



WebUntis 2019

NEW

untis.com

Table of contents

I WebUntis 2019	4
1 Timetable planning	4
Foreword	4
Login in WebUntis	4
Data entry	5
School year	6
Time grid	7
Master data	8
Lessons	9
Time range of timetable	10
Scheduling requirements	11
Requirements for master data	12
Time requests	12
Subject several times a day	14
Requirements for lessons	14
Define block requirements	14
Define couplings	15
Scheduling	18
Manual scheduling	18
Schedule and unschedule periods	18
Lock periods	21
Change room	21
Automatic scheduling	22
Diagnosis	23
Master data diagnosis	23
Subject not possible once per day	23
Timetable diagnosis	25
Clash	25
Subject several times per day	26
Block requirement has not been respected	26
Publish	26
Exit timetable planning	27
Rights system	27
2 Playground	27
3 New administration of rights	31
Migration to the new rights system	31
Rights and roles	32
Administration	33
Teachers	34
Students	36
Parents and training enterprises	36
School management	37
Management	38
Public	39
Warnings	40
4 WebUntis student	41
Registration time frame	41
Apply registrations	41
5 Global school search	42

6	Privacy.....	42
7	Grades.....	43
	Entering grades	45
8	WebUntis Help.....	45
9	Studen groups.....	46
	Index	0

1 WebUntis 2019

1.1 Timetable planning

WebUntis 2019 is the first version which provides you with the possibility to create a timetable without Untis. WebUntis timetabling is best suited for small schools with a simple timetable such as primary schools. In the future, schools using WebUntis timetabling will not have to cope with the powerful Untis scheduling tool but can create a timetable with only a few clicks online and via a web browser only.

Timetabling can now be activated as an individual module for WebUntis. Get in contact with us at any time via <https://www.untis.at/HTML/kontakt.php>.

1.1.1 Foreword

The WebUntis timetabling module enables you to create a timetable online without installing any additional software on your PC, from the first data entry to publishing the timetable. The complete timetable is then the basis for all other WebUntis applications such as class register or WebUntis messenger.

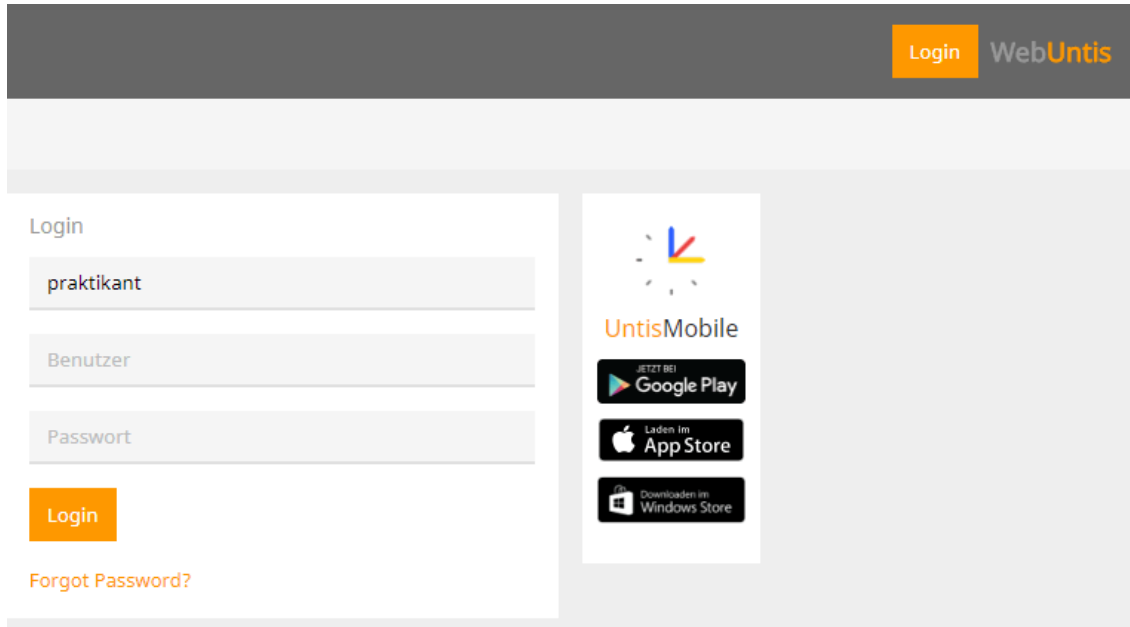
WebUntis has a user administration function which enables the administrator to control who has certain rights to see only or to edit and who does not have such rights.

Furthermore, WebUntis is [iso-27001](#) certified and all processes are in line with the guidelines of the General Data Protection Regulation (GDPR).



1.1.2 Login in WebUntis

Just go to: [WebUntis.com](https://www.webuntis.com) and login for the first time with your individual access data.

The image shows the WebUntis login interface. At the top right, there is a dark grey header with an orange 'Login' button and the 'WebUntis' logo. Below this, the main content area is light grey. On the left, there is a white login form with the title 'Login'. It contains three input fields: the first is labeled 'praktikant' and contains the text 'praktikant'; the second is labeled 'Benutzer'; the third is labeled 'Passwort'. Below these fields is an orange 'Login' button and a link 'Forgot Password?'. To the right of the form is a white box containing the 'UntisMobile' logo, which is a stylized clock face with colored hands. Below the logo are three buttons for downloading the mobile app: 'Google Play', 'App Store', and 'Windows Store'.

After logging in with your user name and password you will see a button on your start screen which always brings you directly to the next step you need to do in order to create a timetable. When you log in for the first time this is the first step of the data entry wizard (to create a school year). The data entry wizard guides you through all necessary data entries up until timetable planning.

🔑 Data entry and scheduling

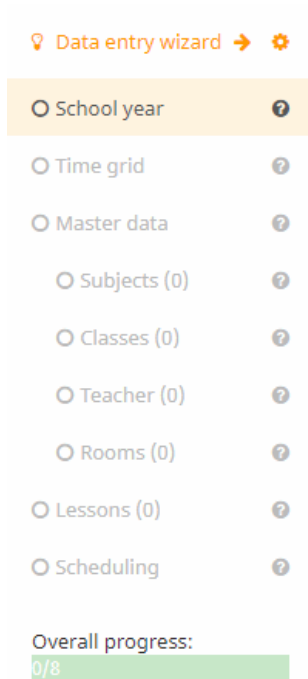
Please complete the next step

School year

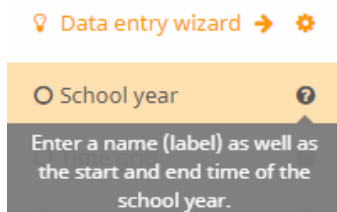
1.1.3 Data entry

After successful login you will see an empty database, i.e. you now have to enter the data of your school. The data entry wizard will guide you step by step.

You only need to enter these data when you are logged in for the first time. In the up-coming years you only need to adjust it to the new school year.



When you start all areas are greyed out and the step which is next is highlighted in orange. In our example below the next step is entry of school year. Every item has a question mark next to it. Just go there with your mouse and additional information will be displayed telling you what to do in this section.



1.1.3.1 School year

Click on the word 'school year' (which is still highlighted in orange as long as no school year has been created) in the data entry wizard and a dialogue box will open where you can enter the necessary data.

Enter a name for and select the period of the respective school year. The first date you need to enter is the first day of the school year, the second date you need to enter is the last day of the school year.

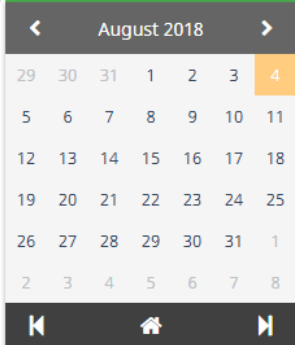
Save Save & New Cancel

Short name

2018/2019 ✓

Period

07/24/2018 07/24/2018



Click on the <Save> button. The respective item will be checked in green meaning that this task has been completed and you have created a new school year. The next task on the list is the item 'Time grid', which is now highlighted in orange.

1.1.3.2 Time grid

Click on the word 'Time grid' in the data entry wizard, and a standard time grid will open which you can easily adjust to the time grid you use at your school.

Zeitraster für Schuljahr Schuljahr 2018/2019

Bitte passen Sie den Zeitraster Ihren Bedürfnissen an und klicken Sie auf Speichern, wenn Sie fertig sind.

Stunde	Von	Bis	Bezeichnung	Mo	Di	Mi	Do	Fr	Sa	So
1	08:00 ✓	08:50 ✓		✓	✓	✓	✓	✓		
2	08:55 ✓	09:45 ✓	Beginn- und Endzeit	✓	✓	✓	✓	✓		
3	10:00 ✓	10:50 ✓		✓	✓	✓	✓	✓		
4	10:55 ✓	11:45 ✓		✓	✓	✓	✓	✓		
5	11:50 ✓	12:40 ✓		✓	✓	✓	✓	✓		
6	12:45 ✓	13:35 ✓		✓	✓	✓	✓	✓		
7	13:40 ✓	14:30 ✓		✓	✓	✓	✓	✓		
8	14:35 ✓	15:25 ✓		✓	✓	✓	✓	✓		

Wird generell zu diesen Zeiten unterrichtet?

Veränderung der Stunden im Zeitraster

Speichern

- + and – will add or remove periods in your time grid, i.e. you can adjust the maximum number of periods as is appropriate at your school.
- 'Fr.' and 'To' is for setting the start and the end time of the different periods.
- By clicking on a period in the time grid you decide if this unit is available for a lesson in general (in our example there will be no lessons on Friday afternoon)

When you have completed the time grid, confirm your entries by clicking on the <Save> button bottom

left.

