

“Lärplattformen”

Instructions for Parents/Guardians

Utbildningskontoret/The Education Department has two documents about “Lärplattformen” translated into English, Finnish and Arabic. One is this instruction document, and the other is an information document. Both can be downloaded from the website:

www.sodertalje.se/larplattformen

To use “Lärplattformen”, parents and guardians must have “e-legitimation” (a digital ID which you can use via a computer, for example). Many of the major Swedish banks offer “e-legitimation”. If you have a bank account, you can get “e-legitimation” through your bank. “e-legitimation” is also available through the company Telia.

The website www.e-legitimation.se has information in Swedish about the different services for getting “e-legitimation”.

If you need more information about how to get “e-legitimation” you can go to Södertälje Town Hall and ask at reception.

Phone: 08-523 010 00

Visiting address: Campusgatan 26

Postal address: Södertälje kommun, 151 89 Södertälje

E-mail: sodertalje.kommun@sodertalje.se

This instruction document shows, in words and pictures, how you as a parent or guardian can:

1. Log in using “e-legitimation”
2. Choose English or Swedish
3. View your child’s timetable
4. Register your child’s absence

1. Log in using “e-legitimation”

Go to the website <https://larplattformen.sodertalje.se>.

Click on the link ”Logga in som vårdnadshavare med e-legitimation” (Parent/guardian login with “e-legitimation”).



Södertälje kommun

Välkommen till utbildningskontorets portal för molntjänster där Lärplattformen ingår.

Logga in med Användarnamn och Lösenord

Användarnamn

Lösenord

Vårdnadshavare

[Logga in som vårdnadshavare med e-legitimation](#)

[Vill du veta mer om e-legitimation?](#)

You must have “e-legitimation” to log in. Under “Välj inloggningsätt” (Choose login method), click on the “e-legitimation” which you use:



Södertälje kommun

Logga in

CGI är leverantör av säker inloggning.

Välj inloggningsätt

- BankID >
- Mobilt BankID >
- Nordea e-legitimation >
- Telia e-legitimation >

You are now logged into the Education Department’s portal for cloud services. Click on the “Lärplattformen” link, which will take you to “Lärplattformen”.



Välkommen till portalen för molntjänster.

De program du har tillgång till visas nedan. För att starta ett program, klicka på länken.

[Lärplattformen](#) [Webbhjälpen](#)

2. Choose English or Swedish

The first time you log into “Lärplattformen” you must choose a language, either Swedish or English. This means that menus and explanations in the program itself will be shown in either Swedish or English. However, any content added by teachers and staff is generally in Swedish only.

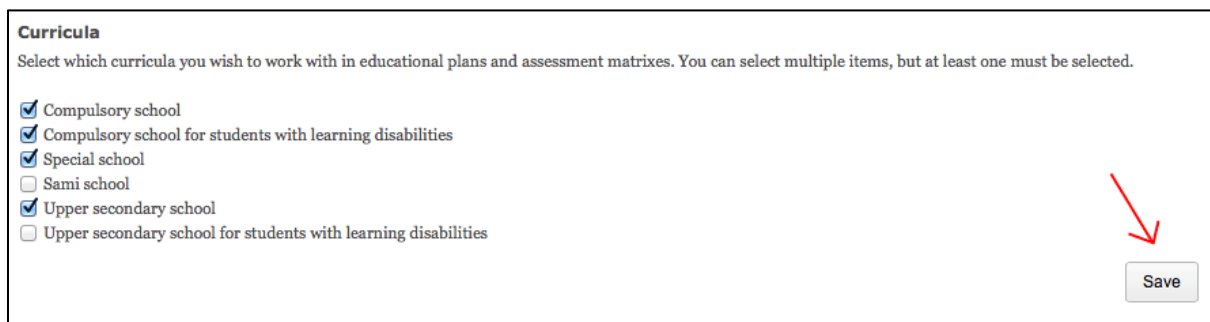
You can swap between Swedish and English at any time. To change languages, click on your name in the top right-hand corner and choose “Inställningar” in Swedish or “Preferences” in English.



Under the heading “Language” (Swedish “Språk”), select “Svenska” or “English”.

