Untis

GRUBER & PETTERS

WebUntis 2019

NEW

untis.com

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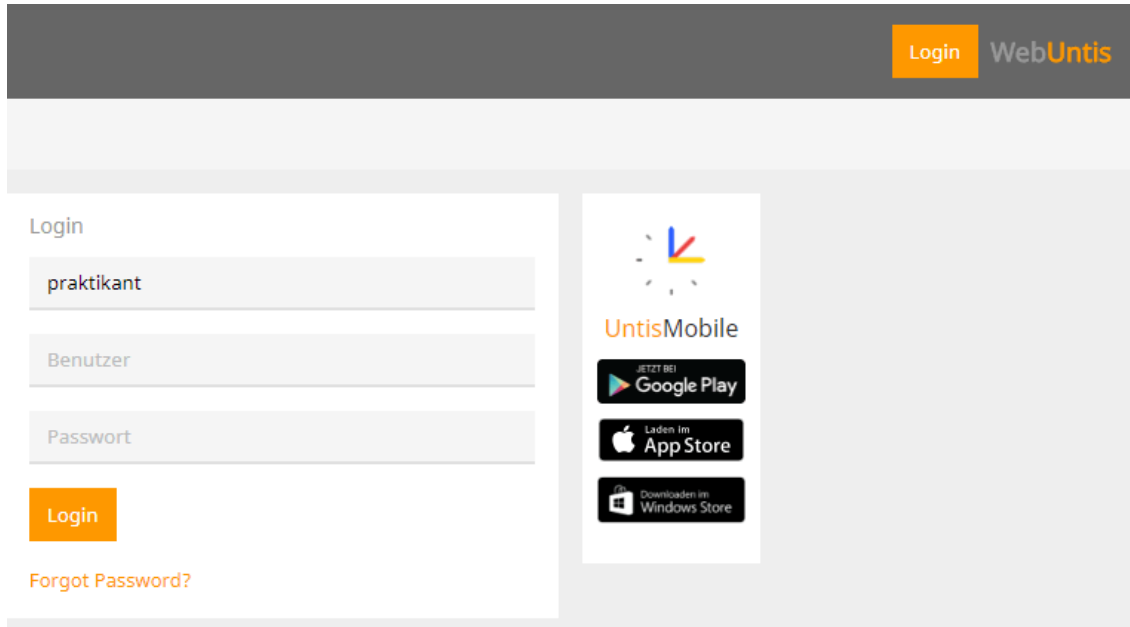
WebUntis has a user administration function which enables the administrator to control who has certain rights to see only or to edit and who does not have such rights.

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 and login for the first time with your individual access data.

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.
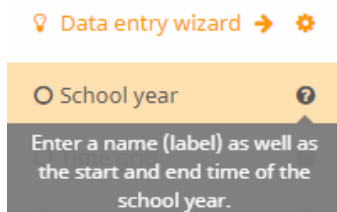

1.1.3   Data entry

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.
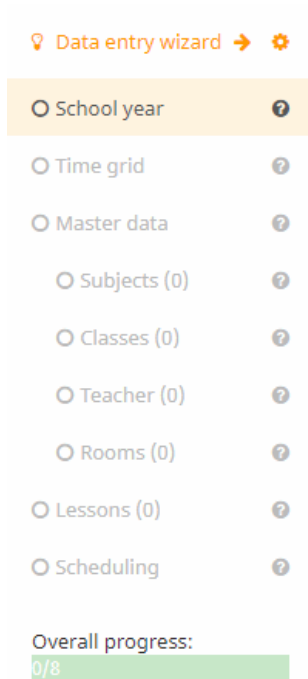
When you start all areas are greyed out and the step which is next is highlighted in orange. In our example below the next step is entry of school year. Every item has a question mark next to it. Just go there with your mouse and additional information will be displayed telling you what to do in this 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.
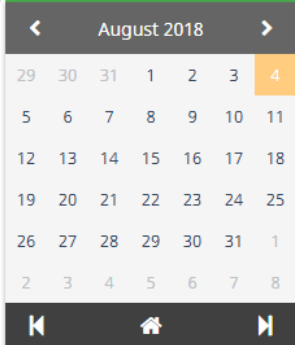
Click on the <Save> button. The respective item will be checked in green meaning that this task has been completed and you have created a new school year. The next task on the list is the item 'Time grid', which is now highlighted in orange.