1.1.3.3 Master data

In the section 'Master data' you need to enter designations for subjects, classes, teachers and rooms.

All master data need to have a unique short name, entering a long name is optional and recommended. By clicking on the <Save & New> button, all your entries are saved and you can immediately continue to enter the next master data element.

Save Save & New Cancel

Short name
GER ✓

Full name
German ✓

Background colour
✓

- ✓ School year ?
- ✓ Time grid ?
- Master data ?
- Subjects (0) ?
- Classes (0) ?
- Teacher (0) ?
- Rooms (0) ?
- Lessons (0) ?
- Scheduling ?

Overall progress:
2/8

The master data you entered – e.g. subjects – are displayed in a list and can be edited or deleted. Just click on the respective line. A dialogue box opens and you can either edit your entry, delete it or you click on the 'Cancel' button to exit the dialogue box.

Short name	Full name	Background colour
Ger	German	
Mat	Mathematics	

2 elements

Save Cancel Delete

Short name
Mat ✓

Full name
Mathematics ✓

Background colour
#194d33 ✓

When you have entered the master data, the respective section will turn green and the number of elements you entered will be shown in brackets next to its name.

📍 Data entry wizard → ⚙️

- ✓ School year ?
- ✓ Time grid ?
- ✓ Master data ?
 - ✓ Subjects (2) ?
 - ✓ Classes (3) ?
 - ✓ Teacher (2) ?
 - ✓ Rooms (3) ?
- Lessons (0) ?
- Scheduling ?

Overall progress:
6/8

1.1.3.4 Lessons

Via 'Lessons' in your data entry wizard you can define your lessons.

Enter the number of required weekly periods, the subject, class, teacher and the room.

Save Cancel Delete

Periods/week

3



Student group

Subject

Class

Teacher

Room

Mat

× 1A

× Gau

×

× R1

×

The example above shows a mathematics lesson with 4 periods in class 1a with teacher Gauss in room R1. By clicking on <Save & New> you will create this lesson and will start creating a new one.

If several classes or teachers are involved in this lesson, you simply add them.

Save
Cancel
Delete

Periods/week

2 ✓

Student group

.....

Subject

RK ▼

Class

× 1A

× 1B

Teacher

× Cer

× ▼

Room

× R1

× ▼

Students of classes 1a and 1b take part in the double-period RK lesson. This way, you can also define an additional special tuition teacher, a trainee, team teaching, etc..

If two or more teachers shall teach two different groups of students at the same time you simply create every lesson separately (e.g. sports lesson for girls of class 1a with teacher Curie and sports lesson for boys of class 1a with teacher Gauss). Only to a later point in time of the scheduling process you define that both lessons take place at the same time. You therefore define two separate lessons, one with Curie and one with Gauss.

<input type="checkbox"/>	Student group	Periods/week	Subject	Class	Teacher	Room
<input type="checkbox"/>		3	Mat	1A	Gau	R1
<input type="checkbox"/>		2	Rel	1A, 1B	Cur	R1
<input type="checkbox"/>		2	PE	1A	Cur	Th2
<input type="checkbox"/>		2	PE	1A	Gau	Th1

1.1.3.5 Time range of timetable

When you have entered the lessons you can create a timetable. When you activate the item <Scheduling> in the data entry wizard for the first time, you are asked to give a name to the new timetable and to select a time range for it. When you create your first timetable it will always be the entire school year. If you change the timetable during the school year then you could give the new timetable the name e.g. '2018_2019_Sem2' having a different time range, i.e. 04.02.2019 to 07.07.2019.

Create an new timetable

Name of the timetable
2018/2019_Version1 ✓

Period
07/16/2018 07/01/2019

Note

Create and open

Data entry wizard → ⚙

- ✓ School year ?
- ✓ Time grid ?
- ✓ Master data ?
- ✓ Subjects (4) ?
- ✓ Classes (3) ?
- ✓ Teacher (3) ?
- ✓ Rooms (5) ?
- ✓ Lessons (4) ?
- ☒ Scheduling ?

Overall progress:
7/8

Click on <Create and open> and the time range of the timetable will be created and opened. Your next step will then be scheduling.

2018/2019_Version1 (07/16/2018 - 07/01/2019) Exit the scheduling mode WebUntis Scheduling

Welcome to WebUntis timetabling!

Enter restrictions for master data:

- Classes (3) → Example: lessons in class 1a can only be scheduled up to period 5.
- Teachers (4) → Example: teacher 1 is not available on Thursdays and Fridays.
- Subjects (4) → Example: subject MATH might be taught several times per day.
- Rooms (5) → Example: room LAB is available in the afternoon.

Enter restrictions for lessons:

Lessons (4) → Example: double periods, couplings.

Schedule the lessons

Schedule periods →

Publish

Schedule automatically

Diagnosis

- ✓ Master data (0) ▼
- ✓ Lessons (0) ▼
- ✓ Timetable (0) ▼

1.1.4 Scheduling requirements

After having created a time range for a new timetable (see chapter: Time range of timetable), you can complete several tasks as you have been used to before:

Enter requirements for master data: In this section you enter framework conditions which need to be considered when a timetable is created (either manually or automatically) (e.g. a teacher's day off).


Enter requirements for lessons: Here you define for instance double-period requirements or couplings (e.g. a German lesson has a special tuition teacher).

Scheduling of lessons: Here you can create a timetable manually according to the entered requirements.


1.1.4.1 Requirements for master data

Here you can define different master data elements which need to be considered in scheduling. These are time request regarding classes, teacher, subjects and rooms, for individual subjects you can define that they can take place several times a day (e.g. Monday, first period and Monday, third period).

Enter restrictions for
master data:

 Classes (3) →


Example: lessons in class 1a can only be scheduled up to period 5.

 Teachers (4) →

Example: teacher 1 is not available on Thursdays and Fridays.

 Subjects (4) →

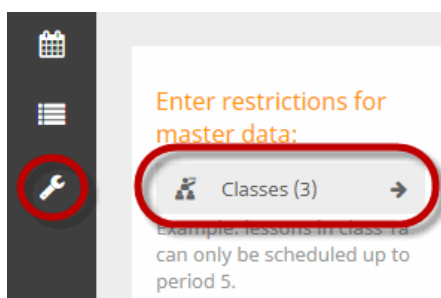
Example: subject MATH might be taught several times per day.

 Rooms (5) →

Example: room LAB is available in the afternoon.

1.1.4.1.1 Time requests

You can enter time requests either directly via the start screen of the scheduling tool or via the button on the left.



Select from the list of master data (e.g. 1a) one element and define in which unit of the day which time request should apply. The example below for class 1a shows that from period 1 to period of 5 the class must have lessons by all means, in period 8 and on Friday afternoons they shall never have any lessons.

Class
Teacher
Subject
Room

Time requests

☒ 1A
☐ 1B
☐ 2A

++
+
○
-
--

	Mo	Tu	We	Th	Fr	Sa	Su
1	++	++	++	++	++		
2	++	++	++	++	++		
3	++	++	++	++	++		
4	++	++	++	++	++		
5	++	++	++	++	++		
6	○	○	○	○	--		
7	○	○	○	○	--		
8	--	--	--	--	--		

1 elements selected

In this example teacher DC has his day off on Wednesdays and if possible no lesson should take place in the first period.

Class
Teacher
Subject
Room

Time requests

☐ Cur
☒ DC
☐ Gau
☐ New

++
+
○
-
--

	Mo	Tu	We	Th	Fr	Sa	Su
1	-	-	--	-	-		
2	○	○	--	○	○		
3	○	○	--	○	○		
4	○	○	--	○	○		
5	○	○	--	○	○		
6	○	○	--	○	○		
7	○	○	--	○	○		
8	○	○	--	○	○		

1 elements selected

According to the same principle you can schedule time requests for subjects and rooms.

1.1.4.1.2 Subject several times a day

You can define here if a subject can be scheduled several times a day.

If it is permitted that e.g. English takes place several times a day (e.g. Monday in the first, third and fourth period), then select the subject (E), check the box 'several times a day' and click on <Save>.

The screenshot shows the 'Subject' configuration window in WebUntis. The 'Constraints' tab is selected. A list of subjects is displayed, with 'E' (English) selected and checked. The 'Save' button is circled in red. The 'Several times per day admissible' checkbox is also circled in red.

Time requests	Constraints
<input type="checkbox"/>	D
<input type="checkbox"/>	DG
<input type="checkbox"/>	DSP
<input checked="" type="checkbox"/>	E
<input type="checkbox"/>	E-D
<input type="checkbox"/>	E/O
<input type="checkbox"/>	E1

Save Cancel

Name
E

☒ Several times per day admissible ⓘ

1.1.4.2 Requirements for lessons

You can define double-periods or blocks as well as couplings for lessons.

The screenshot shows the 'Welcome to WebUntis timetabling!' screen. The 'Enter restrictions for master data:' section shows 'Classes (3)' selected. The 'Enter restrictions for lessons:' section shows 'Lessons (7)' selected. Both sections have a red circle around the selection button.

Welcome to WebUntis timetabling!

Enter restrictions for master data:

Classes (3) →

Example: lessons in class 1a can only be scheduled up to period 5.

Enter restrictions for lessons:

Lessons (7) →

Example: double periods, couplings.

