General Tools

Asset Tabs

All assets have one or more tabs pinned to the right-hand side. The following table describes the information to be found in each tab:

Icon	Tab	Information
	**Information**	The information tab provides details about the asset including title, author(s), date of creation, when last updated, tags, shares, submissions to workspaces, and publications to the web. Tags, shares, submissions, and publications can all be edited from the info tab.
	**Comments**	This tab opens the comments panel where all comments associated with the asset can be viewed and edited.
	**Feedback**	This tab opens the feedback panel where all feedback and grades associated with the asset can be viewed.
	**Links**	This tab opens the links panel where all linked assets are listed, and can be viewed and deleted.

In addition, all assets have two icons in the right of the bottom toolbar that enable tagging and the logging of hours or points.

Icon	Tab	Information
	**Tags**	Clicking on this icon opens a tag window where tags can be added to the asset and from which the Tag Manager can be accessed.
	**Log Hours or Points**	Clicking on this icon opens an Activity Logger window in which the hours or points associated with the activity can be added.

General Tools

Sharing Permissions

When you Share an asset, either with someone from within your organisation or an external, there are various permissions you can set that determine what the other person can do with your

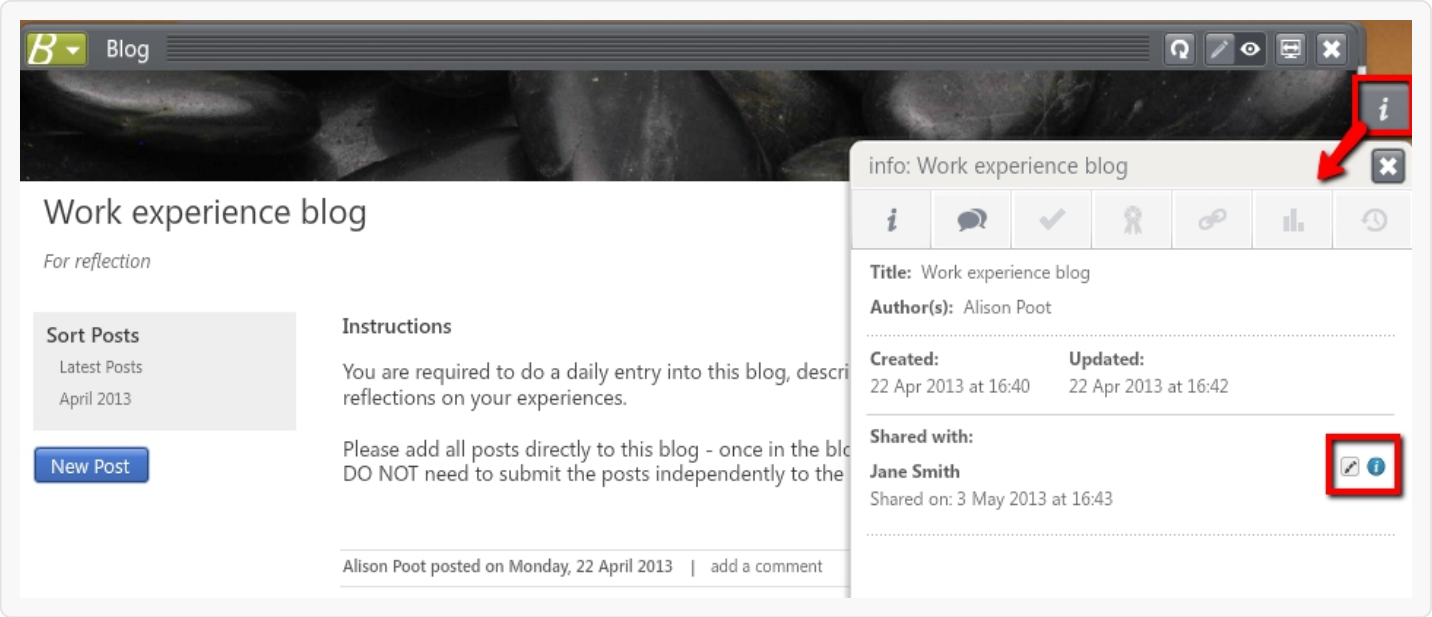
work. It is very important that you fully understand the implications of the different permissions and how they work from the perspective of the person you are sharing with.

If you are sharing with another PebblePad user within your organisation you can give one or more of the following permissions:

View (by default)
Comment
Contribute (only for blogs and activity logs)
Copy
Collaborate

If you are sharing with an external you can only give view and comment permissions.

The permissions you set for a share will apply for as long as the share is active. When you create a share you can set a date on which the share will expire. You can also edit the details of the share at any time by going into your asset and clicking on the info tab that appears on the top right side.

