



Share

uReply

uShare User Guide (For Teachers)

Overview

uShare provides the desktop version for teacher users, and iOS (iPhone, iPad, iPod) version for student users to access the platform anywhere anytime. The Android version is coming soon.

Get started

The system can be found online and is supported by internet browsers Apple Safari, Google, Chrome, Firefox.

For teachers: <http://teacher.ureply.mobi>

For students: <http://share.ureply.mobi>

Install Student App

Search and install **uReply Share** on Apple App Store (IOS). You will see the icon on the device screen.



Login

For first time teacher users, click on the **New User** button at <http://teacher.uReply.mobi> to create an account.

NOTE: Please only use lowercase letters for your username.

1. Enter your username and password and click Teacher Log In.
 - If you have forgotten your username, please refer to the uReply registration email or contact uReply Team at enquiry@ureply.mobi
 - If you forget your password, click on the **Forget Password** button to retrieve your password through email.

For student users, they will enter the **session number**, **student ID** and **student name** before they click **Join**.

2. After logging in, you will enter the homepage **Share spaces**. You will be able to create your own space.

| Share spaces | | | | | | |
|----------------|---------------|---------------------|--------|----------|-------------------|-------|
| Session number | Space name | Created on | Status | Passcode | Student link | Enter |
| 3 | hihi | 2014-08-08 11:44:11 | OFF | | 🔗 | > |
| 6 | clear demo | 2014-08-08 12:29:43 | ON | | 🔗 | > |
| 22 | testing1 | 2016-03-03 09:48:49 | OFF | | 🔗 | > |
| 48 | sharing space | 2016-09-14 14:50:00 | ON | 🔑 | 🔗 | > |
| 50 | Testing | 2016-09-20 10:33:44 | ON | 🔑 | 🔗 | > |
| 51 | | 2016-09-25 23:43:17 | ON | | 🔗 | > |

Homepage tools

Status

Deactivate the space by clicking **on** to **off**. Participants are unable to upload or send messages after they log on.

Student Link

Click on the link icon to show the link for participants.

| Share spaces | | | | | | |
|----------------|---------------|---------------------|--------|----------|-------------------|-------|
| Session number | Space name | Created on | Status | Passcode | Student link | Enter |
| 3 | hihi | 2014-08-08 11:44:11 | OFF | | 🔗 | > |
| 6 | clear demo | 2014-08-08 12:29:43 | ON | | 🔗 | > |
| 22 | testing1 | 2016-03-03 09:48:49 | OFF | | 🔗 | > |
| 48 | sharing space | 2016-09-14 14:50:00 | ON | 🔑 | 🔗 | > |
| 50 | Testing | 2016-09-20 10:33:44 | ON | 🔑 | 🔗 | > |
| 51 | | 2016-09-25 23:43:17 | ON | | 🔗 | > |

Add on button

Click the button to create new space.

Passcode

Click on the key icon to show the passcode. The space with the key icon requires participants to log in with passcode.

Create new space

Click the add on button

Share CLEAR Log out

| Share spaces | | | | | | |
|----------------|---------------|---------------------|--------|----------|--------------|-------|
| Session number | Space name | Created on | Status | Passcode | Student link | Enter |
| 3 | hihi | 2014-08-08 11:44:11 | OFF | | | > |
| 6 | clear demo | 2014-08-08 12:29:43 | ON | | | > |
| 22 | testing1 | 2016-03-03 09:48:49 | OFF | | | > |
| 48 | sharing space | 2016-09-14 14:50:00 | ON | | | > |
| 50 | Testing | 2016-09-20 10:33:44 | ON | | | > |
| 51 | | 2016-09-25 23:43:17 | ON | | | > |

+

Enter the name and passcode (Optional)
 The passcode is to prevent the unauthorized users from logging into the session by simply entering the session number.

