

The following guide covers how to handle and share resources in PebblePad so that you can use those resources in different workspaces

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*Tip: Never use the same resource for two different workspaces. Create additional copies of the same resource for each new workspace*

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Resources are created, edited and managed in Pebble+ and are made available to students via ATLAS. If you are not familiar with what Pebble+ and ATLAS can do, visit the [digital portfolio](#) webpages to find out the difference between both.

## 1) Creating a proxy account for Pebble+

Although this step is not compulsory, if a workspace uses a particular set of resources, it is highly recommended that **the resources are owned by a proxy account** in Pebble+, because if a resource is owned by a staff member and the staff member leaves, no other staff member will be able to share or modify the resource.

To create a proxy account for Pebble+ and ATLAS contact the helpline at [IS.Helpline@ed.ac.uk](mailto:IS.Helpline@ed.ac.uk) and specify clearly that you request a proxy account for ATLAS, your department/programme and who should be notified of the logging details for the proxy account.

## 2) Making a copy of the resource/s in Pebble+

You should create a new copy of any resource that a workspace uses before importing those resources into the new workspace. If you are the owner of the original resource, you should make the proxy account the owner of the copy.

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*Be aware that, when you duplicate a workspace in ATLAS, if you also include the resources available in the workspace, ATLAS does not make new physical copies of the resources for the new workspace.*

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When you duplicate a workspace in ATLAS, the new workspace is always pointing at the original resource in Pebble+. That means that, if the original resource is edited, all

the changes will be visible for all the workspaces that are pointing to the same original resource (see figure 1).

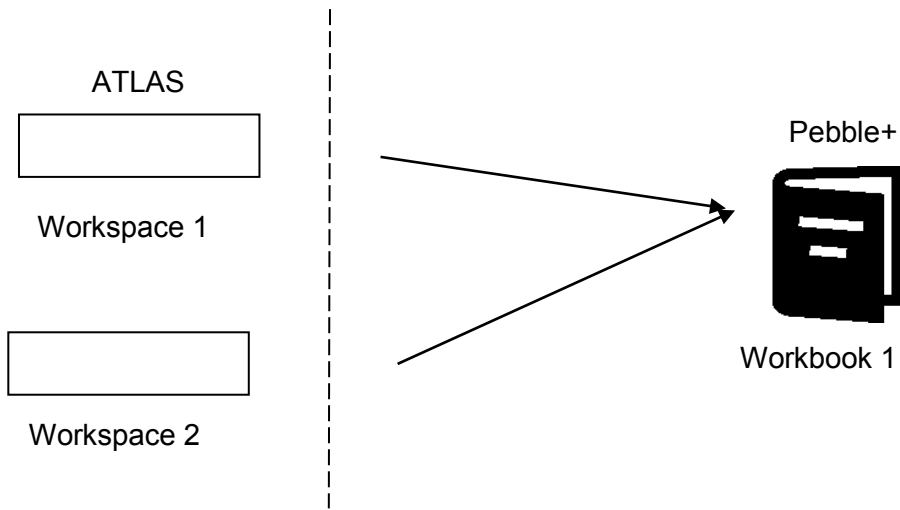


Figure 1

It is a safe practice to make additional copies of a resource in Pebble+ if this resource is going to be made available in more than one workspace or duplicated workspaces. In this last case, each duplicated workspace points out to a different copy/resource in Pebble+ (see figure 2), and not to the original resource like in Figure 1.

