# **Sch**ool-**ouder com**municatie

## The communication platform for schools and parents

Your school invites you to create an account on Schoudercom.nl. What are the advantages?

- Overview of all your school communications;
- Easily send a message to the teacher or a parent;
- Various communication options for the school, like messages, invitations, polls and surveys and scheduling the parent-teacher conferences;
- A year calendar which doubles as a personal agenda.

For more information visit www.schoudercom.nl.

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#### Create an account

Each parent receives an invitation email from Schoudercom.nl containing a link. Via this link you can create your own account and edit your personal profile. You can choose who may view personal data on your profile.

- 1. Click the link Create a username and password in the invitation email to create your username and password.
- 2. Subsequently you can indicate of which child(ren) you are a parent or caretaker. After saving this will have to confirmed by school employees before you can continue.
- 3. The next page will be My profile. Here you can edit your private data and choose who may view this. Please do not forget to save afterwards.
- 4. By clicking Edit under the name of your child or partner you can edit the profiles of your family members.
- 5. Tip: add the OVERVIEW page to your favorites and/or download the App (Google Play Store and Apple App Store).

## Using Schoudercom.nl

The **Overview** tab gives an overview of items such as received messages, your agenda, the calendar, the group your child(ren) belongs to, news items and polls. Click tab **Mailbox** to access all your sent and received messages, for example to archive them.

At various locations you will see question marks **?**, when clicked more information is shown about the relevant subject.

### Questions?

Several questions and answers can be found in the <u>frequently asked questions section</u>. If you have any questions please use the orange Feedback button in the right bottom corner in Schoudercom.nl after logging in or send an email to <u>support@schoudercom.nl</u>.