Skola24 Fritidshem: Xarumaha Madaddaalada. Masuuliyiinta

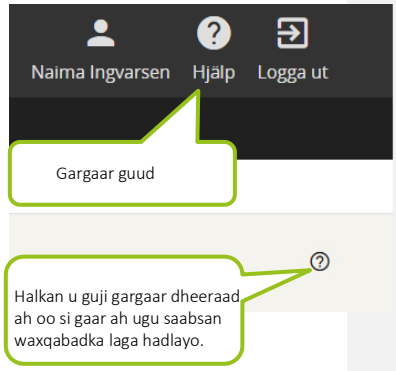
Skola24 Fritidshem (xarumaha madaddaalada) waxay leedahay waxqabadyo ay ku diiwaangeliso oo ay kula socoto sida uu ilmuhu uga xaadiro xarun madaddaalo. Masuulka sharciyeed ee ilmaha ayaa saacadaha ilmaha la keeno lana qaado u qori kara sida jadwal toddobaadle ah ama jadwal wareega oo 2 ilaa 8 toddobaad ah.

Masuulku waxuu weliba qori karaa maqnaanshaha aanan qorshaysnayn iyo midka qorshaysan, sida jirrada ama bukaanshaha ama maqnaashooyinka kale. Warbixinnada ku saabsan maqnaanshaha waxaa islamarkaaba arki kara shaqaalaha xarunta madaddaalada oo xaqiijiya helitaanka warbixinta iyagoo masuuulka ka wargeliya.

1 Guud ahaan

1.1 GARGAARKA ISTICMAALAHA

Si aad u hesho tilmaanbixinnada xarumaha madaddaalada, waxaad u baahan tahay in aad gasho halkan [*domain name*].skola24.se adigoo isticmaalaya magacaaga isticmaalaha iyo ereygaaga isgaradka. Tilmaanbixinnada dhanka bidix ka dooro **Förskola/fritidshem** (Xarumaha Madaddaalada) si aad u timaaddo bogga bilowga oo aad u hesho waxqabadka.



Bogga bilowga waxaa ku taxan waxqabadyada kaladuwan. Kuwa diyaarka ah waxay ku xiran yihiin faa'iidooyinka isticmaaluhu haysto. Waxqabad kaste guji si aad u dhaqaaqdo.

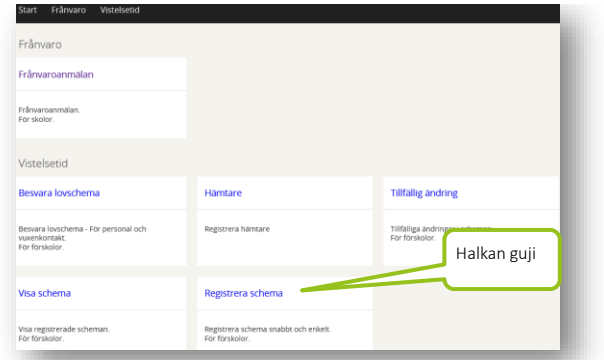
Waxqabad kaste waxaa u yaalla Gargaar gaar u ah. Gujinta calaamadda Gargaar (calaamad su'aal oo goobaabo ku jirta) ayaa kugu xiri doonta qoraalka gargaarka. Gargaar ayaa ka diyaar ah dhammaan kaalinnada ku jira nidaamka.

2 Xaadirista

Xaadiristu waa waqtiga ilmuhu joogo xarunta madaddaalada inta uu masuulkiisu shaqada joogo. Caadi ahaan, masuulka ama qof kaloo qaangaar ah ayaa diiwaangeliya xaadirista ilmaha taasoo ay ka caawiyaan shaqaalaha xarunta madaddaaladu haddii loo baahdo.

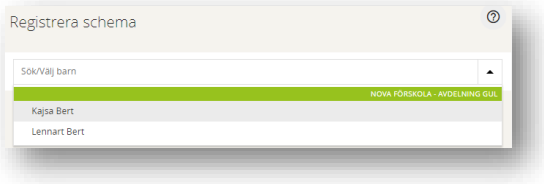
2.1 DIIWAANGELINTA JADWALKA

Masuuliyiinta ayaa, marka ay barta galaan, diiwaangeliya saacadaha xaadirista ee ay ilmahooda ugu baahan yihiin. Bogga bilowga waxaa ka muuqda fursadaha diyaar u ah isticmaalaha.



Gundhigyada xarunta madaddaalada ayaa go'aamiya inta maalmood ee hore loogu diiwaangeliyo jadwallada cusub. Gundhigga caadiga ah waa 14 maalmood.

Masuulka ay dhowr carruur ah xarunta ugu jiraan waxuu taas ku bilaabaa isagoo ilmaha laga hadlayo ka doorta barta ka hoosaysa **Vistelsetid** (Xaadirista) – **Registrera schema** (Jadwalka Diiwaangeli).



Waxaa jira jadwallo labo nooc ah oo la kala doorto; 1 toddobaad ama 2-8 toddobaad. Dooro xulashada ama fursadda koowaad haddii ilmuhu uu si isku mid ah goobta uga xaadiro toddobaadba, toddobaadka ku xiga, iyo xulashada labaad haddii saacadaha uu masuulku shaqeeyo loogu baahan yahay jadwal wareega oo u kala baxa 2-8 toddobaad.

Nooca Jadwalka, 1 toddobaad

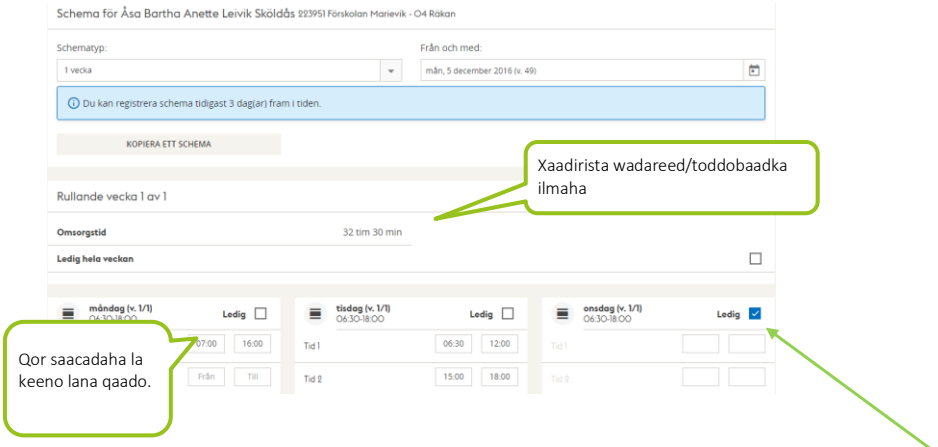


Qaybta **Schematyp** (Nooca Jadwalka) hoosteeda ka dooro xulashada 1 toddobaad. Guji calaamadda kalandaariga ee ku ag taalla **Från och med** (Laga bilaabo) oo dooro taariikhda uu jadwalku hirgali doono. Guji **Välj datum** (Taariikhda dooro).

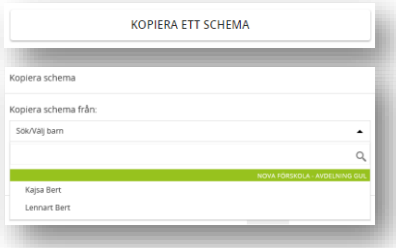
Qaybta **Från** (Laga bilaabo) hoosteeda ku qor saacadda ilmuhu soo gaaro xarunta madaddaalada.

Qaybta **Till** (Ilaa) hoosteeda ku qor saacadda ilmaha laga soo qaado xarunta madaddaalada.

Waxaa jira saddex saf, **Tid 1, Tid 2** iyo **Tid 3** (Saacad 1, Saacad 2 iyo Saacad 3). Waxay sidan u tahay maadaama carruurta ku jirta xarunta madaddaalada ee habeenkii ay u baahan karaan in ay soo xaadiraan maalinta dhexdeeda, waqtiga cawayska iyo/ama habeenkii. Waqtiga habeenkii waxaa lagu diiwaangeliyaa saacad ku beegan waqtiga cawayska ama habeenka ilaa 24:00 iyo saacad maalinta xigta ah oo bilaabmaysa 00:00. Waxaa taas weliba loo isticmaali karaa si loo qoro saacadaha xaadirista ee dugsiga ka horreeya kana dambeeya.



Haddii ilmuhu uusan u baahnayn in uu soo xaadiro maalin toddobaad oo gaar ah, sax ku calaamadee sanduuqa saxidda ee **Ledig** (Maqan).



Haddii aad diiwaangeliso saacado xaadiris oo ka baxsan saacadaha caadi ahaan xaruntu furan tahay, waxaa kuwaas lagu calaamadayn doonaa huruud ama jaalle marka la kaydiyo. Masuulku wax ma kaydin karo haddii saacadaha xaadirista la diiwaangeliyey ay ka baxsan yihiin saacadaha caadi ahaan xaruntu furan tahay.

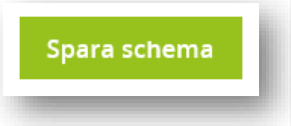
Haddii aad leedahay jadwal xaadiris oo hore loo diiwaangeliyey, waxaad nuqul ahaan kaas uga soo qaadi kartaa macluumaadka waxaanad u hagaajin kartaa sida habboon. Guji uun **Kopiera ett schema** (Nuqul ka samee Jadwal) oo kaas ka dooro kuwa la muujiyey. Waxaad weliba nuqul ka samayn kartaa jadwalka walaal kale. Magaca walaalkaas ama walaashaas geli uun bannaanka **Kopiera schema från** (Nuqulka jadwalka ka soo qaad).

