

PebblePad Guidance for Externals

(Last updated 1 November 2021)

Contents

Introduction	1
Accessing PebblePad	1
The External Assessor Dash	3
Navigating around the document:.....	4
Assessor Fields	4
Assessing student work.....	5
Frequently Asked Questions (FAQs)	5

Introduction

PebblePad is the e-portfolio used by York St John University. It is a well-established, online portfolio software package used by many UK universities.

The PebblePad portfolio provides the students with a space to record their experiences, activities, achievements, and reflections.

As an external assessor, alongside university tutors, you can use PebblePad to view students work to review their progress, personal details and evidence. Where there are

COMPLETED BY: ASSESSOR ONLY

fields, you will be able to directly add information.

*If you are an internal staff member with a YSJU email address, you do not need to follow the steps in this guidance. Please follow the guides for internal staff.

External Staff Accessing PebblePad

1. Once you have had an External account created for you, you will receive automated email from 'PebblePad' from the email address `noreply@pebblepad.co.uk` with the subject line 'A new account has been created for you'. The email contains username and password information as well as a link to log in.

A new account has been created for you [Inbox x](#)



PebblePad <noreply@pebblelearning.co.uk>
to me

Hello External,

An external user account has been created for you on PebblePad. This account will allow you to access either a shared asset on PebblePad or assessment work on ATLAS.

You will receive separate emails containing a secure link to each new share.

You might find it easier to log directly into PebblePad to view a list of all shared assets/workspaces in one place. To do so log in [here](#) and use these credentials:

Username: externalpebblepad@gmail.com

Password: Can be set [here](#).

These details do not allow you to login to a full account, they are only to access items that are shared with you. If available, you should select the "guest account" option when logging in.

This email has been generated by PebblePad.



2. Your Username will be your full work email address (all lower case) and the password will be a system generated Password combining upper- and lower-case letters. It is important that you store this email somewhere safe as these will be your login details for accessing any workspaces you are added to and any work that is shared directly with you.

****If you do not receive any emails from PebblePad, please:***

- *Check your SPAM/Junk/Clutter folders*
- *Ask your organisation's IT department to ensure that PebblePad.co.uk and pebblelearning.co.uk is added to the list of accepted contacts for users to receive our emails**

3. To log into PebblePad you can:
 - Search Google for '[PebblePad Yorksj](#)' or
 - Enter <http://v3.pebblepad.co.uk/login/yorks> in the search bar
 - Choose 'I have a **guest account** for this organisation'
 - Enter your full work email address and the password you have created
 - Click log in

Once you have logged in, it is advised that save it in your 'favourites'/bookmarks for easy access.

4. You will also be sent a second email informing you that you have been added to a 'workspace'. This allows the student to share their workbook with you if you are their external assessor.
5. Your students/s will share their workbook with you. They do this by clicking 'I want to', 'Share', 'With an External Assessor'. They will then type in your exact email address, click the magnifying glass and click 'Share'. If they do not know how to do this, they can contact digitaltraining@yorks.ac.uk
6. This triggers an automated email from PebblePad (noreply@pebblepad.co.uk) with the subject line 'Asset share (With external assessor permissions)'. This tells you that you have been given access to the workbook and includes a link to the asset.

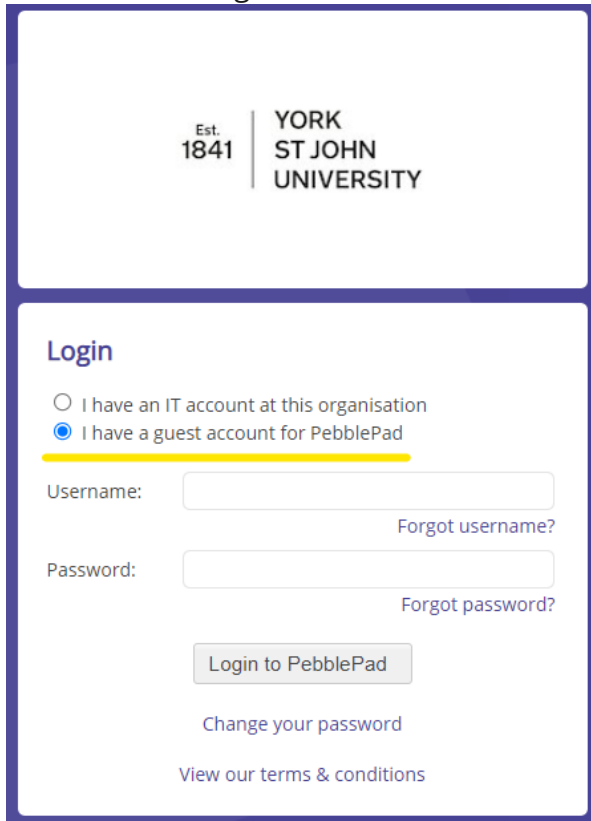
7. You can change your password at any time from the log-in page and also reset your password by clicking on the links on the log-in page and adding your username. This will trigger an automated email from PebblePad.

