

USER MANUAL PEBBLEPAD/ATLAS

CONTENT

1. TERMINOLOGY.....	2
1.1. Atlas - Assessment Space.....	2
1.2. PebblePad - Portfolio Templates.....	2
2. USE OF PEBBLEPAD.....	2
2.1. Affidavit.....	3
2.2. PebblePad registration	3
2.3. PebblePad - Portfolio Templates.....	4
3. EDIT TEMPLATES.....	6
3.1. Insert media	6
3.2. Add zip folder	8
4. SUBMIT FOR EVALUATION	13
5. CHECK YOUR SUBMISSIONS	15
6. VIEW FEEDBACK & EVALUATION.....	17

1. TERMINOLOGY

The Pebble+ ePortfolio system is a personal learning and examination system, which consists of two main components: "Atlas" and "PebblePad".



1.1. Atlas - Assessment Space

"Atlas" is the institutional audit component. This is where you register (the first time you click) to edit your portfolio in PebblePad. Afterwards, you can search for relevant information pertaining to the examination via "Atlas", such as the tutor's feedback and the evaluation of the submitted portfolio.



1.2. PebblePad - Portfolio Templates

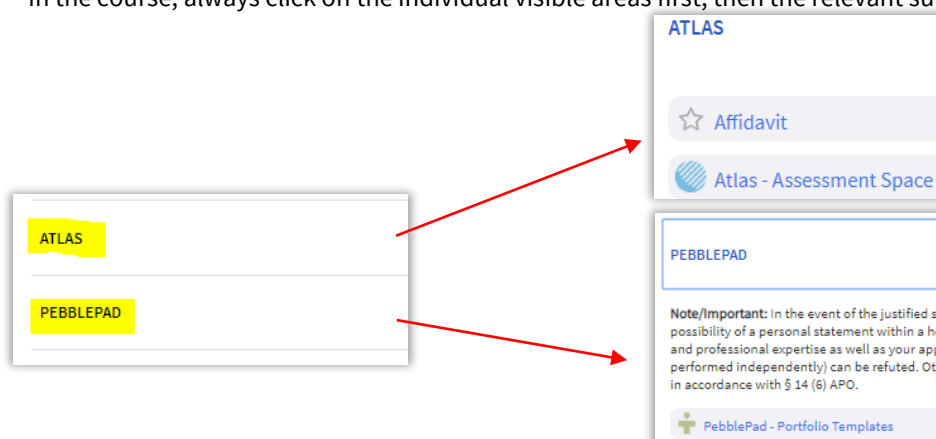
After registration via "Atlas", the different templates for the portfolio parts will be available in "PebblePad". You can alter, edit, save, and submit these templates for evaluation.

2. USE OF PEBBLEPAD

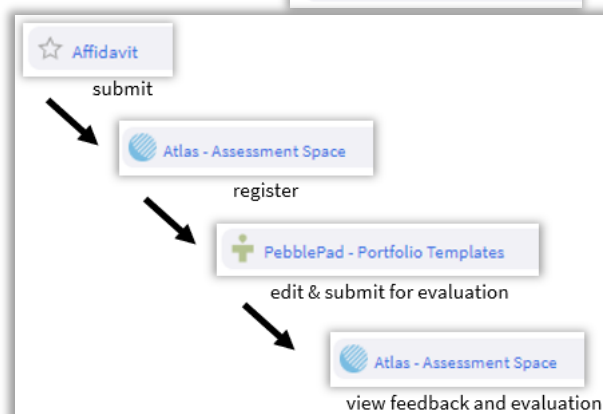
Technical requirements:

- always open PebblePad / Atlas via the courses on MyCampus, not externally
- use Mozilla Firefox or Google Chrome
- try/use different devices and/or Webbrowser
- check your Cookie- and Cache settings in your browser, make sure you disable Pop-Up-Blockers
- keep your browser updated

In the course, always click on the individual visible areas first, then the relevant sub-areas will open:



Proceed in the following way:



2.1. Affidavit

Before you can register for “PebblePad”, you must submit your affidavit electronically.

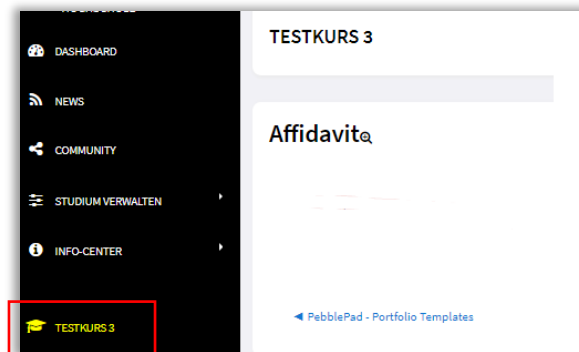
Go to the “myCampus” course and click on "Affidavit".

I hereby promise that this portfolio is my own original work. I have used only sources that are cited, and have attributed the ideas and statements used to them accordingly. The assignment has not been used before and has not been submitted to any other examination board. I understand and permit that this work will be checked for plagiarism using a plagiarism detection software.

☐ I agree!

Read the affidavit carefully and confirm it by clicking "I agree!".

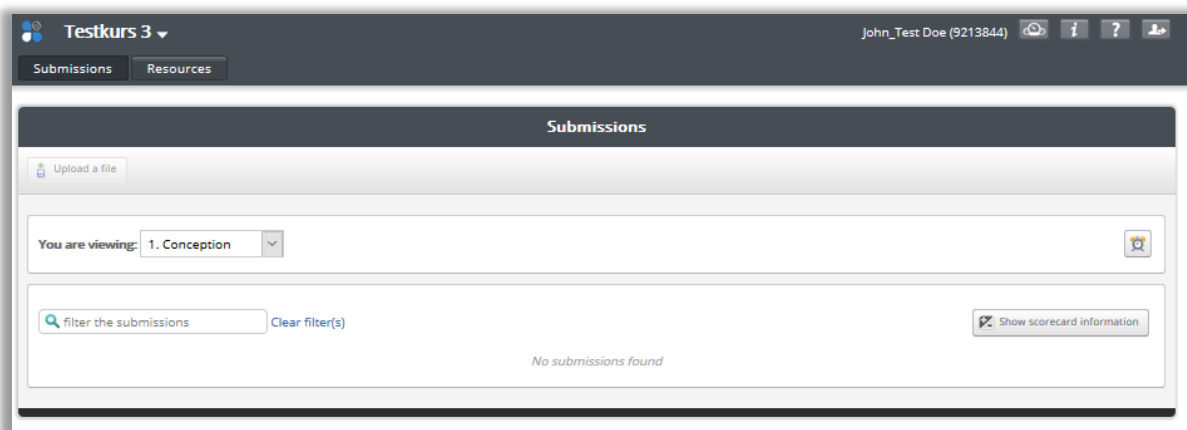
The button on the left side with the course name can be used to navigate back to the course.



2.2. PebblePad registration

In “myCampus” course click on the blue button "Atlas - Assessment Space" and you will be registered for “PebblePad”.

The following page will open in a new tab, where you can view the feedback and evaluation anytime.

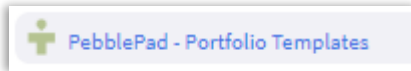


Now go back to the previous tab (MyCampus course), the newly opened Tab (Atlas Workspace) can be closed.

