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Woodlands Staff - Using Our Website

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Summary Page

Slides 3-4 – General Information about epraise

Slides 5 -12 – Login on to epraise and the Woodlands School Dashboard

Slides 13-14 – Useful School Information and changing your password

Slides 15-27 – Awarding reward points to an individual student in your class/es

Slides 28-33 – Adjusting and cancelling reward points

Slides 34-39 – Awarding reward points to a group of students in your class/es

Slides 40-42 – Awarding reward points when covering another class

Slides 43-48 – Finding information about a student and the subjects they study

Slides 49 – 52 – Our AROE reward badges

Slides 53 – 62 – Awarding reward points to students in your tutor group

Slides 63 – 73 – Creating House Competitions and awarding House Points

Slides 74 – 84 – Using the epraise App

Slides 85-86 – A summary of the key information and additional support for staff on getting started with epraise

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Background Information

- Epraise have been around for 10 years and the main company director is a teacher. They currently operate between 250-300 schools in the UK.
- There is an App for teachers, parents and students
- Teachers can reward points on the App and via the website.
- They offer ongoing support via phone or email to all main contacts as well as regular check ins to ensure that your school has everything they need in order to get the most out of epraise.
- We will be using epraise to award current Year 7 and 8 students reward points, with AROE at the forefront of our positive reward system. We will also be using epraise to manage our house events and house system. Every time a student is awarded points by showing Aspiration, Resilience, Opportunity or Excellence, their house is awarded points as well.

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Customer support

Call us: 01392 796556

Email us:
info@epraise.co.uk

Mon-Fri 8:30am-
4:30pm

Connect with us:
@epraiseUK

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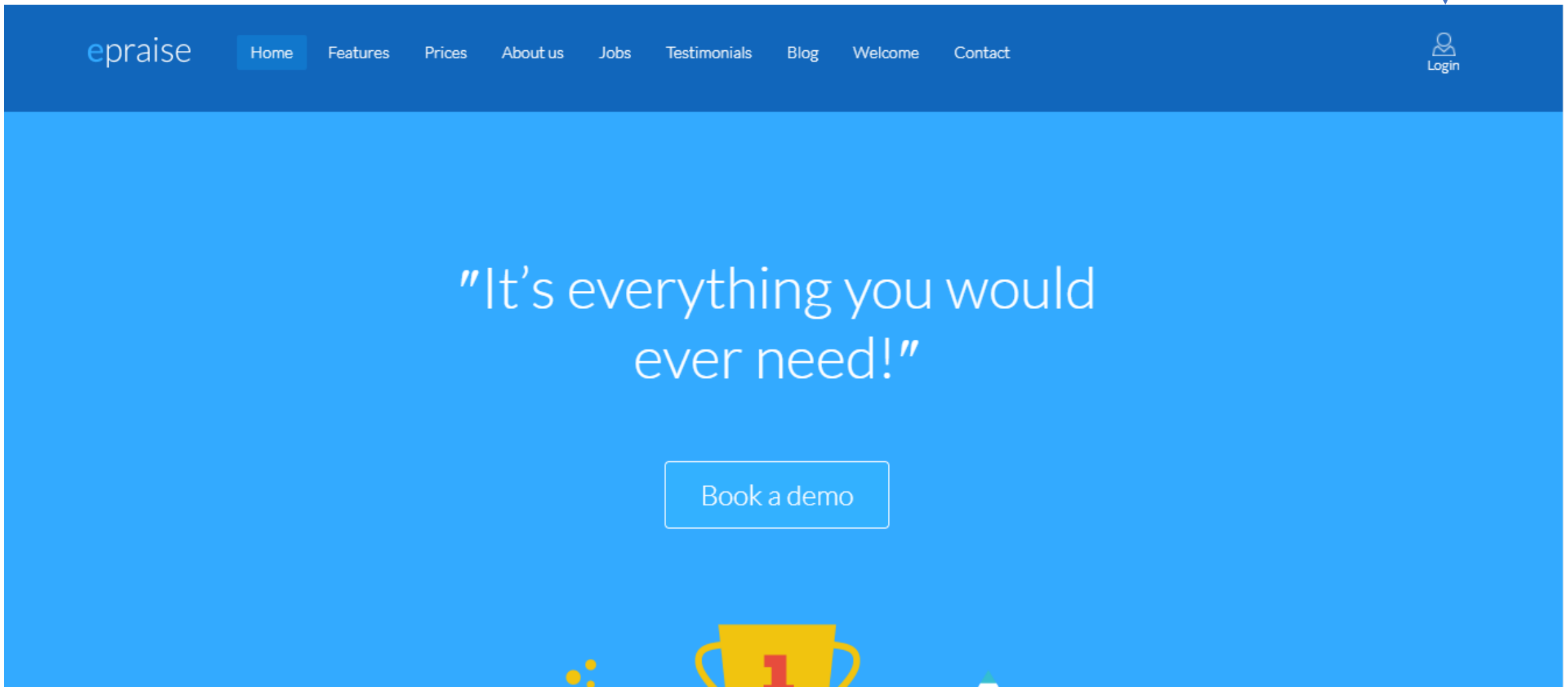
Access epraise online, by typing www.epraise.co.uk into your web browser and click login



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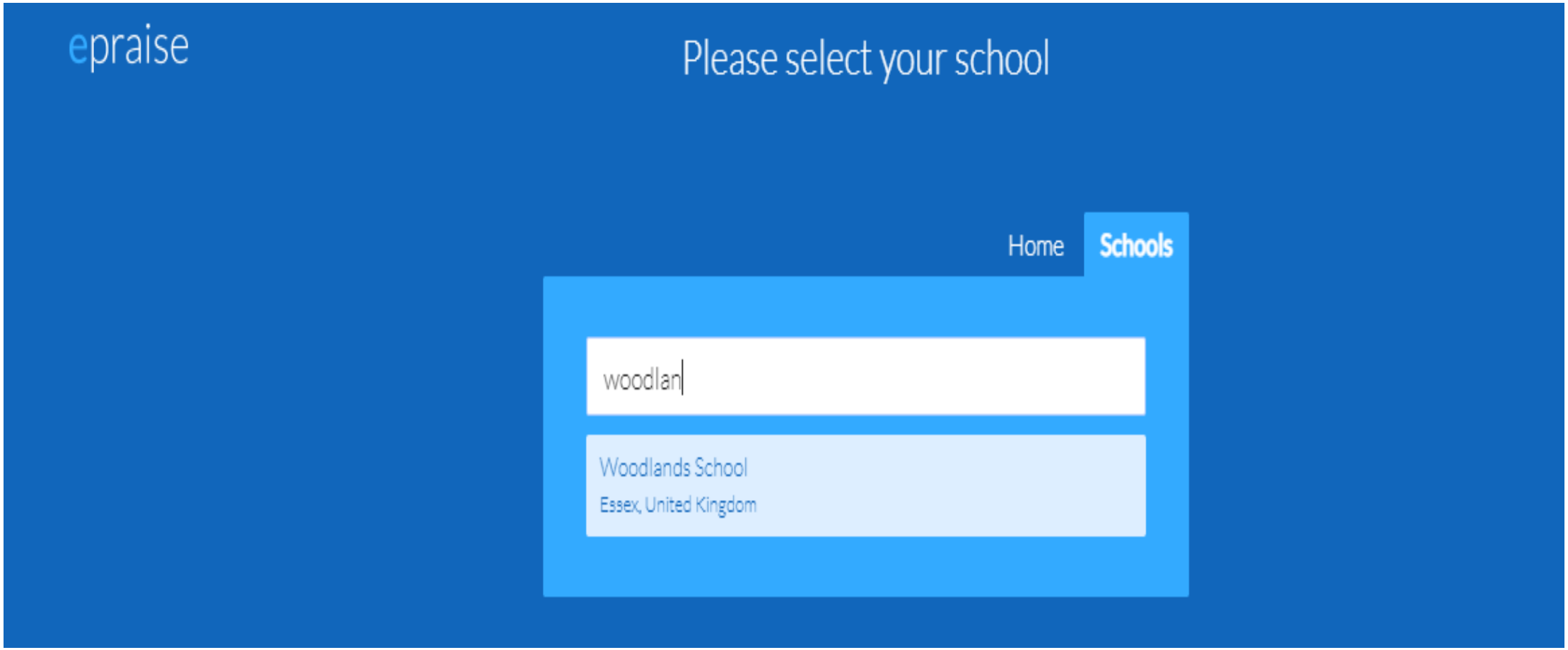
After clicking login on the top right hand side of the screen, enter Woodlands in the school name. Select Woodlands School



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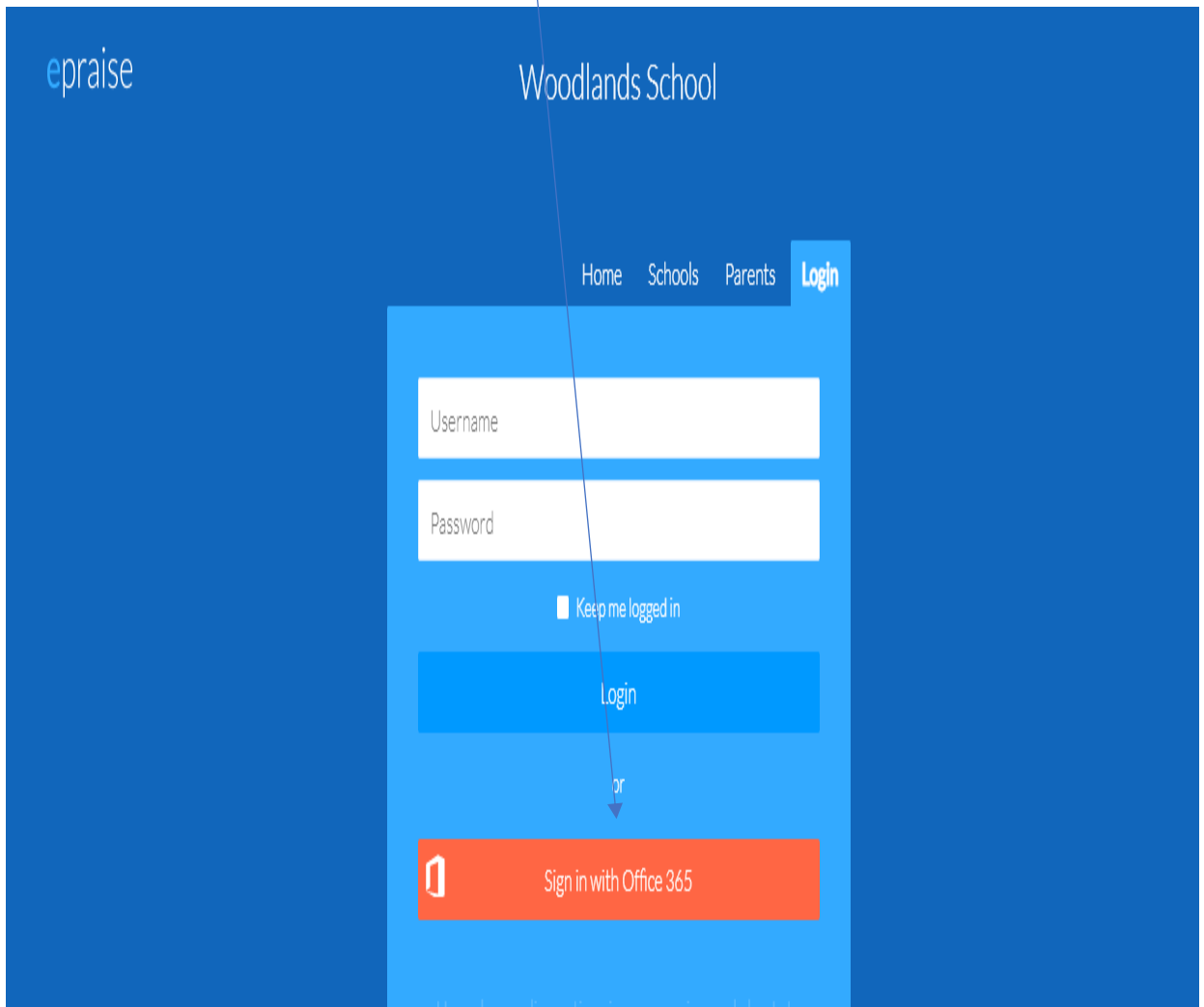
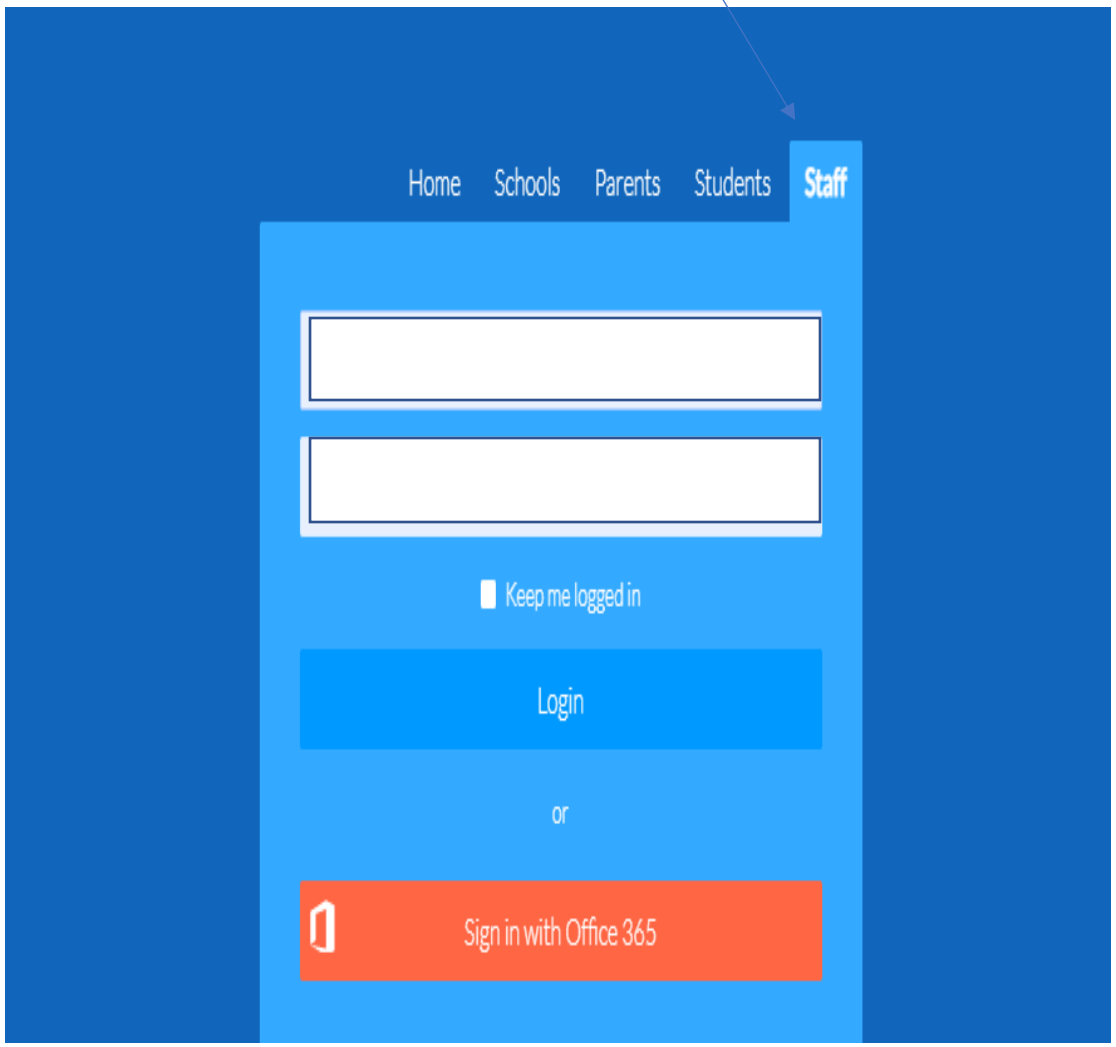
Click - Sign in with office 365. You may also see another screen. If so make sure Staff is selected and then click sign in with Office 365





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Sign in with your school email and password

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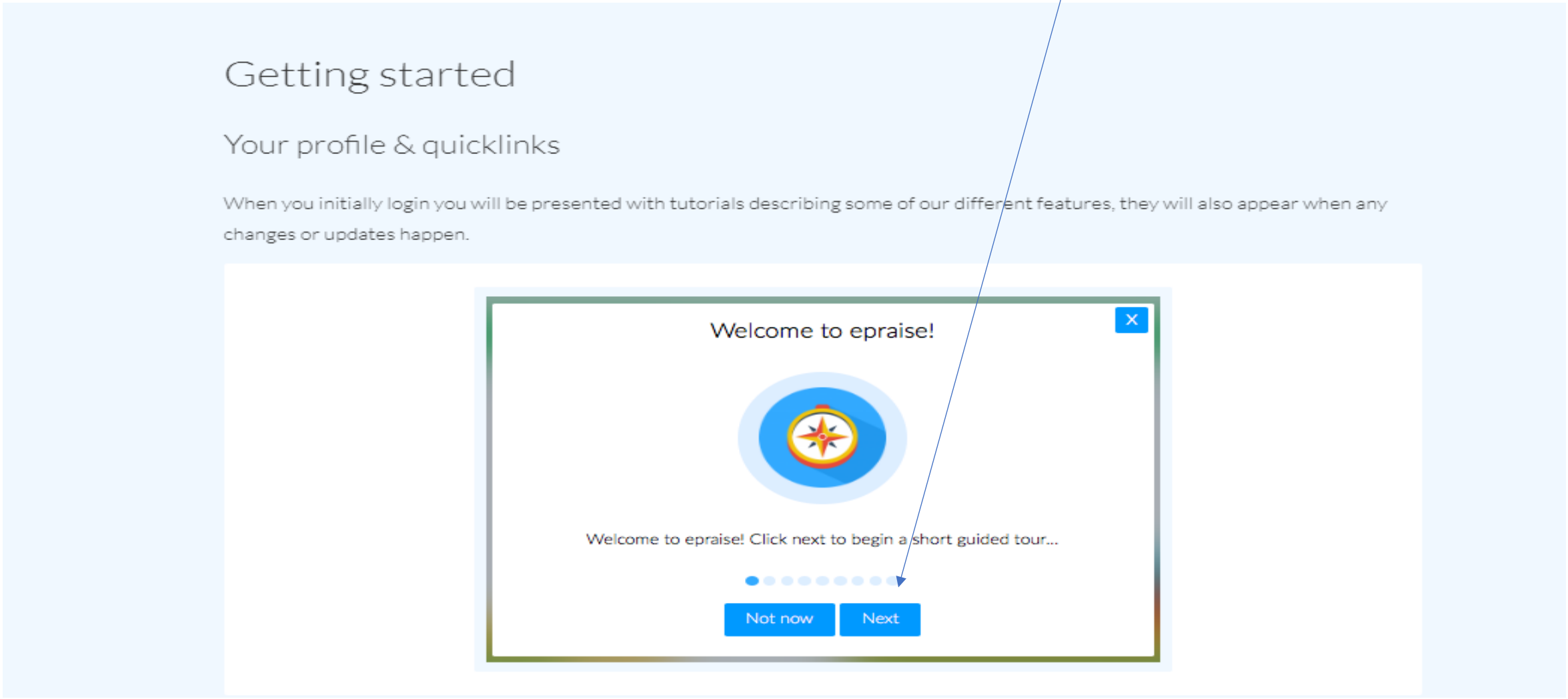
You will see this on your screen. Click next to begin a short guided tour of epraise.



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You may see a reminder asking you to confirm your email address, make sure you confirm this as it will affect other parts of the site if incorrect.

You have up to six quicklink icons – these are situated in the top right hand corner of your screen.

- **Search icon -** the magnifying glass will allow you to search for either students, staff, parents or classes.
- **Class icon -** will display today's timetable (if you have the MIS link enabled) or it will display your tutor group.
- **Profile icon -** features the number of points you have left to award and then take you straight to your profile.
- **Calendar icon -** if enabled, takes you to your planner which you can also access under the Me tab.
- **Message icon -** if enabled, takes you to your messages which you can also access under the Me tab.
- **Exit icon -** logs you out of the site.

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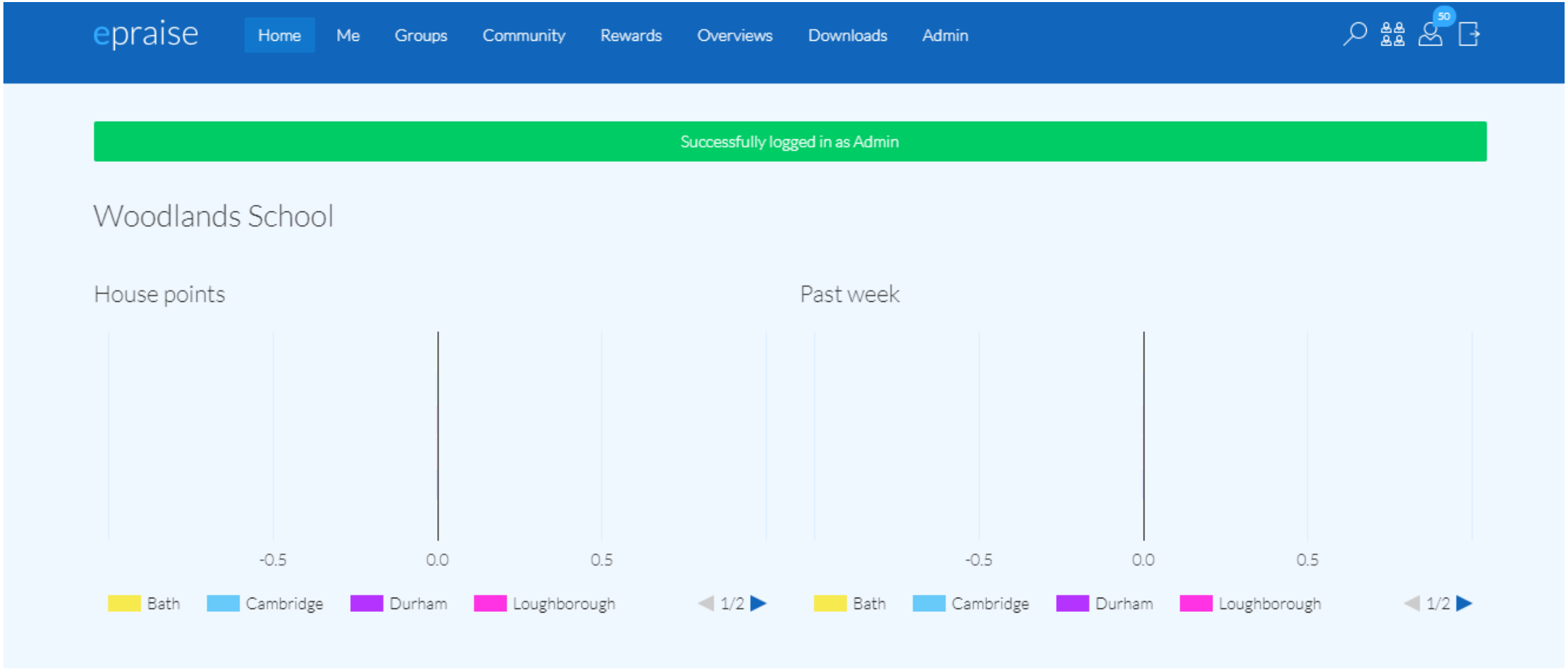
The Epraise dashboard for Woodlands School. You will see the live house point leaderboard immediately.



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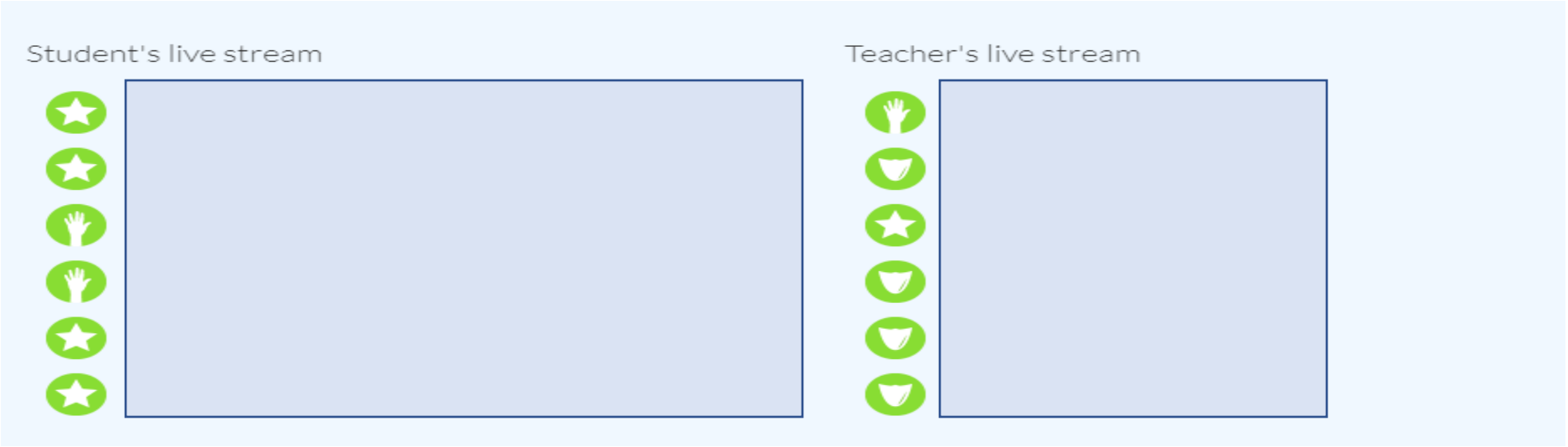
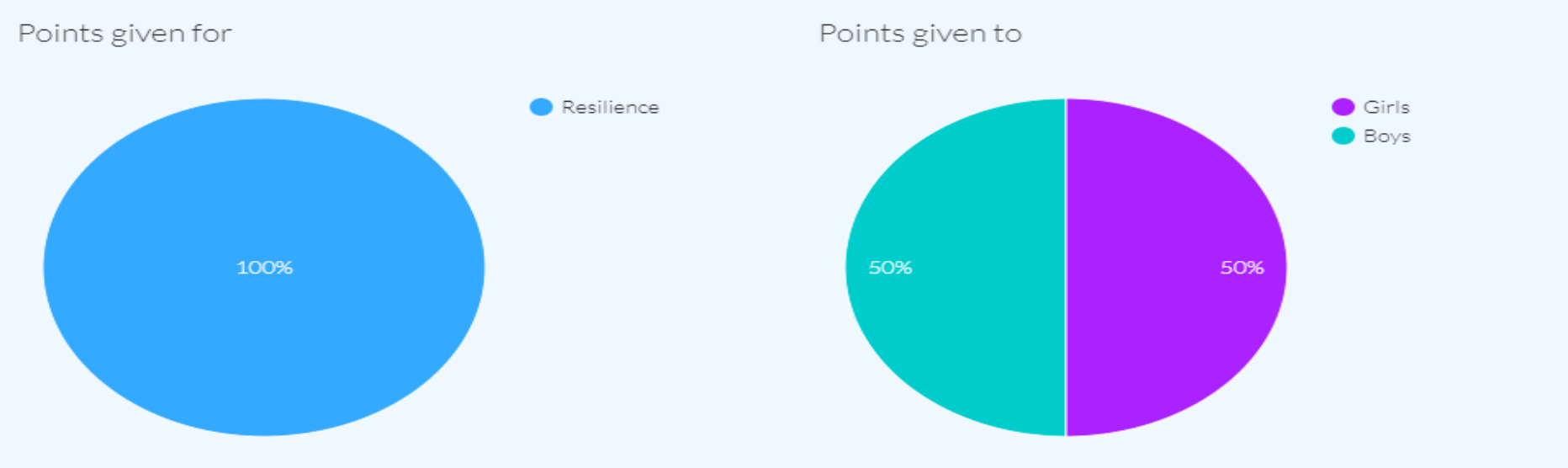
As you add reward points, your dashboard will update. Scroll down on the home page to see this.





