

GRUBER & PETTERS

WebUntis

grupet.at

Directoriu

I	Introducere	6
1	Structura manualului.....	6
II	Modul Info	7
1	Autentificare utilizator.....	7
2	Profil utilizator.....	8
	Pagina de start	9
3	Calendar navigare.....	9
4	Afisare orar.....	10
	Centralizator profesori	11
	iCal calendar subscription	12
	ICS Kalender	13
5	Mesaje	16
	Distribution lists	19
III	Teachers	20
1	Cursul meu.....	20
2	Grupe de elevi.....	22
	Mod de lucru	23
	Alocarea elevilor la cursuri sau grupe	24
3	Profesor.....	25
	Apel	25
	Fereastra condiceii clasei	25
	Absente elevi	26
	Introducere noua.....	26
	Elevi intarziate.....	28
	Prelungire absente.....	29
	Intrerupere absenta.....	30
	Stergere absente.....	30
	Higher-priority school events.....	31
	Introducerea materiei predate	32
	Reports on lessons	34
	Inregistrari in condica clasei	36
	Homework	37
	Ore deschise	38
	Examene	39
	Introducere.....	39
	Diverse	41
	Return	42
4	Agenda.....	43
	Lista sali	44
	Schimbare sala pentru o ora de curs.	45
	Rezervare sali.....	46

Rezumat sali.....	46
Cautare sala.....	49
Ocupare maxima [%].....	50
Rezervare resurse	50
Centralizator resurse.....	52
Activitati	54
New lessons.....	56
Additional periods	58
Cautare de termene libere	59
Rezervarile mele	60
Tasks	61
IV Diriginte	62
1 Ore condica deschise.....	62
2 Ore lipsa scutite.....	63
3 Ore lipsa	64
4 Inregistrari in condica clasei.....	65
5 Apelul serviciilor clasei.....	65
6 Scutiri.....	67
7 Generalitati.....	68
Ore lipsa / elev	69
V Drepturi speciale ale conducerii scolii	69
1 Imprimare condica clasa	69
VI Conducere scoala / secretariat	70
1 Introducerea absentelor la secretariat.....	70
2 Rezervari pentru alti utilizatori.....	72
3 Lista de necesitate.....	74
VII Administratie	74
1 Primii pasi.....	74
Functii de alocare	75
Utilizarea ferestrelor (liste)	76
2 Parametri de baza.....	77
Stirile zilei	79
3 Importul datelor elevilor.....	79
Import	79
Import profile	80
Alocarea imaginilor	82
4 User administration.....	84
Drepturi	84
Timetables.....	86
Informatii despre ora.....	86
Bookings	86
Selectie profesor la curs.....	87
Condica clasei.....	87

Master data.....	87
Acces via Untis.....	88
Course registrations.....	88
Definirea grupelor de utilizatori	89
Definirea utilizatorilor	91
Nume utilizator.....	92
Parola	92
LDAP	92
Parametri	92
5 Alti parametri.....	96
Parametri culoare	96
Formate orar	97
Parametri orar	100
ICS formats	102
6 Administrator - Condica clasei	102
Date de baza	103
Clase	103
Elevi	104
Subjects	104
Reasons of absence.....	105
Reasons of exemption.....	106
Excuse status.....	106
Entry category.....	107
Types of exam.....	107
Teaching methods.....	108
Services	109
Parametri pentru condica clasei	109
Introducere directa absenta prin bifare.....	110
Afisarea tuturor absentelor zilei.....	110
Settings – Lessons.....	110
7 Administrare (curenta) Web Termin.....	111
Master data – Agenda	111
Intretinerea datelor pentru sali.....	111
Grupe de sali.....	112
Room type.....	113
Cladire	114
Departamente.....	115
Tipuri de resurse.....	115
Resurse	116
Resource groups.....	118
Lesson types.....	119
Parametri WebUntis Termin	119
Rezervare / Inregistrare.....	119
Blocaje temporare.....	120
Limitari pentru rezervari.....	121
Blocaj sali.....	122
Webuntis Termin in functionare	123
Worklist	123
Blocare rezervare.....	124
Conflicte sali.....	124
8 Modul student.....	126
Modele curs	126
Definire cursuri	127

Editing courses	128
Course selection categories	130
Registering for courses	131
Interval de inscriere - renuntare	132
Transfer date in Untis	132
9 Indicatii de utilizare.....	133
Date an scolar	133
Schimbare an scolar	133
Quick launch	134
Schimb. clasei in timpul anului scolar	134
Renuntarea la un curs in timpul anului.	136
Limited change of lessons	137
Several schools	140
Functii de intretine	143
Webservices	143
VIII Students	143
1 Class register for students.....	143
Elevi / Studenti	143
Time absent	143
Class register entries	144
Homework	144
2 Elevi.....	145
IX Untis users	145
1 Preluare de date de catre Untis.....	145
2 Changing the timetable.....	147
3 Workflow for examinations.....	147
4 Actualizarea datelor de rezervare	148
5 Ore de consultatie.....	148
6 Grupe de elevi in Untis.....	148
Combining lessons	150
Predare in echipa (practica predare)	150
Student numbers	151
7 Do not import elements.....	152
Index	153

1 Introducere

Viata intr-o scoala se desfasoara pe baza orarului. Elevii, profesorii si parintii trebuie sa fie informati asupra orarului si a modificarilor sale zilnice. Nu cu mult timp in urma, orarul era produs si publicat exclusiv pe hartie. O data cu extinderea World Wide Web, aceasta metoda este inlocuita tot mai mult prin publicarea in format electronic.

WebUntis nu este numai o extindere a sistemului de publicare electronica, ci deschide posibilitati complet noi, prin faptul ca reprezinta o unealta care poate fi folosita in mod avantajos de toti profesorii, elevii si parintii.

WEBUNTIS TERMIN

Modulul Termin (termen) poate fi folosit oricand de catre profesori pentru a se informa privind situatia salilor si a resurselor libere pe care le pot rezerva imediat in caz de nevoie. Se micsoareaza astfel incarcarea administratiei centrale, pentru profesori fiind mult mai usor sa obtina resursele necesare pentru cursurile proprii.

In plus, se pot introduce si cursuri suplimentare care nu sunt planificate centralizat, cum ar fi, de ex., cursuri de meditatie care nu sunt planificate la intervale regulate. Astfel de cursuri extind orarul.

WEBUNTIS CONDICA CLASA

Tinerea unei condici de clasa este de cele mai multe ori o sarcina incomoda, care este ingreunata mai ales de faptul ca de aceasta condica, in format hartie, nu se poate dispune oricand si oriunde. Pentru diriginti si profesori, condica clasei inseamna o activitate suplimentara, deoarece datele din condica nu sunt inscrise numai pentru uzul propriu. La sfarsitul semestrului sau al anului scolar ele trebuie pregatite pentru a putea extrage informatiile necesare

Modulul 'Condica clasa' pe de o parte usureaza aceasta gestiune, iar pe de alta parte informatiile necesare sunt disponibile in orice moment. Deoarece condica clasei in format electronic poate fi accesibila oricand de oriunde, materia predata nu mai trebuie inscrisa neaparat in timpul orei. Ramane astfel mai mult timp pentru cursul propriu zis. Materia de curs poate fi apoi apelata si reutilizata si astfel profesorii pot sa profite de propriile introduceri.

WEBUNTIS ELEV

In unele sisteme de invatamant, pe langa participarea la cursurile si evenimentele normale obligatorii, elevii pot sa aleaga si cursuri (suplimentare) optionale. De obicei administrarea acestor optiuni de curs folosind formularele este de obicei foarte complicata. Modulul WebUntis Elev permite elevilor sa-si aleaga cursurile dorite online. Pentru aceasta exista multe functii suplimentare cum ar fi dimensiunile maxime ale cursului sau liste de asteptare. Transmiterea optiunilor individuale catre sistemul de planificare al orarului se realizeaza printr-o simpla apasare pe buton.

1.1 Structura manualului

Prezentul manual este compus din mai multe parti, inasa nu toate partile sunt utile tuturor utilizatorilor.

Pe de o parte exista impartirea in module WebUntis independente, astfel incat puteti sa ignorati acele capitole care se refera la modulele neutilizate de dvs.

Pe de alta parte exista un capitol detaliat de introducere in administrarea sistemului WebUntis, care a fost gandit numai pentru administratorii de sistem. In cadrul acestui capitol, majoritatea administratorilor pot sa ignore partea de instalare WebUntis, deoarece de regula, datele scolii sunt incarcate pe un server apartinand Gruber&Petters.

Pentru utilizatorul obisnuit al sistemului este interesanta numai sectiunea "Utilizare principiala" precum si capitolul "Manual de utilizare", iar in cadrul acestui capitol numai functiile corespunzatoare rolului utilizatorului, cum ar fi de ex. "Profesor", "Diriginte" sau "Secretar"

2 Modul Info

WebUntis poate fi utilizat ca sistem de informare pentru orar si fara modulele Termin, Condicta clasa sau Student. Este un sistem de informatii de orar dinamic, la zi, cu drepturi de utilizare stabilite in mod individual.

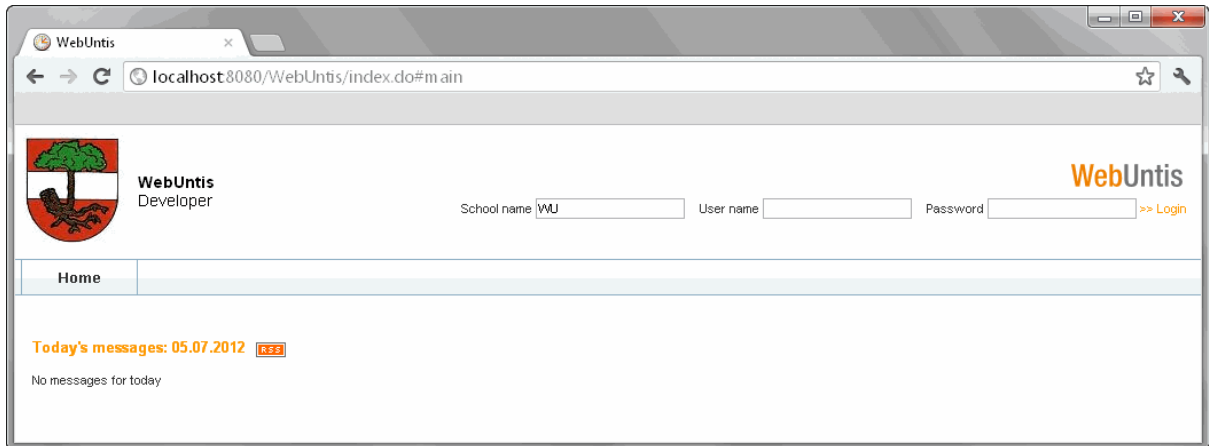
The screenshot displays the WebUntis web application interface. At the top, there is a navigation menu with options: Home, Timetable, Lessons, Book, Class register, Substitutions, Courses, Master Data, and Administration. The main content area shows the 'Timetable 1a' for the school year 2012/2013, specifically for Friday, November 23, 2012. A calendar on the left indicates the current date. The timetable grid shows the following schedule:

	Monday 19.11.12	Tuesday 20.11.12	Wednesday 21.11.12	Thursday 22.11.12	Friday 23.11.12
07:35 - 08:25	1a SchAI LFE ES 03 - 1a	1a RenAu LFE 2S 02 - W4	1a SchAI GW ES 03 - 1a	1a TomAI D ES 03 - 1a	1a JelEI D 2S 02 - W4
08:30 - 09:20	1a WenHa TW US 03 - TW	1a MeaAn TXW EN 06 - TXW	1a, 1b NobAI BSK TE 01 Halle 1	1a, 1b SutBe BSM TU 01 Halle 2	1a Seika M ES 03 - 1a
09:20 - 10:10	1a SchAI FSA ES 03 E/D - 1a	1a TomAI FSA ES 03 E/D - 1a	1a Seika M ES 03 - 1a	1a LesDo M 2S 03 - W3	1a SchAI LFE 03 - 1a
10:25 - 11:15	1a TomAI D ES 03 - 1a	1a JelEI D 2S 02 - W4	1a TomAI FSA ES 03 D/M - 1a	1a Seika FSA ES 03 D/M - 1a	1a TomAI BE 2S 01 - Z3

Natürlich steht Ihnen und allen Benutzern des Systems auf diese Weise auch die ICS Kalender-Schnittstelle zur Verfügung.

2.1 Autenticare utilizator

Autenticare utilizator

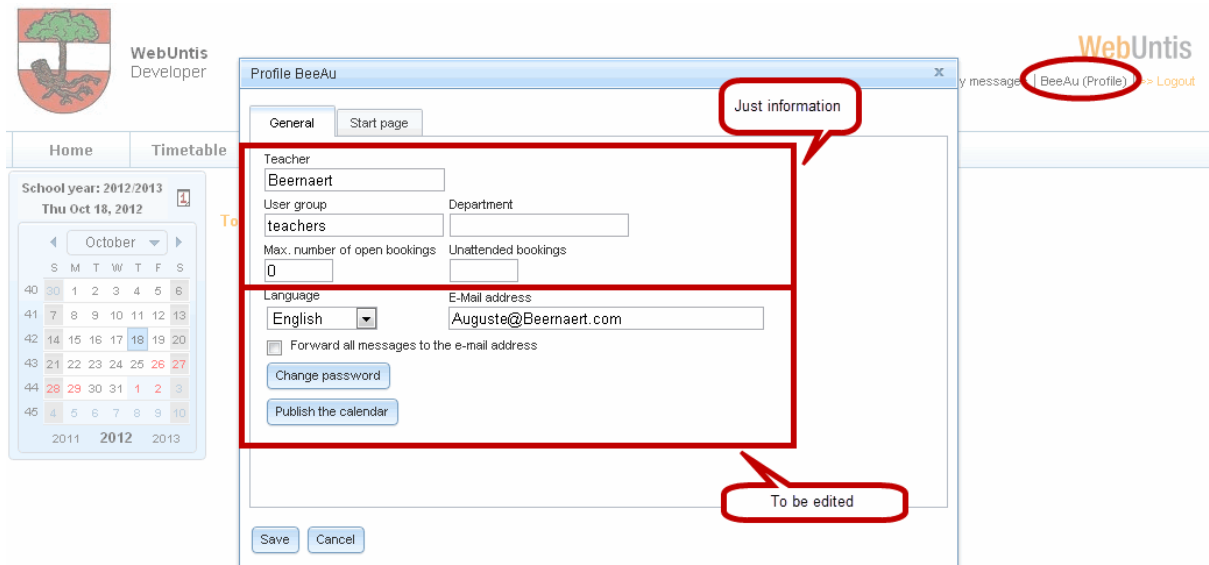


Dupa autentificare, adica dupa ce ati introdus numele scolii, numele utilizatorului si parola, se afiseaza ecranul de intrare (vezi mai sus). Elementele de baza sunt descrise in capitolul 'Fereastra principala'. Pentru profesori se afiseaza in plus lista urmatoarelor cursuri din ziua curenta.

Daca pe ecranul de intrare, nu se afiseaza cursurile dvs, atunci trebuie ca administratorul de sistem sa va alocе un profesor Untis (la <Date de baza> | <Utilizator>).

2.2 Profil utilizator

Puteti sa va modificati profilul de utilizator prin activarea pozitiei <Profil> de pe bara orizontala de meniu.



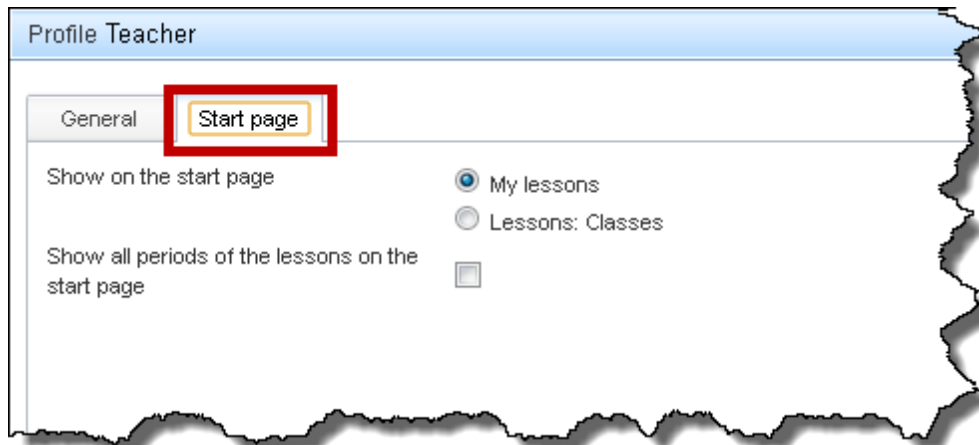
Modificati mai intai parola cu ajutorul butonului <Modificare parola>. Grupa de utilizatori, numele scurt de profesor Untis, precum si "Numarul maxim permis de rezervari deschise", pot fi modificate numai de catre un administrator si din aceasta cauza sunt afisate pe fond gri.

Selectati apoi limba in care doriti sa utilizati sistemul de rezervare a salilor si introduceti adresa dvs de e-mail. Modificarile in parametri de limba se activeaza dupa o noua autentificare. Adresa de e-mail este necesara pentru ca sa vi se poata trimite informatii prin WebUntis.

Confirmati informatiile introduse cu butonul <Memorare> .

2.2.1 Pagina de start

Puteti sa va modelati singuri aspectul paginii de start.



Puteti sa definiti daca se afiseaza cursul curent al profesorului sau al clasei.

Home Timetable Lessons Book Class register

School year: -
Wed Jul 11, 2012

Today's messages: 03.09.2012

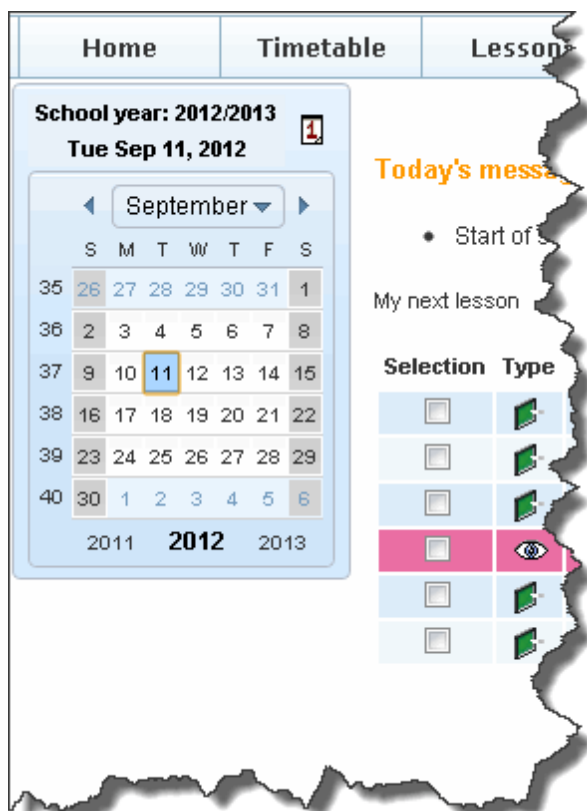
- Start of school (more...)

My next lesson

Selection	Type	Prd.	Fr.	To	Class	Teacher	Subject	Type	Room	Class register	Teaching content
<input type="checkbox"/>		1	07:35	08:25		EinAl	Int				
<input type="checkbox"/>		2	08:30	09:20	2b	EinAl	PC		1S.01.PC		
<input type="checkbox"/>		3	09:20	10:10	4a, 4c	EinAl	M		2S.03 - W3		
<input type="checkbox"/>		3 - 4	10:10	10:25		EinAl			EGLZG2		
<input type="checkbox"/>		4	10:25	11:15	3c	EinAl	PC		1S.01.PC		lens formula
<input type="checkbox"/>		5	11:20	12:10	2c	EinAl	PC		1S.01.PC		parabolic mirror

2.3 Calendar navigare

Calendar navigare



Alegeti saptamana de analizat folosind calendarul de sub meniul de navigare.

Daca afisarea unei pagini este dependenta de data (cum ar fi de ex, orarele sau listele de rezervare), se afiseaza de obicei datele saptamanii selectate in calendar.

2.4 Afisare orar

Orarele elementelor pot fi afisate din pozitia de meniu <Orar>.

Pentru aceasta selectati tipul de element care intereseaza (clase, sali, profesor, materii) si selectati apoi elementul dorit cu ajutorul campului de selectie din fereastra principala.

Saptamana afisata poate fi schimbata cu ajutorul calendarului.

Din figura se poate vedea ca se afiseaza elementele participante la curs, precum si momentul de inceput si sfarsit al cursului. Daca exista mai multe cursuri care au loc simultan, celulele vor fi divizate. Puteti modifica acesti parametri in cadrul formatelor pentru orar. .

2.4.1 Centralizator profesori

Centralizatorul profesorilor poate fi deschis din meniu la <Rezervare>.

Teacher overview

Ocuparea profesorilor este reprezentata codificat in diverse culori. Daca actionati mouse-ul pe o ora ocupata, se deschide o lupa care afiseaza detaliile legate de cursul respectiv.

Timetable Mar 12, 2013

Timetable format
default

	1a		1b		2a			2b	
07:35	1a SchAl GW ES 03-1a		1b TomAl BE 2S 01 - ZS		2a KosJa BU ES 06-2a			2b SolAl FSA D/M ES 05-2b 2b LesDo FSA D/M ES 05-2b	
08:30	1a, 1b NobAl BSK Halle 1 TE 01	1a, 1b SuiBe BSM Halle 2 TU 01	1a, 1b NobAl BSK Halle 1 TE 01	1a, 1b SuiBe BSM Halle 2 TU 01	2a CamAl FSA M/E ES 06-2a	2a SchAl FSA M/E ES 06-2a		2b GorAl R ES 05-2b	
09:20	1a SeiKa M ES 03-1a	1a LesDo M 2S 03-W3	1b NobAl M ES 04-1b	1b NoLi M 1S 02-W2	2a, 2b SuiBe LFE ES 05-2b	2a, 2c GoiMa LFE 1S 03-2c	2a, 2c SchAl LFE ES 06-2a	2a, 2b SuiBe LFE ES 05-2b	2b, 2c KosJa LFE 2S 02-W4

2.4.2 iCal calendar subscription

iCal is a standard used to exchange calendar information. WebUntis supports this standard by allowing every teacher to activate his/her own private iCal link that can then be integrated with his/her own personal calendar application.

To this end, the iCal link must be activated in the teacher's <Profile> using the <Publish the calendar> button.

Profile EinAl

General Start page

Teacher
Einstein

User group
Lehrer

Department

Max. number of open bookings
0

Unattended bookings
12

Language
English

E-Mail address

Forward all messages to the e-mail address

Change password

Change password

Publish the calendar

Disable the calendar link

iCal

Use this URL to subscribe to the iCal calendar in your calendar program.:

<http://localhost:8080/WebUntis/ical.do?school=WU&id=EinAl&token=8230922881d48f4096a4fab2ba6d26>

Schließen

Once the <Publish the calendar> button is activated, the iCal button will be displayed that you can then use to access the URL of your private calendar. You can subscribe to the timetable by adding this link to your calendar application (Outlook, Google Calendar etc.).

The advantage of this method, subscription as opposed to import, is that the calendar does not need to be re-imported after every timetable modification. The calendar is always up-to-date.

Note: Only for teachers and students

The calendar application is only possible with the teacher and student user roles, since only they have a timetable stored in WebUntis. A timetable cannot be subscribed to for users such as an administrator or school secretary. This is why the <Publish the calendar> does not appear in their user profiles.

Warning: Subscriptions for students

Using this function for students, which has to be explicitly ordered, increases server traffic considerably. For this reason we reserve the right to increase hosting charges. Please contact your Untis partner: <http://www.grupet.at/en/kontakt/partner/europa.php>.

If you do not wish to create a dedicated user for each student, you can create a [user](#) for each class.

2.4.3 ICS Kalender

Der Stundenplan kann im ICS-(iCal)-Kalenderformat exportiert werden.

Prinzipiell haben Sie dafür 2 Möglichkeiten:

1. Von der Stundenplanseite des Lehrers. In diesem Fall werden die Termine einer Woche exportiert.

Timetable EinAI

Teacher: EinAI Timetable format: default

	Monday 10.09.12	Tuesday 11.09.12
07:35 08:25	EinAI Int	2c EinAI PC 1S 01 PC
08:30 09:20	2b EinAI PC 1S 01 PC	4a, 4c EinAI M 2S 03 - W3
09:20 10:10	4a, 4c EinAI M 1S 01 PC	3b EinAI PC 1S 01 PC
	EGLZG2	

Oder

2. via <Unterricht> | <Mein Unterricht>, indem Sie die Berichte aufrufen.

The screenshot shows the 'Lessons' tab selected in the top navigation bar. Below it, the page title is 'My lessons Einstein, Albert' for the period '03.09.2012 - 07.09.2012'. A table lists lessons with columns for L-No., Class, Subject, Teacher, Prd., Appointments, Students, Student groups, and Reports. A dropdown menu titled 'Reports of the lesson' is open, showing options like 'Work report', 'Absence time per lesson per student', and 'ICS Calendar'. The 'ICS Calendar' option is circled in red. A red circle with the number '1' is next to the 'Reports' column in the table, and a red circle with the number '2' is next to the 'ICS Calendar' option in the dropdown.

In dieser Ansicht können Sie auch den Zeitbereich einstellen, für den die Kalenderdaten ausgegeben werden sollen.

Speichern Sie die von WebUntis exportierte ics-Datei und rufen Sie dann die Import-Funktion Ihres Kalenderprogramms auf (das folgende Beispiel bezieht sich auf Microsoft Outlook):

Geben Sie an, dass Sie Daten im iCalendar- (ICS-) Format importieren wollen.

Geben Sie den Speicherort der exportierten Daten an:

Manche Kalenderprogramm bieten die Möglichkeit, die Daten in einen eigenen Kalender zu importieren. Dies ist die empfohlene Vorgangsweise, da Sie bei einem etwaigen Zweitimport von veränderten Stundenplandaten keine Synchronisationsprobleme haben.

In der Anzeige können die unterschiedlichen Kalender übereinander eingeblendet werden:

2.5 Mesaje

WebUntis dispune de un sistem propriu de mesaje. Imediat dupa autentificare [pagina de start](#) va informeaza asupra mesajelor primite .

The screenshot displays the 'My messages' section of the WebUntis interface. On the left, there is a calendar for September 2012. The main area features a 'Selection' dropdown menu with 'Inbox' selected, and a 'Sender' dropdown menu with '- All -' selected. Below these are checkboxes for 'Only unread messages' and a table of messages. The table has columns for 'Subject', 'Date', 'Time', 'Status', and 'Expiration date'. A single message is listed: 'admin photos' sent on 29.12.2011 at 14:54, with a 'Read' status. At the bottom of the message list, there are buttons for 'New', 'Delete', and 'Distribution lists'.

Pentru citirea restrictiilor dvs de timp, actionati butonul <Mesajele mele> de pe [bara de meniu orizontala](#)

New message ✕

Recipient ✕

- ✓ Baumann, Julian (BaumanJul)
- ✓ Franke, Sara (FrankeSar)
- ✓ Koch, Daniel (KochDan)
- ✓ Meitner, Lise (MeiLi)
- ✓ Renoir, Auguste (RenAu)

Distribution list ▼

Users

- Seuer, Emma (SeuerEmm)
- Peters, Luis (PetersLui)
- Pfeiffer, Hanna (PfeiffHan)
- Pohl, Hanna (PohlHan)
- Pärson, Anja (PärAn)
- Richter, Elias (RichteEli)
- Richter, Lara (RichteLar)
- Roth, Paula (RothPau)
- Sailer, Anton (SaiAn)
- Seuer, Emma (SeuerEmm)

Search

Department ▼

Class ▼

User group ▼

Person role ▼

Select all Reset

Subject

homework

Message

please do not forget the homework

Further remaining characters: 1967

Send Save Cancel

Mesajele primite se gasesc in *Intrare mesaje* , iar pentru crearea unui mesaj trebuie sa actionam butonul <Nou>.

WebUntis Developer

Home Timetable Lessons Class register

School year: - Thu Jul 5, 2012

Today's messages: 03.09.2012 RSS

1 new message(s)

Inbox - All -

Selection Sender Subject Date Time Status

<input type="checkbox"/>	admin	photos	05.07.2012	10:06	Not read
<input type="checkbox"/>	admin	projects	29.12.2011	14:54	Read

2 Elements found, showing all Elements:1

New Delete Distribution lists

Message

Sender: admin

Recipient: CurMa, EinAl, FischeMia, HoffmaLis

Subject: photos

Message: Please send me the pictures of the open day. Thank you!

Se pot distribui comod mesaje la mai multi destinatari folosind Lista de distributie .

My messages

Selection Recipient

Sent - All -

Selection Recipient Subject

<input type="checkbox"/>	CurMa, EinAl, FischeMia, HoffmaLi...	photos
<input type="checkbox"/>	admin	
<input type="checkbox"/>	admin	
<input type="checkbox"/>	admin	
<input type="checkbox"/>	admin	
<input type="checkbox"/>	DorMi, DürAl, EinAl	

6 Elements found, showing all Elements:1

New Delete Distribution lists

Message

Sender: admin

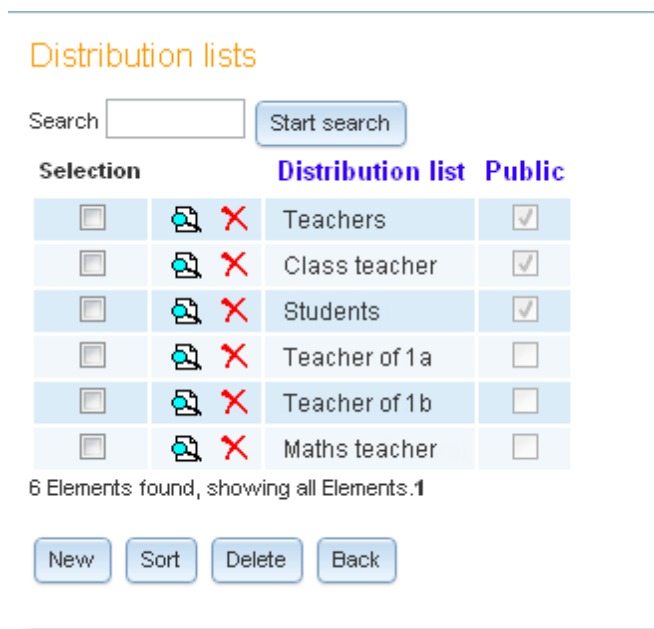
Recipient: - CurMa, + EinAl, - FischeMia, - HoffmaLis

Subject: photos

Pentru pregatirea unei noi liste de distributie, procedati in felul urmatoar:

2.5.1 Distribution lists

In order to edit a distribution list click on the <Distribution list> button under <My messages>.



The screenshot shows a web interface for managing distribution lists. At the top, there is a search bar with the text 'Search' and a 'Start search' button. Below this is a table with the following columns: 'Selection', 'Distribution list', and 'Public'. The table contains six rows of data:

Selection	Distribution list	Public
<input type="checkbox"/>	Teachers	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Class teacher	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Students	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Teacher of 1 a	<input type="checkbox"/>
<input type="checkbox"/>	Teacher of 1 b	<input type="checkbox"/>
<input type="checkbox"/>	Maths teacher	<input type="checkbox"/>

Below the table, it says '6 Elements found, showing all Elements.1'. At the bottom of the interface, there are four buttons: 'New', 'Sort', 'Delete', and 'Back'.

If you wish to create a new distribution list, click on <New>. You can easily select the recipients for your distribution list using numerous filter functions in the window that then opens.

The screenshot shows a 'New distribution list' dialog box. The 'Name' field contains 'Teachers of the 2a'. The 'Type' dropdown is set to 'User-defined'. The 'User' selection area is empty. The 'Add user' list contains the following entries: Camus, Albert (CamAl), Curie, Marie (CurMa), Dürer, Albrecht (DürAl), Einstein, Albert (EinAl), Goitschel, Marielle (GoMa), Gore, Al (GorAl), Jelinek, Elfriede (JelEl), Kostelic, Janica (KosJa), Meitner, Lise (MeLi), and Schönberg, Arnold (SchAr). The search bar is empty. The 'Department' dropdown is set to '2a' and the 'Person role' dropdown is set to 'teacher'. The 'Select all' and 'Reset' buttons are visible. At the bottom of the dialog are 'Save', 'Save & New', and 'Cancel' buttons.

For example, if you require a list with all teachers of class 2a, set the filter to class '2a' and the user group to 'teachers'. Clicking on <Select all> adds the users and clicking on <Save> creates the distribution list.

3 Teachers

Teachers form the group which is likely to make the most entries in WebUntis. This is why such a long section is devoted to them.

Besides the basic informational functions that were described in chapter [WebUntis Info](#) , teachers also have the possibility of viewing [lessons](#) , and in many cases definitions have to be made regarding which students will participate in which lesson, particularly in the case of split lessons. This is effected via [student groups](#) .






































































In addition, there is also a large chapter dealing with the [Class register](#) describing, among other things, how to enter [absences](#) and [teaching content](#) . The chapter on the [Agenda](#) module describes how to perform a [room change](#) , how to book [rooms](#) and [resources](#) and a whole lot more.

3.1 Cursul meu

Informatii despre cursul propriu se pot obtine din meniu folosind <Rezervare> | <Cursul meu> . Butonul <Termene>(

My lessons Einstein, Albert

03.09.2012 - 07.09.2012

L-No.	Class	Subject	Teacher	Prd.	Appointments	Students	Student groups	Reports
2394			EinAl	0	 	 		
36300		Int	EinAl	5	 	 	 	
14600		SPR	EinAl	1	 			
2094	1a	BU	EinAl	0	 	 		
5100	2a	GSP	EinAl, GoiMa			 		
4400	2b	PC	EinAl					
5600	2c	PC	EinAl					
35900	3a	PC	EinAl					
36000	3b	PC	EinAl				  (G)	
36100	3c	PC	EinAl					
42000	4a, 4c	FU_M	EinAl				 	
47900	4a, 4c	FU_M	EinAl				 	
1502	4a, 4c	M	EinAl	4	 	 	 	
33901	4c	EInf1	EinAl	2	 	 	   	
33701	4c	EInf2	EinAl	2	 	 	  	

Lessons

- My lessons
- Today's lessons: Teachers
- Today's lessons: Classes
- Lessons: Classes
- Lessons: Students
- Student groups
- Examinations

Break supervisions

Teacher	Appointments	Reports
EinAl	 	

Report

Lessons for teacher Einstein, Albert on 03.09.2012

Selection	Type	Prd.	Fr.	To	Class	Teacher	Subject	Type	Room	Class register	Teaching content
<input type="checkbox"/>		1	07:35	08:25		EinAl	Int				
<input type="checkbox"/>		2	08:30	09:20	2b	EinAl	PC		1S.01.PC		transformer
<input type="checkbox"/>		3	09:20	10:10	4a, 4c	EinAl	M		2S.03-W3		
<input type="checkbox"/>		3 - 4	10:10	10:25		EinAl			EGLZG2		
<input type="checkbox"/>		4	10:25	11:15	3c	EinAl	PC		1S.01.PC		lunar eclipse
<input type="checkbox"/>		5	11:20	12:10	2c	EinAl	PC		1S.01.PC		prismatic colours

Report

Aici puteti scoate diverse rapoarte pentru fiecare curs, cum ar fi, de exemplu, absentele elevilor sau o matrice a orelor absente. Al doilea raport scoate un tabel cu toti elevii si zilele de curs si poate servi la introducerea elevilor absenti pentru clasele in care nu exista calculator.

3.2 Grupe de elevi

Atentie!

Incepand cu versiunea WebUntis 2010 alocarea elevilor la cursuri a fost modificata complet. Cititi cu atentie sectiunea urmatoare.

Alocarea elevilor sau studentilor la cursuri se face cu ajutorul grupelor de elevi. Aceste grupe de elevi (sau studenti) pot fi introduse si in Untis la curs.

Principiul de baza al grupelor de elevii este urmatorul:

- Un curs se alocă unei grupe - de regula unica - de elevi. De exemplu, cursului de sport al baietilor din clasa 5A (Nr. de curs 123) i se alocă grupa 123_Sport_5A.
- Acestor grupe de elevi li se alocă apoi elevii, de exemplu elevii clasei 5A .
- Grupele de elevi sunt 'refolosibile' numai foarte limitat. Regula este de a defini o grupa de elevi pentru fiecare curs la care nu iau parte toti elevii clasei, chiar dacă astfel vor exista diverse grupe de elevi care vor contine exact aceiasi elevi.

Exemplu:

Orarul clasei 5a prevede 4 ore de sport pentru baieti. Din motive de planificare, ele sunt impartite in mod egal intre Profesorul 1 si Profesorul 2. In Untis trebuie sa aveti in acest caz doua numere de curs (ex. cursul nr. 123 si cursul nr. 124). In WebUntis puteti sa alocati celor doua cursuri grupa de elevi 123_Sport_5A .

Grupele de elevi sunt propuse spre alocare numai atunci cand clasa si materia cursului pentru care a

fost definita grupa sunt egale.

Indicatie pentru administratorii de sistem:

Exista doua drepturi de utilizare legate de grupele de elevi:

1. Alocare elevi si
2. Date de baza, grupe de elevi



























Fiecare profesor, care face alocari in mod independent la un curs, are nevoie de dreptul de *Alocare elevi*. In mod normal, dreptul *Date de baza Grupe studenti* nu este necesar. El permite modificarea numelui grupei de elevi sau a clasei, din care, in principiu se pot alocata elevii.

3.2.1 Mod de lucru

La inceputul anului scolar, fiecare profesor trebuie sa controleze daca acei elevi care iau parte la cursul sau sunt alocati acestuia. Pentru aceasta, cel mai bine este sa folositi lista <Cursul meu> din meniul de curs.

My lessons Einstein, Albert

03.09.2012 - 07.09.2012

L-Id.	Class	Subject	Teacher	Prd.	Appointments	Students	Student groups	Reports
2394			EinAI	0	 	 		
36300		Int	EinAI	5	 	 	 	
14600		SPR	EinAI	1	 		 	
2094	1a	BU	EinAI	0	 	 	 	
5100	2a	GSP	EinAI, GoiMa	2	 	 	 	

Student group of the lesson 2094

Teacher: EinAI, Subject: BU, Class: 1a

Nothing to display

Coloana 'Grupe elevi' este importanta. Daca in aceasta coloana se afiseaza numai (<Lista grupelor de elevi>) aceasta inseamna ca pentru moment nu a fost alocata inca nicio grupa. WebUntis va presupune, din aceasta cauza, ca toti elevii clasei iau parte la curs. este cazul marii majoritati a cursurilor si nu trebuie facut nimic altceva.

Daca la un curs nu iau parte toti elevii clasei, trebuie sa definiti mai intai o grupa de elevi.

Pentru aceasta actionati butonul. Se deschide lista grupelor de elevi care ar putea fi folosite. De obicei nu exista inca grupe definite. Actionati <Nou> pentru a defini o noua grupa de elevi.

Se deschide acum o lista de elevi, care pot sa participe la cursul selectat. Bifati in coloana 'Selectie' pe toti acei elevi care participa la cursul curent si apoi lansati comanda <Memorare>.

Daca actionati acum butonul <Inapoi>, veti vedea ca a fost definita o noua grupa de elevi pentru cursul curent. Bifa din coloana 'Selectie' semnaleaza ca aceasta grupa este intr-adevar alocata cursului.

In lista de cursuri a profesorului Herodot gasiti acum, pe langa simbolul(<Lista grupelor de elevi>), si simbolul(<Elevi in grupa de elevi>).

Folosind acest simbol ajungeti direct la alocarea elevilor la grupa de elevi a cursului.

3.2.2 Alocarea elevilor la cursuri sau grupe

Diversele functii de selectie (

[Lessons Einstein, Albert](#)

10.09.2012 - 14.09.2012

Teachers Einstein, Albert

L-Id.	Class	Subject	Teacher	Prd.	Appointments	Students	Student groups	Reports
36300		Int	EinAl	5				
14600		SPR	EinAl	1				
2094	1a	BU	EinAl	0				
5100	2a	GSP	EinAl, GoiMa	2				
4400	2b	PC	EinAl	2				
5600	2c	PC	EinAl	2				
35900	3a	PC	EinAl	2				

Students in the student group PC_3b

Class: 3b

Selection

		Surname	First name	Sex	Class	Catalogue number
<input checked="" type="checkbox"/>	1	Brandt	Lisa	♀	3b	0
<input checked="" type="checkbox"/>	2	Dietrich	Gabriel	♂	3b	0
<input checked="" type="checkbox"/>	3	Graf	Felix	♂	3b	0
<input checked="" type="checkbox"/>	4	Groß	Ben	♂	3b	0
<input checked="" type="checkbox"/>	5	Haas	Leni	♀	3b	0
<input checked="" type="checkbox"/>	6	Heinrich	Emilia	♀	3b	0
<input checked="" type="checkbox"/>	7	Kuhn	Greta	♀	3b	0
<input checked="" type="checkbox"/>	8	Neumann	Emil	♂	3b	0
<input checked="" type="checkbox"/>	9	Otto	Daniel	♂	3b	0
<input checked="" type="checkbox"/>	10	Otto	Emma	♀	3b	0
<input checked="" type="checkbox"/>	11	Schreiber	Emily	♀	3b	0
<input checked="" type="checkbox"/>	12	Schulte	Florian	♂	3b	0
<input checked="" type="checkbox"/>	13	Seidel	Elias	♂	3b	0
<input checked="" type="checkbox"/>	14	Sommer	David	♂	3b	0
<input checked="" type="checkbox"/>	15	Ziegler	Lisa	♀	3b	0

Save Back



Aveti la dispozitie urmatoarele functii de selectie:



Selecteaza toti elevii



Dezactiveaza toti elevii selectati



Revine la starea anterioara



Inversare: Se activeaza toate elementele inactive si vice versa



Activeaza toti elevii



Activeaza toate elevele



Copiază selectia curenta într-o zonă de memorie (interna) tampon
Reface starea memorata in memoria tampon interna

3.3 Profesor



Profesor

3.3.1 Apel

Autentificati-va in sistem cu numele de utilizator si parola dvs.







Pe ecranul de intrare, sub mesajele curente ale zilei, se afiseaza o lista cu orele de curs ale zile curente.

Puteti ajunge la aceasta lista daca folositi comanda de meniu <cursurile zilei - profesor> din meniul 'Curs'.

Today's messages: 03.09.2012  

- start of school (more...)

My next lesson

Selection	Type	Prd.	Fr.	To	Class	Teacher	Subject	Type	Room	Class register	Teaching content
<input type="checkbox"/>		4	10:25	11:15	3c	EinAI	PC		1S.01 PC		 lunar eclipse
<input type="checkbox"/>		5	11:20	12:10	2c	EinAI	PC		1S.01 PC		 prismatic colours




Pentru deschiderea condicii clasei trebuie actionat butonul <Condica clasei>> (

School year: 2012/2013
Thu Sep 13, 2012

September

Timetable EinAI

Teacher: EinAI Timetable format: default

	Monday 10.09.12	Tuesday 11.09.12	Wednesday 12.09.12	Thursday 13.09.12						
07:35 08:25	EinAI Int	2c EinAI PC 1S 01 PC	3a EinAI PC 1S 01 PC	4c EinAI EinAI EN						
08:30 09:20	2b EinAI PC 1S 01 PC	4a, 4c EinAI M 2S 03 - W3	EinAI Int	4c EinAI EinAI EN 05						
09:20 10:11	Tue 11.09.2012, 07:35 - 08:25			x EinAI Int						
10:25 11:11	Teacher: EinAI									
11:23 12:11	PC	2c	EinAI	1S 01 PC	07:35 08:25 5600 Lessons				User	Book-llr.
12:11 13:01	Close									
13:01 13:55										
13:55										

3.3.2 Fereastra condicii clasei

Acest ecran afiseaza detaliile cursului activ.

Daca la secretariat au fost anuntati deja elevi absenti, ei vor fi afisati in sectiunea 'elevi absenti'.

Class register for lessons 03.09.2012 10:25 - 11:15

Lessons

Class 1a (Schweitzer Albert)
Teacher Jelinek, Elfriede
Subject D

No examination

Class-register entries (2)

1a	03.09.2012	10:35	good	SchAI
Wagner, Ben	03.09.2012	10:36	bad cooperation	SchAI


Class services (2)

Officer	Bauer, David
Officer	Becker, Benjamin


Absent students (2)

Student	Fr.	To	Start time	End time	Reason of absence	Status	Text
Schäfer, Charlotte	03.09.2012	03.09.2012	08:30	12:10		Open	
Weber, Anton	03.09.2012	03.09.2012	07:35	14:45	illness	excu.	


Students in the lesson (7)




Richter, Elias




Schmidt, Amelie




Schulz, Carla




Wagner, Ben



Weber, Anton



Schäfer, Charlotte



Schneider, Anna

Absent

Teaching content

Faust 1

No homework found

3.3.3 Absente elevi

Absente elevi

3.3.3.1 Introducere noua

Daca in afara elevilor deja introdusi in fereastra de condica de clasa, lipsesc si alti elevi, atunci

Students in the lesson (7)

1

<input type="checkbox"/> ✓ Bauer, David	<input type="checkbox"/> ✓ Wagner, Ben	<input checked="" type="checkbox"/> ✓ Schäfer, Charlotte	<input type="checkbox"/> ✓ Schmidt, Amelie
<input type="checkbox"/> Becker, Benjamin	<input type="checkbox"/> ✓ Müller, Alexander		

2

Absent ✓

New Absence

Student
Schäfer, Charlotte

Fr. 9/10/2012 To 9/10/2012

Start time 07:35 End time 08:25



Reason of absence
consultation 3

Text

Save Close

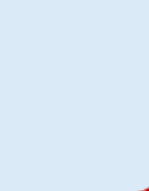





▲ Absent students (2)

✓ ✗

Selection	Student	Fr.	To	Start time	End time
<input type="checkbox"/>	 Friedrich, Niklas	26.11.2012	26.11.2012	08:30	09:20
<input type="checkbox"/>	 Fuchs, Lucas	26.11.2012	26.11.2012	08:30	09:20

Extend

▲ Students in the lesson (15)

<input type="checkbox"/>	 Friedrich, Niklas	<input type="checkbox"/>	 Jung, Mia	<input type="checkbox"/>	 Müller, Mia
<input type="checkbox"/>	 Fuchs, Lucas	<input type="checkbox"/>	 Keller, Leni	<input type="checkbox"/>	 Müller, Mia

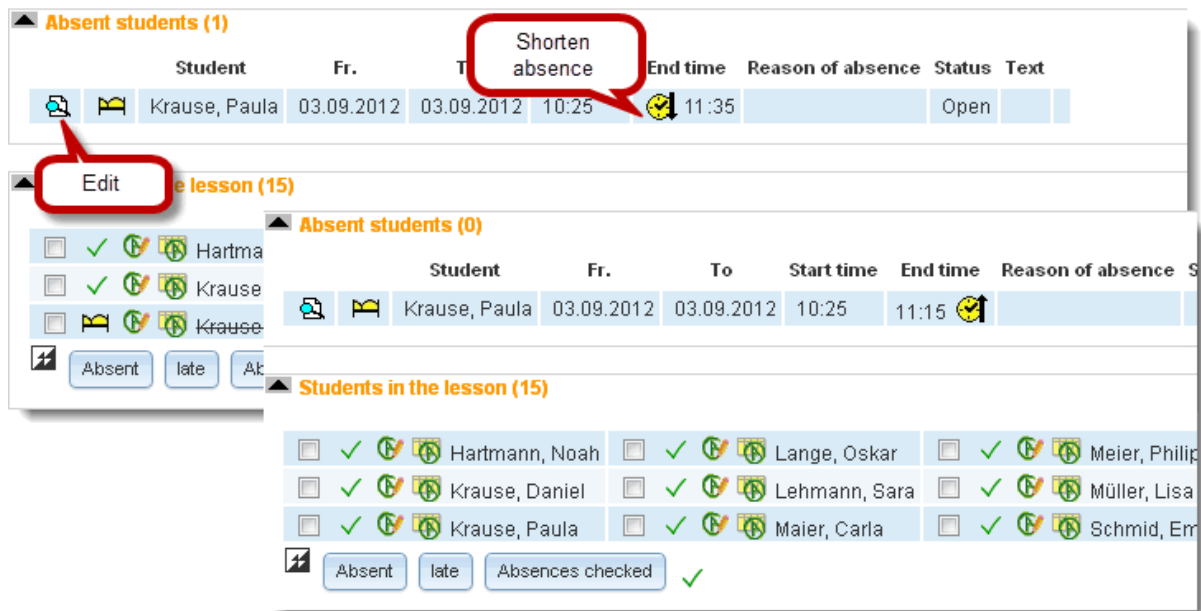
Absent ✓

Ca alternativa pentru introducerea unei absente pentru un singur elev, puteti sa selectati bifa verde din stanga numelui elevului.

Daca nu exista elevi absenti, selectati atunci <Absente controlate>. Prin aceasta sistemul este instiintat ca ora a fost prelucrata. Ea va disparea din lista de 'Ore deschise'.

3.3.3.2 Elevi intarziati

Daca un elev vine la curs prea tarziu, puteti sa scurtati absenta introdusa. Pentru aceasta actionati <Scurtare absentă> (



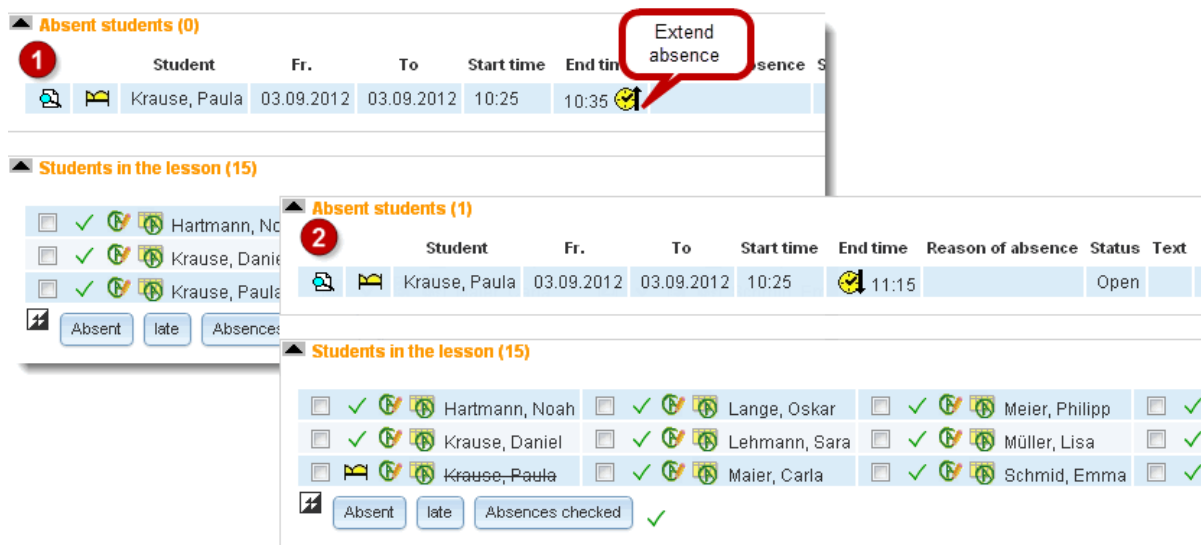
O alternativa este actionarea butonului <Prelucrare> () in fereastra pentru condica clasei.

Absenta lui Quasimodo a fost limitata acum la intervalul 8:55 - 9:05.

3.3.3.3 Prelungire absente

Absentele elevilor nu trebuie reintroduse pentru fiecare ora. Daca profesorul care tine primul curs a introdus deja o absenta pentru un elev, atunci ea poate fi doar prelungita in ora a doua.

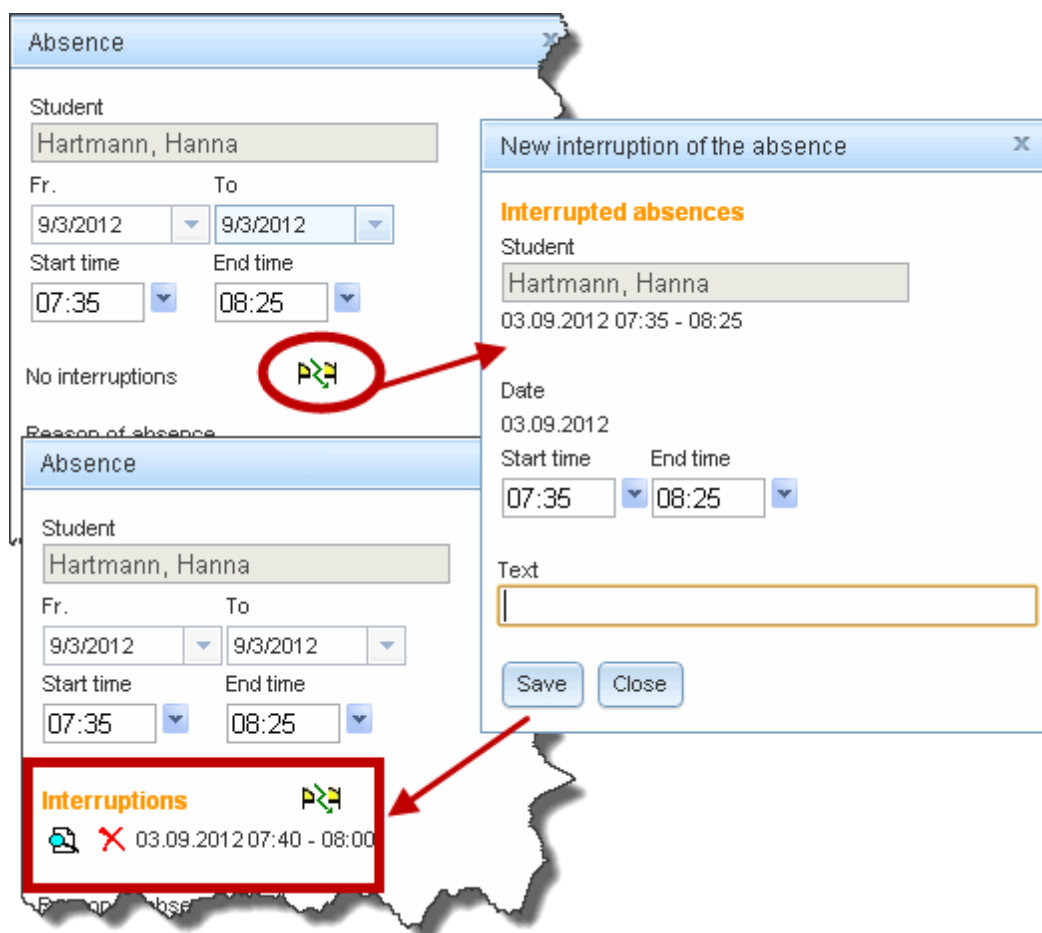
Pentru aceasta actionati butonul <Prelungire absenta> ()



3.3.3.4 Intrerupere absenta

Absentele pot fi intrerupte. Aceasta este util atunci cand, de exemplu, un elev a anuntat ca este bolnav, dar vine la scoala numai pentru o lucrare de control importanta.

Pentru aceasta, actionati butonul <Intrerupere absenta> pentru elevul absent si alegeti parametri necesari in dialog care se deschide.



Dupa confirmarea cu <Memorare> modificarea va deveni vizibila si in lista de absente.

Intreruperea unei absente poate fi prelucrata si direct la absenta.

3.3.3.5 Stergere absente

Absentele elevilor care apar in fereastra conditii de clasa drept absenti pot fi sterse (sau intrerupte) cu ajutorul butonului <Prelucrare> (

Absence

Student
Hartmann, Hanna

Fr. To
9/3/2012 9/3/2012

Start time End time
07:35 08:25

Booked on 05.07.2012 12:31:30 from admin
Changed on 05.07.2012 12:36:10 from admin

Save Delete Close

3.3.3.6 Higher-priority school events

If a student participates in a higher-priority school event (e.g. an event from Untis) he/she may be marked absent for a less important school event taking place at the same time.

Example

A number of student in class 1a participate in a school event in subject PC on Monday 16 January:



Class register for lessons 16.01.2013 10:25 - 11:15

Lessons
 Class 1a (Schweitzer Albert)
 Teacher Tomba, Alberto
 Subject BE


















Activity 07:35 - 16:25 PC 1a


Class-register entries (0)
 Nothing to display

Absent students (1)

Student	Fr.	To	Start time	End time	Reason of absence	Status	Te
 Becker, Benjamin	16.01.2013	16.01.2013	10:25	 11:15		Open	

Students in the lesson (15)

<input type="checkbox"/>   Bauer, David	<input type="checkbox"/>   Hoffmann, Charlotte	<input type="checkbox"/>   Meyer, Antonia
<input type="checkbox"/>  Becker, Benjamin	<input type="checkbox"/>   Klein, Emil	<input type="checkbox"/>   Müller, Alexander
<input type="checkbox"/>   Fischer, Anton	<input type="checkbox"/>   Keck, Daniel	<input type="checkbox"/>   Richter, Elias


Absent 


These students now appear crossed out from the normal lesson taking place in parallel for class 1a and are flagged with a school bag symbol. the school bag indicates that the students will probably not participate in this lesson but therefore do not need to be marked as absent.


3.3.4 Introducerea materiei predate


Pentru introducerea continutului materiei predate trebuie actionat butonul <Introducere materie> in fereastra condicii de clasa.

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Becker, Benjamin	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Lein, Emil
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Fischer, Anton	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Koch, Daniel

 Absent

Teaching content 

Click here to enter the teaching content. 

No homework found 

Se afiseaza o fereastră pentru introducerea materiei predate. Memorati datele introduse cu butonul cu același nume.

Teaching content

Class 1a
Teacher Wenzel, Hanni
Subject TW
Date 20.09.2012 07:35 - 08:25

Teaching content
grinding

Previous prd's

→	17.09.2012	Mon	sizing	
→	13.09.2012	Thu	brazing	
→	10.09.2012	Mon	home building	
	06.09.2012	Thu	home building 2	
	03.09.2012	Mon		

Number 4 Renumber

Remark

Save Apply Close

Here you can take over the teaching content of the previous lesson

Retineti ca datele introduse in ultima ora de curs tinuta pot fi copiate in ora curenta prin actionarea butonului.

3.3.5 Reports on lessons

You will find a list of all your lessons under menu item <Lessons> | <My lessons>. If you click on the <Reports> button, you will be able to display and print various reports for the chosen lesson. Most reports can be output as pdf file, csv file or as Excel file.

Lessons Einstein, Albert

03.09.2012 - 07.09.2012

Teachers

L-No.	Class	Subject	Teacher	Prd.	Appointments	Students	Student groups	Reports
2394			EinAl	0				
36300		Reports of the lesson						
14600								
2094	1a	Class 1a	Teacher EinAl					
5100	2a	Subject BU						
4400	2b	Period						
5600	2c	<input type="text" value="9/3/2012"/>	<input type="text" value="9/7/2012"/>					
35900	3a							
36000	3b	Work report						
		Work report with teaching method						
		Work report with absences						
		Daily overview teacher						
		Absence time per lesson per student						
		Absence time per lesson per period						
		Matrix of absence periods					<input type="checkbox"/> Free	
		Students in the lesson						
		Students in the lessongroup {0}						
		ICS Calendar						

Work report

Work report for the lesson

Class: 1a, Subject: Technisches Werken

Date	Prd.	Teacher	Topic
Sep 17, 2012	2	WenHa	
Sep 20, 2012	1	WenHa	4)

Matrix of absence periods

The latter report generates a table showing all students and periods. This report can be used to record missing students if there is no PC available in each classroom.

Subject TW, Teacher Wenzel, Hanni,

Student		17/9 8:30 AM	20/9 7:35 AM
Becker, Benjamin	1a		
Hoffmann, Charlotte	1a		
Koch, Daniel	1a		
Meyer, Antonia	1a		
Richter, Elias	1a		
Schäfer, Charlotte	1a		
Schulz, Carla	1a		
Wagner, Ben	1a		

3.3.6 Inregistrari in condica clasei

Inregistrarile in condica clasei sunt, asa cum rezulta si din denumire, inregistrari "oficiale" in condica clasei. Ele pot fi si anunturi facute de catre seful clasei sau note privind abaterile disciplinare din timpul cursurilor. Astfel de inregistrari pot fi facute pentru toata clasa sau numai pentru anumiti elevi.

Fereastra pentru inregistrari in condica clasei se deschide dupa actionarea butonului <Inregistrare condica> in fereastra condicii de clasa.

Class-register entries

Nothing to display

Absent students (0)

Nothing to display

Students in the lesson (8)

Bauer, David

Becker, Benjamin

Absent late

Teaching content

Click here to enter the teaching content.

No homework found

Enter teaching content

Class-register entry

Class: 1a
Teacher: WacAn, TomAl
Subject: D

Date: 9/17/2012 Time: 10:35

Student: Bauer, David
Becker, Benjamin
Fischer, Anton
Hoffmann, Charlotte
Klein, Emil
Koch, Daniel
Meyer, Antonia
Müller, Alexander

Class: 1a

Remark category: good cooperation

Class-register entry

Further remaining characters: 1000

Se deschide apoi fereastra pentru inregistrari in condica.

In aceasta fereastra puteti selecta elevii folosind <CTRL>-CLIC sau puteti selecta toata clasa. Alegeți o categorie de inregistrare potrivita si introduceti un comentariu in campul special prevazut pentru aceasta. Nu uitati sa memorati datele introduse (<Memorare>).

Categoriile de inregistrari sunt stabilite de catre administratorul condicii de clasa si nu pot fi modificate de profesori.

3.3.7 Homework

Clicking on the <Homework> button will display the homework that was to be completed for this lesson (i.e. this entry was made in one of the preceding lessons) as well as allow you to enter what the homework is for the next lessons.

The screenshot shows a software interface with several sections:

- Class-register entries (0)**: Nothing to display.
- Absent students (0)**: Nothing to display.
- Students in the lesson (8)**: Lists students Bauer, David and Becker, Benjamin with status icons (checkmarks, warning signs) and buttons for 'Absent' and 'late'.
- Teaching content**: A link to enter teaching content.
- No homework found**: A button labeled 'Homework' is highlighted with a red box.

The 'Homework' window is open, showing:

- Class: 1a
- Teacher: Wachter, Anita
- Subject: D
- Date: 17.09.2012 10:25 - 11:15
- Homework content: WB p. 41 no 2, 3
- Next periods table (highlighted with a red box):

Date	Day	Icon
17.09.2012	Mon	[Icon]
19.09.2012	Wed	[Icon]
20.09.2012	Thu	[Icon]
21.09.2012	Fri	[Icon]
24.09.2012	Mon	[Icon]
26.09.2012	Wed	[Icon]
- Remark field: empty.
- Buttons: Save, Apply, Close.

The homework section shows you what the students had to complete by the current lesson. Click on the <Homework> button in order to set new homework. In the window that is then displayed, first select the period by which the homework has to be completed, and then enter the content of the homework before confirming with <Save>. If you subsequently open the class register for the he period in question , you will find your entry in the homework section.

The homework can also be displayed for students provided they have the appropriate rights.

3.3.8 Ore deschise

Orele pentru care nu s-au facut inca inregistrarile necesare, se gasesc grupate la pozitia de meniu "Ore deschise/profesor" (

Open periods for teacher Wenzel

Fr. 9/17/2012 - 18.09.2012

Teachers: Wenzel, Hanni

Selection	Class	Subject	Date	Room	Class register
<input type="checkbox"/>	4c	TW	Mon 17.09.		
<input type="checkbox"/>	1a	TW	Mon 17.09.		
<input type="checkbox"/>	3c	TW	Mon 17.09.		
<input type="checkbox"/>	2b	TXW	Mon 17.09.		
<input type="checkbox"/>	2b	TXW	Mon 17.09.2012	12:15 13:05	EN 06 - TXW
<input type="checkbox"/>	4b	TW	Tue 18.09.2012	07:35 08:25	US 03 - TW
<input type="checkbox"/>	4a	EH1	Tue 18.09.2012	10:25 11:15	US 02 - Kü
<input type="checkbox"/>	4a	EH1	Tue 18.09.2012	11:20 12:10	US 02 - Kü
<input type="checkbox"/>	4a	EH1	Tue 18.09.2012	12:15 13:05	US 02 - Kü

Actionati butonul <Materie > () pentru a efectua inregistrari de materie.

Campul de selectie permite limitarea listei la acele cursuri la care mai trebuie introduse numai materia sau numai absentele ().

Dupa completarea inregistrarii lipsa, ora nu mai este afisata in lista.

3.3.9 Examene

Examene

3.3.9.1 Introducere

Introduceti examenele selectand in orar prima ora in care trebuie sa se tina examenul.

Actionati apoi butonul <Examene> si urmati pasii prescrisi cu ajutorul butonului <Continuare>.

Monday 17.09.12

07:35 - 08:25	1b KosJa LFE ES 04 - 1b	1b DürAl LFE 2S 03 - W3	1b S BE 2S 0
08:30 - 09:20	1b KosJa GW 1S 11		1a, 1b NobAl BSK TE 01 Halle 1

Mon 17.09.2012, 08:30 - 09:20

Class: 1b

Subject	Class	Student group	Teacher	Room	Remark	Fr.	To	L-No.	Type	Class register	Teaching content	User	Book.-llr.
GW	1b	GW 1b	KosJa	1S 11 (ES)		08:30	09:20	3000	Lessons				

New examination

Exam for the lesson in the period 17.09.2012 08:30 - 09:20

Type of examination: test

Date: 9/17/2012

Start time: 8:30 AM, End time: 9:20 AM

Subject: GW

Classes: 1a, 1b, 2a, 2c

Selection

Selection	Surname	First name	Sex	Class
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>	Hermann	Greta	♀	1b
<input checked="" type="checkbox"/>	Krüger	Gabriel	♂	1b
<input checked="" type="checkbox"/>	Lange	Jakob	♂	1b
<input checked="" type="checkbox"/>	Müller	Felix	♂	1b
<input checked="" type="checkbox"/>	Müller	Julian	♂	1b
<input checked="" type="checkbox"/>	Neumann	Anton	♂	1b
<input checked="" type="checkbox"/>	Schmitt	Jonas	♂	1b
<input checked="" type="checkbox"/>	Schmitz	Julia	♀	1b
<input checked="" type="checkbox"/>	Schröder	Emilia	♀	1b
<input checked="" type="checkbox"/>	Schwarz	Emily	♀	1b
<input checked="" type="checkbox"/>	Werner	Jonathan	♂	1b
<input checked="" type="checkbox"/>	Wolf	Carla	♀	1b
<input checked="" type="checkbox"/>	Zimmermann	Emma	♀	1b

Remove the check with students that do not take part in the examination

Here you can change the duration of an examination

New examination

test 17.09.2012 08:30 - 09:20 GW, 1b KosJa

Name: 1. test

Text:

Back Save Cancel

Monday 17.09.12			
07:35 - 08:25	1b KosJa LFE ES 04 - 1b	1b DürAl LFE 2S 03 - W3	
08:30 - 09:20	1b KosJa GW 1S 11 test 1. test		1a, 1b NobAl BSK TE 01 Halle 1
09:20 - 10:10	1b NobAl FSA M/E ES 04 - 1b	1b KosJa FSA M/E ES 04 - 1b	1b NobAl M ES 04 -
10:25 - 11:15	1b SolAl D 1S 02 - W2	1b MosAn D 2S 03 - W3	1b Mos SA D/M ES 0

3.3.9.2 Diverse

O lista completa cu toate examenele definite poate fi obtinuta folosind <Condica clasa> | <Examene>.

Examinations

Type: - All - Class: 1b Teacher: - All - Subject: - All - Period: 9/17/2012 - 9/21/2012 Date

Show deleted records

Selection	Type	Name	Class	Date	Fr.	To	Subject	Teacher	Room	Booked on	Return on	Text
<input type="checkbox"/>	SA	1. test	1b	17.09.2012	08:30	09:20	GW	KosJa	1S 11	Sep 10, 2012 12:13 PM		
<input type="checkbox"/>	ST	DAP	1b	18.09.2012	10:25	11:15	FSA D/M	NobAl		Sep 10, 2012 12:25 PM		
<input type="checkbox"/>	MP	MM	1b	19.09.2012	08:30	09:20	M	MeiLi	1S 02 - W2	Sep 10, 2012 12:26 PM		
<input type="checkbox"/>	ST	MÜp	1b	20.09.2012	10:25	11:15	BE	SutBe	2S 01 - ZS	Sep 10, 2012 12:27 PM		

4 Elements found, showing all Elements.1

Report Exam calendar Examination overview Do not show empty records

Hint: you can always enter an exam for a lesson directly via the link [?](#)

Delete

Lista se poate filtra dupa anumite elemente, respectiv data folosind campurile de selectie din partea superioara a listei . In figura se prezinta un exemplu de lista cu toate examenele sustinute de catre profesorul "Aqu".

Daca trebuie introdus un examen care nu se coreleaza nemijlocit cu o ora de curs, folositi butonul <Nou>.

Indicatie

In mod normal introducerea examenelor se face direct selectand in orar ora vizata, sau folosind <Curs> | <Curs zi>.

Test

Subject	Teacher	Sep	Oct	Nov	Dec
BE	TomAl		24/10		
BU	MeiLi			28/11	
D	WacAn	24/9			
GW	SchAl		9/10		
M	SeiKa			21/11	
R	BeeAu	27/9			
TW	WenHa				10/12

Campurile *respinsi la* , *de la* si *medie* sunt campuri de informatii gandite pentru analize statistice.

Trebuie sa aveti in vedere ca WebUntis verifica automat la introducere daca se respecta limitele maxime de examene pe zi si saptamana. Daca se depaseste una dintre limite, la memorare se genereaza un mesaj de eroare.

Class	1a	1b	2a	2b	2c	3a	3b	3c	4a	4b	4c
24.9.	D			PC					PC		
25.9.		R									
26.9.			PC								
27.9.	R					ME					
28.9.							GZ1	R			

3.3.9.3 Return




You can enter when and by whom an exam was returned. Click on <Edit> for the appropriate examination.

Tip: Entering grades

Individual exam grades can be entered from version 2013 onwards. Please refer to the 2013 version brochure for more details.

The fields *Return on* , *Returned by* and *Average grade* are information fields that are completed after the examination and are intended for statistical analysis.

Selection **Type Name Class Date Fr. To Subject Teacher Room Booked on Return on**

			ST	M	4a,4c	11.09.2012	08:30	09:20	M	EinAI	2S 03 - W3	Sep 14, 2012 5:03 AM	13.09.2012
---	---	---	----	---	-------	------------	-------	-------	---	-------	------------	----------------------	------------

Written test M

11.09.2012 08:30 - 09:20 M, 4a, 4c
Einstein, Albert

Supervision teachers
08:30 - 09:20 Einstein, Albert

Rooms
2S 03 - W3

Name

Text

Return on
9/13/2012

Returned by
EinAI

Grading scheme
Grading scheme 1-5

Enter grades **Grade statistics**

Average grade: 2,87

Booked on 14.09.2012 05:03:43 from EinAI
Changed on 14.09.2012 05:50:05 from admin

Save **Change** **Delete** **Back**

Entry of grades

Student	Grade	Remark
Bauer, Charlotte	3	Remark
Koch, Ben	2	Remark
Krause, Lucas	2	Remark
Kühn, Sara	4	Remark
Müller, Jonas	2	Remark
Neumann, Maria	3	Remark
Richter, Lara	4	Remark
Wolff, Julian	3	Remark

Close

Grade	Number
1	0
2	3
3	3
4	2
5	0
Average grade	2.87
Total	8(8)

3.4 Agenda

The WebUntis Agenda module assists you with room and resource administration. Your WebUntis specifies which rooms and resources you can book and which ones you can reserve. Reservations must still be confirmed by the room administrator.

Room / resource list

A [room or resource list](#) provides information on the rooms and resources available. Various parameters can be entered here such as room capacity.

There are various functions depending on the problem to be solved:

Change room

Use [Room change](#) if you need a different room for an existing lesson.

Book room

If you require a room at a specific point in time, use [Book room](#) to solve the problem. A room booking actually creates an [activity](#) with the room, i.e. an additional lesson is created.

Book resource

Use [Book resource](#) when you require a resource at a particular point in time. This function actually only books the resource and does not constitute an activity.

New activity

If you wish to schedule an activity at a particular point in time but do not wish to base it on a room, then create a [New activity](#) . A date is set here, too.

New lesson

A [new lesson](#) assists with planning [activities](#) , but you do not need to specify a date and time when you create it.

Additional periods

You can schedule [Additional periods](#) for all lessons imported from Untis and which have been newly created.

Appointments

You can arrange an [appointment](#) which other teachers or perhaps even classes attend.

Bookings list

The [Bookings list](#) shows you all the above-mentioned activities.

3.4.1 Lista sali

Functia <Lista sali> poate fi apelata din meniul <Rezervare>

Selection Criteria

Type of resource	Room type	Department
<input type="text" value="Maps"/> <input type="text" value="Piano"/>	<input type="text" value="<Selection>"/>	<input type="text" value="<Selection>"/>
	Capacity	Building
	min. max.	<input type="text" value="<Selection>"/>
	<input type="text" value="0"/> <input type="text" value="0"/>	Room-group
		<input type="text" value="<Selection>"/>
<input type="button" value="Search"/> <input type="button" value="Cancel"/>		

Lista salilor va permite cautarea unor sali cu o anumita dotare, fara ca rezultatul cautarii sa fie limitat de catre ocuparea acestora.

List of resources: Selection criteria

Type of resource

Department

Room

Building

Person in charge

with current occupancy

Search

3.4.2 Schimbare sala pentru o ora de curs.

Daca doriti sa schimbati sala pentru un curs existent, procedati in felul urmatoar:

1. Selectati ora de curs pentru care doriti sa schimbati sala.

Timetable 1b

Class: 1b Timetable format: default

1a 1b 2a 2b 2c 3a 3b 3c 4a 4b 4c

		Monday 10.09.12	
07:35 08:25	1b KosJa LFE ES 04 - 1b	1b DürAI LFE 28 03 - W3	
08:30 09:20	1b KosJa GW ES 04 - 1b		
09:20 10:10	1b NobAI FSA M/E ES 04 - 1b	1b KosJa FSA M/E ES 04 - 1b	

Se deschide lupa de cursuri.

2. In aceasta fereastra selectati simbolul <Cautare sala>



Se va deschide acum fereastra de modificare a salilor.

3. Selectati o sala libera in aceasta fereastra - totalitatea filtrelor pe care le cunoasteti de la rezervarile 'normale' va stau bineinteles, si aici la dispozitie.

Change of rooms

Monday 10.09.2012
08:30 - 09:20

Free rooms

Selection	Book	Room	Capacity	Full name	Text
<input type="radio"/>		ES 03 - 1a	26	Class room 1a	GF South
<input type="radio"/>		ES 04 - 1b	26	Class room 1b	GF South
<input type="radio"/>		ES 06 - 2a	20	Class room 2a	GF South
<input type="radio"/>		ES 10	0	Group room	
<input type="radio"/>		Pseu4	0	Music room 4	

Lesson rooms

ES 04 - 1b

Selection Criteria

Room type

<Selection>

Type of resource

Maps
Piano

End date

9/10/2012

Capacity

min. max.

0 0

Department

2

Building

Main building

Room-group

<Selection>

Apply

Book

Without room

Back

3.4.3 Rezervare sali.

Rezervare sali.

3.4.3.1 Rezumat sali

Rezervarea salilor se poate face cel mai simplu folosind functia de afisare a centralizatorului pentru sali (<Rezervare> | <Centralizator sali>). Selectati apoi o sala (cu <CTRL>-clic) sau toate salile (cu butonul cu acelasi nume). In partea dreapta a ferestrei puteti filtra salile afisate dupa departament, cladire, grupa de sali, precum si dupa tip de resursa.

Room selection for room overview

Overview format

default ▾

Extended search >>

Department
<Selection> ▾

Rooms

- 1N 02 - EDV
- 1N 10
- 1S 01 PC
- 1S 02 - W2
- 1S 03 - 2c
- 1S 04 - 3c
- 1S 05 - 3b
- 1S 06 - 3a
- 1S 11
- 1S 12
- 1SGLSchh3
- 1SSchh 4
- 2S 01 - ZS
- 2S 02 - W4
- 2S 03 - W3
- 2S 04 - 4c
- 2S 05 - 4b
- 2S 06 - 4a
- 2S 10
- 2S 11
- 2SGLSchh5
- 2SSchh6
- AuSchh1

Building
<Selection> ▾

Room-group
<Selection> ▾

Room type
<Selection> ▾

Capacity
min. max.
0 0

Type of resource
maps
piano forte

Apply

Next

All rooms

In mod implicit, centralizatorul salilor afiseaza o saptamana completa. Uneori este inasa de dorit ca perioada afisata sa fie microrata. Butonul <Cautare extinsa> permite definirea unui filtru pentru selectia zilelor si/sau a orelor.

Period

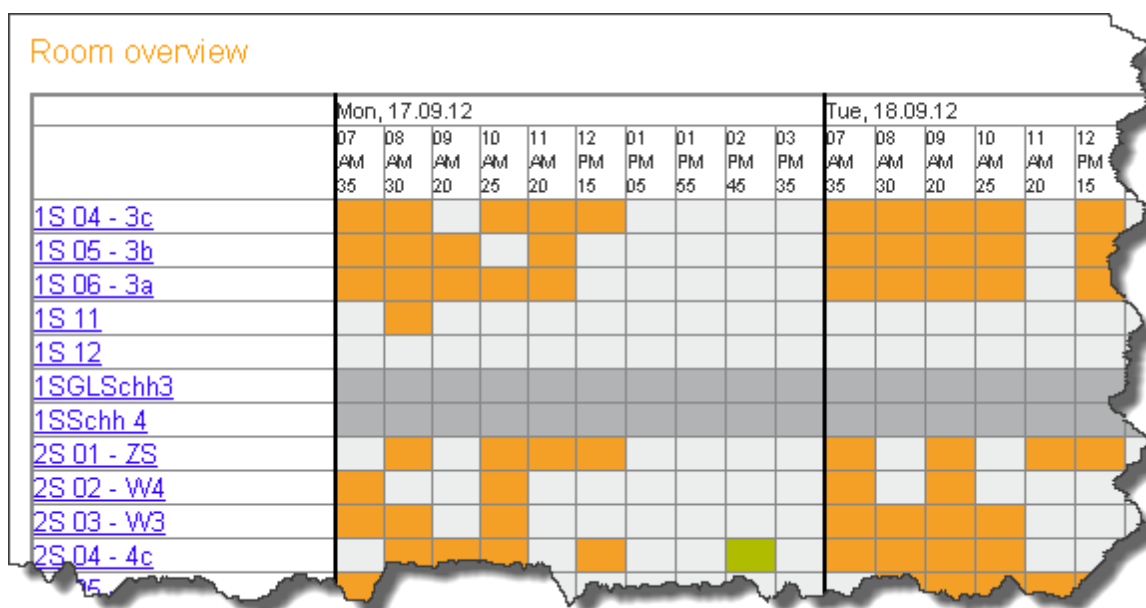
Fr. To

Day of the week
 Mon Tue Wed Thu Fri Sat Sun

Start time End time

Show periods in condensed way

Dupa definirea parametrilor, pe ecran se afiseaza un rezumat asupra ocuparii salilor in saptamana curenta, respectiv in perioada aleasa. Cursurile normale, rezervarile, inregistrarile confirmate si respinse, sunt afisate in culori diferite. Culorile pot fi stabilite de catre administrator in meniul <Administrare> | <Parametri culoare>.



Acele sali pentru care nu aveti drepturi de rezervare (vezi Grupe de sali) au intregul rand afisat pe fundal gri.

Saptamana afisata poate fi modificata cu ajutorul calendarului din meniu. Datele de inceput si sfarsit ale saptamanii selectate sunt afisate in randul de antet.

Puteti obtine informatii mai precise despre o anumita ora, miscand cursorul mouse-ului peste ea. Daca selectati cu mouse-ul o ora ocupata, se va afisa o lista cu toate cursurile si rezervarile din aceasta ora.

La selectia unei ore libere, se afiseaza o fereastra care va permite rezervarea acelei sali. Pe langa momentul de inceput si durata rezervarii se pot

introduce si alte detalii. Trebuie avut in vedere ca la afisarea claselor, acele elemente care la momentul respectiv au cursuri, sunt afisate pe fundal rosu. In cazul unor drepturi corespunzatoare, confirmarea rezervarii se primeste imediat. Operatia se incheie cu actionarea comutatorului <Rezervare> care determina inchiderea ferestrei de introducere date si actualizarea centralizatorului salilor.

3.4.3.2 Cautare sala

Puteti cauta sali libere , pentru o anumita zi, folosind <Rezervare> | <Rezervare sala>. Data dorita poate fi introdusa in campul de data. Explicatia pentru criteriile de cautare (si criteriile de cautare extinse) le

gasiti in sectiunile corespunzatoare.

Daca actionati butonul <Cautare> se afiseaza lista cu salile libere gasite.

3.4.3.2.1 Ocupare maxima [%]

In mod normal, WebUntis Termin afiseaza numai sali care sunt libere pentru termenul selectat (sau termenele selectate). Rezultatul cautarii poate fi totusi extins la sali care nu sunt libere pentru toate termenele cerute.

In campul 'Ocupare maxima' al formularului "Cautare extinsa" puteti sa indicati, sub forma procentuala, cate zile poate fi ocupata o sala pentru ca totusi sa mai fie inca afisata in rezultatul cautarii. In campul ocupare maxima al formularului "Cautare extinsa", puteti sa indicati, in forma de procente, cate zile poate sa fie ocupata o sala si totusi sa fie inca afisata in rezultatul cautarii. Aceasta poate sa fie util, daca intr-o cautare anterioara nu a fost gasita nicio sala libera pentru toate termenele.

Booking: Free rooms

Selection Criteria
18.09.2012 - 21.12.2012, Tue, 11:20 - 12:10
The booking shall be made every 2th week.

Selection	Room	Full name	Capacity	18.9.	2.10.	16.10.	30.10.	13.11.	27.11.	11.12.
<input type="checkbox"/>	ES 03 - 1a	Class Room 1a	26	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant
<input type="checkbox"/>	ES 05 - 2b	Class Room 1b	20	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant
<input type="checkbox"/>	1S 06 - 3a	Class Room 2b	20	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant
<input type="checkbox"/>	1S 05 - 3b	Class Room 2a	20	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant
<input type="checkbox"/>	1S 04 - 3c	Class Room 3a	20	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant
<input type="checkbox"/>	2S 04 - 4c	Class Room 3b	22	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant
<input type="checkbox"/>	2S 06 - 4a	Class Room 3c	22	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant
<input type="checkbox"/>	2S 03 - W3	Class Room 2c	16	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant
<input type="checkbox"/>	1S 02 - W2	Class Room 4c	12	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant
<input type="checkbox"/>	2S 02 - W4	Class Room 4a	12	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant
<input type="checkbox"/>	US 03 - TW	Change Room3	18	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant
<input type="checkbox"/>	EN 06 - TXW	Change Room2	18	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant
<input type="checkbox"/>	1N 02 - EDV	Change Room4	25	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant
<input type="checkbox"/>	VSL1	Music Room	0	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant
<input type="checkbox"/>	Pseu4	Kitchen	0	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant
<input type="checkbox"/>	1N 10	Workshop	0	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant
<input type="checkbox"/>	1S 11	Change Room1	0	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant

Back

Next

Cancel

3.4.4 Rezervare resurse

Resursele pot fi alocate fix anumitor sali (ex. conexiune Internet), sau pot ramane complet independente de sala (ex. retroproiector).

Rezervarea resurselor se face in mod analog rezervarii salilor. La formularul de interogare, cu ajutorul caruia se pot cauta resurse libere, se poate ajunge din meniu la <Rezervare> | <Rezervare resurse>.

Booking: Search for free resources

Day

9/19/2012

Time and duration

Start time End time

Selection Criteria

Type of resource
 <Please select>
 Maps
 Piano

Department
 Room
 Building

Dupa definirea criteriilor de cautare si actionarea butonului <Cautare>, se listeaza toate resursele disponibile.

Booking: Search for free resources

Selection Criteria
 19.09.2012, , 07:35 - 08:25

Selection	Resource	Text	Person in charge	19.9.
<input type="checkbox"/>	Europe			<input type="checkbox"/> Vacant
<input type="checkbox"/>	America			<input type="checkbox"/> Vacant
<input type="checkbox"/>	Africa			<input type="checkbox"/> Vacant
<input type="checkbox"/>	Australia			<input type="checkbox"/> Vacant

Activati acum resursele pe care doriti sa le rezervati si selectati <Continuare>.

Booking

Person in charge

admin

Amount

Remark

Optional text

E-Mail address

An E-Mail will be sent as soon as the booking status is changed.

confirm immediately: Amerkia,Afrika

Back

Book

Cancel

Terminarea rezervarii se face cu ajutorul butonului <Rezervare>, afisarea se face in mod asemanator celei pentru sali din lista "rezervarile mele".

3.4.4.1 Centralizator resurse

Ca si pentru profesori si pentru resurse aveti la dispozitie un centralizator care listeaza ocuparea tuturor resurselor. Puteti ajunge la aceasta lista prin <Rezervare> | <Centralizator resurse>. Butonul <Extindere> permite activarea de criterii de filtrare suplimentare.

In partea dreapta a ferestrei sunt listate toate tipurile de resurse, cu care puteti sa limitati lista resurselor afisate la anumite tipuri.

Resource selection for resource overview

Overview format

default ▼

Period

Fr.

9/3/2012 ▼

To

9/9/2012 ▼

Day of the week

Mon Tue Wed Thu Fri Sat Sun

Start time

6:00 AM ▼

End time

6:50 AM ▼

Whole day

Show periods in condensed way

Resources

Afrika
Amerika
Australien
Europa
Gitarre
Guter Beamer
Mittelguter Beamer
Schlechter Beamer

Type of resource

maps
projectors

Department

<Selection> ▼

Room

<Selection> ▼

Building

<Selection> ▼

Apply

Next

All resources

La centralizator se ajunge dupa actionarea butonului <Continuare>.

Resource overview

	Mon 17.9.										Tue 18.9.		
	07 AM 35	08 AM 30	09 AM 20	10 AM 25	11 AM 20	12 PM 15	01 PM 05	01 PM 55	02 PM 45	03 PM 35	07 AM 35	08 AM 30	09 AM 30
Africa													
America													
Australia													
Europe													
Guitar													
Bad projector													
Mittelstr. 51a													

3.4.5 Activitati

Activitati

New activity

Day

9/25/2012

Time and duration

Start time

15:35

End time

16:25

Next

Cancel

Booking

Teacher

Einstein, Albert

 The highlighted elements are already bus

Subject

<Selection>

Classes

1a

1b

2a

2b

2c

Rooms

1N 02 - EDV

1N 10

1S 01 PC

1S 02 - W2

1S 03 - 2c

Department

<Selection>

Type

Lesson

Participants

Cost centre

Remark

Remark

E-Mail address

 An E-Mail will be sent as soon as the booking status is changed.

 Confirm booking immediately

Back

Book

Cancel

Actiunile si evenimentele de invatamant, care nu au fost cuprinse in orarul Untis, pot fi introduse in WebUntis drept activitati. Pentru aceasta trebuie sa apelati <Rezervare> | <Activitate noua> .

Particularitatea activitatilor consta in aceea ca nu trebuie alocate nici clase, nici materii si nici sali. In acest mod, un utilizator poate introduce in orar activitati extrascolare sau meditatii.

3.4.5.1 New lessons

It is also possible to create a new lesson WebUntis and then schedule periods using the <Additional periods>.

Open menu item <Lessons> | <New lesson> and specify teacher, subject and class for the lesson.

New lesson

Teacher

?	▲
Beernaert, Auguste	☰
Camus, Albert	
Compagnoni, Deborah	
Curie, Marie	▼


Subject

<Selection>	▼
-------------	---

Classes

1a	▲
1b	☰
2a	
2b	
2c	▼

Fr. - To:

9/3/2012	▼	-	6/30/2013	▼	
----------	---	---	-----------	---	--

Person in charge

admin	▼
-------	---

Department

<Selection>	▼
-------------	---

Type

Lesson	▼
--------	---

Remark

Optional text

E-Mail address

 An E-Mail will be sent as soon as the booking status is changed.

You will find the new lesson under <Lessons> | <My lessons>, where you can schedule additional periods, as described above.

3.4.6 Additional periods

Additional periods can be entered very quickly at the click of a button for existing lessons (i.e. transferred from Untis) or generally for existing activities. You will find the appropriate button under <Lessons> | <My lessons> and <Lessons> | <Daily lessons: Teachers>.

You need the 'change timetable' right for this.

Lessons for teacher Einstein, Albert on 19.09.2012

Teachers

Selection	Type	Prd.	Fr.	To	Class	Teacher	Subject	Type	Room	Class register	Teaching content
<input type="checkbox"/>		1	07:35	08:25	3a	EinAl	PC		1S.01.PC		
<input type="checkbox"/>		2	08:30	09:20		EinAl	Int				

Lessons Einstein, Albert

17.09.2012 - 21.09.2012

Teachers

L-No.	Class	Subject	Teacher	Prd.	Appointments	Students	Student groups	Reports
694			EinAl	0				
794			EinAl	0				
36300		Int	EinAl	5				
14600		SPR	EinAl	1				
2094	1a	BU	EinAl	0				
5100	2a	GSP	EinAl, GoiMa	2				
4400	2b	PC	EinAl	2				

Clicking on the <Additional period> button allows you to specify the time for the new period, with teacher and/or class conflicts being possible.

Selecting a room can further restrict the times available. Click on the desired start time for the additional period.

Additional period

Class 4a,4c
Teacher Einstein, Albert
Subject M

- Allow teacher-clashes
 Allow class-clashes

Rooms

- ES 03 - 1a
- ES 04 - 1b
- ES 05 - 2b
- ES 06 - 2a
- 1S 06 - 3a
- 1S 05 - 3b
- 1S 04 - 3c
- 1S 03 - 2c
- 2S 04 - 4c
- 2S 05 - 4b

Duration (in mins.)

60

Week

9/17/2012

Additional period x

Class 4a,4c
Teacher Einstein, Albert
Subject M
Room 1S 05 - 3b

Additional period on the Wednesday, 19.09.2012

Start time End time

Confirm booking immediately

Additional period on the

Day of the week	Date	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00
Monday	17/9														
Tuesday	18/9														
Wednesday	19/9														
Thursday	20/9														
Friday	21/9														

- The selected elements are available at these times.
- The selected elements are not available at these times.

Confirm the booking for the additional period. It will be displayed in all the relevant timetables as well as in the [<My bookings>](#) list.

3.4.7 Cautare de termene libere

Acordurile permit sa se stabileasca termene comune pentru mai multi profesori, clase si sali la care toate elementele participante sunt disponibile. Daca, de exemplu, doi profesori doresc sa faca un proiect in sala de festivitati cu cele doua clase de care raspund, selectati elementele necesare in meniul [<Rezervari>](#) | [<Acorduri>](#), si apoi actionati [<Cautare>](#). In rastrul de timp de mai jos momentele disponibile sunt afisate in verde. (vezi figura).

Search for possible appointments

Duration (in mins.) Select the class teachers with class selection

Teachers	Classes	Rooms
?	1a	2S 01 - ZS
Beernaert, Auguste	1b	2S 02 - W4
Camus, Albert	2a	2S 03 - W3
Compagnoni, Deborah	2b	2S 04 - 4c
Curie, Marie	2c	2S 05 - 4b
Dorfmeister, Michaela	3a	2S 06 - 4a
Dürer, Albrecht	3b	2S 10
Egger-Lienz, Albin	3c	2S 11
Einstein, Albert	4a	2SGLSchh5
Goitschel, Marielle	4b	2SSchh6
Gore, Al	4c	AuSchh1
Humboldt, Alexander v		Bib
Jelinek, Elfriede		EGLZG 1
Kostelic, Janica		EGLZG2
Lessing, Doris		EN 03 - Inf

Day of the week	Date	6:00 AM	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM
Monday	17/9											
Tuesday	18/9											
Wednesday	19/9											
Thursday	20/9											
Friday	21/9											

Search

Event on the Sep 17, 2012

Class 1a
Teacher Dürer, Albrecht, Einstein, Albert
Room Bib

Start time Duration (in mins.)

Subject

Person in charge

Remark

Optional text

E-Mail address

An E-Mail will be sent as soon as the booking status is changed.
 Confirm booking immediately

Book Cancel

Daca selectati una dintre suprafetele verzi din rastrul de timp, se deschide dialogul de introducere de informatii suplimentare pentru acorduri.

Introducerea se incheie prin actionarea butonului <Rezervare>. Acordul va fi afisat in toate orarele pentru clasele, profesorii si salile afectate.

3.4.8 Rezervarile mele

Lista <Rezervarile mele> in meniul <Rezervare> listeaza rezervarile dvs din saptamana selectata.

My bookings

22.10.2012 - 28.10.2012

Search Start search

Selection	Type	Status	Type	Room	Day	Date	Fr.	To	Periodicity	Remark	Students	Booked on	Booking
<input type="checkbox"/>				ES 10	Tue	23.10.2012	10:25	11:15	once (nonrecurring)	Change of rooms		05.07.2012 08:19:20	26
<input type="checkbox"/>				Pseu4	Tue	23.10.2012	10:25	11:15	once (nonrecurring)	Change of rooms		05.07.2012 08:21:15	28
<input type="checkbox"/>				1S 05 - 3b	Tue	23.10.2012	11:20	12:10	once (nonrecurring)			05.07.2012 08:19:43	27
<input type="checkbox"/>					Tue	23.10.2012	07:35	08:25	once (nonrecurring)			05.07.2012 08:18:54	25

4 Elements found, showing all Elements.1

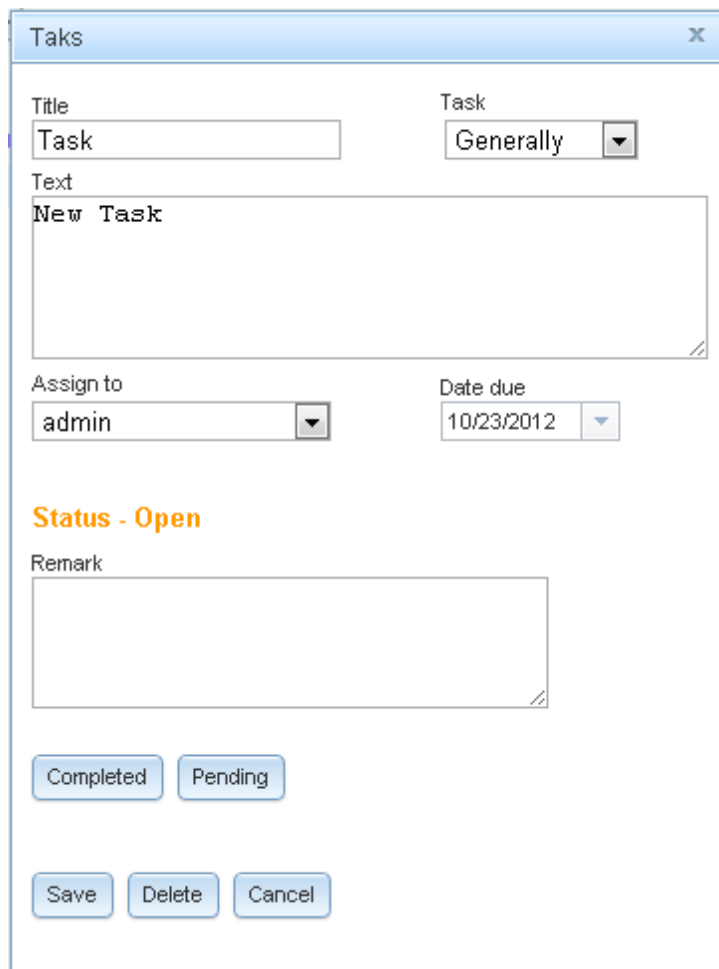
Details List of Bookings New Reports

Modul de lucru cu aceasta lista este explicat in capitolul 'Liste de rezervare'.

3.4.9 Tasks

In WebUntis tasks are considered to be general tasks distributed to the teaching staff. The range of tasks can for example include checking the contents of the first-aid kit or creating an invitation list for the school social.

Enter the task under menu item <Book> | <Tasks> with title, text, due date and task type. The task types are maintained by your administrator. The task must also be assigned to a user.



The screenshot shows a web form titled "Taks" with the following fields and controls:



- Title:** A text input field containing "Task".
- Task:** A dropdown menu set to "Generally".
- Text:** A large text area containing "New Task".
- Assign to:** A dropdown menu set to "admin".
- Date due:** A date picker set to "10/23/2012".
- Status:** A label "Status - Open" in orange text.
- Remark:** A large empty text area.
- Buttons:** Two buttons labeled "Completed" and "Pending" are positioned above three buttons labeled "Save", "Delete", and "Cancel".

Pending tasks will appear in the opening screen of the user concerned.

Today's messages: 23.10.2012  

No messages for today

My tasks

	Title	Status	Task	Text	Date due	From user
	Task	Open		Generally	New Task	23.10.2012 admin

You can set the task to 'Completed' by clicking on the <Edit> button. It will then no longer be displayed, and the user who created the task will be informed immediately by a message that the task has been completed.

4 Diriginte

Dirigintii au nevoie, prin natura activitatii, de functii care le depasesc pe cele ale unui profesor "normal". Aceste functii suplimentare sunt descrise in sectiunea urmatoare.

4.1 Ore condica deschise

Ore condica deschise

Open periods in class 1b

Fr. - 26.09.2012 Open periods: 29, Periods of the lesson: 29

Classes Teachers Entry

Selection	Teacher	Class	Subject	Date	Fr.	To	Type	Room	Class register
<input type="checkbox"/>	KosJa	1b	LFE	Mon	24.09.2012	07:35	08:25	ES 04 - 1b	 
<input type="checkbox"/>	DürAl	1b	LFE	Mon	24.09.2012	07:35	08:25	2S 03 - W3	 
<input type="checkbox"/>	KosJa	1b	GW	Mon	24.09.2012	08:30	09:20	ES 04 - 1b	 
<input type="checkbox"/>	NobAl	1b	FSA M/E	Mon	24.09.2012	09:20	10:10	ES 04 - 1b	 
<input type="checkbox"/>	KosJa	1b	FSA M/E	Mon	24.09.2012	09:20	10:10	ES 04 - 1b	 
<input type="checkbox"/>	SolAl	1b	D	Mon	24.09.2012	10:25	11:15	1S 02 - W2	 
<input type="checkbox"/>	MosAn	1b	D	Mon	24.09.2012	10:25	11:15	2S 03 - W3	 
<input type="checkbox"/>	LesDo	1b	BU	Mon	24.09.2012	11:20	12:10	ES 04 - 1b	 
<input type="checkbox"/>	NobAl	1a, 1b	BSK	Mon	24.09.2012	12:15	13:05	TE 01 Halle 1	 
<input type="checkbox"/>	WacAn	1a, 1b	BSM	Mon	24.09.2012	12:15	13:05	TU 01 Halle 2	 
<input type="checkbox"/>	EinAl	1b		Mon	24.09.2012	13:55	14:45	1N 02 - EDV	 
<input type="checkbox"/>	SutBe	1b	BE	Tue	25.09.2012	07:35	08:25	2S 01 - ZS	 
<input type="checkbox"/>	NobAl	1a, 1b	BSK	Tue	25.09.2012	08:30	09:20	TE 01 Halle 1	 

Aceasta functie este similara functiei <Ore deschise/profesor>, si care nu poate fi accesata numai de catre responsabilii de clase.

4.2 Ore lipsa scutite

De obicei orele lipsa sunt considerate "scutite" in cazul in care exista o cerere scrisa (continand motivul de scutire) depusa de catre persoana raspunzatoare de educatia respectivului elev sau chiar de catre elev, daca elevul este imputernicit in acest sens.

Scutirile pot sa aiba mai multe stari, ceea ce poate fi important pentru analize ulterioare sau pentru sedintele cu parintii. Daca trebuie modificata starea unei ore lipsa, intrati din menu la <Condica clasa> | <Ore lipsa> sau <Condica clasa > | <Absente> si actionati butonul <deschis> (

Absences

Class: 1b Student: - All - Search: Period: 9/24/2012 - 9/26/2012

Reason of absence: - All - Status: - All - Sorting: Class, Student, Date

Selection	Type	User	Student	Class	Cl-Tea	Fr.	To	Start	End	Reason	Status	Text
<input type="checkbox"/>		NobAl	Hartmann, Hanna	1b	NobAl	24.09.2012	24.09.2012	08:30	10:10		?	
<input type="checkbox"/>		NobAl	Schmitz, Julia	1b	NobAl	24.09.2012	24.09.2012	08:30	13:05		?	
<input type="checkbox"/>		NobAl	Schmitz, Julia	1b	NobAl	24.09.2012	24.09.2012	13:10	13:30		?	
<input type="checkbox"/>		NobAl	Zimmermann, Emma	1b	NobAl	25.09.2012	25.09.2012	08:30	09:20		?	

4 Elements found, showing all Elements. 1

New **Combine** Excuse

NobAl Schmitz, Julia 1b NobAl 24.09.2012 24.09.2012 08:30 13:30

In acest dialog se poate introduce motivul absentei.

Indicatie

diversele stari ale scutirilor sunt definite de catre administratorul condicii de clasa al scolii dvs.

4.3 Ore lipsa

Absenta, caracterizeaza in modulul "WebUntis condica clasei" absentele elevului in general. Astfel, elevul este de exemplu absent vineri 1.6.

"Orele lipsa" rezulta din absente. Ele numara acele ore in care elevul ar fi trebuit sa participe la un curs. Din absentele mentionate mai sus pentru vineri, ar putea rezulta, de exemplu, 3 ore lipsa concrete (adica 3 ore de curs considerate "ore lipsa").

Orele lipsa ale unei zile pot fi obtinute folosind functia <Condica clasa> | <Ore lipsa>.

Absence times

Class: - All - Student: - All - Status: - All - Period: 9/24/2012 - 9/27/2012

Absence times Latenesses

Student	Class	Date	Time	Subject	Teacher	Per of Abs	Min of Abs	counts	Reason of absence	Status
Meyer, Antonia	1a	Mon 24.09.2012	12:15 - 13:05	BSM	Wachter, Anita	1	50	<input type="checkbox"/>	ill	excused / 5
Schneider, Anna	1a	Tue 25.09.2012	08:30 - 09:20	BSM	Wachter, Anita	1	50	<input checked="" type="checkbox"/>	ill	excused / 5
Hartmann, Hanna	1b	Mon 24.09.2012	09:20 - 10:10	FSA M/E	Nobel, Alfred	1	50	<input checked="" type="checkbox"/>	ill	excused / 5
Hartmann, Hanna	1b	Mon 24.09.2012	08:30 - 09:20	GW	Kostelic, Janica	1	50	<input checked="" type="checkbox"/>	ill	excused / 5
Schmitz, Julia	1b	Mon 24.09.2012	09:20 - 10:10	FSA M/E	Nobel, Alfred	1	50	<input checked="" type="checkbox"/>	ill	excused / 5
Schmitz, Julia	1b	Mon 24.09.2012	08:30 - 09:20	GW	Kostelic, Janica	1	50	<input checked="" type="checkbox"/>	ill	excused / 5
Schwarz, Emily	1b	Tue 25.09.2012	08:30 - 09:20	BSM	Wachter, Anita	1	50	<input checked="" type="checkbox"/>	ill	excused / 5
Zimmermann, Emma	1b	Tue 25.09.2012	08:30 - 09:20	BSM	Wachter, Anita	1	50	<input checked="" type="checkbox"/>	private	?

Orele lipsa ale fiecarui elev (intr-un interval de timp oarecare) le puteti obtine la pozitia din meniul <Rapoarte>.

4.4 Inregistrari in condica clasei

Apeland <Condica clasa> | <Inregistrari condica> responsabilii clasei pot sa obtina o sinteza a tuturor inregistrarilor din cursul anului scolar. Se pot selecta numai anumiti elevi si se poate specifica intervalul de timp analizat

Class-register entries

Class: - All - Student: - All - Remark category: - All - Period: 9/3/2012 - 6/30/2013

Show deleted records

Selection	Type	Name	Class	Day	Date	Time	Subject	User	Remark category	Text
<input type="checkbox"/>		Bauer, David	1a	Mon	10.09.2012	13:51		admin	good cooperation	
<input type="checkbox"/>		Bauer, David	1a	Mon	10.09.2012	13:52		admin		shoots with paper
<input type="checkbox"/>		Hoffmann, Charlotte	1a	Mon	10.09.2012	13:52		admin	good cooperation	

3 Elements found, showing all Elements.1

New Delete Report Reports

- Class register entries per student
- Class register entries per class

La <Condica clasa> | <Rapoarte> se gasesc, in afara rapoartelor, *Inregistrari in condica pe elevi* si *Inregistrari in condica pe clasa*.



Incepand cu versiunea WebUntis 2010 se poate filtra pe categorii de inregistrari atunci cand se cauta anumite inregistrari in condica clasei










4.5 Apelul serviciilor clasei

In calitate de responsabil al clasei, puteti sa introduceti si serviciile clasei dvs. printre care putem enumera drept exemplu

Din <Condica clasa> | <Servicii clasa> ajungeti la o vedere de ansamblu a tuturor serviciilor definite pentru clasa al carui diriginte sunteti.

Class services

Class: Type: Period:  

Selection	Type	Service	Name	Class	Time	Text
<input type="checkbox"/>	 	 CR	Schmitz, Julia	1b	3.9.-30.6.	
<input type="checkbox"/>	 	 Officer	Hofmann, Greta	1b	24.9.-28.9.	
<input type="checkbox"/>	 	 Officer	Krüger, Gabriel	1b	24.9.-28.9.	

Class services 1b x

Student Fr.

Hartmann, Hanna To

Hofmann, Greta

Krüger, Gabriel

Lange, Jakob

Müller, Felix

Müller, Julian

Neumann, Anton

Schmitt, Jonas

Schmitz, Julia

Schröder, Emilia

Schwarz, Emily

Werner, Jonathan

Wolf, Carla

Zimmermann, Emma

Remark

O solutie alternativa de a ajunge la serviciile clasei este <Condica clasa> | <Clase>. La acele clase pentru care sunteti responsabil de clasa puteti sa deschideti detaliile pentru datele de baza, prin selectie

cu mouse-ul. De acolo ajungeti la fereastra de introducere de date pentru serviciile clasei folosind butonul <Servicii clasa>.

4.6 Scutiri

Daca un elev este scutit de un curs, scutirea poate fi introdusa la <Condica clasa> | <Scutiri>.

Exemption

Student
Baumann, Julian

Period
9/3/2012 - 9/3/2012

Day of the week
every day

Subject
BSM

Subject group
<Selection>

Start time
12:00 AM

End time
12:00 AM

Reason of exemption
medical certificate

Text
broken leg

Booked on 03.09.2012 11:41:51 from admin
Changed on 03.09.2012 11:42:26 from admin

Save Delete Cancel

Se pot introduce si scutiri, care se refera la toate orele de curs din anumite intervale de timp.

▲ Students in the lesson (15), Exemptions: 1

<input type="checkbox"/> ✓ Braun, Florian	<input type="checkbox"/> ✓ Krüger, Gabriel	<input type="checkbox"/> ✓ Müller, Julian	<input type="checkbox"/> ✓ Schmitz, Julia	<input type="checkbox"/> ✓ Werner, Jonathan
<input type="checkbox"/> ✓ Hartmann, Hanna	<input type="checkbox"/> ✓ Lange, Jakob	<input type="checkbox"/> ✓ Neumann, Anton	<input type="checkbox"/> ✓ Schröder, Emilia	<input type="checkbox"/> ✓ Wolf, Carla

Exemption
26.09.2012 - 03.10.2012 every day
GW

In exemplul de mai sus s-a specificat ca eleva Arielle poate sa paraseasca scoala la 13:30.

Motivele de absenta pot fi introduse de altfel in datele de baza. Istoricul modificarilor scutirilor poate fi vazut de catre administratori.

4.7 Generalitati




Majoritatea analizelor se gasesc grupate la pozitia de meniu <Rapoarte>. Aici puteti selecta diverse clase sau anumiti elevi.




Puteti limita analizele la o anumita zona temporala folosind campurile de data - Butonul <Intregul an scolar> (




Reports




Class: 1b Student: - All - Period: 10/1/2012 - 10/5/2012 Date



Absences Absence times Latenesses Only counting absences All students



Absence time per student    Per period - All - Without page breaks




Absence time per class    Per period - All - Sorted by students


Absence time per subject    General overview - All -


Absence days per class   

Exceedance of absence   more than 16 Periods of absence 4 Weeks




Exceedance of absence  




Absences without excuse    longer than 3 Days

Letter of excuse  Per period Grouped by weeks Show excused periods




Emergency list 




Class-register entries



Class register entries per student    - All -

Class register entries per class    - All - Sorted by students




Work report

Work report per day   


Daily overview class    Without page breaks

Weekly overview class    With absences




Examinations




Examinations   

Class register

Class register bookcover 

Teaching methods

Teaching methods    - All -

Statistic of the teaching method   

Pentru majoritatea rapoartelor aveti la dispozitie urmatoarele optiuni:



<lesire PDF>: genereaza raportul in format pdf.



<Iesire CSV>: Memoreaza datele in format csv (comma separated value).



<Iesire Excel>: genereaza un fisier Microsoft Excel.

Pentru unele rapoarte se pot folosi intarzieri:



Rezultatul utilizarii acestei optiuni se poate vedea in exemplul urmatoar:

Alte rapoarte gasiti la <Curs> | <Cursul meu> daca la un anumit curs actionati butonul <Rapoarte> .

4.7.1 Ore lipsa / elev

Acesta este un exemplu de raport pentru ore lipsa pe elev. Parametri sunt descrisi in sectiunea "Generalitati".

Date	Periods of Periods	Subject Prd.	Teacher	Reason of absence	ENr.	Done
Student: Krüger Gabriel, Class: 1b						
10/1/12	Mo 1	0:50 GW	KosJa			
Total	1	0:50	Total (integrating)	1	0:50	
Of those unexcused.	1	0:50	Of those unexcused.	1	0:50	

5 Drepturi speciale ale conducerii scolii

Conceptul drepturilor de utilizare ierarhice ale condicii clasei WebUntis prevede ca un profesor "normal" poate sa-si prelucreze propriul curs, un diriginte, in plus cursurile clasei "sale" iar conducerea scolii are acces la toate aceste date.

5.1 Imprimare condica clasa

In cazul in care, la sfarsitul anului trebuie arhivata condica clasei pe suport hartie, la <Rapoarte> | <Raport activitate> puteti gasi o gama de posibilitati de imprimare.

Majoritatea scolilor folosesc, pentru imprimarea condicii clasei, raportul "Centralizator zilnic - clasa".

Reports

Class Student Period

Absences Absence times Latenesses Only counting absences All students

Absence time per student Without page breaks

Absence time per class Sorted by students

Absence time per subject

Absence days per class

Exceedance of absence Periods of absence Weeks

Exceedance of absence

Absences without excuse Days

Letter of excuse Grouped by weeks Show excused periods

Emergency list

Class-register entries

Class register entries per student

Class register entries per class Sorted by students

Work report

Work report per day

Daily overview class Without page breaks

Weekly overview class With absences

Examinations

Examinations

Class register

Class register bookcover

Teaching methods

Teaching methods

Statistic of the teaching method

In multe cazuri se tipareste de asemenea si foaia de condica pentru clase.

6 Conducere scoala / secretariat

Conducere scoala / secretariat

6.1 Introducerea absentelor la secretariat

Anunturile de imbolnaviri ale elevilor pot fi introduse si dintr-un punct central cum ar fi, de exemplu, secretariatul.

Exemplu

Sa presupunem ca personalul secretariatului scolii preia informatiile privind imbolnavirile. Daca anuntul privind imbolnavigarea unui elev se face telefonic, atunci persoana care primeste anuntul trebuie sa selecteze din meniu comanda <Condica clasa> | <Absente>. Se afiseaza o lista de absente pentru perioada selectata care probabil la inceput este inca goala (

Absences

Class: - All - Student: - All - Search: [] Period: 9/24/2012 - 9/28/2012

Reason of absence: - All - Status: - All - Sorting: Class, Student, Date

Selection	Type	User	Student	Class	CI-Tea	Fr.	To	Start	End	Reason	Status	Text
<input type="checkbox"/>		SchAl	Meyer, Antonia	1a	SchAl	24.09.2012	24.09.2012	08:30	13:05		?	
<input type="checkbox"/>		NobAl	Schneider, Anna	1a	SchAl	25.09.2012	25.09.2012	08:30	09:20		?	
<input type="checkbox"/>		admin	Wagner, Ben	1a	SchAl	24.09.2012	24.09.2012	08:30	09:20	private	not accept. / 5	
<input type="checkbox"/>		NobAl	Hartmann, Hanna	1b	NobAl	24.09.2012	24.09.2012	08:30	10:10		?	
<input type="checkbox"/>		NobAl	Schmitz, Julia	1b	NobAl	24.09.2012	24.09.2012	08:30	13:05		?	
<input type="checkbox"/>		NobAl	Schwarz, Emily	1b	NobAl	25.09.2012	25.09.2012	08:30	09:20		?	
<input type="checkbox"/>		NobAl	Zimmermann, Emma	1b	NobAl	25.09.2012	25.09.2012	08:30	09:20		?	

7 Elements found, showing all Elements.1

[New] [Delete] [Combine]

New Absence [X]

Class: 2a Students (2a)
 [x] [v] Please select
 ✓ Hoffmann, Leonie (2a)

Fr.: 9/26/2012 To: 9/26/2012

Start time: 07:35 End time: 16:25

Reason of absence: <Selection>

Text: []

[Save] [Close]

Selectia clasei elevului se poate face simplu folosind lista derulanta "Clasa". Folosind butonul <Nou> (

New Absence
✕

Class

Students (2b)

✓ Jung, Mia (2b)

Fr.

To

Start time

End time

Reason of absence

Text

Introduceti mai intai clasa elevului in campul "Clasa" si selectati apoi elevul. Introduceti o data (estimata) de inceput si sfarsit a absentei si eventual alegeti un motiv de absenta potrivit. Memorati datele introduse cu butonul <Memorare>.

In pagina condicii clasei apare acum elevul ca "absent".

6.2 Rezervari pentru alti utilizatori

In unele scoli rezervarile se fac in secretariat. Cu un drept corespunzator, se pot face rezervari explicit pentru alti utilizatori. Aceasta are avantajul ca utilizatorii sunt afisati in orarele respective.

Enable booking for other teachers	✓ ✗	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Booking for other users	✓ ✗	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Booking 33 - Activity

Status: Confirmed

Date	Time	1S 06 - 3a
14.11.2012	07:35 - 08:25	Confirmed

Booked from user Sekr (office) ...

Booked on 05.07.2012 11:50:20 from Sekr
 Changed on 05.07.2012 11:53:07 from ComDe
 Confirmed on 05.07.2012 11:50:20 from Sekr

Teacher: All teachers: Subject:

... for teacher Deborah Compagnoni - booking for other teachers is possible ...

Assigned classes:

... the person in charge is user ComDe - Booking for other users.

Fr. - To: -

Department:

Amount:

Person in charge:

Type:

Participants:

Cost centre:

Remark:

Optional text:

E-Mail address:

An E-Mail will be sent as soon as the booking status is changed.

6.3 Lista de necesitate

În cazul producerii unor catastrofe, ex.: la evacuarea clădirii școlii, este important să existe o informație precisă pentru astfel de cauze și cine se găsește în clădirea școlii. Lista de necesitate, care poate fi apelată din <Condica clasă> | <Raportare> prin <Lista necesitate>, afișează elevii absenți pentru ziua curentă (resp. ultima lor oră).

Emergency list

12.10.2012 11:45

Class: 1a

Students: 15

Last period: HumAl - ME - EN 05 - MK

Student	Absent			Most recent period of absence		
	Fr.	To	Reason	Period	Subject	Teacher
Bauer David						
Becker Benjamin						
Fischer Anton						
Hoffmann Charlotte						
Klein Emil						
Koch Daniel	07:35	16:25		6 / 1:05 PM	GW	SchAl
Meyer Antonia						
Müller Alexander						
Richter Elias						
Schäfer Charlotte						
Schmidt Amelie						
Schneider Anna						
Schulz Carla						
Wagner Ben						
Weber Anton						

7 Administration

The following section deals with the administration of WebUntis.

