Building & Editing Workbooks in PebblePad

A workbook is a multiple page booklet that can be designed to deliver content and interactive material to the user for learning, revision or for assessment. A workbook typically contains multiple templates but can also contain holders for users to add Activity Logs, Blogs, Pages, and Collections. Workbooks can be shared directly with users and can be made available to groups of users via ATLAS workspaces. The workbook creator can continue to add new pages, or make changes to existing pages, even after the workbook has been made available to users. This enables a 'drip-feed' of activities rather than having to provide everything up front.

Workbooks enable you to:

- Provide content and context together with space for student response, reflection and contribution.
- Provide structure for learning activities.
- Provide students with preparatory activities and know if they have completed them.
- Guide student collation of evidence of learning.
- Drip feed content and activities over time.
- View student work as it is progressing and provide formative feedback over time.
- Have others view and comment on student work.

Building a Workbook

To create a new workbook 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 workbook** and the Workbook Builder will open.

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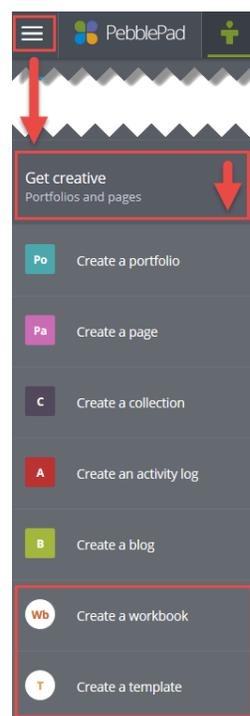
Workbook Properties

Click on the **<Properties** button to open the Workbook Properties Panel (this panel may be open by default). This will give you a number of setting options for the workbook.

NOTE: *The workbook will be untitled until you Save for the first time when you will be prompted to give it a title.*

Usage – Typically you will want to set a workbook as **Single Use Only** to avoid learners creating multiple responses from the same workbook resource.

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

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

Progress Tracking – Tick this option if you would like learners to be able to mark each page as complete as they progress through the workbook. You will be able to see % progress and a graphic for each Learner in ATLAS.

Adding Pages to your Workbook

The Workbook Builder will open with three options for you to choose from to begin your workbook:
- **New Template page** - build a new template from scratch within the workbook.
- **Existing Resource** - add a template or workbook that you have created previously.
- **Placeholder Page** - add a page for the Learner to add a Blog, Activity Log, Collection or Page asset.

Step 1: What do you want to add to your workbook?

New Template Page	Existing Resource	Placeholder Page
Create a brand new Plan, Experience, Reflection, Talent or Worksheet to add into your Workbook.	If you already have an existing resource, add it to this workbook from your store here.	If you want your users to add their own Page, Blog, Activity log or Collection asset then this is the option for you.
Click to create a new template page	Click to add an existing resource	Click to create a placeholder page

New template page

When you select this option the Template Builder will open within the workbook so that you can build a new template page. Refer to the tip sheet on **Building & editing Templates in PebblePad** if you need further instructions.

Existing resource

When you select this option the side panel will open containing a list of all of the workbooks and templates that you have in your Resource Store that are **OWNED** by you.

NOTE: *Any template or workbook that has been shared with you by another individual or via an ATLAS workspace will **NOT** be available for you to add as a resource. You would need to have **Copy** permissions on a shared resource so that you can create your own copy (which you are then owner of) to make it available to add to a workbook that you are building.*

Select the template or workbook that you want to add and it will be inserted into the template page.

If you have selected a workbook, the navigation tab at the top of the page will have a small down arrow to the right to indicate that there are pages within this page. You will also be able to see the structure via the **Contents** tab at the far left.

The inserted template or workbook is fully editable within the existing workbook.

NOTE: *The inserted template or workbook is **NOT a Copy** of the original. You are simply viewing the original within another workbook. If you edit the inserted resource, the original will also be edited. If you edit the original resource, the inserted template or workbook will also be edited. They are one and the same.*

Placeholder page

When you choose to add a Placeholder Page you will be asked to select which type of placeholder you want to add. The options are:

- **Page:** Allows the Learner to add a portfolio Page that they have built to the workbook
- **Blog:** Allows the Learner to add a Blog that they have created to the workbook
- **Activity Log:** Either the Learner can add an Activity Log of their own or you can set the criteria for an Activity Log on their behalf
- **Collection:** Either the Learner can add a Collection of their own or you can set the criteria for a Collection on their behalf

Pages and Blogs

If you select to add a Page or Blog Placeholder, the Learner can add a previously created Page or Blog of their own to the page of the workbook. They can continue to edit and add to the Page or Blog from within the workbook.