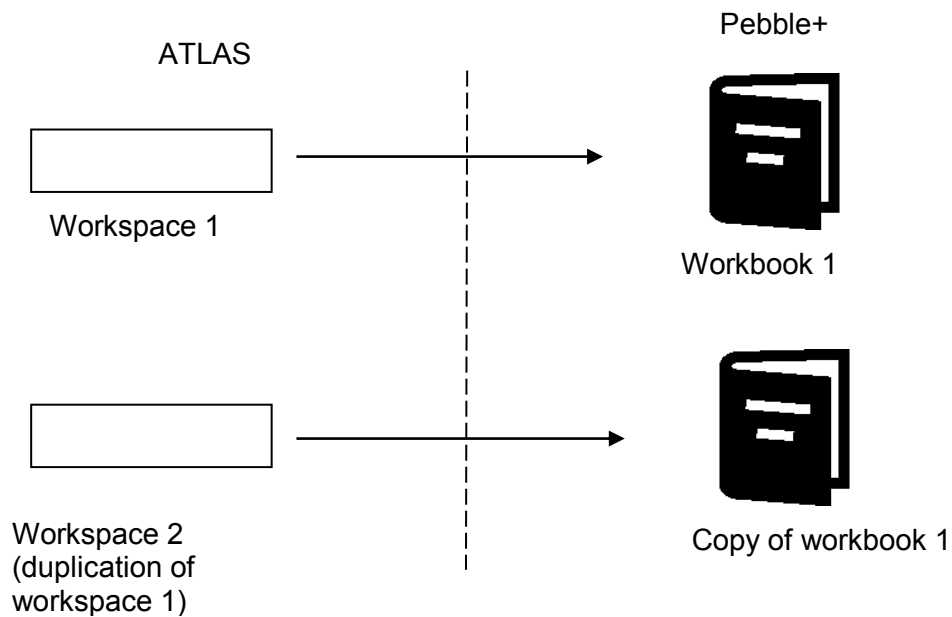
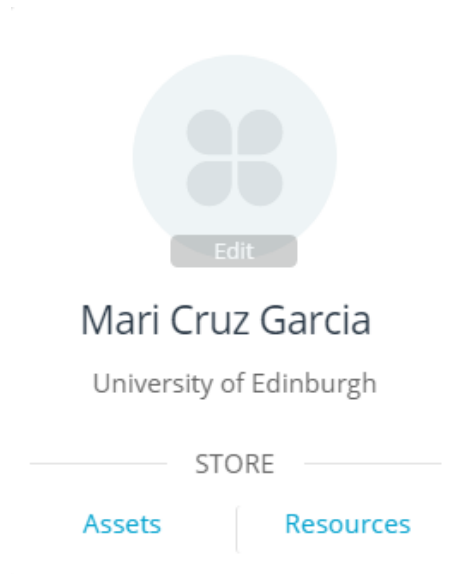


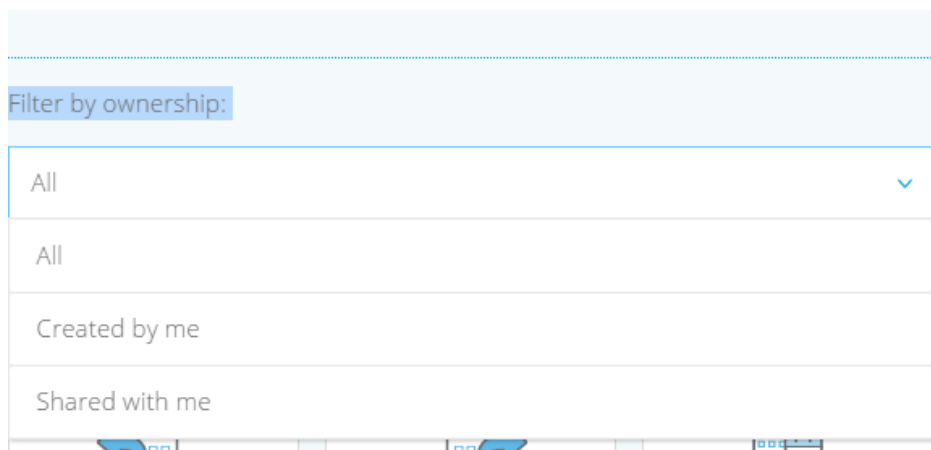
Figure 2

To make a copy of a resource, from the Pebble+ window:

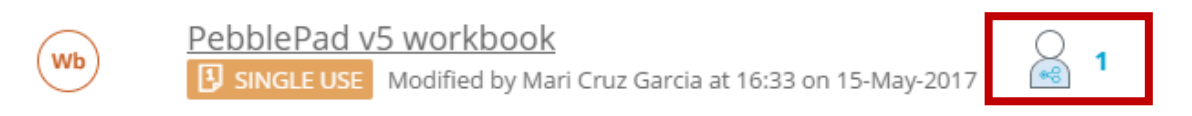
- 1) From the frontpage, select the **“Resource store”** link:



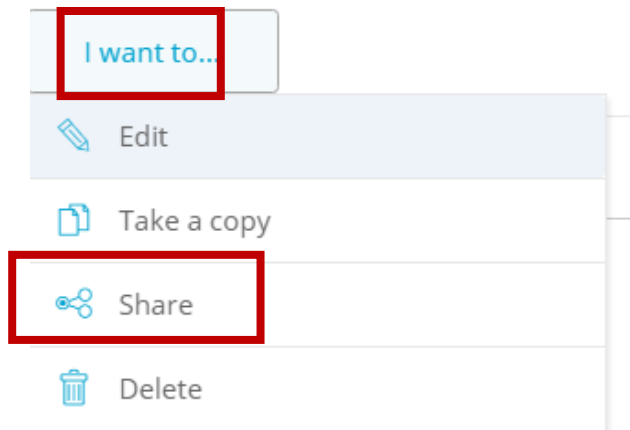
- 2) Select the “**Advanced search**” menu and find the resource that you want to make a copy. You can also find the resource by selecting the “**Created by me**” filter.