1.1.4.2.1 Define block requirements

Every lesson is scheduled in single periods by default. If you do not want to have it this way then you need to define a block requirement for the respective lesson.

If you want a lesson to be split in a double-period and a single period, for instance, then you need to select this option. The chosen option is shown in the details of the lesson.

The screenshot shows the WebUntis interface for scheduling lessons. On the left, a list of lessons is displayed under 'Class' and 'Subject' dropdowns. The lesson 'Mat - Gau - 1A' is selected and highlighted with a red circle. A red arrow points from this selection to the 'Create period blocks' section on the right. In the 'Scheduling units' section, a unit for 'Mat - Gau - 1A' is shown with 'Periods/week 3' and '1 x 2' blocks, also circled in red. A red arrow points from this unit to the 'Create period blocks' section. In the 'Create period blocks' section, the option for three blocks of 2 periods each is selected and circled in red.

In addition to the pre-defined options you can easily define your own individual block options by drag and drop, and assigning it to the respective lesson.

If you want to split a seven-period lesson into, e.g. a four-period and a three-period block, just drag four and then three boxes and thus merge them to individual blocks, then select this option.

The screenshot shows the process of creating custom blocks. A red arrow indicates dragging four boxes from a pre-defined block to create a new block of 4 periods. Another red arrow indicates dragging three boxes from the same pre-defined block to create a new block of 3 periods. Below this, a screenshot shows the resulting 'Scheduling units' section with two blocks: '1 x 4' and '1 x 3', and the lesson 'DLS - Gau - 1A' assigned to them.

1.1.4.2.2 Define couplings

You can define lesson requirements for two lessons which shall take place at the same time.

In our example below, for instance, lesson RK of class 1a shall take place at the same time as lesson RE which is attended by several classes.

Select lesson RK from the list of lessons. Click on the <Coupling> button.

Class

Subject

DLS - Gau - 1A	7
Mat - Gau - 1A	3
PE - Cur - 1A	2
PE - Gau - 1A	2
RE - Hus - 1A, 1B, 2A	1
Rel - Cur - 1A, 1B	2
RK - Cer - 1A	2

Scheduling units

Periods/week 2

-

2 x 1

RK - Cer - 1A

Create period blocks

Choose from pre-defined blocks

☒☐

You will be asked to select the lesson you want to be coupled to the first lesson you have selected from the list of lessons.

Scheduling units

Periods/week 2

-

2 x 1

RK - Cer - 1A

2

Activate coupling

Cancel

Several times per day admissible

+

Select lesson RE and confirm by clicking on the <Coupling> button. Since lesson RE is only a single period lesson, the number of weekly periods is automatically set to 1. The result is a planning unit with one weekly period RK and one planning unit with RK and RE.

Periods/week 1

1 x 1

RK - Cer - 1A

RE - Hus - 1A, 1B, 2A

Periods/week 1

1 x 1

RK - Cer - 1A

Coupled lessons show the coupling icon next to their name.

RE - Hus - 1A, 1B, 2A

1

Rel - Cur - 1A, 1B

2

RK - Cer - 1A

2

A coupled lesson is shown as such when scheduling a timetable and is – regardless if automatically or manually – scheduled at the same time (see chapter: Manual scheduling).

Lessons

Select a lesson in order to schedule its periods

DLS - Gau - 1A 7 (0)
Mat - Gau - 1A 3 (0)
PE - Cur - 1A 2 (0)
PE - Gau - 1A 2 (0)
RE - Hus - 1A, 1B, 2A 1 (1)
RK - Cer - 1A
Rel - Cur - 1A, 1B 2 (0)
RK - Cer - 1A 1 (0)

Class 1A

Mon

1
2
3
4
6
7
8

RE Hus, Cer -

RK Hus, Cer -

You can de-couple lessons by clicking on <De-couple>.

1.1.5 Scheduling

According to the frame requirements you have set the timetable is scheduled automatically or manually.

1.1.5.1 Manual scheduling

Either you click on the <Scheduling> button or on the scheduling icon on the left to be directed to the scheduling tool.

1.1.5.1.1 Schedule and unschedule periods

Drag the lesson you want to schedule from the list and drop it on the position in the timetable you it to be scheduled. As an alternative, you can select the timetable by clicking on it. You then schedule it by clicking on the position in the timetable where you want to have it.

If a position is not suitable for scheduling because an element is e.g. blocked (time request --) or because it has already been scheduled, it will be highlighted in red as you can see in our example on Monday. Teacher Gauss is blocked by a time request on Monday.

Time requests

☐ Cer
☐ Cur
☐ DC
☒ Gau
☐ Hus
☐ New

++

+

○

-

--

	Mo	Tu	We
1	--	○	○
2	--	○	○
3	--	○	○
4	--	○	○
5	--	○	○
6	--	○	○
7	--	○	○
8	--	○	○

A time request with a single minus (-) is highlighted in orange.

	Mon	Tue	Wed
1	+		
2			

++

+

○

-

--

	Mo	Tu	We
1	-	-	-
2	○	○	○

In the lesson you see the number of units to be scheduled and the number of already scheduled units of this lesson.



Scheduling



Lessons



Selection



Periods/week **7 (1 scheduled)**

DLS - Gau - 1A - R1

1 x 2  

2 x 2  

1 x 2  

1 x 2  

DLS - Gau - 1A - R1 **7 (1)**

Mat - Gau - 1A 3 (0)

Class 1A

	Mon	Tue
1		DLS Gau R1
2		
3		
4		
5		
6		

If you want to unschedule a lesson, just drag it from the timetable and drop it on the left side next to the timetable.

Scheduling

Lessons

Drag the period here in order to unschedule it





DLS

Class 1A

	Mon	Tue
1		DLS Gau R1
2		
3		
4		

Alternatively, you select the period and by clicking on <Unschedule> you take it out of the timetable.

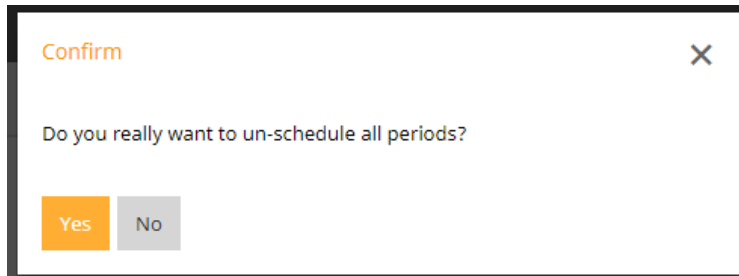
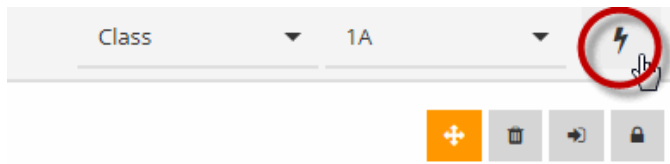
Class 1A

Tue Wed Thu Fri

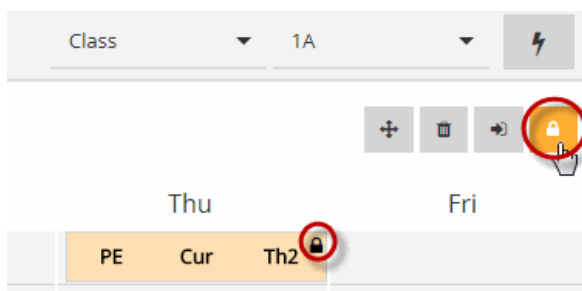
DLS Gau R1

All periods already scheduled can be taken out of the timetable by clicking on <Unschedule all>.



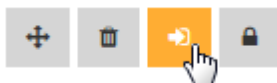
1.1.5.1.2 Lock periods

If a manually scheduled period shall not be changed by automatic scheduling you can lock it in the timetable. A locked period has a lock icon next to its name.

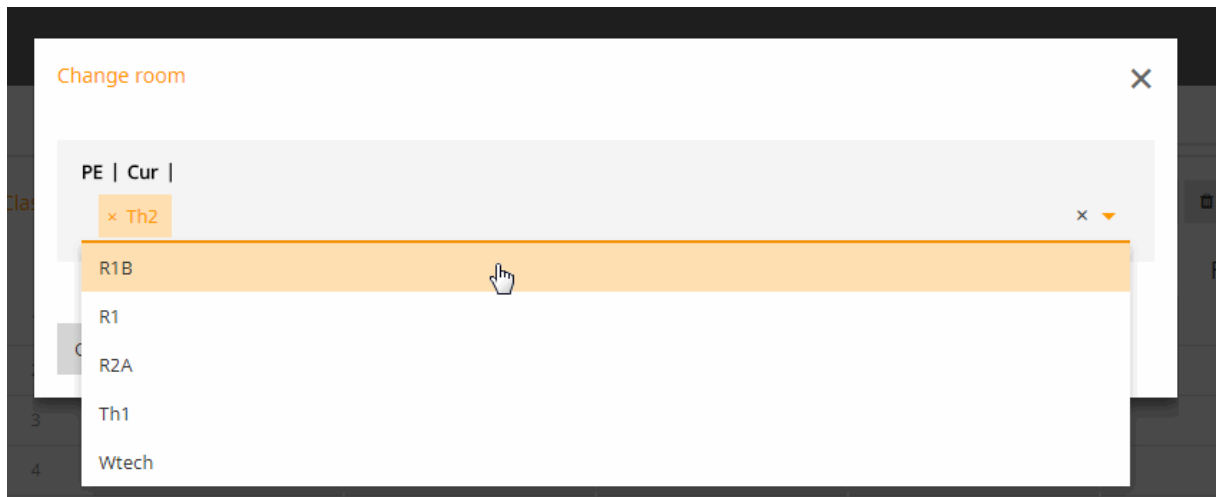


1.1.5.1.3 Change room

The room entered at the lesson is allocated to the lesson when scheduled provided that it has not already been scheduled. If you want to change the room for a period already scheduled click on the <Change room> button.

