

The Tieto Edu app replaces Vklass and we change the routines for pick-up and drop-off

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.



PICK UP AND LEAVE YOUR CHILD

When you leave and pick up your child, you need to check in and out the child on a screen located in the entrance. Next to the screen you will find instructions. See also instructions further down in this letter.

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 preschool by phone.

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 "Nyheter" (News). You cannot reply to news.

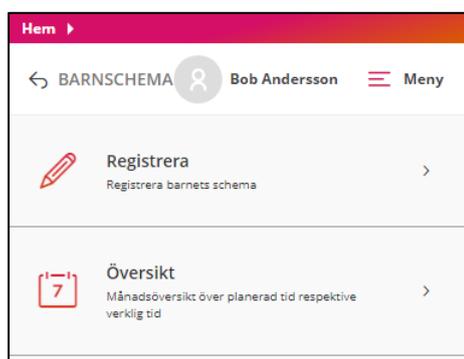
Instructions for schedule and absence in Tieto Edu

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 the address sjalvservice.vetlanda.se/schema, but it is easier 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.



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).



Report absence

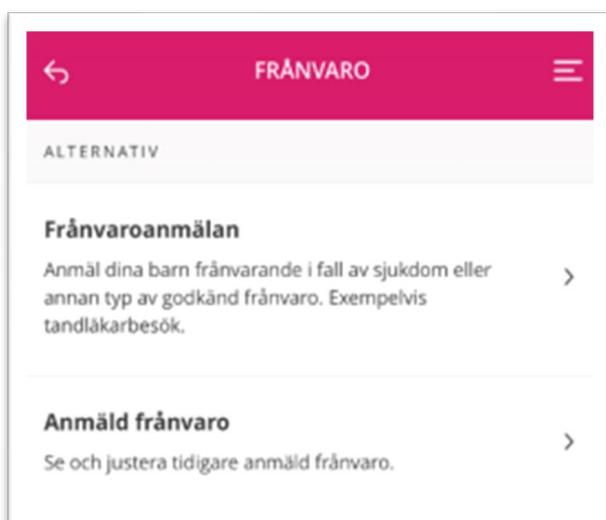
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Instruction - Absence notification

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.

Pick-up and drop-off at preschool and educational care

As a guardian, you are responsible for checking in and out your child on arrival and when you leave. You do this on the digital screens available at the entrance.



On arrival

1. Touch the child's name on the screen.
2. Wait for the child's "button" to turn green.
3. Make sure the staff knows that the child has arrived.

When leaving

1. Touch the child's name.
2. Wait for the child's "button" to turn blue.
3. Make sure the staff knows that the child has been picked up.