

PebblePad: Mini-guide

This mini-guide will help with your initial use of PebblePad. It starts with an overview of the main menu and user interface.








You can access PebblePad here <http://pebblepad.tsd.ac.uk/> using your usual University username and password. PebblePad will work on all browser types but it does require the Adobe Flash Player Plug-in to work, this can be downloaded and installed for free.







Main Menu

Clicking on the icons, Pebbles by default, opens up each menu. The main **Pad** is called the **Home Pad**; this contains information about PebblePad and your current activity.

Create new






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

 activity	← Workshops or events you have attended
 ability	← Skills, competencies or abilities that you have
 action plan	← Skills, competencies, abilities or experiences you want to plan for
 achievement	← Achievements or accomplishments you would like to record
 experience	← Personal or professional experiences you would like to record
 meeting	← Records meetings with others e.g. for projects, mentoring, tutoring
 thought	← A general record for thoughts and reflections
more ...	← Click ' more... ' for additional create new items

 blog	← A tool for creating an online journal or diary
 webfolio	← A collection of assets brought together to create an ePortfolio presentation
 activity log	← A tool for aggregating assets with a time element (activate within settings)
 proforma	← Tailored forms created locally for your course or profession
 profile	← A self-audit tool for rating your skills or providing evidence of competence
 CV	← A tool for building a CV using data from About Me
...back	← Click ' ...back ' to return to the main create new menu







View

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

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

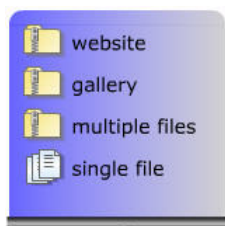
Tools

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

 form builder	← Admin only tool for building custom forms
 profile builder	← Admin only tool for building custom profiles
 my community	← Add and manage PebblePad and external contacts
 about me	← Add and edit personal information for use in tools like the CV builder
 my settings	← Change the appearance of your PebblePad and set user preferences
 my tags	← Add, edit and organise tags
more ...	← Reveals additional tools for exporting and importing assets

Upload file

This menu allows you to upload files. The default order 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

Asset is the word used to describe anything you store in PebblePad, this could be something you created in PebblePad such as an Action Plan, something that has been sent to you such as a form or profile or something you have uploaded such as an **image** (e.g. JPEG, GIF etc), **music file** (e.g. MP3, WAV etc) or **document** (e.g. Word document or PDF etc).

Apart from uploading via the '**upload file**' menu all assets are created using the '**Create Menu**'. Once an asset has been created you can use the '**view**' menu to view or edit them.

Viewing and Editing Assets

Clicking on **my assets** 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; received 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 **arrow 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.

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 including links which allow you to **view**, **edit** or **send** the asset; and **more options** to add **reviews**, **links**, and **tags**; and to **copy** and **delete**. Some of the tools have a sub menu that opens when you hover over the main icon, in this example the **send to** 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.

From the 'edit' tab it is possible to **view the asset**, **edit the asset** or **send the asset** (The method by which an asset is shown depends on the asset type). Note that there are several sub options under send, including publish to the '**web**'

and send to a person, importantly a person can be anyone either internal or external to the University, they do not require a PebblePad account of their own.