Guide for Skoleplan - login



Ranum Efterskole

Du skal skifte din adgangskode til SkolePlan, før du kan logge på

Gammel adgangskode

Gentag ny adgangskode

Ny adgangskode

1) Go to Skoleplan.ranumefterskole.dk

2) Choose: Skoleår 2020/2021

3) Write your login under "Brugernavn"

Login for learners: Student no. (E.g. learner with student no. 12 = 12)

Login for parents: mum: m "Student no", (E.g. m12)

Login for parents: dad: f "Student no", (E.g. f12)

4) Write the password under "Adgangskode" – Password is: Check mail

5) Change your password. The first time you login you will be asked to change your password.

Gammel adgangskode \rightarrow Old password

Ny adgangskode \rightarrow New password

Gentag ny adgangskode \rightarrow Repeat new password



6) You will now receive a onetime code by email or text message – Write it under "Engangskode"

If you did not receive a message please contact nyelev@ranumefterskole.dk

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7) To change the language to English press the little V in the top right corner and then choose "Show in English"

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Messages 2	Elevinformation	
EI Staff ▲ Students ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓	Buder Motive Fature Connect Badeground Baye Pausoid Host Information about the learner In this section you should fill in basic information about the learner e.g. name, it In this section you should fill in basic information about the learner e.g. name, it In this section you should fill in basic information about the learner e.g. name, it	ald. Permita
Student information 2	Name	Address
Students lists	First name	Street
Registered exams	Surname	Postal code
Grades	Language Dansk/Danish 🔻	Country Danmark/Denmark
Statements Permits	Mobile phone & email	Comments
Absence	Mobile	
Absent	Email	
Tardiness	Email 2	
🚞 Schedule		
📴 Surveys		

8) Now you have to change the information. Find it under "Students" in the menu and then under "Student information"

You need to fill out all boxes under all the tabs and uses the comment sections.

Student, Mother, Father, Contact, Background, Stay, Practical, Health Can be filed out by the student and parents

Permits - can only be filled out by a parents-login

🗉 Elevi	nformation				
tudere M	Our Father Conset Statiground Stay	Practical Inable Prevents			
formation a	bout your mother				
this section √ame	you should fill in basic information about your	Mother e.g. name, address, contact Address	t details, employment details, ci	ustody details.	
irst name	Ann-Sophie	Street			
umame	Hoffner	Postal code			
anguage	Dansk/Danish •	Country	Danmark		
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ome phone		Email 2			
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ustody	Mom has custody				
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Remember to safe by pressing "GEM" after filling out each tab

When you are done remember to log off under the V symbol in the topright corner.