

SchoolSoft

Short introduction to SchoolSoft for caregiver

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SchoolSoft for guardians

SchoolSoft is a modern, web-based system that makes the exchange of information between teachers, students and parents simple, clear and easily accessible. This means for you as a parent that you can continuously follow your child's development and have access to all information that concerns you - around the clock.

Giving parents the chance to take part in the student's school day to a greater degree has been shown to increase the student's chances of reaching their study goals. You stay up-to-date via the internet - simple and convenient. Welcome to a more open school!

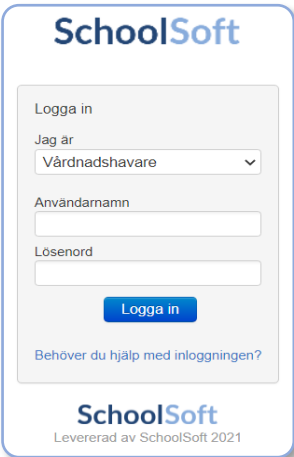
In SchoolSoft, you as a parent have access to, among other things:

- Plans, tasks, test schedule and results
- Attendance reporting and notification of absence
- Subject matrices and reviews before development interviews and IUP
- Grade
- News and calendar
- Printouts of schedules and group lists

Log in to SchoolSoft

Log in to SchoolSoft via webbehsaree

1. Enter the address sms.schoolsoft.se/skolansnamn in your browser.
2. You will now see a login page that may differ in appearance per organization. Choose **caregiver**.



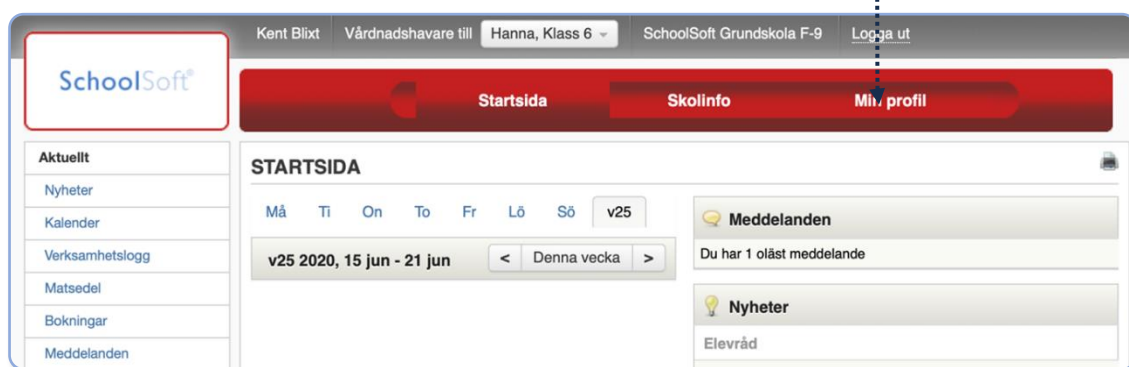
The screenshot shows the SchoolSoft login interface. At the top is the SchoolSoft logo. Below it is a 'Logga in' section with a dropdown menu for 'Jag är' (I am) set to 'Vårdnadshavare' (Caregiver). There are input fields for 'Användarnamn' (Username) and 'Lösenord' (Password), followed by a blue 'Logga in' button. A link for 'Behöver du hjälp med inloggningen?' (Need help with login?) is visible. At the bottom, the SchoolSoft logo and 'Levererad av SchoolSoft 2021' are displayed. A dashed arrow points from the text 'Choose caregiver.' in the previous step to the dropdown menu.

3. Most schools offer BankID as a login method, some schools only username and password. Choose what suits you best. **You will receive a username and password from the school.**

- If you use Password, you must **Change the password** to something that you yourself remember (at least 8 characters of which at least 1 number). Keep the password secret, even from your child.

Update your details under My profile

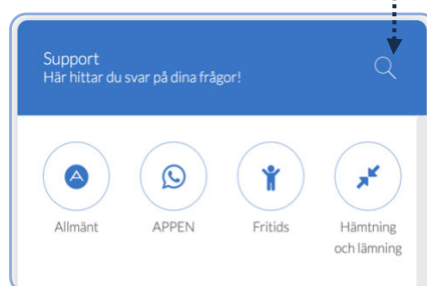
- Go to **My profile** and update your contact details. Remember to change your contact details if anything changes. It is with this information that the school can quickly reach you if something were to happen.



- It is important that you enter a correct email address. You can then send for a new password if you have forgotten yours.
- The field **Hide my information from other guardians** is checked by default. This is because the data protection regulation requires you to actively choose whether your address information can be shown to other students and parents. If you uncheck this flag, your contact details will appear in class lists for students/guardians. Display of class lists may differ between schools - some do not use the feature and only display contact lists for staff.

Digital support

In the blue question mark at the bottom right of the browser, you will find manuals and guides for students and guardians. You can search by category or enter keywords by clicking on the magnifying glass.



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Log in to SchoolSoft via the SchoolSoft App

You can find the app on the App Store or on Google Play.



In the app, you can search for the school you have children at.



Depending on which login method your school has chosen, the login can take place in slightly different ways.

BankID is usually offered as a login method, some schools only offer usernames and passwords obtained from the school.



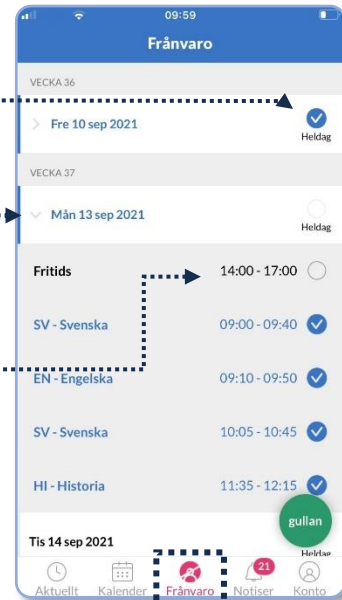
SchoolSoft via the app

Report from Ohpresence

click **Absence**. Tick Full day if the child is absent all day.

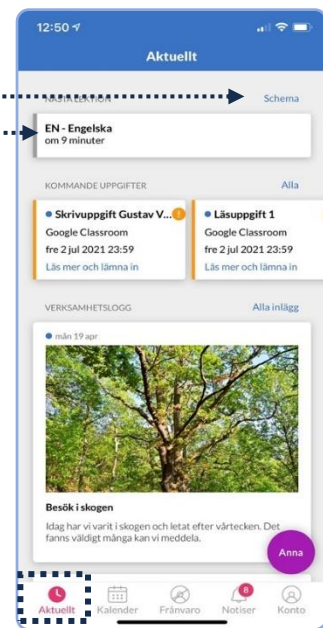
Click the arrow to the left of the date to select part of the day.

Leisure hours also reported here.



See my child's schedule

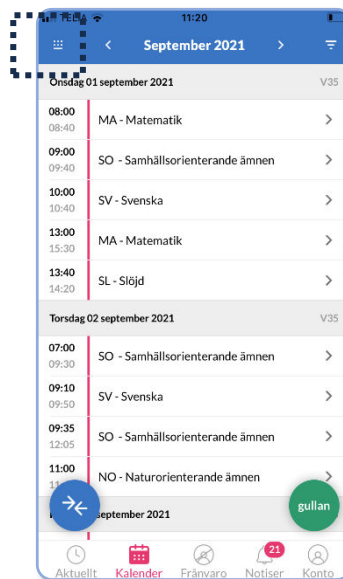
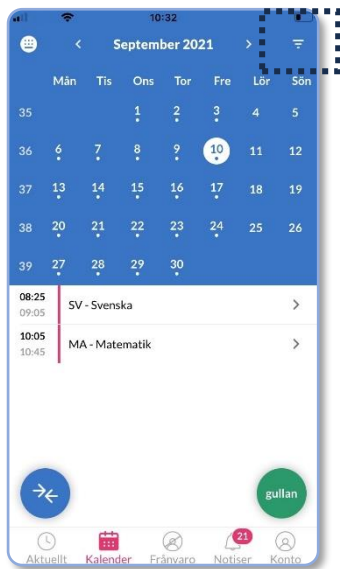
click **Current**. At the top of the page, the next lesson is displayed. To see the entire schedule, click on Schedule.



You can also choose to see all lessons in the calendar.

click **calendar**, click the icon in the top right corner. Choose to filter calendar, then choose to show lessons.

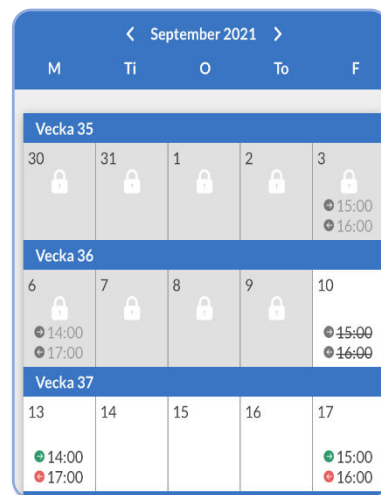
Click the icon at the top left to view all lessons in a list.



Register times Leisure/fislandschool
In the calendar view, click the arrow icon



An overview per month is shown here. Click on a day without a padlock in the calendar.



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Click in the time fields to enter times per day.

You can choose that the time also applies to siblings.



If you want to enter times for several days or weeks, click on **Period** and then **Add times**.

Here you can enter the same times for several weeks.



Take part in information from Ohn the school

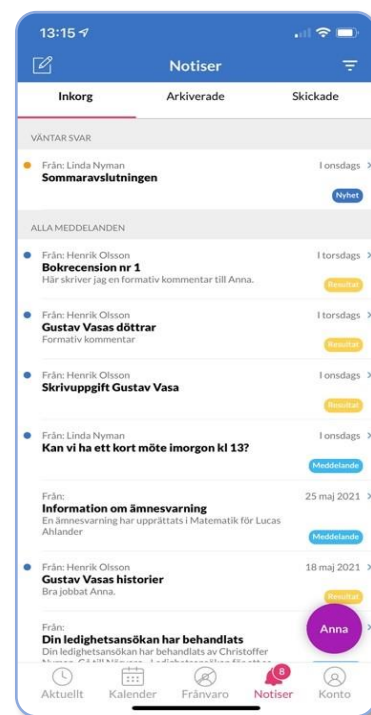
In SchoolSoft's app, you get notifications when the school publishes new information. All notices are collected in SchoolSoft's app in the notices menu. Here you can see news from the school, for example weekly newsletters, principal's information and more. In addition, all messages from the school and results on homework, tests and submissions are collected.

Certain information the school wants answers to, these notices are displayed under "waiting for answer", you as the guardian are then expected to confirm reading or give your answer.

You can archive notes that you have read by swiping from right to left. You will find archived notices in the archived tab.

If the school has activated the function, you as a guardian can write a message to staff at the school.

To write a message, click the icon in the upper left corner under notifications.



SchoolSoft via the web

On the web, you have access to all of SchoolSoft's functions. The app provides a limited selection of these. You reach the web easily from the app by clicking on **account** and then on the icon to the right of your child's name. You need to log in to the web to take part in the following:

- Knowledge matrices
- Individual development plans
- Grade
- Leave application
- Book development interviews