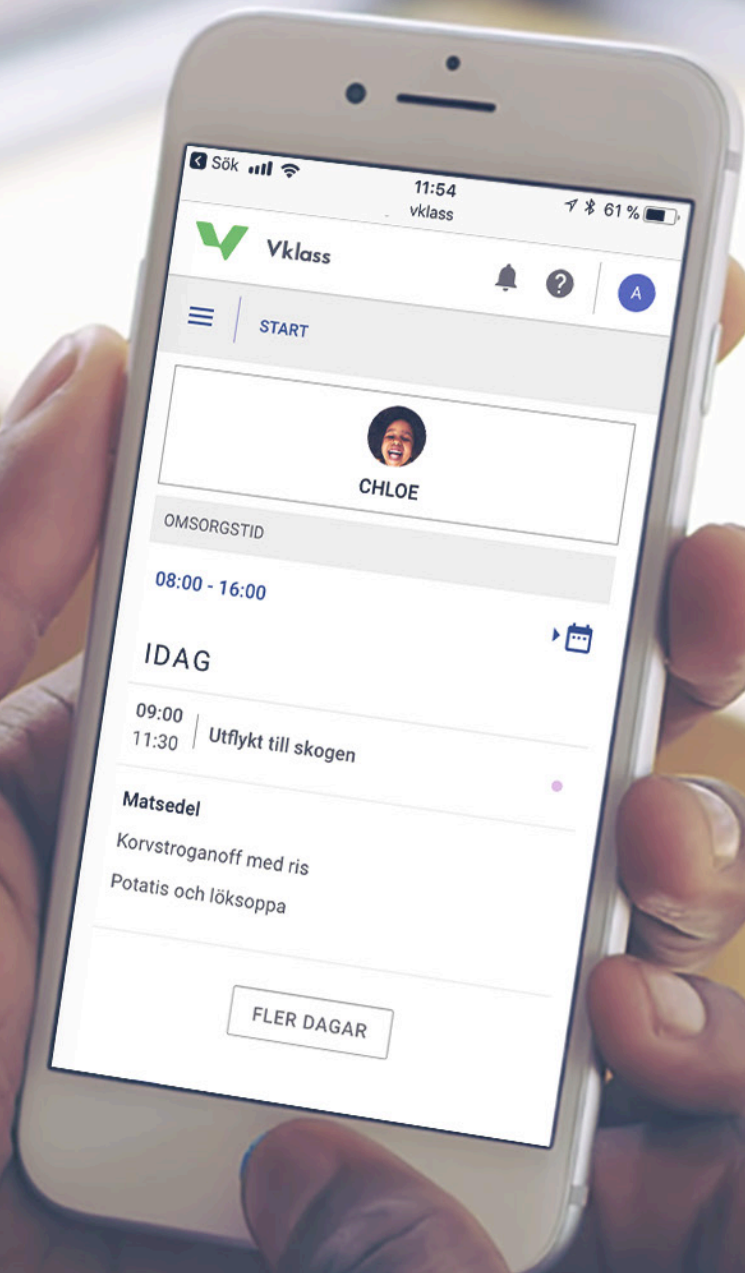




Vklass

LEGAL GUARDIANS

Manual



# LOGIN

Logging in to Vklass can be done in several different ways. To find out which method is used in your child's school, contact the school.

1. Login with username and password at [www.vklass.se](http://www.vklass.se)
2. Login via the municipality's portal. In this case using; BankID, username, SMS login and several other types of methods can be offered depending on how the municipality set up their systems.

# HOMEPAGE AND MENUS

The idea of the homepage is to give a quick overview of your child's/children's school day (and week), as well as to show important information from the school.

Press the "MORE DAYS" (FLER DAGAR) button to display all activities for the school week..

If you have a smaller screen, or you are visiting the page in a mobile phone, you "swipe" (drag and drop) over the child's name to browse between the children.

The left menu takes you to the various functions. The blue highlighted menu item marks the page you are currently browsing.



*In mobile mode, the menu retracts by pressing the symbol with the three horizontal bars. The heading next to the symbol indicates which page you are currently browsing.*

## HOME (START)

An overview of your child's school day, and week, as well as important news from the school.

## CALENDAR/SCHEDULE (KALENDER/SCHEMA)

Your child's class schedules including other activities, such as; homework, assignments, tests, school holidays, booked parent-teacher conferences, school trips, lesson plans, and thematic units your child is working on right now.

## CARE SCHEDULE (OMSORGSSCHEMA)

If you have children in preschool/ pre- and after-school club (fritids), you can update the times for drop-off, and pick-up here. There is also an option to notify the school by writing a message to add information concerning the drop-offs, or pick-ups.

## ABSENCE AND LEAVE (FRÅNVARO OCH LEDIGHET)

Report the absence of your child from school. For example, when your child is ill, or has a dental visit.

Apply for leave before a long-term absence.

Not all schools have these features enabled.

