

# WebUntis

untis.com

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# 1 Welcome to WebUntis

Life in a school centres on the school timetable. Students, teachers and parents must be kept informed about the timetable and changes that are made to it each and every day. Until fairly recently school timetables were published exclusively in paper form. As the World Wide Web has become more prevalent, this type of publication is increasingly being replaced by electronic publishing.

WebUntis not only continues electronic publishing, it opens up whole new possibilities because it represents a tool that is not confined to just a few individuals in the school management, it can also be used to advantage by all teachers, students, parents and everybody involved.

# WEBUNTIS AGENDA

The Agenda module allows teachers to access information at any time about free rooms and resources and where necessary to book these resources on the spot. This relieves central administration and makes it easier for individual teachers to obtain the resources that they require for their lessons.

Moreover, additional lessons that are not scheduled centrally such as irregular remedial teaching can also be entered. These types of lessons augment the timetable.

# WEBUNTIS CLASS REGISTER

Keeping a class register is usually an inconvenient task that is made more difficult as a result of the paper-based class register not always being available where it is required. For class teachers (form teachers) the class register entails additional work because if the information in the class register is not just collected for its own sake, it also has to be processed once more at the end of the school term or year so that information required can be extracted from it.

The Class Register module makes this administrative task easier and it also makes required reports available at all times at the push of a button. Since the electronic class register is not just available during lessons in the classroom because it can be accessed at any time via the internet and/or intranet, the teaching content does not need to be entered during the lesson, meaning that there is more time available for teaching. The teaching content can be accessed at any time and so individual teachers can benefit from what they have entered.

# WEBUNTIS STUDENT

Some school systems allow students to select (optional) courses in addition to normal compulsory courses. In general, administering these course choices with forms is very time-consuming. The WebUntis Student module enables students to choose their desired courses online. A number of additional functions are available to assist this such as maximum registration time frames, course size and waiting lists. Individual course selections are then transferred to the Untis timetable system at the press of a button.

# WEBUNTIS PARENT-TEACHER DAY

With the parent-teacher day module parents/legal guardians or enterprises can book an appointment with a teacher. This makes unnecessary waiting times on the parent-teacher day redundant and teacher can prepare much better for their appointments with the parents, since they already know in advance whom they are going to see.

# UNTISMOBILE

Increasingly important has become our UntisMobile app for Android and iOS-based smart phones and tablets. With UntisMobile it's not only the teachers and the students who have their up-dated timetables and much more available at all times, it is also the parents/legal guardians and persons entitled to receive information.

UntisMobile can be used by all educational facilities working with at least the basic package of WebUntis.

# WEBUNTIS SMS/ TEXT MESSAGE

Teachers can send text messages to their students, their parents/legal guardians or persons entitled to receive information and/or enterprises. Using the SMS/text message feature could be necessary e.g. for telling the teacher about the absence of a student or time critical information on lessons to all students. A big advantage is that it is not necessary any more to check which students with which telephone number or e-mail address are attending the respective lesson. You just need one click and all students of a student group are listed as potential receivers of the message.

# WEBUNTIS DRIVE

With Drive users can upload files and integrate them directly into WebUntis. One example for its use is embedding documents into "Information on period" or into teaching content entries. WebUntis Drive provides a safe alternative to other, non-transparent platforms and is definitely in line with data protection laws.

# 1.1 Structure of the manual

This manual comprises several sections, with individual sections intended for the different users working with WebUntis (teachers, head office, headmaster, etc. ...)

# WebUntis Info

The first section deals with all the points included in the <u>WebUntis Info</u> module such as user profile, timetable display and the messaging system including SMS (text message) function.

# Teachers

This section deals with all <u>functions for teachers</u> such as lessons and the creation of student groups. A large chapter is dedicated to each of the modules, Class Register and Agenda .

# **Class teacher / Form teacher**

This is where those functions are described that a <u>class teacher</u> performs in addition to those of a teacher.

# Headmaster / School secretary

Separate chapters are also dedicated to the user groups headmaster and school secretary .

# Administration

In addition to the aforementioned sections, this chapter describes all the functions that are relevant for the <u>WebUntis administrator</u>. If you are starting to set up WebUntis, you will find an outline for this with the most important points in chapter <u>First steps</u>.

# Untis users

In order to ensure that you can work efficiently and easily with WebUntis it is necessary to import data cleanly from Untis. This is why we have dedicated an entire chapter to <u>Untis users</u> (Scheduling and cover planning).

# Students

<u>Students</u> can log in to WebUntis with corresponding rights, too. The final section provides information on functions for students.

# Parents/legal guardians, persons entitled to receive information, enterprises

It is becoming increasingly important for parents/legal guardians, persons entitled to receive information and enterprises to have the possibility to use WebUntis. The last segment, therefore, describes functionalities which can be used by the aforementioned three groups.

# 2 WebUntis Info

You can also use WebUntis without the Agenda, Class Register or Student modules in order to provide timetable information. It is a dynamic, up-to-date timetable information system with user rights that can be set individually.

1A	•	Department	× • •	06/18/2018	<b>&gt;</b>							<b>₩</b>
1A 1B 2	A 2B 3A 3B 30	4A 4B 4C 5A 5B	5C 6A 6B 7A 7B	8A 8B 8C 9A								
	Moi	<b>1</b> 06/18	Tue	06/19	Wed	06/20	Thu	06/21	Frio	5/22	Sat	06/23
MA 00: MA 00:					1A BE	Phid R1A	1A BFLZ	Night R1A	1A WEM	Steiff R1A	1A,1B,2A TANZ	Meit R1A
MA 00:00 AM	1A RK	Marx R1A	1A,1B E	Aqu R1A					1A,1B E	Aqu R1A		
MA 00: MA 00:	1A LUM	Stone R1A	1A,1B RE	Stu R1A	1A,1B LUK	Gauss R1A	1A WEK	New R1A	1A M	Arc R1A		
00 AM 00 PM			1A,1B,2B VB	Sutt R1A	1A D	Foss,Fer R1A	1A WEM	Steiff R1A	1A D	Foss R1A	1A GWK	MLa R1A
00 PM	1A D	Foss,Fer R1A	1A BE	Meit R1A	1A,1B,2A DSP	Lag R1A	1A,1B SASS	Arnim R1A	1A BE	Phid R1A	1A D	Foss,Fer R1A
DO PM	1A,1B E	Aqu R1A	1A,4C GIT	Mich R1A	1A,1B,2B TEV	Fonda R1A	1A,1B LUK	Gauss R1A	1A,1B,2A TANZ	Meit R1A	1A E	Shak R1A
	1.5	Aroles	4.5	Aro	4.5	Chal	4.5	A.c.	4.5	Clana	Status	: 08/04/2017 2:52:5

The ICS calendar interface is of course available in this way to you and all system users.

# Note: Activate dynamic calendar via user profile

For the integration of the timetable in your calendar system including dynamic actualisation, please read the chapter <u>iCal calendar subscription</u>.

# 2.1 User login

For starting WebUntis you need to set your browser to the appropriate URL (e.g. 'urania.webuntis.com/ WebUntis) and enter the name of your school, your user name and password. You also can search your WebUntis instance via www.webuntis.com and use it this way.

10

Deve For Ir	loper licence Limited nternal use only
æ	Today 08/03/2018
<b>#</b>	1 Info
2	O Last login:01/01/1970 1:00 AM
<u> </u>	A There is no e-mail address stored in your profile.
re i	Report absence
Navigation is done via the buttons on	🖭 Today's messages 🔊
the side	
	No messages
	🛗 Today's timetable
	NO IESSONS

Depending on the respective user rights given by the administrator you can see timetables and contact hours, as well as the 'Messages of the day' on the start screen of WebUntis. The following figure shows the start screen of a student.

Login		
WU-Schule		
User		
	Passwort zurücksetzen	×
Login	Bitte geben Sie Ihren Benutzernamen und Sollten Sie keine E-Mail-Adresse in Ihren Be bitte für ein neues Passwort an Ihren Admi	lhre E-Mail-Adresse ein. nutzerdaten definiert haben, wenden Sie sich nistrator.
Passwort vergessen ?	Benutzer	
	E-Mail Adresse	
	Senden Abbrechen	

Reset password automatically

If you forgot your user password you now can automatically reset it. Just click on the respective button below the password input field.

**Note: Your e-mail address must be in your user profile** For resetting your password you need to have entered an e-mail address in your user profile. If this is not the case, only your WebUntis administrator at your school can do this for you. The same is true for admin users.

# 2.2 User profile

After login you see the menu items available to you based on the user rights assigned to you.

You can modify your user profile by clicking on your unser name at the top right.

A1	Xv	File storage	🖾 My messages (1)	Contact details	Berg (Profile)	🕑 Logou	Web <mark>Un</mark>	tis
						+	Fri Aug 3, 2018	18

# 2.2.1 General

X	Develop For Inte	er licence l rnal use on	Limited ly	Department	selection	✓ File stora	age 🛛 🖂 My messa	ges Contact details	🄹 gauss (Profile)	🕑 Logo	ut We	ebUntis
Today	Timetable	Lessons	Book	Class register	Courses	Master data	Administration			÷	Tue Aug	21, 2018
<u>General</u>	<u>Contact</u>	details	Data	access								?
Teacher	5						Ca	an be edited.		_		
e-mail address Language gauss@webuntis.com ✓ English ✓												
User group Department Lehrpersonen (Teachers) No department												
Unattended bookings Max. number of open bookings 1 0												
Forward all messages to the e-mail address     Can be edited.       Receive notifications from the task and ticket-system     Can be edited.									1			
Start p My Les	oage lessons sons: Classes					Show el Show th over.	apsed lessons e periods of the r	next day, when all of	today's periods are			
Save	Change pa	assword										

First, change the password that was assigned to you by clicking on the <Change password> button.

The user group assigned to you, your Untis teacher name, department and the 'maximum permitted number of open bookings' can only be changed by an administrator. The data is displayed for information purposes only.

The 'Max. open bookings' and 'Open bookings' are only available in combination with the 'Agenda' module.

Now select the language you want to use when working with WebUntis, and enter your e-mail address for e.g. forwarding internal messages or for a reset of your password when you forgot it.

For forwarding <u>internal messages</u> in WebUntis to your personal e-mail address you just need to activate 'Forward all messages to the e-mail address' in your user profile.

You need to check the box next to 'Receive notifications from the task and ticket-system ' if an internal message should be sent to you for newly created tasks/ticketsin your own task type.

# 2.2.2 Home page

You can also influence the layout of your home page.

Start page	
My lessons	Show elapsed lessons
O Lessons: Classes	Show the periods of the next day, when all of today's periods are
	over.

You can, for example, specify whether your own lessons for the day or those of the class you are currently teaching should be displayed.

You can also select whether all lessons of the day should be displayed or only upcoming lessons.

Today Jun 1	8, <b>20</b> 1	8													
Last login:	Last login: Thursday, Aug 16, 2018 3:14:13 PM														
	Day1 Aug 27, 2018 You can invite legal guardians to a meeting here until Jul 16, 2018 12:00 AM.										$\rangle$				
Messages	۳														
No message	es for to	day													
My next le	sson														
Selection	Туре	Prd.	Fr.	То	Class	Teacher	Subject	Room					Class register	Teaching content	Homework
		2	8:55 AM	9:45 AM	2A	Berg	ME	R2A	1	m (	» ×	( <b>Q</b>	Ú <u>2</u>	<b>a</b>	党
		3	10:00 AM	10:50 AM		Berg	S		<u> </u>	٩	× 6	Ì			
		6	12:50 PM	1:40 PM	4A	Berg	ME	R4A	1	的	» ×	( <b>Q</b>	02	<b>a</b>	Â
		9	3:20 PM	4:10 PM	3C	Berg	ME	R3C	1	曲	3 ×	( <b>Q</b>		5	党
		11	5:00 PM	5:50 PM	5A	Berg	ME	R5A	1	的	» ×	( <b>Q</b>	02	5	党

# 2.2.3 Data access

With this tab you can administer your data access.

<u>General</u>	<u>Contact details</u>	<u>Data access</u>	
ICS Calend	dar lish the calendar		
Access via	Untis Mobile te		
Two-facto	r authentication ate		
Drive desl	ktop client y		

The description and the advantages of publishing the calendar in iCal format is explained in the chapter iCal calendar subscription .

The chapter security gives more information on two factor authentication.

For information regarding WebUntis Drive please go to Drive .

For information on Office 365 interface please go to Office 365.

# 2.2.4 Security

If you want to have more protection of your user access use two-factor authentication. Two-factor authentication is a program you can install on your smartphone. It will generate a code which you have to enter in addition to your password when you register.

Activate this additional security measure via <Profile> | <Data access> | <Two-factor authentication>. You only need to follow the step-by-step instructions to conclude the installation. There are two possibilities to use the two factor authentication, either by the means of an authentication app or a security token. In the following both possibilities are described in more detail.

# Two-factor authentication by authentication app

**Note: You need an authenticator app on your smartphone for this security meachnism.** Several producers offer authenticator apps, e.g. FreeOTP by Red Hat or Authenticator by Google, Microsoft or Sophos.

General	Contact details	Data access		
			Two-factor authentication activation (1/4)	1
ICS Caler	ıdar		You can use two-factor authentication to further protect your user account.	
Pu	blish the calendar		A authenticator app on your smart phone generates a token, which has to be entered when logging in	
Access vi	a Untis Mobile		Please select	
🛛 Activa	ite		App Authenticator (eg FreeOTP or Google Authenticator)     Georgity Token (bardware with a Ope Time Reserved (OTP) appendent)	
Two-fact	or authentication		Security-roken (hardware with a Orie-fille Fassword-(off-) generator)	_
🔩 Activ	/ate		Back	Cancel
Drive des	ktop client			2
Displ	ау		Two-factor authentication activation (2/4)	
_			Please install the authenticator app on your smartphone.	
			Authenticator apps for Android, iOS or Windows Phone are available by different manufacturers as, for example, Red Hat, Authenticator by Google, Microsoft or Sophos.	FreeOTP by
				Court 1
			Back	Cancel
				3
			Two-factor authentication activation (3/4)	-
			Install the two-factor authentication by scanning the qr-code on this page or by manually entering the shown kr app.	ey in your
			Key: IPAUQQBCNULLNOSL	
			Back Next	Cancel
			Two-factor authentication activation (4/4)	4
			Please enter the confirmation code, which is shown in the app on your smart phone. Then click on [Activate]	
			Confirmation code	
			Back Activate	Cancel

# Two-factor authentication by Security-Token

**Note: You need a security token for this security mechanism.** A One-Time Password (OTP) generator is a pre-requisite. This hardware generates one-time passwords.

General Contact details Data access	Two-factor authentication activation (1/3)	1
ICS Calendar Publish the calendar	You can use two-factor authentication to further protect your user account. A authenticator app on your smart phone generates a token, which has to be entered when logging in	
Access via Untis Mobile	Please select O App Authenticator (eg FreeOTP or Google Authenticator) O Security-Token (hardware with a One-Time Password-(OTP-) generator)	
Two-factor authentication	Back Next	ncel
Drive desktop client	Two-factor authentication activation (2/3)	2
0 Display	You need a security token	
	Please enter the key, which you have received with your security token. Please chose the correct encoding (base32 or hex) of the l	(ey
	Encoding O BASE32	
	⊖ HEX	
	Method of calculation	
	Standard (SHA1, 30s)     OTP c200 (SHA256.60s)	
	Back Next	incel
	Two-factor authentication activation (3/3)	3
	Please enter the confirmation key shown on your security token.	
	Confirmation code	
	Back Activate	incel

# 2.2.5 Contact detials

For entering your contact details please go to your<Profile> and choose the tab <Contact details>.

<u>General</u> <u>Contact details</u>	Data access	
⊠ e-mail address		<b>B</b> Upload photo
📞 Telephone number		🛛 Mobile number
Street		
Postal code	City	
Save		

Here you can enter and save different pieces of personal information.

The necessary right to read this information is called <Contact details> (<Administration> | <User groups> | <Rights>).

# 2.3 Calendar

Use the calendar on the top right (below the Logout button) to select the currently viewed day and thus the current week.

	rofile) 🕐 Logout			WebUntis					
		÷	l	Fri Au 20	ug 3, 17/2(	2018 018	8	18	
2			Γ	Au	igus	t 🤻	-	•	
f		м	т	w	Т	F	s	s	
		30	31	1	2	3	4	5	
		6	7	8	9	10	11	12	
		13	14	15	16	17	18	19	
		20	21	22	23	24	25	26	
		27	28	29	30	31	1	2	
		3	4	5	6	7	8	9	
			201	7	2018	3 2	2019		

# Note: Selection of calendar in date-sensitive pages

If the display of a page is date-sensitive (e.g. master data or booking lists), the data for the week selected in the calendar will generally be displayed. At some WebUntis pages you need to update your calendar when you have chosen a date. (Update in your browser via F5 in Windows or via update button).

# 2.4 Timetable display

You can display the timetables for individual elements by clicking on the menu item <Timetable>.

To do this, select the corresponding element type (class, teacher, subject, room, student, resource) from the navigation menu.

You can change the displayed week in the calendar.

K Class	<u>Feach</u>	er Ro	oom 🖺 Stud	<u>lent</u>								
4A	▼ Department × ▼ <b>∢</b>				06/18/2018							
1A 1B	2A 2B 3A 3B 30	: <mark>4A</mark> 4B 4C 5A	5B 5C 6A 6B 7A	<		Ju	ne 20	18		>		
	Mon	06/18	Tue 06/	27 3	28 4	29 5	30 6	31 <b>7</b>	1 8	2 9		
8:00 AM				10	11	12	13	14	15	16	nd IA	
8:55 AM	4A D	Foss R4A	4A L	17 24	18 25	19 26	20 27	21 28	22 29	23 30	utt 2A	
10:00 AM				1	Z	3	4	5	6	7		4/ R
10:55 AM	4A CH	Gand R4A	4A BIO	R4	A		6 50, 5 F	B		R	ethe 3B	4/ P
11:55 AM	2A, 3A, 3C VB	Sutt R2A	4A GSK	Fo R4	ss A		4	A M		A R	rc 4A	
12:50 PM	4A ME	Berg R4A	4A D	Fo: R4	ss A		4 G	A		M R	ich 4A	4, E
1:40 PM			4A E	Ke R4	ep IA		4	A		K	ep 4A	
2:30 PM	4A, 4C RE	Eul R4A					4	A		M R	lor 4A	4A, LU
3:20 PM	4A, 4B LUK	Arist R4A					4 LU	A JM		BI	an 4A	
4:10 PM	4A L	Mor R4A	4A LUM	Bla R4	an IA							
	4.4							•				

You can see in the figure that the elements involved in the lessons as well as the start and end times of the lessons are shown.

The cells are automatically split when more than one lesson is taking place at the same time. These settings can be changed in the <u>timetable formats</u>.

You can also change the colour settings and can adjust the timetable settings .

The daily overview can comfortably be subscribedor <u>imported</u> to other electronic calendaring systems (for more information please go to '<u>iCal calendar subscription</u>').

At the top right above the timetable you see the gear icon. Click this button to select another timetable format.



If you need a print out of a timetable week, just click on the printer icon to have a look at the print preview and then print the timetable for the respective week.

At the bottom of the timetable page on the right you see the data and the time of the last lesson or substitution export from Untis.

4A	Arnim
BIO	R4A
3B, 3C, 4A	Goethe
FB	R3B

# 2.4.1 Timetable overview

Overview timetables are available for classes, teachers and rooms which can be accessed via menu item <Timetable>.



# Daily overview: classes

Via the menu item <Timetable> | <Daily overview: classes > you can access an overview class timetable for the current day. You can also access daily overviews for teachers and rooms by going to the respective menu item.

Departmen Please sele	t ect	Cur - 6/1	rrent day 8/2018	• •	•
	1A	1B	2A	2B	
8:00 AM		1B Steiff	2A Mich	2B Blan	3A
9:00 AM		WEM R1B	GIT R2A	M R2B	RK
9:00 AM	1A Marx		2A Berg	2B New	3A
10:00 AM	RK R1A		ME R2A	WEK R2B	BE

The daily overviews for classes and teachers can be activated and deactivated by a special authorisation.

man and and and and and and and and and a	$\sim$	~~~~ A	J~~~~	<b></b>
Daily overview Class	1 🗆 🗹		~~ <u>~</u>	
Daily overview Teacher	2	1	1	- 5
Daily overview Room				

# 2.4.2 iCal calendar subscription

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

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

ICS Kalender			
Kalenderfreigabe entfernen	Standard	-	
http://localhost:8080/WebUntis/I school=meinwebuntis&id=Ander8	cal.do? .token=f37b5a05a18f	cdd2cd0d221d2a	C

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

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

# Note: Only for teachers and students

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

### Note: Other calendar applications

Calendar tools such as Google Calendar or Microsoft Outlook often treat subscribed calendars in different ways which usually lies outside WebUntis responsibility or control. An example is the interval of data synchronisation; it can take sometimes longer than you are used to until the timetable data are synchronised in the respective calendar system. Our recommendation is to use our free-of-charge Untis Mobile App for tablets and smartphones.

### Warning: Subscriptions for students

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

# 2.4.3 ICS calendar download

As an alternative to a dynamic <u>subscription</u> you can choose to export timetable data statically in ICS (iCal) calendar format.

You have two basic options for this:

1. From the timetable perspective of the teacher. In this case, calendar entries are exported for a week.



2. via <Lessons> | <My Lessons>, by calling up reports (the column far right). This view allows you to set the time range to be used for exporting the calendar entries.

Berichte zum Unterricht
Klasse 2a, 2b, 3a Lehrer Gauss, Ander Fach Mat Zeitraum 07.01.2019 V 12.01.2019 Aktuelle Woche
Arbeitsbericht 😕 📼 🔀
Arbeitsbericht mit Lehrformen 🔀
Tagesübersicht Lehrer 🥦 🔤 📧 📄 ohne Seitenumbrüche
Fehlzeiten pro Unterricht pro Schüler 🤼 🧰 📧
Fehlzeiten pro Unterricht pro Stunde 📙 🧰 📧
Fehlstundenmatrix 🥦 🔤 🔀 📄 ohne Einträge
Schüler im Unterricht 🛛 🔼 📼 🖾
Schüler im Unterricht mit Bild
Noten pro Schüler 🛛 😕 🧰 📧 📄 Notennamen ausgeber
Noten pro Klasse 🥦 📼 📧
ICS Kalender
Zurück

Some calendar applications allow data to be imported into a separate calendar. This is the recommended approach since you will not have any synchronisation problems if you import modified timetable data a second time.

# Warning: Static import

Timetable changes that appear in WebUntis after the calendar import will not automatically be communicated to the user. You must use the <u>calendar subscription</u> method via the user profile if you wish to have data synchronised automatically. Our recommendation is to use our free-of-charge Untis Mobile App for tablets and smartphones.

# 2.5 Substitution lists

Substitution listThe WebUntis basic package allows you to show dynamic substitution lists on monitors.

Under <Administration> | <Monitor views> | <Substitutions> the administrator can create new substitution lists. These substitution lists are meant to be displayed on monitors. An example for such a scenario would be the entrance area of a school where these dynamic substitution lists show the students current changes in the timetable. Another example would be to show them in the teachers' rooms. br>

The following graphs show examples for typical substitution lists which could be shown on various school monitors.

		Sub	ostitut	ions: I Status: Au	Mond 1g 4, 2017	ay, 06 2:52:57 PM	/18/2018				:	Substitutions: 1 Status: A	uesda 1g 4, 2017 2	17, 06	/19/2	2018	
Tea Sha	achers: B ak, Steiff	ach, Berg, Blan, Cur	ie, Hari, I	lon, Lind,	Marx, M	McDow, N	Mend, Night, Classes: 2 6B	2A, 3B, 4B, 6A,	Teac Meno	hers: E d, Bin	lach, Beck, Blan	, Curie, Grill, Ion, Lind	Clas 8B,	sses: 1) 8C	A, 1B, 2A	, 2B, 3A, 3B, 3C, 5B,	5C, 7A, 7B,
Ab	s. teache	rs: Berg, Hugo							Abs.	teache	ers: Berg, Hugo						
	Period	Time	Classes	Subject	Room	Teacher	Info	Substitution text		Period	Time	Classes	Subject	Room	Teacher	Info	Substitution text
2A	2	8:55 AM-9:45 AM	<del>2</del> A	ME	R2A	Borg	Cancellation		1A	1	8:00 AM-8:50 AM	1A, 1B, 2A, 2B, 3A, 3B, 3C	BB	R1A	Grill	Shifting from 19/6 / 5:50 PM	
3B	5 - 6	12:00 PM-12:50 PM	3B	RK	R3B	Marx	Shifting from 18/6 / 5:00 PM		1A	12	5:50 PM-6:40 PM	1A, 1B, 2A, 2B, 3A, 3B, 3C	<del>BB</del>	<del>R1</del> A	Grill	Shifting to 19/6 / 8:00 AM	
3B	6	12:50 PM-1:40 PM	3B	D	R3B	Hari	Shifting from 18/6 / 2:30 PM		1B	1	8:00 AM-8:50	1A, 1B, 2A, 2B, 3A,	BB	R1A	Grill	Shifting from 19/6 /	
3В	7	1:40 PM-2:30 PM	3B	PH	R3B	Night	Shifting from 18/6 / 4:10 PM		1B	12	5:50 PM-6:40	1A, 1B, 2A, 2B, 3A,	88	R1A	Grill	Shifting to 19/6 /	
3B	7	1:40 PM-2:30 PM	<del>3B</del>	E	<del>R3B</del>	Shak	Cancellation			14	PM	<del>3B, 3C</del>	00		0111	8:00 AM	
зв	8	2:30 PM-3:20 PM	<del>3B</del>	Ð	<del>R3B</del>	Hari	Shifting to 18/6 / 12:50 PM		2A	1	8:00 AM-8:50 AM	1A, 1B, 2A, 2B, 3A, 3B, 3C	BB	R1A	Grill	Shifting from 19/6 / 5:50 PM	
3В	9	3:20 PM-4:10 PM	<del>3B</del>	LUM	R3B	Blan	Shifting to 19/6 / 1:40 PM		2A	12	5:50 PM-6:40	1A, 1B, 2A, 2B, 3A,	88	R1A	Grill	Shifting to 19/6 /	
3B	10	4:10 PM-5:00 PM	<del>3B</del>	PH	R3B	Night	Shifting to 18/6 / 1:40 PM				r ivi	00,00				0.00 AW	
3В	11	5:00 PM-5:50 PM	<del>3B</del>	RK	<del>R3B</del>	Marx	Shifting to 18/6 / 12:00 PM		2B	1	8:00 AM-8:50 AM	1A, 1B, 2A, 2B, 3A, 3B, 3C	BB	R1A	Grill	Shifting from 19/6 / 5:50 PM	
10							o		2B	2 - 8	8:55 AM-3:20	2B			Beck	Activity	

An example for classes (grouped by classes):

The substitution lists for teachers are similarly grouped by teachers:

		Sut	ostitut	Status: Au	Mond 1g 4, 2017	ay, 06/18/20 2:52:57 PM	018				S	Substitutions Statu	: Tues Is: Aug 4, 20	sday,	06/19/20	18	
Teacher Shak, St	r <b>s:</b> Bach, teiff	Berg, Blan, Cur	ie, Hari, I	on, Lind,	Marx, I	McDow, Mend, Nigh	t, Classes: 2A, 6B	3B, 4B, 6A,	Teache Mend, I	e <b>rs:</b> Bach Bin	n, Beck, Blan,	Curie, Grill, Ion, L	ind,	Classe: 8B, 8C	s: 1A, 1B, 2A, 2E	3, 3A, 3B, 3C, 5B,	5C, 7A, 7B,
Abs. tea	chers: E	Berg, Hugo							Abs. te	achers:	Berg, Hugo						
	Period	Time	Classes	Subject	Room	Teacher	Info	Substitution text		Period	Time	Classes	Subject	Room	Teacher	Info	Substitution text
Bach	3	10:00 AM- 10:50 AM		PH		Bach, Ion, Curie, Mend, Lind	Activity		Bach	3	10:00 AM- 10:50 AM		PH		Bach, Ion, Curie, Mend,	Activity	
Bach	3 - 4	10:00 AM- 11:45 AM		PH	R1C	Bach, Ion, Curie, Mend, Lind	Activity		Deeb	2.4	10:00 AM-		DU	Dic	Bach, Ion,	A stirit.	
Bach	8 - 9	2:30 PM-4:10 PM		PH		Bach, Ion, Curie, Mend, Lind	Activity		Dach	3 - 4	11:45 AM		РП	RIC	Lind	Activity	
Berg	2	8:55 AM-9:45 AM	<del>2</del> A	ME	<del>R2</del> A	Berg	Cancellation		Bach	8 - 9	2:30 PM- 4:10 PM		PH		Bach, Ion, Curie, Mend, Lind	Activity	
Blan	9	3:20 PM-4:10 PM	<del>3B</del>	LUM	<del>R3B</del>	Blan	Shifting to 19/6 / 1:40 PM		Beck	2 - 8	8:55 AM- 3:20 PM	2B			Beck	Activity	
Curie	3	10:00 AM- 10:50 AM		PH		Bach, Ion, Curie, Mend, Lind	Activity		Blan	7	1:40 PM- 2:30 PM	3B	LUM	R3B	Blan	Shifting from 18/6 / 3:20 PM	
Curie	3 - 4	10:00 AM- 11:45 AM		PH	R1C	Bach, Ion, Curie, Mend, Lind	Activity		Curie	3	10:00 AM- 10:50 AM		PH		Bach, Ion, Curie, Mend,	Activity	
Curie	8 - 9	2:30 PM-4:10 PM		PH		Bach, Ion, Curie, Mend, Lind	Activity				10:00 AM				Bach, Ion,		
		40.50 DM					Chiffing from 40/0		Curie	3 - 4	11:45 AM		PH	R1C	Curie, Mend,	Activity	

The substitution list as an overview (<Administration> | <Monitor views>:

24

Monitor v	iews			
Substitut	ions A	ctivities Daily	overvi	ew
Selection		Name	Public	
	/ X	<u>ce-test</u>		Show in this browser
	/ X	<u>default</u>		Show in this browser
	/ X	Entfälle		Show in this browser
	/ X	Klassenmonitor		Show in this browser
4 Elements	s found, sh	owing all Element	s. <b>1</b>	
New	Сору	Delete Lock a	ccess fr	om this browser

### Note: Show substitution lists

The substitution lists must be activated once via the button: <Show in this browser> before they are shown for the first time. For non-public substitution lists a cookie is set for the respective browser so that only this internet browser has the permission to access substitution lists. This inhibits e.g. improper use by repeated use of school internal lists.

# Note: Public substitution lists as of WebUntis 2017

As of WebUntis 2017, it is possible to create public substitution lists, i.e. the URL of the substitution list can be copied and can be shown on another computer or in another browser. To this end you need to activate the option 'Public' in the respective substitution list.

### Tip: Copying of existing substitution lists

Substitution lists can be copied in the overview. Just highlight the checkbox of the list you want to copy and click on the <Copy> button.

Substitution monitors have many setting possibilities:

Neues Vertretungsformat	
Name	
Angezeigte Spalten	🖉 Stunde 🖉 Zeit 🧭 Klassen 📄 Schülergruppe 🖉 Fach 🖉 Räume 🖉 Lehrer 🖉 Info 🖉 Vertretungstext
Blockstunden zusammenfassen	
Entfallene Stunden durchstreichen	
Abwesende Lehrer durchstreichen	
Nur zukünftige Vertretungen anzeigen	
Pausenaufsichten anzeigen	
Entfälle bei vorhandenen Vertretungen ausblenden	
Zu vertretende Lehrer anzeigen	
Entfälle anzeigen	
Nur Entfälle anzeigen	
Veranstaltungen anzeigen	
Prüfungen außerhalb der Stunde anzeigen	
Unangekündigte Prüfungen anzeigen	
Diese Aktivitätsarten nicht anzeigen	Image: With the second seco
Vertretungen des nächsten Tages anzeigen ab [HH:mm]	00:00 🔻
Verschiebung zum aktuellen Datum [Tage]	0
Rollen	Seitenweise
Intervall für Seitenwechsel [sek]	30
Rollgeschwindigkeit [15]	3
Intervall für Datenabfrage [sek]	600
Anzahl der angezeigten Tage	1
Schriftgröße	16
Höhe des Anzeigebereichs [Pixel]	0
Gruppieren nach	<auswahl></auswahl>
Abwesende Elemente (Lehrer/Klassen) ausblenden	
Abteilungsauswahl nach	<auswahl></auswahl>

Department	Fak1       Fak2       Bibliothek       A1       A2
Public	
For teachers show the	Short name T
Header	
Caption	(Standard: 'Substitutions')
Show messages of the day	
Show blocked rooms	
Show absent elements	Class Teacher
Show affected elements	Class Teacher
Treat teachers busy with an event like absent teachers	
Period instead of time	
Merge free periods	
Ticker	
Show news ticker	
Font size	16
Colours	
Show colours of substitution types	Background
Subject	
Even row #000000	#daecf8 X v
Odd row #000000	#1217fb x v
Even group #000000	#5b9df4 × v
Odd aroup #000000	#a3c9fa × -
Default colours	
Save Save & New Cancel	

In the following a few important options will be explained in more detail:

# Cancellations and substitutions in general

WebUntis provides you with many options for the settings of displaying substitutions and cancellations, e.g. 'Strike-through cancellations', 'Do not show cancellations if substitutions exist', 'Show cancellations', or for substitutions e.g. 'Only show future substitutions' (already passed periods of the day are not shown anymore), 'Show teachers which are to be replaced', etc.

# Interval for paging

Define the interval for scrolling to the next page in seconds.

### Interval for data retrieval from server

Define the interval for synchronising data, e.g. with a default value of 600 the data are synchronized every 10 minutes with the server.

### Number of days

Define how many days you want to have displayed on the monitor. Depending on the size of the monitor it is necessary to either show more or less days.

# Group by

Here you can choose between 'Teacher' and 'Class'. The grouping refers to the grouping of the displayed changes by class or teachers. You can, for instance, use a class monitor for the entrance area and a monitor grouped by teachers for the teachers' room.

# Do not show absent elements (teachers/classes)

If, for instance, you have many classes or teachers who are absent and this information only takes up space on the monitor without having any added value (because the absent elements are not on site), just

activate this option.

### Public

Define whether the substitution list is also available via a copy of the monitor URL in other browsers or computers. When this option is not activated then the substitution list can only be displayed in the browser in which it is to be shown.

### For teachers show the

Select here which way the teachers' names are to be displayed, e.g. short name, surname first name, title surname first name, personnel number, etc.

### Colours

Define new colours as you wish.

# 'Header' and 'Ticker' (headings for paragraphs)

Define in general whether messages of the day are to be displayed in the header and/or as news ticker in the bottom area of the window. Additionally, WebUntis provides you with the possibility to change additional settings such as displaying blocked rooms, absent elements (teachers, classes) or a combination of free periods.

Moreover - as you are used to with Untis substitution lists - you now can activate a header in which absent or affected classes and teachers are shown. You also have the option to show the 'Messages of the day'.

Daily texts originating in Untis are imported to WebUntis as <u>Messages of the day</u>. For every individual message of the day you can specify if it should be shown in the respective substitution list or not.

### Note: Messages of the day in substitution lists

Messages of the day can be displayed in the header or as news ticker by activating it for the respective message of the day and in the substitution monitor.

# Note: Daily texts from Untis

Daily texts imported from Untis can also be displayed as dynamic substitution lists. Just go to <Administration> | <Integration> | <Untis> for administering all options you have for daily texts from Untis.

# 2.6 Messages

WebUntis has its own internalmessaging system. In order to access this click in the top right corner on 'My messages'. You view messages in one of three folders: Inbox, Sent or Drafts



You can choose if you want to see all messages or only the unread messages. Furthermore you have a selection list where you can select a specific sender.

Click on <New> if you wish to create a new message. Click on the button 'Statistics of unread messages' in order to generate a report on unread messages.

# Create a message

After writing the message and entering the subject, select one or more recipients.

If you wish to add a recipient, click on the user in question in the centre section, who will then be displayed in the recipient section (left). If you wish to remove a recipient, click on the user in the left section.

You can restrict the users displayed in the centre section with the help of a number of filters such as departments, class, user group or person role and then add all users to the recipients if necessary.

New message		×
Recipient		$\frown$
Select		
Message ⊃ C B I U ≣ ≞	: <u>#</u> =	
File storage	Characters i Search Q	Distribution list
Send Save Cancel	3c() 5C()	Department 🔻
	Becker () Berger ()	Class
	Braun () Friedrich ()	User group 🔻
	Fuchs () Günther ()	Person role 🔹
	Select all	Reset

If you regularly send messages to a particular group of users, we recommend that you create  $\frac{\text{distribution}}{\text{lists}}$ .

# File attachments to messages

You can also attach files to your messages. Just click on the button <Attach file> and select the file you want to attach.



# Formatting internal messages

You can now edit your messages by using the many options provided for formatting such as changing the font, colour or insert links.

Today Aug 6, 2018	
Last login: Monday, Aug 6, 2018 11:00:34 AM 1 new message(s)	
Sanitest Aug 27, 201 You can no longer invitionments as the registration period for parents has already start 12:30 AM.	ed. You can see your final appointments on Jul 22, 2018 from
Messages 🔊	
No messages for today	
Internal messages SMS Distribution lists	Reply Forward 😝
Drafts Inbox Sent	Sender
New Delete (0) Sender - All - X 🕶	eltern
Only unread messages	Recipient
Subled / Sender	Berg
2017-08-22	Message
Anmeldung zur Sprechstunde 08/22/2017	Anmeldung zur Sprechstunde am 25.08.2017 von Aberfeldy für 13:20 - 13:30 Bemerkung:
eltern 2:30 PM	Message sent on 08/22/2017, 2:30 PM Expiration date: 08/22/2018

# New message

You will be informed of new incoming messages in the <u>start screen</u> immediately after logging in. If you click on this notification, your inbox will open where you can open the message in question by clicking on the <Edit> button.

Sender
Leib
Recipient
- Becker, + Koch, - Hahn
Message

# Status of sent messages

As soon as a message sent by you has been read by the recipient, a '+' appears in front of the recipient's name (otherwise you will see a '-' for unread). This makes it very easy to see if a message has already reached the recipient or not.

	Call back	₽
Sender		
Leib		
Recipient		
- Becker, - Koch, - Hahn		
Message		

# **Reply-to addresses**

If a user has an e-mail address in his/her profile, internal WebUntis messages can be forwarded to this e-mail address.

As of the 2016 version the entered e-mail adress is used as reply-to address.

If there is no e-mail address added to the proifle, but the respective user is a person (e.g. a teacher), the e-mail address entered in the master data is used.

The entry of a reply-to address can be deactivated under <Administration> | <Settings>. You can globally enter a sender e-mail address, which usually will be a 'do-not-reply@schule.eu' address.

**Note** As of the WebUntis 2016 version file attachments can also be forwarded by e-mail.

# 2.6.1 Distribution lists

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

Internal m	<u>essages</u>	<u>SMS</u>	Distribution li	<u>sts</u>	
New	Delete (0)				
	Distributio	n list	Туре		User
	Klassen	lehrer	Class teache	er	
	Lehrer		Teacher		
	Schüler		Students		

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

Ne	w distribution list			×
Na	me			
Inp	ut necessary.			^
U	lser-defined			•
S	elect			• •
	Search		Q	Distribution list •
	3c ()		A	Department 🔹
	SC () Becker ()			Class 🔻
	Berger () Braun ()			User group 🔻
	Friedrich () Fuchs ()			Person role 🔹
	Günther ()	Select all	*	Reset

Save Save & New Cancel

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

# 2.7 Messages of the day

The messages of the day serve to display general messages, i.e. news and messages to WebUntis users. It is displayed in the main window after users log in in the dynamic substitution lists (Monitor views) and in your Untis Mobile App.

The messages of the day can either be entered directly in WebUntis or can be transferred from Untis when they have been entered as a daily text in cover planning.

You can create this type of message via <Administration> | <Messages of the day> by clicking on <New> or administer them by clicking on the <Edit> button.

Messag	lessages of the day									
📄 All sch	ool years [	Show only	current messag	jes						
Selection		Subject	Fr.	То	Day of the week	Start page	Header	Ticker	Public	Untis Mobile
	/ X	werwrr	Apr 26, 2018	Apr 26, 2018	every day	Image: A start of the start				<b></b>
	/ X	New Menu	Mar 2, 2018	Aug 30, 2018	Thursday	al and a second				1
2 Elements	🖉 🗙 s found, sh	New Menu owing all Elen	Mar 2, 2018 nents. <b>1</b>	Aug 30, 2018	Thursday	×.				×.

**Tip: Restriction of display** You can restrict the display of the messages of the day even further by clicking 'All school years' or/and 'Show only current messages'.

Nachricht bearbeiten		х					
Von Bis 02.10.2017 V 03.11.2017 V	Wochentag Reihenfolge jeden Tag ▼ 10						
Öffentlich	Aufgefächert anzeigen						
Anzeigebereich							
<ul><li>Startseite</li><li>Untis Mobile</li></ul>	Monitor: Ticker 🖉 Monitor: Kopfzeile						
Anzeige beschränken auf							
Benutzergruppe	Alle 👻						
Abteilung	Alle						
Schriftart Times New Roman		-					
Unser erster Online-Sprechtag mit WebUntis							
Ab kommendem Schuljahr können wir dank WebUntis, Termine für den Sprechtag online buchen.							
Noch mögliche Zeichen: 4712	]						
Anhang							
Neine Datei ausge	gewann. (Die Schaltflache "Dateiablage" erscheint nur mit dem Zusatzmodul						
Speichern Löschen Abbred	chen "WebUntis Drive".)						

Fr. To

Here you define the time range you want the message to be displayed.

# Day of the week

Select a day of the week if the message is to be activated only on this respective day (e.g. student activity in the cafeteria every Friday).

# Position

If more than one message has been created for a day, you can use this option to determine the order of the messages.

### Public)

You can specify here that a message should be public and also be displayed when the user is logged out of WebUntis.

Show expanded

This option will display both the subject line and the message. Otherwise the message will only be displayed when the user clicks on the subject.

### **Display range**

You can select individually for each message of the day where it should be shown (Display range). The options 'Monitor: Ticker' and 'Monitor: Header' refer to the <u>substitution monitors</u>.

### Note: Display of messages of the day in mobile app

In the display range you can also define whether the message of the day should be displayed in Untis mobile app for smartphones and tablets.

### Restrict to

When creating or editing the message you can enter both a subject line as well as the actual message. Furthermore, you can confine their display to user groups and departments.

### Tip: Message of the day without subject line

You can create messages of the day without any subject line. In this case, e.g. the complete body text is shown in the header of the substitution lists instead of only the subject line. This way it is possible to show formatted messages, e.g. with another font size and colour.

# Daily comments/Messages of the day from Untis

Messages of the day from cover scheduling of Untis can be managed by a global setting via <Administration> | <Integration> | <Untis>.

Mark Untis' "Messages of the day" public			
Show Untis' "Messages of the day":	Monitor: Header 🕑	Monitor: Ticker 🕑	Untis Mobile

Here you can mark daily comments from Untis as public, i.e. they are also displayed on the start page even if the user is logged out. Additionally, you can define where the daily comments from Untis are displayed.

# Publish news of the day as RSS feed

You can provide your users with the possibility to subscribe to the messages of the day by checking 'Publish news of the day as RSS feed' (<Administration> | <Settings>). Users can read the messages then via their RSS readers such as Microsoft Outlook.

# 2.8 SMS (text message)

With WebUntis SMS you can send text messages (SMS) to mobile end devices.
SMS			х
Recipient	Users		
Distribution list	Search	Department	-
No element selected.	erwer wrwrwr A fnA Aladdin	Class User group Person role	-
You can import the recipients from individual distribution lists	Ancho An Choc Andromeda von Aquitanien Eleonore Ardbeg Thomas Ardmore	. Select all Reset	
For students, send to the following por Students Legal guardians Message	ersons: Persons entitled to receive information eide for yourself which persons build receive the SMS	A choice of different filters makes it easier to enter the recipients	
Characters remaining:: 140 Send Cancel			_/;

You have many options for entering recipients:

- Use the dynamic search
- Use Individual distribution lists
- Use filters for department, class, user group or person role

With WebUntis you can sent text messages (SMS) to students but also to responsible persons such as:

- Parent or legal guardian of the student
- · Persons entitled to receive information
- Companies (e.g.at vocational schools)

**Note: Mobile phone numbers must be entered prior to sending any text message** The mobile phone numbers of the respective persons need to be entered via <Master data> | <Student> | <Address> | <New Address> including the country code in order to be able to send text messages to different persons. you have 140 characters for the text message.

WebUntis provides you with several options to get to the window in which you can send text messages (SMS). In the following chapters we will introduce some scenarios.

# 2.8.1 Sending via 'My messages'

If you want to send a text message spontaneously, just click on <My messages> and go to the <SMS> tab.

SMS						Х
Recipient			Users			
Distribution list		•	Search		Department	-
No element se	lected		erwer wrwrwr	*	Class	-
			A fnA		User group	-
			Aladdin		Person role	-
			An Cnoc		L	
			Andromeda			
			von Aquitanien Eleonore			
			Ardbeg Thomas Ardmore	_	Select all Reset	
			Arielle	·		
For students, se	end to the followin	ig pe	ersons:			
Students	🔽 Legal guardi	ans	Persons entitled to receive info	rma	tion Companies	

Message	
Characters remaining:: 140	//

Here you see all sent text messages including their sending status.

Sending via 'My messages'

Cancel

Send

# 2.8.2 Sending via class register

After activating SMS functionality you will not only see absent students in the class register, but also the new additional button showing a mobile phone.

Students in the lesson (	7)					
		Baghira		nderella	Heidi	
Shir Khan		Stroich		si		
Absont students (1)	hecked	Enter grades S	end message 🔻			
Selection						1
Student	Fr. Star	rt time To	End time Reason of abse	ence Status Text		
Alice	10/16/2017 8:0	0 AM 10/16/2017	8:50 AM ill	Open		
Extend						
A second second	Contractor		and a second second			

ecipient (1) 🔞		Users			
istribution list	-	Search		Department	-
Alice		erwer wrwrwr		Class	-
		A fnA		User group	-
		Aberfeldy Mary		Person role	-
		Algher Julia			
		An Cnoc			
		Andromeda			
		von Aquitanien Eleonore			
		d'Arc Jeanne	-	Select all Reset	
All reginients have the	mobilo pho	Ardhag Thomas			-
All recipients have the	mobile pric	ne numbers needed.			
or students, send to the f	ollowing pe	rsons:			
Students Legal	guardians	Persons entitled to receive i	nforma	tion Companies	-

Sending via class register

# 2.8.3 Sending via 'Today's lessons: Teachers'

In addition to all the aforementioned possibilities to send a text message there is also the option to send a text message vie the 'Today's lessons' function. This can be useful when a lesson needs to be cancelled in order to inform the students and their parents on the change on short notice.

ι	Unterricht des Lehrers Arist am 09.01.2019																	
L	ehrer Aris	st			▼													
	Auswahl	Art	Std.	Von	Bis	Klasse	Lehrer	Fach	Raum							Klassenbuch	Lehrstoff	Hausaufgaben
		ET.	2	08:55	09:40	1A	Arist	Е	<u>R1a</u>	6	?	韵	9	×	Q		<b>F</b>	
			3	09:50	10:35	3a, 3b	Arist	SportM	<u>Th2</u>	6	?	韵	9	×	Q		<b>E</b>	Ê
			4	10:45	11:30	4	Arist	Ph	<u>Phys</u>	6	?	韵	9	×	G		<b>E</b>	
		ET.	5	11:40	12:25	2a, 2b	Arist	SportM	<u>Th2</u>	6	?	韵	9	×	P		2	₫
Bericht Tagesübersicht Lehrer						Nachr Interne	icht sende Nachrich	en 🔻										
							SMS											

Activate the column <Selection> of the lesson which is cancelled by ticking the checkbox. Click the button <Send message> and choose <SMS> aus. Now the window opens which was described in the chapter SMS (text message). The only difference is is that in this case all student of the respective class are already listed as recipients.

Recipient (9) 👧	Users		4
Distribution list	Search		Department
<ul> <li>Caollla</li> <li>Dalmore</li> <li>Glengoyne</li> <li>Knockando</li> <li>Lochnagar</li> <li>Royal Brackla</li> <li>Strahisla John</li> <li>Tomatin</li> </ul>	erwer wrwrwr A fnA Aladdin Alice An Cnoc Andromeda von Aquitanien Eleonore d'Arc Jeanne Ardbeg Thomas	•	Class User group Person role
<ul> <li>All recipients have the mobile p</li> <li>For students, send to the following</li> <li>Students</li> <li>Legal guardian</li> <li>Message</li> </ul>	hone numbers needed. persons: s Persons entitled to receive in	nforma	tion Co

## 2.8.4 Sending via 'Absences'

Another possibility to send a text message is to access <Class register> | <Absences>, provided that you have the respective rights.

As a class/form teacher you can send a text message to the students or the partents who do not have sent an excuse for their absence yet.

Absence	S															
Class				Student	t			Search	I	P	eriod					
- All -			•	- All -			• 7	3		P 7	7/16/201	8 🔻 7/	21/2018	<ul> <li>Current we</li> </ul>	ek	
				Act	ivate cla	ss filter		Reaso	n of absence	S	tatus			Sorting		
				Sho	ow delete	ed records		- All ·	-	•	- All -		•	Class, Stu	ident, Da	ate 🔻
Selection				Туре	User	Student	Class	CI-Tea	Fr.	Start		То	End	Reason	Status	Text
	1	×	<b>b</b>	- Ha	Berg	Chef	1A	Foss	Jul 16, 2018	10:55 /	AM Ju	l 16, 2018	6:40 PM	ill	2	
	P	×	<b>B</b> a 👅	4	Berg	Pimpel	1A	Foss	Jul 16, 2018	10:55 /	AM Ju	I 16, 2018	6:40 PM	ill	2	
	1	×	B 🚺		Ir	Balu	2B	Blan	Jul 16, 2018	8:00 AI	M Ju	l 16, 2018	10:50 AM	ill	?	
	P	×	Pa 🚺	1	Ir	Hathi	2B	Blan	Jul 16, 2018	8: <u>00 A</u>	M Ju	16, 2018	9:45 AM	ill	2	
	-	-			In-the	Jouig	in the second se			<b>V</b>	<sup>1</sup> vulu	V Door	2AV			Contraction of the second

Sending via 'Absences'

# 2.9 Aufgaben für alle (Fehlerticket-System)

Ist in einem Klassenzimmer die Beamer-Lampe defekt oder ist ein PC in einem PC-Labor auszutauschen, so ist es vorteilhaft, wenn der Schaden sofort gemeldet werden kann. Dies ist nun mit dem neuen Fehlerticket-System von WebUntis möglich. Unmittelbar nach Meldung eines Problems ist dieses für alle Kolleginnen und Kollegen sofort sichtbar. Das vermeidet Doppelmeldungen und der für die Reparatur zuständigen Sachbearbeiter kann das *Ticket* umgehend bearbeiten.

Die Vorgehensweise wird wie folgt in drei Schritte unterteilt:

- Vorbereitung
- Tickets erstellen
- Tickets zuweisen

## 2.9.1 Vorbereitungen

Unter <Stammdaten> | <Aufgabenarten> müssen zunächst Aufgaben definiert werden, die als *Ticket*, das heißt als allgemeine Fehlermeldung behandelt werden sollen. Diesen Aufgaben können auch Benutzer zugewiesen werden, die als Empfänger dieser Aufgaben in Frage kommen.

New task			
Short name			
Full name Treat tasks of this kind as tickets Edited by Please select			
Seck	Extended selection		x
Save Save & New Cance	Selected elements	Available elements	
	🖌 Beck	Search	Please select 👻
		Foss	Please select 👻
		foss2	
		tp Friedrich	
		Fuchs	
		Gal	
		Gand Cause	
		Geppetto	Select all Reset
		ah	
	Apply Close		
l			

Für das Lehrerkollegium und das sonstige Personal werden folgende Rechteeinstellungen empfohlen:

## 2.9.2 Tickets erstellen

Tickets (Schadensmeldungen) können mit diesen Rechten ganz leicht über die Klassenbuchseite erstellt werden. Ganz unten im Klassenbuch des Unterrichts, finden Sie den Button 'Ticket erstellen', der folgende Ansicht öffnet, in der die Unterrichtslehrer Tickets anlegen können:

Neues Ticket	х
Tital	Ticketart
Beamer defekt	Haustechnik
Text	
reparieren/warten/neu	kaufen
Raum	
Werkr	•
Speichern Abbrechen	

Alle Lehrer sehen nun auf Ihrer Startseite, dass der Beamer derzeit nicht funktioniert.

Heute 09.01.	eute 09.01.2019												
Letzte Anme Sie haben ke	Letzte Anmeldung: Sie haben keine E-Mail in ihrem Profil hinterlegt.												
Nachrichter	Nachrichten 🔊												
Derzeitige	<b>Fickets</b>												
Status	Aufgabenart	Raum	Titel	Text	von Benutzer ~	Zugewiesen an							
Offen	Haustechnik	Werkr	Beamer defekt	Der Beamer funktioniert nicht	Ander								
mehr													

## 2.9.3 Tickets bearbeiten

Die Mitarbeiter der Haustechnik können nun diese Tickets selbständig übernehmen. Nach dem Login wird ihnen auf der Heute-Seite folgendes angezeigt:

	Meine Aufgaben												
		Status	Aufgabenart	Titel	Text	Fälligkeitsdatum	von Benutzer <b>~</b>						
C	/ 8	Offen	Haustechnik	Beamer defekt	Der Beamer funktioniert nicht	09.01.2019	Ander						
me	hr												

Der zweite Button übernimmt das Ticket für den eingeloggten Benutzer.

Die Aufgabe kann nun vom Sachbearbeiter mit einer Bemerkung versehen, einem anderen Benutzer zugewiesen und der Status ('Erledigt', 'in Bearbeitung') geändert werden.

Ticket		х
Titel	Ticketart	
Beamer defekt	Haustechnik	
Text		
Der Beamer funktioniert reparieren/warten/neu k	nicht. Bitte aufen	
von Benutzer		
Ander		
Betroffener Raum		
Werkr	<b>•</b>	
Status - Zugewiesen		
	Hinzufügen	
Zuweisen an Techniker	•	
Erledigt In Bearbeitung		
Abbrechen		

#### Ändert sich der Status einer Aufgabe, so wird der Ersteller des Tickets mittels Nachricht verständigt.

Empfänger

Ander

Nachricht

Automatische Benachrichtigung - Der Status des Tickets wurde auf Zugewiesen geändert.

Benutzer: Techniker Raum: Werkr Aufgabenart: Haustechnik Text: Der Beamer funktioniert nicht. Bitte reparieren/warten/neu kaufen...

Ist eine Aufgabe 'erledigt' so verschwindet sie aus der Liste der Aufgaben. Wie alle anderen Aufgaben findet man sie natürlich noch in der Liste der Aufgaben unter <Unterricht> | <Aufgaben>.

# 3 Teachers

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

Besides the basic informational functions that were described in chapter <u>WebUntis Info</u>, teachers also have the possibility of viewing <u>lessons</u>, and in many cases they need to define, e.g. in the case of split lessons, which students will participate in which lesson. This is effected via student groups.

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

# 3.1 Lessons

## My lessons

You can display Information on your own lessons using menu item <Lessons> | <My lessons>. You can specify here which students actually take part in a particular lesson in the event of split lessons.

The buttons under <Appointments> provide an overview of each individual lesson period.

My le	My lessons Gauss															
Type <se< td=""><td colspan="15">Type of activity         Period           <selection>         ▼         4/12/2018         ▼         Time range         ▼</selection></td></se<>	Type of activity         Period <selection>         ▼         4/12/2018         ▼         Time range         ▼</selection>															
	Туре	Type of activity	Class	Student group	Subject	Teacher	Per	Fr.	То	Appointments				Students	Student groups	Reports
l		Prof. de guardia			A	Gauss	1	Aug 14, 2017	Jul 29, 2018		Ģ	¢		2	*	R.
I.	9	Hora de consulta			S	Gauss	1	Aug 14, 2017	Jul 29, 2018		e	0 <sup>2</sup>		2	₩.	R.
Ľ		Seminario	1A		BE	Gauss	0	Apr 9, 2018	Apr 15, 2018	1	?	6	œ	2	**	10
Ø		Clases	1A, 1B	LUK_1A1B	LUK	Gauss	4	Aug 14, 2017	Jul 29, 2018	1	?	Ģ	¢	2	M 🔒	L.
ſ		Seminario	1B		BB	Gauss	0	Apr 9, 2018	Apr 15, 2018	1	?	<b>e</b>	¢	2	- 828	1
1		Clases	2B		GWK	Gauss	2	Aug 14, 2017	Jul 29, 2018	1	?	<b>G</b>	œ	2	**	E.
1		Clases	3A, 3B	LUK_3A3B	LUK	Gauss	2	Aug 14, 2017	Jul 29, 2018		?	G	¢,	2	🌺 🧕	E.
P		Clases	3A, 3C	LUK_3A3C	LUK	Gauss	2	Aug 14, 2017	Jul 29, 2018	1	?	<b>e</b>	¢,	2	🌺 🧕	1
P		Clases	5A, 5B, 5C	LUK_5A5B5C	LUK	Gauss	3	Aug 14, 2017	Jul 29, 2018	1 1	?	G	¢,	2	🌺 🧕	<b>D</b>
Ø		Clases	6A, 6B	LUK_6A6B	LUK	Gauss	3	Aug 14, 2017	Jul 29, 2018	1 1	?	9	¢,	2	🍄 🧕	1
1		Clases	7A, 7B	LUK_7A7BG7BR	LUK	Gauss	2	Aug 14, 2017	Jul 29, 2018	1	?	(P	¢,	2	M 2	<b>E</b>
P		Clases	8A, 8B, 8C	LUK_8A8C8B	LUK	Gauss	2	Aug 14, 2017	Jul 29, 2018	1	?	(P	¢.	2	<b>24</b>	<b>E</b>
1		Clases	8C		GWK	Gauss	2	Aug 14, 2017	Jul 29, 2018		?	(P	¢.	2	**	E.
Abse	Absences															
0	T	ype Fr.	То	Start Ei	nd Re	ason Tex	t									
	Nay 16, 2018 May 16, 2018 8:00 AM 6:40 PM															
Rep	ort abs	sence Report	New lesso	My grading sc	hemes	Regist	ration	for a contact ho	ur							

Go to <My lessons> in order to send a message to the students attendign your lessons.

