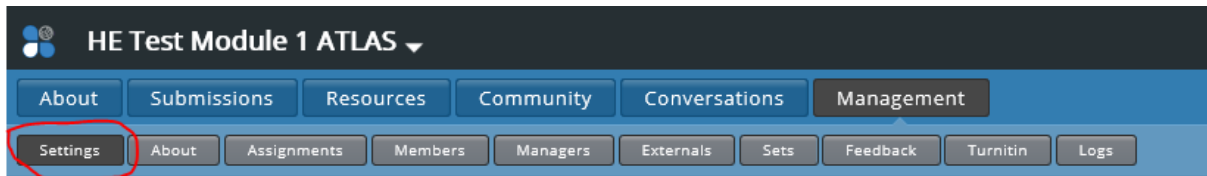


My pad workspace set up and procedures

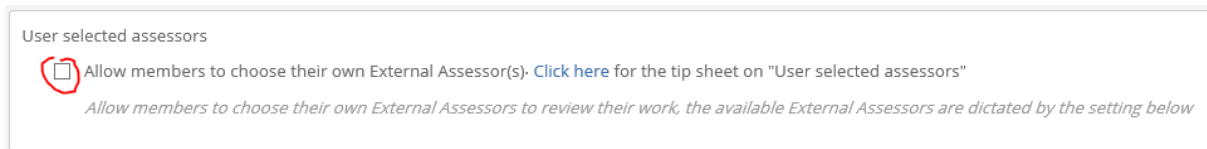
Workspace setting

To allow student to select their own external assessors you have to allow this in settings.

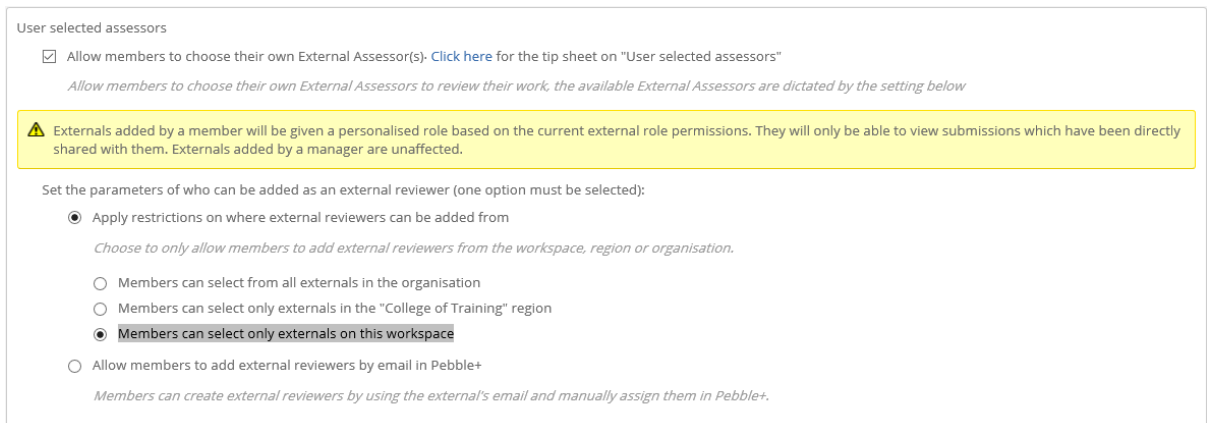
- Go to the workspace
- Click on settings



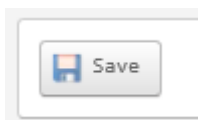
- Tick the User Select Assessor tick box



- Check the Apply restrictions on where external reviewers can be added from. Check box
- Check the Members can select only externals on this workspace check box



- Save the setting

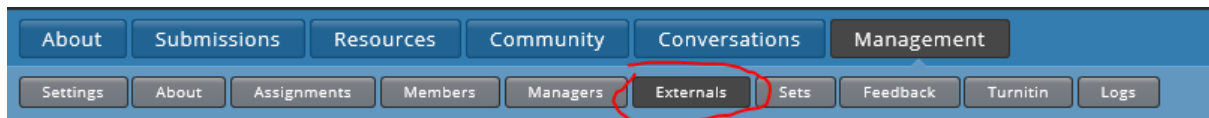


External permission setting

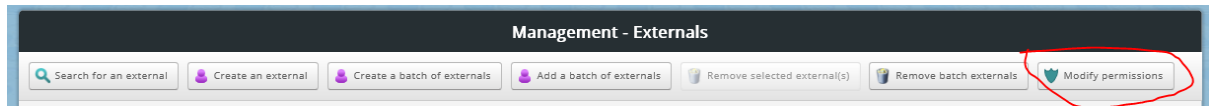
You have to change the default permissions for external examiners to prevent them from seeing all the student submissions.

