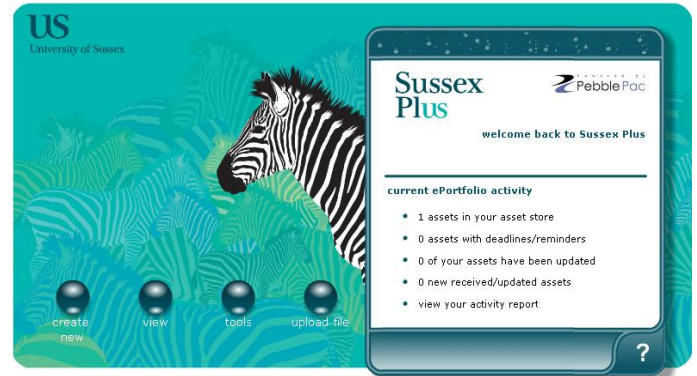




**SussexPlus uses software called PebblePad...** Here are some tips to help you begin to use SussexPlus including creating, using and storing 'assets'. You can also find help videos at the [SussexPlus Blog \(www.sussexplus.wordpress.com\)](http://www.sussexplus.wordpress.com) which explain these features visually.

### Main Menu

The main 'pad' (far right) is called the **HomePad**. Clicking on the green icons at the bottom of the pad opens up each menu. On the **HomePad**, you can see information about your assets, including deadlines and updates. If you click on **view your activity report**, you can see a report on how you've used SussexPlus so far (viewable only to you).



### Icon menus

The **create new** button allows you to create new assets. On this menu, you'll see:



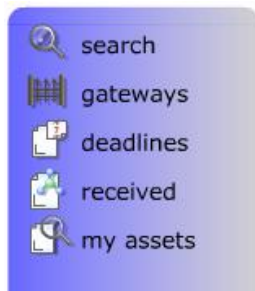
- workshops or events you've attended
- skills, competencies or abilities that you have
- skills, competencies, abilities or experiences you want to plan for
- achievements or accomplishments you'd like to record
- personal or professional experiences you'd like to record
- record of meetings with others e.g. projects, mentoring, tutoring
- a general record for thoughts and reflections
- reveals additional **create new** items

Additional **create new** items...



- A tool for creating an online journal or diary
- A collection of assets brought together to create an e-portfolio presentation
- A tool for aggregating assets with a time element (activate within settings)
- Tailored forms created locally for your course or profession
- A self-audit tool for rating your skills or providing evidence of competence
- A tool for building a CV
- Click **...back** to return to the main **create new** menu

The **view** button allows you to view assets you have previously created. Here, you'll find:

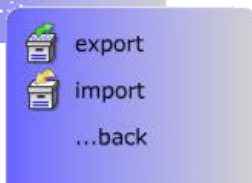


- search for assets by type, tag, keyword or date
- open and view gateways
- open the **asset store** to assets with deadlines due e.g. action plans
- open to assets shared with you by others
- open the asset store to view all assets

The **tools** button allows you to organise contacts, add personal data and set viewing preferences:



- Admin only tool for building custom forms
- Admin only tool for building custom profiles
- Add and manage Sussex Plus and external contacts
- Add and edit personal information for use in tools like the CV builder
- Change the appearance of your Sussex Plus and set user preferences
- Add, edit and organise tags



- More....reveals additional tools for **exporting** and **importing** assets

The **upload file** button allows you to upload files. The options here are:



- upload a website as a **zip** file (should contain a file called *index* or *default*)
- upload a collection of zipped images
- upload multiple files at once in a zip file
- upload individual files (default max file size is 10Mb)

**If you need further help or support...**

Visit the **SussexPlus Blog** [www.sussexplus.wordpress.com](http://www.sussexplus.wordpress.com)

**Email** the SussexPlus team [sussexplus@sussex.ac.uk](mailto:sussexplus@sussex.ac.uk)

Find us on **Twitter** [www.twitter.com/sussexplus](http://www.twitter.com/sussexplus)