Instructions: Coming/leaving

Komme/gå (Coming/leaving)

Open AULA and select "Komme/gå" (Coming/leaving)

On your mobile, you find this by pressing the three dots in the lower right corner.

On your iPad you find this in the lower right corner, next to the three dots.

On your computer, you find this in the left hand side.

Dagens overblik (Daily overview)

This page is the first you will see under "Dagens overblik" (Daily overview). This is where you choose what information to provide.

You have three options. You can select "Tider" (Hours), "Fravær" (Absence) and "Henteansvarlig" (To be picked up by).

The above screen shows "Status", "Selvbestemmer" (Own decision) and "Dagens bemærkning" (Note for this day).

Tider (Hours)

You can choose between, "Selvbestemmer" (Own decision), "Hentes af" (Picked up by), "Gå med hjem" (Leave with) and "Send hjem" (Leave for home).

This screen shows "Tider" (Hours), "Selvbestemmer" (Own decision), "Hentes af" (Picked up by), "Gå hjem med" (Leave with), "Send hjem" (Leave for home), "Gentages ugentligt indtil" (Repeated every week until) for the days of the week ("Mandag" (Mandag), "Tuesday" (Tirsdag), "Onsdag" (Wednesday", "Tordag" (Thursday), "Fredag" (Friday)).

Selvbestemmer (Own decision)

Press/click here to choose.

VÆLG HENTETYPE

| Selvbestemmer | ∧ |

| Hentes af |
| **Selvbestemmer** |
| Gå hjem med <barn> |

TIL KL.:

| 16.00 | ∨ |

Send hjem (Leave for home)

This screen shows "VÆLG HENTETYPE" (Select pick-up type), "Selvbestemmer" (Own decision), "Hentes af" (Picked up by), "Gå hjem med <barn>" (Leave with <child>), "TIL KL.:" (To when).

Press/click here to select from which time of the day ("FRA KL." (From time when) the child may decide for itself. This screen also shows "SLUTDATO FOR GENTAGELSE" (End date of repetition).

FRA KL.:

| 13.30 | ^ |

| 11.45 |
| 12.00 |
| 12.15 |
| 12.30 |
| 12.45 |
| 13.00 |
| 13.15 |
| **13.30** |

TIL KL.:

| 16.00 | ∨ |

SLUTDATO FOR GENTAGELSE

Press/click here to select until which the time of the day ("TIL KL." (To time when)) the child can no longer decide for itself.

FRA KL.:

13.30

◯ Skal sendes til fritidsaktivitet

BEMÆRKNING (max 250 tegn)

Skriv note

◯ Gentag ugentligt ?

TIL KL.:

16.00

14.15

14.30

14.45

15.00

15.15

15.30

15.45

16.00

For a choice created for a Monday and intended to apply to all Mondays, press "Gentag ugentligt" (Repeat every week). This screen gives the option to indicate that the child should be asked to go to an activity (could be sports, scouts, music lessons) ("Skal sendes til fritidsaktivitet" (To be asked to go to an activity). You can also write a note ("Skriv note" (Add a note)).

Next select the date when this choice should end ("~~Slutdato for gentagelse~~" (End date for repetition).

VÆLG HENTETYPE

| Selvbestemmer | ⌄ |

FRA KL.:

| 13.30 | ⌄ |

◯ **Skal sendes til fritidsaktivitet**

BEMÆRKNING (max 250 tegn)

| Skriv note |

✓ **Gentag ugentligt** ?