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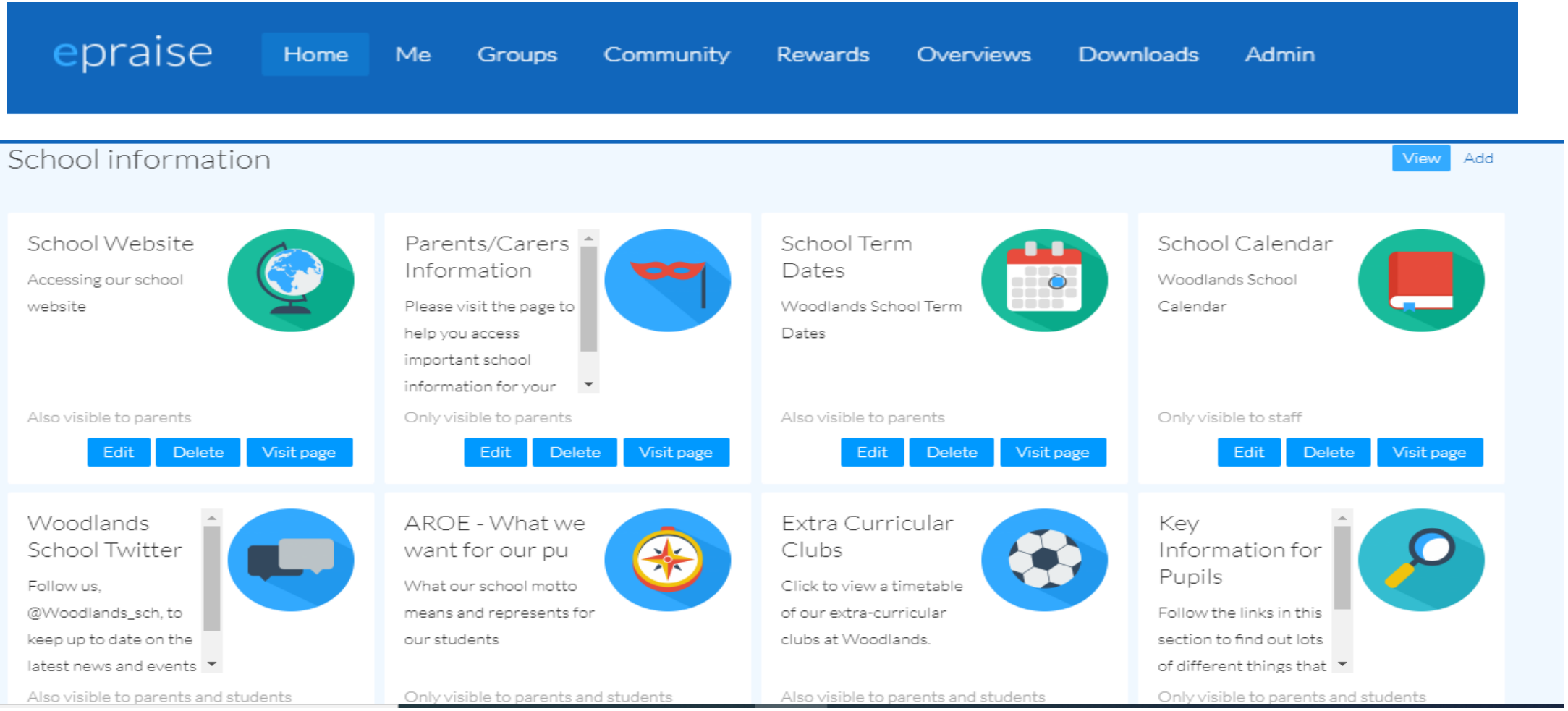
Key Features for Staff

Click home and then School Information to find useful school information and visit the relevant pages.



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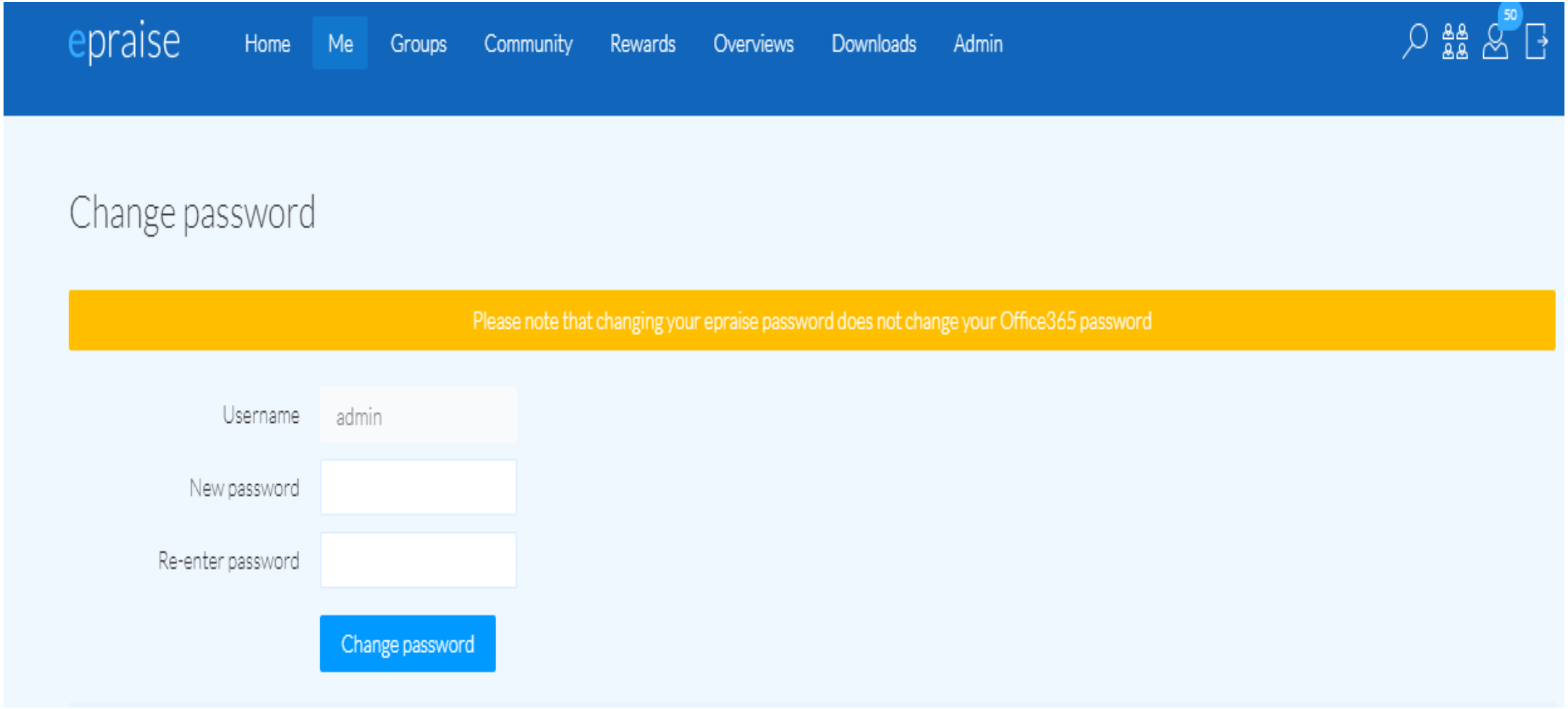
Change your Password - Click Me and then change your password if required



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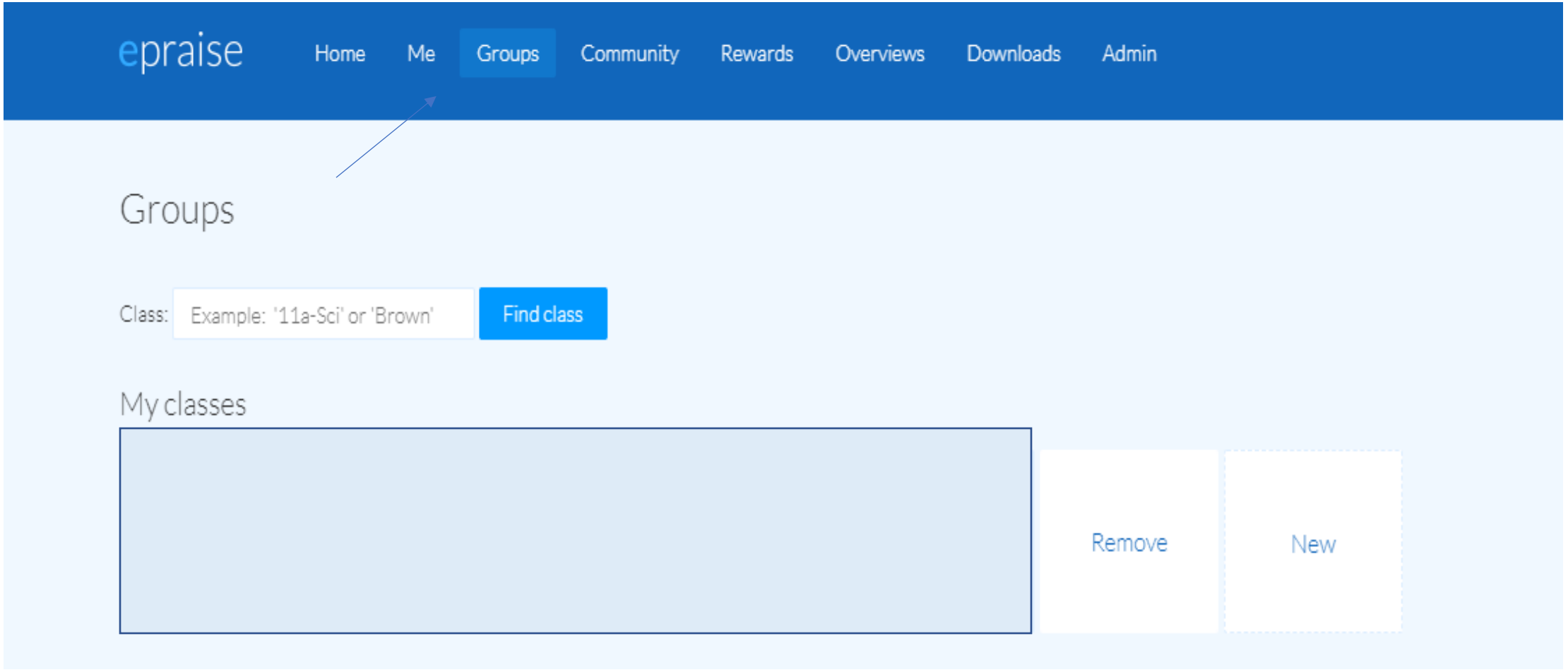
Awarding Points for an individual student.

Click Groups, then Classes and choose the class that the student you would like to reward points are in.



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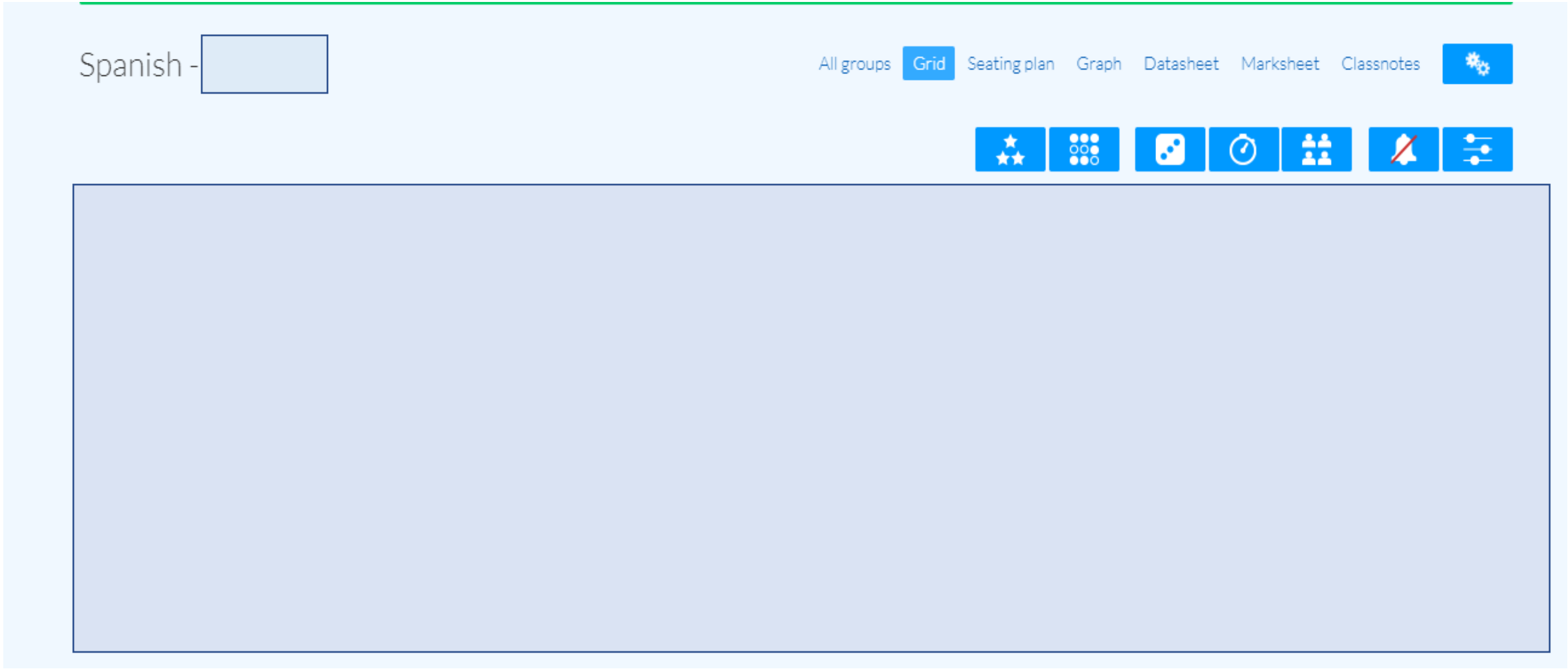
After selecting the class, you can now go ahead and choose the student you wish to select



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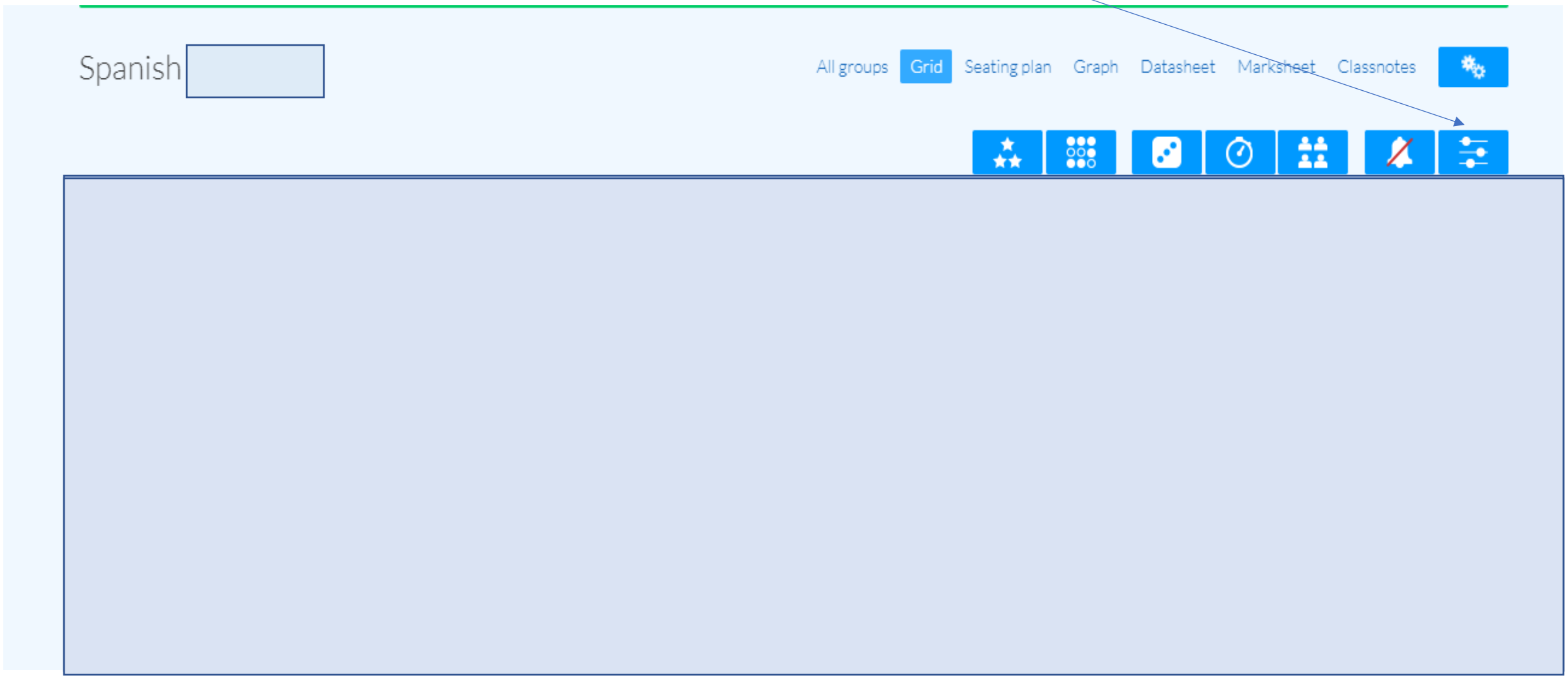
To see the picture of the student/s, click on this preferences icon



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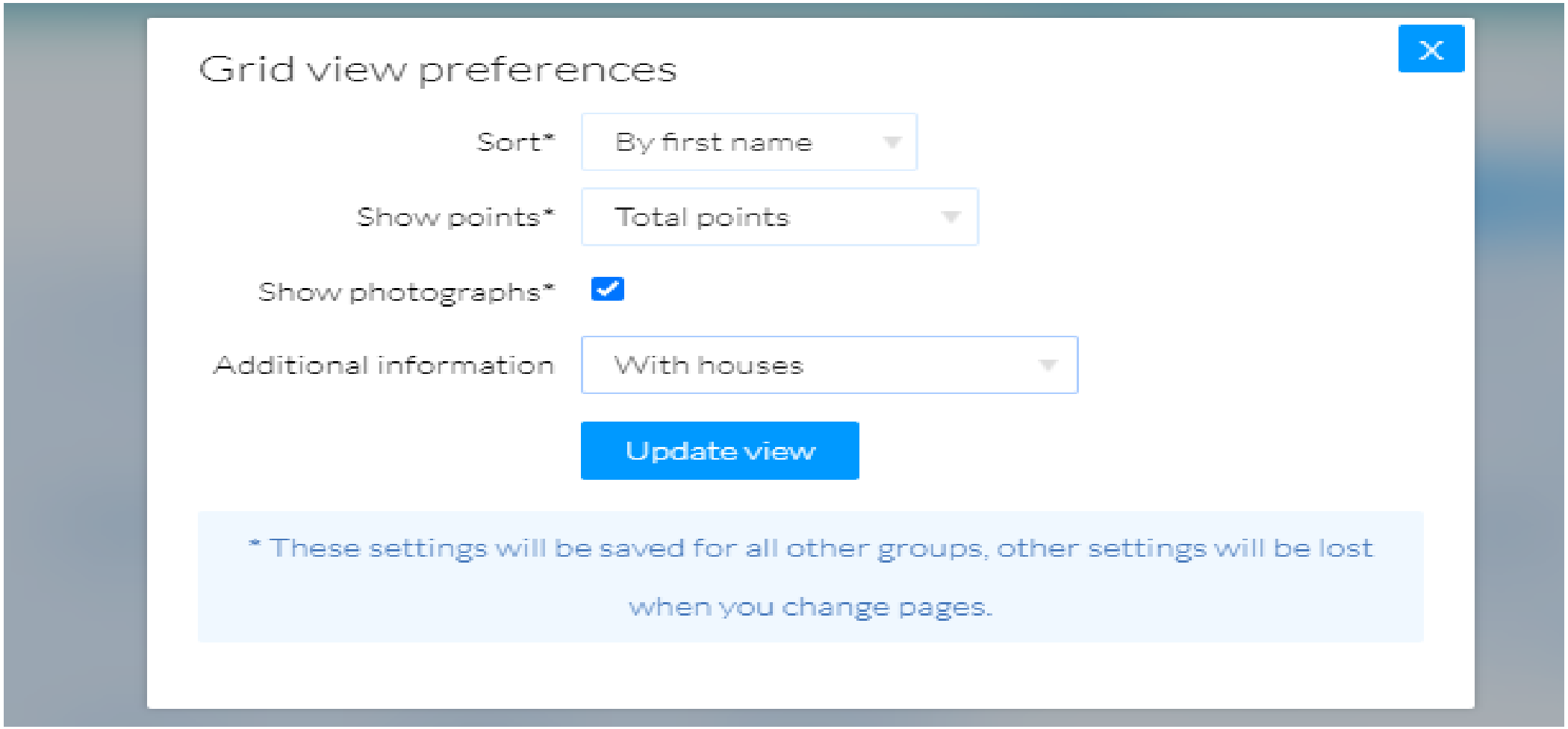
Select show photographs and for additional information, select with houses and update view



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My Example. Now you will see photographs of the students and the house they are in

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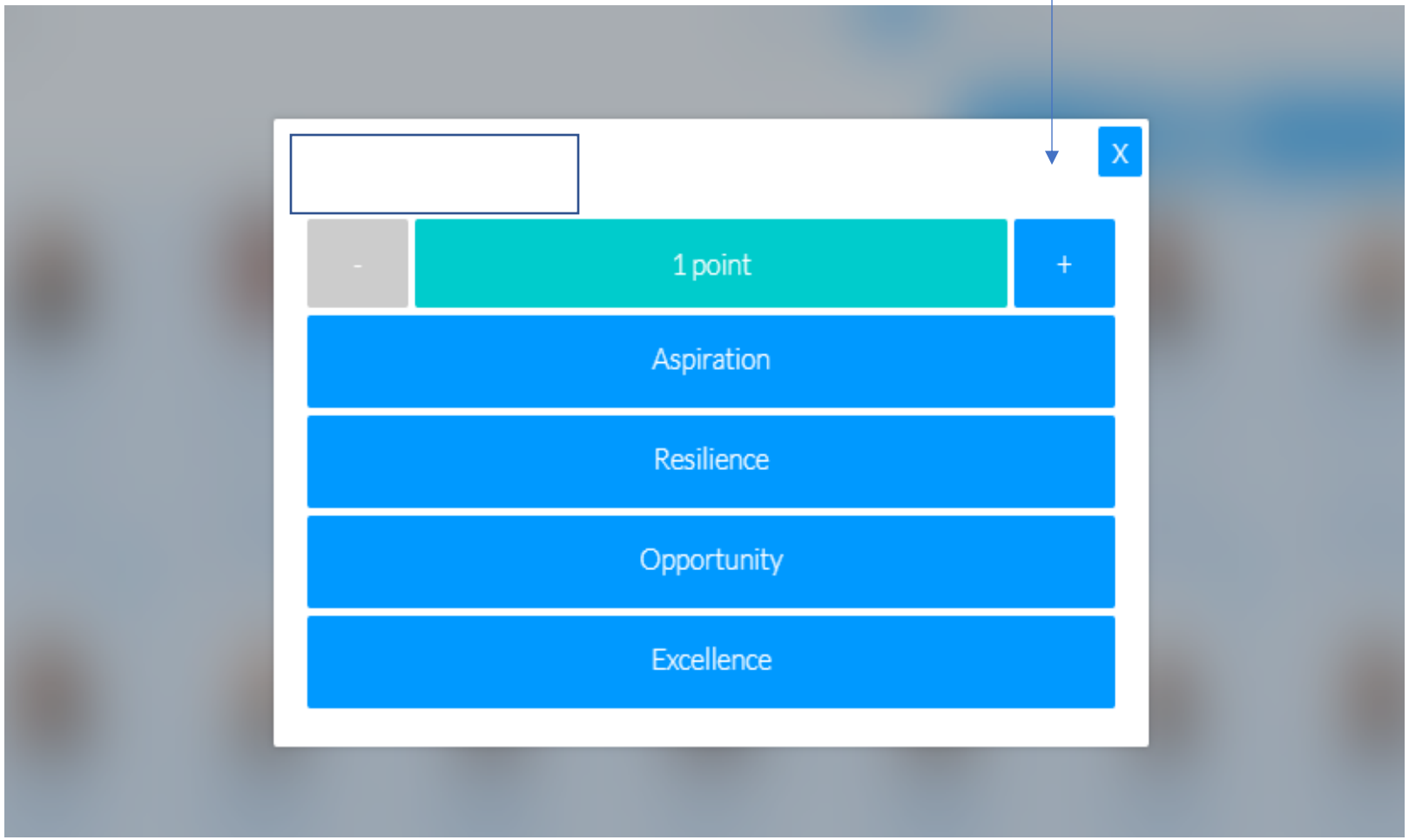
Select the student you wish to reward points to by clicking on their name and click the + sign. You can award (1,2,3,5 or 10 points)