Xaadirista wadareed ee ilmaha ayaa lagu muujiyey inta saacadood iyo daqiiqo. Wixii khuseeya carruurta saacado kooban yimaadda, waxaa laga yaabaa in ay xaruntu hore ugu diiwaangelisay xaadiris ugu badan toddobaadkii. Haddii xaadiristan ugu badan la dhaafo marka jadwalka la diiwaangelinayo, waxuu nidaamku bixin doonaa digniin.





Kommenterad [1]:
Save schedule (Jadwalka kaydi)



Guji **Spara schema** (Jadwalka kaydi) si aad u buuxiso diiwaangelinta oo aad jadwalka u kaydiso.

Sanduuq hadal leh ayaa xaqiijinaya in jadwalka la kaydiyey.

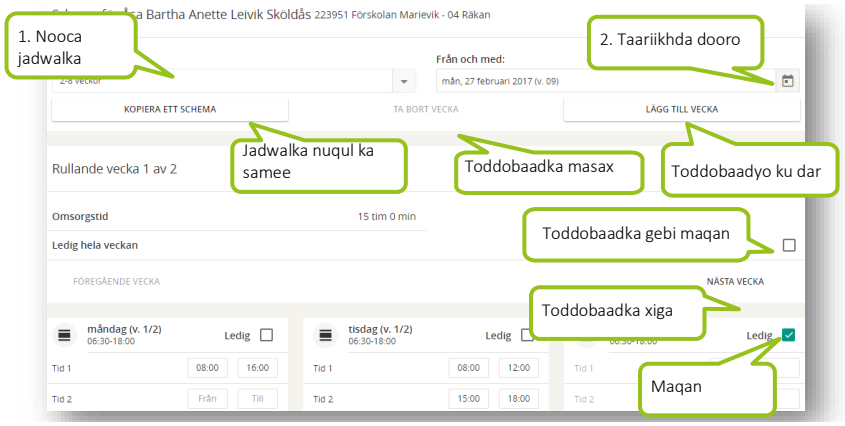
Jadwalka la diiwaangeliyey ayaa hirgalaya ilaa jadwal cusub la diiwaangeliyo.

Nooca Jadwalka, 2-8 toddobaad

Qaybta **Schematyp** (Nooca Jadwalka) hoosteeda ka dooro xulashada 2-8 toddobaad. Guji calaamadda kalandaariga ee ku ag taalla **Från och med** (Laga bilaabo) oo dooro taariikhda uu jadwalku hirgali doono. Guji **Välj datum** (Taariikhda dooro).

Waxaa muuqda jadwal caadi ah oo wareega oo labo toddobaad ah.

Ku bilow adigoo diiwaangelinaya saacadaha toddobaadka 1 ee 2. Haddii aad leedahay jadwal xaadiris oo hore loo diiwaangeliyey, waxaad nuqul ahaan kaas uga soo qaadi kartaa macluumaadka waxaanad u hagaajin kartaa sida habboon. Guji uun **Kopiera ett schema** (Nuqul ka samee Jadwal) oo mid ka dooro kuwa la muujiyey. Waxaad weliba nuqul ka samayn kartaa jadwalka walaal kale. Magaca walaalkaas ama walaashaas geli uun bannaanka **Kopiera schema från** (Nuqulka Jadwalka ka soo qaad).



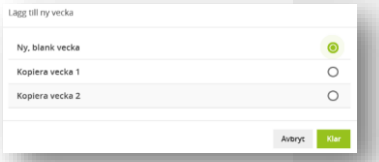
Qaybta **Från** (Laga bilaabo) hoosteeda ku qor saacadda ilmuhu soo gaaro xarunta madaddaalada.

Qaybta **Till** (Ilaa) hoosteeda ku qor saacadda ilmaha laga soo qaado xarunta madaddaalada.

Waxaa jira saddex saf; **Tid 1, Tid 2** iyo **Tid 3** (Saacad 1, Saacad 2 iyo Saacad 3). Waxay sidan u tahay maadaama carruurta ku jirta xarunta madaddaalada ee habeenkii ay u baahan karaan in ay soo xaadiraan maalinta dhexdeeda, waqtiga cawayska iyo/ama habeenkii. Waxaa taas weliba loo isticmaali karaa si loo qoro saacadaha xaadirista ee dugsiga ka horreeya kana dambeeya.

Haddii ilmuhu uusan u baahnayn in uu soo xaadiro maalin toddobaad oo gaar ah, sax ku calaamadee sanduuqa saxidda ee **Ledig** (Maqan). Waxaad weliba qori kartaa haddii ilmuhu maqan yahay toddobaadka oo dhan. Waxaa tan lagu sameeyaa sanduuqa saxidda ee **Ledig hela veckan** (Toddobaadka gebi maqan).

