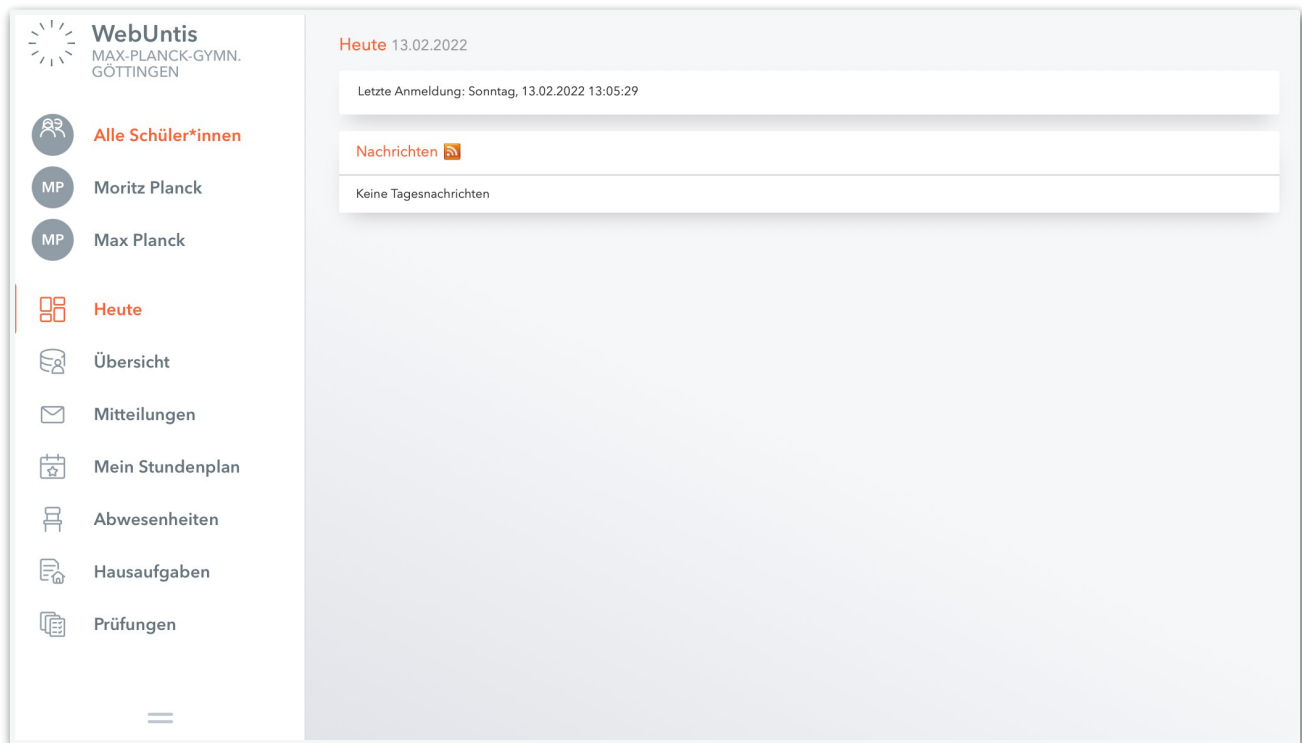


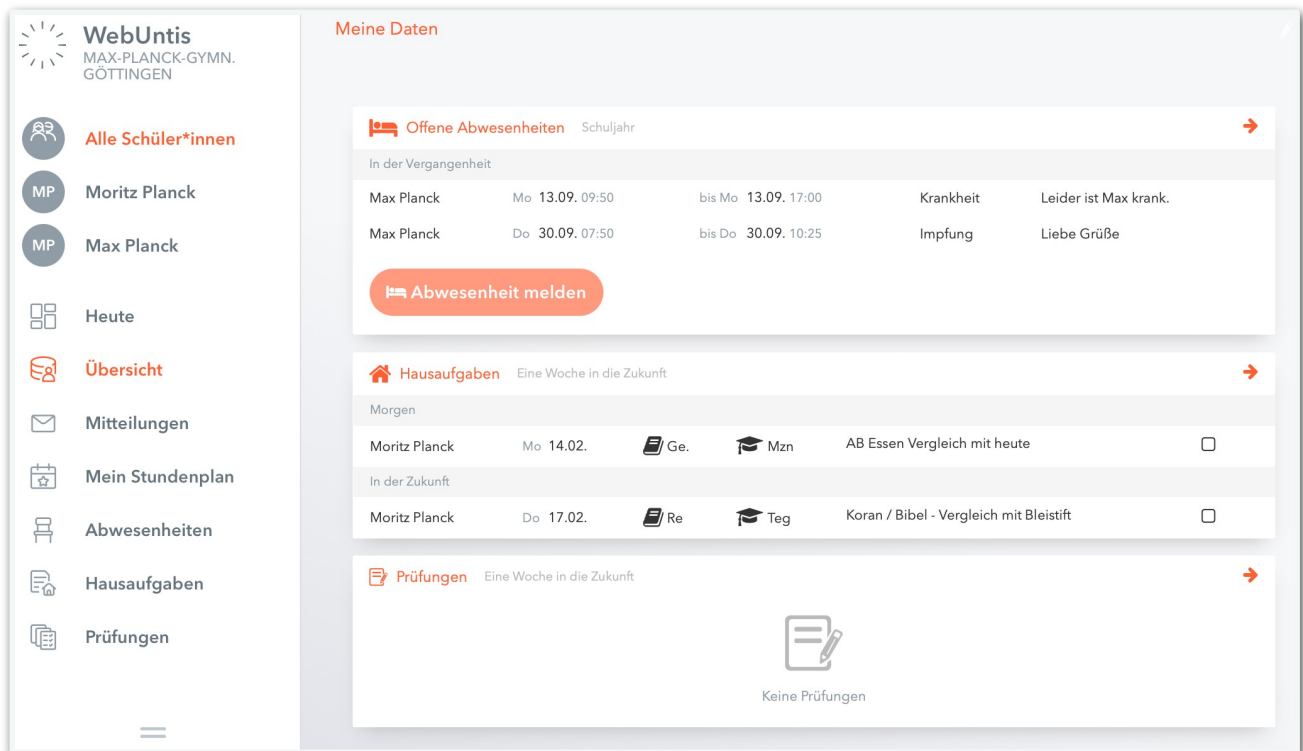
WebUntis functionalities for parents/guardians (timetable, homework, absences, absences, notifications, exams) in the **web browser**

1. If you log in to MPG-WebUnits with your user name and password (please always navigate to WebUntis via the homepage), you will see the start page:



You will see the menu on the left. Above "Today" you will see your child/children - you can either select all of your children together ("All pupils") or individually ("Moritz Planck" or "Max Planck"); below the menu selection with "Overview", "Messages", "My timetable", "Absences", "Homework" and "Exams".

2. **Overview:** For example, if you select "All students" and the menu item **Overview**, you will see all important information at a glance (here, for example, for all children of M Planck):



The screenshot shows the 'Meine Daten' (My Data) overview page in WebUntis. The left sidebar contains the 'Übersicht' (Overview) menu item, which is highlighted. The main content area displays the following sections:

- Offene Abwesenheiten** (Open Absences): A table showing absences for Moritz Planck.

