GRUBER & PETTERS

Untis

Professional Timetabling Software for schools and universities

WebUntis

untis.com

Untis

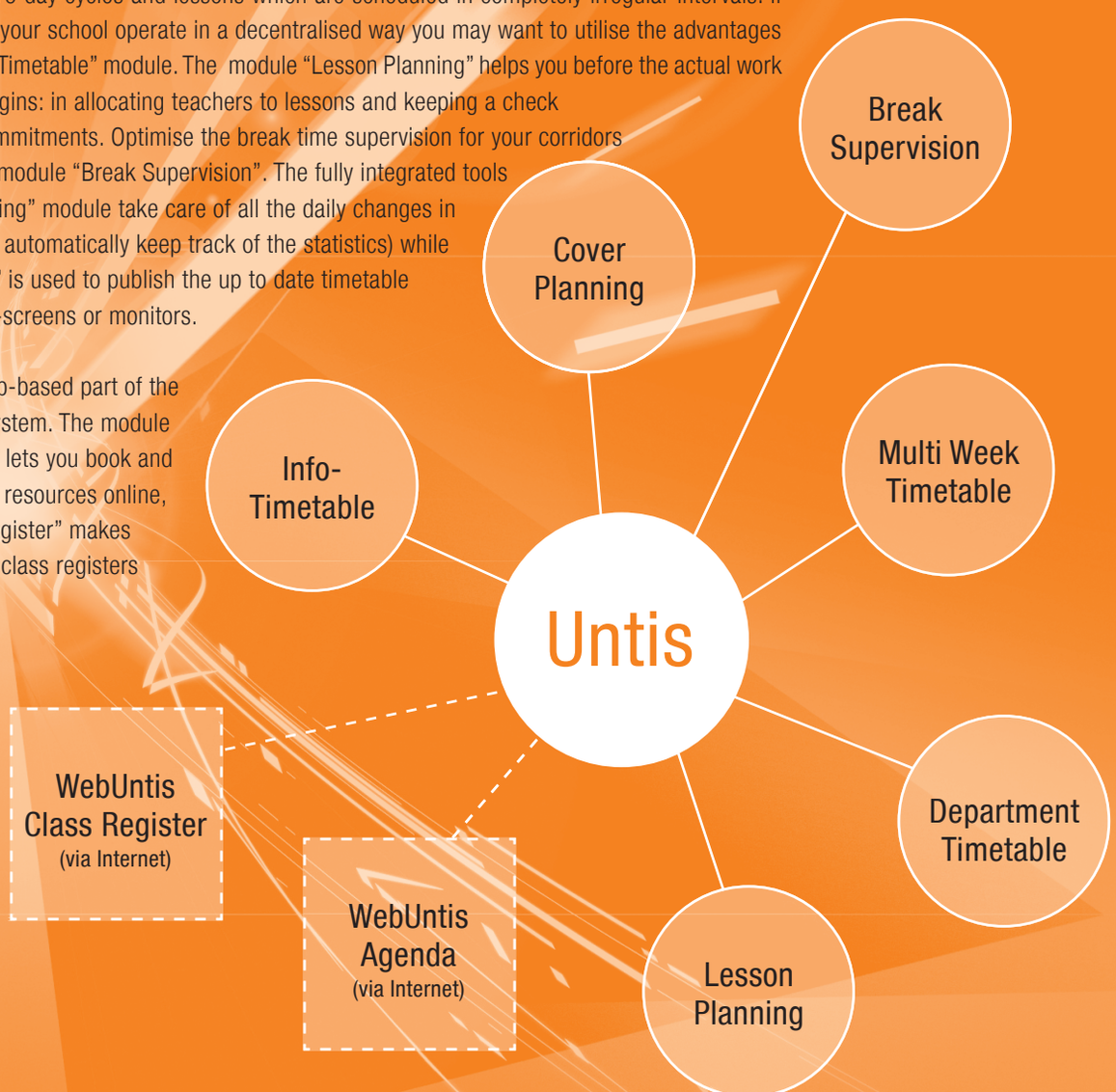
Creating the timetable and keeping it up to date is a time consuming challenge in most schools. 10 day cycles, blocked sessions and a multitude of (time-) constraints further increase the complexity of this task. Reduced teacher availabilities and room shortages complicate the task of the timetablers even more. And once the timetable is completed, it has to be kept up to date: cover teachers may have to be found for sick colleagues, students and teachers have to be informed of cancellations or room changes and statistical information may have to be passed on to the authorities. Untis can help you with all of these tasks with tailor made tools.

