Untis
GRUBER & PETTERS

Untis 2023

www.untis.at

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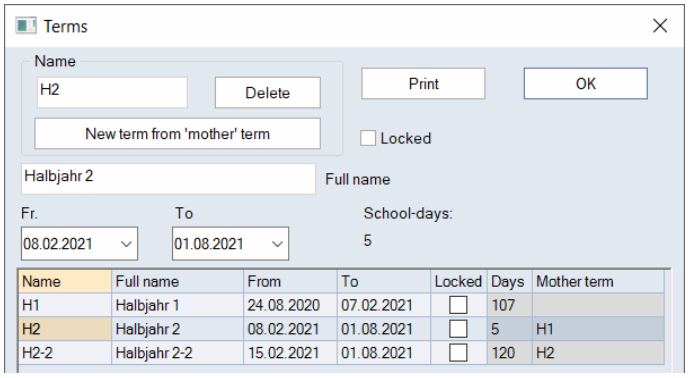
1 Intra-year changes in Untis 2022

1.1 School year overview

A first version of the school year overview was provided with Untis 2022.0.0, which brought a load of positive response and many requests for additional extension. This is why we decided to implement the majority of the suggestions in our 2022.1.0 version.

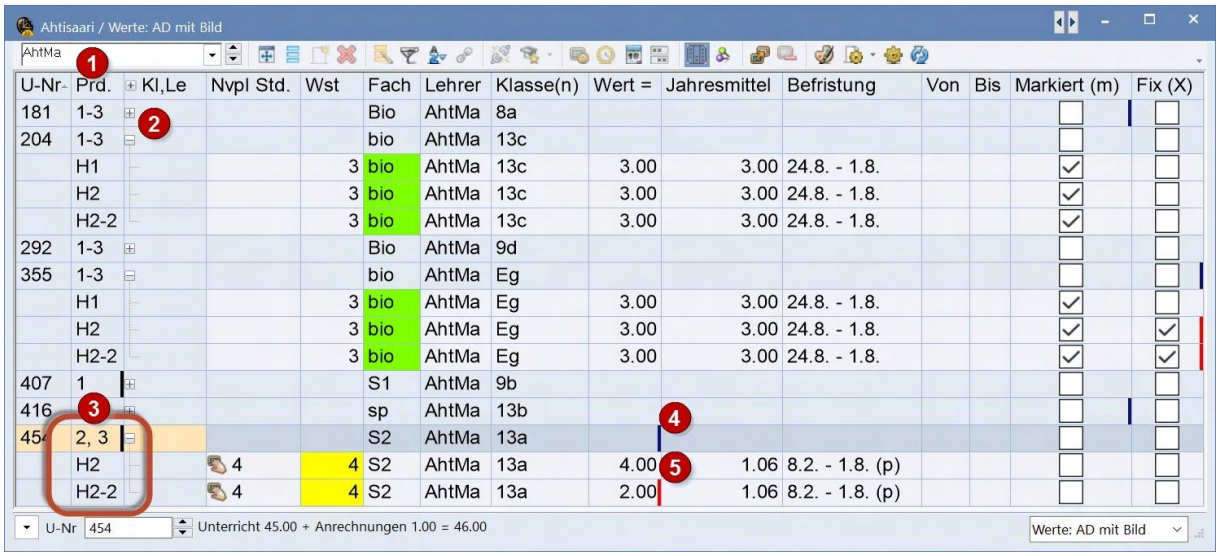
1.1.1 Display with overview lines

In the following example, a total of 3 terms has been created:



Name	Full name	From	To	Locked	Days	Mother term
H1	Halbjahr 1	24.08.2020	07.02.2021	☐	107	
H2	Halbjahr 2	08.02.2021	01.08.2021	☐	5	H1
H2-2	Halbjahr 2-2	15.02.2021	01.08.2021	☐	120	H2

In the first version of the school year overview, every term was shown in a separate line per lesson. As of Untis 2021.1.0, however, condensed overview lines are shown at first.



U-Nr	Prd.	Kl,Le	Nvpl Std.	Wst	Fach	Lehrer	Klasse(n)	Wert =	Jahresmittel	Befristung	Von	Bis	Markiert (m)	Fix (X)
181	1-3				Bio	AhtMa	8a						☐	☐
204	1-3				bio	AhtMa	13c						☐	☐
	H1			3	bio	AhtMa	13c	3.00	3.00	24.8. - 1.8.			☑	☐
	H2			3	bio	AhtMa	13c	3.00	3.00	24.8. - 1.8.			☑	☐
	H2-2			3	bio	AhtMa	13c	3.00	3.00	24.8. - 1.8.			☑	☐
292	1-3				Bio	AhtMa	9d						☐	☐
355	1-3				bio	AhtMa	Eg						☐	☐
	H1			3	bio	AhtMa	Eg	3.00	3.00	24.8. - 1.8.			☑	☐
	H2			3	bio	AhtMa	Eg	3.00	3.00	24.8. - 1.8.			☑	☑
	H2-2			3	bio	AhtMa	Eg	3.00	3.00	24.8. - 1.8.			☑	☑
407	1				S1	AhtMa	9b						☐	☐
416					sp	AhtMa	13b						☐	☐
454	2, 3				S2	AhtMa	13a						☐	☐
	H2		4	4	S2	AhtMa	13a	4.00	1.06	8.2. - 1.8. (p)			☐	☐
	H2-2		4	4	S2	AhtMa	13a	2.00	1.06	8.2. - 1.8. (p)			☐	☐

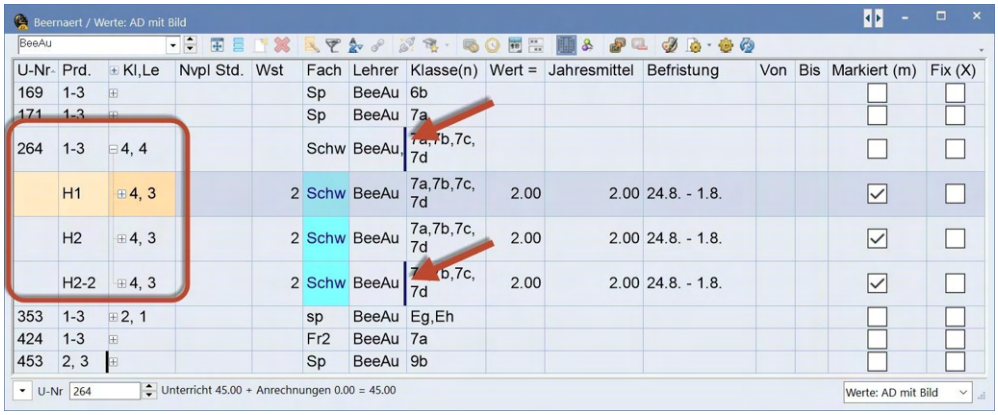
In the term column [1] the terms are shown in which the respective lesson is active. The overview lines always show the term index. When unfolded, you can choose if you want to have the index or the name of the term to be shown. More details below.
Click on "+" (or "-") icon in the Cl,tea column for unfolding or folding the term detail lines [2].
A black vertical line in the term column [3] indicates that the respective lesson is not defined in all terms of the school year.

Blue vertical lines on the right cell side indicate that the cell content is not the same for all terms. If you want to see the difference, you need to unfold the overview line. [4]

Red vertical lines refer to the differences compared to the first line shown.
[5]

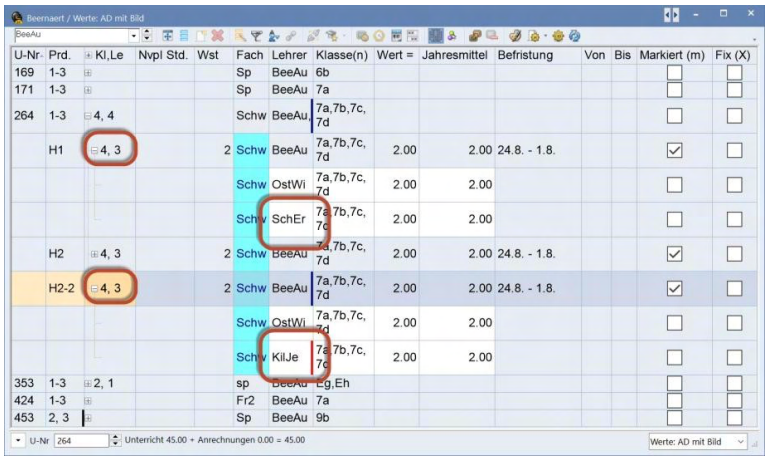
Please not that in the overview mode, the totals line is automatically deactivated, and the weekly view cannot be displayed.

The situation can, however, become a little bit more complex, if the displayed lesson is a teacher coupling lesson:



In the above example, the lesson no. 264 has already been unfolded. The blue line in the overview line indicates that this lesson is different this year compared to the first term, however, no red line is shown which would directly refer to the affected cell. However, in the line of the term "H2-2", an additional blue line is displayed.

By unfolding the line of term H1 and the term H2-2, you can see that the difference between term H2-2 and term H1 is a coupling teacher:

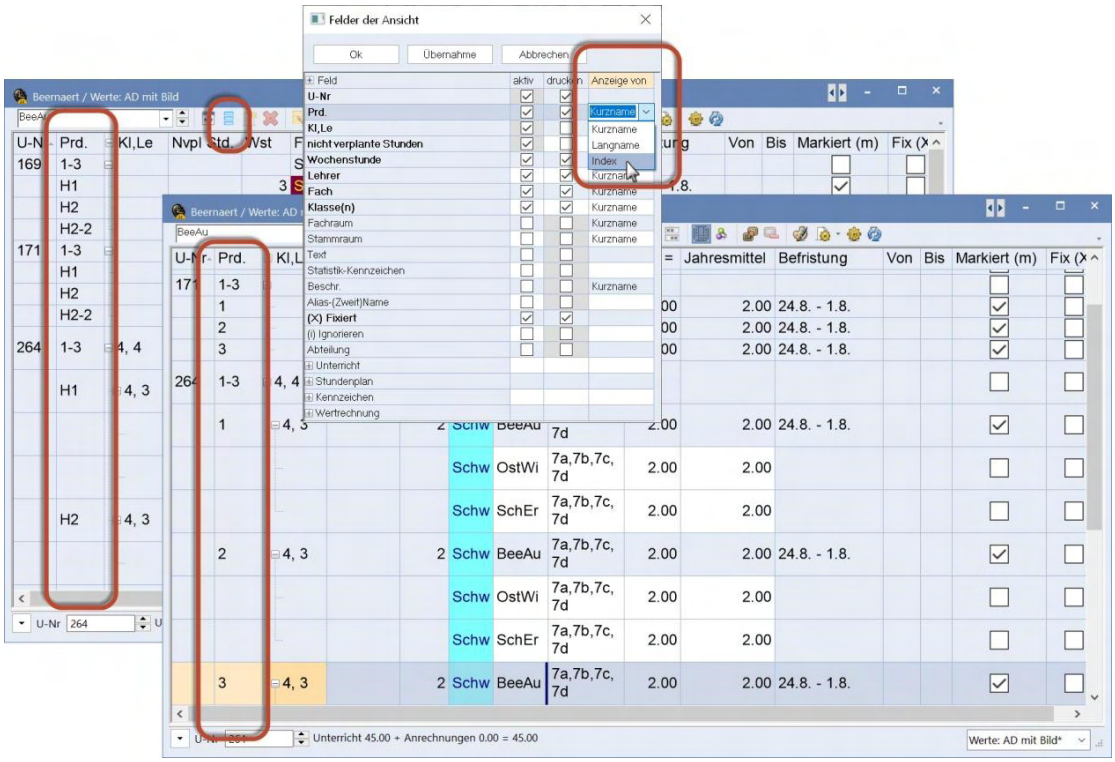


Tip!
Double click on the entry in the *Cl, Le* column in the overview line of a lesson to expand and condense all sub-lines.

In the heading, you can expand and/or condense *all* lines by clicking on the [+] or [-] icon.

1.1.2 Display of term index

Via the grid adjustment, you can select if the term index or the short or full name should be shown in the term column:

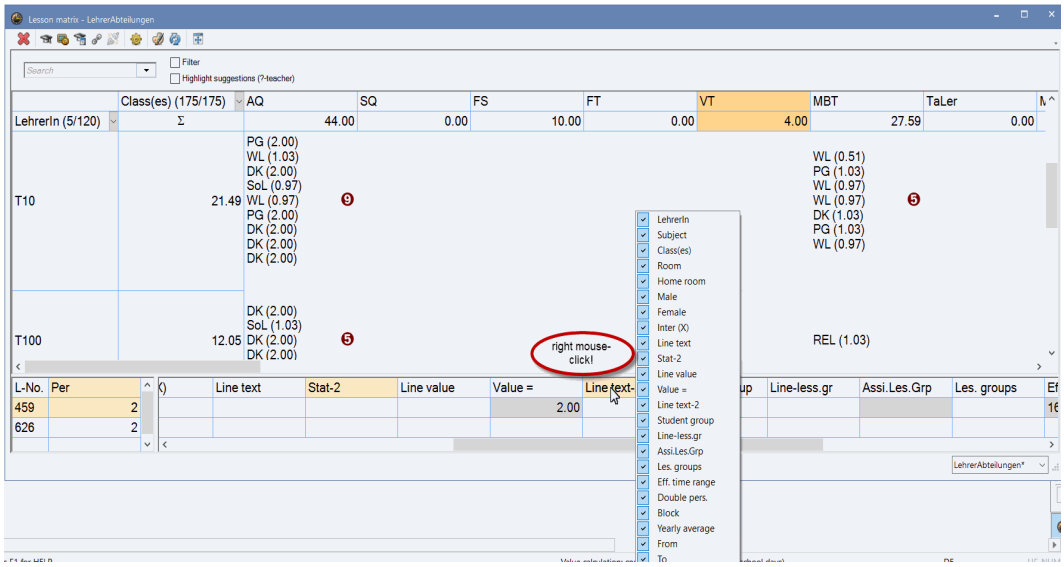


1.2 The lesson matrix

Last year (as of UN2022.3.0), we reviewed our lesson matrix. In the following, we will give you an overview of the revision.

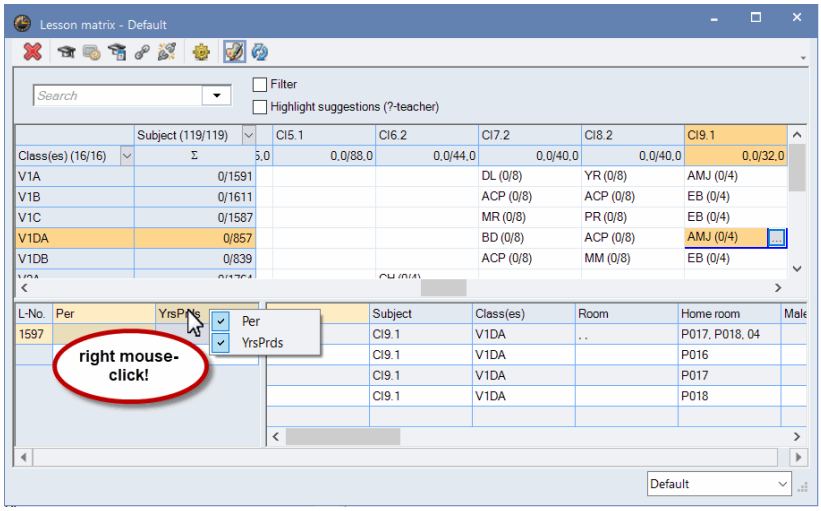
1.2.1 Extension of the details window

Many fields were added to the right segment of the details window of the lesson matrix. They can be shown or hidden via the context menu, if necessary. Additionally, the order of the columns can be chosen freely by drag and drop.

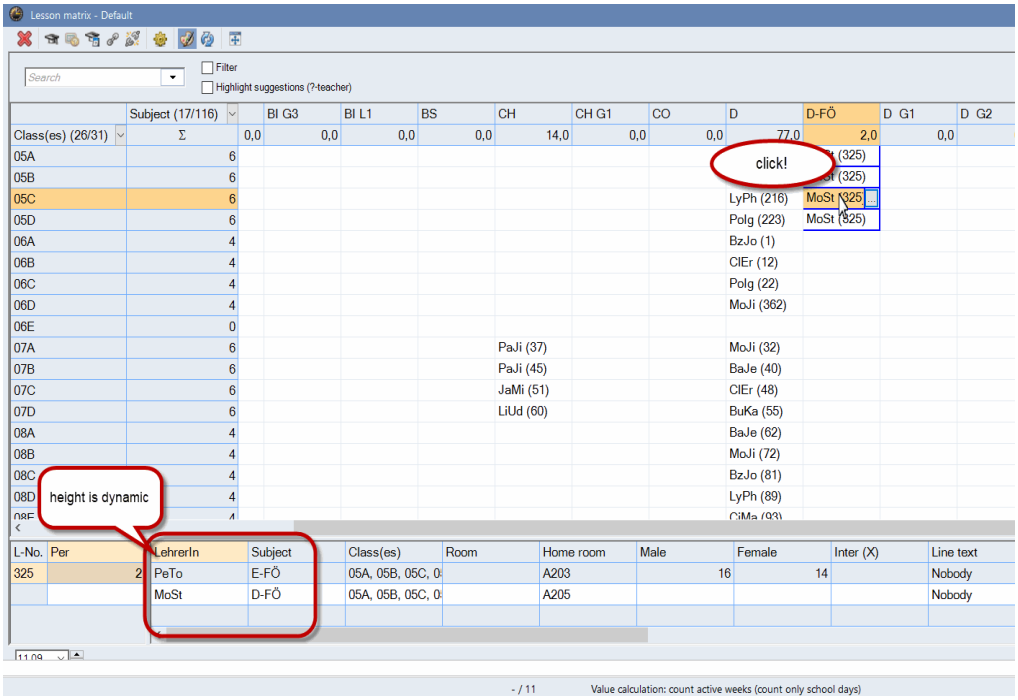


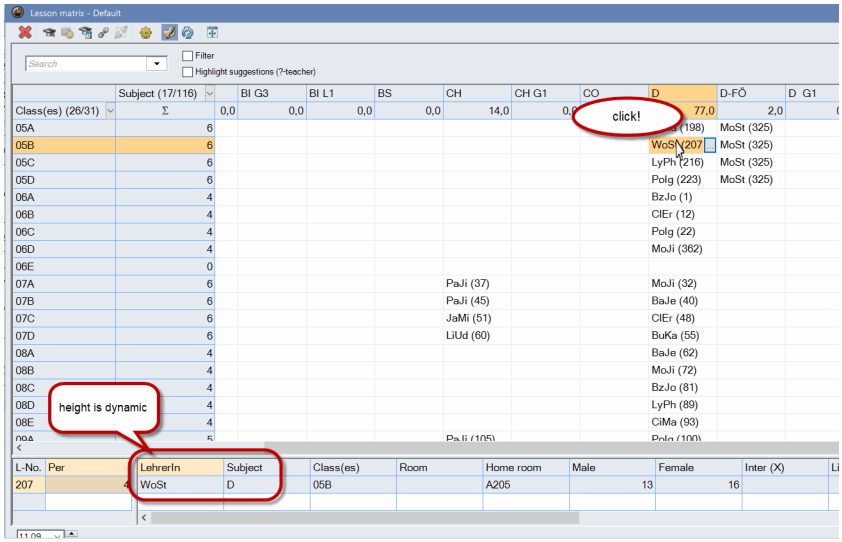
The new value windows show the same values as the (teacher) lesson windows.

If you have a license for the “Calendar and full year planning” module, you can use the details window on the left to choose from a context menu, if you want to see weekly or yearly periods, or both columns.

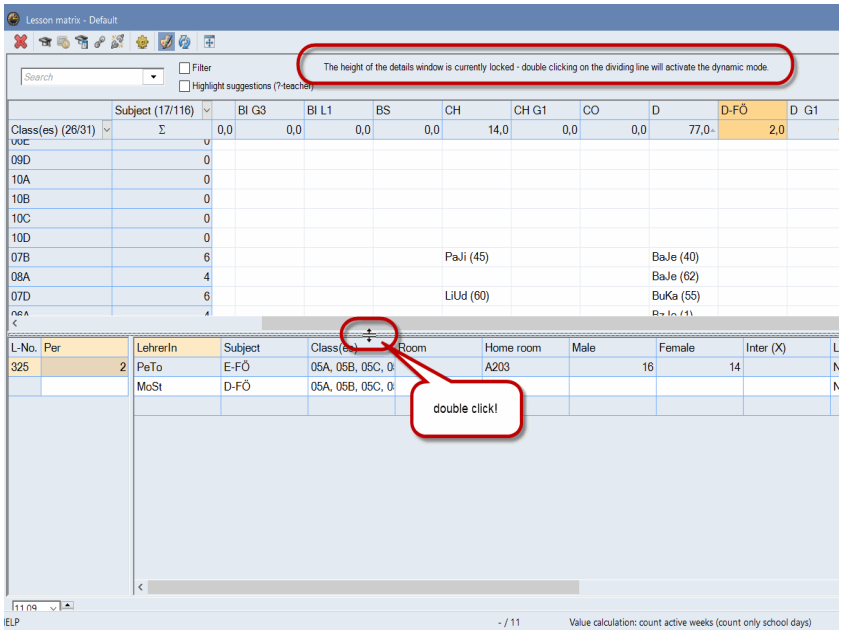


The height of the details window is automatically adjusted to the necessary number of coupling lines.

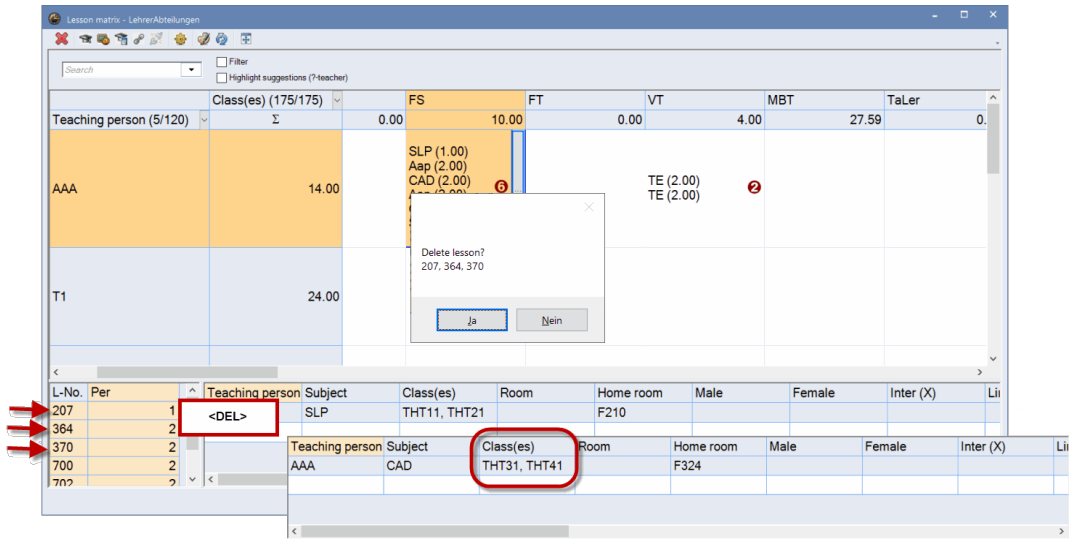




However, you can also lock or unlock the height manually by double clicking on the dividing line between matrix and details window.

