



Charles Sturt  
University

PebblePad Help Documents

# Assignments

Division of Learning and Teaching

Charles Sturt University - TEQSA Provider Identification:  
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# What are Assignments?

Are designated **submission points** within an ATLAS workspace where students submit their assets such as reflections, portfolios, or files.

## Creating Assignments

### Creating a New Assignment

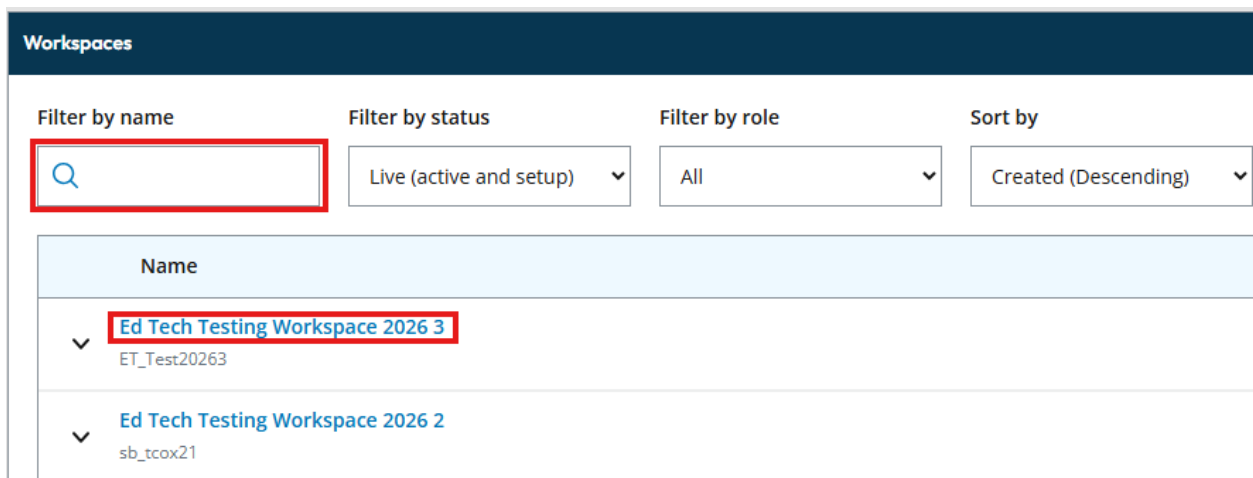
Please note: You should not need to set up a new assignment if you have created your workspace using the 'Create using setting from an existing workspace' option. You may need to edit and update the assignment.

This guide will show you the main setting options and which are most commonly used/recommended by DLT. If you want to know more about the other setting options, please see 'Assignment Settings'.

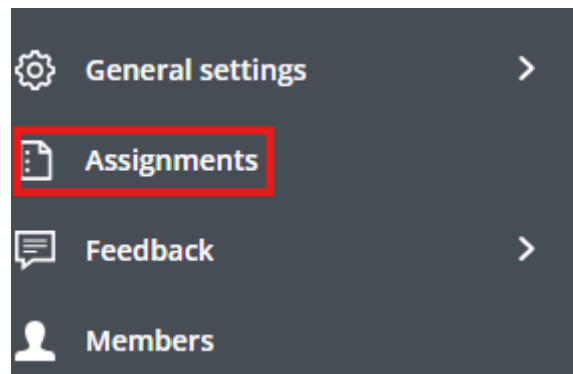
1. Navigate to your ATLAS homepage.



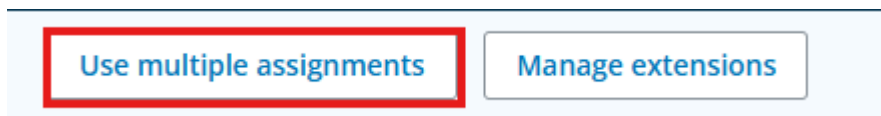
2. Select your workspace from 'Workspace I am managing' OR search.



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



4. Click 'Use multiple assignments'.



5. Provide and/or confirm a 'Title' and 'Description' as required for the assignment created when creating the workspace. Then click 'Continue'.

