

Exporting Assets from PebblePad

PebblePad allows you to download your work from the system as a PDF document.

This may not preserve all the functionality and formatting of your online pages, for example any links you have included may not remain clickable, but everything will be copied across.

I have not found a function to bulk download all assets at once.

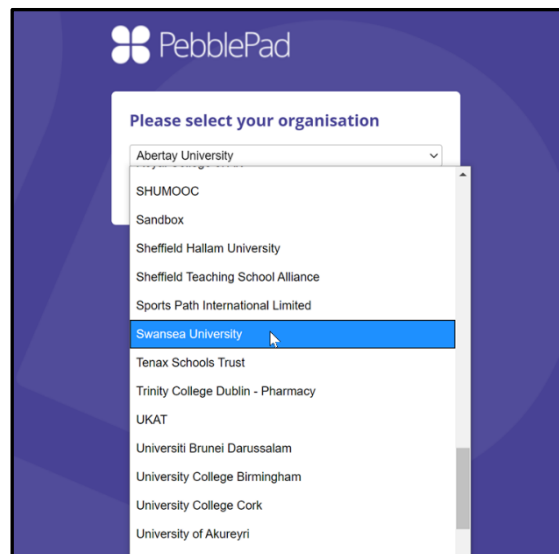
Follow the steps below to export a piece of work from PebblePad by accessing your asset and producing a printable PDF.

Step 1. Login to your PebblePad account

You may access your account through either a link in your Blackboard/Canvas course, or through the PebblePad web interface at

<https://v3.pebblepad.co.uk>

1.a. Click on the drop-down arrow and Select **Swansea University** from the menu list. Click the **Choose Organisation** button.



1.b. Select the radio button for **I have an IT account at this organisation**.

Click the **Login to PebblePad** button.



1.c. If you are not already logged into any Swansea systems, you will get our login box before continuing, Otherwise, you will briefly see a shibboleth message entitled **PebblePad Login** onscreen, as the automated login works, before being redirected to your PebblePad dashboard.



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Step 2. Locate the work you wish to download

PebblePad holds two main repositories in what is known as the **Store**.

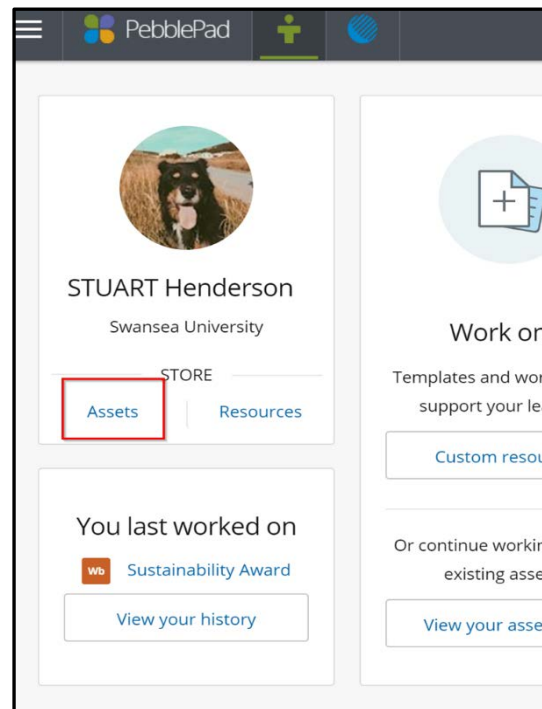
These are named **Resources** and **Assets**.

Resources are the unused versions of workbooks/worksheets/Portfolios, or any other articles produced by staff, for you to complete work in.

Assets are your versions of these resources, once you have used and personalised them.

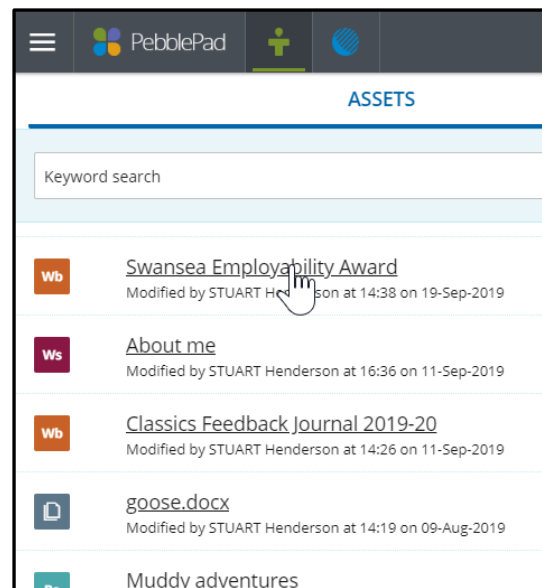
If you want to download your work, it is the asset store that you will need to access.

