



Charles Sturt  
University

PebblePad Help Documents

# Resources and Assets

Division of Learning and Teaching

Charles Sturt University - TEQSA Provider Identification:  
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# What Resource Options Are There?

In Pebble+ you can 'Get Creative' (create something new). If you wish to create a structured resource for students to complete specific activities in sequence, consider 'Resources for designers'.

- Workbook – *Combine multiple templates to create a series of structured activities.*
- Templates – *A single page form providing a structure layout for recording information.*

If you wish to allow students to create their own portfolio and assets, consider supporting their use of 'Assets for learners'.

- Portfolio – *Showcase stories about your learning with this multiple page presentation.*
- Page- *Present your stories using embedded media and links to supporting materials.*
- Collection – *Group together assets matching criteria you can customise.*
- Activity log - *Demonstrate progress by recording hours and points on development activities.*
- Blog – *Collect chronological posts and media to easily record your ongoing activities.*

**Please note:** Resources are an 'open' circle, whilst assets are a 'coloured' square.



**Resource**



**Asset**

## Do You Need Advice or Assistance?

Please log a [DLT REQUEST - Educational Designer](#)

# Create a Workbook or Template

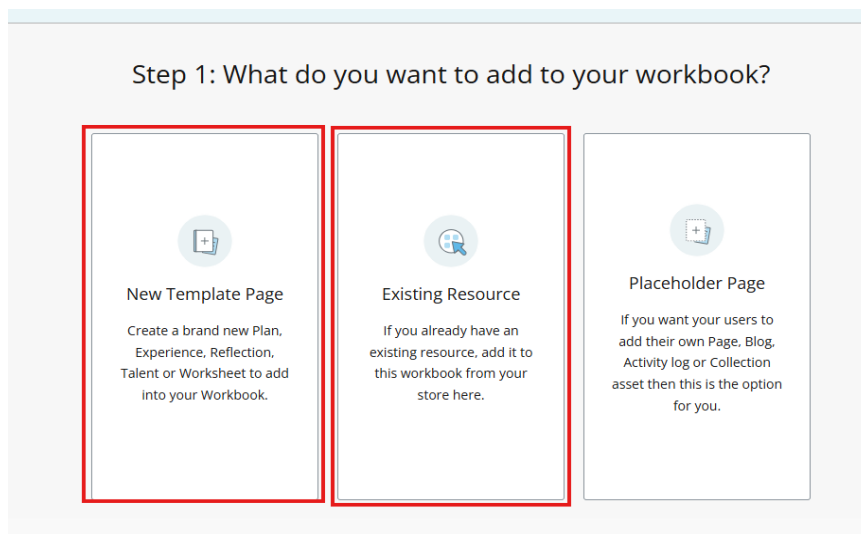
1. Log into PebblePad <https://v3.pebblepad.com.au/login/csu>
2. Under 'Get Creative', click 'Get Started'.

The screenshot shows the PebblePad dashboard interface. At the top left, there is a user profile for Charles Sturt University with an 'Edit' button. Below it is a 'STORE' section with 'Assets' and 'Resources' links. The main content area is divided into four columns. The first column, 'You last worked on', shows an 'EXAMPLE WORKBOOK' with a 'View your history' button. The second column, 'Get creative', features a document icon with a plus sign, the text 'Get creative With Portfolios, Pages, Blogs, Collections and Activity Logs.', and a red-bordered 'Get started' button. The third column, 'Favourites', shows a dashed box with a heart icon and the text 'No favourites yet', followed by a 'Help with favourites' section. The fourth column, 'Help Hub', has a question mark icon and the text 'Learn how to use PebblePad. View PebblePad's Help Hub'. At the bottom right, there is an 'Activity' section with the text 'View a timeline of activity for your assets. View activity timeline'.

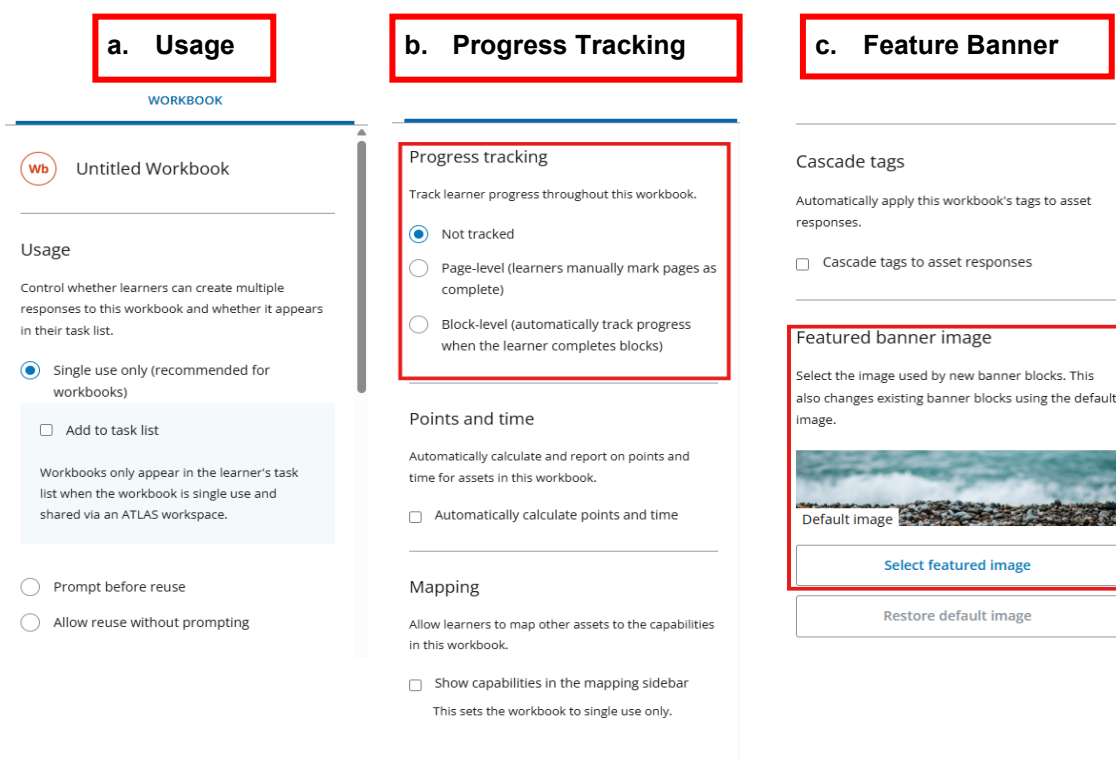
3. Under 'Resources for designers', click 'Workbook' or 'Template'.

The screenshot shows the 'Resources for designers' section. It is divided into two main parts: 'Assets for learners' and 'Resources for designers'. The 'Assets for learners' section contains five cards: 'Portfolio' (Po), 'Page' (Pa), 'Collection' (C), 'Activity log' (A), and 'Blog' (B). The 'Resources for designers' section contains two cards: 'Workbook' (Wb) and 'Template' (Tp). Both the 'Workbook' and 'Template' cards are highlighted with a red border. The 'Workbook' card describes combining multiple templates to create a series of structured activities. The 'Template' card describes a single page form providing a structured layout for recording information.

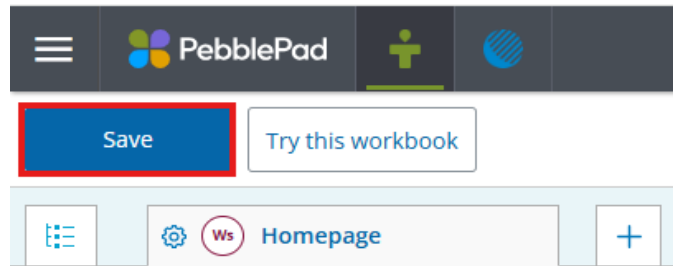
- Click 'New Template Page', or 'Existing Resource'.



- In the 'Properties' panel on the right-hand side, click the 'Workbook' heading and confirm the following settings:
  - Usage:** Select 'Single use only' and 'Add to task list' is recommended by PebblePad for **Workbooks**.  
OR  
Select 'Allow reuse without prompting (recommended for **templates**)'
  - Progress tracking:** Select the level of tracking required for the document.
  - Featured Banner Image:** Select 'Select Featured Image' and choose or upload an image to use.



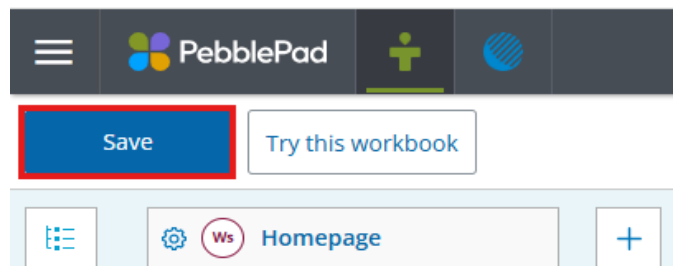
6. Click 'Save' and provide your resource a name when prompted. (Whenever you edit the resource, repeat this step.)



7. To create the resources using PebblePad (individually or within the workbook) see the below help guides located on the PebblePad Help Hub:
  - a. [Build a Workbook](#)
  - b. [Build a Template](#)
  - c. [Build a Placeholder Page](#)

For further information in the block element types available and their use see below:

- d. [PebblePad Template Element Types](#)
8. After making any changes, click 'Save'



# Sharing a Resource

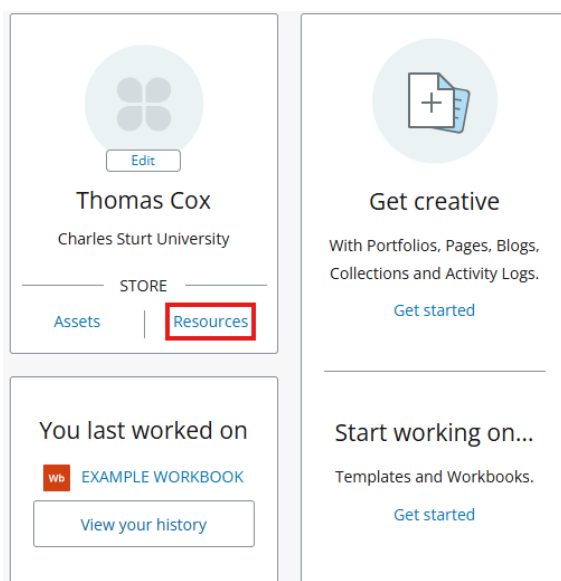
## With People:

Use if you want people to make their **own copy or view only**.

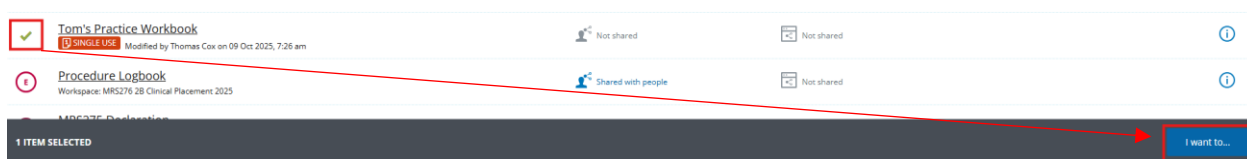
1. Navigate to your Pebble+ Homepage.



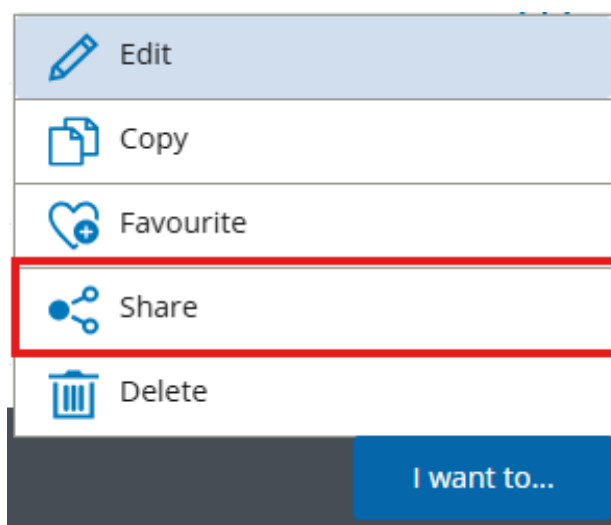
2. Under 'Store', click 'Resources'.



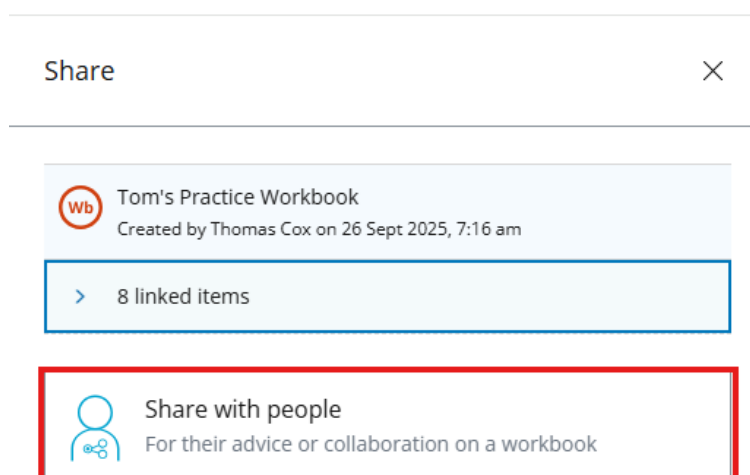
3. Select the resource you wish to share by clicking on the 'tile icon' on the left-hand side of the screen. A green tick will appear to show the asset has been selected. Then select 'I want to...'



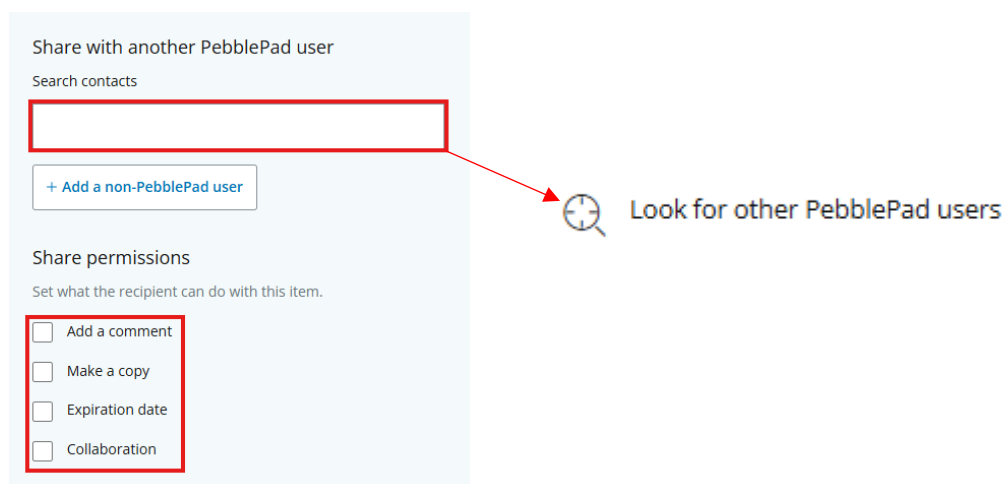
4. Click 'Share'.



5. Click 'Share with people'.



6. Search for people using their email addresses and determine permissions to give them. You may need to click 'Look for other PebblePad users'



7. Click 'Share resource'.



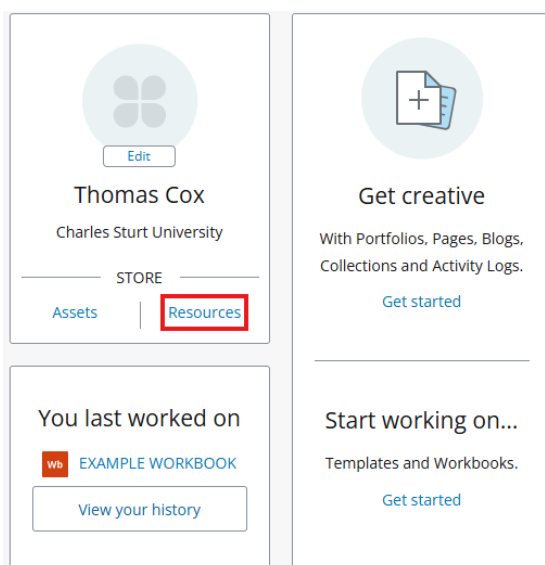
### With Collaborators:

Use if you would like people to be able to **edit**. Only **ONE** person can edit at a time. To 'unlock', click 'save' when you have finished editing.

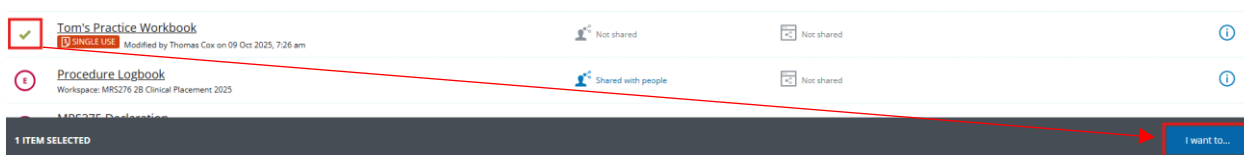
1. Navigate to your Pebble+ Homepage.



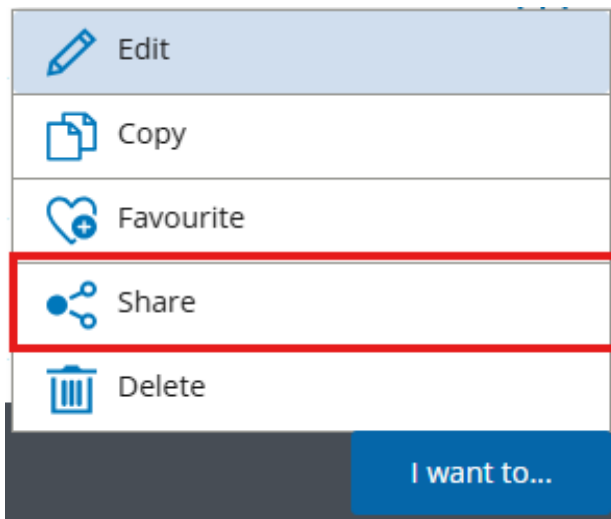
2. Under 'Store', click 'Resources'.



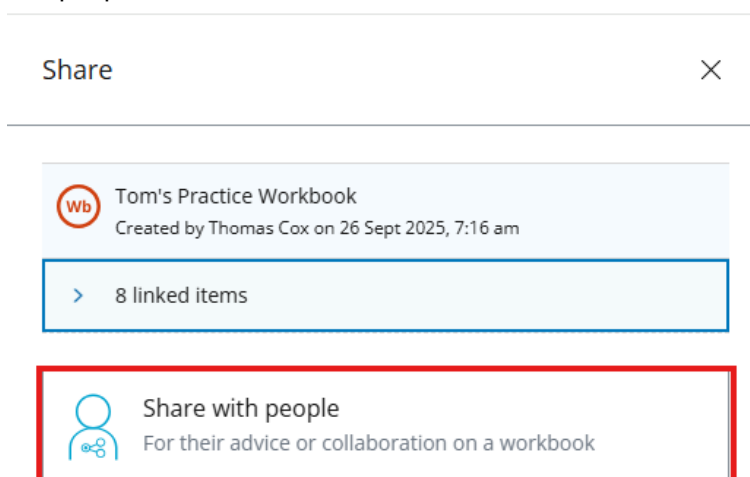
3. Select the resource you wish to share by clicking on the 'tile icon' on the left-hand side of the screen. A green tick will appear to show the asset has been selected. Then select 'I want to...'.



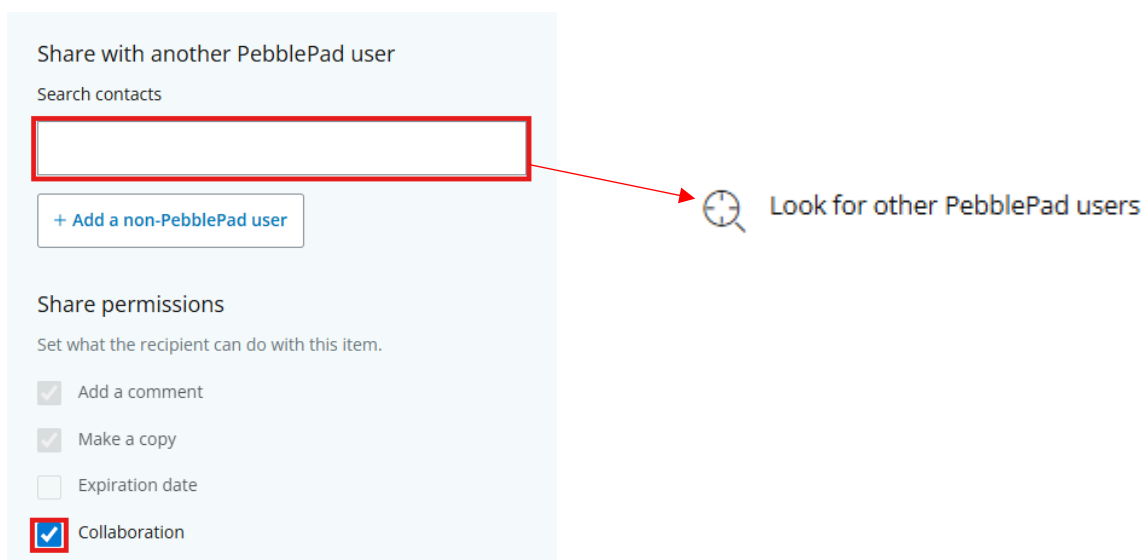
4. Click 'Share'.



5. Click 'Share with people'.



6. Search for people using their email addresses and select collaborator determine permissions to give them. You may need to click 'Look for other PebblePad users'



7. Click 'Share resource'.



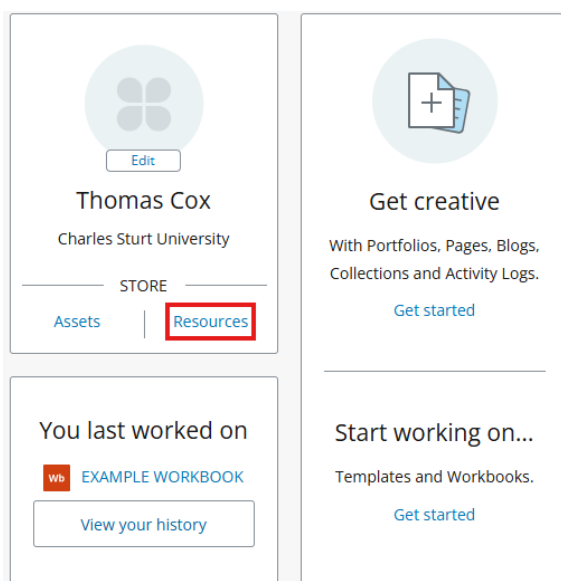
# Copying a Resource

This creates an independent duplicate of a resource. It can only be done if you own or co-own the resource, or it has been shared with you with copy permissions.

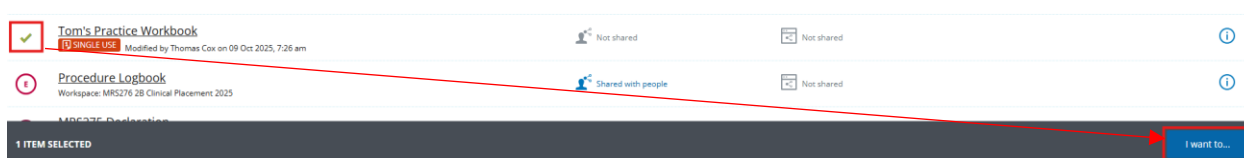
1. Navigate to your Pebble+ Homepage.



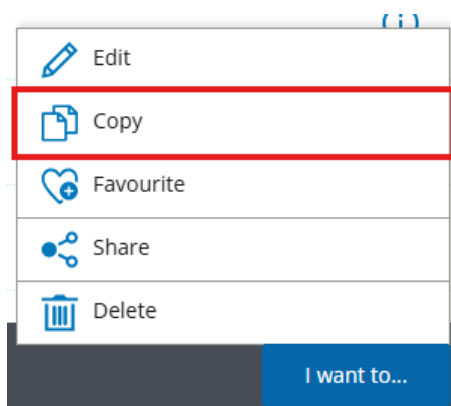
2. Under 'Store', click 'Resources'.



3. Select the resource you wish to share by clicking on the 'tile icon' on the left-hand side of the screen. A green tick will appear to show the asset has been selected. Then select 'I want to...'



4. Click 'Copy'.



5. Under 'Title', provide an appropriate name for the resource. Under 'Linked items', ensure that the setting 'Copy all linked items to my asset store' is checked.

**Title**

Tom's Practice Workbook copy

**Linked items**


This resource is linked to other items. Do you want to copy these linked items as well?



Copy all linked items to my asset store


6. Click 'Copy item'.


Cancel Copy item

7. Refresh the page and the new resource should appear at the top of your resource list.

 **Order by: Modified date (newest first)**

 **COPY OF PRACTICE WORKBOOK**  
 SINGLE USE Modified by Thomas Cox on 16 Feb 2026, 9:33 am

 **What? So what? Now what?**  
Generic PebblePad template

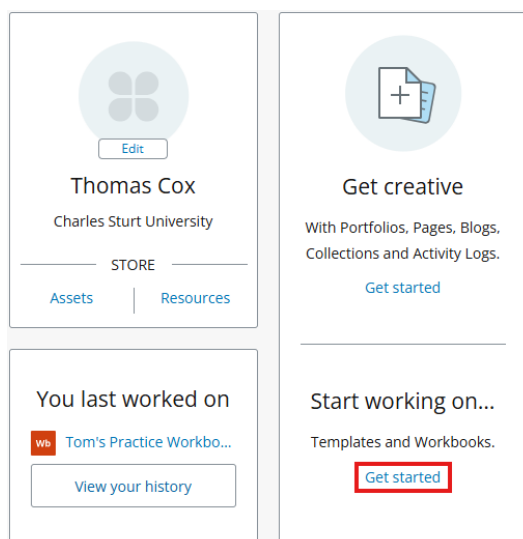
 **Structured Reflection**  
Generic PebblePad template

# Supporting Students with Assets

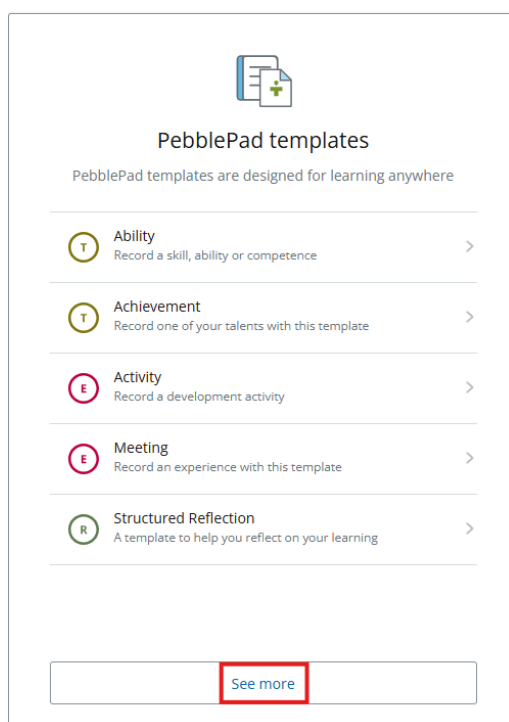
## Understanding Asset Types

If you wish to allow students to create (and submit) their own assets, below are steps to help you develop competence in supporting them.

1. Log into PebblePad <https://v3.pebblepad.com.au/login/csu>
2. Click 'Get started' under 'Start working on...'



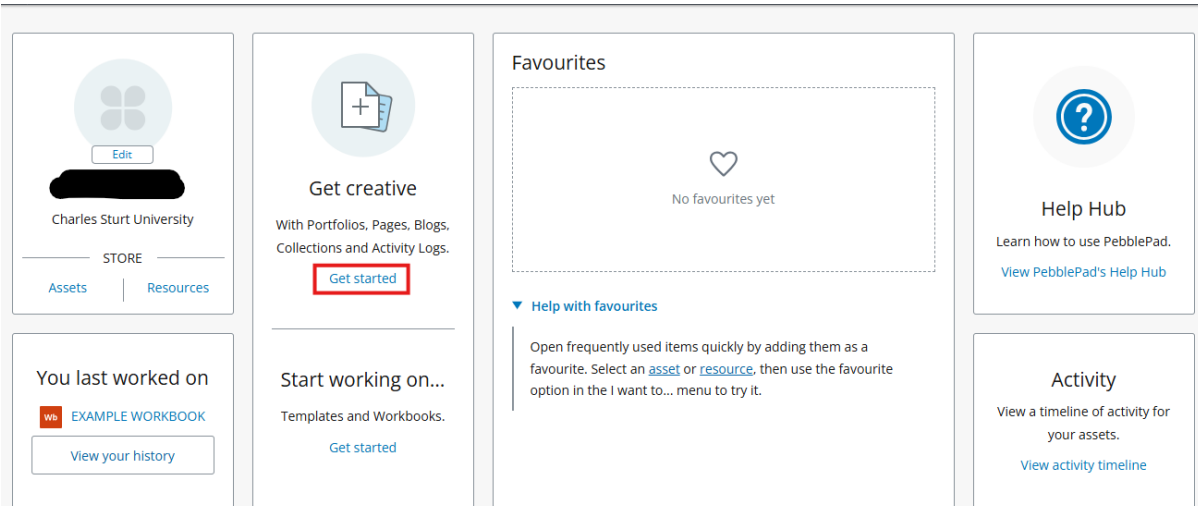
3. Click 'See more' at the bottom of the pop-up and familiarise yourself with the examples created by PebblePad to see how they can be used.



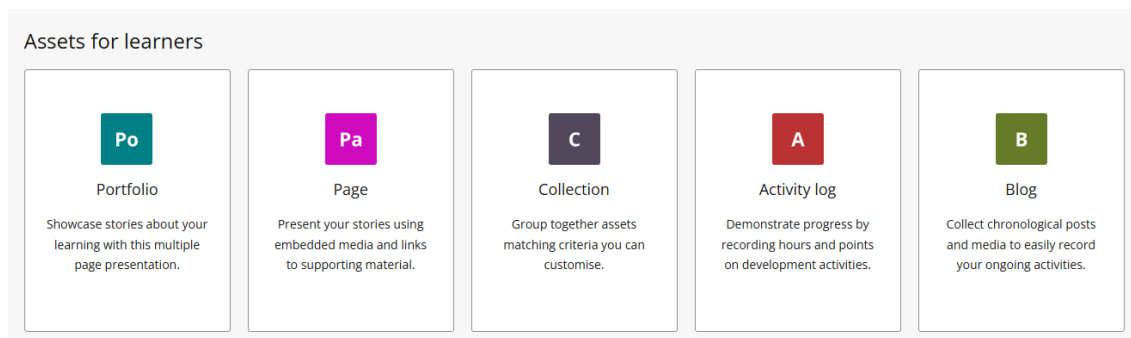
4. Click the Pebble+ icon.



5. Under 'Get Creative', click 'Get Started'.

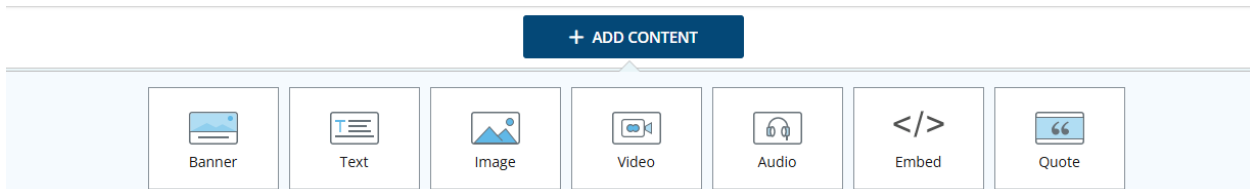


6. Follow the instructions on screen (read the descriptions of the different options) and select an option from 'Assets for learners' to create the asset.