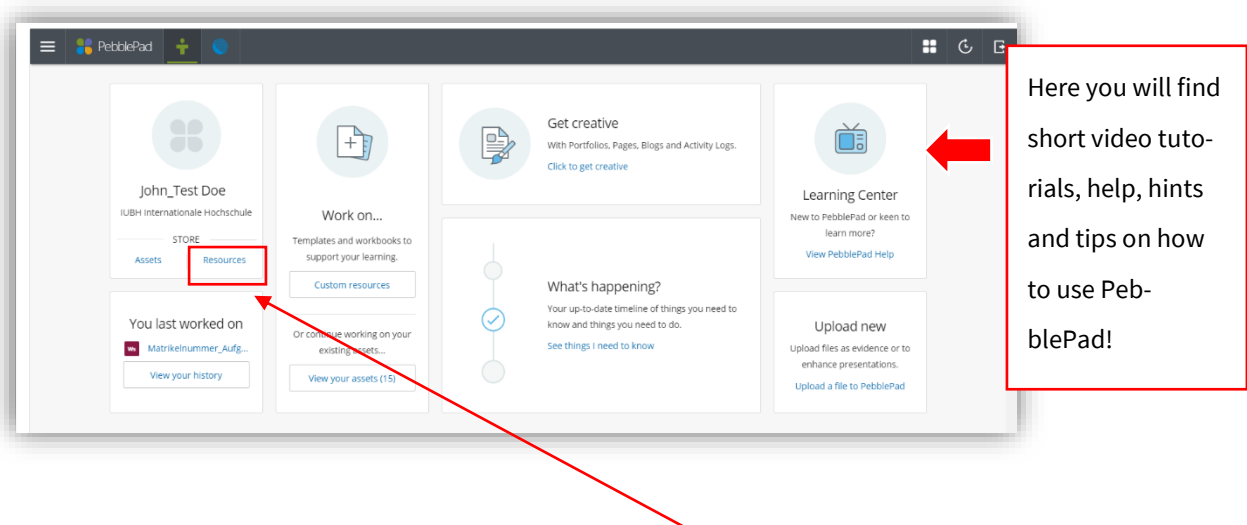
Using the button on the left you can get back to your course.

2.3. PebblePad - Portfolio Templates

To start editing the portfolio, click on the green button: "PebblePad - Portfolio Templates".

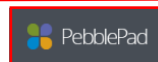


This will open the homepage of your personal "PebblePad" area in a new tab.



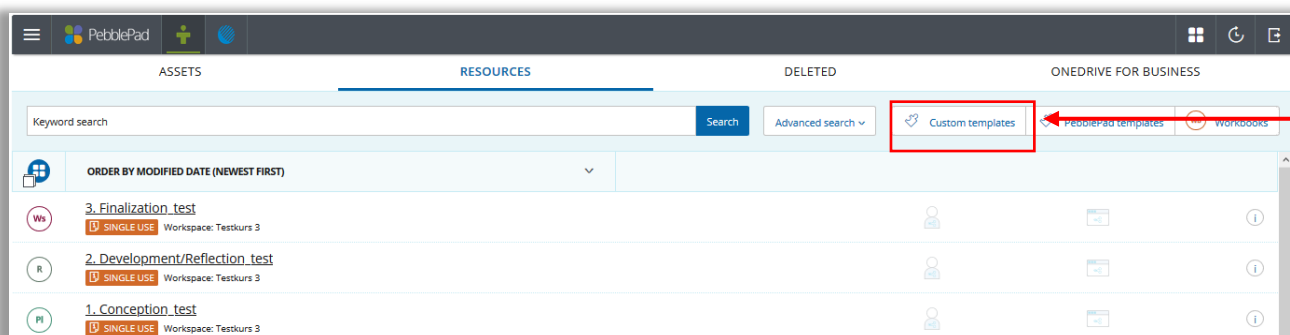
In this overview, you will find the templates under "Resources" in the upper left-hand side of the page. These are required for the portfolio. Under "Custom templates", only the correct IU templates are available.

To return to this page later, click on the button at the top:



The available templates correspond to the three phases of the portfolio in a subsequent order.

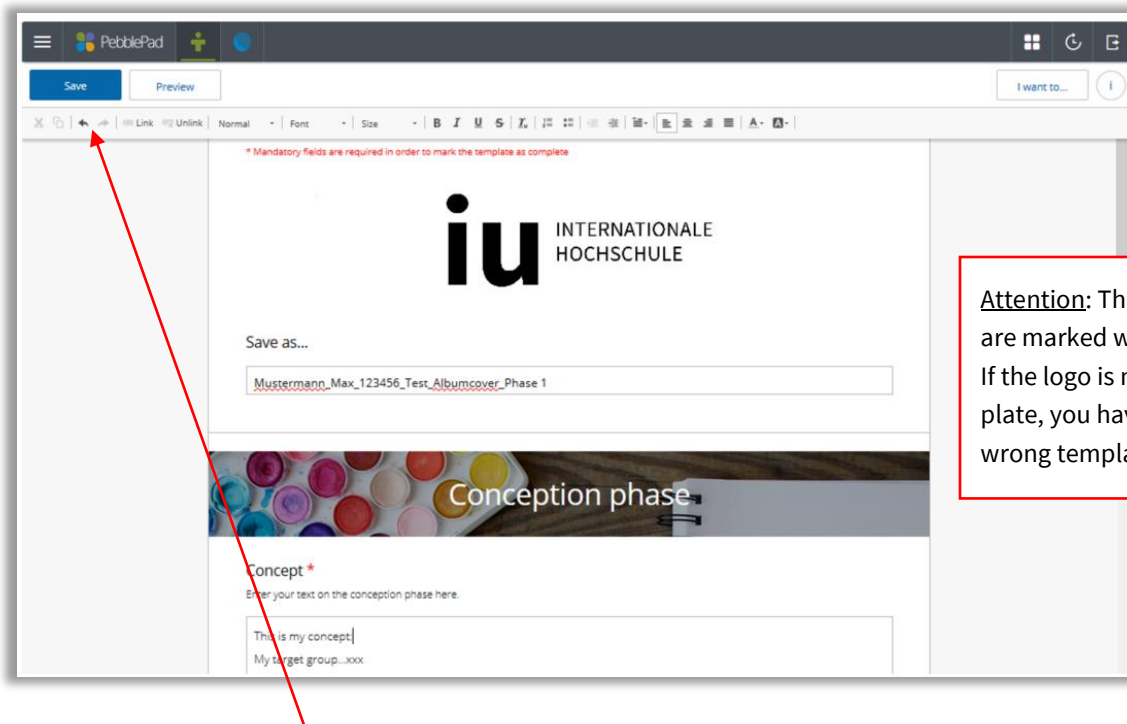
Click on the respective template to open it for editing.



Upon opening of a template, please “name” your file correctly. Fill in the "Save as..." field as follows:

Last name_First name_Matriculation number_course_task topic_phase X

Example: Mustermann_Max_123456_Test_Albumcover_Phase 1.

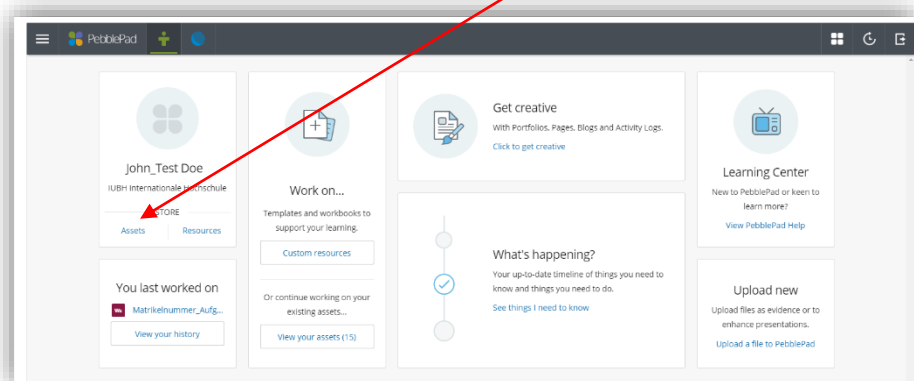


Please use the button "Save", to save the file.

