

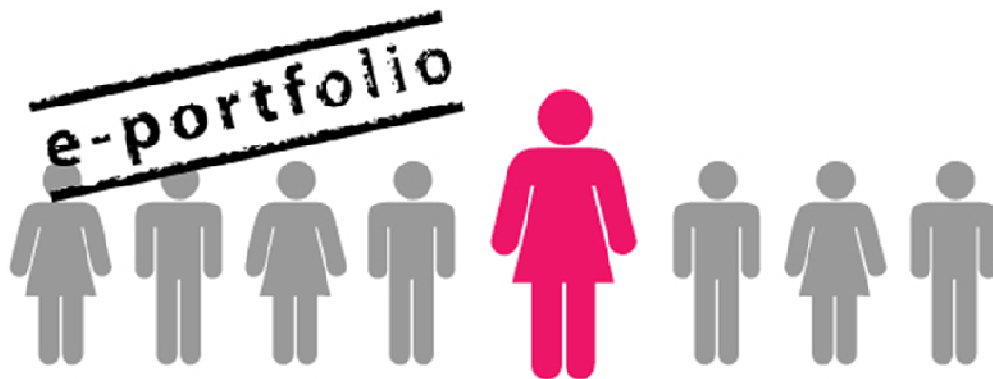


SWANSEA METROPOLITAN UNIVERSITY

PRIFYSGOL FETROPOLITAN ABERTAWE

Export Webfolio to Storage Medium.

Angela Masurier



Stand out from the crowd !!

Assignment Checklist

- ☐ Complete self evaluation skills (This can be found on Moodle →Applied Personal and Professional Development → Module Outline → Self Evaluation Skills).
- ☐ Upload completed Self Evaluation Skills to PebblePad.
- ☐ Complete Home Page of Webfolio.
- ☐ Complete Self evaluation Page – Research and provide a written account of the skills required for higher education (include references to provide proof of extended reading).
- ☐ Link Skills Evaluation to this page.
- ☐ Identify your skills gap. (Compare the skills you have already identified in the self evaluation with the research conducted on the skills required for higher education. From this you should be able to identify the skills you need to improve or further develop to achieve success in your studies).
- ☐ Complete Action Plan Using PebblePad to demonstrate what you are going to do to improve or further develop the skills identified in your skills gap.
- ☐ Link the action plan to the skills gap section.
- ☐ Choose five topics from the APPD module and write five reflective blogs embedded into your Webfolio (remember higher marks are achieved for referencing and providing detailed examples demonstrating challenges encountered, benefits gained and lessons learned). *N.B. Each blog should be a minimum of 250 words.*
- ☐ Include a reference list of all the sources used on the final page of your Webfolio.

All step by step handouts are available on Moodle to download if you need to refresh on any stage of the assignment.

The last stage of the assignment is to convert the Webfolio to a website and export to a disc or memory stick.

N.B. Ensure the assignment checklist is complete before you convert the Webfolio to a website.

Convert a Webfolio to a Website

Logon to PebblePad → Click on Tools → Manage Assets



A new window will open this gives you an overview of your activity in PebblePad. Details are listed for the most popular asset types you have created.