** Note: If you already have an account with PebblePad because you have mentored students from other universities, you will still receive an individual email as outlined in point 1 (above). PebblePad will then give you the option of linking your YSJU account together under one password. Follow the steps as PebblePad guides you through this process.*

The External Assessor Dash

We all as accessing your student workbooks (assets) via the email's that you receive (outlined in point 4-7 above) you can log into your external dash to view all of the student workbooks you have access to. Follow the steps below:

1. Go to: <https://v3.pebblepad.co.uk/login/yorks>
2. Choose 'I have a guest account for PebblePad'



The screenshot shows the login page for York St John University. At the top, the university logo is displayed, featuring 'Est. 1841' and 'YORK ST JOHN UNIVERSITY'. Below the logo, the heading 'Login' is followed by two radio button options: 'I have an IT account at this organisation' (unselected) and 'I have a guest account for PebblePad' (selected). A yellow horizontal line is drawn under the selected option. Below the radio buttons are two input fields: 'Username:' and 'Password:'. Each field has a 'Forgot' link next to it: 'Forgot username?' and 'Forgot password?'. At the bottom of the form, there is a 'Login to PebblePad' button, a 'Change your password' link, and a 'View our terms & conditions' link.

3. Username: Enter your full work email address (make sure you type this in exact).
Password: Enter the password you have set for PebblePad.
4. Click 'Login to PebblePad'.

Once you have logged in you will arrive at your External Assessor Dash. There are two sections on the dash:

- Items that have been shared with you
- Workspaces you have access to

The screenshot shows the PebblePad interface. At the top left, the logo 'PebblePad' is visible. Below it, there is a section for 'External user:' with a profile icon. The main content area is titled 'Items that have been shared with you'. It features a list of shared items, with the first item being 'Professional Teaching Portfolio' (ASSESSMENT) from Arty Pans. To the right of this item are several icons: a lightbulb, a document, a calendar, and a clipboard with a '1' next to it. Below this section is another titled 'Workspaces you have access to', which lists 'Business statistics' and 'Procedural & Clinical Assessment', each with a folder icon and a vertical bar on the right.

Under **Items that have been shared with you**, you will see any assets (a student's workbook) that individual learners have shared.

To view a student/s workbook, click on the asset title and it will open in a new tab in your browser. You can view all parts of the submitted asset, including any links in the text or linked assets. You will be able to complete the assessor fields. This is the recommended way to view a student's asset.

Under **Workspaces you have access to**, you will see any Workspaces you have been added to by York St John University. You may or may not have permission to view submissions this way. We recommend you view students workbooks from Items that have been shared with you.

Navigating around the workbook:

- Use the grey tabs along the top to different sections. Each tab consists of different pages.
- You can also navigate using the 'Contents' tab on the left.

Assessor Fields

- Assessor Fields indicate sections where you (and the tutor) need to action.
- Once you have opened a student's workbook you will be able to view all their completed work.

- Assessor Fields are clearly highlighted on a student's workbook.

COMPLETED BY: ASSESSOR ONLY

- You will only be able to read the student's work and **do not** edit their sections.

Assessing student work

Assessors can add both comments and feedback to submissions; it doesn't matter whether you are accessing the submission via a share or from a Workspace.

Comments are typically formative and are always immediately visible to the asset owner.

Feedback is usually part of a formal assessment process and can include feedback comments. Assessors can decide when feedback is visible to the asset owner and the asset owner cannot delete feedback.

Comments and feedback can be added to a submission via the blue toolbar in the top right corner.



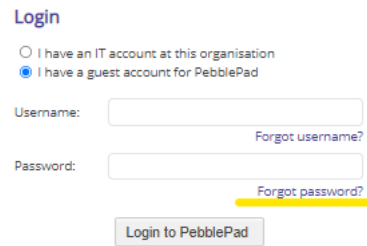
- The info icon provides details about the asset - Title, asset creators or contributors, and dates of modification and submission.
- If the asset has multiple pages, choosing the comment icon will provide you with option to View comment for this asset and View comments for this page. These options will also allow you to leave a comment.
- If the asset has multiple pages, choosing the feedback icon will provide you with option to Leave feedback for this asset and Leave feedback for this page.
- Which of these options are available for you to (a) view, or (b) complete, depends upon the type of asset submitted and the permissions you have been given by the Workspace Manager. If your role is, for example, to validate the assessment process, you might only have permission to view the submissions and the feedback left by the tutors. If you are an external supervisor who has to provide feedback on the work submitted then you will have permission to view the assets and add feedback, but you might not have permission to view the feedback left by other tutors.

