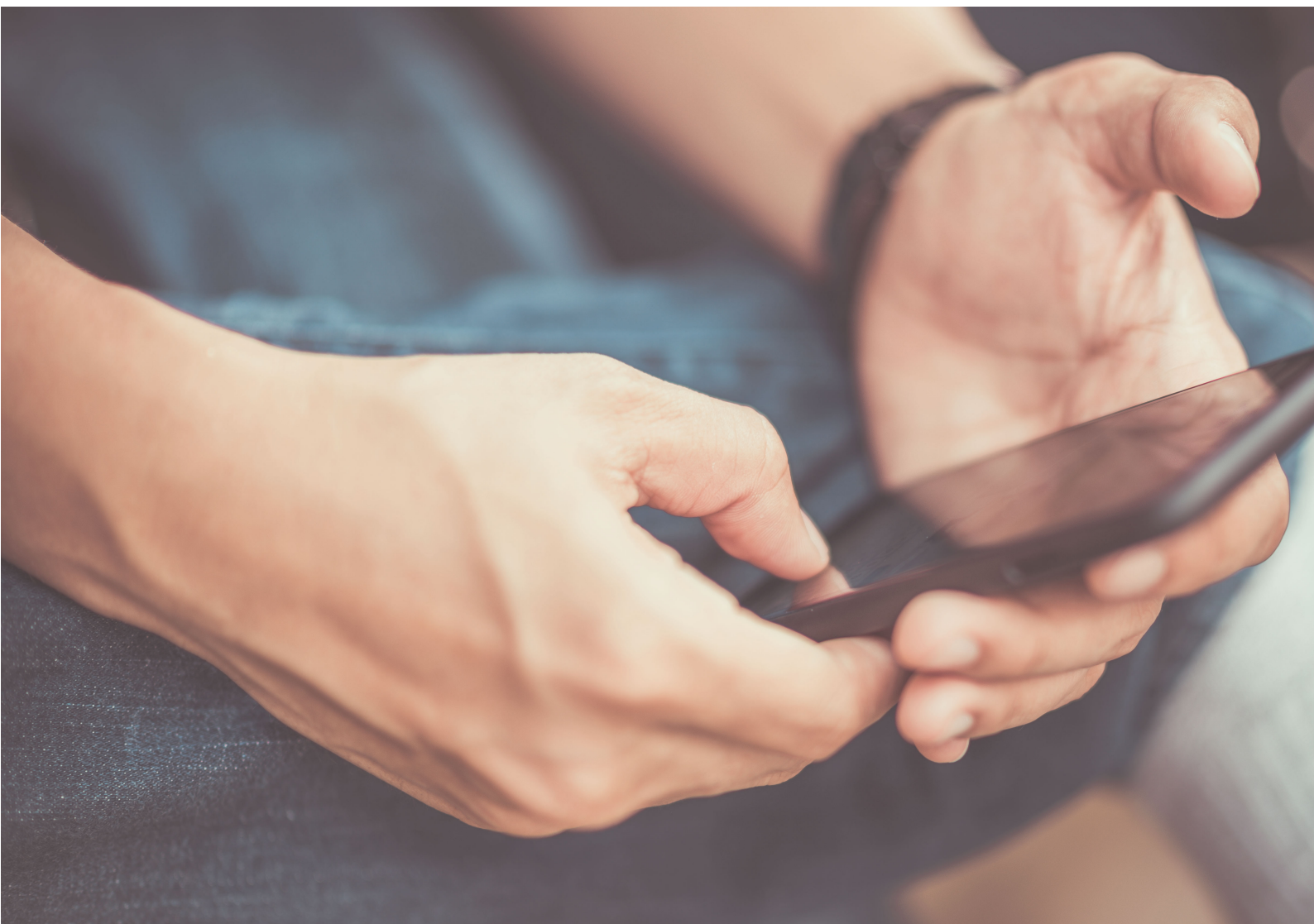
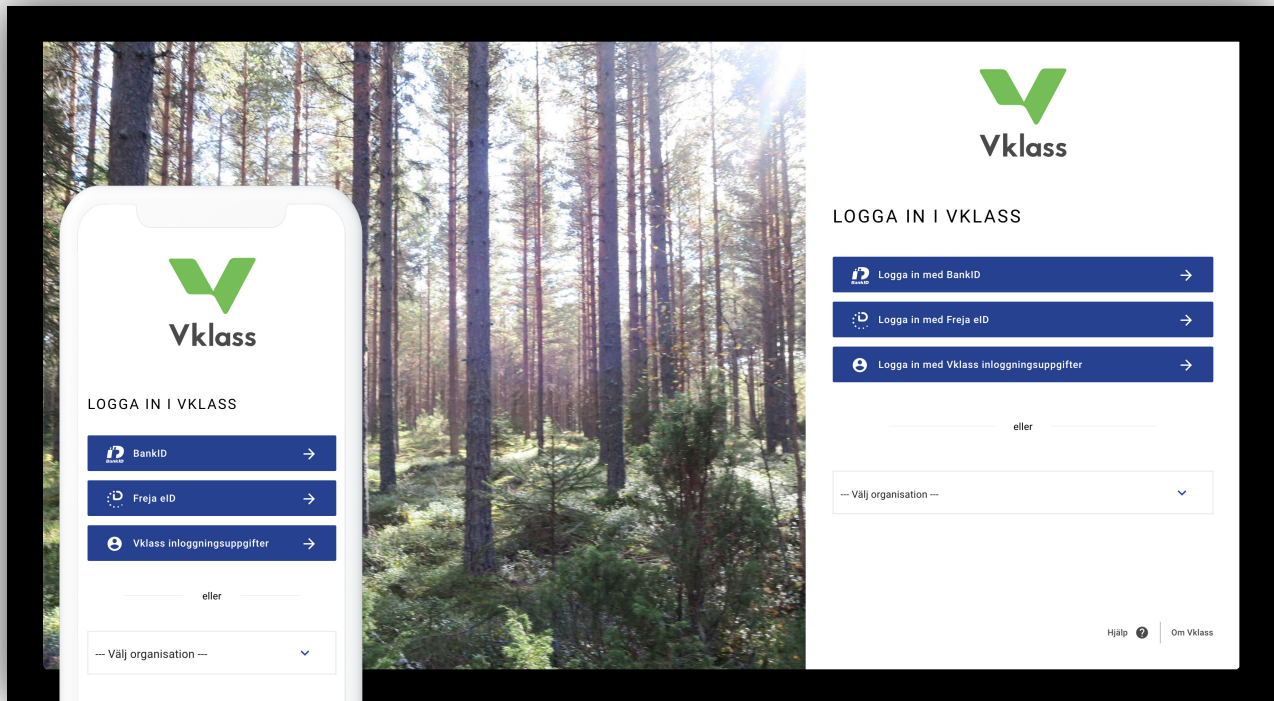




