HOW TO MAKE A COPY OF AN EXISTING RESOURCE IN PEBBLE+

The following guide explains how to make a copy of an existing resource in Pebble+ as part of the rollover procedure for sharing resources among different workspaces.

> *Tip: Never use the same resource for two different workspaces. Create additional copies for each new workspace that will use the resource and make the copy available to your ATLAS Workspace*

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

You can only make copies of the resources and assets that you own in Pebble+. You cannot make copies from ATLAS.

You can only make a copy of the resource if you are the original owner or if the original owner has shared the resource with you, allowing you to make a copy of the asset/resource for your personal use.

> *Tip: 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 unless the owner shares it with other tutors. To create a proxy account for Pebble+ and ATLAS contact the helpline at* IS.Helpline@ed.ac.uk

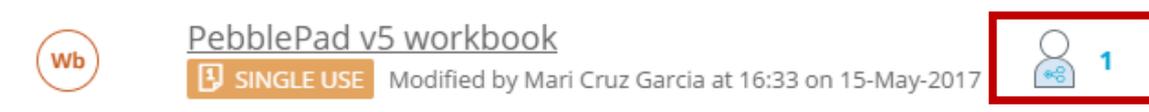1) From the front page, select the "**Resource store**" link:
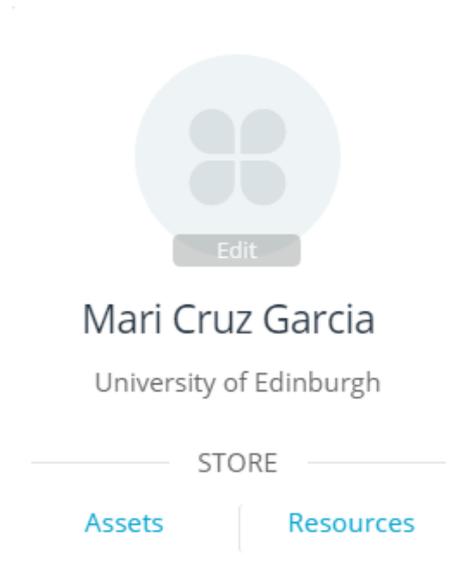
2) Select the "**Advanced search**" menu and find the resource that you want to make a copy. You can also find the resource by selecting the **"Created by me**" filter.
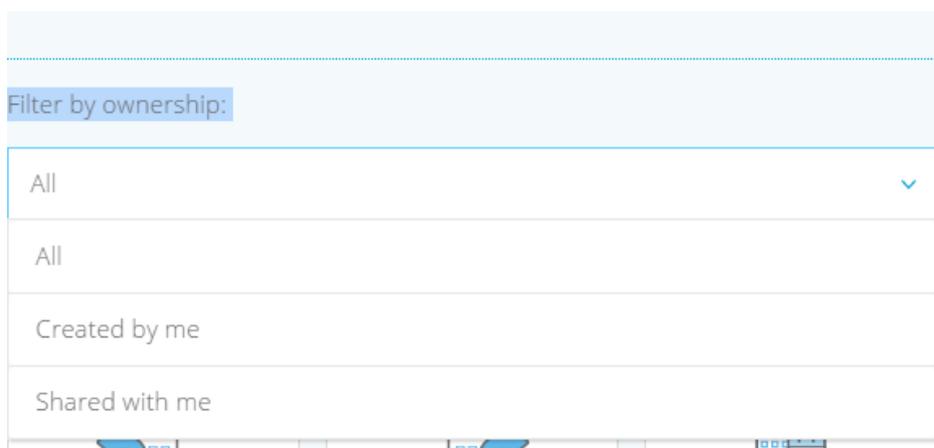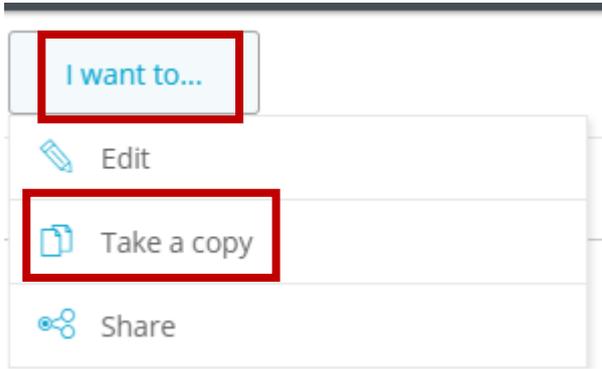