Note: This is only a temporary storage. This means that your work will NOT BE automatically submitted for assessment.

By pressing the “Preview” button, your saved file will be displayed in the page layout.

Once you have saved the file, it is stored in the personal area under "Assets". You may edit it anytime unless you have already submitted it for evaluation.



3. EDIT TEMPLATES

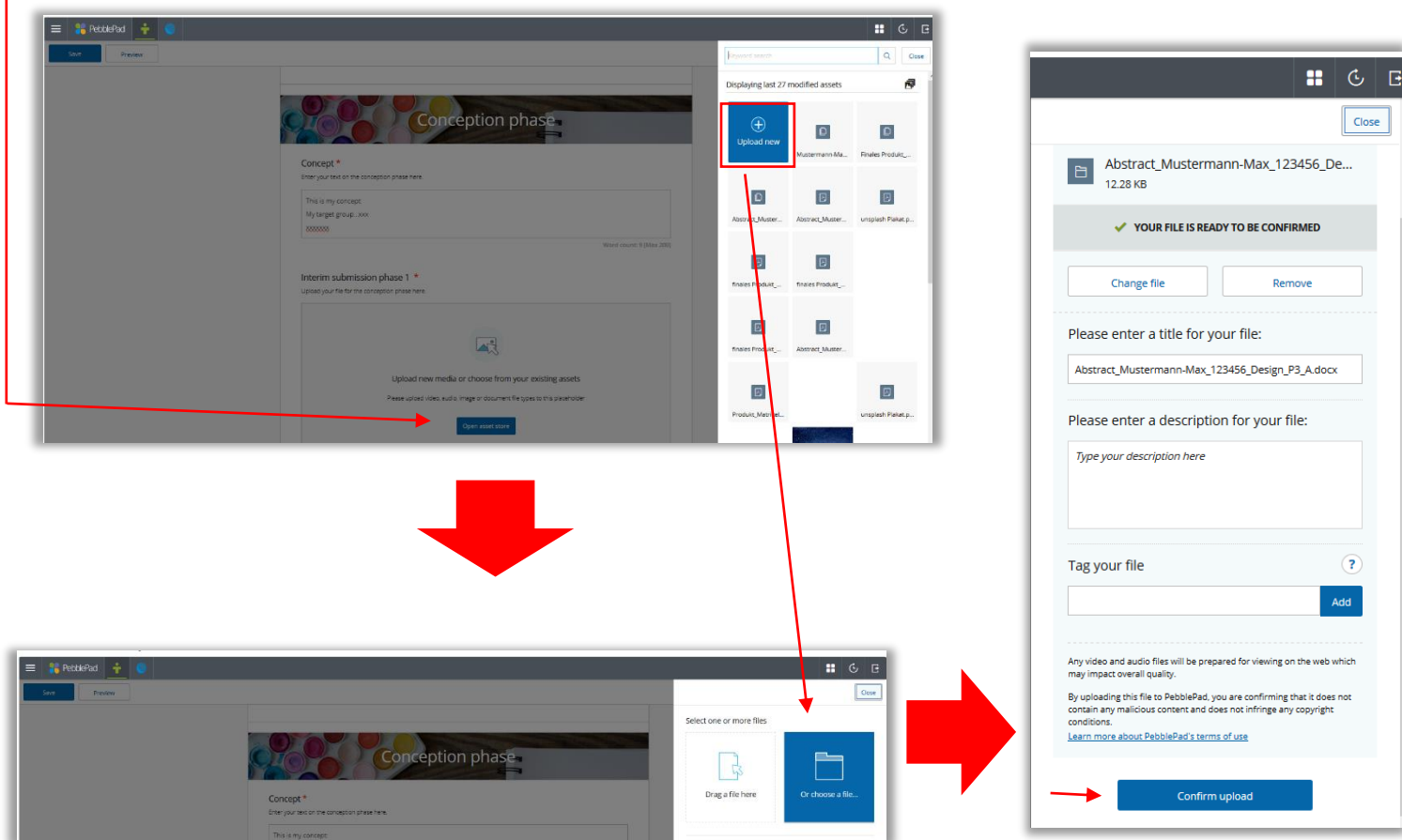
The actual processing of the tasks takes place outside of "PebblePad". Depending on the course, you will be required to do sketches, create files in programs, compose texts, etc.

3.1. Insert media

To insert the drafts/intermediate steps/end results (media) in the three phases, click in the blue field:

"Open asset store."

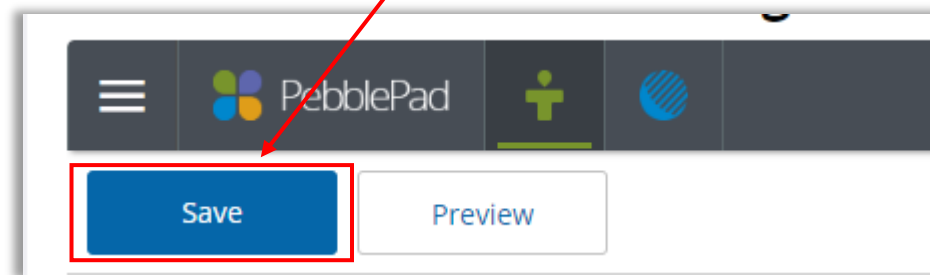
You can select one of the previously attached files (assets) or add a new file via "Upload new". ("Drag & drop" or "choose a file")



Please keep in mind, that your uploaded file can only be inserted inside the template, if the upload is completed.

Save your Templates

Before you upload more files into your template, you should save. Close your template and make sure, that with reopening the template all your files will be displayed correctly. If a file is missing after you have closed the template, you need to reupload the files as described in the previous steps and save again.



In accordance with exam law, **your submission may not be altered after you have submitted your template.** Therefore, it is important to make sure every file is uploaded correctly into the template.

3.2. Add zip folder

Include a zip folder in the submission:

In phase 3, you may need to submit used resources and created files that have been saved in a specially created zip folder. This works via the "Resources" field.

The screenshot shows the 'Finalization phase' submission interface. At the top, there is a header with the text 'Finalization phase' and a red arrow pointing to the 'Resources' section. The 'Resources' section has a sub-header 'Resources' and a description 'Here you can add a **zip folder** with additional resources.' Below this is a '+ Add...' button. The 'Abstract' section has a sub-header 'Abstract' with a red asterisk and a description 'Upload your abstract here (making of)'. It contains a file upload area with a document icon, the filename 'Abstract Mustermann-Max 123456 Design P3 A.docx', the file size 'docx (12.28 KB)', and buttons for 'Replace document' and 'Remove document'. The 'Final product' section has a sub-header 'Final product' with a red asterisk and a description 'Upload your final file for the finalization phase here.' It also contains a file upload area with a document icon, the filename 'Final product Mustermann-Max 123456 Design P3 A.docx', the file size 'docx (11.16 KB)', and buttons for 'Replace document' and 'Remove document'.

