

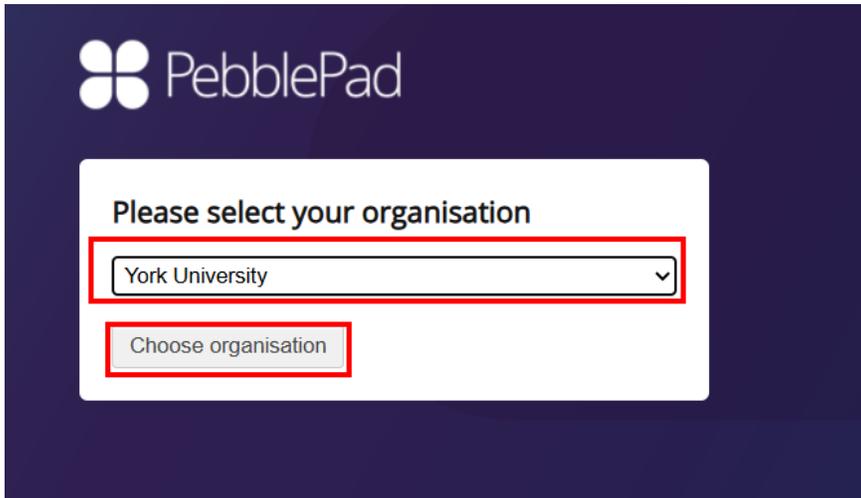
# **PebblePad - Workplace Evidence Student Guide**

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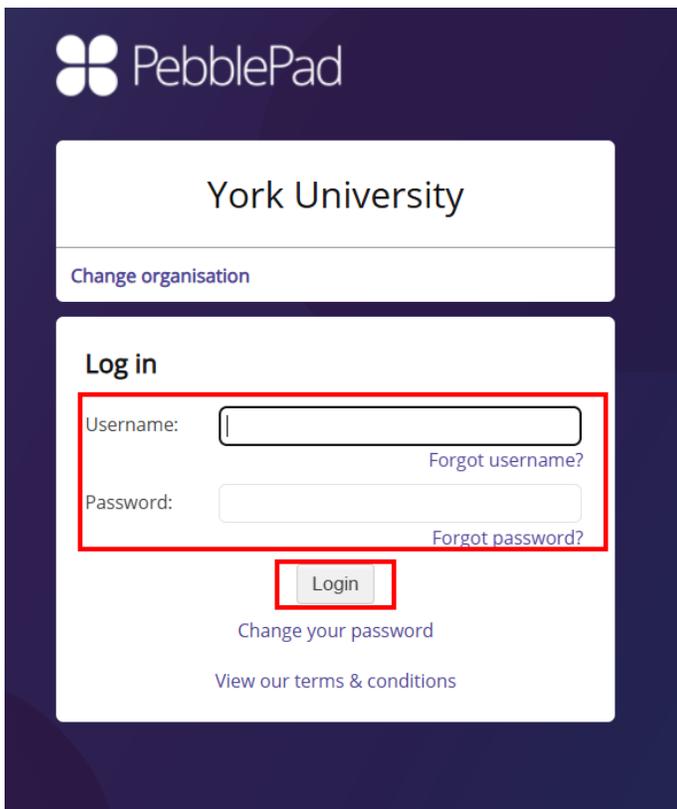
## Accessing the Form

- 1) Navigate to <https://app.pebblepad.ca/> and from the drop down menu select “York University” then click the “Choose organisation” button.



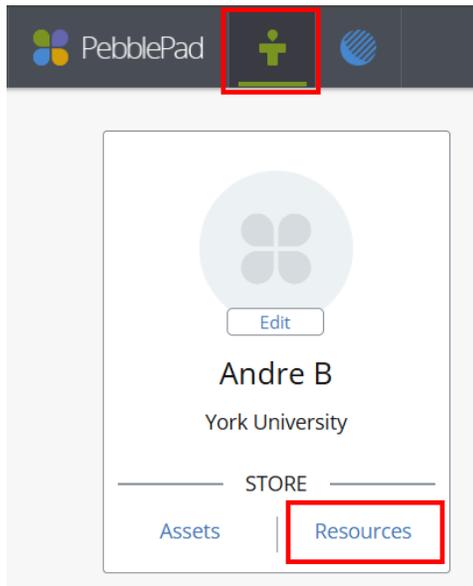
The screenshot shows the PebblePad logo at the top left. Below it is a white box with the heading "Please select your organisation". Inside this box, there is a dropdown menu with "York University" selected, and a "Choose organisation" button below it. Both the dropdown menu and the button are highlighted with red rectangular boxes.

