

epraise

Woodlands Staff - Using Our Website

Summary Page

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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.

Customer support

Call us: 01392 796556

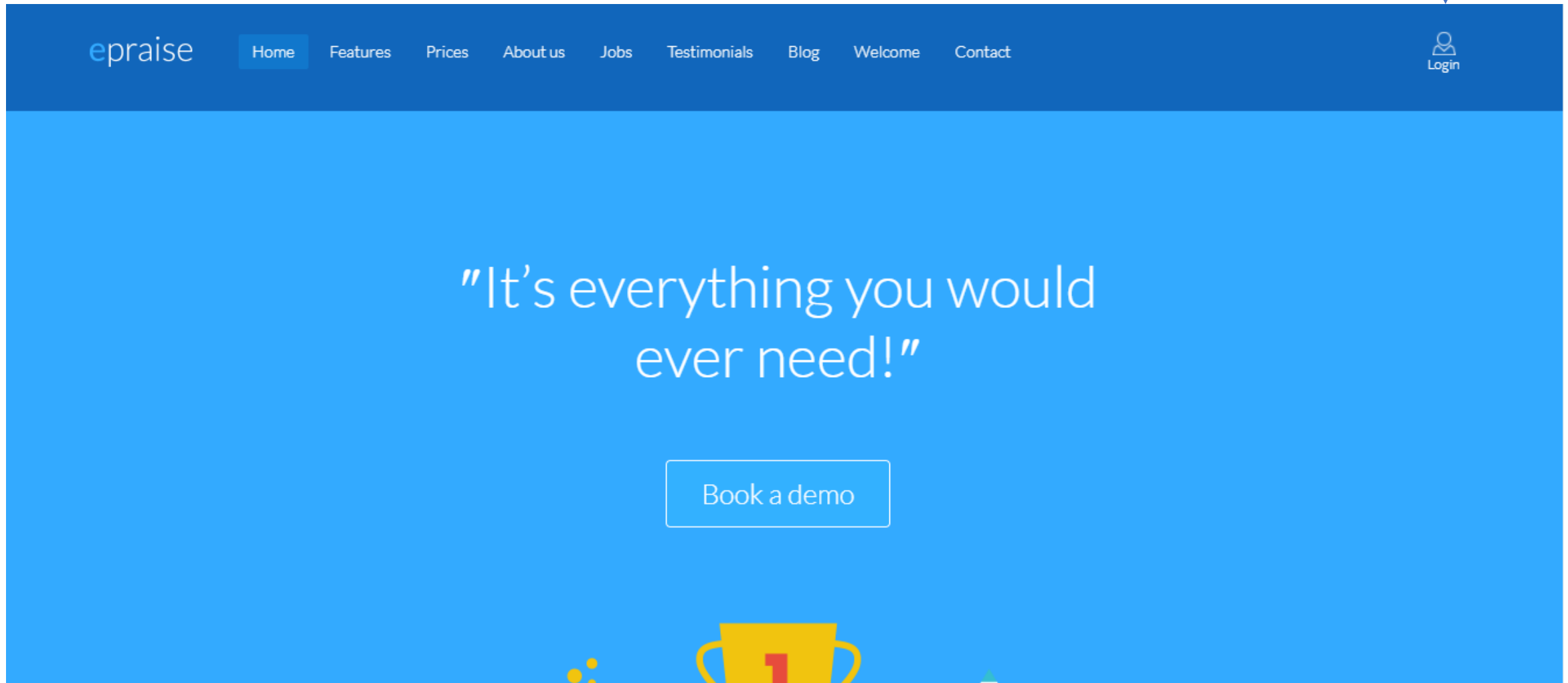
Email us:
info@epraise.co.uk

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

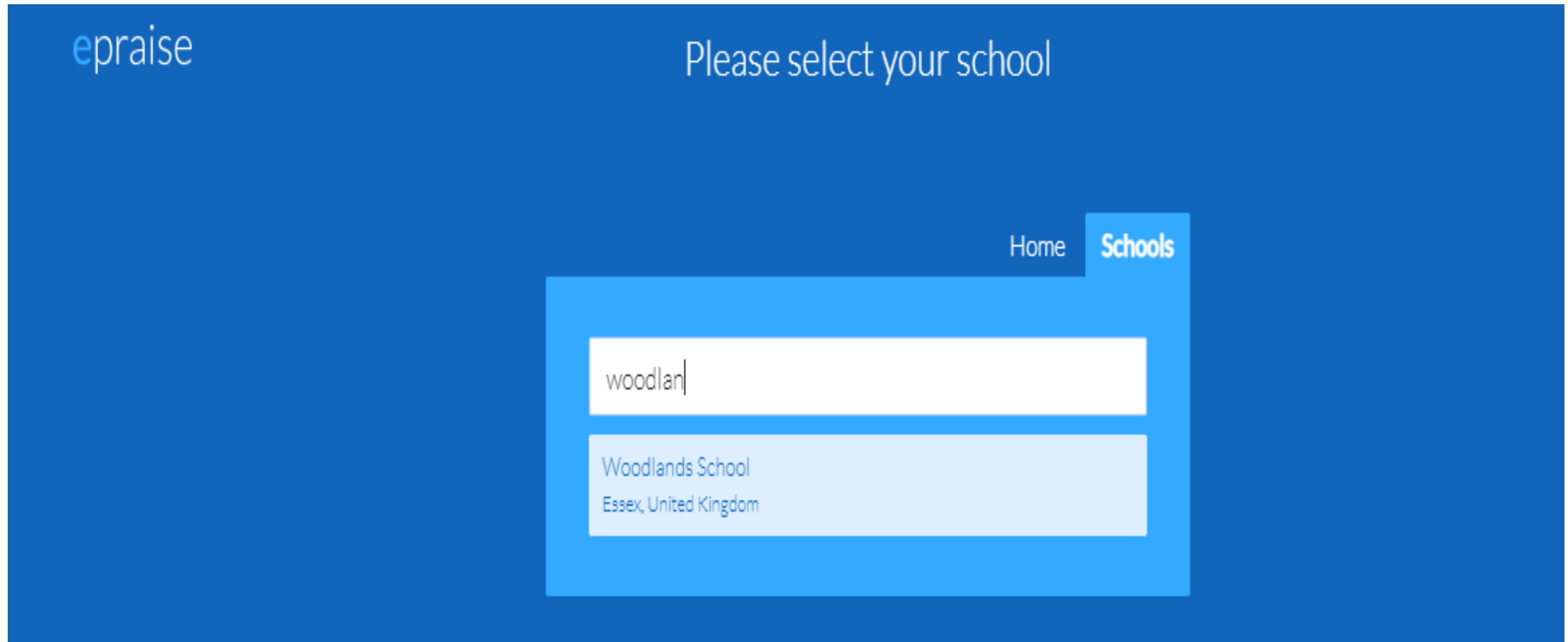
Connect with us:
[@epraiseUK](https://www.instagram.com/epraiseUK)



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



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



The screenshot shows the epraise login interface. At the top left is the epraise logo. In the center, the text "Please select your school" is displayed. On the right side, there are two tabs: "Home" and "Schools", with "Schools" being the active tab. Below the tabs is a search input field containing the text "woodlan". A dropdown menu is open below the input field, showing a single result: "Woodlands School" with "Essex, United Kingdom" listed below it.

epraise

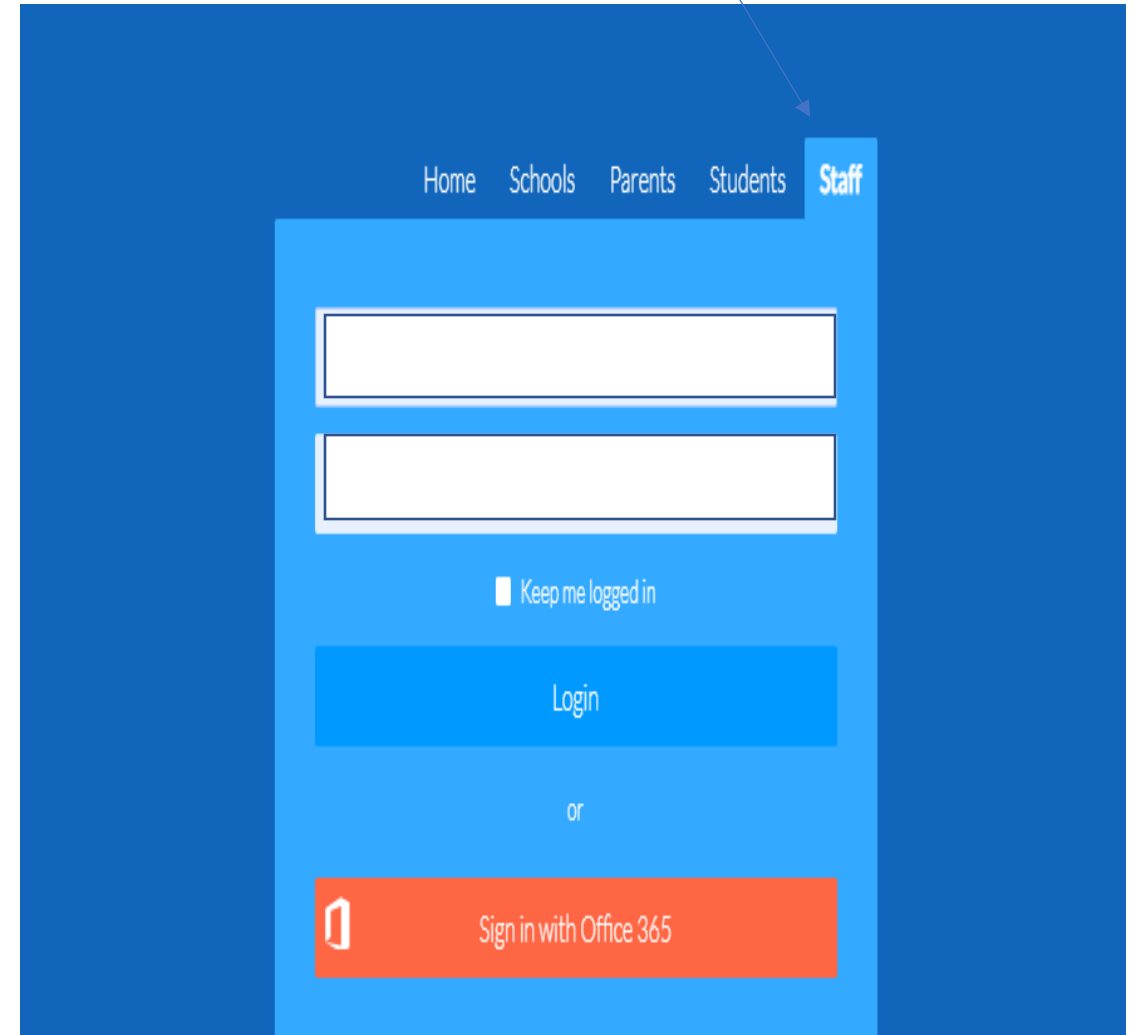
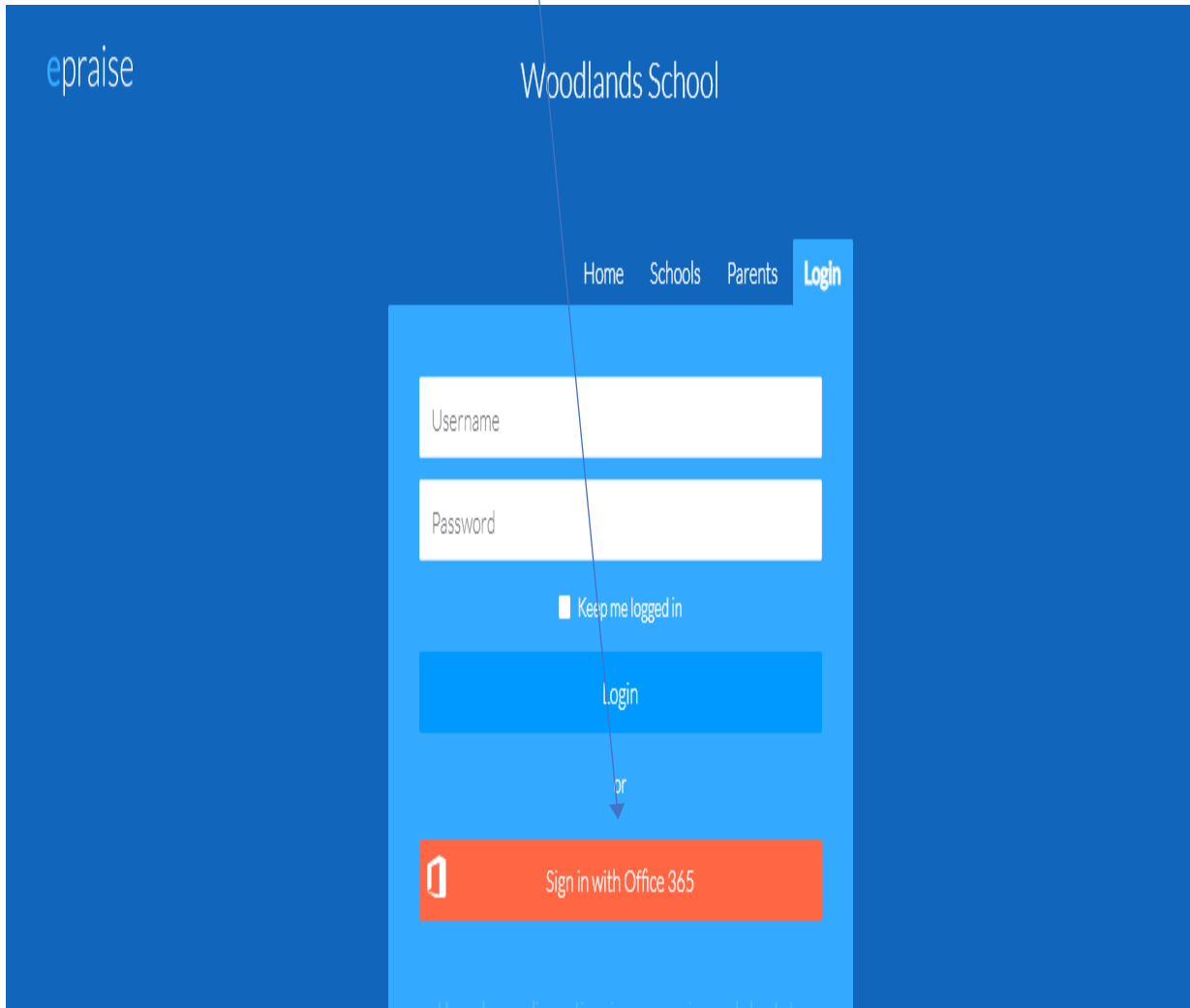
Please select your school

Home Schools

woodlan

Woodlands School
Essex, United Kingdom

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



Sign in with your school email and password



RM Unify™
Your Launch Pad to the Cloud

Sign in

Username or Email Address (required)

Password (required)

[I have forgotten my password](#)

☐ Remember me

Sign in

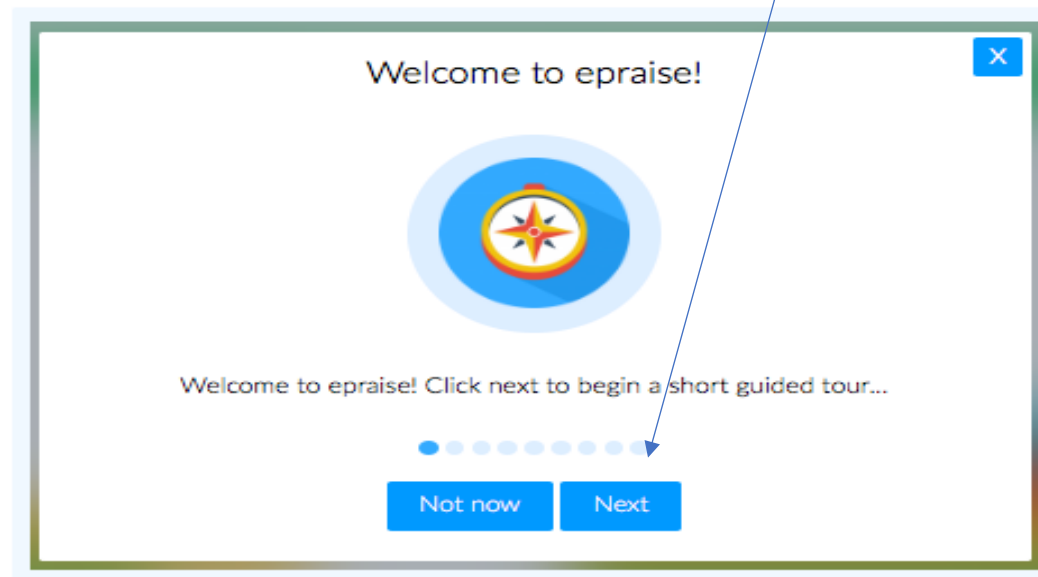
[Find out about RM Unify](#)

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

Getting started

Your profile & quicklinks

When you initially login you will be presented with tutorials describing some of our different features, they will also appear when any changes or updates happen.

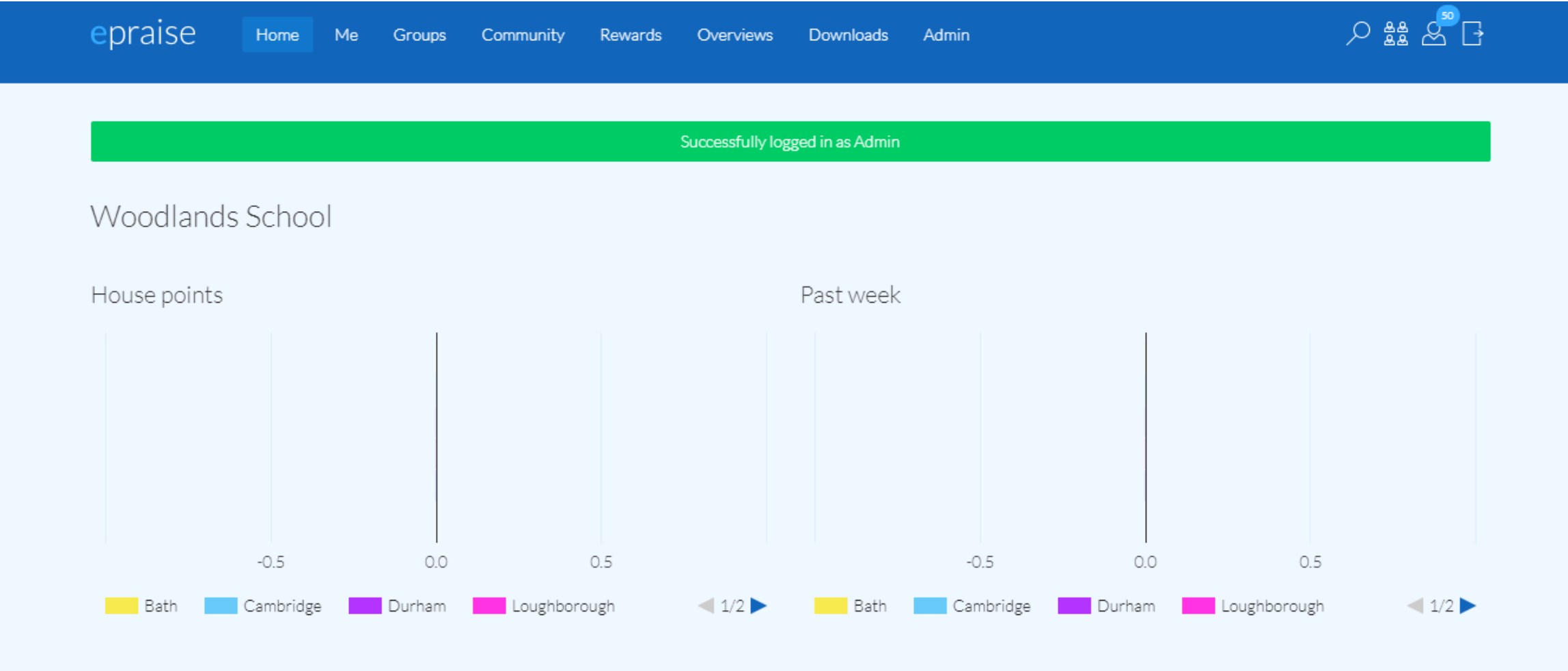


You may see a reminder asking you to confirm your email address, make sure you confirm this as it will affect other parts of the site if incorrect.

