Creating a Webfolio in PebblePad

What is a Webfolio?

A Webfolio is an evidence based website used to present information about yourself. It can contain any number of pages which can be added to, edited or deleted at any time. Pages can also contain links to other websites and other assets within your E-portfolio.

Creating Web pages within your Webfolio

1. Once you have logged into your PebblePad account using your standard university username and password click on the Create new pebble and then select Webfolio. This brings up a form in five parts (see screenshots below)
2. Type in a title and a description and select a tag from the dropdown box. Categories include educational, personal and work. Then click on step 2 to progress.

3. Here at step 2 you can select a template and then choose a colour scheme. Click on step 3 to progress.

4. Here at step 3 you can select a navigation position and a sidebar placement for your Webfolio. Next click on step 4 to progress.
5. Here at step 4 you can type a title in for each page required in the field provided and then click the three dropdown arrows on the left of the box to add the page to the list. Follow this step for every page required and then click on step 5 to progress.

6. Click on view this asset to preview your Webfolio. Then close the preview window and click on the green tick to save.
7. The result is a professional looking homepage with hyperlinks to the other pages set up in step 5.

**Tip**: For help with editing web pages in the Webfolio that you have now created please refer to the separate guide entitled *Editing a web page in a Webfolio.*

**Where to go for more help or information**

You can get further help from the Information Services Help Desks at:
Submitting a PebblePad Asset to a Gateway

This document assumes that your PebblePad asset is ready for submission and that your tutor has set up a gateway for your assignment. The gateway should recognise your user ID and allow you to publish to it easily.

1. Click on the view pebble.
2. Select view all.
3. From the my assets tab select the file that you wish to upload to the gateway.
4. From the blue box that appears on the right hand side select the send to option.

5. Select gateway.

6. If there is more than one gateway listed select the gateway you wish to publish the file to.

7. Click on the green tick icon to publish the file to your chosen gateway.
8. You will see that your assignment has been sent to the gateway.

9. In addition to this, you will receive an email confirming that your assignment has been submitted to the gateway.

The PebblePAD ePortfolio system has been developed by Pebble Learning and the University of Wolverhampton. Coventry University is responsible for this installation of PebblePAD. Assertions made by users of the system are subject to this disclaimer and this code of conduct.
Where to go for more help or information

You can get further help from the Information Services Help Desks at:

Thompson Library: 01782 294771
Brindley IT Centre: 01782 294135
Octagon IT Centre: 01785 353339

Online: www.staffs.ac.uk/ishelp

Email: libraryhelpdesk@staffs.ac.uk (for all IT and Library queries)
Learning Profiles in PebblePad

What is a Learning Profile?

PebblePad contains a number of learning profiles which allow you to rate yourself on a scale according to how good you think you are with those skills. The idea of this is to work towards improving your skill levels so that when you rate yourself again on the same skills you can record the improvement.

How to set up a Learning Profile

1. Click on the create new pebble and then the more option.
2. Select Profile.
3. Select a skills area from the list and then click the green tick symbol.
4. Fill in a suitable title and description and give your learning profile response a tag (category).

5. Now select **Start Profile**.

![Image of Profiler: Learning Skills]

6. You will now be presented with some information about how to complete the learning profile.

7. Select the link to begin.

![Image of Profiler: Learning Skills]

8. Rate yourself against the different skills on the scale provided. To go onto the next set of questions, click **next** at the bottom of the page.
9. When you have answered all the questions and reviewed the responses click the **save and close** link to be taken back into Pebble Pad.

10. Click the **green tick** symbol to save and close your learning profile.

**Tip:** The idea is to do this more than once. When you do this for the first time you may not feel able to rate yourself highly on all skills. In these cases, work on improving these skills and hopefully when you go through this process again at a later date you will be able to record improvements.

Each time you repeat this, Pebble Pad creates a new asset, which means that you can compare these and possibly demonstrate improvements over time. It is useful to include a date when naming your assets so it is easy to compare them at a later date.
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Creating a Web log in PebblePad

What is a Web log?

A Web log, more commonly known as a Blog is an online journal page, similar to a diary, which can contain any thoughts or information you wish to publish onto it. These journal pages can then be shared with other people.

Within PebblePad you can create as many blogs as you need to but it is recommended that you create a separate blog for each specific purpose you have in mind. Also take care when naming your blogs – make it easy for yourself to know the purpose of each blog that you have created.

How to create a blog within PebblePad

1. Click on the create new pebble and then select blog.

2. Name the blog in a way you will be able to easily recognise in the future.
3. Select a **tag** for the blog.

4. Write up a **description** of the blog in the subtitle box.

5. Move to **Step 2** and if necessary select a template and colour scheme.

6. Move to **Step 3** and click **view this asset**.

7. Add an entry to the blog by clicking on **Post new**.

8. Fill in the **title** and **thought** boxes with your information and then click **Submit**.

9. Close the blog window and then click on the **green tick** button to save your blog and to complete the process.
Tip: To add to the blog at a later date you can find it by going through the View Pebble, selecting the View all option and then finding your blog from the list of assets.

Where to go for more help or information

You can get further help from the Information Services Help Desks at:

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Uploading a file into PebblePad

This document assumes that you have a file (e.g. a Microsoft® Word file, an image file or a spreadsheet) that you want to upload into PebblePad.

1. Click on the upload file pebble.

2. Select the type of file you want to upload.

3. Type a title into the field provided.

4. Select a tag (category) for the file.

5. Type in a short description of the file.

6. Click on the upload file icon.
7. On the form that appears, click the browse button and then select the file that you want to bring into PebblePad.

8. Click the upload button.

9. Click on Step 2 at the bottom of the blue form to move the process on.

10. Select what to do next with the file you have uploaded. You can either view it, send it, add a review, edit the link or assign a new tag (category).

11. Click the green tick at the bottom of the next form in order to save the uploaded file and details given under steps 2-4 above.
Why add an Asset (file) link to a Webfolio?

By adding an asset link to a Webfolio this makes the file or folder immediately available to viewers of the Webfolio. It is a good way of collecting evidence for a project and making it available through the Webfolio.

Where to go for more help or information

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Editing a Web page in a Webfolio

This document assumes that you have created an empty set of pages.

1. Locate the page by clicking on the view pebble and then selecting View all.
2. Select the Webfolio in which you want to work.

3. A form appears to the right where you need to select edit this asset. This brings back the form for creating a Webfolio which is presented in four successive parts.

2. We are interested in part four of the form (see numbers at the bottom). Select 4 first.
3. Now click on the name of the web page you want to work on from the list of pages displayed.
4. Now click the **edit page** icon near to the bottom of the page.

5. This brings up an editor where you can add text, why not have a look at some of the different formatting options.

6. Save your work by clicking the floppy disk icon at the top of the form.

7. Close the editing window to return to the **View assets** screen.

10. Click on the **View page** icon (a magnifying glass) to view your work.
Where to go for more help or information

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