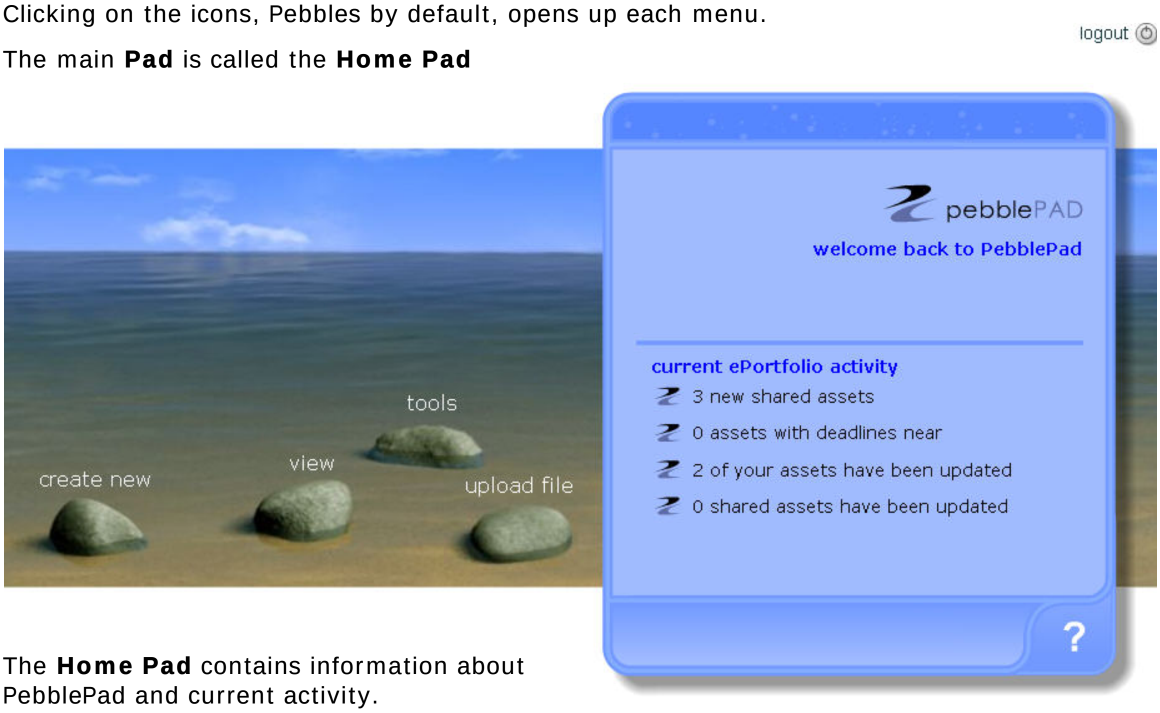
PebblePad :: Getting Started

This tipsheet has been written to guide your initial use of PebblePad. It starts with an overview of the main menu and user interface.

Main Menu

Clicking on the icons, Pebbles by default, opens up each menu.

The main **Pad** is called the **Home Pad**



The **Home Pad** contains information about PebblePad and current activity.

Hovering over the **welcome back** message reveals details of the version of PebblePad you are using.

Clicking on **current eportfolio activity** opens a webpage with a report of how you have used PebblePad. This is viewable only to you.

Underneath this link are details of changes, deadlines or updates relevant to your assets.

The **create new** menu allows you to create new items – also referred to as assets or records. The default order of the menu is:

... skills, competencies or abilities that you have

... skills, competencies, abilities or experiences you want to plan for

... achievements or accomplishments you would like to record

... personal or professional experiences you would like to record

... records meetings with others e.g. for projects, mentoring, tutoring

... a general record for thoughts and reflections

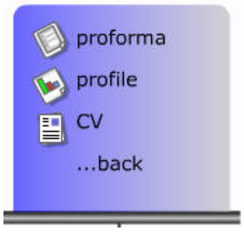
... a collection of assets brought together to create an eportfolio presentation

... a tool for creating an online journal or diary

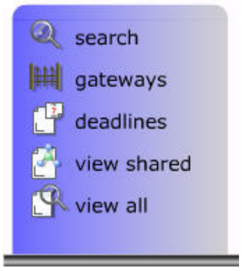
... reveals additional **create new** items

more... **create new**

Tailored forms created locally for your course or profession...
A self-audit tool for rating your skills or providing evidence of competence...
Use data and records in PebblePad to build a CV...
Click **...back** to return to the main **create new** menu...