## DOCUMENTATION

If you have children in preschool/pre-and after school club (fritids), pictures and texts might be found here showing and describing their activities.

## WEEKLY REPORTS (VECKORAPPORTER)

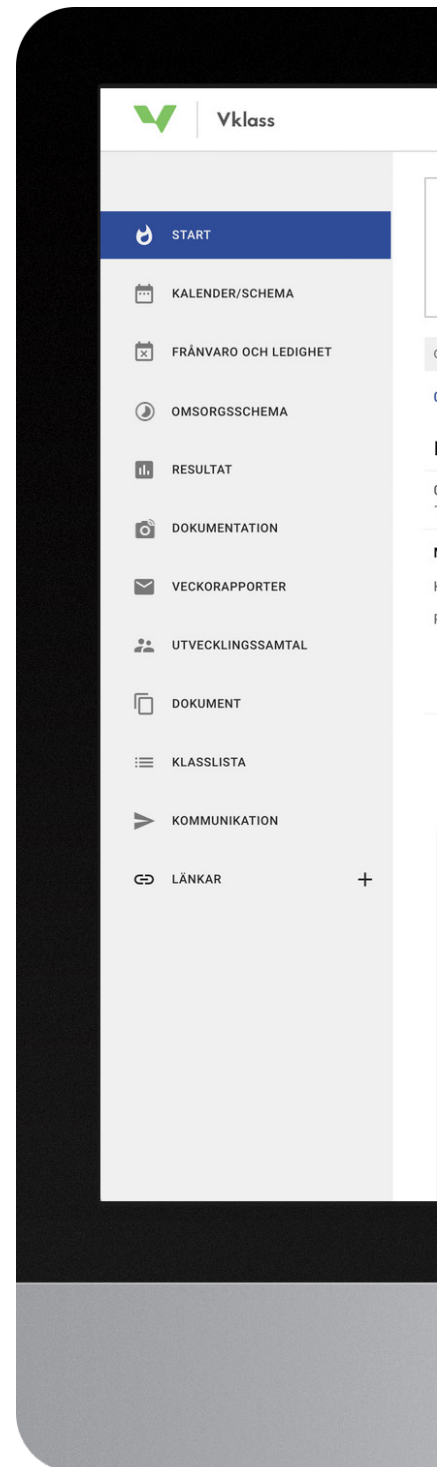
Shows the last six months weekly reports, these will also be automatically sent to your email address every weekend. These reports compile activities that have happened, and will happen at your child's school.

## PARENT-TEACHER CONFERENCE (UTVECKLINGSSAMTAL)

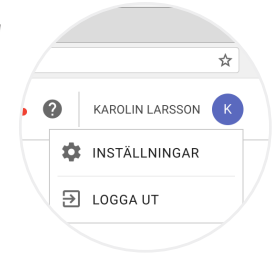
If the teacher has set up appointment slots for parent-teacher conferences, you can find and book them here. You can also see the already booked appointments.

## DOCUMENT

Important documents posted by the school management, or your child's class teacher/mentor can be found here.



If you wish to hide your contact information listed on the class list, you can do so under “settings” (Inställningar). Settings can be found by clicking on your name in the upper right-hand corner of the screen.



## CLASS LIST (KLASSLISTA)

See a list of other children in your child's class, as well as finding contact details for other legal guardians in the class. Not all schools have this feature enabled.

## COMMUNICATION

Contact the class teacher, school management, subject teacher, or other staff at the school.