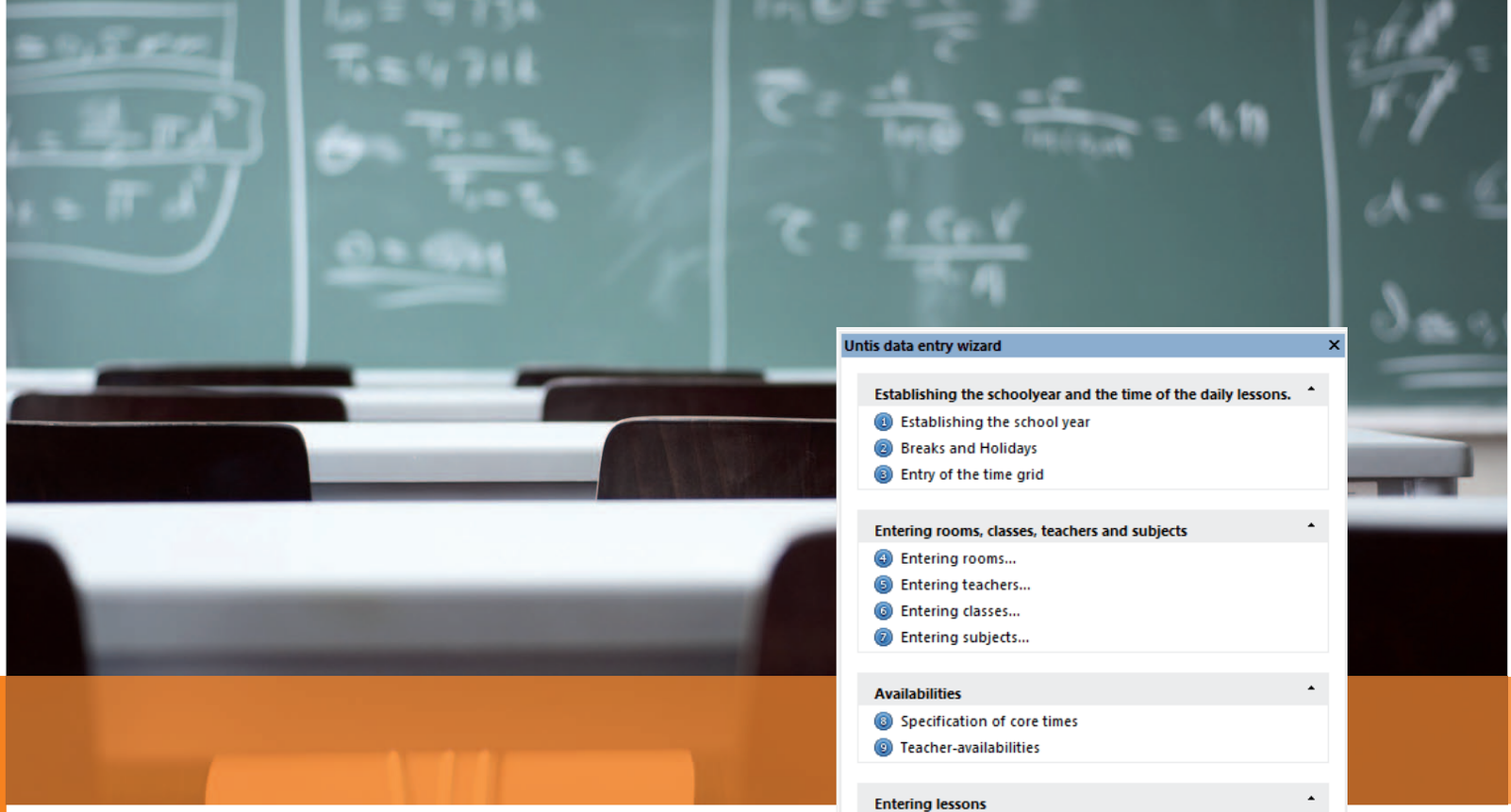
Everyday life at school includes the class register. With WebUntis you can keep these logs electronically and you can access them via the internet, from wherever you want. Student absences, teaching content and all the rest: all of your statistics will become a walk in the park.

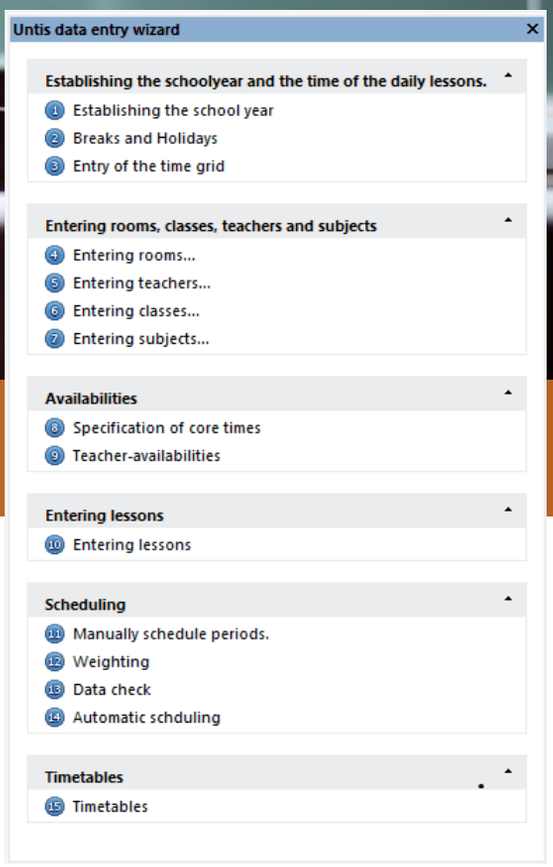
The Untis Modules

The Untis standard package can be extended by a variety of additional modules. The "Multiweek Timetable" module allows for 10 day cycles and lessons which are scheduled in completely irregular intervals. If the departments in your school operate in a decentralised way you may want to utilise the advantages of the "Department Timetable" module. The module "Lesson Planning" helps you before the actual work on the timetable begins: in allocating teachers to lessons and keeping a check on total teacher commitments. Optimise the break time supervision for your corridors and yards with the module "Break Supervision". The fully integrated tools of the "Cover Planning" module take care of all the daily changes in your timetable (and automatically keep track of the statistics) while the "Info Timetable" is used to publish the up to date timetable information on info-screens or monitors.

WebUntis is the web-based part of the Untis timetabling system. The module "WebUntis Agenda" lets you book and manage rooms and resources online, the digital "Class register" makes conventional paper class registers obsolete!

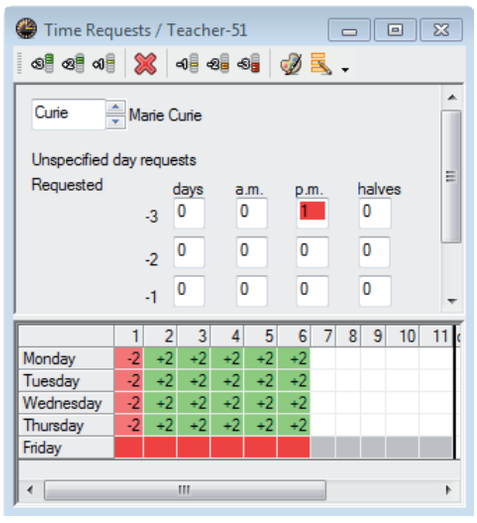






Master Data

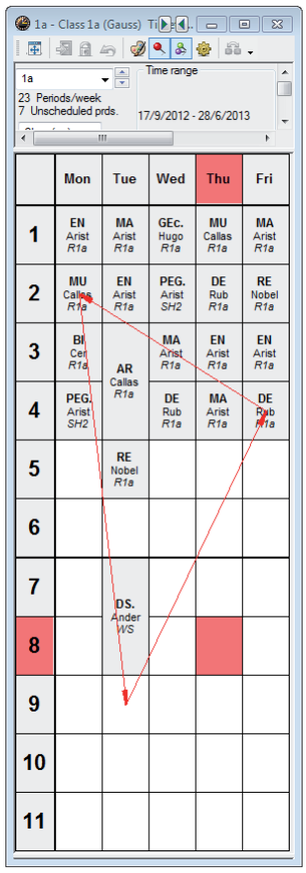
Start by entering the make-up of your school week, the general time grid and the breaks. Then enter the teachers and rooms which are available at your school and the classes and lessons which have to be scheduled. A sophisticated data entry wizard will guide you through each step.



Availabilities

The teacher Marie Curie has a long way to commute each morning, so we will try to leave her first period free, if possible. In periods 2 – 6, however, she should be scheduled. And on Fridays Marie Curie teaches at a different school, so she is not available at all. In addition, one afternoon per week and has to be kept free for her by all means.

