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An Introduction to Pebble Pad: Creating an Action Plan

Introduction

PebblePad is a personal learning system. PebblePad incorporates a range of tools to help you plan, record, reflect on and evidence your learning. This may include any development activity, be it formal, educational, work-based, self-directed, personal or professional. The system also supports you in demonstrating your personal and professional capabilities and competencies to others on a formal and informal basis.

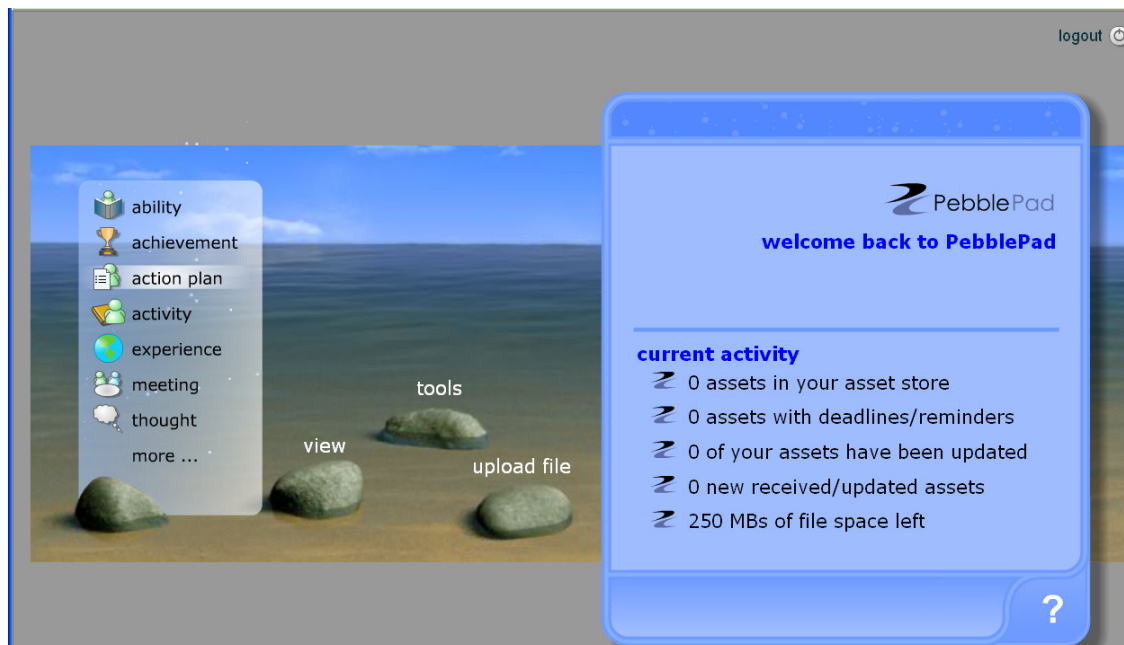
Open PebblePad

Log on to Blackboard ► Select the 'Learning Resources' tab and Click on the PebblePad link to Open PebblePad ► Login to PebblePad.

Note: Everything you create in PebblePad is known as an asset.

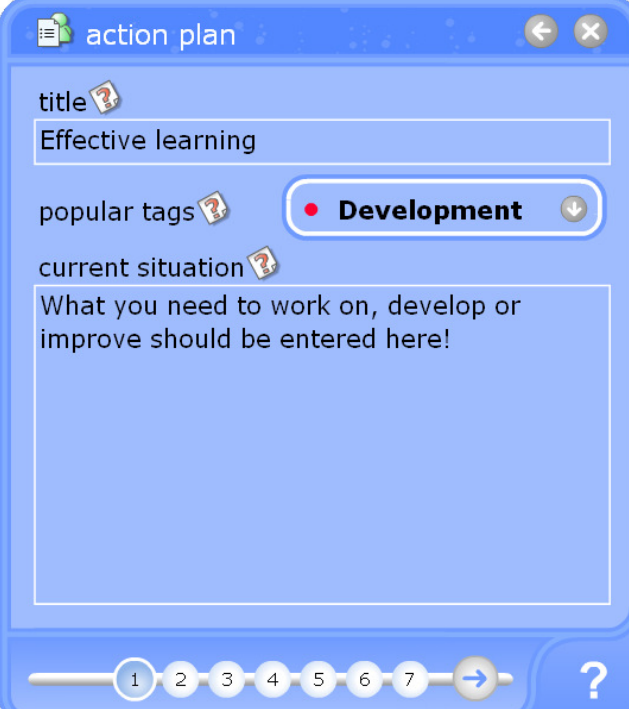
Create an Action Plan

Select Create New ► Action Plan



Using the activities completed in the lecture you can now complete the fields in the action plan.

In the pad that opens there are areas to add a **title**, select a **tag** and add **current situation** for your action plan. This should include details of why you need to create this plan but not details of what the plan is for, this comes in the next stage.

