



BEFORE YOUR STUDIES

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www.infokomp.se

Bemötande – Empowerment – Affärsmässighet - Professionalitet

YOUR LOGIN INFORMATION

Go to <https://infokomp.itslearning.com/> and follow the instructions according to the following images.

Alternative 1: On the computer



Click on "Har du glömt ditt lösenord?"

Enter your e-mail (same as in your application) and then click on "Skicka förfrågan".

Through a browser on your smartphone (e.g. Safari or Chrome)



Open your **browser** and go to <https://infokomp.itslearning.com>

Click on "Har du glömt ditt lösenord?"

Enter your e-mail (same as in your application)

You will now get an e-mail from itslearning with a link, looking like this:



PERSONAL INFORMATION AND GDPR

Infokomp follows GDPR when it comes to handling and storing personal information. To be able to fulfill our responsibilities towards our students and our employer (the municipality) we need to store some personal information. This includes name, date of birth, e-mail and grade. All our usage and storing of personal information has legal basis and are made from justified purposes. If you have questions regarding this, please contact your teacher or read more on the following link:
<https://www.datainspektionen.se>.

GET STARTED WITH ITSLEARNING

Installing *itslearning* on your smartphone



- 1) Choose your platform (Google Play or Apple App Store)
- 2) Search for Infokomp to add a school.
- 3) Click on "Aktivera notifieringar" to get notifications when you get messages, assessments on assignments or other updates.

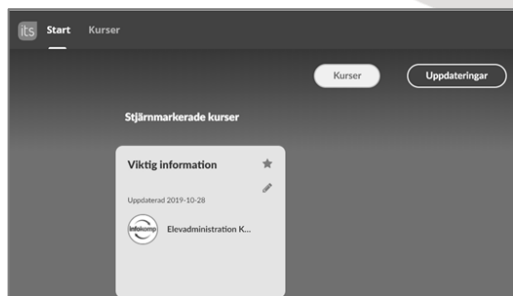


Answers to questions related to studying and other important information on itslearning

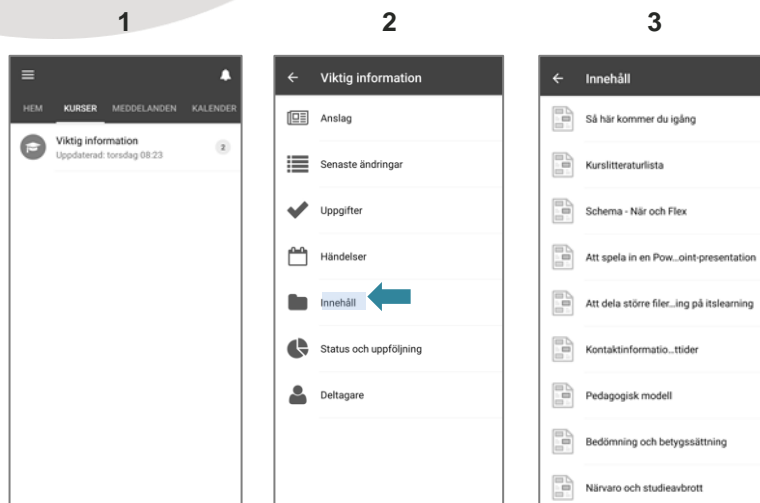
You will find information and answers to different questions regarding your studies under "Viktig information".

- 1) Click on the menu "Kurser",
- 2) "Viktig information" and then on
- 3) "Innehåll" (see pictures below).

On a computer

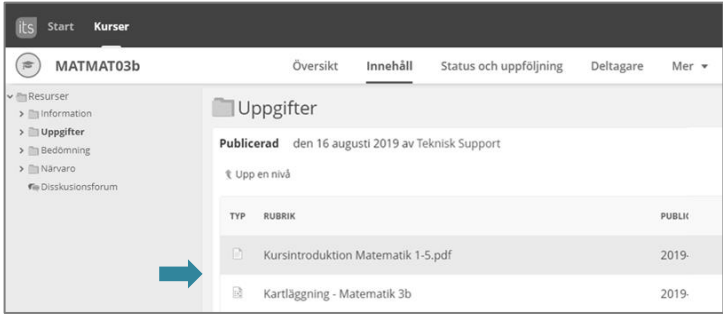
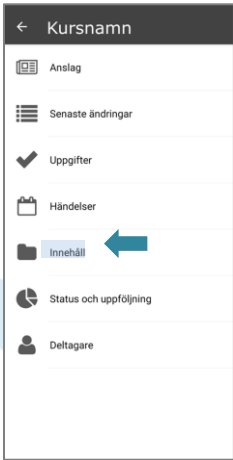
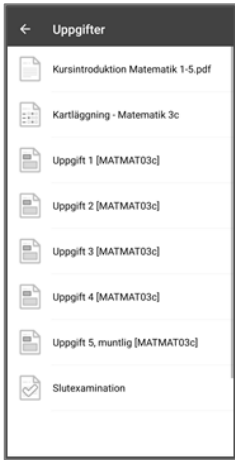


On a smartphone



Course introduction on itslearning

- 1) Click on the menu "Kurser",
- 2) Go to your course and "Innehåll" according to the pictures below.
- 3) Go to the folder "Material och planeringar" and then click on the file for "course introduction".