《	◀	2020 ⌄ Juni ⌄	▶	》

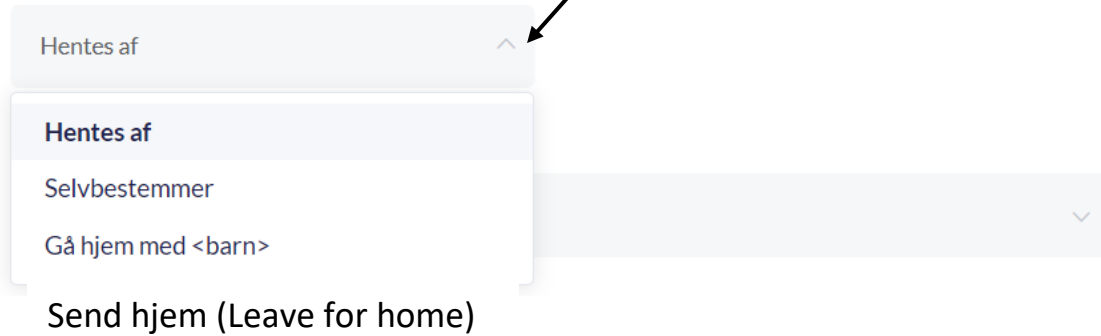|	S	M	T	O	T	F	L
23		1	2	3	4	5	6
24	7	8	9	10	11	12	13
25	14	15	16	17	18	19	20
26	21	**22**	23	24	25	26	**27**
27	28	29	30				

| 27-06-2020 | 📅 |

Annuller | **GEM**

Remember to press/click GEM (Save). To cancel press/click "Annuller" (Cancel).

Hentes af (Picked up by)

Press/click here to choose.

VÆLG HENTETYPE
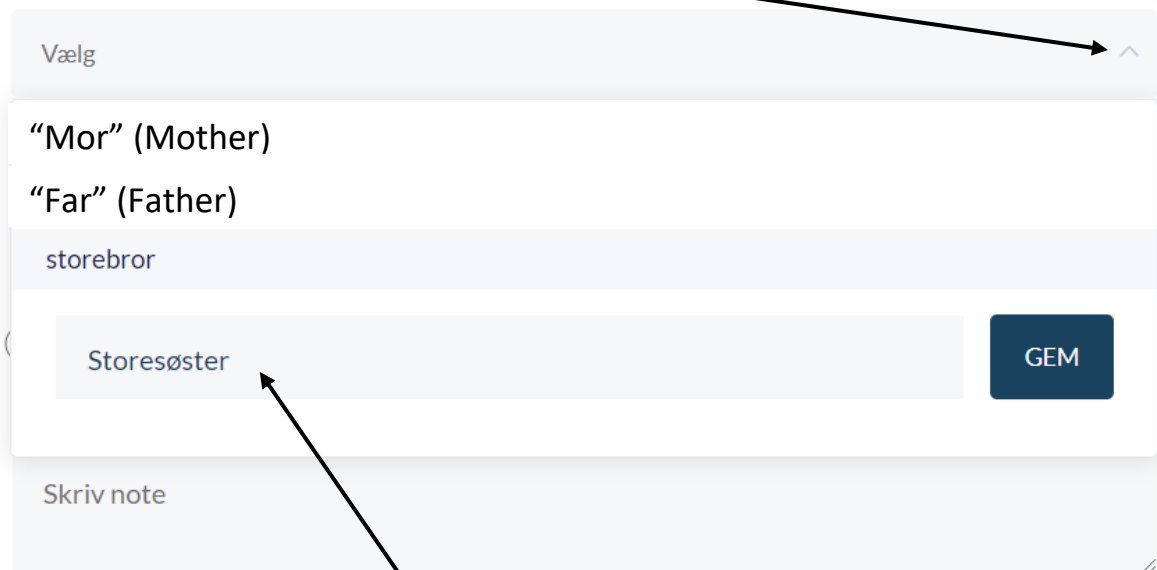
Hentes af

Hentes af

Selvbestemmer

Gå hjem med <barn>

Send hjem (Leave for home)

Press/click here to select ("Vælg" (Select) the person picking up the child.

VÆLG HENTEANSVARLIG

Vælg

"Mor" (Mother)

"Far" (Father)

storebror

Storesøster   GEM

Skriv note

◯ Gentag ugentligt   ?

Annuller   GEM

"Mor" (Mother) and "Far" (Father" are permanent options. You can create other options such as names or titles of who is also allowed to pick up the child, if necessary. Examples given here are "Storebror" (Older brother) and "Storesøster"

(Older sister). For a choice created for a Tuesday, and intended to apply to all Tuesdays, press "Gentag ugentligt" (Repeat every week). Remember to press/click GEM (Save).