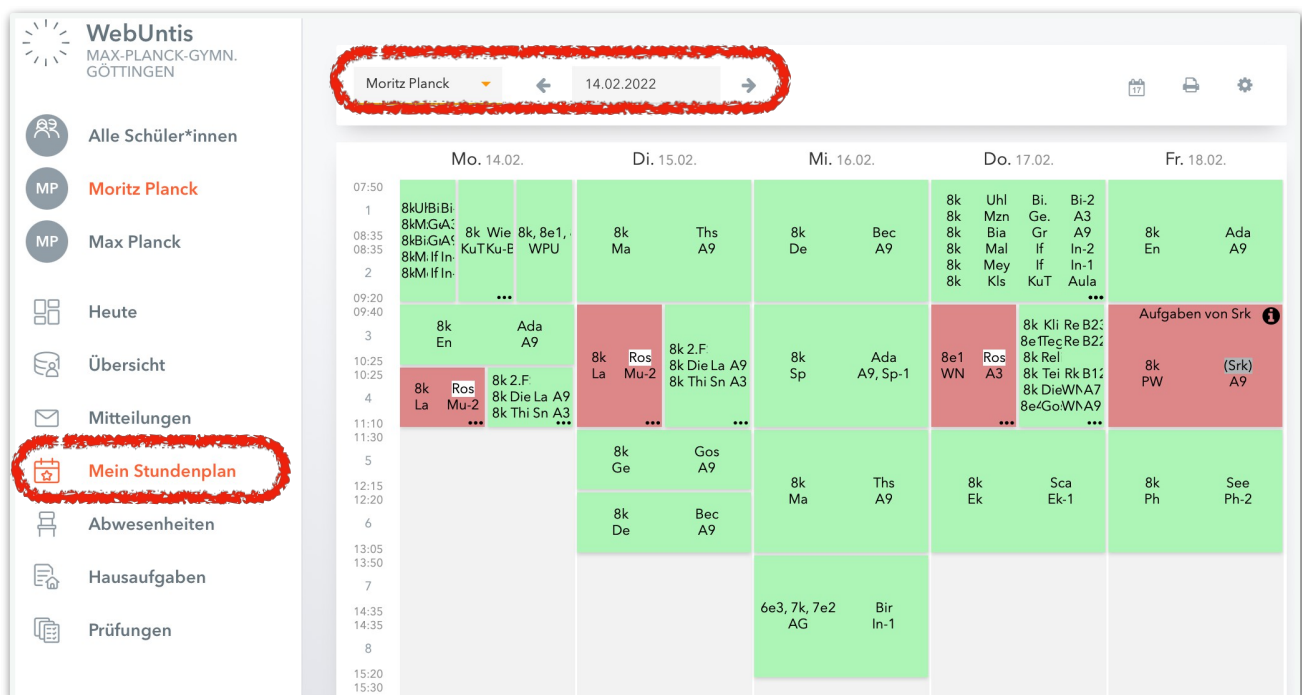
Student	Start	End	Reason	Notes
Max Planck	Mo 13.09. 09:50	bis Mo 13.09. 17:00	Krankheit	Leider ist Max krank.
Max Planck	Do 30.09. 07:50	bis Do 30.09. 10:25	Impfung	Liebe Grüße
- Hausaufgaben** (Homework): A table showing homework assignments for Moritz Planck.

Student	Start	End	Subject	Teacher	Notes
Moritz Planck	Mo 14.02.	Ge.	Mzn	AB Essen Vergleich mit heute	☐
Moritz Planck	Do 17.02.	Re	Teg	Koran / Bibel - Vergleich mit Bleistift	☐
- Prüfungen** (Examinations): A section indicating 'Keine Prüfungen' (No examinations).

Note: This menu view is interactive - you can access the corresponding menu here via "Report absence", for example.

3. If you would like to view your children's current **timetable**, you must make the following settings:

- Select the "My timetable" menu
- Select the desired child and week in the bar at the top



The screenshot shows the 'Mein Stundenplan' (My Timetable) page in WebUntis. The left sidebar contains the 'Mein Stundenplan' menu item, which is highlighted. The main content area displays the following elements:

- Navigation Bar:** A bar at the top showing the selected student 'Moritz Planck' and the selected week '14.02.2022'. Both are circled in red.
- Timetable Grid:** A grid showing the timetable for the selected student and week. The grid is organized by days (Mo. 14.02., Di. 15.02., Mi. 16.02., Do. 17.02., Fr. 18.02.) and time slots (07:50, 08:35, 09:20, 10:25, 11:10, 12:15, 13:05, 14:35, 15:20, 15:30). The grid is color-coded: green for regular classes and red for special events or exams.

Notes: You can view a maximum of one week back and two weeks in advance. "Green" is regular lessons, "red" are substitutions, "grey" would be cancellations, possibly "blue" are exams (class tests, but these are not entered here, but in IServ!).

4. **Notifications** (not yet implemented at the MPG)

5. **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.

In this menu you can see all of your child's absences, the excuse status (excused or not excused) and you can report new absences:

Meine Abwesenheiten

Fehlzeiten

?

🔍

←

02.09.2021

→

Select...