If you are working with WebUntis for the very first time you will find a checklist in chapter 'Getting started'.

This is followed by chapters on [Basic settings](#) , [Importing student data](#) , [User administration](#) and the [Timetable](#) before modules [Class register](#) , [Agenda](#) and [Student](#) are explained.

The section concludes with [User tips](#) to assist you in using WebUntis.

7.1 Primii pași

Conectați-vă la WebUntis prin introducerea următorului URL în Web Browserul dvs: **http://<Server>:8080/WebUntis**

Dacă, de exemplu, aveți Tomcat și WebUntis pe același calculator cu adresa IP 10.0.0.100, atunci URL-ul va fi „http://10.0.0.100:8080/WebUntis”.

Acum ar trebui sa se afiseze pagina de autentificare a WebUntis. Introduceti numele scolii dvs, utilizator: admin si parola: admin.

Utilizatorul admin are in mod implicit toate drepturile.

Mai intai ar trebui sa schimbati parola utilizatorului admin. Pentru aceasta selectati <Profil> si apoi <Modificare parola>.

Urmatoarea actiune trebuie efectuata in fereastra <Administrare> | <Parametri>. Introduceti aici (daca este posibil) adresa IP sau numele serverului dvs de mail SMTP. In campul "Adresa de e-mail administrator" trebuie trecuta adresa de e-mail care se inscrie la rubrica expeditor in mesajele transmise de catre WebUntis. In campul "Adresa de e-mail planificator orare" introduceti adresa de e-mail a persoanei care trebuie instiintata in cazul aparitiei de erori la preluarea datelor.

Transmiterea datelor intre Untis si WebUntis se face partial asincron, ceea ce mareste importanta functiei de mail pentru transmiterea mesajelor de eroare la import de date .

Inainte de a defini si alti parametri, va trebui sa transferati datele din Untis in WebUntis.

7.1.1 Functii de alocare

In mai multe ferestre puteti sa alocati unui obiect atribute dintr-o lista. In exemplul de mai jos se alocă diverse sali obiectului „Raumgruppe - rg1' (grupa sali - rg1).

Pentru aceasta procedati intotdeauna in felul urmator:

Selectati salile dorite (cu <CNTRL>-clic) si apoi actionati butonul

Room-group Room group 1 (RG1)

Short name

Name

Assigned rooms

1N 02 - EDV

1S 01 PC

Remove

All rooms

1N 10

1S 01

1S 02

1S 03

1S 05 - 3b

1S 06 - 3a

1S 11

1S 12

1SGLSchh3

1SSchh 4

Assign

7.1.2 Utilizarea ferestrelor (liste)

Elementele de baza, precum si utilizatorii, grupele de utilizatori, restrictiile de timp si multe altele sunt intotdeauna afisate mai intai intr-o lista.

Rooms

Search Start search

Selection	Room	Full name	Person in charge	Room type	Department	Building	Capacity	Bookable	Active
<input type="checkbox"/>	1N 02 - EDV	Change Room 2			1	Main	25	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1N 10	Parents Room			1	Main	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1S 01 PC	Informatics Room			1	Main	30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1S 02 - W2	Class Room 2			1	Main	12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1S 03 - 2c	Class Room 2c			1	Main	20	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1S 04 - 3c	Class Room 3c			1	Main	20	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1S 05 - 3b	Class Room 3b			1	Main	20	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

45 Elements found, showing 1 to 7. [First/Next] [1](#), [2](#), [3](#), [4](#), [5](#), [6](#), [7](#) [Next/Last]

Daca in aceasta lista actionati <Prelucrare>, detaliile fiecarui element vor fi afisate pe o pagina proprie.

Daca doriti sa adaugati un nou element, actionati butonul <nou>. Ajungeti astfel pe o pagina proprie unde puteti introduce atributurile elementului. La confirmarea introducerii datelor in acest formular cu <Memorare>, programul se intoarce automat la afisarea listei.

Puteti naviga dintr-un ecran in altul folosind legaturile de la sfarsitul listei. Numarul de randuri care trebuie afisate pe o pagina, poate fi modificat in meniul de administrare - pozitia "Parametri".

Puteti sa stergeti elemente, prin marcarea lor in coloana 'Selectie' si actionarea butonului

Rooms Sorting

User defined sorting

Sequence	Room	Full name
<input type="text" value="1"/>	ES 03 - 1a	Class Room 1a
<input type="text" value="2"/>	ES 04 - 1b	Class Room 1b
<input type="text" value="3"/>	ES 05 - 2b	Class Room 2b
<input type="text" value="4"/>	ES 06 - 2a	Class Room 2a
<input type="text" value="39"/>	EGLZG2	Change Room
<input type="text" value="40"/>	ESchh2	Change Room
<input type="text" value="41"/>	1SGLSchh3	sports hall
<input type="text" value="42"/>	1SSchh 4	sports hall
<input type="text" value="43"/>	2SGLSchh5	
<input type="text" value="44"/>	2SSchh6	
<input type="text" value="45"/>	MAZG	

Puteti cauta un anumit element al carui nume scurt sau lung il cunoasteti, folosind campul 'Cautare'. La introducerea in campul 'Cautare' este suficient sa introduceti numai o parte a denumirii. In rezultatul cautarii sunt listate toate elementele care contin sirul de caractere introdus.

Elementele se pot sorta in mod temporar cu un clic in antet. Pentru o sortare permanenta, trebuie sa folositi butonul <Sortare> si apoi din nou clic pe antetul coloanei dupa care se doreste sortarea. Dupa confirmarea cu <Memorare> elementele vor pastra exact aceasta ordine la orice apel, imprimare sau afisare in liste de selectie (derulante).

Daca se defineste o sortare generala, dar anumite elemente cum ar fi sala de festivitati trebuie aduse la inceputul listei sortate, se poate modifica sortarea manual folosind campul "Succesiune".

7.2 Parametri de baza

Parametri de baza pot fi definiti folosind comanda din meniul de navigare <Administrare> | <Parametri>

Mai intai definiti acea limba, care va trebui folosita drept parametru initial pentru toti utilizatorii.

Indicati in plus

Settings

School name	<input type="text" value="WebUntis demo school"/>
Country	<input type="text" value=""/> ▼
Language	<input type="text" value="Austrian"/> ▼
Time zone	<input type="text" value=""/> ▼ Time: 10:00
Number of login-failures before account is blocked	<input type="text" value="8"/>
Duration the account is blocked [min]	<input type="text" value="0"/>
Session Timeout [min]	<input type="text" value="30"/>
Lines per page	<input type="text" value="7"/>
Display for the periods	<input checked="" type="radio"/> Number <input type="radio"/> Name
Show all periods of the lessons on the start page	<input type="checkbox"/>
Display week number in the main calendar	<input checked="" type="checkbox"/>
Publish news of the day as RSS feed	<input checked="" type="checkbox"/>
Untis' "Messages of the day" public	<input type="checkbox"/>
Offer the class only within the class's time range for selection	<input type="checkbox"/>
General filter for departments	<input type="checkbox"/>
Students may send messages only to their class teachers	<input type="checkbox"/>
Students may only see public news	<input type="checkbox"/>
E-Mail address administrator	<input type="text"/>
E-Mail address timetabler	<input type="text"/>
Mail server	<input type="text"/> <input type="button" value="Testmail"/> <input type="button" value="SMS Test"/>
SMTP User	<input type="text" value="admin"/>
SMTP Password	<input type="text" value="*****"/>
Use TLS for mail transmissions	<input type="checkbox"/>
Single Sign On	<input type="checkbox"/>
Logo	Upload photo Delete photo

Indicatie:

Aveti in vedere ca in campul 'Server mail' trebuie introdus un server de posta electronica. In caz contrar

introducerea adreselor de e-mail este inutila. Gruber&Petters nu ofera niciun server de e-mail.

Daca utilizatorului ii este alocat un cont de profesor, pe ecranul de intrare (dupa autentificare) se afiseaza acele cursuri care mai trebuie tinute de catre respectivul profesor in ziua curenta (urmatorul meu curs).

Optiunea *Afisarea tuturor orelor de curs pe pagina de start* determina afisarea tuturor cursurilor zilei curente .

7.2.1 Stirile zilei

Stirile ziilei sunt folosite pentru a afisa comunicari generale pe ecranele utilizatorilor WebUntis. Afisarea se face in fereastra principala direct dupa autentificarea utilizatorului.

Stirile pot fi introduse in pagina <Stirile zilei> in meniul <Administrare>. Pentru fiecare stire se pot introduce urmatoarele date:

7.3 Importul datelor elevilor

WebUntis primeste foarte multe din datele necesare din Untis. Daca datele elevilor nu sunt pastrate in Untis, ele trebuie importate din alte surse.

Daca Untis foloseste modulul Orar elevi sau planificare cursuri, atunci la exportul catre WebUntis se transmit si informatiile existente despre elevi si alocațiile acestora la cursuri. Elevii din clasele "normale" nu sunt insa gestionati in Untis, astfel incat acestia trebuie preluati din programul de gestiune a elevilor.

Pentru importul datelor elevilor, utilizatorul are nevoie de dreptul "Date de baza | Elev". Pe pagina <Date de baza> | <Elevi> se gaseste butonul <Import>.

7.3.1 Import

Importul elevilor este simplu si confortabil. Datele elevilor trebuie sa fie disponibile intr-un fisier de text (ASCII) in care campurile sunt delimitate printr-un separator uzual (ex. virgula, punct si virgula, tab).

Mandant	STUDENT_ID	Name	Longname	Forename	Class
7082	201	AlbrecMax	Albrecht	Max	2C m 0
7082	101	ArnoldEmm	Arnold Emma	4a w 0	
7082	102	BauerCha	Bauer Charlotte	4c w 0	
7082	202	BauerDav	Bauer David	1a m 0	
7082	203	Bauman Jul	Baumann Julian	2c m 0	
7082	103	BeckCar Beck	Carla 2c	w 0	
7082	204	BeckerBen	Becker Benjamin	1a m 0	
7082	104	BeckerCar	Becker Carla	4b w 0	

Lansati functia de import pe pagina <Date de baza > | <Elevi> .

Students

Class Search Calendar date is the reference date

Selection		Surname	First name	Birthdate	Sex	Class	Active	Short name	Entry date	Exit date	External Id	Text
<input type="checkbox"/>		Albrecht	Max		♂		<input checked="" type="checkbox"/>	AlbrecMax			201	
<input type="checkbox"/>		Arnold	Emma		♀		<input checked="" type="checkbox"/>	ArnoldEmm			101	
<input type="checkbox"/>		Bauer	Charlotte		♀		<input checked="" type="checkbox"/>	BauerCha			102	
<input type="checkbox"/>		Bauer	David		♂		<input checked="" type="checkbox"/>	BauerDav			202	
<input type="checkbox"/>		Baumann	Julian		♂		<input checked="" type="checkbox"/>	BaumanJul			203	
<input type="checkbox"/>		Beck	Carla		♀		<input checked="" type="checkbox"/>	BeckCar			103	
<input type="checkbox"/>		Becker	Benjamin		♂		<input checked="" type="checkbox"/>	BeckerBen			204	

165 Elements found, showing 1 to 7. [First/Next] [1](#), [2](#), [3](#), [4](#), [5](#), [6](#), [7](#), [8](#) [Next/Last]

Import School year: 2012/2013

Data source
 Students.txt

Character set

Call date for the class-assignment

Introduceti drept sursa de date fisierul care contine datele elevilor si actionati butonul <Import>.

Pe pagina din stanga se vor afisa detaliile primilor elevi. Identificati campurile folosind listele de selectie derulante. Inaintea importului memorati profilul sub un nume distinct pentru al refolosi daca este cazul.

7.3.2 Import profile

When import is launched you can define in the import profile which entry in the text file with the students corresponds to which parameters in WebUntis.

You can now give this import profile a name and select the separator for your text file. In the example above the separator would be the TAB character.

In the section underneath you will see all the entries available for a student in the export file on the left. There may well be entries here that you do not require and so these will not be imported.

Assignment

The left section now shows the entries in the first row of the text file (i.e. the first student or the header

row). Use the selection lists to identify the individual fields.

You know, for example, that the surname of the first student displayed is 'Angermayer'. Click on the selection box next to this name and set the parameter to 'surname'.

Import

Profile
 MyImport ▼

Name
 MyImport

Delimiter
 Tab ▼

Delimiter

Mandant

STUDENT_ID Key (external) ▼

Name Short name ▼

Longname Surname ▼

Forname First name ▼

Class Class ▼

use the class-alias

ignore first line

automatic ▼ Student identification

Make this assignment for all parameters that you wish to import into WebUntis.

Clicking on the <Save> button will save this import profile so that you do not have to perform assignment for a subsequent import. This does not yet import the student data.

Note: Headings

If you use headings in the text file, please check the option 'ignore first row'. This will prevent the headings from being imported as a student.

If the alias name of the class is used in the text file, you can also assign students to classes when the option is activated.

Import

Clicking one final time on the <Import> button imports the student data.

Note: Existing students

Existing students are synchronised with the import data. For this to happen, WebUntis must be able to uniquely identify a student. For this reason it is best to import a unique student ID. Every school administration system normally has such an ID.

You will now find the imported students under <Master data> | <Students>.

7.3.3 Alocarea imaginilor

Imagini elevi - alocare manuala

Se poate memora cate o imagine pentru fiecare elev sau student

O posibilitate de alocare este alocarea directa in pagina de date de baza a fiecarui elev.

Activati <Date de baza> | <Elevi> si actionati butonul <Prelucrare> pentru unul din elevi. Se va deschide pagina cu date de baza. Actionati butonul <Incarcare imagine>.

The screenshot shows the student profile for Carla Becker. The profile includes fields for Surname (Becker), First name (Carla), Short name (BeckerCar), External Id (104), Birthdate, and Sex (Female). An 'Active' checkbox is checked. A dialog box titled 'Import photo' is open, showing 'Data source' as 'Becker.jpg', 'Maximum width' as 0, and 'Maximum height' as 200. The dialog has 'Import' and 'Back' buttons. A red arrow points from the 'Upload photo' link (highlighted in a red box) to the 'Import' button in the dialog.

Indicati eventual latimea sau inaltimea maxima a imaginii si selectati fisierul de imagine folosind dialogul de deschidere de fisier obisnuit

Student Becker, Carla


Surname
 Active

First name

Short name

External Id

Birthdate Sex
 Female
 Male



[Upload photo](#)
[Delete photo](#)

Imaginea elevului se va afisa acum in pagina sa de date de baza:

Students

Class Search Calendar date is the reference date

Selection		Surname	First name	Birthdate	Sex	Class	Active	Short name	Entry date	Exit date	External Id	Text
<input type="checkbox"/>		Albrecht	Max		♂	2c	<input checked="" type="checkbox"/>	AlbrecMax			201	
<input type="checkbox"/>		Arnold	Emma		♀	4a	<input checked="" type="checkbox"/>	ArnoldEmm			101	
<input type="checkbox"/>		Bauer	Charlotte		♀	4c	<input checked="" type="checkbox"/>	BauerCha			102	
<input type="checkbox"/>		Bauer	David		♂	1a	<input checked="" type="checkbox"/>	BauerDav			202	
<input type="checkbox"/>		Baumann	Julian		♂	2c	<input checked="" type="checkbox"/>	BaumanJul			203	
<input type="checkbox"/>		Beck	Carla		♀	2c	<input checked="" type="checkbox"/>	BeckCar			103	
<input type="checkbox"/>		Becker	Benjamin		♂	1a	<input checked="" type="checkbox"/>	BeckerBen			204	

165 Elements found, showing 1 to 7. [First/Next] [1](#), [2](#), [3](#), [4](#), [5](#), [6](#), [7](#), [8](#) [Next/Last]

Imagini elevi - alocare automata

In listele de elevi (<Date de baza> | <Elevi>) aveti la dispozitie si functia <Import imagine>:

Foreign key
Short name
LastName_FirstName
LastName.FirstName

Pe pagina care se afiseaza dupa ce actionati butonul, puteti sa introduceti un fisier zip, care contine imaginile. Numele fiecarui fisier de imagine trebuie sa urmeze una dintre urmatoarele conventii:

1. Numele fisierului coincide cu numele scurt al elevului sau
2. Numele fisierului are formatul 'NumeFamilie_Prenume' sau
3. Numele fisierului este identic cu cheia externa a elevului in sistemul de gestiune a elevilor.

Import photo

Data source

Pictures.zip

Identification

Maximum width

Maximum height

7.4 User administration

All users must log in to WebUntis so that WebUntis knows what a user may and may not do. Rights are not assigned to individual users but to user groups. Each user must therefore belong to a user group.

Follow the sequence below in order to create all users with the appropriate rights:

- [Create user groups](#)
- [Assign user rights to the user groups](#)
- [Create users](#)

7.4.1 Drepturi

Drepturi

User groups

Search

Selection		User group	Standard	Max. Booking	Room-group	Rights
<input type="checkbox"/>		admin	<input type="checkbox"/>	0	---	Rights
<input type="checkbox"/>		Untis	<input type="checkbox"/>	0	---	Rights
<input type="checkbox"/>		user	<input type="checkbox"/>	0	---	Rights
<input type="checkbox"/>		teacher	<input checked="" type="checkbox"/>	0	---	Rights
<input type="checkbox"/>		student	<input type="checkbox"/>	0	---	Rights
<input type="checkbox"/>		administration	<input type="checkbox"/>	0	---	Rights
<input type="checkbox"/>		parents	<input type="checkbox"/>	0	---	Rights

12 Elements found, showing 1 to 7. [First/Next] [1](#), [2](#) [Next/Last]

Alocati drepturi diverselor grupe de utilizatori folosind <Administrare | Grupe utilizatori> .

Structura drepturilor folseste logica urmatoare:

Drept	Exemplu
da/nu	La afisarea cursului va aparea si campul de selectie a profesorilor (1)
Citire	Orarele claselor pot fi citite (vazute) (2)
Scriere	Datele de baza ale elevilor pot fi scrise (modificate) (3)
Introducere	Se pot introduce noi profesori in sistem (4)
Stergere	Grupele de sali pot fi sterse (5)
Duplicare	Randul in cauza poate fi duplicat cu + (6)

User rights admin

User-rights template additive

Right	Selection	Permitted access	All
		Yes	Rea
		Wri	Cre
		Del	
Timetable Class	Teacher	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Timetable Stude	Form advisor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Timetable Teacher	Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Timetable Room	Head office	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Timetable Resource	Headmaster	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Timetable Subject		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Overview-timetable Class		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Butonul <+> din ultima coloana este activ pentru unele drepturi (6). Butonul serveste la duplicarea

randului respectiv pentru alocarea altor drepturi "tuturor" elementelor in afara elevilor "proprii". Drept elevi proprii se inteleg, de exemplu, toti acei elevi pentru care un anumit profesor este definit ca diriginte. Un alt exemplu ar fi cursurile unui profesor - acestea sunt valorificate drept "datele lui".

Cele doua randuri de alocare a elevilor (7) pot fi interpretate astfel: Pentru elevii proprii, membrii acestei grupe de utilizatori pot sa citeasca (vada) si sa scrie (modifice) - Aceasta este semnificatia randului superior. Alocarile se pot citi (vedea) pentru toti elevii .

Marea majoritate a drepturilor sunt clare si nu au nevoie de explicatii. Vom descrie mai jos cateva drepturi speciale. Va rugam sa aveti in vedere ca in capitolul [Drepturi utilizare - Exemple](#) sunt prezentate exemple detaliate pentru rolurile uzuale si este explicat si modul de utilizare a *modelelor de drepturi* .

7.4.1.1 Timetables

You can assign read rights for each of the various types of timetable. By checking the 'All' box it is possible to extend available timetables to e.g. all teachers. Otherwise, only the timetable of the active teacher will be displayed.

Right	Selection		Permitted access				All
			Yes	Rea	Wri	Cre	
Timetable Class	✓	✗	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Timetable Student	✓	✗	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Timetable Teacher	✓	✗	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Timetable Room	✓	✗	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Timetable Resource	✓	✗	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Timetable Subject	✓	✗	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Overview-timetable Class	✓	✗	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Overview-timetable Teacher	✓	✗	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Overview-timetable Room	✓	✗	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Overview-timetable Resource	✓	✗	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>

7.4.1.2 Informatii despre ora

Acest drept ii permite utilizatorului sa introduca un text suplimentar pentru orele de curs. Textul poate fi apoi apelat in orar si ar putea fi folosit pentru informarea elevilor privind anumite particularitati ale orelor de curs.

7.4.1.3 Bookings

The rights shown below can be assigned when using the [Agenda](#) module.

Right	Selection	Permitted access					All	
		Yes	Rea	Wri	Cre	Del		
Make Reservation Room	✓ ✗	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		- All -
Book Room	✓ ✗	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		- All -
Make Reservation Resource	✓ ✗	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		- All -
Book Resource	✓ ✗	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		- All -
Booking in the past	✓ ✗	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	
Change rooms in regular lessons	✓ ✗	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	- All -
Timetable modification for bookings	✓ ✗	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+
Timetable modification	✓ ✗	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+
Enable booking for other teachers	✓ ✗	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	
Booking for other users	✓ ✗	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	
Lock bookings	✓ ✗	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	
Administration of bookings	✓ ✗	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	- All -

[Bookings for other teachers/users](#) are described in chapter School secretary.

7.4.1.4 Selectie profesor la curs

In mod normal, fiecare profesor poate sa vada numai propriul curs. Cu acest drept este totusi posibil sa poata sa vada si cursurile altor colegi..

7.4.1.5 Condica clasei

Fiecare profesor, care dispune de drepturile necesare, poate sa introduca pentru cursul propriu absentele, materia predata precum si orice alte date. Pentru folosirea zilnica a condicii aceste drepturi sunt suficiente.

7.4.1.6 Master data

Class, teacher, room and subject master data are created when data is transferred from Untis. You can create other master data when required.

Generating and editing master data is normally the task of the WebUntis administrator.

Right	Selection	Permitted access					All
		Yes	Rea	Wri	Cre	Del	
Master Data Class	✓ X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+
Master Data Student	✓ X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+
Master Data Student group	✓ X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+
Master Data Teacher	✓ X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+
Master Data Room	✓ X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Master Data Room-group	✓ X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Master Data Room type	✓ X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Master Data Resource	✓ X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Master Data Group of resources	✓ X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Master Data Type of resource	✓ X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Master Data Task	✓ X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Master Data Subject	✓ X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Master Data Subject group	✓ X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Master Data Department	✓ X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Master Data Building	✓ X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Master Data Holidays	✓ X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Master Data Reason of absence	✓ X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Master Data Excuse status	✓ X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Master Data Remark category	✓ X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Master Data Services	✓ X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Master Data Type of examination	✓ X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Master Data Teaching method	✓ X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Master Data Lesson-type	✓ X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Master Data Reason of exemption	✓ X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Master Data Teacher status	✓ X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Master Data Notenschema	✓ X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Master Data Reduction reason	✓ X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

7.4.1.7 Acces via Untis

Datele din WebUntis pot fi actualizate folosind Untis. Aceasta este important mai ales pentru reprezentarea corecta in orar a modificarilor la zi. Pentru realizarea transferului de date in Untis trebuie definit si un utilizator WebUntis care sa aiba drepturi de "Acces via Untis".

7.4.1.8 Course registrations

The student module allows registration to course for the next school year / term.

Right	Selection	Permitted access				All
		Yes	Rea	Wri	Cre Del	
Course administration	✓ ✗	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Course templates	✓ ✗	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> +
Course manager	✓ ✗	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> +
Course registration	✓ ✗	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>

7.4.2 Definirea grupelor de utilizatori

Fiecare utilizator trebuie sa se autentifice in WebUntis pentru ca WebUntis sa poata determina ce are voie si ce nu are voie sa faca respectivul utilizator.

Drepturile nu sunt alocate fiecarui utilizator in parte, ci grupelor de utilizatori. Din aceasta cauza, fiecare utilizator trebuie sa apartina de o anumita grupa.

La instalarea WebUntis se definesc urmatoarele grupe de utilizatori:

admin Grupa de administratori de sistem cu drepturi pentru parametrizarea si gestiunea tehnica a sistemului.

untis Grupa de utilizatori care pot sa transfere date din Untis.

user Grupa de utilizatori standard (pt. profesori).

Definiti mai intai, din meniul de navigare - la <Administrare>, diverse grupe de utilizatori. Utilizatorii pot fi apoi alocati folosind functia de alocare din marginea inferioara a paginii.

New user group

Name <input type="text"/>	<input type="checkbox"/> Default user group
Max. number of open bookings <input type="text" value="0"/>	Booking possible until [days in advance] <input type="text"/>
Timetable until [date] in the past <input type="text"/> ▼	Timetable until [date] into the future <input type="text"/> ▼
Timetable until [weeks] in the past <input type="text"/>	Timetable until [weeks] into the future <input type="text"/>
Timetable until [days] in the past <input type="text"/>	Timetable until [days] into the future <input type="text"/>
<input type="checkbox"/> Users are not allowed to change the password	Room-group <input type="text" value="<Selection>"/> ▼
<input type="checkbox"/> Password is compulsory	
<input type="checkbox"/> May change the supervision teacher	
<input type="checkbox"/> May change the exam room	
<input checked="" type="checkbox"/> Allow specifying teachers in Webservice-timetable queries	
Session Timeout [min] <input type="text" value="0"/>	
Assigned users <input type="text"/>	All users <input type="radio"/> admin <input type="radio"/> AlbrechtMax <input type="radio"/> ArnoldEmm <input type="radio"/> BauerCha <input type="radio"/> BauerDav
<input type="button" value="Save"/> <input type="button" value="Save & New"/> <input type="button" value="Cancel"/>	

Puteti sa definiti urmatoarele atribute:

Grupa utilizatori standard

Aceasta grupa de utilizatori se foloseste atunci cand se defineste un nou utilizator. Din aceasta cauza intotdeauna poate fi definita numai o grupa de utilizatori drept grupa de utilizatori standard.

Numarul maxim de rezervari deschise (numai la WebUntis Termin)

Acest camp defineste numarul maxim de rezervari deschise pentru fiecare membru al grupei de utilizatori. Daca, de exemplu, nu sunt permise mai mult de 5 rezervari deschise, atunci cea de a 6-a rezervare este posibila imediat ce a trecut termenul rezervarii celei mai timpurii.

Rezervari viitoare pana la [zile] (numai pt. WebUntis Termin)

Cu acest camp puteti impiedica utilizatorii sa faca rezervari oricand. O valoare de 30 permite, de exemplu, rezervari numai in urmatoarele 30 de zile (calculate incepand cu data curenta)

Grupa sali

Dreptul de rezervare poate fi limitat si la anumite grupa de sali. Prin aceasta se determina rezervarea numai a salilor din grupa selectata.

Timp maxim de asteptare [min]

Timpul maxim de asteptare (timeout) este timpul dupa care un utilizator inactiv este deconectat in mod automat de la sistem. In timp ce acesta este definibil in cadrul parametrilor generali pentru toti utilizatorii, aici se pot defini timpi de asteptare diferiti pentru diverse grupe de utilizatori.

Utilizatorii nu pot sa schimbe parola

Parola definita de catre administrator nu poate fi schimbata de catre utilizator.

7.4.3 Definirea utilizatorilor

Fiecare utilizator are nevoie de un acces personalizat. Drepturile individuale ale fiecarui utilizator sunt rezultate din apartenenta acelui utilizator la o anumita grupa.

De ex. nu este suficient ca un profesor sa apara in lista de elemente de baza pentru profesori. El trebuie sa primeasca si o metoda de acces.

Celor mai multi utilizatori trebuie sa li se aloce si un rol. In prezent exista rolurile "profesor", "elev" si "necunoscut". Rolul de profesor determina, de ex., ce profesor corespunde unui anumit utilizator. Din aceasta alocare rezulta alte drepturi. Un utilizator alocat unui profesor are pentru cursul "sau" mai multe drepturi decat pentru cursul unui alt profesor.

Utilizatorii pot fi definiti folosind comanda de meniu: <Administrare> | <Utilizator>. Pentru fiecare utilizator trebuie introdus cel putin numele, grupa si limba in care trebuie sa se afiseze WebUntis dupa autentificare.

Users

User group Search ✓ ✗

Selection	User	Group	E-Mail address	Person	Department
<input type="checkbox"/>	✗ BeeAu	Lehrer		Beernaert	
<input type="checkbox"/>	✗ CamAl	Lehrer		Camus	
<input type="checkbox"/>	✗ ComDe	Lehrer		Compagnoni	
<input type="checkbox"/>	✗ CurMa	Lehrer		Curie	
<input type="checkbox"/>	✗ DorMi	Lehrer		Dorfmeister	
<input type="checkbox"/>	✗ DürAl	Lehrer		Dürer	
<input type="checkbox"/>	✗ EggAl	Lehrer		Egger-Lienz	

32 Elements found, showing 1 to 7. [First/Next] [1](#), [2](#), [3](#), [4](#), [5](#) [Next/Last]

(Utilizatorii pot fi importati si dintr-un fisier CSV (<Administrare> | <Utilizator>).)

Pentru un utilizator se pot defini attributele urmatoare:

7.4.3.1 Nume utilizator

Numele de autentificare in WebUntis

7.4.3.2 Parola

Parola utilizatorului. Introducerea parolei este optionala. Daca utilizatorului i se alocă o parola, atunci ea trebuie reintrodusa pentru verificare in campul "Reintroducere parola".

