



GLADSAXE

# Aula

Communication  
with the pre-school



Aula

# What is Aula?

Aula will become the pre-school's new communication platform when Aula replaces DagIntra in 2021. We will still be using INFOBA when the cooperation concerns your child's learning, development, wellbeing and education. Here you can view, for example, your child's Focus Child forms.

Primary schools, after-school schemes, leisure activity centres and clubs have been using Aula since 2019.

Aula means assembly hall and expresses community and fellowship. With Aula we get a shared space for communication and collaboration in a simple, user-friendly and secure solution that follows children from creche to the end of primary school.

With Aula you get...

...a simple and user-friendly solution that gives you a better view of your child's daily activities.

...one entry point for communication about your child / children from creche right through to the end of primary school.

...an extra layer of security that protects your child's data.

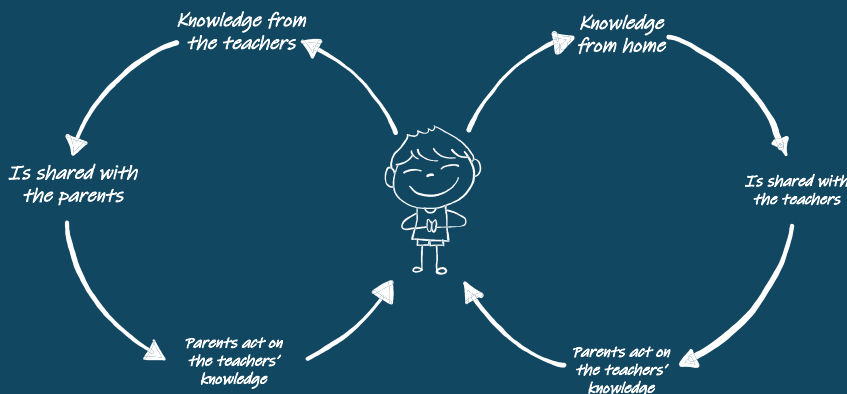


# Aula will strengthen cooperation

The aim of using Aula is to strengthen and reinforce cooperation between the home, staff and children.



Shared responsibility for the child's learning:



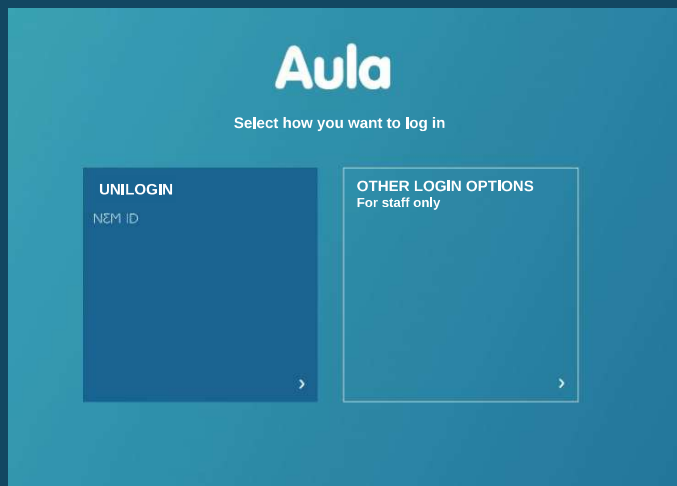
With Aula you can...

- ... follow what is happening in your child's school day.
- ... communicate with staff and the other parents.
- ... sign up for events and meetings.

We are united in making Aula a good and pleasant place to communicate in writing. We therefore need to help each other to maintain the good tone and use the "Reply to all" function thoughtfully.

# How to access and use Aula

1. Go to [aula.dk](http://aula.dk)
2. Choose  
“Select Unilogin/NemID”



3. Log in with your Unilogin or NemID

Have you forgotten your user name or password?

Under Other options select:  
“Log in with, e.g., NemID”,

or get your Unilogin by selecting:  
“I don’t know my user name”

The first time you log into Aula, you must use NemID. There will also be a number of things on which you will need to make a decision. For example, regarding images of your child, and how these may be used. If you change your mind, you can always change your answer under “My profile” in Aula.

# How to make your way around Aula

The screenshot shows the Aula web application interface. At the top left is the 'Aula' logo. The top navigation bar includes user avatars for 'ALMA' and 'KARL WILLIAM', and buttons for 'GROUPS', 'SEARCH', and 'MY PROFILE'. A left sidebar contains icons for 'OVERVIEW', 'CALENDAR', 'MESSAGES', 'COME/GO', and 'GALLERY'. The main content area is titled 'Overview' and features a 'SETUP' dropdown menu. Below this are three posts: 'Presentation by Camilla - new teacher for Red', 'Parent pilots', and 'Re.spreading of Corona'. On the right, a 'BIRTHDAY' section shows a calendar with upcoming birthdays. A 'Delivered by INFOBA' notification is visible at the bottom right of the birthday section.

1 Here you can see all posts from the groups you are a member of.

2 Here you can see events such as conversations and arrangements.

3 Here you can read and write messages. You need to use your NemID to read messages with sensitive information.

4 Here you can note times of collection, and who will be collecting your child.

5 Here you can see pictures and videos from the groups you are a member of.

6 Here you can choose to see information for one or more of your children

7 Here you can find the groups you are a member of.

8 Here you can search in Aula.

9 Here you can see your contact information, personal record, consent and notification settings.

10 Here you can access INFOBA.





## Aula app

You can also log into Aula with the Aula app.

You can use a PIN code that you choose yourself or your fingerprint.

You can download the app to your iPhone and iPad in the App Store or to Android in Google Play.

Search for “Aula” and choose the blue version for parents.

# How to protect your child's data in Aula

You must mark the message as “sensitive” if you are writing a message that contains sensitive or confidential information.

You will be automatically requested to use your NemID if you receive a message that contains sensitive or confidential information.

Sensitive and confidential personal information is information about:

- Central population register no.
- Health information
- Private matters, e.g.
  - Learning difficulties
  - Family relationships
  - Illnesses
  - Divorce
  - Adoption
- Particular social difficulties
- Religious belief
- Race and ethnic origin
- Sexual relationships and orientation
- Criminal behaviour and convictions

## Did you know...

that you can get NemID as an app?

Read more on the NemID app at [nemid.nu](https://nemid.nu)

# If you need help

Find guidance and information about Aula at [aulainfo.dk](http://aulainfo.dk)

If you are in any doubt or have any questions, contact your child's pre-school.

## Are you having problems with your Unilogin?

If you have forgotten your password or your username, you can reset it yourself. See under "How to access and use Aula".

If you are having problems with Unilogin, you should contact your child's pre-school.