



Mi 17.09.

Do 18.09.

Fr 19.09.

	Sjn Ma G1209	Hal MusGS G001	Reh Eth 4a, 4c, 4d
Sjn D F6 G1209	Alp SU G1209	Sjn Eng G1209	Wah Ara_B G1209 4a, 4c, 4d
Sjn D G1209	Sjn D G1209	Sjn Ma G1209	
			Sjn D G1209

Alp SU_Lab G002	Hal MusGS G001	Sjn MSC non-Arabs G1209
Sjn HAB G1209	Wah Ara_B G1209 4a, 4c, 4d	Pan Spo Sp2



WebUntis

HANDBOOK

FOR PARENTS

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Welcome Message

Dear Parents,

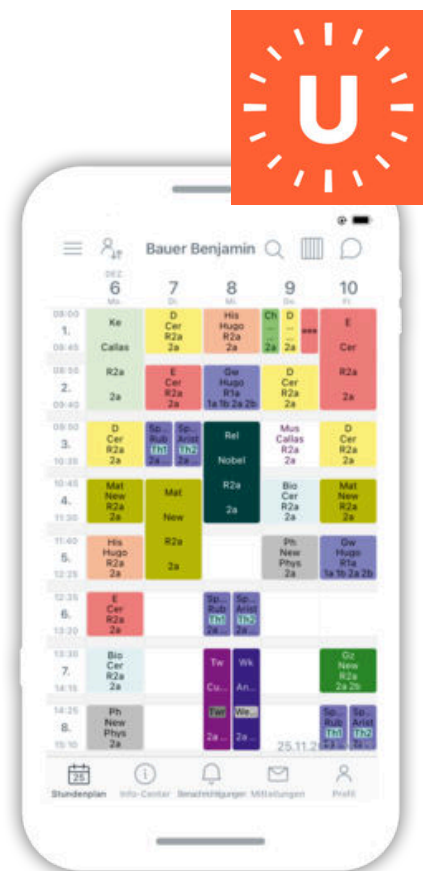
Life in a school is built around the timetable. Students, teachers, and parents all need to stay informed about plans and daily changes.

The core of WebUntis is the free **Untis Mobile App**, which can be installed on any smartphone or tablet. After a simple online registration, all parents who register for the parent module will have access to a daily updated timetable. WebUntis is a secure system and certified by TÜVRheinland.

At a glance, you can see which lessons are scheduled, cancelled, or postponed, as well as on which days exams will take place – and not just two days in advance. The app also provides direct access to your child's personal timetable and substitution schedule.

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

Your DISD WebUntis Support Team
webuntis-support@germanschool.ae



WebUntis in Internet Browser

Here you can access the parent module directly via your usual internet browser.

Below, you will find a short guide for registration as well as an overview of the most important functions.

Registration and Login

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

Welcome to WebUntis
Please search for your school

2 DISD

3 DISD
Dubai, Dubai Academic City / PO 391162

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

https://kephiso.webuntis.com/WebUntis/?school=disd#/basic/main

Untis
DISD
Dt. Int. Schule Dubai
.02.2019
tige Nachrichten

Keine Nachrichten

Click on "No access yet? - Register now"

4 Noch keinen Zugang? - Registrieren

Login
DISD
Dt. Int. Schule Dubai
Schule wechseln
DISDubai
.....
Login
Office 365 Anmeldung

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

5

The screenshot shows a registration form titled "Registrierung". At the top, it says "Bitte geben Sie die E-Mail-Adresse ein, die bei Ihrem Kind hinterlegt wurde." Below this is a text input field labeled "E-Mail Adresse" which is highlighted with a red box. Underneath the field is a "Senden" button. Below the button is a separator "— oder —". Further down, it says "Falls Sie bereits einen Bestätigungscode erhalten haben, geben Sie ihn bitte hier ein." followed by another text input field labeled "Bestätigungscode" and a "Senden" button.

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

6

This screenshot is identical to the one in step 5, showing the registration form with the "E-Mail Adresse" field highlighted in red.

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

7

The screenshot shows a confirmation page titled "Registrierung: E-Mail abgeschickt". It contains the text "WebUntis hat eine E-Mail an Ihre Adresse geschickt." and "Bitte geben Sie den Bestätigungscode aus dieser E-Mail hier ein oder klicken Sie auf den Link im E-Mail." Below this is a text input field labeled "Bestätigungscode" and a "Senden" button.

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:

Entering and Changing Passwords

For your first login, you will need to enter your password.

We recommend choosing a password that is easy for you to remember. If you would like to change it later, you can do so anytime in the user settings.

If you forget your password, you can reset it by clicking on “Forgot password?”. Please make sure to enter your personal email address in both the username and email address fields. You will then receive an email from WebUntis with instructions to reset your password. If the wrong password is entered too many times, your access will be temporarily blocked. In this case, please contact the administrator at webuntis-support@germanschool.ae.

More Functions

After logging in, you have the following functions:

- View your children's timetables
- Daily news and homework
- View dates for upcoming test and exams
- Absences of your children

WebUntis as a Mobile App “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.

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.

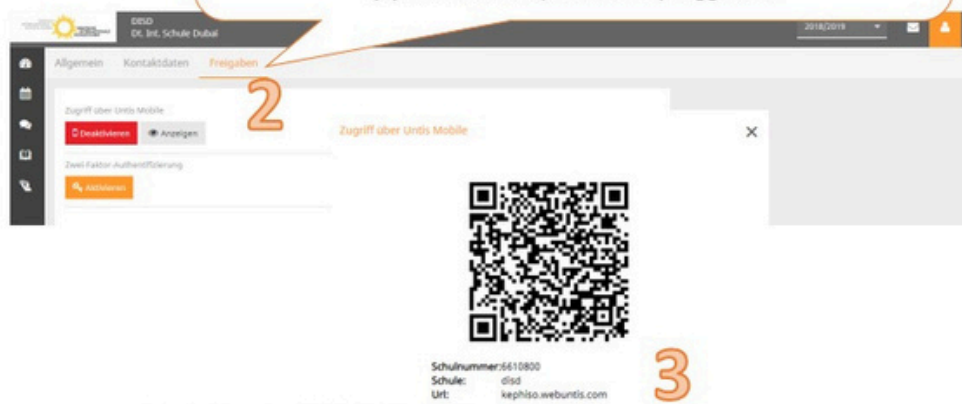


1



2

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.



3

Parents' Consultation Day

Booking individual call time slots is done through your [WebUntis parent access](#).

First, log in to WebUntis for DISD as described above. Once the registration period is activated by the administrator, you will be able to book your preferred time slots. This period usually begins about one week before the parent-teacher conference.

Note: Please make sure to use a computer or laptop, not a smartphone or tablet.

Registering for the parents' consultation day

Once the registration phase is activated, the consultation day will be visible on the start page or the “Today” page after logging in to WebUntis. The start and end dates of the registration phase are set by the DISD administrator.

The screenshot shows the WebUntis parent access interface. At the top, there are logos for German International School Dubai and Deutsche Internationale Schule Dubai, along with the text 'DISD Dt. Int. Schule Dubai' and the school year '2019/2020'. Below this, a navigation bar shows 'Heute 09.10.2019'. A sidebar on the left contains icons for home, calendar, messages, and books. The main content area displays an 'Info' section with the text 'Letzte Anmeldung: 09.10.2019 09:02'. A prominent yellow notification banner reads: '1. Elternsprechtag DISD 18.11.2019 Hier können Sie sich bis 17.11.2019 16:00 zum Sprechtag anmelden.'

Booking the Call Times

If you click on the link on the homepage, you will be taken to the actual registration page.

Here, you will see:

1. Your children, each marked with a different colour.
2. The relevant teachers including their subjects. The colours show which teacher is linked to which child.
3. Teachers marked with a red warning triangle are teachers who would especially like to have a conversation with you.
4. By clicking on the “i” icon, you can view the note left by the respective teacher.
5. In the “Select appointments” window, choose the time range in which you would like to speak to the teacher.
6. Click on a time block (cell) to book your appointment (e.g., Mr. Brö at 16:00).
7. Fields with a dark grey background indicate that the teacher is absent or already has other appointments at that time.

The screenshot shows a user interface for booking call times. It is divided into two main sections: 'Lehrer anzeigen' (Show Teachers) and 'Termine wählen' (Select Appointments).

Lehrer anzeigen (1): This section has two tabs: 'Alle Lehrer' and 'Relevante Lehrer'. Under 'Relevante Lehrer', there are two categories: 'Kinder' and 'Lehrer'.
- Under 'Kinder', there are two entries for 'Müller, Timmy (8b)', each with a different colored dot (green and yellow) and a callout '1'.
- Under 'Lehrer', there are six entries, each with an eye icon, a colored dot, a name, and a subject:
 - Brö (green dot, Spo, Bio) with a red warning triangle and an 'i' icon (callout '3').
 - Ali (green dot, IslB)
 - Dec (green dot, E, Ge, Soz)
 - Fri (green dot, Phy)
 - Frö (yellow dot, Eth)
 - Hei (green dot, INF)
Callout '2' points to the 'Relevante Lehrer' tab, and callout '4' points to the 'i' icon.

Termine wählen (2): This section is a calendar grid with time slots on the y-axis (14:30 to 16:00) and teacher names on the x-axis (Brö, Ali, Dec, Fri, Frö).
- The 'Brö' column has a dark grey background for the 16:00 slot (callout '6').
- The 'Ali' column has a dark grey background for the 14:40 slot (callout '7').
- Callout '5' points to the top of the grid, and callout '7' points to the 14:40 slot.

Notes:

- You can book a maximum of one time block per students / per teacher.
- Please avoid repeated registrations and cancellations. Select your appointments carefully, as frequent changes affect teacher availability and other parents' options.

Overview of your appointments

Finally, you will see an overview of your selected consultation times. You can download these appointments as a PDF report. The overview also shows the location of each teacher. If the consultation day takes place digitally, you will receive a list of MS Teams links at least one day in advance.

Further information

If you need further assistance, you can find help here:

- [Untis Support Page](#)
- [YouTube Tutorial](#) (highly recommended)
- Contact the DISD WebUntis Support Team: webuntis-support@germanschool.ae