

Aula



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What is Aula?

Aula is our digital platform for communication between day care, school and you as a parent.

It is very important for your child's development that you are actively involved in their everyday life in day care, school, SFO or club.

A good working relationship between you and the adults around your child has a positive effect on their learning, well-being and development.

In Aula you can:

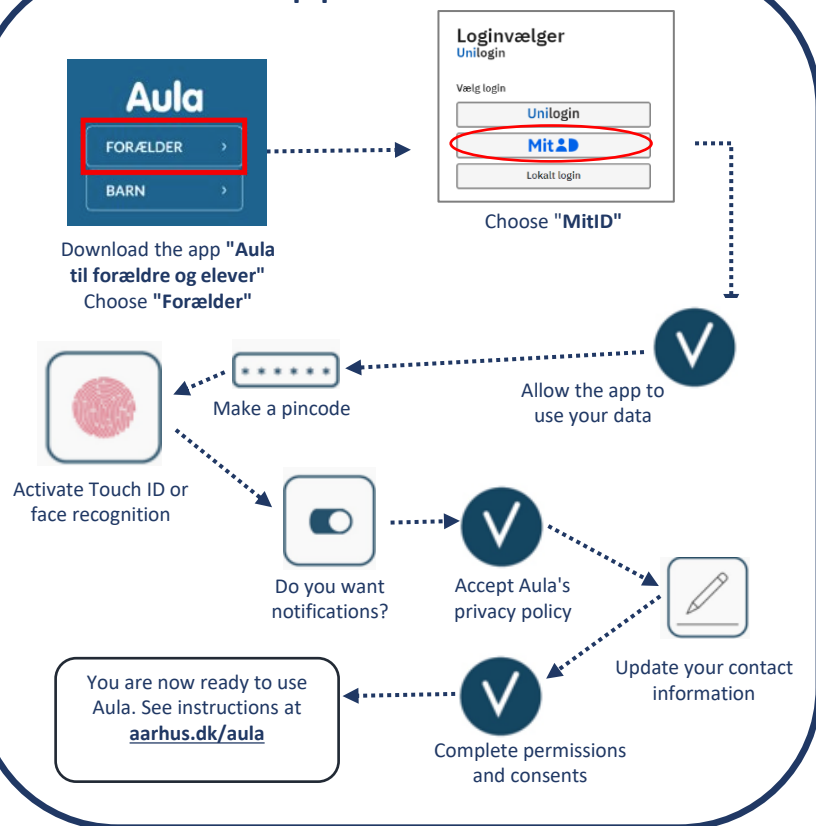
- Follow the daily activities of your child.
- Communicate with the employees and the other parents.
- Register arrival and pick up time, who will pick up the child, holidays and other absences.
- Accept invitations to events and meetings.