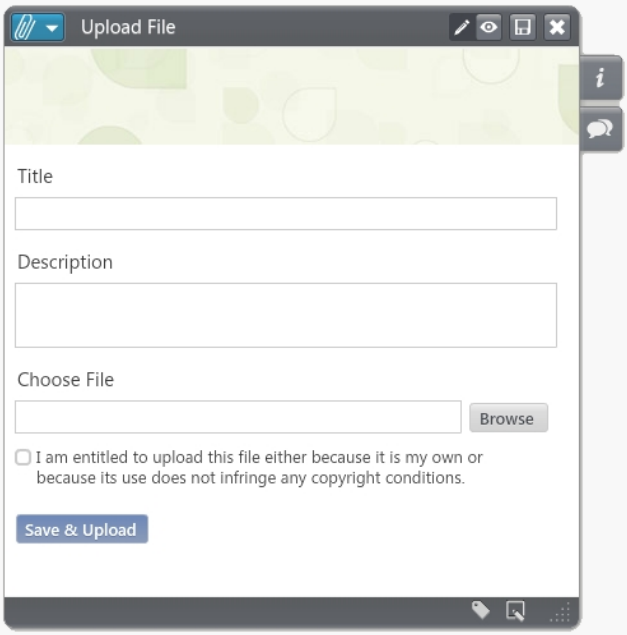


All shares will be listed in the info panel and you can open and edit any of these shares by clicking on the edit icon to the right. You can change any of the share settings or remove the share altogether (unless it is a collaboration).

TIP!
Remember that in Pebble+ a 'Share' enables the recipient to view your asset as it appears in your Asset Store. This live link lets them see all changes to your asset as you make them for as long as the share is active. You are NOT sharing a copy of your work.

Add New

File



File upload panel

You can upload a wide range of file types into Pebble+ including documents, presentations, images and videos. These files are compressed on upload to reduce file size and to make the viewing of these files more efficient depending upon the device being used to access them in the future.

From the Add New menu select **Upload File**.

A panel will open to enable you to add details about the file you are adding.

Type in a **Title** and **Description** for the file. This is not the file name so you can be more descriptive to ensure you can find the file later. You must tick the box confirming you have the rights to upload the file and it does not infringe upon copyright laws.

TIP!
Adding detailed information will help you locate and organise files as your asset store grows. Another way to make it easier to find assets later is to add one or more Tags.

Next you need to locate the file you are uploading. Click on the **browse button** and use the window that opens to find and select a file.

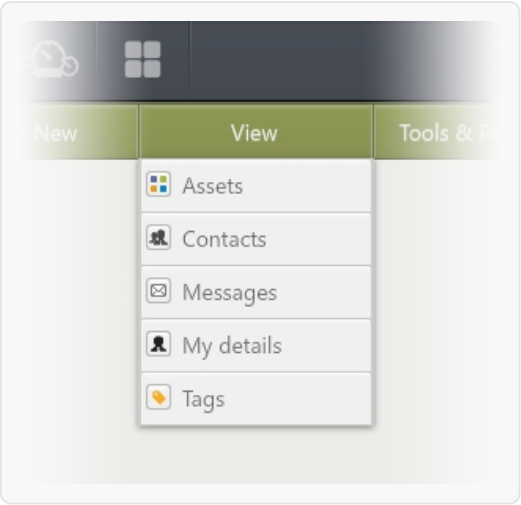
TIP!
If the window that allows you to select from files on your computer does not open, it is likely that pop-ups are being blocked. Pebble+ requires pop-ups to be enabled. To check this you will need to go to tools or options in your browser.

Once you have selected your file return to the Upload File Panel and click on **Save & Upload**.

TIP!
If you are uploading large files such as video, sound or images it may take a while for the upload to complete. You can leave the upload panel open and carry on using Pebble+ while the upload completes or once the panel indicates the file is being processed you can close this window and continue using Pebble+.

View

Assets



View Menu

Everything you create or upload in Pebble+ is kept in your Asset Store. These are the records of your learning, achievements or aspirations. You can also access assets that other people have shared with you and assets that you are collaborating on.

