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



FORHEN. ELISABETH BRØNDSTEDS SKOLE OG CAND. MAG. MØLLERS REALSKOLE



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#### Communication between parents, students and school

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

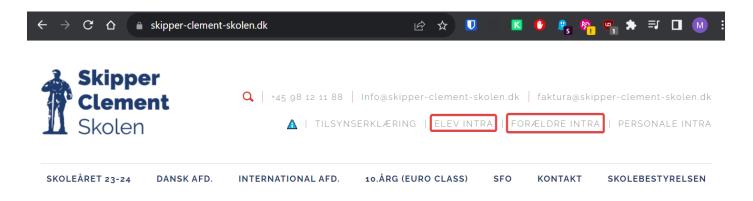
Students log on to Skoleintra with their SkoleIt login.

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 <u>ka@skipper-clement-skolen.dk</u> or tel. 41 32 00 59.

Elevintra and Forældreintra are accessed easily from the school's website <u>www.skipper-clement-skolen.dk</u> (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.

#### Skolelt 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)

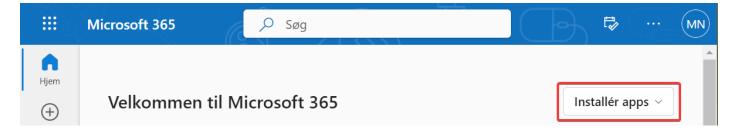
The school uses Microsoft Office 365 and students can log on to the online version with their school email and their school IT password.

The student's school email is <u>username@skipper-clement-skolen.dk</u>.

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.

#### System Administrator

Kennet Andersen is system administrator, but also provides support.

Kennet can be contacted at <u>ka@skipper-clement-skolen.dk</u> 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 <u>mn@skipper-clement-skolen.dk</u> or on tel. 41 32 00 58.

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#### Absence

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

You can also download 'ForældreIntra' to a mobile phone and then access absences from there. The app can be downloaded by using the QR codes below:





If you use the app, you can find absences in the following way:

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Skipper Clement Skolen - Aalborg	Menu	G	o Links	
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l indbydes hermed til årets generalforsamling onsdag den 24. april fra kl. 17-21.	Dagbøger	>	<u>Registrering og kommu</u>	nikation vedr. SPO
Generalforsamlingen vil starte med et meget interessant foredrag med titlen <i>"Få mere robuste</i>	Ugeplan & Lektier	>	LINKS FOR SKOLEN	
<i>børn uden at miste din stemme eller dig selv"</i> af den populære foredragsholder Maiken Juul efterfulgt af	🔁 Blanketter	>	Fravær på skolen/Abser	nce from school
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Birgitte Pedersen til 0A, 0B, 1A, 1B, 2A og 31 *** andre 2. apr. 2024 08:51	Planer	>		
Havde du ikke fået ryddet op inden skolefesten? Så kig ned i mødelokalet på kontorgangen, hvor alt fra oprydningen af garderoberne og gangene ligger. Mødelokalet bliver tømt for tøj mm. fredag den 5. april 2024				
Hjen Beskeder Ugeplan Kalender Påmindelser	Hjom Beskeder Ugeplan Kalender Påmin	indelser Menu	Hjem Beskeder Ugeplan	Kalender Pämindelser Menu

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

### Loginvælger

Vælg login

Unilogin	
Mit 20	
Lokalt login	

After that, you must select SkoleIT on the list.

### Loginvælger

Søg efter lokalt login





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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.

<b>SkoleIT</b>
Brugernavn
Adgangskode
Log på