



# Untis 2022

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# 1 General

Dear ladies and gentlemen,

The past year has shown more than ever that extraordinary events sometimes need quick reactions. We want to stay abreast of this change and want to increasingly do this differently in such a way that we will stop collecting improvements during the course of the school year, and then publish them concentratedly in a new Untis version, but to publish them as up-dates during the course of the school year.

Your benefit is clear: You do not need to wait for a year for urgently needed changes, e.g. regarding statistics. You receive new and up-dated tools as soon as they are completed and tested. This program expansion has not been described in the most current version brochure of our most current Untis version, since it was implemented (partially long) after printing the brochure.

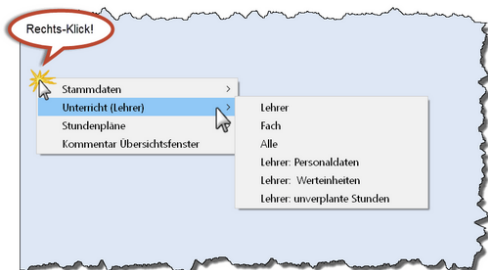
This is why we describe all changes in this brochure, which have already been implemented in Untis 2021.

## New design of the context menu

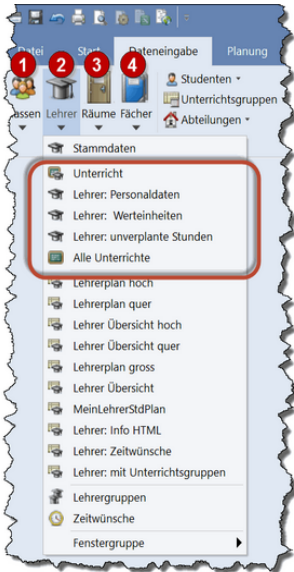
The context menu was reviewed for Untis 2022. In the timetable mode, move your mouse across your desktop background, click right to quickly open the following windows:

- master data
- lesson
- timetable

(The comments overview window could be accessed via the context menu even before that.)

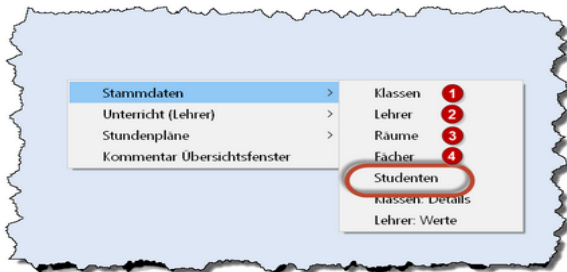
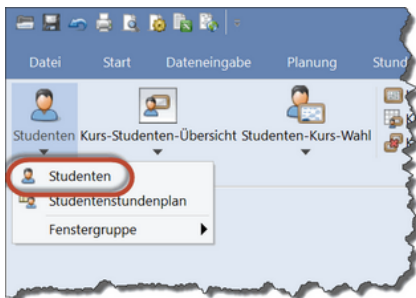


The order of the windows equals the buttons in the ribbon on the “Start” tab and the “Data” tab. Each top entry in the sub-menu equals the standard format, however, all other entries shown in the sub-menu in the ribbon are also listed in this order.



Name	Standard	Langname	im Menu	Art	- - Alle -
U-Leh	<input checked="" type="checkbox"/>	Lehrer	<input type="checkbox"/>	Lehrer	<input type="checkbox"/>
U-All	<input type="checkbox"/>	Alle	<input checked="" type="checkbox"/>	Lehrer	<input checked="" type="checkbox"/>
U-Leh-A	<input type="checkbox"/>	Lehrer: Personaldaten	<input checked="" type="checkbox"/>	Lehrer	<input type="checkbox"/>
U-Leh-Wert	<input type="checkbox"/>	Lehrer: Werteinheiten	<input checked="" type="checkbox"/>	Lehrer	<input type="checkbox"/>
U-Nicht verplant	<input type="checkbox"/>	Lehrer: unverplante Stunden	<input checked="" type="checkbox"/>	Lehrer	<input checked="" type="checkbox"/>
U-Leh-F	<input type="checkbox"/>	Lehrer-F	<input type="checkbox"/>	Lehrer	<input type="checkbox"/>
U-Leh-J	<input type="checkbox"/>	Lehrer-J	<input type="checkbox"/>	Lehrer	<input type="checkbox"/>
L-Tea	<input type="checkbox"/>	Teacher	<input type="checkbox"/>	Lehrer	<input type="checkbox"/>
L-Tea-A	<input type="checkbox"/>	Teacher - Timetable	<input type="checkbox"/>	Lehrer	<input type="checkbox"/>
L-Tea-Value	<input type="checkbox"/>	Teacher - Value units	<input type="checkbox"/>	Lehrer	<input type="checkbox"/>
L-All	<input type="checkbox"/>	Lessons - All	<input type="checkbox"/>	Lehrer	<input checked="" type="checkbox"/>
L-Tea-F	<input type="checkbox"/>	Teacher-F	<input type="checkbox"/>	Lehrer	<input type="checkbox"/>
L-Tea-J	<input type="checkbox"/>	Teacher-J	<input type="checkbox"/>	Lehrer	<input type="checkbox"/>
L-Tea-214	<input type="checkbox"/>	Teacher3	<input type="checkbox"/>	Lehrer	<input type="checkbox"/>
T2	<input type="checkbox"/>	Teacher2	<input type="checkbox"/>	Lehrer	<input type="checkbox"/>
U-Lær	<input type="checkbox"/>	Lærer	<input type="checkbox"/>	Lehrer	<input type="checkbox"/>
U-Lær-A	<input type="checkbox"/>	Lærer - Skema	<input type="checkbox"/>	Lehrer	<input type="checkbox"/>
U-Lær-Tjenestetid	<input type="checkbox"/>	Lærer - Anvendt	<input type="checkbox"/>	Lehrer	<input type="checkbox"/>
U-Lær-F	<input type="checkbox"/>	Lærer-F	<input type="checkbox"/>	Lehrer	<input type="checkbox"/>
U-Lær-J	<input type="checkbox"/>	Lærer-J	<input type="checkbox"/>	Lehrer	<input type="checkbox"/>
L-Tea-Tjenestetid	<input type="checkbox"/>	Teacher - Anvendt	<input type="checkbox"/>	Lehrer	<input type="checkbox"/>

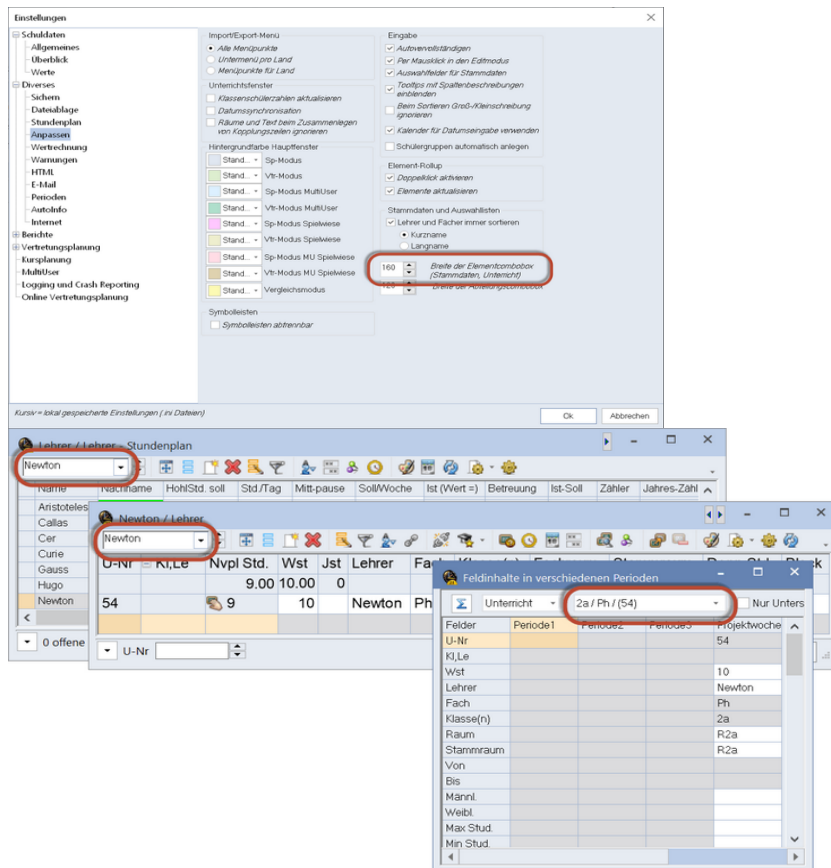
When you work in the *Course scheduling* module, or in the *Student timetable* module, you will see the student windows, as well.



### Adjusting the drop-down menu

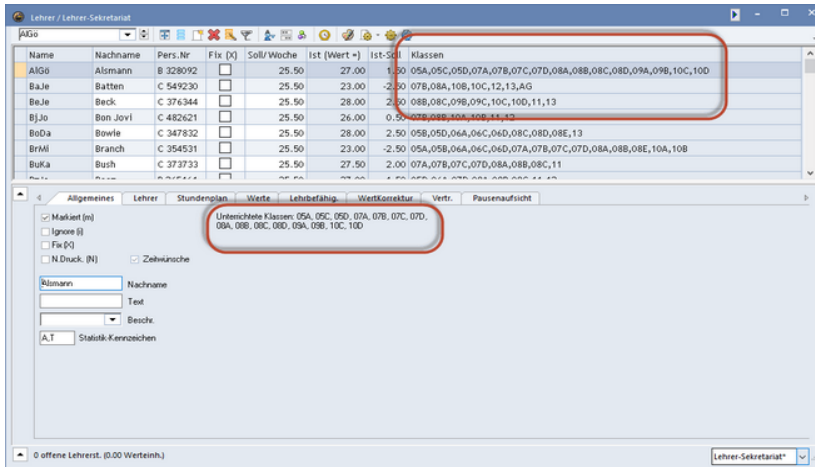
For quite some time, you have been able to adjust the width of the drop-down menus of the master data and lesson windows in the <Settings>: just go to “Miscellaneous” – “Customise” – “Width of the drop-down menus for master data and lessons” for adjusting the width to the (short) names you are using.

In the past year, we generalised this for Untis 2021, and now you can also adjust the drop-down menu of the “Term overview” window.



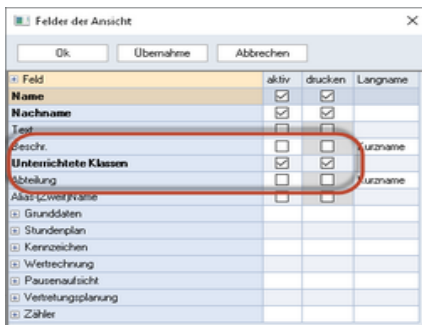
## 2 Master data

In the past, we were often asked for the possibility to show the classes a teacher teaches in the master data of the teacher, as well. This has now been implemented for Untis 2022.



In the form view, the respective field was intentionally positioned on the "General" tab to make this information available to all users, even for those who use the basic module only.

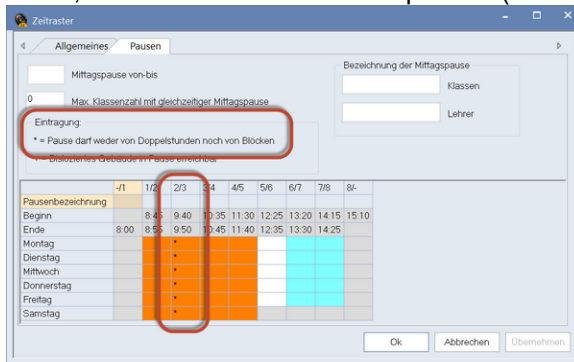
In the field dialogue window, you can show or hide the field by clicking "Teaches lessons".



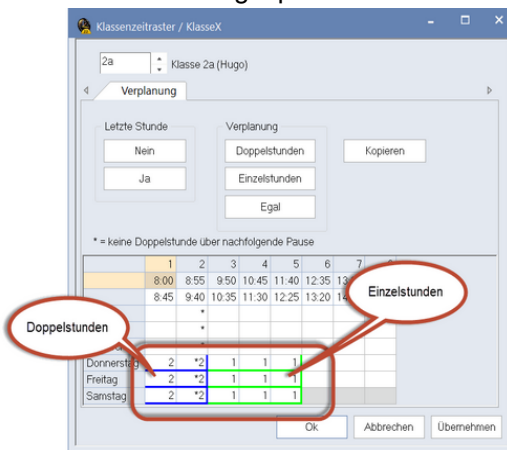


### 3 Diagnosis

We improved the diagnosis in the segments “Subject twice a day” and “Errors with double periods”. Any violations against these categories are only shown in one category, and if a double period is positioned over a “\*-break”, it is listed, as well. In the following example, there is a “\*-break” in the main time grid between periods 2 and 3, which defines that “double periods (or blocks) must not span this break”.



Additionally, the class time grid of class 2a shows that from Thursday to Saturday the first two periods are to be scheduled as double periods, however, periods 3 to 5 are to be scheduled as single periods.



The diagnosis, therefore, reports that in the timetable of class 2a below (among others) the following errors occur:

- Single period in double period segment (due to single periods Th-1/2 and Fr-1/2)
- Double period in single period segment (due to double period (Fr-4/5))
- Unauthorised double period (due to Rel. double period Tue-2/3 over a \*-break)

Eingabedaten	Stundenplan
Diagnose	Gw. Anz
Unterricht	>= 4 >= 1
Nicht verplante Stunden	* 1
Unterricht mit fehlenden Lehrern	* 1
Klasse	8
Verplanung auf gesperrte Stunde	* 3
Einzelstunde in Doppelstundenbereich	4 4
Doppelstunde in Einzelstundenbereich	4 1
Lehrer	1
Lehrerkollision unerlaubt	* 1
Raum	
Fach	11
Unerlaubte Doppelstunde	4 6
Verplanung auf gesperrte Stunde	* 5
Unterrichtsfolgen	
Kalender - Jahresplanung	

Art der Diagnose		Gewichtung: 4	Anzahl: 4
Kla.	Std.	In diesen Fällen nicht eingehalten werden.	
2a	Do-1		
2a	Do-2		
2a	Fr-1		
2a	Fr-2		

Gewichtung: 4		Anzahl: 1
Kla.	Std.	
2a	Fr-4	

Gewichtung: 4			Anzahl: 6
Kla.	Fa.	Std.	
1b	Mat	Fr-3	
2a	Rel	Di-2	
2a	D	Mo-3	
2a	E	Fr-4	
2a	Bio	Fr-2	
2b	D	Di-3	

## 4 Suggested swaps

Suggested swaps were reviewed for Untis 2022. Now, special cases such as swaps of double periods to single periods are displayed correctly. We also paid attention that the logics described in the [Diagnosis](#) segment are taken into account regarding suggested swaps.

2 period swaps are usually indicated by curved arrows, beginning and ending at the outlines of the respective timetable cell. At the beginning of the swap, colours used in the timetable are deactivated for reasons of better visibility:

The screenshot shows two windows. The left window, titled 'Tauschvorschläge', contains a table with the following data:

	Auswirkungen	Spr. Kla.	Gewinn
1	Stundenwünsche		-194
2	Fach an aufeinanderfolgenden Tagen	1a	-18
3	Stundenwünsche		-285
4	Klassenhörsstunden		-789
5	Fach 2 Mal pro Tag		-867
6	Fach 2 Mal pro Tag		-977

The right window, titled '1b - Klasse 1b (Newton) Stundenplan (KLUG)', shows a timetable for the school year 18.9.2017 - 30.6.2018. The timetable has columns for the days of the week (Montag to Samstag) and rows for periods (1 to 8). A red curved arrow indicates a swap between the cell (Montag, 1) and (Freitag, 5). A red straight arrow points to the start of the swap at (Montag, 1).

If you want to activate the colours, nevertheless, you can do this by clicking on the respective button while the suggested swaps window is opened.

In the case of more complex swaps, we increasingly use straight arrows originating in the centre of the timetable cell, also because of visibility reasons:

## 12 | Suggested swaps

1a - Klasse 1a (Gauss) Stundenplan (KLUg)

Schuljahr: 18.9.2017 - 30.6.2018

	Montag	Dienstag	Mittwoch	Donnerstag	Freitag	Samstag
1	E Arist R1a	Bio Cer R1a	Mus Callas R2a	D Rub R1a	Mat Arist R1a	Ow Hugo R1a
2	E Arist R1a	Mat Arist R1a	SportM Arist Th2	SportK Rub Th1	D Rub R1a	Rel Nobel R1a
3	Rel Nobel R1a	Mus Callas R1a	Mat Arist R1a	E Arist R1a	E Arist R1a	Mat Arist R1a
4	SportM Arist Th2	SportK Rub Th1	His Callas R1a	D Rub R1a	Mat Arist R1a	D Rub R1a
5		His Callas R1a		Ow Hugo R1a	Bio Cer R1a	
6		His Callas R1a	Phy Nobel R1a			
7		Wk Ander New	Tw Cunio Ter			
8		Wk Ander New	Tw Cunio Ter		SportM Arist Th2	SportK Rub Th1

KLUg - Klassen: UG ( )

Totally new is the correct splitting of double period swaps into single periods. In the example below, the double period on Mo-6/7 is swapped and split up into single periods on Fr-4/5, which leads to a shift to Sa-1/2 and from there to Mo-6/7.

3b - Klasse 3b (Callas) Stundenplan (KLUg)

Schuljahr: 18.9.2017 - 30.6.2018

	Montag	Dienstag	Mittwoch	Donnerstag	Freitag	Samstag
1	Ow Hugo	SportM Arist Th2	SportK Rub Th1	D Ander R1a	Ow Hugo R1a	D Ander R1a
2	D Ander R1a	Rel Nobel	D Ander R1a	His Hugo R1a	SportM Arist Th2	SportK Rub Th1
3	SportM Arist Th2	SportK Rub Th1	Mat New R1a	Tw Cunio Ter	Mat New R1a	Wk Ander New
4	Bio Cer R1a	Ph New Phys		Rel Nobel	Ph New Phys	Ph New Phys
5					Ph New Phys	Ph New Phys
6	Sz Gauss R1a	Cunio Ter	Wk Ander New	Hw Cunio KG		
7						
8						

KLUg - Klassen: UG ( )

## 5 (Line) Lesson groups and terms

### Room allocations with line lesson groups

The room allocation dialogue window has been expanded, i.e. it supports the allocation of rooms to couplings with line lesson groups. In the left part of the room allocation dialogue window, there now is a column called: “Effective lesson group” (“eff. L-group”), where coupling line-related entries are indicated in black in the “Line lesson group”. Entries in the “Lesson group” field are displayed in grey.

The screenshot displays a software interface for room allocation. The main window shows a table of lessons with columns: U-Nr., KILe, Nvpl, Std., Wst, Lehrer, Fach, Wert, Klasse(n), Zeilen-U-Gruppe, and U-Gruppen. A smaller window shows a weekly schedule grid with columns for days (Mo, Di, Mi, Do, Fr) and rows for lesson numbers (1-7). A dialog box titled "Raum zuordnen / löschen" is open, showing a table with columns: Unt., Lehrer, Raum, Klasse(n), Gang, Status, and Eff. U-Gruppe. Red and blue boxes highlight specific fields and values, with arrows indicating relationships between them.

U-Nr.	KILe	Nvpl	Std.	Wst	Lehrer	Fach	Wert	Klasse(n)	Zeilen-U-Gruppe	U-Gruppen
3392	3, 3	1	L22	2.00	F1	F1	0.611	K1	T1	
			L22		F2	F2	0.389	K2	T2	
			L23		F3	F3	0.000	K3	T3	
3411		1	L22		F1	F1	0.500	K1		

Unt.	Lehrer	Raum	Klasse(n)	Gang	Status	Eff. U-Gruppe
L01		K1				T1
L22		K2				T2
L23		K3				T3

## Terms

We facilitated the entry of dates in the grid of the term window by implementing “Date pickers”.

The screenshot shows the 'Perioden' window with the following fields and controls:

- Name: Term2
- Buttons: Löschen, Druck, Ok
- Form: Neue Periode zu dieser Mutterper.  Fixiert
- Term2:
- Langname:
- Von: 01.02.2021
- Bis: 04.07.2021
- Schultage: 110

Name	Langname	Von	Bis	Fixiert	Tage	Mutter-Per.
Term1	Term1	01.02.2021	04.07.2021	<input type="checkbox"/>	110	
Term2	Term2	01.02.2021	04.07.2021	<input type="checkbox"/>	110	Term1

The date picker is open for February 2021, showing a calendar grid with the date 1st highlighted. The date picker is highlighted with a red rectangle.

## 6 Substitution/Cover planning

### 6.1 Redesign of the “Settings” dialogue window

We redesigned the “Settings” window for substitution planning in order to make orientation easier, in particular for Untis newbies. The relationship between “In-lieu” substitutions and “Examinations” on the one hand, and “not-to-count” and “paid” substitutions can now clearly be differentiated.

**Einstellungen**

- Schuldaten
- Diverses
- Berichte
- Vortretungsplanung
  - Vtr-Zähler
  - Absenzkopf
  - Sonstiges
  - Farben und Bezeichnungen
  - Vertretungsnachrichten
  - Kursplanung
  - MultiUser
  - Logging und Crash Reporting
  - Online Vertretungsplanung

**Was zählen**

- Vertretungen
- Sondereins.
- Entfälle
- Freisetzungen
- Betreuungen halb zählen
- Pausenaufsichten

**Zeitraum**

- Tag
- Woche
- Monat
- Jahr
- Zeitraum

31.08.2020 | 28.06.2021

**Wie zählen**

- Anzahl
- Werte
- Stunden (HH:MM)
- Realstunden

**Nicht zählen**

- Statistik-Kennzeichen
- bezahlte Vertretungen
- Statt-Vertretungen und Klausuren**
  - Statt-Vertretungen nicht zählen
  - Klausuren neutral zählen

Entfallszahlung nur für Absenzen mit Absenzgrund

Kursiv = lokal gespeicherte Einstellungen (in Dateien)

Ok | Abbrechen

## 6.2 Integration with WebUntis

### Daily comments

We redesigned the list of daily comments in order to make data synchronisation with WebUntis more transparent and more user-friendly.

25.1.2021 Montag / Periode1 (31.8.-4.7.)

Kalenderwoche 4 25.01.2021 B

Datum	Tag	Abw. Le.	Vrtr.	Offen	Abw. Kl.	Freis.	Bl. Räum.	Raum-V.	Offen (R.)	Tageste:	Koll. Le.	Koll. Räu.
25.1.	Mo	0	0	0	0	0	0	0	0	3	0	0
26.1.	Di	0	0	0	0	0	0	0	0	0(2)	0	0
27.1.	Mi	0	0	0	0	0	0	0	0	0(1)	0	0
28.1.	Do	0	0	0	0	0	0	0	0	0	0	0
29.1.	Fr	0	0	0	0	0	0	0	0	0	0	0
30.1.	Sa											
31.1.	So											

Art	Element	Gültig bis	Tagestext	WebUntis
Alle	Alle	27.01.2021	Mitteilung an ALLE	<input checked="" type="checkbox"/>
Lehrer	Alle	26.01.2021	Mitteilung an alle LEHRKRÄFTE	<input checked="" type="checkbox"/>
Lehrer	Curt	25.01.2021	Mitteilung für FRAU CURIE	<input type="checkbox"/>
Alle	Alle	25.01.2021		<input checked="" type="checkbox"/>

Now, you can define in a separate column which daily comments you want to export to WebUntis. Additionally, we adjusted the validity range of the daily texts to the format used in WebUntis.

Nachrichten zum Tag ?

Alle Schuljahre  Nur aktuelle Nachrichten anzeigen

**Auswahl** **Betreff** **Von** **Bis** **Wochentag** **Startseite** **Kopfzeile** **Ticker** **Öffentlich** **Untis Mobile**

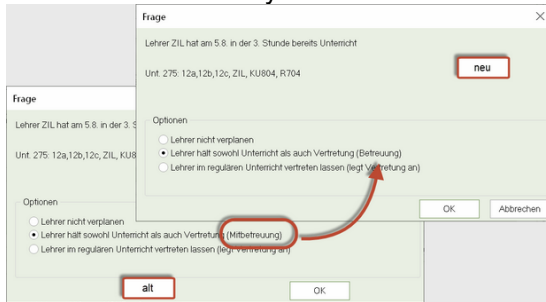
<input type="checkbox"/>	(leer) Mitteilung an alle LEHRKRÄFTE	25.01.2021	26.01.2021	Jeden Tag	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	(leer) Mitteilung an ALLE	25.01.2021	27.01.2021	Jeden Tag	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

2 Elemente gefunden, Anzeige aller Elemente. 1



## Terminology

The term “additional supervision” was changed to “supervision” in some windows for reasons of consistency with WebUntis.



A

**Ander**

15. Feb. 3 Stunden betroffen 002

1	2	3	4	
	3B	D	12	D3
				3A
12	ET	1A	E	4B
				PH
				1A

Arist ist nicht verfügbar

BETREUUNG

AUS URSPRÜNGLICHEM UNTERRICHT ENTFERNEN

08:55 09:40 1a R1a

Abbrechen Speichern

Arist

Betreuung

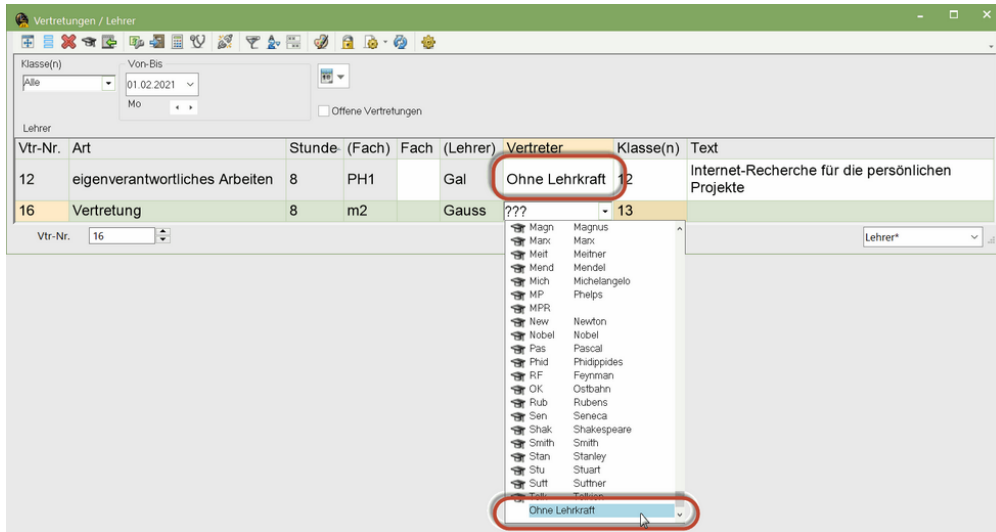
E - 1a Kennt Klasse

Bearbeiten

### 6.3 + substitute teacher

Ever since our DOS versions of Untis' substitution planning (at that time still called "gp Present"), an open substitution can be regulated by entering "+" without any explicit statement of a substitute teacher.

This option is used often and frequently in the course system of the German advanced levels, and the respective substitutions are indicated as one type of "Personal studies".



Since we wanted this to be compatible with WebUntis, i.e. with online substitution planning, we changed this behaviour for the 2021 version in such a way that a "+" entered in the substitution column is automatically changed into the text: "Without teacher". The entry possibility up to now will remain, the new concept, however, allows for choosing "Without teacher" from the list, as well.

04. Feb. 2021 < > Heute + Veröffentlichen 12

4 5 6 7 8 9 10 11 12 13 14 15 16 17

Alle Vertretungen Offene Vertretungen

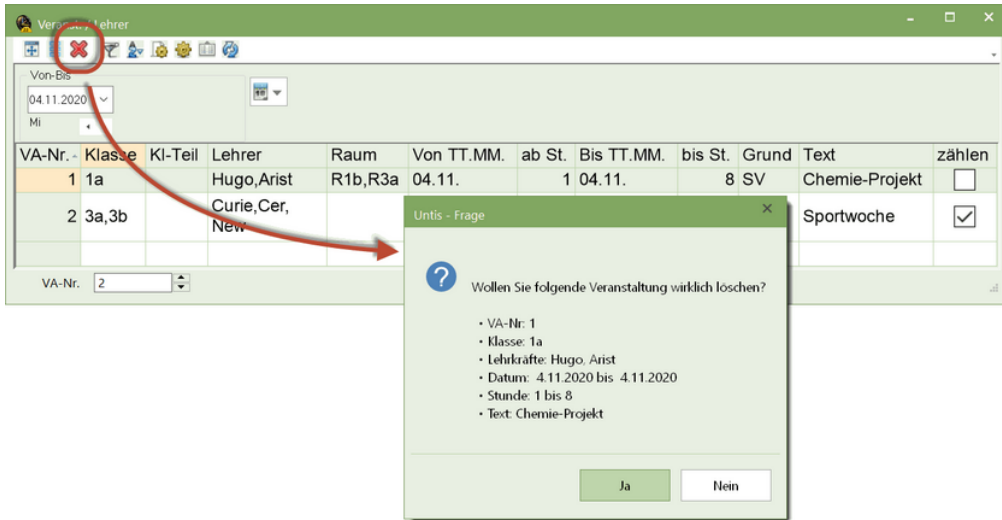
Ion Bearbeiten  
4. Feb. 2 Stunden betroffen 028

Stunde	Klassen	Fach	Räume	Ursprüngliche Lehrkräfte	Lösung	Status
08:55 09:40	1b	D	R1b	Ion	Ohne Lehrkraft	✓
09:50 10:35	2b	H	R2b	Ion	Hugo	Veröffentlichen

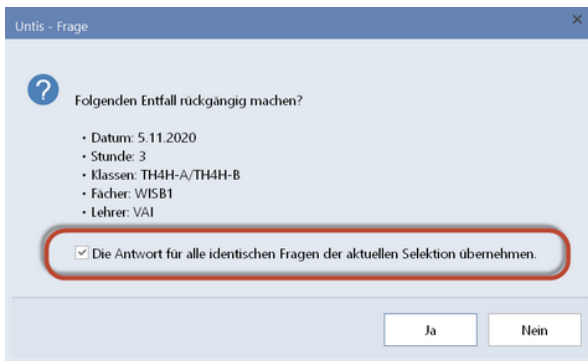
## 6.4 Deleting of events and absences

When deleting an event, the following prompt has been expanded by the following information:

- Event number
- Classes involved
- Teachers involved
- Start and end date of the event
- Start and end time of the event
- Entered text (if applicable)



The prompt showed when you want to undo cancellations, has also been expanded appropriately:



Please note that in both cases, the option: "Apply the same answer to all identical questions of the current selection" is shown as soon as more than one event or more than one cancellation is selected.

## 6.5 Overlapping of absences and events

It can happen in real life that a teacher who has been scheduled for a planned event for a long time, needs to be replaced on short notice (e.g. due to illness).

Up to now, it has been difficult in this case to find the right event and to enter a substitute teacher after you entered the absence, and confirmed deleting the teacher from the event.

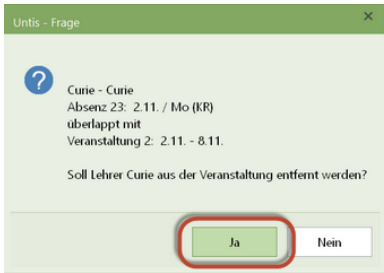
This is why, after printing this version brochure of Untis 2021 we implemented the following:

VA-Nr.	Klasse	KI-Teil	Lehrer	Raum	Von TT.MM.	ab St.	Bis TT.MM.	bis St.	Grund	Text	zählen
2	3a,3b		Curie, Cer, New		02.11.	1	08.11.			Sportwoche	<input checked="" type="checkbox"/>
1	1a		Hugo, Arist	R1b, R3a	04.11.	1	04.11.	8	SV	Chemie-Projekt	<input type="checkbox"/>

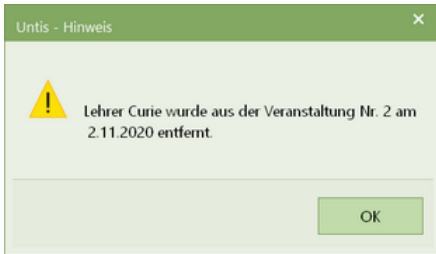
In the example above, teacher Curie is scheduled for the event No. 2, which has been planned for a long time. Teacher Curie falls ill and this is entered into the absence window.

AbsNr.	Lehrer	Von TT.MM.	ab St.	Bis TT.MM.	bis St.	Grund	Text	Entfalltage
23	Curie	02.11.	1	02.11.	8	KR		0

Untis now prompts, if teacher Curie is to be deleted from the event. Selecting <No> keeps the teacher in the event although she is absent, this is why we select <Yes>.



Untis confirms that teacher Curie was deleted from the event:



In the substitution window, the event is now shown with a "?". This means that a teacher is missing and needs to be assigned.'

Vertretungen / Lehrer

Von-Bis: 02.11.2020

Mo

Offene Vertretungen

Vtr-Nr.	Art	Datum	Stunde	(Fach)	Fach	(Lehrer)	Vertreter	Klasse(n)	Klasse(n)	(Raum)	Raum	Vertr. von	(Le.) nach	Text
2	Veranst.	2.11.-8.11.	1-0			Cer, New, ?	Cer, New, ?	3a, 3b	3a, 3b					Sportwoche
84	Vertretung	2.11.	1	SportK	New	???	???	4	4	Th1	Th1			Sportwoche
184	Vertretung	2.11.	1	SportM	*Curie	???	???	4	4	Th2	Th2			Sportwoche
101	Vertretung	2.11.	1	Bio	Cer	???	???	1b	1b	R1b	R1b			Sportwoche
85	Vertretung	2.11.	2	Mat	New	???	???	2b	2b	R2b	R2b			Sportwoche
86	Vertretung	2.11.	3	Mat	New	???	???	2a	2a	R2a	R2a			Sportwoche
102	Vertretung	2.11.	3	Bio	Cer	???	???	1a	1a	R1a	R1a			Sportwoche
103	Vertretung	2.11.	4	D	Cer	???	???	2a	2a	R2a	R2a			Sportwoche
104	Entfall	2.11.	5	E	Cer	---	---	2a	2a	R2a	R2a			Sportwoche

Vtr-Nr. [ ]

Lehrer [ ]

The "Teacher" field of the respective event is shown in red (and the usual "???" are added) in order to make it easier for the substitution planner to find the event in the event window.

VA-Nr.	Klasse	KI-Teil	Lehrer	Raum	Von TT.MM. - ab St.	Bis TT.MM. bis St.	Grund	Text	zählen
2	3a,3b		Cer,New,???		02.11.	1 08.11.		Sportwoche	<input checked="" type="checkbox"/>
1	1a		Hugo,Ariet	R1b,R3a	04.11.	1 04.11.	8 SV	Chemie-Projekt	<input type="checkbox"/>

## 6.6 Substitution statement in HH:MM format

In the course of the past year, we expanded the substitution statement and added the setting: "Count hours and minutes".

- Übersichten
- Belegungs-Statistik
- Freie Stunden
- Fach-Stunden-Liste
- Stunden-Listen
- Unterricht
- Pauseaufsichten
- Vertretungsplanung
- Vertretungs-Abrechnung**
- Entfalltage
- Vertretungs-Übersicht
- Klausurpläne

### BR Dr. Brinkmann

Vertretungen / Entfälle / Wertkorrektur : 1.9. - 30.9.

Datum	Stunde	E/V/F	Wert	Zähler	Fach	Klasse(n)	Grund	Text
6.9.	Mi/0	+V	0:15	0:15	AUFSICHT	5H1	Vertr.	
7.9.	Do/1	E	0:00	0:15	Englisch	5H1	Enf.	
7.9.	Do/2	E	0:00	0:15	Englisch	5H1	Enf.	
7.9.	Do/3	E	0:00	0:15	Deutsch	5R1	Enf.	
7.9.	Do/4	E	0:00	0:15	Deutsch	5R1	Enf.	
7.9.	Do/5	E	0:00	0:15		5R1	Enf.	
7.9.	Do/6	E	0:00	0:15	Naturwissen	5H1	Enf.	
8.9.	Fr/1	E	0:00	0:15	Informatik	5R1	Enf.	
8.9.	Fr/2	E	0:00	0:15	Mathe	5R1	Enf.	
11.9.	Mo/1	+V	0:40	0:55	Mathe	7R1	Vertr.	

Vertretungen: 0:55

Vertretung nicht zu zählen: 0:00

Entfälle: 0:00

Entfall nicht zu zählen: 5:40

Summe: 0:55

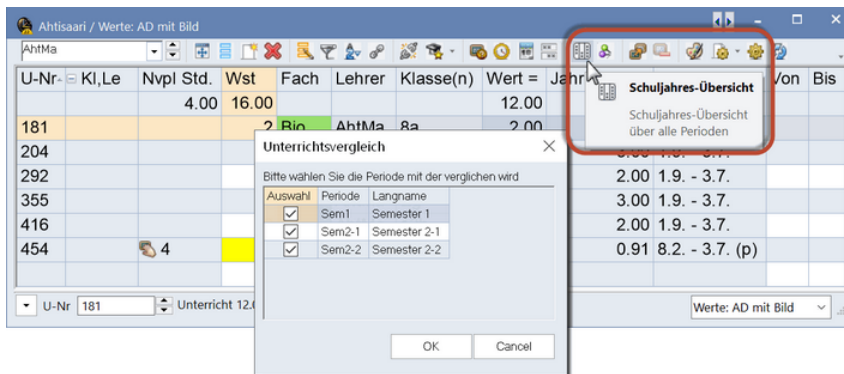
## 7 Lesson window

### New window mode: School year overview

The development of the value calculation in Untis is in so far interesting that – presuming that there is only one term per school year – first there was the request to have a calculation of teacher deployment per term for school years with several terms.

This requirement was fully met in Untis 2021, and this version also showed the respective average yearly value completely transparent. Since then, requests for an easy-to-understand overview of the entire school year have increased, which means that we are now back at focusing on the entire school year.

We, therefore, added the *school year overview* to the lesson window in order to meet the requirements.



When activating the new mode, you are prompted which term you would like to add to your overview. As soon as you confirm the pre-defined settings, all existing terms are shown.

In the overview mode, every term holding a lesson will show a separate (lesson) line. At the same time, a new column is shown in which the respective term is displayed

All features of the lesson window remain, except editing which is completely deactivated in this mode. You can, for instance, sort the view primarily by lesson numbers, and secondarily by terms (blue frames below).



U-Nr	Prd.	Ki, Le	Nvpl	Std.	Vst	Fach	Lehrer	Klasse(n)	Wert	Jahresmittel	Befristung	Von Bis
181	Sem1			9.00	48.00	2	bio	AhtMa 8a	2.00	2.43	1.9. - 3.7.	
181	Sem2-1					2	bio	AhtMa 8a	2.00	2.43		
181	Sem2-2		1			3	bio	AhtMa 8a	3.00	2.43		
204	Sem1					3	bio	AhtMa 13c	3.00	3.00		
204	Sem2-1					3	bio	AhtMa 13c	3.00	3.00		
204	Sem2-2					3	bio	AhtMa 13c	3.00	3.00		
292	Sem1					2	sp	AhtMa 9d	2.00	2.00		
292	Sem2-1					2	sp	AhtMa 9d	2.00	2.00		
292	Sem2-2					2	sp	AhtMa 9d	2.00	2.00		
355	Sem1					3	bio	AhtMa Eg	3.00	3.00		
355	Sem2-1					3	bio	AhtMa Eg	3.00	3.00		
355	Sem2-2					3	bio	AhtMa Eg	3.00	3.00		
407	Sem1					3	S1	AhtMa 9b	3.00	1.57		
416	Sem1					2	sp	AhtMa 13b	2.00	2.00		
416	Sem2-1					2	sp	AhtMa 13b	2.00	2.00		
416	Sem2-2					2	sp	AhtMa 13b	2.00	2.00		
454	Sem2-1		4			4	S2	AhtMa 13a	2.00	0.91		
454	Sem2-2		4			4	S2	AhtMa 13a	1.89	0.91		

Additionally, you see at one glance that not all lessons exist in all terms (green frames), and that not all lesson properties are the same in all terms (red frames).

Please note that the "Value=" column shows the term-related value of the respective lesson in the respective term. The value in the "Yearly average" column is taken into account just once for a possible sum per lesson.

Printing and page layout work the same way in the overview mode as you are used to when you are working in the lesson window:

U-Nr	Prd.	Ki	Le	Nvpl	Std.	Vst	Fach	Lehrer	Klasse(n)	Wert	Jahresmittel	Befristung	Von Bis
181	Sem1				9.00	48.00	2	bio	AhtMa 8a	2.00	2.43	1.9. - 3.7.	
181	Sem2-1						2	bio	AhtMa 8a	2.00	2.43		
181	Sem2-2		1				3	bio	AhtMa 8a	3.00	2.43		
204	Sem1						3	bio	AhtMa 13c	3.00	3.00		
204	Sem2-1						3	bio	AhtMa 13c	3.00	3.00		
204	Sem2-2						3	bio	AhtMa 13c	3.00	3.00		
292	Sem1						2	sp	AhtMa 9d	2.00	2.00		
292	Sem2-1						2	sp	AhtMa 9d	2.00	2.00		
292	Sem2-2						2	sp	AhtMa 9d	2.00	2.00		
355	Sem1						3	bio	AhtMa Eg	3.00	3.00		
355	Sem2-1						3	bio	AhtMa Eg	3.00	3.00		
355	Sem2-2						3	bio	AhtMa Eg	3.00	3.00		
407	Sem1						3	S1	AhtMa 9b	3.00	1.57		
416	Sem1						2	sp	AhtMa 13b	2.00	2.00		
416	Sem2-1						2	sp	AhtMa 13b	2.00	2.00		
416	Sem2-2						2	sp	AhtMa 13b	2.00	2.00		
454	Sem2-1		4				4	S2	AhtMa 13a	2.00	0.91		
454	Sem2-2		4				4	S2	AhtMa 13a	1.89	0.91		

U-Nr	Prd.	Stand	Wert	Vst	Bis
181	Sem1	2	2.00	1.9. - 3.7.	
181	Sem2-1	2	2.00		
181	Sem2-2	3	3.00		

From the user's point of view, the only difference is that in the *overview mode*, a separate line is printed for every term in which a certain lesson exists.

## New print option: Combine lessons

At some schools, it is standard to print an overview of the scheduled lessons for the teachers at the start of the school year. Some lessons, however, are split up between several lesson numbers due to planning reasons, and teachers are then sometimes confused.

This is why you now have a new option to combine lessons when printing the teacher lessons, which becomes active as soon as the “Lessons of the element” box is selected. This option combines lessons with the same class and the same subject in one line. The number of weekly periods and the value of the lesson are added this way.

The screenshot shows the 'Stundenplan' application window. The main area displays a lesson plan for 'Arist Aristoteles' for the school year 2019/2020. The table has columns: Wst., Wert, Lehrer, Fach, Klasse(s), buchraum, Stammraum, Dopp.Std., and Text. The first row is highlighted in blue and circled in red. The right-hand panel shows settings for 'Lehrer: 1488', including a date range and several checkboxes. The 'Unterricht des Elements' checkbox is checked and circled in red.

This screenshot is similar to the first one, showing the same lesson plan. In the right-hand settings panel, the 'Unterricht zusammenfassen' checkbox is checked and circled in red, indicating that the lessons will be combined when printed.

## Value calculation

The tool tips showing the calculation method in the lesson window are now also active in the "Week" settings:

The screenshot displays the 'Wochenwerte' application window. The main table lists weekly lesson periods with columns for 'Woche', 'Von - Bis', 'Period', 'Soll', 'Unterr', 'Anr.', 'W-Korr', 'Ist', and 'Ist-Soll'. A tooltip window is open over the table, showing a detailed calculation for lesson 3427. The tooltip includes a formula:  $\text{Wert} = \text{Lehrer Befristung} \times [0.900 \times (1/1)] \times (1/1)$ . The calculation shows  $3 \times 1.026 = 3.078$ , which is then rounded to 2.700. The tooltip also shows the lesson details: U-Nr 3427, K1Le, Nvpl 3, Std 3, Wst 3, Jst 3, Wert 2.700, Lehrer H2-1, Befristung 4.3 - 2.6 (g), Fach F1, Klasse K1, U-Gruppe T3. A red circle highlights the 'U-Nr' dropdown menu in the main window, which is set to 3412.

Woche	Von - Bis	Period	Soll	Unterr	Anr.	W-Korr	Ist	Ist-Soll
14	3.12-9.12	1		0.000				
15	10.12-16.12	1		0.000				
16	17.12-23.12	1		0.000				
17	24.12-30.12	1		0.000				
18	31.12-6.1	1		0.000				
19	7.1-13.1	1		0.000				
20	14.1-20.1	1		0.000				
21	21.1-27.1	1		1.026			1.026	1.026
22	28.1-3.2	1						
23	4.2-10.2	1						
24	11.2-17.2	1						
25	18.2-24.2	1						
26	25.2-3.3	1						
27	4.3-10.3	1						
28	11.3-17.3	1						
29	18.3-24.3	1						
30	25.3-31.3	1						
31	1.4-7.4	1						
32	8.4-14.4	1						
33	15.4-21.4	1						
34	22.4-28.4	1		3.726			3.726	3.726
35	29.4-5.5	1		3.726			3.726	3.726
36	6.5-12.5	1		3.726			3.726	3.726
37	13.5-19.5	1		3.726			3.726	3.726
38	20.5-26.5	1		3.726			3.726	3.726
39	27.5-2.6	1		3.726			3.726	3.726

## 8 Untis Express

Untis Express now has the following additional features, mainly to guarantee smooth working of *Untis Express* with *WebUntis Cover scheduling*.

### Time grid with period zero

Period numbering in Untis Express can be set to start with period zero.

The left screenshot shows the 'Zeitraster' configuration window. The 'Stundennummer der ersten Stunde des Tages (1 oder 0)' field is highlighted with a red circle and contains the value '0'. Below it is a table showing the time grid for the week of Monday to Friday.

Stundennr.	0	1	2	3	4	5	6	7	8
	8:00	8:55	10:00	10:55	11:50	14:00	14:55	15:50	16:45
	8:50	9:45	10:50	11:45	12:40	14:50	15:45	16:40	17:35
Montag	Vormit	Vormit	Vormit	Vormit	Nachn	Nachn	Nachn	Nachn	Nachn
Dienstag	Vormit	Vormit	Vormit	Vormit	Nachn	Nachn	Nachn	Nachn	Nachn
Mittwoch	Vormit	Vormit	Vormit	Vormit	Nachn	Nachn	Nachn	Nachn	Nachn
Donnerstag	Vormit	Vormit	Vormit	Vormit	Nachn	Nachn	Nachn	Nachn	Nachn
Freitag	Vormit	Vormit	Vormit	Vormit	Nachn	Nachn	Nachn	Nachn	Nachn

The right screenshot shows a 'Stundenplan' for '1a - Klasse 1a (Gauss)'. The grid shows periods 0 through 8. Period 0 is highlighted in yellow on Monday. The grid is as follows:

Nvpl 0/23	Mo	Di	Mi	Do	Fr
0			BE		
1	ME	SU	M	DLS	DLS
2	DLS	LÜ	DLS	M	DLS
3	RK	DLS	WE	SU	M
4	SU	M	DLS	RK	LÜ
5	LF			FU	
6					
7					
8					

### Class teacher

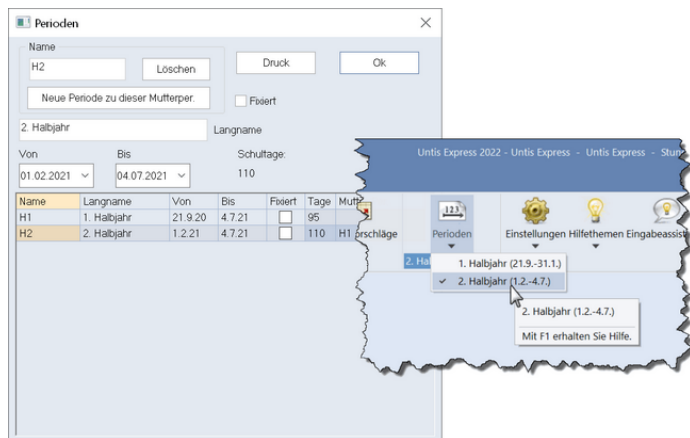
The screenshot shows the 'Klassen / Klasse' window with a table of classes. The 'Klassenlehrer' column is highlighted with a red circle, showing a dropdown menu with 'Nobel' selected.

Name	Langname	Raum	Text	Haupt/Tag	Haupt/Folge	Mitt-pause	Std./Tag	Fix (X)	Ignore (I)	Klassenlehrer
1a	Klasse 1a (Gauss)	R1					4.6	<input type="checkbox"/>	<input type="checkbox"/>	Ander
1b	Klasse 1b (Newton)	R2					4.6	<input type="checkbox"/>	<input type="checkbox"/>	Arist
2a	Klasse 2a (Hugo)	R3					4.7	<input type="checkbox"/>	<input type="checkbox"/>	Callas
2b	Klasse 2b (Andersen)	R4					4.7	<input type="checkbox"/>	<input type="checkbox"/>	Curie
3a	Klasse 3a (Aristoteles)	R5					4.8	<input type="checkbox"/>	<input type="checkbox"/>	Gauss
3b	Klasse 3b (Callas)	R6					4.8	<input type="checkbox"/>	<input type="checkbox"/>	Hugo
4	Klasse 4 (Nobel)	R7					4.8	<input type="checkbox"/>	<input type="checkbox"/>	Rub
4b	Klasse 4b (Rubens)	R8						<input type="checkbox"/>	<input type="checkbox"/>	Nobel
Vor	Vorschule							<input type="checkbox"/>	<input type="checkbox"/>	

Master data of the classes were expanded by the *Class teacher* field. This could be important for connecting to a third system.

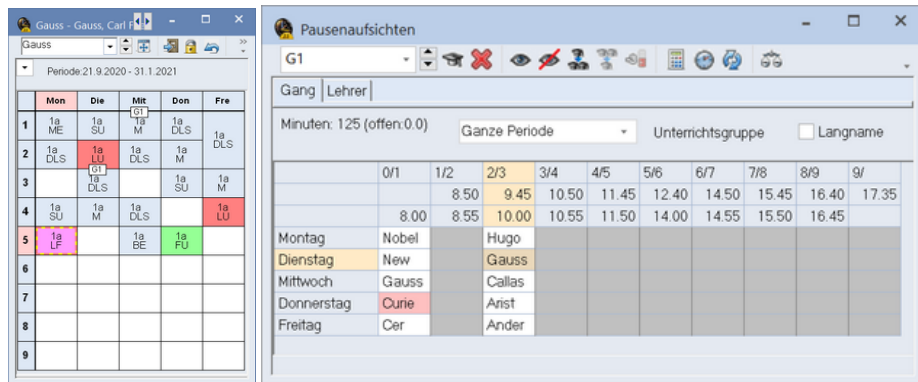
### Terms

The <Terms> feature is now available for all users of Untis Express. Up to now, it was only active when you also had the “Cover scheduling Express” module. Untis Express: The <Terms> feature is also active without the “Cover scheduling” module.



### Break supervision

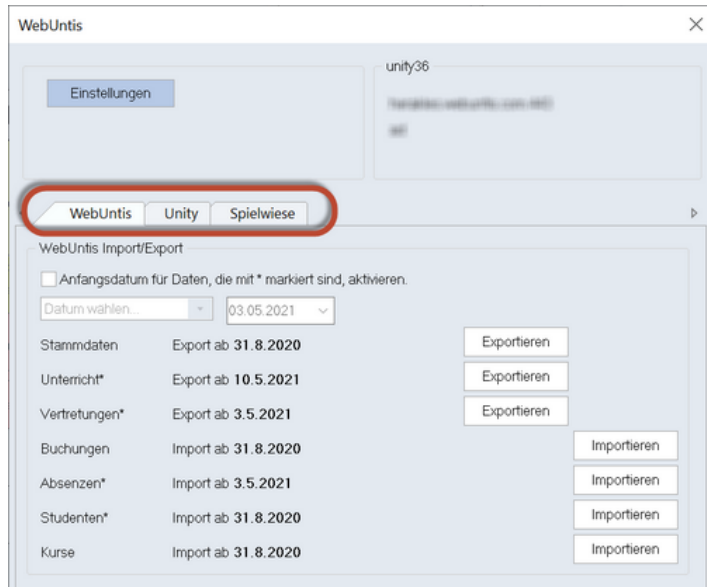
Break supervision is now also available to all Untis Express' users. This feature has been connected to our “Cover scheduling Express” module up to now.



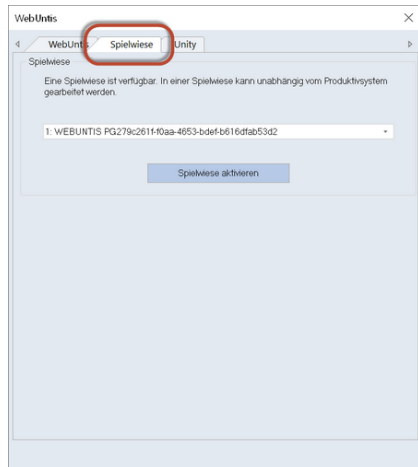
## 9 Untis with WebUntis

### New design of WebUntis Import/Export dialogue window (Untis21, as well)

While working on Untis Unity, we also redesigned the WebUntis “Import/Export” dialogue window. The most important new features for existing Untis users are that features and settings of the WebUntis playground have been placed to its own tab. (The Unity specific features are now on a separate tab.)



The tabs are only visible, when the respective features in WebUntis are available. If you activate a playground in WebUntis, for instance, Untis recognises it automatically and offers you all existing connection(s).



← Administration

- Nachrichten zum Tag
- Export
- Aktive Benutzer
- Rechte und Rollen
- Benutzer
- Zuordnungsgruppen
- Zeitsperren
- Buchungsbeschränkungen
- Raumsperrern
- Prüfungssperren
- Ansichtseinstellungen
- Monitoransichten
- Buchungsformate
- Stundenplaneinstellungen
- Einstellungen
- Integration
- Spielwiese

### Spielwiese

**Beschreibung**

Eine Spielwiese ist eine Kopie Ihrer WebUntis Instanz in der Sie experimentieren können. Spielwiesen sind nur für einen beschränkten Zeitraum verfügbar und werden dann automatisch gelöscht. Administratoren können in einer Spielwiese z.B. Importe testen und neue Einstellungen ausprobieren. In Fortbildungen für Lehrpersonen kann die Spielwiese zum Ausprobieren sämtlicher Funktionen verwendet werden.

**Aktive Spielwiese**

Spielwiese öffnen <https://playground.webuntis.com:443/WebUntis?school=PG279c261f-f0aa-4653-bdef-b616dfab53d2>

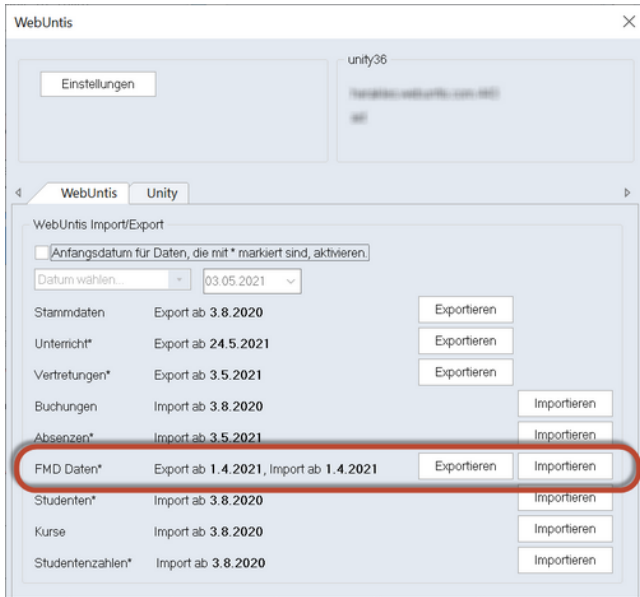
Spielwiese löschen Die Spielwiese wird automatisch am 18.03. um 14:07 gelöscht.

**Wer kann auf die Spielwiese zugreifen**

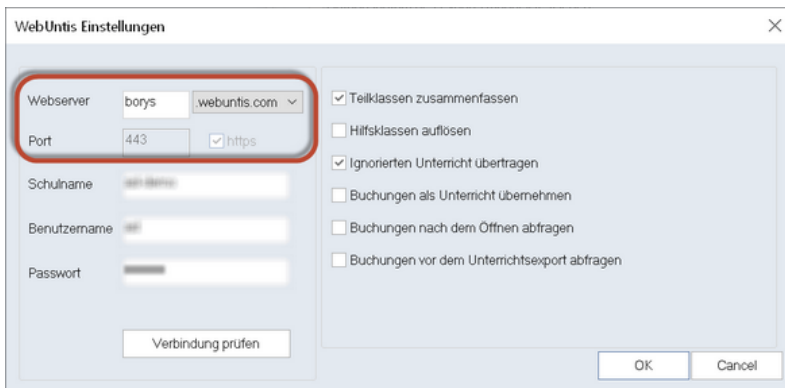
Jede Person, die obigen Link kennt, kann auf die Spielwiese zugreifen. Zusätzlich kann ein Link in der normalen WebUntis-Instanz eingebliendet werden. Wählen Sie hier, wer diesen Link sehen soll:

<p><b>Administration</b> <span style="float: right; color: green;">✔</span></p> <p>Ideal zum Testen von Importen und Einstellungen</p>	<p><b>Lehrkraft</b> <span style="float: right;">○</span></p> <p>Geeignet um WebUntis in Fortbildungen auszuprobieren</p>	<p><b>Alle</b> <span style="float: right;">○</span></p>
--	--	---

The date relevant for the import or export is clearly stated, and the dates which can be regulated by the adjustable date field are indicated by \*.



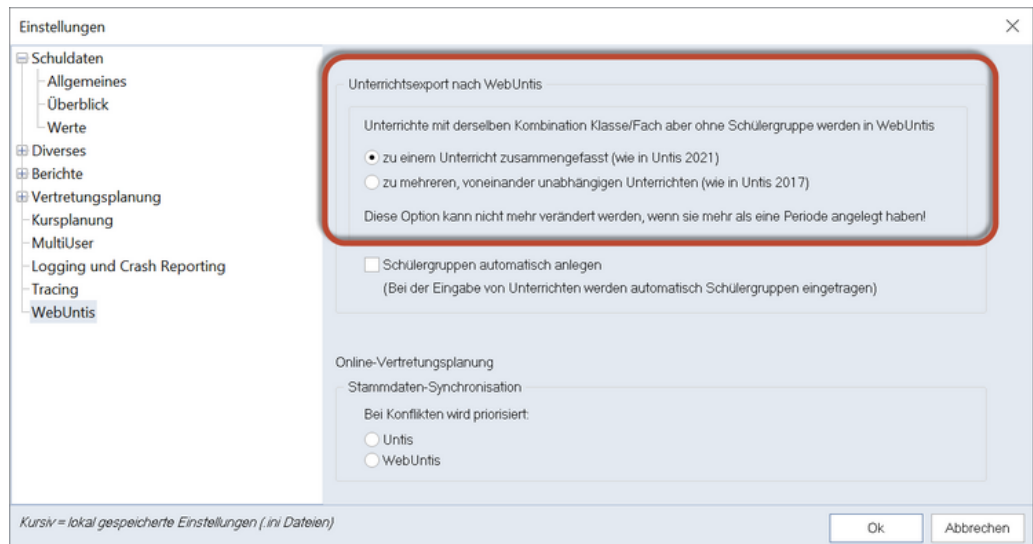
The <Settings> where you enter the server of your WebUntis instance, for instance, have also been redesigned. This facilitates entering server data, and prevents errors.





## Lesson synchronisation with WebUntis

In response to many requests, we created an option providing you with the possibility to select freely, if lessons with the same subject/class combination but without a student group are to be combined to one lesson in WebUntis, as synchronisation has been working since Untis 2018, or if it is shown in separate lessons, as it was the case up to and including Untis 2017.



### Warning!

If you are not sure what the consequences of this option are, keep the basic settings, or ask your Untis consultant, if necessary.

**Example:**

In class 1c, two (separate) lessons of the subject: SWIM (swimming) are scheduled without a student group.

U-Nr	Kl,Le	Nvpl	Std.	Wst	Lehrer	Fach	Klasse(n)	Schülergruppe	Fachraum	ZeilenText
167		2	4.00	4.00	2 Ander	SWIM	1c		BAD	
166		2			2 Meit	SWIM	1c		BAD	

With the (default) setting (above), these *two* lessons in WebUntis and in Untis 2021 are combined to *one* lesson.

Unterrichtsexport nach WebUntis

Unterrichte mit derselben Kombination Klasse/Fach aber ohne Schülergruppe werden in WebUntis

- zu einem Unterricht zusammengefasst (wie in Untis 2021)
- zu mehreren, voneinander unabhängigen Unterrichten (wie in Untis 2017)

Die Unterricht Klasse 1c

Klassen: 1c Zeitraum: 03.05.2021 - 07.05.2021 Aktuelle Woche

U-Nr	Klasse	Schülergruppe	Lehrkraft	Fach	Std.	Termine	Schüler	Schülergruppen	Berichte
16600	1c		Ander, Meit	SWIM	4				

With the new setting possibilities, two separate lessons are created in WebUntis as you have had it up to and including Untis 2017.

Unterrichtsexport nach WebUntis

Unterrichte mit derselben Kombination Klasse/Fach aber ohne Schülergruppe werden in WebUntis

- zu einem Unterricht zusammengefasst (wie in Untis 2021)
- zu mehreren, voneinander unabhängigen Unterrichten (wie in Untis 2017)

Diese Option kann nicht mehr verändert werden, wenn sie mehr als eine Periode angelegt haben!

Unterricht Klasse 1c

Klassen: 1c Zeitraum: 03.05.2021 - 07.05.2021 Aktuelle Woche

U-Nr	Klasse	Schülergruppe	Lehrkraft	Fach	Std.	Termine	Schüler	Schülergruppen	Berichte
16600	1c		Meit	SWIM	2				
16700	1c		Ander	SWIM	2				

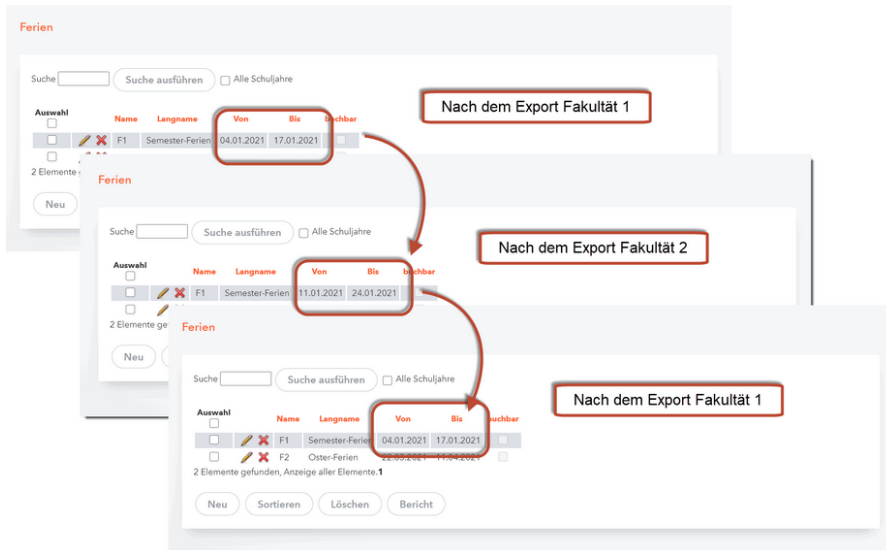
### Warning!

This option must only be changed, if you **have not exported a lesson yet** for the respective WebUntis school year for which you are working on your Untis file (=school year in MultiUser). Otherwise, you **will irrevocably delete** already entered class register data, teaching content, grades and other school year-specific **data** in WebUntis. This is why the option cannot be changed any more as soon as more than one term has been created.

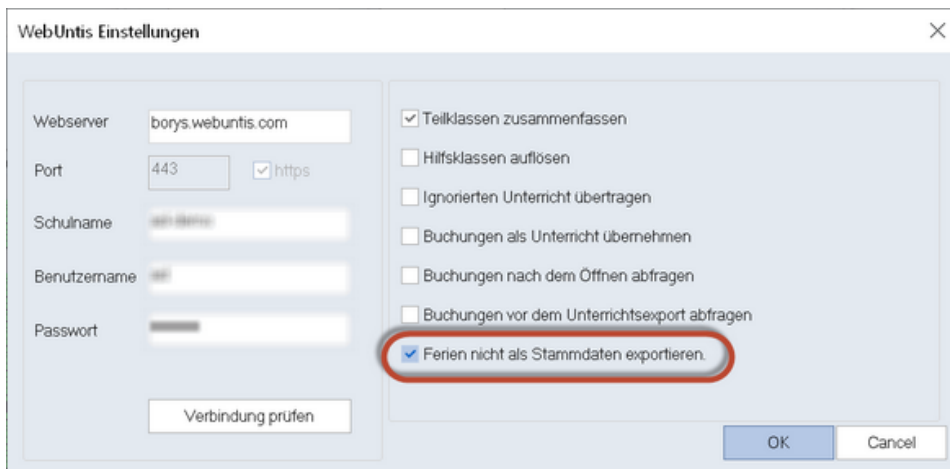
### Do not export holidays as master data

At some universities it is standard that individual departments have different start and end times for holidays.

If these departments export their data from separate Untis instances (for example, different clients in a MultiUser system) in one joint WebUntis instance, the client exporting data last overwrites all start and end times exported before to WebUntis.



This is the reason why as of Untis 2021.6.0, you have the option to not export holidays as master data:



Therefore, holidays can be entered centrally in WebUntis, a master data export from Untis does not overwrite any entries in WebUntis, however, an interruption of the lesson due to holidays is still absolutely correctly exported from Untis to WebUntis, and is adequately displayed there.

## Sending SMS/text messages via WebUntis

Over the past years, sending text messages (SMS) via WebUntis decreased and has among others been replaced by sending messages in WebUntis, via Untis Messenger and push messages. We took this development into account and have, therefore, terminated the support of sending text messages (SMS) via WebUntis with Untis 2021.9.0. We also deleted the respective features in Untis.

## Import of bookings

"Value" and "Statistical code" of a booking are now also imported to Untis provided that you activated both fields in the booking format you use.

**Buchungsformat Default**

**Format**

Name:

Buchungsstatus bestätigt vorgeben

E-Mail-Benachrichtigung bei Statusänderung

Bestimmungsmerkmal für Aktivität erforderlich

Maximale Dauer für eine Aktivität [min]:

Buchungen ab [Tage] in die Zukunft:

Buchungen bis [Tage] in die Zukunft:

Buchen erlaubt bis (Datum dd.MM.y):

Lehrkraft der Aktivität benachrichtigen

**Allgemein**

	Anzeigen	Editierbar	Standardwert	Benutzer	Auswahlmöglichkeiten
Lehrkräfte	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Klassen	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Fach	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="Bitte wählen Sie"/>	<input type="checkbox"/>	<input type="text" value="Bitte wählen Sie"/>
Abteilung	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="Bitte wählen Sie"/>	<input checked="" type="checkbox"/>	<input type="text" value="Bitte wählen Sie"/>
Verantwortlicher	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="Bitte wählen Sie"/>	<input checked="" type="checkbox"/>	<input type="text" value="Bitte wählen Sie"/>
Aktivitätsart	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="Bitte wählen Sie"/>	<input checked="" type="checkbox"/>	<input type="text" value="Bitte wählen Sie"/>
Jahresstunden	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Wochenstunden	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Menge	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Teilnehmer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Kostenstelle	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Statistikkennzeichen	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Wert	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Bemerkung	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
E-Mail Adresse	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	

Therefore, the teachers can use these values for the bookings:

The screenshot shows the 'Buchung' (Booking) form in WebUntis. The form includes fields for 'Lehrkraft' (Teacher) with value 'JLH', 'Klasse' (Class) with value '13', 'Fach' (Subject) with value 'PHIL1', 'Abteilung' (Department) with value '<Auswahl>', 'Menge' (Quantity) with value '0', 'Verantwortlicher' (Responsible) with value 'AD (Andersen Hans Chr.)', 'Art' (Type) with value 'Unterricht', 'Teilnehmer' (Participants) with value '0', and 'Kostenstelle' (Cost Center). A red box highlights the 'Statistikenzeichen' (Statistic Symbol) field with value 'W' and 'Wert' (Value) '6,28'. There are also checkboxes for 'E-Mail-Benachrichtigung bei Statusänderung', 'Lehrkraft der Aktivität benachrichtigen', and 'sofort bestätigen: Audimax'. Buttons for 'Speichern' (Save) and 'Zurück' (Back) are at the bottom.

When importing the bookings to Untis, the administrator can check the values:

The screenshot shows the 'Buchungen von WebUntis Termin' table in Untis. The table has columns: Fehler, ID, importiert, Art, Datum, Std, Std, Lehrer, Fach, Klasse(n), Raum, (Raum), Text, Benutzer, Wert, Statistik. A red box highlights the 'Wert' and 'Statistik' columns for the first row.

Fehler	ID	importiert	Art	Datum	Std	Std	Lehrer	Fach	Klasse(n)	Raum	(Raum)	Text	Benutzer	Wert	Statistik
	B16		Sondereins.	31.3.2021	1	6	JLH	PHIL1	13	Audimax		WU-Seminar für (extrem) Fortgeschrittene	AD	6.240	W

Buttons at the bottom: Übernehmen, Ignorieren, Buchungen markieren, Prüfungen markieren, Schließen, and a checkbox for 'Alle Buchungen anzeigen'.

This process is used, for instance, in Austrian vocational schools for agriculture and forestry, whenever lessons are held spontaneously, and therefore teachers need to enter when they gave which lecture.

## 9.1 Student groups

Student groups are of crucial significance for the synchronisation of lessons between Untis and WebUntis. Lessons which were split in several individual lessons with different lesson numbers due to scheduling reasons are re-merged to one lesson based on the same student group (or to be more precise: based on the same class-subject combination or the same student group).

We added a series of useful features to the student group window in Untis 2022.

### Additional columns in the student group window

Untis 2022 has 3 additional columns in the student group window:

- L-No.: In this column the numbers of the lessons are shown, in which the respective student group is used in the currently active term.
- Used in term: All terms are shown, in which the respective student group is used. The individual terms are consecutively numbered, starting with 1.
- Subst.no.: In this column, all substitution numbers (across the entire school year) are shown, in which the student group is used.

Name	Fach	Klasse(n)	Abt.	Statistik	U-Nr	Verw. in Per.	Vtr-Nr.
d3_12	d3	12			146	1, 2	8
sm2_13	sm2	13			144	1, 2	7
TEC_4a4b	TEC	4a,4b			73	1, 2	5, 6
Sport_4a4b_New	Sport	4a,4b			72	1, 2	21, 24, 30
PH1_13	PH1	13			124	1, 2	19, 26, 27, 31
A-Team	Mat	3b					18
Ph_3a	Ph	3a			178	2	16, 34
Mat_2b	Mat	2b			170	2	15, 20, 28, 32, 33
inf1_12	inf1	12			112	1, 2	14, 25
ABCD	Mat	3b					12
Gz_3a	Gz	3a			47	1, 2	
LA1_13	LA1	13			119	1, 2	
Gz_3b	Gz	3b			54	1, 2	
G1_13	G1	13			125	1, 2	
G1_12	G1	12			91	1, 2	
ART_3ab	Ke	3a,3b				1	

### Delete unused student groups in a student group window

If you delete a lesson which contains a student group, it is not automatically removed from the list in the "Student group" window. We added the feature: <Delete unused student groups> to the window in order to delete such obsolete student groups.



### Field dialogue window in the student group window

So far, the field dialogue window could only be accessed via the context menu. Untis 2022 has the respective button in the toolbar.





## New school year

The possibility to delete student groups is now also available in the <New school year> window. You have the option to choose whether you delete only those student groups which are not used, or all student groups.

Neues Schuljahr

Schuljahr

Von 06.09.2021 Bis 03.07.2022

Überschrift für sämtliche Berichte  
Stundenplan 2019/2020

Schuljahr basiert auf der Periode:  
Periode1 (31.8.-31.1.)

Ferien löschen

Unterricht neu nummerieren

Jahresübertrag in Anrechnung

Lehrer automatisch hochstufen

Zeitwünsche der Lehrer löschen

Zeitwünsche der Unterrichte löschen

Jahreszähler als Wertkorrektur übertragen

Studentenzahl löschen

Fixe Fachfolgen löschen

Kommentare löschen

Schülergruppen löschen

- Nicht verwendete Schülergruppen löschen
- Alle Schülergruppen löschen

Ok Abbrechen

When you select the latter option (*Delete all student groups*), the student group field in your Untis data will be emptied for all lessons. This becomes necessary, when your lesson data is synchronised via student groups with the administration system of a third-party provider, such as E360, and if the student groups are imported from this system at the start of the school year.

## Assistance when entering couplings

If you enter the same subject-class(es) combination for a coupling in different coupling lines, Untis 2022 supports you in correctly entering student groups for team teaching or split group lessons.

### Example

You enter in a coupling the combination English 1c in two lines. When you confirm, Untis prompts you with the following:

U-Nr	Kl,Le	Nvpl	Std.	Wst	Lehrer	Fach	Klasse(n)	Schülergruppe	Fachraum	ZeilenText
			8.00	8.00						
166		2		2	Meit	SWIM	1c		BAD	
167		2		2	Ander	SWIM	1c		BAD	
168	1, 2	4		4	Pas	E	1c			
					Buck	E	1c			

U-Nr: 168

Klasse\*

- Rel Religion
- Ch Chemie
- D Deutsch
- E Englisch
- His Geschichte
- Gw Geographie und Wirtschaftsk.
- Mat Mathematik
- Gz Geometrisch Zeichnen
- Bio Biologie
- Ph Physik
- Mus Musik
- TEX Textiles Werken
- Ke Kunstszziehung
- TEC Technisches Werken
- Hw Hauswirtschaft
- Ko Kochen
- Sport Sport
- Algebra Algebra
- Geometrie Geometrie
- Analysis Analysis
- FöMat Förderunterricht Mathematik
- FöE Förderunterricht Englisch

Now you can choose from 3 options.

### Option 1: Split groups

**Warnung** ✕

Untis hat soeben festgestellt, dass Sie bei einem Unterricht in einer Klasse das gleiche Fach bei zwei verschiedenen Lehrern eingetragen haben.

Wollen Sie eine Gruppenteilung oder Teamteaching eingeben?

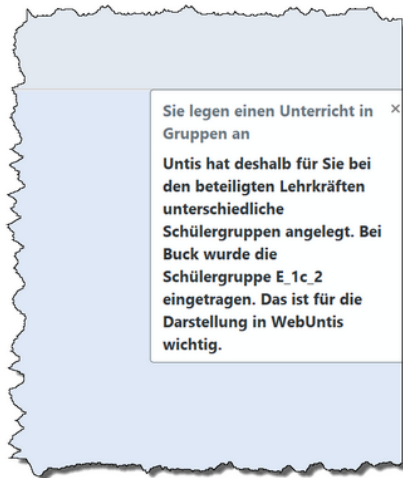
Gruppenteilung (unterschiedliche Schülergruppen eintragen)  
 Teamteaching (die gleiche Schülergruppe eintragen)  
 Keine Schülergruppen eintragen

Diese Meldung dauerhaft nicht mehr anzeigen.

In this case, Untis automatically enters different student groups in two coupling lines:

U-Nr	Kl,Le	Nvp	Std.	Wst	Lehrer	Fach	Klasse(n)	Schülergruppe	Fachraum	ZeilenText
166		2	8.00	8.00	2 Meit	SWIM	1c		BAD	
167		2			2 Ander	SWIM	1c		BAD	
168	1, 2	4			4 Pas	E	1c	E_1c_1		
					Buck	E	1c	E_1c_2		

The respective note is shown at the side of the window.



This is what the result looks like in WebUntis:

Unterricht Klasse 1c

U-Nr	Klasse	Schülergruppe	Lehrkraft	Fach	Std.	Termine	Schüler	Schülergruppen	Berichte
16800	1c	E_1c_1	Pas	E	4				
16801	1c	E_1c_2	Buck	E	4				
16802	1c		Andel, weil	SVN	4				

## Option 2: Team teaching

**Warnung** ✕

Untis hat soeben festgestellt, dass Sie bei einem Unterricht in einer Klasse das gleiche Fach bei zwei verschiedenen Lehrern eingetragen haben.

Wollen Sie eine Gruppenteilung oder Teamteaching eingeben?

Gruppenteilung (unterschiedliche Schülergruppen eintragen)  
 Teamteaching (die gleiche Schülergruppe eintragen)  
 Keine Schülergruppen eintragen

Diese Meldung dauerhaft nicht mehr anzeigen.

In this case, Untis enters the same student group in both coupling lines, and this leads to merging these lesson lines in WebUntis to one lesson in any case.

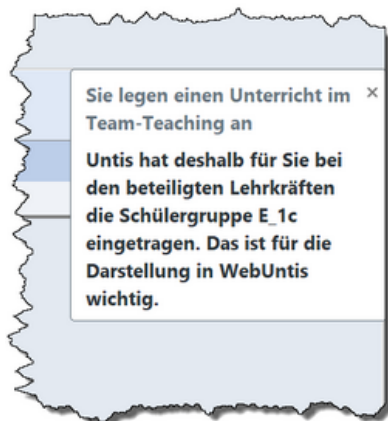
Klasse 1c / Klasse

U-Nr	Kl,Le	Nvpl	Std.	Wst	Lehrer	Fach	Klasse(n)	Schülergruppe	Fachraum	ZeilenText
			8.00	8.00						
166		2		2	Meit	SWIM	1c		BAD	
167		2		2	Ander	SWIM	1c		BAD	
168	1, 2	4		4	Pas	E	1c	E_1c		
					Buck	E	1c	E_1c		

U-Nr 168

Klasse\*

In this case, a note is shown at the right side of the window explaining what will be done and why:



This is what the result looks like in WebUntis:

Unterricht Klasse 1c

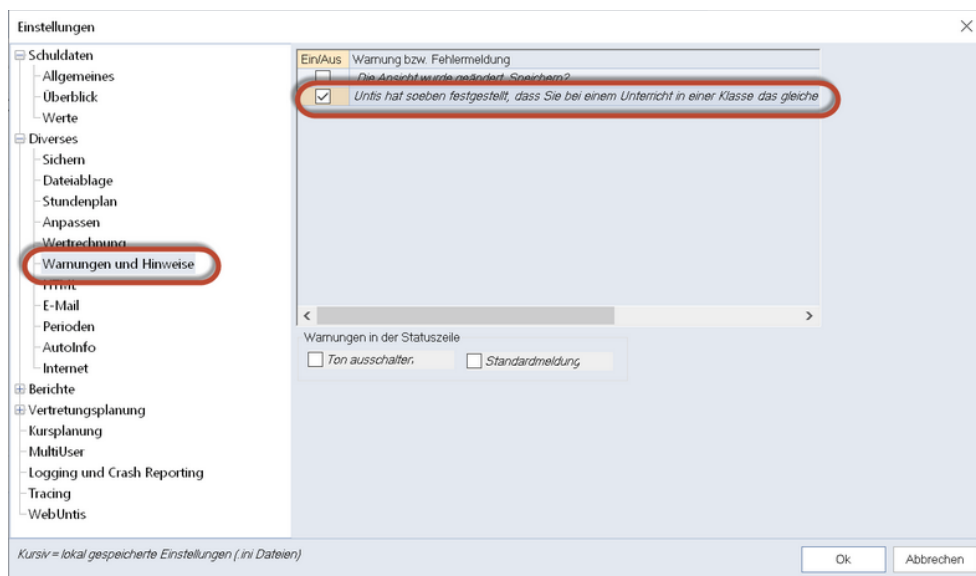
Klassen: 1c Zeitraum: 03.05.2021 - 07.05.2021 Aktuelle Woche

U-Nr	Klasse	Schülergruppe	Lehrkraft	Fach	Std.	Termine	Schüler	Schülergruppen	Berichte
16800	1c	E_1c	Pas, Buck	E	4				
16802	1c		Andel, Meit	SWIIV	4				

### Option 3: Do not enter student groups

If you select this option, no data are automatically entered, as you have been used to from Untis 2021. In this case, the option: "Lesson synchronisation with WebUntis" controls the display of lessons in WebUntis, which was explained in the last segment.

If you select the option: "Don't show this message again", the selection you chose last will be saved, and will be applied to all similar cases. If you want to activate this window once again, go to <Settings>, "Warnings and tips".



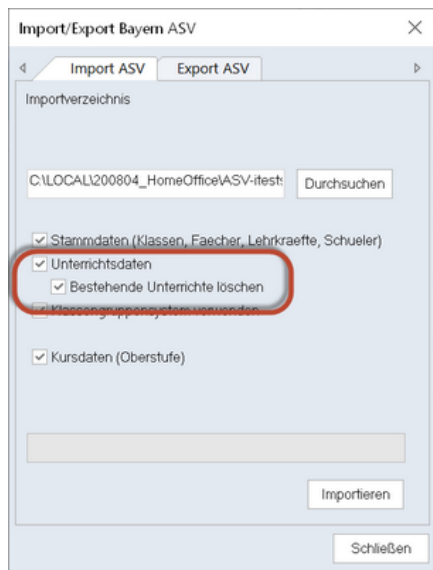
# 10 Interfaces & statistics

## ASV-BW

Die ~~Schülernummer~~ wurde für die ASV-BW auf 64 Stellen erweitert.

## Bayern-ASV

Die ~~Kürzungsgründe~~ für die Bayern-ASV wurde entsprechend der Vorgaben des Kultusministeriums angepasst und der Import um die Option "Bestehende Unterrichte löschen" erweitert.



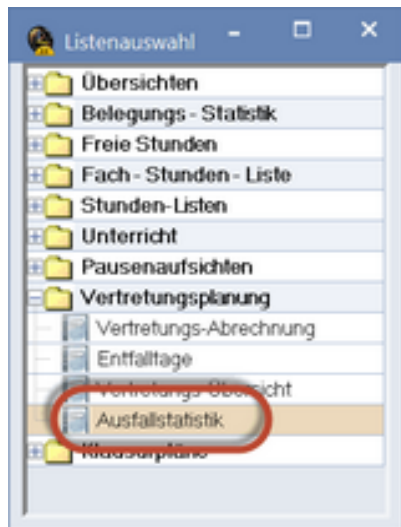
Des Weiteren wurde der Export der Unterrichte, speziell der Export der Beginn- und Endzeiten der Unterrichte, an die Vorgaben des Kultusministeriums angepasst, so dass nun unabhängig von der aktiven Periode *alle* Unterrichte des Schuljahres exportiert werden.

Zu diesem Zweck wird beim Aufruf des Exports in Untis auch automatisch die erste Periode des Schuljahres ausgewählt.



### Berliner Ausfallstatistik

Die Berliner Ausfall-Statistik wurde um die Möglichkeit der Ausgabe als Textfile für den Upload in das Portal der Senatsschulverwaltung erweitert.



The screenshot shows the 'Ausfallstatistik' application window. A red box highlights the 'Export Berliner Ausfallstatistik' button. Below the button is a table titled 'Unterrichtsausfall und Vertretungsstatistik der Lehrkräfte: 1.11. - 30.11.'.

**Export Berliner Ausfallstatistik**  
Export der Ausfall- und Vertretungsstatistik für das Portal der Bildungverwaltung.

Unterrichtsausfall und Vertretungsstatistik der Lehrkräfte: 1.11. - 30.11.

Nr.	von - bis	Anz. U-Tage	neg. Bilanz Bedarf	Krankh. Kur Mutt.	Fortb. Sond.-Urlaub	Dienst Schul-Veranst.	tagakt. Änd. Stpl.	sonst. Gründe	Summe	Aufh. v. Teilg. Zuschlag	Vtr. Reserve	geleist. Mehrarb.	tagakt. Änd. Stpl.	sonst. Maß-nahmen	Sum
11	3.11. - 9.11.	5	0	47	12	2	3	0	64	21	2	10	3	3	
12	10.11. - 16.11.	5	0	22	49	13	1	0	85	24	14	14	1	7	
13	17.11. - 23.11.	5	0	34	5	10	1	0	50	13	3	9	1	5	
14	24.11. - 30.11.	5	0	53	1	26	1	2	83	28	7	20	1	4	
	Summe	20	0	156	67	51	6	2	282	86	26	53	6	19	

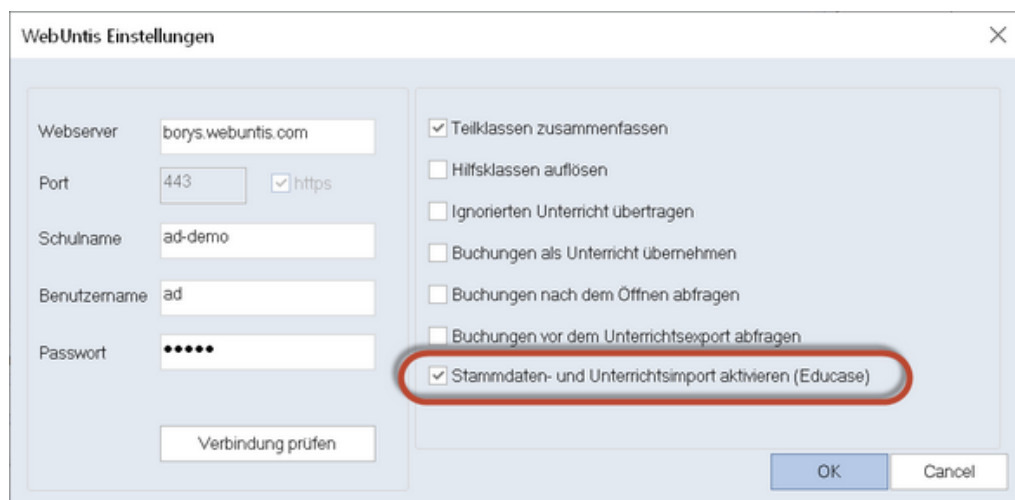
Dialog Computer Systeme GmbH - www.dcs.de

## edoo.sys

Um die Integration mit der Verwaltungssoftware edoo.sys zu verbessern wurden die Felder *Sollstunden* und *Solländerung* kopplungszeilenweise editierbar gemacht. Gleichzeitig wurde die Liste der Anrechnungsgründe auf den aktuellen Stand gebracht.

## EduCase

Benutzer des Schulverwaltungssystems EduCase können nun in den <Einstellungen> des WebUntis Import/Export-Dialogs auch den Import der Stammdaten und Unterrichte aus WebUntis aktivieren.



The screenshot shows the 'WebUntis Einstellungen' dialog box. On the left, there are input fields for 'Webserver' (borys.webuntis.com), 'Port' (443), 'Schulname' (ad-demo), 'Benutzername' (ad), and 'Passwort' (masked with dots). A 'Verbindung prüfen' button is below these fields. On the right, there is a list of checkboxes: 'Teilklassen zusammenfassen' (checked), 'Hilfsklassen auflösen', 'Ignorieren Unterricht übertragen', 'Buchungen als Unterricht übernehmen', 'Buchungen nach dem Öffnen abfragen', 'Buchungen vor dem Unterrichtsexport abfragen', and 'Stammdaten- und Unterrichtsimport aktivieren (Educase)' (checked). The last checkbox is highlighted with a red oval. At the bottom right, there are 'OK' and 'Cancel' buttons.

## KMD Studica

Untis unterstützt seit der Version 2021.4.0 eine bidirektionale Schnittstelle zum Schulverwaltungsprogramm KMD Studica.

The screenshot shows a dialog box titled "IMEX\_DK\_KMD\_STUDICA" with a close button (X) in the top right corner. It features two tabs: "Import" (selected) and "Export". The "Import" tab contains the following fields and controls:

- Text input fields for "School Code", "Client Id", "Client Secret", and "API Key".
- A checkbox labeled "Zugangsdaten unverschlüsselt speichern".
- Buttons for "Zugangsdaten einfügen" and "Erweiterte Einstellungen".
- A section titled "Importiere Daten, die in diesem Zeitraum relevant sind." containing:
  - Dropdown menus for "Beginndatum" (03.07.2017) and "Enddatum" (29.06.2018).
  - A checked checkbox for "Studenten-Fach-Zuordnung gegenüber Stan...".
  - An empty text input field.
- "Importieren" button at the bottom right.
- "Schließen" button at the bottom right.

## Ludus

Mit Untis 2021.6.0 wurde eine bidirektionale Schnittstelle für das Schulverwaltungsprogramm Ludus zur Verfügung gestellt.

The screenshot shows a dialog box titled "Ludus" with a close button (X) in the top right corner. It features two tabs: "Import" (selected) and "Export". The "Import" tab contains the following fields and controls:

- Text input fields for "Ludus-Server" (ludus.dk), "Benutzer" (Lämpel), and "Passwort".
- A checkbox labeled "Store Credentials unencrypted".
- Text input field for "Schulnummer" (201660).
- A section titled "Ludus-Stunden entsprechen:" with radio buttons for "Wochenstunden" (selected) and "Jahresstunden".
- An empty text input field.
- "Importieren" button at the bottom right.
- "Schließen" button at the bottom right.

## PES Statistik

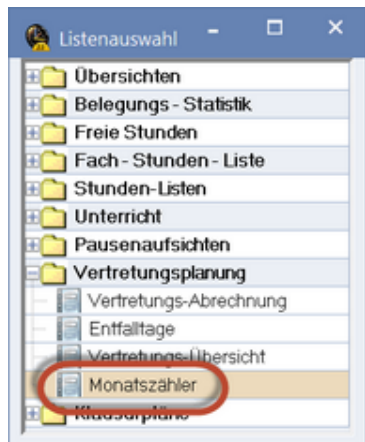
Um dem § 73 Abs. 2 des Landesbeamtengesetz (LBG) und der Landesmehrarbeitsvergütungsverordnung (LMVergVO) des Landes Rheinland-Pfalz zu entsprechen, wurde für Schulen in Rheinland-Pfalz eine Eingabemöglichkeit für das Regelstundenmaß geschaffen.

Benötigt wird das Regelstundenmaß für die Berechnung des sogenannten Schwellenwerts, ab dem Mehrarbeit „verrechenbar“ wird.

Dieser Schwellenwert wurde der besseren Übersicht halber auch dem Bericht **Monatzzähler hinzugefügt, der den betroffenen Schulen in Rheinland-Pfalz zur Verfügung steht.**

Name	Nachname	Soll/Woche	RSM	Beschr.
T1	Teacher 1	20.00	24.00	a_LTZUB
T2	Teacher 2	24.00	24.00	B_BVZ
T3	Teacher 3	16.00	24.00	B_BVZ
T4	Teacher 4	26.00	24.00	B_BTZ
T5	Teacher 5	24.00	24.00	B_BVZ
T6	Teacher 6	24.00	24.00	B_LVZUB
T7	Teacher 7	13.00	24.00	B_BTZ
T8	Teacher 8	20.00	24.00	a_Ref
T9	Teacher 9	24.00	24.00	a_LVTZB
T10	Teacher 10	22.00	24.00	a_LVTZB
T11	Teacher 11	7.00	24.00	B_BTZ
T12	Teacher 12	21.00	24.00	B_BVZ
T13	Teacher 13	19.00	24.00	a_LVTZB
T14	Teacher 14	21.00	24.00	
T15	Teacher 15	22.00	24.00	
T16	Teacher 16	10.00	24.00	B_LVZUB
T17	Teacher 17	24.00	24.00	
T18	Teacher 18	10.00	24.00	

Der weiße Hintergrund in den einzelnen Monaten bedeutet dabei, dass der Schwellenwert nicht erreicht wurde, gelb wird der Hintergrund beim Erreichen und rot beim Überschreiten des Schwellenworts.



Untis Testdaten PES Rheinland-Pfalz      Stundenplan 2017/2018      Untis 2022 16.2.2021

**Monatszähler**

Name	Beamte(r)	Soll/Woche	RSM	SW	8	9	10	11	12	1	2	3	4	5	6
T1	n	20.000	24.0	0	0	0	0	0	0	0	1	0	0	0	1
T2	J	24.000	24.0	3	0	1	0	0	0	0	0	-2	0	0	1
T3	J	16.000	24.0	2	0	0	0	0	0	0	0	-1	0	0	0
T4	J	26.000	24.0	3	0	2	2	0	0	1	0	2	4	2	1
T5	J	24.000	24.0	3	0	2	0	0	0	0	0	-3	0	0	1
T6	J	24.000	24.0	3	0	1	0	0	0	0	0	-1	0	0	0
T7	J	13.000	24.0	4	0	0	0	0	0	0	0	0	0	0	0
T8	n	20.000	24.0	0	0	2	0	0	0	0	0	1	0	0	0
T9	n	24.000	24.0	0	0	0	0	0	0	0	0	-3	0	0	0
T10	n	22.000	24.0	0	0	0	0	0	0	0	0	1	1	0	0
T11	J	7.000	24.0	0	0	0	0	0	0	0	0	2	2	0	0
T12	J	21.000	24.0	2	0	0	0	0	0	0	0	-1	0	0	0
T13	n	19.000	24.0	0	0	0	0	0	0	1	-2	0	0	0	0
T14	n	21.000	24.0	0	0	0	0	0	0	0	0	-1	0	0	0
T15	n	22.000	24.0	0	0	0	0	0	0	0	0	0	0	0	0
T16	J	10.000	24.0	1	0	0	0	0	0	0	0	2	0	0	0
T17	n	24.000	24.0	0	0	0	0	0	0	0	0	0	0	0	0
T18	n	10.000	24.0	0	0	0	0	0	0	0	0	1	0	0	0
T19	n	24.000	24.0	0	0	0	0	0	0	0	0	-1	0	-2	0
T20	n	15.000	24.0	0	0	0	0	0	0	0	0	4	3	3	3
T21	n	3.000	24.0	0	0	0	0	0	0	0	0	0	0	0	0
T22	J	15.000	24.0	1	0	0	0	0	0	1	2	0	0	0	0
T23	n	14.000	24.0	0	0	0	0	0	0	0	0	-1	0	0	0
T24	n	15.000	24.0	0	0	1	0	0	0	0	1	2	3	3	3

Nähere Informationen zur PES Statistik erhalten Sie von unserem Partner in Rheinland Pfalz, Lander Software (info@lander-sw.de).

## Sachsen-Anhalt: Lehrerwochenarbeit

Sachsen-Anhalt: Der Bericht Lehrerwochenarbeit wurde um die aktuellen behördlichen Anforderungen erweitert. Eine detaillierte Handreichung für die dafür erforderliche Dateneingabe erhalten Sie von unserem für Sachsen-Anhalt zuständigen Partner, Untis NDS: <https://www.untis.at/partner/niedersachsen>, support@untis-niedersachsen.de.



### Lehrerwochenarbeit / 27.8. - 31.12.

Braun Ferdinand  
Geburtsdatum: 8/8  
Personalnummer:

Unterrichtsverpflichtung:  
Anrechnungen:  
Bewilligte Zusatzstunden /Woche:

25,00 Wochenstunden  
7,00 Stunden  
0,00 Stunden

Unterrichtswoche	Übergang letztes SJ	Planmäßige Kern- und Minusstunden	Individuelle Wochenarbeitslaste	Wochenarbeitslaste an der Schule	amtliche Kern- und Minusstunden	nichtplanmäßige Mehrstunden	nichtplanmäßige Minusstunden	Wochenbilanz	Gesamtbilanz	daher erforderl. Zusatzstunden	Zusatzstundenbilanz (Zusatzstundenkonto)	Gesamtbilanz abzgl. Zusatzstunden (Prüfungsausschuss)	Bemerkungen
1	0,00	0,00	5	5	0,00	3,00		3,00	3,00		0,00	3,00	
2	3,00	0,00	5	5	0,00	1,00		1,00	4,00		0,00	4,00	
3	4,00	0,00	5	5	0,00			0,00	4,00		0,00	4,00	
4	4,00	0,00	5	5	0,00		1,00	-1,00	3,00		0,00	3,00	
5	3,00	0,00	5	5	0,00			0,00	3,00		0,00	3,00	
6	3,00	0,00	5	5	0,00			0,00	3,00		0,00	3,00	
7	3,00	0,00	5	5	0,00			0,00	3,00		0,00	3,00	
8	3,00	0,00	5	5	0,00			0,00	3,00		0,00	3,00	
10	3,00	0,00	5	5	0,00			0,00	3,00		0,00	3,00	
11	3,00	0,00	5	5	0,00			0,00	3,00		0,00	3,00	
12	3,00	0,00	5	5	0,00			0,00	3,00		0,00	3,00	
13	3,00	0,00	5	5	0,00			0,00	3,00		0,00	3,00	
14	3,00	0,00	5	5	0,00			0,00	3,00		0,00	3,00	
15	3,00	0,00	5	5	0,00			0,00	3,00		0,00	3,00	
16	3,00	0,00	5	5	0,00			0,00	3,00		0,00	3,00	
17	3,00	0,00	5	5	0,00			0,00	3,00		0,00	3,00	
<b>Summe</b> (gegebenenfalls Saldo Zusatzstunden abzüglich Flexi-Minderzeiten)													

Summe (gegebenenfalls Saldo Zusatzstunden abzüglich Flexi-Minderzeiten)

0

3

Zur Kenntnis genommen.

Sachlich und rechnerisch richtig.

Unterschrift Lehrkraft

Schulstempel

Unterschrift Schulleitung

# 11 Crash dumps & quality monitoring

Stability is of high priority for us. We, therefore, try to continuously improve Untis' quality.

## Crash dumps

Untis - Fehler

Ein Fehler ist aufgetreten und Untis muss geschlossen werden

Klicken Sie auf Senden um einen Fehlerbericht an Untis zu senden. Damit helfen Sie uns den Fehler zu indentifizieren und Untis besser und stabiler zu machen.

Kommentar (optional) - Noch mögliche Zeichen 4963:  
Aufruf der Funktion ABC in Periode xy

E-Mail Adresse (optional):  
ad@untis.at

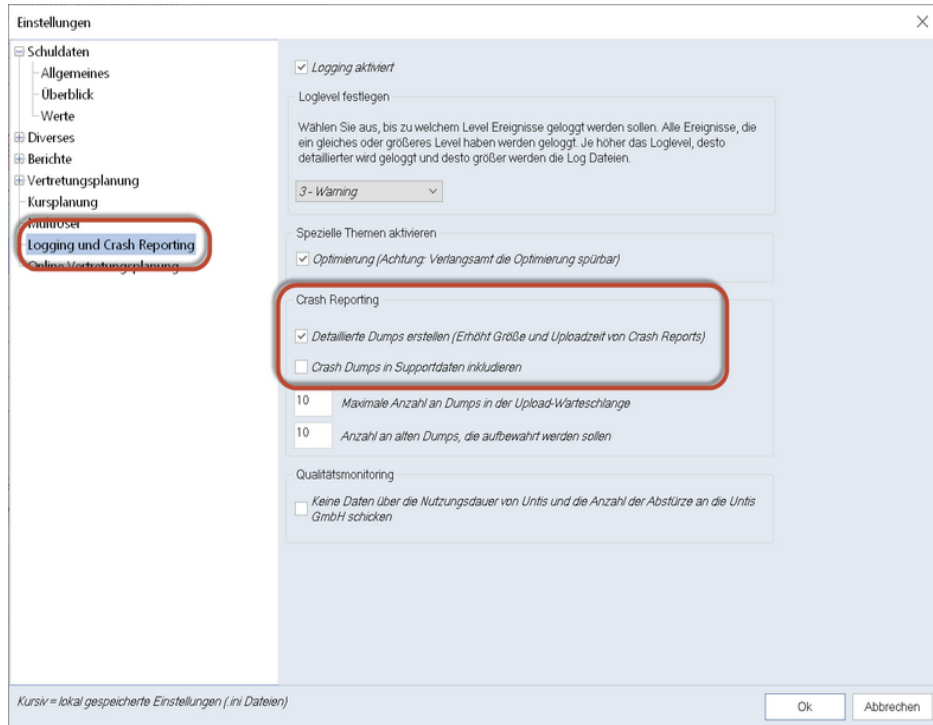
Es werden technische Informationen zum Fehler an die Firma Untis GmbH übertragen. Diese Informationen können auch personenbezogene Daten beinhalten. Die Übertragung der Daten erfolgt in verschlüsselter Form. Ich stimme dem Senden der Daten ausdrücklich zu.

Detaillierte Dumps erstellen (Empfohlen)       Einstellungen merken

Abbrechen      Senden

For some time now, every time Untis crashes, a window has been shown, asking you to sending your data in the form of a crash dump, and to, therefore, support us in analysing and correcting weaknesses of Untis. These crash dumps including support data have been sent by default in the 2021.0.0 version, which lead to problems in some cases, because the file attached was too large for the mailing system of the school.

This is why we introduced an option in the <Settings>, in the “Logging and crash reporting” after Untis 2021 was first published, which prevents that crash dumps are automatically integrated into the support data.



We would like to ask you to activate both options whenever possible for you.



## Quality monitoring

Untis quality monitoring is another project which is meant to help us to further improve Untis.

This feature which was finalised after the first printing edition of the version brochure 2021, transfers various data for quality assurance to Untis GmbH, every time when Untis is closed and whenever there is an internet connection.

Included in this data are the replies to the following questions:

- Did you close Untis on purpose or unintentionally? (in other words: Did Untis crash?)
- For how long did the Untis session last? (in seconds)
- Which Untis version did you use? (e.g. UN2021.2.0)
- Which system architecture did you use? (x86, x64)
- Which language did you use in Untis?
- Which Untis modules are active?
- Which country is defined?

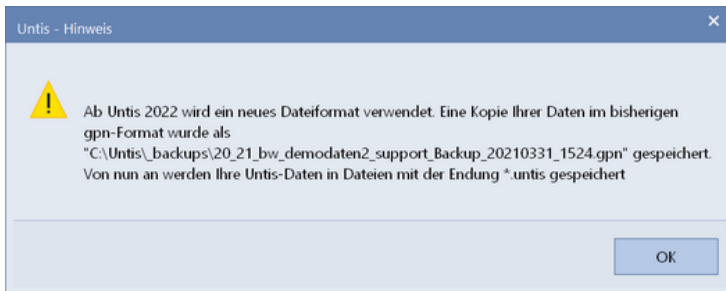
Neither person-related data nor data which can be traced back to your school are transmitted. You also can deactivate the transmission of such quality assuring data: Go to <Settings> in the “Logging and crash reporting” segment.

## 12 The new .untis file format

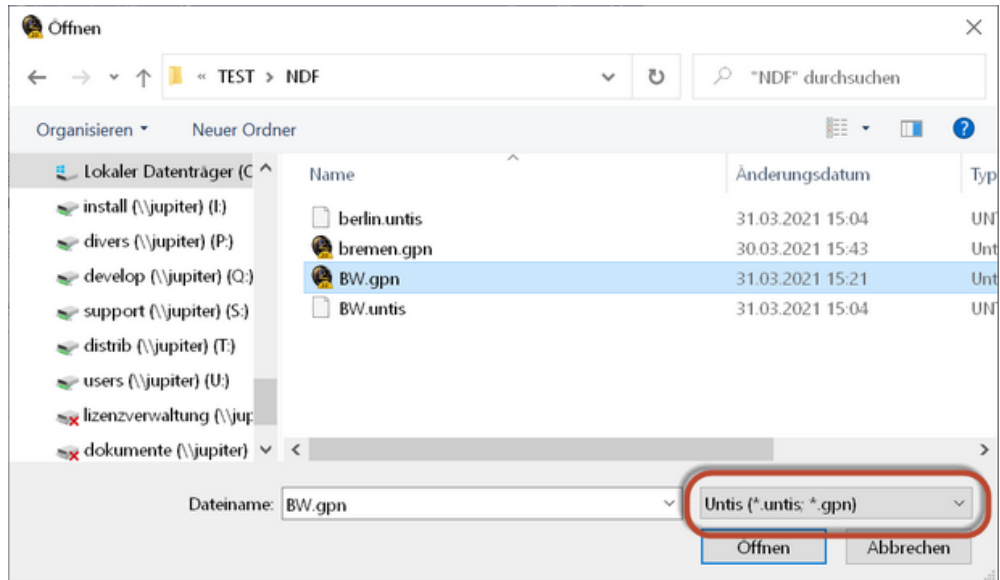
Over the past years, we have been faced with the requirement that regional, often even state-specific data shall be saved together with the timetable data. Very often, this data is necessary for a smooth synchronisation with administrative, statistical or accounting systems. At the same time, working on Unity showed that the more than 20-year-old gpn format makes development sometimes difficult due to the same reasons.

This is why we developed the new \*.untis file format, which has advantages compared to the old format, in particular when saving additional (regional) data, and it also has the advantage that files in \*.untis format can be sent via e-mail unhesitatingly, since any (person-related) data cannot be read in clear text any more.

The change to the new data format is fully automatic. If your country or state is already saving data in the new format, Untis 2022 unsolicited creates a safety file in the old gpn format and continues saving your data in the new format. At the same time, as Untis 2022 is published, an up-date of Untis 2021 is published, which is also capable of reading Untis 2021 \*.untis files.



The "Open file" dialogue window provides you with \*.untis files, as well and by default:

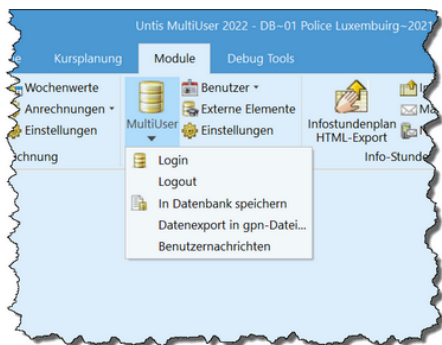


Back-up files (<CTRL>-<SHIFT>-B) are also saved in the new file format, however, in general, nothing will change for you regarding your daily work with Untis files.

## 13 Miscellaneous

### MultiUser

Since the <Merge in database> feature was not used much and often caused problems, it was deleted from Untis 2022. From now on, you can use <Save in database...> instead.



### Installation

You need administrator rights for the installation of Untis 2022. As of Untis 2022, any demo files are saved in the directory: %public%\Documents\Untis.