



Charles Sturt
University

PebblePad Help Documents

External Assessor Groups (Sets)

Division of Learning and Teaching

Charles Sturt University - TEQSA Provider Identification:
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External Assessor Groups

DLT recommends using sets for:

- **Marking groups** in PebblePad only (these currently do not sync with Brightspace).
- **Workplace Integrated Learning (WIL)** for different placement locations.

Enrolment of Supervisors (Externals / External Assessors)

External supervisors need to be managed manually.

Please Note: Supervisors can only view students who are allocated to the same set as the supervisor.

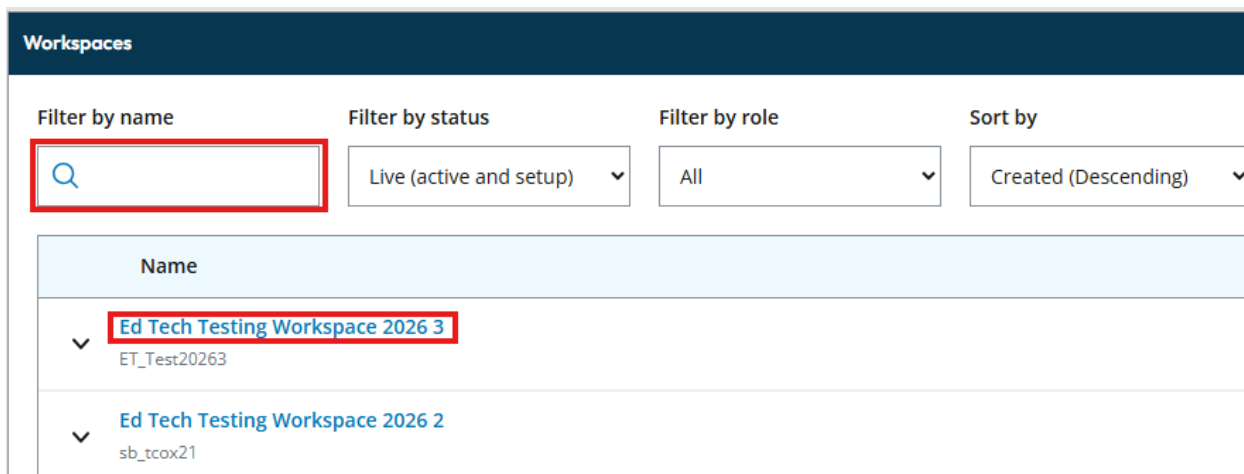
If you have 'Create using settings from an existing workspace' and have selected to bring across 'externals' there will already be a list of externals.

Add an External

1. Navigate to your ATLAS homepage.



2. Click your workspace (name) from 'Workspace I am managing' OR search.

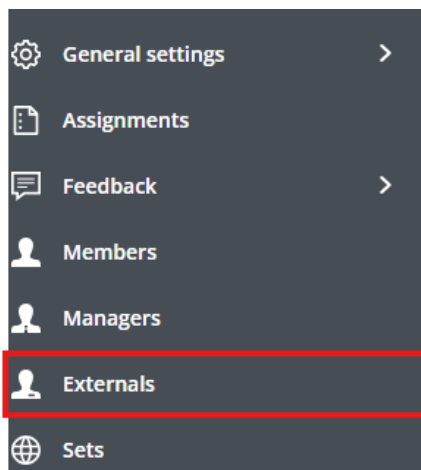


Workspaces

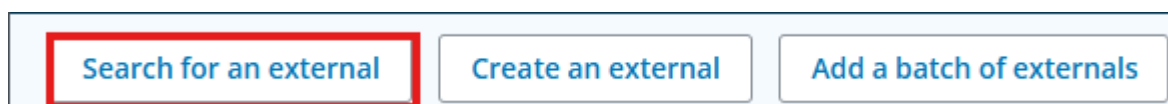
Filter by name: Filter by status: Live (active and setup) Filter by role: All Sort by: Created (Descending)

Name
Ed Tech Testing Workspace 2026 3 ET_Test20263
Ed Tech Testing Workspace 2026 2 sb_tcox21

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



4. Click 'Search for an external'.



5. Search for an external:

- a. Search by display name, username or Email.
- b. Select the checkbox of the External you wish to add.
- c. Select 'Save'.



