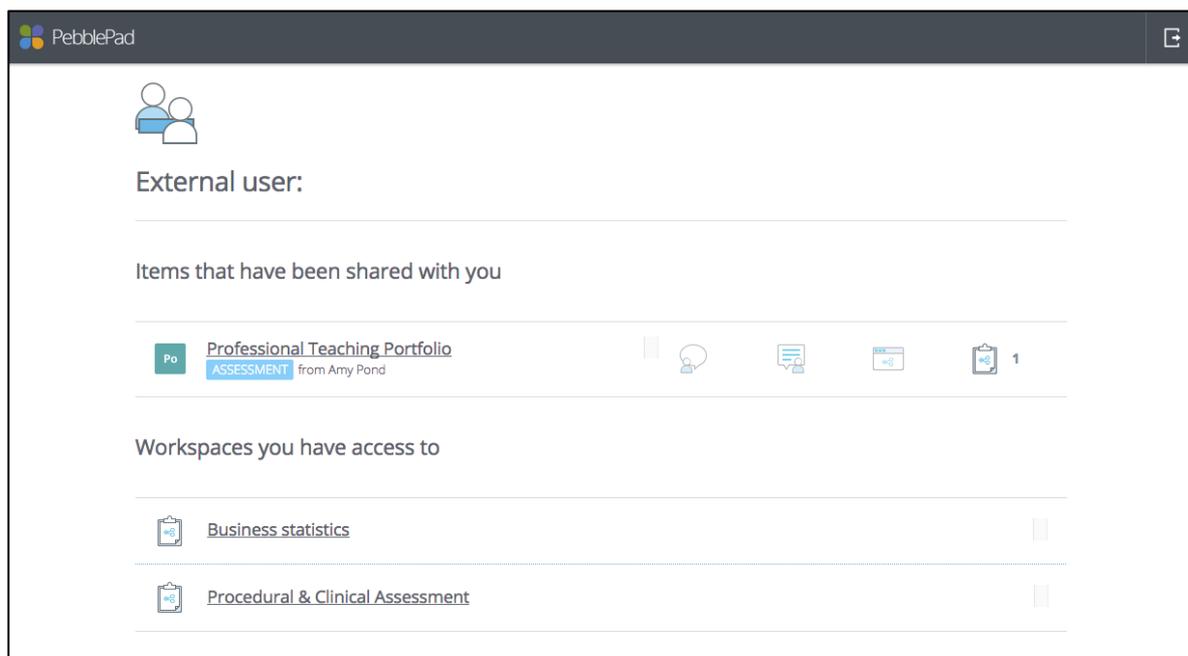# Help for External Assessors

What is an External?

Externals is the term used to describe people from outside of the host organisation who are engaged in assessing or validating the assets or assessment processes evidenced on a Workspace. Externals can be given access to individual submissions or Workspaces without having a full Pebble+ account. They can only login to the Workspaces they have permissions on (these permissions are set by the Workspace Manager) and cannot access any other parts of the system. Expiry dates can be added to allow Externals to access a particular workspace or piece of work for a specified point in time.

Accessing PebblePad

Once you have had an External account created for you, you will receive an email with login details and a link to take you to the login page. If you are given the option, choose I have a guest account for PebblePad. Your username will simply be your email address. You can change your password at any time by clicking on the link on the login page.

The External Assessor Dash

Once you have logged in you will arrive at your External Assessor Dash. There are two sections on the dash – Items that have been shared with you and Workspaces you have access to. You may see either or both of these, depending on the assessment processes of the organisation(s) you are involved with.

Under Items that have been shared with you, you will see any assets that individual learners have shared. This will occur when learners have been given the option to search for their assessor or add via email address. Clicking on the title of the asset will open the asset for you to view. Clicking on the Feedback icon in the blue toolbar in the top right corner will allow you to add feedback. (See Feedback and Assessment below)

Under Workspaces you have access to, you will see any Workspaces you have been added to by the organisation. Clicking on a Workspace title will allow you to see pages of the Workspace made available by the Workspace creator, such as the About page displaying course information, Submissions page which displays learner assets, Resources or Conversations. Your institutional contact will let you know if it is necessary for you to visit the Workspace and what they require you to do.

From the Workspace, if you wish to return to the External Assessor Dash you must use your browser back button.

