

# Ludus user manual

You will need Ludus to see your schedule and to give notice, when you are absent (fraværsårsag).

You will also be able to view your final grades in Ludus.

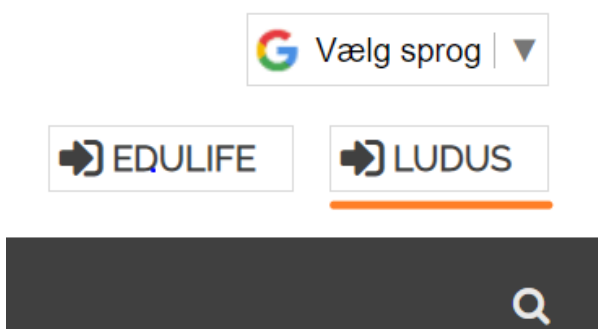
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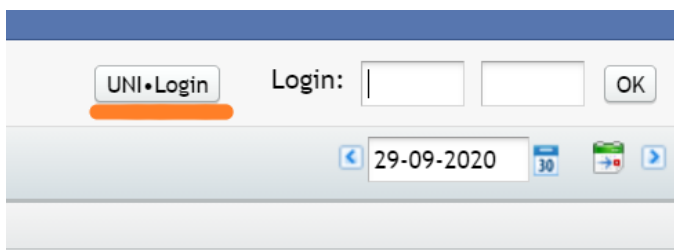
## How to log in to Ludus:

You log in to Ludus via Sprogcenter Vejle's website: [www.sprogcentervejle.dk](http://www.sprogcentervejle.dk)

1. Click "Ludus":



2. Click "UNI-Login":



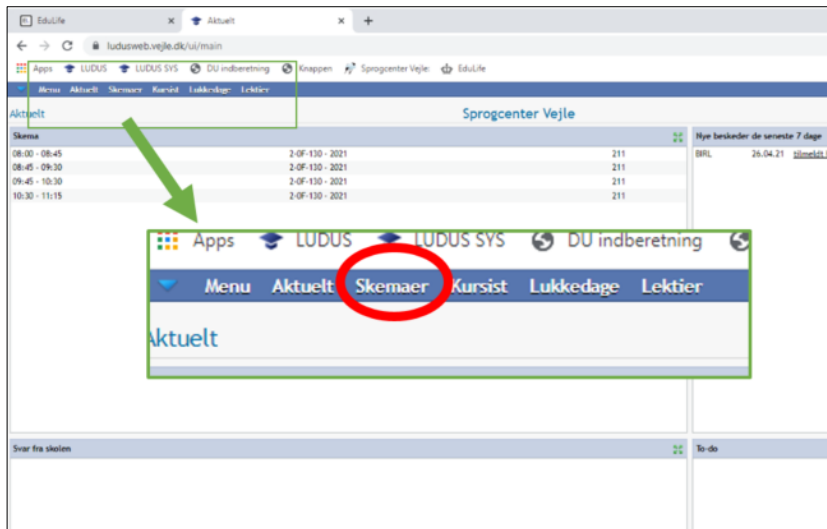
3. Log in with your UNI-Login username and password, just like on Edulife.

