

Building & Editing Custom Templates in PebblePad

The Pebble+ Resource Store comes with a number of default **PebblePad Templates** to help learners record activities, reflect, make plans or capture information. These templates are generic and broadly designed to support a range of tasks. The role of a template is to provide structure so that a Learner can record appropriate detail for any particular situation.

In order to enable you to support learning and teaching activities of any kind PebblePad also provides a Template Builder. With the template builder you can create custom templates of your own design as well as edit copies of the PebblePad Templates to adapt them to your context.

Building a Template

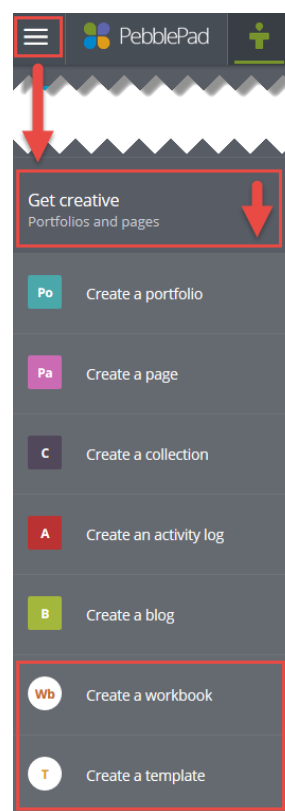
To create a new template click on the **Burger Menu** in the top left corner and select **Get Creative**.

At the bottom of the Get Creative menu you will find **Create a workbook** and **Create a template**.

Select **Create a template** and the Template Builder will open.

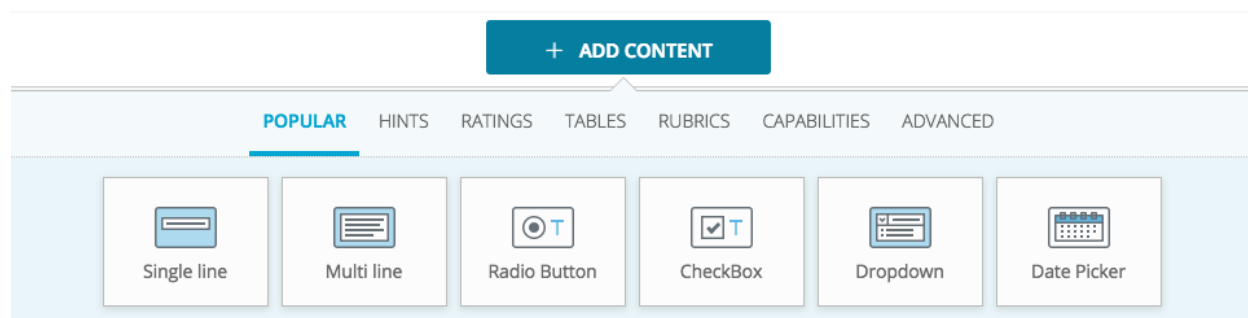


For help at any point, click on the **Help** icon at the bottom right. There are several animations to provide guidance.



Note: For an overview of all of the element types available in the Template Builder refer to the **PebblePad Template Element Types tipsheet**.

Click the **Add Content** button at the top to display the template element menu. Each category has its own tab with element options to choose from.