Mein	Mein Unterricht Gauss													
Aktivita <aus< td=""><td>itsart wahl&gt;</td><td>Zeitrau • 16.07.</td><td>im 2018 💌</td><td>21.07.20</td><td>018 👻 Aktu</td><td>elle Woche</td><td></td><td>v</td><td>\$</td><td></td><td></td><td></td><td></td><td></td></aus<>	itsart wahl>	Zeitrau • 16.07.	im 2018 💌	21.07.20	018 👻 Aktu	elle Woche		v	\$					
	Art Aktivitäts	sart Klas	se Schüle	rgruppe	Fach Leh	nrer Ws	st Vo	n	Bis	Termine		Schüler	Schülergruppen	Berichte
1	🗩 Sprechste	unde 1a			SPT Gauss	1	19.09.	2017	31.08.2018	1		2	2 <u>2</u> 2	Be
	Unterricht	t 1b			Wk Gauss	2	19.09.	2017	31.08.2016		?	2		1
	Unterricht	t 2a. 3a	. 2b	_	Mat Gauss	Ander 1	19.09	2017	31.08.2018		2		***	1
Schü	ler im Unteri	richt						1		1	?	2	**	1
										1	?	2	**	1
Lehrer	Gauss, Fach: V	Vk, Klasse: 1	b							<b>T</b>	?	2	<b>89</b> 8	1
	Familiannama	Vornama	Casablasht	Klassa	Eintrittedatum	Austrittad	atum Nat			<b>1</b>	?	2	***	1
1	Beck	Niklas	Geschiecht	1b	17 12 2010	Ausuillsu	atum Noi	.en			?	2	222	1
2	Berger	Maximilian	പ്	1b	04.01.2011		4	7		- I				
3	Frank	Max	ୁ ଜ୍ୟ	1b	10.01.2011		4	7		- I				
4	Friedrich	Marc	പ്	1b	28.01.2011		1	7		- I				
5	Fuchs	Leni	9	1b	29.03.2011		1	7		- I				
6	Günther	Marie	Ŷ	1b	16.01.2011		1	7		- I				
7	Hahn	Lucas	ď	1b	15.02.2011		1	7		- I				
8	Huber	Lea	8	1b	10.04.2011		1	7		- I				
9	Jung	Luca	0 <sup>3</sup>	1b	21.02.2011		1	3		- I				
10	Kaiser	Lena	8	1b	04.04.2011		1	3		- I				
11	Keller	Maria	8	1b	22.01.2011		1	7		- I				
12	Lang	Leonie	8	1b	17.03.2011		1	7						
13	Mayer	Laura	8	1b	16.04.2011		1	3						
14	Möller	Lisa	8	1b	05.03.2011		1	3						
15	Peters	Leon	6	1b	23.03.2011		1	3						
16	Roth	Moritz	0 <sup>21</sup>	1b	23.12.2010		1	3						
17	Scholz	Lina	8	1b	11.03.2011		1	5						
18	Schubert	Luis	o <sup>r</sup>	1b	09.02.2011		1	3						
19	Vogel	Maja	8	1b	03.02.2011		1	3						
20	Weiß	Louisa	8	1b	27.02.2011		1	7						
21	Winkler	Mia	8	1b	29.12.2010		1	ζ.	1					
► E-N	E-Mail Adressen													

# **Today's lessons**

You can display the lessons for a teacher or for a class for the selected day in the calendar via <Today's lessons: Teachers> and <Today's lessons: Classes>. Provided you have the appropriate rights, you can e.g. open the <u>class register</u>, create new exams, shift lessons or cancel them, create additional periods, make room changes, etc. via the list of displayed lessons.

Lessons	Lessons for teacher Gauss on Apr 11, 2018															
Selection	Туре	Prd.	Fr.	То	Class	Teacher	Subject	Room						Class register	Teaching content	Homework
		2	8:55 AM	9:45 AM	8A, 8B, 8C	Gauss	LUK	<u>R8A</u>	1	췜	9	×	G		<b>a</b>	
		3	10:00 AM	10:50 AM	1A, 1B	Gauss	LUK	<u>R1A</u>	1	艪	9	×	G		<b>a</b>	
		5	11:55 AM	12:45 PM	8C	Gauss	GWK	<u>R8C</u>	1	韵	9	×	G		<b>a</b>	
		7	1:40 PM	2:30 PM	6A, 6B	Gauss	LUK	<u>R6A</u>	1	韵	9	×	G		<b>a</b>	
Report	ort Da	aily overview	age 🔻													

# 3.2 Student groups

All students of a class participate in many lessons together. There are lessons, however, in which only part of a class or parts of various classes participate.

#### Warning: All students in a class

If all the students in the class participate in the same lessons, it is not necessary to create student groups.

WebUntis must now be informed of which students take which lessons with which teachers in order for the timetables to be output correctly for each individual student and for the class register to be used properly.

This assignment is effected via student groups for these split lessons. Go to <Lessons> | <My lessons> | icon in the 'Student group' column.

The basic principle of student groups is as follows:

- A unique student group is assigned to each lesson in which not all students of a class participate. For example, student group Boys\_PE\_5A is assigned to the PE lesson for the boys in class 5A.
- Individual students are then assigned to this student group, for example all male students in class 5A.
- A student group can only be assigned to a single lesson.

#### Note: Student groups in Untis

These student groups should already have been <u>entered in Untis</u> by the timetable scheduler. Subject teachers can then assign students to these student groups in WebUntis, and therefore only student group 'containers' (i.e. only the name) is created in Untis and is 'filled' with students (students are assigned) in WebUntis.

## 3.2.1 Assigning students

If a student group has already been assigned to a lesson, you will also see an icon with only one head next to the three heads in the 'Student groups' column (<Lessons> | <My lessons>). Clicking on this single head allows you to assign students to the student group or to change the assignment.

	<b>N</b> .4.	looos	Causa																
	My	/ iessons	s Gauss																
	Tvi	pe of activi	itv	Period															
	<	Selection	> •	8/14/201	7 -	7/29/2018	▼ Cu	rrent scho	ol yea	ar	-	\$							
		Tuno T	Tuno of activity	Class	C fu	dent group	Subject	Teacher	Dor			То	Appointments				tudonte	Student groups	Deporte
	4		Bereitschaft	Class	Stu	dent group	A	Gauss	1	Aug 14	I. 1, 2017	Jul 29, 2018	Appointments	Q	<u>@</u>	3		Student groups	Reports
			Sprechstunde				S	Gauss	1	Aug 14	4, 2017	Jul 29, 2018		e	¢2		2	101	R
	6		Unterricht	1A, 1B	LUK	_1A1B	LUK	Gauss	4	Aug 14	4, 2017	Jul 29, 2018	<b>•</b>	2	<b>Q</b>	¢,	2	2	1
	6	/	Unterricht	2B			GWK	Gauss	2	Aug 14	4, 2017	Jul 29, 2018	1	?	Q	®.	2	****	1
	Ø	/	Unterricht	3A, 3B	LUK	_3A3B	LUK	Gauss	2	Aug 14	4, 2017	Jul 29, 2018		?	C)	¢.	2	22 S	1
	6	/	Unterricht	3A, 3C	LUK	3A3C	LUK	Gauss	2	Aug 14	4, 2017	Jul 29, 2018		?	G	of the second se	2	æ 2	E
	6	/	Unterricht	5A, 5B, 5	C LUK	_5A5B5C	LUK	Gauss	3	Aug 14	4, 2017	Jul 29, 2018	•	?	<b>Q</b>	¢.	2	Se 2	1
Ctu	idonto ir	the ctu	ident group		10													X 2	1
Siu	idents il	i the stu	dent group	LUK_I	AID												- 🔶	2 2 C	1
Clas	e: 10, 1P																- 🗶	2 A	1
Num	iber of stu	dents: 1															1	*	1
-	na 🎝 (	n I	a. m.														- 🔶		
459		¥ Ç.																	
Sel	ection	Su	irname Fii	rstname S	ex Clas	s Catalogue	number	F	۶r.			То	Short nam	ie	Exter	nal Id	Tex		
	✓ 1	Aigne	er Ju	ulia		0		5/24/201	8	X v		-	AignerJul						
	2	Balbla	air		<sup>N</sup> o	2				-		-	Balblair				$\mathbb{Z}$		
	3	Bamb	bi		d <sup>24</sup>	0				-		•	Bambi			//			
	4	Brum	ımbär		2	0				-		-	Brummbär						
	5	Chef			d <sup>al</sup>	0				-		<b>*</b>	Chef	1			~		
	6	Dumb	bo		<sup>34</sup>	0				-		-	Dumbo 💋						
	7	Happ	iy		d <sup>24</sup>	0				-		•	Нарру				1		
	8	Hatso	chi		2	0				-		•	Hatschi						
	9	Hood	I R	obin (	d <sup>24</sup>	0				•		•	Hood						
	10	) Mogli	i		2	0				-		-	Mogli						
	11	l Pan	P	eter	d <sup>24</sup>	0				-		-	Pan						
	12	2 Pimp	el		<b>1</b>	0				-		-	Pimpel						
	13	3 Schla	afmütz		<sup>الر</sup>	0				-		-	Schlafmütz						
	-	Schu	ewit .	-		-9	-		~	n i ante	- may		veev"	h v	-				

A list will be displayed containing the students who can take part in the selected lesson. Check all those student names in the selection list who are to take part in the lesson in question and then click on <Save>.

In the fields 'Fr.' and 'To' you can define the time range for which the respective students should be integrated in this student group. If a student is outside of this range, WebUntis will automatically take him/her out of the respective student group. It is possible to edit the from-to data in combination with the main calendar in WebUntis (top right).

# **Selection functions**

Various selection functions are available to help teachers select student groups as easily as possible. The following selection functions are available to you:

- Selects all students
- Deactivates all selected students
- Restores the initial status
- Inversion: all deactivated elements are activated and vice versa
- Deactivates all male students
- Deactivates all female students
- Copies the selected students to an (internal) clipboard
- Restores the selected students from the internal clipboard

### Tip: Copy and paste

It is not possible to a assign student group to several lessons. You can, however, copy the student assignment to the clipboard and then paste it into another student group. This allows you to quickly

make identical student assignments to several lessons.

# 3.3 Class register

The most important functions of the electronic class registerare entering student absences and entering teaching content. You can open the class register for a particular period via the today's lessons or the timetable.

1	Lessons for teacher Gauss on May 14, 2018																
	Selection	Туре	Prd.	Fr.	То	Class	Teacher	Subject	Room						Class register	Teaching content	Homework
			4	10:55 AM	11:45 AM	8A, 8B, 8C	Gauss	LUK	<u>R8A</u>	1	拍	9	×	G(		<b>a</b>	
			8	2:30 PM	3:20 PM	3A, 3C	Gauss	LUK	<u>R3A</u>	1	拍	$\odot$	×	<b>Q</b>		<b>a</b>	
			9	3:20 PM	4:10 PM	5A, 5B, 5C	Gauss	LUK	<u>R5A</u>	0 🛛	拍	9	×	<b>Q</b>		2	
			11	5:00 PM	5:50 PM	1A, 1B	Gauss	LUK	<u>R1A</u>	0 🛛	舶	9	×	<b>Q</b>		2	
			12	5:50 PM	6:40 PM	2B	Gauss	GWK	<u>R2B</u>	1	拍	9	×	G		<b>a</b>	
Report     Report Daily overview teacher     Send message ▼																	

The class register page shows you which students (with or without photo) are supposed to be taking part in the lesson. You can mark any student who is missing as absent with a few mouse clicks.

Students in the lesson (7)	GleinKeith	Glencraig	GlenGrant
	Students in the lesson (7)	GleinKeith	Glencraig
	Glenlochy	Glenlossie	GlenMhor

You can also enter the teaching content for the lesson in the section at the bottom of the register.

The following chapters describe these functions and provide information on additional possibilities such as class register entries, class services, homework and student groups.

## 3.3.1 Accessing the class register

#### Home page

Your home page will display the day's messages and, below this, a list of lessons for the current day.

You can also access this list by selecting the menu item <Today's lessons: Teachers> from the <Lessons> menu.

	essans for teacher Gauss on Apr 4, 2018																
Lessons	for t	eac	ner Gaus	s on Apr 4	4, 2018												
Selection	Туре	Prd.	Fr.	То	Class	Teacher	Subject	Room							stass register	Teaching content	Homework
		2	8:55 AM	9:45 AM	8A, 8B, 8C	Gauss	LUK	<u>R8A</u>	6	?	龠	9	×	G		5	
		3	10:00 AM	10:50 AM	1A, 1B	Gauss	LUK	<u>R1A</u>	(	?	拍	9	×	Q	UA.	<b>a</b>	
		5	11:55 AM	12:45 PM	8C	Gauss	GWK	<u>R8C</u>	(	?	韵	9	×	Q		<b>a</b>	
		7	1:40 PM	2:30 PM	6A, 6B	Gauss	LUK	<u>R6A</u>	(	?	韵	9	×	Q		5	
Report Report Daily overview teacher Send message																	

Click on the <Class register> button to open the class register.

### From the timetable

If you click on a period in the timetable, details on that period will be displayed. You will also find the <Class register> button here allowing you to open it, too

# 3.3.2 Class register page

The open class register page contains various section that you can display and hide by clicking on the small arrows.

Class register for the lesson Apr 9, 2018 10:55 AM - 11:45 AM 🛛 🕥 🔕	
Lessons Class 1B (Sutt) Teacher Arc Subject M	No examination 😨
Students in the lesson (7)	<b>* </b>
Bamb Dumpo Haopy Hood Robin Mogli And	
Absent students (0) Nothing to display	
Teaching content Click here to enter the teaching content. Teaching method Teaching method	Homework      Mo homework on record
Class-register entries (0) Nothing to display Create ticket Students with pictures Back	Class services (0)

You will see the following sections (from top to bottom):

- <u>Lessons</u>
- Examinations
- Students in the lesson
- <u>Absent students</u>
- <u>Teaching content</u>
- Homework
- Class register entries
- Class services

### 3.3.3 Student absences

Student absences can be entered in the school register either <u>centrally in the school secretary</u> or <u>direct</u> by the relevant teacher.

Students can even enter/report their own absencesprovided they have appropriate rights.

#### 3.3.3.1 Entering new absences

If you wish to enter a new absence for a student, check the box to the left of the relevant student's name and click on the <absent> button.

Bambi @		
	New absence	х
	Student Mogli Fr. To 4/9/2018  4/9/2018 Start time End time 10:55 AM  11:45 AM Reason of absence disease Text Save Close	

You can now enter the details of the absence. You will generally not change the preset start and end times of the period. If there is a suitable reason of absence, enter it. You can leave the field empty if you do not know why the student is absent. You also have the possibility to enter an explanatory text.

4	Absent	students	(1)							
	Selection		Chudaat	<b>F</b> -	Ctart time	Τ.	Fadding	Descent of shares	Chatria	Taut
			Student	FI.	start time	10	End time	Reason of absence	Status	Text
		/ 🖾	Mogli	04/09/2018	10:55 AM	04/09/2018	11:45 AM	ill	Open	

The students entered will now also be displayed in the list of absent students.

Furthermore you have the possibility in WebUntis to mark in the editing mode if the absence of a student has been reported to a parent or legal guardian or not. Just click on the editing symbol under <Absent students> and then choose the option <Notified to>.

Alternatively, you can enter an absence for a single student by simply checking the box to the left of the student's name.

#### Note: Abences need to be checked

If no students are absent or all absent students have been entered click on the <Absences checked> button. The system notes that the lesson has been edited and it is no longer displayed in the '<u>Open</u> lessons' list.

#### 3.3.3.2 Students arriving late

If a student arrives late for the period you can reduce the length of the absence entered. Press the <Reduce absence> button in the field <Absent student>. This reduces the end time of the absence to the current system time. No further input is required.

^	Absent students (1)														
	Selection														
				Student	Fr.	Start time	То	End time	Reason of absence	Status	Text				
		Ø		Arielle	04/09/2018	8:00 AM	04/09/2018	🚛 <sup>8</sup> 50 AM	ill	Open					
	Extend														

Alternatively, you can click on the <Edit> button and change the time manually.

#### 3.3.3.3 Extending absences

Student absences do not have to be entered again for each new period. If the teacher of e.g. the first period has already entered a student absence, it only needs to be extended in the second period.

In this case, click on the <Extend absence> button in the <Absent students> section. The absence will then be prolonged accordingly. This is both faster and also means that the entry does not need to be repeated for double periods or blocks of periods.

4	Absent students (0)												
	Selection							_					
				Student	Fr.	Start time	То	End tipe F	leason of absence	Status	Text		
		P	1	Arielle	04/09/2018	8:00 AM	04/09/2018	8:35 A / 😭	u .	Open			
[	Extend								,				

Alternatively, you can click on the <Edit> button and change the time manually.

#### 3.3.3.4 Interrupting absences

Student absences can be interrupted. This may make sense, for example, if a student has reported in ill but still comes into school – just for the one period – to write an important class test.

To do this , go to the <Absent students> area and click on the editing button next to the respective student. Then click on <New interruption of the absence> and make the necessary changes such as start and end time in the window that is then displayed.

🔺 Absent students	(1)									
	Student	Fr.	Start time	То	End time	Reason of absence	Status	Text		
	Arielle	04/09/2018	8:00 AM	04/09/2018	<b>⊎</b> ⊒8:50 AM	ill	Open			
Extend										
				3						
Absence			x	THEV	v interruption	of the absence		х		
Student									-	
Arielle				In	terrupted a	bsences				
Fr. To				A	udent rielle					
4/9/2018 4/9/20	<b>•</b>			Ap	or 9, 2018 8:00 /	AM - 8:50 AM				
Start time End tim										
8:00 AM				Da	ite					
No interruptions	151			Ap	r 9, 2018					
				Sta	art time	End time	1			
Reason of absence	-			õ.	UU AIVI	8:50 AIVI				
UISEdSE	<u> </u>			Te	vt					
Text				ar	peared at the	e exam				
Natified to Least a				5	Save Close					
Notified to 🔲 Legal gu	ardian				1					
Booked on Aug 3, 2018	8:36:36 AM	from fp								
Changed on Aug 3, 2018	8:41:04 AM	from fp								
Save Delete C	lose				<b>.</b>					
				Student						
				Arielie	т.					
				Fr. 4/9/201	10	/2018				
				Start tin	ne End	time				
				8:00 AM	VI 💌 4:1	0 PM 🔻				
				Interr	uptions	15A			_	
				/ X	Apr 9, 2018 8:	:55 AM - 9:45 AM appe	ared at t	he exan	n	

Interruptions of absences can also be deleted (or generally edited) directly in the absence.

### 3.3.3.5 Deleting absences

Absences of students who are marked as absent in the class register window can be deleted using the <Edit> button.

Absence ×								
Student								
Fr. To 4/9/2018 V 4/9/2018 V								
Start time     End time       8:00 AM     Image: All the start of								
Interruptions								
Reason of absence								
Text								
Notified to 🔲 Legal guardian								
Booked on Aug 3, 2018 8:36:36 AM from fp Changed on Aug 3, 2018 8:44:44 AM from fp								
Save Delete Close								

#### Warning: Deleting only possible for a limited time

An absence can only be deleted for up to one hour after it was entered for security reasons. This time period can be changed by your WebUntis administrator in the class register settings.

### 3.3.3.6 Higher-priority school events

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

#### Example

A number of student in class 2b participate in a school event between 8am and 6pm:



These students now appear crossed out from the normal lesson taking place in parallel for class 2b and are marked with a symbol which means will probably not participate in this lesson and therefore does not need to be marked as absent.

### 3.3.4 Entering teaching content

Entering teaching contentThere are several ways of entering teaching content.

### **Quick input**

Click direct in the 'Teaching content' section and enter the teaching content.

### Input in dedicated window

Click on the <Enter teaching content> button at the bottom of the page or on the <Edit> button in the 'Teaching content' section. A window will open in which you can enter the teaching content.

Teaching conte						 
Writing Skills	Cla	ss 2A				
	Sul	niener berg niect MF				
	Dat	e Apr 12, 2018 1	:40 PM	- 2:30 PM		
	-					
	Tea	iting content				 _
		iting skills				
	Pre	Here you over the content previou	u car e teac t fron us les	n take ching n the sson		
		Apr 9, 2018	Mon	Writing Skills	1	
	L	Apr 5, 2018	Thu			
		Apr 2, 2018	Mon		1	
	6	Mar 29, 2018	Thu			
	Ē	Mar 26, 2018	Mon		1	
					2	
	Tea	ching method				
	<	Selection>	•			
	Rer	mark				
	Atta	achment				
	F	ile storage No	file sel	ected		
		_				
	S	ave Apply	Close	1		

In addition to entering teaching content, you can also view the teaching content of preceding lessons and if necessary copy this, you can select the teaching method used, e.g. 'Teamwork', assign the lesson a number and add a remark.

# 3.3.5 Reports on lessons

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

Arbeitsbericht	L	CSU	x	
Arbeitsbericht mit Lehrformen	ኦ			
Tagesübersicht Lehrer	L	CSU	x	ohne Seitenumbrüche
Fehlzeiten pro Unterricht pro Schüler	ኦ	CSU	x	
Fehlzeiten pro Unterricht pro Stunde	L	CSU	x	
Fehlstundenmatrix	L	CSU	x	ohne Einträge
Schüler im Unterricht	ኦ	CSU	X	
Schüler im Unterricht mit Bild	ኦ			
Noten pro Schüler	L	CSU	x	Notennamen ausgeben
Noten pro Klasse	L	CSU	x	
ICS Kalender	17,			

# ExampleWork report

BG Klassenbuch

School year : 2017/2018

Work report for the lesson

6:40

#### Class: 1A, Subject: Mathematik Periods of the lesson 8

Date	Prd.	Teacher	Topic	Homework	Abs. Students
Apr 9, 2018	12	Arc	1) equations		
Apr 10, 2018	7	Arc	2) equations		
Apr 12, 2018	7	Arc	3) equations		
Apr 13, 2018	3	Arc	4) equations		
Apr 16, 2018	12	Arc	5) Pythagoras' theorem		
Apr 17, 2018	7	Arc	6) Pythagoras' theorem		

### Example

# Matrix of absence periods

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



# Example report students in the lesson

Clas	ss: 1A, Subject: M, Teacher: A	Students in Arc,	the lesso	on		BG Klassenbuch School year : 2017/2018
	Surname	First name	Sex	Class	Entry	Exit
1	Balblair		m	1A	Sep 19, 201	11
2	Brummbär		m	1A		
3	Chef		m	1A		±
4	Hatschi		m	1A		
5	Pimpel		m	1A		)
6	Schlafmütz		m	1A		
	Sand			-		and have been a

# Example absence time per lesson

				BG Klassenbuch							
		A	Absence tin	School year : 2017/2018							
Aug 1, 2017 - Sep 23, 2018											
Class: 1A, Subjec	t: M, Student g	roup: , Te	acher: Arc		Periods of the lesson 200 166:4						
Student	Date	P	er of	Time	Reason of a	bsence	ENr.	Done			
<b>Student</b> Aigner Julia	<b>Date</b> 24/5	<b>P</b> 1	er of	<b>Time</b> 1:40 PM-2:30 PM	<b>Reason of a</b> disease	bsence	ENr.	Done			
<b>Student</b> Aigner Julia Aigner Julia	<b>Date</b> 24/5 5/6	<b>P</b> 1 1	er of	<b>Time</b> 1:40 PM-2:30 PM 1:40 PM-2:30 PM	<b>Reason of a</b> disease disease	bsence	ENr.	Done			
<b>Student</b> Aigner Julia Aigner Julia <b>Total</b>	<b>Date</b> 24/5 5/6 2	P 1 1 1:40	2 <b>er of</b> 1 %	<b>Time</b> 1:40 PM-2:30 PM 1:40 PM-2:30 PM <b>Total (im</b>	Reason of a disease disease	bsence 2	<b>ENr.</b> 1:40	Done			

# 3.3.6 Class register entries

As the name says, class register entries are 'official' entries in the class register. They can include, for example, notes on breaches of discipline during lessons. Accordingly, it is possible to make such entries for the entire class or for individual students.

The window for class register entries opens after you click on the <Class register entries> icon in the class register window or after clicking on the symbolin the field <class register entries>.

Klassenbucheintrag	х
Klasse 2A Lehrer Steiff Fach WEM	
Datum Zeit 09.04.2018  10:00	
Schüler Klasse     Alice 2A     Baghira   Cinderella   Heidi   Shir Khan   Strolch   Susi     T     V	
Eintragskategorie disturbance	
Klassenbucheintrag Baghira disturbs the lessons	
Noch mögliche Zeichen: 972	
Speichern Schließen	

In this window you can select individual students (using <CTRL>+click) or the entire class. Select a suitable remark category and enter your remarks in the field intended for that purpose. Please do not forget to <Save> your input.

The entry categories are determined by your class register administrator and cannot be changed by individual teachers

### 3.3.7 Homework

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

🌥 Hausaufgaben 😭

bis 16.01.2019 **Buch S. 33** bis 17.01.2019 Zusammenfassung zur Geschichte bis 18.01.2019 Buch S. 36 - Beispiele 4 bis 8

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

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

#### Note: Coyping of homework

If you want to copy a homework text, select the respective target date by clicking on the 'Edit' button. Now you see the homework for this data. In order to copy a homework in here you only need to click on the <Apply> button in the left column

#### 3.3.8 Open periods

You will find periods that still require entries to be made listed under menu item "Open period: Teachers. This list displays periods for which no teaching content has been entered and lessons for which student absences have not been checked.

You can use the 'Entry' selection field to limit the list to only those lessons where teaching content is missing or where absences are missing.

Once teaching content has been entered for a lesson it will no longer be displayed in this list.

C	Open periods for teacher Asim												
F	Fr. 4/9/2018 - Apr 9, 2018 Open periods: 4, Periods of the lesson: 4												
Т	Teachers Asim   Entry - All -  Report												
:	Selection	Class	Subject		Date	Fr.	То	Туре	Room	Class register			
		6A	GWK	Mon	Apr 9, 2018	8:00 AM	8:50 AM		R6A	🛝 🛣			
		5C	GWK	Mon	Apr 9, 2018	10:00 AM	10:50 AM		R5C	🛝 🛣			
										dan Da			
		8A	GWK	Mon	Apr 9, 2018	12:50 PM	1:40 PM		R8A				

The list will indicate optically whether absences or teaching content have been entered.

Click on the class register icon with a warning triangle in order to enter absences and on the book icon with a warning triangle in order to enter teaching content.

## 3.3.9 Offene Stunden Klasse

Unter <Klassenbuch> | <Offene Stunden/Klasse> haben z.B. Klassenlehrer die Möglichkeit sämtliche noch offenen Stunden Ihrer Klasse zu betrachten. Hier können Sie direkt sehen in welchen Unterrichtstunden Ihrer Klasse noch kein Lehrstoff eingetragen wurde oder wo noch keine Anwesenheitskontrolle durchgeführt wurde.

Mit dem Auswahl-Feld bei 'Eintragung' können Sie die Liste auf jene Unterrichte einschränken, bei denen nur der Lehrstoff oder nur die Abwesenheiten nicht eingetragen wurden.

Open pe	Open periods in class 2A											
Fr. 4/9/2018 - Apr 9, 2018 Open periods: 9, Periods of the lesson: 9												
Classes 24	A	Teachers -	Tentry - All -		Rej	Report		message				
Selection	Teacher	Class	Subject		Date	Fr.	То	Туре	Room	Class register		
	Mich	2A	GIT	Mon	Apr 9, 2018	8:00 AM	8:50 AM		R2A	🕼 🛜		
	Berg	2A	ME	Mon	Apr 9, 2018	8:55 AM	9:45 AM		R2A	🕼 📮 😈		
	Steiff	2A	WEM	Mon	Apr 9, 2018	10:00 AM	10:50 AM		R2A	🕼 落		
	Luth	2A	М	Mon	Apr 9, 2018	10:55 AM	11:45 AM		R2A	🛝 🛼		
	Sutt	2A, 3A, 3C, 4A, 4B, 5A,	VB	Mon	Apr 9, 2018	11:55 AM	12:45 PM		R2A	🛝 🛣		
	lon	2A	BIO	Mon	Apr 9, 2018	12:50 PM	1:40 PM		R2A	🛝 🛼		
	Grill	2A, 2B	LUK	Mon	Apr 9, 2018	1:40 PM	2:30 PM		R2A	🕼 👼		
	Fonda	2A	D	Mon	Apr 9, 2018	3:20 PM	4:10 PM		R2A	🛝 👼		
	New	2A	WEK	Mon	Apr 9, 2018	4:10 PM	5:00 PM		R2A	🛝 落		

In der Liste wird optisch angezeigt, ob die Abwesenheiten bzw. der Lehrstoff schon erledigt sind.

Um Abwesenheiten einzutragen, klicken Sie auf das Klassenbuchsymbol mit dem Warndreieck und um Lehrstoff nachträglich zu erfassen, klicken Sie auf das Symbol mit den Büchern und einem Warndreieck.

Über den Button 'Nachricht senden' können Sie eine Nachricht direkt an die betroffenen Lehrer senden welche noch offen Stunden haben.

## 3.3.10 Examinations

You can <u>enter</u> and edit examinations in WebUntis. An <u>Examination overview</u> provides a summary of how exams are distributed over the various classes.

Your WebUntis administrator can define a parameter for exams, for exam types (quizzes, test etc.), grading schemes, weighting facts or the number of exams a student can be expected to take in a certain period of time.

#### 3.3.10.1 Enter grades

### Assessing participation

If you, for instance, want to participate individual students during a lesson you just need to access the class register and click on the button <Enter grades>.

## 🗻 Schüler im Unterricht



The window for entering grades opens up.

Ba E -	<b>uer Sara</b> 3a - Cer			
	Prüfungsart			
	Select		•	
	Notenschema	1		
	Select		•	
	Text			
	Datum			
	10.01.2019			
				-
	Speichern	Abbrechen	Lösch	en

In this window you can define the type of examination, the grading scheme and the grade per student. Additionally you can write a remark and put down a time regarding this grade entry.

### Assessing a test

Generally test or any other written exams need to be entered into WebUntis as examinations.

Bau E - 3a	<b>er Sara   S</b> a - Cer	Ρ				
Ρ	rüfungsart					
	SP				× •	
N	lotenschema					
	Schema SP				× •	
N	lote					
	1	2	3	4	5	
Т	ext					
	Positive Stei	gerung von 4 a	auf 2		~	
D	atum					
	10.01.2019					
						-
	Speichern	Abbrechen			Lösch	en

Vie <Details of the period> (just click on the respective period in the timetable) and the button <Edit examination> you get to the derails of an exam.

Schüler im Unterricht	(31)
Bauer Sara	Hoffmann Paula
Becker Oskar	Jung Hanna

Here you can up-date the following information: Name of the exam, text, the responsible teacher, date of return, the responsible teacher for the returns and the grading scheme.

The button <Enter grade> opens the list of participants.

Bauer Sara (1)	🔲 Ho
🖌 🎋 🙀	
Beck Dskar	🔲 Ju
Notenübers	sicht

You can enter here the individual grades per student (you can also add a remark, if necessary) and save it.

After saving go to the button <Grades statistics> which gives you access to a statistics of grade plus a

calculation of the average grades.

#### 3.3.10.2 Entering examinations

Start entering exams by clicking on the first period in the timetable when an exam is to be scheduled.

Then click on the button with the question mark icon and the tooltip <New exam>and follow the predefined steps using the <Next> button.



**Warning: Using the correct subject** It is important for an examination to be entered for the 'right' lesson with regard to subject but not necessarily at the right time. The time (and date) can be changed as desired, but the connection to the lesson (subject) cannot.

As of WebUntis 2016 it is possible to assign several supervision teachers for a time range at one exam.

## Fr.11.01.2019, 08:00 - 08:45 Lehrer: Cer



Prerequisite is the following right: May change the supervision teacher .

#### 3.3.10.3 Notenmatrix

Unter <Unterricht> | <Mein Unterricht> | Button 'Schüler im Unterricht' | Button 'Notenmatrix' sehen Sie eine Matrixansicht mit allen Prüfungen, Noten und Schülern des Unterrichts:

#### Notenmatrix

Cer - E	- 3a 2018/2019				
	schüller	Noternoschiag	Gesantrole	6253711-11-00 2019	1131-P111019
1	Bauer Sara		1	1	2
2	Becker Oskar		2	2	2
3	Fischer Mia		2	1	3
4	Friedrich Julia		2	2	2
5	Fuchs Lisa		2	1	3
6	Günther Klara		3	2	4

Hier können Sie direkt in die einzelnen Felder klicken, um Schüler zu benoten. Die anschließende Ansicht wurde bereits in den vorigen Kapiteln behandelt:



Vergeben Sie hier die Note des Schülers und fügen Sie optional einen Text hinzu.

#### Hinweis: Gesamtnotenvorschlag

Falls Sie an Ihrer Schule den Gesamtnotenvorschlag aktivieren möchten, kontaktieren Sie Ihre Administration. Diese kann im Bereich der Notenschema-Stammdaten ein Gesamtnotenschema zuweisen.

### 3.3.10.4 Examination lists

You can access a complete list of all defined examinations via <Lessons> | <Examinations>.

Examina	ations													
Type - All -		Class	•	Teacher - All -		Subject ▼ - All -		F T	eriod 3/1/2017	▼ 9/	23/2018	Current school year	<b>v</b>	
Show d Selection	leleted records	Туре	Name	Class	Date	Fr.	То	Subject	Teacher	Room	Exported	Booked on	Return on	Text
	/ 🗙 💽 7	🙀 Exam	М	3C	Aug 16, 2017	10:00 AM	10:50 AM	М	Hero	R3C		Aug 14, 2017 4:46 PM		
	/ 🗙 📑 7	🙀 StdWd	First revision	2A	Apr 5, 2018	1:40 PM	2:30 PM	ME	Berg	R2A		Aug 6, 2018 8:01 AM		
	/ 🗙 💽 5	🛵 OE	First oral exam	2A	Apr 9, 2018	8:55 AM	9:45 AM	ME	Berg	R2A		Aug 6, 2018 7:18 AM		
	/ X 🖲 🤋	🕼 OE	First oral exam	2A	Apr 16, 2018	8:55 AM	9:45 AM	ME	Berg	R2A		Aug 6, 2018 9:12 AM		
16 Elemen	ts found, showin	ig 1 to 15. [Fi	rst/Next] 1, <u>2</u> [ <u>Nex</u>	t/Last]										
Report Hint: you c	Exams by typ	e Exam an exam for	calendar 💌 🗵 Ex	kam sche ia the link	duling Exam	n report with	grades 🔻	Exami	ination over	rview 🔻	Do r	not show empty records		
Delete	Save													

You can use the selection fields above the list to filter according to individual elements and by date.

#### Note: Entering exams

Examinations can be entered either directly by <u>clicking on the affected period</u> in the timetable or via <Lessons> | <Today's lessons: Teachers>, <Lessons> | <My lessons> or directly in the class register via the field <Examinations>.

## Exam calendar

The exam calendar shows all examinations of a class listed by subject.

26	27	28	29	30	31	1
h	b	4		k	7	0
24 - ME - Tort	Р	4	2A - ME - Tort	0	<u>/</u>	0
ZA - WE - Test			ZA - MIL - TOSC			
9	10	11	12	13	14	15
2A - ME - oral exam	1 -					
16	. 17	18	19	20	21	22
2A - ME - oral exam						
	24	25	26	27	20	20
23		23	20	3B - M - Exam	20	23
				JD IN LAUN		
30	1	2	3	4	5	6

#### Exam calendar for the month of April in the school year 2017/2018

### **Examination overview**

The examination overview is a frequently used report that summarises all exams of all classes on one calendar sheet.

### 3.3.10.5 Prüfungsberichte

# Prüfungsübersicht

Ein viel genutzter Bericht ist die Prüfungsübersicht Klassen/Lehrer, die alle Prüfungen aller Klassen/ Lehrer auf einem Kalenderblatt zusammenfasst.

Exam ca	lendar								$\overline{}$												
Class	Klasse	Klasse	Klasse	Klasse	Klasse	Klasse	Klasse	Klasse	Klasse	Klasse	Klasse	Klasse									
22/3																					7
23/3																					7
24/3																					7
26/3																					
27/3																					۲
28/3																					D
29/3																					
30/3																					
31/3																					7
2/4			ME																		
3/4																					
4/4																					
5/4			ME																	$\neg$	
6/4																	-			-	
7/4																				$\neg$	
9/4			ME														-			1	$\geq$
10/4																	-			-	
11/4																				-+	<b>F</b>
12/4																	-		-		Į
13/4																			-	-+	
14/4																				-+	7
16/4			ME														-	-	-+	-1	
17/4																	-		-	Ť	$\mathbf{\Sigma}$
18/4																	-	-	$\neg$	-+	$\mathbf{x}$
19/4																		+		Ť	5
20/4																				-+	-
21/4																				$\neg$	$\square$
23/4																	-+	-+		-+	I
24/4																	-+	+		-	
25/4	BIO																-+	-+	$\neg$	-+	
26/4																	+	$\rightarrow$	+	+	
27/4						м											-+			-	7
-	استخلت	-					-						1			اجيت				1-1-1-	

# Prüfungsbericht mit Noten

Ein Bericht mit allen Prüfungsnoten zu allen Prüfungen eines Lehrers

Туре	Name	Class	Subjec	Teacher	Date R	eturn on Durat	i Nr.Part.	Avg. grade	
Exam	D	5B	D	Stan	3/16/18	50	7/7	2,14	
Grades									
Surname	•	First nam	e	Class	Grade	Remark	:		
Ardbeg		Thomas		5B	1				
Bladnocl	1	Alice		5B	3				
Clynelisł	1	Finnan		5B	3				
Fetterca	irn			5B	2				
GlenOrd				5B	2				
Ledaig				5B	3				
Linkwoo	d			5B	1				

# Bericht Prüfungskalender

Ein Bericht mit der Übersicht über alle Prüfungen.

Exam calendar for the month of A	pril in the school year 2017/2018
----------------------------------	-----------------------------------

26	. 27	28	29	30	31	1
2A - ME - Test	β	4	2A - ME - Test	6	7	8
9 2A - ME - oral exam	10	11	12	13	14	15
2A - ME - oral exam	17	18	19	20	21	22
23	. 24	25	26	27 3B - M - Exam	28	29
30	<u>μ</u>	2	3	4	5	6

### 3.3.10.6 Prüfungsplanung

Die Prüfungsplanung bzw. den Prüfungskalender finden Sie unter <Unterricht> | <Prüfungen> | <Prüfungsplanung>.

Today Ti	metable	Lessons	Book	Class reg	jister	Substitutio	ns Cou	rses	Schedu	ing	Master o	lata	Administratio	n	
Examination	าร	My lessons Lessons: Cla	sses												
Туре		Examination	s			Su	bject		Perio	d					
OE Show deleted	d records	Exam statist Tasks	ics			▼ - /	All -		▼ 8/1/	2017	· 9/23/	2018	<ul> <li>Current school</li> </ul>	l year	•
Selection		Today's lesso	ons: Teach	ers	Date	Fr.	То	Subject	Teacher	Room	Exported		Booked on	Return on	Text
	× 5 1	Lessons of th	ne year for	teachers	ig 16, 201 ir 9, 2018	7 11:55 AM 8:55 AM	12:45 PM 9:45 AM	GSPB ME	Hari Berg	R7B R2A		Aug 1 Aug 6	1, 2017 11:41 AM , 2018 7:18 AM		bb
2 Elements foun	🗙 💽 🖠	Lessons of the Student grou	ne year foi ips	classes	r 16, 2018	8:55 AM	9:45 AM	ME	Berg	R2A		Aug 6	, 2018 9:12 AM		
5 Elements Ioun	iu, showing	Settings				<b>_</b>			E						
Hint: you can alv	wavs enter a	in exam for a l	lesson dire	ectly via the li	ink 🔽 .	Exam repo	ri wiin gradi	es 🗸	Examinat	IOTI OVE	erview 🔻	- Do	not snow empty re	coras	

Delete Save

Mithilfe der Prüfungsplanung können Sie auf einfache und übersichtliche Art Ihre Prüfungen für das gesamte Schuljahr verplanen, da Sie zusätzlich zum Kalender einen guten Überblick zu all Ihren Prüfungen (auch jene in anderen Unterrichten) und zu den Prüfungen Ihrer Schüler haben. Wählen Sie dazu im linken Bereich einen Unterricht und eine Prüfungsart aus, anschließend sehen Sie im Prüfungskalender an welchen Tagen der Unterricht stattfindet (orange gefärbt). Klicken Sie nun auf einen gewünschten Tag um eine neue Prüfung anzulegen.



#### Farblegende der Wochentage

Dunkelgrau: Tage außerhalb des Schuljahres. Hellgrau: Sonn- und Feiertage. Blau: Ferien Orange: Tage an denen der ausgewählte Unterricht stattfindet. Weiß: Tage an denen der ausgewählte Unterricht nicht stattfindet.

Je nach ausgewähltem Unterricht und ausgewählter Prüfungsart auf der linken Seite, sehen Sie für bereits existierende Prüfungen Symbole mit folgender Legende:



In der Prüfungsplanung sehen Sie auch Vertretungen und Sondereinsätze falls diese existieren. Die Anzeige findet im linken Bereich, unterhalb der einzelnen Unterrichte, statt.

# 3.4 Agenda

The WebUntis Agenda module assists you with room and resource administration. Your WebUntis specifies which rooms and resources you can book and which ones you can reserve. Reservations must

still be confirmed by the room administrator.

#### **Room / resource list**

A <u>room or resource list</u> provides information on the rooms and resources available. Various parameters can be entered here such as room capacity.

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

#### Change room

Use Room change if you need a different room for an existing lesson.

#### **Book room**

If you require a room at a specific point in time, use <u>Book room</u> to solve the problem. A room booking actually creates an <u>activity</u> with the room, i.e. an additional lesson is created.

### **Book resource**

Use <u>Book resource</u> when you require a resource at a particular point in time. This function actually only books the resource and does not constitute an activity.

#### New activity

If you wish to schedule an activity at a particular point in time but do not wish to base it on a room, then create a <u>New activity</u>. A date is set here, too.

### New lesson

A <u>new lesson</u> assists with planning <u>activities</u>, but you do not need to specify a date and time when you create it.

#### Additional periods

You can schedule <u>Additional periods</u> for all lessons imported from Untis and which have been newly created.

#### Appointments

You can arrange an appointment which other teachers or perhaps even classes attend.

#### **Bookings list**

The **Bookings list** shows you all the above-mentioned activities.

## 3.4.1 List of rooms/resources

The list of rooms or list of resources can be access via menu item <Book>. It allows you to look for rooms or resources according to equipment and features without the allocation plan restricting the search results.

It is, in principle, a list to which various filters can be applied.

## **Room list**

You can access the <List of rooms> in the <Book> menu of the navigation menu.

Type of resource		Room type	Department
Beamer fix		<selection></selection>	Selection>
PC		Room-group	Building
WiFi		<selection></selection>	Selection>
	-	Capacity min. max. 0 0	

## List of resources

The list of resources (<Book> | <List of resources>) displays a list of the mobile resources available at your school. You can activate various filters, as with the list of rooms.

ype of resource		Department	
auto Beamer flexible Notebook PC		<selection></selection>	۲
		Room	
		<selection></selection>	۲
		Building	
		<selection></selection>	۲
		Person in charge	
		<selection></selection>	v

When the option 'with current occupancy' is checked, it will show the central administrator in which period of the current day a resource was last booked or in which period of the following day (on which bookings are possible) the resource is booked.
Resources			
Resource	Full name	Apr 16, 2018	Apr 17, 2018
audi 100	audi 100		
beamer1	beamer1		
beamer2	beamer2		
beamer Fuji	beamer Fuji		
beamReservierung1	beamReservierung1		
beamReservierung2	beamReservierung2		
beamSony	beamSony		
HP Notebook R52	HP Notebook R52		10:00 AM-10:50 AM
pajero	pajero		
PC2	PC2		

Back

# 3.4.2 Change of room for a lesson

Proceed as follows if you wish to change the room for an existing lesson:

1. 1. Click on the lesson for which you wish to change the room.

ZA	•	Department	× •	*	04/16/2018	<b>&gt;</b>
Class teacher: v	von Aquita	nien				

1A 1B 2A 2B 3A 3B 3C 4A 4B 4C 5A 5B 5C 6A 6B 7A 7B 8A 8B 8C 9A

	Mon 04/	16	Tue	04/17	
8:00 AM 1	2A IUGI	Mich R2A			2A E
8:55 AM 2	2A ME	Berg R2A			2A,3A,3 VB
10:00 AM 3	TEXW	Steiff R2A			2A GSK
10:55 AM 4	2A M	Luth R2A	2A D	Fonda R2A	2A TEXW
11:55 AM 5	2A, 3A, 3C VB	Sutt R2A	2A BE	New R2A	1A,1B,2 DSP

The details of the period will be displayed.

2. Click on the <Change room> button in this window.

	Mon04/16/2018, 10:00 AM - 10:50 AM C	lass: 2A		×
ster	10:00 AM - 10:50 AM WEM - Steiff - WEM	-		L-No. 5901 🔨
<u>toon</u>	🕮 📾 🖻 💌 😪 🗙	<u>v</u> <u>v</u>		
	🗊 Unterricht		Details of the period	~
	D WEM	~		
A 7B	<b>X</b> 2A	~		
	WEM ZA	~		
ue o	🞓 <u>Steiff</u>	~		
	• RZA	~		B,2 NZ
				A E
	2A Aqu	2A	Luth	2A

The change of rooms window will be displayed.

3. Now select a free room from this window – all the filters that you know from 'normal' bookings are of course available to you here.

Change Monday Ap 10:55 A	of roc r 16, 2( M - 11:	018 45 AM	2A	Luth			
Free rooi	ns					Lesson rooms	
Selection	Book	Room EDV1	Capacity 0	Full name EDV Raum 1 EDV Raum	Text	R2A T	
	_			2		Room type <selection>    Type of resource   Beamer fix PC WiFi   WiFi   End date   4/16/2018</selection>	Capacity min. max. 0 0 Department A167 Suilding <selection> Room-group edv</selection>
Book	Withou	ut room	]	Back			

#### Note: End date

If you change the end date, you can also perform this room change for a longer period of time. If you, for instance, change the room for the subject BU on Monday then all Monday lessons of the subject BU will also be changed until the end date.

The room change will be displayed in the timetable and in the bookings list.

All rese	rvations																?
Apr 16, 2018 - Apr 22, 2018																	
Search		Start s	earch	Ţ													
Selection		Туре	Status	Туре	Room	Day	Date	Fr.	То	Periodicity	Remark	Remark	Students	User	Exported	Booked on	Booking
	2 🖪 ×	Ţ,	1		HP Notebook R52	Tue	Apr 17, 2018	10:00 AM	10:50 AM	once (nonrecurring)				fp		Aug 6, 2018 10:57:38 AM	<u>1134</u>
	/ 🕓 ×	-	1		EDV1	Mon	Apr 16, 2018	10:55 AM	11:45 AM	once (nonrecurring)	Change of rooms			fp		Aug 6, 2018 11:17:11 AM	<u>1135</u>
2 Elemen	s found, sho	wing all	Elemen	ts.1													
List of E	ookings 🔻	Confi	irm	Declin	e reservation S	ave	Reports										

#### Note: Room change via 'Today's lessons: Teachers'

You can also perform a room change via <Lessons> | <Today's lessons: Teachers>, again using the <Search for free room> button.

#### 3.4.2.1 Zusätzlicher Raum

Neben der Option einen Unterrichtsraum zu ändern, ist es in WebUntis auch möglich einen zusätzlichen Raum zu buchen. In diesem Fall muss in der Auswahlliste die Option <Zusätzlicher Raum> ausgewählt werden. Somit kommt es statt einer Raumänderung zu einer Buchung eines zusätzlichen Raumes.

									· · · · · · · · · · · · · · · · · · ·
	Change	of roo	oms VB	2A, 3A	A, 3C,	4A, 4B	Sutt		
	Monday Ar 11:55 A	or 16, 2 M - 12	018 45 PM						
	Free roo	ms						Lesson rooms	
	Selection	Book	Room	Capacity	F	ull name	Text	R2A 🔻	
	$\bigcirc$	-	R1C	0	1C		ERDGESCHOß	R2A	1
	$\bigcirc$	-27	R4A	0	4A			<additional room=""></additional>	
	$\bigcirc$	-27	R4B	0	4B			Selection officia	
-	$\bigcirc$	-	R5A	0	5A			Room type	Capacity min max
m	Stunde	enpla	n:						
	2A,3A VE	4,3C 3		Sutt R1C,R2	A				

• Phys (), R2a	^
Physiksaal BuchNr.: 3	
Klassenraum 2a	
<b>Klassenraum 2a</b> Kapazität: 32	

## 3.4.3 Booking rooms

There are various ways of booking rooms depending on requirements.

If you have specific demands on the room but are flexible as to time, it is best to book via menu item <<u>Timetable> | <Room list></u>.

If you, however, know the exact time, we recommend that you use menu item <Book> | <Book room>.

## Booking: Search for free rooms

#### Time range

<ul> <li>once (nonrecurring)</li> <li>daily</li> </ul>	Fr. 8/1/2017 💌	To 9/23/2018	Time range Current school year 🔍
<ul> <li>weekly</li> <li>every other week</li> </ul>	Start time E 8:00 AM Ved Thu	End time 8:50 AM	Whole day
<ul> <li>monthly</li> <li>continuous</li> </ul>			

In both cases you can restrict the rooms available using the following selection criteria:

#### Selection criteria

Type of resource	Room type	Department
Beamer fix	<	Selection>
PC		
WiFi	Capacity	Building
	min. max.	<selection> •</selection>
	0 0	
		Room-group
	_	<selection> •</selection>
	Ť	
Maximum allocation [ % ]		
Search	Cancel	

The types of resource are the ones that your WebUntis administrator has defined for your school.

#### 3.4.3.1 Room list

If you are flexible with regard to date when making a booking, the easiest method is to book rooms using the room list (<Book> | <Room list>).

First select one, several (using <CTRL>+Click) or all rooms (with the button of that name). You can filter the display of rooms by department, building, room group or and/or resource type using the options on the right of the window.

## Room selection for room overview

Overview format defaultÜ ▼

### Period

Fr.	То	
9/3/2017 🗸	6/30/2018 🔍	
Day of the week		
🖌 Mon 📄 Tue 🖌	Wed 📄 Thu 📄 Fri	🗌 Sat 📄 Sun
Start time	End time	
11:55 AM 🔍	12:45 PM 🔍	Whole day

Show periods in condensed way

Rooms			Department
R1C	1C		<selection> •</selection>
R2A	A		
R2B			Building
R2C			<selection> •</selection>
R4A			
R4B			Room-group
R4C			<selection> •</selection>
R5A			Deem true
R5B			
R5C			<selecuon> •</selecuon>
R6A			Capacity
R6C			min max
R7A			
R7B			0 0
R8A			
R8B			Type of resource
R8C			
REV			PC
AK1			VVIET
AK2			
BIS			
CHS			_
PHS			· · · · ·
MES			
EDV1			Apply
EDV2		•	
Next	All rooms		

### Advanced search

By default the room list displays a complete week. It may be desirable to limit the range displayed. You can use the <Advanced search> button to define a filter in order to display individual days or times.

#### Period

Fr.	То	
9/3/2017 🗸	4/22/2018 🔍	
Day of the week		
🖌 Mon 📄 Tue 🖌	Wed 🗌 Thu 📄 Fri	Sat Sun
Start time	End time	
11:55 AM 👻	12:45 PM 👻	Whole day

After making the desired settings, you will see a an overview of rooms indicating their allocation for the current week or for the selected time range. Normal lessons, reservations, bookings and rejected bookings are displayed in different colours.

#### Note: Navigating with the calendar

You can change the week displayed using the calendar in the navigation menu. The start and end dates of the selected week are displayed in the header.

#### Room selection for room overview



Legend Free period Lessons Not confirmed Activity Blocked period Holidays (not bookable) Examination Substitution

Back

Clicking on an occupied period will display the details for that period. Rooms which you are not allowed to book (due to missing rights assigned by the administrator) are marked completely grey.

### Book

Clicking on a free period shows a window in which you can book the room in question. Besides the start

time and duration of the booking, you can also enter additional details for the booking, such as the teacher in charge, remarks or type of booking (e.g. lesson, office hour, stand-by).

Booking	x
Booking of room R2C on the Nov 15, 2017 8:00	AM - 8:50 AM
Book Teacher Please select	Class Please select
The highlighted elements are already busy at this time. Confirmed bookings are not possible for highlighted rooms. Subject	
Department Fak1	Person in charge
U Type Seminar Participant 0	fp x v
Remark Remark	
e-mail address cala@cala.com ✔ An e-mail will be sent as soon as the booking status is changed.	
Notify the teachers of the activity. Confirm booking immediately	
Save Back	

Please note that when classes are displayed, elements involved in lessons at the time in question will be displayed on a red background. The booking can also be confirmed immediately if you have the appropriate rights. The <Book> button is used to complete the booking. The input window closes automatically and the room list is updated.

#### 3.4.3.2 Search for free rooms

If you know the exact time and date of your booking, the best way of finding a suitable room is via menu item<Book> | <Book room>.

You can enter the desired date and time at the top of the page.

Time range		
<ul> <li>once (nonrecurring)</li> <li>daily</li> <li>weekly</li> <li>every other week</li> <li>monthly</li> <li>continuous</li> </ul>	Fr.       To         7/25/2017       6/30/2018         Start time       End time         2:25 PM       3:10 PM         Mon Tue Wed Thu Fri Sat Sun         Image: Comparison of the second sec	Time range Time range
Selection criteria Type of resource PC Projector fixed WiFi	Room type Selection> ▼ Capacity min. max. 0 0	Department <selection>    Building   <selection>    Room-group   <selection></selection></selection></selection>
Maximum allocation [ % ]		
Search	Cancel	

You can filter the list of free rooms using the selection criteria for certain resource types, departments etc.

If a booking is to be made more than once use the periodicity in the <time range>.

## Periodicity

Time range

Here you cannot just book a room for a single event, but for e.g. every second Tuesday between 11:20 and 12:10 in the period from 18 September – 21 December, as shown in the example.

once (nonrecurring)	Fr. To	)	Time range
daily	7/25/2017 🛛 🗸 6/	/30/2018 🛛 👻	Time range 🔹
<ul> <li>weekly</li> </ul>	Start time Er	nd time	Whole day
every other week	2.23 FWI J.		
monthly	Mon Tue Wed Thu F	Fri Sat Sun	
continuous			

The list of free rooms found will be displayed when you click on the <Search> button.

3.4.3.2.1 Free rooms

After launching the search a list will be displayed with the rooms that are free at the defined times and the dates. The selection criteria will be shown once more above the list.

Booking: Free rooms									
Selection cr Jul 25, 2017 The booking	riteria 7 - Jun 30, g shall be r	2018, Mon, Thu, 2:30 F nade every 2th week.	PM - 3:20 F	M					(
Selection	Room	Full name	Capacity	27/7	7/8	10/8	21/8	24/8	4
	R1C	1C	0	Uacant	U Vacant	Uacant	Uacant	Uacant	Vaca
	R2A	2A	0	Vacant	U Vacant	Uacant	Vacant	Uacant	Vage
	R2C	2C	0	Uacant	U Vacant	Uacant	Uacant	Uacant	Vaca
	R4B	4B	0	Uacant	U Vacant	Uacant	Uacant	Uacant	Vaca
	R6C	6C	0	Uacant	U Vacant	U Vacant	Uacant	U Vacant	Vaca
	R7B	7B	0	Uacant	U Vacant	U Vacant	Uacant	Uacant	Vaca
	REV	EVANG RELIGION	0	Uacant	U Vacant	U Vacant	Uacant	U Vacant	Vaca
	AK1	AUSWEICHKL.1.ST	0	Uacant	U Vacant	U Vacant	Uacant	U Vacant	Vac
Anna	AK2	KL_2.ST.	Putter	-	<u></u>			-	

Select a room and click on <Next>. You can now select additional parameters for the booking such as class or subject.

Buchen	
Lehrer	Klasse
Bitte wählen Sie	Bitte wählen Sie 🔹 📖
🖌 Hugo	🖌 1a
	🛫 1b
Färbig gekennzeichnete Elemente haben zur gleich	en Zeit schon eine andere Aktivität
Färbig gekennzeichnete Räume dürfen nur reservie	rt werden
Fach	
His	
Abteilung	
Abteilung 1	
Menge	Verantwortlicher
0	Hugo Victor (gpLehrer) 🗙 🔻 ኛ
Art	
Unterricht	
Teilnehmer	Kostenstelle
0	
Bemerkung	_
Projektarbeit	
Anmerkung	_
E-Mail Adresse	
victor@hugo.com	E-Mailadressen der Lehrer hinzufügen
E-Mail-Benachrichtigung bei Statusänderung	
✓ sofort bestätigen: Kit,Ps1,Ps2	
Speichern Zurück	

Clicking on <Book> concluded the booking It will appear in the booking list and in the corresponding timetables.

### Periodicity

WebUntis Agenda will normally show only rooms which are free at the selected time. However, the periodicity search might show a room occupied at certain times but not at others.

The field <Maximum allocation> in the advanced search mask allows you to specify in percent on how many days a room may be occupied and still be displayed in the search results. This makes sense e.g. when it was not possible using an initial search to find a suitable room free at all times.

You can thus display rooms that are not available at all desired times and select a different room for each individual occasion.

## Booking: Free rooms

#### Selection criteria

Jul 25, 2017 - Jun 30, 2018, Mon, Thu, 2:30 PM - 3:20 PM The booking shall be made every 2th week.

R3C	3C	0	Uacant	U Vacant	Uacant	Uacant	Uacant
R7C	7C	0	Uacant	U Vacant	Uacant	Vacant	Uacant
r2	r2222	0	Uacant	Book.	Uacant	Uacant	Book.
Test	Test	0	Uacant	U Vacant	Book.	Uacant	U Vacant
room_6	room_6	0	Uacant	U Vacant	Uacant	Uacant	Uacant
room_7	room_7	0	Uacant	Book.	Uacant	Uacant	Uacant
room_12	room_12	0	Uacant	U Vacant	Uacant	Uacant	Book.
room_21	room_21	0	Uacant	U Vacant	Uacant	Uacant	Uacant
room_22	room_22	0	Uacant	Book.	Uacant	Book.	Uacant
room_23	room_23	0	Uacant	U Vacant	Uacant	Uacant	Uacant
room_27	room_27	0	Uacant	Uacant	Uacant	Vacant	Book.

## 3.4.4 Booking resources

Resources can either be assigned permanently to a room (e.g. an Internet connection) or can be held completely independently of the rooms (e.g. video projector).

Booking resources works in a similar way to booking rooms. Selecting menu item <Book> | <Book resource> gives you access to a search mask which you can use to search for free resources.

Booking: Search fo	r free resources	
Time range		
	Fr. To	Time range
<ul> <li>daily</li> </ul>	2/20/2018 🛛 3/12/2018	<ul> <li>Time range</li> </ul>
weekly     every other week	Start timeEnd time12:50 PMI:40 PM	whole day
<ul> <li>monthly</li> <li>continuous</li> </ul>	Mon Tue Wed Thu Fri Sat Sun	
Selection criteria		Developed
CPloase select>	•	Selection>
Group of resources	<u> </u>	Room
<selection></selection>	▼	<selection></selection>
		Building
		<selection></selection>
Maximum allocation [ % ]		
Search	Cancel	

All available resources will be displayed after defining your search criteria and clicking on <Search>.

Booking	Booking: Search for free resources						
Selection of Feb 20, 20 The bookin	riteria 18 - Mar 12, 2018, M ng shall be made eve	1on, 1 ry 2th	2:50 PM - 1:40 PM week.				
Selection	Resource	Text	Person in charge	5/3			
	HP Notebook R52		sek	📄 Vacant			
Back Next Cancel							

Activate the resource that you wish to book and click on <Next>.

Book resource	
Book	
Department	
<selection></selection>	
Amount	Person in charge
0	fp 🛛 🗙 👻 🏆
Remark	
project work	
Remark	
e-mail address	
An e-mail will be sent as soon as the booking status is changed.	
confirm immediately: HP Notebook R52	
Save Back	

You complete the booking by clicking on the <Book> button. As with a room booking, it will now be displayed in the 'My bookings' list.

### 3.4.4.1 Resource overview

As with teachers, there is a resource overview available listing which resources have been allocated. You can access this list under <Timetable> | <Resource overview>. The <Advanced search> button allows you to define a time range.

All resource types are listed in the right of the mask, allowing you to limit the list of displayed resources to a particular type.

## Resource selection for resource overview

Overview format defaultÜ ▼

### Period

Fr.	То	
7/25/2017 👻	6/30/2018 <	
Day of the week		
🗌 Mon 🕑 Tue 📄	Wed 📄 Thu 📄 Fri	📄 Sat 📄 Sun
Start time	End time	
12:50 PM	1:40 PM	Whole day

Show periods in condensed way

Resource	es		Type of resource	
audi 10	00	*	car	
beame	r1		Notebook	
beame	r2		PC	
beame	r Fuji		Piano	
beamF	leservierung1		Projector flexibel	
beamF	leservierung2			
beamS	Sony			-
HP No	tebook R52			
nur res	ervieren		Department	
pajero			<selection></selection>	•
PC2				
Steinw	ay		Room	
			<selection></selection>	•
			Building	
			<selection></selection>	•
			Apply	
			0440	
		Ψ.		
Next	All resources			

Click on <Apply> to activate the filter criteria. Clicking on <Next> returns you to the resource overview .

