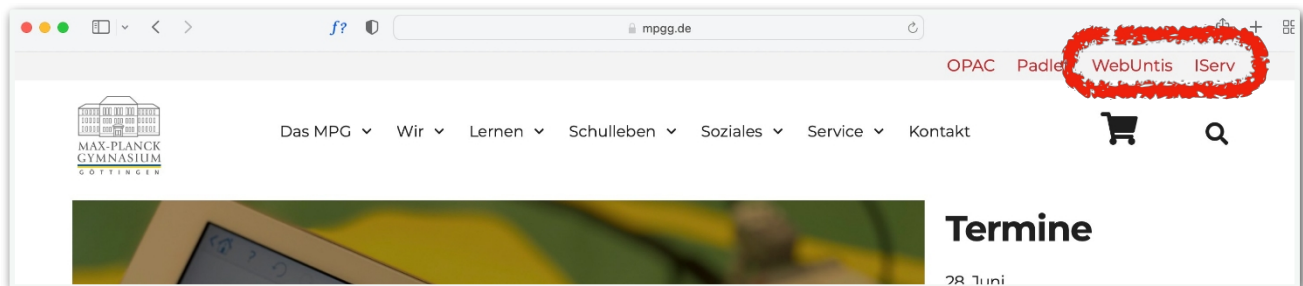


WebUntis and IServ

Dear parents,

The digital platforms **WebUntis** and **IServ** are used at the MPG. The best way to access both platforms is via our homepage:



1. WebUntis

All teachers, pupils and parents have access to WebUntis. The following table provides an overview of the functionality:

WebUntis	Parents / pupils of full age	Pupils
User name	Self-registration using the e-mail address provided by the secretary's office. (See below for instructions)	IServ username: firstname.surname (All students are already registered and receive their access data in the computer driving licence. There is no need for self-registration).
password	You can reset your password yourself at any time via the login page.	
Current, individual timetable (with substitutions)	Yes	Yes
Homework (displayed in the lesson in which the homework must be completed)	Yes	Yes
Absences	Yes	no
Notification of absences before the 1st lesson	Yes	no
Receive messages and send read confirmation if necessary	Yes	Yes
Send messages	no	no
Instructions	Via the homepage mpgg.de under the item <i>Service - Parent Padlet for WebUntis</i>	In the IServ menu under <i>Computer Driving Licence 5</i> or <i>Tutorials Pupils</i>

Current rules on **apologising**:

- If a child is reported sick by the parents via WebUntis before the first lesson, before the teaching colleagues have entered it as absent in the digital class register, this report is considered an excuse.
- If a child has already been registered as absent by the teaching colleagues, he/she must be subsequently excused by analogue means or by e-mail to the class teacher.

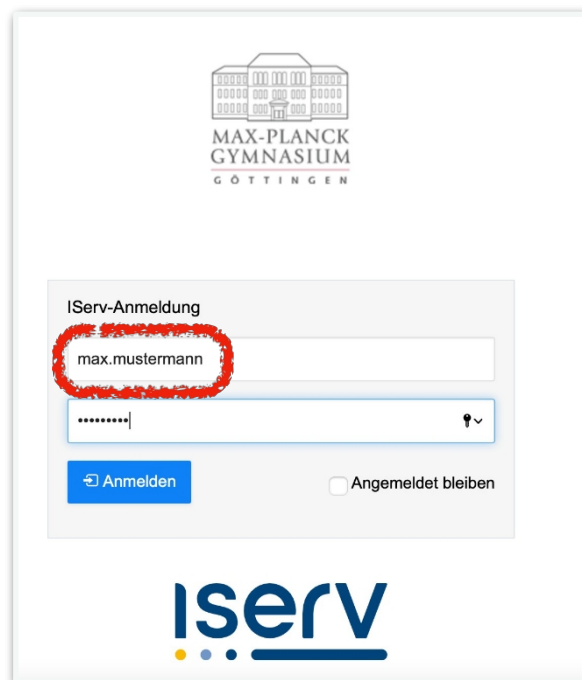
Note: You can use the functions for all your children with a parent account.

Our heartfelt request to you at the start of the new school year:

Please register with **WebUntis** yourself **from the first full school week** of the new school year (detailed instructions can be found on the homepage www.mpgg.de under the item *Service - Elternpadelt zu WebUntis*) and familiarise yourself with the functionalities of WebUntis, in particular with the excusal practice. If there are any problems, please contact either the secretary's office (mpg-aussenstelle@goettingen.de) or Mrs Ritter (f.ritter@mpgg.de).

2. IServ

IServ is our digital learning platform. Every pupil and every teacher has individual access here. Pupils in the new 5th grade receive this in their *computer driving licence*. You can log in on the following page by following the IServ link on the homepage:



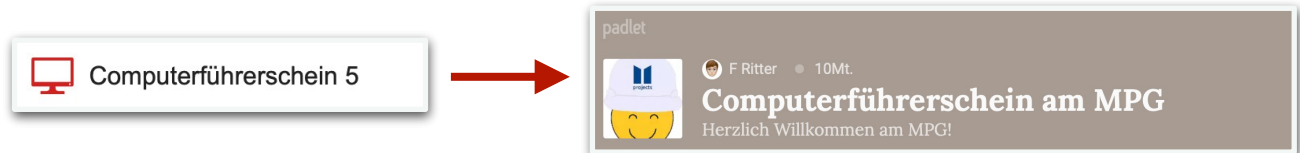
- The **user name** (max.mustermann in the image) is usually *firstname.surname*
- The **password** is set by the students themselves. If they have forgotten it, any teacher can reset the password.
- Your own **e-mail address** is then: **Benutzername@mpgg.de**

Note: You as parents do not have your own access here, only your children do.

Important IServ functionalities:

- **Communication:** emails, messenger, video conferencing
- **Cooperation and collaboration:** texts, files, Office module
- **Organisation:** digital class work schedule (menu item "**Exam schedule**"), task module, student info screen, course choices, surveys

Pupils can find more detailed information on a website that can be accessed via the **IServ menu item All modules - Computer driving licence 5** (year 5):



Older students will find a website linked under "**All modules - Tutorials students**" where the same information can be found:

