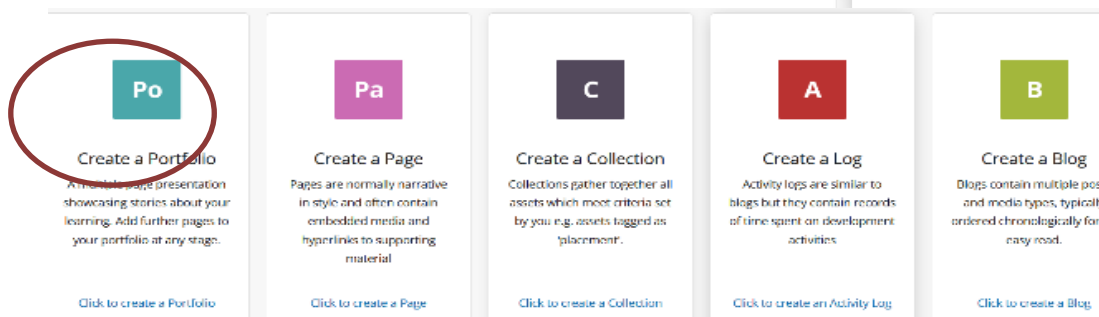
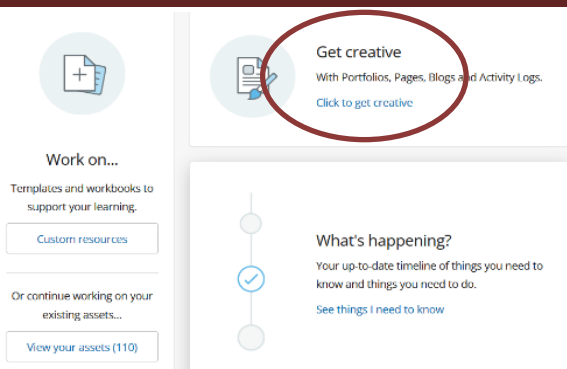


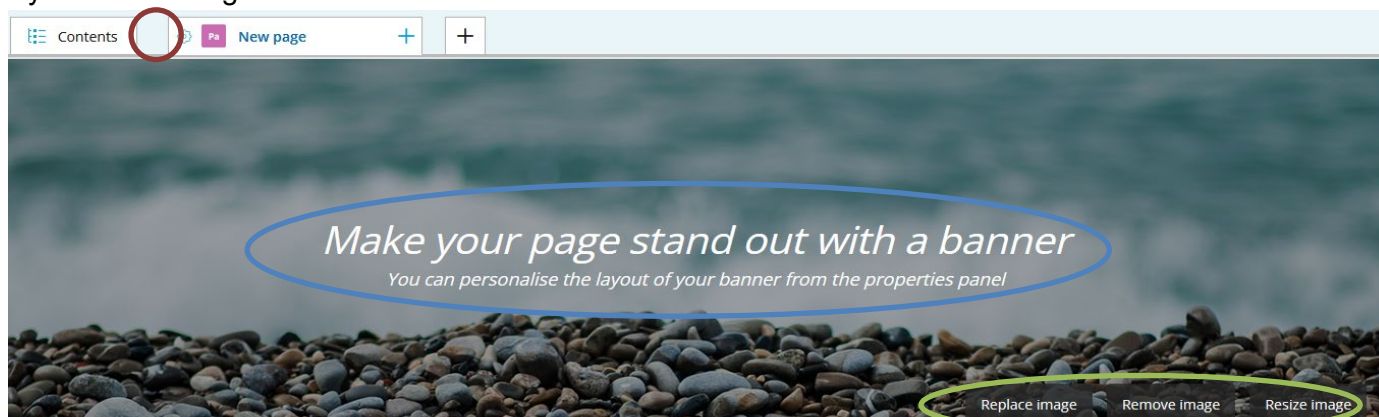
Create Your E-Portfolio in PebblePad

This Learning Aid will guide you through the process of creating your own E-Portfolio in PebblePad, including adding pages and a variety of media. You will also be able to share your completed portfolio with your instructors and others.