Resource selection	for r	esc	ouro	ce o	ove	rvie	ew																																												?
			_					_	_	_	_		_					_	_	_																	_				_	_	_				_	_	_		_
	Tue 25/7	Tue 1/8	Tue 8/8	Tue 15/8	Tue 22/8 2	Tue 29/8	Tue 5/9	Tue 12/9	Tue 19/9	Tue 26/9	Tue 3/10	Tue 10/10	Tue 17/1	Tue 0 24/1	Tue 10 31/	: Tu 10 7/	e Tu 11 14	ze 1/11 2	Fue 21/11	Tue 28/11	Tue 5/12	Tue 12/12	Tue 19/1	28/1 2 Wei	Tu 12 2/1 ih We	e 1 9/ eih	ie Ti	ue T 6/1 2	ue T 3/1 3	ue 0/1	lue 1/2 Sem	fue 13/2	Tue 20/2	Tue 27/2	Tue B/3	ue 3/3 2	ue 10/3	ue 7/3 3	зе Ть 4 10	e Tu 14	ue Ti 7/4 2	ue 4/4	ue /5 .Mai	Tue 8/5	Tue 15/5	Tue 22/5	Tue 29/5	Tue 5/6	Tue 12/6	Tue 1 19/6 2	ue 26/6
	12 PM	12 PM	12 PM	12 PM	12 1 PM F	12 PM	12 PM	12 PM	12 PM	12 PM	12 PM	12 PM	12 PM	12 PM	12 PN	12 1 Pi	12 И Р1	2 1 M F	12 PM	12 PM	12 PM	12 PM	12 PM	12 PM	12 P1	I PI	2 1. M P	2 1 M P	2 1 M P	2 1 M F	12 1 PM	12 PM	12 PM	12 PM	12 PM	2 1 M	2 1 M	2 1. M P	2 12 M P	2 13 M P	2 11 M P	2 1 M	2 PM	12 PM	12 PM	12 PM	12 PM	12 PM	12 PM	12 1 PM F	2 PM
audi 100	~		~	~		~	~	~		~	~			r	-	ſ	Ĩ		~				ĩ	Ĩ	-	- m	Ť	Ť	Ĭ	Ť	~	~	~	~	~	Ĩ	Ť	Ť	- <sup>-</sup>	Ť	-	~	~	~		~	~	ĩ	~	Ĩ	Ť
beamer1																																																			
beamer2			_		_	_	_						_	+	-	+	+	_								-	+	-	_	-	_	_	_	_	_	-	-	_	_	+	-	_	_	_		_					_
beamReservierung1		-			_	+	-		_	-	_			⊢	-	+	+	-	_			-	-	+	-		+	+	-	-	-	_	-	-	_	+	-	_	+	+	+	_	_	-	_	_		-			-
beamReservierung2						-		-	_					t		+	t		_								+									-				+	-										
beamSony																																																			
HP Notebook R52					_												+										_	_	_		_	_						_		+	_	_									
nur reservieren		-			_	-	-		_	_				⊢	+	+	+	_					-	+	+	-	+	+	_	-	-	_	_	-	_	+	-	_	+	+	+	_	_	_	_	_		_		$\rightarrow$	_
PC2		-			-	-	-		_	-			-	⊢	+	+	+	-	_		-	-	+	+			+	+	-	-		-		-	_	+	-		+	+	+		-	-	_	_		-			-
Steinway		1				-								t		+	t										t									-				+								_			
			-		-		-						-									-							-		-	-	_	_	_			-			_	-		-	-	-	-	_		-	_
Legend Free period Lessons	s Not	t confi	irmed	A	ctivity	В	llocke	ed pe	riod	Ho	oliday	5	Holid	ays (	not b	pokal	ole)	Ð	kamir	nation		Subst	itutio	n																											
Back																																																			

### 3.4.5 New activities

School events that are not entered via the timetable in Untis can be entered as activities in WebUntis. To do this, access menu item <Book> | <New activity>.

The special feature of the activity is that it does not have to be assigned a class, a subject or even a room. This makes it possible, for example, to include extra-curricular activities or special tuition in the timetable.

A new activity is based around a time and date, i.e. you must first specify when the activity is to take place and then define which class, teacher, subject and room are involved.

New activity

#### Time range

nd time	
:50 AM 🔍 👻	Whole day
	nd time :50 AM 🛛 👻

The new activity will be displayed in the timetables and under<Book> | <My bookings>.

#### 3.4.5.1 New lessons

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

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

New lesson	
Book Teacher Please select	Class Please select ▼ ✓ 1A ✓ 1B
ADM     Image: Constraint of the second system       Fr To     8/1/2017       8/1/2017     9/23/2018       Periods/week       1	Yearly periods
Department Fak1 Person in charge arist (Aristoteles) x v	
Remark	
e-mail address An e-mail will be sent as soon as the booking status is	s changed.
Notify the teachers of the activity.     Save Back	

You will find the new lesson under <Lessons> | <My lessons> or under <Book> | <My bookings>, where you can schedule additional periods, as described in the next chapter.

### 3.4.6 Additional periods

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

You need the 'change timetable' right for this.

Lessor	ıs Ar	rC								(	_							
Teachers Arc	3		Type of a	activity I	Pe ▼ 8/	riod 1/2017	<b>v</b> 9/	23/20	018 💌 Curr	ent	Additi via <	ional period My lessons:	s >	ļ				
L-No. 85800	1	Туре	Type of activity Lesson	Class 1B	Student group	Subject M	Teacher Arc	Per 4	Fr. Aug 29, 2016	Aug	To 6, 2017	Appointments	?	G	¢.	Students	Student groups	Reports

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

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

Book Status: Confirmed	
Additional periods	
Sooked on Aug 6, 2018 4:19:39 PM from fp	
Changed on Aug 6, 2018 4:19:39 PM from fp	
Seef-model on Aven C 2040 440-20 DM from fr	
Confirmed on Aug 6, 2018 4:19:39 PM from fp Teacher	Class
Confirmed on Aug 6, 2018 4:19:39 PM from fp Teacher Please select	Class Please select
Confirmed on Aug 6, 2018 4:19:39 PM from fp Teacher Please select ✓ Arist ✓ Bach	Class Please select
Confirmed on Aug 6, 2018 4:19:39 PM from fp Teacher Please select  Arist Bach Subject	Class Please select

Confirm the booking for the additional period. It will be displayed in all the relevant timetables as well as in the <<u>My bookings</u>>list.

#### 3.4.7 Appointments

Appointments allow shared appointments to be made for several teachers, classes and rooms when all elements involved are available. Appointments can be access via menu item <Book> | Appointments>.

For example, if Albrecht Dürer and Albert Einstein wish to arrange a project with class 1a in the library, simply choose the corresponding elements and click on <Search>. Free time slots will now be shown in green in the time grid below.

Clicking on a green area in the time grid will display a window prompting additional information to be entered for the appointment.

#### Note: Length of appointment

The default duration of appointments and the time range in which appointments can be created is set using administrator rights under 'Administration | Booking restrictions'.

Search for possible appointments	
Duration (in mins.) 60 Select the class teachers with class selection	
Teachers Classes Rooms	
A 1A R7A A	
Arist 1A R7B	Event on the Eab 15, 2018
Asim 1B R8A	Event on the rep 15, 2010
Baker 24 R8B	01 00
Beck 2A R8C	Glass 2B Teacher Callae Hugo
Berg 2B	Room PHS
Blan 2B AK2	
Bor 3A BIS	Start time Duration (in mins.)
Buck 3A CHS	2:50 PM    60
Cala 3B PHS	
Callas 3B MES	Subject
Circ 3C EDV1	<selection></selection>
DES	Department Person in charge
Day of the week Date 8:00 AM 0:00 AM 10:00 AM 11:00 AM 12:00 PM 1:00 PM 2:00 PM 3:00 PM 4:00 PM	<selection>    fp</selection>
Monday 12/2	
Tuesday 13/2	Туре
Wednesday 14/2	<selection></selection>
Thursday 15/2	
Friday 16/2	Remark
Saturday 17/2	
Sunday 18/2	Ontional taxt
	Optional text
Search	
	e-mail address
	Notify the teachers of the activity.
	An e-mail will be sent as soon as the booking status is changed.
	Confirm booking immediately
	Book Cancel

Clicking on <Book> completes the input. The appointment will now appear in all affected class, teacher and room timetables. You will also find it in the bookings list.

#### Note: Display of holidays

As of WebUntis 2015 this window will also highlight holidays in a different colour.

## 3.4.8 My bookings

The <My bookings> list in the <Book> menu of the navigation menu displays your bookings in the selected week.

My book	tings															
Apr 9, 201	3 - Apr 15,	2018	В													
Search		St	art sea	arch	7											
Selection			Туре	Status	Туре	Room	Day	Date	Fr.	То	Periodicity	Remark	Remark	Students	Booked on	Booking
	1	×		2	Lesson	R2C	Wed	Apr 11, 2018	3:20 PM	4:10 PM	once (nonrecurring)			28 🧟	Aug 6, 2018 1:54:49 PM	<u>1146</u>
	<u>/</u> 🔼	×		1	Lesson	R1C	Wed	Apr 11, 2018	3:20 PM	4:10 PM	once (nonrecurring)			28 🧕	Aug 6, 2018 1:54:23 PM	<u>1145</u>
	<u>/</u> -🏊			×	event	<del>RE</del> ¥	Mon	Apr 9, 2018	8:00 AM	8:00 PM	once (nonrecurring)				Aug 3, 2018 9:19:01 AM	<u>1133</u>
3 Elements	found, sh	owin	g all E	lements	.1											
List of Bo	ookings 🔻		New	Repo	rts											

Use the <Edit> button to change the details of a booking, cancel the entire booking or create additional periods.

Here you also have the option to add students to student groups for your bookings.

# 3.5 Sprechtag

Der folgende Abschnitt beschreibt die Funktionen des Sprechtags-Moduls aus der Sicht der (Fach-) Lehrer.

### 3.5.1 Die Planungsphase

Ist ein Sprechtag aktiv, so erscheint bei jedem Lehrer nach dem Einloggen ein entsprechender Hinweis auf der Startseite.

	First parent-teacher-day Jan 15, 2018 You can invite legal guardians to a meeting here until Dec 1, 2017 8:00 AM.	
-		

Durch einen Klick auf den entsprechenden Link gelangen Sie zum Planungsfenster für den Sprechtag.

First parent-tea	<mark>acher-day</mark> Jan 15,	2018				
Request room	1				ter abse	ences
Room R1C				The admir can allow t to enter al	histration teachers bsences	Mon 01/15
Request pare	nt-teacher interview				9:00 AM	
Class 2A Student	Text				10:00 AM	absent
Please select	<b>v</b>			_	11:00 AM	
Requested	Compulsory				12:00 PM	
Class	Student ^	Priority	List of students	lete	1:00 PM	
2A	Alice	Compuls	like to talk to		2:00 PM	
1A	Balblair	Requested	×		3:00 PM	absent
1A	Pimpei	Requested	~	•	4:00 PM	

Im linken Fensterteil können Sie jene Schüler auswählen, mit deren Eltern Sie ein Gespräch wünschen. Hier können Sie nicht nur Kommentare dazu schreiben, sondern auch markieren ob das Gespräch erwünscht oder verpflichtend eingestuft werden soll.

Im rechten Fensterteil können Sie etwaige Abwesenheiten eingeben.

Zusätzlich ist es je nach Einstellung durch die Administration möglich einen Raum für den Sprechtag auszuwählen.

Hinweis: Raumauswahl und Abwesenheiten Die Auswahl der Räume und Abwesenheiten kann durch Ihre WebUntis-Administration freigeschaltet

#### werden.

#### Tipp!

Die Abwesenheiten können auch dazu genutzt werden, um Pausen einzuplanen.

### 3.5.2 Eltern-Anmeldephase und Sprechtag

Der WebUntis-Administrator bestimmt den Zeitpunkt, ab dem sich die Eltern für Gesprächstermine anmelden können. Damit beginnt die Eltern-Anmeldephase. Ab diesem Zeitpunkt können Sie als Lehrer keine weiteren Gesprächseinlandungen an Eltern aussprechen.

Nach dem Einloggen haben Sie nun die Möglichkeit die Sprechtag-Seite aufzurufen oder unmittelbar die Liste der bisher eingetragenen Gesprächstermine herunterzuladen.



Auf der Sprechtagsseite sehen Sie, welche Eltern Ihrer Aufforderung zu einem Gespräch bereits nachgekommen sind und welche Termine bei Ihnen bisher gebucht wurden.

First par	ent-teacher	r <mark>-day</mark> Jan 15, :	2018						
Room					0	Vly appoi	ntments		(S D
R1C					Mon 1	5 T1			
Reque	sted interviev	ws			09:10	2	absent		*
Class	Student ^	Priority	Remark	registered	09:20		absent		
2A	Alice	Compulsory		Yes	09:3		absent		
1A	Balblair	Requested		Yes	09:4		absent		
1A	Pimpel	Requested		Yes	09:5		absent		
					10:0	D	Alice	R1C	
					10:1	D	Pimpel	R1C	
					10:2	0	Balblair	R1C	
					10:3	0	Bambi, Arielle ,	R1C	
					10:4	0	Bambi, Arielle ,	R1C	
					10:5	0			
									-

Die Terminübersicht können Sie auch über den Button rechts oben in pdf-Format herunterladen und abspeichern. In der Untis Mobile App für Smartphones und Tablets haben Sie zusätzlich die Funktion auf diese Termine zuzugreifen.

Der andere Button rechts oben dient dazu Ihre Termine zu- und wieder aufzuklappen.

Lehrkräfte haben bis zum Sprechtag die Möglichkeit diese Ansichten zu sehen. Das heißt Sie können

bis zum Sprechtag Ihre Einladungen und Gesprächstermine betrachten und diese auch herunterladen.

## 3.6 Dateiablage/Drive

In WebUntis haben Benutzer die Möglichkeit eigene Dateien abzulegen, diese in der täglichen Arbeit mit WebUntis einzubinden und mit anderen Benutzern zu teilen. Im Vergleich zu anderen Filehosting-Services bietet WebUntis Drive die Möglichkeit Dateien zu verwalten, ohne die tägliche Arbeit in WebUntis unterbrechen zu müssen.

### Zugriff

Den Zugriff zur Dateiablage zur Verwaltung Ihrer Dateien in WebUntis Drive finden Sie rechts oben neben <Meine Nachrichten>:



Über diesen Button gelangen Sie zu dieser Ansicht:

۵	Q	Suchen	Neu 🔻	) 1
Name *	Größe	Dateityp	Hochgeladen	
Shared Folder - M	1 KB	Ordner	-	:
🗌 🖿 Mat - 3a	151 KB	Ordner	-	:
	96 MB	Ordner	-	:
🗌 🖿 D - 1a	105 KB	Ordner	-	:
UUParty.txt	0 KB	TXT	02.03.2018 09:45	:
UebUntis_JSON_RPC_API.pdf	151 KB	PDF	29.05.2017 12:12	:
UebUntis.pdf	7 MB	PDF	03.05.2018 17:00	:
UebUntis.pdf	7 MB	PDF	03.05.2018 17:01	:
Unterstützungstext.txt	1 KB	TXT	15.05.2017 15:15	:

111.66 MB von 1.48 GB in Verwendung

In der oberen Abbildung sehen Sie als Beispiel vier Ordner aber auch Dateien. Hier sind Sie flexibel und können je nach Wunsch Ordner anlegen (z. B. für den gesamten Unterricht) oder beliebige Dateien in verschiedenen Formaten (pdf, doc, xls, csv, txt, usw.) hinzufügen.

### Hochladen von Dateien

Die einfachste Methode, um Dateien hochzuladen ist per Drag & Drop. Wählen Sie Ihre Datei aus einem Ordner auf Ihrem Computer aus und ziehen Sie sie in Ihren Drive. Durch Loslassen wird die Datei nun im Drive gespeichert.



Eine Alternative zum Drag & Drop bietet ein Klick auf den Button rechts oben und anschließend in den unteren Bereich. Hier wird ein eigenes Fenster zum Auswählen Ihrer gewünschten Datei geöffnet.

### Anlegen von neuen Ordnern

In WebUntis Drive finden Sie rechts oben einen eigenen Button für das Anlegen von neuen Ordnern:



Ordner erstellen

Erhöhe die Übersichtlichkeit des Dateisystems in dem du verschiedene Ordner für die Dateien anlegst. Bitte benenne den neuen Ordner und klicke auf "Ordner erstellen" um ihn anzulegen.



### Weitere Aktionen pro Datei/Ordner

Ein Klick auf das Symbol mit den drei Punkten öffnet folgendes Kontextmenü:

für Dateien:



- Speichern: das Speichern bzw. Herunterladen der Datei auf Ihrem Computer
- Öffnen: zum Öffnen bzw. Lesen der jeweiligen Datei
- Verschieben: zum Verschieben einer Datei in einen anderen Drive-Ordner
- Umbenennen: Umbenennung der Datei
- Details: Name der Datei, Größe, Dateityp, Datum des Hochladens, Status, Ordnername
- Löschen: Löschen der Datei von WebUntis Drive

### **Details & Teilen von Dateien/Ordnern**

Ein Klick auf das Symbol mit den drei Punkten bzw. ein Rechtsklick pro Datei oder Ordner, gibt dem Benutzer die Möglichkeit über 'i - Details' einen Link zu einer Datei oder Ordner zu generieren. Dieser Link kann wiederum mit anderen Personen geteilt werden.

Datei-Info		×
Für diesen Dateityp	gibt es keine Vorscha	au.
Bio-Ausarbeitung		
Тур	PDF	
Größe	49 KB	
Status	ОК	
Hochgeladen	11.06.2018 10:37	
Letzter Download	11.06.2018 10:37	
Downloads	1	
dashboard.cloud.c	loudRight.cloud	Rightl

In der oberen Ansicht sind Details wie z. B. Dateiformat, Größe, Datum des Hochladens oder die Anzahl der Downloads zu sehen. Ein Klick auf den Button 'Link generieren' erzeugt eine URL, die zur Datei führt:



Klicken Sie auf das Symbol mit den drei Punkten (rechts neben der URL), so öffnet sich folgendes Kontextmenü:

Information	
Тур	PDF
Größe	49 KB
Status	OK
Hochgeladen	11.06.2018 10:37
Letzter Download	11.06.2018 10:37
Downloads	🗍 Kopieren 🕼
dashboard cloud	× Deaktivieren
dashboard.cloud.	Löschen
https://sta	ash.cat/s/Z5

Kopieren: Kopieren der URL für den weiteren Gebrauch.

Deaktivieren: Deaktivierung der Verfügbarkeit des Links zur Datei bzw. zum Ordner. Nach der Deaktivierung ist die Datei bzw. der Ordner nur über WebUntis direkt zu erreichen (also nach dem Login und nicht anhand einer URL).

Löschen: Löscht die URL.

### Weitere Hinweise

Der grüne Balken symbolisiert den belegten Speicherplatz. In diesem Beispiel ca. 112 MB von insgesamt verfügbaren 1.48 MB:

111.66 MB von 1.48 GB in Verwendung

### Sortiermöglichkeiten

Sortiermöglichkeiten finden Sie in WebUntis Drive ganz oben in der ersten Zeile. Hier können Sie nach Größe, Dateityp, Datum oder Namen sortieren:



### 3.6.1 Einsatz der Dateiablage

Sie können die Dateien aus der Dateiablage an unterschiedlichen Stellen in WebUntis nutzen. In diesem Kapitel werden all diese Stellen beschrieben:

#### Interne Nachrichten

Sie können die Dateien, die Sie in WebUntis Drive abgelegt haben, in Ihren internen WebUntisNachrichten einbinden.

Beim Verfassen einer neuen Nachricht über <Meine Nachrichten> | <Interne Nachrichten> | <Neu> können Sie nun zusätzlich direkt auf Dateien aus Ihrem WebUntis Drive zugreifen und diese verschicken:





Liebe Kollegen, im Anhang die versprochene Anleitung. MfG, V.H.



Anschließend öffnet sich ein Popup-Fenster mit allen Ordnern und Dateien aus Ihrer Dateiablage. Wählen Sie eine oder mehrere Dateien aus:



Klicken Sie auf 'Dateien senden' um die ausgewählten Dateien in der internen Nachricht anzuhängen. In der internen Nachricht sehen Sie nun unterhalb des Buttons 'Dateiablage' die angehängten Dateien, die Sie an die Empfänger schicken möchten:

Dateiablage

Arbeitsunterlagen\_01.pdf 🗙, Bio-Ausarbeitung.pdf 🗙

Der Empfänger kann nun die Datei direkt aus der Nachricht heraus herunterladen, ohne zu bemerken, dass es sich um eine Datei aus WebUntis Drive handelt:

Empfänger

Arist, Cer

Nachricht

Liebe Kollegen,

im Anhang die versprochene Anleitung.

MfG,

V.H.

🗞 Arbeitsunterlagen\_01.pdf 🛛 🍳

🛞 Bio-Ausarbeitung.pdf

Mitteilung gesendet am 12.01.2019, 19:50 Ablaufdatum: 12.01.2020

### Info zur Stunde

Dateien, die Sie in WebUntis Drive abgelegt haben, können Sie auch in der Info zur Stunde einfügen. Klicken Sie im Stundenplan auf eine Unterrichtsstunde; folgende Ansicht sehen Sie:

Di.15.01.2019, 08:00 - 08:45 Lehrer: Cer			×
08:00 - 08:45 Bio - Aliasklasse			^
	<u>~</u>		
🗐 Unterricht		1 Info zur Unterrichtsstunde	~
🗾 Bio	~		
🔏 Aliasklasse	~		
🔁 Cer	~		
R1a	~		

Aufgeklappt sieht die Info zur Stunde folgendermaßen aus:



Sie und Ihre Schüler sehen dann anschließend im Stundenplan folgendes 'i'-Symbol über welchen Sie und die Schüler die Dateien herunterladen können, ohne zu merken, dass diese von der Dateiablage kommen.



### Hausaufgaben

Ein ähnliches Prinzip des Anhängens von Dateien aus WebUntis Drive finden Sie bei den Hausaufgaben im elektronischen Klassenbuch.

Hier haben Sie ab WebUntis 2018 zusätzlich die Möglichkeit, Dateien hinzuzufügen, die Sie zuvor in WebUntis Drive hochgeladen haben.

Hausaufgaben - Bio - Cer	х
🐈 Neue Hausaufgabe	^
Fälligkeitsdatum 19.01.2019  Hausaufgaben	
Beispiele 3 bis 9 aus den angehängten Unterlagen.	
Bemerkung	
Abgabe per Dateiablage und interner Nachricht - Minimum 400 Wörter	
Anhang Dateiablage Unterlagen.pdf 💥 Unterlagen 2.pdf 🔀	
Erstelle	en

## Lehrstoff

Auch im Rahmen der Lehrstoffeintragung im elektronischen Klassenbuch können Sie Dateien aus WebUntis Drive anhängen:

Lehrs	toff				
Die	vier	Mägen	der	Kuh.	

Vorstunden

	12.01.2019	Sa	P
	08.01.2019	Di	P
	05.01.2019	Sa	1
	01.01.2019	Di	1
	29.12.2018	Sa	P
Le	hrform		

Teamarbeit

-			
An	me	erku	ına

Annorkung	
Anhang	
Datelablage Kune.pul	
Speichern Übernehmen	Schließen

 $\sim$ 

## Nachrichten zum Tag

Ihre Administration hat die Möglichkeit auch für die Nachrichten zum Tag Dateien aus der Dateiablage anzuhängen.

## 3.6.2 Freigabe

Zu beachten ist auch die Freigabe im WebUntis-Profil des eigenen Benutzers unter dem Reiter 'Freigaben' und dem Feld 'Zugang zur Dateiablage':

#### Dateiablage

×

#### Authentifizierungsschlüssel für die Dateiablage

Verwenden Sie diesen Schlüssel zur Aktivierung der Dateiablage, der WebUntis Drive App oder dem WebUntis Drive Desktop Client.



Authentifizierungsschlüssel

grgQ7xH6rUp87ttCMfTv+OlBdMwDEEm4TrN/7aWau95BLPQ7+7kM/RKJcikupbbDJotAUhgls6HjNb /c493KVWI1AxGWF75JNBs5MQjymo0=:tmnk8iiHM42FfW4A4jxQlg==

Dieser Schlüssel kann verwendet werden für:

- Aktivierung der Dateiablage
- Aktivierung der App zur Dateiablage (nicht zu verwechseln mit Untis Mobile)
- Aktivierung des Desktop Clients zur Dateiablage (Windows 10)

#### Hinweis: Profil

Das Benutzerprofil ist von allen Ansichten zu erreichen: rechts oben in WebUntis neben dem Button zum Abmelden des Benutzers.

# 4 Form teacher/class teacher

Form teaches (class teachers) by nature require functions that go beyond those of 'normal' teachers. These additional functions can be accessed via menu item <Class register>.

Today	Timetable	Lessons	Book	Class register	Subst
_				Open periods: Teach	her
Open pe	riods in class	5 1A		Open periods: Class	
				Absences	- 1
Fr. 8/6/201	8 🔍 - Aug	6, 2018	Open p	Absence times	or
				Class-register entrie	s
Classes 1A		Teach	hers - All	Homework	
				Class services	- 1
Nothing to a	lisplay			Exemptions	- 1
				Reports	
				Settings	

The following menu items are available in addition to < <u>Open periods: Teacher</u> > described above:

- Open periods: Class
- <u>Absences</u>
- Time absent
- <u>Class register entries</u>
- Class services
- Exemptions
- Reports

# 4.1 Open class register periods

In addition to his/her <u>own open lessons</u> (absences and/or teaching content not entered), a class teacher can also view and where necessary edit all open lessons of his/her class.

Open periods in class 2A										
Fr. 7/9/2018 - Aug 6, 2018 Open periods: 162, Periods of the lesson: 162										
Classes 2A Teachers - All - Entry - All - Report Send message						nessage				
Selecti	on Teacher	Class	Subject		Date	Fr.	То	Туре	Room	Class register
	Mich	2A	GIT	Mon	Jul 9, 2018	8:00 AM	8:50 AM		R2A	📠 🛣
	Berg	2A	ME	Mon	Jul 9, 2018	8:55 AM	9:45 AM		R2A	📠 🛣
	Steiff	2A	WEM	Mon	Jul 9, 2018	10:00 AM	10:50 AM		R2A	🕼 🛼
	Luth	2A	М	Mon	Jul 9, 2018	10:55 AM	11:45 AM		R2A	🕼 🛼
	Sutt	2A, 3A, 3C, 4A, 4B, 5A,	VB	Mon	Jul 9, 2018	11:55 AM	12:45 PM		R2A	🛝 🛣
	Ion	2A	BIO	Mon	Jul 9, 2018	12:50 PM	1:40 PM		R2A	🕼 🛼

Here you can also send a message to all teachers who still have open periods by clicking on 'Send message'.

# 4.2 Editing absences

The class teacher can display a list of all the absences of students in his/her class via menu item <Class register> | <Absences>. This can be customised using various filters and the individual absences can be edited with a click on the <Edit> button.



## Combine

You can use the <Combine> button to merge two or more absences of the same student to form a single absence. All absences in the selected area will be combined if this is possible. If the student was marked absent in the first, second and fourth periods but his/absence was not checked in the third period, these absences will be combined to form a single absence. Absences with different reasons or different Status are not combined.

### **Excuses**

Use the <Excuse> button to excuse several absences in one operation.

## Status

The status of an excuse can have various states such as *open, excused* etc. The class teacher can thus excuse absences. The different statuses are defined by your WebUntis administrator.

If you wish to change the status, either click on the entry in the 'Status' column (a question mark in the case of open absences) or on the <Excuse> button.

You can also enter a reason of absence in this dialogue.

0001000		Excuse for Mogli	2
Class - All -	Student   All -   Activate class filter	Se Excuse number 0 Re Status	Date 8/6/2018 💌
Selection	Type User Studer Cla	- [Open] ss CI-Te Sutt	
Element found.1 New Delete	Combine Excuse Reports	Absence Mogli, Apr 9, 2018, 10:55 A	M - 11:45 AM
	2	Reason of absence disease Text	•
		Save Close	

## **Excuse letters**

WebUntis can print letters of excuse forms for your students' times of absence. For this, select <Reports> | <Letter of excuse>.

The letters of excuse forms can be handed out to your students, completed, signed and collected.

## **Class filter**

Under 'Absences' there is the option *Activate class filter*. This function will be described in the following examples:

Student Zimmermann was in class 1a until 15 march, then she attended class 1b. Absences of the student which were in the time when she was still in her original class are shown by default also in the new class.
Abwesen	Die K s	(lasse elektie	1b ist rt.											
Klasse			Schüler	Su	che		_	Zeitrau	m					_
1b		~	- Alle -	• 🛣			P	01.03.	2015	31.03.2015	▼ Ak	tueller Monat	-	
			📄 Klassenfilte	raktivieren Ab	wesenheit	sgrund		Status			Sorti	erung		
			Gelöschte I	Datensätze anzeigen -	Alle -		•	- Alle	-	۲	Kla	sse, Schüle	r, Dati ▼	
Auswahl		Ar	t Benutzer	Schüler	Klasse	KI-Leh	v	on	Beginn	Bis	Ende	Grund	Status	Text
	/ 🗙 🛛	j L	admin	Zimmermann Greta	1a 🔪	Gauss	09.03	3.2015	08:00	09.03.2015	15:10	Krank	<u>entsch.</u> / 10	
	/ 🗙 🛛	j L	admin	Beck Niklas	1b	New	23.03	3.2015	08:00	23.03.2015	15:10	Unbekannt	2	
2 Elemente ge	funden, A	nzeige a	aller Elemente.1			1	_							
Bericht Abwe	esenheite	n Zusam	menfassen	Entschuldigen		Schülerin zum 15 1a. Do Abwes	IZimm des l esweg	nerman Monats en wird	warbis inder ihre zeigt					

If you check the option Activate class filter, such absences are not shown.

Absences															
Class - All -	St	udent All -			•	Sear	ch	P	Period 3/5/2018	▼ 5/14/2018	-	Time rang	e		•
		Activa Show	te cla delete	ss filter ed record	s	Reas - Al	on of absence	۲	Status - All -	•	So C	rting lass, St	udent,	Date	¥
Selection		Туре Ц	Jser	Student	Class	CI-Tea	Fr.	Start	То	End	Reaso	n Status	Text		
	b 🗊	ka 1	fp	Mogli	1B	Sutt	Apr 9, 2018	10:55 A	M Apr 9, 20	18 11:45 AM	ill	?			
New Delete	Combine	e E	xcuse	e Rej	oorts reate a	report o	f the absences	; 🔊 💷							

## 4.3 Time absent

An 'absence' is always used in WebUntis Class register to denote a student's absence. The student is absent for example on Wednesday, 8 April.

'Time absent' result from a student's absences and timetable. Those periods are counted in which the student would have had lessons. The above mentioned absence on Wednesday, 8 april could have resulted in e.g. 2 actual missed lessons/key> (i.e. 'time absent' of 2 teaching periods).

Time absent for a day can be accessed using the <Class register> | <Time absent> function. Here you also can search for class, students and status.

	/ @	<u>Deactivate</u>	Automatic assignment of appointments	May 25, 2018	First parent-teacher-day	Optimisation	Apr 25, 2018 12:00 AM - May 16, 2018 12:30 AM	Assign automatically
--	--------	-------------------	--------------------------------------	-----------------	--------------------------	--------------	--	----------------------

You can find the time absent per student (for any desired period) under menu item <Class register> | < <u>Reports</u>>.

## 4.4 Class register entries

Form teachers can view a summary of entries for the school year under <Class register> | <Class register entries>. Classes, individual students and/or the entry category can be selected, and the review period can be set.

lass				Stu	dent		1	Remark category			Peri	od			
2A				▼ - <i>1</i>	All -		•	- All -	•		9/4/	2017 🛛 💌 8/1	1/2018	Time rang	е
					Show delete	d record	s								
Selection				Туре	Name	Class	Day	Date	Time	Subject	User	Remark categor	y Group for	categories	Text
	1	×	5	2	Strolch	2A	Tue	Dec 19, 2017	11:55 AM	BFLZ	dr	neu			tsxt
	1	×	6	2	Cinderella	2A	Tue	Dec 19, 2017	11:55 AM	BFLZ	dr	neu			tsxt
	P	×	9	2	Shir Khan	2A	Tue	Dec 19, 2017	11:55 AM	BFLZ	dr	neu			tsxt
	1	×	٩	2	Baghira	2A	Tue	Dec 19, 2017	11:55 AM	BFLZ	dr	neu			tsxt
lements	foun	d, sh	nowin	g all E	lements.1										
New	Delet	te	Re	port	Reports										
					Class reg	gister er	ntries (	per student 🔼	50 🗙						
					Class red	aister er	ntries (	oer class 🔟	50 🗙						

You will also find the reports *Class register entries per student* and *Class register entries per class* as pdf, csv or xls document using the <Reports> button.

## 4.5 Class services

As form teacher you can enter the class services for your class. Class services include, for example, class representative and deputy class representative as well as class prefect.

#### Note: Class services

It is up to the class register administrator to determine which class services can be assigned at your school.

Menu item <Class register> | <Class services> provides an overview of all class services defined for the classes for which you are class teacher.

Class services: 1A	ew							
Class 1A	•	Service ew		•	Period 8/6/2018	} 🗸	9/23/2018	▼ to the end of the school year
	6. 8.	13. 8.	20. 8.	27. 8.	3. 9.	10. 9.	17. 9.	
Balblair								
Brummbär								
Chef								
Hatschi								
Pimpel								
Schlafmütz								
Seppl								

You can assigne students to class service by ticking the checkbox next to their name in the respective week. You can also select lines (students) or columns (weeks) and activate or delete all checks of these columns by ticking the functions  $\mathcal{M} \square$ .

Alternatively you can also click the button <Automatic student allocation>.

Schlafmütz											
Seppl											
	0	0	0	0	0	0	0				
Save Automatic student allocation Reports 🔻											

Just enter the number of students needed every week for class service and the duration of the class service. It is important that entries which have been done manually are not deleted but taken into account during the automatic allocation. Students can also be exempted from class service.

Period     8/6/2018     9/23/2018       Students required     2     -       Duration (weeks)     1     -       Take holiday and other days off into account Allocation by     Surname	х
Students required     2       Duration (weeks)     1       Take holiday and other days off into account Allocation by     Surname	•
Duration (weeks)     1       Take holiday and other days off into account Allocation by     I	*
Take holiday and other days off         into account         Allocation by    Surname	4
Allocation by Surname	Ť
	•
Sorting Ascending	•
Start with student Balblair	•
Exceptions Balblair	*
Brummbär	
Chef	
Hatschi	
Pimpel	
Schlafmütz	
Seppl	Ψ.
Schedule Cancel	

## 4.6 Exemptions

If a student is exempted from a lesson it can be entered under <Class register> | <Exemptions>.

Exención nueva	Х
Grupos Alumno (1A)	
1A 🛛 🗙 👻 Elija	. 💌
✓ Chef	
Período Día de la semana	
6/8/2018 🗸 6/8/2018 🗸 🏼 cada día	•
Materias Departamento (de materias)	
BE	
Inicio de la hora Final de la hora	
0:00 💌 0:00 💌	
Motivo de exención <selección> ▼</selección>	
Texto	
infracción	
Guardar Cancelar	

The exemption will be displayed in the class register with a plaster and crutches icon for the student in question. If you click on the blue 'i' icon, you will see the details of the exemption. If you now mark an exempted student as absent, the period will be added to absence time, but in the 'non-counting' category, i.e. non-relevant absence time.



Exemptions can be entered that apply to all lesson periods at particular times.

Exención nueva	Х
Grupos     Alumno (1A)       1A     X     ►/ija       ✓ Chef        Período     Día de la semana       6/8/2018     ✓ (ada día ▼)	<b>T</b>
Materias     Departamento (de materias) <selección>     ▼</selección>	
Inicio de la hora Final de la hora 0:00	
Motivo de exención	
<selección></selección>	
Texto	
Guardar Cancelar	

Reasons of exemption can be entered in master data by the WebUntis administrator.

## 4.7 Reports

You can create a large number of reports via menu item <Class register> | <Reports>.

You can access reports on absences, class register entries, work reports, examinations and teaching methods. For many reports you can select either the entire class or individual students in the class.

L

You can limit a report to a certain period using the date fields. The filters <class> and <student> give you the option to better filter the content of the reports.

For some reports you have additional filter options stated in the respective line of the report. An example: for the report <Absence time per class> you have the filter option <Sorted by students>.

The following options are available for most reports:

PDF output>: generates the report in PDF format.den Bericht im pdf-Format.

CSV output>: saves data in CSV (comma separated values) format.
Excel output >: creates a Microsoft Excel file.

You will find <u>further reports</u>under <Lessons> | <My lessons> when you click on the <Report> button for a particular lesson.

### 4.7.1 Examples of reports

There are numerous reports available to evaluate data in the class register, for example:

## Absence time per student



Class 2B, Jul 16, 2018 - Jul 21, 2018

Student	Balu							
Text								
Class	2B							
	Periods	of	1					
Date	Periods	Prd.	Subject	Teacher	Reason of absence	ENr.	Done	Status
Mon 7/16/18	1	0:50	E	Ass	disease			not excu.
Mon 7/16/18	1	0:50	М	Blan	disease			not excu.
Mon 7/16/18	1	0:50	WEK	New	disease			not excu.
Total	3	2:30					•	
Of those	3	2:30	1					
Total	3	2:30	1					
Of those	3	2:30	1					

## Absence time per class



BG Klassenbuch

BG Klassenbuch

School year : 2017/2018

School year : 2017/2018

Jul 16, 2018 - Jul 21, 2018

Class: 2B									
Date	Student	Perio Perio	ods of ods Prd.	Subject	Teacher	Reason of	absence	ENr.	Done
7/16/18	Mo Balu	1	0:50	Е	Ass	disease			
7/16/18	Mo Balu	1	0:50	М	Blan	disease			
7/16/18	Mo Balu	1	0:50	WEK	New	disease			
7/16/18	Mo Hathi	1	0:50	М	Blan	disease			
7/16/18	Mo Hathi	1	0:50	WEK	New	disease			
7/16/18	Mo Louie	1	0:50	М	Blan	disease			
	Total	6	5:00	Total	(integrating)	6	5:00		
	Of those unexcused.	6	5:00	Of th	ose unexcused.	6	5:00		

Class register bookcover

X			BG Klas 2017/2	senbuch 018	
Class register		2B	S	itart Ind	Aug 1, 2017 Sep 23, 2018
Class teacher		Blan			
Subjects		Teachers			
LÜ (Basketball)	BB	Grill, Aqu			
Bildnerische Erziehung	BE	New, Sen			
Betreuung in Frei- und Lernzeit	BFLZ	Rigg, Bin, Callas			
Biologie	BIO	Arnim, Cala			
Deutsch und außerdem ist das ein ganz ganz langer Langname	D	Kel			
Darstellendes Spiel	DSP	Lag			
Englisch	E	Ass			
LÜ (Fußball)	FB	Goethe			
Instrumentalunterricht Flöte	FLOE	Baker			
Instrumentalunterricht Gitarre	GIT	Mich			
Geschichte und Sozialkunde	GSK	Кер			
Geographie und Wirtschaftskunde	GWK	Gauss			
Leibesübungen Knaben	LUK	Grill			
Leibesübungen Mädchen	LUM	Blan			
Mathematik	М	Blan			
Musikerziehung	ME	Berg			
Physik	PH	Hero			
Evang, Religion	RE	Stu			
Kath.Religion	RK	Bor			
LÜ (Jazzgymnastik)	TANZ	Meit			
Textverarbeitung	TEV	Fonda			
LÜ (Volleyball)	VB	Sutt			
Technisches Werken	WEK	New			
Textiles Werken	WEM	Steiff			
Class representative					
Deputy class representative					

# 5 Headmaster

WebUntis Register's hierarchical system of user rights allows 'normal' teachers to edit their own lessons, class teachers (form teachers) to also edit their 'own' classes and the headmaster to access all this information.

The headmaster should now have access to all this data, but is not usually necessary for the headmaster to change this data.

Besides use of the internal messaging system, our <u>rights template</u> for the headmaster allows the following items to be viewed:

- All timetables
- Class services
- Examinations
- Exemptions
- Teaching content
- <u>Homework</u> <u>Absences</u> Class register entries

Open periods Reports for the class register

## 5.1 Printing the class register

If it is necessary to print out the class register at the end of the school year for archiving purposes, there are a range of options for this under <Class register> | <Reports>.

Most schools use the work report 'Daily overview class' report for printing the class register.



In many cases, the 'Class register bookcover' is also printed out.

# 6 Administration

The following section deals with the administration of WebUntis.

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

This is followed by chapters on <u>Basic settings</u>, <u>Importing student data</u>, <u>User administration</u> and the <u>Timetable</u> before modules <u>Class register</u>, <u>Agenda</u> and <u>Student</u> are explained.

The section concludes with User tips to assist you in using WebUntis.

## 6.1 Getting started

This section is a to-do list intended to help you perform the required steps for getting started with WebUntis in the right order.

## Logging in

Gruber & Petters will provide you with the URL of the web server, school name, user name and password. You can use this information to log in immediately.

### Warning: Changing your password

Your first step should be to modify the password of user admin. To do this, click on <Profile> and then on <Change password>.

Data transfer

First, Untis data (master data, lessons, timetable) must be transferred to WebUntis. Please refer to chapter <u>Data transfer</u> in the section <u>Untis users</u> for more information on this.

Importing students

You now need the students in your system. Please read chapter <u>Importing student data</u> for information on importing students.

Basic settings

You can now specify basic settings for WebUntis.

User groups - Users

You must create <u>user groups</u> and <u>users</u> and assign <u>rights</u> in <u>user\_administration</u> in order to enable other people to work with WebUntis.

Student groups

must be created for e.g. split lessons in order for all students to be assigned to the correct lessons. The teachers taking these lessons generally perform this task. This is why chapter <u>Student groups</u> is located within chapter <u>Teachers</u>.

### Note: Rights: student allocation – master data student-group

Any teacher wishing to assign rights to his/her lessons independently requires student allocation rights. The master data student-group right is generally not required. It authorises a user to change the name of a student group or of a class from which students can theoretically be assigned. Any teacher wishing to assign students to his/her lessons independently requires student allocation rights. The master data student-group right is generally not required. It entitles a user change the name of the student group or class from which students can be assigned. A description of all rights in WebUntis is listed on our official website.

## **Class register administration**

There are additional <u>settings</u> and <u>master data</u> that require editing if you use the class register module (see chapter <u>Class register administration</u>).

## Agenda administration

The agenda module also has its own <u>settings</u> and <u>master data</u> that require editing (see chapter <u>Agenda</u> <u>administration</u>).

## Student administration

In this chapter you learn more about how to manage courses in WebUntis.

## Administration parent-teacher day

Here you can work on the new parent-teacher day module as an administrator.

## 6.2 Basic settings

Basic settings are made in the navigation menu under <Administration> | <Settings>. As a matter of principle, these basic settings apply to all users, but they can be adapted to match the special requirements of a group or user in the <u>user group</u> (e.g. session timeout) or in the <u>user profile</u> (e.g.

### language).

Settings	
Country	Austria
Language	Deutsch v
Time zone	Time: 2:25 PM
First day of the week	Monday O Tuesday Wednesday Thursday Friday Saturday Sunday
Days in the first week	4
Logo	Upload photo Delete photo
Datenschutzerklärung	Attach file Datei löschen Erlaubte Dateitypen: pdf
Phone number of the school	
Number of login-failures before account is blocked	15
Duration the account is blocked [min]	0
User group for the self-registration of parents	Self-registration deactivated V
Session Timeout [min]	60
Publish news of the day as RSS feed	
Main system for student- and teacher contact details	
General filter for departments	
Preselect the department of the user	
Students may send messages only to their class teachers	
Students may only see public news	
Always forward internal messages to the recipients email- address	
Block the users of inactive students only after the end of the school year	
Default date for the student import	Beginning of the school year
Consol the activity if a simple second is destined.	Current date
Cancel the activity if a single room is declined	
Additional remarks for resource report	
Email to the person in charge for the room bookings	0
e-mail address administrator	
e-mail address timetabler	Testmail
Use the e-mail address of the user in the reply-to field	
SMS recipient	Own address         Legal guardians         Persons entitled to receive information         Companies           Available         Image: Company of the second sec
Extended administration of orades	0
Line 1 of the Untis license	BG Klassenbuch
Modus	Expertenmodus
Data entru wizard	
Data entry wizard	

In the following several settings are explained:

Im Folgenden sollen einige Einstellungen beschrieben werden.

#### Language

Select the global language for your WebUntis. Users can then select the language they prefer via their own profile.

#### First day of the week

Here you can select which day of the week should be the first day displayed in your timetable view.

Logo

You can embed your school logo in WebUntis here. All users will see it at the top left after they have

logged in.

#### Note: DeleteBrowser cache

It is very likely that your local browser will cache images. This means that whenever you upload a new image it is possible that it is not immediately displayed. Explicitly delete the cache of your browser after uploading so that you can see the current image.

#### Telephone number of the school

You can enter a text and the phone number of your school. This entry is displayed on the top right of the dynamic office hour list. An example for this would be: 'Please call in advance: 01 4444 4444'

#### Number of login-failures before account is blocked

This option defines how often a user can unsuccessfully log in before his or her account is blocked. The default value is 8.

#### Duration the account is blocked

Defines how many minutes a user's account is blocked before he or she is permitted to try it again. The default value '0' means that the account is blocked forever, without any end time.

#### User group for self-registration of parents

As soon as a user group has been selected here, you activate the self-registration feature as administrator. Self-registration can be seen afterwards in the logged-out area. Self-registered users are automatically integrated in this user group:

Login
Meine Schule
Benutzer
Passwort
Login
Passwort vergessen? Noch keinen Zugang? Registrieren

#### Session Timeout

The session timeout is the time after which inactive users will be automatically logged out of the system. The maximum time that can be set is one hour. The default value is 30 minutes. You also can define per user group how long the Session Timeout should be.

#### Publish messages of the day as RSS Feed

The messages of the day which you create via <Administration> | <Messages of the day> can be subscribed to by your users via RSS. This means that messages of the day can also be read outside of WebUnits (time-delayed).

### Main system for student and teacher contact details

When you check this option, all information on address and contact details of students and teachers (e.g. e-mail address) coming from Untis are ignored.

#### General filter for departments

This filter for departments is meant especially for larger (high) schools, since by checking this option it globally triggers the display of a department filter (top right in WebUntis) and a filter for the timetable in WebUntis.

#### Preselect the department of the user

WebUntis automatically selects the department of the user whenever the user logs into WebUntis.

#### Students may send messages only to their class teachers

If you provide WebUntis users with the possibility to send messages, you can limit students to the option to only be able to send messages to their from / class teachers.

#### Students may only see public news

Students see only public messages of the day.

#### Always forward internal messages to the recipients' e-mail address

By checking this option the administrator defines, whether all internal messages should be forwarded to the e-mail addresses of the users.

#### Note: Global vs. Individual settings

When the forwarding of messages is not globally activated in the administration settings, every user can decide him/herself in his/her profile whether internal messages should be forwarded to his/her personal e-mail account or not. When the administrator checks the global option, it is not possible any more to change this setting individually – every user is forwarded new messages to his/her personal e-mail account, as well.

Block the users of inactive students only after the end of the school year It sometimes happens that students are deactivated in the master data, however, they need to be able to work with WebUntis. In such cases you simply activate this option.

#### Note: Temporary exit of students

You can set an exit date. When no re-entry date is set, the student user will be blocked and login is not possible any more. However, if the student has a re-entry date set, the student user can log into WebUntis without any problems.

Default date for the student import Here you preselect the date for importing master data (<Master data> | <Students> | 'Import' button).

#### Cancel the activity if a single room is declined (Agenda module)

When booking an activity the entire activity is cancelled if a single room is declined.

#### Additional remarks for resource report (Agenda module)

This remark is displayed in the report for individual resource bookings.

Email to the person in charge for the room bookings (Agenda module) In the master data for rooms you can define a person in charge for a room. When this option is checked, this person then receives an e-mail as soon as the room is booked.

e-mail address administrator

The 'e-mail address administrator' field is where you enter the e-mail address of your WebUntis

administrator and which will be used to e.g. receive important messages of the WebUntis product management.

e-mail address timetabler

In the field 'e-mail address timetabler' you enter the e-mail address of the person to be notified if an error occurs while transferring the data from Untis.

Data transfer from Untis to WebUntis runs in part asynchronously, which is why the mail function is important to ensure that you are notified of any import error messages.

Use the e-mail address of the user in the reply-to field

Checking this option means that after automatic forwarding of an internal message, an e-mail can be sent directly to the sender by clicking the 'reply to' button. It therefore is not necessary any more to log into WebUntis to reply to messages - communication is done via e-mail.

SMS (text message) module

When sending a text message, you can choose which group of persons should receive the message. In vocational schools, for instance, the group may include the instructors of the companies they are working for, with minor students it may include the parents/legal guardians.

Under <Administration> | <Settings> you can pre-select default settings:

SMS Empfänger	Verfügbar Vorausgewählt	Eigene Adresse	Erziehungsberechtigte	Auskunftsberechtigte	Betriebe
(Nur ers	sichtlich mit de	m Modul SMS	)		

#### 6.2.1 Settings for the layout

In the settings for the layout you have different options to display WebUntis. You can e.g. define different colours for different subjects or create new timetable formats.

The settings for the layout contain the following items, the majority of which have an impact on the display of the timetable (and therefore they are partially described in the chapter: Timetable ):

- General
- Colours
- Timetables
- Overview timetables
- ICal
- Contact hours
- Reports

#### 6.2.1.1 General settings for the layout

Via the general settings for the layout, you can e.g. define how long a list should be in WebUntis or which names should be used for display.

Sett	ings for the layout				
Ge	neral Colours Timetables Overvi	ew-timetables	ICal	Contact hours	Reports
	Lines per page	15			
	Display for the periods	<ul> <li>Number</li> <li>Name</li> </ul>			
	Proposal for time-entries				
	For teachers show the	Short name		•	
	For students show the	Surname First na	me	•	
	For subjects show the	Short name		•	
	Show classes only within the class's active time range				
	Display the week number in the main calendar				
	Show cancelled periods in today's lessons				
	Show the date of the last timetable import				
	Use alias name of subjects for gener. publication				
	Do not show the teachers for students in the daily timetables and in the details				
S	ave				

#### Lines per page

In WebUntis, you often have lists of data. This option defines the number of displayed lines on one page. An example would be the listing of all students: <Master data> | <Students> - the example above shows 60 students per page. With this option you adjust the number of students displayed per page.

### Note: Impact on loading times

Please note that this option has an impact on the time each page needs to load. Therefore it is recommended to define a low number to make loading easier for WebUntis.

#### Display for the periods

You want the names or number of periods to be displayed? Here you can define how periods should be displayed. Just check the numbers and names under </ >

#### Proposal for time entries

With this option WebUntis supports you in entering times.

#### For teachers show the

Here you define how teachers should be displayed in WebUntis, e.g. 'Baier (Johannes)' or 'Johannes Baier'.

#### For students show the

Here you define how students should be displayed in WebUntis.

#### For subjects show the

Here you define how subjects should be displayed in WebUntis.

#### Show classes only within the class' active time range

Define here whether classes should be hidden and not be available any more as soon as their expiry date has been reached ('To' field under <Master data> | <Classes> | pen icon).

#### Display the week number in the main calendar

Activation of week numbers in the main calendar

#### Show cancelled periods in today's lesson

Here you can define if cancelled periods in today's lesson (<Lessons>) should be displayed as cancelled and in grey, or if they should be hidden.

#### Show the date of the last timetable import

Shows the date of the last import of the timetable from Untis on the 'Today' page.

#### Use alias name of subjects for gener. publication

When logged out, alias names of the subjects are shown for public information.

#### Do not show the teachers for students in the daily timetables and in the details

You can deactivate the display of teachers in the daily timetable and in the details of the period (via the timetable).

Do not forget to save your changes by clicking on the 'Save' button.

#### 6.2.1.2 Reports

Here you define what should be displayed in the footer of the reports.

Settings fo	Settings for the layout								
General	Colours	Timetables	Overview-timetables	ICal	Contact hours	Reports			
Fields in t	he footer:								
			Date 📃						
			Time 📃						
		U	ser name 📃						
Save									

## 6.3 Integration settings

Integration settings are defined in the navigation menu: <Administration> | <Integration>. These settings control the interfaces in WebUntis:

- Untis
- SAML
- LDAP
- Office365
- Sokrates
- Smartschool

### 6.3.1 Untis

The integration settings for Untis affect the export of master data, lessons and substitutions from Untis to WebUntis. Here you can control how WebUntis should treat data it sends to Untis:

#### Import von Untis

Schülerstammdaten übernehmen	
Schülergruppenzuordnungen übernehmen	
Schülergruppen beginnend mit Unterstrich nicht übernehmen	
Schülergruppe in Unt. mit einer Klasse alle Schüler zuordnen	
Unterrichtsstunden von Unt. mit diesem Statistik-Kennzeichen nicht übernehmen	
Farbe der Lehrer von Untis übernehmen	
Lehrerbesoldungsdaten übernehmen	
Offene Vertretungen nicht übernehmen	
Nach dem Import des Unterrichts alle Lehrer benachrichtigen	
Nachrichten zum Tag von Untis als öffentlich kennzeichnen	
Nachrichten zum Tag von Untis anzeigen:	✓ Monitor: Kopfzeile ✓ Monitor: Ticker ✓ Untis Mobile
Standardprüfungsart für Klausuren	Klausur 🔹
Personalnummer 2 in Feld Personalnummer importieren	

#### Standardaktivitätsarten

Unterricht	Unterricht •
Sprechstunde	Sprechstunde •
Bereitschaft	Bereitschaft •
Pausenaufsicht	Pausenaufsicht •
Veranstaltung	Unterricht •

#### Import student master data

If you want existing student master data to be imported from Untis by master data export, then activate this option.

#### Import student group assignment

If there are student and student group assignments in Untis, they will be imported to WebUntis.

Do not import student groups with a leading underscore Checking this option means that student groups having an underscore before their names will not be imported to WebUntis.

Assign all students of a class to a student group with only one class

If Untis exports a lesson with an assigned student group but only one class takes part in it, all students of the respective class are assigned to this lesson when you check this option, – it is not necessary to explicitly assign them in WebUntis.

#### Note: No students displayed in class register

Please note that this setting only has an effect when you have imported student data to WebUntis. If you do not have any students in your class register this means that this setting was probably activated and the lesson was exported from Untis before there were students in the system. Import your students to WebUntis, activate this setting and export the lesson from Untis to WebUntis once again.

Do not import lessons with this statistical code in Untis Define a statistical code so that periods with this code are ignored in WebUntis. Use the teacher colours from Untis The colours defined for teachers in Untis is imported to WebUntis.

Transfer teachers' salary data Imports teachers' salary data from Untis.

Do not transfer open substitutions Open substitutions imported from Untis are ignored.

Notify all teachers after import of lessons All teachers are informed by an internal message as soon as the lessons have been exported from Untis.

Mark Untis' "Messages of the day" public By checking this option, the "Messages of the day" are automatically set to 'public' when they are imported from Untis to WebUntis.

Show Untis' "Messages of the day": Where do you want the "Messages of the day" imported from Untis to be shown in WebUntis. In the header or the ticker of the substitution lists in the monitor view, or/and in Untis Mobile app for smartphones and tablets.

Default exam type for exams Examinations which are imported from Untis to WebUntis will be transformed into a WebUntis default exam type.

Import 'Personnel number 2' into the field 'Personnel number' 'Personnel number 2' from Untis is imported to the field Personnel number in WebUntis teacher master data.

Standard types of activity

Here you can define if the default settings of the different activity types shall remain the same or if you want to define your own types of activity.

### 6.3.2 SAML

For the settings regarding the 'SSO Provider' please go to <Administration> | <Integration> | <SAML>.

## Set up of Identity Provider / SAML for WebUntis

• Define the attribute containing the user name which will be used with WebUntis IDP. The chosen attribute can be compared to a "user name" or an "external user" name in WebUntis.

• Please get in contact with your WebUntis team regarding your chosen attribute name or urn-id.

• Send the metadata of your IDP to your WebUntis team (NB: WebUntis supports only officially signed SSL certificates).

• Download the WebUntis metadata (https://name.webuntis.com/WebUntis/saml/metadata) and import it to your IDP.

• Your WebUntis team imports your metadata to the WebUntis SAML provider. The import of new metadata can take up to 24 hours.

• Please enter your SSO provider into WebUntis. Just go to <Administration> | <Integration> | <SAML> and save the settings.

### **Testing of IDP / SSO Provider**

By activating the SSO provider under <Administration> | <Integration> | <SAML>, the 'SSO-Login' button in the logged out area of WebUntis is activated.

• Try to login via the SSO provider by clicking on the login button.



• If the login is not successful please contact WebUntis support to get more information. Otherwise continue with the configuration of the SAML integration.

## SAML integration in WebUntis

Allgemeine Einstellungen				
SSO Provider	https://eigene.domain/idp/shibboleth			
Bezeichnung der Schule im IDP				
SAML Mail Attribut	urn:oid:0.9.2345.123456789.100.1.1			
SAML Benutzergruppe Attribut	urn:oid:1.2.3.4.5.6.1234.1.1.1			
Mail bei jeder Anmeldung übernehmen				
Unbekannten Benutzer nach erfolgreicher Anmeldung anlegen				
Anmeldung für nicht identifizierten Benutzer nicht erlauben				
Rollenidentifzierung	Attribut •			
SAML Personenrolle Attribut	urn:oid:1.2.3.4.5.6.1234.1.1.1.1			
Rollenbezogene Einstellungen				
	Lehrer	Schüler	Erziehungsberechtigter	Personal
Personenrolle	Lehrkräfte	Schüler/innen	Erziehungsberechtigte und Betriel	Verwaltung
Personenidentifzierung	Attribut für Familienname und Vorname 🔻	Attribut für Familienname und Vorname 🔻		
SAML ID Attribut	urn:oid:2.4.5.6 urn:oid:2.4.5.6.123	urn:oid:2.4.5.6 urn:oid:2.4.5.7		
Elementdaten ID Feld				
Numerischer Vergleich				
Groß-/Kleinschreibung ignorieren	•	•		
Standard-Benutzergruppe	Lehrkräfte (Lehrer)	Schüler/innen (AlleSc •	Erziehungsberechtigt *	Verwaltung •

Speichern

#### Identification und automatic creation of a user

If you do not want users to be created dynamically you can deactivate this function by selecting the option 'Create local user after successful authorisation' after you have successfully logged in. After deactivating this function, only users can log in who have already registered as users in WebUntis.

The user role (teacher or student) can be defined by comparison with a user attribute.

#### Comparison with an attribute

In this case the entry in the field 'Person role' identifies the role, e.g. 'Teachers'. The name of the attribute containing the role designation, e.g. 'urn: oid: 1.2.3.4.5.6.1234.1.1.1.1', is to be entered in the field 'SAML person role attribute '. The user is therefore identified as teacher when the designation 'Teacher' is found for a person in the attribute 'urn: oid: 1.2.3.4.5.6.1234.1.1.1.1'.

The identification of the role means that the default rights can be defined. You need user groups, e.g. teachers. Whenever attributes are compared to each other, the user group names need to be identical to the entries in the fields 'Person role'.

If no matching user group can be found in WebUntis the default user group will be used.

Additional information is needed to identify the person. This information can be different for teachers and students. Identification means that the system looks for an appropriate timetable element (teacher or student) for the user.

### There are several possibilities of identification:

<u>Single attribute</u> : This method usually is the most effective one since no names need to be compared. This, however, is not possible in all cases.

This method compares a unique value of one of the WebUntis fields of a user with the individual attribute in SAML.

Possible fields in WebUntis are:

- id user name in WebUntis
- name short name
- longName last name
- Text text field
- externKey external ID

One of these fields is entered into the field: 'ID field' . The name of the attribute in LDAP is entered into the field: 'SAML ID attribute'.

Example: The short name of the WebUntis teacher is also saved under the attribute 'urn: oid: 2.4.5.1' in SAML. 'urn:oid: 2.4.5.1' is therefore entered into the field: 'SAML ID attribute' and 'name' into the field: 'ID field'.

<u>Attributes for last name and first name</u>: This method is used to identify the name. First and last name must be existent in different attributes in SAML. Both attributes are entered in the field: 'SAML ID attribute' using a comma between the attribute for the last name (entered first) and the attribute for the first name (entered second).