## External accounts for multiple organisations

If you are an External assessor for more than one institution using PebblePad, you don't need to manage multiple accounts. When logging into a subsequent External account with the same email address, the system will recognise this and ask if you wish to merge accounts. You will see the following screen:
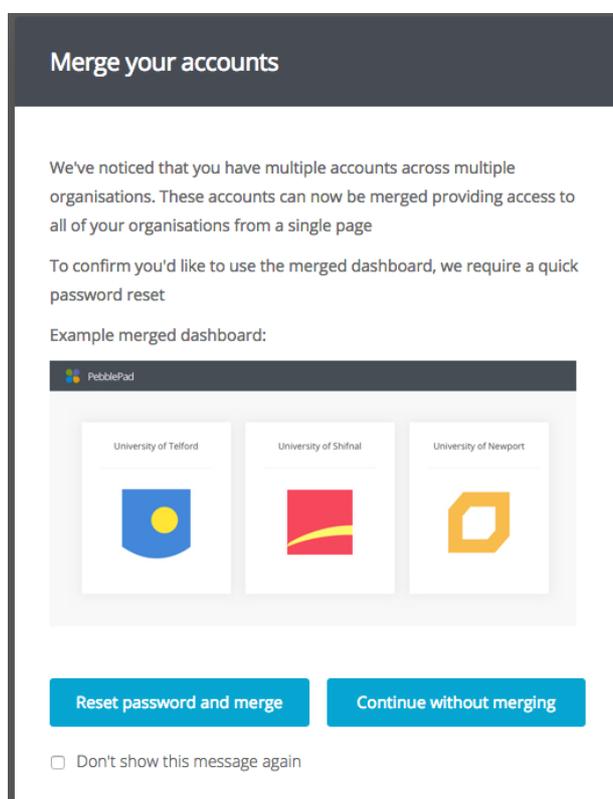
If you do not wish to merge accounts at this time, selecting Continue without merging will allow you to continue to your current External Assessor Dash. There will now be an option on your Dash to merge your accounts at any time should you wish to do so.

Choosing the option to Reset password and merge will generate an email with a link to merge accounts. Clicking on this link will prompt you to set one password that will give you access to all of your organisations from a single Dash.

Once the accounts are merged, when you log in you will be presented with panels displaying each of the organisation logos and details, which are clickable and will direct you to that specific organisation.
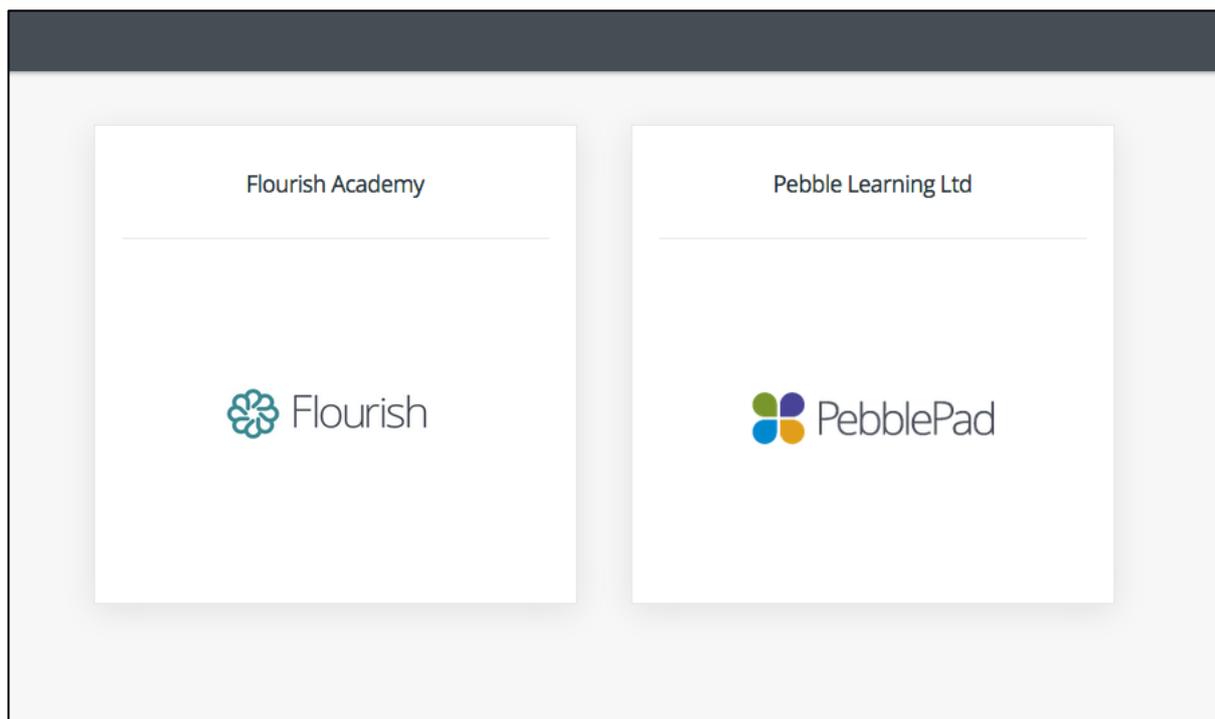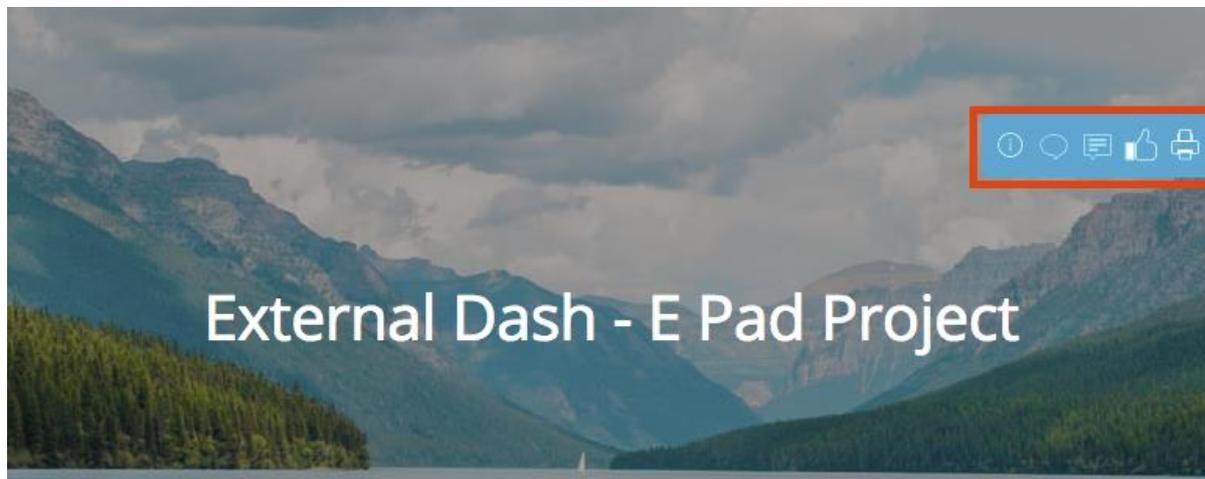

