



The Tieto Edu app replaces Vklass - special information regarding leisure time centre (fritidshem)

The 9th of August we leave Vklass and change to Tieto Edu. At <https://kommun.vetlanda.se/edu> you find instructions for how to use the app. The page can be translated via Google Translate.

If you for special reasons do not have BankId, you need to contact your school. They have routines for things handled in the app.

The lunch menu for preschool and school is now found at <https://kommun.vetlanda.se/skolmat>

DOWNLOAD THE APP

Download the app "Tieto Edu" for free from Google Play or the App Store. You log in with BankId.

If you do not find the app - check that your Google Play is set to Sweden.



SET THE SCHEDULE

You set your schedule in the Tieto Edu app. See instructions further down in the letter.

You can repeat the schedule if you want it to be the same for several weeks, and you can copy the schedule to any siblings.

You can also register a schedule via the e-service " Barnomsorg, registrera schema" which you can reach via <https://sjalvservice.vetlanda.se/schema> , but it is easier to do it in the app. If you use the app, you will also receive notifications, for example when the schedule is to be renewed.

REPORT ABSENCE

From 9 August, you as a guardian report absence in the Tieto Edu app.

If you do not have possibilities to use the app, or if you don't have a mobile BankID, you report absence directly to the school by phone.

When you as a guardian report absence via Tieto Edu, staff at both the school and the leisure time centre will see this.

LEISURE TIME CENTRE- ATTENDANCE REGISTRATION

The staff will digitally mark in Tieto Edu when your child is present (coming / going) at the leisure time centre. You can take part of this in Tieto Edu, under Child Schedule / Schedule Overview.

MESSAGES

Written communication with the school will mainly take place through the app Tieto Edu. As a guardian, you can send and receive secure messages directly to / from your child's educator / educators.

NEWS

The school will write general information. You can find it in Tieto Edu under "News". You cannot reply to news.

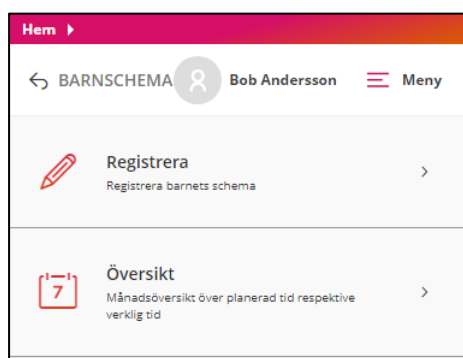
Instructions for schedule and absence in Tieto Edu

Set the schedule

Film with instructions: <https://www.youtube.com/watch?v=2tSMw-VTu7w>

You can also register a schedule via the e-service " Barnomsorg, registrera schema" which you can reach via <https://sjalvservice.vetlanda.se/schema>, but it is easier to do it in the app. If you use the app, you will also receive notifications, for example when the schedule is to be renewed.

1. Launch the "Tieto Edu" app (or e-service) and log in with your BankID
2. Select which child you want to register a new schedule for. (Schedule must be registered for all children)
3. Click on "Barnschema" (Child Schedule) and then "Registrera"



4. Select the week for the first day you want to register a new schedule.

5. Enter the times you apply for childcare for each day.

The screenshot shows the 'BARNSCHEMA' app interface for a child named 'Noah'. At the top, there's a header with a back arrow, the title 'BARNSCHEMA', and a menu icon. Below the header, the child's name 'Noah' is displayed. The address '2.MariaBjörkbackens förskola - Freja' and the placement period 'Placeringsperiod: 2017-10-01 -' are listed. A navigation bar shows the month 'Maj 2018' with arrows for navigation. Below this, a row of week tabs 'v.18', 'v.19', 'v.20', 'v.21', and 'v.22' is shown, with 'v.19' selected. A toggle switch for 'Ledig hela veckan' (Free for the whole week) is currently turned on. The main section contains input fields for each day of the week: 'Mån 7/5', 'Tis 8/5', 'Ons 9/5', 'Tors 10/5', and 'Fre 11/5'. Each field has a time range selector (hh:mm - hh:mm) and '+' and '-' buttons. Below these is a section for 'Obestämd tid' (Indefinite time) with a dropdown arrow. At the bottom, there's a 'Total tid: 0h 0min' label, two buttons 'Återställ vecka 19' (Reset week 19) and 'Upprepa vecka 19' (Repeat week 19), and a large blue button 'Bekräfta ändrade schemaveckor' (Confirm changed schedule weeks).