Frequently Asked Questions (FAQs)

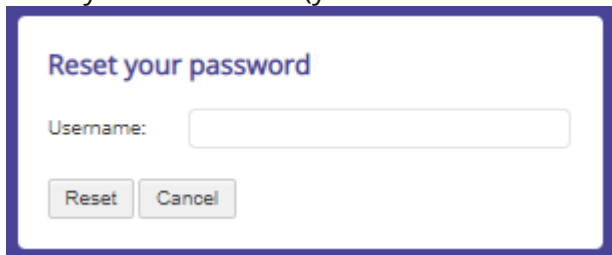
Q. How do I reset my PebblePad password/I have forgotten my password?

A. Follow these steps if you do not know your password:

1. Go to <https://v3.pebblepad.co.uk/login/yorksj>
2. Click 'I have a guest account for PebblePad'



3. Click the PebblePad Forgotten Password page
4. Fill in your Username (your email address when you registered with PebblePad)



5. Check your email for a web link this only lasts for 24hrs, please check your junk mail folder in your email. The message will be sent from PebblePad not York St John University. This is your work email address.
6. Click the link and enter in a new password for your account.

Please note: You don't need to know your original password if you've forgotten it. You'll just need to know your username (which is your full work email address). If you get an error message saying "Sorry, no account could be found with that username", double-check you have typed your username correctly.

You can only reset your password if your account is active. If you have entered the correct username, and an account is not active. Please contact the Placements Team (placementyear@yorks.ac.uk) and ask for an account to be created for you.

Q. My student is telling me that they cannot find me when they try to share their workbook with me. What should I do?

A. Provided that the university have been informed that you are an external, you should have had an account created for you on PebblePad.

In this case, the most common problem is that the student has not entered your username correctly into the search field. This needs to be your **exact email address** (case sensitive) which the university has. For example, if your username is jamie.mentor@spcprimary.ac.uk and your student searches for Jamie.mentor@spcprimary.ac.uk they will not be able to find you. Please ask them to

check this and retry. If they still cannot find you, they will need to contact support@yorks.ac.uk

Q. I have received an email from PebblePad with my account details, but it will not let me log in. What should I do?

A. The first thing to do is to check that you are logging on at <https://v3.pebblepad.co.uk/login/yorks> and that you are adding the username exactly as it appears in your email from PebblePad. Your username should be your school's work email address with no capital letters so check that you are only including small caps. For example, if your username is jamie.mentor@school.ac.uk and you attempt to log in as Jamie.Mentor@school.ac.uk, this will not work. If you have checked the log in URL and username and are still experiencing problems, try resetting your password. Click on the 'Forgotten your password' link, enter your username, and click on 'Reset'. This should trigger an email from PebblePad (noreply@pebblepad.co.uk) allowing you to reset your password. There might be a delay before this arrives and you should also check junk mail folder. If you do not receive this email or continue to experience problems logging on, please ask your school's IT department to ensure that PebblePad is added to the list of accepted contacts for users to receive our emails. If you continue to experience issues, please contact support@yorks.ac.uk

Q. What happens if I have a student from more than one University?

A. You will be set up with an external PebblePad account for both Universities and you will receive emails from both telling you that you have been added as an external PebblePad user. Your username will be the same (your work email address) but you will need to log in to a different log in page for each University and you will have a different password for each initially. However, the first time you log into the second University, the system will recognise that you have external accounts at more than one University, and you will be given the opportunity to 'link' your accounts so that your students' workbooks will appear on the same 'dashboard' page regardless of which University they are at. Doing this will make it easier for you to access students' work from different Universities.

Q. How do I assess and leave feedback on my student's workbook?

A. You need to log on and complete assessor fields on the pages of the workbook. When you save, the contents of these fields will be made available to the student and your name and the date you edited the assessor field will be recorded. Please ensure you scroll to the bottom of the page to save and release your comments.

Q. Do I need to sit with my student to be able to view and provide feedback on their workbook?

A. No, you can log on to access their workbook at any time once they have shared it with you. If you add something into an assessor field and then save the workbook, this

will be visible to your student. Equally, anything that they add to their workbook will be visible to you when they save the workbook.

Q. But can we work on it together?

A. To be able to complete an assessor field, you will need to be logged on using your external account details. If you are working with your students and you both have internet-enabled devices and internet connections, you will both be able to add to your sections of the workbook at the same time. Please be mindful that if you are both entering information onto the workbook at the same time, take it in turns to enter the information and then save to minimise the risk of work being lost.