

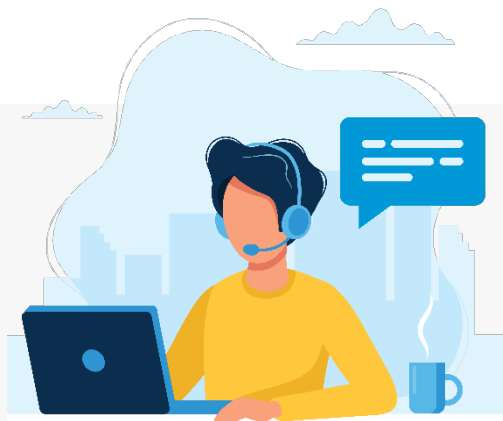
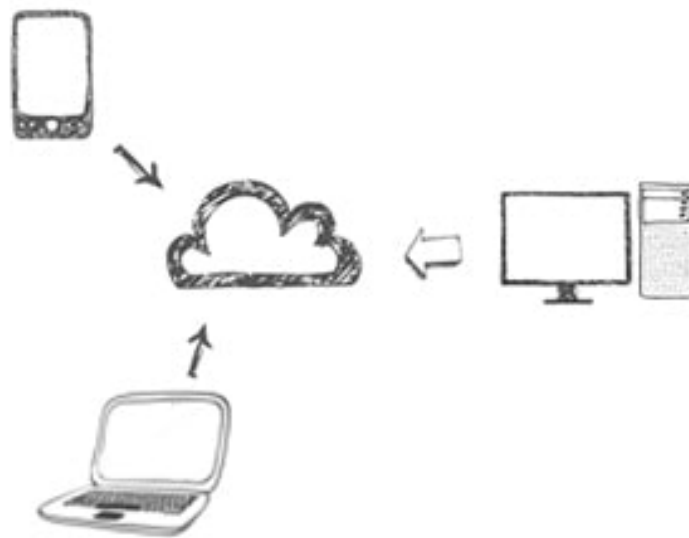
User Manual for Administrators

Manual Version 12-2024



Welcome to SchoolUpdate!

SchoolUpdate is a digital message booklet designed to simplify and improve communication between schools, teachers, parents and students. It provides updates about the school, classes, postponements, appointments and emergency information via the app on your mobile phone or online on your PC. SchoolUpdate is 100% GDPR-compliant, with data stored in a certified center in Austria.



If you need technical assistance,
please contact our support team
via:

support@schoolupdate.com

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General information and how to get started with SchoolUpdate

This chapter explains how to register your school for SchoolUpdate, how to register as an administrator, and how your colleagues, parents, and students can register.

This section also describes the general functions available on the SchoolUpdate website. The mobile app has limited functionality and only offers basic features. It is recommended that administration is done via the web application.

Available Versions

The modules and functions available for you depend on the version booked by the school:

- **SchoolUpdate Standard**

The standard version allows unlimited message sending and includes the Absences, Calendar, and Recommendations modules. It also allows you to import data from the SOKRATES school administration system.

- **SchoolUpdate Premium**



In addition to the standard modules included in SchoolUpdate, the premium version offers the modules for Homework, Lists and Surveys, as well as parent-teacher conferences and emergency text messaging.



Most important innovations

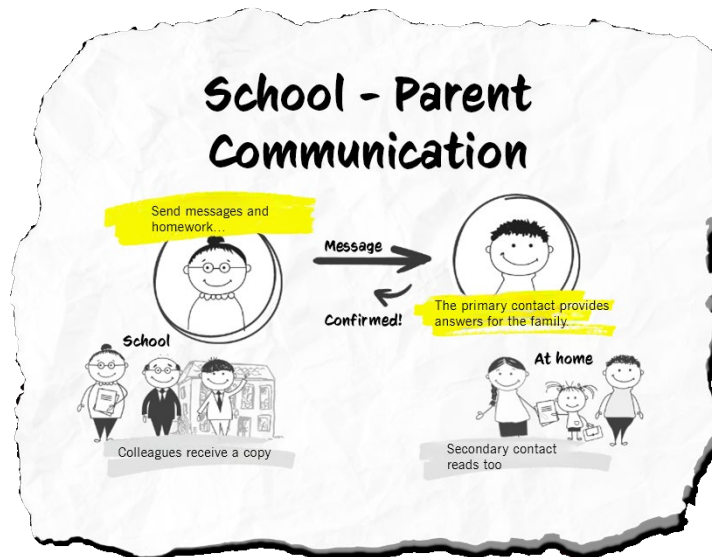
New functions are labeled **NEW** in the manual.

SchoolUpdate's functionalities at a glance

 Web application	 Mobile
Send & receive messages	
Create & receive absences	
Create & view calendar entries	
Create & view homework	
Create & view recommendations	View recommendations
Create & view lists	View lists
View & manage parent-teacher conferences	View parent-teacher conferences
SchoolUpdate Administration	

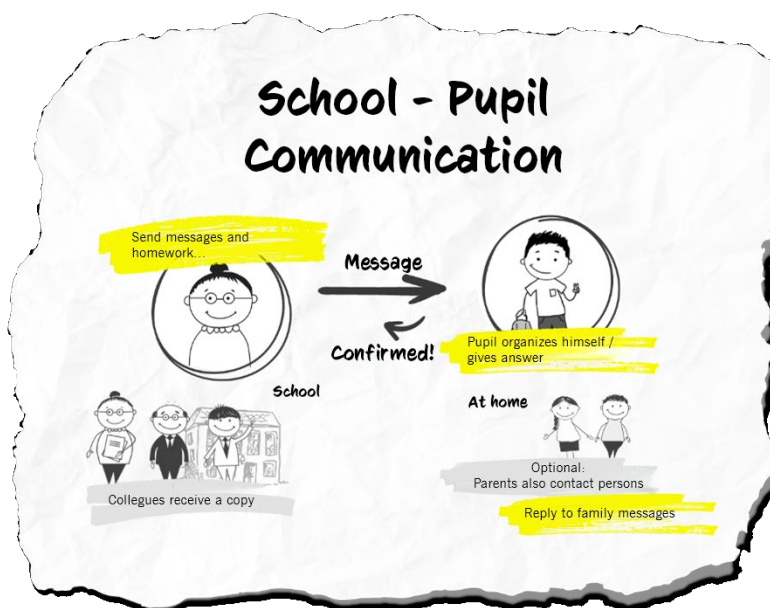
Application variants of SchoolUpdate

In classes with younger students, SchoolUpdate is typically used for communication between the school, teachers, and parents:



SchoolUpdate can also be used to communicate with older (more independent) pupils in classes.

Parents can keep their SchoolUpdate access or create their own. Communication and interaction through SchoolUpdate looks then like this:



Roles in SchoolUpdate

Administrators

Administrators manage and maintain the school's data, and they have access to advanced configuration options. They serve as the main point of contact for other roles and can send messages to the entire school. Administrators can also assume the role of "teacher" and use SchoolUpdate for this dual purpose.

Teachers

Teachers can create and edit messages, homework assignments, class lists, and recommendations for their assigned classes.

If you are assigned as a **CLASS TEACHER / HEAD OF CLASS**, you are given extended administrative rights for this class and are also responsible for managing absences.

Parents & Relatives

In most cases, parents are the primary point of contact for schools and teachers. In the role of "parent," there is a distinction between the **PRIMARY CONTACT** (the main contact person/responder for the school) and one or more **SECONDARY CONTACTS** (other contacts who are allowed to read along).

Parents can report their children's absences, send messages to teachers, and view and confirm their children's homework, lists, and recommendations. They can also receive invitations to parent-teacher conferences.

Students

Students can use almost the same functions as parents. They can send messages and view and confirm their homework, appointments, lists, and recommendations.

Messages and lists can be sent directly to students without their parents being able to view the content.

If a message is sent to both, student and parents, only the parents (the primary contact) can reply on behalf of the family.

Students can also view absences, but they must be explicitly permitted to report absences via SchoolUpdate.

