Den Selvejende Institution

Skipper Clement Skolen

Forhen. Elisabeth Brøndsteds Skole og Cand. Mag. Møllers Realskole

Gl. Kærvej 28-30
9000 Aalborg
Telefon 98 12 11 88
www.skipper-clement-skolen.dk
Info@skipper-clement-skolen.dk

IT Guide for
Students and Parents

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Communication between parents, students and school

We use Skoleintra for communication between parents, students and teachers.

Students log on to Skoleintra with their SkoleIt login.

An SMS will be sent to parents with login information to log on to Forældreintra. This text message is sent as soon as the student is registered on Skoleintra.

If you experience problems logging on to Elevintra or Forældreintra, you can contact Kennet Andersen by email ka@skipper-clement-skolen.dk or tel. 41 32 00 59.

Elevintra and Forældreintra are accessed easily from the school's website www.skipper-clement-skolen.dk   (See picture below)

Elevintra and Forældreintra are also available as apps in the Apple Appstore and Google Play.

Students' SkoleIT-login

Students who start in grade 0 and Stage 1 will be given a username and password for the SkoleIt login from the start of school.

Students who come from another school have the same username (uniname) as at the previous school. When the student starts, the school will create a password for use of the SkoleIT login.

The student is automatically given a user account so that the student can log on to the school's shared computers and the school's wireless network.

SkoleIt login also works as our unilogin.

See the section on SkoleIT login for use on websites that use unilogin as access.

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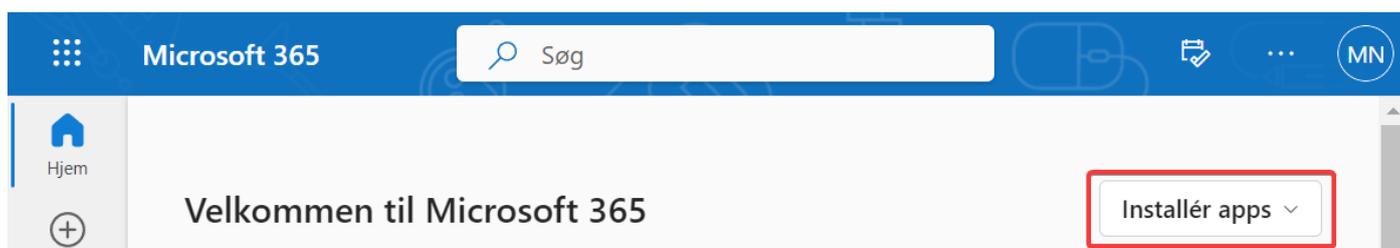## Office 365 (e.g. Words, Excel, Teams and OneDrive)

The school uses Microsoft Office 365 and students can log on to the online version with their school email and their school IT password.

The student's school email is username@skipper-clement-skolen.dk.

The online version of Office 365 is found on www.office.com.

The student can download a full version of Office 365 which is done from the frontpage of www.office.com.

The page can be seen whether you are using a PC or a Mac and will download the correct version.

In Office 365, students use the OneDrive program to create/store all their documents and to share with classmates and teachers.

For collaboration, we use Teams, which is also part of Office and which is accessed from www.office.com.

Absence

When students are sick/absent, parents must report them sick/absent to our Absence Service - it happens via www.minuddannelse.net. The link is provided on forældreIntra under links.

The absence service is presented in this video: vimeo.com/442960911/93deadb9c4

System Administrator

Kennet Andersen is system administrator, but also provides support.

Kennet can be contacted at ka@skipper-clement-skolen.dk or on tel. 41 32 00 59.

Support for Students

Morten Nielsen is an IT supporter for the students. He can be found throughout the school day, and has an office in the computer room.

Morten can be contacted at mn@skipper-clement-skolen.dk or on tel. 41 32 00 58.

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SkoleIT-login

All students at educational institutions have a unilogin created upon enrolment. This login consists of a username and a password. The username is 8 characters long and the first 4 are taken from the student's first name. The last 4 typically consist of numbers, but can also contain letters.

Example: Sofie Jensen could get a username called 'sofi455j'.

At Skipper, we do not use unilogin to log in to different websites. We use SkoleIt login, but the username is the same.

On websites where you can log in with unilogin, you must choose 'local login' instead of unilogin. (see below)

Loginvælger
Unilogin

Vælg login

| **Uni**login |
| Mit**☻D** |
| Lokalt login |

After that, you must select SkoleIt on the list.

Loginvælger
Unilogin

Søg efter lokalt login

| Skjern Kristne Friskole |
| SkoleIT |
| Skolen Bifrost |
| Skolen i Skibby |
| Skovbo Efterskole |
| Skovlund Friskole |

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The student is then redirected to SkoleIT, where you enter your uniname and the password that he/she has been given by the school.