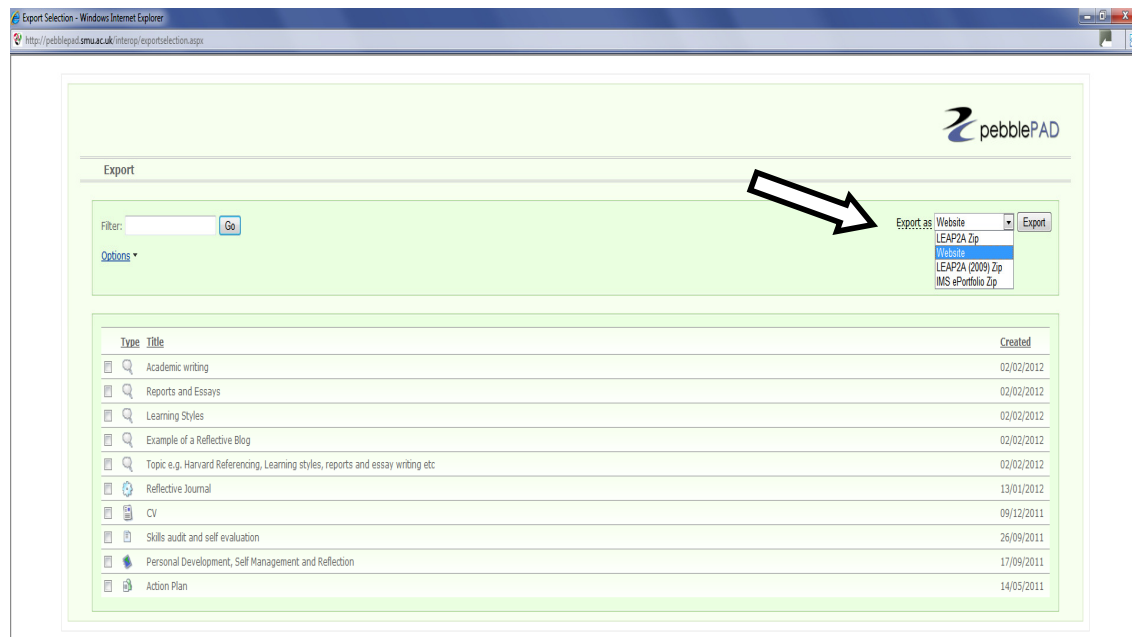
From the report window select **export** which is located towards the bottom of the report page.

When you are exporting any item that has other assets linked, such as a Webfolio linking to files, the exporter will automatically add these linked items to the export to ensure you have a fully working copy of the initial item. As exported files can be very large particularly if you have a lot of assets to export, or have large individual files in your PebblePad account, it may take several minutes for the export to work, so please be patient while the export files are created.

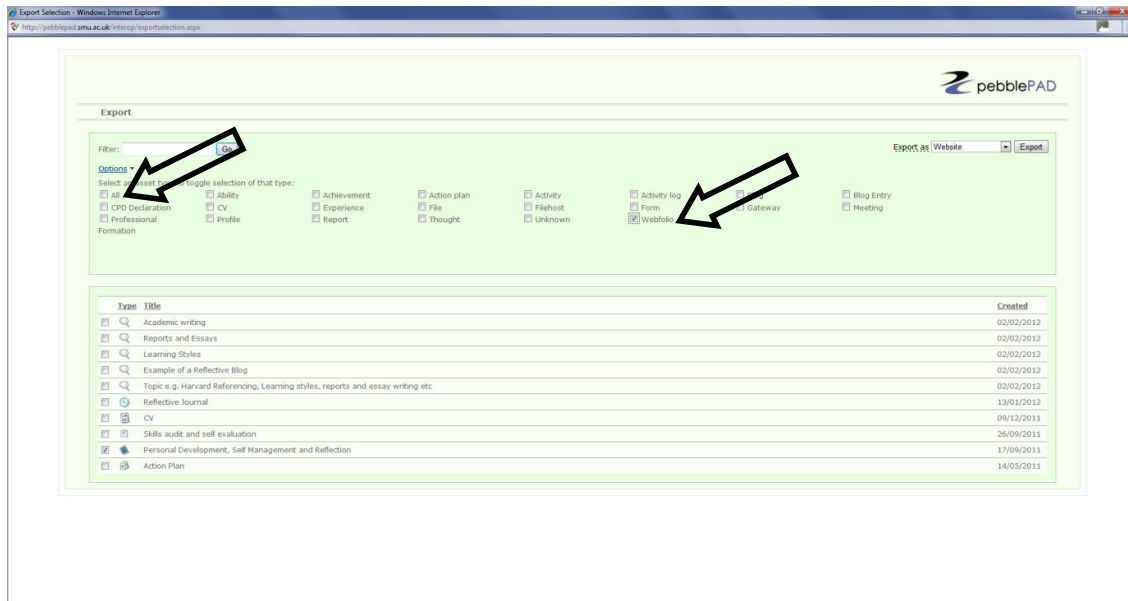
A new window will open listing all the assets in your PebblePad account.



