see 'Restoring a deleted asset/resource' for more information*).

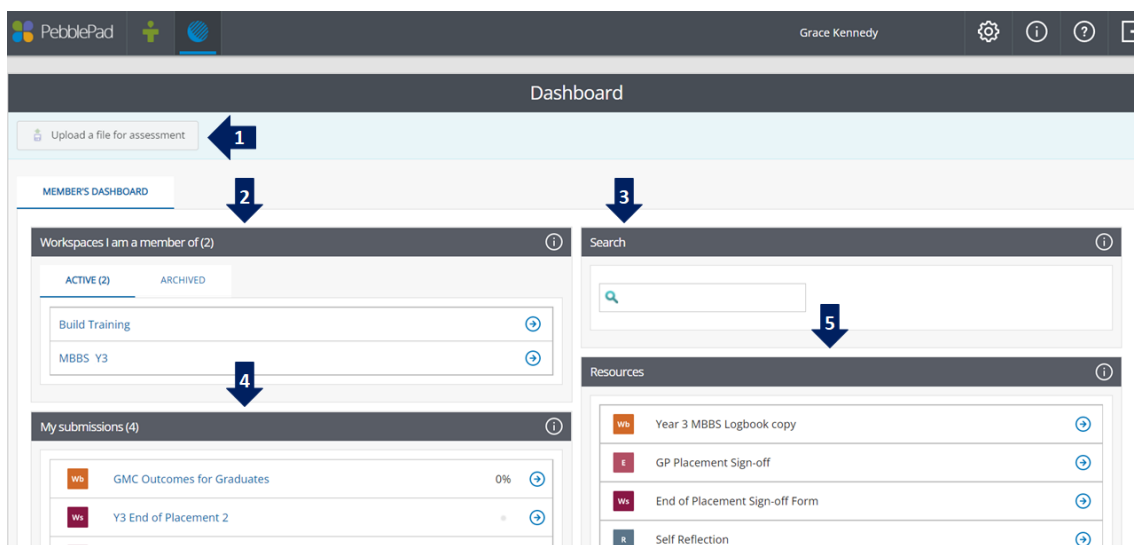
## Exploring ATLAS

### ATLAS Dashboard

You can always access ATLAS by clicking the blue circle icon at the top of the page.



The ATLAS dashboard will open in a new window.



In it, you will see the following sections:

1. **Upload a file for assessment:** this option allows you to upload files directly to existing assignments. You will not use it as part of your course (see *'Submitting an asset to ATLAS'* for more information).
2. **Workspaces I am a member of:** the workspace you belong to will be determined by your year of study.
3. **Search:** this option allows you to search for workspaces you are a member of.
4. **My submissions:** this section will show you your recent submissions (see *'Submitting an asset to ATLAS'* for more information).
5. **Resources:** this section will show you the resources that have been shared within the workspaces you are a member of.

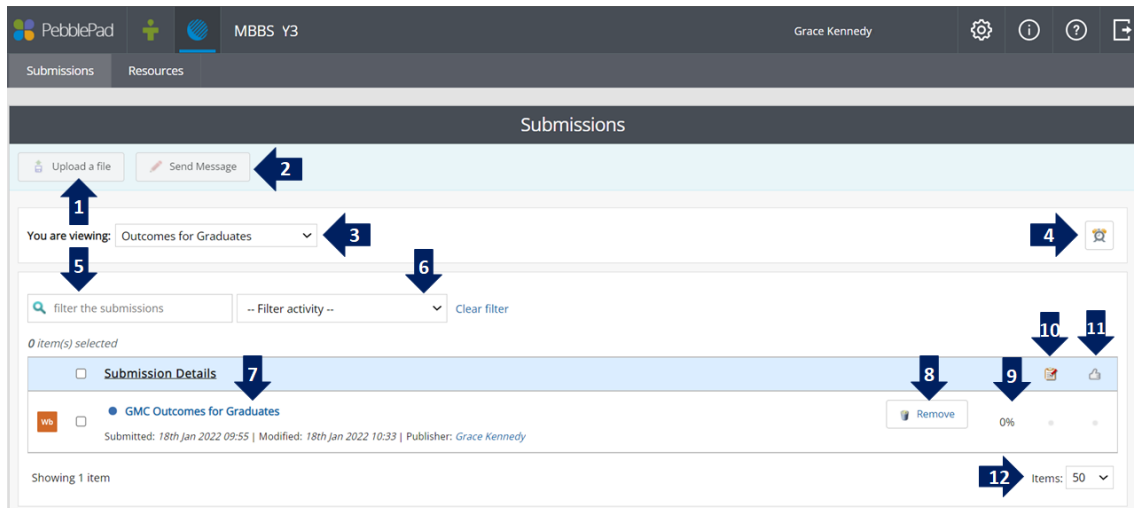
### Exploring a workspace: Submissions

When you click on a workspace you are a member of, you will be redirected to the workspace page. This page has two tabs:



- Submissions.
- Resources.

When you access a workspace, you will be automatically directed to the “Resources” tab.

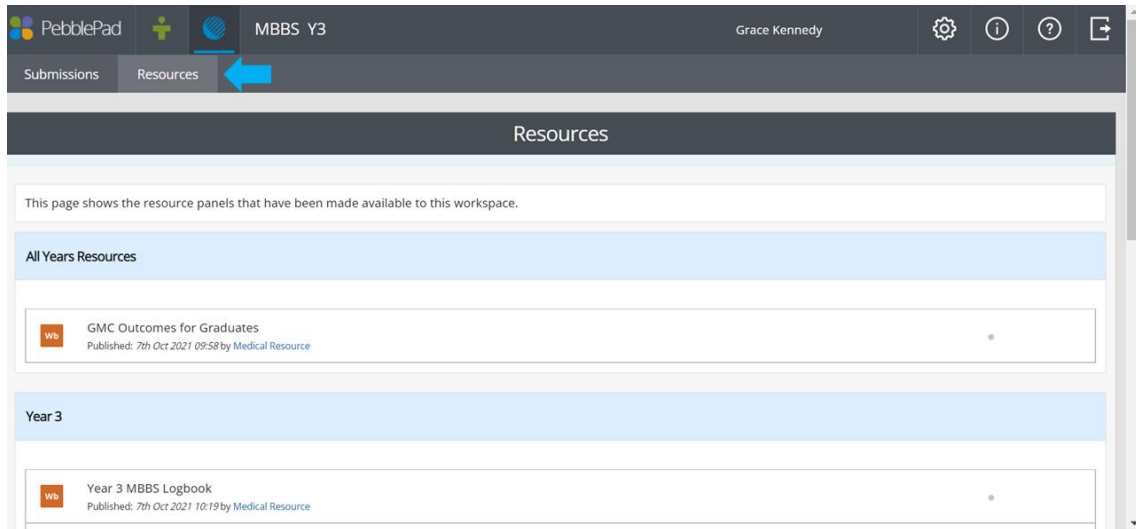


In it, you will see the following sections:

1. **Upload a file:** this option allows you to upload files directly to existing assignments. You will not use it as part of your course (see ‘*Submitting an asset to ATLAS*’ for more information).
2. **Send message:** you will be able to send a message to the owner of a selected submission.
3. **You are viewing:** you can filter the submissions by assignment.
4. **View deadline information:** clicking this icon will show you the deadline for the viewed assignment.
5. **Filter the submissions:** you can filter the submissions by name or keywords.
6. **Filter activity:** you can view “submissions with new activity” and “submissions without new activity.”
7. **Submission details:** you will see when an asset was submitted and modified and who published it.
8. **Remove** (see ‘*Removing a submission from ATLAS*’ for more information).
9. **Progress:** you will see your progress based on the pages you marked as complete when pertinent.
10. **Feedback comments:** this option will be marked when the submission has received feedback.
11. **Page verifications:** you will see if the workbook’s pages have been verified (see ‘*Verification*’ for more information).

## Exploring a workspace: Resources

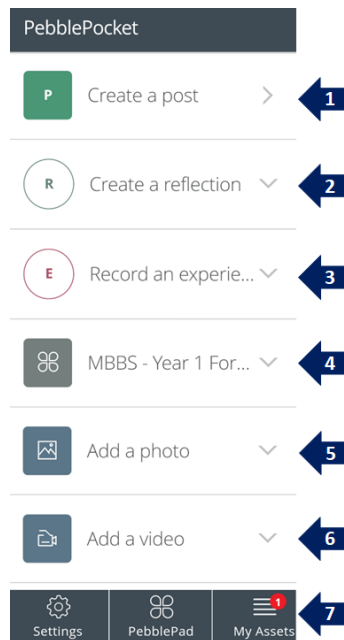
To access this section, click on the “Resources” tab at the top of the page.



This section will show you a list of all the resources made available to your workspace.

## Exploring PebblePocket

You can download and access PebblePad from your mobile phone (Android and iOS).



You will see the following options (*see 'Using PebblePocket' for more information*):

1. **Create a post:** it allows you to create a text asset. You are not expected to use this feature.
2. **Create a reflection:** it allows you to create distinct types of reflections, such as journal entries and structured reflections. You are not expected to use this feature.
3. **Record an experience:** it allows you to record an activity or a competency. You are not expected to use this feature.
4. **Workspace's forms:** it shows you the forms that have been shared within the workspaces you are a member of.
5. **Add a photo:** it allows you to take a photo using your mobile's camera or upload an existing photo.
6. **Add a video:** it allows you to record a video using your mobile's camera or upload an existing video.
7. **Settings, PebblePad, and My Assets:** You can modify the app's settings, access PebblePad using a web browser, and see the assets you have created using PebblePocket.

## Common Actions

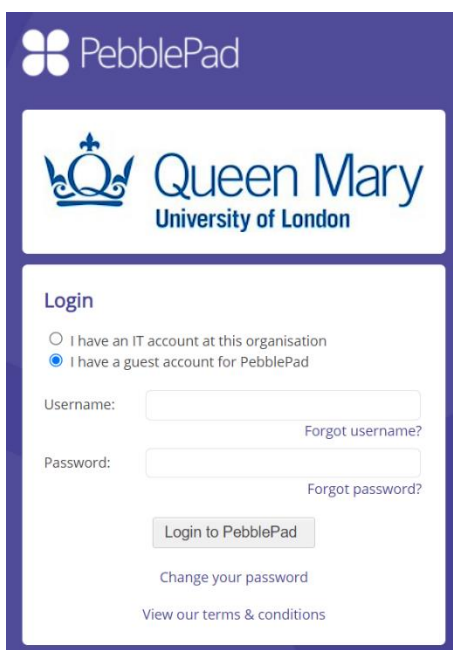
This section will outline the most common actions you will perform in PebblePad.

### Contents:

- Logging in to PebblePad
- Filling out a template
- Filling out a workbook
- Making a copy of an asset/resource
- Deleting an asset/resource
- Recovering a deleted asset/resource
- Sharing an asset with a peer
- Sharing an asset with your tutor
- Submitting an asset to ATLAS
- Verifying if an asset was successfully submitted
- Using PebblePocket

### Logging in to PebblePad

You can access PebblePad using the following link: <https://blsmd.uk/bartslogbook>



The screenshot shows the PebblePad login interface. At the top left is the PebblePad logo. Below it is the Queen Mary University of London logo. The main section is titled "Login" and contains two radio button options: "I have an IT account at this organisation" (unselected) and "I have a guest account for PebblePad" (selected). Below these are input fields for "Username:" and "Password:", each with a "Forgot" link. A "Login to PebblePad" button is centered below the fields. At the bottom, there are links for "Change your password" and "View our terms & conditions".

Tick the option “I have a guest account for PebblePad.” Then, introduce your university credentials and click “Login to PebblePad.”

If this doesn't work, try again, this time selecting the “I have an IT account at this organisation” option.

## Filling out a template

You can find a template (form) in your Resource Store if it is the first time you are working on it or in your Asset Store if you have already worked on it. To open it, click on its title.

The form will prompt you to name it in the “Save as...” section. Please, verify the title you should assign to each form.

Save as...

*To save a template you need to provide a title.*

The following are some of the actions you will be expected to conduct in a template:

- Fill in a text box
- Select an option from a radio button
- Tick one or more options from a checkbox
- Select an option from a drop-down menu
- Rate an action or experience using a Likert or numeric scale
- Complete a rubric
- Upload an asset or media file
- Sign a form digitally
- Preview your work
- Save

## Fill in a text box

Often, you will be asked to write something in a text box. Sometimes you will be asked to write a specific number of words. In those cases, you might see a word count just below the text box to help you reach and stay within that number.

Summary of the patient \*

Write a summary of the patient in the form that would be used for handover to a colleague. You should keep this to one paragraph (**about 200 words**).

Word count: 0

## Select an option from a radio button

You will also be asked to select a radio button from two or more options. To do this, just click on the appropriate button.

Have you been trained in providing feedback?

Yes

No

## Tick one or more options from a checkbox

Unlike with the previous action, in this case, you will be able to tick more than one option when appropriate.

### GMC Outcomes

Which of the three main GMC outcomes does this event map to?

Values & Behaviours

Professional Skills

Professional Knowledge

## Select an option from a drop-down menu

Sometimes, you will be asked to select an option from a drop-down menu. To do this, click the located at the right of the “Please select” box and select the appropriate option.

Title of Learning Event

Please select	^
<b>Please select</b>	
Attended drug round with nurse	
Attended consultant ward round	
Attended multiple disciplinary team (MDT) meeting	
CBL Session	

## Rate an action or experience using a Likert or numeric scale

Sometimes, you will rate an experience or agreement with a statement using a Likert or numeric menu. To do this, click the appropriate number/option.

Student satisfaction with mini-CEX \*

Not at all        Highly

## Complete a rubric

A rubric is a table where you will select the appropriate option for each category. Sometimes, each of the individual options will include a brief description of its criteria. At other times, it will be an empty cell.

### Mandatory task completion \*

Please indicate if the student has completed the mandatory tasks.

	Yes	No
2 x Mini-CEX		
10 x Patient Feedback Forms		
Patient Case and Reflection on Professional Practice Principles		
Practice Based Project (in pairs)		
Complex Care Plan		
Significant Event Analysis		


Click on the desired cell to select the appropriate option. The cell will turn light blue.

## Upload an asset or a media file

Sometimes, you will have to upload a file to the form, such as a video or a picture. To do this, select the “Open asset store” blue button.

### Add evidence

You may use this space to attach your evidence such CBL write-ups, SCRIPT certificates, etc.

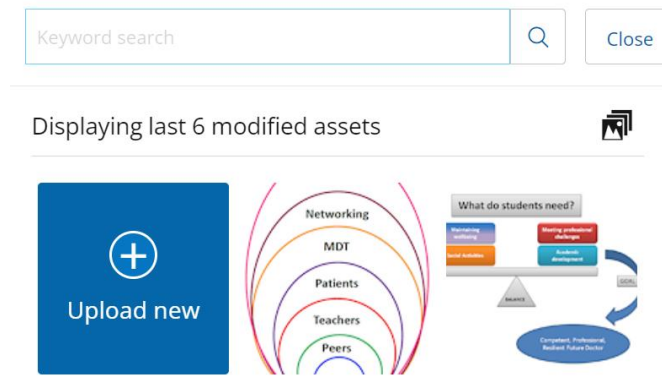


Upload new media or choose from your existing assets

Please upload video, audio, image or document file types to this placeholder

[Open asset store](#)

When you do this, the following lateral menu will appear:

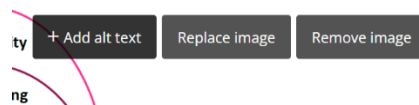


Now you will have two options.

### Option 1: Upload an existing asset from your Asset Store

This menu will display your last modified assets. You will also have the option to search existing assets using keywords. This option is useful when you already have the file in your Asset Store.

Select the desired asset by clicking on it. It will automatically appear in the form.

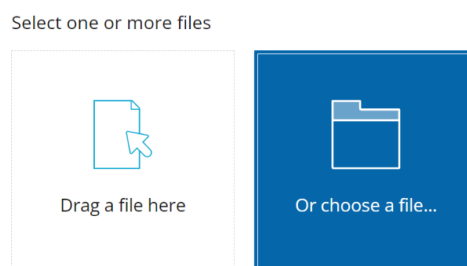


You will have the option to add alternative text, replace the image and remove it.

### Option 2: Upload a new asset

If this is the first time you upload a file to PebblePad, select the "+ upload new" blue button.

The following menu will appear:



Select "Or choose a file...."

The File Browser will open. Locate and select the desired file and click "Accept."



Then, at the bottom of PebblePad’s lateral menu, select “Confirm upload.”

## Sign the form digitally

Sometimes you will have to sign a form digitally.

To do this, click the “Add Signature” button.

Student's signature  
Warning: By adding a signature, this asset will become locked with no editing permissions

Add Signature

You will now have the option to type your name and email address and sign using your mouse or touch screen.

Student's signature  
Warning: By adding a signature, this asset will become locked with no editing permissions

Print your name  
Please type your full name into the box below

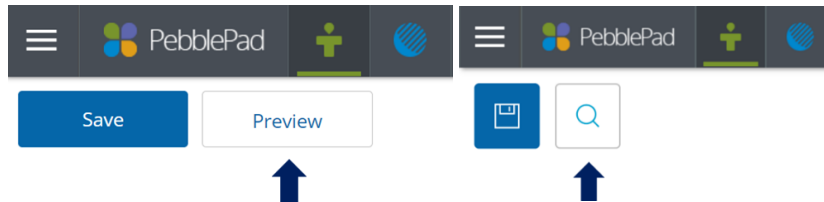
Enter your email address  
The given email address will receive a daily digest detailing all your recent signatures

Select “Confirm signature” to finish this process.

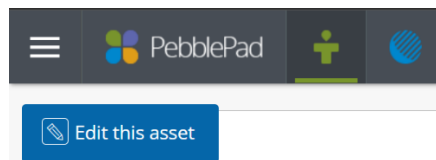
**Note:** In some forms, you will see the following warning: “By adding a signature, this asset will become locked with no editing permission.” When this is the case, make sure that this is the last step you should do. Once you have signed a form, it will be locked, and you will not have the option to edit it.

## Preview your work

PebblePad offers you the option to preview and see your templates and workbooks as non-editable assets. To do this, select the “Preview” / magnifying glass button in the page’s top-left corner.



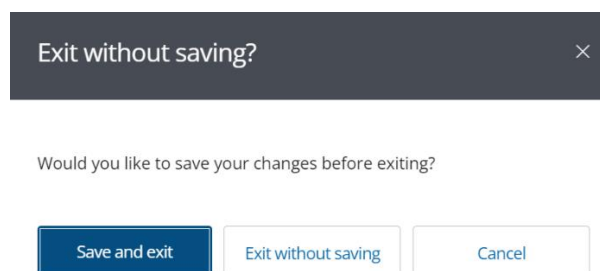
This will open the form in preview mode. To exit it, click the “Edit this asset” button in the page’s top-left corner.



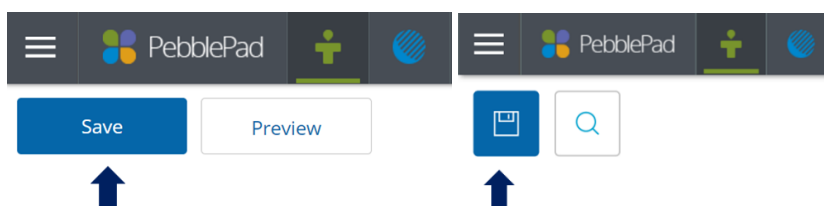
## Save

PebblePad does not auto-save. This means that you run the risk of running any unsaved work (see *‘Recovering an asset I forgot to save’ for more information about this*).