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.

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



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



Key Features for Staff

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

epraise


Home Me Groups Community Rewards Overviews Downloads Admin

School information

View Add

School Website

Accessing our school website




Also visible to parents

Edit Delete Visit page

Parents/Carers Information

Please visit the page to help you access important school information for your




Only visible to parents

Edit Delete Visit page

School Term Dates

Woodlands School Term Dates




Also visible to parents

Edit Delete Visit page

School Calendar

Woodlands School Calendar




Only visible to staff

Edit Delete Visit page

Woodlands School Twitter


Follow us, @Woodlands_sch, to keep up to date on the latest news and events



Also visible to parents and students

AROE - What we want for our pu


What our school motto means and represents for our students



Only visible to parents and students

Extra Curricular Clubs


Click to view a timetable of our extra-curricular clubs at Woodlands.



Also visible to parents and students

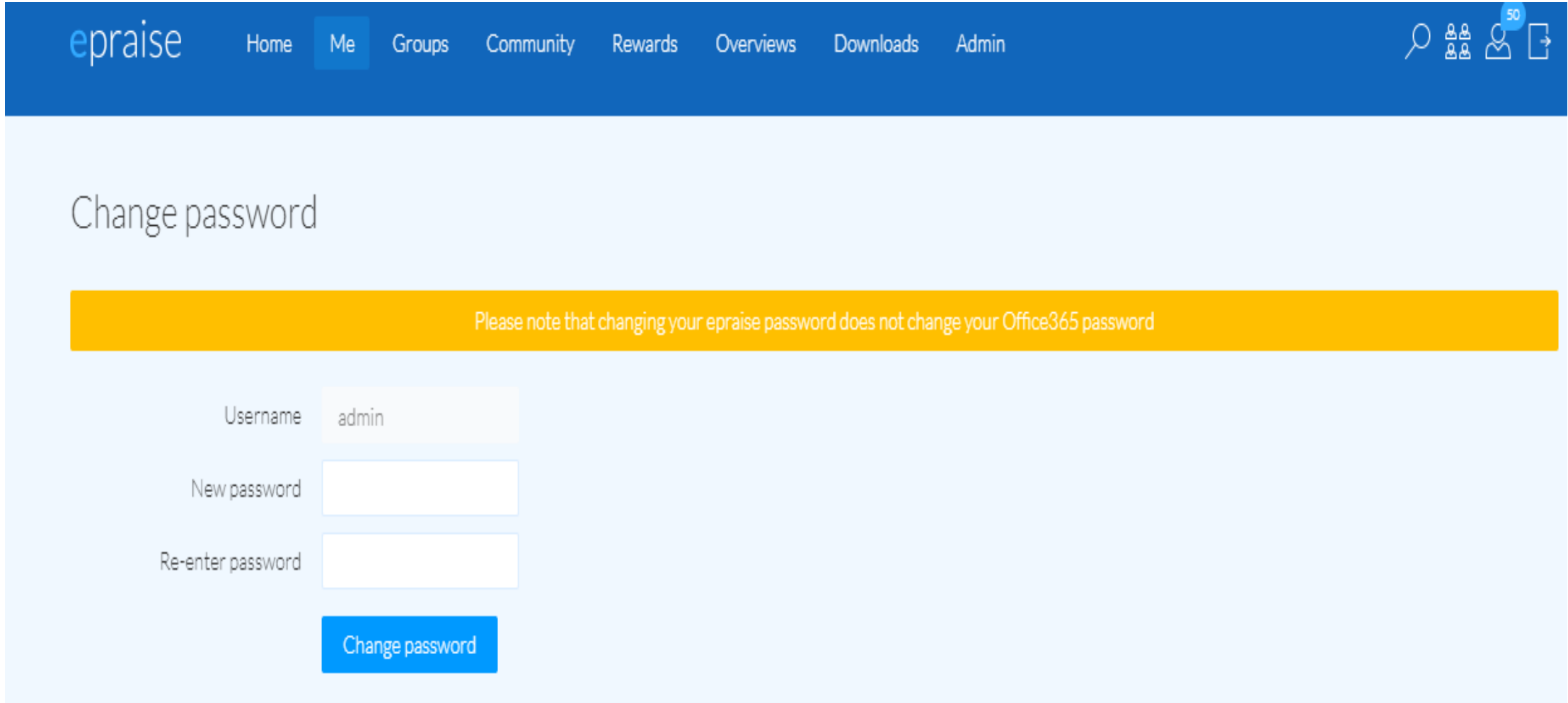
Key Information for Pupils

Follow the links in this section to find out lots of different things that



Only visible to parents and students

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



epraise Home **Me** Groups Community Rewards Overviews Downloads Admin

Change password

Please note that changing your epraise password does not change your Office365 password

Username

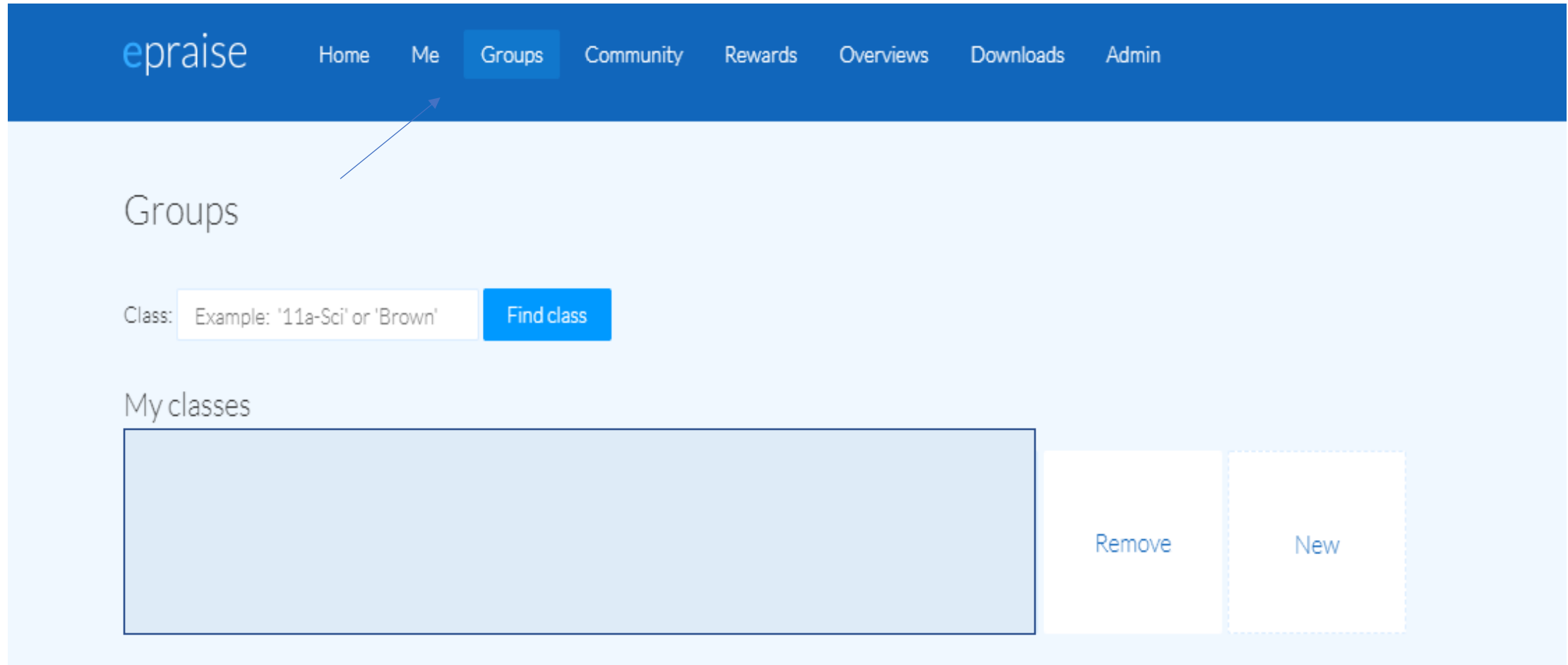
New password

Re-enter password

[Change password](#)

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.



The screenshot shows the epraise website interface. At the top is a blue navigation bar with the epraise logo and links for Home, Me, Groups, Community, Rewards, Overviews, Downloads, and Admin. The 'Groups' link is highlighted with a blue background. Below the navigation bar, the main content area has a light blue background. It starts with the heading 'Groups'. Below this is a search section with the label 'Class:' followed by a text input field containing the placeholder text 'Example: '11a-Sci' or 'Brown''. To the right of the input field is a blue button labeled 'Find class'. Below the search section is a section titled 'My classes'. This section contains a large, empty light blue rectangular box. To the right of this box are two buttons: a solid light blue button labeled 'Remove' and a dashed light blue button labeled 'New'.

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

Spanish -

All groups

Grid


Seating plan


Graph


Datasheet


Marksheet


Classnotes












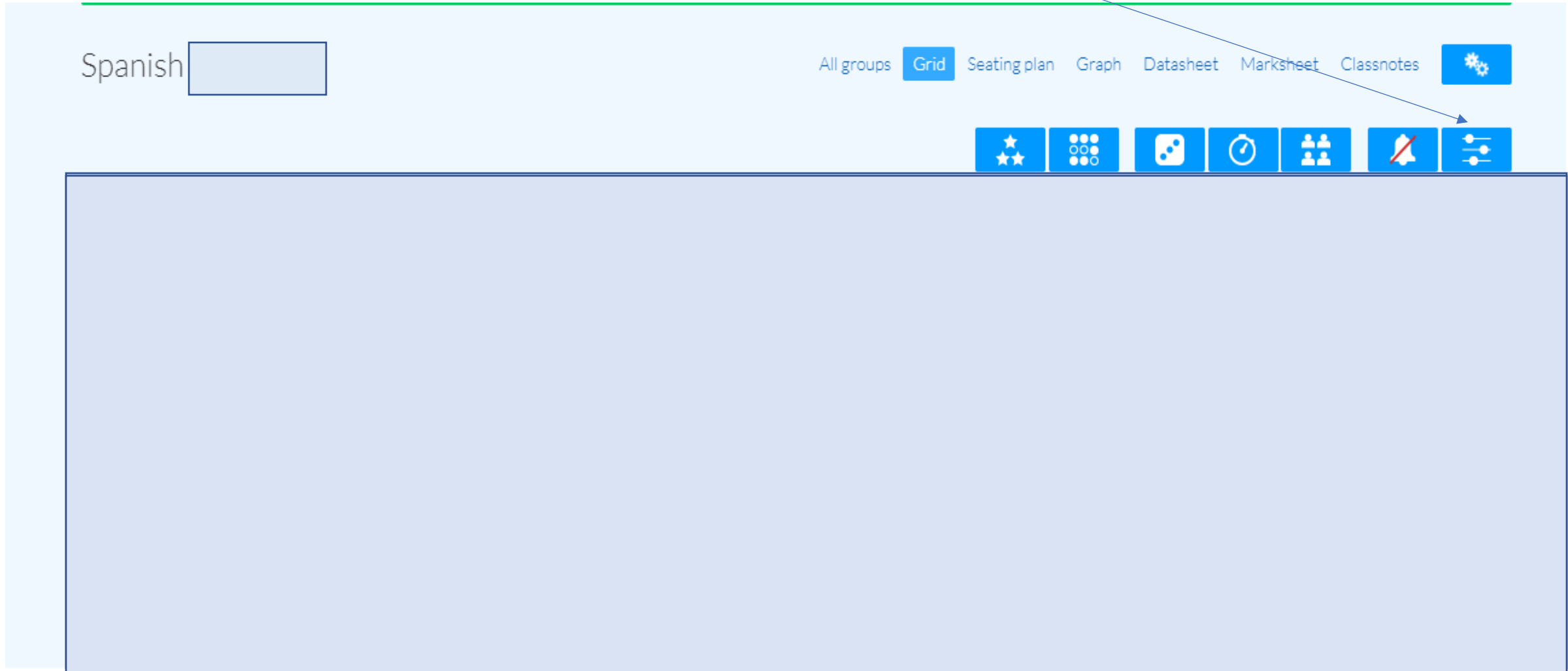








To see the picture of the student/s, click on this preferences icon



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

Grid view preferences ✕

Sort*

By first name ▼

Show points*

Total points ▼

Show photographs*

☒

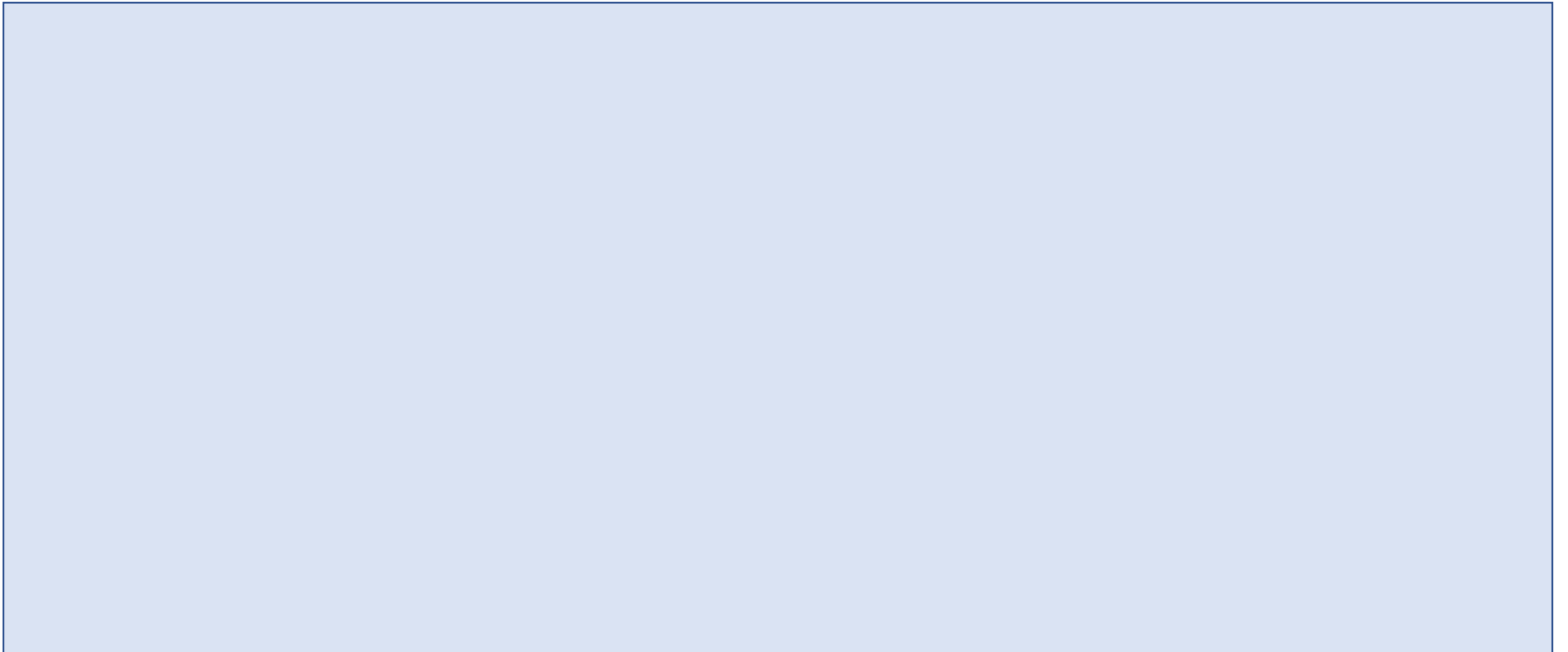
Additional information

With houses ▼

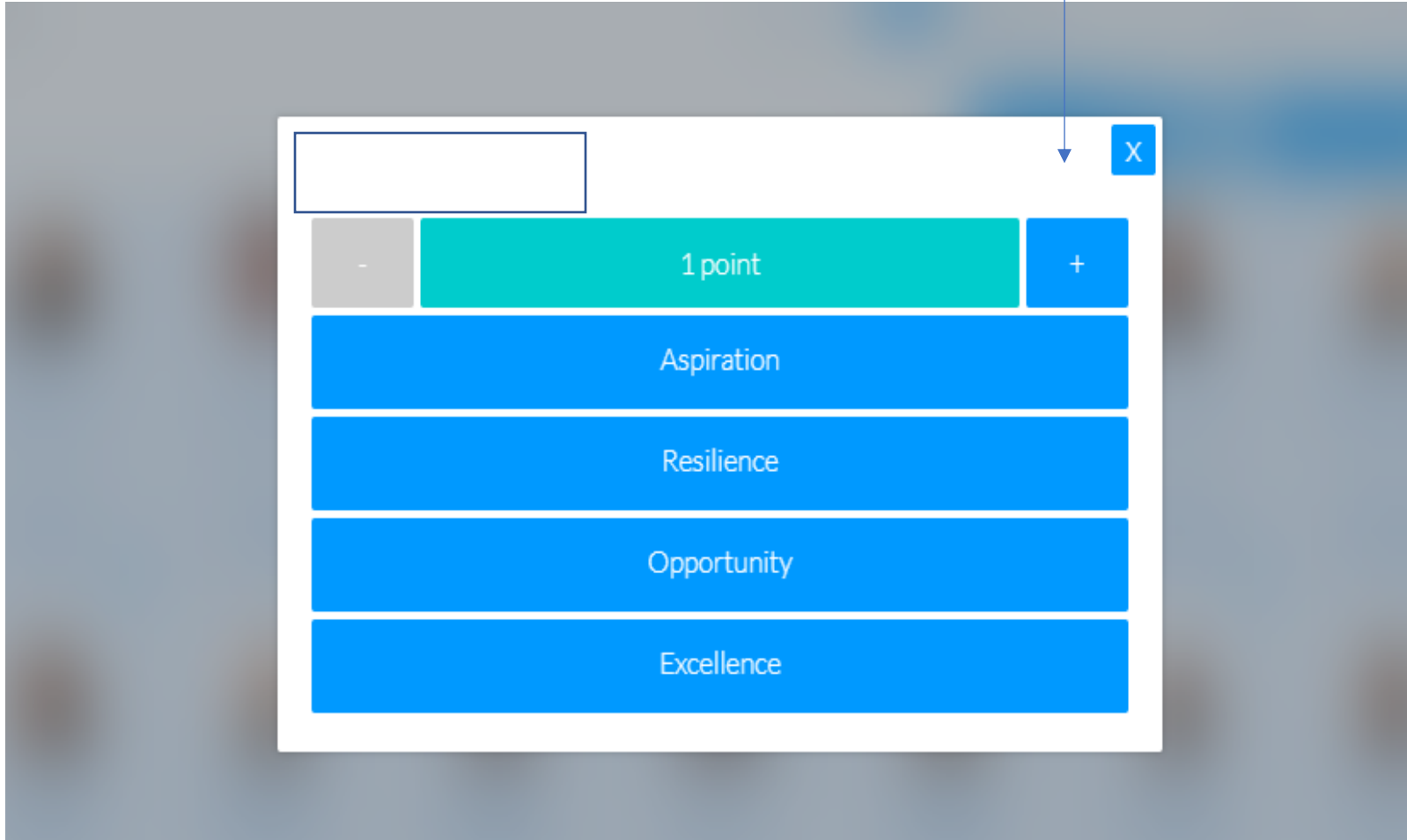
Update view

* These settings will be saved for all other groups, other settings will be lost when you change pages.

