



THE UNIVERSITY
of EDINBURGH

Edinburgh Medical School

Medical Digital Education Unit

CMVM

ATLAS

Setup assignments and manage student's submissions.

Version: 1.1

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med.digital.education@ed.ac.uk

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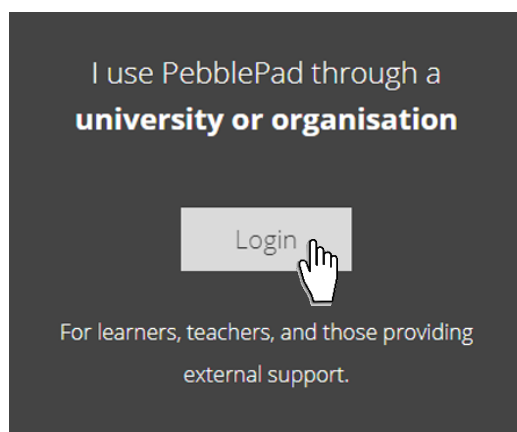
1. ATLAS - Introduction

ATLAS stands for Active Teaching, Learning and Assessment Space. It is an institutional space to which learners, organised into groups or sets on workspaces, submit work from PebblePad for feedback, peer review, or validation.

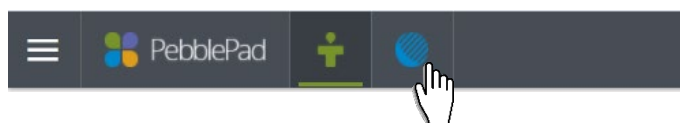
This guide has been designed for administrators (School of Medicine Region) and tutors who use PebblePad and ATLAS to support teaching and learning activities, and provide information on how to create ATLAS workspaces, add and manage users, setup assignments, create and use feedback templates, and manage student's submissions.

Logging into Atlas

Go to <https://www.pebblepad.co.uk/> and sign in using your University Account



To access ATLAS, click on the 'ATLAS icon' in top menu bar.



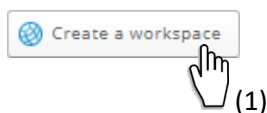
Members Roles

Manager (Instructors)	Managers are those involved in the management of the workspace and/or the management and assessment of submitted work.
Member (Students)	Members are typically those users whose work is submitted to, and managed on, a workspace. Members have more restrictive permissions than managers.
External	Externals are specifically a group of people who need to assess, moderate or verify work on a workspace but who do not have a full PebblePad account.

Instructions for Region Administrators

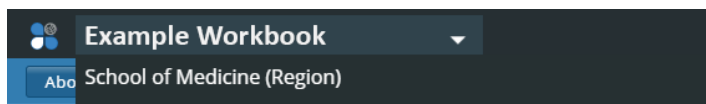
1. Create a workspace

1.1 Click on the button (1) 'Create Workspace' then select either 'Create a brand new workspace', or 'Choose an existing workspace...' if you wish to bring over settings and other components from a Workspace you have already created for another course. (2) Hit 'Continue'.

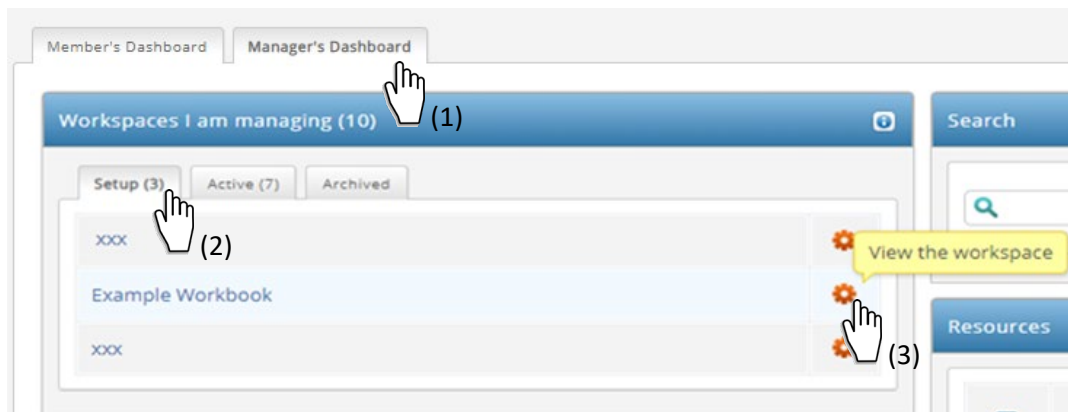


1.2 Give the Workspace a 'Title' and a 'Description'. Select either 'Setup Mode' (if you want to work on your Workspace before it's made available to users), or 'Active Mode' (if you want the Workspace to be made available immediately). Hit 'Save'.

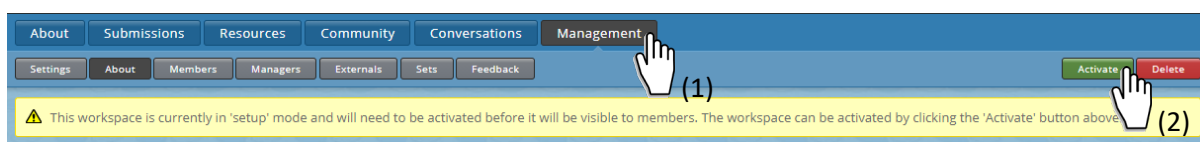
1.3 The workspace will be housed under the 'School of Medicine' region.



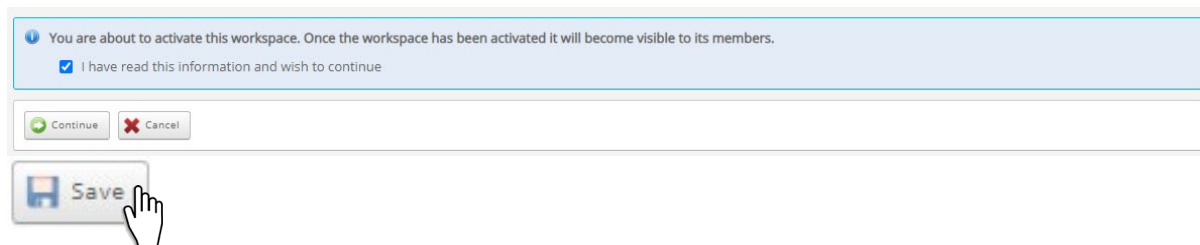
1.4. If you created the Workspace in 'Setup mode', and is now ready to share your workbook with students, then to activate it, go to 'Atlas > (1) Manger's Dashboard > (2) Setup', then click on the (3) 'Cogwheel button' corresponding to the workspace you want to 'view'.



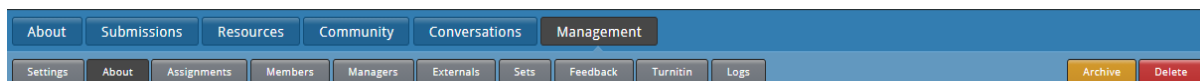
1.5 Click on the button (1) 'Management' then (2) 'Activate'



1.6 Hit 'Continue' then 'Save (Default Settings)'



When you activate your workspace the 'Active' button will be replaced by the 'Archive' button. After all submissions, marking and moderating has taken place and assessments are finalised, you can archive your workspace. **Important:** Once a Workspace has been archived it CANNOT be re-opened.



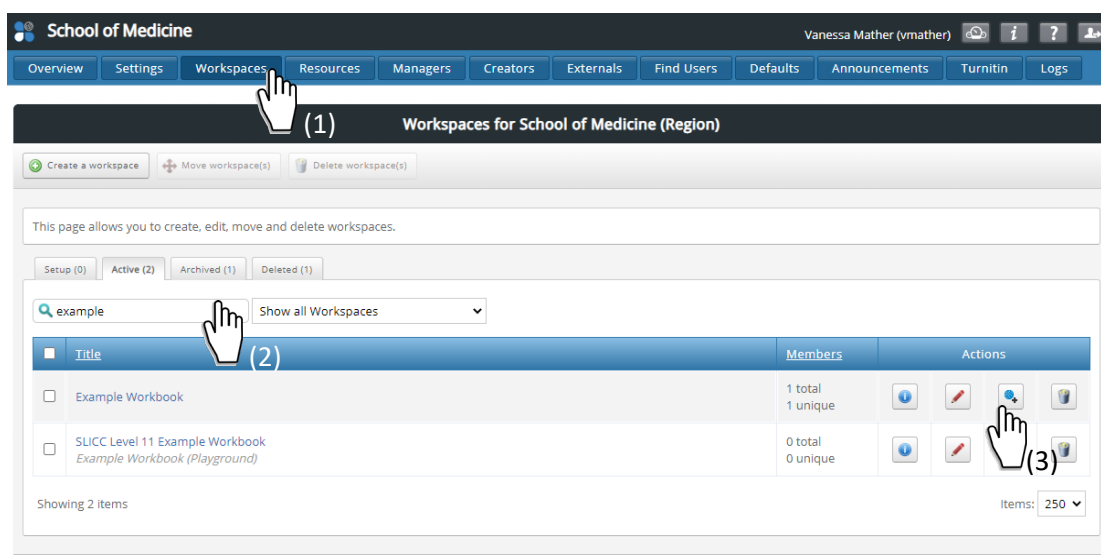
Once you workspace has been activated you won't be able to change it back to 'setup mode'. You can chose to 'Duplicate' your workspace and 'Delete' the original workspace, otherwise chose not to add students (members) until your workspace is ready.

2. Duplicate and/or delete a workspace

2.1 To duplicate and/or delete a workspace click on the relevant link under 'My regions' in the Administration panel.



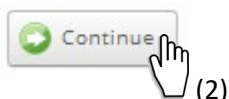
2.2 Click on the button (1) 'Workspaces' and (2) search for the workspace you want to duplicate or delete. Click on the button (3) 'Duplicate' to the right side of the workspace you want to duplicate. Hit (4) Finish.



2.3 The new workspace will appear under the 'Setup' tab. To delete a workspace, select 'Delete > Continue'.

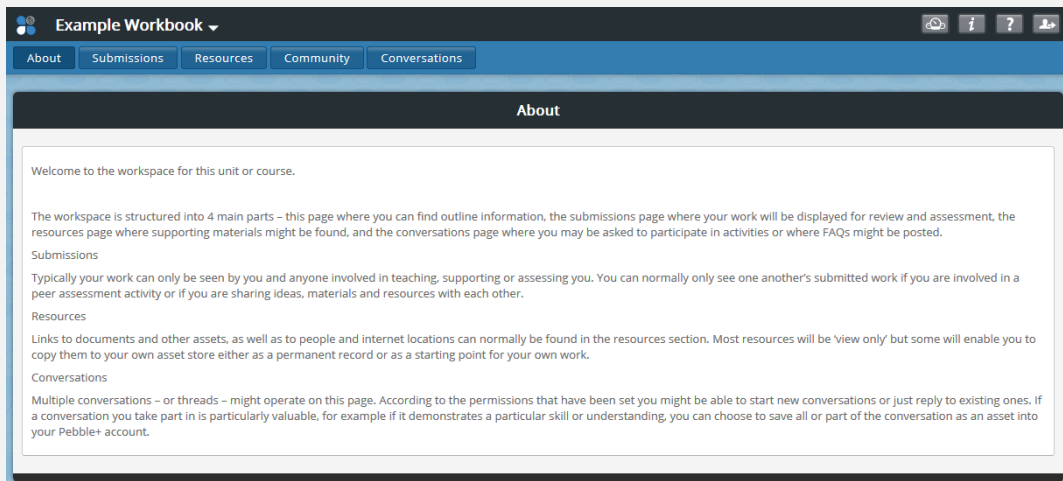


I have read this information and wish to continue



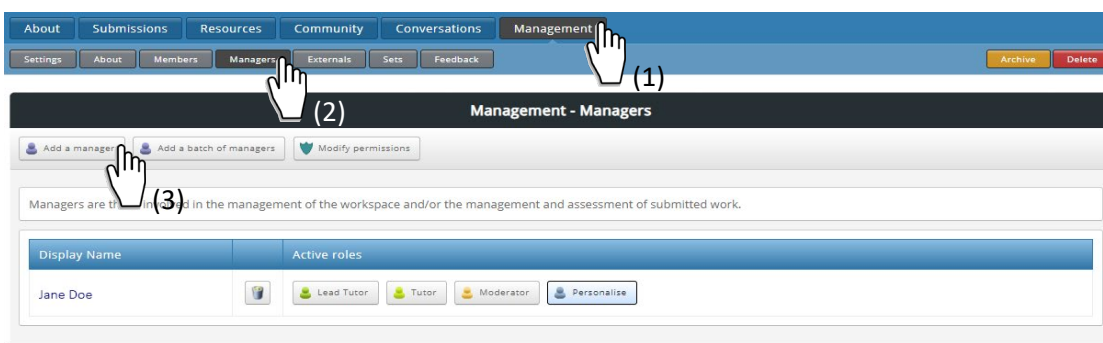
Student View

When a workspace is created it will have, by default, five pages that are visible to Students (Members). These are shown by five blue tabs across the top of the workspace - About, Submissions, Resources, Community, and Conversations. The About page will open by default.