Below are the content options for each:

a. Portfolio and Page



## b. Collection

Please enter a description for your collection:

**+ START BUILDING YOUR COLLECTION**

Three options for adding assets to a collection:

- Add individual assets
- Add assets by tags
- Add advanced criteria

## c. Activity Log

Please enter a description for your activity log:

**Add hours/points to your activity log**

Create a record of your activity using the target hours and points options below.  
*Tip: You can log time and points to your assets using the 'asset info' sidebar.*

Two options for adding activity:

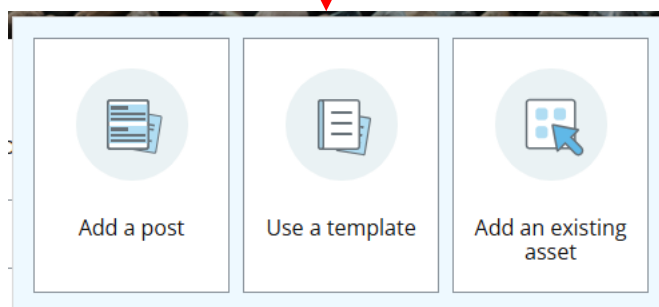
- Add target hours
- Add target points

d. Blog

Please enter a description for your blog:

Type your description here

+ ADD TO YOUR BLOG



Below are a series of help guides designed by PebblePad for learners to help with using these tools:

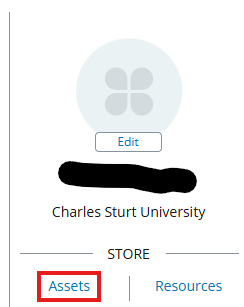
- [Create an activity log](#)
- [Create a blog](#)
- [Create a collection](#)
- [Create a page](#)
- [Create a portfolio](#)

## Sharing an Asset with a Workspace

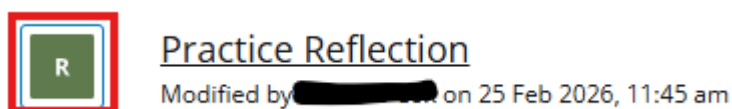
1. Click the Pebble+ icon.



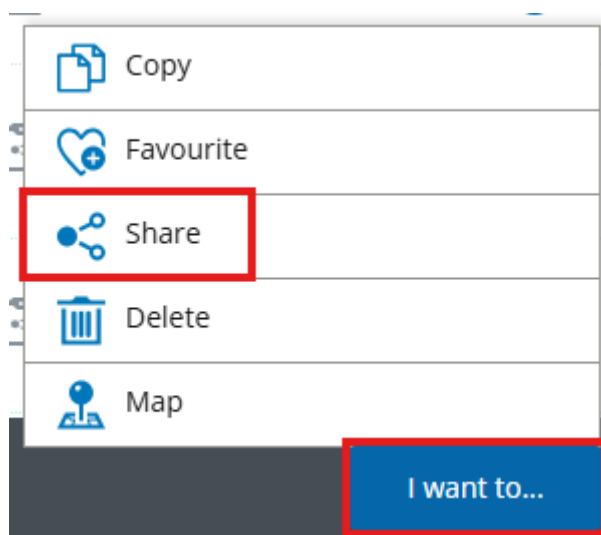
2. Under 'Store', click 'Assets'.



3. Select the asset tile.



4. Click 'I want to...', then click 'Share'.



5. Click 'Share with ATLAS'.

Share with people  
For their advice or collaboration on an asset

Share with the web  
For those without a Pebble account to see my work

Share with ATLAS  
For assessment, review, feedback or support

6. Select the appropriate workspace.

Select a workspace

1. Ed Tech Example/Testing Space  
Can I share? ✓

2026 Nursing test  
Can I share? ✗

Ed Tech Testing Workspace 2026 1  
Can I share? ✓ Assignments: 2

MRS276 2B Clinical Placement 2025  
Can I share? ✓ Assignments: 2

7. Select the relevant assignment. **Please note: this is only if there are multiple assignments in the workspace.**

Select an assignment

Workspace Assignment 1  
Can I share? ✓

Workspace Assignment 2  
Can I share? ✓

8. Check the box 'I agree to the terms of usage', then click 'Share asset'.



I agree to the terms of usage

---

Back

Share asset

Resulting Screen will have the below notice next to the asset.



Shared with 1 workspace