Share CLEAR Log out

| Share spaces | | | | | | |
|----------------|---------------|---------------------|--------|----------|--------------|-------|
| Session number | Space name | Created on | Status | Passcode | Student link | Enter |
| 3 | hihi | 2014-08-08 11:44:11 | OFF | | | > |
| 6 | clear demo | 2014-08-08 12:29:43 | ON | | | > |
| 22 | testing1 | 2016-03-03 09:48:49 | OFF | | | > |
| 48 | sharing space | | | | | > |
| 50 | Testing | | | | | > |
| 51 | | | | | | > |

Name of Share Space*:

Passcode*:

*Optional

After you click the create button, you will be automatically directed to your space with URL link and the session number for your students.

Share Filter: No Filter Info to Participants CLEAR Log out

Info to participants

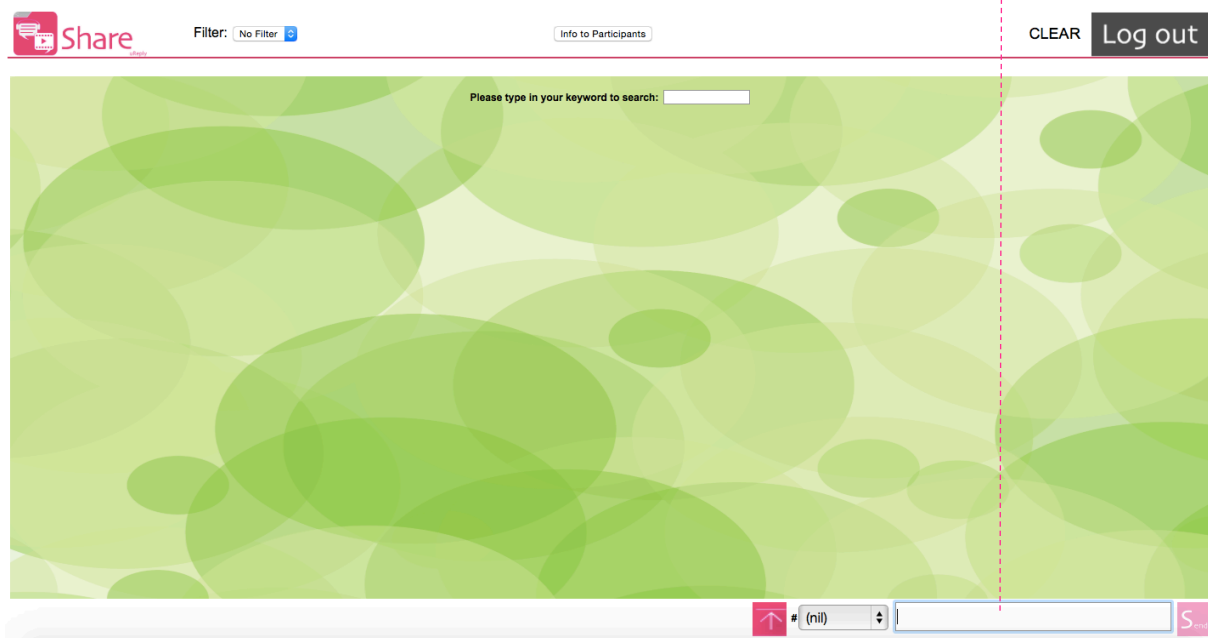
Go to URL:
<http://share.ureply.mobi>

Join session number:
52

(nil)