The **view** menu allows you to view assets you have previously created. The default order of the menu is:

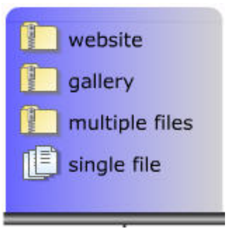


... search for assets by type, tag, keyword or date
... open and view gateways
... open the **asset store** to assets with deadlines due e.g. action plans
... open to assets shared with you by others
... open the asset store to view all assets

The **tools** menu allows you to organise contacts; add personal data and set viewing preferences. The default order of the menu is:

Administrator tool for building custom forms...
Administrator tool for building custom profiles...
Add and manage PebblePad and external contacts...
Add and edit personal information for use in tools like the CV builder...
Change the appearance of your PebblePad and set user preferences...
Clicking **more...** reveals additional links for exporting and importing assets

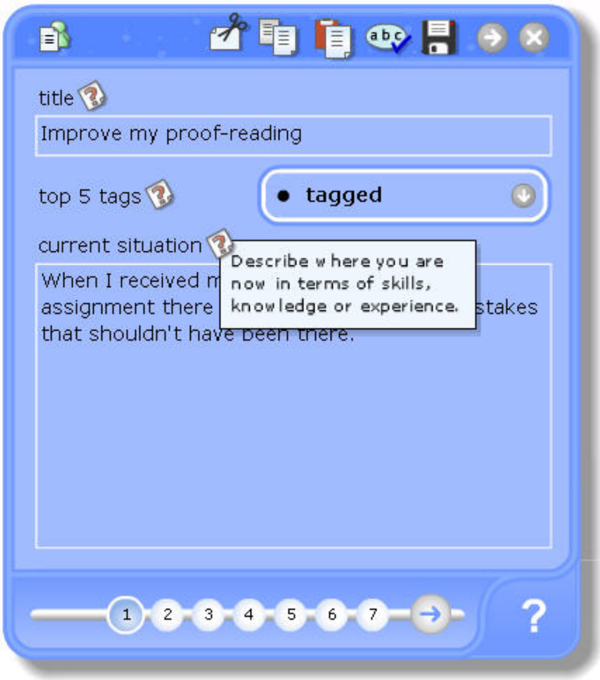
The **upload file** menu allows you to upload files. The default order of the menu is:



... upload a website as a **zip** file (should contain a file called *index* or *default*)
... upload a collection of zipped images
... upload multiple files at once in a zip file
... upload individual files (default max file size is 10Mb)

Creating Assets

From the **create new** menu choose an asset type you wish to create – in this example an Action Plan.



The arrow opens/closes a menu containing tools for cutting, copying, pasting, saving and for spell-checking. Click the cross to close the pad. You will be prompted to save changes.

Assets can be 'tagged' and your top 5 tags can be easily used from the drop-down menu. **Tags** are keywords you use to describe assets to help you organise them. All tags can be accessed from the tools on the last page or **overview pad.**

Text can be entered into the various text fields. A **hint** can be viewed by clicking on the small **?** icon.

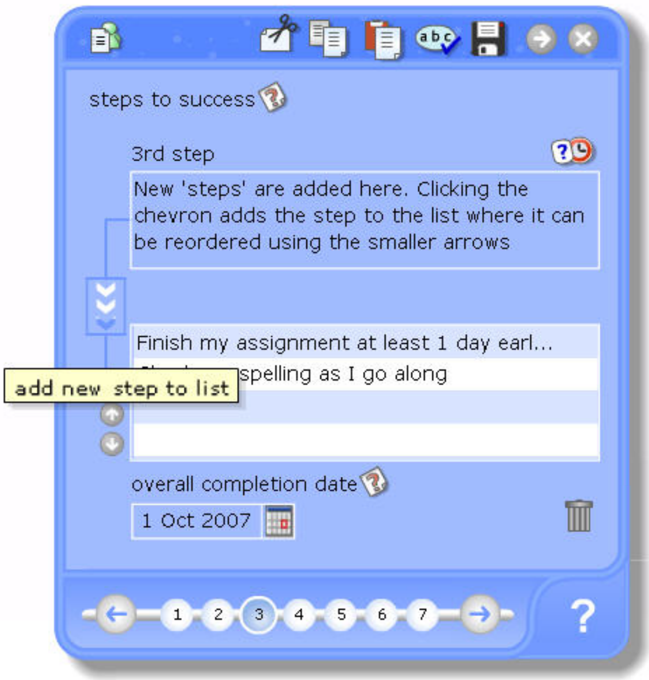
Navigate through the pages using the arrow or number icons. Clicking the **hint** text or the large ? opens the online help.