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.

- + 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.

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.

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.

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.

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	Class	Teacher	Room
	RK ▼	× 1A / × 1B ▼	× Cer × ▼	× 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.

☐	Student group	Periods/week	Subject	Class	Teacher	Room
☐		3	Mat	1A	Gau	R1
☐		2	Rel	1A, 1B	Cur	R1
☐		2	PE	1A	Cur	Th2
☐		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.

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

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).

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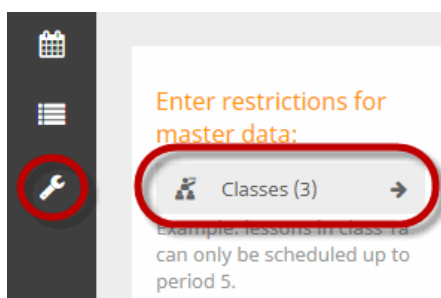
Select from the list of master data (e.g. 1a) one element and define in which unit of the day which time request should apply. The example below for class 1a shows that from period 1 to period of 5 the class must have lessons by all means, in period 8 and on Friday afternoons they shall never have any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

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

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>.

1.1.4.2 Requirements for lessons

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

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.

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.

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.

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.

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.

Coupled lessons show the coupling icon next to their name.

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).

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.

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

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

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

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

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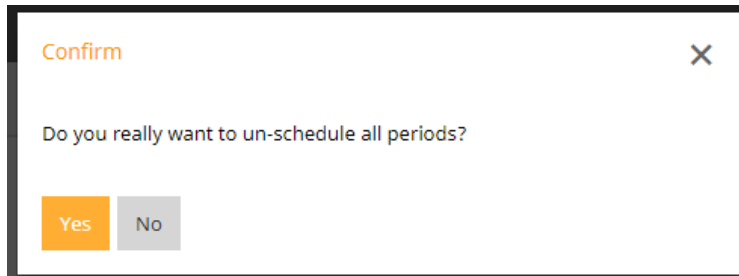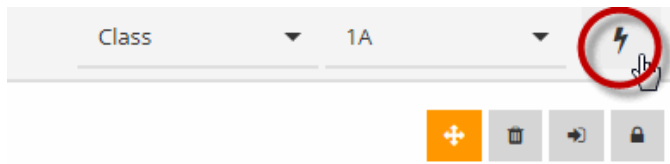
1.1.5.1.2 Lock periods

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.
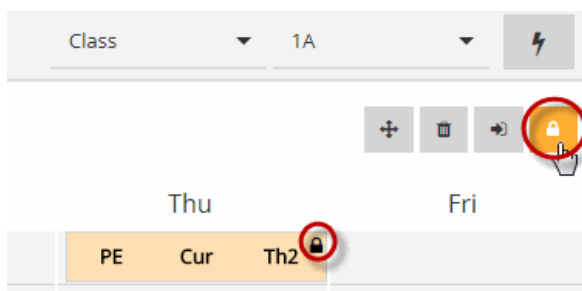
1.1.5.1.3 Change room

