

# How to upload a file and attach to a rosette. A student guide

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Adapted from Tony Chambers:  
University of Hull

# Terminology and symbols

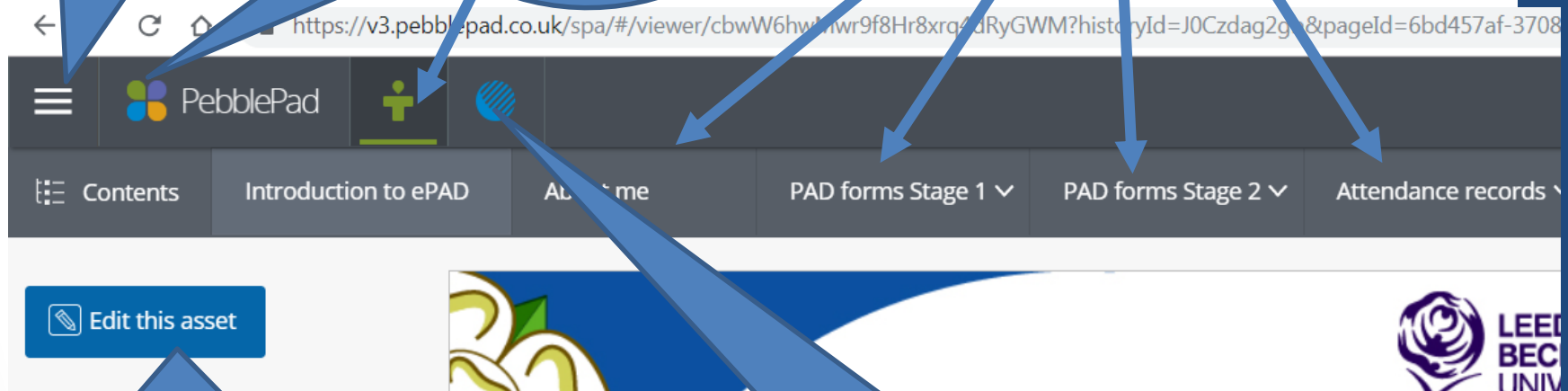
- **Resource** – are items a student can draw upon – e.g. their PAD is a resource until they start to work on it when it then becomes an ....
- **Asset** – is the space where students build up the evidence that they are working towards/ have achieved the practice standard
- **Custom resources** – are some pre developed resources students can utilise and put into their workbook e.g reflection templates – we can also develop templates ourselves
- **Workbook** – a collection of templates (or asset) that provide evidence of achievement
- **Assessors** – anyone who has an assessment function – Mentors, tutors and External Examiner for review
- **Install** – the name given by PebblePad for the platform driving the system – each university has its own install
- **Associate mentors** – currently do not have access, but can sign the contact, reflection templates ( found in resources) which the students can upload as evidence for the NMC mentor

# Terminology and symbols

Burger menu  
– drop down  
of  
actions/tabs

To go back to  
your home  
page you can  
click on Logo  
or on the  
green man

Tabs  
indicating  
content  
within the  
tab



Students need  
to click '**Edit this  
asset**' here  
before you can  
add new  
information to  
the ePAD

**Atlas, the blue world  
symbol**– the area for  
assessment accessed by  
mentor and tutors –  
students cannot open  
this area

