



Untis

2017

NEW

untis.com

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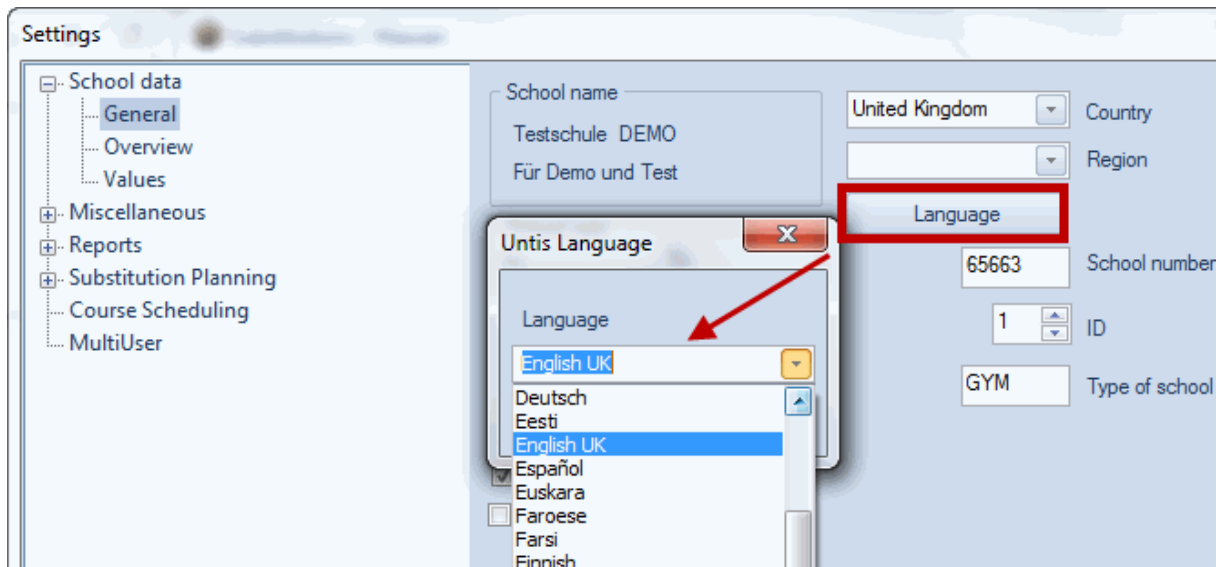
0

1 Untis 2017

1.1 General

1.1.1 Select a language

Untis timetable is currently available in 35 languages. Up to now every language had its own installation. This is not necessary any more, since you can select a language while the program is running. Go to the 'Start' tab, click on <Settings>, go to 'General' and click on <Language>.



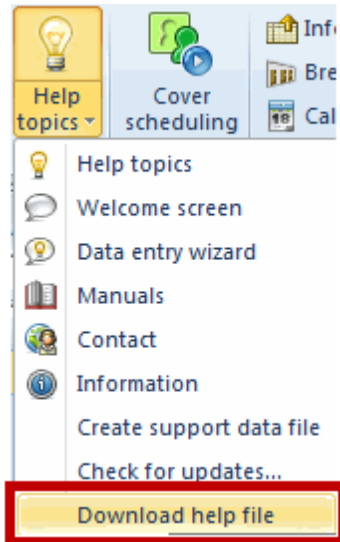
Note:

The selection of a language is saved in the file Untis.ini per Windows user. It is therefore possible to use different language versions at the same time.

1.1.2 Help

Press F1 or go to the 'Start' tab, click on the 'Help topics' button and select one of the documentation files. Up to now help was automatically installed on your local computer and no internet connection was needed. As of now you are immediately connected to our online help by default which is stored on our web servers and can be read via our browser. That's how we make sure that the most current and up-to-date version is at your disposal.

If you want to save the help topics locally, just download the respective data via 'Help topics | Download help file'.



Note:

The help file (ending .CHM) is saved in the public documents file of the respective user under 'Untis'. This is the default path

C:\Users\Public\Documents\Untis

1.1.3 Support of several processors

Untis 2017 makes use of multi-core processors. This higher processing power is noticeable, for instance, when you change to another window group in which several windows are open. The windows now open much faster than before which guarantees a better work flow.

1.1.4 Data filter: 'or' requirement

In the master data and lessons windows there is now a comfortable possibility to filter the displayed data by various criteria via the filter line. What is new is that you can enter an 'OR' requirement for your filter. If you want to filter, e.g. in the window 'Lessons | All lessons' by the lessons of the classes 1a and 1b, hold the <CTRL> key and click on both classes in the combo box. Then press <ENTER>. The diagram below shows the outcome

Query / All

L-No.	Cl,Te	UnSch	Per	YrsPrds	Teache	Subje	Class(es)	Subje	Home	Doub	Block
11	4, 1		2		Hugo	GEc	1a,1b,2a,2b		R1a		
7	2, 3		2		Ander	DS	1				
73	2, 2		3		Arist	PEG	1				
78	2, 1		1		Ander	DS	1b				
31			5		Arist	MA	1a		R1a		
33			5		Arist	EN	1a		R1a		
35			2		Callas	MU	1a		R1a		
39			2		Callas	AR	1a		R1a	1-1	
46			2		Nobel	RE	1a		R1a		
53		2	5		Rub	DE	1a		R1a		
63			2		Cer	BI	1a		R1a		
2			3		Callas	AR	1b		R1b		3

L-No. All*

Tip:

You also have the possibility to filter by, e.g. all 1 and 2 period lessons; enter '1|2' in the filter line in the field 'Per'.

1.1.5 Free periods report: optional grouping

The 'Free periods' report gives a good overview at which positions teachers / classes are not scheduled in the time grid. What is new is the possibility to group this report by elements, for instance, by teachers. So you only need one click in order to know when teachers have their fringe periods.

Name	Nr. free periods				Free Periods
	Total	*	+	Other	
Gauss	28	0	1	27	Mo-1 8:00-8:45 Tu-2 8:55-9:40 We-3 9:50-10:35
Carl Friedrich					Sa-6 12:35-13:20 Su-7 13:30-14:15 -8 14:25-15:10
New	10	8	2	9	Th-4 10:45-11:30 Fr-5 11:40-12:25 Sa-6 12:35-13:20
Newton					Sa-6 12:35-13:20 Su-7 13:30-14:15 -8 14:25-15:10
Hugo	27	13	2	12	*Th-4 10:45-11:30 *Fr-5 11:40-12:25 *Sa-6 12:35-13:20
Victor					*Su-7 13:30-14:15 *-8 14:25-15:10 *Sa-6 12:35-13:20
Ander	18	10	1	7	Tu-2 8:55-9:40 We-3 9:50-10:35 Fr-5 11:40-12:25
Andersen					*Mo-1 8:00-8:45 *Tu-2 8:55-9:40 *We-3 9:50-10:35
Arist	19	5	0	14	*-8 14:25-15:10 Mo-1 8:00-8:45 +We-3 9:50-10:35
Aristoteles					*Fr-5 11:40-12:25 *Sa-6 12:35-13:20 *Su-7 13:30-14:15
Callas	21	10	0	11	*-8 14:25-15:10 Fr-5 11:40-12:25 *Sa-6 12:35-13:20
Maria					Su-7 13:30-14:15 *Mo-1 8:00-8:45 *Tu-2 8:55-9:40
					*We-3 9:50-10:35 *Th-4 10:45-11:30
					Fr-5 11:40-12:25

Print details

Free periods (Layout 92)

☒ Sorted by class, teacher,...

10 Number of names /line

OK Cancel

Print selection

Teacher: 10/10

Selection... Range Font Details Page setup Cancel

1.1.6 New school year: delete student numbers

The dialogue 'File | New school year' has changed a bit. You now have the possibility to delete in all lessons the student numbers which are defined for the respective lessons.

New school year

School year

Fr. 18.09.2018 To 29.06.2019

Heading for all reports

Stundenplan 2017/2018

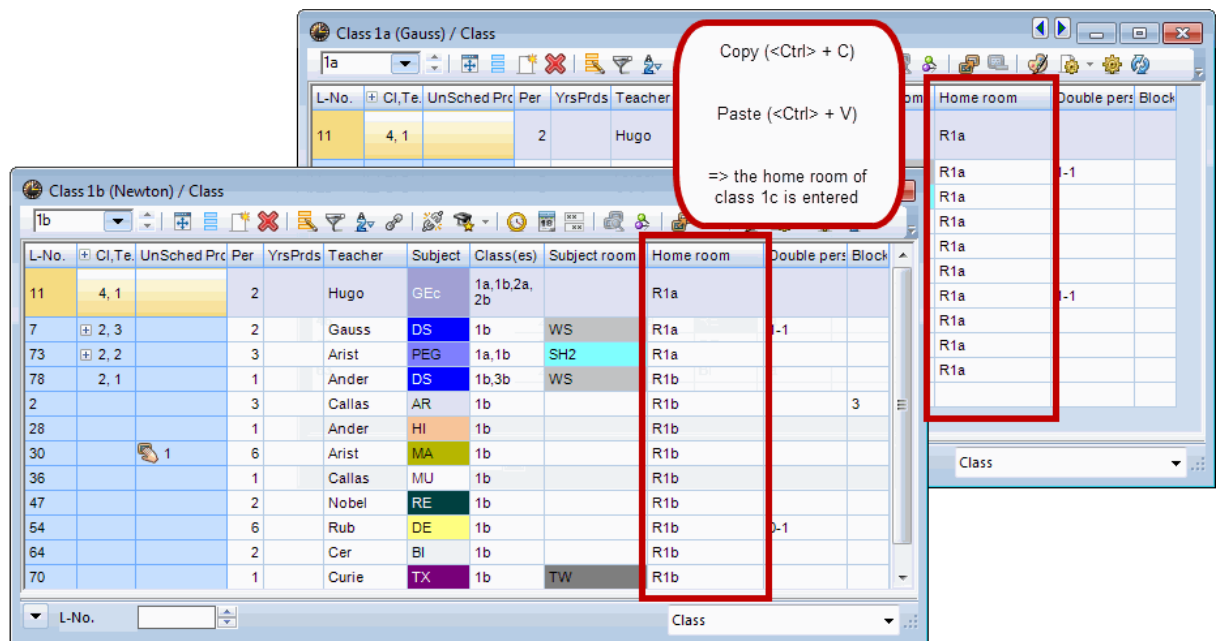
Gilt ab: 10. Oktober

- ☒ Delete school holidays
- ☐ Renumber lessons
- ☐ Carry the excess to the yearly balance
- ☐ Transfer the teacher automatically to the next ...
- ☐ Delete the teachers' time requests
- ☐ Delete the lessons' time requests
- ☐ Transfer the yearly total to the value correction
- ☐ Delete student numbers

OK Cancel

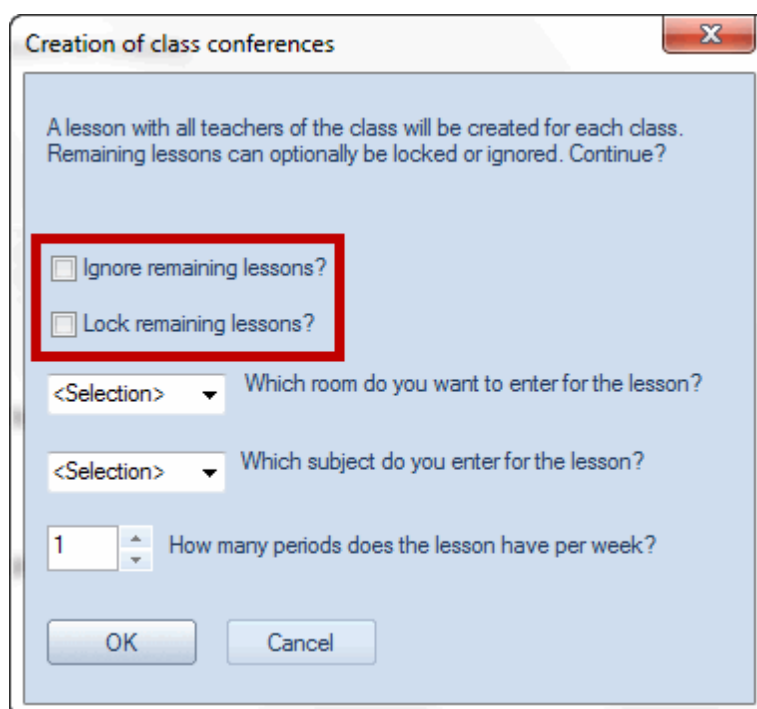
1.1.7 Copying of lessons: change of home room

If, for instance, a new class is created, we recommend to copy the lessons of the new class from another class via 'Copy (<CTRL+C)' and paste (<CTRL>+V)' instead of entering them manually. In the 2017 version the home room of the new class is entered correctly during this process, you do not need to up-date the data yourself any more.



1.1.8 Auxiliary fcts.: lessons for class conf.

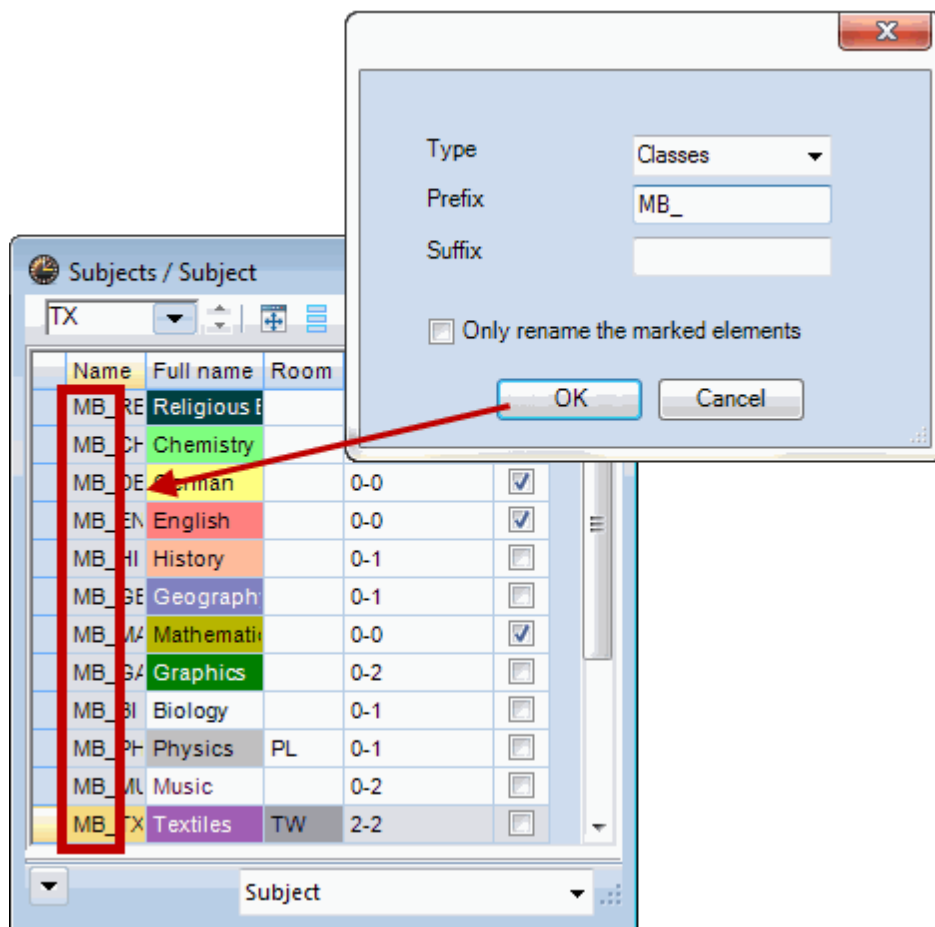
Via 'File | Auxiliary functions | lessons for class conferences' you automatically can create a lesson with all teachers of the class. What is new is the option that you can lock or ignore all other lessons.



1.1.9 Auxiliary fcts.: add a prefix

When you use UniUntis, the data of different faculties are often saved in different databases in Untis. In WebUntis these data should merge under the name of the university. This makes it necessary to have unique abbreviations for, e.g. the subjects. In order to make this easier you now have the possibility to add a prefix or suffix to the master data elements via 'File | Auxiliary functions | Add prefix/suffix to master data' in order to mark all subjects unmistakably with the abbreviation of e.g. the faculty for

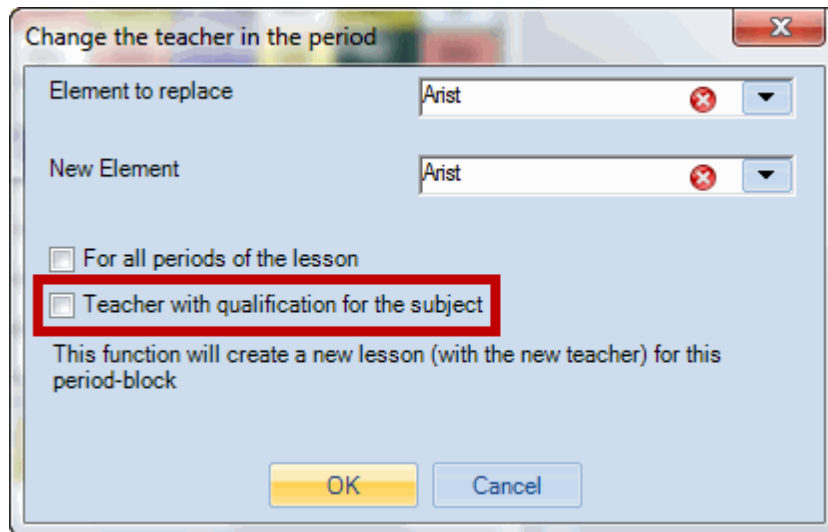
engineering.



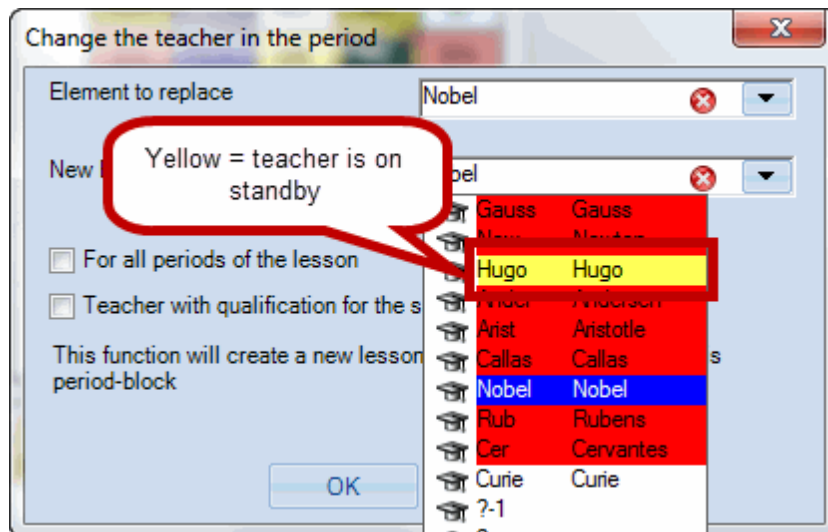
1.1.10 Change teacher in timetable

In the 2016 version it was already possible to 'Change the teacher in the period' by clicking right on the respective period.

What is new is the possibility to filter the listed teachers by those who have the teaching qualification for the respective subject (prerequisite: Lesson planning module)

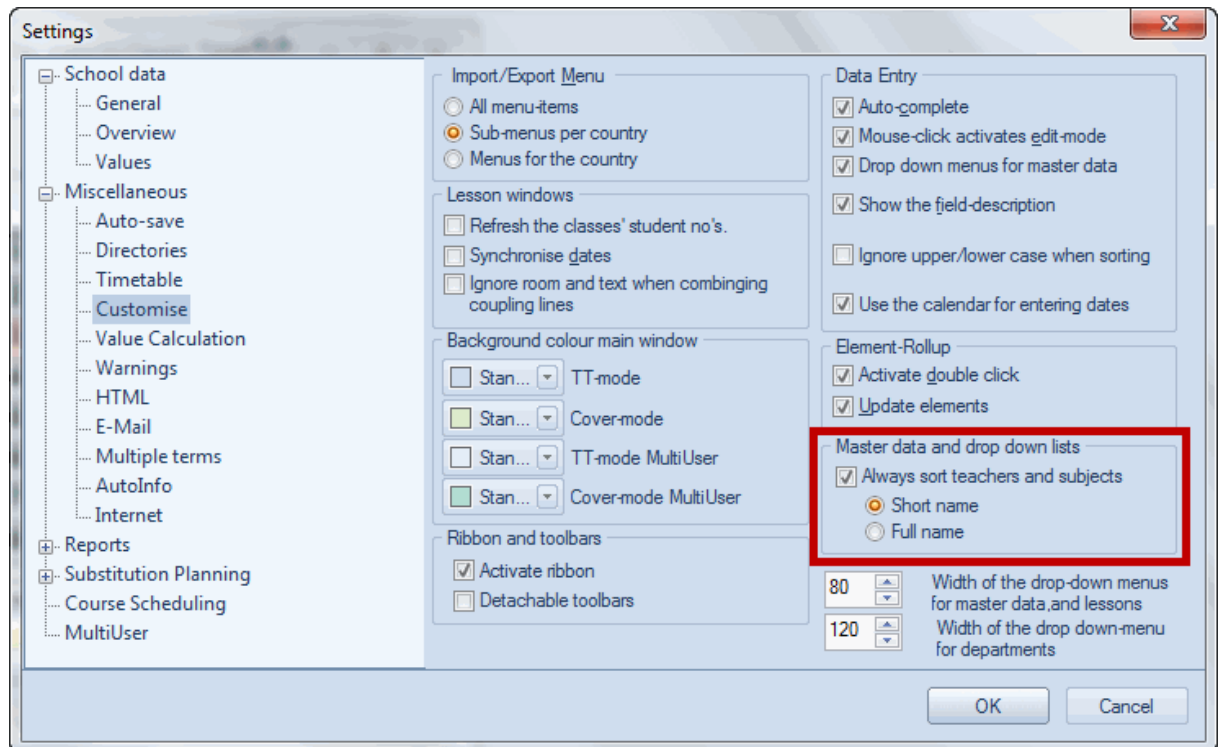


Furthermore, teachers on standby are highlighted in yellow.