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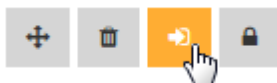
In the dialogue box opening up the already scheduled room (Wtech) is shown. It can be deleted and you can select another free room from the drop-down list. Alternatively, you can add a second room to the already scheduled room.
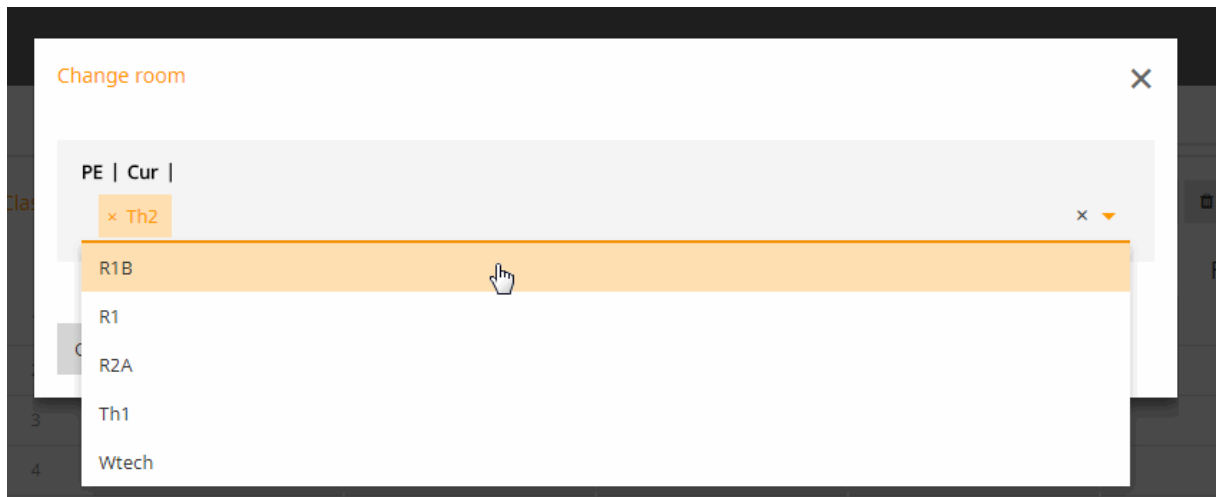
1.1.5.2 Automatic scheduling

If you want the timetable to be scheduled automatically according to your entries, then click on the <Automatic scheduling> button.
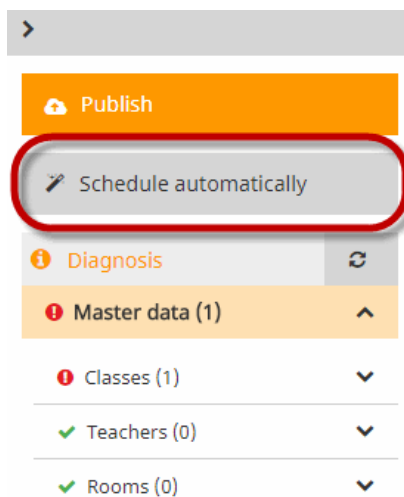
A dialogue box is opened and you can start the automatic scheduling process.
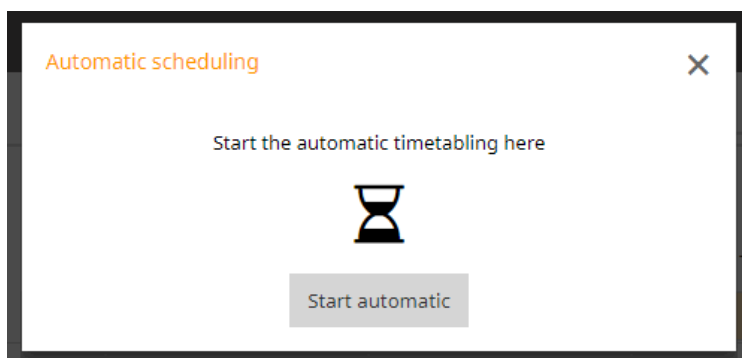
When the calculation is completed you will be directed to the finished timetable.
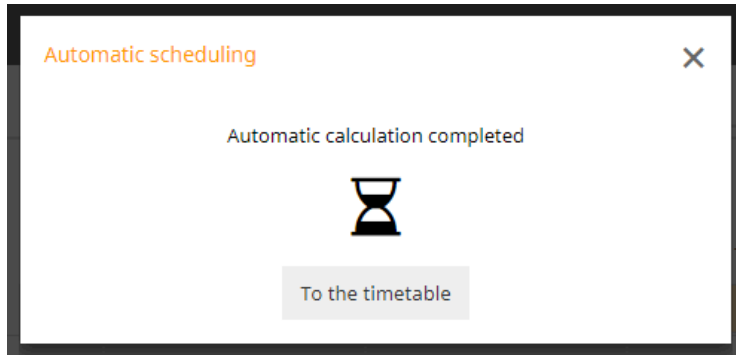
1.1.6   Diagnosis

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.

