Untis
GRUBER & PETTERS

WebUntis

Table of contents

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 WebUntis Info module such as user profile, timetable display and the messaging system including SMS (text message) function.

Teachers
This section deals with all functions for teachers 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 class teacher 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 WebUntis administrator . If you are starting to set up WebUntis, you will find an outline for this with the most important points in chapter First steps .

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 Untis users (Scheduling and cover planning).

Students
Students 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.

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 iCal calendar subscription .

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.

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.

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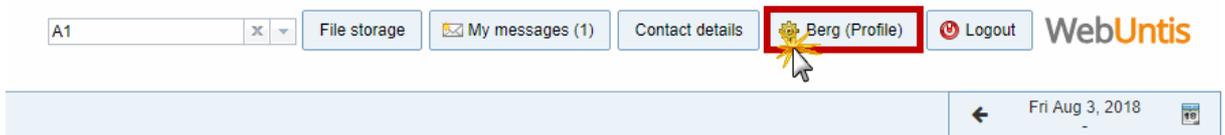
2.2.1 General
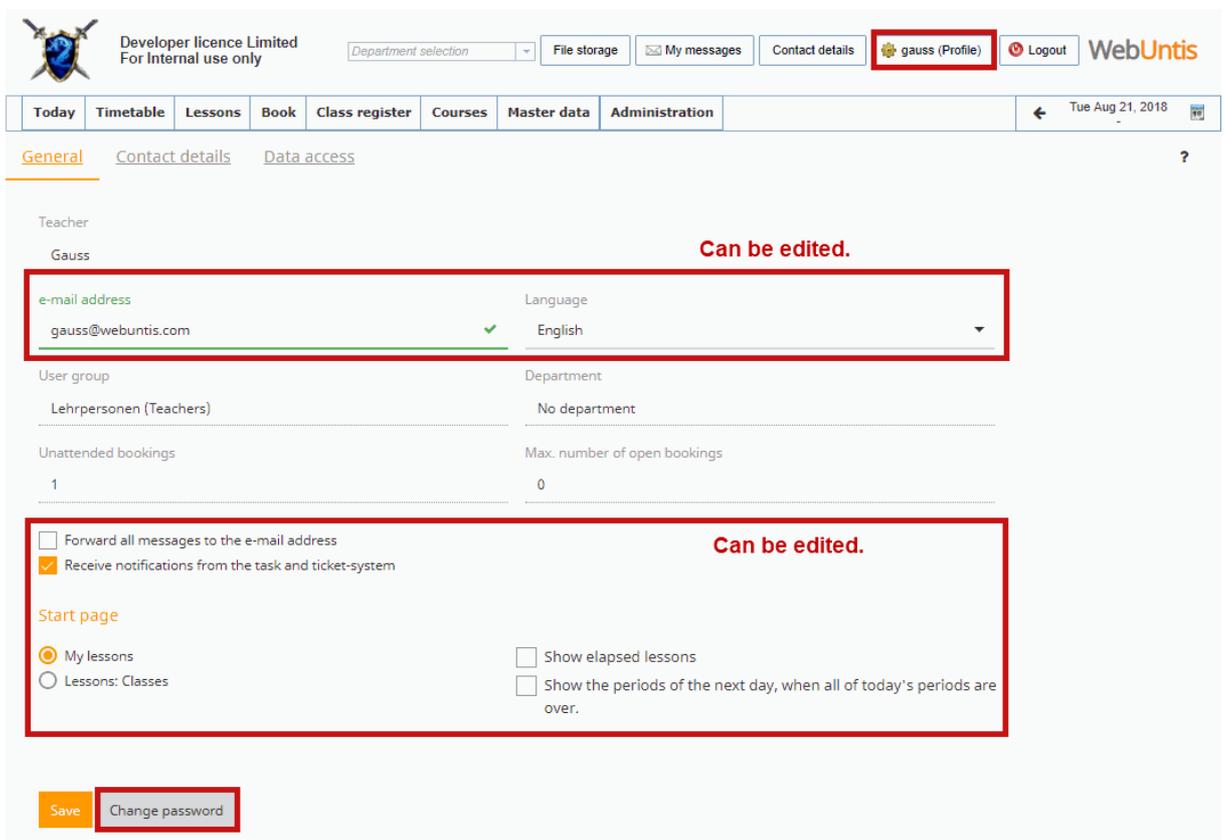
First, change the password that was assigned to you by clicking on the <Change password> button.

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 internal messages 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.

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.

2.2.3   Data access

With this tab you can administer your data access.
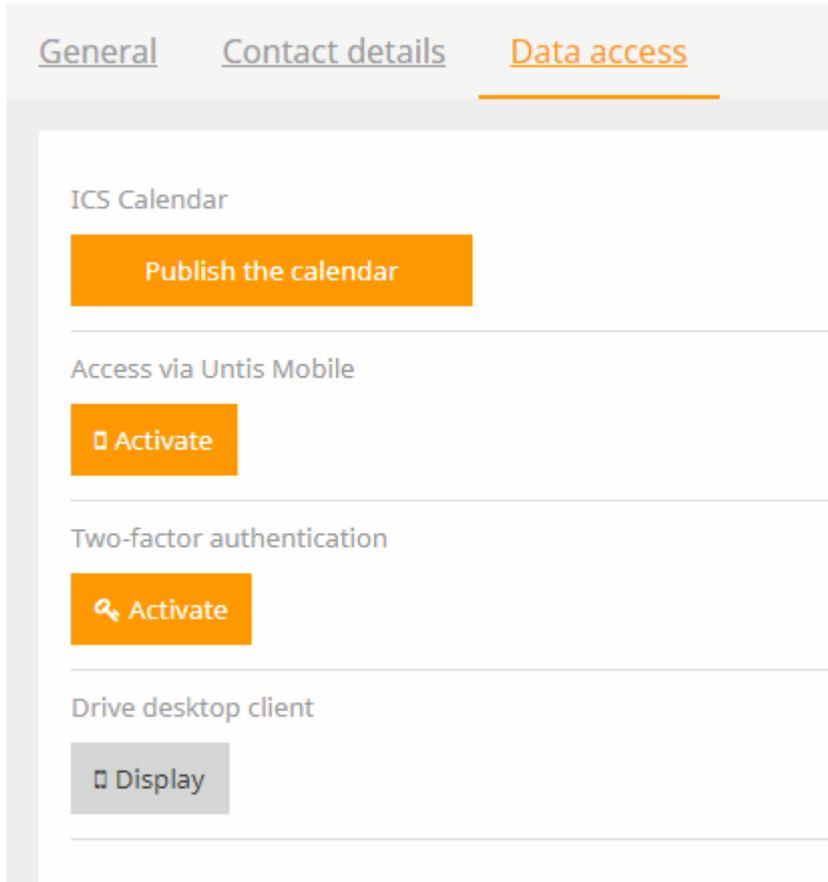
The description and the advantages of publishing the calendar in iCal format is explained in the chapter iCal calendar subscription .

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.

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.
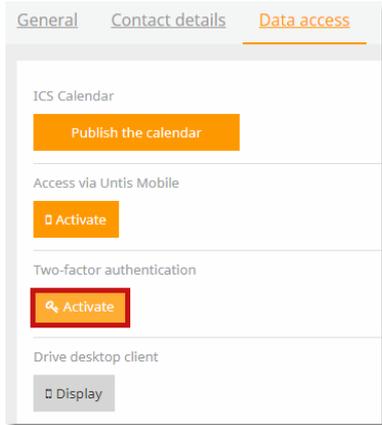
General   Contact details   Data access

ICS Calendar

Publish the calendar

Access via Untis Mobile

☐ Activate

Two-factor authentication

🔑 Activate

Drive desktop client

☐ Display

Two-factor authentication activation (1/3)   ①

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

Please select

○ App Authenticator (eg FreeOTP or Google Authenticator)

◉ Security-Token (hardware with a One-Time Password-(OTP-) generator)

Back   Next   Cancel

Two-factor authentication activation (2/3)   ②

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 key

Key

Encoding

○ BASE32

○ HEX

Method of calculation

◉ Standard (SHA1, 30s)

○ OTP c200 (SHA256, 60s)

Back   Next   Cancel

Two-factor authentication activation (3/3)   ③

Please enter the confirmation key shown on your security token.

Confirmation code

Back   Activate   Cancel

2.2.5   Contact detials

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

General   Contact details   Data access

Upload photo

✉ e-mail address

📞 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.
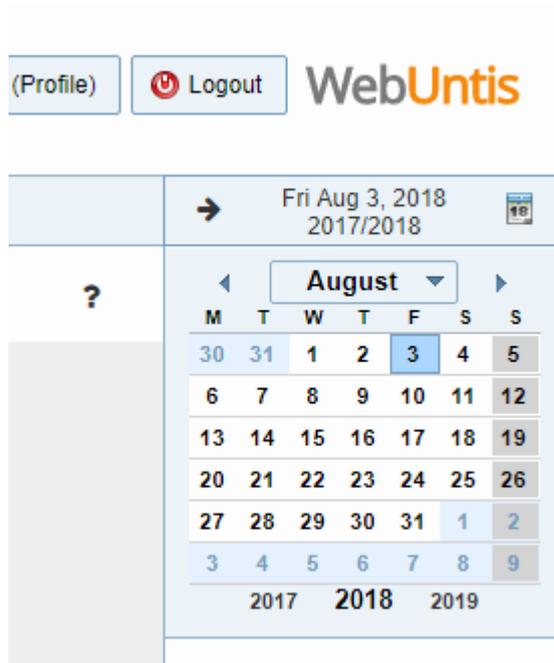
> **Note: Selection of calendar in date-sensitive pages**
> If the display of a page is date-sensitive (e.g. master data or booking lists), the data for the week selected in the calendar will generally be displayed. At some WebUntis pages you need to update your calendar when you have chosen a date. (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.

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 timetable formats .

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

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

At the top right above the timetable you see the gear icon. Click this button to select another timetable format.
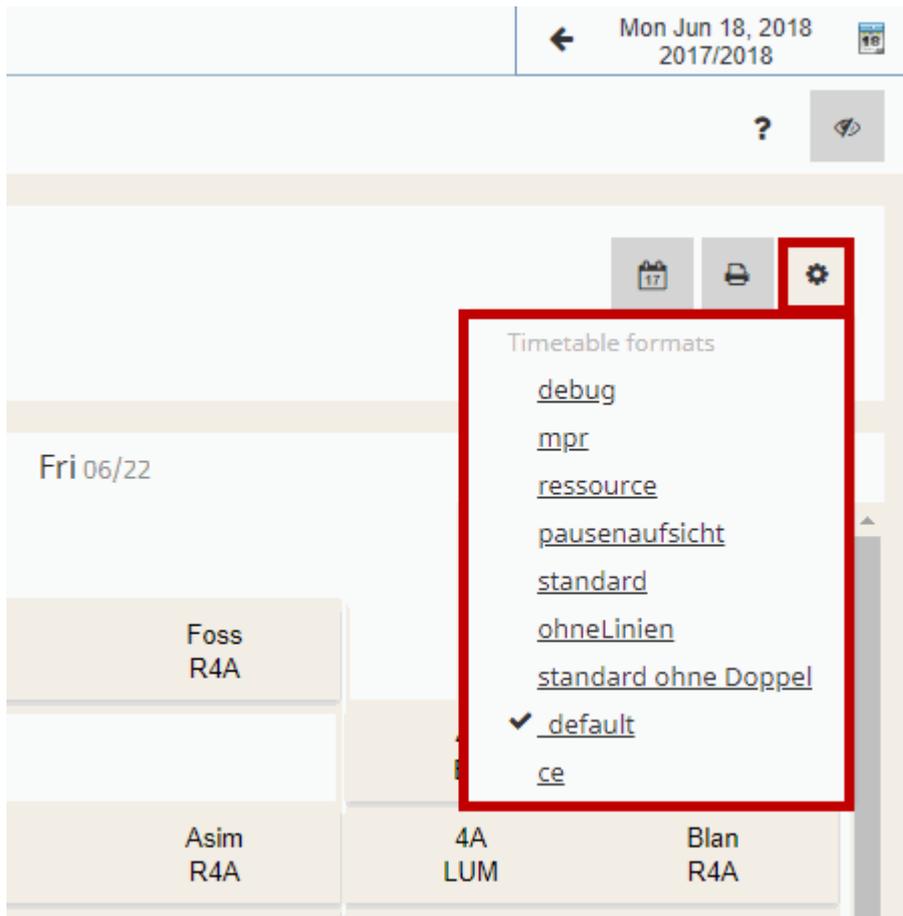
If you need a print out of a timetable week, just click on the printer icon to have a look at the print preview and then print the timetable for the respective week.

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.

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.

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

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/Ical.do?
school=meinwebuntis&id=Ander&token=f37b5a05a18fcdd2cd0d221d2a...
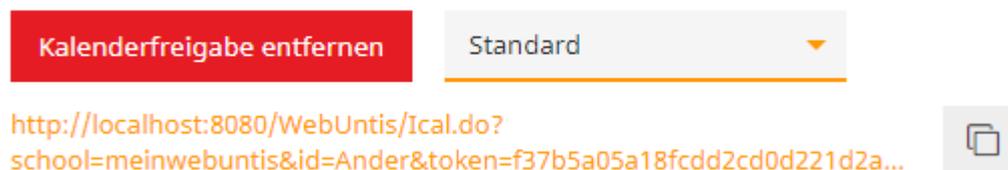
Once the <Publish the calendar> button is activated, the iCal button will be displayed that you can then use to access the URL of your private calendar. You can subscribe to the timetable by adding this link to your calendar application (Outlook, Google Calendar etc.).

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: http://www.grupet.at/en/kontakt/partner/europa.php .

2.4.3   ICS calendar download

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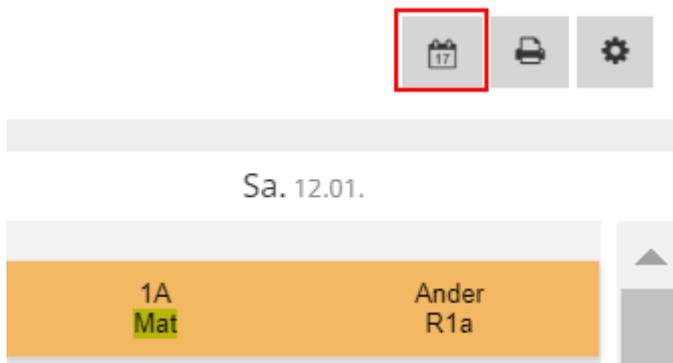
2. via <Lessons> | <My Lessons>, by calling up reports (the column far right).
This view allows you to set the time range to be used for exporting the calendar entries.

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 calendar subscription 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.

An example for classes (grouped by classes):

The substitution lists for teachers are similarly grouped by teachers:

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

Monitor views

Substitutions Activities Daily overview

Selection ☐			Name	Public	
☐	🖉	✖	ce-test	☐	Show in this browser
☐	🖉	✖	default	☐	Show in this browser
☐	🖉	✖	Entfälle	☐	Show in this browser
☐	🖉	✖	Klassenmonitor	☐	Show in this browser

4 Elements found, showing all Elements.**1**

[New] [Copy] [Delete] [Lock access from 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	Unterricht / Sprechstunde / Bereitschaft / Pausenaufsicht
Vertretungen des nächsten Tages anzeigen ab [HH:mm]	☐ 00:00
Verschiebung zum aktuellen Datum [Tage]	0
Rollen	Seitenweise
Intervall für Seitenwechsel [sek]	30
Rollgeschwindigkeit [1...5]	3
Intervall für Datenabfrage [sek]	600
Anzahl der angezeigten Tage	1
Schriftgröße	16
Höhe des Anzeigebereichs [Pixel]	0
Gruppieren nach	<Auswahl>
Abwesende Elemente (Lehrer/Klassen) ausblenden	☐
Abteilungsauswahl nach	<Auswahl>

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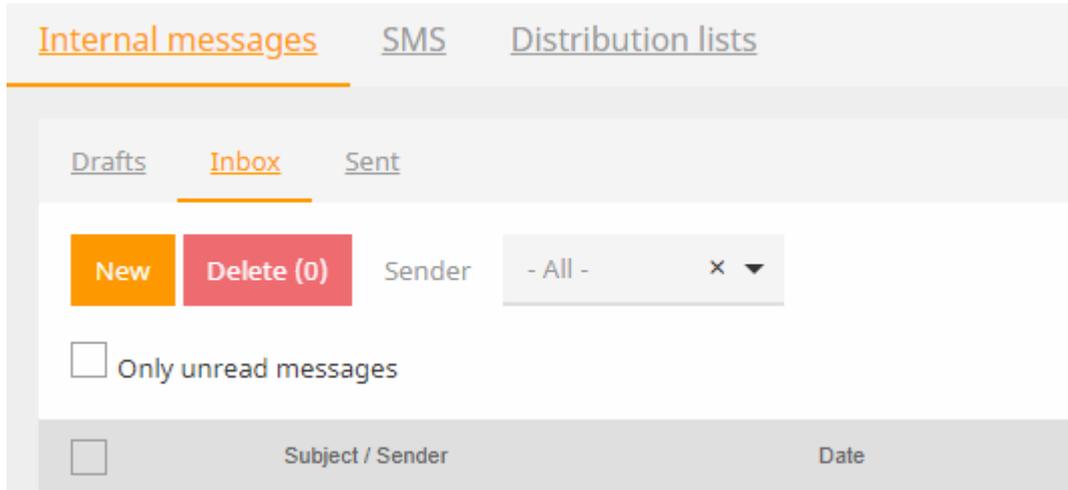
You can choose if you want to see all messages or only the unread messages. Furthermore you have a selection list where you can select a specific sender.

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.

If you regularly send messages to a particular group of users, we recommend that you create distribution 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.

New message

You will be informed of new incoming messages in the start screen 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.

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.

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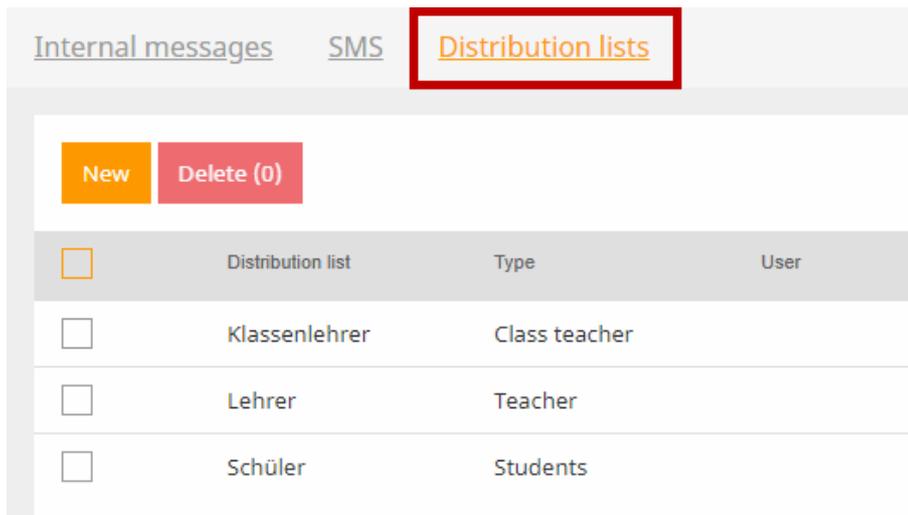
If you wish to create a new distribution list, click on <New>. You can easily select the recipients for your distribution list using numerous filter functions in the window that then opens.

New distribution list   ✕

Name

                                                                          ✗

Input necessary.

User-defined   ▼

Select...   ▼   👁

Search   🔍   Distribution list   ▼

3c ()   Department   ▼
5C ()
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.

Messages of the day

☐ All school years ☐ Show only current messages

Selection ☐			Subject	Fr.	To	Day of the week	Start page	Header	Ticker	Public	Untis Mobile
☐	🖊	✗	werwrr	Apr 26, 2018	Apr 26, 2018	every day	☑	☐	☐	☐	☑
☐	🖊	✗	New Menu	Mar 2, 2018	Aug 30, 2018	Thursday	☑	☐	☐	☐	☑

2 Elements found, showing all Elements.**1**

[New] [Delete] [Back]

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

Von: 02.10.2017
Bis: 03.11.2017
Wochentag: jeden Tag
Reihenfolge: 10

☐ Öffentlich   ☐ Aufgefächert anzeigen

Anzeigebereich
☑ Startseite   ☐ Monitor: Ticker   ☑ Monitor: Kopfzeile
☑ Untis Mobile

Anzeige beschränken auf
☐ Benutzergruppe   Alle
☐ Abteilung   Alle

Betreff

Schriftart: Times New Roman   Größe: M

Unser erster Online-Sprechtag mit WebUntis

Ab kommendem Schuljahr können wir dank WebUntis, Termine für den Sprechtag online buchen.