Activity Logs and Collections

If you select to add an Activity Log or Collection Placeholder, you will first be asked if you want to set the criteria for the collation of assets in the Log or Collection, or if you want to leave it up to the Learner to define the criteria for themselves.

- If you select for the criteria to be defined by the user, a placeholder page similar to those for the Page and Blog above will be inserted. The Learner can then add a previously created Activity Log or Collection of their own.

- If you select the option to set criteria for an Activity Log you will be asked to Add hours/points to your activity log. This determines the target that learners are working towards, for example, 50 hours of volunteer work or 100 CPD points. Hours or points can be recorded against any asset and when the asset is then added to the activity log it will display a running total.

  You will then be asked to Set criteria to your activity log. This enables you to set the log to collate assets by type, date, and/or tags. The Learner has to accept the criteria before the Activity Log will start to collate assets from their Asset Store.

  A Collection works the same as an Activity Log but does not include the option to add hours/points. You can only set the criteria for the collation of assets.

Managing workbook pages

To give your page a title click on the blue Cog icon to the left of the page tab. This makes the title text editable.

You can also delete the page by clicking on **Remove this page**.
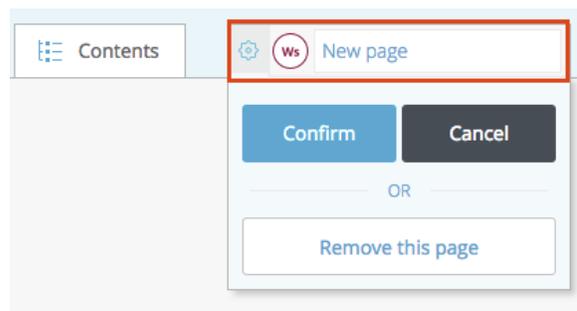
To add a new page, click on the **+** tab to the right of the last existing page.

The **+** within the page title tab allows you to convert the existing page to the first page of a nested workbook.
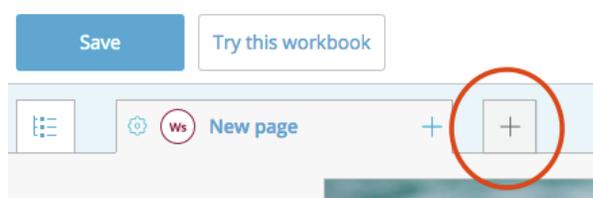
To reorder pages in your workbook navigation, go to the Properties panel for the page that you want to move and select the Template tab. Scroll down and click the **Reorder current page** button. Choose the preferred position for your page from the list and click confirm.

The Template properties tab also contains settings for banners, page release options, and a setting to enable a template created within the workbook to be available as an independent resource in your store.

The Workbook tab in the properties panel contains options for determining how many responses users can create from the resource, cascading tags and adding progress tracking.
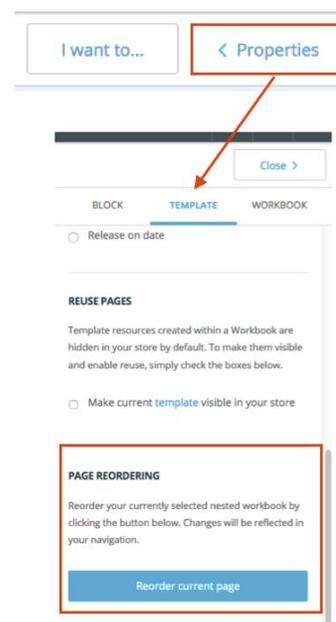
Testing the workbook

You can view your workbook as a Learner would see it by clicking on the **Try this Workbook** 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 workbook

To edit a workbook 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 **Workbooks** option.

Click on the title of the template or workbook 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 workbook 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 workbook it is saved as an **Asset** in your **Asset Store**.

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

As with templates, you can only edit workbooks that you own. Workbooks that others have shared with you need to be copied before you can edit them.

CAUTION when editing workbooks

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

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

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.