- 3)
- 1) Select the “**Share**” icon, next to the resource:



And click on the “I want to...” menu and then, “Share”:




- 2) Type the username or email of the proxy account that you want to own the resource:

Who are you sending this to? ?

Find who you're looking for by email address, username, first name or second name

Start typing here

 V5 Steph V5 Hay ×  
Email: stephannie.hay@ed.ac.uk

What can your recipients do with this? ?

Allow recipients to leave a comment

Allow recipients to take a copy

View for a specified amount of time

Collaboration

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*Make sure that the option “**Allow recipients to take a copy**” is enabled so that the proxy account can become the owner of the resource’s copy.*

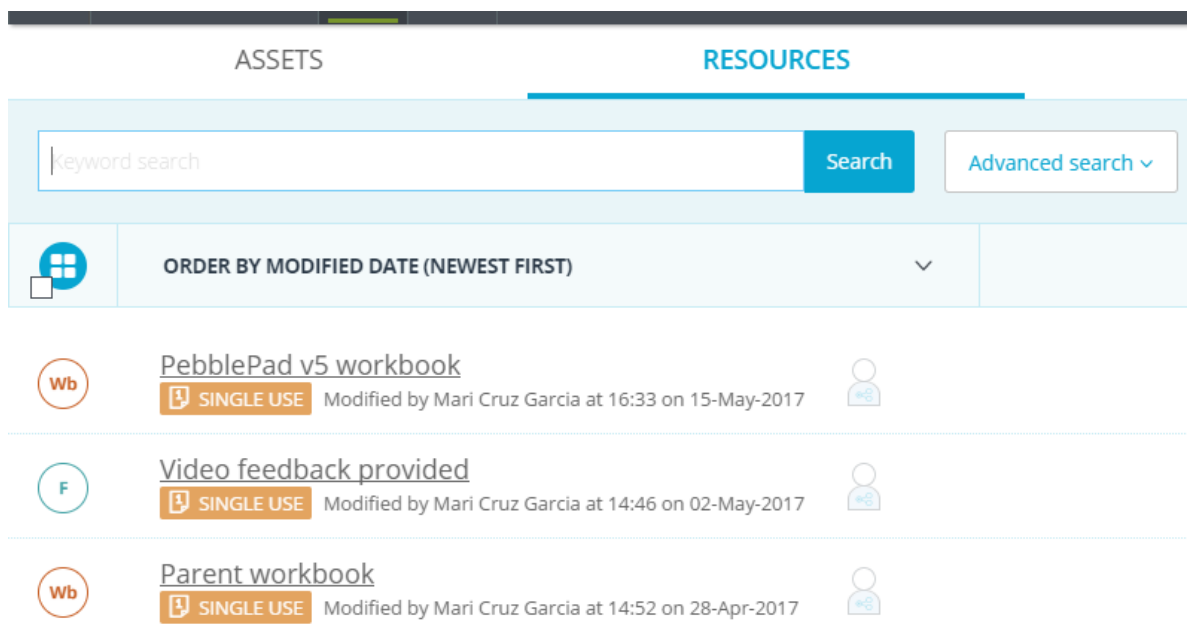
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### 3) Make the changes to the copy of the original resource

You need to log in using the proxy account make the changes to the copy that have been shared with this proxy account.

We will use a workbook as an example because the workbook is the one of the most used resources in ATLAS.