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

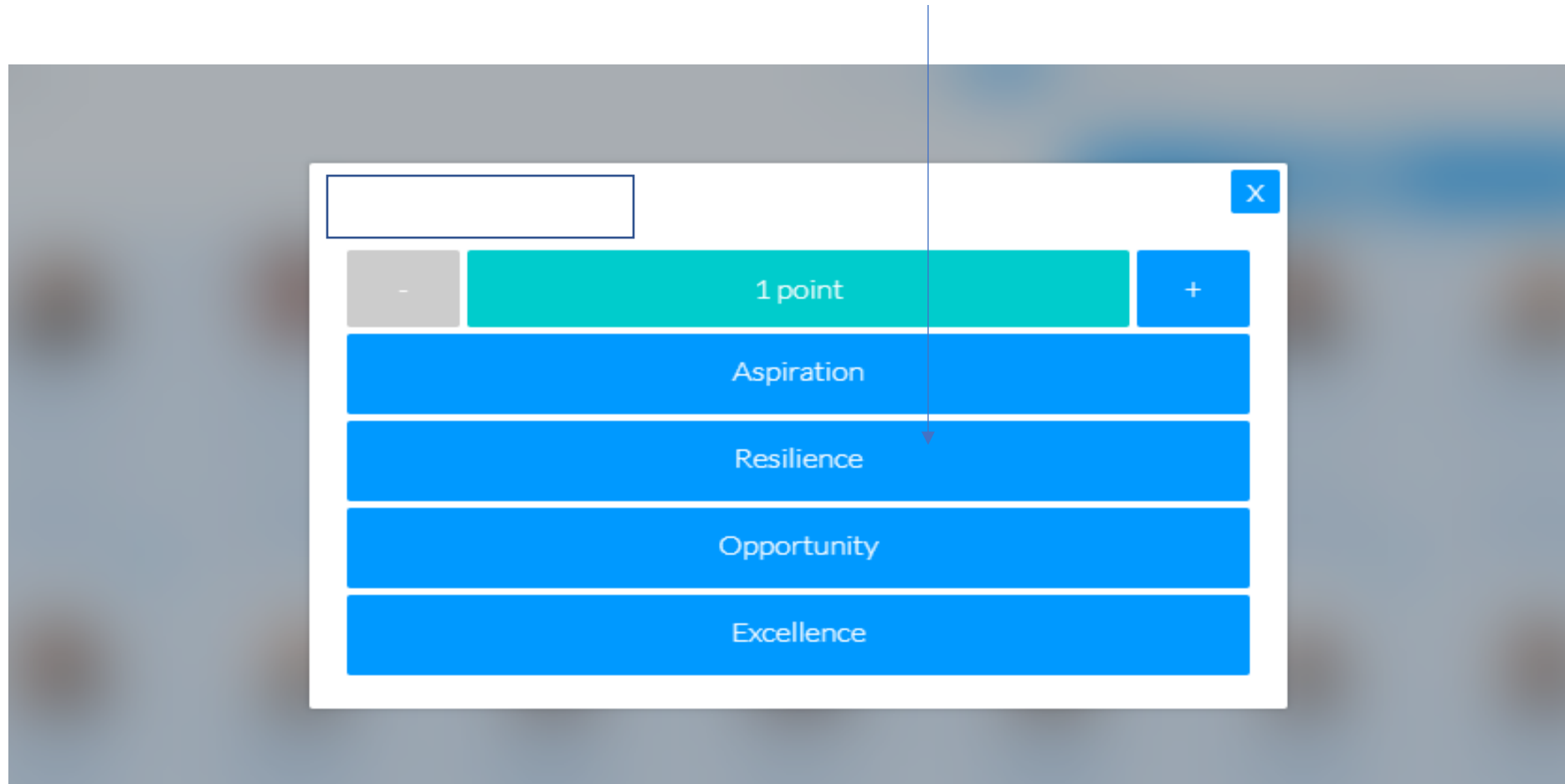


Select the student you wish to reward points to by clicking on their name and click the + sign. You can award (1,2,3,5 or 10 points)



The screenshot shows a modal window for selecting a student to reward. At the top, there is a search bar and a close button (X). Below the search bar, there is a row with a minus sign (-), a teal bar labeled "1 point", and a plus sign (+). Underneath this row are four blue buttons labeled "Aspiration", "Resilience", "Opportunity", and "Excellence". A blue arrow points from the text "click the + sign" in the instruction above to the plus sign button in the modal.

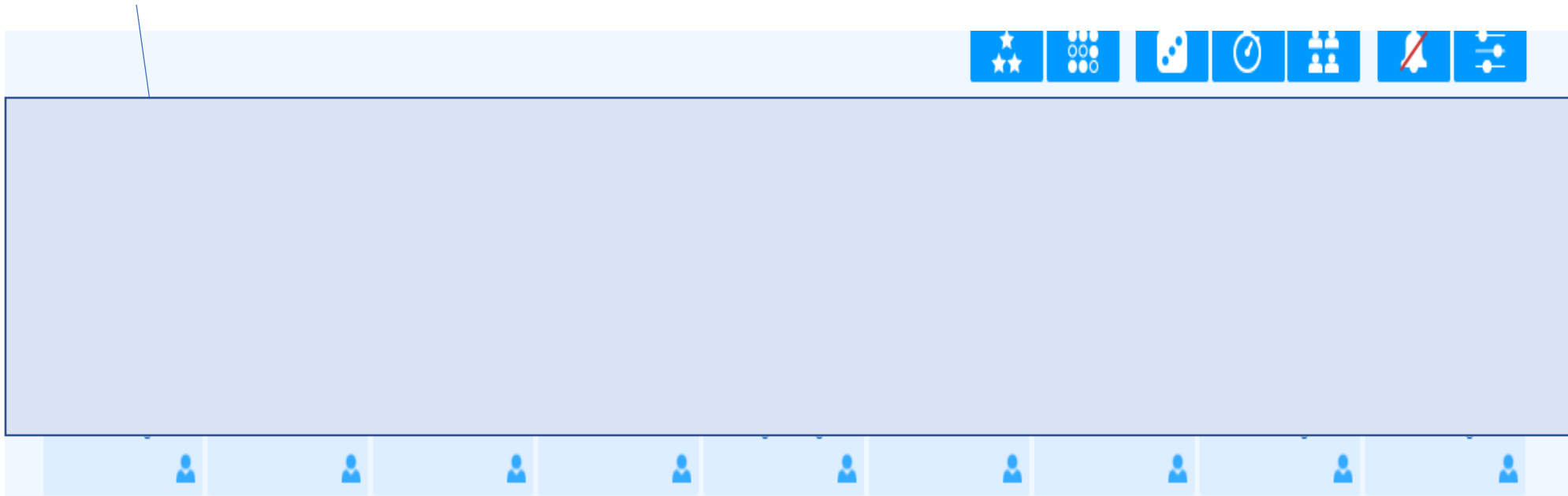
Then choose one of the AROE reward options



The screenshot shows a modal window for selecting a reward. At the top, there is a text input field and a close button (X). Below this, a teal bar displays "1 point" with minus (-) and plus (+) buttons on either side. A vertical arrow points down to a list of four blue buttons: "Aspiration", "Resilience", "Opportunity", and "Excellence".

Point Value	Category
1 point	Aspiration
	Resilience
	Opportunity
	Excellence

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



Overview

Points

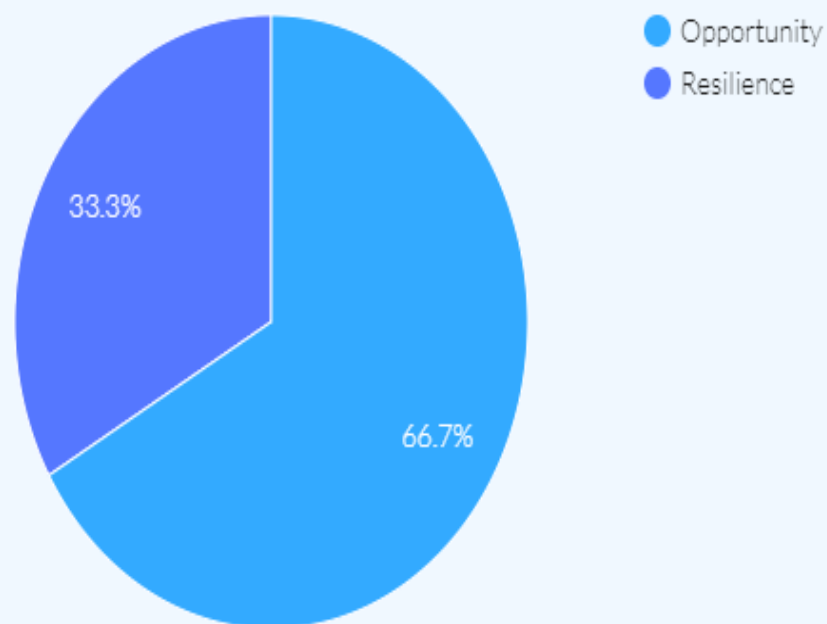
Attendance

Timetable

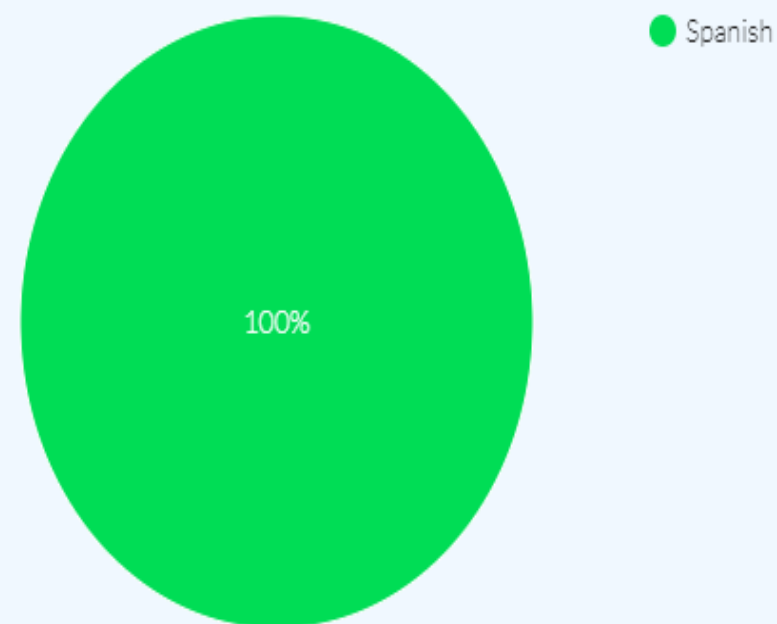
Assessment



Points given for



Points given in



Total points

3

Since 17th December

To spend

3

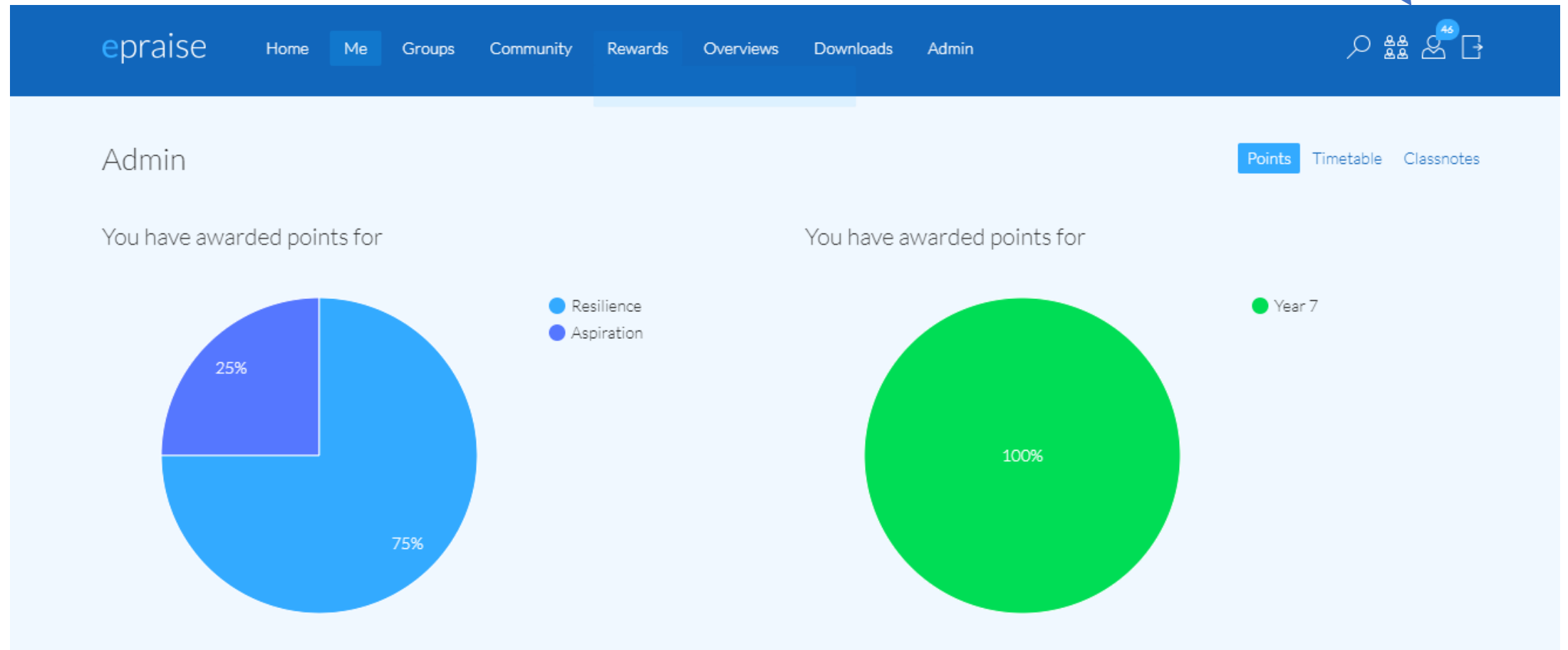
0 points spent so far

This week

3

Since 22nd February 2021

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.



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.