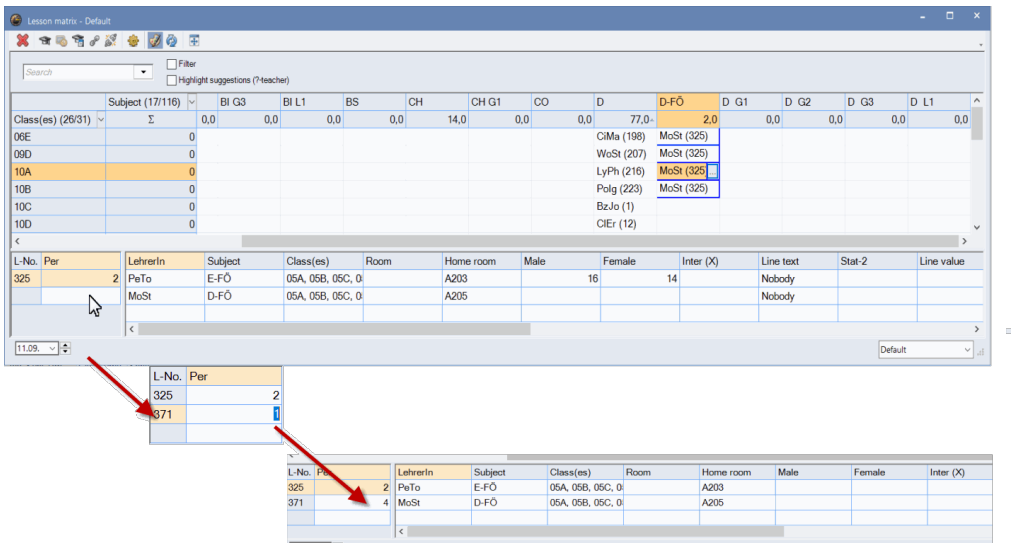


In the details window, you can also select one or more coupling lines, and delete them with <Del>:



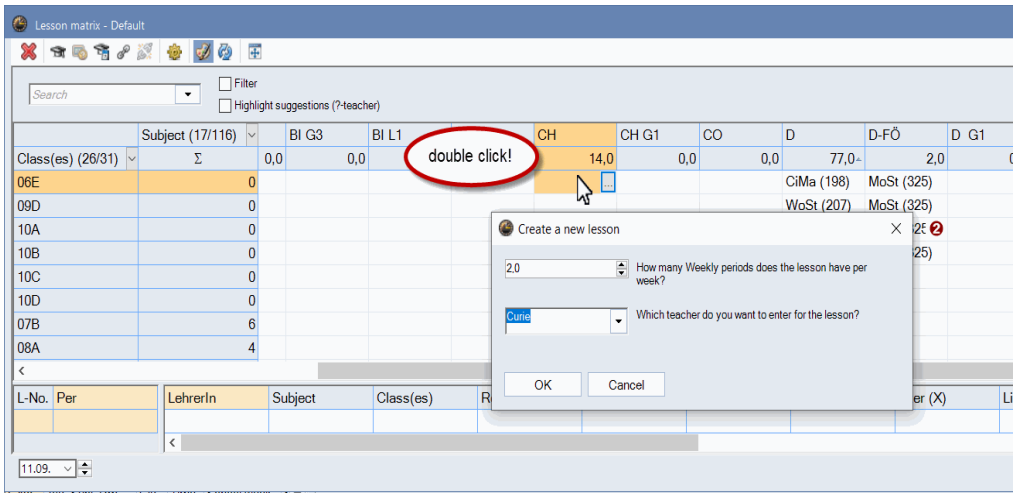
1.2.1.1 Creating/editing of lessons

As described in detail in the manual, you can create a new lesson in the left segment of the details window by clicking on the last empty line in the grid.

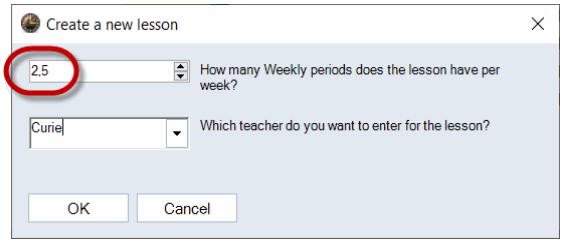


You now can enter half-hour lessons, which is a new feature here.

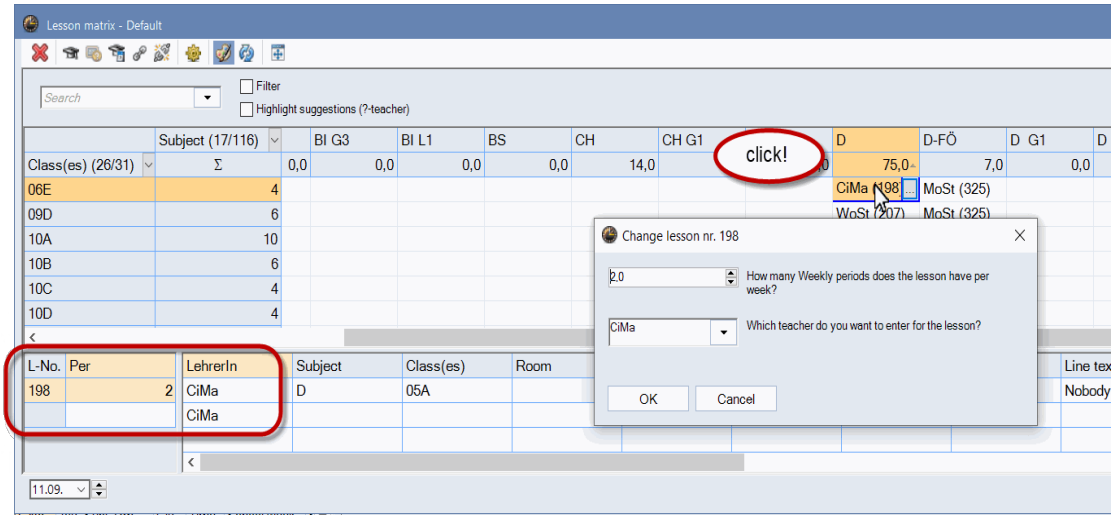
Click into an *empty* line (or you *simply* click on the button with [...]) in the *matrix segment*, a window pops up assisting you with creating a new lesson.



Here, you can *manually* enter half-hour lessons.

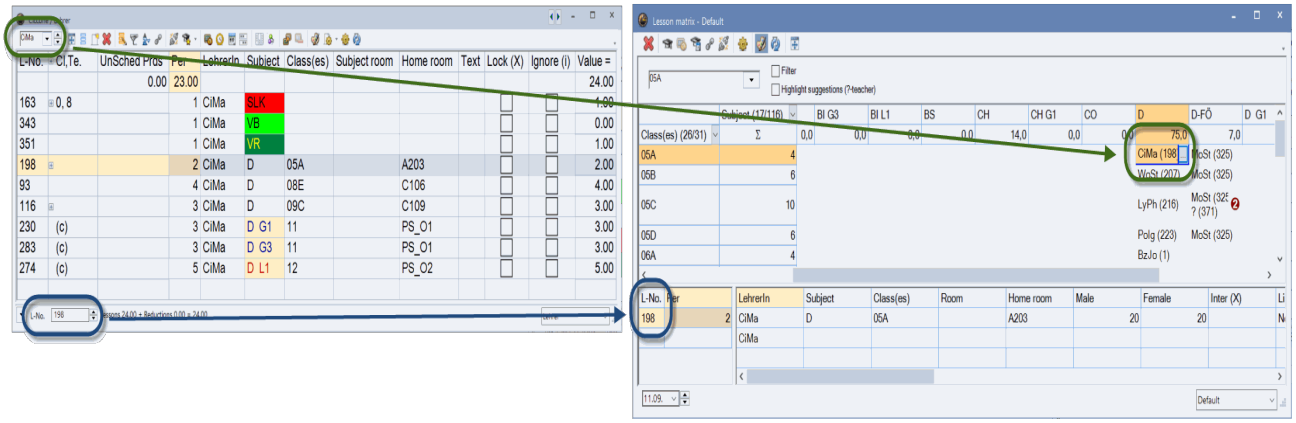


When clicking into a cell in the *matrix segment*, which already has data (or you *simply* click on the button with [...]), you can edit the lesson lying underneath.



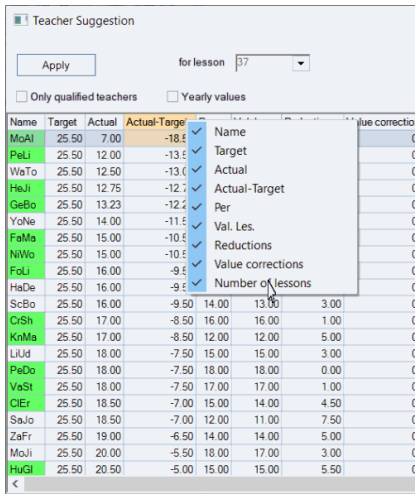
1.2.1.2 Synchronisation with various windows

The matrix and the lesson windows interact with each other when you click on a specific lesson or a teacher. In the “weekly” mode, the date is also synchronised.



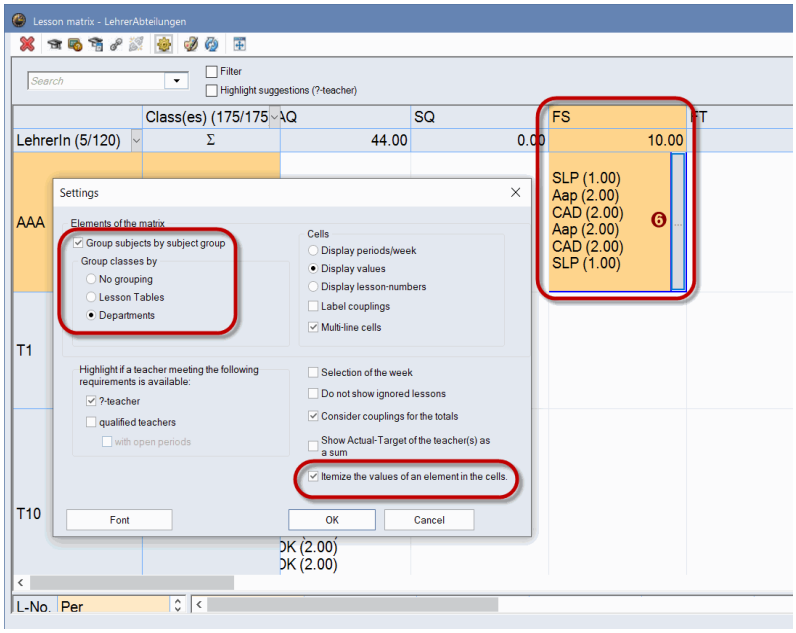
1.2.1.3 Teacher suggestion

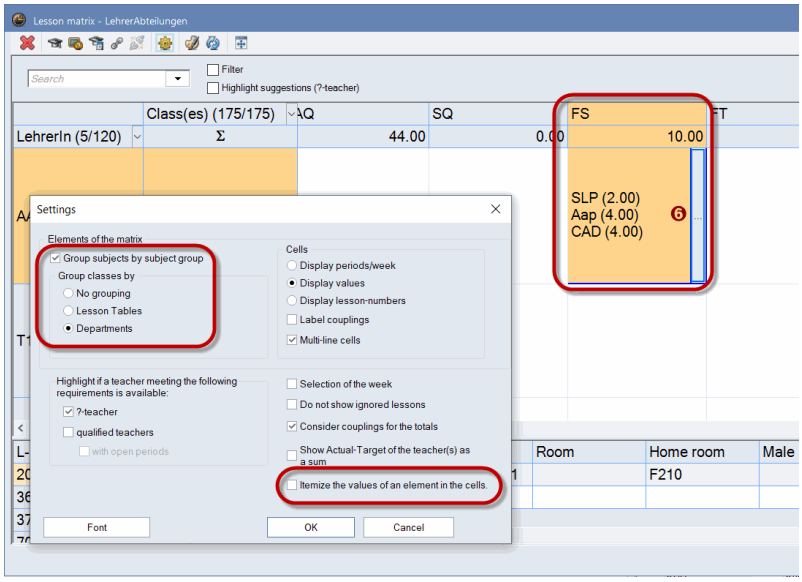
The <Teacher suggestion> was re-designed for the 2022.5.0 version, i.e. the individual operating elements are placed at the top of the window.
The “department selection box” was removed, since the global department filter in the ribbon affects the list shown.
The individual columns of the teacher suggestion can be shown or hidden via a context menu. Any department filters in the ribbon affect the list shown.



1.2.2 New option in the <Settings>

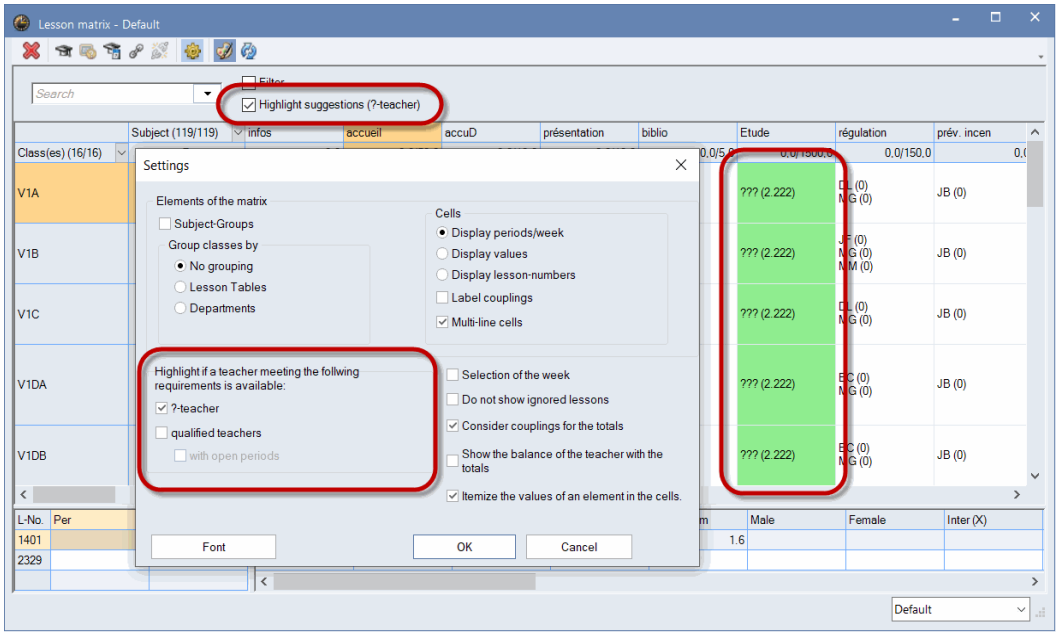
In the <Settings> of the lesson matrix, there is a new option to select: " Itemize the values of an element in the cells ". This option is activated by default, however, when using groupings, e.g. of classes according to departments and/or groupings of subjects according to subject groups, it can help to get a better overview if the individual lines in the cells are summarized by deactivating this option.





1.2.3 Colour highlighting of cells

We also edited the option of colour highlighting of certain cells in the matrix. The options you select in the <Settings> are now also shown in the matrix.

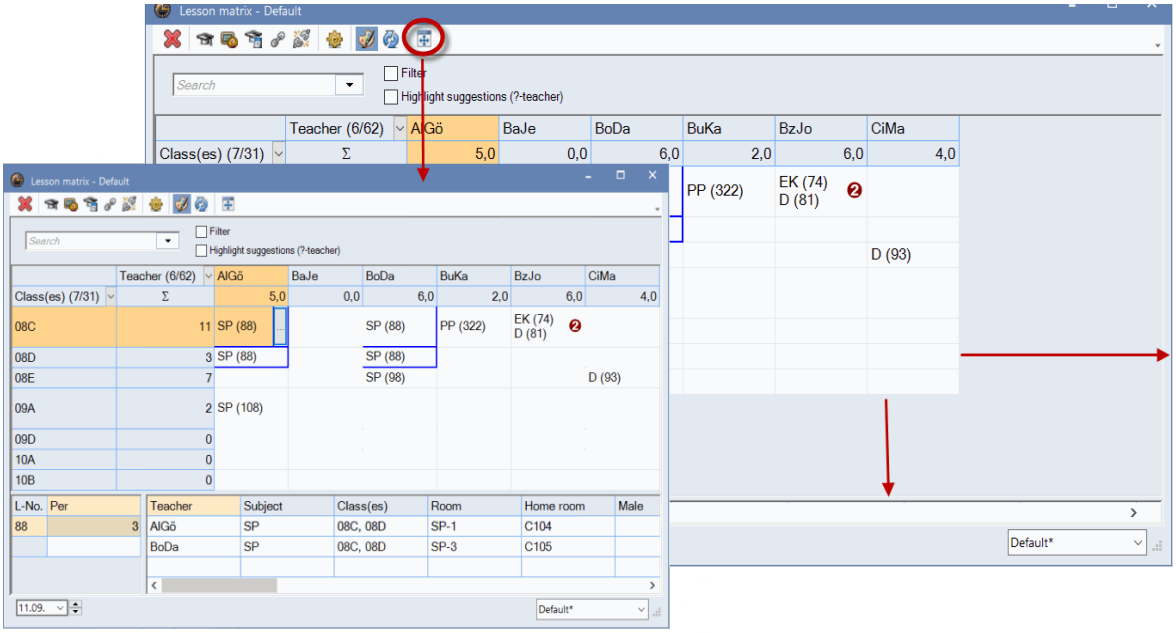


Note

In all grids, you can adjust all columns to their ideal width by pressing <CTRL>-E.

1.2.4 <Resize window>

With Untis 2023.0.0 (and Untis 2022.6.0), the feature: <Resize window> was implemented as we have it in many other windows in Untis. In general, this feature adjusts the window frame to the size of the grid shown in the respective window as good as possible, i.e. max. up to the border of the screen or the main Untis window.

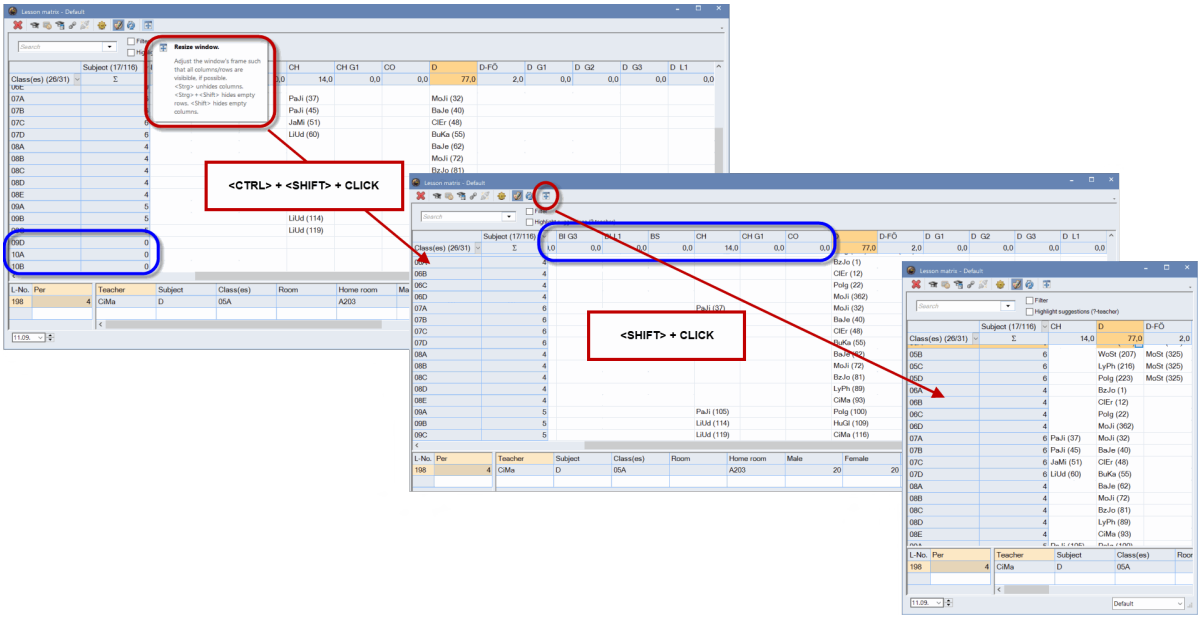


Moreover, this feature has three additional properties in the lesson matrix:

<SHIFT> + <Resize window> hides all empty columns of the selected format,

<CTRL> + <SHIFT> + < Resize window > hides all empty lines and

<CTRL> + < Resize window > shows all lines and columns of this format.



1.2.5 Acceleration

Opening the matrix and up-dating the view by clicking on <Refresh window F5> was very much accelerated in particular when using groupings.

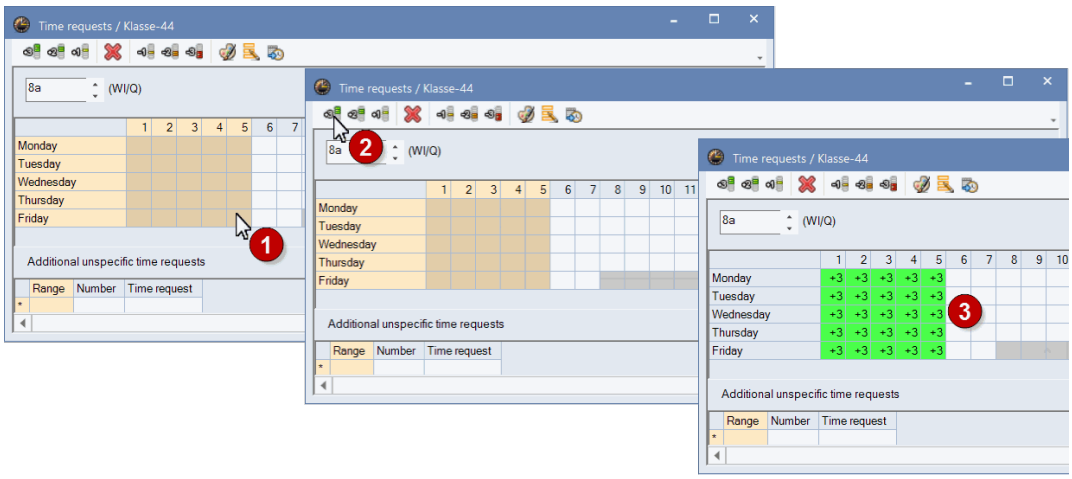
1.3 Time requests

Untis 2022.3.0 harmonises the entry of time requests in the master data and lesson windows.

There are now two different modes:

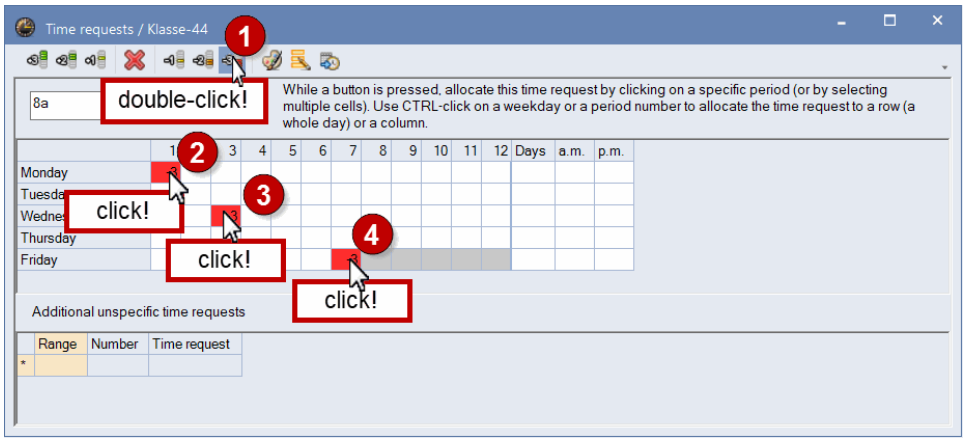
1. **First step: Selection of a segment, second step: assignment of a time request**

   As a first step you select a segment (or a single cell) in the timetable segment of the time request window and then you click on the respective time request:



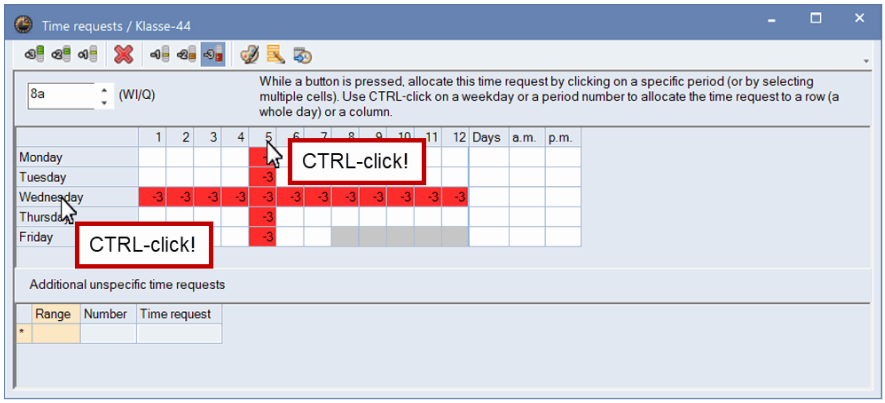
2. First step: Selection of the time request, second step: assignment of the segment or the respective line

First, double click on the respective time request – the time request button is held down.



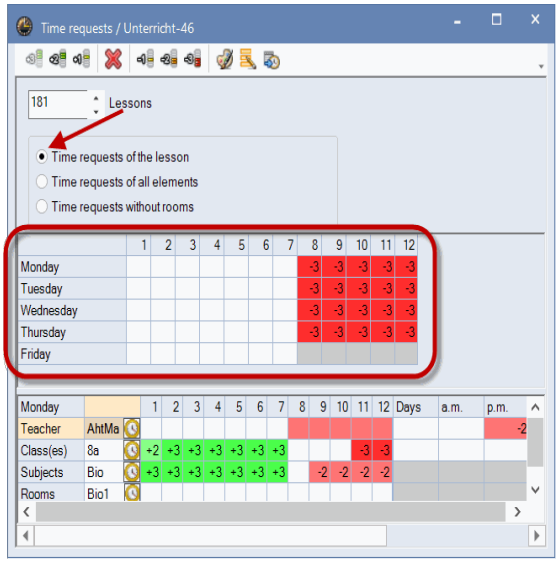
Now you can assign the selected time request one after the other to various segments or to individual cells, however, the time request button is held down all the time, i.e. stays active.