### 6.3.3 LDAP

For detailed information on the integration of LDAP please go to LDAP settings in 'User administration'.

### 6.3.4 Office 365

When your school uses Office 365, you can activate SSO (Single Sign-On) here. After a correct set up of the integration of Office 365 in WebUntis users who are logged in Office 365 at the local computer can access WebUntis without entering any user data.

SSO aktivieren 🛛 🖌

However, this activation is not sufficient for the permission of the login of a user in WebUntis via Office 365. You need the Office 365 IDs of the respective user for completing the set up of the integration of Office 365 in WebUntis.

In WebUntis go to 'Edit' (pen icon) via <Administration> | <Users> and enter a user's Office 365 identity by using the 'Office 365 identity' text field.

You can carry out an automatic import of all Office 365 identities by the means of a file. Just go to <Administration> | <Users> | <User administration> | <Import> and you can select a field assignment. You can check the outcome of this import in the editing area of the respective user in the 'Office 365 identity'. Just go to <Administration> | <Users>.

Import				
Profil Neu ▼	Profil-Name	•	Speichern	]
Trennzeich Strichpur	en nkt.▼			
Feldzuordn	ung			
BauerBen			Kurzname	٠
067			Schlüssel	۲
max@web	ountistest.or	nmicrosoft.com	Office 365 Identität	۲
max.musti	@maxmust	i.com	E-Mail Adresse	۲
Import		Abbrechen		

After carrying out all aforementioned steps you will see a new button in the logged out area providing you with the possibility to log into WebUntis with your Office 365 account.

Login	
Passwort	vergessen?
Office 3	65 Anmeldung

## 6.3.5 Sokrates student import

Sokrates student import

## 6.3.6 Smartschool

For settings of your Smartschool go to <Administration> | <Integration>, Smartschool tab

I	ntegration								
	Untis	SAML	LDAP	Office365	Sokrates	Smartschool	StudAssignments	Grade	
				Name	Smartschool				
				A ativa					
				Active					
			S	chool name					
			Plat	form Secret					
				Remark					
				L					_//
	Save								

## 6.4 Importing student data

A great deal of the data required is imported into WebUntis from Untis. However, if the student data is not maintained in Untis, it must be imported from a different source.

If you use Untis with the student timetable or course planning modules, the existing student and student course assignment data will certainly be transferred from Untis to WebUntis. Students in 'normal' classes are not usually maintained in Untis, meaning that these students must be imported from your student administration application.

You must have the 'Master data | Student' rights in order to import student data. You will find the < Import> button on the <Master data> | <Students> page.

## 6.4.1 Import

Importing students is simple, convenient and straightforward. Student data must exist in a text file or CSV file with individual data fields being separated by one of the usual separators (e.g. comma, semicolon, blank space, tab or pipe)

#### 📃 students.txt - Editor

```
Datei Bearbeiten Format Ansicht ?
Alexander;Müller;M;01.10.2011;0;1a;001
Amelie;Schmidt;W;25.09.2011;0;1a;002
Anna;Schneider;W;19.09.2011;0;1a;003
Anton; Fischer; M; 13.09.2011;0; 1a; 004
Antonia;Weber;W;07.09.2011;0;1a;005
Ben;Meyer;M;01.09.2011;0;1a;006
Benjamin;Wagner;M;26.08.2011;0;1a;007
Carla;Becker;W;20.08.2011;0;1a;008
Charlotte;Schulz;W;14.08.2011;0;1a;009
Daniel;Hoffmann;M;08.08.2011;0;1a;010
David; Schäfer; M; 02.08.2011; 0; 1a; 011
Elias;Koch;M;27.07.2011;0;1a;012
Emil;Bauer;M;21.07.2011;0;1a;013
Emilia;Richter;W;15.07.2011;0;1a;014
Emily;Klein;W;09.07.2011;0;1a;015
Emma;Wolf;W;03.07.2011;0;1a;016
Felix;Schröder;M;27.06.2011;0;1a;017
Florian Neumann M. 21 06 2011 . 0.1a.018
```

### Warning: Test import

If you are performing a student import for the first time, import only a small number of students initially (where possible with special characters in some of the names). These can then easily be deleted again if necessary. Take an import file with only a few rows.

Select the import function from the <Master data> | <Students> page and upload your file with all the students.

	/ X	Glencraig			8	0	V	0	Glencraig	
	/ X	Glendronach			ŝ	0		0	Glendronach	
	/ X	GlenElgin			o <sup>N</sup>	0	2	0	GlenElgin	
177 Eleme	nts found	, showing 1 to 60	). [First/Next]	1, 2, 3 [Next/La	ist]					
New	Sort	Delete Repo	ints 💌 🛛 Im	Import	photo	Set exit dat	te 💌			
					Im	port School	year:2017/	/20	18 🛕	
					Da	ta Student				
					ŏ	Addresses				
					_					
					Da	100%	🥜 File succe	essfi	ully uploaded: st	udents txt
						10070			,	
					Ch	aracter set				
					0	11-8	•			
					Ca	II date for the clas	s-assignment			
					8/	1/2017 👻				
						Next	Cancel			

#### Data source

Enter the file as data source that contains the student data, e.g. 'students.txt'.

#### Character set

The Central European ISO-8859-1 character set is the default set of characters. If your data exist, for example, in Unicode utf-8 format you must change the character set accordingly in order to make a correct import of student master data possible.

#### Begin date

If class allocation data are also being imported with the students, they will apply from the date entered here. The default date is the beginning of the school year.

Now click on < Import> to create an import profile as described in the following chapter.

### 6.4.2 Import profile

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

You can now give this import profile a name and save it according to its field allocation for later purposes. Then select the separator for your text file. In the example above the separator would be the semicolon.

In the section underneath you will see all the entries available for a student in the export file on the left. There may well be entries here that you do not need, therefore they will not be imported.

### Allocation

The left section now shows the entries in the first row of the text file (i.e. the first student or the header row). Use the selection lists to identify the individual fields.

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

Import					
Profile New	Profil-Name ▼ MyProfile 2018/19 Save				
Delimiter					
Semi colo	n 🔻				
Field assignn	nent				
Alexander	First name 🔹				
Müller	Surname 🔻				
М	Sex 🔻				
01.10.2011	Date of birth 🔻				
0	T				
1a	Class •				
001	Key (extern, old)				
<ul> <li>use the class-alias</li> <li>Ignore first line</li> </ul>					
automatic   Student identification					
Import	Cancel				

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

Clicking on the <Save> button will save this import profile so that you do not have to assign a subsequent import once again.

Student data will not yet be imported by this field allocation.

#### Note: Headings

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

#### Note: Class alias

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

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

#### Import

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

#### Note: Existing students

Existing students are synchronised with the import data. To this end, WebUntis must be able to uniquely identify a student. For this reason it is best to import a unique student ID. Every school administration system normally has such an ID. Assign the field key (external) and select 'automatic' as student identifier.

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

## 6.4.3 Importing student images

You can save an image to each student. This can be done for each student individually or automatically for all students.

#### Student images - manual assignment

One possibility of assigning an image directly in the master data sheet of the individual student:

Select <Master Data> | <Students> and click on the <Edit> button for one of the students. The student's master data sheet will open. Now click on the <Upload image> button.

Developer licence Limited					Import photo ×	ecti
Today	Timetable	Lessons	Book	Class registe	Data source           Attach file              Tip: you can also drag a file on the button.	3
Student	Aladdin,				Maximum width 200 Maximum height	
Surname Aladdin		ý	Active		Import Close	
First name					Upload photo Delete photo	
Short name Aladdin					Student properties	

If necessary, enter the maximum width and height for the image and select the appropriate image file from the usual 'Open file' dialogue.

The student's picture will now be displayed in his/her master data sheet and when required in the class register:



#### Warning: Repeated import

If you import new student images for students who already exist in the system and they are not displayed, your browser might have cached the old ones. In this case, please clear the cache of your browser.

### Student images - adding automatically

The student list (<Master Data> | <Students> ) also provides the <Import photo > function:<br

Students		
Class 1B Nothing to display	T	Search Start search Calendar date is the reference date
New Sort Delete	Reports 🔻	Import Import photo Set exit date 💌

If you click on the <Import photo> button, a page will be displayed in which you can enter the name of a zip file containing the image data. The names of the individual image files must comply with one of the following conventions:

Foreign key
Short name
LastName_FirstName
LastName_FirstName_DateOfBirth
LastName.FirstName

#### Note: No path information

The zip file must not contain any path information to the image files (do not use folders).

You may also specify a maximum image height and width.

Import photo ×
Data source          Attach file          P Tip: you can also drag a file on the button.         Identification
Foreign key
Maximum width 200
Maximum height 200
Import Close

## 6.4.4 Importing addresses

When importing master data of students (go to <Master data> | <Students> => <Import>), you now have the option to import the student's personal data or his/her address data.

Import	
Data Student Addresses	
Data source Attach file	$\ensuremath{\widehat{\mathbf{Y}}}$ Tip: you can also drag a file on the button.
Character set ISO-8859-1	¥
Next	Cancel

When you choose address import you can also choose the contact type, e.g. educational institute or parent/legal guardian.

Import					
Profile New <b>T</b>	Profil-Name WebUntis	Save			
Delimiter Semi color	n 🔻				
Field assignm	ient				
email	T				
mob phone					
last name	City				
Tip oodo	e-mail address				
Zip.code	Fax number				
city	Mobile number	Legal guardian 🔹			
street	Name of the contact	Own address			
phone	Postal code	Legal guardian			
first.name	Street Student ID	Company			
	Telephone number	Company			
Ignore f	Type of address				
Short nam	e 🔻 Student identificati	ion			
Ganalaura	rdian	Tune of contract			
Legargua	- Type of contact				
Import	Cancel				

## 6.4.5 FAQ

### Why import student data?

You import student data for up-dating the students' master data in WebUntis and for creating a new student in your database.

#### When should I import student data?

You mainly import student data at the beginning of the school year, for exporting new students to WebUntis and for assigning the existing students to new classes. You only import student data during the year when you want to edit information on several students at once. If a student changes class, you usually do this by hand in WebUntis.

#### Where do I get the student file for the import?

The student file is exported from your student administration. A detailed description of how to do this is provided by the producer of your student administration.

#### Does the student file need to have a certain structure?

The student file does not have any fixed specifications regarding the order of the columns; they can be assigned to the WebUntis fields by hand when importing them.

The file per se is a text file in which the individual data fields are separated with one of the usual separators (e.g. comma, semicolon, or TAB). Usually the file ends with .txt or .csv.

#### What happens to students who leave school?

Students leaving school must not be cancelled. It is recommended to set an exit date. This date is then imported together with the student data or can be set by hand under Master data | students and by

choosing the collective function 'Set exit date'. When the exit date has passed, the student will not appear in one of the selection lists (except in the

### What is the difference between student and user?

When you import students this does not mean that they will automatically receive access to WebUntis. You first need to create a user for the individual student in the user administration. The name of the user can be totally different than the short name of the student.

Vice versa, you need to not only delete a student user but also his or her master data element.

#### How can I import departments for students?

master data).

The department automatically derives from the class of the student. You do not need to especially assign it to the different students.

#### Class allocation is missing with students?

If you realise that students have not been allocated to any class then you should see the appropriate error message when importing the students' data (e.g. 'Class could not be found'). This problem usually occurs when the imported class is not know to WebUntis. The simplest reason is that no master data were exported from Untis. Export the master data and repeat the import.

Another reason could be capitalization of class names. Please make sure that the names of the classes are the same in both systems (of the import data and in WebUntis).

#### Umlauts in students' names are not displayed correctly?

When you see strange special characters in the students' names (MÃ<sup>1</sup>/<sub>4</sub>ller instead of Müller), it is very likely that the reason for this is that the wrong character set was selected when the data was imported.

If you followed the recommended procedure for the identification of students and selected an external key, then the situation is not that bad. Just import the student file once again, however with selecting the correct character set. Since the identification is done via the external key the first and last names are simply updated to the correct spelling.

If you carried out the identification of the students by 'First name, last name, date of birth' then it is very likely that some students will come up twice in the students' data. For more information, read the next item, please.

#### My students come up twice

If your students come up twice in your data it is important to not carry out any additional imports. Further proceedings depend on the point in time when you detected that your students come up twice in your data.

#### You detected it right after importing the data:

If you detect right after importing the data that some students come up twice, there is a simple solution for this: just manually delete the students who come up twice. Deleting the same 'second' student is possible at this point in time since there are no interdependencies (absences, ...) yet.

#### You detected it later:

If you detected later (after a day) that some students come up twice, then it is very likely that there are already interdependencies (registered absences, ...).

Your Untis GmbH support team can help with a function which tries to combine the students coming up twice. However, first and last name and the date of birth must be the same.

First make sure that this prerequisite is fulfilled (manual adjustment) and then contact your support team.

#### How do I change the student administration?

If your student administration changes and you used an external key from the student administration for identification of the students, you need to replace the old keys by the new keys from the new student administration in WebUntis.

As a basis this change you need a student file as you use it for the regular import of student data but with the unique keys from both student administrations ('External key old' and 'External key new'). Import the students' data with this file as usual until you get to selecting the field allocations. Here you select the field name 'Key (external, old)' for the column with the unique key from the old student administration and the field name 'Key (external)' for the column which will get the key from the new student administration.

Then you select 'Key (external, old)' when identifying the students and click on the 'Import' button.

By choosing this procedure the students are identified by the old key and the new key is inserted. The old key is not necessary for any future imports, and the import can be carried out the usual way.

If you did not use an external key, then please check when changing to a new student administration if, for instance, students with a second first name still have/do not have this second name in the student file. If yes, then this second first name needs to be added/deleted by hand in WebUntis before the import. The same is true for a changed last name or a corrected date of birth.

Please also check the character set of the new student file since it can differ from the character set used in the old student administration. If you are not sure about this then contact the producer of your new student administration.

## 6.5 User administration

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

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

- User groups
- Assign user rights to the user groups
- Create users

## 6.5.1 User groups

The following user groups are shown when you go to <Administration> | <Rights and roles>:

- Administration
- Teachers
- Students
- Legal guardians and companies
- School management
- Main office
- Public

#### Note: Standard groups

The aforementioned standard groups are more than sufficient for every day school life, but you can create additional groups at any time – see below.

When you go to <Administration> | <Rights and roles> all user groups are listed. This overview also shows how many users per user group have already been defined.

Rechte und Rollen Wer darf auf WebUntis zugreifen und welche Daten sehen? Auf dieser Seite können Sie verschiedene Rechte je nach Rolle vergeben.				
Administration >	Administratoren sind für die Verwaltung von WebUntis zuständig und können in alle Daten Einsicht nehmen.	1 Benutzer		
Lehrkräfte >	Lehrpersonen können Stundenpläne einsehen, Termine planen, Absenzen erfassen und Einträge im Klassenbuch vornehmen.	13 Benutzer		
Schüler/innen >	Schüler/innen sehen nur ihre eigenen Daten und Stundenpläne.	0 Benutzer		

Clicking on the user number on the top right opens up the list of the respective users of this group.

Clicking on the user group opens the most important rights of the respective user group. Example: teachers:

## Lehrkräfte

### Stundenplan

A Unabhängig von diesen Einstellungen sehen Benutzer alle Stundenpläne, die öffentlich verfügbar sind. Einstellungen dazu können unter Öffentlich getroffen werden.

Welche Schülerstundenpläne dürfen Lehrkräfte	e 🔘 keine		
sehen?	🦲 Stundenpläne der eigenen Schüler/innen		
	🔘 Stundenpläne aller Schüler/innen		
Welche Lehrerstundenpläne dürfen Lehrkräfte	🦲 Nur den eigenen Stundenplan		
sehen?	🔘 Stundenpläne aller Lehrpersonen		
Klassenbuch			
Dürfen Klassenlehrer Befreiungen, wie beispielsweise 'vom Sportunterricht befreit' eingeben?	Nein		
Dürfen Lehrkräfte Klassenbucheinträge/Bemerkungen eingeben?	Ja 🛑		
Dürfen Lehrkräfte Noten in WebUntis erfassen	ja 🔴		
Dürfen Lehrkräfte selbst Schüler bestimmten Schülergruppen zuordnen?	Nein		
Kontaktdaten			
Dürfen Lehrkräfte die Kontaktdaten anderer Lehrkräfte und Schüler/innen sehen?	Nein		

Another example: the user group of the main office:

## Verwaltung

Prüfung	
Darf die Verwaltung Prüfungen anlegen und bearbeiten?	Nein Nur sehen
ban die verwaltung Furungsstatistiken sehen.	ja 📕
Klassenbuch	
Darf die Verwaltung Befreiungen anlegen und bearbeiten?	○ Nein ○ Nur sehen ● Ja
Darf die Verwaltung Abwesenheiten entschuldigen?	Nein
Darf die Verwaltung offene Stunden im Klassenbuch einsehen?	Nein
Berichte	
Darf die Verwaltung Berichte zum Unterricht einsehen?	Nein
Darf die Verwaltung Berichte zum Klassenbuch einsehen?	Nein

This section was created for WebUntis 2019 in order to be able to modify the most important rights settings per user group the fastest possible way. This will not be sufficient after some time in practise – this is why we created the expert mode.

## Expert mode

## Benutzergruppen

Auswahl		Benutzergruppe		Sicherheitsrichtlinie	Max. Buch.	Rechte
	/ 😈	Administration	normal	user	0	Rechte
	/ 👅	System	normal		0	Rechte
	/ 👅	Lehrkräfte	normal	user	0	Rechte
	/ 👅	Schüler/innen	normal	user	0	Rechte
	/ 👅	Erziehungsberechtigte und Betriebe	normal	user	0	Rechte
	/ 👅	<u>Schulleitung</u>	normal	user	0	Rechte
	/ 👅	Verwaltung	normal	user	0	Rechte
	/ 👅	Andere	normal	user	0	Rechte
8 Elemente	e gefunden	, Anzeige aller Elemente.1				
Neu         Kopieren         Sortieren         Löschen         Bericht         Sicherheitsrichtlinien						

Go to <Administration> | <Rights and roles> | and click on the link at the bottom left 'Switch to expert mode'.

### Creating user groups

In the expert mode, you can create new user groups. Go to <Administration> | <Rights and roles> | 'Switch to expert mode' and click on 'New'.

Neue Benutzergruppe	?
Name	
Sicherheitsrichtlinie <auswahl> ▼</auswahl>	Privileg
Buchungsformat - Standard - ▼	
Max. offene Buchungen	Buchungen bis [Tage] in die Zukunft Dieses Feld wird in zukünftigen Versionen nicht mehr unterstützt. Bitte verwenden Sie das Feld unter Buchungsformate.
Stundenplan bis [Datum] in die Vergangenheit	Stundenplan bis [Datum] in die Zukunft
Stundenplan bis [Wochen] in die Vergangenheit	Stundenplan bis [Wochen] in die Zukunft
Stundenplan bis [Tage] in die Vergangenheit	Stundenplan bis [Tage] in die Zukunft
Darf Aufsichtslehrer bei Prüfung ändern Darf Prüfungsraum ändern	
Lehrerangabe in WebService- Stundenplanabfragen zulassen	
WebService zulassen  Darf Nachricht mit wichtig kennzeichnen	
Session Timeout [min]	
Zugeordnete Benutzer	
Bitte wählen Sie 🔻	
Zugeordnete Aktivitätsarten	Alle Aktivitätsarten
Speichern & Neu	u Abbrechen

You can set the following attributes:

Security policy

Here you can choose all security policies per user group, e.g. members of the user group 'Students' should only choose passwords with a minimum length of 7 characters and only with special characters. Or a class user which is jointly used by students, should not be able to change passwords. For saving special security policies go to <Administration> | <Rights and roles> | <Security policy> button.

Name	
Lehrkräfte	

8	Minimale Passwortlänge		
-	Passwort muss Großbuchstaben enthalten		
-	Passwort muss Kleinbuchstaben enthalten		
-	Passwort muss Ziffern enthalten		
-	Passwort muss Sonderzeichen enthalten		
-	Passwort darf keine markante Ähnlichkeit zum Benutzernamen haben		
<ul> <li>Passwort muss nach [n] Tagen geändert werden.</li> <li>Benutzer dürfen Passwort nicht ändern</li> <li>Zwei-Faktor-Authentifizierung verpflichten. Benutzer nach [n] Missachtungen sperren.</li> </ul>			
Spe	ichern Löschen Abbrechen		

#### Privilege

Define privileges of the respective user group. Example: The user group "Headmaster" may have a "high" privilege status. At the same time there are, e.g. absence reasons which only users of a "higher" privilege level are allowed to us. Therefore, only users of the user group "Headmaster" can create an absence with the reason "school representative meeting" for students.

#### **Booking format**

Select a booking format to show single fields differently than in default format when creating a new booking (Agenda module). For defining booking formats, go to <Administration> | <Booking formats>.

Max. number of open bookings (only available in WebUntis Agenda module) In this field you enter the maximum number of open bookings per member of the respective user group. If you do not permit more than e.g. 5 open bookings, it is only possible to book number 6 when number one's date has passed.

Booking possible until [days] in advance (only available in WebUntis Agenda module) This field avoids that users carry out bookings at any date. If you enter e.g. 30 in this field, bookings are only permitted within the next 30 days (counted from the current date). Please note that this field will no longer be supported in future versions.

#### Time limits of timetable view

You have three different possibilities each to limit the view of timetables for the respective user group for the past and for the future.

Timetable until [date] in the past	Timetable until [date] into the future
Timetable until [weeks] in the past	Timetable until [weeks] into the future
Timetable until [days] in the past	Timetable until [days] into the future

### Session Timeout [min]

This is the defined time elapsing before an inactive user is automatically logged out. The session timeout set in the general settings (<Administration> | <Settings>) is valid for all users, however, here you can define different timeouts for different user groups.

The maximum timeout you can define is one hour, i.e. 60.

May change the supervision teacher

When you activate this option, members of this user group may change the individual supervision teachers when creating a new exam.

May change the exam room

When you activate this option, members of this user group may change the room when creating a new exam.

#### Allow the specification of teachers in the WebService query

When you de-activate this option, it is e.g. possible to hide the teachers' names in the smartphone app.

#### May flag messages as 'important'

Internal messages can be sent with an additional flags.

### Report

Go to <Administration> | <Rights and roles> to define that a report is generated on members of individual user groups.

### History of user groups

For security reasons, you have the possibility to have a look at a user group's history:

User gro	ups	
Search	Start search	
Selection	User group	Privilege
	/ X jixed	normal

Here you see which rights of which user were activated or deactivated in a user group.

## 6.5.2 User rights

User rights are linked to a user group. To this end, open <Administration> | <Rights and roles> | 'Switch to expert mode' in order to access the list of all user groups.You can copy user groups (including their rights) by checking the box and click on the <Copy> button.
# Benutzergruppen

Auswahl		Benutzergruppe	Privileg	Sicherheitsrichtlinie	Max. Buch.	Rechte
	/ 5	Administration	normal	user	0	Rechte
	/ 😈	System	normal		0	Rechte
	/ 😈	Lehrkräfte	normal	user	0	Rechte
	/ 😈	Schüler/innen	normal	user	0	Rechte
	/ 😈	Erziehungsberechtigte und Betriebe	normal	user	0	Rechte
	/ 😈	Schulleitung	normal	user	0	Rechte
	/ 😈	Verwaltung	normal	user	0	Rechte
	/ 😈	Andere	normal	user	0	Rechte
8 Elemente	e gefunden	, Anzeige aller Elemente.1				
Neu	Kopieren	Sortieren Löschen Bericht	Sich	erheitsrichtlinien		

Now click on <Rights> for the respective group. Here you can assign rights by checking the appropriate boxes.

# **Description of all rights**

User rights

## 6.5.3 Creating users

Every user needs a personal user access. Rights for individual users are derived from their rights as users belonging to a user group.

#### Note: Teachers) - master data - users

Teacher master data are imported from Untis and are those data elements of the timetable which are used for working with. A user is a real person who works with WebUntis. If you wish to allow teachers to work with WebUntis, each teacher in the master data must be <u>assigned a user</u>. The situation is the same for students.

Most users must also be assigned a role. The roles 'teacher', 'student', 'class' and 'others' are currently available. The teacher role specifies e.g. which teacher the user corresponds to. Rights are then derived from this role. A user assigned the role of teacher has, for example, more rights for 'his/her' lessons than for the lessons of another teacher.

Users can be created in the navigation menu under <Administration> | <Users> | 'New'. Enter at least a user name, role, the person assigned to it, a user group and a password for each new user. How to automatically create several users at the same time is described in <u>Creating several users</u>.

Users										
User group - All - Selection	v S User	Gearch Group	Start search	Active users	Department	Active	Locked	Language	Max. Booking	Last login
	Aberfeldy	nopwdchange	hshsh	Aberfeldy		1		de	0	Sep 21, 2010 5:38:07 PM
New Sort Dele	te Reports 🔻	User adminis	tration							

(User attributes can also be imported from a CSV file (go to <Administration> | <Users> | <User administration>)). However, before importing, the users per se must already exist.)

### Reports

The reports under <Administration> | <Users> | <reports> are also available as pdf, CSV and XLS, and provide you with a listing of all users shown.

### History of changes

The history of changes for users and user groups is now accessible via the respective button.

Users															
User grou	- All	-		▼ Se	arch	S	tart search	Active users							
Selection	I			User	Group	e-m	ail address	Person	Department	Act	ive Locke	d Language	Max. Booking		Last login
	1	×	.b	Aberfeldy	nopwdchange	hsh	sh	Aberfeldy		4		de	0	Sep 21,	2010 5:38:07 PM
		X	J.	AignerJul	students			Aigner		1		deAT	0		-
		×	U	AnCnoc	students		History of	f changes User						х	
		×	5	Aqu	Lehrer	aqu		Field	Current cont	ent	New conte	nt	Date	llser	)18 3:10:52 PM
		$\times$	J	Arc	Lehrer		UserG	roup.department	current cont	unt	A1	Apr 13. 2	2017 4:59:30 PN	1 ce	18 10:43:39 AM
	P	×	5	Ardbeg	students		UserG	roup department	A1			Apr 13	2017 4:59:38 PM	1 ce	18 3:33:01 PM
		×	5	Ardmore	students		000.0	oup.uoparanoni							
	1	×	5	Arielle	students	arie	Close	ו							18 12:05:36 PM
		×	ý	ArranFio	students			J							
		$\times$	5	Auchentoshan	students			Auchentoshan		1		deAT	0		
		$\times$	5	<u>Baghira</u>	students			Baghira		4		deAT	0		
	P	$\times$	5	Baker	Lehrer			Baker		1		deAT	0		
	1	×	5	<u>Bambi</u>	students			Bambi		4	<b>a</b>	deAT	0		
	P	×	5	Banff	students			Banff		4		deAT	0		
	1	×	5	Bauer	students	and	i@mail.at	Andromeda		4		deAT	0	May 14,	2018 9:52:23 AM
375 Elem	ents fo	und,	show	ring 1 to 15. [Firs	t/Next] 1, <u>2</u> , <u>3</u> , <u>4</u>	<u>5, 6</u> ,	7, 8 [Next/L	.ast]							
New	Sort	] [	Delete	e Reports 💌	User admini	strati	on								

### Additional functions

New – creating new users Sort – user defined order of users in the list Delete – delete individual or several users User administration - see <u>Creating several users</u>

### 6.5.3.1 User attributes

The following attributes can be set for a user:

# Benutzer Callas

Benutzer	Fremdhenutzername
Callas	
Personenrolle	Lehrer
Lehrkräfte 🔍	Callas
Benutzergruppe	Abteilung
Lehrkräfte 💌	<auswahl></auswahl>
Benutzerzugang aktiviert	
Benutzerzugang gesperrt	
Max. offene Buchungen	Offene Buchungen
	1
Sprache	E-Mail Adresse
Deutsch 👻	arist@teacheremail.org
Letzte Anmeldung	
08.01.2019 12:32:34	
Passwort	Passwort wiederholen
•••••	
Zwei-Faktor-Auth. Schlüssel	
	Zwei-Faktor-Auth. deaktivieren
	Zugriff über App aktivieren
Office 365 Identität	
Speichern Löschen Abbreche	en

### User name

The name used when logging in to WebUntis.

### External user name

The field 'External user name' is exclusively used in connection with third systems (e.g. with Single Sign On via SAML) and is usually not needed without these systems.

Person role Users can be assigned the following roles:

- Teachers
- Students
- Administration
- System
- School management
- Main office
- Class
- · Legal guardians and companies
- Others

The assignment activates an additional field for students and teachers which will show the actual data of the persons as in the master data and allowing for selection.

If none of these options applies select 'Others' as person role.

### Person role class

Some schools (of higher education and universities of applied sciences) do not set up an individual WebUntis user access for every student. In this case it is possible to set up one user for the entire class with the person role class, in order to enable the students to access their timetable (via Untis Mobile).

#### Tip: Security policy for class users

You can create individual <u>Security policies</u> and assign them to the respective user group in order to prevent class users to change the password of the user.

#### Password

Here you can modify the password when the user, e.g. has forgotten it.

#### User group

The user group must always be defined. It is used to assign user rights .

### Department

The user can also be assigned to a department.

#### User account activated/locked

The user account will only be locked by the system if a user makes too many invalid login attempts. Here you can unlock the account.

You can, however, also activate/deactivate the account at any time.

#### Max. number of open bookings / Open bookings

These fields are only activated for the Agenda module. Here you can define the maximum number of active bookings for a user. A booking is considered 'open' when it lies in the future. If the user has reached the maximum number of bookings, a new booking can only be made when an existing booking expires (or when a booking is cancelled).

An entry here overrides the value entered for a user group, which is displayed in a greyed out field to the right of the entry field. In addition, the user's current number of open bookings is displayed in the 'Open bookings' field.

#### Language

The language used for WebUntis after the user logs in. The user can change the language any time under < Profile >.

#### E-mail address

E-mail messages are sent to this e-mail address. You can enter several e-mail addresses in the e-mail field separated by a comma (maximum total: 255 characters). Messages will be sent to all these addresses.

#### 6.5.3.2 Creating several users

WebUntis provides a function to Create users from the teacher or student list. You can find this function in the user administration view that you can access via the <User administration> button under <Administration> | <Users>.

User administration
Or a star ware a second to far the barehour
Create user-accounts for the teachers.
Create users for the students
Lock the users of inactive or resigned persons.
Adopt the foreign key from person to user
Copy the person's e-mail address to the user.
Import Back

# **Create users for teachers**

The function goes through the list of all teachers in WebUntis and creates a user for each teacher. Users are assigned to the user group that you have selected. If an e-mail address was defined for the teacher in the teacher master data, it will also be used for the (newly created) user.

You can define, if the short name, first name, surname, date of birth or personnel number should be used for the user name. You can also generate user names with delimiter.

German umlauts can be converted by the respective option, e.g. 'ü' is then spelled 'ue'.br>

Benutzer für Lehrer anlegen					
Benutzername Kurzname ▼	Trennzeichen	leer	Trennzeicher	leer V	
Zeichenbeschränkung 0	+	0	+	0	= 0
<ul> <li>Umlaute in Benutzernamen konvertiere</li> <li>Leerzeichen ersetzen mit</li> <li>Kleinschreibung</li> <li>Sonderzeichen entfernen</li> </ul>	n				
Benutzergruppe Lehrkräfte ▼					
Passwort Passwortp Geburtsdatum (JJ、▼	refix				
<ul> <li>Benutzer müssen Passwort bei der Ers</li> <li>Benutzer auch mit zukünftigem Eintritts</li> </ul>	tanmeldung neu datum anlegen.	u setzen			
Benutzer für Lehrer anlegen Einstellu	ngen speichern	Abbrechen			

### Note: Preview first

Please note that WebUntis provides you with a preview first after you clicked the button <Create users for teachers>. You have to confirm this preview and click on 'Create user'. Now users will be created.

# Create users for students

This application works in the same way as for teachers. You have the additional option here of only creating users for students to whom a class has been assigned.

Benutzer für Schüler anle	gen				
Benutzername Kurzname ▼	Trennzeichen	leer	Trennzeio	chen leer	V
Zeichenbeschränkung 0	+	0	+	0	= 0
<ul> <li>Umlaute in Benutzernamen ko</li> <li>Leerzeichen ersetzen mit</li> <li>Kleinschreibung</li> <li>Sonderzeichen entfernen</li> </ul>	onvertieren				
Benutzergruppe Schüler/innen					
Passwort F Geburtsdatum (JJ、▼	Passwortprefix				
<ul> <li>Benutzer nur für Schüler mit k</li> <li>Benutzer müssen Passwort bo</li> <li>Benutzer auch mit zukünftiger</li> </ul>	Classenzugehörigkeit anle ei der Erstanmeldung neu n Eintrittsdatum anlegen.	egen I setzen			
Benutzer für Schüler anlegen	Einstellungen speicher	n Abbrechen			
Note: Creating several t	imes				

The <Create users> function can be selected as often as you wish. Existing users will not be affected.

#### Assign generated password

Optionally, the password field for the new users can remain empty, can be created according to the date of birth or you can generate a random password for each user. Newly created passwords are displayed on the screen and can be printed or saved to a file.

The passwords will also be sent to you via an internal message. You can also make the users change the generated password at their first login due to security reasons.

# Lock the users of inactive or resigned persons

Lock the users of inactive or resigned persons.

Users of former teachers or students who are inactive or resigned can be locked via this function.

# Adopt external key for user

Adopt the foreign key from person to user

If an external key is assigned to a teacher or student, it can be adopted for the user, as well.

# Copy the person's e-mail address to the user

Copy the person's e-mail address to the user.

If an e-mail address is assigned to the teacher or student it can be copied to the user, as well.

### 6.5.3.3 LDAP

WebUntis supports the Lightweight Directory Access Protocol (LDAP).

# LDAP principle

- 1. Authentication of user name and password against an LDAP system.
- When a user provides valid authentication, WebUntis checks whether this user already exists in WebUntis. If so, the user can work in WebUntis as if he/she had specifically logged into a user account in WebUntis.
- 3. If the user does not yet exist in WebUntis, WebUntis will automatically create an account for the user. In the process, WebUntis will first try to determine whether the user is a teacher or a student and then who the person is. This identification process is important since the user needs to be assigned to the correct user group in order to be assigned to the appropriate timetable element (teacher or student). The password generated has a random value meaning that the user can only log in via LDAP and not directly via WebUntis.

### 6.5.3.3.1 Settings

You can find the relevant LDAP settings under <Administration> | <Integration> | <LDAP>. An example:

LDAP settings				
Active				
LDAP server URL	ldap://213.208.138.151			
LDAP user	cn=ldap,dc=webuntis,dc=com			
LDAP password				
Referral	Standard •			
PatternDn for user search				
User filter	(&(objectClass=posixAccount)(cn={0}))			
BaseDn for user search	ou=users,dc=webuntis,dc=com			
LDAP mail attribute	mail			
LDAP user group attibute				
Transfer mail with every logon to LDAP				
Create local user after successful authorisation	<ul> <li>Image: A start of the start of</li></ul>			
Deny log-on of anonymous users				
Role identification	Attribute •			
LDAP person role attribute	employeeType			
Settings for the person role				
	Teacher	Student	Legal guardian	Personnel
Person role	teacher	Schueler		
Person identification	Single attribute	Single attribute with name fields •		
LDAP ID attribute	uid	sn givenName		
ID field	pnr			
Numeric comparison				
Ignore upper/lower case	<b>e</b>			
Default user group	LehrerLimited <b>T</b>	<selection> •</selection>	<selection> •</selection>	<selection> •</selection>

Save Test

### Active activates LDAP support LDAP server URL URL for the connection to an LDAP server, e.g.

ldap://ldap.meineschule.at:389

If a BaseDN is specified in the URL, the following DN details relative to this BaseDN must be defined. In

this case the test button cannot be used.

#### LDAP user / password

LDAP user: If a user has to be specified for the LDAP query, you can enter the user's details here.

### a) Authentication of user name and password against LDAP system

For the authentication the user name must be found in the LDAP directory structure. This can either be effected by specifying the Distinguished Name or via an LDAP search.

Specifying the Distinguished Name

The search mask is entered in the field 'SampleDN for user search', e.g. with uid={0},ou=teachers,ou=persons, whereby {0} is the placeholder for the user name being searched for. If the user name is e.g. Goethe, WebUntis will look for the user account with our sample data at uid=Goethe,ou=teachers,ou=persons,dc=myschool,dc=at. Several search masks can be entered separated by blanks. Please ensure that no blanks occur within a search mask.

#### LDAP search

In this case, an LDAP search will be performed for the user account. The base structure for the search is defined in the field 'BaseDN for user search', e.g. the search filter is entered in the 'Userfilter' field using LDAP syntax, e.g. (&(objectClass=person)(sn={0})). WebUntis would again search for an entry for user Goethe where the objectClass property is person whose attribute sn is equal to Goethe.

The LDAP mail attribute specifies the name of the attribute which supplies the user's e-mail address.

#### b) Identification and automatic creation of a user

If you do not wish to have users created dynamically, you can deactivate the feature with the option 'Create unknown user after successful login'. In this case it is only possible for users to log in who already have an account in WebUntis.

The user role (teacher or student) can be determined either by comparison with a part of the user's Distinguished Name or by comparison with a user attribute.

#### Comparison with a part of the Distinguished Name

The part of the Distinguished Name that can identify the role must be entered in the role field (can be different for teachers and students). If the teacher has, for example, a Distinguished Name such as uid=Goethe,ou=teachers,ou=persons,dc=myschool,dc=at, then the data in this case would be ou=teachers. WebUntis searches for the DN for the entry in the role field, and if it is found, the role is determined.

#### Comparison with an attribute

In this case, the entry in the role field identifies the role, e.g. 'teacher'. The name of the attribute containing the role designation, e.g. 'role', must be entered in the field 'LDAP role attribute'. The user is thus identified as a teacher if the designation 'teacher' is found for a user in the attribute called role.

The identification of the role means that the default rights can be defined. For this to happen, user groups must be set up for teachers and students. When attributes are being compared, the user groups must have the same name as the entry in the field person role. When part-DNs are being compared, the user groups must have the same name as the value part of the entry. If ou=teacher, then also 'teacher'. If no matching user group is found in WebUntis, the user group defined as default user group will be allocated.

Additional details are required in order to identify the person. These details may be different for teachers and students. Identification means that the system searches for an appropriate timetable element (teacher or student) for the user.

There are three ways in which identification can be effected.

#### 1 Individual attribute

This method is usually the most effective since it does not have to use name comparison. However, it will not be possible in all cases.

This method compares a unique value from a WebUntis field of the user with a value in the personal attributes in LDAP.

Possible fields in WebUntis are:

id	Internal ID in WebUntis
name	Short name
longName	Surname
text	Text field
externKey	External key

One of these fields is entered in the field 'Element data ID field'. The name of the attribute in LDAP is entered in the field 'LDAP ID attributes'.

Example: The Untis teacher short name is also stored in LDAP in an attribute called 'abbreviation'. 'abbreviation' is therefore entered in the field 'LDAP ID attributes' and 'name' is entered in the field 'Element data ID field'.

### 2 Attribute for surname and first name

This method uses the name for identification. Surname and first name must exist in different attributes in the LDAP structure. Both attributes are entered

in the field 'LDAP ID attributes' separated by a blank – first the attribute for surname and then for first name.

If the names are stored e.g. in the attributes 'sn' and 'givenName' you would enter 'sn givenName'. WebUntis then compares the contents of these fields with the corresponding user name entries.

#### 3 Individual attribute with name fields

This method of identification can be used if the name components in the LDAP system are not stored in different attributes but in a single attribute. This method is the least secure and should only be used as a last resort.

In this case it must be possible for first name and surname to be differentiated using a mask entered in the field 'LDAP ID attributes'. The attribute name is first entered in the field 'LDAP ID attributes'. The identification mask follows a colon. The placeholders {s} for surname and {f} for first name must be used in the mask.

If for example attribute 'cn' holds the user name in the form 'Newton Isaac', the entry in the field 'LDAP ID attributes' would be 'cn: {s} {f}'

You can specify whether the comparison should be case sensitive or whether a numeric comparison should be made. The latter option can be important if the identifier is strictly speaking numeric but is stored in one system as a string with leading zeroes and as a number in another system.

#### 6.5.3.4 Office 365 Benutzer

See Integration settings for Office 365.

#### 6.6 Timetable

The timetable can be customised in WebUntis to match your requirements. You can create different timetable formats for different user groups and select in these what should be displayed. In addition, you can publicly display timetables (i.e. outside of the logged-in area) and restrict the time period of the published timetables. You can also change colour settings and editICS formats.

#### 6.6.1 **Colour settings**

You can define various colour settings for the display of individual periods in the timetable using the function <Administration> | <Settings for the layout> | <Colours> in the navigation menu.

If you wish to change a colour setting, click on one of the coloured areas next to the foreground or background columns. Now you can select a new colour in the displayed dialogue.

The <Default colours> button allows the original colour selection of WebUntis to be restored.

### Settings for the layout

General	Colours	Timetables	0	verview-tim	eta	ble	s ICal	Contact hours	Reports
Туре		Foreground		Background					
Free period		#000000	*	#eceded	х	•			
Lessons		#000000	Ŧ	#ffe4b5	х	•			
Not confirme	ed	#000000	Ŧ	#fffacd	х	•			
Activity		#000000	Ŧ	#8fbc8f	х	•			
Blocked per	iod	#000000	Ŧ	#98fb98	х	•			
Holidays		#000000	Ŧ	#3(93b9	х	•			
Holidays (no	ot bookable)	#000000	Ŧ	#b2d4e3	х	•			
Room clash	es	#000000	Ŧ	#d6361b	х	•			
Substitution		#0000cd 🛛 🖄	Ŧ	#77649a	х	•			
Cancellation	1	#000000	Ŧ	#c0c0c0	х	•			
Foreign sub	stitutions	#000000	Ŧ	#b1b3b4	х	•			
Changed ele	ement	#000000	Ŧ	#8b4513	х	•			
Shifting		#000000	Ŧ	#77649a	х	•			
Special duty	/	#000000	Ŧ	#77649a	х	•			
Examination	ı	#000000	Ŧ	#fdc400	х	•			
Break super	rvision	#000000	*	#c03b6e	х	•			
Standby		#000000	*	#1feee7	х	•			
Contact hou	r	#e6e3e1 X	*	#250eee	х	•			
Absence		#000000	*	#e53527	х	•			
Working hou	urs	#000000	*	#a4fa9e	х	•			

Save

Default colours

# 6.6.2 Timetable formats

You can create various timetable formats under the menu item <Administration> | <Settings for the layout> | <Timetables>. This option allows you to specify what should and should not be displayed in the timetable.

Name	default	
Timetable cell	Class Teacher Subject Room	Lessons Break supervision
	00	

Click on one of the four arrows to enlarge or reduce the timetable cell. Clicking on one of the placeholder icons (class, teacher, subject, room) when enlarging the timetable cell opens another window in which you can select the type of displayed element and further display details.

					Class Teacher
Name	defa	ult			Subject
Timetable cell	C Su	lass Teacher	Lessons Break supervis	sion	Resource Text
	5	Timetable e	lement		User Student group
Available for public access		Type of elemer	nt		Subject V
available for students		Display			Short name
Show timetable for		Foreground co Background co	lour Nour		#000000 -
Show timetable (h:mm a)	Sta 8:0	Font size Delimiter betwe	een elements of	f [	
Time grid	•	the same type Maximum num of the same type	ber of elements be	s [	3
art and end time of each period	000	Delete C	lose		

Selecting 'Text' means that the Untis (row) text will be displayed in the timetable period.

You can, for example, specify whether the Untis time grid or a freely defined time grid should be used for each format, which days in the timetable should be displayed and a lot more.

Most setting options for the timetable format are self-explanatory. The following section contains a few additional remarks about individual options:

Available for public access	
available for students	
Show timetable for	<ul> <li>All days of the time grid</li> <li>Mon</li> <li>Tue</li> <li>Wed</li> <li>Thu</li> <li>Fri</li> <li>Sat</li> <li>Sun</li> </ul>
Show timetable (h:mm a)	Start time         End time           8:00 AM            6:00 PM
Time grid	<ul> <li>Untis time grid</li> <li>Time</li> </ul>
Display start and end time of each period	<ul> <li>Above</li> <li>Below</li> <li>Above and below</li> <li>Do not display</li> </ul>
Show lesson text	<ul> <li>Above</li> <li>Below</li> <li>Do not display</li> </ul>
Show user	<ul> <li>Above</li> <li>Below</li> <li>Do not display</li> </ul>
Show shift-details	<ul> <li>Above</li> <li>Below</li> <li>Do not display</li> </ul>
Show period information	<ul> <li>Above</li> <li>Below</li> <li>Do not display</li> </ul>

### Available for public access

Here you can specify if individual timetables should be displayed when no user is logged in. This makes it possible, for example, to make current timetables available to students and parents who have no user account of their own. It is only possible to make those timetable formats publicly available (i.e. without login) which have this option checked.

### Display users

The user can also be displayed in the period where this makes sense, for example when booking resources.

Cross out the period information in case of cancellations	
Show lesson text if no subject is specified	
Display elements which are to be substituted	
Max. No. of activities in one cell next to each other (1-20)	5
Combine activities in one cell (lists)	<ul> <li>Activities with the same start and end time</li> <li>Only couplings</li> <li>none</li> </ul>
Combine equal consecutive periods	
Show activity	<ul> <li>Unconfirmed bookings</li> <li>Cancelled lessons</li> <li>Foreign substitutions</li> <li>Vertretung des eigenen Unterrichts</li> <li>Non participating students</li> <li>Break supervisions</li> <li>Room blockings</li> <li>Standbys</li> <li>Contact hours</li> </ul>
Period header	<ul> <li>Start time</li> <li>End time</li> <li>Period number</li> <li>Period label</li> </ul>
Period window	0         Min. height of the period [pixel]           0         Min. width of the period [pixel]
Show horizontal lines	
Link for the period details	
Display the legend under the timetable	
Deactivate custom-colours	
Show the class teacher in the class timetables	<no entry=""></no>
Hide details	
Show unannounced exams	
Show room capacity	

#### Daily overview

Hide empty columns 📃

#### **Display substitution elements**

If this option is activated, the timetable will not just display the substitute teacher but also the name of the colleague who would normally have taken the lesson.

#### External substitution

An external substitution is understood to be one where not only another (substitute) teacher is allocated bust also a different subject. In contrast to a 'normal' substitution, the original lesson is cancelled.

### Link for the period details

If this option is activated and text about a lesson displayed in the timetable exists, an icon will appear in the top right corner of the lesson which can be used to access the text.

#### Display the legend under the timetable

After activating this option, a legend complying with the colours of the timetable is shown below the timetable:

Show the class teacher in the class timetables The class teacher/form teacher can be printed on the class timetables.

#### Hide details

This option can be activated e.g. for public timetable formats to hide additional details of a period (just one click on the period and opening of the details is not possible any more).

#### Show unannounced exams

Exam types you create as administrator can be defined as 'announced' or 'unannounced'. By activating this option in the timetable format all unannounced exams are shown. This may be necessary, if e.g. administration has created a timetable format for teachers only, and by activating this setting, teachers will also see unannounced exams.

# 6.6.3 Timetable settings

Use the menu item <Administration> | <Timetable settings> to decide whether you wish to make timetables publicly accessible (without a password), whether an element list should assist timetable selection and whether the timetable display time period should be restricted.

## **Public timetables**

Standard settings for the timetable

Activating the 'public' field allows the timetable to be displayed in WebUntis without login being necessary. This makes sense, for example, when you wish to make the latest changes available to students and parents without having to create users for them. Please note that only those timetable formats can be displayed for which the option 'Available for public access' has been checked.

Clandara	ootanigo it		
Element	Public	Tim	netable format
Class		standard	Per department 🔻
Teacher	1	standard	▼ Per department ▼
Subject		debug	▼ Per department ▼
Room		debug	▼ Per department ▼
Student		debug	▼ Per department ▼
Resource		debug	▼ Per department ▼
		Department selection	
	Show	details for public timetables	<ul> <li>Image: A start of the start of</li></ul>

You can also set whether details about the lesson in question should be displayed in 'public' timetables or not.

# Element list on timetable page

The element list on the timetable page and 'Display' allow you to set whether and how quick links should be displayed above the timetables. The setting in the 'Display' column also applies for the element

selec < br>	tion fi	elds.					
Standard	settings fo	or the timetable					?
Element	Public		Timetable format	Overview format	List of elements on the timetable page	Display	Display-Details
Class		standard	Per department 🔻	defaultÜ		Short name	Alias name
Teacher		standard	▼ Per department ▼	defaultÜ	P	Short name Full name	Short name
Subject		debug	▼ Per department ▼	defaultÜ		Full name (Short name)	Short name
Room		debug	✓ Per department ▼	defaultÜ		Alias name	Short name
Student		debug	▼ Per department ▼	defaultÜ		External Id Class teacher-Short name	Short name
Resource		debug	✓ Per department ▼	defaultÜ		Class teacher-Full name,	Short name
						Short name (Full name)	
					1B 🗸 🔻 Departme	nt × 🕶 🗲 07/16/2018	
					1A 1B 2A 2B 3A 3B 3C 4A 4B 4C 5/	A 5B 5C 6A 6B 7A 7B 8A 8B 8C 9	A

### Allow the specification of teachers in the WebService query

Allow the specification of teachers in the WebService query

This global option enables UntisMobile app for smartphones and tablets to load teacher information in timetables. If this option is not activated, no teachers are displayed in UntisMobile (no teacher names, no timetables of other teachers). Only exemption: Teachers are allowed to display their own timetables in the app.

#### Warning: Option also in user group

The same option (< Allow the specification of teachers in the WebService query>) can also be found in the user groups. Please note that the option in the user group overwrites the option in the timetable settings due to more refined granularity.

### Restricting to specified time periods

Timetable display can be restricted to specified periods of time:

Show timetable	from [date]
	weeks into the past
	weeks into the future
	days into the past
	days into the future

These settings are used to prevent teachers or students accessing timetables for periods of time that are not yet completely scheduled.

#### Warning: Option also in user group

The same options can also be found in the user groups. Please note that the option in the user group overwrites the option in the timetable settings due to more refined granularity.

# 6.6.4 List of office hours

Via <Timetable> | <Contact hours> you can access the contact hours of the selected week as a list. This list of contact hours contains exported master and lessons data from Untis. In Untis contact hours are created and scheduled as regular periods. What is really important is that subject master data for contact hours are explicitly marked by checking 'S' for contact hour (for German: Sprechstunde).

You can make contact hour lists publicly accessible and you can activate registration for contact hours. Just go to <Administration> | <Settings for the layout> | <Contact hours> and check the respective box.

Display	
Data access	None Restricted
Period number	
Rooms	
For rooms show the	Short name
For teachers show the	Short name
Teacher phone numbers	
Teacher email addresses	2
Show email addresses publicly	<ul> <li>Image: A state of the state of</li></ul>
Show pictures	2
Show pictures publicly	✓
on appointment	
Description	
Registration for a contact hour	
Activate the registration for the contact hours	R
Duration of a timeblock [min]	18
Save	

#### Show e-mail addresses publicly

By checking this box you can define whether to show e-mail addresses of teachers in public contact hour lists.

#### Show pictures

You can save pictures of teachers. Go to <Master data> | <Teachers> | and click on the 'Import photo' button. They are shown in the contact hour list when you activate this option.

#### on appointment

If contact hours of some teachers cannot be scheduled but need to be made on appointment you can enter a message here which goes out to the parents/legal guardians to inform them. The default message is 'on appointment'.

#### Description

The text you enter in this field will be displayed above the contact hour list. You can also enter her additional information for parents/legal guardians. An alternative would be to use the field 'Phone number of the school'. Go to <Administration> | <Settings> where you can enter a text and a telephone number.

Contact hour lists can also be exported as PDF-, CSV- and Excel files. E-mail addresses have a 'mail to' link, i.e. by clicking on the e-mail address you mail program opens automatically.

Contact hours			Þ
Class X V Class X V Class X V V V V V V V V V V V V V V V V V V		-	
Teacher	Date	Period	Free appointments
Aristoteles	Tu 07/03	2:30 AM - 3:20 AM	•
Asimov	Settings for the layout		-
Bachmann	General Colours T	imetables Overview-timetables ICal	Contact hours - Penorts
Becket	General Colours 1	interables Overview-timetables idar	Contact nours Reports
Bergmann	Diskay		
Blanchett		Data access  None Dublic Restricted	
		Rooms	
		For rooms show the Short name	T
		Forteachers show the Surname	<b>T</b>
	T	eacher whone numbers	
	Show e	mail addresses publicly 🕑	
		Show pick res 📄	
		Show pictures publicity	
		Description Dear parents, we are visit!	looking forward to your

## 6.6.5 ICS formats

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

You can also specify here that consecutive periods of the same type should be combined to form a block and you can mark exams. Additionally, you can let availability (busy status) automatically be changed in Office 365.

New ICal Format								
Short name myICalFo	rmat							
Element	Properties	ICal property						
Class	Short name 🔹	- •						
Teacher	Short name 🔹	- •						
Subject	Short name 🔹	- •						
Room	Short name 🔹	- •						
Resource	Short name 🔹	- •						
Booking	Remark •	- •						
Combine eq Mark exams Set BUSYS	ual consecutive periods							
Save	Save & New Cancel							

# 6.6.6 Overview timetables

There are a number of overview timetables such as class or teacher overview timetables available, just go to <Timetables>. As administrator you can create your own formats for these overview timetables via

<Administration> | <Settings for the layout> | <overview timetables> and can assign them to the respective timetables (Students, teachers, etc.). Just go to <Administration> | <Timetable settings>.

New overview format	
Name	Studentsoverview
Show timetable for	All days of the time grid     Mon Tue Wed Thu Fri Sat Sun
Show timetable (h:mm a)	Start time         End time           8:00 AM            6:00 PM
Time grid	<ul> <li>Untis time grid</li> <li>5 Min.</li> <li>10 Min.</li> <li>15 Min.</li> <li>30 Min.</li> <li>60 Min.</li> </ul>
Period header	<ul> <li>Start time</li> <li>End time</li> <li>Period number</li> <li>Period label</li> </ul>
Hide empty columns	
Save Save & New Cancel	

# 6.7 Administration - Class register

As class register administrator you are responsible for creating and maintaining a large quantity of master data and you are also responsible for specifying numerous settings.

# 6.7.1 Master data – Class register

As a general rule, the class register administrator is responsible for maintaining the following master data elements:

- Classes
- Students
- Subjects
- Reasons of absence
- Exemptions
- Excuse status
- Entry category
- Type of examination
- Teaching methods

### Inactive master data

All master data can now be set continuously *inactive*, e.g. teaching methods.

Teaching	g metho	ds				
Search		Start search				
Selection		Teaching method	Full name		Active	
	/ X	Frontal	Frontalunterricht			
	/ X	Einzel	Einzelarbeit	1		
	/ X	Partner	Partnerarbeit			
	/ X	(				
	Teaching method Frontalunterricht (Frontal)					
	J ( /					
	Short name					
	Fronta		<b></b>			
	E. H					
	Fronta	alunterricht				
					1	
	Save Delete Cancel					
		ł.	1			
	/ X		<b></b>			
	/ X	EE	Externe Experten		1	
16 Element	s found, s	howing 1 to 15. [Fir	st/Next] 1, 2 [Next/Last]			
New	Sort D	)elete Create e	xample teaching method			

As described in the chapter 'User administration' there is a comfortable function to define unsers as inactive, if the assigned teachers or students left the school. For this function go to <Administration> | <User> | <User administration>:

Teachers	S									
Search			Start sea	arch 🖉 Cale	endar date is the re	eferen	ce date			
Selection			Teacher	Surname	First name	Title	Entry date	Exit date	Text	Active
	1	×	А	Α	fnA	tA				$\bigcirc$
	Ø	×	Arist	Aristoteles						J.
	I	×	Asim	Asimov	Isaac					<b>e</b>
	I	×	Bach	Bachmann	Ingeborg					1

### 6.7.1.1 Classes

This is where you will find information on classes where you can also enter <u>class services</u> as well as access the class register bookcover for classes via <Report>.

Klasse Klasse 1a (Gaus	ss) (1A)					
Kurzname 1A	Schuljahr 2018/2019		Von 09.07.2018 💌	Bis 02.06.2	2019 👻 🖌 aktiv	
Langname Klasse 1a (Gauss)	Alias Aliasklasse		Externe Id		Name Wintersemester	Name Sommersemester
Abteilung <auswahl> ▼</auswahl>	Jahrgangsstufe Sch	ülerzahl männlio	ch Schülerzahl we 12	iblich		
Text						
Klassenlehrer Gauss	Klassenlehrer <auswahl></auswahl>	Raum ▼ R1a	V			
Vordergrundfarbe #000000 Hintergrundfarbe #000000	<ul><li>▼</li></ul>					
<ul><li>Abwesenheitskontrolle</li><li>Benötigt Lehrstoffeingabe</li></ul>						
Klassendienste 07.01.201 Klassensprecher Klassensprecher Stv. Klassenordner Dienst	9 - 12.01.2019					
Klassenbuch Deckblatt K	lassendienste Sitzpla	an				
Speichern Löschen A	Abbrechen					

#### Absence check

Specify whether student absences should be checked in this class.

Required teaching content entry

You can also define whether this class required a teaching content entry .

### Class services

By clicking this button you can assign student of the selected class to services, e.g. class representative, etc.

Seat map

By clicking this button you can administer the seat map of the class. The distribution of the students is done graphically via drag and drop.

The print out of the seat map looks the following as of WebUntis 2016:

Seat map	Х
Columns: 4 Rows: 2 Apply	
Balblair Hatschi Z Schlatmut z	
Seppl Pimpel	
Student without seat	_
Chef	4
	~
Save Delete Print Close	

### 6.7.1.2 Students

You will find a list of students in student master data. The class register administrator is responsible for the actual 'maintenance' of this data, i.e. entering details (e.g. starting and leaving dates).

Under <Master data> | <Students> you can also launch student import and the import of student photos

Additionally it is possible to generate reports on the students via the selection box <Reports>. You can download information on name, date of entry and exit date, address or telephone number the students of a respective class as PDF, CSV or Excel table.

The edit window of the individual student looks the following:

Student Arran, Michel	
Surname Arran	
First name Michel	
Short name Arran	Upload photo Delete photo
External Id	Student properties
Date of birth Sex	aree martin
Female     Male     Third gender	fehl Kurse
Entry date Exit date	Total Lesson Periods
Class Channe class	aaa <selection> ▼</selection>
Text	fasdfasdfasdf <selection> ▼</selection>
Medical certificate required	Allergien <selection> ▼</selection>
Compulsory schooling Of age	
Catalogue number 0	
Foreground colour #000000  Background colour #000000	
Address	
Save Delete Cancel	

## Exit date

If a student leaves the school you can set a date here to mark that this person will no longer attend your school from this date on.

#### Note: An exit date can also be set for temporary absence.

If a student attends, e.g. a partner school in another country for some months, then you can set an exit date here. When he or she returns, you just delete this date. Thus no absences occur during his or her time of inactivity.

### Medical certificate required

If you activate this checkbox then a stethoscope icon will be shown next to the student's name in the class register. When you click on the blue 'i' for information, you will see the date on which the medical certificate is required. While you are entering and editing the absence of a student you can also set a

date when the medical certificate is required.

Change class

Klasse	enwechsel f	ür Schneid	ler Paula
Neue Kl	asse	V	
Beginnd 08.01.2	atum 019 🔻 🏢		
Klasse	Beginndatum	Enddatum	
2a	09.07.2018	07.01.2019	
2b	08.01.2019	02.06.2019	
Weiter	Abbrecher	n	

Here you can make a change of class for a student. Set a start date for the new class and then select the necessary student groups in the following step.

**Note: Overwriting class affiliation** If you want to overwrite the class affiliation in the aforementioned example, e.g. 1b with 1c, just use the drop down list, select 1c and change the class of this student by setting a start date.

Address

Address		х
Arran Michel		
New address	e-mail address	
	michel@arran.com	
	Mobile number	
	+436605284126	
	Telephone number	
	Fax number	
	Street	_
	Beivederegasse 11	
	Postal code City	
	2000 Stockerau	
	Delete Sa	ve

By clicking the <Address> button you can enter contact details of the student such as e-mail address, telephone number and street. You can also add information on parents, legal guardians, persons entitled to receive information or companies by clicking on the <New address> tab.