Definirea automata a parolelor.

WebUntis ofera o functie de definire a utilizatorilor din lista profesorilor (preluata din Untis).

Functia parcurge toti profesorii in WebUntis si defineste cate un utilizator pentru fiecare profesor folosind numele scurt. In acest proces, utilizatorii sunt alocati grupei de utilizatori standard, vor avea aceeasi limba de interfata conform parametrilor generali WebUntis si, daca exista, adresa de e-mail din Untis a profesorului.

Optional, campul de parola al noilor utilizatori poate sa ramana gol, sau se poate genera o parola aleatoare pentru fiecare profesor. Dupa definirea pe ecran, parolele pot fi imprimate sau memorate intr-un fisier.

7.4.3.3 LDAP

WebUntis suporta Lightweight Directory Access Protocol (LDAP).

7.4.3.3.1 Parametri

Die LDAP Einstellungen finden Sie unter <Administration> | <LDAP Einstellungen>

LDAP settings

Active	<input checked="" type="checkbox"/>
LDAP server URL	ldap://10.0.0.108:389/DC=grupet,DC=local
LDAP user	CN=ldap,CN=Users,DC=grupet,DC=local
LDAP password	*****
Referral	Standard
PatternDn for user search	
Userfilter	(&(objectClass=user)(sAMAccountName= {0}))
BaseDn for user search	OU=SBSUsers,OU=Users,OU=MyBusiness
LDAP mail attribute	mail
Mail bei jeder Anmeldung aus LDAP übernehmen	<input type="checkbox"/>
Create local user after successful authorisation	<input checked="" type="checkbox"/>
Role identification	Attribute
LDAP person role attribute	title
Person role	Teacher: teacher Student: student
Person identification	Attribute for last name and first name Single attribute with name fields
LDAP ID attribute	sn givenName
ID field	
Numeric comparison	<input type="checkbox"/>
Ignore upper/lower case	<input checked="" type="checkbox"/>
Default user group	teacher student

Save Test Cancel

Beispieleinstellungen für das Active Directory

Es folgt eine Beschreibung der einzelnen Felder.

aktiv : aktiviert die LDAP-Unterstützung

LDAP Server URL : URL für die Verbindung zum LDAP Server, z.B.

ldap://ldap.meineschule.at:389/dc=meineschule,dc=at

Wenn in der URL eine BaseDn angegeben wird, dann sind alle folgenden DN-Angaben relativ zu dieser BaseDn anzugeben.

LDAP Benutzer/Passwort : LDAP-Benutzer: Wenn für die LDAP-Abfrage ein Benutzer angegeben werden muss, können dessen Daten hier angegeben werden

Einstellungen für 1. - Authentifizierung von Benutzernamen und Passwort gegen ein LDAP-System

Für die Authentifizierung muss der Benutzername in der LDAP-Verzeichnisstruktur gefunden werden. Das kann entweder über eine direkte Angabe des Distinguished Name geschehen oder über eine LDAP-Suche.

-Angabe des Distinguished Name

Die Suchmaske wird im Feld „MusterDn für Benutzersuche“ angegeben, z.B. mit uid={0},ou=lehrer,ou=personen. {0} ist dabei der Platzhalter für den Benutzernamen, nach dem gesucht wird. Wenn der Benutzername etwa Goethe ist, dann sucht WebUntis das Benutzerkonto bei unseren Beispieldaten an der Stelle uid=Goethe,ou=lehrer,ou=personen,dc=meineschule,dc=at . Es können auch mehrere Suchmasken durch Leerzeichen getrennt angegeben werden. Achten Sie daher bitte darauf, dass innerhalb einer Suchmaske keine Leerzeichen vorkommen.

-LDAP-Suche

In diesem Fall wird eine LDAP-Suche nach dem Benutzerkonto ausgeführt. Im Feld „BaseDn für Benutzersuche“ wird die Ausgangsstruktur für die Suche angegeben, z.B. ou=personen,dc=meineschule,dc=at . Im Feld „Userfilter“ wird der Suchfilter nach LDAP-Syntax angegeben, z.B. (&(objectClass=person)(sn={0})). Wieder für den Benutzer Goethe würde WebUntis nach einem Eintrag suchen, der die Eigenschaft objectClass person hat und dessen Attribut sn gleich Goethe ist.

Authentifizierungsmethode: Derzeit wird nur die Methode Bind unterstützt. Die Authentifizierung erfolgt durch ein Bind mit den Benutzerdaten. Zukünftig könnte als weiteres Verfahren auch ein direkter Passwortvergleich unterstützt werden. In diesem Fall gibt das Feld „LDAP Passwort Attribut“ den Namen des Attributs mit dem Passwort an.

Das LDAP Mail Attribut gibt den Namen des Attributs an, aus dem die e-Mail Adresse des Benutzers genommen wird.

Einstellungen für 2. - Identifizierung und automatisches Anlegen eines Benutzers

Falls das dynamische Anlegen von Benutzern nicht gewünscht wird, kann dieses Feature mit der Option „Unbekannten Benutzer nach erfolgreicher Anmeldung anlegen“ ausgeschaltet werden. In diesem Fall ist ein Login nur für Benutzer möglich, die bereits in WebUntis angelegt wurden.

Die Rolle des Benutzers (Lehrer oder Student) kann entweder durch Vergleich mit einem Teil des Distinguished Name des Benutzers erfolgen oder durch Vergleich mit einem Attribut des Benutzers.

-Vergleich mit einem Teil des Distinguished Name

Im Feld Personenrolle (kann verschieden für Lehrer und Studenten sein) muss der Teil des Distinguished Name angegeben werden, der die Rolle identifizieren kann. Wenn die Lehrer z.B. einen Distinguished Name wie uid=Goethe,ou=lehrer,ou=personen,dc=meineschule,dc=at haben, dann wäre die Angabe in diesem Fall ou=lehrer. WebUntis sucht den Eintrag im Feld Personenrolle im DN und wenn er gefunden wird, ist damit die Benutzerrolle festgelegt.

-Vergleich mit einem Attribut

In diesem Fall wird im Feld Personenrolle der Eintrag, der die Rolle identifiziert eingegeben, z.B. lehrer. Im Feld „LDAP Personenrolle Attribut“ muss der Name des Attributs eingetragen werden, in dem die Rollenbezeichnung zu finden ist, z.B. rolle. Wird also bei einem Benutzer im Attribut mit dem Namen rolle die Bezeichnung lehrer gefunden, dann wird der Benutzer als Lehrer identifiziert.

Mit der Feststellung der Rolle können auch die Standardberechtigungen festgelegt werden. Dafür müssen für Lehrer bzw. Studenten Benutzergruppen angelegt werden. Beim Attributvergleich müssen

die Benutzergruppen gleich heißen wie der Eintrag im Feld Personenrolle. Beim Vergleich des Teil-DN müssen die Benutzergruppen wie der Werteteil des Eintrags heißen. Bei ou=lehrer, also auch lehrer. Wird keine passende Benutzergruppe in WebUntis gefunden, dann wird die Benutzergruppe mit dem Kennzeichen Standardgruppe zugeordnet.

Zur Identifizierung der Person selbst werden weitere Angaben benötigt. Diese Angaben können sich für Lehrer und Studenten auch unterscheiden. Identifizierung bedeutet, dass zum Benutzer ein passendes Stundenplanelement (Lehrer oder Student) gesucht wird.

Es gibt derzeit 3 Arten wie die Personenidentifizierung erfolgen kann.

-Einzelattribut

Diese Methode ist normalerweise die eindeutigste, weil nicht mit einem Namensvergleich gearbeitet werden muss. Sie wird aber nicht in allen Fällen möglich sein.

Hier wird ein eindeutiger Wert aus einem WebUntis-Feld der Person mit einem Wert aus einem Attribut der Person in LDAP verglichen.

Mögliche Felder in WebUntis sind:

id	Interne Id in WebUntis
name	Kurzname
longName	Familienname
text	Textfeld
externKey	Fremdschlüssel

Eines dieser Felder wird im Feld „Elementdaten ID Feld“ angegeben. Im Feld „LDAP ID Attribute“ wird der Name des Attributs in LDAP eingegeben.

Beispiel: Der Untis-Kurzname der Lehrer ist auch in LDAP in einem Attribut mit dem Namen kuerzel gespeichert. Im Feld „LDAP ID Attribute“ wird also kuerzel, im Feld „Elementdaten ID Feld“ name eingegeben.

-Attribut für Familienname und Vorname

Die Identifikation erfolgt bei dieser Methode nach dem Namen. Es müssen Familienname und Vorname in verschiedenen Attributen in der LDAP-Struktur stehen. Im Feld LDAP ID Attribute werden beide Attribut durch Leerzeichen getrennt eingegeben, zuerst das Attribut für den Familiennamen und dann für den Vornamen.

Wenn die Namen z.B. in den Attributen sn und givenName gespeichert sind, würden Sie sn givenName eingeben. WebUntis vergleicht dann die Inhalte dieser Felder mit den entsprechenden Namenseinträgen der Personen.

-Einzelattribut mit Namensfeldern

Wenn im LDAP-System die Namensbestandteile nicht in verschiedenen Attributen sondern nur in einem Attribut gespeichert sind, kann über diese Methode eine Identifikation erfolgen. Diese Methode ist die unsicherste und sollte nur als letzter Ausweg verwendet werden.

In diesem Fall muss es möglich sein, dass Vorname und Familienname aufgrund einer Maske, die im

Feld „LDAP ID Attribute“ eingegeben wird, unterschieden werden können. Im Feld „LDAP ID Attribute“ wird zunächst der Name des Attributes angegeben. Hinter einem Doppelpunkt folgt dann die Erkennungsmaske. In der Maske müssen die Platzhalter {s} für den Familiennamen und {f} für den Vornamen eingesetzt werden.

Wenn z.B. im Attribut cn der Name in der Form Newton Isaac steht, dann wäre die Eingabe im Feld „LDAP ID Attribute“ cn: {s} {f}

Für den Feldervergleich kann noch eingestellt werden, dass Groß-/Kleinschreibung berücksichtigt werden soll bzw. dass der Vergleich numerisch stattfinden soll. Die letztere Option kann wichtig sein, wenn der Identifier an sich numerisch ist, aber in einem System als Zeichenkette mit eventuellen führenden Nullen und im anderen System als Zahl gespeichert wird.

7.5 Alti parametri

Alti parametri

7.5.1 Parametri culoare

Parametri de culoare

Colours

Type	Foreground	Background
Free period	#000000	#eceded
Lessons	#000000	#f49f25
Not confirmed	#000000	#d7dd7a
Activity	#000000	#b0bc00
Blocked period	#000000	#b1b3b4
Holidays	#000000	#53aedd
Holidays (not bookable)	#000000	#a2d8f4
Room clashes	#000000	
Substitution	#000000	
Cancellation	#000000	
Foreign substitutions	#000000	
Changed element	#000000	
Shifting	#000000	
Special duty	#000000	#a781b5
Examination	#000000	#ffed00
Break supervision	#000000	#ea8ea3
Standby	#000000	#f49f25
Office hour	#000000	#f49f25



Save Default colours Cancel

Folosind functia <Administrare> | <Parametri de culoare> din meniu se pot defini diversi parametri de culoare pentru afisarea orelor in orar.

Butonul <Culori standard> determina revenirea la parametri de culoare initiali.

Pentru modificarea unei culori, selectati una dintre suprafetele de culoare din stanga de langa coloana prim-plan sau respectiv fundal. Puteti apoi sa selectati o noua culoare folosind fereastra de dialog care se afiseaza.

7.5.2 Formate orar

Puteti sa definiti diverse formate de orar folosind comanda <Formate orar> din meniul <Administrare>. Printre altele, puteti indica pentru fiecare format daca se foloseste rastul de timp Untis sau un rastu de timp liber, ce zile se afiseaza in orar si multe altele.

New timetable format

Name	default														
Timetable cell	<table border="1"> <tr> <td>Class</td> <td>Teacher</td> <td>Lessons</td> </tr> <tr> <td>Subject</td> <td>Room</td> <td>Break supervision</td> </tr> <tr> <td>Text</td> <td>???</td> <td>◀ ▶</td> </tr> <tr> <td colspan="2"></td> <td>▲ ▼</td> </tr> </table>	Class	Teacher	Lessons	Subject	Room	Break supervision	Text	???	◀ ▶			▲ ▼		
Class	Teacher	Lessons													
Subject	Room	Break supervision													
Text	???	◀ ▶													
		▲ ▼													

Pentru marirea / reducerea celulei de orar actionati unul din butoanele

Timetable element		x
Type of element	Subject	▼
Details	Short name	▼
Foreground colour		▼
Background colour		▼
Font size		
Delimiter between elements of the same type	,	
Maximum number of elements of the same type	3	

Available for public access	<input type="checkbox"/>
available for students	<input checked="" type="checkbox"/>
Show timetable for	<input checked="" type="checkbox"/> All days of the time grid <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
Show timetable (HH:mm)	from <input type="text" value="08:00"/> until <input type="text" value="18:00"/>
Time grid	<input checked="" type="radio"/> Untis time grid <input type="radio"/> 5 Min. <input type="radio"/> 10 Min. <input type="radio"/> 15 Min. <input type="radio"/> 30 Min. <input type="radio"/> 60 Min.
Display start and end time of each period	<input type="radio"/> Above <input type="radio"/> Below <input type="radio"/> Above and below <input checked="" type="radio"/> Do not display
Show lesson text	<input type="radio"/> Above <input type="radio"/> Below <input checked="" type="radio"/> Do not display
Show user	<input type="radio"/> Above <input type="radio"/> Below <input checked="" type="radio"/> Do not display
Show shift-details	<input type="radio"/> Above <input type="radio"/> Below <input checked="" type="radio"/> Do not display

Show lesson text if no subject is specified	<input type="checkbox"/>
Display elements which are to be substituted	<input type="checkbox"/>
Max. No. of activities in one cell next to each other (1-10)	<input type="text" value="5"/>
Combine activities in one cell (lists)	<input type="radio"/> Activities with the same start and end time <input type="radio"/> Only couplings <input checked="" type="radio"/> None
Combine equal consecutive periods	<input type="checkbox"/>
Show activity	<input checked="" type="checkbox"/> Unconfirmed bookings <input checked="" type="checkbox"/> Cancelled lessons <input type="checkbox"/> Foreign substitutions <input checked="" type="checkbox"/> Break supervisions <input checked="" type="checkbox"/> Room blockings <input checked="" type="checkbox"/> Standbys <input checked="" type="checkbox"/> Office hours
Period header	<input checked="" type="checkbox"/> Start time <input checked="" type="checkbox"/> End time <input type="checkbox"/> Period number <input type="checkbox"/> Period label
Period window	<input type="text" value="0"/> Min. height of the period [pixel] <input type="text" value="0"/> Min. width of the period [pixel]
Show horizontal lines	<input checked="" type="checkbox"/>
Link for the period details	<input checked="" type="checkbox"/>
Display the legend under the timetable	<input checked="" type="checkbox"/>
Deactivate custom-colours	<input checked="" type="checkbox"/>

Majoritatea posibilitatilor de parametrizare a formatului orarului nu au nevoie de explicatii suplimentare. Facem mai jos cateva observatii suplimentare pentru unele puncte:

7.5.3 Parametri orar

Posibilitati suplimentare de parametrizare se pot gasi la <Parametri orar> in meniul <Administrare>.

Standard settings for the timetable

Element	Public	Timetable format	Overview format
Class	<input checked="" type="checkbox"/>	default	default
Teacher	<input type="checkbox"/>	default	default
Subject	<input type="checkbox"/>	default	default
Room	<input type="checkbox"/>	default	default
Student	<input type="checkbox"/>	default	default
Resource	<input type="checkbox"/>	default	default

Department selection	<input type="checkbox"/>
Show details for public timetables	<input type="checkbox"/>

În cazul în care câmpul public este activat, se poate afișa orarul în WebUntis fără autentificare. Aceasta este util dacă doriți să puneți la dispoziția elevilor și părinților modificările curente fără a fi necesară declararea utilizatorului. Aveți în vedere că, dintre toate formatele afisabile, se afișează numai acele formate care au bifat câmpul "disponibil pentru acces public".

Standard settings for the timetable

Element	Public	Timetable format	Overview format	List of elements on the timetable page	Details
Class	<input type="checkbox"/>	default	default	<input checked="" type="checkbox"/>	Short name Short name Full name Full name (Short name) Name Short name (Form advisor-Short name) Full name (Form advisor-Full name) Alias name External Id Short name
Teacher	<input type="checkbox"/>	default	default	<input type="checkbox"/>	
Subject	<input type="checkbox"/>	default	default	<input checked="" type="checkbox"/>	
Room					
Student					
Resource					

Timetable 1a

Class: 1a Timetable format: default

1a 1b 2a 2b 2c 3a 3b 3c 4a 4b 4c

	Monday 15.10.12	Tuesday 16.10.12
07:35	1a SchAI	1a RenAu
08:25	LFE ES 03 - 1a	LFE 2S 02 - W4
		1a SchAI GW ES 03 - 1a

Folosind câmpurile din lista de elemente de pe pagina de orar și mesajele, puteți să definiți dacă și cum se afișează Quick-Link-urile deasupra orarelor. Definițiile din coloana "Afișare" se aplică și pentru câmpurile de selecție ale elementelor.

Show timetable

from [date]
 to [date]

weeks into the past
 weekst into the future
 days into the past
 days into the future

7.5.4 ICS formats

You can define personal ICS formats under <Administration> | <ICS formats> and assign WebUntis master data to particular ICS properties.

You can also specify her that consecutive lessons of the same type should be combined to form a block.

ICS Format myICSformat

Short name

myICSformat

Element	Properties	ICS property
Class	Short name	-
Teacher	Short name	-
Subject	Short name	Summary
Room	Short name	Location
Resource	Short name	Description

Combine equal consecutive periods

Note: Settings apply to all

Settings made under 'Administration | ICS formats' also affect iCal subscriptions.

7.6 Administrator - Condica clasei

Ca administrator al condicei clasei sunteti raspunzator de introducerea unor parametri initiali:

6. Motivele utilizate in scoala dvs pentru o eventuala eliberare de cursuri (la <Date de baza> | <Motive de eliberare>).

7. Formele de invatamant uzuale utilizate in scoala dvs. (grupuri de lucru, cursuri frontale etc.) (la <Date de baza> | <Forme de invatamant>).

În plus, de obicei, dirigintii nu au dreptul de a modifica datele de baza ale elevilor sau ale claselor. Astfel și dvs sunteți responsabil de întreținerea acestor date.

7.6.1 Date de baza

Date de baza

7.6.1.1 Clase

Dacă aveți drepturi pentru "Date de baza clase", deschideți lista claselor din meniul <Condica clasa> | <Servicii clasa>. Detaliile acelei clase pentru care sunteți înregistrat ca administrator se pot obține selectând numele scurt respectiv.

din această pagină puteți să introduceți serviciile claselor și să apăsați pagina de contabilizare clase prin intermediul butonului <Raport>.

Class Class 1a (1a)

Short name	School year	Fr.	To										
<input type="text" value="1a"/>	<input type="text" value="2012/2013"/>	<input type="text" value="9/3/2012"/>	<input type="text" value="6/30/2013"/>										
Full name	Alias name	Department											
<input type="text" value="Class 1a"/>	<input type="text"/>	<input type="text" value="<Selection>"/>											
Class level	Number of male students	Number of female students											
<input type="text" value="5"/>	<input type="text" value="11"/>	<input type="text" value="6"/>											
Text													
<input type="text"/>													
Class teacher	Class teacher												
<input type="text" value="SchAI"/>	<input type="text" value="<Selection>"/>												
Foreground colour	<input type="text" value="#000000"/>												
Background colour	<input type="text" value="#000000"/>												
<input checked="" type="checkbox"/> Absence-check													
<input checked="" type="checkbox"/> Teaching content is compulsory													
<table> <tr> <td>Class services</td> <td>15.10.2012 - 19.10.2012</td> </tr> <tr> <td>Class representative</td> <td>Schäfer, Charlotte</td> </tr> <tr> <td>Deputy class representative</td> <td>Wagner, Ben</td> </tr> <tr> <td>Class officer</td> <td></td> </tr> <tr> <td>Service</td> <td></td> </tr> </table>				Class services	15.10.2012 - 19.10.2012	Class representative	Schäfer, Charlotte	Deputy class representative	Wagner, Ben	Class officer		Service	
Class services	15.10.2012 - 19.10.2012												
Class representative	Schäfer, Charlotte												
Deputy class representative	Wagner, Ben												
Class officer													
Service													
<input type="button" value="Class register bookcover"/>		<input type="button" value="Class services"/>											
<input type="button" value="Save"/>	<input type="button" value="Delete"/>	<input type="button" value="Cancel"/>											

7.6.1.2 Elevi

Din meniu <Condica clasa> | <Elevi> ajungeti la lista elevilor clasei dvs. Intretinerea propriu zisa a acestor date, adica introducerea de date de detaliu (ex. data de intrare sau iesire) este preluata in caz normal de catre administratorul condicii clasei.

7.6.1.3 Subjects

You can define in subject master data whether a specific subject requires an *absence check* and a *teaching content entry*.

Subject German (DE)

Short name

 Active

Full name

Alias name

Text

Codes

Foreground colour

Background colour

- Absence-check
- Teaching content is compulsory

Assigned subject groups

All subject groups

7.6.1.4 Reasons of absence

Enter the usual absence categories for your school. These are assigned to student absences.

Reason of absence privat (privat)

Type of element

Short name Active

Full name

Absence counts

Absence is automatically excused with status

You can specify whether an absence with this reason of absence should count or not. It is also possible to define reasons of absence that result in an immediate excuse with the selected reason of absence.

7.6.1.5 Reasons of exemption

If a student is exempted from a lesson it can be entered under <Class register> | < [Exemptions](#) >. The associated reason of exemption can be defined here.

Reason of exemption medical report (medical report)

Short name Active

Full name

7.6.1.6 Excuse status

Use the excuse status to determine whether excuse for an absence was accepted or not.

Excuse status excused (excu.)

Short name
 Active

Full name

Excuse counts

7.6.1.7 Entry category

Class register entries can be assigned to different entry categories that can be specified here. An entry category can apply to individual students or to an entire class.

Remark category good cooperation (good cooperation)

Short name
 Active

Full name

▼

7.6.1.8 Types of exam

You can enter different types of exam.

Type of examination Test (Test)

Short name
 Active

Full name

Type of examination

- Written
 Oral

Unannounced exam

Foreground colour ▼

Background colour ▼

Maximum number of exams per student

Per day
 Per week
 Per time range within days
 Grouping

grades-schema

grades-schema ▼

Announced exam

If this option is checked examinations with this exam type will appear in the timetables. Uncheck the option if you wish to suppress the display in the timetables.

Maximum number

You can specify the maximum number of exams a student can be expected to take in each time period. Entries for grouping allow you to combine various types of examination. Enter the same number as examinations type for those you wish to combine. This number has nothing to do with the number of examinations. It merely serves to combine examination types.

7.6.1.9 Teaching methods

This is where you define the usual methods of teaching at your school (group work, chalk-and-talk etc.). Reports can subsequently be filtered using teaching method on possible criterion.

Teaching method work in groups (WG)

Short name
 Active

Full name


7.6.1.10 Services

A class teacher/form teacher will generally assign [class services](#) such as class representative or class prefect to each class.

Service class representative (CR)

Short name
 Active

Full name

Type 
 ▼

[Upload photo](#)

Standard Period
 ▼

Default time range

You can define a default time range for each service, e.g. 'weekly' for the class prefect of 'entire year' for the class representative.

Upload image

You can also change the icon by clicking on 'Upload image'.

7.6.2 Parametri pentru condica clasei

Parametri generali pentru condica clasei pot fi definiti din meniu <Condica clasei> | <Parametri> .

7.6.2.1 Introducere directa absenta prin bifare

Daca aceasta optiune este activata, atunci un elev se poate pune absent prin selectia bifei verzi din stanga numelui sau in lista de "Elevi la curs" afisata in fereastra de condica a clasei. In afara acestei selectii nu este nevoie de nicio alta operatie. Elevul este trecut automat absent fara motiv de absenta pentru ora de curs curenta.

7.6.2.2 Afisarea tuturor absentelor zilei

Daca un elev este absent dimineata pentru o ora, aceasta absenta este afisata si intr-o ora ulterioara (de ex. dupa amiaza) numai daca aceasta optiune este activata.

7.6.2.3 Settings – Lessons

You will find additional parameters for displaying and entering lessons under menu item <Lessons> | <Settings>.

General

This is where you define whether cancelled periods should be displayed in today's lessons or not.

Activities settings

General

Show cancelled periods in the day's lessons

Examinations

Admissible time range for exam entries

Permit room conflicts for exams

Transfer of exams to Untis until [days] into the future

Only transfer those exams affecting the cover schedule

Save

Back

Examinations

You can specify a date range in which it is allowed to enter examinations.

Specify whether room conflicts are allowed for examinations or not.

Examinations are exported to Untis in the same way as bookings. You can specify the time period for which you wish to export exams to Untis.

You can specify that only exams relevant for substitutions should be transferred to Untis.

7.7 Administrare (curenta) Web Termin

Administrare curenta Web Termin

7.7.1 Master data – Agenda

The following master data elements play a role in administering rooms and resources with the Agenda module:

- [Rooms](#)
- [Room groups](#)
- [Room types](#)
- [Buildings](#)
- [Departments](#)
- [Resource types](#)
- [Resources](#)
- [Resource groups](#)
- [Lesson types](#)

7.7.1.1 Intretinerea datelor pentru sali

Datele de baza ale salilor sunt preluate de obicei din Untis impreuna cu orarul. La <Date de baza> | <Sali> puteti sa completati datele de baza ale salilor cu atribute suplimentare, care pot fi folosite apoi drept criteriu de cautare.

Room class room 2c (1S 03 - 2c)

Short name 1S 03 - 2c <input type="checkbox"/> Active	Full name class room 2c	Alias name <input type="text"/>
Department S1	Building MB	
Room type <Selection>		
Text 1st floor	Person in charge <Selection>	
Capacity 20	Book no later then (min. bef. app. time) 0	
Area 0	<input checked="" type="checkbox"/> Booking possible	
	<input type="checkbox"/> Reservations only	
	<input type="checkbox"/> Supervision area	
	Type of resource - All -	
Resources	New resource Asia	Room-groups Room group
		New room-group Room group 1 Room group 2
Foreground colour #004080		
Background colour #00ff		
<input type="button" value="Save"/>	<input type="button" value="Delete"/>	<input type="button" value="Cancel"/>

7.7.1.2 Grupe de sali

Salile pot fi reunite in grupe la <Date de baza> | <Grupe sali>. Dreptul de rezervare poate fi apoi alocat separat acestor grupe de sali (in loc sa fie alocat tuturor salilor scolii).

Room-group Room group 1 (RG1)

Short name

Name

Assigned rooms

1N 02 - EDV
1S 01 PC

All rooms

1N 10
1S 02 - W2
1S 03 - 2c
1S 04 - 3c
1S 05 - 3b
1S 06 - 3a
1S 11
1S 12
1SGLSchh3
1SSchh 4

Save Delete Cancel

Figura arata exemplul unei grupe de sali (rg1 - SaliEtaj1), careia i s-au alocat salile de fizica, muzica, informatica si cele ale claselor 1a si 3a.









Alocarea salilor la grupele de sali poate fi facuta si la <Date de baza> | <Sali>.

7.7.1.3 Room type

You can define the room type under <Master data> | <Room type>. Room type can subsequently be used as a selection criterion for bookings.

Room type

Search

Selection		Name	Full name
<input type="checkbox"/>	 	Lab	Labor
<input type="checkbox"/>	 	CR	Class Room
<input type="checkbox"/>	 	SH	Sports Hall
<input type="checkbox"/>	 	MR	Music Room

4 Elements found, showing all Elements:1

7.7.1.4 Cladire

O scoala poate dispune de mai multe cladiri. Daca este cazul, introduceti la <date de baza> | <cladiri> diversele cladiri ale scolii pentru a putea limita mai tarziu cautarile de sali la nivel de cladire.

Building main building (MB)

Short name

Full name

Assigned rooms

1N 02 - EDV
1N 10
1S 01 PC
1S 02 - W2
1S 03 - 2c
1S 04 - 3c
1S 05 - 3b
1S 06 - 3a
1S 11
1S 12

All rooms

TE 01 Hall 1
TE 05 Gym1
TU 01 Hall 2
TU 05 Gym2
US 02 - K
US 03 - TW
VSL1

Alocarea salilor la o cladire poate fi facuta si in aceasta fereastra. O alta posibilitate o gasiti la <Date de baza> | <Sali>.

7.7.1.5 Departamente

Departamentele pot fi definite, sterse si modificate la <Date generale> | <Departamente>. In mod normal departamentele sunt preluate din Untis.

Department 1 (1)

Short name
 Active

Full name

Key (external)

Department

Person in charge

Assigned rooms

- 1N 02 - EDV
- 1N 10
- 1S 01 PC
- 1S 02 - W2
- 1S 03 - 2c
- 1S 04 - 3c
- 1S 05 - 3b
- 1S 06 - 3a
- 1S 11
- 1S 12

All rooms

- 1SGLSchh3
- 1SSchh 4
- 2S 01 - ZS
- 2S 02 - W4
- 2S 03 - W3
- 2S 04 - 4c
- 2S 05 - 4b
- 2S 06 - 4a
- 2S 10
- 2S 11

Save Delete Cancel

In WebUntis Termin salile se pot aloca departamentelor si din aceasta cauza se poate limita cautarea salilor la nivelul fiecarui departament. Atributele folosite pentru departamente sunt numele scurt si numele lung.