3)

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

And click on the "**I want to…**" menu and then, "**Take a copy**":

Remember to rename the copy to avoid confusion. It is good practice to include the academic year in the name of the resource (and in the title of the workspace in which the resource will be made available to students) so that you know that each workspace in ATLAS is "pointing" at the correct resources in Pebble+
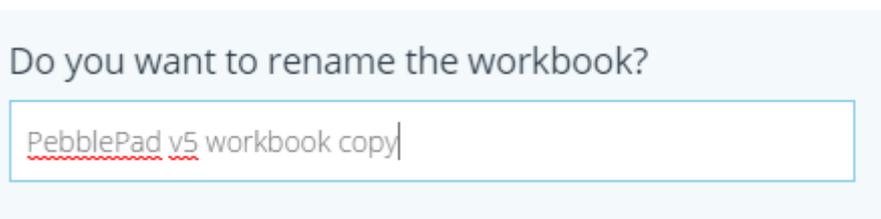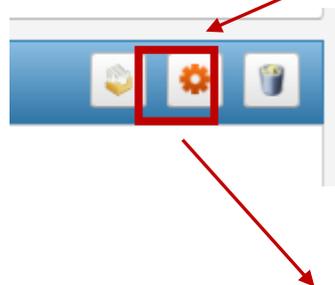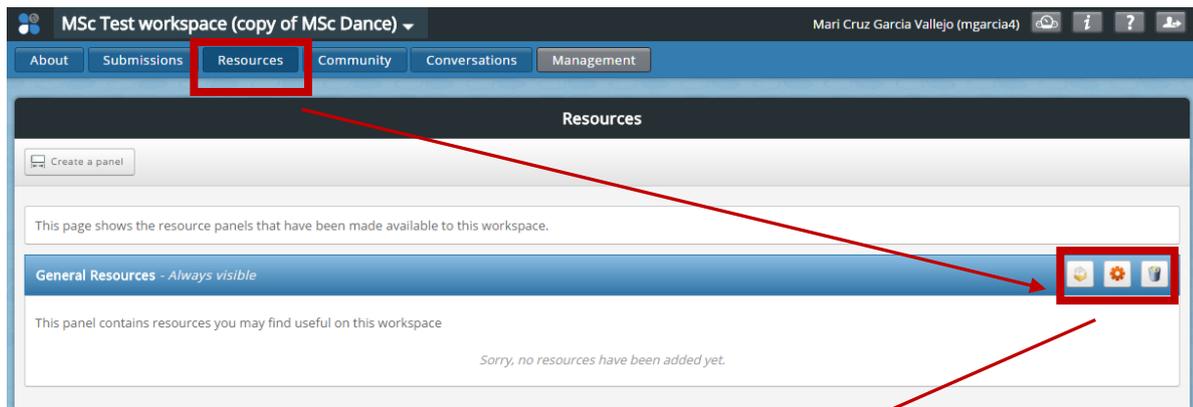

You may also find the following video on how to share your resources useful (you need to run Flash to watch the video):

https://d3kz94iv7ncv9j.cloudfront.net/help/Sharing_1602.mp4

Hyperlink this?

2) Make the copy available in the new workspace

From the new workspace that you have created, click on the "**Management**" tab and the select "**Resources**":

And select the "**Add a resourc**e" icon

This will open the **"Resources"** panel, from which you can select the resources that you want to make available to the new workspace. Those resources can be assets, templates and workbooks that you own, either because you created them or because you received a copy of the resource that the original owner shared with you.

When you import resources to the new workspace via the Resources centre, remember to select the copy of the original resource that you made in Pebble+.

You may also find useful to watch the following videos from PebblePad which provides an overview of ATLAS and how to handle your resources within your workspaces:

- https://www.pebblepad.co.uk/pp3help/Video/atlasoverview/atlasoverview.htm
- https://www.pebblepad.co.uk/pp3help/Video/workspaceoverview/workspaceoverview.htm