PebblePad will remind you to save after 20 minutes of work to prevent this from happening. Additionally, it will remind you to save when you try to exit the asset without having saved it:



To save an asset, select the “Save” / floppy disk button in the page’s top-left corner.

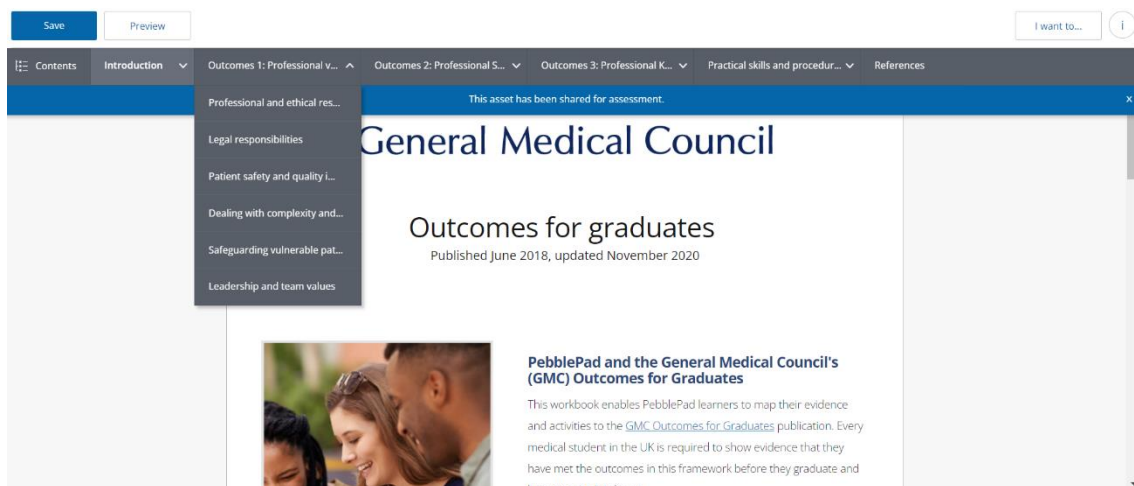


**Note:** After saving, it is important that you exit the asset before logging out of PebblePad. You can do this by going back to your Pebble+ Dashboard. If you do not do this, the system might interpret it as if you are still working on the asset on another window. If this happens, you might see the asset in preview mode and will not be able to edit it. If this happens, exit PebblePad and wait 30 minutes before accessing the asset again. You could also try deleting your browser's cookies and cache history.

## Filling out a workbook

You can find the desired workbook (logbook) in your Resource Store if it is the first time you are working on it or in your Asset Store if you have already worked on it. To open it, click on its title.

A workbook will contain multiple pages that you will be able to explore by clicking on them. Some tabs will contain subpages, as shown in the image below:



To open any page, just click on it.

You could perform the same actions in a workbook as in a template. There are, however, two specific actions that you will have to perform as well:

- Track progress
- Attach a form

## Track progress

Progress tracking will help you and your tutors review your learning and identify potential areas of improvement.

At the end of each workbook's page, you will find the following section:

**PROGRESS TRACKING**

Mark page as complete

[View progress >](#)

Once you have completed a page -either by reading its content or by fulfilling the activities it includes-, tick the “Mark page as complete box.”

**Note:** Once you tick the progress tracking box, the workbook will automatically save.

### Attach an asset (evidence)

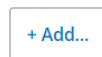
Forms are a key component of workbooks. They function as the evidence to demonstrate the learnings, achievements, and skills you have acquired.

#### Patient Satisfaction Questionnaires

**Attach 10 completed Patient Feedback Forms to this evidence block.**

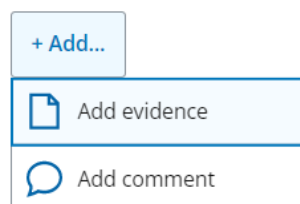
5 forms should be completed by Week 5 and will be reviewed by the GP tutor at the midway assessment.

The remaining 5 forms are to be completed by the end of the placement and will be reviewed as part of the sign off.



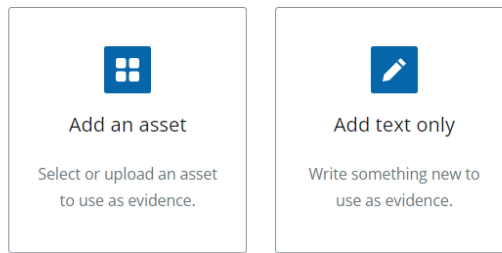
To add evidence, click the “+ Add...” button.

Then, select “Add evidence.” The asset will automatically save.



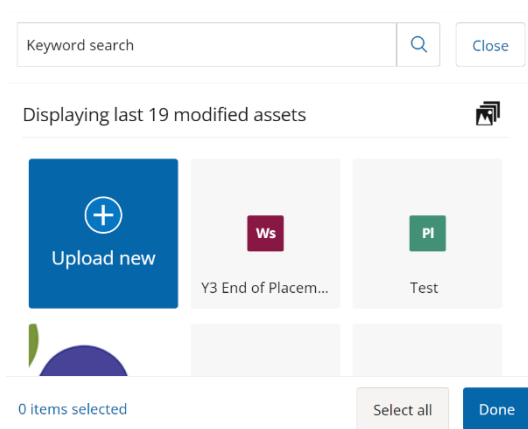
You will see the following lateral menu:

### Add evidence



Select “Add an asset.”

You will see a list of your last modified assets:



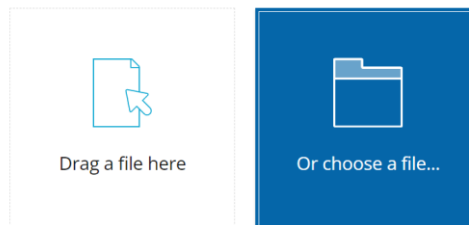
What you do now depends on whether the asset already exists in PebblePad or not.

### Adding an asset for the first time

If this is the first time that you upload a photo or video to PebblePad, select “+ Upload new.”

Then, select “Or choose a file.”

### Select one or more files



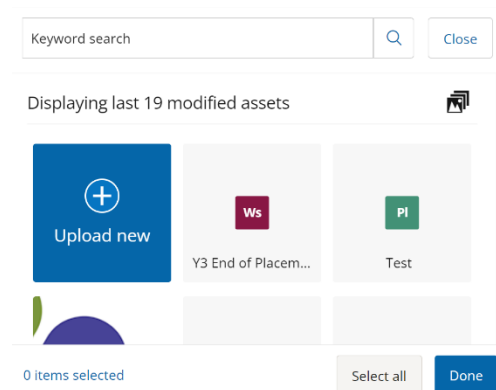
Locate and select the desired file in your file browser.