Registration & Login

Registration of the school

Visit www.schoolupdate.com to register your school for SchoolUpdate.

Click the **REQUEST SCHOOLUPDATE FOR SCHOOL** button to be redirected to the registration form. Complete the form and submit it. You will then receive an email with the administrator's access data.

Registration for teachers

Teachers will receive their access data from the SchoolUpdate administrator. Registration is not necessary. Create teacher accounts in the settings under **STUDENT, CLASS & TEACHER ADMINISTRATION**.

You can register using either the web application via www.schoolupdate.com or the mobile app.

Registration for parents & students

Both parents and students register using a one-time code, also known as a registration code. This code is generated in the **SETTINGS** under **STUDENT, CLASS & TEACHER ADMINISTRATION** when the students are created.

You have the option of exporting the registration codes to generate them manually. Furthermore, you can send the registration codes via email or text message by clicking on the button.

Registration (Login)

You will need your **USERNAME** and **PASSWORD** to log in to the web application or the mobile app.

Download the mobile app from the Apple App Store or the Google Play Store to use it.



Forgotten your password?

If you have forgotten your SchoolUpdate password, there are several ways to get a new one:

- On the login page at www.schoolupdate.com, you will find the **FORGOTTEN YOUR PASSWORD?** link. This function is also available on the login page of the mobile app.

You will be asked to enter your username or email address. After confirming your information, you will receive an email with a link. Follow the link to set a new password.

PLEASE NOTE:

- This function is only possible if you enter an email address that you have access to.
- This link is **only valid for five minutes** for security reasons. If the time has expired, you will need to repeat the process and request a new password.
- If you cannot find an email in your inbox, please check your spam or junk mail folder.
- SchoolUpdate administrators can reset passwords for users they have created.

Logout

In both the web application and the mobile app, the **LOG OUT** function can be found in the menu on the left. You can use this to log out of SchoolUpdate.

In order to use SchoolUpdate again afterwards, you will need to log in — for this, you will need your **password** and **username**.

Deleting my account

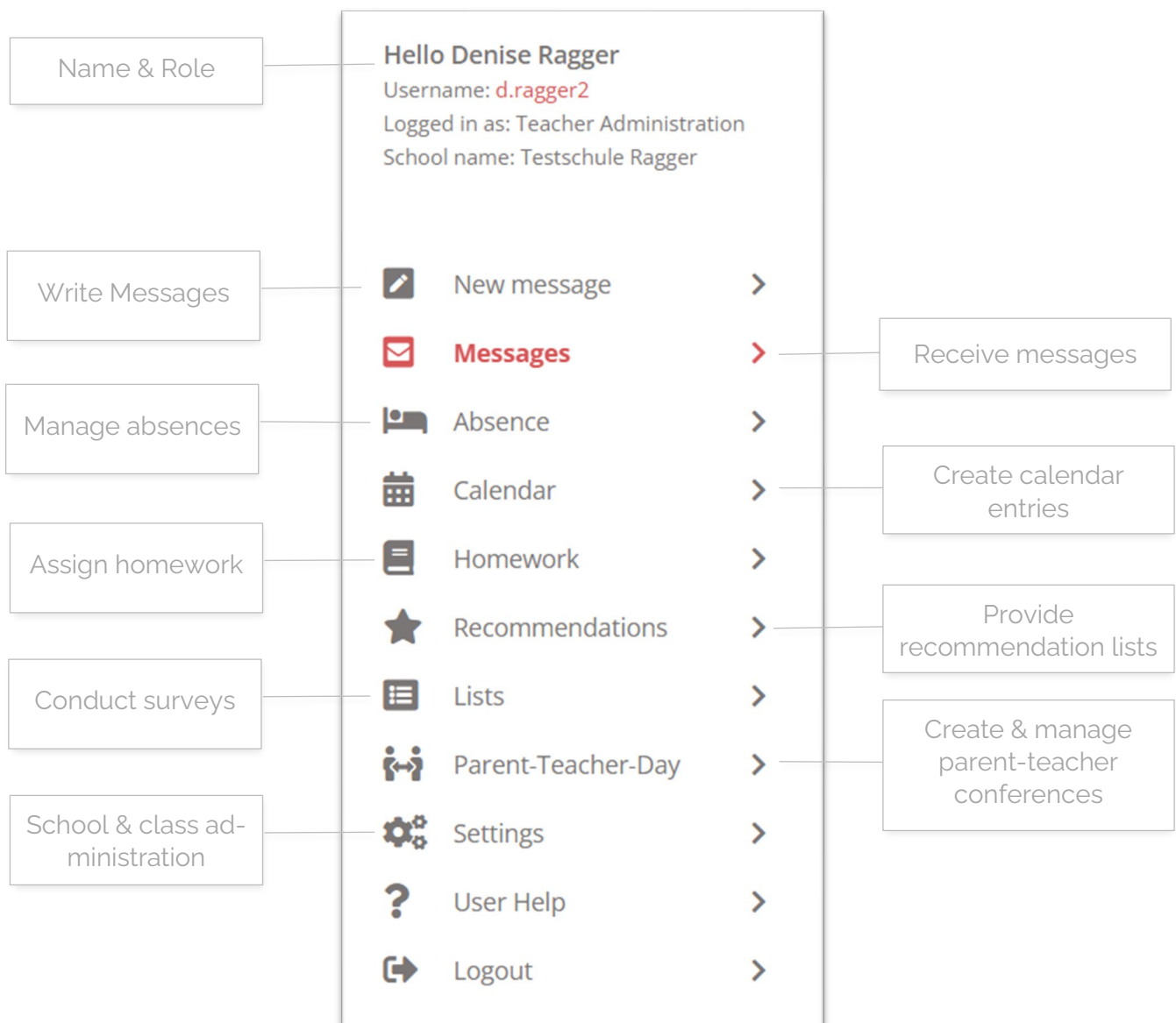
If you are an administrator and want to delete your account, you must first create another administrator account. Then, your administrator rights can be revoked and your account deleted.

As an administrator, you can also delete teachers, students, and their contacts.

SchoolUpdate for administrators

Depending on the version you have booked, the following functions will be available once you have registered. This section will help you to get familiar with these functions.

Use the menu on the left to navigate between SchoolUpdate's functions in both the web application and the mobile app.





Create a message – Types of messages

SchoolUpdate differentiates between various message types.

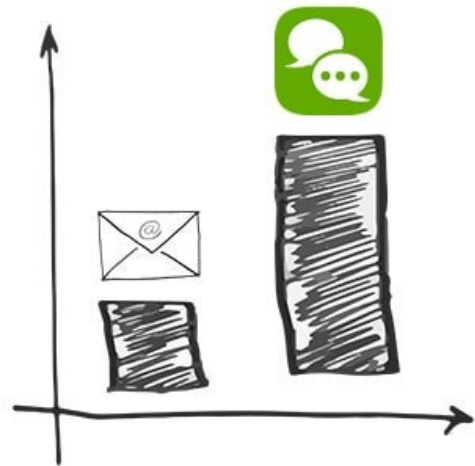
Emergency Message [Premium]

Teachers have the option of sending an emergency message via SchoolUpdate if there is an urgent need to inform parents about a child's accident during school hours or an unexcused absence.

To do so, select the student, choose the subject, and optionally enter text in the **NEW MESSAGE > EMERGENCY MESSAGE** field. Select **SEND EMERGENCY MESSAGE** to send the message to the students contacts.

Contact persons are notified via SchoolUpdate and, if an SMS-enabled number is stored in SchoolUpdate, by SMS.

If a student contact and one or more parent contacts are registered, all contacts will be informed.



Message (individual)

With this option, you can freely select the recipients. You can select the students and decide if the message will be sent to the parents and/or students.

Message (Class)

This option can be used to select one or more classes. This will send a message to all contacts of the students who are assigned to the selected classes. You can also decide here whether the message should be sent to the parents and/or students.

Message (School)

With this option, a message can be sent directly to all parents and students of the school.



Create new message - Message options & settings

Please note that not all settings are available for every message type.

