

# PebblePad:

Guidance for external assessors

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# What is PebblePad?

PebblePad is the e-portfolio software of choice for students at The University of the West of England (UWE). The software is used across each of the faculties in the University, with the heaviest use in the Health & Applied Sciences faculty. This reflects the ability of PebblePad to support the management and assessment of students studying whilst on placement.

There are two parts to the system that, when combined, make up PebblePad, these are Pebble+ and ATLAS.

## Pebble+

Pebble+ is the creative part of the system. It is here that students can build their own portfolios, or receive and complete pre-constructed workbooks provided by their course. As an external assessor it is highly unlikely that you will have access to this part of the system.

## ATLAS

The Active Teaching and Learning Assessment Space (ATLAS) is where the staff at UWE manage the workspace. Resources for students are made available, assignments are created, student submissions can be viewed, feedback and grades are released, and reports are run.

## Terminology

There are a number of terms used in PebblePad that it will be useful to explain.

**Asset** – an asset is a file. Any item that the student adds, this could be created within PebblePad or uploaded from their computer, is saved in their Asset Store.

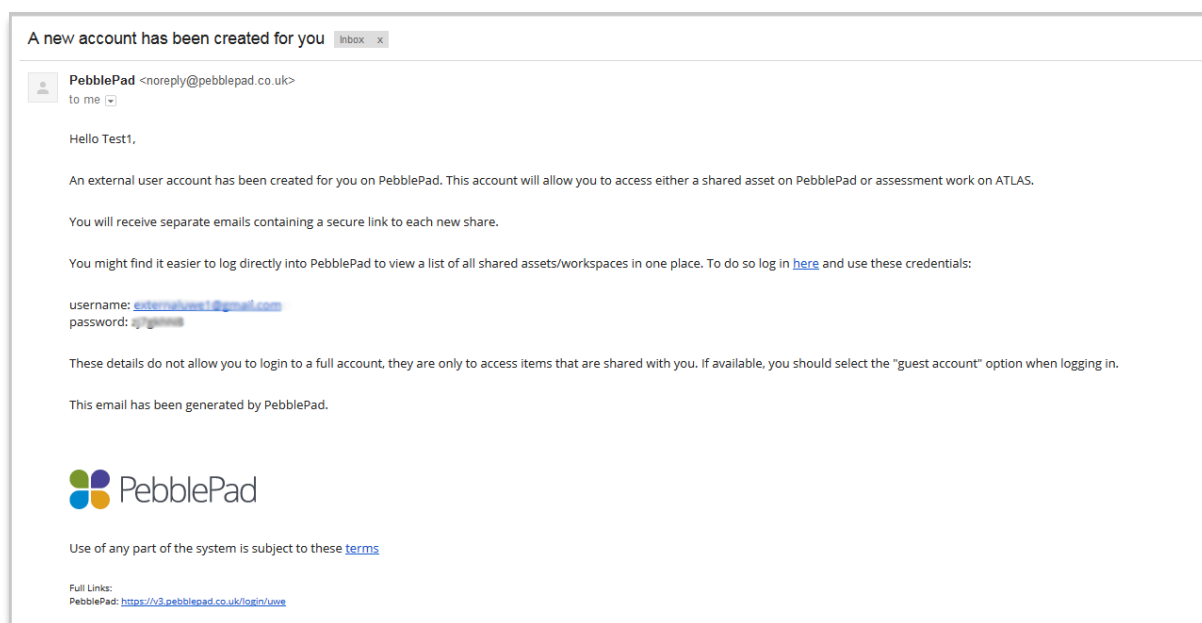
**Resource** – a resource is a template. Students are provided with a number of generic templates by PebblePad, for example they receive a template for recording reflections. The majority of courses provide a workbook template to be completed by the student.

**External Assessor** – refers to someone from outside of the host organisation who is engaged in assessing or validating the assets or assessment processes evidenced on a Workspace.

## Your External Assessor Account

As an external assessor you are provided with a PebblePad account in order to view the work of UWE students who are in placement under your supervision. You may be expected to leave feedback and comments regarding their development in post and/or sign off to confirm that they have demonstrated role specific competencies.

Your account may be created manually, by a member of staff at UWE, or automatically, when a student you are supervising shares with you for assessment. Irrespective of the way your account was created you will receive an email with your username and password.



(Example of the email received with account details)

This email is automatically sent from the [noreply@pebblepad.co.uk](mailto:noreply@pebblepad.co.uk) email address and may be subject to firewall restrictions, or flagged as spam or junk mail. If you are expecting this email but have not received it we recommend checking your junk mail folder first and, if it is still not there, contacting your designated UWE PebblePad support staff for assistance.

