

How to create the 'about me' page in ePAD

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Adapted from Tony Chambers University of Hull

Activity session – how to create the about me page

- Welcome to this online activity session
- These are the slides that accompany the recorded teaching session to help you create the 'about me' page in your ePAD
- The recorded teaching session can be found in
- The about me page needs to be completed **before** you start your first clinical placement

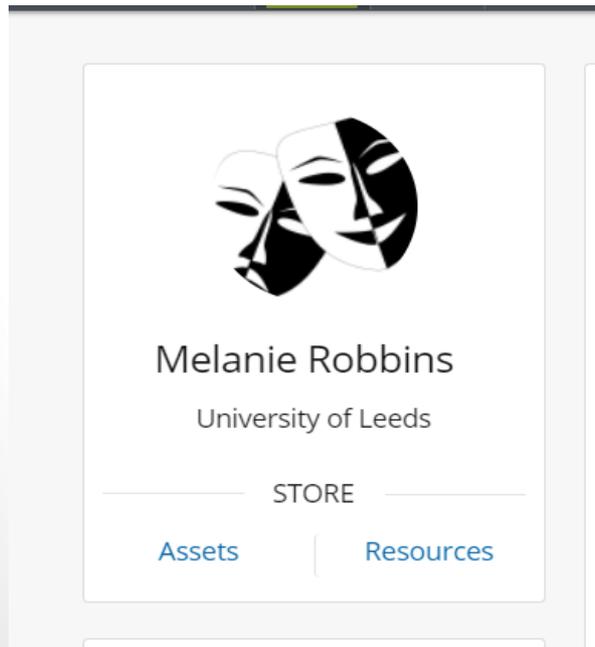
Why complete the 'about me' page?

- Creating this page will help you find your way around PebblePad and familiarise yourself with the tools.
- This is your opportunity to introduce yourself professionally to your mentors and tutors.
- Creating the about me page will start the development of your professional portfolio which you can take with you after the programme and use for CPD and revalidation.
- You can use multiple media to bring together a page with a lively visual format
- But remember:
- Maintain professionalism
- Remember who is viewing your work
- Maintain confidentiality
- Familiarise yourself with the NMC [Code](#) in relation to the above

Where is my ePAD workbook? If I haven't already saved it

In Resources

- This is where you will find your ePAD workbook. To use it for the first time you will need to open it in your resources.



← Resources

Save your ePAD

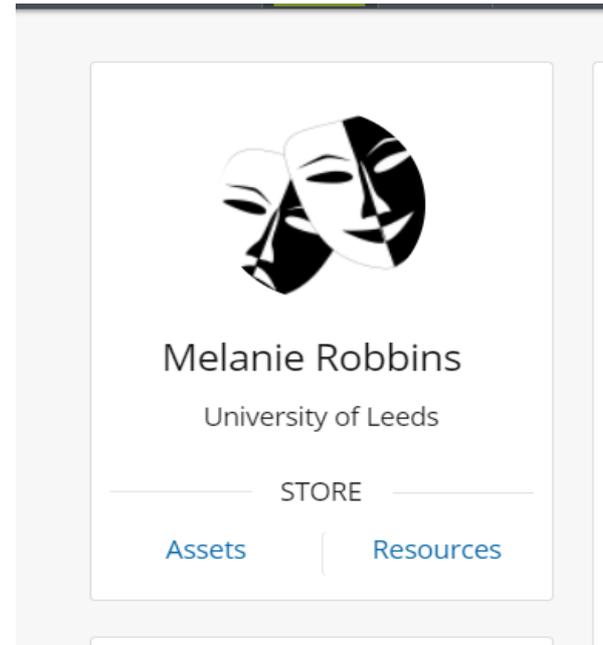
- Save the ePAD as
- Last name, First Name, student ID, field and cohort number

e.g.