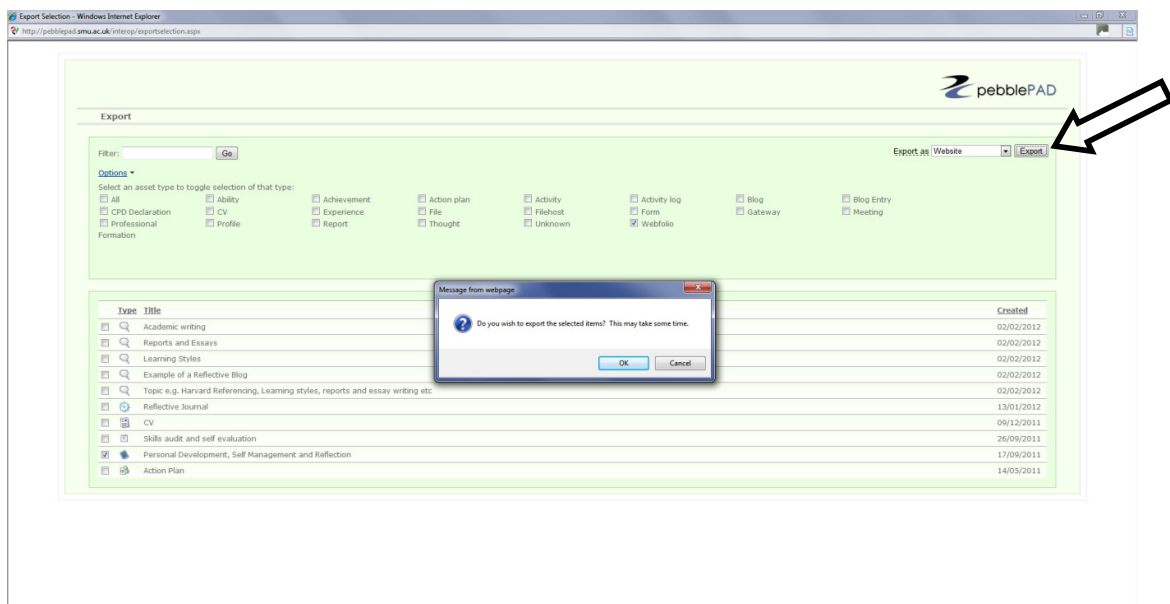
Click on the drop down box and select Website.



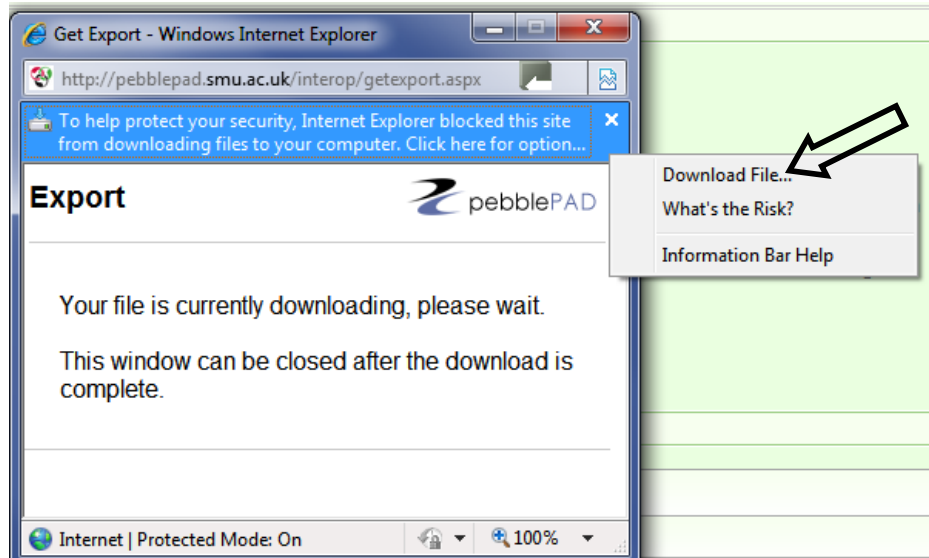
Click on Options and a new panel will appear. Initially all options will be selected. If you click on the **All** check box all items will be de-selected. Select the Webfolio check box.