## Accessing PebblePad

Your external assessor account at UWE can be accessed from the main UWE Pebblepad log-in page – <https://v3.pebblepad.co.uk/login/uwe>

**UWE Bristol** University of the West of England

### Login


I have an IT account at this organisation (myUWE)

I have a guest account for PebblePad

Username:

Password:

[Forgotten your username or password?](#)  
[Change your password](#)

 Login to PebblePad

[View our terms & conditions](#)

(Example of UWE log-in screen)

To log in:

- Select the guest account option. Only staff and students at UWE will be able to use the organisational IT account option
- Enter the username and password you received by email. If you have forgotten your password you can change it from this screen

If you are successful you will see your External User dashboard, a stripped down version of the Pebble+ homepage, displaying:

- Your username
- A list of the items that have been shared with you for assessment, each item displays the title, a light blue icon showing that this has been shared for assessment, and the name of the student who has shared it with you
- A link to the workspace(s) that you have access to

<b>Wb</b>	<b>ORA Jan 2018</b> ASSESSMENT from Stu4 Dent				1
<b>Wb</b>	<b>PA procedural skills passport (working)</b> ASSESSMENT from Stu 5Dent				1
<b>Wb</b>	<b>PA procedural skills passport (practice)</b> ASSESSMENT from Stu3 Dent				
<b>Wb</b>	<b>Music Therapy Portfolio Professional Practice &amp; Skills w...</b> ASSESSMENT from Stu 7Dent				1

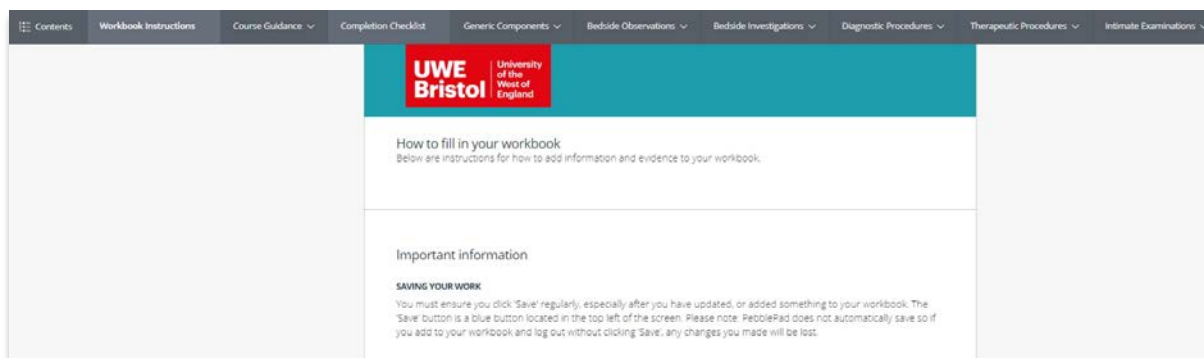
Workspaces you have access to

	<a href="#">TEST Husna-test-290318 (h39-ahmed)</a>
	<a href="#">UZUSTD-45-1 - Clinical midwifery practice 1 17feb_1 ATLAS</a>

(Example of the External User dashboard)

## Feedback and Assessment

To view an item that has been shared with you click on the title and it will open in the current tab. To open in a new tab/window right-click on the title and select the option you want to use.



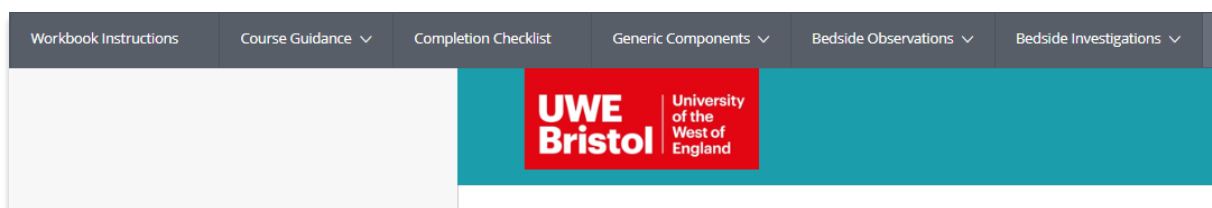
(Example of a workbook)

Each course will have their own requirements for assessing and giving feedback, we recommend contacting your course lead for specific information. There are, however, features that are common to every workbook.

## Navigation

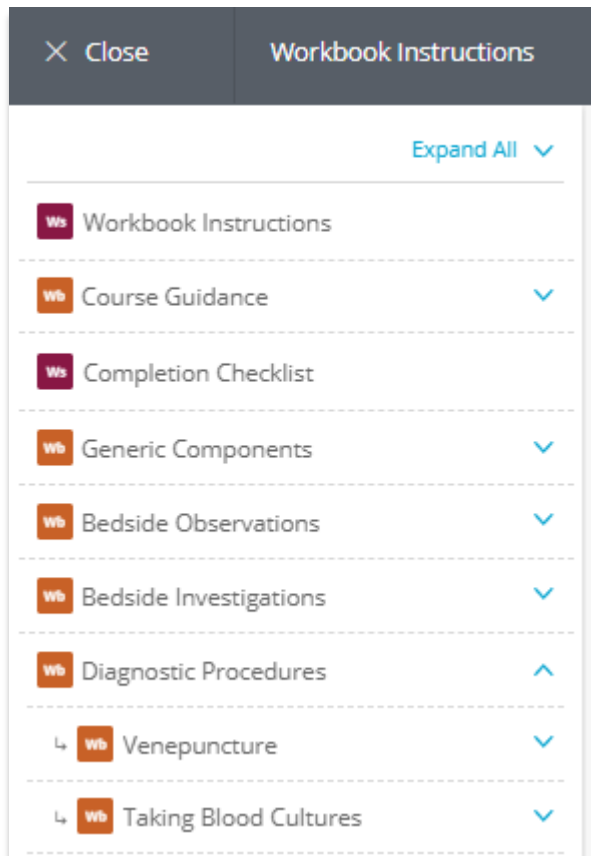
There are two ways to navigate through a workbook.

Option 1 is to use the tabs that run horizontally across the top of the workbook.



(Example of horizontal tabs)

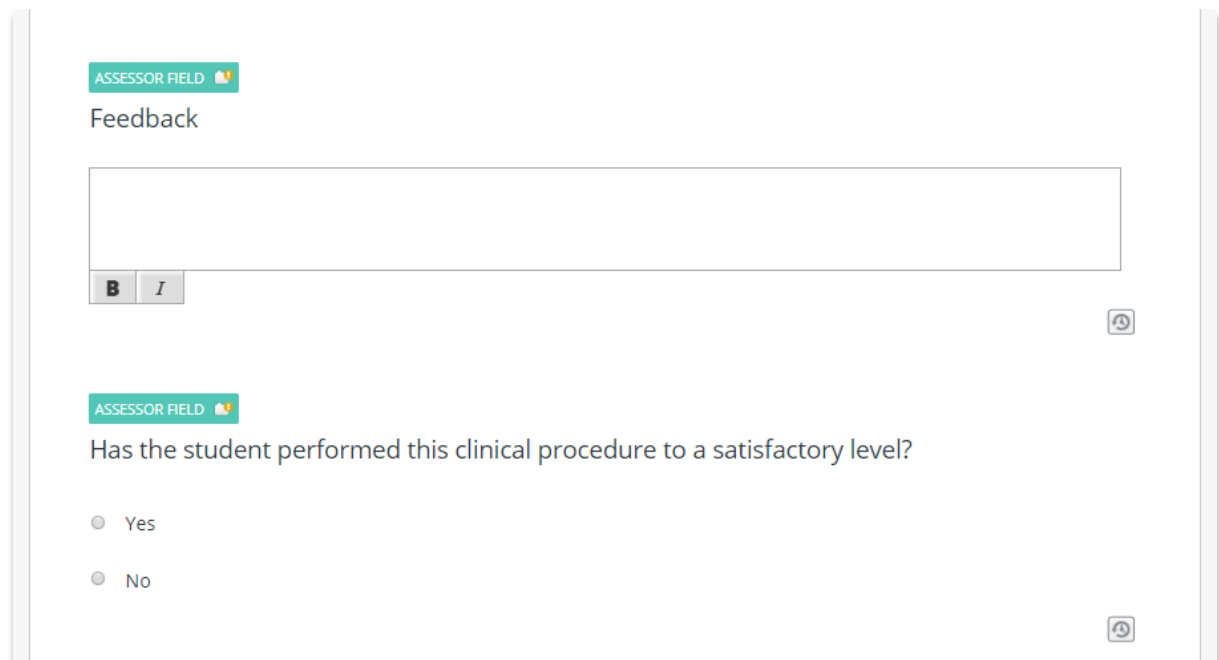
Option 2 is to use the 'Contents' drop-down menu available from the top-left of the workbook



(Example of contents menu)

## Assessor Fields

Each workbook will have sections that have been created for you to fill in and / or sign off. These sections will have an 'Assessor field' icon above them and will let you interact with them. In the example below a text box has been provided for leaving comments followed by radio button 'Yes' or 'No' options to sign off a competency.