Total points awarded

4

Since 17th Dec 2020

Quota used

4

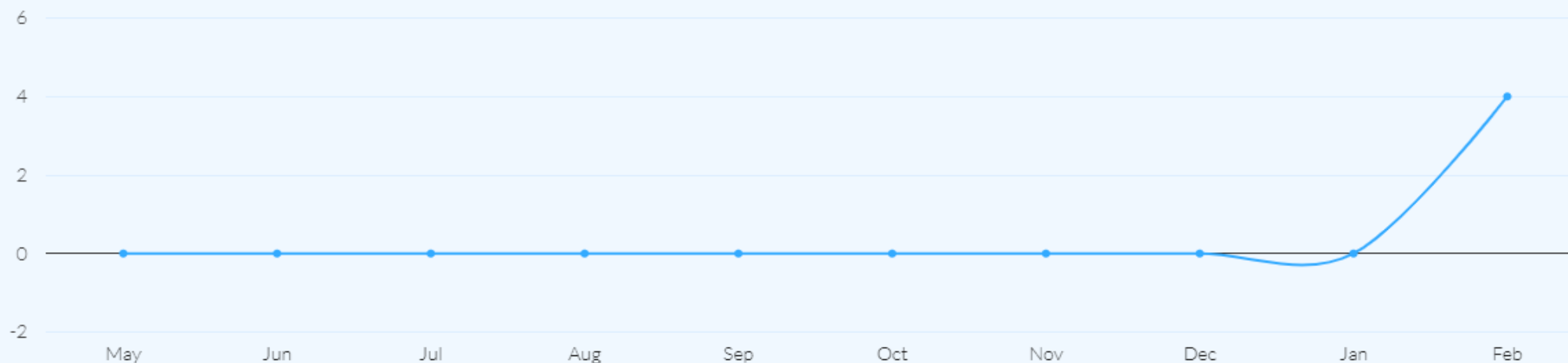
Since 22nd Feb 2021

Quota remaining

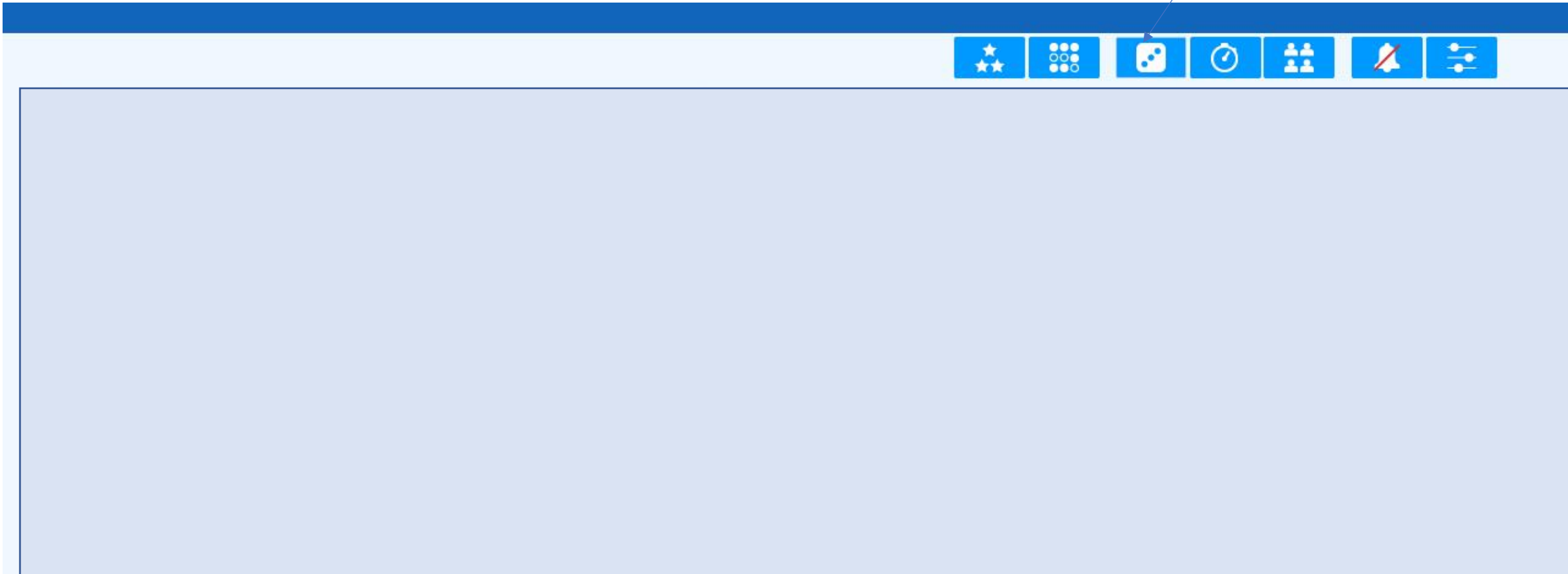
46

Resets in 5 days

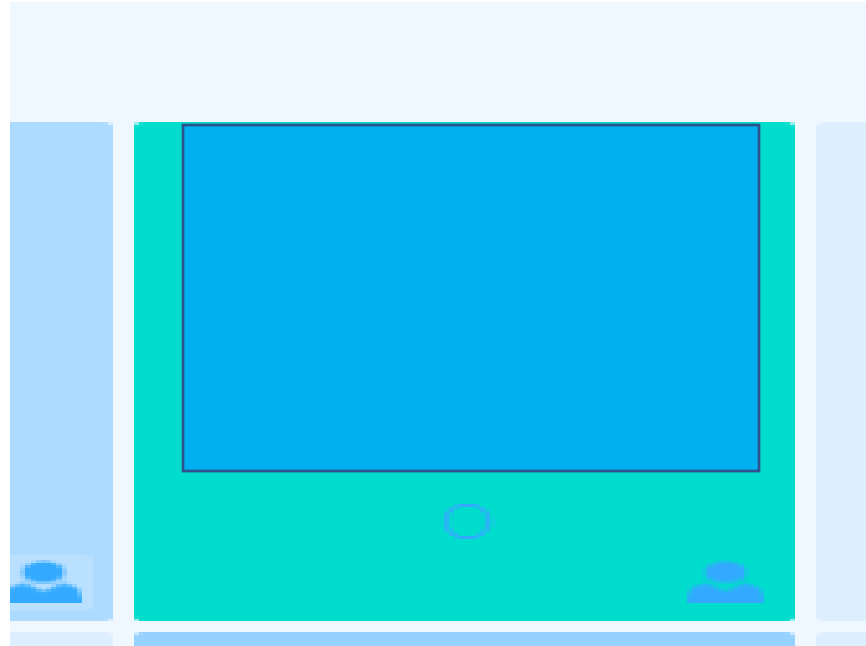
Points awarded over time



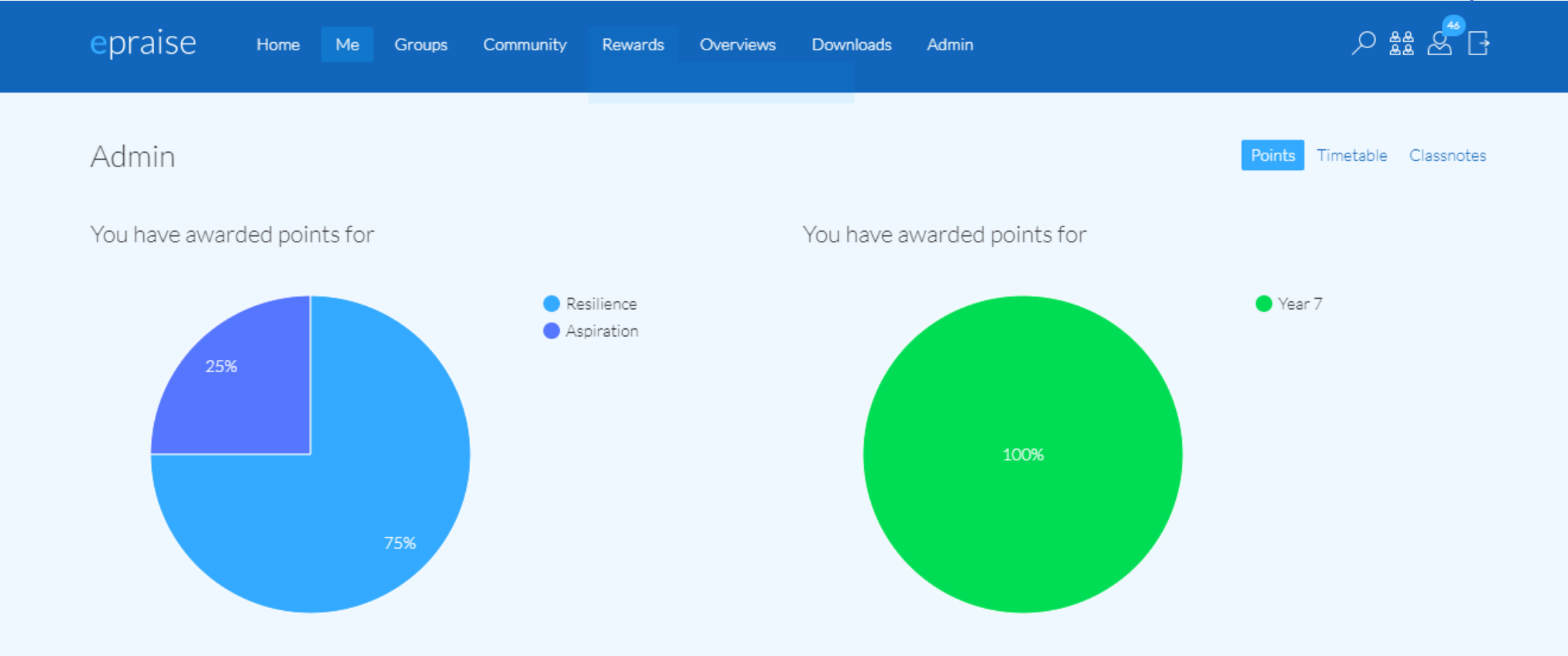
Choosing a Student at Random. Click on the Dice Icon and a random student will be chosen



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









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

MayJunJulAugSepOctNovDecJanFeb

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.

Options...

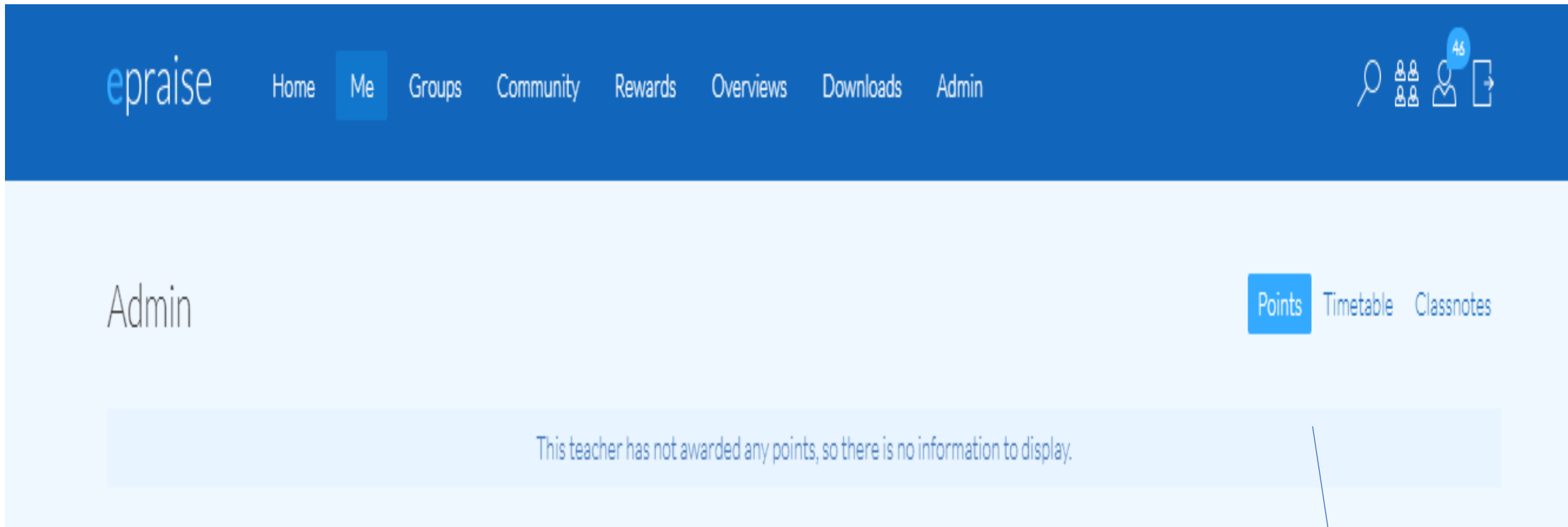
www.epraise.co.uk says

Are you sure you wish to cancel this point?

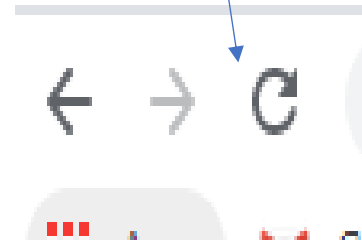
OK

Cancel

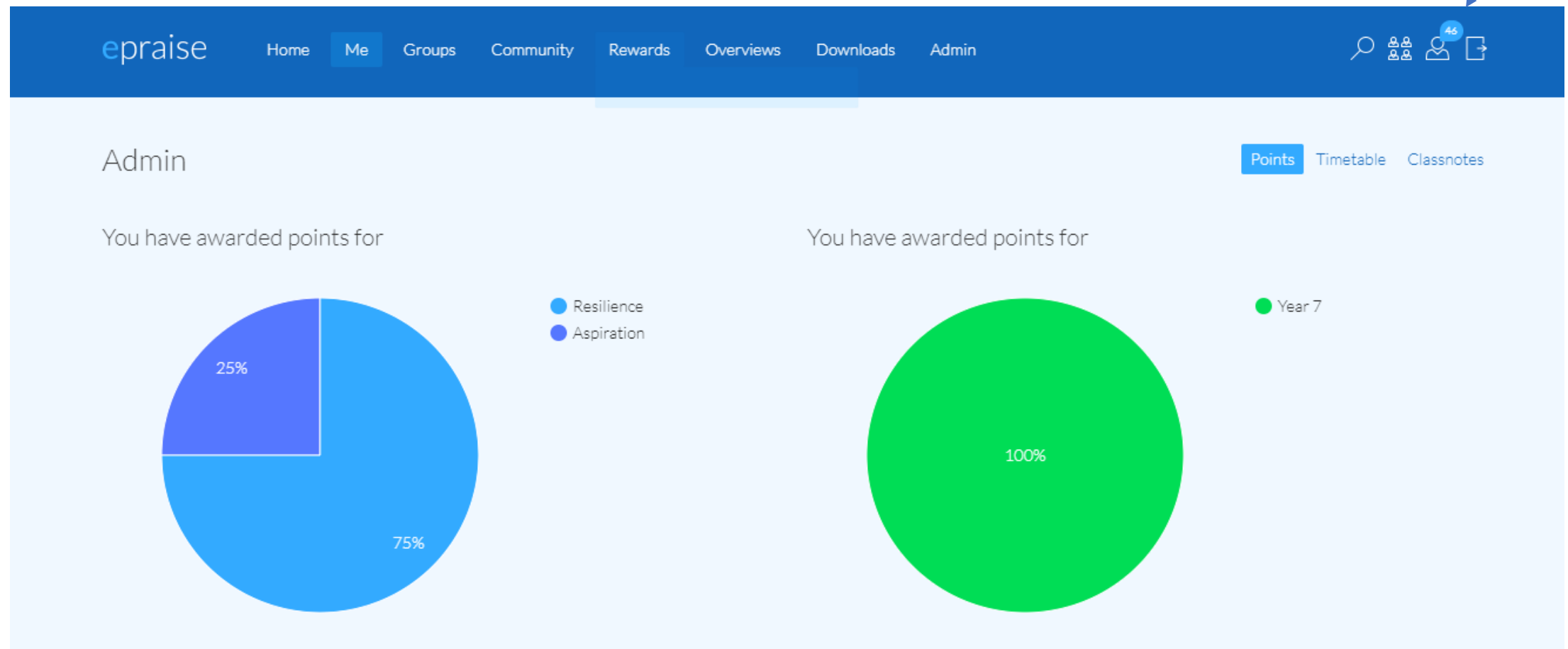
Click ok to confirm



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









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



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

-2 May Jun Jul Aug Sep Oct Nov Dec Jan Feb

Points awarded

Value	Source	Student	Subject	Reason	Date	Actions
2	Epraise		French	Resilience	27th February 2021	  
3	Epraise		Spanish	Resilience	27th February 2021	  

Note: Awarded points are not awarded in the right table

Edit points

Update point for

Points to award

Subject

Category

- ☐ Aspiration
- ☒ Resilience
- ☐ Opportunity
- ☐ Excellence

The points awarded will then update

May

Jun

Jul

Aug

Sep

Oct

Nov

Dec

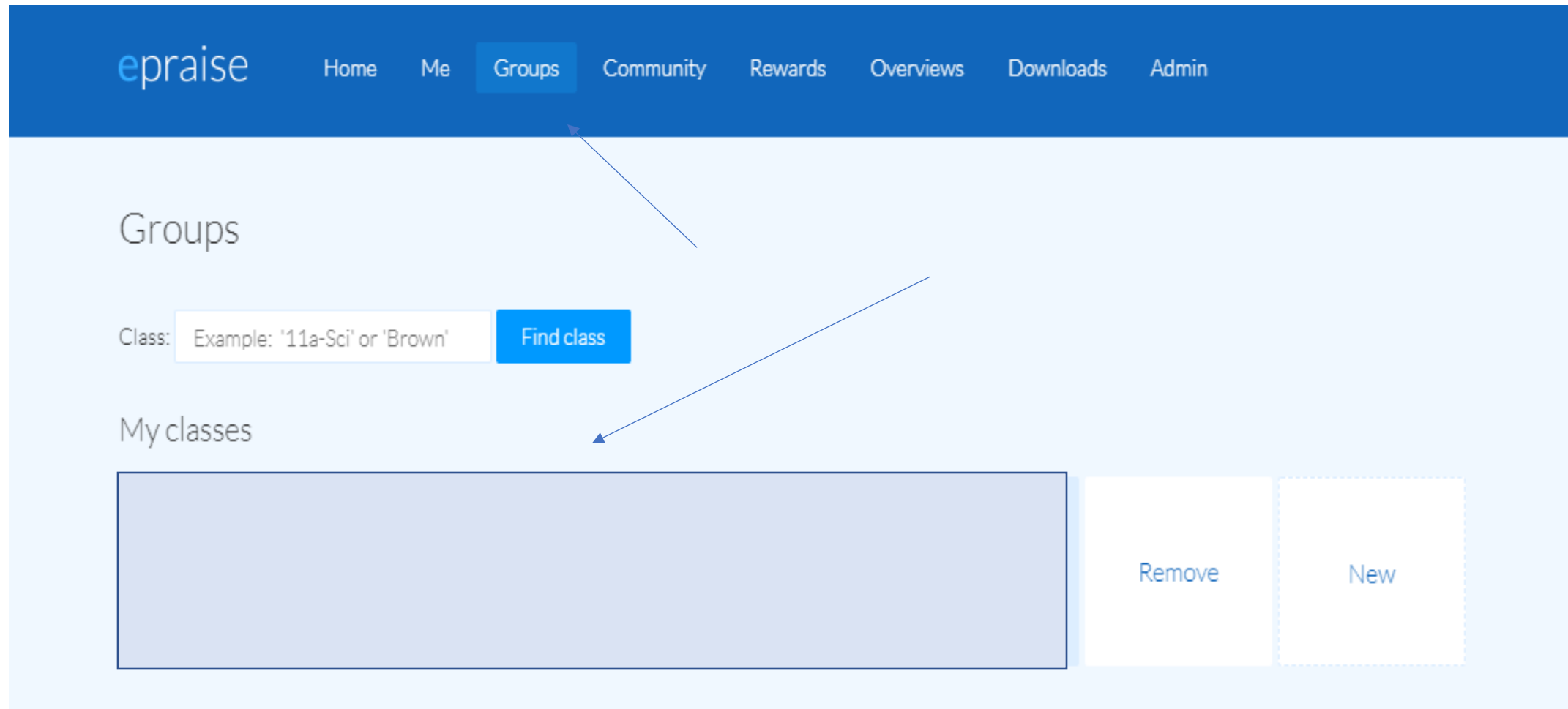
Jan

Feb

Points awarded

Value	Source	Student	Subject	Reason	Date	Actions
3	Epraise		French	Resilience	27th February 2021	🔍✏️❌
3	Epraise		Spanish	Resilience	27th February 2021	🔍✏️❌

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



epraise Home Me **Groups** Community Rewards Overviews Downloads Admin

Groups

Class: [Find class](#)

My classes




Remove

New

Click the bulk award icon

Spanish - 7A/Es3

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

tps://www

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.

Bulk award

Award points				
<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>
<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>

Check all Uncheck all

Points to award 1pp

Reason

☐ Aspiration

☐ Resilience


☐ Opportunity








☐ Excellence

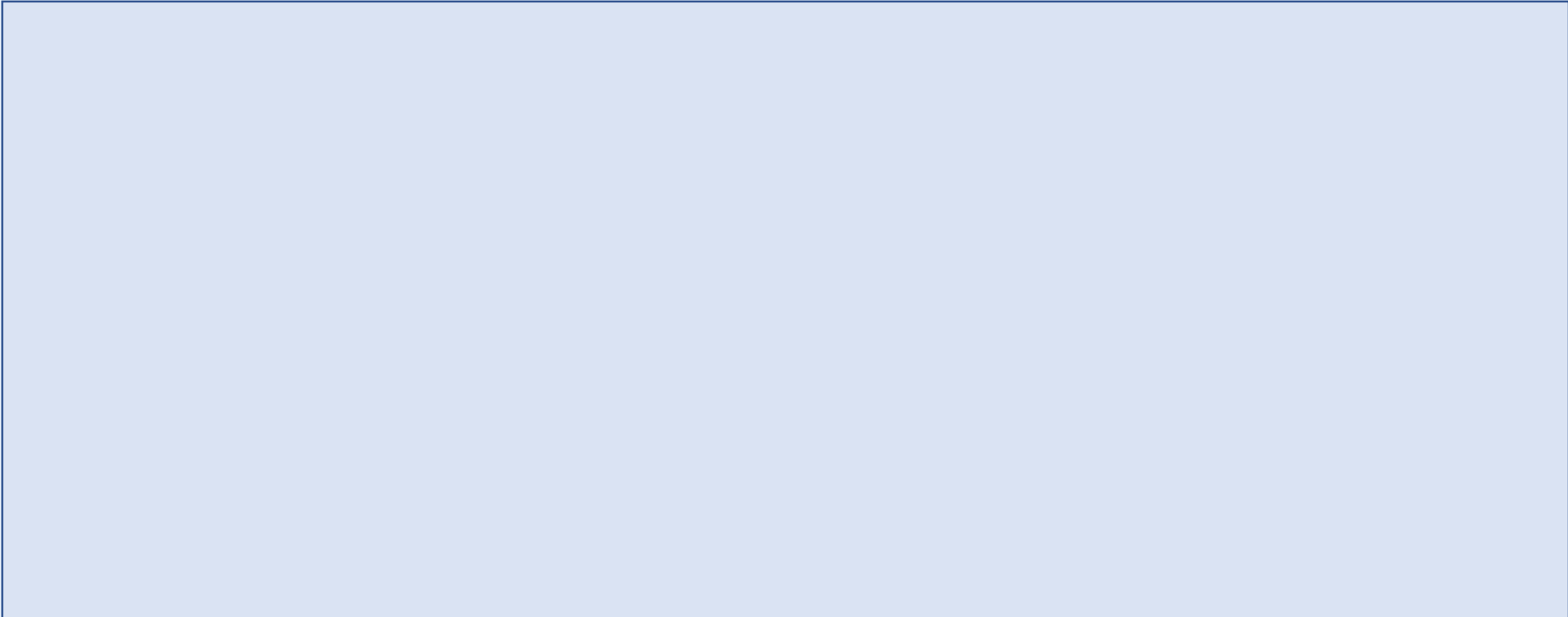
Cancel Add points

Rewarding more than one student – Option 2 Select Grid Award

Spanish

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

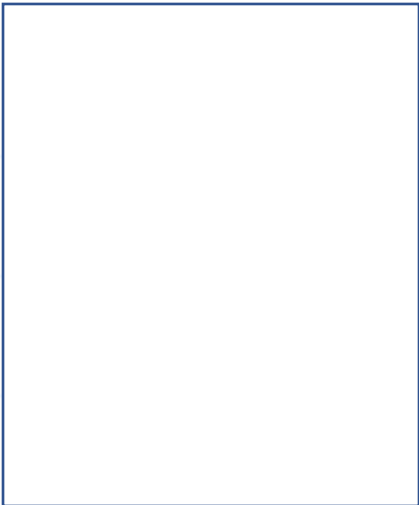
















      

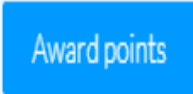


Choose which AROE reason you would like to award points for. You can choose 1,2,3,5,or 10points just by clicking until you are happy with the number indicated, as shown below.