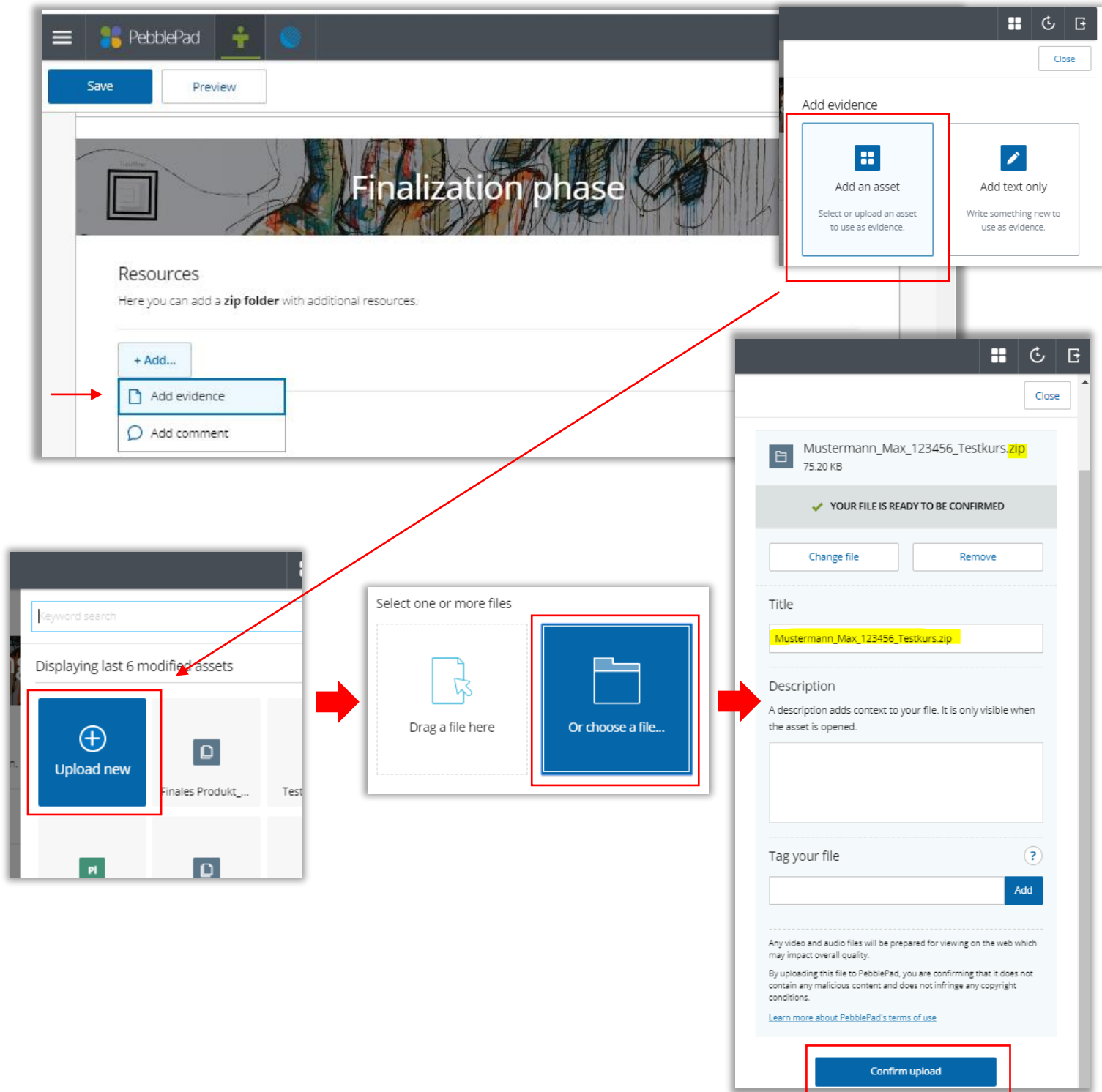
Procedure:

To add a zip folder to the template, click on the "+ Add..." field under the resources and then on "Add evidence". (How to zip a folder can be found in a separate tutorial [here](#) in the exam guide).

You can select one of the already attached files (assets) or add a new file via "Upload new". ("drag & drop" or "choose a file")

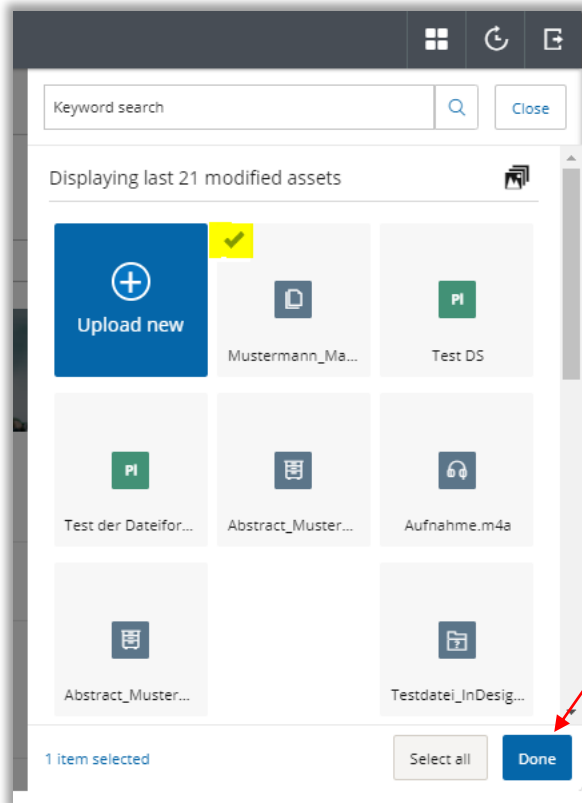
Name the zip folder you want to upload correctly, as it is specified in the assignment:

last name_first name_matriculation number_course

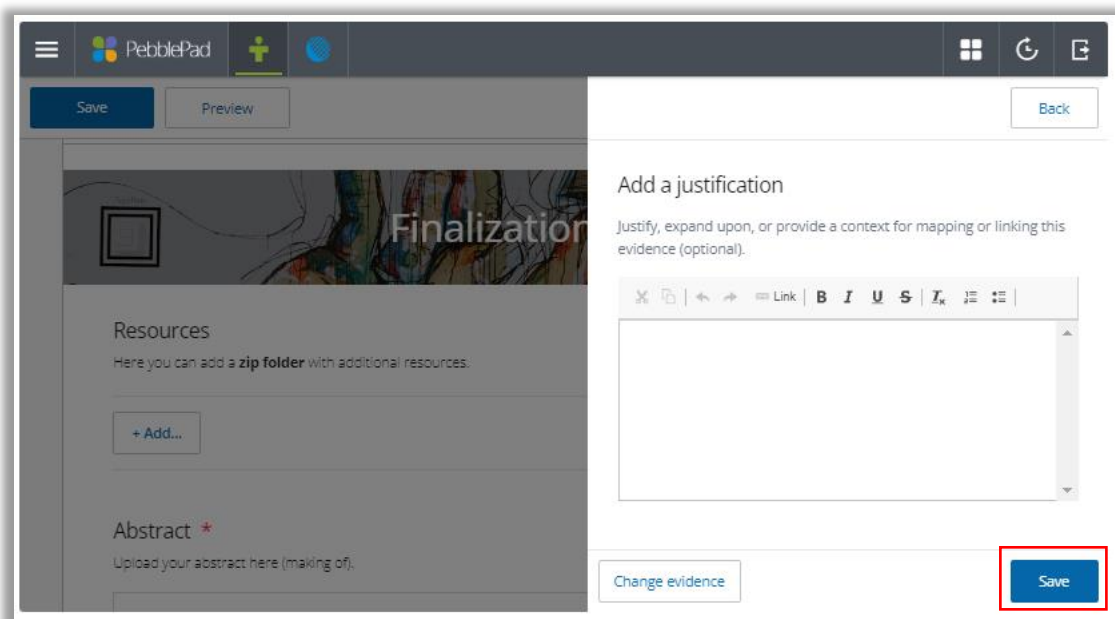


Please keep in mind, that your zip-folder can only be implemented into the template if your upload is completed.