When you are in this mode, you can, by the way, assign the active time request to entire lines or columns by holding the CTRL button and clicking on the respective cell. (The respective note is shown in the right segment below the toolbar.)



Click the button again to de-activate the time request button. (Alternatively, you can also press the <ESC> button.)

Entering data in the middle part of the lesson entry window works the same way.



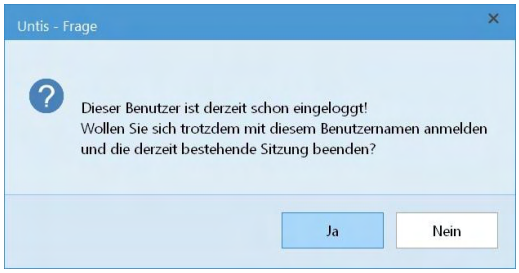
1.4 MultiUser

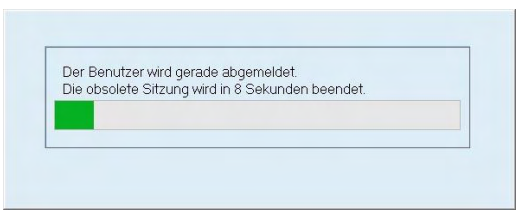
MySQL 8.0

Since Untis 2022.1.0, Untis also supports MySQL 8.0.

1.4.1.1 Friendly logout

Untis 2022.3.0 gives you the possibility to close an existing connection while logging out.

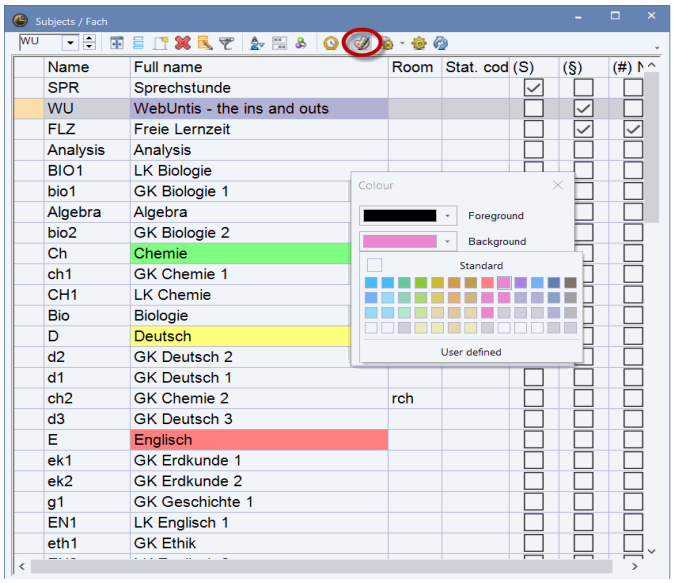




2 General

2.1.1.1 Colour range

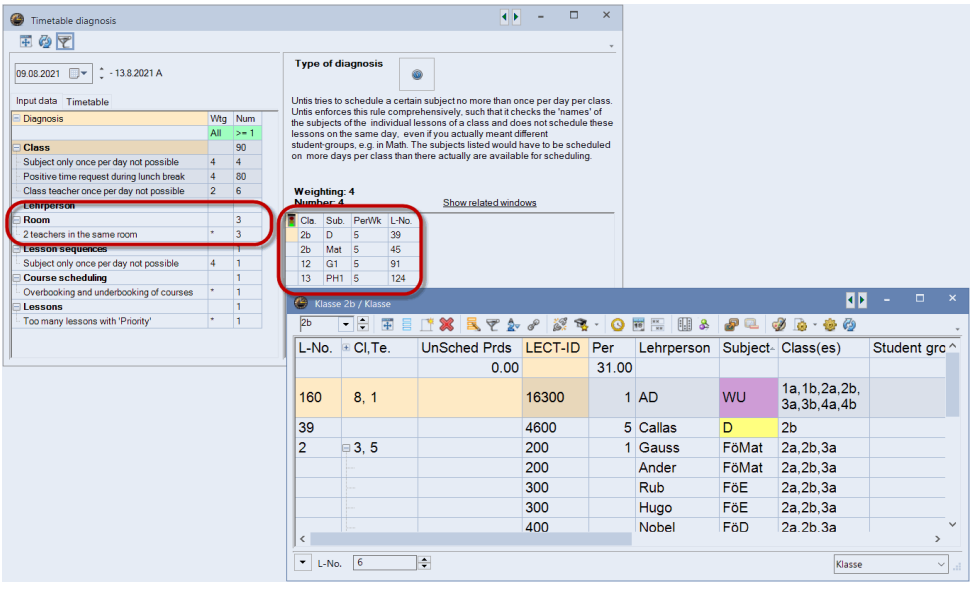
The standard colour range in Untis was changed in such a ways that the suggested colours now match the WebUntis design.



However, you certainly still have the possibility to use user-defined colours.

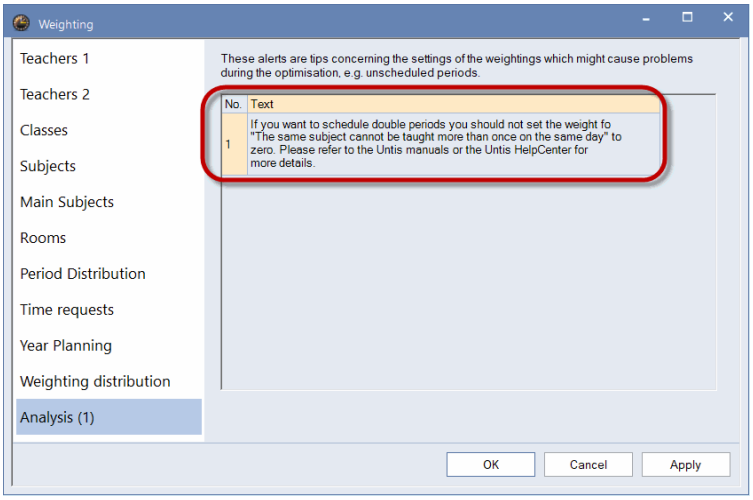
2.1.1.2 Diagnosis

We added the possibility to select the subject the teachers teach under diagnosis item "2 teachers in the same room". This makes it easier to differentiate between intentional team teaching and unintentional room collisions.



2.1.1.3 Weighting analysis

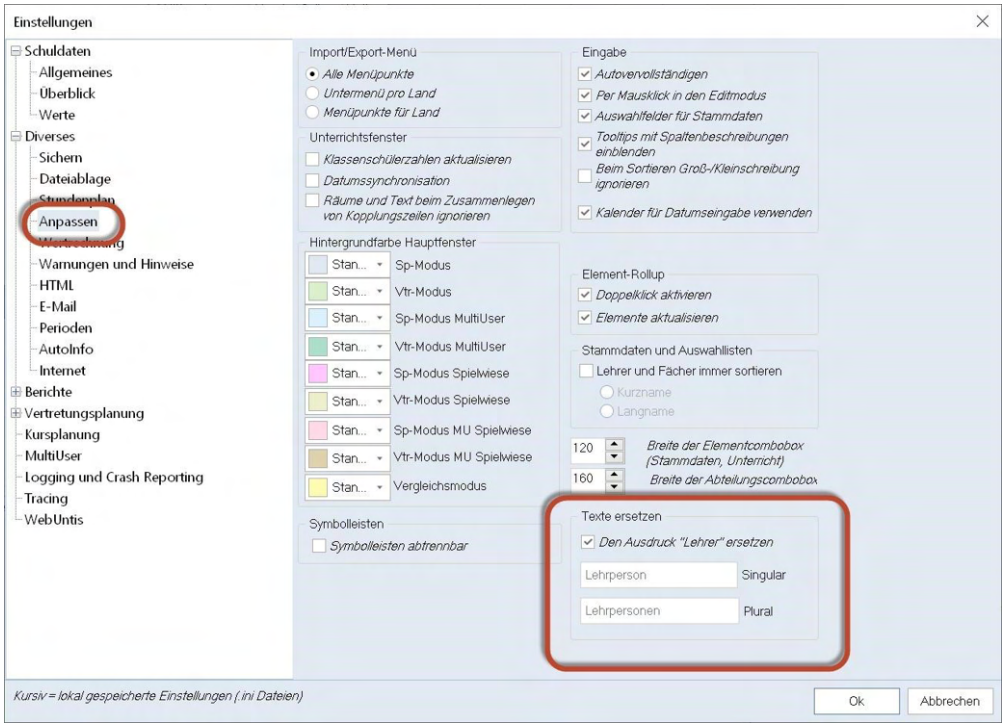
For a better overview, the *analysis* in the weighting window was separated from weighting distribution and is now an individual item. Additionally, another warning was added to the analysis regarding double periods: If you want to schedule double periods you should not set the weight of "The same subject cannot be taught more than once on the same day" to zero.



2.1.1.4 Gender-neutral wording

The basics of the existing Untis Windows version was programmed more than 24 years ago (at that time it was called “gp-Untis”). Many of the terms of the program surface are older and go back to the first PC version from the year 1987. On the one hand, we wanted to provide long-term users with the surface they have been used to for years, but on the other, we wanted to take into account that language is nothing static, and the reception of alleged technical terms changes over time. Therefore, Untis 2023 gives you the possibility to replace the term “teacher” used in many places of the program with something else.

The respective setting can be changed under: <Settings>, "Miscellaneous | Customise".



With this change we primarily wanted to provide Untis users with the possibility to use the terms specific to the respective school for reports and print outs.

Vertretungsliste für den 20.1. / Donnerstag Woche-B

Abwesende Lehrpersonen: Goethe (8:00-24:00), Hayatbakhsh (8:00-18:50)
Betroffene Lehrpersonen: Andersen, Ionesco, Marx

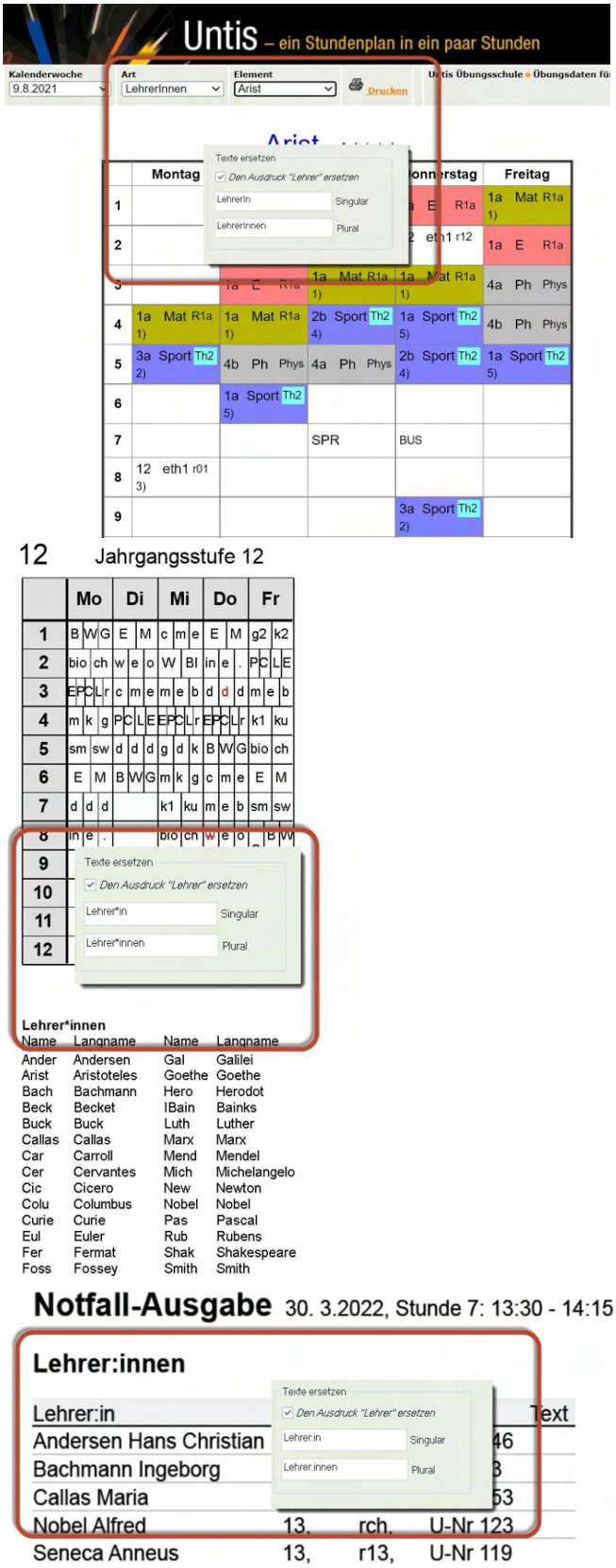
Ander Andersen

Art	Datum	Tag	Stunde	(Fach)	Vertreter	Klasse(n)	(Raum)
Pausenaufsicht	20.1.	Do	2/3		~~Goethe~~→Ander		Hof

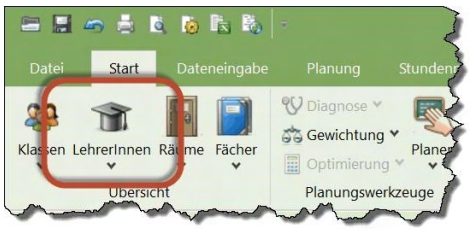
Ion Ionesco

Art	Datum	Tag	Stunde	(Fach)	Vertreter	Klasse(n)	(Raum)
Vertretung	20.1.	Do	3	d1	~~Goethe~~→Ion	12	r01

This text replacement is carried out in all reports and windows which are either handed out or accessible by all teachers of the school, as long as the term “teacher” is not used in the context of a whole sentence.

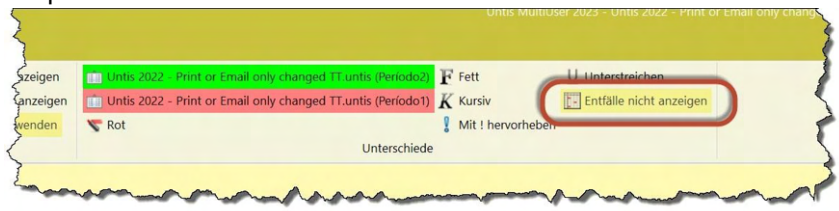


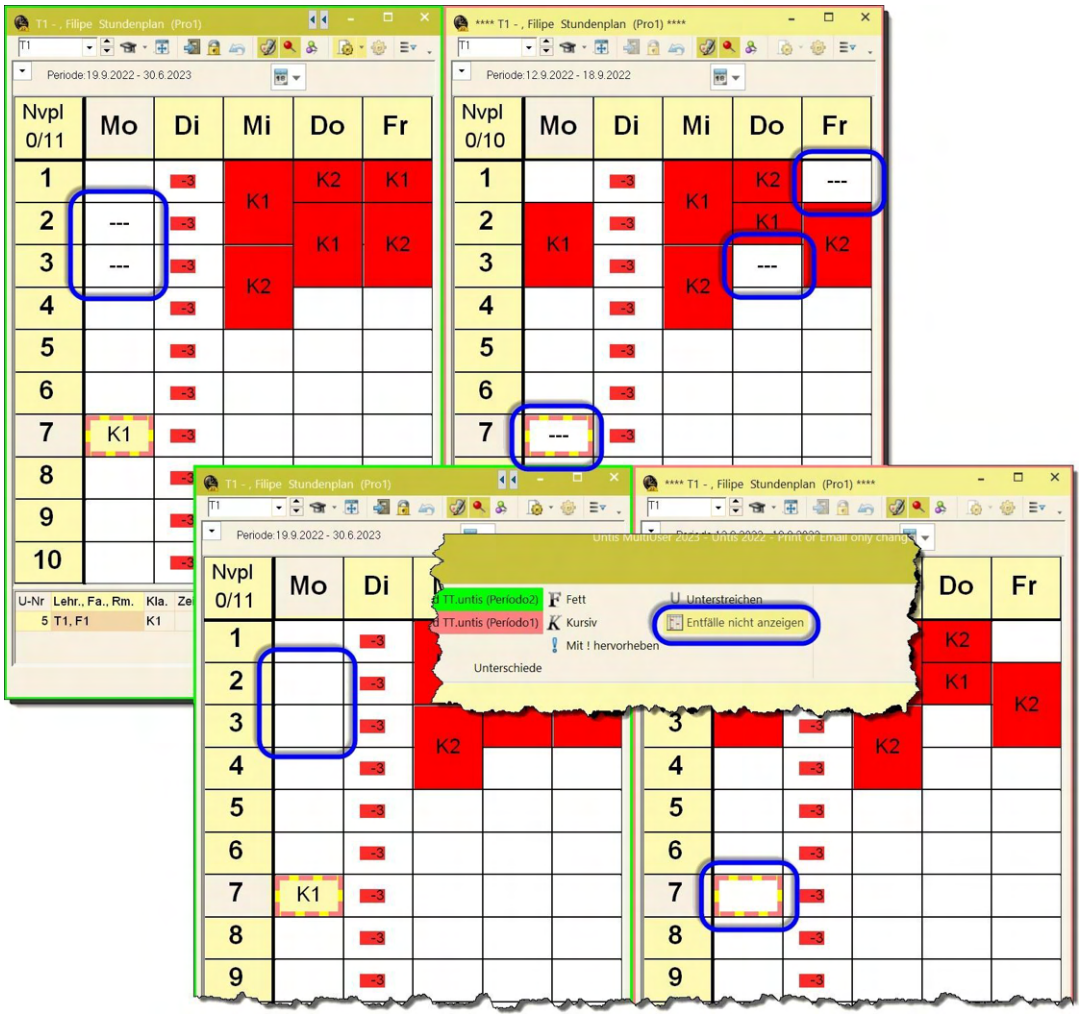
Wherever possible - not everywhere, though - this change was implemented in the Untis user surface.



2.1.1.5 New display option in the comparison mode

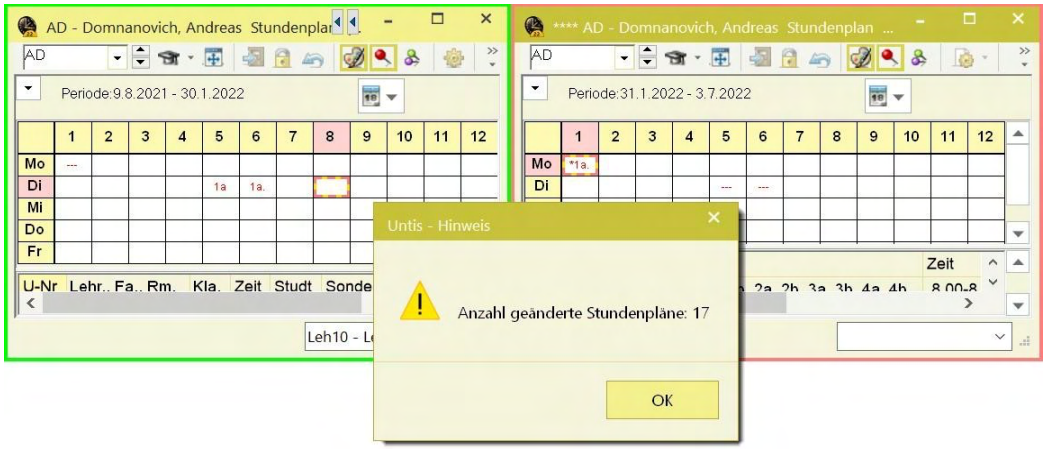
Due to many customer requests, we added the new option “Do not show cancellations” to the comparison mode.

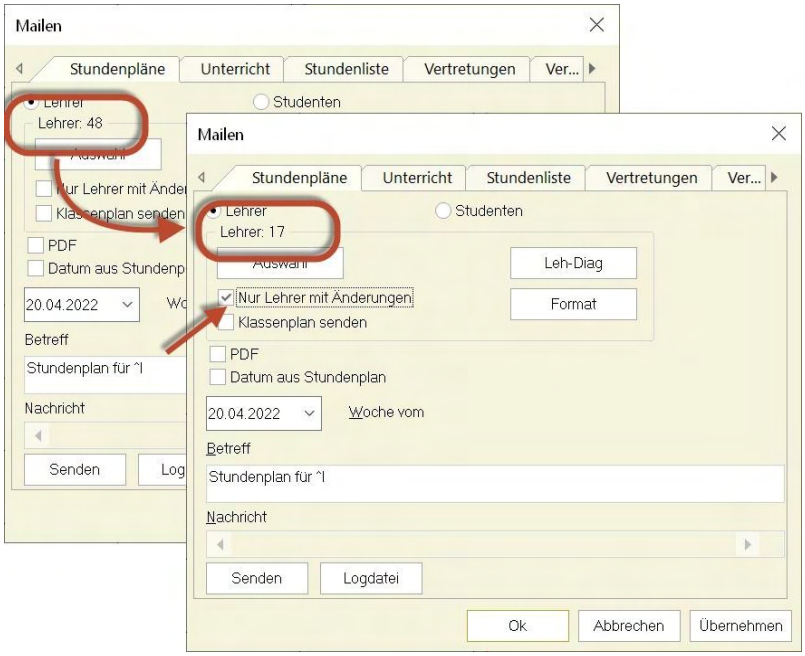




This change additionally brought about a respective extension to the display possibilities in the Substitution planning module.

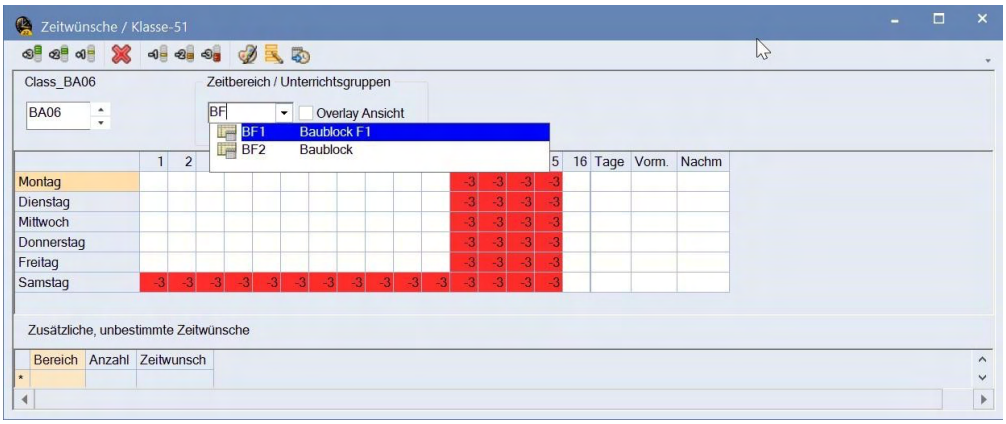
Furthermore, those teachers whose timetable were marked as “changed” when compared, can be pre-selected for sending the timetable via e-mail (Info timetable module) immediately after the timetable comparison and as long as the comparison mode is not closed.





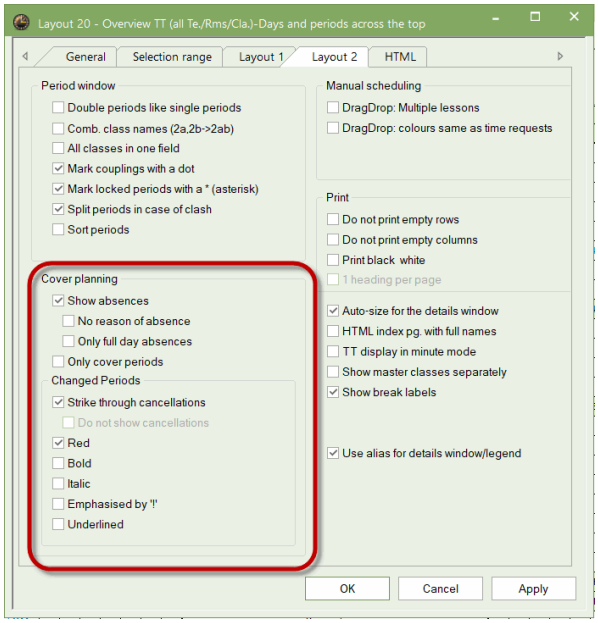
3 Time-dependent time requests

As of Untis 2023.1.0, it is possible to use time-dependent time requests. This provides you with the possibility to, for instance, enter different time requests for weeks A and B. These time requests are fully integrated in the timetable optimization process. A full description of this new feature will be available with the Units 2023.1.0 release.



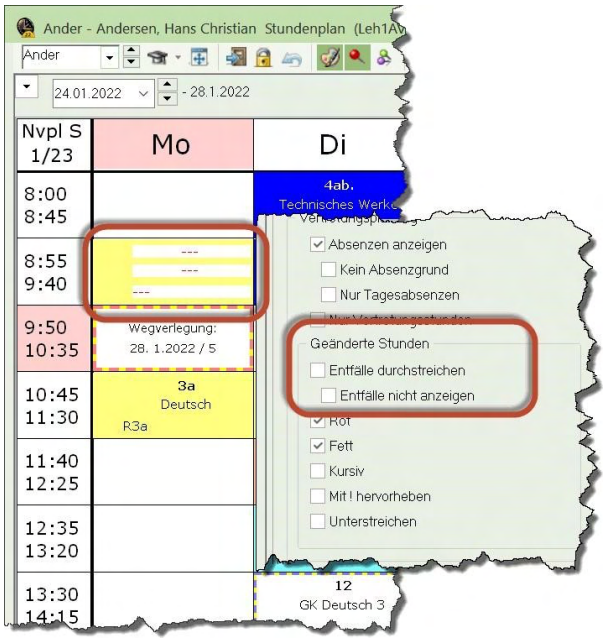
4 Substitution planning module

4.1.1 New display possibility of cancellations

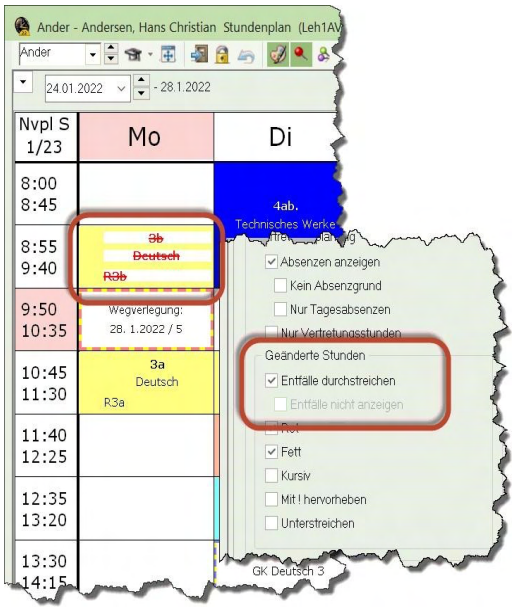


An addition of the *comparison mode* was also implemented in the substitution planning, and lead to a re-structuring of the respective timetable <Settings> in the substitution mode.
All settings affecting substitution planning can now be found in one block, the displaying options for changed periods are also grouped in a block within this block.
A new option was added: *Do not show cancellations*, which provides you with the possibility to display cancellations in three different ways:

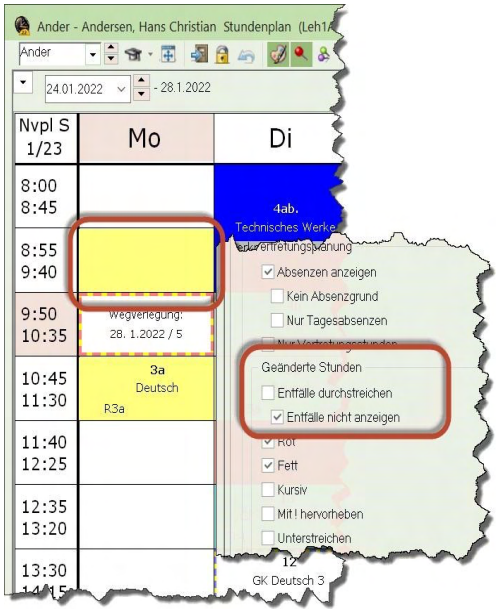
If the option: *Strike-through cancellations* is not active, "---" is displayed in the case of cancellation.



If, however, the option: *Strike-through cancellations* is active, the affected elements are shown struck through when they are cancellations.



If you choose the new option: *Do not show cancellations*, no cancellations are shown at all.



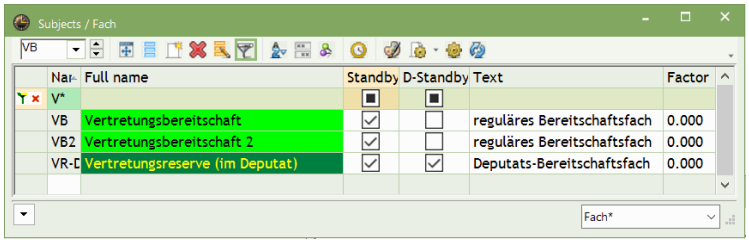
4.2 Standby counter

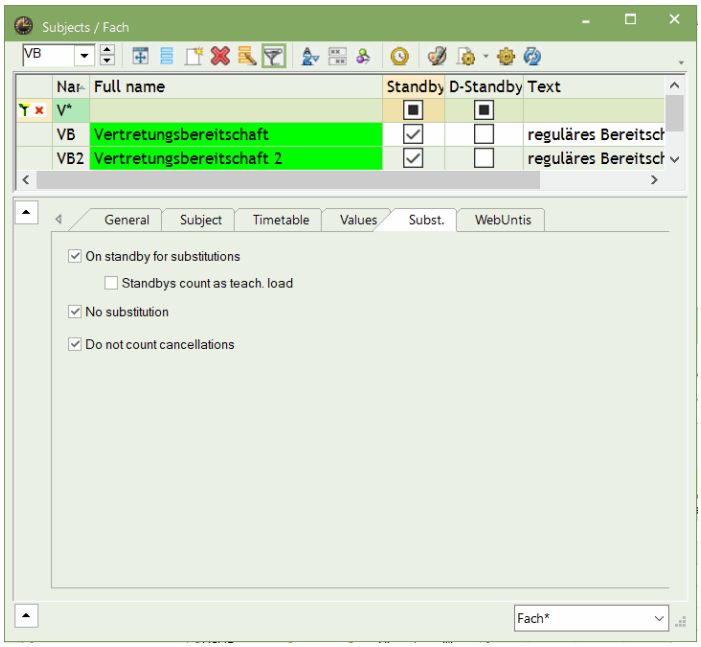
4.2.1 General

In Untis, you can define as many standby subjects as you like, although there are two different types in general:

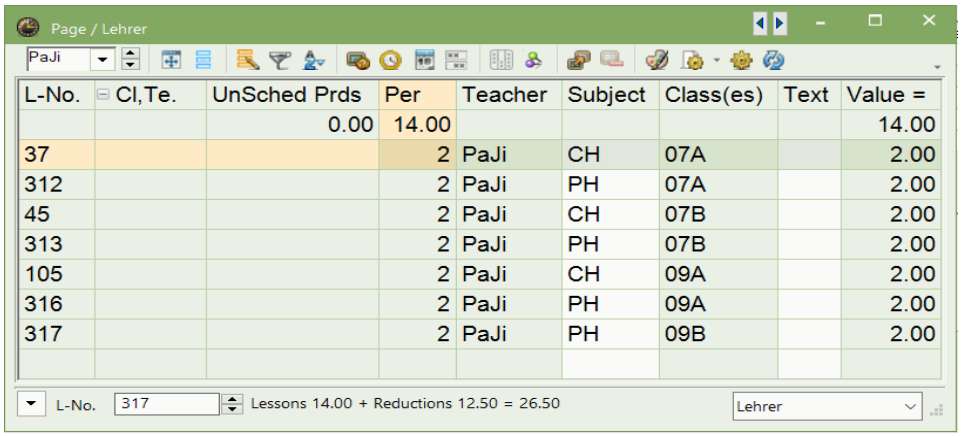
1. A regular standby subject has the feature: *On standby for substitutions* activated, however, the feature: *Standbys count as teaching load* is **not** activated (go to: Subjects => Master data of the respective subject).

2. A *standby subject counting as teaching load*, the feature: *Standbys count as teaching load* is activated.

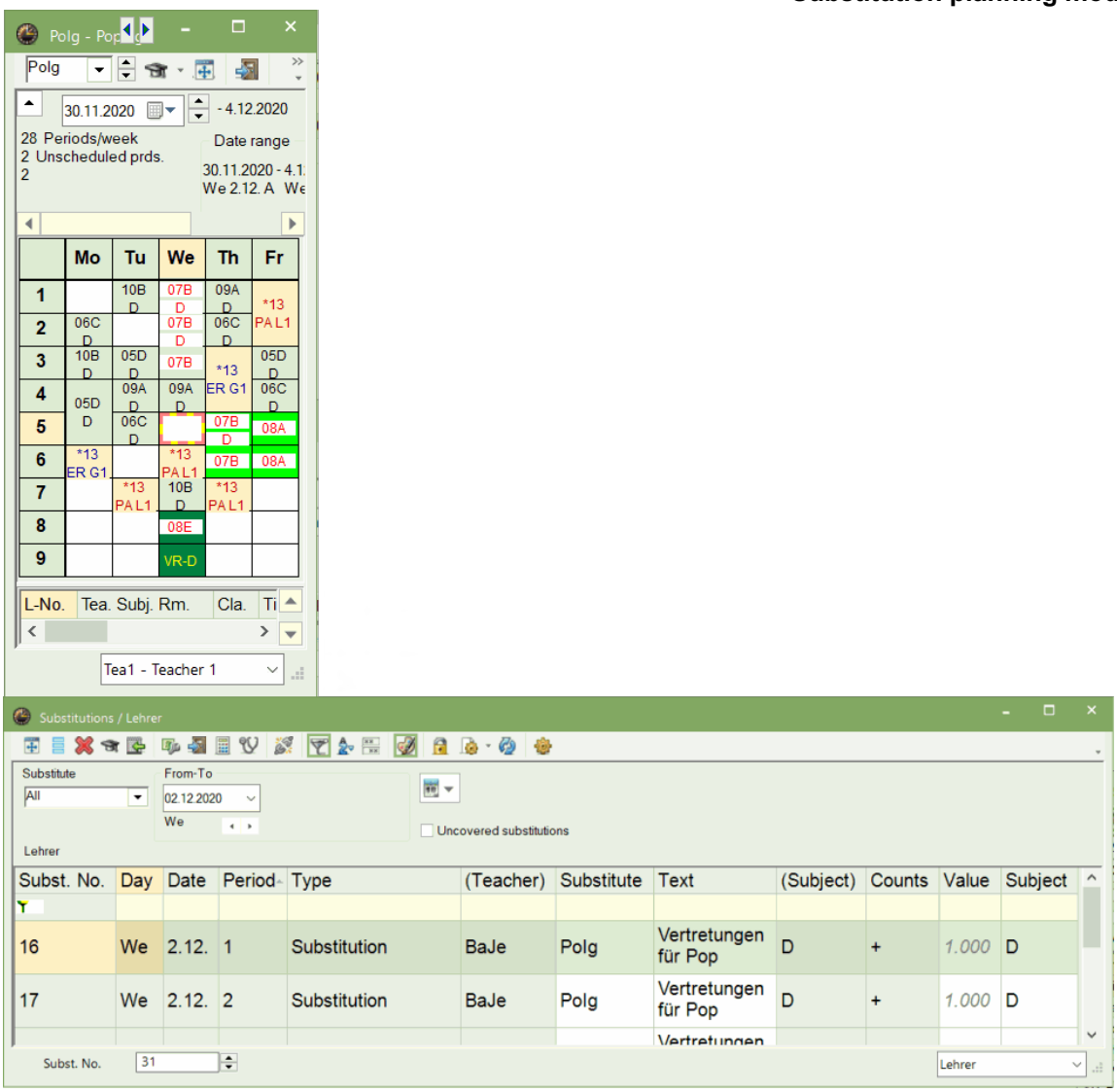




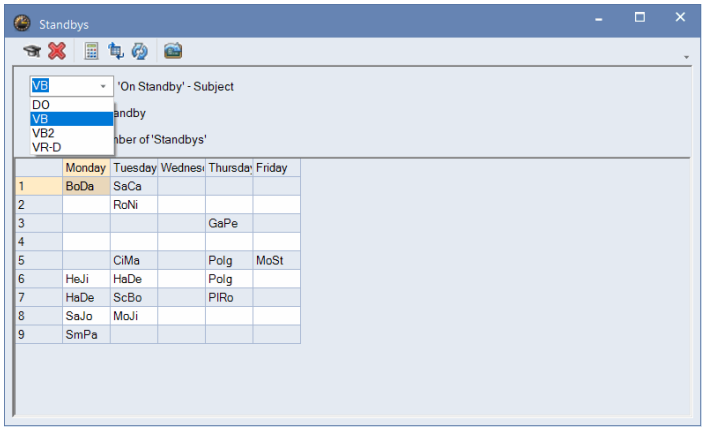
- A regular standby period shows a regular standby subject in the respective (standby) lesson.



- A *used standby for substitution* means that a teacher substituted for another at a time when the respective teacher had a standby substitution scheduled. (In the example below: Monday 9 November, 1st period. The standby for substitution of the following week is still not scheduled yet).



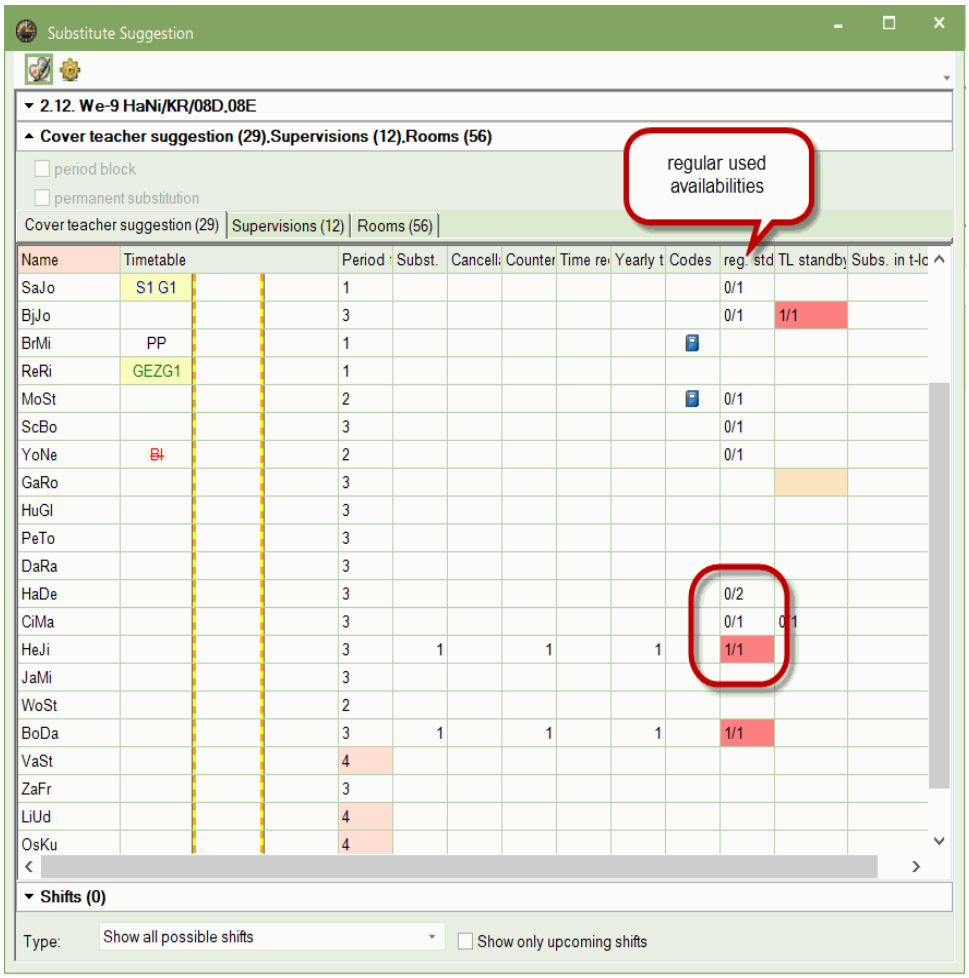
All standbys are created and scheduled as always:



4.2.1.1 Regular standbys

We added a new column in the *substitution suggestion*: *Used regular standbys* (also: Standby counter). If there are several *regular standby subjects*, this *standby counter* shows the sum total of all used standbys per teacher in the set time range.

A standby is defined as *used* when the respective teacher is substituting at a time when in his regular timetable a *regular standby period* is scheduled.

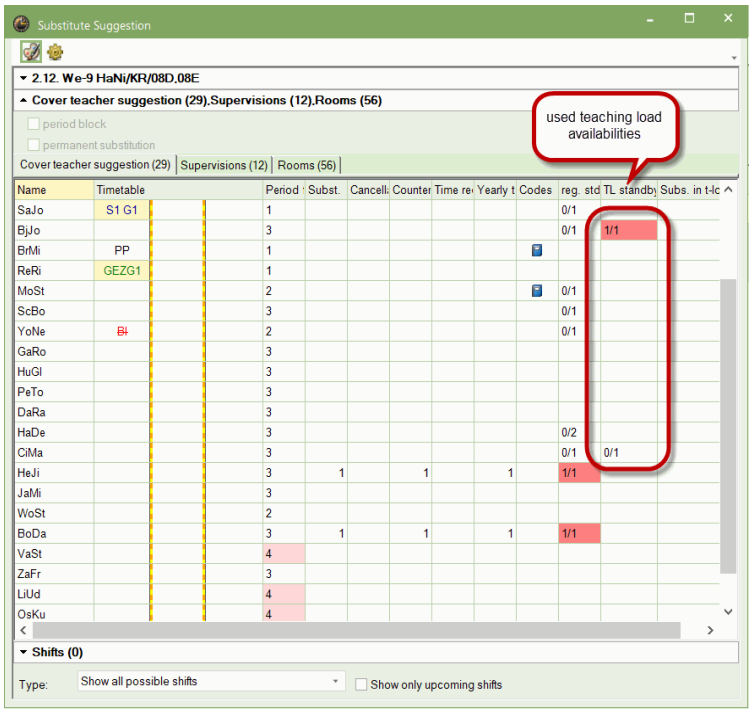


The number of used standbys is shown as *m/n*, whereby *m* being the number of substituted periods and *n* the number of scheduled standbys in the defined time range.
As soon as the number of used standbys equals the number of scheduled standbys, the background of the respective cell turns red.

Used standbys are counted as regular substitutions in the *substitution statement*, however they are shown in a specific block.

4.2.1.2 Standbys counting as teaching load

There is another new column in the substitution suggestion: *Used standbys count as teaching load* (also: *Standbys count as teaching load counter*).



The *teaching load standby counter* reacts to the time range defined in the substitution settings, and can be shown or hidden like any other column.
If there are several standby subjects counting as teaching load, the teaching load standby counter shows the sum total of the *used standbys* per teacher in the defined time range.

A standby is defined as *used* when the respective teacher is substituting at a time when in his regular timetable a *regular standby period* counting as teaching load is scheduled.

Similar to the *standby counter*, the number of used standbys of *the teaching load standby counter* is shown as *m/n*, whereby *m* being the number of substituted periods and *n* the number of scheduled standbys in the defined time range.

And the same is true for the teaching load standby counter: As soon as the number of used standbys equals the number of scheduled standbys, the background of the respective cell turns red.

4.2.1.3 Display in the teacher master data window

In the teacher master data window, we introduced

A) changes to the existing "Number of scheduled standbys" field, and B) a new field called: "Number of given standbys" (standby counter).

A) Changes to the “Number of scheduled standbys” field

Case: The teacher is not on standby counting as teaching load

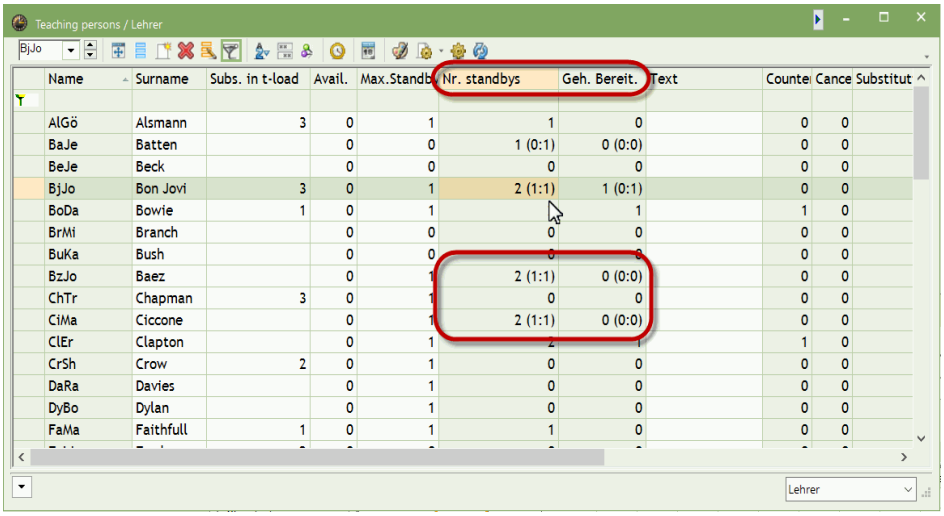
In this case, nothing changes as far as display is concerned.

Case 2: The teacher has at least one *standby counting as teaching load*

From now on, the No. standbys field shows the number of all scheduled standbys as "m (n:o)", whereby *m* is the sum total of regular standbys and standbys counting as teaching load, *n* the number of regular standbys, and *o* the number of standbys counting as teaching load.

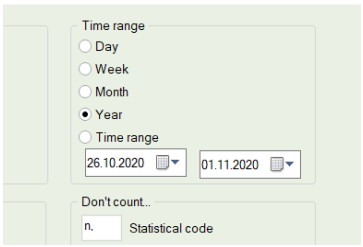
Example:

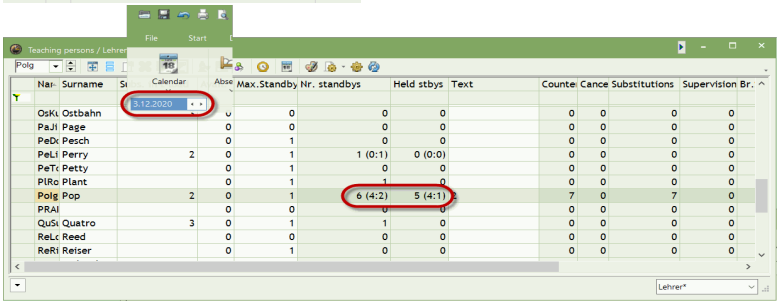
If 6 standbys are used in total, 2 of which count as teaching load, the display will show "6 (4:2)". The tool tip of the field shows the following note: "Sum total (regular standbys: standbys counting as teaching load).

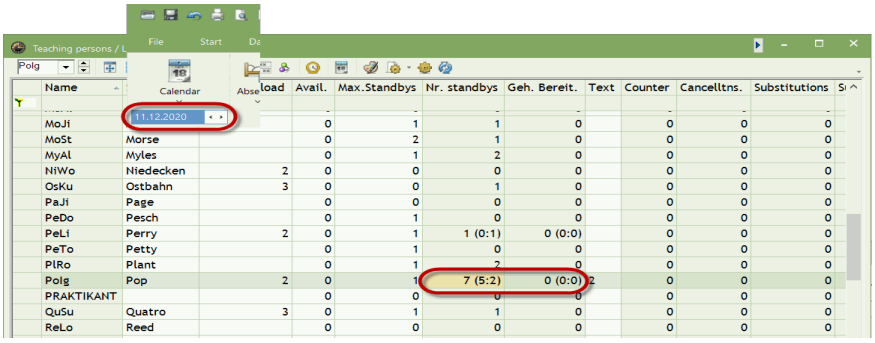


Note

At present, only the counter type *number* is shown. In the *No. standbys* column, the number of scheduled standby periods of the current term is still shown, however, the new column *Given standbys* reacts to the time range defined in the <substitution planning> settings.







4.2.2 Adjustments in the *substitution statement* report

If the case occurs that no substitutions in teaching load are used, nothing has changed regarding the existing report. If you use teaching load substitutions, in brackets after the number of scheduled, cancelled and used standbys, it is shown how many of them are counting as teaching load.

Polg Pop

Vertretungen / Entfälle / WertKorrektur : 1.12. - 31.12.

Datum	Stunde	E/V/F	Wert	Zähler	Fach	Klasse(n)	Grund	Text
2.12.	Mi/1	+V	1	1	DEUTSCH	07B	Vertretung	normale Vertretung
2.12.	Mi/2	+V	1	2	DEUTSCH	07B	Vertretung	normale Vertretung
2.12.	Mi/3	+V	1	3	PHYSIK	07B	Vertretung	normale Vertretung
2.12.	Mi/8	V	0	3	BIOLOGIE	08E	Statt-Vertretung	VR-D
2.12.	Mi/9	V	0	3	RELIGION KATHOLISCH	08D, 08E	Statt-Vertretung	VR-D
3.12.	Do/5	+V	1	4	DEUTSCH	07B	Vertretung	VB
3.12.	Do/6	+V	1	5	PHYSIK	07B	Vertretung	VB
4.12.	Fr/5	+V	1	6	MATHEMATIK	08A	Vertretung	VB2
4.12.	Fr/6	+V	1	7	POLITIK	08A	Vertretung	VB2

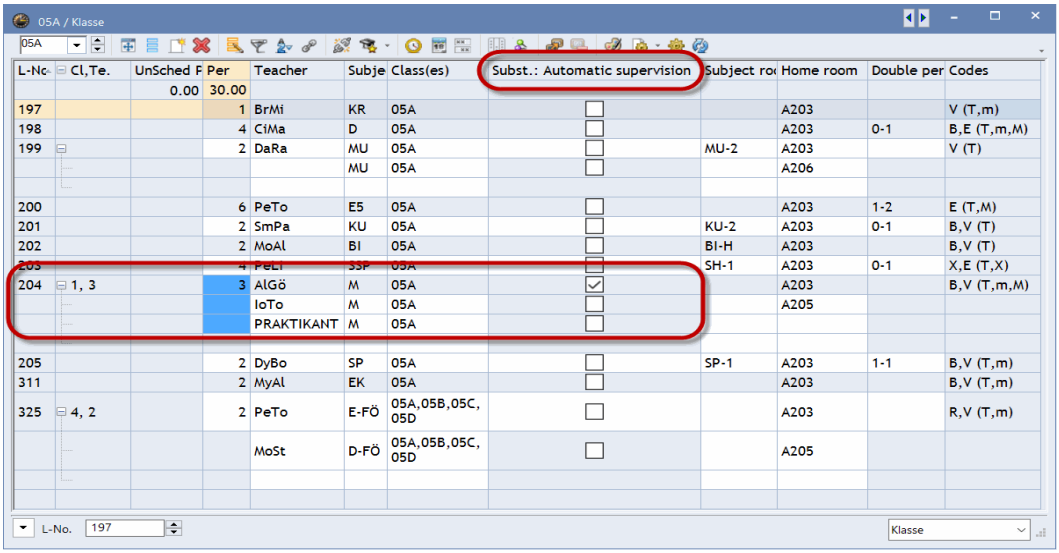
Vertretungen: 7
Vertretung nicht zu zählen: 2
Entfälle: 0
Entfall nicht zu zählen: 0
Summe: 7
Bereitschaften verplant: 18 (Davon 6 im Deputat)
Bereitschaften entfallen: 0 (Davon 0 im Deputat)
Bereitschaften genutzt: 6 (Davon 2 im Deputat)

4.3 Automatic supervisions

Note!

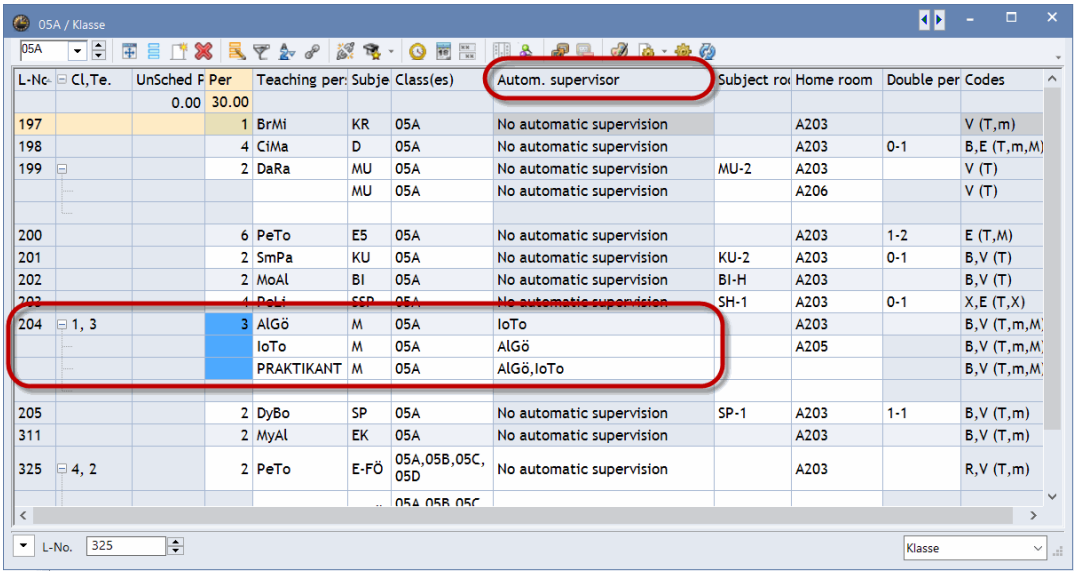
This feature will only be available with Untis 2023.1.0

A few years ago, a code was implemented which has the effect that in the case of couplings, teachers automatically take over supervision if any other teacher involved in the coupling is absent.



L-No.	Cl,Te.	UnSched P	Per	Teacher	Subje	Class(es)	Subst.: Automatic supervision	Subject ro	Home room	Double per	Codes
		0.00	30.00								
197			1	BrMi	KR	05A	☐		A203		V (T,m)
198			4	CiMa	D	05A	☐		A203	0-1	B,E (T,m,M)
199			2	DaRa	MU	05A	☐	MU-2	A203		V (T)
					MU	05A	☐		A206		
200			6	PeTo	E5	05A	☐		A203	1-2	E (T,M)
201			2	SmPa	KU	05A	☐	KU-2	A203	0-1	B,V (T)
202			2	MoAl	BI	05A	☐	BI-H	A203		B,V (T)
203			4	PeLi	SSP	05A	☐	SH-1	A203	0-1	X,E (T,X)
204	1, 3		3	AlGö	M	05A	☑		A203		B,V (T,m,M)
				IoTo	M	05A	☐		A205		
				PRAKTIKANT	M	05A	☐				
205			2	DyBo	SP	05A	☐	SP-1	A203	1-1	B,V (T,m)
311			2	MyAl	EK	05A	☐		A203		B,V (T,m)
325	4, 2		2	PeTo	E-FÖ	05A,05B,05C, 05D	☐		A203		R,V (T,m)
				MoSt	D-FÖ	05A,05B,05C, 05D	☐		A205		

This feature has been fine-tuned in such a way that you can control per coupling line which teacher is taken into account for this *automatic supervision*.



L-No.	Cl,Te.	UnSched P	Per	Teaching per	Subje	Class(es)	Autom. supervisor	Subject ro	Home room	Double per	Codes
		0.00	30.00								
197			1	BrMi	KR	05A	No automatic supervision		A203		V (T,m)
198			4	CiMa	D	05A	No automatic supervision		A203	0-1	B,E (T,m,M)
199			2	DaRa	MU	05A	No automatic supervision	MU-2	A203		V (T)
					MU	05A	No automatic supervision		A206		V (T)
200			6	PeTo	E5	05A	No automatic supervision		A203	1-2	E (T,M)
201			2	SmPa	KU	05A	No automatic supervision	KU-2	A203	0-1	B,V (T)
202			2	MoAl	BI	05A	No automatic supervision	BI-H	A203		B,V (T)
203			4	PeLi	SSP	05A	No automatic supervision	SH-1	A203	0-1	X,E (T,X)
204	1, 3		3	AlGö	M	05A	IoTo		A203		B,V (T,m,M)
				IoTo	M	05A	AlGö		A205		B,V (T,m,M)
				PRAKTIKANT	M	05A	AlGö,IoTo				B,V (T,m,M)
205			2	DyBo	SP	05A	No automatic supervision	SP-1	A203	1-1	B,V (T,m)
311			2	MyAl	EK	05A	No automatic supervision		A203		B,V (T,m)
325	4, 2		2	PeTo	E-FÖ	05A,05B,05C, 05D	No automatic supervision		A203		R,V (T,m)

5 Untis and WebUntis

5.1 Codes

Up to Untis 2022, statistical codes were also used for taking control of the data flow between Untis and WebUntis. The following was applied:

5.1.1.1 Teacher master data

KZ	Description
–	When exported to WebUntis, this teacher is ignored.
x	This teacher is ignored when exported to Sokrates.
-	Teacher is not exported (DIF, TXTfiles)

5.1.1.2 Class master data

KZ	Description
–	When exported to WebUntis, this class is ignored.
x	When exported to Sokrates, this class is ignored.

5.1.1.3 Subject – master data

KZ	Description
–	When exported to WebUntis, this room is ignored.
\	When exported to WebUntis, the code "Not bookable" will be set.
x	When exported to Sokrates, this room is ignored

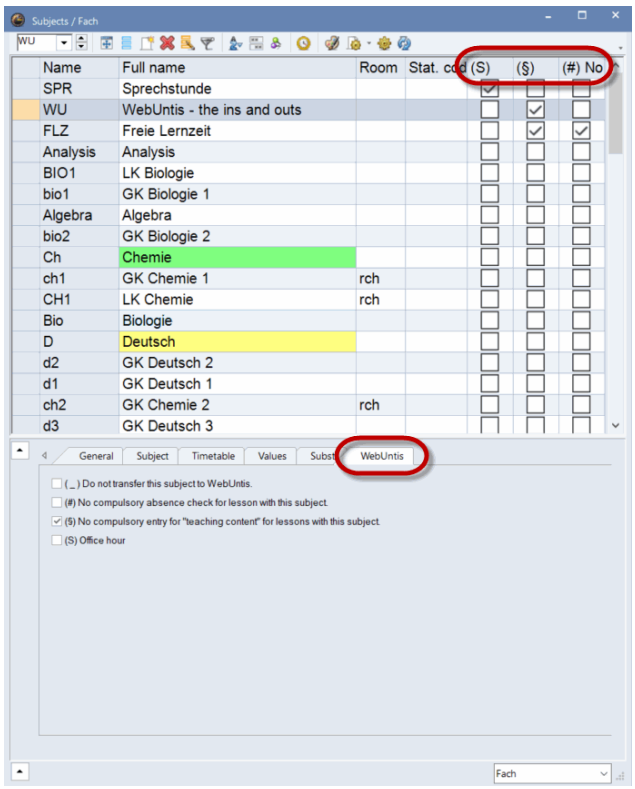
KZ	Description
–	When exported to WebUntis, this room is ignored.
x	When exported to Sokrates, this room is ignored.

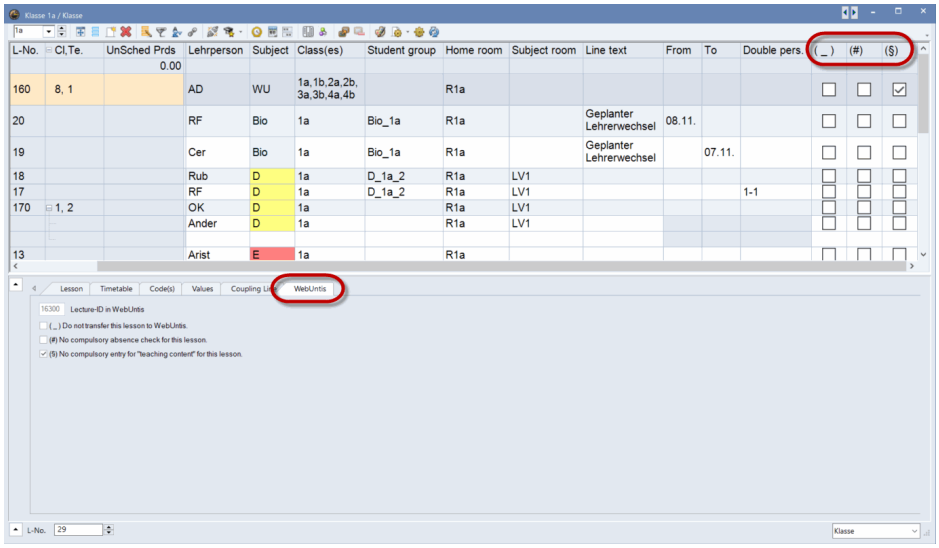
Room - master data

5.1.1.4 Lesson

KZ	Beschreibung	Unterricht	Kopplungszeile
_	Beim Export nach WebUntis w ird dieser Unterricht ignoriert.	x	x
#	Unterricht verliert die "Benötigt Abw esenheitskontrolle"-Eigenschaft in WebUntis.	x	x
§	Unterricht verliert die "Benötigt Lehrstoffeingabe"-Eigenschaft in WebUntis.	x	x
l	("kleines L") Unterrichts-Schülergruppe bekommt die Eigenschaft "Leistungsgruppe" in WebUntis (zb. für Sokrates).	x	
x	Beim Export nach Sokrates w ird dieser Unterricht ignoriert.	x	
-	Unterricht w ird nicht exportiert (DIF, TXT Files)		

Untis 2023 implements individual codes for these attributes, which are accessible via master data and via the respective lesson on its own tab:





If you have already used above mentioned statistical control codes for your file with Untis 2022 and earlier versions, they are converted into the new format the moment you open Untis 2023 for the first time.

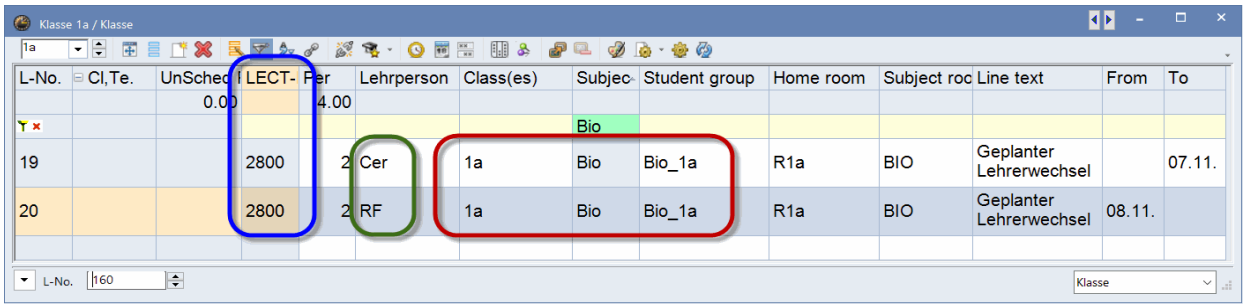
Please note that some of these statistical control codes (in detail: #, lesson loses the “necessary absence monitoring” property in WebUntis, and
§, "Lesson loses necessary “teaching content entry” property in WebUntis)
always have an effect on the entire WebUntis lecture (read more on this topic in the segment *Lectures*) (and not on the single Untis lecture fragment). Untis tells you about this fact in an information bubble.

5.2 Lectures

Untis and WebUntis have different lesson models: Untis lessons focus on the simultaneous scheduling of the elements involved in this lesson (key word “coupling”), WebUntis lessons, however, rather are lectures in which student absences and teaching content is collected at the individual appointments, or for which the individual students participating receive a grade at the end of the (half) year, respectively.

This is why we also use the term “Lecture” for WebUntis lessons in order to make the difference between these two teaching models also clear in language use.

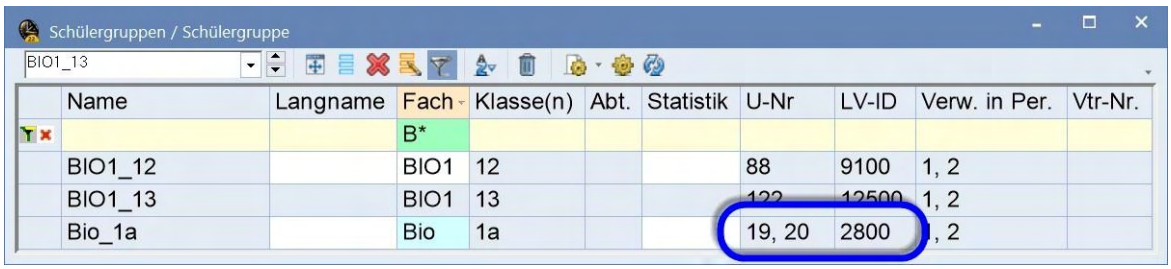
Such a lecture can also be taught by different teachers. The example below shows that the biology lesson of class 1a is taught by teacher Cer from the beginning of the school year until and including 7 November, and as of 8 November teacher RF will give this lecture.



Up to now, the combination class-subject-student group has been decisive whether two Untis lessons belong to one single lecture or not. If there is an identical combination framed in red as shown in the example above, these so-called (lesson) fragments belong to the same lecture, therefore, they are merged in one WebUntis lesson.
Untis 2023, therefore, shows the ID of the lecture to which the Untis lesson is assigned at many relevant places in order to emphasize this correlation. This ID is also shown in WebUntis.

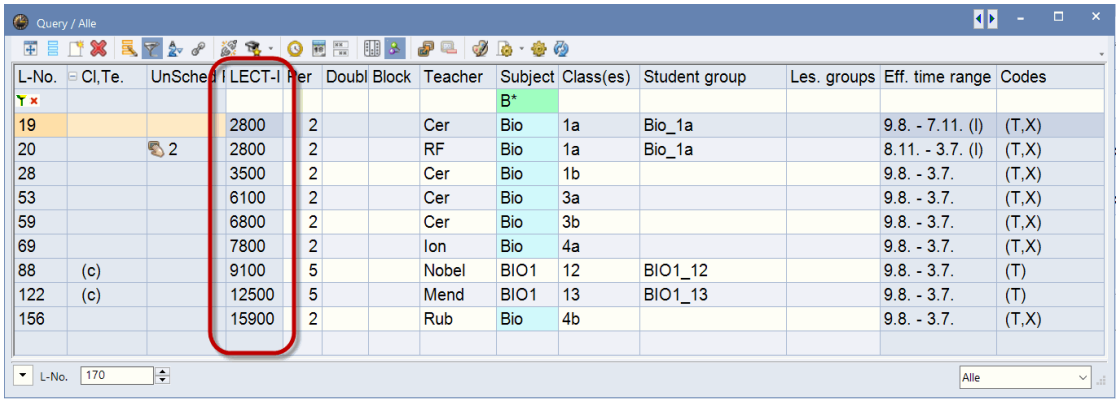
The *logics* of assignments via class-subject-student group is nothing new. However, the new feature is that the corelated WebUntis lecture ID is shown at many places in Untis making it easy for you to know without any doubt which (WebUntis) lecture belongs to which lesson or substitution.

In the student group window, for instance,



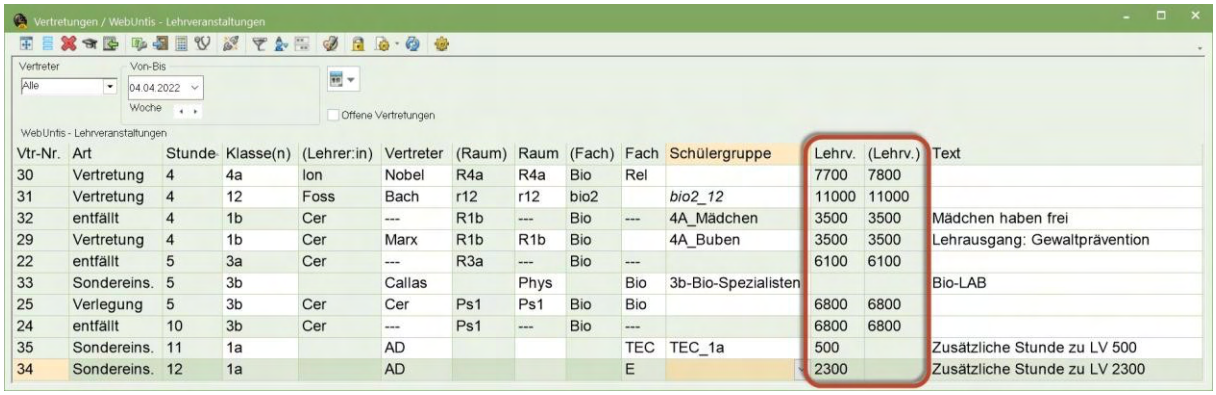
Name	Langname	Fach	Klasse(n)	Abt.	Statistik	U-Nr	LV-ID	Verw. in Per.	Vtr-Nr.
		B*							
BIO1_12		BIO1	12			88	9100	1, 2	
BIO1_13		BIO1	13			122	12500	1, 2	
Bio_1a		Bio	1a			19, 20	2800	, 2	

as mentioned above, in the lesson window,



L-No.	Cl,Te.	UnSched	LECT-I	Per	Doubl	Block	Teacher	Subject	Class(es)	Student group	Les. groups	Eff. time range	Codes
								B*					
19			2800	2			Cer	Bio	1a	Bio_1a		9.8. - 7.11. (I)	(T,X)
20		2	2800	2			RF	Bio	1a	Bio_1a		8.11. - 3.7. (I)	(T,X)
28			3500	2			Cer	Bio	1b			9.8. - 3.7.	(T,X)
53			6100	2			Cer	Bio	3a			9.8. - 3.7.	(T,X)
59			6800	2			Cer	Bio	3b			9.8. - 3.7.	(T,X)
69			7800	2			Ion	Bio	4a			9.8. - 3.7.	(T,X)
88	(c)		9100	5			Nobel	BIO1	12	BIO1_12		9.8. - 3.7.	(T)
122	(c)		12500	5			Mend	BIO1	13	BIO1_13		9.8. - 3.7.	(T)
156			15900	2			Rub	Bio	4b			9.8. - 3.7.	(T,X)

or in the substitution views.

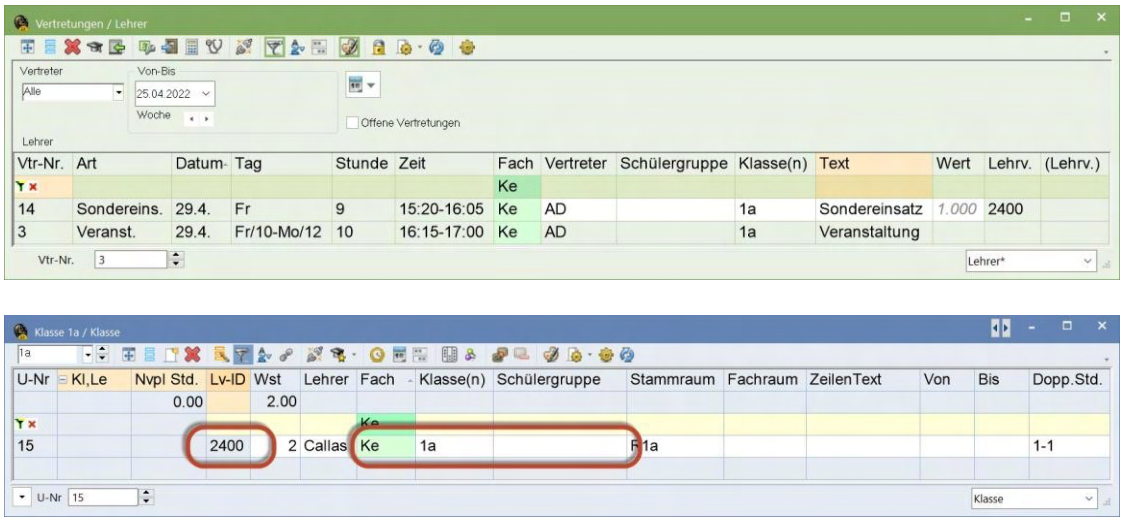


Vtr-Nr.	Art	Stunde	Klasse(n)	(Lehrer:in)	Vertreter	(Raum)	Raum	(Fach)	Fach	Schülergruppe	Lehrv.	(Lehrv.)	Text
30	Vertretung	4	4a	Ion	Nobel	R4a	R4a	Bio	Rel		7700	7800	
31	Vertretung	4	12	Foss	Bach	r12	r12	bio2		*bio2_12*	11000	11000	
32	entfällt	4	1b	Cer	---	R1b	---	Bio	---	4A_Mädchen	3500	3500	Mädchen haben frei
29	Vertretung	4	1b	Cer	Marx	R1b	R1b	Bio		4A_Buben	3500	3500	Lehrausgang: Gewaltprävention
22	entfällt	5	3a	Cer	---	R3a	---	Bio	---		6100	6100	
33	Sondereins.	5	3b		Callas		Phys		Bio	3b-Bio-Spezialisten			Bio-LAB
25	Verlegung	5	3b	Cer	Cer	Ps1	Ps1	Bio	Bio		6800	6800	
24	entfällt	10	3b	Cer	---	Ps1	---	Bio	---		6800	6800	
35	Sondereins.	11	1a		AD				TEC	TEC_1a	500		Zusätzliche Stunde zu LV 500
34	Sondereins.	12	1a		AD				E		2300		Zusätzliche Stunde zu LV 2300

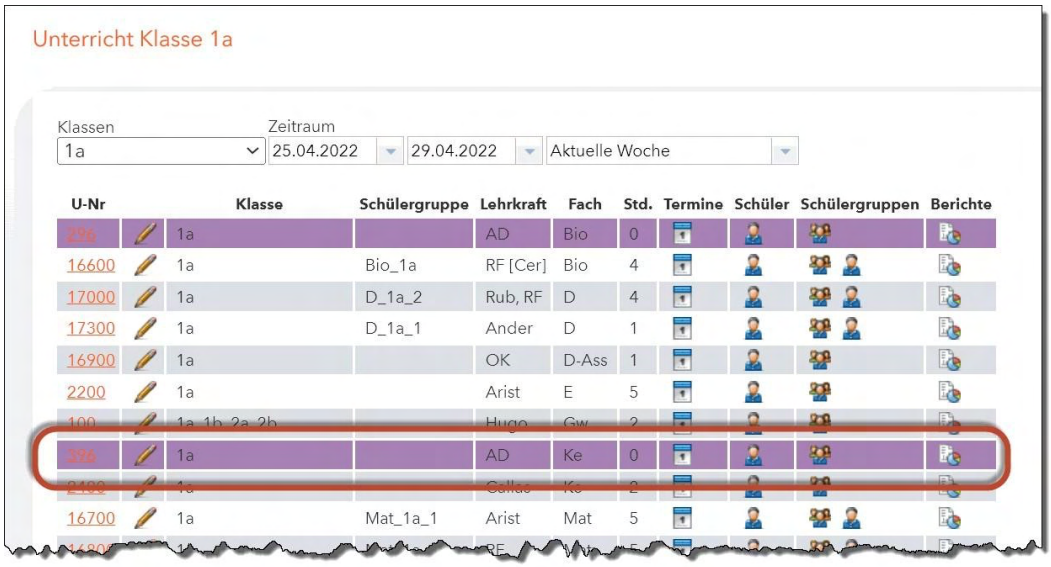
Please note in this respect that the change of the subject in substitution 30 changed the assignment of the lecture: The former biology period is now counted as additional period to the rel. lesson of class 4a. The special duties 34 and 35, are also recognised as belonging to a certain lecture, and the respective lecture ID is shown.