Assign time requests to teachers and rooms. Enter further constraints e.g. some key subjects which are never to be taught in the afternoon.



Optimisation

The unique timetable generator has been continuously developed and improved over more than 40 years. Choose from several results the one which is best for you! Lock single lessons before starting the optimisation. This guarantees that manually scheduled lessons will not be shifted by the optimisation. If needed, you can change the timetable manually after the optimisation.

A designated diagnostics tool informs you instantly about possible weaknesses of the timetable.

untis.com

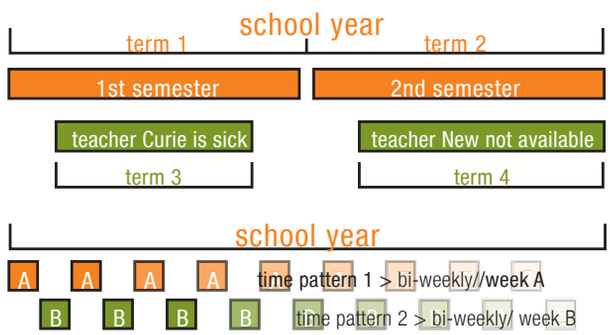
The timetable under control:

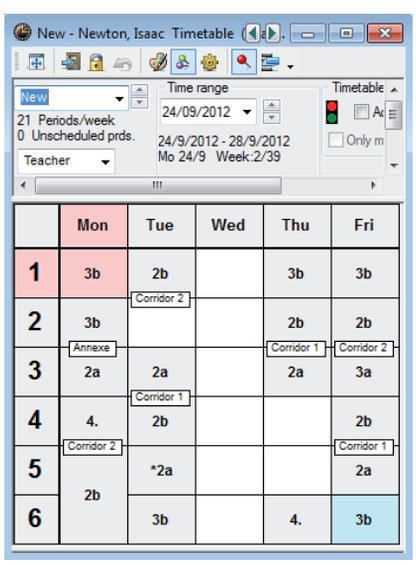
Untis offers efficient tools for straightforward timetable construction.

Non-periodic timetables

Some schools operate on a 10 day cycle, other schools and colleges may have no weekly regularity at all: the lessons may be held as blocked courses or the classes themselves might have different time-tracks.

>> requires: MODULE MULTIWEEK TIMETABLES





Break time supervision

Students sometimes have to be supervised during their breaks. Define the break time supervision areas and decide, which teacher takes break-time supervision how often per week. You may also exclude certain teachers from this task. Untis will then devise suitable arrangements using the “Break time supervision” optimisation routine.

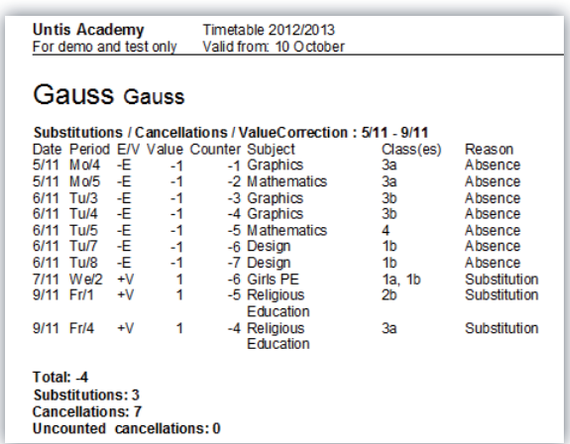
>> requires: MODULE BREAK SUPERVISION

Cover Planning

Which colleague is available as a cover teacher, when another teacher gets sick? Is there a teacher on standby? Is it possible to shift lessons? Untis helps you to answer these questions and offers solutions at the push of a button.

Statistics are important! Let Untis export overviews, which colleague had to hold how many covers or was absent, respectively, in any arbitrary time range. Define your personalised ‘reasons of absence’ and decide how they are counted.