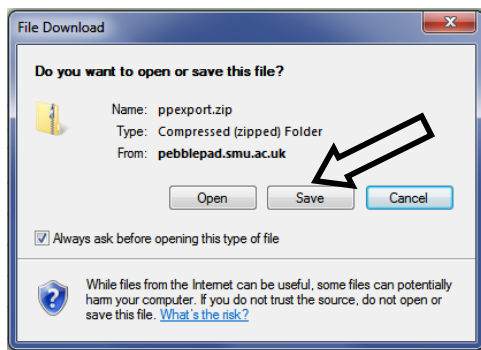
Click on the Export Button



A message will appear click on OK. A new window will open to inform you that your file is downloading. If the file does not start to download check for the warning at the top of the window and allow download.

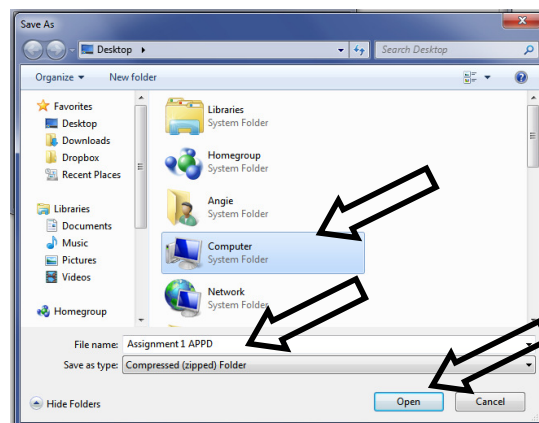


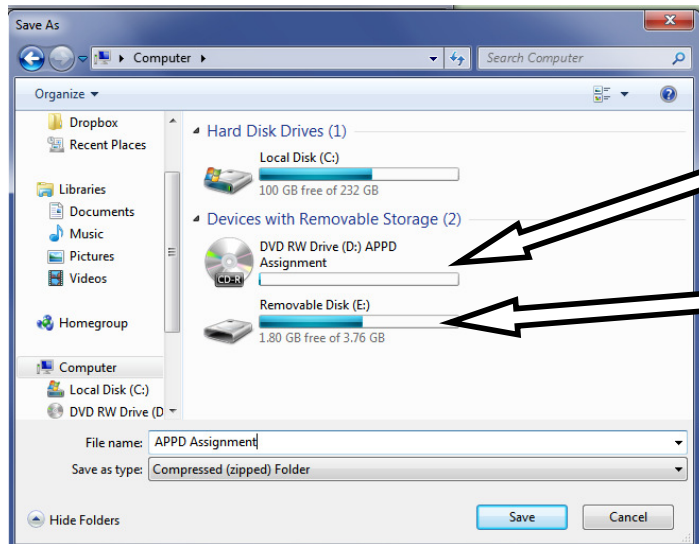
Once the file has started to download a message will appear asking what you want to do with this file, Click Save.



Change file name to Assignment 1 APPD.

Select Computer and Click Open.