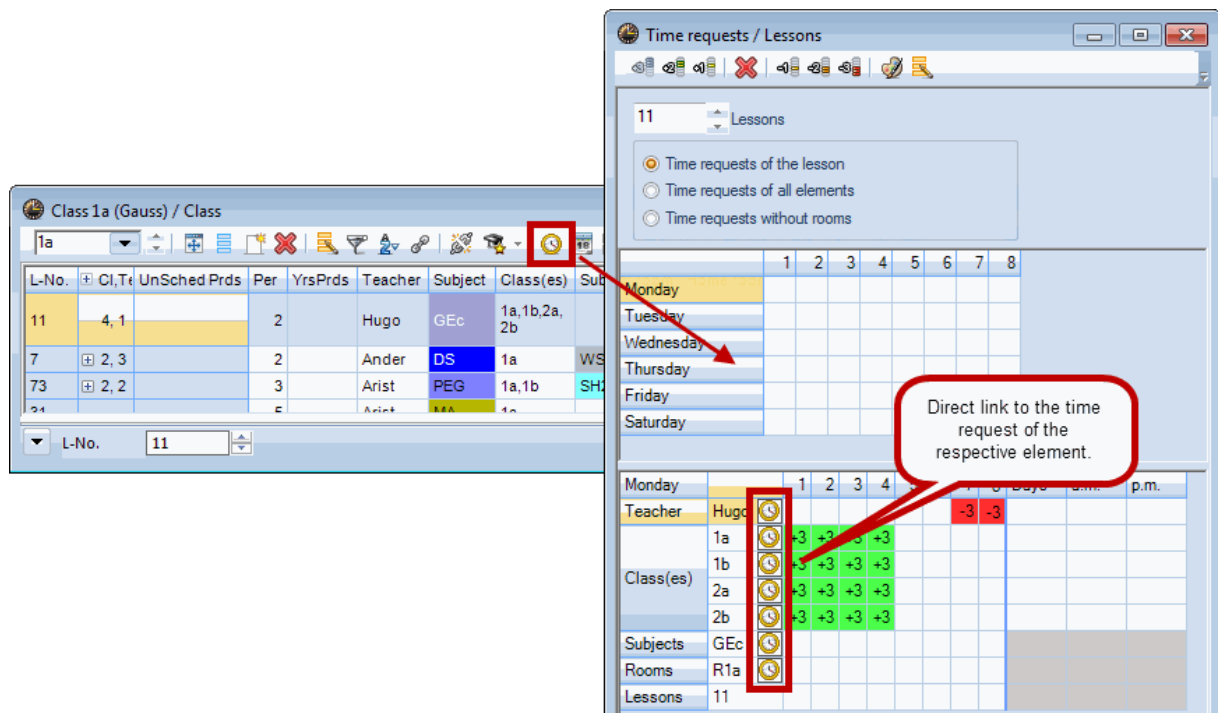
1.1.11 Automatic sorting of teachers / subjects

Up to now, creating a new teacher or new subject in the master data meant that the respective element was not sorted in alphabetical order by default but always was added at the end of a selection list. Now you can change this. Go to '<Settings> | Miscellaneous | Customise | Always sort teachers and subjects'. Now this box is checked by default whenever you create a new file.



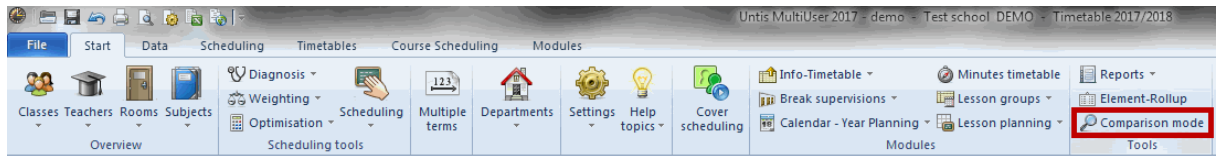
1.1.12 Time requ. lesson => time requ. element

In the lesson windows you can see the availability of all elements involved via the <Time requests> button. Up to now it was not possible to change the time requests if several classes were involved. In the 2017 version you now can directly switch to the time request of the respective element via the <Time requests> button in the 'Time requests / lesson'.



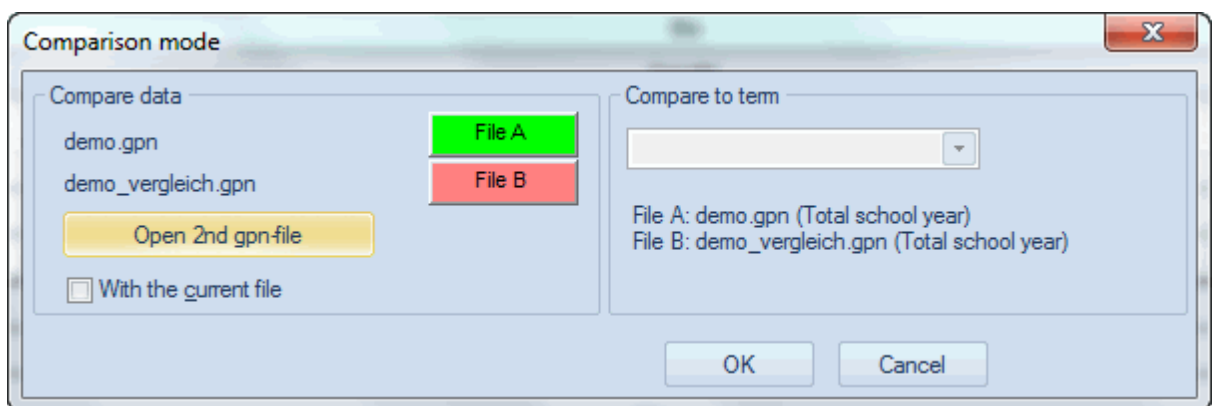
1.1.13 Comparison mode

One of the big innovations in Untis 2017 is the newly designed comparison mode which can be found on the 'Start' tab. Click on the 'Comparison mode' button to activate it.

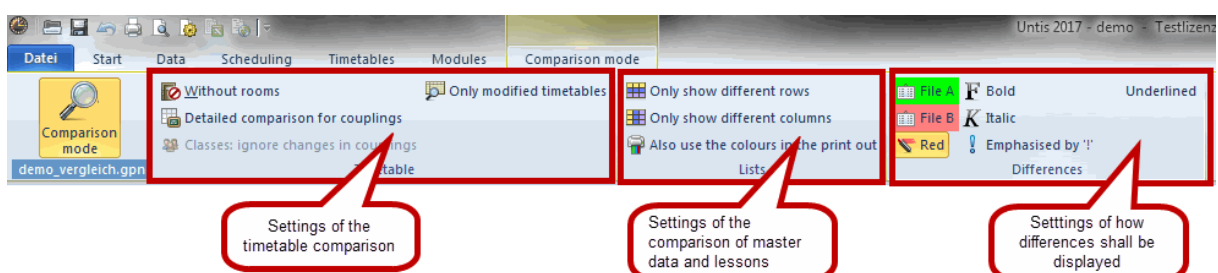


On the one hand, functionalities like timetable comparison or lesson comparison are obsolete now, on the other new possibilities have been added.

Clicking on the comparison mode opens up a window. Here you can define if you would like to compare two terms or two files. In the diagram below a second file has already been selected.



By clicking on the <OK> button, the new tab 'Comparison mode' is created on the ribbon. Here you can define different settings (see diagram below).



When you open a timetable window, 2 windows are opened automatically: a window with a green frame (colour settings of 'file A') and a window with a red frame (colour settings of 'file B'). The differences in the two timetables are now highlighted according to the definitions of the tab 'Comparison mode'.

1a - Klasse 1a (Gauss) Time

School year: 18.9.2017 - 30.6.2018

	Mo	Tu	We	Th	Fr	Sa
1	E	Mat	Gw.	Mus.	Mat	Bio
2	Mus.	E	Sport	D	Rel	E
3	Bio	Ke	Mat	Mat	E	E
4	Sport		D			Gw.
5		Rel			D	D
6						
7						
8		Wk.			Sport	

L-No.	Tea	Subj. Rm.	Cla.	Time	School
33	Arist, E,	R1a	1a	2-41	

Kla1 - Klasse 1

**** 1a - Klasse 1a (Gauss) Tim...

School year: 18.9.2017 - 30.6.2018

	Mo	Tu	We	Th	Fr	Sa
1	Mat	Mat	Gw.	Mus.	Mat	Bio
2	Mus.	E	Sport	D	Rel	E
3	Bio.	Ke	Mat	E	E	E
4	Sport		D	Mat		Gw.
5		Rel			D	D
6						
7						
8		Wk.			Sport	

L-No.	Tea	Subj. Rm.	Cla.	Time	School week
31	Arist, Mat, R1a	1a		2-41	
+3					

If you open a master data window the differences are shown directly in the list. In the diagram below, for instance, the field 'class teacher' was changed, class 1a is therefore listed twice and the differences are highlighted according to the colour settings.

Classes / Klasse

Name	Full name	Text	Room	Main subj./day	Lunch break	Periods/day	Class teacher
1a	Klasse 1a (R1a	4	1-2	4-6	Gauss
1a	Klasse 1a (R1a	4	1-2	4-6	
1b	Klasse 1b (R1b	4	1-2	4-6	
2a	Klasse 2a (R2a	4	1-2	4-7	
2b	Klasse 2b (R2b	4	1-2	4-7	
3a	Klasse 3a (R3a	4	1-2	4-8	
3b	Klasse 3b (Ps1	4	1-2	4-8	
4	Klasse 4 (Ps2	4	1-3	4-8	

Klasse*

Lessons windows are like master data windows; in the example below the number of weekly periods of a certain lesson was changed.

Klasse 3b (Callas) / Klasse

L-No.	+ Cl,Te	UnSched Prds	Per	Teacher	Subject	Class(es)	Subject room	Home room	Double pers.
78	2, 1		1	Ander	Wk	1b,3b	Werkr	R1b	
43	+ 2, 2		2	Callas	Ke	3a,3b		R3a	1-1
76	+ 2, 2		3	Arist	SportM	3a,3b	Th2	R3a	
79	+ 2, 2		2	Ander	Wk	3a,3b	Werkr	R3a	1-1
4	+ 1, 2		2	Gauss	Gz	3b		Ps1	1-1
10			3	New	Ph	3b	Phys	Ps1	
16			2	Hugo	Gw	3b		Ps1	
19		4	3	Hugo	His	3b		Ps1	
19			2	Hugo	His	3b		Ps1	
23			4	Ander	D	3b		Ps1	
51			2	Nobel	Rel	3b		Ps1	
68			2	Cer	Bio	3b		Ps1	
71			1	Curie	Tw	3b	Twr	Ps1	
92			4	New	Mat	3b		Ps1	

L-No. 78 Klasse

1.1.14 Diagnosis: lesson sequ. scheduling

When you are working with the window 'Lesson sequences' and would like to define lessons to be scheduled at the same time, it is important, of course, that these lessons all work with the same double period requirements. From now on, violations of this kind are shown in the diagnosis.

Timetable diagnosis

25.09.2017 1.10.2017

Input Data Timetable

Diagnosis

	Wtg	Num
All	>= 1	
Class	10	
Positive time request during lunch break	4	10
Teacher		
Room		
Lesson sequences	1	
Lesson in clust: double-prds. incorrect	1	
Course scheduling	4	

Type of diagnosis

Lessons, which are combined in a 'Lesson Sequence (Cluster)' have to have identical double-period settings, bei allen Unterrichten gleich sein.

Weighting: *

Number: 1

Show related windows

Cluster L-No. L-No.-2

T2_2 91 89

Lesson sequences

Lesson sequences

T2_2 Delete Simultaneous lessons

Name	Per	L-No.	L-No.	L-No.	L-No.	L-No.	L-No.
T2_2	5	89	91	93	94		
T2_1	3	7	11	12	13		
T3_2	5	88	92				
T4_1	3	73	74	116			
T4_2	3	98	108				
T5_1	3	70	80	82			
T5_2	3	109	110				

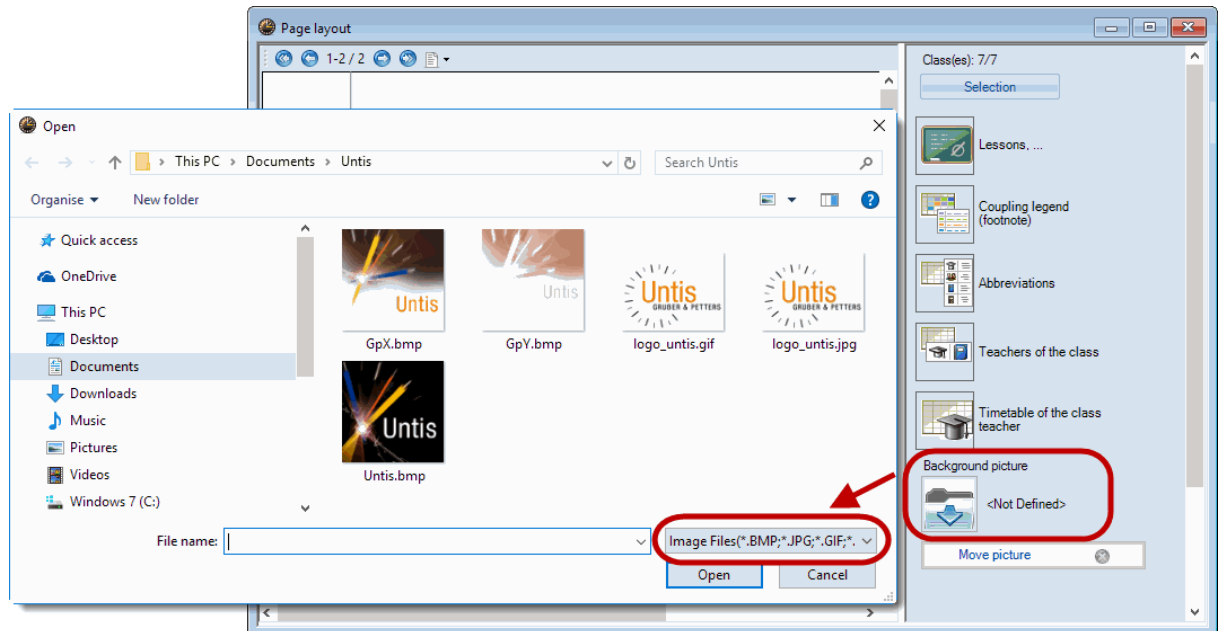
Year 13 / Class

L-No.	+ Cl,Te	UnSched Prds	Per	YrsPrds	Teacher	Subject	Class(es)	Subject room	Home room	Double pers.	Block
91	(c)		5		Mend	BIO1	13		r13	1-1	
109	(c)		3		Foss	bio1	13		r13		
92	(c)		5		Nobel	CH1	13		rch		
110	(c)		3		Curie	ch1	13		rch		
95	(c)		4		Gri	g1	13		r13		
96	(c)		4		Sutt	g2	13		r13		

L-No. 82 Class*

1.1.15 Background image: common formats

Up to now it was only possible to use .bmp files as background images. As of now common .jpg and .gif formats can also be used.



1.1.16 Optimisation: blocks via * breaks

If you want to avoid that double periods span a break, you go to 'Time grid', click on the 'Break' tab and use '*' for individual breaks. As of now you can use this not only for double periods but also for period blocks.

Time grid

General Breaks Substitute

Lunch break from to: Lunch break label:

Maximum number of classes with lunch break at the same time:

Entry:

- * = Double periods or blocks must not span this break
- + = Off-site transfer possible in this break

	-/1	1/2	2/3	3/4	4/5	5/6	6/7	7/8	8/-
Show break labels									
Start		8:45	9:40	10:35	11:30				
End	8:00	8:55	9:50	10:45	11:40				
Monday			*						
Tuesday			*						
Wednesday			*						
Thursday			*						
Friday			*						

OK Cancel Apply

This setting is applied to blocks, too.

1.1.17 QR code in timetable

If you use WebUntis you can check the box 'Use of WebUntis' in the licence data window of Untis. Now the program 'knows' that you use WebUntis which brings about many advantages in some processes.

Licence data

Licence data

School name

 Expiry date (Day.Month.Year)

Licence No.

3 day Untis license

School size
 for 700-1500 students

Modules

Standard package

- ☒ Optimisation
- ☒ Room optimisation + off-site bu...
- ☒ Scheduling dialogue

Big modules

- ☒ Cover planning
- ☒ Course scheduling
- ☒ Minutes timetable
- ☒ Calendar - Year Planning

Small modules

- ☒ Lesson planning - value calc.
- ☒ Break supervision
- ☒ Department timetables
- ☒ Students timetables
- ☒ Info timetable
- ☒ Multiweek timetables
- ☒ Multiple terms

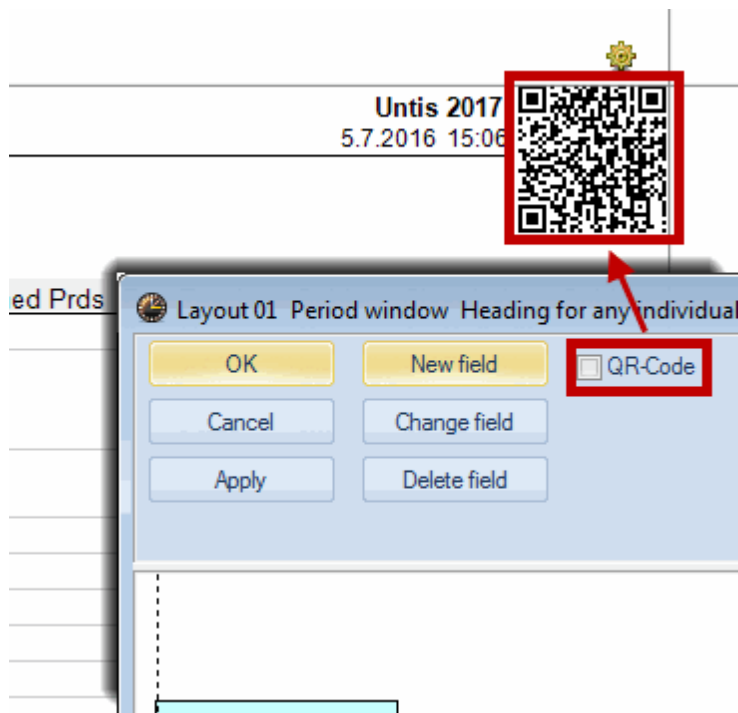
Footer

Country Region

Customer-Number

☐ Use of WebUntis

If you check this box, the 2017 version shows QR codes on the print outs of timetables by default, which direct students, parents and teachers to the installation page of Untis Mobile App. This makes it very easy to stay informed and up-dated on the timetable and its daily changes.



QR codes can be displayed in the heading of every individual timetable or in the heading of every page. Click on 'Page layout' for the respective settings.

Test school DEMO Timetable 2017/2018
For demo and test only Valid from: 10 October

Untis 2017 5.7.2016 15:5

1a Class 1a (Gauss)

	Lu	Ma	Me	Je	Ve	Sa
1	EN	MA	GEc.	MU	MA	BI
2	MU	EN	PEG.	DE	RE	EN
3	BI	AR	MA	EN	EN	MA
4	PEG.	AR	DE	MA	DE	GEc.
5		RE				
6						
7		DS.				
8					PEG.	

Gruber & Petters Software

1.1.18 Info-Timetable: e-mail

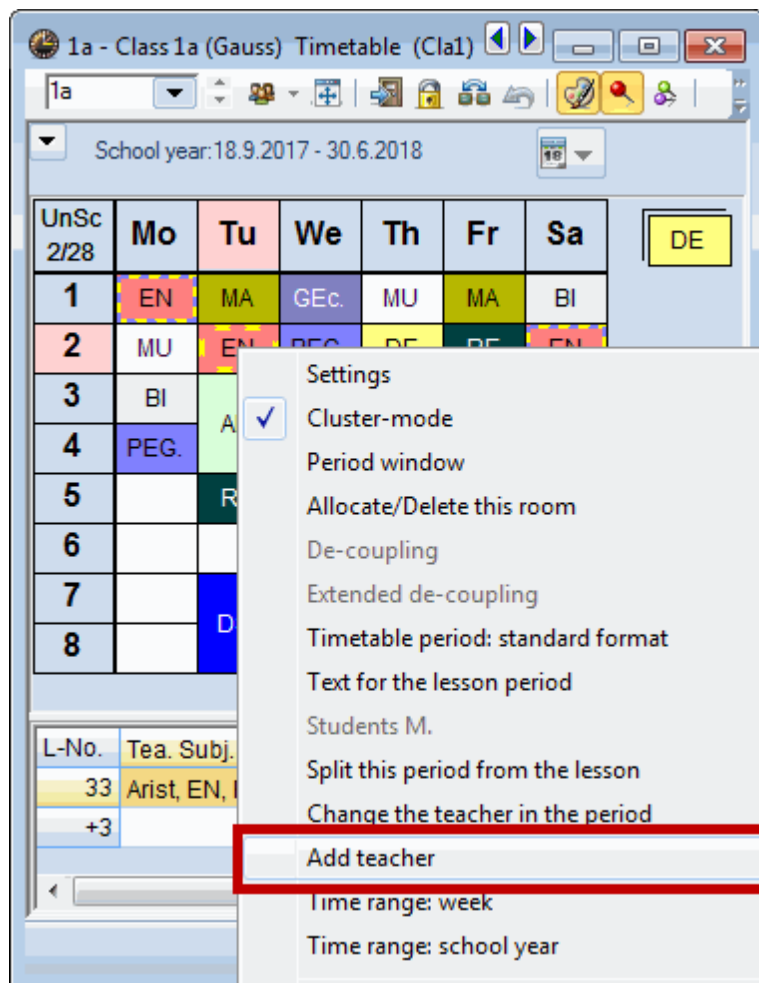
In the 'E-Mail' dialogue click on the 'Substitution statement' tab and via a new selection list you can select which month you want to show. This makes the cumbersome editing of the date range obsolete.