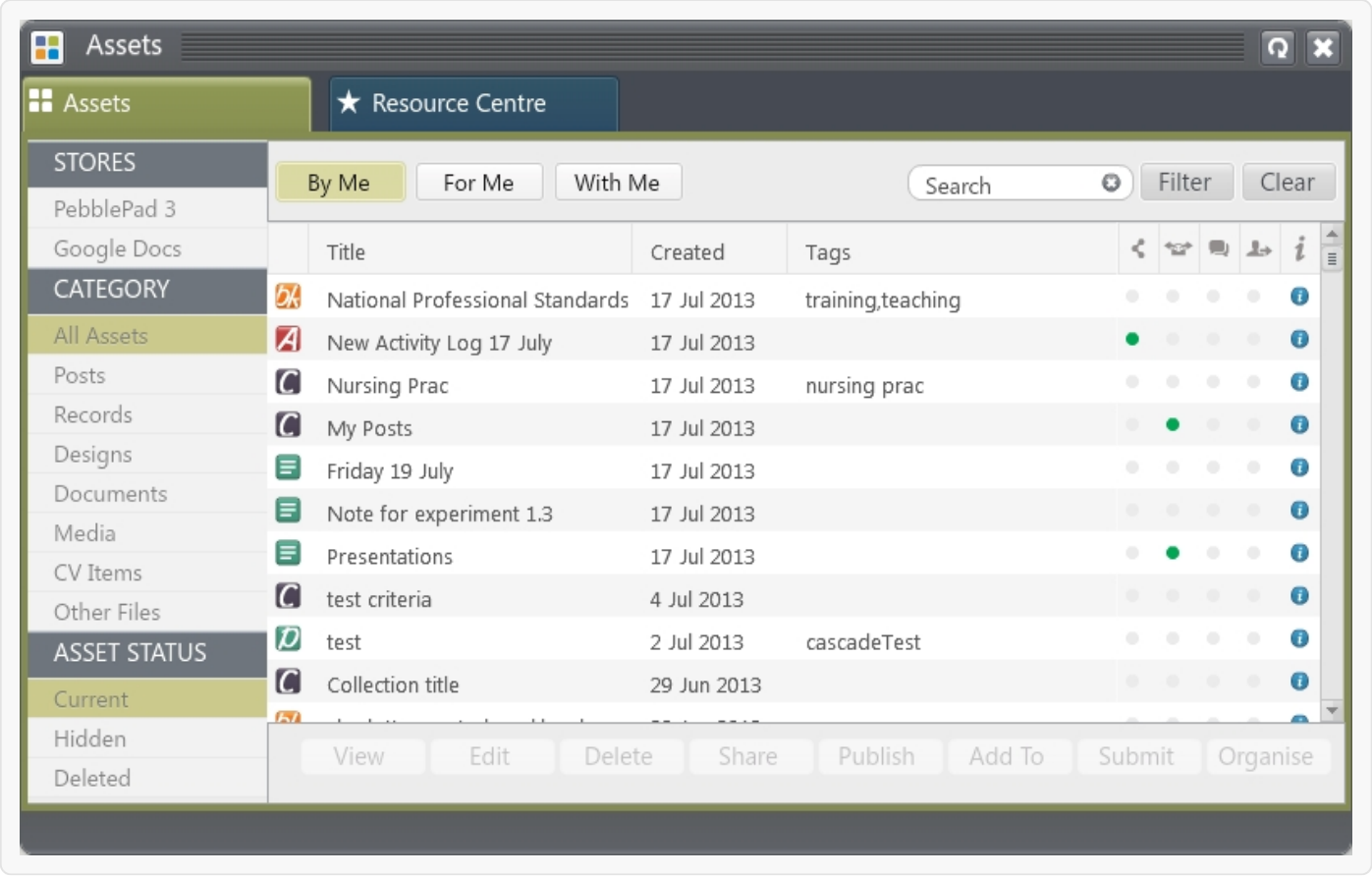
To view your Asset Store select select **Assets** from the **View** menu or click on the Asset Store quick link located in the top toolbar of your Pebble+ interface, just above the View menu.

The Pebble+ store opens with your **Asset Store** selected. The Asset Store lists all your assets in a scrollable list. These are things that you have created via the Add New or Design New menu, by 'using' a template or workbook, or by uploading a file. The Asset Store also includes assets that

others have shared with you.

The Pebble+ store also includes your **Resource Centre**, which can be selected by clicking on the blue Resource Centre tab. The Resource Centre includes empty templates or workbooks and custom banners that you have created, and empty templates and workbooks that others have made available to you. Resources are things that you will use to create Assets - they don't contain any of your personal information or content.

You can move easily between your Asset Store and Resource Centre as required by clicking on the corresponding tabs.



Next to each item in your Asset Store you will see information about the date of creation, any tags you have added, and information about what has been done with the asset. A green dot appears in the relevant column when one or more of these apply. The following table explains what the information icons refer to.