Entering a student group at special duty 35 which has not been used before, however, will create a completely new lecture in WebUntis. This is why the *Lecture* field is empty.

Please note that events are not assigned to a WebUntis lecture. The figure below shows that special duty 1a/Ke is assigned to the existing lecture ID 2400, the event with the same class/subject/student group combination, however, is not.

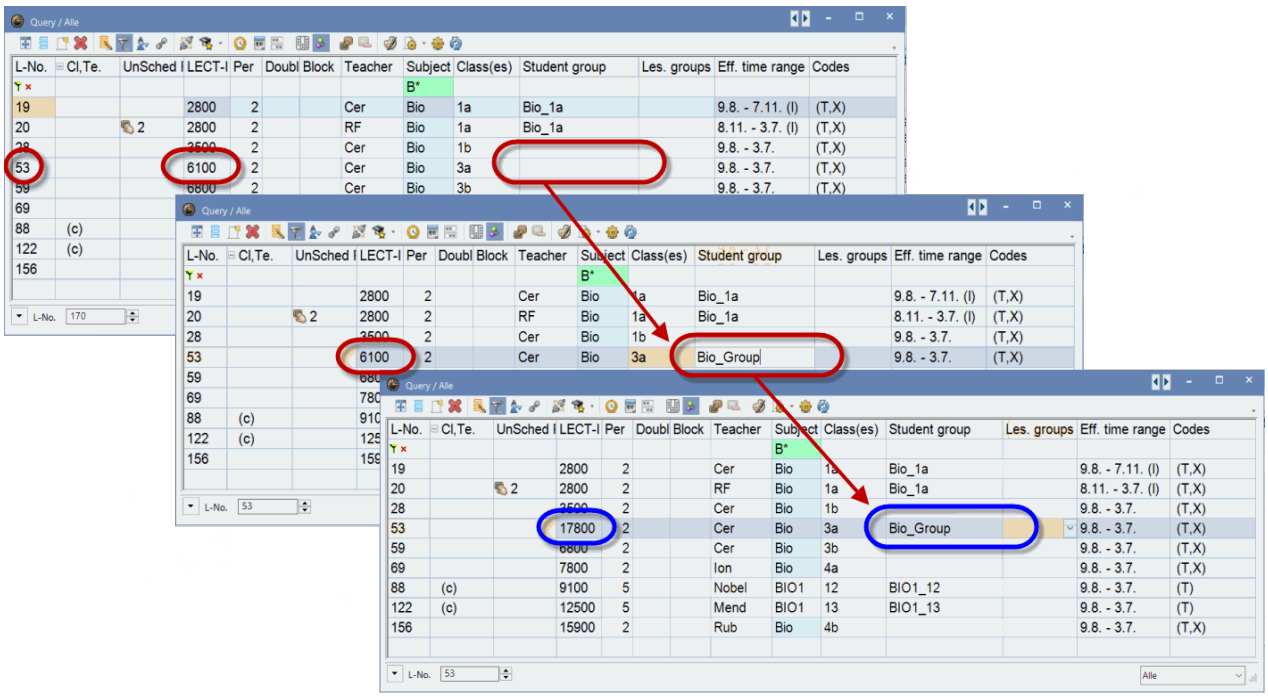


This is the currently applicable management of events in WebUntis: The event is interpreted as a new activity.



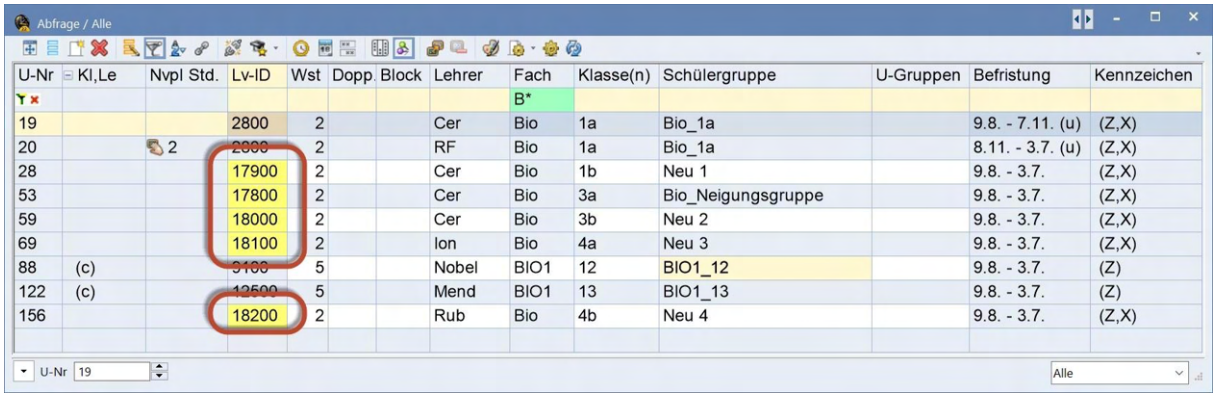
The special duty, however, as additional period of an existing lecture:

As of Untis 2023, you will be warned when you change the assignment of a lesson fragment to a lecture.



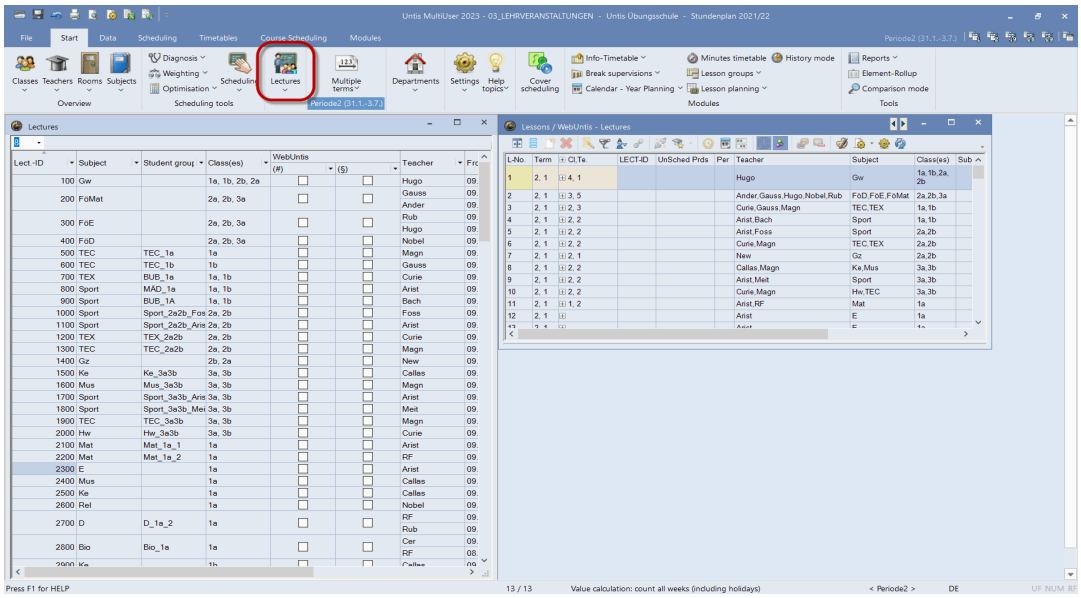
Untis wants to warn you before you do any changes regarding unintentional assignments before you export lessons to WebUntis. There, such unintentional changes could lead to *ex post* loss of teaching content, since these teaching contents are assigned to a specific lecture ID.

Lessons whose lecture assignments were changed, remain highlighted in yellow until the next export.

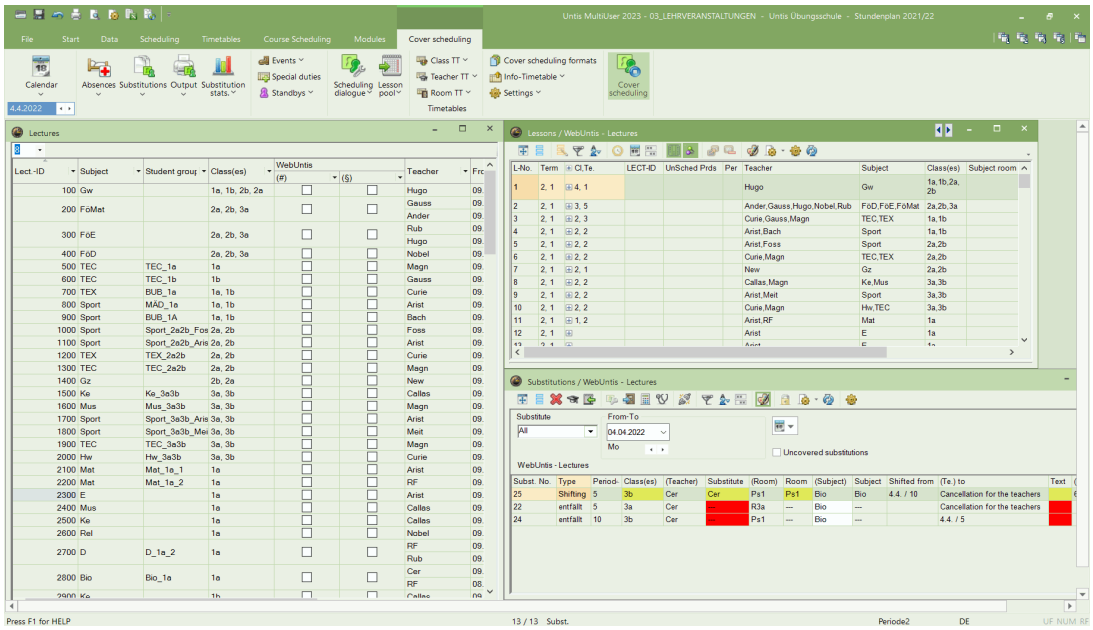


As soon as you restore the previous lecture assignment by entering the original student group, the yellow highlights will be gone.

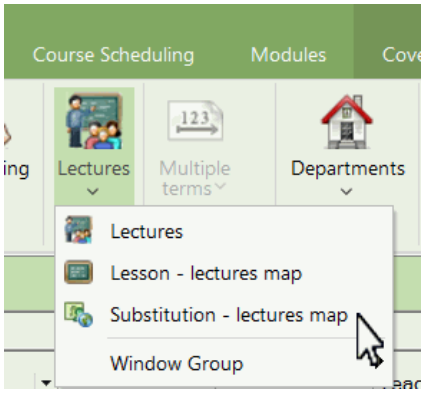
The new lecture window which you can open from the ribbon gives you a total overview of all lecture assignments. By clicking on Start in the ribbon you will find a new button opening the window layout for *lectures*.



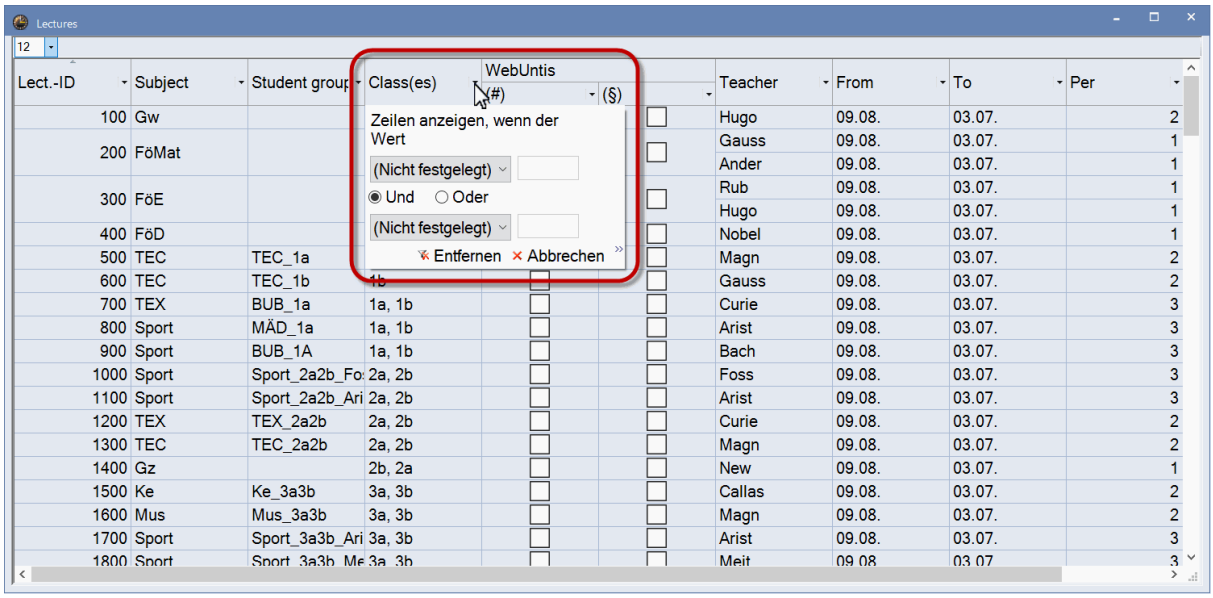
Depending on where you are at that moment, either in the timetable or the substitution mode, this button opens up either two or three windows:



According to the current Untis logics, the following windows can also be opened individually:



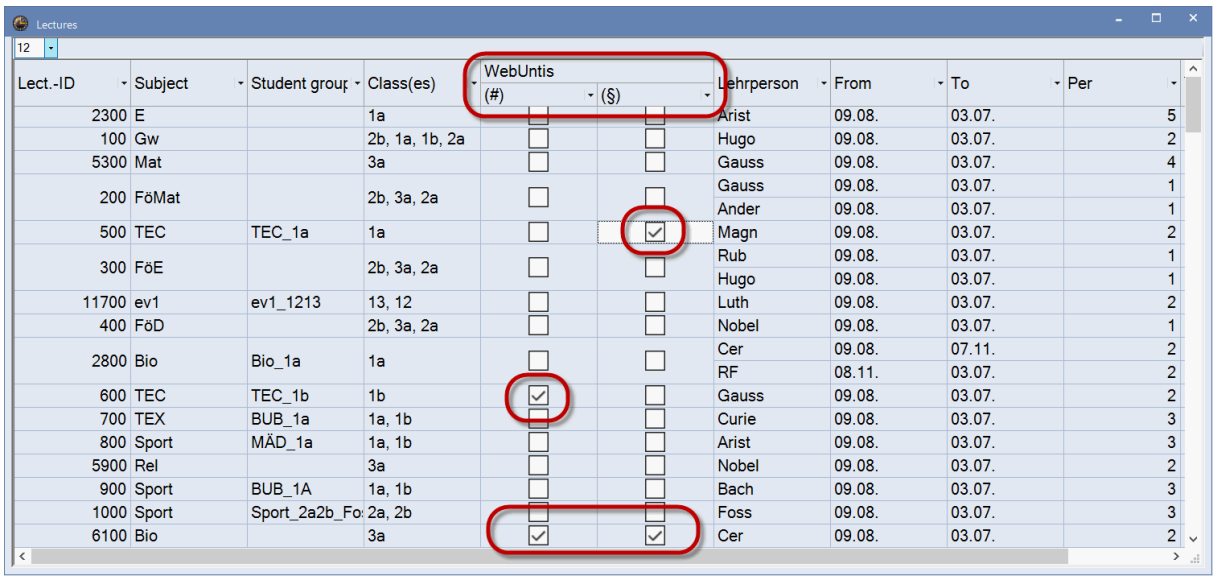
What is displayed in the actual (new) lecture window can be filtered by clicking on the (arrow) icon in the heading:



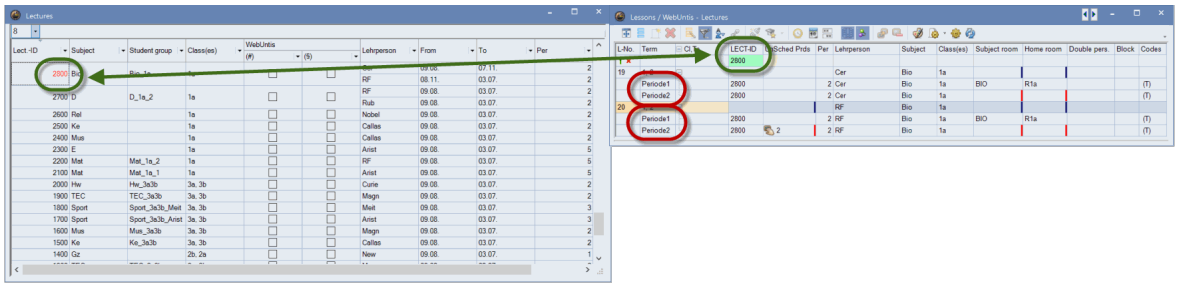
In general, you can do the following via the context menu of the heading in this window:

- show and hide columns
- filtering the window content and
- change the order of the columns via drag and drop.

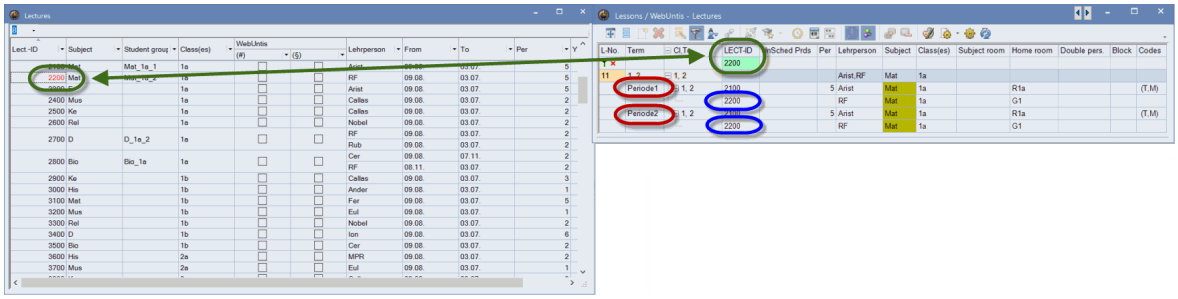
Additionally, you can show or hide those codes which can be activated or deactivated for the entire lecture.



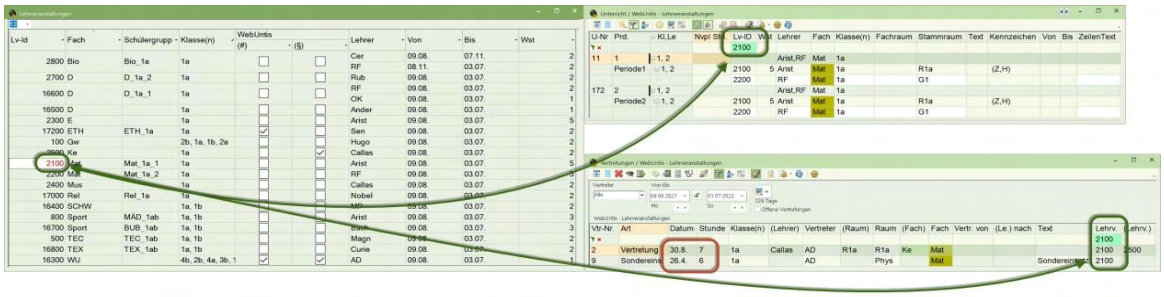
By clicking on a lecture in the left window, the right window will show all Untis lesson fragments which belong to this lecture regardless whether these Untis lessons are all in one term



or in different terms.



In substitution mode, you will additionally see the substitutions which belong to the selected lecture:

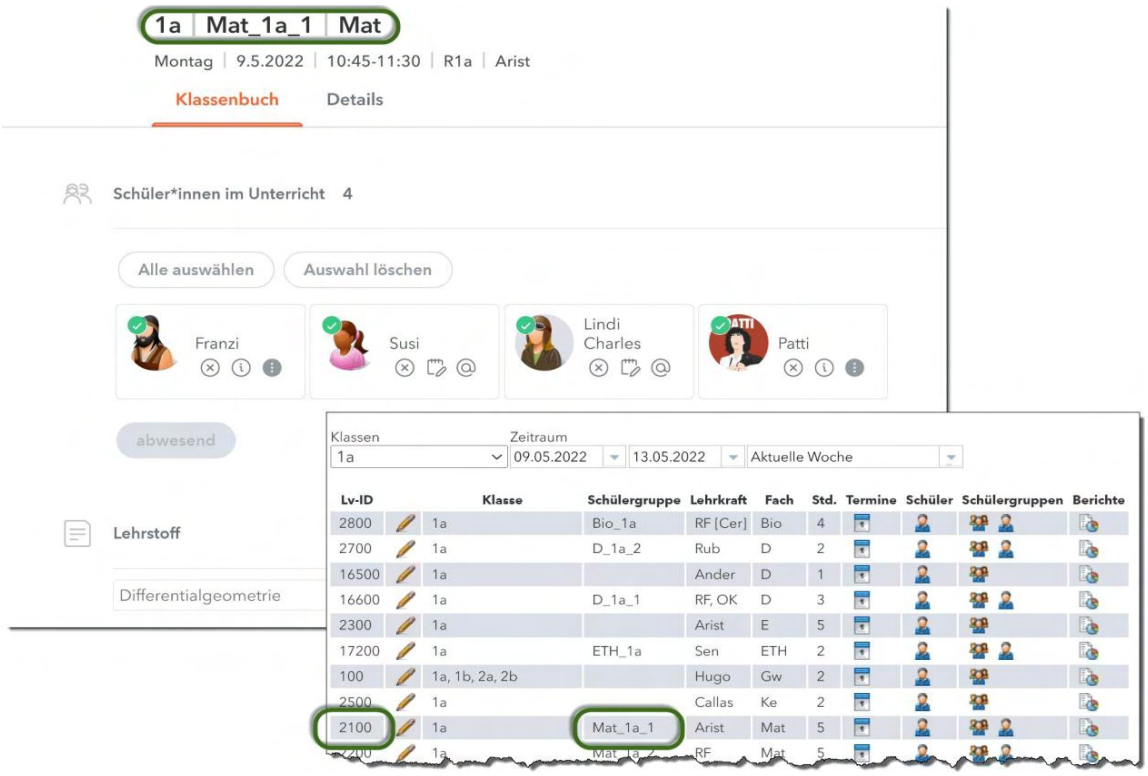


Please note that the two other windows with this layout, i.e. “the Lesson / WebUntis lectures” and “Substitutions / WebUntis lectures” are standard windows which can be adjusted to taste.

- Fonts and
- columns

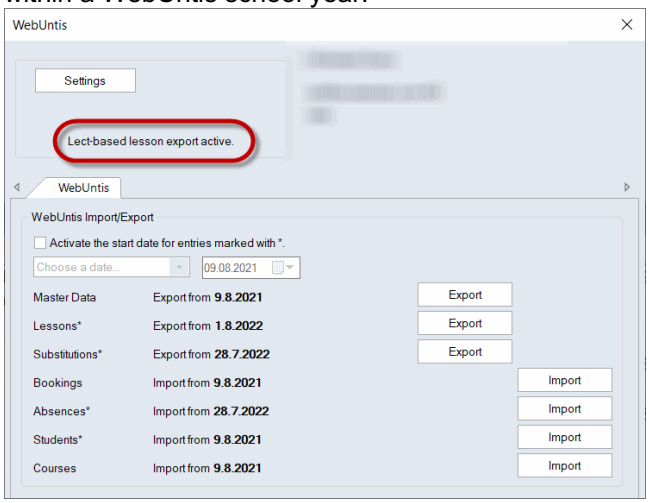
can be changed.

This layout should basically show to you quickly and clearly which lessons and substitutions belong to which lesson in WebUntis.