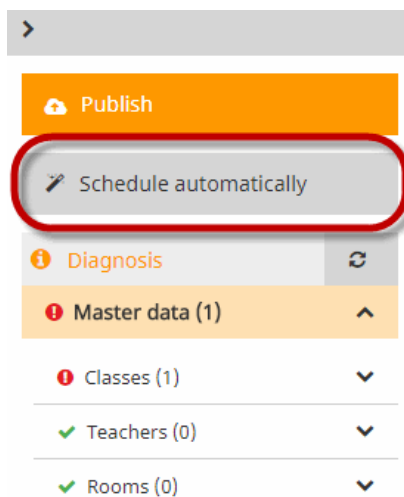


In the dialogue box opening up the already scheduled room (Wtech) is shown. It can be deleted and you can select another free room from the drop-down list. Alternatively, you can add a second room to the already scheduled room.

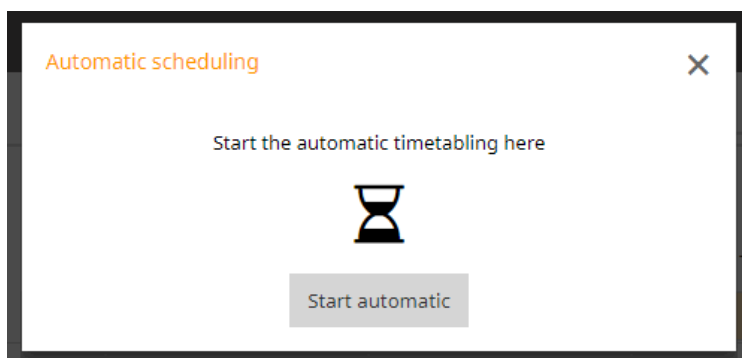


1.1.5.2 Automatic scheduling

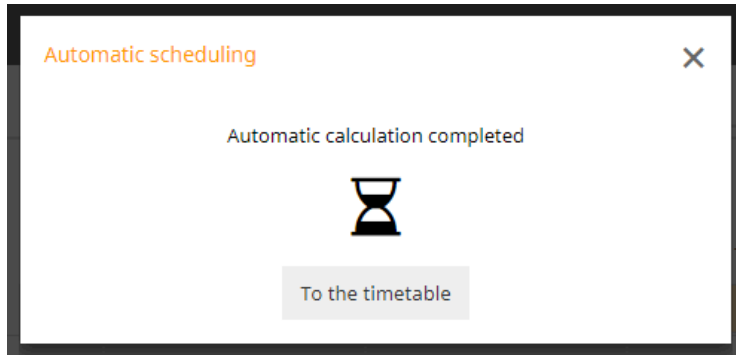
If you want the timetable to be scheduled automatically according to your entries, then click on the <Automatic scheduling> button.



A dialogue box is opened and you can start the automatic scheduling process.



When the calculation is completed you will be directed to the finished timetable.



1.1.6 Diagnosis

The Diagnosis tool indicates any weaknesses in your entries in every phase of the timetable planning, however, it also indicates any mistakes which have been made in scheduling. This is the reason why diagnosis is split in three areas in which problems may occur:

- Master data
- Lessons
- Timetable



Currently the following diagnosis items have been implemented:

- Subject once per day not possible
- Clash
- Subject several times per day
- Block requirement has not been respected

1.1.6.1 Master data diagnosis

WebUntis 2019 has a diagnosis item in its master data section called 'Subject not possible once per day'.

1.1.6.1.1 Subject not possible once per day

If you want to schedule a 7-period lesson in a 5-day week in seven single units, WebUntis does not have a valid solution to this task and therefore it indicates this weakness in your entries before you even have scheduled one single period.

Click on the button next to the diagnosis item and WebUntis will suggest all possible measures which will solve the problem. In this case:

- Change requirement
- Change block requirement

By clicking on the suggested solution you are directed to the view where you can change any entries necessary.

Change requirements

Clicking on this link directs you to the entry of those requirements which can be defined for this subject. If you check the box 'Several times a day' next to the subject (in this case DLS) then it is permitted to schedule the 7-period DLS lesson several times a day which therefore makes flawless scheduling possible again.

	Name
<input checked="" type="checkbox"/>	DLS
<input type="checkbox"/>	Ger
<input type="checkbox"/>	Mat
<input type="checkbox"/>	PE
<input type="checkbox"/>	RE

Save Cancel

Name
DLS

☒ Several times per day admissible ⓘ

Block requirement

An alternative would be to allow for double-periods or blocks for this 7-period lesson. This would also be a

possibility to find a good solution for scheduling this lesson.

Scheduling units

Periods/week 7
-
2 x 2 ■ ■

DLS - Gau - 1A

Refresh view

When you have chosen one of the possibilities suggested to you, then click on the Refresh button, diagnosis is refreshed and this item will disappear.

i **Diagnosis** ↻

! **Master data (1)** ^

! **Classes (1)** ^

1A: Subject once per day not possible
DLS - Gau - 1A 1A

1.1.6.2 Timetable diagnosis

If a requirement is violated in the scheduling process, this will be indicated in the diagnosis under the item: timetable. WebUntis 2019 diagnosis the following violations:

- Clash
- Subject several times a day
- Block requirement has not been respected

1.1.6.2.1 Clash

A clash in classes or in teachers is indicated under the timetable section in the diagnosis.

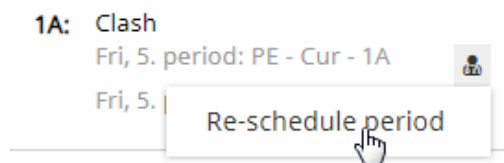
! **Timetable (1)** ^

! **Classes (1)** ^

PCT RCV

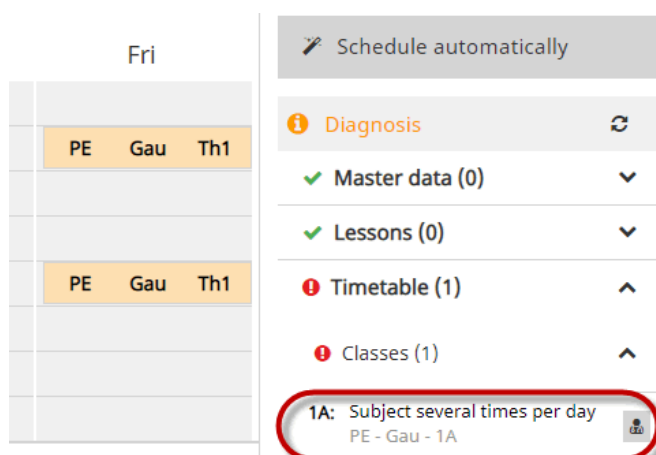
1A: Clash
Fri, 5. period: PE - Cur - 1A
Fri, 5. period: RK - Cer - 1A 1A

By clicking on <Reschedule period> you are directed to the timetable in which the clash occurs. You can resolve the problem there.



1.1.6.2.2 Subject several times per day

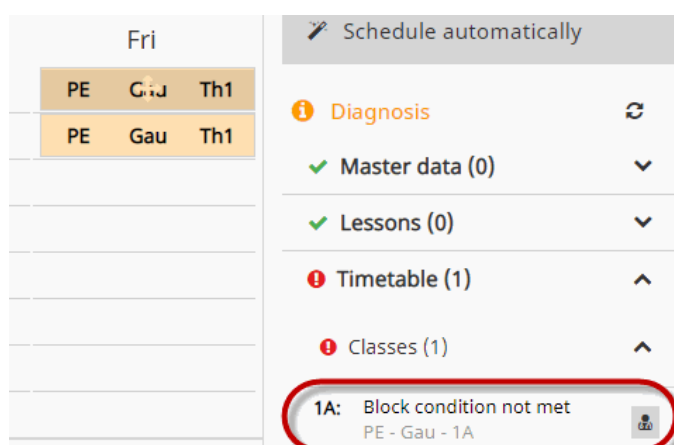
If a subject is inadmissibly scheduled several times per day in one class this will be indicated in the diagnosis. In the example below subject M - mathematics has been scheduled on Friday in the first and the third period.



1.1.6.2.3 Block requirement has not been respected

If a lesson which should be scheduled in single periods is scheduled in double-periods or blocks, it will be indicated in the diagnosis. The same is true for the converse case that entered block requirements have not been respected.

In the example below mathematics which should have been scheduled in single periods, has been scheduled in double-periods on Friday.



1.1.7 Publish

The timetable should, of course, only be publicly accessible when scheduling has been completed. Even if a user (e.g. a teacher) has access to WebUntis, he or she does not see the timetables as long as they are in the planning phase.

By clicking on the <Publish> button the timetable will be published only after having been confirmed, and all users will have access to their timetables depending on their assigned rights.