The screenshot shows the 'New message' form with the following components and callouts:

- Sender:** Points to the 'From:' field, which is set to 'Denise Ragger'.
- Subject:** Points to the 'Subject:' text input field.
- Message text:** Points to the large text area for the message content.
- Templates:** Points to the 'Create Template' and 'Load from template' buttons.
- Read confirmation:** Points to the 'Request read confirmation:' checkbox.
- Addressee selection:** Points to the 'To:' field, which includes radio buttons for 'Student', 'Relatives' (selected), and 'Student & Relatives'.
- Copy selection:** Points to the 'Copy to:' field, which includes radio buttons for 'all teachers of a class', 'head of a class' (selected), and 'no copy'.
- Recipient selection:** Points to the 'Child:' search input field.
- Attachments:** Points to the '+' icon for adding attachments.
- Confirmation options:** Points to the 'Allow feedback:' dropdown menu, which is currently set to '(none)'.
- Send message:** Points to the red 'Send message' button at the bottom.

Select addressee & recipients

In the **TO** field, select whether you want to send your message to student or parent contacts, or both.

- **Message to Students**
Choose this option if you only want the message to be sent to student contacts.
- **Message to Parents**
Choose this option if you only want the message to be sent to parent contacts.
- **Message to Student & Parents**
This option is used to send messages to parents and student contacts. If you select either the "Yes/No" or "Free Text" reply options, only the student or the primary parent contact can reply, respectively.

Then, in the **CHILD** field, select the contacts to whom you want to send your message. Search for the student's name to select their contacts.

Only contacts that support the preselected addressee option will be displayed.

You also have the option of selecting an addressee for the class message. After selecting a class, the number of available contacts for this option will be displayed next to the addressee.

Copy Choice **NEW**

In the **COPY TO** field, select whether to send a copy of the message to the head of the class, to all teachers of the class of the selected pupil, or to no one.

Please note that parents and student contacts cannot see the other recipients.

- **All teachers of a class**
Select this option if you want to send a copy of the message to all teacher accounts assigned to the student's classes.
- **Head of a class**
Select this option if you want the message to be sent as a copy to the teacher accounts assigned as head of the class.
- **No Copy**
With this option, the message is sent without a copy.

Subject & message text

Enter a subject and write your message in the message field.

The subject you select will appear in both the SchoolUpdate message and the email notification, if the recipients have activated it.


Templates in messages

When composing messages, you can create a template and save it for use with future messages.

- First, enter your text in the message field.
- Click **SAVE TEMPLATE**.
- Give your template a meaningful name to help you recognise it more easily later on.

To load a template, click on **LOAD TEMPLATE**. You can now select one of your saved templates or **delete a template that has already been created**.

Add attachments

Click on the  symbol below the message field to add as many attachments as you like. The maximum total size is 10 MB. The capacity bar shows how much of your capacity you have used. PDF, DOCX, and common image formats are supported. However, please note that not every recipient may have an app for .docx files on their smartphone.

Read confirmation

You have the option of requesting read confirmation. To do so, check the appropriate box.

As soon as the recipient clicks on the eye symbol that appears in the message, you will get the confirmation about it.

Feedback

You have three options for feedback:

- Recipients cannot reply to messages.
- Recipients can reply with "yes" or "no".
- Recipients can reply with a free text.




To prevent administrators and teachers from being overwhelmed by lengthy discussions or an excessive number of messages, SchoolUpdate is designed so that each person can **only reply once to each message**.




Messages

This menu item provides an overview of your sent and received messages.

Messages with a gray background are either unread or require further action.

Use the magnifying glass symbol  to search your messages using the keyword filter. You can also use this feature to filter for messages that have not yet been read by all recipients, or for messages in which read confirmation has been activated but not yet confirmed by all recipients.

Use the pencil icon  to select multiple messages for deletion. Selecting **SELECT ALL** will mark all messages, allowing you to quickly clear your message area.

The following points can be seen in the detailed view:

- **FROM:** Name of Sender
- **DATE:** Date sent
- **RECIPIENT:** To whom has this message been sent?
- **CCs:** A copy of the message has been sent to the head of the class.
- **SEEN:** Number of recipients who have seen the message. Click on it to see the names of those who have not yet seen the message.
- **ANSWER:** Only displayed for yes/no answers. It gives you information on how many recipients have replied to your message.
- **CONFIRMED:** If you have requested a read confirmation, you can see here how many students and parents actively clicked on it.



Schools End at October, 31st

From: **Johannes Demolehrer**

Date: 07/01/2025 11:24 AM

Recipients: Corrina Mustermama (Corrina Musterkind, Danja Dattelhuber) (1 weitere...)

CCs: Anna Demolehrerin (2 weitere...)

Actions:  


Dear Mrs. Dattelhuber,

please note that the Schools end at 1 p.m. on October, 31st. All students will be sent home after 1 p.m.


Best regards,

Available actions


- **Translate**

Click on the **TRANSLATE button**  to translate the text of the message into the selected language. The language is usually set when the account is created, but if you want to change it, you will find the **SETTINGS > CHANGE LANGUAGE** menu item in the web application. In the mobile app, this option is located under **SETTINGS > LANGUAGE FOR TRANSLATIONS**.

- **Delete**


Select the **DELETE**  option to permanently remove the message from your inbox.

- **Send a read confirmation**

If a message is marked with an eye symbol in the message area, the sender requests a read confirmation.  You can send a **READ CONFIRMATION** by clicking on the **EYE** in the message.

- **Remind**

This option is only available for messages that you have sent.

If a message has not been read or confirmed by all recipients, you can send a reminder using the bell symbol .

When you send a reminder, each contact who has not read or confirmed the message will receive a notification. Additionally, the message will be set to "unread" in the message area and queued.

PLEASE NOTE:

- Messages can only be sent to parents or students who are already registered in SchoolUpdate. Messages cannot be sent to students who have not yet been assigned a contact person.



Absences

Parents, students and teachers can create an absence.

By default, school administrators do not receive absence notifications unless they are assigned to classes as class representatives. You can configure this under **SETTINGS > FURTHER SETTINGS**.

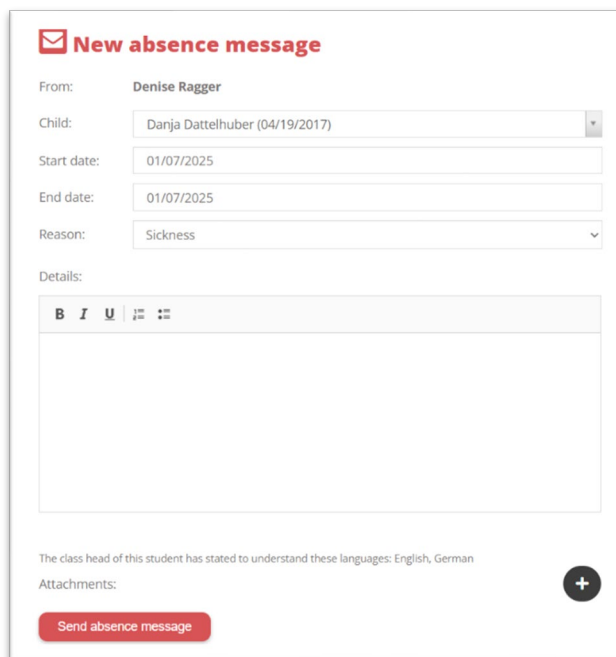
Create absence

In the **CHILD** field, search for the student for whom the absence is to be created.

Set the **START AND END DATES** of the absence by clicking on the respective fields. Leave the **END DATE** blank; the head of the class will enter the date when the absence is closed.


Three options are available for the reason:

- **ILLNESS**
- **DOCTOR'S VISIT**
- **OTHER**



The screenshot shows a form titled "New absence message" with a red envelope icon. It includes fields for "From:" (Denise Ragger), "Child:" (Danja Dattelhuber (04/19/2017)), "Start date:" (01/07/2025), "End date:" (01/07/2025), and "Reason:" (Sickness). Below these is a "Details:" section with a rich text editor containing bold, italic, underline, and link icons. At the bottom, it states "The class head of this student has stated to understand these languages: English, German" and includes an "Attachments:" section with a plus icon. A red "Send absence message" button is at the bottom right.