>> requires: MODULE COVER PLANNING



Untis Academy Timetable 2012/2013
For demo and test only Valid from: 10 October

Gauss Gauss

Substitutions / Cancellations / ValueCorrection : 5/11 - 9/11

Date	Period	E/V	Value	Counter	Subject	Class(es)	Reason
5/11	Mo/4	-E	-1	-1	Graphics	3a	Absence
5/11	Mo/5	-E	-1	-2	Mathematics	3a	Absence
6/11	Tu/3	-E	-1	-3	Graphics	3b	Absence
6/11	Tu/4	-E	-1	-4	Graphics	3b	Absence
6/11	Tu/5	-E	-1	-5	Mathematics	4	Absence
6/11	Tu/7	-E	-1	-6	Design	1b	Absence
6/11	Tu/8	-E	-1	-7	Design	1b	Absence
7/11	We/2	+V	1	-6	Girls PE	1a, 1b	Substitution
9/11	Fr/1	+V	1	-5	Religious Education	2b	Substitution
9/11	Fr/4	+V	1	-4	Religious Education	3a	Substitution

Total: -4
Substitutions: 3
Cancellations: 7
Uncounted cancellations: 0

Type	Date	Day	Period	(Subject)	(Teacher)	Substitute	Class	Room
Substitution	9/11	Fr	3	RE	Nobel	Rub	4	R2a
Substitution	5/11	Mo	4	GA	*Gauss	Nobel	3a	R3a
Substitution	6/11	Tu	4	GA	*Gauss	Nobel	3b	R2b
Substitution	6/11	Tu	3	GA	*Gauss	New	3b	R2b
Substitution	9/11	Fr	2	RE	Nobel	Hugo	1a	R1a
Substitution	7/11	We	2	PEG	*Arist	Gauss	1a, 1b	SH2
Substitution	9/11	Fr	1	RE	Nobel	Gauss	2b	R2b

Untis 2012

Untis Academy For demo and test only
Timetable 2012/2013 Valid from: 10 October Status: 22/11/2011 10:21

7/11/2012 Wednesday

News of the day
Orchestra rehearsal: today 3rd/4th period in room TW
Choir rehearsal with Mrs. Callas today 3rd / 4th period in room SH2

Per	(Subject)	Subject	Substitute	Room	(Teacher)	Type	Substitution text
1a Class 1a (Gauss)							
2	PEG		New	SH2	~~Arist~~	Substitution	Don't forget your dictionaries!
4	MA	BI	Cer	R1a	~~Arist~~	Substitution	
5	EN	~~EN~~	~~Arist~~	---	~~Arist~~	Cancelled	
1b Class 1b (Newton)							
2	PEG		New	SH2	~~Arist~~	Substitution	Don't forget your dictionaries!
3	MA		New	R1b	~~Arist~~	Substitution	
4 Class 4 (Nobel)							
1	PH	GA	Gauss	PL	~~Arist~~	Substitution	Test in GA

3/4			Gauss	Ext	~~Arist~~	Break supervision	
9/10			Gauss	Corr1	~~Arist~~	Break supervision	

Gruber&PettersSoftware

Untis Timetabling Software

Publishing the completed timetable

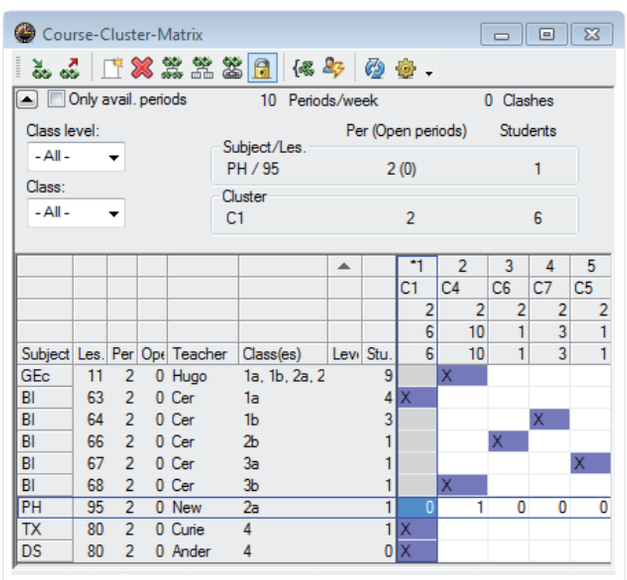
Once the timetable is completed and the daily changes considered, teachers and students need to be informed. Send the up to date timetable to your teachers via e-mail by simply pressing a button and publish the cover plans on the internet just as easily. Put an info monitor into the entrance hall that the students can check the daily timetable modifications. The information scrolls automatically just like on airport info screens so no input device is necessary.

