

Introduction

Purpose

The manual provides comprehensive guidelines and step-by-step instructions for working with the app

Target audience

The manual is for end users who use the app. For setup and configuration of the app, please see the installation instructions and technical manual for the app.

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App structure and modules

Menu and navigation

Android

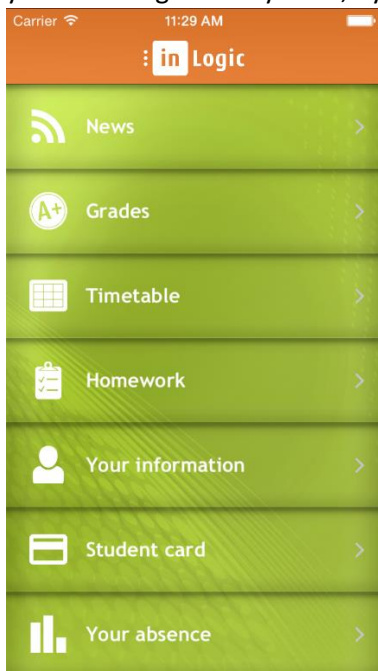
The Android version uses a pull-out menu that can be accessed from anywhere in the app by simply swiping from the left edge of the screen to the right, or by pressing the "Hamburger" icon with the three lines in the upper left corner.

On Android, the app automatically starts up in the news view after the user has logged on.



iPhone

On iPhone the navigation is through a menu the app starts up upon login. Then select a menu item, which you can navigate away from, by pressing the back arrow in the top left corner.



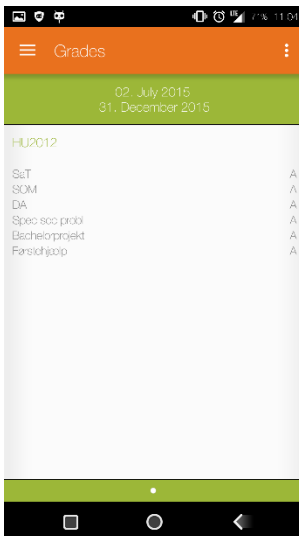
News

The menu item 'News' show the last 30 days of news, which can be either from Facebook or the school's own news site.



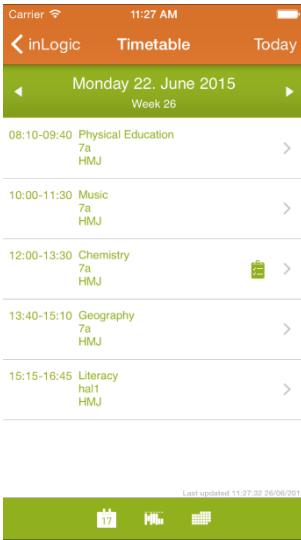
Grades

Under the menu item 'Grades' you can see the users grades. There is three different views available of grades: Day, Course and Semester View. In the event that there are more characters in the different views, it is possible to swipe left and right to navigate through them.



Timetable

Under Timetable it is possible to see the users schedule in three different views: Daily, weekly and monthly view. Select from the different views with the three icons at the bottom of the screen.



Homework

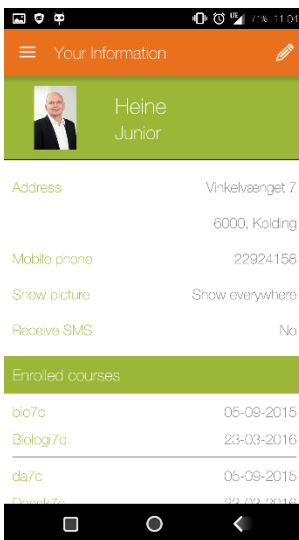
Under 'Homework', you see what homework is registered and teacher / teacher's notes to the homework.



Your information

Dine oplysninger viser hvad skolen har registreret om den pågældende bruger samt hvilke hold brugeren er tilmeldt.

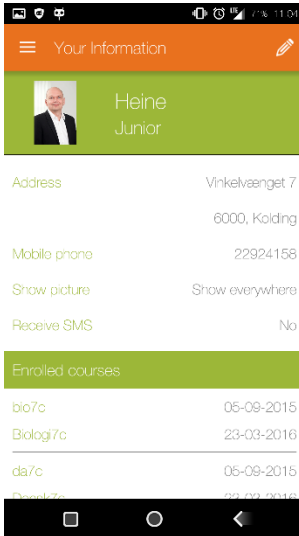
Your information shows what the school has registered for the user in question and which courses the user is enrolled.