If necessary, you can attach a file using the button  or enter additional information in the **DETAILS** field.

Click **SEND ABSENCE MESSAGE** to send the message to parents and students.

Teachers assigned as class leaders can respond to an absence notification once. If the absence is excused, click the **CLOSE ABSENCE** button to mark it as such. If there is a reason not to excuse the absence, close it as unexcused. Absences are evaluated via **SETTINGS > CLASSES AND ASSIGNMENTS > SELECT CLASS > ABSENCES**.



If SchoolUpdate is used by relatives, parents, and students, a clear rule should be established (e.g., during the class forum) regarding who should or may report absences (parents, students, or both).



Calendar

An administration account displays all appointments for the entire school in the calendar. Depending on the settings, official public holidays are also displayed. You can deactivate the public holiday calendar at any time under **SETTINGS > FURTHER SETTINGS**.

Create an Appointment

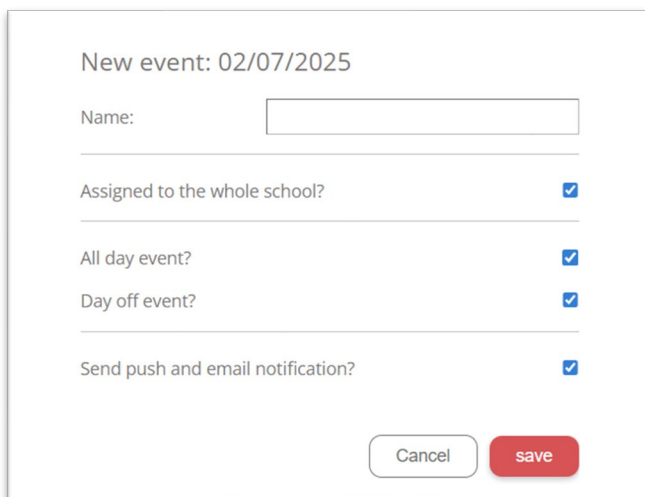
To schedule an appointment for a class or the entire school, click on the desired date in the calendar. A window opens.

Enter a title for the new appointment. If you uncheck **ASSIGNED TO THE WHOLE SCHOOL**, you can select the classes to which the appointment should be assigned.

To assign a specific time for the appointment, clear the checkbox next to **ALL-DAY APPOINTMENT**. Two additional fields will then appear where you can enter times. If the all-day appointment is on a school-free day (e.g., a day off due to school autonomy), place a checkmark next to **ABSENCE DAY**.

If you want to inform the parents about the new appointment via push notifications (only possible with the mobile app) or email, activate this option.

To create the appointment in the calendar, press **SAVE APPOINTMENT**.



New event: 02/07/2025

Name:

Assigned to the whole school? ☒

All day event? ☒

Day off event? ☒

Send push and email notification? ☒

Edit or delete appointments

If you want to change or delete an appointment, select it again. Make the desired changes, then confirm with **SAVE APPOINTMENT**. To delete the appointment, press the **DELETE APPOINTMENT** button.

In the web application, you can use the **PRINT** button to print the calendar month by month. In the mobile app, you can save appointments directly to a calendar app of your choice.

PLEASE NOTE:

The color coding in the SchoolUpdate calendar:

- **Yellow:** Official holidays — this display can be deactivated by the school.
- **Light blue:** Appointments
- **Dark blue:** School holidays, such as vacation days.




Homework



This function is only available for administrators if they are assigned to a class as a teacher or class leader.

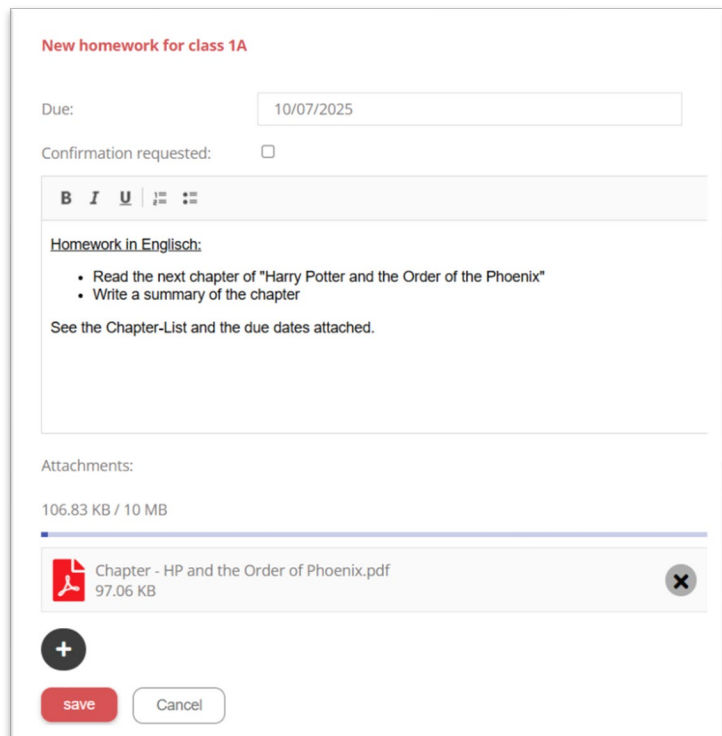
This function allows you to create homework assignments for classes you are teaching.

To do so, select **HOMEWORK ASSIGNMENTS**. Then, click on a class and press the **NEW HOMEWORK TASK** button. Enter the due date in the **DUE BY** field, and select **CONFIRMATION REQUIRED** if you would like to receive a confirmation for the new homework assignment.

Now, either write or copy the tasks into the text field. You can also add attachments using the icon . The maximum total size for attachments is 10 MB. The capacity bar shows the amount already used. PDF, DOCX, and common image formats are supported.

Then, save your entries by clicking **SAVE**.

You can make further changes using the **EDIT** button. Use the **DELETE HOMEWORK** button to remove it from the list.



New homework for class 1A

Due:

Confirmation requested: ☐

B I U | |


Homework in Englisch:


- Read the next chapter of "Harry Potter and the Order of the Phoenix"
- Write a summary of the chapter

See the Chapter-List and the due dates attached.

Attachments:

106.83 KB / 10 MB

 Chapter - HP and the Order of Phoenix.pdf
97.06 KB



save **Cancel**



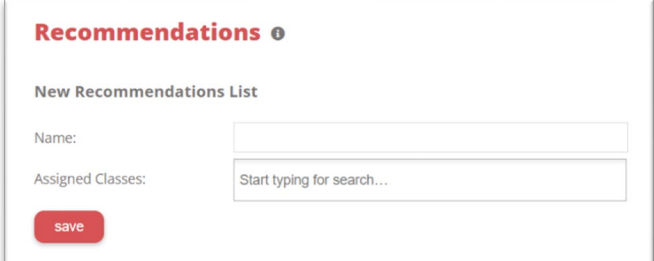
Recommendation

Create lists of useful links and assign them to your classes. Then, the parents of the students in these classes can see the links in the web and mobile applications and follow them.

To create a new recommendation list, go to the corresponding menu item and click the **NEW RECOMMENDATION LIST** button.

Enter the name of the list and the assigned classes, then click **SAVE** to close the action. You will then return to the overview. Select **EDIT** to add links to the list.

Fill out the form as needed and select a category. Then, confirm your entries by clicking **SAVE**.