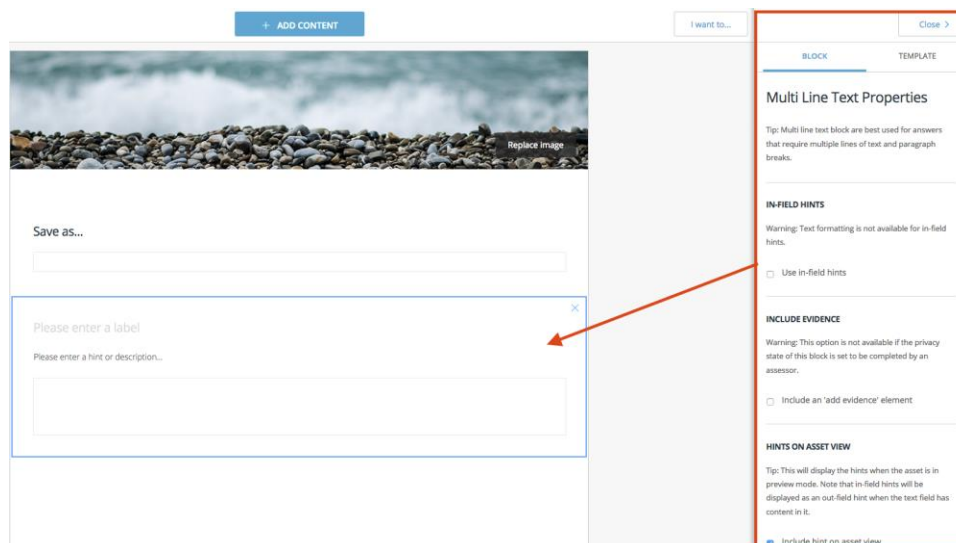


NOTE: The 'Save as ...' block at the top of the template is a required field and cannot be deleted or re-arranged. This is the field where the Learner enters a title for their saved Asset.

Click the element type you would like to add and it will automatically appear below the element you were last working on. You can also drag and drop elements into place. Element blocks can be reordered using the arrows at the left of the block frame.

Add your label, hints and any other text (e.g. item choices for radio buttons) directly into the element block.

The **Properties** panel provides setting options for both the particular element you are working on (Block) and the Template as a whole. If the Properties panel isn't visible, you can open it using the Properties button in the top right corner.



The **BLOCK** options vary from element to element but some of the important ones that you need to be aware of are:

Include Evidence – This attaches an Add Evidence option to the element

Privacy State

- *Allow this to be marked as private* – Gives the Learner the option to make their response private. This is useful for non-assessed items where the purpose is for the Learner to reflect on their experience and it is not essential for an assessor to view their response.
- *To be completed by assessor* – This turns the element into an Assessor Field that can only be completed by an assessor viewing the work via ATLAS. This option is not available for Tables, Rubrics, or Capability elements.
- *Mark as confidential* – The element response will only be visible to the asset owner and assessors viewing the work via ATLAS. This is useful for confidential information and ensures that it is not visible to others if the asset is shared.

The important **TEMPLATE** setting options are:

Banner Options – allows learners to replace the banner with one of their own.

Usage – restrict learners to creating only a single response from the template or allow them to Use the template multiple times to create multiple different responses (eg. daily reflection or lesson plans).

Cascade Tags – You can tag the template and have these tags flow through to the template response (Asset) created by learners by ticking Cascade tags.

NOTE: Tags can be added to your template by selecting the info icon to the right of the template in your Resource Store.

When you **Save** your template for the first time you will be prompted to give it a **Title** and choose which **Category** the template will belong to (Plan, Experience, Reflection, Talent, Worksheet or Feedback). The Category defines the icon the template receives.

NOTE: *Templates categorised **Feedback** can be added to ATLAS workspaces to scaffold assessor feedback.*

Your template will save as a **Resource** in your **Resource Store**.

NOTE: *It is very important that you continue to **Save** your template as you build it. You will notice that you are prompted to Save if you have not done so for 2, 5, 10, etc, minutes.*

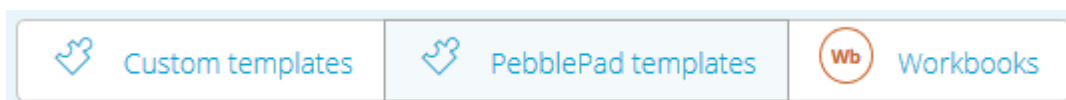
Testing your template

You can view your template as a Learner would see it by clicking on the **Try this Template** button at the top left. In this view you can enter sample responses* in order to simulate Learner experience. **This text will not be saved.*

Editing your template

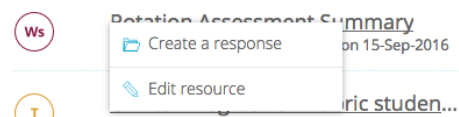
To edit a template that you have previously been building you need to go to your **Resource Store**. You can get there quickly by clicking on the **Resources** link in your profile panel on the Pebble+ home page or by selecting **Resources** from the **Burger Menu**.

You can filter your Resource Store by selecting the **Custom templates** option.



Click on the title of the template from the list in your Resource Store.