The image shows two examples of assessor fields. The first example is a text box labeled 'Feedback' with a blue 'ASSESSOR FIELD' icon above it. Below the text box are 'B' and 'I' buttons and a small square icon with a clock. The second example is a radio button question: 'Has the student performed this clinical procedure to a satisfactory level?' with 'Yes' and 'No' options, and a blue 'ASSESSOR FIELD' icon above it. Below the options is a small square icon with a clock.

(Example of assessor fields)

## Comments

You are able to leave general comments regarding a student's work using the small blue bar at the top-right of the workbook.



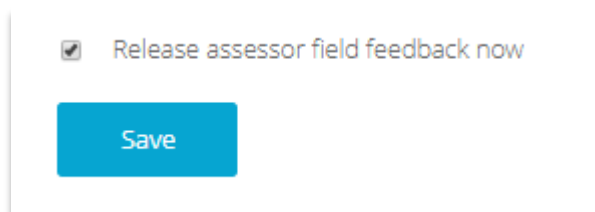
(Example of asset comments bar)

We recommend using the speech bubble icon and leaving comments for the main asset. Students will receive an email letting them know that comments have been left on their work and leaving them on the main asset makes it easier for the student to find.



## Saving and Releasing Feedback

PebblePad does not auto-save your work as you type, you must save regularly to prevent loss of work. The save button is located at the very bottom of each page in the workbook.



(Example of the save and release feedback button)

If you try to move from one page to another within the workbook without saving you will be prompted to save, choosing not to at this point will result in the loss of any work you have added. Similarly, clicking on the PebblePad home button will result in a prompt to save. Additionally, closing the web browser (by this we mean Chrome, FireFox, Internet Explorer, Edge, Safari etc) without saving will result in the loss of any unsaved work.

Above the save button is a tick box to release assessor field feedback. This will default to release any feedback comments you have added, or any sections you have signed off, as soon as you save. You can choose to refrain from releasing immediately by un-ticking this box. You can the return to the page at a later date and release when you're finished.

## Troubleshooting

As with any complex system issues may occasionally crop up when using PebblePad that you need help with. Here are the four most common issues you will come across:

### Forgotten password

If you have forgotten your password you can reset this from the log-in page. See the section on [Accessing PebblePad](#) for more information. If you do not receive the email with your new password contact your designated UWE PebblePad support staff for assistance.

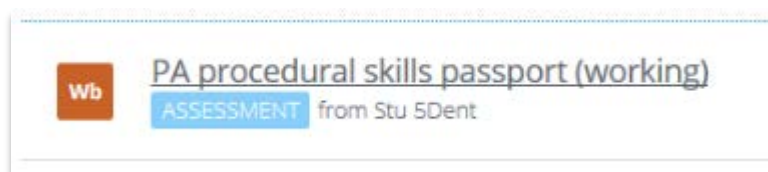
### Student's work is not on the External User Dashboard

If you cannot see a link to your student's work on your external user dashboard then they have not shared their work with you. Ask them to re-share their work with your account. If they need assistance they can contact their designated UWE PebblePad support staff.

## You cannot complete Assessor Fields

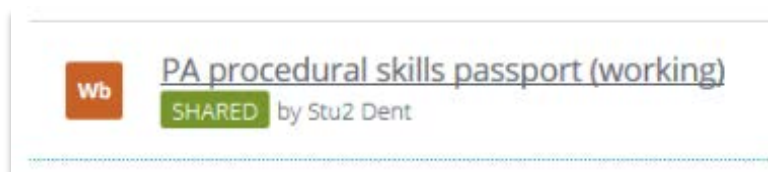
There are several reasons that you can open up a student's work but cannot interact with the assessor fields, for example you cannot add text or sign off.

By far the most common of these is that the student has shared their work with you as an individual and not as an external assessor. There is a really easy way to tell if this is the case from your external user dashboard. If the work has been shared correctly you will see a light blue ASSESSMENT icon.



(Example of ASSESSMENT icon)

If the work has been shared incorrectly you will see a green SHARED icon.



(Example of SHARED icon)

If the work has been shared correctly and you still cannot complete assessor fields please contact your designated UWE PebblePad support staff.

## You had access to a student's work but it has disappeared

If you have logged in to your account and have noticed that student's work that was visible on your external user dashboard has disappeared then this is because they have removed your access.

The student can choose to manually remove your access, however, it is far more likely that when they first shared their work with you they set up an expiry date. In either case the student will need to re-share with you to re-instate your access.

Work that you have completed previously will still be visible within their workbook.

## Help

For assistance with any other issues that arise whilst you are using PebblePad you should contact the UWE course leader and your designated UWE PebblePad support staff.