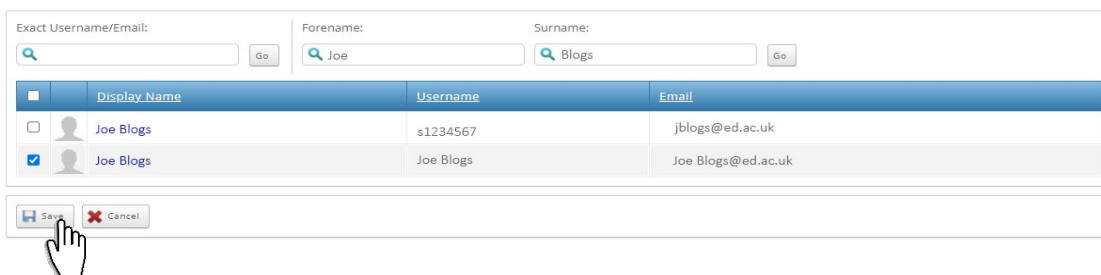


3. Add/manage staff

3.1 In the Atlas Management Dashboard navigate to the correct Workspace you are managing. Click on '(1) Management > (2) Managers > (3) Add a Manager'



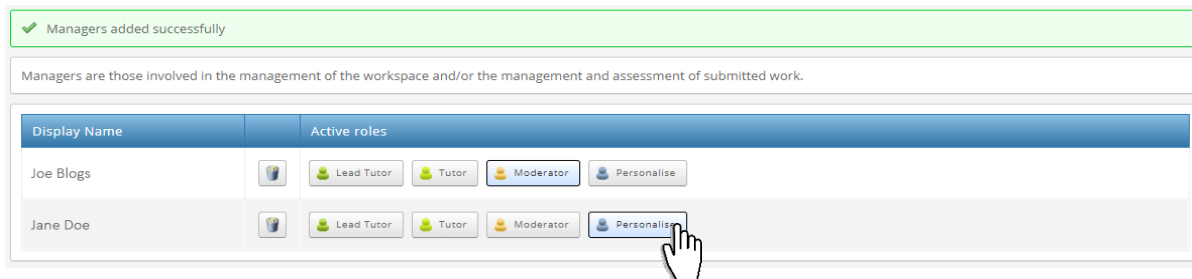
3.2 Type the user's username or email address in the search box. Click on 'Go'. When the user's details appears, click on the checkbox by their name. Click 'Save'.



3.3 Workspace Managers are organised into three main roles: Lead tutors, Tutors and Moderators. At CMVM, **'moderator'** is by default the most powerful role.

- **Lead tutors** have the full range of available permissions for the workspace.
- **Tutors** typically support the Lead tutor but have a reduced range of permissions.

Click on one of the three roles available, otherwise 'Personalise' (Tick or untick permissions as appropriate).



For more information visit [ATLAS Help – Setting Roles and Permissions](#).

Instructions for Instructors

Instructions in this section assume that you have been assigned the role of **'Moderator'**. If you are **unable to access some of the features mentioned below**, please contact the 'Region administrator' or one of the 'Moderators' in your course.

4. Workspace Setup

- (1) Decide what you want to do in the workspace then;
- (2) Set it up to match the requirements of your teaching and learning activities. You can do all of this while the workspace is in 'Setup' mode so that students cannot see it before you are ready, [see Items 1.2-1.5 above](#).

For information on how to add instructors (Managers) [see item 3 above](#).

Settings

4.1 In the Atlas Management Dashboard navigate to the correct Workspace you are managing. Go to '(1) Management > (2) Settings'



4.2 Select which of the five workspace pages should be visible to users.

Select which pages should be visible to workspace users

- About
- Submissions
- Resources
- Community
- Conversations

4.3 Select which page you want as the landing page for users, and hit 'Save'.

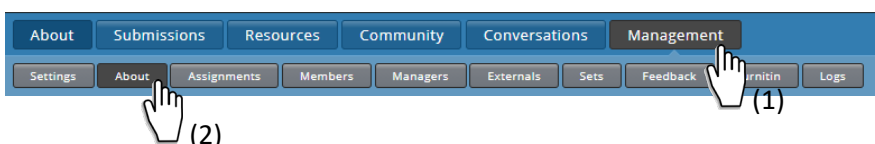
Select which page a user should land on when entering the workspace

- About
- Submissions
- Resources
- Community
- Conversations







About

4.4 Go to '(1) Management > (2) About'. Use this page to orientate your students to their new workspace and welcome them to your class.



The information you add here will be seen by users on the About page.

B I U Ix    

Welcome to the workspace for this unit or course.

The workspace is structured into 4 main parts – this page where you can find outline information, the submissions page where your work will be displayed for review and assessment, the resources page where supporting materials might be found, and the conversations page where you may be asked to participate in activities or where FAQs might be posted.

Submissions

Typically your work can only be seen by you and anyone involved in teaching, supporting or assessing you. You can normally only see one another's submitted work if you are involved in a peer assessment activity or if you are sharing ideas, materials and resources with each other.

Resources

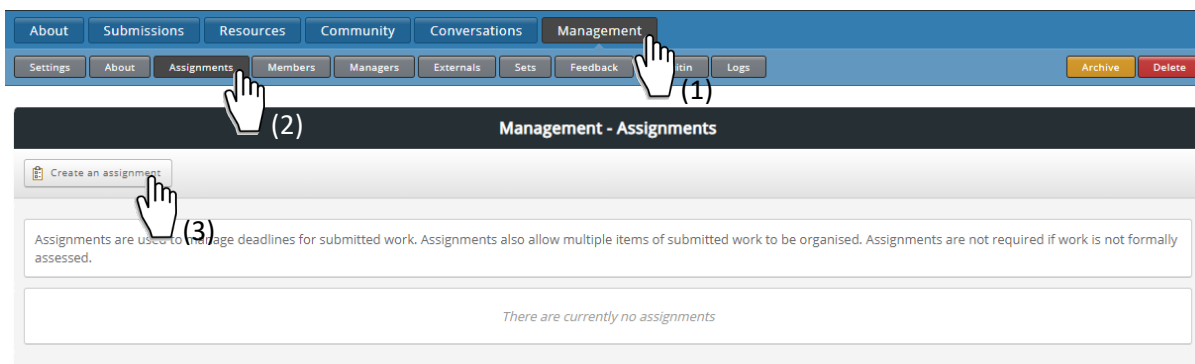
Links to documents and other assets, as well as to people and internet locations can normally be found in the resources section. Most resources will be 'view only' but some will enable you to copy them to your own asset store either as a permanent record or as a starting point for your own work.

Conversations

Multiple conversations – or threads – might operate on this page. According to the permissions that have been set you might be able to start new conversations or just reply to existing ones. If a conversation you take part in is particularly valuable, for example if it demonstrates a particular skill or understanding, you can choose to save all or part of the conversation as an asset into your Pebble+ account.]

Assignments

4.5 Go to '(1) Management > (2) Assignments' then click on the button (3) 'Create an assignment'.



4.6 Under 'Choose an assignment type' leave the option 'Member initiated submissions' selected if students are expected to submit their own assets.

- **Member initiated submissions** is the default option, where learners share assets for assessment to the assignment.
- **Assessor initiated submissions** do not require the learner to share an asset; instead the assessor completes a template or workbook which then appears on the workspace and in the learner's asset store.

Important: Once the assignment has submissions on it, the assignment type cannot be changed.

Choose an assignment type

- Member initiated submissions
The standard option when workspace members are expected to submit/upload their own Assets.
- Assessor initiated 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

i You will not be able to change this option once the assignment has started and it has submissions on it.

4.7 Give you assignment a title and a description.

Title

231 characters remaining

Description

4.8 You may choose to set **deadlines** for the assignment.

Assignments do not need to be given deadlines and you can have a combination of assignments with deadlines and assignments without deadlines on the same workspace.

Work can be submitted any time after

21 Feb 2021 17:00

Work cannot be submitted after

01 Mar 2021 17:00

Unless this late submission date is set

05 Mar 2021 17:00

Work already submitted can be modified until

05 Mar 2021 17:00

- **Work can be submitted any time after:** Assets cannot be submitted to the workspace before this date.
- **Work cannot be submitted after:** Unless a late submission date is set, users will not be able make any additional submissions after this deadline.
- **Unless this late submission deadline is set:** Late submissions will be accepted onto the workspace until this date but will be marked at late.
- **Work already submitted can be modified until:** Users can continue to modify already submitted work until this date is reached.

4.9 Choose the 'Maximum number of submissions per user' to so restrict the number of submissions the assignment will accept.

Maximum number of submissions per user

Unlimited

4.10 Choose the type of submissions the assignment will accept.

If the 'Allow auto submit resources' is switched on, you will need to make this option active when the Resource is added to your assignment (See item 4.24 below). This means as soon as a learner opens a resource, their work will be automatically submitted to the workspace.

Important: If this is not switched on, the learner will need to submit their work manually.

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

4.11 Unless the 'Prevent users from removing their submissions' box is checked, the system will automatically approve student's requests to remove their submission from the assignment.

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.


4.12 The 'submission locking' setting will prevent users from being able to edit an asset once it has been shared for assessment.

Submission locking

Permanently lock assets upon submission







Assets will be locked as soon as they are submitted to or moved into this assignment. They will be unlocked if removed or moved to an assignment without locking

4.13 Hit 'Save'. The assignment will be displayed in a table with any deadlines that have been set.



✓ Assignment saved successfully

Assignments are used to manage deadlines for submitted work. Assignments also allow multiple items of submitted work to be organised. Assignments are not required if work is not formally assessed.

Title	Work can be submitted any time after	Work cannot be submitted after	Late submission date	Work already submitted can be modified until	Actions
End of Course Assessment Submissions: 0 Status: Playing	21st Feb 2021 17:00	1st Mar 2021 17:00	5th Mar 2021 17:00	5th Mar 2021 17:00	     

File Upload

4.14 You can allow students to upload an assignment (various file types). Create an assignment following [steps 4.5-4.13 above](#). This time select the option (1) 'Allow direct file uploads' and (2) 'Restrict submissions to specific file types' (e.g. Documents).

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

File uploads are limited to 500MB per submission and may require downloading before being viewed

Accept all types of file

Restrict submissions to specific file types

▲ Hide available file types

Presentations (odp, ppt, pptx)

Spreadsheets (csv, ods, sxc, xls, xlsx)

Documents (doc, docx, odt, pdf, txt)

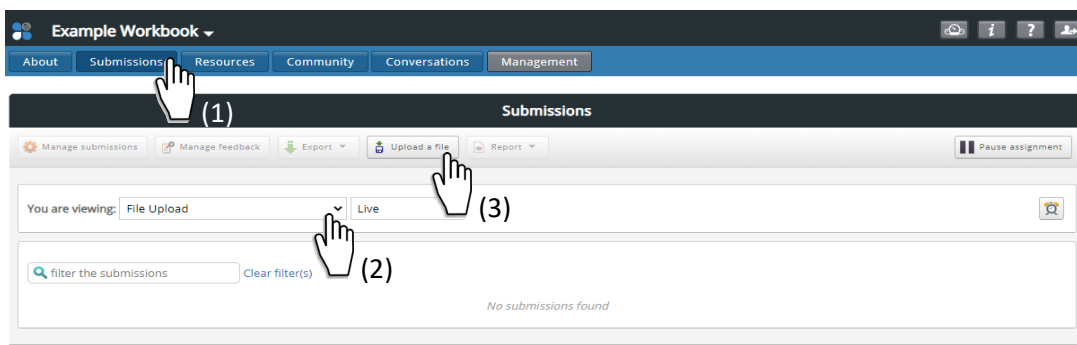
Images (ai, bmp, dxf, eps, gif, jpeg, png, svg)

Audio files (mp3, mp4, m4a, ogg, wav, wma)