>> requires: MODULE INFO-TIMETABLE

Course planning

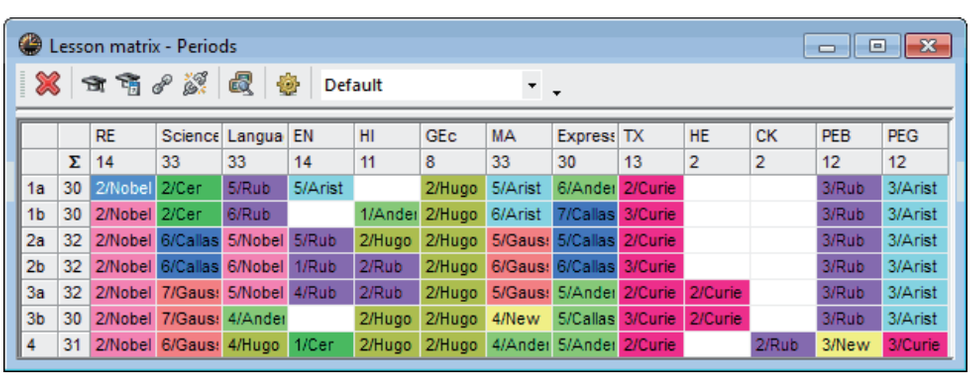
Students in senior school select (some of) their courses from a wide range of courses. This brings the individual student – as opposed to the entire class – into the centre of the timetabling process. The individual course choices also lead to individual, personalised timetables for each student. The course optimisation creates so-called “clusters“ of lessons, which can be held simultaneously (“option blocks“). Untis subsequently schedules these clusters such that the students‘ choice is compatible with the staff, resources and accommodation available.

>> requires: MODULE COURSE SCHEDULING



Teaching Load / Value Calculation

Use teaching qualifications and teacher suggestions when working on the lesson distribution. Always have an eye on the individual teaching loads, maybe even weighted by subject, and access the weekly balance for each teacher. Untis not only provides reliable tools for these tasks, but also suggests possible teachers for each lesson. Define the syllabus for each of your year-groups.



		RE	Science	Langua	EN	HI	GEc	MA	Express	TX	HE	CK	PEB	PEG
	Σ	14	33	33	14	11	8	33	30	13	2	2	12	12
1a	30	2/Nobel	2/Cer	5/Rub	5/Arist		2/Hugo	5/Arist	6/Ander	2/Curie			3/Rub	3/Arist
1b	30	2/Nobel	2/Cer	6/Rub		1/Ander	2/Hugo	6/Arist	7/Callas	3/Curie			3/Rub	3/Arist
2a	32	2/Nobel	6/Callas	5/Nobel	5/Rub	2/Hugo	2/Hugo	5/Gauss	5/Callas	2/Curie			3/Rub	3/Arist
2b	32	2/Nobel	6/Callas	6/Nobel	1/Rub	2/Rub	2/Hugo	6/Gauss	6/Callas	3/Curie			3/Rub	3/Arist
3a	32	2/Nobel	7/Gauss	5/Nobel	4/Rub	2/Rub	2/Hugo	5/Gauss	5/Ander	2/Curie	2/Curie		3/Rub	3/Arist
3b	30	2/Nobel	7/Gauss	4/Ander		2/Hugo	2/Hugo	4/New	5/Callas	3/Curie	2/Curie		3/Rub	3/Arist
4	31	2/Nobel	6/Gauss	4/Hugo	1/Cer	2/Hugo	2/Hugo	4/Ander	5/Ander	2/Curie		2/Rub	3/New	3/Curie

>> requires:
MODULE LESSON PLANNING

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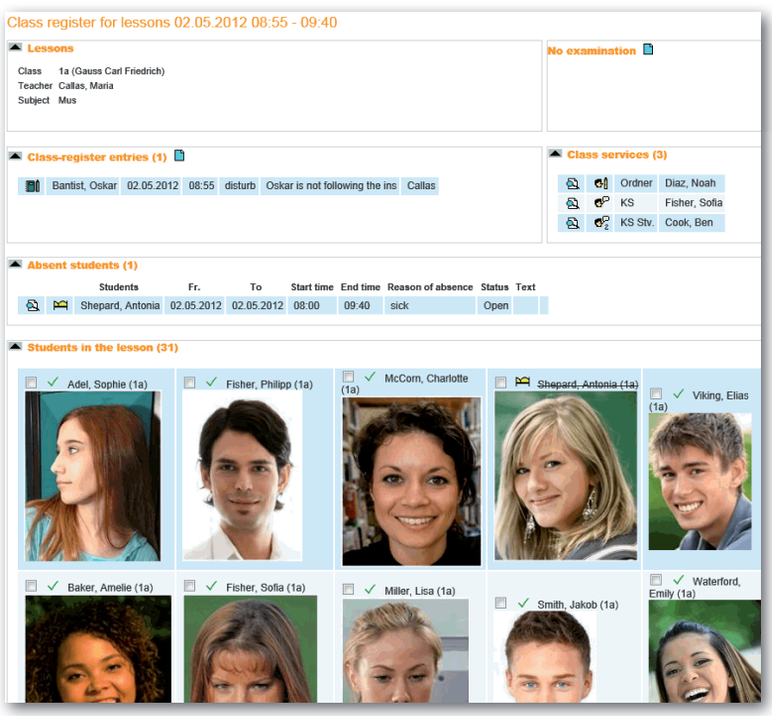
WebUntis

WebUntis Info - a web-based timetable information system

WebUntis Info makes the complete timetable of your school accessible at any time - via the internet. The upload of the timetable data only takes a couple of seconds and all of your teachers and even the students instantly have the up to date information in their personal calendars – even on their mobile devices.

Further characteristics

WebUntis Info is the basic WebUntis module. All other modules are then added on to it. If you chose WebUntis "Class register", for example, you will simply use all the features of the digital class register in addition to the basic functionality of "WebUntis Info". If you are just loking for an online timetable information system, "WebUntis Info" is the right choice.



Class Register

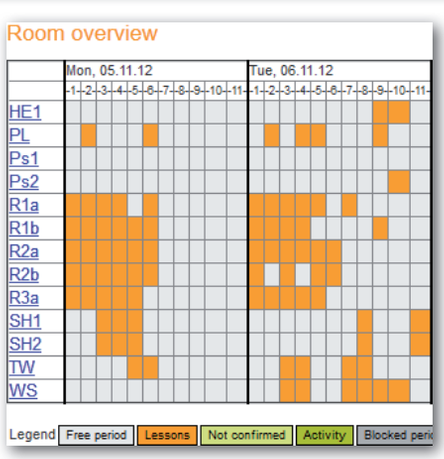
The Class Register (made of paper) is dead – long live the (digital) "Class Register"! The Untis solution is simple to use, fast and comfortable. The staff in the headmaster's office can enter student absences centrally, the teachers can record the teaching content of each lesson – if they like even from home. Special tools for class teachers turn the daily chores into child's play: just one click lists all unexcused periods or missing entries. And reports are just as easily generated…

>> requires: MODULE WEBUNTIS CLASS REGISTER

WebUntis Agenda

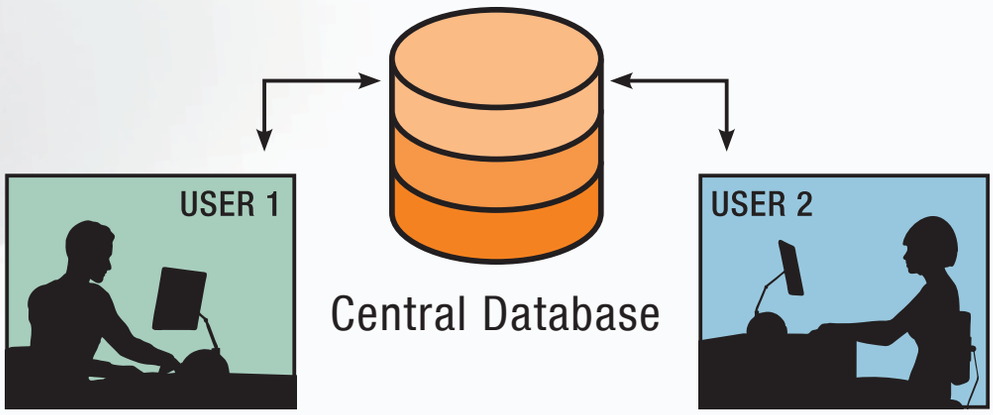
With WebUntis Agenda every teacher can easily look up the ideal room for his next class, whether he needs a beamer or a room with internet access. Or he might reserve a video camera for a project or book the assembly hall for a band rehearsal… The hierarchical user management makes it easy to allow either fixed bookings or tentative reservations of rooms, groups of rooms or resources.

>> requires: MODULE WEBUNTIS AGENDA



WebUntis Info is safe

Not every user is free to do everything. Teachers have access to their own timetable and the data of their classes and students. Students in contrast are only allowed to see their personal information or the lessons of their classes. It is you who defines the user rights.