How to edit my information?

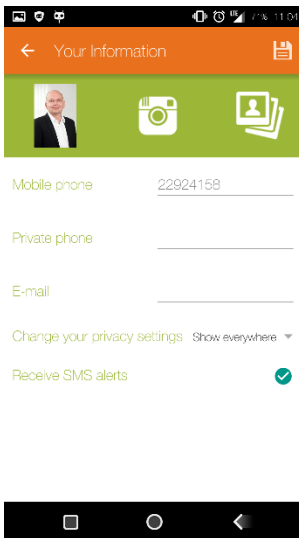
- *Android*

After selecting the menu item "Your information", press the Edit icon in the top right corner.



Then the screen below will greet you. Here it is possible to change the user's picture, mobile number, his mail, home phone number, whether you want to receive text messages from the school and how the user's picture is displayed through the system.

You can either select an image from the gallery by clicking on the gallery icon or take a picture on your phone and use as your profile picture by pressing the camera icon.



After making your corrections, press the save icon in the top right corner, which saves the changes.

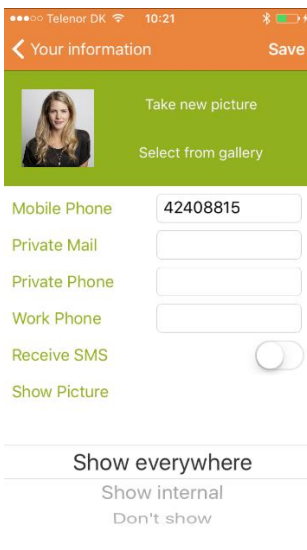
- Iphone

After selecting the menu item "Your information", press the "Edit" in the upper right corner.



Then the screen below will greet you. Here it is possible to change the user's picture, mobile number, his mail, home phone number, whether you want to receive text messages from the school and how the user's picture is displayed through the system.

You can either select an image from the gallery or take a picture on your phone and use as your profile picture.



After making your corrections, press "Save" in the upper right corner, which saves the changes.

Absence registration

It is possible for teachers to absence register pupils / students in the absence registration. It will initially start up today, with a list of lessons on that day.

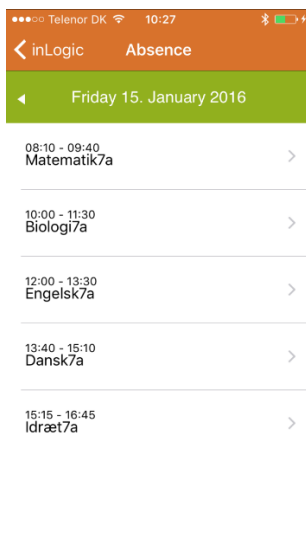
Man trykker derefter på den lektion man gerne vil foretage registrering for, så vil man se en liste af deltagere. Man trykker derefter på en deltager, for at vælge mellem de forskellige slags fravær, som er: Ulovligt fravær, for sent, godkendt fravær, repræsenteret af farverne. Ved at bruge en af hængelåsene i bunden af skærmen, kan man vælge hvilken farve/fravær der skal markeres med. Så hvis man f.eks. vælger den gule, vil alle deltagere man derefter trykker på blive markeret med gul.

You then choose the lesson you want to register for, this will give you a list of participants for that class. You then press a participant to choose between different kinds of absences. Those are illegal absence, late, approved absence, represented by colors. By using one of the lock pads on the bottom of the screen, you can choose which color / absence to be marked. So if, for example choose the yellow, all participants you press afterwards will be highlighted in yellow.

It is possible to do absence registration 14 days before today.

Det er muligt for skolen selv at vælge hvilken farve de forskellige slags fravær skal markeres med, i dette tilfælde er der valgt gul, rød og sort. De valgte farver vil gå igen under "Dit fravær" modulet.

