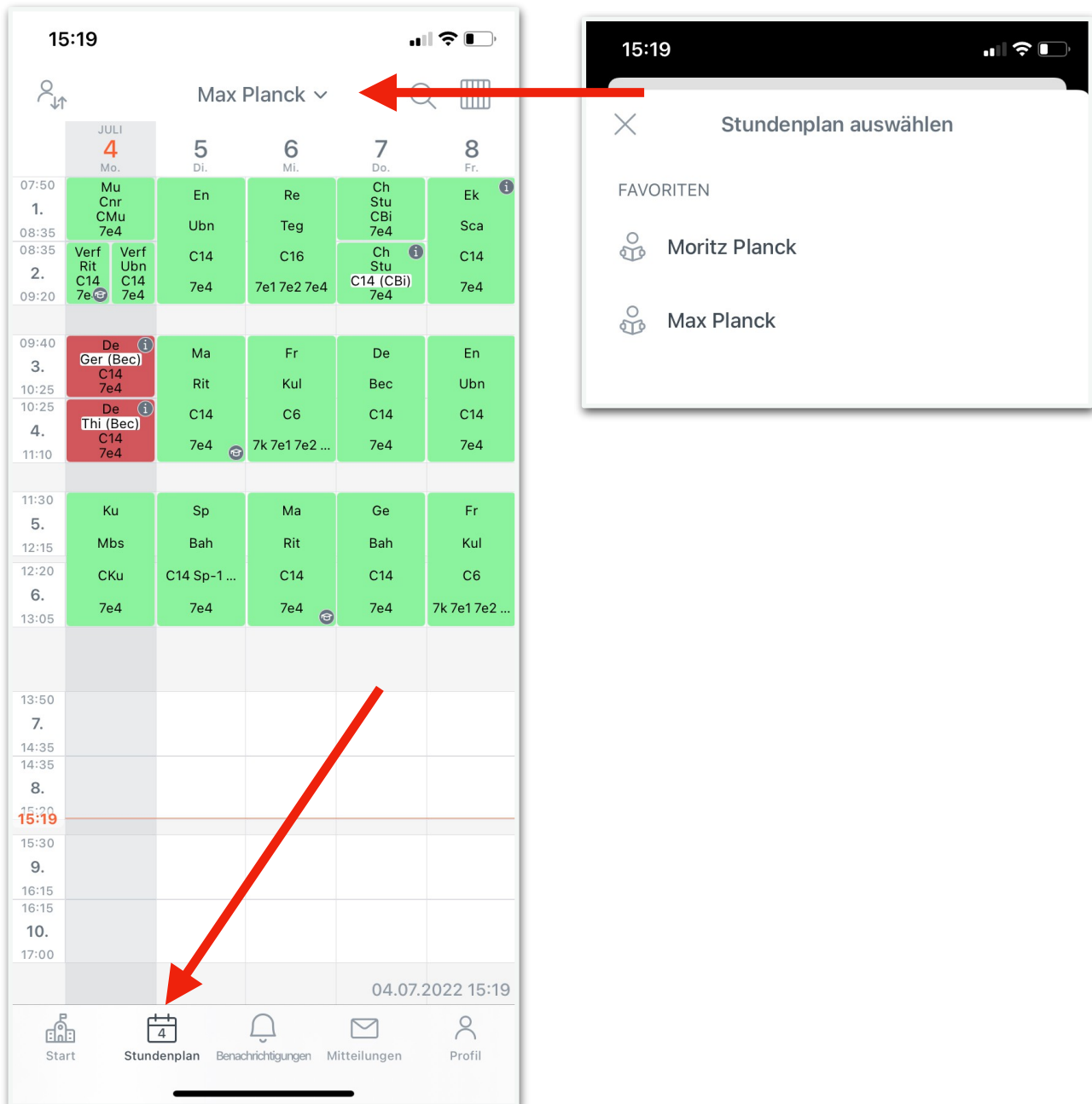


WebUntis functionalities of the digital class register for parents (timetable, homework, absences) in the app

Timetable

1. Go to **"Timetable"** in the app. If you have several children at the MPG, you can switch between the timetables using the drop-down menu:



The screenshot shows the WebUntis app interface. The main screen displays a timetable for the date 04.07.2022 at 15:19. The timetable is organized by time slots (07:50 to 17:00) and days of the week (JULI 4, 5, 6, 7, 8). The current selected timetable is 'Max Planck'. A red arrow points to the dropdown menu 'Max Planck' at the top of the timetable. Another red arrow points to the 'Stundenplan' icon in the bottom navigation bar.