5.3 Untis-WebUntis lesson synchronisation

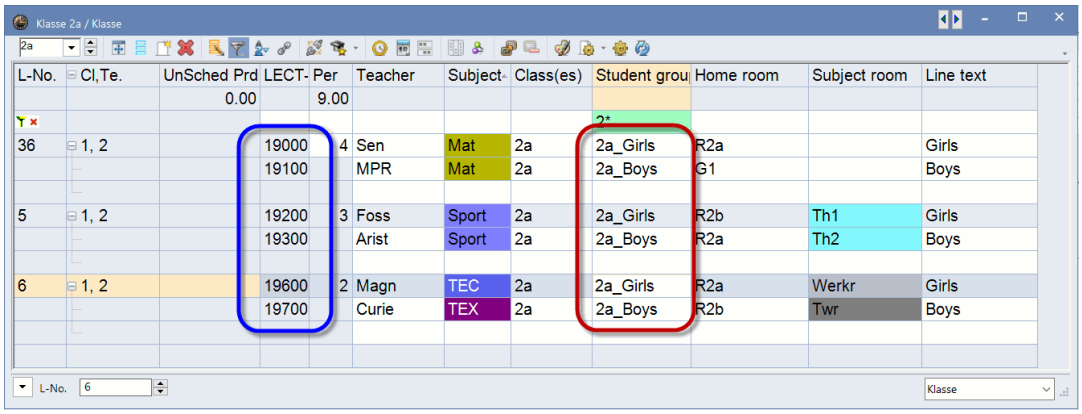
As of Untis 2032, the IDs of the lectures mentioned in the segment above are also used for lesson synchronisation by Untis and WebUntis. This eliminates many technical problems which could lead to WebUntis not recognising Untis lessons correctly in the past. In the worst case, WebUntis decoupled already entered teaching content from the respective period.
The new synchronisation technology, which will be called lecture export (Lc export) in the following, is applied fully automatically when the first lesson export from Untis into a newly created WebUntis school year will have been carried out in with Untis 2023.0.0 (or newer).
In all other cases, the *Legacy export* (synchronisation as has been carried out so far, i.e. without the use of the IDs, like with Untis 2022.x) is applied. It is also not possible to change the synchronisation method within a WebUntis school year.



If the new Lc export is active, it will be shown in the WebUntis data transfer window accordingly.

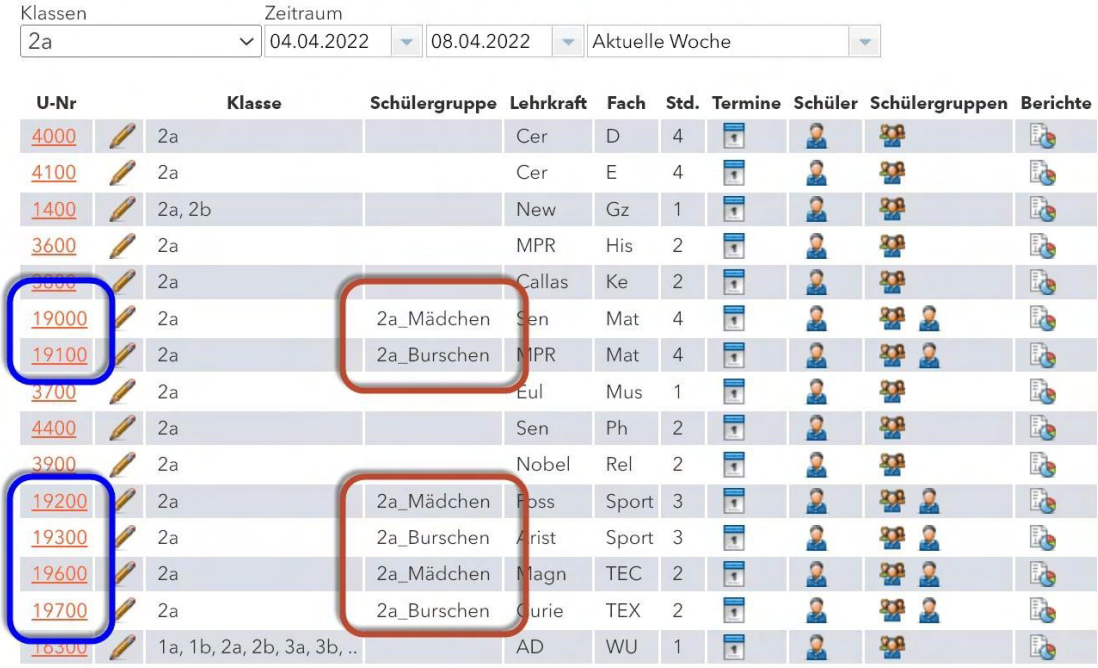
5.4 Reusable student groups

In connection with the lectures described above, it is now possible to reuse student groups, if the new Lc export is used.

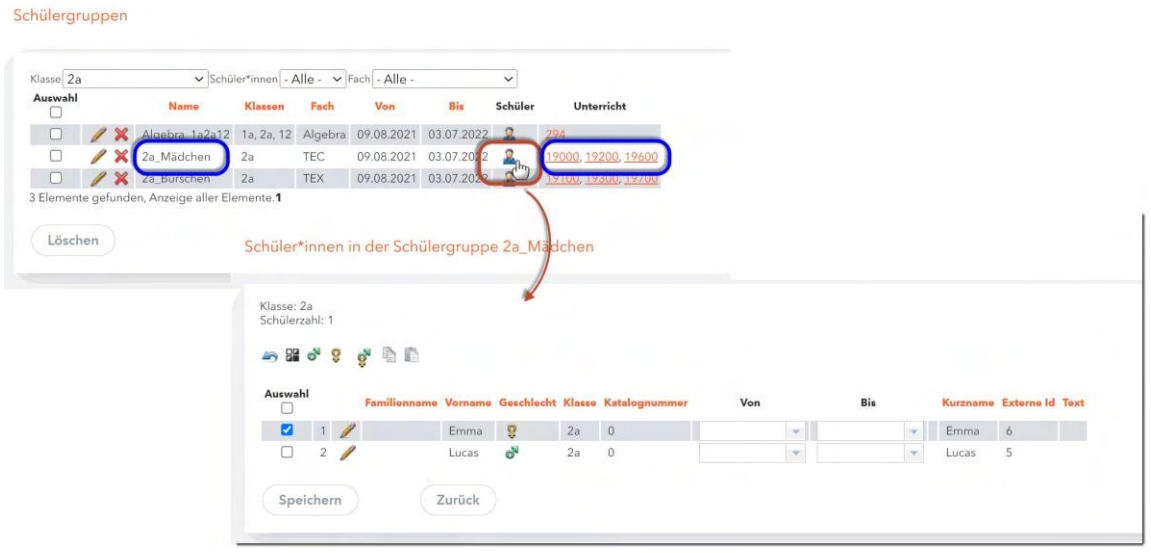


The figure above shows that the student group 2a_girls and 2a_boys are used in a total of 3 lessons with the four subjects Mat, Sports, TEC and TEX. The old lesson export versions up to Untis 2022 did not have the possibility to use the same student group for lessons with different subjects.

In WebUntis, these student groups are assigned to the respective lessons as usually (please note the Lc IDs which always show unequivocally in which way Untis and WebUntis lessons belong together).



As soon as you assign students to a student group in WebUntis, these students are assigned to all lessons to which this student group has been registered.



Therefore, if you add new students starting school at your school during the school year to a student group, they are added to all lessons this student group is associated with. Similarly, removing students from a student group leads to removing them from all associated lessons.

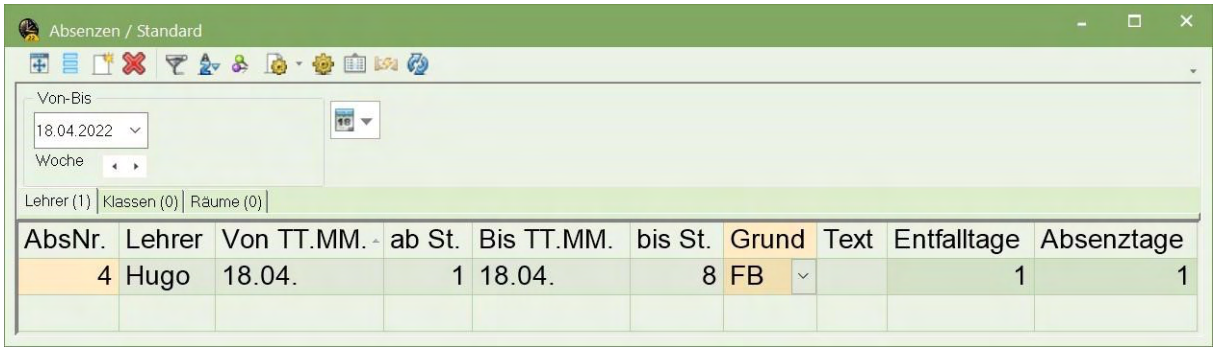
Note

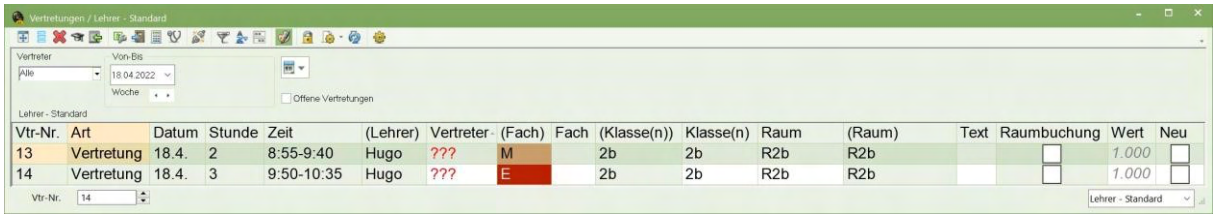
Currently, you **cannot** reuse student groups in courses (*Course scheduling* module) due to technical reasons.

5.5 Booking import

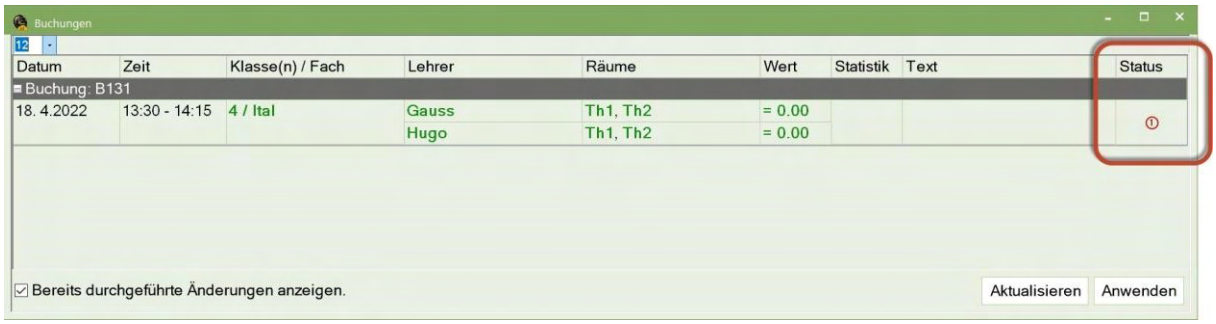
The booking import from WebUntis was also completely designed anew for Untis 2023. A fundamental change is that the import window no longer is a *modal* dialogue which blocks any additional entries while open. Now, you can leave this window permanently open.

The figure below describes the situation in which teacher Hugo is absent on 18 April causing 2 substitutions:





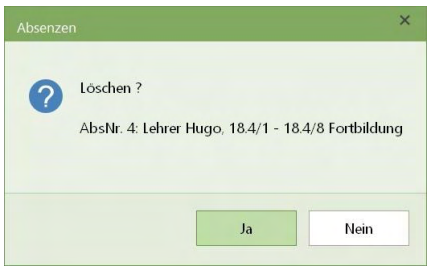
The booking import window shows that a WebUntis activity of class 4 and the subject Italian on 18 April between 1:30 pm and 2:15 pm is queued for import. Teachers Gauss and Hugo are affected, as well as rooms Th1 and Th2. The Status column on the right shows a red icon meaning that this booking causes a conflict (since Hugo is absent in Untis!).



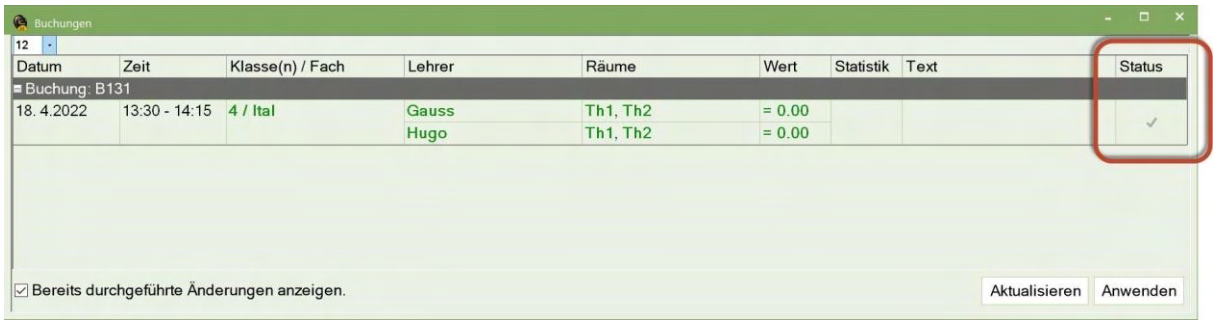
You can solve this conflict in 2 ways:

1. You remove the reason for the conflict in Untis

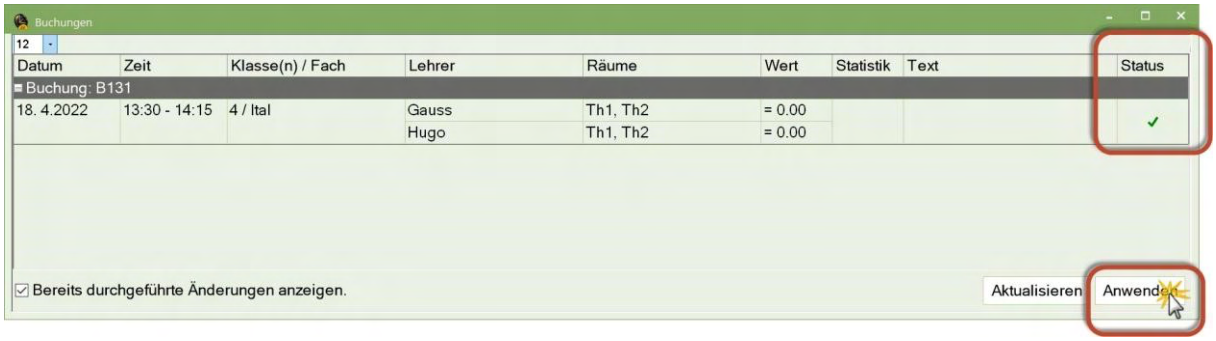
The reason for the conflict is teacher Hugo's absence in Untis. If this absence was a mistake, you simply delete the absence.

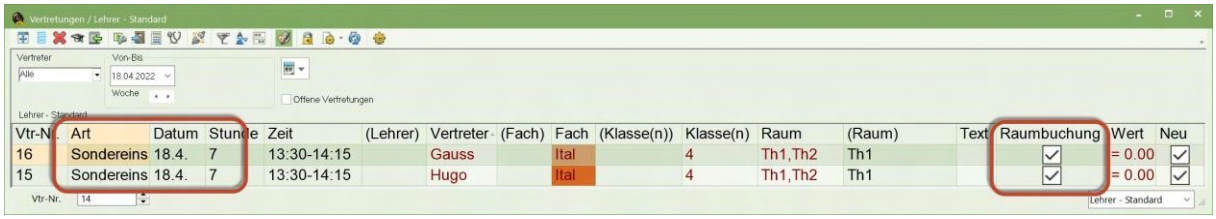


The conflict does not exist anymore, the status shows a grey tick which means that a conflict-free import of this activity/booking is now possible.



If you import the booking now by clicking on <Apply>, the bookings also appear in the substitution window.

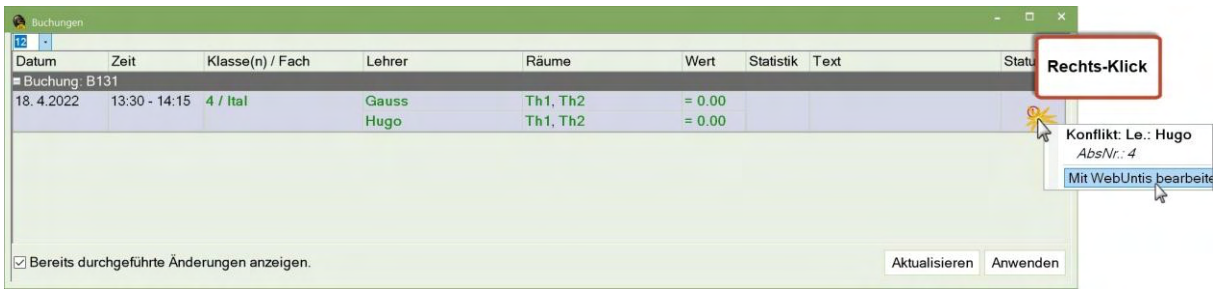




Bookings and activities are imported as special duties, and receive the property "Room booking" when imported.

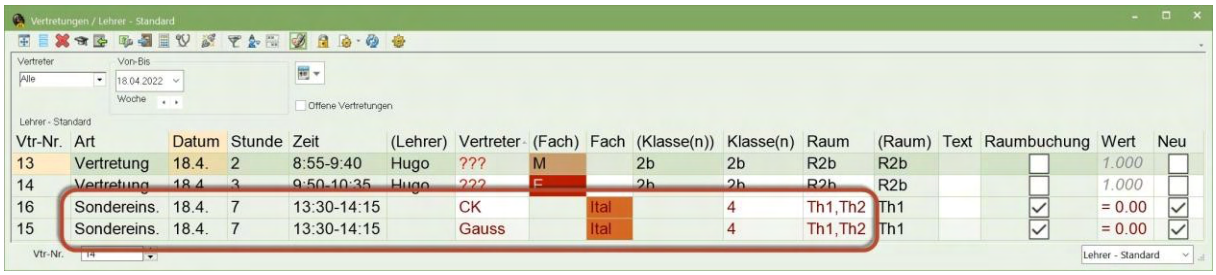
2. You solve the conflict in WebUntis.

Since the booking was made in WebUntis, WebUntis has *data sovereignty* over the associated booking data. Therefore, the booking can only be changed in WebUntis in such a way that no conflict exists any more. In the aforementioned case, it would, for instance, be possible to replace teacher Hugo with another teacher for booking B131, to move the booking or to cancel it entirely.



The respective feature in the context menu currently opens up the link directing at WebUntis school search. If, however, teacher Hugo is then replaced by teacher CK in WebUntis, and the booking is imported once again afterwards, the conflict is solved – the tick is shown in grey - and the booking can be applied; the tick turns green

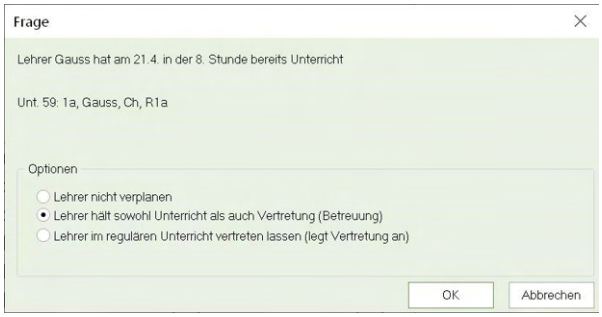
The substitution window shows the new activity as a special duty after refreshing without you having to close the booking window:

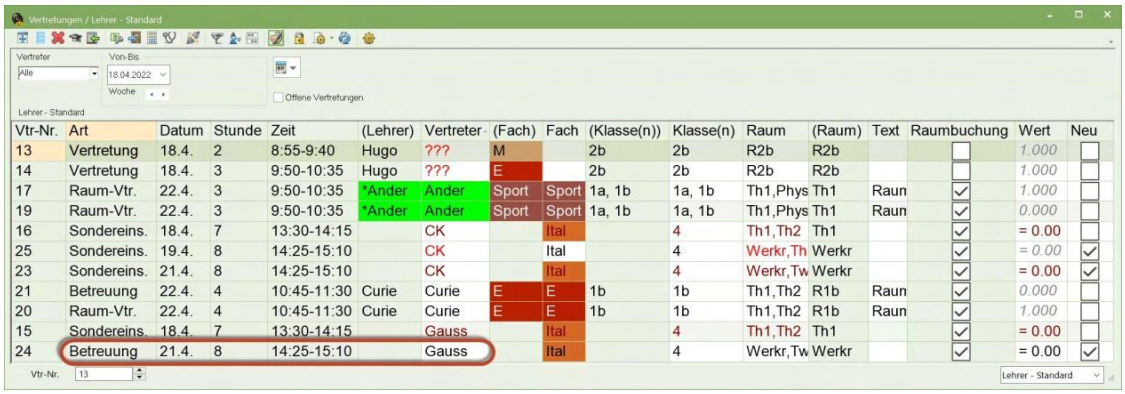


In the following example the bookings were imported once again by WebUntis, whereby

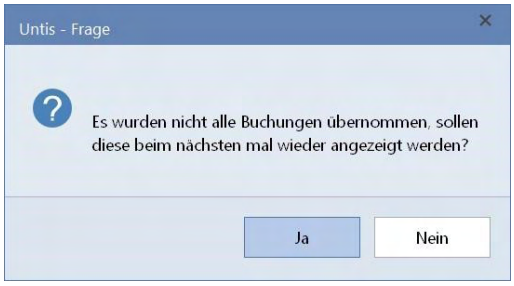
1. the booking B131 was extended by two additional dates (19.4., 14:25 - 15:10 [April 4, 2:25 pm to 3:10 pm]),
2. three additional room changes (B132, B135, B136) were undertaken in WebUntis and
3. an exam ("E1") was entered in WebUntis.

The new dates of the booking B131 collide with a regularly scheduled lesson of teacher Gauss. This type of conflict can be solved by the means of substitution scheduling, therefore, you are asked at the import (i.e. when you click on <apply>) how you want to solve the conflict:





When closing the booking window (regardless whether you close it in the substitution mode or in the timetable mode) before you apply all bookings you will be asked, whether you want to ignore the booking or want it to be offered next time again.

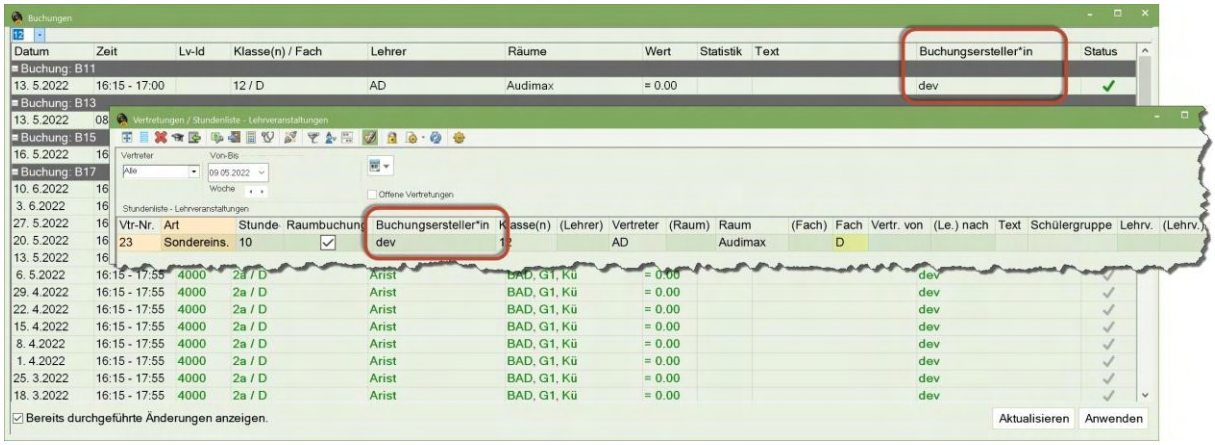


Note

Currently, all bookings which have changed since the last complete import are generally offered when you import bookings. An import is complete if all queued bookings are either imported to Untis or ignored.

5.5.1.1 Last minute changes

Shortly before our editorial deadline for this brochure, we added the field: *Responsible for the booking* to both the booking window and the regular substitution views.
This field shows which WebUntis user made the booking.