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.

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.

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.

By clicking on <Reschedule period> you are directed to the timetable in which the clash occurs. You can resolve the problem there.
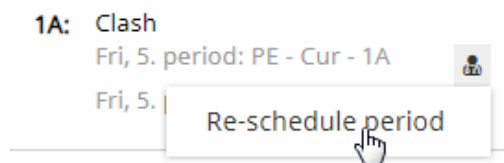
1.1.6.2.2 Subject several times per day

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.
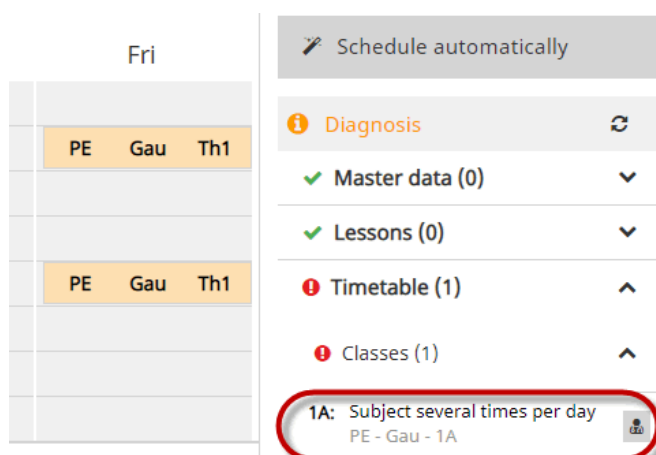
1.1.6.2.3 Block requirement has not been respected

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.
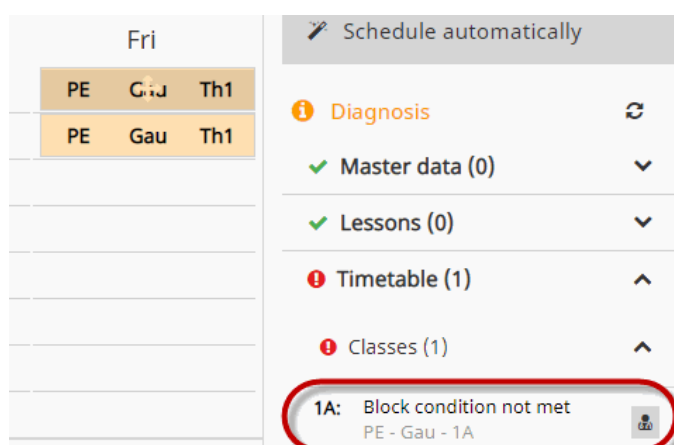
1.1.7   Publish

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.

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.

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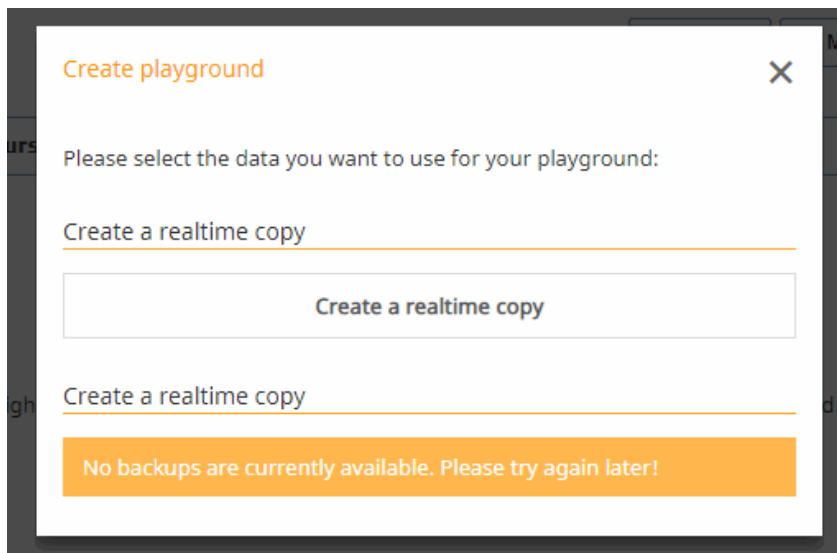
Here you can chose if you want to use your current data or rather an existing backup as a playground. Please note that Untis GmbH saves a backup of your WebUntis instance every night. This latest backup will then be provided as your real-time copy for your playground.
In the example below a playground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