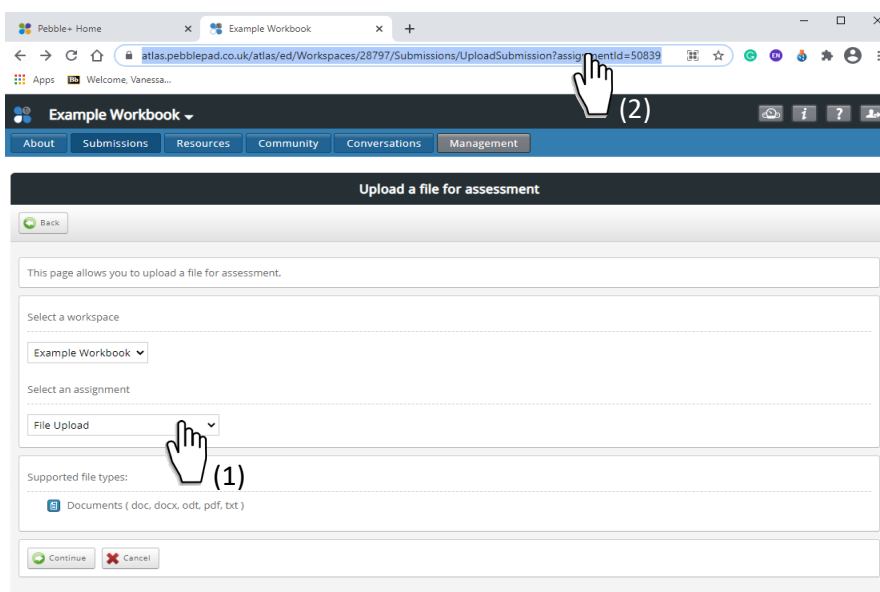
Videos (avi, mp4, mpg, mpeg, mkv, mov, wmv)

Archives (zip)

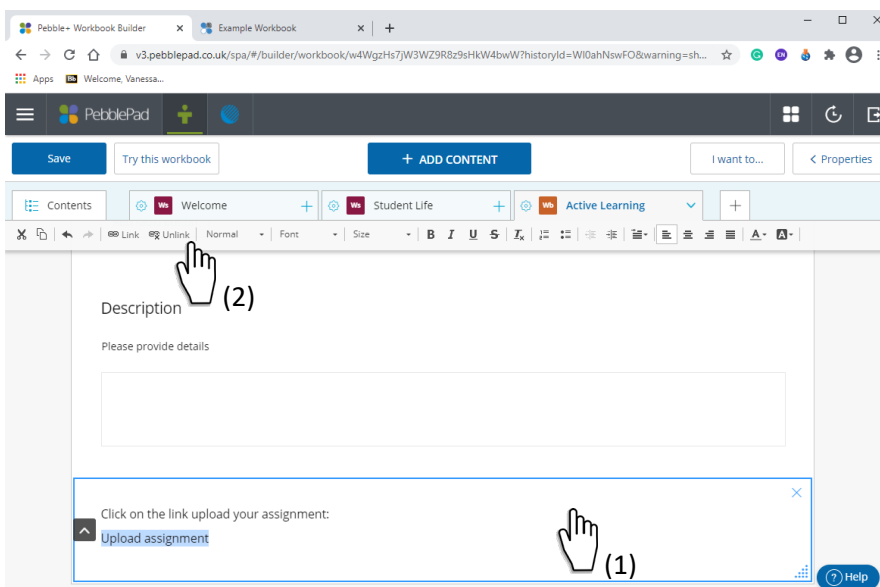
4.15 Click on the button (1) 'Submissions', select the assignment you have just created from the (2) 'You are viewing' dropdown box, then hit (3) 'Upload a file'



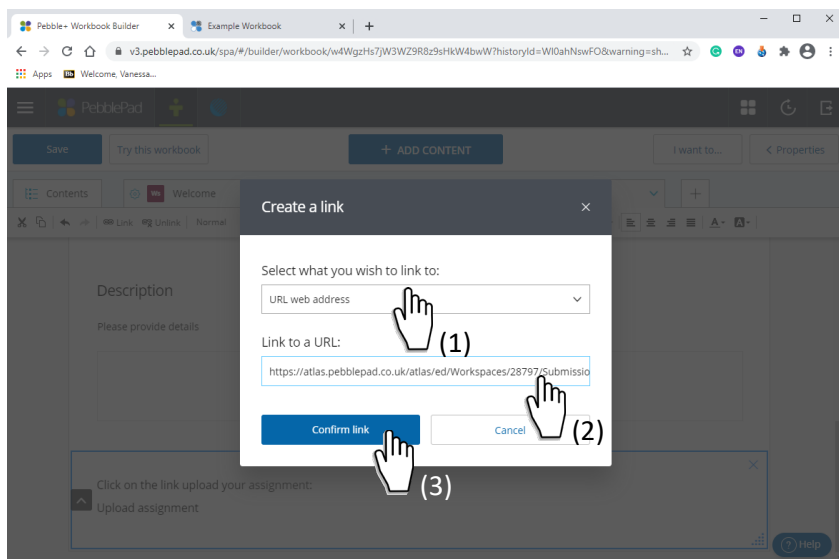
4.16 Double check if the (1) selected assignment is correct. Copy the (2) browser URL.



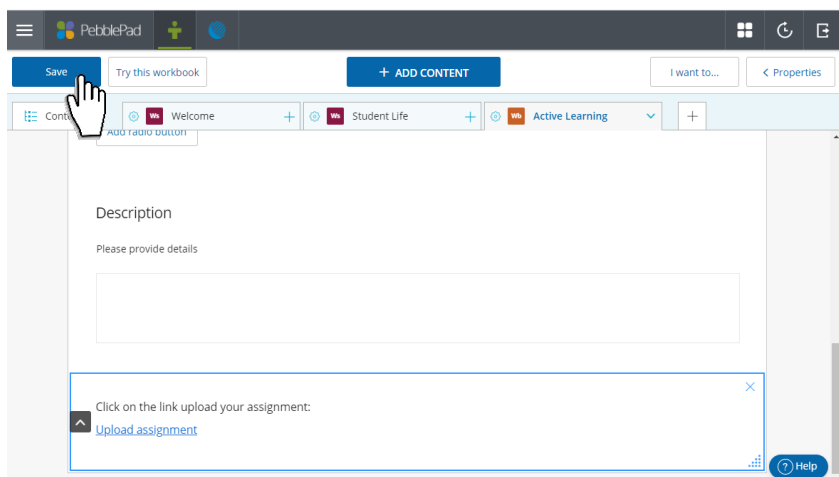
4.17 Go to PebblePad, add a (1) 'Text Area' and a (2) 'Link' to your assignment.



4.18 Select (1) 'URL web address', paste your (2) URL link and (3) 'Confirm link'

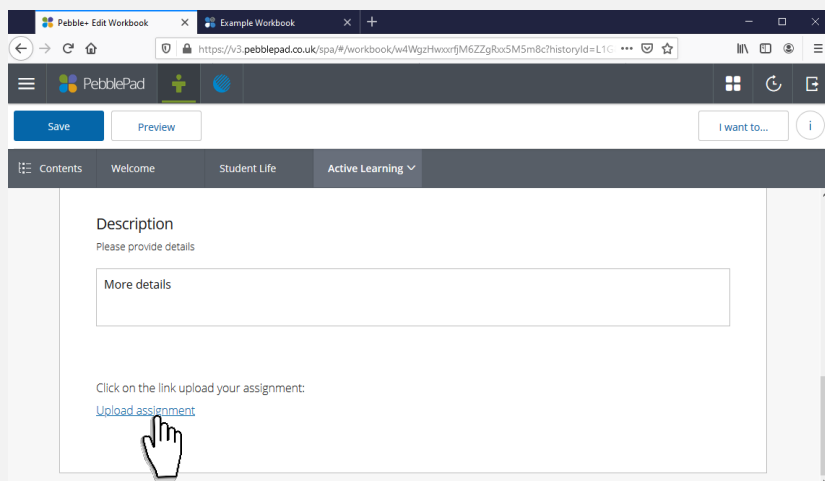


4.19 Save changes.

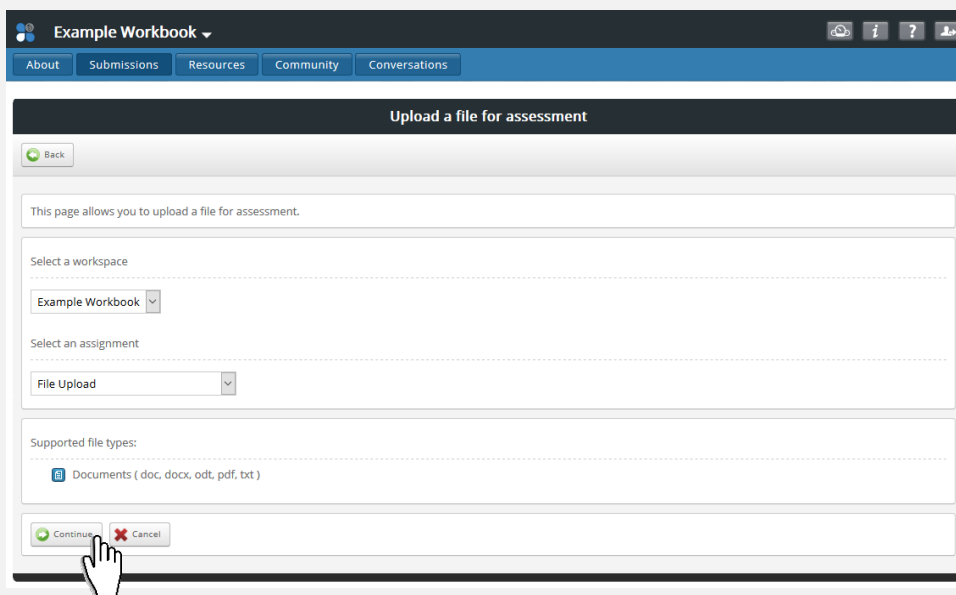


Student View

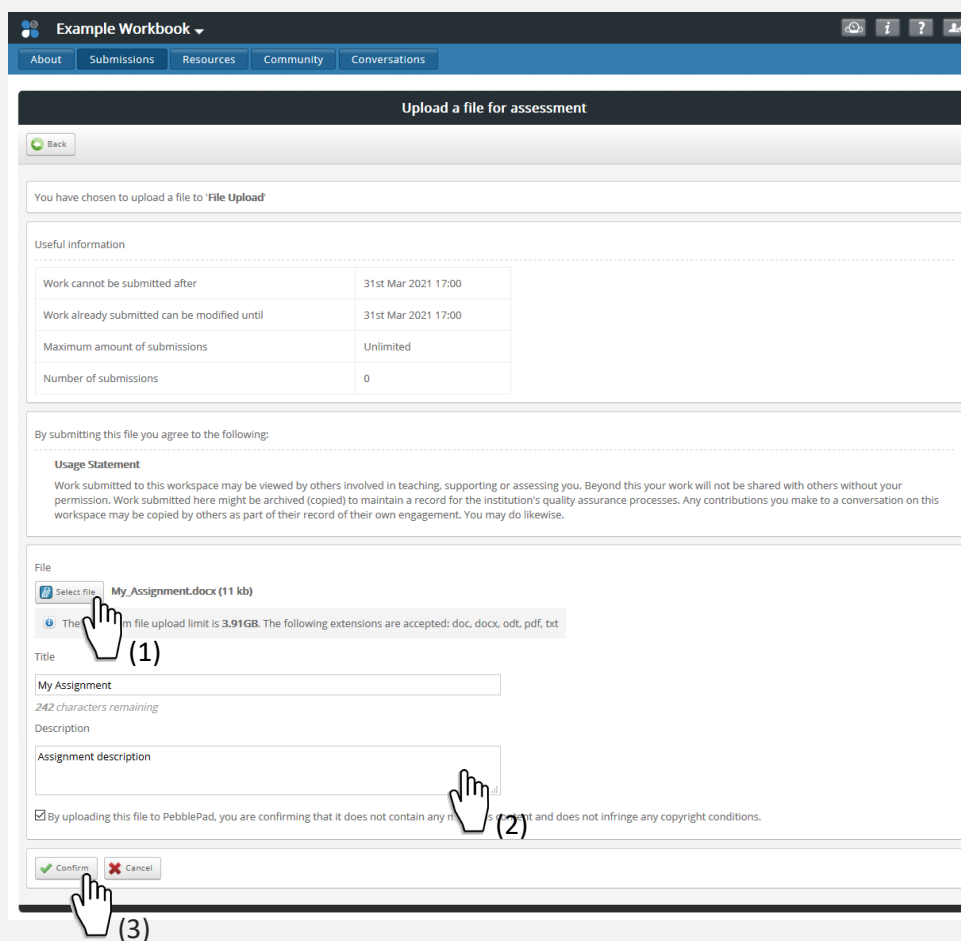
Direct students to Click on the link to upload an assignment.



