



PebblePad for Practice Staff

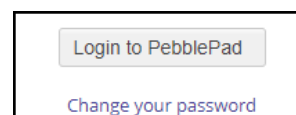
Logging into PebblePad

If you don't have a PebblePad account, you will need to request one by emailing pebblepad@hull.ac.uk with your name and email address. Your student could also request the account on your behalf.

When this account has been created, you will receive an automated email from PebblePad with your login details. If the message doesn't arrive in your Inbox, check your Spam/Junk folder. Type the PebblePad URL (<https://v3.pebblepad.co.uk/login/hull>) in the address bar of your browser and the PebblePad login page will open. Click the 'I have a guest account for PebblePad' radio button **NOT** 'I have an IT account at this organisation, add your login details and click **Login to PebblePad** for access.

At this point, it may be worth changing your password to something more memorable.

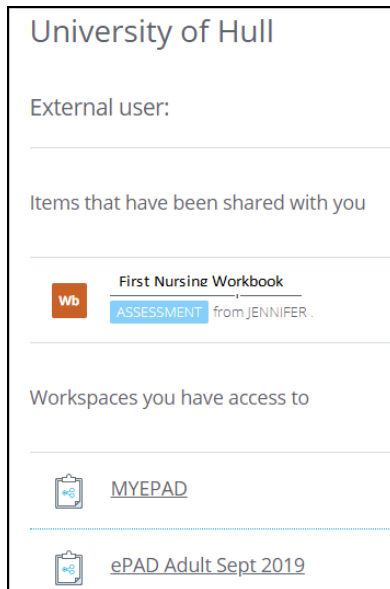
To change the password, click the **Change your password** link beneath the **Login to PebblePad** button and complete the form.



If you can't remember your username click **Forgot username?** or click **Forgot password?** if you have forgotten your password. Complete the form which opens and complete the necessary details.

If you still have problems logging in and need further help, please email pebblepad@hull.ac.uk with details of the problem.

Accessing a Portfolio



When you have logged into PebblePad, a list of workspaces you have access to and any shared items will be on screen. There are also various icons alongside a submission shown below.



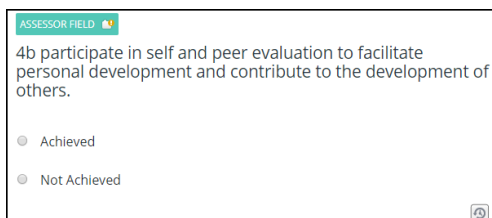
From left to right:

- No comments have been made
- No assessor feedback
- Not shared with the web
- Submitted to assignments

If you don't see your student's workbook, this usually means it hasn't been shared. Until your student does this, you won't have access for assessment.

Assessing a Portfolio

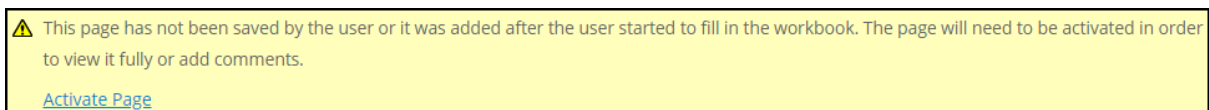
Click on the student's shared workbook to open for assessment. There will be sections for you to sign off or complete, with an Assessor Field button above them. This example shows a text box for comments and radio buttons to sign off the evidence. The clock is a time stamp which will show when it was assessed and who the mentor was.



When you have added any comments, click the **Save** button as they are not saved automatically. If there is an orange exclamation mark beside the Assessor Field button, it indicates the feedback hasn't been released. Check the **Release assessor field feedback now** when you are ready to share feedback with your student.



If you see the text below on any of the pages in the workbook, you won't be able to add comments or approve work until the student has activated the page. This means that the student hasn't yet inserted any textual content or completed any fields in this page and



saved.

Additional options are also available to use as the portfolio is being assessed.



From left to right:

- View information about the Asset
- View comments on this Asset
- View feedback provided on this Asset
- View page verifications provided on this Asset
- Progress report
- Print to PDF

If you have problems with anything at all, please email pebblepad@hull.ac.uk and explain the nature of the problem. Please confirm which page you are in within the workbook, cite the name of the workbook and the name of the student that you are supporting in whatever capacity providing a step by step account of the problem you are experiencing.