Next select the date when this choice should end ("Slutdato for gentagelse" (End date for repetition).
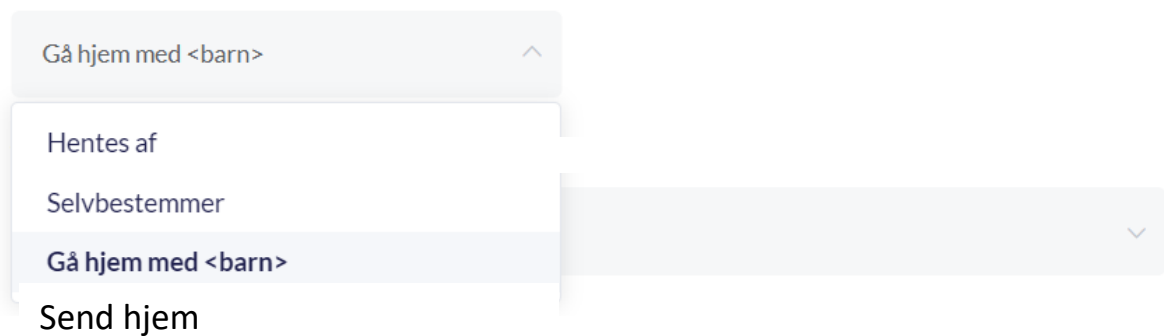
Remember to press/click GEM (Save). In this screen you can also select ("Vælg" (Select)) who picks up the child)"VÆLG HENTEANSVARLIG" (Select who picks up the child)). The screen shows "TJEKKET UD" (Signed out).

Gå med hjem (Leave with)

Press/click here to choose "VÆLG HENTETYPE" (Select how to leave). The screen below allows you to select "Hentes af" (Picked up by), "Selvbestemmer" (Own decision), "Gå hjem med <barn>" (Leave with <child>), "Send hjem" (Leave for home).

VÆLG HENTETYPE

Gå hjem med <barn>

Hentes af

Selvbestemmer

Gå hjem med <barn>

Send hjem

Press/clik here to choose who the child can go leave with "VÆLG HVEM <The child> SKAL GÅ HJEM MED (Select who <The child> can leave with). All children at the SFO/club are listed in alphabetic order.

VÆLG HVEM | Barnet (The child) | **SKAL GÅ HJEM MED**

Vælg

Select a time when the children are allowed to or have to go home.

TJEKKET UD:

13.30

◯ **Skal sendes til fritidsaktivitet**

BEMÆRKNING (max 250 tegn)

Skriv note

◯ **Gentag ugentligt** (?)

Annuller   GEM

If the child leaves with the same person on Wednesdays, as an example, press/click "Gentag ugentligt" (Repeat every week). Remember to press/click GEM (Save).

Send hjem (Leave for home)

Press/click here to choose.

VÆLG HENTETYPE

Selvbestemmer

Hentes af

Selvbestemmer

Gå hjem med <barn>

TIL KL.:

16.00

Send hjem (Leave for home)

Press/click here to select the latest time when the child is asked to leave for home.

KL.:

16.00

14.15

14.30

14.45

15.00

15.15

15.30

15.45

16.00

○ **Skal sendes til fritidsaktivitet**

BEMÆRKNING (max 250 tegn)

Skriv note

○ **Gentag ugentligt** (?)

For a choice created for a Thursday and intended to apply to all Thursdays, press "Gentag ugentligt" (Repeat every week).

Next select the date when this choice should end ("Slutdato for gentagelse" (End date for repetition).

VÆLG HENTETYPE

Send hjem

○ Skal sendes til fritidsaktivitet

BEMÆRKNING (max 250 tegn)

Skriv note

✓ Gentag ugentligt (?)