Alocarea salilor la un departament se face cu ajutorul functiei de alocare standard. Retineti ca si profesorii pot fi alocati departamentelor la <Date de baza> | <Profesor>.

7.7.1.6 Tipuri de resurse

Pe pagina <Date de baza> | <Resurse> puteti sa definiti tipurile de resurse. Ideea de baza este de a aloca anumite resurse concrete (de exemplu "pianina - Steinway" sau "pian de concert Bösendorfer")

unui anumit tip de resursa (ex. "pian").

Type of resource projectors (projectors)

Short name
 Active

Full name

Description

Assigned resources

- bad projector
- good projector

All resources

- Piano Bös.
- Piano Steinway
- Guitar
- Asia
- Europe
- America
- Africa
- Australia

In campul "Descriere" Puteti introduce un text explicativ .

7.7.1.7 Resurse

Noile resurse se pot defini la <Date de baza> | <Resurse>.

Resource good projector (good projector)

Short name Active

Full name

Type

Inventory number

Text

Person in charge

Resource of room / Location

 Booking possible Reservations only

Department


Building

Groups of resources

Available groups of resources

Types of resource

Search

Selection		Type of resource	Full name	Description	Active
<input type="checkbox"/>	 	Piano	Piano		<input checked="" type="checkbox"/>
<input type="checkbox"/>	 	projectors	projectors		<input checked="" type="checkbox"/>
<input type="checkbox"/>	 	Maps	Maps		<input checked="" type="checkbox"/>

3 Elements found, showing all Elements.1

Tipul descrie tipul de resursa al resursei. Alocarea se face cu ajutorul unui camp de selectie si este optional. In plus, puteti introduce optional un numar specific, de inventar, si un utilizator responsabil de respectiva resursa. O alocare fixa a resursei la o sala se poate efectua cu ajutorul campului "Resursa a salii". In plus, resursele pot fi alocate anumitor departamente sau cladiri.

Resursele pot fi alocate diferitelor sali. La cautarea salilor, tipul de resursa poate fi folosit drept criteriu de selectie.

Exemplu





Sa presupunem ca in scoala dvs exista doua piane (= tip resursa), un pian de concert Bösendorfer (=resursa 1) si o pianina (=resursa 2). Daca fiecare pian a fost alocat altei sali, in cazul unor eventuale repetitii ale corului, puteti sa cautati o sala libera cu pian.

7.7.1.8 Resource groups

You can assign individual resources to resource groups under <Master data> | <Resource groups>.

Groups of resources

Search

Selection		Group of resources	Full name
<input type="checkbox"/>	 	Geography	Geography
<input type="checkbox"/>	 	Instruments	Instruments

2 Elements found, showing all Elements.1

You can restrict a [user group](#) to specific resource groups for booking resources when setting [user rights](#).

Make Reservation Room	✓ ✗	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="All"/>
Book Room	✓ ✗	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="All"/>
Make Reservation Resource	✓ ✗	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="All"/>
Book Resource	✓ ✗	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="All"/>
Booking in the past	✓ ✗	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Change rooms in regular lessons	✓ ✗	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="All"/>
Timetable modification for bookings	✓ ✗	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="All"/>

Make Reservation Resource ✕



- geography
- musical instruments

7.7.1.9 Lesson types

Various lesson types can be defined under <Master data> | <Lesson types> such as presentations or seminars. [Activities](#) can be assigned to these lesson types.

Teaching methods

Search ✓ ✗

Selection		Teaching method	Full name	Active
<input type="checkbox"/>	 ✗	TC	teacher-centred teaching	<input checked="" type="checkbox"/>
<input type="checkbox"/>	 ✗	WG	work in groups	<input type="checkbox"/>

2 Elements found, showing all Elements:1

7.7.2 Parametri WebUntisTermin

Parametri WebUntisTermin

7.7.2.1 Rezervare / Inregistrare

WebUntis Termin ofera doua posibilitati diferite de rezervare a salilor:

1. Rezervari
2. Inregistrari

Fiecarui tip de rezervare ii corespunde un rand propriu in cadrul drepturilor de utilizare.

Details of the period	✓ ✗	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="All"/>
Make Reservation Room	✓ ✗	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="- All -"/>
Book Room	✓ ✗	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="- All -"/>
Make Reservation Resource	✓ ✗	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="- All -"/>

Prin rezervare se intelege o inregistrare curenta care urmeaza sa fie confirmata. Ea este activata de acei utilizatori care nu au dreptul sa faca inregistrari definitive. rezervarile apar in lista "Rezervarile mele" cu starea "Rezervat".

Retineti ca o sala poate fi rezervata din mai multe parti simultan dar ea poate fi inregistrata (rezervare

confirmata) numai o singura data. Un utilizator care are numai drept de "inregistrare" nu poate sa faca rezervari ci numai inregistrari.

In figura de mai jos a fost rezervata sala de festivitati pentru luni 26.5.

My bookings

15.10.2012 - 21.10.2012

Search Start search

Selection	Type	Status	Type	Room	Day	Date	Fr.	To	Periodicity	Remark	Students	Booked on	Booking
<input type="checkbox"/>			PR	ES 04 - 1b	Wed	17.10.2012	07:35	08:25	once (nonrecurring)			05.07.2012 15:15:20	34
<input type="checkbox"/>			VO	ES 05 - 2b	Mon	15.10.2012	08:30	09:20	every other week			20.03.2012 11:14:05	16

2 Elements found, showing all Elements: 1

Details List of Bookings ▾ New Reports

La prima autentificare a administratorului de sali, el va vedea la <Gestiune> | <Rezervari> toate inregistrarile confirmate sau nu. In plus, se vor afisa informatii suplimentare: In coloana "Exportat" se poate observa daca datele inregistrarii respective au fost deja transmise catre Untis. Starea acestui parametru poate fi modificata si manual si apoi memorata cu ajutorul butonului <Memorare>.

Administratorul va putea acum sa confirme sau sa respinga rezervarea.

Cu aceasta, starea rezervarii s-a schimbat. Acum avem de a face cu o inregistrare definitiva fapt despre care va fi informat si utilizatorul care a cerut-o.

Daca la inregistrarea rezervarii, utilizatorul a indicat adresa sa de e-mail, si a selectat optiunea "Informare prin e-mail la schimbare de stare", el va fi informat prin e-mail de aceasta confirmare

7.7.2.2 Blocaje temporare















Folosirea blocajelor temporare permite blocarea rezervarilor in anumite momente. Aceasta poate fi util, de exemplu, daca nu trebuie permisa efectuarea rezervarilor in timpul lucrului zilnic la planificarea suplinitilor (pentru care de multe ori trebuie modificate si salile). Dupa efectuarea modificarilor pentru suplinitiri, puteti prelua modificarile din Untis in sistemul WebUntis, WebUntis Termin devenind apoi din nou disponibil pentru utilizatori.

Trebuie introdusa ziua din saptamana precum si momentul de inceput si de sfarsit. Blocajele temporare se pot introduce din meniu <Administrare>.

In exemplul de pe pagina urmatoare se blocheaza sistemul de rezervari de luni pana vineri intre 7:50 si

8:10 (Perioada necesara planificarii suplirilor urgente).

Blocked times for bookings

Selection		Day of the week	Start time	End time
<input type="checkbox"/>	 	Monday	07:00	07:35
<input type="checkbox"/>	 	Tuesday	07:00	07:35
<input type="checkbox"/>	 	Wednesday	07:00	07:35
<input type="checkbox"/>	 	Thursday	07:00	07:35
<input type="checkbox"/>	 	Friday	07:00	07:35
<input type="checkbox"/>	 	Saturday	06:00	20:00
<input type="checkbox"/>	 	Sunday	06:00	20:00

7 Elements found, showing all Elements.1

7.7.2.3 Limitari pentru rezervari

Funcția <Limitari pt. rezervari> din meniul <Gestiune> va permite limitarea rezervarilor conform dorintelor dvs.

Booking restrictions

Only time grid-compliant bookings	<input type="checkbox"/>
Booking possible (HH:mm)	from 06:00 until 20:00
Bookings possible on	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
Bookings possible until (date dd.MM.yyyy)	
Possible booking period (days 1-365)	0
Confirmation only within [1-365] days of the booking	
Booking status is 'confirmed' by default	<input checked="" type="checkbox"/>
Default length for appointments [mins.]	30

Save Cancel

7.7.2.4 Blocaj sali

La fel ca in cazul blocajelortemporare puteti bloca rezervarea unor sali sau grupe de sali pentru anumite perioade de timp. Introducerea datelor necesare se poate face in acest caz folosind comanda din meniu de blocare sala. (<Administrare> | <Blocare sala>)

New blocking

Type	All rooms	
Fr.	10/17/2012	To
Start time	06:00	End time
Day of the week	every day	<input checked="" type="checkbox"/> continuous
Text		

Save Save & New Cancel

Blocajele pentru sali pot fi definite pentru sali independente, grupe de sali sau pentru toate salile.

Blocajele pentru sali sunt de obicei continue, adica de la momentul de inceput pana la cel de sfarsit, fara intrerupere.

Incepand cu versiunea 2011 este posibil sa se defineasca blocajele salilor astfel incat sa fie active numai intr-un anumit interval al zilei din perioada de blocare.

Fr.	To
<input type="text" value="10/17/2012"/>	<input type="text" value="10/17/2012"/>
Start time	End time
<input type="text" value="06:00"/>	<input type="text" value="20:00"/>
Day of the week	<input type="checkbox"/> continuous
<input type="text" value="every day"/>	

Aceste blocaje sunt posibile si pentru resurse. Ele sunt utile, mai ales daca aveti de facut, lucrari de intretinere regulate.

7.7.3 Webuntis Termin in functionare

Webuntis Termin in functionare

7.7.3.1 Worklist




Under <Book> | <Worklist> you will now see all the conflicts and incidents that need to be processed and which have already been completed with.

Reservation

A reservation can now be confirmed or rejected. A third option is changing the room where the lesson takes place.

Worklist

Conflicts Not confirmed Done

Reason	Date	Time	Class	Subject	Teacher	Room	User	Aktion	Book.-Nr.
ES 04 - 1b/Not confirmed	17.10.2012	07:35 - 08:25			BeeAu	ES 04 - 1b	admin	  	34

Callouts: Change room, Decline reservation, Confirm

Note: Reservations is split













If a reservation consists of several times, the booking will be split into several parts. This allows some bookings to be confirmed at some times and rejected at others.

Conflicts

The worklist will show a conflict if a room or resource is booked at the same time by two different events. There are three options available here, as well. You can change the room of the lesson, shift the lesson or cancel the lesson.

Worklist

Conflicts Not confirmed Done

Reason	Date	Time	Class	Subject	Teacher	Room	Us	Aktion	Book-nr.
ES 04 - 1b/Not confirmed	17.10.2012	07:35 - 08:25			BeeAu	ES 04 - 1b	admin	  	34
ES 03 - 1a/Conflict	15.10.2012	09:20 - 10:10	1a	FSA E/D	SchAl	ES 03 - 1a		  	
ES 03 - 1a/Conflict	15.10.2012	09:20 - 10:10	1a	FSA E/D	TomAl			  	
ES 04 - 1b/Conflict	18.10.2012	07:35 - 08:25	1b	FSA E/D	KosJa	ES 04 - 1b		  	

If team teaching takes place at your school, this should be entered back in Untis. Please also see the chapter [Team teaching](#) under [Untis users](#).

7.7.3.2 Blocare rezervare

Pot sa apara situatii in care nu este de dorit ca utilizatorii "normali" sa poata sa faca rezervari. Un exemplu este atunci cand, in calitate de administrator al salilor, lucrati pentru planificarea suplimentelor din ziua urmatoare si vreti sa planificati aceste suplimenturi.

In acest caz, puteti bloca sistemul cu functia <Blocare rezervari> din meniul <Gestiune>



Chiar si in cazul in care rezervarile sunt blocate toate celelalte functii ale sistemului pot fi inca utilizate (ex. Afisare orare).










7.7.3.3 Conflictive sali

Lista conflictelor din saptamana curenta poate fi vazuta actionand butonul <Conflictive sali> din meniul <Gestiune>.

Room clashes

Period

Room	Date	Fr.	To	Nr. Book.	Appointments
1S 01 PC	24.09.2012	07:35	08:25	2	
1S 01 PC	24.09.2012	08:30	09:20	2	
1S 03 - 2c	24.09.2012	08:30	09:20	2	
1S 04 - 3c	24.09.2012	07:35	08:25	2	
1S 05 - 3b	24.09.2012	07:35	08:25	2	
ES 03 - 1a	24.09.2012	09:20	10:10	2	
ES 03 - 1a	24.09.2012	10:25	11:15	2	
ES 04 - 1b	24.09.2012	09:20	10:10	2	
ES 06 - 2a	24.09.2012	09:20	10:10	2	

Detaliile fiecarui conflict sunt afisate, imediat ce se selecteaza legatura unui conflict.

Room clashes

Room	Book.-Nr.	L-No.	24.09.2012
1S 01 PC		8100	07:35-08:25
1S 01 PC		-8100	07:35-08:25

Room clashes

The following rooms are overbooked on the 24.09.2012.

Room	Book.-Nr.	L-No.	Fr. - To	06:00	07:00	08:00	09:00	10:00	11:00
1S 01 PC		8100	07:35 - 08:25						
1S 01 PC		-8100	07:35 - 08:25						

Un clic pe o legatura afisata pe fond rosu (in exemplul de mai sus pe 7.3) afiseaza intr-o fereastra de pop-up cauza exacta a conflictului:

Puteti sa rezolvati conflictul prin selectia legaturii de rezervare si modificarea rezervarii astfel incat conflictul sa dispara.

7.8 Modul student











Modul student

7.8.1 Modele curs

Modelele de curs sunt definite la <Cursuri> | <Modele curs>. Pentru a defini un nou model, actionati butonul <Nou> .

Course templates

From school year Subject Course categories

Selection		Name	Full name	Subject	Per	From school year	Level	Category
<input type="checkbox"/>	 	BIO 1	Biology 1	BU	2	2012/2013	10	NaWi
<input type="checkbox"/>	 	BIO 2	Biology 2	BU	2	2012/2013	11	NaWi
<input type="checkbox"/>	 	DE	German	D	2	2012/2013	10 - 12	Spr
<input type="checkbox"/>	 	EN	English	EH1	2	2012/2013	10 - 12	Spr
<input type="checkbox"/>	 	IT	Italian	Ital	2	2012/2013	10 - 12	Spr

5 Elements found, showing all Elements.1

Course template

Short name BIO 1	Full name Biology 1	
Subject BU	Person in charge admin	
Teachers ? Beernaert, Auguste Camus, Albert Compagnoni, Deborah Curie, Marie Dorfmeister, Michaela Dürer, Albrecht	From school year 2012/2013	Course categories languages natural sciences
Periods/week 2	Period length [min] 50	
From class level 10	To class level 10	
Content	Grading	Educational objectives
Remark	Costs	

În cadrul modelelor de curs se pot memora caracteristicile generale pe care trebuie să le aibă acele cursuri care se creează cu aceste modele.

7.8.2 Definiere cursuri

Spre deosebire de modelele de curs, cursurile sunt limitate la un an școlar. Aceasta rezultă în mod clar din faptul că studenții / elevii aleg unele cursuri concrete și astfel vor fi alocați acestora.

Definierea unui nou curs se face prin acționarea butonului <Nou> de pe pagina <Cursuri> | <Cursuri>.

Courses

School year	Class level	Course templates	Subject	Course cat
- All -	- All -	- All -	- All -	- All -

Selection	Name	Full name	Subject	Per	Adv. reg.	Wait list	Reg.	Max. part.	School year
<input type="checkbox"/>	BIO 1	Biology 1	BU	2	0	2	12	12	2013/2014
<input type="checkbox"/>	BIO 2	Biology 2	BU	2	1	0	0	25	2013/2014
<input type="checkbox"/>	DE1	German	D	2	0	0	0	25	2013/2014
<input type="checkbox"/>	DE2	German	D	2	0	0	1	25	2013/2014
<input type="checkbox"/>	DE3	German	D	2	0	0	0	25	2013/2014
<input type="checkbox"/>	DE4	German	D	2	0	0	1	25	2013/2014
<input type="checkbox"/>	IT	Italian	Ital	2	0	0	0	5	2013/2014

7 Elements found, showing all Elements. 1

In formularul afisat pentru acest scop, puteti modifica si completa cu informatii suplimentare toate atributele preluate din modelul de curs.

New course

Course template Biology 1

Short name BIO 1	Full name Biology 1
Subject BU	Person in charge admin
Teachers ? Beernaert, Auguste Camus, Albert Compagnoni, Deborah Curie, Marie	Status planned
	School year 2012/2013
	Semester Please select
	Course categories languages natural sciences

Periods/week 2	Period length [min] 50	Max. nr. of participants 25
From class level 10	To class level 10	Waiting list <input checked="" type="checkbox"/>

Content	Grading	Educational objectives
<div style="border: 1px solid gray; height: 40px;"></div>	<div style="border: 1px solid gray; height: 40px;"></div>	<div style="border: 1px solid gray; height: 40px;"></div>
Remark	Costs	
<div style="border: 1px solid gray; height: 40px;"></div>	<div style="border: 1px solid gray; height: 40px;"></div>	

Appointments

Cursul concret pentru un anumit an scolar se poate memora cu ajutorul butonului <Memorare>.

7.8.3 Editing courses

If you wish to edit a course, click on the <Edit> button the [course list](#) . You can now change or supplement all the fields that were available when you created the course. In addition to these fields you will also find the <participants> button.

Course BIO 1

Course template Biology 1

Short name

Subject

Teachers

?
Beernaert, Auguste
Camus, Albert
Compagnoni, Deborah
Curie, Marie

Periods/week

Period length [min]

From class level

To class level

Full name

Person in charge

Status

School year

Semester

Max. nr. of participants

Waiting list

Course categories

languages
natural sciences

[Participants](#)

Participants

You will see a list of participants together with their status (registered, standby, ...). This option allows you to change the list of participants.

Participant of course BIO 1

Max. nr. of participants 12
 Registrations 12
 Advance registrations 0
 Waiting list 2

✓ ✗ <Selection> ▾

Selection		Surname	First name	Sex	Class	Exit date	Registration-status	Course-choice category	Login time
<input type="checkbox"/>		1	Bauer	David	♂	1a		registered	---
<input type="checkbox"/>		2	Hofmann	Greta	♀	1b		on waiting list	---
<input type="checkbox"/>		3	Braun	Jonathan	♂	4a		registered	---
<input type="checkbox"/>		4	Busch	Elias	♂	4a		registered	---
<input type="checkbox"/>		5	Fischer	Mia	♀	4c		registered	---
<input type="checkbox"/>		6	Günther	Noah	♂	2c		registered	---
<input type="checkbox"/>		7	Haas	Leni	♀	3b		registered	---
<input type="checkbox"/>		8	Herrmann	Greta	♀	2a		registered	---
<input type="checkbox"/>		9	Lehmann	Sara	♀	3c		registered	---
<input type="checkbox"/>		10	Lorenz	Rafael	♂	2c		registered	---
<input type="checkbox"/>		11	Maier	Lena	♀	2a		registered	---
<input type="checkbox"/>		12	Müller	Maja	♀	2b		registered	---
<input type="checkbox"/>		13	Neumann	Anton	♂	1b		on waiting list	---
<input type="checkbox"/>		14	Schmid	Laura	♀	2a		registered	---

Change status: <Selection> ▾ Change course category: <Course-choice cate< ▾

Change course Register students Report Excel-Output Registration history Back

Change status

The upper selection box acts as a filter while you can use the lower box to change the status of students.

Change course

You can reassign students to a different course if a course has to be cancelled.

Register students

You can assign students to the course from the list of students. A check is made to ensure that the maximum number of participants is not exceeded.

7.8.4 Course selection categories

You can define various selection criteria under menu item <Courses> | <Course selection category> that students can choose when [registering of a course](#) .

Course-choice categories

Search

Selection		Name	Full name
<input type="checkbox"/>		ES1	Examination subject 1
<input type="checkbox"/>		ES2	Examination subject 2

2 Elements found, showing all Elements.1

7.8.5 Registering for courses

Since students themselves can register for courses, the process is described in the [Students](#) section under [Student module for students](#).

Courses per student

As administrator it is possible for you to select menu item <Courses> | <Courses per student> for a particular student and view which courses he/she has selected and what the status of the selection is.

Courses per student

Classes Students

Name	Full name	Subject	Per	Status	Course-choice category	Adv. reg.	Reg.	Max. part.	School year	Semester	Level	Teachers	Appointments	Category
BIO 2	Biology 2	BU	2	advance registration		1	0	25	2013/2014		11	ComDe		nature
DE2	German	D	2	registered		0	1	25	2013/2014		10 - 12	DürAl		lang
BIO 1	Biology 1	BU	2	on waiting list		0	12	12	2013/2014		10	CamAl	Mon-07:35	nature
DE4	German	D	2	registered		0	1	25	2013/2014		10 - 12	CamAl		lang

4 Elements found, showing all Elements.1

Reports

You will find the above-mentioned list, a course participants list and a course overview under menu item <Courses> | <Reports>. These reports can be filtered by various criteria.

Reports

School year Class level Class Student

Courses

- Course overview
- Course overview Registration figures
- List of participants No courses without registrations.
- Course list per student

7.8.6 Interval de inscriere - renuntare

Coordonatorul cursurilor stabileste anumite intervale de timp de inscriere. Intervalele de inscriere sunt valabile in mod global pentru intreaga scoala. Cand intervalele de inscriere sunt inactive, atunci este inactiva si inscrierea la curs.

Acelasi lucru este valabil si pentru renuntari, pentru care trebuie definit de asemenea un interval propriu.

Time frame for course registrations

Short name	<input type="text" value="TR"/>		
Full name	<input type="text" value="time to register"/>		
Permitted registration-status	<input type="text" value="Register"/>		
Fr.	<input type="text" value="3/23/2012"/>	To	<input type="text" value="3/29/2012"/>
Start time	<input type="text" value="07:00"/>	End time	<input type="text" value="17:00"/>

Changed on 27.03.2012 09:42:40 from admin

7.8.7 Transfer date in Untis

Datele de inscriere la cursuri sunt transferate apoi prin interfata normala Untis/WebUntis in modulul planificare cursuri al Untis .

7.9 Indicatii de utilizare

Indicatii de utilizare

7.9.1 Date an scolar

La primul transfer de date efectuat pentru fiecare an scolar, WebUntis preia informatiile despre inceputul si sfarsitul acelu an scolar din datele Untis.

Dupa realizarea acestui transfer de date, datele anului scolar din Untis si WebUntis trebuie sa ramana identice. Aceasta inseamna ca nu mai puteti modifica in mod arbitrar anul scolar in Untis.

7.9.2 Schimbare an scolar

Un nou an scolar poate fi definit prin transferarea datelor de orar din Untis in WebUntis. Nu este nevoie de nici o operatie suplimentara. Noul an scolar este disponibil in WebUntis imediat dupa transferul din Untis.

Pentru ca sa fie utilizabila si in noul an scolar, in condica clasei in format electronic trebuie importate acum datele elevilor valabile pentru noul an scolar - in special cele relative la alocarea reala a elevilor la fiecare clasa.

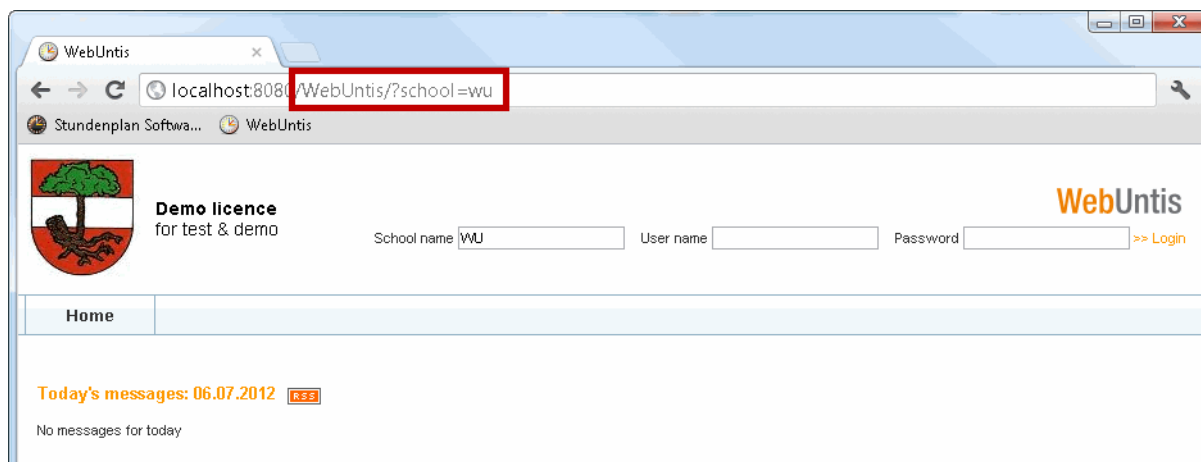
Apoi trebuie alocati, bineinteles, elevii diverselor cursuri.

In acest context, trebuie mentionat ca exceptand clasele si rastrul de timp, totalitatea datelor (de baza) sunt reutilizabile in fiecare an. Adica sala 'TS1' care a fost definita in anul 2011/12 va exista si in anul scolar 2012/13.

7.9.3 Quick launch

You can set the URL of your browser in such a way that users automatically find the name of the school already entered. They then only have to enter their user name and password.

To do this, simple add '?school= <your_school_name>' to the end of the address. Our example shows the entry for school 'WU' on server 'urania'.



7.9.4 Schimb. clasei in timpul anului scolar

Din cand in cand elevii schimba clasa in timpul anului scolar. In astfel de cazuri trebuie sa procedati in felul urmat:

Deschideti lista de elei din <Date de baza> | <Elevi> si apoi actionati <Prelucrare> pentru elevul cautat. Se va deschide pagina de date de baza pentru elevul cautat.

Student Köhler, Ben

Surname
 Active

First name

Short name

External Id



[Upload photo](#)
[Delete photo](#)

Birthdate

 Sex
 Female
 Male

Entry date

 Exit date

Class

Actionati aici butonul <Modificare clasa>. Selectati noua clasa, data de la care trebuie sa se schimbe clasa si actionati apoi butonul <Continuare>.

Change of class for Köhler

New class

Start date

Class	Start date	End date
3a	03.09.2012	30.06.2013

Selectati acum grupa de elevi in care trebuie sa intre respectivul elev si actionati "Memorare".

Change of class for Köhler

New class Köhler, Ben beginning with 26.09.2012

Select the new student groups for the student



Selection	Name	Classes	Subject
<input type="checkbox"/>	BE_3b	3b	BE
<input checked="" type="checkbox"/>	BE_3b	3b	BE
<input type="checkbox"/>	BSK_3b3c	3b, 3c	BSK
<input checked="" type="checkbox"/>	BSK_3b3c	3b, 3c	BSK

Back Save Cancel

Daca in loc de <Memorare> ati actionat <Intrerupere>, va trebui sa alocati elevul grupei de elevi dorite mai tarziu folosind <Curs> | <Curs clasa>.

7.9.5 Renuntarea la un curs in timpul anului.

Daca un elev renunta in timpul anului la un curs, va trebui modificata grupa de elevi pentru acest curs.

Exemplu:

Elevul Pongo renunta la cursul de religie al clasei 3c.

Selectati <Curs> | <Curs clase> si clasa 3c a elevului Pongo.

Lessons Class 3a

22.10.2012 - 26.10.2012

Classes 3a

L-No.	Class	Teacher	Subject	Prd.	Appointments	Students	Student groups	Reports
8500	3a	KosJa	BE	1				
10200	3a, 3c	NobAl	BSK	2				
10202	3a, 3b, 3c	SutBe	BSM	2			()	
5200	3a	MicAl	BU	2				

Temporary course reversal Student-Group-Assignment Report Matrix of absent days Student-lesson-matrix ▼

La cursul dorit, selectati simbolul pentru grupa de elevi.

Students in the student group BSK_3a3c

Class: 3a, 3c

Selection		Surname	First name	Sex	Class	Catalogue number	Fr.	To	T
<input type="checkbox"/>	1	Böhm	Sophia	♀	3a	0			
<input type="checkbox"/>	2	Jäger	Carla	♀	3a	0			
<input type="checkbox"/>	3	Koch	Charlotte	♀	3a	0			
<input checked="" type="checkbox"/>	4	Köhler	Ben	♂	3a	0		10/21/2012	
<input type="checkbox"/>	5	Kramer	Antonia	♀	3a	0			
<input checked="" type="checkbox"/>	6	Kraus	Alexander	♂	3a	0			
<input checked="" type="checkbox"/>		Martin		♂		0			

Introduceti acum o data finala pentru pentru elevul Pongo si confirmati apoi folosind butonul <Memorare>. Cu aceasta, elevul Pongo nu va mai participa la cursul de religie al clasei 3c incepand cu 1.4.