MANUAL

LEGAL GUARDIANS

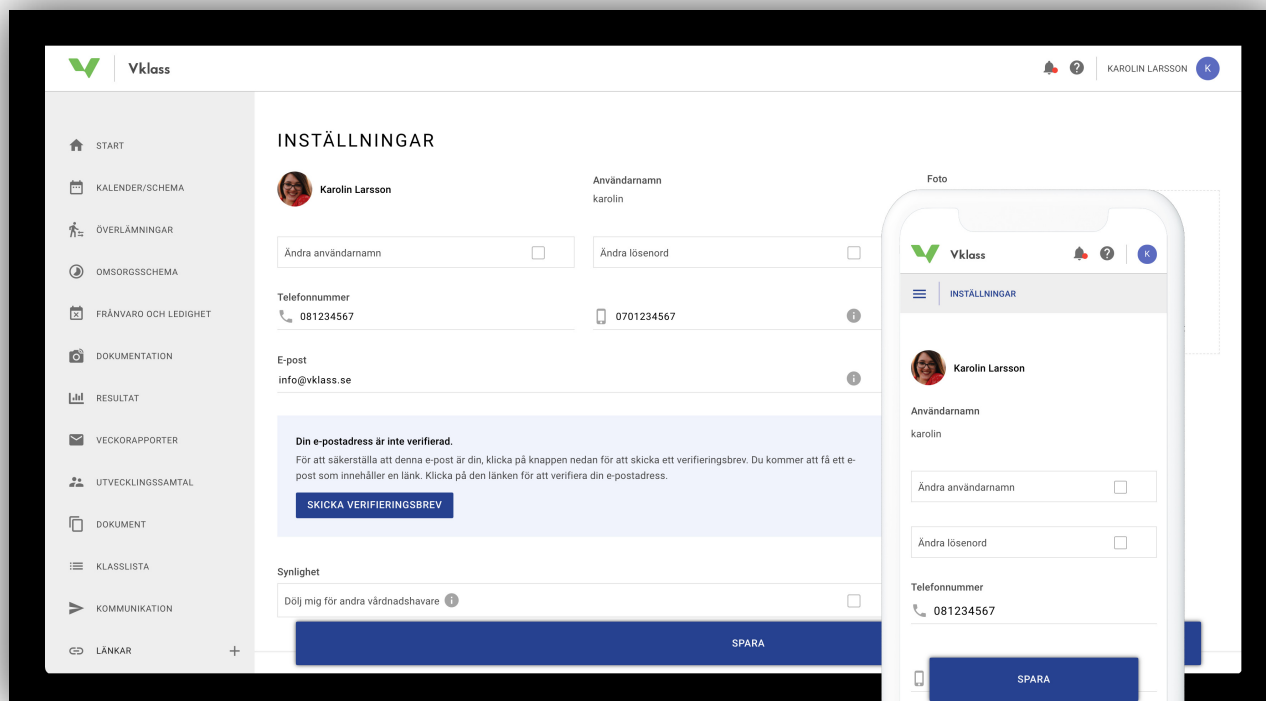




LOGIN

You can log into Vklass in several different ways. To find out which method is used at your child's school, please contact the school.

1. Login with username and password at www.vklass.se.
2. Login via the municipality's portal. The portal offers login with BankID, username, SMS, and various other methods depending on how the municipality has set up its system.
3. Click -Välj organisation- (-Select organisation-) to find your municipality in the list. Then log in using your preferred method, such as BankID or username and password.