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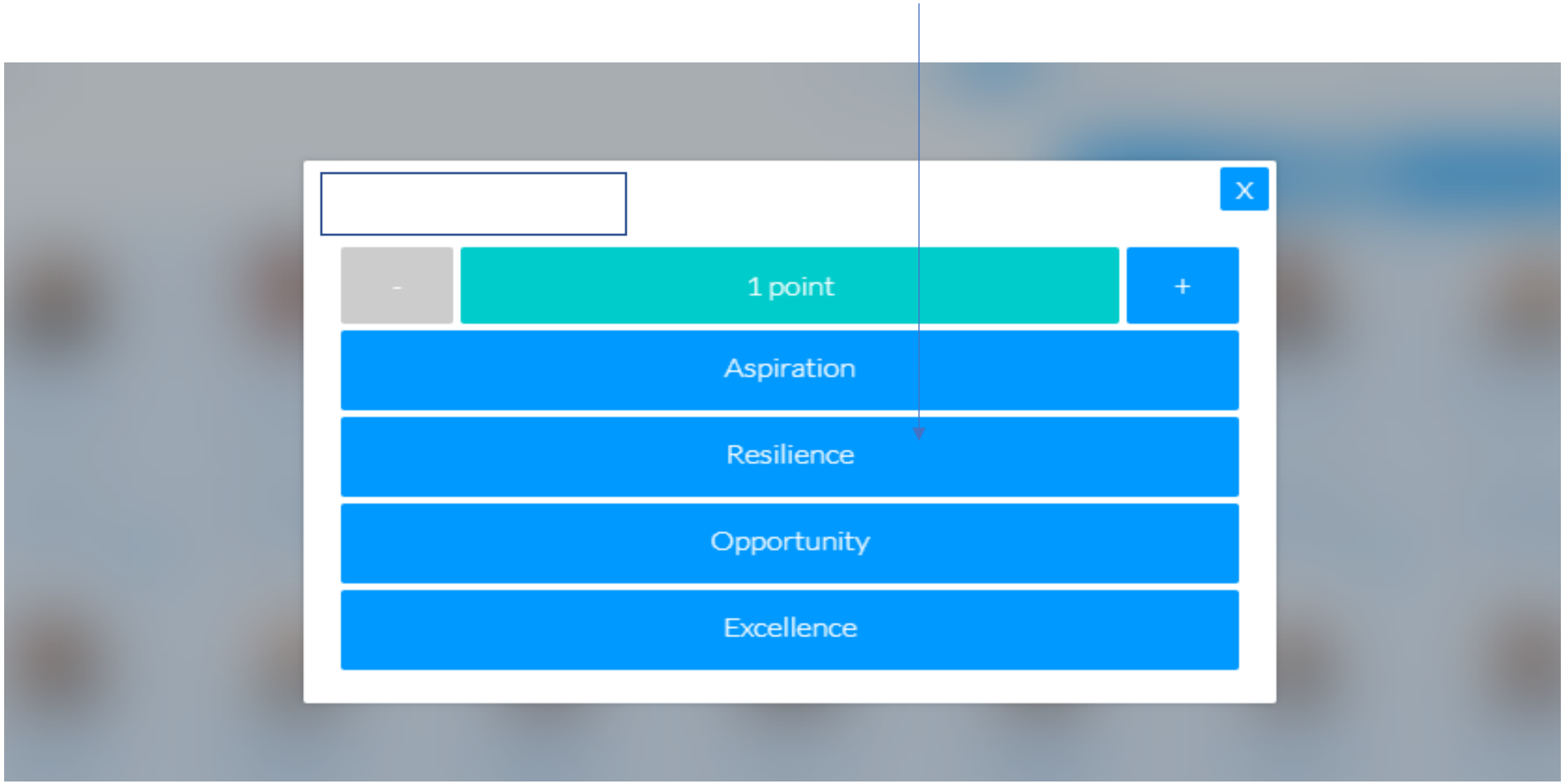
Then choose one of the AROE reward options



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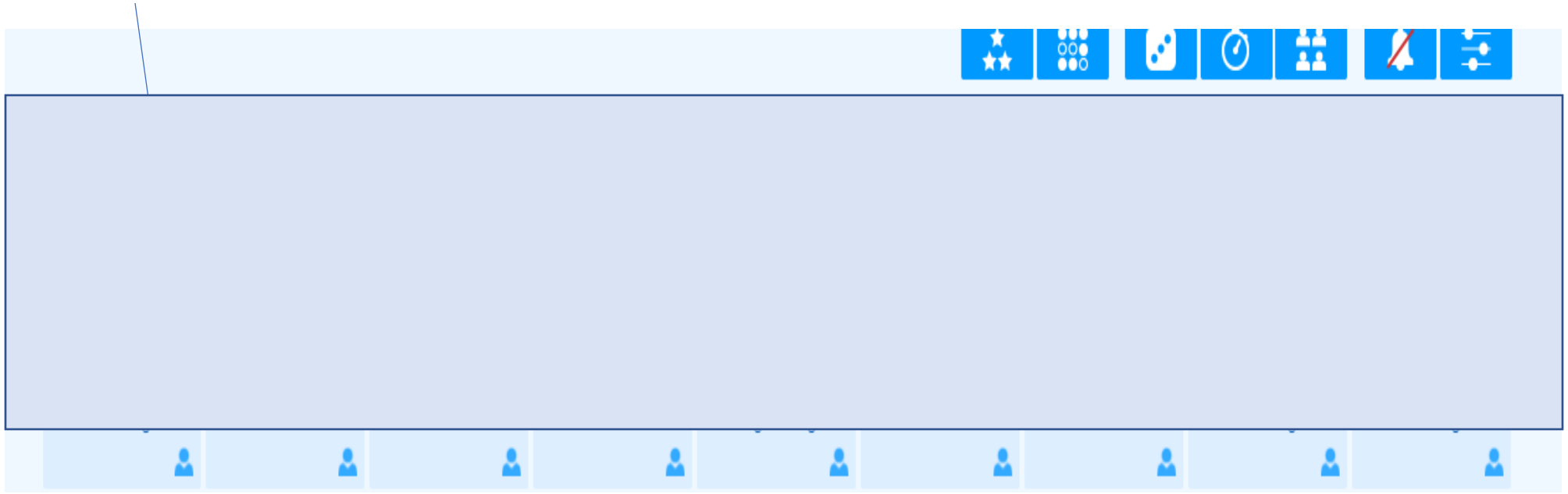
The pupil now has four points and your weekly allocation of 50 points reduces. Furthermore If you click the small silhouette icon under the student's house, you will see the rewards overview for that pupil



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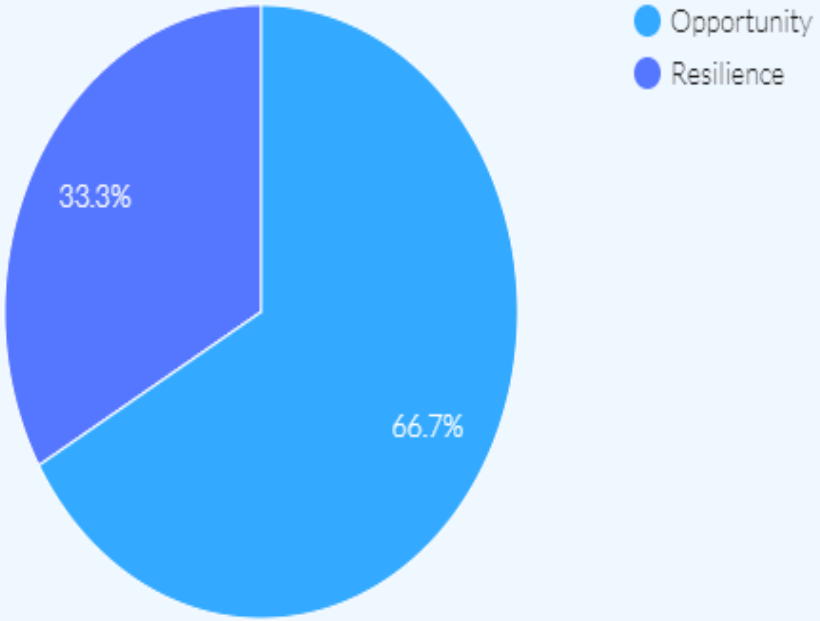
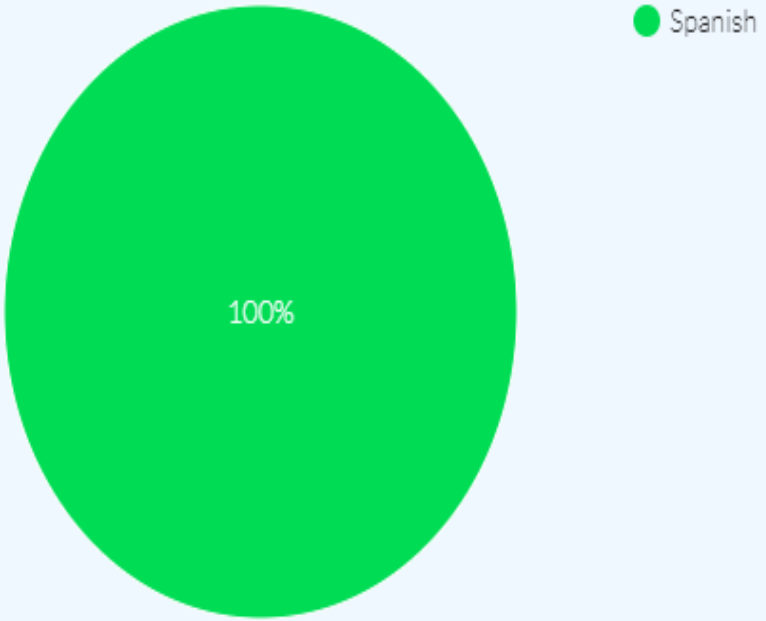
Overview | Points | Attendance | Timetable | Assessment

Points given for



Points given in



Total points

3 Since 17th December

To spend

3 0 points spent so far

This week

3 Since 22nd February 2021

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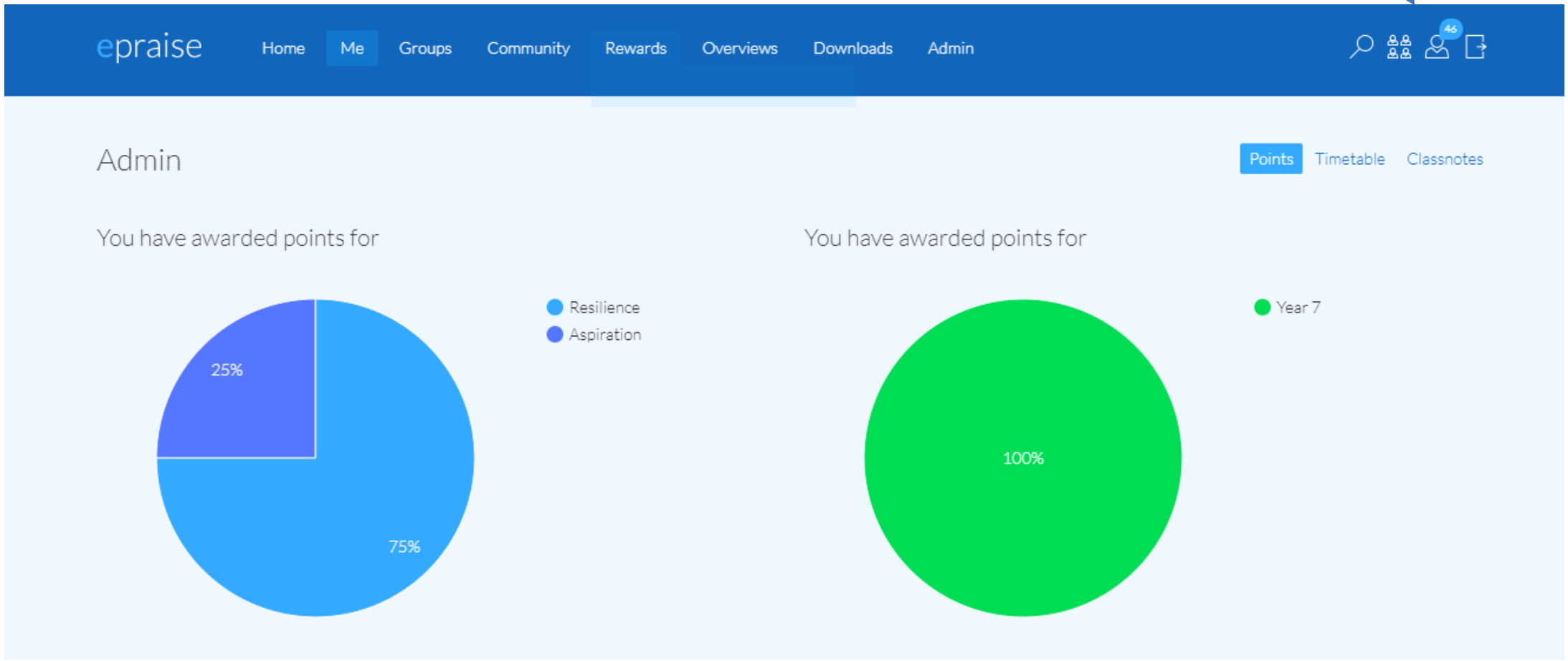
Click the silhouette icon with the number next to it and this page appears. Here you will see what you have awarded points for and to which year group as a percentage.



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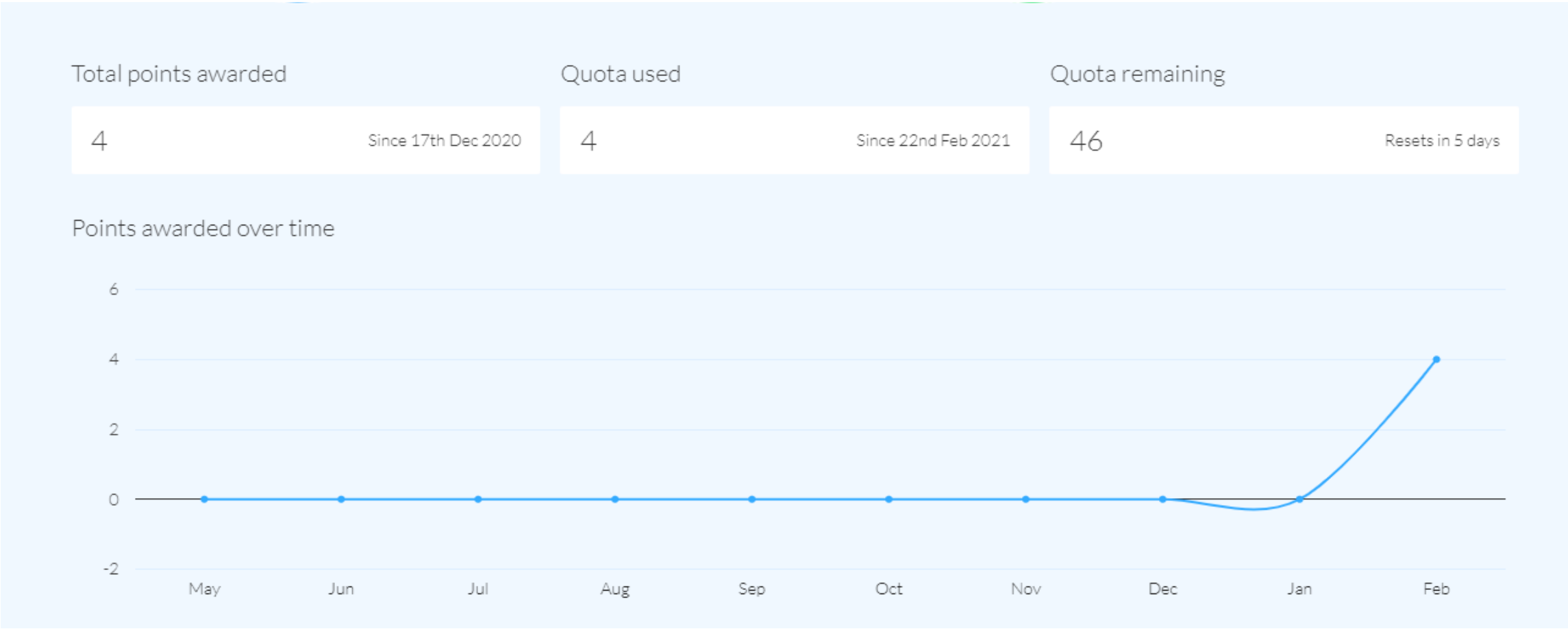
Scroll down the page to see a snapshot of the reward points you have given, when they were awarded and how many points you have to distribute that week.



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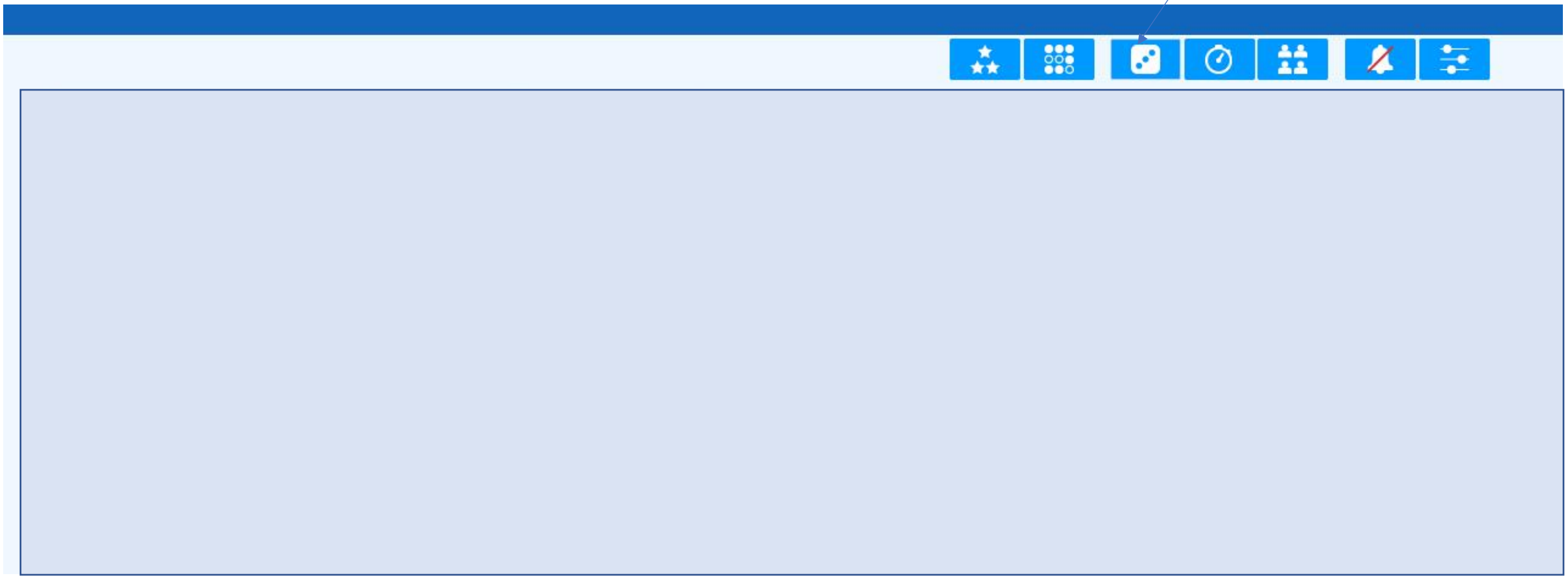
Choosing a Student at Random. Click on the Dice Icon and a random student will be chosen



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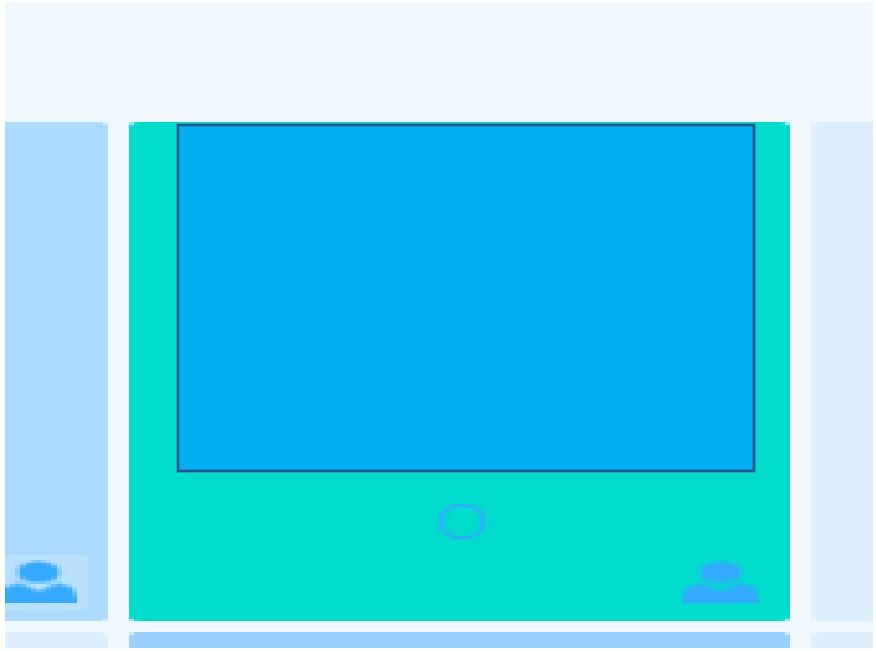
The student is highlighted. Follow the instructions on slides 16 and 17 to award them points.



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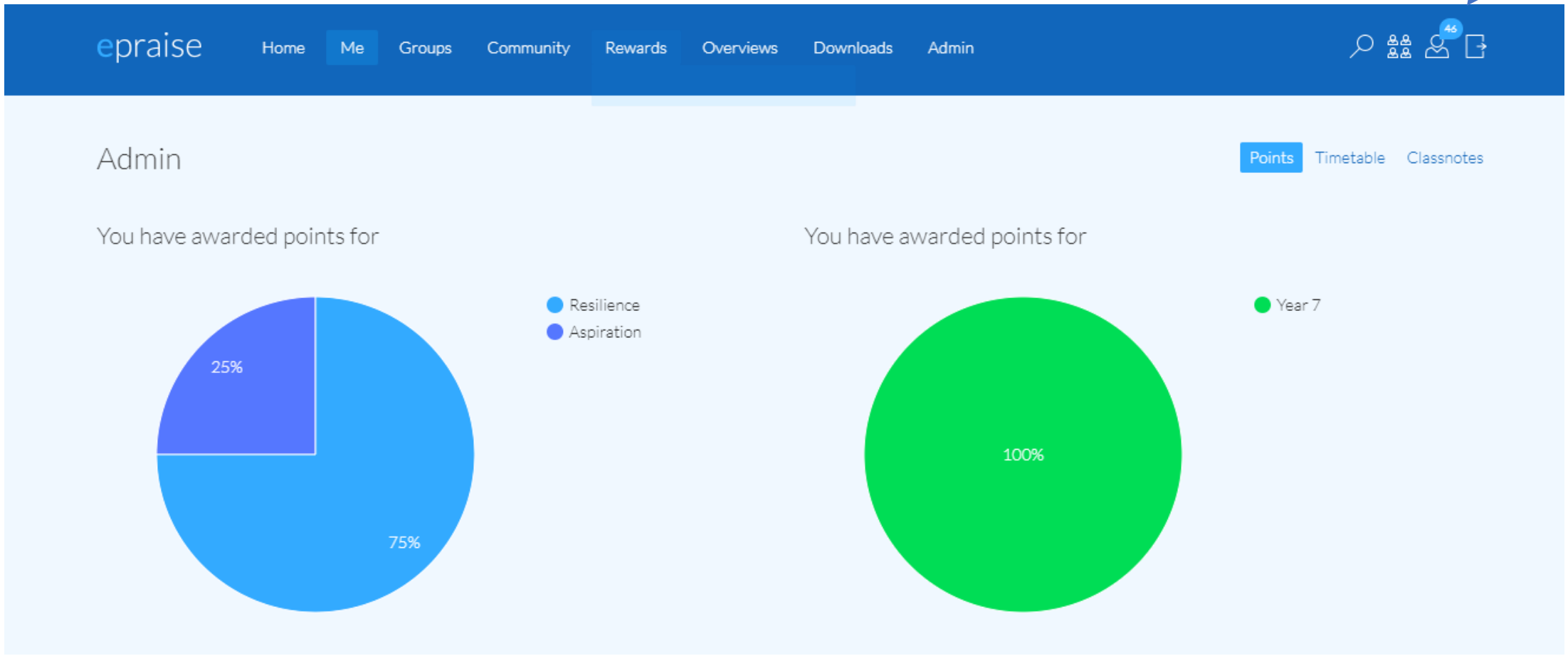
Making a mistake and awarding the wrong pupil reward points. Click the silhouette icon and scroll down to the bottom of the page



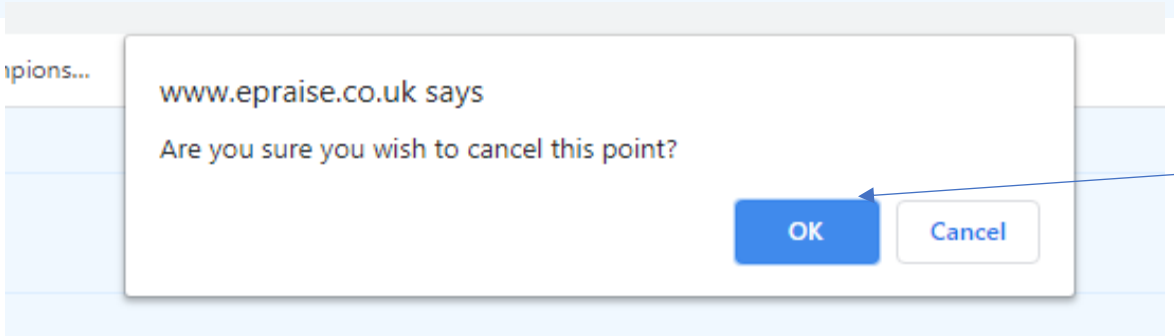
Click on the X icon to take the specific reward point or points away

May Jun Jul Aug Sep Oct Nov Dec Jan Feb

Points awarded

Value	Source	Student	Subject	Reason	Date	Actions
3	Epraise		Spanish	Resilience	23rd February 2021	
1	Epraise		Spanish	Aspiration	23rd February 2021	

Note: Greyed out points are not counted in the point totals.



Click ok to confirm

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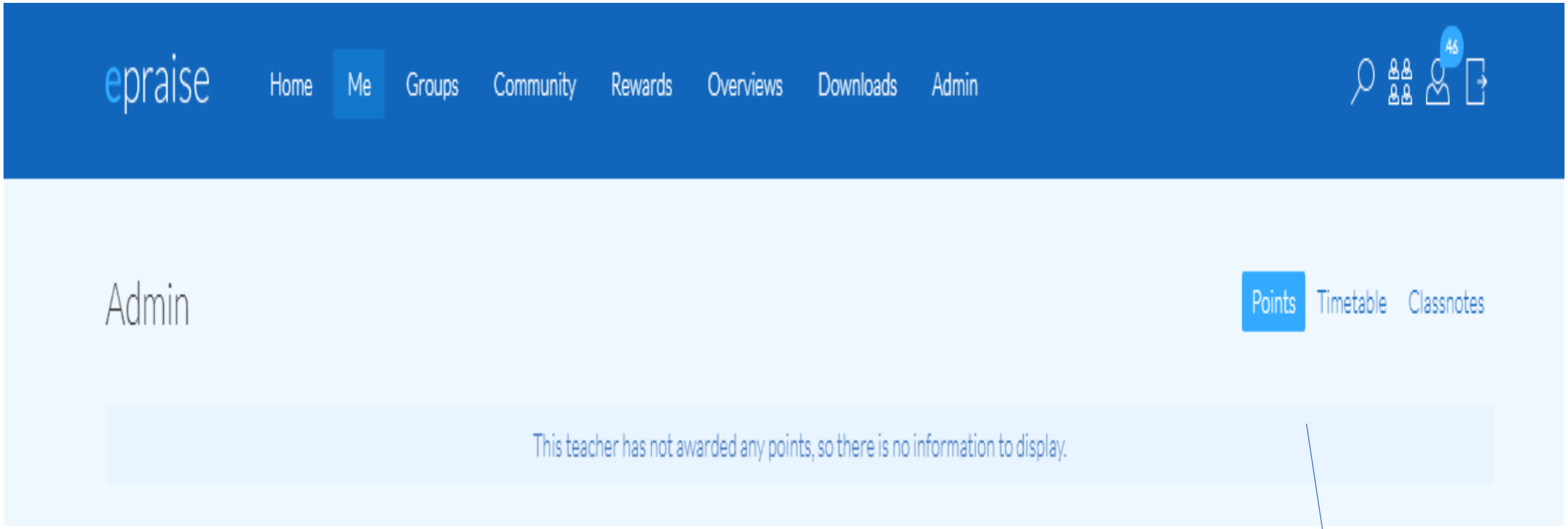

Your points allocation should refresh straight away. If not click the refresh/reload button at the top left of the screen

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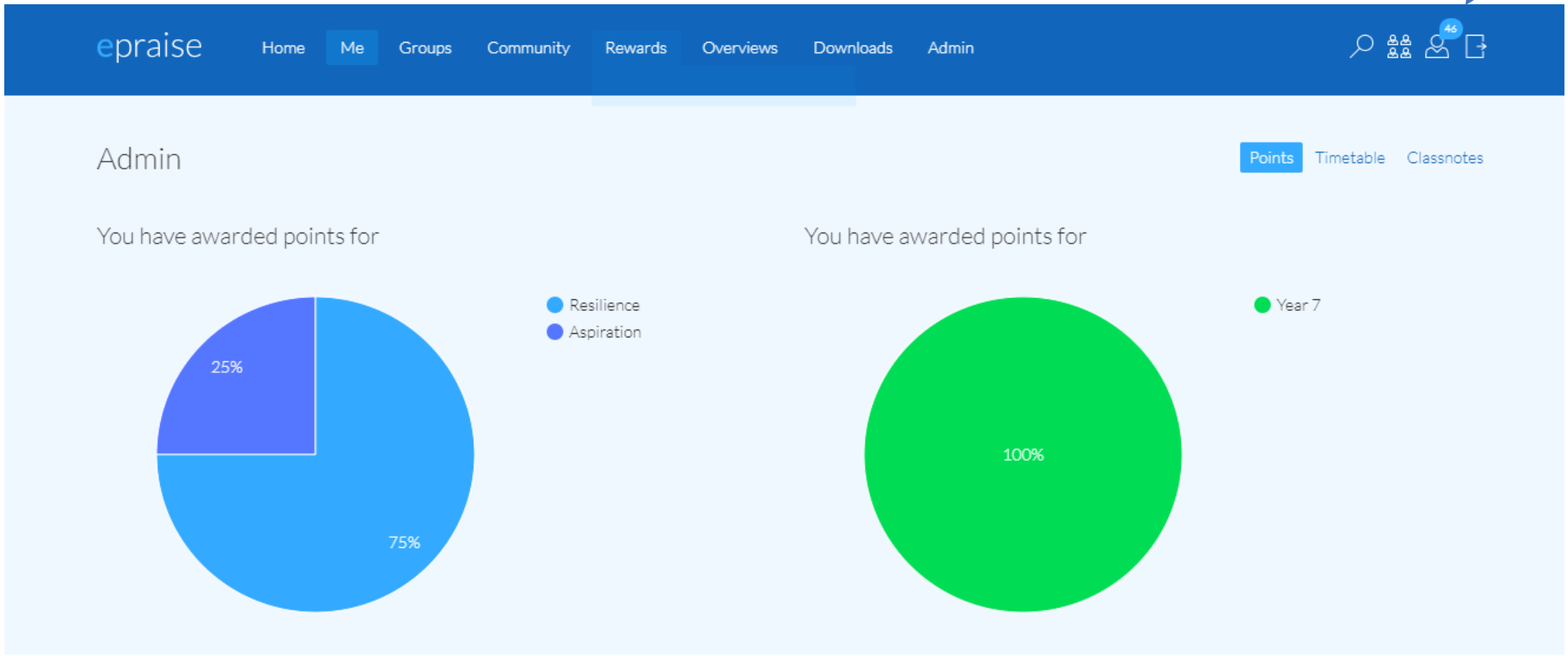
Making a mistake and not awarding the pupil/s the correct amount of reward points. Follow the information on slides (18-20) OR Click the silhouette icon and scroll down to the bottom of the page



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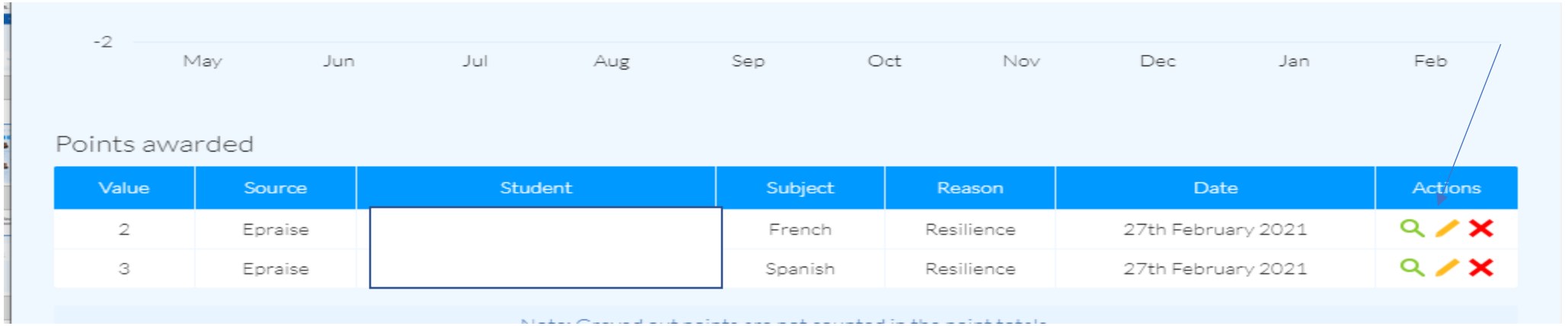
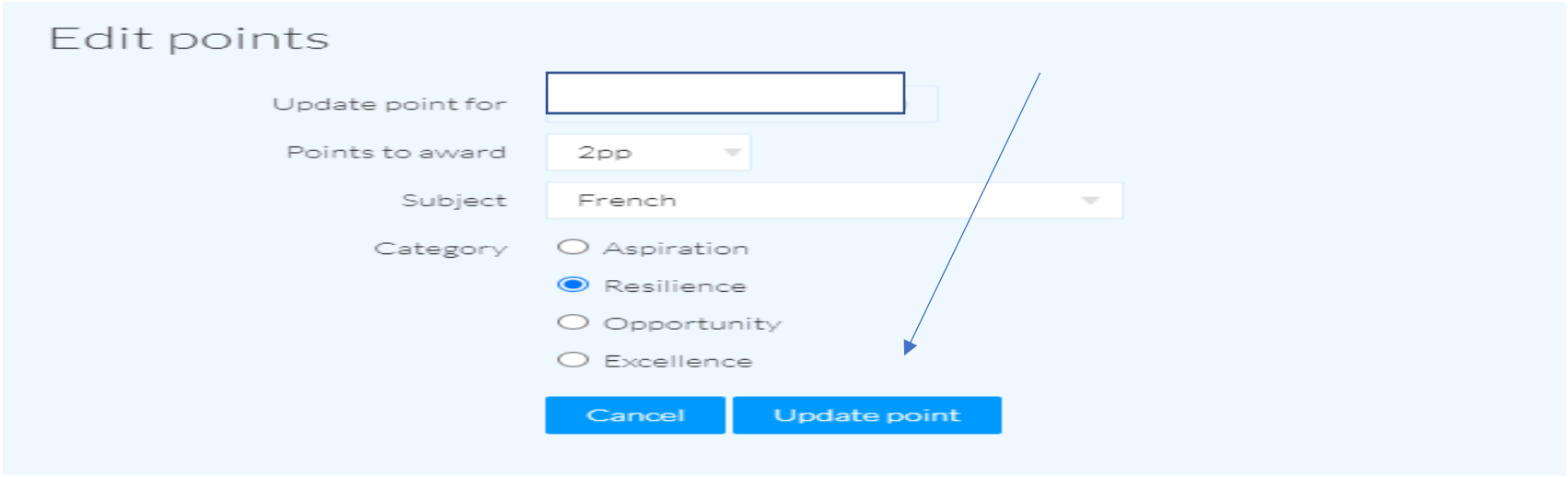
Click the pencil icon on the specific student or students, change the points and reason accordingly and then click update point.





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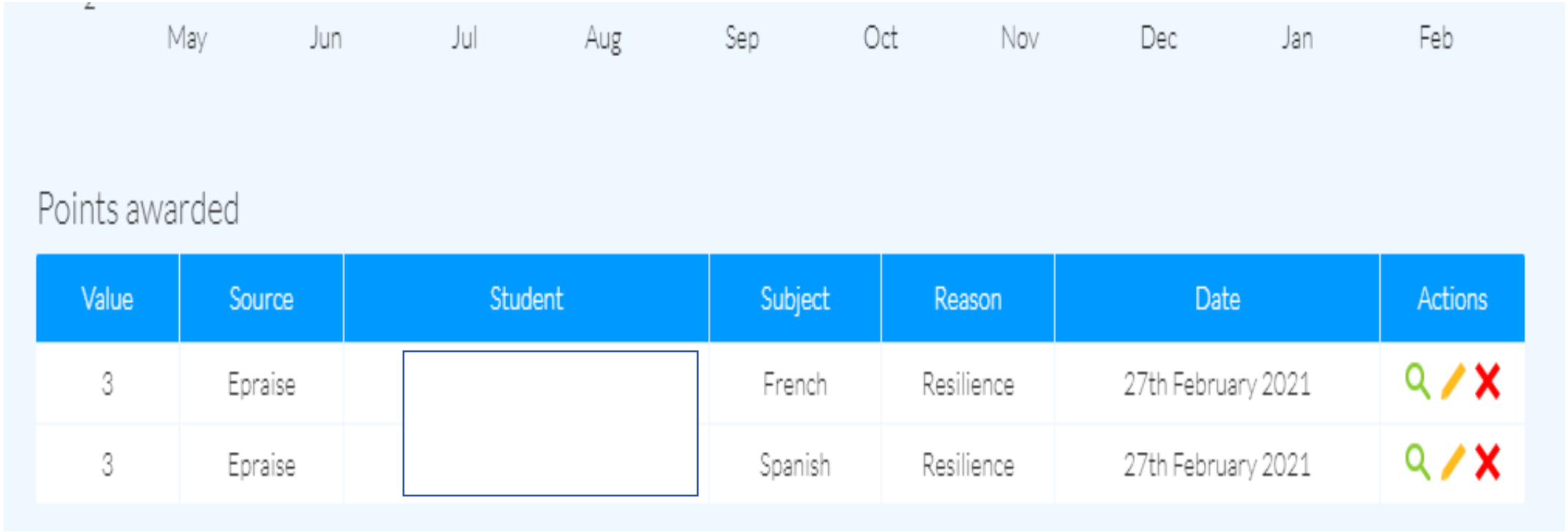
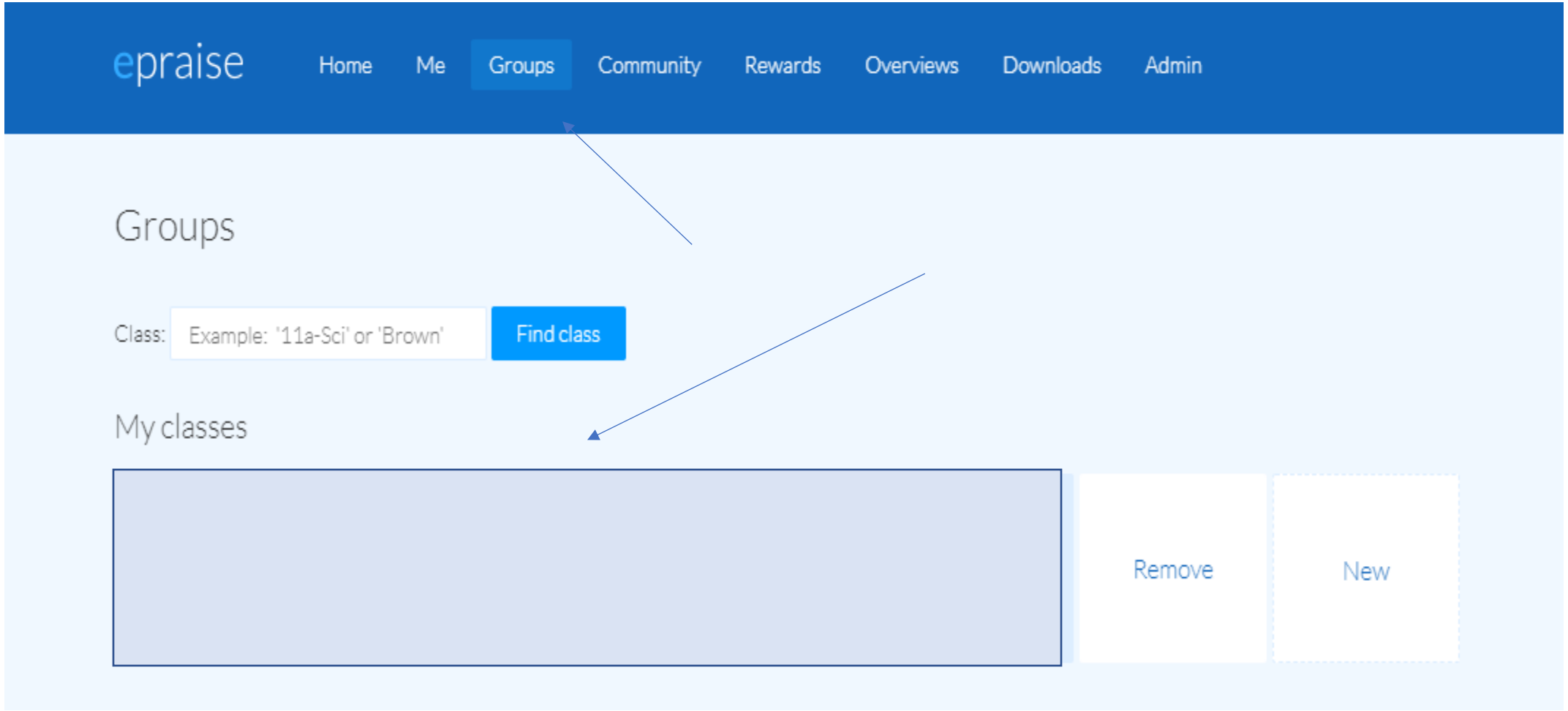
The points awarded will then update



Rewarding more than one student in your class. Option 1 - Go to Groups on the home page and Select the class.



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Click the bulk award icon

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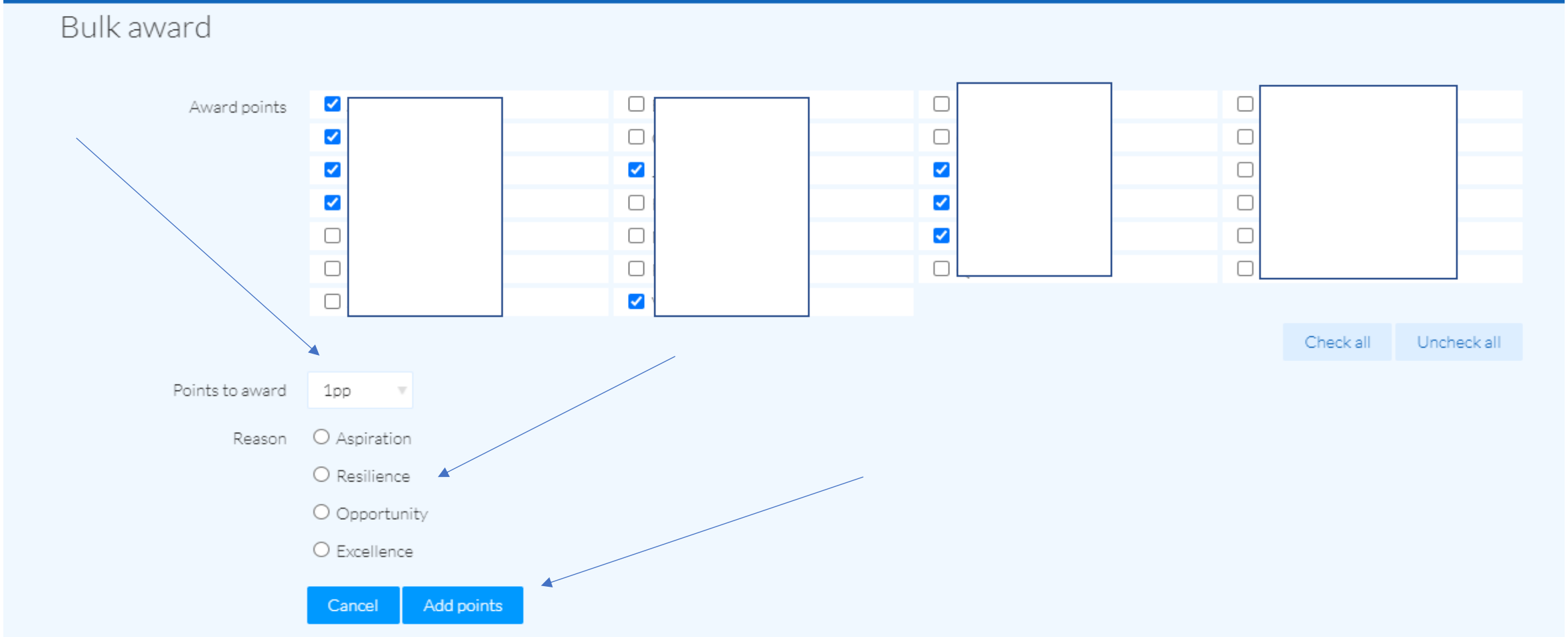
Click on the students you wish to award points to, select the amount of points you wish to award (1,2,3,5 or 10) and then choose one of the AROE reward reasons and click add points.



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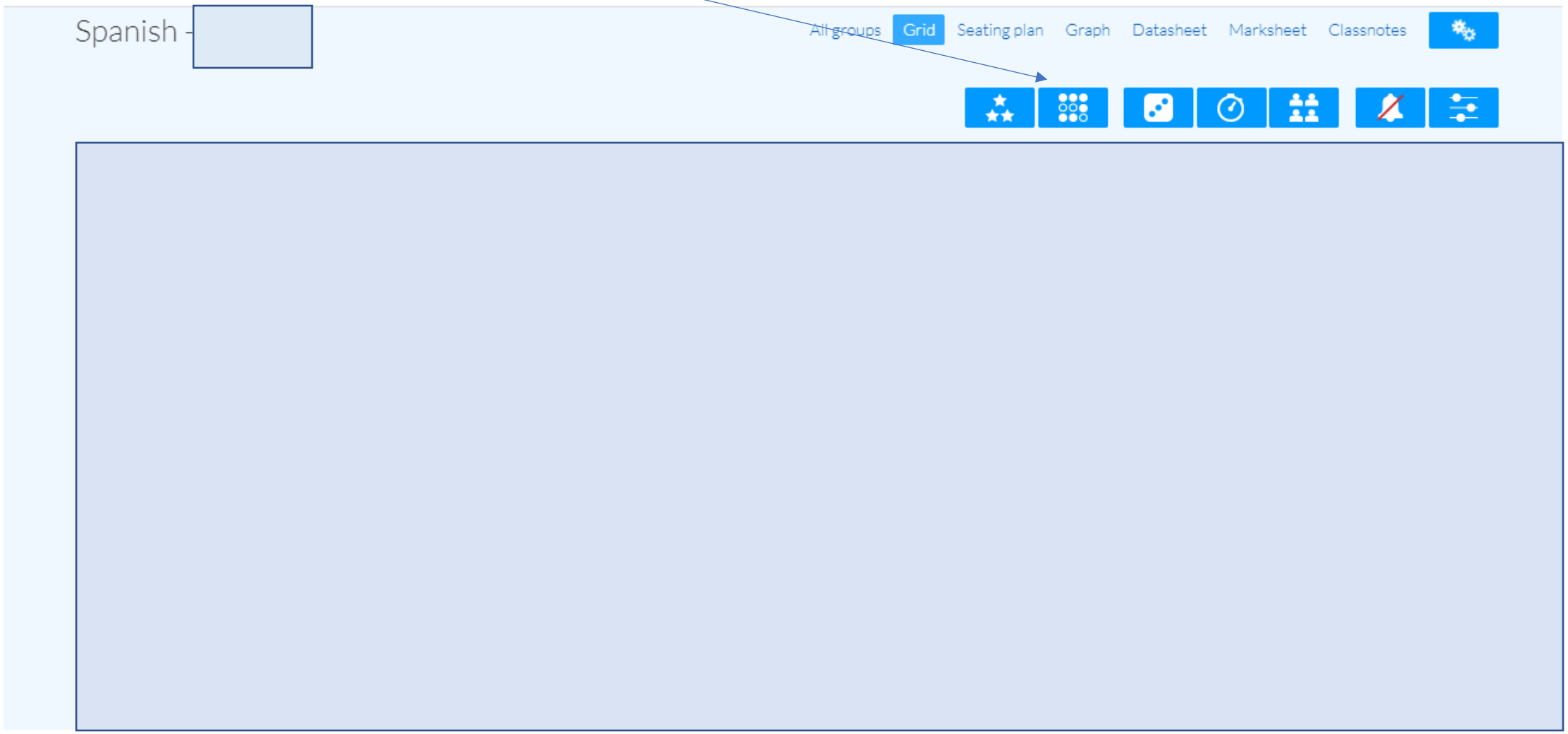
Rewarding more than one student – Option 2 Select Grid Award



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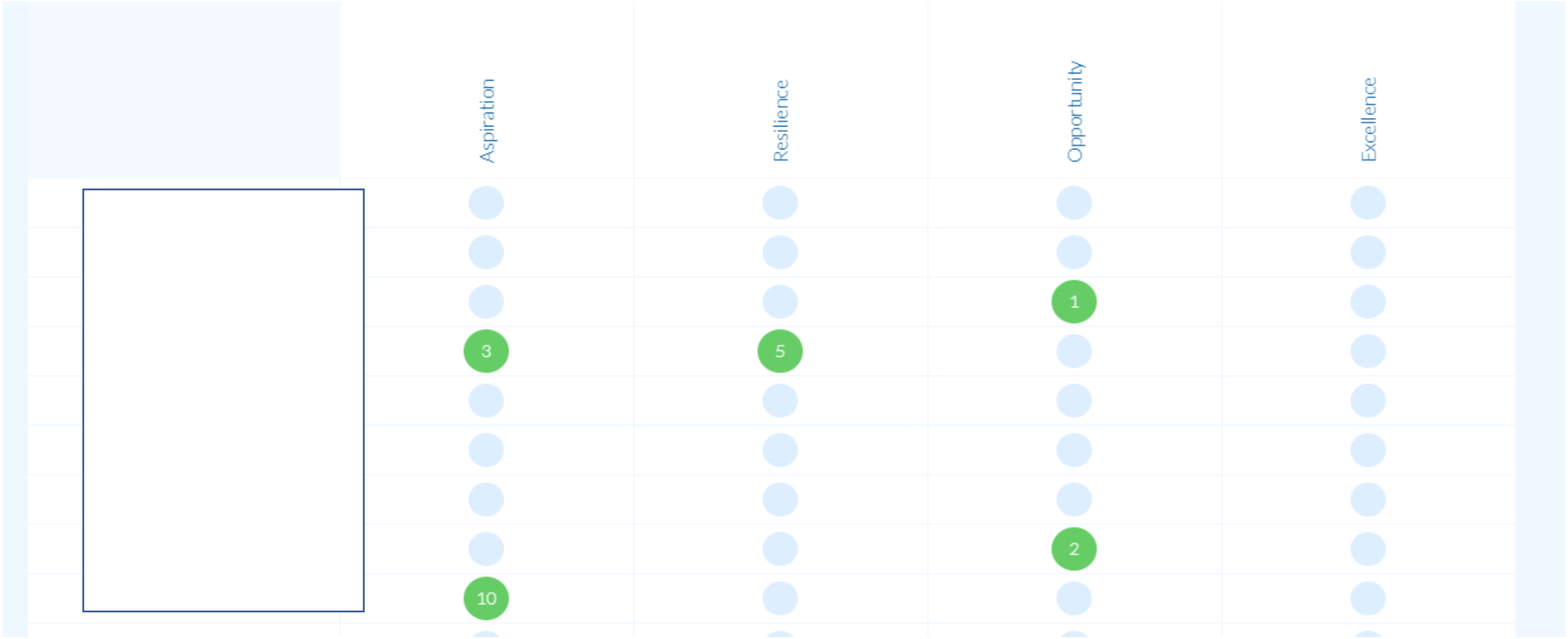
Choose which AROE reason you would like to award points for. You can choose 1,2,3,5,or 10points just by clicking until you are happy with the number indicated, as shown below.



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Once you are happy, scroll down the page and add award points

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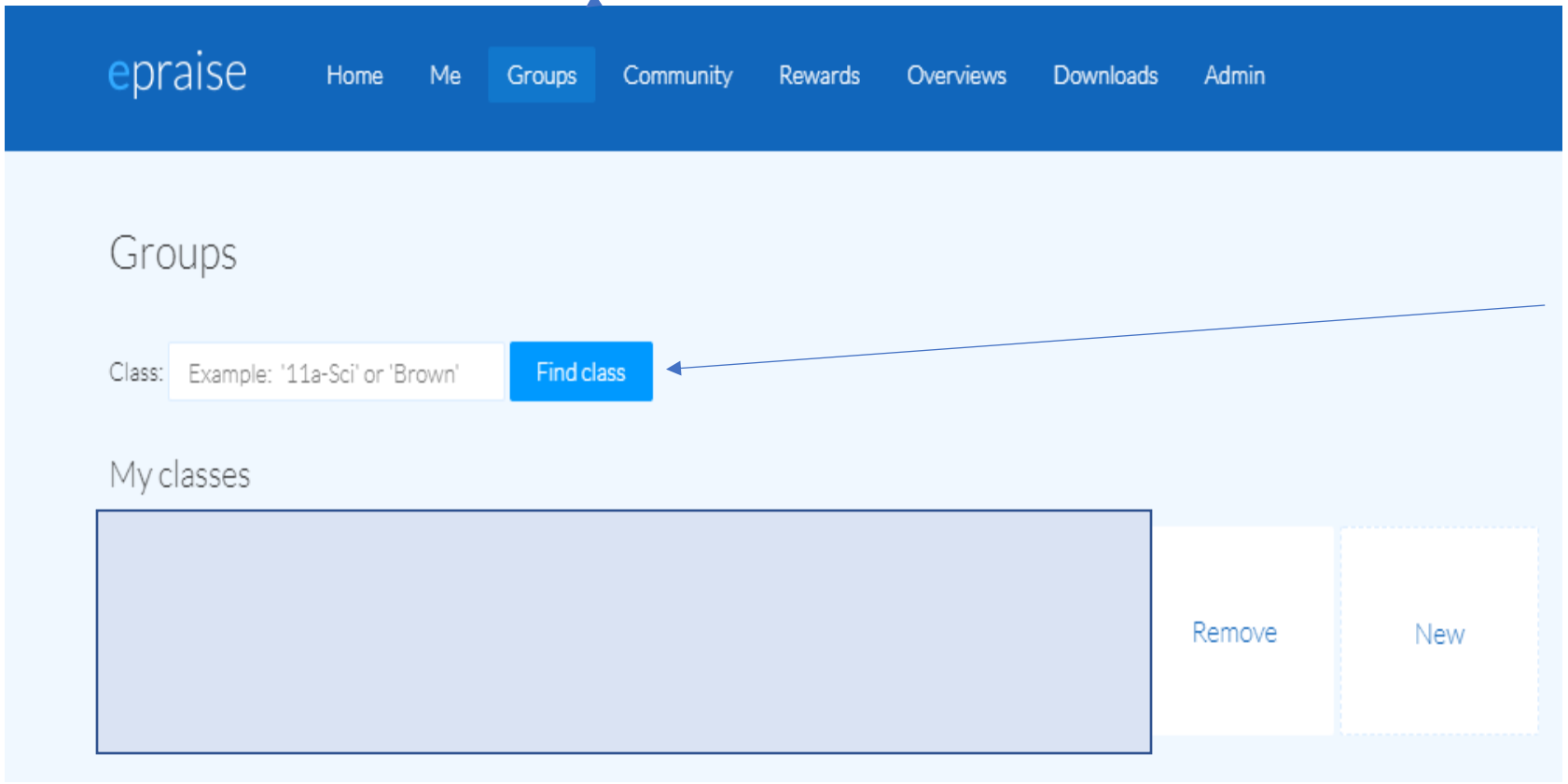
Rewarding Students if covering another class



Click on Groups and then find class.
Type the name of the staff member you are covering and click find class.

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I typed a member of staff's name in, clicked Find Class and these are the teachers classes. Select the class you are covering.

Class: miss bethell Search View all groups

Class Name	Subject	Teacher	Students
	Boost German	Bethell, Miss K	0
	German	Bethell, Miss K	0
	German	Bethell, Miss K	0
	German	Bethell, Miss K	0
	Boost German	Bethell, Miss K	0
	Boost German	Bethell, Miss K	0
	German	Bethell, Miss K	0
	German	Bethell, Miss K	0
	German	Bethell, Miss K	28
	German	Bethell, Miss K	25
	German	Bethell, Miss K	27
	German	Bethell, Miss K	20
	German	Bethell, Miss K	0
	German	Bethell, Miss K	0

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To award points, follow the advice given on slides 19-21

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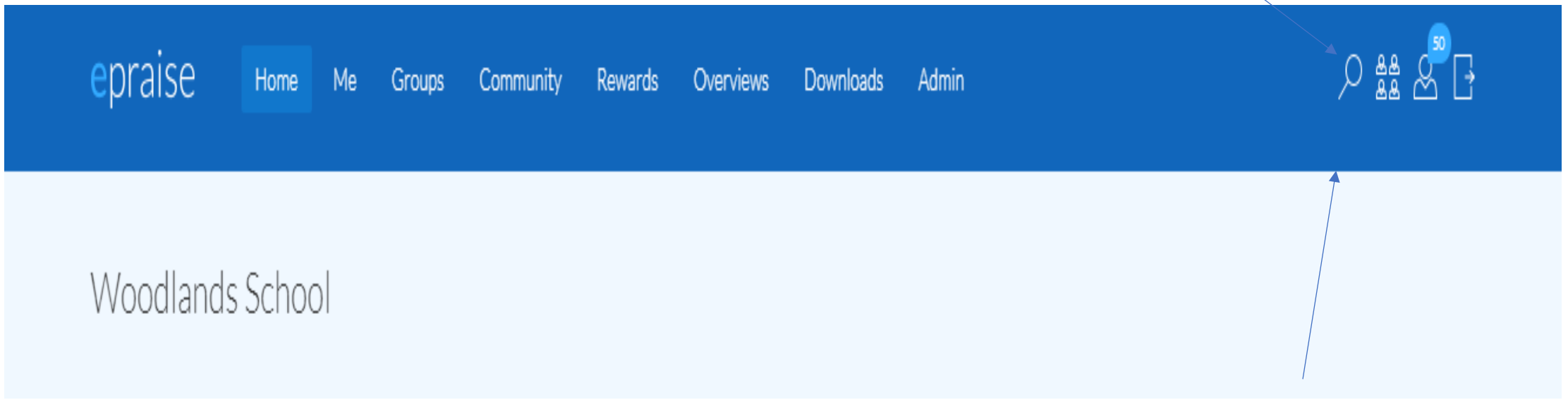
Additional Information for Staff and HOY.

For further pupil information, please click on the magnifying glass icon



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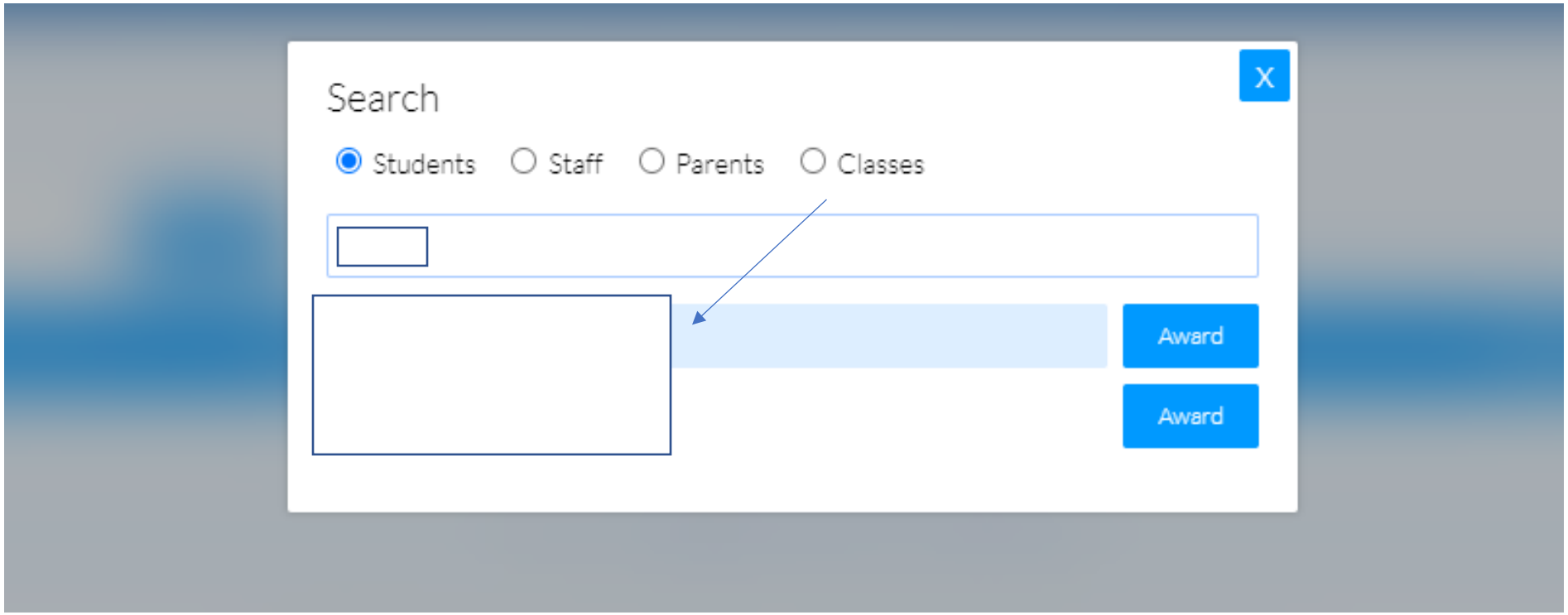
Make sure students has been selected and type the name of the student. After, click on the student's name. You can award points this way, but in this instance we are looking to find more pupil information.



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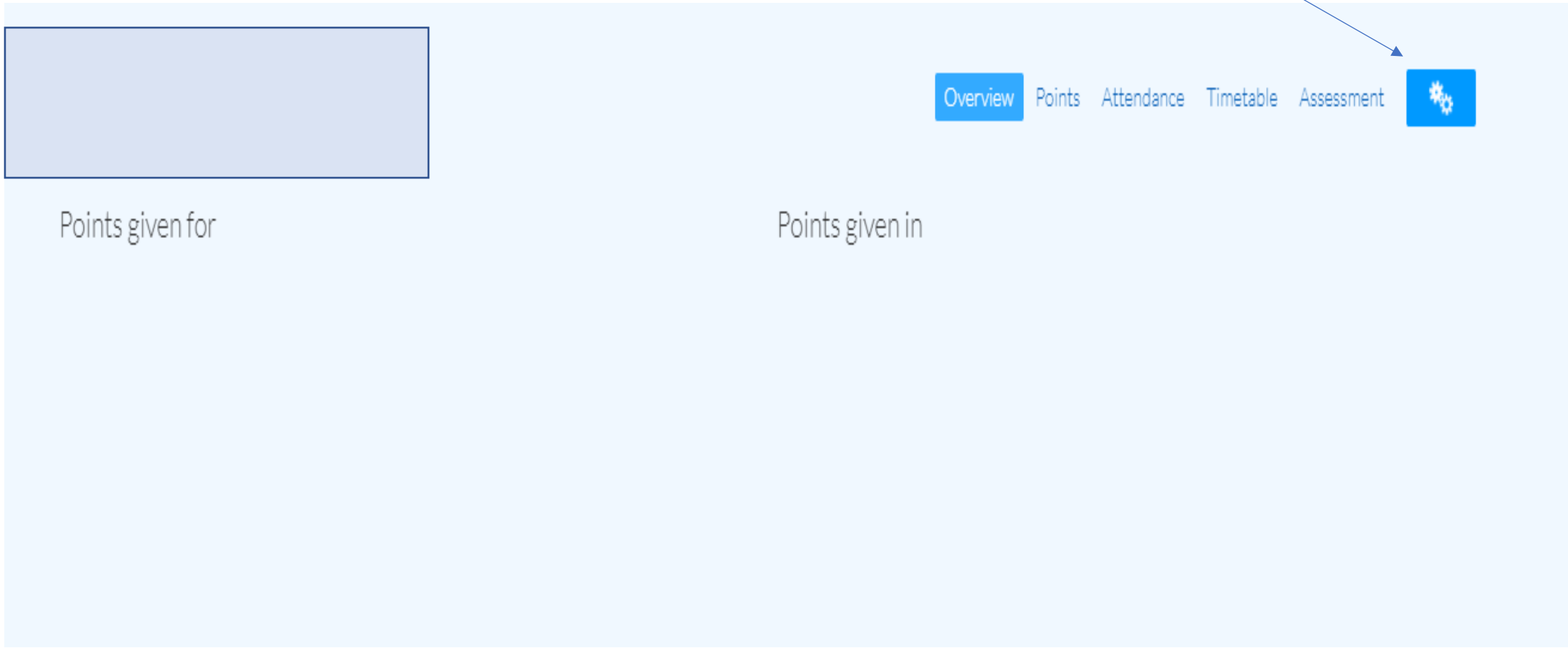
You will now see the student's profile. Click the Cog icon and select view contacts.



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You will see Parent Contact Details her class teachers and their school email addresses.

Robertson, Mrs K	Geography (7A/Gg1)		-
Seaton, Miss G	Music (7A3/Mu1)		-
Seehakoo, Mrs S	Drama (7A2/Dr1)		-
Seehakoo, Mrs S	Science (7A/Sc3)		-
Seehakoo, Mrs S	Spanish (7A/Es1)		-
Shanahan, Mr P	Spanish (7A/Es1)		-
Styles, Miss D	English (7A/En1)		-
Taylor, Miss N	Art and Design (7A1/Ar1)		-
Townsend, Mr M	Drama (7A2/Dr1)		-
Vanstone, Mrs P	Food Technology (7A3/Fs1)		-
Watts, Mrs T	Computer Science (7A4/Ic1)		-
Watts, Mrs T	Geography (7A/Gg1)		-
Wykes, Mrs N	Physical Ed. (7A/Pe5)		-

Actions

Email student's teachers

Scroll down the page and you can email individual teachers or all of the pupil's teachers in one go if desired

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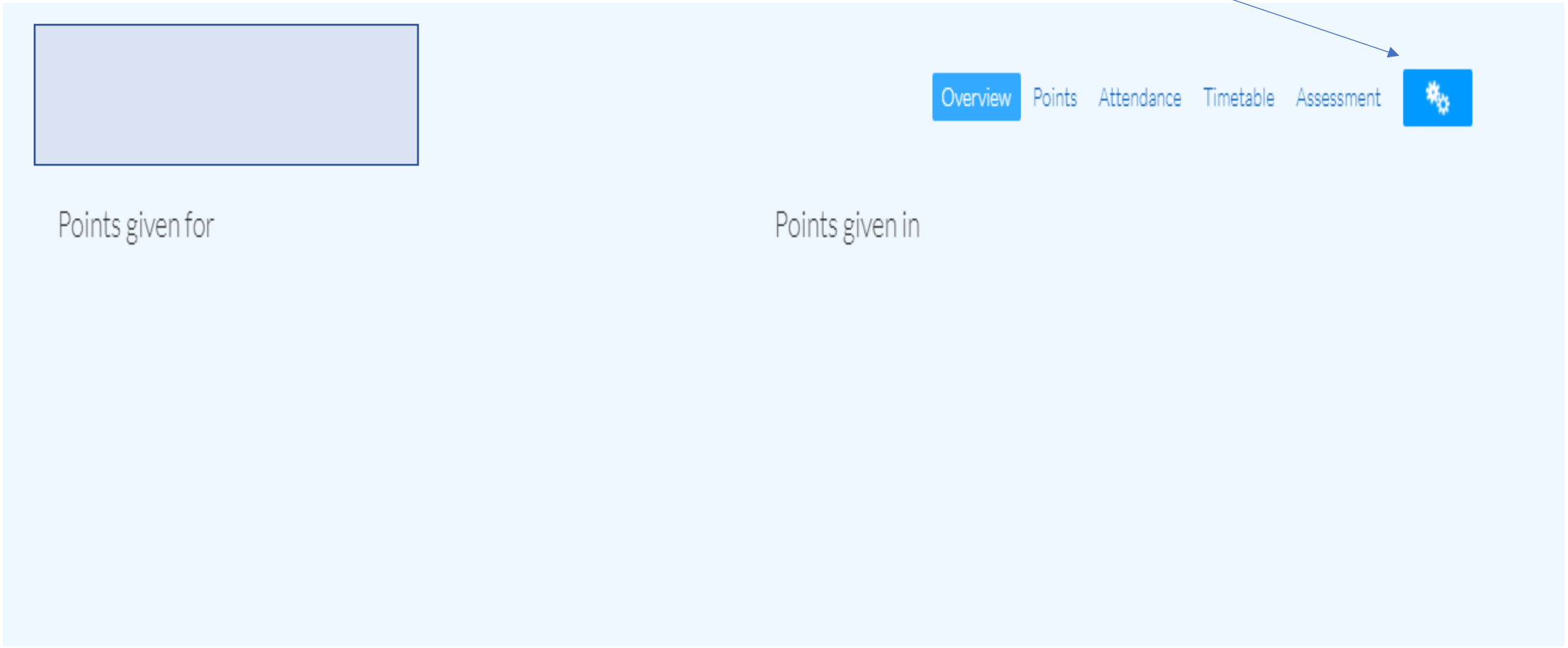
Click the Cog icon and select view groups



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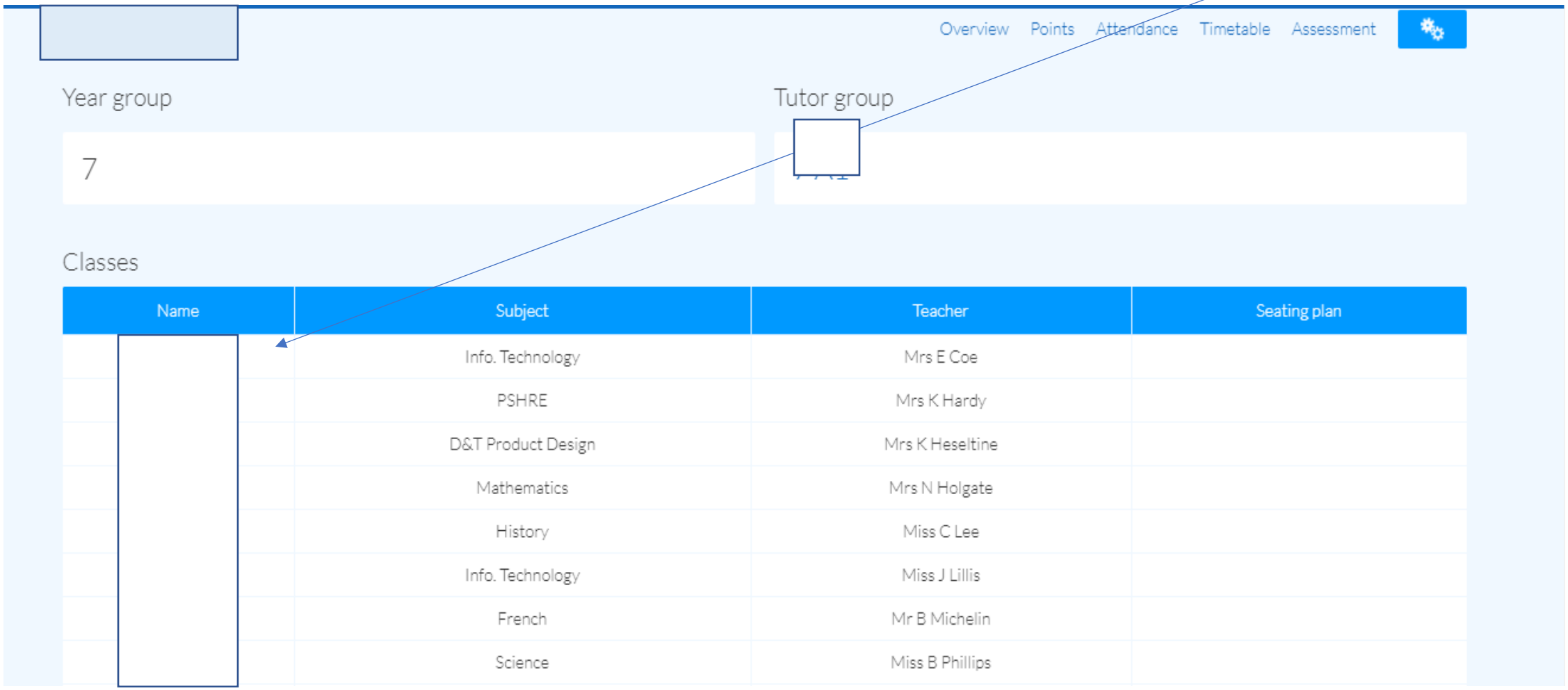
Select View Groups to see a list of classes and seating plans if they have been used on epraise. You can choose a class if you wish to view that class specifically.



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AROE - Rewards

What are the students aiming for whilst they are getting reward points for Aspiration, Resilience, Opportunity and Excellence in school? Our AROE bronze, silver and Gold Badges and eventually the Cultural Capital Badge.

Milestones

Settings Add

Instructions

Milestones are points targets that students aim for, in order to achieve a certain award, for example 10 points, might be a bronze award. Here you can add these milestones, choosing the name (e.g. Bronze Certificate), target (number of points) and associated image for these.

Image	Name	Type	Target	Hide/Show	Actions
	Aspiration	Points in one category	250 points in Aspiration	Show when Aspiration is achieved	
	Resilience	Points in one category	250 points in Resilience	Show when Resilience is achieved	
	Opportunity	Points in one category	250 points in Opportunity	Show when Opportunity is achieved	
	Excellence	Points in one category	250 points in Excellence	Show when Excellence is achieved	

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AROE - Bronze

Aspiration, Resilience, Opportunity, Excellence, is our ethos. These four pillars underpin all we do and drive us forward as one learning community.

Milestones

Settings Add

Instructions

Milestones are points targets that students aim for, in order to achieve a certain award, for example 10 points, might be a bronze award. Here you can add these milestones, choosing the name (e.g. Bronze Certificate), target (number of points) and associated image for these.

Image	Name	Type	Target	Hide/Show	Actions
	Aspiration	Points in one category	250 points in Aspiration	Show when Aspiration is achieved	
	Resilience	Points in one category	250 points in Resilience	Show when Resilience is achieved	
	Opportunity	Points in one category	250 points in Opportunity	Show when Opportunity is achieved	
	Excellence	Points in one category	250 points in Excellence	Show when Excellence is achieved	

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AROE - Silver

	Aspiration	Points in one category	500 points in Aspiration	Show when Aspiration is achieved	✎ ✖
	Resilience	Points in one category	500 points in Resilience	Show when Resilience is achieved	✎ ✖
	Opportunity	Points in one category	500 points in Opportunity	Show when Opportunity is achieved	✎ ✖
	Excellence	Points in one category	500 points in Excellence	Show when Excellence is achieved	✎ ✖

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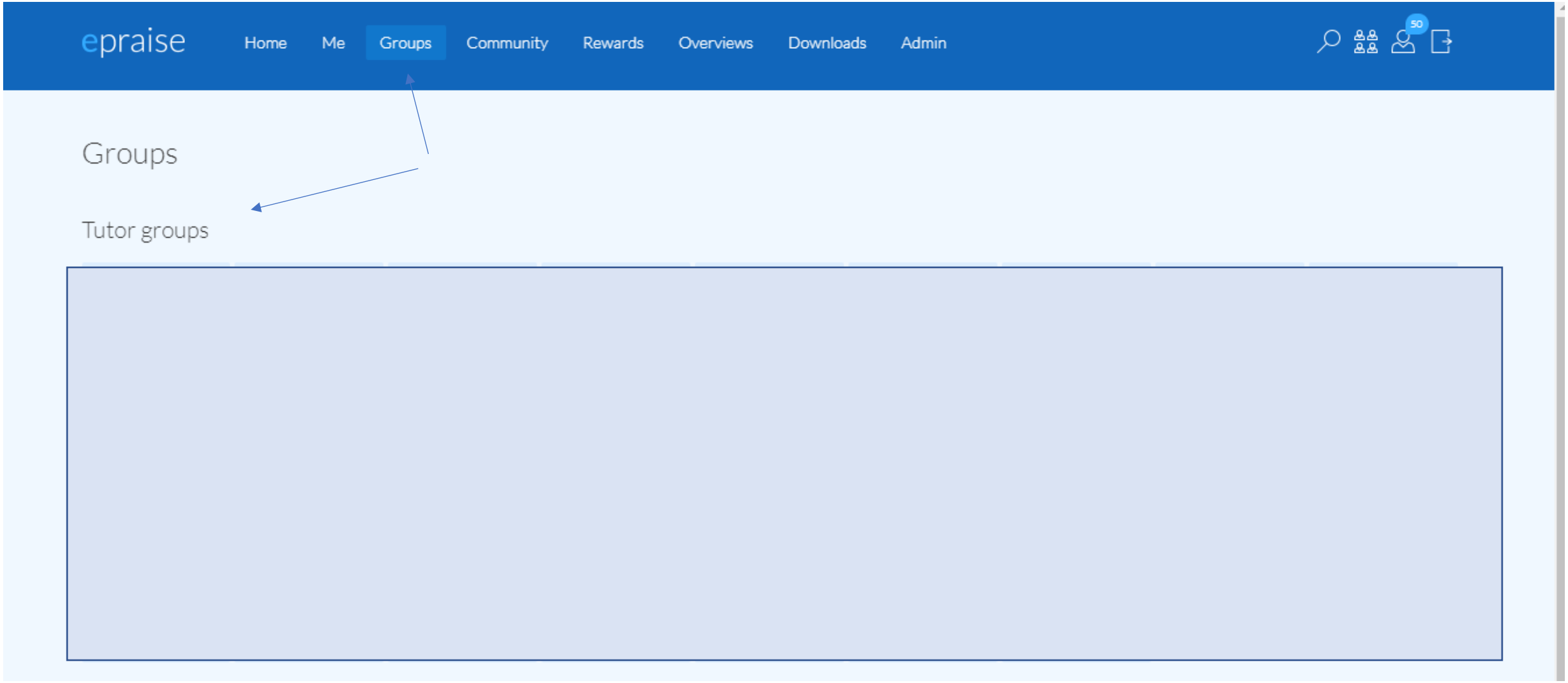
Year 7 and 8 Form Tutors – Awarding your tutees points. Select Groups, Tutor Groups and select your group under Tutor Groups



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AROE - Gold

	Excellence	Points in one category	750 points in Excellence	Show when Excellence is achieved	✎ ✖
	Aspiration	Points in one category	750 points in Aspiration	Show when Aspiration is achieved	✎ ✖
	Resilience	Points in one category	750 points in Resilience	Show when Resilience is achieved	✎ ✖
	Opportunity	Points in one category	750 points in Opportunity	Show when Opportunity is achieved	✎ ✖

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Individual awards, bulk awards, grid awards, random

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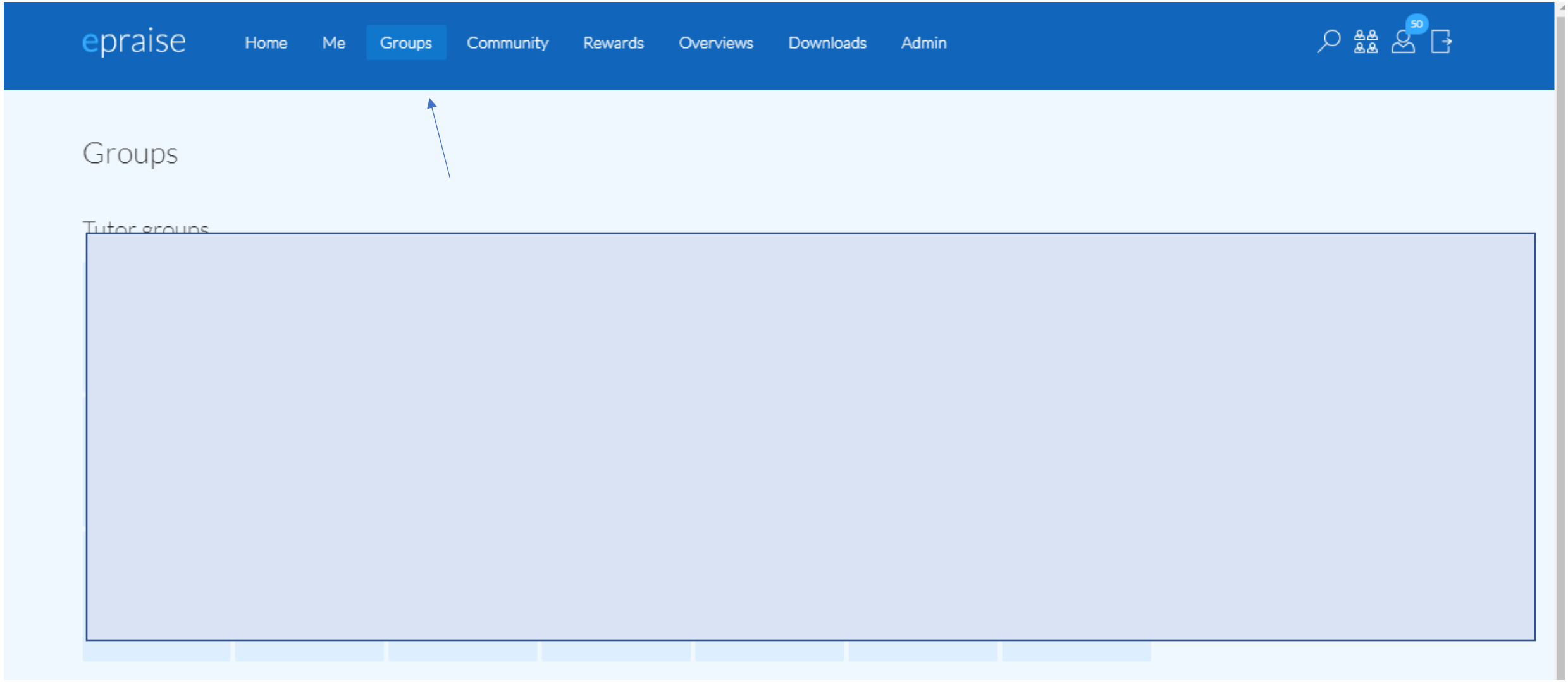
Year 7 and 8 Form Tutors – Additional Form Information

Click groups, then tutor groups and select your form



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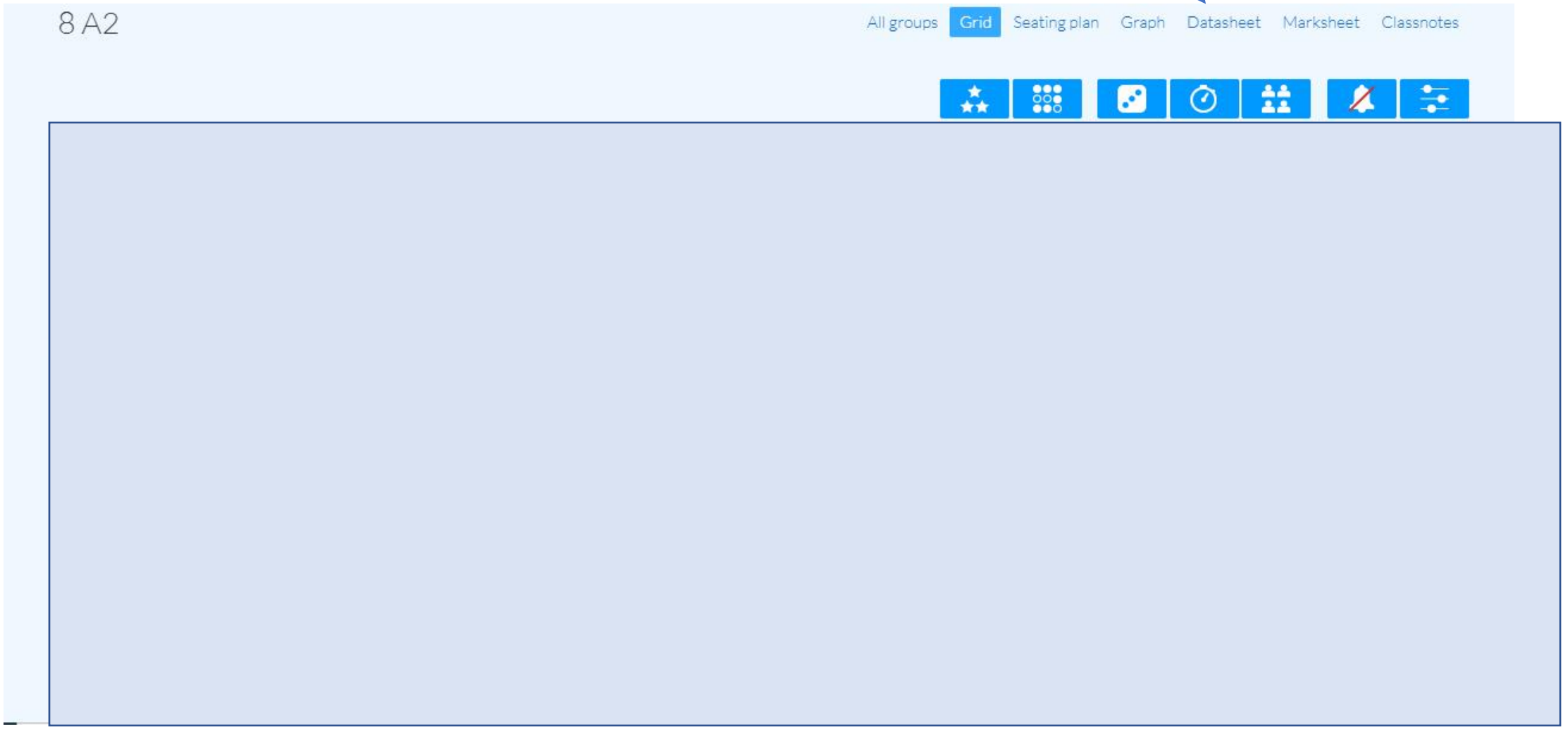
Checking Attendance. Click Datasheet



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You can see the students attendance, the points they are on and how many you have given to each student

All groups | Grid | Seating plan | Graph | Datasheet | Marksheet | Classnotes

Show: Points & demerits | All | Without photos

Name	Year group	House	Last login	Attendance	Points	From me
	8	Cambridge	-	100%	-	-
	8	Cambridge	-	91.94%	-	-
	8	Cambridge	-	100%	-	-
	8	Cambridge	-	100%	-	-
	8	Cambridge	-	95.16%	-	-
	8	Cambridge	-	100%	-	-
	8	Cambridge	-	100%	-	-
	8	Cambridge	-	100%	-	-
	8	Cambridge	-	93.55%	-	-
	8	Cambridge	-	91.67%	-	-

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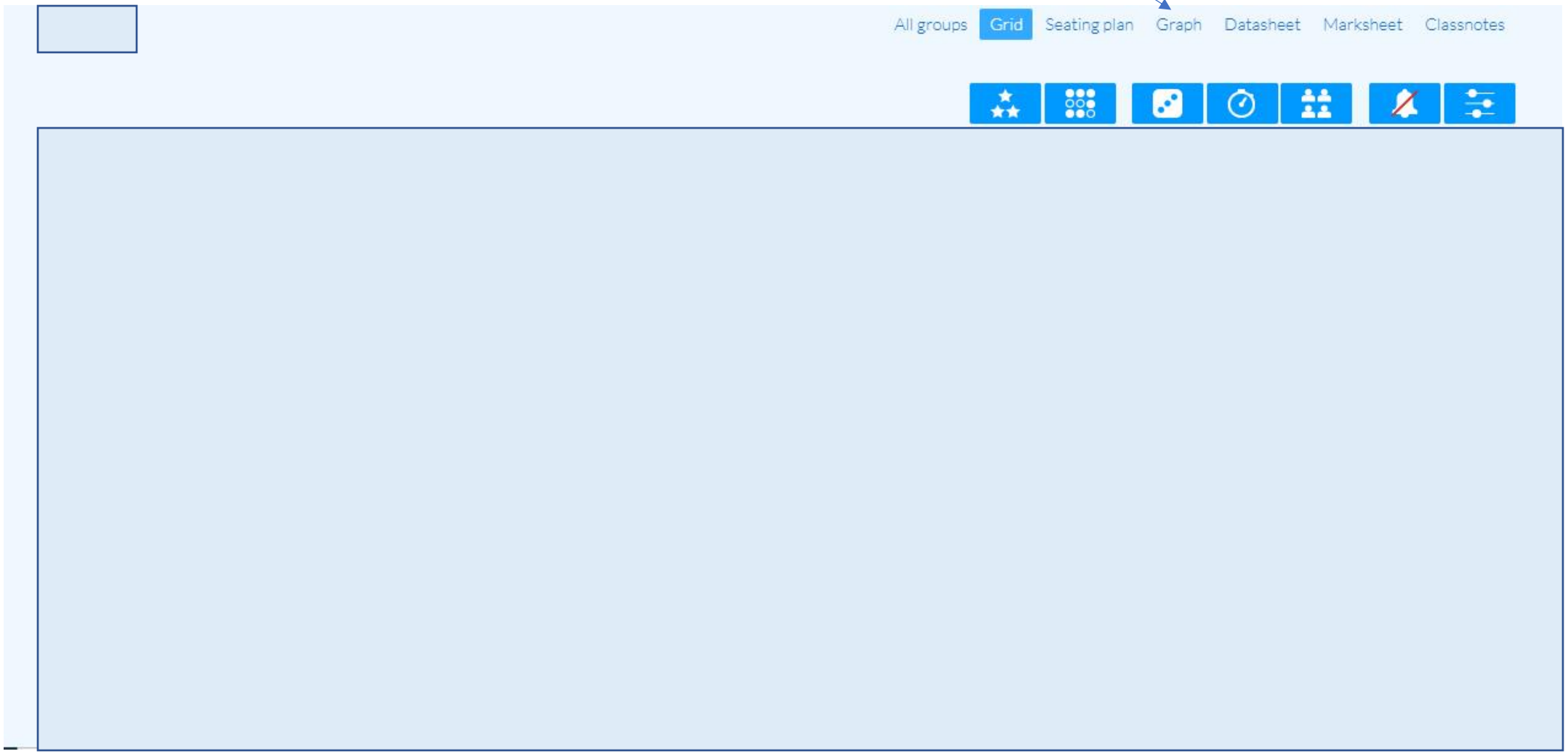
Student profiles in your form. Select Graph



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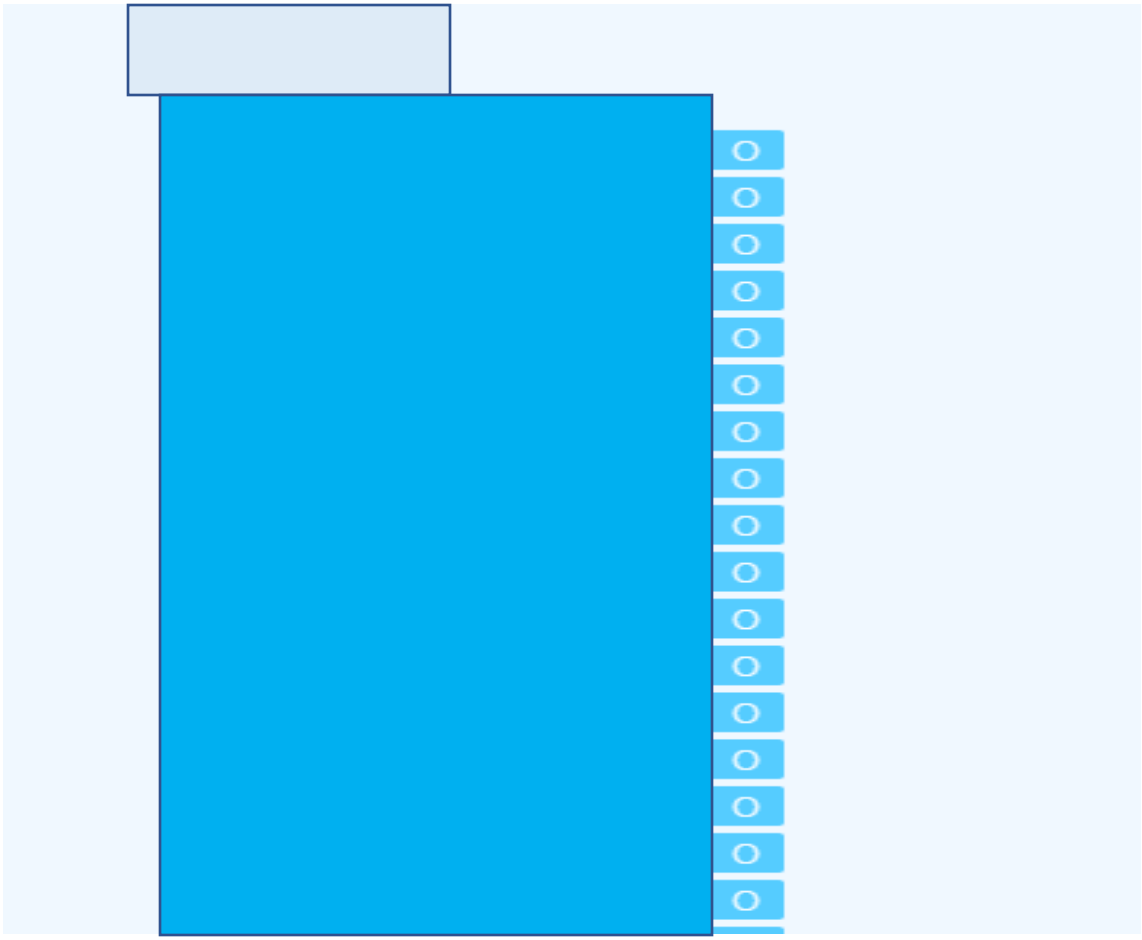
Click on the name of the student you wish to check on



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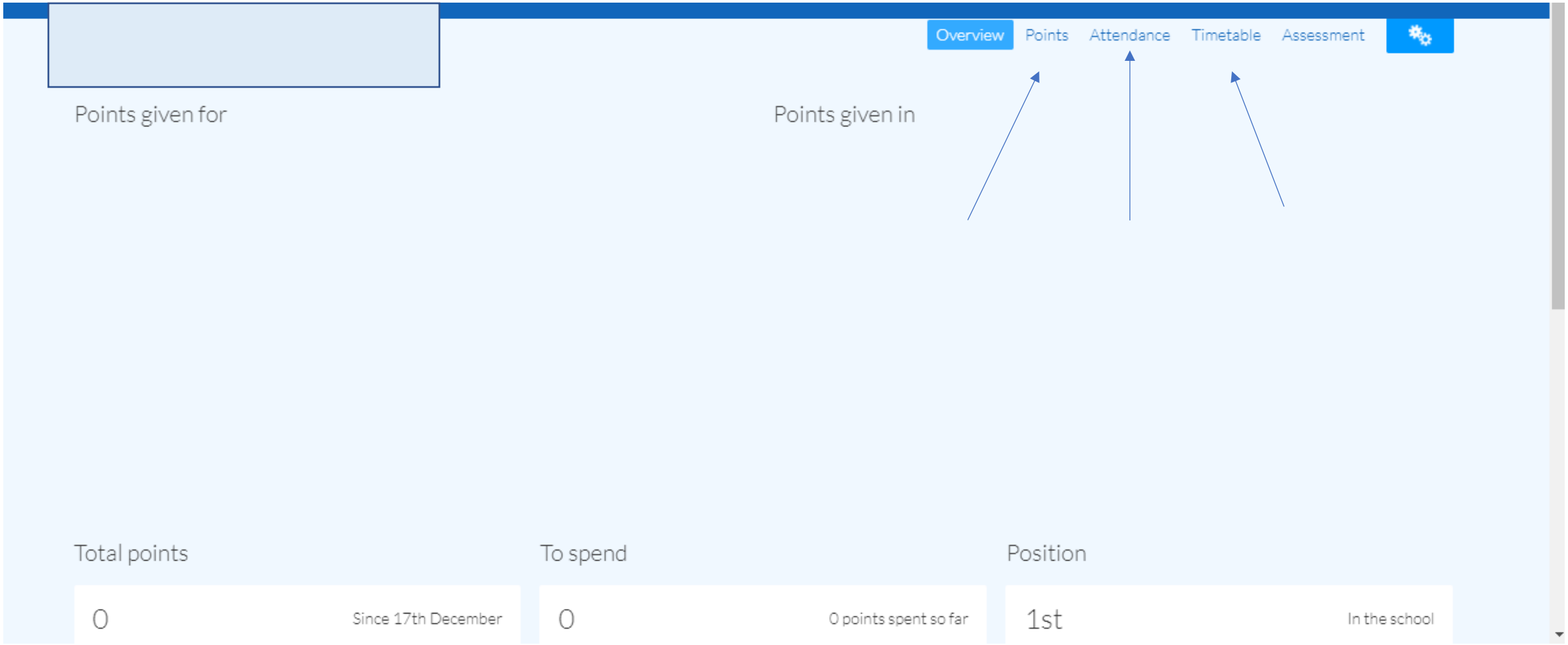
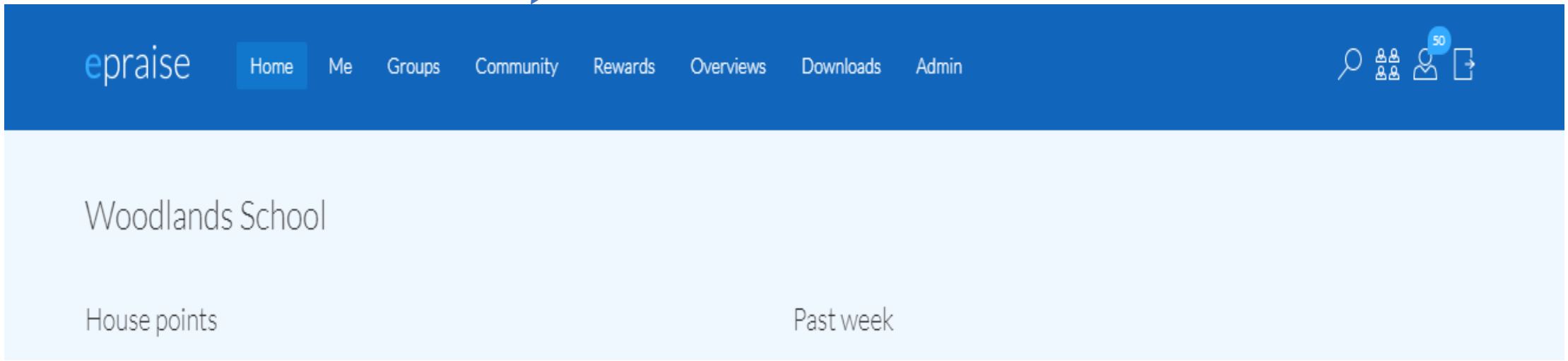
Here you can check his/her points, attendance and timetable



Tutor Group Leaderboard – On the home page, select community and tutor group leaderboard



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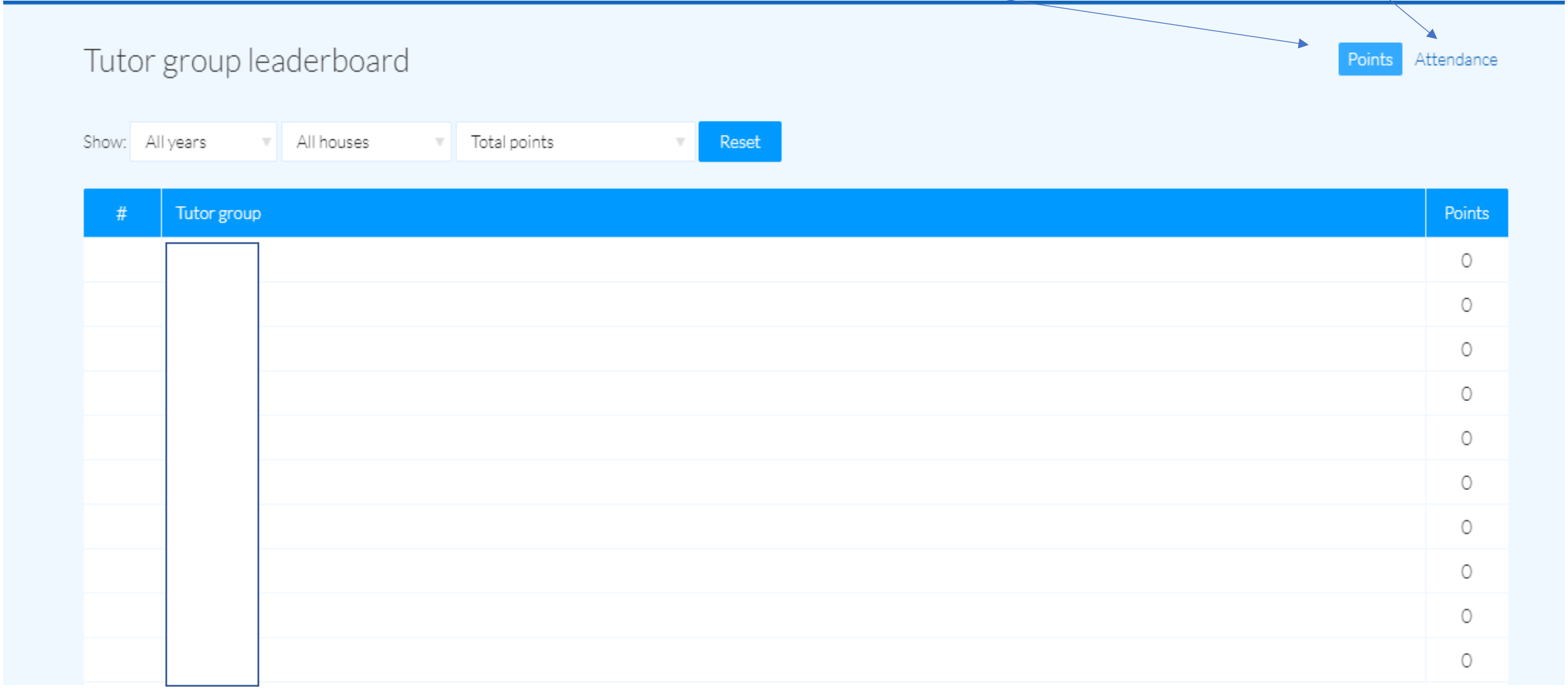
You can see live up to date Tutor points and attendance



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Current Houses at Woodlands School for Years 7 and 8

A1 and R1 - Oxford

A2 and R2 - Cambridge

A3 and R3 - St Andrews

A4 and R4 - Durham

A5 and R5 - Loughborough

A6 and R6 - Bath

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House Points and Creating House Competitions/Events

Go to Community and then House Points

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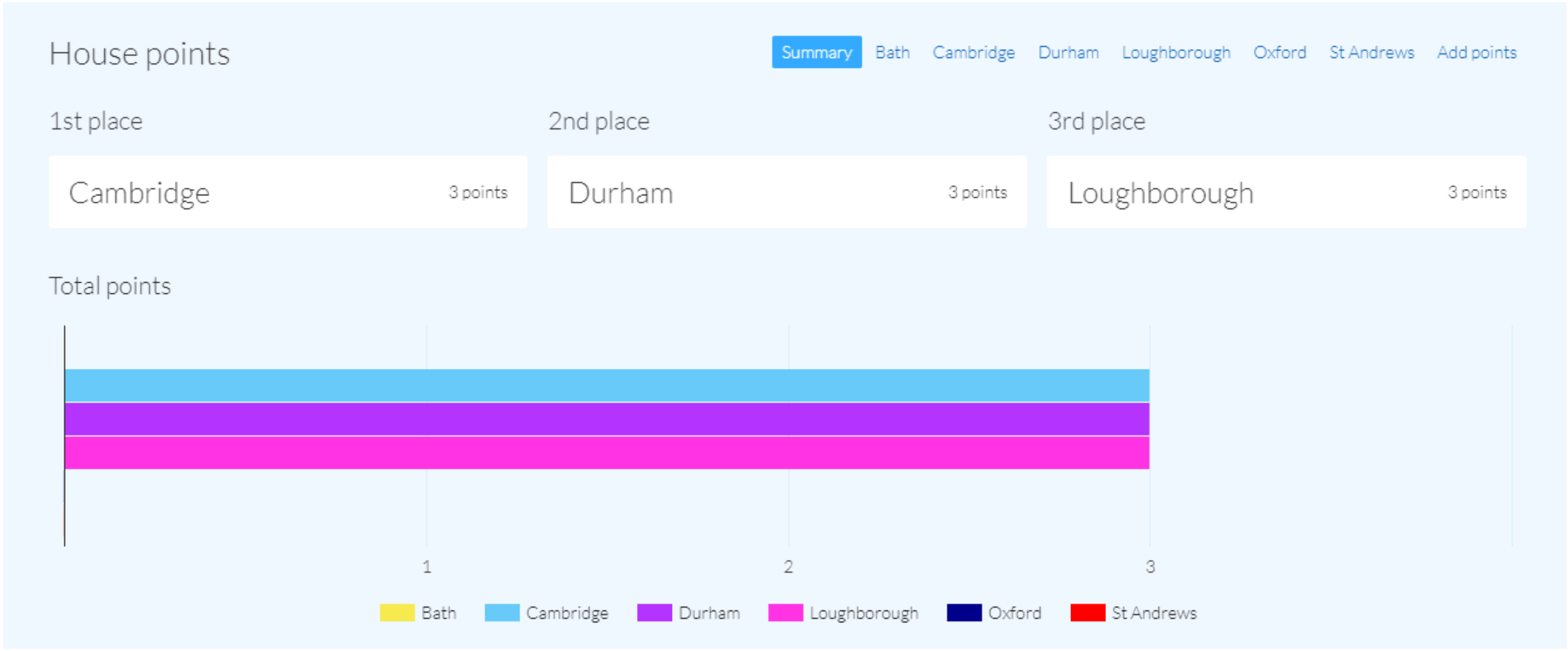
Here you can see an overall summary and you can click on a relevant house for live point updates



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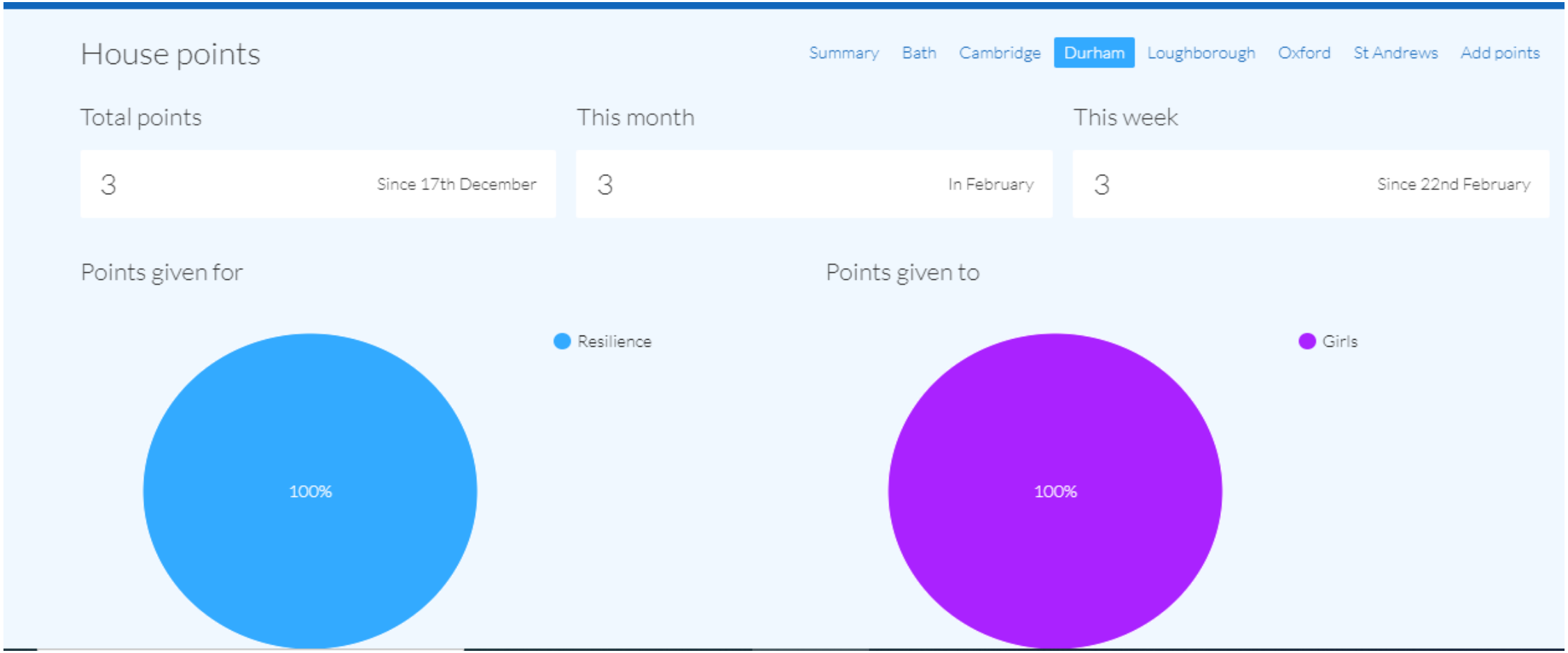
I selected Durham and it gives me a snapshot of how that house have been doing recently. This breaks down points given to boys and girls as a percentage and the AROE reward points awarded, again as a percentage



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Staff – Launching a house event on Epraise.

Select Groups, activities and you will see this screen. Click here to create a house competition.

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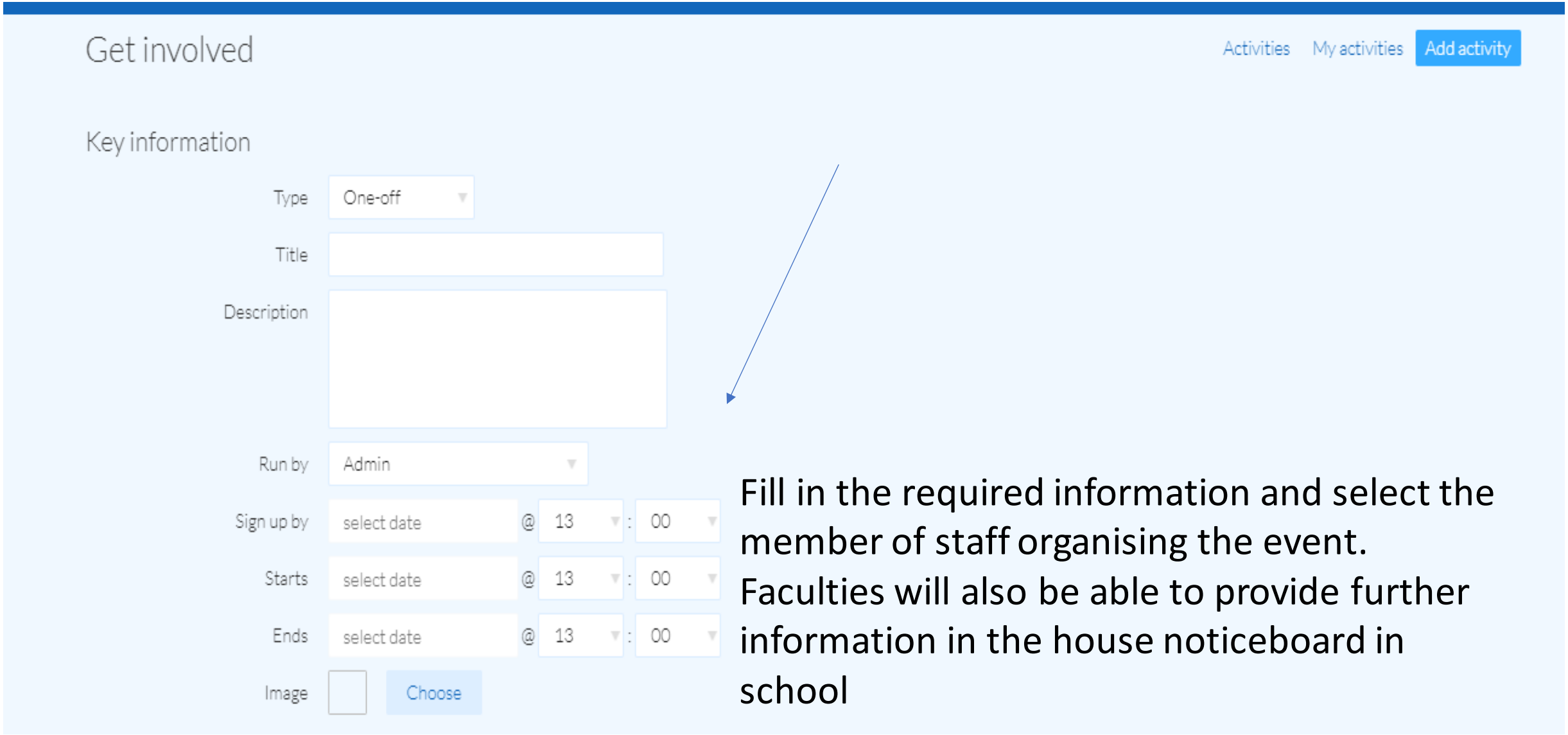

Fill in the required information and select the member of staff organising the event. Faculties will also be able to provide further information in the house noticeboard in school

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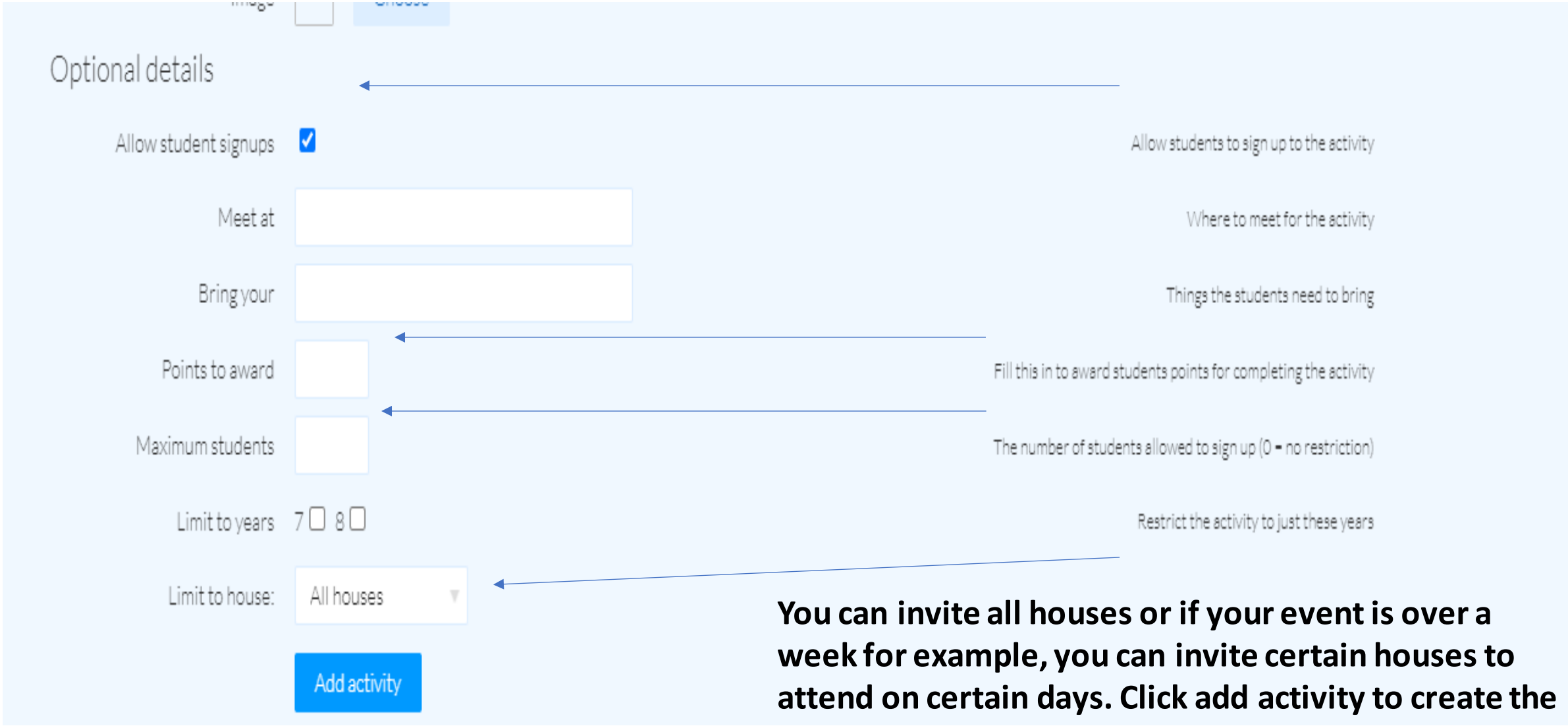

You can invite all houses or if your event is over a week for example, you can invite certain houses to attend on certain days. Click add activity to create the house competition

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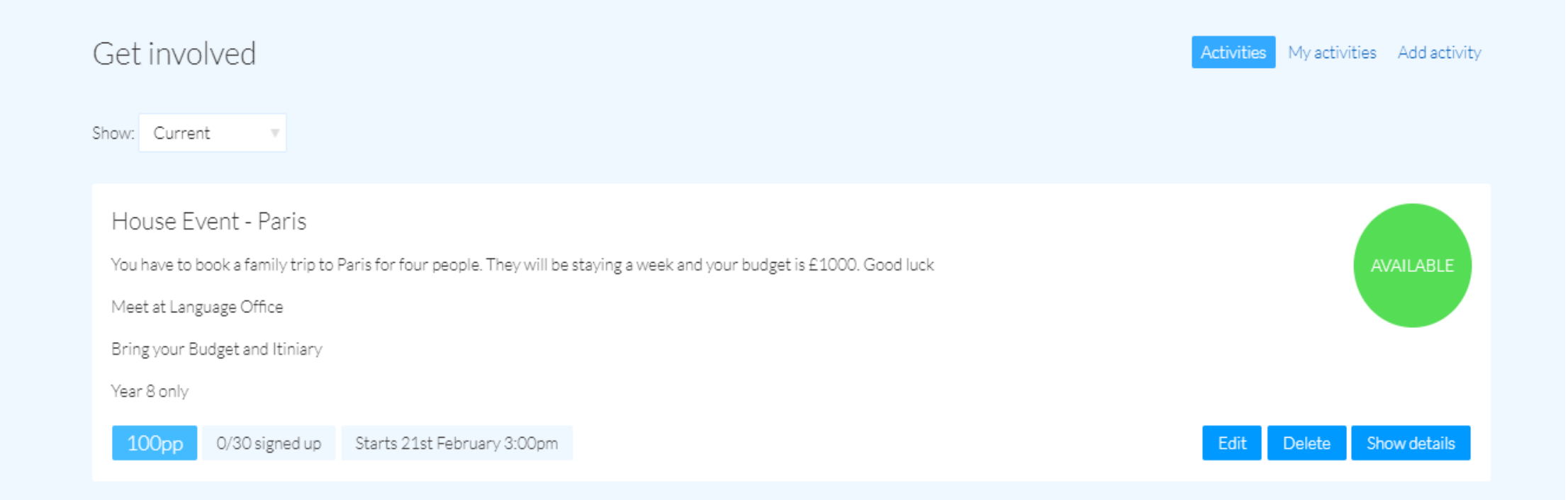
An example

Once created, you can edit details of the event and see how many students have signed up. You will also see when the event starts. You then can click Show details.



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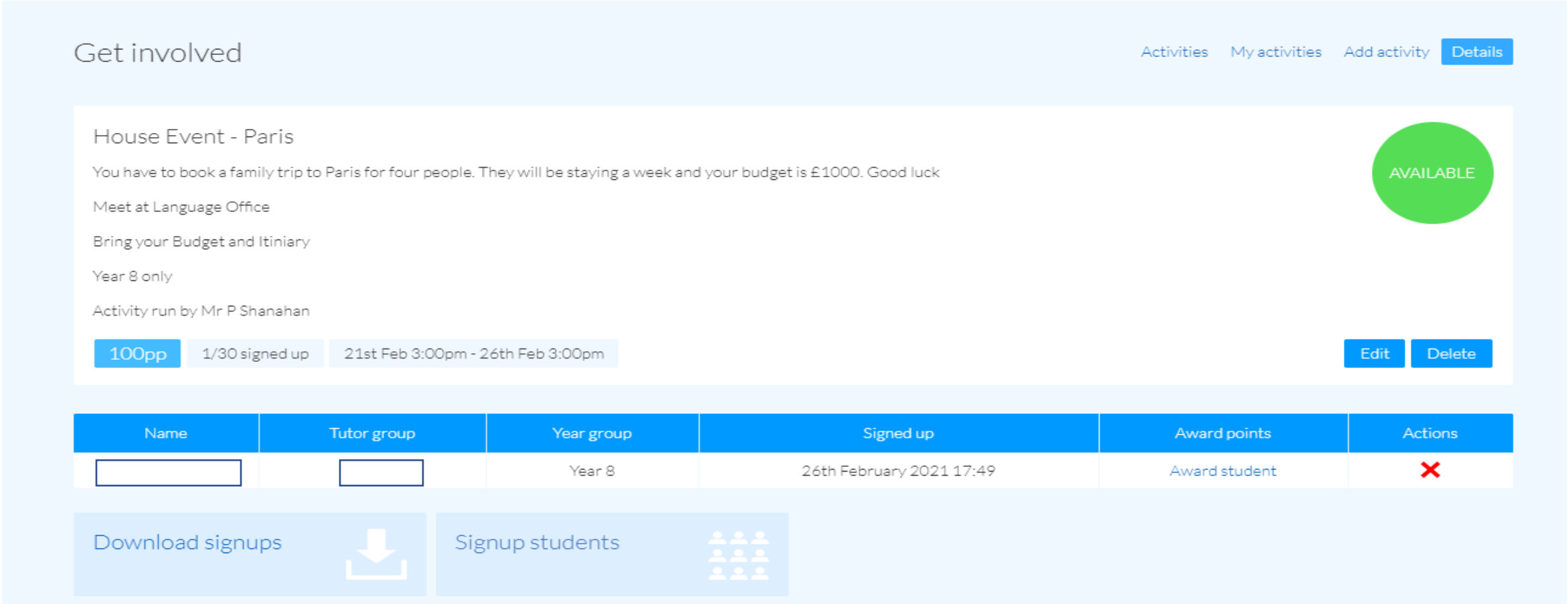
After clicking on Show details, you will be able to see who has signed up, award them points if you wish, sign up students manually and download a sign up list



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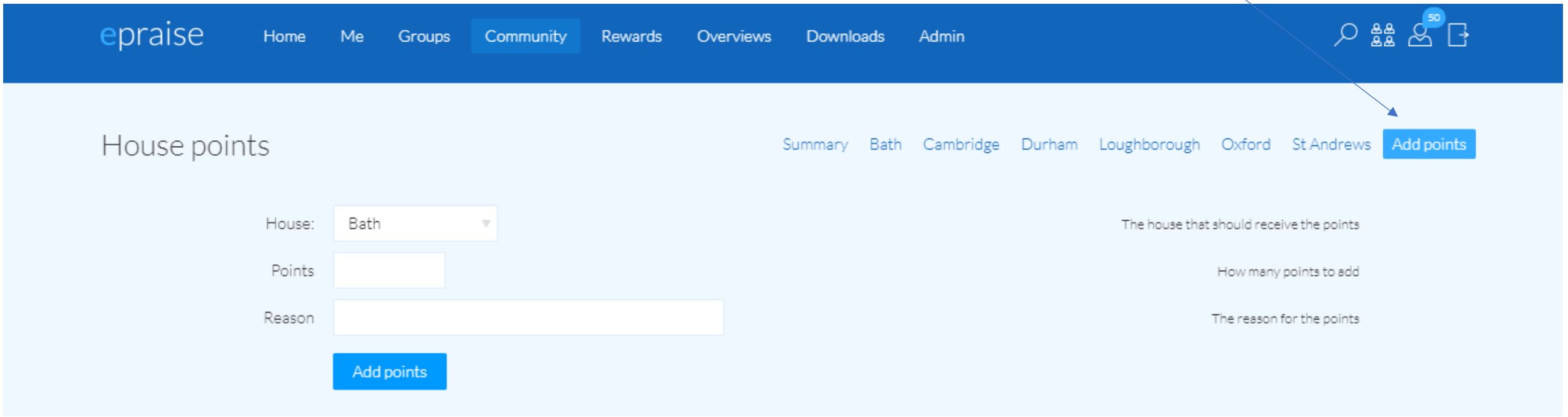
Before the House Event

- Once the Signup date has passed, you will be given the option to Download signups, which will produce a csv file that can be opened in Excel. There will also be an option to Create group where you can choose a title and subject for the group and view it in a class format.

After a House Event-To award House Points, select Community from the home page and then House Points. Click Add points to bring up this screen.



Staff members with senior leader, school admin or Achievement permissions can award points to houses. Following a house event, HOF's can award house points to the relevant houses based on how they did(breakdown of points for 1st/2nd 3rd etc to be decided). Giving house points will not affect the weekly reward tally that you get in your account. Mr Shanahan can award house points on a behalf of a faculty following a house competition if there are any issues/complications. Just contact him directly with the necessary information.

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Woodlands Staff - Using the app

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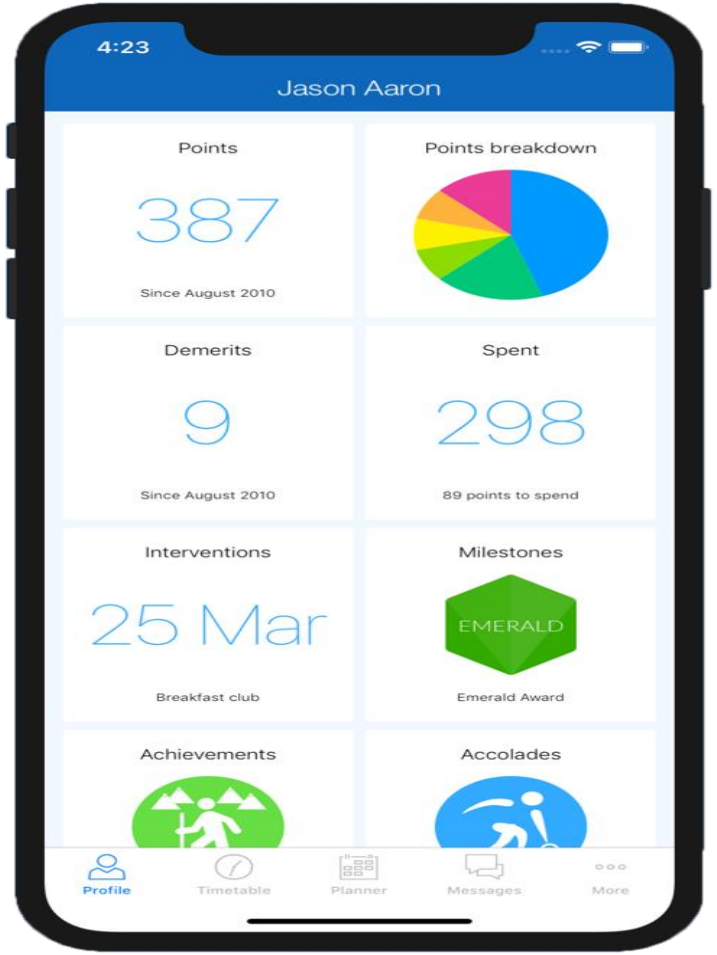
The Epraise App

App available for iOS and Android



iOS and Android apps

There is also an epraise iOS and Android app that will allow you to complete many of the basic actions from the convenience of your phone or tablet. It's free to download from the App store and it can be used by any member of staff with access to epraise. **Please note that the app does not include all features available within the website.**

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Epraise App on the App Store – Click Get to Download

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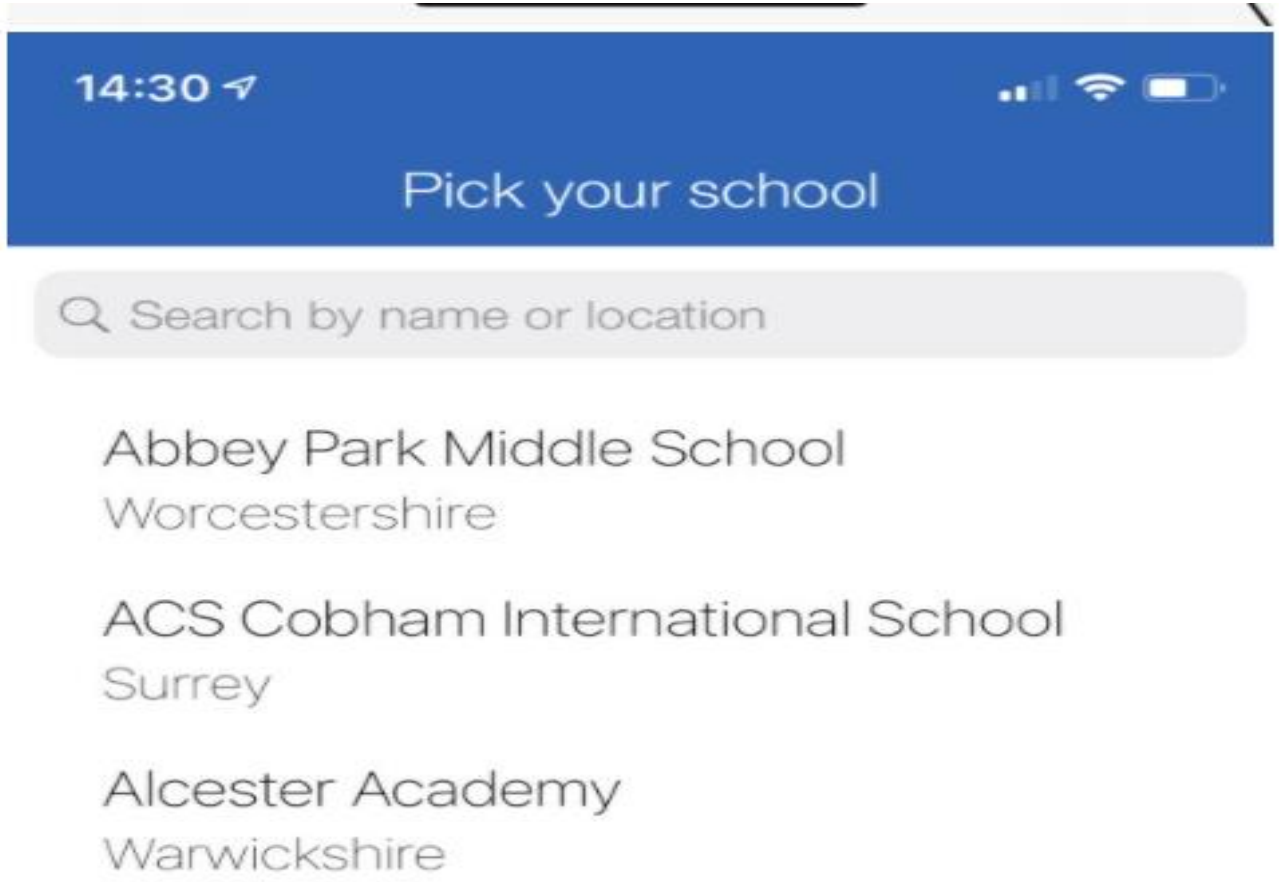
Underneath Pick Your School, type in Woodlands School Essex and then click select.



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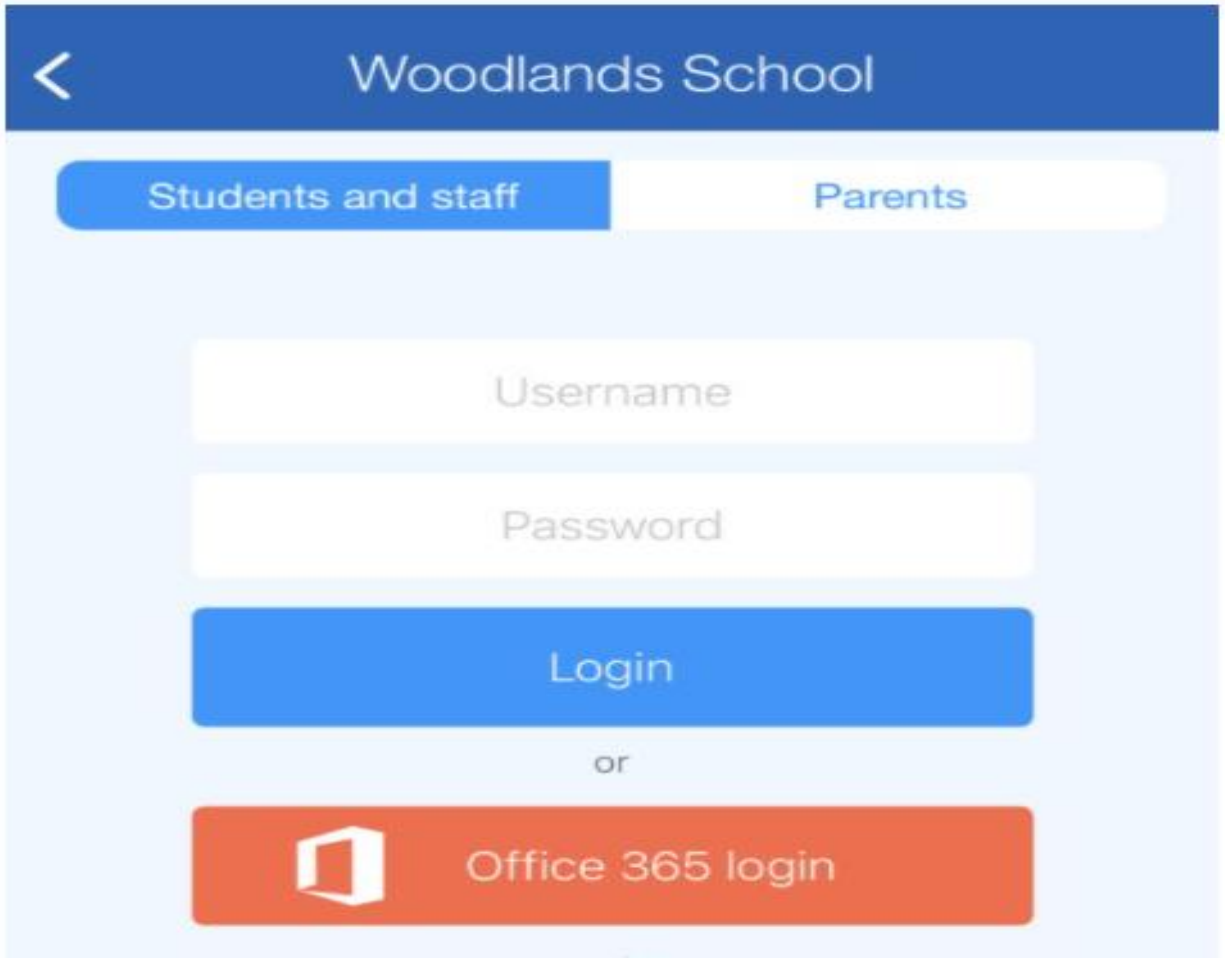
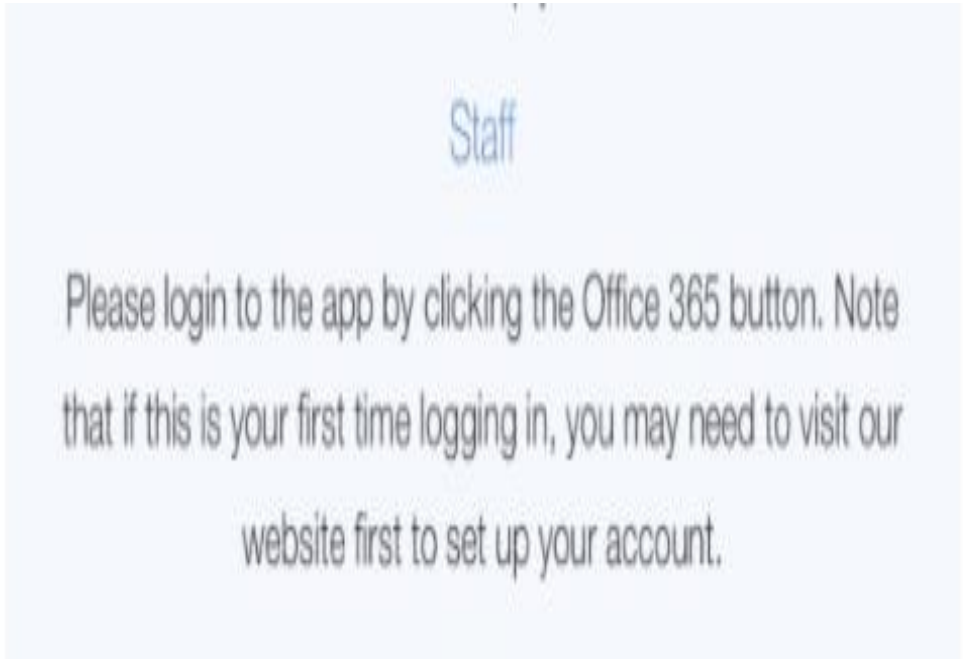
Make sure Students and Staff is selected and click Office 365 login. Enter your school email address and password to sign in





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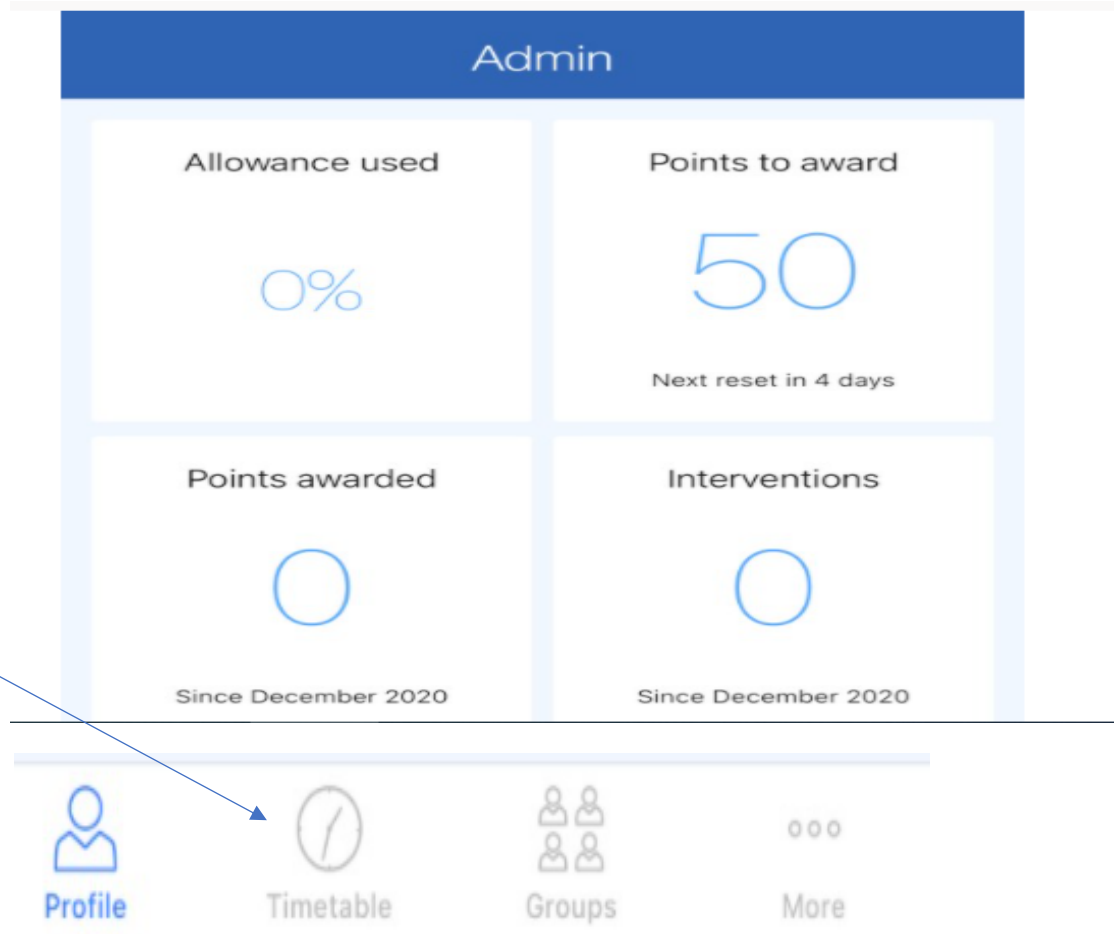
This is your profile page where you can see the points you have awarded and how many you have to reward that week. You will also be able to access your school timetable by clicking on the timetable icon

Once you start rewarding points, you will see here how many points you have been for Aspiration, Resilience, Opportunity and Excellence in a coloured graph. It will also break down the points you have issued per Year Group.



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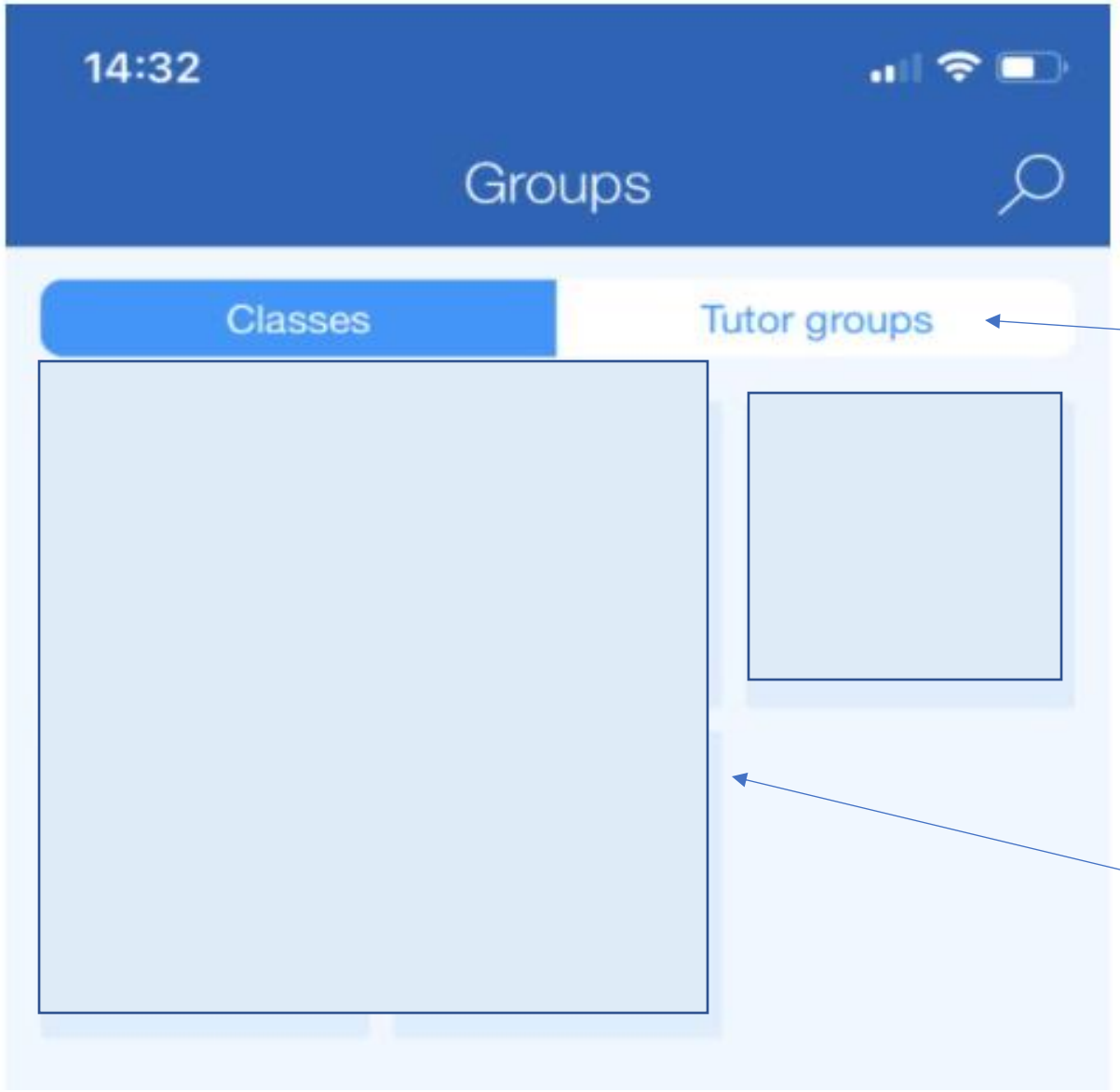

Use the magnifying lass to search for specific students or classes

You can also search for your Year 7 or 8 tutor and award points to them

Select the class you wish to give reward points for

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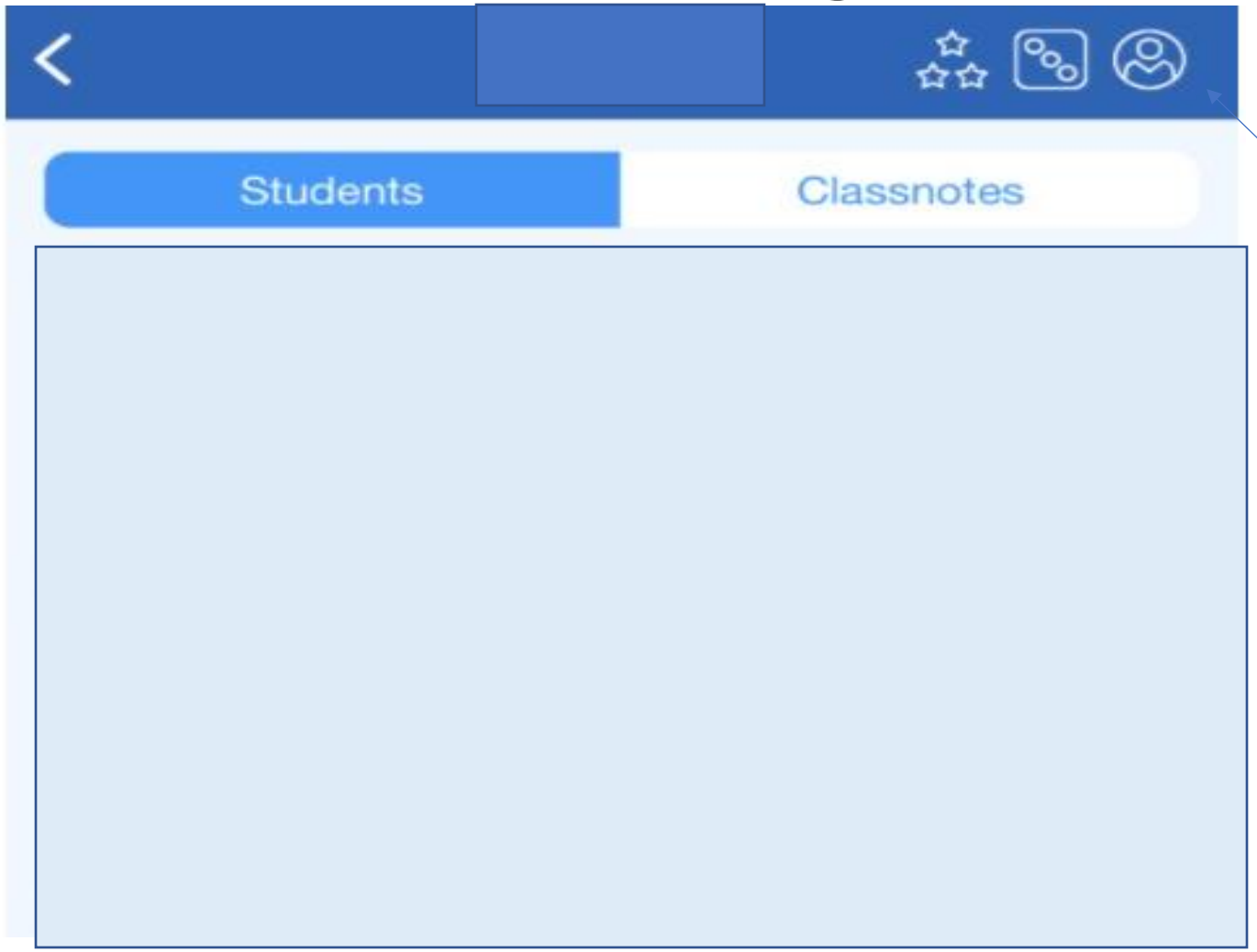
Select the class and give individual awards



Like the website, click on the silhouette icon to see pictures of the students.

Click on the student you would like to reward, select the number of points (1,2,3,5 or 10) and then click on either Aspiration, Resilience, Opportunity or Excellence to reward the student.

The number below their name will update, If you wish to take back the points for that student, you will need to do this on the website

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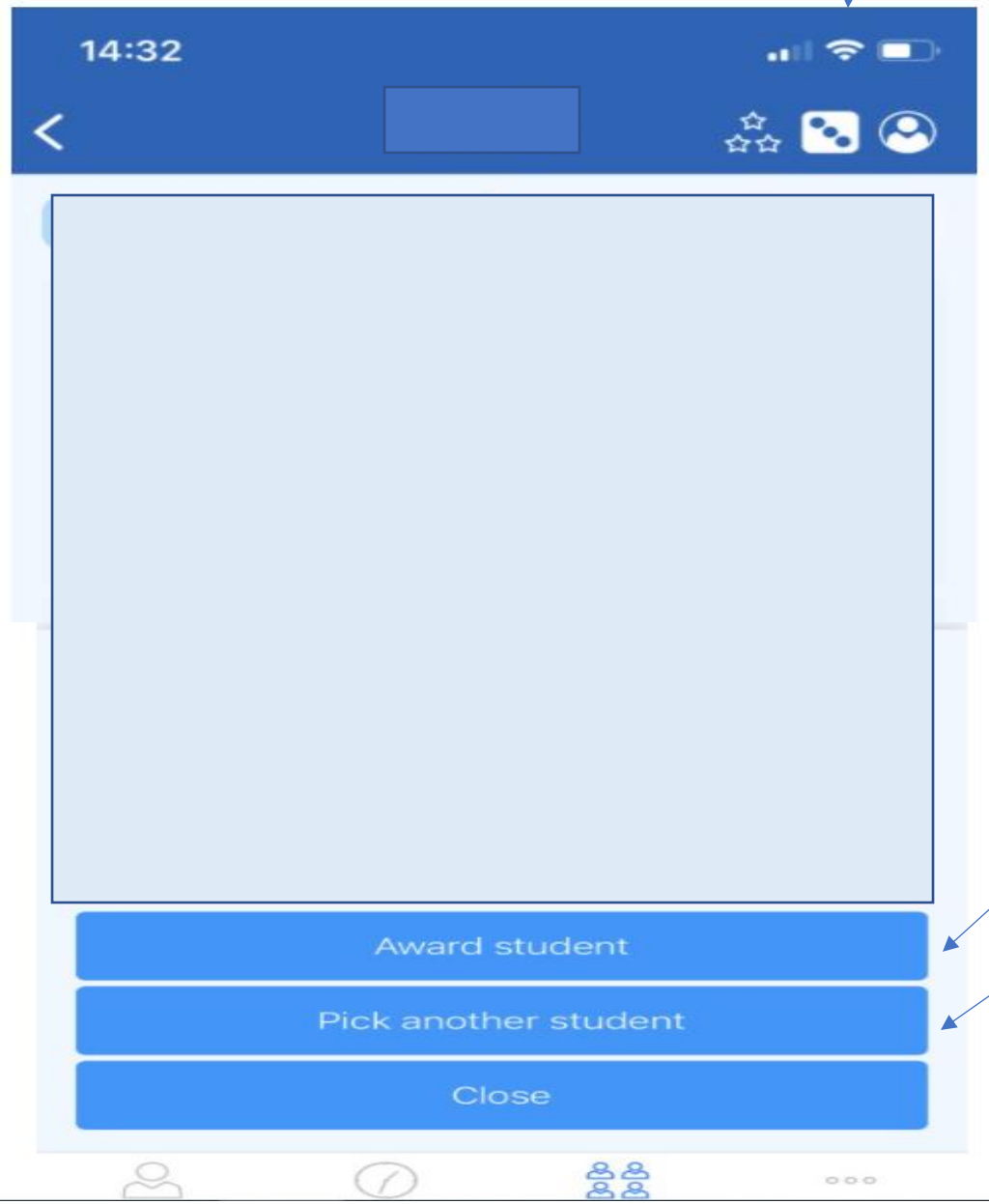
Award Points at Random

You can also reward random students in your class group/classes, by selecting the dice icon. You can award a student or pick another student to award. Click close to take you back to the class



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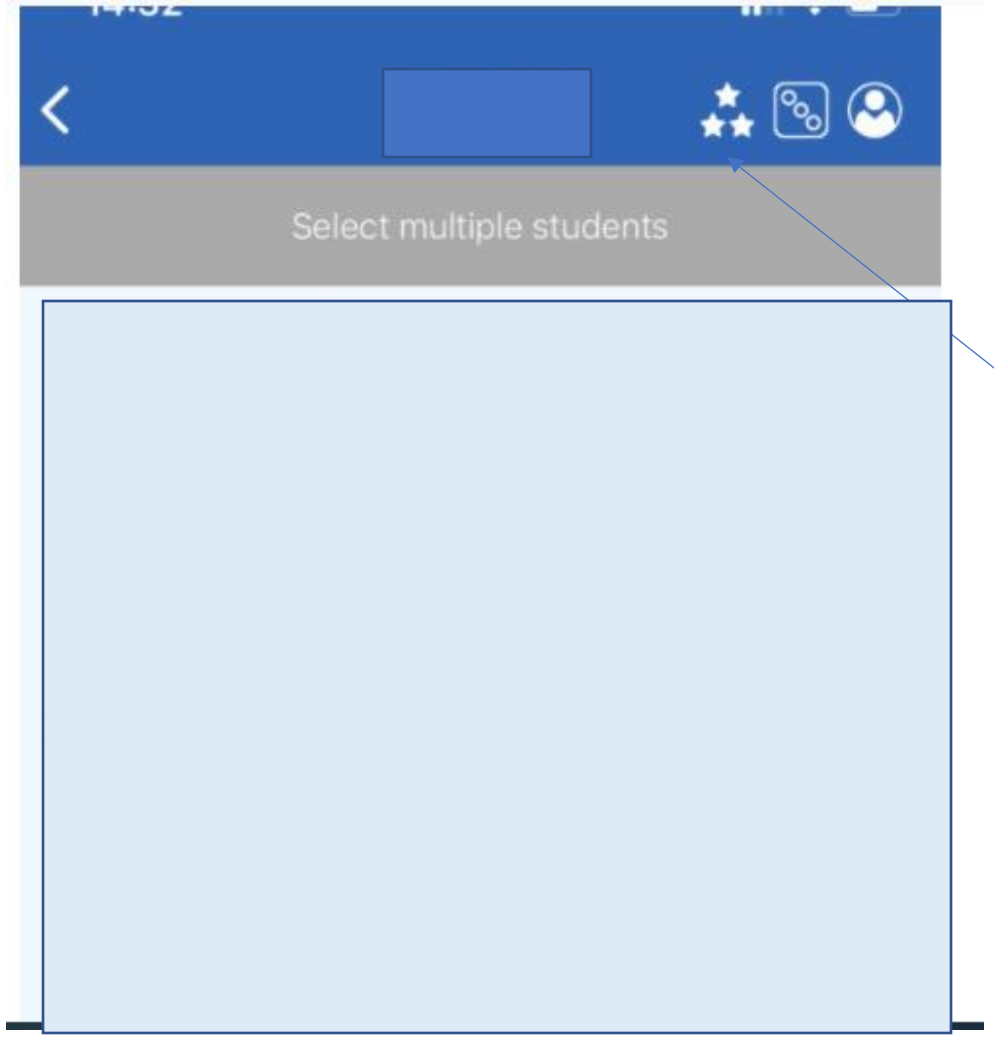
Awarding more than one student in the class



Click the bulk award icon and select the students you would like to reward. Then click Bulk Award in blue and award the required points for AROE

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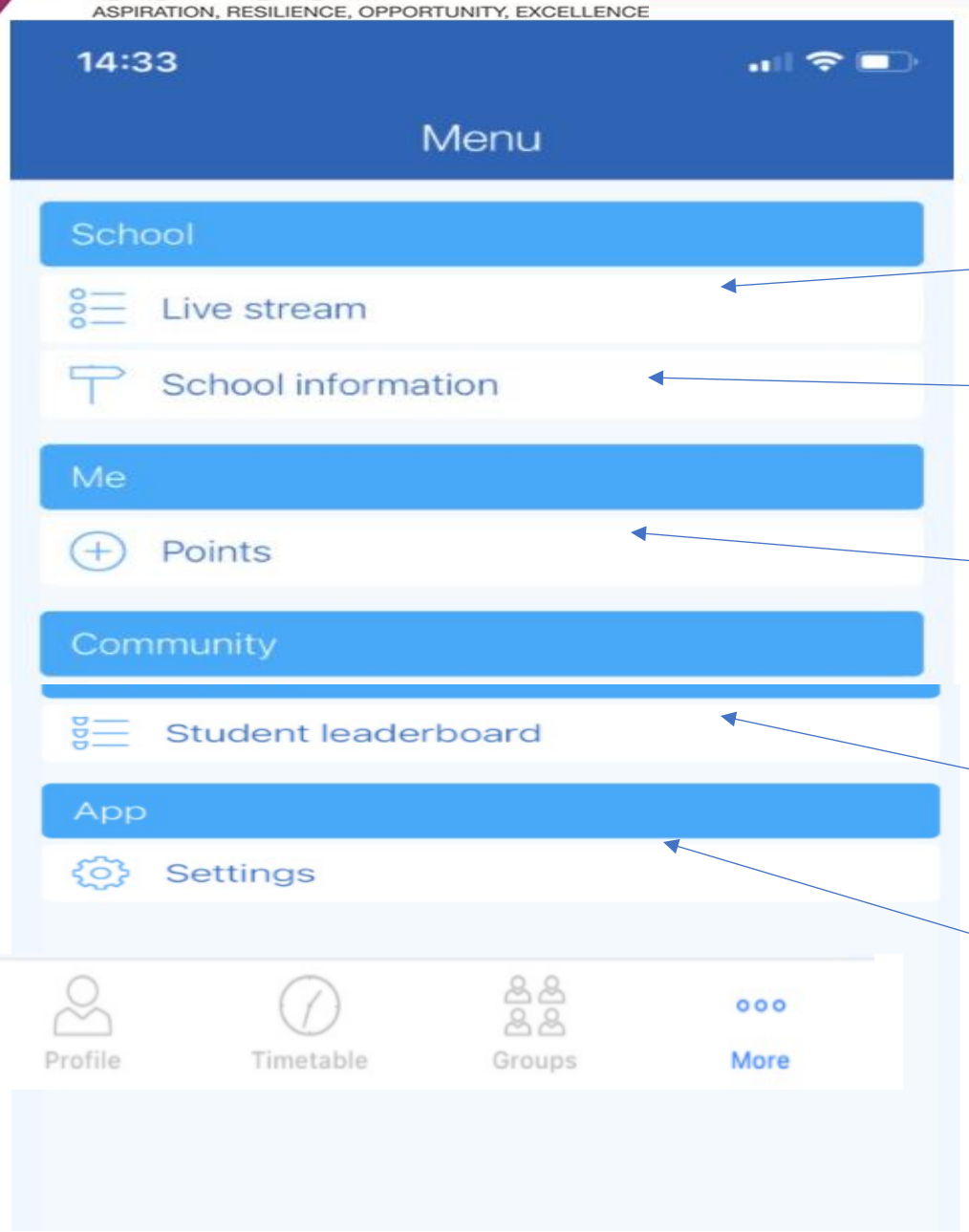
Select the More icon at the bottom of the screen, to bring up this menu.



Here you can see which students have been given reward points

Click here to see key school information such as the calendar

Here will give a summary and a list of the points you have awarded, to whom and in which subject you awarded them points.

The Student Leaderboard will change and update when points are awarded

Click here to change your password and to Logout

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1. All members of Staff have 50 points which they can award to students throughout the week. These get refreshed at the end of every week.

2. You award reward points to any student based on AROE

3. You can reward individual students or groups of students 1, 3, 5 or 10 points

4. You access epraise by entering your school username and password via the App or Website

5. House Events can be launched and advertised on the website as well as in lessons and in School. House Points can be given when the event has concluded.

6. If you have any queries, questions or suggestions please don't hesitate to contact me, psh@woodlandsschool.essex.sch.uk

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Getting Started Live – Staff
An Extra Tutorial from epraise

https://www.youtube.com/watch?v=DnVH4Ft06Po&feature=youtu.be