



Faculty of General Dental Practice (UK)
The Royal College of Surgeons of England

Touchstone Guidance notes for users February 2011

These notes will help you to get started using Touchstone which is a personal learning system and a sharing and communication tool. It is your personal preference and choice about how you work with the online portfolio and what you include in it – there is no right or wrong way! Feel free to explore and as you can always go back and edit things if you need to, don't worry about whether you're including enough detail or using the right template.

To help you find your way around the system we have developed some specific tasks that you can complete. These can be found in the 'Tasks' document available on the FGDP(UK) open gateway (see page 6). You may prefer to read all the notes before doing these or you can go straight into the system and explore! Again, this is your preference.

Use of the FGDP(UK) website and use of your Touchstone account is subject to you accepting the terms and conditions of use.

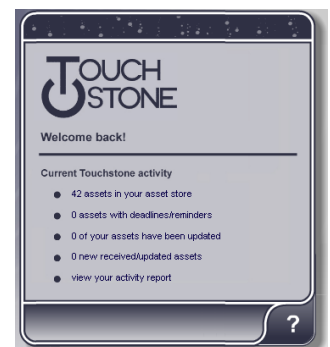
To access Touchstone you need a computer (PC or MAC) with:

- Internet connection preferably with Broadband
- Adobe Flash Player 9 – free to download software if not already installed on your computer
- Up-to-date web browser
- You can check your computer's compatibility online:
<http://www.pebblepad.co.uk/browsercheck.asp>

You can also access the online portfolio through mobile devices in various ways, e.g. if your phone is Internet enabled simply open the phones browser and type in the following URL: <http://www.pebblepad.co.uk/fgdp/mobile> this will open up a 'html light' version of PebblePad to enable you to create, edit or view your assets. Alternatively, if you have an iPhone there is a PebblePad application that can be purchased from the iTunes app store for £1.79.

Logging on

Go to the FGDP(UK) website: <http://www.fgdp.org.uk> and log in with your member username and password. Scroll down to the 'launch touchstone' link on the left hand side, click on the link and the home page will load. Clicking on the balls (menu icons) opens up each of the four menu areas. The rectangular purple pad on the right of this page is called the **Home-pad**. The home-pad contains information about your current activity, including details of changes, deadlines or updates relevant to your assets. An **asset** is the word used to describe anything you create and store in



Touchstone.

Clicking on **view your activity report** opens a webpage with a report of how you have used Touchstone. This is viewable only to you.

Getting started

The **create new** menu allows you to document a new piece of learning, create an action plan etc.

Activity	workshops or events you have attended e.g. study days, practice visits
Ability	skills, competencies or abilities that you have
Achievement	accomplishments or achievements you've had
Action plan	skills, competencies, abilities or experiences you want to plan for or include your PDP here
Experience	professional or personal experiences of significance to your development that can be broken down into separate activities
Meeting	past or future meetings with others e.g. clinical governance, mentoring, tutor sessions, team meetings
Thought	a multiple-option way to record ideas, thoughts, reflections and significant events
More ..	reveals additional create new items
Blog	a tool for creating a confidential online journal or diary
Activity Log	summary list of CPD hours – you can use this for GDC CPD requirements. During the pilot you can upload all the assets you create to give a log of time spent which will go towards your verifiable CPD.
CV	a tool for building a CV using data from About Me
Profile	a self-audit tool for rating your skills or providing evidence of competence
Form	FGDP(UK) tailored forms e.g. Verifiable CPD, Key Skills, reflective reading
Webfolio	a collection of assets brought together to create an ePortfolio presentation for e.g. MJDF, Fellowship, GDC CPD requirements, DCP key skills assessment.

The **view** icon opens a menu that allows you to view, manage and edit assets you have previously created.

Search	search for assets by type e.g. experience, tag, keyword or date
Gateways	open and view gateways
Deadlines	open the asset store to assets with deadlines due e.g. action plans
Received	open to assets shared with you by others
My assets	open the asset store to view all assets

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

Form builder	admin only tool for building custom forms
Profile builder	admin only tool for building custom profiles
My community	add and manage the online portfolio and external contacts
About me	add and edit personal information for use in tools like the CV builder
My settings	change the appearance of Touchstone and set user preferences
My tags	add and change the tags you use to organise and cross reference your assets
More	reveals additional tools for exporting and importing assets
Export	transfer your assets to a different online portfolio
Import	transfer your assets from a different online portfolio

The **upload file** icon allows you to upload files from your computer into Touchstone.