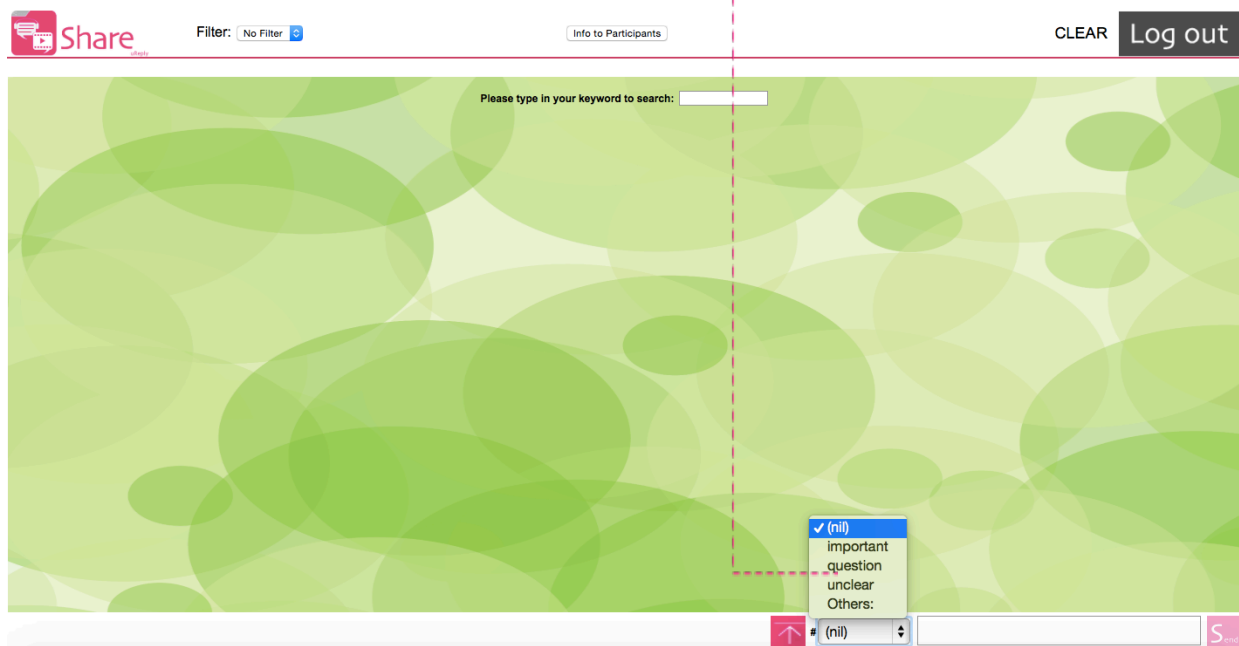
Send messages

Enter your text and click the send button on the **right**.



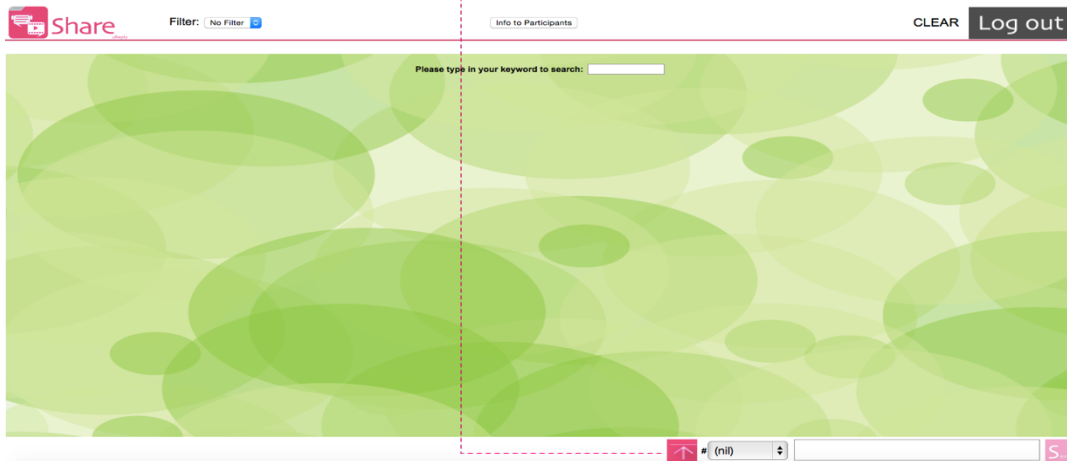
#Hashtag messages

Select the hashtag you want to show after your messages: **(nil)** (nothing), **important**, **question**, **unclear**, or **Others** (insert your own).