- 2) On the next page, enter the login details of your PebblePad account. Then click the “Login” button.



The screenshot shows the PebblePad logo at the top left. Below it is the text "York University". Underneath is a link "Change organisation". The main section is titled "Log in" and contains two input fields: "Username:" and "Password:". Each input field has a "Forgot" link next to it: "Forgot username?" and "Forgot password?". Below the input fields is a "Login" button, which is highlighted with a red rectangular box. At the bottom of the login section, there are two links: "Change your password" and "View our terms & conditions".

- 3) Once on your PebblePad account homepage, click the ensure you are on the “Pebble+” page by clicking the “Green person” icon on the top of the page. Then click the “Resources” text in the Store box.



- 4) On the “Resources” page, find the item labelled “Workplace Evidence – Supervisor Verification”. Click to open the workplace evidence form.



### [Workplace Evidence - Supervisor Verification](#)

Workspace: DT Cohort 1 (F2023) Workplace Evidence Supervisor Verification

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## Filling out the Form

- 5) In the “Student Section” of the form, enter your name, and the title of the form you would like. Then click the checkbox to agree with the “Student Confidentiality Agreement”.

### Student Section

Student Name, Number & Form Completion Date

AndreB11 Workplace evidence form

Student Confidentially Agreement \*

Please read and check the box to confirm you understand.

By electing to submit a sample of your work for academic assessment consideration, please confirm that you have obtained approval from your supervisor to share the information provided herein. The workplace materials submitted for faculty review will remain confidential and will not be disclosed to unauthorized parties. I understand and acknowledge that my workplace supervisor will review the contents of the workplace evidence prior to their release to the faculty at York University for feedback and verification.

- 6) Scrolling down, enter the remaining details on the form. Including the;
- a. Course Information
  - b. Course Director
  - c. A description of your workplace project.

Course Information (Course Code, Section and Term) \*

DIGT 1101 A Fall 2024-2025

DIGT 1102 A Fall 2023

Course Director / Faculty \*

First and Last Name

Name here

Please enter a brief description of your workplace project (100–200 words) \*

project description here

Word count: 3 (100 - 250)

## Attaching files to the Form

- 7) In the “Attach the project files below” section, you can enter a description of your project files. To add the files, click the “+Add...” button.

Attach the project files below \*

Upload your files to your asset store, then attach them to the field below using the “Add” button.

Evidence can include source code files if permitted, screenshots of pull requests or developed software, demonstration videos, reports, etc.

description of files here

+ Add...

- 8) Click the “Add evidence” button that appears in the drop down.

+ Add...

 Add evidence

- 9) In the side menu that opens, you can either “Add an Asset” (upload a file) or “Add text only”

### Add evidence



#### Add an asset

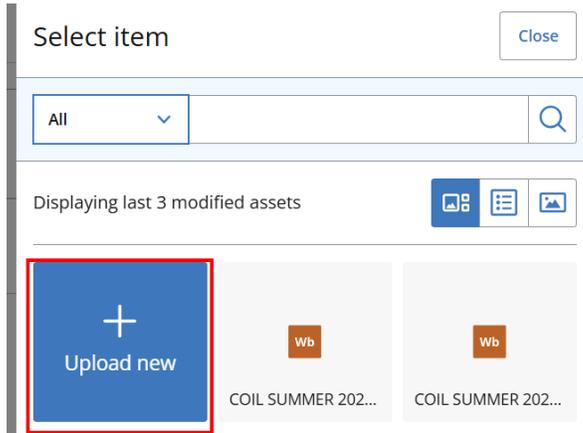
Select or upload an asset to use as evidence.



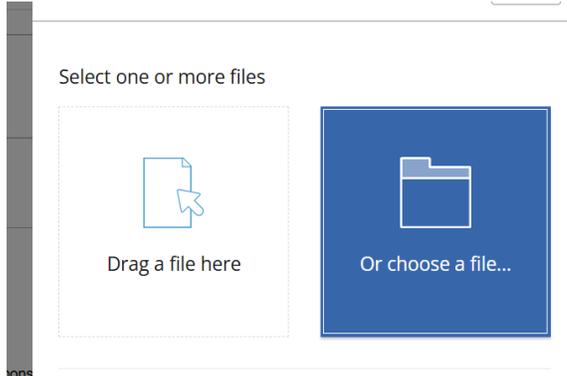
#### Add text only

Write something new to use as evidence.

