

## Instructions for Students on how to find and submit PebblePad Assignments

1. You will find the assignment created by your tutor/lecturer for you to complete in your **Resource centre** in the **'For Me'** tab
2. Click on the assignment and choose 'Use', when you have opened and used the template, hit 'Save', it is now your **asset**.
3. When you go to open your template again it will be in your **'Asset Store'** in the **'By Me'** tab
4. When you have completed the assignment please submit
  - To submit, go into your 'Asset Store' and click on the Assignment and hit submit, choose the **specific** Workspace and the **specific** Assignment to submit as directed by your instructor.
5. NB – **It is a resource until you have used it** – and hence will be in your resource centre until you click on 'use' and fill it out
6. **It is an asset once you have used it** – hence it will be in your asset store once you have hit 'use' and filled it out
7. 'By Me' 'For Me' and 'With Me'
  - 'By Me'** = You created it in resource centre, you completed/used it in the assets store
  - 'For me'** = Someone else created it and shared it with you
  - 'With me'** = You are collaborating on it
8. **Webfolio** is different to worksheets, workbooks and reflections etc. in that it **is always an asset**, whether you create it, use it or collaborate on it – it is always an asset and will not be found in your resource centre.