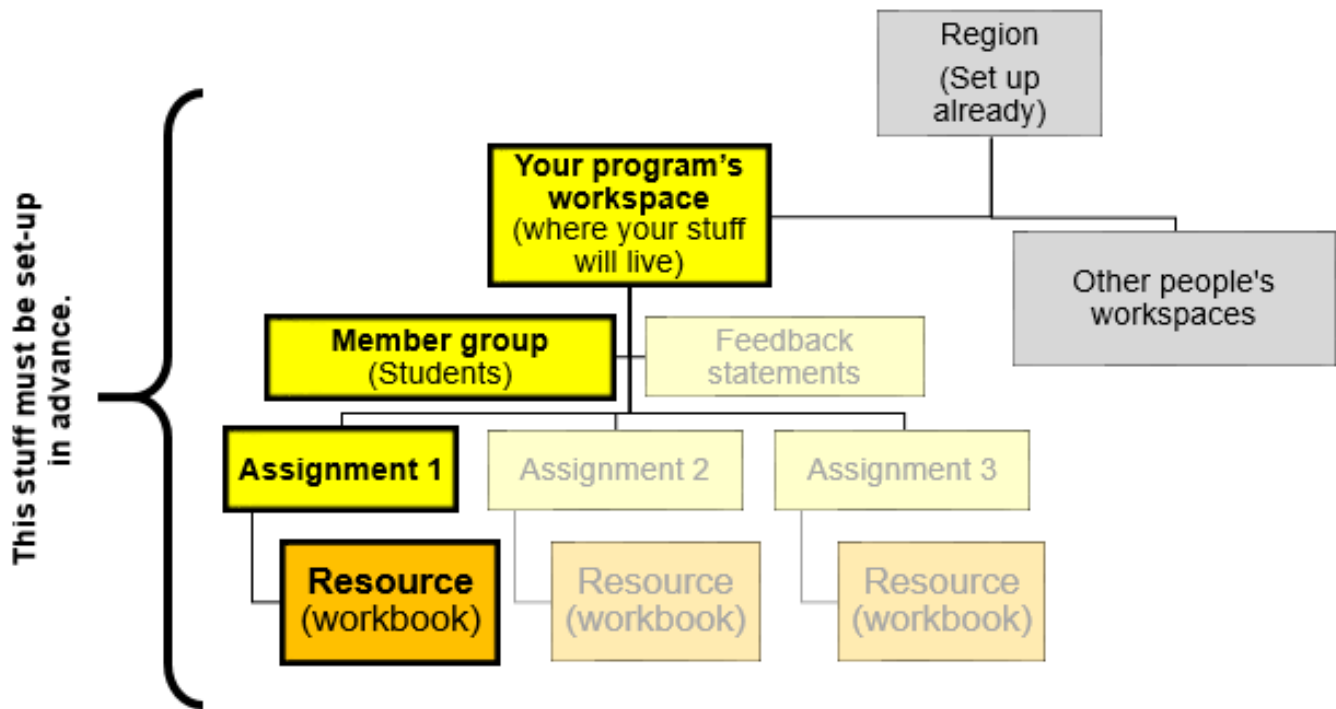


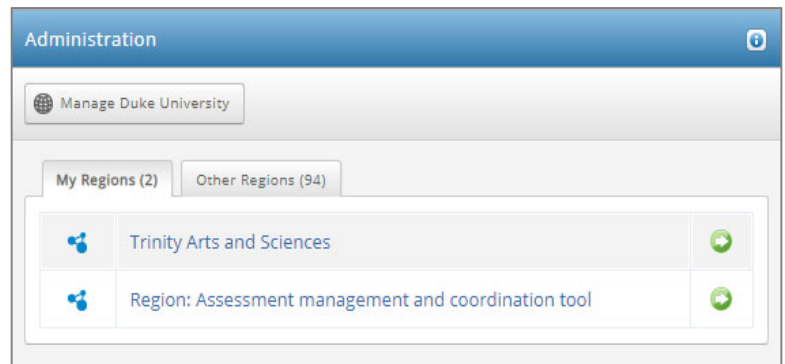
# PebblePad portfolio workbooks

## Understanding ATLAS

ATLAS stands for Active Teaching, Learning and Assessment Space. As the “engine” behind the creative work in PebblePad, it supports teaching and learning activities by organizing students’ access, scheduling assignments and due dates, and connecting raters/graders to student work.