6. If you want to add the same schedule for more weeks (maximum 20 weeks) click on "Upprepa vecka..." (Repeat week...), and then select which week (s) you want to copy it to.
7. Click on "Bekräfta ändrade schemaveckor" (Confirm changed schedule weeks)
8. Click on "Skicka in" (Submit).
In this step, you can also copy the schedule to siblings (Kopiera schema till syskon).

The screenshot shows the 'Ändrade schemaveckor' (Changed schedule weeks) screen in the 'BARNSCHEMA' app for 'Noah'. The header is the same as the previous screen. Below the header, the title 'Ändrade schemaveckor' is displayed. The address '2.MariaBjörkbackens förskola - Freja' is shown. A section for 'v.19' shows a total of '17h 0min' and a 'Dölj tider' (Hide times) button. Below this, a list of days and times is shown: 'Mån 7 Maj' (07:00 - 16:00), 'Tis 8 Maj' (06:00 - 14:00), 'Ons 9 Maj' (Ledig), 'Tors 10 Maj' (Ledig), and 'Fre 11 Maj' (Ledig). Below this is a section for 'Obestämd tid' (Indefinite time) with a table showing 'Dag' (Day) and 'Natt' (Night) both set to '0h 0min'. A section titled 'Kopiera schema till syskon' (Copy schedule to siblings) contains a note: 'Befintliga scheman kommer att ersättas med ovan schema för de valda syskonen per öppning / stängningstid för vald placering'. Below this is a toggle switch for 'Theo' which is currently turned on, and the text 'Ingen placering för schemaperioder' (No placement for schedule periods). At the bottom, there are two buttons: 'Tillbaka' (Back) and 'Skicka in' (Submit).

Report absence

From 9 August, you as a guardian report absence in the Tieto Edu app.

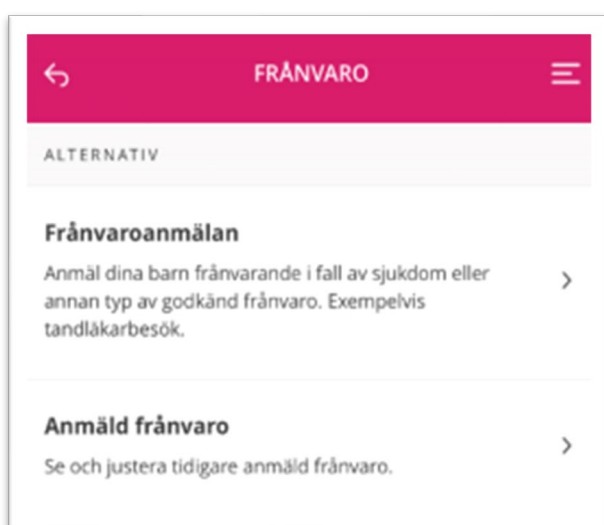
If you do not have possibilities to use the app, or if you don't have a mobile BankID, you report absence directly to the school by phone.

If you have children in school and leisure time centre, you make ONE report - it is seen by both school and leisure time centre.



Instruction - Absence notification

1. Launch the app "Tieto Edu" and log in with your BankID.
2. Press "Frånvaro" (Absence) and then "Frånvaroanmälan" (Absence report).



3. Select period

- Select **Heldag** (full day) if you want to report absence for a whole day, for example in the event of illness.
(It is possible to report for the current day and for tomorrow. If the child is ill for several days, you must make a new report of absence.)
- Select **Tidsbestämd** (a certain time) for individual hours, for example during a dental visit.



4. Press "**Skicka frånvaro**" (Send report).

See reported absence

You can go to Frånvaro/Anmäld frånvaro (Absence / Reported absence). There you can see and adjust previously reported absence.