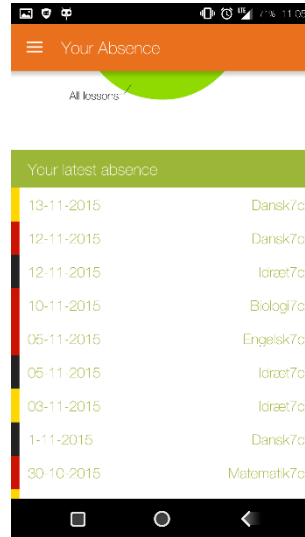
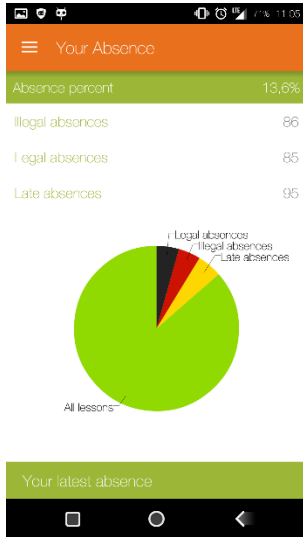
It is possible for the school to choose the colors of the different types of absence; in this case, there is yellow, red and black. The selected colors will go again under "Your absence" module.



Your attendance

Under the menu item 'Your attendance', you can follow your current absence. In the pie chart, you can see what registrations you have overall. Below in the "Your latest absence", there is a list that show the individual registrations.

It is possible for the school to choose the colors of the different types of absence; in this case, there is yellow, red and black. The selected colors will go again under "Absence registration" module.



Parking

Parking allows users of the app to register their vehicle registration number (Henceforth "vehicle registration number" is "registration") electronically, so they do not have to keep track of parking permits.

As of now, parking only integrates with Park Zone.

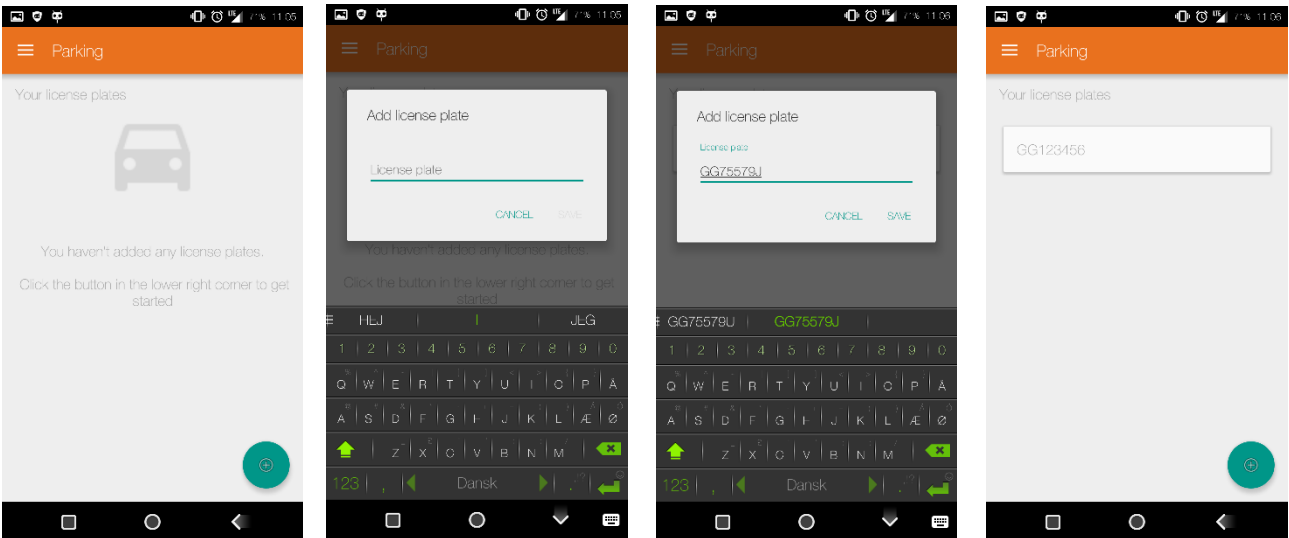


- How to add a registration number?

Android

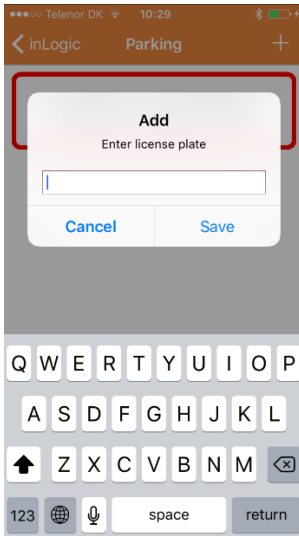
After selecting the menu item "Parking", press the plus button in the lower right corner.

