

What is PebblePad?

PebblePad is an ePortfolio (online portfolio) provided by the University which can be accessed both on and off campus using your university login and password via Moodle or directly at the following web address: <http://pebblepad.tsd.ac.uk>

PebblePad General User Guide

What is it used for?

PebblePad enables students to create and publish their own personal hosted website containing their CV and an evidenced portfolio of their work to prospective employers, educational institutions etc. This website is known as a **webfolio** and the following guide shows you how to create a webfolio from scratch.

Webfolios

You can create pages from scratch or embed *items* as separate pages within the webfolio. These *items* can include:

Webfolio - You can place an existing webfolio within the new webfolio you are creating. When a viewer clicks on the new webfolio the pages of the embedded webfolio will appear as subheadings in the webfolio navigation menu.

Blog - You can embed a blog as a page in a webfolio. This will include all the postings to the blog.

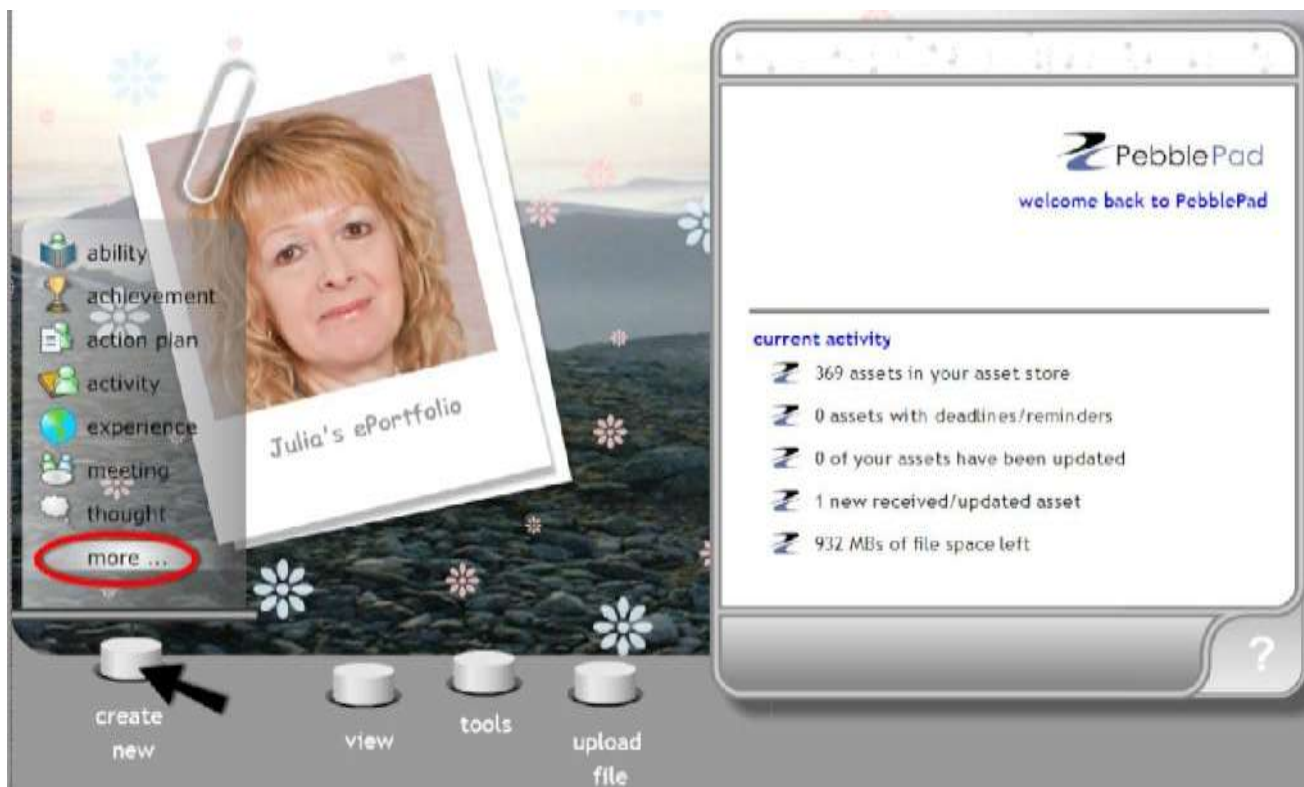
Profile - You can add a profile to your webfolio. This will include all the evidence attached to the profile. Once added, the profile can be updated and evidenced from within the webfolio.