7.9.6 Limited change of lessons

It sometimes happens that an entire class participates in a school event over several days such as a skiing course or a class trip with the exception of a few individual students who do not participate and are thus assigned to different lessons for the duration of the event where they can be supervised.

The procedure is described below:

Untis

The Untis (cover) scheduler makes the necessary entries in the Untis file (absences or events) and transfers the data to WebUntis.

Time period

In WebUntis, the class in question is called via <Lessons> | <Classes> (class 2a in our example). Click on the <Limited change of lesson> button and set the time period.

Lessons Class 2a

22.10.2012 - 26.10.2012 Classes 2a

L-No.	Class	Teacher	Subject	Prd.	Appointments	Students	Student groups	Reports
7900	2a	TomAl, SutBe	BE	2				
10100	2a, 2b	CamAl	BSK	3				
10102	2a, 2c	SutBe	BSM	3				
3700	2a	KosJa	PI					
38300	2a	WolAr	R					
6700	2a	CamAl	SI					
4800	2a	GoiMa	TW	2				
4801	2a	WenHa	TXW	2				

Fr. 10/22/2012 To 10/28/2012

Next Cancel

Temporary course reversal Student-group-allocation Report Matrix of absent days Student-lesson-matrix

Students

Now select the students (in our example, Huber Lisa and Krause Klara) who are to be assigned to other lessons and also the target class (in our example, class 3b) which the students are to attend in the time period.

Temporary course reversal for students

Please select the students

Class 2a

Student

- Herrmann, Greta
- Hoffmann, Leonie
- Huber, Lisa
- Kaiser, Luca
- Köhler, Leni
- König, Lina
- Krause, Klara
- Lehmann, Lara
- Maier, Lena
- Mayer, Louisa
- Meier, Klara
- Müller, Leon

Temporary course reversal for students

Please select the target class

Class 3b

Back Next Cancel

Back Next Cancel

Lessons

Now select the lessons that the students are to attend (individual assignment to a student group, for

example in the event of split lessons, will take place later).

Temporary course reversal for students

Please select the lesson(s)



Selection	Class	Teacher	Subject	Prd.	Student groups
<input checked="" type="checkbox"/>	3b	RenAu	BE	1	
<input checked="" type="checkbox"/>	3b, 3c	SchAl	BSK	2	
<input checked="" type="checkbox"/>	3a, 3b, 3c	SutBe	BSM	2	
<input checked="" type="checkbox"/>	3b	ComDe	BU	2	
<input checked="" type="checkbox"/>	3a, 3b	RenAu	D	3	
<input checked="" type="checkbox"/>	3a, 3b	MosAn	D	3	
<input checked="" type="checkbox"/>	3b, 3c	CurMa	D	3	
<input checked="" type="checkbox"/>	3b	MeaAn	EH1	3	
<input checked="" type="checkbox"/>	3b	MeaAn	EH2	3	
<input checked="" type="checkbox"/>	3b	MicAl	EInf1	1	
<input checked="" type="checkbox"/>	3b	MicAl	EInf2	1	
<input checked="" type="checkbox"/>	3b	RenAu	FSA D/M	1	

Student groups

Each lesson in the target class (3b) now has at least two student groups. The first (without parenthesis) contains the usual students of class 3b while the second (with parenthesis) contains the students from class 2a. The second student group is limited exactly to the selected time period.

Lessons Class 3b

22.10.2012 - 26.10.2012 Classes: 3b

L-No.	Class	Teacher	Subject	Prd.	Appointments	Students	Student groups	Reports
8600	3b	RenAu	BE	1			(0)	
10201	3b, 3c	SchAl	BSK	2			(0)	
10202	3a, 3b, 3c							
4000	3b							
1801	3a, 3b							
1802	3a, 3b							
1803	3b, 3c							
10800	3b							

Student group of the lesson 8600

Teacher: RenAu, Subject: BE, Class: 3b

Assigned	Name	Classes	Subject	Fr.	To	Students
<input checked="" type="checkbox"/>	X BE_3b	3b	BE			
<input checked="" type="checkbox"/>	X BE_3b	3b	BE	22.10.2012	28.10.2012	

New Save

Students in the student group BE_3b

Class: 3b

Selection		Surname	First name	Sex	Class	Catalogue
<input checked="" type="checkbox"/>	1	Huber	Lisa	♀	2a	0
<input checked="" type="checkbox"/>	2	Krause	Klara	♀	2a	0
<input type="checkbox"/>	3	Brandt	Lisa	♀	3b	0

If you wish to assign these 'guest students' to another special group for split lessons, you must edit the appropriate [student group](#) .

It is now assured that the students unable to participate in the multi-day event can still be entered in the class register.

7.9.7 Several schools

In some cases it is necessary to combine several Untis data sets to form one WebUntis 'school'. This is the case, for example, when





- the school is organised into departments and the individual departments create their own timetables independently of each other, or
- various types of school at one location (e.g. primary and secondary schools) schedule their timetables independently of each other, and

you wish to represent the entire institution in WebUntis.

The individual 'Untis' schools must be defined as departments with an external key **before the first import of master data** :

Departments

Search

Selection		Department	Full name	Key (external)	Person in charge	Active
<input type="checkbox"/>	 	D1	Department 1	1		<input checked="" type="checkbox"/>
<input type="checkbox"/>	 	D2	Department 2	2		<input checked="" type="checkbox"/>

2 Elements found, showing all Elements: 1

It is important in this process that you enter a unique key for each of these 'departments':

Department Department 1 (D1)

Short name
 Active

Full name

Key (external)

Department

The same key must be entered in Untis in the 'ID' field under 'Settings | School data':

You can now quite normally transfer master data, lessons and substitutions from WebUntis to Untis.

You can recognise departments that you created in Untis and imported with the master data into WebUntis by the fact that no external key is entered for them.

Departments

Search

Selection	Department	Full name	Key (external)	Person in charge	Active
<input type="checkbox"/>	S1	School 1	1		<input checked="" type="checkbox"/>
<input type="checkbox"/>	S2	School 2	2		<input checked="" type="checkbox"/>
<input type="checkbox"/>	D11	Department 1 in School 1			<input checked="" type="checkbox"/>
<input type="checkbox"/>	D12	Department 2 in School 1			<input checked="" type="checkbox"/>
<input type="checkbox"/>	D21	Department 1 in School 2			<input checked="" type="checkbox"/>
<input type="checkbox"/>	D22	Department 2 in School 2			<input checked="" type="checkbox"/>

6 Elements found, showing all Elements. 1

7.9.8 Functii de intretine

Functii de intretine

7.9.9 Webservices

Incepand cu versiunea 2011 aveti la dispozitie modulul WebServices. Acest modul suplimentar permite schimbul de date (de orar) cu programe produse de alti furnizori. In cazul in care acest modul prezinta interes pentru activitatea dvs, va rugam sa contactati partenerul dvs regional Untis.

Webservices

8 Students

You also create a user for each individual user. This allows each student to view his/her personal timetable together with all substitution data.

Using the [Class register module](#) students can view the contents of the class register and even report absences.

Using the [Student module](#) students can register for course for the following year (following term).

8.1 Class register for students

You can also grant students rights that allow them to use additional class register functions such as:

- [My absences](#)
- [Time absent](#)
- [Class register entries](#)
- [Homework](#)

8.1.1 Elevi / Studenti

Elevii pot sa tipareasca formularele de scutire pentru absentele proprii.

My absences

Period Status

Selection	Type	Student	Class	Fr.	To	Start	End	Reason	Status	Text
<input type="checkbox"/>		Hofmann, Greta	1b	18.09.2012	20.09.2012	07:35	16:25	ill	Open	

1 Element found.1

Conditia pentru aceasta este de a asigura accesul elevilor la condica de clasa electronica.

8.1.2 Time absent

Students can see exactly what lessons they have missed under menu item Time absent.

Absence times

Status: Period:

Student	Class	Date	Time	Subject	Teacher	Per of Abs	M
Hofmann, Greta	1b	Tue 18.09.2012	07:35 - 08:25	BE	Suttner, Bertha v.	1	
Hofmann, Greta	1b	Tue 18.09.2012	08:30 - 09:20	BSM	Wachter, Anita	1	
Hofmann, Greta	1b	Tue 18.09.2012	10:25 - 11:15	FSA D/M	Nobel, Alfred	1	
Hofmann, Greta	1b	Tue 18.09.2012	12:15 - 13:05	GW	Kostelic, Janica	1	
Hofmann, Greta	1b	Tue 18.09.2012	09:20 - 10:10	M	Nobel, Alfred	1	
Hofmann, Greta	1b	Tue 18.09.2012	11:30 - 12:10	R	Peerna, Auguste	1	

8.1.3 Class register entries

Class register entries can also be displayed for students provided they have appropriate rights.

Period

Period:

Type	Name	Class	Day	Date	Time	User	Remark category	Text
	Bauer, David	1a	Mon	10.09.2012	13:51	admin	good cooperation	
	Bauer, David	1a	Mon	10.09.2012	13:52	admin		shoots with paper

2 Elements found, showing all Elements. 1

8.1.4 Homework

When a teacher enters homework in the class registers, it is also possible to give students the right to view it.

Homework

Subject: Period:

Date	Day of the week	Prd.	Fr.	To	Subject	Teacher	Homework
17.09.2012	Monday	5	11:20	12:10	BU	LesDo	That is the description of the That is the description of the homework

The tool tip then displays the entire text entered for the homework item.

8.2 Elevi

Elevii se pot inscrie online pentru fiecare curs.

9 Untis users

Data from Untis form the basis for WebUntis. Untis users (timetable scheduler, cover scheduler) therefore play a decisive role in the successful deployment of WebUntis. It is vital that lessons are represented in Untis exactly as they are held.

You will find in conclusion a number of tips to ensure that WebUntis operates smoothly.

9.1 Preluare de date de catre Untis

Dialogul interfetei pentru WebUntis poate fi deschis in Untis prin intermediul comenzii de meniu "Fisier | Import/Export | WebUntis" sau,- daca aveti o licenta pentru modulul Orar Info,- cu ajutorul comenzii "Module | Orar Info" (respectiv. simbolul corespunzator din bara de simboluri) pagina "WebUntis".

Inaintea primei utilizari trebuie sa introduceti parametri de conectare.

Indicatie:

De obicei, WebUntis este instalat pe un server Gruber & Petters, astfel incat trebuie sa transferati catre WebUntis numai datele privind orarul. Datele de acces le puteti obtine de la responsabilul regional Untis.

In campul "Webserver" introduceti numai adresa IP (Ex. 10.0.0.100) sau numele serverului (Ex. thalia.webuntis.com) pe care ruleaza WebUntis. In campul "Webserver" nu trebuie introdus niciun protocol (ca de ex.. http://), niciun port si nicio denumire de pagina. In mod normal portul este 8080 (daca nu ati parametrizat altfel sistemul).

Numele scolii este numele scurt al scolii dvs in WebUntis, numele utilizatorului si parola sunt datele unui utilizator WebUntis cu drepturi corespunzatoare. In mod implicit, in WebUntis, se genereaza utilizatorul Untis cu parola admin. Acest utilizator este alocat grupei de utilizatori Untis, care au numai drept de acces la Untis.

Butonul <Date de baza> permite transferul catre WebUntis a denumirii scolii, anului scolar, rastrului de timp, vacantelor, materiilor, claselor, profesorilor, salilor, elevilor (cu modulul Orar elevi sau Planificare cursuri) si a departamentelor.

Optiunea "Reunire grupe clase" are efect numai daca lucrati in Untis cu clase impartite in grupe, deci atunci cand un curs al unei clase reale este impartit pe mai multe clase logice. In cazul in care optiunea este activata, grupele fiecarei clase sunt reunite pentru WebUntis intr-o singura clasa. Unirea este determinata de informatia din campul 'Clasa principala'.

Daca nu doriti ca anumite date sa fie transmise catre WebUntis, marcati-le cu simbolul statistic _ (subliniere).

Atata timp cat nu se modifica datele de baza, este suficient sa se efectueze un transfer de date de baza o singura data la inceputul anului scolar. Acest export poate fi insa repetat fara niciun pericol. Aveti in vedere ca in WebUntis elementele de baza se pot modifica sau defini insa nu se pot sterge..

Butonul <Curs> transfera cursurile si orarul (deci cursurile planificate in timp) si - daca exista - datele de suplinire catre WebUntis. Transferul incepe cu data afisata deasupra butonului. Aici Untis da intotdeauna luna saptamanii urmatoare.

Primul transfer de cursuri ar trebui facut de la data inceperii scolii. Daca anul scolar a inceput deja, activati optiunea "data de start" si selectati "Inceput scoala". (Cu "data de start" puteti sa modificati oricand data de start implicita pentru transferul cursurilor.)

Indicatie:

Daca nu doriti sa transferati anumite cursuri catre WebUntis, marcati-le cu simbolul statistic _ (subliniere).

Cursurile trebuie transferate atunci cand in Untis s-au facut modificari de cursuri si/sau orar.

La transferul cursurilor, in WebUntis are loc o sincronizare reala. Deci nu se introduce numai un curs nou, ci se si sterge daca este necesar. Din aceasta cauza, transferul cursului trebuie sa fie facut intotdeauna cu data de transfer cea mai tarzie posibila (de obicei, data de la care este valabil noul orar) pentru a afecta cat mai putine date in WebUntis.

In final, puteti sa transferati suplinirile folosind butonul <Supliniri>. Data implicita este intotdeauna data curenta. Transferul informatiei pentru supliniri va trebui facut probabil cel putin o data pe zi.

Transferul de date catre WebUntis se face direct folosind protocolul http al Untis. Transferul de date propriu zis se face in mod asincron, adica imediat ce au fost receptionate toate datele pe server, legatura intre Untis si WebUntis se intrerupe si WebUntis scrie mai intai datele in baza de date.

Din aceasta cauza Untis poate sa semnaleze numai erori de transfer nu si erori de import date. Erorile eventuale de import de date sunt transmise la "Adresa de e-mail Planificator orare" memorata de WebUntis.

Important:

Aveti in vedere, ca denumirile scurte ale elementelor de baza (cum ar fi sali, profesori, clase) sunt comparate cu cele ale WebUntis. Daca modificati denumirile scurte, trebuie sa le modificati atat in Untis cat si in WebUntis. Numai astfel se vor putea compara si verifica elementele in continuare. In caz contrar elementele cu numele scurte vechi se vor pastra in WebUntis si se vor adauga suplimentar elemente noi cu denumirile scurte noi.

Din aceasta cauza recomandam sa se ajusteze neaparat numele scurte inainte de pornirea lucrului cu WebUntis.

Indicatie:

In cadrul orarului WebUntis se afiseaza momentul in care s-a facut ultima actualizare a datelor Untis.

The screenshot shows the 'WebUntis' application window. It contains the following fields and options:

- Web server:** demo.webuntis.com
- Port:** 8080
- https
- School name:** demo3
- User name:** admin
- Password:** (empty field)
- Save password
- Start date
- Start date:** 19.09.2013
- Beg. of school ye:** (dropdown menu)
- Transfer to WebUntis:**
 - 19.9.2013 (dropdown)
 - 19.9.2013 (dropdown)
 - 19.9.2013 (dropdown)
 -
 -
 -
 - Combine partial classes
 - Ignore course data
 - Only Room-/Date-changes
- Retrieve from WebUntis:**
 -
-

9.2 Changing the timetable

You create a new term in Untis when the timetable changes, For this reason, exporting lessons to WebUntis is also dependent on the beginning of a term.

Warning: Changing the past

We strongly advise you against exporting lessons that are at least partially in the past. If such lessons change position in the timetable, any teaching content entries already made can no longer be assigned and must be re-entered.

9.3 Workflow for examinations

Examinations are entered in WebUntis by the teacher concerned. Any teachers and rooms can be selected for examinations lasting several periods.

The examination is transferred to Untis and displayed in the (booking) transfer window. Any conflict with a teacher or room will be displayed to the (cover) scheduler.

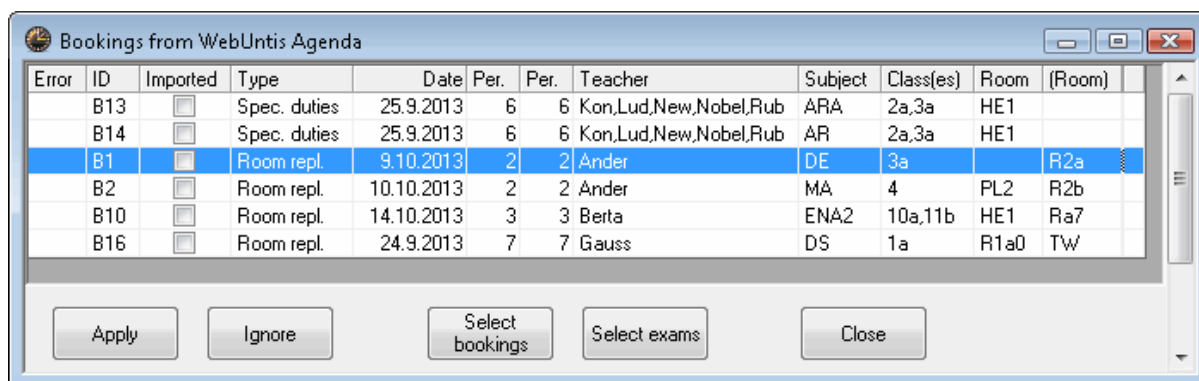
The scheduler will make any necessary substitution arrangements and change the teacher and/or room for the exam if required. The scheduler may not make any other changes to the examination.

Substitutions and examinations are now exported to WebUntis. If any element changes have been made, the examination will be synchronised appropriately in WebUntis.

If tests exist in Untis as special duties, the test will also be transferred as examination data records to WebUntis and created there as exams.

9.4 Actualizarea datelor de rezervare

Datele privind rezervarile pot fi transmise inapoi catre programul de orare Untis, pentru ca planificatorul de suplinitri sa fie informat de modificarea ocuparii salilor.



Lansati Untis si apelati functia "Fisier | Import/Export | WebUntis" si prin aceasta deschideti dialogul de interfata cu WebUntis Termin.

Pentru a transmite datele de rezervari din WebUntis Termin, in modulul de planificare a suplinitrilor, actionati butonul <Rezervari> in blocul de introducere date "Preluare din Untis". Rezervarile sunt preluate in Untis drept sarcini speciale, respectiv modificarile de sali drept suplinitri de sali.

9.5 Ore de consultatie

Marcati orele de consultatie in Untis cu codul 'S' (meniul 'Date de baza | Materii').

9.6 Grupe de elevi in Untis

Grupele de elevi pot fi definite din Untis ceea ce poate fi foarte util pentru sincronizarea datelor cu programele de gestiune.

Campul 'Grupa de elevi' se gaseste in fereastra de curs a Untis.

L-No.	CI,T	UnSc	Per	/rsPrds	Teach	Subje	Class	Subje	Hom	Student gro	Doubl	Block
5	1,1		2		Ander DS	1a	WS	R1a			-1	
7	2,1		2		Hugo GEC	1a,2a	R1a					
16			5		Arist MA	1a	R1a			D1I		
18			5		Arist EN	1a	R1a			D1I(2)		
19			2		Callas MU	1a	R1a			D1II-II		
21			2		Callas AR	1a	R1a			D1II-II(2)	-1	
25			2		Nobel RE	1a	R1a					
29			5		Rub DE	1a	R1a					
37			2		Cer BI	1a	R1a			E1I		
40			2		Curie TX	1a	TW	R1a		E1I(2)	-1	
41	1,1		3		Arist PEG	1a	SH2	R1a		E1I-II		

Puteti sa introduceti in acest camp, in cazul impartirii in grupe, o denumire de grupa. In cazul cuplajelor se pot introduce, bineinteles, denumirile grupelor pe randuri. (Daca 'Grupa de elevi' nu este afisata in lupa de curs de pe ecranul dvs, o puteti afisa folosind meniul contextual (tasta dreapta a mouse-ului).)

Students in the student group BE_1b

Class: 1b

✓ ✗ ↶ ↷ ♂ ♀ 📄 📄

Selection		Surname	First name	Sex	Class
<input checked="" type="checkbox"/>	1	Braun	Florian	♂	
<input checked="" type="checkbox"/>	2	Hartmann	Hanna	♀	
<input type="checkbox"/>	3	Hofmann	Greta	♀	
<input type="checkbox"/>	4	Krüger	Gabriel	♂	
<input checked="" type="checkbox"/>	5	Lange	Jakob	♂	
<input type="checkbox"/>	6	Müller	Felix	♂	
<input checked="" type="checkbox"/>	7	Müller	Julian	♂	

Indicatie

Daca introduceti '?' in campul 'Grupa elevi', Untis va genera in mod automat un nume de grupa de elevi

unic.

La transferul de date catre WebUntis se vor transfera si grupele de elevi utilizate in Untis. In WebUntis va trebui apoi sa alocati elevii la aceste grupe.

9.6.1 Combining lessons

It sometimes happens that a lesson in Untis must be split into sub-lessons for scheduling reasons. This division is, however, unnecessary in WebUntis. These split lessons can be combined in WebUntis by entering the same student group for both (or all) sub-lessons. Lessons will be combined in WebUntis if subject, class and student group are identical.

L-No.	CI,T	UnSc	Per	/rsPrds	Teach	Subje	Class	Subje	Home	Student gro	Doubl	Bld
7	2,		2		Hugo	GEc	1a,2a	R1a				
16			5		Arist	MA	1a	R1a		R_1a		
361			5		Arist	MA	1a	R1a		R_1a		
18			5		Arist	EN	1a	R1a				
19			2		Callas	MU	1a	R1a				
21			2		Callas	AR	1a	R1a			1-1	
25			2		Nobel	RE	1a	R1a				
29			5		Rub	DE	1a	R1a				
37			2		Cer	Bl	1a	R1a				
40			2		Curie	TX	1a	TW	R1a		1-1	
41	1,		3		Arist	PEG	1a	SH2	R1a			

9.6.2 Predare in echipa (practica predare)

Daca 2 profesori predau, intr-un cuplaj, aceleiasi grupe de elevi atunci trebuie sa introduceti in Untis aceleasi denumiri de grupe de elevi.

L-No.	CI,T	UnSc	Per	/rsPrds	Teach	Subje	Class	Subje	Hom	Student gro	Doubl	Block
7	2,		2		Hugo	GEc	1a,2a	R1a				
16			5		Arist	MA	1a	R1a		R_1a		
361			5		Hugo	MA	1a	R1a		R_1a		
18			5		Arist	EN	1a	R1a				
19			2		Callas	MU	1a	R1a				
21			2		Callas	AR	1a	R1a			1-1	
25			2		Nobel	RE	1a	R1a				
29			5		Pub	DE	1a	R1				

9.6.3 Student numbers

It is possible for Austrian schools to transfer student numbers from their electronic register to Untis at the press of a button. The prerequisite for this is that the student groups have already been entered when the data are exported from Untis to WebUntis.

Web server: Port: https

WU: School name

admin User name

••••• Password

Save password

Start date

19.09.2013 Beg. of school ye

Transfer to WebUntis

19.9.2013 19.9.2013 19.9.2013

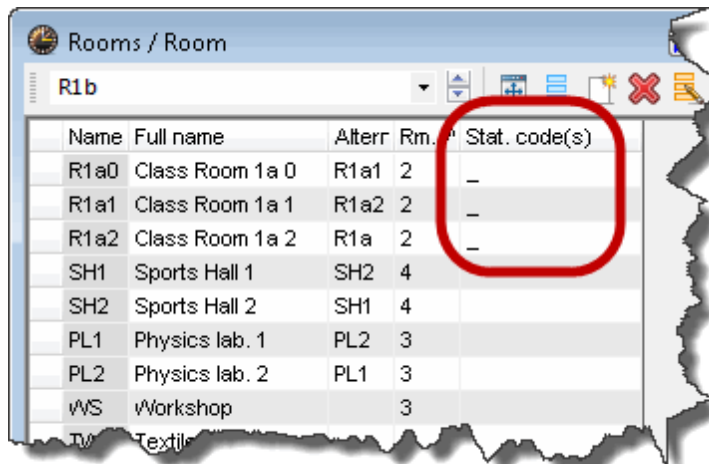
Combine partial classes Ignore course data

Only Room-/Date-changes Hilfsklassen auflösen

Retrieve from WebUntis

9.7 Do not import elements

You may use master data elements and lessons that you do not wish to export to WebUntis. You can prevent this by entering an underscore, '_', in statistical code column of the element in question.



Name	Full name	Alterr	Rm.	Stat. code(s)
R1a0	Class Room 1a 0	R1a1	2	_
R1a1	Class Room 1a 1	R1a2	2	_
R1a2	Class Room 1a 2	R1a	2	_
SH1	Sports Hall 1	SH2	4	
SH2	Sports Hall 2	SH1	4	
PL1	Physics lab. 1	PL2	3	
PL2	Physics lab. 2	PL1	3	
wS	Workshop		3	
TV	Textile			

Index

- S -

- selection criterion 113
- absence categories 105
- absence check 104
- Absente elevi 26
- Acces via Untis 88
- Activitati 54
- Actualizarea datelor de rezervare 148
- Additional periods 58
- Administration 74
- Administrator - Condica clasei 102
- Afisare orar 10
- Afisarea tuturor absentelor zilei 110
- Agenda 43
- Alocarea elevilor la cursuri sau grupe 24
- Alocarea imaginilor 82
- Alti parametri 96
- Announced exam 107
- Apel 25
- Apelul serviciilor clasei 65
- Assignment 80
- Autentificare utilizator 7
- Blocaj sali 122
- Blocaje temporare 120
- Blocare rezervare 124
- Bookings 86
- Calendar navigare 9
- Cautare de termene libere 59
- Cautare sala 49
- Centralizator profesori 11
- Centralizator resurse 52
- Change course 128
- Change status 128
- Changing the timetable 147
- Cladire 114
- Clase 103
- Class register entries 144
- class services 109
- class trip 137
- Condica clasei 87
- Conducere scoala / secretariat 70
- Conflicte sali 124
- conflicts 123
- Course registrations 88
- Course selection categories 130
- Courses per student 131
- cover scheduler 145
- Cursul meu 20
- Date an scolar 133
- Date de baza 103
- Default time range 109
- Definire cursuri 127
- Definirea grupelor de utilizatori 89
- Definirea utilizatorilor 91
- Departamente 115
- Diriginte 62
- Distribution lists 19
- Diverse 41
- Do not import elements 152
- Drepturi 84
- Drepturi speciale ale conducerii scolii 69
- due date 61
- Editing courses 128
- Elevi 104, 145
- Elevi / Studenti 143
- Elevi intarziati 28
- Entry category 107
- Examene 39
- Examinations 110
- Excuse status 106
- Fereastra condicii clasei 25
- Formate orar 97
- Functii de alocare 75
- Functii de intretine 143
- Generalitati 68
- Grupe de elevi 22
- Grupe de elevi in Untis 148
- Grupe de sali 112
- Higher-priority school events 31
- Homework 37, 144
- iCal calendar subscription 12
- ICS formats 102
- import 79, 80
- Import profile 80
- Importul datelor elevilor 79
- Informatii despre ora 86
- Inregistrari in condica clasei 36, 65
- Interval de inscriere - renuntare 132
- Intrare mesaje 16
- Intrerupere absenta 30
- Intretinerea datelor pentru sali 111

Introducere	39
Introducere directa absenta prin bifare	110
Introducere noua	26
Introducerea absentelor la secretariat	70
Introducerea materiei predate	32
LDAP	92
Lesson types	119
Limitari pentru rezervari	121
Limited change of lessons	137
Lista de necesitate	74
Lista sali	44
Master data	87
Mesaje	16
Mod de lucru	23
Modele curs	126
modelelor de drepturi	84
Modul Info	7
Modul student	126
New lessons	56
Nume utilizator	92
Ocupare maxima [%]	50
Ore condica deschise	62
Ore de consultatie	148
Ore deschise	38
Ore lipsa	64
Ore lipsa / elev	69
Ore lipsa scutite	63
Pagina de start	9
Parametri culoare	96
Parametri de baza	77
Parametri orar	100
Parola	92
participants	128
Predare in echipa (practica predare)	150
Preluare de date de catre Untis	145
Prelungire absente	29
Primii pasi	74
Profesor	25
Profil utilizator	8
Reasons of absence	105
Reasons of exemption	106
Registering for courses	131
Reports on lessons	34
Reservation	123
Resource groups	118
Resurse	116
Return	42
Rezervare / Inregistrare	119
Rezervare resurse	50
Rezervare sali.	46
Rezervarile mele	60
Rezumat sali	46
room and resource administration	43
room conflicts	110
Room type	113
Schimb. clasei in timpul anului scolar	134
Schimbare an scolar	133
Schimbare sala pentru o ora de curs.	45
school administration	80
school bag	31
school event	137
Scutiri	67
separator	80
Services	109
Settings – Lessons	110
Several schools	140
skiing course	137
Stergere absente	30
Stirile zilei	79
Student numbers	151
Students	143
Subjects	104
- T -	
task type	61
Tasks	61
Teachers	20
teaching content entry	104
Teaching methods	108
Time absent	143
timetable scheduler	145
Tipuri de resurse	115
Types of exam	107
- U -	
underscore	152
Untis users	145
User administration	84
Utilizarea ferestrelor (liste)	76
- W -	
Webservices	143

Work report 34
Workflow for examinations 147
Worklist 123

Back Cover