Title

*233 characters remaining*

Description

6. Determine 'Assignment' settings (for new assignment – see images below):
- Select 'Member submissions' (if only students submit assets) or 'Assessor submissions' (if students do not submit assets).
  - Leave 'Submission Viewer 2' selected.
  - Give the assignment a 'Title' and 'Description'.
  - Leave 'Submission locking' and 'Deadlines' settings as default unselected.
  - Select '1' or 'Unlimited' for 'Maximum number of submissions per user' based on whether student submit 1 or more assets.
  - Leave 'Which types of submissions should be accepted?' as default.
  - Select 'Prevent users from removing their submissions'
  - Select '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)*

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.*

#### Assignment Information

##### Title

*255 characters remaining*

##### Description

#### 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*

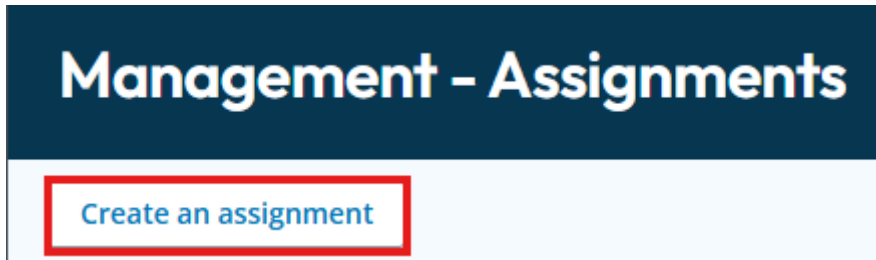
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Do you want to prevent users from removing their submissions?

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

---

7. To create another assignment, click 'Create an assignment'.



8. Repeat steps 6 and 7 for as many assignments as required.

### Edit an Existing Assignment

1. Navigate to your ATLAS homepage.



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

**Workspaces**

Filter by name

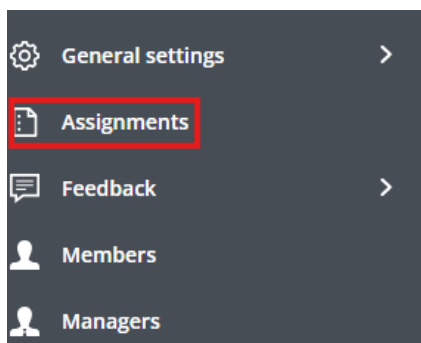
Filter by status  ▼

Filter by role  ▼


Sort by  ▼

Name
<input checked="" type="checkbox"/> <b>Ed Tech Testing Workspace 2026 3</b> ET_Test20263
<input checked="" type="checkbox"/> <b>Ed Tech Testing Workspace 2026 2</b> sb_tcox21

3. Select 'Assignments' from the left-hand menu.



4. Under 'Actions', click the three dots, then click 'Edit'.

Title	Status	Submissions	Work can be submitted any time after	Work cannot be submitted after	Late submission date	Work already submitted can be modified until	Extensions	Actions
Workspace Assignment 1	Playing	None	22 Jan 2026 14:00	Not set	Not set	Not set	None	 Edit Pause assignment Stop assignment Manage extensions Delete

5. Edit any settings within the 'Update assignment settings' page (these are the same settings as during creation). Then click 'Save'.

## Assignment Settings

The following guides developed by PebblePad will provide detailed explanations of the different assignment setting options available:

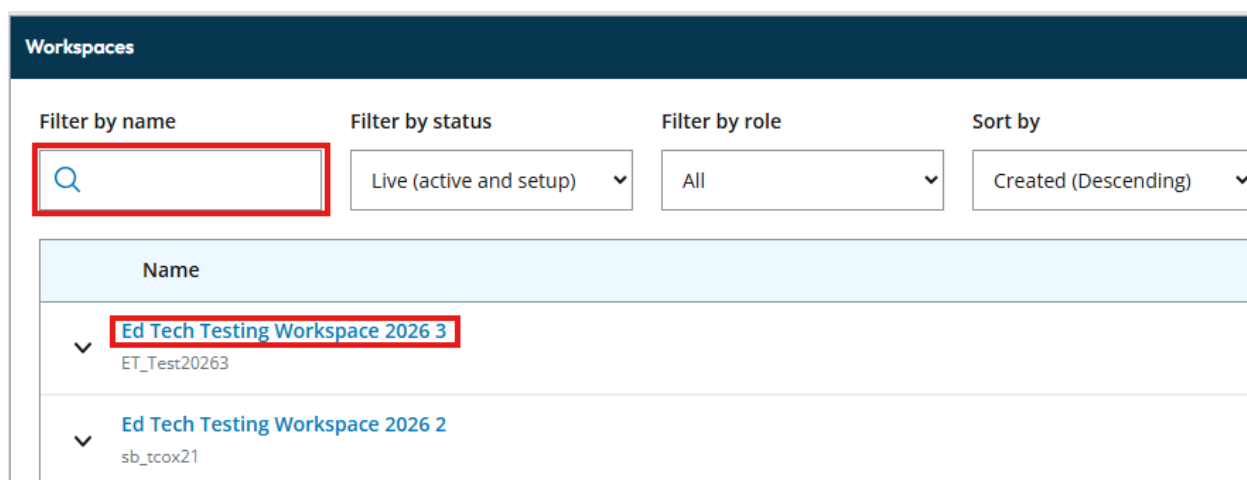
- [Chose an Assignment Type \(submission settings\)](#)
- [Deadlines, Submission Locking and Copying](#)

# Linking Resources to a Workspace and Assignment

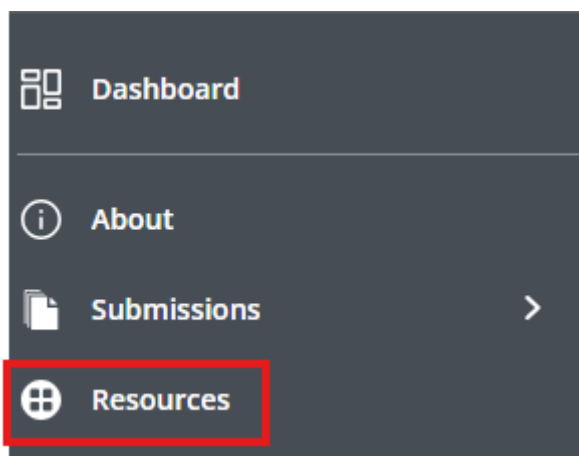
1. Navigate to your ATLAS homepage.



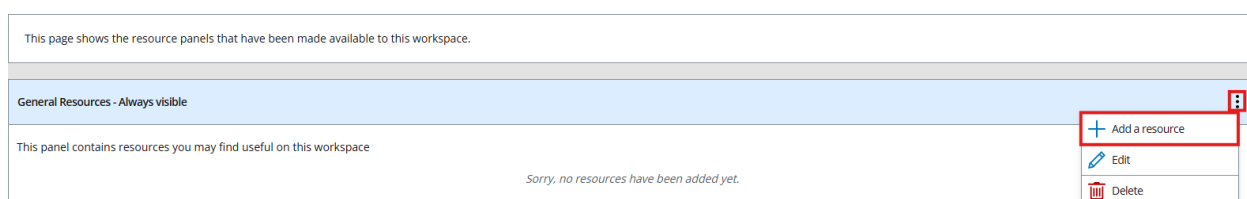
2. Select your workspace from 'Workspace I am managing' OR search.



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



4. Click the three dots on the right-hand side of the 'General Resources' panel. Then click 'Add a Resource'.



5. Select the item you wish to add:
  - a. Select where the resource is located:
    - i. MY ATLAS RESOURCES: These are resources you have already linked to an ATLAS workspace.
    - ii. MY ASSESTS: Any items you have created.
    - iii. MY WORKBOOKS: Any of your own workbooks. **(MOST USED)**
    - iv. OTHER ATLAS RESOURCES: Any resources linked to any ATLAS workspaces you are a part of.
  - b. Under actions, select 'Select item'.

The screenshot shows a navigation bar with five tabs: MY ATLAS RESOURCES, MY ASSETS, MY TEMPLATES, MY WORKBOOKS, and OTHER ATLAS RESOURCES. Below the tabs is a search bar and a table of resources. The table has columns for Type, Title, Created, and Actions. One resource is listed: 'Tom's Practice Workbook' with a 'wb' icon, created on '21 Nov 2025 09:51', and a 'Select item' button in the Actions column. Below the table, it says 'Showing 1 item' and 'Items: 50' with a dropdown arrow.