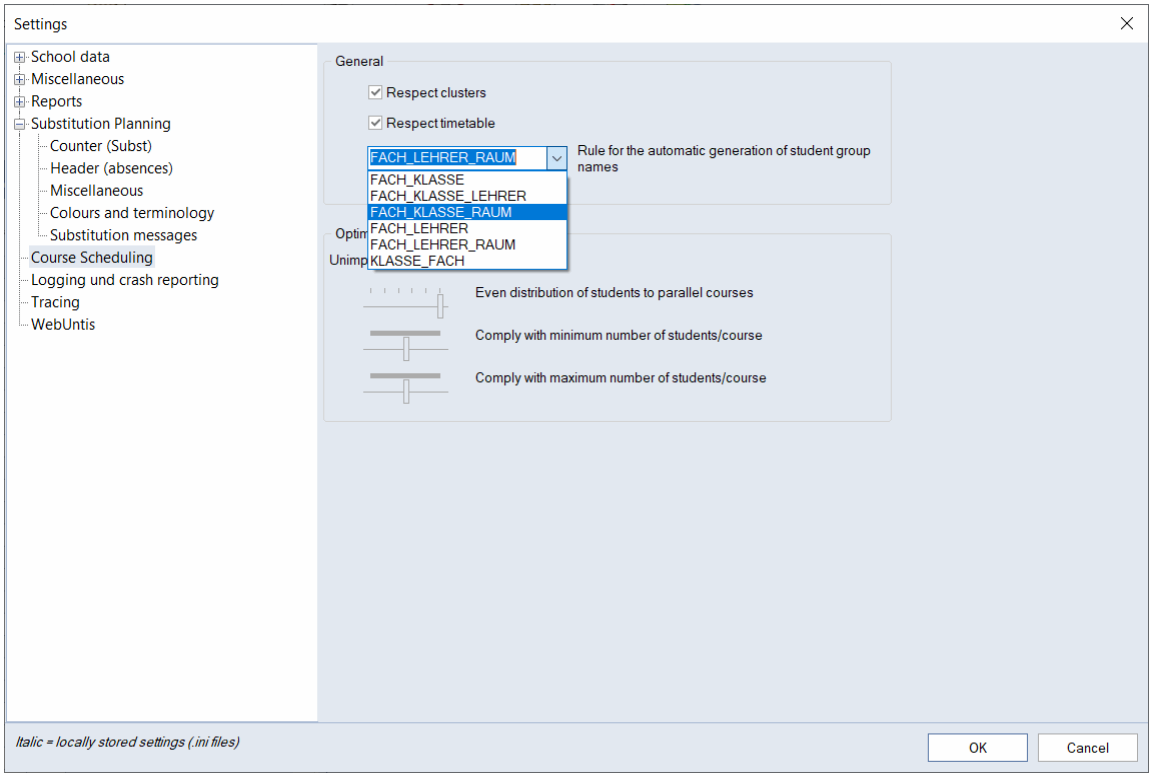


6 Course scheduling module

Untis automatically creates student groups for *courses*. So far, these student groups were created according to the SUBJECT_CLASS scheme. As of Untis 2023, you can choose from exactly those schemes which are also available for so-called “wild cards” in the student group field.

?	SUBJECT_CLASS
$	SUBJECT _ CLASS _TEACHER
%	SUBJECT _ CLASS _ROOM
§	SUBJECT _TEACHER
&	SUBJECT _TEACHER_ROOM
/	CLASS _ SUBJECT

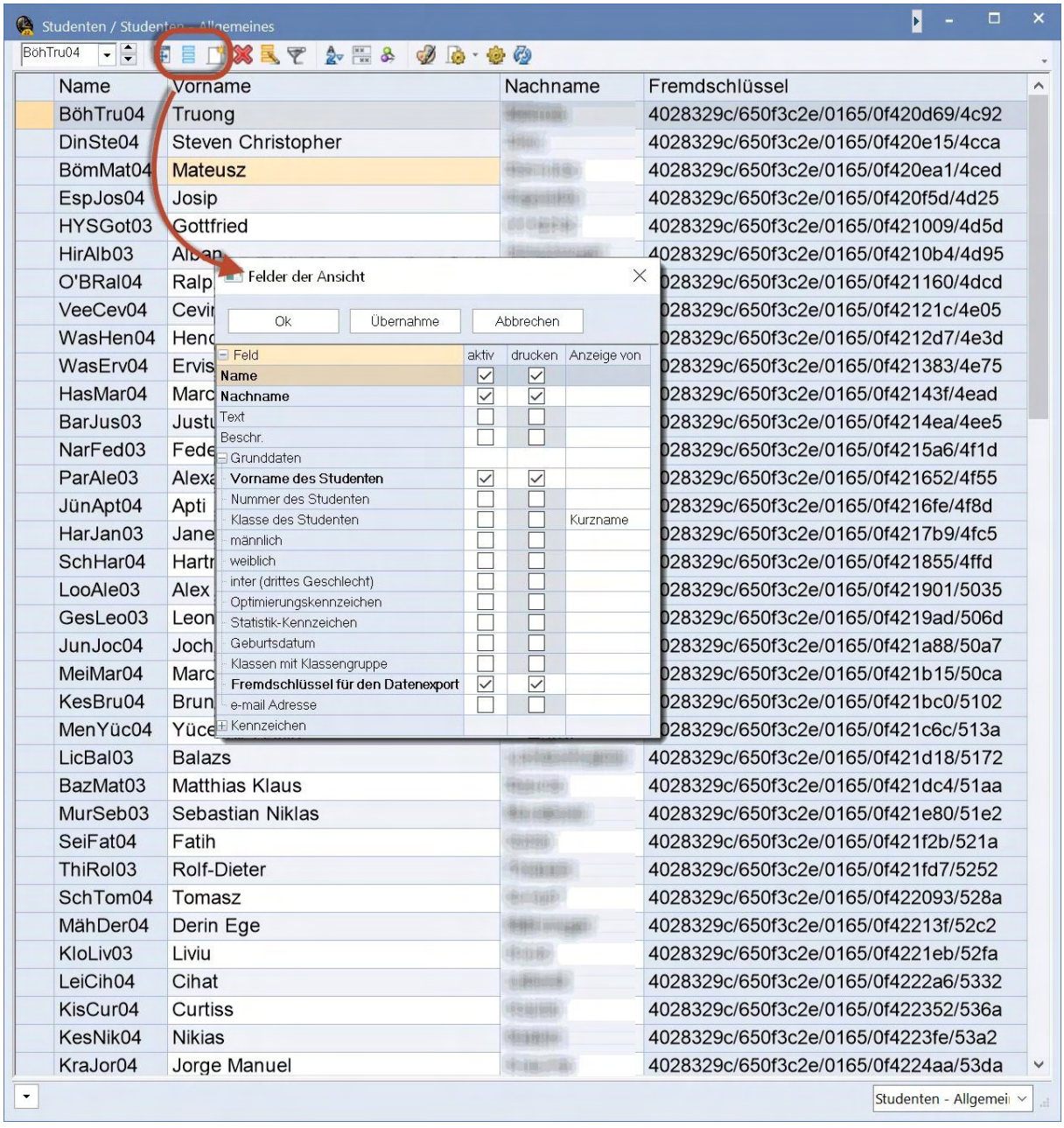
The respective settings for the aforementioned can be found in the "Course Scheduling" <Settings>.



6.1.1.1 Student master data – foreign key

When data is imported or exported from or to different school management systems, Untis safes the so-called keys of the student data, as well, and uses them for the exchange of data with exactly these foreign systems, but also with WebUntis. These **Course scheduling module** keys make it possible, for instance, that students have different short names in Untis and WebUntis.

Course scheduling module



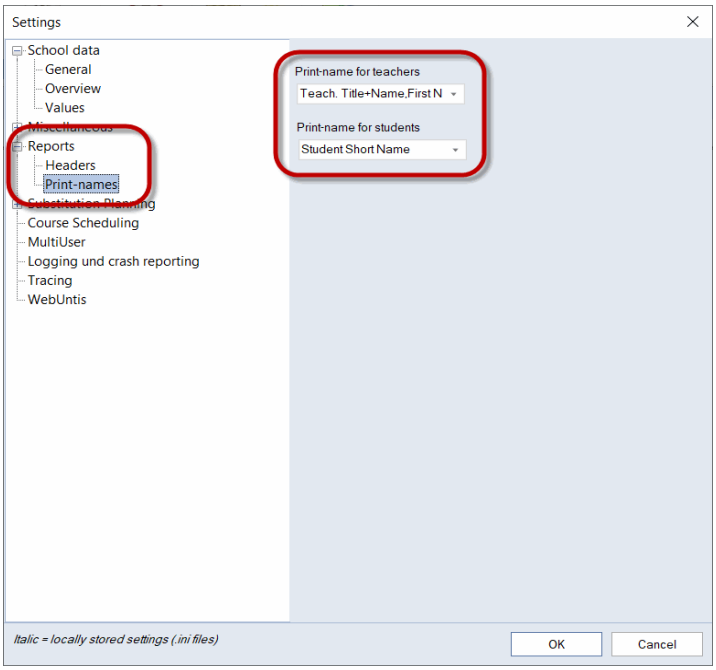
After an import, it is possible to activate the usually hidden “Foreign keys” field in the grid view in order to enable Untis schedulers to check, if the imported student data contained these foreign keys. Please note, that this field is not available in the form view.

7 Break supervision module

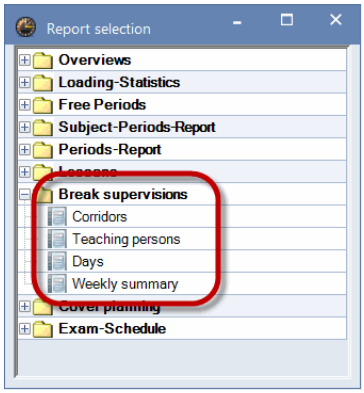
7.1.1.1 Print names in reports

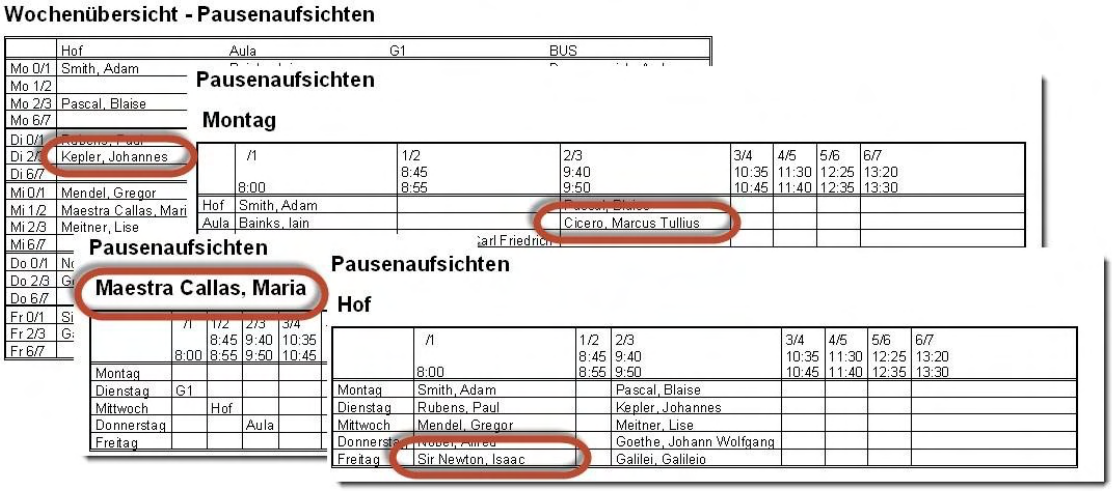
On request of many of our customers, the print names of the teachers were also activated in the break supervision reports.

The print names are defined in the settings:



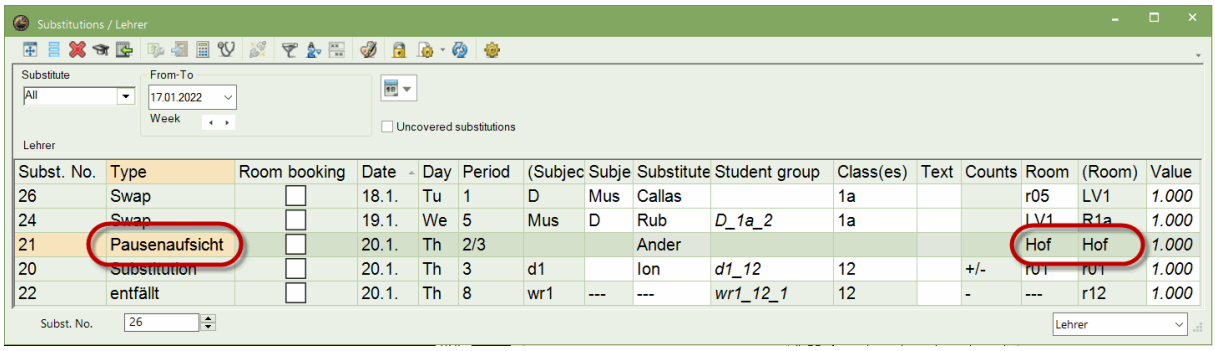
This setting affects the following break supervision reports, as well: Weekly overview, corridors, teachers, days





7.1.1.2 Break supervisions and substitution planning

For understandable reasons, it is not possible any more in Untis 2023, to change the break supervision area of a break supervision substitution in the substitution view. In the case of break supervisions, the fields "Room" and "(Room)" are not editable any more.



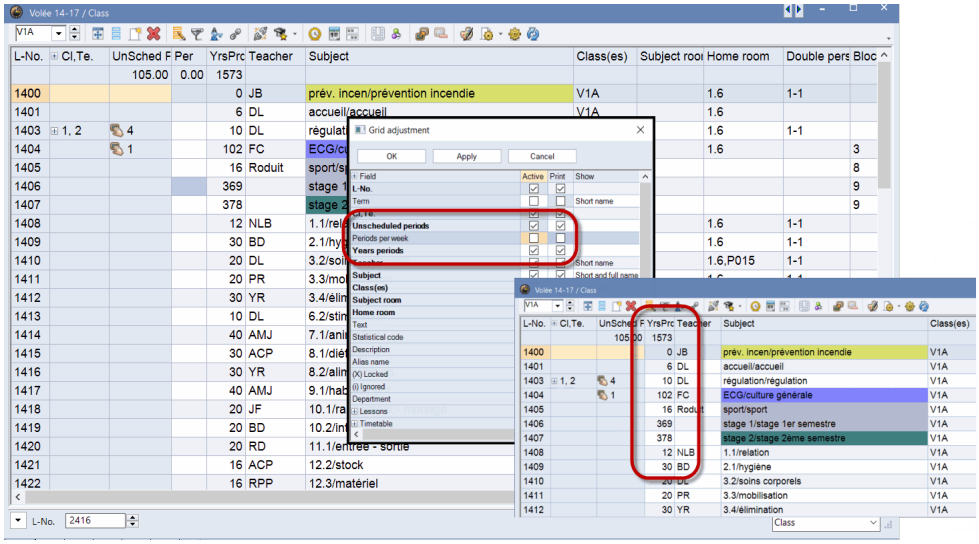
In the close future, Untis will show the supervision areas in individual columns.

8 Additional technical changes

Lesson view: Weekly and yearly periods separately activatable

Introducing yearly periods brought about the design decision that weekly and yearly periods can only be activated or deactivated together in the lesson views.

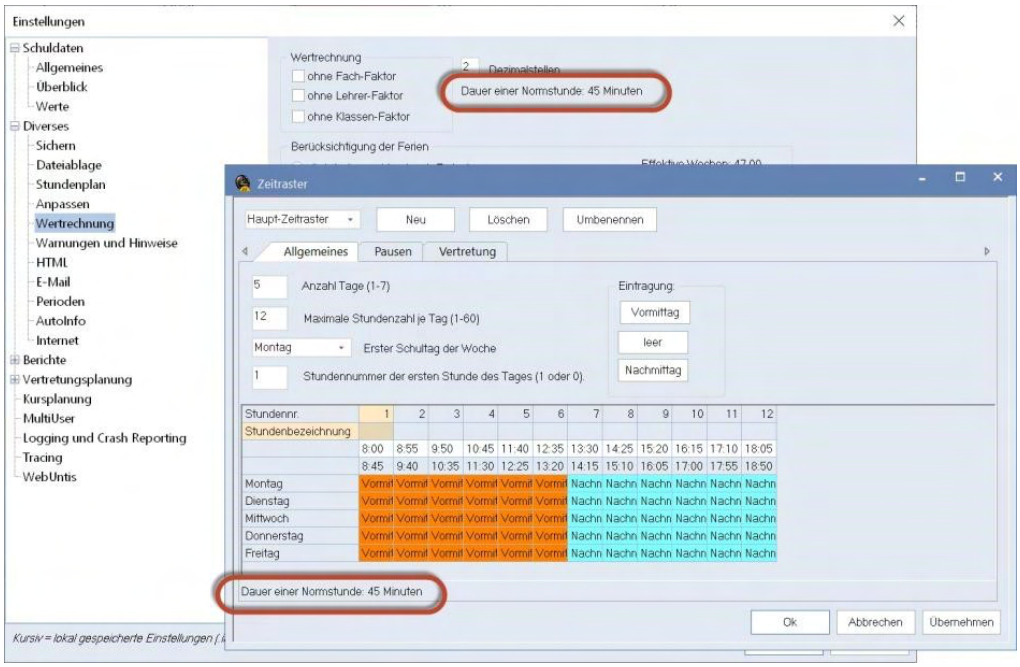
Since more and more schools exclusively schedule yearly periods, both fields can be activated or deactivated separately as of Untis 2022.3.0.



8.1.1.1 Duration of standard periods

The duration of a standard period is necessary for calculating the so-called real periods and real values. Real periods show the ratio of the respective standard period to the effective duration of the lesson period in the time grid; the real values take any additional factors into account.

The pre-set duration of a standard period is 45 minutes for Germany, for all other countries 50 minutes. The respective value is shown in “Miscellaneous | Value calculation”, <Settings>, and in the time grid, independent of the defined countries:

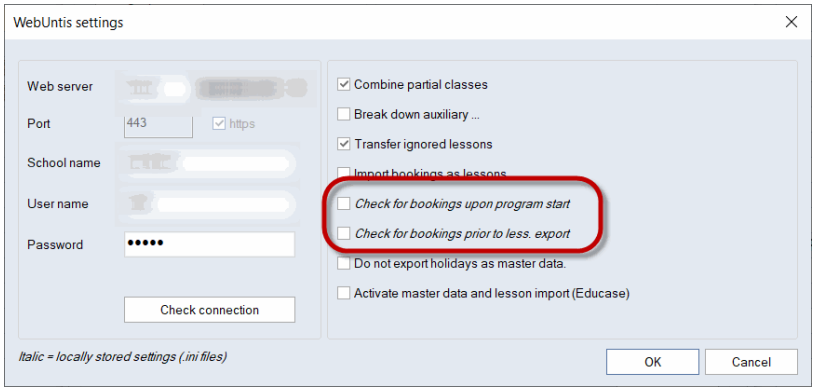


8.1.1.2 .untis file format

Untis 2022 already introduced the new .untis file format for the majority of the countries. This change will be completed with Untis 2023, activating this format in all countries of the world as of now. Backwards compatibility is guaranteed by the fact that .untis files can also be opened with Untis versions 2021.7.x.

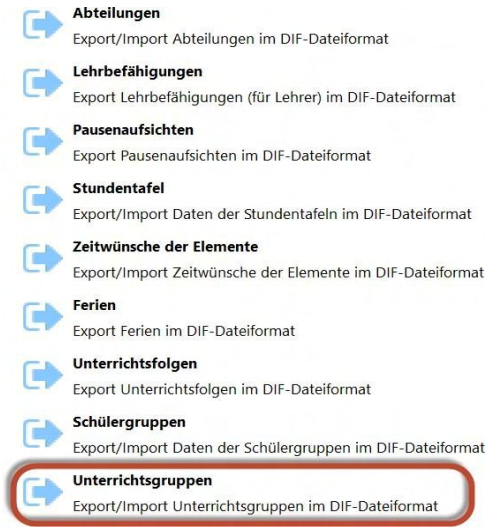
8.1.1.3 untis.ini file

Some settings necessary for consistency of Untis data transfers were shifted from the ini file to the Untis file for the 2023 version. Therefore, only those settings remain in the ini file, with which every user can define if and when bookings from WebUntis are to be applied, all other relevant settings for data transfer to WebUntis are from now on in the Untis file (or database, respectively).



8.1.1.4 Export of lesson groups

Via File -> Import/Export -> Export TXT file -> Lesson groups, you can also export lesson groups as of Untis 2022.3.0

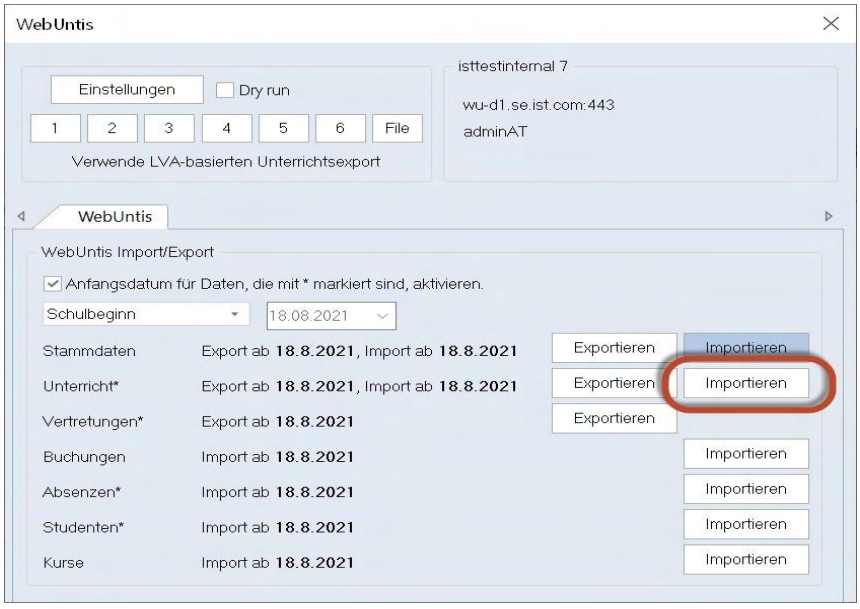


8.1.1.5 Import/Export course data

With Untis 2022.6.0, the student foreign key was added to the Import/Export file course data.txt. This is meant to improve the exchange with school management systems such as edoo.sys or ASV.

8.1.1.6 Lesson import from WebUntis

Some school management systems do not exchange data directly with Untis but communicate via WebUntis. Only as a second step is WebUntis data forwarded to WebUntis. With the afore described introduction of lecture IDs, the synchronisation window which is used for the import of lesson data from Untis to WebUntis, was reviewed from scratch.

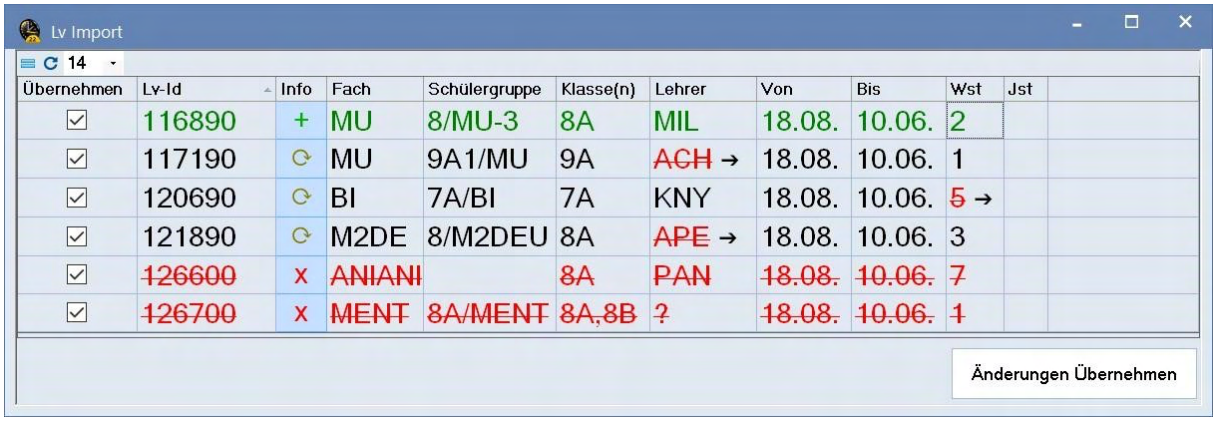


In general, the new import synchronisation window shows

which • lessons are queued for import for which no equivalents were found in Untis
those • lessons in Untis for which no equivalent exists in WebUntis (and which probably should be deleted)
any • differences between Untis and WebUntis in all lessons for which an equivalent was found.

Such differences could, for instance, be:

- Deviations in the number of (weekly) periods or
- a changed teacher assignment for the respective lesson.



A new feature is that you can carry out changes of existing lessons while the import window is open in Untis, and these changes are shown immediately after a <Refresh> of the import window.

9 Untis Express

9.1.1.1 Student groups in the substitution window

We added the *Student group* field in the substitution window for communication with WebUntis.