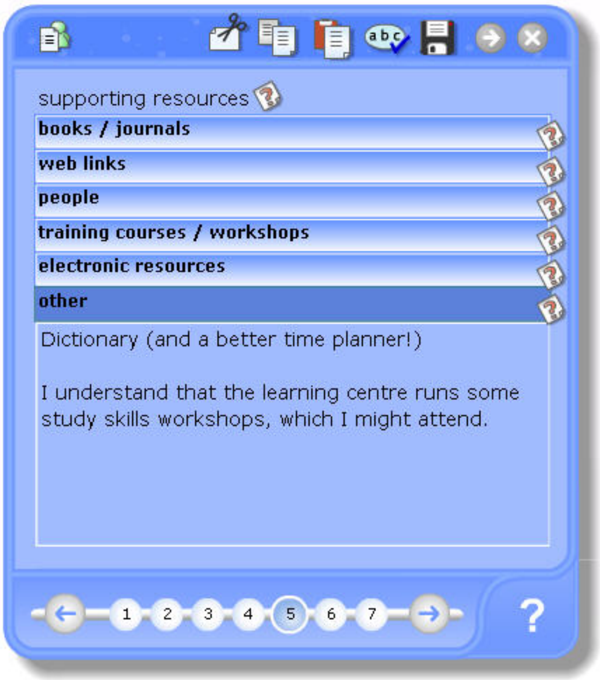
Some of the asset **wizards** contain tools to help you organise what you are writing. One such tool is the **list tool** which allows you to create items for adding to the list below – in this case steps towards completion of an action plan.

Once in the list items can be selected and then edited, deleted or reordered.

Items are added to the list by clicking on the chevron arrows.

Some assets allow you to add dates. To do so simply click on the date field and choose a date from the calendar tool. Holding the **Y** key and using your keyboard arrows allows you to scroll through the years.



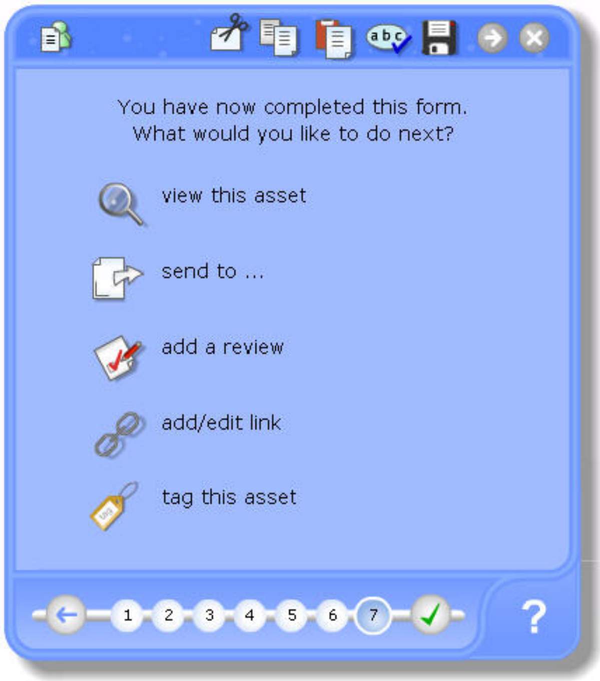


This tool is called an **accordion** it allows multiple entries to be made on a single page. In this case the accordion presents categories of resources that someone might use to help them achieve their action plan.

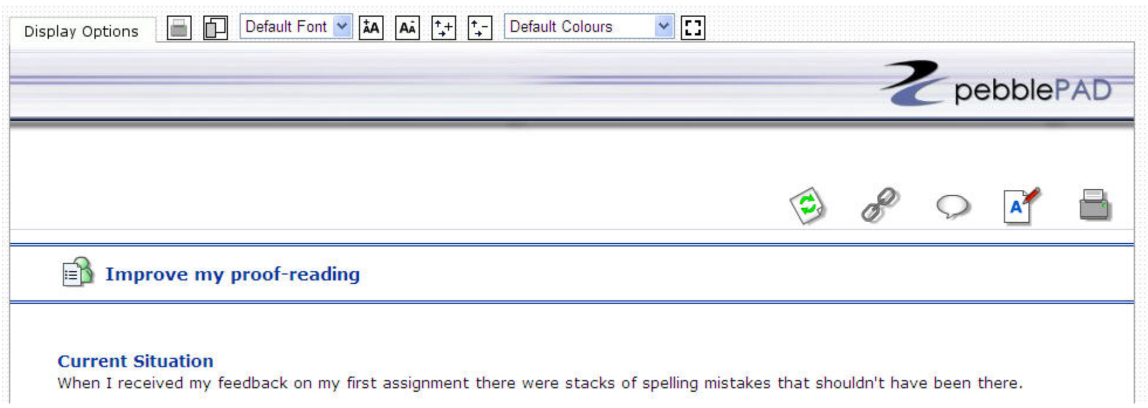
To move between different parts of the accordion simply click on the heading bar.