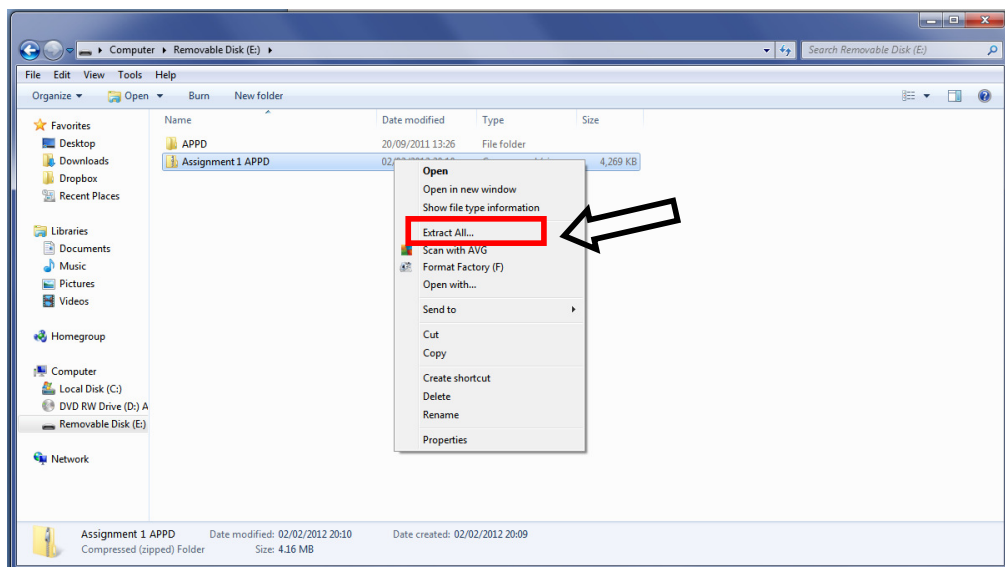


Select CD/DVD Drive to save to disc.

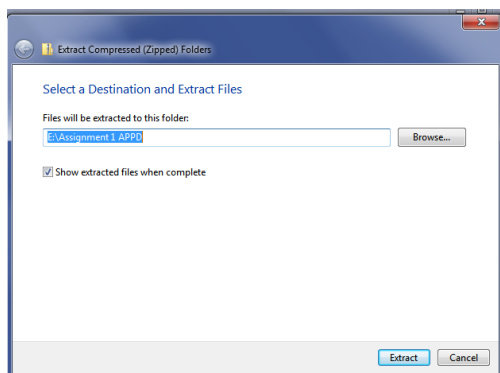
Select Removable storage to save to memory stick.

Click Save.

The next step is to extract all files. Open the appropriate disk drive to view zipped folder. PebblePad automatically compress all folders when exporting.



Right click on the zipped folder and select Extract All...



Check the destination to ensure that the folder will be placed in the right location.

Click extract.

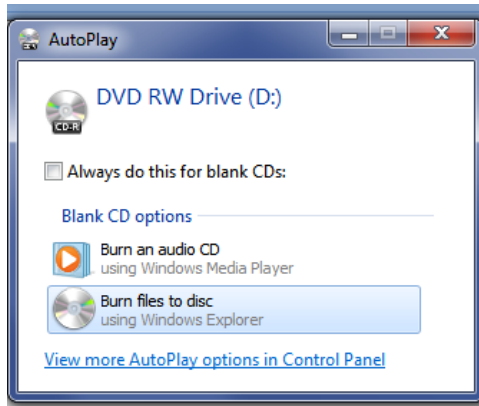
To ensure that the folder has saved correctly open the unzipped folder and click on index. This will open a new window with a link to your webpage. Click on the link and your webpage should be displayed.

N.B Check that all your links work and that all the tasks are completed prior to submitting. The assignment brief should be in a suitable report folder and the storage medium placed in an envelope attached to the back of the report folder. Please ensure you that have completed your name and PNumber and signed the disclosure on the assignment brief.

