

Manual for

**WebUntis**

for parents

Content

- Registration
- Untis Mobile
- Digital class register
- Parents' consultation day

Dear parents

life in a school is built around the timetable. Students, teachers and parents must be informed about the plans and daily changes.

Not so long ago the timetable was only published on paper. One or two clicks will be enough in the future to make the flow of information at the German International School Dubai much easier with the timetable and substitution plan software "Untis" and the associated module **WebUntis**.

The core component of WebUntis is the free "Untis Mobile" app, which is installed on the smartphone or tablet. After a registration procedure on the Internet and the start of the app, all parents of the school who register for the parent module have a daily updated and above all individual timetable. You can see at a glance which lessons are due, which are cancelled, which are postponed, on which days an exam is written ... - and not just two days in advance. Parents are also informed about their own children's timetable and substitution schedule when they use the app: The individual class schedule is displayed on the app. WebUntis offers many other possibilities. It also serves as a convenient communication platform between pupils, parents and teachers, who can contact each other by e-mail after registration. The rights of use are carefully adapted by us with regard to the user groups, data protection is guaranteed.

On the following pages you will find a **short manual** with the most important steps for **registering and using the parent module**.

Don't worry: It also works "without"! Furthermore, we will publish the substitution plan digitally in the school, and we will continue to contact you if there is a need to speak: We will find a way - even without WebUntis.

Yours sincerely

The timetable team

Dr. Sammy Wafi / Marcus Brösgen

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## 1 General information about WebUntis

WebUntis is a secure system and certified by TÜVRheinland. Different user groups have rights tailored to their needs. Maintenance and security are guaranteed by the Untis server in Austria.

## 2 Advantages of WebUntis

- Retrieve the daily timetable including all substitutions in seconds
- You will receive daily news about any events that are taking place
- You receive individual information on the individual substitute lessons
- Digital class register (absences, teaching material, homework, exams)
- Organisation of the parents' consultation day (appointment arrangement)

## 3 WebUntis in webbrowser

Here you have the possibility to open the parent module via the known internet browsers. In the following you will find a short manual for registration and an overview of the most important functions.

### 3.1 Registration and Login

To go directly to the DISD page please click [here](#).

**1** Open in the browser the following page "webuntis.com"

**2** Enter "DISD" during the search and then click on the search result.

**3**

**4** Click on "No access yet? - Register now"

**5** In the "E-mail address" field, enter the e-mail address that you entered when you registered with DISD.

**6**  
 Shortly afterwards you will receive a confirmation code by e-mail and a link. Just click on this link.

**Registrierung**

Bitte geben Sie die E-Mail-Adresse ein, die bei Ihrem Kind hinterlegt wurde.

— oder —

Falls Sie bereits einen Bestätigungscode erhalten haben, geben Sie ihn bitte hier ein.

Follow the instructions by typing the confirmation code here or just click on the link in the mail.

**7**

**Registrierung: E-Mail abgeschickt**

WebUntis hat eine E-Mail an Ihre Adresse geschickt.

Bitte geben Sie den Bestätigungscode aus dieser E-Mail hier ein oder klicken Sie auf den Link im E-Mail.

WebUntis <system@webuntis.com>

 an mich ▾

Klicken Sie auf folgenden Link, um die Registrierung abzuschließen oder geben Sie den Bestätigungscode in WebUntis ein:

<https://kephiso.webuntis.com/WebUntis/?school=disd#basic/userRegistration?token=76833611c006d1ea92de1ba0d07174>

Ihr Bestätigungscode lautet:

**8**

Create your own password here. You are then registered and can log in to your browser. Password must contain numbers, capital letters and special characters

**Registrierung abschließen**

Ihre E-Mail Adresse wurde bei folgenden Schülern gefunden:

- Brösigen Timmy (8b)

Bitte geben Sie ein Passwort ein.  
 Bitte bewahren Sie Ihr Passwort sicher auf.

Bitte geben Sie ein Passwort ein.

Das Passwort muss mindestens 8 Zeichen lang sein.  
 Passwort muss Ziffern enthalten.  
 Passwort muss Sonderzeichen enthalten.  
 Passwort muss Großbuchstaben enthalten.  
 Passwort muss Kleinbuchstaben enthalten.

