

Sharing your PebblePad workbook or portfolio with your practice educator(s) – How?

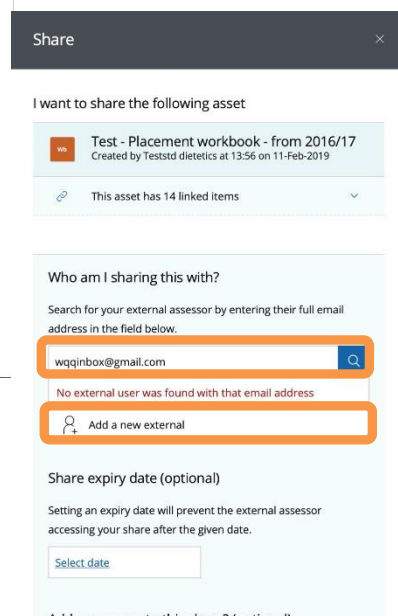
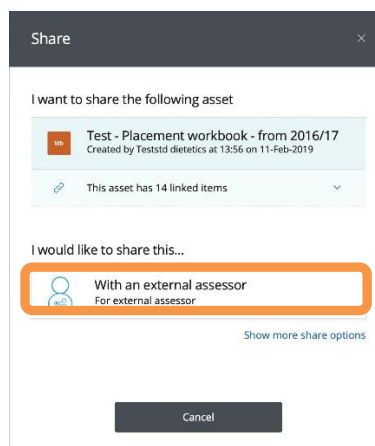
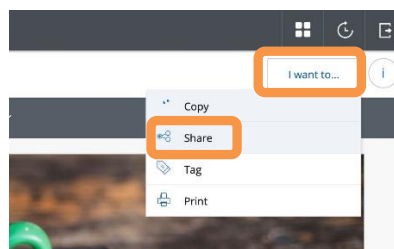
How to share your workbook/portfolio with your practice educator(s)

You will need to share your workbook with your practice educator(s) before placement and some of you will need to share with other practice educators while on placement.

In order to do this, you will need your practice educator(s) work email address to complete the process. Please note that some placement providers divide the tasks of supervising students on different placements. There is likely to be a different set of practice educators involved A, B and C placements. A list of useful email addresses is available as a separate document: 'Sharing your PebblePad workbook or portfolio with your practice educator(s) – Who? 2018/19'

To share your PebblePad placement portfolio with practice educators:

- ▶ Go to your Asset store, open your workbook and click on the ⓘ icon in the top right hand corner. Click 'Share'.
- ▶ Select 'With external assessor'.
- ▶ Then search for the external assessor by their email address. If they aren't already known to PebblePad, then 'Add a new external'.





- ▶ Use the practice educator's full name and their work email address (please check for accuracy).
- ▶ Please *do not* add an expiry date.

Add a non PebblePad user

It appears we cannot find the person you are looking for within PebblePad so instead we can add a non PebblePad user as an external contact. Please fill in the fields below

[Learn more about external contacts](#)

First name

Second name

Email address

Confirm email address