1. Go to: <https://one.kpu.ca/> and search for PebblePad or go directly to <https://app.pebblepad.ca/login/kpu>
2. Log into PebblePad with you KPU ID.
3. On the first page, click on **“Get creative”** (top right)



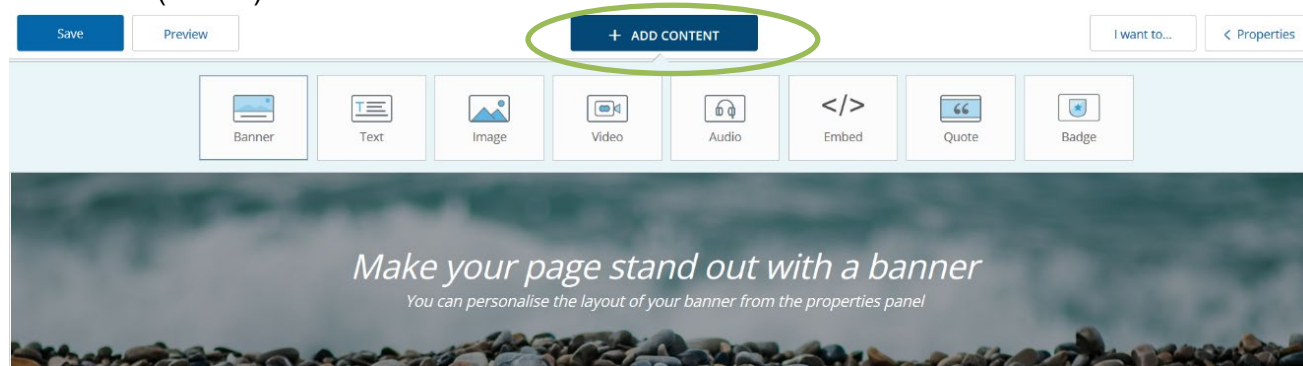
4. To start your Portfolio, click on **“Create a Portfolio”** (first on left)
5. Name the **“New page”** by clicking on the gear icon to the left and type a name that reflects the contents you are creating. Then click “confirm”.



6. A default Banner image appears at the top of the page. Besides keeping it, there are three options (lower right):
 - i. **“Replace image”** – You can either use one of the existing images in PebblePad or one of your own images. If you decide to use your own image, remember to follow Copyright policy (you must own the image or get permission to use it). Click on “Replace image”, choose a default image or from “Your image assets”. To select an image from your computer/laptop Click “Upload New” or you can drag the image into the page.
 - ii. **“Remove image”** – click this if you do not want a Banner image on the page
 - iii. **“Resize image”** – click to change the size and alignment of the image

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7. To have a title on the banner image, type the title on the image by clicking on the existing words on the banner (**middle**).



8. To add text to the page, click **"ADD CONTENT"** at the top and click **"Text"**
- A rectangle will automatically appear on the page. This is called a block. Type in the rectangle and format the text using the menu bar at the top.
 - Images, audio, video, quotes, and badges can all be added by clicking on "Add Content" and select the file from your computer or laptop.
 - To embed a video, get the embed code from the video and paste it into a block.
9. Any block added to the page can be deleted by clicking on the **"X"** at the top right hand corner of the rectangle.
10. The blocks can also be reorganized by clicking on the up and down arrows on the sides of the page.
11. To add a new page to your portfolio, click on the **"+"** sign at the top.
12. You have an option to add a new page, add an existing asset, or add an existing portfolio. For this sample, we will choose **"Add a new page here"** and give the page a name as in Step 5 above.
13. To remove a page, click on the gear icon to the left of the name, and click **"Remove this page"**.
14. To reorder the pages, click on the page tab which needs to be reordered, Click on **"Properties"** (upper right), **"Page"**, **"Reorder Current Page"**.
15. Save your work frequently by clicking on **"Save"** button on the top left corner of the page.
16. To see what your Portfolio looks like, click on **"Preview"** on the top left of the page (beside Save).
17. To share your completed portfolio with others, such as instructors, click on **"I want to..."** on the right. The first time you click on this option you will need to enter a title for your portfolio.
18. Click again on **"I want to..."**, and click on **"Share"**. There are two options:
- Share **"With People"** allows someone at KPU or beyond (e.g. your instructor) access. For this option, click and then type in their email address.
Click on **"Allow recipients to leave a comment"** on the following page that pops up.
 - Share **"With the Web"** will allow anybody with a link to see your portfolio.
 - click on **"With the web"**, and select **"Hide from search engines"**, **"Share Assets"**
 - copy the URL that shows up. Send this URL link to your intended recipient(s) by email or to any platform identified by them (this might also be your instructor).
19. Your Portfolio is your asset and can be modified by you at any time and can be found in your asset store which is accessible by clicking on the PebblePad logo on the top left corner of the page.