Haddii aad diiwaangeliso saacado xaadiris oo ka baxsan saacadaha caadi ahaan xaruntu furan tahay, waxaa kuwaas lagu calaamadayn doonaa huruud ama jaalle marka la kaydiyo. Masuulku wax ma kaydin karo haddii saacadaha xaadirista la diiwaangeliyey ay ka baxsan yihiin saacadaha caadi ahaan xaruntu furan tahay.



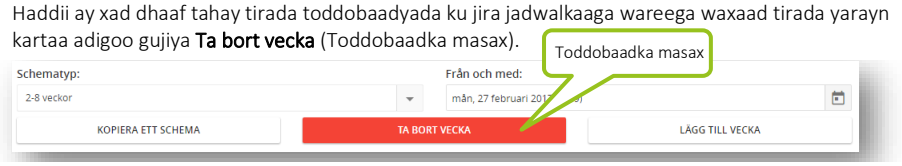
Guji **Nästa vecka** (Toddobaadka xiga) si aad u timaaddo toddobaadka 2 ee 2. Sida sare ugu qor saacadaha aad rabto.

Si aad toddobaadyo dheeraad ah ugu darto jadwalka wareega, guji **Lägg till veckor** (Toddobaadyo ku dar).

Dooro mid ka mid ah xulashooyinka, **Ny, blank vecka** (Toddobaad cusub oo bannaan), **Kopiera vecka 1** (Nuqul ka samee toddobaadka 1) ama **Kopiera vecka 2** (Nuqul ka samee toddobaadka 2).

Guji badhanka **Klar** (Dhammaatay). Waxaad marwalba beddeli kartaa xulashadaada adigoo gujiya **Avbryt** (Tirtir). Jadwallada waxaa lagu wareejin karaa ugu badnaan siddeed toddobaad.

Haddii ay xad dhaaf tahay tirada toddobaadyada ku jira jadwalkaaga wareega waxaad tirada yarayn kartaa adigoo gujiya **Ta bort vecka** (Toddobaadka masax).



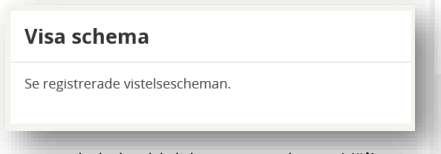
Xaadirista wadareed ee ilmaha ayaa lagu muujiyey inta saacadood iyo daqiiqo. Wixii khuseeya carruurta saacado kooban yimaadda, waxaa laga yaabaa in ay xaruntu hore ugu diiwaangelisay xaadiris ugu badan toddobaadkii. Haddii xaadiristan ugu badan la dhaafo marka jadwalka la diiwaangelinayo, waxuu nidaamku bixiyaa digniin.

Marka diiwaangelintu ay diyaar tahay, guji **Spara schema** (Jadwalka kaydi). Sanduuq hadal leh ayaa xaqiijinaya in jadwalka la kaydiyey oo ku weydiinaya haddii aad rabto in aad diiwaangeliso jadwal cusub.

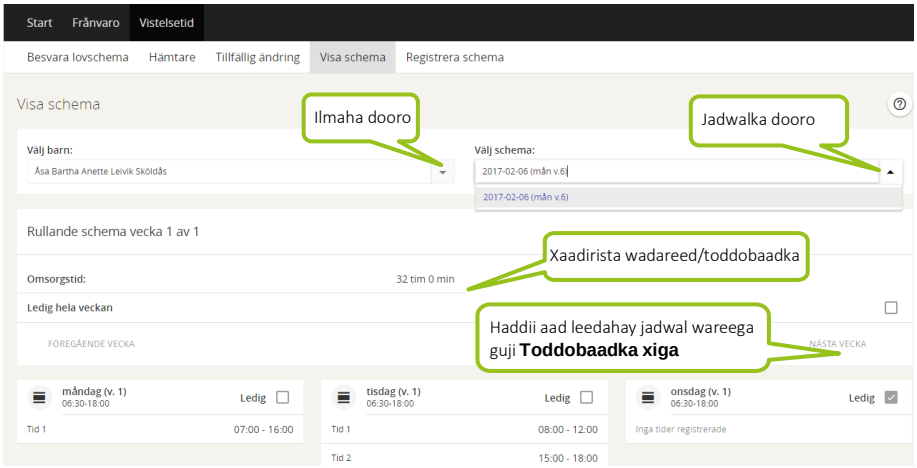
Jadwalka la diiwaangeliyey ayaa hirgalaya ilaa jadwal cusub la diiwaangeliyo.

2.2 JADWALKA EEG

Vistelsetid – Visa schema (Xaadirista – Jadwalka Eeg) ayaa masuuliyiinta muuqaal guud ka siisa jadwalka xaadirista ee hadda ilmaha u yaalla.