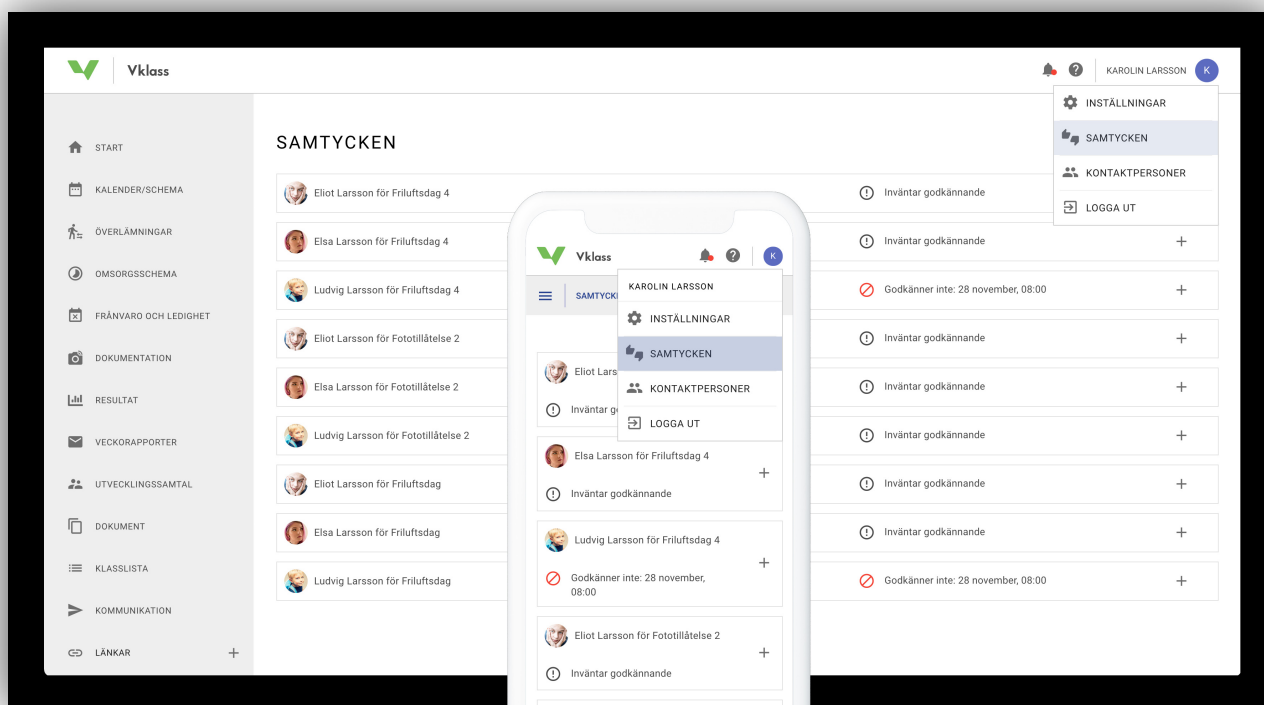
SETTINGS AND LANGUAGE SELECTION

To access your personal settings, click your avatar in the upper right corner and select Settings in the menu that appears.

To change the language (Swedish or English), click on the question mark next to your name and select the language in the menu that appears.

The first time you log into Vklass, you will end up on the Settings page. This is to confirm your contact details, primarily your e-mail address and phone number. In order not to end up on the Settings page every time you log in, click the "Save" button at the bottom of the page.

If your e-mail address is new, or if it was automatically transferred to Vklass (from another school system), you may be asked to verify it. You do that by following the instructions in the e-mail that is sent to you when you save a new e-mail address or when you click the "Send e-mail verification" button that shows if your address is unverified. Please note that you do not need to verify your address in order for the school to send e-mails to you. E-mails go out to unverified e-mail addresses as well; however, the verification is a way for the school to ensure that the user e-mail addresses in their system are correct.



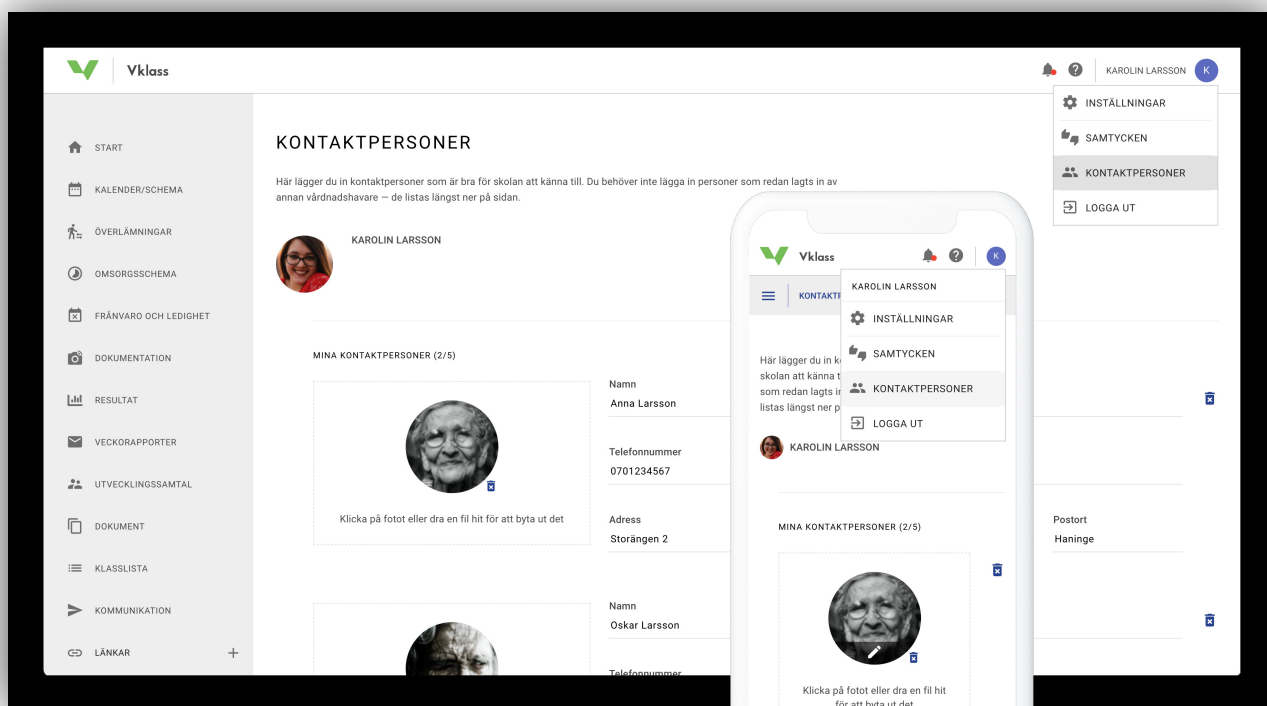
CONSENTS

Vklass Consents is designed to offer legally certain and easy handling of consent requests in all school forms. This digital handling replaces manual paperwork, making it easier for guardians to read consent requests and for the school to read current reports. Not all schools have this function enabled.

HOW TO HANDLE CURRENT CONSENT REQUESTS

Guardians can access the Consents page via both the app and the browser. Click your name in the upper right corner and then click "Consents". The list shows consent requests that await approval as well as consent requests answered by the guardian, along with the date.