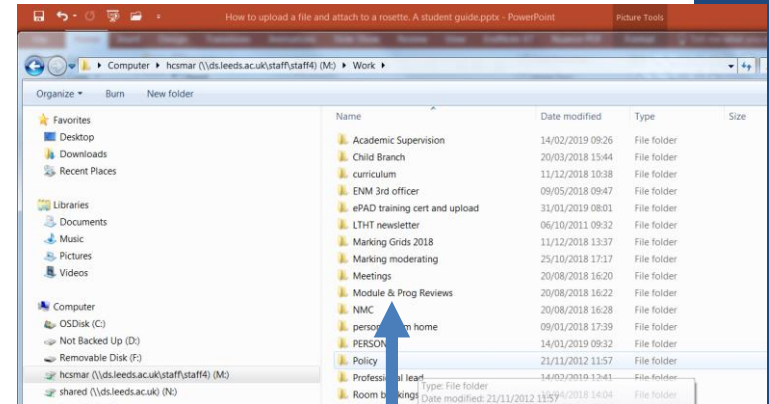
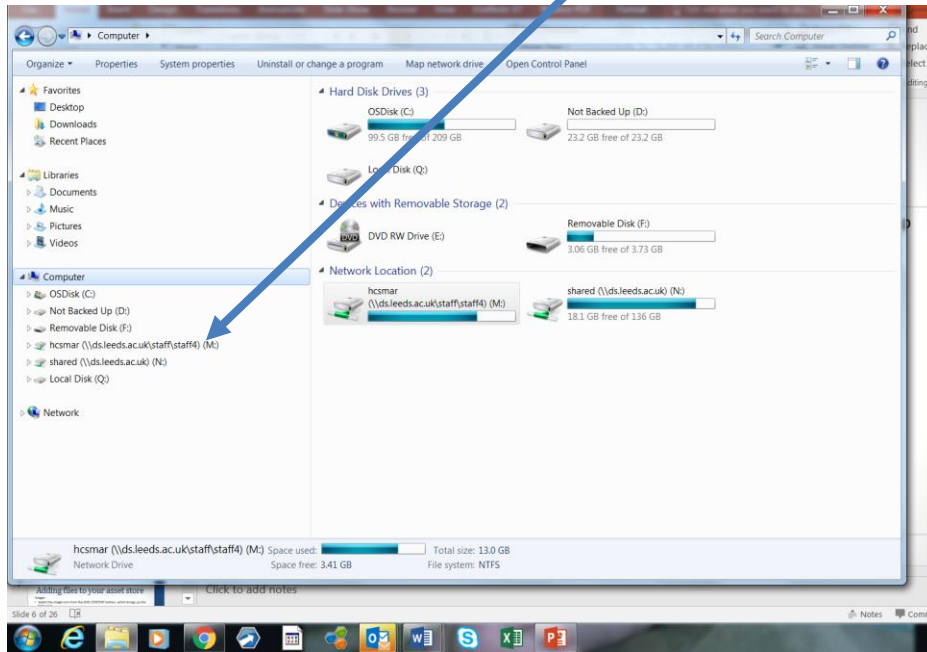
# HOW TO ADD FILES TO MY ePAD

# Adding files to my ePAD

- You can add files to your ePAD a number of ways
- Creating an asset using the Yorkshire and the Humber Pebble Pocket forms in Pebble Pocket
  - *once completed and saved to your device, these are downloaded directly into your asset store to then link to a rosette*
- Completing a paper form (e.g Record of experience/Spoke placement form or a written reflection)
  - *These need to be saved to your 'M Drive' then uploaded to your asset store to then link to a rosette*
- Saving a certificate e.g. from an electronic learning package or scanning in a paper certificate
  - *These need to be saved to your 'M Drive' then uploaded to your asset store to then link to a rosette*
- You can add different types of files such as an image, or written work

# Where is my m drive?

- M drive is the university space saved for you. It is backed up everyday so you do not have to worry about losing information, essays etc.
- You can save to your m drive by sending your work as an attachment to your University email, then save to m drive from a campus computer or use Desktop anywhere



using the file manager you can save to a particular area on m drive

- You can also use the Desktop Anywhere which provides access to University IT services in a familiar cluster-style desktop from anywhere with a stable Internet connection.

[https://leeds.service-now.com/it?id=kb\\_article&number=KB0011015](https://leeds.service-now.com/it?id=kb_article&number=KB0011015)

# Uploading files

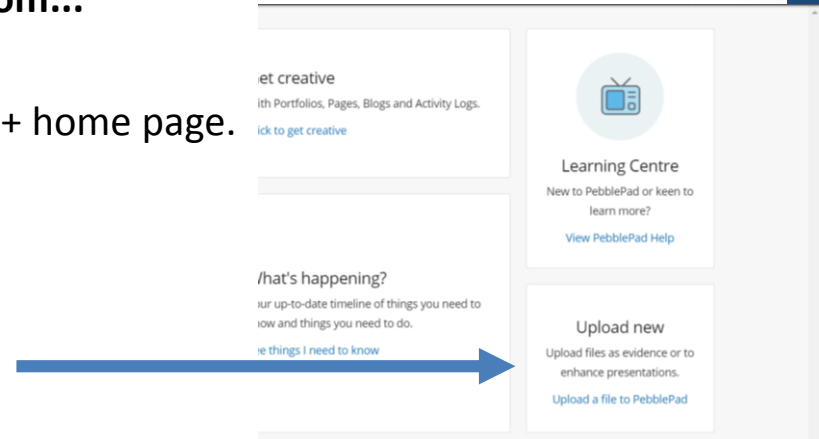
There are lots of places to start uploading files from...

