

# New at Skipper Clement School



IT guide for students and parents

System for communication between parents, students and school.

We use SkoleIntra for communication between parents, students and teachers.

Students log on to Elevintra with their unilogin

Parents will receive a text message with login information for logging on to ForældreIntra. This text message will be sent as soon as the student is registered on Skoleintra.

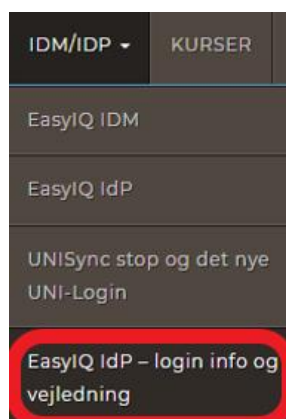
If you experience problems logging on to Elevintra or Forældreintra, you can contact Mogens Mersholm by mail at [mm@skipper-clement-skolen.dk](mailto:mm@skipper-clement-skolen.dk) or tel. +45 22 44 79 01.

### Student's unilogin

Students starting in 0. classe

Here, the parents must reset the students' code and then help the students create a new code.

The reset is done at [www.kodeskift.dk](http://www.kodeskift.dk), where you log in with nemid. Under the menu item "mine børn" you can reset the student's codes. See the instructions on [easyiq.dk](http://easyiq.dk) under the menu item IDM / IdP - see the figure below.



Select EasyIQ IdP - login info guide and then select guide 5.

Vejledning:	Pdf udgave	Word udgave
1. Indskolingselevlogin uden piktogrammer	Download	Download
2. Indskolingselevlogin med piktogrammer	Download	Download
3. Melletrinns- og udskolingselever login og adgangskodehjælp	Download	Download
4. Ansattelogin og adgangskode selvhjælp	Download	Download
5. Forældre - hjælp dit barn med nulstilling af adgangskode	Download	Download
6. Leder og Ledelse - Uddeling af rettigheder ift. kodeskift.dk	Download	Download

Help students change code. Guide for this is in the same place - just Guideline 2 - see figure

Vejledning:	Pdf udgave	Word udgave
1. Indskolingselevlogin uden piktogrammer	Download	Download
2. Indskolingselevlogin med piktogrammer	Download	Download
3. Melletrinns- og udskolingselever login og adgangskodehjælp	Download	Download

You must use the school domain and it is @ skipper-clement-skolen.dk.

Students coming from another school

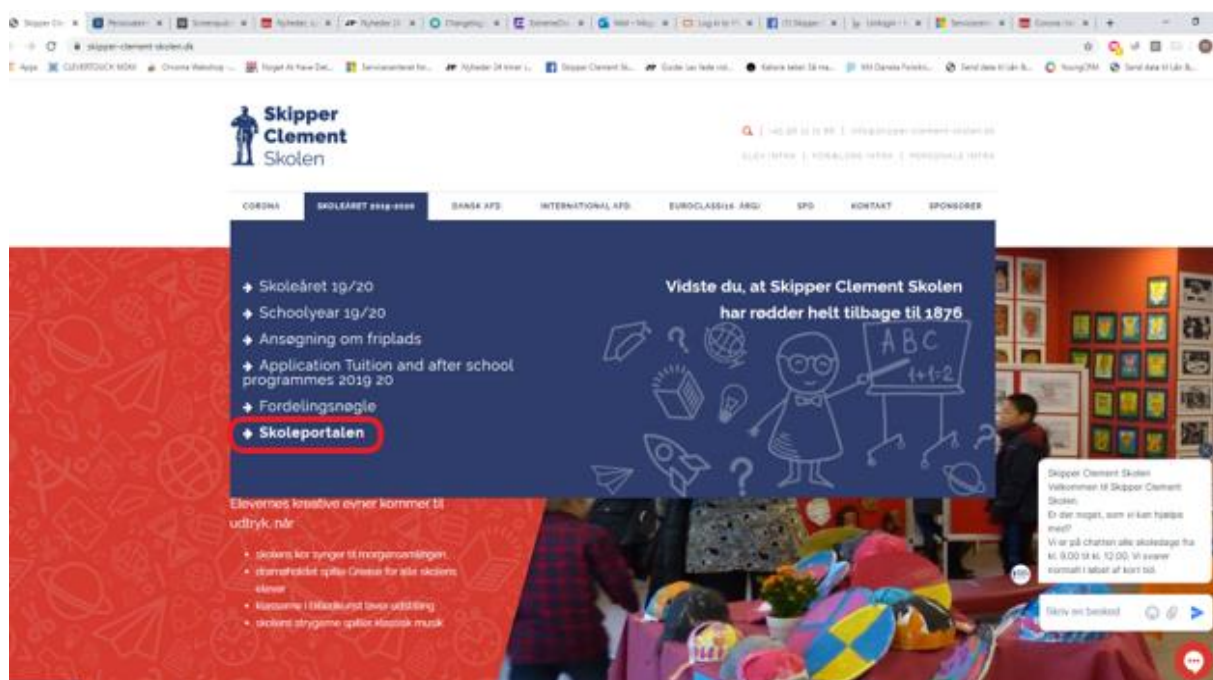
The students have the same unilogin, as at the previous school.

When the student is assigned the school, a user account is automatically created, so the student can log on to the school's student computers and the school's wireless network. The username and password are the same as their unilogin.

Office365

Link

The school uses Office365 and the student can log on to the online version with their unilogin. The link is <http://intranet.easyiqcloud.dk/>, but can also be found on the school's website - see the figure below - the red box



School Mail

In Office 365, the student has a school email where the username from Unilogin is the first part and the school domain the second part.