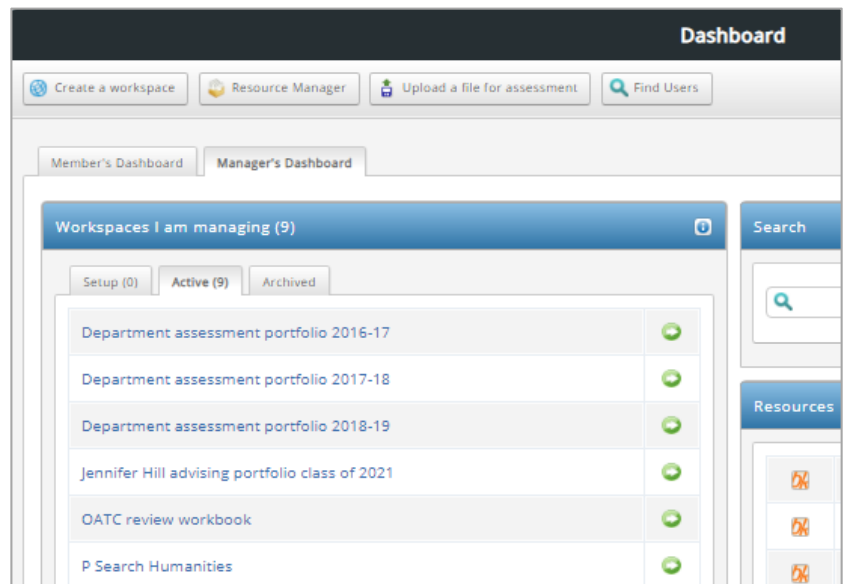
**Region:** The Organization can be divided up into Regions, which is the level that hosts Workspaces. Typically, Regions will be set up to emulate physical organizational structures (e.g., faculties, schools, departments, organizational units). Regions are not hierarchical – they all exist at the one level. Each region will contain multiple Workspaces which typically represent a single subject or unit of study, for example, Psychology 101. Regions are managed by Owners (e.g., Elise Mueller). The Regions you have permissions on will be listed under this tab.



*Dashboard > Administration > Region*

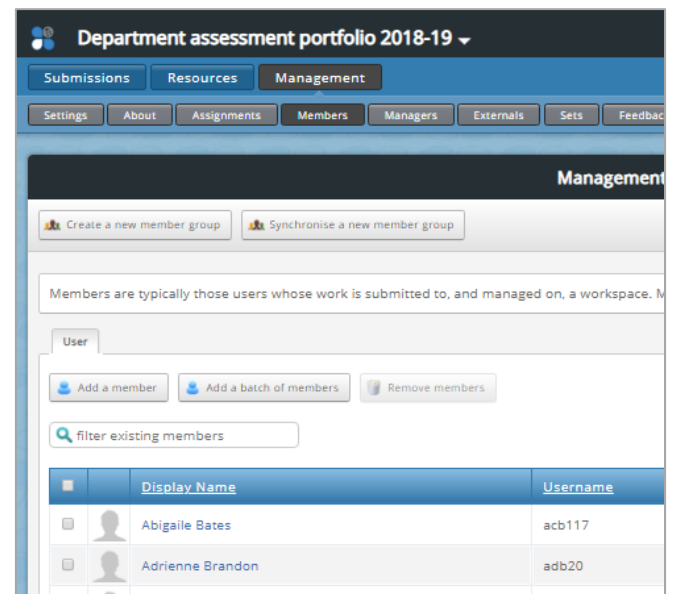
**Workspace:** A workspace is the container for all portfolio assignments for a learning experience (e.g., Economics majors graduating in 2019). All members of the workspace have the same access to assignments and are subject to the same due dates. A new workspace can be created by clicking on *Create a workspace*.