The screenshot shows the 'E-Mail' dialog box with the 'Substitution statement' tab selected. A dropdown menu for 'Month' is open, displaying a list of months from September to June, with 'January' currently selected. The dialog box contains several input fields and checkboxes, including 'Teacher: 4', 'Total with carry', 'PDF', 'Date range' (set to 19.09.2017), 'Subject' (Cover statement for ^1), and 'Message' (Cover statement for ^1). At the bottom, there are buttons for 'Send', 'Log-File', 'OK', 'Cancel', and 'Apply'.

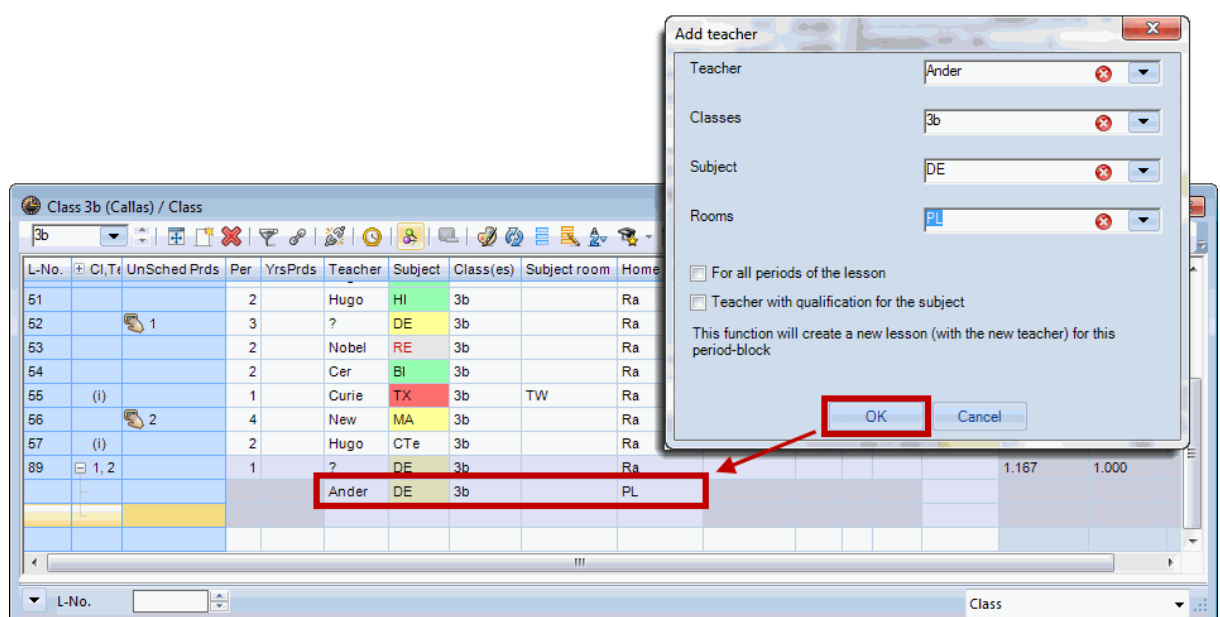
1.2 Manual scheduling

1.2.1 Add teacher in timetable

Like the 'Add teacher' function already available in the 2016 versions, there is now the possibility to add a teacher to an existing period (or to all periods of the lesson). Just click right on the respective menu item in a period of the timetable.



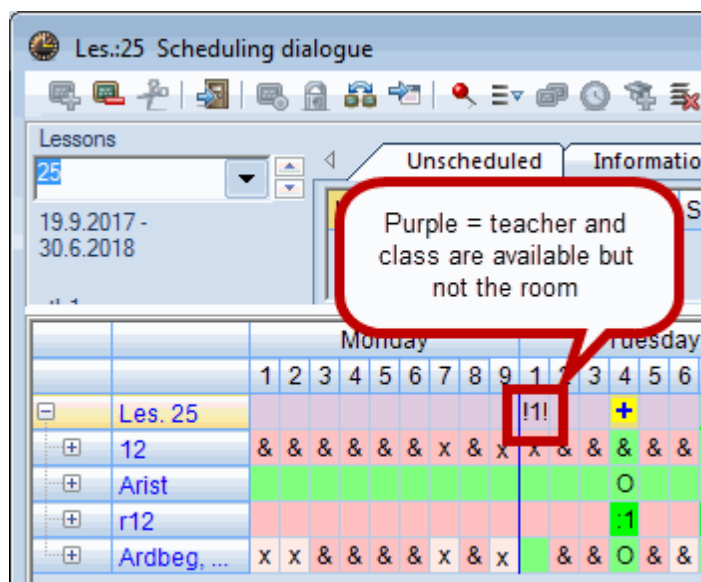
The diagram below shows that teacher was added to lesson No 96, however subject, class and room have not been changed.



1.2.2 Scheduling dialogue

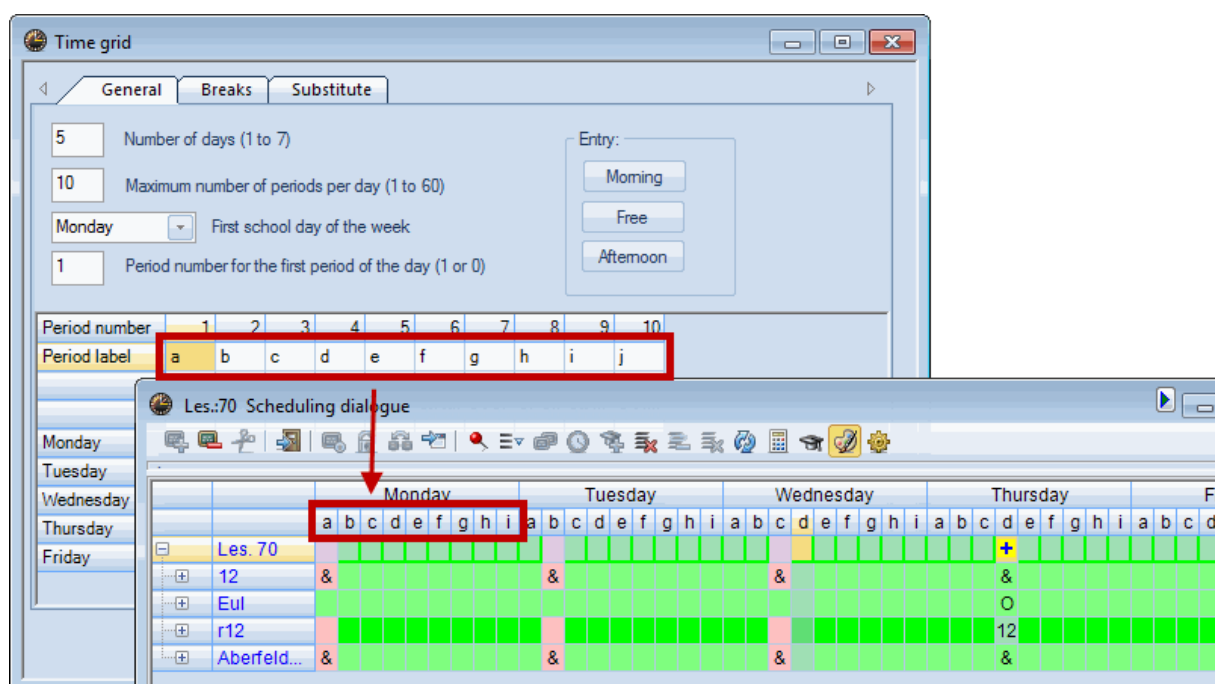
1.2.2.1 Flagging of free lessons

When scheduling manually, the colour violet means that the respective teacher or the class involved is free, the room, however, is not. This colour code also applies in the scheduling dialogue of the 2017 version.



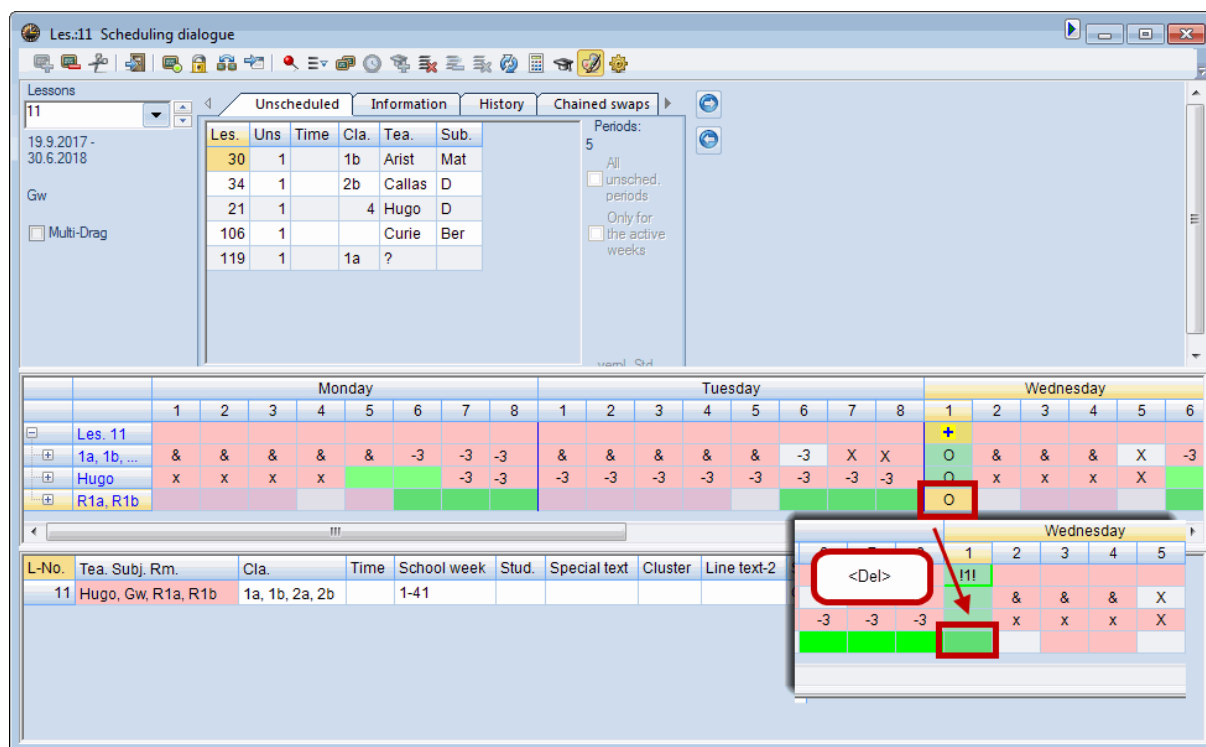
1.2.2.2 Display of period label

If period labels are defined in the time grid, they are automatically applied in the scheduling dialogue from now on.



1.2.2.3 Delete room

If a scheduled room is in the focus of the scheduling dialogue, then pressing the button unschedules this room.



1.2.3 2 rooms in lesson: consider colours

It has been possible for quite some time to schedule several rooms in one coupling line. If different colours have been used for the master data of the rooms all colours involved are applied correctly in the timetable, which is a new feature of the 2017 version.

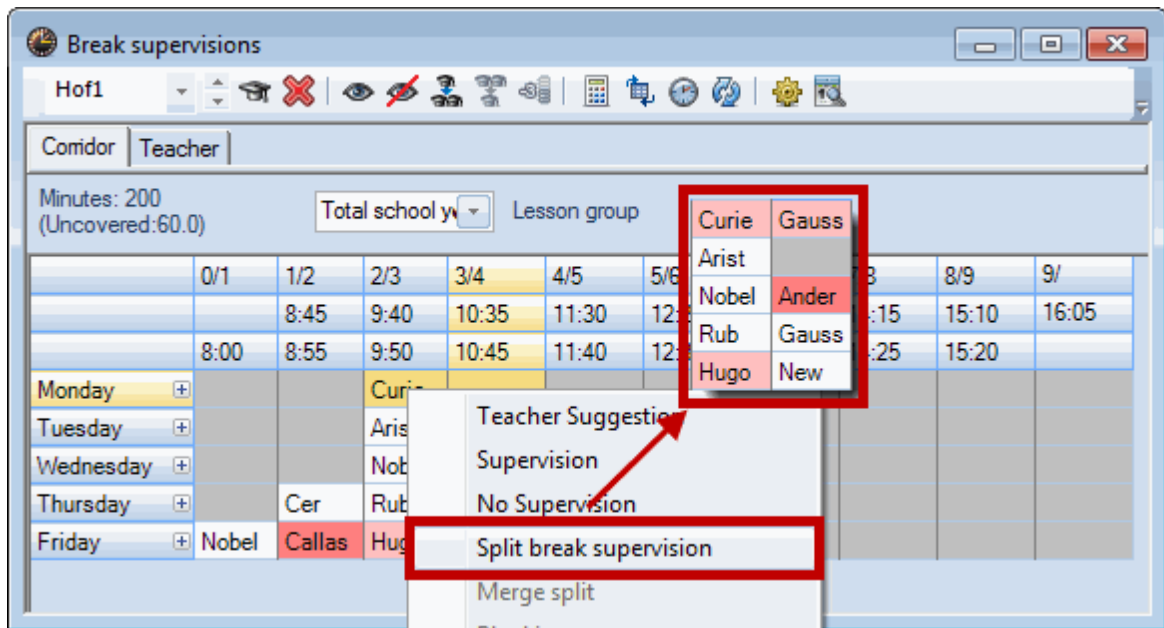
The colours of the master data are displayed.

L-No.	CI,Te	UnSched Prds	Per	Lehrer	Fach	Class(es)	Subject room	Home
11	4, 1		2	Hugo	Gw	1a,1b,2a, 2b		R1a,R
7	2, 3		2	Ander	Wk	1a	Werkr,R1b	R1a
73	2, 2		3	Arist	Sportl	1a,1b	In2	R1a
31			5	Arist	Mat	1a		R1a
33			4	Arist	E	1a		R1a
35			2	Callas	Mus	1a		R1a,R
39			2	Callas	Ke	1a		R1a
46			2	Nobel	Rel	1a		R1a
53			5	Rub	D	1a		R1a
6			1	Cer	Bio	1a		R1a
			1	Gauss	E	1a		R1a
			1	Cer	Bio	1a		R1a
			1	?		1a		R1a

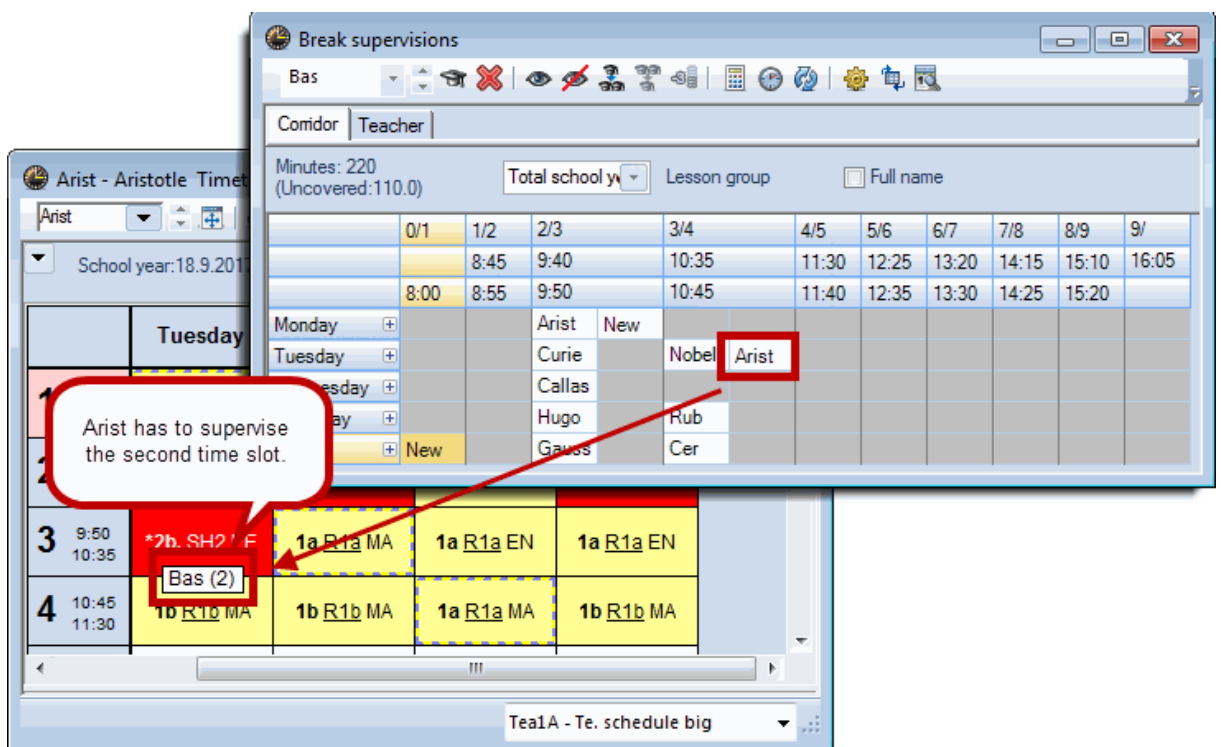
1.3 Break supervisions

1.3.1 Splitting of break supervisions

In response to many requests we introduced to the 2017 version the possibility to split break supervisions. Just click right in the grid of the 'Break supervision' window (or just click on the 'Supervision' button) and you can schedule more than one teacher in a break.



The diagram below shows that teacher 'Arist' is scheduled to supervise in the second part of supervision between the 3 and 4 period. In the timetable '(2)' is added to the name of the corridor (in this case 'Kell') to make it clear that Arist has to supervise in the second time slot.



1.3.2 Weekly overview report: weekly output

In earlier version you already could schedule different break supervisions in different weeks or lesson groups. In the new version this is now also considered in the 'weekly overview' report. In the example below, for instance, break supervisions from the first half year (H1) only are shown .

Testschule DEMO
Für Demo und Test

Stundenplan 2017/2018
Gilt ab: 10.09.2017

Weekly summary - Break

H1

	Kell	Hof1	H
Mo 2/3	Cer	New Arist	
Mo 3/4		Hugo	
Tu 2/3	New	Arist	
We 2/3	Rub	Nobel	
We 3/4		Ander	
Th 1/2		Cer	
Th 2/3	Arist	Rub	
Th 3/4	Arist	Gauss	
Fr 0/1	Cer	Nobel	
Fr 1/2		Callas	
Fr 2/3	Rub	Hugo	
Fr 3/4	Arist Gauss	New	

Weekly summary

Corridor: 3/3

Selection...

Details

Fr. 19.09.2017 To 30.06.2018

Font

Page setup

Les. groups

H1

OK HTML Cancel

1.3.3 Report: 1 page / element

In all reports of the section 'Break supervisions' it is now possible to start a new page per element. Just click on the <details> button.

Break supervisions

Corridor: 3/3

Selection...

Details

OK

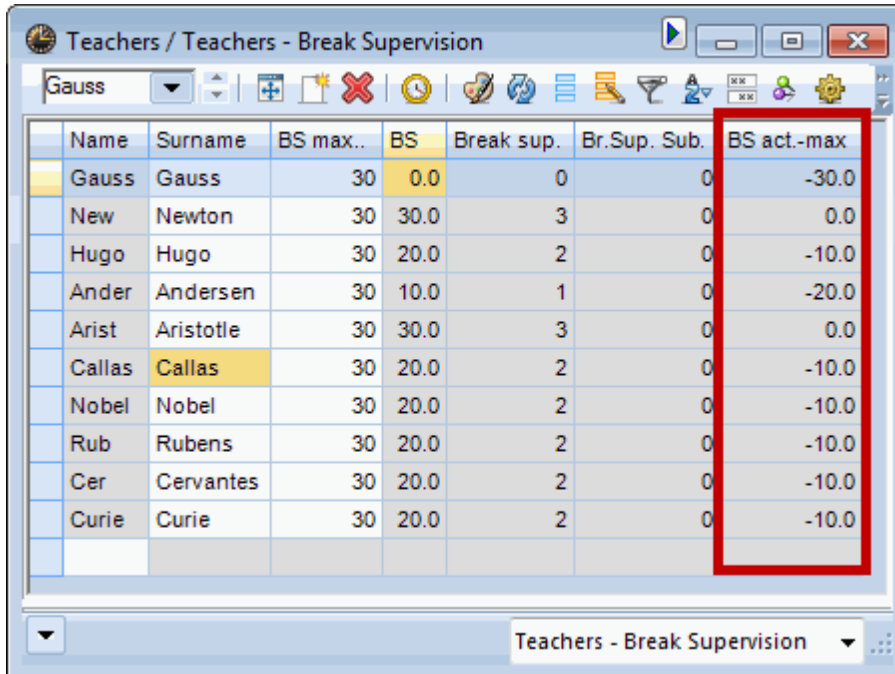
Details

☐ 1 Page/Element

OK Cancel

1.3.4 Teacher master data: target-actual

Like the 'Target-Actual' column which is important in scheduling, there is a new field for break supervisions: 'BS act.-max'. Here you see immediately which teacher has too many or too few supervisions.