The link will take students to their ATLAS space. Direct students to click on the button (1) 'Continue'



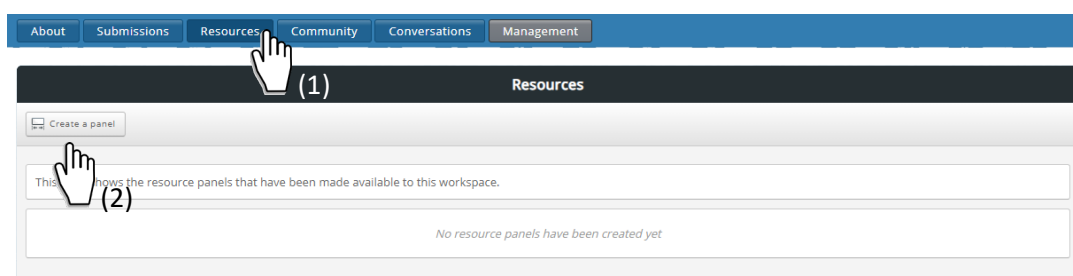
Then (2) 'Select file', provide a (3) 'Title' and a 'Description' for the assignment, and (3) 'Confirm'.



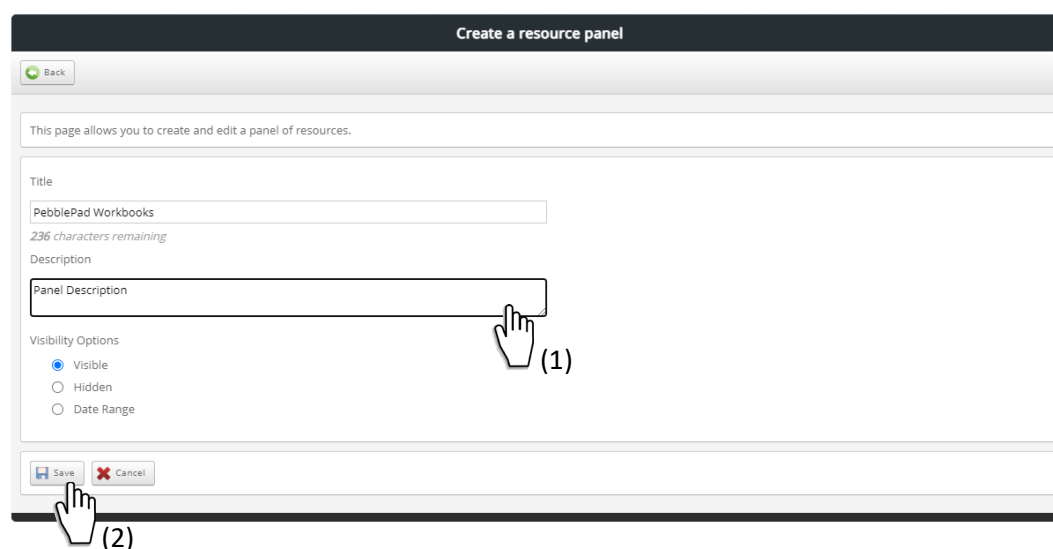
Resources

The Resources page is the place where you make material available to the workspace members. Resources can include **Templates and Workbooks** for members to complete (**Accessed via PebblePad > Resources**), assets that you want them to view and/or copy, **uploaded files, or links to websites (Accessed via Atlas > Resources)**.

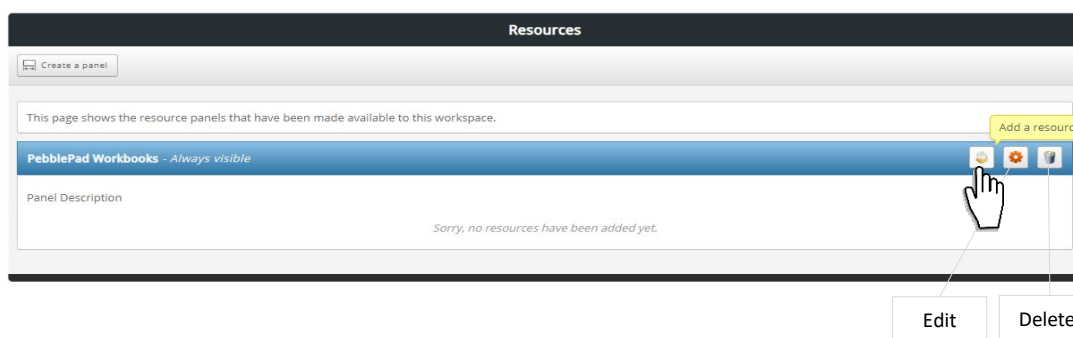
4.20 ATLAS resources are displayed in 'Panels'. You can have multiple panels relating to a different assignments or topics, or different types of resources. To create a panel go to '(1) Resources > (2) Create a Panel'.



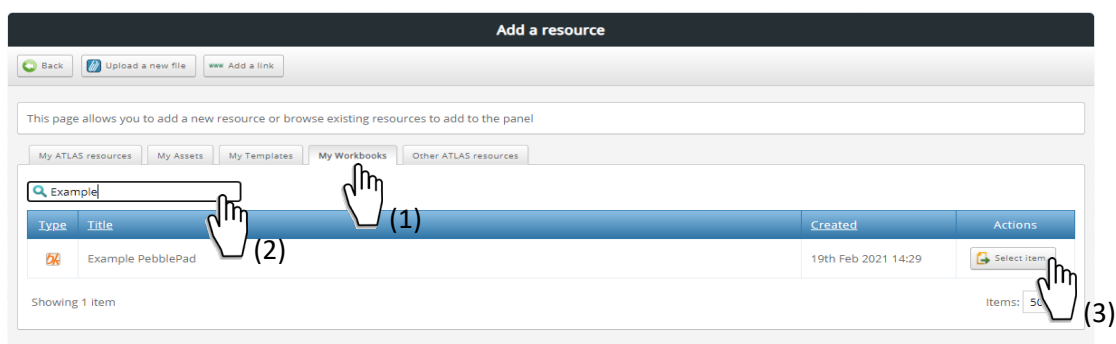
4.21 Give you panel a (1) 'Title' and a 'Description' and then hit (2) 'Save'



4.22 The buttons available for each of the panels created, allow users to add resources, change settings or delete the panel. Click on the button 'Add a Resource'



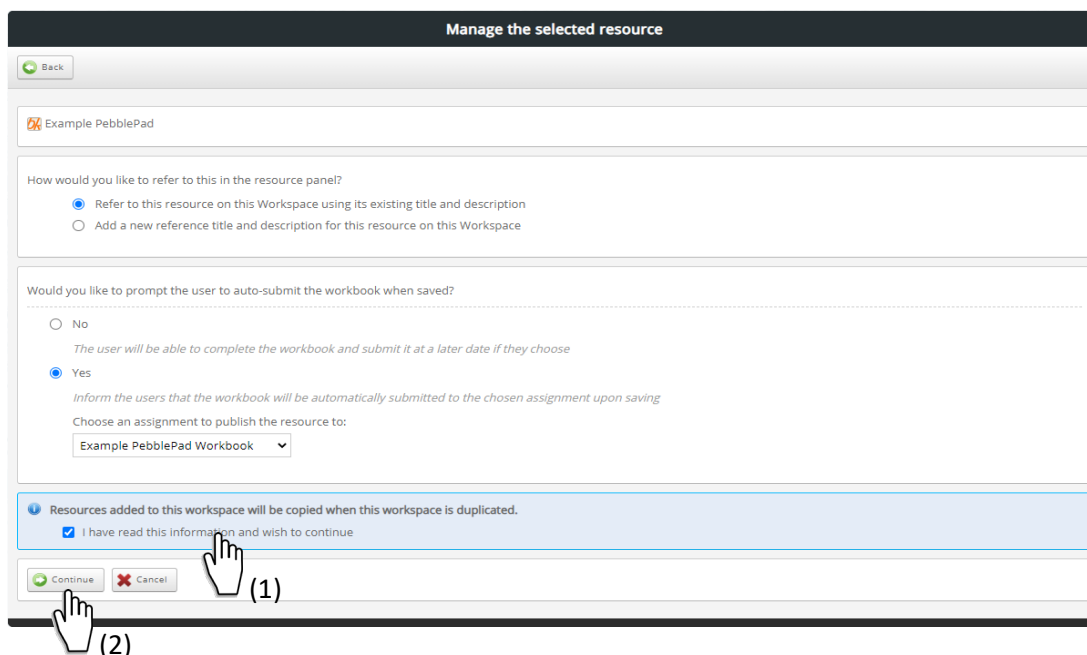
4.23 Select one of the (1) tabs (My ATLAS Resources, My Assets, My Templates, My Workbooks or Other ATLAS resources). Type (2) the name of the resource to be added to the workspace into the 'search box', then click on the button (3) 'Select Item'.



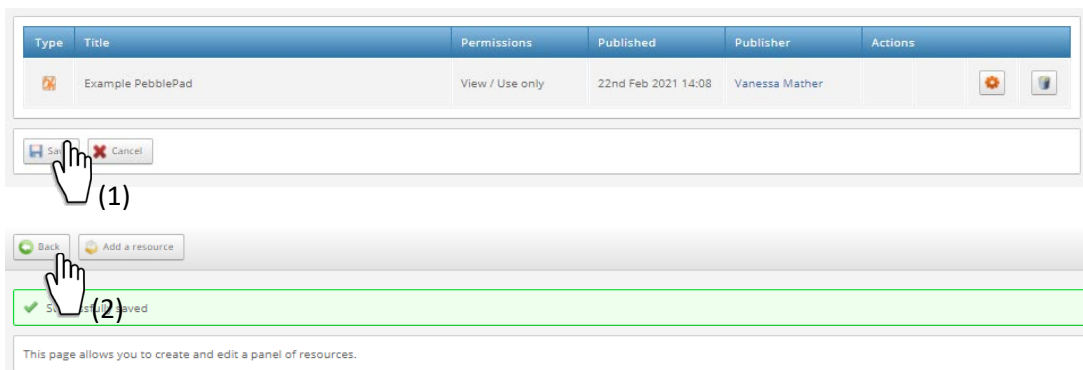
4.24 The options available under 'Manage the selected resource' will vary depending on the type of resource selected. For **workbooks** and **templates**, select if you would like to prompt the user to auto-submit the form when saved.

- **Important:** If you select 'no', students will need to manually submit their work to the correct assignment.
- If you select **yes**, you are asked which assignment this will be auto-submitted to in a drop-down menu. **Important:** Your assignment will need to have 'Allow auto submit resources' switched on (see item 4.10 above)

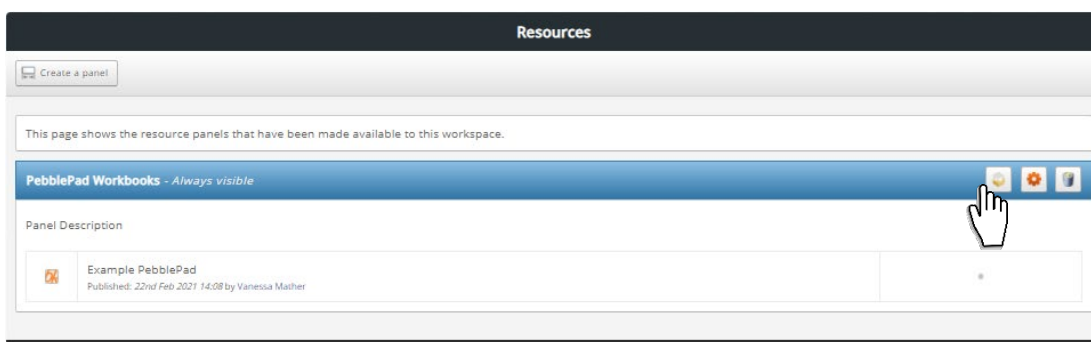
Check the box (1) 'Resources added to this workspace will be copied when this workspace is duplicated – I have read this information and wish to continue' and hit (2) 'Continue'.



