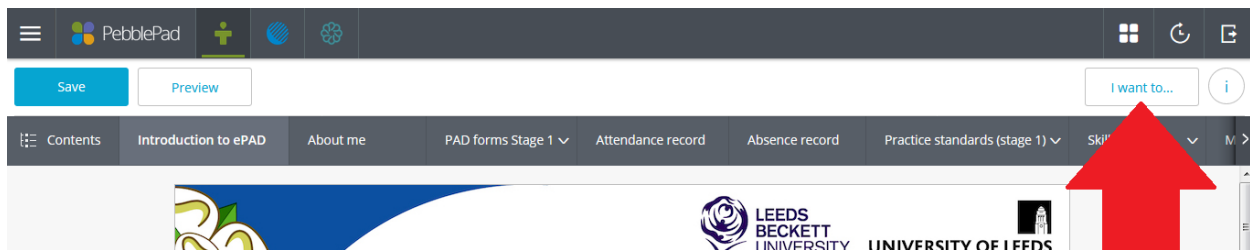


How to share your ePAD with your mentor(s)

After you've got and saved your ePAD from your PebblePad **Resources**, your personal copy becomes one of your **Assets**. You'll keep working on it for the whole of your degree. Your mentor(s) will need to see it and tick off certain parts within it to verify that you are progressing appropriately. You need to share it with them to allow this. Here's how:

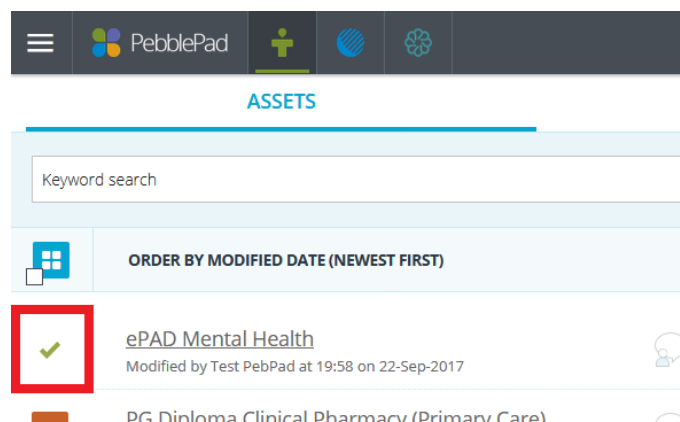
1. Go into your ePAD and click the 'I want to...' button



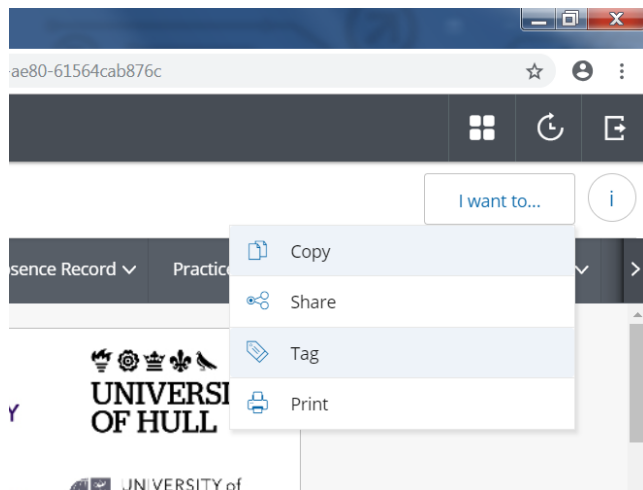
The 'I want to...' button pops up in the bottom right:



You can also get to your ePAD from your Asset store by finding your ePAD in your Assets and ticking it:)

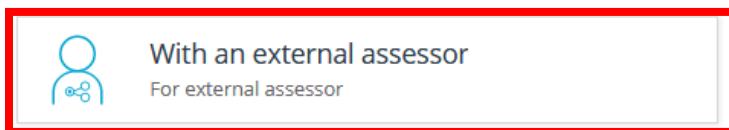


2. The 'I want to ...' button opens up a pop up menu



3. Select Share, which will open a new menu, click 'With an external assessor' option

I would like to share this...



4. Type your mentor's work email address into the box and click the search button to find them.

Note: you must type their exact work email, ensuring you do not include any erroneous capitals. Check with your mentor if you're unsure!

5. Once you've found them, scroll down and click the Share asset button.



All done 😊

- *If you can't find your mentor on the system, first double-check their email! If they're definitely not there, contact PPU or email epad@leeds.ac.uk with the following details: your mentor's first name, last name, and work email.*