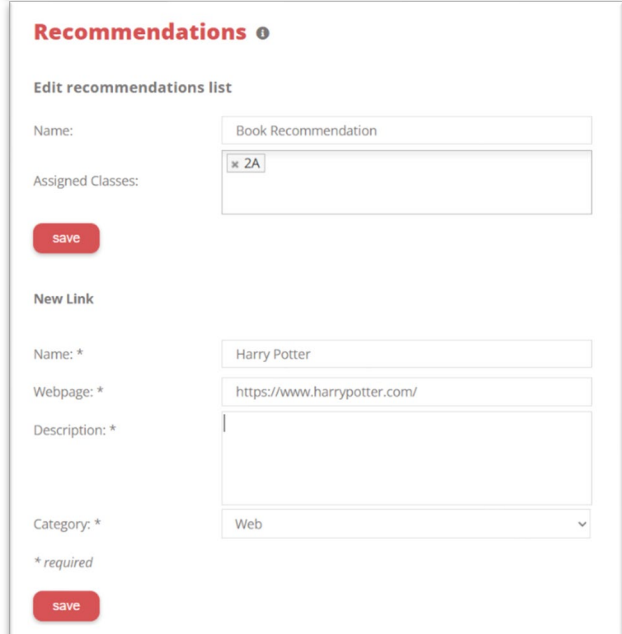
Recommendations ⓘ

New Recommendations List

Name:

Assigned Classes:

save



Recommendations ⓘ

Edit recommendations list

Name:

Assigned Classes:

save

New Link

Name: *

Webpage: *

Description: *

Category: *

* required

save






Lists

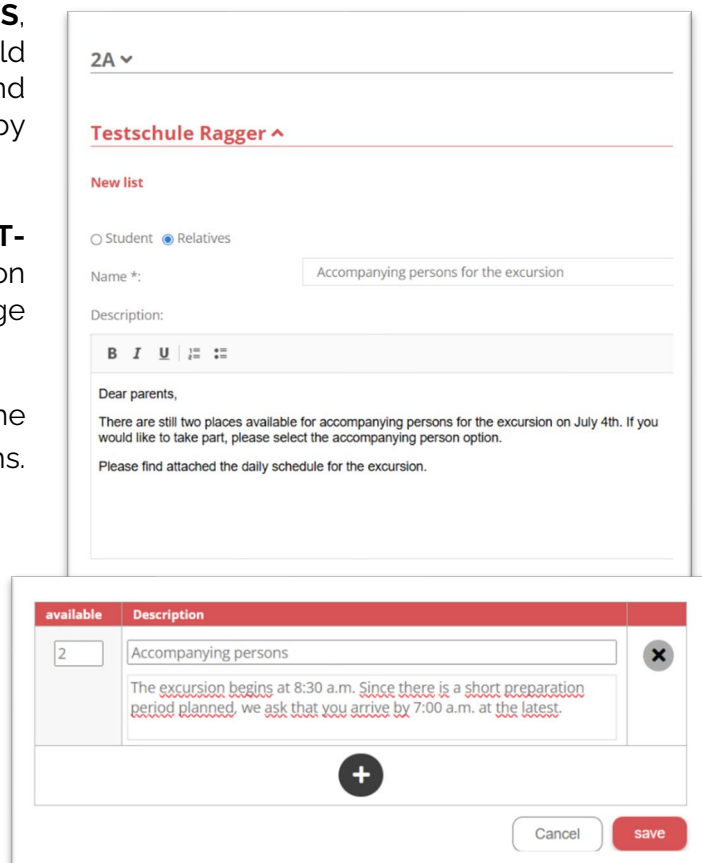
Similar to a survey, you can create a list with one or more selectable options. Depending on the settings, this list can be viewed by parents or student contacts. You can store a value for each option, meaning it can only be selected by a limited number of contacts.

To create a new list, select **LISTS** from the menu, click on a class, and select **NEW LIST...**

- First, select the recipients. If you choose **STUDENTS**, the list will only be visible to student contacts. If you select **RELATIVES**, only parent contacts can be added to your list.
- Now, give the list a **NAME**, add a **DESCRIPTION**, and optionally set a due date.

Please note the option under **LIST TYPE**:

- If you previously selected **RELATIVES**, you can choose here if the list should be editable by all parents (primary and secondary data contacts) or only by the primary contacts.
- By clicking on the icon  under **ATTACHMENTS**, you can attach common file types, such as .docx, .pdf, or image files.
- Now, fill in the list options. Click on the icon  in the list to add more options. Click the icon  to remove an entry.
- If you leave the **TOTAL AVAILABLE** field blank, no upper limit is set for selection options. If you enter a number, only that many contacts can select the option.
- Click **SAVE** to publish your list for the respective target group.



The top screenshot shows the 'Testschule Ragger' form. It has a dropdown for '2A', a title 'Testschule Ragger', and a 'New list' section. Under 'New list', there are radio buttons for 'Student' and 'Relatives' (selected). A 'Name *' field contains 'Accompanying persons for the excursion'. A 'Description' field contains a text block: 'Dear parents, There are still two places available for accompanying persons for the excursion on July 4th. If you would like to take part, please select the accompanying person option. Please find attached the daily schedule for the excursion.'

The bottom screenshot shows a modal view of the list. It has a table with columns 'available' and 'Description'. The 'available' column has a value of '2'. The 'Description' column contains the text 'Accompanying persons' and a detailed description: 'The excursion begins at 8:30 a.m. Since there is a short preparation period planned, we ask that you arrive by 7:00 a.m. at the latest.' There is a plus icon at the bottom center and 'Cancel' and 'save' buttons at the bottom right.



Parent-Teacher-Day

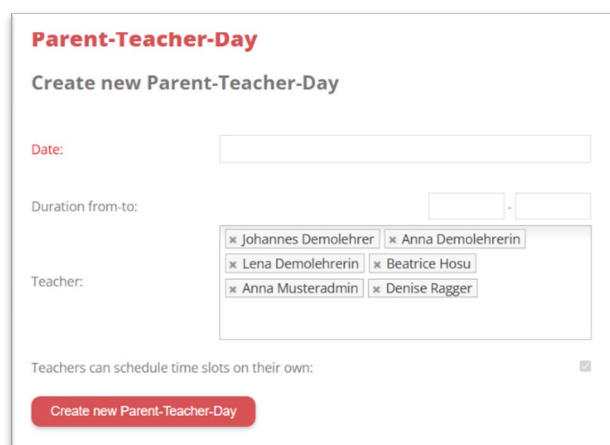
The SchoolUpdate administrator creates the basic structure of the parent-teacher-day. Please note that creating and managing a parent-teacher-day is only possible through the web application.

Parent-teacher-days are not visible to student contacts.

Create a new parent-teacher-day

To do this, select the **PARENT-TEACHER-DAY** function from the menu. You can then create a new appointment by clicking on the **CREATE NEW PARENT-TEACHER-DAY** button.

If you uncheck the box **TEACHERS CAN SCHEDULE TIME SLOTS ON THEIR OWN**, you as the admin decide on the duration of the office hours and the teachers' breaks. If the box is ticked, teachers can decide for themselves.



The screenshot shows the 'Parent-Teacher-Day' form. It has a title 'Parent-Teacher-Day' and a subtitle 'Create new Parent-Teacher-Day'. There is a 'Date:' field, a 'Duration from-to:' field, and a 'Teacher:' field. The 'Teacher:' field contains a list of teachers: Johannes Demolehrer, Anna Demolehrerin, Lena Demolehrerin, Beatrice Hosu, Anna Musteradmin, and Denise Ragger. At the bottom, there is a checkbox 'Teachers can schedule time slots on their own:' which is checked. A red button 'Create new Parent-Teacher-Day' is at the bottom center.

Publish the Parent-Teacher-Day

After saving the Parent-Teacher-Day, the overview is shown. Here, you can still edit the selected times and room assignments for teachers.

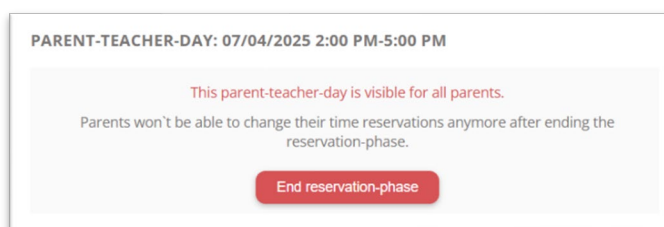
You can now **INVITE PARENTS IN ADVANCE** or **PUBLISH FOR ALL PARENTS**.

