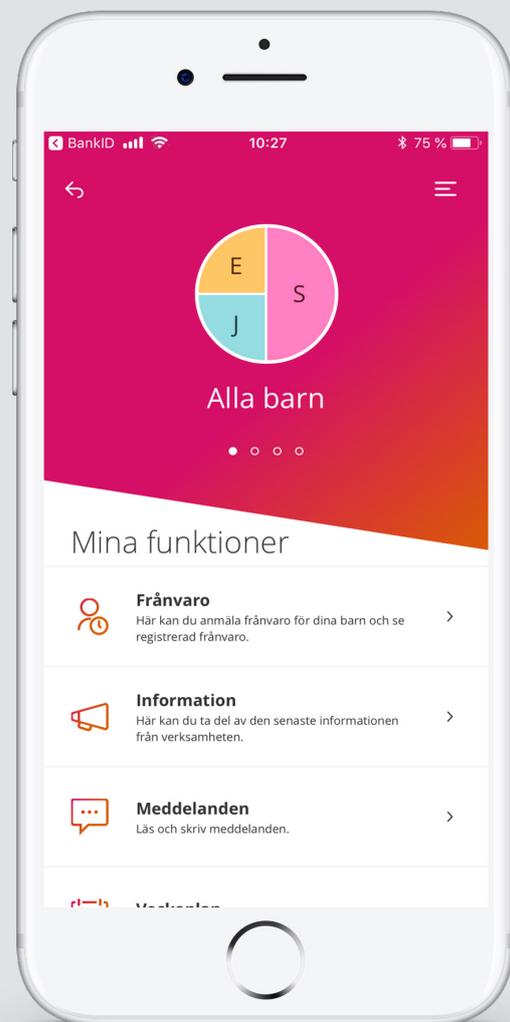


LULEÅ KOMMUN

... Instruction



Tieto Edu App

Child Schedule

In Tieto Edu App, you as guardian and other responsible adult, can register a schedule for your children who have placements in pre-school or leisure center.

Register schedule

You start by choosing the child that you want to register the schedule for and then select *Child Schedule*. If the child has multiple placements, select the placement you wish to register a schedule to. If your child has only one placement you don't need to select the placement.

Use the arrows to navigate to the month and week for which you want to register the schedule. The municipality's barring time determine how close in time you can start registering the schedule from. Select the week you want to register a schedule for and then select the time.

Copy schedule to siblings

If you have more than one children and you want to copy the schedule you have been working on to more siblings you can do it at the step after *Confirm changed schedule weeks*. In that case, you need to check the *Copy schedule to siblings* and choose the siblings that you want to copy the schedule to.

If the siblings have more than one placements you need to choose the placement that the schedule will be assigned to. After that you can click on *Send*.

Register more than one time interval

If you want to register more than one time interval, click the plus sign. You can enter up to 3 time intervals. If you want to delete a time interval, click the minus sign.

Leave

If the child is going to be free one day, you can leave that day empty. If the child is going to be free all week, select *Free all week*.

Copy, Paste and Reset

You can undo the time by clicking *Reset Changes*. If you want to copy a week schedule, click *Copy Week*. Then navigate to the week you want to use the same schedule for and click *Paste Week*.

Undecided time

If you don't know exactly your working schedule for a week, you have the possibility to register how many hours you are going to need the child at preschool/leisure time center for the week.

In order to do that you need to click on the Undecided Time collapse so you expand it. According to how many hours the child is in need of, you register the hours and minutes.

If the child is in need of night undecided hours then you fill them in as well. As night hours are estimated the hours between 22.00 and 06.00 when the child is present over midnight.

Shared placement – guardians have a separate schedule

If the child has guardians living at different addresses, the guardians may submit a separate schedule. When a guardian has registered time, the other guardian can see the time that are registered. The view shows the initials of the second guardian next to the time that the other guardian has registered.

Should guardians register time in a day where there are already registered time, a conflict is created. A red text is displayed *The week has time conflicts*. The week cannot be registered until the conflicts are resolved. Change the time so that there is no conflict.

Confirm and submit

When you are done, click *Confirm changed schedule weeks*. In the button's right hand corner you can see the number of weeks you are submitting a schedule for. Before submitting the schedule, you can choose to show the time in order to have an overview of the schedule times you are about to submit as well as the average attendance time per week. If you want to change something, select *Back* and correct the times.

When you are satisfied with the schedule, select *Submit*. If the submission has been completed successfully you will receive a message telling you how many weeks that have been registered and that the schedule is submitted.

Reminders

When your child's schedule is about to expire you will receive a reminder 28 days before, plus the barring time your municipality has chosen, that it's time to submit a new schedule. If a schedule isn't sent in at this time you will get a new reminder 14 days before, 7 days before, 4 days before, 3 days before, 2 days before, 1 day before. If you still not have registered a new schedule you will receive a reminder every day until a schedule has been submitted.



Absence

In Tieto Edu App, you as a guardian or other responsible adult, can see and register absence for your children who have placement in pre-school, leisure center, elementary school and/or upper secondary school.

Under *Absence* on your start page you can choose if you want to leave an absence report, view and change previously reported absence or see the absence report registered by the school. You can choose *All children* or navigate to one of your children.

Register absence

Begin from start page *All children* or navigate to one particular child by swiping left. Choose function absence and then *Register absence*. If you started from *All children*, mark the children you want to register absence for. Choose period for your registration. If absence should apply for a whole day you can choose whether the report is for *Today* and/or *Tomorrow*.

If you select the time-specified alternative, you enter date and time the report should apply for. Select *Add time* to register more absence regarding the same day. If you want to register absence for another day, you need to add a new report. When you are finished, choose *Send Absence*. When the absence is submitted, you will receive information regarding when the absence have been registered. You can also see which child it concerns, for what period and whether it's a whole day absence or time-specified absence.

Registered absence

See and adjust registered absence. Registered absence is sorted by date. You can see what type of registration it regards, what time it concerns and by whom it has been registered. Absence registered for today and in the future can be deleted by pressing the trash icon.

Reported absence

See absence reported from school. For students in school there is invalid and valid absence. Select the absence you want to see, *Invalid absence and/or Valid absence*. Absence is sorted by date, you can see date and time and what lesson the absence concerns. If the student has invalid absence a notification is sent to the guardians after each lesson.

Any questions?

Please contact your child's school or visit www.lulea.se/larplattform