Attention: You haven't completed implementing the zip-folder into your template.
After that, click to select the corresponding zip folder to be loaded into the delivery field and click "Done".



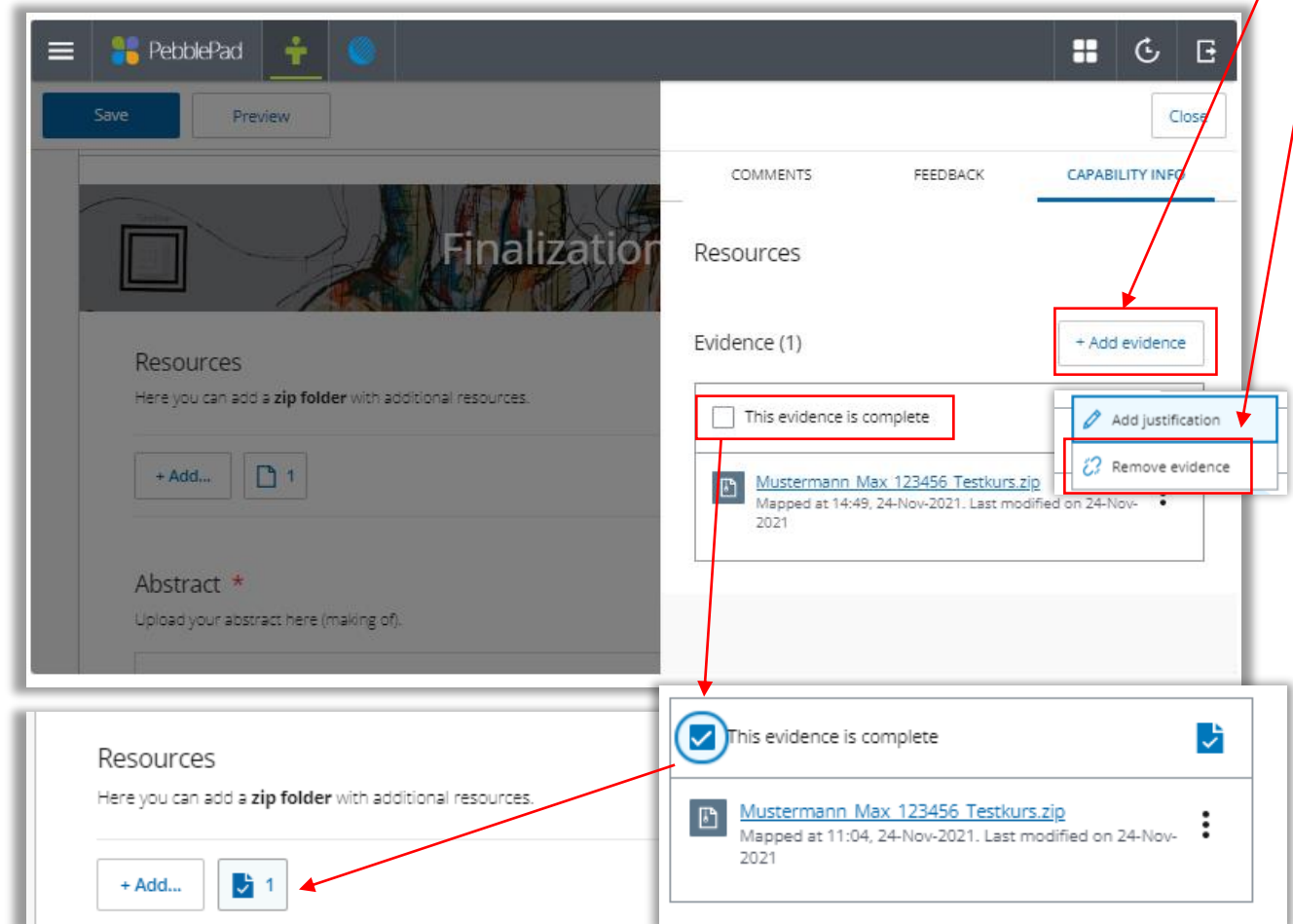
Another sidebar opens to save the zip folder to be loaded into the template by clicking on "Save". **The text field for "Add a justification" can be ignored.**



Check zip folder

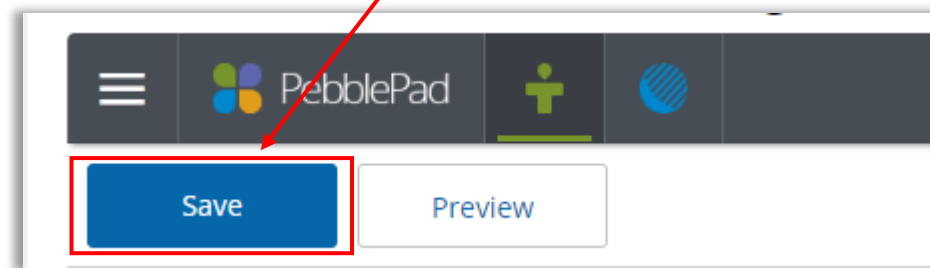
After you have successfully saved your zip folder in the template, another button appears next to the "+ Add..." button . This button shows you the number of your uploaded files in this field. With a click on this button the sidebar in the template opens again with some useful information ("CAPABILITY INFO"). Here you can check your saved zip folder again before the final submission:

1. You can attach additional files directly via the button "+ Add evidence" (leads back to the previous view, see above).
2. You can delete the attached zip-folder by clicking on "Remove evidence".
3. By setting the checkmark at "This evidence is complete" you can display in the portfolio template that the field has been filled in completely.



Save your Templates

Before you upload more files into your template, you should save. Close your template and make sure, that with reopening the template all your files will be displayed correctly. If a file is missing after you have closed the template, you need to reupload the files as described in the previous steps and save again.



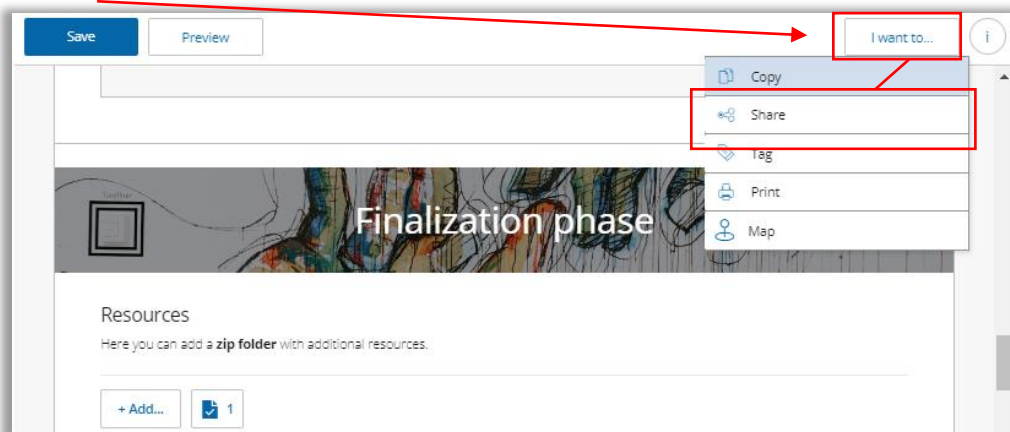
In accordance with exam law, **your submission may not be altered after you have submitted your template.** Therefore, it is important to make sure every file is uploaded correctly into the template.