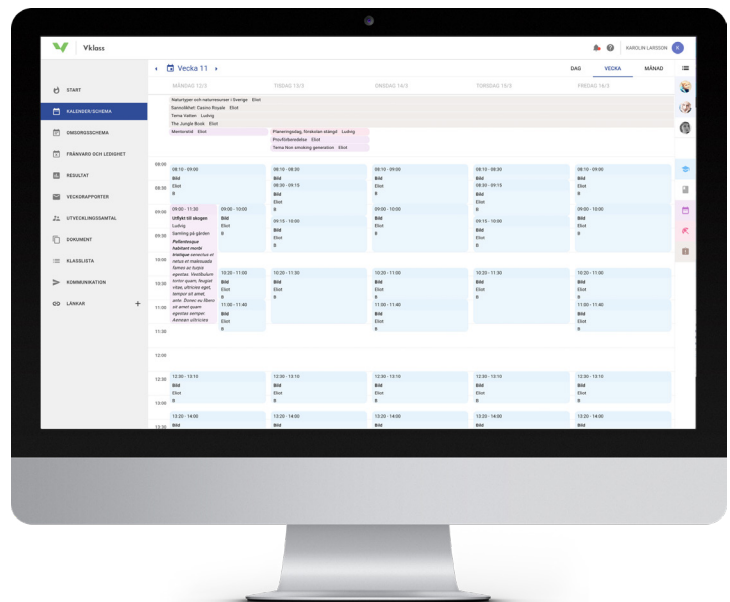
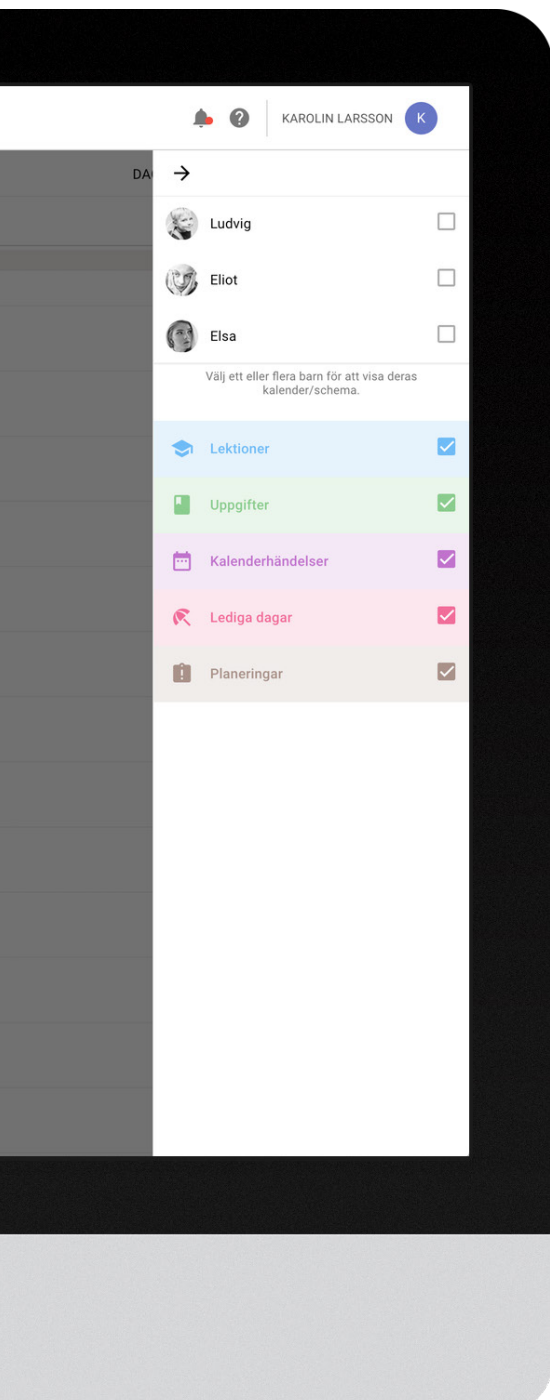
## LINKS (LÄNKAR)

Click on to expand. Here you will find other links that the school might have added. Often the schools have added links to commonly used e-service sights, or other relevant sights. Not all schools have this feature enabled.

## CALENDAR/SCHEDULE

If you have more than one child you will need to choose which child's schedule you would like to see. If you have one child, this child's schedule will be the default setting. You can click on most of the events in the calendar to see more information concerning the event.

With the colored choices Lessons (Lektioner), Homework/Assignments (Uppgifter), Calendar Events (Kalenderhändelser), Public holidays/School breaks (Lediga dagar) and Lesson Plans (Planeringar), you can choose to show or hide different types of events in the calendar. Using these functions, you can easily get an overview of your child's upcoming homework/assignments, and tests.

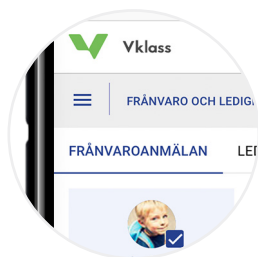


### Tip of the day!

Deselect all types of events except the green “Homework” selection, and then select all your children. Now choose to view the calendar in a monthly layout to get a clear overview of all your children's tests, homework and other assignments.

# ABSENCE AND LEAVE

Not all schools have activated these functions. If both Absence and Application for leave are visible then choose the function at the top. Absence is the default setting.



## ABSENCE (FRÅNVARO)

Choose Absence (Frånvaroanmälan) for one or more of your children. The default setting is absence for the whole day. (Marked today, today's date). If you wish to report your child absent for another period, e.g. a dentist time in the middle of the day, then choose Another period (Annan period).

The bottom of the page show present and earlier reported absence during the last 6 months. Use the buttons Delete (Ta bort) or End now (Avsluta nu) to remove a future absence or end an ongoing.

