

# Adding Evidence to a PebblePad Profile

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# Complete your Profile ... then

- Once you have completed all or part of a profile you can start adding evidence to individual elements
- From within a profile select **Finish & Evidence**

The screenshot shows a web interface for a 'Profiler' tool. At the top, it says 'Cluster D - Team Working'. Below this is a progress bar with steps labeled 'Start', '1', '2', '3', '4', '5', '6', and 'Finish'. Step 1 is currently active. There are two links: 'Back to profile description' on the left and 'Next Finish & Evidence' on the right. The main content area is titled 'Building Openness and Trust' with a subtitle 'The orientation to treat people with integrity and create openness and trust'. Below this, there are two rows of evidence collection options, each with a 'true' and 'false' radio button. The first row is 'I behave with integrity' with 'true' selected. The second row is 'I treat people with respect, listening to and valuing their ideas and maintaining confidences' with 'true' selected.

Statement	true	false
I behave with integrity	<input checked="" type="radio"/>	<input type="radio"/>
I treat people with respect, listening to and valuing their ideas and maintaining confidences	<input checked="" type="radio"/>	<input type="radio"/>

# Revisiting a previous profile

- From the PebblePad main screen select the profile you wish to evidence from your asset store and select **view** to open it

The image shows two overlapping windows from the PebblePad application. The left window, titled 'view assets', displays a table of assets. The right window, titled 'Cluster A - Leadership of Teams', shows the details for the selected asset, including a description and a list of actions.

**view assets**

	title	date
	Cluster A - Leadership of Teams	6 Jul 2010
	Post Coaching Session - for Coaches	20 May 2010
	MyInterests.mgmf	1 Apr 2010
	Things I want to do on a regular basis	31 Mar 2010
	Finishing my PhD	30 Mar 2010

assets 1 - 5

**Cluster A - Leadership of Teams**

edit | info


**description**  
The drive to align people's contribution with School direction and values.

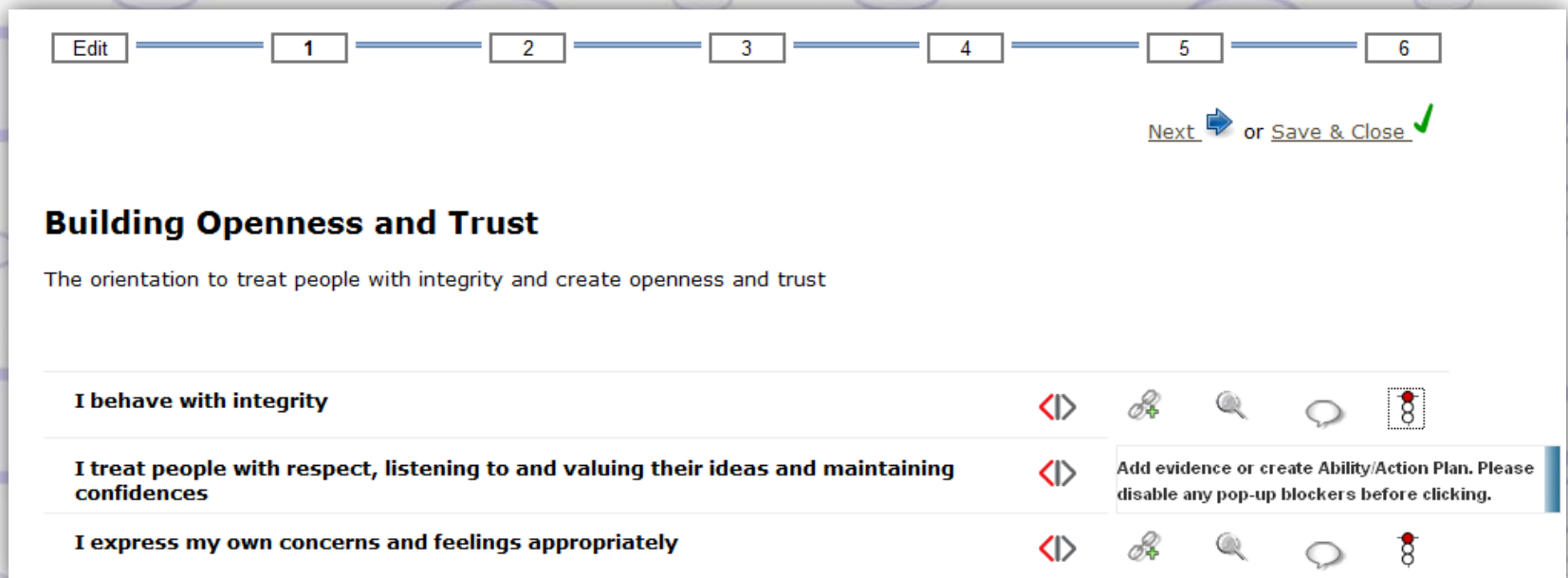
**what would you like to do ...**

- view this asset
- edit this asset
- send to ...
- more options ...