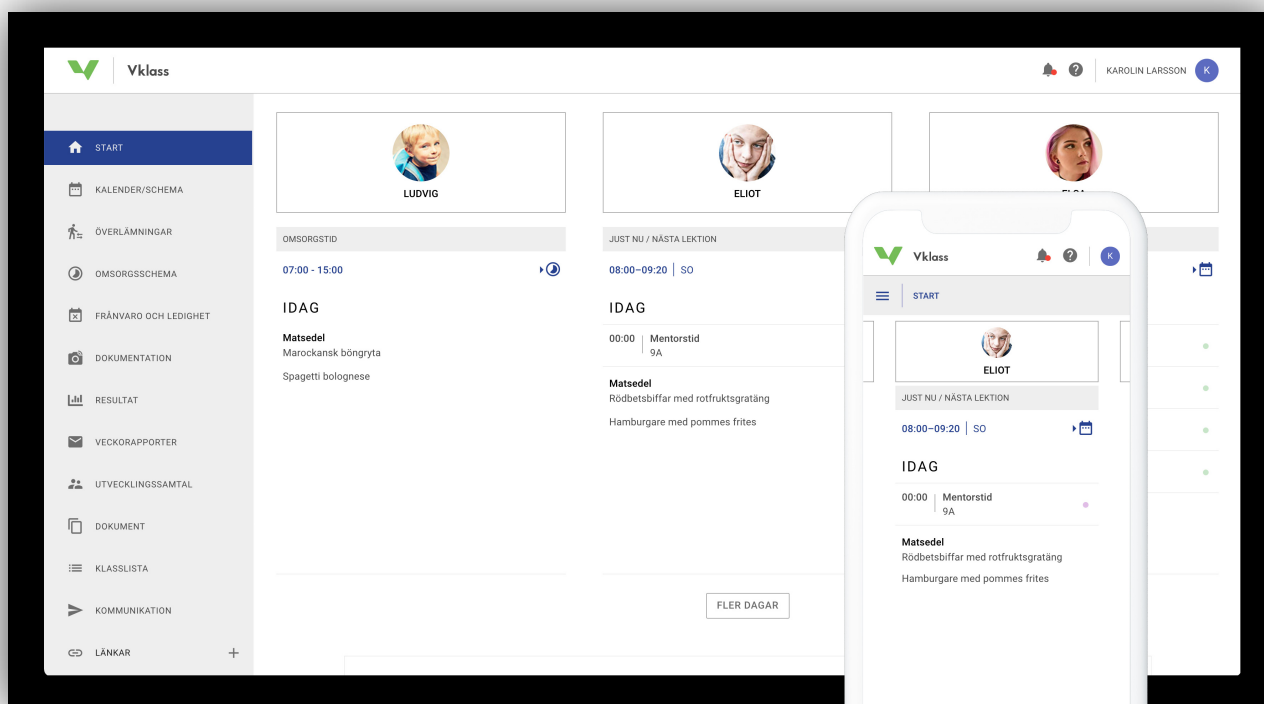
Guardians can only answer consent requests in their own name and cannot see whether or not the consent applies to all guardians. An approved consent can be revoked at any time. A revoked or disapproved consent provides the status "Disapprove".



CONTACTS

HOW TO HANDLE CONTACTS

Guardians can access the Contacts page via both the app and the browser. Click your name in the upper right corner and then click "Contacts". This is where you enter contacts that you want the pre-school or school to know of. If you want to insert a photo of the contact, you can do so in the left box where it says, "Choose file". You can add up to five contacts.



HOMEPAGE AND MENU

The idea of the homepage is to present a quick overview of your child's or children's school day and week as well as to show important information from the school.

If you have a smaller screen, or if you access the page from a mobile phone, swipe your children's names to toggle between them.

Click the "More days" button to view school activities for the entire week.

The menu on the left takes you to the various functions. The menu item in blue indicates which page you are currently browsing.

In mobile mode, this menu is collapsed and can be expanded by tapping the symbol with the three horizontal bars. The heading next to the symbol indicates which page you are currently browsing.

If you want to hide your own contact details in the class list, you can do so in "Settings". You find "Settings" by clicking your name in the upper right corner of the screen and then selecting "Settings" from the menu that appears.



START

Overview of your child's school day and week along with important news from the school.

CALENDAR/SCHEDULE

Your child's class schedule, including other activities, such as homework, assignments, tests, school holidays, scheduled parent-teacher conferences, school trips, lesson plans, and topics that your child is currently working on.

TRANSITIONS

You can only see the transition once the pre-school or school has created it in Vklass and chosen to send the information. You can then add information in the text field in "Legal guardian's section". You can access all documentation and view all information, including contact details. Not all schools have this function enabled.

CARE SCHEDULE

If you have a child in pre-school or at a leisure-time centre, you can update drop-off and pick-up times as well as notify the staff of what hours your child will be in pre-school or at the leisure-time centre.

ABSENCE AND LEAVE

Register absence for your child in case of, for example, illness or a dental appointment. Apply for leave in case of a longer absence.

Not all schools have these functions enabled.

DOCUMENTATION

If you have a child in pre-school or at a leisure-time centre, you may find photos and text here in which the pre-school or leisure-time centre showcases their activities.

RESULTS

This function is available for those with a child in compulsory school or upper secondary school. This is where events, subject overviews, and grades are presented. In Events, you can see results for individual subject or course assignments. In the Subject Overview, you can see assessments and remarks on individual subjects or courses. In Grades, you can see your child's semester grades and final grades. Not all schools have the Grades feature enabled.

WEEKLY REPORTS

This is where you can view the last six months' weekly reports that are e-mailed to you automatically at the end of every week. These reports summarise what has taken place and what will take place at the school for your respective child. Not all schools have this function enabled.

APPRAISAL MEETINGS

If the teacher has posted appointment slots for appraisal meetings (parent-teacher conferences), this is where you can book an appointment for you and your child. All available appointments are shown, as well as the appointments you have already booked.



DOCUMENTS

Access important documents that the school board or your child's class teacher/mentor has posted.

