Aula

BØRN OG UNGE
Aarhus Kommune

Aula

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.
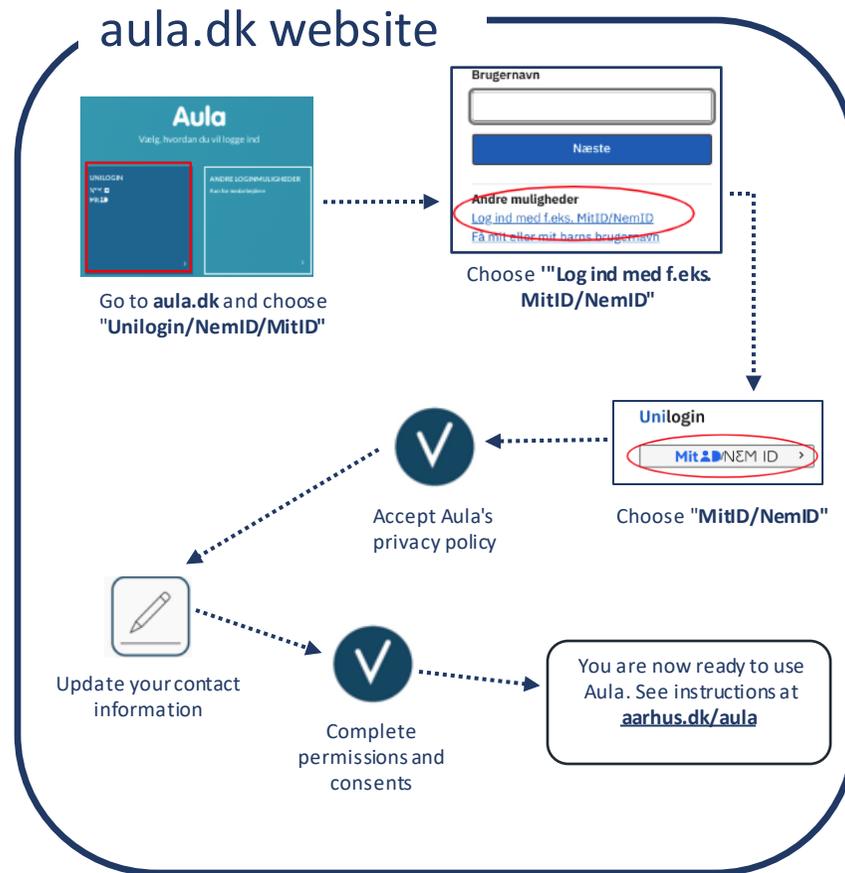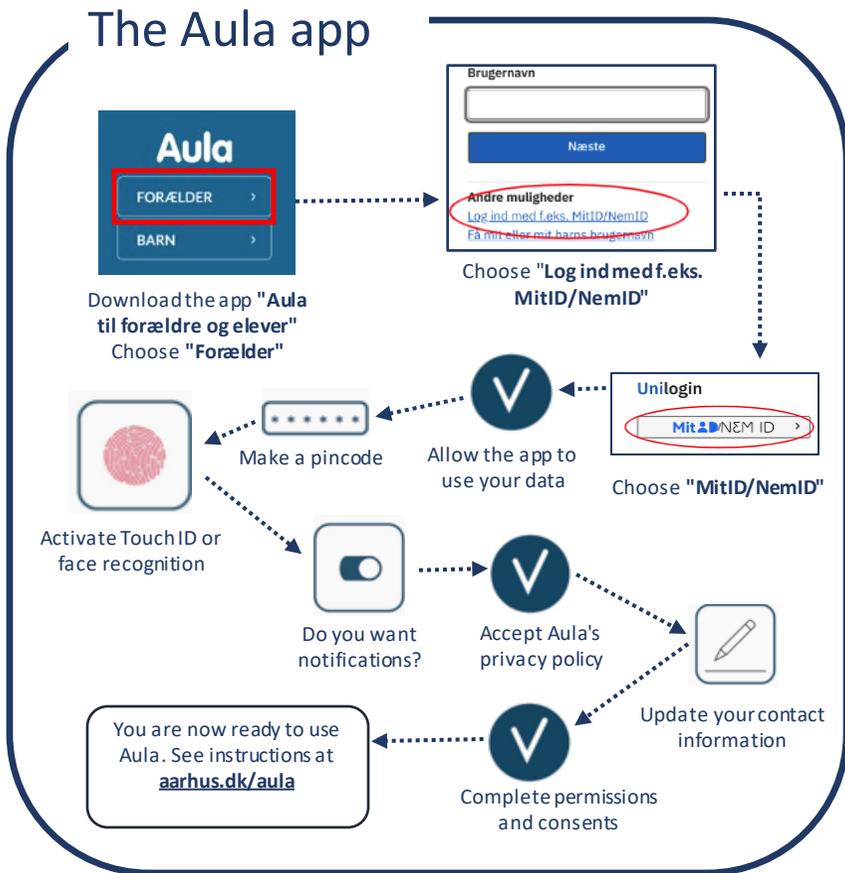
In Aula you can:

- 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.

Aula

How to access Aula

Use the Aula app or aula.dk
Log on the Aula app with MitID, Touch ID or face recognition. Log on the aula.dk website using MitID.

The Aula app

Download the app **"Aula til forældre og elever"** Choose **"Forælder"**

Choose "**Log ind med f.eks. MitID/NemID**"

Activate Touch ID or face recognition

Make a pincode

Allow the app to use your data

Choose **"MitID/NemID"**

Do you want notifications?

Accept Aula's privacy policy

Update your contact information

You are now ready to use Aula. See instructions at **aarhus.dk/aula**

Complete permissions and consents

aula.dk website

Go to **aula.dk** and choose **"Unilogin/NemID/MitID"**

Choose '**"Log ind med f.eks. MitID/NemID"**

Choose "**MitID/NemID**"

Accept Aula's privacy policy

Update your contact information

Complete permissions and consents

You are now ready to use Aula. See instructions at **aarhus.dk/aula**

Aula

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, invitations and birthdays

3 *Beskeder:* Message threads

4 Navigation menu with access to:

Galleri: In the gallery you'll find albums with photos and videos*
Komme/gå: Check your child in/out of day care
Kontakter: Find contact information for your groups
Dokumenter: Documents shared with you

5 If you have two or more children: filter information for one child at a time

6 Search all information in Aula and filter by categories like messages and posts

7 Navigation menu for *Grupper* (your groups) and *Profil* to edit your contact information, your personal data card, permits, consents and notifications

8 Quick access to create a post, an event, an album, or write a message

Together we make Aula a great platform!
Always respond in a friendly manner, only use "*SVAR ALLE*" (reply all) if it is relevant to everyone and update your contact information regularly.**

* Parents cannot share pictures and video with others
** The day care can give you an alias if your name or address is protected

How to write messages

How to write messages
- Choose "*Beskeder*" (Messages)
- Choose "*Skriv*" (Aula app) or "*+ Opret besked*" (aula.dk)
- Search for and add the name of the recipient(s) in "*Til*"
- 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 "*Svar afsender direkte*" (Reply to sender) or "*Svar alle*" (Reply all).

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

You will find a step-by-step guide for messages in English and other languages at **aarhus.dk/aula**.

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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

Aula

How to use "Komme/gå" (Arrival and pick up)

(1) "*Dagens overblik*" (Today's overview) shows when your child has checked in and will be picked up. You check in at the check in/out screen at the day care.

(2) "*Fravær*" (Absence) - Register sick days, holidays or other absences

(3) "*Tider*" (Arrival/pick up) – Register planned arrival and pick up

"*Henteansvarlig*" (Responsible for pick up) – Register e.g. parents, grandparents or others that are picking up your child

You can choose "*Gentag ugentligt*" (Repeat weekly) and register how long it should be valid for. Example: If the child's grandmother is picking up every Wednesday at a specific time.

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

How to register planned arrival time and pick up
- Choose "*Tider*" (Times)
- 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
- Choose "*Fravær*" (Absence)
- Choose "*Meld sygdom*" (Register sickness)
- Register "*Syg*" (Sick) by moving the slider to the right
- Choose "*Gem*" (Save)

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 sick.

How to register holiday/absence
- Choose "*Fravær*" (Absence)
- Choose "*Meld ferie/fri*" (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 "*Fravær*" (Absence)
- 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 "*Fravær*" (Absence) and in top of "*Overblik*" (Overview).
- Click on the red bell in "*Overblik*" or "*Fravær*" 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.
- Choose "*Gem*" (Save)

You will find step-by-step guides for "*Komme/gå*" (Planned arrival and pick up) in English and other languages at **aarhus.dk/aula**

How to get help for Aula

- At **aarhus.dk/aula** you will find step-by-step guides for Aula in English and other languages as well as video guides in Danish

- Call the Digital Hotline at 70 20 00 00

- Contact the day care/school.

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