


Practice Educators information: Accessing student workbooks in PebblePad

Your student has been provided with access to an e-portfolio tool (PebblePad) to support their learning on the course and on placement. For placement, they have been provided with a workbook (the elements of this are very similar to the previous portfolio) to organise their practice assessment (see examples image below).



Welcome to your Social Work Final Placement workbook

This workbook aims to make it easy for you record and share your experiences and achievements as you make your way through placement.

You should use your PebblePad account to develop the assets that you will include within this workbook. You can then pull them into this workbook to include them in your submission.

Remember that once you have shared and submitted this workbook, your practice educator and tutors will be able to view any assets that you add into it from your PebblePad account. Everything else in your PebblePad account remains private to you unless you choose to share it.

Confirmation of comments from your Practice Educator

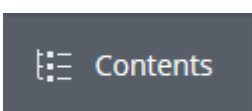
They have been instructed to provide you with access to their workbook so that you can view their work in development and discuss it in supervision. They have also been asked to provide you with 'comment' permissions so that you can add comments onto their workbooks.

Your student should send you an email containing a URL link to their workbook. This cannot be found by search engines such as Google so the workbook will only be visible to those who have been provided with the link. To ensure privacy it is important that the link is not distributed any further.

The link to the workbook will remain the same throughout the placement and when you click on it you will see an up-to-date version of the workbook which will include any additions or changes made by your student up until the last time they saved it.

Overview of the placement workbook

The workbook consists of five pages which you can access by clicking on the menu at the top, or by clicking on the 'contents' button to the left.



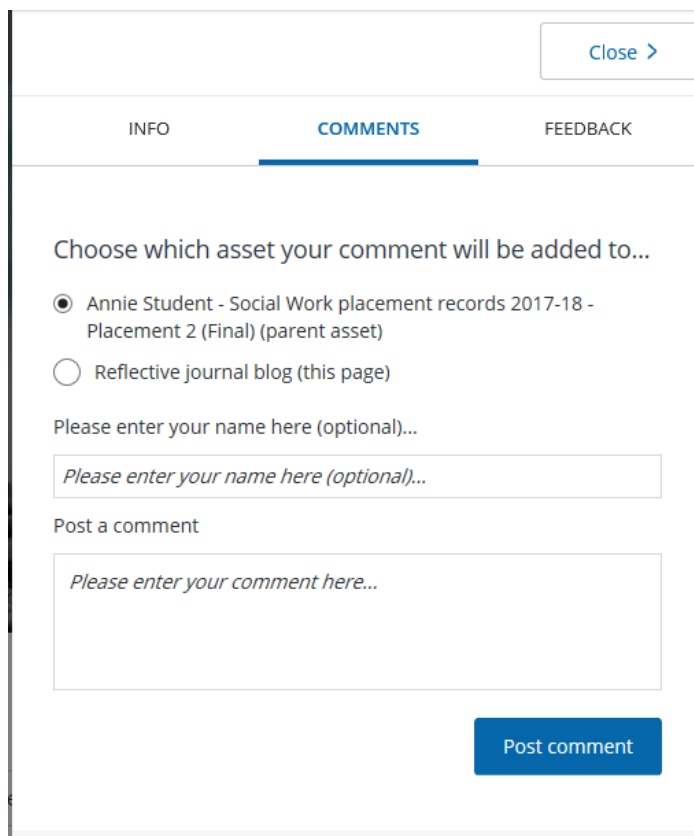
Commenting

To add comments to your student's workbook, click on the comments icon to the top-right.

Comment



This will reveal the comment panel to the right (see image below).



The screenshot shows a comment panel with a 'Close >' button at the top right. Below it are three tabs: 'INFO', 'COMMENTS' (which is active and underlined), and 'FEEDBACK'. The main content area is titled 'Choose which asset your comment will be added to...'. It contains two radio button options: 'Annie Student - Social Work placement records 2017-18 - Placement 2 (Final) (parent asset)' (which is selected) and 'Reflective journal blog (this page)'. Below these is a text input field with the placeholder 'Please enter your name here (optional)...'. Underneath that is a larger text area with the placeholder 'Please enter your comment here...'. At the bottom right of the panel is a blue button labeled 'Post comment'.

This allows you to select whether you would like to leave your comment on the whole workbook or the page. We recommend adding the comments onto the workbook itself so that they are all held in the same place in sequential order. You will, however, need to make it explicit which section of the workbook you are referring to in your comments. You can also add comments to particular pages (or on particular items such as reflections that the students have linked into their workbook). However, if you do this, we recommend that you discuss this with your student so that they are clear on where you are commenting.

You can add your name and then add your comment by typing in the boxes. Please be aware that if you navigate away from the panel before you click on 'post comment' by clicking back onto the page, the comment box will close and your comments will be lost. When you click on the comment icon again, a blank comment box will appear.

To avoid losing comments if you need to click back on the page you are commenting on (e.g. to scroll further down the page), we recommend that you make notes on a word document or similar as you are reading through a page and then, once you have finished, paste the comment into the comment box. If you have a large enough screen you could resize the browser window with the workbook in it to fill part of the screen on one side and resize the word doc on the other side so that you do not have to keep switching between them. If your screen is not big enough for this, another method would be to select the partial comment, copy (ctrl+c), return to the reflection, click on the comments speech bubble icon again and paste (ctrl+v) back into the comment box, then continue the comment.