

## Booking an Appointment for Parent-Teacher Conference

The appointments for the parent-teacher conference on the 26<sup>th</sup> of April, 2019 can be booked through the electronic class book WebUntis. If you would like to take the opportunity of this event, please make sure that you can access WebUntis through your child's account.

You can sign up for parent-teacher conference and book appointments as of **Tuesday the 23<sup>rd</sup> of April, 2019 at 7 a.m.**

Once you've signed into WebUntis, please click on the following button:



2.Sprechtag 18\_19 26.04.2019

Hier können Sie sich bis 25.04.2019 23:30 zum Sprechtag anmelden.

A list of all the teachers in the school will appear. If you go to **"Relevante Lehrer" (relevant teachers)**, you will see the teachers your child has. You can then choose a time slot in **"Termine wählen" (choose an appointment)** by clicking on the preferred time slot in a specific teacher's column. A maximum of two blocks (= 10 minutes), can be booked.

If a teacher wants to talk to you specifically, you will have received an invitation. In this case the teacher's field will be orange and either have a speech bubble or an exclamation mark in it.

1 Lehrer anzeigen				2 Termine wählen				
Alle Lehrer	Relevante Lehrer	ALT	BRU	DRA	DUER	EDER	KER	KL
Kinder								
Fr	ina							
Lehrer								
		ALT						
		BRU						
		DRA						
		DUER						

Complete your registration with the **"Fertig" (finished)** button on the bottom left-hand side of your screen.

ALLE

Fertig

You can print your appointments with the button on the top right-hand side of your screen.

Termine herunterladen und ausdrucken

Zeit Lehrer Fach Raum