CLASS LIST

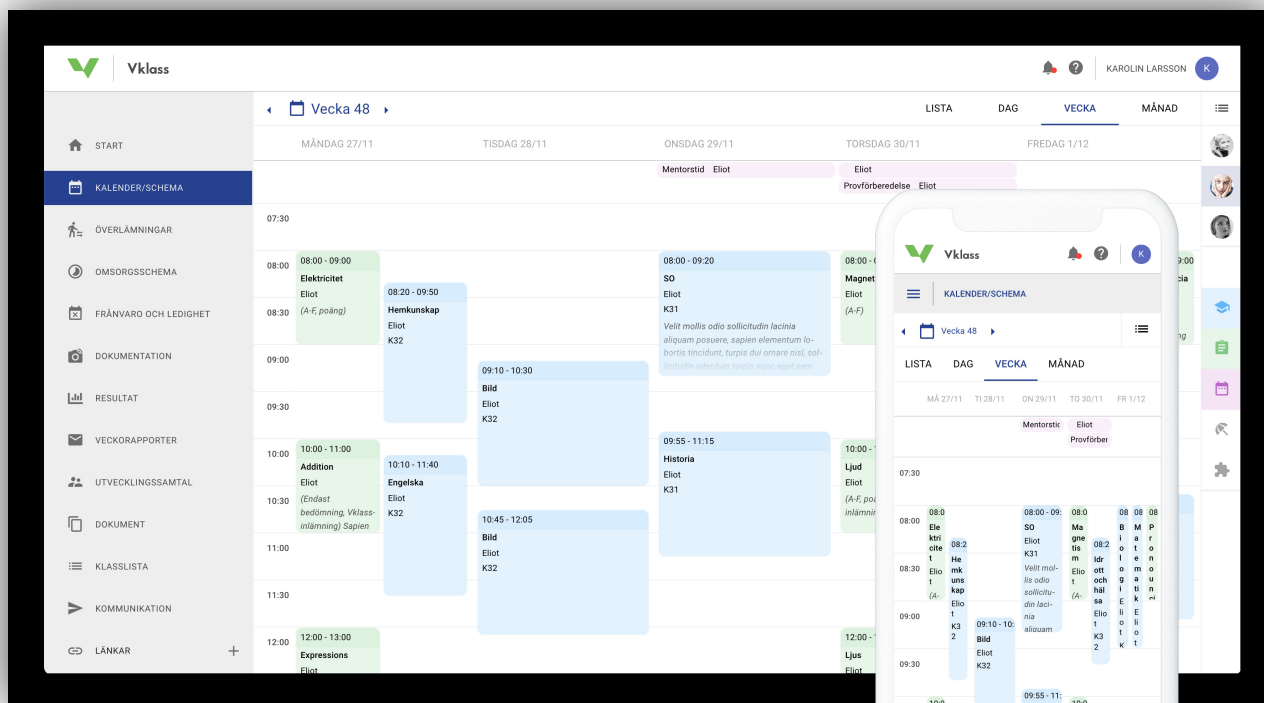
View a list of which other children are in your child's class and find contact details of other guardians in the class. Not all schools have this function enabled.

COMMUNICATION

This is where you can contact the class teacher, the school board, subject teachers, or other staff at the school.

LINKS

Click to expand. This is where you can find links posted by the school. These are often links to commonly used e-services that are relevant to you as a guardian. Not all schools have anything posted here.



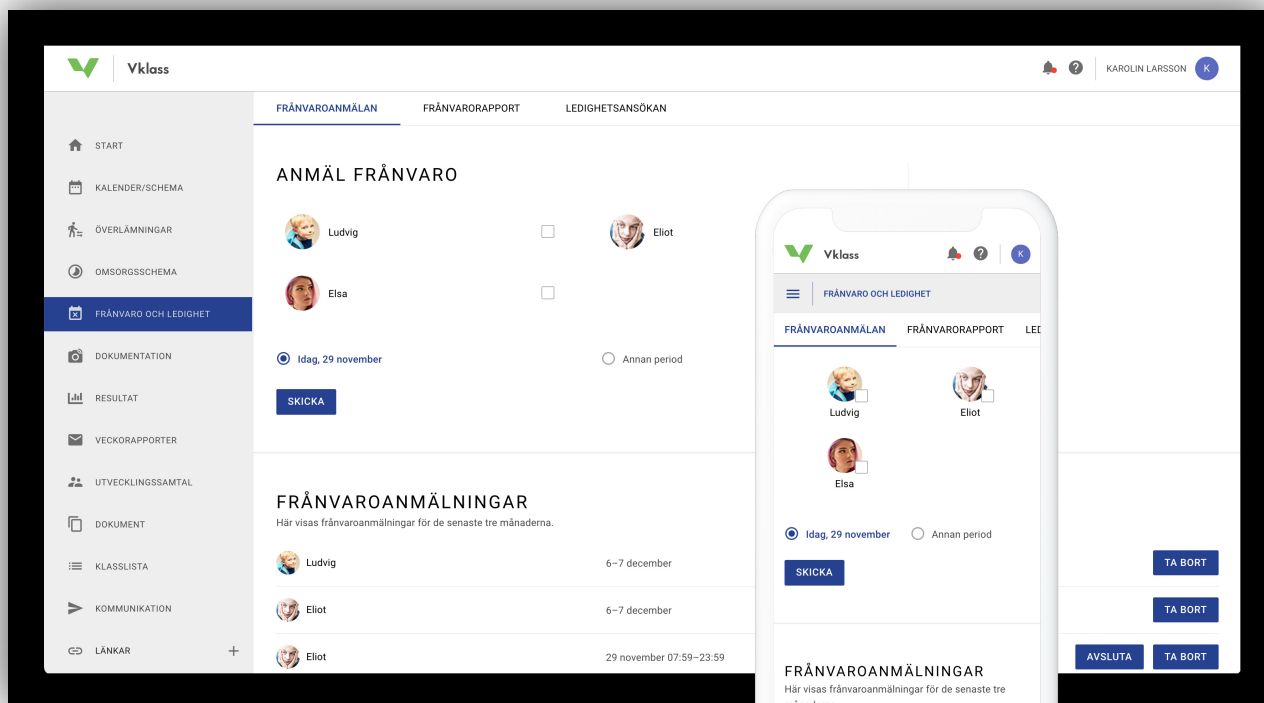
CALENDAR/SCHEDULE

If you have more than one child, you need to choose which of your children's schedule you want to look at. If you have one child, this child will be the default setting. You can click on most events in the calendar to see more details about the event.

