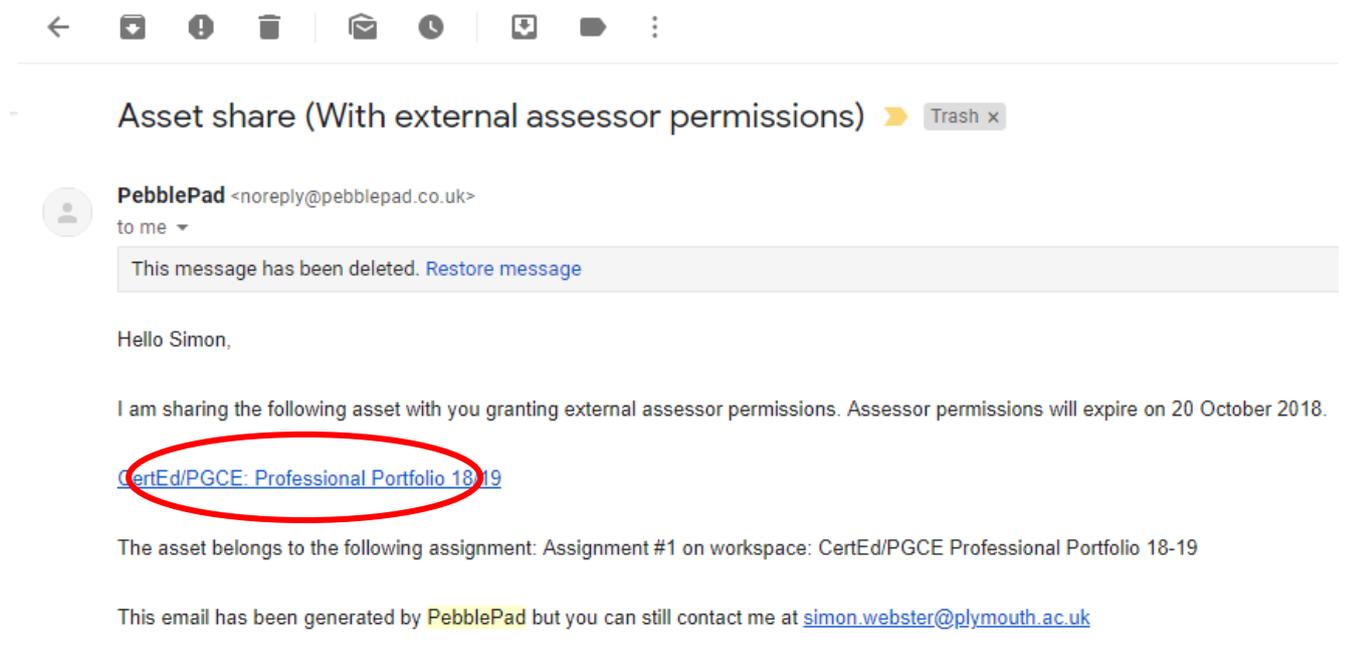


Mentor instructions for signing off hours in the eportfolio

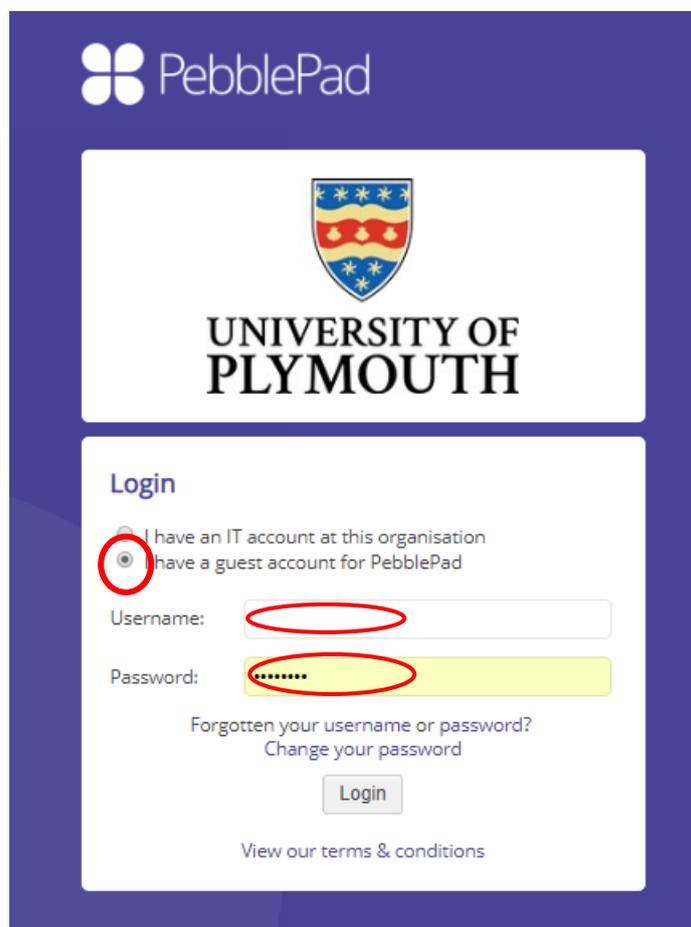
This year the University is using an eportfolio for the CertEd/PGCE, so signing off the practice hours that your trainee teacher has completed is a little different. Below are some step-by-step instructions. If you find any inaccuracies, or if you have any suggestions for improvements to the images or text then please let me know at simon.webster@plymouth.ac.uk. PebblePad should be compliant with all the major browsers, but if you are having difficulties with how the eportfolio appears on the screen take a look at [this guide](#).

