

How to stop sharing your PebblePad workbook or portfolio

At the end of placement, you will need to stop sharing your portfolio with your practice educators:

- ▶ Go to your Asset store, open your workbook and click on the ⓘ icon in the top right hand corner. Scroll down to 'Shares'. If you click on the shares, you will be able to see the details of who you have shared with.
- ▶ Select each share and click on the 🗑️ icon.
- ▶ Confirm that you would like to delete this share. Repeat these steps until you have deleted all of the 'Shares' (even if these shares are with your placement tutor).
- ▶ **Note:** Do NOT delete 'Shared for assessment'.

