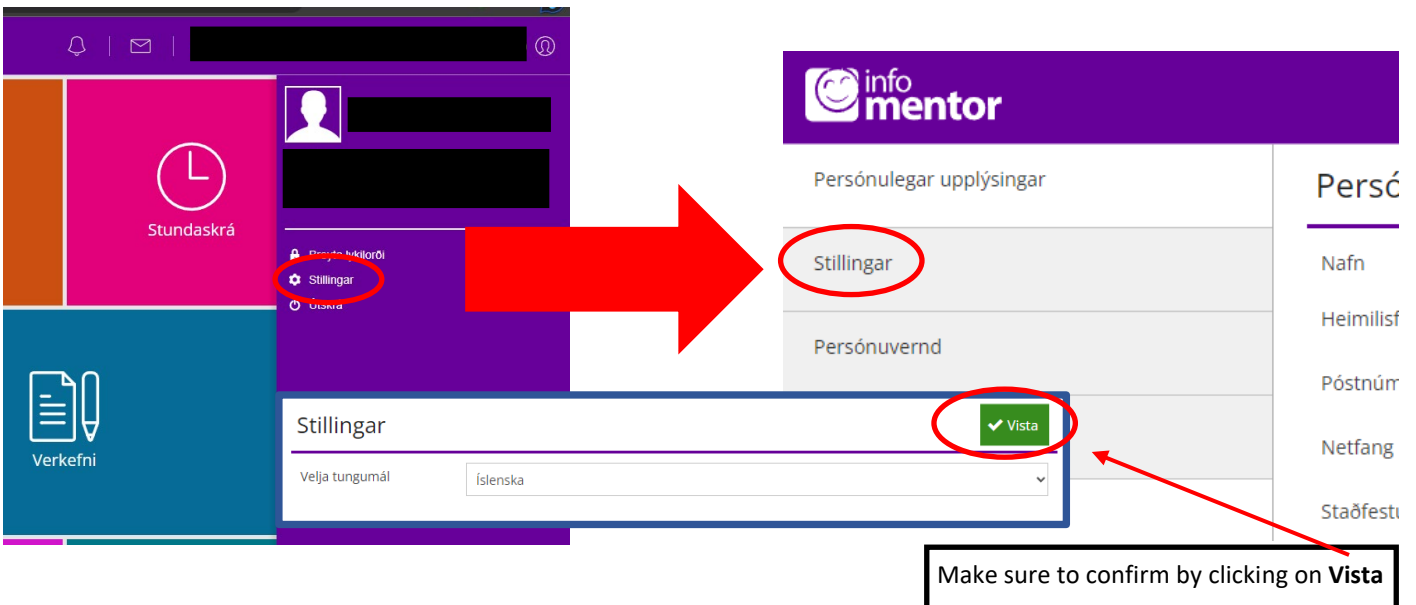
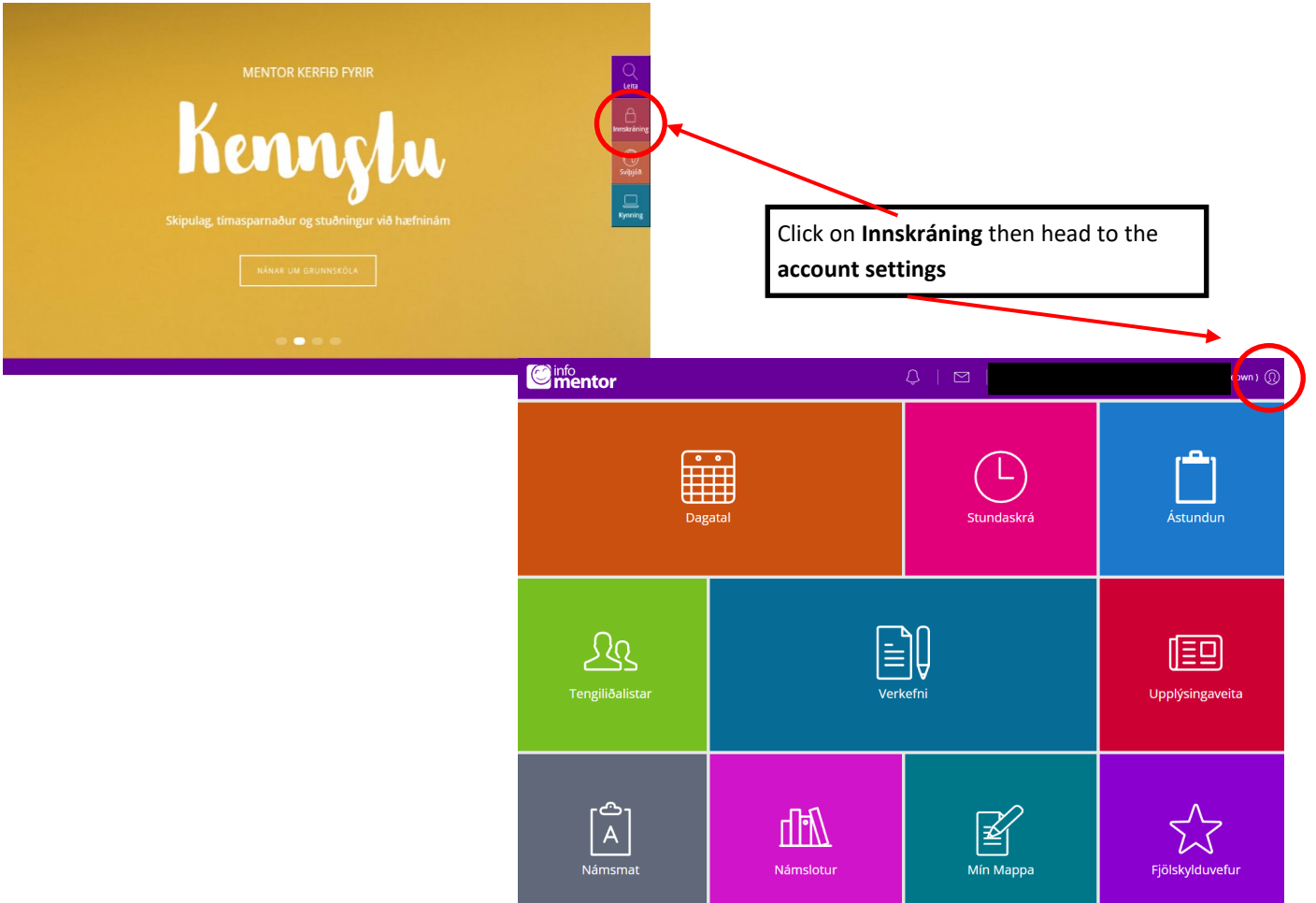