Add a title to the file and select “Confirm upload” at the bottom of the menu. You will now see the asset on the list.

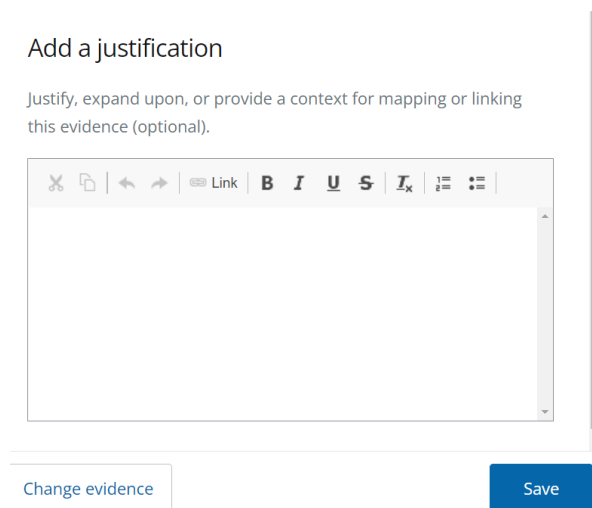
Now, follow the steps outlined below to continue with this process.

### Adding an existing asset

Locate the desired asset in the list or with the keyword search. Then, select it and click “Done” in the bottom-right corner of the page.



You will see the following option:



You can change the evidence or add a justification (optional unless explicitly requested). Select “Save” to finalise this process.

You will now see the asset attached to your workbook:

## Patient Satisfaction Questionnaires

Attach **10 completed Patient Feedback Forms** to this evidence block.

5 forms should be completed by Week 5 and will be reviewed by the GP tutor at the midway assessment.

The remaining 5 forms are to be completed by the end of the placement and will be reviewed as part of the sign off.



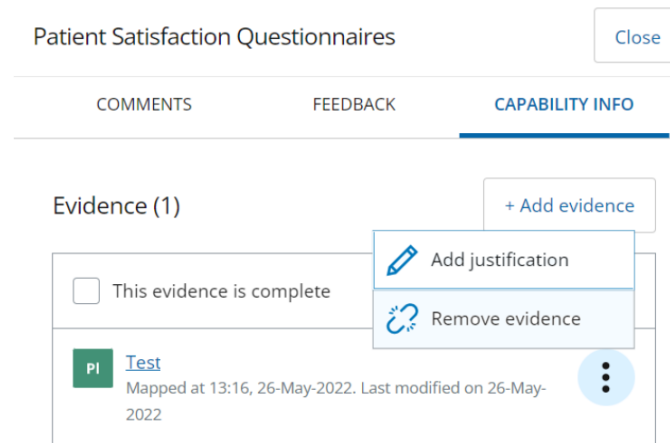
Repeat this process as many times as necessary.

## Remove evidence

If you accidentally added the wrong asset, you could remove it by clicking on the paper icon below the relevant section.



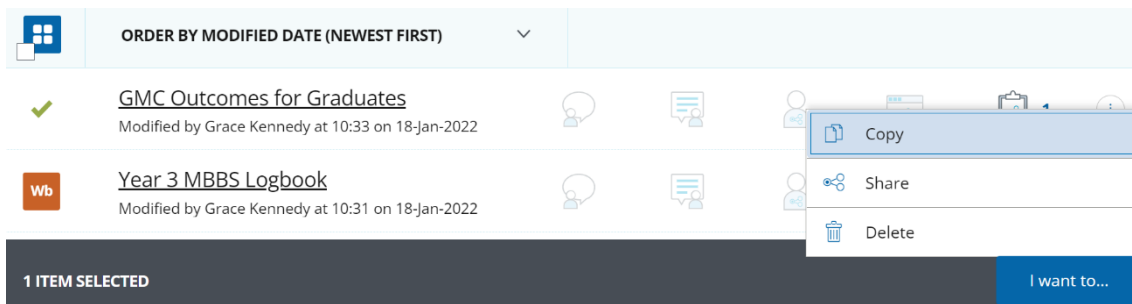
A lateral menu will open. Locate the asset you want to remove and click on the three vertical dots on its right. Then, select "Remove evidence."



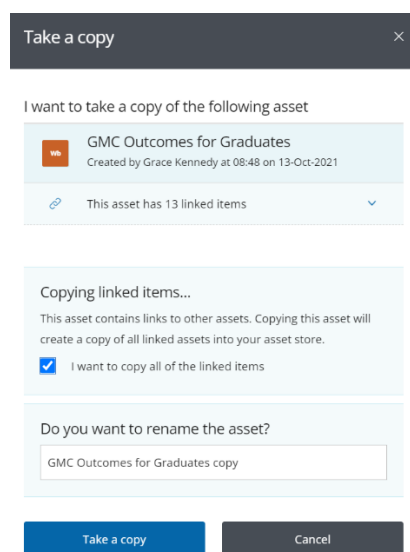
Confirm your selection to finish the process.

## Making a copy of an asset/resource

To make a copy of an asset/resource, locate it in your Asset/Resource Store. Next, select the desired asset/resource by clicking on its icon. Then, click the "I want to..." button at the bottom-right of the page. Then, select "Copy."



The following window will open:



Rename the asset/resource if pertinent and click “Take a copy.” After a few minutes, you will find the copy in your Asset/Resource store.

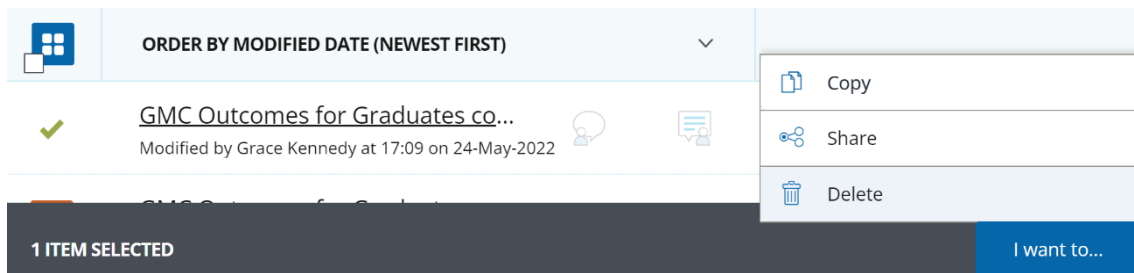
**Notes:** You need to own the asset/resource or have the appropriate permission to make a copy of it (see ‘Sharing an asset’ for more information).

A copy of an asset is no longer linked to the original. That means that any changes you make in one will not be reflected in the other.