Haddii aad dhowr carruur ah leedahay, si fudud ayaad iyaga ugu kala beddeli kartaa sanduuqa **Välj barn** (Ilmaha Dooro). Jadwallada xaadirista ee diyaarka ah ee ay diiwaangeliyeen shaqaalaha ama masuuliyiintu ayaa ka muuqda qaybta **Välj schema** (Jadwalka Dooro) hoosteeda. Haddii aad leedahay dhowr jadwal, dooro uun midka aad rabto in aad eegto.



Qaybta muuqaalka guud ama soo koobista, xaadirista wadareed ee ilmaha oo ku xusan inta saacadood iyo daqiiqo ayaa lagu muujiyey bannaanka **Omsorgstid** (Xaadirista)

Waxaa la muujiyey dhammaan maalmaha toddobaadka. Haddii ilmaha loo diiwaangeliyey jadwal wareega, guji **Nästa vecka** (Toddobaadka xiga) si aad toddobaadka kale u dhaafto.

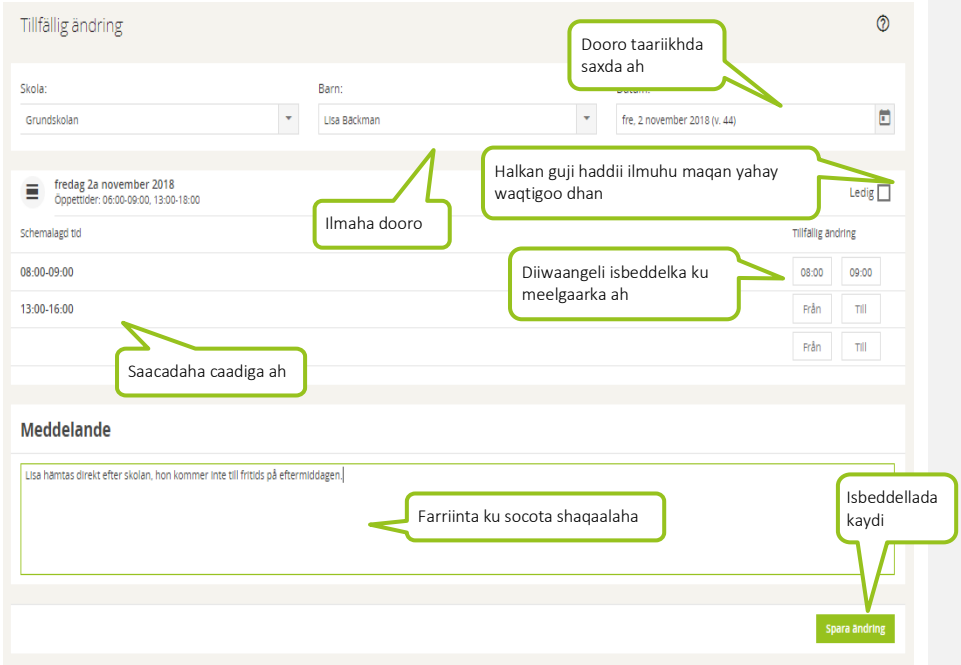
Isbeddellada ku meelgaarka ah waxaa lagu sameeyaa lifaaqa **Tillfällig ändring** (Isbeddellada Ku meelgaarka ah) hoostiisa. Haddii isbeddelku uu joogto yahay, waxaa loo diiwaangeliyaa jadwal cusub waxaana la geliyaa lifaaqa **Registrera schema** (Jadwalka Diiwaangeli) hoostiisa.

2.3 ISBEDDELLADA KU MEELGAARKA AH

Qaybta **Vistelsetid – Tillfällig ändring** (Xaadirista – Isbeddellada Ku meelgaarka ah) hoosteeda waxay masuuliyiintu xarunta kaga wargelin karaan maqnaanshaha ama isbeddellada lagu sameeyo xaadirista caadiga ah ee ku saabsan maalin gaar ah. Waxaad weliba farriimo ugu dhaafi kartaa shaqaalaha adigoo aanan beddelin saacadaha xaadirista.



Haddii aad dhowr carruur ah leedahay, ilmaha laga hadlayo ka dooro sanduuqa **Välj barn** (Ilmaha Dooro). Ka dibna taariikhda isbeddelka ku meelgaarka ah ka dooro sanduuqa **Välj datum** (Taariikhda dooro) adigoo gujinaya calaamadda kalandaariga, taariikhda dooranaya oo gujinaya badhanka **Välj datum** (Taariikhda dooro).



Jadwalka caadiga ah ee ilmaha ayaa loo muujiyey maalinta laga hadlayo waxaana ku yaalla saacadaha Laga bilaabo iyo Ilaa. Saacadaha beddel si aad ugu hagaajiso isbeddelka ku meelgaarka ah. Waxaad weliba waqtiga u kala qaybin kartaa saddex saf, matalan, haddii ilmuhu subaxda muddo yimaaddo, saacad gaar ah la soo qaado ka dibna mar kale laga tago.

Masuuliyiintu waxay shaqaalaha farriin ugu dhaafi karaan **Sanduuqa farriinta**.