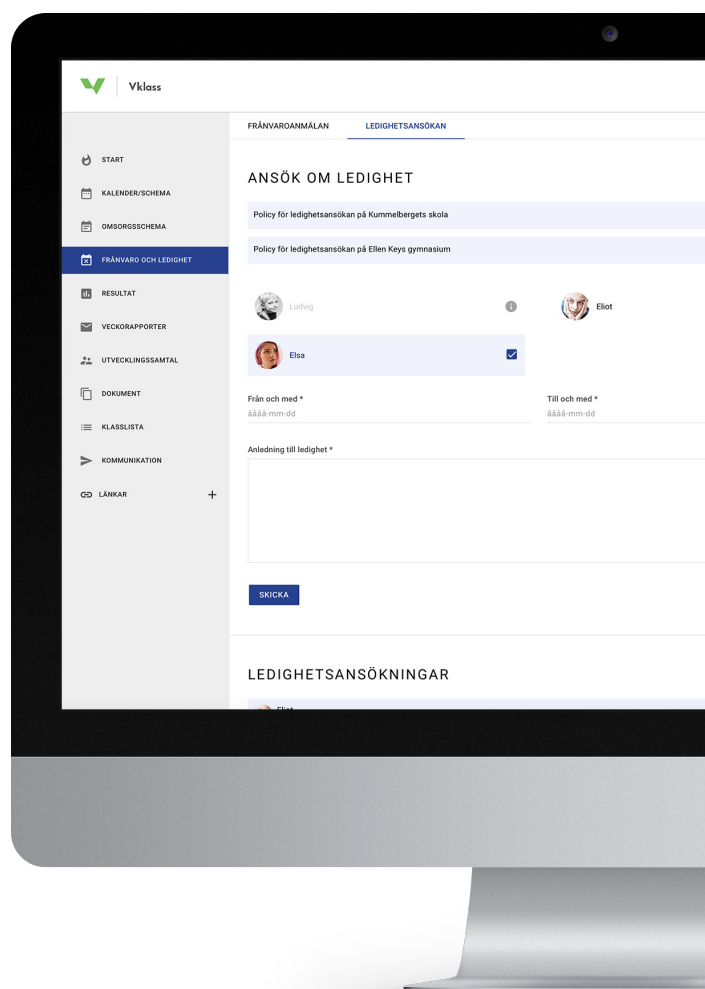
## APPLICATION FOR LEAVE (LEDIGHETSANSÖKAN)

In case your child is going to be absent a longer period, then you can apply for leave. The school's policy regarding this is described at the top of the page.

Leave can be applied for with the earliest start the next day and for as many days as you wish. A reason for the leave must always be given as a basis for the school when they either grant or reject the application.

When you apply for leave you receive an email as a confirmation to your application. The email is sent to all guardians of that child. When the school has granted or rejected the application, another email is sent to all the guardians.

The bottom of the page shows ongoing and past applications for leave, for the last 6 months. Click on an application to see the description and the reason for the school's rejection. You can also delete a future application.



# CARE SCHEDULE

Many preschools and pre- and after-school clubs (fritids) have activated this function. This schedule should show the time the child is dropped off and picked up at the preschool/pre- and after-school club. The schedule consists of two parts: basic schedule and temporary changes.

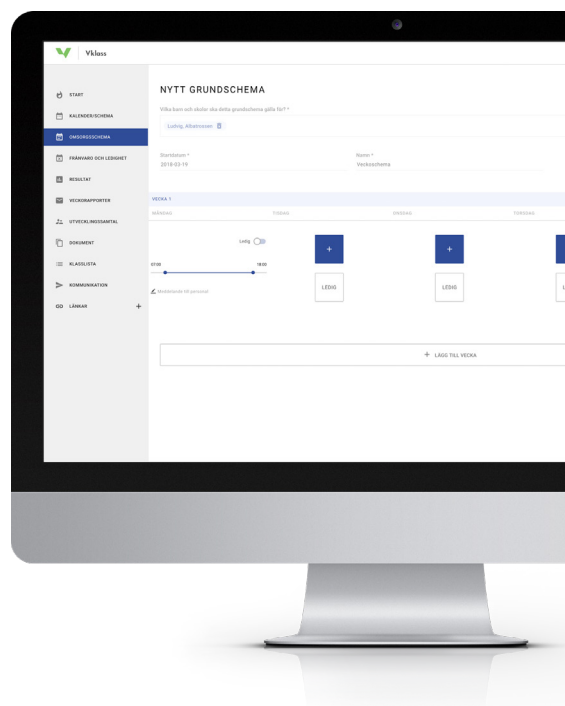
## BASE SCHEDULE (GRUNDSHEMA)

The base schedule is a rolling schedule that starts one day and then continues until it is changed for another basic schedule.

A simple base schedule can e.g. consist of a week (Mon-Fri) with a time at 8:00 for leaving the child off and 16:30 for picking up the child. This schedule then continues week after week.

A more advanced base schedule can be a 4-week schedule where dropping off and picking up times can vary each day during these four weeks. When the first four weeks have passed, the schedule starts over with the same times again. This suits the person who e.g. have a month-long work schedule.

1. Click on the green circle with three dots
2. Choose Base schedule (Nytt grundschema)
3. Choose which child/children the schedule is for
4. Choose a date when the basic schedule starts (e.g. the following Monday)
5. Give the schedule a name (so that you can find it easier later in case you want to copy/reuse it again)
6. Create new base template
7. Set the time for dropping off and picking up for the first day
8. Click the plus sign (+) on the following day to copy the times for dropping off and picking up, and make eventual changes. Continue the same for each day in your basic schedule
9. Click Save when you are done!