## 1. Pebble+ Home

You will find the 'upload new' panel on the Pebble+ home page.

(Bottom right of screen)

This opens the file upload tool as a new page.



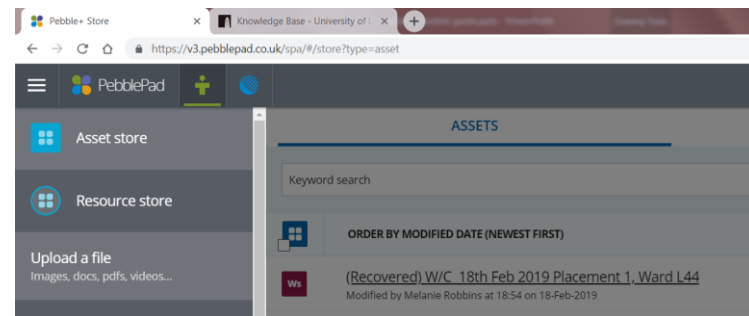
## 2. Burger menu

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.

Click here to show the drop down menu



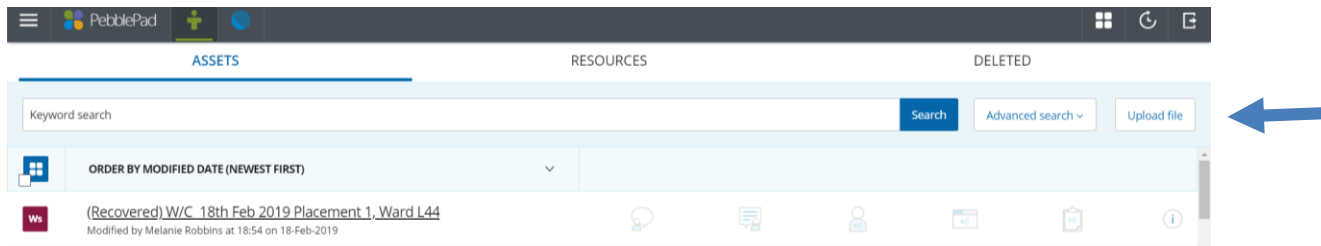
Click here to open the upload function



# Uploading files

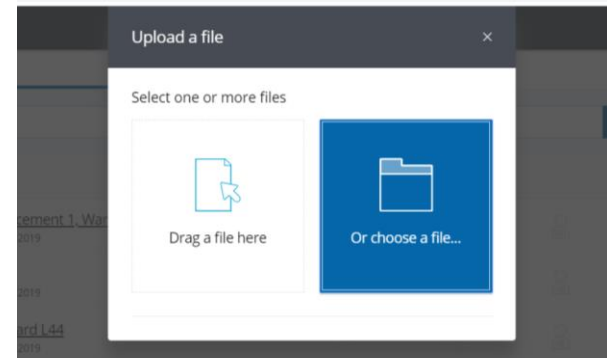
## 3. Store - Assets tab

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.