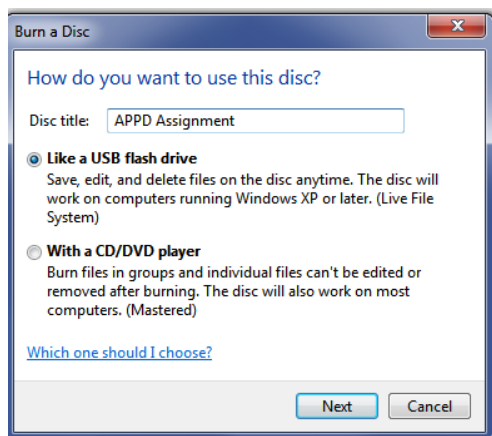
Remember to label your CD with a suitable marker pen.

Format disc

Insert a blank CD/DVD disc into CD/DVD drive.



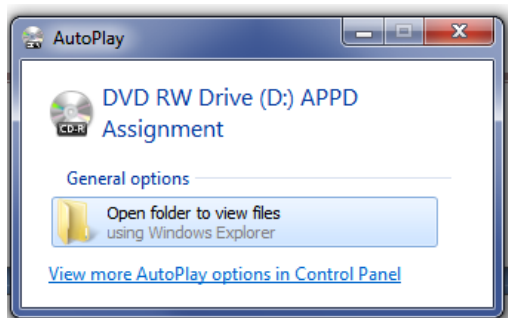
Select Burn file to disc if AutoPlay is displayed.



Entitle the disc APPD Assignment

Check → Like a USB flash drive.

Click Next to format the CD/DVD disc.

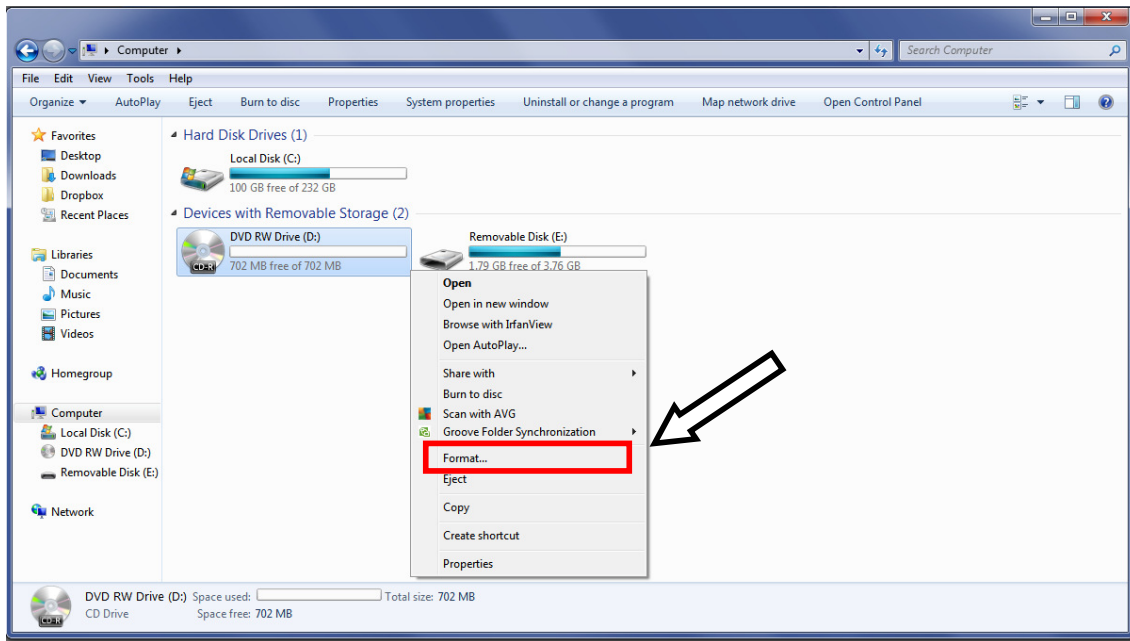


Click the X to close the window.

Format a disc manually

Insert a disc into the CD/DVD Drive.

Right-click on the CD/DVD drive and select the Format option



Enter a label for the CD → APPD Assignment. Click Start