Active playground

Open playground   /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 ✅	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 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:

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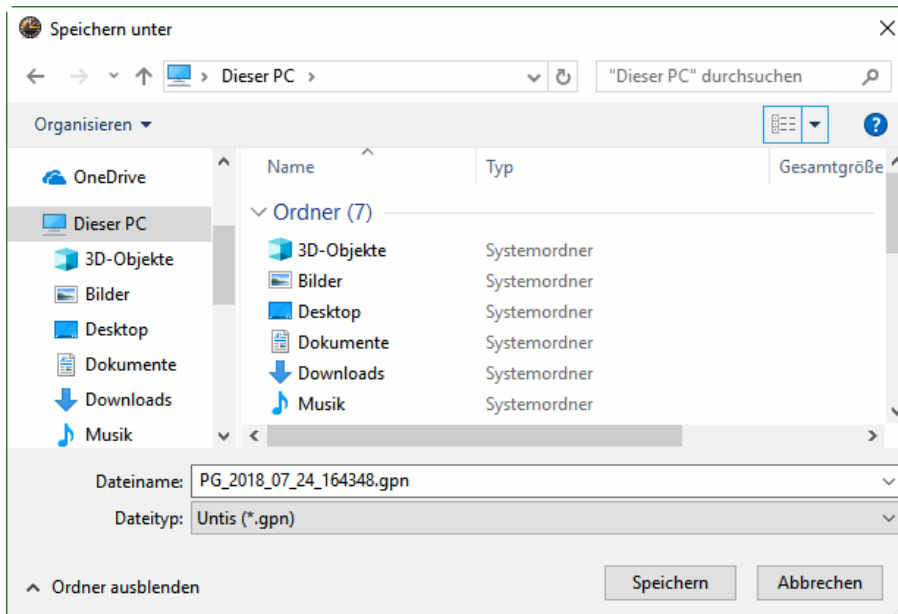
In the Multiuser database a 'new' school is created.

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.

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.

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.

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.

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?   -

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

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

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?	○ Own class	
	◉ All	
May students see the teachers' timetables?	⚫ No	
My students see the timetables of rooms and resources?	⚫ 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?	Yes ⚫	
May students see their grades?	Yes ⚫	
May students see the teaching content in the class register?	Yes ⚫	
May students see the homework in the class register?	Yes ⚫	
May students enter their own absences?	-	
	⚠ 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.

Deviations in expert mode

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

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.
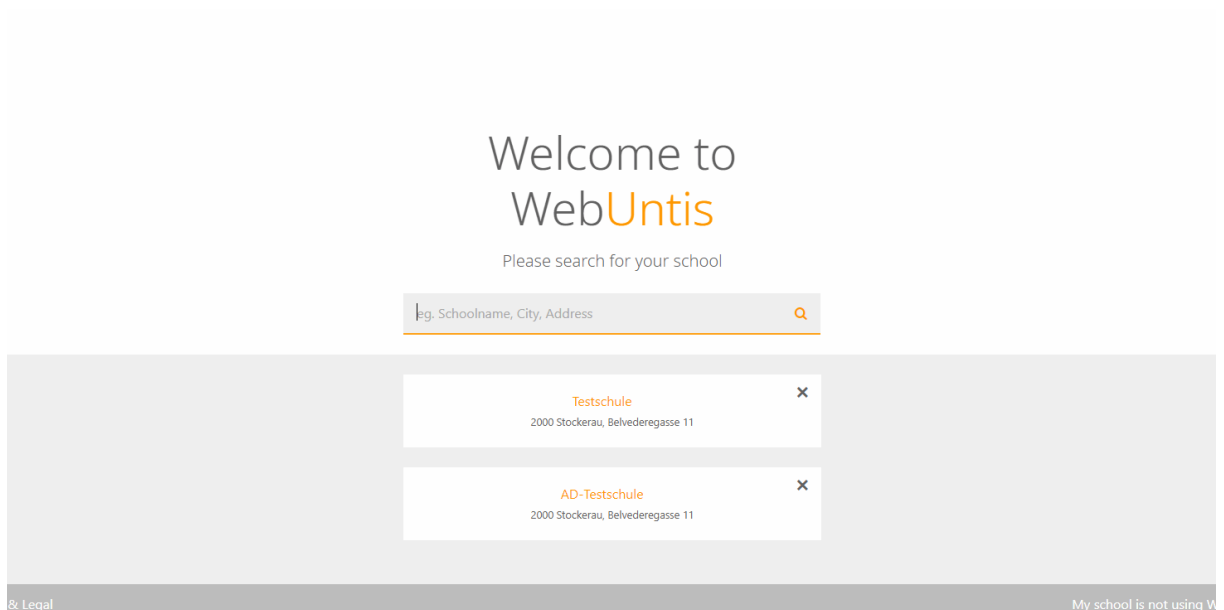
1.6   Privacy

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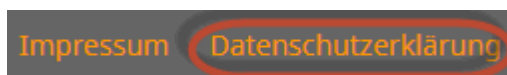
Privacy policy

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: *Bitte wählen Sie* ▾ Download
Schüler: *Bitte wählen Sie* ▾ Download
Lehrer: *Bitte wählen Sie* ▾ 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:

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:

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

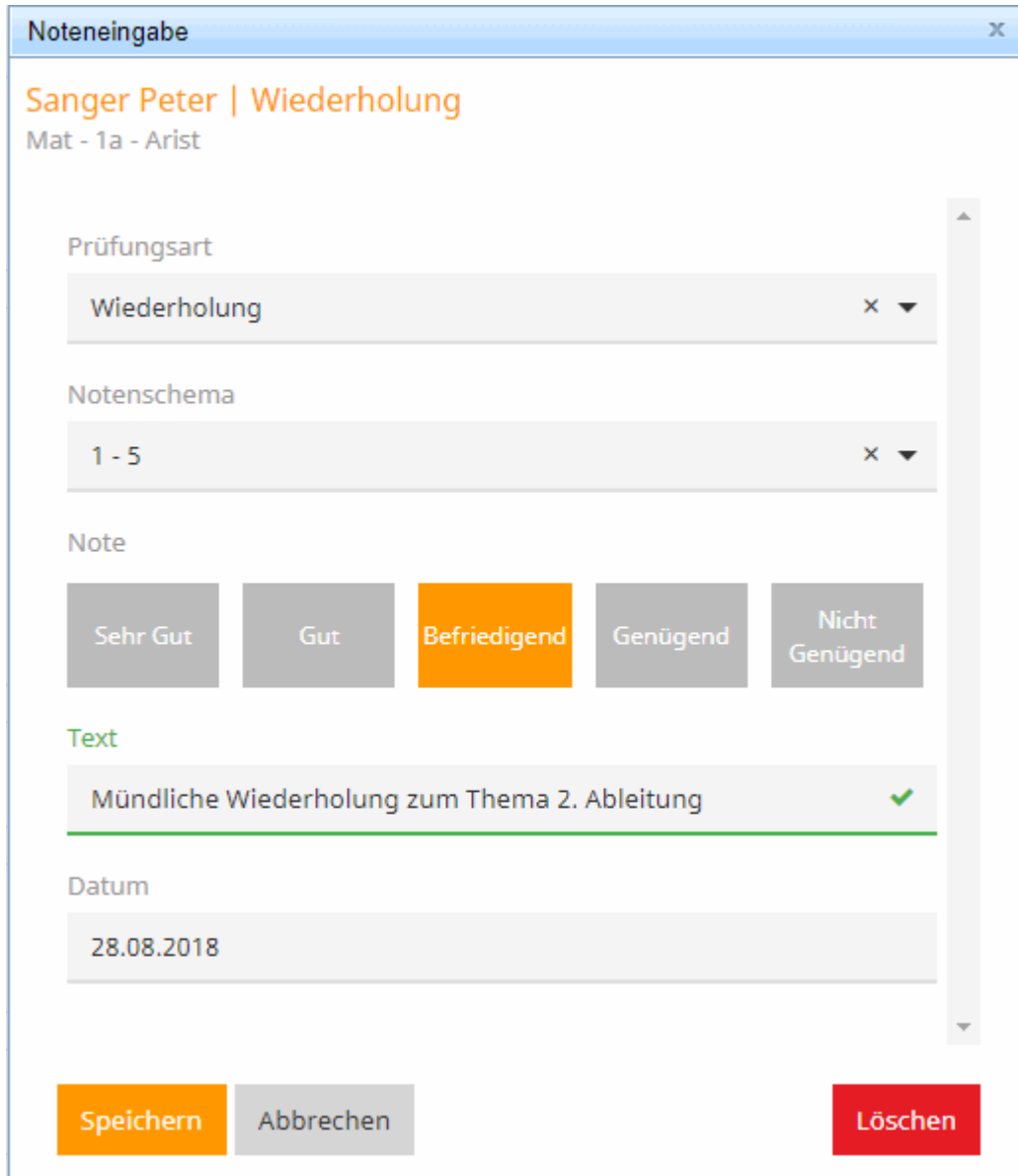**Note: overall grade**
You need to allow entering an overall grade for the entire school year. Go to <Master data> | <School years>.