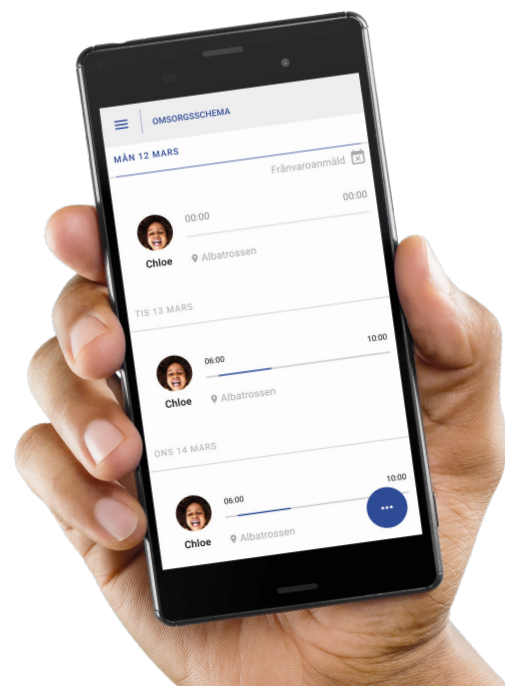


## TEMPORARY CHANGES IN THE SCHEDULE (TILLFÄLLIGA SCHEMAÄNDRINGAR)

When looking at a child's schedule you normally see the times from the basic schedule. But often there are deviations. Maybe you need to drop your child off later one day, be completely off a Friday because travelling, or grandma or grandpa is picking up the child earlier one day.

These temporary deviations from the basic schedule are easily done directly in the "schedule view" by moving the controls for the times, or by keeping the mouse over the day and clicking somewhere on the day to be able to change. In the smart phone you just press somewhere on the day and then you can change. You can also send a message to the staff telling them about the change for that day. Click on Save when you are done with the change.

Temporary changes in the schedule are marked with an information symbol for that day. You can delete your temporary changes by opening it up and choose Restore (Återställ). Then the times will change to what the basic schedule has and eventual message are deleted.

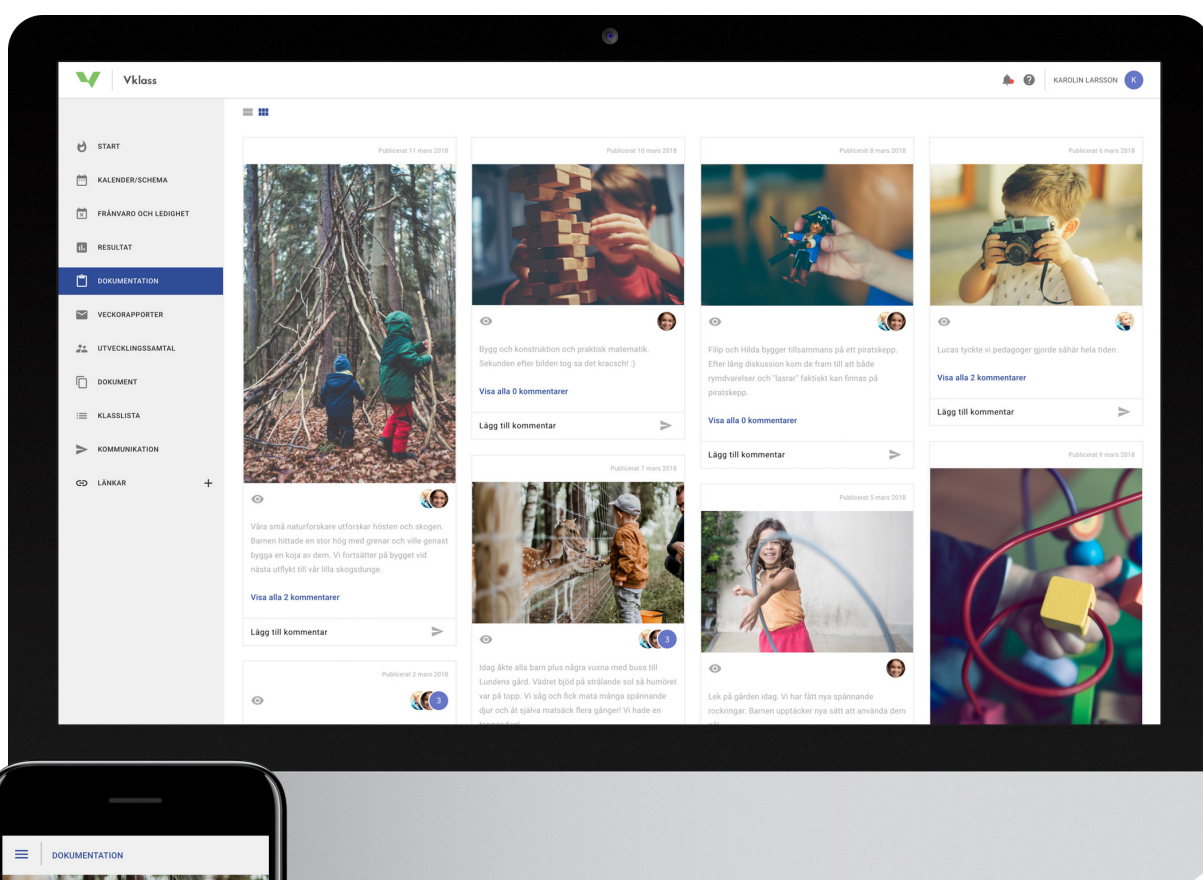
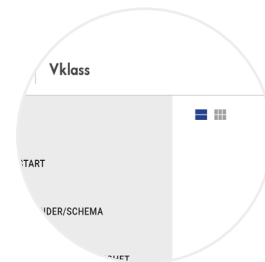