With the coloured choices – Lessons, Assignments, Calendar events, Vacant days, and Plans – you can choose to show or hide different types of events in the calendar. This can be useful, for example, when wanting to get a clear overview of your child's upcoming tests and assignments.

Tip of the day!

Deselect all types of events except the green "Assignments" option, and then select all your children. Now choose the monthly calendar view to get a clear overview of all your children's tests, homework, and assignments.



ABSENCE AND LEAVE

Not all schools have these functions enabled. If both Absence Notification and Leave Application are available, select the function you want at the top. Absence Notification is the default setting.

ABSENCE NOTIFICATION

Register absence for one or more of your children. As default, you register absence for the entire current day (marked Today, followed by today's date). If you want to register absence for a different period, such as for a mid-day dental appointment, you can select "Other period".

The bottom of the page shows ongoing and past absence notifications for the last six months. Use the buttons "Remove" or "End now" to remove a future absence notification or end an ongoing one.

LEAVE APPLICATION

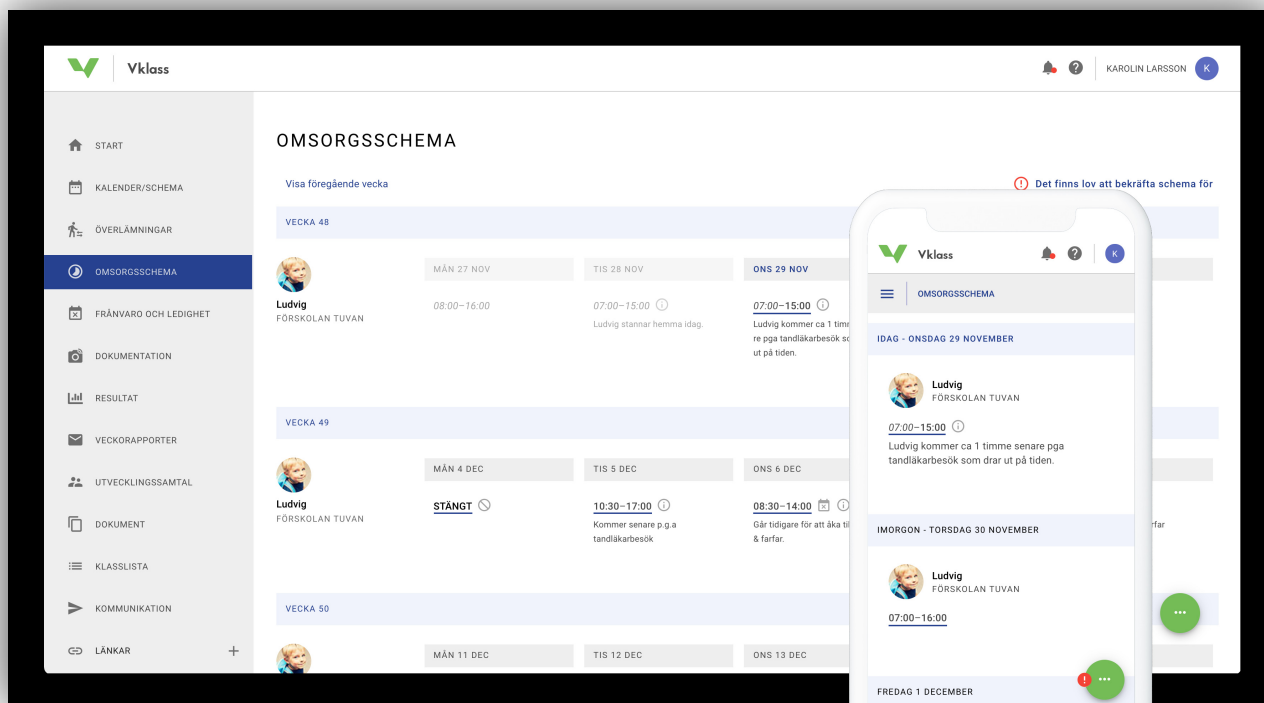
If your child needs to be absent for a longer period of time, you can apply for leave. The school's policy regarding this is described at the top of the page.

You can apply for leave starting no earlier than the next day and for as many days as you want. A reason for leave must always be provided as a basis for the school to use in their decision to either grant or reject the application.



When applying for leave, you receive an e-mail confirming your application. This e-mail is sent to all guardians of the child. Once the school either grants or rejects the application, another e-mail is sent to all guardians of the child.

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



CARE SCHEDULE

Many pre-schools and leisure-time centres have enabled the Care Schedule function. This is your child's schedule of drop-off and pick-up times at the pre-school or leisure-time centre. The care schedule consists of two parts: base schedule and temporary schedule changes.

BASE TEMPLATE/SCHEDULE

The base template is a rolling schedule that starts one day and runs until it is replaced with a new base schedule.

For example, a simple base schedule may consist of one week (Mon-Fri), with drop-off at 08:00 and pick-up at 16:30 every day. This schedule then repeats week after week.

A more advanced base schedule could be a four-week schedule, during which drop-off and pick-up times may vary each day. Once the first four weeks have passed, the schedule starts over with the same times. This may be useful for someone with monthly work schedules.



