



SWANSEA METROPOLITAN UNIVERSITY
PRIFYSGOL FETROPOLITAN ABERTAWE

Creating an Action Plan

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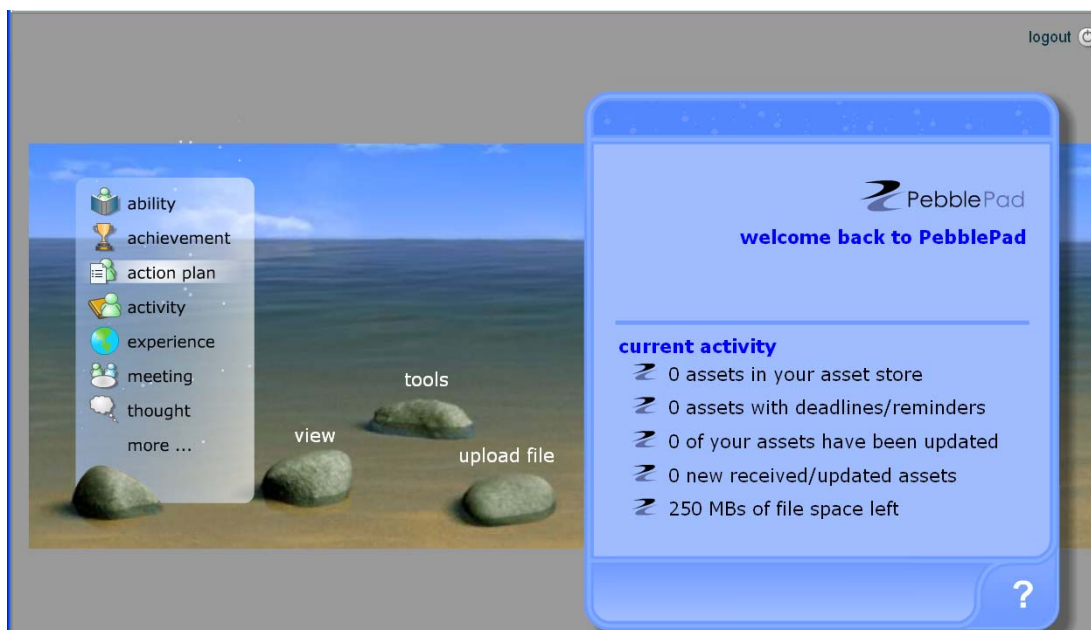


Open PebblePad

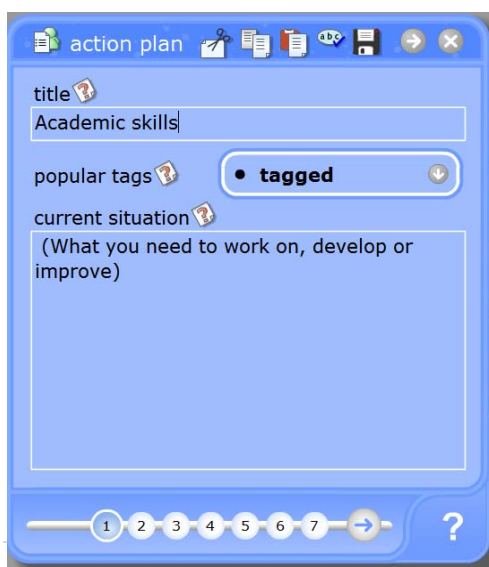
Open Moodle ► Select the 'PebblePad' tab and Click on the PebblePad link to Open PebblePad
► Login to PebblePad.