## Unilogin

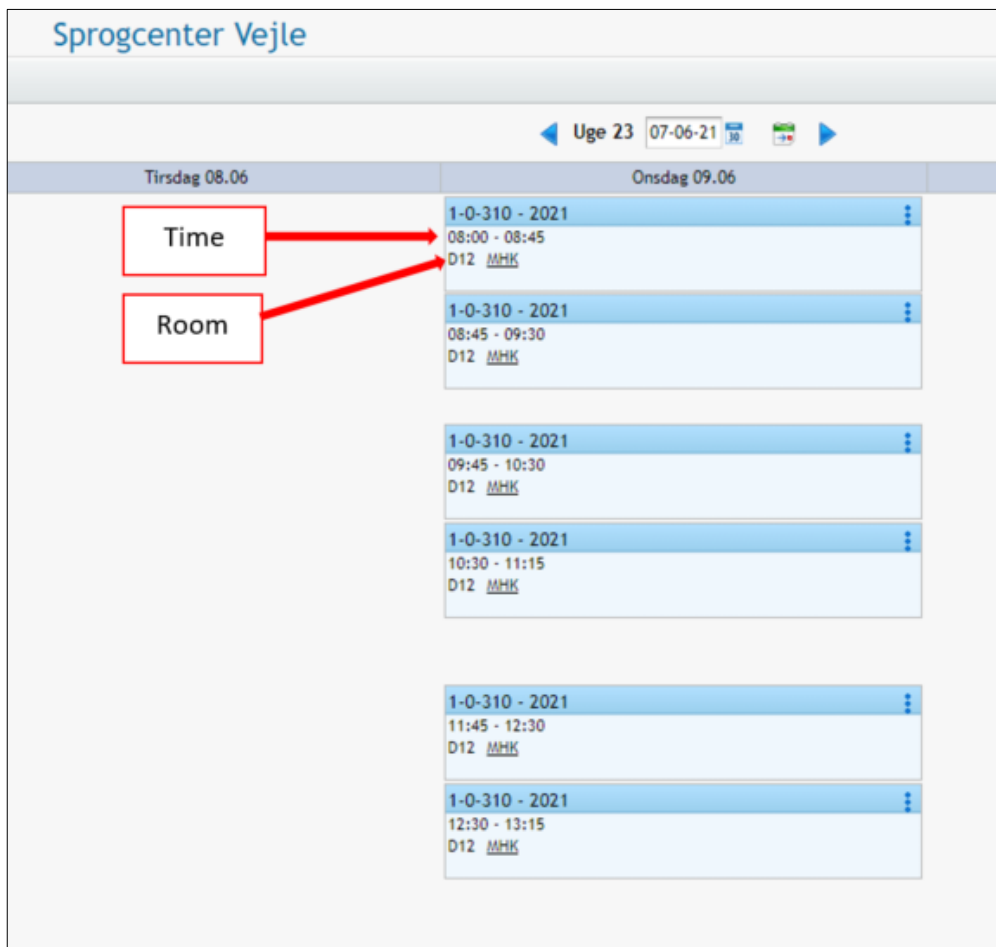
Brugernavn

Here is your schedule:

1. When you have logged in, click "Skemaer" (schedules):

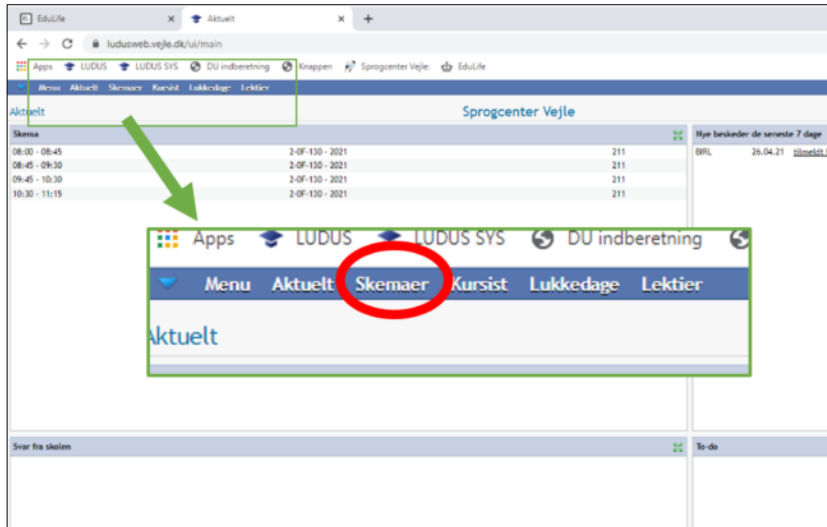


2. Your schedule:

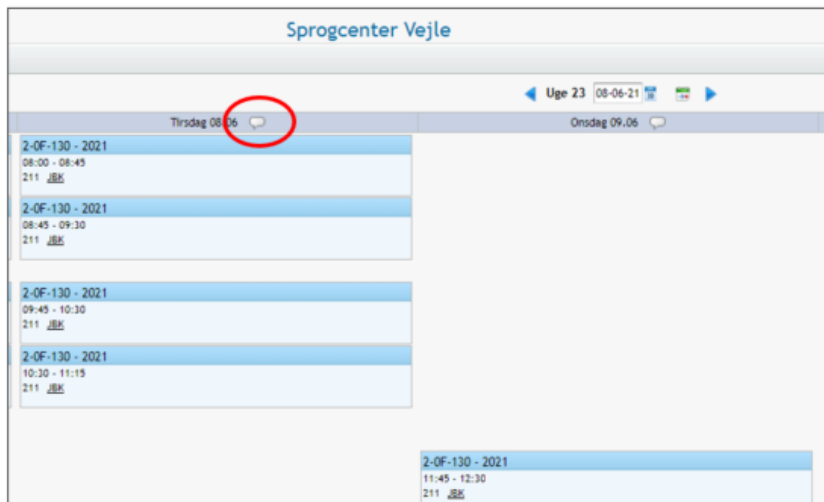


Absence: give notice in Ludus, when you are absent (fraværsårsag):