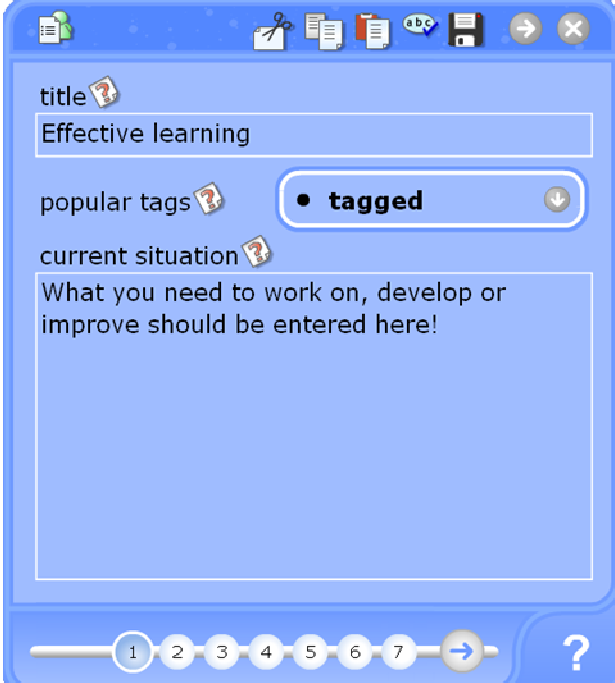


The screenshot shows a blue window titled "action plan" with a back arrow and a close button in the top right. It contains three input fields: "title" with the text "Effective learning", "popular tags" with a dropdown menu showing "Development", and "current situation" with the placeholder text "What you need to work on, develop or improve should be entered here!". At the bottom, there is a progress bar with seven numbered circles (1-7) and a right arrow, with circle 1 being the active step.

The tag drop down box contains your most popular tags. More tags can be added by selecting all tags from the list or at the final stage of the creation process.

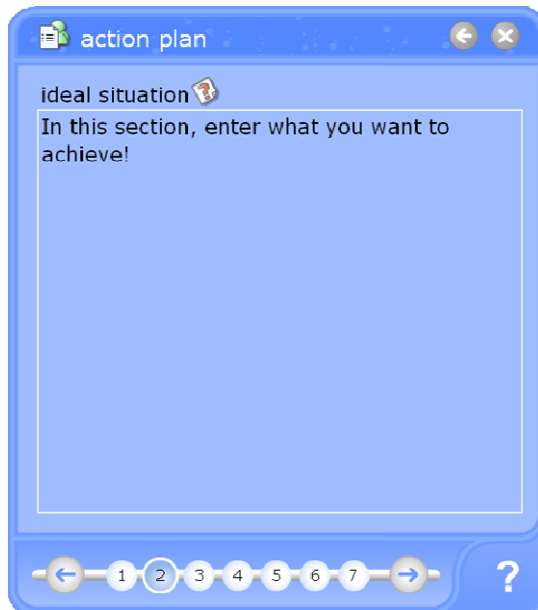
Give your action plan a meaningful title and select an appropriate tag.

Clicking on the arrow on the top right corner will open a tools menu which display the cut, copy, paste, spellchecker and save features.



This screenshot shows the same "action plan" window, but with a tools menu open in the top right corner. The menu includes icons for cut, copy, paste, spellchecker, and save. The "title" field still contains "Effective learning", and the "popular tags" dropdown now shows "tagged". The "current situation" field remains empty with its placeholder text. The progress bar at the bottom is identical to the previous screenshot, with circle 1 active.

Click either the **numbered button (2)** or the **next arrow** on the navigation bar to move to the next section. This section should include your **ideal situation**. This describes what you would like your action plan to help you achieve

The screenshot shows a window titled 'action plan' with a navigation bar at the bottom containing buttons 1 through 7 and arrows. Section 2, 'ideal situation', is active. It has a title 'ideal situation' with a question mark icon and a text area with the instruction 'In this section, enter what you want to achieve!'. A large empty text box is provided for input.

Enter your goal in section 2 of the action plan.

Click to move to **section 3** button or the next arrow on the navigation bar to move to the next section This section enables you to add details of the **steps** you need to take to reach your ideal situation.

Write brief details of your **first step** in the main text area. You can include detailed information about how you will complete the step by clicking on the **question mark and clock icon** just above the main text entry area.

You can also add a date for when this first step will be completed Once you have added all the details for the step, click the **chevrons** on the left of the panel. This will then add the step. Repeat this process to add as many steps as necessary to complete your plan

You may re-order the steps by selecting a step and using the up and down arrows to move it up or down. After all your steps are completed you can add an overall completion date. If you have added any dates using the **how** and **when** option in the steps, the final completion date will automatically be filled in with the latest date you have added. You can change this by clicking on the completion date and select an alternative date.

The screenshot shows the 'action plan' window at section 3, 'steps to success'. It features a list of steps on the left with up and down arrows for reordering. The '1st step' is expanded, showing a text area with 'Attend lectures regularly!' and a question mark/clock icon. Below the steps is an 'overall completion date' field with a calendar icon. The navigation bar at the bottom shows button 3 as the current section.

Selecting a step from the list also allows you to edit the details. The text for the step will load into the top text area where you originally added it. Once you have made any changes you must click on the chevrons to add the amendments

action plan

swot analysis ?

strengths ?

Self motivated
Good memory strategies

weaknesses ?
opportunities ?
threats ?

← 1 2 3 4 5 6 7 → ?

Clicking the headings on the swot analysis enables you to enter details for the chosen category.

List only the resources that are relevant

action plan

supporting resources ?

books / journals ?

The Study skills Handbook - Stella Cottrell

web links ?
people ?
training courses / workshops ?
electronic resources ?
other ?

← 1 2 3 4 5 6 7 → ?

action plan

reflection ?

hours, points, reminders

1 2 3 4 5 6 7 ?

State what you have learned from thinking about and writing this action plan.

Section 7 is the final page which provides you with a list of options to choose from. Click **view this asset** and a new window will open displaying your completed action plan. Click the tick to save and close this asset.

action plan

You have now completed this form.
What would you like to do next?

- view this asset
- send to ...
- add a review
- add/edit link
- tag this asset

1 2 3 4 5 6 7 ?