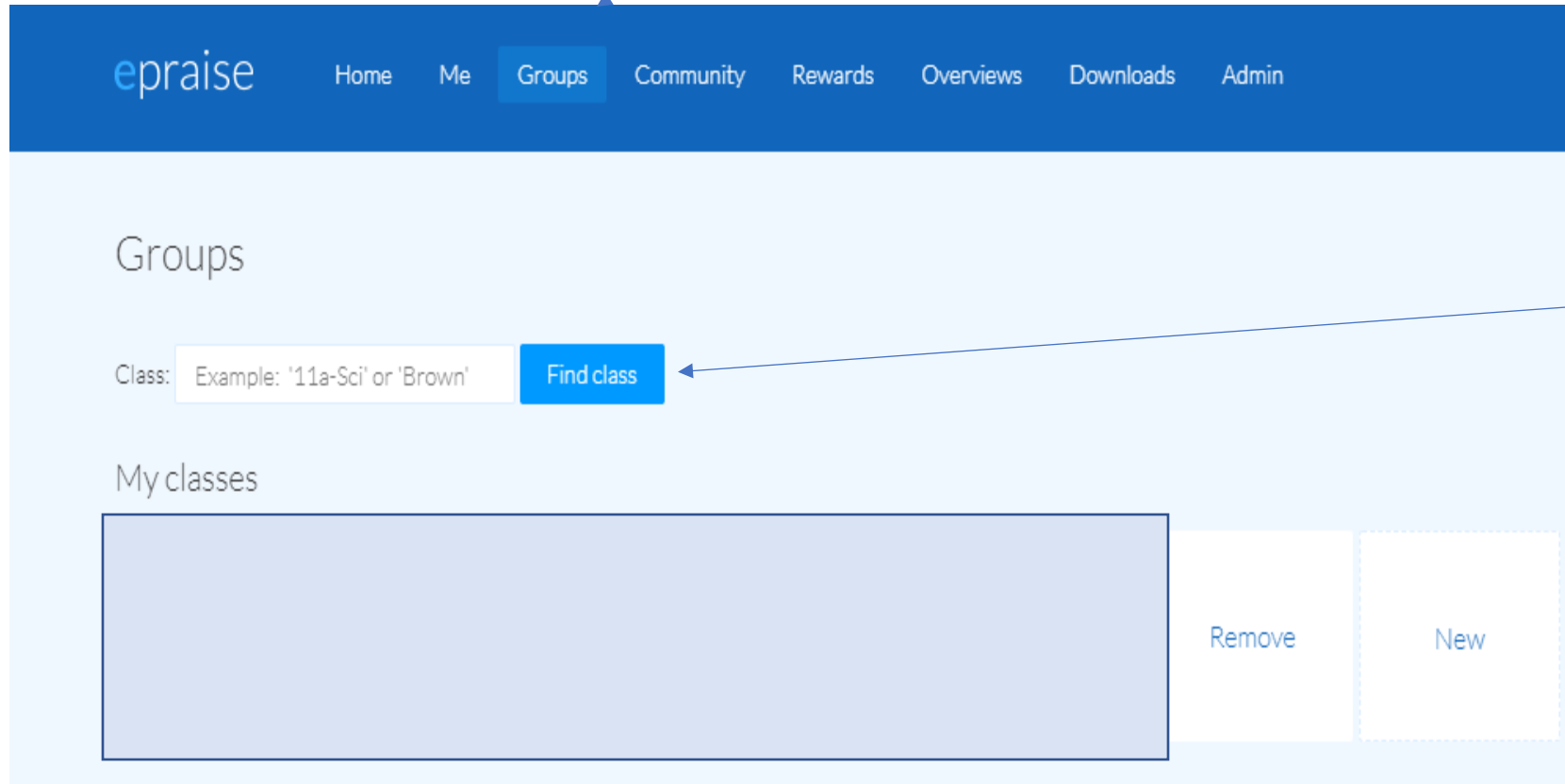
	Aspiration	Resilience	Opportunity	Excellence
<div></div>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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



Rewarding Students if covering another class



The screenshot shows the epraise web interface. At the top is a blue navigation bar with the epraise logo and links for Home, Me, Groups, Community, Rewards, Overviews, Downloads, and Admin. The 'Groups' link is highlighted. Below the navigation bar, the page title 'Groups' is displayed. There is a search section with a label 'Class:' followed by a text input field containing the placeholder text 'Example: '11a-Sci' or 'Brown''. To the right of the input field is a blue button labeled 'Find class'. A blue arrow points from the 'Groups' link in the navigation bar to the 'Find class' button. Below the search section, there is a section titled 'My classes' which contains a large, empty light blue rectangular box. To the right of this box are two buttons: 'Remove' and 'New'.

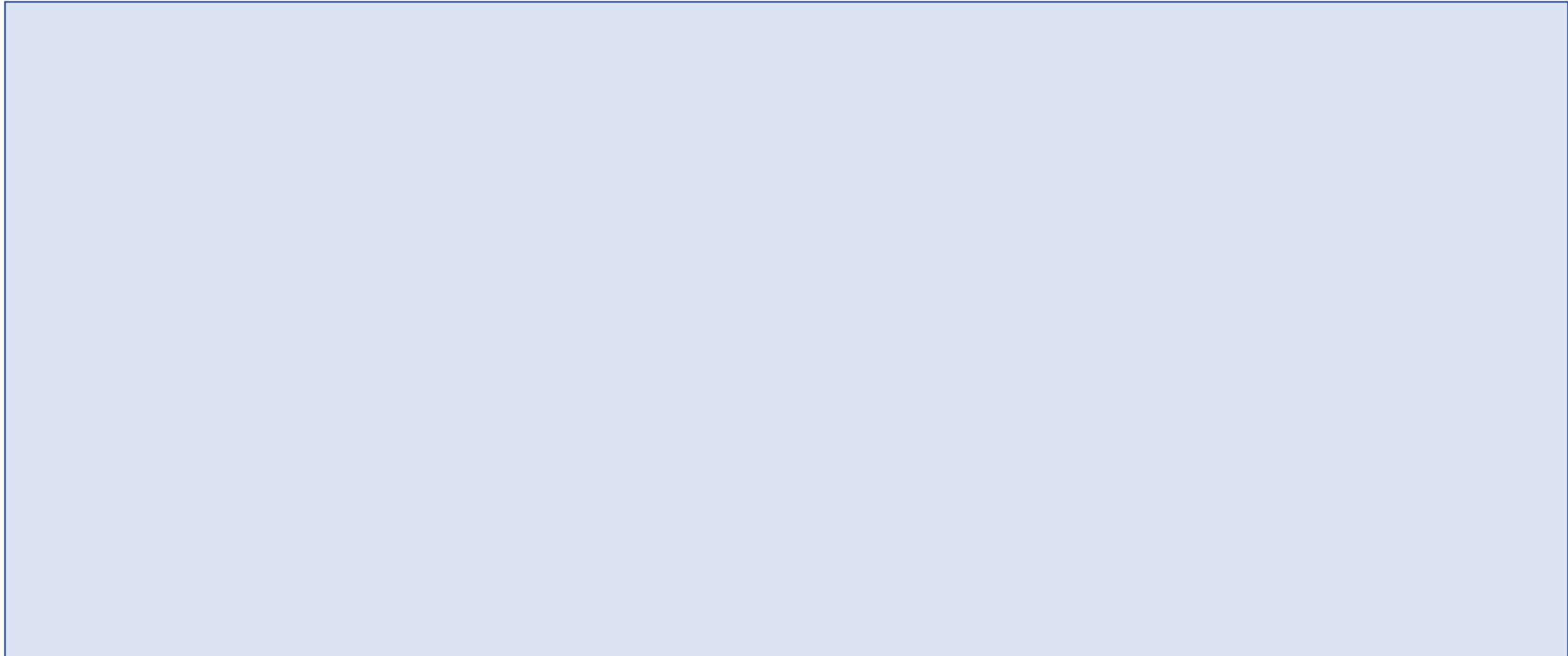
Click on Groups and then find class.
Type the name of the staff member you are covering and click find class.

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:

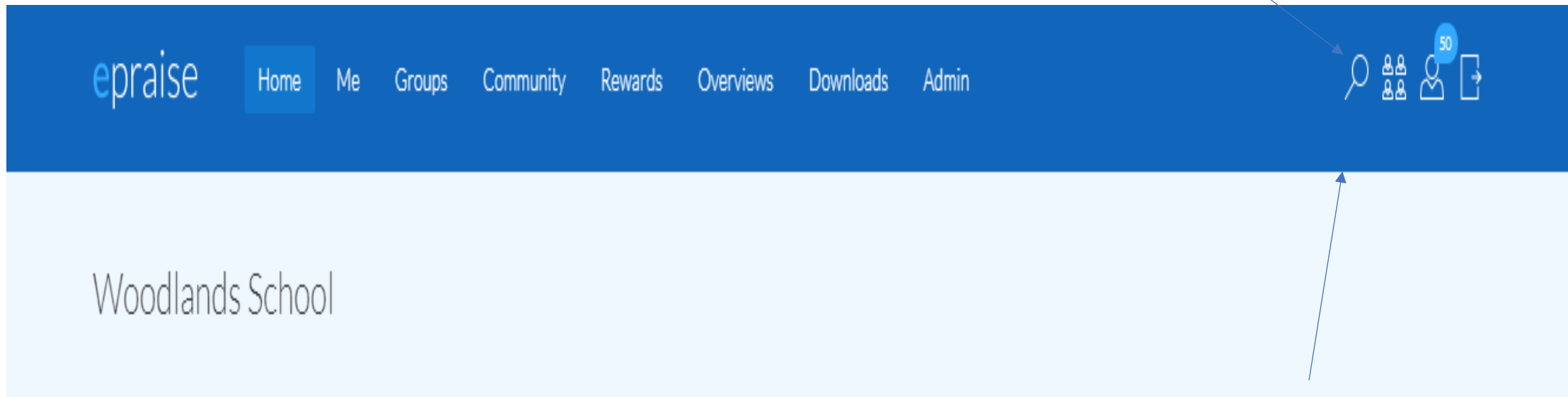
Class Name	Subject	Teacher	Students
	Boost German	Bethell, Miss K	0
	German	Bethell, Miss K	0
	German	Bethell, Miss K	0
	German	Bethell, Miss K	0
	Boost German	Bethell, Miss K	0
	Boost German	Bethell, Miss K	0
	German	Bethell, Miss K	0
	German	Bethell, Miss K	0
	German	Bethell, Miss K	28
	German	Bethell,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

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




Additional Information for Staff and HOY.

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



[illegible]

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

Overview Points Attendance Timetable Assessment 

Points given for

Points given in

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)			-

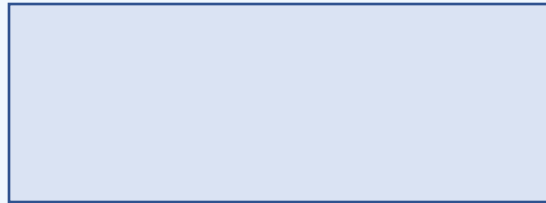
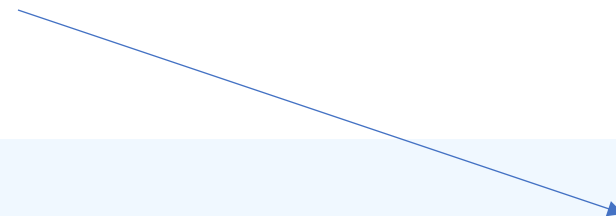
Actions

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

Click the Cog icon and select view groups



Points given for

- Overview
- Points
- Attendance
- Timetable
- Assessment
- 

Points given in

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.

OverviewPointsAttendanceTimetableAssessment

Year group

7

Tutor group

Classes

Name	Subject	Teacher	Seating plan
	Info. Technology	Mrs E Coe	
	PSHRE	Mrs K Hardy	
	D&T Product Design	Mrs K Heseltine	
	Mathematics	Mrs N Holgate	
	History	Miss C Lee	
	Info. Technology	Miss J Lillis	
	French	Mr B Michelin	
	Science	Miss B Phillips	

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	 

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

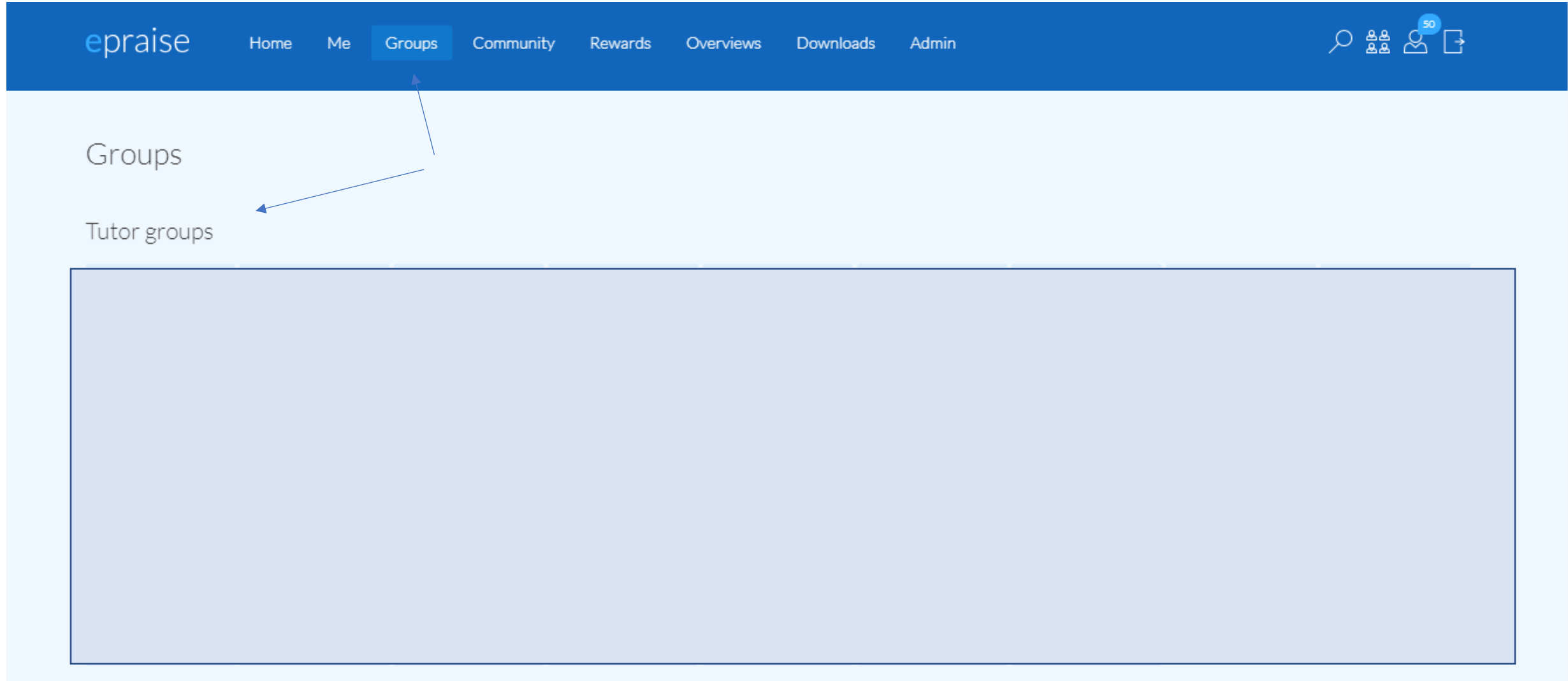
Milestones are points targets that students aim for, in order to achieve a certain award, for example 10 points, might be a bronze award. Here you can add these milestones, choosing the name (e.g. Bronze Certificate), target (number of points) and associated image for these.

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	 

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	 

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

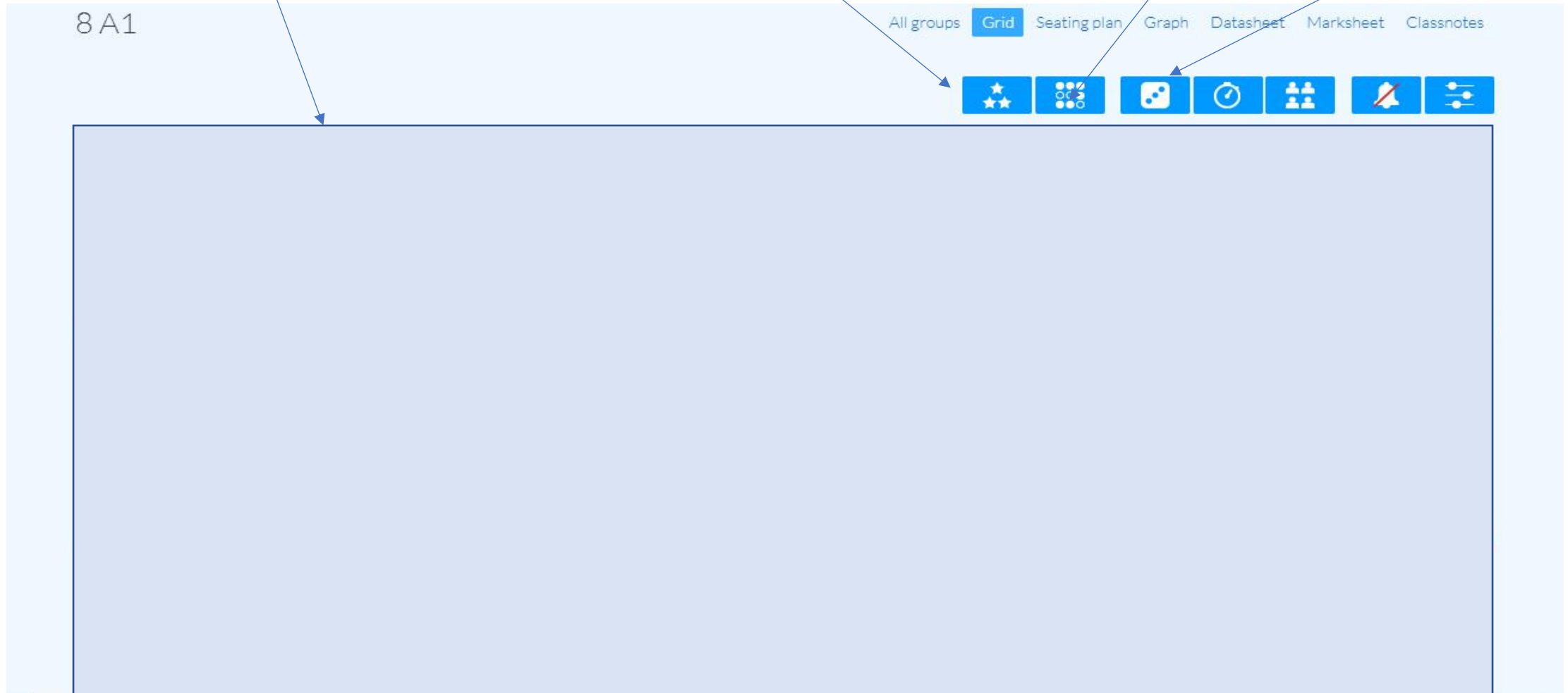


The screenshot shows the epraise website interface. At the top is a blue navigation bar with the epraise logo on the left and a search icon, a group of three people icon, a user profile icon with a '50' badge, and a document icon on the right. The navigation bar contains the following links: Home, Me, Groups (highlighted with a blue background), Community, Rewards, Overviews, Downloads, and Admin. Below the navigation bar, on the left side, are the labels 'Groups' and 'Tutor groups'. A blue arrow points from the 'Groups' link in the navigation bar to the 'Groups' label. Another blue arrow points from the 'Groups' label to the 'Tutor groups' label. Below these labels is a large, empty light blue rectangular area, likely a placeholder for content or a list of groups.