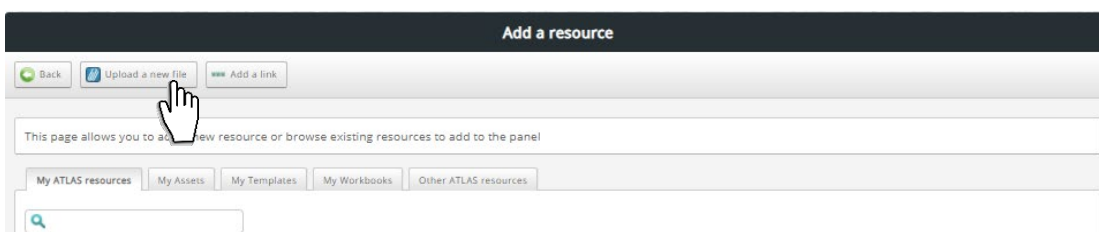
4.25 Hit (1) 'Save' then Click on the button (2) 'Back' to go back to the previous page.



4.27 Your resource has now been added. To 'upload a file' click on the button 'Add a Resource'



4.28 Click on the button 'Upload a new file'



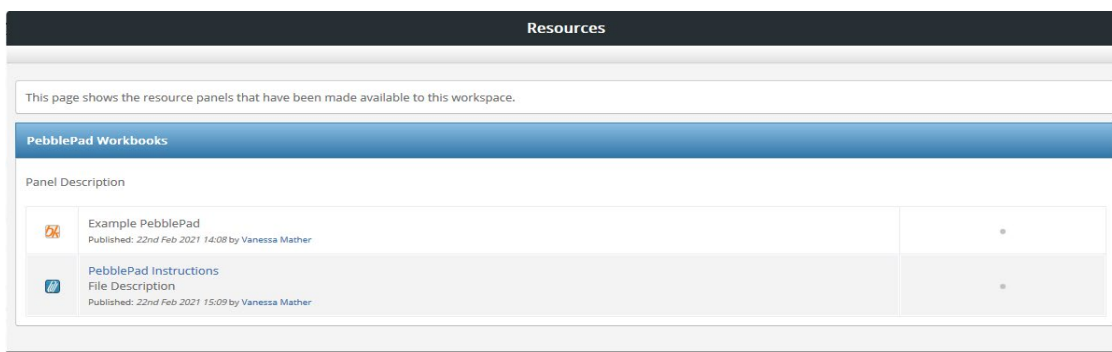
4.29 Hit the button 'Select file', then browse to the location where your file is stored, select it, then click the Open button. Give the file a title and a description.



4.30 Choose what you would like users to be able to do with the file (The options should be self-explanatory). Hit 'Save'.

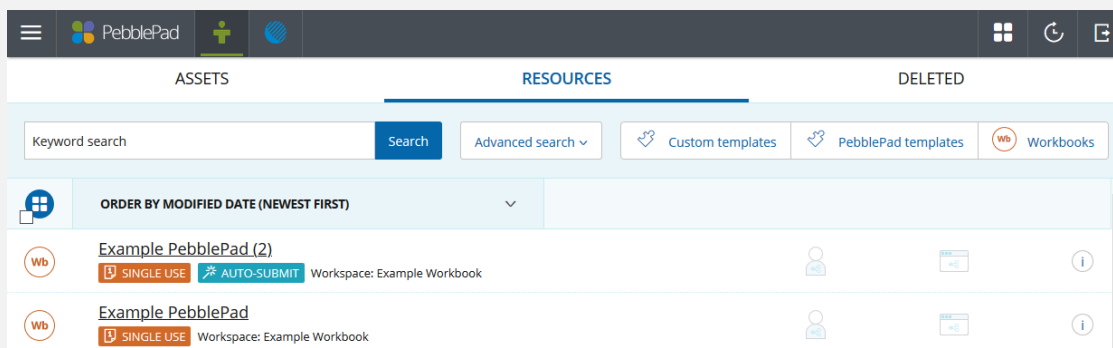


In this example, students will be able to view the 'uploaded document' in Atlas and the shared workbook in 'PebblePad'

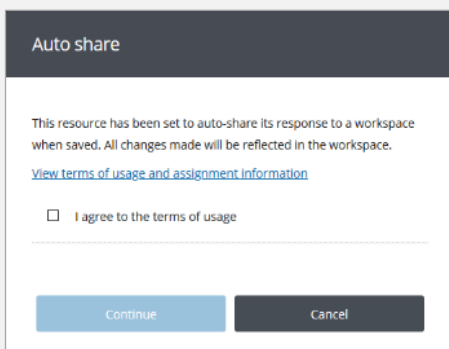


Student View

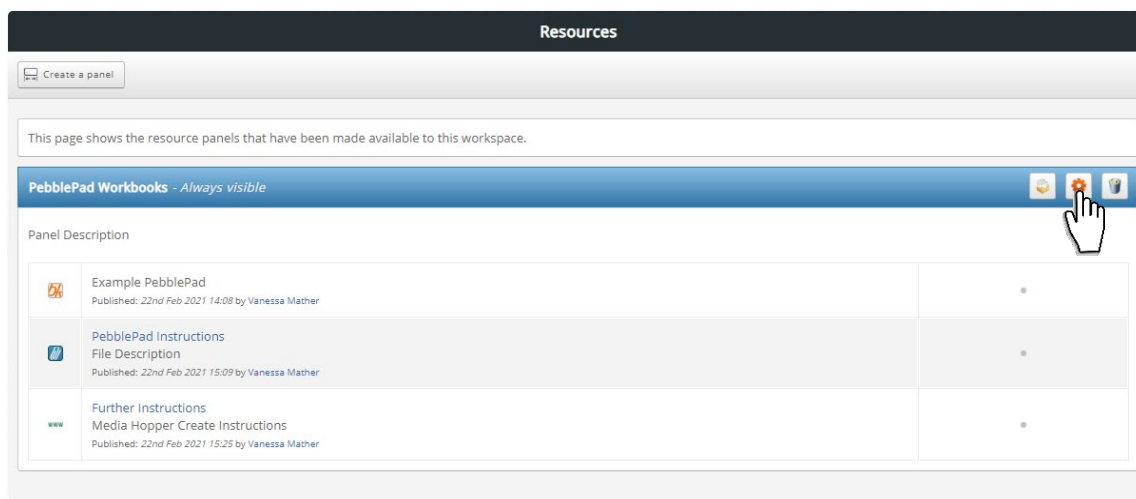
When a Resource (Template or Workbook) is added to your Assignment, this will appear in the PebblePad Resource Store of all Students (members) enrolled on your Workspace.



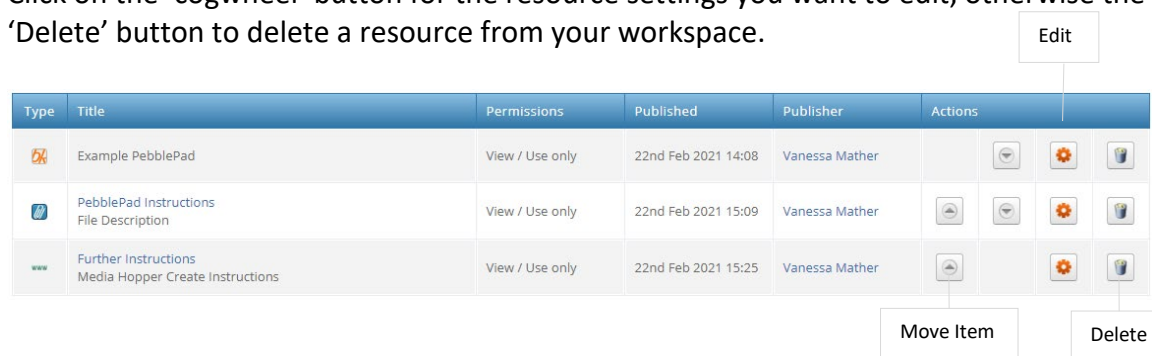
For assignments where 'Auto-submit' has been enabled, students will be prompted with the 'Auto Share' when they open the resource.



4.31 To edit or delete resources, go to 'Resources' and click on the button 'Edit'

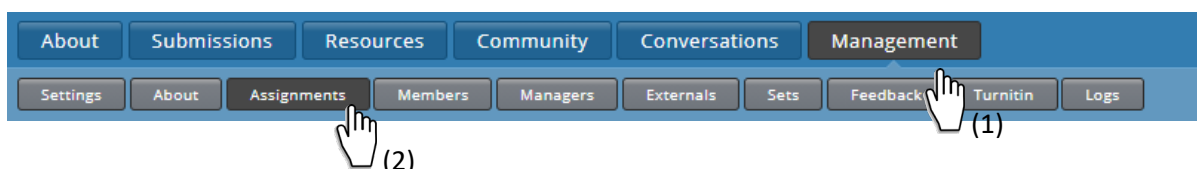


Click on the 'cogwheel' button for the resource settings you want to edit, otherwise the 'Delete' button to delete a resource from your workspace.



5. Manage assignments

5.1 Navigate to "(1) Management > (2) Assignments"

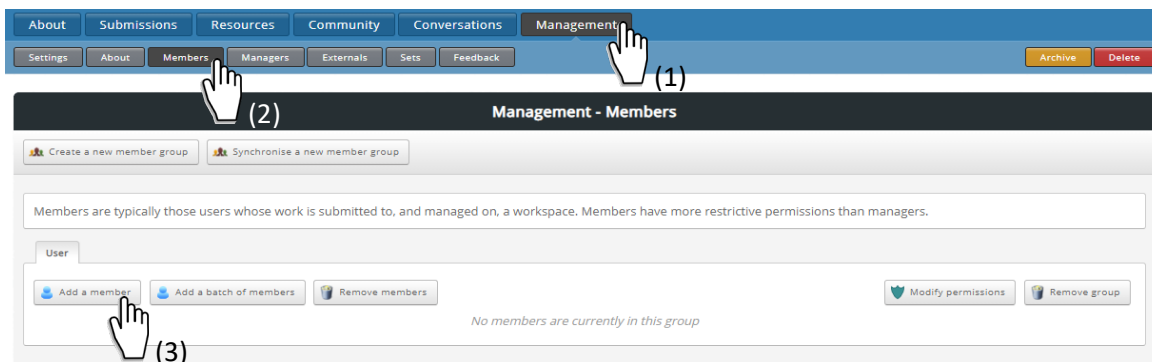


From the icons to the right of the table each assignment can be independently **paused**, **played** or **stopped**. The current **status** of the assignment is displayed under the assignment name. The **settings** for each assignment can be edited by clicking on the orange cog icon. There is also an option to **Manage Extensions**. Clicking this icon opens a page on which you can select one or more Students (members) and apply an extension to them. Assignments can be **deleted** by clicking on the trash can icon.

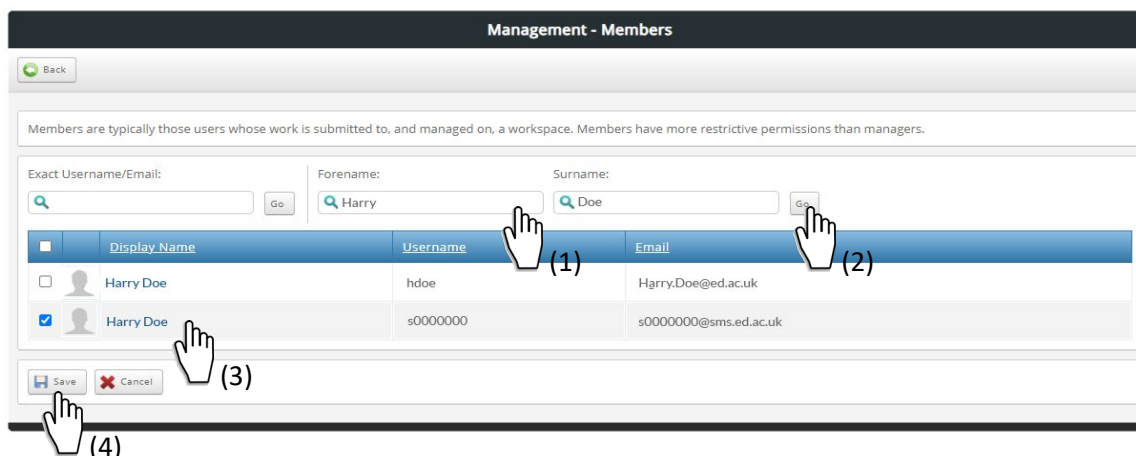


6. Add/manage students

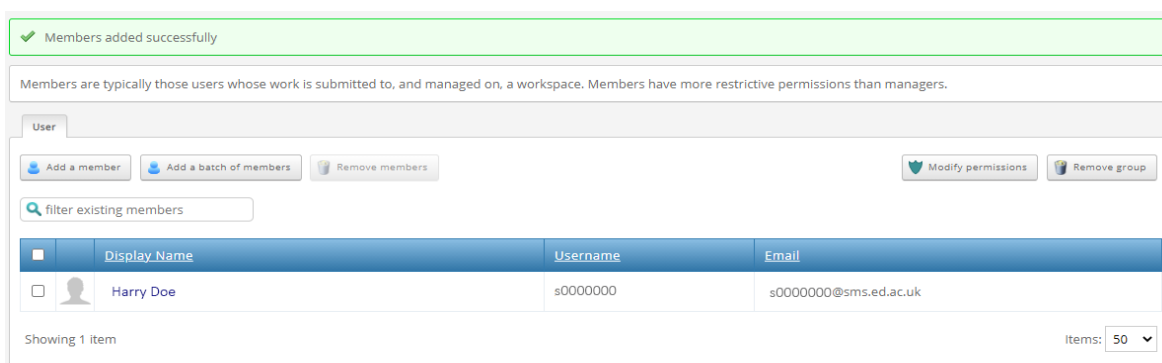
6.1 Click on '(1) Management > (2) Members > (3) Add a member'



6.2 Type the user's username or email address in the (1) search box. Click on 'Go'. When the user's details appears, click on the (3) checkbox by their name. Hit (4) 'Save'.



