HOW TO HANDLE AND SHARE RESOURCES IN PEBBLEPAD

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 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.

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.

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).

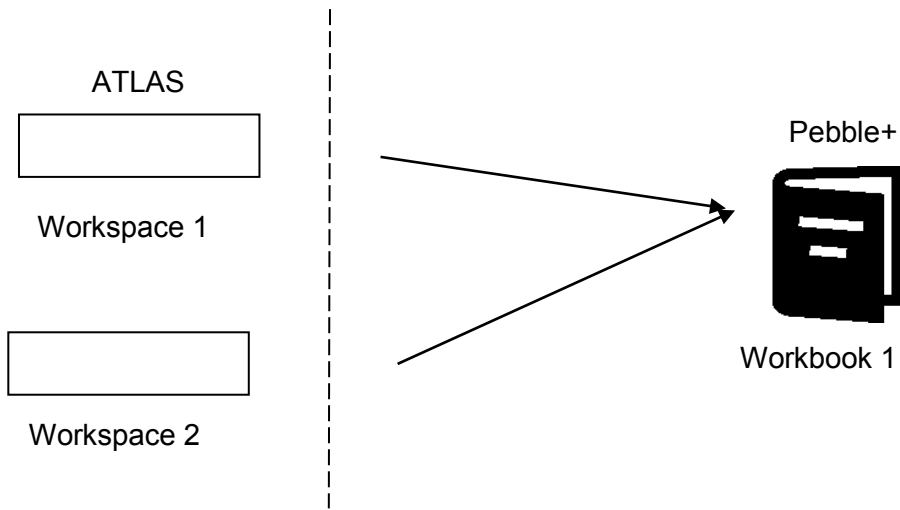ATLAS

Workspace 1

Workspace 2

Pebble+

Workbook 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.

Pebble+

ATLAS

Workspace 1

Workbook 1

Workspace 2
(duplication of
workspace 1)

Copy of workbook 1
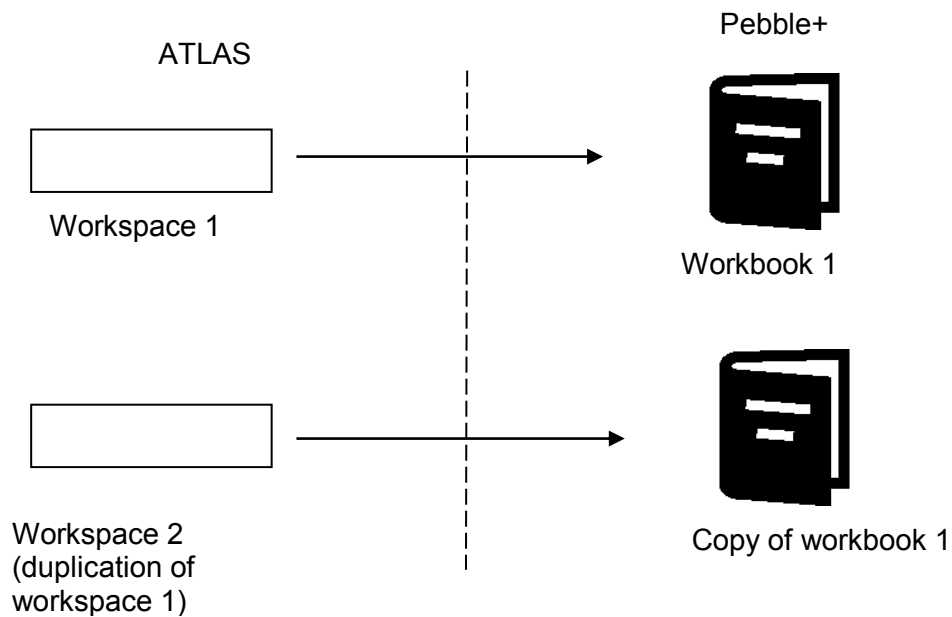
Figure 2

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

1) From the frontpage, select the "**Resource store**" link:

Edit

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———— STORE ————

Assets | Resources
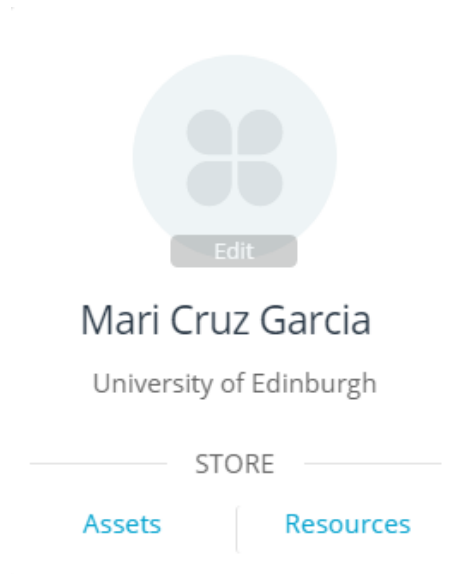
2) Select the "**Advanced search**" menu and find the resource that you want to make a copy. You can also find the resource by selecting the **"Created by me"** filter.