AROE - Gold

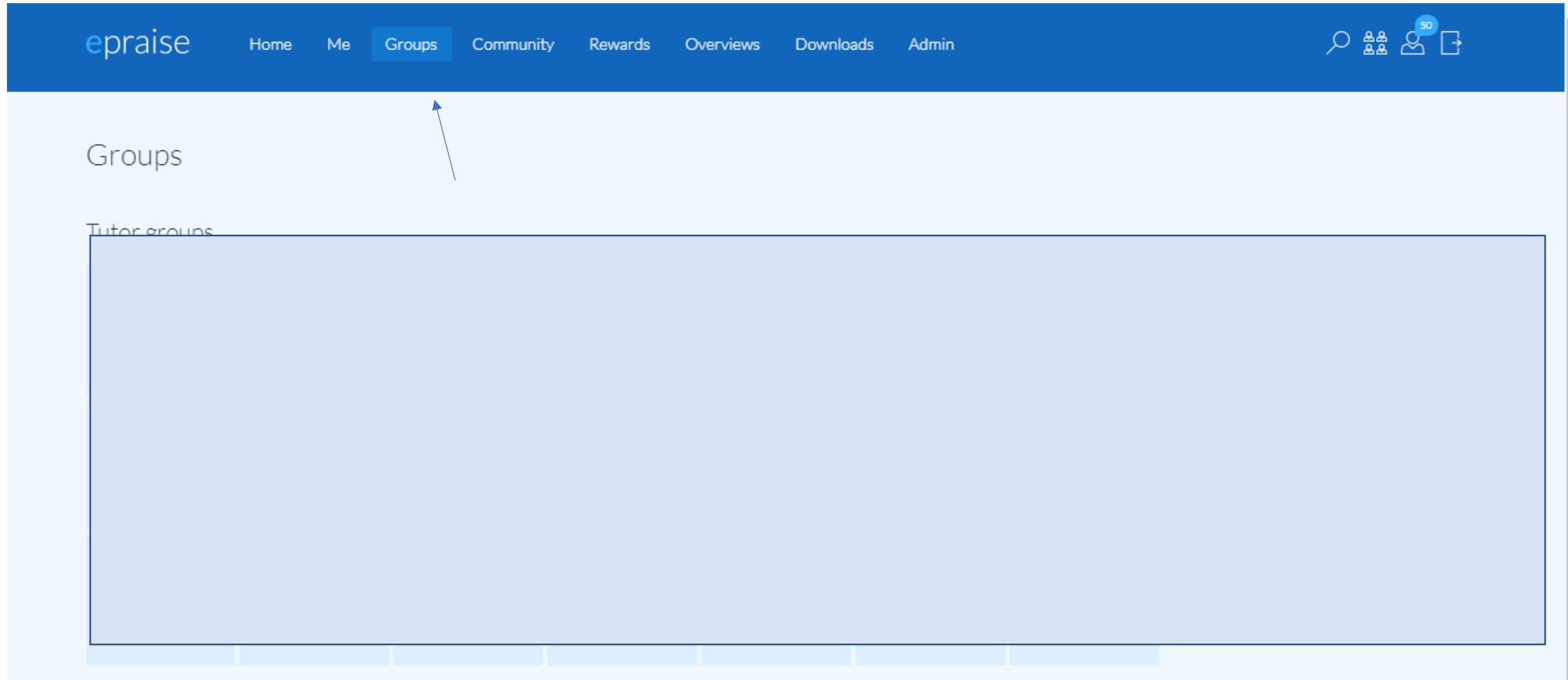
	Excellence	Points in one category	750 points in Excellence	Show when Excellence is achieved	 
	Aspiration	Points in one category	750 points in Aspiration	Show when Aspiration is achieved	 
	Resilience	Points in one category	750 points in Resilience	Show when Resilience is achieved	 
	Opportunity	Points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

Individual awards, bulk awards, grid awards, random



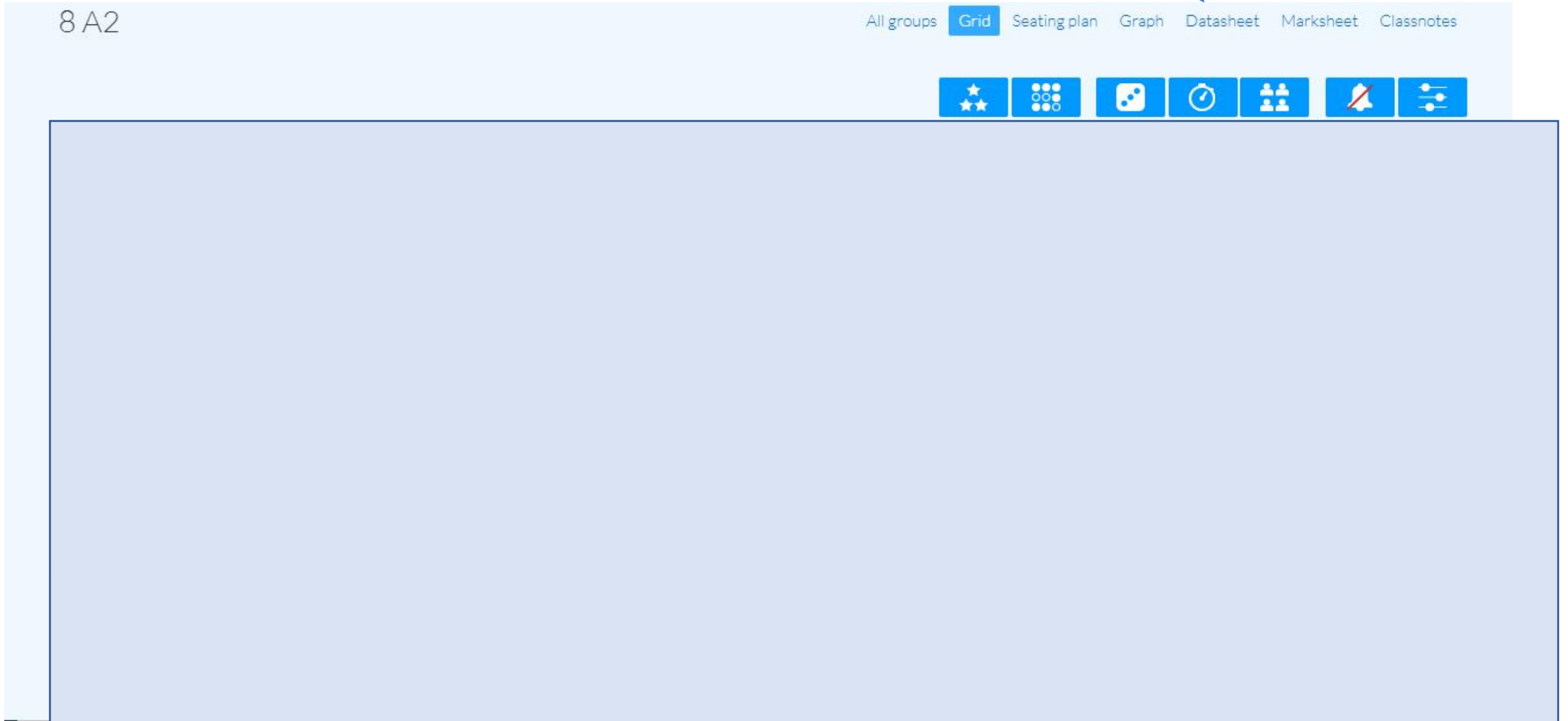
Year 7 and 8 Form Tutors – Additional Form Information

Click groups, then tutor groups and select your form




The screenshot shows the epraise website interface. The top navigation bar is blue with the epraise logo on the left and several menu items: Home, Me, Groups, Community, Rewards, Overviews, Downloads, and Admin. On the right side of the navigation bar, there are icons for search, a group of people, a user profile with a notification badge showing '50', and a mobile app icon. Below the navigation bar, the main content area has a light blue background. The word 'Groups' is displayed in a large, dark font. Below it, the text 'Tutor groups' is visible, followed by a large, empty rectangular box with a light blue border, which is intended for displaying the list of tutor groups. A blue arrow points from the 'Groups' menu item in the navigation bar to the 'Groups' text in the main content area.

Checking Attendance. Click Datasheet



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



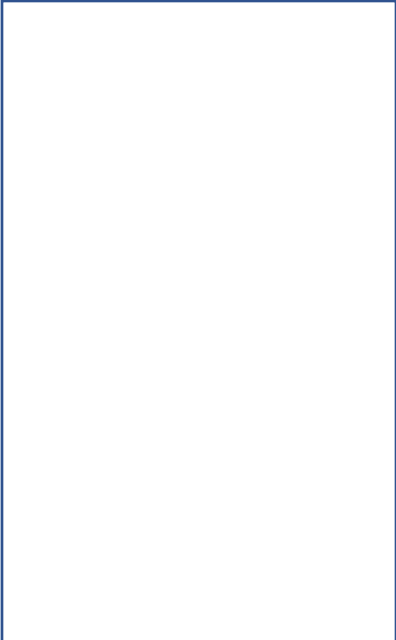
[All groups](#)
[Grid](#)
[Seating plan](#)
[Graph](#)
[Datasheet](#)
[Marksheet](#)
[Classnotes](#)

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%	-	-

Student profiles in your form. Select Graph

[All groups](#) [Grid](#) [Seating plan](#) [Graph](#) [Datasheet](#) [Marksheet](#) [Classnotes](#)



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

The diagram shows a vertical rectangular structure. The top portion is a light blue rectangle. Below it is a larger, dark blue rectangle. Along the right edge of the dark blue rectangle, there is a vertical column of 15 small, light blue circles, each centered within a small rectangular segment of the dark blue area.

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

Points given for

Points given in

Points

Attendance

Timetable

Assessment

Total points

To spend

Position

0

Since 17th December

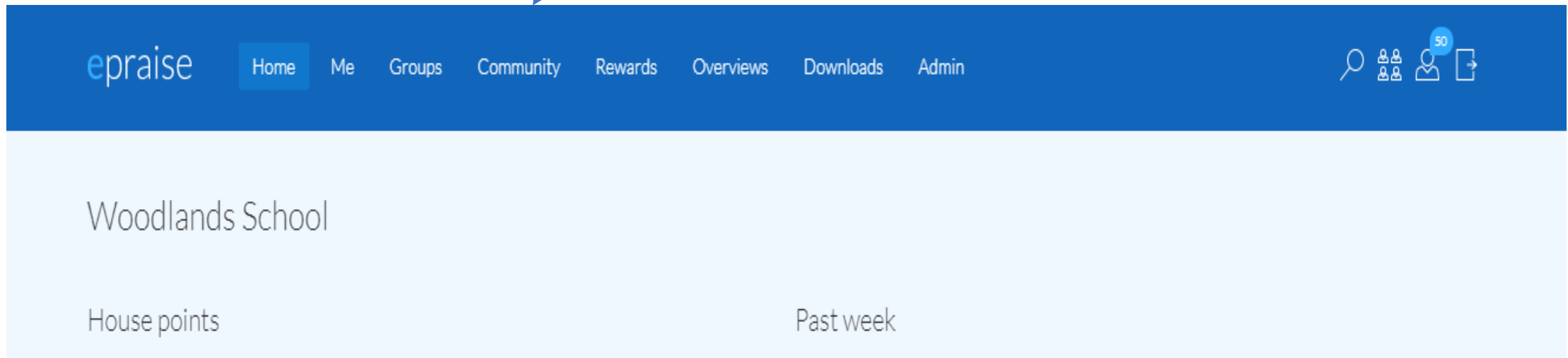
0

0 points spent so far

1st

In the school

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



Points Attendance

Reset

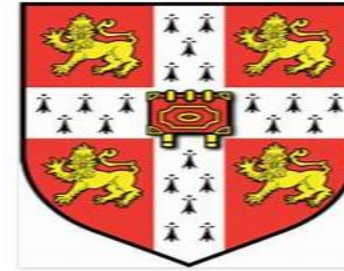
[illegible]

Current Houses at Woodlands School for Years 7 and 8

A1 and R1 - Oxford



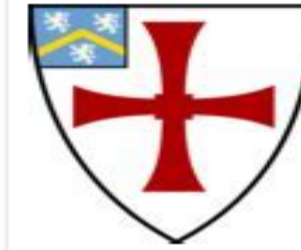
A2 and R2 - Cambridge



A3 and R3 - St Andrews



A4 and R4 - Durham



A5 and R5 - Loughborough

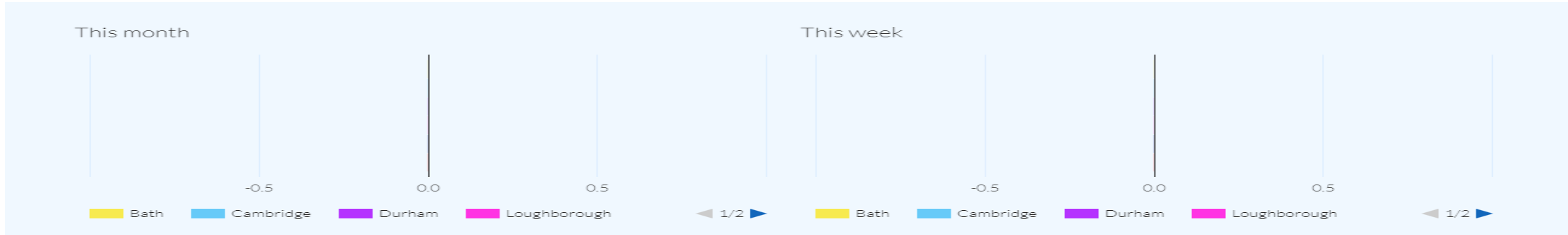
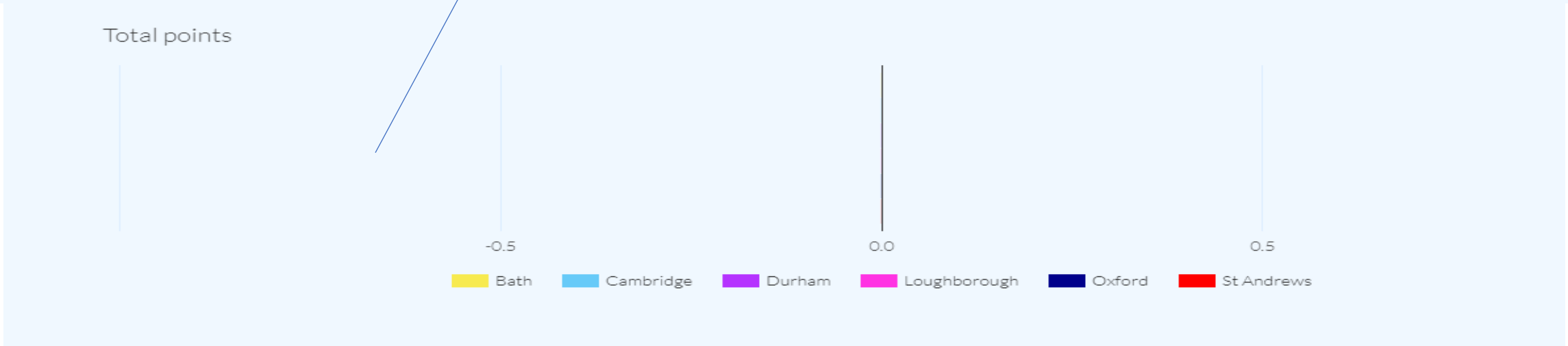
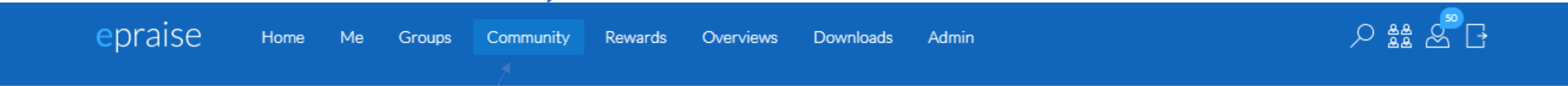