Flickr photo sets - If you have accessed your Flickr account through PebblePad you will see your Flickr photo sets. You can add one of these by selecting a set and then clicking the icon on the bottom right of the pad.

CV - You can add a CV previously created within PebblePad.

CREATING A WEBFOLIO:

Click on the create new icon – (the default is a pebble but the icons will be different if you have changed or personalised your theme as in the screenshots here) then more and choose webfolio from the menu



In the pad that opens there are areas to add a title, select a tag and add a description for your webfolio

The **tags** 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.

Click either the **number 2 button** or the **next arrow** on the navigation bar to move to the next section.

This section is where you can pick a template for the style of your webfolio.

Click the drop down box and select a template. Once you have chosen a template you can click the coloured boxes below the small preview area to select a different template within the same theme.

You can also create your own template by scrolling down to create new template. (See [templates](#) help for more information.).

Click on the **number 3 button** to position your sidebar. You can preview your selection by using the magnifying glass on the right of the page



ADDING PAGES:

Click the **number 4 button** or the **next arrow** on the navigation bar to move to the next section.
This section is where you can add pages and other items to your webfolio

To add a page, click in the box which says [Enter Page Title Here] and type in a title for your page

Click the downward chevrons to add the new page to the webfolio

Repeat this process for as many pages as you wish to add

You can re-position the pages, by clicking on the page title in the list and using the up and down arrows, on the left of the box

You can edit the content of a page by clicking on the edit page icon at the bottom of the pad

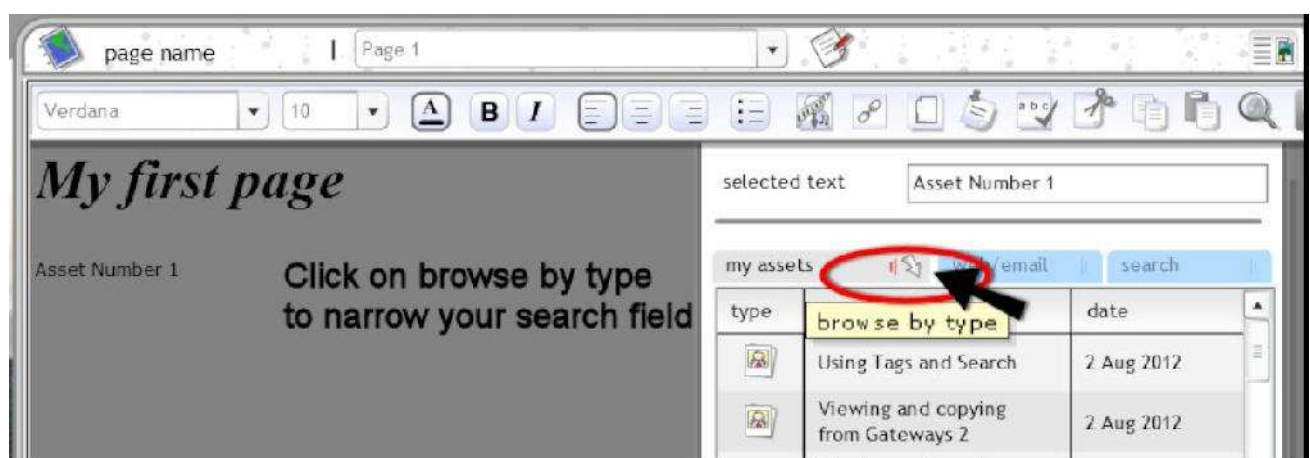
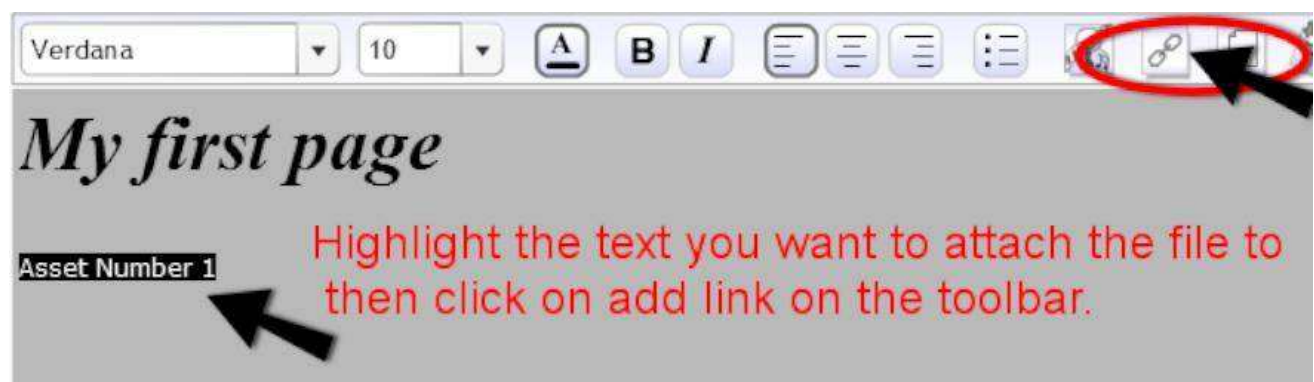


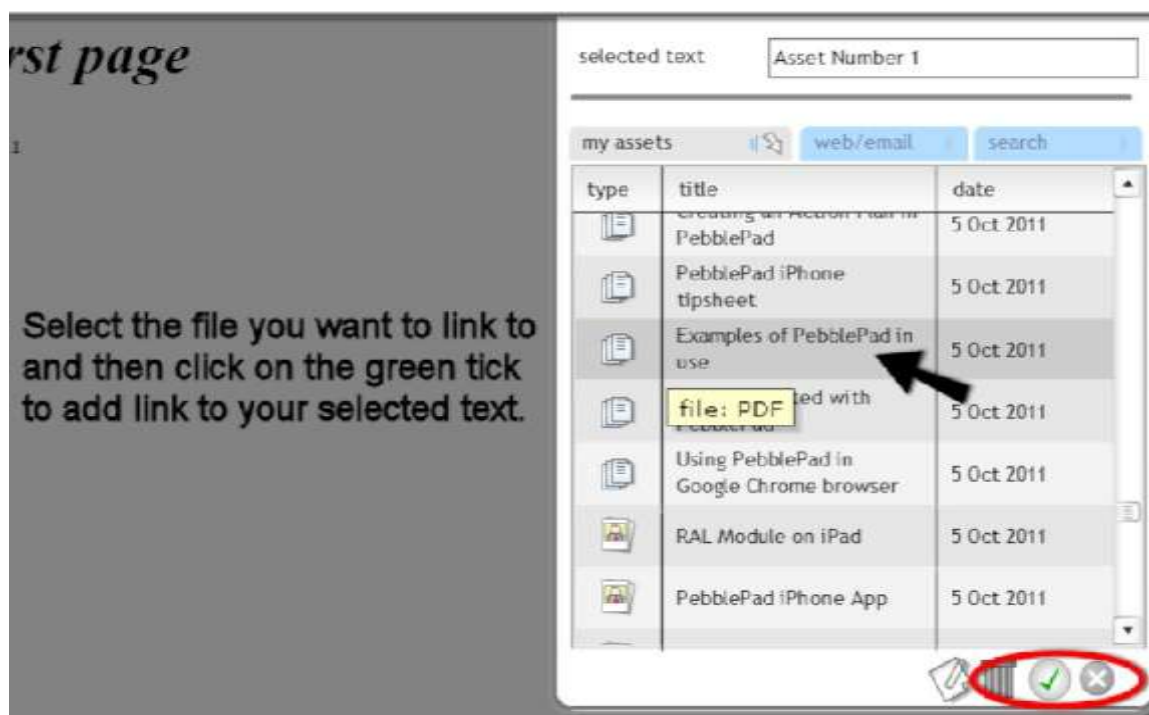
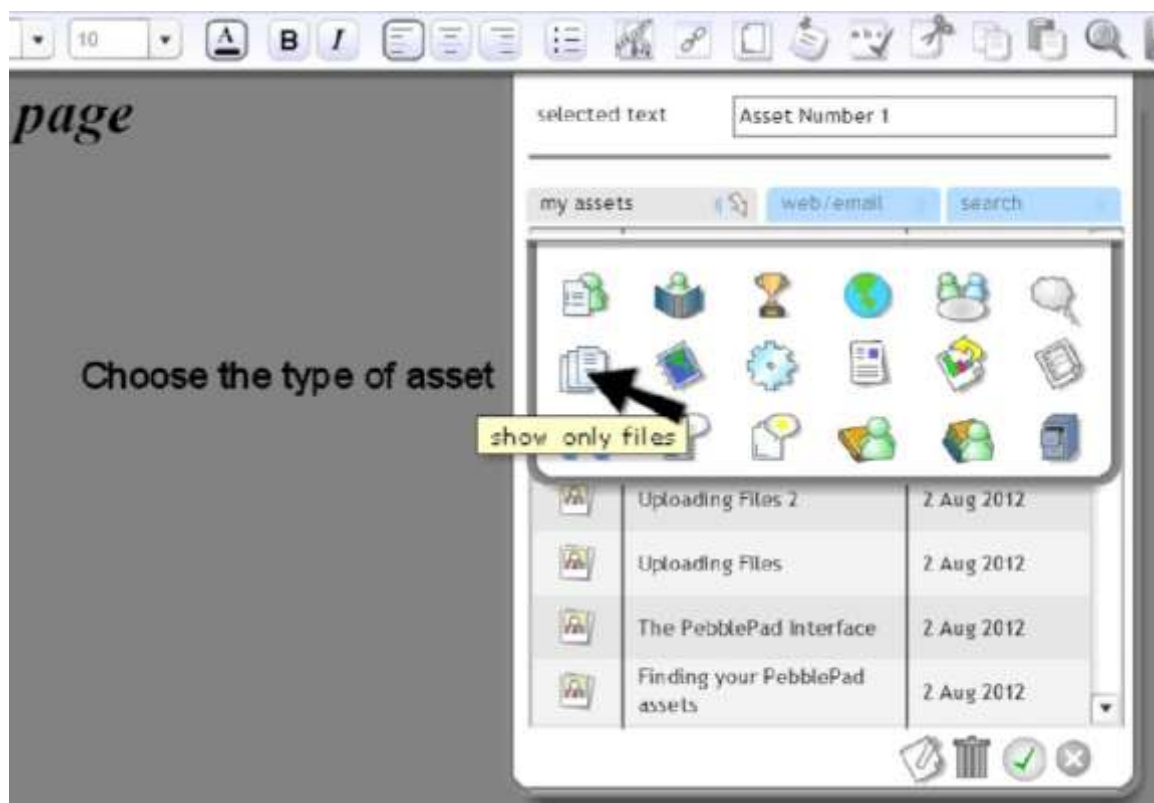
ADDING ASSETS TO PAGES:

Click on a page you have created and then click on the Edit page icon. This opens up the page editor where you can add and format text and images and create links to other assets (files) that you have uploaded to PebblePad and/or links to other websites.



Add the text that you wish to use for your link – (you can type it in or copy and paste from another document) - and highlight it. Click on the Add link icon on the toolbar.





My first page

[Asset Number 1](#)



Your selected text has now become a clickable link and the relevant file can be opened from within the webfolio

To add a link to a website, click on the web/email tab after clicking on the add link icon.

selected text: Web Link

my assets | **web/email** | search

web link ☒ email link ☐

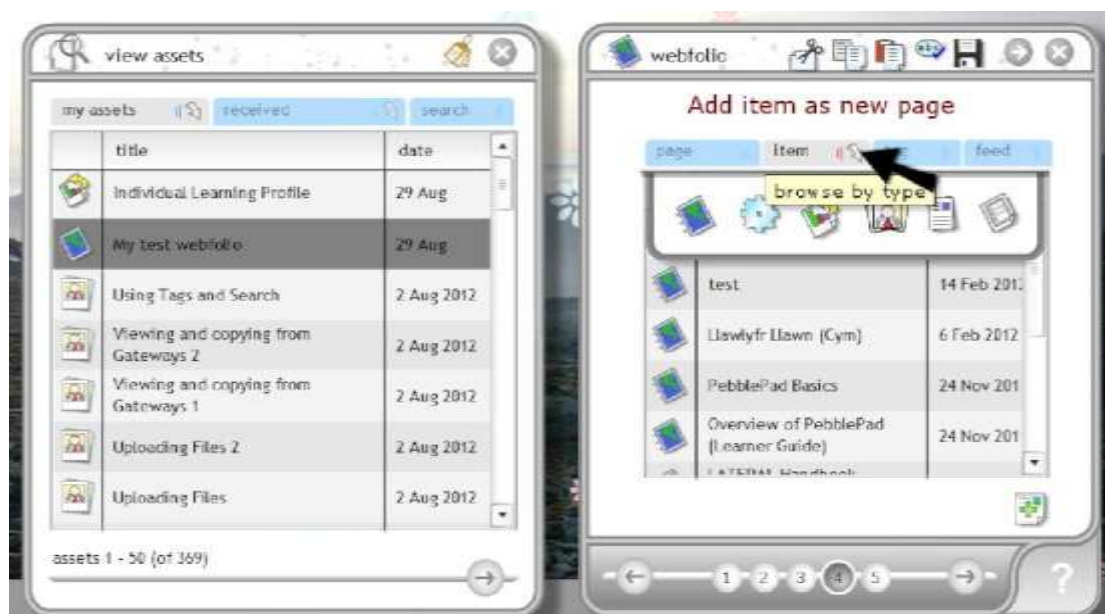
link description: My first web link

link URL: http://mywebsite.com

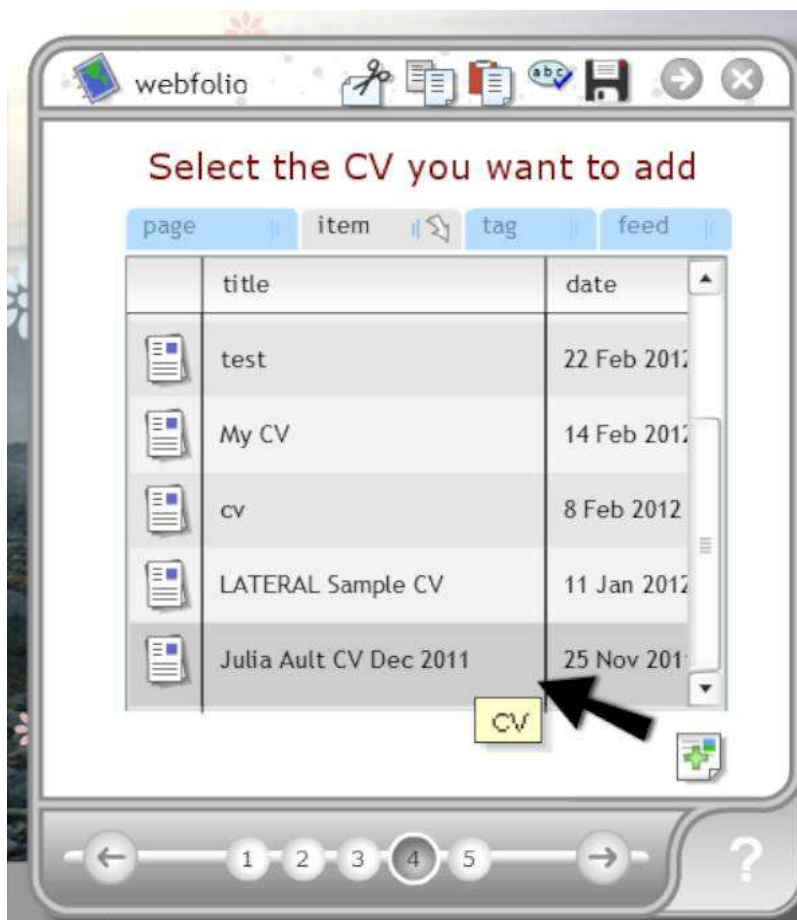
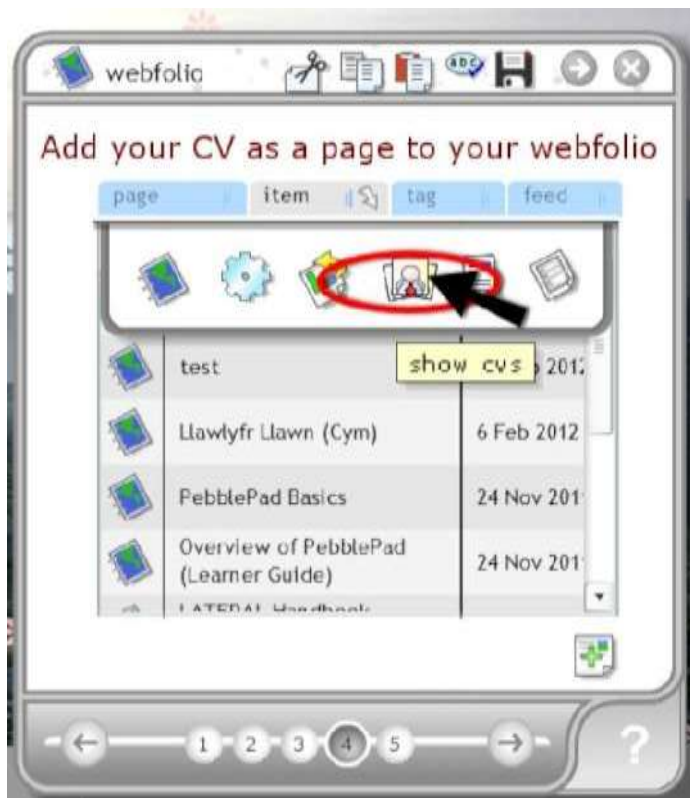
add link

