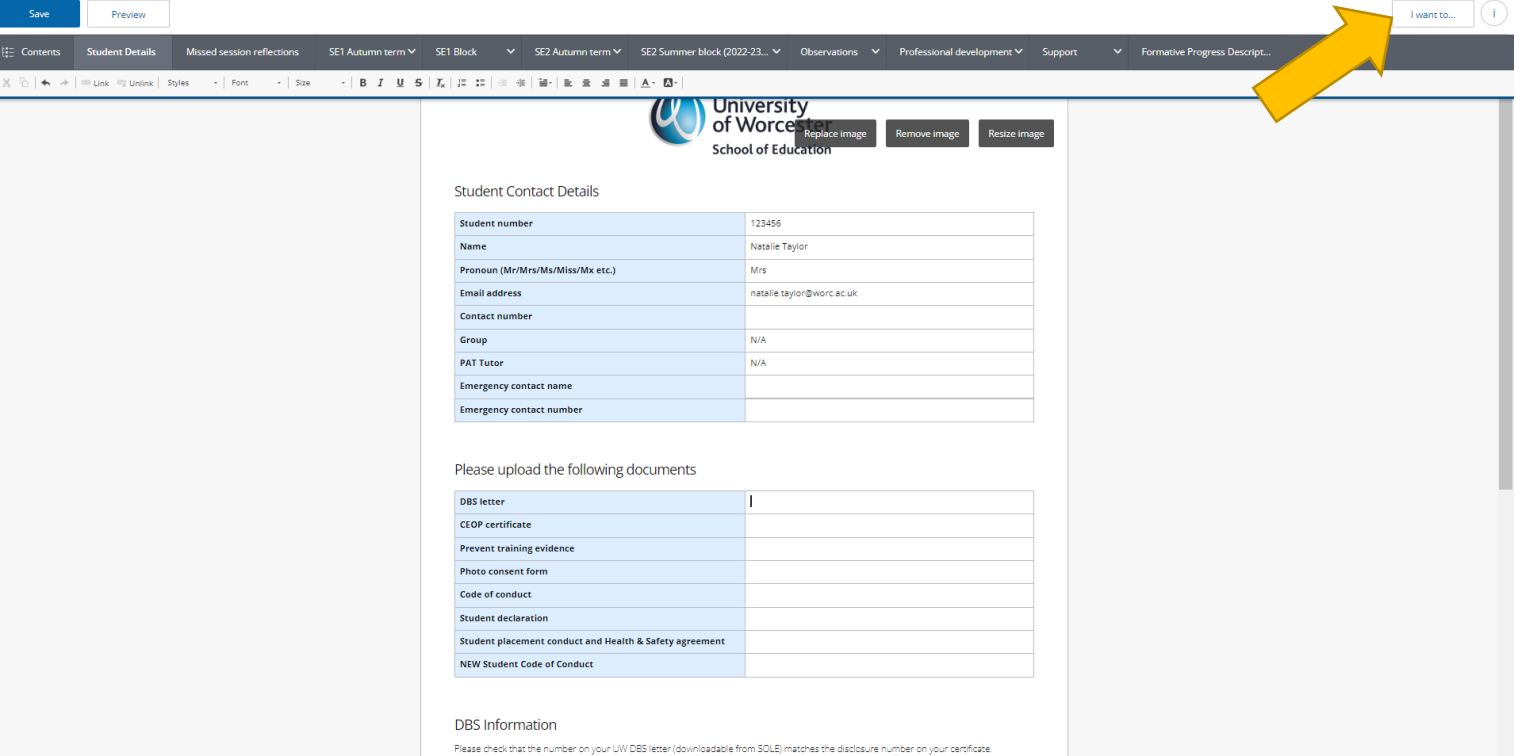


# How to share with an external assessor

In your ERP, navigate to the top right corner to the 'I want to...' button



The screenshot shows the top navigation bar of the University of Worcester ERP system. The 'I want to...' button is located in the top right corner, next to a user profile icon. A yellow arrow points to this button. Below the navigation bar, the main content area displays the 'Student Contact Details' form for a student named Natalie Taylor. The form includes fields for Student number, Name, Pronoun, Email address, Contact number, Group, PAT Tutor, Emergency contact name, and Emergency contact number. Below this, there is a section for uploading documents, with a table listing various documents like DBS letter, CEOP certificate, and Student declaration. At the bottom, there is a 'DBS Information' section with a note about checking the number on the UW DBS letter.

Student number	123456
Name	Natalie Taylor
Pronoun (Mr/Mrs/Ms/Miss/Mx etc.)	Mrs
Email address	natalie.taylor@worc.ac.uk
Contact number	
Group	N/A
PAT Tutor	N/A
Emergency contact name	
Emergency contact number	

DBS letter	
CEOP certificate	
Prevent training evidence	
Photo consent form	
Code of conduct	
Student declaration	
Student placement conduct and Health & Safety agreement	
NEW Student Code of Conduct	

**DBS Information**  
Please check that the number on your UW DBS letter (downloadable from SOLE) matches the disclosure number on your certificate.

Share...



Click on the 'with an external assessor' button

Share

I want to share the following asset

UG SE1 ERP 2021-22

Created by Natalie Taylor at 11:06 on 04-Nov-2021

This asset has 67 linked items

I would like to share this...

With an external assessor  
For external assessor

Show more share options

Cancel

Type in the email address of your class teacher / Lead Mentor... then the magnifying glass at the side.

Then click 'Add a new external'...

Share with an external assessor

I want to share the following asset

UG SE1 ERP 2021-22

Created by Natalie Taylor at 11:06 on 04-Nov-2021

This asset has 67 linked items

Change share type

Who am I sharing this with?

Search for your external assessor by entering their full email address in the field below.

hardingn@simonballe.herts.sch.uk