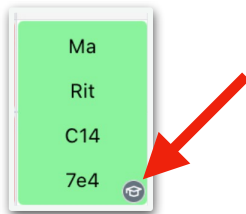
The dropdown menu 'Stundenplan auswählen' is open, showing a list of favorite timetables under the heading 'FAVORITEN':

- Moritz Planck
- Max Planck

Homework

If you want to view the homework in the app, proceed as follows:

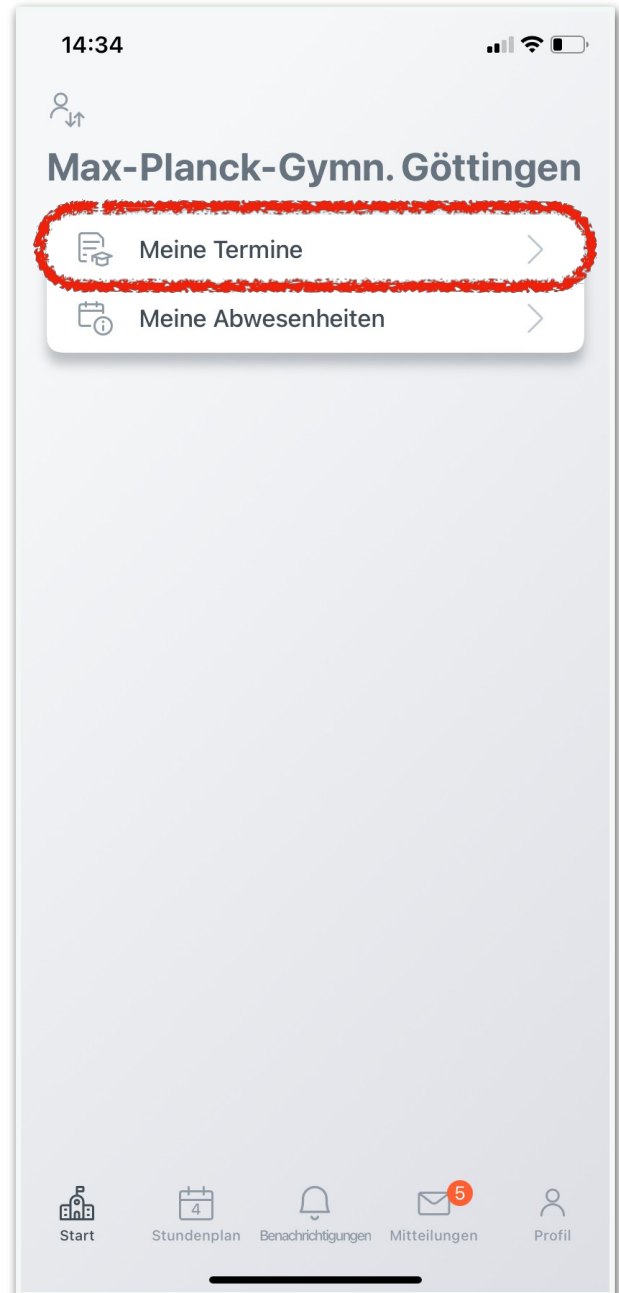
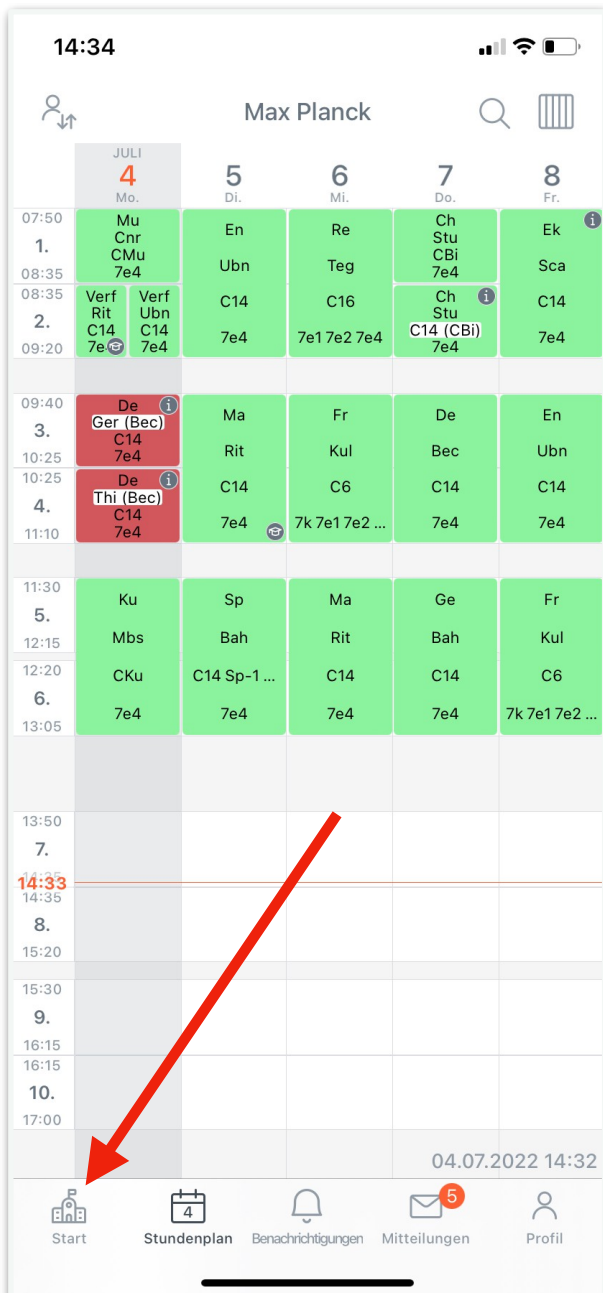
1. A "hat" in the timetable indicates that homework has to be done for this lesson:



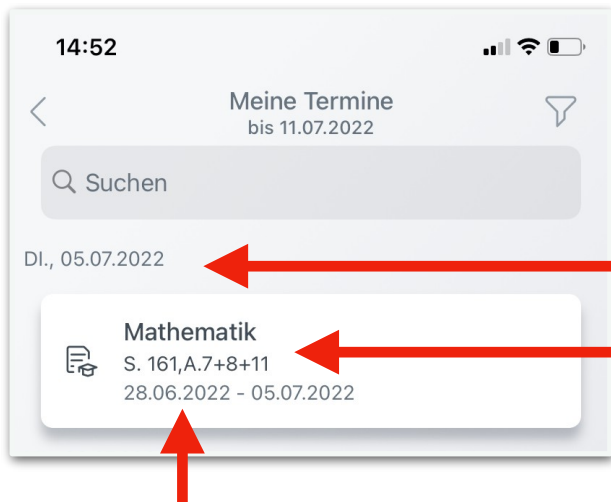
2. However, you can no longer see the homework when you click on the lesson. An error message is then displayed:



3. Instead, click on "Start" at the bottom left of the app and then on "My appointments":



4. Now you can see all the pending homework:



Date on which the homework assignment
must be completed.

Subject and task

Date on which the homework was
submitted.

Note: Sometimes the data is not displayed correctly. Then the app has not been synchronised correctly. In this case, simply close the app (not just minimise it!) and reopen it. The data will then be freshly synchronised and everything will be displayed correctly again.

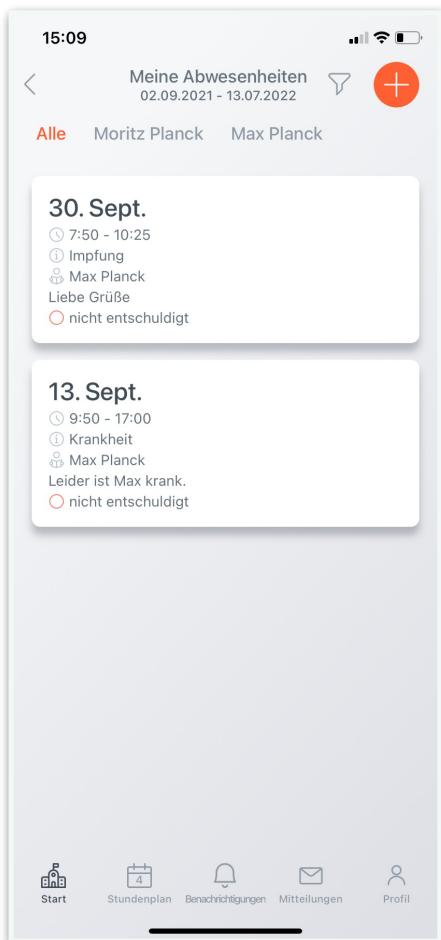
Important note:

Unfinished homework is still current, completed homework has already been discussed in the lesson. However, this is not to be understood individually for each student. This is general information. WebUntis does not record which student has completed the homework.