Type	Title	Created	Actions
wb	Tom's Practice Workbook	21 Nov 2025 09:51	Select item

6. Select the following settings (see image on next page):
  - a. Select 'Refer to the resource on this Workspace using its existing title and description' under 'How would you like to refer to this in the resource panel?'.
  - b. Select 'Yes' under 'Would you like to prompt the user to auto-submit the workbook when saved' and select the correct assignment from the dropdown menu.
  - c. Select 'No' under 'Make this resource the destination for the VLE/LMS link?'.
  - d. Select 'No' under 'Would you like to allow other people to use this resource on their workspaces?'.
  - e. Select 'No' under would you like to allow a user to complete this in ATLAS?'

How would you like to refer to this in the resource panel?

a.

- Refer to this resource on this Workspace using its existing title and description
- Add a new reference title and description for this resource on this Workspace

Would you like to prompt the user to auto-submit the workbook when saved?

No

*The user will be able to complete the workbook and submit it at a later date if they choose*

Yes

*Inform the users that the workbook will be automatically submitted to the chosen assignment upon saving*

Choose an assignment to publish the resource to:

PebblePad Assignment ▾

Make this resource the destination for the VLE/LMS link? (This connects to your institution's VLE/LMS via LTI.)

c.

No

*The user will be taken to their Pebble+ Dashboard when the user clicks the link in the VLE/LMS. (Managers are sent to ATLAS.)*

Yes

*This resource will open when the user clicks the link in the VLE/LMS.*



Resources you add to ATLAS can be managed in the resource manager located on the ATLAS dashboard.

Would you like to allow other people to use this resource on their workspaces?

d.

No

Yes

Would you like to allow a user to complete this in ATLAS?

e.

No

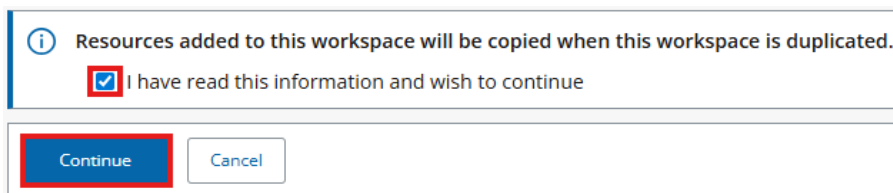
*The user will not be able to complete this in ATLAS*

Yes

*Allow the user to complete this in ATLAS*

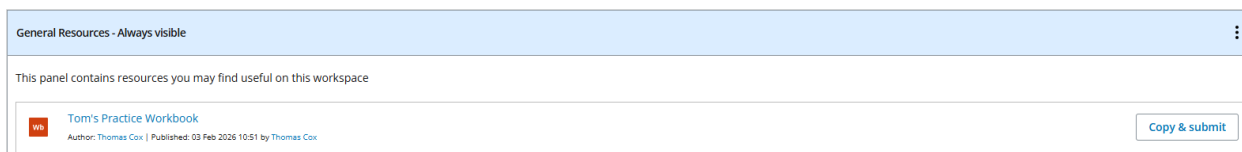
*Note: this will open a version of the in ATLAS which may not have all of the functionality of a completed in Pebble+*

7. Check 'I have read this information and wish to continue'. Then click 'Continue'.



A confirmation dialog box with a light blue header. The header contains an information icon (i) and the text "Resources added to this workspace will be copied when this workspace is duplicated." Below the header is a checkbox with a red border and a blue checkmark, followed by the text "I have read this information and wish to continue". At the bottom of the dialog are two buttons: "Continue" (highlighted with a red border) and "Cancel".

8. The screen you will see as a result of completing the process.



A screenshot of a "General Resources - Always visible" panel. The panel has a light blue header with a three-dot menu icon on the right. Below the header, it says "This panel contains resources you may find useful on this workspace". There is a single resource card for "Tom's Practice Workbook" with a small icon on the left. Below the title, it says "Author: Thomas Cox | Published: 03 Feb 2026 10:51 by Thomas Cox". A "Copy & submit" button is located on the right side of the resource card.