?

# These take you to...

- An overview of your responses to the profile
- This includes a selection of actions you can take using the icons on the right of the screen
- Hover your mouse over the icons to see what each of them do
- To add evidence you need to select this icon  the second icon from the left


















Progress bar: Edit | 1 | 2 | 3 | 4 | 5 | 6

Next  or Save & Close 

### Building Openness and Trust

The orientation to treat people with integrity and create openness and trust

<b>I behave with integrity</b>	    
<b>I treat people with respect, listening to and valuing their ideas and maintaining confidences</b>	    
<b>I express my own concerns and feelings appropriately</b>	    

Add evidence or create Ability/Action Plan. Please disable any pop-up blockers before clicking.

# What the icons mean

Question state. Place your mouse over to see the answer you have given.

Link an asset (evidence)

View linked assets (evidence)

Text answer icon



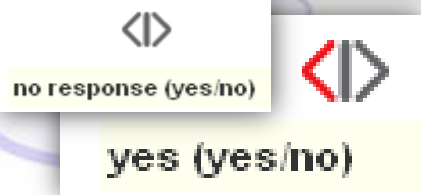
2

Current response is 2  
(Too much time) 1 - 5 (Not enough time)



No Response. Click to fill in.

1



no response (yes/no)

yes (yes/no)

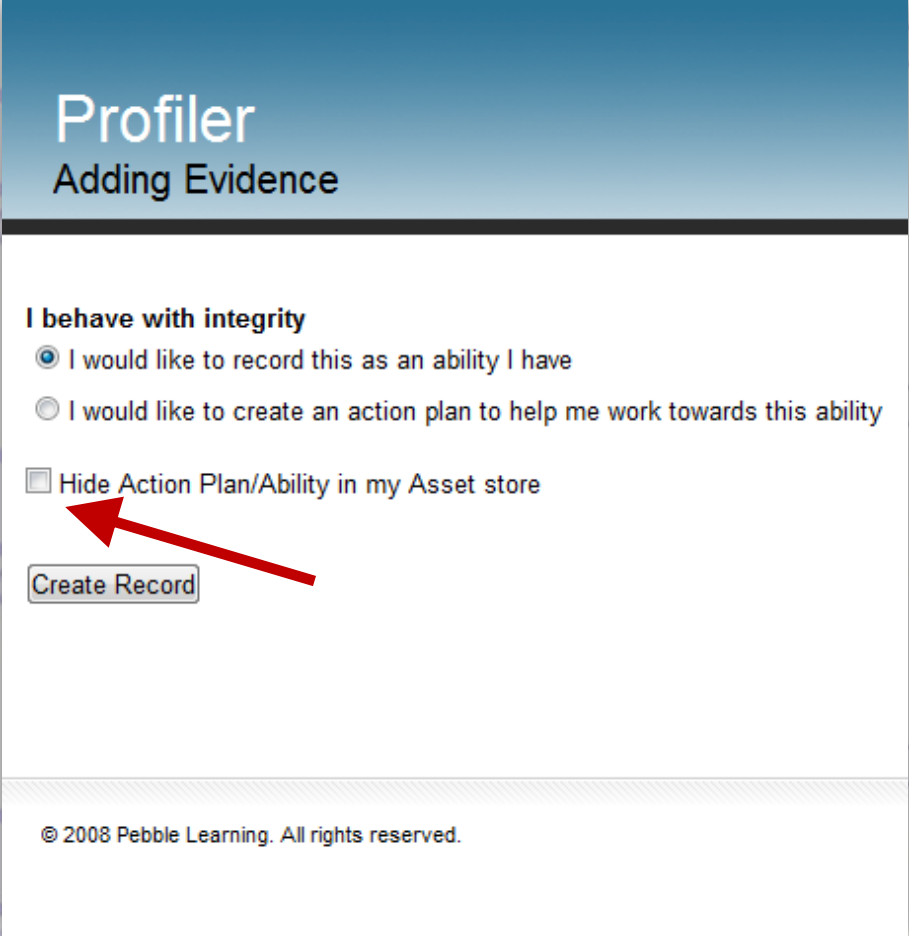
Other question state icons

Number of comments added. Click to add.

