

Booking an Appointment for Parent-Teacher Conference

The appointments for the parent-teacher conference on the 29th of November, 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 **Mondy the 25th of November, 2019 at 5 p.m.**

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



1. Sprechtag 19/20 29.11.2019

Hier können Sie sich bis 28.11.2019 23:00 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.

The screenshot shows two panels. The left panel, titled '1 Lehrer anzeigen', has tabs for 'Alle Lehrer' and 'Relevante Lehrer'. Under 'Relevante Lehrer', there is a list of teachers. The first teacher, ALT, is highlighted in orange and has a speech bubble icon and the text '=Lehrer wünscht ein Gespräch'. Other teachers listed are BRU, DRA, and DUER. The right panel, titled '2 Termine wählen', shows a grid of time slots from 16:00 to 17:00. The columns are labeled with teacher initials: ALT, BRU, DRA, DUER, EDER, KER, and K. Green checkmarks indicate booked slots: ALT at 17:00, DUER at 16:20 and 16:30, and BRU at 16:40.

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

The screenshot shows a button labeled 'Fertig' in an orange box on the bottom left-hand side of the screen. Above it, there is a search bar with 'ALLE' and a dropdown menu.

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

The screenshot shows a button labeled 'Termine herunterladen und ausdrucken' in an orange box on the top right-hand side of the screen. Below it, there is a table with columns: Zeit, Lehrer, Fach, and Raum.