Guji badhanka **Isbeddellada kaydi** marka aad diiwaangelinta dhammaystirto. Waxaad marwalba tirtiri kartaa ama burin kartaa diiwaangelinta ku meelgaarka ah adigoo gujinaya badhanka **Isbeddellada masax**. Waxaad tan adeegsan kartaa xataa haddii aad isbeddellada kaydisay oo aad goor dambe rabto in aad isbeddello samayso.

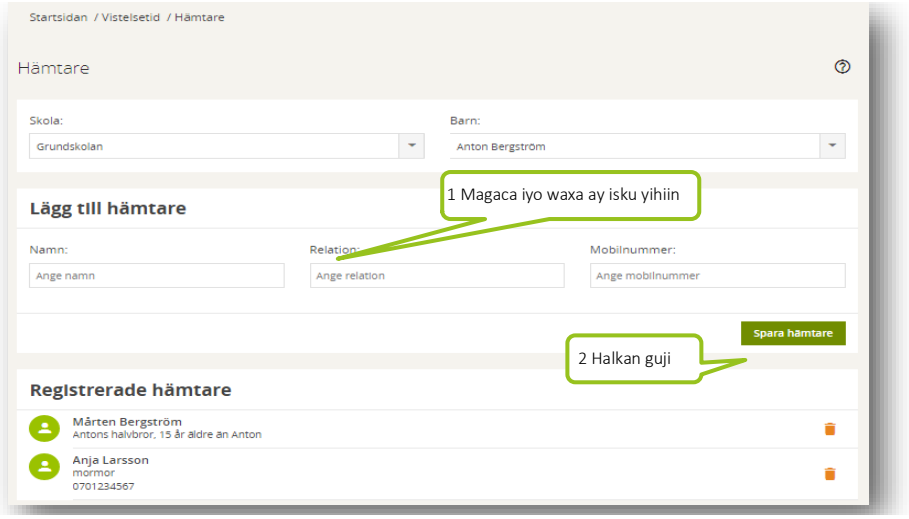
FG!

Masuuliyiintu ma diiwaangelin karaan isbeddello ku meelgaar ah oo ka baxsan xaadirista wadareed ee joogtada ah ee maalinta. Fadlan shaqaalaha xarunta jooga gargaar weydiiso haddii aad u baahato.

2.4 RUKHSADAHA SOO QAADISTA ILMAHA

Qaybta **Hämtare** (Soo qaadista Ilmaha) hoosteeda, waxay masuuliyiintu ku diiwaangelin karaan dadka kale ee ilmaha soo qaadi kara ama soo dooni kara.

- Ilmaha ka dooro sanduuqa **Välj barn** (Ilmaha dooro).
- Ku qor magaca qofka lagu aaminayo soo qaadista ilmaha.
- Sheeg waxa ay qofka isku yihiin ilmaha ama xiriirka ka dhexeeya.
- Lambarka telefoonka qofka ayaad weliba ku qori kartaa bannaanka lambarka telefoonka gacanta, ama macluumaad kaloo shaqaalaha waxtar u yeelan kara.
- Guji **Spara hämtare** (Kaydi soo qaadista).



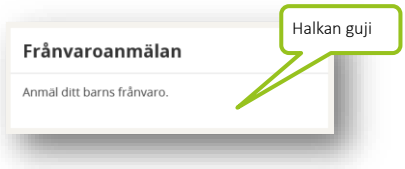
Haddii dhowr qof ay rukhsad u haystaan soo qaadista, hawsha sare ku celi. Guji calaamadda Daasadda qashinka si aad dad uga masaxdo liiska.

3 Maqnaanshaha

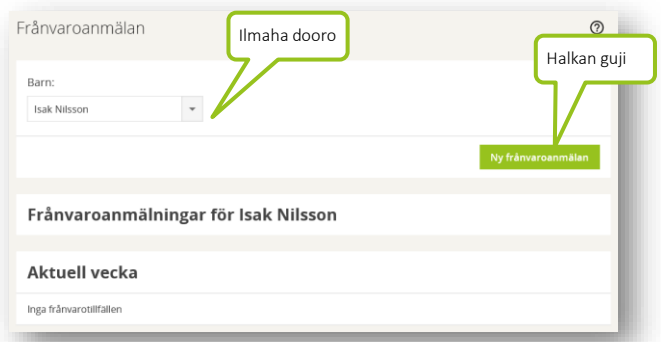
Qaybta **Frånvaroanmälan** (Ka warbixinta Maqnaanshaha) hoosteeda, waxay masuuliyiintu shaqaalaha kaga wargelin karaan maqnaanshaha ilmaha waxayna ku xiri karaan warbixinta ku saabsan maqnaanshaha ee la diiwaangeliyey marka ilmuhu soo noqdo.