Enter the registration, then press Save. If it is stored correctly, the registration number will be on the list and you will see a popup message confirming the save.



iPhone

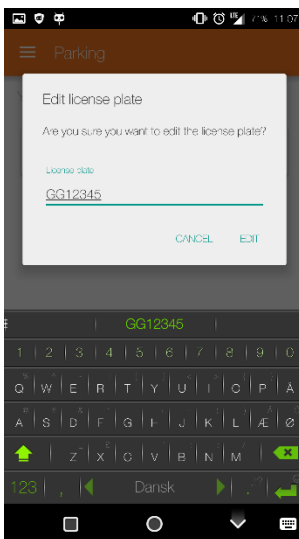
To add a registration, press the plus icon in the top right corner. Then enter the desired registration, and press Save. If the vehicle registration is saved correctly, it will appear on the registration list.



- How to edit a registration?

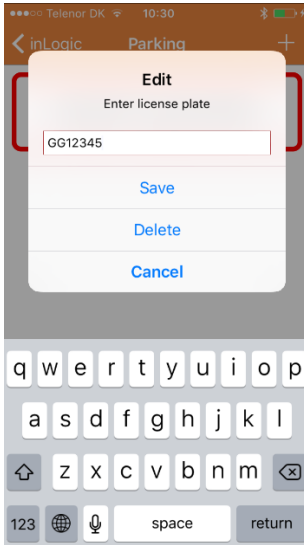
Android

To edit a previously saved registration click briefly on the registration to be changed. Then make the changes and press "Edit", which saves the changes. You will then receive a popup confirmation that the editing has gone through. Be aware that there must be some changes before you can press "Edit".



iPhone

To edit a registration briefly press the registration to be edited. Once the changes are made press Save.



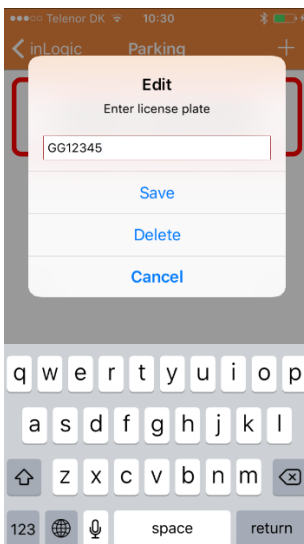
- How to delete a registration?

Android

To remove a previously saved registration long click on the registration to delete and press delete. If the deletion went well a popup message confirming deletion will appear and the registration will no longer appear on the list.

iPhone

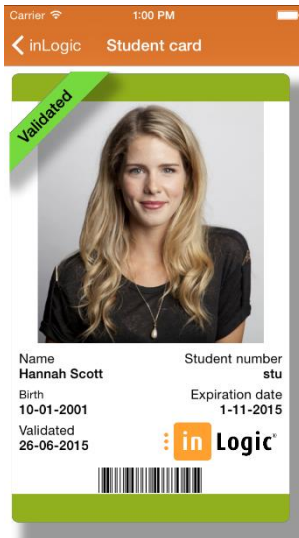
To delete a registration briefly press the registration to delete. Then press delete, and the number will no longer appear on the list.



Student ID

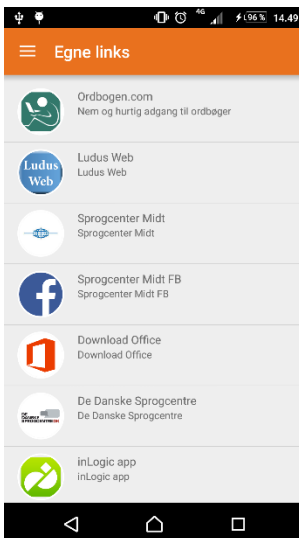
Student ID shows the latest approved image of the user, name, student number, birthday, the program's expiration date and the date when last check if the user is still valid. In case the user is not accepted by the server, there will not be inserted an image and the sloping banner will be red with the message "Invalid".

It is currently only possible to use the student ID to pupils and students.



Link Collection

Link collection contains a collection of links that the school has set up so that all users of the app has access to. It is not possible to edit the list from the app, and changes can only be made through UMS.



Other relevant materiel

Prerequisites

Installation Instructions

Technical manual

FAQ