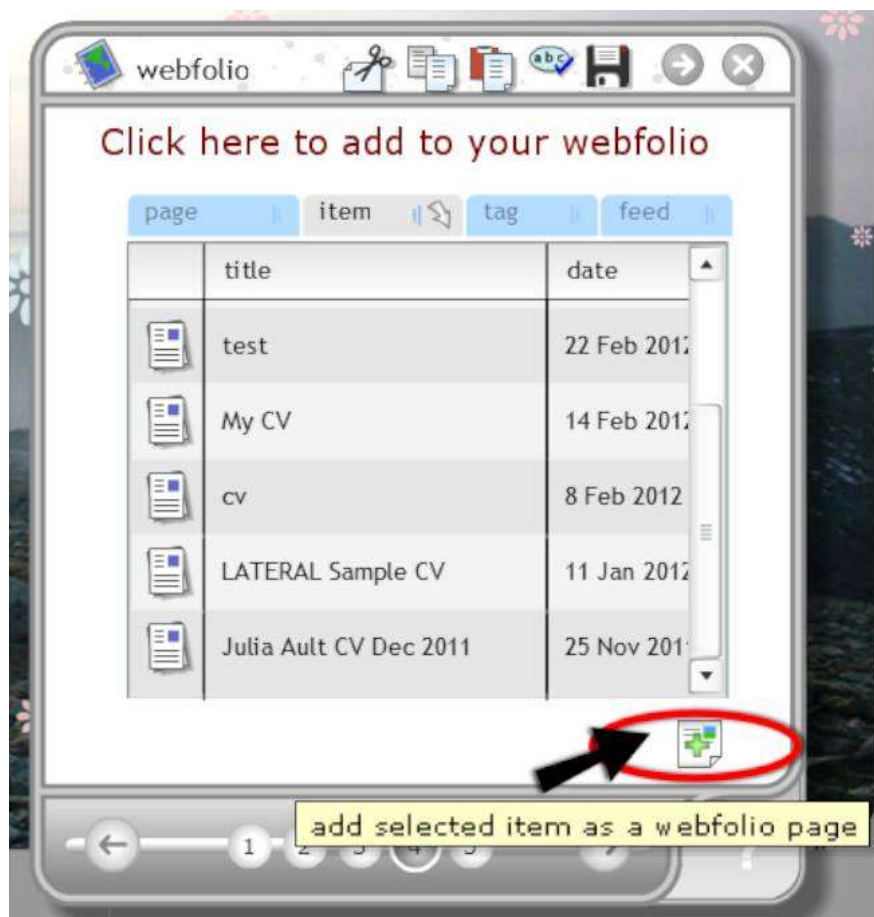
ADDING AN ITEM AS A NEW PAGE:

Open your webfolio (view: my assets: click on your webfolio and choose edit this asset). Click the number 4 button and then the item tab. The small down arrow allows you to browse by type of asset.