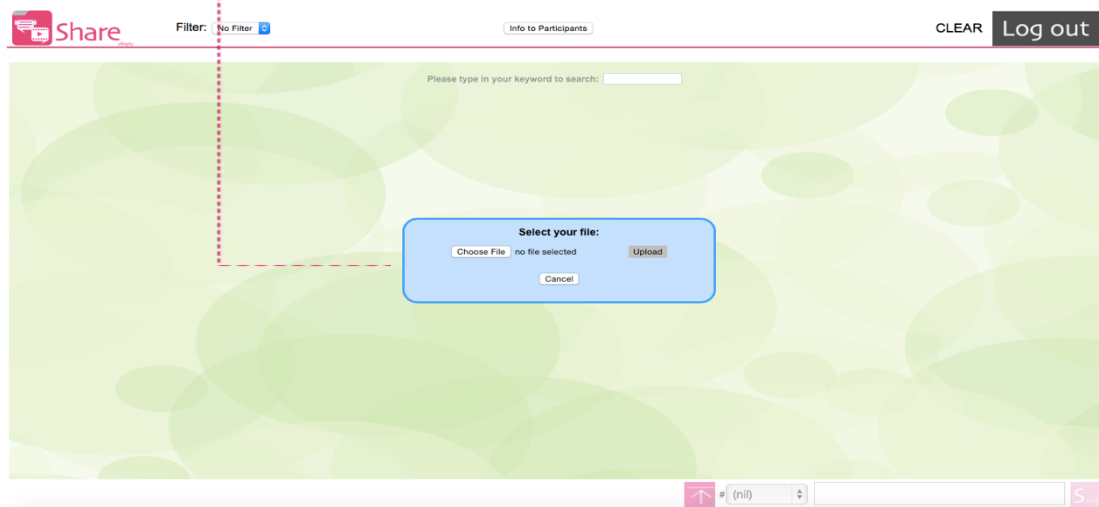


Upload Files

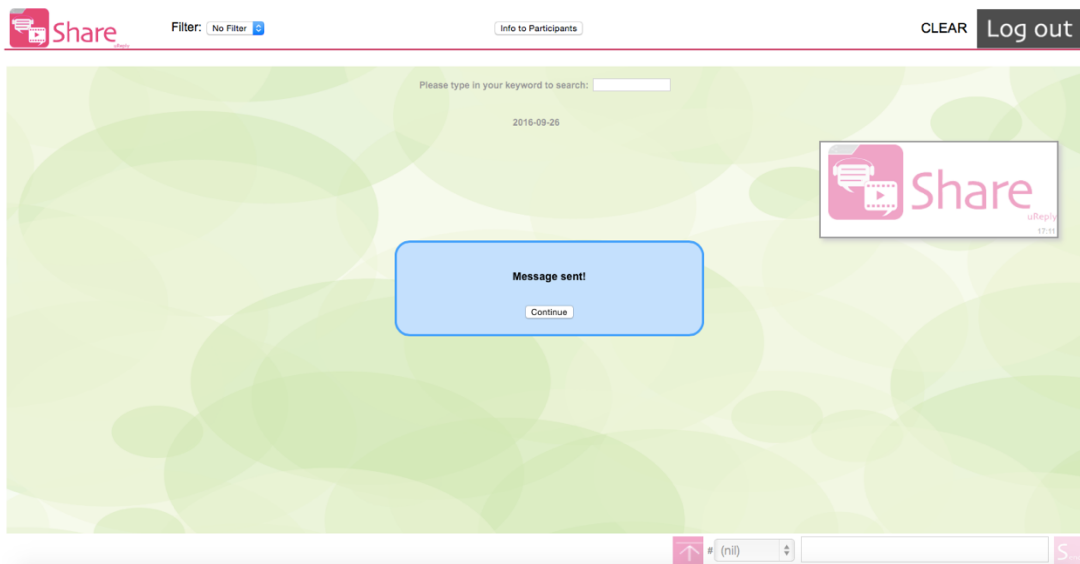
Click the upload button



Select your file (images/videos/documents)



The upload is successful as you see **“Message sent!”**



Filter

Click filter and select the hashtag and messages you want to show on the page.

Share Filter

- No Filter
- important (1)
- N/A (3)
- question (1)
- semi-important (1)
- unclear (1)

Info to Participants CLEAR Log out

Please type in your keyword to search:

2016-09-26

Please find the attached logo #important 17:23

Others:

Search

Enter the keyword you want to search

Share Filter

- important (1)

Info to Participants CLEAR Log out

Please type in your keyword to search:

Please find the attached logo #important 17:24

Others: