



# Untis

# 2019

**NEW**

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# 1 General

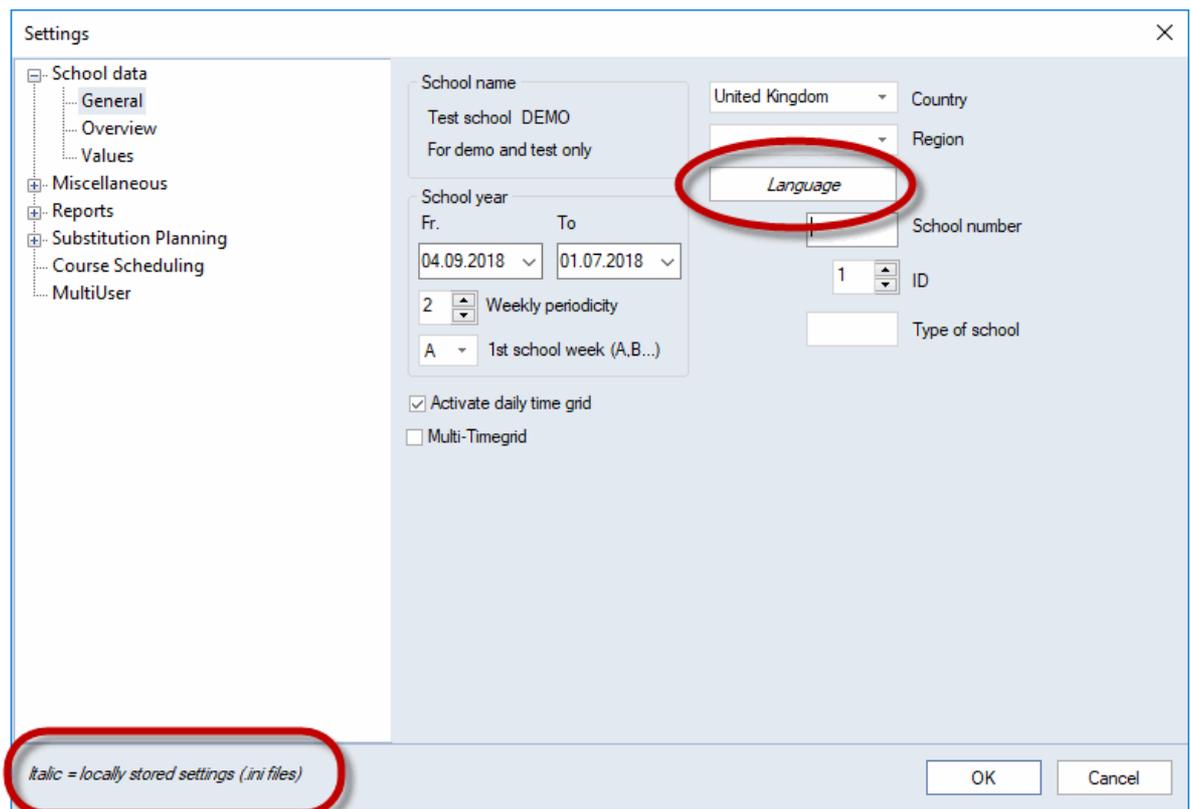
## 1.1 Untis 2019

### Regarding the use of the terms 'teacher' and 'student'

Since we respect equal treatment of men and women also language-wise, we try to adhere to the basic principles of the use of gender-neutral language with respect to *visualisation* and *symmetry*. In this manual, however, there are many places referenced on the program interface where it simply is not possible to use gender-neutral language due to limited space and translatability. Therefore we would like to explicitly declare that the terms "student" and "teacher" refer to both men and women.

## 1.2 Settings

Untis shows all important settings in one window which can be opened by clicking on the 'Start' tab and then on the <Settings> button. The *local* settings are in italics now in order to clearly show which parameters are saved *locally*, i.e. in ini-files and which are saved globally, i.e. in gpn-files at your computer. The language settings are, for instance, saved locally.

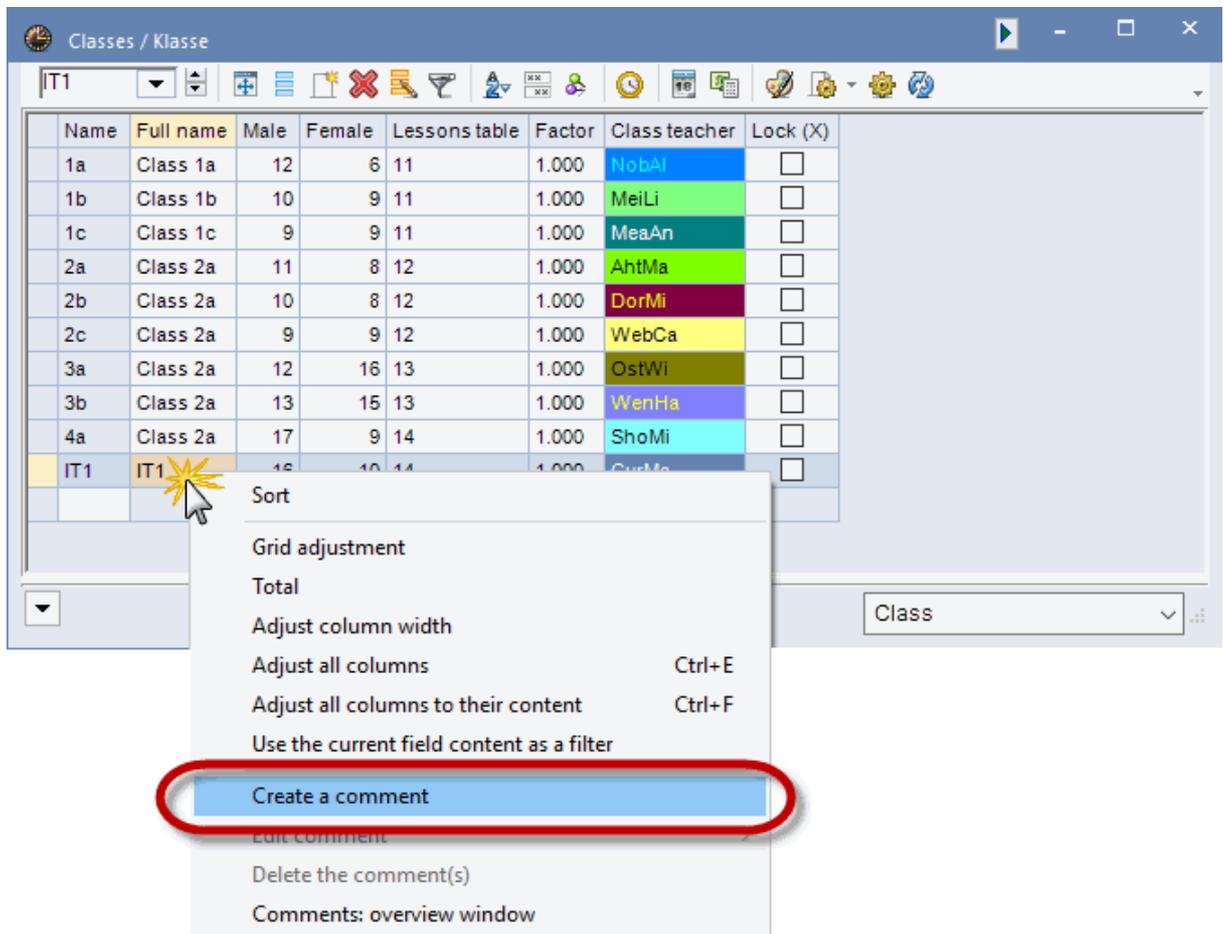


## 1.3 Comments

One of the new functions of Untis 2019, which may have the biggest and broadest impact in general, is the *Comments* function which can be used in all fields of the program. This is a possibility to add a comment or notes to certain fields.

**Example: Master Data:**

A certain class - IT1 – needs a note saying that it is a block class.



The screenshot shows a window titled "Classes / Klasse" with a table of class data. The table has columns: Name, Full name, Male, Female, Lessons table, Factor, Class teacher, and Lock (X). The row for "IT1" is highlighted in yellow. A context menu is open over the "IT1" row, with the "Create a comment" option highlighted in blue and circled in red. The menu also includes options like "Sort", "Grid adjustment", "Total", "Adjust column width", "Adjust all columns", "Adjust all columns to their content", "Use the current field content as a filter", "Edit comment", "Delete the comment(s)", and "Comments: overview window".

Name	Full name	Male	Female	Lessons table	Factor	Class teacher	Lock (X)
1a	Class 1a	12	6	11	1.000	NobAl	<input type="checkbox"/>
1b	Class 1b	10	9	11	1.000	MeiLi	<input type="checkbox"/>
1c	Class 1c	9	9	11	1.000	MeaAn	<input type="checkbox"/>
2a	Class 2a	11	8	12	1.000	AhtMa	<input type="checkbox"/>
2b	Class 2a	10	8	12	1.000	DorMi	<input type="checkbox"/>
2c	Class 2a	9	9	12	1.000	WebCa	<input type="checkbox"/>
3a	Class 2a	12	16	13	1.000	OstWi	<input type="checkbox"/>
3b	Class 2a	13	15	13	1.000	WenHa	<input type="checkbox"/>
4a	Class 2a	17	9	14	1.000	ShoMi	<input type="checkbox"/>
IT1	IT1	15	10	14	1.000	CurMa	<input type="checkbox"/>

Click right at the respective field and select <Create comment> from the context menu.

New comment: Master data-Class: IT1

Block 1: 1.9 - 1.10  
Block 2: 1.11 - 1.12

Very important

OK Cancel

In the left bottom corner, you can assign the comment to a *category*. In the above example the selected category is 'Very important' and is marked in red. (Further down you will read more about how you can assign your own description to a category.)

The field for which you created a comment is now marked with a triangle of the respective category. When you move your mouse over the coloured triangle a *Tooltip* shows the details about the comment.

Name	Full name	Male	Female	Lessons table	Factor	Class teacher	Lock (X)
1a	Class 1a	12	6	11	1.000	NobAl	<input type="checkbox"/>
1c	Class 1c	10	9	11	1.000	MeiLi	<input type="checkbox"/>
		9	9	11	1.000	MeaAn	<input type="checkbox"/>
		11	8	12	1.000	AhtMa	<input type="checkbox"/>
		10	8	12	1.000	DorMi	<input type="checkbox"/>
		16	9	9	1.000	WebCa	<input type="checkbox"/>
		15	12	16	1.000	OstWi	<input type="checkbox"/>
4	Klasse 4a	17	13	15	1.000	WenHa	<input type="checkbox"/>
IT1	Class 2a	16	17	9	1.000	ShoMi	<input type="checkbox"/>
IT1	IT1	16	10	14	1.000	CurMa	<input type="checkbox"/>

Comment  
Very important  
Block 1: 1.9 - 1.10  
Block 2: 1.11 - 1.12  
Date of modification: 2. 7.2018

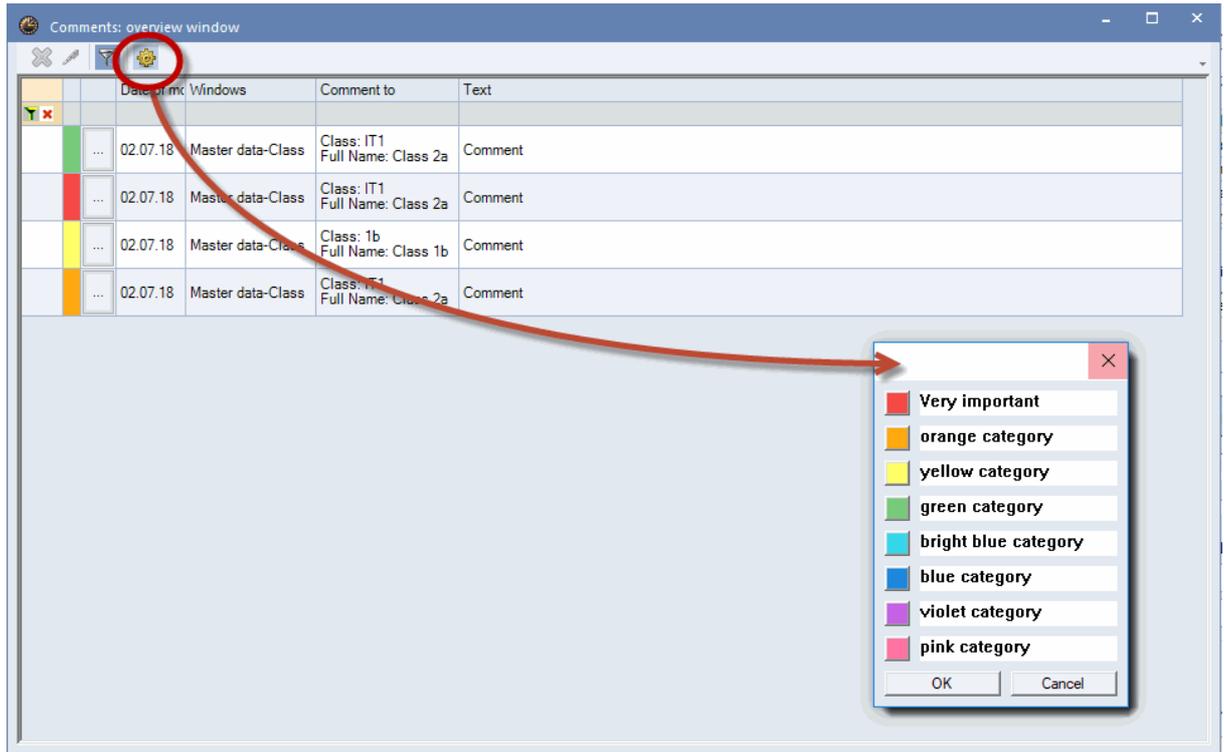
You can create several comments for one field and you can create different comments for one element in different fields.

Name	Full name	Male	Female	Lessons table	Lock (X)	Factor	Class teacher
1a	Class 1a	12	6	11	<input type="checkbox"/>	1.000	NotAl
1b	Class 1	10	9	11	<input type="checkbox"/>	1.000	MeiLi
1c	Class 1c	9	9	11	<input type="checkbox"/>	1.000	MeaAn
2a	Class 2a	11	8	12	<input type="checkbox"/>	1.000	AhtMa
2b	Klasse 2b	10	8	12	<input type="checkbox"/>	1.000	DorMi
2c	Klasse 2c	9	9	12	<input type="checkbox"/>	1.000	WebCa
3a	Klasse 3a	12	16	13	<input type="checkbox"/>	1.000	OstWi
3b	Klasse 3b	13	15	13	<input type="checkbox"/>	1.000	WentJa
4a	Klasse 4a	17	9	14	<input type="checkbox"/>	1.000	ShoMi
IT1	Class 2a	16	10	14	<input type="checkbox"/>	1.000	CurlJa

An overview of all comments is shown in the comments overview window which can also be opened via the context menu.



You can also open the comments overview window by clicking on the respective icon on the *ribbon* (*Data* tab).

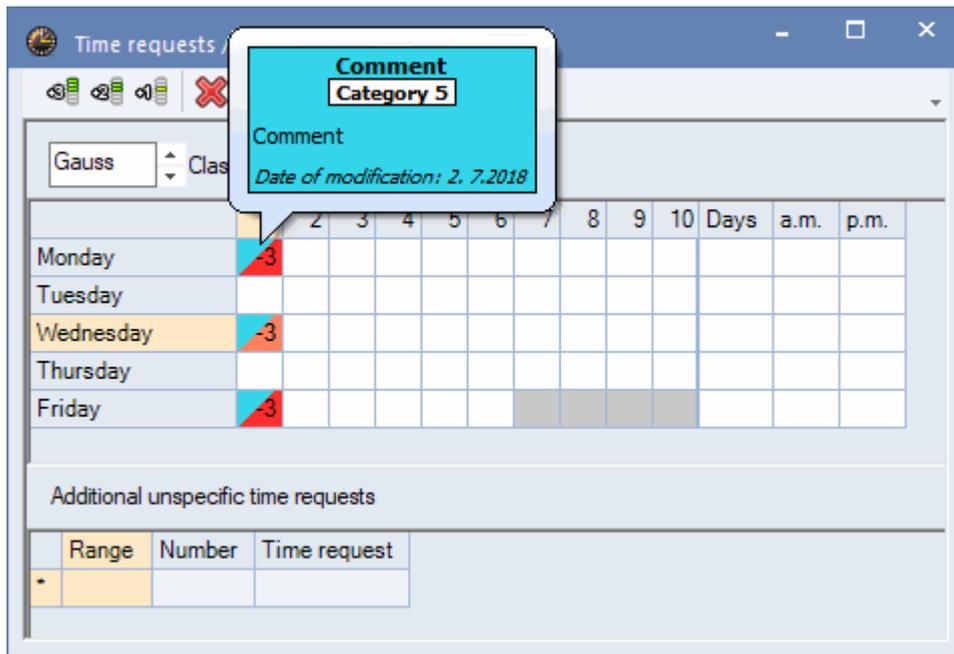


In the comments overview window you can edit or delete any comments. Via <Settings> you can also adjust the descriptions of categories.

**Note**

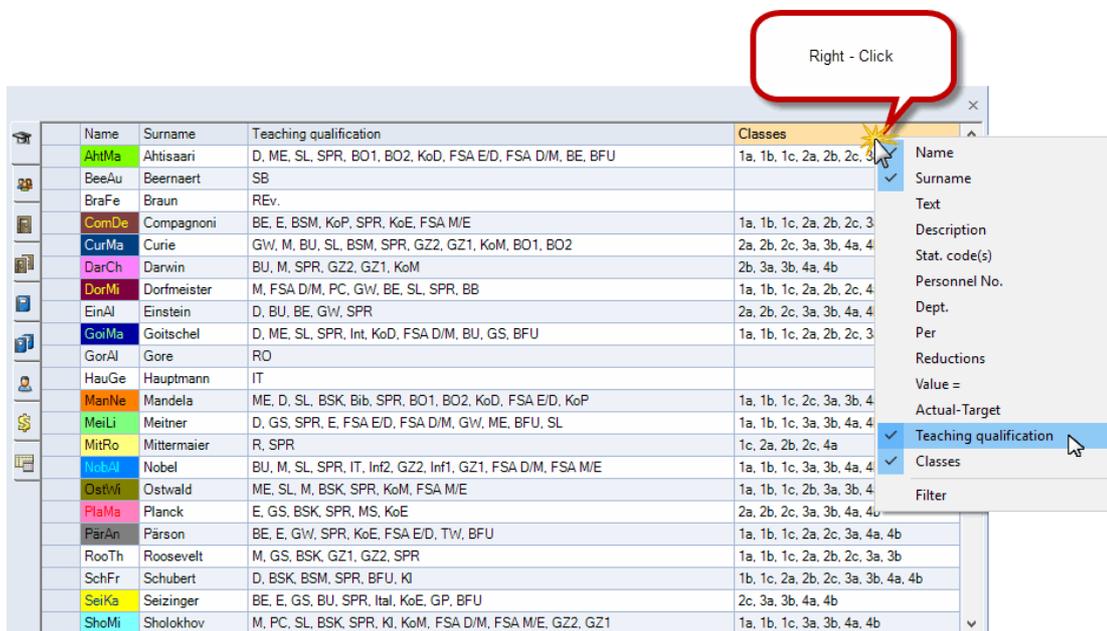
You also can filter the *category* (i.e. the *colour* of the comments) in the comments overview window.

You can also create a comment for time requests.



### 1.4 Element Rollup

The teacher tab of the Element-Rollup window now has additional columns: *Teaching qualification* and (taught) *classes* .



The subject tab also has a new column: *Subject group* .

Subject

Name	Full name	Subject group
RE	Religious Education	
CH	Chemistry	Science
DE	German	Languages
EN	English	
HI	History	
GEc	Geography and Economics	
MA	Mathematics	
GA	Graphics	Science
BI	Biology	Science
PH	Physics	Science
MU	Music	Expressive Arts
TX	Textiles	
AR	Art	Expressive Arts
DS	Design	Expressive Arts
HE	Home Economics	
CK	Cookery	
PEB	Boys PE	
PEG	Girls PE	

### 1.5 Inherited codes

For quite some time you have been able to show the 'Codes' column in the lesson windows which shows *all* codes effective for this lesson. In brackets you see the inherited codes, i.e. the codes entered directly with the master data of the elements.

Class 1a (Gauss) / Class

L-No.	Cl,Te.	UnSched	Prds	Per	YrsPrds	Teacher	Subject	Class(es)	Subject room	Home room	Double pers.	Block	Codes
11	4, 1			2		Hugo	GEc	1a,1b,2a,2b		R1a			(T)
7	2, 3			2		Ander	DS	1a	WS	R1a	1-1		k (T)
73	2, 2			3		Arist	PEG	1a,1b	SH2	R1a			(T)
31				5		Arist	MA	1a		R1a			(T,M)
33				5		Arist	EN	1a		R1a			(T,M)
35				2		Callas	MU	1a		R1a			(T)
39				2		Callas	AR	1a		R1a	1-1		(T)
46				2		Nobel	RE	1a		R1a			(T,M)
53		2		5		Rub	DE	1a		R1a			(T,M)
63				2		Cer	BI	1a		R1a			(T)

**Inherited codes**

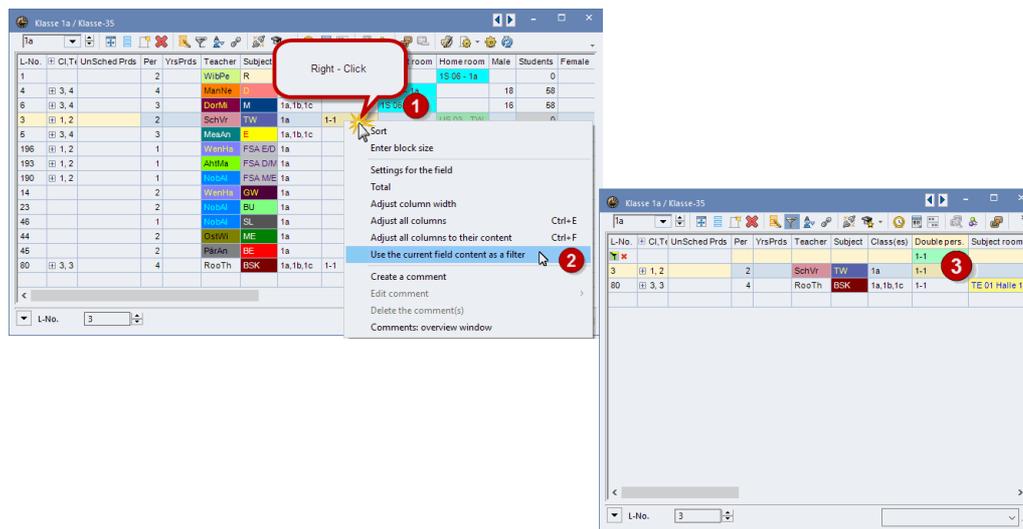
T:  
**Cl.:** 1a  
**Tea.:** Arist  
M:  
**Sub.:** MA

What is new is the tooltip showing you the respective codes from *which* the elements were inherited when you move your mouse over a cell.

## 1.6 Quick filter

As of Untis 2019, all grid views provide a new type of quick filters.

Right-click on any field of the grid and select the function: <Use current field content as filter>. With only one click you activate the filter and the field content of the selected cell is entered as filter value.



Class

## 1.7 Master data and lessons

### Third gender

Recognising all those persons whose gender identity could not be assigned neither male nor female gender at birth, and in accordance with the order of the German Federal Constitutional Court of 10 October 2017, Az. 1 BvR 2019/16, NJW 2017, 3643, and in anticipation of a similar decision of the Austrian Constitutional Court, Untis 2019 introduces to the master data of teachers and students the third gender 'Inter'.

The image shows two overlapping software windows. The top window is titled 'Teachers / Lehrer-A' and displays a table with the following data:

Name	Surname	Male	Female	Inter (x)
AhtMa	Ahtisaari	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BeeAu	Beernaert	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BraFe	Braun	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ComDe	Compagn	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CurMa	Curie	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DarCh	Darwin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DorMi	Dorfmeist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EinAl	Einstein	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The bottom window is titled 'Students / Studenten - Allgemeines' and displays a table with the following data:

Name	Surname	Text	Male	Female	x (inter)
Bernard	Bernard		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Duchesse	Duchesse		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bianca	Bianca		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jasmin	Jasmin		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Esmeralda	Esmeralda		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Glöckcher	Glöckchen		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaq	Jaq		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Karli	Karli		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pinocchio	Pinocchio		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Red arrows in the image point to the 'Inter (x)' column header in both windows.

According to international standards the letter 'x' (in small letters in order to avoid any confusion with the locking code) and the symbol for mercury ? will be used.

#### Note

The aforementioned input fields regarding the third gender is deactivated for Austrian federal schools ('UPIS schools').

## Class teachership

Especially in vocational schools in Austria it is frequent practice that a teacher is class teacher in more than one class . This is the reason why the teacher master data have two new fields added: The number of classes they are class teachers of and the list of classes in which they are class teacher.

The screenshot shows the 'Teachers / Lehrer-A' window. At the top, a table lists teachers with columns: Name, Surname, Target/week, Actual-Target, Times CI-Tea, and List CI-Tea. The first row, AhtMa Ahtisaari, has '1' in 'Times CI-Tea' and '2a' in 'List CI-Tea', both circled in red. Below the table is a form with tabs: General, Teachers, Timetable, Values, Teach. qual., ValueCorrection, Subst., Break supervision. The 'Teachers' tab is active, showing fields for personal and professional information. The 'Class-teacher-ships' section is circled in red, showing '1' for 'Number' and '2a' for 'List'.

Name	Surname	Target/week	Actual-Target	Times CI-Tea	List CI-Tea
AhtMa	Ahtisaari	21.0	0.0	1	2a
BeeAu	Beernaert		0.0	0	
BraFe	Braun	1.0	-1.0	0	
ComDr	Compagn	21.0	0.0	0	
CurMa	Curie	21.0	0.0	1	4b
DarCh	Darwin	11.0	0.0	0	
DorMi	Dorfmeister	20.0	0.0	1	2b

### Room groups as subject rooms

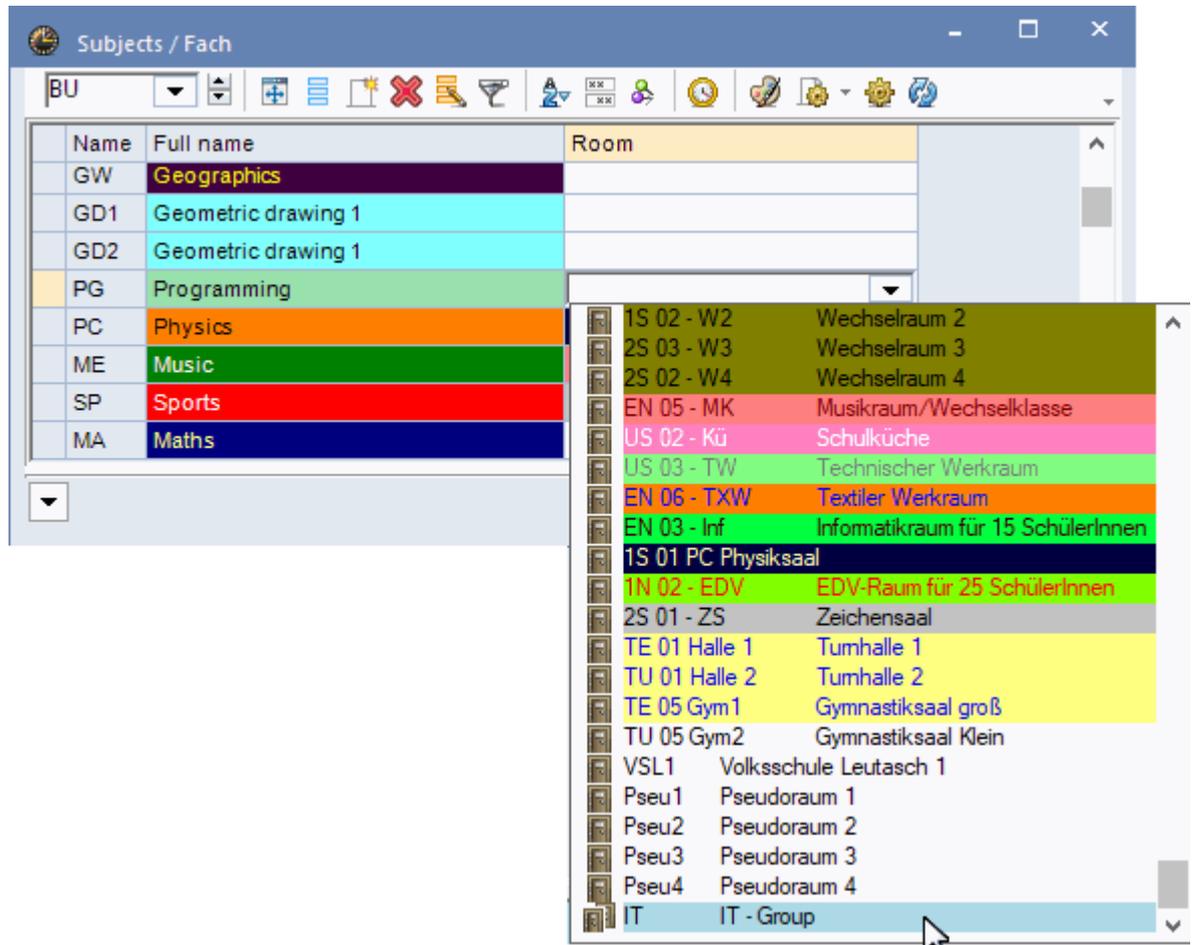
If you have defined room groups (under 'Rooms | Room groups'), in the Untis 2019 version you now can enter them also in the master data (of subjects, classes and teachers). In Untis 2018 it has already been possible to do this with lessons.

The diagram illustrates the integration of room groups into subject and class data. It features three windows:
 

- Room groups / Room groups:** Shows a table with columns 'Name', 'Full name', and 'Room'. The 'IT' group is circled in red.
- Klasse 1c / Klasse-35:** A timetable grid with columns for lesson numbers, subjects, teachers, and room numbers. The 'IT' room is circled in red in the grid.
- Subjects / Subjects:** A table with columns for 'Name', 'Room', 'Description', 'EM/pers.het', 'Pers. week', and various checkboxes. The 'IT' room is circled in red in the 'Room' column.

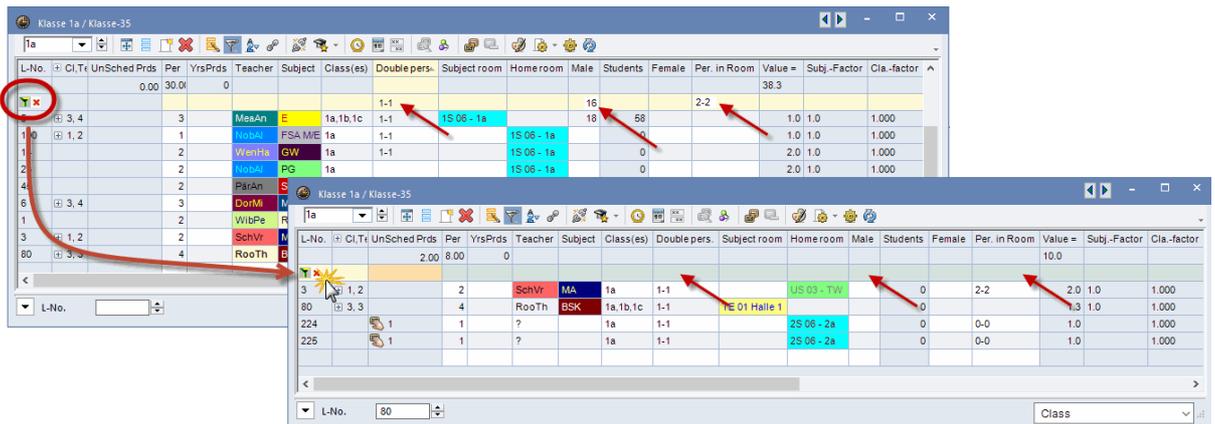
 Red arrows point from the 'IT' group in the 'Room groups' window to the 'IT' room in the 'Subjects' window, and from the 'IT' room in the 'Subjects' window to the 'IT' room in the 'Klasse 1c' timetable.

Room groups are now listed under rooms in the selection lists:



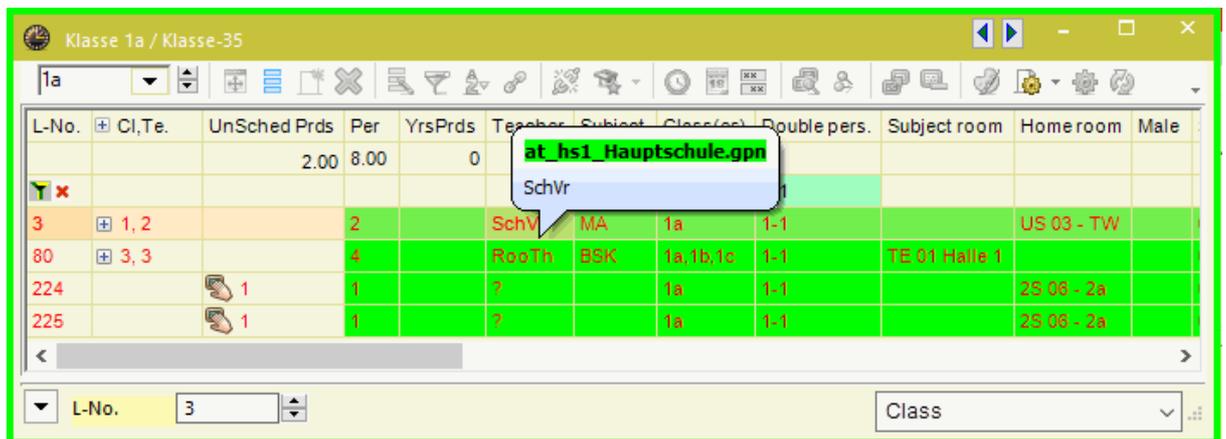
### Delete filter

In master data and lesson windows you have been able to activate filter criteria for quite some time. By clicking on the red x right to the filter symbol in the filter line you now can easily delete all entries of the filter line.



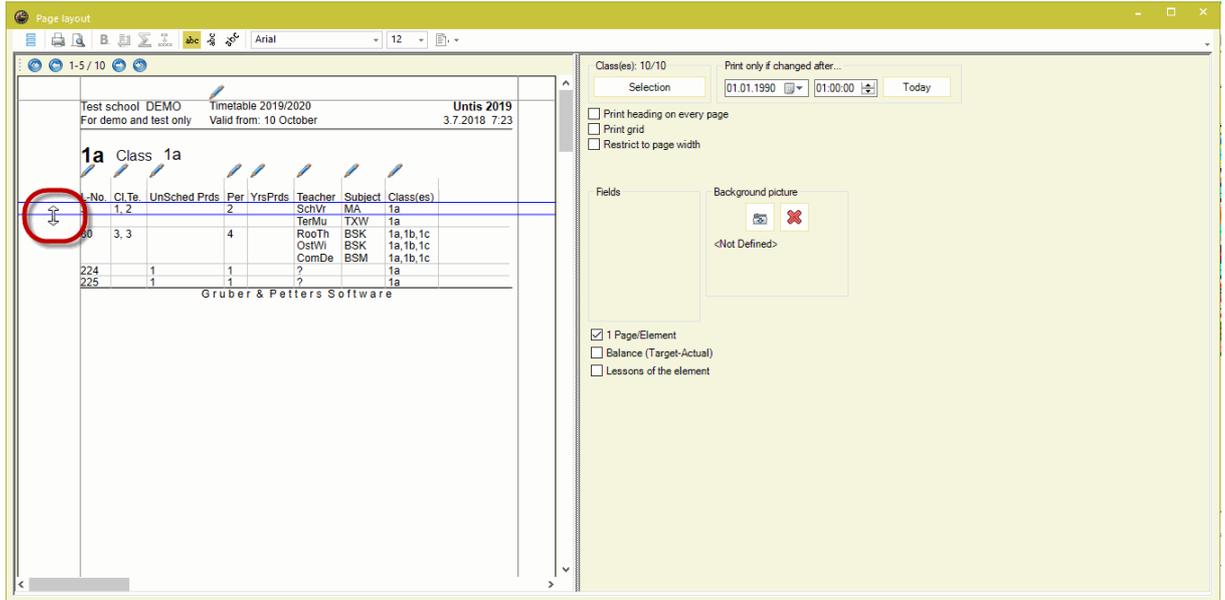
### 1.8 Comparison mode

If differences in the master data or in the lessons are detected when you use the *Comparison mode*, a tooltip now shows to you in which data set a specific value is saved.



### 1.9 Printing of lists

With special regard to printing substitution lists, but not only for those but for all Untis lists in general, it is now possible to change the height of a cell in the page layout per drag and drop as of Untis 2019.



## 1.10 Reports

The weekly plan (target) report for teachers has been changed a little bit: Weeks which are entirely in the holiday months are not printed anymore.

The 'School Holidays' window shows a calendar grid from September 2008 to July 2009. A callout box with a red border points to weeks 15, 16, and 22, containing the text: "The weeks 15, 16 and 22 which are in the holidays, have not been printed". Below the calendar, there is a 'General data' section and a 'Weekly summary - Target (Teachers)' dialog box. The dialog box includes fields for 'Teacher: 31/31', 'Fr.' (01.12.2019), 'To' (29.02.2020), and 'Month'. A table titled 'Number of school holidays' is also present, showing the number of days for various subjects over 24 weeks.

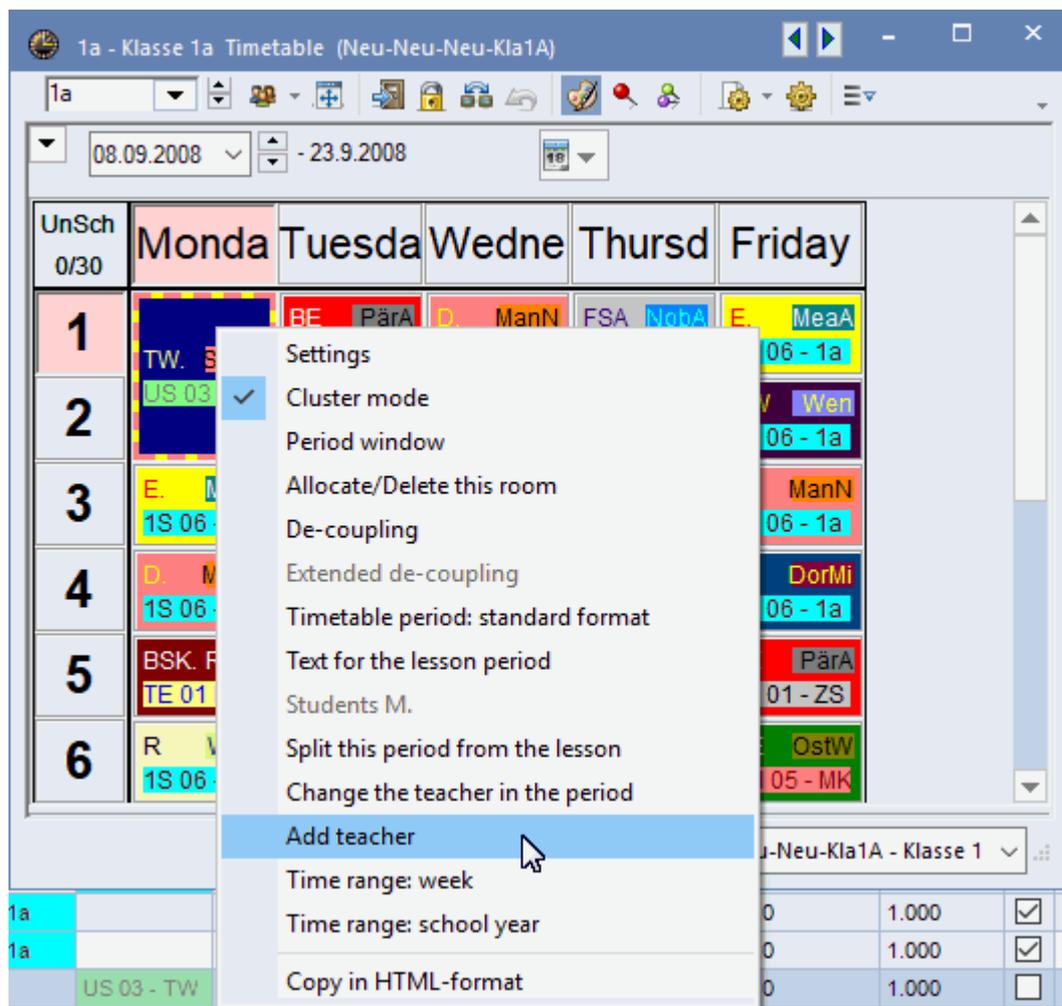
Subject	13	14	17	18	19	20	21	23	24	Total
D	12	12	12	12	12	12	12	12	12	108
ME	3	3	3	3	3	3	3	3	3	27
BE	2	2	2	2	2	2	2	2	2	18
SL	1	1	1	1	1	1	1	1	1	9
FSA D/M	1	1	1	1	1	1	1	1	1	9
FSA E/D	1	1	1	1	1	1	1	1	1	9
BFU	1	1	1	1	1	1	1	1	1	9
KoD	2	2	2	2	2	2	2	2	2	18
SPR	1	1	1	1	1	1	1	1	1	9
Total	24	24	24	24	24	24	24	24	24	216

## 2 Timetables

## 2.1 Scheduling functions

### Change when using terms

Since Untis 2018 you can add a teacher in a timetable via the context menu of a period or an entire lesson.



What is new is – provided you use terms - that there is an additional option allowing for applying this change also in subsequent terms.

Since the scheduling situation in the subsequent terms can be completely different than the current term, this option is only active if the setting 'For all periods of the lesson' has been selected.

**Add teacher** ✕

Teacher  ✕ ▼

Classes  ✕ ▼

Subject  ✕ ▼

Rooms  ✕ ▼

For all periods of the lesson

Also change in succeeding terms

Teacher with qualification for the subject

## 2.2 Element filter

The element filter function which has been part of the overview timetables for quite some time has been expanded in such a way that the same selection options are available at different sections of the program, e.g. when printing individual timetables.

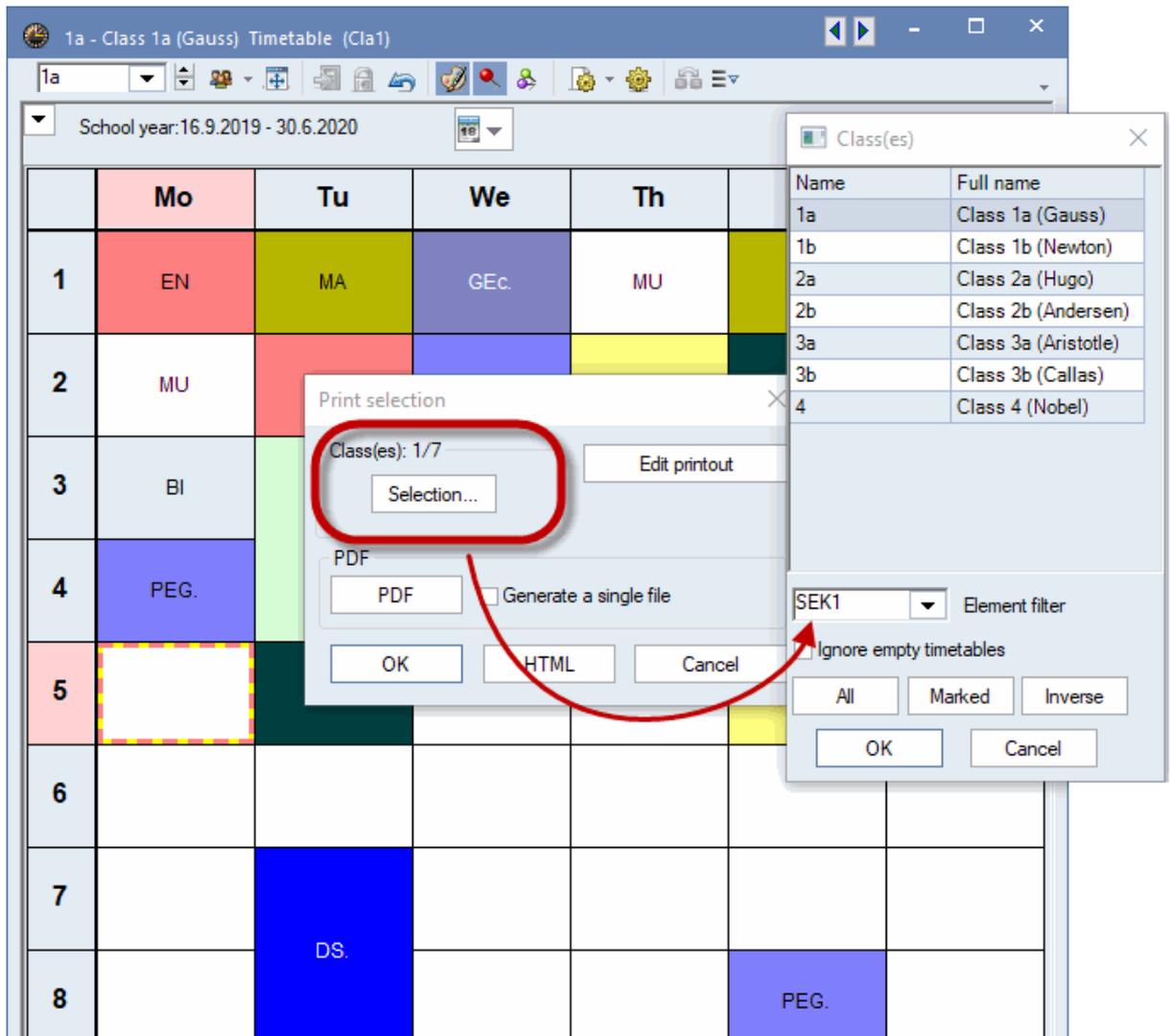
1a - Klasse 1a Timetable (Cla20)

SEK1

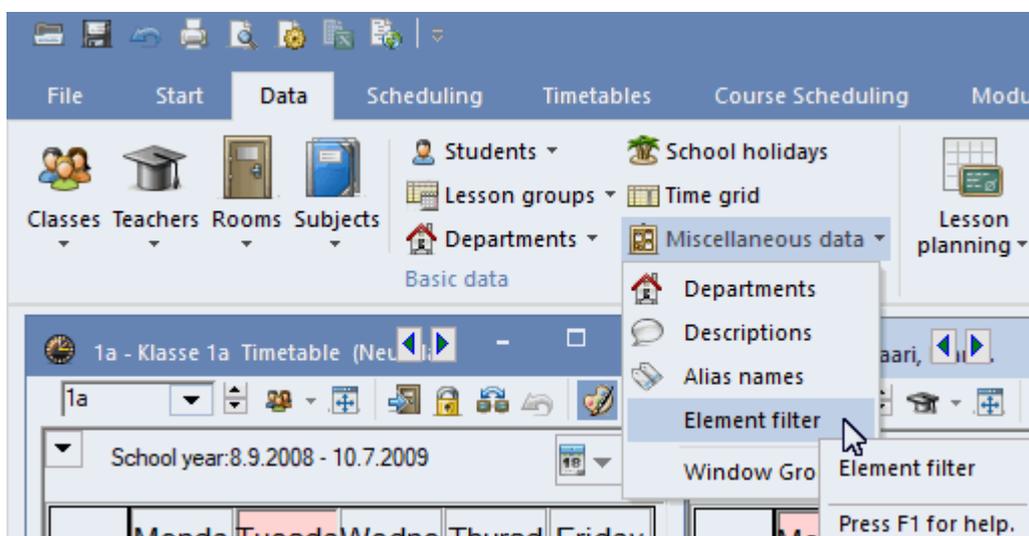
School year: 4.9.2017 - 3.2.2018

	Monday										Tuesday										Wednesday										Thursday										Friday					
	1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6
1a																																														
1b																																														
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4b																																														

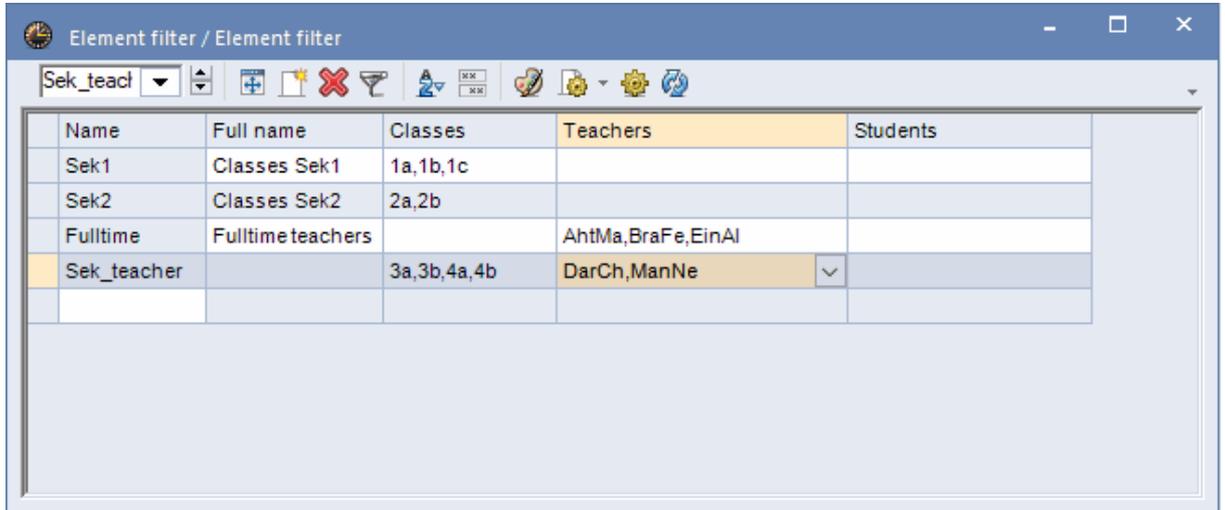
SEK1
Cla20 - Class 20\*



Element filters have therefore become a full-featured master data element. You can open the respective window via 'Miscellaneous data | Element filter' at the 'Data' tab'.



In the master data window 'Element filter' you can edit any individual filter like any other master data element.

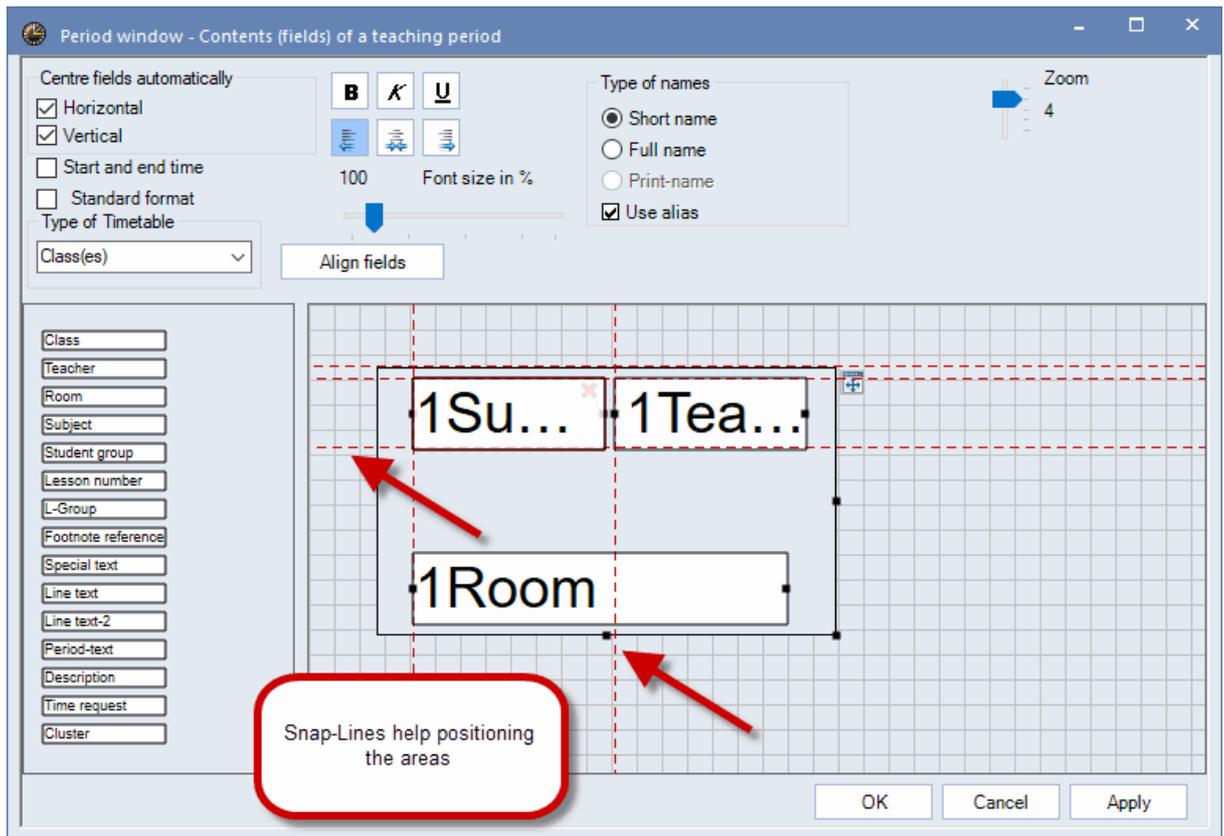


Name	Full name	Classes	Teachers	Students
Sek1	Classes Sek1	1a,1b,1c		
Sek2	Classes Sek2	2a,2b		
Fulltime	Fulltime teachers		AhtMa,BraFe,EinAl	
Sek_teacher		3a,3b,4a,4b	DarCh,ManNe	

## 2.3 Timetable editor

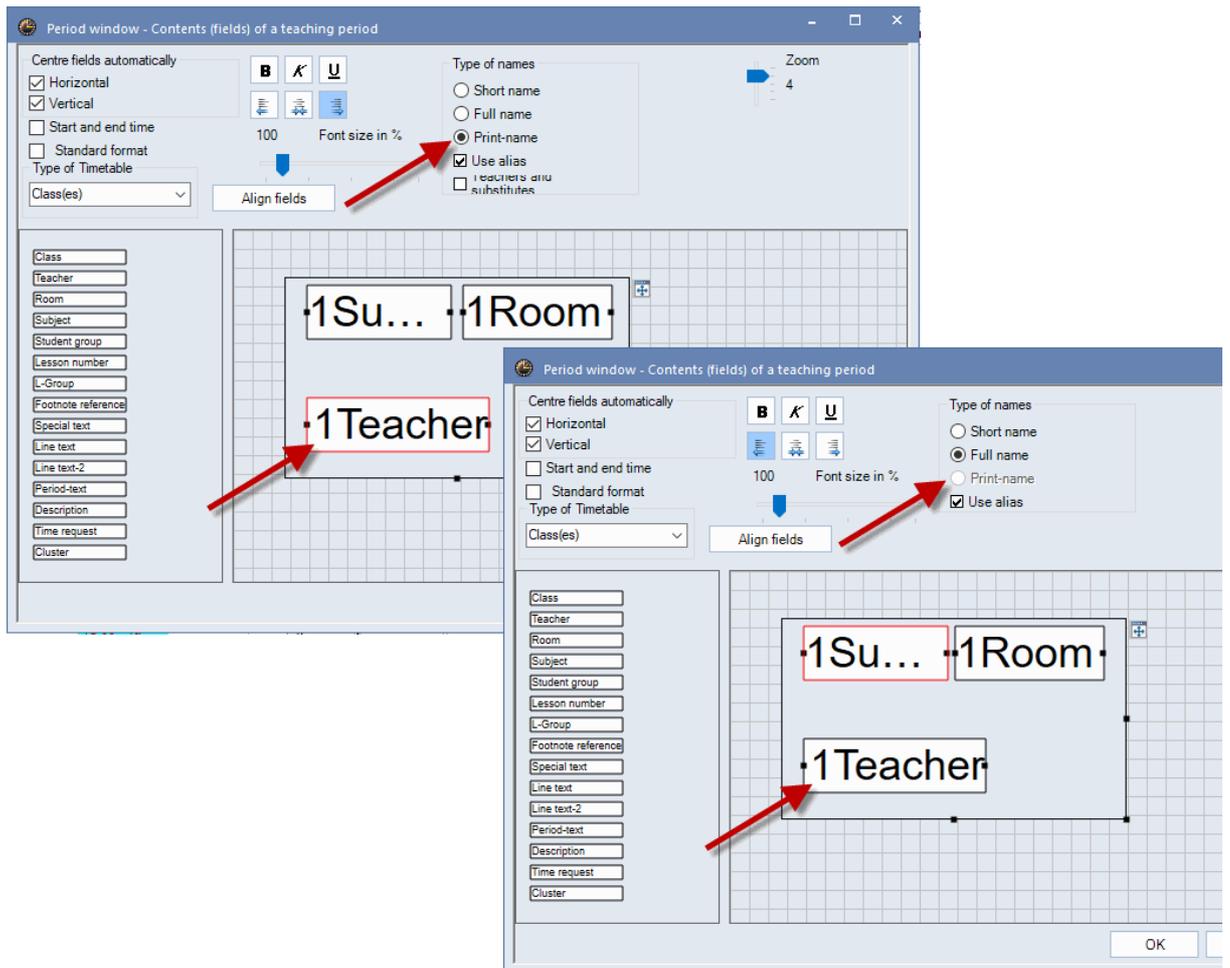
In response to the suggestions of our users we separated the timetable editor from the actual timetable in our 2019 version once again. The editor still opens next to the timetable as before, i.e. depending on the position of the timetable on your screen either right or left to it, however, it can be moved independently of the timetable window.

If you drag and drop a field in a period window, snap lines are shown supporting you in adjusting the respective field.

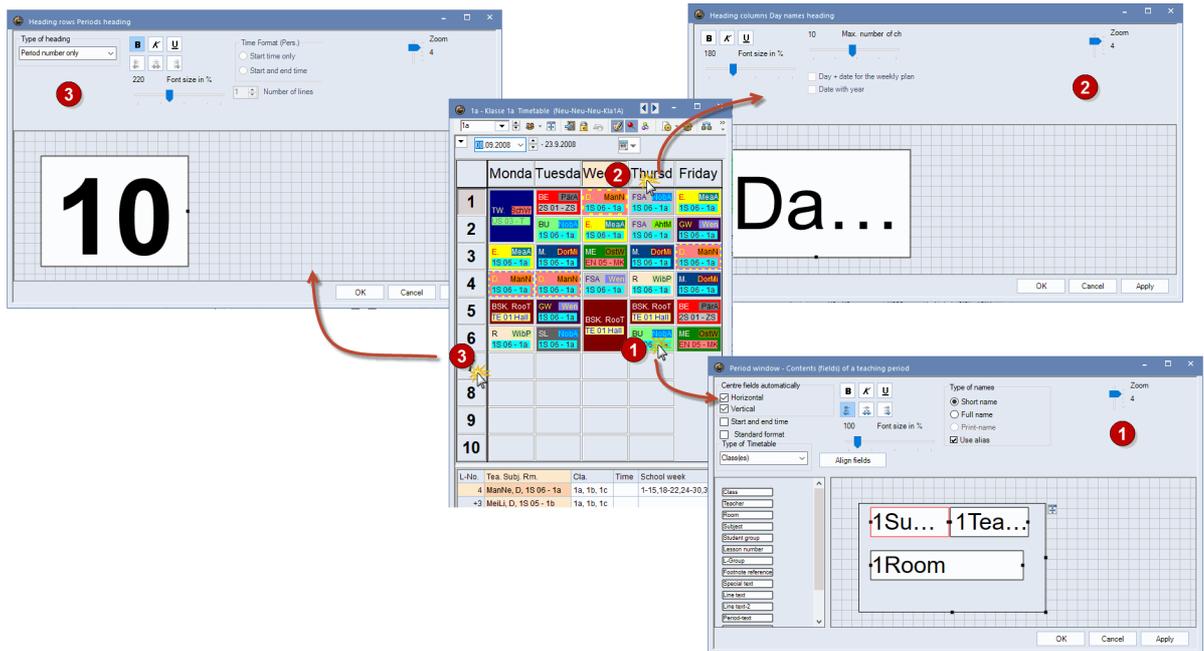


The <Align fields> function is still available with the same functionality as before.

Different display options such as *Print name* are only activated if they are available for the selected field.



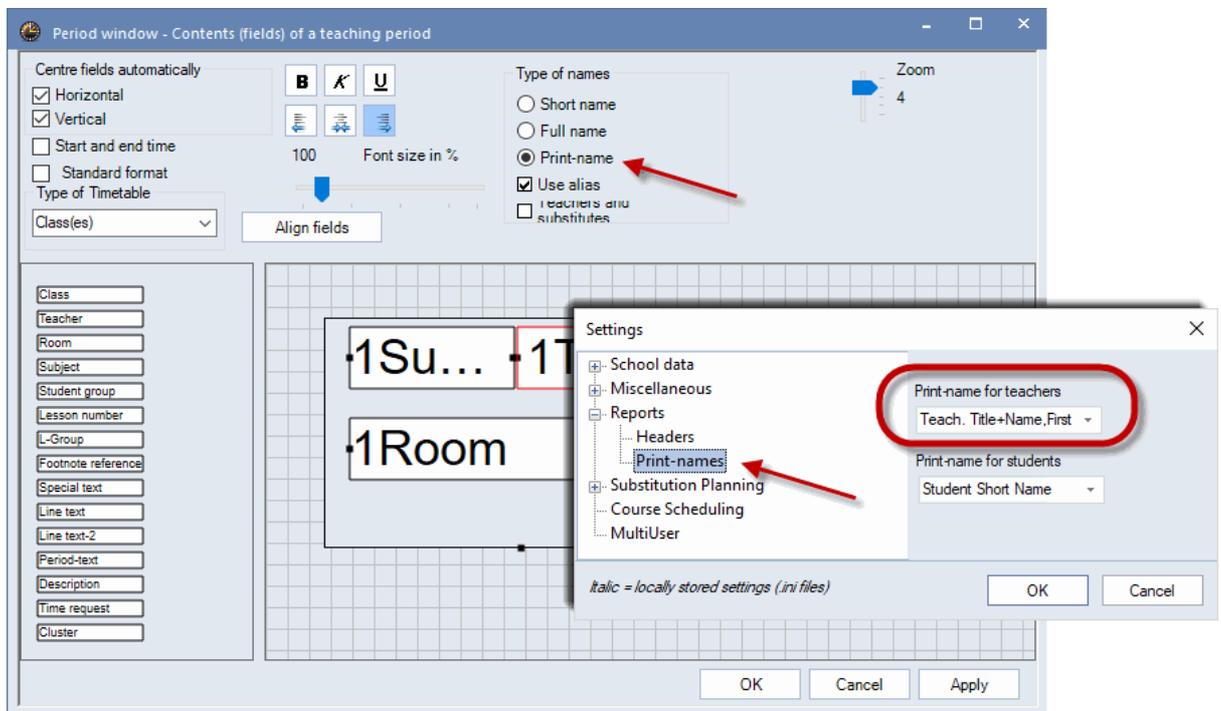
If you click on a heading field in the respective timetable while the editor is still open you can edit the layout of the headings: click on the row heading (2) and the editor for the week days will be activated; click on the column heading (3) and the editor of the period label will be activated; click into the timetable (1) and you will get back to the period window editor.



## 2.4 Print

### 2.4.1 Teachers' print names

In the period window, the print names of teachers can be used.



1a - Klasse 1a Stundenplan (KlStdPlan)

1a

05.02.2018 - 9.2.2018

	Montag	Dienstag	Mittwoch	Donnerstag	Freitag
1 8:00 8:45	*Rel R1a Dr. Nobel	*D R3b Herr Rubens	*TEX Th2 Madame Curie	*D R1a Prof. Feynman	*Bio R1a Prof. Feynman
2 8:55 9:40	*E R1a Aristoteles	*Sport Th2 Aristoteles	*Mat R1a Aristoteles	*D R1a Prof. Feynman	*Rel R1a Dr. Nobel
3 9:50 10:35	*D R1a Herr Rubens	*Mat R3b Aristoteles	*D R1a Herr Rubens	*Mat R1a Aristoteles	*Mat R1a Aristoteles
4 10:45 11:30	*Mat R1a Aristoteles	*E R3b Aristoteles	*Gw R1a Hugo	*E R1a Aristoteles	*Gw R1a Hugo
5 11:40 12:25	*Sport Th2 Aristoteles	*Bio R3b Prof. Feynman	*E SL Aristoteles	*E SL Aristoteles	*Sport Th2 Aristoteles
6 12:35 13:20					

## 2.4.2 Printing class texts

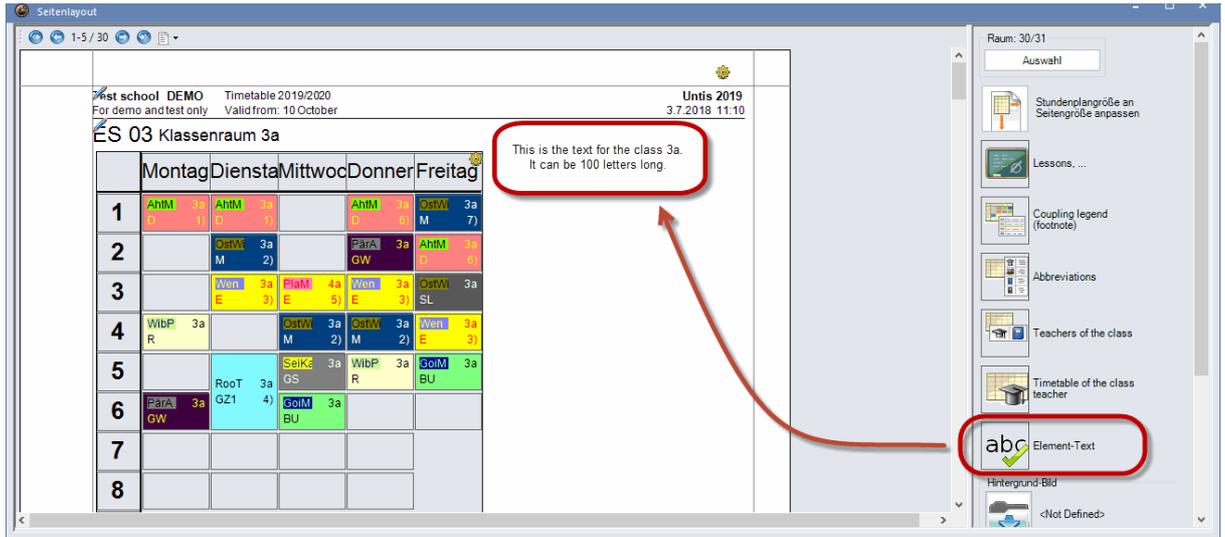
Texts which were entered in class master data can now optionally be printed next to or below the timetable, similar to abbreviations.

Classes / Klasse

1a

Name	Full name	Male	Female	Lessons	Factor	Class teacher	Lock (X)	Text
1a	Klasse 1a	12	6	11	1.000	NsbAl	<input type="checkbox"/>	This is the text of the class 1a. It can be 100 letters long.
1b	Klasse 1b	10	9	11	1.000	MeiLi	<input type="checkbox"/>	This is the text of the class 1b. It can be 100 letters long.
1c	Klasse 1c	9	9	11	1.000	MeaAn	<input type="checkbox"/>	
2a	Klasse 2a	11	8	12	1.000	AhtMa	<input type="checkbox"/>	
2b	Klasse 2b	10	8	12	1.000	DorMi	<input type="checkbox"/>	
2c	Klasse 2c	9	9	12	1.000	WebCa	<input type="checkbox"/>	
3a	Klasse 3a	12	16	13	1.000	OstWi	<input type="checkbox"/>	
3b	Klasse 3b	13	15	13	1.000	WenHa	<input type="checkbox"/>	
4a	Klasse 4a	17	9	14	1.000	ShoMi	<input type="checkbox"/>	
4b	Klasse 4b	16	10	14	1.000	CurMa	<input type="checkbox"/>	

Class



### 2.4.3 Printing room capacities

Room capacities can now be printed in the headings of timetables.

Übungs- und Fachschule Stundenplan 2017/2018

Übungsdaten für Untis und WebUntis

Th2 Turnhalle 2 Raum-Kapazität: 24

	8:00-8:45	8:55-9:40	9:50-10:35	10:45-11:30	11:40-12:25	12:35-13:20	13:30-14:15
<b>Mo</b>		1a. Aristoteles Sport Burschen.					
<b>Di</b>	3a. Aristoteles Sport Burschen.	1a. Aristoteles Sport Burschen.				13 Bachmann sw 1	
<b>Mi</b>	3a. Aristoteles Sport Burschen.		2b. Aristoteles Sport Burschen.				
<b>Do</b>			4a. Madame Curie Sport Mädchen.	13 Andersen sm2			2b. Aristoteles Sport Burschen.
<b>Fr</b>	2b. Aristoteles Sport Burschen.	3a. Aristoteles Sport Burschen.			1a. Aristoteles Sport Burschen.	4a. Madame Curie Sport Mädchen.	

	Nr.	Le.,Sub.,Rm.	Kla.	Zeit	Studt	Text	Band	Schülergruppe
1)	Arist, Sport, Th2	1a, 1b				Nur für Mädchen		Sport_1a1b_Arist
	Bach, Sport, Th1	1a, 1b				Mädchen		Sport_1a1b_Bach
2)	Arist, Sport, Th2	3a, 3b				Burschen		Sport_3a3b_Arist
	Meit, Sport, Th1	3a, 3b				Burschen		Sport_3a3b_Meit
3)	Bach, sw1, Th2	13	13	16			T11 / 2	sw1_13
4)	Foss, Sport, Th1	2b, 2a				Mädchen		Sport_2a2b_Foss
	Arist, Sport, Th2	2b, 2a				Burschen		Sport_2a2b_Arist
5)	Curie, Sport, Th2	4a, 4b				Mädchen		Sport_4a4b_Curie
	New, Sport, Th1	4a, 4b						Sport_4a4b_New
6)	Ander, sm2, Th2	13		14			T11 / 2	sm2_13

Gruber & Petters Software

## 3 Multiweek timetable module

Especially vocational schools often use a big number of lesson groups in order to meet the different time ranges of the different classes. Therefore the lesson group window now has an extra filter line.

Name	Full name	From	To	Factor	A-week	B-week	Marked (m)	Lock (X)	Ignore (i)
S*T*	S*T*				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WA	Week A	08.09.	10.07.	0.537	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WB	Week B	08.09.	10.07.	0.463	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KI1	Climbing 1	24.09.	03.06.	0.325	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KI2	Climbing 2	24.09.	03.06.	0.325	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KI3	Climbing 3	24.09.	03.06.	0.325	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KI4	Climbing 4	24.09.	03.06.	0.170	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KI5	Climbing 5	24.09.	03.06.	0.170	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COE	Coordinating English	08.09.	10.07.	0.537	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 4 Lesson planning & value calculation

### 4.1 Lesson planning

You can also use the new [comments](#) feature in the relevant windows of the lesson planning module.

These are *reductions* and *reduction reasons* windows.

Nr.	Tea.	Reason	Value	From	To	Teacher	Statistic	Less-Nr.
6	WibPe		150.0			Teacher		

### 4.2 Value calculation

#### Terms and time limitations

If the timetable is changed during the school year, in many cases it is recommended to open a new term and to carry out any changes in this term. In this respect, the calculation method was changed in Untis 2019 which will be explained in the following.

#### Note

The calculation method described in the following does not apply for Austrian federal schools (UPIS)

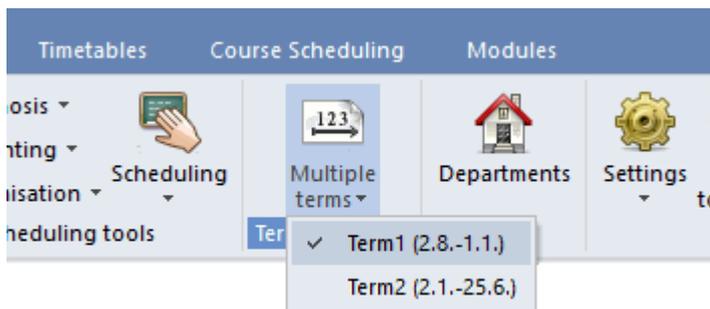
schools').

### Teacher balance in one term

A lesson which takes place over the entire time range of a term fully counts in this term so that the teacher balance of this respective term can be calculated.

### Example: lesson

A school year of 42 weeks has two terms. Term 1 ends January 1 and lasts for 20 weeks; term 2 starts on 2 January and lasts 22 weeks.



Teacher Fre has a target/week of 12,000 value units in term 1.

Name	Surname	Room	NTPs target	Targ/week	Periods/day	Lunch break
Fre	Freitag	0-3		12.00	2-6	1-2
New	Newton	0-1		12.00	4-6	1-2
Hugo	Hugo	0-1		10.00	4-7	1-2

Teacher Fre teaches subject LE (L-No. 21) during the entire term 1; the value of this lesson therefore is 1.00. Similarly, lessons 5-8, which count for 100% in the value calculation.

L-No.	CI,T	UnSched Prds	Teacher	Subject	Per	Class(es)	Subject room	From	To	Value =	Yearly average
4	4, 4		Fre		4	1E	1S 03 - W1			11.9	3.4
63			Fre	BE	2	2a	2S 01 - ZS			3.0	1.7
193	1, 2		Fre	FSA D/M	1	1a				2.0	0.9
10		1	Fre	LE	1	1E	EN 05 - MK	11.12.		0.9	0.43
49		2	Fre	LE	2	1a	EN 05 - MK			1.0	1.7
53			Fre	LE	1	1b		11.12.		2.0	0.3

L-No. 10 Lessons 11,9 + Reductions 0.48 = 12.38 Teacher

Lesson number 10, which is limited to 11 December, counts for 0.90 value units for the teacher's actual value. This calculation is new and follows the logics that this lesson can only be held in 18 of 20 possible weeks, and the calculation of the factor therefore follows the principle (number of active weeks in this term)/(number of weeks in this term), i.e.

$$18/20 = 0.90$$

The 'old' value which had been shown at this position until Untis 2018 and which is made up of (number of active weeks in this term)/(number of weeks during the school year), i.e.  $18/42=0.43$ , can now be found in the 'yearly average':

L-No.	CI,T	UnSched Prds	Teacher	Subject	Per	Class(es)	Subject room	From	To	Value =	Yearly average
11	3, 3		Fre	D	4	2a,2b,2c	2S 06 - 2a			3.7	3.4
4	4, 4		Fre	D	4	1E	1S 03 - W1			3.7	3.4
63			Fre	BE	2	2a	2S 01 - ZS			1.9	1.7
193	1, 2		Fre	FSA D/M	1	1a				0.9	0.9
10		1	Fre	LE	1	1E	EN 05 - MK	11.12.		0.9	0.43
49		2	Fre	LE	2	1a	EN 05 - MK			1.9	1.7
53			Fre	LE	1	1b		11.12.		0.0	0.3

L-No. 5 Lessons 11,9 + Reductions 0.48 = 12.38 Teacher

If you select term 2, in which this lesson is not held, you will see that it has a value of 0.00 in this term's value calculation. The yearly average, however, is the same.

L-No.	CI,T	UnSched Prds	Teacher	Subject	Per	Class(es)	Subject room	From	To	Value =	Yearly average
11	3,3		Fre	D	4	2a,2b,2c	2S 06 - 2a			3.7	3.4
4	4,4		Fre	D	4	1E	1S 03 - W1			3.7	3.4
63			Fre	BE	2	2a	2S 01 - ZS			1.9	1.7
193	1,2		Fre	FSA D/M	1	1a				0.9	0.9
10		1	Fre	LE	1	1E	EN 05 - MK	11.12.		0.0	0.43
49		2	Fre	LE	2	1a	EN 05 - MK			1.9	1.7
53			Fre	LE	1	1b		11.12.		0.0	0.3

L-No. 10 Lessons 10 + Reductions 0.48 = 10.48

Lesson no. 21 has a value of 1.00 in the value calculation of term 1, as described in the beginning. This lesson does not exist in term 2, i.e. it is not relevant for the *value* of the teacher any more.

L-No.	CI,T	UnSched Prds	Teacher	Subject	Per	Class(es)	Subject room	From	To	Value =	Yearly average
11	3,3		Fre	D	4	2a,2b,2c	2S 06 - 2a			3.7	3.4
4	4,4		Fre	D	4	1E	1S 03 - W1			3.7	3.4
63			Fre	BE	2	2a	2S 01 - ZS			1.9	1.7
193	1,2		Fre	FSA D/M	1	1a				0.9	0.9
21		1	Fre	LE	1	1E	EN 05 - MK			1.0	0.43
49		2	Fre	LE	2	1a	EN 05 - MK			1.9	1.7
53			Fre	LE	1	1b		11.12.		0.0	0.3

L-No. 10 Lessons 11,9 + Reductions 0.48 = 12.38

L-No.	CI,T	UnSched Prds	Teacher	Subject	Per	Class(es)	Subject room	From	To	Value =	Yearly average
11	3,3		Fre	D	4	2a,2b,2c	2S 06 - 2a			3.7	3.4
4	4,4		Fre	D	4	1E	1S 03 - W1			3.7	3.4
63			Fre	BE	2	2a	2S 01 - ZS			1.9	1.7
193	1,2		Fre	FSA D/M	1	1a				0.9	0.9
21		1	Fre	LE	1	1E	EN 05 - MK			1.0	0.43
49		2	Fre	LE	2	1a	EN 05 - MK			1.9	1.7
53			Fre	LE	1	1b		11.12.		0.0	0.43

L-No. 10 Lessons 10 + Reductions 0.48 = 10.48

In total the value of given lessons in term 1 is 11.90 value units for teacher Fre. The above described example also explains why no sum total is shown in the total row of the *yearly average* column: the total of all individual lines shown in the picture does not sum up to the actual yearly average of 10.90, and would therefore only be confusing. The correct yearly average (lesson+reductions – more information will follow in the next section) are always stated in the 'Teacher' master data window.

Name	Surname	Target/Week	Target/average	Yearly average
RooTh	Roosevelt	12.00	10.95	11.38
SarJo	Saramago	10.00	10.00	11.98
WebCa	Weber	10.00	4.7	10.00
NobAl	Nobel			
PärAn	Pärson			

0 free teacher-periods (0.0 value units)      Yearly average

### Example reductions

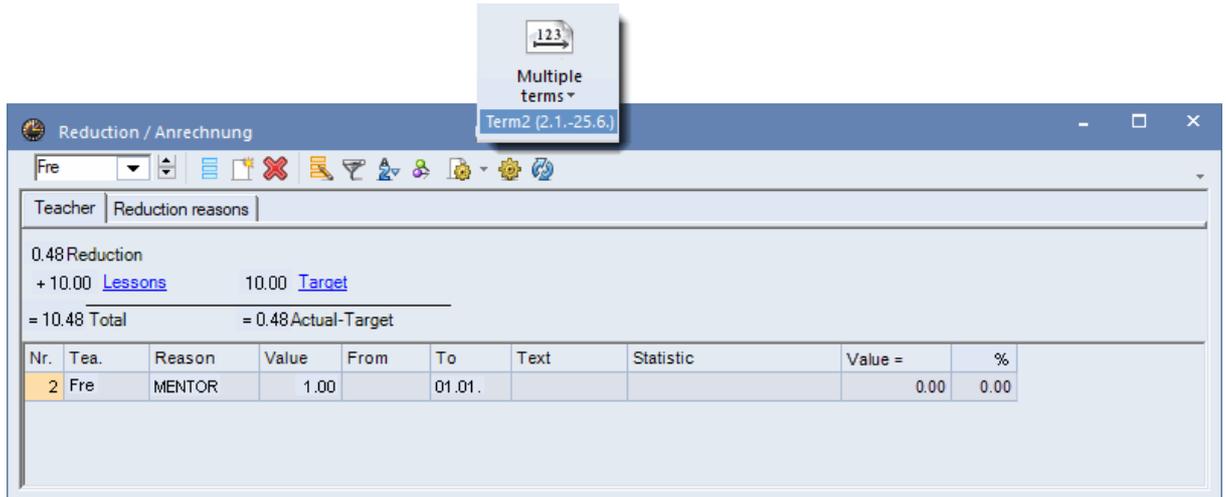
In addition to the aforementioned lesson, other activities in the form of reductions are taken into teacher Fre's lesson balance. He has this activity only in term 1, i.e. why in Untis 2019 it is calculated with 1.00 in term 1 and with 0.00 in term 2, similar to a date-limited lesson. This means that date-limited reductions are calculated the same as date-limited lessons.

123  
Multiple terms  
Term 1 (2.8.-1.1.)

Teacher: Fre      Reduction reasons

0.48 Reduction  
 + 11.90 Lessons      12.00 Target  
 = 12.38 Total      = 0.38 Actual-Target

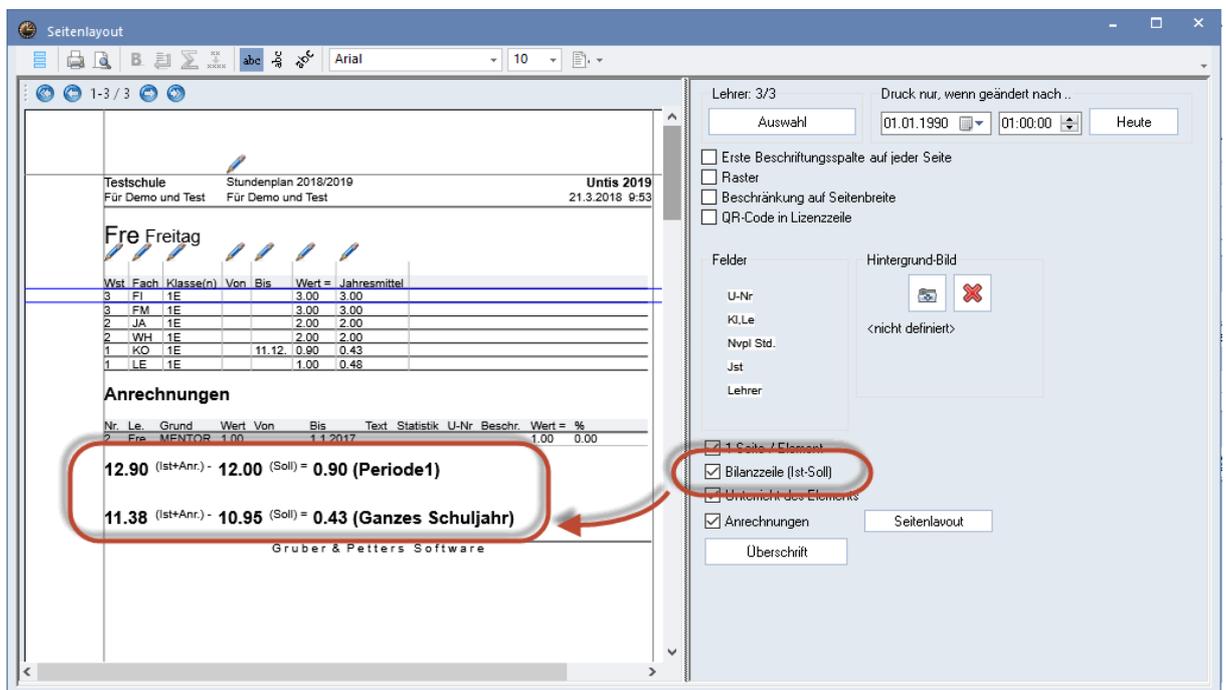
Nr.	Tea.	Reason	Value	From	To	Text	Statistic	Value =	%
2	Fre	MENTOR	1.00		01.01.			1.00	0.00



This is also new in Untis 2019. Up to Untis 2018 the mean value 0.48 was shown here. This values is exclusively shown in the form view of the reduction window. The new version now makes it possible to generate the actual/target balance of the respective teacher for both term 1 and term 2.

### Teacher balance for term and school year

The balance is activated in the page layout of the lesson window.



The first line states the balance for the current term. In the above example: 11.90 value units from the lesson plus 1.00 units from reduction, is a total of 12.90 value units.

The second line states the balance for the whole school year and throughout all terms. The example above shows teacher Fre's balance in term 1 with + 0.90 and throughout the whole school year with +0.43. Any limitations and also all changes of the target value are taken into account in this term.

Testschule                      Stundenplan 2018/2019  
Für Demo und Test            Für Demo und Test

Untis 2019  
04.07.2018 12:22

## Fre Freitag

Per	Subject	Class	From	To	Value=	Yearly avg
3	FI	1E			3.00	3.00
3	FM	1E			3.00	3.00
2	JA	1E			2.00	2.00
2	WH	1E			2.00	2.00
1	KO	1E		11.12.	0.00	0.43

## Anrechnungen

Nr.	Tea	Reason	Value	From	To	Text	Statistik	L-Nr	Desc.	Value=	%
2	Fre	MENTOR	1.00		1.1.2017					0.00	0.00

**10.00** (Ist+Anr.) - **10.00** = **0.00** (Term 2)

**11.38** (Ist+Anr.) - **10.95** = **0.43** (Term 1 + Term 2)

In term 2 teacher Fre's balance states 0.00, the balance line for the whole school year certainly always looks the same regardless of the term.

## Value correction

The *sum total of value corrections in one term* can now also be displayed at the teachers' master data.

Name	Nachname	Status	Text	SollWoche	Anrechnungen	Wert Unt.	Wert =	Ist-Soll	U-Wertkorr.	Jahresmittel
Ander	Andersen		Abgeordnet an folgenden Schulen: Schule 1, Schule 2, Schule 3, Schule 5	22.000	2.000	23.000	25.000	3.000	4.200	25.105
Arist	Aristoteles			4.000		4.000	4.000	0.000	20.000	4.500
Callas	Callas				1.000	29.000	30.000	30.000	0.000	30.000
Cer	Cervantes					24.600	24.600	24.600	-10.000	24.350

4.000 Ist/Woche Werteinheiten mit Faktor 1.000  
 - 4.000 Soll/Woche , maximal  
**0.000 Ist-Soll Differenz ( % v. Soll: 100.0 % )**

Werteinheiten  
 4.500 Jahresmittel  
 4.0 Wochenstunden  
 0.000 Anrechnungen  
 1.000 Wert Unt.  
**20.000 Wertkorrektur**

KontextInfo  
 0 geeignete offene Unterrichte ( faktorisiert: 0.000 )  
 (Unterrichte, für die der Lehrer die Lehrbefähigung hat)

0 offene Lehrerst. (0.000 Werteinh.)

Please note that

1. only '+' and '-' value corrections are taken into account,
2. the display of the sum total of value corrections is subject to the selected term and that
3. the total of value corrections are only included in the *yearly average* .

The above example shows a value correction of '20' in 40 school weeks and a value of '0.5' in the *yearly average* .

## 5 Cover scheduling module

### 5.1 Absences/reasons of absence

#### Reasons of absence not in absence header

As of Untis 2019, the reason of absence is not shown in the absence header any more if the option "Not in Abs. Head" has been selected. The respective element, however, ist shown in the absence header.

**Absenzgründe / Absenzgründe**

Name	Langname	Beschr.	Entf. zählen	FS n. zählen	N. in Abs.kopf	Statistik
Dienst	Dienstauftrag		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Ex	Exkursion					
Fortb	Fortbildung					
Kk	Kind krank					
Kr	Krankheit					
So	Sonderurlaub					
Sv	Schulveranstaltung					

**Absenzen / Lehrer**

Von-Bis: 23.09.2019

Woche: <

Lehrer (3) | Klassen (0) | Räume (0)

AbsNr.	Lehrer	Von TT.MM	ab St.	Bis TT.MM	bis St.	Grund
35	New	23.09.	1	23.09.	8	Kr
36	Callas	24.09.	1	24.09.	8	Dienst
37	Cer	26.09.	1	26.09.	8	Kr

**Lehrer 23.9. - 29.9.**

23.9.  
Abwesende Lehrer: New(Kr)  
24.9.  
Abwesende Lehrer: Callas  
26.9.  
Abwesende Lehrer: Cer(Kr)

## Copying of absences

As of Untis 2019, you can copy absences and paste them into another day. Just select the respective absence and press **Ctrl + C** on your keyboard. Then select the time range in which you would like to insert it in the absence window and confirm with **Ctrl.+V**.

**Absences / Lehrer**

From-To: 10.07.2009

Fr

Teacher (1) | Classes (0) | Rooms (0)

Abs. No.	Teacher	from DD.MM	FROM	to DD.	TO peri.	Abs. r
183	BeeAu	10.07.	1	10.07.	6	

**Ctrl + C**

**Absences / Lehrer**

From-To: 10.07.2009

Fr

Teacher (2) | Classes (0) | Rooms (0)

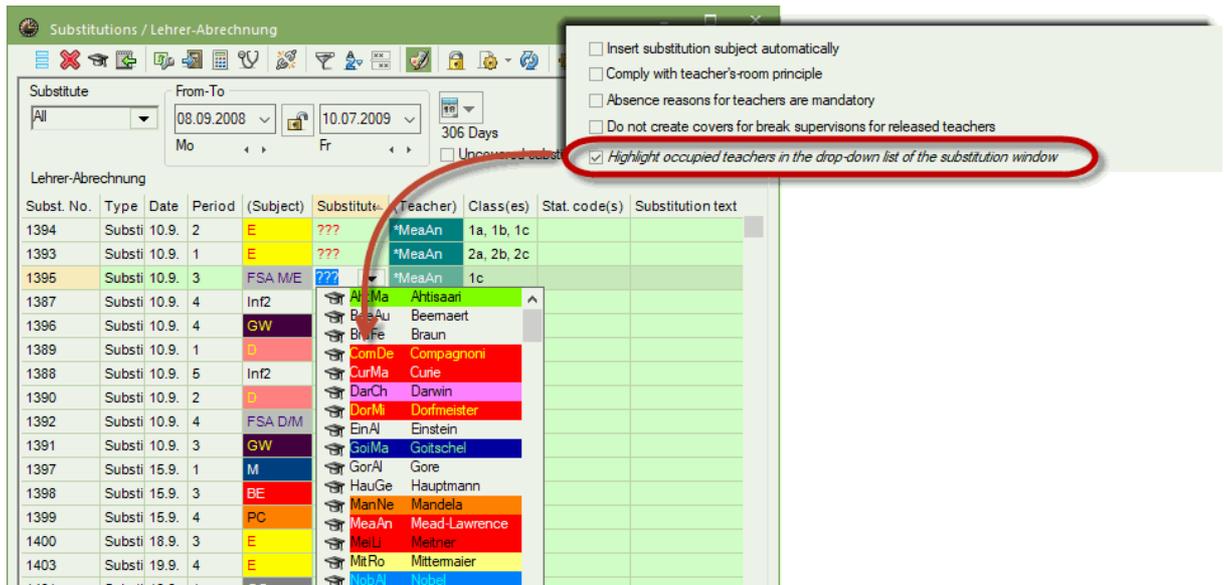
Abs. No.	Teacher	from DD.MM	FROM period	to DD.MM	TO period	Abs. reas	Text
189	AbtMa	10.07.	1	10.07.	6		
189	BeeAu	08.07.	1	08.07.	10		

**Ctrl + V**

## 5.2 Substitutions

### Defining substitutes manually – colour coding

When clicking on the respective settings under 'Cover Scheduling | Miscellaneous', the teachers who are actually teaching at this point in time are coloured in red in the pull-down menu.



### Period blocks in preponement suggestions

As of Untis 2019 you only need one step for preponements of double periods. Select 'lesson block' in the substitute suggestion window. In the preponement suggestion window steps 1 and 2 show those lessons you could use for the first and the second period of the respective double period. By double clicking on the respective line, both preponements are implemented.

The image displays two windows from a software application. The main window, titled "Substitutions / Teacher", shows a table of substitution suggestions. A red circle highlights the "Substitute" column for row 296, which lists "Callas" and "Arist". Another red circle highlights the "Cover teacher suggestion" checkbox in the "Substitute Suggestion" window, which is checked. A third red circle highlights the "Shifts" table in the "Substitute Suggestion" window, which lists shifts for "Arist" on 19.9./4, 20.9./4, and 21.9./2, and for "Nobel" on 21.9./4.

**Substitutions / Teacher**

Subst. No.	Type	Period	(Subject)	Subject	(Teacher)	Substitute	(Class(es))	Class(es)	(Room)
304	Cancel	1	DS	---	Ander	---	3a	3a	WS
300	Cancel	1	BI	---	Cer	---	3b	3b	Ra
296	Substi	2	MU	---	Callas	---	1a	1a	R1a
301	Substi	3	MU	---	Callas	---	1a	1a	R1a
306	Substi	2	GA	---	*Gauss	---	3b	3b	Ra

**Substitute Suggestion**

19.9. Th-2 Callas/MU/1a

period block

Cover teacher suggestion (1), Supervisions (5), Rooms (4)

Name	Timetable	Room	Class	Subject	Count	Time
Nobel	RE	RE	R1b	1b	RE	
Curie	TX	TX	TW	*3b	TX	
New	PH	MA	PH	R2b	2b	MA
Arist			PL	4	PH	
Hugo		R3a	3a	DE		

**Shifts (4)**

Type: Show all possible shifts  Show only upcoming sh

Name	From	Flag
Arist	19.9./4	
Arist	20.9./4	
Arist	21.9./2	
Nobel	21.9./4	

## 5.3 Events

### Events in the timetable

Events affecting only one part of the class and which therefore only show one student group assigned are from now on displayed next to each other in the class timetable.

2a - Class 2a (Hugo) Timetable (Cla1)

23.09.2019 - 28.9.2019

	Mo	Tu	We
1	MA New <u>R2a</u>	BI Cer <u>R2a</u>	RE Nobel <u>R2a</u>
2	PH New <u>PL</u>	MA New <u>R2a</u>	*PEB Rub <u>SH1 Sport</u> *PEG Arist <u>SH2 Sport</u>
3	EN Cer <u>R2a</u>	EN Cer <u>R2a</u>	DE Cer <u>R2a</u>
4	*PEB Rub <u>SH1 Sport</u> *PEG Arist <u>SH2 Sport</u>	GA New <u>R2a</u>	HI Hugo <u>R2a</u>
5			
6			
7			Event AR Cal <u>R2</u>
8			AR Cal <u>R2</u>

Cla1 - Class 1\*

### Values for events

As of Untis 2019 you can define a value for events. This entry directly affects the substitution statement if you check "values" in the "Count how" area of the substitution counter.

Event / Teacher

From-To: 19.09.2019

Th

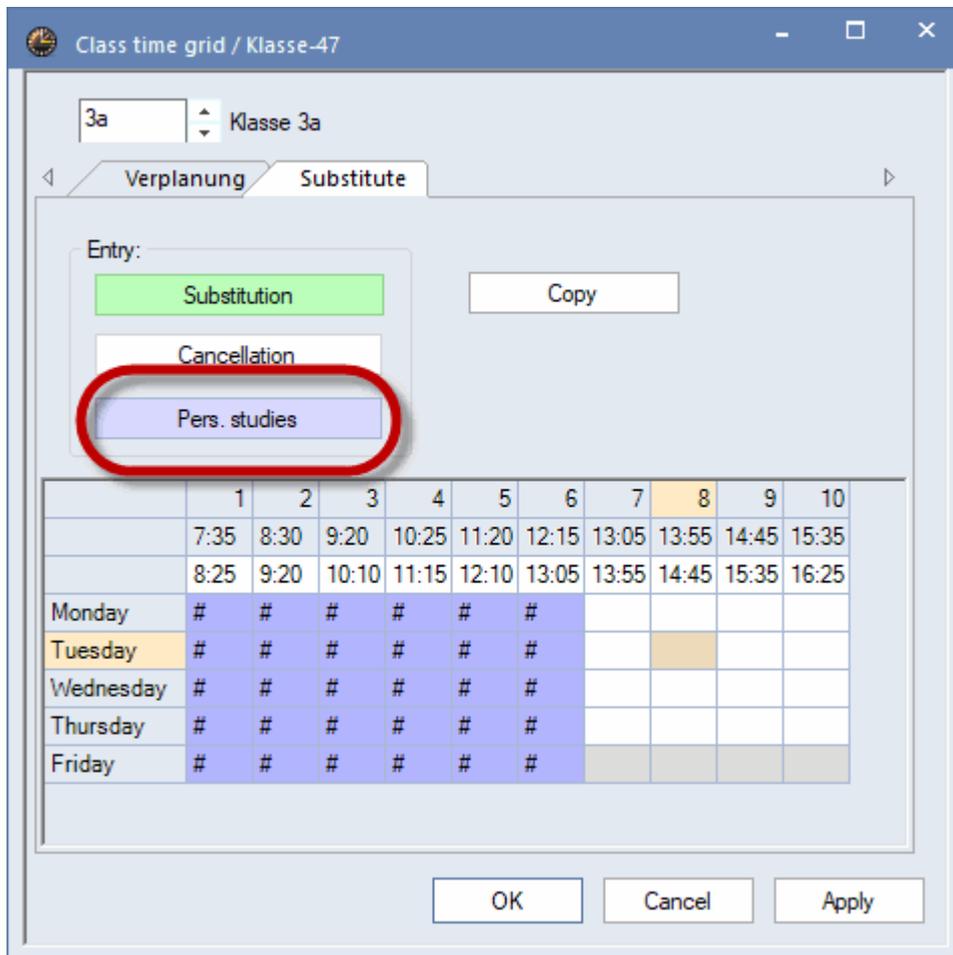
Event-nr.	Class	Cl.-Fr.	Teacher	from DD.MM.	FROM period	to DD.MM.	TO period	Count	Abs. reason	Value
11	1a,1b		Curie	19.09.	1	02.12.	8	<input checked="" type="checkbox"/>	CC	10.000

**Test school DEMO** Timetable 2019/2020  
For demo and test only Valid from: 10 October

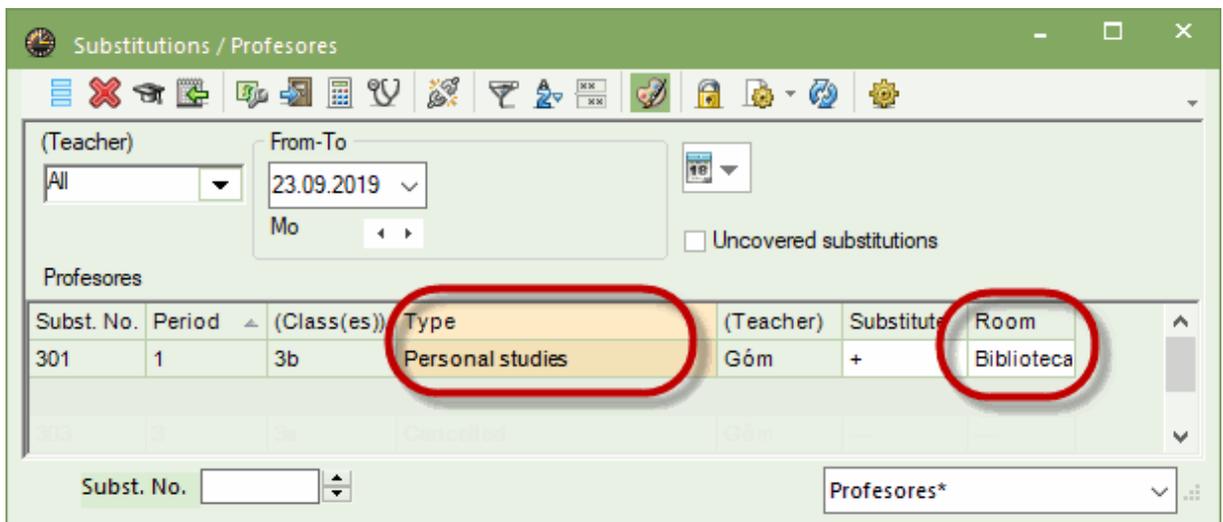
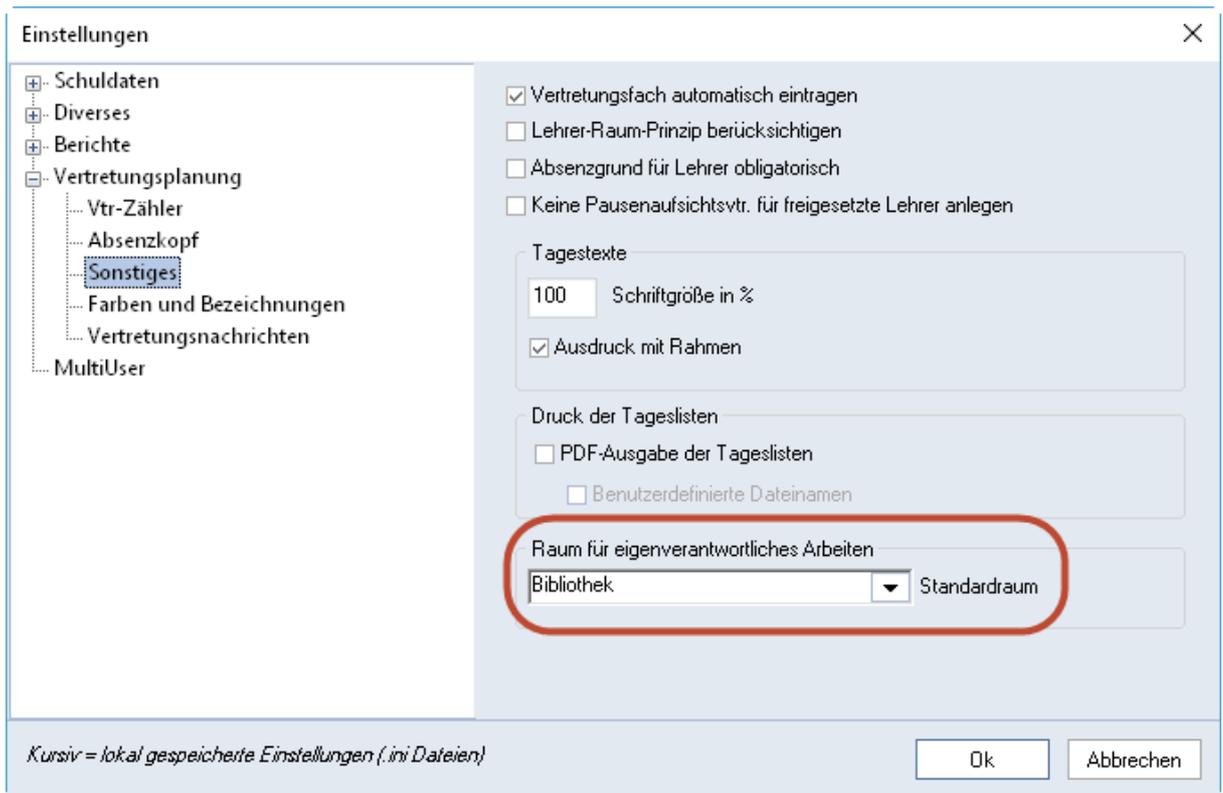
Event-nr.	Class	Teacher	from DD.MM.	FROM period	to DD.MM.	TO period	Abs. reason	Count	Value
11	1a, 1b	Curie	19.9.	1	2.12.	8	CC	10.000	10.000

## 5.4 Personal studies

You can create personal studies, i.e. substitutions which do not need a cover teacher, either individually via '+' substitute or via the class time grid for the entire class.



As of Untis 2019 you can pre-define a default room for *personal studies* in the settings.



## 5.5 Substitution statement

New fields have been added to the substitution statement:

### Substitutions for break supervision

There is a separate area in the substitution statement which provides a balance of planned and covered break supervisions of a specific teacher in a certain time range.

<b>Arist Aristoteles</b>									
<b>Vertretungen / Entfälle / WertKorrektur : 16.12. - 20.12.</b>									
Datum	Stunde	E/V/F	Wert	Zähler	Fach	Klasse(n)	Grund	Text	
16.12.	Mo/6	+V	1	1	Werken	1a	Vertretung		
17.12.	Di/1/2		0	1			PA-Vertr.		
<b>Vertretungen: 1</b>									
<b>Verlegung: 0</b>									
<b>Entfälle: 0</b>									
<b>Entfall nicht zu zählen: 0</b>									
<b>Summe: 1</b>									
<b>Pausenaufsichten geplant: 4</b>									
<b>Pausenaufsichtsentfall: 0</b>									
<b>Pausenaufsichtsvertretung: 1</b>									
<b>Pausenaufsichten gehalten: 5</b>									
Vertretungsplanung mit Untis									

## Used / un-used standbys

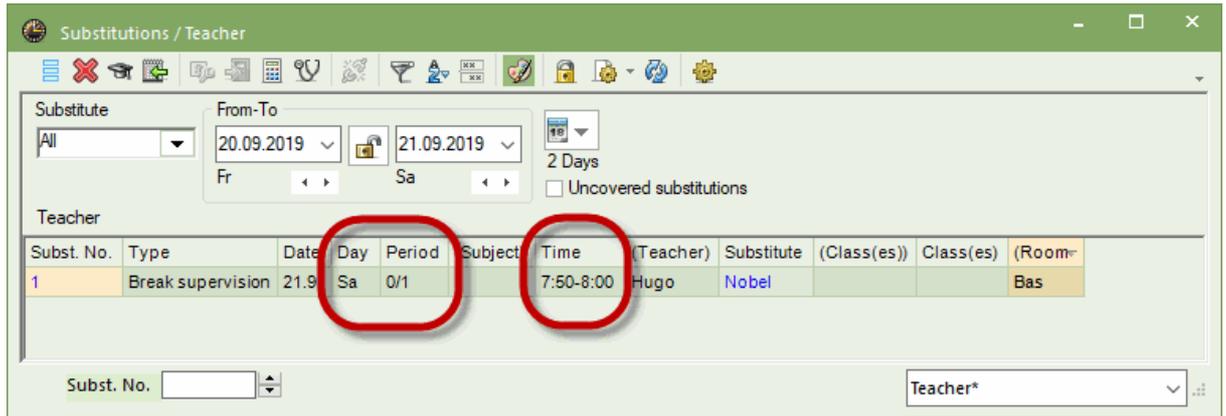
There is now also a separate area providing a balance of standbys of a specific teacher.

<b>Arist Aristoteles</b>									
<b>Vertretungen / Entfälle / WertKorrektur : 10.9. - 30.9.</b>									
Datum	Stunde	E/V/F	Wert	Zähler	Fach	Klasse(n)	Grund	Text	
11.9.	Di/2	+V	1	1	Mathematik	4	Vertret.		
12.9.	Mi/3	+V	1	2	Mathematik	4	Vertret.		
<b>Vertretungen: 2</b>									
<b>Verlegung: 0</b>									
<b>Entfälle: 0</b>									
<b>Entfall nicht zu zählen: 0</b>									
<b>Summe: 2</b>									
<b>Bereitschaften verplant: 9</b>									
<b>Bereitschaften entfallen: 0</b>									
<b>Bereitschaften genutzt: 2</b>									

## 5.6 Break supervision

### Splitting of break supervisions: shown in substitution list

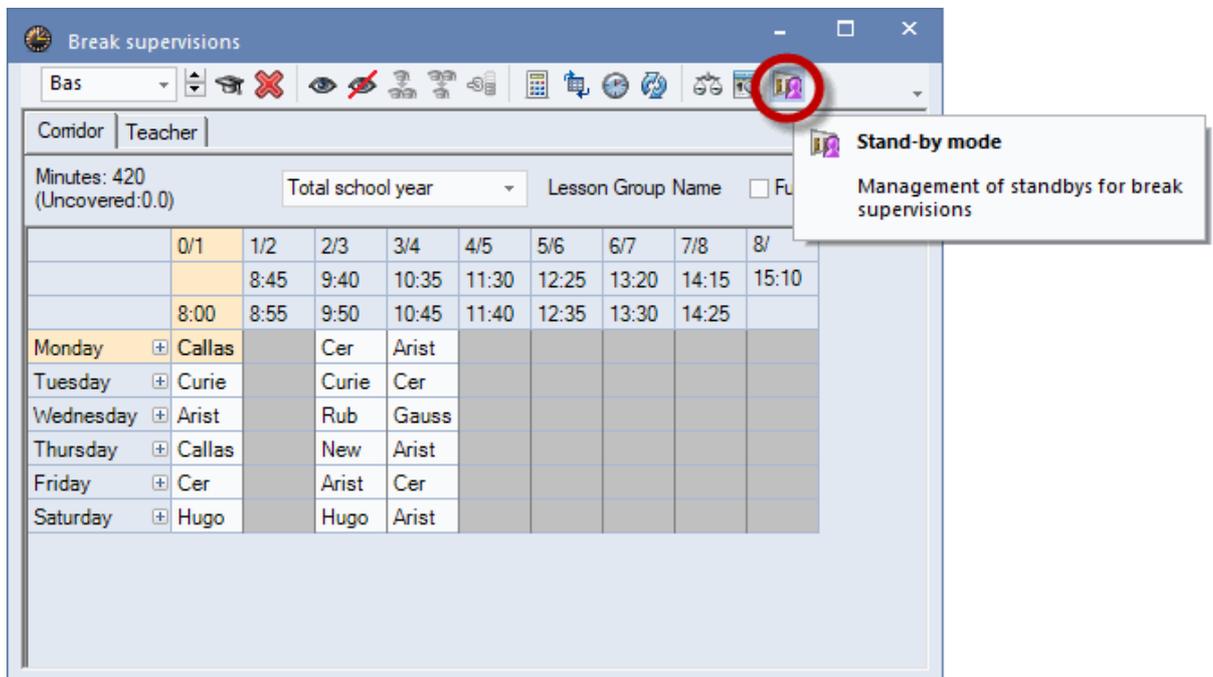
If break supervisions are split, it now clearly shows in the substitution list which of the supervisions needs to be cover without entering any additional data.



**Standby for break supervision**

For quite some time now, you have been able to schedule supervisions in the breaks for certain supervision areas by the means of the *Break Supervision* module. At the same time the *Substitution Planning* module has supported you for quite some time to find a substitute for colleagues who are not able to do their planned supervisions due to absence.

Untis 2019 now provides you with the opportunity to also schedule *standbys* for break supervisions. The *Break Supervision* window now has a button for putting it into standby mode.



The standby mode provides you with the possibility to nominate a teacher for standby for every break supervision by either entering the name of the respective teacher or via the *Teacher suggestion* window.

The image shows two overlapping software windows. The top window, titled "Break supervisions: Standbys for cover teachers", displays a grid of teacher availability. The columns represent lesson periods (0/1, 1/2, 2/3, 3/4, 4/5, 5/6, 6/7, 7/8, 8/), and the rows represent days of the week (Monday to Saturday). The 0/1 period is highlighted in yellow, and the corresponding cells for Monday through Saturday contain "???", indicating standby teachers. The bottom window, titled "Teacher Suggestion", shows a table of suggested teachers with their respective attributes.

Name	Minutes	Max. min.	Less. bef.	Less. afte	Before 1s	After last	NTP prior	NTP after
Callas	50.000	999.000	✓					✓
Rub	55.000	999.000	✓					✓
Hugo	45.000	999.000	✓			✓		
New	55.000	999.000	✓	✓				
Gauss	35.000	999.000				✓		

The standby teachers for break supervisions are then marked in substitution mode.

The image shows two overlapping software windows. The top window, titled "Substitutions / Lehrer", displays a table of substitution entries. A red arrow points to the entry for "Break supervision" on 19.09.2019, Th, 0/1, where the substitute is marked as "???". The bottom window, titled "Substitute Suggestion", shows a table of suggested substitutes for a specific date and period. The "Standby" column for the "Cer" entry is circled in red, indicating that the standby teacher is being suggested.

Subst. N	Type	Date	Day	Period	(Subject)	Subject	(Teach)	Substitute	(C)
7	Break supervision	19.9.	Th	0/1			Hugo	???	
1	Substitution	19.9.	Th	1	His		Hugo	Curie	3b
2	Substitution	19.9.	Th	2	His		Hugo	Ander	4
3	Substitution	19.9.	Th	3	Gw		Hugo	Gauss	3b
6	Break supervision	19.9.	Th	3/4			Hugo	???	

Name	Counter	Max. min.	Standby	Less. be	Less. aff	Before 1	After las	NTF
Cer	-1	999	✓			✓	✓	
Arist		999				✓	✓	
Curie		999				✓	✓	
New		999				✓	✓	
Gauss		999				✓	✓	

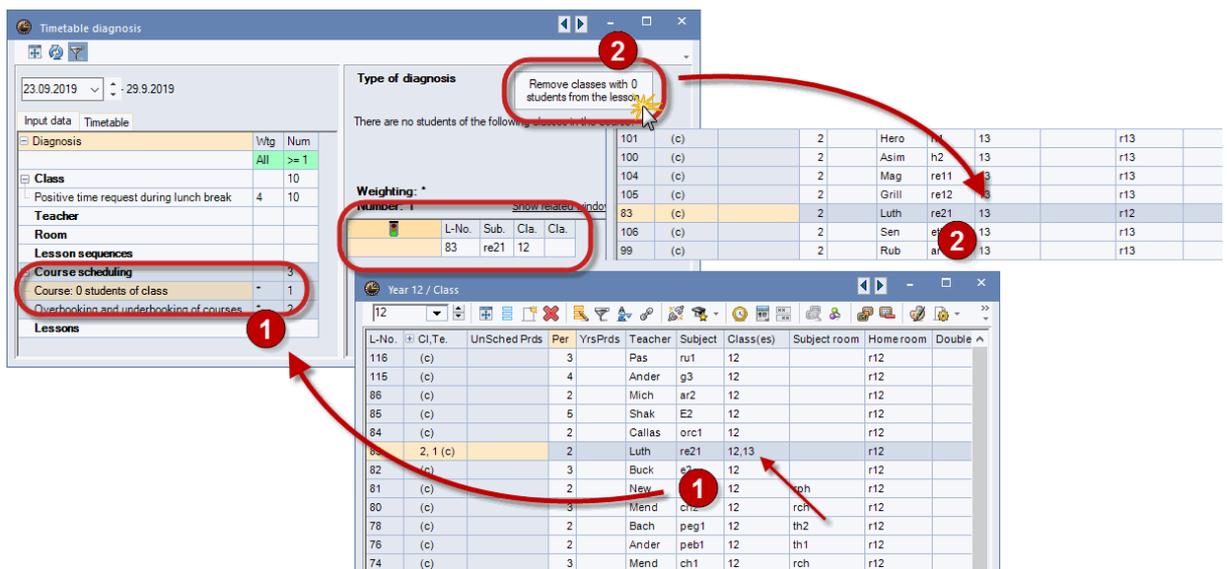
## 6 Course Scheduling module - student timetables

### 6.1 Diagnosis

#### Courses assigned with classes of which no student takes part in

If you schedule an optional (compulsory) subject by the means of the student timetables module, it often happens that a certain course which is offered to students of a certain class is not selected by any of the students. In this case the class of which none of the students take part in the course should be deleted from the lesson before the timetable optimisation is carried out.

Untis 2018 introduced a respective item in the diagnosis at the input data. Untis 2019 now has a new feature which allows for automatic removal of such assignments. The button you need to click becomes visible in the diagnosis window as soon as you select the item <Course: 0 students of class>.



#### Clusters: Subject once per day not possible

If several teachers are scheduled with contradictory time requests in a cluster, it can happen that it is not possible any more to schedule the periods of a cluster on different days.

**Example: creating a cluster**  
Subjects once per day not possible

Course-Cluster-Matrix

76 Periods/week 9 Clashes

Class level: All

Class: All

Subject/Les. H1 / 13 Per (Open periods) 5 (0) Students 12

Cluster T1 5 34

								1	2	3	4	5
								T1	T2	T3	T4	T5
								5	5	5	5	5
								34	37	24	50	27
Subject	Les.	Per	Open periods	Teacher	Class(es)	Level	Stu.	34	37	24	50	27
E1	6	5	0	Shak	12	12	19	X				
M1	9	5	0	Fer	12	12	15	X				
E1	87	5	0	Stan	13	13	24		X			
M1	90	5	0	Kep	13	13	13		X			
E2	85	5	0	Shak	12	12	6			X		
BIO1	10	5	0	Nobel	12	12	10			X		
H1	13	5	0	Cer	12	12	12			X		
H1	94	5	0	Tolk	13	13	7				X	
PH1	93	5	0	New	13	13	11				X	
BIO1	91	5	0	Mend	13	13	10				X	
Eco1	89	5	0	Marx	13	13	22				X	
PH1	12	5	0	Gal	12	12	9					X
CH1	11	5	0	Curie	12	12	9					X
L1	7	5	0	Cic	12	12	9					X

The 5 period cluster T3 contains the courses H1, E2 and BIO1. Teachers Cer and Shak are obviously part-time teachers, Cer is blocked on Fridays, Shak on Mondays.