Robbins Melanie 200121314 Child 9/18

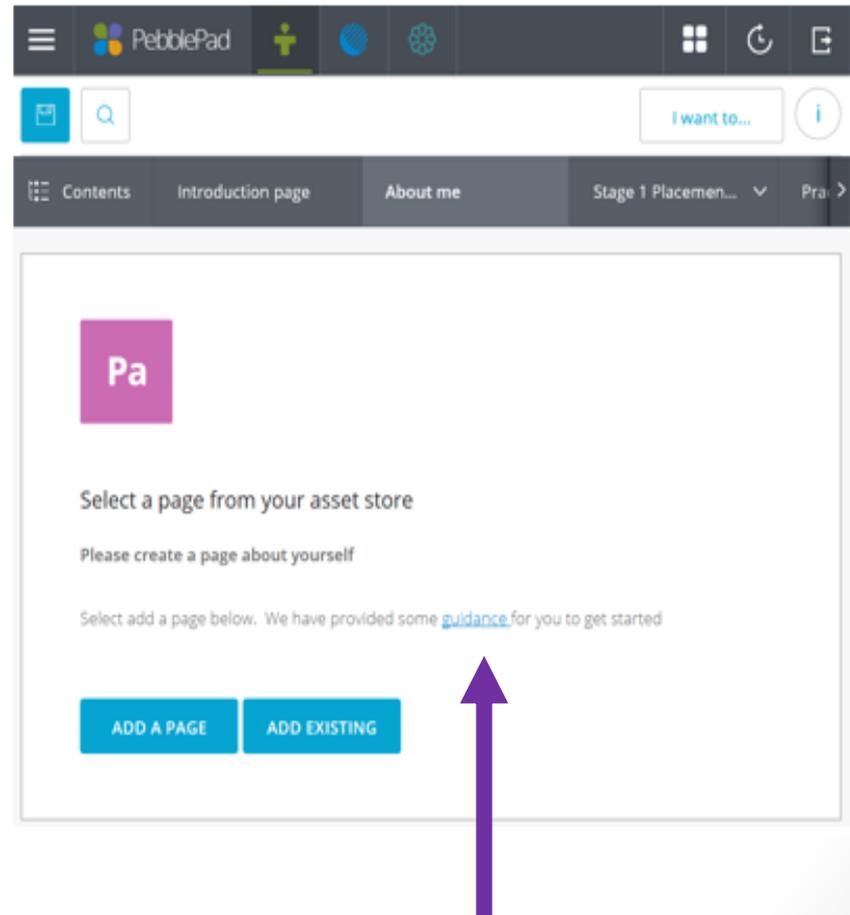
Assets

- Once you have started working with your ePAD workbook, every time you work on it in the future you will need to access it from your Assets store. 



To create the page

- Go to the 'about me' page in ePAD and click **add a page**
- You can view a **guidance sheet on how to create a page by clicking on the guidance link**



Banners

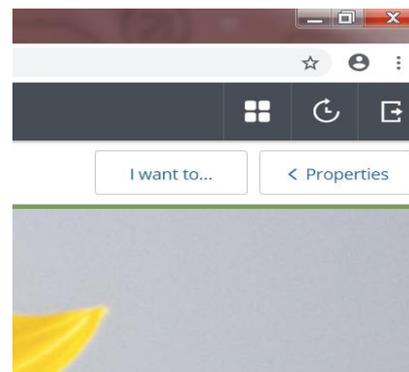
- You may leave the Pebble banner as it is or if you wish replace with one of the images PebblePad provide
- If you create your own banner for this page as you must not breach copyright or professionalism.
- On the banner you **must** insert the following:

your name, student ID number, cohort and field of nursing;
for example:



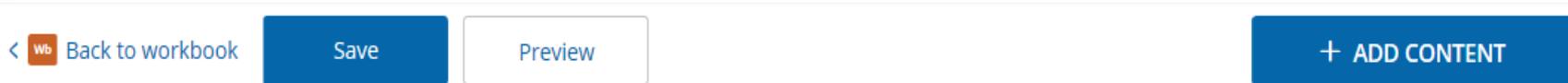
Mel Robbins, 200131415, 9/18 child

You can edit your Banner
Clicking on the properties
Tab (top right and side
of screen)

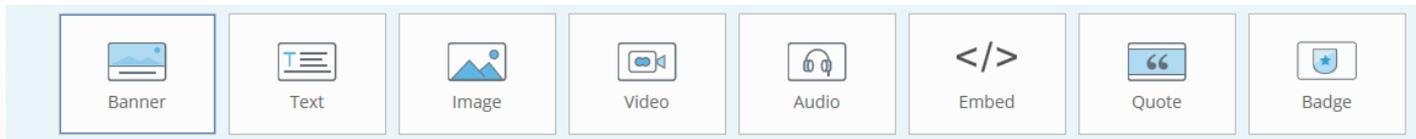


Add Content

- Once you have finished your banner you can use the 'add content' button to insert a text box, image or other item:



- Selecting the ADD CONTENT button will bring up an additional menu to allow you to select a range of files and media to personalise the page:



Add Content: Text

- Once you have finished your banner, select the 'add content' button to insert a text box.
- This allows you to write a little bit about yourself and your journey to becoming a nurse
- In creating a professional portfolio you might want to consider the following questions

Why did you want to be a nurse?