The screenshot shows the WebUntis Scheduling interface. At the top right, there is a button labeled 'Exit the scheduling mode'. Below it, the 'Class' dropdown is set to '6A'. A red circle highlights the 'Publish' button, with a red arrow pointing to it. The main area displays a timetable for Class 6A, showing lessons for Monday, Tuesday, Wednesday, Thursday, and Friday. The lessons are listed in a grid format, with columns for each day and rows for each lesson period. The lessons include GWK, PH, WBI, E, G, Mor, SVIT, Callas, VB, ME, Lind, D, Colu, R6A, R2A, and R6A. The interface also includes a sidebar with navigation options like 'Today', 'Timetable', 'Lessons', 'Book', 'Class register', 'Substitutions', 'Courses', 'Scheduling', 'Master data', and 'Administration'.

Publish

Publish

1.1.8 Exit timetable planning

Any entries in timetable planning are immediately saved, i.e. when you exit the planning tool via the <Exit timetable planning> button, you will be back at the same stage of your timetable planning after your next login at which you have exited it.

The screenshot shows the WebUntis Scheduling interface. At the top right, there is a button labeled 'Exit the scheduling mode' highlighted with a red circle. The main area displays a timetable for Class 6A, showing lessons for Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. The lessons are listed in a grid format, with columns for each day and rows for each lesson period. The lessons include GWK, PH, WBI, E, G, Mor, SVIT, Callas, VB, ME, Lind, D, Colu, R6A, R2A, and R6A. The interface also includes a sidebar with navigation options like 'Scheduling', 'Lessons', and 'Select a lesson in order to schedule its periods'.

1.1.9 Rights system

Which persons will have access to which timetables or who will have the right to edit a timetable is regulated by a rights system. For more details please read our [WebUntis Version 2019](#) brochure.

1.2 Playground

As of WebUntis 2019 we provide 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>.

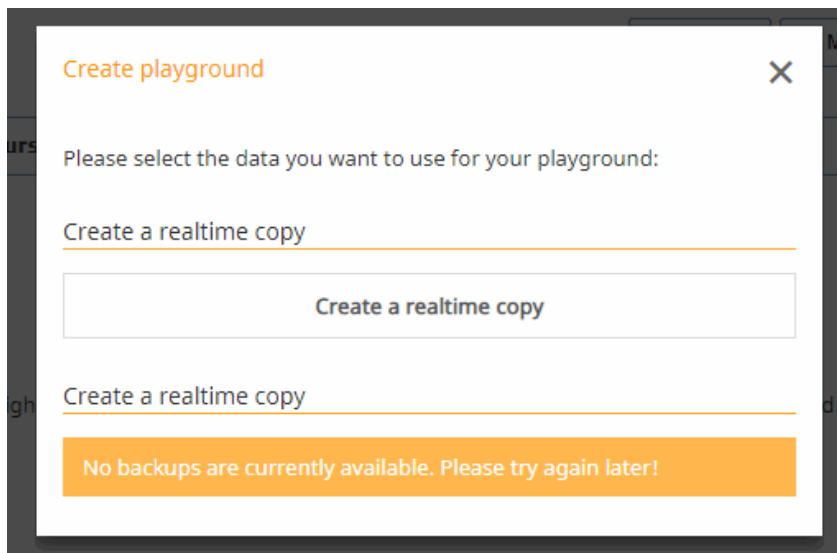
Playground

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. Administrators 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:



Here you can choose 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

[WebUntis?school=PG56c51576-928a-4718-bf00-c96d57cfdda3](#)

Delete playground

The playground will be deleted automatically on the 10/11 at 10:55 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



Ideal to try out imports and settings.

Teacher



Convenient to use in trainings.

All



- **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 your 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 do any changes you like in this playground – your productive data will not be manipulated.

Note: Exporting into playground

You can export any data directly into your playground in order to be able to test them in Untis in advance.

Note: Re-integration of the playground into the productive system

Re-integrating the data you changed in the playground into the productive system is not possible.

Procedure in Untis

The playground can certainly be used in connection with Untis, but you have to create a playground in Untis, as well. The following steps will show you how you can do this.

Open your gpn file Untis or log into your Multiuser database.

You need to create a playground with your existing Untis data set in order to be able to export data from Untis to WebUntis and vice versa.

Open the dialogue for migrating data in Untis which you usually use for ex/importing data from/to WebUntis. If you already have a WebUntis playground, the dialogue will look like this:

WebUntis

WebUntis

Export nach WebUntis

☐ Anfangsdatum des Exports manuell fest legen

Datum wählen... 24.07.2018

Stammdaten	werden übertragen ab	19.9.2017	Exportieren
Unterricht	wird übertragen ab	30.7.2018	Exportieren
Vertretungen	werden übertragen ab	24.7.2018	Exportieren

Import aus WebUntis

Buchungen Kurs Studentenzahlen

Studenten Absenzen

Einstellungen ☐ Dry run 2016 WebUntis version

st
diana:2019
untis

Spielwiese

Information zur Verwendung von Spielwiesen


Spielwiese 1: PG3185185e-5a7e-4c2c-8ef6-dbb017e75a73

Spielwiese Aktivieren

Untis automatically checks if the WebUntis school defined in the 'Settings' has a playground. Then the lower section of the view shows the playground which you can activate now.

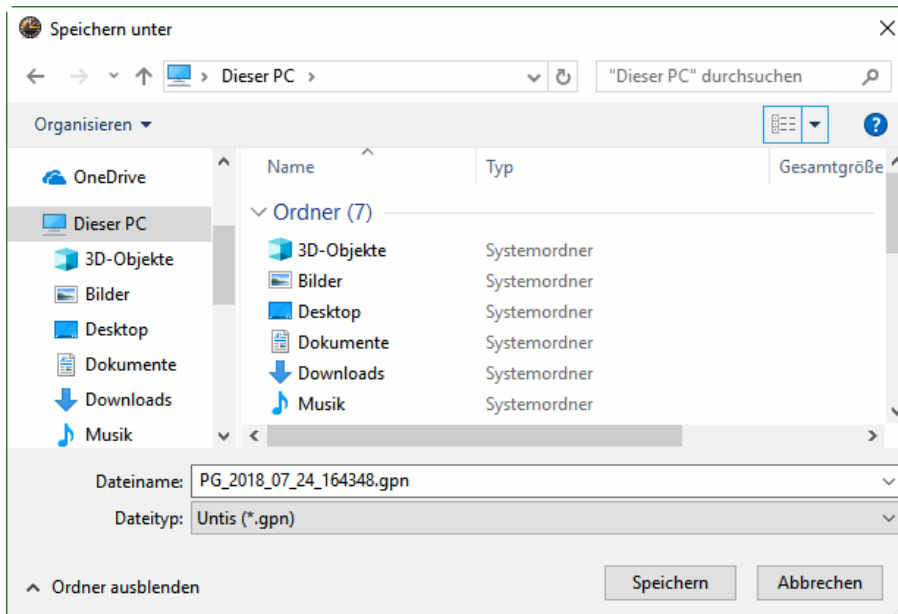
A click on the button: 'Activate playground' opens the following query:

Untis - Frage

 Derzeitige Untis Session Speichern und Spielwiese erstellen?

Ja Nein

If you confirm with 'yes', Untis wants to know in which file you want to save a copy or the playground rather in your actual GPN file:



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.

1.3 New administration of rights

The settings of user rights has completely been reviewed for the 2019 version.

The basic idea of a new administration of rights is that due to certain roles people have in schools, it is pre-defined who is allowed to do what. A student, for instance, will not get permission to view the timetables of teachers, parents will not get permission to book rooms and teachers will not get permission to change or delete entrances of teaching content of other persons.

This allows the design of the administration of rights to be clear and easy to use.

1.3.1 Migration to the new rights system

The new system has a lot less settings, however, they have been adjusted in detail to the respective user groups which makes the whole design clearer.

Note: No change of rights

By migrating to the new system, no rights will be changed. The rights of all user groups will remain exactly the same as you have defined them before.

Go to <Administration> | <Rights and roles> and assign the defined roles to your user groups shown on the left.

Rechte und Rollen Wer darf auf WebUntis zugreifen und welche Daten sehen? Auf dieser Seite können Sie verschiedene Rechte je nach Rolle vergeben.

Willkommen bei der neuen Rechteverwaltung.

Um die neue Rechteverwaltung zu verwenden **verknüpfen Sie bitte folgende Rollen mit den bestehenden Benutzergruppen**. Dabei werden keine bestehenden Daten verändert! Alle Rechte-Einstellungen bleiben erhalten.

Falls einer Rolle mehrere Benutzergruppen entsprechen, wählen Sie bitte die Benutzergruppe, die am Ehesten auf neue Personen zutreffen wird.

Falls eine Benutzergruppe mehreren Rollen entspricht, wählen Sie bitte die Zuordnung, die auf die meisten Benutzer der Benutzergruppe zutrifft. Sie können die Benutzer später aufteilen.

Rolle	Benutzergruppe
Administratoren	admin x ▼
Lehrpersonen	Lehrkräfte x ▼
Schüler/innen	Gruppe wird automatisch erstellt x ▼
Erziehungsberechtigte und Betriebe	Gruppe wird automatisch erstellt x ▼
Schulleitung	user
Verwaltung	Untis
	Direktion
	Sekretariat
	Eltern

Zum Expertenmodus wechseln.

Weiter

Similar user groups

If you have several user groups for one role, e.g. teachers, then chose one of these and assign it to the respective role. All other user groups with all their assigned users will certainly remain the same and can be edited in the expert mode.

No assignment

If you do not assign a user group to one of the roles when migrating data, e.g. parents and legal guardians or training enterprise, the a user group with default rights is automatically defined.