Filter by ownership:

All ⌄

All

Created by me

Shared with me
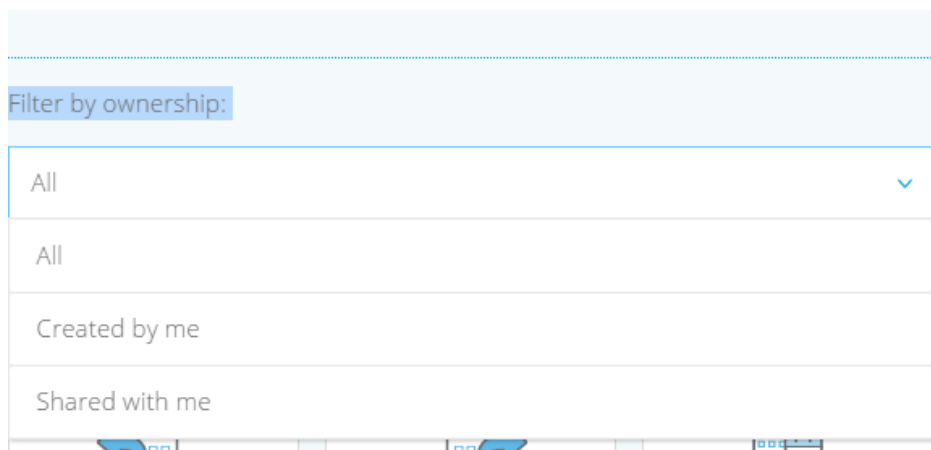
3)

1) Select the **"Share"** icon, next to the resource:

Wb   PebblePad v5 workbook
      🔲 SINGLE USE   Modified by Mari Cruz Garcia at 16:33 on 15-May-2017   👤 1
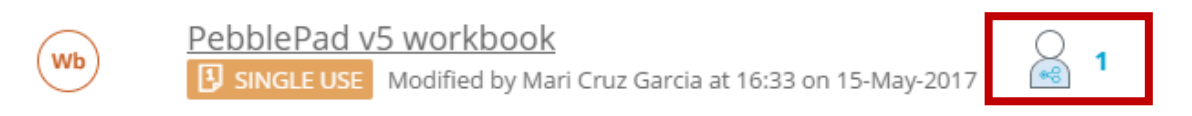
And click on the "I want to…" menu and then, "Share":
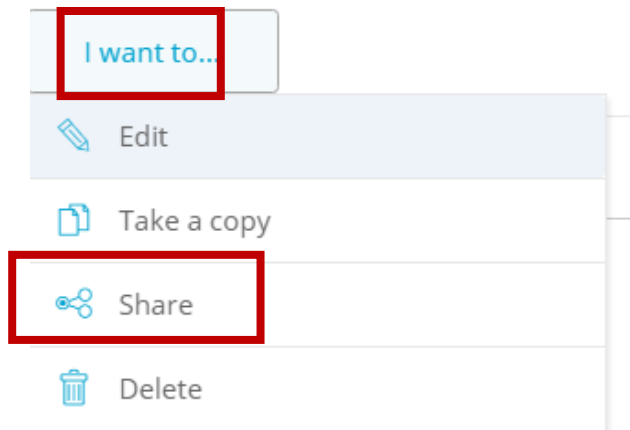
2) Type the username or email of the proxy account that you want to own the resource:

*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.*
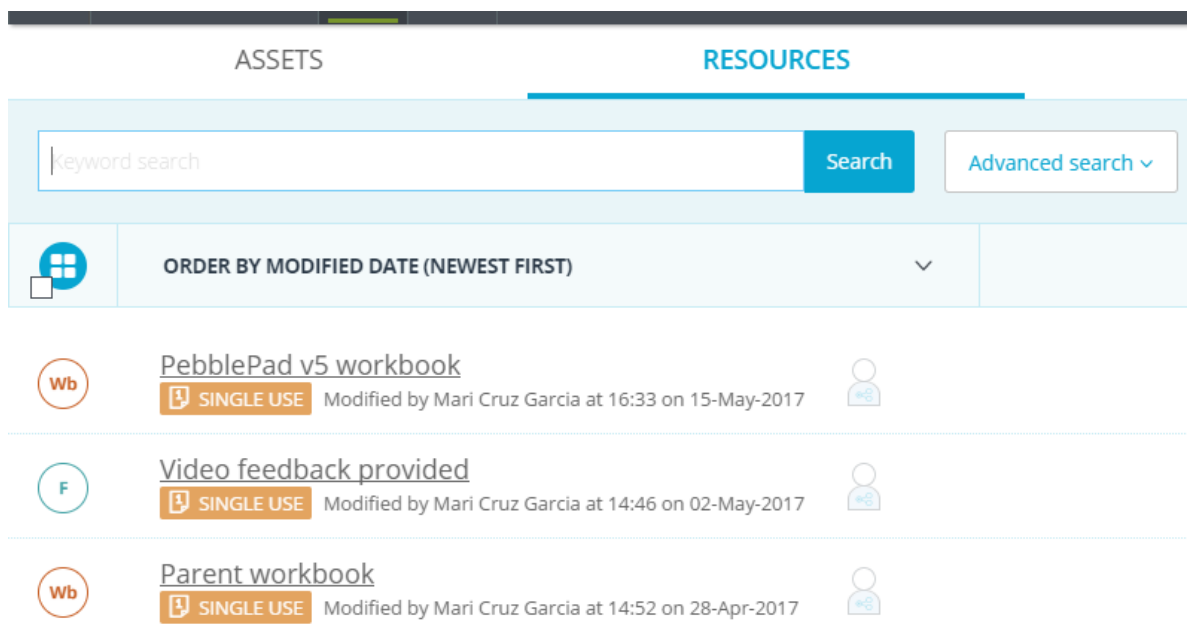
3) Make the changes to the copy of the original resource

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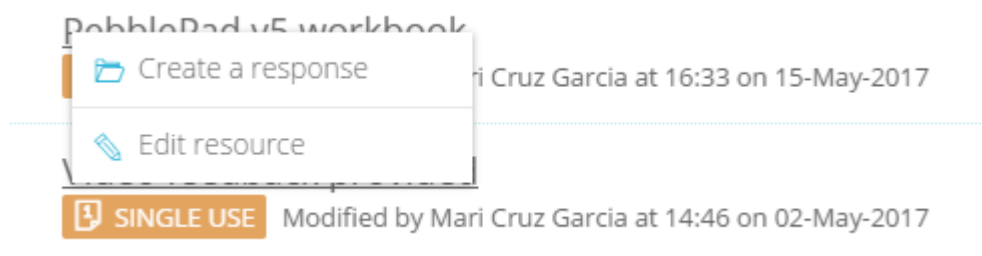
1) From the "**Resource store**" link, find the resource you want to edit either typing the name or using the "**Advanced search** "·filters:

2) Click on the resource name and select "Edit resource":

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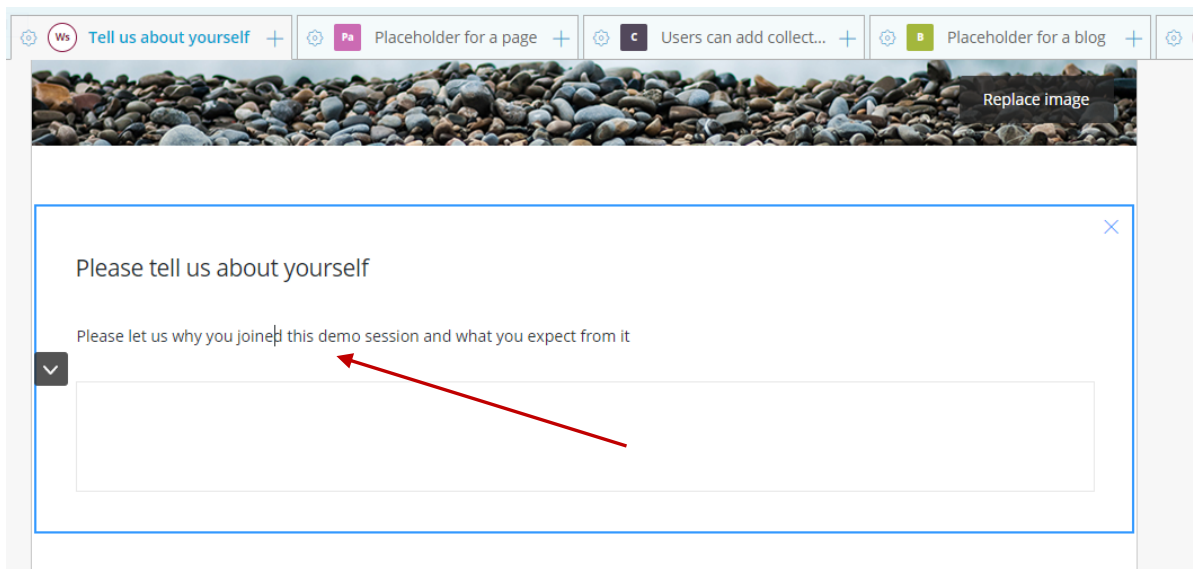
You can add more content to the workbook by selecting the "Add content" menu and, then, choosing the type of content that you want to add: