

# 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.

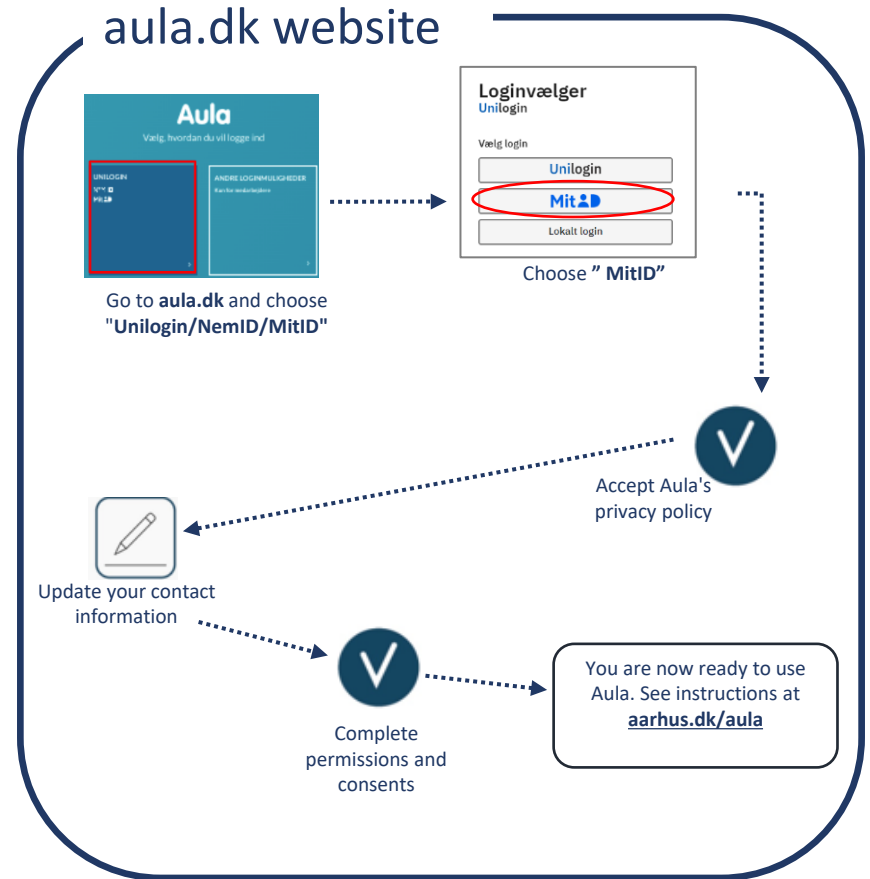
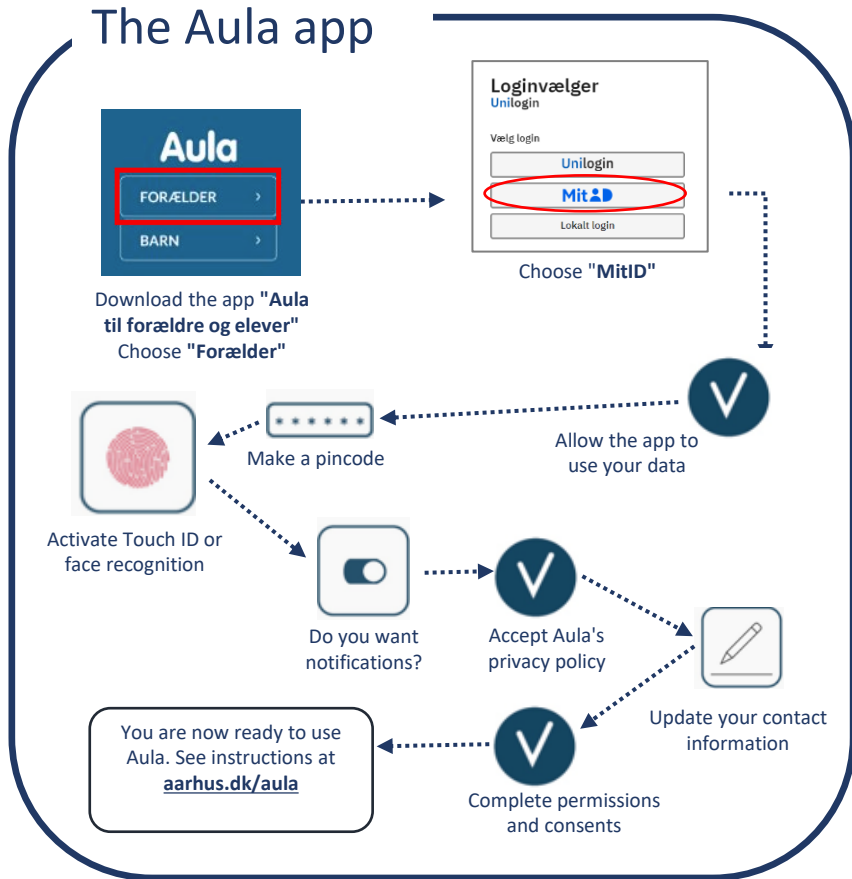
## **In Aula you can:**

- 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.

# 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.



# 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 "*Besked*" (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](https://aarhus.dk/aula).

# 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*".

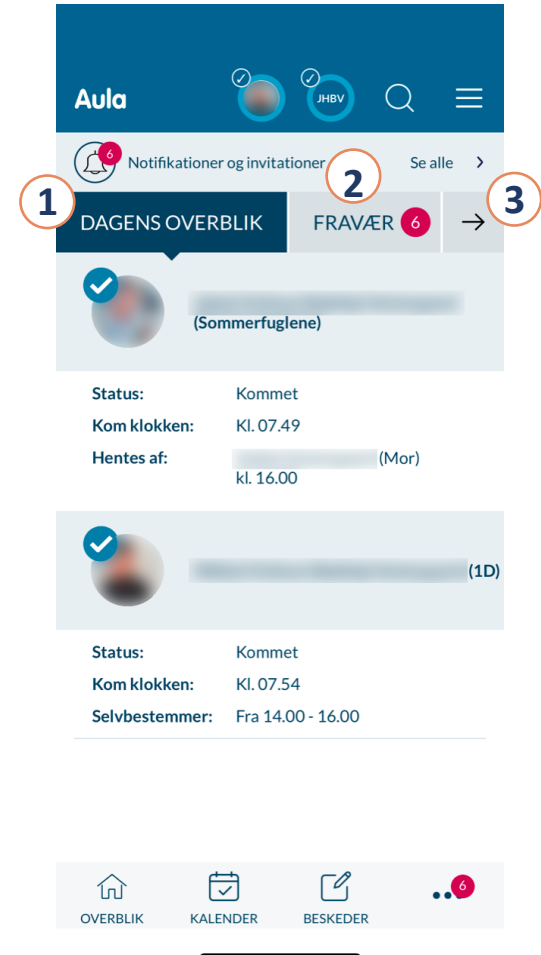
## **Sensitive and confidential personal information is:**

- 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 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](https://aarhus.dk/aula)



# How to get help for Aula

- At [aarhus.dk/aula](https://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.