With **INVITE PARENTS IN ADVANCE** teachers can send invitations to the parent-teacher-day to parents in advance without making them visible to everyone. You also have the option of publishing the parent-day to all parents afterwards.



End registration phase

If you do not wish to assign any more appointments, close it with **END REGISTRATION PHASE**. Please note the dialog box and confirm or cancel the action.



Parents can no longer select dates. For a better overview, you can **PRINT A SUMMARY**.

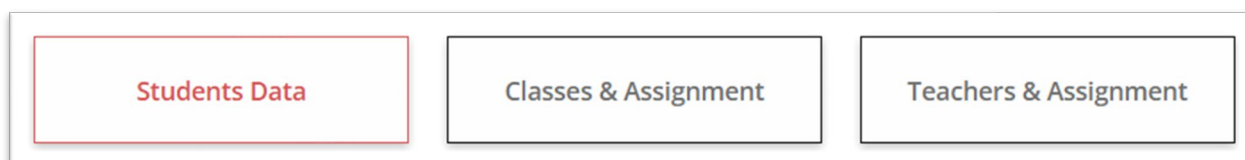
Settings & Administration of SchoolUpdate

You can customize SchoolUpdate to your needs and manage students, classes, and teachers in the settings.



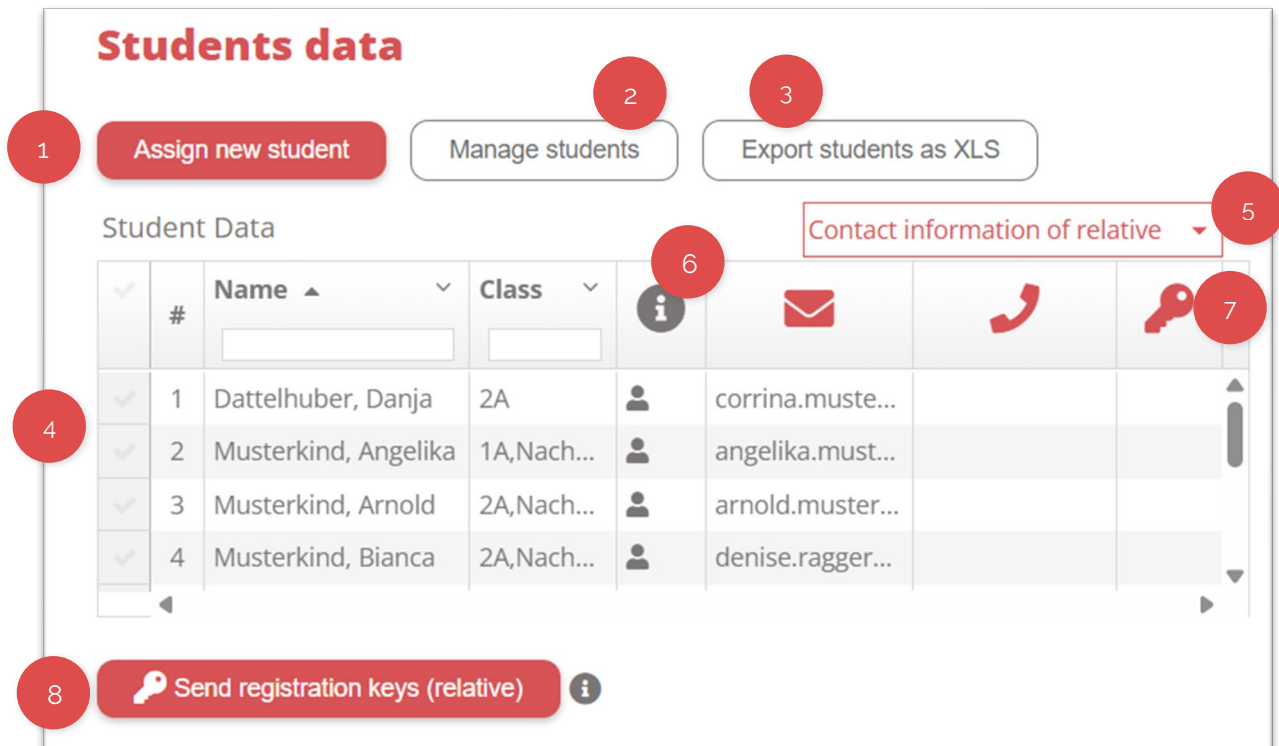
Student, teacher and class administration

The student, teacher, and class administration are divided into the areas indicated by the name.



Students Data

STUDENTS DATA provides information about all of the students in your school, as well as their contact persons.



The screenshot shows the 'Students data' interface. At the top, there are three buttons: 'Assign new student' (1), 'Manage students' (2), and 'Export students as XLS' (3). Below these is a section titled 'Student Data'. On the left, there is a table with columns for selection, ID, Name, Class, and contact information. The table contains four rows of student data. On the right, there is a dropdown menu labeled 'Contact information of relative' (5) and a key icon (7). At the bottom, there is a button labeled 'Send registration keys (relative)' (8) with an information icon.

	#	Name ▲	Class				
✓	1	Dattelhuber, Danja	2A	PERSON	corrina.muste...		
✓	2	Musterkind, Angelika	1A,Nach...	PERSON	angelika.must...		
✓	3	Musterkind, Arnold	2A,Nach...	PERSON	arnold.muster...		
✓	4	Musterkind, Bianca	2A,Nach...	PERSON	denise.ragger...		



1 This opens the screen for manually assigning a student. For more information, see ASSIGN NEW STUDENT

2 **NEW** This opens the MANAGE STUDENTS screen, which allows you to quickly remove several students and entire classes from the system.

3 This allows you to export your entire student list as an Excel file. For example, you can use the registration codes in a mail merge.

4 The table displays the names of your assigned students, the contact details of their parents, and their registration codes.

5 Here, you can switch the table view between the parents' contact details and the student contacts. When you switch to student contacts, the student registration codes are also displayed.

6 Here, you can see the types of registered contacts. The SCHOOL BAG icon  is displayed for student accounts and the PERSON icon  is displayed for parent accounts.

7

Here you can see the login codes for parents or student contacts. If this field is empty, the login code has been redeemed and is therefore no longer available.

8

Send the login codes to the target group that is currently selected in the table above (students or parents/relatives).

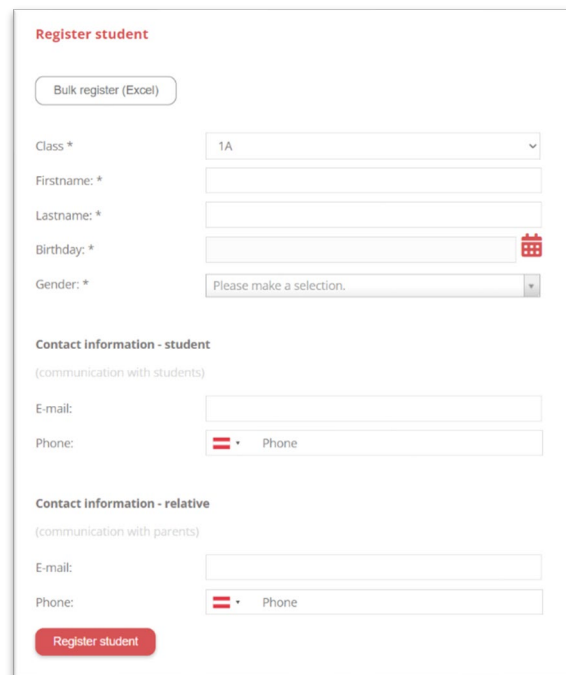
ASSIGN NEW STUDENT

Click **ASSIGN NEW STUDENT** to open the screen and manually assign a new student. Select a class; more classes / groups can be added later. Enter the student's name, date of birth, and gender.

You have the option of entering an email address and telephone number for a parent and the student. This information is only used for sending registration codes and can be left blank if registration codes are not sent.

Confirm the entries by selecting **REGISTER STUDENT**.

The student will then appear in the table above.