Example: the student's username for unilogin is perx242t, then the email address of the school email will be [perx242t@skipper-clement-skolen.dk](mailto:perx242t@skipper-clement-skolen.dk)

OneDrive

The student has access to OneDrive, where they can store documents and share them with their classmates.

Teams

The school uses Teams to send material and assignments to the students. Students are automatically placed in the Class Team they belong to.

## 06B-2013-SkipperClementSkole-... ...

The team is divided so that each subject has their channel - see the figure on the left.

Generel

Bibliotek

Billedkunst

Biologi ...

**Dansk**

**Engelsk**

Fysik- Kemi

Geografi

Historie

Idræt

Madkundskab

**Matematik**

Musik

Natur og teknik

Naturfag

Religion

Samfundsfag

1 skjult kanal

## Access to the Office suite

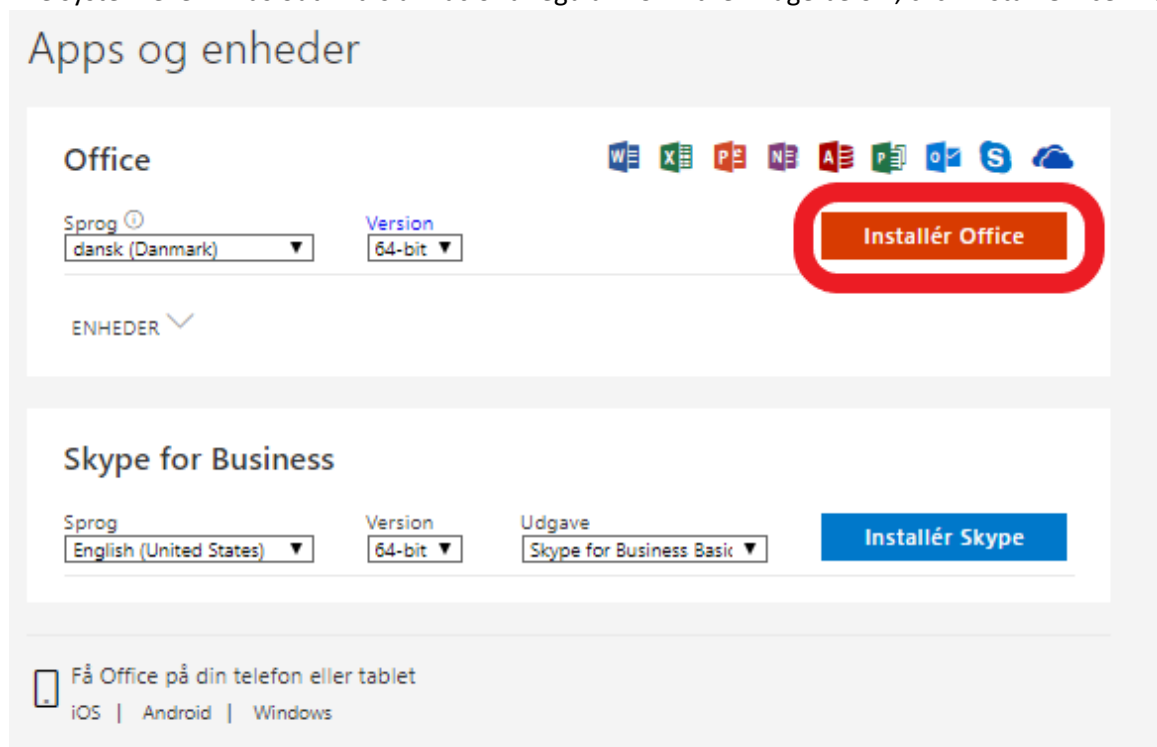
As long as the student attends the school, the Office suite can be downloaded and installed on 5 computers. This is done from the Sky version of Offices365.

Click the Software icon in the red box - see the figure below.



The screenshot shows the website for Skipper Clement Skolen. At the top left is a logo with a blue silhouette of a person. To the right of the logo is the text "Skipper Clement Skolen" in a large font. Below this text are several navigation links: "Seneste", "Sider", "Papirkurv", and "REDIGER LINKS". Below the navigation links is the heading "Startside". Under "Startside" is a grid of eight icons, each with a label below it. The icons are: OneDrive/Klasser (blue square with a white cloud), Skolelinks (orange square with a white stylized 'S'), SkolePortal (blue square with a white notepad and plus sign), Teams (purple square with a white 'T' and three people icons), Mail (green square with a white envelope), Personer (orange square with a white icon of two people), Kalender (green square with a white calendar grid), and Software (blue square with a white gear icon). The Software icon is highlighted with a red rectangular border.

The system even finds out if it is a Mac or a regular PC. In the image below, click Install Office in the red box



## Absence

When the students are sick / absent, the parents must report them sick / absent on our Absence Service - this is done via the link '[Fravær](#)', which can also be found on 'ParentIntra' under the menu item Links.

## kmnSupport

### Administrators and support

Mogens Mersholm – [mm@skipper-clement-skolen.dk](mailto:mm@skipper-clement-skolen.dk) – tel.: 22 44 79 01 is a system administrator but also provides support.

Søren Østergaard – [soe@skipper-clement-skolen.dk](mailto:soe@skipper-clement-skolen.dk) – tel.: 40 40 80 12 is a system administrator but also provides support.

### Support for students

Morten Nielsen is a supporter for the students. He is available throughout the school day and has an office in the computer room. Mortens contact information is: [mn@skipper-clement-skolen.dk](mailto:mn@skipper-clement-skolen.dk) – tel.: 41 32 00 58