Noch mögliche Zeichen: 4712

Anhang
[Dateiablage...]   Keine Datei ausgewählt.

(...Die Schaltfläche "Dateiablage" erscheint nur mit dem Zusatzmodul "WebUntis Drive".)

[Speichern]   [Löschen]   [Abbrechen]

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 substitution monitors .

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.

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.

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

Sending via 'My messages'

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.
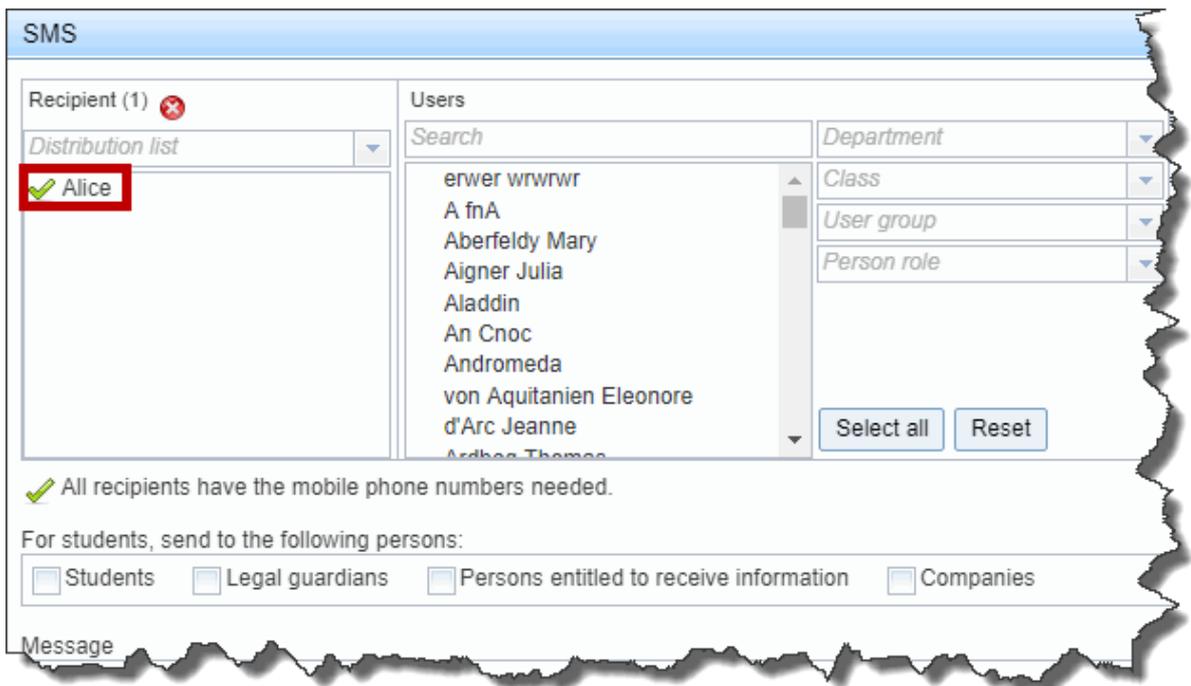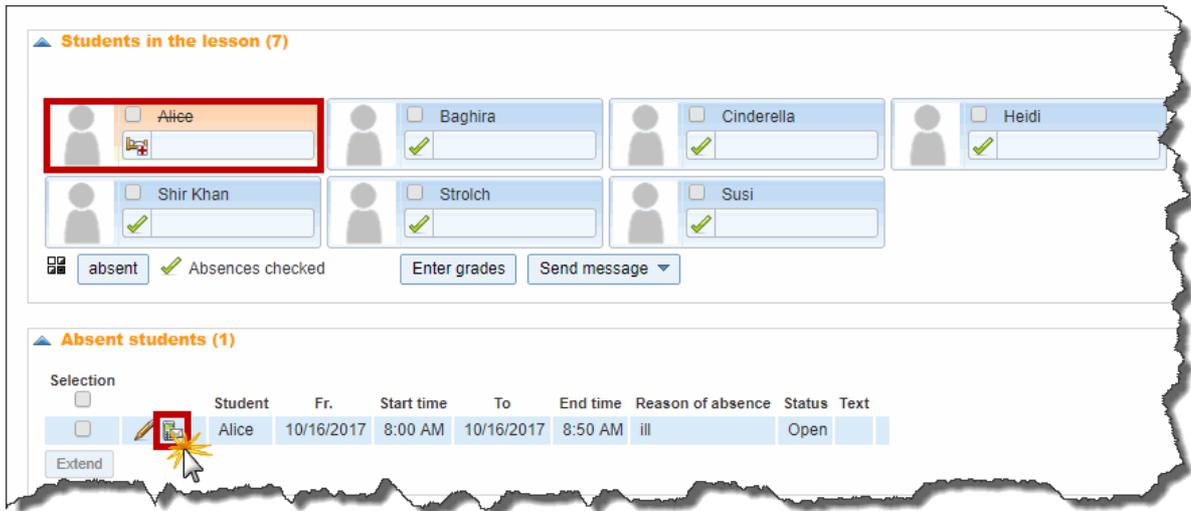
Sending via class register

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.

Unterricht des Lehrers Arist am 09.01.2019

Lehrer [Arist   ▼]

Auswahl	Art	Std.	Von	Bis	Klasse	Lehrer	Fach	Raum							Klassenbuch	Lehrstoff	Hausaufgaben
☐	🖥	2	08:55	09:40	1A	Arist	E	R1a	ⓘ	❓	🔍	🔄	✖	➕	📖	📑	🏠
☐	🖥	3	09:50	10:35	3a, 3b	Arist	SportM	Th2	ⓘ	❓	🔍	🔄	✖	➕	📖	📑	🏠
☑	🖥	4	10:45	11:30	4	Arist	Ph	Phys	ⓘ	❓	🔍	🔄	✖	➕	📖	📑	🏠
☐	🖥	5	11:40	12:25	2a, 2b	Arist	SportM	Th2	ⓘ	❓	🔍	🔄	✖	➕	📖	📑	🏠

[Bericht] [Bericht Tagesübersicht Lehrer] [Nachricht senden ▼]

Interne Nachricht

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.

SMS

Recipient (9) ❌

[Distribution list   ▼]

Users

[Search]   [Department]

✔ Caollla
✔ Dalmore
✔ Glengoyne
✔ Knockando
✔ Lochnagar
✔ Royal Brackla
✔ Strahisla John
✔ Tomatin
✔ Tullibardine

erwer wrwrwr
A fnA
Aladdin
Alice
An Cnoc
Andromeda
von Aquitanien Eleonore
d'Arc Jeanne
Ardbeg Thomas
Ardmore

[Class]
[User group]
[Person role]

[Select all]

✔ All recipients have the mobile phone numbers needed.

For students, send to the following persons:

☐ Students   ☐ Legal guardians   ☐ Persons entitled to receive information   ☐ Co

Message

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.

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.

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:

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

Heute 09.01.2019

Letzte Anmeldung: ---

Sie haben keine E-Mail in ihrem Profil hinterlegt.

Nachrichten 📶

Derzeitige Tickets

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 ⌄
✏️ 🔧	Offen	Haustechnik	Beamer defekt	Der Beamer funktioniert nicht....	09.01.2019	Ander

mehr ...

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.

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

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 WebUntis Info , teachers also have the possibility of viewing lessons , 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 Class register describing, among other things, how to enter absences and teaching content . The chapter on the Agenda module describes how to perform a room change , how to book rooms and resourcesand a whole lot more.

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.

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

Mein Unterricht Gauss

Schüler im Unterricht

Lehrer: Gauss, Fach: Wk, Klasse: 1b

		Familienname	Vorname	Geschlecht	Klasse	Eintrittsdatum	Austrittsdatum	Noten
1		Beck	Niklas	♂	1b	17.12.2010		☆
2		Berger	Maximilian	♂	1b	04.01.2011		☆
3		Frank	Max	♂	1b	10.01.2011		☆
4		Friedrich	Marc	♂	1b	28.01.2011		☆
5		Fuchs	Leni	♀	1b	29.03.2011		☆
6		Günther	Marie	♀	1b	16.01.2011		☆
7		Hahn	Lucas	♂	1b	15.02.2011		☆
8		Huber	Lea	♀	1b	10.04.2011		☆
9		Jung	Luca	♂	1b	21.02.2011		☆
10		Kaiser	Lena	♀	1b	04.04.2011		☆
11		Keller	Maria	♀	1b	22.01.2011		☆
12		Lang	Leonie	♀	1b	17.03.2011		☆
13		Mayer	Laura	♀	1b	16.04.2011		☆
14		Möller	Lisa	♀	1b	05.03.2011		☆
15		Peters	Leon	♂	1b	23.03.2011		☆
16		Roth	Moritz	♂	1b	23.12.2010		☆
17		Scholz	Lina	♀	1b	11.03.2011		☆
18		Schubert	Luis	♂	1b	09.02.2011		☆
19		Vogel	Maja	♀	1b	03.02.2011		☆
20		Weiß	Louisa	♀	1b	27.02.2011		☆
21		Winkler	Mia	♀	1b	29.12.2010		☆

▶ E-Mail Adressen

Noten eintragen | Gesamtnote | Notenschemen zum Unterricht | Berichte ▾ | Nachricht senden ▾

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 class register , create new exams, shift lessons or cancel them, create additional periods, make room changes, etc. via the list of displayed lessons.

Lessons for teacher Gauss on Apr 11, 2018

Selection	Type	Prd.	Fr.	To	Class	Teacher	Subject	Room		Class register	Teaching content	Homework
☐	🖳	2	8:55 AM	9:45 AM	8A, 8B, 8C	Gauss	LUK	R8A				
☐	🖳	3	10:00 AM	10:50 AM	1A, 1B	Gauss	LUK	R1A				
☐	🖳	5	11:55 AM	12:45 PM	8C	Gauss	GWK	R8C				
☐	🖳	7	1:40 PM	2:30 PM	6A, 6B	Gauss	LUK	R6A				

Report | Report Daily overview teacher | Send message ▾

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 entered in Untis 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.

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.

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.

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.

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.

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

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

3.3.3 Student absences

Student absences can be entered in the school register either [centrally in the school secretary](#) or [direct 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.

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.

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 ' Open 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.

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.

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.

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.

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.

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	PDF	CSV	X	
Arbeitsbericht mit Lehrformen	PDF			
Tagesübersicht Lehrer	PDF	CSV	X	☐ ohne Seitenumbrüche
Fehlzeiten pro Unterricht pro Schüler	PDF	CSV	X	
Fehlzeiten pro Unterricht pro Stunde	PDF	CSV	X	
Fehlstundenmatrix	PDF	CSV	X	☐ ohne Einträge
Schüler im Unterricht	PDF	CSV	X	
Schüler im Unterricht mit Bild	PDF			
Noten pro Schüler	PDF	CSV	X	☐ Notennamen ausgeben
Noten pro Klasse	PDF	CSV	X	
ICS Kalender	17			

ExampleWork report

BG Klassenbuch

School year : 2017/2018

Work report for the lesson

Class: 1A, Subject: Mathematik
Periods of the lesson   8   6:40

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.

Matrix of absence periods

Subject REL-I, Teacher AH (AH), Class 1a,1b,1c, Student group

Student	4/3 3:30 PM	11/3 3:30 PM	18/3 3:30 PM	25/3 3:30 PM	8/4 3:30 PM	15/4 3:30 PM	22/4 3:30 PM	29/4 3:30 PM	13/5 3:30 PM	20/5 3:30 PM	27/5 3:30 PM	3/6 3:30 PM	10/6 3:30 PM	17/6 3:30 PM	24/6 3:30 PM	1/7 3:30 PM
Adi				X												
Alessandro																
Alexander	-	-	-	-												
Alexander																
Anna																
Antonio																
Bashkim																
Benjamin																

Example report students in the lesson

BG Klassenbuch

School year : 2017/2018

Students in the lesson

Class: 1A, Subject: M, Teacher: Arc,

	Surname	First name	Sex	Class	Entry	Exit
1	Balblair		m	1A	Sep 19, 2011	
2	Brummbär		m	1A		
3	Chef		m	1A		
4	Hatschi		m	1A		
5	Pimpel		m	1A		
6	Schlafmütz		m	1A		
7	Seppl					

Example absence time per lesson

BG Klassenbuch

School year : 2017/2018

Absence time per lesson

Aug 1, 2017 - Sep 23, 2018

Class: 1A, Subject: M, Student group: , Teacher: Arc   Periods of the lesson   200   166:40

Student	Date	Per of	Time	Reason of absence	ENr.	Done
Aigner Julia	24/5	1	1:40 PM-2:30 PM	disease		
Aigner Julia	5/6	1	1:40 PM-2:30 PM	disease		
Total	2	1:40	1 %	**Total (integrating)**	2	1:40	1 %
Of those unexcused.	2	1:40	1 %	Of those unexcused.	2	1:40	1 %

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>.

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.

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.

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 periods in class 2A

Fr. 4/9/2018 ▾ - Apr 9, 2018   Open periods: 9, Periods of the lesson: 9

Classes 2A ▾   Teachers - All - ▾ Entry - All -   [Report] [Send message]

Selection	Teacher	Class	Subject		Date	Fr.	To	Type	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	📖⚠ 📑
☐	Luth	2A	M	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	📖⚠ 📑
☐	Ion	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	📖⚠ 📑

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 enter and edit examinations in WebUntis. An Examination overview 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>.
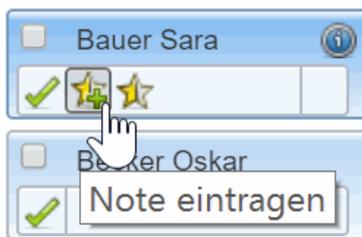
The window for entering grades opens up.

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.

Bauer Sara | SP
E - 3a - Cer

Prüfungsart

SP   × ▼

Notenschema

Schema SP   × ▼

Note

| 1 | 2 | 3 | 4 | 5 |

Text

Positive Steigerung von 4 auf 2   ✔

Datum

10.01.2019

Speichern   Abbrechen   **Löschen**

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   ⓘ | ☐ Ho |
| ✔   ☐ Beck Oskar | ☐ Ju |

Notenübersicht

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.

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

	Schüler	Notenvorschlag 2018/2019	Gesamtnote 2018/2019	Gesamt-Wiederholung 25.01.2019	Erste Prüfung 11.01.2019
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:

Noteneingabe   ✕

Bauer Sara | Gesamt-Wiederholung
E - 3a - Cer

Notenschema

Schema SP	× ▼

Note

1	2	3	4	5

Text

| Speichern | Abbrechen | | Löschen |

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>.

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 clicking on the affected period 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.

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 calendar																				
Class	Klasse	Klasse	Klasse	Klasse	Klasse	Klasse	Klasse	Klasse	Klasse	Klasse	Klasse	Klasse	Klasse	Klasse	Klasse	Klasse	Klasse	Klasse	Klasse	Klasse
22/3																				
23/3																				
24/3																				
26/3																				
27/3																				
28/3																				
29/3																				
30/3																				
31/3																				
2/4		ME																		
3/4																				
4/4																				
5/4		ME																		
6/4																				
7/4																				
9/4		ME																		
10/4																				
11/4																				
12/4																				
13/4																				
14/4																				
16/4		ME																		
17/4																				
18/4																				
19/4																				
20/4																				
21/4																				
23/4																				
24/4																				
25/4	BIO																			
26/4																				
27/4					M															

Prüfungsbericht mit Noten

Ein Bericht mit allen Prüfungsnoten zu allen Prüfungen eines Lehrers

Type	Name	Class	Subjec	Teacher	Date	Return on	Durati	Nr.Part.	Avg. grade
Exam	D	5B	D	Stan	3/16/18		50	7/7	2,14

Grades					
Surname	**First name**	**Class**	**Grade**	**Remark**
Ardbeg	Thomas	5B	1	
Bladnoch	Alice	5B	3	
Clynelish	Finnan	5B	3	
Fettercairn		5B	2	
GlenOrd		5B	2	
Ledaig		5B	3	
Linkwood		5B	1	

Bericht Prüfungskalender

Ein Bericht mit der Übersicht über alle Prüfungen.

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

3.3.10.6 Prüfungsplanung

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

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:

Ihre Prüfungen für die ausgewählte Art	Ihre Prüfungen für die ausgewählte Art und anderen Klassen	Fremde Prüfungen für die ausgewählte Art
Ihre Prüfungen für alle anderen Arten	Ihre Prüfungen für alle anderen Arten und Klassen	Fremde Prüfungen für alle anderen Arten

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

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

Change room

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

Book room

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

Book resource

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

New activity

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

New lesson

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

Additional periods

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

Appointments

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

Bookings list

The Bookings listshows 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.

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.

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.

| 2A ▼ | Department × ▼ | ← | 04/16/2018 | → |

Class teacher: von Aquitanien

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	2A 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.
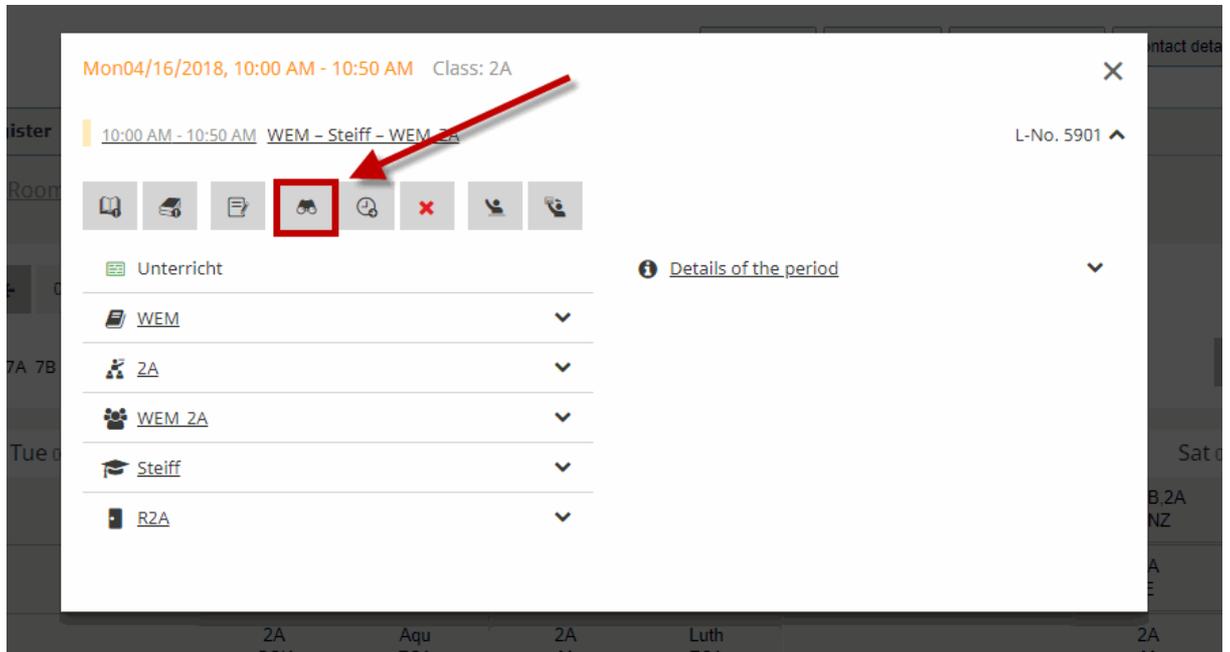
The change of rooms window will be displayed.

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 of rooms M | 2A | Luth

Monday Apr 16, 2018
   10:55 AM - 11:45 AM

Free rooms

Selection	Book	Room	Capacity	Full name	Text
○		EDV1	0	EDV Raum 1	
○		EDV2	0	EDV Raum 2	

Lesson rooms

R2A ▼

Selection criteria

Room type
<Selection> ▼

Type of resource
Beamer fix
PC
WiFi

Capacity
min.   max.
0   0

Department
A167 ▼

Building
<Selection> ▼

Room-group
edv ▼

End date
4/16/2018 ▼

Apply

Book   Without 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 reservations   ?

