



Charles Sturt  
University

PebblePad Help Documents  
**LMS (Brightspace)  
Integration**

Division of Learning and Teaching

Charles Sturt University - TEQSA Provider Identification:  
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# LMS (Brightspace) Integration

**Please note:** This setup cannot be completed until the subject site has been provisioned.

Integration allows a link to be created in Brightspace subjects directly to ATLAS workspaces (see Manage LTI Workspace Connections below), enabling smooth movement between the LMS (Brightspace) and PebblePad. Other features include:

- Single sign-on access.
- Auto enrolment of staff and students.
- Auto-submission options - assignments can open a template and prompt students to submit work to ATLAS.
- Automatic grade syncing from PebblePad to Brightspace.

## Enrolment

### Students (Users/ Members/ Learners)

Once you have completed the LMS (Brightspace) Integration, all students enrolled in the associated Brightspace site will be automatically enrolled in PebblePad (this can take up to 24 hours). Students may need to select the PebblePad Assignment link to activate their account.

### Academics (Managers / Lead Tutors / Workspace Assessors)

Once you have completed the LMS (Brightspace) Integration, all staff enrolled in the associated Brightspace site will be automatically enrolled in PebblePad (this can take up to 24 hours). Staff may need to select the PebblePad Assignment link to activate their account.

## Create an Assignment Link

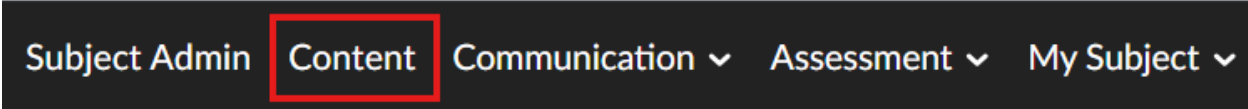
In PebblePad an assignment is a designated **submission point** within an ATLAS workspace where students submit their assets such as reflections, portfolios, or files.

This guide shows you how to create this direct link to PebblePad.

**Please note:**

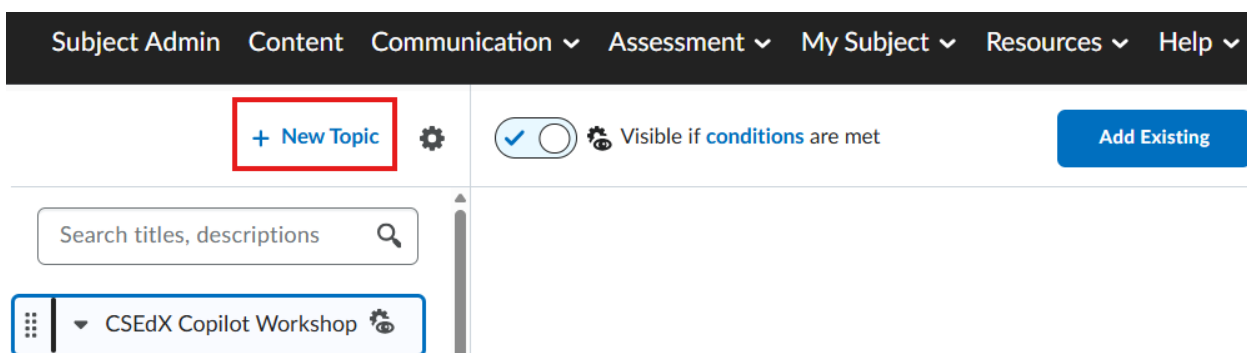
- If an **academic** clicks on this link, it will load the **ATLAS Workspace**.
- If a **student** clicks on this link, it will load their **Pebble+ home page**.

1. Log into Brightspace: <https://learn.csu.edu.au/d2l/home>
2. Navigate to your subject site and click '**Content**' from the top ribbon menu.



Subject Admin **Content** Communication ▾ Assessment ▾ My Subject ▾

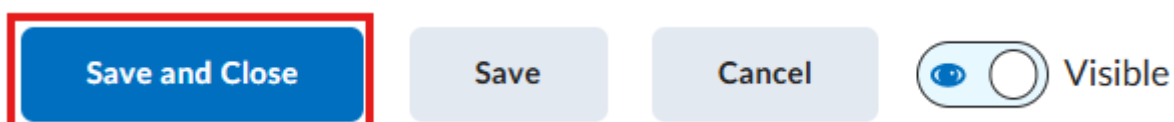
3. Click 'New Topic' to create a PebblePad folder.



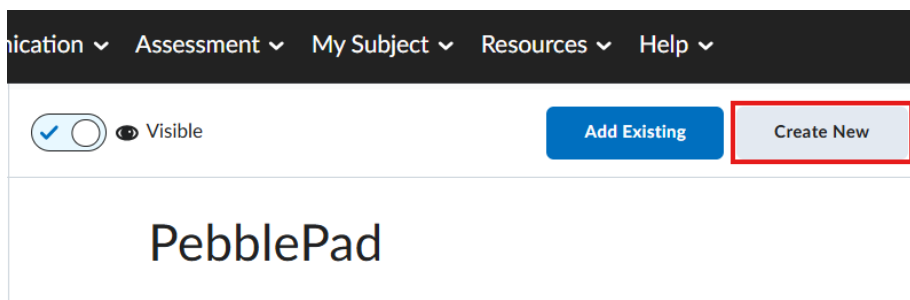
4. Name the folder 'PebblePad', provide an overview of the folder's contents.

A screenshot of the 'New Topic' form. At the top, there is a breadcrumb trail: '< Back' and 'New Topic'. Below this is the 'Unit Title \*' field, which contains the text 'PebblePad'. Underneath is a link for 'Add Due Date'. The 'Description' section features a rich text editor with a toolbar containing icons for Paragraph, Bold, Italic, Underline, Text Color, List, Bulleted List, Link, Unlink, and a plus sign. The font is set to 'Lato (Recomm...)' and the size is '19px'. The description text reads: 'This folder contains everything you need to be able to use PebblePad including:' followed by a bulleted list: '• Link/s to PebblePad and information on how it is used in this subject', '• Terminology and Definitions', '• Instructions on sharing and tagging in PebblePad', '• Support for using PebblePocket', and '• Links to further PebblePad support'. A small icon is visible in the bottom right corner of the description box.

5. Make sure the folder is 'Visible' then click 'Save and Close'.

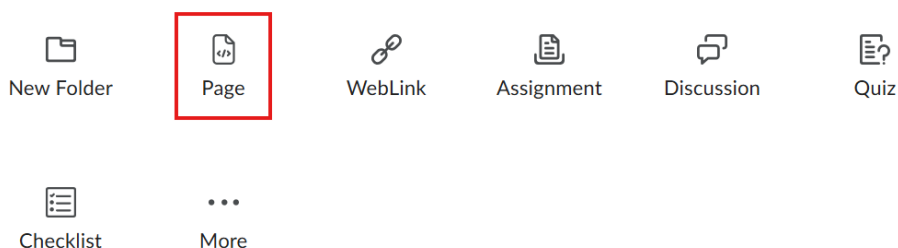


6. Click the folder and then click 'Create New'.



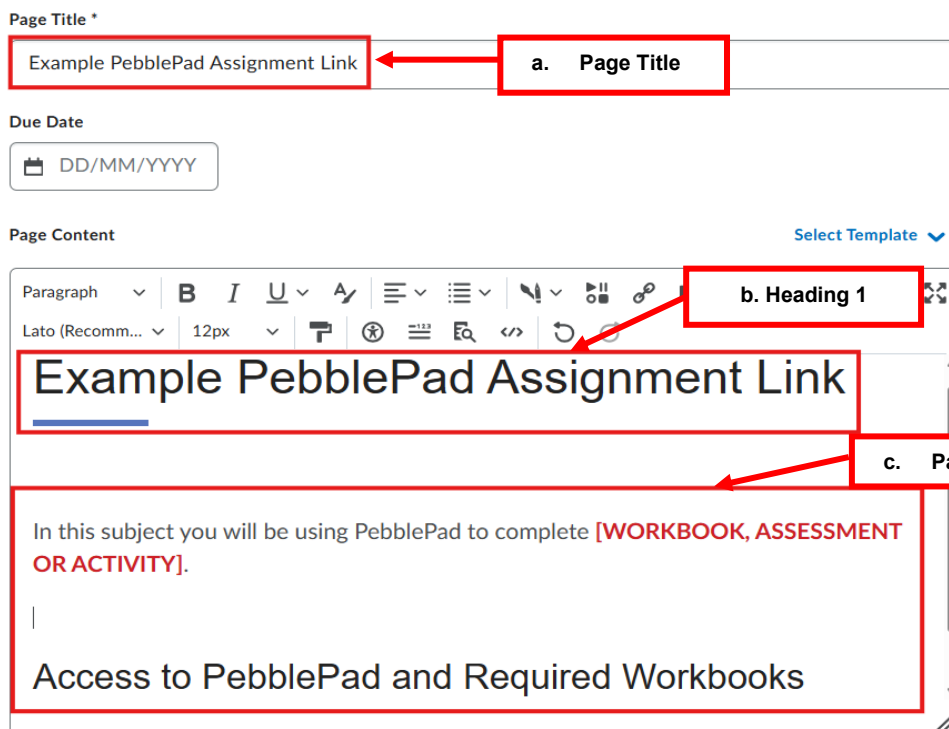
7. Click 'Page'.

What would you like to create?



8. Fill in the following details:

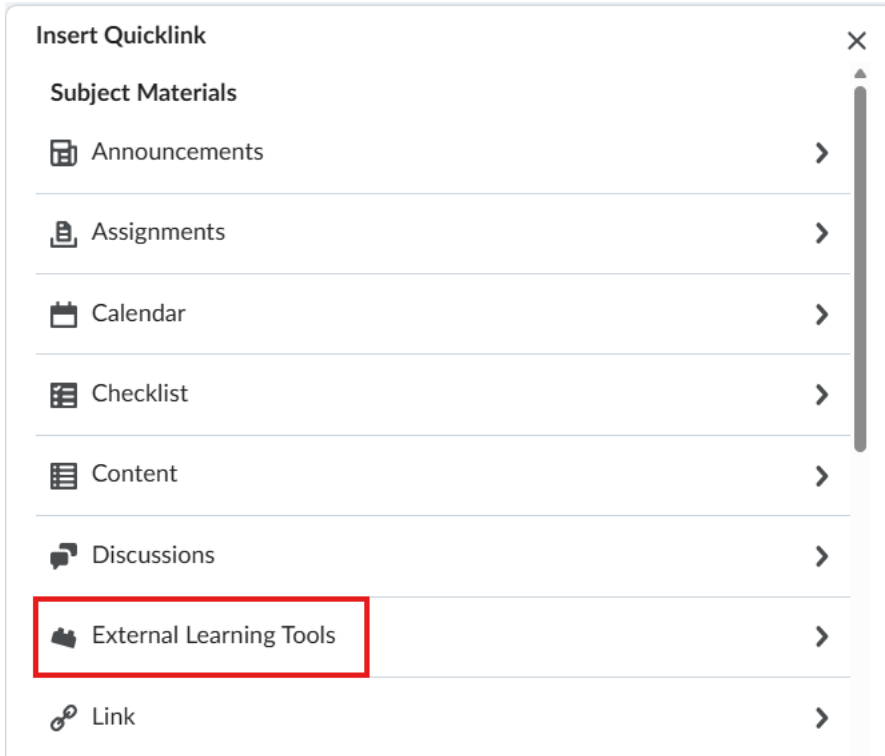
- a. Page Title: '[Subject Code] PebblePad Assessment Link'
- b. Page Content: Heading 1: '[Subject Code] PebblePad Assignment Link'
- c. Page Content: Paragraph Text: Provide information on what the link does, and what process students need to follow.



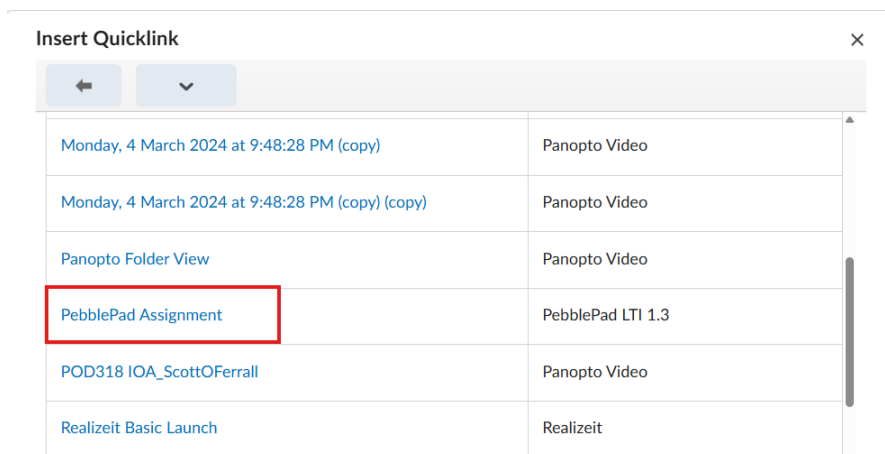
- 9. Place cursor where you wish to insert the link.
- 10. Click 'Insert Quicklink'.



