



Manual for

"WebUntis"

for legal guardians



From: Gianna Gillert



Dear Parents,

Life in a school is built around the schedule. Students, teachers and parents need to be informed about the schedules and the changes that occur on a daily basis.

Not so long ago, schedules were published exclusively on paper. In the future, one or two clicks will be enough to make the **flow of information** from the **John F. Kennedy School** much easier thanks to the Untis scheduling and substitution software and the associated WebUntis module.

The central components of WebUntis are the digital class book, the website, and the free app "Untis Mobile", which can be installed on the smartphone or tablet. After a registration process on the Internet and/or the launch of the app, all parents at the school who register for the parent module have a schedule that is always up to date and, above all, individualized. You can see at a glance which classes are taking place, which are cancelled, which are postponed, on which days an exam/class test is scheduled.... WebUntis offers many other possibilities. It also serves as a convenient communication platform between students, parents and teachers. In addition, absences and tardiness, as well as grades of written work can be viewed. We have adjusted the usage rights with regard to the user groups, and data protection is guaranteed.

Since we have introduced the program for the first time this year, we will initially use WebUntis to enter attendance and exams dates and their grades. Many teachers are also already entering homework assignments in order to offer students a better overview. Next year, we plan to use the platform to schedule parent/teacher conferences.

On the following pages, you will find a quick guide with the most important steps for registering and operating the parent module. Thank you for your patience as we work to integrate this new system.

With kind regards

JFKS Administration

1. What is WebUntis?

WebUntis is an electronic class book that allows you to keep track of your child's performance at school online, regardless of your working hours.

What possibilities does WebUntis offer?

You can with a personal password:

- Keep track of school events
- Schedule appointments for parent-teacher conferences
- Digital communication between parents and school (e.g. letters to parents)
- View grades
- View dates for class tests
- View absences and tardies
- View substitution plans

Is WebUntis a secure system?

Yes, because not every user is allowed access to everything.

You can **ONLY** view the information that personally pertains to your child.

Teachers have access to their own timetable and class schedules.

Of course, only registered parents can view the data of their own children. The data of the digital class books are located on servers in Germany and Austria and are managed by the company Untis in a special data center. WebUntis has been approved by the team of data protection officers of the SENBJF. The entire data stock is subject to German and European jurisdiction.

The communication via the browser runs over an encrypted connection - recognizable by the "https://" in the URL.

Pros:

- Easier communication for purpose of teacher-parent meetings
- Retrieval of the daily schedule, including all substitutions in a matter of **seconds**
- Receive **daily news** about possible events
- Receive **individual information** on the substituted lessons
- Quickly and easily send **messages** to the **class teacher**
- View absences
- View homework
- Easy to use interface**

Further planned development steps

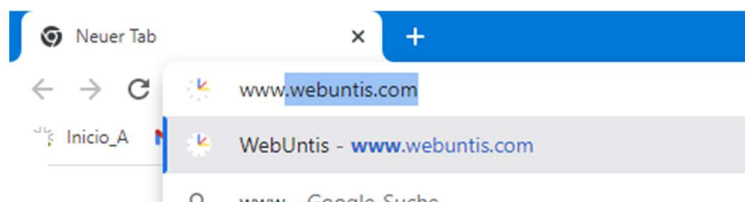
Simplified **booking of a time slot to meet teachers**

2. Parent module in the browser

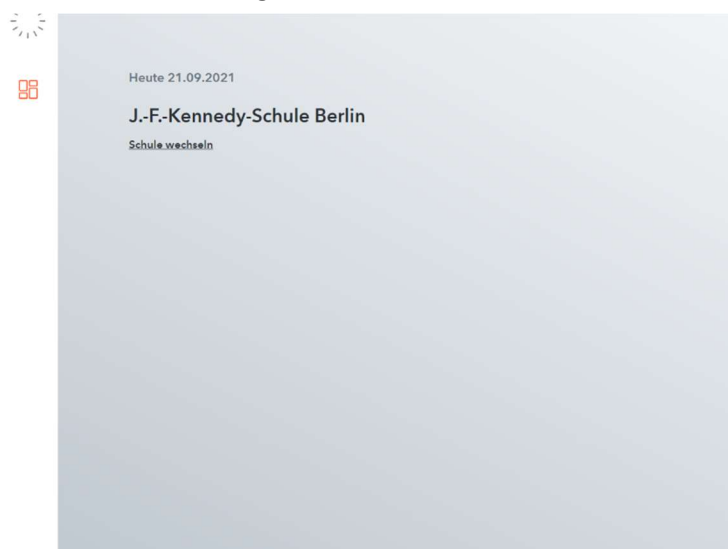
You can access WebUntis through an internet browser. In the following, you will find a quick guide to registration and an overview of the most important functions.

