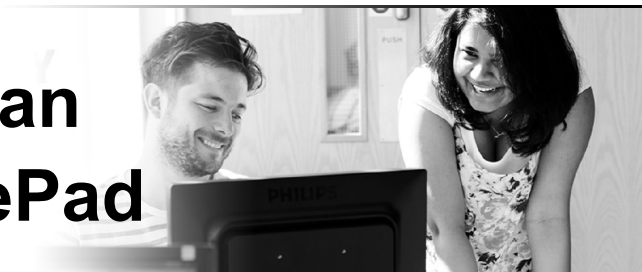


Creating and sharing an ePortfolio with PebblePad



You can create a personal ePortfolio with PebblePad. This is a quick guide to creating and sharing assets or adding files to your personal ePortfolio.

What is an ePortfolio?

An ePortfolio is an online space where you can upload files and information which demonstrate your skills and achievements allowing you to record and keep evidence of your learning. PebblePad allows you to upload and create lots of different assets and file types.

These resources can then be added to your ePortfolio.

What can be included in an ePortfolio?

An ePortfolio can contain many different resources. A typical portfolio could include the following:

- A report, essay or assignment
- A Personal Development Plan
- Lecture or seminar notes
- Images or photographs
- Questionnaires
- A CV or resume
- An activity, experience, achievement or ability
- A blog
- A reflective account
- A video or audio clip

Creating assets and uploading files

PebblePad allows you to create new assets and upload existing files. These can then form part of your ePortfolio and will provide **evidence** of your learning. You can create assets on a variety of topics including:

- thought
- ability
- achievement
- action plan
- activity
- experience
- meeting
- blog
- CV
- profile
- form
- webfolio

Sharing assets or files in PebblePad

Once you have created your assets or uploaded your files you may want to share these with other people. You can share with other PebblePad users or anyone who does not have a PebblePad account.

To share your files with other people:

- Click on **View, Contacts**.
- Click on **New Contact, New Group** or **External Contact** and fill in the details.
- Click **Add** to confirm the contact.
- Go to the PebblePad home screen, click on **View**, select **Assets** and click on the asset or file you want to share.
- Click **Share** and the share options window will open for you to set up details for the share.
- Type the name or email address into the **To:** or **Bcc:** box. If the contact already exists in your Contact Manager it will appear in a list for you to select, if not you will be given the option to **Search for contact** or **Create new external**.
- You can then select the permissions you want to give the people you are sharing with.

Example – creating and sharing an ePortfolio

You have been given the following task:

Submit an ePortfolio which contains a **report**, a **Personal Development Plan** and an **appendices**. Include notes from any seminars you have attended as well as any research notes you have made.

You can use PebblePad to add items to your ePortfolio. You first need to decide if you need to create a new asset or upload a file. The **Design New** option allows you to create a wide variety of asset types which you can use to show evidence, record achievements and more.

The **Upload File** option can be used to upload many different file types. Once you upload a file or create an asset you can then share them with other people.

A Webfolio

When you have finished adding all your work to PebblePad you can create a **Webfolio** which presents your information in a clear, professional looking format.

You can create links in your **Webfolio** to any assets you have created or any uploaded files.

Click on **Design New**, and then choose **Webfolio**.

Sharing assets and files

Once you have created your report, Personal Development Plan and an appendices you can share them with other people.

Click on **View** then **Contacts**. You can either add a new contact or choose an existing contact.

A report

Click on **Add New** and select your report.

This will add the report to your PebblePad assets.

An appendices

An appendices could include notes from any directed learning tasks, seminars, or lab sessions.

Click on **Add New** and select your appendix.

This will add your appendices to your assets in PebblePad.

You can get help with Report Writing from Skills Plus.

A Personal Development Plan

Most Personal Development Plans require you to show evidence or show feedback.

PebblePad allows you to submit evidence by creating different assets including, activities, meetings, achievements and many more.

Click on **Add New** and select an appropriate asset.

Getting further help with PebblePad

Northumbria Skills Plus (2012) Available at: <http://www.northumbria.ac.uk/skillsplus> (Accessed: 18 June 2015).

HCES PebblePad Guides (2012) Available at: <http://www.hces-online.net/websites/pebblepad> (Accessed: 18 June 2015).

You can also get further help on reflection by looking at **Reflection – a guide for students**, available on **Skills Plus**.



**Ask4Help - information and advice 24/7 on or off campus.
E-mail, telephone or visit an Ask4Help point.**

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