- Alle -

📄

📄

📄

		Von	Bis	Abwesenheitsgrund	Status	Text
☐		Do 10.02. 07:50	bis Do 10.02. 08:15	Verspätung	nicht entschuldigt	
☐		Do 30.09. 07:50	bis Do 30.09. 10:25	Impfung	nicht entschuldigt	Liebe Grüße
☐		Mo 13.09. 09:50	bis Mo 13.09. 17:00	Krankheit	nicht entschuldigt	Leider ist Max krank.
☐		Di 07.09. 09:58	bis Fr 10.09. 17:00	Krankheit	entschuldigt	Er besucht heute einen Arzt.

4 Elemente

Abwesenheit melden

Löschen

Entschuldigungsschreiben drucken ▾

- Select the child for whom you want to enter an absence in the left-hand menu.
- Click on the orange "Report absence" button.

Abwesenheit melden

Zeitraum

14.2.2022 00:0014.2.2022 00:00

Abwesenheitsgrund

Select...

Anmerkung

Speichern

Abbrechen

Abwesenheit melden

Zeitraum

15.2.2022 07:5015.2.2022 17:00

Abwesenheitsgrund

Elternmeldung

Anmerkung

Moritz ist leider krank.

Speichern

Abbrechen

- c) Select the **period** (**the whole day is from 07:50-17:00!**) and the **reason for absence** (usually only "parental notification" possible). You can enter more detailed information under **comments** (e.g. leave of absence for a doctor's appointment, illness, immunisation appointment, etc.). With Finally, confirm "Save".
- d) The absence is now displayed in the overview as "not excused". In the overview, the **absence** entered appears as **not excused** (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).

Meine Abwesenheiten

Fehlzeiten

?

←

02.09.2021

→

Select...