2.1 Registration and Login

1. Open a Web-Browser and go to www.webuntis.com
2. Choose our school



3. After choosing our school - the JFKS LOGO will show up



WebUntis Login



Benutzername

Passwort

Login

Passwort vergessen?

Google Play App Store

4. Now you can login with your username and password

Note: Username is 6 letters Lastname + 3 letters firstname + _1/_2 for parents

Example: Lisa Mustermann	Student Username:	MunsteLis
	Parent (1)	MunsteLis_1
	Parent (2)	MunsteLis_2

→ You should have received the login information from the homeroom teacher. In the 11th and 12th grade, it was given to your child.

3. Password entry and change

The first login requires a new password to be entered. We recommend a password that is easy to remember. If you still want to change the password, you can do this via the user settings. If you have forgotten the password, you can reset the password via "Reset password", after you have registered with your email address. If you enter the wrong password too often, your access will be blocked. Your password must not contain a name, must contain upper and lower case letters, numbers and special characters.

When you log in for the first time, the website will ask you to change your password. The APP does not do this, so please log in to the website first.

3.1 News of the day and daily timetable

On the start page you will now see the "**News of the Day**", as well as the **current timetable (schedule)** including the substitutions for the day of your child.

The screenshot shows the WebUntis interface for the date 17.03.2019. On the left is a sidebar with icons for home, calendar, messages, and a user profile. The main content area is divided into two sections. The top section, titled 'Heutige Nachrichten', contains a message from the school principal. The bottom section, titled 'Heutiger Stundenplan', displays a table of the current timetable. An orange arrow points to the 'Heutige Nachrichten' header, and another orange arrow points to the 'Heutiger Stundenplan' header. A third orange arrow points to the first row of the timetable table.

	Std.		Fach	Lehrer	Raum
	1	07:50 - 08:35	Spo	Brö	Sp1
	2	08:35 - 09:20	Spo	Brö	Sp1
	3	09:35 - 10:20	Mor	Pe	S2203
	4	10:20 - 11:05	Ch	Pe	S1103
	5	11:10 - 11:55	Ara_FA	Mag,Sha	S1202,S1001
	5	11:10 - 11:55	Ara_M	Mah	S1309
	7	12:40 - 13:25	IslA	Met	S0303
	7	12:40 - 13:25	IslB	Ali	S0304
	7	12:40 - 13:25	Eth	Frö	S2203
	8	13:25 - 14:10	E	Scn	S1302

If you click on the tab "Timetable" on the left side of the start page of WebUntis, you will get to the view of the timetable/schedule of your child's class. In this view you can see the current timetable, which also shows substitute lessons, absences, and upcoming class tests. The relevant lesson is marked in red.

In addition, only the changes in the timetable that are relevant for your child are displayed here, i.e. which lesson may be substituted, cancelled or when a class test (blue) will take place.

3.1 (Booking a consultation hour) - is being planned as the next milestone

With a click on the **speech bubbles** you can display all **office hours** of the colleagues. With a click on class you can display all teachers of a particular class and with a click on the date, select a suitable day. If you now click on the corresponding teacher, you can register for a time slot of 15 minutes with an individual remark. You can also cancel your appointment at any time if the time is not convenient for you. Please note that the teachers will be notified and that you will also keep your registered appointments.

This module will probably be available from 2022

3.2 Sending messages to the class teacher

First, we open up the possibility for you to send a message to the class teacher. To do this, click on the letter icon in the top right corner. You will then be taken to the message menu, where you can

send messages.