What skills do you bring to the course and how will they help you interact with service users and carers?

Do you have any hobbies and skills that will help with your role?

As you progress through the programme you may want to re visit your about me page and up date the information, perhaps reflecting on the previous stage and consider what you want to achieve in the next stage

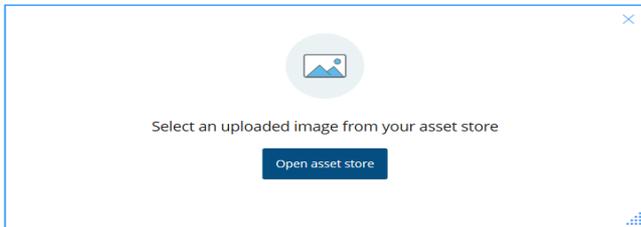
Add Content (Upload image)

- Using the add content button, add an image box and upload a professional photo of yourself
- You will have to upload images to your asset store from your PC first
- You can take a 'selfie' but please consider what image you want your mentor to see. If you put a picture of you in uniform, make sure you conform to uniform policy. If you use an alternative photo think about how others will see you.
- Any image that is unprofessional or offensive will be dealt with formally through School processes

Adding files to your asset store

Images

- Select the image icon from the ADD CONTENT button, which brings up the following:



- You must ensure any image uploaded doesn't have copyright. You **MUST NOT** upload any images of patients, people or confidential documents, even if you are given permission as this breaches the trust governance policy.
- Press the open asset store button. This opens up your assets on the right hand side of the screen. Select the 'would you like to upload?' option
- Then the 'Or choose a file' button
- Look on your PC for the image you want to use, once you have found the picture select it by double clicking on it. The picture will now appear in the right hand side of the screen; if you're happy with it press the confirm upload button at the bottom of the box (may need to scroll down)



Confirm upload

Uploading files

- You can upload any kind of digital file in to your Pebble+ Store.
- For ePAD these are likely to be mobile app forms, PDF forms, testimonials, reflections etc.
- **There are lots of places to start uploading files from...**

1. Pebble+ Home

You will find the 'upload new' panel on the Pebble+ home page. This opens the file upload tool as a new page.

2. Burger menu

This can be found in the top left corner throughout PebblePad. Open the burger menu and you will see the 'Upload a file' option. This opens the file upload tool in a small pop up window that overlays the page you are on, so you don't have to stop what you are doing and go to another page just to upload a file.

3. Store - Assets tab

When viewing the assets in your Store, you can find an 'Upload' button in the top right of the page next to 'advanced search'.

Selecting files to upload

- The upload tool provides you with two easy ways to select files for upload. You can browse for files in your file manager (e.g. Windows/File Explorer, or Finder in Mac) and simply drag and drop them on the 'Drag a file here' area (this option is not available on touch devices). Alternatively, clicking 'Or choose a file...' will open up a file manager window for you to browse and select the files you would like to upload.

Assets

- You will soon find that your 'Asset' store grows as you progress through the programme.
- This is expected due to the amount of evidence you will be collecting, writing and uploading to your ePAD.
- Do not delete any assets to create space as this will remove it from wherever it is uploaded to in ePAD.
- However the asset store will display your most recent files first.

Design

- Add colour and play around with the options in the properties bar
- Always preview to see how it will look to others who may view your page.
- Text can be formatted in the top bar, and blocks in the properties panel on the right hand side of your screen.
- Remember to **save** your work as you go (top left button)



Click the magnifying glass to see how your page will look to everyone else.

Preview

- Preview the page to see how your page will look to the viewer.
- Remember to put ePAD back into editing mode after previewing pages:



Where to get help about the ePAD

- Drop in sessions for users – questions can be asked and answered on behalf of others –e.g. you can ask a question for your mentors. Please see dates on PPU website,
- Email questions to epad@leeds.ac.uk
- Visit the PPU website <https://medicinehealth.leeds.ac.uk/> or search Practice Placements University of Leeds for PDF guides and links to video guides
- Contact the clinical Liaison tutor/lecturer for your placement area (both UoL and LBU now use PebblePad so your CLT/CLL will be able to help)
- Contact your personal tutor