Please note: If you cannot find an external you may be required to need to create a new external.

Create an External

There are two external account types; Personal vs Centre-based:

- A personal account is issued to an individual external user
- A centre-based account is provided to a department or team of people.

1. Navigate to your ATLAS homepage.



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

Workspaces

Filter by name: Filter by status: Live (active and setup) Filter by role: All Sort by: Created (Descending)

Name
Ed Tech Testing Workspace 2026 3 ET_Test20263
Ed Tech Testing Workspace 2026 2 sb_tcox21

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

- General settings
- Assignments
- Feedback
- Members
- Managers
- Externals**
- Sets

4. Click 'Create an external'.

[Search for an external](#) [Create an external](#) [Add a batch of externals](#)

5. Select the appropriate account type. Then click 'Continue'.

Choose which type of external account you would like to create.

Standard external account
The standard option for external assessors using their email address. A password will be generated and emailed to them.

Shared external account (centre-based)
Allowing multiple users to sign in using the same account credentials, email address is not required. Create a password on the next page.

[Continue](#)

6. Fill in the details required and click 'Save'.

First name

Last name

Email

Confirm email address by typing it again

Notes

7. Email the external account holder using the following as an example.

Example Email:

Email Subject Line: Welcome to CSU as a PebblePad External Supervisor

Welcome to CSU as a PebblePad external supervisor.

This email has been sent to you as a **new PebblePad account has been created for you**. You will receive an email from PebblePad asking you to create a password for access to PebblePad. Please follow the prompts to create your account.

If the email has not arrived, please check spam/junk.

Using the link below, log in to PebblePad with a **guest account**, using your **email as your username** and if you need to, you can change your password via the 'Forgot Password?' link on the log in page.

<https://v3.pebblepad.com.au/login/csu/>

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Change organisation

- I have an IT account at this organisation
- I have a guest account for PebblePad

To access student work:

1. Click the [ATLAS Workspace Title \(Subject Name\)](#).

Workspaces

This table lists the ATLAS workspaces you have been added to. Accessing a workspace from here will grant you permission to assess learner submissions.

Workspace name

[ATLAS Workspace Title \(Subject Name\)](#)

2. Choose the **assignment from the dropdown list** (if multiple available) and click 'Apply'.
3. Check the **Student Name**.
4. Click the **Submission Name** to open.
5. Consult the student for 'fields' you are required to complete.

The screenshot shows the PebblePad interface. At the top, there is a dropdown menu for 'Assignment 1' with a red box around it and a red '1' next to it. To its right is an 'Apply' button, also with a red box around it. Below the dropdown is a list of assignments: 'Playing', 'Assignment 1', and 'Assignment 2'. 'Assignment 2' has a red box around it and a red '2' next to it. To the right of the list is a red '3' and an 'Apply' button. Below the list is a search bar with the text 'filter the submissions'. To the right of the search bar is a dropdown menu for 'Activity' with the text '-- Filter activity --' and a 'Sort by' dropdown menu with the text 'Order by Submitted (latest to)'. Below these is a section for '0 item(s) selected' with a 'Select all' checkbox and a radio button for 'Updated since your last visit (excludes activity logs, collections, and links)'. Below this is a link for 'Submissions key: about the status icons'. At the bottom, there is a 'Submission Details' section. It shows a 'wb' icon, a 'Submission Name' box with a blue border, and a 'Student Name' box with a yellow border. Below the 'Submission Name' box is the text 'Submitted: 19 May 2026 20:37 | Modified: 24 May 2026 20:59 | Publisher: Student Name'.