Apr 16, 2018 - Apr 22, 2018

Search [ ] Start search

Selection		Type	Status	Type	Room	Day	Date	Fr.	To	Periodicity	Remark	Remark	Students	User	Exported	Booked on	Booking
☐	✏🗎✖	🖥	✔	HP Notebook R52		Tue	Apr 17, 2018	10:00 AM	10:50 AM	once (nonrecurring)				fp		Aug 6, 2018 10:57:38 AM	1134
☐	✏🗎✖		✔	EDV1		Mon	Apr 16, 2018	10:55 AM	11:45 AM	once (nonrecurring)	Change of rooms			fp	☐	Aug 6, 2018 11:17:11 AM	1135

2 Elements found, showing all Elements.1

List of Bookings ▼   Confirm   Decline reservation   Save   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.

Im Stundenplan:

In den Details zur Stunde:

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

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

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.   To
[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   [<Selection>   ▾]
R2A
R2B   Building
R2C   [<Selection>   ▾]
R4A
R4B   Room-group
R4C   [<Selection>   ▾]
R5A
R5B   Room type
R5C   [<Selection>   ▾]
R6A
R6C   Capacity
R7A   min.   max.
R7B   [0]   [0]
R8A
R8B
R8C   Type of resource
REV   Beamer fix
AK1   PC
AK2   WiFi
BIS
CHS
PHS
MES
EDV1   [Apply]
EDV2

[Next]   [All rooms]

| **Warning: Click on apply** |
| Please click on the <Apply> button to ensure that your selection criteria are effective. |

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.
9/3/2017

To
4/22/2018

Day of the week
☑ Mon ☐ Tue ☑ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

Start time
11:55 AM

End time
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,bookingsand 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 | 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).

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.

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

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.

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

Selection	Room	Full name	Capacity	27/7	7/8	10/8	21/8	24/8	
☐	R1C	1C	0	☐ Vacant	☐ Vacant	☐ Vacant	☐ Vacant	☐ Vacant	☐ Vaca
☐	R2A	2A	0	☐ Vacant	☐ Vacant	☐ Vacant	☐ Vacant	☐ Vacant	☐ Vaca
☐	R2C	2C	0	☐ Vacant	☐ Vacant	☐ Vacant	☐ Vacant	☐ Vacant	☐ Vacan
☐	R4B	4B	0	☐ Vacant	☐ Vacant	☐ Vacant	☐ Vacant	☐ Vacant	☐ Vaca
☐	R6C	6C	0	☐ Vacant	☐ Vacant	☐ Vacant	☐ Vacant	☐ Vacant	☐ Vaca
☐	R7B	7B	0	☐ Vacant	☐ Vacant	☐ Vacant	☐ Vacant	☐ Vacant	☐ Vaca
☐	REV	EVANG RELIGION	0	☐ Vacant	☐ Vacant	☐ Vacant	☐ Vacant	☐ Vacant	☐ Vaca
☐	AK1	AUSWEICHKL.1.ST	0	☐ Vacant	☐ Vacant	☐ Vacant	☐ Vacant	☐ Vacant	☐ Va
	AK2	KL.2.ST.	0						

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

Buchen

Lehrer

Bitte wählen Sie   ▼   ...

✅ Hugo

Klasse

Bitte wählen Sie   ▼   ...

✅ 1a
✅ 1b

🟥 Färbig gekennzeichnete Elemente haben zur gleichen Zeit schon eine andere Aktivität

🟩 Färbig gekennzeichnete Räume dürfen nur reserviert werden

Fach

His   ▼

Abteilung

Abteilung 1   ▼

Menge

0

Verantwortlicher

Hugo Victor (gpLehrer)   X   ▼   ▽

Art

Unterricht   ▼

Teilnehmer

0

Kostenstelle

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	☐ Vacant	☐ Vacant	☐ Vacant	☐ Vacant	☐ Vacant
☐	R7C	7C	0	☐ Vacant	☐ Vacant	☐ Vacant	☐ Vacant	☐ Vacant
☐	r2	r2222	0	☐ Vacant	Book.	☐ Vacant	☐ Vacant	Book.
☐	Test	Test	0	☐ Vacant	☐ Vacant	Book.	☐ Vacant	☐ Vacant
☐	room_6	room_6	0	☐ Vacant	☐ Vacant	☐ Vacant	☐ Vacant	☐ Vacant
☐	room_7	room_7	0	☐ Vacant	Book.	☐ Vacant	☐ Vacant	☐ Vacant
☐	room_12	room_12	0	☐ Vacant	☐ Vacant	☐ Vacant	☐ Vacant	Book.
☐	room_21	room_21	0	☐ Vacant	☐ Vacant	☐ Vacant	☐ Vacant	☐ Vacant
☐	room_22	room_22	0	☐ Vacant	Book.	☐ Vacant	Book.	☐ Vacant
☐	room_23	room_23	0	☐ Vacant	☐ Vacant	☐ Vacant	☐ Vacant	☐ Vacant
☐	room_27	room_27	0	☐ Vacant	☐ Vacant	☐ Vacant	☐ 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 for free resources

Time range

- ○ once (nonrecurring)
- ○ daily
- ○ weekly
- ● every other week
- ○ monthly
- ○ continuous

Fr.	To	Time range
2/20/2018 ▼	3/12/2018 ▼	Time range ▼

Start time	End time	
12:50 PM ▼	1:40 PM ▼	Whole day

Mon Tue Wed Thu Fri Sat Sun
☑ ☐ ☐ ☐ ☐ ☐ ☐

Selection criteria

Type of resource
<Please select> ▼

Group of resources
<Selection> ▼

Department
<Selection> ▼

Room
<Selection> ▼

Building
<Selection> ▼

Maximum allocation [%]
0

Search   Cancel

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

Booking: Search for free resources

Selection criteria
Feb 20, 2018 - Mar 12, 2018, Mon, 12:50 PM - 1:40 PM
The booking shall be made every 2th 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>.

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.
7/25/2017 ▾

To
6/30/2018 ▾

Day of the week
☐ Mon ☑ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

Start time
12:50 PM ▾

End time
1:40 PM ▾   Whole day

☐ Show periods in condensed way

Resources
audi 100
beamer1
beamer2
beamer Fuji
beamReservierung1
beamReservierung2
beamSony
HP Notebook R52
nur reservieren
pajero
PC2
Steinway

Type of resource
car
Notebook
PC
Piano
Projector flexibel

Department
<Selection> ▾

Room
<Selection> ▾

Building
<Selection> ▾

Apply

Next   All resources

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

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.

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 ▼ | ... |

✔ Arist
✔ Bach

Class

| Please select ▼ | ... |

✔ 1A
✔ 1B

Subject

ADM ▼

Fr. - To

8/1/2017 ▼   9/23/2018 ▼ 🗓

Periods/week

1

Yearly periods

0

Department

Fak1 ▼

Person in charge

arist (Aristoteles) x ▼ 🔽

Type

Seminar ▼

Remark

[   ]

Remark

[   ]

e-mail address

[   ]

☑ An e-mail will be sent as soon as the booking status is 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.
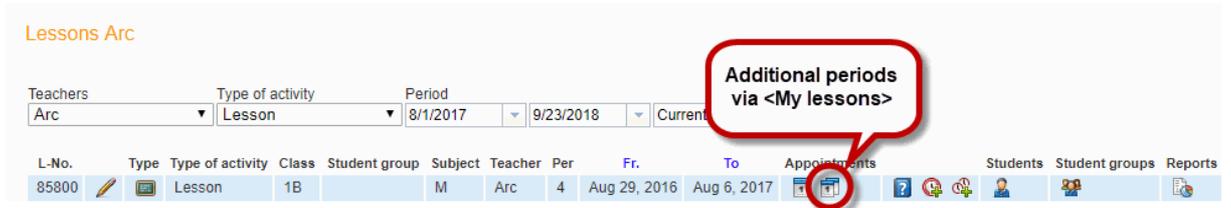
Clicking on the <Additional period> button allows you to specify the time for the new period, with teacher and/or class conflicts being possible.

Selecting a room can further restrict the times available. Click on the desired start time for the additional period.
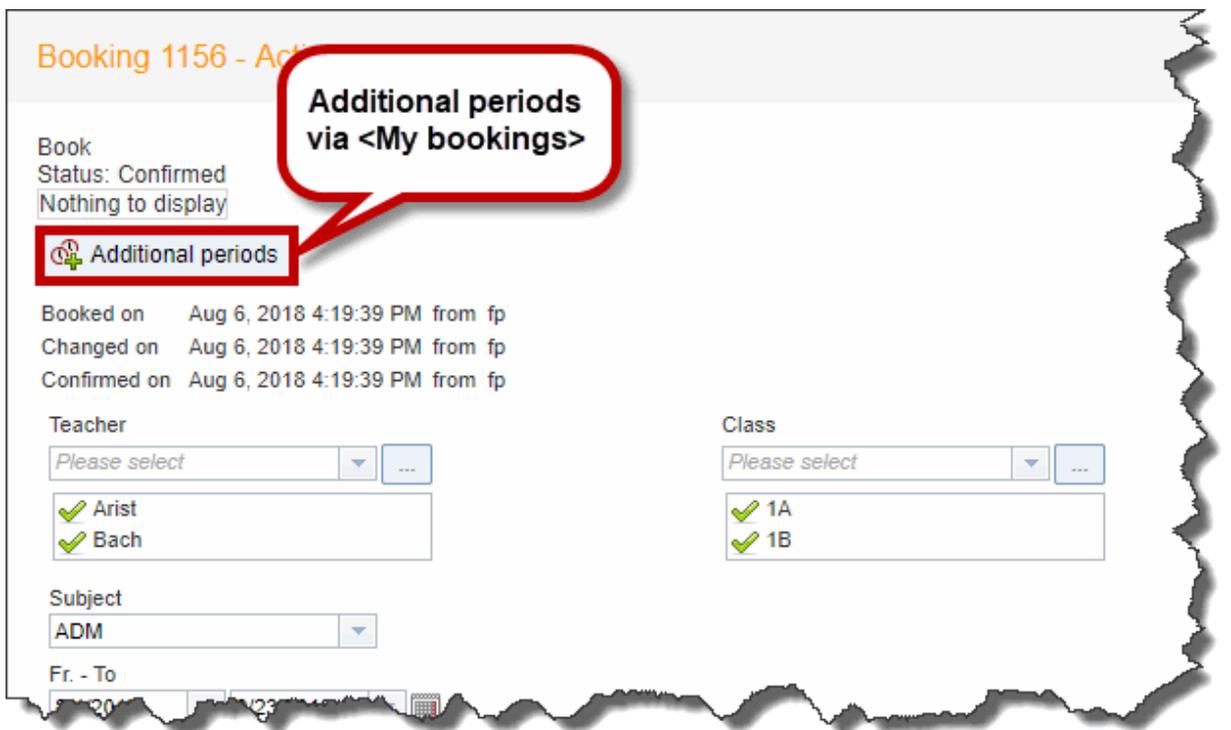
Confirm the booking for the additional period. It will be displayed in all the relevant timetables as well as in the <My bookings>list.

3.4.7 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'.

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.

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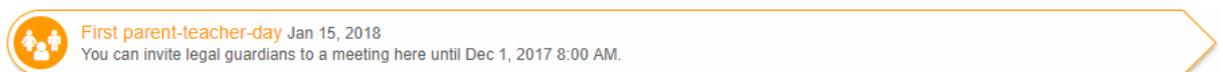
Durch einen Klick auf den entsprechenden Link gelangen Sie zum Planungsfenster für den Sprechtag.

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.

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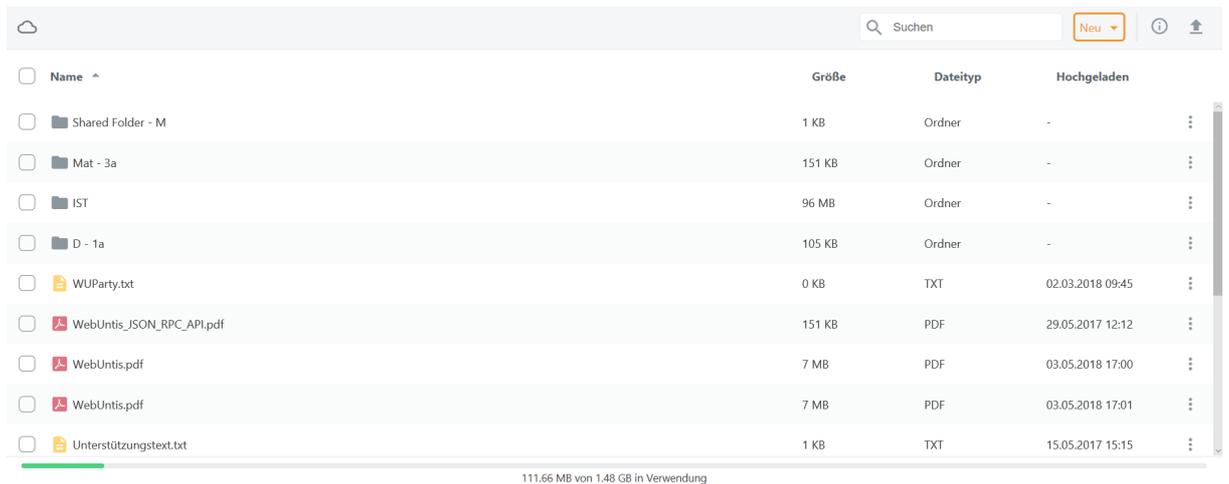
In der oberen Abbildung sehen Sie als Beispiel vier Ordner aber auch Dateien. Hier sind Sie flexibel und können je nach Wunsch Ordner anlegen (z. B. für den gesamten Unterricht) oder beliebige Dateien in verschiedenen Formaten (pdf, doc, xls, csv, txt, usw.) hinzufügen.

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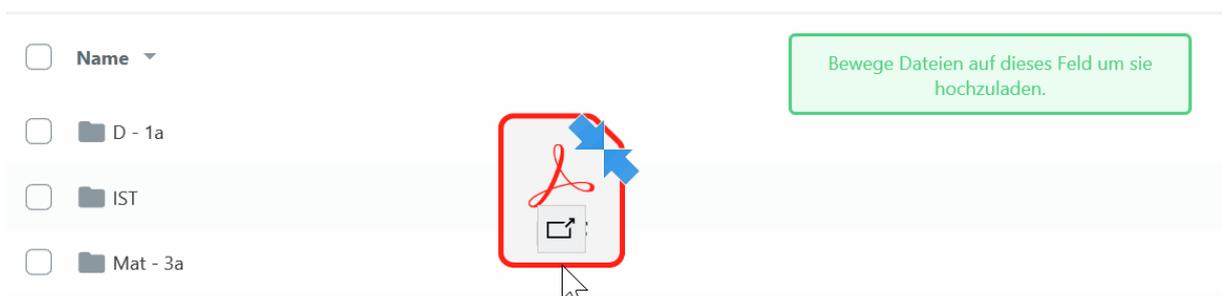
Eine Alternative zum Drag & Drop bietet ein Klick auf den Button rechts oben und anschließend in den unteren Bereich. Hier wird ein eigenes Fenster zum Auswählen Ihrer gewünschten Datei geöffnet.

Anlegen von neuen Ordnern

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

Weitere Aktionen pro Datei/Ordner

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

für Dateien:

☁ Speichern

👁 Öffnen

⇄ Verschieben

✏ Umbenennen

ⓘ Details

🗑 Löschen

für Ordner:

⇄ Verschieben

✏ Umbenennen

ⓘ Details

🗑 Löschen

- 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.

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:

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:

Größe ▲	Dateityp	Hochgeladen
1 KB	Ordner	-
151 KB	Ordner	-
96 MB	Ordner	-

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:

Nachricht

Liebe Kollegen,
im Anhang die versprochene Anleitung.
MfG,
V.H.
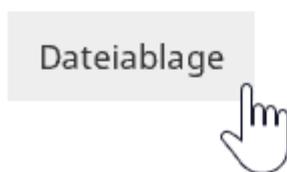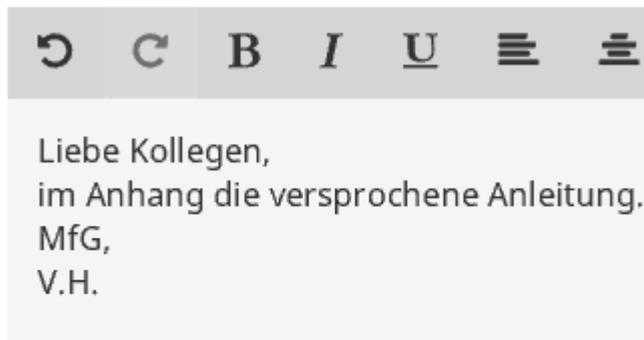
Anschließend öffnet sich ein Popup-Fenster mit allen Ordnern und Dateien aus Ihrer Dateiablage.
Wählen Sie eine oder mehrere Dateien aus:
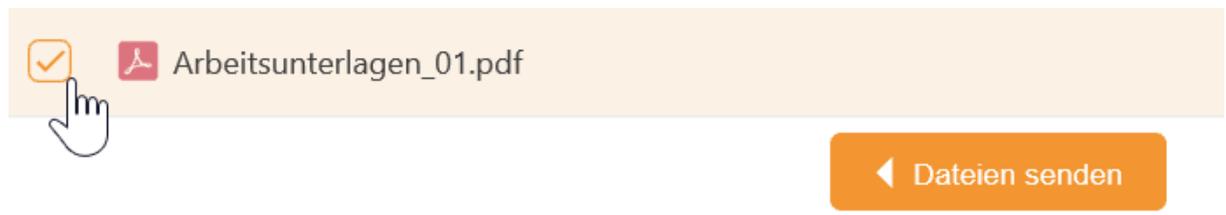
Klicken Sie auf 'Dateien senden' um die ausgewählten Dateien in der internen Nachricht anzuhängen. In der internen Nachricht sehen Sie nun unterhalb des Buttons 'Dateiablage' die angehängten Dateien, die Sie an die Empfänger schicken möchten:

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 | ^ |

📖 🗄 🖹 🔍 🕐 ❌ 🛌

🔲 Unterricht		ⓘ Info zur Unterrichtsstunde	⌄
📕 Bio	⌄		
🗠 Aliasklasse	⌄		
🎓 Cer	⌄		
🚪 R1a	⌄		

Aufgeklappt sieht die Info zur Stunde folgendermaßen aus:

Über diesen Button hängen Sie zu einer Unterrichtsstunde eine oder mehrere Dateien an:

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.
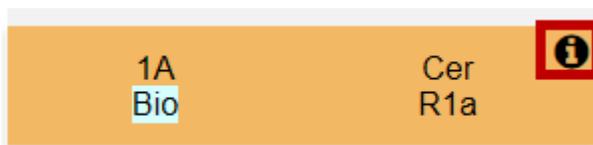
Hausaufgaben

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.

Lehrstoff

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

Lehrstoff

Die vier Mägen der Kuh.

Vorstunden

12.01.2019	Sa	🖊
08.01.2019	Di	🖊
05.01.2019	Sa	🖊
01.01.2019	Di	🖊
29.12.2018	Sa	🖊

Lehrform

Teamarbeit ⌄

Anmerkung

Anhang

Dateiablage... Kühe.pdf ✖

Speichern   Übernehmen   Schließen

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>.

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

- Open periods: Class
- Absences
- Time absent
- Class register entries
- Class services
- Exemptions
- Reports

4.1 Open class register periods

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

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.
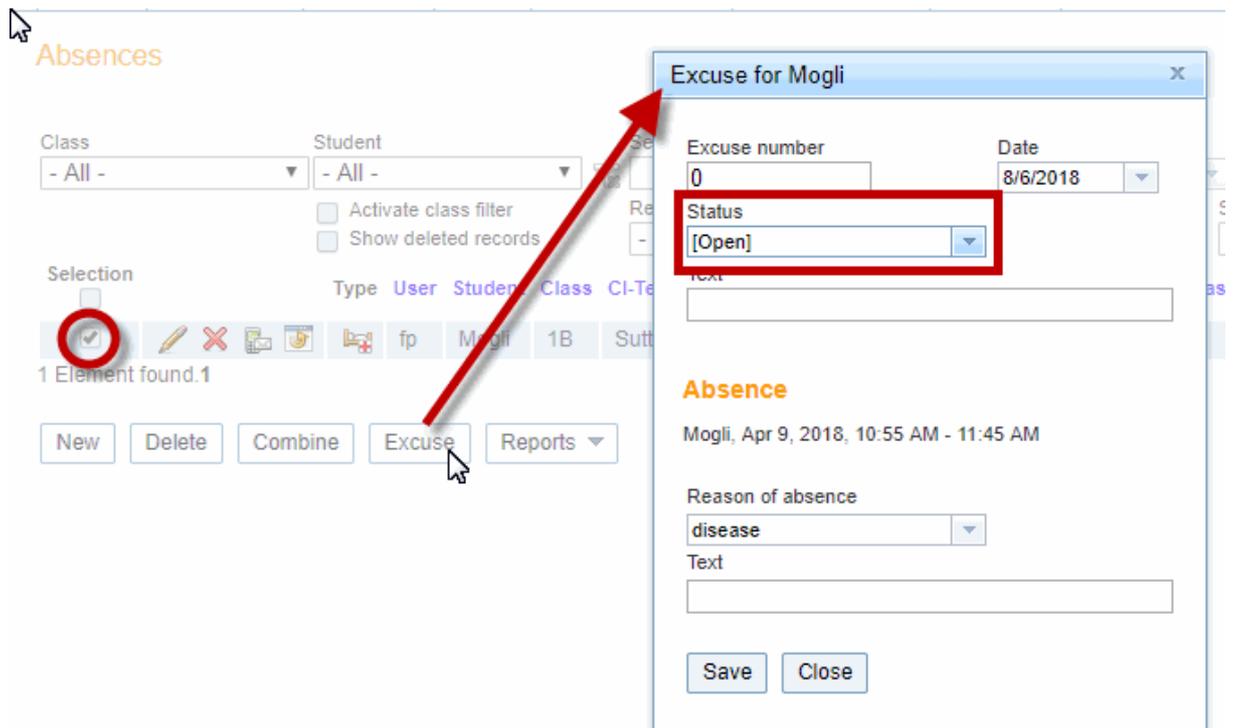
Excuse letters

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.

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

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.

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

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.

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.

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☑ ☐.

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

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.

4.6 Exemptions

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

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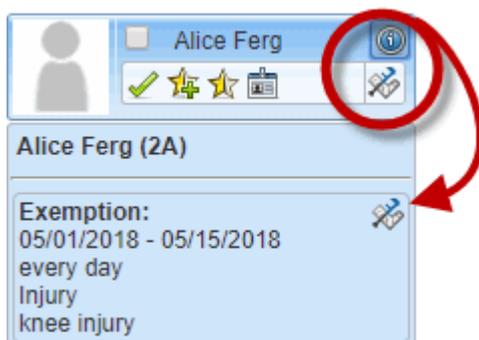
Exemptions can be entered that apply to all lesson periods at particular times.

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.

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 further reportsunder <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

BG Klassenbuch

School year : 2017/2018

Absence time per student

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

Student Balu
Text
Class 2B

Date	Periods of 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	M	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						
Total	3	2:30						
Of those	3	2:30						

Absence time per class

BG Klassenbuch

School year : 2017/2018

Absence time per class

Jul 16, 2018 - Jul 21, 2018

Class: 2B

Date		Student	Periods of Periods	Prd.	Subject	Teacher	Reason of absence	ENr.	Done
7/16/18	Mo	Balu	1	0:50	E	Ass	disease		
7/16/18	Mo	Balu	1	0:50	M	Blan	disease		
7/16/18	Mo	Balu	1	0:50	WEK	New	disease		
7/16/18	Mo	Hathi	1	0:50	M	Blan	disease		
7/16/18	Mo	Hathi	1	0:50	WEK	New	disease		
7/16/18	Mo	Louie	1	0:50	M	Blan	disease		
		Total	6	5:00	**Total (integrating)**	6	5:00		
		Of those unexcused.	6	5:00	Of those unexcused.	6	5:00		

Class register bookcover

BG Klassenbuch

2017/2018

| Class register | | 2B | | Start | Aug 1, 2017 |
| | | | | End | 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	Kep
Geographie und Wirtschaftskunde	GWK	Gauss
Leibesübungen Knaben	LUK	Grill
Leibesübungen Mädchen	LUM	Blan
Mathematik	M	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 rights template for the headmaster allows the following items to be viewed:

- All timetables
- Class services
- Examinations
- Exemptions
- Teaching content
- Homework
Absences
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 Basic settings , Importing student data , User administration and the Timetable before modules Class register , Agenda and Student are explained.

The section concludes with User tipsto 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 Data transfer in the section Untis users for more information on this.
Importing students
You now need the students in your system. Please read chapter Importing student data for information on importing students.
Basic settings
You can now specify basic settings for WebUntis.
User groups - Users
You must create user groups and users and assign rights in user administration 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 Student groups is located within chapter Teachers.

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 settings and master data that require editing if you use the class register module (see chapter Class register administration).

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

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 daymodule 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 user group (e.g. session timeout) or in the user profile (e.g.

language).

Settings

Country	Austria ▼
Language	Deutsch ▼
Time zone	▼ Time: 2:25 PM
First day of the week	● Monday ○ 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 ▼
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 ○ 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	☑
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	☑	☑	☑	☑
	Pre-selected	☐	☑	☐	☐

Extended administration of grades	☐
Line 1 of the Untis license	BG Klassenbuch
Modus	● Expertenmodus ○ einfacher Modus
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:

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	Eigene Adresse	Erziehungsberechtigte	Auskunftsberechtigte	Betriebe
Verfügbar	✔	✔	✔	✔
Vorausgewählt	☐	✔	☐	☐

(Nur ersichtlich mit dem 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.

Settings for the layout

General   Colours   Timetables   Overview-timetables   ICal   Contact hours   Reports

Lines per page	15
Display for the periods	⦿ Number ◯ Name
Proposal for time-entries	☐
For teachers show the	Short name ▾
For students show the	Surname First name ▾
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	☐

Save

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 <Master data> | <Time grid>.

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 for the layout

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

Fields in the footer:

Date	☐
Time	☐
User 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

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:

 Single attribute : 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'.

 Attributes for last name and first name : 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 settingsin '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>.

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.

6.3.5 Sokrates student import

Sokrates student import

6.3.6 Smartschool

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

Integration

| Untis | SAML | LDAP | Office365 | Sokrates | **Smartschool** | StudAssignments | Grade |

Name	Smartschool
Active	☐
School name	
Platform Secret	
Remark	

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)
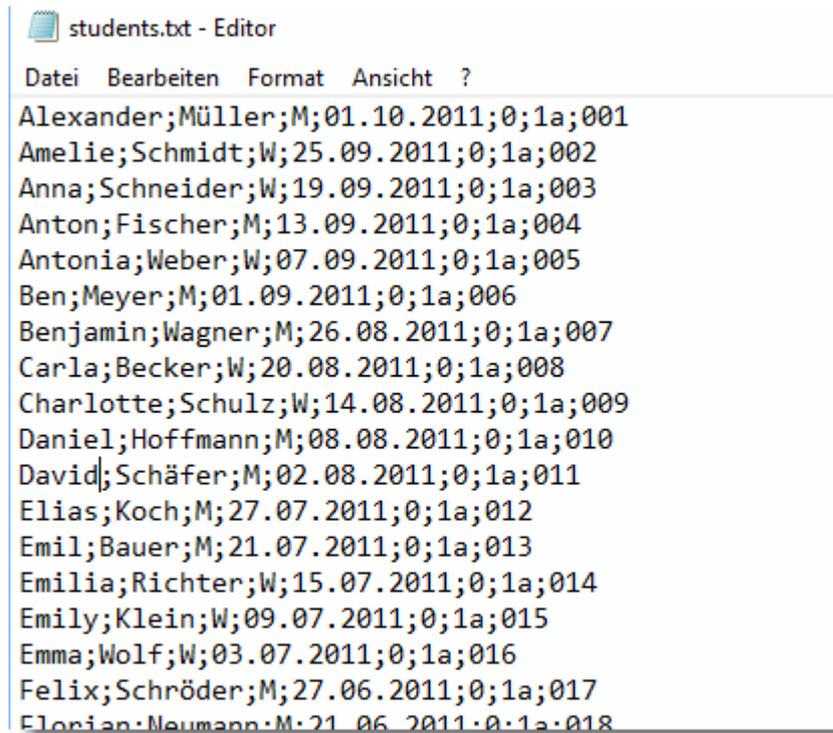
students.txt - Editor

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.

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 | Profil-Name
New ▼ | MyProfile 2018/19 | Save

Delimiter
Semi colon ▼

Field assignment
Alexander | First name ▼
Müller | Surname ▼
M | Sex ▼
01.10.2011 | Date of birth ▼
0 | ▼
1a | Class ▼
001 | Key (extern, old) ▼

☐ use the class-alias

☐ Ignore first line

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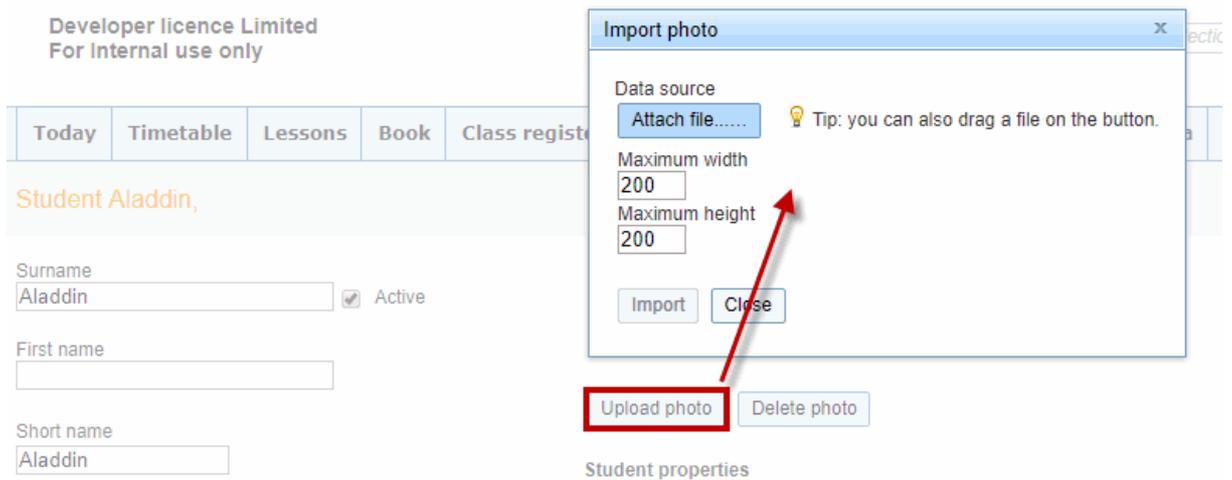
If necessary, enter the maximum width and height for the image and select the appropriate image file from the usual 'Open file' dialogue.

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

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:

> **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.

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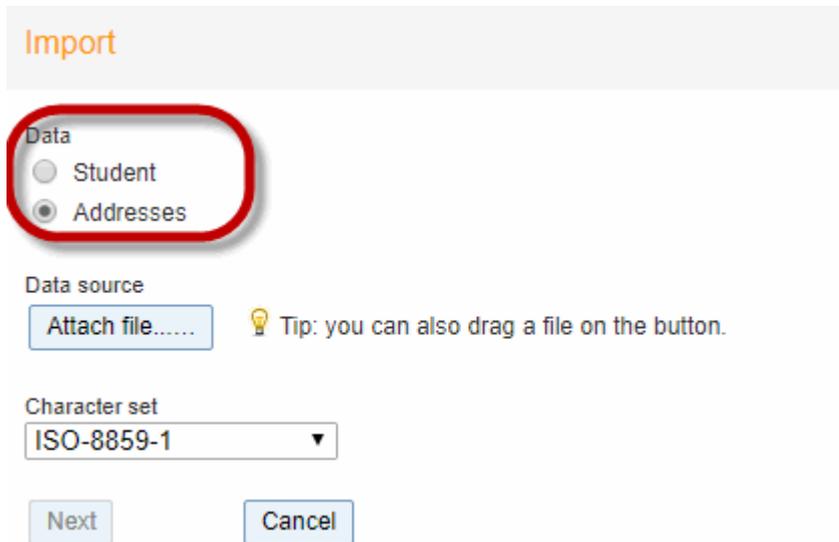
When you choose address import you can also choose the contact type, e.g. educational institute or parent/legal guardian.

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 master data).

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?

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 (MÃ¼ller 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.

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:

Another example: the user group of the main office:

Verwaltung

Prüfung

Darf die Verwaltung Prüfungen anlegen und bearbeiten?
- ◯ Nein
- ⦿ Nur sehen
- ◯ Ja

Darf die Verwaltung Prüfungsstatistiken 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	Privileg	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
☐	✏️	🖐️	Schulleitung	normal	user	0	Rechte
☐	✏️	🖐️	Verwaltung	normal	user	0	Rechte
☐	✏️	🖐️	Andere	normal	user	0	Rechte

8 Elemente 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'.

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

0   Passwort muss nach [n] Tagen geändert werden.
☐ Benutzer dürfen Passwort nicht ändern
0   Zwei-Faktor-Authentifizierung verpflichten. Benutzer nach [n] Missachtungen sperren.

[Speichern]   [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.

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:

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
☐	🖉	👤	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 gefunden, Anzeige aller Elemente.1

| Neu | Kopieren | Sortieren | Löschen | Bericht | Sicherheitsrichtlinien |

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 assigned a user . 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 Creating several users .

(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.

Additional functions

New – creating new users
Sort – user defined order of users in the list
Delete – delete individual or several users
User administration - see Creating several users

6.5.3.1   **User attributes**

The following attributes can be set for a user:

Benutzer Callas

Benutzer
Callas

Fremdbenutzername

Personenrolle
Lehrkräfte

Lehrer
Callas

Benutzergruppe
Lehrkräfte

Abteilung
<Auswahl>

☑ Benutzerzugang aktiviert

☐ Benutzerzugang gesperrt

Max. offene Buchungen

Offene Buchungen
1

Sprache
Deutsch

E-Mail Adresse
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   Abbrechen

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 Security policies 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

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 ▼

Trennzeichen
[ ] leer ▼

Zeichenbeschränkung
[0]   +   [0]   +   [0]   = [0]

☐ Umlaute in Benutzernamen konvertieren
☐ Leerzeichen ersetzen mit [ ]
☐ Kleinschreibung
☐ Sonderzeichen entfernen

Benutzergruppe
Lehrkräfte ▼

Passwort
Geburtsdatum (JJ. ▼

Passwortprefix
[ ]

☑ Benutzer müssen Passwort bei der Erstanmeldung neu setzen
☑ Benutzer auch mit zukünftigem Eintrittsdatum anlegen.

[Benutzer für Lehrer anlegen]   [Einstellungen 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 anlegen

Benutzername	Trennzeichen		Trennzeichen	
Kurzname ▼		leer ▼		leer ▼

Zeichenbeschränkung

0   +   0   +   0   = 0

☐ Umlaute in Benutzernamen konvertieren
☐ Leerzeichen ersetzen mit ☐
☐ Kleinschreibung
☐ Sonderzeichen entfernen

Benutzergruppe
Schüler/innen ▼

Passwort   Passwortprefix
Geburtsdatum (JJ. ▼ | |

☑ Benutzer nur für Schüler mit Klassenzugehörigkeit anlegen
☑ Benutzer müssen Passwort bei der Erstanmeldung neu setzen
☑ Benutzer auch mit zukünftigem Eintrittsdatum anlegen.

[Benutzer für Schüler anlegen]   [Einstellungen speichern]   [Abbrechen]

Note: Creating several times
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.
2. 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 attribute	
Transfer mail with every logon to LDAP	✔
Create local user after successful authorisation	✔
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	✔	☐		
Default user group	LehrerLimited ▼	<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 settingsand 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 | Overview-timetables | ICal | Contact hours | Reports |

Type	Foreground	Background		
Free period	#000000	#eceded	✗	
Lessons	#000000	#ffe4b5	✗	
Not confirmed	#000000	#fffacd	✗	
Activity	#000000	#8fbc8f	✗	
Blocked period	#000000	#98fb98	✗	
Holidays	#000000	#3f93b9	✗	
Holidays (not bookable)	#000000	#b2d4e3	✗	
Room clashes	#000000	#d6361b	✗	
Substitution	#0000cd	✗	#77649a	✗
Cancellation	#000000	#c0c0c0	✗	
Foreign substitutions	#000000	#b1b3b4	✗	
Changed element	#000000	#8b4513	✗	
Shifting	#000000	#77649a	✗	
Special duty	#000000	#77649a	✗	
Examination	#000000	#fdc400	✗	
Break supervision	#000000	#c03b6e	✗	
Standby	#000000	#1feee7	✗	
Contact hour	#e6e3e1	✗	#250eee	✗
Absence	#000000	#e53527	✗	
Working hours	#000000	#a4fa9e	✗	

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.
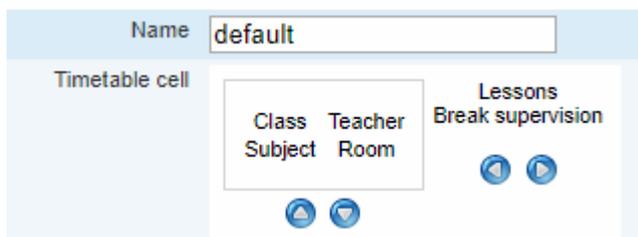
Click on one of the four arrows to enlarge or reduce the timetable cell. Clicking on one of the placeholder icons (class, teacher, subject, room) when enlarging the timetable cell opens another window in which you can select the type of displayed element and further display details.

Selecting 'Text' means that the Untis (row) text will be displayed in the timetable period.
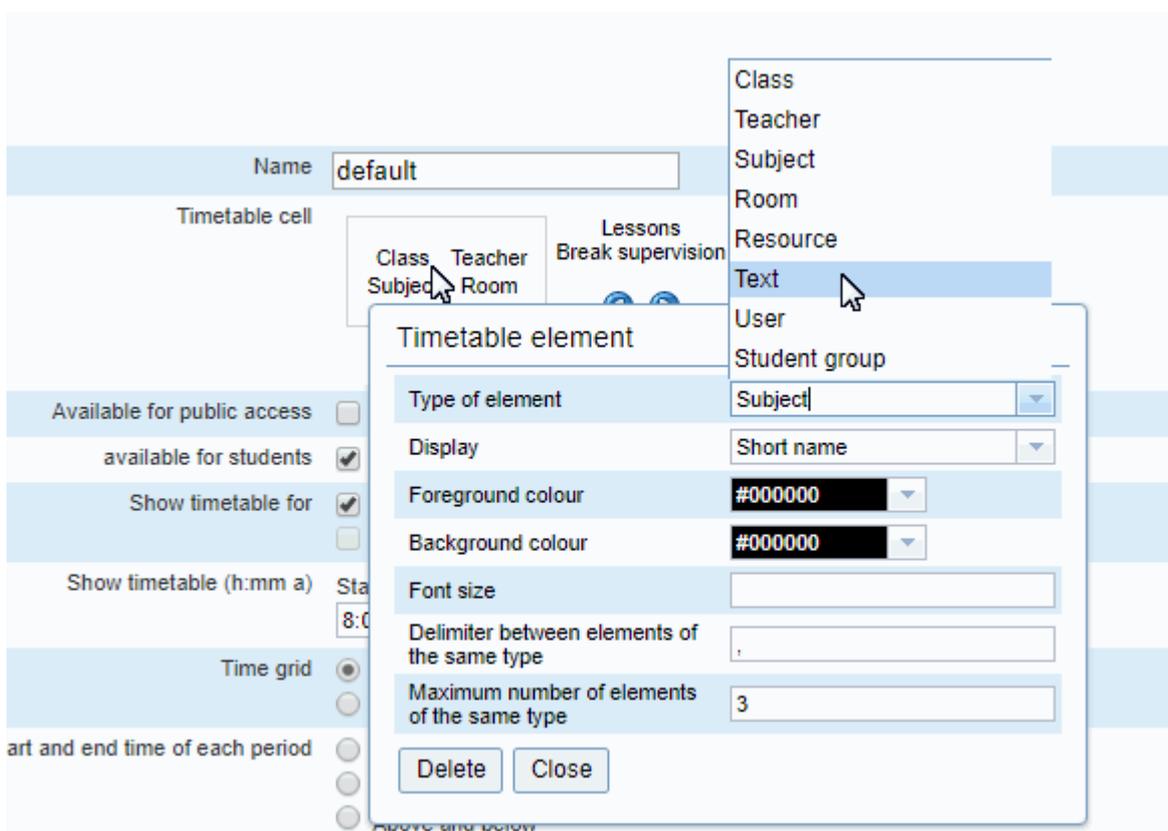
You can, for example, specify whether the Untis time grid or a freely defined time grid should be used for each format, which days in the timetable should be displayed and a lot more.

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	☑ 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	⦿ Untis time grid
	◯ Time
Display start and end time of each period	◯ Above
	◯ Below
	◯ Above and below
	⦿ Do not display
Show lesson text	◯ Above
	◯ Below
	⦿ Do not display
Show user	◯ Above
	◯ Below
	⦿ Do not display
Show shift-details	◯ Above
	◯ Below
	⦿ Do not display
Show period information	◯ Above
	◯ Below
	⦿ Do not display

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.

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

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.

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

selection fields.
< br>

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:

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.

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.

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.

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: 8:00 AM End time: 6:00 PM
Time grid	⦿ Untis time grid ○ 5 Min. ○ 10 Min. ○ 15 Min. ○ 30 Min. ○ 60 Min.
Period header	☑ Start time ☐ End time ☐ Period number ☐ Period label
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.

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>:

6.7.1.1 Classes

This is where you will find information on classes where you can also enter class services as well as access the class register bookcover for classes via <Report>.

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:
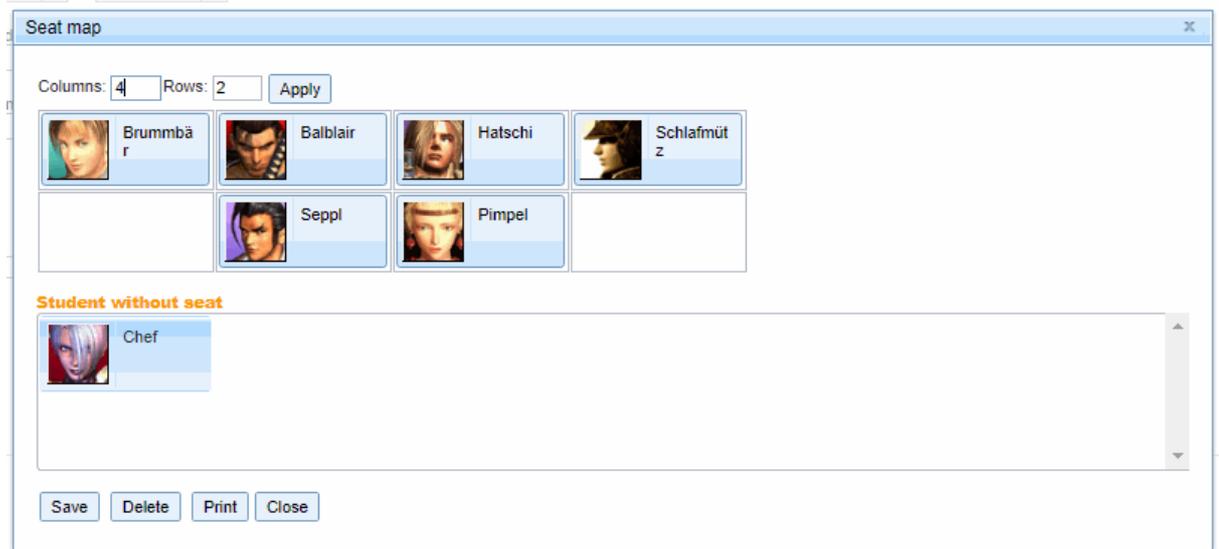
6.7.1.2 Students

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 numberof the students of a respective class as PDF, CSV or Excel table.

The edit window of the individual student looks the following:

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

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	x

Arran Michel

New address

e-mail address

michel@arran.com

Mobile number

+436605284126

Telephone number

Fax number

Street

Belvederegasse 11

Postal code   **City**

2000   Stockerau

Delete   Save

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.

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.

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.

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

L   ☑ Active

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   ▼

☑ Absence-check
☑ Teaching content is compulsory

[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

BIO
PH

All subjects

M
M1
MASALA
mat
ME
PP
PV
R
RE
RK

Save   Save & New   Cancel

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

Ill   ☑ Active

Full name

disease

Codes

☑ Absence counts

☐ Absence is automatically excused with status `<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.

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.

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:

And in the following an example how the individual categories are assigned to the groups:

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   ☑ Active

Full name
Schularbeit

Key (external)

Type of examination
◉ Written
○ Oral

☑ Announced exam
☑ Transfer exams of this type to Untis

Foreground colour #000000 ▼
Background colour #000000 ▼

Maximum number of exams per student

Per day   1
Per week   0
Per time range   3   within   8   days
Grouping   0

No exam after   3   free days   including weekends   ☑

Grades

Grading scheme Standard   ▼
Weighting factor 4

[Save] [Delete] [Cancel]

Announced exam
If this option is checked examinations with this exam type will appear in the timetables. Uncheck the

option if you wish to suppress the display in the timetables.

Maximum number
You can specify the maximum number of exams a student can be expected to take in each time period. Entries for grouping allow you to combine various types of 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.**

Ein Beispiel für ein österreichisches Prüfungs-Notenschema finden Sie in der folgenden Abbildung:

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:

6.7.1.13 Exam blockings

Under <Administration> | <Exam blockings> you can enter exam blocks for several classes.

New exam blocking

Classes

Classes ▼

Element selection

```
1A
1A
1B
1B
2A
2A
2B
2B
3A
3A
3B
3B
3C
3C
4A
```

Type of examination

All examinations ▼

Fr.   To

8/7/2018   ▼   8/7/2018   ▼

Start time   End time

8:00 AM   ▼   8:00 PM   ▼

☑ continuous

Day of the week

every day ▼

Text

[   ]

[Save]   [Save & New]   [Cancel]

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.

6.7.1.15 Services

A class teacher/form teacher will generally assign class services such as class representative or class prefect to each class.

Under <Master data> | <Services> you can create different class services. Under <Class register> | <Class services> you can subsequently assign 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:

- Class register main page
- 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	○ from top to bottom ◉ from left to right
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	○ End of the period ◉ End of the day ○ Fixed time 5:50 PM
Direct entry of absences via the checkbox	☐
Display all absences of the day	☑
Show class-register entries from	◉ Start of the current week ○ Start of school year ○ Fixed date ○ [days] back 0
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 absences 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 absences and class register entries. 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.

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 reasons of absence 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

Examinations

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

Specify whether room conflicts are allowed for examinations or not.

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

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

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>.

In our example the grading scheme 'SchemeWH' should be applied for oral participation during a lesson using the grades '+', '-' and '~'.

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.

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'.

Auswahl			Raum	Langname	Verantwortlicher	Raumart	Abteilung	Gebäude	Ressourcen	Kapazität	Fläche	buchbar	aktiv
☐	✎	✖	1	1. Og						0	0	☐	☑
☐	✎	✖	2	2. Og						0	0	☐	☑
☐	✎	✖	Aula	Aula						0	0	☐	☑
☐	✎	✖	CHM	Chemieraum						35	0	☑	☑
☐	✎	✖	CHS1	Chemiesaal						40	0	☑	☑
☐	✎	✖	CHS2	Chemiesaal2						0	0	☑	☑
☐	✎	✖	CPR2	Computerraum2					PC_LP2	10	0	☑	☑
☐	✎	✖	Hof	Pausenhof					Video2	0	0	☐	☑
☐	✎	✖	HSA1	Hörsaal1					HD1, Audio2	50	0	☑	☑
☐	✎	✖	HSA2	Hörsaal2					HD2	40	0	☑	☑
☐	✎	✖	Kell	Keller						0	0	☐	☑
☐	✎	✖	Kirche	Kirche						0	0	☑	☑
☐	✎	✖	Kü	Schulküche						0	0	☑	☑
☐	✎	✖	PCR	Computerraum					PC_LP1	20	0	☑	☑
☐	✎	✖	Phys	Physiksaal						0	0	☑	☑
☐	✎	✖	Ps1	Pseudoraum 1 (3b)						0	0	☑	☑

Additional attributes can, however, be added to room master data, which can then be used as search criteria. These data include e.g. Department , Building , 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 resources 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 room groups . Booking rights can be restricted for each user group 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

Rooms can also be combined to form room groups under menu item <Master data> | <Room groups>. Individual user groups can them be granted the booking right for these room groups (instead of school rooms).

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.

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.
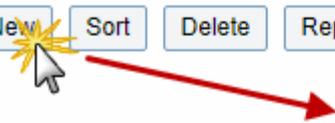
You can also assign individual rooms to a building in this window. A further input possibility is under <Master data> | <Rooms>.

6.8.1.5   Resources

New resources are created under menu item <Master Data> | <Resources>.

The type describes the resource type 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 room assignment for the resource in the 'Resource of room' field. Furthermore, resources can be assigned to specific departments or buildings .

A resource can also be assigned to one or more resource groups . You can restrict a user group 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   ☑ Active

Full name

Laptop Dell

Type

<Selection> ▼

Inventory number

Text

Person in charge

Resource of room / Location

<Selection> ▼

☐ Booking possible

☐ Reservations only

Department

<Selection> ▼

Building

<Selection> ▼

Groups of resources   Available groups of resources

beamer
beamerReserv

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>.

You can restrict a user group to specific resource groups for booking resources when setting user rights .

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
☐	✎	✗	Projector fixed	Projector fixed		☑
☐	✎	✗	WiFi	WiFi		☑
☐	✎	✗	Projector flex	Projector flexibel		☑
☐	✎	✗	Piano	Piano		☑
☐	✎	✗	Notebook	Notebook		☑
☐	✎	✗	Internet	Internet		☑
☐	✎	✗	car	car		☑
☐	✎	✗	PC	PC		☑

8 Elements found, showing 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. Activities can be assigned to these activity types.

Types of activities

Search [　　　　　] [Start search]

Selection ☐			Name	Full name	Type	Key (external)	Active
☐	✎	✗	Seminar	Seminar	Other		☑
☐	✎	✗	Conference	Conference	Other		☑
☐	✎	✗	Consulting-hour	Consulting-hour	Contact hour		☑
☐	✎	✗	WU only	WU only	Lessons		☑
☐	✎	✗	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.
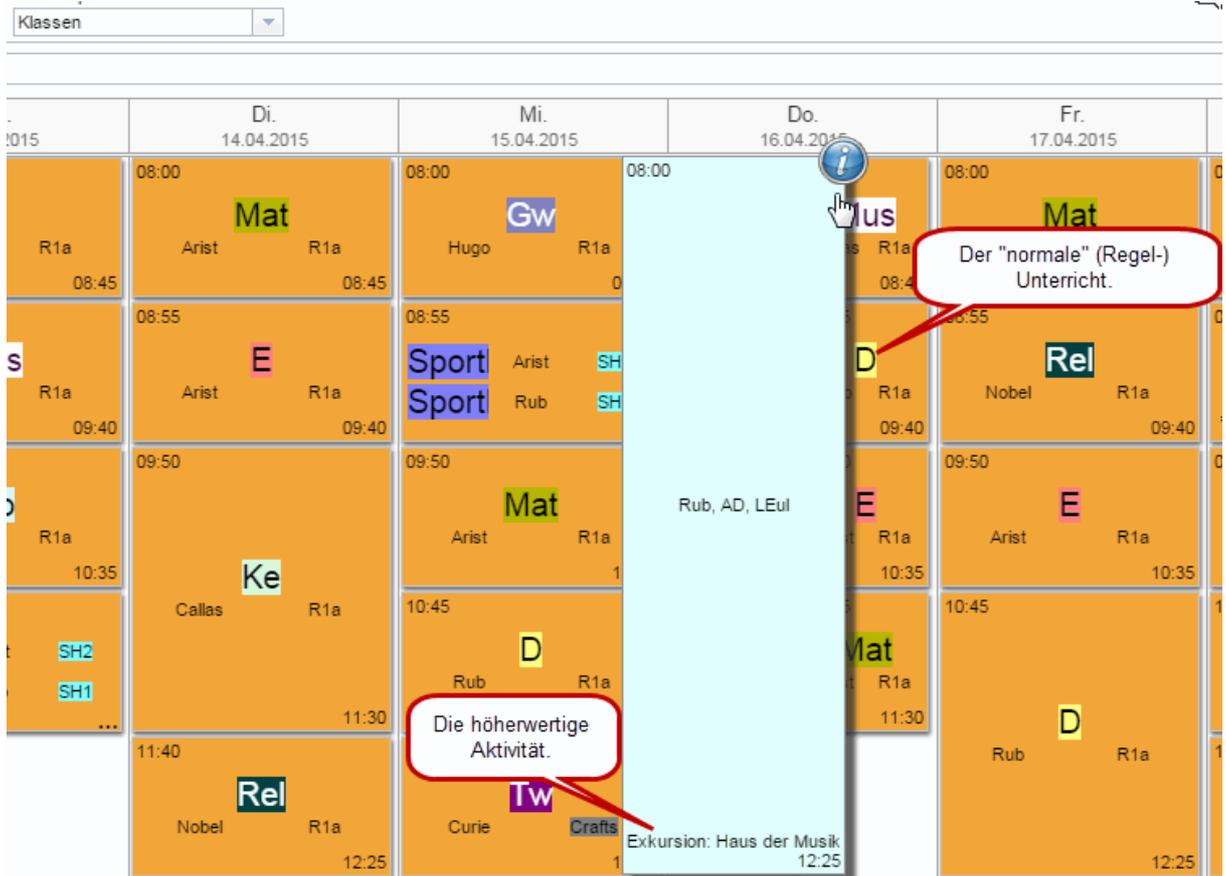
Priorities of activity types

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:

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.

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.

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.

Two users reserving a room or resource at the same time will result in a conflict, which is best resolved using the worklist .

Restriction to room group

The right to reserve rooms as well as the right to book rooms can be restricted to individual room groups.

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
☐					
☐	🖉	✗	Monday	8:00 AM	8:50 AM
☐	🖉	✗	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.

Booking restrictions

Only time grid-compliant bookings	☐	
Booking possible (h:mm a)	Start time 8:00 AM ▾	End time 8:00 PM ▾
Bookings possible on	✔ Mon	
	✔ Tue	
	✔ Wed	
	✔ Thu	
	✔ Fri	
	✔ Sat	
	✔ Sun	
Bookings possible until (date MMM d)	▾	
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	

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 appointment. 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>.

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>.
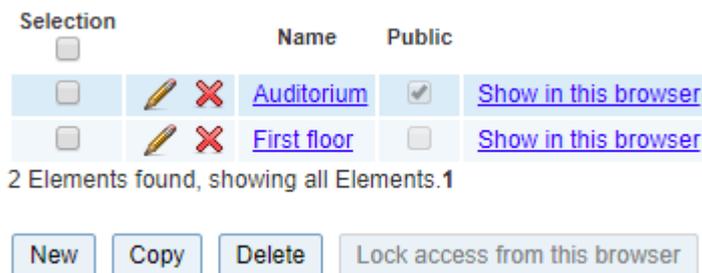
Click on <New>in order to generate a new activity format.
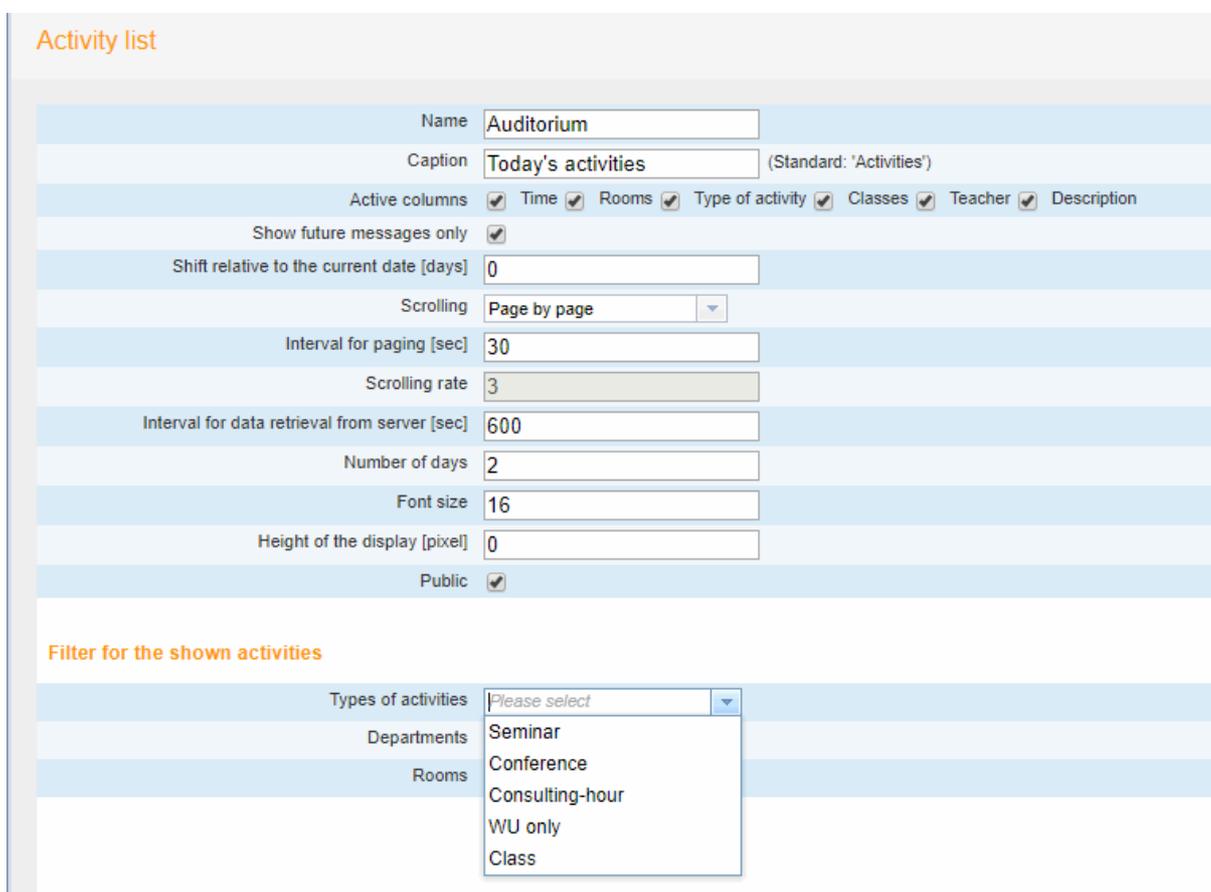
Please note that only activities which were booked in WebUntis can be shown in the activity lists.

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).

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).

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:

Wenn Sie zusätzlich auch 'Editierbar' aktivieren, kann der Benutzer dadurch auch einen oder mehrere Lehrer angeben:

Die zusätzliche Option 'Benutzer' bewirkt, dass der Lehrer welcher die Buchung vornimmt im Feld 'Lehrer' automatisch eingetragen wird:

New activity

Book

Teacher

Please select

✔ Fer

Class

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	☑	☐			☑	

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 worklist on a daily basis.

6.8.3.1   Buchungen

Unter dem Menüpunkt <Buchen> | <Buchungen> finden Sie eine Liste sämtlicher Buchungen für die ausgewählte Woche.

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 Untis users.

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.

Conflict details will be displayed as soon as you click on the button in the 'Appointments' column.

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 worklist 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.

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
Thesecourse 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 courses are created 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 templates

Selection			Name	Full name	Subject	Per	From school year	Level	Category
☐									
☐	🖉	✗	Ast	Astronomy	PH	4	2008/2009	5 - 7	RG
☐	🖉	✗	Bio	Bio	BIO	0	2008/2009	0	

From school year - All -   Subject - All -   Course categories - All -

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

Full name
Information Technology course

Subject
<Selection>

Person in charge
fp

Deputy

Teachers
A
Arist
Asim
Bach
Baker
Beck
Berg

Classes

Course categories
Gymnasium
Realgymnasium
Wirtschaftskundl. Rea

From school year
2018/2019

Duration
Academic year

Periods/week
2

Period length [min]
50

From class level
0

To class level
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.
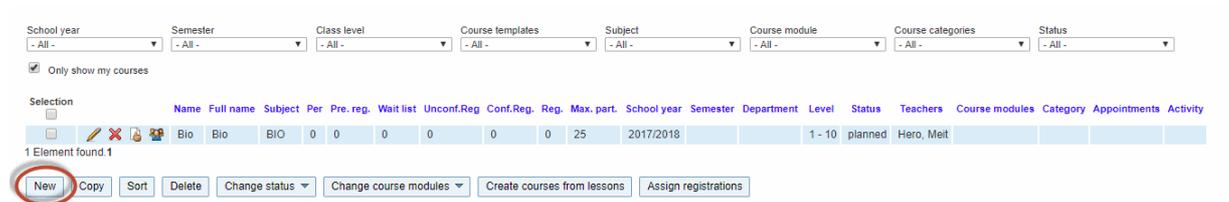
A mask is then displayed in which you can change all the attributes that were defined in the course template and add additional information.
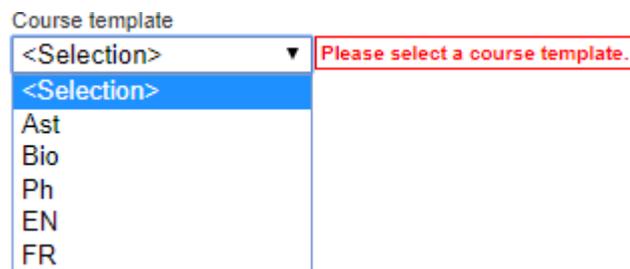
Terms

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		Max. nr. of participants
		25

The class filter overrules the class level

From class level	To class level
1	10

Departments	Course modules
A1	test
A2	
A3	
A4	
A167	

Class	Max. part.
1A ▼	∞ ✗
1B ▼	∞ ✗
Please select ▼	...

☑ Waiting list

Periods/week	Period length [min]
0	60

Content	Grading	Educational objectives
Basic biology	Final exam	

Remark	Costs
ddd	No costs

Appointments ➕

Day of the week	Start time	End time
Monday ▼	7:49 AM ▼	8:49 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 class 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.

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.

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>.

Change of the participants of EN

The following students are being registered for a different course.
Alice

	Name	Level	Available slots
⊙	Ast	5 - 7	24

[Change 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

AZR 2019

Full name

AZR 2019

Fr.	To
6/6/2018	9/9/2018

Start time	End time
8:00 AM	7:00 PM

Permitted registration-status

Drop course
Pre-register
Register

Department

Fak1

Number of selectable courses

0

Number of selectable course priorities

3

☑ The field "priority" is mandatory for the registration

☑ The priority cannot be selected more than once.

☑ Course reg. w. acceptance/confirmation by students

Status von Anmeldungen bei automatischer Zuteilung: registered

☐ The course-choice category is mandatory for the registration

Person in charge

hh-admin

Changed on Aug 13, 2018 2:52:30 PM from hh-admin

Save   Delete   Cancel

Selectable courses ➕

	Name	Full name	School year	Department	Per	Class
✖	Ast	Astronomy	2017/2018		4	
✖	D	D	2017/2018	Fak2	5	
✖	EN	English	2017/2018	A2	2	
✖	EN	English	2018/2019		2	
✖	Hist	History	2017/2018	A1	4	
✖	Ph	Ph	2017/2018	Fak1	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 categories

Search [   ]   Start search

Selection
☐

			Course category	Full name
☐	✏	✖	es	elective subject

1 Element found.1

New   Sort   Delete

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 .

6.9.7   Registering for courses

Since students themselves can register for courses, the process is described in the Students section under Student module for students .

Courses per student

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

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	Class level	Class	Student	Status
- All - ▼	- All - ▼	- All - ▼	- All - ▼	- All - ▼

📁 **Courses**

Course overview

Course overview Registration numbers

List of participants ☐ No courses without registrations.

Course list per student

Student does not have enough courses per course module

Course catalogue

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

Department
A1   ▼

Stage of studies
sa1   ▼

Number of selectable courses
6

Maximum number of course-attendances
6

[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.

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.

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:

...oder über den Button <Zusätzliche Stunden> legen Sie längere Zeitbereiche, also Zeiträume, an:

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.

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	☑
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 Selbstregistrierung geschaffen worden. Dafür muss die Selbstregistrierung in den Einstellungen für die Benutzergruppe der Erziehungsberechtigte freigeschaltet werden.

6.10.1.2 Die notwendigen Rechte

Für den Sprechtag können zwei Benutzerrechte vergeben werden: 'Sprechtag' und 'Sprechtag Verwaltung'

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 ▾ | 8:00 AM ▾ | 6:00 PM ▾ | | 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:	☑
Allow absence registration by teachers:	☑
Student user may chose parallel appointments:	☑
Maximum number of timeblocks time blocks per student per teacher:	2
Maximum number of timeblocks per student for the whole parent-teacher day:	7
Maximum number of timeblocks per teacher until the break:	40
Number of blocked timeblocks between the appointments:	1

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 ▼

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:

| | | Activate | inactive | May 25, 2018 | parent-teacher day may | | Selection of dates | Apr 25, 2018 12:00 AM - May 20, 2018 11:30 PM | Manual | The parent-teacher day still needs to be activated |

6.10.3   Das Aktivieren eines Sprechtages

Ist ein Sprechtag nur angelegt (und nicht aktiviert), so ist er nur für den WebUntis-Administrator sichtbar.

Activating the parent-teacher day will make it visible to all WebUntis users and you will no longer be able to modify all the fields.
Do you want to activate the parent-teacher day?

OK   Abbrechen

| | | Activate | inactive | May 25, 2018 | parent-teacher day may | | Selection of dates | Apr 25, 2018 12:00 AM - May 20, 2018 11:30 PM | Manual | The parent-teacher 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.

| | | Deactivate | Scheduling | May 25, 2018 | parent-teacher day may | | 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.

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.
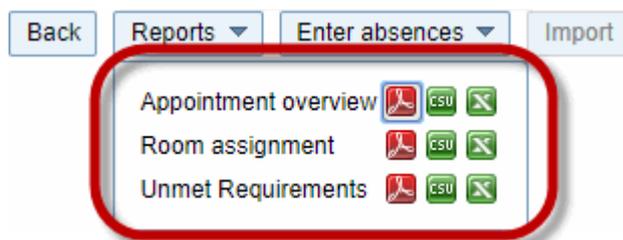
1. Die Terminübersicht

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 AM	
8:20 AM - 8:30 AM	James Glen (), Arielle Sea ()	11:10 AM - 11:20 AM	
8:30 AM - 8:40 AM	James Glen (), Arielle Sea ()		
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

Compulsory

Class	Student	Teacher	Parents	Contact details
	Shir Khan	Arist	-	-

Requested

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.

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 zentrale Terminbearbeitung für den manuellen Workflow und die zentrale Terminbearbeitung für den 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.

Über oben markiertes Symbol gelangen Sie zur zentralen Terminbearbeitung:

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.

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:

Ein Klick auf den oben markierten Link 'Automatisch zuteilen' öffnet folgende Ansicht:
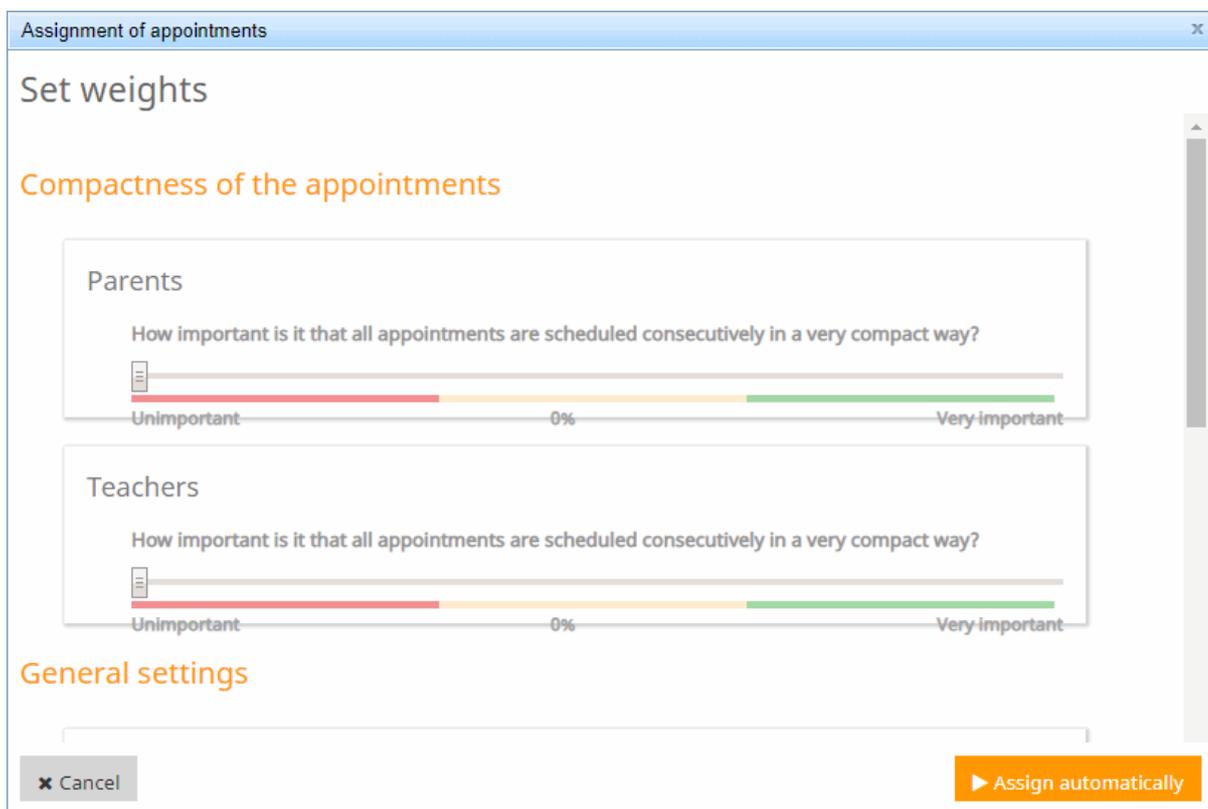
Für die automatische Terminzuteilung können Sie an dieser Stelle diverse Einstellungen durchgehen und je nach Grad der Wichtigkeit eine Gewichtung per Schieberegler vergeben. Diese Einstellungen sind:

- 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 pro Schüler an diesem Sprechtag:	0
Maximale Zeitblöcke pro Schüler pro Lehrer:	0
Anzahl gesperrter Zeitblöcke zwischen zwei Terminen:	1
Maximale Zeitblöcke pro Lehrer bis Pause:	0

[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?

○ 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 www.untis.at| 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.
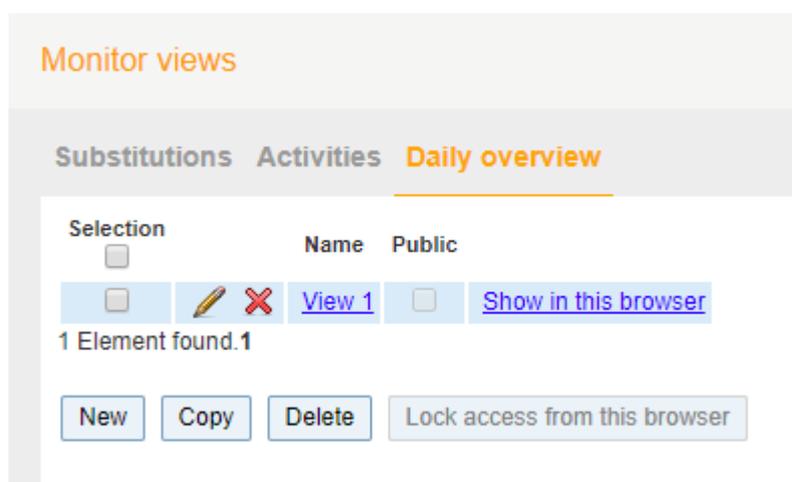
Click on <Ney> for creating a new daily overview format.

Formats for the daily overview

Name	
Type	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 8:00 AM End time 6:00 PM
Time grid	◉ Untis time grid ○ Time
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

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.

3. After creating the new assignment group you will see the column 'Student' in the overview. Select/ assign the students of the enterprise.

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

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

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(**?**).

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.

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!
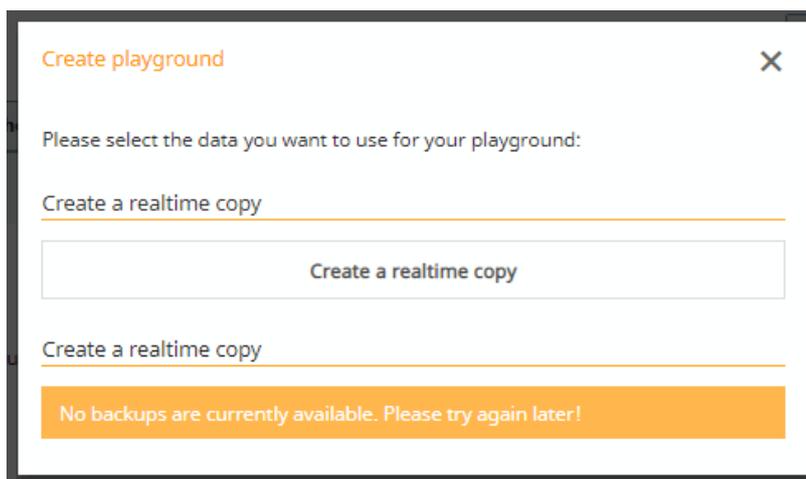
Here you can chose if you want to use your current data or rather an existing backup as a playground. Please note that Untis GmbH saves a backup of your WebUntis instance every night. This latest backup will then be provided as your real-time copy for your playground.
In the example below a playground is created:

Active playground

Open playground   http://10.0.0.141:8080/WebUntis?school=PG0ea0c92f-cba8-41fb-87de-90eb3b79226c

Delete playground   The 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	All
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:

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:

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:
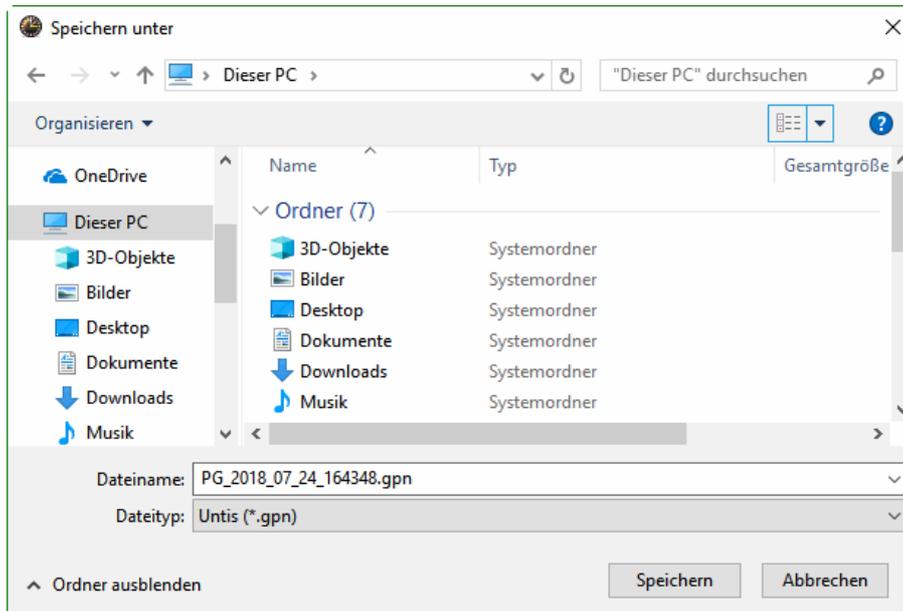
In the Multiuser database a 'new' school is created.

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 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.

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'.
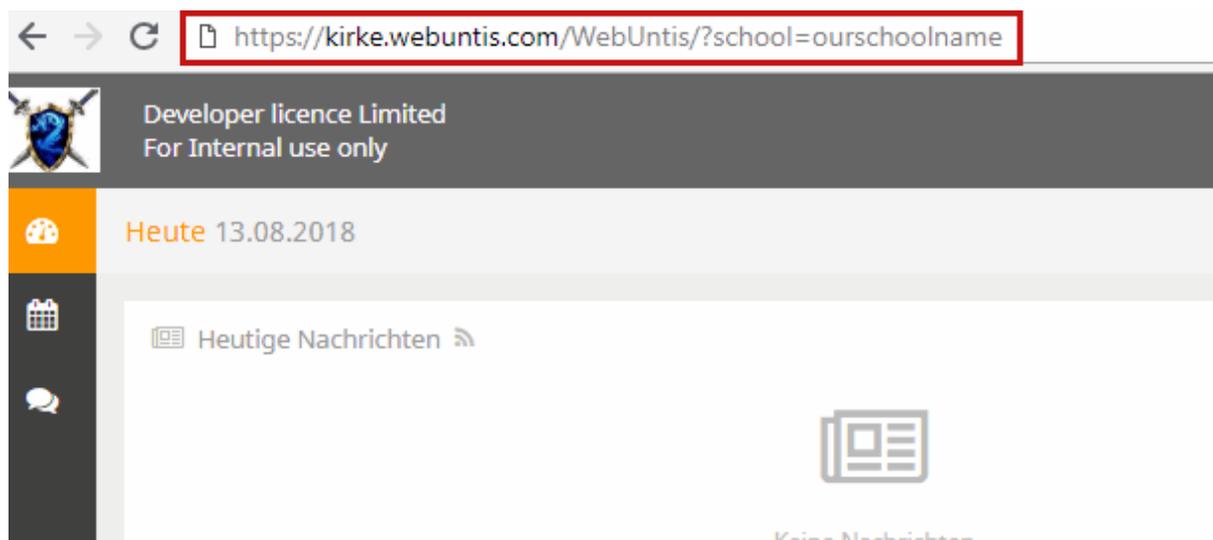
6.17.7 Data export

Under <Administration> | <Export> there are several export options which were created for data exchange with student administration applications, especially for *SokratesWeb* .
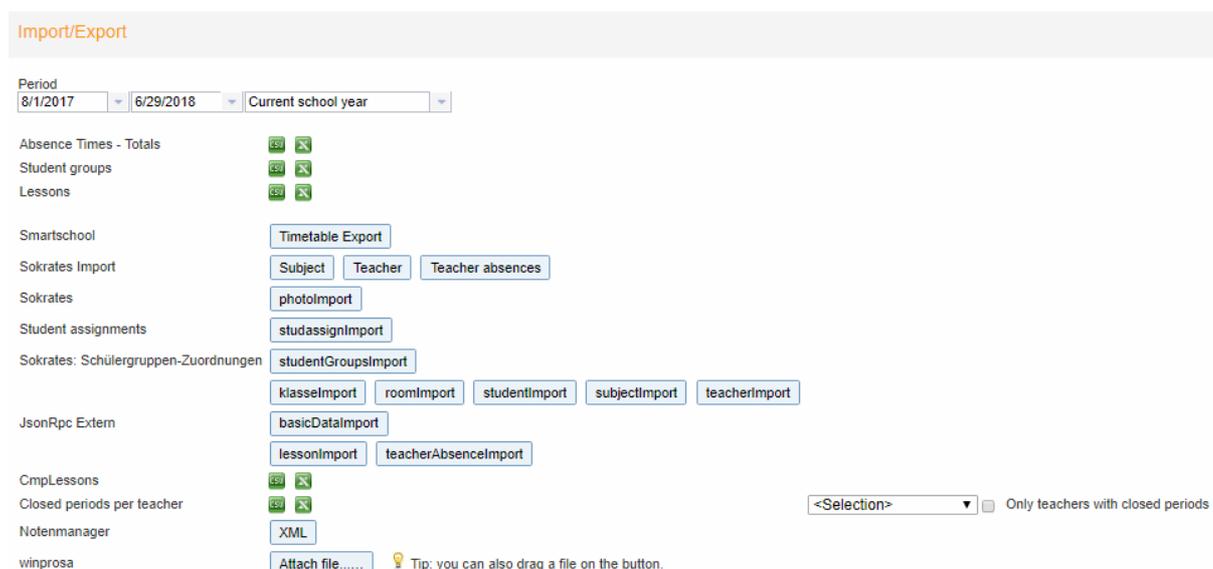
6.17.8 Class change

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.

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 class
1B ▼

Start date
8/20/2018 ▼ ▦

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
☑	BB_1A1B2A2B3A3B3C	1A, 1B, 2A, 2B, 3A, 3B, 3C	BB
☑	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. .

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.

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

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).

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.

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** :

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

The same ID must be entered in Untis in the field 'ID' under 'Start | Settings | Settings | School data | General' .

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 timetables . The school secretary could also centrally enter student absences and bookings for teachers . The creation of the emergency 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>.

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).

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.

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	☑ ☐	☐	☑
Lock bookings	☑ ☐	☐	☑

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.

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>.

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   **Students: 7**
Last period: Marx - RK - R1A

Student	absent			Most recent period of absence		
	Fr.	To	Reason	Period	Subject	Teacher
Bal Blair						
Brummbär						
Chef	10:55 AM	6:40 PM	maladie	12 / 6:40 PM	M	Arc
Hatschi						
Pimpel	10:55 AM	6:40 PM	maladie	12 / 6:40 PM	M	Arc
Schlafmütz						
Seppl						

> **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 Class register module 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 Parent-teacher day of the school.

8.1 Homepage

After login students see the following homepage:

In this example students have the permission to receive and send internal messages (envelope icon). Additionally, students can update and edit their profile data 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:

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:

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:

Now you can select a time block (e.g. 9:15 to 9:25), optionally enter and save a message:

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 | **WebUntis** |

By clicking on the <File storage> button, the following view opens up:

Name ▲	Größe	Dateityp	Hochgeladen	
Shared Folder - M	1 KB	Ordner	-	
Mat - 3a	151 KB	Ordner	-	
IST	96 MB	Ordner	-	
D - 1a	105 KB	Ordner	-	
WUParty.txt	0 KB	TXT	02.03.2018 09:45	
WebUntis_JSON_RPC_API.pdf	151 KB	PDF	29.05.2017 12:12	
WebUntis.pdf	7 MB	PDF	03.05.2018 17:00	
WebUntis.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

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.
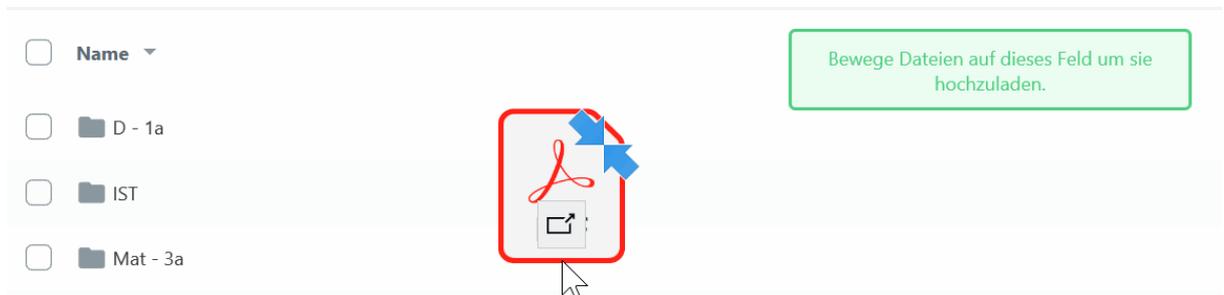
An alternative to drag and drop is clicking on the button on the top right and then into the area at the bottom. A window is opened where you can select the respective file.

Create a new folder

Click on the button on the top right to create a new folder in WebUntis Drive:
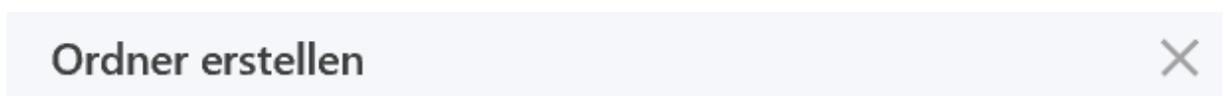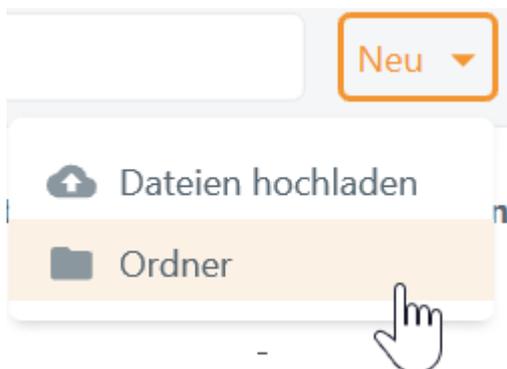
Additional functions per file/folder

By clicking on the three points or the right mouse button the following context menu opens up:

for files:

    ☁ Speichern

    👁 Öffnen

    ↬ Verschieben

    ✎ Umbenennen

    ⓘ Details

    🗑 Löschen

for folders:

    ↬ Verschieben

    ✎ Umbenennen

    ⓘ Details

    🗑 Löschen

- 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.

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:

By clicking on the three points (right to the URL address) the following context menu is opened up:

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:
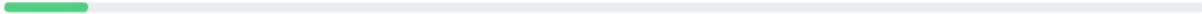
111.66 MB von 1.48 GB in Verwendung

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:
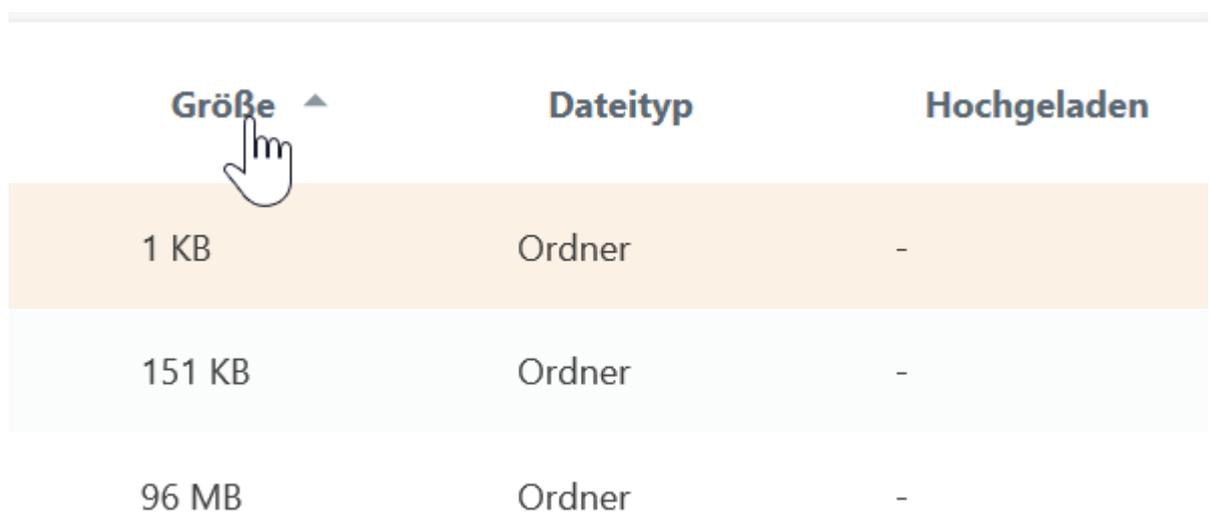
Größe ▲	Dateityp	Hochgeladen
1 KB	Ordner	-
151 KB	Ordner	-
96 MB	Ordner	-

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:

Nachricht

↺ C B *I* U ≡ ≡

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

Dateiablage
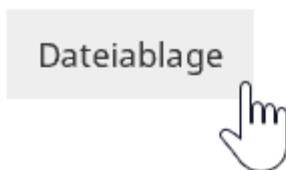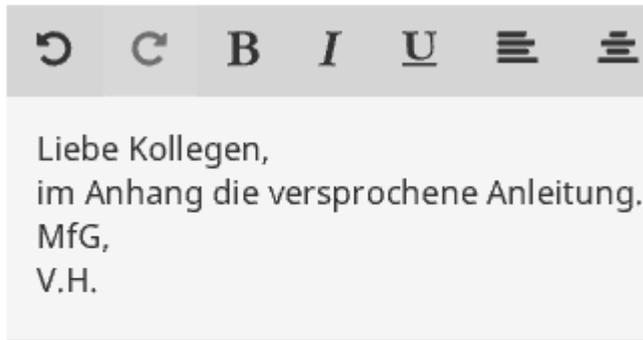
A window pops up with all folders and files from your file storage. You can select one or several files:

☑ 📄 Arbeitsunterlagen_01.pdf

◀ Dateien senden
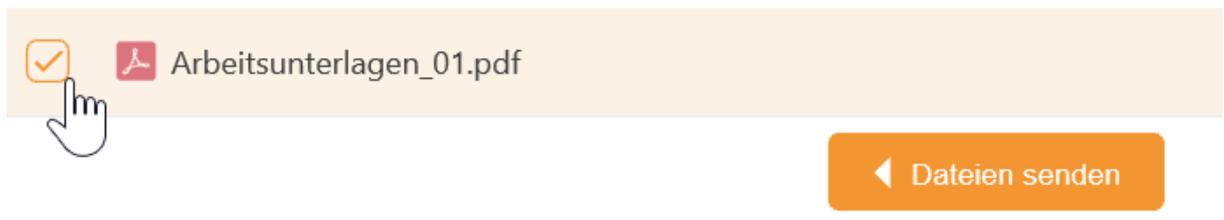
Just click on 'Send file' and the selected file(s) are attached to your internal message. In your internal message right below the 'File storage' button, you see the attached file which will be sent to your recipients:

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':

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:

> **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:

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:

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:

8.5.2 Exemptions

Exemptions describe a permitted absence of a student.

Just click on the first line ('Exemptions (as of current day)') and the following view opens up:

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:

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 '++'.

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.

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:

Just click on 'Examinations (one week into the future)' and more details on not yet concluded exams are shown:

Prüfungen

Fächer	Prüfungsart	Klasse	Lehrer	Raum	Datum | Text	Note
Noch nicht abgeschlossen						
Ph	SP	2a	New	Phys	**Donnerstag, 17.01.2019 08:00 - 08:45** Text | Unsere vorletzte Prüfung :)	
1 Element						

01.01.2019   →   Monat   Berichte ▾

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>.

🏠 **Hausaufgaben**   Eine Woche 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

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

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:

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.

By clicking on the appropriate link you get to the planning window.

In segment ① 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.

By clicking on the appropriate link you get to the planning window.

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 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 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'.

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.

A dialogue window will be displayed. Via <Settings> you can enter connection parameters. You will receive those after you ordered WebUntis.

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).

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 e-mail and are sent to the 'Scheduler e-mail address' entered under <Administration> | <Settings>.

Important: Short names

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:

Select the type of exam:

Assign the students who take part in the exam:

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
Letzte Klausur des Semesters

Zugewiesene Lehrer
➕ 08:00 ▼ Fer ✖ Foss ✖ Aufsichtslehrer hinzufügen ▼

Räume
EDV1
EDV2
FEST
R 12
R1A

Zurück   Speichern   Abbrechen

After saving the exam details it is displayed in the timetable the following:

Regulär		Prüfung	
1A D	Fer, Foss R1A	1A D	Fer, Foss R1A
1A D	Fer, Foss R1A	1A D	Fer, Foss R1A
1A GWK	MLa R1A	1A GWK	MLa R1A
1A RK	Marx R1A	1A RK	Marx 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:

You will then see all exams/bookings which have not yet been exported from WebUntis:

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:

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.

Scenario 2:

Creating an exam in WebUntis and changing regular lessons (example: one-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:

You will then see all exams/bookings which have not yet been exported from WebUntis:

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

Entfall für den Lehrer der
2.Stunde des regulären
Unterrichts

Vtr-~	Art	Stund	Zeit	Fach	Klasse(n)	Schülergruppe	Vertreter	Raum	(Fach)	(Klasse(n))	(Lehrer)	(Raum)	(Le.) nach	Entfall
0	Klausur	1	8:00	D	1A		Foss							☐
0	Klausur	1	8:00	D	1A		Fer							☐
0	Klausur	2	8:55	D	1A		Fer							☐
0	Klausur	2	8:55	D	1A		Foss							☐
5	Entfall	2	8:55	---	1A		---	---	M	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 der Eintragung von
Vertretungen für die 2.Stunde der
beiden Aufsichtslehrer im
regulären Unterricht

Entfall der 1.Stunde des
regulären Unterrichts für
beide Aufsichtslehrer

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'

Regulär		Prüfung	
1B M	Arc R1B	1B M	Arc R1B
1B ME	Berg R1B	1B ME	Berg R1B
1B D	Cala R1B	1B D	Cala R1B

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:

You will then see all exams/bookings which have not yet been exported from WebUntis:

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:
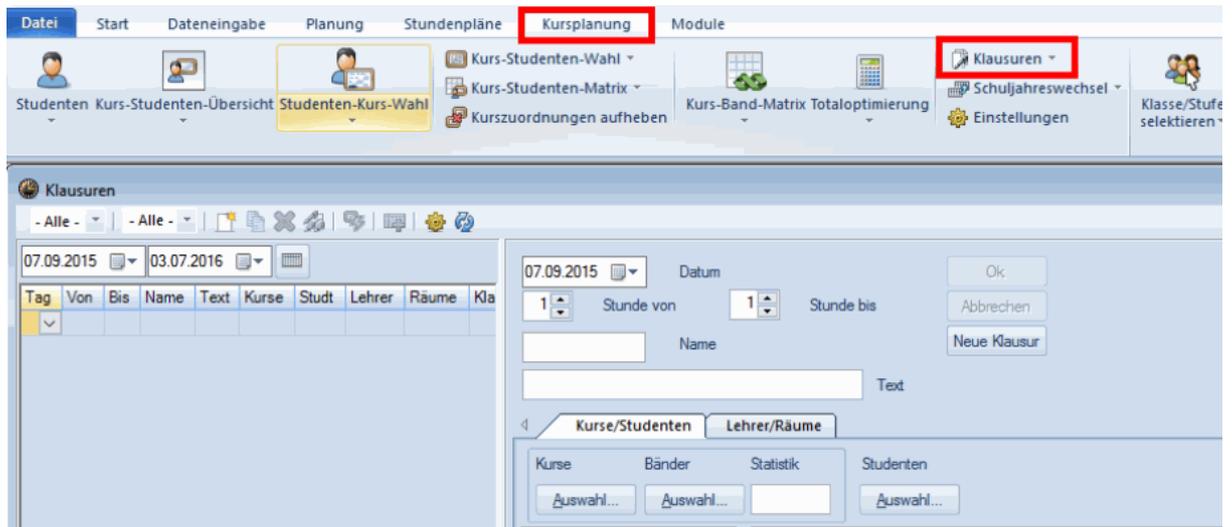
Create a new examination by clicking on the <New exam> button. You need details such as exam name, date, period, teacher, rooms and course/lesson:
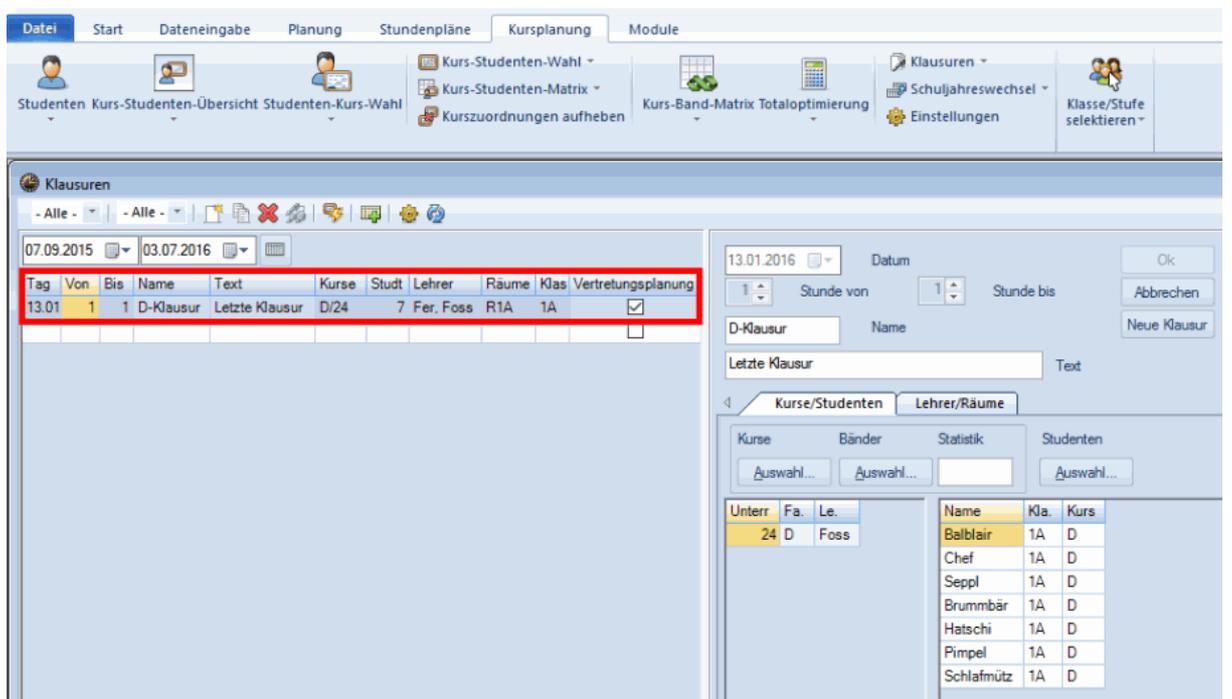
Note: In the lesson window, lessons can be imported as courses by clicking on the following button:
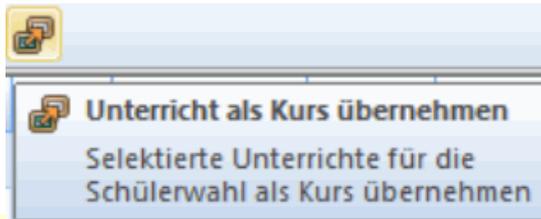
Note: The <Substitution planning> column must be activated in order to be able to administer the examination in substitution planning.
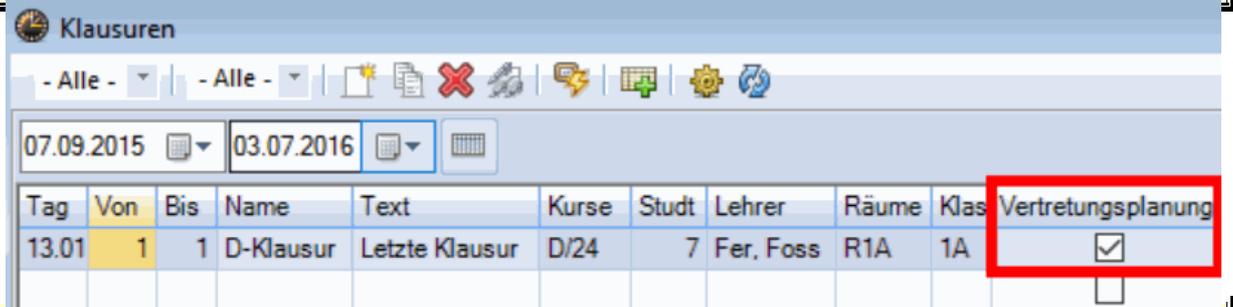
Changing to Substitution Planning after creating an exam:

Examination: an exam is created for both teachers in the first period.

Cancellation: the regular lesson is cancelled in the first period for both teachers

Step 2: Export of examination to WebUntis

Export the substitutions then to WebUntis (exams are transferred as well):
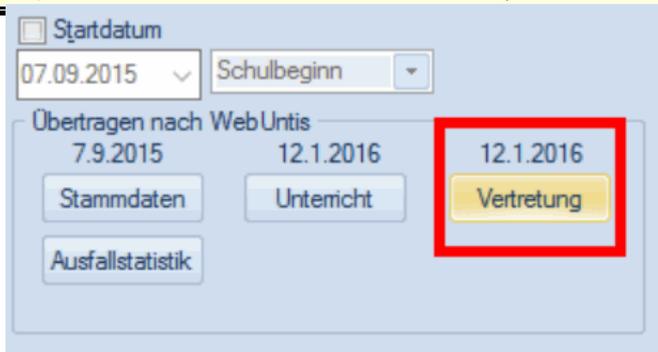
The exam is displayed in the WebUntis timetable as follows:

Mi. 13.01.2016

1A D	Fer, Foss R1A
1A M	Arc R1A
1A BIO	Arnim BIS
1A GWK	MLa R1A

Click on the exam period in the timetable and select the questionmark icon in the details of the period (you can also get to the exam via the class registration main page):

Mi 13.01.2016, 08:00 - 08:50

Klasse: 1A

U-Nr	Art	Aktivitätsart	Fach	Klasse	Schülergruppe	Lehrer	Raum	Bemerkung	Von	Bis		Klassenbuch	Lehrstoff	Benutzer	Buch.-Nr.
2400		Unterricht	D	1A	_D_1A	Fer, Foss	R1A	Berggorillas	08:00	08:50					

Schließen

Prüfung bearbeiten: D-Klausur

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.

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.

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

☑ E-Mail-Benachrichtigung bei Statusänderung

☑ Wurde nach Untis exportiert

☐ Lehrpersonen der Aktivität benachrichtigen

[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>.

| sv2 | CB ScienceVie 2 | | Sv | ☐ |

General / Subject / Timetable / Values / Subst.

[▼] Subject Group   [   ] Alias name

☐ (M) Main subject   [▼] Department

☐ (F) Fringe period   ☐ (2) More than once a day

☐ (O) Optional subject   ☐ (G) Not a fringe period

Double periods

☐ (D) Respect double periods   ☐ (E) Double pers. span *-breaks

☐ (P) No break supervision before/after
☑ (S) Office hour

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	✏	🖭	Unterricht	1a	Wk_1a	Wk	Ander	2	30.07.2018	28.07.2019							👤	👥👤	📄
2800	✏	🖭	Unterricht	1b		His	Ander	1	30.07.2018	28.07.2019							👤	👥	📄
7800	✏	🖭	Unterricht	1b		Wk	Ander	1	30.07.2018	28.07.2019							👤	👥	📄

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:

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			
73	⊞ 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					
35	⊞		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		

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.
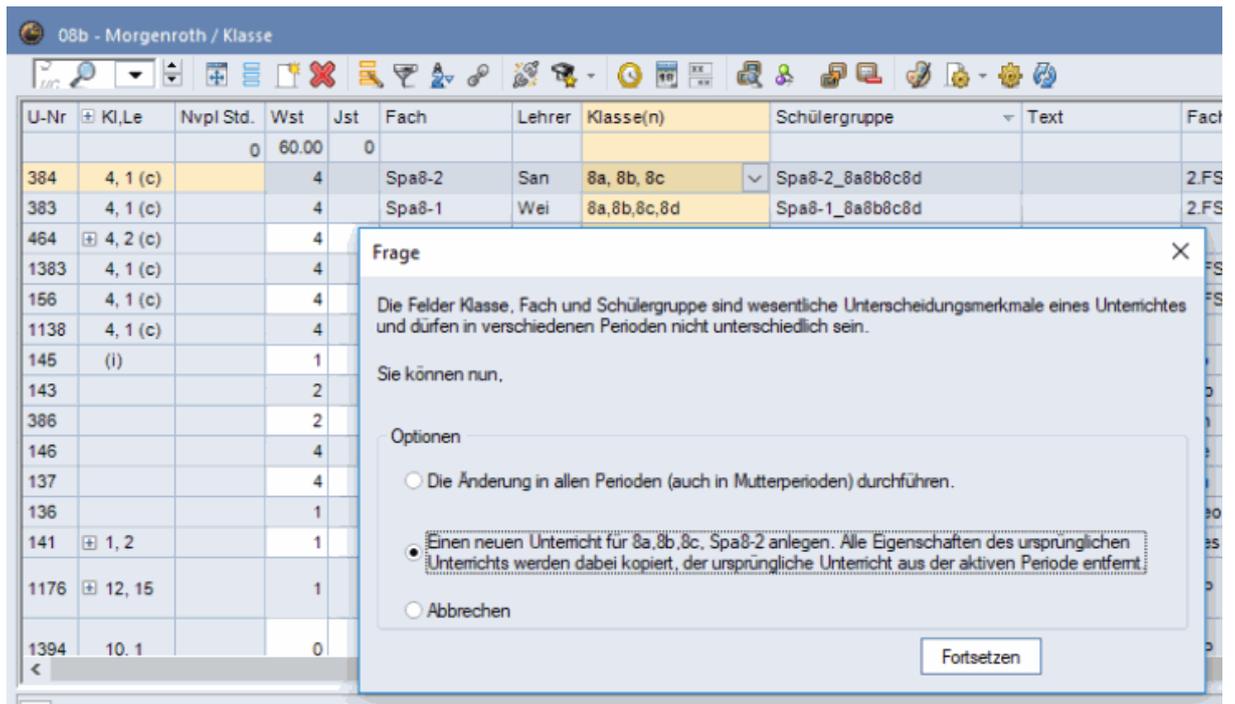
Cases of ambiguity

In the following cases you need to solve the problem of ambiguity by entering student groups.

1. Splitting up of groups (different student groups)

2. Team teaching (the same student group)

3. Different lessons in different time ranges (different student groups)

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)

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

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

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

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".

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.

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:

In term 2, a student group called GWK_1A should be entered:

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:

Term 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.

If you now try to rename the student group at one point, Untis reacts the following:
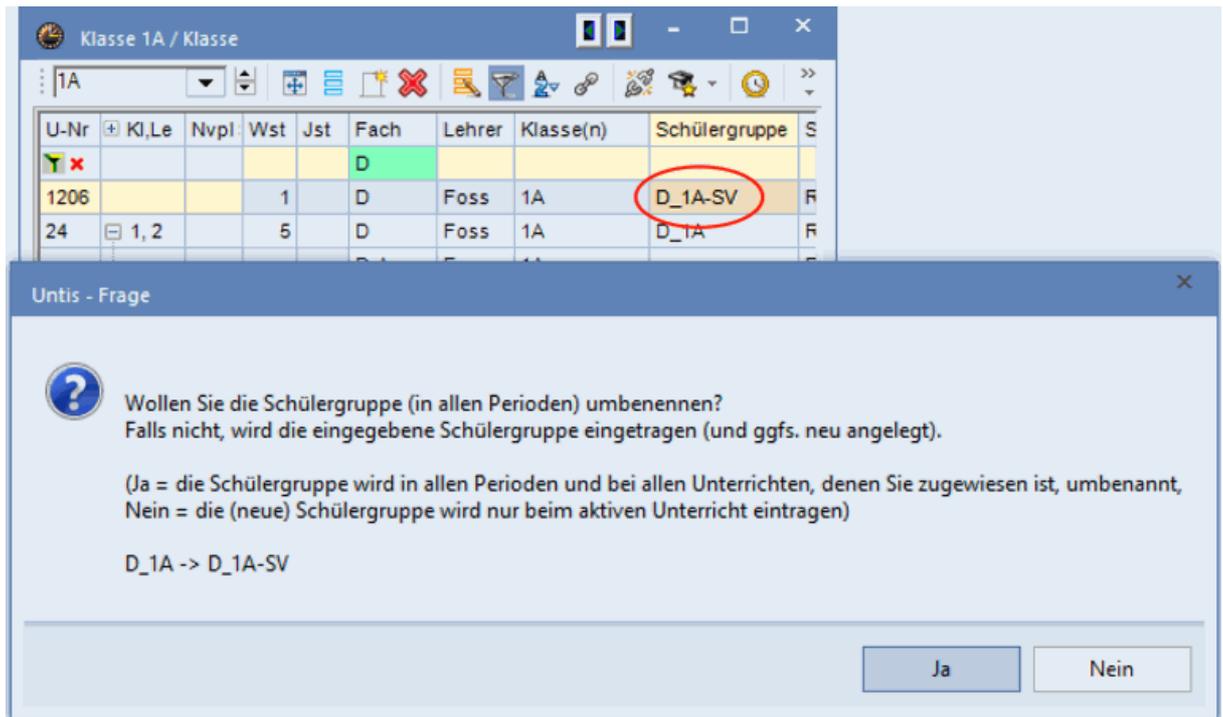
Untis recognises that student group D_1A comes up in lesson 1206 and in lesson 24.

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 after updating):

Renaming is also carried out in any mother or child terms.

The outcome of b) (possibly after updating):

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:

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
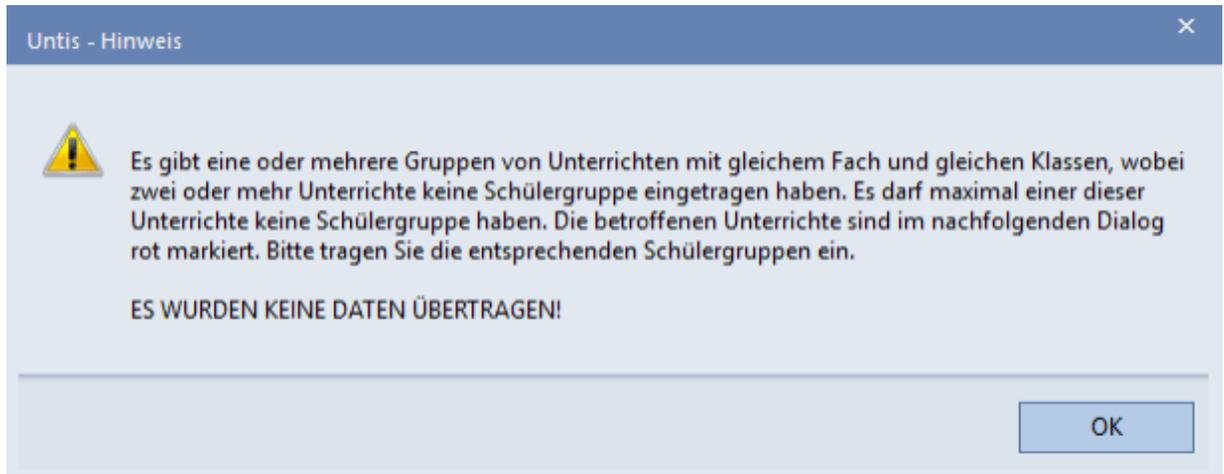
In addition to a message in Untis, a window with missing student groups is opened.
The line(s) in red show the conflict lessons. These lessons need to be checked and changed because without changing anything, exporting lessons to WebUntis is not possible any longer.

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:
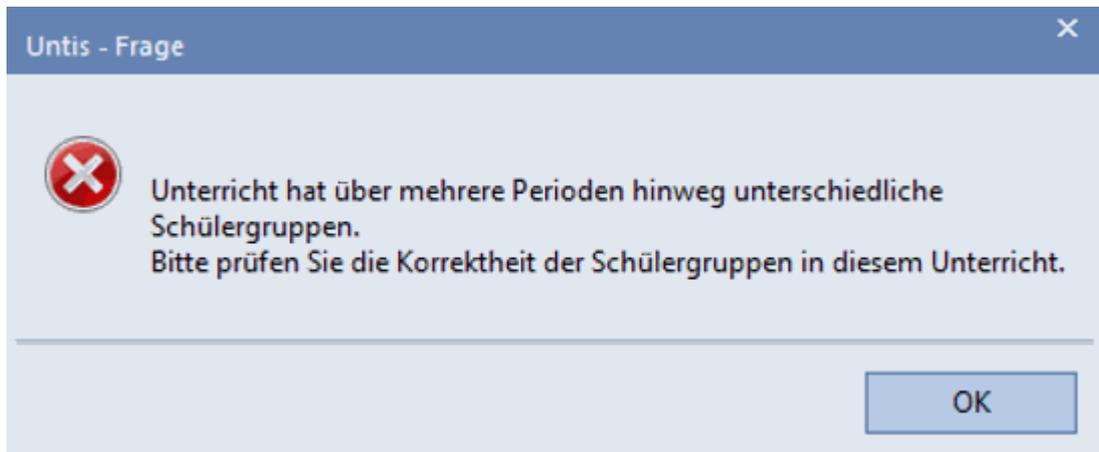
Then a window opens telling you which lesson is affected.
The student group could also be in a coupling line.
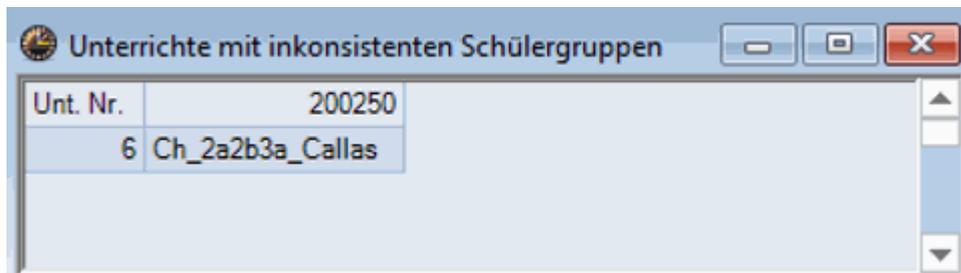
Solution:
The wrong student group can best be detected in the term overview.
Go to Modules | Multiple terms | Term overview and a window will open for comparison. At the same time open the lessons window and click on the respective lesson number (in the example shown above you need to click on no. 6). The Term overview window synchronises with the lesson.
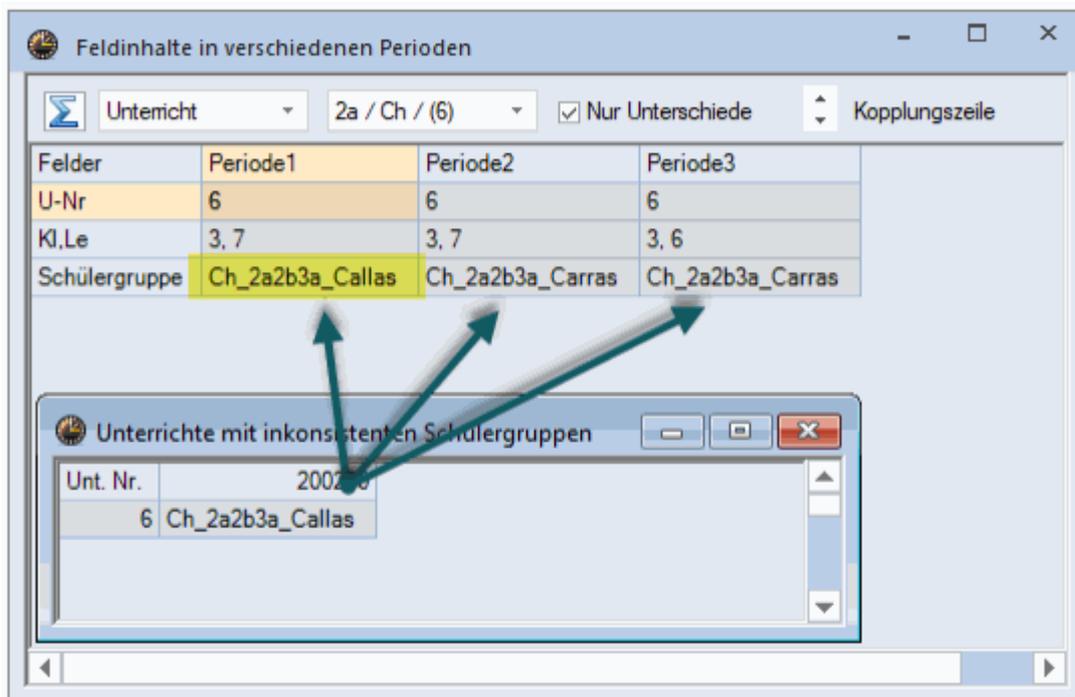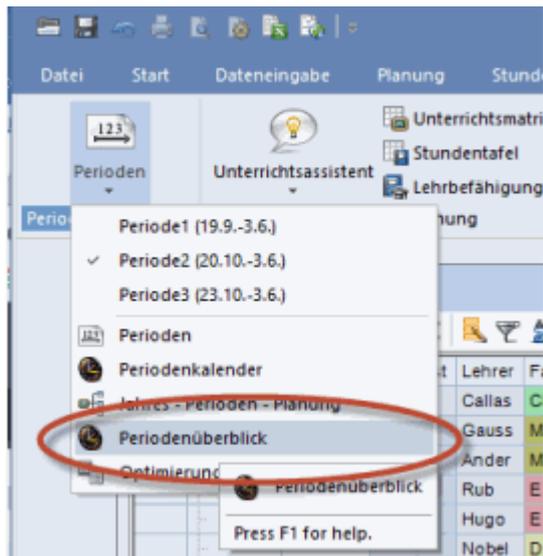
You can see here that the student group of term 1 has another name as in terms 2/3.
If it is the same lesson across all 3 terms and the student group should e.g. be called
"Ch_2a2b3a_Callas" then the student group must be changed to "Ch_2a2b3a_Callas" in term 2 or 3
including all changes in the mother 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.

Additionally you have even more options to control the import/export of data between WebUntis and Untis under <Administration> | <Integration> | <Untis>.

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 here.

10 Parents/legal guardians

10.1 Registration as a user

As soon as the appropriate settings 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.

Registrierung

Bitte geben Sie die Email-Adresse ein, die bei Ihrem Kind hinterlegt wurde.

papa@fischer.com

Senden

— oder —

Falls Sie bereits ein Bestätigungscode erhalten haben, geben Sie ihn bitte hier ein.

Bestätigungscode

Senden

If the address entered complies with the address of the master data, a confirmation mail is sent to your e-mail address.
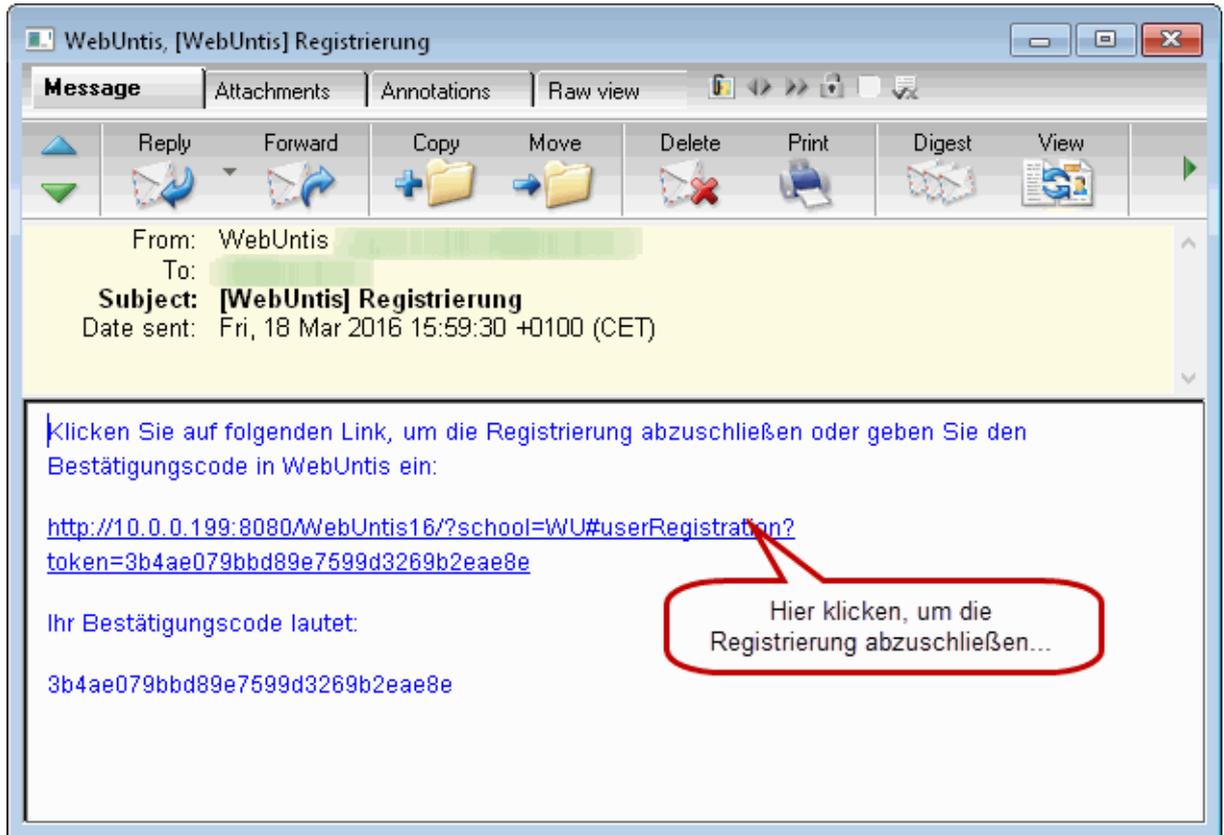
Registration can now be completed by clicking on the registration link or by entering the confirmation code in WebUntis.

Your last step is to define an appropriate password.

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:

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 parent-teacher days , 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:

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:

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:

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:

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:

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.

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:

Datum	Zeit	Fach	Lehrer	Fehltage	Fehlstd.	Fehlmin.	zählt	Abwesenheitsgrund	Status	Text
Di 01.01.	08:55 - 09:40	D	Cer	0	1	45	✓	Erkrankung	❓	Anruf von Eltern
Di 01.01.	09:50 - 10:35	E	Cer	0	1	45	✓	Erkrankung	❓	Anruf von Eltern
Di 01.01.	10:45 - 11:30	Mus	Callas	0	1	45	✓	Erkrankung	❓	Anruf von Eltern
Di 01.01.	08:00 - 08:45	SportK	Rub	0	1	45	✓	Erkrankung	❓	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

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).

📖 Klassenbucheinträge	Aktueller Monat				→
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:

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 '++'.

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:

Just click on 'Examinations (one week into the future)' and more details on not yet concluded exams are shown:

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>.

Just click on the first line - 'Homework (one week in the future)' – the following view will open up:

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:

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.

Informatik Kurs   1 / 25   abgemeldet

Info

Organisationsform	Schuljahr	Wochenstunden
Jahreskurs	2018/2019	2
Fach	Verantwortlicher	Stellvertreter
Mat		
Kursmodule	Kurskategorien	Jahrgangsstufe
	Wahlpflichtfach	0 - 0
Lehrer	Wöchentliche Termine	Status
Gauss	Mo. 13:30 - 15:10	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.

By clicking on the appropriate link you get to the planning window.

In segment **1** 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 **2** 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 **1** via the ⬤ icon you can hide and show columns in segment **2** .

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.

By clicking on the appropriate link you get to the planning window.

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 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 manual selection of appointments.

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'.

Or on the start page:

Index

- T -

- U -

- V -

- W -