To set the default permissions for the externals:

- Go to the workspace
- Click on the Externals button



- Click on the modify permission button



- Set the default permission as below

General

Permissions in this section allow users to view all key aspects of a workspace including assets and associated feedback

<input type="checkbox"/>	View submissions	Allows viewing of all submissions (restricted to sets where applicable)
<input type="checkbox"/>	View resources	Allows viewing of resources
<input checked="" type="checkbox"/>	View conversations	Allows viewing of conversations
<input checked="" type="checkbox"/>	View feedback	Allows viewing of feedback comments, grades and approvals
<input type="checkbox"/>	View all sets	Allows viewing of all sets on submission and conversation pages


Assess

Permissions in this section allow users to add comments, grades and feedback

<input checked="" type="checkbox"/>	Add comment	View and add comments to the submissions
<input checked="" type="checkbox"/>	Add feedback comment	Add feedback comments to the submissions
<input type="checkbox"/>	Add approval (level 1)	Add level 1 approvals
<input checked="" type="checkbox"/>	Add approval (level 2)	Add level 2 approvals
<input checked="" type="checkbox"/>	Add approval (level 3)	Add level 3 approvals
<input type="checkbox"/>	Add capability approval	Add approvals to capability elements on an Asset
<input checked="" type="checkbox"/>	Complete assessor fields	Allows the completion of assessor fields

Anonymity


Permissions in this section allow users to view a submission's author and assessor details, or to workspace within the ATLAS environment.



<input checked="" type="checkbox"/>	View assessor details	Allows viewing of assessor details in ATLAS. (To and
<input checked="" type="checkbox"/>	View author details	Allows viewing of author details whilst checked


Community and Messaging


Permissions in this section allow users to view and send messages to other users from the Community page



<input type="checkbox"/>	View members	Allows users to view members linked to this workspace
<input type="checkbox"/>	Message members	Allows users to send a message to selected members
<input checked="" type="checkbox"/>	View managers	Allows users to view managers linked to this workspace
<input checked="" type="checkbox"/>	Message managers	Allows users to send a message to selected managers
<input type="checkbox"/>	View externals	Allows users to view externals linked to this workspace
<input type="checkbox"/>	Message externals	Allows users to send a message to selected externals
<input type="checkbox"/>	Restricted To Sets	Restricts permissions to the set(s) the user belongs to

- Then click save

 Save

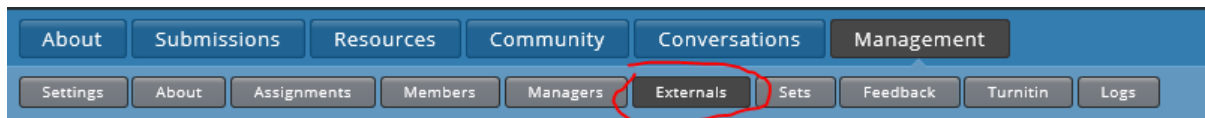
 Cancel

Adding Externals to a work space

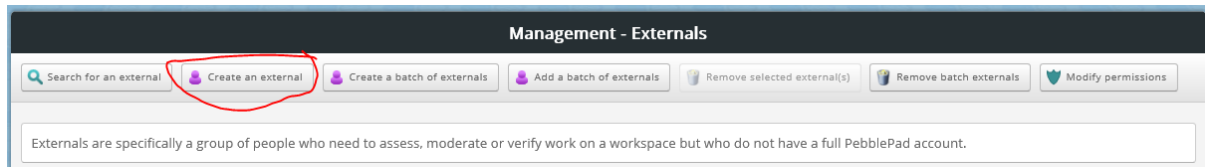
For students to be able to select an external assessor to their workbook the external assessors first has to be added to the workspace as externals.

Before you add any externals to a workspace first make sure you have set the default external permission as described above.

- Go to the workspace
- Click on the Externals button



- Click on create an external



- Fill out the form and click save

- The external will not get an email

Hello name of external,

An external user account has been created for you on PebblePad. This account will allow you to access either a shared asset on PebblePad or assessment work on ATLAS.