The last page of all new assets contains tools which allow you to:

View which opens the asset in a webpage which is how others would see it if shared. To share with others you would **send to** a person or gateway. You can also **send to** a blog or a printer. All assets allow you to add **notes** or **reviews**; these are additional fields of information which add new thoughts or reflections to an asset. You can also **add links** to an asset – these can be links to other assets, uploaded files or email/web links. All assets can also be **tagged**, this makes it easier to organise them and to link similar items together.



When an asset is viewed the **Display Options** tab at the top of the page allows you to change the size, spacing, colour and type of font. **Icons** below the banner allow you to refresh the page, view links, add/view comments, save to a word-processor and print.



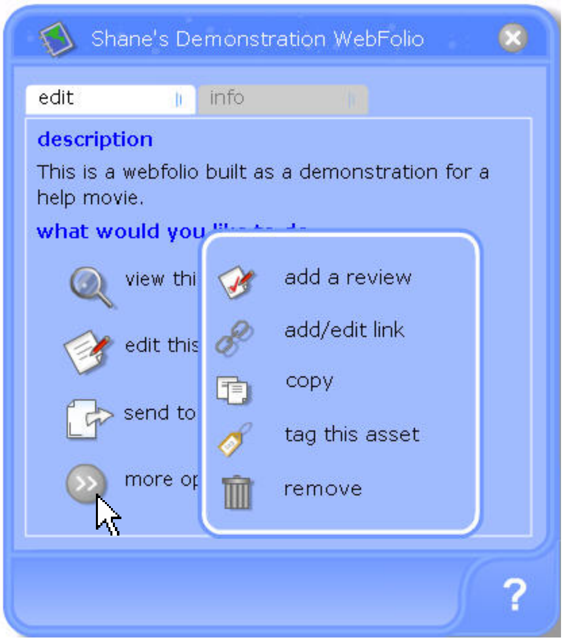
The Asset Store and Overview Pad

Clicking on **view all** from the view menu opens the **asset store**; this lists all of the items in your PebblePad account with the newest items always at the top of the list. Three tabs at the top of this pad allow you to move between your own items; shared items and the search tool.

A very quick way to find assets of a particular kind is to use the drop down **filter blind**. To open the blind click on the **circles icon** on the right of the tab then choose the kind of filtering you wish to do. You can filter by types of asset or choose assets that you have shared or which have comments or deadlines. A rollover hint will help you select the correct filter.

To choose an asset, simply select it from the list. If you hold down your mouse key for ½ second the selected asset will immediately open into its webpage view.

When an asset is selected the **overview pad** will open on the right-hand side.



The **overview pad** contains similar tools to those that appear on the last page of the asset wizards. Some of the tools have a sub menu that opens when you hover over the main icon, in this example the **more options** icon.

At the top of the overview pad are two, sometimes three, tabs. The pad will always open to the **edit tab**.

The info tab provides information about the selected asset including whether it is shared; published to a gateway or is linked.

Where appropriate the information links to a third tab providing additional information.

Sharing

All assets that you create remain private unless you choose to share them with others or publish them to a gateway controlled by a teacher, mentor or administrator. To share an asset click on the **send to > person** link which will open the following pads:

Any people you have previously shared with will be listed under your **contacts**. Using the tabs across the top you can also create and organise groups and add new contacts (see below). Select the person or persons you want to share with and then click the chevron. The list on the right contains the people you will be sharing with.

Click on the 2 or arrow icon to move to the **permissions page** where you can set share permissions for these contacts and a date when the share will end. By default the share until date is set to ongoing.

To add new users add part or all of their surname and/or forename and click the **magnifying glass** to search. Choose the correct person from the list (even if it is just one person) and click the tick to add them to your contacts and to the share list.

External users can be added by entering their names and email address. A temporary username and password will be automatically created to allow them to view your shared asset which they will access via an automatic email message sent from PebblePad.