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:

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 (**?**).
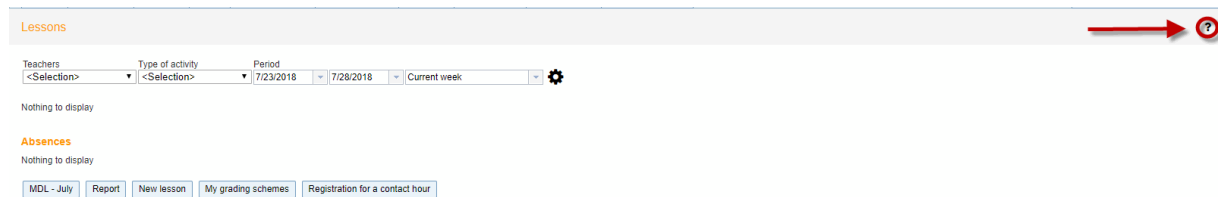
This symbol tells you that there are instructions, help texts or video tutorials on this topic. Just click on the question mark and the help text opens up without you having to interrupt your work in WebUntis. You can close the help window at any time.
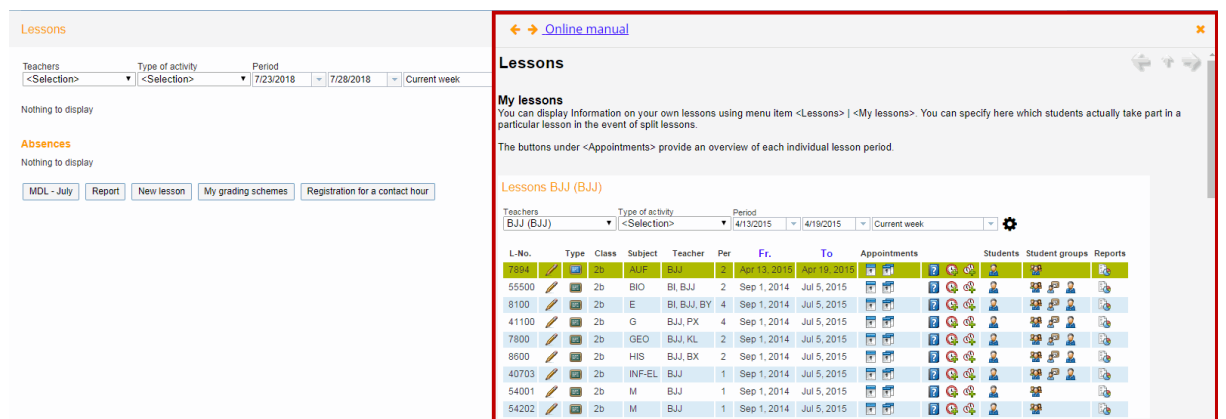
Note: Navigation buttons
Please note that on the top right there are navigation buttons you can use to go back or forward to get more information on a specific topic.

1.9 Studen 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.