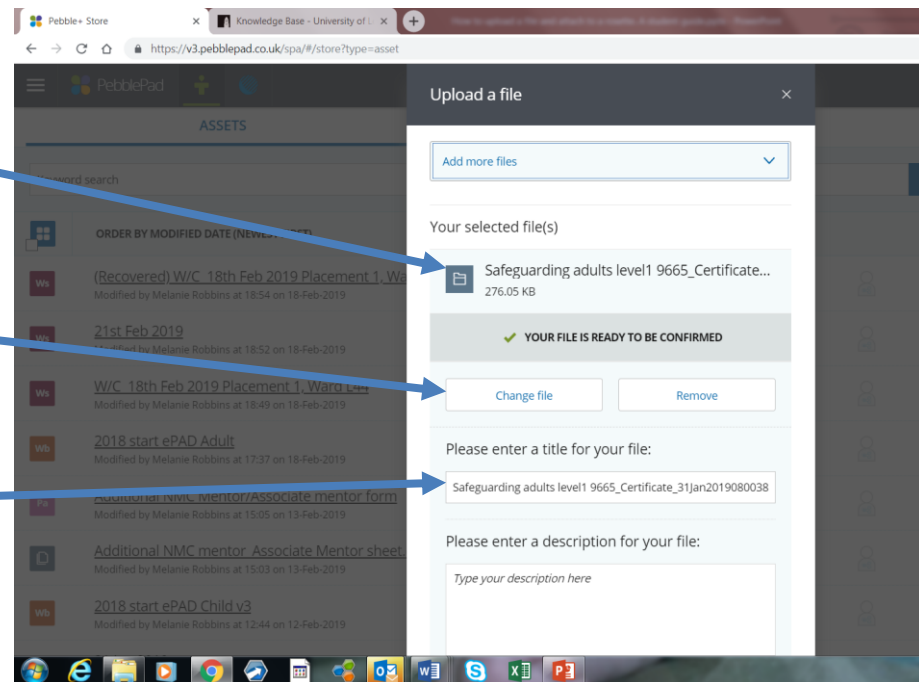
# Uploading files

To add from M drive, click 'add a file' and your M drive will then open, navigate to the file you wish to upload and click

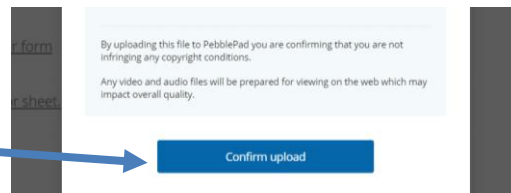
You will see the file chosen

The opportunity to change or remove

The opportunity to rename  
The file



Scroll down and click  
Confirm upload button

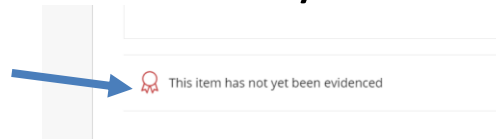


# Linking an upload file to a rosette

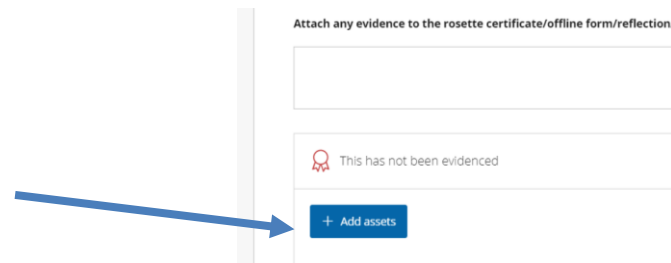
- Your rosettes are linked with your Tabs where additional forms or evidence can be added for example your
  - ✓ PAD forms,
  - ✓ attendance sheets,
  - ✓ practice standards,
  - ✓ skills,
  - ✓ testimonies and
  - ✓ Alternative Field Experiences.

- Choose the tab and the rosette your file provides evidence for.