You will receive separate emails containing a secure link to each new share.

You might find it easier to log directly into PebblePad to view a list of all shared assets/workspaces in one place. To do so log in [here](#) and use these credentials:

username: external@assessor.ac.uk

password: password

These details do not allow you to login to a full account, they are only to access items that are shared with you. If available, you should select the "guest account" option when logging in.

This email has been generated by PebblePad.

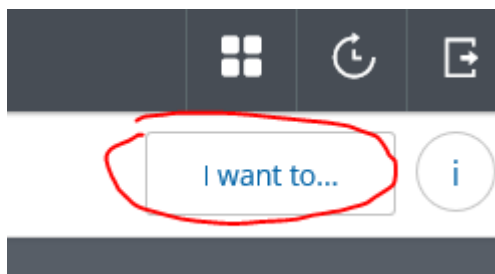
- Click on the link in the email to access the system and set a password.

Students can now select the external but they will need to know the full email address of the external assessor.

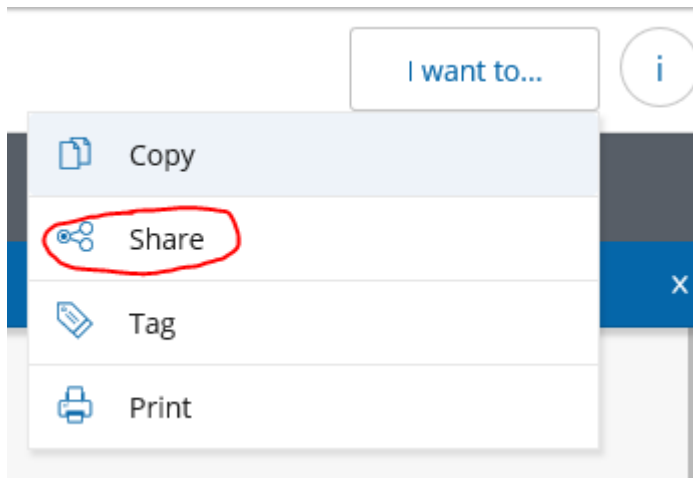
How students share their workbook with an external assessor.

The students need to:

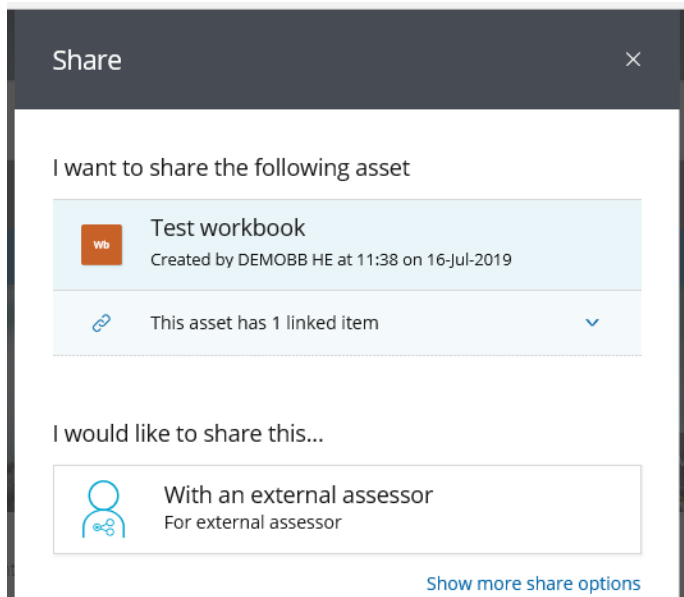
- Go to their assets
- Click on the work book
- Click I want to top right



