



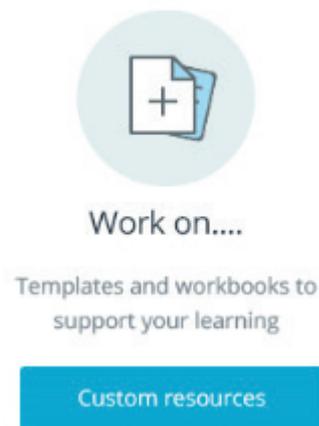
# Workbooks – locating, using, and editing in V5

The following instruction applies to both Templates and Workbooks.

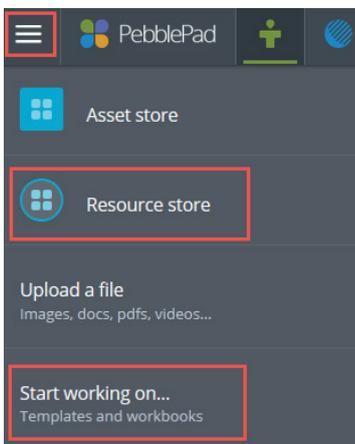
## Locating

Your teachers will create templates and workbooks for you to use as part of your studies. These will be available for you to access in your Resource store in Pebble+.

There are a number of ways for you to locate a workbook.



Click on the Work on... block in your home page. This will take you to a page that lists the workbooks that have been made available to you.



From the burger menu in the top left corner you can select 'Start working on...' which will take you to the same page as the home page option or you can go straight to your full Resource store.

If you go to the Resource store you can filter by Workbooks or search by the name of the workbook you are looking for.



Remember that you can go back to your home page at any time and from anywhere by clicking on the PebblePad logo in the top left corner



## Using

Once you have located your workbook, simply click on the title to open it. It will open in Edit mode so that you can immediately start entering your responses. A workbook is typically made up of a combination of instructions, information, and interactive elements where you need to respond to questions or enter content.

Work through the pages following the instructions provided and remembering to save as you go. You can see what your responses will look like to an assessor by clicking Preview at any time.

## Editing

When you save your workbook it saves as an asset in your Asset store. You do not need to complete your workbook in one go – you can return to it at any time and keep working on and editing your responses.

To find your workbook again you need to go to your Asset store and open it from there.

## Top tip

When you go to your Resource store and click on a workbook it opens in edit mode so that you can start adding your responses – when you click save, it saves as an asset in your Asset store. This is a bit like you picking up a paper based workbook from your tutor and starting to fill out your responses – you then take it home with you as it is now your workbook.

You will notice that most of your workbooks (and some templates) are labelled  **SINGLE USE**. This means that you can only start a new workbook one time. If you go back to your Resource store and click on that workbook again, it will take you straight to the workbook you have already started and saved in your Asset store rather than opening a new empty workbook. Just as you would not get two copies of the same paper based workbook from your tutor, you also don't want two versions of the same workbook in your Asset store – this would get very confusing!!

## Want to know more?

You can learn more about Templates and Workbooks in the Learning centre in Pebble+.