3.3 Parent module as an app on mobile devices ("Untis Mobile")

In addition to the browser version, you can download the app to your smartphone or tablet. Here you always have an overview of the current schedule, as well as all consultation hours of the teachers and the news of the day.

In addition to the normal settings that you can make, you now have the option of displaying the **daily timetable, news for the day** and all **office hours**.

Not all functions of the website are available in the APP yet.

3.4 Class register

If you click on the "my data" tab on the left-hand side of the WebUntis homepage, you will be taken to the view containing all the data entered by the respective class teachers or subject teachers concerning your child. This data is divided into the categories: Absences, class book entries, homework and class work or exams, which are briefly explained below.

3.5 Absenteeism

Under the item Absences, which are displayed in the field on the top left, you can track all unexcused absences of your child for **the entire school year**. Recorded tardies are also taken into account. **Please note** that **excuses must still be received in writing by the class teacher** in order to excuse open absences.

3.6 Homework

In the homework category, all homework that your child has to do is displayed for **one week into the future**. All homework information entered by the respective teachers can be viewed by you in order to possibly support your child in completing it. Please note that the colleagues are still gaining experience and not everyone enters the homework here so far.

3.7 Classwork

In the Exams field, all of your child's class tests that lie **one week in the future** are displayed. Here you can see the subjects, the titles, and the explanations of the tests, as well as the time, the place and the duration of the tests.

With the nine icons on the left side you can switch between the info screen under "today", the lesson substitution schedule, the office hours and the class book under "my data".



WebUntis	
J.-F.-Kennedy-Schule Berlin	

	Heute	Today
	Übersicht	Overview
	Mitteilungen	Messages
	Mein Stundenplan	My timetable
	Abwesenheiten	Absences
	Hausaufgaben	Homework
	Prüfungen	Exams
	Noten	Grades
	Sprechstunden	Consultation

FAQ:

1. An absence is entered incorrectly. Who should I contact?

Please contact the subject teacher who entered you as absent.

2. My password does not work. What can I do?

If your email address is on file, you can reset your password on your own by clicking the "Forgot password" button. If this is not possible, please send an email to Ms. Gillert. Students should come by W111 if this is the case.

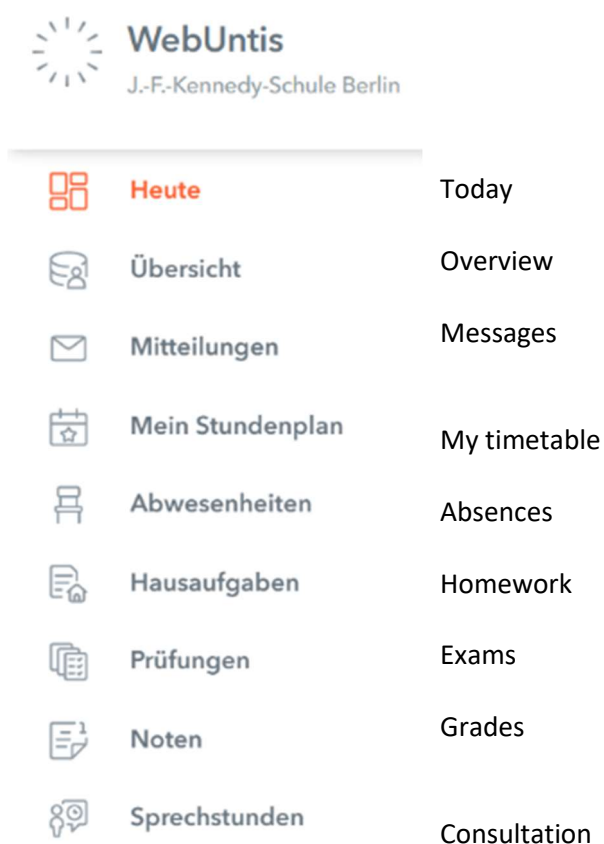
3. My teacher does not enter homework on WebUntis. Is this correct?

Teachers are also just getting to know the new system and have to get used to using it bit by bit. So far, only attendance checks and class tests must be entered via the platform.

4) I have several children at the school and would like to use only one access to view all children and their data. Is this possible?

Yes, this is no problem. Please send an email to Ms. Gillert and tell her which account you would like to continue using and which children should be linked to this account.

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