Name	Surname	BS max..	BS	Break sup.	Br.Sup. Sub.	BS act.-max
Gauss	Gauss	30	0.0	0	0	-30.0
New	Newton	30	30.0	3	0	0.0
Hugo	Hugo	30	20.0	2	0	-10.0
Ander	Andersen	30	10.0	1	0	-20.0
Arist	Aristotle	30	30.0	3	0	0.0
Callas	Callas	30	20.0	2	0	-10.0
Nobel	Nobel	30	20.0	2	0	-10.0
Rub	Rubens	30	20.0	2	0	-10.0
Cer	Cervantes	30	20.0	2	0	-10.0
Curie	Curie	30	20.0	2	0	-10.0

1.3.5 + Teachers for weeks without BS

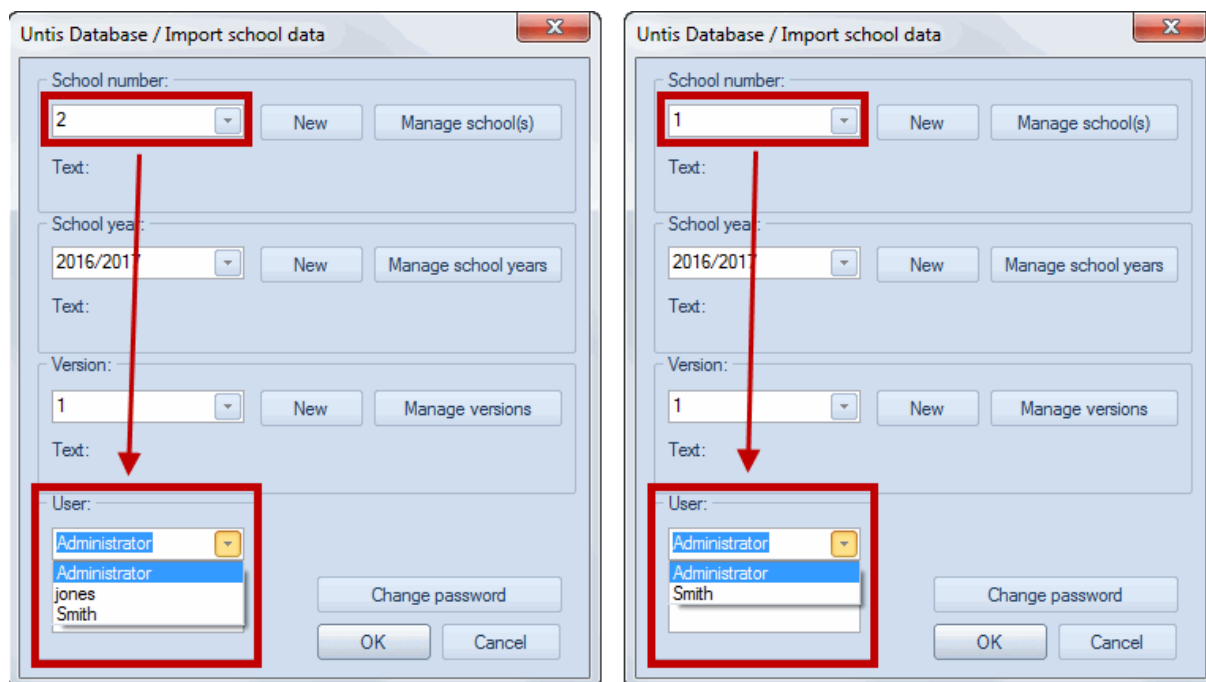
There are weeks in which breaks should not be supervised, because e.g. the classes adjacent to the respective corridor leave school earlier after their last lesson. In this case, enter '+' for supervision in the respective weeks. This will also signal to break supervision optimisation that no teacher is needed. The diagramme below shows that corridor 'Kell' does not need break supervision from mid of May onwards.

	0/1	1/2	2/3	3/4	4/5	5/6	6/7	7/8	8/9	9/
		8:45	9:40	10:35	11:30	12:25	13:20	14:15	15:10	16:05
	8:00	8:55	9:50	10:45	11:40	12:35	13:30	14:25	15:20	
23.2.2018	Cer		Rub	Arist	Gauss					
2.3.2018	Cer		Rub	Arist	Gauss					
9.3.2018	Cer		Rub	Arist	Gauss					
16.3.2018	Cer		Rub	Arist	Gauss					
23.3.2018	Cer		Rub	Arist	Gauss					
30.3.2018	Cer		Rub	Arist	Gauss					
6.4.2018	Cer		Rub	Arist	Gauss					
13.4.2018	Cer		Rub	Arist	Gauss					
20.4.2018	Cer		Rub	Arist	Gauss					
27.4.2018	Cer		Rub	Arist	Gauss					
4.5.2018	Cer		Rub	Arist	Gauss					
11.5.2018	Cer		Rub	Arist	Gauss					
18.5.2018	+		+	+	+					
25.5.2018	+		+	+	+					
1.6.2018	+		+	+	+					
8.6.2018	+		+	+	+					
15.6.2018	+		+	+	+					
22.6.2018	+		+	+	+					
29.6.2018	+		+	+	+					

1.4 MultiUser

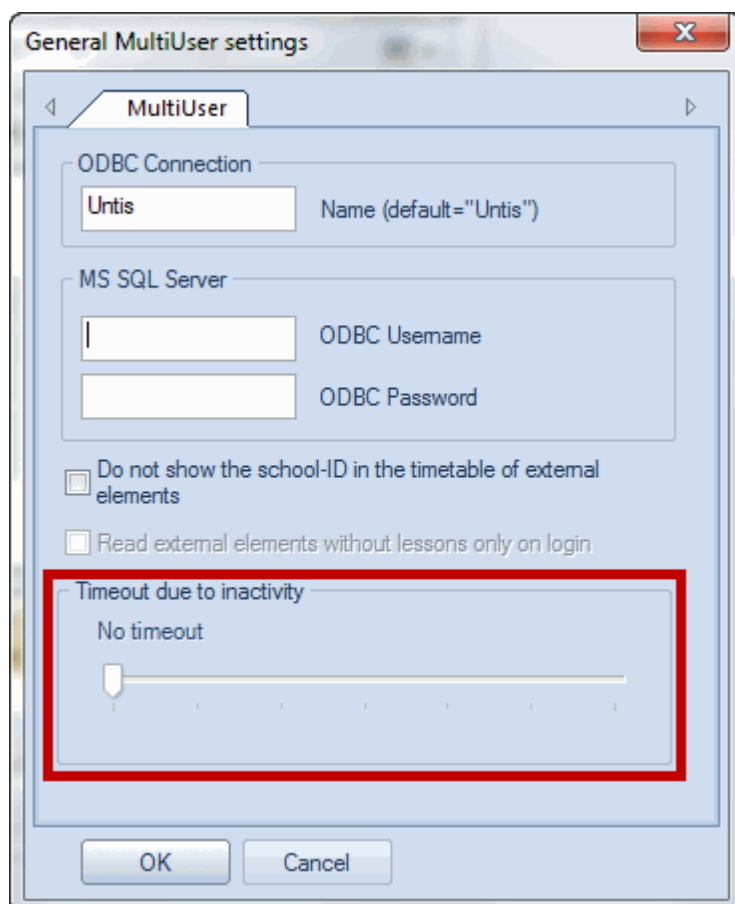
1.4.1 User: filter by selected school

In Untis MultiUser you can set up user groups and can assign them to the users. You also can determine which user has access to which school. From now on, Untis 2017 takes this into account, since when you select a school at the login you are only provided with a selection of users who have the right to access the respective school.



1.4.2 Logout when inactive

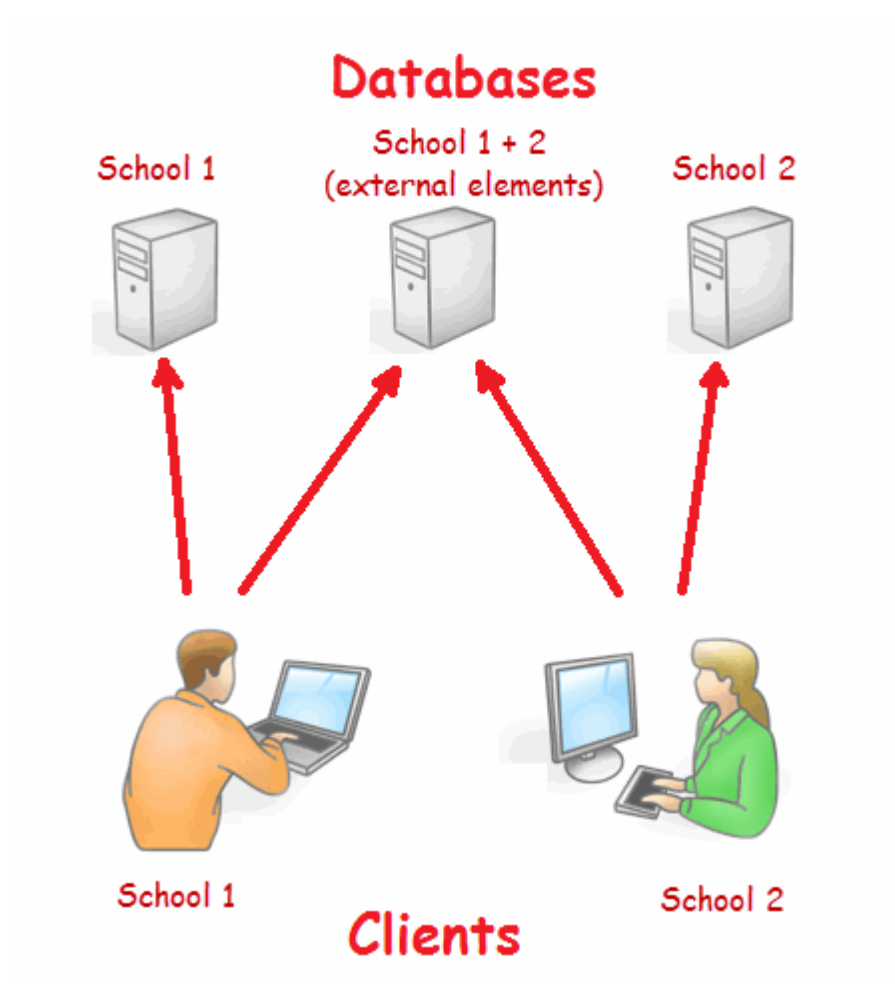
In response to many requests, there now is the possibility to automatically log out users when they have not changed any data in the program for a defined number of minutes.



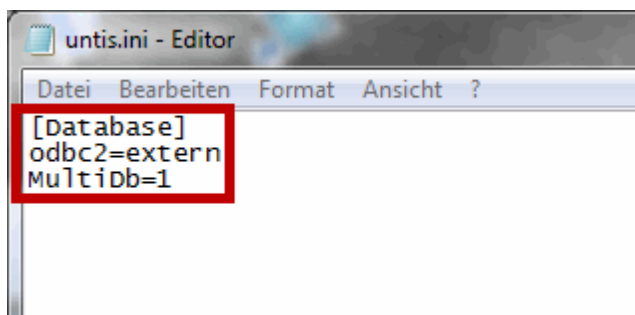
1.4.3 External elements: owner

1.4.3.1 Setting up

Up to this version it has always been necessary that all data of all schools involved are in one single database when using external elements. From now on this is not necessary any more. Every school can have its own database and all external elements are saved to a central database.

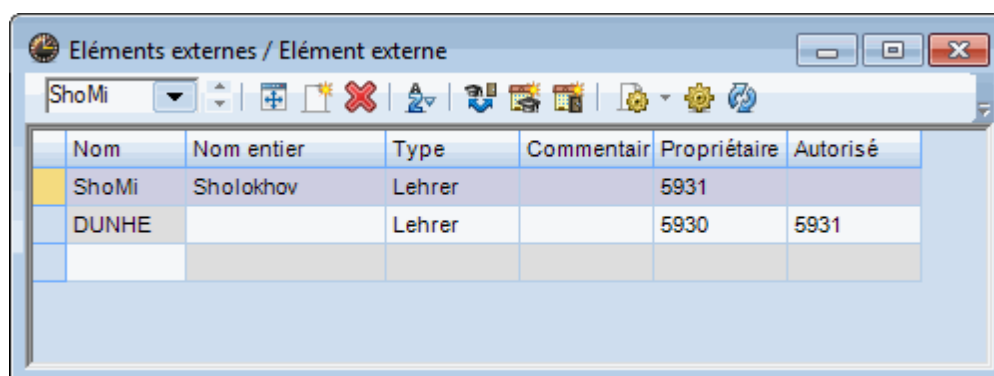


Go to the 'Start' tab, open the Untis.ini file via 'Settings | Open Untis.ini...' and enter the lines 'odbc2=[name of external database]' and 'MultiDb=1' in the section 'Database'.



1.4.3.2 Assigning to schools

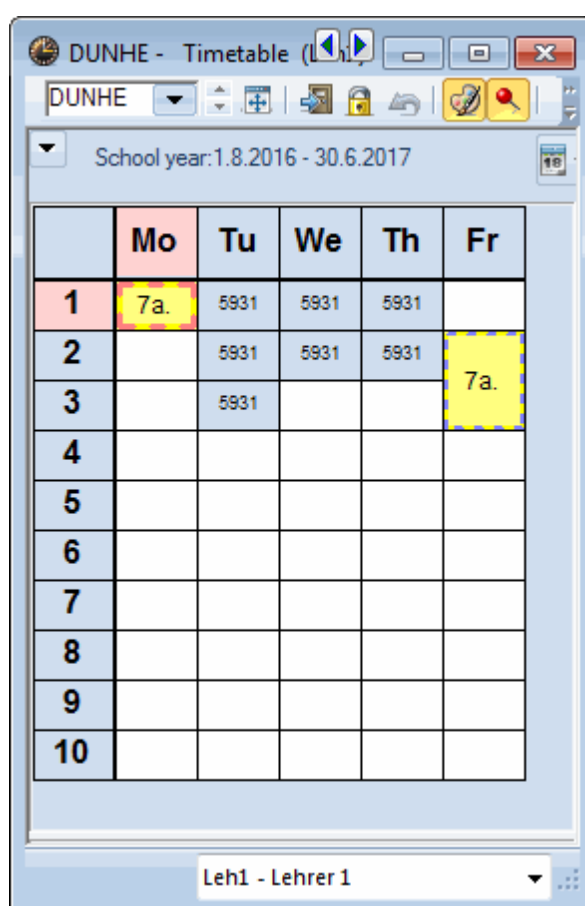
When the databases are set up the schools can start to create external resources. In the screen shot below a user of school 5931 is logged in and created teacher ShoMi as external element. School 5931 therefore is now the owner and can assign other schools the right to have access to this teacher' details. Teacher 'DUNHE', however, was created by school 5930 and thus can only be changed by this school. Therefore this line is greyed out and inactive.



The screenshot shows a window titled 'Eléments externes / Élément externe'. It contains a table with the following data:

Nom	Nom entier	Type	Commentair	Propriétaire	Autorisé
ShoMi	Sholokhov	Lehrer		5931	
DUNHE		Lehrer		5930	5931

In DUNHE's timetable both schools are shown at a time.



The screenshot shows a window titled 'DUNHE - Timetable'. It displays a timetable grid for the school year 1.8.2016 - 30.6.2017. The grid has columns for days of the week (Mo, Tu, We, Th, Fr) and rows for periods (1 to 10). The following table represents the data shown in the grid:

	Mo	Tu	We	Th	Fr
1	7a.	5931	5931	5931	
2		5931	5931	5931	7a.
3		5931			
4					
5					
6					
7					
8					
9					
10					

At the bottom of the window, there is a dropdown menu showing 'Leh1 - Lehrer 1'.

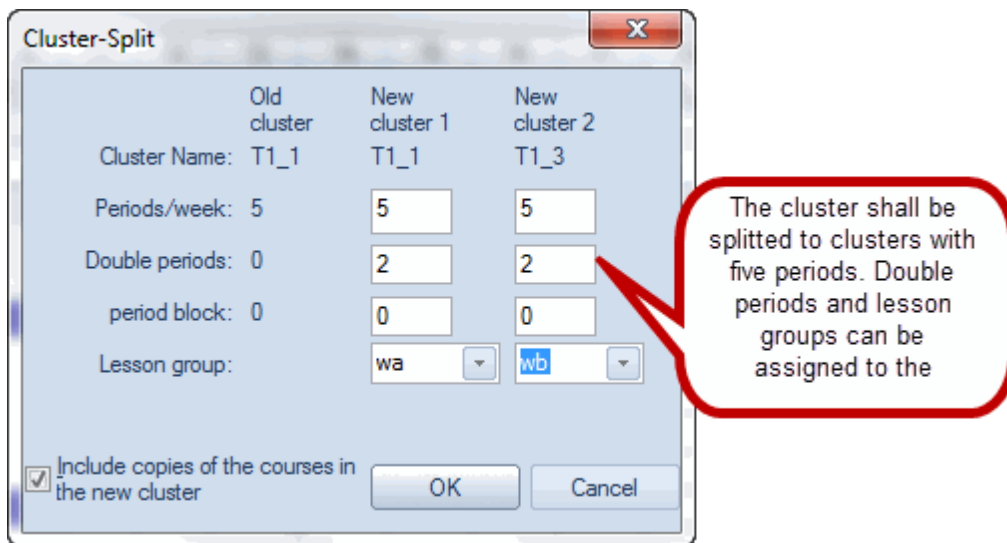
Note:

Which schools potentially have access to external resources is regulated by the database of external elements. Every school having access to this database can be selected from the list.

1.5 Course scheduling

1.5.1 Clusters: add scheduling requirements

In the course cluster matrix you will see a context menu by a right-click on the grid where you can choose 'Split cluster / scheduling requirements'. In the dialogue popping up you see all the functionalities you are already used to work with. However, you now also have the possibility to assign double periods, block requirements or lesson groups to all lessons.



The result of this function is now displayed in the lesson window, the entries are shown in the respective fields.

L-No.	Cl, Te.	UnSched Prds	Per	YrsPrds	Teacher	Subject	Class(es)	Subject room	Home room	Double pers.	Block	Les. groups	LG-Distrib	Clusters
6	(c)		5		Shak	E1	12		r12	2-2		WA		T1_1
9	(c)		5		Fer	M1	12		r12	2-2		WA		T1_1

1.5.2 Import students of the same course

Sometimes it is necessary to split one course into two lessons. In such a case you now have the possibility in the course-student overview to import the students assigned to one of the two lessons, to the other lesson. To do so, select both courses and press F8.

Course-Student overview

Selected course: BIO1

Clas	Les.	Subj	DNo	Stud.	Min. No.	Max. No.	Per	Tea.	Choices	Cluster	Line text	Line text-2	Student group	Assi. Les. Grp	Eff. time range
12		10 BIO1		10	5	25	5	Nobel	10	T2_1			BIO1_12		19.9. - 30.6.
12		91 BIO1		0	5	25	5	Mend	0	T2_2			BIO1_13		19.9. - 30.6.
12		72 bio1	1	20	5	25	3	Foss	39	T6_1			bio1_12_1		19.9. - 30.6.
13		1 bio1	1	24	5	25	3	Foss					bio1_13_1		19.9. - 30.6.
12				5		25	3	Foss					bio2_12		19.9. - 30.6.
12				5		25	5	Curie					CH1 12		19.9. - 30.6.

Both lessons have the same subject and the same class.

F8

Clas	Les.	Subj	DNo	Stud.	Min. No.	Max. No.	Per	Tea.	Choices	Cluster
12		10 BIO1		10	5	25	5	Nobel	10	T2_1
12		91 BIO1		10	5	25	5	Mend	10	T2_2
12		72 bio1	1	20	5	25	3	Foss	39	T6_1

1.5.3 Exams

1.5.3.1 Import teacher / room of the course

When creating an exam it now is possible to enter the teacher or room of the respective course in the section 'Teachers/Rooms' for an already selected course.

Exams

- All - - All -

19.09.2017 Date

1 First period 1 Last period

Name

Text

OK Cancel New exam

Lessons Lehrer/Räume

Teachers Rooms

Selection... Selection...

Teacher from course Room from course

Per.	Teacher	Room
	Curie	R1a

1.5.3.2 Output of student number

By selecting an exam in the right part of the window, the number of students involved in this course will also be shown.

Exams

19.09.2017 Date

1 First period 1 Last period

Name

Text

Kurse/Studenten Lehrer/Räume

Courses Clusters Stat. code(s)

Selection... Selection...

Lesson	Fa.	Tea.	Number Students
92	CH1	Nobel	16

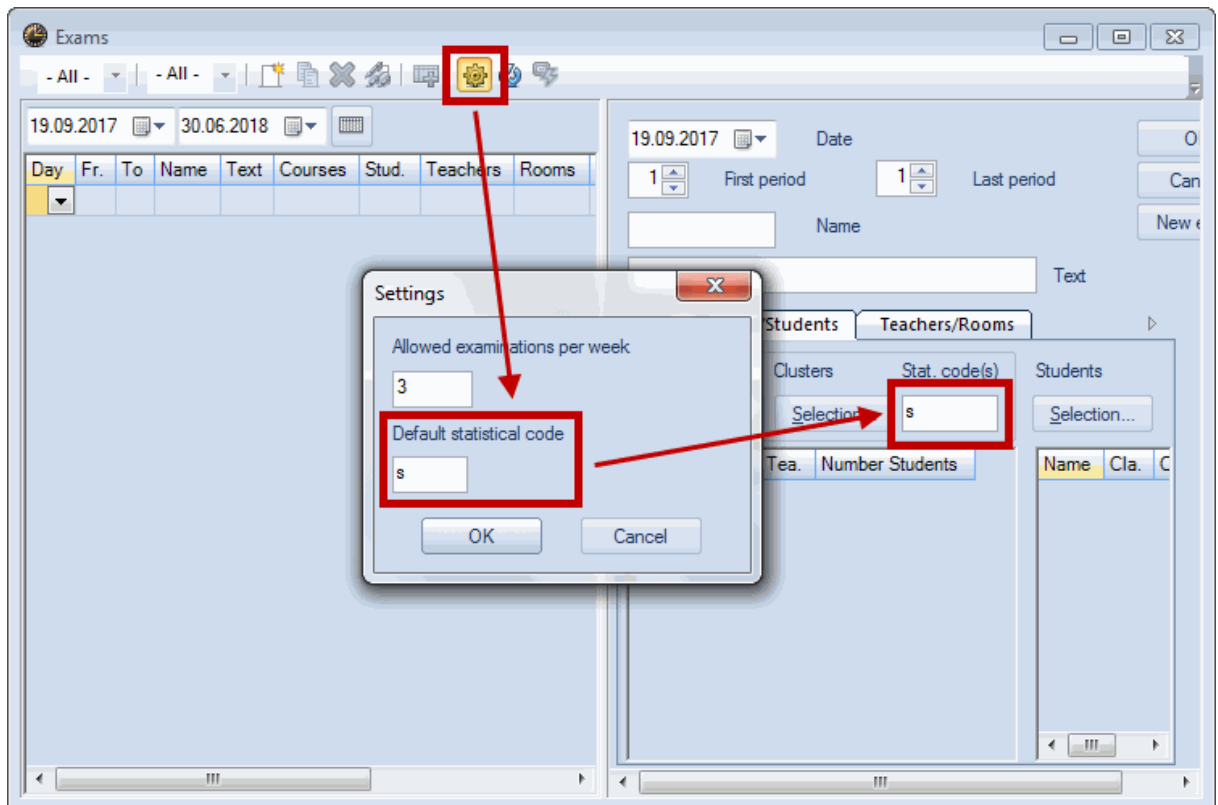
Studenten

Selection...

Name	Cla.	Course
Rabbit	13	CH1
Ariel	13	CH1
Shir	13	CH1
Poppins	13	CH1
Louie	13	CH1
Wart	13	CH1
Hook	13	CH1
Timotheus	13	CH1
Crickett	13	CH1

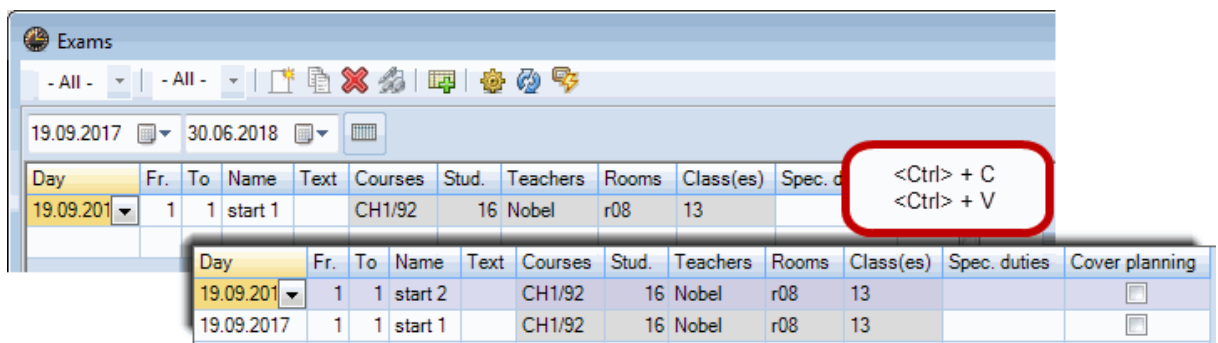
1.5.3.3 Statistical code: standard value

In the new version you can define a default statistical code in the <Settings> of the exam window which will automatically be applied when a new exam is created. It nevertheless is still possible to change anything you want later.



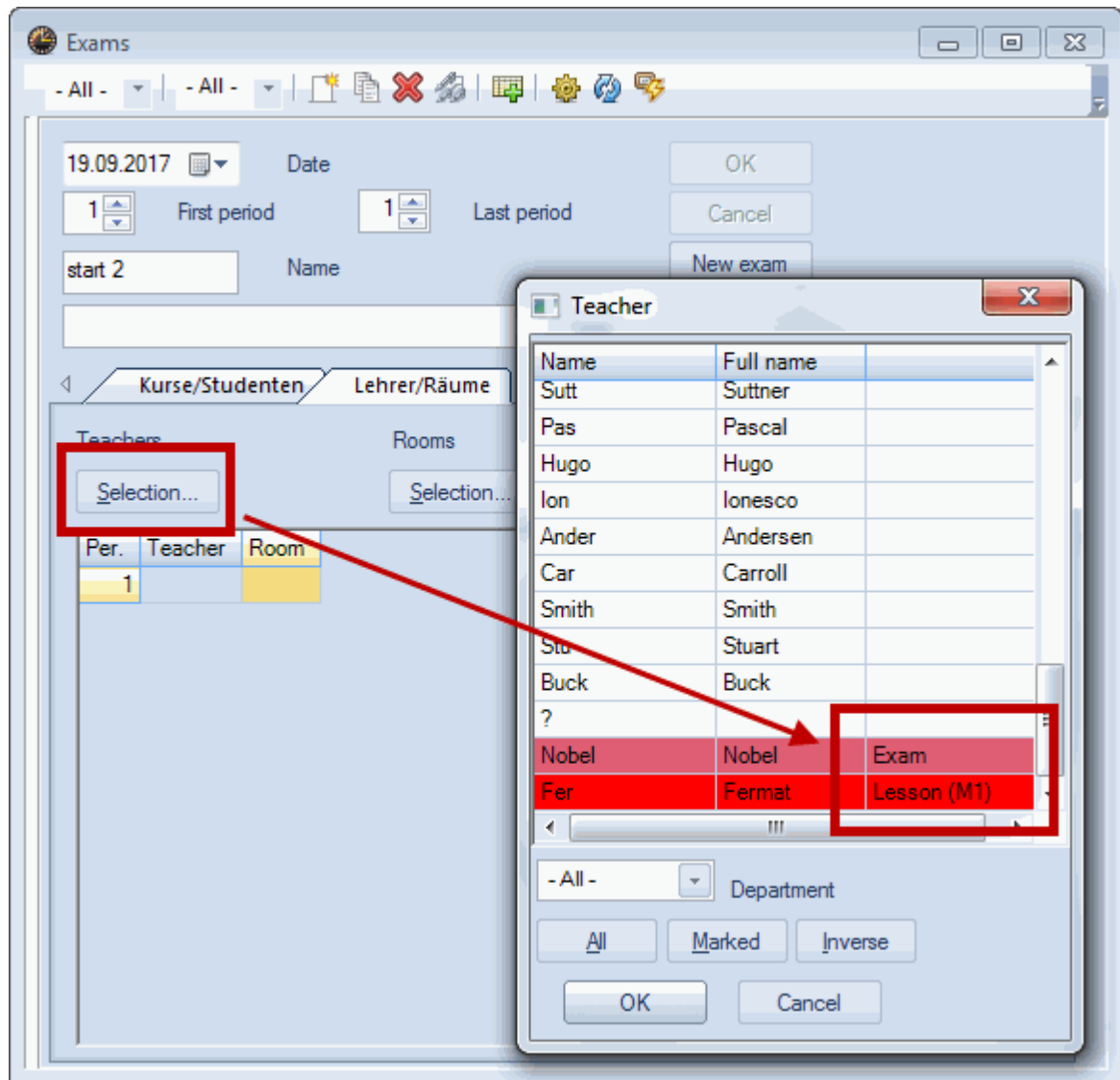
1.5.3.4 Copy exams

From now on, courses can be copied by using the key combination <CTRL>+C and <CTRL>+V.



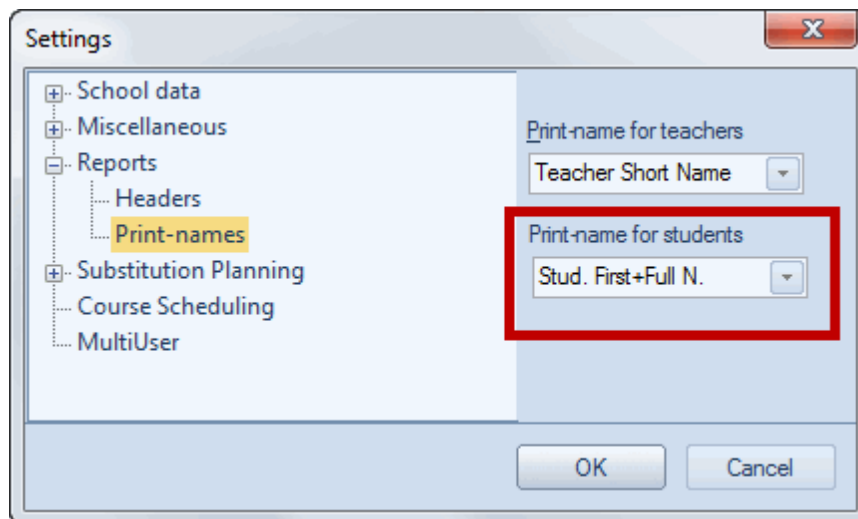
1.5.3.5 Assign teachers: stating of subjects

When creating an exam you can define in the tab 'Teachers/Rooms' which teacher will hold the exam. As of now, it is also shown which subjects the teachers teach who are in a lesson at the given point of time.

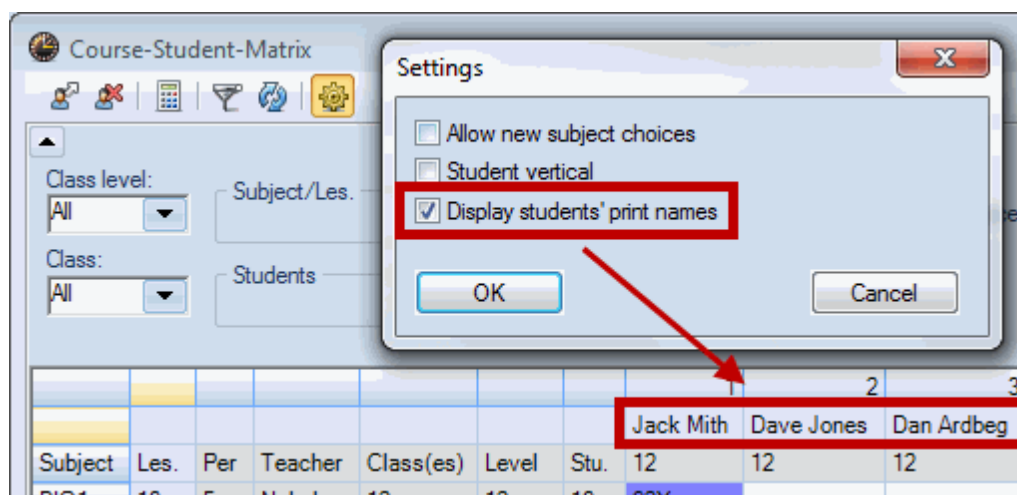


1.5.4 Print-name of students

In the general <Settings> under 'Reports | Print-names' you can define that the first names and the full names of students are output as default.



This definition is now also considered in the 'Student-Course Choice' and 'Course-Student-Matrix' provided that the box 'Display students' print names' is checked in the <Settings> of the respective window.



1.5.5 Coupling in course scheduling

From now on, it is permitted to couple courses and to work with the field 'Line-lesson group'. In optimising the course scheduling these entries are processed correctly.

Year12 / Class													
12													
U-Nr.	Kl.	Le.	Nypl	Std.	Wst.	Le.	Lehrer	Each	Klasse(n)	Eachraum	Stammraum	Min Stud.	Max Stud.
10	1, 2	(c)			5		Nobel	BIO1	12		rch	5	25
							Cic	12			rch		
72	(c)				3		Foss	bio1	12		r12	5	25
73	(c)				3		Foss	bio2	12		r12	5	25

1.5.6 New points of diagnosis

If the permitted maximum number of students is overexceeded or if there are not enough students for a course based on course optimisation or due to manual changes, a corresponding diagnosis point is

created in the 2017 version. Furthermore, it is pointed out when a class is involved in a course and no students of this class are assigned to it.

Timetable diagnosis

25.09.2017 - 1.10.2017

Input Data | Timetable

Diagnosis	Wtg	Num
All		>= 1
Class		10
... Positive time request during lunch break	4	10
Teacher		
Room		1
... 2 teachers in the same room	*	1
Lesson sequences		2
... Same student in 2 lessons	*	2
Course scheduling		5
... Course choice: lesson more than once	*	4
Number of students (min-max) inconsistent	*	1
Lessons		

Type of diagnosis

You can enter a minimum and maximum number of students per course. If too many (or not enough) students have chosen a given course, it will not be possible to respect these lower and upper limits. Please correct the minimum and maximum number of students per course. The data validation function takes parallel courses into consideration.

Weighting: *
Number: 1 [Show related windows](#)

L-No.	Sub.	Students in Crs
76	peb1	31 (5-25)

1.5.7 Optimisation: no student clashes

Up to this version, optimisation allowed single clashes in student timetables. You now can avoid this by checking the box 'Do not schedule course with student clashes' in the optimisation dialogue.

Control Data for Optimisation

Optimisation Run

Optimisation strategy (A,B, ...)

A - fast optimisation

3 Optimisation series: No. of TTs (1-20)

2 Optimisation level (1-9)

Teacher assignment during optimisation

☐ No optimisation of teach. assign.

☐ No swap with other subjects

☐ Swap only less. with equal periods

☐ Swap only within one class level

Re-assign original teachers

☐ Do not schedule course with student clashes

OK Cancel

☐ % of periods to be scheduled (blank=100%), then STOP

4 Similarity to previous TT: 0=not similar..., 4=very similar

☐ Lock timetable conditionally

☐ Only requested days off for tea.

☐ Consider room capacity

☐ Off site buildings by the half day

For strategy D:

5 Increment percentage

☐ With pre-optimisation

☐ Retain the current calendar distribution

0% Double periods

☐ Special 'double periods'-optimisation

Optimisation of courses

☐ Re-calculate clusters

☐ Optim. courses separately

1.6 Calender and full year planning

1.6.1 Speed

On the 'Timetable' tab you can open 'individual timetables' for several weeks which give a good overview on scheduling of the entire school year. In earlier versions it was also possible to manually schedule yearly periods in these timetables, although the speed was (very) slow. In the 2017 version we made a lot of effort to increase speed in this respect, making scheduling faster

1a - Class 1a (Gauss) Timetable (Kla11)

1a

30.10.2017 - 5.11.2017

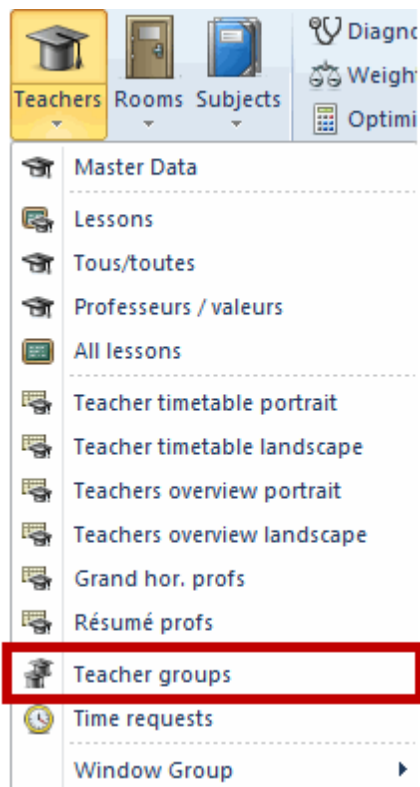
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	Sch
Mo-1	Before school starts	EN	EN	EN	EN	EN	EN	EN	EN	EN	EN	EN	EN	EN	EN	
Mo-2		MU	MU	MU	MU	MU	MU	MU		MU	MU	MU	MU	MU	MU	
Mo-3		BI	BI	BI	BI	BI	BI	BI	BI	BI	BI	BI		BI	BI	
Mo-4		*PEG.	*PEG.	*PEG.	*PEG.	*PEG.		*PEG.	*PEG.	*PEG.	*PEG.	*PEG.	*PEG.	*PEG.	*PEG.	
Mo-5		TX	TX	TX	TX	TX	TX	TX	TX	TX				TX	TX	
Mo-6															BI	
Mo-7																
Mo-8											*PEG.					
Mo-9																
Tu-1	MA	MA	MA	MA	MA	MA	MA	MA	MA	MA	MA	MA	MA	MA	MA	

The performance of the manual scheduling was

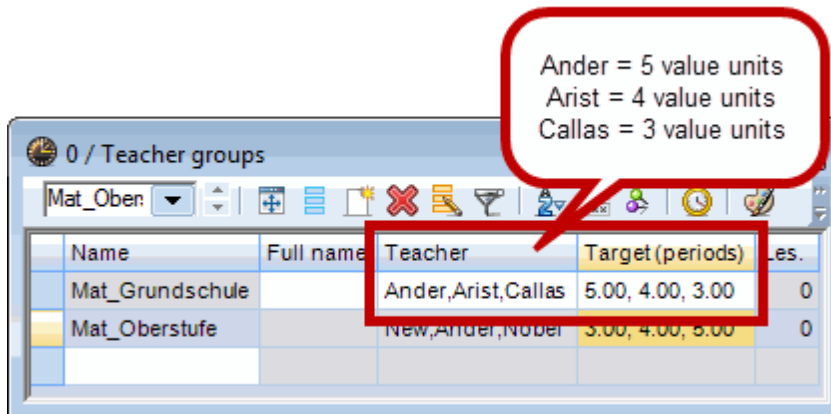
1.7 Lesson planning

1.7.1 Teacher groups

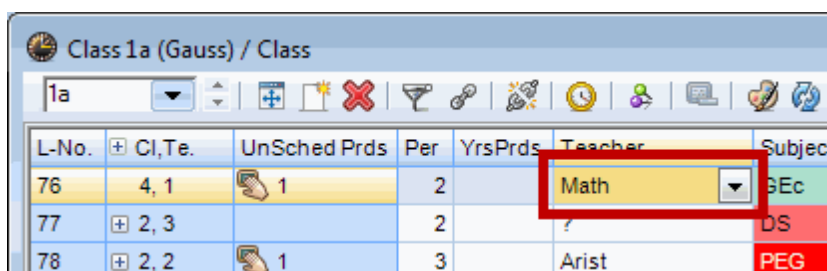
One of the great innovations of Untis 2017 is the introduction of teacher groups which you can retrieve via the 'Start' tab - 'Teachers | Teacher groups'.



Similar to room groups you can define groups of teachers in this window, e.g. mathematics teachers for lower level or advanced level. In the 'periods' field you can enter the values.



In the 'Lessons' you can enter this teacher group now in the 'Teacher' field .

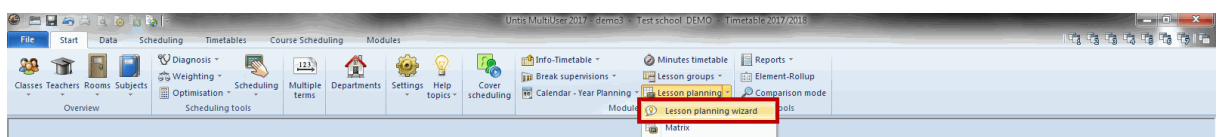


When you optimize then, the teacher best suited for this lesson is entered acc. to target periods.

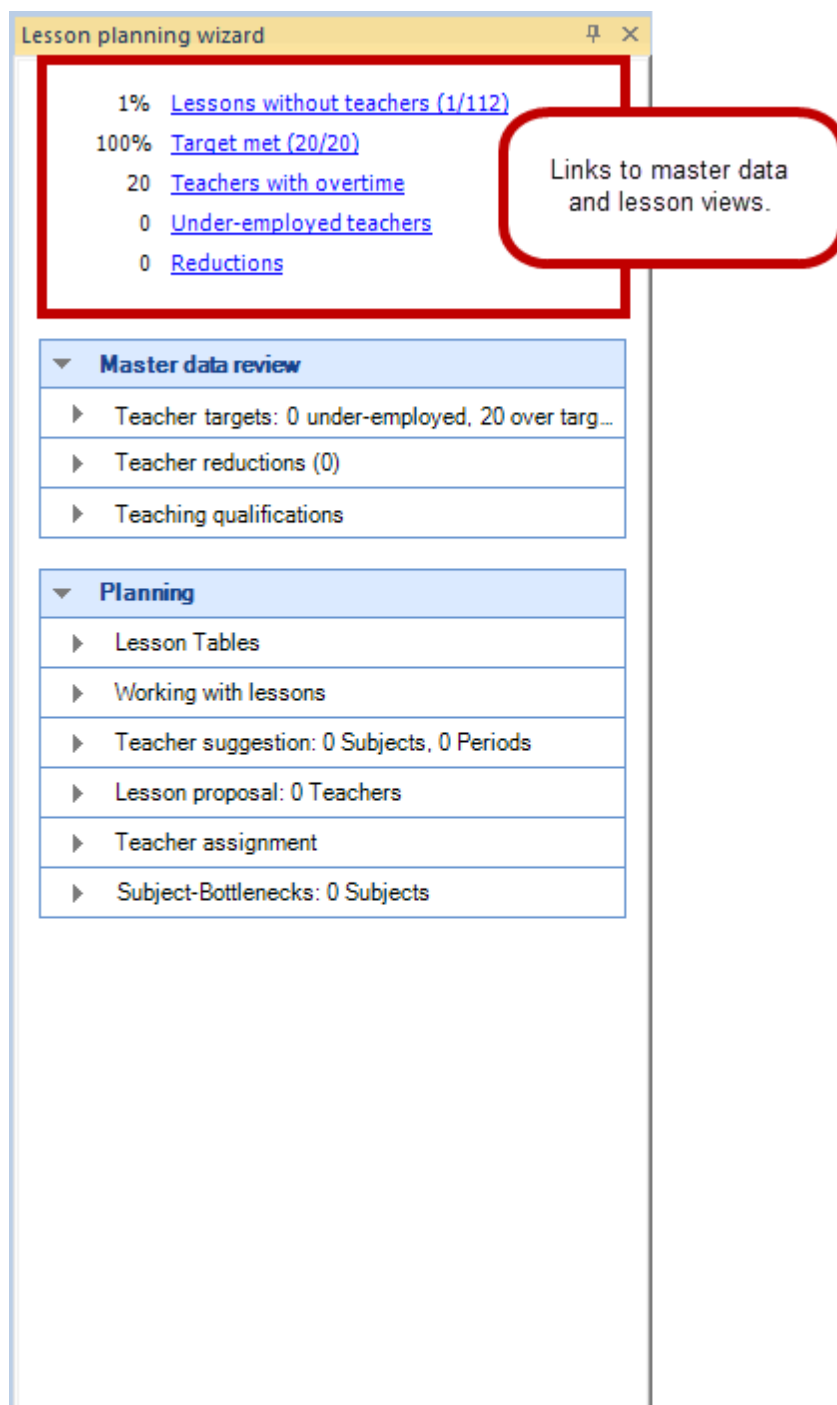
1.7.2 Lesson planning wizard

The tools for lesson planning are diverse and powerful. We introduced a wizard in the 2017 version in order to make life easier for you. You now have central access to all tools, queries and information.

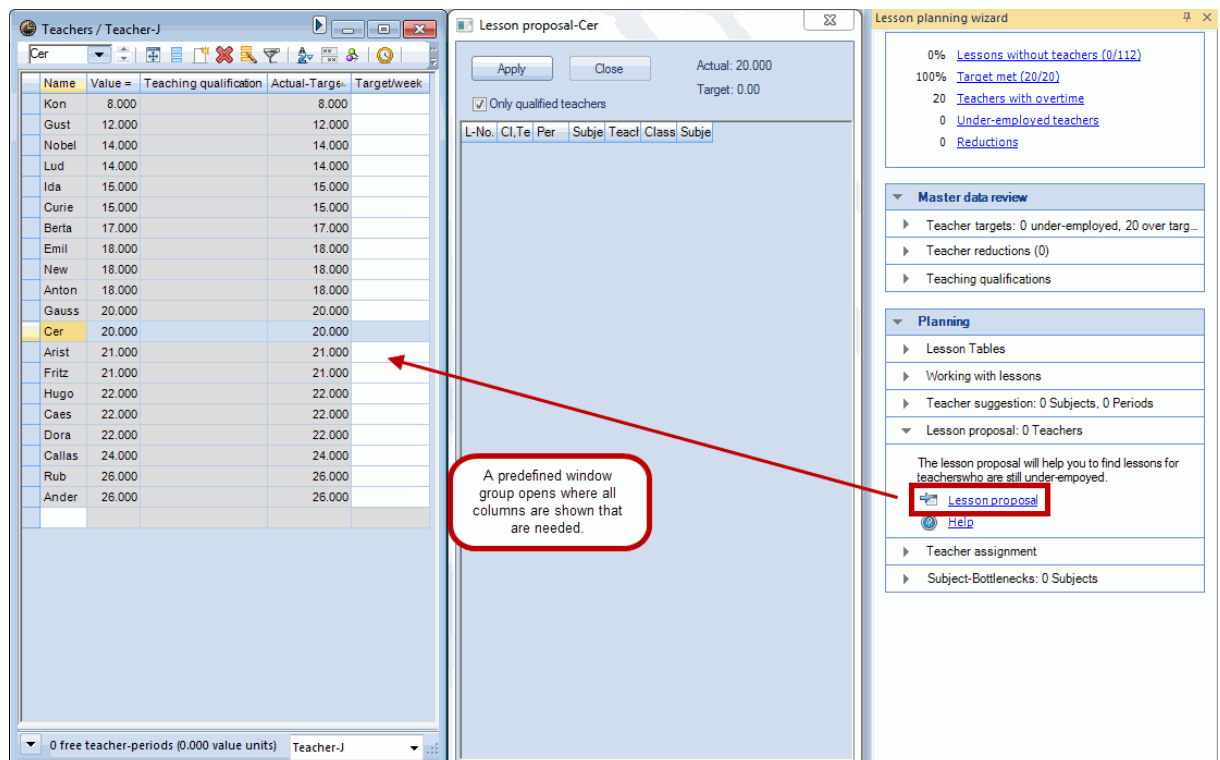
Just go to the 'Start' tab and click on 'Lesson planning | Lesson planning wizard'.



In the upper part of the window you now see links providing you with a general overview on the situation of the teacher values. You can access the individual tools via the main categories 'Master data review' and 'Planning'.



The different items have a brief description of the function, a help link and a recommended window arrangement for using the respective tool.



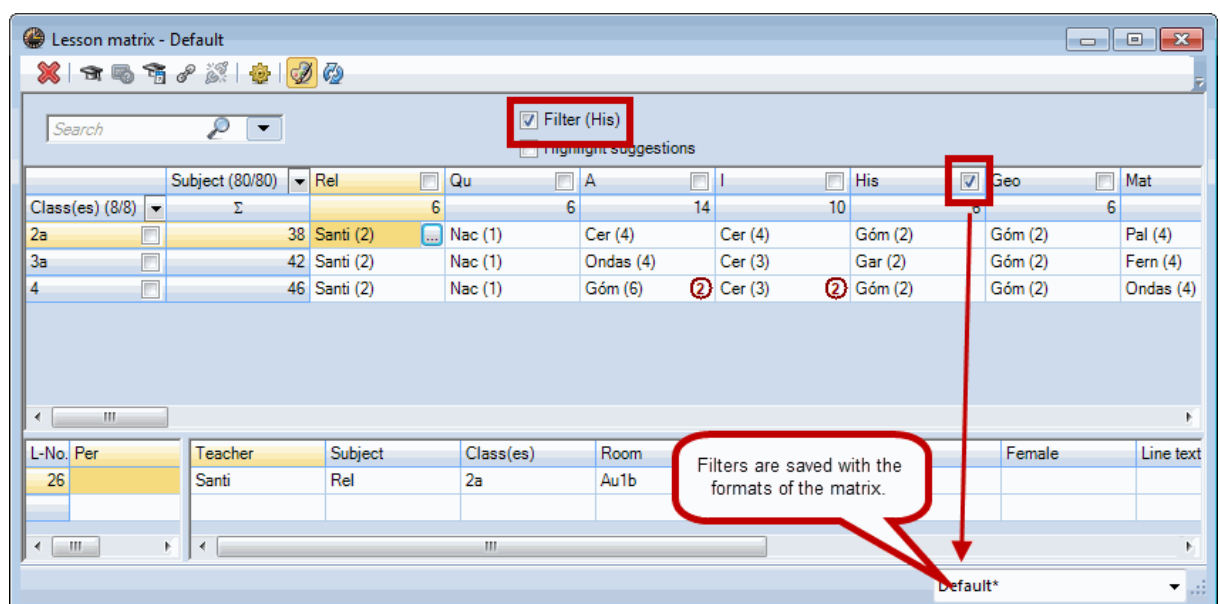
1.7.3 Lesson matrix

1.7.3.1 Speed

The lesson matrix was optimised regarding the use of computers with more than one processor, i.e. when using a computer with, for instance, 4 processors it opens up (almost) 4 times faster than in the 2016 version.

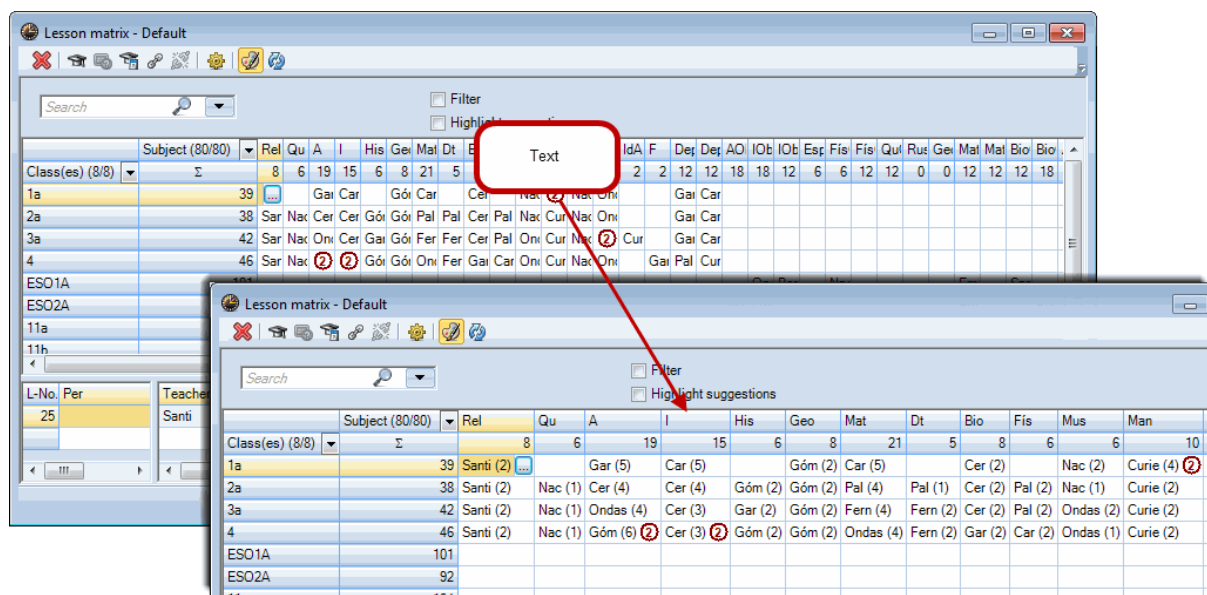
1.7.3.2 Saving filters in formats

You can save formats in the lesson matrix just like in the master data or lesson window. What is new is the fact that especially set filters are saved with the saving of the formats.



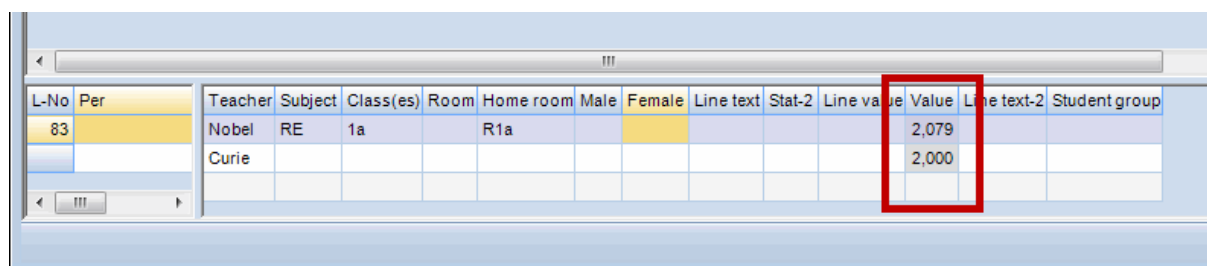
1.7.3.3 Automatic adjustment of column width

In the master data and lesson windows you have the comfortable possibility to use the key combination <CTRL>+E for automatic adjustment of the columns to the required width. For Untis 2017 we have also included this functionality into the matrix.



1.7.3.4 Details window: new value column

The 'Value' column is now also available in the details window.



1.7.4 Teacher suggestion: new column

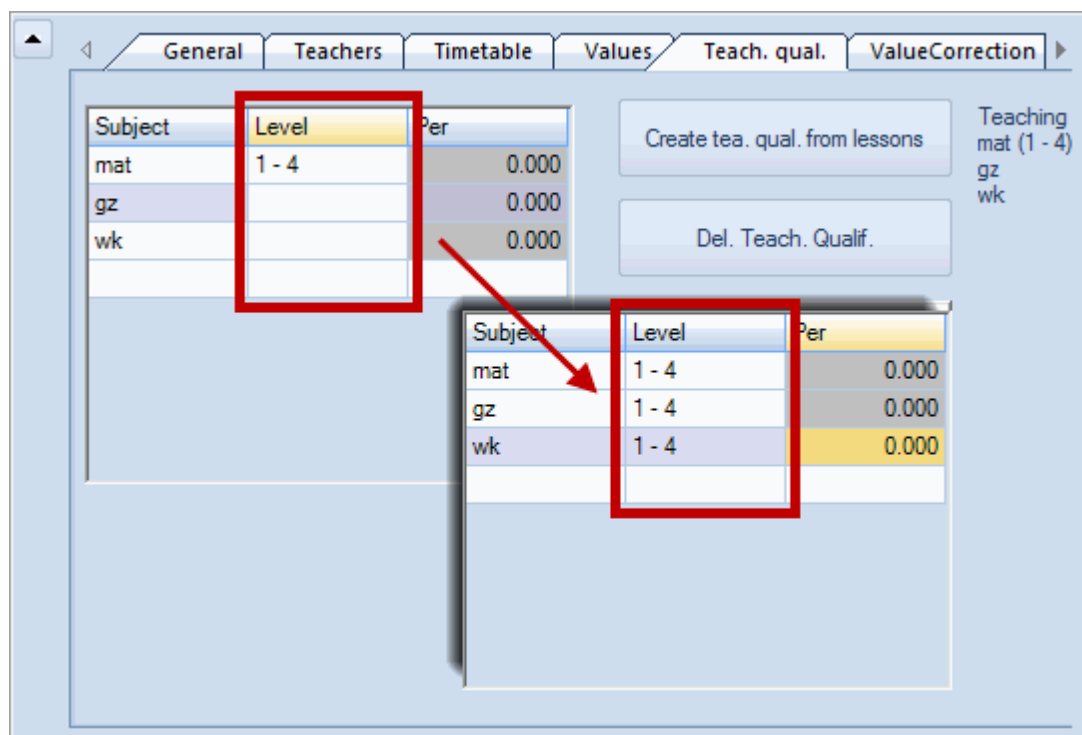
When using the matrix or the lessons window you have the possibility to get teacher suggestions for teachers to take over individual lessons. Now significantly more information is given on the respective teachers:

- lesson values
- reductions
- value corrections
- number of lessons of the teacher

Name	Target	Actual	Actual-Target	Per	Val. Les.	Reductions	Value corrections	Number Lessons
Kon	20.00	8.00	-12.00	8.0	8.00	0.00	0.00	3
Gust	20.00	12.00	-8.00	12.0	12.00	0.00	0.00	3
Lud	20.00	14.00	-6.00	14.0	14.00	0.00	0.00	5
Curie	20.00	15.00	-5.00	15.0	15.00	0.00	0.00	7
Ida	20.00	15.00	-5.00	15.0	15.00	0.00	0.00	4
Berta	20.00	17.00	-3.00	17.0	17.00	0.00	0.00	5
New	20.00	18.00	-2.00	18.0	18.00	0.00	0.00	6
Anton	20.00	18.00	-2.00	18.0	18.00	0.00	0.00	5
Emil	20.00	18.00	-2.00	18.0	18.00	0.00	0.00	6
Gauss	20.00	20.00	0.00	20.0	20.00	0.00	0.00	6
Cer	20.00	20.00	0.00	20.0	20.00	0.00	0.00	8
Arist	20.00	21.00	1.00	21.0	21.00	0.00	0.00	6
Fritz	20.00	21.00	1.00	21.0	21.00	0.00	0.00	7
Hugo	20.00	22.00	2.00	22.0	22.00	0.00	0.00	8
Caes	20.00	22.00	2.00	22.0	22.00	0.00	0.00	7
Dora	20.00	22.00	2.00	22.0	22.00	0.00	0.00	7
Callas	20.00	24.00	4.00	24.0	24.00	0.00	0.00	9
Ander	20.00	26.00	6.00	26.0	26.00	0.00	0.00	10
Rub	20.00	26.00	6.00	26.0	26.00	0.00	0.00	8
(Nobel)	20.00	14.00	-6.00	14.0	14.00	0.00	0.00	5

1.7.5 Qualif.: serial change in 'Level' field

Go to the 'Teach. qual.' tab in the form view of the master data of the teachers and enter for which subject the respective teacher is qualified. Serial change available in many windows is now also available in the 'Level' field of this section.



1.7.6 Lesson suggestion: new column

The suggestion for lessons also provides you with a new column in the 2017 version, i.e. every listed lesson now also has a column stating its subject group. Additionally the target and actual values of the respective teacher are listed at the top right.

Lesson proposal-Callas

Apply Close

Actual: 29.162
Target: 25.00

☐ Only qualified teachers

L-No.	Cl.Te.	Per	Subject	Teaches in the class	Class(es)	Subject group
37		2	CTe	<input checked="" type="checkbox"/>	2b	
38		4	MA	<input checked="" type="checkbox"/>	3a	
41		4	DE	<input checked="" type="checkbox"/>	3a	Languages
42		1	DS	<input checked="" type="checkbox"/>	3a	Expressive Arts
52		4	DE	<input checked="" type="checkbox"/>	3b	Languages
58		2	GA	<input checked="" type="checkbox"/>	4	Science
62		1	MU	<input checked="" type="checkbox"/>	4	Expressive Arts
71		4	MA	<input checked="" type="checkbox"/>	4	
71		4	MA	<input checked="" type="checkbox"/>	4	
3	2, 2	2	DS	<input checked="" type="checkbox"/>	2b,2a	Expressive Arts
7	2, 2	2	DS	<input checked="" type="checkbox"/>	3a,3b	Expressive Arts
48	1, 2	1	GA	<input checked="" type="checkbox"/>	3b	Science
70	1, 2	2	DS	<input checked="" type="checkbox"/>	4	Expressive Arts
77	2, 2	2	DS	<input checked="" type="checkbox"/>	1a	Expressive Arts
77	2, 2	2	DS	<input checked="" type="checkbox"/>	1b	Expressive Arts

1.7.7 Weekly values: output of lesson groups

In the 2016 version it was already possible to also print the lessons when printing the weekly values. In the 2017 version the lesson group is printed, as well.

Weekly values 18.9. - 30.6.

Cover plan / values

Callas

Yearly average = 17.656

Reductions

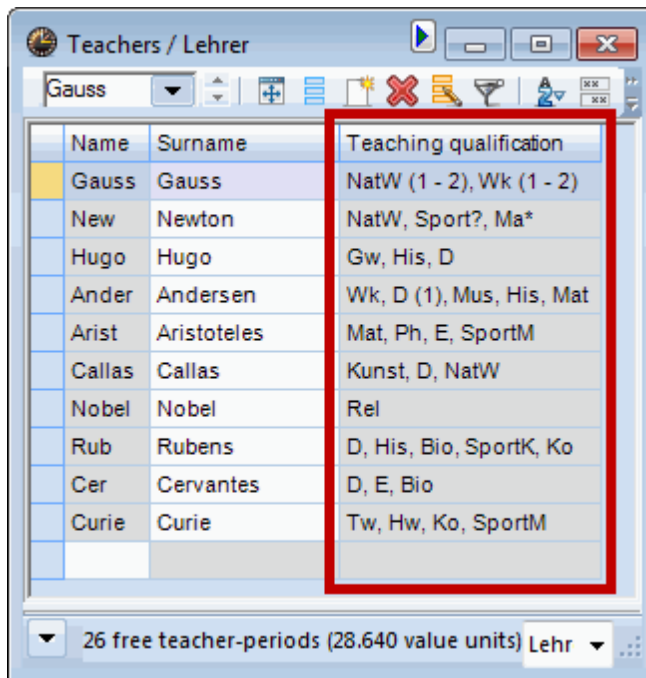
Reason	Value	From	Until	Text	Nr.
YrBal	0.35	19.9.		deficit carry prev. schoolyear	20
CTe	1.91	19.9.			25

Per	Value =	Subject	Class(es)	Text	Lesson	Lesson Group Name
27.000	27.271					
1	1.050	CH	2a,2b,3a,3b,4	1		
2	1.910	AR	3a,3b	5		
3	2.865	AR	1b	8		
1	0.955	MU	1b	11		
1	0.955	MU	2a	19		
2	1.910	AR	2a	20		
2	1.910	CTe	2a	27		
5	5.835	DE	2b	29		
2	1.910	MU	2b	30		
2	1.910	AR	2b	31		
2	1.910	AR	4	64		
2	0.946	AR	1a	82		H1
2	0.946	MU	1a	81		H2

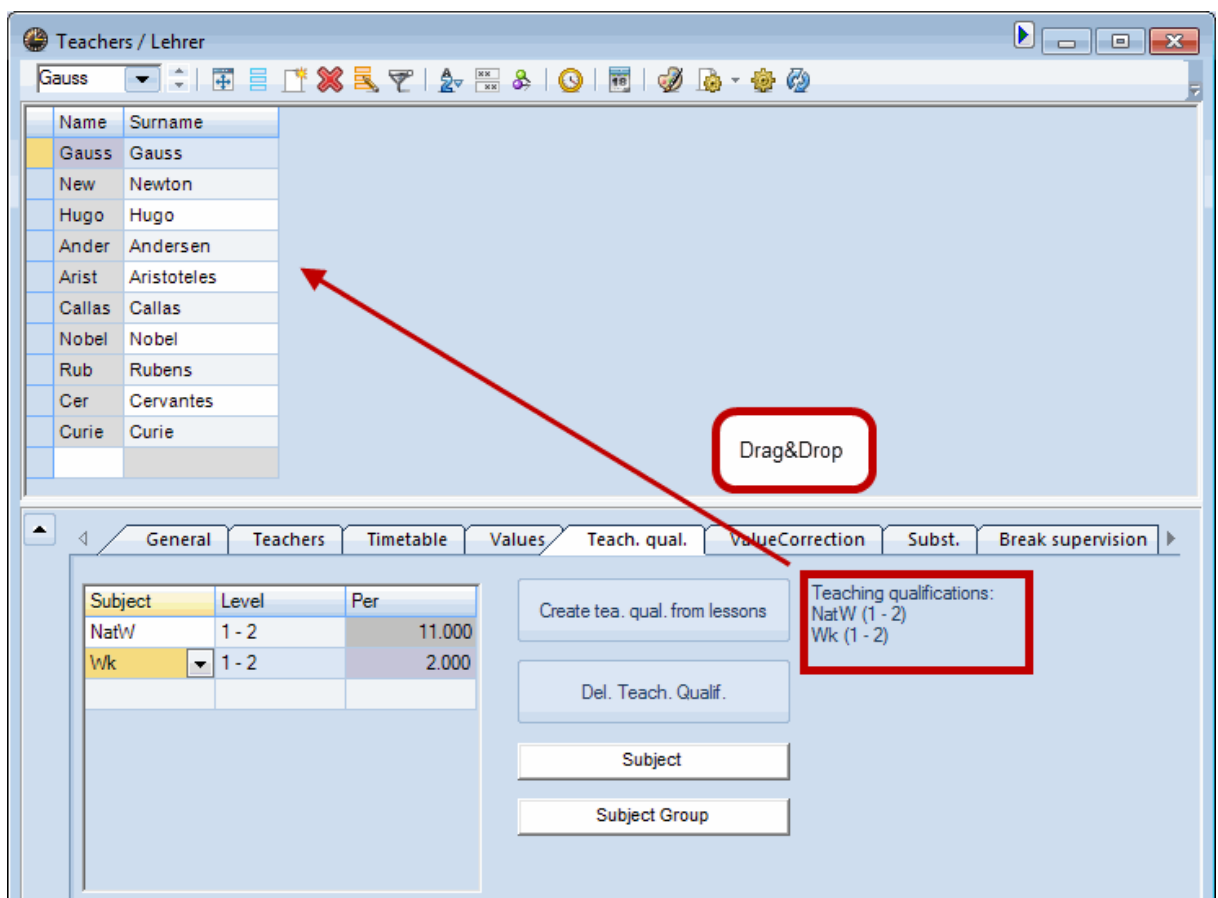
Week	Fr. - To	Planned	Scheduled	Red.	Held	Cancelltns.
1	19.9.-24.9.	25.011	12.077	1.808	12.077	
2	25.9.-1.10.	25.011	17.807	2.260	17.807	

1.7.8 Teachers' master data: new column

With the new column 'Teaching qualities' in the teachers' master data it is now very easy to see at a glance which teacher is qualified for which subject .



In the form view you can drag&drop this column into the grid view on the 'Teaching qualification' tab.



1.7.9 Teacher lessons: status bar

Earlier versions also showed the values assigned to a teacher in the status bar of the teacher lesson windows. In the new version the values are split into lesson value units and reduction units.

Gauss / Lehrer

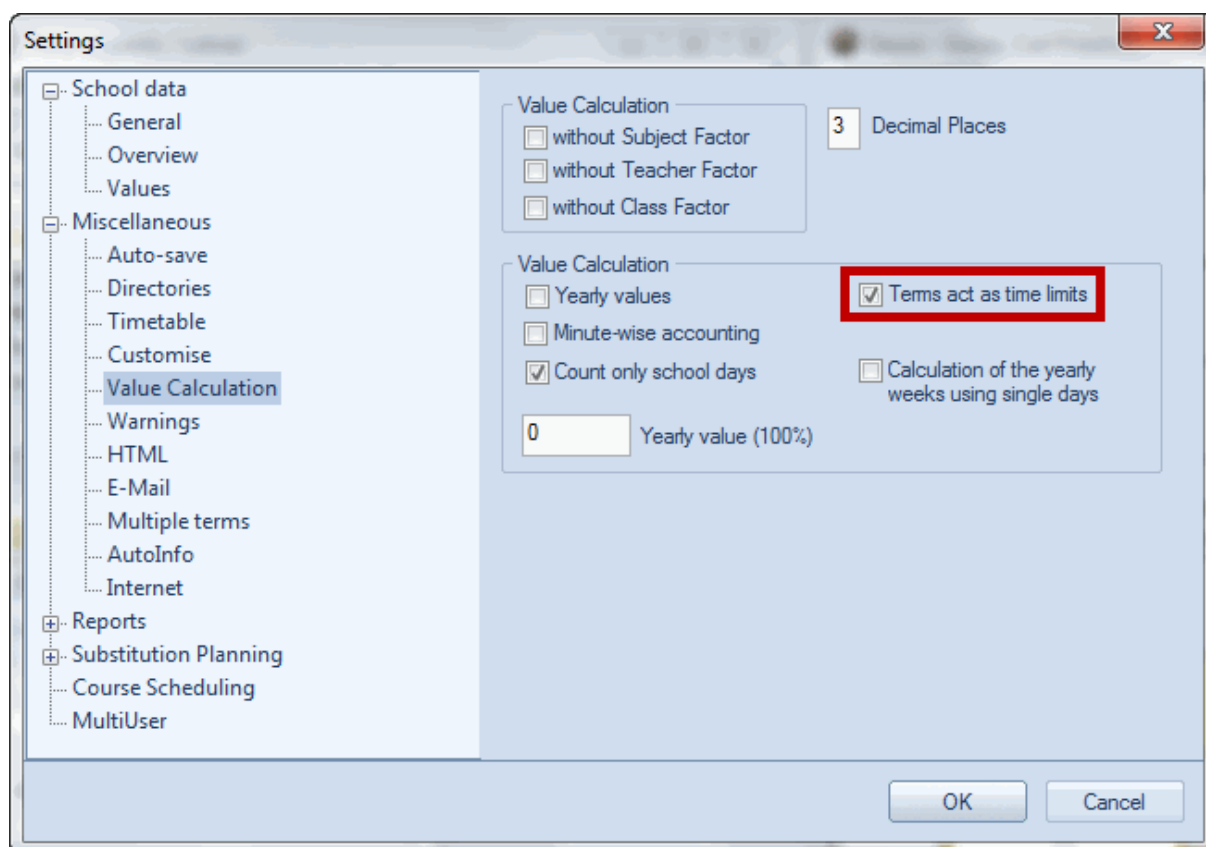
Gauss

L-No.	Cl,Te	UnSched Prds	Per	YrsPrds	Teacher	Subject	Class(es)	Subject room	Home room	Double per:
		2	3.00	0						
38			4		Gauss	Mat	3a		R3a	
48	+ 1, 2		1		Gauss	Gz	3b		Ra	1-1
58			2		Gauss	Gz	4		Ps1	0-1
71	+ 1, 2	2	4		Gauss	Mat	4			
77	+ 2, 3		2		Gauss	Wk	1b	Werkr	R1a	1-1

L-No. 38 Lessons 13.896 + Reductions 9.520 = 23.416 Lehrer

1.7.10 Values per period

If you go to '<Settings> | Miscellaneous | Value calculation' there is a new check box called 'Terms act as time limits'. By checking this box you define that lesson values are no longer displayed as individual terms, but are visualized in the context of the entire school year.



If you work, e.g. with 2 terms, i.e. one per half year, values will (almost) be cut in half depending on the precise duration of the year. In other words, the values are shown like all lessons were limited by the beginning and the end date of the term.

The 'Klasse 1a (Gauss) / Klasse' window displays a table of lesson data. A red box highlights the 'Value =' column, and a text box explains that values are approximately halved if one term comprised one semester.

L-No.	Cl,Te	UnSched	Prds	Per	YrsPrds	Teacher	Subject	Class(es)	Subject room	Home room	Double pers	Value =
76	4, 1	1		2		Hugo	Gw	1a,1b,2a,2b				0.520
77	2, 3			2		?	Wk	1a	Werkr			1.808
78	2, 2	1		3		Arist	SportM	1a,1b	Th2			1.418
79		1		5		Arist	Mat	1a				5.470
80		1		5		Arist	E	1a		R1a		5.777
81				2		Callas	Mus	1a		R1a		1.891
82				2		Callas	Ke	1a		R1a	1-1	1.891
83				2		Nobel	Rel	1a		R1a		2.079
84		1		5		Rub	D	1a		R1a		5.777
85		1		2		Cer	Bio	1a		R1a		2.079
86				2		Curie	Tw	1a	Twr	R1a	1-1	1.808
87	(i)			2		Curie	Ord	1a		R1a		1.891

1.7.11 Reductions: print out

If you hide columns in the 'Reduction' window, Untis 2017 will also not print out these columns below the teacher lessons.

Gauss Gauss

L-No.	Cl,Te.	UnSched	Prds	Pe
38				4
48	1, 2			1
58				2
71	1, 2 2			4
77	2, 3			2

Reductions

Nr.	Tea.	Reason	Value	From	Until	Text
9	Gau	Dir	9.520	19.9.2007		

Gruber & Pet

1.7.12 Les. window: display of value correction

In the form view of the lessons windows the 'Value' tab will now show how many value corrections were assigned to the respective teacher.

Lesson value of 38

4.500 Value or Factor

Line value/factor

4.500 Value units

Target per./yr

Factors

1.105 Subject : [MA](#)

1.000 Class : [3a](#)

1.000 Teachers : [Gauss](#)

1.000 Eff. time range : [188 Days](#)

1.105 Total

Teacher value of Gauss

23.416 [Actual/week](#)

25.000 [Target/week](#) , maximum 28.000

-1.584 Actual-Target Difference (% of targ.: 93.7 %)

Value units

23.416 [Yearly average](#)

13.000 [Weekly periods](#)

0.000 [Yearly periods](#)

9.520 [Reductions](#)

10.000 [ValueCorrection](#)

Context-info

38 [Weeks of lessons](#)

2 [Suited open lessons](#) (factorised: 3.634)

(Lessons for which the teacher is qualified)

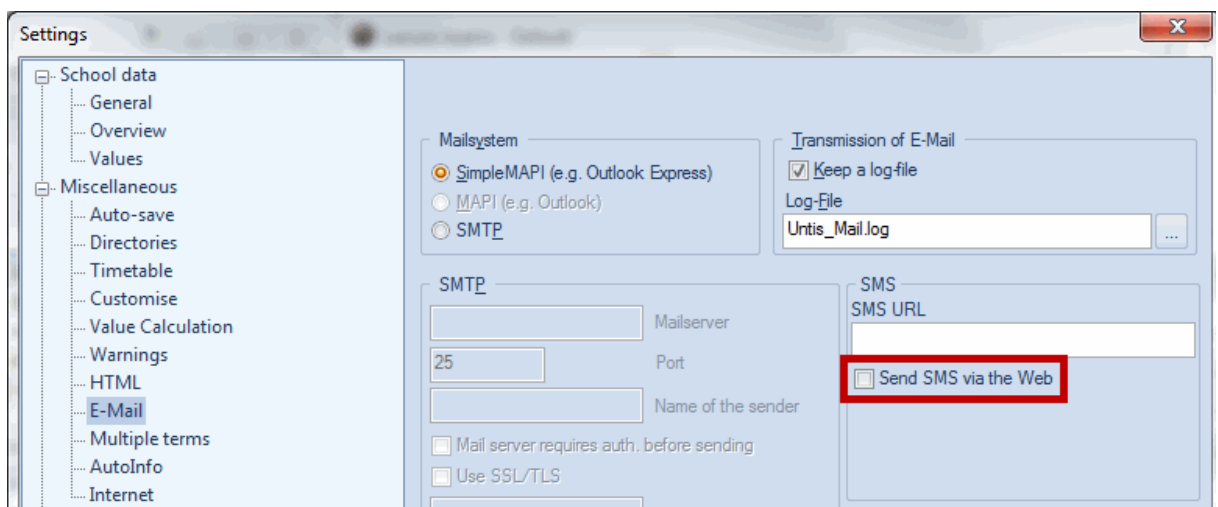
1.8 Cover planning

1.8.1 Cover text message via WebUntis

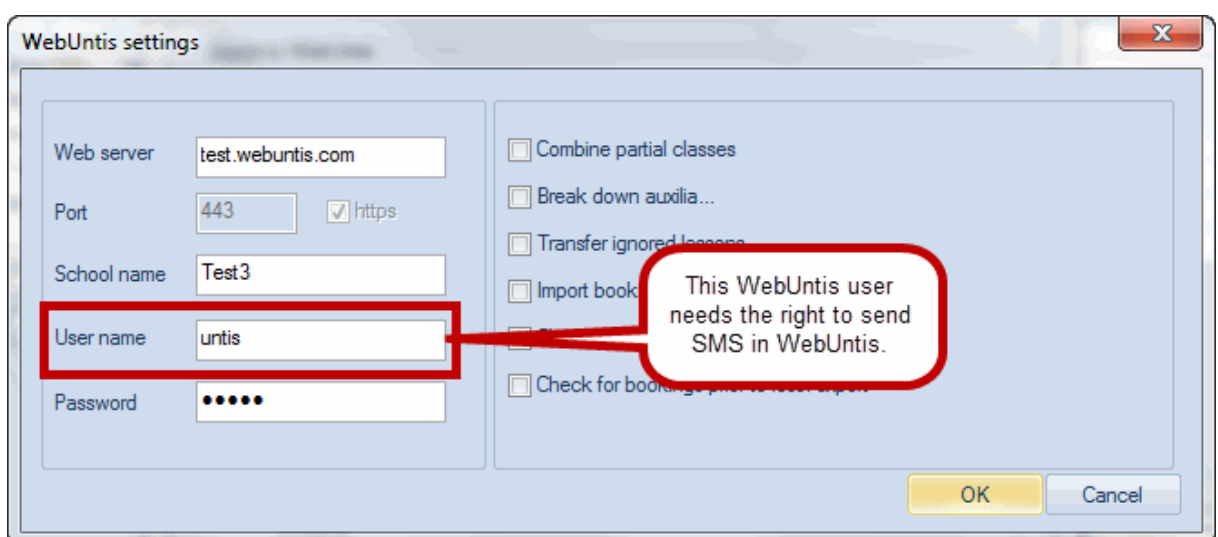
Even in earlier versions it was possible to send text messages (SMS) to teachers via Untis in order to make them aware, for instance, of a substitution. If you make use of the possibility to send text messages via WebUntis, you can use the text messages bought for WebUntis also for Untis.

The following requirements are necessary:

- Cover planning module
- Info timetable module
- WebUntis
- SMS (text messages) activated in WebUntis
- Check the 'Send SMS via the Web' box in '<Settings> | Miscellaneous | E-Mail'



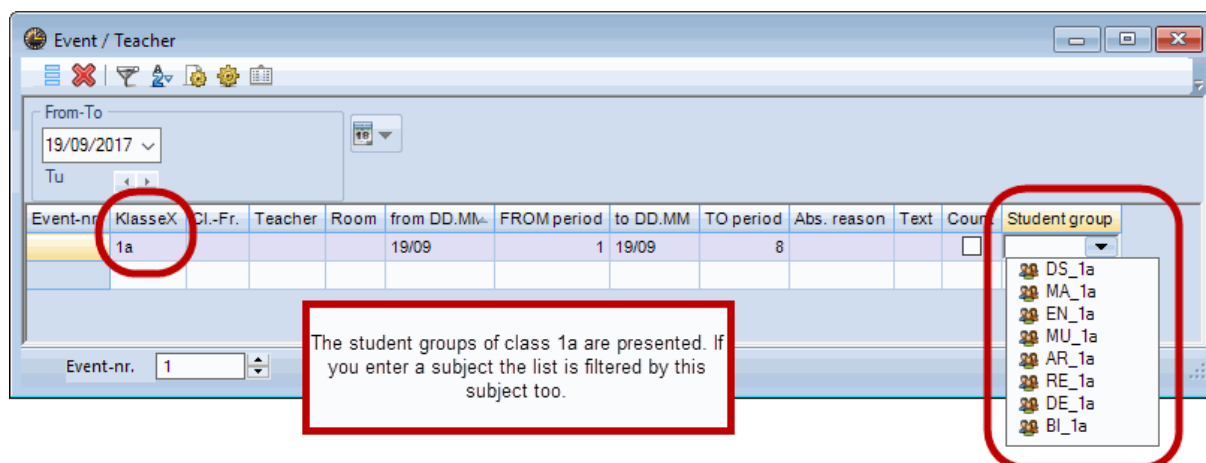
-A registered WebUntis user needs to have the right to send text messages



1.8.2 Selection list with student groups

The student groups are of great importance regarding the interaction with WebUntis. In the 2017 version you therefore now have the possibility to select the respective student group from a selection list in the

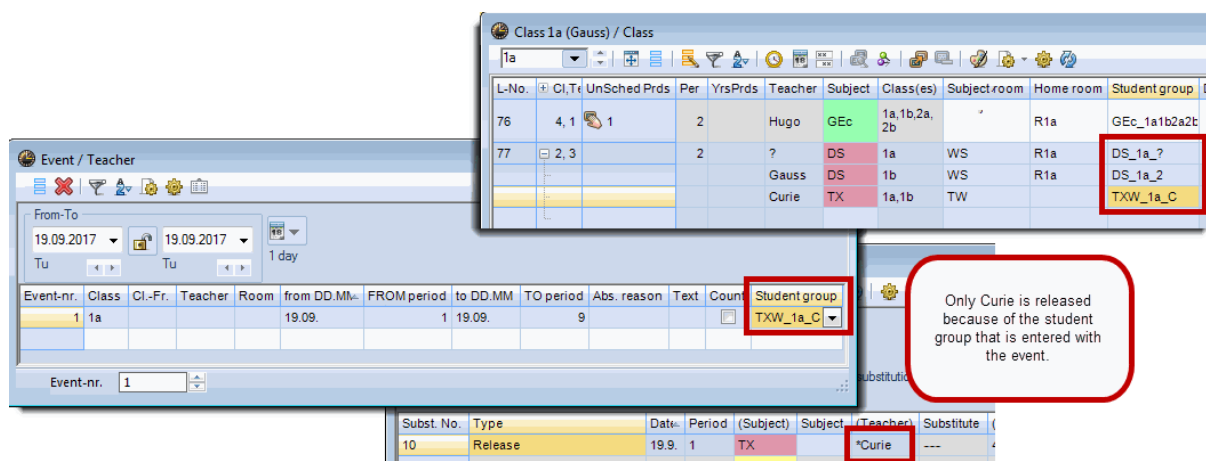
windows 'Events' or 'Special duties' in cover scheduling. If you want to create an event with class 1a, the selection list will only show student groups of class 1a. If you enter '1a, 1b' all student groups of the classes 1a and 1b are listed.



It nevertheless is still possible to enter any student group. Furthermore, the wildcards (?, %, \$) of the lesson entry are also available for the substitution list.

1.8.3 Events for student groups

Often not all students of a class are taking part in an event, but only parts of the class. In Untis this is indicated by student groups. If the class is divided into three groups for one lesson, for every coupling line one student group is entered. When defining an event and you enter the respective student group, only the 'right' teacher is released.



1.8.4 Releases => break supervision cover

If a class is on an excursion, for instance, the teachers who would have taught this class are automatically released. It can happen that due to this release a teacher can go home earlier or come to school later in the morning. If this is prevented by a break supervision, Untis 2017 automatically creates a cover for this break.

Nobel would have to stay just for the break supervision as the class 2a is absent.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 8:00-8:15	Area1	Area1			2b R2b Rel	
2 8:55-9:10	2a R2a Rel	3a R3a Rel	4 R1a Rel		1a R1a Rel	
3 9:50-10:05	1b R1b Rel	1b R1b Rel	3b R2b Rel		4 R2a Rel	
4 10:45-11:40		1a R1a Rel	2a R2a Rel		3a R3a Rel	
5 11:40-12:35						
6 12:35-1:30						

Subst. No.	Type	Date	Period	(Subj)ec	Subj	(Teach)er
2	Release	26.9.	2	His	---	Hugo
3	Release	26.9.	3	His	---	Hugo
5	Break supervisic	26.9.	3/4			Nobel
4	Release	26.9.	4	Rel	---	Nobel

1.8.5 Suggestion standby teacher: new column

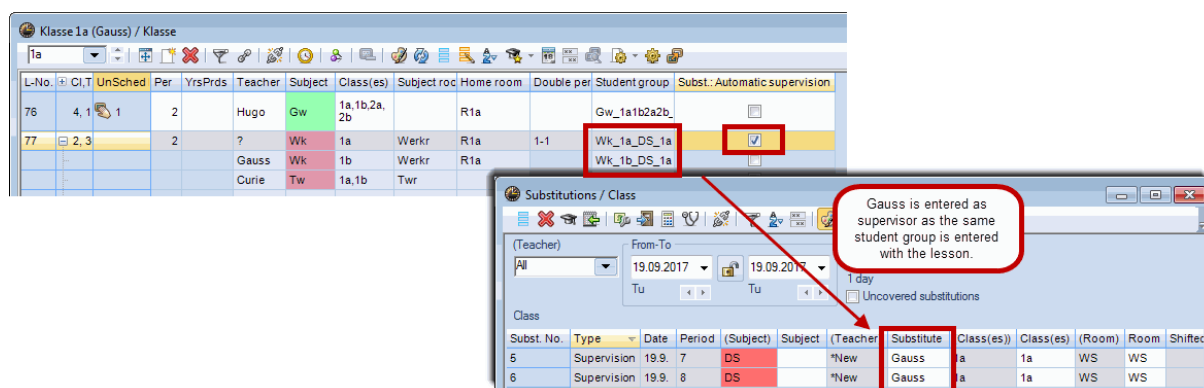
As of this version you also see the time requests of the suggested teachers in the suggestion window.

Name	Flag	Nr. standt	Max.Stand	Points	Time req.
Gauss	1	0	0	7	
Arist	1	0	0	7	-1
Rub	1	0	0	7	
Curie	2	0	0	9	
Ander	9	0	0	99	

1.8.6 Automatic supervisor: new possibilities

In the lessons window there is a very handy check box for couplings called 'Subst.: Automatic supervision'. This helps you to ensure that if one teacher is absent that the coupled teacher is automatically entered as supervisor. This was a problem when you had couplings with more than one teacher, because it was not possible to define, which teacher is the 'right' one. Untis 2017 now checks if

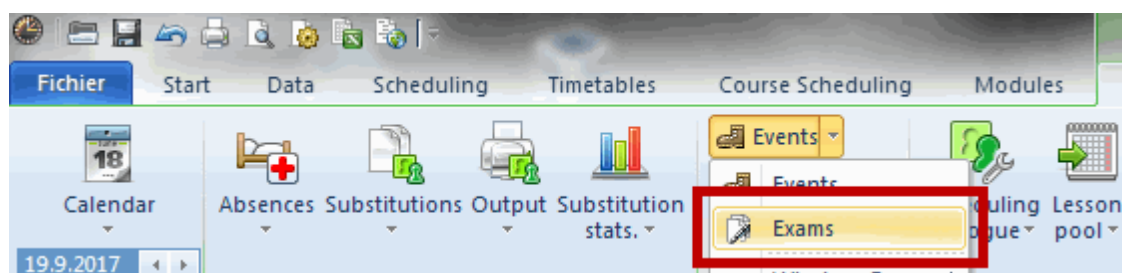
one of the teachers coupled with the absent one also teaches this student group and if yes, he or she will be entered as supervisor.