## Deleting an asset/resource

To delete an asset/resource, locate it in your Asset/Resource Store. Select the desired asset/resource by clicking on its icon. Then, click the “I want to...” button at the bottom-right of the page. Next, select “Delete.”





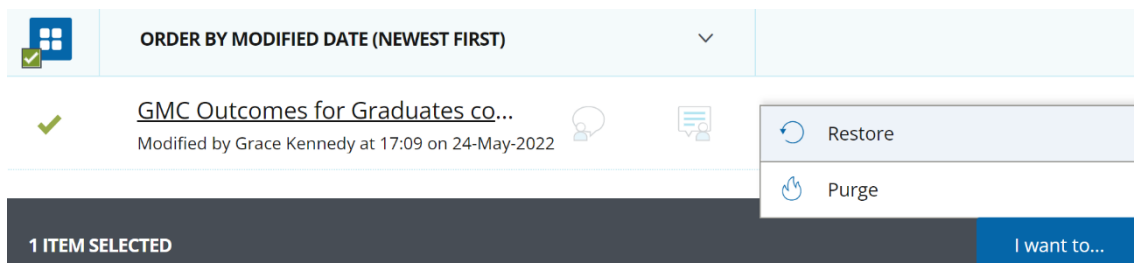
Confirm your decision by selecting “Delete item” in the window that message that will open.

## Recovering a deleted asset/resource

To recover a deleted asset/resource, access your Resource or Asset Store and select the “DELETED” tab in the top-right corner of the page.



You will now see a list of your deleted items. Locate the desired item and select it by clicking on its icon. Then, click the “I want to...” button at the bottom-right of the page. Next, select “Restore.”



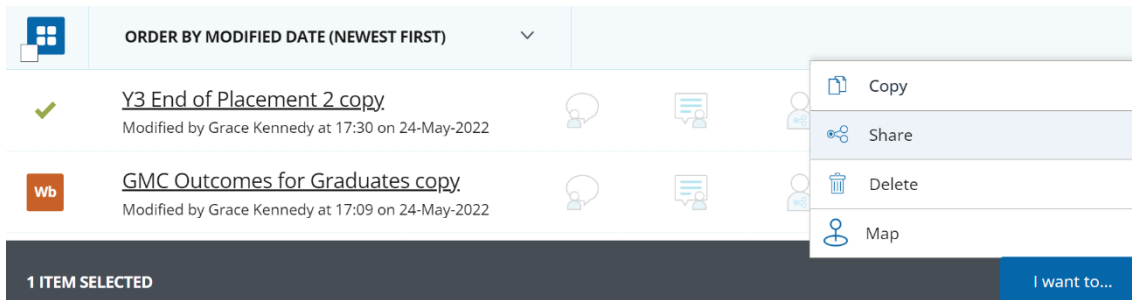
Finalise this process by selecting “Restore item” in the message that will open. You will now find the restored item in the pertinent store.

**Note:** If you purge a deleted item, it will be permanently erased.

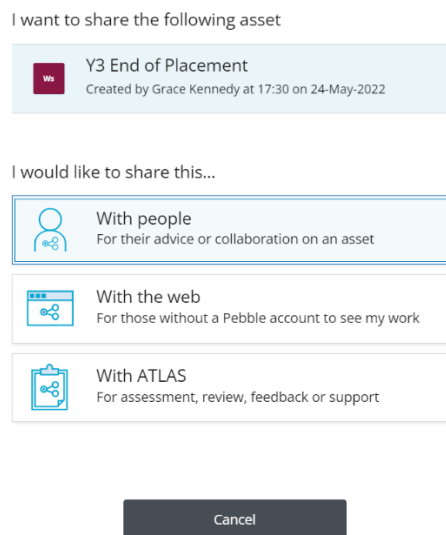
## Sharing an asset with a peer

In your Asset Store, select the desired asset by clicking on its icon.

Click the “I want to...” button at the bottom-right of the page. Then, select the “Share” option.



The following menu will open:



Select “With people.”

A menu will open with the following three sections:

- Who are you sending this to?
- What can your recipients do with this?
- Why are you sending this...

**Who are you sending this to?**



This section allows you to locate the receiver of the shared asset.

Who are you sending this to? ?

Find who you're looking for by email address, username, first name or second name

Type the user's name in the "Start typing here box."

If this is the first time you share an asset with the person, the following drop-down menu will appear:

Name
Sorry there are no matches
 Look for other PebblePad users
 Add a non PebblePad user

Click "Look for other PebblePad users." The following menu will open:

Look for other PebblePad users

You are looking for other PebblePad users. Please fill in as much information that you have about the person you are looking for

[Learn more about contacts within PebblePad](#)

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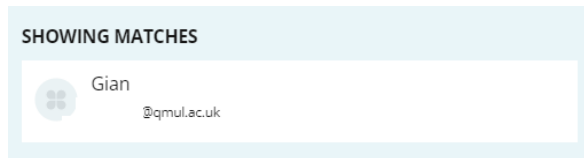
First name:

Second name:

Email address

Introduce the person's name/last name or email address and click "Search."

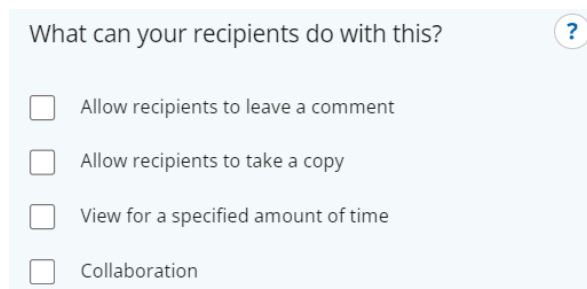
You will be able to see the matches below:



Select the appropriate match by clicking on it.

### What can your recipients do with this?

This section will include the following options:



Tick the appropriate option(s):

- **Allow recipients to leave a comment:** Recipients can only review and comment on your work.
- **Allow recipients to take a copy:** Recipients will be able to take a copy of the asset. The copy will belong to them and not be linked to your asset.
- **View for a specified amount of time:** You can set for how long recipients will be able to have access to your asset.
- **Collaboration:** The recipients will be able to edit your asset. When you select this option, the first two options are automatically selected.

**Notes:** Only one user can edit an asset at the time. If you try to access the asset whilst someone else is working on it, it will appear to you as locked.

If you want to upload an asset that a peer shared with you to a workbook, you need to make a copy out of it. Ensure that your colleague activated that option when sharing the asset.

### Why are you sending this...

You can add a message for the recipients of your share. This section is optional.

### Share asset

After completing the previous section, select “Share asset” at the end of the menu.



The recipient will receive a notification via email and find the shared asset in their Asset Store.

