



# DENACODE NUDDIS

## Handbook for Guardians

### What is Nuddis?

Nuddis is the digital system for attendance at preschools in Bollnäs Municipality. The purpose of the digital attendance system is to facilitate and ensure management placement and attendance of children.

Through Nuddis staff are given access to information that facilitates activity planning. Clear attendance information for the children, arrival and departure times, how many children will be eating at preschool, etc. can be accessed. In order to be able to plan the activities as well as possible, staff will require access to your child's schedule in good time.

Nuddis is a smartphone app (iPhone and Android) and can also be used on iPads. Changes that you make as legal guardian will be automatically updated for the staff at the preschool. Traffic in the system is encrypted and has high levels of security. Nuddis is designed to be simple and user friendly. This handbook provides you with an overview of the system functions and how you can start using Nuddis.



## At the start and end of the day

Registration of your child's arrival and departure is done by Nuddis staff on an iPad by "touching" the child's picture to check them in/out. Checking in/out by touching the picture is done by you and your child along with the staff, who are also responsible for the registration being done.

## Important information in Nuddis

Information about your child and guardian will be entered automatically from the *Skolplatsen* student register managed by the Municipality. So that Nuddis contains updated information for you, you must enter the information into *Skolplatsen* yourself. You will continue to be responsible for ensuring that this information is up to date. You can access *Skolplatsen* via the URL: <https://bollnas.skolplatsen.se>.

Specific, important information, such as allergies, will be recorded in Nuddis by staff in consultation with you as guardian.

## The Nuddis app

You can use the Nuddis app to enter your child's schedule for the day and send information that it is important for staff to know for the day.

The app for iOS (iPhone or iPad) is available in the App Store. The app for Android is available in Google Play.



## Logging in

As guardian, you will log in to the Nuddis app using your BankID and you will only be able to see information about your child. When you are requested to state your account name while you are logged in, you are to enter: **bollnas**. If you don't have the option of using BankID, you can get help by contacting the staff at your preschool.

## Using Nuddis via iPhone/iPad

If you use the Android app, go to the next section.

When you have logged in to the iOS app as guardian, you will see five tabs: *Schedule*, *Overview*, *History*, *My Profile* and *Help*.

### SCHEDULE

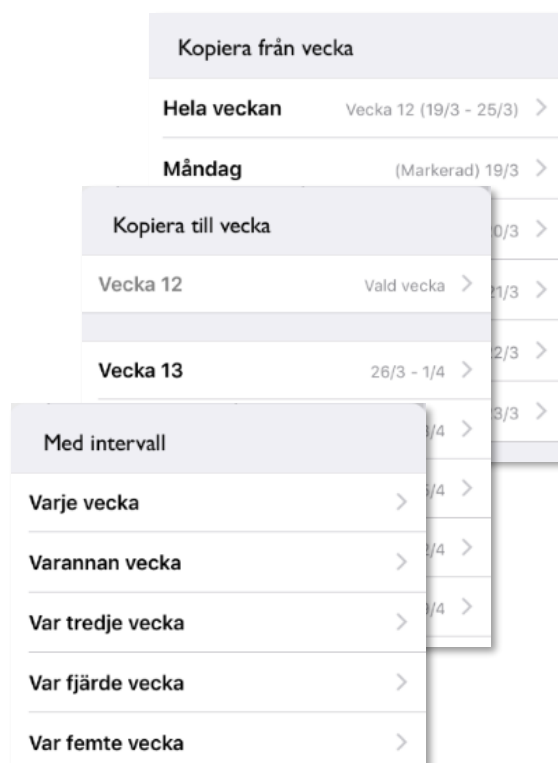
An initial summary of the information for your child is displayed here. Select a child to view or change the schedule.



To add to a schedule, click on the relevant day in the calendar and fill in the time for drop-off and pick-up, who will be dropping off and picking up and end by clicking on the “Create” button.

If you want to use the same times for several days, click on the “Copy” button. First select the day that you want to copy from and then the days that you want to copy to and click the “Next” button. If you have several children, you can then copy the same times to the other children. Click the “Next” button again and you have now copied the time from one day to one or several others.

You can copy the times for a whole week to several consecutive weeks in the same way. Click on the “Copy” button and then select “Whole week”. In the next step, you can choose the week to which you want to copy the times, as well as which intervals you want to apply.



## Absence Report

If your child is absent for any reason for a whole day due to illness or leaves, it is requested that you report the change as soon as possible so that staff can plan the activities.

The absence report is done by clicking on the schedule for the current day and choosing either the “leave” or the “Absent/Sick” buttons and then ending by clicking on the “Change” button.

Your changes will be updated directly in the Nuddis app at the preschool but take to staff at your preschool about how they would like communication to be handed in the event of absence. Absence/illness reporting or leave reporting needs to be done for days that have already been scheduled



The screenshot shows the Nuddis app interface for reporting absence. At the top, there are two buttons: "Ledig" (Left) and "Frånvaro / Sjuk" (Absent / Sick). Below these buttons, the text "Närvaro - Tisdag 3/4" is displayed. The interface includes a table with the following rows: "Från" (From) with the time "08:00", "Till" (To) with the time "16:00", "Lämnar" (Leaves), "Hämtar" (Picks up), and "Dagsinfo till personal" (Daily info for staff). At the bottom, there are two buttons: "ÄNDRA" (Change) and "TA BORT" (Remove).

