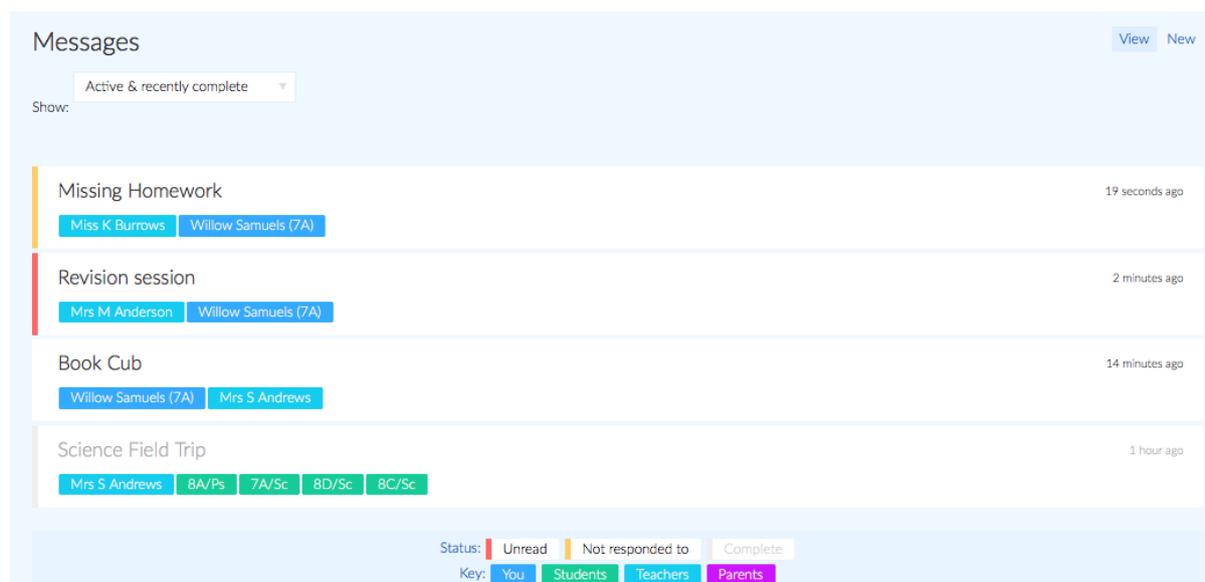


Messenger and Forms: Student Guide

Messenger allows you to send and receive messages from your teacher if you need to ask them a question or are having trouble with anything. You can view your inbox on the epraise website by going to Me > Messages and there is a dedicated tab on the app. Check your messages often. You get a badge notification on the messages button in the row of icons at the top of the epraise homepage. If you have the app with notifications switched on, you'll get a notification too (just like text messages or WhatsApp).

To start a message to one of your teachers, click new. Please remember, this is not a message to your friends. Be courteous, polite and professional. Use normal sentence structure and punctuation. Teachers are not so good at abbreviations – they won't know what omd means, for example. Read over your message before you press send to make sure that it makes sense.



Using messenger, teachers can and will send you FORMS. Forms are questionnaires or quizzes for you to complete. Click on the form with the message to complete it. You might need to do the home study task first! So, check your home study as usual too by looking at your weekly planner, just like you do already.

Also, on messenger, teachers can attach files (just like in home study tasks). You just click the button under the message to download the file.

If your teacher has sent a message to the whole class, this could be to start up a class discussion. Any replies to messages that were sent to the class will be seen by all the other students in your class (so don't send messages in a group that are only meant for your teacher; start a new message conversation instead).

Online submission of work

Epraise recently added a feature to the home study task setting: online submission of work. If your teacher has requested it, you must upload work by clicking on the online submission button at the bottom of your task instructions from your planner. You just choose the file from your device that you want to submit for your teacher – you are handing in work over the internet. Completing online submission automatically marks the work as complete (you can't mark it complete without submitting your work).

Further details on using epraise as a student can be found here:

https://epraise.co.uk/index.php?view=guide_student