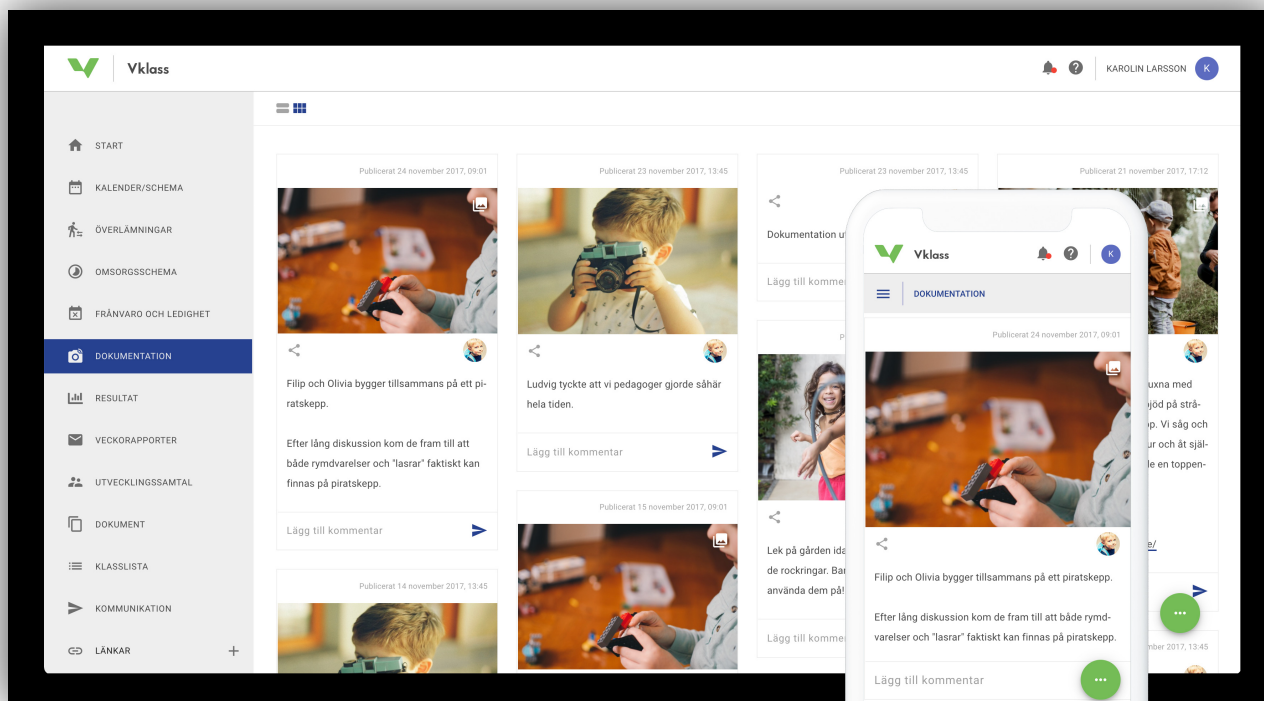
1. Select which child/children the base template is for.
2. Select a start date for the schedule, such as the following Monday.
3. Name your base schedule (so that you can easily find it later if you want to copy / reuse it).
4. Set the drop-off and pick-up time for the first day.
5. Click the plus (+) on the following day to copy the drop-off and pick-up times from the previous day and make adjustments if needed. Continue this process for each day in your base schedule.
6. Click Save when you are done!

TEMPORARY SCHEDULE CHANGES

When looking at your child's schedule, you normally see the times from the base schedule. However, deviations are often made. You may, for some reason, need to drop off your child later at pre-school one day. Maybe your child needs a Friday off because of a long-weekend trip, or maybe grandma is picking your child up earlier one day.

You can make these temporary deviations directly in the schedule view, by dragging the slider for drop-off or pick-up time or by holding the mouse over the day and clicking the down arrow. If you are using your mobile, tap anywhere on the day to change a time. You can also send a message to the staff telling them about the change for that day. Click Save when you are done with the change.

Temporary schedule changes are marked with an information symbol on the day in question. You can remove your temporary changes by opening the relevant day and selecting "Restore". Drop-off and pick-up times will then revert to the base schedule settings and any message will be deleted.



DOCUMENTATION

Documentation is a feed of posts, much like a blog, that pre-schools and leisure-time centres can use to showcase and document their activities.

TWO VIEWS

You can view documentation in blog view or overview. Only the blog view is available when using a mobile. Scroll down to see more documentation. The blog view displays a bit more information about each post, such as connections to the curriculum, plans, and any additional attachments. In the blog view, you can also browse between photos if there are multiple photos linked to a post.

COMMENTS

Click or tap the text in the post or the link "View all comments". Now you can both read others' comments and make comments yourself.