# Marking Assignments

## Feedback and Marking Setup (Subject convenors)

Before marking, please ensure you have viewed 'Feedback and Marking' below and decided on a consistent marking and feedback approach.

You can manage these feedback options in the 'feedback settings' tab of the ATLAS workspace.

## Manage Feedback Setting

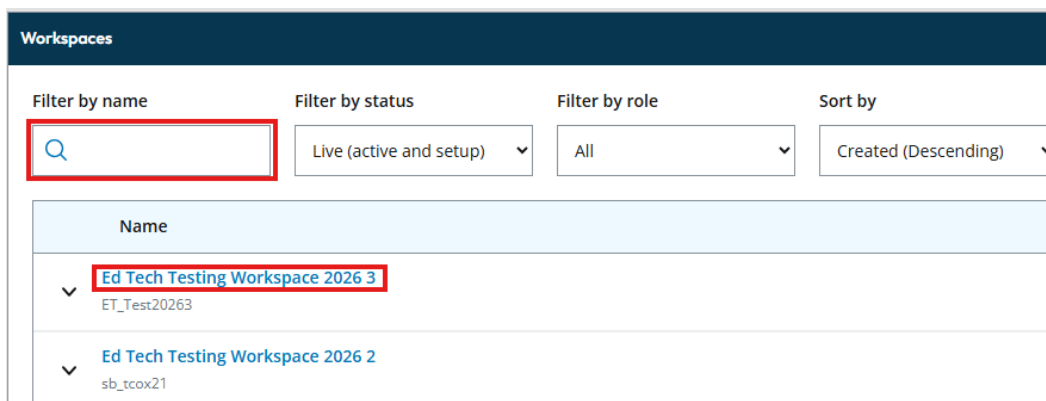
[Manage feedback settings | Workspace Manager - Using PebblePad : Help Hub](#)

## View Submissions

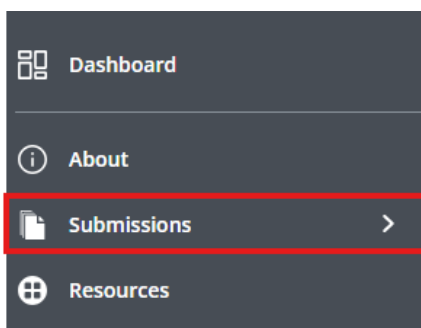
1. Navigate to your ATLAS homepage.



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



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



PebblePad has a specific guide on how to do this on their PebblePad Help Hub.

**Please note: Most assignments show the 'live' version of a submission (which can be continually worked on). To ensure equitable marking, specify the viewing date as the due date and time (shown below). This provides a historical snapshot of students' submission.**

The screenshot shows a web interface for viewing submissions. It includes a 'You are viewing:' section with a dropdown menu set to 'Clinical Logbook Year 3'. To the right, there are fields for 'Date (dd/mm/yyyy)' set to '22/01/2026' and 'Time' set to 'Midnight (23:59:59)'. A 'Go' button is located to the right of the time field. Below these fields, there are two more dropdown menus, one showing 'Live' and another showing 'Specify a date...'.

[View submissions | Assessors - Using PebblePad : Help Hub](#)

## View Attached Evidence

PebblePad has a specific guide on how to do this on their PebblePad Help Hub.

[View attached evidence PebblePad guide](#)

## Feedback and Marking

**DLT recommends** the following options for providing informal formative feedback and formal summative feedback and grading.

Informal formative feedback:

- [Give a Comment](#) - *Comments can be added to a submission in order to give **informal, formative feedback to learners**. They are able to reply to your post for an ongoing discussion.*

Formal summative feedback and grading

- [Give Feedback](#) - *Feedback can be added to a submission for **formal, summative assessment of learner's work**, and they can reply to your post for ongoing discussion and direction.*
- [Give a Grade](#) - *A grade can be added to a submission (**needs to be a number value ONLY** to sync with Brightspace), or by using a feedback template (rubric) to assess work against a set of pre-determined criteria.*

**Please note: The first grade submitted in PebblePad creates a new Gradebook column.**

Other options for providing feedback include:

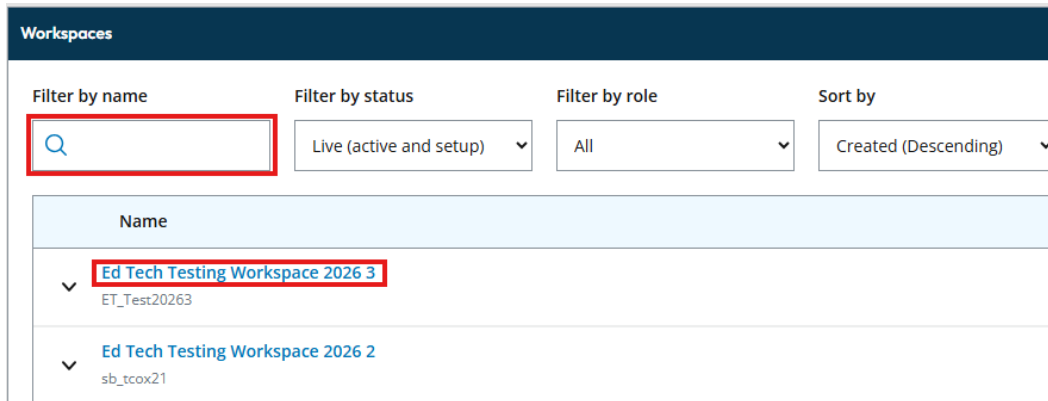
- [Give an Approval](#) - *An approval is a **colour-coded rating** used to quickly assess learner work, at the block level with capability approvals, or the page level with asset approvals.*

# Track Assignments

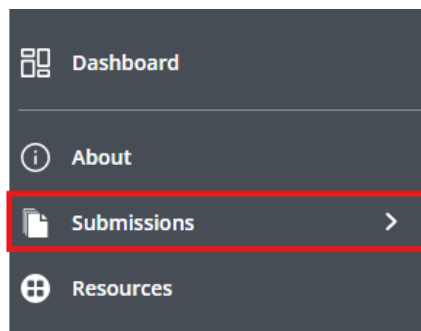
1. Navigate to your ATLAS homepage.



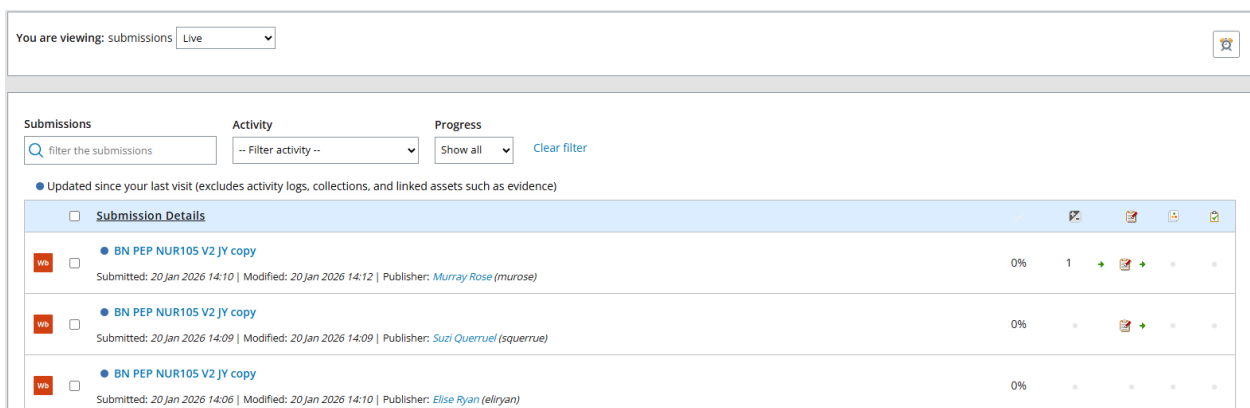
2. Select your workspace from 'Workspace I am managing' OR search.



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



4. The resulting submissions screen where progress and (some) reports can be found.



PebblePad have a series of guides on their PebblePad Help Hub that will assist you to track student progress and run reports from the screen shown above:

- [Track progress of Submissions](#)
- [Run a Template or Workbook Report](#)
- [Run a Digital Signature Report](#)
- [Get a Breakdown of Submissions](#)