A6 and R6 - Bath



House Points and Creating House Competitions/Events

Go to Community and then House Points



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

House points

Summary

Bath

Cambridge

Durham

Loughborough

Oxford

St Andrews

Add points

1st place

Cambridge

3 points

2nd place

Durham

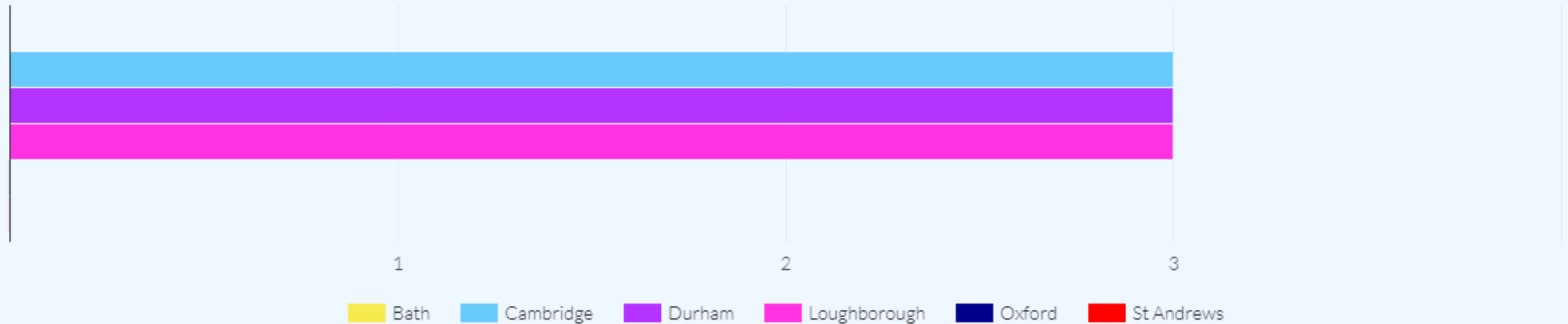
3 points

3rd place

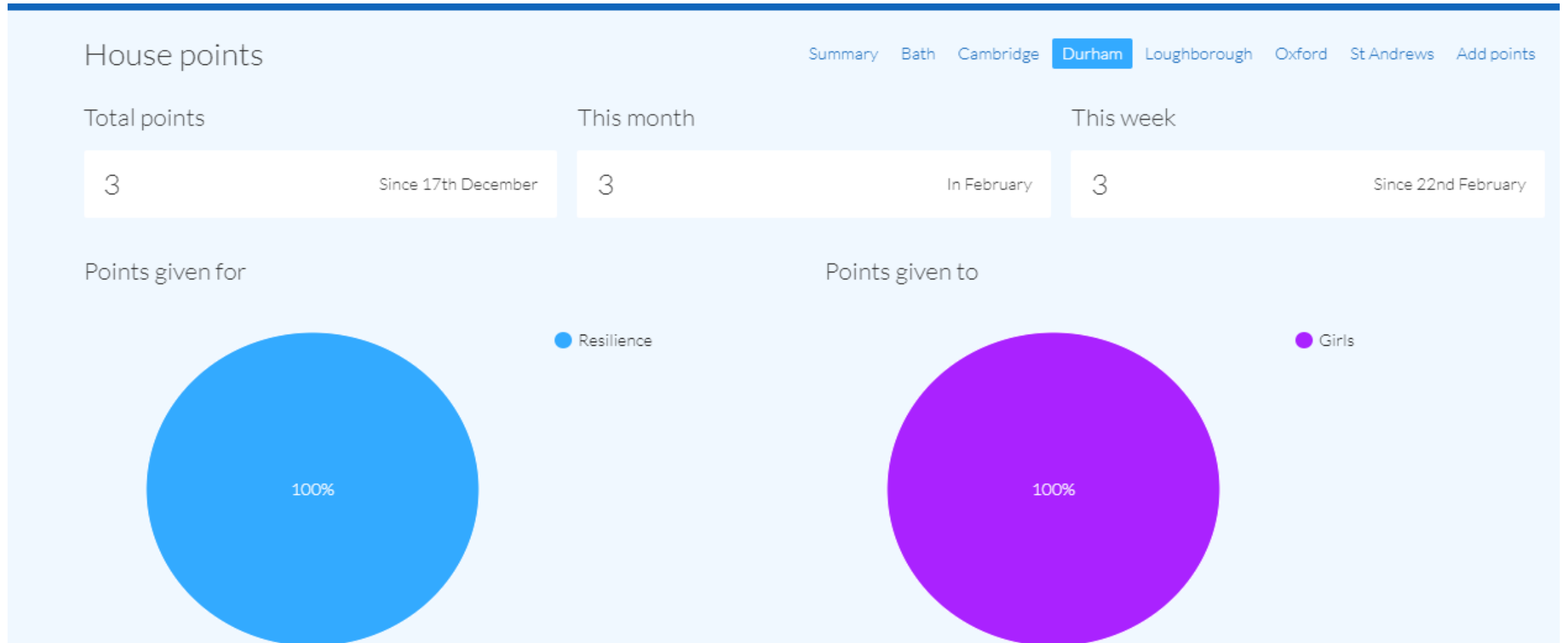
Loughborough

3 points

Total points

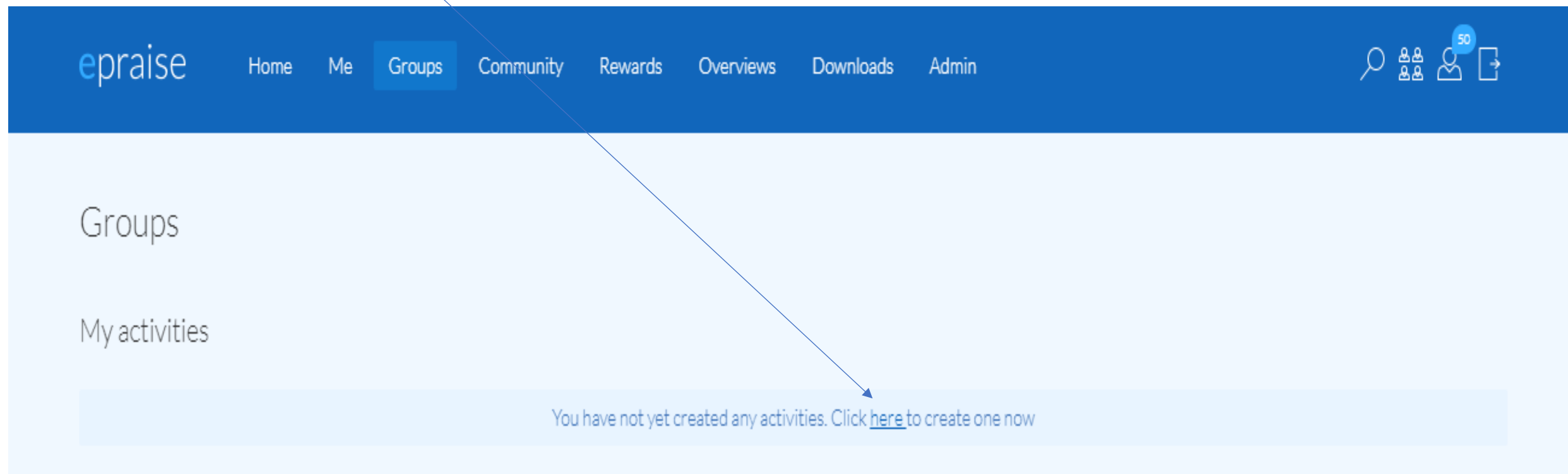


I selected Durham and it gives me a snapshot of how that house have been doing recently. This breaks down points given to boys and girls as a percentage and the AROE reward points awarded, again as a percentage



Staff – Launching a house event on Epraise.

Select Groups, activities and you will see this screen. Click [here](#) to create a house competition.



The screenshot shows the Epraise web interface. The top navigation bar is blue with the 'epraise' logo on the left and several menu items: Home, Me, Groups (highlighted with a blue background), Community, Rewards, Overviews, Downloads, and Admin. On the right side of the navigation bar are icons for search, a group of people, a user profile with a blue circle containing the number '50', and a document icon. Below the navigation bar, the main content area has a light blue background. It features the heading 'Groups' and a sub-heading 'My activities'. At the bottom of this section, there is a light blue box containing the text: 'You have not yet created any activities. Click [here](#) to create one now'. A blue arrow originates from the word 'here' in the text above the screenshot and points directly to the underlined 'here' in the link within the light blue box.

Get involved

[Activities](#) [My activities](#) [Add activity](#)

Key information

Type

Title

Description

Run by

Sign up by @ :

Starts @ :

Ends @ :

Image [Choose](#)

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

Optional details

Allow student signups ☒

Allow students to sign up to the activity

Meet at

Where to meet for the activity

Bring your

Things the students need to bring

Points to award

Fill this in to award students points for completing the activity

Maximum students

The number of students allowed to sign up (0 = no restriction)

Limit to years ☐ 7 ☐ 8

Restrict the activity to just these years

Limit to house:

All houses

Add activity

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

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.

Get involved

Activities My activities Add activity

Show: Current

House Event - Paris

You have to book a family trip to Paris for four people. They will be staying a week and your budget is £1000. Good luck

Meet at Language Office

Bring your Budget and Itiniary

Year 8 only

100pp

0/30 signed up

Starts 21st February 3:00pm

AVAILABLE

Edit

Delete

Show details

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

Get involved

Activities
My activities
Add activity
Details

House Event - Paris

You have to book a family trip to Paris for four people. They will be staying a week and your budget is £1000. Good luck

Meet at Language Office

Bring your Budget and Itinerary

Year 8 only


Activity run by Mr P Shanahan


100pp
1/30 signed up
21st Feb 3:00pm - 26th Feb 3:00pm

Edit
Delete

AVAILABLE

Name	Tutor group	Year group	Signed up	Award points	Actions
<input type="text"/>	<input type="text"/>	Year 8	26th February 2021 17:49	Award student	✗

Download signups


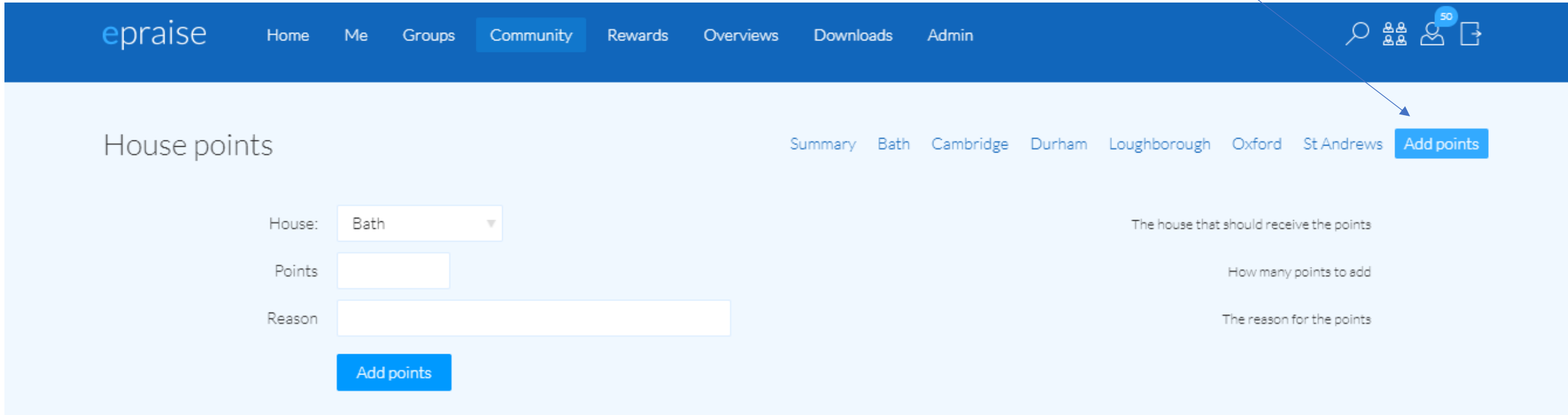
Signup students


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.



The screenshot shows the 'House points' interface. At the top is a blue navigation bar with the 'epraise' logo and links for Home, Me, Groups, Community (highlighted), Rewards, Overviews, Downloads, and Admin. On the right of the bar are icons for search, groups, a user profile with a '50' badge, and a document icon. Below the navigation bar, the 'House points' section has a title on the left and a row of tabs on the right: Summary, Bath, Cambridge, Durham, Loughborough, Oxford, St Andrews, and an 'Add points' button. The 'Add points' button is highlighted with a blue arrow from the text above. The main content area contains three input fields: 'House:' with a dropdown menu showing 'Bath', 'Points' with a text input field, and 'Reason' with a larger text input field. To the right of these fields are three labels: 'The house that should receive the points', 'How many points to add', and 'The reason for the points'. At the bottom left of the form is a blue 'Add points' button.

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.

epraise

Woodlands Staff - Using the app

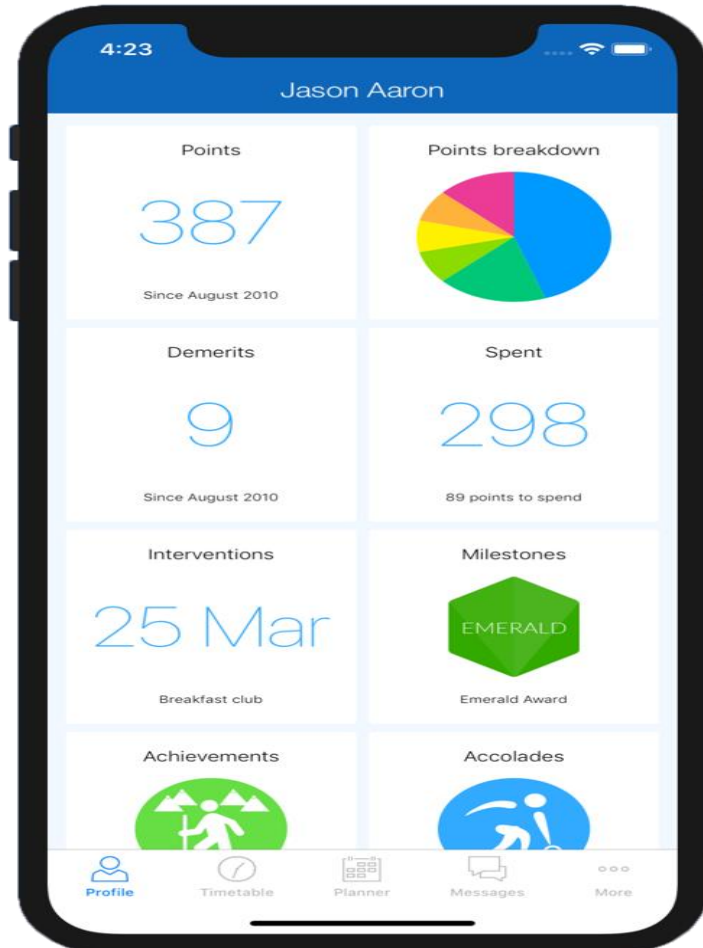
The Epraise App

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.

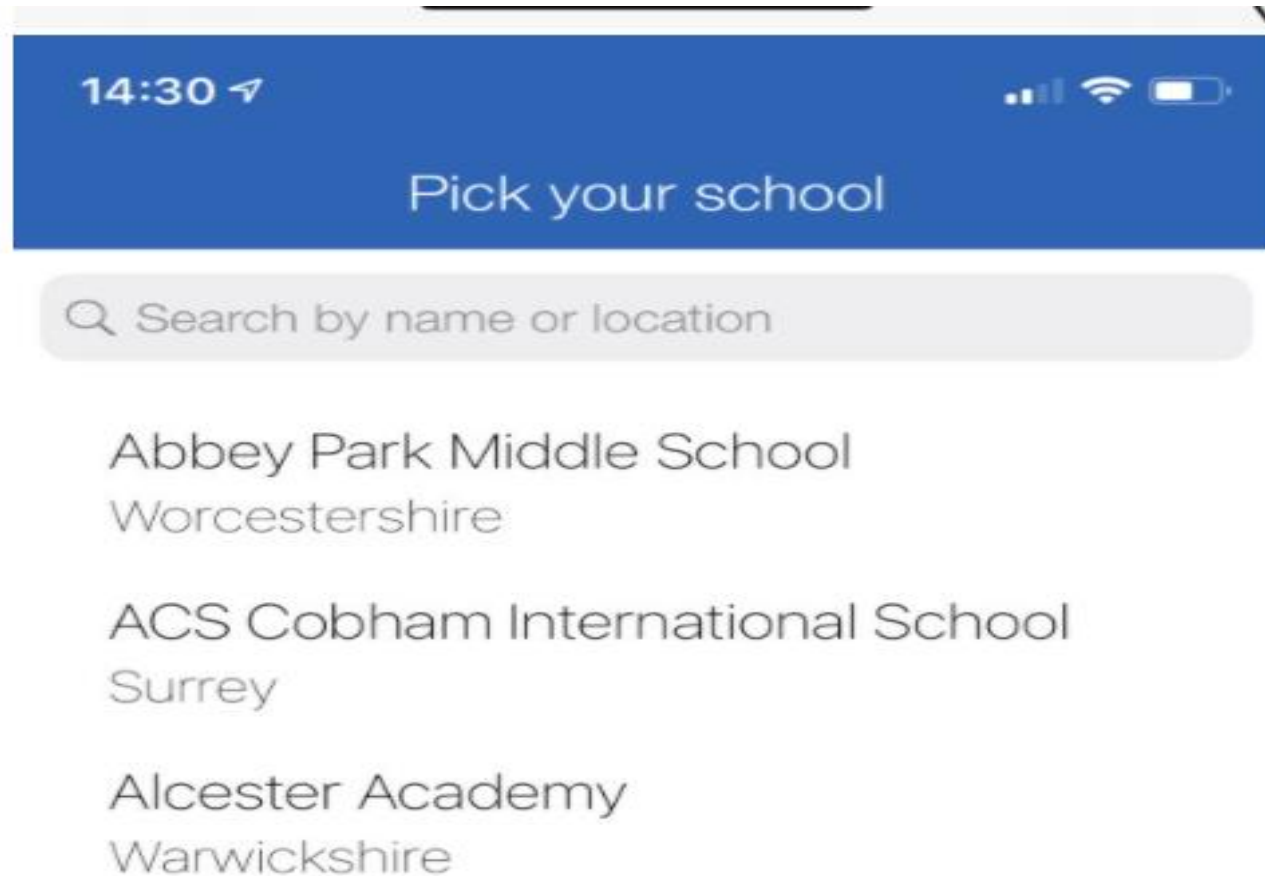
Please note that the app does not include all features available within the website.



Epraise App on the App Store – Click Get to Download



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



14:30 ↗

Pick your school

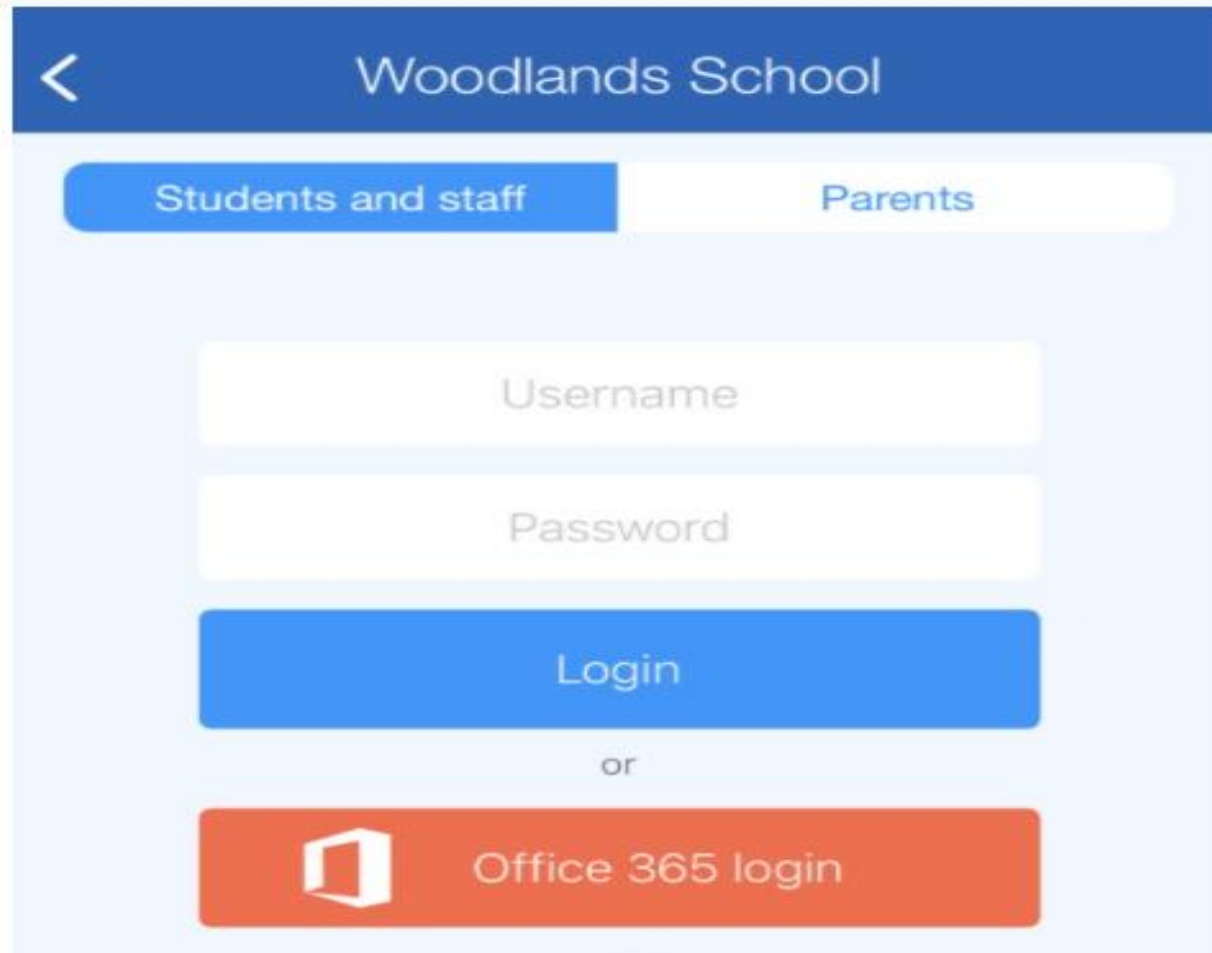
🔍 Search by name or location

Abbey Park Middle School
Worcestershire

ACS Cobham International School
Surrey

Alcester Academy
Warwickshire

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



The image shows a mobile app login screen for Woodlands School. At the top is a blue header with a back arrow and the text "Woodlands School". Below the header are two tabs: "Students and staff" (which is highlighted in blue) and "Parents" (which is white with a blue border). Under the tabs are two white input fields labeled "Username" and "Password". Below these fields is a large blue "Login" button. Under the "Login" button is the word "or". At the bottom is a large orange button with the Office 365 logo and the text "Office 365 login".

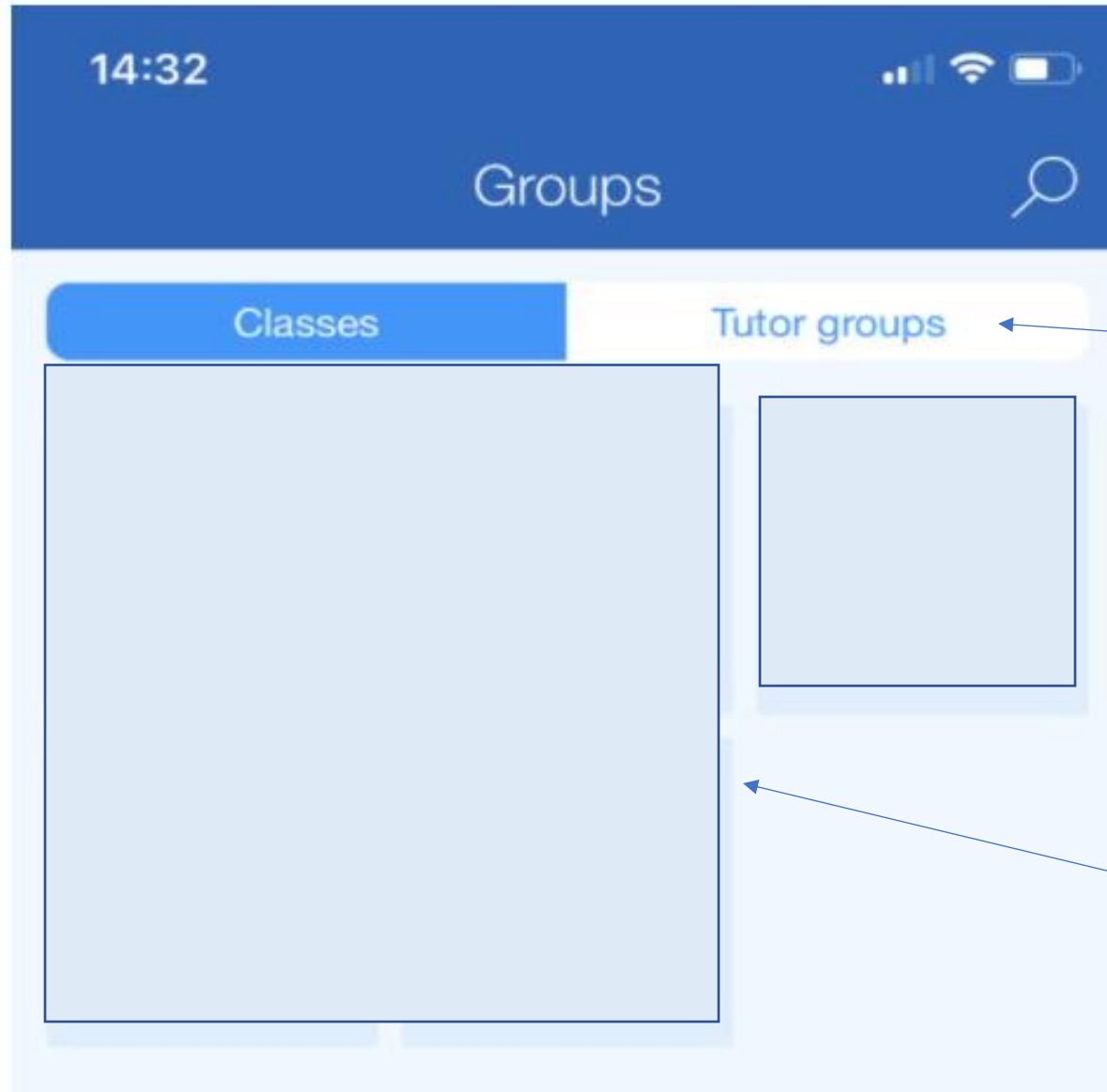
Staff

Please login to the app by clicking the Office 365 button. Note that if this is your first time logging in, you may need to visit our website first to set up your account.

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.



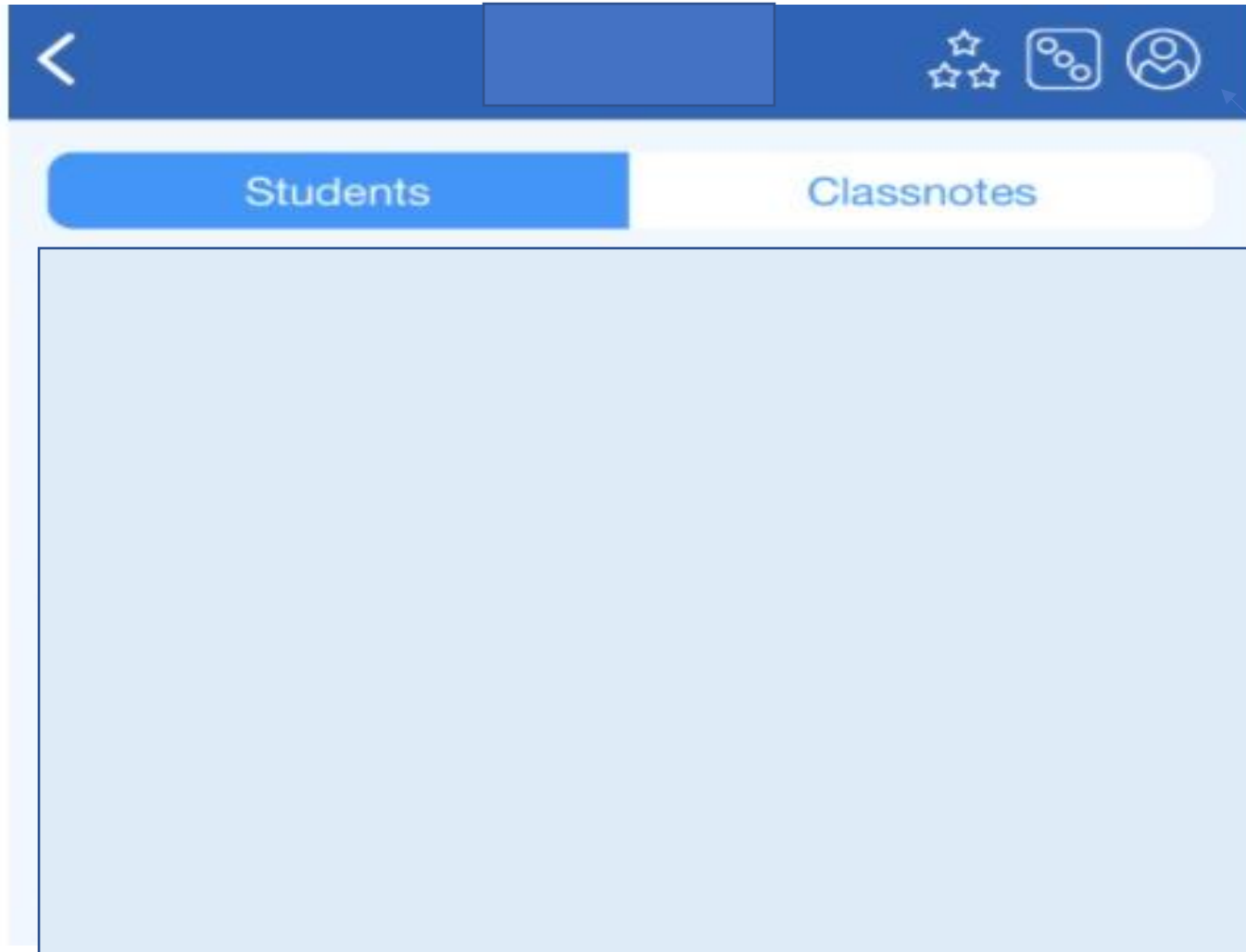


Use the magnifying
lass to search for
specific students or
classes

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

Select the class and give individual awards



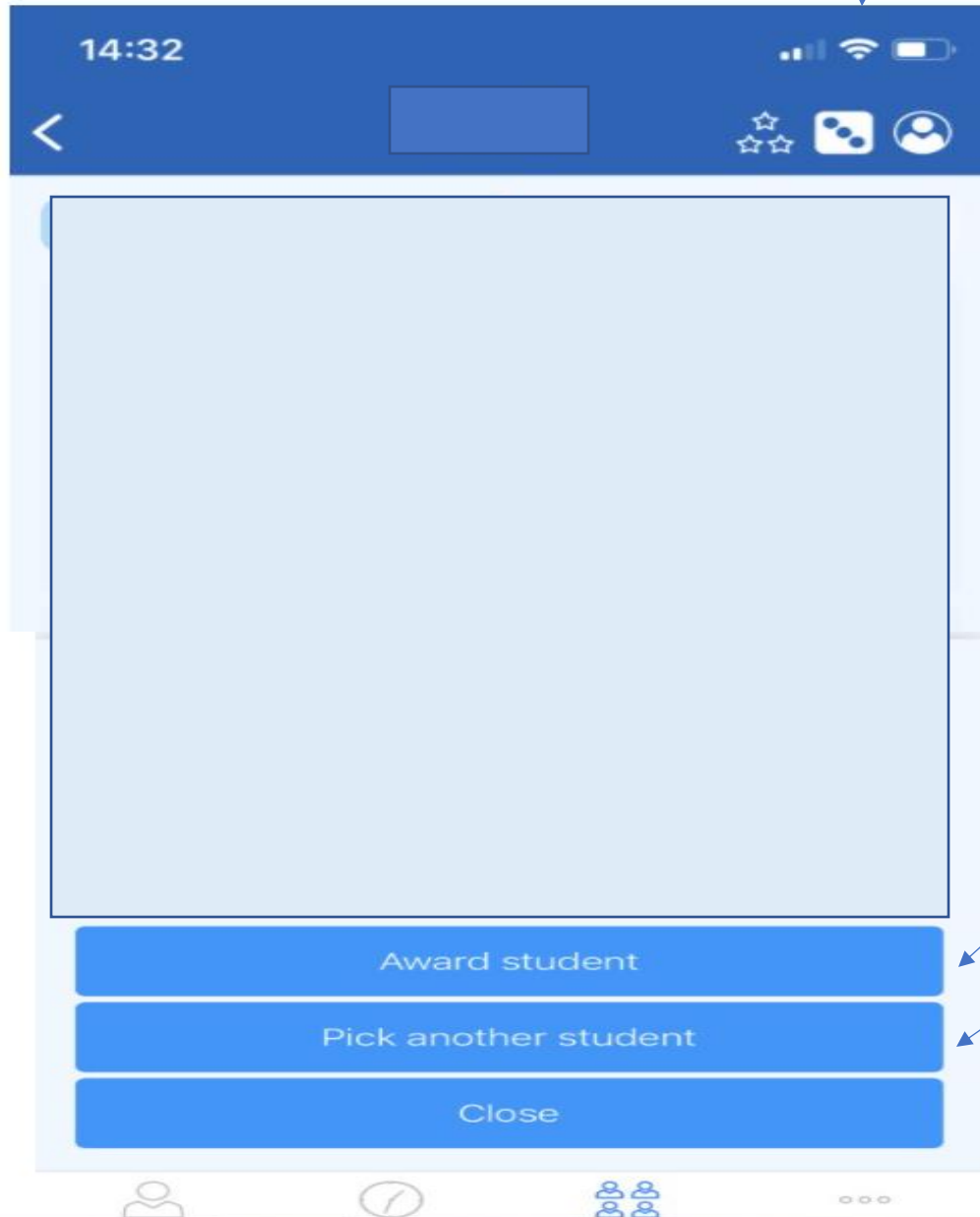
Like the website, click on the silhouette icon to see pictures of the students.

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.

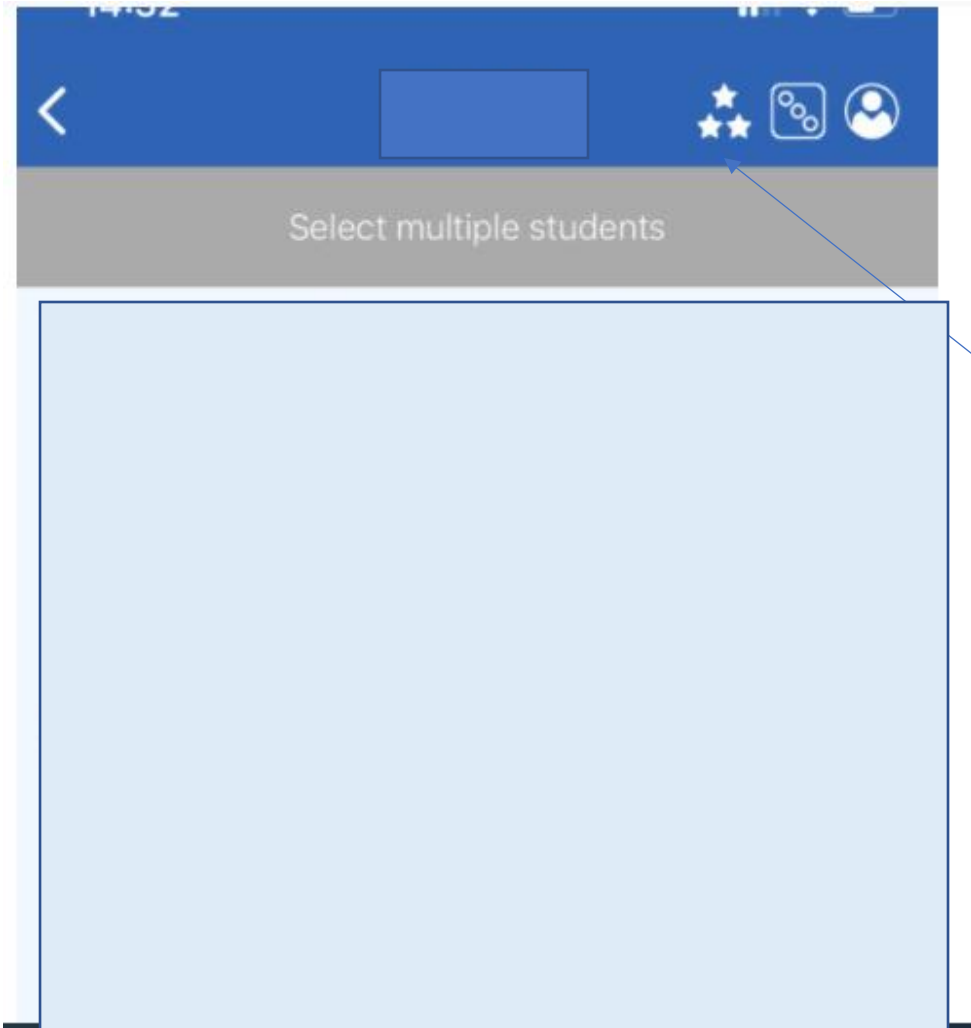
The number below their name will update, If you wish to take back the points for that student, you will need to do this on the website

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



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

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

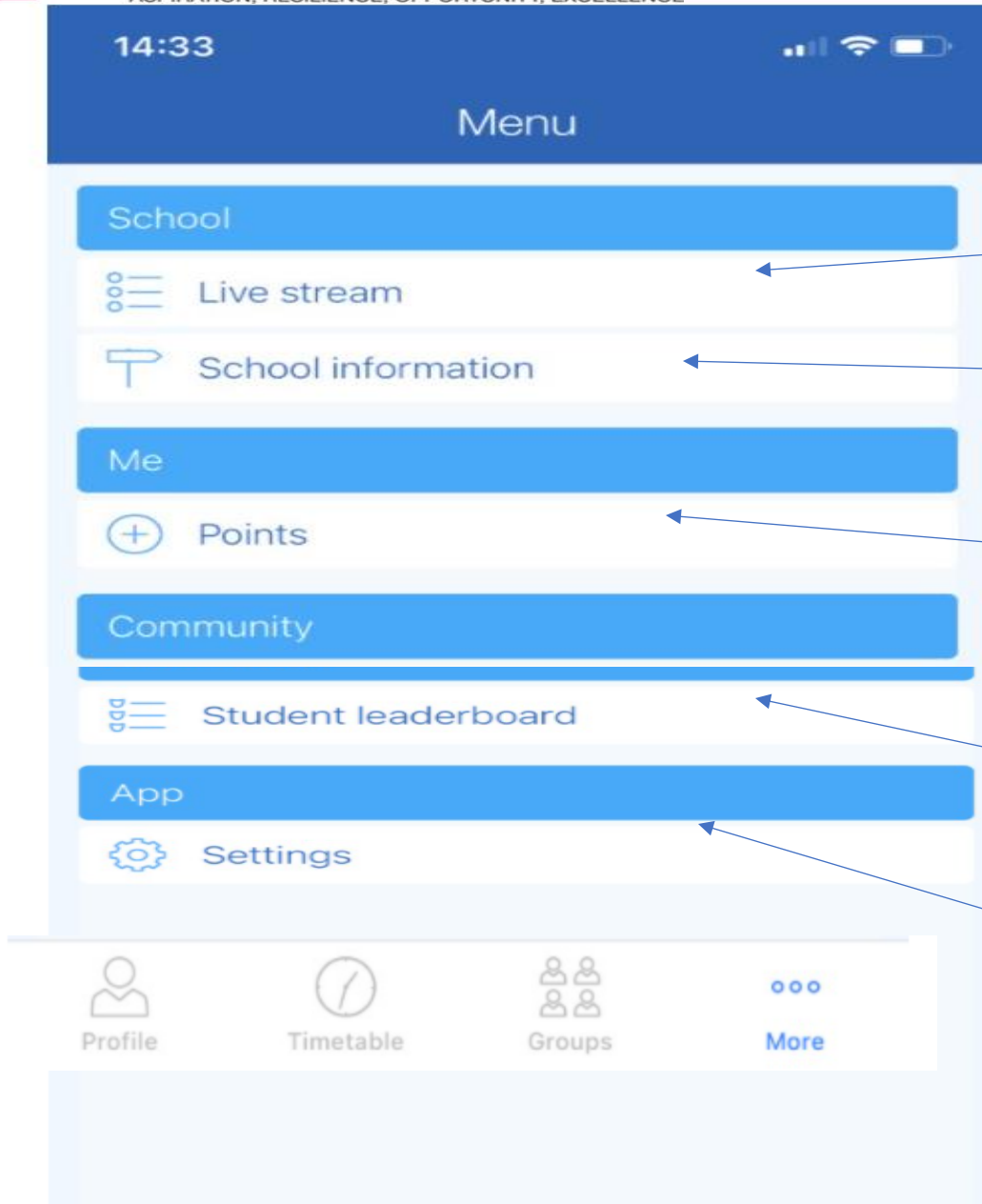
Here you can see which students have been given reward points

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



epraise

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

Getting Started Live – Staff

An Extra Tutorial from epraise

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