Create an Action Plan

Select Create New ► Action Plan

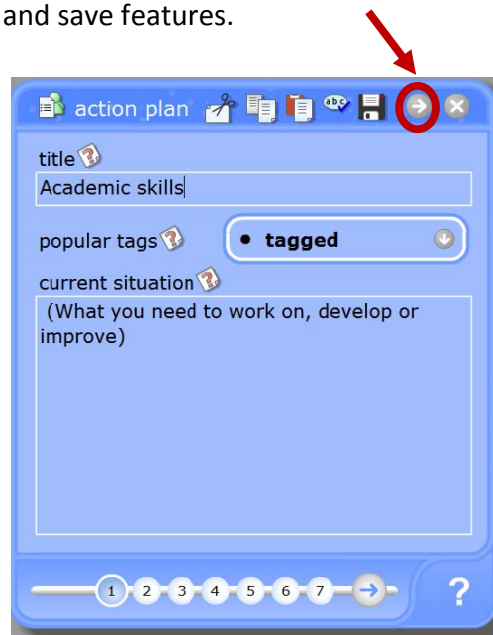


Use the findings from your skills audit and self-evaluation to complete the fields in the action plan.

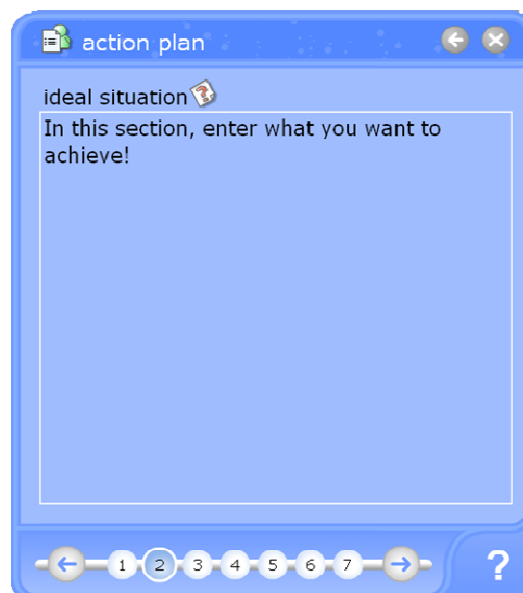


In the pad that opens there are areas to add a **title**, select a **tag** and add **current situation** for your action plan. This should include details of why you need to create this plan but not details of what the plan is for, The tag drop down box contains your most popular tags. More tags can 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.



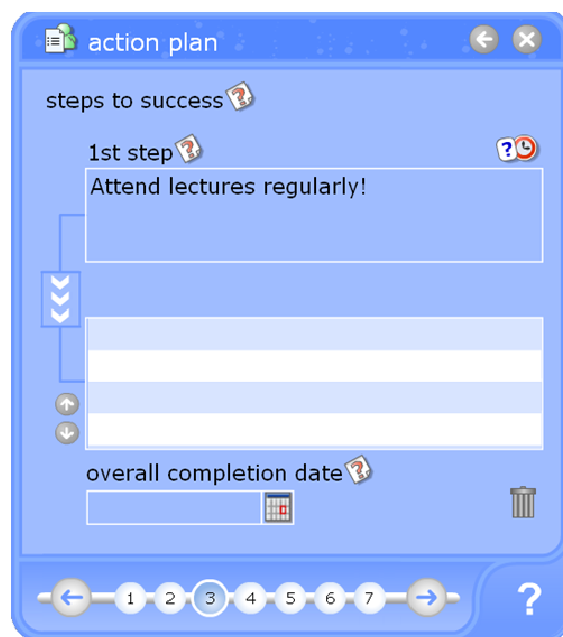
Click either the **numbered button (2)** or the **next arrow** on the navigation bar to move to the next section. This section should include your **ideal situation**. This describes what you would like your action plan to help you achieve



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

The image shows a software window titled "action plan". Inside, there's a section "steps to success" with a list of steps. The first step is "1st step" with the text "Attend lectures regularly!". To the left of the list are three chevrons pointing down. Below the list is an "overall completion date" field with a calendar icon. At the bottom, there's a navigation bar with buttons for back, forward, and a series of numbered steps (1-7), with step 3 currently selected. A help icon (?) is also present in the bottom right corner.

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.

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

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

action plan

swot analysis

strengths

Self motivated
Good memory strategies

weaknesses

opportunities

threats

1 2 3 4 5 6 7

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

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

action plan

reflection ?

hours, points, reminders

1 2 3 4 5 6 7 ?

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.

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 ?

Click the tick to save and close this asset.