2.a. On your PebblePad dashboard, find **Store** (in the top left tile) and click on the word **Assets** in the bottom of that tile access (red square in picture).



2.b. Select the asset you wish to download by clicking on its title in the onscreen list.

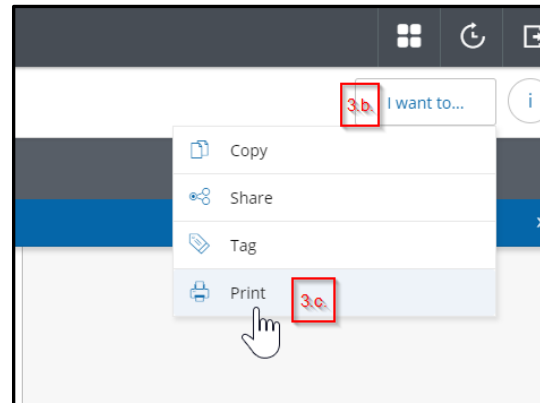
This will open the asset.



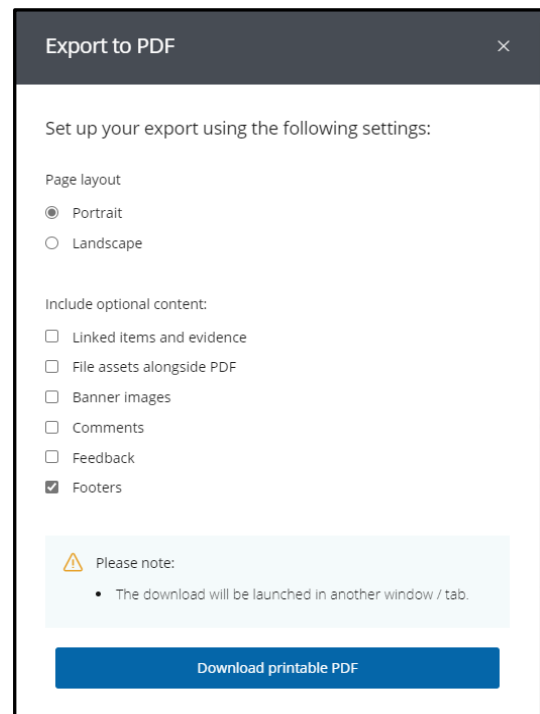
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Step 3: Producing and Downloading your PDF

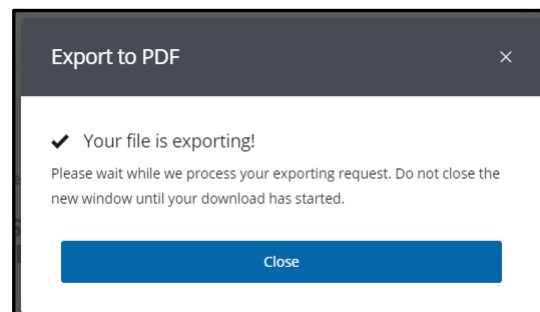
- 3.a.** Open your document, following the instructions above.
- 3.b.** In the Header Bars, find and click the **I want to** button.
- 3.c.** Select **Print** from the dropdown menu.



- 3.d.** Using the pop up form, select whether you require **Landscape** or **Portrait** format for your pdf.
- 3.e.** Select which **optional content** you wish to include by ticking the boxes you require.
- 3.f.** Click Download Printable PDF.