A new member is now added.

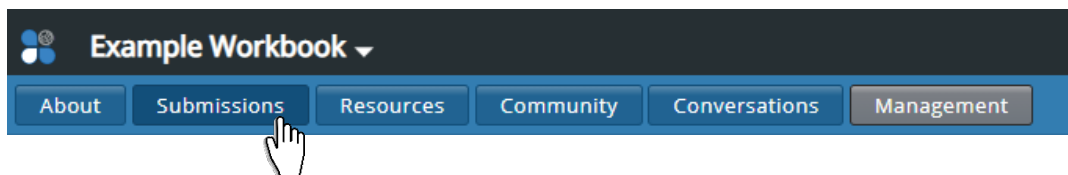


Activating the workspace

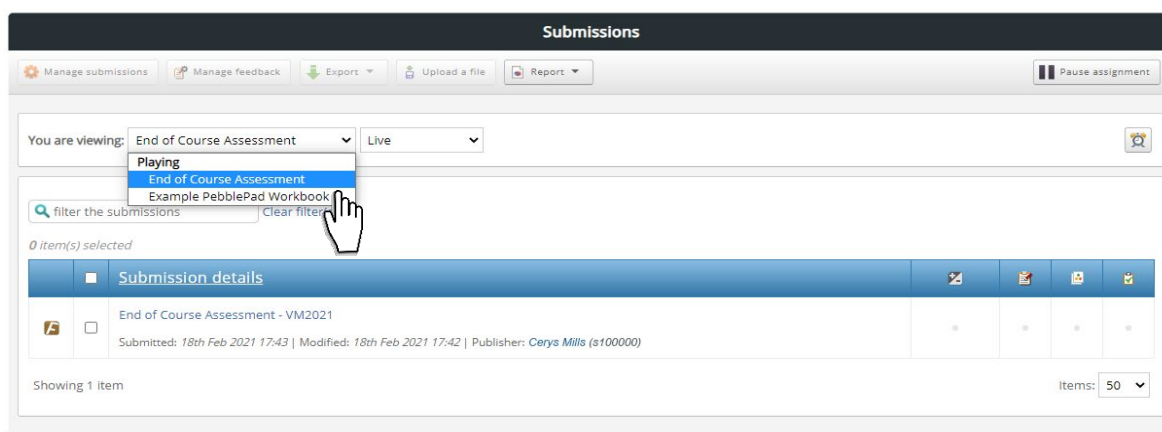
Important: If you created the Workspace in 'Setup mode', and is now ready to share your workbook with students, you will need to activate your workspace (See items 1.4-1.6 above)

7. Manage submissions

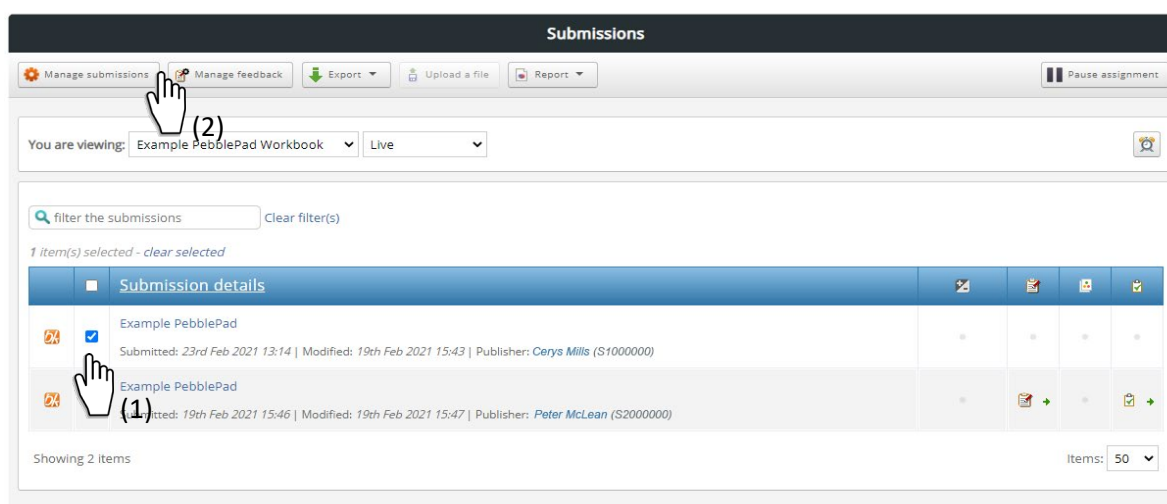
7.1 Navigate to the correct Workspace in 'Workspaces I am managing' then Click on the 'Submissions' button.



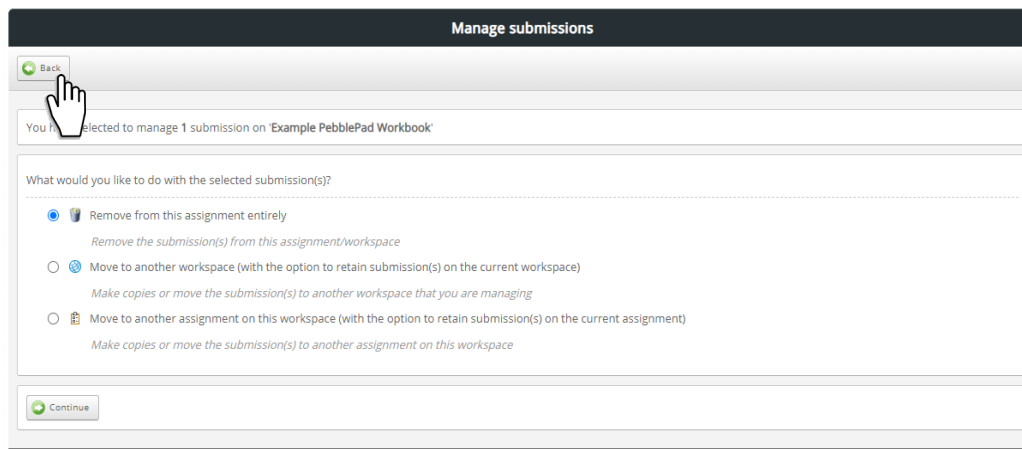
The Submissions page is where students assets (submitted to ATLAS from Pebble+) appear. You can run one or more activities in a single workspace, each with different submission deadlines. Select which assignment submissions you want to view.



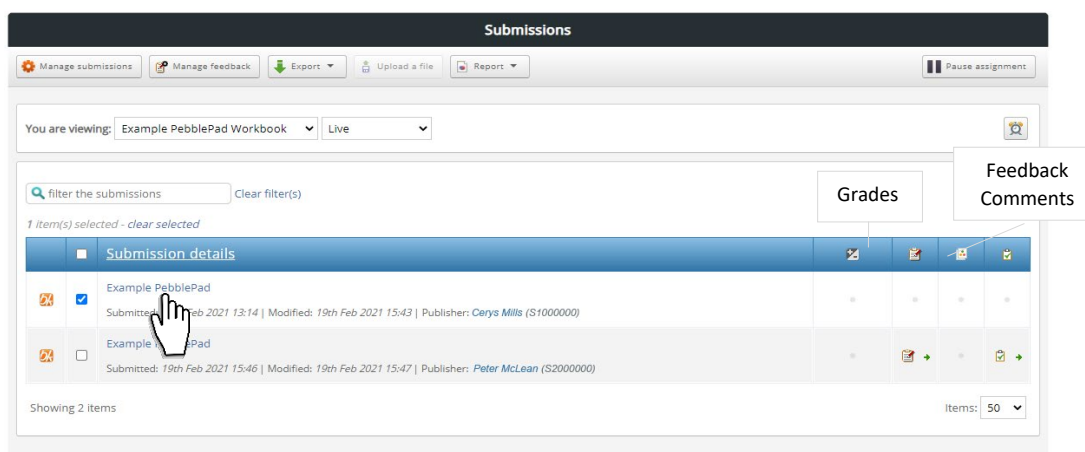
7.2 Select the checkbox next to the submission you want to manage, then click on the button 'Manage submissions'.



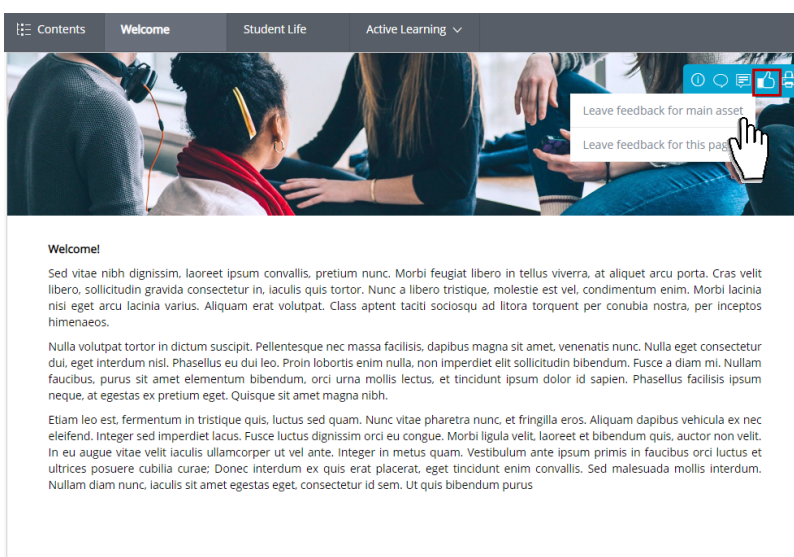
7.3 In this page, you can ‘Remove the student submission from the assignment’, ‘Move the student submission to another workspace’ or ‘Move the student submission to another assignment on the same workspace’. Click on the ‘Back’ button to leave this page.



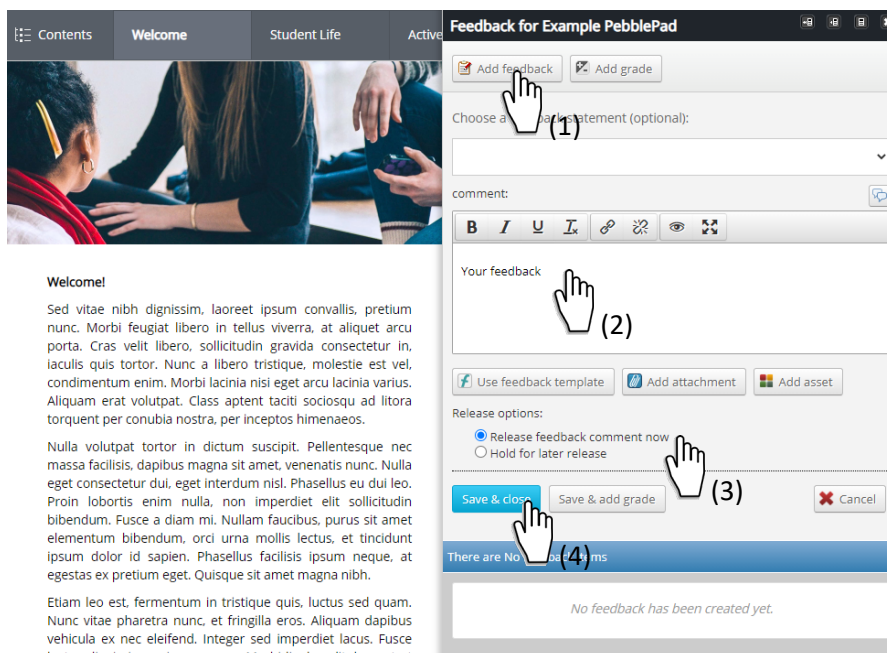
7.4 The submission page include the columns ‘Grades’ and ‘Feedback’. To ‘add a grade’ and ‘feedback’ to the student’s submission, open the asset by clicking on the asset title.