4. SUBMIT FOR EVALUATION

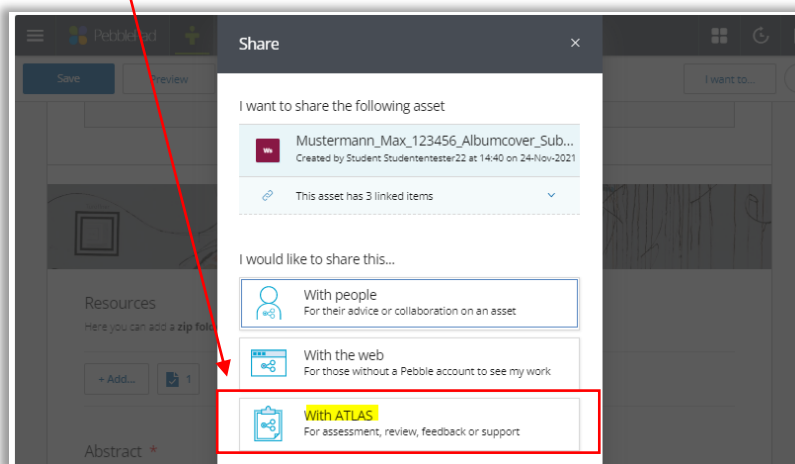
If a phase of your portfolio is finished and you would like to submit it for evaluation, follow this path:

Attention: Please note that once you have submitted a part for evaluation, changes to the said phase are no longer possible.

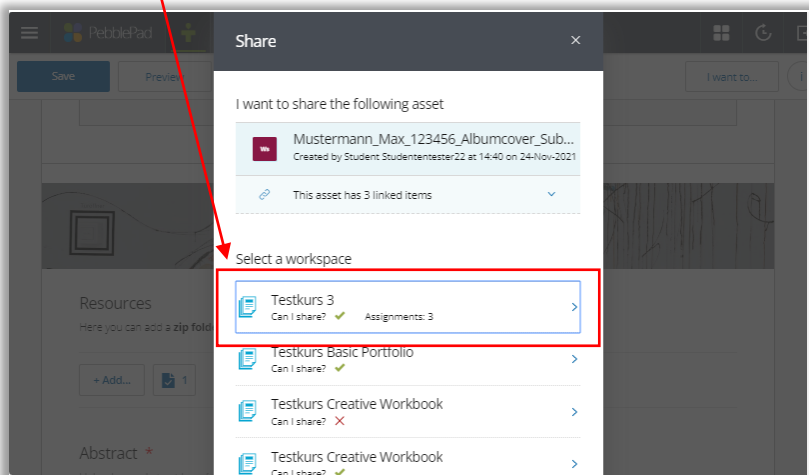
1. Process and check all fields. Please ensure that you have selected the correct files for any submission.
2. Go to "I want to..." and then "Share"



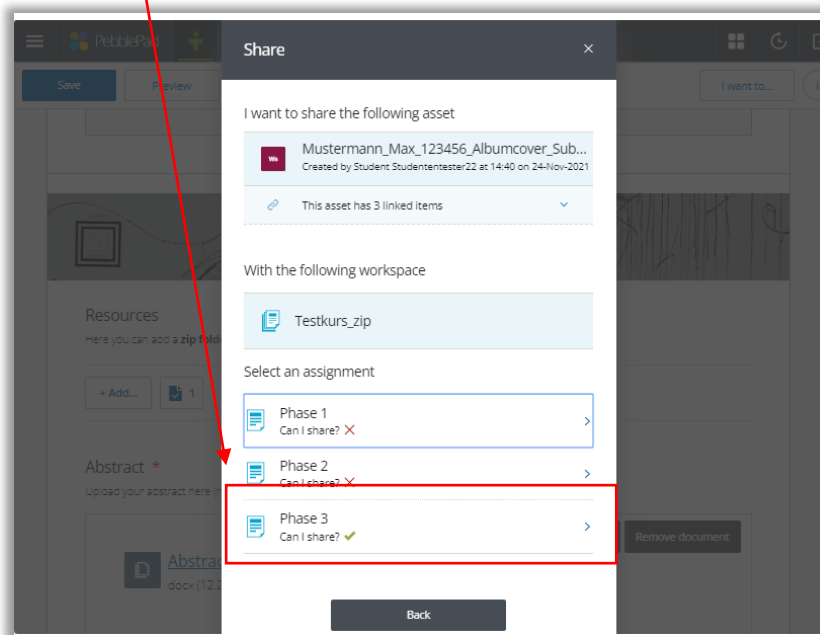
3. Now, select "With ATLAS" as shown below.



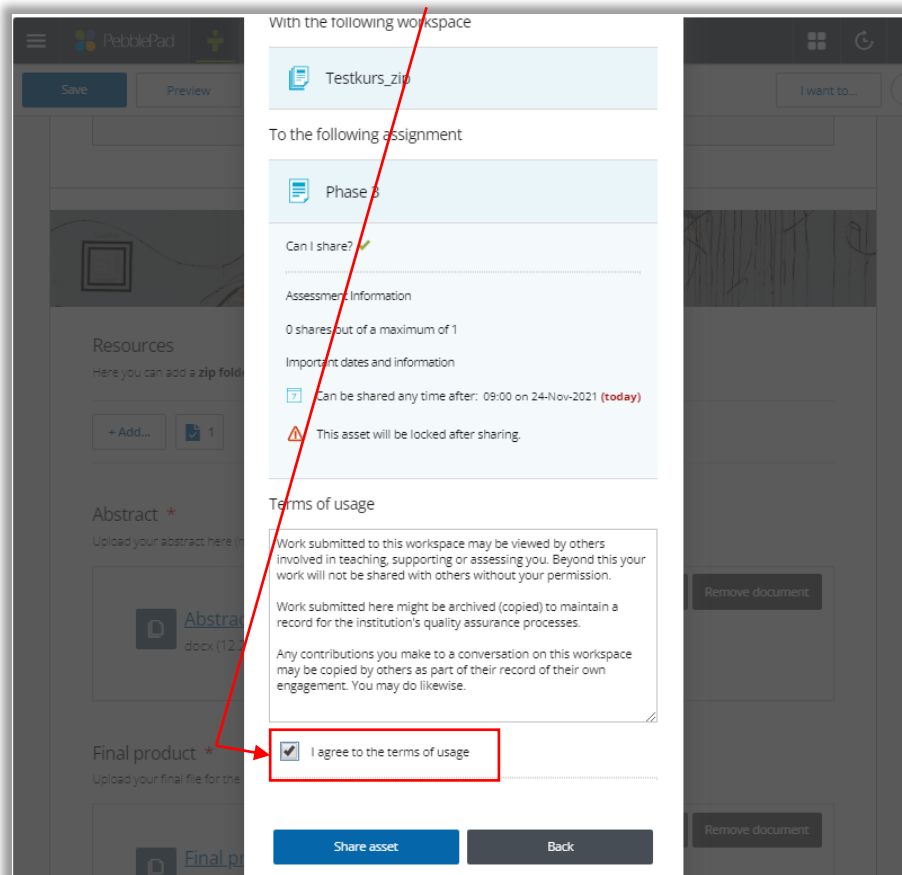
4. It is very important that you select the CORRECT course.