▼

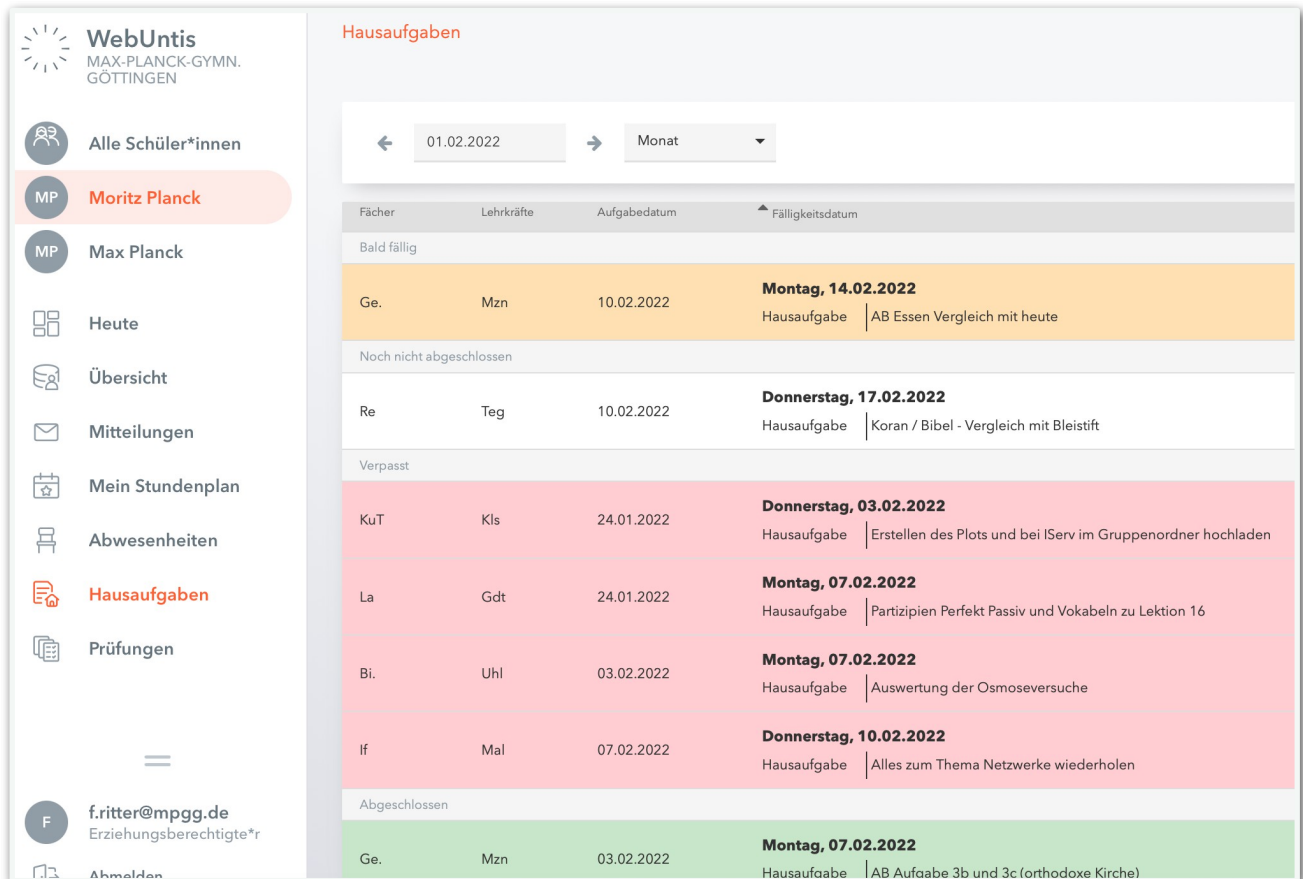
- Alle -

▼

	Von	Bis	Abwesenheitsgrund	Status	Text
☐	Di 15.02. 07:50	bis Di 15.02. 17:00	Eltern Abwesenheitsmeldung online	nicht entschuldigt	Moritz ist leider krank.
1 Element					
☐	Di 07.09. 09:58	bis Fr 10.09. 17:00	Krankheit	entschuldigt	Er besucht heute einen Arzt.
	Von	Bis	Abwesenheitsgrund	Status	Text
☐	Do 10.02. 07:50	bis Do 10.02. 08:15	Verspätung	nicht entschuldigt	

Note: You can still edit and delete the absence before it has started. ("Pencil" to **edit**, **delete**: Tick the box and click on Click "Delete").

6. Homework



WebUntis
MAX-PLANCK-GYMN.
GÖTTINGEN

Alle Schüler*innen
Moritz Planck
Max Planck
Heute
Übersicht
Mitteilungen
Mein Stundenplan
Abwesenheiten
Hausaufgaben
Prüfungen

Hausaufgaben

← 01.02.2022 → Monat ▼

Fächer	Lehrkräfte	Aufgabedatum	Fälligkeitsdatum
Bald fällig			
Ge.	Mzn	10.02.2022	Montag, 14.02.2022
		Hausaufgabe	AB Essen Vergleich mit heute
Noch nicht abgeschlossen			
Re	Teg	10.02.2022	Donnerstag, 17.02.2022
		Hausaufgabe	Koran / Bibel - Vergleich mit Bleistift
Verpasst			
KuT	Kls	24.01.2022	Donnerstag, 03.02.2022
		Hausaufgabe	Erstellen des Plots und bei IServ im Gruppenordner hochladen
La	Gdt	24.01.2022	Montag, 07.02.2022
		Hausaufgabe	Partizipien Perfekt Passiv und Vokabeln zu Lektion 16
Bi.	Uhl	03.02.2022	Montag, 07.02.2022
		Hausaufgabe	Auswertung der Osmoseversuche
If	Mal	07.02.2022	Donnerstag, 10.02.2022
		Hausaufgabe	Alles zum Thema Netzwerke wiederholen
Abgeschlossen			
Ge.	Mzn	03.02.2022	Montag, 07.02.2022
		Hausaufgabe	AB Aufgabe 3b und 3c (orthodoxe Kirche)

f.ritter@mpgg.de
Erziehungsberechtigte*r
Abmelden

You can either select a child as shown in the illustration (here "Moritz Planck") or all your children using "All pupils". Using the **Homework** menu, you can see pending homework (orange), not yet completed (white), missed (red) and completed (green). However, it is important to note that the homework status is changed centrally for the class. This is not individual feedback, but you can use it to check whether your child or children have completed all their homework and whether it has already been discussed in class.

7. Tests (not yet implemented in the MPG)