

## Custom Templates for PebblePocket

Custom templates can be added to PebblePocket. This tipsheet outlines the process and some of the limitations that you need to be aware of.

### How it works

The basic steps involved in having your custom templates added to PebblePocket are as follows:

- You design your template in Pebble+
- You share the template **Builder URL** with PebblePad Support
- Support add the template to PebblePocket under a drop-down with your institution logo and grouping information on it, eg. course, subject, etc.
- You can choose if you want all students to see all templates or if you want certain groups of templates to only be visible to selected groups of students.

These steps will now be described in more detail – **please read all of the information below before you start the process.**

### Step 1: You design your template

We recommend that all templates designed for PebblePocket are categorised as Worksheets as this is the only supported template category. If you use another template category no icon will be displayed next to the template name in PebblePocket.

**Not all template element types are supported in PebblePocket** so it is essential that you design your template accordingly. If you include an element type that is not supported it will not be visible in PebblePocket (but will display when the template is viewed in PebblePad).

Supported elements are as follows (*please note any listed limitations*):

Hint text area

**Limitation:** *Hyperlinks to Assets or Resources in hint text areas are currently NOT supported in PebblePocket*

### Single line text field

Please enter a hint or description...

### Multi line text field

Please enter a hint or description...

**Limitation:** Word count is currently NOT supported in PebblePocket

### Radio buttons

One from many

radio 1

radio 2

radio 3

**Limitation:** Horizontal display is currently NOT supported in PebblePocket

### Checkboxes

Many from many

checkbox 1

checkbox 2

checkbox 3

**Limitation:** Horizontal display is currently NOT supported in PebblePocket

## Dropdown

Select from dropdown list

menu option 1	×
menu option 2	×
menu option 3	×

Add menu option

## Date picker

Please enter a hint or description...



*Limitation: End date option is currently NOT supported in PebblePocket*

## Digital signature

Please enter a hint or description...

Add Signature

*The following are also currently NOT supported in PebblePocket:*

- Adding evidence
- In-field hints (hints will always be above the field)
- Mandatory fields
- Assessor fields

Unsupported elements will appear in PebblePad when you are creating the template, but **they will not appear when the template is viewed in PebblePocket**. They will become visible in the template asset when viewed in Pebble+.

## Notes about tagging

Tagging is currently not possible in PebblePocket but you can **pre-tag** the template resource and by selecting the option in the properties panel to **'Cascade tags'**, the tags will automatically be added to any assets create from the resource.

## Things to consider when designing your template:

- PebblePocket will typically be used on a mobile phone so the screen will be small and even a short template will involve quite a bit of scrolling. Be mindful of this when you decide on the number of items to include in your template.

- Writing a lot of text is not easy on a mobile device so consider how you can include more radio button, checkbox, and dropdown questions rather than lots of text fields.
- Digital signatures are designed to lock the asset upon signing so ensure that, if used, they are the final element of the template.  
NB: Please note that while the asset remains locked while on PebblePocket, once it has been sent to Pebble+ it will take on the setting that you have assigned to it in the template builder. The options are for it to remain locked or for the signature to be removed or have a warning with it if the asset is subsequently edited in Pebble+. **The default is for the warning to be shown so you must change this if you want locking to persist.**

**NOTE:** We recommend that you liaise with your organisation's PebblePad Consultant about your custom templates prior to sending them through to Support. Your Consultant will be able to offer useful advice on element choice and design.

## Step 2: Share template *Builder URL* with PebblePad Support

PebblePad Support need the **Builder URL** of your template so that they can add it to PebblePocket.

To access the Builder URL you need to open the template resource in edit mode (in the template builder) and copy the URL in the address bar. The correct URL will have 'builder' in it and will look something like this:

 <https://v3.pebblepad.com.au/spa/#/builder/template/Gfd459W6Wky7GxbhM8GpmfmHdZ?historyId=xiESaqh16i>

### TOP TIP

The template on PebblePocket continues to be linked to the original that you created and so any changes made to the original will flow through to PebblePocket. This means that you need to be very careful to not accidentally edit the template as this will impact not only on the template on PebblePocket but also any assets that users have created from the template. **We therefore recommend that you create a separate Pebble+ account to house all templates that are added to PebblePocket.** You can then create your PebblePocket templates in this account or share them to this account, with copy permissions, from your own account. This has the additional benefit that the templates are not 'owned' by any one person and are not impacted by someone leaving the institution.

**NOTE:** If this is the first PebblePocket custom template for your organisation you will also need to provide Support with an organisation logo to be added to the dropdown menu (see Step 4 for details).

### **Step 3: Support add template to PebblePocket**

Upon receiving the Builder URL Support will check the design and, if necessary, inform you of any required or recommended changes. You can make these changes in your Pebble+ PebblePocket account.