- Click share



- A window will popup the only option should be, With an external assessor



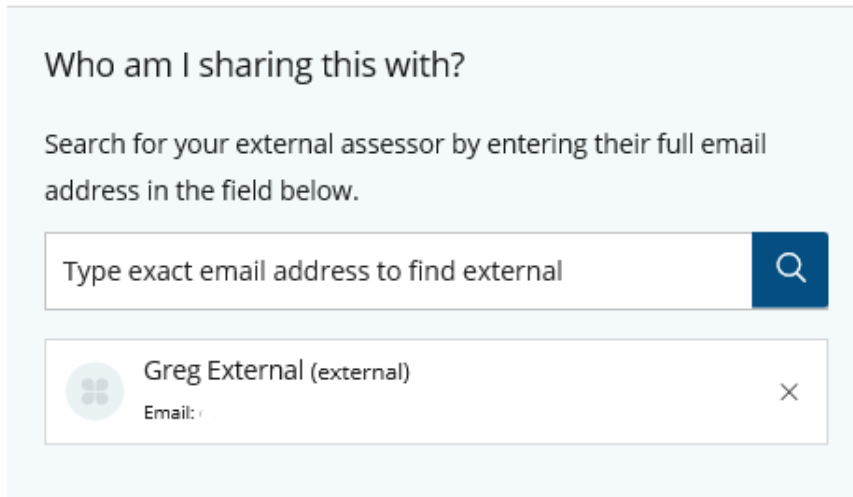
If this is not the only option or the option is not there then the workspace setting have not been set. See Workspace setting above to fix this.

- The student then click on With an external assessor

The screenshot shows the 'Share' dialog box with the 'Who am I sharing this with?' section expanded. It includes a search prompt: 'Search for your external assessor by entering their full email address in the field below.' Below this is a text input field with the placeholder 'Type exact email address to find external' and a search icon. There is also a section for 'Share expiry date (optional)' with a description: 'Setting an expiry date will prevent the external assessor accessing your share after the given date.' and a 'Select date' button. Below that is a section for 'Add a message to this share? (optional)' with a text area containing the placeholder 'Add a message here for the external assessor(s) of your share'. At the bottom, there are two buttons: 'Share asset' and 'Cancel'.

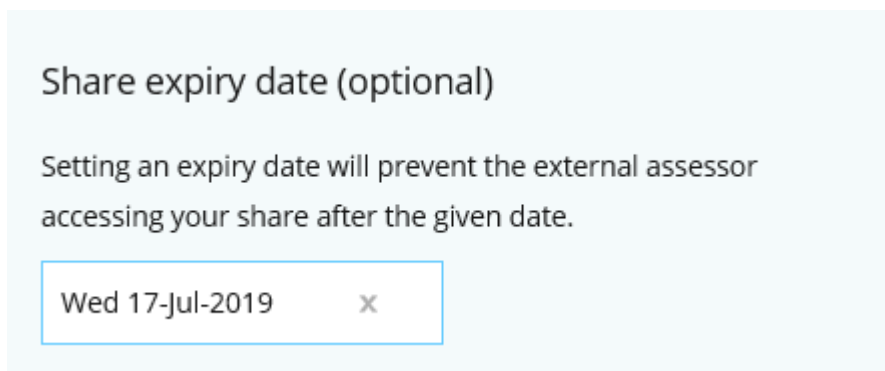
The Student then enters the External assessors full email address and click on the search button.

- If the external assessor is not attached to the workspace they will not be found. See adding externals to a workspace above to add them
- If they are found, then their names will be shown



The screenshot shows a light blue panel titled "Who am I sharing this with?". Below the title is a text prompt: "Search for your external assessor by entering their full email address in the field below." There is a search input field with the placeholder text "Type exact email address to find external" and a blue search button with a magnifying glass icon. Below the input field, a search result is displayed in a white box with a light blue border. It shows a circular profile icon with four dots, the name "Greg External (external)", and the text "Email: " followed by a truncated email address. A close button (X) is in the top right corner of the result box.

The student then sets the date when you want to stop external assessor from being able to access your workbook. This will usually be two weeks after the placement has ended.



The screenshot shows a light blue panel titled "Share expiry date (optional)". Below the title is a text prompt: "Setting an expiry date will prevent the external assessor accessing your share after the given date." There is a date selection field with the text "Wed 17-Jul-2019" and a close button (X).

The external assessor will now get an email with a link to access the student's work.

Note: This link is the only way to access the work and steps should be taken to make sure that the link is not lost.

[How the external examiner accesses a student's workbook.](#)

When a student shares a work book for assessment to the external assessor gets an email:

Hello name of external,

I am sharing the following asset with you granting external assessor permissions.

[Workbook Name](#)

The asset belongs to the following assignment: Assignment #1 on workspace: HE Test Module 1 ATLAS

This email has been generated by PebblePad but you can still contact me at Student@unimail.derby.ac.uk

Kind regards,

Student Name

The Assessor then click's on the link to the workbook and sign off work.

Note: This link is the only way to access the work and steps should be taken to make sure that the link is not lost.

Note: If the external is assessing more than one students' the links are very similar and do not directly state which student it belongs to. So the links should not be mixed up.