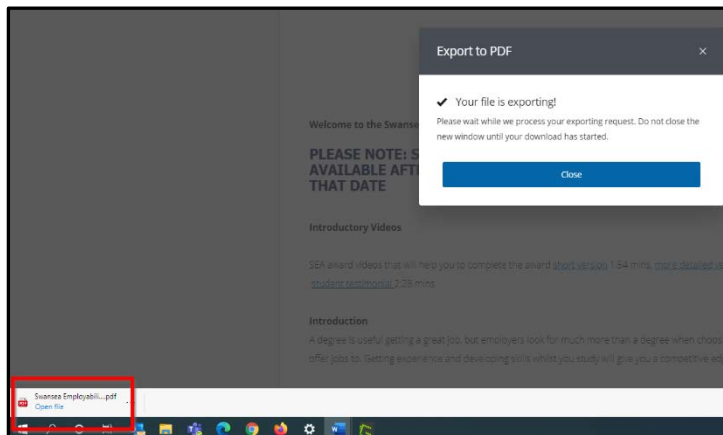


- 3.g.** You will see this pop up to inform you your download has begun.

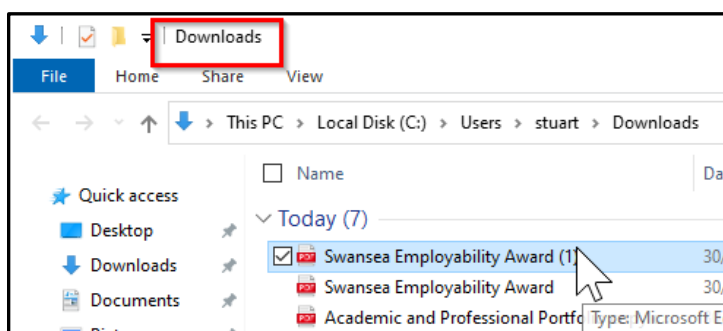


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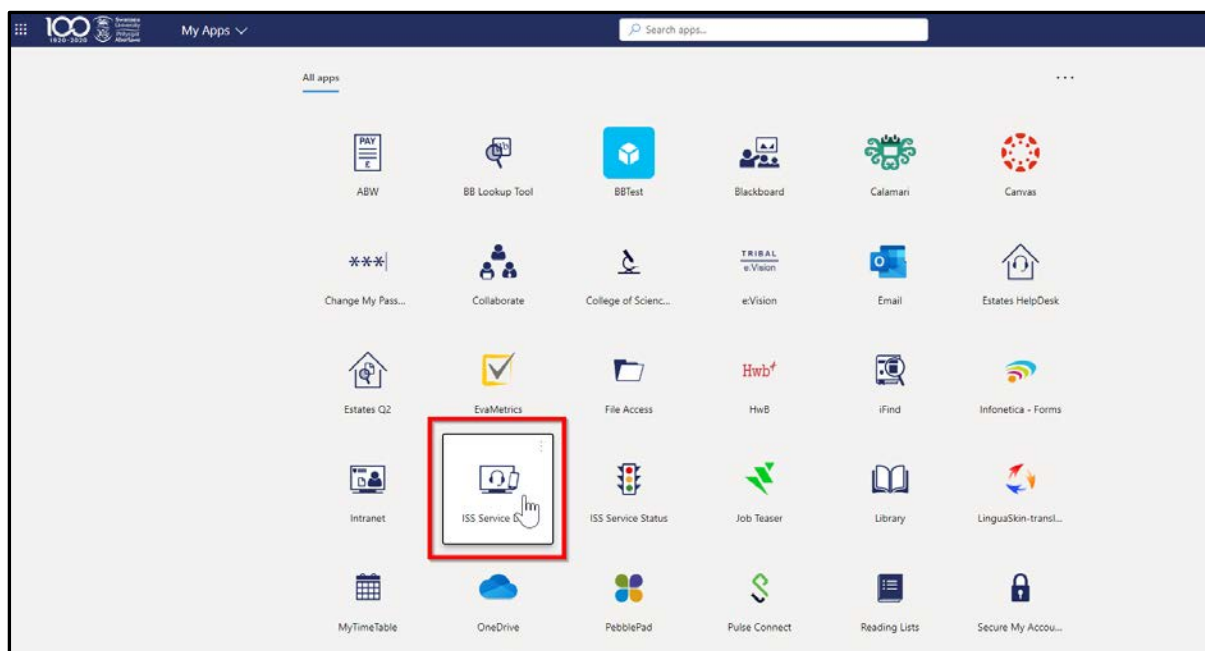
3.h. A will message will appear in the bottom bar once your download is complete.



3.i. The file will save in your Downloads folder.



If you still have difficulty with this process, or require any further advice, please put in a [ServiceDesk](#) ticket and we will respond as soon as possible.



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