3.1 KA WARBIXINTA MAQNAANSHAHA

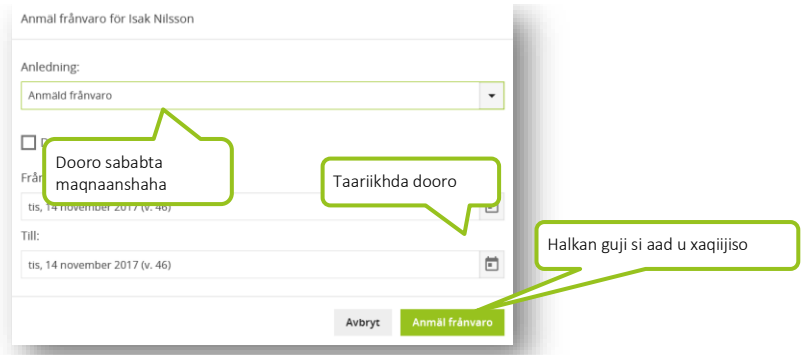
Masuuliyiintu waxay maqnaanshaha ilmahooda si toos ah kaga warbixin karaan nidaamka qaybta **Frånvaro – Frånvaroanmälan** (Maqnaanshaha – Ka warbixinta Maqnaanshaha) hoosteeda.



Masuuliyiinta dhowr carruur ah leh waxay u baahan yihiin in ay doortaan ilmaha laga hadlayo. Haddii uu hal ilme oo keliya kuu diiwaangashan yahay, hore ayaa loo doortay. Dooro **Ny frånvaroanmälan** (Warbixinta maqnaanshaha cusub).



Taariikhda maalinta ayaa marwalba hore loo doortay laakiin waxaa lagu beddeli karaa taariikh kale ugu badnaan ilaa 5 maalmood *ka hor* iyadoo bannaanka lagu qoro taariikhda la rabo ama iyadoo la gujiyo calaamadda kalandaariga oo halkaas laga doorto taariikh cusub.



Sababta dooro. Waxay sababo kaladuwan diyaar yihiin oo keliya haddii hawl maamuluhu uu kuwaas u soo bandhigay masuulka si uu u doorto.

Warbixinta maqnaanshaha ku saabsan xaqiiji adigoo gujinaya **Anmäl frånvaro** (Maqnaanshaha ka warbixi). Riix **Avbryt** (Tirtir) si aad foomka u xirto adigoo aanan kaydinin warbixinta maqnaanshaha ku saabsan.

Warbixinta maqnaanshaha ku saabsan ayaa lagu xaqiijiyaa ogaysiin laga helo shaqaalaha xarunta jooga.

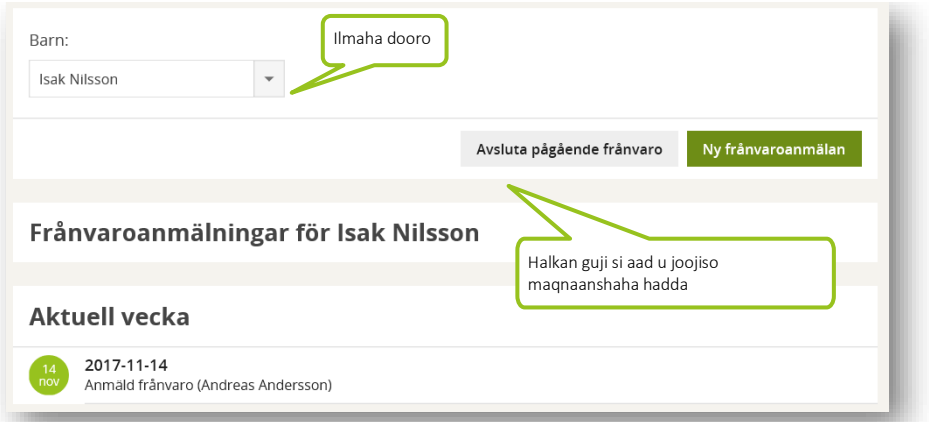
Maqnaanshaha qayb ka mid ah maalinta
Marka qayb ka mid ah maalinta laga maqnaado xarumaha madaddaalada waxaa lagaga warbixiyaa qaybta isbeddellada ku meelgaarka ah hoosteeda, taasoo ka duwan dugsiyada iyadoo markaa looga warbixiyo sida maqnaanshaha qayb ka mid ah maalinta.

3.2. KA WARBIXINTA KA SOO NOQOSHADA MAQNAANSHAHA

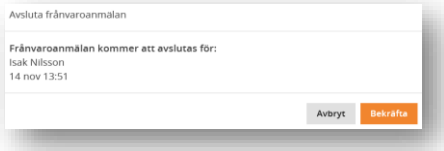
Haddii ilmahaagu ka soo noqdo maqnaanshaha waqti ka horreeya markii la sugayey waxaad u baahan tahay in aad taas ka warbixiso.