For days that have already been scheduled, you can also leave a brief message with information that it is important for staff to know. You can enter this information into the field, “Daily info for staff”. An example of important information is if your child is absent due to stomach flu.

NOTE! The purpose of collecting such information is only to limit the spread of infection amongst other children at the preschool. Here, you should also speak to staff about how they would like the communication to be managed.

## OVERVIEW

Here you can see a simple overview of your child’s schedule for the next few days.

## HISTORY

Here you can see statistics indicating how you have picked up and dropped off over the past few weeks compared to your planned schedule.

## MY PROFILE

Here you can check that your contact information in Nuddis is correct. If there is information missing, log in to Skolplatsen and update your information there. Nuddis will then be updated automatically with the same information.

## Using Nuddis via the Android app

The Android app has the following tabs: *Schedule* and *Info*.

## SCHEDULE

An initial summary of the information for your child is displayed here. Select a child to view or change the schedule.

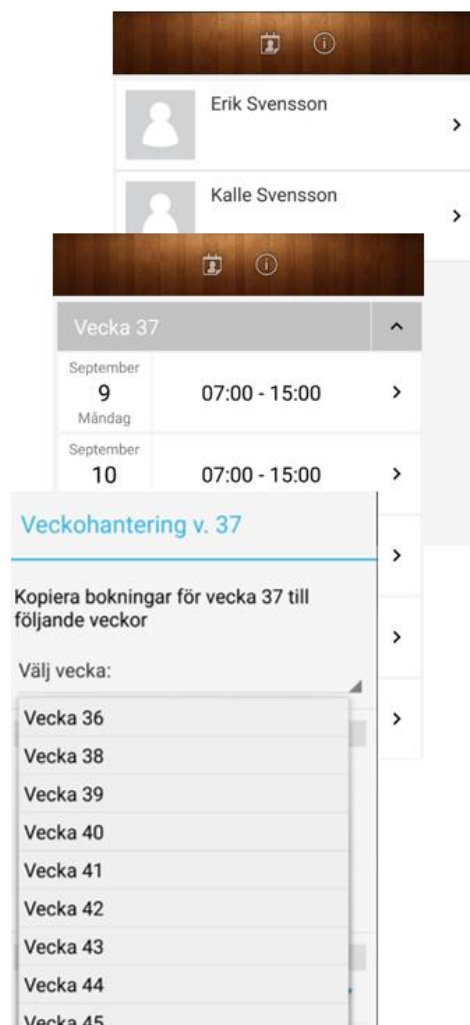
To add to a schedule, click on the relevant day in the calendar and fill in the time for drop-off and pick-up, who will be dropping off and picking up and end by clicking on the “Add/Change” button.

You can copy the times for a whole week to several consecutive weeks. Click on the dark grey line that indicates the week number, such as week 37 in the image example and then select which weeks you want to copy the times over to and if it is to apply to more than one child.

## Absence Report

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The absence report is done by clicking on the schedule for the current day and choosing either the “leave” or the “Absent/Sick” buttons and then ending by clicking on the “Change” button.



Your changes will be updated directly in the Nuddis app at the preschool but take to staff at your preschool about how they would like communication to be handed in the event of absence. Absence/illness reporting or leave reporting needs to be done for days that have already been scheduled.

For days that have already been scheduled, you can also leave a brief message with information that it is important for staff to know. This is done via the “Comments” field. An example of important information is that your child is absent due to stomach flu.

**NOTE!** The purpose of collecting such information is only to limit the spread of infection amongst other children at the preschool. Here, you should also speak to staff about how they would like the communication to be managed.

## INFO

There is brief information about Nuddis available here, as well as the option to turn notifications on/off and to log out.

## FAQ

### **How do I add a schedule if I don't have the option of getting BankID?**

If you don't have the option of getting Bank ID, talk to the staff at your preschool who will let you know what you should do.

### **Why can I not add/change schedules for the next two days?**

In order to be able to plan activities, the preschool needs to know about any changes to your schedule at least 2 days in advance. If you need to make a change to a schedule at shorter than two days' notice, contact the staff at your preschool.

### **How do I send a message to staff?**

Shorter messages can be left in the app. Enter the message into the comments field, "Daily info for staff" (iOS) or "Comments" (Android). The messages will be displayed for staff at the preschool in a speech bubble next to the child's picture in the Nuddis app.

### **Can I report an absence/illness for my child via the app?**

Yes, that is possible. It is requested that you notify of any absence as soon as possible so that staff can plan the activities. Select "Leave" or "Absence/Sick" and click on "Change".

### **What do I do if I forget to check my child in/out?**

Contact staff and they will help you.

### **Why am I receiving emails about missing times for my child?**

The system will send reminders to your email address. Seven days before you last scheduled time, the system will send a reminder that it is now time to enter a new schedule. If you don't want to receive the reminders, e.g. for holidays, your child will be marked as absent in the schedule.

### **How long will the information about my child stay in Nuddis?**

Information about your child will be kept for 3 years. After that period, the information will be de-identified but will be kept in order to be used for statistical purposes.

## Contact the Education Office

Support issues can be sent to: [support.utbildningskontoret@bollnas.se](mailto:support.utbildningskontoret@bollnas.se) Please provide a clear description of the problem, what you do when something goes wrong, what type of mobile phone or tablet you are using and if it was previously working.