# Mentor Help Sheet for Parents

You can access [Mentor](#) online or download the app. If you do not know your sign-in details, please contact [Sirry](#) or [Maja](#).



## Signing in for the first time and changing the language to English



## Changing your privacy settings

Changing your privacy settings allows other parents to find information about you via Mentor. It is very helpful for other parents in the class to be able to call you if needed so we advise that you allow at least your phone number to be seen by other parents.

The screenshot shows the InfoMentor interface. On the left, a sidebar contains menu items: Personal Information, Account Settings, **Privacy** (circled in red), and Push Notifications. The main content area is titled 'Privacy' and includes a 'Save' button (circled in red) in the top right corner. Below the title, there is a dropdown menu for 'Apply my privacy setting in the contact list of:'. A text block explains: 'With the privacy settings you control what information about you is visible for other users through the InfoMentor contact list application.' Below this, there are four rows of settings, each with a label, a redacted input field, and a toggle switch. The 'Name' row has a purple toggle. The 'Home Address' row has a purple toggle. The 'Mobile Telephone' row has a purple toggle. The 'Home Telephone' row has a purple toggle (circled in red). A text box with a black border contains the text: 'Here you can choose which information will be shared with other parents and apply these settings for multiple children. Information is visible when the toggle is purple.' At the bottom, there is a 'Privacy Policy' link: 'InfoMentor's Privacy Policy can be viewed here.'

In this section you can also change notification settings or update your information if anything changes. Please make sure to keep all details up to date so we can contact you as needed.

Note that in the international department we only use Mentor for registering absences, as is required of us by law. Information about assignments, homework and meetings will be shared by email or Google Classroom.

## Registering and viewing attendance

If your child is absent one day you should register attendance in the morning either on Mentor or by calling the school office as early as possible.

The screenshot shows the InfoMentor main menu on the left, with the 'Attendance' icon circled in red. A red arrow points from this icon to the 'Past attendance' page on the right. The 'Past attendance' page has a blue header with the InfoMentor logo, a 'Past attendance' title, and a green 'REPORT ABSENCE' button. Below this is a section titled 'Past attendances' with a dropdown arrow and the text 'No results found'. A text box at the bottom of the page contains the text: 'Past absences will be shown here'.

Here you can register absences for the whole day (e.g. in case of sickness) or one or more periods (e.g. for appointments). If your child needs to leave in the middle of the day, it is good to follow up with an email to the homeroom teacher and the subject teacher so they know when your child is expected to leave class.

Today, Wednesday 30 August		Tomorrow, Thursday 31 August	
Upplýsinga-og tæknimennt	08:10-08:50	Morgunstund	08:10-08:50
Heimar/umsjón	08:50-09:30	Heimar/umsjón	08:50-09:30
Íþróttir	09:50-10:30	Lotur 2.bekkur	09:50-10:30
Heimar/umsjón	10:45-11:10	Lotur 2.bekkur	10:30-11:10
Heimar/umsjón	11:50-12:30	Heimar/umsjón	11:50-12:30
Íslenskuhópar	12:30-13:10	Heimar/umsjón	12:30-13:10

Submit absence

Once your child's absence has been approved you won't be able to change it

Make sure you submit the absence so it can be registered on Mentor.