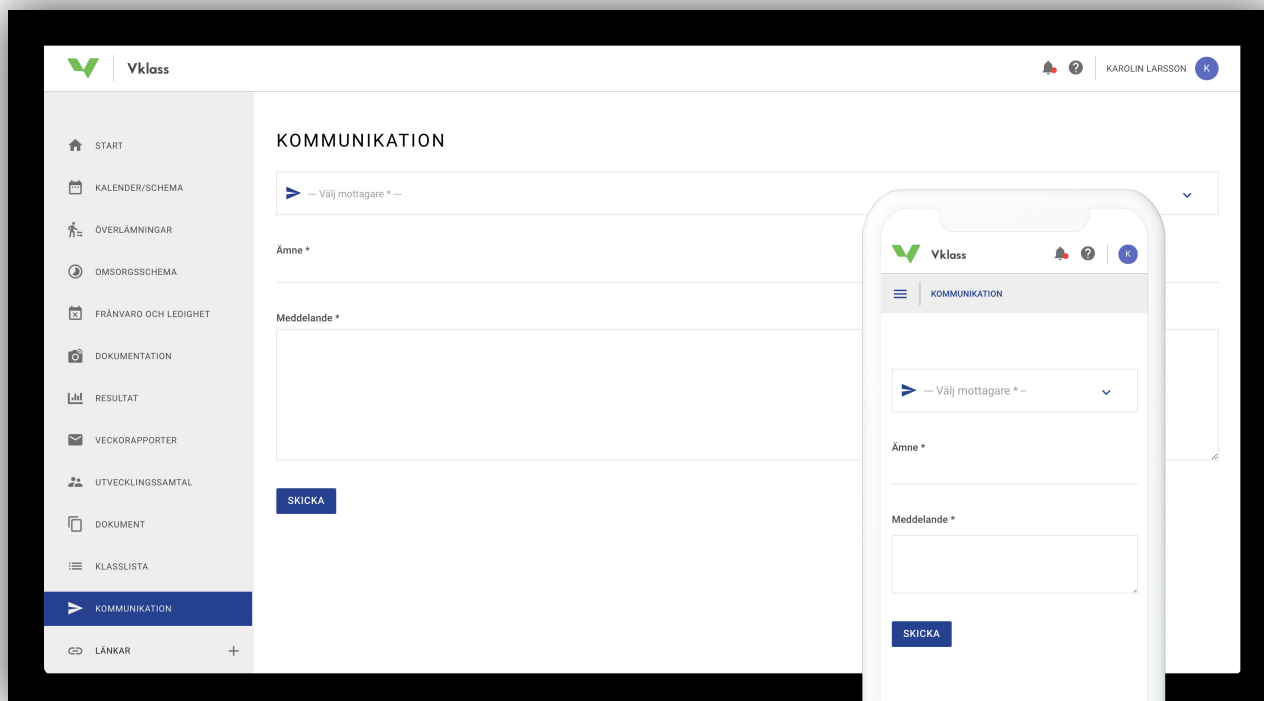
WHO THE POST IS ABOUT

published by clicking the icon:



In each post, you can see for whom the post is

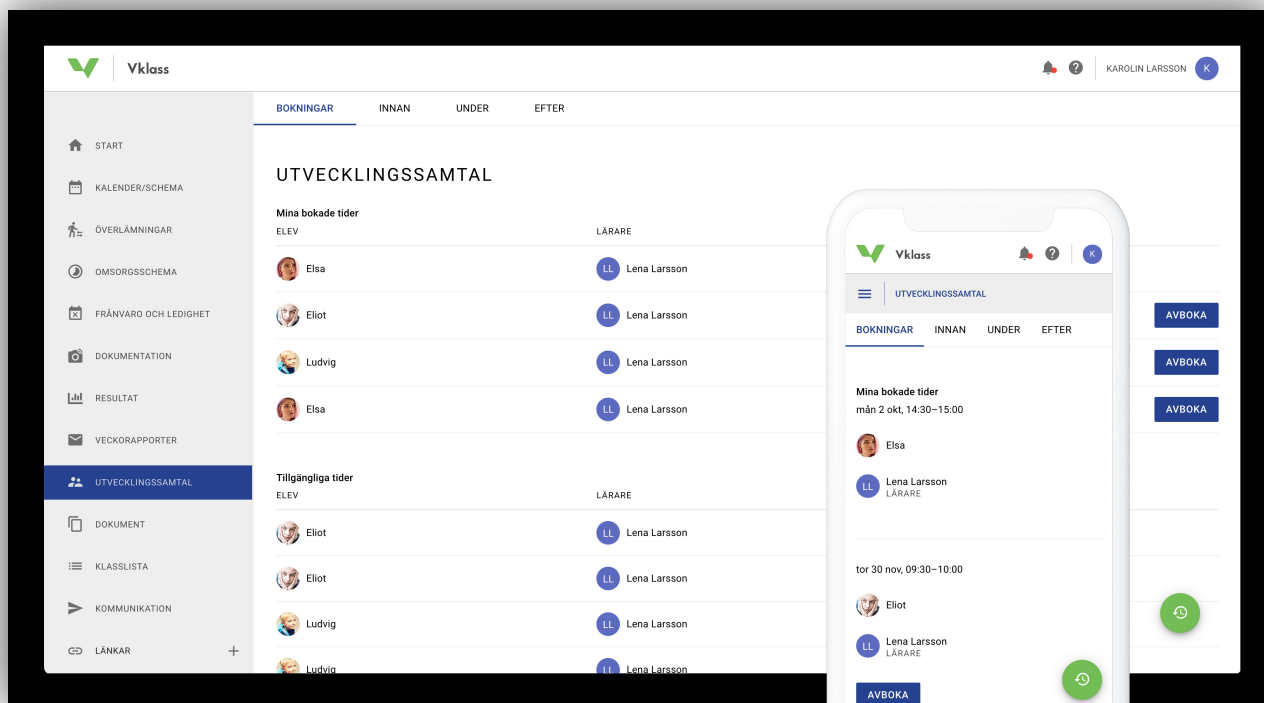
You can also see which of your children the post is about.



COMMUNICATION

Communication with the school is done by e-mail. When you send a message via this function, it will be sent as an e-mail to the recipient

, who can then answer you by e-mail. It is therefore important that you have a registered e-mail address. You register your e-mail in Settings, which you can access by clicking your name in the upper right corner.



APPRAISAL MEETINGS

If the teacher has posted appointment slots for appraisal meetings (parent-teacher conferences), you can book an appointment here. Select your preferred date and time. You can only book one appointment per child. If you make a mistake, you can cancel the booked appointment and select a new one.

HOW DO LEGAL GUARDIANS BOOK AN APPRAISAL MEETING?

This image shows how a guardian can book an appraisal meeting via the computer or app from the left-hand menu. A guardian can only book one appointment / educator, and the appointment is for one child and all guardians. Once an appraisal meeting is booked, you cannot book other available appointment slots for that child and that educator. You can cancel your appointment in Vklass at any time. Cancelled appointments will automatically appear for other guardians.

PREPARING FOR THE APPRAISAL MEETING

When clicking the BEFORE, DURING, and AFTER tabs, a booked appointment must first be selected. Via the green icon in the lower right corner, the guardian can also see previous meetings and any linked documentation.

In the different tabs, text fields may appear. These are either for students in compulsory or upper secondary school to answer or dedicated to guardians. In addition to text fields in the different tabs, guardians can see results, attendance, notes from previous meetings, and linked files.



Educators sometimes post questions that guardians must answer before an appraisal meeting. Not all schools use this function.



Vklass

You can find more information on our support site.

Look under the heading "Legal Guardians",

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

Do you have any questions about Vklass?

Please contact your child's school for assistance!