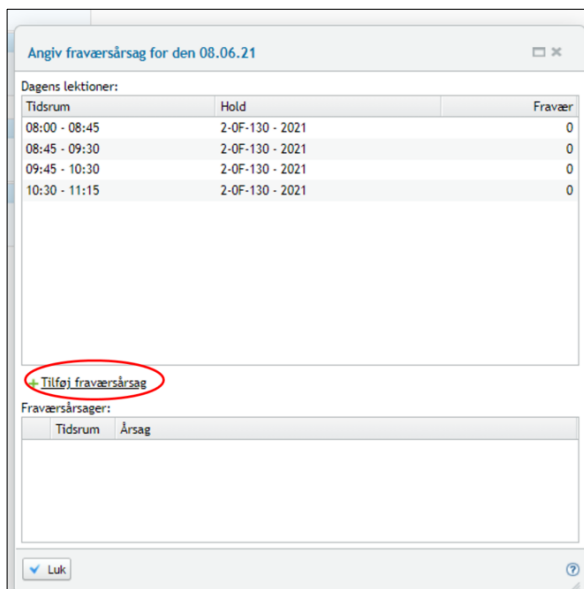
1. When you have logged in, click "Skemaer" (schedules):



2. Click the speech bubble on the day that you are absent:



3. Click "Tilføj fraværsårsag" ("Add reason for absence"):



4. Write why you are not coming the school (reason of absence / fraværsårsag).  
Click: "Gem og luk" ("Save and close").

→ If you are absent all day ("Hele dagen"):

The screenshot shows a web form titled "Tilføj fraværsårsag tirsdag den 08.06.21". The "Hele dagen:" checkbox is checked. Below it are input fields for "Fra kl.:" and "Til kl.:". The "Årsag:" text area is empty. At the bottom are buttons for "Gem og luk" and "Annuller".

1. Write here

2. Click here

→ If you are only absent part of the day:

The screenshot shows the same web form. The "Hele dagen:" checkbox is unchecked. The "Fra kl.:" field contains "12:00" and the "Til kl.:" field contains "13:30". The "Årsag:" text area contains the text "syg".

1. Click here

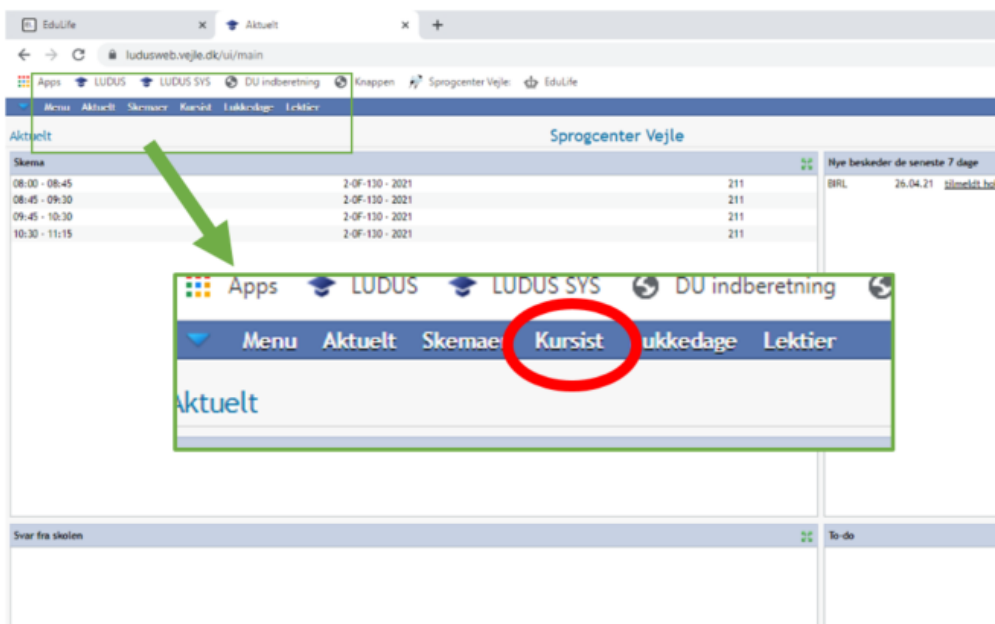
2. Write time of absence here

3. Write reason for absence here

4. Click here

## How to view your grades in Ludus:

1. When you have logged in, click "Kursist" ("Student"):



2. Click "Prøve (DU)" ("Test (DU)"). Your grades are found under "Resultat" ("Result").

The screenshot shows the 'Kursist' page with the 'Prøve (DU)' tab selected and circled in red. A red arrow points to the 'Resultat' column header. The table below shows the results for various tests.

Termin	År	Prøve	Prøvegruppe	Prøvenr.	Kompetence	Resultat
maj/juni	2021	Dansk 1	PD1_1		Læseforståelse og skr. fremst.	12
maj/juni	2021	Dansk 1	PD1_1		Mdt. komm. og lytteforståelse	
maj/juni	2021	Dansk 2	PD2_1		Læseforståelse	00
maj/juni	2021	Dansk 2	PD2_1		Skr. fremst.	7
maj/juni	2021	Dansk 2	PD2_1		Mdt. komm. og lytteforståelse	