Number of assets (evidence) linked to this profile. Red indicates none

# Choose your what you are evidencing

- There are two types of evidence
  - Evidence of something you have – an ability
  - Evidence of planning towards gaining an ability
- When you create either of these they will become individual elements within your asset store
- Select the check box if you do **NOT** want these to appear in your asset store
- Click **Create Record** to move to the next section



**Profiler**  
Adding Evidence

**I behave with integrity**

I would like to record this as an ability I have

I would like to create an action plan to help me work towards this ability

Hide Action Plan/Ability in my Asset store

Create Record

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# Ability Evidence

- Here you can add your evidence directly
  - A description of your evidence
  - Your reflection on how that evidence supports your ability
- **And/Or** you can attach existing evidence from your ePortfolio or via file upload.
- Both **attach existing** and **Attach Evidence** take you to the same page
- If you are not attaching other evidence just select **Save & Close** to finish

Profiler  
Adding Ability

I behave with integrity

Create new or attach existing.

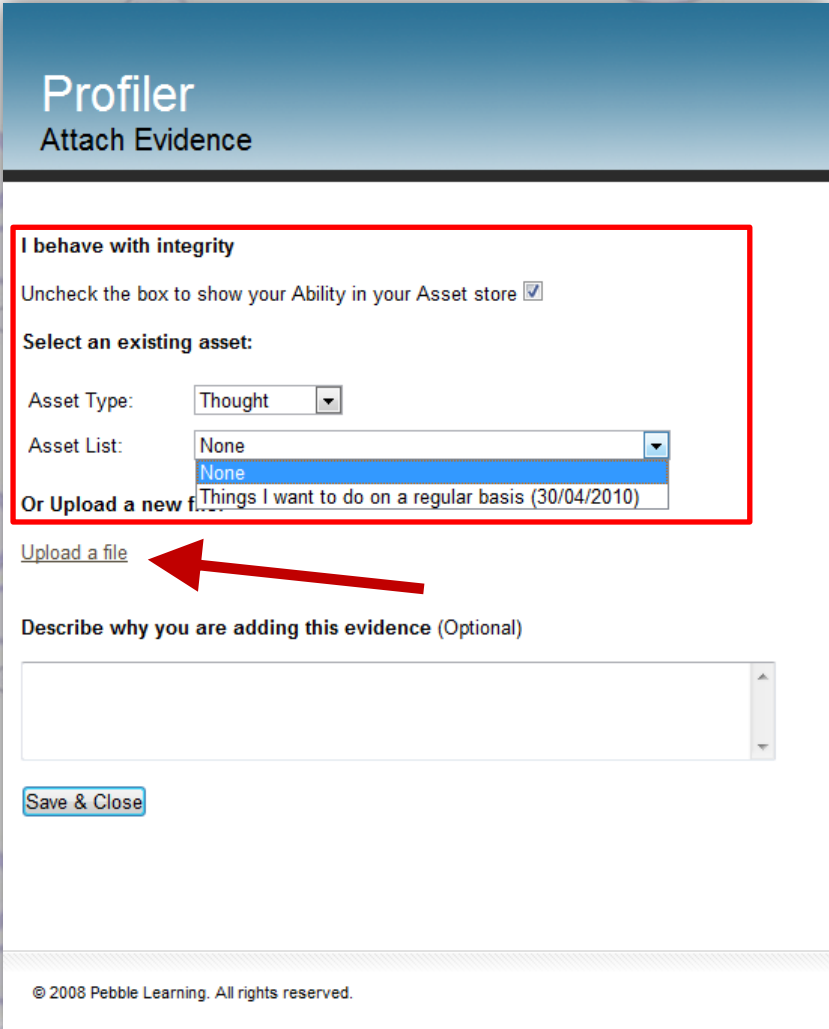
Evidence  
Recently I was approached to .... I felt this was taking myself and my team into an unproductive area.... would compromise our sense of integrity and ..... Considering the goals we have set for ourselves ... I declined this offer.

Reflection  
On reflection this was a positive move... would have created uncertainty between team members about our objectives... the benefits would have been short lived ...