Address	2
Arran Michel	
New address	Туре
	Legal guardian 🔹
	Legal guardian
	Person entitled to receive information
	Company
	e-mail address
	Mobile number
	Telephone number
	Fax number
	Street
	Postal code City
	Create

# 6.7.1.3 Schülereigenschaften

Die Stammdaten der Schüler können mit weiteren Feldern adaptiert werden. Im folgenden Beispiel hat sich die Schule dafür entschieden, in den Schüler-Stammdaten eine zusätzliche Information zu den Allergien anzuzeigen.

Student Arran, Michel	
Surname Arran 🖉 Active	
First name Michel	
Short name Arran	Upload photo Delete photo
External Id	Student properties
Date of birth Sex Female Male	Missed lessons
Third gender     Exit date     Exit date	Total Lesson Periods
× × ×	Allergys

Unter <Stammdaten> | <Schülereigenschaften> können Sie als Administrator weitere Eigenschaften erstellen die in den Schülerstammdaten angezeigt und editiert werden können.



### Hinweis: Stammdaten

Sollte der 'erlaubte Zugriff auf 'Stammdaten' gesetzt sein, so können alle Benutzer mit dem Recht 'Stammdaten Schüler' diese Eigenschaftsart editieren.

## 6.7.1.4 Teacher

The master data on teachers import the <Teacher status> and the <Target/week> from Untis by default.

Teacher Aristoteles,
Short name Arist I Active
Surname First name Title
Personnel number External Id
Text Date of birth Sex Female Male Third gender
Entry date Exit date Teacher status Fr. To Target/week Fr. To 19.995 Other activities [%]
Room   EDV2     Allocated departments     Pak1   Fak1   Fak2   Bibliothek   A1   A2   Upload photo Delete photo    Assigned teaching qualifications   E1
Class teacher of the class(es): Foreground colour #000000
Address Working hours Save Delete Cancel

In the settings you can define if the colours assigned to the teachers in Untis should also be imported to WebUntis.

When editing a teacher you can also assign departments and teaching qualifications to this person.

# 6.7.1.5 Subjects

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

Subject Latein (L)
Short name
Full name     Alias name     External Id       Latein
Text Codes
Subject type Selection> •
Assigned teaching qualifications Teaching qualifications E1 E2 M SCIENCE SW
Allocated departments Departments Fak1 Fak2 Bibliothek A1 A2
Assigned subject groups All subject groups D n2 Nat REL Sport
Foreground colour #000000  Background colour #000000
<ul> <li>Absence-check</li> <li>Teaching content is compulsory</li> </ul>
Save Delete Cancel

Furthermore you can assign teaching qualifications, departments and subject groups, as well as colours to the selected subject.

# 6.7.1.6 Fachgruppen

Sie können über <Stammdaten> | <Fachgruppen> Fachgruppen erstellen und Fächer zu Fachgruppen zusammenfassen.

New subject group			
Short name Nature			
Name			
Natural science			
Assigned subjects		All subjects	
BIO	-	M	*
РН		M1	
		MASALA	
	0	ME	
		PP	
		PV	
		R	
		RE	
	r -	RK	•
Save Save & New	Can	icel	

# 6.7.1.7 Reasons of absence

Under <Master data> | <Reasons of absence> you enter the usual absence categories for your school. These are assigned to student absences.

Reason of absence disease (ill)					
Type of element Student					
Short name					
Full name disease					
Codes					
Absence counts					
Absence is automatically excused with status <selection></selection>					
Privilege normal ▼					
Save Delete Cancel					

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

### 6.7.1.8 Reasons of exemption

Under <Master data> | <Reasons of exemptio> you can define reasons for exemptions

Reason of exemption Injury (Injury
Short name
Injury Active
Full name
Injury
Save Delete Cancel

### 6.7.1.9 Excuse status

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

Entschuldigungsstatus						
Suche			Suche ausfü	hren		
Auswah	I		Name	Langname	Entschuldigung zählt	aktiv
	1	×	entsch.	entschuldigt	<ul> <li>Image: A start of the start of</li></ul>	1
	1	×	nicht akzep.	nicht akzeptiert		1
	1	×	nicht entsch.	nicht entschuldigt		1
3 Elemente gefunden, Anzeige aller Elemente.1						
Neu	Sorti	eren	Löschen			

# 6.7.1.10 Remark category

Class register entries can be assigned to different remark categories which can be specified here. A remark category can apply to individual students or to an entire class.

Remark categories									
Search			Star	t search					
Selection			Туре	Name	Full name	Active	available for students		
		×	2	Participation	Participation in class		<b>V</b>		
	1	×	22	Cleanness	Cleanness in the classroom		<b>V</b>		
2 Elements	s found	d, sh	owing	all Elements.1					

Go to <Master data> | <Group of remark categories> for creating new category groups for remarks in the class register. In the example above you see the group 'Behaviour'.

# Group of remark categories

In some countries it is usual to combine remark categories to groups in the class register. Here an example for groups:

Groups for remark categories							
Selection			Name	Full name	Active		
1 Element f	ound.1		Behaviour	Behaviour			
New	Sort	Del	ete				

And in the following an example how the individual categories are assigned to the groups:

Remark categories								
Sears to the group for selv remark categories	search Name	Full name	Active	available for students				
	Participation	Participation in class		<b></b>				
🗆 🥖 🗙 🐸	Cleanness	Cleanness in the classroom	<b>a</b>	<b></b>				
2 Elements found, showing all Elements.1								
New Sort Delete Report								

Combining the individual categories only is relevant in statistical analyses.

# 6.7.1.11 Types of exam

You can enter different types of exam under <Master data> | <Types of examinations>.

Type of examination Schularbeit (Exam)
Short name Exam Scrive
Full name Schularbeit
Key (external)
Type of examination Written Oral
<ul> <li>Announced exam</li> <li>Transfer exams of this type to Untis</li> </ul>
Foreground colour#0000000Background colour#0000000
Maximum number of exams per student
Per day     1       Per week     0       Per time range     3       Grouping     0
No exam after 3 free days including weekends 🖉
Grades
Grading scheme Standard ▼ Weighting factor 4
Save Delete Cancel

option if you wish to suppress the display in the timetables.

#### Maximum number

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

#### No exam after n free days

With this option it is possible to prohibit exams on the first day after a certain number of days off, for instance on the first day after three days off.

#### Grading schemes

The grading schemes defined under <Master data> | <Grading schemes> can be assigned to the different types of examinations, e.g. you need a different scheme for an oral review check than for a written test.

#### Weighting factor

You can decide yourself which global weighting factor the individual type of exam should have in order to weight the individual types differently.

### 6.7.1.12 Notenschemen

### Ein

Notenschema ermöglichen die Benotung in einer Prüfung mit einer bestimmten Prüfungsart. Z. B. benötigen Lehrer für Stundenwiederholungen ein anderes Notenschema als für Klassenarbeiten.

Grading scheme									
Grading scheme for the overall grade Oral exam-scheme ▼ Save									
Selection		Name	Active						
	/ X	Oral exam-scheme	1						
	/ X	Participation	1						
	/ X	Revision-scheme	1						
3 Elements found, showing all Elements.1									
New	Sort [	Delete							

Ein Beispiel für ein österreichisches Prüfungs-Notenschema finden Sie in der folgenden Abbildung:

Grading	scheme	Oral	exam-scheme

Name	
Oral exam-scheme	Active

Grades

		Grade	Value
۲	1		1
00	2		2
00	3		3
00	4		4
٥	5		5
	*		
Save	Back		

Ein Gesamtnotenschema wird für den Notenvorschlag in den Gesamtnoten der einzelnen Unterrichte benötigt (Gesamtnoten finden Sie unter <Unterricht> | <Mein Unterricht> | <Schüler im Unterricht> | <Gesamtnote>),

z. B. für Lehrer Gauss:

Stu	tents in t	the lessor	1			_						
0.4			·			Final o	rade E	lliot				
Teac	her: Asim. §	Subiect: GW	K. Clas	ss: 3A								
	Surname	First name	Sex	Class	Entry date	Teacher	Asim		- WS			
1	Elliot		ő			Class: 3	A		Grade suggestion	Remark	Grade	
2	Erik		6			<		>	orado odggoodon		Please select	Save
3	Hook		6			Elliot					1	
4	Mim		8		/	Erik					2	
5	Rabbit	Roger	õ			Mim			* SS		3	
6	Triton		ð			Rabbit F	Roger		C	Dement	4	
► e	▶ e-mail addresses											
En	Enter grades Final grader Grade matrix Grading model Grading schemes for the lessons Reports  Send message											
Ba	ck											

# 6.7.1.13 Exam blockings

Under <Administration> | <Exam blockings> you can enter exam blocks for several classes.
Classes	Type of examination	
Classes V	All examinations	,
Element selection	7 til Oxuminations	
1A		
1A		
1B		
1B		
2A		
2A		
2B		
2B		
3A		
3A		
3B		
3B		
3C		
3C		
4A 🔹		
Fr. 10		
8///2018 • 8///2018 •		
Start time End time		
8:00 AM ¥ 8:00 PM		
continuous		
Day of the week		
ovoru dav.		
Every day		
TEXT		

Define which type of exam is blocked, plus you can also define weekdays for recurring exam blockings here.

### 6.7.1.14 Teaching methods

Under <Master data> | <Teaching methods> you can define the usual methods of teaching at your school (group work, chalk-and-talk etc.). Reports can subsequently be filtered by teaching method amongst others.

Teaching methods							
Search			Start search				
Selection			Teaching method	Full name	Active		
	1	×	Frontal	Frontalunterricht	1		
	Ø	×	Einzel	Einzelarbeit			
	Ø	×	Partner	Partnerarbeit			
	Ø	×	Gruppe	Gruppenarbeit			
	P	×	Cool Einzel	COOL - Einzelarbeit			
	P	×	Cool Partner	COOL - Partnerarbeit			
	1	×	Cool Gruppe	COOL - Gruppenarbeit	1		
	P	×	Diskussion	Unterrichtsgespräch/Diskussion			
	1	×	Rollenspiel	Rollenspiel	1		
	1	×	Referat	Referate (Schüler/innen)	1		
	1	×	PP	Projektarbeit - Klassenprojekt	<b>e</b>		
	P	×	PK	Projektarbeit - klassenübergreifend	<b>a</b>		
	1	×	PS	Projektarbeit - schulübergreifend	<b>\$</b>		
	P	×	TT	Teamteaching	4		
	1	×	EE	Externe Experten	1		
16 Elements found, showing 1 to 15. [First/Next] 1, 2 [Next/Last]							
New Sort Delete Create example teaching method							

## 6.7.1.15 Services

A class teacher/form teacher will generally assign <u>class services</u> such as class representative or class prefect to each class.

Servic	es				4	
Search			Star	t search		
Selectio	n		Туре	Name	Full name	Active
	*	×	4	Prefect	Prefect	1
	1	×	6	CR	Class representative	1
		×	۹	DCR	Deputy class representative	<b>e</b>
New	Sort	De	elete	Report		

Under <Master data> | <Services> you can create different class services. Under <Class register> | <Class services> you can subsequently assigne these services to students.

#### 6.7.1.16 Reduction reason

Under <Master data> | <Reduction reason> you can define reasons for reduction.

### 6.7.2 Settings – Class register

General class register settings are made via menu item <Class register> | <Settings>. They can be divided up into the following categories:

- <u>Class register main page</u>
- General

#### 6.7.2.1 Class register main page

The following settings refer to the main page of the class register, where subject teachers note absences and enter teaching content.

#### Class register main page

Sort the student list	<ul> <li>from top to bottom</li> <li>from left to right</li> </ul>
Sort students by class	
Student pictures: portrait layout	
Number of columns in the student list	4
The absence-time must lie within the lesson-period	
Default for the end time of an absence	<ul> <li>End of the period</li> <li>End of the day</li> <li>Fixed time 5:50 PM </li> </ul>
Direct entry of absences via the checkbox	
Display all absences of the day	
Show class-register entries from	<ul> <li>Start of the current week</li> <li>Start of school year</li> <li>Fixed date</li> <li>[days] back</li> </ul>
Show the due and pending homework	

#### Sorting

The first few items relate to how students are sorted in the electronic class register.

#### Absences

These are parameters used to capture <u>absences</u> such as end time of an absence or whether it is possible to create an absence by checking the checkbox next to the student name. In the latter case, no other entries are necessary.

#### Tip: End time of an absence

There are two important options for the end time of absences: Either the absence ends at the end of the period or at the end of the day. When choosing the first option, teachers need to prolong the absence (by

clicking on the respective button) as long as the student is absent. When choosing the second option, i.e. 'End of the day', teachers need to reduce the absence in the upcoming periods , as soon as the student is back in school. If both options are not applicable you can choose a fixed time as end of absence.

#### Display

The last few items refer to the display of <u>absences</u> and <u>class register entries</u>. Homework not done is also easily detected that way.

#### 6.7.2.2 General

The 'General' section contains settings relating to the handling of the class register such as the definition of the time range allowed for input or texts for written excuses.

General	
Absence monitoring	
Numbering of excuses	across the classes
Valid date-range	
Data-entry for [days] in the past	
Data-entry for [days] into the future	
Absences/Class register entries may only be deleted within [hours].	999
Display open periods from	Start of the current week, irrespective of the setting chosen here.     Start of school year     Fixed date
Display open periods for	- All - Fixed setting for all users
Missed period counts from (min or %)	50%
Absence half-day counts from [min. or %]	
Day of absence counts from [Min or %] on	50%
Max. absence minutes per lesson	0
Ignore exams for the calculation of absence times	
Allow the entry of the teaching content until [days] into the past	0
Allow the entry of teaching content for future periods	
Enter the teaching content for all periods of a block	
You have to change the status of an excuse in combination with a reason of absence.	
Prohibit the entry of absence reasons	
Default reason of absence for absent students	disease
Default reason of absence for students who are late	<selection></selection>
Default reason of absence for student-absences entered by the students themselves	<selection> •</selection>
Default reason of excuse	<selection></selection>
Automatic excuse after [days]	0
Status for the automatic excuse	<selection> v</selection>
Text for the written excuse above the signature	
Text for the written excuse below the signature	
Letter of excuse for students	Elective



### Absence check

If this option is activated, periods in which student absences were not checked will be listed under open periods. If an absence is entered, the check performed will be entered for the period. If there are no student absences to enter, the <Absences checked> button below the student list in the class register can be used to confirm that absences have been checked.

### Data-entry for [days] in the past & Data-entry for [days] into the future

Here you can define how many days in the past and in the future, respectively checking of absences are permitted to be carried out.

#### Absences/Class register entries may only be deleted within [hours]

This option allows deletion to take place only in a certain time range. The administrator can, of course, delete absences and class register entries at a later point in time. The max. permissible entry here is 999.

#### Open periods

Select the time range for open periods as well as whether a missing absence check and/or missing teaching content should be displayed. These options can definitely be adjusted during the check of open periods (<Class register> | <Open periods: Class> or <Open periods: Teacher>. Please note that during peak hours our server shows open periods as of 'Start of the current week' by default independently of your settings.

#### Missed lesson / missed days

This is where you can specify from which point in time onwards an absence is to be counted as a missed lesson or missed day. This information is important for some reports (<Class register> | <Reports>.

#### Allow the entry of the teaching content until [days] into the past

For how long are teachers allowed to enter teaching content.

#### Allow the entry of teaching content for future periods

Teachers are also permitted to enter teaching content for future periods, not only for already held or current periods.

#### Enter the teaching content for all periods of a block

Regarding double or multiple periods: You can automatically copy the teaching content of the first period to the other periods of the block.

#### You have to change the status of an excuse in combination with a reason of absence.

Depending on your settings in the master data the excuse status is always adjusted as soon as a user changes the reason of absence in the class register.

#### Prohibit the entry of absence reasons

This option prohibits the entry of absence reasons and a text written by subject teachers in the electorinc class register.

#### Default reason of absence

You can select default reasons of absence for various scenarios from the <u>reasons of absence</u> you defined. These are then entered automatically but can be changed; e.g. this is important regarding direct absence entries via the green check so that a default reason of absence can automatically be selected.

#### Text for excuses

These two text blocks allow individualisation of excuses (see example). They will subsequently be shown at all letters of excuses.

#### 6.7.2.3 Settings – Lessons

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

### General

## Activities settings

#### Examinations

Admissible time range for exam entries	<b>•</b>
Permit room conflicts for exams	
Transfer of exams to Untis until [days] into the future	7
Only transfer those exams affecting the cover schedule	

## **Examinations**

Back

Save

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

Specify whether room conflicts are allowed for examinations or not.

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

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

### 6.7.2.4 Settings - Grading

If the your grading scheme is not predefined when you receive WebUntis, your system administrator can define several grading schemes, e.g. '1-5' or '+,~,-' under <Master data> | <Grading scheme>.

## Grading scheme

Grading scheme for the over	ral	ll grade	
Standard •		Save	

Selection		Name	Active				
	/ X	+-	Image: A start of the start				
	/ X	Englisch					
	/ X	Mitarbeit					
	XX	Oral exam	A				
	2	Standard	Image: A start and a start				
	XX	Verbal	<b>A</b>				
6 Elements found, showing all Elements.1							
New Sort Delete							

In our example the grading scheme 'SchemeWH' should be applied for oral participation during a lesson using the grades '+', '-' and '~'.

N (	lame Oral exai	m		Active	+	
C	Grades			Grada		Value
				Graue		value
	$\bigcirc$	×	Passed			1
	٥	×	Failed			5
		÷				
[	Save	Back	(			

### Note:

You do not necessarily need to assign values to the grades of a grading scheme. If there are no values assigned, subsequently no average grades are shown in this scheme.

If the administrator defines a grading scheme under <Master data> | <Types of examinations>, then this scheme must be applied for the respective types of exam.

						Type of examination Feststellungsprüfung (FSP)
Types of	f exa	min	ations			Short name
Search			Start search			Full name Intermediate examination
Selection			Type of examination	Full name	Max pe	Ky (external)
	1	×	Mitarbeit	Mitarbeit	0	
	1	×	StdWd	Test	0	Type of examination
	1	×	OE	oral exam	1	Written
	P	×	HW	Hausübung	0	Oral
	1	×	Test	Exam	0	Announced exam
	1	×	Exam	Schularbeit	1	<ul> <li>Transfer exams of this type to Untis</li> </ul>
		×	INE	Intermediate examination	0	
7 Elements	fou	l, sho	wing all Elements.1			Foreground colour #000000
New	Sort	D	elete Report			Background colour #000000
						Maximum number of exams per student
						Per day 0
						Per week 0
						Per time range 0 within 0 days
						< Selection >
						No exam after 0 +-
						Oral exam
						Grades Verbal
						Grading scheme Standard V
						Weighting factor 2
						Save Delete Cancel

In our example this is the case with the exam type 'Test' using the grading scheme 1-5.

# 6.8 Administration – Agenda

Administration of the Agenda module can be divided into three areas:

### • Master data

- Settings
- Daily operations

## 6.8.1 Master data – Agenda

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

- Rooms
- Room groups
- Room types
- Buildings
- Departments
- Resource types
- Resources
- Resource groups

#### Types of activities

### 6.8.1.1 Rooms

Basic room information is generally imported with the timetable data from Untis.

You can set a room to be inactive if, for example, it is no longer available and therefore should no longer be displayed in selection lists, but you wish to retain past booking data. To do this uncheck 'active'.

Räume													
Suche			Suche a	usführen									
Auswahl			Raum	Langname	Verantwortlicher	Raumart	Abteilung	Gebäude	Ressourcen	Kapazität	Fläche	buchbar	aktiv
	Ø	×	1	1. Og						0	0		1
	P	×	2	2. Og						0	0		1
	I	×	Aula	Aula						0	0		<b>a</b>
	P	×	CHM	Chemieraum						35	0	1	1
	Ø	×	CHS1	Chemiesaal						40	0	1	1
	P	×	CHS2	Chemiesaal2						0	0	1	1
	Ø	×	CPR2	Computerraum2					PC_LP2	10	0	1	1
	P	×	Hof	Pausenhof					Video2	0	0		1
	Ø	×	HSA1	Hörsaal1					HD1, Audio2	50	0	1	1
	P	×	HSA2	Hörsaal2					HD2	40	0	4	1
	Ø	×	Kell	Keller						0	0		1
	P	×	Kirche	Kirche						0	0	4	<b>A</b>
	Ø	×	Kü	Schulküche						0	0	1	1
	1	×	PCR	Computerraum					PC_LP1	20	0	1	1
- 🗆 著	P	×	Phys	Physiksaal						0	0	1	1
	5/	$\mathbf{X}$	Ps1	Pseudoraum 1 (3h)						0	0	J	

Additional attributes can, however, be added to room master data, which can then be used as search criteria. These data include e.g. <u>Department</u>, <u>Building</u>, Room type, Capacity, Area and person responsible.

You can also specify whether the room can be booked or whether it can only be reserved.

Some rooms should not be booked ad hoc. They may need to be set up and cleared before they can be used. The entry 'Book no later than (min. bef. app. time)' allows you to enter how many minutes a room must be booked latest prior to its actual use.

Resources and/or room groups can be assigned to every room using the familiar assignment functions :

#### Resources

One or more <u>resources</u> can be assigned to every room. You will see all the resources assigned to the room in the selection field 'Resource'. The selection list 'All resources' displays all resources of the type of resource set.

#### Room groups

Rooms can also be assigned to one or several <u>room groups</u>. Booking rights can be restricted for each <u>user group</u> to individual room groups.

You can create room groups under <Master data> | <Room groups> and assign the individual rooms to them. You can also assign individual groups to existing room groups under <Master data> | <Rooms>.

### 6.8.1.2 Room groups

<u>Rooms</u> can also be combined to form room groups under menu item <Master data> | <Room groups>. Individual <u>user groups</u> can them be granted the booking right for these room groups (instead of school rooms).

Room-groups							
Search		Start search					
Selection		Room-group	Full name				
	/ X	werk	werk				
	/ ×	Räume	Räume				
	/ X	W	W				
	/ ×	w2	w2				
	/ X	w6	w6				
	/ ×	w7	w7				
	/ X	Fachräume	Fachräume				
	XX	Kein Raum	Kein Raum				
	2 ×	edv	edv				
9 Elements found, showing an Elements.1							
New Sort Delete Report							

You can also assign rooms to room groups under <Master Data> | < Rooms>.

### 6.8.1.3 Room type

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

Room ty	rpe				
Search		Start searc	h		
Selection		Name	Full name		
	/ X	Classroom	Classroom		
	/ X	Lab	Lab		
	/ X	Gym	Gym		
3 Elements	s found, sh	owing all Eler	nents.1		
New	Sort	)elete			

### 6.8.1.4 Buildings

A school may consist of several buildings. You should therefore enter the different buildings of your school under <Master data> | <Rooms> in order to be able to limit a subsequent search for rooms to one building.

Building			
Search		Start se	arch
Selection		Building	Full name
	/ X	ddd	ddd lang
1 Element	found.1		
New	Sort D	)elete	Report

You can also assign individual rooms to a building in this window. A further input possibility is under </br><Master data> | <Rooms>.

### 6.8.1.5 Resources

New resources are created under menu item <Master Data> | <Resources>.

Resourc	ces										
Type of res	ource	<se< td=""><td>lection&gt; •</td><td>Search</td><td>Start se</td><td>arch</td><td></td><td></td><td></td><td></td><td></td></se<>	lection> •	Search	Start se	arch					
Selection			Resource	Full name	Туре	Inventory number	Person in charge	Room	Location	Bookable	Active
	1	×	b1	b1				R1A			1
	P	×	b2	b2	Projector fixed						1
	1	×	inet1	inet1				R2C			1
	P	×	test	test	WiFi						1
	P	×	beamer1	beamer1	Projector flexibel				R2C	1	1
	P	×	beamer2	beamer2	Projector flexibel				AA	1	
	P	×	beamSony	beamSony	Projector flexibel					1	1
	P	×	HP Notebook R52	HP Notebook R52	Notebook		sek			1	1
	1	×	beamer Fuji	beamer Fuji	Projector flexibel		mpr		EDV1	1	1
	P	×	Steinway	Steinway	Piano					1	1
	1	×	nur reservieren	nur reservieren	Piano					1	1
	P	×	beamReservierung1	beamReservierung1	Projector flexibel					1	1
	1	×	beamReservierung2	beamReservierung2	Projector flexibel					1	1
	P	×	pajero	pajero	car		mpr			1	1
	1	×	audi 100	audi 100	car					1	1
19 Elemen	its fou	nd, sl	howing 1 to 15. [First/N	ext] 1, <u>2 [Next/Last]</u>							
Nois	Sort		elete Import P	enort							
	Suit			eport							
5											

The type describes the <u>resource type</u> of the resource. Assignment is effected from a selection field and is optional. You can also choose to enter an inventory number and a person in charge of the resource. You can make a fixed <u>room</u> assignment for the resource in the 'Resource of room' field. Furthermore, resources can be assigned to specific <u>departments</u> or <u>buildings</u>.

A resource can also be assigned to one or more <u>resource groups</u>. You can restrict a <u>user group</u> to specific resource groups when booking resources.

As of WebUntis 2015 you can filter user groups and departments in the field <Person in charge>.

### Importing resource types and resources

Resource types and resources can be imported from text files. The procedure is very similar to the one used to import student master data .

For the import field 'Booking possible' and 'Reservations only' please enter '1' for yes and '0' for no.

New resource
Short name Laptop Dell
Full name Laptop Dell
Type <selection></selection>
Inventory number
Text
Person in charge
Resource of room / Location
<selection></selection>
Reservations only
Department <selection></selection>
Building
Croups of resources
beamer beamerReserv
<b>v</b>
Save Save & New Cancel

6.8.1.5.1 General resources

Resources which are bound to the location and where the option 'Booking possible' is not active can be assigned to as many rooms as required since due to this function it is, e.g. not necessary to create the resource 'internet' to every single room.



### 6.8.1.6 Resource groups

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

New group of resou	irc	es:			
Short name High-End Name High-End-Devices					
Assigned resources beamer2 beamer Fuji	*	0	All resources audi 100 beamer1 beamReservierung1 beamReservierung2 beamSony HP Notebook R52 nur reservieren pajero PC2 Steinway	*	
Save Save & New		Can	icel		

You can restrict a <u>user group</u> to specific resource groups for booking resources when setting <u>user rights</u>

Book Room 🧹		1		All	Þ	
Make reservation Resource 🧭		1		All	Þ	
Book Resource 🧭		1		All		Book Resource ×
Booking in the past 🧭		1			1	Bestrict to groups of resources:
Change rooms in regular lessons 🧭				All	Þ	Please select
Timetable modification for bookings			÷			

### 6.8.1.7 Types of resource

You can define any type of resource you like under <Master Data> | <Types of resource>.

Types of resource										
Search			Start search							
Selection			Type of resource	Full name	Description	Active				
	1	×	Projector fixed	Projector fixed		1				
	1	×	WiFi	WiFi		1				
	1	×	Projector flex	Projector flexibel		1				
	1	×	Piano	Piano		1				
	1	×	Notebook	Notebook		1				
	1	×	Internet	Internet		1				
	1	×	car	car		1				
	1	×	PC	PC		1				
8 Elements	found	d, sh	owing all Elements	.1						
New Sort Delete Import Report										

Explanatory text can be entered in the 'Description' field.

### 6.8.1.8 Types of activities

Various activity types can be defined under <Master data> | <Types of activities> such as lectures or seminars. <u>Activities</u> can be assigned to these activity types.

Types of	Types of activities												
Search			Start search										
Selection			Name	Full name	Туре	Key (external)	Active						
	1	×	Seminar	Seminar	Other								
	1	×	Conference	Conference	Other								
	1	×	Consulting-hour	Consulting-hour	Contact hour								
	P	×	WU only	WU only	Lessons		1						
	1	×	Class	Class	Lessons								
5 Elements found, showing all Elements.1													

New Sort Delete

If you create a type of activity anew you can define if you want these activities to be transmitted to Untis or not. Furthermore, there is the option to assign user groups or to set this type of activity as default. Only after an activity type has been assigned to a user group, the respective users can create activities

#### of this type.



## **Priorities of activity types**

Aktivity types which are created in WebUntis can be assigned priorities. The basic ideas is borrowed from Untis events and can be described the following:

Students can be displaced from a lesson of normal priority by a lesson of higher priority. The teacher of the original lesson of regular priority needs to be informed that the respective students are not absent, but participating in a school event of higher priority.

In the following example some students of class 1a and 1b attend the school event 'Excusrion: Haus der Musik' which is of higher priority.



Not all students take part in this excursion, some students remain in the regular lessons. Teachers who are holding the regular lessons see that some students are taking part in this excursion:



For the activity 'Excursion: Haus der Musik' there are the respective complementary class register lists:

New type of activity
Short name
Full name
Type Lessons
Key (external)
Priority       normal       Iow       t activities of this type to Untis
high     #000000       Foreground colour     #000000       Background colour     #000000
Save Save & New Cancel

With th priority field you can define types of activities in WebUntis which automatically initiate that students are 'taken out' of a lesson of lower priority.

### 6.8.1.9 Departments

Departments can be entered, deleted or modified under <Master data> | <Departments>. Departments are always imported from Untis.

## Department A1 (A1)

Short name A1	
Full name A1	Here you can
Key (external)	choose a superior department.
UntisId Department 0 <selection> ▼</selection>	
Person in charge Foss (Fossey Dian) X -	
Assigned rooms          R3A       All rooms         R1C       R2A         R2B       R2C         R4A       R4B         R4C       R5B         R5B       R5C	
Save Delete Cancel	

Rooms can be assigned to the relevant departments in WebUntis Agenda, and the room search restricted to individual departments. Valid attributes for departments are short name and full name.

Assigning individual rooms to a department can be effected using the standard assignment function. Please note that teachers can also be assigned to departments. You will find this assignment option under <Master data> | <Teachers>.

## 6.8.2 Settings – Agenda

There are three items under menu item <Administration> with which you can influence bookings:

- Lock-out times
- Bookings restrictions

### 6.8.2.1 Reservations / bookings

Reservations / bookingsWebUntis Agenda provides two different ways of making room bookings:

- 1. Reservations
- 2. Bookings

There is a separate line for each of these types of bookings in user rights.

Make reservation Room	2	1	All
Book Room	<b>Z</b>	1	All

A reservation is understood to be a temporary booking that still needs to be confirmed. This is intended for users who do not have the right to make final bookings. The procedure for making a reservation is exactly the same as for making a booking.

#### Warning: Reservations – bookings

Please note that a room can be reserved by different users at the same time but it can only be booked once. A user who only has the 'Book' right cannot make reservations, only bookings.

The example below shows the room '1S 01 PC' reserved on 6 September. The icon in the 'Status' column indicate a reservation.

My book	ings															
Aug 6, 201	8 - Aug	12, 20	18													
Search		S	tart sea	arch	7											
Selection			Туре	Status	Туре	Room	Day	Date	Fr.	То	Periodicity	Remark	Remark	Students	Booked on	Booking
	1	X		?	Class	R4A	Thu	Aug 9, 2018	8:55 AM	9:45 AM	once (nonrecurring)			28 🧕	Aug 9, 2018 8:49:21 AM	<u>1162</u>
	1	×		$\checkmark$	Class	R1C	Thu	Aug 9, 2018	8:55 AM	9:45 AM	once (nonrecurring)			28 🧕	Aug 9, 2018 8:38:57 AM	1159

Two users reserving a room or resource at the same time will result in a conflict, which is best resolved using the <u>worklist</u>.

## **Restriction to room group**

The right to reserve rooms as well as the right to book rooms can be restricted to individual room groups.

Make reservation Room	<b>Ø</b>	af a		All		
Book Room		1		All		Book Room ×
Make reservation Resource	2	1		All	1 M	Restrict to room groups:
Book Resource	<b>Ø</b>	1		All	▶	Please select
Booking in the past	2	1			_ L	
Change rooms in regular lessons				All	▶	
Timetable modification for bookings	<b>Z</b>		÷			
Timetable modification	<b>Z</b>		÷			
Enable booking for other teachers	2	4				
Lock bookings	<b>Z</b>	1				
Administration of bookings	<b>Ø</b>			All		

### 6.8.2.2 Lock-out times

You can use lock-out times (<Administration> | <Lock-out times>) to prevent bookings being made at certain times. This is useful for example when you do not wish bookings to be made when work is in progress on cover planning, which is when room changes have to be made. Once you have finished cover planning you can transfer the latest timetable modifications from Untis to WebUntis, and WebUntis

Agenda can be available once more for users.

The entry is made with the day of the week and the start and end times.

The booking system can be locked, for instance, on Monday and Tuesday between 7:50 am and 8:15 (i.e. the time when urgent cover planning changes are being made).

Blocked times for bookings								
	Selection			Day of the week	Start time	End time		
		1	×	Monday	8:00 AM	8:50 AM		
		1	×	Tuesday	8:00 AM	8:50 AM		
2 Elements found, showing all Elements.1								
	New Delete Report							

#### 6.8.2.3 Booking restrictions

The <Administration> | <Booking restrictions> function allows you to restrict bookings as you think fit.

Only time grid-compliant bookings		
Booking possible (h:mm a)	Start time     End time       8:00 AM     8:00 PM	
Bookings possible on	<ul> <li>Mon</li> <li>Tue</li> <li>Wed</li> <li>Thu</li> <li>Fri</li> <li>Sat</li> <li>Sun</li> </ul>	
Bookings possible until (date MMM d)	<b>•</b>	
Booking possible until [days in advance]	0 Exclude holidays and other days off from school 🖌	
Confirmation only within [1-365] days of the booking	2	
Default length for appointments [mins.]	60	

#### Booking restrictions

Save Cancel

Booking only according to time grid allowed

Bookings can only be made in accordance with the time grid when this option is activated.

Booking allowed...

This is where you define the hours of the day and the days of the week when bookings may be made as well as a fixed date by which bookings must be performed.

Permitted booking time period

Maximum number of days starting with the current day during which bookings can be made. Here you can optionally exempt days without school from the calculation of the valid time range.

Confirmation only within [1-365] days before booking

This field specifies the number of days before the booked date a confirmed booking can be made. If you enter e.g. 10 here and a user wishes to reserve a room on 20 May, the reservation may only be confirmed as a definite booking from 10 May onwards.

Booking status is 'confirmed' by default

If a user is entitled to make bookings and reservations, this setting determines whether the option 'Confirm booking immediately' in the 'Booking' window will be checked or not by default.

Default for the duration of appointments

This is where you can set the default length of an <u>appointment</u>. You can change the length of an appointment when you create it.

#### 6.8.2.4 Room blocking

In a similar way to lock-out times, you can also prevent individual rooms or groups of rooms being available for booking at certain times. The necessary input for this is made in menu <Administration> | <Room blockings>.

New blocking	
Type All rooms	Type All rooms V Room Room-group
N:     10       8/9/2018     ▼       Start time     End time       8:00 AM     ▼       8:00 PM     ▼       Image: Continuous     Image: Continuous       Day of the week     Every day       Image: Continuous     Image: Continuous	Resource All resources
Save Save & New Cancel	

Room blockings can be made for individual rooms, groups of rooms, individual resources or all resources.

#### Permanent

Rooms are blocked permanently, i.e. from the start of the blocked period to the end of the blocked period without interruption.

If you uncheck the option the lock will only be valid for a certain period of time in the specified date range.

#### 6.8.2.5 Aktivity lists

As of WebUntis 2016 you have the option of *Activity lists* (activity formats) similar to the substitution lists. You can access the activity lists via <Administration> | <Monitor views>.

	Selection			Name	Public	
			×	Auditorium		Show in this browser
			×	First floor		Show in this browser
1	2 Elements	foun	d, sh	owing all Eler	nents.1	
	New	Сору		Delete	ock acce	ss from this browser

Click on <New>in order to generate a new activity format.

Activity list	
Name Auditorium	
Caption Today's activities (Standard: 'Activities')	
Active columns 🖉 Time 🥑 Rooms 🕜 Type of activity 🕜 Classes 🖉 Teacher 🖉 Description	
Show future messages only 🖉	
Shift relative to the current date [days] 0	
Scrolling Page by page v	
Interval for paging [sec] 30	
Scrolling rate 3	
Interval for data retrieval from server [sec] 600	
Number of days 2	
Font size 16	
Height of the display [pixel] 0	
Public 🖉	
Filter for the shown activities	
Types of activities Please select	
Departments Seminar	
Rooms Conference	
Consulting-nour	
Class	

Please note that only activities which were booked in WebUntis can be shown in the activity lists.

### 6.8.2.6 Buchungsformate

Unter <Administration> | <Buchungsformate> können Sie Buchungsformate für verschiedene Benutzergruppen definieren.

Mithilfe der Buchungsformate können Sie festlegen, welche Eingaben Benutzer für die Buchung eines Raumes oder einer Aktivität tätigen müssen.

Die Buchungsformate können Sie anschließend unter <Administration> | <Benutzergruppen> | Benutzergruppe editieren (Bleistiftsymbol) pro Benutzergruppe vergeben. Standardmäßig sind hier bereits zwei Buchungsformate vorhanden (Default, Simple Default).

Booking	formats	i -
Selection		Name
	/ X	<u>Default</u>
	/ X	Simple Default
2 Elements	s found, sh	owing all Elements.1
New	Сору	Delete

Klicken Sie auf den Button <Neu> um ein neues Buchungsformat anzulegen oder auf <Kopieren> um ein bereits bestehendes zu kopieren und anschließend zu bearbeiten (Bleistiftsymbol).

New Booking format					
Format					
Name	RC				
Booking status is 'confirmed' by default					
An e-mail will be sent as soon as the booking status is changed.					
Need identification attrib.for activity					
Maximum length of an activity [min]	0				
Booking only possible after [days in advance]	0				
Booking possible until [days in advance]	0				
Bookings possible until (date MMM d)					
Notify the teachers of the activity.					
General					
	D Teachers Classes	Display Editab	le Standard value	User	Possible selection
	Subject Department Person in charge Type of activity Yearly periods Periods/week Amount Participants Cost centre Remark Text e-mail address		Please select Please select Class		Please select       Seminar       Conference       Consulting-hour       Class

Im oberen Bereich befinden sich die Einstellungsmöglichkeiten:

#### Buchungsstatus bestätigt vorgeben:

Hierdurch werden die Buchungen automatisch bestätigt.

#### E-Mail-Benachrichtigung bei Statusänderung:

Diese Option bewirkt, dass der verantwortliche Benutzer via E-Mail benachrichtigt wird sobald ein Administrator die Buchung beispielsweise bestätigt oder ablehnt.

#### Bestimmungsmerkmal für Aktivität erforderlich:

Wenn dieses Häkchen aktiviert ist, muss der Benutzer bei der Buchung einer Aktivität die Art der Aktivität angeben! Beispielsweise Unterricht, Sprechstunde oder Bereitschaft.

#### Maximale Dauer für eine Aktivität [min]:

Hiermit können Sie festlegen wie lange eine Aktivität maximal andauern darf.

Mithilfe der Zeitbeschränkungen können Sie die Zeiten für mögliche Buchungen einschränken.

#### Lehrpersonen der Aktivität benachrichtigen:

Hierdurch werden beim Buchen einer neuen Aktivität die eingetragenen Lehrer automatisch benachrichtigt.

Im unteren Bereich (Allgemein) werden die Eingabemöglichkeiten vorgegeben. Hier können Sie Felder hinzufügen oder entfernen. Felder, welche Sie hier aktivieren sind anschließend für die betroffenen Benutzer im Buchungsformular ersichtlich.

Wenn Sie beispielsweise beim Feld 'Lehrer' das Häkchen nur auf 'Anzeigen' setzen, dann sieht der Lehrer beim Buchen das Feld 'Lehrer', kann es aber nicht editieren/befüllen:

New activity	
Book	
Teacher No element selected.	Class Please select
Rooms Please select	

Wenn Sie zusätzlich auch 'Editierbar' aktivieren, kann der Benutzer dadurch auch einen oder mehrere Lehrer angeben:

Neue Aktivität	
Buchen Lehrer Bitte wählen Sie	Klasse Bitte wählen Sie
Räume Bitte wählen Sie	

Die zusätzliche Option 'Benutzer' bewirkt, dass der Lehrer welcher die Buchung vornimmt im Feld 'Lehrer' automatisch eingetragen wird:

New activity	
Book Teacher	Class
Please select	Please select

Es können auch weitere Lehrer eingetragen werden.

Sie können beispielsweise auch einstellen, dass nur der Lehrer eingetragen wird, welcher die Buchung vornimmt.

	Display	Editable	Standard value	User	Possible selection
Teachers	1			1	

Mit dieser Einstellung wird der Benutzer selbst eingetragen und kann dies auch nicht überschreiben:

Neue Aktivität	
Buchen Lehrer Gauss	Klasse Bitte wählen Sie
Räume Bitte wählen Sie	

Bei manchen Feldern haben Sie zusätzlich die Möglichkeit auch einen Standardwert anzugeben. Dieser Wert ist dann im Buchungsformular der betroffenen Benutzergruppe vorausgefüllt.

## 6.8.3 WebUntis Agenda in practice

You will mainly work with the workliston a daily basis.

### 6.8.3.1 Buchungen

Unter dem Menüpunkt <Buchen> | <Buchungen> finden Sie eine Liste sämtlicher Buchungen für die ausgewählte Woche.

All rese	rvatior	ıs																
Aug 6, 20	18 - Aug	12, 20	018															
Search			Start se	earch	7													
Selection			Туре	Status	Туре	Room	Day	Date	Fr.	То	Periodicity	Remark	Remark	Students	User	Exported	Booked on	Booking
	1	<b>s</b> ×		1	Class	R4C	Thu	Aug 9, 2018	12:50 PM	1:40 PM	once (nonrecurring)			28 🧕	pr		Aug 9, 2018 12:26:15 PM	<u>1175</u>
	1	5 X		?	Class	R4B, R4A	Thu	Aug 9, 2018	12:50 PM	1:40 PM	once (nonrecurring)			28 🧕	pr		Aug 9, 2018 12:23:34 PM	<u>1174</u>
	1	5 ×		?	Class	R2C	Thu	Aug 9, 2018	12:50 PM	1:40 PM	once (nonrecurring)			28 🧟	pr		Aug 9, 2018 12:19:51 PM	<u>1172</u>
	1	5 ×		1	Class	R4A	Thu	Aug 9, 2018	12:50 PM	1:40 PM	once (nonrecurring)			28 🧟	pr		Aug 9, 2018 12:18:32 PM	<u>1171</u>
	1	5 ×		1		R2B	Thu	Aug 9, 2018	12:50 PM	1:40 PM	once (nonrecurring)	Change of rooms			pr		Aug 9, 2018 12:21:36 PM	<u>1173</u>
	1	<b>3</b> 🗙		1	Class	R2A	Thu	Aug 9, 2018	12:50 PM	1:40 PM	once (nonrecurring)			28 🧟	pr		Aug 9, 2018 12:17:29 PM	<u>1170</u>
	1	5 ×		1	Class	BAD2	Thu	Aug 9, 2018	12:50 PM	1:40 PM	once (nonrecurring)			28 🧟	pr		Aug 9, 2018 12:16:45 PM	<u>1169</u>
	1	<b>.</b> ×		1	Class	R1C	Thu	Aug 9, 2018	12:50 PM	1:40 PM	once (nonrecurring)			28 🧟	pr		Aug 9, 2018 12:15:50 PM	<u>1168</u>
	1	5 ×		?	Class	R4A	Thu	Aug 9, 2018	8:55 AM	9:45 AM	once (nonrecurring)			28 🧟	pr		Aug 9, 2018 8:49:21 AM	<u>1162</u>
	1	5 ×		1	Class	R1C	Thu	Aug 9, 2018	8:55 AM	9:45 AM	once (nonrecurring)			28 🧟	pr		Aug 9, 2018 8:38:57 AM	<u>1159</u>
	1-1	5		×	Class	R4A	Thu	Aug 9, 2018	8:55 AM	<del>9:45 AM</del>	once (nonrecurring)				<del>pr</del>		Aug 9, 2018 8:40:34 AM	<u>4161</u>
	1	5 ×		?	Class	R4A	Thu	Aug 9, 2018	1:40 PM	2:30 PM	once (nonrecurring)			28 🧟	lf		Aug 9, 2018 8:54:17 AM	<u>1164</u>
12 Eleme	nts found	d, shov	ving all Confi	rm [	nts.1 Decline r	eservation	Sa	ve Reports	;									

In diesem Bereich haben Sie ebenfalls die Möglichkeit Buchungen zu bestätigen oder abzulehnen.

Über die Schaltfläche <Bearbeiten> können Sie Details der Buchung verändern, die gesamte Buchung stornieren oder zusätzliche Stunden erzeugen.

Hier besteht ebenfalls die Möglichkeit für Ihre Buchungen Schüler zu Schülergruppen der Buchungen hinzuzufügen.

Nach dem Exportieren einer Buchung nach Untis erscheint automatisch beim Feld 'exportiert' ein Häkchen. Wenn Sie Änderungen an einer Buchung vorgenommen haben, können Sie dieses Häkchen entfernen, um die Buchung erneut nach Untis zu exportieren.

Zusätzlich haben Sie noch die Möglichkeit die Buchungen als Bericht über den Button 'Berichte' zu exportieren.

#### 6.8.3.2 Worklist

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

### Reservation

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



#### Note: Reservation is split

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

## Conflicts

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

If team teaching takes place at your school, this should be entered back in Untis. Please also see the chapter Team teaching under <u>Untis users</u>.

#### 6.8.3.3 Lock booking

Situations may arise where you do not wish 'normal' users to be able to book rooms, for example when, as room administrator, you are busy with cover planning for the following day and you first wish to arrange the required room substitutions.

In this case you can lock the system using the <Lock bookings> function in the <Book> menu.

Even when WebUntis Agenda is locked for bookings, all other system functions (e.g. timetable display) can still be used.

#### 6.8.3.4 Room conflicts

You can display the conflicts for the current week under <Book> | <Room conflicts>. Click on the <Search> button to activate the list.

#### Zeitraum 01.08.2016 31.08.2016 Ψ. Aktueller Monat ÷ Raum Datum Bis Von Anz, Buch, Termine 03.08.2016 11:40 12:25 2 1 R1a 10.08.2016 11:40 12:25 2 1 R1a R1a 17.08.2016 11:40 12:25 2 1 R1a 24.08.2016 11:40 12:25 2 12:25 2 R1a 31.08.2016 11:40 Suchen Schließen

## Mehrfachbelegungen von Räumen

Conflict details will be displayed as soon as you click on the button in the 'Appointments' column.

		Termine	für	Unterricht	E 2a, 2b	3a															
		22.08.2016	6 - 27	.08.2016																	
		Klasse Lehrer Fach Jahresstund Geplante Str Gehaltene S	den under Stunde	n (inkl. Entfälle	2a, 2b, 3a Rub E 0 ) 1 1																
		Auswahl A	Art	Datum	Wochentag	Von	Bis 12:25	Lehrer	Raum	@	<b>.</b>	5	$\vee$	Klas	senbu	ch L	_ehrstoff	Hausaufga	aben		
Mehi Raum	fachbele BuchNr.	Lehrstoff gungen vo	für di on R 8.2010	ie ganze Wo Räumen 6 10.08.2	che Zuri	ick 3.2016	24.08.	2016	31.08.	2016		1 52	~				2	W			
R1a R1a Zurü	ick Schl	603 1 40 604 1 40	<u>1-12:</u> 1-12:	25 <u>11:40-1</u> 25 11:40-1	2.25 11:40 2.25 11:40	-12:25 1-12:25	<u>11:40-</u> 11:40-	12:25 12:25	11:40- 11:40-		4										
	Mehrfachbe Die folgeno RaumBuchN R1a R1a	legungen vo len Räume si r.U-NrVon - Bis 804 11:40 - 12: 803 11:40 - 12:	on Rä ind a 25	umen m 31.08.201	6 mehrfach	06:00 06	:00 07:00	08:00 0	9:00 10:	00 11:0	0 12:0	0 13:00	0 14:00	0 15:	00 16:0	0 17:0	00 18:00 1	19:00 20:00	21:00 2	2:00 23	×
	Schließe	n																			

Clicking on one of the links coloured in red displays a pop-up window with the exact cause of the conflict.

You can resolve the conflict by clicking on the link to the booking in the conflict details window and changing the booking to eradicate the conflict.

#### **Tip: Worklist**

The <u>worklist</u> shows conflicts and at the same times offers options to solve the conflict. You can find it under <Book> | <Worklist>.

### **Resource conflicts**

Resource conflicts are managed in exactly the same way as room conflicts. We recommend the worklisthere, as well.

### 6.8.3.5 Reports on bookings

Under <Book> | <Reports> you see the reports on bookings; especially resource bookings, room occupations and booking statistics.

Reports			
Time range			
Fr.       To       Time range         &/9/2018       Ime       Time range         Start time       End time         8:00 AM       8:00 PM       Whole day         Mon Tue Wed Thu Fri Sat Sun       Ime	Department <selection>       Room-groups       <selection>       Types of activities       <selection></selection></selection></selection>	Rooms <selection> ▼ Buildings <selection> ▼</selection></selection>	User group <selection> ▼ Users <selection> ▼</selection></selection>
E Bookings Statistics 🕅			
🚍 <mark>Resource bookings</mark> Resource Usage 🌉 📾 🗙			
E Rooms Booking statistics 尾 Room occupation 👜 🔀			

Here you can filter not only the time range, but also departments, rooms, user groups, types of activities, etc. .

## 6.9 Student module

The WebUntis Student module enables students to register for certain courses online.

The following steps should always be followed when working with WebUntis Student:

#### Create so-called course templates

These course templates serve as patterns for courses that are actually held. They are created only once and can be reused again and again.

### **Creating courses**

Actual <u>courses are created</u> from the templates each school year (or term). For example, the Italian course with 2 periods for students in years 10 - 12.

### Specifying registration periods

A time period must be defined during which students may register for the courses.

### Registration

Students can register for the planned courses online within the defined period. A difference should be made between advance registration, registration and standby registration.

#### Data transfer to Untis

The transfer of course registrations to Untis in order to first create the clusters with the courses module and finally to set up the timetable. Please refer to the course planning manual for detail of the work involved in Untis.

### 6.9.1 Course templates

Course templatesYou will find a list of course templates already defined under <Courses> | <Course templates>. Click on the <New> button if you wish to create a new course template.

Course	tem	plate	S							
From sch Selectio	ool yea n	ar - A	II - Name	Subject - All -     Full name	▼ C Subject	ourse Per	e categories - All - From school year	Level	Category	•
		×	Ast	Astronomy	PH	4	2008/2009	5 - 7	RG	
	1	×	Bio	Bio	BIO	0	2008/2009	0		

The general features that the courses being generated from the template are to have can now be saved in the course template.

New course template		
Short name ITC Subject <selection></selection>	Full name Information Technology course Person in charge fp x v Deputy V V V V V V V V V V V V V	
Teachers          A         A         Arist         Asim         Bach         Baker         Beck         Berg         Course categories         Course categories         Gymnasium         Realgymnasium         Wirtschaftskundl. Rea         Periods/week       Period length [min]	Classes	
From class level 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		
Content	Grading	Educational objectives
Remark	Costs	
Save Cancel		

## **Course categories**

It is also helpful to define course categories and to assign courses to the different categories. Course categories can be created under <Courses> | <Course categories>. Courses and course templates can be filtered by course category

### Settings

You can enter various defaults for creating courses and course templates under <Courses> | <Settings>. These defaults can of course be modified for individual courses.

## 6.9.2 Creating courses

In contrast to course templates, courses are restricted to a school year since students select actual courses and are therefore assigned to the selected courses.

You will find a list of all course offered under <Courses> | <Courses>. Click on <New> in order to create a course.



A mask is then displayed in which you can change all the attributes that were defined in the course template and add additional information.

Course template		
<selection></selection>	•	Please select a course template.
<selection></selection>		[
Ast		
Bio		
Ph		
EN		
FR		

### Terms

You can specify whether you work with terms under <Master data> | <School year>.

Course template Bio		
Short name	Full name	School year
Bio	Bio	2017/2018
Subject	Course code	Status
BIO 🔻		planned 🔻
Teachers	Course categories	Person in charge
Gauss	Gymnasium	mpr (Herodot) 🗙 👻 🖤
Goethe	Realgymnasium	Deputy
Grill	Wirtschaftskundl. Rea	
Hari		
Hero 👻	<b>*</b>	Max. nr. of participants
		25
Departments	Course modules	The class filter overrules the class level
A1 🔺	test 🔺	From class level To class level
A2		
A3		1
A4		Class Max part
A167 👻	<b>•</b>	
		1B 💌 🔍 💥
		Please select <
	Pariada/waak Dariad Japath [min]	
		Waiting list
	0 00	
Content	Grading	Educational objectives
Basic biology	Final exam	
	//	
Remark	Costs	
ddd	No costs	
	<u>//</u>	
Appointments 🛖		
Day of the week Start time End	time	
Monday 7:49 AM 8:4	9 AM 👻 💥	

Save Save & New Cancel

### Standby registration possible

This option allows students to enter their names in a standby registration list (waiting list) if the course has already reached its maximum number of participants.

If a student registered on the course withdraws, the name at the top of the standby list will be automatically registered instead.

#### Class level

You can use the class level to restrict which students may register for a course.

Create the coming school year in Untis and transfer the students into the next class level. Then export the master date to WebUntis. The correct class level will now be entered for all students.

Warning: Entering clas	ss level in Untis	
Please note that for this	purpose the class level must be entered in Untis under 'Master data	Classes'.

### Content etc.

The entries for content, assessment, learning aims, comments and costs can be viewed by students

when registering.

### Times

You can specify the time and date for the planned course if you already know it. It will then be displayed as information during registration.

When you click on <Save> you will create an actual course for specific school year.

## 6.9.3 Editing courses

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

Short name	Full name	School year
BIO	Biology	2016/2017 🔻
Subject	Course code	Status
BIO		confirmed <
Teachers	Course categories	Person in charge
t12 🔺	Gymnasium	fp X 🔻 🐨
t13	Realgymnasium	Deputy
Tolk	Wirtschaftskundl. Rea	▼ ♥
Aqu		L
Arnim 👻	· · · · · · · · · · · · · · · · · · ·	Max. nr. of participants
		25
Departments	Course modules	The class filter overrules the class level
A1 🔺	test 🔺	From class level To class level
A2		
A3		
A4		Class Max part
A167 👻	· · · · · · · · · · · · · · · · · · ·	
		Please select
	Periods/week Period length [min]	Participants V Waiting list

## **Participants**

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

The course lists also show which priority the students have given to the courses they selected.

Max. nr. of partic	cipant	s 25															
Registrations		0															
Pre-registrations	3	0															
Waiting list		0															
<selection></selection>		۲															
Selection		Surname	First name	Sex	Class	Exit date	Registration-status	Date of registration	Date of creation	Priority	Spot	Schwerpunkt	Ausstehende Kurse	Course-choice category	Short name	External Id	e-mail address
	1	Arielle	Sea	8	3B		course dropped		Sep 7, 2017 11:00:45 AM		0				Arielle		
Change statu Change cour	Image: Anelle     Sea     Sea     Sea     Sea     Sea     Anelle       Change status     Inot registered     Image: Change status     Image: Change status																
Change court	se	Register	r students		F	Reports 🔻	Registration hist	tory Back									

This can be used as a criterion for overbooked courses regarding acceptance of pre-registered students.

#### Change status

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

Change course

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

Register students

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

### Serial change of status

In the course lists you also have the option of a serial change of the marked courses via the function <Change status>.

Cha	Change of the participants of EN										
The following students are being registered for a different course. Alice											
	Name	Level	Available slots								
۲	Ast	5 - 7	24								
Cha	nge course		Back								

## 6.9.4 Registrations/withdrawal period

You can specify specific registration periods for students via menu item <Courses> | <Registration periods>. Registration periods apply to the whole school. The entire course registration process will be inactive if there is there is no active registration period.

The same applies to advance registration and withdrawals, for which separate periods have to be defined.
Short name S	Selec	table	courses 🚽	2			
AZR 2019		Name	Full name	School year	Department	Per	Class
Full name	×	Ast	Astronomy	2017/2018		4	
AZR 2015	×	D	D	2017/2018	Fak2	5	
Fr. To	×	EN	English	2017/2018	A2	2	
6/6/2018 👻 9/9/2018 👻	×	EN	English	2018/2019		2	
Start time End time	×	Hist	History	2017/2018	A1	4	
8:00 AM 👻 7:00 PM 👻	Ŷ	Ph	Ph	2017/2018	Fak1	2	
Permitted registration-status          Drop course         Pre-register         Register         Department         Fak1         Number of selectable courses         0         Number of selectable course priorities         3         Image: The field "priority" is mandatory for the registration         Image: The priority cannot be selected more than once.         Image: Course reg. w. acceptance/confirmation by students         Status von Anmeldungen bei automatischer Zuteilung:         Image: The course-choice category is mandatory for the registration         Person in charge         hh-admin         Image: The course of the cancel         Image: The cancel         Image: The cancel		FI		2011/2016	FORI	2	

As of WebUntis 2015, you now can activate several registration statuses in the time frames for course registrations.

## 6.9.5 Kurskategorien

## Kurskategorien

Es ist hilfreich, Kurskategorien zu definieren und die Kurse den verschiedenen Kategorien zuzuordnen. Kurskategorien können unter <Kurse> | <Kurskategorien> angelegt werden. Kurse sowie Kursvorlagen können nach den Kurskategorien gefiltert werden.

Course	categori	es	
Search		Start search Course category	Full name
	/ X	es	elective subject
1 Element	found.1		
New	Sort	elete	

## 6.9.6 Course selection categories

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

Course-	choice c	atego	ries
Search		Start	search
Selection		Name	Full name
	/ X	1. es	1. elective subject
	/ X	2. es	2. elective subject
2 Elements	found, sh	owing a	II Elements.1

Delete

# 6.9.7 Registering for courses

New

Since students themselves can register for courses, the process is described in the <u>Students</u> section under <u>Student module for students</u>.

### **Courses per student**

Sort

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

(	Courses	s per student															
[	Classes - All -	•	Students			Status <selection></selection>	T										
	Name		Full name	Subject	Per	Status	Course-choice category	Pre. reg.	Wait list	Reg.	Max. part.	School year	Semester	Level	Teachers	Appointments	Category
	Ast2	Astronomy		PH	4	registration not confirmed		0	0	1	0	2008/2009	Winter	0	Bach, Cic, Meit		
	Bio	Bio		BIO	0	registered	1. elective subject	0	0	1	25	2012/2013		0	Hero, Meit		

## Reports

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

Reports					
School year - All -	Class level / _ All -	Class ▼	Student • All -	Status ▼	Ŧ
Courses		<b>()</b> 🗊 💌			
Course overview Registrat	ion numbers				
List of participants		📙 💷 🔣 📄 No d	ourses without registration	S.	
Course list per student		💹 📼 🔀			
Student does not have end	ough courses per course mo	dule 🔤 🔀			
Course catalogue		<b>A</b>			

## 6.9.8 Kursmodul

Diese Studienabschnitte können mehrere Kursmodule haben.

Ein Beispiel für die Nutzung von Kursmodulen bieten Hochschulen, die für ihre Studenten pro Studienabschnitt mehrere Kursmodule mit mehreren Kursen anbieten.

Course module module term 1 - 4 (module term 1 - 4
Short name module term 1 - 4
Full name module term 1 - 4
A1 T
Stage of studies sa1 ▼
Number of selectable courses
Maximum number of course-attendances
Save Delete Cancel

## 6.9.9 Studienabschnitt

Unter <Kurs> | <Studienabschnitte> können Sie je nach Notwendigkeit und angepasst an die Bedürfnisse Ihrer Schule eigene Studienabschnitte anlegen. Ein Studienabschnitt kann aus mehreren Kursmodulen bestehen.

Stages of	of studie	es		
Selection		Name	Full name	Department
	/ X	sa1	sa1	
	/ X	sa2	sa2	
2 Elements	s found, sh	nowing a	all Elements	.1
New	Sort I	Delete		

## 6.9.10 Unterricht aus Kurs erstellen

In WebUntis haben Sie die Möglichkeit, aus einem Kurs einen Unterricht zu generieren. Lehrkräfte, die den Kurs unterrichten sollen, können den Kurs danach unter <Unterricht> | <Mein Unterricht> betrachten.