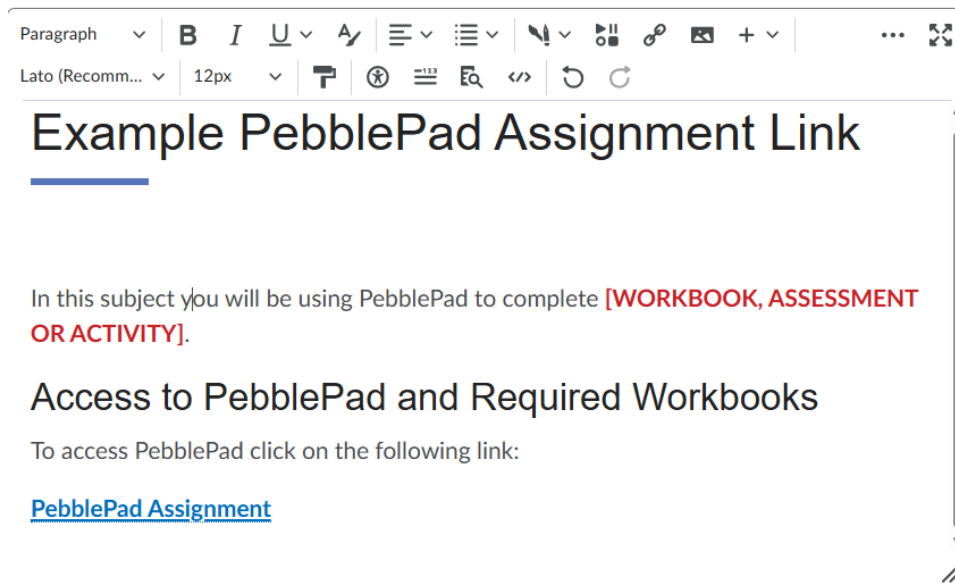
- 11. Click 'External Learning Tools'. (This is because the link will take users out of Brightspace).



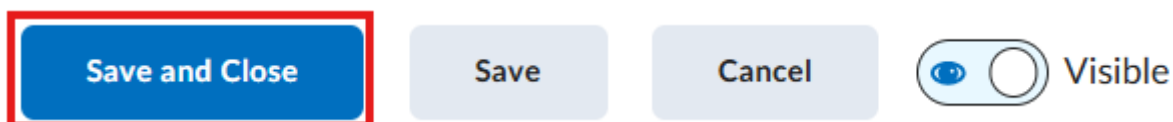
- 12. Scroll and click 'PebblePad Assignment'. (The link automatically inserts.)



13. You will return to the page with the link to PebblePad inserted in the content.



14. Make sure the page is 'Visible' and click 'Save and Close'.



## Creating a Workspace

### Creating Your First Workspace

This section is for subjects that are **NEW** to using PebblePad. This guide follows on directly from the 'Brightspace - PebblePad Assignment Link' guide above.

1. In your subject site, navigate to the content page with the PebblePad Assignment link embedded.
2. Click the 'PebblePad Assignment' link.

### Example PebblePad Assignment Link

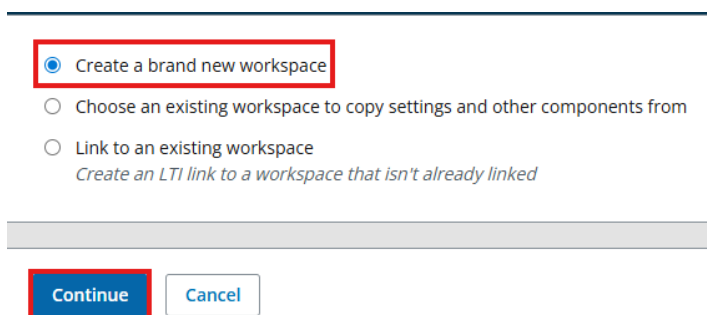
In this subject you will be using PebblePad to complete [WORKBOOK, ASSESSMENT OR ACTIVITY].

#### Access to PebblePad and Required Workbooks

To access PebblePad click on the following link:

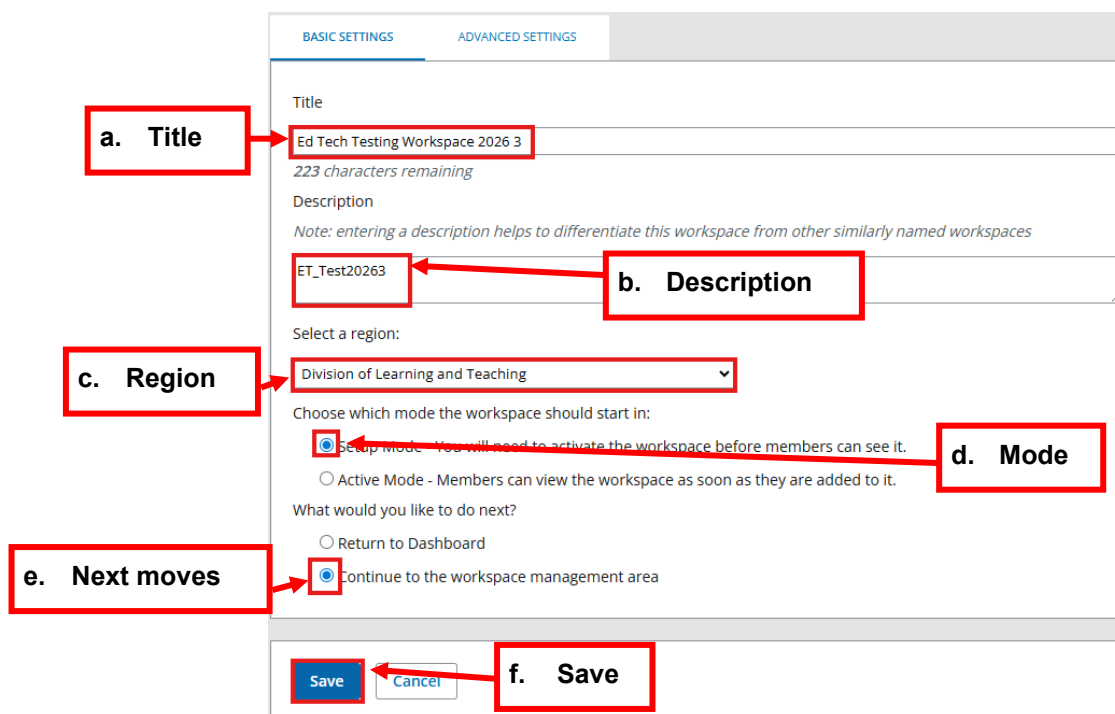
[PebblePad Assignment](#)

3. Select 'Create a brand new workspace'.
4. Click 'Continue'.



A screenshot of a form with three radio button options. The first option, 'Create a brand new workspace', is selected and highlighted with a red box. The second option is 'Choose an existing workspace to copy settings and other components from'. The third option is 'Link to an existing workspace' with a sub-note 'Create an LTI link to a workspace that isn't already linked'. Below the options are two buttons: 'Continue' (highlighted with a red box) and 'Cancel'.

5. In 'Basic Settings':
  - a. Title: Name the Workspace '[SUBJECT CODE] [YEAR]'.
  - b. Description: Provide a short title or description of workspace
  - c. Region: Select the School your subject is part of.
  - d. Leave 'Setup Mode' selected.
  - e. Leave 'Continue to the workspace management area' selected.
  - f. Select 'Save'.



A screenshot of the 'BASIC SETTINGS' form for creating a workspace. The form has two tabs: 'BASIC SETTINGS' (active) and 'ADVANCED SETTINGS'. The form fields are annotated with red boxes and arrows pointing to them from labels on the left:

- a. Title**: Points to the 'Title' field containing 'Ed Tech Testing Workspace 2026 3'.
- b. Description**: Points to the 'Description' field containing 'ET\_Test20263'.
- c. Region**: Points to the 'Select a region:' dropdown menu showing 'Division of Learning and Teaching'.
- d. Mode**: Points to the 'Setup mode' radio button, which is selected.
- e. Next moves**: Points to the 'Continue to the workspace management area' radio button, which is selected.
- f. Save**: Points to the 'Save' button at the bottom of the form.

6. In 'Advanced Settings':
  - a. Select 'Submissions' and 'Resources' as pages users can view.
  - b. Select 'Submissions' as the landing page.
  - c. Click 'Save'.

BASIC SETTINGS    **ADVANCED SETTINGS**

These advanced settings are all optional  
Select which pages should be visible to workspace users

About  
 Submissions  
 Resources  
 Community  
 Conversations

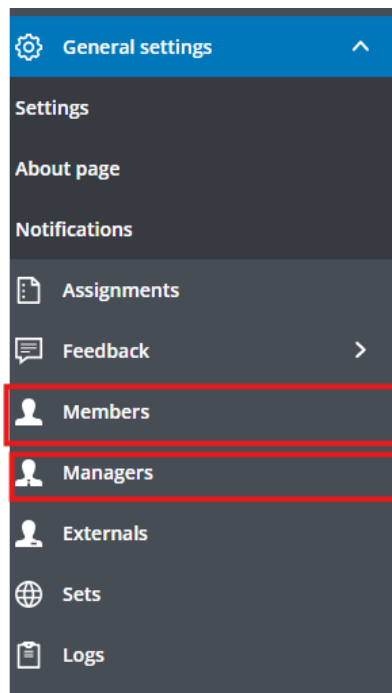
Select which page a user should land on when entering the workspace

About  
 Submissions  
 Resources  
 Community  
 Conversations

**Save**    Cancel

7. Members (Students) are automatically brought over based on enrolments in the subject site. These can be manually added if required by going to the 'Members' and 'Managers' tabs in the left-hand menu. **See 'Adding Managers (Academics)' guide.**

Please note: Enrolled students can be found by selecting 'Members' then 'User Group (Synchronised)'.



8. Edit the 'About' page to reflect how your workspace will be used by members. Then click 'Save'.

The information you add here will be seen by users on the About page.

Paragraph System Font 12pt B I U S [List Icons] [Color Icon] [Link Icon] [Undo Icon] [Redo Icon]

Welcome to the workspace for this unit or course.

The workspace is structured into 4 main parts – this page where you can find outline information, the submissions page where your work will be displayed for review and assessment, the resources page where supporting materials might be found, and the conversations page where you may be asked to participate in activities or where FAQs might be posted.

**Submissions**

Typically your work can only be seen by you and anyone involved in teaching, supporting or assessing you. You can normally only see one another's submitted work if you are involved in a peer assessment activity or if you are sharing ideas, materials and resources with each other.

**Resources**

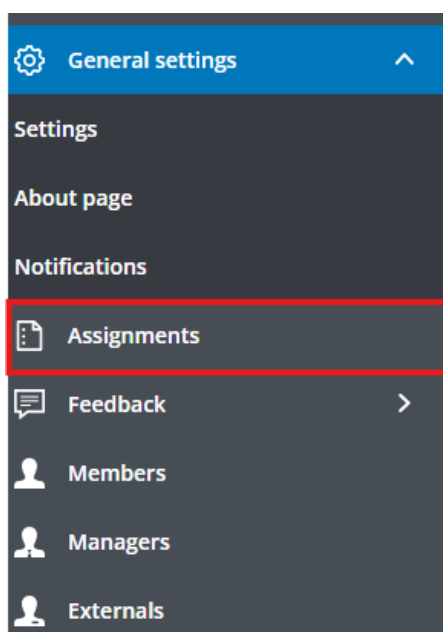
Links to documents and other assets, as well as to people and internet locations can normally be found in the resources section. Most resources will be 'view only' but some will enable you to copy them to your own asset store either as a permanent record or as a starting point for your own work.

**Conversations**

Multiple conversations – or threads – might operate on this page. According to the permissions that have been set you might be able to start new conversations or just reply to existing ones. If a conversation you take part in is particularly valuable, for example if it demonstrates a particular skill or understanding, you can choose to save all or part of the conversation as an asset into your Pebble+ account.

Save

9. Click the 'Assignments' tab in the left-hand menu.



10. Determine 'Assignment' settings (see following images):

- Select 'Member submissions' (if only students submit assets) or 'Assessor submissions' (if students do not submit assets).
- Leave 'Submission Viewer 2' selected.
- Leave 'Submission locking' and 'Deadlines' settings unselected.
- Select '1' or 'Unlimited' for 'Maximum number of submissions per user' based on whether students submit 1 or more assets.
- Leave 'Which types of submissions should be accepted?' as default.
- Select 'Prevent users from removing their submissions'
- Click 'Save'.

### Choose an assignment type

**Member submissions**

*The standard option when workspace members are expected to submit/upload their own Assets.*

**Assessor submissions**

*Use this option when assessors are required to complete a template for the members.*

- *Deadlines are not in use*
- *Users cannot submit their own work*
- *A template or workbook must be chosen for assessment*

**Combined submissions**

*Use this option when assessors might need to assess workspace members before they have submitted their own asset(s)*

**i** You will not be able to change this option once the assignment has started and it has submissions on it.

### Choose a Submission Viewer

**Submission Viewer 2 (Recommended)**

*This will give you the best experience by allowing you to resize, search, filter and display feedback more effectively.*

**Submission Viewer (Legacy)**

*This is the older version of Submission Viewer, we do not recommend this for new assignments.*

#### Submission locking

**Lock assets on submission**

*Assets submitted or moved to this assignment will lock to prevent any further changes. Assets will unlock if they are removed or if they are moved to an assignment without this setting enabled. (Excludes linked assets.)*

#### Submission versioning

**Create a version of assets on submission**

*Assessors will not see any changes made to assets submitted to this assignment. Asset owners may use a Go to assessor view button to view their asset at the point of submission. This will be the same view their assessor sees. (Excludes activity logs and collections.)*

#### Deadlines

Work can be submitted any time after

Date (dd/mm/yyyy) Hours Mins  
22/01/2026 14 : 00

Work cannot be submitted after

Date (dd/mm/yyyy) Hours Mins  
17 : 00

Unless this late submission date is set

Date (dd/mm/yyyy) Hours Mins  
17 : 00

Work already submitted can be modified until

Date (dd/mm/yyyy) Hours Mins  
17 : 00

#### Maximum number of submissions per user

1

Which types of submissions should be accepted?

---

Allow submissions from Pebble+

*Submissions will be accepted from Pebble+ and may be restricted to specific Asset types*

Accept all types of assets

Restrict submissions to specific Asset types

Allow auto submit resources

*Auto submitted resources will be accepted*

Allow direct file uploads

*Submissions will be accepted by file upload and may be restricted to specific file types*

---

Do you want to prevent users from removing their submissions?

---

Prevent users from removing their submissions

*Users will not have the option to remove their submissions from this assignment.*

---

Save

Cancel

Please note: If you require multiple assignments follow the procedures in the 'Assignments' Guide.

## Create Using Settings From an Existing Workspace

This is for subjects that have **PREVIOUSLY USED** PebblePad and are setting up a workspace for a new session. This guide follows on directly from the 'Brightspace - PebblePad Assignment Link' guide above.

1. In your subject site, navigate to the content page with the PebblePad Assignment link embedded.
2. Click the 'PebblePad Assignment' link.

## Example PebblePad Assignment Link

In this subject you will be using PebblePad to complete **[WORKBOOK, ASSESSMENT OR ACTIVITY]**.

### Access to PebblePad and Required Workbooks

To access PebblePad click on the following link:

[PebblePad Assignment](#)

3. Select 'Choose an existing workspace to copy settings'.
4. From the dropdown, select the workspace you wish to copy.
5. Click 'continue'.

The screenshot shows a form with three radio button options:

- Create a brand new workspace
- Choose an existing workspace to copy settings and other components from
- Link to an existing workspace  
*Create an LTI link to a workspace that isn't already linked*

Below the second option is a dropdown menu with the text "Ed Tech Testing Workspace 2026 2".

At the bottom of the form are two buttons: "Continue" (highlighted in red) and "Cancel".

6. Complete the 'Basic Settings' (see below images):
- a. Name the workspace '[SUBJECT CODE] [YEAR]'.
  - b. **Optional** – Edit Description
  - c. Region: Select the School your subject is part of.
  - d. Select components to duplicate:
    - i. Settings
    - ii. About Page
    - iii. Assignments (select first assignment to link to)
    - iv. Managers
    - v. External users (if used for a WIL subject)
    - vi. Sets (if used for a WIL subject)
    - vii. Feedback settings
    - viii. Resources (only if resources do not require updates)
  - e. Leave 'Setup Mode' option selected.
  - f. Leave 'Continue to the new workspace' selected.
  - g. Click 'Finish' (New Members and Managers will be auto-enrolled from Brightspace link).

The screenshot shows the 'Basic Settings' form for a new workspace. It is divided into two main sections. The top section is for the workspace title and description. The bottom section is for selecting a region. Red boxes and arrows highlight the specific fields mentioned in the instructions.

**Title of the new workspace**

Ed Tech Workspace 2026 4 **a. Title**

*231 characters remaining*

**Edit Description** **b. Description**

**Select a region**

Division of Learning and Teaching **c. Region**

Choose which of the following components you want to duplicate into the new workspace

- Settings  
*Including visible pages, notifications etc.*
- About page  
*The text or webfolio/folio page used for the about page*
- Assignments  
*All assignments and deadlines. No submissions or extensions will be copied. Assignments will all be set to active. Remember to adjust any deadlines after the duplication is complete.*  
You can currently only link to one assignment. Please select an assignment to link to: PebblePad Assignment ▾
- Members  
*All groups including permissions and members*
- Managers  
*All managers and their permissions*
- External users  
*All external users*
- Sets  
*All sets and their members*
- Feedback settings  
*All feedback settings, templates and statement collections*
- Resources  
*All resource panels will be duplicated and references will be made to resources that you own or are available to the new workspace. To preserve auto-submit settings you must also duplicate assignments.*

**d. Duplicated Components**

Choose which mode the workspace should start in:

**e. Mode**

- Setup Mode - You will need to activate the workspace before members can see it.
- Active Mode - Members can view the workspace as soon as they are added to it.

Choose what you would like to do after the duplication is complete

**f. Next Steps**

- Return to Dashboard
- Continue to the new workspace

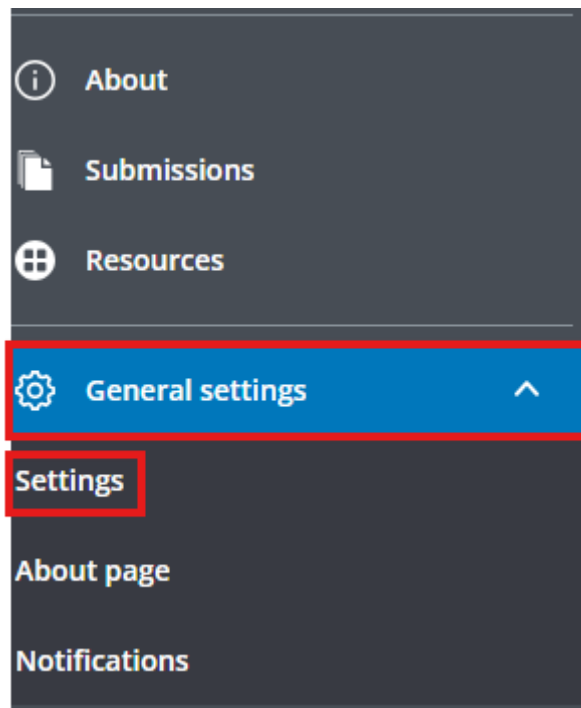
**Finish**

**g. Finish**

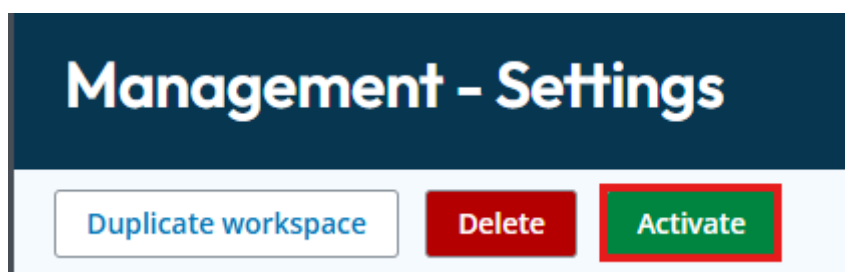
Please note: You land in 'Settings' (under 'General settings'). Use the left-hand menu to double-check and edit assignments. To create multiple assignments, follow the 'Assignments' guide.

# Activating Your workspace

1. Click 'General Settings', then click 'Settings'.



2. Click 'Activate' (green button) to create your workspace. *This can also be done later if you are not yet ready to make the workspace 'live'.*



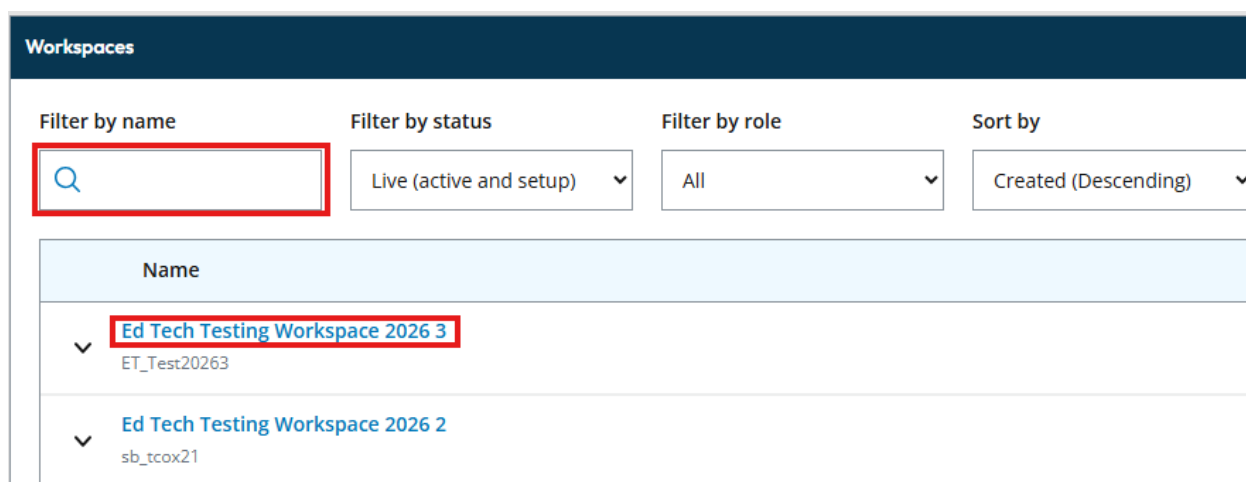
# Adding Managers (Academic)

Please note: For a manager to be added to your workspace they need to already have a PebblePad account.

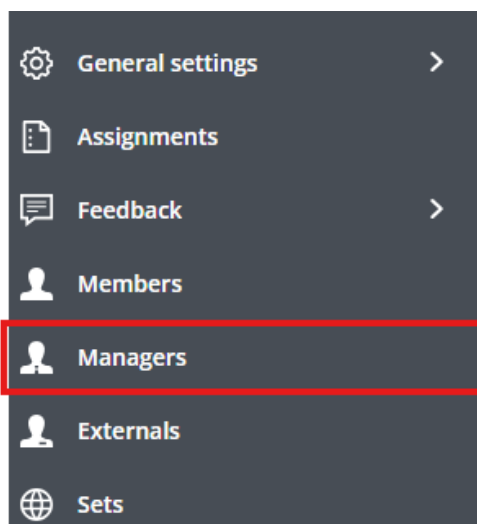
1. Navigate to your ATLAS homepage.



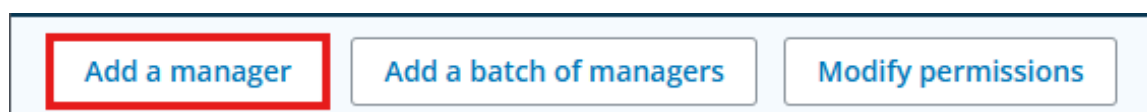
2. Select your workspace from 'Workspace I am managing' OR search.



3. Click 'Managers' from the left-hand menu.



4. Click 'Add a manager'.




5. Fill in either 'Exact Username/Email' or 'Forename' and 'Surname'. Click 'Go'.



**OR**

Exact Username/Email: <input type="text"/> <input type="button" value="Go"/>	Forename: <input type="text"/>	Surname: <input type="text"/> <input type="button" value="Go"/>
---------------------------------------------------------------------------------	-----------------------------------	--------------------------------------------------------------------

6. Select the correct individual. Click 'Save'.

<input type="checkbox"/>	<u>Display Name</u>
<input checked="" type="checkbox"/>	 Murray Rose
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

7. Select the correct role (usually 'Lead Tutor').

Display Name	Remove	Active roles			
Murray Rose		<input checked="" type="button" value="Lead Tutor"/>	<input type="button" value="Tutor"/>	<input type="button" value="Moderator"/>	<input type="button" value="Personalise"/>
Thomas Cox		<input type="button" value="Lead Tutor"/>	<input type="button" value="Tutor"/>	<input type="button" value="Moderator"/>	<input type="button" value="Personalise"/>

8. Repeat steps 4-7 for all academics **OR** use the 'Add a batch of managers' option and follow the prompts given.

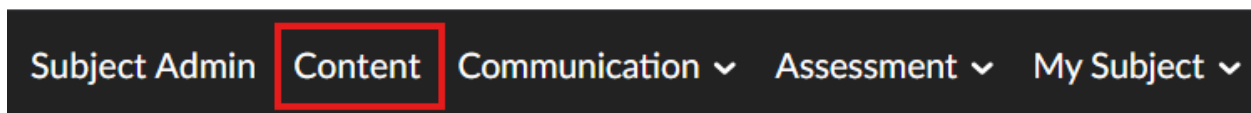
# Create a Resource Link

In PebblePad a resource is a **template** (workbooks or other structured learning tools) created by staff to guide students through activities, reflections, or assessments.

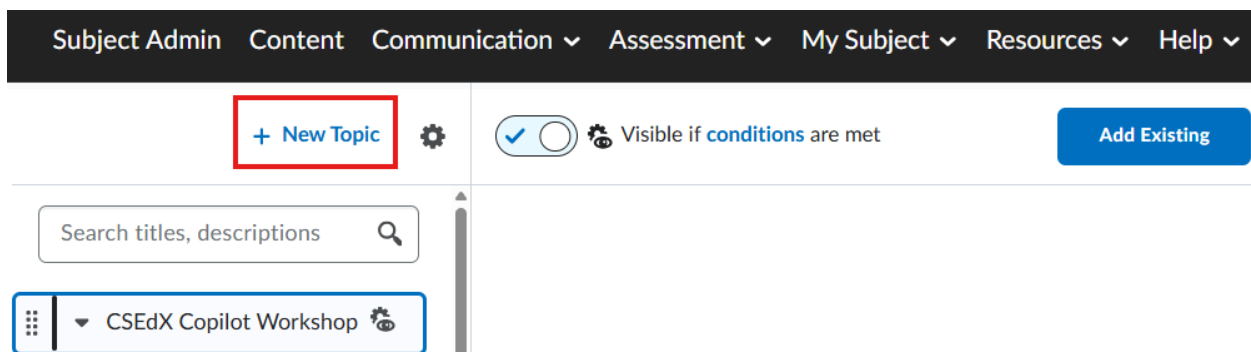
This guide shows you how to create a direct link to a selected resource.

**Please note: If an academic clicks on this link, it will load an error as this link is specifically for the student role. To edit this resource please login to PebblePad in a separate tab.**

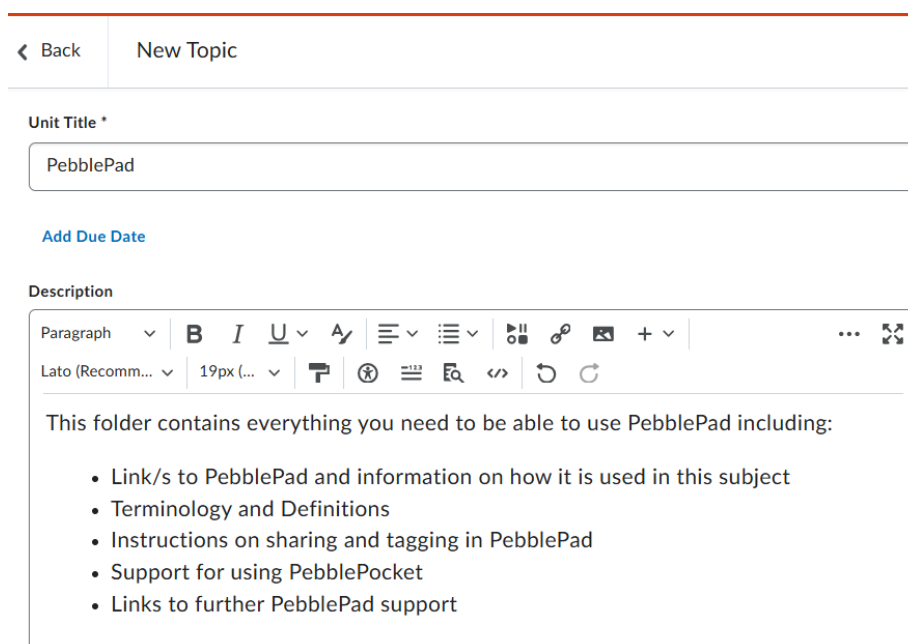
1. Log into Brightspace: <https://learn.csu.edu.au/d2l/home>
2. Navigate to your subject site and click 'Content' from the top ribbon menu.



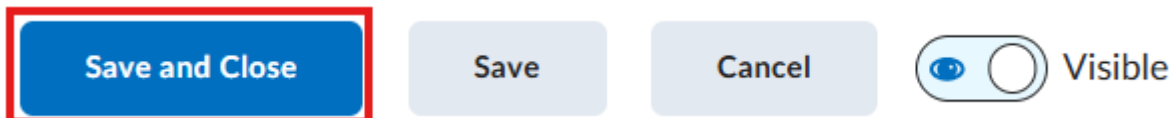
3. Click 'New Topic' to create a PebblePad folder (or use one already created – if so, skip to Step 6).



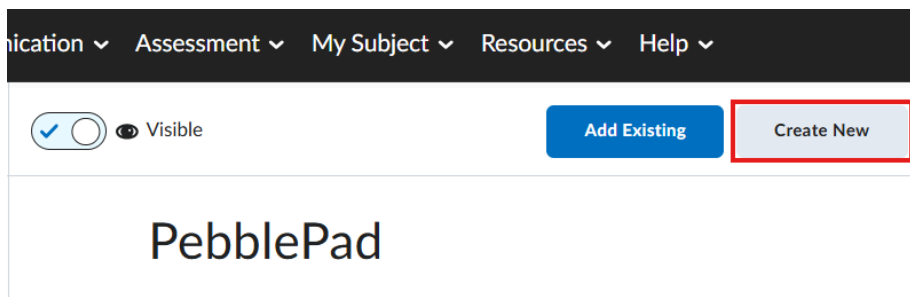
4. Name the folder 'PebblePad', provide an overview of the folder's contents.

A screenshot of the 'New Topic' form in Brightspace. The form has a breadcrumb trail: '< Back' followed by 'New Topic'. The 'Unit Title' field contains 'PebblePad'. There is a link for 'Add Due Date'. The 'Description' field contains a rich text editor with the following text: 'This folder contains everything you need to be able to use PebblePad including:' followed by a bulleted list: 'Link/s to PebblePad and information on how it is used in this subject', 'Terminology and Definitions', 'Instructions on sharing and tagging in PebblePad', 'Support for using PebblePocket', and 'Links to further PebblePad support'.

5. Make sure the folder is 'Visible' and click 'Save and Close'.

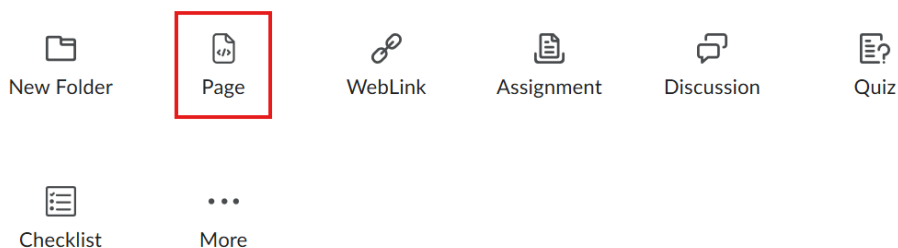


6. Select the folder and then click 'Create New'.



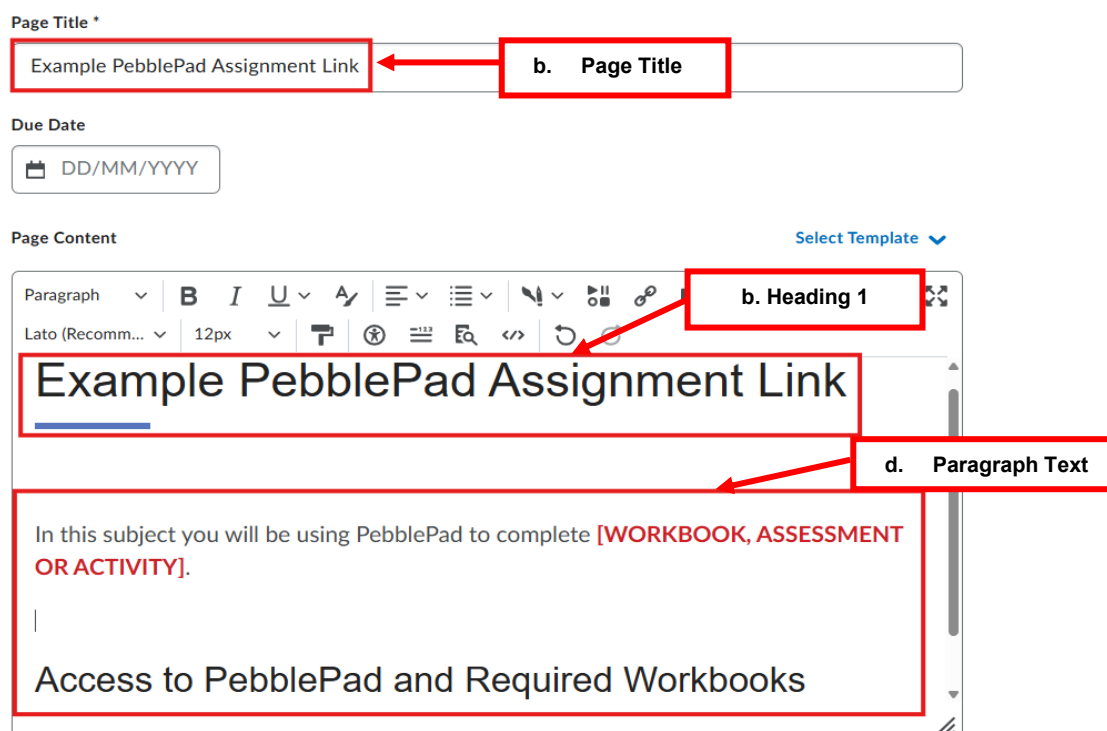
7. Click 'Page'.

What would you like to create?



8. Fill in the following details:

- a. Page Title: '[Resource Name] PebblePad Link'
- b. Page Content: Heading 1: '[Resource Name] PebblePad Link'
- c. Page Content: Paragraph Text: Information on the resource and how to use it.

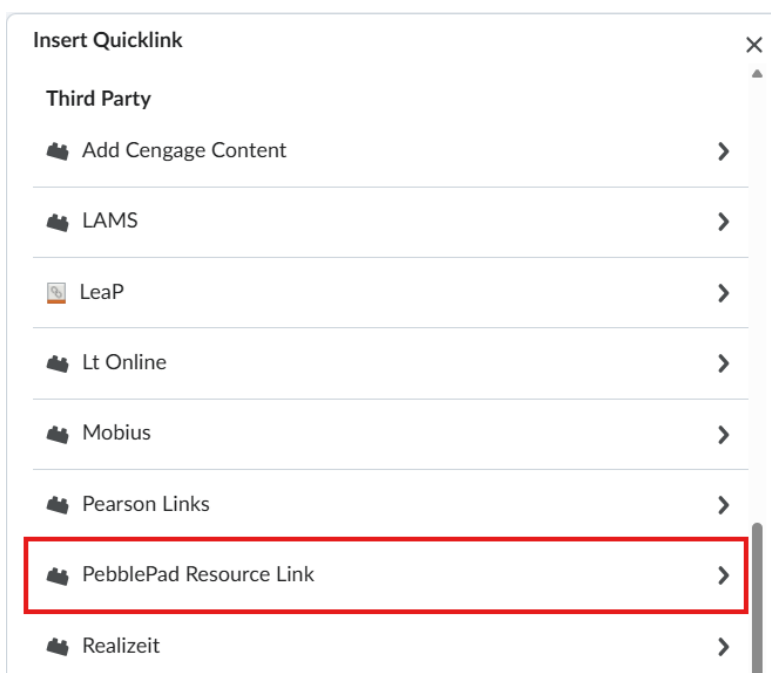


9. Place cursor where you wish to insert the link.

10. Click 'Insert Quicklink'.



11. Scroll and click 'PebblePad Resource Link'.



12. Search or scroll to find the resource you wish to link, then select the resource. (The link automatically inserts.)

