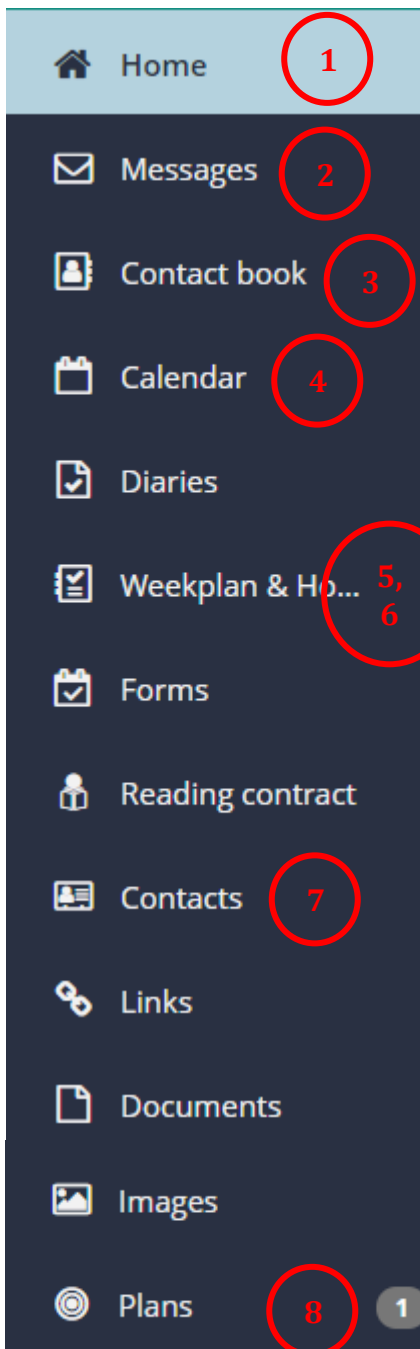


## How to use ParentIntra



### 1 Pinboard (Home)

News from administration, the Principal and Head of International. Teachers might post reminders.

### 2 Messages

Write to **class teacher** with general concerns.

Write to **subject teachers** with academic concerns: e.g. issues with homework, doubts regarding performance or feedback, etc.  
*[Subject teachers can be found through Contacts or Calendar> Schedule. They can be found by their initials, as displayed in the Schedule]. Addressing teachers by their first name is acceptable.*

Teachers will generally reply in maximum two working days.

Subject teachers will write to parents personally when there is a behavioural or academic issue that parents should be aware of.

### 3 Contact Book

Write to relevant teachers (class teachers and/or first lesson teacher) when student is sick **before 8 AM**. If your kid is not in class before 8.30 and the school did not receive a message, you will usually be notified through SMS.

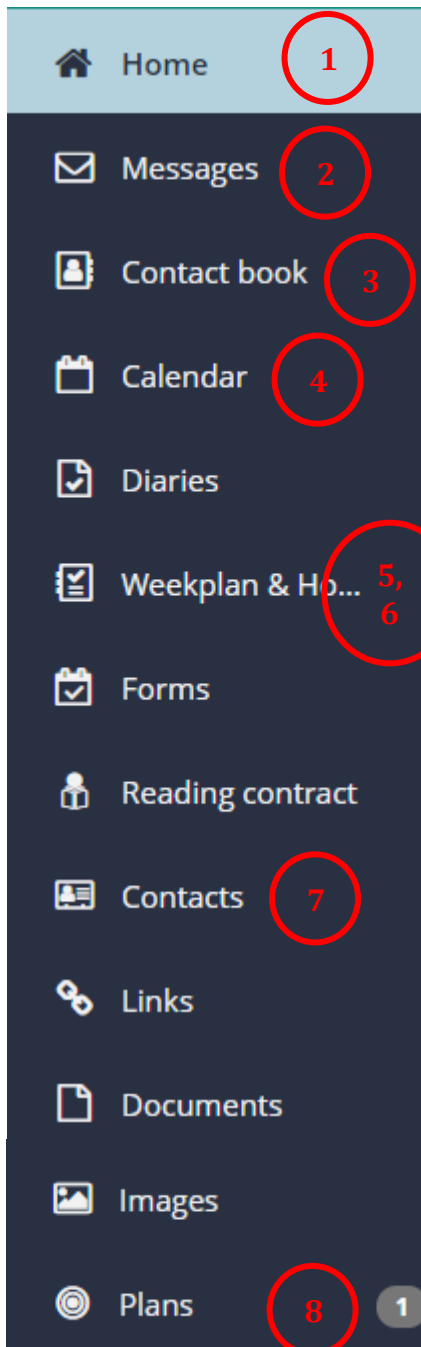
Write to relevant teachers when student must leave earlier.

For planned absence of more than two days, write to class teachers and Head of International. This will have to be personally approved by the head before it is accepted.

### 4 Calendar

In four different tabs, parents can have an overview of scheduled activities, weekly academic schedule and holidays.

Special weeks (e.g. Focus Week, Exam Week) will be scheduled separately, and class teachers will inform through direct messages.



## 5 Week Plans

By Friday afternoon a Week Plan will be posted with a general idea of what topics will be covered during the following week, divided into subjects.

## 6 Homework Diary (accessed through Weekplan & Homework tab)

Teachers will note the date homework is sent, and the date homework is due for. Tests, evaluations and reminders will also be added.

Both students and parents have access to this; Secondary students are expected to manage their own workload with the support of parents at home.

Students are also encouraged to note down homework on their own.

## 7 Contacts

Find information about teachers, parents and students. In most cases a direct message can be sent from this tab.

## 8 Yearly Plans (through Plans)

Updated every semester by subject teachers. Each covered topic will be highlighted in yellow.

Class Teachers will send a reminder three times a year through Intra Messages.

## How to access ParentIntra

Parents on Skt. Josef's School either has a regular username or an old Unilogin. A regular username typically consists of only letters or a phone number. An old Unilogin username contains of both numbers and letters.

***IF you have a regular username or if you are in doubt of which username you have, please follow this guide:***

- 1) Go to the school's website [www.sktjosef.com](http://www.sktjosef.com)
- 2) Choose *Parentintra*
- 3) Choose *Brug Unilogin*
- 4) Choose *Jeg kender ikke mit brugernavn* (I do not know my username)
- 5) Choose Brug NemID
- 6) Log on with your NemID
- 7) You will receive your Unilogin username
- 8) You will receive your password, which you can choose to change

You are now able to access Parentintra with your new Unilogin.

***IF you already have a Unilogin username, please follow this guide:***

- 1) Go to the school's website [www.sktjosef.com](http://www.sktjosef.com)
- 2) Choose *Parentintra*
- 3) Choose *Brug Unilogin*
- 4) Enter your Unilogin username (eg. Jan234j) and choose *næste* (next)
- 5) Choose *skift adgangskode* (change password)
- 6) Enter your new password and click on *gem* (save)

You have now changed to your new Unilogin.

If you forget your password, you can click on *Få en ny adgangskode*, when you log on Parentintra.