Hinweis: Modul 'Termin' notwendig Für diese Funktionalität ist das WebUntis-Modul 'Termin' (Buchungsmodul) notwendig.

### Hinweis: Kurse in Untis importieren

Alternativ können Sie die Kurse in Untis importieren und dort weiterarbeiten.

Um aus den Kursen einen Unterricht zu erstellen, können Sie im jeweiligen Kurs über den Button <Neuer Unterricht> einen Unterricht generieren lassen.

Costs	
	//
	Costs

	_	!		L	_	·	
Α	D	DOI	m	m	en	IIS	
	r 1				~		

Save	Delete	Сору	New lesson	Cancel

Anschließend finden Sie den neu angelegten Unterricht unter <Unterricht> | <Mein Unterricht>. Über den linken Button <Zusätzliche Stunde> können Sie nun konkret einzelne Unterrichtsstunden für diesen Unterricht bzw. Kurs anlegen:

Lessons Asi	m																					
Teachers Asim		Ŧ	Type of acti <selection< td=""><td>vity n&gt;</td><td>•</td><td>Period 8/1/201</td><td>7</td><td>•</td><td>6/29/2018</td><td>•</td><td>С</td><td>urrent school yea</td><td>1</td><td>Ad</td><td>dition</td><td></td><td>ind</td><td></td><td></td><td></td><td></td><td></td></selection<>	vity n>	•	Period 8/1/201	7	•	6/29/2018	•	С	urrent school yea	1	Ad	dition		ind					
L-No.	Туре	Туре	of activity	Class	Studer	nt group	Subjec	t	Teacher		Per	Fr.		Au	ultion	a per	iou			Students	Student groups	Reports
112894 🖉		Sem	inar						Asim		0	Apr 30, 2018	May 6	2018	1	0		6 Ø	<b>}</b>	2	- <u>22</u> 8	E.
119594 🖉					GSK_	-	GSK		Asim		0	Aug 1, 2017	Jun 29	, 2018	1	1	1		è 62	2	월 🖉 🙎	<b>B</b> @

Subject GSK			Additional period
Allow tea	cher-clashes		Class
Allow class	ss-clashes		Teacher Asim
			Subject GSK
Rooms		Duration (in mins.)	Room R2C
Please selec	t 👻 .	60	
A R2C		Week	Additional period on the Tuesday, Apr 17, 201
¥ 112.0		4/16/2018 👻	
			Start time End time
			12:20 PM 🚽 1:20 PM
			Not bookable: R2C
dditional par	ind on the		Not bookable: R2C
dditional per	riod on the		Not bookable: R2C
dditional per	riod on the		Not bookable: R2C
Additional per	riod on the	M 10:00 AM 11:00 AM 12:00 PM 1:00 PM 2:00	Not bookable: R2C OK Cancel
dditional per Day of the wee Nonday	riod on the ek Date 8:00 AM 9:00 AI 16/4	M 10:00 AM 11:00 AM 12:00 PM 1:00 PM 2:00	Not bookable: R2C OK Cancel
dditional per Day of the wee Aonday Tuesday	riod on the ak Date 8:00 AM 9:00 AI 16/4 17/4 18/4	M 10:00 AM 11:00 AM 12:00 PM 1:00 PM 2:00	OFM 3:00 F
dditional per Day of the wee Aonday Tuesday Wednesday	riod on the ak Date 8:00 AM 9:00 AI 16/4 17/4 18/4	M 10:00 AM 11:00 AM 12:00 PM 1:00 PM 2:00	OFM 3:00 F
dditional per Day of the wee Aonday Tuesday Vednesday Thursday Triday	riod on the ak Date 8:00 AM 9:00 AI 16/4 17/4 18/4 19/4 20/4	M 10:00 AM 11:00 AM 12:00 PM 1:00 PM 2:00	OFM 3:00 F
Additional per Day of the wee Monday Fuesday Vednesday Thursday Triday Saturday	riod on the ak Date 8:00 AM 9:00 AI 16/4 17/4 18/4 19/4 20/4 21/4	M 10:00 AM 11:00 AM 12:00 PM 1:00 PM 2:00	OFM 3:00 F
dditional per lay of the wee fonday uesday Vednesday hursday riday aturday	riod on the k Date 8:00 AM 9:00 AI 16/4 17/4 18/4 19/4 20/4 21/4	M 10:00 AM 11:00 AM 12:00 PM 1:00 PM 2:00	Not bookable: R2C OK Cancel
dditional per Day of the wee Aonday Tuesday Vednesday Thursday Friday Saturday Sunday	And Constraints         State	M 10:00 AM 11:00 AM 12:00 PM 1:00 PM 2:00	Not bookable: R2C OK Cancel
Additional per Aonday Vednesday Nursday Thursday Friday Saturday Sunday	riod on the ak Date 8:00 AM 9:00 AI 16/4 17/4 1 1 1 1 18/4 1 1 1 19/4 1 1 20/4 1 1 21/4 1 1 22/4 1 1 1 4 elements are available a	M 10:00 AM 11:00 AM 12:00 PM 1:00 PM 2:00	Not bookable: R2C OK Cancel
dditional per londay Vednesday Nursday riday iaturday unday The selected	And the         Bit of the	M 10:00 AM 11:00 AM 12:00 PM 1:00 PM 2:00	Not bookable: R2C OK Cancel
Additional per Aonday Vednesday Vednesday Thursday Friday Saturday Sunday The selected The selected	All         Date         8:00 AM         9:00 AI           16/4         1         1         1         1           17/4         1         1         1         1           18/4         1         1         1         1           19/4         1         1         1         1           20/4         1         1         1         1           21/4         1         1         1         1           22/4         1         1         1         1           d         elements are available a         1         1         1	M 10:00 AM 11:00 AM 12:00 PM 1:00 PM 2:00	Not bookable: R2C OK Cancel
Additional per Day of the wee Aonday Tuesday Vednesday Thursday Thursday Sunday The selected The selected	riod on the ak Date 8:00 AM 9:00 AI 16/4 9 9 9 10 AI 17/4 9 9 9 10 1 18/4 9 9 9 10 1 19/4 9 9 9 10 1 20/4 9 9 10 1 21/4 9 9 10 1 22/4 9 9 10 1 d elements are available a d elements are not available	M 10:00 AM 11:00 AM 12:00 PM 1:00 PM 2:00	Not bookable: R2C OK Cancel

L-No.		Туре	Type of activity	Class	Student group	Subject	Teacher	Per	Fr.	То	Appointments		Students	Student groups	Reports	3
112894	l		Seminar				Asim	0	Apr 30, 2018	May 6, 2018		C of	0		<u> </u>	
119594	l				GSK_	GSK	Asim	0	Aug 1, 2017	Jun 29, 2018		2 💽 d	Additi	onal periods		Ī.

Nach dem Anlegen der zusätzlichen Stunden können diese im jeweiligen Stundenplan gesehen werden:



### 6.9.10.1 Transferring data to Untis

Course registration data can be exported from WebUntis to the Untis course scheduling module via the Untis/WebUntis interface.

As of WebUntis 2015 it is possible when transferring data to Untis to import the numbers of students in the courses and any time restriction.

Choose a date.	··· 19.09.2019 V		
Master Data	is transformed from	10.0.2010	Fired
Master Data	is transiened from	19.9.2019	Εχροπ
Lessons	is being transferred from	19.9.2019	Export
Substitutions	is transferred from	19.9.2019	Export
port from WebU	ntis		

# 6.9.11 Course settings

Under <Courses> | <Settings> you have the option to set the default values for your courses.

#### General

Make the registrations visible for students	<b>s</b>
Hide the max. number of students after the registration period has expired	
Notify the students if the selected course will not be held.	
Outside the registration period, automatically move students from the waiting list up	
Sequence of the registrations on the waiting list	Registration date •

#### Default values for new courses

Periods/week	2
Waiting list	
Max. nr. of participants	25
Status	planned 🔻

#### Course registration

You can only chose each priority only once per module.	
Tolerate the course choice in case of appointment conflicts	
Save Back	

Here you set the default settings for e.g. the maximum number of participants, the periods per week or the status.

You also can define as an option if the students can select the courses with *priority*. The following ecample describes the process.

As you can see above, there are 3 priorities to choose, although each individual priority level may only be selected once.

For the students this means that they can give every selected course one priority. In the course lists of the administrator now show which priority the students have given to the different courses. This can be used as a criterion for overbooked courses regarding acceptance of pre-registered students.

# 6.10 Administration Sprechtag

Der folgende Abschnitt beschreibt die für die Organisation eines Sprechtages notwendigen Schritte aus der Sicht der WebUntis-Administration.

Mit dem Modul Sprechtag können Schulen Ihre (Eltern-) Sprechtage organisieren. Der Sinn eines Sprechtages besteht im Allgemeinen darin, dass sich die Eltern (im Falle von allgemeinbildenden

Schulen) und/oder die Ausbildungsverantwortlichen (im Falle von berufsbildenden Schulen) bei den Lehrkräften ihrer Kinder (oder ihrer Lehrlinge) über deren schulischen Erfolg informieren. Dabei sind in der Regel folgende Randbedingungen zu berücksichtigen:

- Lehrkräfte haben unter Umständen nicht den ganzen Sprechtag über Zeit
- Manche Lehrkräfte wollen bestimmte Eltern (Ausbilder) auf alle Fälle sprechen
- Die Eltern (Ausbilder) wollen einen möglichst 'dichten' Stundenplan

Im Folgenden sind mit Eltern auch immer die Ausbildungsverantwortlichen in Betrieben gemeint. Es wird weiters davon ausgegangen, dass für die Eltern bereits WebUntis-Benutzer angelegt wurden.

Prinzipiell sind bei der Planung von Sprechtagen folgende Phasen zu unterscheiden:

1. Anlegen des Sprechtages, der Sprechtag ist dabei noch inaktiv.

2. Aktivieren des Sprechtages, Lehrer können nun Abwesenheiten eingeben und Eltern zu Gesprächen einladen.

- 3. Die Eltern-Anmeldephase: Eltern können nun Termine bei Lehrern buchen.
- 4. Der eigentliche Sprechtag findet statt.

### 6.10.1 Voraussetzungen

### 6.10.1.1 Eltern-Benutzer

Wenn Sie noch keine Benutzer für Eltern in WebUntis angelegt haben, so müssen diese eingerichtet werden.

Eltern-Benutzer können mit der Personenrolle 'Erziehungsberechtigte und Betriebe' angelegt werden. Diese Rolle hat den großen Vorteil, dass mit einem Eltern-Konto mehrere Kinder verwaltet werden können. Das heißt Eltern sehen in WebUntis alle ihre Kinder.

Alternativ ist für Eltern auch die Möglichkeit der <u>Selbstregistrierung</u> geschaffen worden. Dafür muss die Selbstregistrierung in den Einstellungen für die Benutzergruppe der Erziehungsberechtigte freigeschaltet werden.

Duration the account is blocked [min]	0
User group for the self-registration of parents	parents
Session Timeout [min]	60
Publish news of the day as RSS feed	
Main system for student- and teacher contact details	

### 6.10.1.2 Die notwendigen Rechte

Für den Sprechtag können zwei Benutzerrechte vergeben werden: 'Sprechtag' und 'Sprechtag Verwaltung'

Import from Untis - timetable	2	1	
Import from Untis - cover data			
Parent-teacher-day	2	1	
Parent-teacher-day administration	2	1	
Course administration	2		
Course templates	<b>Ø</b>		÷

Sprechtag: aktivieren Sie dieses Recht für alle Lehrer, Schüler und Eltern, die das Sprechtag-System online nutzen sollen.

Sprechtag Verwaltung: aktivieren Sie dieses Recht ausschließlich für jene Benutzergruppen, die Sprechtage anlegen und verwalten sollen.

## 6.10.2 Das Anlegen eines Sprechtages

Mit dem Recht 'Sprechtag Verwaltung' können Sie unter <Administration> | <Sprechtage> die Überblickseite für Sprechtage aufrufen.

Klicken Sie auf die Schaltfläche <Neu> um einen neuen Sprechtag anzulegen.

New parent-teacher-day
General
Workflow:     Selection of dates ▼       Name of the parent-teacher day:     parent-teacher day may
Date and time of the parent-teacher day sections
Date     Start time     End time     Name     Length of a timeblock in minutes       5/25/2018     Image: Start time     6:00 PM     Image: Start time     10
Time range for the registration for legal guardians
Fr.     To       4/25/2018     5/20/2018       Start time     End time       12:00 AM     11:30 PM
Settings
Allow room selection by teachers:       Image: Comparison of the second se
Departments
Allocated departments          Allocated departments       Departments         Fak1       Fak2         Bibliothek       A1         A2       •
Save Cancel

Mit der Einstellung 'Workflow' entscheiden Sie ob ein manuelles Anlegen der Gesprächstermine oder eine automatische Zuteilung der Gesprächswünsche stattfinden soll. Wählen Sie 'Terminauswahl' damit Eltern manuell ihre Gesprächstermine auswählen können. Entscheiden Sie sich für 'Optimierung' werden nur Anwesenheiten und Gesprächswünsche aufgenommen und die tatsächlichen Termine automatisch zugeteilt.

Vergeben Sie für den Sprechtag zunächst einen sprechenden Namen, z.B. '1. Sprechtag - Schuljahr 2018/19. Legen Sie dann im Abschnitt ' Datum und Uhrzeit der Sprechtagsabschnitte' ein Datum, sowie Beginn- und Endzeit fest.

Die 'Länge eines Zeitblocks in Minuten' legt fest, wie lange ein Gesprächsblock bei einem Lehrer dauert.

Legen Sie nun einen 'Anmeldezeitraum für Erziehungsberechtigte' fest : Während des Anmeldezeitraumes können die Eltern sich für Termine bei den Lehrern eintragen.

#### Hinweis: Zeiträume

Bitte planen Sie zwischen Ende der Anmeldephase für Eltern und dem Beginn des Sprechtages Zeit für das Drucken der Berichte ein.

Folgende Optionen sind bei den Einstellungen möglich:

'Raumauswahl durch Lehrer erlauben': Die Lehrer können, nach der Aktivierung des Sprechtages, selbständig Räume belegen.

'Abwesenheitseingabe durch Lehrer erlauben': Die Lehrer können selbständig Zeiten eingeben, zu denen Sie am Sprechtag abwesend sein werden.

'Maximale Zeitblöcke pro Schüler pro Lehrer': Manche Eltern wollen mehr Zeit bei einem Lehrer buchen, als die Standard-Terminlänge pro Gespräch bietet. Mit diesem Feld können Sie die maximale Anzahl der hintereinander buchbaren Termine limitieren.

'Maximale Zeitblöcke pro Schüler an diesem Sprechtag': Mit dieser Option beschränken Sie die maximale Terminanzahl pro Schüler. Geben Sie beispielsweise 10 Termine pro Schüler und Sprechtag vor, so kann der Erziehungsberechtigte pro Kind nicht mehr als diese 10 Termine (Blöcke) buchen.

'Maximale Zeitblöcke pro Lehrer bis Pause': Nach der hier eingetragenen Anzahl von aufeinander folgenden Terminen, wird automatisch der nächste Termin als Pause frei gelassen.

'Anzahl gesperrter Zeitblöcke zwischen zwei Terminen': Um von einem Termin zum nächsten wechseln zu können ist in der Regel eine gewisse Zeit notwendig. Dieses Feld wird dazu verwendet anzugeben, wie viel Zeit zwischen den Terminen für einen Raumwechsel frei gelassen werden soll.

Sollten Sie sich für die Optimierung entschieden haben, sehen Sie eine zusätzliche Einstellung:

Entry of presence by the legal guardians:

Free time selection 

 The selection

 The selection

Hier können Sie zwischen 'Keine', 'Freie Zeitauswahl', 'Pro Sprechtagsabschnitt' wählen:

- Keine: Erziehungsberechtigte können keine Anwesenheitszeit wählen
- Freie Zeitauswahl: Erziehungsberechtigte können in Zeitblöcken angeben, wann sie zum Sprechtag anwesend sind.
- Pro Sprechtagsabschnitt: Abschnitte können zum Beispiel Tage sein. Mit dieser Option können Erziehungsberechtigte ihre Abwesenheiten pro ganzen Sprechtagsabschnitt angeben, z. B. den ganzen Tag.

Setzen Sie den Sprechtag zunächst noch nicht aktiv. Ist ein Sprechtag einmal aktiv gesetzt, so können

gewisse Eingaben nicht mehr geändert werden und die Lehrer können auch sofort Eltern zu Gesprächen einladen:

Advate inactive May 25, parent-teacher day may Selection of Apr 25, 2018 12:00 AM - May 20, 2018 11:30 Manual 2018 activities PM

## 6.10.3 Das Aktivieren eines Sprechtages

Ist ein Sprechtag nur angelegt (und nicht aktiviert), so ist er nur für den WebUntis-Administrator sichtbar.

OK Abbrechen
Activate inactive 2018 parent-leacher day may Selection of Apr 25, 2018 12:00 AM - May 20, 2018 11:30 Manual The parent-leacher day still needs to be activated

Wenn ein Sprechtag aktiv ist, können Lehrkräfte sofort:

- 1. ihre Raumauswahl und/oder Abwesenheiten eintragen (falls vom Administrator freigegeben)
- 2. Eltern zu Elterngesprächen einladen .

## Nächste Schritte für die Administration

Manuell: im manuellen Workflow muss die Administration keine weiteren Schritte setzen. Die Einladungsphase der Lehrkräfte endet sobald die Anmeldephase der Eltern beginnt. Anschließend kann die Administration zwischen Ende der Anmeldephase der Eltern und dem eigentlichen Beginn des Sprechtages notwendige Berichte drucken.

Optimiert: im Optimierungs-Workflow teilt die Administration nach dem Ende der Anmeldephase der Eltern die Termine automatisch zu. Nach diesem Schritt werden die Ergebnisse veröffentlicht und optional eine manuelle Nachbesserung durch Eltern aktiviert.

Eine genauere Beschreibung dieser Schritte lesen Sie im Kapitel Optimierte Terminzuteilung.

## 6.10.4 Weitere Funktionalitäten

Unter <Administration> | <Sprechtage> finden Sie die Liste der Sprechtage. Zu jedem Sprechtag können Sie auch den Bereich <Termine> öffnen, wo Sie einerseits Räume pro Lehrkraft zuweisen und Abwesenheiten zentral eingeben und andererseits auch die Berichte einsehen können.



Selection of dates Apr 25, 2018 12:00 AM - May 20, 2018 11:30 PM Manual

## Lehreransicht

In der Lehreransicht können Sie vor der Aktivierung des Sprechtages für die Lehrkräfte, Räume auswählen, Abwesenheiten eintragen und bestimmen ob Lehrkräfte überhaupt beim Sprechtag für Eltern angezeigt werden sollen.

Zusätzlich sehen Sie die Abwesenheitszeiten der Lehrkräfte in der Übersicht.

## Teacher view for the parent-teacher-day parent-teacher day may (May 25, 2018)

Department	<se< th=""><th>election&gt;</th><th><ul> <li>Search</li> </ul></th><th></th><th>Start sear</th><th>ch</th><th></th></se<>	election>	<ul> <li>Search</li> </ul>		Start sear	ch	
Selection		Teacher	Room		Absences	Show teachers	Absences
	17,	Α	R3B		No No	<b>√</b>	-
	17,	Arist	R2C	-	🥖 No		-
	17,	Asim	R4B	-	No 🖉		-
	17,	Bach	R1C	-	No 🖉		-
	17,	Baker	R5B	-	🥖 No		-
	17,	Beck	R6A	-	🥖 No		-
	17,	Berg	R8A	-	🥖 No		-

Über das Kalender-Symbol ist es auch möglich alle gebuchten Termine zu dieser Lehrkraft einzusehen.

## Berichte

Es gibt Berichte, von denen die ersten zwei dafür gedacht sind, am Tag des Sprechtages ausgedruckt und an einer allgemein zugänglichen Stelle ausgehängt zu werden.



1. Die Terminübersicht

Dies ist die Liste aller Termine für alle Lehrer der Schule. Eltern, die sich nicht online angemeldet haben, können sich am Sprechtag auf den ausgedruckten Berichten für noch freie Termine eintragen.

Appointments for the parent-teacher-day on 25/5

## Arist

Room: R2C

Time range	Students	Time range	Students
8:00 AM - 8:10 AM	Bal Blair ()	10:50 AM - 11:00 AM	
8:10 AM - 8:20 AM	Bal Blair ()	11:00 AM - 11:10	
8:20 AM - 8:30 AM	James Glen (), Arielle Sea ()	11:10 AM - 11:20	
8:30 AM - 8:40 AM	James Glen (), Arielle Sea ()	AM	
8:40 AM - 8:50 AM	Pimpel ()	11:20 AM - 11:30 AM	
8:50 AM - 9:00 AM	Alice Ferg ()	11:30 AM - 11:40 AM	

### 2.Die Raumzuordnungsliste

Diese Liste soll den Eltern dabei helfen herauszufinden, in welchem Raum die einzelnen Lehrer warten.

	parent-teacher day may	
Teacher	Room	Absences
A fnA	R3B (3B)	
Aristoteles	R2C (2C)	
Asimov Isaac	R4B (4B)	
Bachmann Ingeborg	R1C (1C)	
Baker Josephine	R5B (5B)	
Becket Thomas	R6A ( 6A )	
Bergmann Ingrid	R8A (8A)	

### 3. Die Liste der nicht wahrgenommenen Anforderungen

Dieser Bericht zeigt der Sprechtags-Administration an, welche Eltern eingeladen wurden, die aber keine Termine online in WebUntis gebucht haben.

	parent-teacher day may								
Compu	Compulsory								
Class	Student	Teacher	Parents	Contact details					
	Shir Khan	Arist	-	-					
Reques	ted								
Class	Student	Teacher	Parents	Contact details					
	Balu	Arist	-	-					
	Elliot	Arist	-	-					

## Abwesenheiten eintragen

Über diesen Button können Sie mehrere Lehrkräfte markieren und für diese eine Abwesenheit eintragen. Diese Funktionalität kann auch verwendet werden, um Pausen für Lehrkräfte einzugeben.

Enter absences 🔻	Import							
Enter absences for all selected teachers								
Start time E 8:00 AM 🔽	End time 6:00 PM							
OK Cancel								

## Import

Über den Import können Sie Ihre Raumzuordnungen per csv-Datei importieren. Dafür benötigen Sie eine Datei mit Lehrer-Kurznamen und Raum-Kurznamen.

### 6.10.5 Zentrale Terminbearbeitung

In WebUntis Sprechtag haben Sie zwei Möglichkeiten der zentralen Terminbearbeitung:

Die <u>zentrale Terminbearbeitung für den manuellen Workflow</u> und die <u>zentrale Terminbearbeitung für den</u> Optimierungs-Workflow.

### 6.10.5.1 Zentrale Terminbearbeitung - manuell

In WebUntis Sprechtag ist es ebenfalls möglich, dass die Administration oder das Sekretariat zentral Termine einträgt nachdem Gesprächswünsche der Eltern entgegengenommen wurden. Ein Szenario ist zum Beispiel, dass Eltern im Sekretariat anrufen und Gesprächswünsche durchsagen. Das Sekretariat kann dann anschließend über die zentrale Terminbearbeitung unter <Administration> | <Sprechtage> diese Wünsche auch abbilden.

📃 🥖 🚺 Deactivate</u> Scheduling May 25, 2018 parent-teacher day may

Selection of dates Apr 25, 2018 12:00 AM - May 20, 2018 11:30 PM Manual

Über oben markiertes Symbol gelangen Sie zur zentralen Terminbearbeitung:

Central appoint	ment manipulation	parent-teacher day may (Ma	ay 25, 2018)								?
Classes 2A	Students </td <td>Users Mother alice</td> <td>¥</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	Users Mother alice	¥								
1 Show teac	hers		2	Thoose ap	pointmer	its					8
Teacher			*	Aqu	Arist	Bach	Baker	Berg	Bi	rAppointments	
0	1		8:00 AM	и				~		8:00 AM Bergmann Ingrid (ME, R8A)	<b>^</b>
0	A		8:10 AM	4							
۲	e Aqu	E, GSK	8:20 AM	4		~				8:20 AM Bachmann Ingeborg (BE, R1C)	
0	Arc		8:30 AM	4							
۲	<ul> <li>Arist</li> </ul>	BIO	8:40 AM	4							
0	Arnim		8:50 AM	4	<b>~</b>					8:50 AM Aristoteles (BIO, R2C)	
0	Asim		9:00 AM	4							
	Ass		9:10 AM	4						9:10 AM Baker Josephine (FLOE, R5B)	

Diese Ansicht ist die gleiche die auch Erziehungsberechtigte bei der Auswahl der Gesprächstermine sehen. Somit ist das Verhalten ident - mit dem Unterschied, dass die Administration oder das Sekretariat die Möglichkeit hat Schüler- bzw. Elternbenutzer auszuwählen, um für diese Termine einzutragen.

### 6.10.5.2 Zentrale Terminbearbeitung - optimiert

In WebUntis Sprechtag ist es ebenfalls möglich, dass die Administration oder das Sekretariat zentral Termine einträgt nachdem Gesprächswünsche der Eltern entgegengenommen wurden. Ein Szenario ist zum Beispiel, dass Eltern im Sekretariat anrufen und Gesprächswünsche durchsagen. Das Sekretariat kann dann anschließend über die zentrale Terminbearbeitung unter <Administration> | <Sprechtage> diese Wünsche auch abbilden.

Central appoint	ntment manipulation Day2 (Au	ug 31, 2018)						?
Classes <selection></selection>	Students	Users ▼ papa	Ŧ					
1 When do	you have time?		2 With which	teachers do you want to s	peak?			
1		~	Teacher	Subjects	Remark	Goldmarie Marie	Domröschen	*
1h 10min			1	Mat, Wk, D, Mus				
Fri, 08/31			A	SportK				
1:00 PM 1:10 PM	©		Aqu	Ch, Ke, Mus				
1:20 PM	©		Arc	E, Bio				
1:30 PM	Ø		Arist	Two Hue				
1:40 PM			ALLSV.	1 WV, 11 VV				

Über das oben markierte Symbol gelangen Sie zur zentralen Terminbearbeitung:

Diese Ansicht ist die gleiche die auch Erziehungsberechtigte bei der Auswahl ihrer Anwesenheiten und Gesprächswünsche haben. Hier tragen Eltern im ersten Schritt ihre Anwesenheit am Sprechtag ein, in dem diese rein klicken und den Mauszeiger runterziehen. Im zweiten Schritt geben Eltern an, welche Lehrkräfte sie gerne sprechen würden und ob sie das Gespräch zu einem Kind oder zu mehreren Kindern

führen möchten. Die automatische Zuteilung versucht am Schluss die Termine mit maximaler Effizienz zu vergeben.

Somit ist das Verhalten dieser Ansicht identisch - mit dem Unterschied, dass die Administration oder das Sekretariat die Möglichkeit hat Schüler- bzw. Elternbenutzer auszuwählen, um für diese Anwesenheiten und Gesprächswünsche einzutragen.

## 6.10.6 Optimierte Terminzuteilung

Im Optimierungs-Workflow des Sprechtagsmoduls werden nach Beendigung der Anmeldephase der Eltern die Termine durch die Administration automatisch zugeteilt.

## Nach der Anmeldephase der Eltern:

Sobald die Anmeldephase der Eltern vorbei ist, wird folgende Funktionalität aktiviert:

Construction
 Descrivate
 Automatic assignment of appointments
 May 25, 2018
 parent-teacher day may
 Optimisation
 Mar 4, 2018
 12:00
 AM
 Amar 5, 2018
 12:00
 AM
 Construction

Ein Klick auf den oben markierten Link 'Automatisch zuteilen' öffnet folgende Ansicht:

Assignment of appointments	х
Set weights	
	*
Compactness of the appointments	
Parents	
How important is it that all appointments are scheduled consecutively in a very compact way?	
Unimportant 0% Very important	
Teachers	
How important is it that all appointments are scheduled consecutively in a very compact way?	
Unimportant 0% Very important	
General settings	
★ Cancel ► Assign automatically	

Für die automatische Terminzuteilung können Sie an dieser Stelle diverse Einstellungen durchgehen und je nach Grad der Wichtigkeit eine Gewichtung per Schieberegler vergeben. Diese Einstellungen sind:

- Kompaktheit der Termine für Eltern: wie wichtig ist es, dass Termine der Eltern möglichst kompakt hintereinander ohne Lücken/Wartezeiten liegen?
- Kompaktheit der Termine für Lehrkräfte: wie wichtig ist es, dass Termine der Lehrkräfte möglichst kompakt hintereinander ohne Lücken/Wartezeiten liegen?
- Wie viele Zeitblöcke sollen zwischen zwei Terminen gesperrt werden und wie wichtig ist diese Regel in der optimierten automatischen Terminzuteilung?
- Nach wie vielen Gesprächsblöcken soll die Lehrkraft zu einer automatischen Pause kommen? Wie wichtig ist Ihnen diese Regel?

- Maximale Sprechtagsabschnitte pro Elternteil und ihre Wichtigkeit? Bei mehreren Sprechtagsblöcken (z. B. Halbtage oder Tage) - wie wichtig ist es, dass Eltern nicht zu verschiedenen Blöcken gebucht werden?
- Maximale Sprechtagsabschnitte pro Lehrkraft und ihre Wichtigkeit? Bei mehreren Sprechtagsblöcken (z. B. Halbtage oder Tage) - wie wichtig ist es, dass Lehrkräften nicht zu verschiedenen Blöcken gebucht werden?

Sobald Sie die Regeln eingetragen und die Gewichtung gewählt haben, klicken Sie auf den Button 'Automatisch zuteilen' um zur nächsten Ansicht zu gelangen:

### Termine

Verplante Termine:	4 / 5
Unmöglich zu Verplanen:	1
Unverplante Termine mit Anforderung:	0
Unverplante Terminwünsche:	0

## Verletzungen von Randbedingungen

Maximale Zeitblöcke	0						
Maximale Zeitblöcke	0						
Anzahl gesperrter Zeitblöcke zwischen zwei Terminen:							
Maximale Zeitblöcke pro Lehrer bis Pause:							
🖋 Erneut zuteilen 🔀 Details herunterladen 🛛 Termine anzeigen 🔺 📢 Termine veröffentlichen							

In dieser Ansicht sehen Sie die Ergebnisse der automatischen Zuteilung. Im oberen Bereich sehen Sie wie viele Termine verplant wurden. Im unteren Bereich sehen Sie welche Regeln, die Sie im vorigen Schritt gewählt hatten, wie oft verletzt wurden.

#### Hinweis: Fenster geschlossen

Sollten Sie dieses Fenster geschlossen haben, können Sie in der Sprechtags-Übersicht über den Link 'Abgeschlossen' erneut zur selben Ansicht kommen.

'Erneut zuteilen': Sie können jederzeit eine erneute Zuteilung über den Button 'Erneut zuteilen' ausführen.

'Details herunterladen': Über den Button 'Details herunterladen' gelangen Sie zu einem ausführlichen Bericht der weitere Informationen bietet. So kann zum Beispiel eingesehen werden wessen Gesprächswünsche oder welche Lehrer-Einladungen nicht verplant werden konnten. Im Bericht werden Schüler, Lehrkräfte und Eltern angezeigt, die von diesen Terminen betroffen sind.

'Termine anzeigen': hier können Sie entweder einen pdf-Bericht mit allen Terminen herunterladen oder zur zentralen Terminbearbeitung wechseln.

'Termine veröffentlichen': diese Auswahl führt zum nächsten Schritt:

## Soll nach der Veröffentlichung noch eine manuelle Nachbesserung stattfinden?

O Ja, veröffentlichen und manuelle Nachbesserung erlauben

Enddatum für manuelle Nachbesserung

19.8.2018 23:59

Nein, unveränderlich veröffentlichen

📢 Veröffentlichen

Die erste Option veröffentlicht die Ergebnisse der automatischen Terminzuteilung und aktiviert gleichzeitig eine manuelle Nachbesserung für Eltern, die ein Enddatum und eine Endzeit hat. Dies können Sie mit einem Klick auf das Datum oder auf die Uhrzeit nach Ihren Wünschen anpassen.

Die zweite Option veröffentlicht das Ergebnis, jedoch ohne Aktivierung der Nachbesserung. Somit können Eltern keine Termine manuell verändern.

## Nachbesserungsphase

Wenn Sie eine Nachbesserung aktiviert haben, sehen Eltern auf ihrer Startseite folgendes:



Optimisation 06/25/2018 (registered) The automatic allocation of the appointments is now completed. You can modify the appointments manually until Jun 24, 2018.

Somit wissen Erziehungsberechtigte, bis zu welcher Zeit sie ihre automatisch zugeteilten Termine nachbessern können. Die Ansicht die Erziehungsberechtigte anschließend sehen, ist dieselbe wie die der manuellen Terminauswahl.

#### Tipp: Nachbesserungszeit ändern

Die Nachbesserungszeit können Sie im Editierungsmodus (Zugang über Stiftsymbol in der Übersicht) des Sprechtages anpassen.

## 6.11 Administration Dateiablage/Drive

In WebUntis haben Benutzer die Möglichkeit eigene Dateien abzulegen, diese in der täglichen Arbeit mit WebUntis einzubinden und mit anderen Benutzern zu teilen. Sobald das Recht 'Dateiablage' unter <Administration> | <Rechte und Rollen> | Button 'Zum Expertenmodus wechseln' | Button 'Rechte' aktiviert wird, können Benutzer die Dateiablage verwenden.

Im Vergleich zu anderen Filehosting-Services bietet WebUntis Drive die Möglichkeit Dateien zu verwalten, ohne die tägliche Arbeit in WebUntis unterbrechen zu müssen. WebUntis ist im Besitz der Zertifizierung ISO 27001:2013 und speichert außerdem, wenn notwendig, Daten innerhalb der EU (konkret in Österreich und Deutschland). Wie die Dateiablage in WebUntis genutzt werden kann, lesen Sie hier.

# 6.12 Administration Messenger

Ab dem ersten Halbjahr 2019 können Sie unter <Administration> | <Messenger> eine kostenlose Testphase für den neuen WebUntis Messenger starten.

Dieser Messenger soll im Vergleich zu den bisher an den Schulen verwendeten Apps und Programmen eine Reihe von Vorteilen für alle User bringen:

- Datenschutz gemäß DSGVO
- keine Verwendung von (privaten) Telefonnummern
- Benutzerverwaltung aus WebUntis
- Synchronisation der Benutzer mit Unterrichten
- nicht durch Werbung finanziert

Durch den Messenger können alle Beteiligten der Schule miteinander sicher kommunizieren.

# 6.13 Administration Stundenplanung

Eine detaillierte Anleitung zur WebUntis Stundenplanung finden Sie auf unserer Webseite <u>www.untis.at</u>| Hilfe & Support | WebUntis | Anleitungen/Handbücher | 'WebUntis Stundenplanung.pdf

# 6.14 Monitor view

Under monitor views, you can define the following formats for automatic display of current information/ data on monitors of your institute:

- Substitutions
- Activities
- Daily overview

## 6.14.1 Daily overview formats

You can define formats for displaying the daily overview on your monitors via these settings.

Monitor views	
Substitutions Activities	Daily overview
Selection Name	Public
📃 🥖 💥 <u>View 1</u>	Show in this browser
1 Element found.1	
New Copy Delete	Lock access from this browser

Click on <Ney> for creating a new daily overview format.

Formats for the daily overview	
Name	
Туре	Class •
For rooms show the	Short name 🔹
For subjects show the	Short name 🔹
For classes show the	Short name 🔹
Shift relative to the current date [days]	0
Department	Fak1 Fak2 Bibliothek A1 A2
Interval for data retrieval from server [sec]	600
Scroll interval [ms]	100
Show timetable (h:mm a)	Start time End time 8:00 AM V 6:00 PM V
Time grid	<ul> <li>Untis time grid</li> <li>Time</li> </ul>
Suppress cancellations	
Suppress empty lines	
Display start and end time of each period	
Font size of the page-header [px]	36
Font size of the column-header [px]	13
Width of the first column [px]	50
Row-Height [px]	32
Font size	11
Public Save Save & New Cancel	

In the respective daily overview format you can adjust the following settings:

- Via **For rooms show the**, you can define which type of name should be displayed for a room, a subject or a class. The display names are defined as short or full names in the master data elements.
- The function '**Shift relative to current date** ' enables you to show future daily overviews. By entering e.g. 1, tomorrow's daily overview will be displayed.
- The Interval for data retrieval from server defines how often data are synchronised for the display.
- The Scroll interval defines how fast the daily overview is displayed.
- Via **Show timetable (HH:mm)** you can limit the displaying of the daily overview by entering a beginning and an end of displaying times.

Click on 'Show for this browser' and the required data will be displayed.

# 6.15 Assignment groups

Neue Zuordnungsgruppe

Since WebUntis 2019, we recommend to training enterprises to create users in the assignment group 'Parents and enterprises' and to assign the respective students to the respective user.

Do you want to create users for tutors in WebUntis who have similar rights for their students like class or form teachers, e.g. control of/excuse for absence? Then create assignment groups:

- 1. 1. Go to <Administration> | <Assignment groups> and create an assignment group.
- 2. 2. Give them distinct names, select the classes the students attend and then choose 'possible users', i.e. the tutors.

Name FirmaBC Von Bis	
FirmaBC Bis	
Von Bis	
Von Bis	
09.07.2018 💌 02.06.2019 💌	
Klassen Mögliche Klassen	issen
1A 2a	
1B 2b	
a 3a	
3b	
4	
5	
• • • • • •	-
Benutzer Mögliche Benutzer	nutzer
Gauss	
Hub	
( Hugo	
New	
Dub	
Rub vertie	•
untis	
Aufgegeben am von anonym	
Speichern & Neu Zurück	k

3. After creating the new assignment group you will see the column 'Student' in the overview. Select/ assign the students of the enterprise.

Zuordnungsgruppen									
Klasse - /	Alle -			Schüle	r - Alle -		V		
Auswahl			Name	Klassen	Von	Bis	Schüler		
	1	×	FirmaBC	1A, 1B	09.07.2018	02.06.2019	2		
Ein Element gefunden.1									
Neu	Neu Löschen								

4. If the user 'LEH1' logs into WebUntis, he/she will see data and information on his/her students who have been assigned to him/her in step 3. He/she only needs to check e.g. the menu items <Class register> | <Absences> or <Class register> | <Absence times>.

# 6.16 Privacy

Go to <Administration>, 'Privacy'.

## **Privacy policy**

#### Datenschutzerklärung für Mitglieder der Schulgemeinschaft

Hier können Sie eine Datenschutzerklärung Ihrer Schule hochladen. Diese scheint dann für alle Benutzer/innen im Footer der Startseite von WebUntis auf.

Datei auswählen... Erlaubte Dateitypen: pdf Erlaubte Dateigröße: 10Mb

You can upload the privacy policy of your school by clicking this button. After the upload, it will be published in the footer of the public homepage of WebUntis.



By clicking on 'Privacy' your privacy policy will be opened in your internet browser.

## **Data processing**

#### Auftragsverarbeitung

Untis, sowie je nach Region Ihr regionaler Ansprechpartner, sind Auftragsverarbeiter gemäß Art. 28 EU Datenschutzgrundverordnung. Wir stellen Ihnen Dokumente zur Auftragsverarbeitung sowie eine Auflistung der technisch-organisatorischen Maßnahmen unter diesem Link zur Verfügung:

https://www.untis.at/dsgvo

Bitte lesen Sie diese Dokumente sorgfältig durch und laden Sie die unterschriebenen Dokumente dort wieder hoch.

Here the link of your data processing agreement between your educational institute and your commissioned data processor is shown. You can download, sign and upload the respective documents for your commissiones data processor via this link.

## **Data extraction**

#### Datenauszug

Nachfolgend können Sie einen Auszug über sämtliche in WebUntis gespeicherten, personenbezogenen Daten gemäß Art. 15 EU Datenschutzgrundverordnung herunterladen.

Bitte beachten Sie:

- Die Daten sind teilweise schuljahresbezogen und richten sich nach dem im Kalender ausgewählten Schuljahr.
- Die Ausgabe der Daten erfolgt im JSON-Format welches maschinenlesbar ist und eine Weiterverarbeitung durch andere Programme ermöglicht.
- Zum Lesen der Daten öffnen Sie die Datei z. B. mit Mozilla Firefox

Benutzer:	Bitte wählen Sie 🔹	Download
Schüler:	Bitte wählen Sie 🔹	Download
Lehrer:	Bitte wählen Sie 🔹	Download

If a person at your school would like to have all data saved in WebUntis about the person requesting them from your administration you can download an extraction of data here. You can choose between data of users, or student and teacher master data. If you need data of a respective school year select the requested dates of the given school year and start the extraction of the data.

# 6.17 User tips

This final chapter in the administration section is intended to provide a number of tips to help you in the use of WebUntis.

## 6.17.1 WebUntis Help

You can access WebUntis Help features while using it and without having to exit WebUntis.

At many pages of the new version you will see question mark symbols(?).

Parent-teacher-days								_	
Selection	1		Current phase	Date	Name	Workflow	Time range for the online-registration	Time range for manual online-improvement	Assignment
	🥖 🚊 🛱	Deactivate	Automatic assignment of appointments	Aug 27, 2018	Day1	Optimisation	Jul 16, 2018 12:00 AM - Jul 22, 2018 12:30 AM		Done
	/	Deactivate	Done	Dec 22, 2017	EST1718	Selection of dates	Dec 1, 2017 12:01 AM - Dec 21, 2017 11:59 PM	Manual	
2 Elemen	ts found, show	ing all Elemen	ts.1						
New	Copy De	elete							

This symbol tells you that there are instructions, help features or a video tutorial on this topic. You can click on the question mark symbol at any time while using WebUntis without interrupting your work on it. The help text unfolds and you can fold it back at any time.



### Note: Navigation buttons

Please note the navigation buttons on the top right. You can browse back and forth for more information on a topic.

## 6.17.2 Global search for schools

You can easily search for your school without having to remember or type in any long URL addresses. If

you cannot remember your URL or the name of your WebUntis school, just go to www.webuntis.com and

search for your school. You have different options: you can e.g. search by city, address or school name.

When you have found your school you just need to click on it, and you will be directed to your school's address. Next time you do not even have to search for it since your previous search results are saved and you can immediately go from there.

	Welcome to WebUntis Please search for your school		
	eg. Schoolname, City, Address	٩	
	Learnschool Test Norway,	×	
	<mark>Escac Testschool</mark> Terrassa,	×	
Imprint & Legal			My school is not using WebUntis

## 6.17.3 Playgroung

WebUntis provides you with a playground which gives you the opportunity to test the different functions of the program as well as your school specific settings without changing any real data of your school. By the click of a button you create a temporary copy of your current WebUntis instance or of a backup in which you can change your settings and your existing data in order to test them in any possible way you want. Additionally you have the possibility to provide certain members of your team who do not have any or only little experience with WebUntis with the opportunity to practice on the program. The newly introduced Playground is especially useful for administration, organisation or teachers.

Go to <Administration> | <Playground>.

#### Description A playground is a copy of your WebUntis system which can be used for testing. Playgrounds are only available for a limited time and will be deleted automatically Administrtators can use a playground to test imports or new settings. A playground might also be used in training sessions for teachers to safely try out all functions and features.

Create playground

Click on 'Create playground' you are directed to the following dialogue box:

Create playground	×	
Please select the data you want to use for your playground:		
Create a realtime copy		
Create a realtime copy		
Create a realtime copy		
No backups are currently available. Please try again later!		

Here you can chose if you want to use your current data or rather an existing backup as a playground. Please note that Untis GmbH saves a backup of your WebUntis instance every night. This latest backup will then be provided as your real-time copy for your playground. In the example below a playground is created:

Active playground						
Open playground http://10.0.0.141:8080/WebUntis?school=PG0ea0c92f-cba8	Open playground http://10.0.0.141:8080/WebUntis?school=PG0ea0c92Fcba8-41fb-87de-90eb3b79226c					
Delete playground The playground will be deleted automatically on the 10/22	Delete playground will be deleted automatically on the 10/22 at 9:50 AM					
Who can access the playground						
Each person who knows the link above, can access the playground. You can additionally show a link in your regular WebUntis-system. Select those, who are supposed to see this link:						
Administration	Teacher O	All O				
Ideal to try out imports and settings.	Convenient to use in trainings.					

 Open playground: By clicking this button your playground will be opened. When you click on the link you copy the URL address and can forward it to your teachers or students (if you have activated this option). • Delete playground: Deletes the entire playground

In the section at the bottom you can additionally define if teacher or students should have access to the playground.

Note: URL address and school name of playground
Please note that you playground has a different (temporary) URL address and a different (temporary)
school name.

You can get back to this view at any time in order to change these settings or to delete the playground. Via the global button 'Playground' you will also be directed to opening the playground. This button is visible for all persons you have activated the playground for.



You can make any changes you like in this playground - your productive data will not be manipulated.

#### Note: Exporting into playground

You can export any data directly into your playground in order to be able to test them in Untis in advance.

**Note: Re-integration of the playground into the productive system** Re-integrating the data you changed in the playground into the productive system is not possible.

### **Procedure in Untis**

The playground can certainly be used in connection with Untis, but you have to create a playground in Untis, as well. The following steps will show you how you can do this.

Open your gpn file Untis or log into your Multiuser database.

You need to create a playground with your existing Untis data set in order to be able to export data from Untis to WebUntis and vice versa.

Open the dialogue for migrating data in Untis which you usually use for ex/importing data from/to WebUntis. If you already have a WebUntis playground, the dialogue will look like this:

WebUntis			
Export nach WebUntis	xports manuell fest le	gen	
Datum wählen	- 24.07.2018	<u> </u>	
Stammdaten werd	en übertragen ab	19.9.2017	Exportieren
Unterricht wird i	übertragen ab	30.7.2018	Exportieren
Vertretungen werd	en übertragen ab	24.7.2018	Exportieren
Import aus WebUntis			
Buchungen	Kurs	Studentenzahlen	
Studenten			Absenzen
Einstellungen	Dry run	2016	WebUntis version
st diana:2019			
untis			
Spielwiese			
Information zur Verwend	lung von Spielwieser	1	
Spielwiese 1: PG31851	85e-5a7e-4c2c-8ef6	-dbb017e75a73	Ţ
	Spielwiese	Aktivieren	
	· ·		

Untis automatically checks if the WebUntis school defined in the 'Settings' has a playground. Then the lower section of the view shows the playground which you can activate now.

A click on the button: 'Activate playground' opens the following query:

Untis - F	rage	¢
<u> </u>	Derzeitige Untis Session Speichern und Spielwiese erstellen?	
	Ja Nein	

If you confirm with 'yes', Untis wants to know in which file you want to save a copy or the playground rather in your actual GPN file:

Speichern unter X						
← → • ↑ 💻	> D	ieser PC →	ٽ ~	"Dieser PC" du	ırchsuchen	Q,
Organisieren 🔻						?
i OneDrive	^	Name	Тур		Gesamt	größe 🔨
📃 Dieser PC	12	V Ordner (7)				
3D-Obiekte		🧊 3D-Objekte	Systemordner			
Rilder		📧 Bilder	Systemordner			
Didei		📃 Desktop	Systemordner			
Desktop		🗄 Dokumente	Systemordner			
🚆 Dokumente		👆 Downloads	Systemordner			
👆 Downloads		🎝 Musik	Systemordner			~
🁌 Musik	~	<				>
Dateiname:	PG_2	2018_07_24_164348.gpn				~
Dateityp:	Untis	; (*.gpn)				~
∧ Ordner ausblende	∧ Ordner ausblenden Speichern Abbrechen					

In the Multiuser database a 'new' school is created.

Then the background colour significantly changes (pink) in Untis making you instantly aware of the fact that you are now working in Untis playground.

The playground in WebUntis and Untis now provides you with a tool which gives you the possibility to try changes beforehand, but also to train your team.

## 6.17.4 School year and time grid

### Short names

The (short) names of elements are used to synchronise data between Untis and WebUntis. For this reason they should not be changed after the school year has started. Should it be necessary to change master data (e.g. a short name), though, then you must do this in both Untis and WebUntis to ensure that the element in question has the same (short) name in both systems.

### **Time grid**

Please note that you may not modify the Untis time grid in the course of a school year.

### School year data

WebUntis takes the information about the start and end of the school year from Untis data. This information is transferred with the initial data import for the school year in question.

Please note that from this point in time school year data in Untis and in WebUntis must be identical. This means that you may not make any arbitrary change to the school year in Untis.

## 6.17.5 School year

## Terms

The school year can be divided into several terms (under <Master data> | <School year>). This is of particular benefit for reports, e.g. the school exam calendar.

School year						
Name 2018/2019						
Fr. 9/3/2018	Fr. To 9/3/2018 V 6/28/2019 V					
Activat	e entry of final	grades				
	Semester	Start date	End date			
/ X	First term	Sep 3, 2018	Feb 15, 2019			
/ X	Second term	Feb 25, 2019	Jun 28, 2019			
New semester						
Save Delete Cancel						

### School holidays

School holidays under <Master data> in the navigation menu are always imported from Untis but can be amended in WebUntis. If you use WebUntis Agenda you should if possible specify with the 'Booking' option whether bookings are allowed during the school holidays or not.

New date
Short name Day off
Full name
A day off from school
A day on from school
Fr. To 10/12/2018 To 10/12/2018 To 10/12/2018 To
Activity possible
Save Save & New Cancel

## Change of school year

A new school year is created when timetable data for a new school year are transferred from Untis to WebUntis. No further preparation is required in WebUntis. The new school year will be available in WebUntis as soon as you have imported the timetable data for a new school year from Untis,

Valid student data must now be imported for the new school year in order for the electronic class register to be available. This data is primarily required for assigning students to the individual classes.

The students must then of course be assigned to the individual lessons.

It is worth mentioning in this context that all (master) data is valid across school year boundaries with the exception of class and time grid data. This means that if room 'TS1' was created for the 2011/12 school year it will also be valid for the 2012/13 school year .

School year

## 6.17.6 Quick launch

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

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



## 6.17.7 Data export

Under <Administration> | <Export> there are several export options which were created for data exchange with student administration applications, especially for *SokratesWeb*.

Import/Export	
Period 8/1/2017 • 6/29/2018 • Cur	rent school year
Absence Times - Totals	
Student groups	
Lessons	
Smartschool Sokrates Import	Timetable Export Subject Teacher absences
Sokrates	photoImport
Student assignments	studassignimport
Sokrates: Schülergruppen-Zuordnungen	studentGroupsImport
JsonRpc Extern	klasselmport     roomImport     studentImport     teacherImport       basicDataImport     teacherAbsenceImport
CmpLessons	
Closed periods per teacher	Selection> T Only teachers with closed periods
Notenmanager	XML
winprosa	Attach file 9 Tip: you can also drag a file on the button.

## 6.17.8 Class change

A student occasionally changes class in the course of a school year. Proceed as follows in this case:

Access the list of students via <Master data> | <Students> and click on the <Edit> button for the student in question. The student's master data sheet will open.

Student Alice, Ferg	
Surname Alice	
First name Ferg Short name	Upload photo Delete photo
Alice	Student properties
External Id	l'allergie <selection> ▼</selection>
Date of birth Sex	
Entry date Exit date	
Class 1a Change class	

Here, click on the <Change class> button. Select the student's new class and the date he/she should be assigned to the class, and then click on <Next>.

# Change of class for Alice Ferg

New cla 1B	ISS	T
Start da 8/20/20	nte 018 🔻 🏢	
Class	Start date	End date
1A	May 15, 2018	Jun 29, 2018
Next	Cancel	

Finally, select the student groups to which the student should be added and click on <Save>.

Change of class for Alice Ferg							
New class Alice Ferg beginning with Jun 14, 2018							
Select the new student groups for the student							
Selection	Name	Classes	Subject				
	ADM_1A1B	1A, 1B	ADM				
1	BB_1A1B2A2B3A3B3C	1A, 1B, 2A, 2B, 3A, 3B, 3C	BB				
<b></b>	BB_1A1B2A2B3A3B3C	1A, 1B, 2A, 2B, 3A, 3B, 3C	BB				
	WEM_1B	1B	WEM				
	WEM_1B	1B	WEM				
Back	Save Cancel						

If you click on <Cancel> instead of <Save> you must add the new student to the relevant student groups at a later point in time under <Lessons> | <Lessons: Classes>.

## 6.17.9 Withdrawing from a lesson

If a student withdraws from a lesson during the school year, the student group for the lesson must be modified accordingly.

Go to <Lessons> | <Lessons: Classes> and select the class of the respective student. Click on <Students in the student group> icon. .

Lesso	ons Cla	ass '	1B												
Classe 1B	s		•	Period 8/1/2017	-	6/29/2018	•	Current so	chool vear						
L-No				Class		Studen	t gr	oup	Teacher	Subject	Prd.	Appointments	Students	Student groups	Reports
11280	00 🥖	×	1A, 1I	B, 2A, 2B, 3A, 3	В,	BB_1A1B2A	2B3	A3B3C	Grill	BB	2	1	2	· 😤 🖉 🎴	1
<u>3900</u>	1	×	1B			BE_1B			Steiff, Phid	BE	2	1	2	🖉 🧟 🐕	1
<u>6600</u>	1	×	1B						Sutt	BIO	2	1	2	**	1
2200	1	$\sim$	10						Cala	D	5		0	22	<b>F3</b>

Now enter a 'To' date for the respective student and click on the <Save> button. This means that the student will cease to take part in the respective lessons.

Students	in	the	student grou	p BE_1B										
Class: 1B Number of s	tud	ents:	8											
in 🖉 🖉	ĝ	ġ												
Selection			Surname	First name	Sex	Class	Catalogue number	Fr.		То		Short name	External Id	Te
<b>e</b>	1	P	Beck	Niklas	0 <sup>1</sup>		0	9/4/2017 🛛 🛪	-		-	BeckNik		
	2	P	Dumbo		ď		0		-		•	Dumbo		
	3	1	Нарру		d'		0		-	6/14/2018 ×	•	Нарру		
	4	1	Hood	Robin	6		0		-		-	Hood		

## 6.17.10 Limited change of lessons

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

The procedure is described below:

### Untis

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

### **Time period**

In WebUntis, the class in question is accessed via <Lessons> | <Lessons: Classes>. Click on the <Limited change of lesson> button and set the time period.



Now select the students who will not participate in the trip and need to assigned to other lessons. Then

Temporary course reversal for students							
Please select the students							
Class - All - ▼ Student Aladdin Bäcker Alice Ferg Andro Meda Ann Stud Ardbeg Thomas Arielle Sea Arran Fionna Arran Michel Aschenputtel Jana Auchen Toshan Bal Blair Balu ▼ Cancel	Temporary course reversal for students         Please select the target class         Class         1A         Back       Next         Cancel						

select the target class, which the students are to attend in the given time period.

Now select the lessons that the students are to attend (individual assignment to a student group, for example in the event of split lessons, will take place later).

Temporary course reversal for students							
Please select the lesson(s)							
Selection	Class	Teacher	Subject	Prd.	Student groups		
	1A, 1B	Bach, Arist	ADM	0			
Back Save Cancel							

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

Lesson	s Clas	ss 1	A																
Classes 1A L-No. 118094	18	※	Pe ▼ 8/2 Class S 1A, 1B	riod 20/2018 Student group	▼ 6. P Ari	/29/2018 Teach st, Berg	3 <mark>▼</mark> er ,Gauss	Current w Subject Ast	veek Prd. /	Appo	pintments	Stu	dents	Student 22	t groups	Repor	rts		
							St Tea	udent g acher: Aris	roup st, Ber	o of rg, Ga	the less auss, Subj	iect:	Ast 1 Ast, C	IA 1B lass: 1A,	1B				
											Name	Cl	asses	Subject	Fr.		Т	o Sti	Idents
								<b></b>	1 8	Χ.	Ast_1A1B	1/	A, 1B	Ast					
								<b></b>	/ >	×	Ast_1A1B	1/	A, 1B	Ast	Aug 22,	2018	Aug 22	2, 2018	9
							1	lew S	ave		E	Back						/	
Studen	its in t	the	student	group As	st 1/	A1B													
				Ŭ .	_										/				
Class: 1A	, 1B		_																
Number	of stude	ents:	5																
in 19	ð 9	ġ	È																
Selectio	n		Surname	First name	Sex	Class	Catalog	ie number			Fr.			То		Short	name	External Id	Tex
	1	l	Aladdin	Bäcker	o <sup>2</sup>		0					-			-	Aladd	in	S13034	
	2		Andro	Meda	8		0					•			-	Andro	meda		
<b></b>	3		Ardbeg	Thomas	ď		0					-			-	Ardbe	g		

If you wish to assign these 'guest students' to another special group for split lessons, you must edit the appropriatestudent group.

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

Limited change of lessons

## 6.17.11 Several schools

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

a) the school is organised in departments and the individual departments create their own timetables independently of each other, or

b) various types of schools at one location (e.g. primary and secondary schools) schedule their timetables independently of each other, and

you wish to represent the entire institution in WebUntis.

The individual Untis 'schools' must be defined as departments in WebUntis under <Master data> | <Departments> with an <UntisID> before the first import of master data :

Departments	Departments							
Search Start search								
Selection		Department	Full name	UntisId	Department	Person in charge	Active	Key (external)
	×	Dep1	Department 1	0			1	EX1
	×	Dep2	Department 2	0			1	EX2
2 Elements found, showing all Elements.1								
New Sort Delete Report								

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

Department Department 1 (Dep1)						
Short name Dep1	e Active					
Full name Department 1						
Key (exterr EX1	nal)					
UntisId 1	Department <selection> ▼</selection>					

The same ID must be entered in Untis in the field 'ID' under 'Start | Settings | Settings | School data | General' .
Settings			×
<ul> <li>School data</li> <li>General</li> <li>Overview</li> <li>Values</li> <li>Miscellaneous</li> <li>Reports</li> <li>Substitution Planning</li> <li>Course Scheduling</li> <li>MultiUser</li> </ul>	School name Test school DEMO For demo and test only School year Fr. To School year OB 2019 Solution School year Fr. To School year School year Fr. To School year Fr. To School year School year Fr. To School year School year Fr. To School year School year Sch	Germany •	Country Region School number ID Type of school
Italic = locally stored settings (.ini files)			OK Cancel

Now you can export master data, lessons and substitutions from Untis to WebUntis as usually .

#### 6.17.12 Maintenance functions

The <Administration> menu contains several WebUntis maintenance functions.

#### Active users

This function displays a list of users currently logged in to the system. This is particularly useful when you wish to ensure that all users have actually logged out before you perform maintenance work on the system.

#### Lock/unlock access

Access to the system should be locked while timetable data is being imported from Untis or during similar significant maintenance work.

'Normal' users (without administrator rights) can no longer log in to the system when access to the system is locked. Please note that users already logged into the system will not be automatically logged out when access is locked. You should therefore use function <Active users> to check that no other users are working in WebUntis before you lock the system.

#### About WebUntis

This function provides information on the WebUntis version in use.

You also see the dates of the last imports from Untis (master data, lessons, substitutions), available SMS (text messages) (if activated) or activated modules.

### 6.17.13 WebServices

WebUntis also provides you with the WebServices module. This optional module allows you to exchange (timetable) data with external programs via WebServices. If you are interested in this option, please contact your Untis regional partner.

#### 6.17.14 Higher technical institute (HTL) cycle

In some schools such as higher technical institutes (HTL) it happens very often that lessons have several student groups rotating in the course of the year.

Example:

A class is divided into 4 groups. There are 4 teachers teaching in 4 different workshops a special subject. The subject is the same the whole year only the student groups rotate every 4 weeks.

The question now is how to reflect this constellation correctly in Untis so that the right students are shown in the class register.

Higher technical institute (HTL) cycle

### 6.17.15 Classes of mixed types

Classes of mixed types

#### 6.17.16 Student groups

Read more about administration of student groups in Untis and WebUntis hereor go to 'Untis users'.

# 7 School secretary

The head office as well as the headmaster should have access to all <u>timetables</u>. The school secretary could also <u>centrally enter student absences</u> and <u>bookings for teachers</u>. The creation of the <u>emergency</u> listis also probably something that the head office is responsible for.