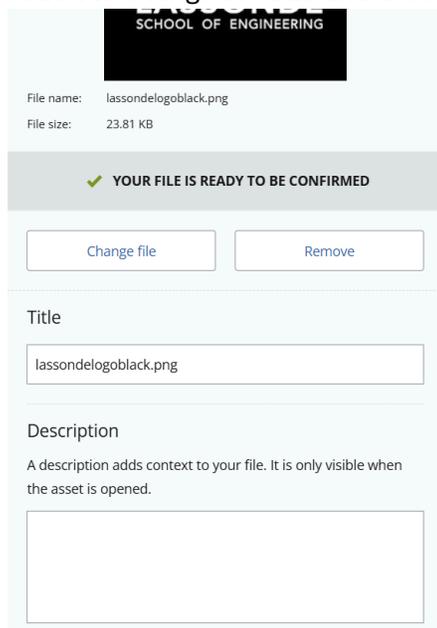
10) To proceed with adding a file click the “Add an asset” button then click the blue “Upload new” box.



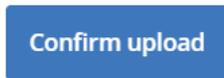
11) On the next page, you can then click to select your file or drag the file into the box.



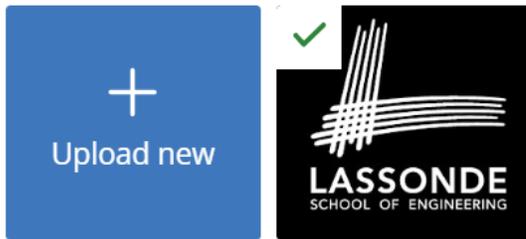
12) Once your file has been uploaded you will see a preview of the file, the file name, and a section to change the title and description of the file.



13) You can then click the “Confirm upload” button to add the file to your assets.



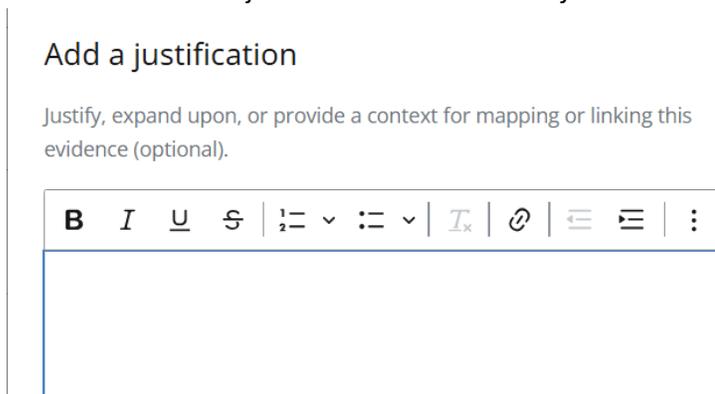
14) You will see now see the file on the previous page, beside the “Upload new” button. Ensure the file has a checkmark in the top right corner, you can select it and other files by clicking on it if it doesn’t.



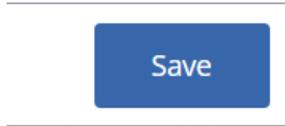
15) Once you have selected all the files you wish to add, click the “Done” button on the bottom right of the menu.



16) You can also add a justification to the files if you decide to do so.

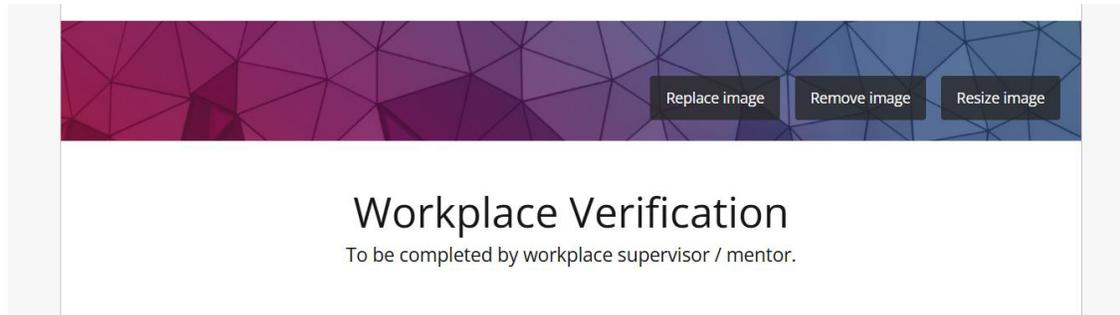


17) Once you are done adding the justification (optional) click the “Save” button on the bottom right.

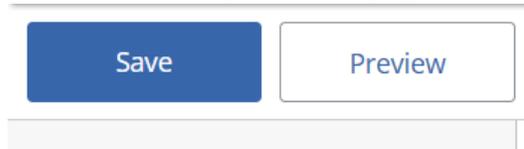


## Saving and Returning to the Form

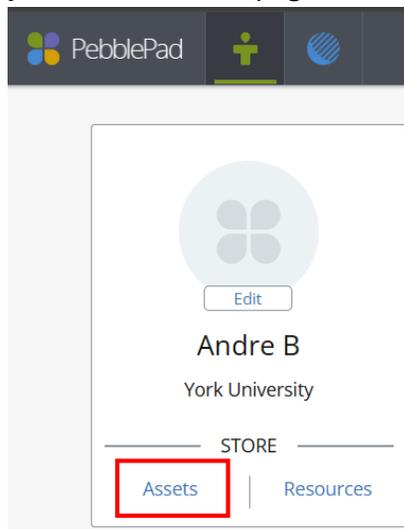
- 18) On the remainder of the form you can ignore the section labelled “Workplace Verification” this is to be completed by your supervisor.



- 19) At any point while completing this form, you can Save or Preview the form by clicking the buttons on the top left of the page.



- 20) If you log out of PebblePad after saving and want to return to your form, navigate back to your Pebble+ home page as shown in steps 1-3. Then click the “Assets” text in the Store box.



- 21) You will then see a list of all your PebblePad assets, you can find the evidence form titled with the name you gave it in step 5.

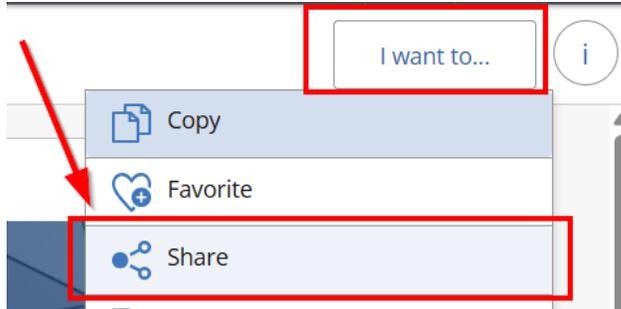


### AndreB11 Workplace evidence form

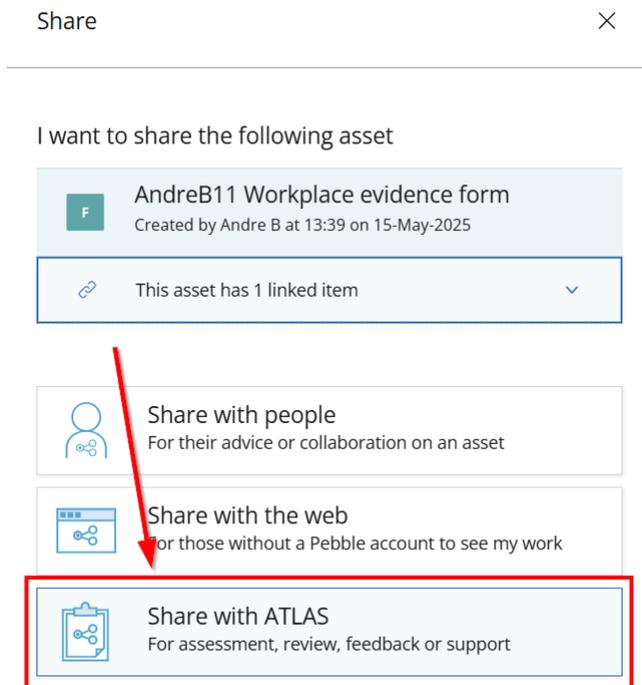
Modified by Andre B at 14:45 on 15-May-2025

## Submitting the Form

- 22)** Once you are ready to submit the form, navigate to the form as in steps 19-21. On the form page, click the “I want to...” button on the top right of the page, then click the “Share” option from the drop-down menu.



- 23)** Then on the next menu, from the list of options at the bottom click the “Share with ATLAS” button.



- 24)** On the next option, click the name of the workspace you are sharing the form too. In this case it is “DT Cohort 1 (F2023) Workplace Evidence Supervisor Verification”

Select a workspace



25) After selecting the workspace in the previous step, you will see a checkmark to show that your form can be shared. Below this you will also see a notification that **“This Asset will be locked after sharing”**

**IMPORTANT: This means that once this form is shared with the workspace, it cannot be changed or edited. Please ensure that you have fully completed the form and uploaded all evidence files before sharing with the workspace.**

26) At the bottom of the menu click the checkbox “I agree to the terms of usage” and then click the “Share asset” button on the bottom right of the menu.

27) After clicking the “Share asset” button, you will see the form confirmed to be shared with the workspace. After you will see a notification at the top of the form that it can no longer be edited.

 This asset has been locked - you cannot make any further edits.