- Click on the rosette

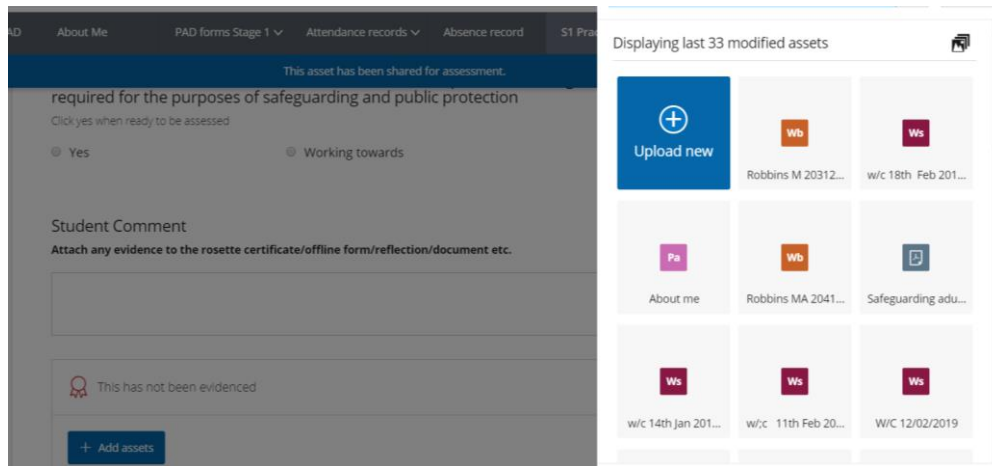


- A drop down menu appears  
Click add asset

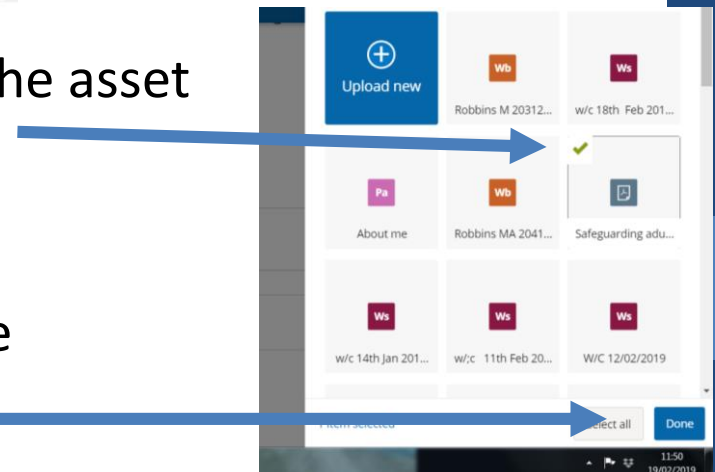


# Linking an upload file to a rosette

- A pop up menu appears on the right hand side of the screen with all of your assets. Chose the asset you want to link to the rosette

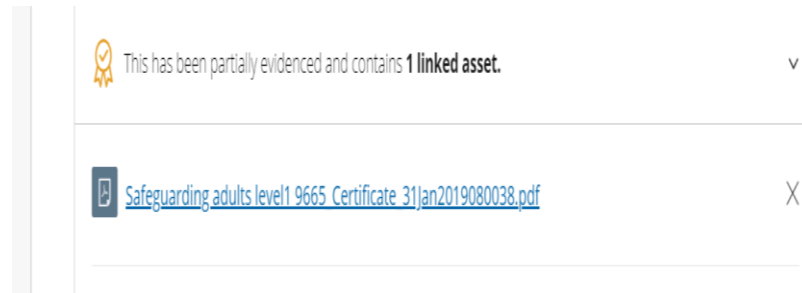


- A green tick appears in the top left of the asset (sometimes ePAD will do this for you if you go directly from uploading a file to adding to a rosette). You can add more than on file. Click done



# Linking an upload file to a rosette

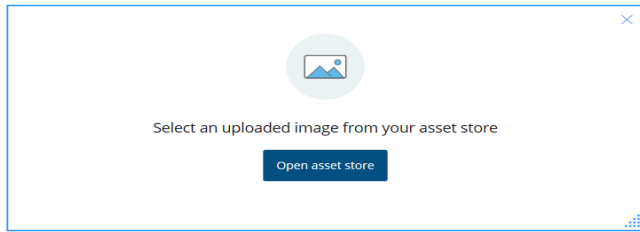
- The rosette is now yellow in colour with a tick in it and the linked file is shown below the rosette



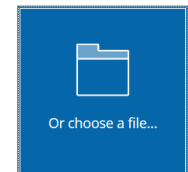
# Adding files to your asset store

## Images

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



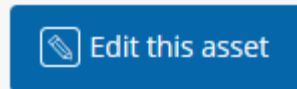
- **You must ensure any image uploaded doesn't have copyright. You MUST NOT upload any images of patients, people or confidential documents, even if you are given permission ,as this breaches the trust governance policy.**
- Press the open asset store button. This opens up your assets on the right hand 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

# 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:



# 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 /linked to in ePAD.**
- However, for ease, the asset store will display your most recent files first.

- **REMEMBER .....**

**Always LOG OUT once you have finished working on your ePAD to**

- **Prevent multiple versions being created (if you log in again or on a different PC)**
- **Maintain data protection (esp. important if using a public PC)**