«	◀		2020 ⌄	Juni ⌄		▶	»
	S	**M**	**T**	**O**	**T**	**F**	**L**
23		1	2	3	4	5	6
24	7	8	9	10	11	12	13
25	14	15	16	17	18	19	20
26	21	**22**	23	24	25	26	**27**
27	28	29	30				

27-06-2020

Annuller   **GEM**
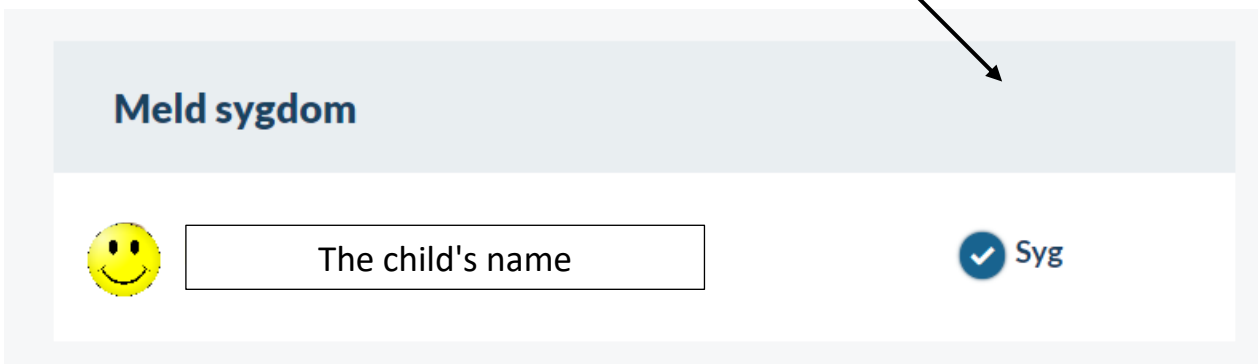
Remember to press/click GEM (Save).

Fravær (Absence)

This is where you state that your child is sick ("Syg") or will not attend due to holiday/time off ("Meld ferie/fri" (Report holiday/time off)). To indicate holiday dates press/click "OPRET" (Create) under "Opret ferie/fri i Aula kalenderen her" (Create holiday/time off in the Aula calendar here).

Meld sygdom

The child's name   ◯ Syg

Meld ferie/fri

Opret ferie/fri i Aula kalenderen her.

OPRET

When you child is sick, press/click here ("Meld sygdom" "Report sickness"/"Syg" (Sick).

Meld sygdom

The child's name   ✔ Syg

Please note that only the SFO/club receives sickness notifications. You have to notify the school separately.

Ferie/fri (Holidays/time off)

Follow the same procedure when your child will not attend due to holiday/time off. Only the length of the period changes. Use the "Opret ferie/fri" (Create holiday/time

Opret ferie/fri

Vær opmærksom på, at når du melder ferie/fri, så er det kun medarbejdere i SFO og dagsinstitution, der bliver informeret og ikke skolen.

✓ Lærke Jytta Læsgaard Bech Nielsen

| The child's name |

FRA

23-06-2020

TIL

24-06-2020

NOTE

Skriv note

Annuller   GEM

Press/click here to indicate start date ("FRA") for holiday/time off. Press/click here to indicate end date ("TIL") for holiday/time off.

Press/click here to select start date ("FRA") for holiday/time off.
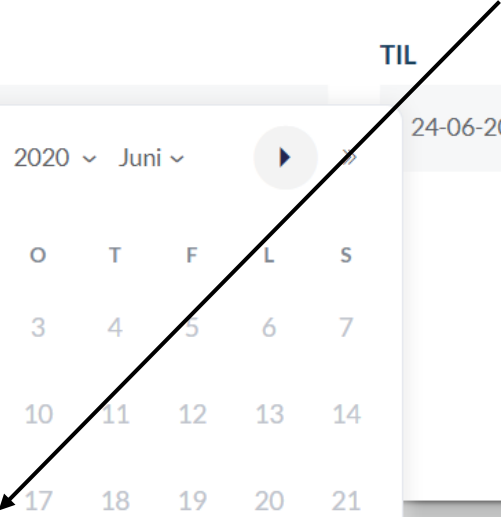
FRA

« ◀ 2020 ∨ Juni ∨ ▶ »

TIL

24-06-2020

	M	T	O	T	F	L	S
23	1	2	3	4	5	6	7
24	8	9	10	11	12	13	14
25	15	16	17	18	19	20	21
26	22	**23**	24	25	26	27	28
27	29	30					

Annuller   GEM

Press/click here to select end date ("TIL") for holiday/time off.