Save & Close Or Attach Evidence

# Add existing evidence

- The first half of this page enables you to select evidence from your portfolio
  - Select the type of asset
  - Select the name of you asset from the drop down list
- If you want to add a file from another source select **Upload File**
- Describe the relevance of the evidence
- Select **Save &Close** to finish



**Profiler**  
Attach Evidence

I behave with integrity

Uncheck the box to show your Ability in your Asset store

Select an existing asset:

Asset Type: Thought

Asset List: None

Or Upload a new file: Things I want to do on a regular basis (30/04/2010)

[Upload a file](#)



Describe why you are adding this evidence (Optional)

Save & Close

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# Going back to your profile

- Having added your evidence you are brought back to your profile.
- You will notice that the traffic light symbol  on the far right has now changed to green, and shows the number of pieces of evidence added - 

## Profiler











Cluster D - Team Working

Edit — 1 — 2 — 3 — 4 — 5 — 6

Next  or Save & Close 

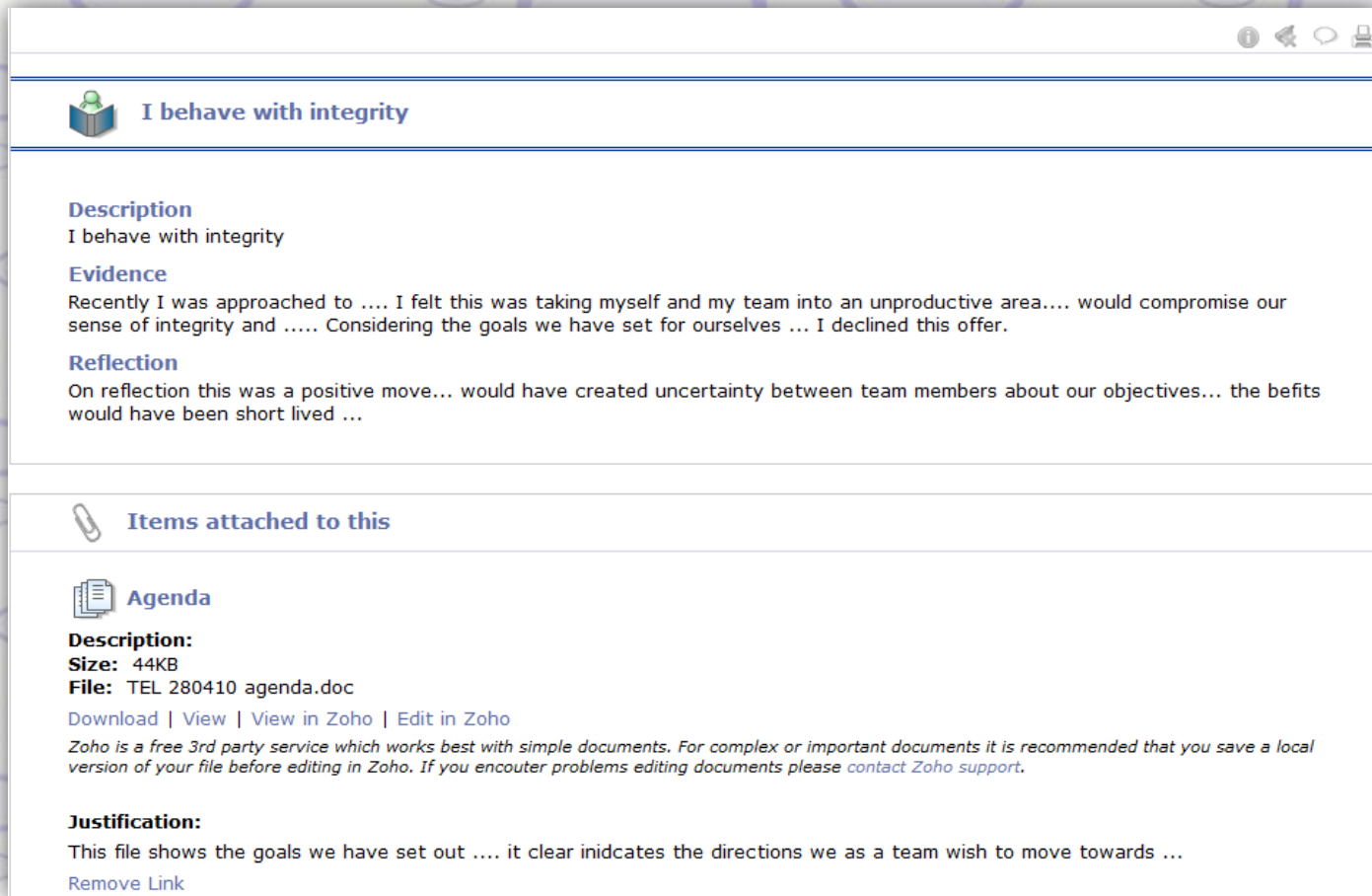
### Building Openness and Trust


The orientation to treat people with integrity and create openness and trust

<b>I behave with integrity</b>					
<b>I treat people with respect, listening to and valuing their ideas and maintaining confidences</b>					

# View your evidence

- To view the evidence select the magnifying glass 



 **I behave with integrity**


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**Description**  
I behave with integrity

**Evidence**  
Recently I was approached to .... I felt this was taking myself and my team into an unproductive area.... would compromise our sense of integrity and ..... Considering the goals we have set for ourselves ... I declined this offer.