# DOCUMENTATION

Documentation are posts in a flow, like a blog, that preschools and pre- and after-school clubs can use to document and show their activities.

## TWO VIEWS (TVÅ VYER)

You can show the documentation in blog view, or overview. In the cell phone there is only the blog view, and you scroll down to see more documentation. In the blog view there is more information visible concerning the posted documentation e.g. connections to the curriculum, plans and extra attached files, if any. In the blog view you can also browse between the pictures, if there are more pictures connected to the posted documentation.



## COMMENTS (KOMMENTARER)

Click or press on the text in the documentation or the link "Visa alla kommentarer" (Show comments). Then you can read other's comments and make a comment your self.

## WHO IS THE DOCUMENTATION ABOUT (VEM INLÄGGET HANDLAR OM)

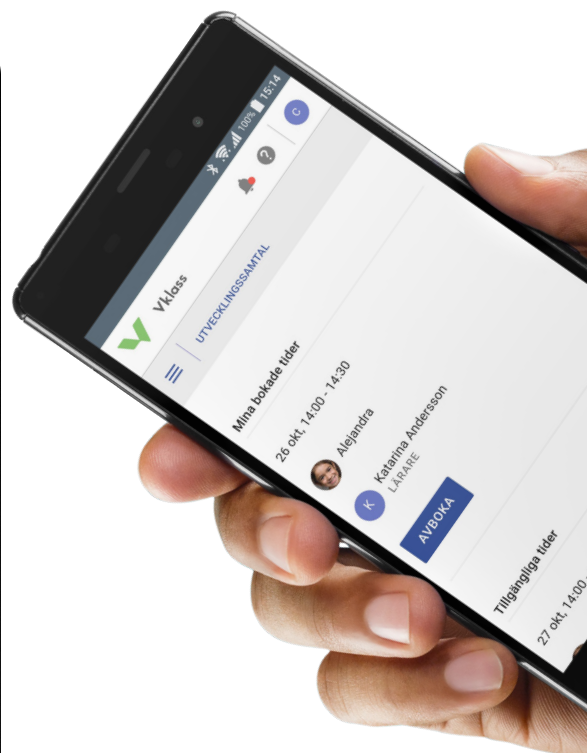
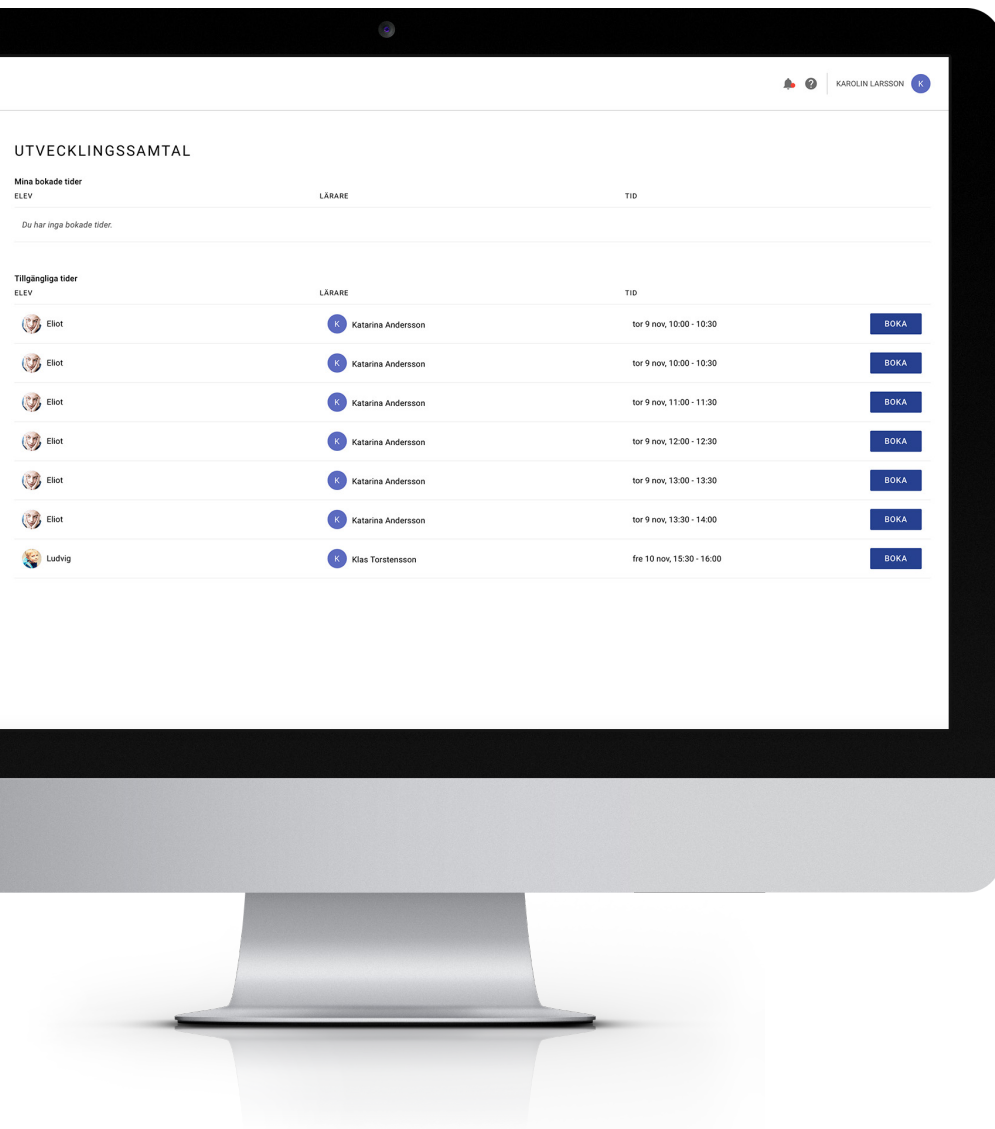
In every documentation you can see for whom it is published by clicking on the "eye icon". You can also see which of your children the documentation is about.



## PARENT-TEACHER CONFERENCE (APPRAISAL MEETING)

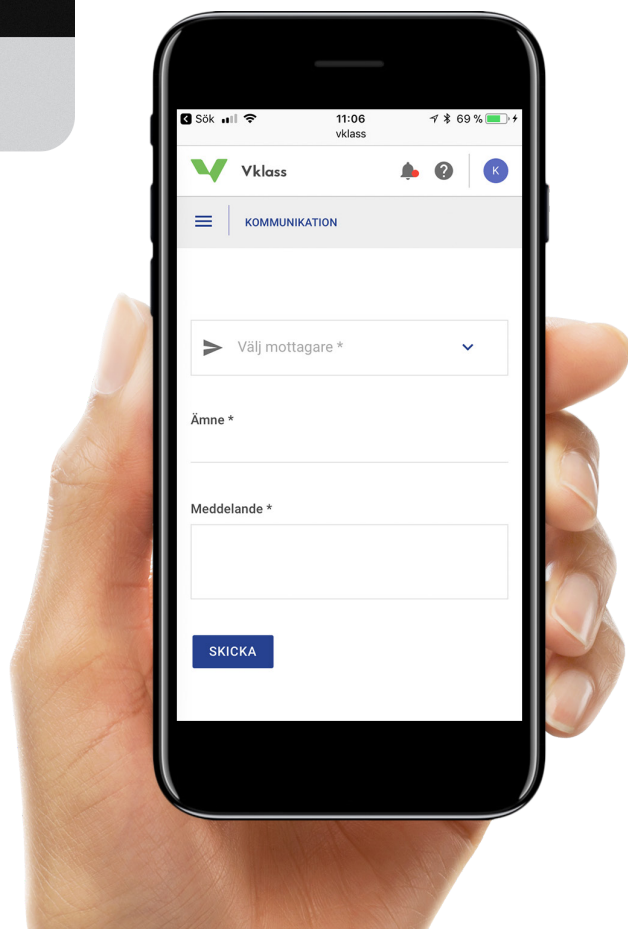
If the teacher has set up appointment slots, this is where you can book an appointment. Choose the time, and the date.

You can only book one appointment per child. If you make a mistake then cancel that appointment and book a new one.



## COMMUNICATION

Communication with the school is done through email. When you send a message through this function, an email is sent to the recipient, who can answer you by email. This is why it is important that you have a registered email address. This is done under your settings by clicking on your name in the upper right-hand corner.