How to access Aula

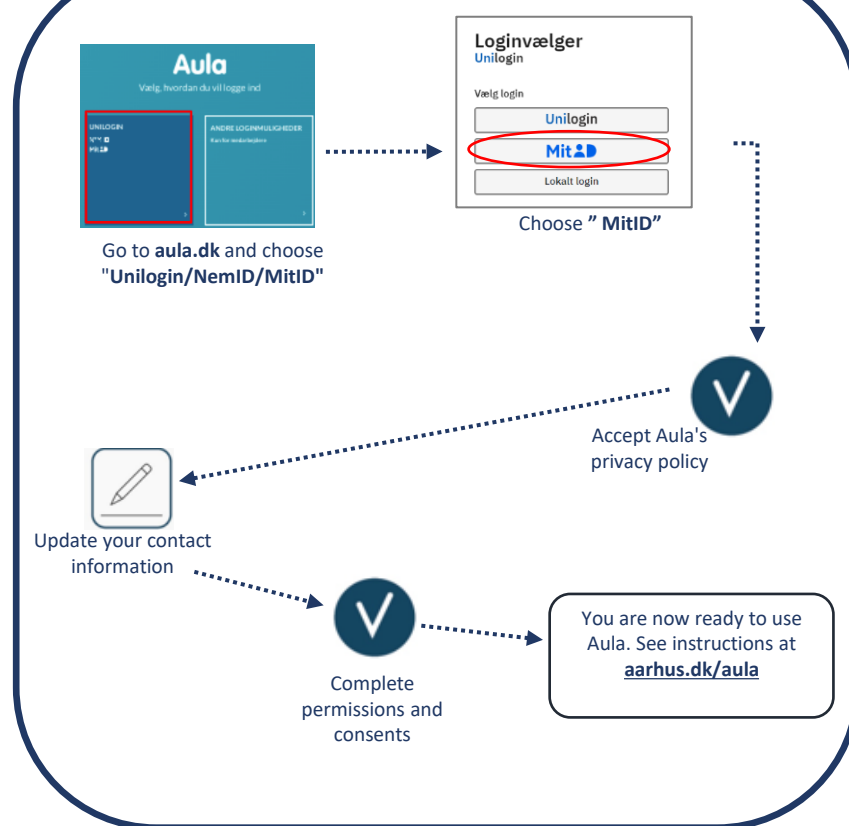
Use the Aula app or aula.dk

Log on the Aula app with MitID (required for first login), Touch ID or face recognition. Log on the aula.dk website using MitID.

The Aula app



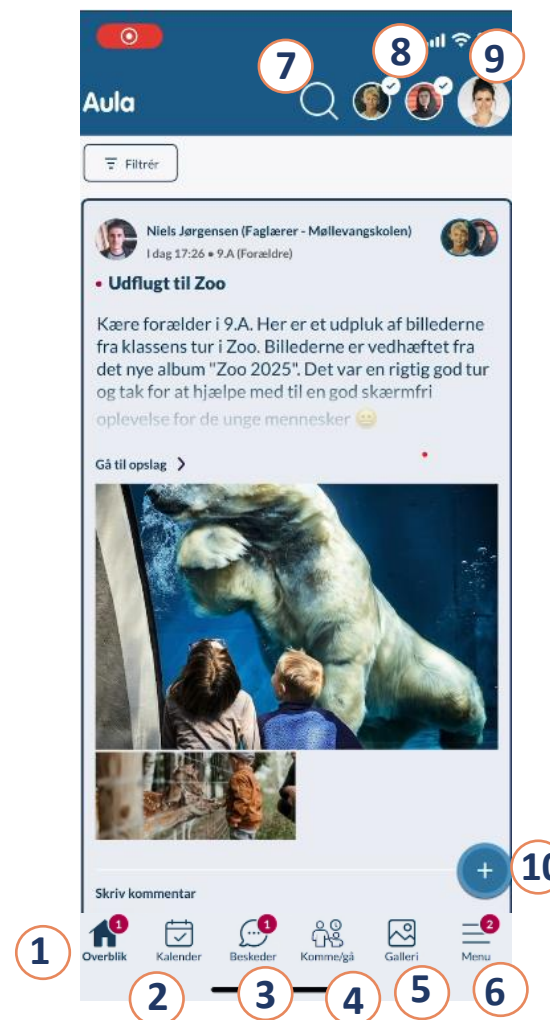
aula.dk website



How to use Aula

- 1 *Overblik*: In the overview you see all posts from your groups
- 2 *Kalender*: In the calendar you'll find events, meetings and invitations
- 3 *Beskeder*: Message threads
- 4 *Komme/gå*: Registration of attendance, illness and vacation/days off.
- 5 *Galleri*: In the gallery you can find albums with photos and videos*
- 6 Navigation menu with access to:
Filer: Documents shared with you
Kontakter: Find contact-information for your groups
Easy-IQ-widgets: for links, homework, plans for the week (School only)
- 7 Search all information in Aula and filter by categories like messages and posts
- 8 If you have two or more children: filter information for one child at a time
- 9 Din profil: Change your contact information and data for your child. Under 'Indstillinger' you can adjust the menu at the bottom of the app and notifications
- 10 Quick access to e.g. write a message

* Parents cannot share pictures and video with others



How to write messages

How to write messages

- Choose "*Beskedder*" (Messages)
- Choose "+" (Aula app) or "+ *Opret besked*" (aula.dk)
- Search for and add the name of the recipient(s) in "*Til*" (Adressed to)
- Write the child's name – The parents and the staff from the group/class will be displayed.

Do you have children in different institutions?

Remember to choose the institution you want to address under "*Fra*" (from) before you add the recipient's name in "*Til*" (to).

Who needs an answer from you?

When you answer, you can choose between "*Samtalestarter*" (Reply to sender) or "*Alle i beskedsamtalen*" (Reply all).

Remember: Only choose reply all, when your message is relevant to everyone.