Share expiry date (optional)

Setting an expiry date will prevent the external assessor accessing your share after the given date.

Select date

Add a message to this share? (optional)

Add a message here for the external assessor(s) of your share

Share asset

Cancel

Share with an external assessor

I want to share the following asset

UG SE1 ERP 2021-22

Created by Natalie Taylor at 11:06 on 04-Nov-2021

This asset has 67 linked items

Change share type

Who am I sharing this with?

Search for your external assessor by entering their full email address in the field below.

hardingn@simonballe.herts.sch.uk

No external user was found with that email address

Add a new external

Share expiry date (optional)

Setting an expiry date will prevent the external assessor accessing your share after the given date.

Select date


Add a message to this share? (optional)



Add a message here for the external assessor(s) of your share

Complete the following boxes...

First name, Last name, Email address, confirm email address – then click the create button...

I want to share the following asset


 **UG SE1 ERP 2021-22**  
Created by Natalie Taylor at 11:06 on 04-Nov-2021

 This asset has 67 linked items 

← Change share type

Who am I sharing this with?

Search for your external assessor by entering their full email address in the field below.

Type exact email address to find external 

Add a non-PebblePad user

It appears we cannot find the person you are looking for within PebblePad so instead we can add a non PebblePad user as an external contact. Please fill in the fields below.

[Learn more about external contacts](#)

First name

Type a first name here

Last name

Type a last name here

Email address

hardingn@simonballe.herts.sch.uk

Confirm email address

Retype the email address here

Create

Cancel

This should add your assessor.

Share expiry date (optional)

Setting an expiry date will prevent the external assessor accessing your share after the given date.

[Select date](#)

Add a message to this share? (optional)

*Add a message here for the external assessor(s) of your share*

Share asset

Cancel

You can then select an end date if you would like, add a message that will be sent – then click ‘Share Asset’ at the bottom.

An email should be sent to your class teacher / Lead Mentor.