Set rights

Having done this you can continue with the settings as described in [Rights and roles](#) . Any inconsistencies or deviations from planned default settings are shown; for further information go to [Warnings](#) .

Note: Expert mode

The old system remains in place and received a wonderful new name: 'Expert mode'. There is a special documentation on this expert mode discussing every right in detail. You can change to expert mode at any time, also after migration.

1.3.2 Rights and roles

Go to <Administration> | <Rights and roles> to set and define user rights.

The following roles are available:

- [Administration](#)
- [Teachers](#)
- [Students](#)
- [Parents/legal guardians and training enterprises](#)
- [School management](#)
- [Management](#)

- [Public](#)

Next to the name of the group you can find a short description plus how many users are currently assigned to the user group.

Rights and roles Who is allowed to access WebUntis and see which data? Assign individual user rights based on roles on this page.

Administration >	Administrators are responsible for the administration of WebUntis and can see all data. ⚠ 8 Inconsistent data records found. Display	18 Users
Teachers >	The teaching staff can see timetables and schedule appointments. It can also register absences and make entries in the class register. ⚠ 15 new Teachers have been found in the master data. Create users now ⚠ 9 Inconsistent data records found. Display	26 Users
Students >	Students can only see their own data and timetables. ⚠ 156 new Students have been found in the master data. Create users now ⚠ 8 Inconsistent data records found. Display	218 Users
Legal guardians and companies >	Legal guardians and companies can see the data of their children or their employees, respectively. ⚠ 7 Inconsistent data records found. Display	12 Users
School management >	Members of the school management can see all data, but may not carry out administrative tasks. ⚠ 7 Inconsistent data records found. Display	8 Users
Main office >	Office staff can see relevant data and manage data in a limited way. ⚠ 7 Inconsistent data records found. Display	9 Users
Public >	Here you can specify what users, who are not logged in, may see.	

Switch to the expert mode (11 further group(s): Eltern2, admin2, Lehrer2, Schüler2, Klasse, Untis2, Verwaltung2, Direktion2, User, User2, Klasse2)

If you use additional user groups, you will find access to them at the very bottom. They are edited in expert mode.

Note: Create user

You immediately see whenever a teacher or a student does not have access to WebUntis. Click on <Create user now> and you can immediately create access for a person.

1.3.2.1 Administration

After a short general description, you can define additional settings for the respective rights and user groups at the very bottom:

All user groups with administrator rights and their users are listed.

Administration

Users in the role "Administration" can see all data and may change all settings.

It is very important that no unauthorised person is assigned to this role. We recommend to create a separate administration-user for all teachers and members of the administration who are allowed to manage WebUntis. Diese Benutzer sollten in ihrem Profil im Menüpunkt Freigaben die Zwei-Faktor-Authentifizierung aktivieren.

Aktuell können folgende Benutzer/innen administrative Tätigkeiten ausüben:

admin (23)

admin2 (2)

Admin8

[Change](#)

[Modify user groups](#)

[Edit rights](#)

1.3.2.2 Teachers

You can choose the following possibilities for the teachers' user group:

Teachers



Timetable

Despite of this setting users will see all timetables which are publicly available. The settings can be changed under [Public](#).

- Which student timetables can be seen by the teachers?
- ☐ none
- ☐ Timetables of their own students
- ☒ Timetables of all students
- Which teacher timetables can be seen by the teachers?
- ☐ Only their own timetable
- ☐ The timetables of all teachers

Other settings have been chosen in the expert mode. You can overwrite these settings by making a selection here

Class register

- May class teachers enter exemptions, eg. "Exempt from PE"? ☒ Yes
- May teachers create "entries" and enter remarks in the class register? ☐ -
- May teachers register grades in WebUntis? ☒ Yes
- May teachers assign students to certain student groups? ☐ -

Other settings have been chosen in the expert mode. You can overwrite these settings by making a selection here

Other settings have been chosen in the expert mode. You can overwrite these settings by making a selection here

Contact details

- May teachers see the contact details of other teachers and students? ☐ -

Other settings have been chosen in the expert mode. You can overwrite these settings by making a selection here

Rooms and resources

- How may teachers book rooms?
- ☐ Not allowed
- ☐ Change only the rooms of lessons
- ☐ Book all rooms - confirmation necessary
- ☐ Book all rooms immediately
- Other settings have been chosen in the expert mode. You can overwrite these settings by making a selection here
- How may teachers book resources?
- ☐ Not allowed
- ☒ Unconfirmed booking- confirmation necessary
- ☐ Immediate confirmed booking

Registration

- After how many minutes should users be logged out due to inactivity?
- ☐ 5 minutes
- ☐ 15 minutes
- ☐ 30 minutes
- ☐ 60 minutes

Other settings have been chosen in the expert mode. You can overwrite these settings by making a selection here

Examination

- May teachers change supervisors and rooms of exams?
- ☐ No
- ☐ Only room
- ☐ Only supervisors
- ☒ Room and supervisors

1.3.2.3 Students

You can choose the following possibilities for the students' user group:

Students

Timetable

⚠ Despite of this setting users will see all timetables which are publicly available. The settings can be changed under [Public](#).

Which class timetables may be seen by the students?

May students see the teachers' timetables?

My students see the timetables of rooms and resources?

☐ Own class

☒ All

☒ No

☒ No

Contact hour

How may students see the contact hours?

☐ Only view

☒ Book online

Message

Whom may students send a message

☒ Everybody

☐ Only to the class teacher

☐ Nobody

Class register

May students see the class duties?

May students see their grades?

May students see the teaching content in the class register?

May students see the homework in the class register?

May students enter their own absences?

Yes

Yes

Yes

Yes

-

⚠ Other settings have been chosen in the expert mode. You can overwrite these settings by making a selection here

May students see the class register entries and remarks?

Yes

Registration

After how many minutes should users be logged out due to inactivity?

☒ 5 minutes

☐ 15 minutes

☐ 30 minutes

☐ 60 minutes

1.3.2.4 Parents and training enterprises

You can choose the following possibilities for the user group of parents/legal guardians and training enterprises:

Legal guardians and companies



Timetable

⚠ Despite of this setting users will see all timetables which are publicly available. The settings can be changed under [Public](#).

Which class timetables may users see?

- ☐ Own class
☒ Access for

May users see teacher timetables?

☒ No

May users see the timetables of rooms and resources?

☒ No

Contact hour

How may users see contact hours?

- ☐ Only view
☒ Book online

Message

To whom may users send messages?

- ☐ Everybody
☐ Only to the class teacher
☐ Nobody

⚠ Other settings have been chosen in the expert mode. You can overwrite these settings by making a selection here

Class register

May users see class services?

☒ No

May users see the grades of their children/employees?

☒ No

May users see the teaching content in the class register?

☒ No

May users see the homework recorded in the class register?

☒ No

May users enter absences for their children/employees?

☒ No

May users see class register entries and remarks?

☒ No

Registration

After how many minutes should users be logged out due to inactivity?

- ☐ 5 minutes
☐ 15 minutes
☐ 30 minutes
☐ 60 minutes

⚠ Other settings have been chosen in the expert mode. You can overwrite these settings by making a selection here

1.3.2.5 School management

You can choose the following possibilities for school management:

School management
✕

Class rooms

Which class rooms may the school administration change?
☒ None
☐ All rooms

Examination

May the school administration see exams? -

⚠ Other settings have been chosen in the expert mode. You can overwrite these settings by making a selection here

May the school management see exam statistics?
☒ No

Class register

May the school administration excuse absences?
☒ No

May the school administration see grades?
☒ No

Master data

May the school administration administer the students' master data?
☒ No
☐ Only view
☐ Yes

May the school administration administer the teachers' master data?
☒ No
☐ Only view
☐ Yes

Scheduling

How may the school administration use the scheduling?
☐ Without restrictions
☐ Only view

⚠ Other settings have been chosen in the expert mode. You can overwrite these settings by making a selection here

Registration

After how many minutes should users be logged out due to inactivity?
☐ 5 minutes
☐ 15 minutes
☐ 30 minutes
☐ 60 minutes

⚠ Other settings have been chosen in the expert mode. You can overwrite these settings by making a selection here

1.3.2.6 Management

You can choose the following possibilities for Management:

Main office

Examination

May administrative staff create and modify exams?
☒ No
☐ Only view
☐ Yes

May administrative staff see exam statistics?
☒ No

Class register

May administrative staff enter and modify exemptions
☒ No
☐ Only view
☐ Yes

May the administration excuse absences?
☒ No

May the administration see open periods in the class register?
☒ No

Reports

May the administration access reports concerning lessons?
☒ No

May the administration reports concerning the class register?
☒ No

Master data

May the administration modify master data of students?
☒ No
☐ Only view
☐ Yes

May the administration modify master data of teachers?
☒ No
☐ Only view
☐ Yes

Scheduling

How may the administration use the scheduling tool?
☐ Without restrictions
☐ Only view

⚠ Other settings have been chosen in the expert mode. You can overwrite these settings by making a selection here

Registration

After how many minutes should users be logged out due to inactivity?
☐ 5 minutes
☐ 15 minutes
☐ 30 minutes
☐ 60 minutes

⚠ Other settings have been chosen in the expert mode. You can overwrite these settings by making a selection here

1.3.2.7 Public

You do not need any user access for the public area. Timetables and contact hour lists can be made available here.