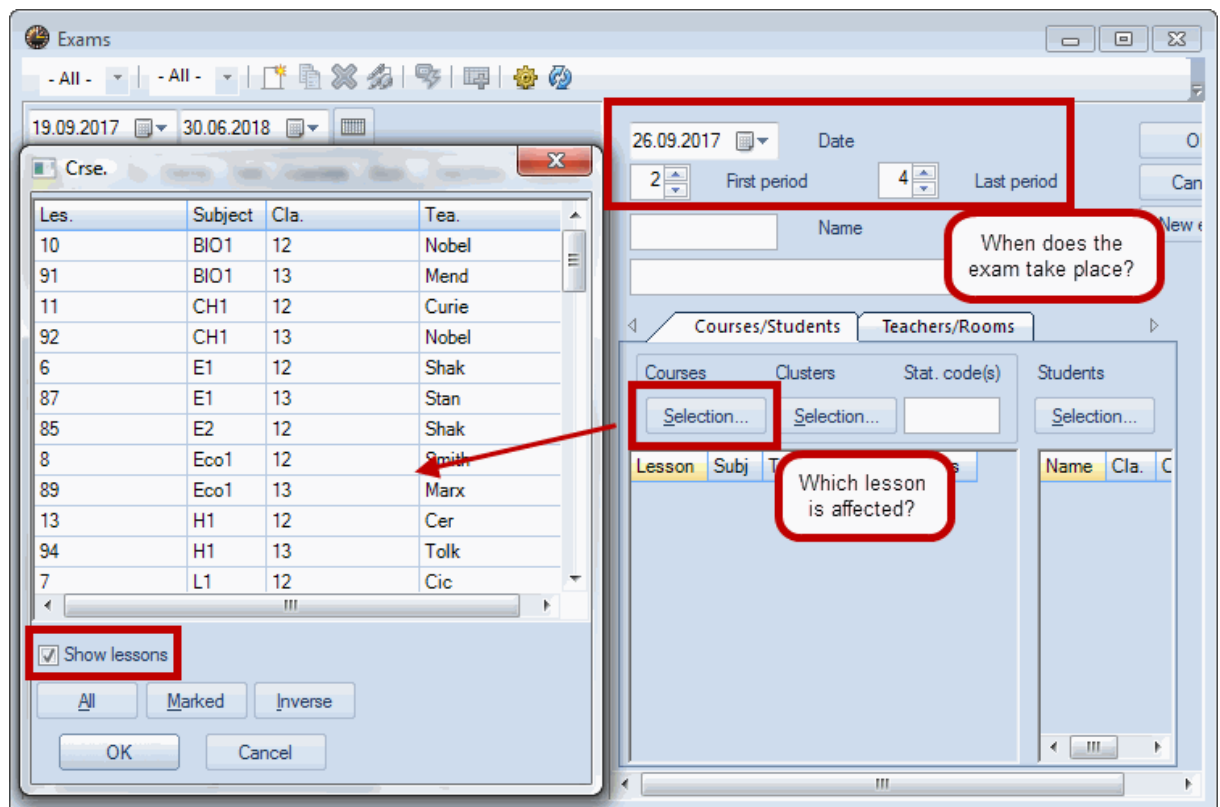
If no student groups are used Untis will check if one of the coupling lines has the same room. If this also fails then the first teacher will be taken as supervisor.

1.8.7 Entering exams without course sched.mod.

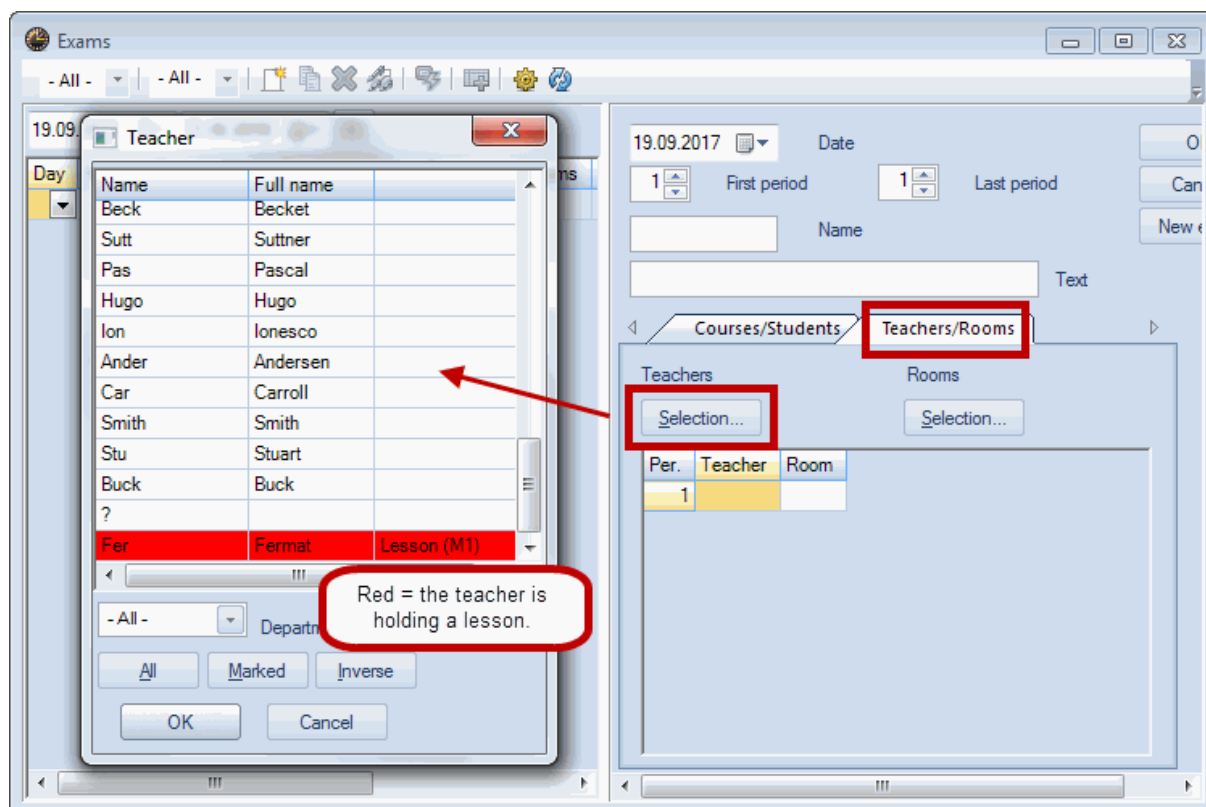
As of Untis 2017, the 'examination' window is now also available to all schools NOT applying the course scheduling module. Just go to the tab 'Cover scheduling', click on 'Events | Exams'.



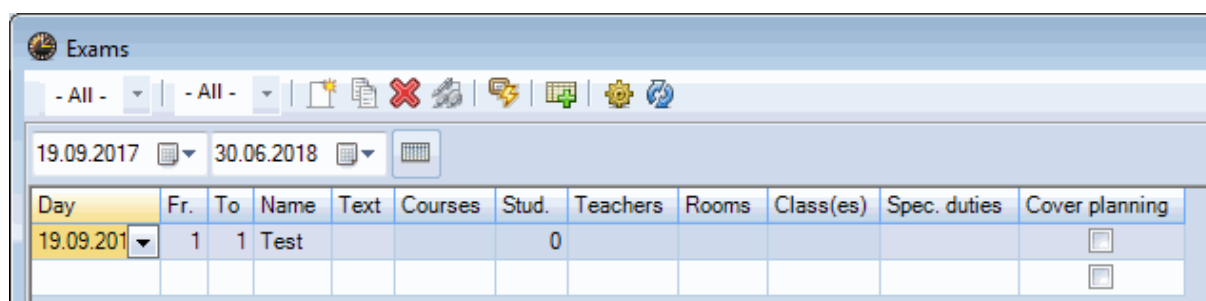
In the right part of the window you need to select on which day and in which period the exam should take place. Then go to 'Courses', click on the 'Selection' button' and choose the respective lesson. If you do not use the course module then check the box 'Show lessons' and all lessons will be listed.



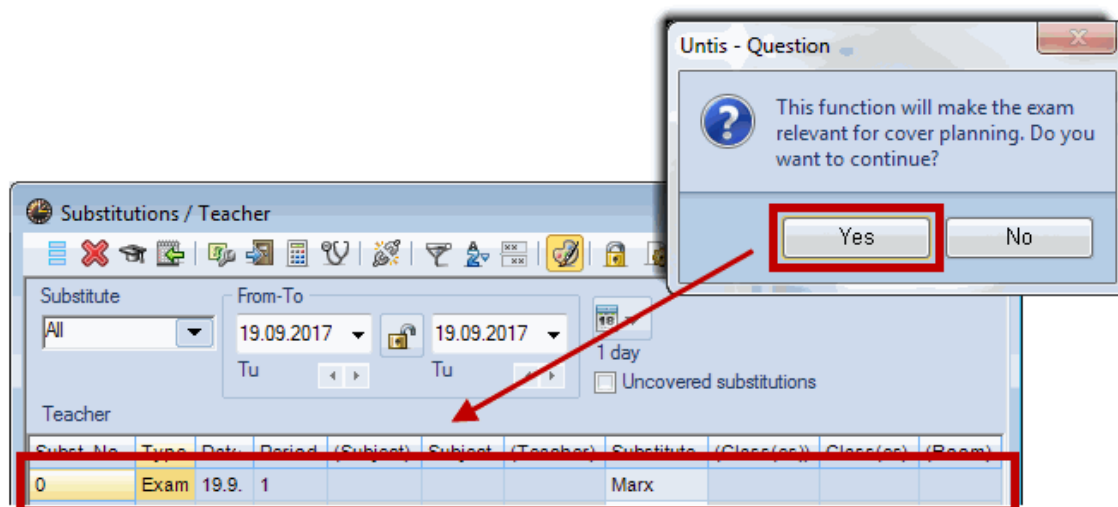
Now go to the 'Teachers/Rooms' tab and select the teacher who should supervise the exam and the room in which it should take place.



Finally confirm with <OK> and the exam will be listed on the left side of the window.



The exam now is in the system but it has not yet been released for cover scheduling. Please check the box 'Cover planning'; now the exam is transferred into cover planning with all consequent effects.



1.8.8 Cancelled days report: totals row

As of now the sum total of all cancelled periods are shown in the cancelled days report.

Test school DEMO Timetable 2017/2018
For demo and test only Valid from: 10 October

Canc. days/19.9. - 30.9.

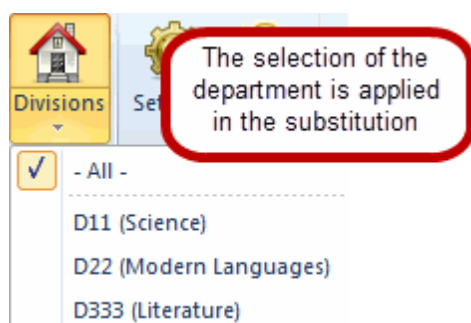
New

Date	Abs. reason	Text	Cancellation periods
19.9.	Illness		4.0
21.9.	Illness		6.0
22.9.	Illness		5.0
25.9.	Illness		5.0
26.9.	Illness		4.0
Total			24.0

Canc. days: 5

1.8.9 Substitution stats.: selection of deptmt.

The substitution statistics always assessed the data of the entire school. As of this version the selected department is considered.



1.8.10 Substitution for standbys

In response to many requests Untis 2017 provides for the opportunity to substitute standby teachers when they are absent. Open the master data window for subjects and uncheck the box 'No substitution' on the 'Subst.' tab.

The screenshot shows the 'Subst.' tab of a software window. It contains several checkboxes: 'On standby for substitutions', 'Standbys count as teach. load', 'No substitution' (highlighted with a red rectangle), and 'Do not count cancellations'. Above the tabs, a list of subjects is visible, including HE (Home Econ), CK (Cookery), PEB (Boys PE), PEG (Girls PE), CTe (Class Teac), and dtv (On Duty).

If a teacher is set 'absent', for his or her standby lessons substitution lines of the type 'standby substitution' are created in the substitution window.

The screenshot shows the 'Substitutions / Teacher' window. It includes a toolbar, a date range selector (From-To: 19.09.2017 to 19.09.2017, 1 day), and a table of substitutions. The first row of the table is highlighted with a red rectangle.

Subst. No.	Type	Date	Period	(Subject)	Subject	(Teacher)	Substitute	(Class(es))	Class(es)	(Room)	Room
1	Standby-cover	19.9.	1	stb		Gauss	???				
2	Substitution	19.9.	3	GA		*Gauss	???	3b	3b	1W	1W
3	Cancelled	19.9.	5	MA		*Gauss	---	4	4		

Note:

A standby substitution has no effect on the substitution counter.

1.8.11 TT teacher: output of daily comments

Even in earlier versions it was possible to enter messages to single teachers in the daily comments.

The screenshot shows a 'Calendar' window with a weekly timetable and a 'Calendar day' tab. The timetable shows dates from 18.9. to 24.9. with various status indicators. The 'Calendar day' tab shows a table with columns: Type, Elements, valid for [days], and Daily text. A red box highlights the row for 'Teache Curie' with a value of '1' in the 'valid for [days]' column and the text 'Have Fun!' in the 'Daily text' column.

Date	Day	Abs. Te	Subs.	Uncove	Abs. cla	Release	Blocked	Room re	Uncvrd	Daily cc	Tea. cla	Room c
18.9.	Mo											
19.9.	Tu	0	0	0	0	0	0	0	0	1	0	0
20.9.	We	0	0	0	0	0	0	0	0	0	0	0
21.9.	Th	0	0	0	0	0	0	0	0	0	0	0
22.9.	Fr	0	0	0	0	0	0	0	0	0	0	0
23.9.	Sa											
24.9.	Su											

Type	Elements	valid for [days]	Daily text
Teache	Curie	1	Have Fun!
All	All	1	

Now you also have the possibility to print these teacher-specific daily comments above the timetables.

Page layout

1-5 / 10

festlizenzen Gruber&Petters Stundenplan 2017/2018
Gilt ab: 10. Oktober

Ander Andersen Hans Christ

27.9.
Have Fun!

	Mo	Tu	We	Th	Fr	Sa
1	-2	4.		x	3a	4.
2	-2	4.	3a	3a	1b	4.
3	-2	4	4.	x	1b.	3a
4	-2	3a	3b	3b	3b	3b
5	-2	4.	*2a.			
6	-2		3a.			
7	-2	1a.		3a.	2b.	
8	-2					

Gruber & Petters Software

Teacher: 10/10

Selection

Lessons, ...

Coupling legend (footnote)

Abbreviations

Classes of the teacher

Timetable of the class of the class teacher

Daily comments

Background picture

<Not Defined>

1.8.12 Lock periods

In response to many user requests you now have the possibility to lock single periods in the timetable also in cover scheduling. Just click on the <Lock period> button.

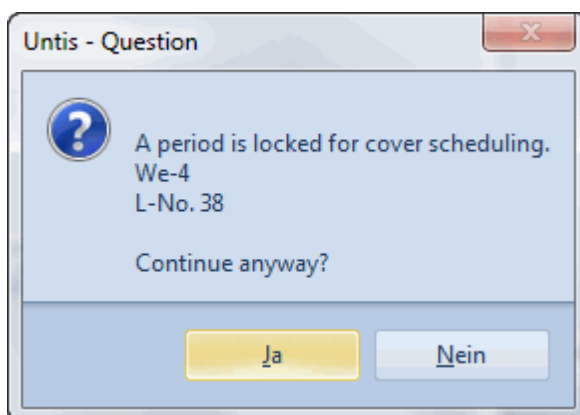
Gauss - Gauss, Carl Friedrich Timetable (Tea1A)

School year: 18.9.2017 - 29.6.2018

	Monday	Tuesday	Wednesday	Thursday	Friday
1 8:00 8:45			4 R1b GA		
2 8:55 9:40					4 R2b GA
3 9:50 10:35		3b TW GA	*4 MA		3a R3a MA
4 10:45 11:30			3a R3a MA	3a R3a MA	
5 11:40 12:25	3a R3a MA	4 MA			
6 12:35 13:20					
7 13:30 14:15		1b WS DS			
8 14:25 15:10					
9 15:20 16:05					

Tea1A - Te. schedule big

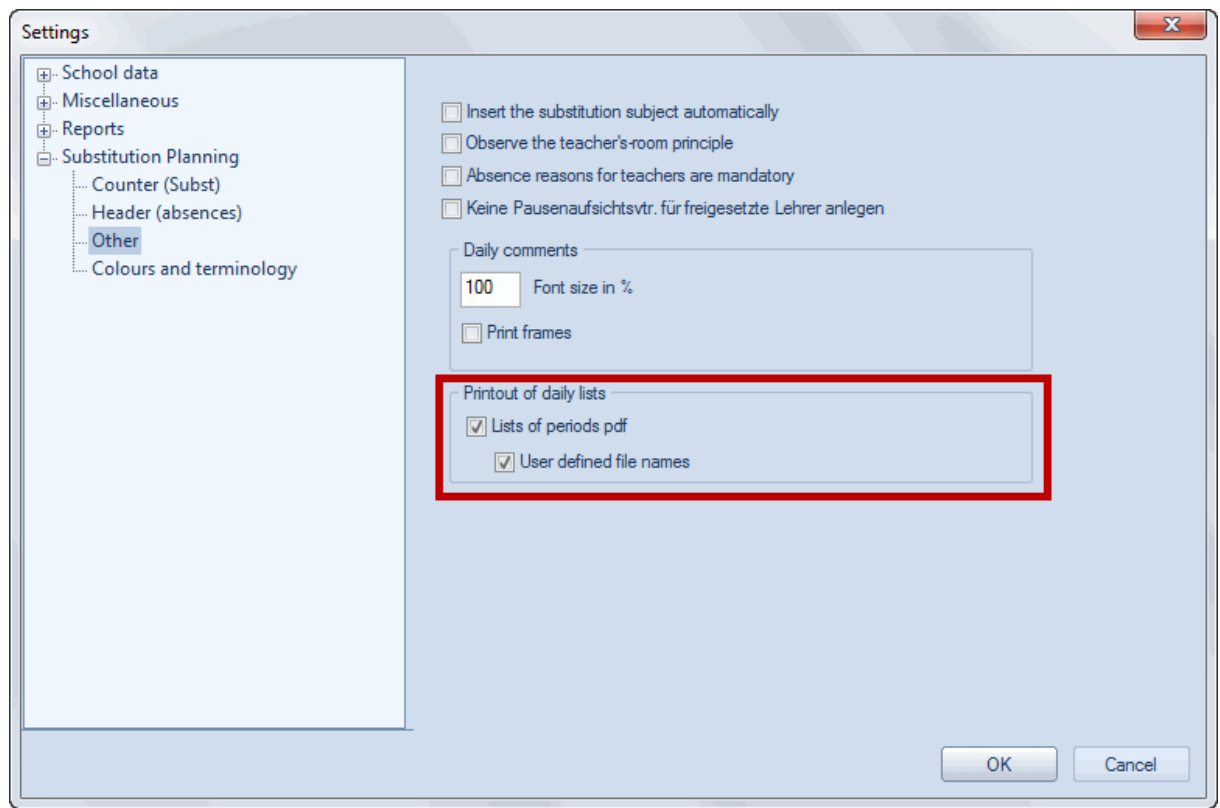
If you want to shift a locked period, the respective warning message pops up.



1.8.13 Export of daily list as pdf file

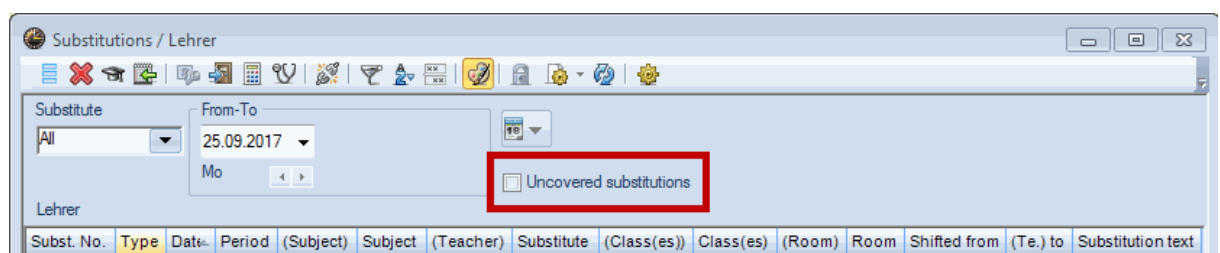
The daily lists have also been reviewed. You now can check the box 'Lists of periods pdf' under 'Settings | Substitution Planning | Other' in order to export the daily list as a pdf file. When you also check the second box 'User defined file names' then you can manually enter a name for the pdf file at every export;

if you don't, then the name of the substitution format will be used.



1.8.14 Checkbox 'Uncovered Substitutions'

The information if the box 'Uncovered substitutions' is checked or not is now saved directly in the format. You do not need to check it every time anew.



1.8.15 Lesson pool next to timetable

The lesson pool is now displayed next to the timetable as unscheduled lessons. It is now very easy to carry out swaps over several weeks directly in the timetable.

