

# THE SKOLPLATTFORMEN WEBB

## *Skolplattformen online*

You can get access to all the functions in Skolplattformen online. Features include the ability to see grades, written school reports and students' tasks and apply for authorised absence.



## *Log-in*

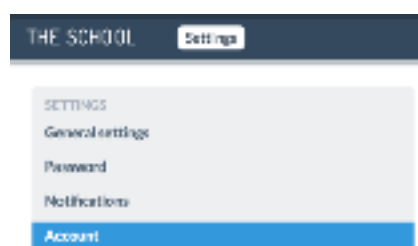
You get an email from the school containing your username and a link you can use to create a password. When you have logged into the website for the first time, you can also log in using our app. You can find the app in Google Play or in the Appstore, <http://skolplattformen.se/app.php>. Download it to your tablet or mobile phone to make management easy. If you have any problems logging in, get in touch with your school contact person for Skolplattformen.

## *Start page*

**Navigation** - On the start page, you will see your child's timetable on the left-hand side and the various functions you have access to on the right-hand side. The Skolplattformen icon in the top left-hand corner is also a home button. It will always take you back to the first page. In the top right-hand corner, under your name, you will find your settings and information. Under the name of the school, you will find an overview of the school's classes. To get to a function, click on the icon for the function you want. If you have more than one child, you get a drop-down menu and clicking on the name of the child enables you to select another child.

**Timetable** - To search another timetable or to change weeks, click on "Avancerat" [Advanced] in the timetable header. You can click on the lessons in the timetable to get more information.

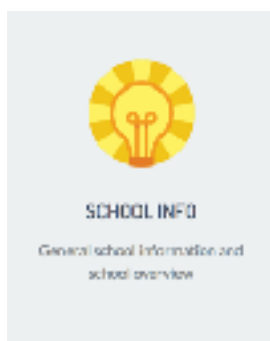
**Settings** - You will find your own settings under your name at the top right-hand side. This allows you to change your details, set a new password and manage how you want to receive notifications from the system. You can even combine accounts if you have children at different schools that use Skolplattformen (see below).



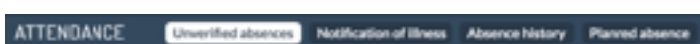
**Accounts (combine accounts)** - You can use the same log-in details if you have children at other schools that also use Skolplattformen. You enter the settings under your name and then choose the account. You are then given an option to combine it with the account you are currently logged into by entering your password for the other account. When you have combined the account, you then choose which account you want to be logged into under your name at the top right-hand side.

**Menu** - If the school has registered its menu, it is visible below the timetable. Click on "Visa hela veckan" [Show full week] to see more days or upcoming weeks.

## *The various functions in Skolplattformen*



**School info** - Under "School info" you will find information on the school and the contact details that the school has chosen to publish

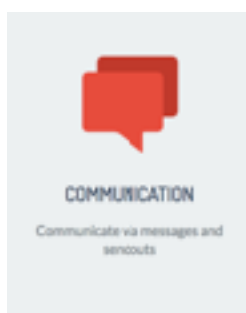


**Unauthorised absence** - A message is sent to you as the guardian if a pupil is scheduled to take part in a particular lesson but the teacher registers the pupil as an unauthorised absence. To save the staff's time and to enable them to devote that time to your child's learning, you can notify absence due to illness directly in the system or confirm the absence. If you confirm the absence, you are notifying the school at the same time that you know where your child is.

**Notification of absence due to illness** - Give notice that your child is unable to attend school due to illness.

**History of absences** - This is a list of all absences to enable you to go back and review your child's attendance.

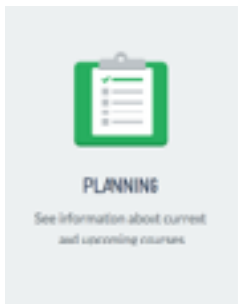
**Scheduled absence** - This enables you to apply for authorised absence. If you have applied for more than one day's authorised absence, a notice is sent to the other guardian (if there are two guardians). The other guardian must then approve the application before it is submitted to the school. The school approves or refuses the application directly in the system.



**Communication** - This where you will find all messages in Skolplattformen. The contents here are reflected in the app. Click on "skapa konversation" [create chat] to start a new message. This creates a group chat that includes all the participants that have been added. It is also possible to start chats by clicking on the name of the school in the top right-hand corner and clicking on the user you want to chat with.

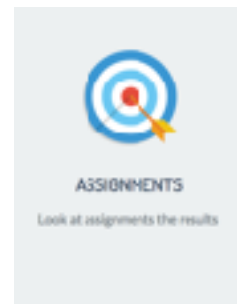


**Development** - Grades, year reports and assessments on tasks and planning can all be found here.

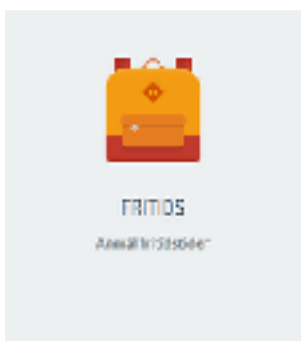


**Planning** - If the teacher issues his or her plans in various subjects, they can be accessed here. This enables the teacher to communicate the contents of his or her teaching and how it will be assessed over a particular period. The planning is also available in the timetable for lessons in the subject to which the planning is linked. If the school uses a supplementary digital system for

**Assesments** - The teacher is able to manage his or her tasks (Tests, homework, work to be handed in, etc.) in Skolplattformen. You can



see the current tasks at the top and, below that, the tasks that have been assessed in the current academic year. If you click on "Visa" [Show] on the right-hand side, you get more information on the tasks as well as the results, if the tasks have been assessed



**Fritids** - If your child is registered for an after-school club, you also have an after-school club icon. This allows you to give notice when your child will attend. You can also fill in whether your child is allowed to go home from after-school club by him or herself. When you have registered a basic timetable, you can change the times for a specific day in a specific week. The staff log the children in and out in the system.

The school will ask you to edit your times in advance of each holiday and authorised absence when the after-school club is open. You must also give notice of the times when your child needs to be at after-school club during those days.



*Don't forget to download the Skolplattformen app!*