You will be given the option to (a) Create a Response; or (b) Edit Resource.



Selecting **Create a Response** opens the template for **Use**, as a Learner would do when they want to complete it. Only the learner response fields can be edited if this option is chosen. When you Save the template it is saved as an **Asset** in your **Asset Store**.

Selecting **Edit Resource** opens the template in the Template Builder so that you can continue to edit the template **Resource** itself.

CAUTION when editing templates

It is very important to understand that any changes you make to the template Resource will be visible in any assets already created from the template. So, if you have started to Use your template or have shared it with others to Use, the resultant assets will reflect the most recent version of the template.

If you want to make changes to the template resource that are not reflected in the assets of those who have already Used it, you need to make a Copy of the template so that you are editing a different version. Make sure you re-name the copy so that you can keep track of the version.

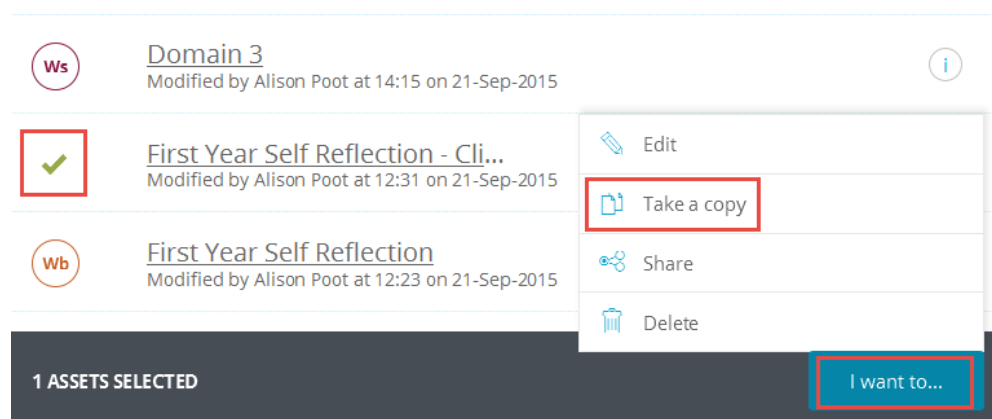
Copying Templates

You can only edit templates that you own. PebblePad Templates and templates that others have shared with you need to be copied before you can edit them. The copy is then owned by you and you can open it in the builder to make changes.

Note: *Someone sharing a template with you would need to give you **Copy** permissions.*

To take a copy, select the template from the list in your Resource Store by clicking on the icon to the left of the title. The icon will change to a tick to indicate that the resource has been selected.

Once a resource is selected an **I want to ...** button will appear in the bottom right corner. Click on this to reveal a list of options and select **Take a copy**.



Sharing Resources (templates and workbooks)

Typically you will create resources (templates and workbooks) that you want to make available for others to use. There are two ways in which you can do this and the method you choose depends largely upon the context and role that you are in.

1. Sharing with an individual or small number of colleagues

If you want to make your resource available to just a small number of people, typically colleagues, you can do this by selecting the resource in your Resource Store (clicking the icon to the left of the title) and selecting **I want to > Share**.

Select **I would like to share this With people** and search for the person whom you are wanting to Share with.

- If you do not give Copy or Collaborate permissions the recipient will only be able to Use the resource (ie. fill it out and save it as an asset).
- If you give Copy permissions they can take a copy of your resource which they can then edit themselves within the template or workbook builder.
- If you give Collaborate permissions the recipient becomes a co-owner of the resource and you can continue to build and edit it together. You both have exactly the same ownership permissions over the resource.

2. Making your resource available to a larger group

If you want to make your resource available to a larger group of users, typically a cohort of students or members, you should always do this via an ATLAS workspace.

ATLAS is the Active Teaching, Learning, and Assessment Space and is where you can set up workspaces for groups of learners and manage a wide variety of teaching, learning and assessment activities.

To add a resource to ATLAS you need to go to the Resource Page in your ATLAS workspace and select the option to Add a Resource. This will allow you to select a resource from the list of those available in your Resource Store.

NOTE: You can only add resources that you own to an ATLAS workspace. You cannot add resources that have been shared with you, unless you have taken a copy.