Website	upload a website as a zip file
Gallery	upload a collection of zipped images
Multiple files	upload multiple files at once in a zip file
Single file	upload individual files (max file size is 10Mb)

Creating assets

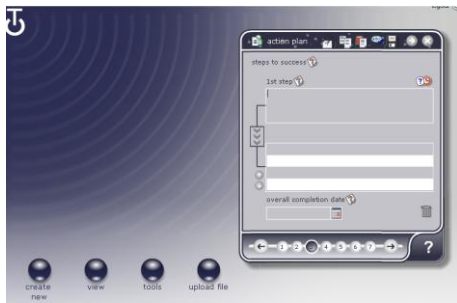
From the **create new** menu choose an asset type you wish to create – in this example an **action plan**.

The arrow at the top of the pad opens/closes a menu containing tools for cutting, copying, pasting, saving and for spell-checking. Click the cross to close the pad. You will be prompted to save changes.

Assets can be ‘tagged’ to help cross reference and organise your records and your top 5 tags can be easily used from the drop-down menu. There are some pre-set FGDP(UK) tags e.g. MJDF, DCPs, and you can create others if required. All tags can be accessed from the tools on the last page or **overview pad**.

Text can be entered into the various text fields. A **hint** can be viewed by clicking on the small **?** icon. Navigate through the pages using the arrow or number icons. Clicking the **hint** text or the large **?** opens the online help.

Some of the asset **wizards** contain tools to help you organise what you are writing.



One such tool is the **list tool** which allows you to create items for adding to the list below – in this example steps towards completion of an action plan. Once in the list, items can be selected and then edited, deleted or reordered. Items are added to the list by clicking on the chevron arrows on the left hand side.

Some assets allow you to add dates. To do so simply click on the date field and choose a date from the calendar tool.



This tool is called an **accordion** and allows multiple entries to be made on a single page. In this case the accordion presents the SWOT analysis to help someone achieve their action plan.

To move between different parts of the accordion simply click on the heading bar.

The last page of all new assets contains tools which allow you to:



View which opens the asset in a webpage which is how others would see it if shared. **Send** to a person, the web or gateway. You can also send to a blog or printer. **Add a review or note** that provides an additional field of information to add new thoughts or reflections to assets.

You can also **add/edit links** to an asset – these can be links to other assets, uploaded files or email/web links.

All assets can be **tagged** more than once which makes it easier to organise them or to link similar items together.

When an asset is viewed the **Display Options** tab at the top of the page allows you to change the size, spacing, colour and type of font. Icons below the banner allow you to view the links, add/view comments and print.



Creating a new asset using FGDP(UK) templates via the create new menu area using forms

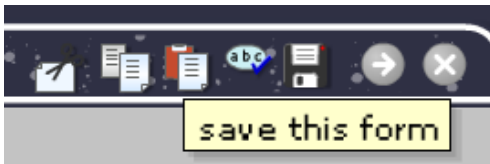
Selecting create new ...**form** gives you the option on page 2 to select from a number of FGDP(UK) templates e.g. verifiable and non-verifiable CPD, Key Skills. Rather than opening a template made up of a series of pages, this opens as a web form.

Fill in the web form that opens with relevant information and spell check it. There is an option for you to attach relevant evidence to the form which can either be any of your assets or a word document, weblink, photo etc. When you have finished you close the form. You will then see the end pad to save the asset. You can view, edit or send the asset as per the normal online portfolio template.

Saving work

When creating or editing an existing asset, you should ensure that you save your work at regular intervals (i.e. once every 30 minutes).

This can be done by clicking the black disk icon on the top line of the asset tab.



It is important to save your work at regular intervals. Should you have any issues (i.e. your laptop runs out of battery power or you lose internet connection) any unsaved work you have just completed will be irretrievable.

The Asset Store and Overview Pad

Clicking on **my assets** from the view menu opens the **asset store**; this lists all of the items in your online portfolio account with the newest items always at the top of the list. Three tabs at the top of this pad will allow you to move between your own items; received items and the search tool.

A very quick way to find assets of a particular kind is to use the drop down **filter blind**. To open the blind click on the **arrow icon** on the right of the tab then choose the kind of filtering you wish to do. You can filter by types of assets or choose assets you have shared or which have comments or deadlines. A rollover hint will help you select the correct filter.



To choose an asset, simply select it from the list. If you hold down your mouse key for 0.5 second the selected asset will immediately open into its webpage view.

When an asset is selected the **overview pad** will open on the right-hand side. The **overview pad** contains similar tools to those that appear on the last page of the asset wizards including links which allow you to **view, edit** or **send** the asset; and **more options** to add **reviews, links and tags**; and to **copy** and **delete**. Some of the tools have a sub menu that opens when you hover over the main icon.