*Dashboard > Manager's Dashboard > Workspaces I am managing*

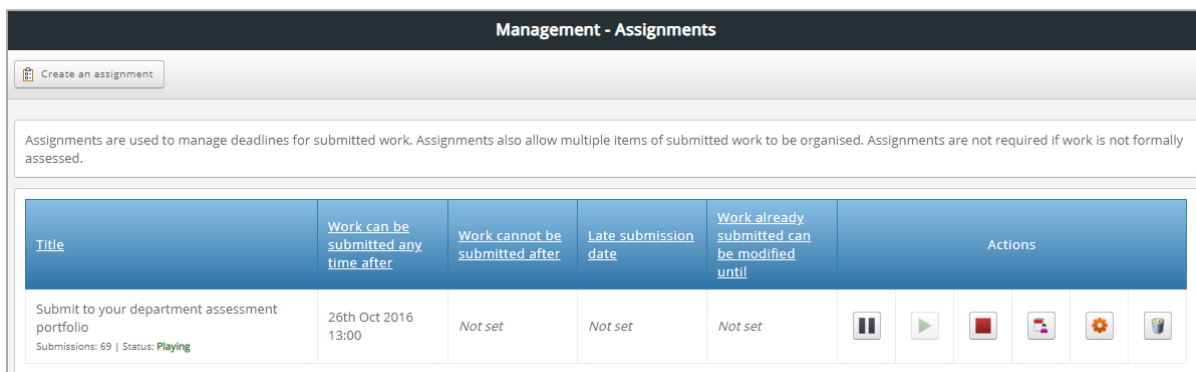


**Member.** A learner who has access to the assignments created within ATLAS. Typically, these are your students. At first, all students are loaded as a group. You can upload individuals manually, upload a batch manually, or pull rosters from DukeHub. (Reach out to Elise Mueller for help with DukeHub integration.) Later, you can divide members into sub-sets for differentiated scoring/grading. Members might be students enrolled in a course or students completing a major. Students will not have access to your portfolio workbook unless they are members of the workspace.