FRA

23-06-2020
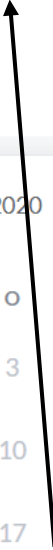
NOTE

Skriv note

TIL

«	◄		2020 ∨ Juni ∨			►	»
	M	**T**	**O**	**T**	**F**	**L**	**S**
23	1	2	3	4	5	6	7
24	8	9	10	11	12	13	14
25	15	16	17	18	19	20	21
26	22	**23**	**24**	25	26	27	28
27	29	30					

Always finish by pressing/clicking "GEM" (Save).

Opret ferie/fri

Vær opmærksom på, at når du melder ferie/fri, så er det kun medarbejdere i SFO og dagsinstitution, der bliver informeret og ikke skolen.

✓ The child's name

FRA

23-06-2020

TIL

24-06-2020

NOTE

Skriv note

Annuller   **GEM**

Please note that only the SFO/club receives sickness notifications. You have to notify the school separately.

Press/click "Kalender" (Calendar) if you need to delete/edit "Ferie/fri" (Holiday/time off). To get an overview press/click "OVERBLIK" (Overview).

Please note that only the SFO/club receives sickness notifications. You have to notify the school separately. You can for example do this by notifying your child's teacher separately.

Press/click "Ferie/fri" (Holiday/time off).

Press/click "Slet" (Delete) to delete.

To accept the deletion, press/click "ADVARSEL. Du er ved at slette den oprettede ferie/fri. Er du sikker på, at du vil slette den?" (WARNING. You are about to delete the option created for holiday/day off. Do you want to delete it?). Press/click "Annuller" (Cancel) to cancel, and press/click "JA" (Yes) to delete.
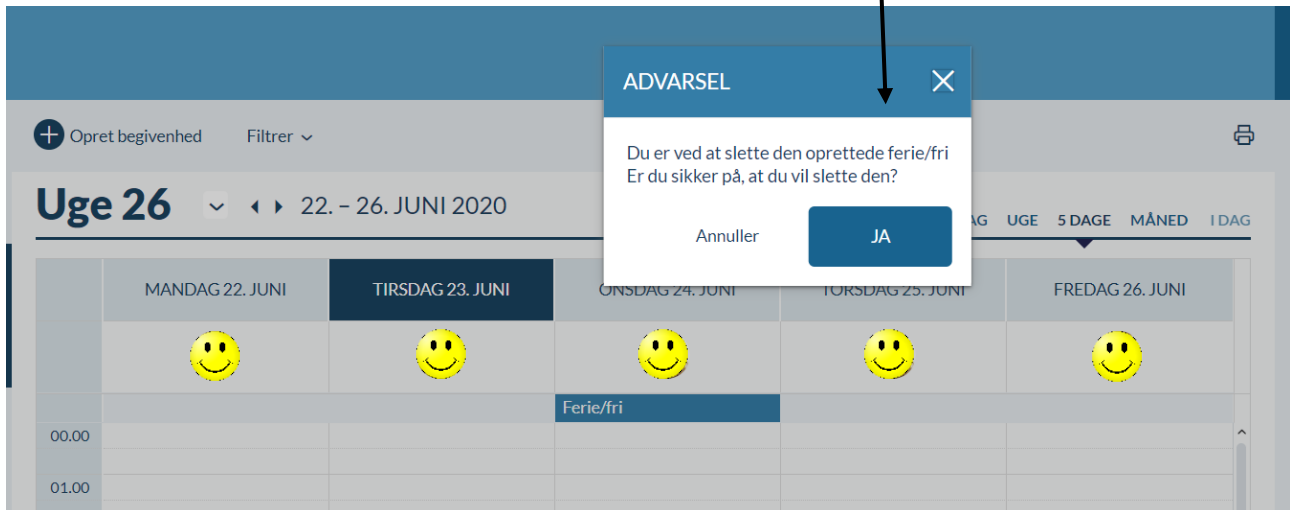
To create a new "Ferie/fri" (Holiday/time off) option, if you wanted to edit it, follow the instructions on page 12.