

# FACULTY OF MEDICINE, DENTISTRY & HEALTH

## PEBBLE PAD NOTES FOR STUDENTS

### LOGIN

Log into Pebble Pad: [www.pebblepad.co.uk/sheffield](http://www.pebblepad.co.uk/sheffield)

Use your University user name and password

### Action plan

When you login you will see a request to accept an Action Plan. Click Confirm.

You can come back to this later.

### TNA (TRAINING NEEDS ANALYSIS)

To take a copy of the TNA (you will only do this task once and will keep your TNA updated as you progress your skills):

- Click on 'create new'
- Click on 'more'
- Click on 'profile'
- On the right hand pad highlight the TNA by left clicking on it
- Click the green tick in the bottom right hand corner
- The TNA should now load
- You will see a screen asking you to publish the TNA to a 'gateway', do not unselect the tick box, if you do you will not send your TNA to your Departments TNA 'gateway'
- Now start to complete the TNA
  - Click on 'click here' to begin
  - Click on 'next' to take you to the next page
  - Rate yourselves on the likert scale from 1-6 or n/a
  - For each skill a 'hover over' box will appear with information about why this skill is included
  - To finish the TNA click on 'save and close'
  - Your TNA is now stored as an 'asset' in your 'asset store' and also is on the 'gateway'
  - You will get an email confirming that you have submitted your TNA to the gateway

### To make changes to your saved TNA

- Click on 'view'
- A left hand pad appears
- Find your saved TNA and highlight it (left click)
- A pad to the right appears
- Click on 'edit this asset'
- Your TNA will open in a new window and you are able to make changes
- Once you have finished editing, click 'save and close'

### Send to your Supervisor

Once you have completed your first TNA you are now ready to send this to your supervisor to comment on. To share your TNA with your supervisor:

- Click on 'view'
- A left hand pad appears
- Find your saved TNA and highlight it (left click)
- A pad to the right appears
- Hover over 'send to' and a menu will appear

- Click on 'person'
- A new pad will appear over the right hand pad
- The first time you share an asset with someone new you will need to add them to 'my contacts', to do this...
  - Click on the 3<sup>rd</sup> tab 'add a contact'
  - Search for your supervisors by adding their name in the box and clicking the green tick
  - If you can't find your supervisor you need to ask them to log in to PebblePad so that they will appear for you as a contact
  - To add them make sure they are highlighted and click on the green tick to add them to your 'sharees list'
  - A new right hand pad appears
  - Select what you would like them to be able to do. It is recommended you tick 'grade/feedback', 'comment' and 'copy'
  - Click the green tick in the bottom right hand corner
  - This will now send an email to who you have shared your TNA with
  - To follow this up, if you like you could send an email informing them you have shared your TNA with them and ask them to comment on it.

#### **To view a comment on your TNA**

- Open and view your TNA
- If a comment has been made you will see a number in the speech bubble icon
- Click on the icon, this opens a 'profiler' box
- To view the comments, click 'view comments' under the 'add/edit comment' button. The 'view comments' is greyed but it is live.

#### **Action / Development Plan**

You will need to make a plan of your learning intentions within the DDP. This is best done using the 'Action Plan' tool within PebblePad.

- Click the "new received/updated assets"
- A pad opens on the left. Click "My Learning Plan"
- It will open in the pad on the right
- Click "Edit this asset". Tag the asset with a pre-formed or your own tag.
- Then go through each page tackling the questions in turn. For most of them you will not know what to write at this stage but save anything you have added by clicking on the number 7 at the bottom and then the green tick.
- That is now in your asset store and you can share this with your supervisors in due course.