Option	Description
	The asset has been shared with one or more others
	The asset has been submitted to one or more workspaces
	The asset has new comments/feedback
	The asset has been published to the web
	Information panel - click on the blue i to view the asset information panel

The asset list is initially organised with the most recent item at the top. You can change this to oldest first by clicking on the Created heading. You can also sort alphabetically by clicking on the Title heading.

Stores

You can link your Pebble+ account to external stores such as Google Drive. If you have one of these links set up a **Stores** heading will appear at the top left hand side of the Asset Store. The alternative store options will be listed in this section so that you can easily access them. For example, clicking on Google Drive will make all the items in your Google Drive appear in the Store. You can then return to your Pebble+ Asset Store by clicking on PebblePad3.

Category

Below **Stores** you will see a **Category** heading under which various categories of asset are listed. Initially **All Assets** will be highlighted. By clicking on a different category, only assets of that type will be shown in your asset store. For example, clicking on Documents will display a list of all the documents you have uploaded.

Asset Status

The final heading on the left side of your Asset Store is **Asset Status**. Within the Asset Store an asset can have one of three statuses:

Current	The asset appears in your asset store list
Hidden	The asset is active but not displayed in your asset store list. You can hide items that you are unlikely to use again, such as supporting evidence or parts of previous activities.
Deleted	No longer needed and waiting to be completely removed (purged). If you delete an asset from your Asset Store it goes into this Deleted status and can be restored from here if required.

To move an asset from one status to another you need to open the relevant store, select the asset and click on **Organise** in the bottom toolbar. Choose the **move** option and select the status that you want the asset moved to. To move an asset to the Deleted status you can just select the asset and click **Delete** in the bottom toolbar.

TIP!
The deleted status stores a maximum of 50 items. When over 50 items are added the oldest asset will automatically be permanently deleted.

By Me, For Me, With Me

The tabs across the top of the asset store allow you to access different areas of the store.

By Me	Everything you have created or uploaded into the system
For Me	Assets that other people have shared with you
With Me	Items you have collaborate permissions on

Asset Management Options

Along the bottom of the Asset Store are a number of buttons to enable you to manage your assets. To use these options you must first select an asset or multiple assets and then click on an option. For further details on some of these options click on the option title.

View	Opens the asset in preview mode – if you want to edit the asset you can do so once opened
Edit	Opens the asset in edit mode – if you want to preview the asset you can do so once opened
Delete	Removes the item from your Asset Store and puts it in the Deleted items area. This area keeps the last 50 items you have deleted.
Share	Allows you to share the asset with one or more people from your Contacts
Submit	Sends the asset to an ALTAS workspace, usually for a tutor or peers to view.
Publish	Sends the asset or its contents to an external service or makes it available on the Internet
Add To	Allows you to add your asset to an existing Blog or Activity Log
Organise	Allows you to copy, tag, print, export or move assets

TIP!
To select multiple assets hold down the **CTRL** key on a PC or the **cmd** key on a Mac and click on the items you wish to select.

Searching the Asset Store

In addition to the sorting options you can also search your asset store via the **search** tool at the top of the Asset Store. The search option works on the current selected category so that you can search for an item within an asset type, e.g. documents. To complete a search, type the name or part of the name of an asset (at least 3 letters) and the search will automatically display your results. You can also use the **Filter** option to search your asset store by different filter criteria, including key word, tag, created before, created after, and asset type.