Guji **Frånvaro – Frånvaroanmälan** (Ka warbixinta Maqnaanshaha) oo warbixinnadaada ku saabsan maqnaanshaha ayaa ka muuqanaya qaybaha **Aktuell vecka** (Toddobaadka hadda), **Kommande veckor** (Toddobaadyada soo socda) iyo **Föregående veckor** (Toddobaadyadii tagay) hoostood.

Guji warbixinta maqnaanshaha ku saabsan ee laga hadlayo. Foomka furma ka dooro **Avsluta pågående frånvaro** (Ka soo noqoshada maqnaanshaha) oo guji **Bekräfta** (Xaqiiji) ama **Avbryt** (Tirtir) si aad dalabka u buriso.

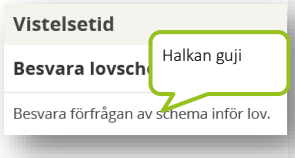


Ka soo noqoshada maqnaanshaha ayaa lagu xaqiijiyaa ogaysiin laga helo shaqaalaha xarunta jooga.



4 Jadwallada Fasaxa

Xarumaha madaddaaladu waxay caadi ahaan saacado naaqusan furan yihiin xilliga Ciidda Masiixiga iyo Sanadka Cusub, fasaxyada xagaaga iyo fasaxyada kale. Qaarkood ayaaba laga yaabaa in ay muddo isku darsamaan xarumo kale. Xarumaha madaddaaladu waxay diiwaangeliyaan saacadaha ay furan yihiin xilliyada fasaxa dheer waxayna waqtiyadan masuuliyiinta ka waraysan doonaan waxyaabaha ay u baahan yihiin. Waxay masuuliyiintu u baahan yihiin in ay u jawaabaan.



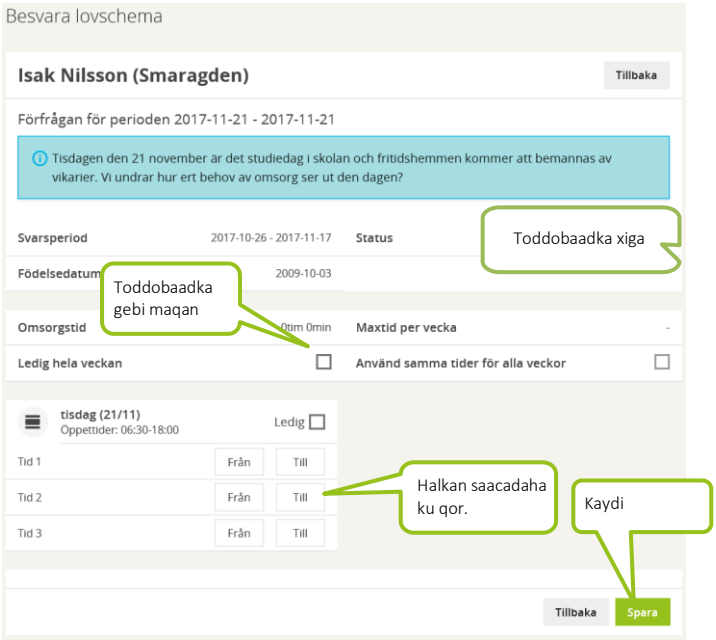
4.1 QORISTA JADWALLADA FASAXA

Waxaa masuulka loo muujiyaa oo keliya weydiimaha ay weli u furan tahay muddada jawaabcelintu.

- Tag halkan **Vistelsetid – Besvara lovschema** (Xaadirista – Jadwalka Fasaxa)

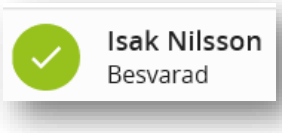


- Guji safka fasaxyada. Haddii masuulku uu leeyahay carruur ku jirta isla gobbol keliya laakiin xarumo kaladuwan, waa in uu isticmaaluhu marka hore doorto xarunta. Guji safka loogu talagalay ilmahaaga. Haddii ay dhowr carruur ah kuugu jirto isla xarun keliya, waxay ka muuqan doonaan liiska.
- Saacadaha furnaanta xarunta ayaa ka muuqda maalin kaste oo toddobaad hoosteed.



- Ku qor xaadirista ilmaha ama ilmaha u calaamadee in uu maqan yahay. Waxaad maqnaanshaha u dooran kartaa maalmo gaar ah ama toddobaadyo buuxa.

- Sax ku calaamadee sanduuqa saxidda ee **Använd samma tider för alla veckor** (Isla waqtigaas u isticmaal toddobaadyada oo dhan) haddii uu ilmuhu si isku mid ah u soo xaadiro dhammaan xilliga fasaxa.



- Guji **Spara** (Kaydi)
- Calaamadda cagaaran ee ku ag taalla weydiinta fasaxa ayaa ka dhigan in codsiga laga jawaab celiyey.

Waxaa la furi karaa codsiga fasaxa waana la taffatiri karaa inta ay muddada jawaabcelintu weli socoto.