*Workspace > Management > Members*

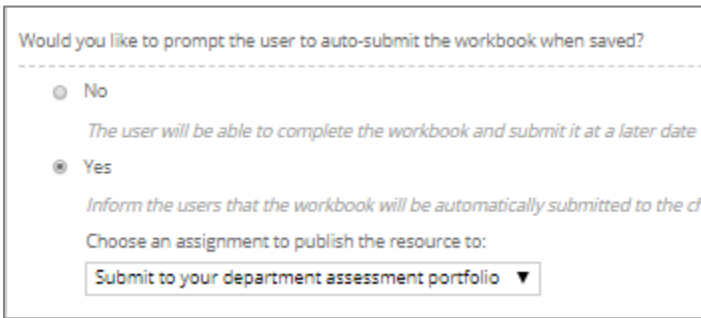
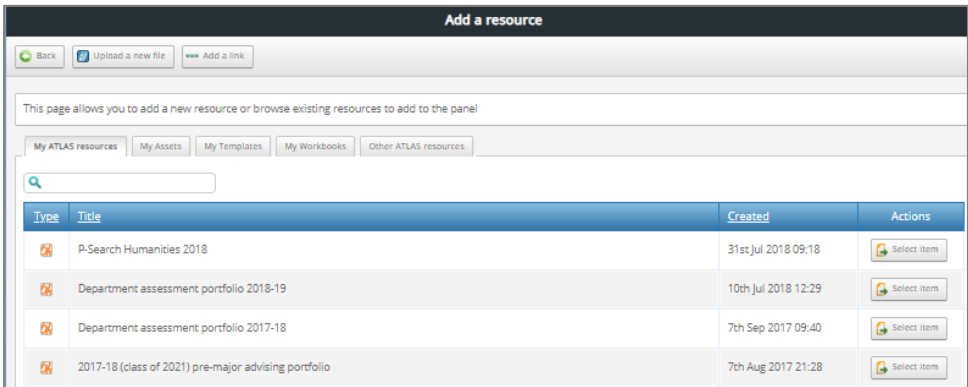
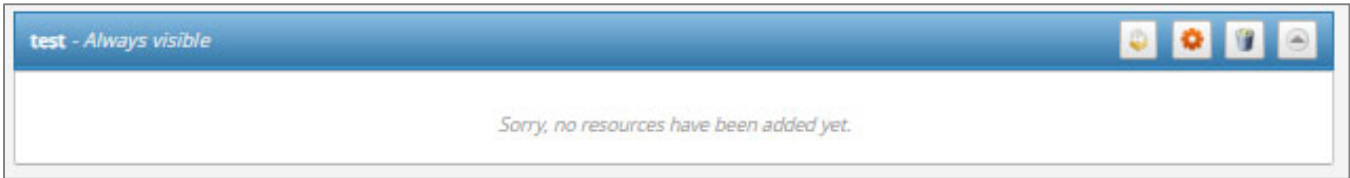
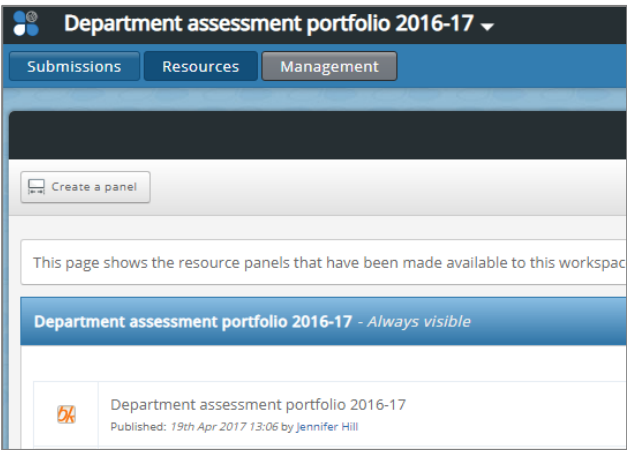


**Assignment.** The portfolio workbook is distributed to members via an assignment. A workspace and its members can have many assignments, or only one, depending on the program's needs. Once the assignment is created, one must connect it to the Resource (e.g., the workbook). Remember that, by definition, a *Resource* is something created by a person for completion by others.



**Resource.** You may have been working with Resources in Pebble+ already. ATLAS connects to these Resources here. Once your assignment(s) have been set-up, you can connect your Resources. Within your Workspace, select *Resources*, then *Create a panel*. Once the panel is created, *Add a Resource* (the box icon to the right). You will be able to choose from among all of the workbooks you’ve started (or copied and customized).

Once the item is selected, you will be able to set specific conditions. To connect a Resource and the assignment, you must select the auto-submit option. A new drop-down menu will appear, allowing you to select the assignment to which it belongs.



**PebblePad portfolio workbooks**  
**Help resources**

Video resources: <https://portfolio.duke.edu/get-help/help-videos-and-faqs/>

How to build a portfolio: <https://portfolio.duke.edu/build-your-portfolio/get-building/>

PebblePad Learning Center: <https://pebblepad.com/spa/#/learningCentre?type=start>

PebblePad Community Support: <https://community.pebblepad.co.uk/support/solutions>

PebblePad Tip Sheets: <https://pebblepad.com/spa/#/learningCentre?type=tipSheet>