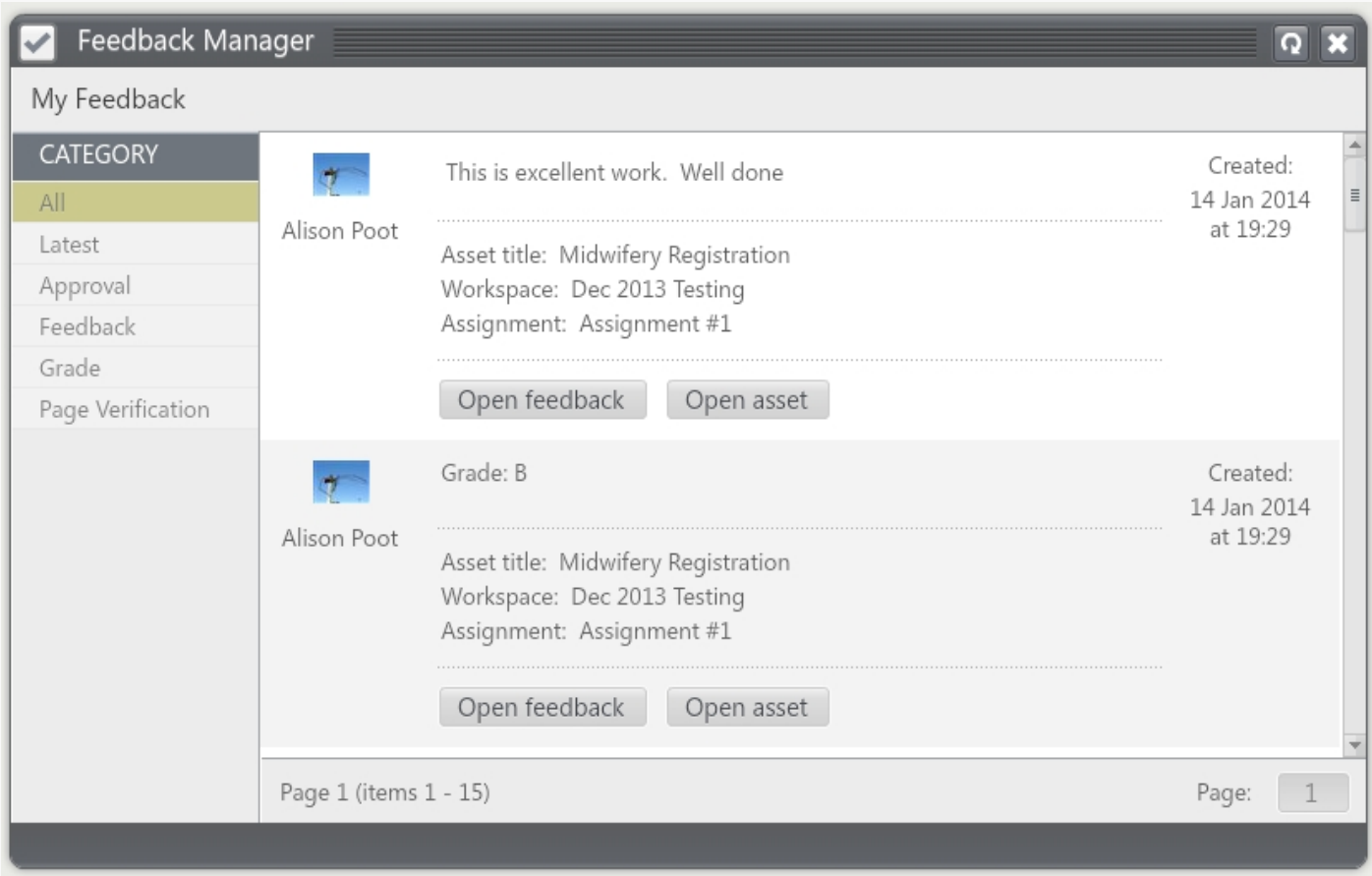
View

Feedback Manager

In addition to viewing feedback in the feedback tab on the side of an open asset, all feedback on all assets can be viewed via the Feedback Manager.

TIP!
Remember that **Feedback** can only be added to your work by assessors via a workspace - it does not include Comments added to your work by assessors or by people you have shared your work with.

To open the Feedback Manager select **View > Feedback**.



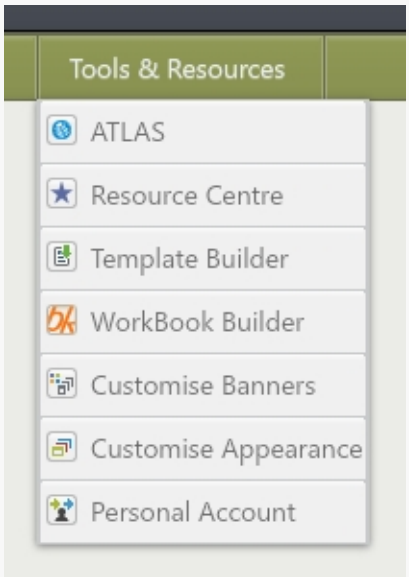
Your feedback is listed with the most recent at the top. You can filter your feedback by Approvals, Feedback, Grades, and Page Verification using the Category menu on the right side.

For any feedback item you can choose to **Open feedback**, which opens the feedback tab for the associated asset, or you can **Open asset** to view the asset itself and then access the feedback tab from there.

Tools & Resources

ATLAS

ATLAS is the institution space that contains workspaces set up by your tutors to manage teaching activities and assessment. You might be asked to submit work from Pebble+ to an ATLAS workspace for things like feedback, assessment, peer review, or external moderation. You might also be asked to go to a workspace to access information and resources relevant to your course or participate in an online class discussion.



Tools & Resources menu

From the **Tools & Resources** menu select ATLAS and your ATLAS dashboard will open. You can also open ATLAS by clicking on the ATLAS quick link in the top Pebble+ toolbar - 

TIP!
Visit the ATLAS Help to view help for specific topics of the ATLAS system.