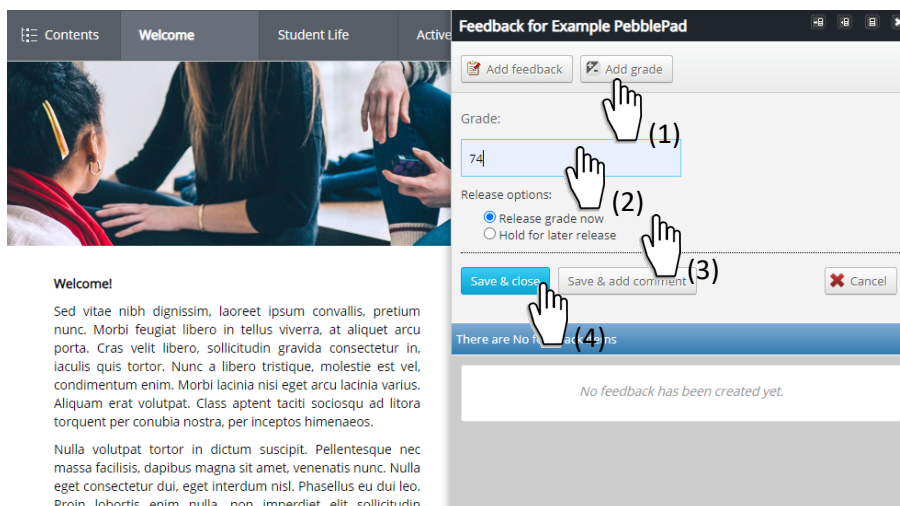
7.5 In PebblePad, click on the feedback icon on the blue toolbar at the top left. Select ‘Leave feedback for main asset’ (otherwise ‘Leave feedback for this page’).



7.6 Click on the button (1) 'Add Feedback'. Enter your feedback in the box (2) 'comment' and choose to (3) 'Release feedback comment now' or 'Hold for later release'. Hit (4) 'Save & Close' (otherwise 'Save & add grade')



7.7 Click on the button (1) '+- Add Grade'. Choose to (2) 'Release the grade now' or 'Hold for later release'. (4) Hit 'Save & Close' (otherwise 'Save & add comment')

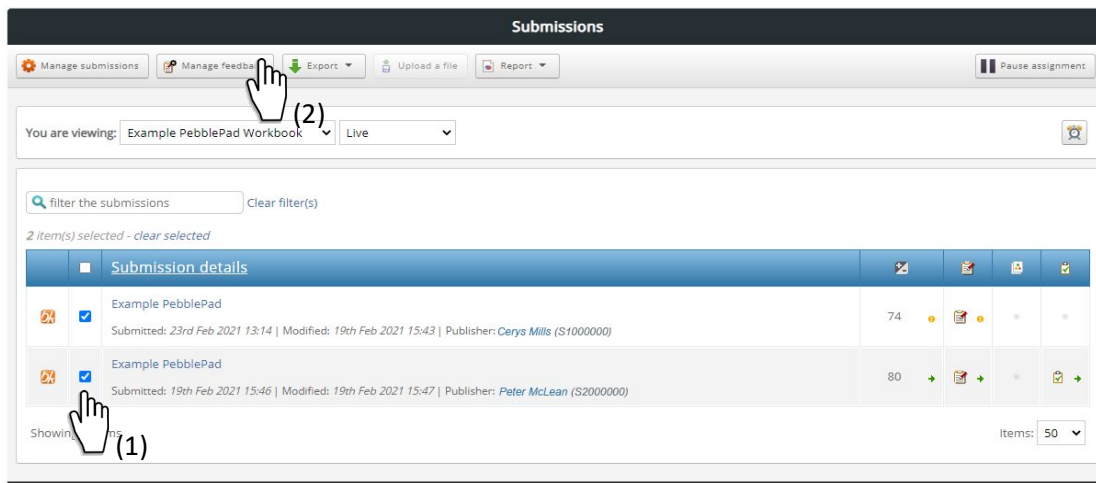


7.8 Go back to ATLAS. Grades and Feedback will appear in the grades and feedback columns with a 'Green Arrow' if they have been released, otherwise with a 'Yellow sign' if they have not yet been released to students.

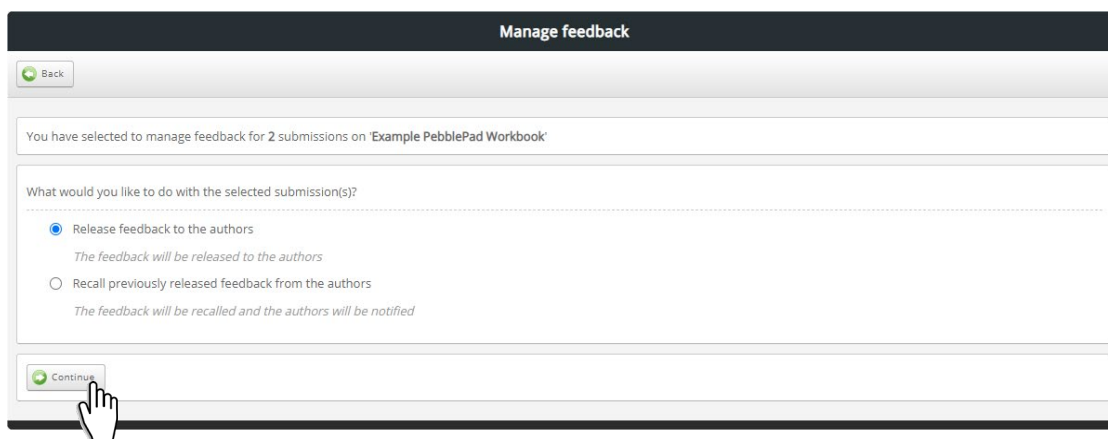
Submission details		On Hold	Feedback	Grade
	Example PebblePad Submitted: 23rd Feb 2021 13:14 Modified: 19th Feb 2021 15:43 Publisher: Cerys Mills (S1000000)	74		
	Example PebblePad Submitted: 19th Feb 2021 15:46 Modified: 19th Feb 2021 15:47 Publisher: Peter McLean (S2000000)	80		

Released

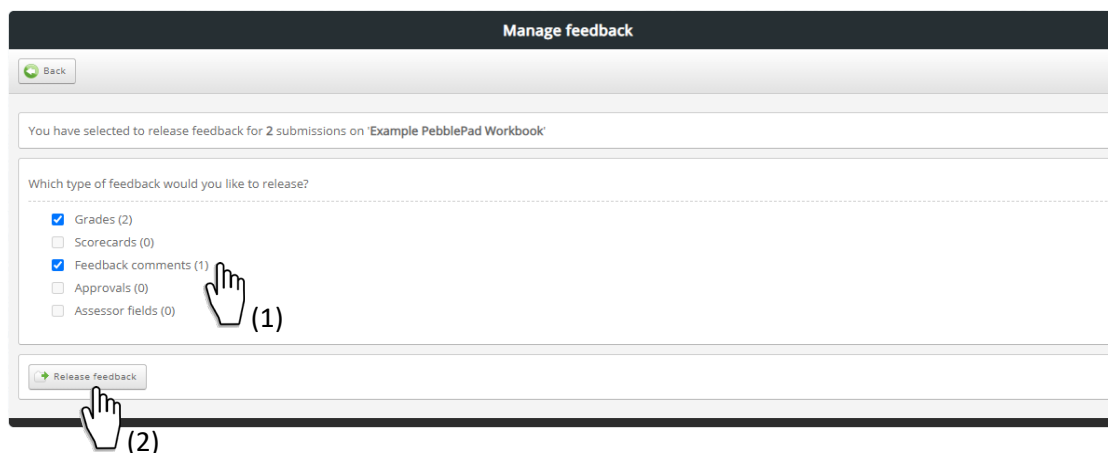
7.9 To release grades and feedback to students, select the checkbox(s) next to the submission(s) you want to manage, then click on the button 'Manage Feedback'.



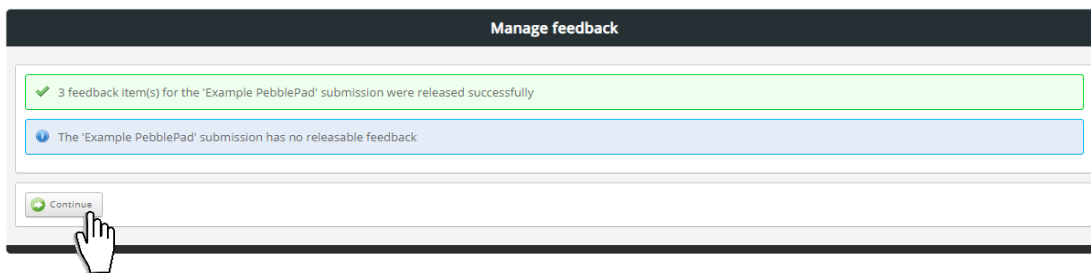
7.10 Note that you also have an option to 'Recall any previously released feedback'. Hit 'Continue'



7.11 Select the 'feedback' you want to release and hit 'Release feedback'



7.12 Hit 'Continue'

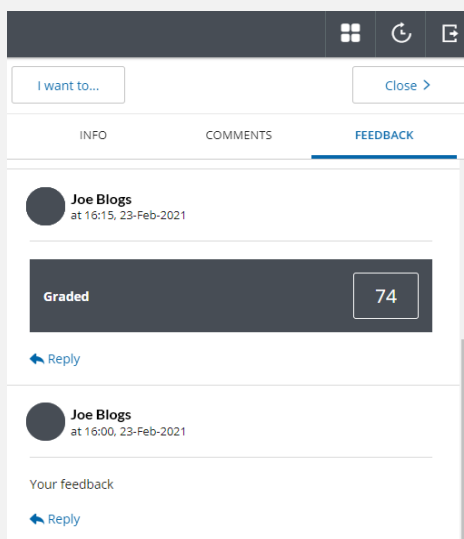


7.13 The 'grade' and 'feedback' columns will be updated.

Submission details		Grade	Feedback	Info	More
	Example PebblePad <small>Submitted: 23rd Feb 2021 13:14 Modified: 19th Feb 2021 15:43 Publisher: Cerys Mills (S1000000)</small>	74			
	Example PebblePad <small>Submitted: 19th Feb 2021 15:46 Modified: 19th Feb 2021 15:47 Publisher: Peter McLean (S2000000)</small>	80			

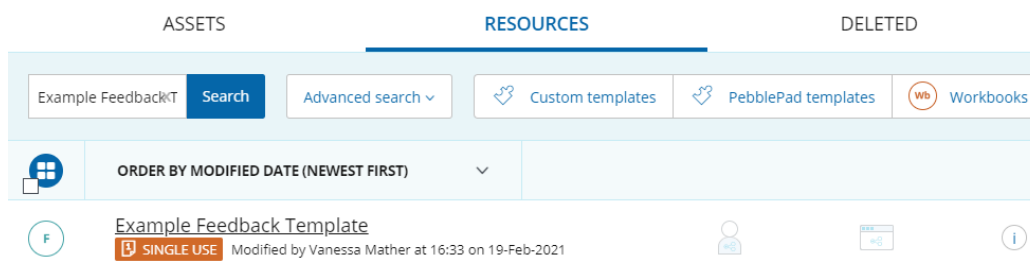
Student View

Students will see grades and feedback in the PebblePad 'Information tab' under feedback.