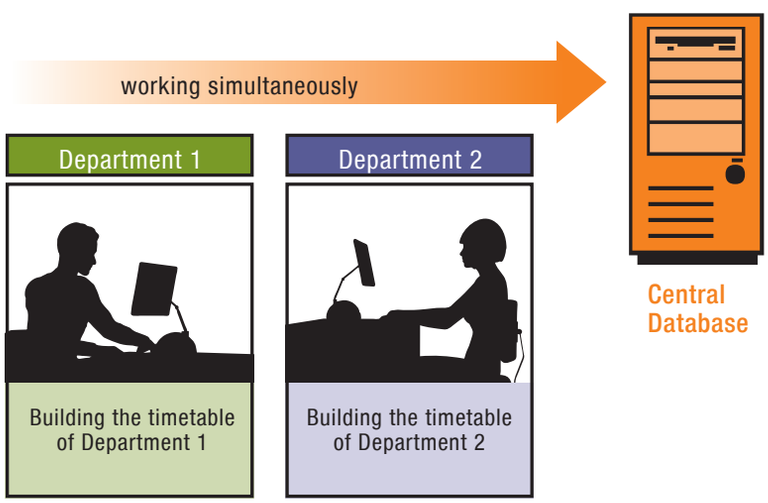
Untis MultiUser

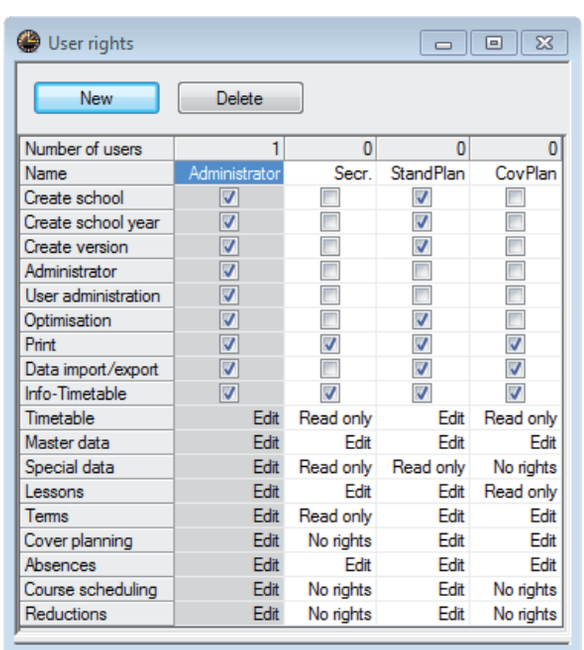
Working simultaneously on the timetable

Untis MultiUser

With Untis MultiUser several people can work on the timetable of your school simultaneously. Use the hierarchical user management to make sure that only authorised persons are allowed to make changes.

Do you share the gymnasium with your neighbouring school? Or are some teachers also assigned to other schools close-by? You can store the data of more than one school in the central MultiUser database! Untis can then show you when jointly used rooms are already occupied or by the other school.





Number of users	1	0	0	0
Name	Administrator	Secr.	StandPlan	CovPlan
Create school	☑	☐	☑	☐
Create school year	☑	☐	☑	☐
Create version	☑	☐	☑	☐
Administrator	☑	☐	☐	☐
User administration	☑	☐	☐	☐
Optimisation	☑	☐	☑	☐
Print	☑	☑	☑	☑
Data import/export	☑	☐	☑	☑
Info-Timetable	☑	☑	☑	☑
Timetable	Edit	Read only	Edit	Read only
Master data	Edit	Edit	Edit	Edit
Special data	Edit	Read only	Read only	No rights
Lessons	Edit	Edit	Edit	Read only
Terms	Edit	Read only	Edit	Edit
Cover planning	Edit	No rights	Edit	Edit
Absences	Edit	Edit	Edit	Edit
Course scheduling	Edit	No rights	Edit	No rights
Reductions	Edit	No rights	Edit	No rights

Department Timetable

In many schools and colleges departments operate in a decentralised way. Are the department heads also in charge of the daily timetable changes in their department? In this case you can grant all department heads access to the entire timetable. Limit the access of other users to their particular department. The optimisation, just like cover planning, can be done department-wise. Each user only sees the data of his department plus information about inter-departmental rooms and teachers.

>> requires: MODULE DEPARTMENT TIMETABLE & UNTIS MULTIUSER

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Used in at 18,000 schools in 60 countries and in 25 languages.

Untis
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