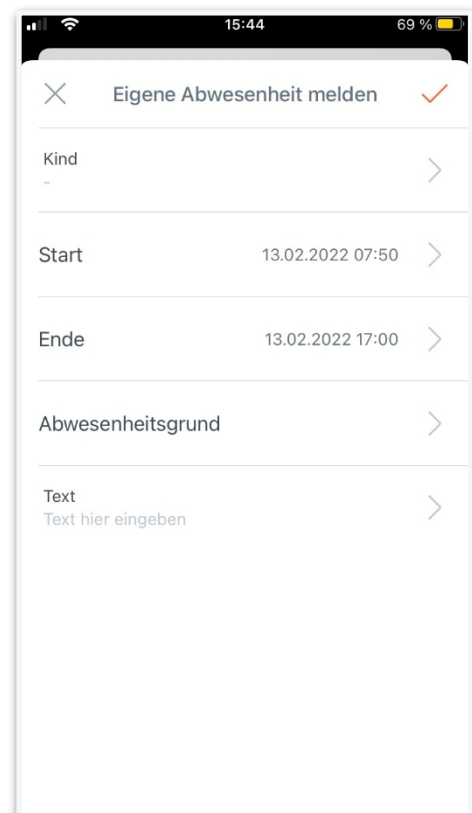
Absences

Please note: You can only report absences in advance. If the lesson in which your child is absent has already started, this is no longer possible due to the system. In this case, you must send an apology to the class teacher in the school planner or by e-mail.

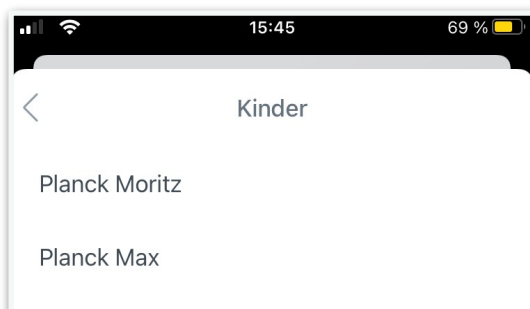
If you go to "Start" and then to "My absences", you will see the absences of your child or children, if there are already any. You can display the absences of all your children in the menu ("All") or filter according to the children (here in the example "Planck Moritz" or "Planck Max").



Via the orange-coloured
"Plus" you can **report** a
new **absence**:



If you have not filtered by one of your children, you must first select the child for whom the absence is to be entered:



15:49 69 %

✕ Eigene Abwesenheit melden ✓

Kind
Planck Moritz >

Start 14.02.2022 07:50 >

Ende 14.02.2022 17:00 >

Abwes... Eltern Abwesenheitsmeldung online >

Text
Moritz ist leider krank. >

2. Select the **start** and **end** of the absence (you can specify anything from a few minutes to several days).

15:46 69 %

✕ Eigene Abwesenheit melden ✓

Kind
Planck Moritz >

Start 13.02.2022 07:50 >

Ende 13.02.2022 17:00 >

Abwesenheitsgrund >

Text

Abbrechen Fertig

Fr. 11. Feb.	04	47
Sa. 12. Feb.	05	48
Heute	06	49
Mo. 14. Feb.	07	50
Di. 15. Feb.	08	51
Mi. 16. Feb.	09	52
Do. 17. Feb.	10	53

3. Then enter the **reason for absence**, which by default is always "Parent absence report online".

15:47 69 %

< Abwesenheitsgrund

Eltern Abwesenheitsmeldung online

4. Finally, enter a short **text** about the absence, then confirm with the orange tick.

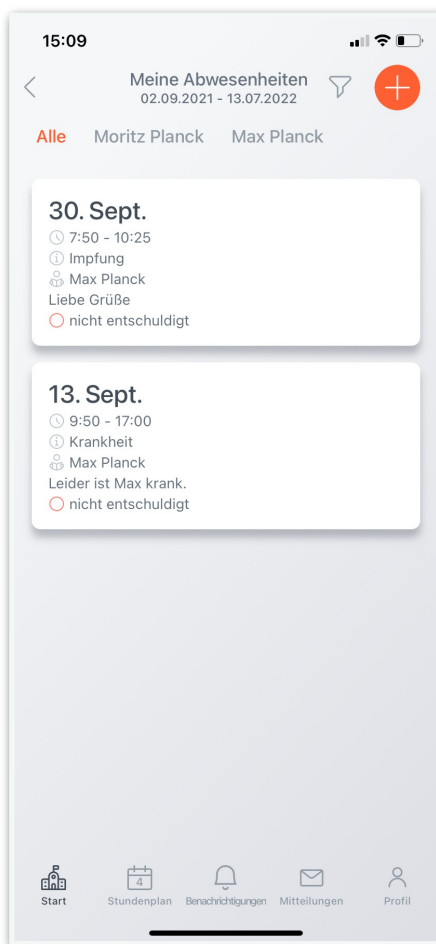
15:48 69 %

✕ Text ✓

Moritz ist leider krank.

5. You will see an overview of your entries again and can now either edit them again or confirm them with the orange tick.

6. In the overview, the registered **absence appears** as **unexcused** (see 14 February below). If it is **excused** by the class teacher, you will also see this (7-10 September). Your children's **lateness will** also be displayed here (10 February).



Note: Before the absence has not started (not afterwards), you can still edit it in the app by simply selecting the absence by tapping on it. However, you can only delete it in the browser view and also delete it again.