# 7.1 Entering absences in the school office

Entering absences in the school officeStudent absences can be entered centrally, for example by the school secretary.

In this case, absences are not entered via the class register but via menu item <Class register> | <Absences>.

Absences				
Class - All -	Student    All -	Search Reason of absence - All -	Period 6/25/2018  Control Con	Current week Sorting Class, Student, Date V
New Delete	Combine Excuse Reports 💌			

A new absence can be entered by clicking on the <New> button at the end of the list of absences. First select the class and then the student of the class before entering the time range for the absence and the reason of absence (if these are known).

2	5	5

New absence		Х
Class	Student (2A)	
2A 🛛 🗙	<ul> <li>Please select</li> </ul>	•
🖌 Alice (2A)		
Fr. To		
6/25/2018 💌 6/25/2018	<b>•</b>	
Start time End time		
8:00 AM 🛛 👻 6:40 PM	<b>*</b>	
Decean of change		
Coloction>		
<selection></selection>		
Test		
lext		
Save Close		

The student in question will now be displayed on the class register page as 'absent'.

Note: Several absent students	
You can also set several students to absent at the same time.	

New absence			х
Class 2A	X v	Student (2A) Please select	•
<ul> <li>✓ Alice (2A)</li> <li>✓ Heidi (2A)</li> <li>✓ Susi (2A)</li> </ul>			
Fr. To	)		
Start time Er 8:00 AM V 6	nd time :40 PM		
Reason of absence <selection></selection>	T		
Text			
Save Close			

Warning: Student absence authorisation Entering absences is valid for all students at the school and is coupled with the user right 'Student absences'.

# 7.2 Bookings for other users/teachers

At some schools it is customary for the head office to make bookings. These bookings can be performed explicitly for other teachers with the appropriate right (not included in the template for the head office).

Enable booking for other teachers	2	1	
Lock bookings	<b>Z</b>	1	

### 257

# Booking 1196 - Activity

Book Status: Cor	nfirmed			
	Date	Time	REV	
/ X	Apr 11, 2018	10:00 AM - 10:50 AM	Confirmed	It was booked by the
🕸 Additi	onal periods			office
Booked on	Aug 17, 2018	8 9:30:52 AM from hhsek	retariat	
Changed or	n Aug 17, 2018	8 9:30:52 AM from hhsek	retariat	
Teacher	011 Aug 17, 2016	5 9.50.52 AM ITOM TINSER	retariat	Class
Please se	lect	▼		Please select
🎸 Bach				✓ 3B
Subject			for the t	toachar Bach
СН			IOI LIIE I	
Fr To	× 4/15/20	18 👻 🎆	-	
Departmen	nt		Respo	onsible for the booking
<selection< td=""><td>" 1&gt;</td><td>-</td><td>-</td><td></td></selection<>	" 1>	-	-	
Amount 0				Person in charge
Type				
Class		•		
Participant	t			
Remark				
Remark				
e-mail auu	less			
🖉 An e-n	nail will be sent a	s soon as the booking stat	tus is changed.	
🔲 Has be	een exported to U	Jntis		
Notify	the teachers of th	ne activity.		
Report	Save	ncel reservation Ba	ck	

# Booking for other teachers possible

A user with this right can also enter other teachers in the booking. The advantage is that the entered teachers are then displayed in the appropriate timetables.

2A E	Buck,Leib R4A

### Booking for other users

A user with this right can also make a booking for another user. The booking will then be displayed for the user entered as the responsible user under <Book> | <My bookings>.

My bookings														
Aug 6, 2018 - Aug 12, 2018														
Search Start search ኛ														
Selection	Туре	Status	Туре	Room	Day	Date	Fr.	То	Periodicity	Remark	Remark	Students	Booked on	Booking
🗉 🥖 💹 🗙		?	Class	R4A	Thu	Aug 9, 2018	1:40 PM	2:30 PM	once (nonrecurring)			28 🧕	Aug 9, 2018 8:54:17 AM	<u>1164</u>
1 Element found.1														

# 7.3 Emergency list

Emergency listIn anemergency, for example when the school building has to be evacuated, it may be important to have an exact overview of who is currently in the school building and who is not. The emergency list, which you can call under <Class register> | <Reports> via <Emergency list> displays absent students (and their last period) for the current day.

Class: 1A Last period: Marx - RK - R1A				Students: 7					
	absent			Most recent period of absence					
Student	Fr.	То	Reason	Period	Subject	Teacher			
Bal Blair									
Brummbär									
Chef	10:55 AM	6:40 PM	maladie	12 / 6:40 PM	м	Arc			
Hatschi									
Pimpel	10:55 AM	6:40 PM	maladie	12 / 6:40 PM	м	Arc			
Schlafmütz									
Sennl			-						

#### Note: Off site data

Since all data is stored outside the school, they will also be available in an emergency. You only require an internet-enabled device such as a smartphone or a tablet to be able to access all the information in the class register.

# 8 Students

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

Using the <u>Class register module</u> students can view the contents of the class register and even report absences.

Using the Student module students can register for courses for the following year (following term).

Student users also provide the possibility to register students and/or their parents for a <u>Parent-teacher</u> dayof the school.

# 8.1 Homepage

After login students see the following homepage:

	Develo For Inte	per licenc ernal use	e Limited only			018/2019	•	æ		4	Abmelden (BauerBen)	Web <mark>Untis</mark>			
æ	Heute	11.01.20	19												1
₩ •	<ol> <li>In</li> <li>In</li> <li>In</li> </ol>	nfo etzte Anme	elduna:11.0	1.2019 16:33	Heutige Nachrichten 최							^			
ш ₹	🔛	Sprechta Hier könn	g 2019/1 20 nen Sie sich I seine E-Mail	0.02.2019 (angemeldet) bis 13.01.2019 00:00 zum in ihrem Profil hinterle	Sprechtag anmelden.			Liebe schuler, diese interne Nachricht könnt nur ihr sehen. Diese Woche bietet euch die Kantine -70% auf alle Speisen. Guten Appetit.					alle		
	<u>ا</u> =	leutiger S	tundenpla	n	Ihre Administratio	on									
	11	E	Std.	08:00 - 08:45	Fach	Lehrer Rub	Raum								
	i.		1	08:00 - 08:45	SportM	Arist	Th2								

In this example students have the permission to receive and send <u>internal messages</u> (envelope icon). Additionally, students can update and edit their <u>profile data</u> such as selecting a language or forwarding internal messages to an e-mail account.

In the first box (top left) students see information on their last login, how many messages they have, if there are current parent-teacher days you can register for, and they can report an absence. When there are active Parent-teacher days they will be shown here.

In the bottom section of the homepage, students see their timetable of the current day which they can also click on to get more information.

On the right side of the page, students see the current messages of the day. This example informs them on a special offer by the cafeteria.

On the left margin they have a vertical menu for additional functions.

# 8.2 Timetable

By clicking on the second menu item (calendar icon) the student user gets to the timetables. Depending on the rights administration has given him or her, additional timetables can be seen, e.g. class timetables:

	Developer li For Internal	cence Limite use only									2018/2019		æ		۹.	Abmelden (BauerBen)	Web	Untis
æ	🔏 Klasse	🛎 Schü	ler														?	Þ
<b>≅</b>	2a	<b>.</b>	€ 07.01.	2019		<b>&gt;</b>										17	₽	¢
۵		Mo.	)7.01.		Di.	08.01.		М	<b>i.</b> 09.01.	Do	<b>0.</b> 10.01.		Fr.	11.01.		<b>Sa.</b> 12.01.		
<b>V</b>	08:00	2a E	Cer R2b	2a, 2b 2a, 2b	Rub Arist	SportK SportM	Th1 Th2	2a Rel	Nobel R2a	2a Ph	New Phys	2a, 2b 2a, 2b	Rub Arist	SportK SportM	Th1 Th2	2a E	Cer R2a	Â
	08:55	2a <mark>M</mark>	Ander at	2. C	a )	Ce R2	er 2a	2a <mark>Mat</mark>	Ander R2a	2a <b>Rel</b>	Nobel R2a	:	2a E	Ce R2-	r a	2a D	Cer R2a	

This examples shows that the user has two tabs, a 'Class' and a 'Student' tab. The latter holds the student's individual timetable and not the timetable of class 2a.

#### Note: 'i' symbol for 'Information on period'

Many teachers give information on single periods; just click on a period and you will see the respective information in the 'Details of the period'.

# 8.3 Contact hours

Some schools have contact hours of their deployed teachers. Contact hours describe teachers on standby to give parents the possibility to talk to their children's teachers. In the following example, a student and his parents want to register for a contact hour of teacher Aristoteles:

æ	Sprechstunden				Ø
Ħ	Klasse 🔻	<b>4</b> 07 01 2019	2	L3	
2	INICISC	07.01.2019	7		X CSV
ũ	Ihre Anmeldungen				
<b>*</b>	Lehrerin/Lehrer	Datum Zeitraum	E-Mail Adresse	Telefonnummer	Freie Termine
	Aristoteles	Fr 11.01.	08:55 - 09:40		•

Depending on the settings of the school administration is it possible to show additional details on the teacher and/or the contact hour. In the above example the user sees the teacher's name, his photo the date, time and whether there are available appointments.

When clicking on this line the following view opens up:

Anmeldung zur Sprechstunde					×
	Klicken Sie auf	einen Termin, u	um sich anzume	elden:	
10 11 1	08:55 - 09:	05	frei		
S S	09:05 - 09:	15	frei		
00000	09:15 - 09:	25	frei		
	09:25 - 09:	35	frei		
Lehrer					
Aristoteles					
	Nachricht				
	Noch mögliche Zei	chen: 255			li
	Speichern	Abbrechen	Abmelden		

Now you can select a time block (e.g. 9:15 to 9:25), optionally enter and save a message:

Anmeldung zur Sprechstunde					×
	Klicken Sie auf	einen Termin, u	ım sich anzume	elden:	
15 AL	08:55 - 09:0	)5	frei	Anmelder	ו
A A	09:05 - 09:1	5	frei		
182.23	09:15 - 09:2	25	~		
	09:25 - 09:3	35	frei		
Lehrer					
Aristoteles					
	Nachricht				
	Ich bitte um e Anfang des Ja	eine kurze allge ahres. Vielen Da	emeine Besprec ank.	hung zum	*
					- //
	Noch mögliche Zeic	Abbrechen	Abmelden		
	operenent	Abbreenen	Abmelden		

The teacher will then receive a message that the student (and/or his parents) has (have) registered and additionally sees the registration in the segment of his lesson in WebUntis. The student user also

receives an internal message to confirm the appointment:

Nachricht

Anmeldung zur Sprechstunde bei Aristoteles am 18.01.2019, 09:15 - 09:25.

Mitteilung gesendet am 11.01.2019, 12:23 Ablaufdatum: 11.01.2020

Alternatively, the users see their registrations in the menu item <Contact hours> above the contact hour lists in the first line.

You can cancel the appointment by clicking on the 'Cancel' button. If you want to change the time of the appointment, just select another time block and save your new choice.

### 8.4 File storage/Drive

WebUntis provides its users with the possibility to store their files, to include them in their daily work and share them with other users. Compared to other file hosting services, WebUntis Drive enables its users to administer their files without interrupting their daily work with WebUntis.

#### Access

You can access your file storage for administering your files in WebUntis Drive via the <File storage> button at the top, right of the <My messages> button:

Dateiablage	🖾 Meine Nachrichten (1)	Kontaktdaten	🌼 admin (Profil)	🕑 Abmelden	Web <b>Untis</b>
					,

By clicking on the <File storage> button, the following view opens up:

۵	Q	Suchen	Neu 🗸	) 1
Name *	Größe	Dateityp	Hochgeladen	
Shared Folder - M	1 KB	Ordner	-	:
🗌 🖿 Mat - 3a	151 KB	Ordner	-	:
	96 MB	Ordner	-	:
D - 1a	105 KB	Ordner	-	:
UUParty.txt	0 KB	TXT	02.03.2018 09:45	:
UebUntis_JSON_RPC_APLpdf	151 KB	PDF	29.05.2017 12:12	:
UebUntis.pdf	7 MB	PDF	03.05.2018 17:00	:
UebUntispdf	7 MB	PDF	03.05.2018 17:01	:
Unterstützungstext.txt	1 KB	TXT	15.05.2017 15:15	: ,
111.66 MB von 1.48 GB in Verwendung				

The above example shows four folders plus some files. Here, users can be flexible and can create a file according to their needs (e.g. for the entire lesson) or can add any files in different formats (pdf, doc, xls, csv, txt, etc.).

### File upload

The easiest method to upload a file is just to drag and drop it. Just click on a file on your local computer and drag/copy it to this interface. By dropping the file it is saved on the Drive/File Storage and is available online.



An alternative to drag and drop is clicking on the button on the top right and then into the area at the bottom. A window is opened where you can select the respective file.

### Create a new folder

Click on the button on the top right to create a new folder in WebUntis Drive:



# Ordner erstellen

Erhöhe die Übersichtlichkeit des Dateisystems in dem du verschiedene Ordner für die Dateien anlegst. Bitte benenne den neuen Ordner und klicke auf "Ordner erstellen" um ihn anzulegen.



### Additional functions per file/folder

By clicking on the three points or the right mouse button the following context menu opens up:

for files:





- Save: downloading and saving of the file to your computer
- Open: opening or reading the respective file
- Shift: shifting of a file into another Drive folder
- Rename: renaming the file
- Details: name, size, type of the file, date of upload, status, folder name
- Delete: deleting the file from WebUntis Drive

### **Details & sharing of files/folders**

By clicking on the three points icon or by right-clicking on the file or folder the user can generate a link to a file or folder via 'i - details'. This link can then be shared with others.

Datei-Info		×					
Für diesen Dateityp gibt es keine Vorschau.							
Bio-Ausarbeitung							
Тур	PDF						
Größe	49 KB						
Status	ОК						
Hochgeladen	11.06.2018 10:37						
Letzter Download	11.06.2018 10:37						
Downloads	1						
dashboard.cloud.cloudRight.cloudRightl সে Link generieren							

The above view shows details such as file format, size, date of upload or number of downloads. Just click on the 'Generate link' button and an URL address is created linked to the file:

Datei-Info  $\times$ Für diesen Dateityp gibt es keine Vorschau. Bio-Ausarbeitung Information PDF Тур 49 KB Größe Status OK 11.06.2018 10:37 Hochgeladen Letzter Download 11.06.2018 10:37 Downloads dashboard.cloud.cloudRight.cloudRightl : Ð https://stash.cat/s/Z5... Geteilt in In Konversationen

By clicking on the three points (right to the URL address) the following context menu is opened up:

Information	
Тур	😕 PDF
Größe	49 KB
Status	ОК
Hochgeladen	11.06.2018 10:37
Letzter Download	11.06.2018 10:37
Downloads	🕞 Kopieren 🕅
dealth aread alread	× Deaktivieren
dashboard.cloud.	Előschen gritir
GD https://st	ash.cat/s/Z5

Copy: copying of the URL address for further use.

Deactivate: deactivating the availability of links to files or folders. After deactivation, the respective file or folder can only be accessed directly via WebUntis (i.e. after login and not by clicking on the URL address).

Delete: deleting the URL address.

### **Additional notes**

The green bar shows how much of your computer memory is used. In this example, about 112 MB of a total of 1.48 GB are used:

111.66 MB von 1.48 GB in Verwendung

### Sorting

You can sort your files and folders in WebUntis Drive. Just click on the top first line, there you can sort by size, type of file, date or name:



### 8.4.1 Use of file storage

Files saved on WebUntis Drive can be attached to internal WebUntis messages.

When creating a new message (<My messages> | <Internal messages> | <New>) you can access directly your WebUntis Drive and attach files to your message:





Liebe Kollegen, im Anhang die versprochene Anleitung. MfG, V.H.



A window pops up with all folders and files from your file storage. You can select one or several files:



Just click on 'Send file' and the selected file(s) are attached to your internal message. In your internal message right below the 'File storage' button, you see the attached file which will be sent to your recipients:

Dateiablage Arbeitsunterlagen\_01.pdf 🗙, Bio-Ausarbeitung.pdf 🗙

The recipient can download the file without noticing that this is a file saved in your WebUntis Drive:

Empfänger

Arist, Cer

Nachricht

Liebe Kollegen,

im Anhang die versprochene Anleitung.

MfG,

V.H.

🗞 Arbeitsunterlagen\_01.pdf

🛞 Bio-Ausarbeitung.pdf

Mitteilung gesendet am 12.01.2019, 19:50 Ablaufdatum: 12.01.2020

### 8.4.2 Data access

Please note that you need to permit data access in the WebUntis profile of your own user. Go to the 'Data access' tab and the field: 'Access to the messenger or the file storage':

#### Authentifizierungsschlüssel für die Dateiablage

Verwenden Sie diesen Schlüssel zur Aktivierung der Dateiablage, der WebUntis Drive App oder dem WebUntis Drive Desktop Client.



Authentifizierungsschlüssel

grgQ7xH6rUp87ttCMfTv+OlBdMwDEEm4TrN/7aWau95BLPQ7+7kM/RKJcikupbbDJotAUhgls6HjNb /c493KVWI1AxGWF75JNBs5MQjymo0=:tmnk8iiHM42FfW4A4jxQlg==

This key can be used for:

- · Activation of file storage
- Activation of file storage app (not to be mixed up with Untis Mobile)
- Activation of your desktop clients for file storage (Windows 10)

#### Note: Profile

Your user profile can be accessed from any view: at the top right in WebUntis next to the logout button.

# 8.5 My data

The students see their own data like this:

<b>2</b> 2	Meine Daten	/
Ê	F Offene Abwesenheiten Schuljahr +	➢ Klassendienste Aktuelle Woche →
2	In der Vergangenheit	Klassenordner Klassensprecher Klassensprecher Stv.
00 <b>1</b>	Di 01.01. 08:00 bis Do 03.01. 15:10 Erkrankung Anruf von Eltern	Benjamin Amelie Becker
		07.01 13.01. 07.01 02.06. 07.01 02.06.
	Cl Befreiungen Ab dem aktuellen Tag     Fr 11.01 Do 31.01. jeden Tag 00:00 - 00:00 Verletzung SportK	Hausaufgaben Eine Woche in die Zukunft
	□ Klassenbucheinträge Aktueller Monat →	So 13.01. Ph 😰 New Buch S. 4 - Beispiel 3 bis 7
	Do 10.01. 08:00 🥻 Benjamin Ph New Tolle Mitarbeit und Unterstützung der Mitschüler.	Prüfungen Eine Woche in die Zukunft +
	🖻 Noten 🔶	In der Zukunft
	Fr 11.01. Ph WH Tolle Stundenwiederholung ++	Do 17.01. 08:00 - 08:45 🕒 Ph 📱 Phys SP Prüfung 3/4

#### Tip: 'My data' not available

In order to be able to see this data in WebUntis the school needs the 'electronic class register' module. Only with this module the functionalities are available.

### 8.5.1 Absences

In the first segment students see their open absences which have not yet been excused:



By clicking on the first line - 'Open absences (school year)' – additional details are shown:

Meine Abwesenheiten	Fehlzeiten			? 45
€ 09.07.2018	→ Schuljahr	▼ - Alle -	•	
🗸 Von	Bis	Abwesenheitsgrund	Status	Text
Di 01.01.02	8:00 bis Do <b>03.01.</b> 15:10	Erkrankung	0	Anruf von Eltern
1 Element				
Abwesenheit melden	Löschen Entschuldigung:	sschreiben drucken 🔺		

Users see here all open absences with information such as reason of absence, time range, text, etc.

You can also download absences via the three buttons at the top right as pdf, xls or csv format.

Here you can also report new absences (depending on the rights settings by the school administration). Just click on the 'Report absence' button, the following view will open and you can create absences. In the following example student Benjamin and his parents have reported his absence:

Abwesenheit melden		×
Zeitraum		
8.1.2019 08:00	8.1.2019 15:10	
Abwesenheitsgrund		
Erkrankung		× •
Anmerkung		
Mein Sohn Benjamin hat seit gestern Nacht Fieber ur	nd kann heute nicht am Unterricht teilnehmen.	
Speichern Abbrechen		

Benjamin will automatically be marked as absent for the respective days in the class register, therefore all teachers of the school see that student Benjamin is absent.

Absences created by parents or students themselves can be edited and deleted.

#### Tip: Printing letter of excuse

The detail view for absences also provides for templates of letters of excuse which can be printed. Just click on the 'Print letter of excuse' button.

### Absence times

The 'Absence times' tab holds information on absence times for students:

Meine Abwese	nheiten <mark>Vehlz</mark>	reiten									? ‹
← 09.07.	2018 🔶	Schuljahr	▼ - A	lle -	▼ 2	Schüler 🔻					
Datum	Zeit	Fach	Lehrer	Fehltage	Fehlstd.	Fehlmin.	zählt	Abwesenheitsgrund	Status	Text	
Di 01.01.	08:55 - 09:40	D	Cer	0	1	45	$\checkmark$	Erkrankung	0	Anruf von Eltern	
Di 01.01.	09:50 - 10:35	E	Cer	0	1	45	$\checkmark$	Erkrankung	0	Anruf von Eltern	
Di 01.01.	10:45 - 11:30	Mus	Callas	0	1	45	$\checkmark$	Erkrankung	0	Anruf von Eltern	
Di 01.01.	08:00 - 08:45	SportK	Rub	0	1	45	$\checkmark$	Erkrankung	0	Anruf von Eltern	

### 8.5.2 Exemptions

Exemptions describe a permitted absence of a student.

💼 Befreiungen Ab dem al	ktuellen Tag			-	
Fr 11.01 Do 31.01.	jeden Tag	00:00 - 00:00	Verletzung	SportK	

Just click on the first line ('Exemptions (as of current day)') and the following view opens up:

Befreiungen					I)	,
€ 09.07.2018	✦ Schuljahr	r 🔻				
Von Bis	Wochentag	Befreiungsgrund	Fach	Von Bis	Text	
Fr., Do., 11.01.2019 31.01.2019	jeden Tag	Verletzung	SportK	00:00 00:00	Bis Ende Jan sport- befreit.	
1 Element						

Students see all their exemptions here, e.g. an exemption from physical education until end of January due to an injury.

### 8.5.3 Class register entries

Class register entries describes entries made by teachers regarding their students or classes. The entries can also have informative purposes, e.g. a note on the behaviour of deviant students (positive or negative).



Just click on the first line ('Class register entries (current months)') and the following view will open up:

Klassenbucheint	räge					<b>I</b> D
← 01.01.20	19 🔶	Mor	at	•		
Person	Datum	Zeit	Fach	Text	Benutzer	Eintragskategorie
🐸 Benjamin	Do., 10.01.2019	08:00	Ph	Tolle Mitarbeit und Unterstützung der Mitschüler.	New	Verhalten
1 Element						

Students have only reading rights for this segment, can navigate and change the time range displayed (day to school year).

### 8.5.4 Grades

Students also see their grades when they go to <My data>. In this example the student sees the grade he or she received for a review check and the grade '++'.

🖻 Noten				<b>&gt;</b>
Fr 11.01.	Ph	WH	Tolle Stundenwiederholung	++

By clicking on the first line you get more details:

lotenübersicht	09.07.2018 - 02	.06.2019		
Ph New   2a	1	Note	Datum	Prüfungsart
		2018/2019		
Rel Nobel   2a		1 (1)	02.06.2019	Gesamtnote 2018/2019
SportK Rub   2a/2b		++ (1)	11.01.2019	Wiederholung
		2 Element	e	

The details show the grade, the date and the type of exam of the respective examination.

Users can also navigate to other lessons.

### 8.5.5 Exams

WebUntis also provides students with the possibility to have a look at their exams:

🖻 Prüfungen	Eine Woche in die Z	ukunft				•
In der Zukunft						
Do 17.01.	08:00 - 08:45	┛ Ph	• Phys	SP	Prüfung 3/4	

Just click on 'Examinations (one week into the future)' and more details on not yet concluded exams are shown:

Prüfungen						S)
€ 01	1.01.2019	÷	Mona	at	•	Berichte <del>-</del>
Fächer P Noch nicht a	Prüfungsart abgeschlossen	Klasse	Lehrer	Raum	Datum   Text	Note
Ph S	SP	2a	New	Phys	Donnerstag, 17.01.2019 08:00 - 08:4 Text Unsere vorletzte Prüfung :)	45
1 Element						

In addition to more details the following options are available:

- Navigation date range
- · Displayed time range adjustable to day, week, month, school year
- Reports: Exam report, exam overview, exam calendar

### 8.5.6 Homework

Homework teachers have entered into the electronic class register are shown here: <My data>.

希 Hausaufgaben	Eine Woch	ne in die Zukunft		•
In der Zukunft				
So 13.01.	┛ Ph	New	Buch S. 4 - Beispiel 3 bis 7	

Just click on the first line - 'Homework (one week in the future)' - the following view will open up:

Hausaufgaben			Ø)
← 01.01.2019	→ Monat	•	
Fächer Lehre	er Aufgabedatum	Fälligkeitsdatum	
Bald fällig			
Ph New	10.01.2019	Sonntag, 13.01.2019 Hausaufgabe Buch S. 4 - Beispiel 3 bis 7	
1 Element			

In addition to more details the following options are available:

Navigation date range

• Displayed time range adjustable to day, week, month, school year

### 8.5.7 Class services

Class services are generated by the class teacher/form teacher in WebUntis. Class services are e.g. blackboard cleaning, class prefect, class representative, deputy class representative, etc.

Students see the following when they go to <My data>:



Benjamin is the user logged in. Student Amelie is also shown here as additional information since she will be responsible for class service together with Benjamin (either as class prefect or as deputy class representative).

Just click on the first line - 'Class services (current week)' and additional details are shown:

Klassendienste					<b>I</b>
← 07.01.2019	→ Woche		-		
Dienst	Schüler	Klasse	Von	Bis	Text
Klassensprecher	Benjamin Bauer	2a	Mo., 07.01.2019	So., 02.06.2019	
Klassensprecher Stv.	Amelie Becker	2a	Mo., 07.01.2019	So., 02.06.2019	
Klassenordner	Benjamin Bauer	2a	Mo., 07.01.2019	So., 13.01.2019	
Klassenordner	Amelie Becker	2a	Mo., 07.01.2019	So., 13.01.2019	
4 Elemente					

The user can change the date or expand the time range displayed to week, month or school year in order to receive more data.

# 8.6 Courses

Courses

# 8.7 Parent-teacher day

It is possible to use the 'Parent-teacher day' for online registration for a parent-teacher day at the respective school not only by parent users but also by student users. The idea behind it is that students can register for a parent-teacher day together with their parents/legal guardians.

There are two different phases for parents as well as for students:

1. The manual student registration phase and the optimised student registration phase .

2. The actual parent-teacher day

### 8.7.1 Manual student registration phase

The WebUntis administrator sets a registration time frame for every parent-teacher day. When the first day of the registration time frame has come a note to the parents is displayed right after login leading them directly to the parent-teacher day.

÷.

Parent teacher day fall 2018 08/17/2018 You can register here for the parent-teacher-day until Aug 16, 2018 12:00 AM

By clicking on the appropriate link you get to the planning window.

Sprechtag	20	<b>19/1 20.02.2019</b> Ani	meldezeitraum: 1	1.01.2019 (00:	:00) - 26.0	)1.2019 (00	:00)					Ν		?
												4		
1 Lehr	er ar	nzeigen				2 Te	rmine wä	hlen					ß	B
Alle Lehre	r	Relevante Lehrer					Arist	Ander	Callas	Cer	Curie	Termine		
Kinder						15:00	× .					15:00 Aristoteles (SportM,)		
۲	•	Bauer Benjamin				15:05	× .					15:05 Aristoteles (SportM,)		
Lehrer						15:10								
۲	•	Arist	SportM	<b>A</b> 0		15:15		*				15:15 Andersen Hans Christian (Mat, Wk,)		
۲	•	Ander	Mat, Wk			15:20		~				15:20 Andersen Hans Christian (Mat, Wk,)		
۲	٠	Callas	Ch, Mus			15:25								
۲	•	Cer	D, E, Bio			15:30			~			15:30 Callas Maria (Ch, Mus,)		
۲	•	Curie	Tw			15:35			~			15:35 Callas Maria (Ch, Mus,)		
۲	٠	Gauss	Mat			15:40								
		Hub				15:45				~		15:45 Cervantes Miquel (Bio. D. E)		
۲	•	Hugo	Gw, His, E		_	15:50	4					15:50 Conceptes Miquel (Pie D. E)		
		1001			*	15.50	4				•	15.50 Cervantes Miguer (Dio, D, E, ***)		

In segment U of the planning window you see a list of the teachers. This list contains all relevant subject teachers (those who teach your child), however, all other teachers are also listed here. Next to every teacher you see a list of his/her subjects he/she teaches.

Teachers highlighted in orange have asked for an appointment.

Segment



The segment called 'Appointments' shows the list of currently booked appointments. You can also hide this list.

### 8.7.2 Optimised student registration phase

The WebUntis administrator sets a registration time frame for every parent-teacher day. When the first day of the registration time frame has come a note to the parents is displayed right after login leading them directly to the parent-teacher day.

	Optimisation 06/25/2018
SIP	You can register here for the parent-teacher-day until Jun 23, 2018 12:00 AM

By clicking on the appropriate link you get to the planning window.

Sprechtag 2	019/1 20.02.2019 Anmeldezeitraur	m: 11.01.2019 (00:00) - 13.0	01.2019 (00:00)				
1 Wann H	naben Sie Zeit?		2 Mit welchen	Lehrern wollen Sie spre	chen?		
Tag 1		<b></b>	Lehrer	Fächer	Anmerkung	Bauer Benjamin	<b>A</b>
3h 0min			Ander	Mat, Wk	0	🗾 🔺	
Mi., 20.02			Arist	SportM	0		
15:00	©		Curie	Tw	0		
15:05	®		Callas	Ch, Mus			
15:15			Cer	D, E, Bio			
15:20	ø		Gauss	Mat			
15:25	ø		Hub				
15:30	ø		Hub	C			
15:35	0		нидо	GW, HIS, E			
15:40	<i>. . . . . . . . . .</i>		LEH1				
15:45	0		LEH2				
15:50		-	New	Gz, Ph			-

As a first step, you enter on the left side when you will be available, i.e. at which time and for how long do you plan to be at school on the parent-teacher day? Just click into the respective cell, press the mouse key, hold it and drag the mouse down – this makes selection easier and faster.

As a second step, look to the right and you will see the list of teachers you can select for an appointment. Please note that red exclamation marks show the teachers who would like to 'obligatory' speak to the student and his/her parents. Teachers highlighted in orange would like to speak to the parents or legal guardian. When you go to the 'i' icon with you mouse cursor, more information is shown:

2 Mit	welchen Lehrern wollen Sie sprechen?		
Lehrer	Dieser Lehrer möchte Sie unbedingt sprechen	Anmerkung	Bauer Benjamin
Ander	Bitte dringend kommen!	<b>9</b>	
Arist	- Ander	S.	
Curie	Tw	0	

### **Optimisation phase**

If the administration has activated an optimisation phase after automatic assignment of appointments, parents see the following on their start page:



Sprechtag 2019/1 20.02.2019 (angemeldet) Die automatische Zuteilung der Termine ist abgeschlossen. Sie können Ihre Termine hier bis 18.02.2019 manuell nachbessern.

This shows you up to when you can optimise the appointments WebUntis has automatically assigned to you. The parents then see the same view as for the manual selection of appointments.

### 8.7.3 Parent-teacher day

When the registration phase (and the optimisation phase in the case of an optimisation workflow) is over users cannot enter any additional appointments anymore. You can check online the list of appointments you have made, or can download it as a pdf file and save it locally. You can take this report with you to the parent-teacher day. An easier way would be to use our Untis Mobile App for smartphones and tablets which lists your appointments of the parent-teacher day 'in a mobile way'.

Parent teacher day fall 2018 Jun	25, 2018			?
A The registration period is over.				$\frown$
1 My appointments				Appointments in pdf format for local saving
Day 1				
Appointment	Teacher	Subjects	Student	Room
8:00 AM	Baker Josephine		Beck Niklas(), Beck Leni()	
8:10 AM	Baker Josephine		Beck Niklas(), Beck Leni()	
8:30 AM	von Aquitanien Eleonore		Beck Niklas(), Beck Leni()	
8:50 AM	d'Arc Jeanne		Beck Niklas(), Beck Leni()	
9:10 AM	Aristoteles		Beck Niklas(), Beck Leni()	
9:20 AM	Aristoteles		Beck Niklas(), Beck Leni()	

Or on the start page:



Parent teacher day fall 2018 06/25/2018 (registered) Take a look at your appointments for the parent-teacher day.

⊿

# 9 Untis users

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

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

# 9.1 Data transfer

If you wish to transfer data to WebUntis, open menu item 'File | Import/Export | Untis | WebUntis' in Untis or click on the icon in the quick access toolbar on the top left.

	~ ē	là là là	- <b>-</b>			5
File	Start	Data	Scheduling	Timetables	Course Scheduling	Modules
					a strength of the second se	and in

A dialogue window will be displayed. Via <Settings> you can enter connection parameters. You will receive those after you ordered WebUntis.

Export nach WebUr	ntis des Exports manuell fest v 09.07.2018	legen			
Stammdaten	werden übertragen ab	9.7.2018	Exportieren		
Unterricht	wird übertragen ab	9.7.2018	Exportieren	Webserver	urania.webuntis.com
Vertretungen	werden übertragen ab	9.7.2018	Exportieren	Port	443 v https
Import aus WebUnti	s				
Buchungen	Kurs		Tableau	Schulname	meinwebuntis
Studenten			Absenzen	Benutzername	untis
Einstellungen	Dry run	2016	WebUntis version	Passwort	•••••

Please enter the name of the host server (e.g. urania.webuntis.com) on which WebUntis runs in the field 'Webserver'. Do not enter any protocol (such as http://), port or page name in the 'Webserver' field. The port is generally 80 (unless you have configured your system differently).

#### Warning: https

Please change the port to 443 if you wish to use the https option.

The school name is your school's short name in WebUntis. User name and password are the details of a WebUntis user with appropriate rights. By default, user *Untis* is set up in WebUntis. This user is assigned to user group Untis, which only has the right to access Untis.

#### Master data

Use the <Master data> button to transfer school name, school year, time grid, holidays, subjects, classes, teachers, rooms, students (if you have the student timetable or course scheduling modules) and departments to WebUntis. Data transfer is independent on a time range that is specified.

The option 'Combine partial classes' will only be effective if you work with class groups in Untis, i.e. when lessons of an actual class are divided into several logical classes. When this option is active, such partial classes will be combined to form a single class in WebUntis. Aggregation will be performed according to the entry in the field main class.

Provided no master data are changed, it is sufficient to transfer them once at the beginning of the school year. However, you can repeat the export of data as often as you wish without any risk. Please note that master data elements in WebUntis can only be modified or created but not deleted.

# **Note: Changing master data during the school year** If you change master data during the school year (after your master data have already been transferred to WebUntis), you need to change them in WebUntis, as well.

#### Lessons

Use the <Lessons> button to transfer lessons and timetable (i.e. scheduled lessons) and – if they exist – substitution data to WebUntis. The transfer will start with the date displayed left to the button.

You should transfer lessons for the very first time at the start of the school year. If the school year has already started, check the Start date option and select 'Beg. of school year'. You can always overwrite the default 'Start date' when transferring lesson data.

You only need to transfer lessons if the lessons and/or timetable in Untis are changed.

When lessons are transferred, real synchronisation takes place in WebUntis. Lessons are not only created, but also – where necessary – deleted, too. For this reason lessons should always be transferred at the latest possible point in time (generally from the date when the new timetable comes into effect) so that as little data as possible in WebUntis is affected.

#### Substitutions

Finally, you can transfer the substitutions via the <Substitutions> button. The default date here is always the current date. The substitution transfer will probably have to be launched at least once a day.

Transferring data to WebUntis is effected directly using the http protocol from Untis to WebUntis. The actual import of data takes place asynchronously, i.e. the connection between Untis and WebUntis is cut as soon as all data have been received on the server before WebUntis writes the data into the database.

Untis can therefore report transmission errors but not import errors. Any import errors are reported by email and are sent to the 'Scheduler e-mail address' entered under <Administration> | <Settings>. Please note that master data elements (such as rooms, teachers and classes) are synchronised with WebUntis using the short name. If you need to change the short name, you must make the change in Untis as well as in WebUntis. This alone will allow the elements to be synchronised subsequently. Otherwise the elements with the old short names would be retained in WebUntis and new elements with new names would be created additionally. We therefore strongly recommend that you make all changes to short names before you start working with WebUntis. .

#### Note: Time of data update

The time of the last data update by Untis is displayed in the WebUntis timetable on the left below the timetable.

# 9.2 Changing the timetable

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

#### Warning: Changing the past

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

# 9.3 Exam administration Untis WebUntis

In the following you will read more about how to correctly display exam administration in WebUntis in combination with Untis.

For examinations coming from WebUntis, Untis creates exams you can edit and adjust – it is the same vice versa: exams coming from Untis become editable examinations in WebUntis.

You administer exams in Untis now in substitution planning. The following chapters will describe different examination scenarios.

#### Note: Terms 'examination' and 'exam'

In the following descriptions, we will use the term "exam" to refer to examinations in Untis and the term "examination" for WebUntis.

### 9.3.1 Scenarios

Scenarios Scenario 1: Creating an exam in WebUntis without chaning the regular lesson (example: one-hour lesson becomes a one-hour exam)

#### 1. Step 1: Creating an exam in WebUntis

Click on the respective period in the timetable to open the details of the period. Go to the button with the questionmark to create a new exam:

Sa	16.01.	2016,	, 08:00 - 08:50	D												Х
		_														
Kla	asse: 1	A.														
1	U-Nr	Art	Aktivitätsart	Fach	Klasse	Schülergruppe	Lehrer	Raum	Bemerkung	Von	Bis	_	Klassenbuch	Lehrstoff	Benutzer	BuchNr.
2	2400		Unterricht	D	1A	_D_1A	Fer, Foss	R1A	Berggorillas	08:00	08:50	💿 A 🖸 🚨		<b>F</b>		
5	Schließ	en														

\_\_\_\_

Select the type of exam:

Neue Prüfung
Prüfung zur Unterrichtsstunde 16.01.2016 08:00 - 08:50
Prüfungsart
Klassenarbeit •
Datum
16.01.2016
Beginnzeit Endzeit
08:00 💌 08:50 💌
Fach
D
Klassen
1A
Weiter Abbrechen

Assign the students who take part in the exam:

Neue P	rüfung : Sch	nüler			
Klassenarb	eit 16.01.2016 08	:00 - 08:50	D, 1A		
Auswahl	Familienname	Vorname	Geschlecht	Klasse	
	Brummbär	Lisa	8	1A	
<b></b>	Hatschi	Sabine	8	1A	
	Schlafmütz	Peter	o <sup>7</sup>	1A	
<b></b>	Seppl	Josef	6 <sup>7</sup>	1A	
		_			
Zurück	Weiter	Ab	brechen		

You can optionally give a name to the exam and add a text/description.

If you have defined respective user group settings (possible via <Administration> | <User groups> | <edit – pen symbol>) you can change the supervision teacher and rooms:

# Neue Prüfung

Klassenarbeit 16.01.2016 08:00 - 08:50 D, 1A Fer, Foss

Bezeichnung	
D-Klausur	

Text

TEXT	
Letzte Klausur des Semesters	
Zugewiesene Lehrer	
🖶 08:00 🔻 Fer 🗙 Foss 🗙	Aufsichtslehrer hinzufügen
Räume	
EDV1	
EDV2	
FEST	
R12	
R1A 👻	
Zurück Speichern	Abbrechen

After saving the exam details it is displayed in the timetable the following:

Re	gulär	Pri	ifung
1A	Fer, Foss	1A	Fer, Foss
D	R1A	D	R1A
1A	Fer, Foss	1A	Fer, Foss
D	R1A	D	R1A
1A	MLa	1A	MLa
GWK	R1A	GWK	R1A
1A	Marx	1A	Marx
RK	R1A	RK	R1A

#### Step 2: Importing of bookings/exams into Untis

Open the Import/Export window in Untis and click on the <Bookings> button to import all exams:

Buchungen	Kurs	Studentenzahlen
Studenten		

You will then see all exams/bookings which have not yet been exported from WebUntis:

Fehler	ID	importiert	Art	Datum	Std.	Std.	Lehrer	Fach	Klasse(n)	Raum	(Raum)	Text
	E2	<ul> <li>Image: A second s</li></ul>	Prüfung	ng 09.01.2016 1 1 Fer,Foss D		D	1A	R1A				
Über	mehr	ien I	gnorieren		Buchur markie	igen ren	Prüfun markie	igen eren		<u>S</u> chließ	en	

As a next step, either highlight all exams by hand or click on the <Select exams> and click on the <Apply> button.

Note: This exam is not relevant regarding substitutions, therefore it will not be imported into Untis by default. If, however, you want to import exams not relevant regarding substitutions, you can change this option in WebUntis in the settings: <Lesson> | <Settings>.

#### Step 3: Display of exams in substitution window

Open the substitutions in substitution planning to see the imported exams:

	Klausur für beide Aufsichtslehrer													
Vtr-	Art	Stun	c Zeit	Fach	Klasse(n)	Schülergruppe	Vertreter	Raum	(Fach)	(Klasse(n))	(Lehrer)	(Raum)	(Le.) nach	Entfall
0	Klausur	1	8:00	D	1A		Fer	R1A						
0	Klausur	1	8:00	D	1A		Foss	R1A						
1	Entfall	1	8:00		1A	_D_1A			D	1A	*Foss	R1A	Entfall für Lehrer	
3	Entfall	1	8:00		1A	_D_1A			D	1A	*Fer	R1A	Entfall für Lehrer	
					Unt	Entfall der regulär errichtsstunde für Aufsichtslehrer	en beide	)						

Examination: an exam is created for both supervision teachers in the first period.

Cancellation: the regular lesson is cancelled in the first period for both supervision teachers

#### Note: different supervision teacher

If you would like to schedule a different teacher for the exam you can do this in the substitution window and then export the substitution to WebUntis. The same is true for changing the room.

### Creating an exam in WebUntis and changing regular lessons (example: onehour lesson turns into a two-hour exam)

#### Step 1: Creating an exam in WebUntis

Steps for creating an exam: see Scenario 1, Step1 ' Creating an exam in WebUntis'



#### Step 2: Importing of bookings/exams into Untis

Open the Import/Export window in Untis and click on the <Bookings> button to import the exams:

Buchungen	Kurs	Studentenzahlen
Studenten		

You will then see all exams/bookings which have not yet been exported from WebUntis:

ID	Art	Datum	Std.	Std.	Lehrer	Fach	Klasse(n)	Text	^
E3	Prüfung	13.01.2016	1 2 Fer,Fos		Fer,Foss	D	1A	Zweistündig	
<								>	
	Übernehme	n Ignori	eren		Buc	hungen kieren	Prüfu mark	ungen tieren	~

Either highlight all exams by hand or click on the <Select exams> and click on the <Apply> button.

#### Step 3: Display of exams in substitution window

Open the substitutions in substitution planning to see the imported exams:

	Klausur in der 1. und 2.Stunde für beide Aufsichtslehrer														
Vtr-	Art	Stun	Zeit	Fach	Klasse(n)	Seltergruppe	Vertreter	Raum	(Fach)	(Klasse(n))	(Lehrer)	(Raum)	(Le.) nach	Entfall	
0	Klausur	1	8:00	D	1A		Foss				Entfal	l für den Leh	rer der		
0	Klausur	1	8:00	D	1A		Fer				2.Stunde des regulären				
0	Klausur	2	8:55	D	1A		Fer								
0	Klausur	2	8:55	D	1A		Foss								
5	Entfall	2	8:55		1A				М	1A	Arc	R1A	Entfall für Lehrer		
7	Entfall	1	8:00		1A	_D_1A			D	1A	*Foss	R1A	Entfall für Lehrer		
9	Entfall	1	8:00		1A	_D_1A			D	1A	*Fer	R1A	Entfall für Lehrer		
11	Vertretung	2	8:55		9A		???	R12	M	9A	Fer	R12	Entfall für Lehrer		
13	Vertretung	2	8:55		8C		???	R8C	D	8C	Foss	R8C	Entfall für Lehrer		
					(	Möglichkeit Vertretungen beiden Au regulär	der Eintrag für die 2.St fsichtslehr en Unterrie	ung von unde der er im cht			Entfall regulä beide	der 1.Stund ren Unterrich Aufsichtsle	e des its für ihrer		

Examination: an exam is created for both supervision teachers in the first period.

Cancellation:

- the second period of the regular lesson of the respective teacher is automatically cancelled
- the first period of the regular lesson is cancelled for both teachers

Supervision: it is possible to select a substitution teacher for the second period of the regular lesson for both teachers.

### Scenario 3:

# Creating an exam in WebUntis in a block lesson (example: two-hour lesson turns into a two-hour exam)

### Step 1: Creating an exam in WebUntis

Steps for creating an exam: see Scenario 1, Step1 ' Creating an exam in WebUntis'



Step 2: Importing of bookings/exams into Untis

Open the Import/Export window in Untis and click on the <Bookings> button to import the exams:

Buchungen	Kurs	Studentenzahlen
Studenten		

You will then see all exams/bookings which have not yet been exported from WebUntis:

Fehler	ID	Art	Datum	Std.	Std.	Lehrer	Fach	Klasse(n)	Raum	Text	(Raum)	importiert	^
	E4	Prüfung	13.01.2016	3	4	Cala	D	1B	R1B			<ul> <li>Image: A second s</li></ul>	
<												>	
Über	Obemehmen Ignorieren						n	Prüfungen markieren			<u>S</u> chließen		*

Either highlight all exams by hand or click on the <Select exams> and click on the <Apply> button.

#### Step 3: Display of exams in substitution window

Open the substitutions in substitution planning to see the imported exams:



Examination: an examination is created in both periods for the supervision teacher

Cancellation: both periods of the regular lesson are cancelled for the supervision teacher

### Scenario 4: Creating an examination in Untis Course Scheduling (only possible with "Course Scheduling" module)

#### Step 1: Creating an examination in Untis

Go to <Course Scheduling> and click on the <Examination> button. The examination window is opened:
Datei	Start Dateneingab	e Planung	Stundenpläne	Kursplanung	Module			
Studenten	Kurs-Studenten-Übersic	t Studenten-Kurs	-Wahl	Studenten-Wahl × Studenten-Matrix × uordnungen aufheber	Kurs-Band-Matrix T	iotaloptimierung •	➢ Klausuren ▼ ➢ Schuljahreswechsel ▼ ➢ Einstellungen	Klasse/Stufe selektieren
🛞 Klausu	iren							
- Alle -	-   - Alle   🌁 👔	×3 9	🐺 👍 🧑					
07.09.2015 Tag Von	5 🗐 🕶 03.07.2016 🗐 🕶	rse Studt Lehre	r Räume Kla	07.09.2015 🔍 🗸	Datum In 1 💽 S	itunde bis	Ok. Abbrechen	
					Name		Neue Klausur	
						Text		
					ten Lehrer/Räume	•		
				Kurse Bär	nder Statistik Auswahl	Studenten <u>A</u> uswahl		

Create a new examination by clicking on the <New exam> button. You need details such as exam name, date, period, teacher, rooms and course/lesson:

Datei	Start	Datene	ingabe Plar	nung St	undenpläne	Kurs	planur	ng	Module								
Student	en Kurs	Studenten-Ü	bersicht Studen	ten-Kurs-Wa	Kurs-S Kurs-S hl	Studenter Studenter uordnung	n-Wahl n-Matri gen au	l ≠ ix ₹ fhebe	Kurs-Ban	d-M	atrix Tota	loptimier •	Ung	usuren 👻 uljahreswech: stellungen	sel *	Klasse/ selektie	Stufe ren *
🌰 Kla	usuren																
- Alle		- Alle - 🍷 📋	1 🗄 💥 🚳	😽 📮	🐵 🙆												
07.09.2	015 🔲	• 03.07.2016	5 💽 🔳								13.01.201	6 💽 🗸	Datum				Ok
Tag	Von Bis	Name	Text	Kurse Stu	dt Lehrer	Räume	Klas V	/ertreti	ungsplanung		1	Stunde	von	1 🜲 Stun	de bis		Abbrechen
13.01	1	1 D-Klausur	Letzte Klausur	D/24	7 Fer, Foss	R1A	1A				D-Klausur		Name				Neue Klausur
											Letzte Kla	usur			- ·	Text	
											1 1	urse/Stud	lenten Lei	brer/Räume			
										Г	Kume		Ränder	Statietik	9	udenten	
											Anow	ан (	Auewahl			Auewahl	
													<u>_</u> uswum				
											Unterr 1	Fa. Le.		Name	Kla.	Kurs	
											24	D PUS	5	Chef	1A	D	
														Seppl	1A	D	
														Brummbär	1A	D	
														Hatschi	1A	D	
														Pimpel	1A	D	
														Schlafmutz	1A	D	

Note: In the lesson window, lessons can be imported as courses by clicking on the following button:

0	P													
ľ								1						
	¢۵	Unte	rricht	t als Kur	s ub	ernen	imen							
		Selek	lerwa	ahl als Ki	urs i	ibern	ehmen							
N	ote: T	The <s< td=""><td>Substi</td><td>tution pla</td><td>nnin</td><td>g&gt; col</td><td>umn mu</td><td>st be a</td><td>ctivated</td><td>l in order to</td><td>be able</td><td>to adminis</td><td>ter tl</td><td>ne</td></s<>	Substi	tution pla	nnin	g> col	umn mu	st be a	ctivated	l in order to	be able	to adminis	ter tl	ne
e	xamir	nation	in sul	ostitution	plan	ning.								
(	🧶 KI	ausure	en											
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	07.09	.2015	•	03.07.20	016									
	Tag	Von	Bis	Name	Т	ext		Kurse	Studt	Lehrer	Räume	Klas Vert	retun	gsplanung
	13.01	1	1	D-Klaust	ur L	etzte k	lausur	D/24	7	Fer, Foss	R1A	1A	Ŀ	-
	<b>.</b> .		O ult at			0 .							l	
	nangi Vertretun	ng to a	Subsi	litution Pi	anni	ng aπe	er creatir	ig an ex	kam:					
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	- Ale -	• 13 Mi	.01.2016 ~	]										
	Lehrer Vtr-N Art	D	atus Stun	Tag Zeit	Each	Klasse(n)	Schüleraninne	Vertreter	Raum (F	ach) (Klasse(n)) (L	ehrer) (Raum)	(Ie) nach	Entfall	Vertretungs-Text
	0 Klau	sur 13	3.1. 1	Mi 8:00	D	1A		Fer I	R1A					Letzte Klausur des Semesters
	0 Klau	sur 13	3.1. 1	Mi 8:00	D	1A		Foss	R1A					Letzte Klausur des Semesters
.[	1 Entfa 3 Entfa	all 13 all 13	3.1. 1 3.1. 1	Mi 8:00 Mi 8:00		1A 1A	_D_1A _D_1A		D	1A *F 1A *F	oss R1A er R1A	Entfall für Lehre Entfall für Lehre		
E C S	xamir ancel Step 2	nation: lation: <b>2: Exp</b>	: an e : the r <b>ort o</b>	xam is ci œgular les <b>f examir</b>	reate sson natic	ed for b is car on to V	oth teac icelled ir <b>VebUnti</b>	hers in the firs <b>s</b>	the firs st peric	t period. d for both t	eachers			
E	xport	the su	ubstit	utions the	en to	WebL	Intis (ex	ams ar	e trans	erred as we	ell):			
	🔲 Sta	ntdatun	n											
l	07.09.	2015	~	Schulbegi	nn	-								
ſ	Übert 7	ragen .9.201	nach 5	WebUntis 12.1	.201	6	12.1.2	2016						
	Sta	ammda	ten	Unte	micht		Vertre	tung						
	Aus	sfallstat	istik											
IT.	he ex	am is	displa	ayed in th	e W	ebUnti	s timeta	ble as	follows					

x

		Mi. 1	3.01.201	6											
	1A D			Fer, F R1	Foss A										
	1A M			Ar R1	rc A										
	1A BIO			Arn Bl	im S										
	1A GWK			ML R1	.a A										
(	Click on the exam you can also get t	period in o the exa	the timet am via the	able ar class	nd se regis	elect the stration	e que main	stion page	mark e):	icon i	n the	deta	ils of	the p	eriod
	Mi 13.01.2016, 08:00 - 08:50														
	Klasse: 1A														
	U-Nr Art Aktivitätsar	t Fach Klasse	Schülergruppe	Lehrer	Raum	Bemerkung	Von	Bis			Klasse	nbuch L	ehrstoff	Benutze	r BuchNr.
	2400 🗐 👔 Unterricht	D 1A	_D_1A	Fer, Foss	R1A	Berggorilla	s 08:00	08:50	<u> </u>	2			2		
	Schließen									Prüf	ung bearl	beiten: D	Klausur	1	

Here you can give grades:

D-Klausur
13.01.2016 08:00 - 08:50 D, 1A Fer, Foss
Zugewiesene Lehrer
08:00 - 08:50 Fer Foss
Räume
R1A
Name
D-Klausur
Text
Letzte Klausur des Semesters
Verantwortlicher
Untis
Rückgabe am Rückgabe durch
Notenschema
Notenschema_UntisKlausur ¥
Noten eintragen Notenstatistik 🕨
Durchschnittsnote: 0

Aufgegeben am 12.01.2016 15:14:51 von Untis Geändert am 12.01.2016 15:18:50 von admin

#### Note: default examination type

It is best to create a default examination type for examinations to be imported from Untis. In WebUntis you will find this option under <Administration> | <Integration> | <Untis> | <Default exam-type for exams>.

#### Note: Grading schemes

If you do not have any possibility to grade the students during the exam make sure that youhave created a grading scheme. Create grading schemes: <Master data> | <Grading schemes> and assign them to the respective exam types under <Master data> | <Types of examinations>.

#### Note: Change of examination in different program

Changing an examination imported from Untis is not possible in WebUntis. You need to do the changes in Untis in this case.

## 9.3.2 Additional information

#### Transfer or ignore exams

We recommend to transfer imported exams to Untis in order to maintain consistency of WebUntis and Untis.

ID	Art	Datum	Std.	Std.	Lehrer	Fach	Klasse(n)	Raum	Text	(Raum)	importiert	^
E5	Prüfung	09.01.2016	4	4	Кер	GSPB	5C	R5C			<ul> <li>V</li> </ul>	
E6	Prüfung	08.01.2016	12	12	Gauss	LUK	5A,5B,5C	W20			<ul> <li>Image: A second s</li></ul>	
<											>	
	Übernehme	n Ignori	eren	]	B	uchunge narkieren	n Prüf mar	fungen kieren		Sc	hließen	~

## **Deleting exams in WebUntis**

No information is transferred to Untis when exams are deleted in WebUntis. If you delete exams in WebUntis you need to communicate this to Untis via substitution planning. Only then such changes are also transferred to Untis.

Exams can be deleted in the substitution window of Untis substitution planning. All consequences of deleting this exam are then also undone in Untis.

It is important to adjust the setting <Transfer of exams to Untis until [days] in the future> in WebUntis to the scheduling time range: Go to <Lessons> | <Settings>.

Let's assume that Untis substitution planning has a planning range of 7 days, then you need to adjust the setting to 7.

## **Deleting exams in Untis**

An exam created in Untis and already exported to WebUntis can be deleted either via the substitution planning or the examination window. After deleting it in Untis, it is necessary to export all substitutions to WebUntis in order to have these changes also in WebUntis.

An exam created in WebUntis and imported to Untis can be deleted in Untis but will only have consequences on Untis and will not be transferred via the substitution export to WebUntis. This means that you need to delete the exam in both Untis and WebUntis in this case.

#### Multi-period exams in WebUntis and Untis

When creating multi-period exams, we recommend the following:

As you have done up to now, multi-period exams are created as one-period exams in the regular lesson at the beginning of the semester.

Before transferring the exams to Untis, the extension to a multi-period exam (i.e. scheduling in Untis up to now) will be carried out in WebUntis: Go to the <Change> button in the exam, modify the time and assign supervision teachers (these rights need to be defined per user group under <Administration> | <User groups> | <Edit/pen icon)).

As a next step, it is necessary to import the modified exams to Untis via booking import.

It is important to adjust the setting <Transfer of exams to Untis until [days] in the future> in WebUntis to the scheduling time range: Go to <Lessons> | <Settings>. Let's assume that Untis substitution planning has a planning range of 7 days, then you need to adjust the setting to 7.

#### Transfer of exams in the future

Whenever you miss an exam after having imported them to Untis, got to <Lessons> | <Settings> in

WebUntis and check the option <Transfer of exams to Untis until [days] in the future>.

## Standard type for exams from Untis

When you create exams in Untis and export them to WebUntis: Go to WebUntis, <Administration> | <Integration> | <Untis> and create a standard type for exams for these exams and the grading scheme of this type of exam will automatically be applied.

## Selection of room for multi-period exams in WebUntis

When creating multi-period exams in WebUntis only the rooms are shown which are available in all exam periods.

## Settings for selection of rooms and supervision teachers for exams

When creating an exam in WebUntis it is possible to add potential supervision teachers and to change exam rooms. All settings can be activated per user group. Go to <Administration> | <Users> and click on the respective user group (or on the pen icon) for editing the options <May change the exam room> and <May change the supervision teacher>.

Changing these rights will become effective at the next login of the respective user group.

## Additional exam options in WebUntis

Go to <Lessons> | <Settings> for additional options to administer exams.

# 9.4 Importing bookings

You can transfer booking information back to Untis in order to inform the substitution scheduler of changed room allocation.

Launch Untis and call the function ' File | Import/Export | Untis | WebUntis ' and open the interface dialogue window for WebUntis Agenda.

Click on the <Bookings> button in the input block <Transfer from Untis> in order to transfer the booking data from WebUntis Agenda to the Untis cover planning module. Bookings are imported into Untis as special duties and room changes as room substitutions.

🙆 Bi	uchungen vor	n WebUntis Te	ermin										
ID	Art	Datum	Std.	Std.	Lehrer	Fach	Klasse(n)	Raum	Text	(Raum)	importiert	Fehler	
B8	Sondereins.	26.07.2016	8	8	Hugo			Phys				Lehrer nicht verfügbar	
B9	Sondereins.	26.07.2016	8	8	B Hugo							Lehrer nicht verfügbar	
B12	Sondereins.	28.07.2016	8	8	B Hugo,Asim,Rub	His	1a,1b	Phys	Neuer Unterricht für unser Projekt			Lehrer nicht verfügbar	
B12	Sondereins.	04.08.2016	8	8	Hugo,Asim,Rub	His	1a,1b	Phys	Neuer Unterricht für unser Projekt			Lehrer nicht verfügbar	
B12	Sondereins.	11.08.2016	8	8	B Hugo,Asim,Rub	His	1a,1b	Phys	Neuer Unterricht für unser Projekt			Lehrer nicht verfügbar	
B12	Sondereins.	18.08.2016	8	8	B Hugo,Asim,Rub	His	1a,1b	Phys	Neuer Unterricht für unser Projekt			Lehrer nicht verfügbar	
B12	Sondereins.	25.08.2016	8	8	Hugo,Asim,Rub	His	1a,1b	Phys	Neuer Unterricht für unser Projekt			Lehrer nicht verfügbar	
B14	Sondereins.	19.08.2016	8	8	Callas,Cer	Ко	3b		Gemeinsames Kochen			Lehrer nicht verfügbar	
B15	Sondereins.	01.08.2016	7	8	B Hugo	Mat	3b,3a,2a					Lehrer nicht verfügbar	
B15	Sondereins.	08.08.2016	7	8	Hugo	Mat	3b,3a,2a					Lehrer nicht verfügbar	
B15	Sondereins.	15.08.2016	7	8	Hugo	Mat	3b,3a,2a					Lehrer nicht verfügbar	
B15	Sondereins.	22.08.2016	7	8	B Hugo	Mat	3b,3a,2a					Lehrer nicht verfügbar	
B15	Sondereins.	29.08.2016	7	8	Hugo	Mat	3b,3a,2a					Lehrer nicht verfügbar	
B6	Raum-Vtr.	27.07.2016	2	2	Pugo Hugo	His	2a	Phys	Raumänderung				
E5	Prüfung	28.07.2016	4	4	Gauss	Mat	3a	R3a					
E6	Prüfung	27.07.2016	4	4	Asim	Mat	1b	R1b					
E9	Prüfung	23.07.2016	2	2	Phugo Hugo	Gw	3a	R3a					
E10	Prüfung	11.07.2016	3	3	8 Hugo	His	4	R3a					
E11	Prüfung	18.07.2016	3	3	Hugo	His	4	R3a					
0	bemehmen	Ignorieren			Buchungen markieren	Prüfu mark	ingen ieren		Schließen				

You can now decide whether bookings and room substitutions should be imported into Untis as special duties or not.