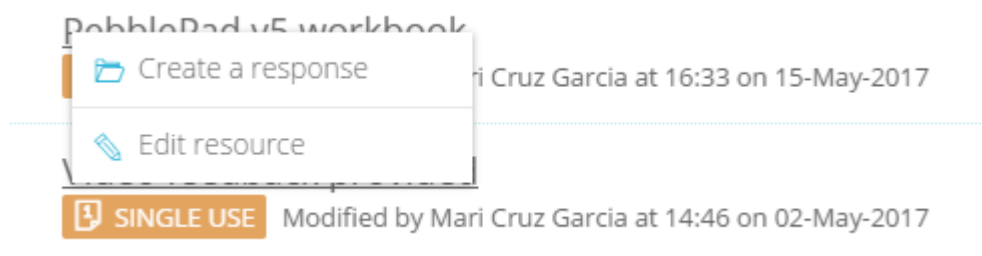
- 1) From the “**Resource store**” link, find the resource you want to edit either typing the name or using the “**Advanced search**” filters:



The screenshot shows the ATLAS Resource Store interface. At the top, there are two tabs: "ASSETS" and "RESOURCES", with "RESOURCES" selected. Below the tabs is a search bar with the placeholder text "keyword search" and a "Search" button. To the right of the search bar is an "Advanced search" dropdown menu. Below the search bar is a section for sorting, with a grid icon and the text "ORDER BY MODIFIED DATE (NEWEST FIRST)" and a downward arrow. Below this is a list of three resources:

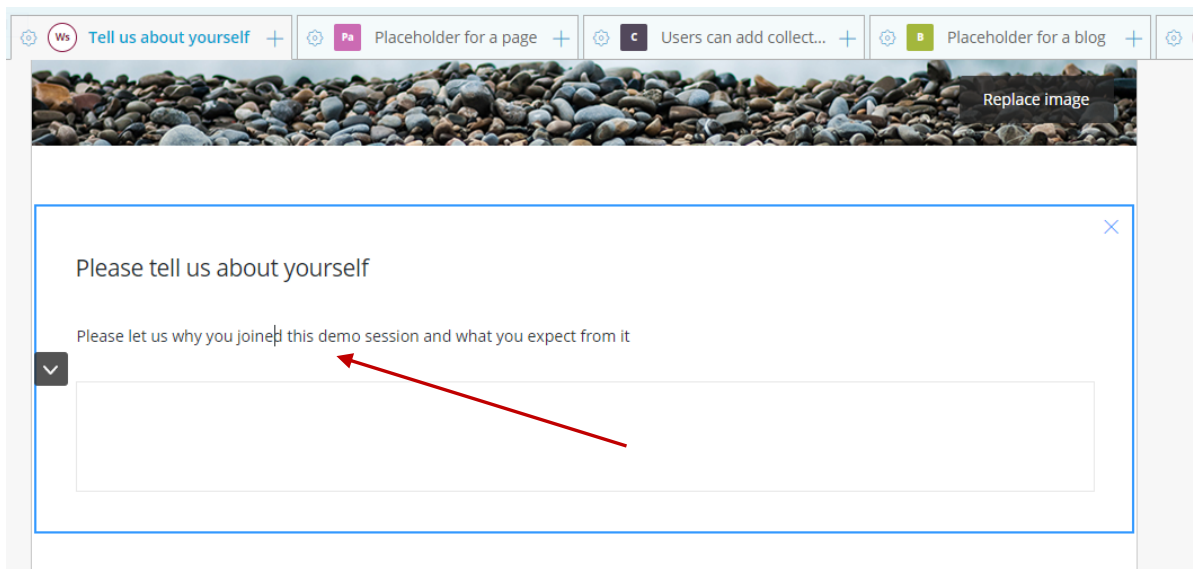
Icon	Resource Name	Usage	Modified by	Modified Date	Actions
Wb	PebblePad v5 workbook	SINGLE USE	Mari Cruz Garcia	16:33 on 15-May-2017	[User Icon]
F	Video feedback provided	SINGLE USE	Mari Cruz Garcia	14:46 on 02-May-2017	[User Icon]
Wb	Parent workbook	SINGLE USE	Mari Cruz Garcia	14:52 on 28-Apr-2017	[User Icon]

- 2) Click on the resource name and select “Edit resource”:



The screenshot shows a context menu for the "PebblePad v5 workbook" resource. The menu is open, showing two options: "Create a response" and "Edit resource". The "Edit resource" option is highlighted. Below the menu, the resource name "PebblePad v5 workbook" is visible, followed by the usage "SINGLE USE" and the modification information "Modified by Mari Cruz Garcia at 14:46 on 02-May-2017".

- 3) You can edit the different sections included in the workbook by clicking on the content that you want to modify (either titles or text):



You can add more content to the workbook by selecting the “Add content” menu and, then, choosing the type of content that you want to add:

