



Welcome to PebblePad, the personal learning system. PebblePad incorporates a range of tools to help you plan, record, reflect on and evidence your learning. This may include any development activity, be it formal, educational, work-based, self-directed, personal or professional. The system also supports you in demonstrating your personal and professional capabilities and competencies to others on a formal and informal basis.



Navigating around PebblePad

There are only four main menu areas in PebblePad, all accessible from the home screen. These then provide access to submenus.

- **Create new** - the menu that allows you to build your ePortfolio content via a range of asset types.
- **View** - the menu area where all your existing records and uploaded files are saved and managed, and from where information gateways can be accessed. You can also access items other people have shared with you.
- **Upload file** - the menu that allows you to upload files from your own computer into your ePortfolio
- **Tools** - the menu area where you can e.g. add your personal details, manage contacts and change the look of your PebblePad.

Help with PebblePad

In addition to this guide, there is printable help and a number of movies available at <http://www.pebblepad.co.uk/help.asp>. These have been created to assist you in using PebblePad by demonstrating visually key features of the system. During the creation process, you will also find mini Help icons (small question marks) next to text input fields. These are designed to give you additional tips on what you might want to include in your assets. To view a tip click on the help icon next to a text area.

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 a gateway which will allow others to access your item. Please Note: If you share or submit an asset that is linked to other assets the viewer 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.

My Settings : Appearance

The appearance settings within Pebblepad enable you to select a range of options to customise the way Pebblepad looks and works. By using the available options you can change the colour for just about every element in the interface.

Click the **Tools** button and choose **My Settings**; a pad will open to enable you to select a wide range of options. The appearance tab is initially open to allow you to customise the text and colours within PebblePad.



The left pad consists of an option to select your preferred Theme for PebblePad.



Webfolio

A webfolio is an evidence-based website that is used to present stories about yourself or stories about your learning. They can contain any number of pages which can be added to, edited or deleted at any time. Pages may also contain links to websites and other assets within your ePortfolio.

Creating a Webfolio

Click the **create new** button then **more** and choose webfolio from the menu.



In the pad that opens there are areas to add a **title**, select a **tag** and add a **description** for your webfolio

The tags drop down box contains your most popular Tags. More Tags can be added by selecting all Tags from the list or at the final stage of the creation process.

Click either the **number 2** button or the next arrow on the navigation bar to move to the next section.

This section is where you can pick a Template for the style of your webfolio.

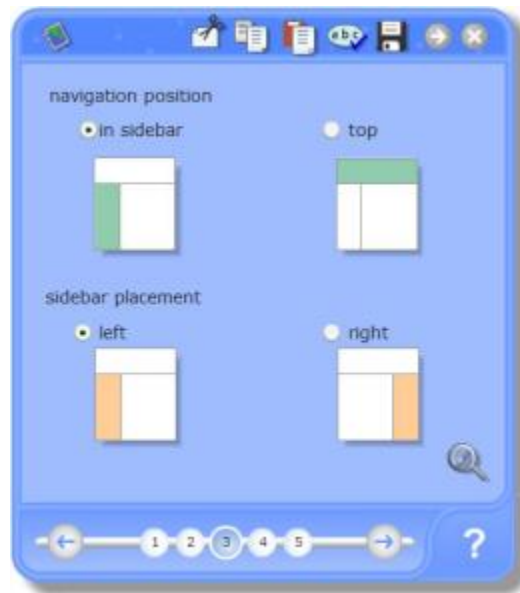
Click on the drop down box and select a Template. Once you have chosen a Template you can click the coloured boxes below the small preview area to select a different Template within the same Theme. You can also create your own Template by scrolling down to "create new Template".



Once you are happy with the Template you can view it, by clicking on the magnifying glass at the bottom right of the pad.

Click either the **number 3** button or the next arrow on the navigation bar to move to the next section.

This section allows you to define where you want to place the **navigation bar** on the pages of your webfolio. You can place the navigation bar on the side or at the top of the webfolio. You can also place the **sidebar left** of the webfolio or **right** of the webfolio.



You can preview your selection by clicking on the magnifying glass at the bottom right of the pad.

Click either the **number 4** button or the next arrow on the navigation bar to move to the next section.

This section is where you can **add pages**, and other items to your webfolio

Page

- To add a page, click in the box which says [Enter Page Title Here] and type in a title for your page
- Click the downward chevrons to add the new page to the webfolio
- Repeat this process for as many pages as you want to add to your webfolio
- You can re-position the pages, by clicking on the page title in the list and using the up and down arrows, on the left of the box
- You can edit the content of a page by clicking on the **edit page** icon at the bottom of the pad



You can also double click on the page title for quick access to the **webfolio editor** for you to add or edit your page content.

You can preview your webfolio by clicking on the magnifying glass on the bottom of the pad.

Click either the **number 5** button or the next arrow on the navigation bar to move to the last section. You can choose to do a number of things with the webfolio asset you have just created:

- view it;
- send it to:
 - person
 - web
 - gateway

You can also simply click on the **tick button** to save and close your asset.