You can add your CV as a page to your webfolio. Click on the show cvs icon.





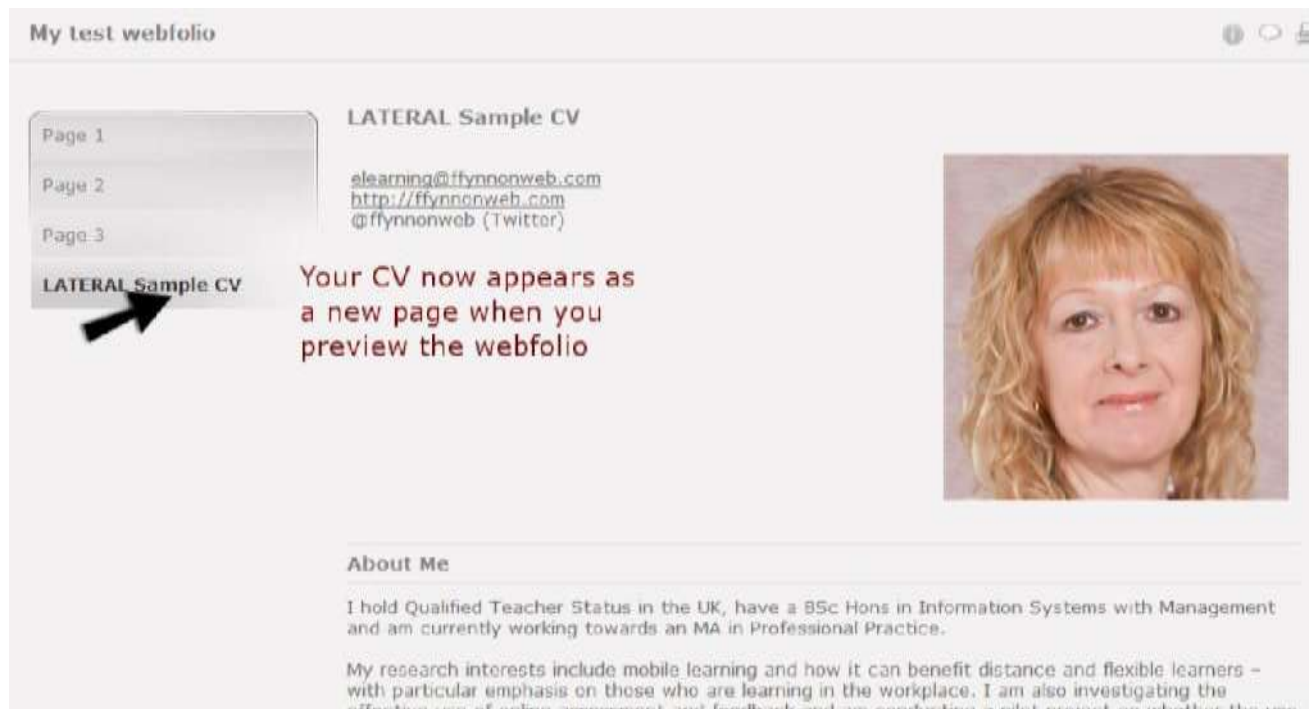
PREVIEWING AND PUBLISHING YOUR WEBFOLIO:

Click on the number 5 and then view this asset to preview your webfolio.



You can preview your webfolio at all stages and make any changes you deem to be necessary.

This is the webfolio after the CV has been added as an item.



PUBLISHING:

Click on number 5 and then send to:



Click on send to the web and click to copy the URL to the clipboard so that you can bookmark this:



Click on the green tick to share the asset on the web.



Save and Close:

Finally, don't forget to click on the green tick to save and close your work when you have finished.