#### Testing your templates

Support will then add your template to a PebblePocket **test organisation** for your region so that you can test it out. You will be provided with login details for this organisation. When you go to your PebblePocket app you will need to logout of your current organisation by going to Settings > Account Information. You will then need to select the correct test organisation from the drop-down list – it will be PebblePocket AUS, PebblePocket CA, PebblePocket UK or PebblePocket US, depending upon which region you are in. Once you have selected the correct organisation enter your new login details.

Once logged in you will see a drop-down menu with your institution logo and your template will appear under this. On this test organisation you may see drop-downs for other institutions in your region (AUS, CA, UK, or US). Please be mindful that the templates under the other menus belong to those institutions and are not to be used or replicated without their knowledge or express permission.

#### Adding templates to your organisation PebblePocket

Once you have fully tested the template and are happy with it Support will add it to your organisation so that it becomes visible to your users when they login to PebblePocket. At this point it will also be removed from the test organisation.

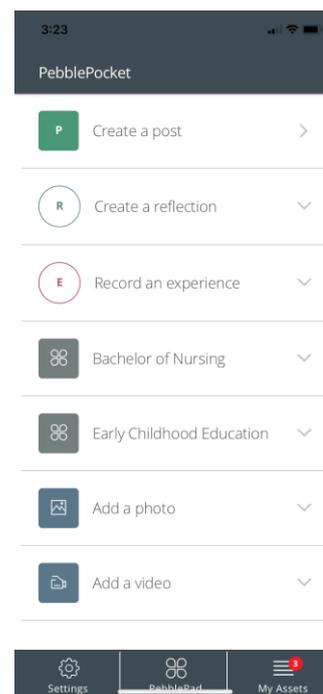
When the first custom template is added to PebblePocket for your organisation Support also create a drop-down menu with your logo on it.

**You will need to provide support with an organisation logo that is a maximum width of 258 pixels and height scaled accordingly.**

## Template groupings

Custom templates in PebblePocket can be grouped under different dropdowns. This allows you to specify templates for different cohorts. If you are adding multiple templates and want them grouped, you need to provide Support with the Group headings and the lists of templates to go under each group.

*You can see in the image to the right that there is a dropdown for Bachelor of Nursing and for Early Childhood Education. Each can contain one or more custom templates.*

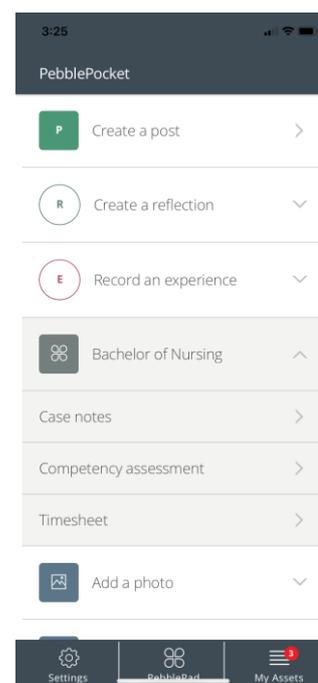


## Step 4: Filtering PebblePocket templates to restrict use (optional)

By default, all templates are visible to all your PebblePad users when they login to PebblePocket. However, you can request that support turn on a filtering option for one or more of your groups of templates. Once turned on, these templates will only be visible to those students who also have them in their Resource Store, distributed via an ATLAS workspace.

When this filtering option is turned on, you need to add the group of templates as Resources to at least one workspace that contains the target cohort of students as Members. **Only the students of this workspace will then see these templates in PebblePocket.**

*The student who owns the PebblePocket account shown here is in a workspace containing the Bachelor of Nursing templates but not in a workspace containing the Early Childhood Education templates.*



**It is important to note that the template added to the workspace must be the same template that the builder URL was copied from.** Once again, this is easiest managed by having a PebblePocket account where all PebblePocket templates are kept and managed.

Using this filtering process, you can have groups of templates that are only visible in PebblePocket to selected cohorts of students and other groups of templates that are visible to all students across the organisation.

**TIP:** Once filtering is turned on for a group of templates in PebblePocket, you can make them available to additional groups of students by simply adding one or more of the template(s) to additional workspaces. You do not need any input from PebblePad Support to give access to other students.

**Note for when introducing the new templates to students:**

If you are introducing the new templates to a large group of students in class there can sometimes be a bit of a delay before the templates appear in PebblePocket. In Settings in PebblePocket there is an option to 'Only send large assets on wifi'. If this is turned on, all students will be drawing upon the local wifi at once to download the new menu item and associated templates. Depending upon the quality of the wifi there may be delays for some students.