



GLADSAXE

# Aula

Communication with school



Aula

# What is Aula?

Aula will be the new communications platform in primary schools, after-school clubs, leisure and club activity centres and nurseries when Aula supersedes SkoleIntra in 2019 and DagIntra in 2020.

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.

In schools we will continue to use Skoleportalen when the collaboration deals with your child's learning. Here, for example, you can see your child's pupil plan.



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 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 goal of Aula is to strengthen and reinforce cooperation among parents, staff and

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.

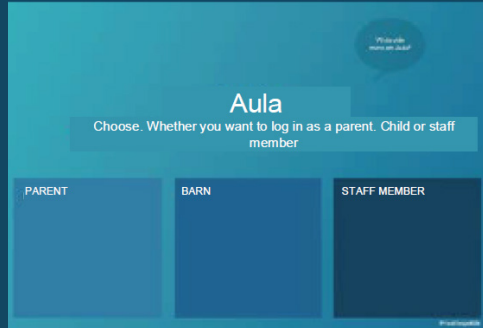
We are united in making Aula a good and pleasant place to communicate in writing. We therefore need to help each other to maintain the good tone and use the "Reply all" function thoughtfully.



# How to get to and use Aula

1. Go to [aula.dk](http://aula.dk)

2. Choose "Parent"



3. Log in with your UNI login

Have you forgotten your username or password?

Choose "Forgotten username or password?" and log in with NemID.

The first time you log into Aula, you must use NemID. There will also be a number of matters to state your position on. For example, whether the school may take pictures of your child, and how it may use them. If you change your mind, you can always change your answer under "My profile" in Aula.

The screenshot shows the Aula interface. At the top, the word 'Aula' is on the left, and on the right, there are navigation icons for 'ALMA', 'KARL WILLIAM', 'GRUPPER', 'SØG', and 'MIN PROFIL'. Below this is a sidebar with icons for 'OVERBLIK', 'KALENDER', 'BESKEDER', 'GALLER', and 'FILER & DOKUMENTER'. The main content area shows a post titled 'Nyt fra Musikskolen' with text about a choir rehearsal. On the right, there is a calendar view for '10 SEPTEMBER 2019' showing a schedule of events like 'Matematik (3.A)' and 'Pause'.

- 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 must use NemID to read messages with sensitive or confidential information
- 4 Here you can see pictures and videos from the groups you are a member of
- 5 Here you can see files that have been shared with you
- 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



## 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 in App Store or Google Play for iPhone, iPad and Android.

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:

- A personal identification number
- 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 [gladsaxe.dk/aula](https://gladsaxe.dk/aula)

Write to your Aula support service at [aulasupport@gladsaxe.dk](mailto:aulasupport@gladsaxe.dk) or contact the school.

## Are you having problems with your UNI•Login?

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

If you are having other problems with UNI•Login, you should contact the school.