To return to this screen, there is a Back button situated on the screen for each organisation.

External assessor dash
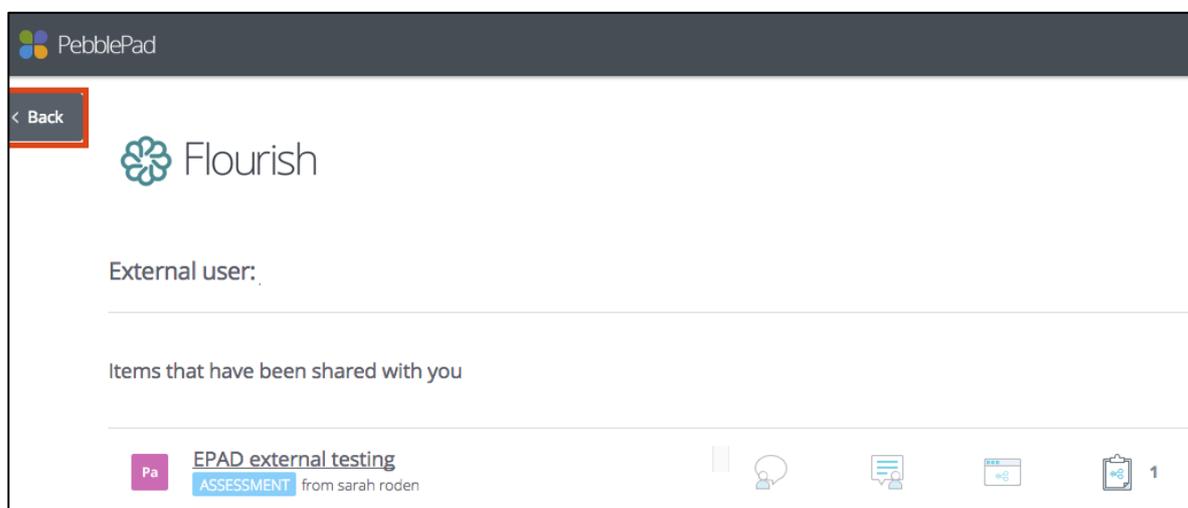
Feedback and Assessment