**Reflection**  
On reflection this was a positive move... would have created uncertainty between team members about our objectives... the befits would have been short lived ...

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 **Items attached to this**

 **Agenda**

**Description:**  
**Size:** 44KB  
**File:** TEL 280410 agenda.doc

[Download](#) | [View](#) | [View in Zoho](#) | [Edit in Zoho](#)

Zoho is a free 3rd party service which works best with simple documents. For complex or important documents it is recommended that you save a local version of your file before editing in Zoho. If you encounter problems editing documents please contact Zoho support.

**Justification:**  
This file shows the goals we have set out .... it clearly indicates the directions we as a team wish to move towards ...

[Remove Link](#)

# Action plan evidence

- If you selected **create an action plan** to help you work towards an ability you wish to gain you will be presented with a different page
- Here you will be able to:
  - Identify the steps to success
  - Complete a SWOT analysis
  - Identify the resources you require
  - Reflect on what is important about this ability for you

**Profiler**  
Adding Evidence

**I behave with integrity**

I would like to record this as an ability I have

I would like to create an action plan to help me work towards this ability

Hide Action Plan/Action Plan

Create Record

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**Profiler**  
Adding Action Plan

I act as an ambassador for the School, behaving with integrity towards all stakeholders

Create new or [attach existing](#).

**Steps To Success (Add each step on a new line)**  
*List the steps you think will help you achieve your ideal situation.*

SWOT

You can use SWOT to help analyse the Strengths, Weaknesses, Opportunities and Threats that may affect your success.

**Strengths**  
*Describe your personal strengths that will support successful achievement of this plan.*

**Weaknesses**  
*Describe your personal limitations that may hinder successful achievement of this plan.*

**Opportunities**  
*Describe what resources or people are available to support successful achievement of this plan.*

# Returning to your Profile

- Once you have completed your action plan you will be returned to the profile page
- Here you will notice that the traffic light on the far right has changed from red to amber
- You can also view your action plan using the magnifying glass

**I act as an ambassador for the School, behaving with integrity towards all stakeholders**

**I use awareness of the thoughts and feelings of others to build openness and trust**

**I am**

**You currently have one actionplan listed with this statement**

**I act as an ambassador for the School, behaving with integrity towards all stakeholders**

**Current Situation**  
I act as an ambassador for the School, behaving with integrity towards all stakeholders

**Steps to success**

- Opportunity to meet with the school governor .. put forward an idea I have concerning .....

**SWOT analysis**

**Strengths**  
My idea is high impact and low cost

**Weaknesses**  
I don't have the few resources I need to impliment this

**Opportunities**  
SOMe resources could be got at low cost from ...

**Threats**  
I am aware that there are competing ideas currently ....

**Supporting Resources**

**Other**  
My self and my team  
Build on existing ..

# Asset store

- If you did NOT select the check box to hide your evidence you will see that each piece of evidence is available within your asset store
- You can view and edit these assets in the same way you would others
- They will remain linked to your profile
- Any changes you make to them as assets will be reflected when viewing them as part of your profiles evidence

The image shows two overlapping windows from a software application. The left window, titled 'view assets', displays a table of assets. The right window, titled 'I act as an ambassador for the ...', shows the details for a selected asset, including a 'current situation' and 'what would you like to do ...' section with interactive options like 'view this asset' and 'edit this asset'.

	title	date
	I act as an ambassador for the School, behaving with	5 Jul 2010
	Agenda	5 Jul 2010
	I behave with integrity	5 Jul 2010
	Cluster D - Team Working	5 Jul 2010
	Post Coaching Session - for Coaches	20 May 2010
	MyInterests.mgmf	1 Apr 2010
	Things I want to do on a regular basis	31 Mar 2010

assets 1 - 8

**current situation**  
I act as an ambassador for the School, behaving with integrity towards all stakeholders

**what would you like to do ...**

- view this asset
- edit this asset
- send to ...
- more options ...