Register student

Bulk register (Excel)

Class * 1A

Firstname: *


Lastname: *

Birthday: * 

Gender: * Please make a selection.


Contact information - student
(communication with students)

E-mail:

Phone:  Phone

Contact information - relative
(communication with parents)

E-mail:

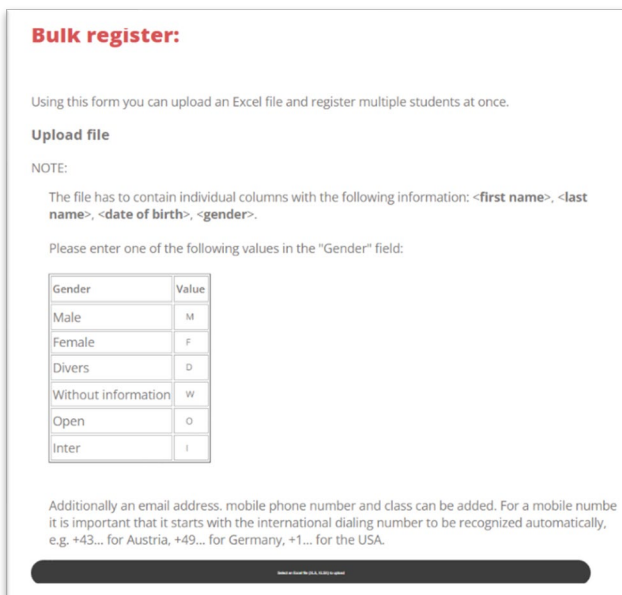
Phone:  Phone

Register student

GROUP REGISTRATION

You can use the **BULK REGISTER (EXCEL)** function to add several students via a mass action. To do this, go to the student master data and select **ASSIGN NEW STUDENT > BULK REGISTER (EXCEL)**.

If you require a sample file, please contact the SchoolUpdate support team. Please ensure you arrange the columns in Excel correctly to guarantee a clean import.



Bulk register:

Using this form you can upload an Excel file and register multiple students at once.

Upload file

NOTE:

The file has to contain individual columns with the following information: <first name>, <last name>, <date of birth>, <gender>.

Please enter one of the following values in the "Gender" field:

Gender	Value
Male	M
Female	F
Divers	D
Without information	W
Open	O
Inter	I

Additionally an email address, mobile phone number and class can be added. For a mobile number it is important that it starts with the international dialing number to be recognized automatically, e.g. +43... for Austria, +49... for Germany, +1... for the USA.

MANAGE STUDENTS

To edit a student's details, click on their name in the list.


The detailed view will open below the table.

This view shows the student's data, the primary parent's contact details, and all registered contacts.

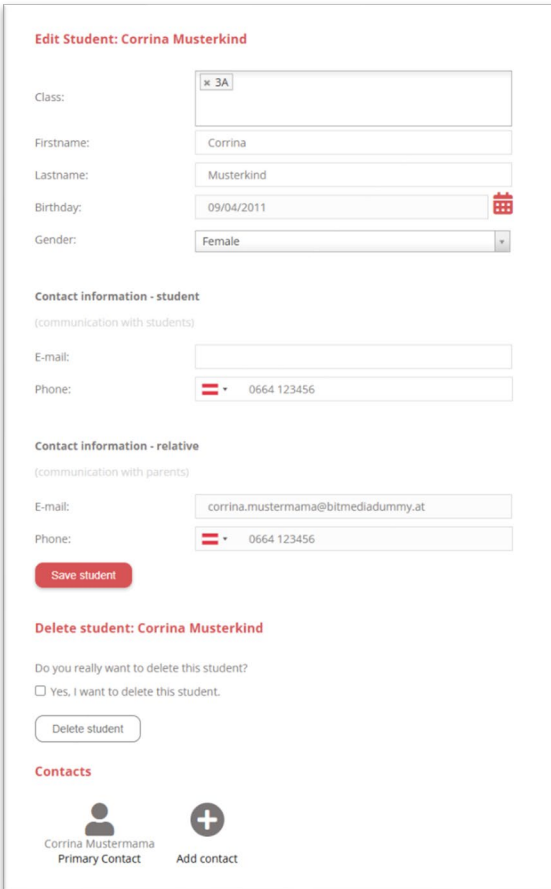
DELETE STUDENTS

Select the desired student, tick the **YES, I WANT TO DELETE THIS STUDENT** box and confirm your selection by clicking **DELETE STUDENT**.


ADD CONTACT

Select the desired child. To add a new contact manually, select **ADD CONTACT**. 

Then complete the form. Save your entries with **ADD CONTACT**.



ADD EXISTING CONTACT

If the contact you want to add already has a child at your school, please click on **ADD EXISTING CONTACT**  at the bottom of the page after selecting **ADD CONTACT**. Enter the contact's name in the search field and confirm with 'Add contact'. This action is useful if you want to assign two children to one parent.

EDIT CONTACT

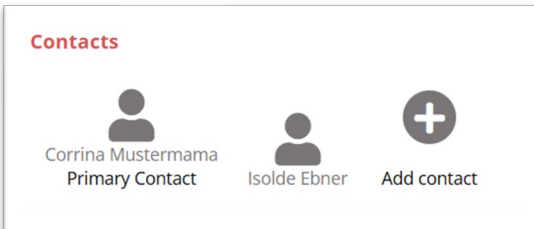
Clicking on a contact opens the editing screen, which allows you to help users update their details or resolve login issues.

You can also **view the contact's username** here.

The password fields are always empty; you cannot view an existing password. However, it is possible to change the password.

To do so, enter a new password in the **PASSWORD** and **PASSWORD (CONFIRMATION)** fields, and then inform the contact.

Complete your entries with **SAVE CONTACT**.



DELETE CONTACT

Select the data record of the desired student, followed by the contact to be deleted. Check the **DELETE CONTACT** box and confirm your selection using the corresponding button.

You cannot delete a contact that is marked as the primary contact. In this case, first remove the tick from **PRIMARY CONTACT** and select **SAVE CONTACT**. You can then delete the contact.

Delete Contact

☐ Yes, I want to delete this contact.

Delete Contact

Classes and assignment

Here, you can create new classes, add existing classes and students to them, and remove assignments and classes.

class management

Select class:

1A

2A

3A

4A

Nachmittagsbetreuung

Turngruppe

Add class:

+

Edit class: 4A

STUDENTS IN CLASS

ASSIGN STUDENT

ABSENCES

EDIT CLASS

8

9

10

Students in class

Export students as XLS

Student Data

Contact information of relative

#	Name				
1	Musterkind, Diana				fnPYd
2	Musterkind, Dominik				LiW1V

4

Send registration keys (relative)

5

Remove selected students from the class

6

Send parents password reset instructions

7

Create registration key for student

1

All of your classes are listed here. You can use this page to add or remove students, check absences or rename the class.

2

To create a new class, select  **ADD CLASS**, then choose a name and a class leader. Confirm your entry by selecting **CREATE CLASS**.

3

STUDENTS IN CLASS

Here you will find an overview of all students in the selected class. You can export the student list as an XLS file, which also shows the registration codes that have not yet been redeemed.

4

SEND REGISTRATION CODES

Use this function to send registration codes that have not yet been sent to parents or students. These appear in black at the top of the student list. Please ensure that contact details (email address or telephone number) are stored to which the codes can be sent.

When you click on **SEND REGISTRATION CODE**, the codes are sent to the target group whose view is currently selected in the table.

5

REMOVE MARKED STUDENTS FROM CLASS

Remove students from the class by selecting them in the list and clicking this button.

6

SEND PARENTS PASSWORD RESET INSTRUCTIONS

Here, you can send the instructions for obtaining a new password to the parents of the selected child. They will receive this information via SMS on the mobile number with which they registered. If no mobile number is available, an email will be sent to the email address provided.

7

CREATE REGISTRATION KEY FOR STUDENT

This button is no longer needed and cannot be used. It will therefore be removed soon.

8

ASSIGN STUDENTS

Use this action to add a student to the selected class.