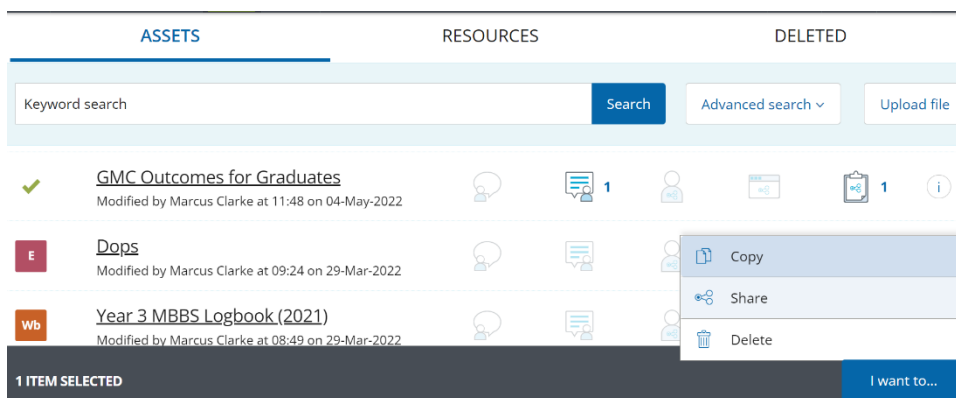
## Sharing an asset with your tutor

### Read only

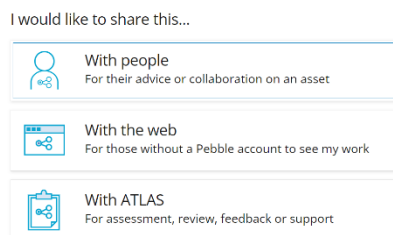
Sometimes, you will share some assets with your tutors for them to review them. This might be the case with your portfolios or with some forms and reflections they will need to read.

Your tutor might not have a PebblePad account. In these cases, you can share with them a read-only version of your asset.

To do this, locate the relevant asset in your Asset Store. Click on its icon and select “I want to...” and “Share”.



Then, select “With people”.



Now, select “+ Add a non-PebblePad user”.

Who are you sending this to? ?

Search your contacts by email, username, first or last name.

[+ Add a non-PebblePad user](#)

Insert your tutor’s information and select “Create”.

Add a non-PebblePad user

It appears we cannot find the person you are looking for within PebblePad so instead we can add a non PebblePad user as an external contact. Please fill in the fields below.

[Learn more about external contacts](#)

First name

Last name

Email address

Confirm email address

[Create](#) [Cancel](#)

### Collaborative permissions

As part of your placements, your tutors will fill out some forms to assess your performance. Usually, they will do this using through your PebblePad or PebblePocket account, using a tablet, computer or even your mobile phone. Nevertheless, although unlikely, you might need to have to share with them the relevant forms if they already have a PebblePad account.

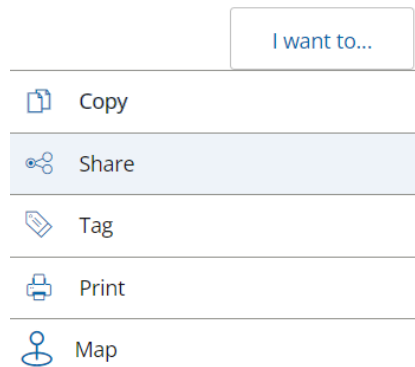
To do this, locate the desired form in your Resource Store and open it by clicking on its title.

In the “Save as...” text box, insert the requested title (for example, your year of studies, the type of placement, and your name).

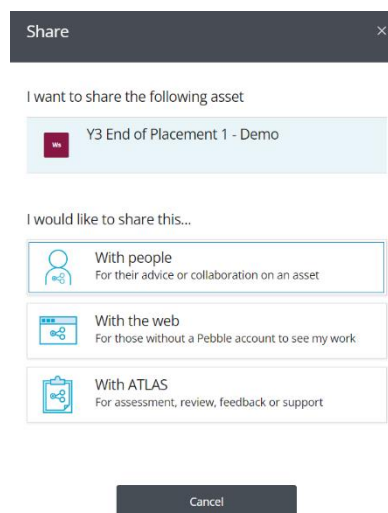
Save as... (e.g. Y3 End of Placement 1)

*To save a template you need to provide a title.*

Click the “I want to...” button in the top-right corner of the page. The form will save automatically. Then, select “Share.”



Select with people in the menu that will pop.



A menu will open with the following three sections:

- Who are you sending this to?
- What can your recipients do with this?
- Why are you sending this...

### Who are you sending this to?



This section allows you to locate your tutor.

Who are you sending this to? ?

Find who you're looking for by email address, username, first name or second name

To do this, type your tutor's name in the "Start typing here box."

If this is the first time you share an asset with them, the following drop-down menu will appear:

Name
Sorry there are no matches
 Look for other PebblePad users
 Add a non PebblePad user

Click "Look for other PebblePad users." The following menu will open:

Look for other PebblePad users

You are looking for other PebblePad users. Please fill in as much information that you have about the person you are looking for

[Learn more about contacts within PebblePad](#)

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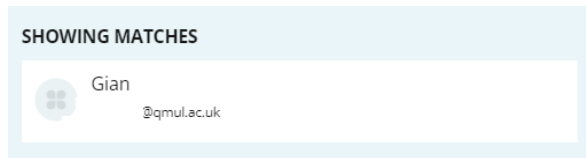
First name:

Second name:

Email address

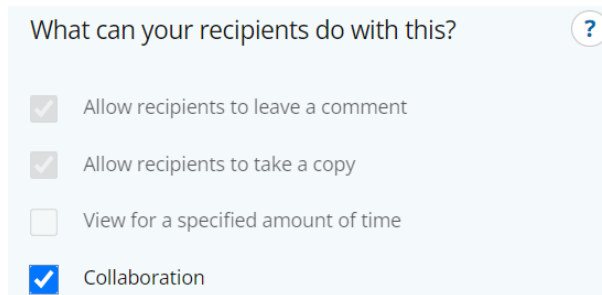
Introduce your tutor's name/last name or email address and click "Search." You will be able to see the matches below:





Select the appropriate match by clicking on it.

### What can your recipients do with this?



Since your tutors will be filling out the forms, they need to have full permission to do so. Thus, tick the “Collaboration” box. When you do this, the first two options will be automatically selected.

### Why are you sending this...

You can add a message for the recipients of your share. This section is optional.

### Share asset

After completing the previous section, select “Share asset” at the end of the menu.