At the top of the overview pad are two, sometimes three, tabs. The pad will always open to the **edit tab**. The info tab provides information about the selected asset including whether it is shared; published to a gateway or is linked. Where appropriate the information links to a third tab providing additional information.

Sharing

All assets that you create remain private unless you choose to share them with others or publish them to a gateway controlled by the FGDP(UK). To share an asset click on the **send to > person** link which will open the following pads:



Any people you have previously shared with will be listed under your **contacts**. Using the tabs across the top you can also create and organise groups and add new contacts. Select the person(s) you want to share with and click the chevron. The list on the right contains the people you will be sharing with.

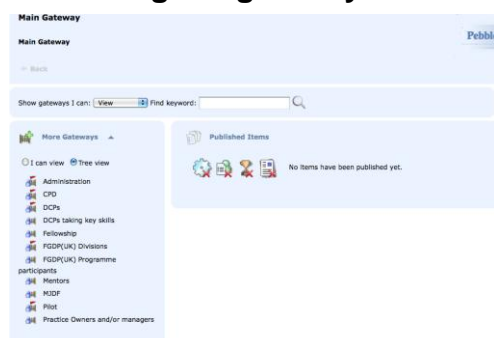
To add new users add part or all of their surname and/or forename and click the **magnifying glass** to search. Choose the correct person from the list (even if it just one person) and click the tick to add them to your contacts and to the share list. You can also add contacts through the menu icon **tools** and **my community**.

External users can be added by entering their names and email address. A temporary username and password will be automatically created to allow them to view your shared asset which they will access via an automatic email message sent from Touchstone.

Click on the arrow icon to move to the **permissions page** where you can set share permissions for these contacts and a date when the share will end. By default the share until date is set to be ongoing. Where you are sharing

with multiple contacts you can create a group on this page and/or add a message to the sharing email that is automatically sent.

Accessing the gateway



All members have access to the FGDP(UK) open gateway. Gateways are typically used as a collecting space – a convenient single point where a group or community can share information. To access a gateway, click on the **view** icon which opens a menu and click on **gateways**. This will open a new window with a list of gateways on the left hand side. The gateways with

the red flags are the ones you can access.

Click on the gateway – **FGDP(UK) open gateway** to access resources eg newsletters, suggested Touchstone tasks and to post information and contribute to the blog. This gateway is an open one which means that any information on it can be viewed and commented on by all members and relevant staff.

To contribute to the blog, click on it in the resources section which opens a new window. On the top right of the page, click on **post new** and add your comment or question giving it a title. You can add a file through the 'browse' function in the same way as an attachment to an email. Click on **submit** and your entry will be on the blog. Others can post comments or feedback to your entry which will be denoted by '1 new comment'.

Logging off

Please remember that if you are going to be away from your computer for a period of time, you should log out of your account using the logout button in the top right of the homepad.

If your homepad is not accessed for 25 minutes, your account will be logged out for security reasons.

Privacy, confidentiality and security

Access to your online portfolio account in the system is protected via the username and password you have been given. You should not give your login details to anyone.

Staff at the FGDP(UK) cannot see the content of your online portfolio account unless you choose to share it with them. We will not ask you to share any of your assets with us unless it is for the purpose of helping you with a query.

Once you create and save information to your online portfolio, the details are stored and saved on the PebblePad servers. The system reminds you to save your work regularly and once assets have been created they are saved automatically. All your assets and information are backed up daily meaning Touchstone is a very safe and robust way of recording your CPD activities.

Touchstone support

- Online Help movies

The help movies accessed from the login page are designed to help you through some of the key features.

- Online written Help

This online, printable Help, accessed from within your online portfolio account via the large question mark in the bottom corner of the right hand pad, is divided into multiple sections that provide comprehensive information about each area of the system, including ideas of what to use different assets for.

- Online Info tips

These info tips, accessed from within your online portfolio account via the small question marks next to text areas in assets, give you additional tips on what you might want to include in your assets when clicked on.

Touchstone team

- Forgotten your username and password?
- Computer set up queries?
- Navigation advice?
- Asset creation questions?
- System errors?

Contact FGDP(UK) staff via touchstone@rcseng.ac.uk with any type of question or feedback on the system, including technical queries.

Evaluation of the system

Please email the Touchstone team at touchstone@rcseng.ac.uk with any comments or feedback on the system.

I hope you find Touchstone beneficial to you.

Julia O'Sullivan
Head of Education FGDP(UK)
1 February 2011