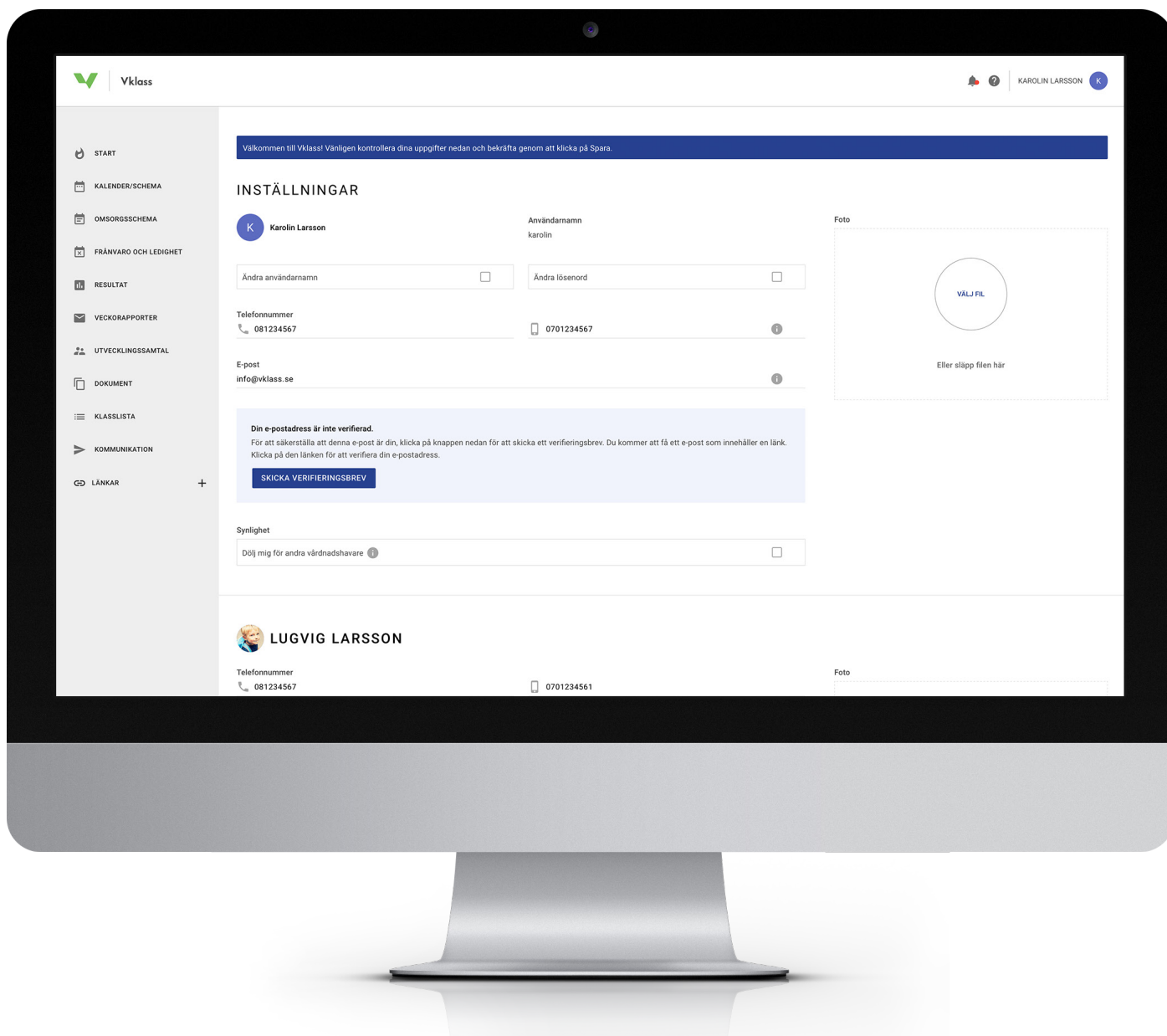
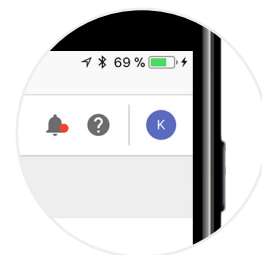




# SETTINGS AND CHOICE OF LANGUAGE

To access your personal settings you click on your avatar (the blue circle) in the upper right hand corner and choose Settings in the menu.

To change language (Swedish and English), click on the question mark to the left of your name and choose your preferred language in the menu.



The first time you log into Vklass the default will be the side for settings. This is done because you need to confirm your contact information, especially email address, and telephone number. Click Save at the bottom of the page, or this will continue to be your default page when logging in.

If your email address is new, or has been automatically transferred to Vklass (from some other system the school uses) you might be asked to verify it. This is done by following the instructions in the email that is sent to you each time you save a new email address, or has clicked on the button Send email verification (Skicka verifieringsbrev) that becomes visible if the address is not verified. It is not necessary to have verified the address for the school to be able to send you email. Even unverified addresses are reached by emails from school, but the verification is a way to make sure that the users email addresses in the system are correct.



# Vklass

**For more information in Swedish, see support website**

Under the heading "Vårdnadshavare"

<https://support.vklass.se/>

**Do you have questions regarding Vklass?**

Contact your child's school.