On a computer	On a smartphone
	<p>1</p>  <p>2</p> 

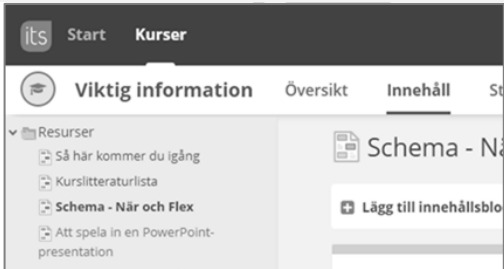

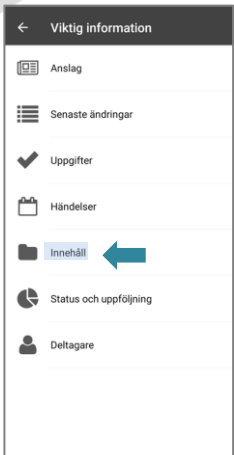
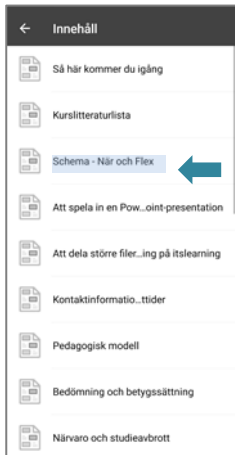
Week plan and schedule

- 1) Click on Innehåll and thereafter on...
- 2) Kursplanering

There you will find a general week plan (for 5, 10 or 20 weeks). If you need a more individually adjusted course plan, contact your teacher.

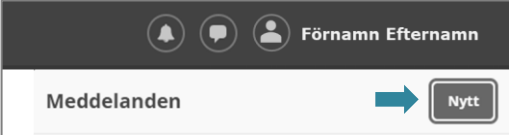
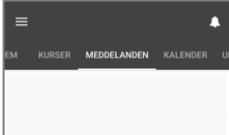
If you study in Class or FLEX

- 1) Go to "kurser"
- 2) Choose "Viktig information"
- 3) Click on the menu "Innehåll" and then on "Schema" according to images below.

On a computer	On a smartphone
	<p>1</p>  <p>2</p>  <p>3</p> 

Contacting your teacher

You can contact your teacher by writing a message via itslearning.

On a computer	On a smartphone
	
<ol style="list-style-type: none"> 1) Click on the message icon in the upper right corner 2) Click on the button "Nytt". 	<ol style="list-style-type: none"> 1) Click on "Meddelanden" in the menu 2) Click the "plus" symbol at the bottom of the screen.

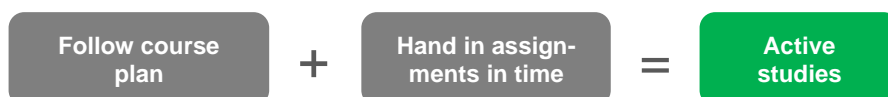
STAYING ACTIVE IN STUDIES & CANCELLING STUDIES

Number of hours to study depending on course pace

Total number of points	Study pace	Number of weeks	Number of hours needed for studying each week
50 p	100%	2	40
	50%	5	20
	25%	10	10
100 p	100%	5	40
	50%	10	20
	25%	20	10

Active studies and cancelled studies

To be active in your studies you need to follow your course plan and hand in your assignments in time.



If you are not active in your studies for 3 solid weeks you will lose your place in the course.

To avoid cancelled studies

- 1) Spend the right amount of time on your studies.
- 2) Consider when during the week/day and where you can find the best environment for studies.

- 3) Get your course literature as soon as possible.
- 4) Follow your course plan and contact your teacher as soon as you get stuck.
- 5) Keep in touch with your teacher.

If you get ill

Let your teacher know that you are not feeling well by sending a message on *itslearning*. If you are sick for more than 2 weeks you need to present a doctor's certificate to not risk losing your place in the course. The doctor's certificate should be sent to the administrators of your school (see contact information on www.infokomp.se/kontakt). Remember that you also need to report to "Försäkringskassan" or CSN.

COURSE LITERATURE

You can order your course literature from www.bokus.se or www.adlibris.se. Make sure you do this in time so that you do not fall behind in your course plan. Tip! Buy the online version of the books.

- 1) Go to <https://www.infokomp.se/elevservice/kurslitteraturlista/>
- 2) Click on "Kurslitteraturlista – Grund/Gymnasial".

STUDENT INFLUENCE

You can exercise influence on your studies by

- 1) Filling out the **course evaluation**,
- 2) Leaving a **complaint** via *itslearning* or
- 3) Become a member of the **student council**. Speak with your teacher for more information.

STUDENT FINANCE FROM CSN

You can apply for study finance (grants and loans) from CSN when you study with us. Read more on www.csn.se and/or watch the video from CSN here: https://www.youtube.com/watch?v=uNEezze_A4. For more information, please visit "Viktig information" course in *itslearning*.

CONTACT INFORMATION

You find the contact information to our schools here: www.infokomp.se/kontakt

Good luck!