You will find a guide for messages in English and other languages at the bottom of this page:
aulainfo.dk/hjaelp-og-vejledning/saadan-faar-du-hjaelp

Aula protects the personal data of your child

Aula protects the data of you and your child. If you receive a message containing sensitive or confidential information you must use your MitID to read the message.

If you write a message in Aula containing sensitive or confidential information, remember to mark the message as sensitive using "*Marker som følsom*".

Sensitive and confidential personal information is:

- CPR
- Health information
- Private matters e.g.
 - Learning difficulties
 - Family matters
 - Diseases
 - Divorce
 - Adoption
- Social difficulties
- Religious beliefs
- Race and ethnic origins
- Sexual relations and orientation
- Criminal convictions

How to register attendance via 'komme/gå'

- 1 **Dagens overblik** shows everything that applies for the current day. For example, when the child arrived and will be picked up. It is possible to change the pick-up type (typically most relevant in SFO) and register who will pick up the child. You can also report your child as sick here (mostly relevant in daycare).

Note: You check your child in and out on the check-in/out screen at the daycare – not via the app.

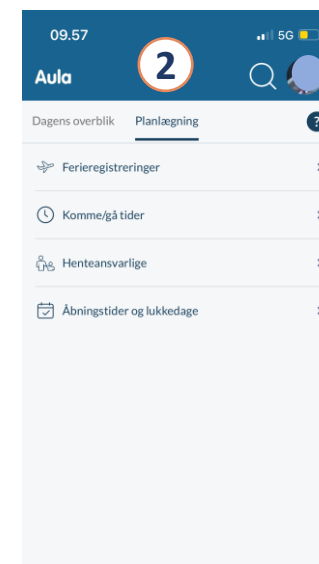
2 **Planlægning**

Ferieregistreringer: Here you can report holidays/days off and respond to holiday requests.

Komme/gå tider: Here you can edit check-in and pick-up times for future dates. You can select "Gentag ugentligt" (Repeat weekly) and specify for how long an arrangement should be repeated — for example, if Grandma picks up the child every Wednesday at a fixed time.

Henteansvarlige: Here you can, for example, add grandparents or others who are allowed to pick up the child.

Åbningstider og lukkedage: Here you can see the institutions opening hours and holidays where the institution is closed.



How to use "Komme/gå" (Register attendance)

How to register planned arrival time and pick up

- Choose "Planlægning" (Planning)
-> "Komme/gå-tider" (Attendance)
- Choose child and date
- Register planned arrival and pick up
- Register who will pick up the child choosing "Henteansvarlig"
- Choose "Gem" (Save)

How to register sick days (mainly in daycare)

- Choose "Dagens overblik"
- Move the slider for "Meld syg" (Register sickness) to the right

You must register your child's illness daily. If you report your child sick on Monday, you must do so again on Tuesday if the child is still ill.

NOTE: In schools you always have to notify the teachers, if your child is ill.

How to register holiday/absence

- Choose "Planlægning" (Planning)
- Choose "Ferieregistreringer" (Register holiday/absence)
- Choose the dates at "Fra" (From) and "Til" (To)
- Write a note if needed
- Choose "Gem" (Save)

How to delete holiday/absence

- Choose "Planlægning" (Planning)
- Find the dates under "Ferie/fri" (Holiday/absence) and click the pencil to edit.
- Choose "Slet" (Delete)
- Choose "Gem" (Save)

How to respond to request for holiday

You will find the holiday requests under "Planlægning" (Planning) and you get a notification in "Overblik" (Overview).

- Click on the red bell in "Overblik" or choose "Planlægning" to open the holiday request
- Choose between "Kommer hele ugen" (Present this week). "Kommer ikke hele ugen" (Absent this week) or mark the days where your child will be present at the day care if asked to do so.
- Specify check-in and pick-up times for the days when the child will attend, if this option is available.
- Choose "Gem" (Save)

You will find step-by-step guides for "Komme/gå" (Planned arrival and pick up) in English and other languages at the bottom of this page: aulainfo.dk/hjaelp-og-vejledninger/saadan-faar-du-hjaelp

How to get help for Aula

- At the bottom of this page:
aulainfo.dk/hjaelp-og-vejledninger/saadan-faar-du-hjaelp
you will find step-by-step guides for Aula in English and other languages.
- Call the Digital Hotline at 70 20 00 00
- Contact the day care/school.

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