Public

Timetable

Which timetables may an anonymous user see?
☒ Class timetables
☐ Room timetables
☐ Teacher timetables

May teacher names be shown in public timetables?
☒ Yes

Contact hour

May anonymous users see contact hours? This will automatically show teacher names publicly.
☒ Yes

1.3.3 Warnings

There are two different types of warnings for rights and roles: for one, you are warned that data are inconsistent. And additionally you are made aware of the fact that settings were defined in the expert mode which do not correspond with the pre-defined default settings.

Inconsistencies

The screenshot shows that there are inconsistent data sets in the student user group. Click on <Show> and you will see a list including problem descriptions. Possible inconsistencies would be: a user has not assigned any master data or that the role of the user does not comply with the user group.

Click on <Change> to quickly correct it.

Administration >

Administrators are responsible for the administration of WebUntis and can see all data.

⚠ 11 inconsistent data records found. [Display](#)

User "wu3046_006" has the role "Others"	Change
User "BAdmin2" has the role "Students"	Change
User "Admin3" has the role "Legal guardians and companies"	Change
User "Admin4" has the role "Teachers"	Change
User "Admin6" has the role "System"	Change
User "Admin9" has the role "Class"	Change
User "admin2" has the role "Legal guardians and companies"	Change
User "Admin1" has the role "Teachers"	Change
User "wu3046_004" has the role "Others"	Change
User "wu3046_002" has the role "Others"	Change

Deviations in expert mode

Rights which were not included but have been defined are displayed.

Teachers

✕

Timetable

⚠ Despite of this setting users will see all timetables which are publicly available. The settings can be changed under [Public](#).

Which student timetables can be seen by the teachers?

- ☐ none
☐ Timetables of their own students
☒ Timetables of all students

Which teacher timetables can be seen by the teachers?

- ☐ Only their own timetable
☐ The timetables of all teachers

⚠ Other settings have been chosen in the expert mode. You can overwrite these settings by making a selection here

It would, for instance, be possible to permit teachers to view their own timetables and the daily overview of all teachers in the expert mode. If you want to change these settings you do not need to leave the expert mode, you simply select one possibility in this mask.

1.4 WebUntis student

1.4.1 Registration time frame

WebUntis 2019 provides you with new possibilities when creating registration time frames for your courses. Go to <Courses> | <Registration time frame>:

Time frame for course registrations

Short name
Registration autumn

Full name
Registration for autumn

Fr. To
7/1/2018 9/30/2018

Start time End time
8:00 AM 4:10 PM

Permitted registration-status
Drop course
Pre-register
Register

Department
- Selection -

Number of selectable courses
3

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

☐ The course-choice category is mandatory for the registration

Person in charge
hh-admin

Selectable courses +

Name	Full name	School year	Department	Per	Class
✗ Ast	Astronomie	2017/2018		4	
✗ bib	Einführung in die Benützung der Bibliothek	2017/2018	Bibliothek	2	
✗ D	D	2017/2018	Fak2	5	
✗ EN	English	2017/2018	A2	2	
✗ EN	English	2018/2019		2	
✗ FR	Französisch	2017/2018		3	5A
✗ Hist	History	2017/2018	A1	4	
✗ LUM	Leibesübungen Mädchen	2017/2018		4	1B
✗ Ph	Ph	2017/2018	Fak1	2	


You now have additional functions compared to last year – some settings which were only available on a global basis can now individually be selected for every registration time frame under <Courses> | <Settings>:

- Number of selectable course priorities
- The field "priority" is mandatory for registration.
- Priority cannot be selected more than once.
- Course registration with acceptance/confirmation by students.
- Course choice category is mandatory for registration.
- Person in charge

Additionally you can select which course should actually be displayed at registration during the registration time frame. This makes a more detailed scheduling of courses students are registering for possible.

1.4.1.1 Apply registrations

Students' registrations are no longer globally applied for all courses but for every single registration time frame.

There is a new button  symbolising the application of registrations. Just go to <Courses> | <Registration time frame>. By clicking on this button you apply all registrations for your course and therefore assign all students to your lesson.

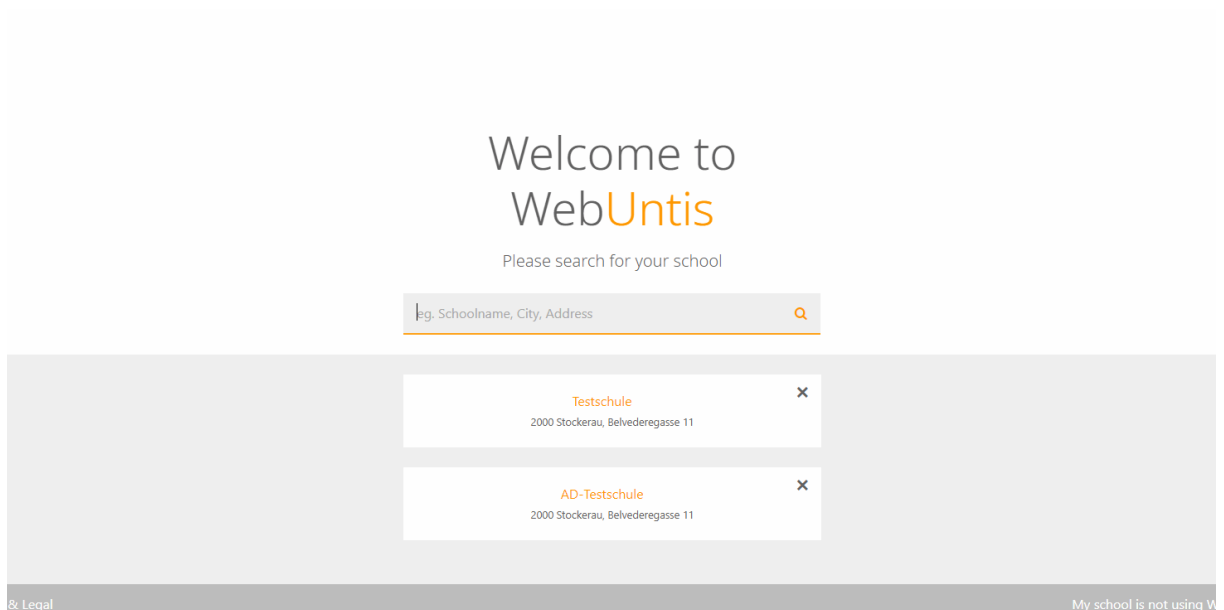
Note: Application by responsible person

When you create a registration time frame you can enter a responsible person. This person will also be able to apply registrations for this registration time frame.

1.5 Global school search

As of our 2019 version, you can easily and quickly search for your own school. The new tool for a global school search does not need any remembering or typing in of long URL addresses. If you happen to forget the URL address or the name of your WebUntis school just go to www.webuntis.com and search for your school. You have several options: you can search for your city, the address or the school name.

When you found your school, just click on it and you will be directed to your WebUntis instance. This intelligent search function makes searching for your school next time unnecessary, since your search results will be saved and you can select them immediately next time.



1.6 Privacy

As of WebUntis 2019 you have a new menu item called 'Privacy' under <Administration>.

Privacy policy

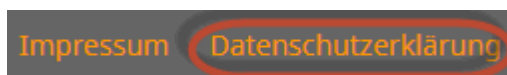
Datenschutzerklärung für Mitglieder der Schulgemeinschaft

Hier können Sie eine Datenschutzerklärung Ihrer Schule hochladen. Diese scheint dann für alle Benutzer/innen im Footer der Startseite von WebUntis auf.

[Datei auswählen...](#)

Erlaubte Dateitypen: pdf
Erlaubte Dateigröße: 10Mb

You can upload the privacy policy of your school when you click on this button. After having completed the upload your privacy policy is shown on the official WebUntis start screen in the footer.



When you click on 'Privacy policy' it opens in your internet browser.

Processing of privacy agreement

Untis, sowie je nach Region Ihr regionaler Ansprechpartner, sind Auftragsverarbeiter gemäß Art. 28 EU Datenschutzgrundverordnung. Wir stellen Ihnen Dokumente zur Auftragsverarbeitung sowie eine Auflistung der technisch-organisatorischen Maßnahmen unter diesem Link zur Verfügung:

<https://www.untis.at/dsgvo>

Bitte lesen Sie diese Dokumente sorgfältig durch und laden Sie die unterschriebenen Dokumente dort wieder hoch.

Here you can download a data processing agreement between your education institute and your commissioned data processor. Download the respective document, sign it and upload it for your commissioned data processor.

Data excerpt

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.

Benutzer:	<input type="text" value="Bitte wählen Sie"/>	<input type="button" value="Download"/>
Schüler:	<input type="text" value="Bitte wählen Sie"/>	<input type="button" value="Download"/>
Lehrer:	<input type="text" value="Bitte wählen Sie"/>	<input type="button" value="Download"/>

If somebody from administration at your school asks you for all personal data saved in WebUntis, you can download here the respective excerpt. Here you can choose between user's data and student' or teacher's master data. If you need school year-related data, go to WebUntis' main calendar and select on the top right the respective date of the school year you need. Start downloading the excerpt.

1.7 Grades

GradesWebUntis 2019 provides teachers with a grade matrix for entering grades.

Go to <Lessons> | <My lessons> | <Students in lessons> (icon in the 'Student' column) | 'Grade matrix' button.