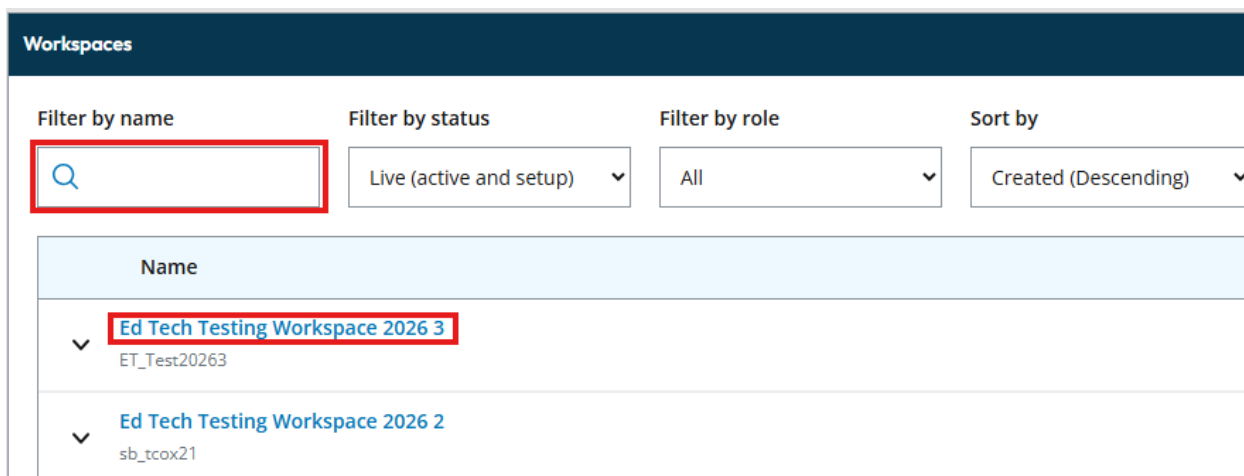
If you have any issues, please let me know.
Thank you for supporting our students.

How to Set Up and Edit Sets

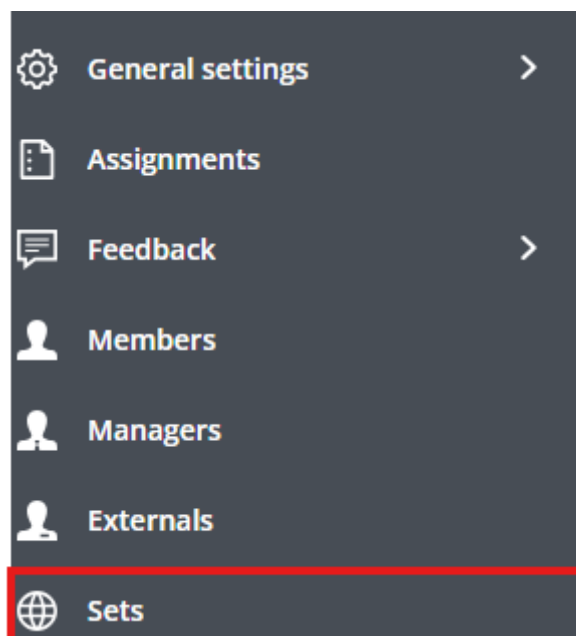
1. Navigate to your ATLAS homepage.



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



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



4. Set up and edit sets by following the below help guide located on the PebblePad Help Hub:
 - a. [Manage Workspace Sets](#)

Externals FAQ

New Supervisor for a Student

Please ask the student to email you their **supervisors your full name, email and placement location** to ensure this has been entered in PebblePad correctly.

External Can't See Student's Assignment

Please ask the student to check that they have **shared their assignment with ATLAS** and to email you their **supervisors your full name, email and placement location** to ensure this has been entered in PebblePad correctly.

External Can't Remember How to Login to PebblePad

Please resend the email from **Step 6 of 'Create an external' (found above)**.