To view an asset that has been Shared with you, click on the asset title and it will open. The blue toolbar at the top right allows you to view asset information, and add comments or feedback.
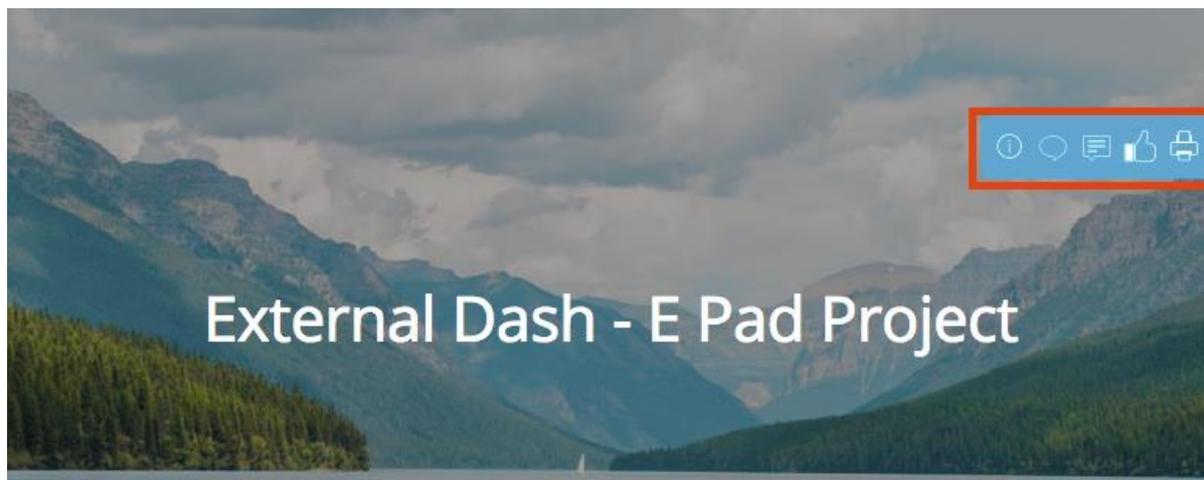

To return to your External Assessor Dash, <u>use your browser back button</u>.

To view an asset on a Workspace, clicking on the Workspace title will take you to the Workspace in ATLAS. Click on the Submissions button to see a list of assets that are available to you.

External assessor dash
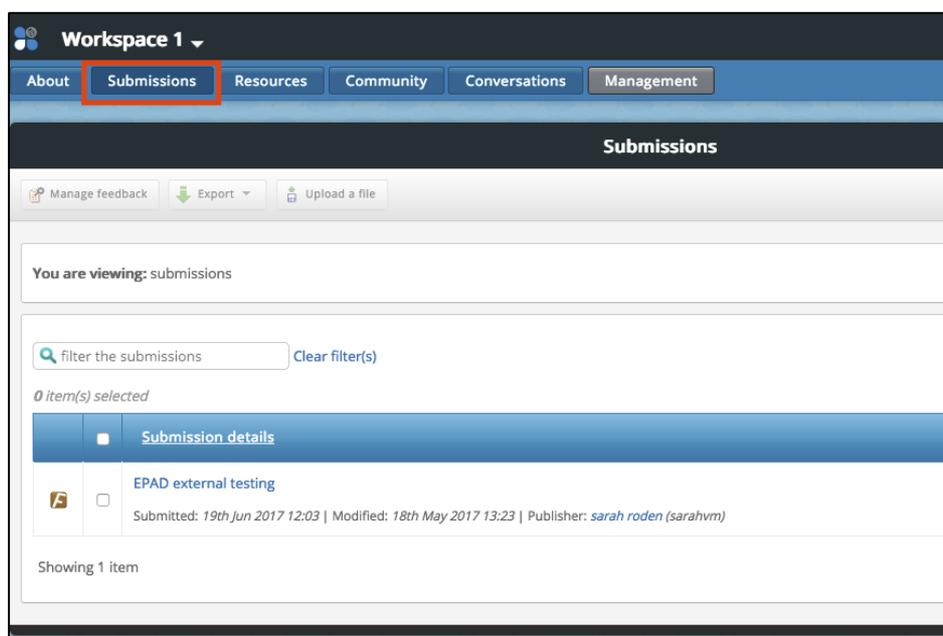
To open an asset, click on the title. The blue toolbar at the top right allows you to view asset information, and add comments or feedback.

The asset will open in a new tab. To return to the Workspace, close the tab.

To return to your External Assessor Dash from the workspace, you must use your browser back button.

Further information on Feedback tools and features can be found in ATLAS Help. Your organisation contact should provide you with their specific requirements for assessing and giving feedback.