Thanks for signing off the practice hours, and for looking after our trainee teachers – we really do appreciate it.

1. You will receive an email from PebblePad that has your account details (username and password) titled 'A new account has been created for you'. Keep this email or save the sign in details in a password manager as you will need to sign in once for each of the 4 modules on the CertEd/PGCE . You will receive another email, titled 'Asset share (with external assessor permissions)', which has a hyperlink to the trainee teacher's eportfolio where they evidence their engagement with their teaching practice.
2. In the 'Asset share' email click on the hyperlink and then enter your account details (username and password).



3. Select 'I have a guest account for PebblePad' and enter your new PebblePad account user name and email from the other email



PebblePad


**UNIVERSITY OF
PLYMOUTH**

Login

I have an IT account at this organisation
 I have a guest account for PebblePad

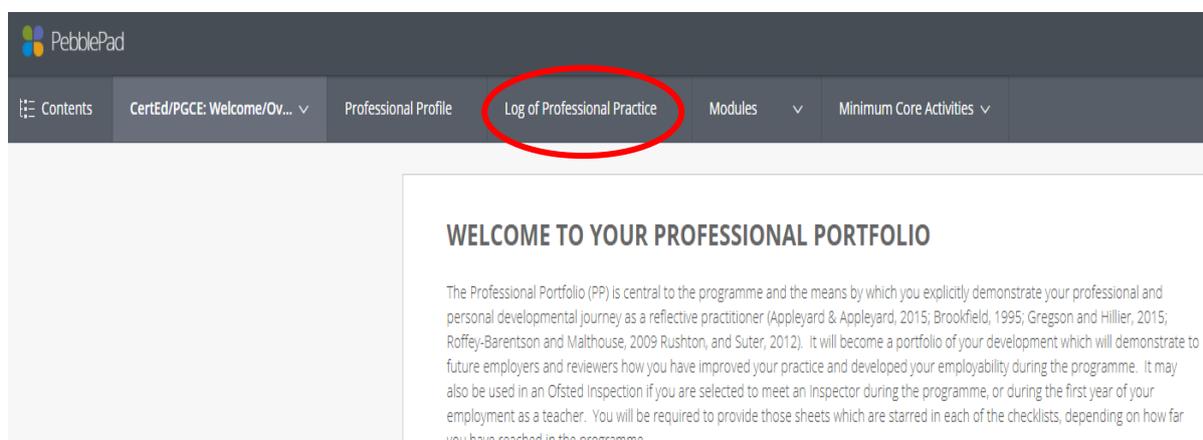
Username:

Password:

Forgotten your username or password?
[Change your password](#)

[View our terms & conditions](#)

4. Once you are signed into the portfolio you will find yourself on the welcome page – click on the 'Log of Professional Practice' tab



PebblePad

Contents CertEd/PGCE: Welcome/Ov... Professional Profile **Log of Professional Practice** Modules Minimum Core Activities

WELCOME TO YOUR PROFESSIONAL PORTFOLIO

The Professional Portfolio (PP) is central to the programme and the means by which you explicitly demonstrate your professional and personal developmental journey as a reflective practitioner (Appleyard & Appleyard, 2015; Brookfield, 1995; Gregson and Hillier, 2015; Roffey-Barentson and Malthouse, 2009 Rushton, and Suter, 2012). It will become a portfolio of your development which will demonstrate to future employers and reviewers how you have improved your practice and developed your employability during the programme. It may also be used in an Ofsted Inspection if you are selected to meet an Inspector during the programme, or during the first year of your employment as a teacher. You will be required to provide those sheets which are starred in each of the checklists, depending on how far you have reached in the programme.

5. On the log of Professional Practice you will see your mentee's log of the hours, broken down module by module. Take a look at the current module and, if you agree with the hours, go to the bottom of the page and tick the relevant box and press 'Save'. It will make a record of your email address and this will serve in place of your signature. If you do not agree with the hours then discuss them with your mentee or with the Placement Co-ordinator.

ASSESSOR FIELD 

Log of Professional Practice - sign off

Please ask your assessor to check the relevant checkbox to confirm your hours. Their name and time will be automatically recorded.

- Module 1
- Module 2
- Module 3
- Module 4

Assessed: 12/09/2018 16:21 by Simon Webster



Release assessor field feedback now

Save