9

ABSENCES

Under the menu point **ABSENCES**, you see an overview of the excused and unexcused absences of students.

Click on the bars in the diagram to view the selected student's absences in detail.

You can then download these via the **EXPORT ABSENCES AS XLS** button and edit them in Excel.

10

EDIT CLASS

You can use this function to change the name of the class, for example when the year changes, or to delete it completely.

Teachers and Assignment

This function enables you to manage teachers at your school: you can create new accounts and delete existing ones.

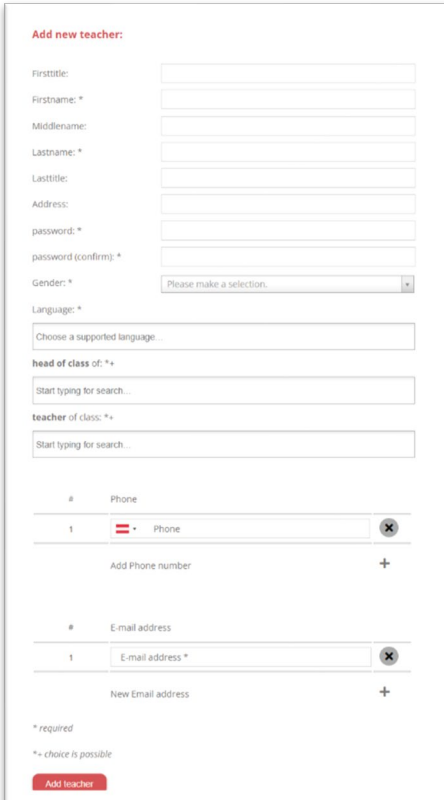
ADD NEW TEACHER

You can use the **ADD NEW TEACHER** button to add another teacher to SchoolUpdate.

Fill out the form with the required data and assign classes to the teacher in either the **HEAD OF CLASS*** field or in the **TEACHER OF CLASS** field.

Confirm your entries by selecting **ADD TEACHER**.

If you select an existing teacher, you can edit the details by amending the relevant information and confirming this with **SAVE TEACHER**.



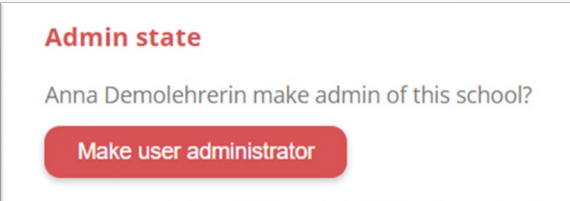
EDIT TEACHER

Select a teacher from the list to edit the details. You can then change the details, assign or remove classes, or set a new password. You can also view the teacher's username here.

You can also use this page to assign admin rights to the teacher or delete the teacher from the system.

ASSIGN ADMIN RIGHTS

You have the option of giving the teacher administration rights. To do this, click on the respective **MAKE USER ADMINISTRATOR** button. Administrator rights can also be withdrawn again.



DELETE TEACHER

You can also permanently delete teachers from the system. Confirm your action by ticking the box and clicking **DELETE TEACHER**. Please note that an administration account cannot be deleted.

Delete teacher: Anna Demolehrerin

Do you really want to delete this teacher?

☐ Yes, I want to delete this teacher

Delete teacher



School Import

SOKRATES IMPORT

This import is only possible for users of the SOKRATES administration system.

Further information can be found in the 'Quick start to annual change with SOKRATES' document under ['SchoolUpdate Instructions and manuals'](#).



School Import via ZIP

Another import option is the ZIP import.

If you need to edit your files, open them in a code editor to avoid damaging the data records.

The following file names are required for a successful import into SchoolUpdate:

- School
- Teacher
- Class
- Students

Select the four files in your folder. Then right-click and select **SEND TO > ZIP COMPRESSED ORDER**.

Open SchoolUpdate. Go to **SETTINGS > IMPORT SCHOOL (ZIP)**, click **SELECT FILE**, and select the saved file. Under **CHOOSE THE BEHAVIOR**, select an import option.

- **Create or update:** data that does not yet exist is imported into School Update, and existing data is updated.
- **Update only:** Only existing data records are updated.
- **Create only:** Only new data is imported into School-Update.
- **Force Create or Update:** Data that does not yet exist is added; existing data is updated; and data that no longer exists in the new import file is deleted.

Begin the import process using the **LOAD DATA** command.

You now have the option to check the data again before importing it. You can select or deselect data records that are not required using the checkbox. Confirm your selection by clicking **IMPORT**.

Students are automatically assigned to classes as the structure is transferred with the file. Registration codes are automatically generated for new students.

If teachers have also been imported, please note that all access data for the imported teachers must be exported at this stage using the **EXPORT XLS TEACHERS** function.



Delete Data

Clicking this button allows you to select which data to delete from your user account.

This action is irrevocable and should only be performed with caution.

Delete data

Use this action to delete data from your account. Through setting the check marks you can choose which data should be deleted. A period for deleting the data can be set in the date fields. If all data for the entire period should be deleted, select the "All" check mark and do not enter a date.

☐ Messages ☐ Calendar ☐ All

☐ Absence ☐ Parent-Teacher-Day

☐ Homework ☐ Lists

Period: -

☐ Delete data for all period

Delete data



Advanced Settings

The **FURTHER SETTINGS** menu allows you to manage your profile settings and those of the school. Select the relevant function by checking the box.

- **PARENTS MAY SEND ME MESSAGES**
This option is always selected for a new account. If you do not want parents to be able to send you messages, uncheck the box.
- **I WANT TO RECEIVE MESSAGES BY EMAIL.**
Remove the checkmark to deactivate email notifications.
- **HIDE CLOSED ABSENCES.**
Check this box to hide all completed out-of-office notifications.
- **CC SICK LEAVE MESSAGES TO SCHOOL ADMINS**
This option is deactivated by default. If you select it, you, as the administrator, will receive a copy of all absence messages from the school.
- **ENABLE HOLIDAY CALENDAR**
This option is activated by default. Remove the check mark and click **CHANGE SCHOOL CONFIGURATION** to deactivate the public holiday calendar.
- **DO NOT DISTURB! *NEW***
With the "Do Not Disturb" function, you can set a time period during which you do not wish to receive notifications for new SchoolUpdate messages.

Confirm the changes by clicking **SAVE**.

Personal settings for your account



Edit Contact Data

Here, you can enter and change your telephone number and email address. **Note:** The email address is required so that you can request a new password via the registration page if you have forgotten it.



Change Password

Enter your current password and the new password, then confirm it. Change your password by clicking **CHANGE PASSWORD**.



Change language

To use the **TRANSLATE** function, first change the language of this menu item to your desired language. Then, confirm your selection by clicking **CHANGE LANGUAGE**.

The language is usually set when the account is created. If it needs to be changed, you will find the **SETTINGS > CHANGE LANGUAGE** menu item in the web application. In the mobile app, this option is located under **SETTINGS > LANGUAGE FOR TRANSLATIONS**.



Change Language (Mobile App)

The **CHANGE LANGUAGE** function is only visible to Android users because SchoolUpdate is automatically displayed in the operating system's language on iOS devices.

In the Android app, you can use this function to select a display language.



Delete data

By selecting this option, you can choose which data to delete from your user account.

Deleting data is irrevocable and should be done with caution.

This option is only available in the web application.

Delete data

Use this action to delete data from your account. Through setting the check marks you can choose which data should be deleted. A period for deleting the data can be set in the date fields. If all data for the entire period should be deleted, select the "All" check mark and do not enter a date.

- | | | |
|-----------------------------------|---|------------------------------|
| <input type="checkbox"/> Messages | <input type="checkbox"/> Calendar | <input type="checkbox"/> All |
| <input type="checkbox"/> Absence | <input type="checkbox"/> Parent-Teacher-Day | |
| <input type="checkbox"/> Homework | <input type="checkbox"/> Lists | |

Period: -

- ☐ Delete data for all period

Delete data

Any further questions?

Further help can be found at www.schoolupdate.com under 'FAQs'.