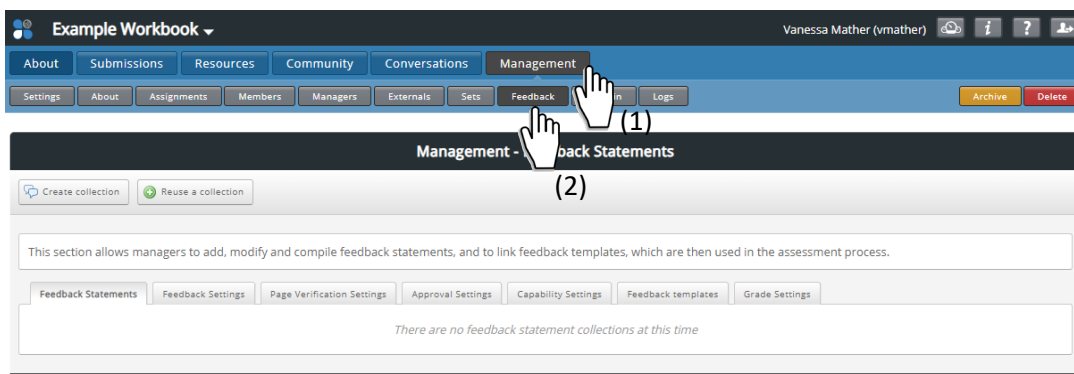


8. Feedback Templates

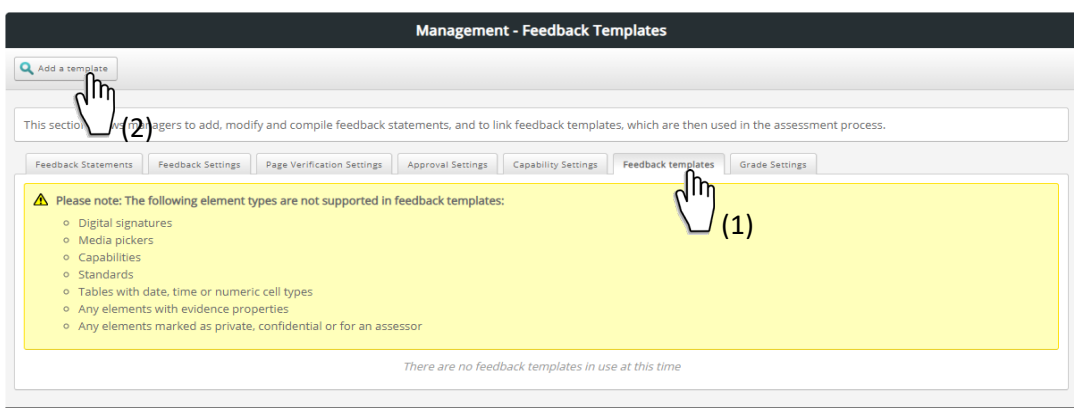
8.1 Create a template in PebblePad (Get Creative > Create a Template. Asset type: Feedback)



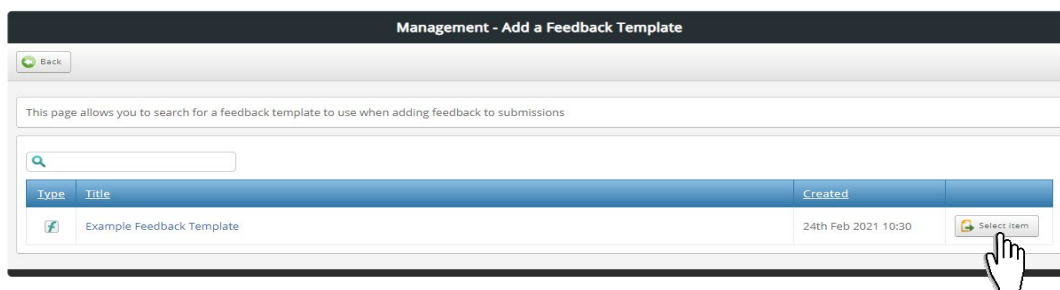
8.2 In ATLAS go to 'Management > Feedback'



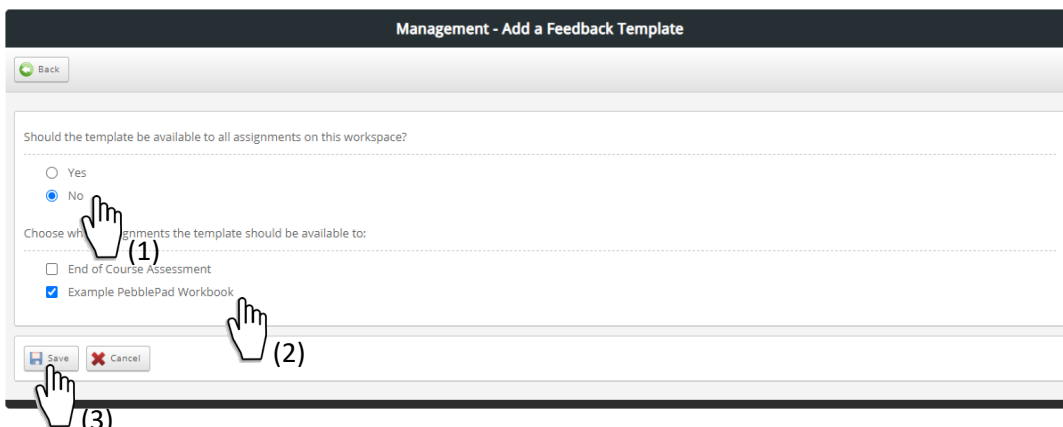
8.3 Select the tab 'Feedback templates' then click on the button 'Add a template'



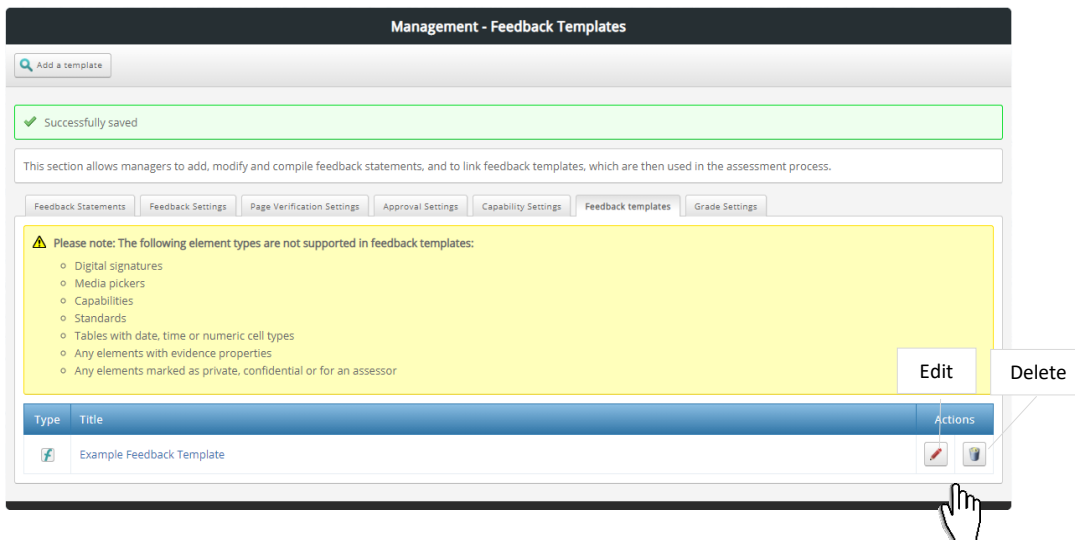
8.4 Click on 'Select item' to the right of the template that you want to add.



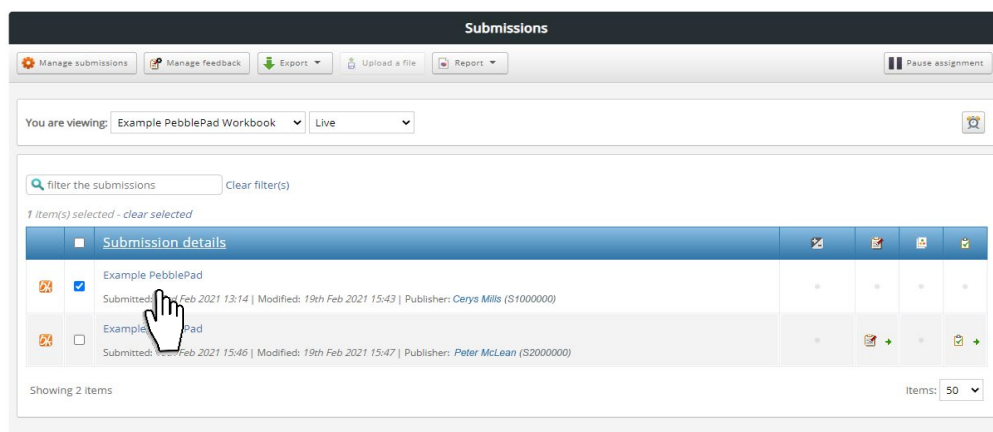
8.5 If you have more than one assignment in the workspace select 'Yes' to indicate that the template should be available to all assignments, otherwise, select (1) 'NO' and choose (2) 'which assignments the templates should be available for'. (3) Hit 'Save'.



8.6 Click on the button 'Edit' to change or view the assignment(s) the template is available for or hit 'Delete' to remove the template.



8.7 To use a feedback template open the student submission in ATLAS (See items 7.1-7.4 above)



8.8 Go to PebblePad and open the feedback panel (See item 7.5 above). Select 'Add Feedback', then 'Use Feedback Template'.



8.9 Fill in the (1) feedback template. Click on the button (2) 'Create' then (3) 'Save'.

Feedback Template

Feedforward

Comments

Instructor Comments

B I

LO1

- A1
- A2
- A3
- B
- C
- D
- E
- F
- G
- H

Create



8.10 Choose to (1) 'Release the grade now' or 'Hold for later release'. Hit (2) 'Save & Close'

Feedback for Example PebblePad

Add feedback Add grade

This feedback item has not yet been saved. [Save now](#)

comment:

B I U I Link Unlink Eye Refresh

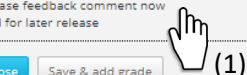
Use feedback template Add attachment Add asset

Feedforward 3

Release options:

- Release feedback comment now
- Hold for later release

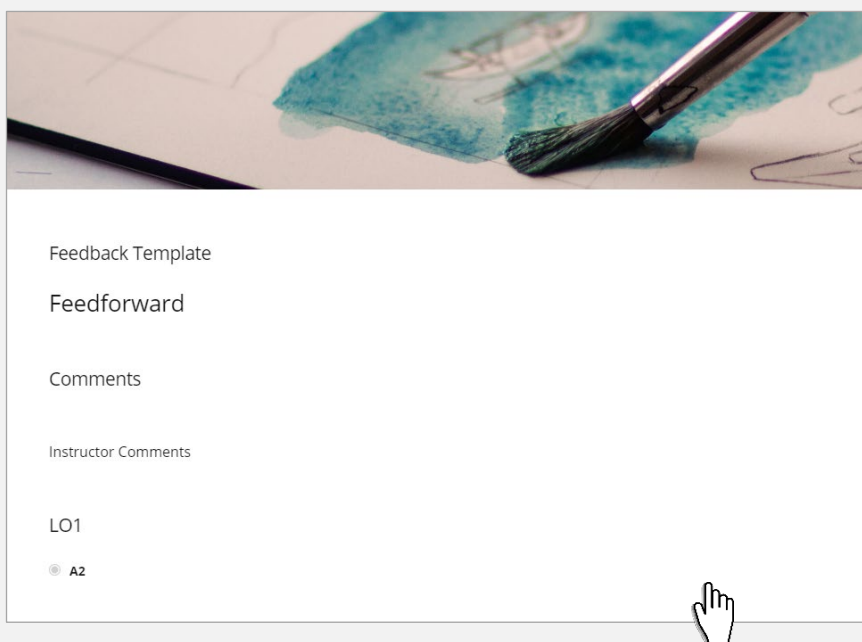
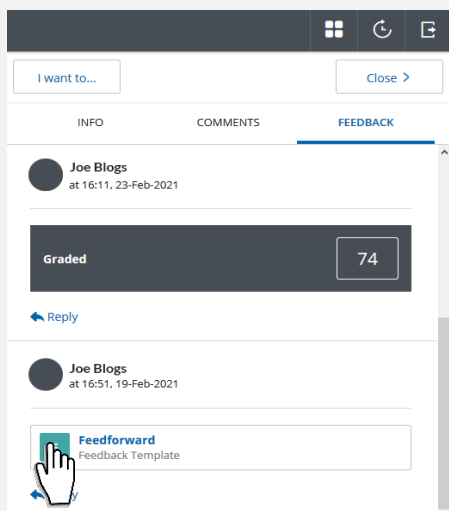
Save & close Save & add grade Cancel



8.11 If you choose 'hold for later release', you will need to release the feedback in ATLAS. See items 7.8-7.13 above.

Student View

Instruct students to open the feedback panel in PebblePad, and click on the 'Feedback template link' to view the feedback.



Other Resources

- IS PebblePad and ATLAS [Help Materials](#)
- PebblePad.com [ATLAS Help](#)

Help and Support

Should you need help with any of the above, contact your local Learning Technology support team at Med.digital.education@ed.ac.uk

Revision History

Date	Description	Sections Affected	Revised by
01.03.2021	Document Release	N/A	Vanessa Mather
26.07.2021	Document Presentation	All	Vanessa Mather