

# How to access a student's workbook or portfolio in PebblePad

## Email notifications and log in

### Using PebblePad with a student for the first time:

When a student shares their workbook or portfolio with you, you will receive two emails from PebblePad:

- a) An email with your username and password and a link to the log in page. *(Please keep this email safe for future reference).*
- b) An email with a direct link to your student's 'Placement workbook – from...' – you will need to log in to access it.

### Using PebblePad with further students:

If you have used PebblePad with a University of Nottingham student in the past, when a new student shares their workbook or portfolio with you, you'll receive only email b) with a link to your student's 'Placement workbook – from...'. Clicking on the link will prompt you to log in and you will be expected to use the same username and password as before.

Hello Steve,

An external user account has been created for you on PebblePad. This account will allow you to access either a shared asset on PebblePad or assessment work on ATLAS.

You will receive separate emails containing a secure link to each new share.

You might find it easier to log directly into PebblePad to view a list of all shared assets/workspaces in one place. To do so log in [here](#) and use these credentials:

username: [wqininbox@gmail.com](mailto:wqininbox@gmail.com)  
password: htT8sf6c

These details do not allow you to login to a full account, they are only to access items that are shared with you. If available, you should select the "guest account" option when logging in.

This email has been generated by PebblePad.



Use of any part of the system is subject to these [terms](#)

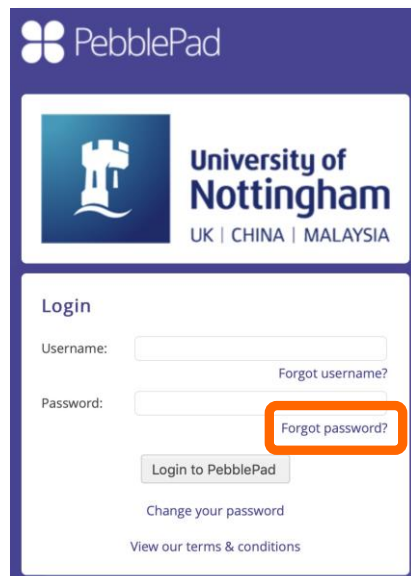
Full Links:  
PebblePad: <https://v3.pebblepad.co.uk/login/nottingham>

### Forgotten passwords:

Your username will be your work email address.

You can request a new password by going to the University of Nottingham PebblePad log in page <https://v3.pebblepad.co.uk/login/nottingham/Login> and clicking the 'Forgotten password?' link.

You will need to enter your username and then a new password will be sent immediately to your work email address.



### Technical Support:

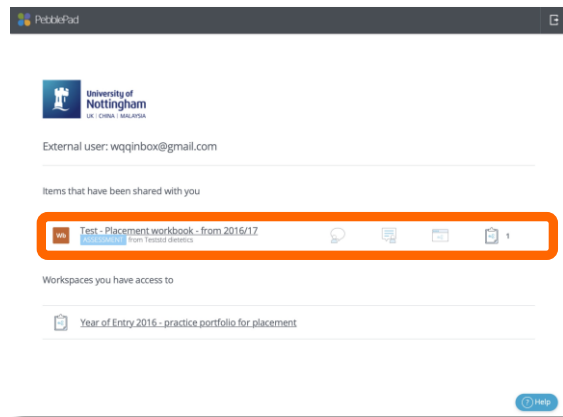
If you are experiencing problems logging in to or using PebblePad, please email: [sb-help-pebblepad@nottingham.ac.uk](mailto:sb-help-pebblepad@nottingham.ac.uk)

## Accessing your student's workbook or portfolio:

If you log in from the link in email a) you will see a screen like this:

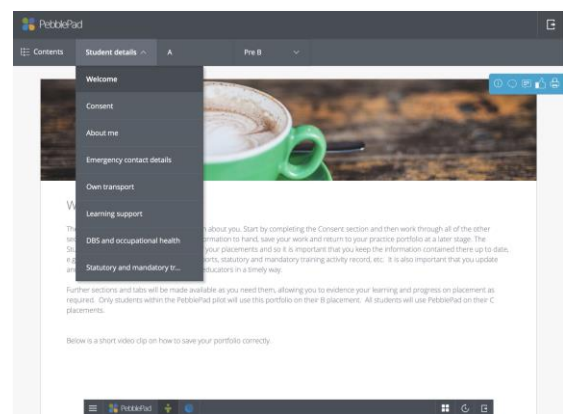
- ▶ Click on the item 'Placement workbook – from...' to open it.
- ▶ Don't click on the 'workspace title below.'

If you log in from the link in email b) it will take you directly to your student's portfolio.



## Navigating around the document:

- ▶ Use the grey tabs along the top to different sections. Each tab consists of different pages.
- ▶ The workbook or portfolio will build with each placement. The first tab consists of:
  - *Student Details*: Contact details, emergency contact information, OH, DBS, etc.
  - *Pre A*: Pre-placement information, a personal statement, learning styles, etc.
  - *A*: Placement activities, evidencing learning outcomes and final assessment.
  - *Etc.*
- ▶ You can also navigate using the 'Contents' tab on the left.



## Some additional points to note:

1. If another member of staff needs access to the portfolio, please ask the student to share their portfolio with them, providing their full name and work email address. You will not be able to email them the link – this needs to be controlled by the student.
2. *Signing off and providing a copy of final assessment paperwork*: If you are not one of the PebblePad pilot areas,
  - ▶ Please download placement paperwork from the Dietetic Practice Education website (<https://www.nottingham.ac.uk/dietetic-practice-education/practice-education-tools-and-paperwork.aspx>) and complete the paperwork as you would normally.
  - ▶ Send the student a scanned or PDF version of the final paperwork. The student should then upload this to PebblePad.
  - ▶ Please also email a copy to Kathy Lawson ([katherine.lawson@nottingham.ac.uk](mailto:katherine.lawson@nottingham.ac.uk)).
  - ▶ *Note*: If you are one of the PebblePad pilot areas, additional video instruction is available.
3. The student will remove you as an external assessor for their portfolio when they get back to UoN (if not before).