In the following an example:

Notenmatrix
Arist - Mat - 1a | 2018/2019

1. Semester x ▾

	Schüler	Notenvorschlag 1. Semester	Gesamtnote 1. Semester	1.schriftlicher Test 11.09.2018	2.schriftlicher Test 16.11.2018	Stundenwiederholung 11.10.2018
1	Blau Sarah	Gut (1.66)		Sehr Gut	Gut	~
2	Decker Tobias	Gut (1.66)		Befriedigend	Sehr Gut	+
3	Eberhart Marina	Gut (2.00)		Gut	Sehr Gut	
4	Fink Felix	Gut (2.00)		Befriedigend	Gut	
5	Mönch Jennifer	Befriedigend (3.00)		Nicht Genügend	Befriedigend	+
6	Sanger Peter	Befriedigend (2.66)		Genügend	Gut	~
7	Schuhmacher Klaudia	Befriedigend (2.66)		Gut	Nicht Genügend	

Teacher Aristotle can enter all grades of existing examinations. Vertically all students and horizontally all tests are listed - in our example you have two tests and one review check.

The column 'Grade suggestions' proposes a grade for the respective semester or school year depending on the weighting of the respective type of examination. In the column for overall grade, the teacher can select an overall grade per student.

Click on a cell, e.g. 'Review check' for student Marina and the following view opens:

Eberhart Marina | Stundenwiederholung
Mat - 1a - Arist

Note

+

~

-

Text

Mündliche Wiederholung zum Thema Kurvendiskussion ✓

Speichern Abbrechen Löschen

Depending on which type of examination and grading scheme, you can select different grades.

Note: overall grade

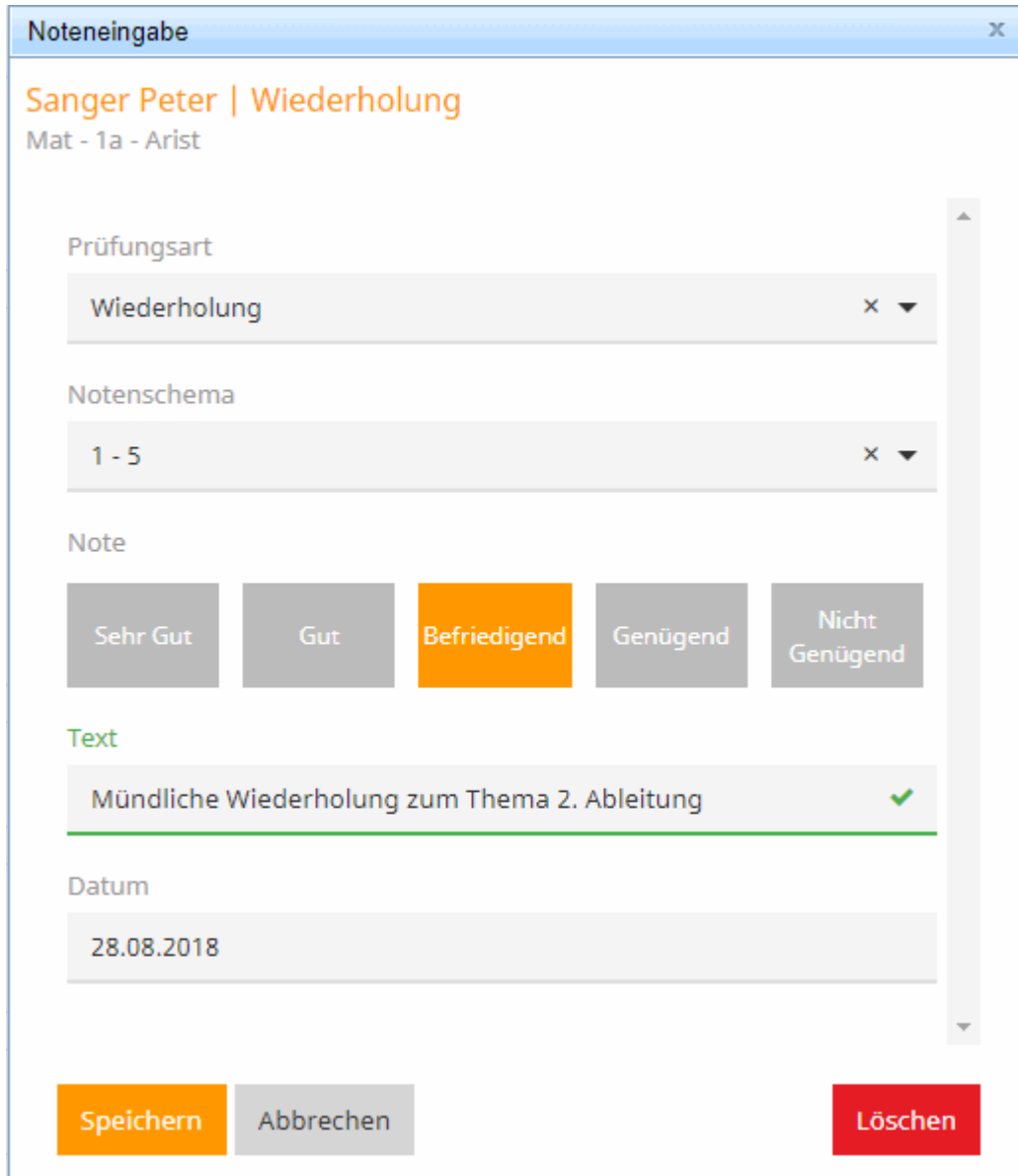
You need to allow entering an overall grade for the entire school year. Go to <Master data> | <School years>.

Note: Grade suggestion

You need to select an overall grading scheme in order to activate grade suggestions per student. Go to <Master data> | <Grading scheme>.

1.7.1 Entering grades

WebUntis 2019 has a new design for entering grades per student:



Noteneingabe

Sanger Peter | Wiederholung
Mat - 1a - Arist

Prüfungsart
Wiederholung

Notenschema
1 - 5

Note
Sehr Gut Gut **Befriedigend** Genügend Nicht Genügend

Text
Mündliche Wiederholung zum Thema 2. Ableitung ✓

Datum
28.08.2018

Speichern Abbrechen Löschen

Here the teacher can enter grades per student (depending on examination type and grading scheme).

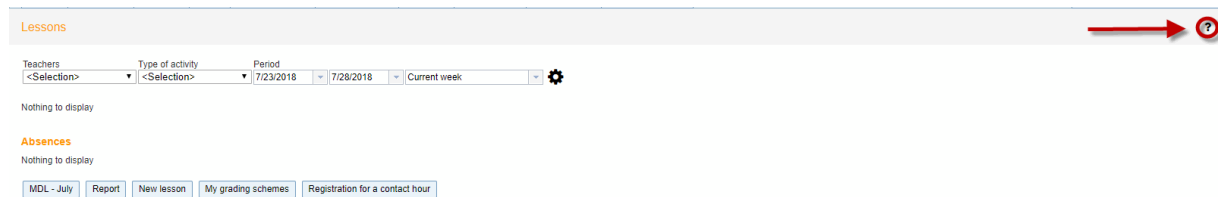
You either go to the main page of the class register (star icon; entering grades per student) or go to <Lessons> | <My lessons> | <Students in lesson> | <Grades> | <Entering grades>.

1.8 WebUntis Help

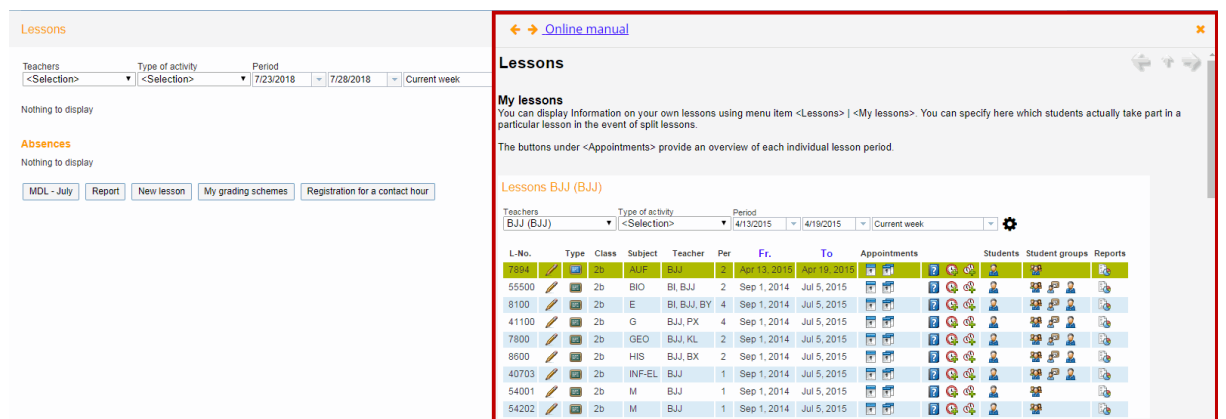
WebUntis 2019 provides you with a very new type of online help. The new version allows you to directly access help texts and descriptions of certain topics without having to exit the program.

Our new WebUntis help searches for the best solution to your problem in different sources. In addition to instructions, manuals and our online help texts it also searches our YouTube tutorial videos, if available.

The new WebUntis version has a lot of question mark symbols (?).



This symbol tells you that there are instructions, help texts or video tutorials on this topic. Just click on the question mark and the help text opens up without you having to interrupt your work in WebUntis. You can close the help window at any time.



Note: Navigation buttons

Please note that on the top right there are navigation buttons you can use to go back or forward to get more information on a specific topic.

1.9 Studien groups

Please visit our website www.untis.at for more detailed [instructions on student group administration](#). Go to Help & Support | WebUntis | Instructions | Student groups in Untis and WebUntis.pdf.