**Herzlich willkommen bei WebUntis!**

Sie können sich ab sofort bei WebUntis anmelden.

Ihr Benutzername lautet: marcusbroesgen@googlemail.com .

## 3.2 Entering and changing passwords

The first login requires you to enter your password. We recommend a password that is easy to remember. If you still want to **change** the password, you can do this in the user settings.

If you have forgotten the password, you can have the password reset via "Forgot password? Please make sure to enter your personal email address in the user name AND email address field. You should then receive an e-mail from WebUntis to reset your password.

If you enter the wrong password too often, your access will be blocked. Please contact the administrator ([marcus.brosger@germanschool.ae](mailto:marcus.brosger@germanschool.ae)).

## 3.3 More functions

After logging in, you have the following functions:

- View your children's timetables
- Daily news
- homework
- View class dates and exams
- Absences of your children

# 4 WebUntis as an application on mobile devices „Untis Mobile“

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

## 4.1 Registration and Login

Download the app first. Then you must log in to the browser version and activate access via Untis Mobile in the profile settings under "Shares". Open the app on your smartphone and scan the QR code displayed in your browser to log in.

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



1

Install "Untis Mobile" on your mobile device. (1)

In the browser version, log in under WebUntis and activate access via Untis Mobile under the profile settings under "Shares". (2)

Open the app on your mobile device and scan the QR code to log in. (3) You are now permanently logged in.

2

3

## 5 Parents consultation Day

### 5.1 General Information

The booking of the individual call time blocks is done with the help of your parent access for WebUntis. Register with WebUntis of the DISD as described above. You will then be able to register for the call blocks as soon as the registration period is activated for you by the administrator. This usually begins one week before the parent-teacher conference.

**Note: Please make sure you use a computer/laptop and not a smartphone/tablet.**

### 5.2 Instructions for registering for the parents' consultation day

As soon as the registration phase is active for the parents, after logging in to WebUntis, the consultation day is displayed on the start page or on the today page. The start and end of the registration phase is determined by the DISD administrator.



DISD Dt. Int. Schule Dubai 2019/2020

Heute 09.10.2019

Info

Letzte Anmeldung: 09.10.2019 09:02

1. Elternsprechtag DISD 18.11.2019  
 Hier können Sie sich bis 17.11.2019 16:00 zum Sprechtag anmelden.

### 5.3 Booking the Call Time Blocks

If you click on the link on the homepage, you will get to the actual registration. You will now see your children (1) each with a colour and the "relevant teachers" including the subjects (2). The colours describe the affiliation of the teachers to your children. In this example, Mrs. "Frö" only teaches Timmy 2, whereas Mr. "Brö" teaches both children. Teachers with a red warning triangle (3) are those teachers who would like to have a conversation with you. If you click on the "i" (4), the note left by the respective teacher will appear. In the window "Select appointments" (5), now select the time range in which you would like to talk to the respective teacher. To do this, click on a time block (cell, 6) to book a conversation block (in this example: Mr. "Brö" at 16:00). Fields with a dark grey background mean that the teacher is absent or has other appointments during this time. (7)

1 Lehrer anzeigen

Alle Lehrer Relevante Lehrer

Kinder

- Brösgen Timmy
- Brösgen Timmy2

Lehrer

Lehrer	Brö	Ali	Dec	Fri	Frö
Brö					
Ali					
Dec					
Fri					
Frö					
Hei					

2 Termine wählen

## 5.4 Appointment overview

Finally, you will find an overview of your chosen consultation times. You can also download these appointments as a report in PDF format (1), print them out and take them with you to the consultation day. There you will also find the premises of the relevant teacher. If the consultation day takes place digitally, a zoom link list will be sent to you at least one day before the consultation day.

## 5.5 Further information

If you need further help, you can look here:

<https://www.untis.at/support/hilfe-und-service/kontakt>

<https://www.youtube.com/watch?v=fTVYEQ17GAc> (very helpful tutorial)

or contact the WebUntis administrator of the DISD:

[Marcus.brosger@germanschool.ae](mailto:Marcus.brosger@germanschool.ae)