# Aula

will replace 'Parent Intra' from 21 October 2019

Egedal
Kommune

# Everything You Need

The goal of Aula is to strengthen cooperation between parents, staff and pupils. This leaflet tells you all about:

- Logging In
- Consent and Sensitive Information
- Functionality
- How to Save Content from Intra

## Logging In

In order to log in to Aula, you need a UNI username and password. Go to Aula.dk, select *Parents* and log in with your UNI username and password. If you need any help in setting up your UNI username and password, feel free to contact your child's school or day-care centre, or visit egedalkommune.dk/aula.

You can access Aula as an app or on a computer.

## Consent and Sensitive Information

On Aula we take good care of your information and that of your child. Consequently, the first time you use Aula, you will be asked to decide about certain consents and permissions. For example, you must decide whether or not we can show photos of your child in Aula.

# Functionalities

Aula has various functions and options. Here is a list of Aula's functions.



1: Group posts
2: Timetable, events and weekly schedule

3: Messages
4: Photos and videos

5: Documents

6: Groups
7: Search
8: Your profile

You set notifications under *Your Profile*. You can choose how often, and from which areas you want to receive notifications.

# How to Save Content from Intra

All content in the current Parent Intra/Pupil Intra will be deleted after the transition to Aula.

What to do:

1. Images: Right click on the image. Select 'Save image as'. Save to your own computer.

2. Messages: Highlight the text. Copy. Insert the text into the text programme. Save to your own computer.

3. Contact book: Highlight the text. Copy. Insert the text into the text programme. Save to your own computer.

4. Documents: Open the document. Save to your own computer.

The deadline for saving material is 1 November 2019.

# Further Information

To find out more, visit www.egedalkommune.dk/aula.

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