Note: Import or ignore bookings

You should always import or ignore bookings in order to avoid future errors.

#### Importing bookings more than once

Each booking is imported into Untis only once. Should it prove necessary for some reason to import bookings again you must uncheck the option <exported> for the bookings concerned in WebUntis under <Book> | <Bookings> and then click on the <Save> button. Now the respective bookings can be sent once again to Untis.

E-Mail Adresse												
victor@hugo.com												
<ul> <li>E-Mail-Benachrichtigun</li> </ul>	ig bei Statusände	erung										
✓ Wurde nach Untis exportiert												
Lehrpersonen der Aktiv	vität benachrichtig	jen										
Bericht Speichern	Stornieren	Zurück										

# 9.5 Office hours in Untis

Mark office hours in Untis under <Subjects> | <Master Data> by ticking the respective checkbox '(S) office hour'. This subject is treated like any other subject regarding timetable planning and is exported to WebUntis. In WebUntis periods of this subject are additionally displayed under <Timetable> | <Contact hours>.

General Subject	Timetable Values Subst.
Subject Group	Alias name
(M) Main subject	Department
(F) Fringe period	(2) More than once a day
(0) Optional subject	(G) Not a fringe period
Double periods	
(D) Respect double periods	(E) Double pers. span *-breaks
(P) No break supervision before	e/after

# 9.6 Student groups in Untis

This chapter will explain to you how student groupswork so that correct display in both programs (Untis and WebUntis) is guaranteed.

Any student groups you will need in WebUntis must first be created in Untis. It is the responsibility of the timetable scheduler to create these student groups in Untis. Users are not allowed anymore to create, delete or change names in WebUntis.

You can freely choose any name for student groups, you can go for a combination of subject and class (D\_1A) or create a new name (Volleyball-advanced level).

However, once you have chosen a name, it can be dangerous to change it during the school year, i.e. in general it is not possible to change it.

Enter a student group name for every lesson taught only for one part of the students of the respective class in Untis. Proceed the same for lessons in which **all** students take part at the beginning of the year, but there is the possibility that this could change (e.g. due to new students) during the school year, i.e. that not all the students attend this lesson.

The combination subject | student group is a clear identification of a lesson in WebUntis. If a lesson does not have a student group, the combination subject | class identifies the lesson. A lesson number only is an informative feature in WebUntis.

Lessons with the same combination subject | student group (or subject | class when there is no student group), are combined to one lesson when imported from Untis to WebUntis.

Before you change anything regarding a lesson in Untis you need to create a new term.

If a lesson coupling is changed in-depth in a new term (coupling line is deleted or subject, class or student group are changed) it is recommended to copy the existing lesson and to paste it which then triggers the assignment of a new lesson number. The aforementioned in-depth changes should be done in the new lesson number (take care regarding the right student groups of the individual coupling lines!), while the old lesson number is deleted in the new term (for more information go to item 1.2). The changes lesson needs to be imported to WebUntis when the new term starts!

## Withdrawing rights

Since it is not permitted anymore to create student groups in WebUntis we recommend to withdraw all users the right to create student groups in WebUntis. Just go to the respective user group and undo all checks for the following rights: 'Student assignment' ('Cre' and 'Del') and 'Master data Student group' (all rights). Assigning students to student groups is, however, still possible with this type of assignment of rights.

Additionally, this has the advantage that teachers see immediately when accessing their lesson where it will be necessary to define participating students (e.g. due to distributions).

U-Nr		Art	Aktivitätsart	Klasse	Schülergruppe	Fach	Lehrer	Wst	Von	Bis	Termine		Schüler	Schülergruppen	Berichte
700	1		Unterricht	1a	Wk_1a	Wk	Ander	2	30.07.2018	28.07.2019	1	🛛 🖓 🚱	2	M 2	<b>E</b>
2800	P		Unterricht	1b		His	Ander	1	30.07.2018	28.07.2019	1 1	🛛 🚱 🚱	2	<b>224</b>	1
7800	1		Unterricht	1b		Wk	Ander	1	30.07.2018	28.07.2019	1	🛛 🖓 🚱	2	**	

## 9.6.1 Ambiguity

With some lesson constellations it can happen that the name of a combination is ambiguous, i.e. it is given to a class/subject combination more often than once.

In such cases entering a student group shows Untis how the ambiguous lessons are related and/or if they should be split up.

Example:

۲						Kla	sse 1a / Klass	e				• **
1a		-	•	Ŧ	L 🕺 🖇	(  🔍	7 ۡ 🖉	🐹 🖘 -   🕓	NN NN	a 🕹 🖓	👌 - 🍪	Ø .
U-Nr	± Kl,Le	Nvpl	Wst	Jst	Lehrer	Fach	Klasse(n)	Schülergruppe	Fachraum	Stammraum	Dopp.Std.	Block
11	4, 1		2		Hugo	Gw	1a,1b,2a,2b			R1a		
7	📮 2, 3		2		Ander	Wk	1a	Wk_1a	Werkr	R1a	1-1	
					Gauss	Wk	1b	Wk_1b	Werkr	R1a		
					Curie	Tw	1a,1b	Tw_1a1b	Twr			
	l											
73	<b>⊕</b> 2, 2		3		Arist	SportM	1a,1b	SportM_1a1b	Th2	R1a		
31			5		Arist	Mat	1a 🛛			R1a		
33	📮 1, 2		5		Arist	E	1a			R1a		
					Curie	E	1a					
	l.,						L		-			
35	Ð		2		Callas	Mus	1a			R1a		
39			2		Callas	Ke	1a			R1a	1-1	
46			2		Nobel	Rel	1a			R1a		
53			5		Rub	D	1a			R1a		
63			2		Cer	Bio	1a			R1a		
70	2, 1		1		Curie	Tw	1a,1b	Tw_1a1b	Twr	R1a		
<b>–</b> (	J-Nr	33		<b>T</b>					Klasse			· · · .:

In the aforementioned example, an English lesson is taught by two teachers.

In the case of a split lesson you need to enter different student group names into both coupling lines. (e.g.:  $E_1a_1$  and  $E_1a_2$ ).

In the case of team teaching you need to enter the same name for both student groups (e.g.:  $E_1a$  and  $E_1a$ ).

#### Warning: Do not change the combination subject, class student group

The combination subject/student group and/or subject/class (if there are no student groups) must stay the same across all terms. If you change a lesson in one of these fields Untis proposes to create it anew from the current term onwards. Alternatively the change can also be carried out in the mother terms, i.e. retrospectively, which should only be done with caution, and only when you know about the consequences this has on the class register.

🙆 08	lb - Morgen	roth / Klass	e															
un 4		3	<u> </u>	8	v 🕈 췵 🖉	S 🗣	- 🕓 📆 🔛 (	ą	& 🗗 🔍 🔌 🔓 - 🌞	· 🙆								
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		0	60.00	0														
384	4, 1 (c)		4		Spa8-2	San	8a, 8b, 8c	$\sim$	Spa8-2_8a8b8c8d		2.FS							
383	4, 1 (c)		4		Spa8-1	Wei	8a,8b,8c,8d		Spa8-1_8a8b8c8d		2.FS							
464	⊕ 4, 2 (c)		4		Frage					>	x							
1383	4, 1 (c)		4															
156	4, 1 (c)		4		Die Felder Klasse	e Felder Klasse, Fach und Schülergruppe sind wesentliche Unterscheidungsmerkmale eines Unterrichtes id dürfen in verschiedenen Perioden nicht unterschiedlich sein.												
1138	4, 1 (c)		4		und dürfen in vers	reider Nasse, Fach und Schulergruppe sind wesentliche Unterscheidungsmerkmale eines Unterrichtes I dürfen in verschiedenen Perioden nicht unterschiedlich sein.												
145	(i)		1		Sie können nun,	können nun,												
143			2								P							
386			2	_	Optionen						1							
146			4					_			1							
137			4		O Die Anderu	ng in alle	n Perioden (auch in N	lutte	erperioden) durchführen.									
136			1								90							
141	± 1, 2		1		<ul> <li>Einen neue</li> <li>Unterrichts</li> </ul>	n Unterri werden o	cht für 8a,8b,8c, Spal Jabei kopiert, der ursp	8-2 nūn	anlegen. Alle Eigenschaften des i gliche Unterricht aus der aktiven	ursprünglichen Periode entfernt	25							
1176			1								Þ							
					Abbiechen					_	J							
1394	10. 1		0						Fortsetzen		2							
_				1				-										

## **Cases of ambiguity**

In the following cases you need to solve the problem of ambiguity by entering student groups.

1. Splitting up of groups (different student groups)

🏈 Kia	asse la	(Gaus	s) / KI	asse							- • ×
1a							:  🗄 📑 .	📑 🗶 i 🔍	7 🏖 🖉 🕻	्र का -	S 📰   🛃   🚆
U-Nr		Nvpl :	Wst	Jst	Lehrer	Fach	Klasse(n)	Stammraum	Schülergruppe	ZeilenText	Text
11	4,1		2		Hugo	Gw	1a,1b,2a,2b	R1a			
7	<b>⊕</b> 2,3		2		Ander	VVk	1a	R1a			
73	<b>⊕</b> 2,2		3		Arist	SportM	1a,1b	R1a			
31	1	11	5		Arist	Mat	1a	R1a			
33	📮 1 🛛		5		Arist	E	1a	R1a	E_1a_1	Gruppe 1	Gruppenteilung
					AD	E	1a	TR1	E_1a_2	Gruppe 2	
	i.										
35			2		Callas	Mus	1a	R1a			
39			2		Callas	Ke	1a	R1a			
46			2		Nobel	Rel	1a	R1a			
53		<b>S</b> 2	5		Rub	D	1a	R1a			
63			2		Cer	Bio	1a	R1a			
•	J-Nr	3	3	<b>*</b>				Ì	Klasse*		

2. Team teaching (the same student group)

۲	Kla	sse 1b	(New	ton) /	Klasse							- • ×
1	Ь						-	÷ 🖪 🗄 .	📑 🗶 🖹	👻 🧞 🧭	🎉 🛪 - I 🕓 P	🚆 🔍 🗞 📔
1-U	٧r	🕀 KI,Le	Nvpl :	Wst	Jst	Lehrer	Fach	Klasse(n)	Stammraum	Schülergruppe	ZeilenText	Text
11		4,1		2		Hugo	Gw	1a,1b,2a,2b	R1a			
7		± 2,3		2		Gauss	VVk	1b	R1a			
73		± 2,2		3		Arist	SportM	1a,1b	R1a			
78		2,1		1		Ander	VVk	1b,3b	R1b			
2				3		Callas	Ke	1b	R1b			
28			-	1		.A.ndor	Hio	410	R1b			
30		E 1,2		5		Arist	Mat	1b	R1b	Mat_1b	gesamte Klasse	Teamteaching
						AD	Mat	1b	TR1	Mat_1b	gesamte Klasse	
		L.										
36			-	1		Callas	Mus	10	RTD			
47				2		Nobel	Rel	1b	R1b			
54				6		Rub	D	1b	R1b			
64				2		Cer	Bio	1b	R1b			
70				1		Curie	Tw	1b	R1b			
-	U	-Nr	3	0	<b>•</b>					Klass	*	<b>→</b> :

3. Different lessons in different time ranges (different student groups)

🔮 Kla	asse 2b (An	dersen) / K	lasse										
2b					-		E 📑 🗶 I	🗟 ኛ 🆢	e   🐹	ন্থা -	🕓 🎫 🗟 🗞	🔌 👰 - 🎯 🗒 🛔	P _
U-Nr	KI,Le	Nvpl Std.	Wst	Jst	Lehrer	Fach	Klasse(n)	Stammraum	Von	Bis	Schülergruppe	ZeilenText	Text
11	4,1		2		Hugo	Gw	1a,1b,2a,2b	R1a					
6	<b>⊞</b> 3,7		1		Callas	Ch	2a,2b,3a	R2a					
75	± 2,2		3		Rub	SportK	2b,2a	R2b					
81	± 2,2		2		Curie	Tw	2b,2a	R2b					
94	2,1		1		New	Gz	2a,2b	R2a					
8			2		New	Ph	2b	R2b					
34			e		Colleo	2	21	Pak					
99		S_2	2		Callas	Volleyball	2b	R2b		10.01.	Volleyball_2b_VV	Gruppe 1 im Wintersemester	Unterschiedliche Kurse
37	Đ		2		Callas	Volleyball	2b	R2b	11.01.		Volleyball_2b_S	Gruppe 2 im Sommersemster	Unterschiedliche Kurse
42			2		Casas	ite	20	1120					
49			2		Nobel	Rel	2b	R2b					
- L	J-Nr [	37	×									Klasse*	•

## 9.6.2 Wild cards

You can choose any name for student groups. You can even call them by what they are, e.g. 'Basketball - lower levels'. We defined a series of wild cards in order to make entering student groups easier for you.

?	FACH_KLASSE
	Untis bleibt jedoch
	im Edit-Modus,
	damit Sie den
	Vorschlag direkt
	editieren können.
@	FACH
	Zeilentext 1_Klasse
	(Das Zeichen
	"Pipe":
	Tastenkombination
	ALT-GR und <)
*	Zeilentext 1 wird
	als Schülergruppe
	übernommen

By serial change, e.g. enter: @\_#. And the student group also gets serial numbering: D\_1, E\_2, Tw\_3, etc.

The combination: SUBJECT\_CLASS is a very reasonable decision in many cases. Whenever many classes are involved (e.g. optional subjects) and changes can occur regarding listing these classes, we recommend to use names which rather have a meaning than contain a list of classes, e.g. instead of 'VB\_1A1B2A2B2C3A3B' it would be better to call this class 'Volleyball' or 'Volleyball - lower levels'. Not every lesson needs to (and without any reason should not) have a student group.

#### Warning: student group names

Naming student groups of a lesson must be the same across all terms. Even if the room or the teachers change, the name must remain the same. Therefore, we do not recommend to use teacher or room names when finding a designation for a student group. If the teacher or the room changes during the school year, the student group must have the same name, i.e. an 'optical inconsistency' would occur. Any changes in student group names have an impact on the class register and should only be made for a new term. A student group defines the identity of a lesson. Another student group brings about another lesson.

## 9.6.3 Examples

#### Example 1:

- 1 teacher, 1 class, 2 rooms (group exercises) Example: Lesson 31
- 1 teacher 2 Klassen, 1 room (lesson across classes) Example: Lesson 33
- (no student group is necessary in this example since all students of this class are attending)

🧶 кі	asse 1a (Gau	uss) / Klasse	:							KD - 0	×
1a	•		<u> </u>	×	3 7	<u>a</u> «	🌠 📲 -	<b>O</b> 🕫 🗉	2 🛃 🗞	🖉 🔍 🔌 🌛 • 👳	Ø.
U-N-	± KI,Le	Nvpl Std.	Wst	Jst	Lehrer	Fach	Klasse(n)	Fachraum	Stammraum	Schülergruppe	^
31			5		Arist	Mat	1a	R1a,R1b			
33	2, 1	🖏 3	5		Arist	E	1a,1b		R1a		~
, • U	I-Nr	31	÷						Klass	e*	<b>~</b> .11

## Example 2:

- 2 teachers in one class, 1 room (team teaching) e.g.: L 53
- 2 teachers with 2 classes, 1 room (lesson across classes with 2 groups) e.g.: L 73

🌰 кі	asse 1a (Gau	uss) / Klasse	:							I	×		
1a	•	1 🗄 🗧		×	<u>s</u> 7	🋓 d	🐹 🗣 -	🕓 👿 🔛	R 🗟 🗞	an 💷 🔌 🝺 - 💩	Ø.		
U-Nr	🗄 KI,Le	Nvpl Std.	Ws⊉	Jst	Lehrer	Fach	Klasse(n)	Fachraum	Stammraum	Schülergruppe	^		
53	📮 1, 2	🐔 4	5		Rub	D	1a		R1a	D_1a			
					New	D	1a		R1a	D_1a			
73	📮 2, 2		3		Arist	SportM	1a,1b	Th1	R1a	SportM_1a1b			
					Rub	SportK	1a,1b	Th1	R1a	SportK_1a1b			
	L										~		
_													
- u	▼ U-Nr 73 ÷ Klasse* ∨												

#### Example 3:

- 2 teachers, 1 class, 2 rooms (split lesson) e.g.: L 7
- 2 teachers, 2 classes, 2 rooms (split lesson across classes) e.g.: L 11
- 2 teachers, 2 classes, 2 rooms (lesson for parallel classes at the same time) e.g.: L 31

🔅 кі	asse 1a (Gau	uss) / Klasse	:									-		×
1a	-	1	<u> </u>	×	<u>s</u> 7	🋓 P	🐹 🗣 -	🕓 👿 🖄		8 (	₽ 🔍 🥠	<u>l</u> } -	ۇ 👻	8.
U-Nr	🖃 KI,Le	Nvpl Std.	Wst	Jst	Lehrer	Fach	Klasse(n)	Fachraum	Stammra	aum	Schülergrupp	e		^
7	🖃 1, 2 (i)		2		Ander	Wk	1a	Werkr		1	Wk_1a_Ande	er 🛛		
					Gauss	Wk	1a	Kü		1	Wk_1a_Gaus	5		
11	<b>2, 2</b>		2		Hugo	Gw	1a,1b	Ps1			Gw_1a1b_Hu	igo		-
					Callas	Gw	1a,1b	Ps2			Gw_1a1b_Ca	llas		
	L													
31	<b>2</b> , 2	<b>S</b> 5	5		Arist	Mat	1a		R1a					
					Rub	Mat	1b		R1b					
														×
- L	J-Nr	31	÷						[	Klasse	*			~

Example 4:

• 1 teacher, 1 class, 1 room (lesson in 2 lesson lines split up from a scheduler's point of view) e.g.: L 102 and L 103

🕐 кі	asse 1a (Gai	uss) / Klasse								I	×
1a	•	1	Ľ	×	<u>s</u> 7	<u>≵</u> - P	📓 🗣 -	🕓 👿 🛛	R 🗟 🗞	an 🔍 🔌 💩 - 💩	Ø.
U-Nr	🗆 KI,Le	Nvpl Std.	Wst	Jst	Lehrer	Fach	Klasse(n)	Fachraum	Stammraum	Schülergruppe	^
102		🖏 2	2		Cer	Gz	1a		R1a	Gz_1a	
103		🖏 1	1		Cer	Gz	1a	Phys		Gz_1a	
											· ·
- u	J-Nr	103	÷						Klass	e*	∼i

## 9.6.4 Student groups in substitution planning

## Show student group columns

**Warning: "Student group column"** The student group column should definitely be shown in the "Substitutions" and "Events" windows via the menu item "Grid adjustment".

																		rtretungen /	<u>کې او</u>
							•	2	è - (	<u>?</u> .	ø	V (11)	7 1	<u>.</u>	Ŷ		Be -	🖌 জ 👺	
		)	icht	Ans	r der	elde	F	-						]	17 ~	m-Bis 3.10.20	· 2	ter 🗸	Vertre
		Woche																	
tungs-Te	Vertretu		ach	Le.) na	rgruppe	Schüler	Vertr.	Raum	(Raur	Klass	(Klas	Vertre	(Lehr	Fach	(Fach	Stund	Dat <sub>i-</sub>	Art	Vtr-Ni
				Freis.	Genies	Mathe-G			R2a	(2a)	2a	Arist	*Arist		Mat	6	27.10	Freisetzung	93
										2a, 3a	2a, 3a					5	27.10	Veranst.	4
				Freis.	Genies	Mathe-G			R2a	(2a)	2a	New	*New		Mat	6	27.10	Freisetzung	91
				Freis.	Genies	Mathe-G			R2a	(2a)	2a	LEH1	*LEH1		Mat	5	27.10	Freisetzung	92
			Lehrer	Freis. Freis.	Genies Genies	Mathe-G Mathe-G			R2a R2a	(2a) (2a)	2a 2a	New LEH1	*New *LEH1		Mat Mat	5 5	27.10 27.10	Freisetzung Freisetzung tr-Nr.	91 92 V

🖉 Veranst. / Lehrer		
🗧 🗱 🝸 🏠 🏟 🏛		-
Von-Bis 23.10.2017 V Mo		
VA-Ni Klass KI-Te Lehre Schülergruppe Raum Von 1 ab St. Bis T bis St Grund Text	 	_
5 2a Arist M 💌 23.10 0 23.10 7 999		
20 Mathe-Genies		
VA-Nr. 5		ai

## Adjust student groups

The following example shows that it might be necessary to adjust the student groups, especially if the substitution is an external one.

Example: Substitution no. 141 – teacher Hugo is substituted by Ander. But Ander does not teach Gw, he teaches Rel; not all students, however, are taught in Rel. If a Rel period is effectively to be held in 1b (and the remaining students will not attend this lesson), it is necessary to use the (existing) student group for Rel. This creates an additional period of Rel by Ander.

If, however, as a substitution no. 145 Gauss takes over all students of 1ab from Callas' Gw lesson, then leave the student group shown in grey (Gw\_1a1b\_Callas) as it is and a simple substitution period is created.

If the combination subject | student group (or subject | class when there is no student group) does not comply with any lesson in WebUntis, a 'special duty' is created.

The grey student group in italics gets out of the original lesson (example substitution no. 145). The student group coloured in black in the substitution window was entered by hand.

This is only an example of all the possibilities you have.

0	Verb														- 0	×
		ন্ধ 👺	Ba 📲	🛯 🖤	<b>1</b>	7 🏖	S 📝	1	- 🥝 💮							-
	/ertrete Alle .ehrer	r •	Von-8 14.03 Mi	3.2018 、				₩ ▼	Vertretungen							
M	tr-Nr.	Art	Datur-	Stunde	(Fach)	Fach	(Lehrer)	Vertreter	Schülergruppe	(Klasse(n))	Klasse(n)	(Raum)	Raum	Vertr. von	(Le.) nach	Vertret
Y	×			1	~											
14	I5 Vertretung 14.3. 1 Gw Ca							Gauss	Gw_1a1b_Callas	1a, 1b	1a, 1b	Ps2	Ps2			
14	41	Vertretung	14.3.	1	Gw	Rel	*Hugo	Ander	Rel_1b	1a, 1b	1b	Ps1	Ps1			

Student groups which were changed in the scheduling dialogue are imported with the substitution to WebUntis.

## 9.6.5 Renaming of student groups

When you give a name to a student group for the first time, you are totally free to choose any name you want, typical names such as a standard combination of class and subject (e.g. BE\_1A) (you can also use a wild card) are possible as well as free descriptions (e.g. "Volleyball higher levels").

What is important is that any names or designations will not be changed anymore after you imported them to WebUntis and used them in the class register. As was mentioned before, the student group identifies a certain lesson in combination with a 'subject'. Another student group brings about another (a new) lesson in WebUntis which can lead to the loss of information from the past (teaching material, absence control) which has up to that point in time been connected to this specific lesson.

When you change the name of a student group Untis has two possibilities to react to it; both possibilities can also jointly occur.

Example 1: Lesson in several terms

Lesson GWK in 1A without student group:

9	1A ammra.	m	▼ 🖨	₽ = _	* 🗶	💐 🍸 🆢 d	P 🐹 🍕 - 🌔	<u>s</u>	×× ××
Γ	U-Nr	🗄 KI,Le	Nvpl Std	Fach	Lehrer	Klasse(n)	Schülergruppe		
l	Υ×			GWK					
	26			GWK	MLa	1A			

In term 2, a student group called GWK\_1A should be entered:

🕐 кі	asse 1A /	Klasse					1	
1A		-	🗄 🗐 🗌	* 🗶 🗄	🔍 🍸 🛃	P 🐹 🗣 -		8 🔍 🚀
U-Nr	± KI,Le	Nvpl Std	Fach	Lehrer	Klasse(n)	Schülergruppe	;	Stammraum
Y ×			GWK			$\frown$		
26			GWK	MLa	1A	GWK_1A		R1A
	Frag	e						×
	Die	Felder Klass	e Fach und	t Schülen	anuppe sind we	sentliche Unterso	heidungsmerkmale e	ines Unterrichtes
	und	dürfen in ve	erschiedene	n Periode	n nicht unterso	hiedlich sein.		
	Siek	cönnen nun						
	Ор	tionen						
	(	Die Ander	rung in aller	Perioder	n (auch in Mutt	erperioden) durch	führen	
		- <b>(</b>						
	(	Einen neu werden d	uen Unterric abei kopiert	ht für 1A, der ursp	, GWK anlegen rüngliche Unte	. Alle Eigenschaft micht aus der aktiv	en des ursprüngliche ven Periode entfernt	en Unterrichts
		Abbreche	en					
							Fortsetzen	

Untis provides you with two possibilities:

- a) The change is also carried out in term 1 (retrospectively), in any succeeding terms this is done automatically
- b) Lesson 26 of term 1 is completed (without any changes) and a precise copy (incl. timetable schedulings) is created as of term 2

The outcome of a) can possibly lead to the loss of class register content (teaching material, absence control) from the past.

The outcome of b) including term overview:

Term 1:

🔮 Klasse 1A / Kla	se				- 🗆	×	(	Feldinha	lte in verschi	edenen Perio	den
1A 🗨		* 🗶 🔍	v 🔁 🖉 🖉	🕅 💐 - 🕓 🖥	×× 🔊	*	Γ	<b>∑</b> Unterr	cht -	1A / GWK	/(122 -
U-Nr 🖭 KI,Le Nv	pl Std Fach	Lehrer Ki	lasse(n)	Schülergruppe		Stan	ľ	Felder	Periode1	Periode2	
X X	GWK						lŀ	I L Me	1 chode i	1224	
1224	GWK	MLa 1/	A	GWK_1A		R1A		U-INI MULA		1224	
								KI,Le			
						- 1		Wst		2	
								1.1			

Term 2:

🥝 кі	asse 1A /	Klasse								😃 Feldinha	alte in verschi	edenen Perio	den
: <b>1</b> A		•	4		<u>*</u> 🗶	37	e e 🕱 🕯	💐 - 🕓 👿 🎫 💐 🙄		<b>Unter</b>	richt -	1A/GWK	(/(26) - [
U-Nr	🗆 KI,Le	Nvpl Std	Wst	Jst	Fach	Lehrer	Klasse(n)	Schülergruppe		Ealdar	Deriede1	Deriede2	
Υ×					GWK					reidel	renouer	renouez	
26			2		GWK	MLa	1A			U-INF	26		
										KI,Le			
									11	Wst	2		

Example 2: Several lessons with the same combination subject/student group

In class 1A the lesson for D is split between two lesson lines, because there is assistance for five periods, one period does not have any assistance.

Due to this joint student group D\_1A, a 6 period lesson is created for D in WebUntis.

🌰 кі	asse 1A /	Klasse					1	×
1A		▼ 🗧	4		* 🗶   E	57	e e 🐹 1	💐 - 🚺 📰 💥 -
U-Nr	⊞ KI,Le	Nvpl Std	Wst	Jst	Fach	Lehrer	Klasse(n)	Schülergruppe
Υ×					D			
1206			1		D	Foss	1A	D_1A
24	📮 1, 2		5		D	Foss	1A	D_1A
					D-Ass	Fer	1A	

If you now try to rename the student group at one point, Untis reacts the following:

1A				3 🚍	LT 🗙	3.7	2 8	- 27 💐 -	Q	» •	
U-Nr	± KI,Le	Nvp1:	Wst	Jst	Fach	Lehrer	Klasse(n)	Schüler	rgruppe	s	
хY					D			-	~		
1206			1		D	Foss	1A	(D_1A-S	v)	F	
24	🖃 1, <b>2</b>		5		D	Foss	1A	D_1A		F	
	Frage										
?	Woller Falls n (Ja = c	n Sie d icht, w die Sch	ie Sch vird di ülerg	iülerg e eing ruppe	ruppe (in gegebene wird in a	allen Pe Schüler Ilen Peri	rioden) umb gruppe eing oden und be	eenennen? etragen (u ei allen Unt	nd ggfs terrichte	a neu en, de	ı angelegt). enen Sie zugewiesen ist, umbenannt,
?	Woller Falls n (Ja = c Nein = D_1A	n Sie d icht, w lie Sch = die (r -> D_1	ie Sch vird di ülerg neue) A-SV	iülerg ie eing ruppe Schül	ruppe (in gegebene wird in a ergruppe	allen Pe Schüler Ilen Peri wird nu	rioden) umb gruppe eing oden und be r beim aktiv	eenennen? etragen (u ei allen Unt en Unterrio	nd ggfs terrichte cht einti	a neu en, de rager	u angelegt). enen Sie zugewiesen ist, umbenannt n)

Untis recognises that student group D\_1A comes up in lesson 1206 and in lesson 24.

- a) Yes: Renaming should be carried out for all D\_1A occurrences, just like a serial change.
- b) No: Only lesson 1206 is renamed. This cuts of the connection between 1206 and 24, the combination of both lessons to ONE is cancelled when it is exported to WebUntis and two separate lessons remain for D in WebUntis.

The outcome of a)	(possibly a	after updating):
-------------------	-------------	------------------

🎱 кі	asse 1A /	Klasse						- 🗆	×
] <b>1</b> A		•	-		📑 🐹	3.7	🎍 🖉 📓	( 🗣 - 🕓	>> *
U-Nr	⊞ KI,Le	Nvpl:	Wst	Jst	Fach 🔺	Lehrer	Klasse(n)	Schülergruppe	s
Υ×					D				
1206			1		D	Foss	1A	D_1A-SV	R
24	📮 1, 2		5		D	Foss	1A	D_1A-SV	R
					D-Ass	Fer	1A		R

Renaming is also carried out in any mother or child terms.

The outcome of b) (possibly after updating):

🥚 кі	asse 1A /	Klasse					- 🗆 ×
1A		-	-		1 🗶 🗟	🚺 🏖 🖉 🕺	🍕 - 😡 🙄
U-Nr	🗄 KI,Le	Nvpl	:h 🔺	Lehrer	Klasse(n)	Schülergruppe	Stammraum
X X							
1206				Foss	1A	D_1A-SV	R1A
24	📮 1, 2			Foss	1A	D_1A	R1A
			٨ss	Fer	1A		R1A

When there are mother terms, an additional question will come up according to example 1, whether 1206 shall also be changed in the mother term or if a copy of 1206 should be created for the current term and 1206 should be deleted:

🐣 Kla	sse 1A / I	Klasse					-		×	
1A		-	-		* 🗶 🗟 🛉	🕈 🕭 🤌 🎉	<b>R</b> -	0	»» ▼	
U-Nr	± KI,Le	Nvpl	ch 🔺	Lehrer	Klasse(n)	Schülergruppe	Stamn	nraum		
Υ×										
1206				Foss	1A	D_1A-SV	R1A			
24	<b>1,2</b>			Foss	1A	D_1A	R1A		_	
			ASS .	Fer	1A		R1A			
Frage										×
Sie kön	nen nun, nen									
0	)ie Anden	ung in a	allen P	erioden (	auch in Mutterp	erioden) durchführ	en.	aliahan	Unto	richta
0	verden da	bei koj	piert, d	ler ursprü	ngliche Unterric	nt aus der aktiven	Period	e entfer	nt.	nonis
A	bbrecher	1								
							Fortse	etzen		

## 9.6.6 Possible error messages

Error messages can occur due to incorrect entries. Untis provides you with appropriate hints.

#### Example 1: Missing student groups

Untis - H	inweis
<u>^</u>	Es gibt eine oder mehrere Gruppen von Unterrichten mit gleichem Fach und gleichen Klassen, wobei zwei oder mehr Unterrichte keine Schülergruppe eingetragen haben. Es darf maximal einer dieser Unterrichte keine Schülergruppe haben. Die betroffenen Unterrichte sind im nachfolgenden Dialog rot markiert. Bitte tragen Sie die entsprechenden Schülergruppen ein. ES WURDEN KEINE DATEN ÜBERTRAGEN!
	ОК

In addition to a message in Untis, a window with missing student groups is opened. The line(s) in red show the conflict lessons. These lessons need to be checked and changed because without changing anything, exporting lessons to WebUntis is not possible any longer.

۵ ر	Interrichte mit fehlenden S	chülergruppen		
Nr	Unterricht	Konflikt-Unterricht	Fach	Klasse(n)
1	Unt.: 4, Koppl.: 1 (Prd. 1)	Unt.: 71, Koppl.: 0 (Prd. 1)	Tw	3b
2	Unt.: 6, Koppl.: 1 (Prd. 1)	Unt.: 6, Koppl.: 2 (Prd. 1)	Mat	2a,2b,3a
3	Unt.: 6, Koppl.: 3 (Prd. 1)	Unt.: 6, Koppl.: 4 (Prd. 1)	E	2a,2b,3a
4	Unt.: 6, Koppl.: 5 (Prd. 1)	Unt.: 6, Koppl.: 6 (Prd. 1)	D	2a,2b,3a
5	Unt.: 30, Koppl.: 0 (Prd. 1)	Unt.: 31, Koppl.: 1 (Prd. 1)	Mat	1b
6	Unt.: 30, Koppl.: 0 (Prd. 1)	Unt.: 105, Koppl.: 1 (Prd. 3)	Mat	1b
7	Unt.: 31, Koppl.: 1 (Prd. 1)	Unt.: 105, Koppl.: 1 (Prd. 3)	Mat	1b
8	Unt.: 48, Koppl.: 0 (Prd. 1)	Unt.: 41, Koppl.: 1 (Prd. 2)	Rel	2a
9	Unt.: 48, Kd 1.: 0 (Prd. 1)	Unt.: 99, Kopple (Prd. 3)	Rel	2a
10	Unt.: 49, Kopply 0 (Prd. 1)	Unt.: 99, Kop: 1 (Prd. 3)	Rel	2b
11	Unt.: 82, Koppl.: 0 (Prd. 1)	Unt.: 82, Koppl.: 1 (Prd. 1)	Mat	4
12	Unt.: 96, Koppl.: 0 (P.d. 1)	Unt.: 97, Koppl.: 0 (Prd. 1)	FAC1	5
13	Unt.: 97, Koppl.: 1 (Prd. 1)	Unt . 98, Koppl.: 0 (Prd. 2)	FAC2	5
ľ	Jnterricht 48 in Periode 1 41 in Periode 2 hat eine	hat keine Schülergruppe Schülergruppe bei selber Kombination.	und Un Klasse	terricht /Fach

Please correct the lessons adequately. In the example above both lessons should have a student group.

#### Warning: Renaming student groups

The names or designations of student groups for a lesson must remain the same across all terms, even if teachers or the room are changed. Any changes of student groups have an impact on the class register.

#### Example 2: Different student groups across terms

If a lesson of a certain L-No. has different student groups in different terms then this is a situation which actually should never ever have been possible and this must implicitly be corrected. When you try to export such a lesson the following message comes up:

Untis - Fr	age
8	Unterricht hat über mehrere Perioden hinweg unterschiedliche Schülergruppen. Bitte prüfen Sie die Korrektheit der Schülergruppen in diesem Unterricht.
	ОК

Then a window opens telling you which lesson is affected. The student group could also be in a coupling line.

🔮 Unterrichte mit inkonsistenten Schülergruppen 🛛 📼 💌								
Unt. Nr.	200250		▲					
6	Ch_2a2b3a_Callas							
			-					

Solution:

The wrong student group can best be detected in the term overview.

Go to Modules | Multiple terms | Term overview and a window will open for comparison. At the same time open the lessons window and click on the respective lesson number (in the example shown above you need to click on no. 6). The Term overview window synchronises with the lesson.





You can see here that the student group of term 1 has another name as in terms 2/3. If it is the same lesson across all 3 terms and the student group should e.g. be called "Ch\_2a2b3a\_Callas" then the student group must be changed to "Ch\_2a2b3a\_Callas" in term 2 or 3 including all changes in the mother term(s).

If, however, the lesson should be a separate lesson as of term 2 and should no longer be connected to term 1 then the lesson needs to be copied to term 2 and – also in term 2 (and therefore automatically in its child term 3) the existing lesson L-No.6 must be deleted.

## 9.6.7 Higher technical institute (HTL) cycle

We would like to also mention and refer to the topic 'Higher technical institute (HTL) cycle'.

# 9.7 Do not import elements

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

۲	Rooms	/ Raum		Þ	-		×
<b>r</b> 1	0	▼	Ŧ = 📑	🎗 🗟 👻		&	>> *
	Name	Full name	Altern. room	Stat. code(s	s) Rm.\	Weight	^
	r01						
	r02						
	r03						
	r04						
	r05						
	r06						
	r07						
	r08						
	r09						
	r10			_			
	rph						
	rch						
	th1						
	th2						
	r12						
	r13						
<				İ	İ	>	Ť
-	]		Raum	ı		`	

Additionally you have even more options to control the import/export of data between WebUntis and Untis under <Administration> | <Integration> | <Untis>.

Integration	
Untis SAML LDAP Office365	Sokrates Smartschool StudAssignments Grade
Import from Untis	
Import student master data.	
Import the studentgroup-assignment	
Do not import student groups with a leading underscore.	
Assign all students of a class to a student group with only one class	
Do not import lessons with this statistical code in Untis	
Use the teacher colours from Untis	
Transfer the teachers' salary data	
Do not transfer open substitutions	
Notify all teachers after the import of the lessons.	
Mark Untis' "Messages of the day" public	
Show Untis' "Messages of the day":	Monitor: Header Monitor: Ticker 🖉 Untis Mobile
Default exam-type for exams.	<please select=""></please>

If you want to mark lessons which should not be exported to WebUntis in the future, you can decide on a statistical code by checking the box <Do not import lessons with this statistical code in Untis>. For more information on this topic please click <u>here</u>.

# 10 Parents/legal guardians

# 10.1 Registration as a user

As soon as the <u>appropriate settings</u> have been done by the administration parents can register via the registration page of WebUntis in the publicly accessible area.

Just click on the 'Registration' link below the registration fields of WebUntis.



Now you must enter the e-mail address the school administration has in its student master data.

-	I-Adresse ein, die bei Ihrem Kind hinterlegt wurde.
papa@fischer.com Senden	
	— oder —
Falls Sie bereits ein Best	ätigungscode erhalten haben, geben Sie ihn bitte hier ein.
Bestätigungscode	

If the address entered complies with the address of the master data, a confirmation mail is sent to your e-mail address.

💷 We	ebUntis, [W	ebUntis] Registr	ierung						×
Mess	Message Attachments Annotations Raw view 🗈 🐼 🗸								
	Reply	Forward	Сору	Move	Delete	Print	Digest	View	
-		Ť DR	+	-		R.	asi	<b>G1</b>	
	From:	WebUntis							~
	Subject:	[WebUntis] I	Registrieru	ng					
D	)ate sent:	Fri, 18 Mar 20	016 15:59:3	0 +0100 (C	ET)				
									<u> </u>
Klick	ken Sie au	if folgenden Lii	nk, um die F tie ein:	Registrierun	g abzuschli	eßen oder	geben Sie d	len	
	tatigungst	oue in ovenon	us ein.						
http: toke	<u>//10.0.0.1</u> n=3h4ae0	<u>99:8080/WebU</u> 79hhd89e7599	Intis16/?sch Id3269b2eai	<u>ool=WU#u</u> •8e	<u>serRegistrat</u>	ton?			
				<u></u>		Hier klick	ken um die		
hr E	Bestätigun	gscode lautet:			Reg	gistrierung	abzuschließ	Sen	
3b4a	ae079bbd8	39e7599d3269t	2eae8e						
L									

Registration can now be completed by clicking on the registration link or by entering the confirmation code in WebUntis.

Registrierung: Email abgeschickt
WebUntis hat ein Email an Ihre Adresse geschickt.
Bitte geben Sie den Bestätigungscode aus dieser Email hier ein oder klicken Sie auf den Link im Email.
3b4ae079bbd89e7599d3269b
Senden

Your last step is to define an appropriate password.

Registrierung absch	ließen
Ihre E-Mail Adresse wurde bei fo	lgenden Schülern gefunden:
Fischer Antonia (1a)	
Bitte geben Sie ein Passwort ein	
Passwort	_
••••	
Passwort wiederholen	-
••••	
Speichern	~

Finally, your user name is already written in the correct text field. You only need to enter the correct password to log in.

After successfully logging in, you will see your children or your child assigned to your user.

# 10.2 Start page

After successful login parents see the following start page:

	Develo For Int	oper licence ternal use e	e Limited only					2018	8/2019 👻	Alle	Benjamin	ال Sara		-	Abmelden (Eltern)	Web <b>Untis</b>
æ	Heute	11.01.20	19													1
	<ul> <li>Info</li> <li>Letze Anmeldung:11.01.2019 11:47</li> <li>Neue Nachricht </li> <li>Sprechtag 2019 20.02.2019 Hier können Sie sich bis 26.01.2019 00:00 zum Sprechtag anmelden.</li> </ul>							Heutige Na Liebe Eltern, diese interne N Sprechtag anzu Mit freundliche Ihre Administra	achrichten achricht kö imelden. n Grüßen, ition	nnen <b>nur Sie</b>	sehen. Wir	bitten alle	e Eltern s	sich über WebUntis für	^ den	
		Heutiger St	Std. 1	08:00 - 08:45 08:00 - 08:45	Fach SportK SportM	Lehrer Rub Arist	Raum Th1 Th2									

At the top right you see your children and the 'All' button. This selection controls the display of data on this page. If you select 'Benjamin' you will see all information and data of Benjamin. If you want to see the data of - in this case - both children, just select 'All' to get information on all children.

In this example parents are permitted to receive and to send (envelop icon) internal messages . Additionally, parents can update and maintain their profile data, such as the language, or forwarding internal messages to their e-mail account.

In the top left box you see information on your last login, how many messages you have received, if currently there are any parent-teacher days you can register for, and you also have the possibility to

report the absence of a child. If there are active <u>parent-teacher days</u> , they will be shown here.

Further down you see the timetable of the respective day of the respective selection – in this case Benjamin's timetable since he has been selected at the top right.

On the right you see the current messages of the day. In this example the parents are informed on an active parent-teacher day and the possibility to register for it online.

At the left margin you see a vertical menu which provides you with additional functionalities.

# 10.3 Timetable

The second menu item (calendar icon) brings you as a parent user to the timetable of your children:



In this case, Benjamin's timetable was selected. Depending on the rights given to parents by the administration, you can have a look at the class timetable of your children, as well.

## Note: 'i' icon for information on period

Many teachers define an 'Information on period' with some lessons. You can see this information in the details of the period by clicking on the respective period.

# 10.4 Contact hours

Some schools provide contact hours of their teachers deployed. Contact hours are teachers on standby to provide parents with the possibility to come to them and talk to them about their children. In the following example a parent user wants to register for a contact hour of teacher Aristoteles:

	Developer licence Limited For Internal use only				
	2018/2019 - Alle	Benjamin Sara	▲	Abmelden (Eltern)	WebUntis
æ	Sprechstunden				I)
	Klasse 🔻	€ 07.01.2019	<b>&gt;</b>		
ũ	Ihre Anmeldungen				
2	Lehrerin/Lehrer	Datum Zeitraum	E-Mail Adresse	Telefonnummer	Freie Termine
	Aristoteles	Fr 11.01.	08:55 - 09:40		•

Depending on the settings by the school administration it is possible to show additional details on the teacher and his/her contact hours. In the example above the parent user sees the name of the teacher, a photo, date, time and whether there are appointment slots available.

Clicking on the this line opens the following view:

Anmeldung zur Sprechstunde			×
	Klicken Sie auf einen Termir	n, um sich anzumelden	:
15 (1)	08:55 - 09:05	frei	
	09:05 - 09:15	frei	
100.00	09:15 - 09:25	frei	
	09:25 - 09:35	frei	
Lehrer			
Aristoteles			
	Nachricht		
			11
	Noch mögliche Zeichen: 255		
	Speichern Abbrecher	h Abmelden	

You now can choose a time block (e.g. 9:15 to 9:25), enter a message and save it:



The teacher then receives a message that a parent user has registered and additionally sees the registration in the segment of his/her lessons in WebUntis. The parent also receives an internal message with a confirmation:

#### Nachricht

Anmeldung zur Sprechstunde bei Aristoteles am 18.01.2019, 09:15 - 09:25.

```
Mitteilung gesendet am 11.01.2019, 12:23
Ablaufdatum: 11.01.2020
```

Additionally, parents see their registrations by clicking on <Contact hours> above the contact hours list, first line.

Via the 'Registration' button you can undo a registration for a contact hour. If you want to change the time slot, just select another time block and click on save.

# 10.5 My data

The view of your 'own' data and the data of your children looks as follows:

	Developer licence Limited For Internal use only	201	8/2019 👻	Alle Benj.	amin Sara	☑ ♣	Abmelden (Eltern)	WebUntis
<b>#</b> }	Meine Daten							1
雦	Constant Schuljahr	÷	🔖 Klassendier	nste Aktuelle We	oche			÷
2	In der Vergangenheit		Klassenordner		Klassensprech	er	Klassensprecher Stv	
Ш Г	Di 01.01.08:00 bis Do 03.01.15:10 Erkrankung Anruf von Eltern		Benjamin 07.01 13.01.	Amelie Becker 07.01 13.01.	Benjamin 07.01 02.06.		Amelie Becker 07.01 - 02.06.	
	ICI Befreiungen Ab dem aktuellen Tag	•						
	Fr 11.01 Do 31.01. jeden Tag 00:00 - 00:00 Verletzung SportK		A Hausaufgal	ben Eine Woche	e in die Zukunft			<b>&gt;</b>
	Klassenbucheinträge Aktueller Monat	•	So 13.01.	┛ Ph	S New	Buch S. 4 - Beispie	el 3 bis 7	0
	Do 10.01. 08:00 🥻 Benjamin Ph New Tolle Mitarbeit und Unterstützung der Mitschüler.		📑 Prüfungen	Eine Woche in d	ie Zukunft			÷
	🖻 Noten	<b>&gt;</b>	In der Zukunft					
	Fr 11.01. Ph WH Tolle Stundenwiederholung ++		Do 17.01.	08:00 - 08:45	┛ Ph	Phys	SP Prüfung	3/4

## Note: Selection of children

Please note that on the top right the child Benjamin was selected. Therefore Benjamin's data and information on him are shown. By clicking on the 'All' button, data of all children is shown.

#### Tip: 'My data' not available

The school needs the 'electronic class register' module in WebUntis so that parents can see their children's data in WebUntis. These functionalities are only provided with this module.

#### 10.5.1 Absences

In the first segment parents see open absences of their children which have not yet been excused:



By clicking on the first line - 'Open absences (school year)' - additional details are shown:

Meine Abwesenheiten	Fehlzeiten			? 🕫
€ 09.07.2018	→ Schuljahr •	- Alle -	•	
🗸 Von	Bis	Abwesenheitsgrund	Status	Text
Di 01.01.08	:00 bis Do <b>03.01.</b> 15:10	Erkrankung	0	Anruf von Eltern
1 Element				
Abwesenheit melden	Löschen Entschuldigungs	schreiben drucken 🔺		

Users see here all open absences with information such as reason of absence, time range, text, etc.

You can also download absences via the three buttons at the top right as pdf, xls or csv format.

Here you can also report new absences (depending on the rights settings by the school administration). Just click on the 'Report absence' button, the following view will open and you can create absences.

Abwesenheit melden	×					
Zeitraum						
8.1.2019 08:00	8.1.2019 15:10					
Abwesenheitsgrund						
Erkrankung	× 🔻					
Anmerkung						
Mein Sohn Benjamin hat seit gestern Nacht Fieber und kann heute nicht am Unterricht teilnehmen.						
Speichern Abbrechen						

Benjamin will automatically be marked as absent for the respective days in the class register, therefore all teachers of the school see that student Benjamin is absent.

Absences created by parents themselves can be edited and deleted.

#### Tip: Printing letter of excuse

The detail view for absences also provides for templates of letters of excuse which can be printed. Just click on the 'Print letter of excuse' button.

#### Absence times

The 'Absence times' tab holds information on absence times for students:

Meine Abwesen	heiten Wehlzei	iten									? (
€ 09.07.20	118 →	Schuljahr	▼ - All	e -	▼ Si	chüler 🔻					
Datum	Zeit	Fach	Lehrer	Fehltage	Fehlstd.	Fehlmin.	zählt	Abwesenheitsgrund	Status	Text	
Di 01.01.	08:55 - 09:40	D	Cer	0	1	45	$\checkmark$	Erkrankung	Ø	Anruf von Eltern	
Di 01.01.	09:50 - 10:35	E	Cer	0	1	45	$\checkmark$	Erkrankung	Ø	Anruf von Eltern	
Di 01.01.	10:45 - 11:30	Mus	Callas	0	1	45	$\checkmark$	Erkrankung	Ø	Anruf von Eltern	
Di 01.01.	08:00 - 08:45	SportK	Rub	0	1	45	$\checkmark$	Erkrankung	Ø	Anruf von Eltern	

## 10.5.2 Exemptions

Exemptions describe a permitted absence of a student.

🔁 Befreiungen Ab dem aktuellen Tag							
Fr 11.01 Do 31.01.	jeden Tag	00:00 - 00:00	Verletzung	SportK			

Just click on the first line ('Exemptions (as of current day)') and the following view opens up:

Befreiungen								Ø)
← 09.07.	2018	→ Schulja	hr 🔻					
Von	Bis	Wochentag	Befreiungsgrund	Fach	Von	Bis	Text	
Fr., 11.01.2019	Do., 31.01.2019	jeden Tag	Verletzung	SportK	00:00	00:00	Bis Ende Jan sport- befreit.	
1 Element								

Parents see all their children's exemptions here, e.g. an exemption from physical education until end of January due to an injury.

## 10.5.3 Class register entries

Class register entries describes entries made by teachers regarding their students or classes. The entries can also have informative purposes, e.g. a note on the behaviour of deviant students (positive or negative).

🛄 Klassenbuchein	iträge Aktueller Monat	<b>&gt;</b>
Do 10.01.08:00	Benjamin Ph New	Tolle Mitarbeit und Unterstützung der Mitschüler.

Just click on the first line ('Class register entries (current months)') and the following view will open up:

Klassenbucheinti	räge					<b>S</b> D
← 01.01.201	9 🔸	Mon	at	•		
Porson	Datum	Zoit	Fach	Toyt	Boputzor	Eintragkatogorio
reison	Datum	Zeit	Facil	TEAL	Denutzei	Elitragskategone
Benjamin	Do., 10.01.2019	08:00	Ph	Tolle Mitarbeit und Unterstützung der Mitschüler.	New	Verhalten
1 Element						

Parents have only reading rights for this segment, can navigate and change the time range displayed (day to school year).

## 10.5.4 Grades

Parents also see their children's grades when they go to <My data>. In this example the grade he or she received for a review check and the grade '++'.

🖻 Noten				<b>&gt;</b>
Fr 11.01.	Ph	WH	Tolle Stundenwiederholung	++

By clicking on the first line you get more details:



The details show the grade, the date and the type of exam of the respective examination.

Parents can also navigate to other lessons.

## 10.5.5 Exams

WebUntis also provides parents with the possibility to have a look at their children's exams:

📑 Prüfungen	Eine Woche in die Zukunft						
In der Zukunft							
Do 17.01.	08:00 - 08:45	📕 Ph	• Phys	SP	Prüfung 3/4		

Just click on 'Examinations (one week into the future)' and more details on not yet concluded exams are shown:

Prüfunge	en					<b>I</b> D
÷	01.01.2019	÷	Mon	at	-	Berichte 🕶
Fächer	Prüfungsart	Klasse	Lehrer	Raum	Datum   Text	Note
Noch nic	ht abgeschlossen					
Ph	SP	2a	New	Phys	Donnerstag, 17.01.2019 08:00 - 08: Text Unsere vorletzte Prüfung :)	45
1 Elemei	nt					

In addition to more details the following options are available:

- Navigation date range
- · Displayed time range adjustable to day, week, month, school year
- Reports: Exam report, exam overview, exam calendar

## 10.5.6 Homework

Homework teachers have entered into the electronic class register are shown here: <My data>.

🖀 Hausaufgaben	Eine Wocl	he in die Zukunft		•
In der Zukunft				
So 13.01.	┛ Ph	New	Buch S. 4 - Beispiel 3 bis 7	

Just click on the first line - 'Homework (one week in the future)' - the following view will open up:

Hausaufgaben			Ø)
€ 01.01.2019	→ Monat	•	
Fächer Lehrer	Aufgabedatum	▲ Fälligkeitsdatum	
Bald fällig			
Ph New	10.01.2019	Sonntag, 13.01.2019 Hausaufgabe Buch S. 4 - Beispiel 3 bis 7	
1 Element			

In addition to more details the following options are available:

- Navigation date range
- Displayed time range adjustable to day, week, month, school year

## 10.5.7 Class services

Class services are generated by the class teacher/form teacher in WebUntis. Class services are e.g. blackboard cleaning, class prefect, class representative, deputy class representative, etc.

Parents see the following content when they click on <My data>:



Benjamin is the son of the user logged in. Student Amelie is also shown here as additional information since she will be responsible for class service together with Benjamin (either as class prefect or as deputy class representative).

Just click on the first line - 'Class services (current week)' and additional details are shown:
Klassendienste					Ø)
← 07.01.2019	→ Woche		•		
Dienst	Schüler	Klasse	Von	Bis	Text
Klassensprecher	Benjamin Bauer	2a	Mo., 07.01.2019	So., 02.06.2019	
Klassensprecher Stv.	Amelie Becker	2a	Mo., 07.01.2019	So., 02.06.2019	
Klassenordner	Benjamin Bauer	2a	Mo., 07.01.2019	So., 13.01.2019	
Klassenordner	Amelie Becker	2a	Mo., 07.01.2019	So., 13.01.2019	
4 Elemente					

The user can change the date or expand the time range displayed to week, month or school year in order to receive more data.

### 10.6 Courses

With the 'Course registration' right parents can see the courses of their children online.

#### Course

By clicking on the menu item <Courses> parents see all the potential courses their children could register for.



#### Information

By clicking on the course you get more information on the specific course.

abgemeldet Informatik Kurs 1 / 25 Info Organisationsform Schuljahr Wochenstunden 2018/2019 2 Jahreskurs Fach Verantwortlicher Stellvertreter Mat Kursmodule Kurskategorien Jahrgangsstufe Wahlpflichtfach 0 - 0 Lehrer Wöchentliche Termine Status Mo. 13:30 - 15:10 Gauss geplant Inhalt Basis Informatik Lernziele Grundlagen der Informatik verstehen und wiedergeben. Bewertung Abschlussarbeit in Form einer Präsentation als Team Kosten Keine Kosten für diesen Kurs

The number in the example - 1/25 - shows that one place of 25 possible places are already taken.

### **Registering / Cancelling**

Parents, in contrast to their children, do not have the possibility to register their children for a course. This step must either be done by a student user or via the course manager/administrator.

#### My courses tab

The list - <Courses> | <My courses> tab - describes the list of courses to which the children of the parent users are registered, pre-registered, put on the waiting list or cancelled their attendance.



#### Course preview tab

The course preview tab shows all courses available to parents – also the ones which have not yet been activated for online registration.

### 10.7 Parent-teacher day

There are two different phases for parents:

- 1. The manual parent registration phase and the optimised parent registration phase .
- 2. The actual parent-teacher day

#### 10.7.1 The manual parent registration phase

The WebUntis administrator sets a registration time frame for every parent-teacher day. When the first day of the registration time frame has come a note to the parents is displayed right after login leading them directly to the parent-teacher day.



Parent teacher day fall 2018 08/17/2018 You can register here for the parent-teacher-day until Aug 16, 2018 12:00 AM

By clicking on the appropriate link you get to the planning window.



In segment U of the planning window you see a list of the teachers. This list contains all relevant subject teachers (those who teach your child), however, all other teachers are also listed here. Next to every teacher you see a list of his/her subjects he/she teaches.

Teachers highlighted in orange have asked for an appointment.

Segment <sup>U</sup> is the actual planning segment. You can select certain time slots for an appointment with the respective teacher. Light grey cells in the grid are in general bookable, dark grey cells are blocked.

Please note that in segment  $\stackrel{\textcircled{}}{=}$  via the  $\stackrel{\textcircled{}}{=}$  icon you can hide and show columns in segment  $\stackrel{\textcircled{}}{=}$ 

The segment called 'Appointments' shows the list of currently booked appointments. You can also hide this list.

#### 10.7.2 The optimised parent registration phase

The WebUntis administrator sets a registration time frame for every parent-teacher day. When the first day of the registration time frame has come a note to the parents is displayed right after login leading them directly to the parent-teacher day.



Optimisation 06/25/2018 You can register here for the parent-teacher-day until Jun 23, 2018 12:00 AM

By clicking on the appropriate link you get to the planning window.

Optimisation Jun 25, 2018 Registration period: Jun 18, 2018 (12:00 AM) - Jun 23, 2018 (12:00 AM)								
When do you have time?     2     With which teachers do you want to speak?								
Optimisation	Enter available time	Teacher	Subjects	Remark	Beck Niklas	Beck Leni		
2h 10min		Berg	Ast, ME	9				
8:00 AM		1						
8:10 AM		A		This teacher wants to talk to you. Speech bubble				
8:20 AM	2 2	Aqu	E	shows the invitation text.				
8:40 AM	)	Arc	м					
8:50 AM		Arist	Ast, ADM	Choose which teacher				
9:10 AM		Arnim	SASS	you would like to speak. Also indicate over which				
9:20 AM	)	Asim		child you want to speak.				
9:30 AM	)	Ass						
9:50 AM		Bach	ADM					
10:00 AM		Baker	FLOE		V			
10:10 AM		Beck						

As a first step, you enter on the left side when you will be available, i.e. at which time and for how long do you plan to be at school on the parent-teacher day? Just click into the respective cell, press the mouse key, hold it and drag the mouse down – this makes selection easier and faster.

As a second step, look to the right and you will see the list of teachers you can select for an appointment. Please note that red exclamation marks show the teachers who would like to 'obligatory' speak to the student and his/her parents. Teachers highlighted in orange would like to speak to the parents or legal guardian. When you go to the 'i' icon with you mouse cursor, more information is shown:

Optimisation 06/25/2018 (registered)
The automatic allocation of the appointments is now completed. You can modify the appointments manually
until Jun 24, 2018.

#### **Optimisation phase**

If the administration has activated an optimisation phase after automatic assignment of appointments, parents see the following on their start page:

This shows you up to when you can optimise the appointments WebUntis has automatically assigned to you. The parents then see the same view as for the <u>manual selection of appointments</u>.

#### 10.7.3 Parent-teacher day

When the registration phase (and the optimisation phase in the case of an optimisation workflow) is over users cannot enter any additional appointments anymore. You can check online the list of appointments you have made, or can download it as a pdf file and save it locally. You can take this report with you to the parent-teacher day. An easier way would be to use our Untis Mobile App for smartphones and tablets which lists your appointments of the parent-teacher day 'in a mobile way'.

Parent teacher day fall 2018 Jun 25, 2018					
A The registration period is over.				$\frown$	
1 My appointments				Appointments in pdf format for local saving	
Day 1					
Appointment	Teacher	Subjects	Student	Room	
8:00 AM	Baker Josephine		Beck Niklas(), Beck Leni()		
8:10 AM	Baker Josephine		Beck Niklas(), Beck Leni()		
8:30 AM	von Aquitanien Eleonore		Beck Niklas(), Beck Leni()		
8:50 AM	d'Arc Jeanne		Beck Niklas(), Beck Leni()		
9:10 AM	Aristoteles		Beck Niklas(), Beck Leni()		
9:20 AM	Aristoteles		Beck Niklas(), Beck Leni()		

### Or on the start page:

iπi

Parent teacher day fall 2018 06/25/2018 (registered) Take a look at your appointments for the parent-teacher day.

B

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