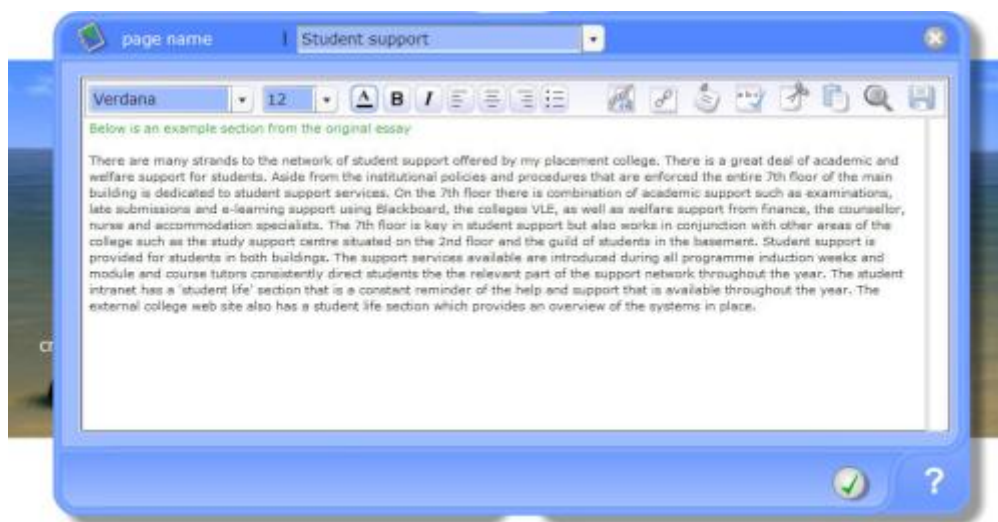
Webfolio Editor

The webfolio editor enables you to create rich webfolios which can draw upon items within your PebblePad asset store. You can also edit and format text, add images and link to other items via the webfolio editor.

If you want to edit a certain page within the chosen webfolio, select the page and click on the **edit button** at the bottom of the pad.

This will open up a new double sized pad for you to edit your page.

If the webfolio has just been created there will be no text in the dialogue box, however if you are editing a page you will see the content of that page.



This pad will help you **edit text**, **add photos** and **add media** to the content of a webfolio page.

At the very top of the pad, there is a drop down box that contains all the pages that are within the webfolio. This is so you can quickly flick between pages that you want to modify. You can type or paste text into your blank pages. You can also add images, multimedia, links or info tips within your pages and against specific words or phrases.

To change the style of text in the pad is similar to editing text in a word document. First you need to **highlight the text** you want to edit and then using the options at the top of the pad you can change certain aspects.

Working from left to right the icons are:

- **Font** - select a font by clicking on the drop down box.
- **Size** - change the size of your text by clicking on the drop down box.
- **Colour** - To change the colour of the text click the icon with 'A' marked on it. This will open up colour swatches you can use.
- **Bold** - You can make the text bold by clicking the icon marked with a 'B'. This will change the thickness of your text.
- **Italic** - You can make the text italic by clicking the icon marked with a 'I'.



The next sequence of icons are to help you align and format your text.

- The first icon aligns text **left**.
- The second icon **centre** aligns text on the webfolio page.
- The third icon aligns text **right**.
- The fourth icon adds **bullet points** to the text you have selected.

The next two icons enable you to add an image or a multimedia element to the side bar.

Add an image to the sidebar

- When you click on **add an image** a new pad will open. Firstly choose an image you want to use by clicking on the **small photo icon**, this will bring up a new pad that will have any images you have uploaded to PebblePad. Once this has opened, select an image and click the green tick, this will take you back to the previous pad.
- If at a later stage you want to **remove** the image, click on the image when you are in the webfolio editor. This will open up the previous options in the pad. Click on the dustbin to **remove** the image from your webfolio.

Add multimedia element to the sidebar.

- When you click on this icon a new pad will open up that has all your images and video files you have uploaded into PebblePad. You can also access your **Flickr** and **YouTube account** by clicking on the icons at the bottom left of the pad.

- When accessing these two separate accounts you will be asked to login in using your **username** and **password**. These login details are for the accounts held by **Flickr** and **YouTube** not by PebblePad.
- Please note. It may take a few seconds to load the files from these external sites.
- Once you have chosen your **image** or **video** from Flickr or YouTube, click on the green tick to add it to the page.

The next two icons will enable you to add a link or an info tip. When creating these you first need to highlight the text you wish to be changed.

Adding links/Evidence in your webfolio

- First you need to highlight the text you wish to link to and then click on the link icon, this will open up a new pad listing your PebblePad assets. At the top of the pad you will see the text you have selected.

You can link the selected text to one of three things. You can firstly **link** the text to **an asset** that you have already created. To do this click on the asset and then click on the green tick to confirm your selection.

NB To check you have linked the correct record, click on the magnifying glass to view your page. Hovering over the hyperlinked word or phrase will show the title and description of the asset you have linked. **NB** hovering over or clicking on the word or phrase in the webfolio editor page will not show the linked record. You can also see all the records, images or multimedia elements linked to your entire webfolio by showing the Tree View when you view your webfolio. This will also show any additional links between records you have already created.

- You can also **link** the text to a **Website**. Click on **web link** tab at the top of the pad and you will be given a place to type in the **web address**. You can also copy and paste a web address into the box if you first copy it from an appropriate source.
- The last option is the ability to **link** the selected text to an **email address**. Click on **email link** and there will be a place to type out an **email address**. When the viewer then clicks on the selected text it will open up the **email** provider with the desired email address all ready in place.

Info tip

An info tip allows you to add more details or make a comment as part of the content of a webfolio page. When a person is viewing your webfolio, they can

place the mouse over the selected text and the info tip will appear. This is similar to adding comments to an area of text in Microsoft Word or Excel.

To add an info tip highlight the desired text and click on the **info tip** icon. A new pad will open with the **highlighted text** at the top. You can write your additional information or comments in the box marked info tip. Once you are happy with the content of the info tip click the green tick icon to **save**.

The last 6 icons are:

- **Spell check**
- **Cut**
- **Paste**
- **Undo**
- **View this page**
- **Save this page.**

Remember to save your work using the save icon on a regular basis as you create a webfolio page so you do not lose your work.

Note: Whilst the webfolio page editor provides a really easy means of creating web pages. It is not a complex text editor and so does not contain the kinds of Tools associated with word processors. You cannot insert graphics, tables or other components into the text.