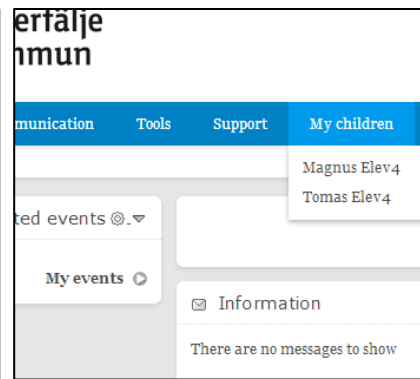
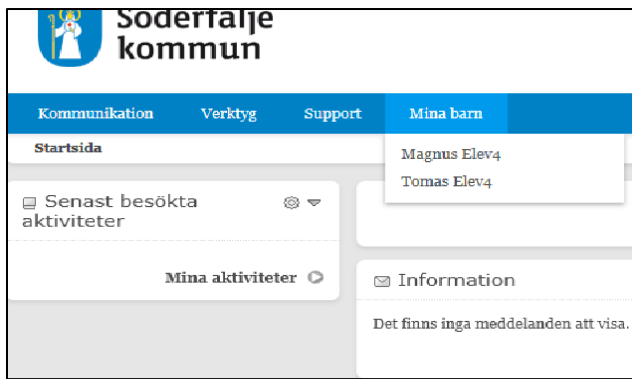


After choosing a language, you must save to apply the change. Click on “Save” (Swedish “Spara”) at the bottom right of the page.

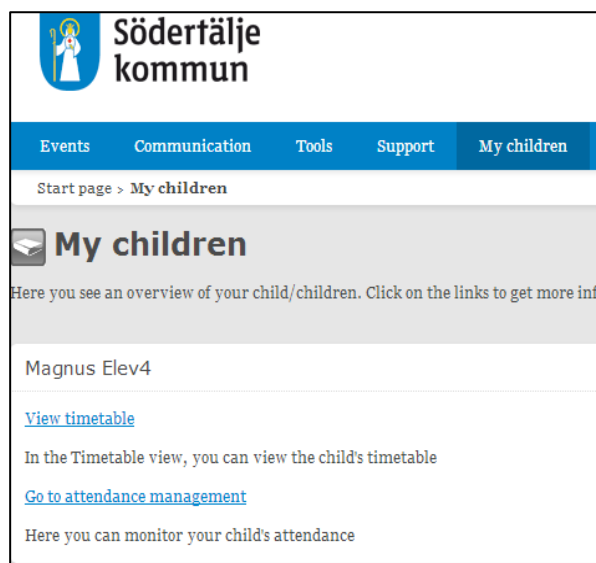


3. View your child’s timetable

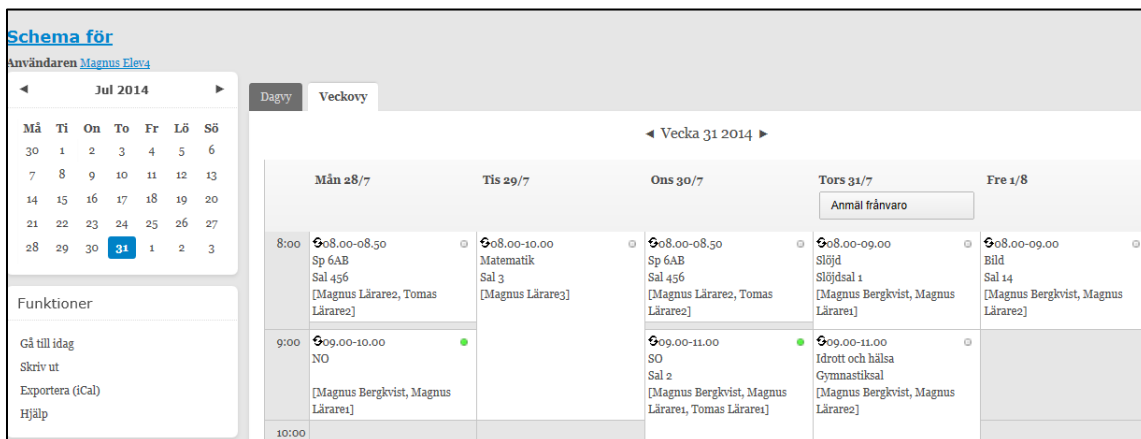
Click on the header “My children” (Swedish “Mina barn”) in the top menu. There you will find your child or all your children who attend a municipal elementary or upper-secondary school in Södertälje Municipality.



Click on your child's name. This will bring up all the information and options for your child. To view your child's timetable, click on "View timetable" (Swedish "Gå till schemat").



You can view the timetable in either a day view which shows one day's lessons, or a week view which shows lessons for a whole week. You can also jump forwards or backwards weekly in the timetable by clicking on the arrows.



4. Register your child's absence

If your child is absent from school, for example due to illness, you should use the page “Register absence” (Swedish “Anmäl frånvaro”) to make sure the absence is properly registered. You can find the page two different ways:

- a) If you are on the page “My children” (Swedish “Mina barn”), click on the link “Go to attendance management” (Swedish “Gå till närvarohantering”).

The left screenshot shows the 'Mina barn' page for Magnus Elev4. It includes a navigation menu with 'Kommunikation', 'Verktyg', 'Support', and 'Mina barn'. Below the menu, there is a header 'Startsida > Mina barn' and a main heading 'Mina barn'. A sub-heading reads: 'Här ser du översikt över ditt/dina barn. Klicka på länkarna för att få mer information.' Below this, there is a section for 'Magnus Elev4' with a link 'Gå till schemat' and a description: 'I schemavyn kan du se ditt barns schema'. Another link 'Gå till närvarohantering' is present with the description: 'I närvarohantering kan du hålla koll på ditt barns närvaro'.

The right screenshot shows the 'My children' page for Magnus Elev4. It has a navigation menu with 'Events', 'Communication', 'Tools', 'Support', and 'My children'. Below the menu, there is a header 'Start page > My children' and a main heading 'My children'. A sub-heading reads: 'Here you see an overview of your child/children. Click on the links to get more information.' Below this, there is a section for 'Magnus Elev4' with a link 'View timetable' and a description: 'In the Timetable view, you can view the child's timetable'. Another link 'Go to attendance management' is present with the description: 'Here you can monitor your child's attendance'.

- a) If you are on your child's timetable page, go to today's date and click on the “Register absence” (Swedish “Anmäl frånvaro”) button.

The left screenshot shows the timetable for 'Vecka 31 2014'. It has columns for 'Tors 30/7' and 'Tors 31/7'. The 'Tors 31/7' column has a button 'Anmäl frånvaro'. The timetable entries are as follows:

Time	Day 30/7	Day 31/7
08:00-08:50	6AB 456 Magnus Lärare2, Tomas Lärare2]	08:00-09:00 Slöjd Slöjdsal 1 [Magnus Bergkvist, Magnus Lärare1]
09:00-11:00	2 Magnus Bergkvist, Magnus Lärare1, Tomas Lärare1]	09:00-11:00 Idrott och hälsa Gymnastiksal [Magnus Bergkvist, Magnus Lärare2]

The right screenshot shows the timetable for '31 2014'. It has columns for 'Thu 21/8' and 'Fri 22/8'. The 'Fri 22/8' column has a button 'Register absence'. The timetable entries are as follows:

Time	Thu 21/8	Fri 22/8
08:50	08:00-09:00 Slöjd Slöjdsal 1 [Magnus Bergkvist, Magnus Lärare1]	08:00-09:00 Bild Sal 14 [Magnus Bergkvist, Magnus Lärare2]
11:00	09:00-11:00 Idrott och hälsa Gymnastiksal [Magnus Bergkvist, Magnus Lärare2]	
14:00		

On the page “Register absence” (Swedish “Anmäl frånvaro”), you enter a start and end time for the absence. The start time cannot be earlier than the present time, which means you cannot register absence retrospectively. You can register for up to one day into the future.

Press the “Save” (Swedish “Spara”) button to save your registration, or the “Cancel” (Swedish “Avbryt”) button to cancel. The lessons that are affected are shown on the page.

The screenshot shows the 'Anmäl frånvaro' (Report absence) form. On the left is a sidebar with navigation options: 'Närvaro', 'Översikt', 'Elev / Vårdnadshavare', 'Rapporter', 'Anmäl frånvaro' (highlighted), 'Frånvarohistorik', and 'Inställningar för frånvaroutskick'. The main content area is titled 'Anmäl frånvaro' and includes a 'Välj barn' dropdown, 'Frånvarooanmälan Magnus Elev4', 'Orsak: Giltig frånvaro', 'Start: 31 jul 11:27', and 'Slut: 31 jul |'. Below this is a 'Lektioner:' section with 'Idag:' and 'Imorgon:' columns. Under 'Idag:', there are two lesson slots: '08:00 - 09:00: Slöjd' and '09:00 - 11:00: Idrott och hälsa'. Under 'Imorgon:', there are two lesson slots: '08:00 - 09:00: Bild' and '13:00 - 14:00: Engelska'. At the bottom right are 'Spara' and 'Avbryt' buttons.

The screenshot shows the 'Register absence' form. On the left is a sidebar with navigation options: 'Attendance', 'Overview', 'Student / Parent/Guardian', 'Reports', 'Register absence' (highlighted), 'Absence history', and 'Notification settings'. The main content area is titled 'Register absence' and includes a 'Select child' dropdown, 'Absence registering Magnus Elev4', 'Reason: Authorized absence', 'Start: 22 aug 13:25', and 'End: 22 aug | hh.mm'. Below this is a 'Contents:' section with 'Today:' and 'Tomorrow:' columns. Under 'Today:', there are two lesson slots: '08:00 - 09:00: Bild' and '13:00 - 14:00: Engelska'. Under 'Tomorrow:', it says 'There are no lessons scheduled this day.'. At the bottom right are 'Save' and 'Cancel' buttons.

Please note that if you are a parent or guardian and wish to register a longer absence for your child, you must contact the school. A school administrator or one of your child’s teachers will then register a longer absence, for example due to illness or holiday.