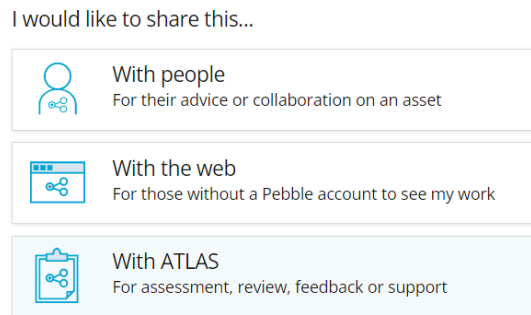
The recipient will receive a notification via email and find the shared asset in their Asset Store.

## Submitting an asset to ATLAS

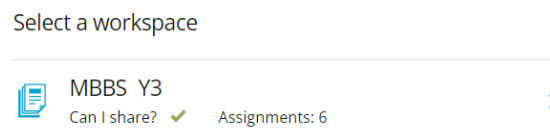
You can submit an asset to ATLAS for assessment either from your Asset Store or from within an open asset:

- **From your Asset Store:** Select the asset by clicking on its icon. Then, click “I want to...” and select “Share.” If appropriate, select “Share as an asset (your response).”
- **From within an open asset:** Click the “I want to...” button in the top-right corner of the page. Then, select “Share.” If appropriate, select “Share as an asset (your response).”

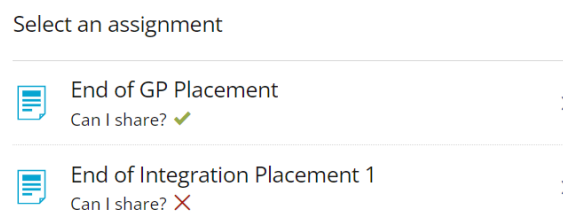
After clicking “Share,” select “With ATLAS.”



Select your workspace.



Then, select the appropriate assignment:



Finally, agree with the terms of usage and select “Share asset.”

**Note:** You will not have to conduct this process for those assets that are on auto-submit mode.

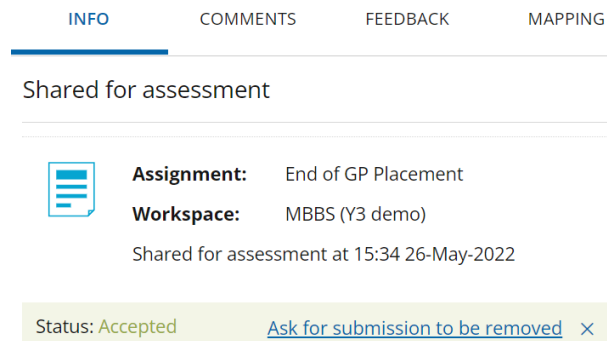
## Verifying if an asset was successfully submitted

Locate the asset in your Asset Store.



You should see a “1” next to the “Shared for assessment” icon (clipboard icon). Click on that icon. A lateral menu will open.

Scroll down in the “INFO” tab until you find the “Shared for assessment” section.



You will see the relevant information regarding your submission.

## Using PebblePocket

PebblePocket is PebblePad’s mobile app. It allows you to create assets with your phone (Android and iOS) and share them with your PebblePad account.

One advantage PebblePocket offers is that you can use it to save your assets without internet access once you have logged in. Then, you can send them to your Asset Store when you have a connection again.

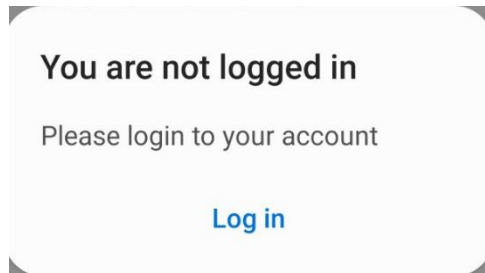
Throughout your course, you might use PebblePocket for two primary purposes:

- Filling out a form.
- Taking a picture or recording a video.

## Log in to PebblePocket

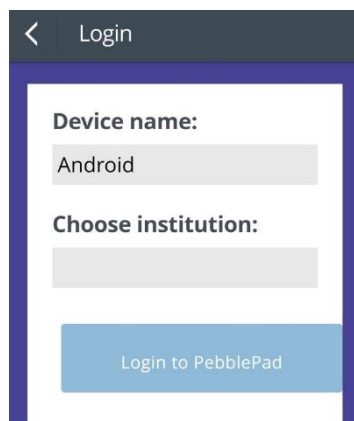
Open PebblePocket and select the settings button at the screen’s bottom-left corner.

Then, select “Account information.” The following message will appear:



Select “Log in.”

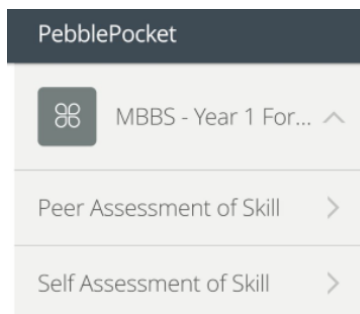
In the “Choose institution” field, locate and select “Queen Mary University of London.” Then, select “Login to PebblePad.”



Select “I have a guest account for PebblePad,” introduce your credentials and select “Login.”

### Fill out a form using PebblePocket

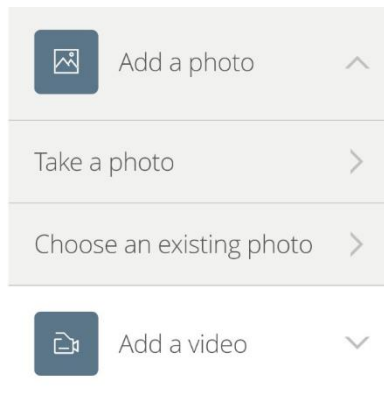
Locate and select your workspace in PebblePocket. A drop-down menu will appear with the templates shared within the workspace.



Open the desired form by selecting it. Then, fill it out. Once you have finished it, select “Save to device” at the bottom of the screen.

## Add a photo or video to PebblePocket

Open PebblePocket. Then, select “Add a photo” or “Add a video.”



You will have two options:

- Take a photo/video using your camera.
- Choose an existing photo/video from your gallery.

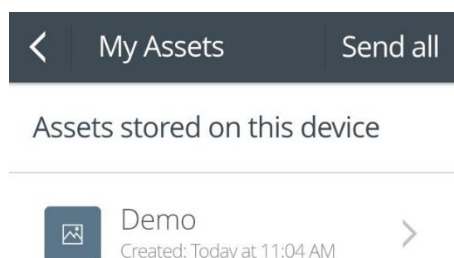
Once you have taken/selected the photo/video, select “Save to device.”

## Send your assets to your PebblePad account

Select “My Assets” at the bottom-right corner of the screen.



You will see a list of all the assets created using PebblePocket. Select “Send all” at the top-right corner of the screen.



Then, confirm your selection. You will now find the assets in your Asset Store.