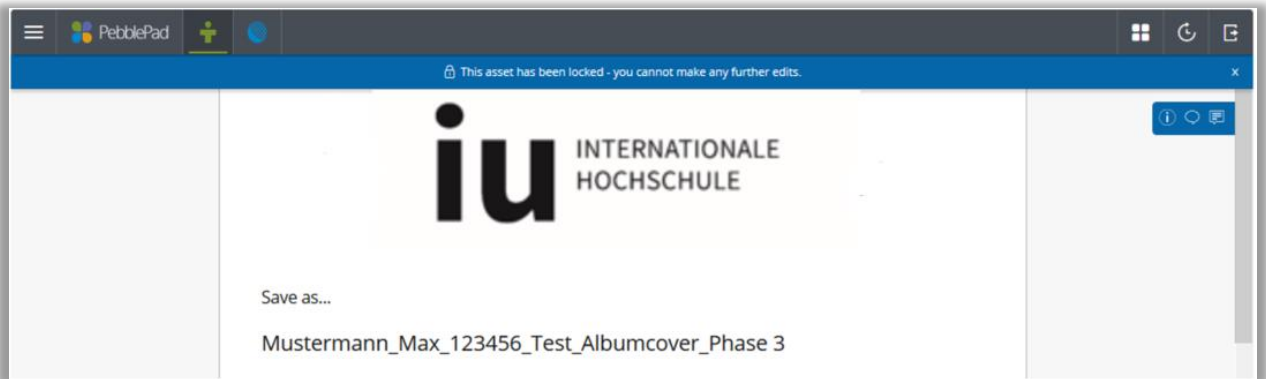
5. Choose the right phase you want to submit.



6. Check all data again and agree to the terms of use. Only then you may click on "Share asset."



Once you have submitted a part for evaluation, you can no longer make changes to it.



5. CHECK YOUR SUBMISSIONS

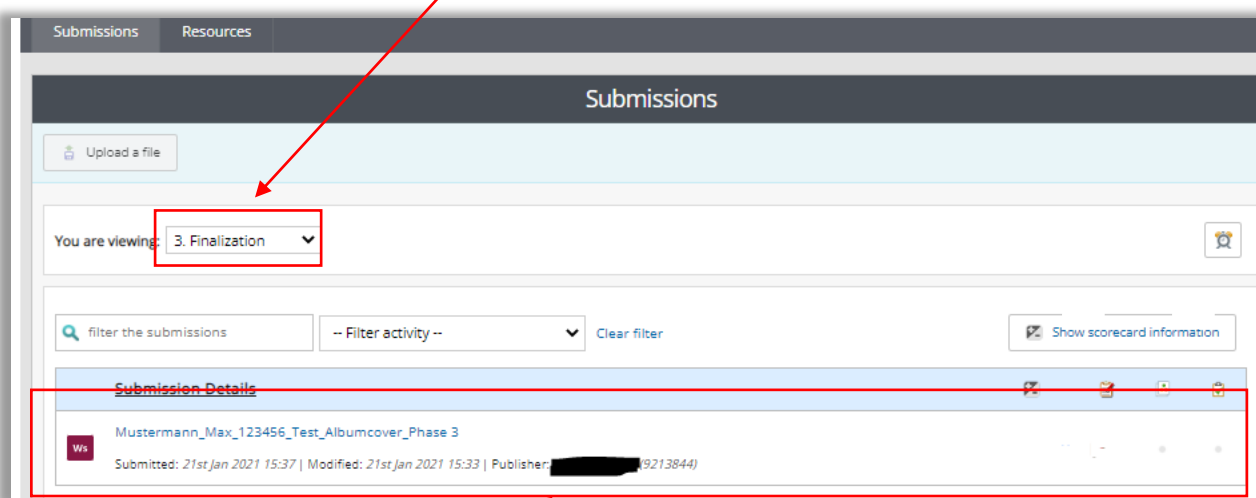
There are two ways to check, if your submission was shared to Atlas successfully. You can view a successful Submission in Atlas and PebblePad.

To check your submission in Atlas, proceed as followed:

Click on the **Atlas** link in your course:



Select the **correct phase**, using the drop-down menu.

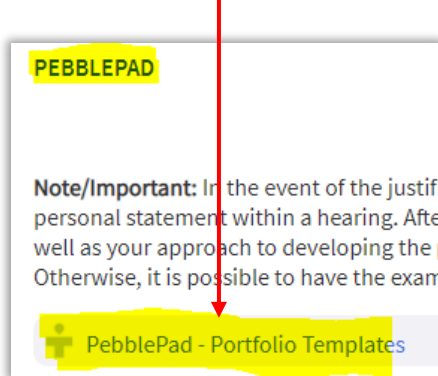


If you can see your submission inside the correct phase, **your submission** was successfully shared with Atlas and is now ready for evaluation.

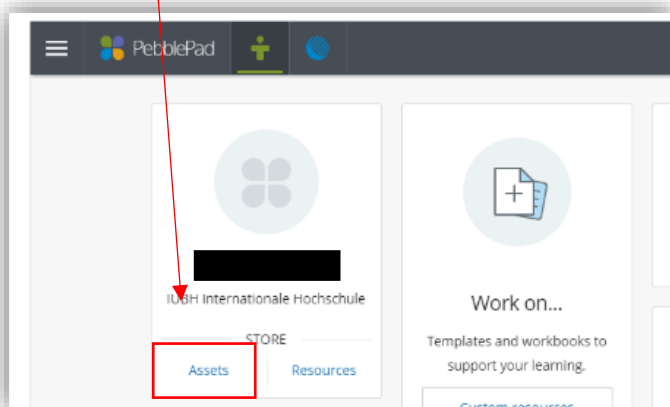
If your submission is **not listed** here, please make sure **to repeat the previous steps**.

To check if your submission in PebblePad proceed as followed:

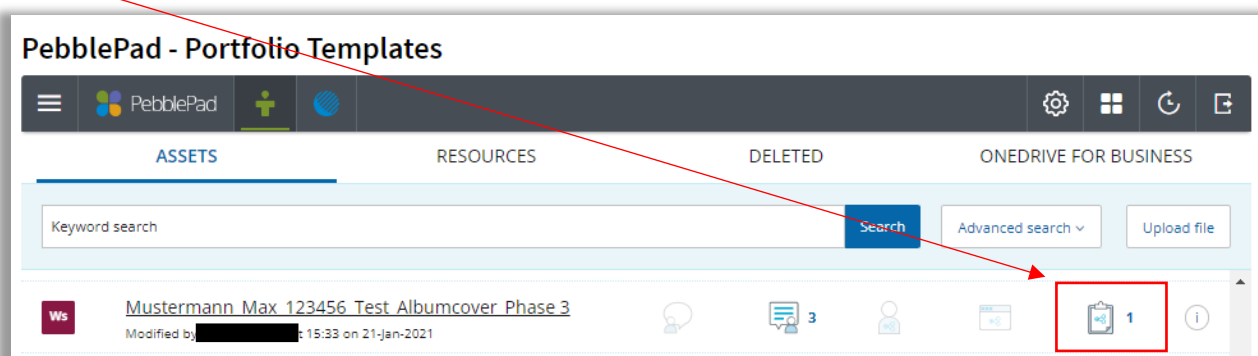
Click on the **PebblePad** link in your course:



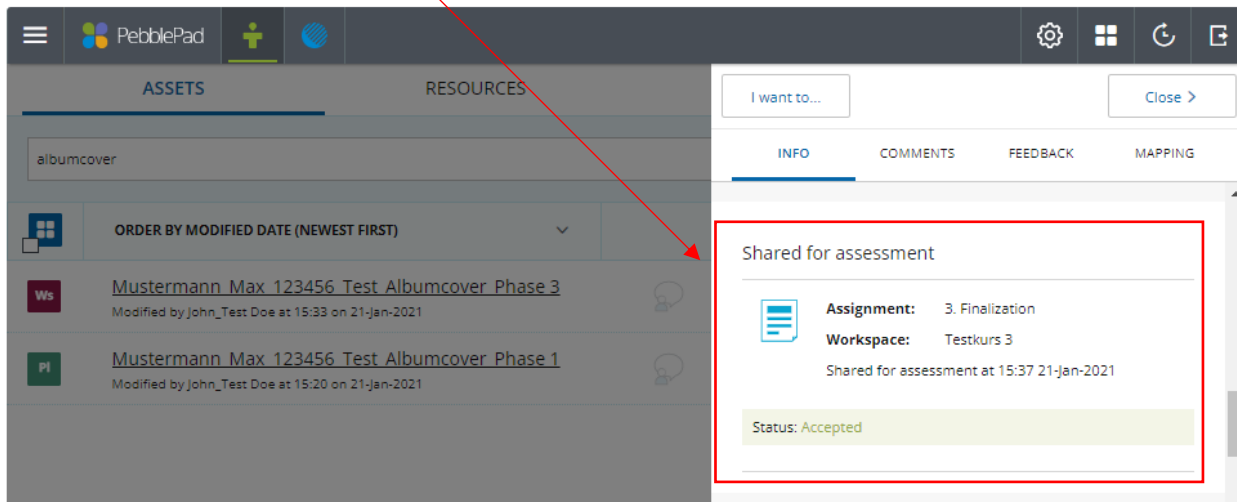
Click on “Assets”:



Here you can find all your templates. Search for your desired template and make sure, that the “Share”-symbol is visible. If the symbol isn’t faded out, you have successfully submitted your template and shared it to Atlas.

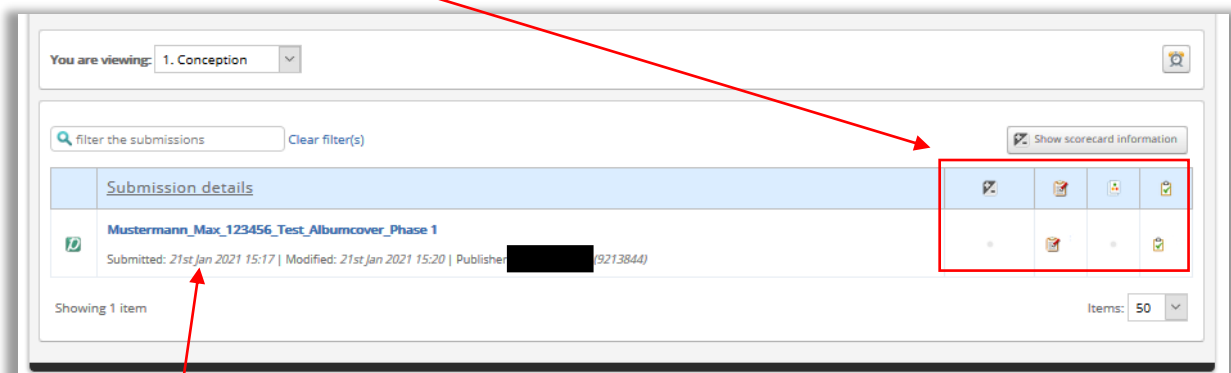


If you click on the symbol, a **sidebar** opens, which shows you the information inside which **phase and in which workspace** you shared your template into. Here you can see in detail, if sharing your template with Atlas was successful.



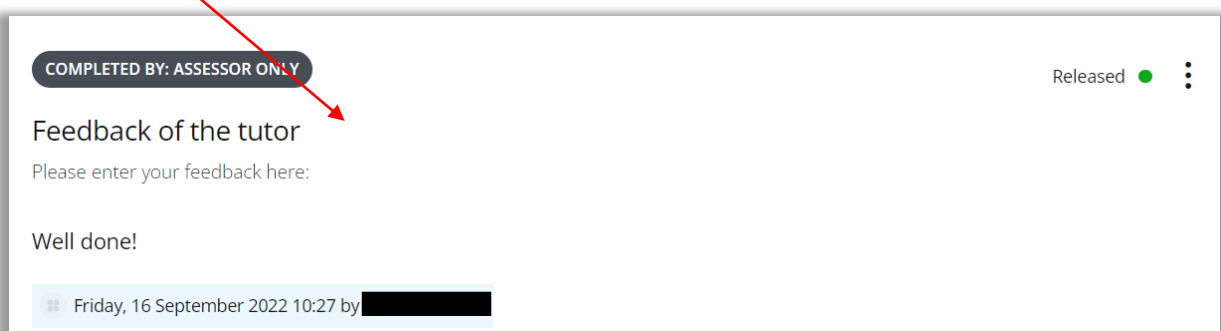
6. VIEW FEEDBACK & EVALUATION

You may view the feedback & evaluation made by the tutors via "Atlas".



Click on the submitted file to open it.

The feedback is directly visible in the lower area. (Alternatively on the right side in the sidebar, see below).



In phase 3, in addition to the feedback, the evaluation is also visible.

You are viewing: 3. Finalization

filter the submissions Clear filter(s)

Show scorecard information

Submission details		84%			
	Mustermann_Max_123456_Test_Albumcover_Phase 3 Submitted: 21st Jan 2021 15:37 Modified: 21st Jan 2021 15:33 Publisher: [REDACTED] (213844)	84%			

Showing 1 item Items: 50

To view the rating in each category, click on "Show scorecard information".

You are viewing: 3. Finalization

filter the submissions Clear filter(s)

Hide scorecard information

Submission details		1	2	3	4	5	Total
	Mustermann_Max_123456_Test_Albumcover_Phase 3 Submitted: 21st Jan 2021 15:37 Modified: 21st Jan 2021 15:33 Publisher: [REDACTED] (213844)	78%	90%	89%	67%	90%	84%

Showing 1 item Items: 50

To view the evaluation and feedback, open the submitted file and click on the button:  in the top right.

This asset has been locked - you cannot make any further edits.

I want to... Close

Save as...
Mustermann_Max_123456_Test_Albumcover_Phase 3

Conception phase

Concept
Enter your text on the conception phase here.
Word count: 0 (Max 200)

Interim submission phase 1
Upload your file for the conception phase here.
(Placeholder block has not been populated)

Development & reflection phase

Keyword search

September 2021

An Assessor at 11:55, 16-Sep-2021 Released

SCORECARD

Problem Solving Techniques (10%)	90
Methodology/Ideas/Procedure (20%)	80
Quality of implementation (40%)	70
Creativity/Correctness (20%)	85
Formal requirements (10%)	76
Total weighted score	78 %

Reply

January 2021

An Assessor at 15:42, 21-Jan-2021 Released

A sidebar opens with the feedback and evaluation:

For technical support and any further assistance, please contact the exam office via mail.