The image displays two screenshots of a software interface titled "Time requests / Teacher".

The top screenshot shows the interface for Miguel Cervantes. It features a grid with columns for days 1 through 10, and rows for days of the week. The Friday row contains red cells with the value "-3" in columns 1 through 10. Below the grid is a table for "Additional unspecific time requests" with columns for Range, Number, and Time request.

	1	2	3	4	5	6	7	8	9	10	Days	a.m.	p.m.
Monday													
Tuesday													
Wednesday													
Thursday													
Friday	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3			

The bottom screenshot shows the interface for William Shakespeare. It features a similar grid. The Monday row contains red cells with the value "-3" in columns 1 through 10. The rest of the grid is empty.

	1	2	3	4	5	6	7	8	9	10	Days	a.m.	p.m.
Monday	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3			
Tuesday													
Wednesday													
Thursday													
Friday													

Since none of the courses allows double periods it is impossible to schedule the five cluster periods on different days of the week, since the teachers are only three days of the week together in school. This is now also shown in diagnosis.

Timetable diagnosis

23.09.2019 - 29.9.2019

Input data Timetable

Diagnosis	Wtg	Num
All	>= 1	
<b>Class</b>		13
Subject only once per day not possible	3	3
Positive time request during lunch break	4	10
<b>Teacher</b>		
<b>Room</b>		
<b>Lesson sequences</b>		4
Same student in 2 lessons	•	2
Subject only once per day not possible	3	2
<b>Course scheduling</b>		1
Overbooking and underbooking of courses	•	1
<b>Lessons</b>		

**Type of diagnosis**

Untis tries to schedule a certain subject no more than once per day per class. Untis enforces this rule comprehensively, such that it checks the 'names' of the subjects of the individual lessons of a class and does not schedule these lessons on the same day, even if you actually meant different student-groups, e.g. in Math. The subjects listed would have to be scheduled on more days per class than there actually are available for scheduling.

**Weighting: 3**  
**Number: 2** [Show related windows](#)

Cluster	TPer.	Double pers.
T1	4	0-0
T3	2	0-0

In Untis 2019 you now can specify if the requirement 'Subject only once per day' should be taken into account in [total optimisation](#).

## 6.2 Course student overview

In Untis 2019 it is now easy to transfer the allocation of a student group to another course by using the clipboard.

**Example: Copy&Paste**  
Copying of course allocations

The picture below shows that 18 students have been allocated to course *d1*, course *en1*, however, does not have any students yet.

The screenshot shows the 'Course-Student overview' window. The main table lists student allocations for various courses. A red callout bubble with the text '<Ctrl> - C' and a red arrow points to the row for student 'Goethe' (ID 18, course d1). Another red arrow points to the row for student 'Car' (ID 0, course en1). The right pane shows a list of students for lesson 14, d1.

Course	Min. No.	Max. No.	Student ID	Student Name
d1	5	25	18	Goethe
d1	5	25	26	
d2	5	25	25	Back
d2	5	25	22	Sutt
d3	5	25	12	Ander
d3	5	25	9	Grill
E1	5	25	3	19 Shak
E1	5	25	3	24 Stan
e2	5	25	3	12 Buck
E2	5	25	3	6 Shak
eco1	5	25	6	20 Marx
eco1	5	25	7	9 Smith
Eco1	5	25	6	21 Smith
Eco1	5	25	7	22 Marx
en1	5	25	3	0 Car
en1	5	25	3	19
eth1	5	25	12	Arist

Students	Clas.	Altern. Courses	Surname
Talisker	12	d1, d2, d3	Talisker
Laphroaig	12	d1, d2, d3	Laphroaig
Bowmore	12	d1, d2, d3	Bowmore
Bunnahabain	12	d1, d2, d3	Bunnahabain
GlenElgin	12	d1, d2, d3	GlenElgin
Glenlivet	12	d1, d2, d3	Glenlivet
HighPark	12	d1, d2, d3	HighPark
Glenturret	12	d1, d2, d3	Glenturret
Pulteney	12	d1, d2, d3	Pulteney
Strahisla	12	d1, d2, d3	Strahisla
Knockando	12	d1, d2, d3	Knockando
Lochnagar	12	d1, d2, d3	Lochnagar
Tullibardine	12	d1, d2, d3	Tullibardine
Deanston	12	d1, d2, d3	Deanston
Brackla	12	d1, d2, d3	Brackla
Dumbarton	12	d1, d2, d3	Dumbarton
Auchentoshan	12	d1, d2, d3	Auchentoshan
Coleburn	12	d1, d2, d3	Coleburn

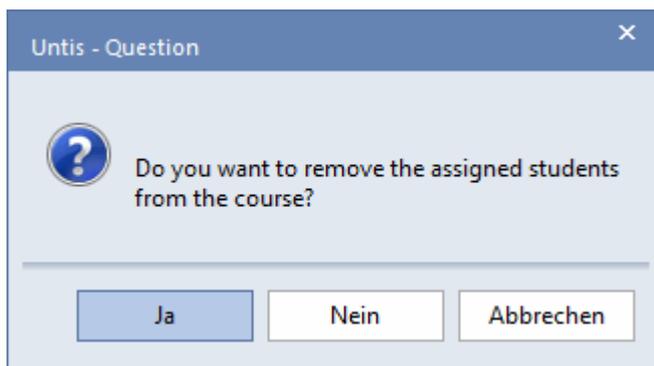
First select course d1 and copy the student allocation to the clipboard with <Ctrl>.>-<C>.

Now select course en1 .

	Cla.	Subj	DNo	Stud.	Tea.	Min. No.	Max. No.
	12	d1		18	Goethe	5	25
	13	d1		26	Gri	5	25
	12	d2		25	Bach	5	25
	13	d2		22	Sutt	5	25
	12	d3		12	Ander	5	25
	13	d3		9	Grill	5	25
	12	E1	3	19	Shak	5	25
	13	E1	3	24	Stan	5	25
	12	e2	3	12	Buck	5	25
	12	E2	3	6	Shak	5	25
	12	eco1	6	20	Marx	5	25
	13	eco1	7	9	Smith	5	25
	12	Eco1	6	21	Smith	5	25
	13	Eco1	7	22	Marx	5	25
	12	en1	3	0	...	5	25
	13	en1	3	19	...	5	25
	12	eth1		12	Arist	5	25

Now paste the student allocation with <Ctrl.>-<V>.

If the target course is not empty, i.e. students have already been allocated to this course, you will be asked, if you want to delete the already allocated students from the course before the new student allocation will be inserted.



## 6.2.1 Exam scheduling

There have been some changes in scheduling exams.

When you click the button <New exam> you are asked to select the course or the lesson this exam is based on. When you select the courses for the exams, you now additionally see how many students are scheduled to take this exam based on your statistical code:

Crse. X

An exam has to be allocated to at least one lesson (or a course).

Les.	Subject	Cla.	Tea.	In course	For exam
88	L1	13	Sen	11	0
9	M1	12	Fer	15	0
90	M1	13	Kep	13	0
12	PH1	12	Gal	9	8
93	PH1	13	New	11	6
17	ar1	12	Rub	13	0
99	ar1	13	Rub	11	0
86	ar2	12	Mich	22	0
72	bio1	12	Foss	20	0
109	bio1	13	Foss	24	0
73	bio2	12	Foss	19	0
74	ph1	12	Mond	25	0

Show lessons

All Marked Inverse

OK Cancel

Even after having selected the courses/clusters, you see in the exam window how many students of the course will take part in the exam. As usual, you can add or delete any other course to the exam at a later point in time, however, at least one course needs to remain in the course of lists. The last remaining course in this list cannot be deleted.

19.09.2019 Date

1 First period 1 Last period

Exam 1 Name

First exam Text

Courses/Students Teachers/Rooms

Courses (lessons) Clusters Stat. code(s) Students

Selection... Selection... s Selection...

Lesson	Subj	Tea	In course	In exam
87	E1	Stan	24	0
89	Eco1	Marx	22	0
12	PH1	Gal	9	8
93	PH1	New	11	6

Name	Cl.	Course
GlenFarclas	12	PH1
Pulteney	12	PH1
Strahisla	12	PH1
IsleJura	12	PH1
Macallan	12	PH1
Glengoyne	12	PH1
Tomatin	12	PH1
Coleburn	12	PH1
Sleepy	13	PH1
Shir	13	PH1
Rabbit	13	PH1
Aladdin	13	PH1
Flower	13	PH1
Snoopy	13	PH1

And the function <Course teacher> now imports *all* teachers of the cluster to the exam (and not only the one who was selected first for each). Similarly the function <Course room> also imports all rooms of the cluster.

Exams

19.09.2019 30.06.2020

24.10.2019 Date

1 First period 3 Last period

Exam 1 Name

First exam Text

Courses/Students Teachers/Rooms

Teachers Rooms

Selection... Selection...

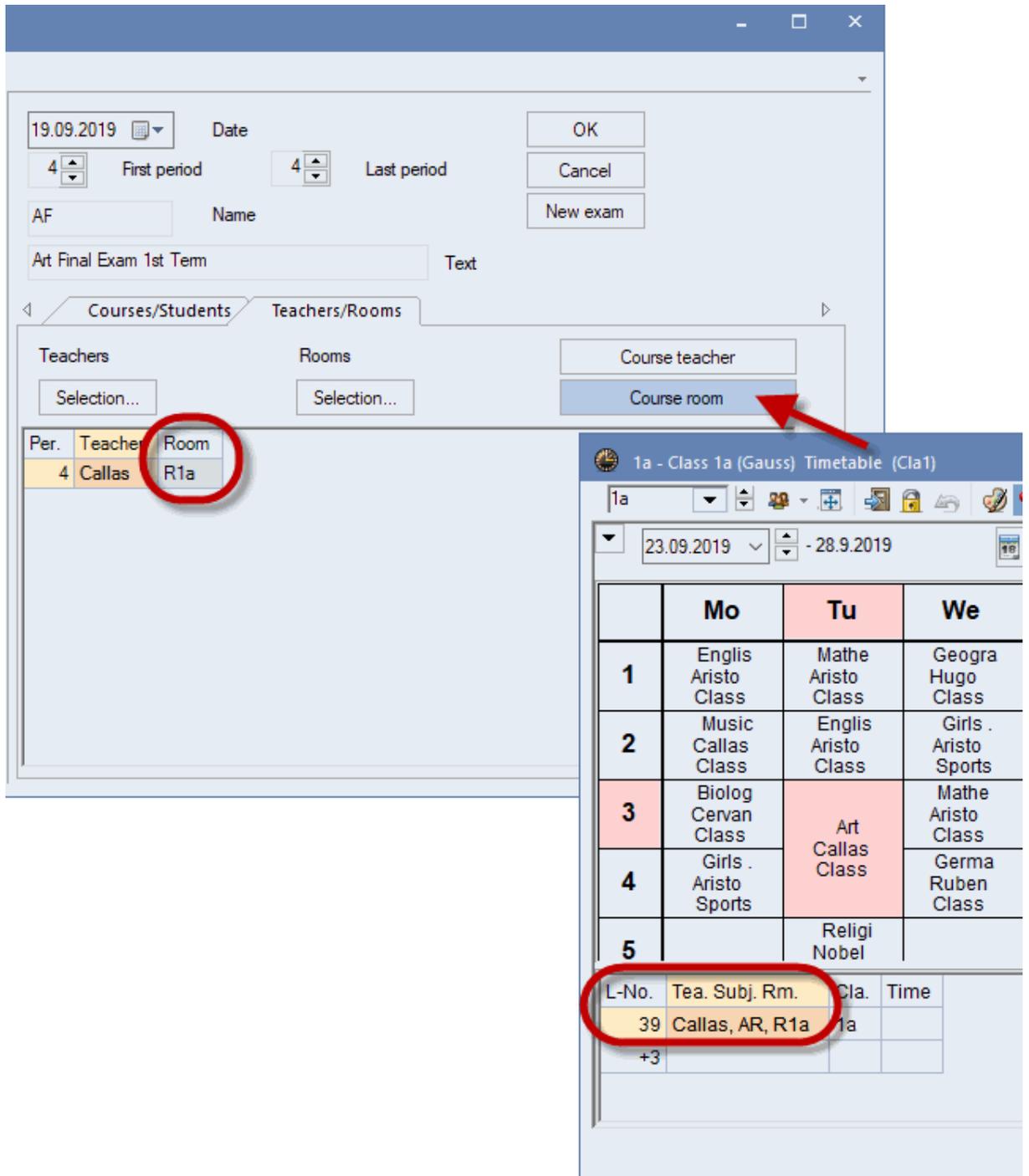
Course teacher

Course room

Day	Fr.	To	Name	Text	Courses	Stud.	Teachers	Rooms
24	1	1	Exam 1	First	E1/87, Eco	14	Stan, Marx	r13, rph

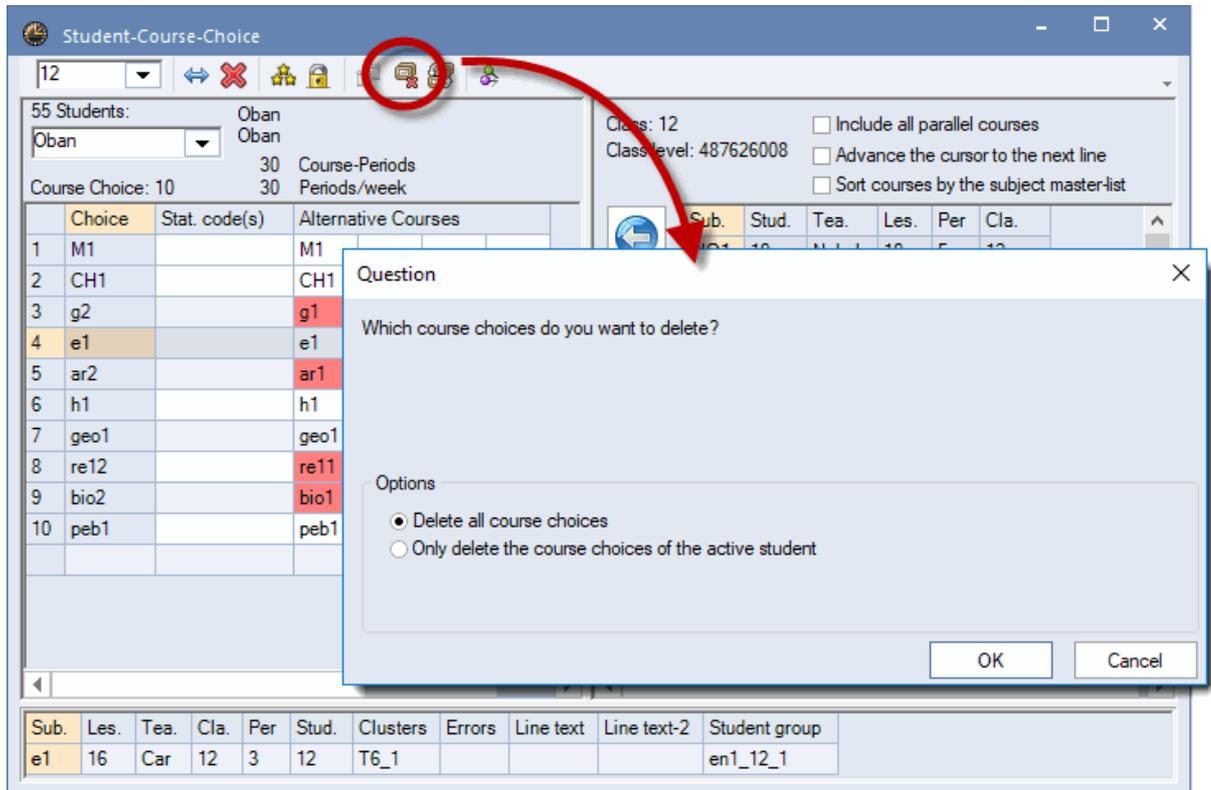
Per.	Teacher	Room
1	Stan,Marx,Gal,New	r13,rph
2	Stan,Marx,Gal,New	r13,rph
3	Stan,Marx,Gal,New	r13,rph

Furthermore, the *allocated* room is imported according to the timetable and not the room which is stated in one of the room columns of the lesson.



### 6.3 Studen-Course-Choice

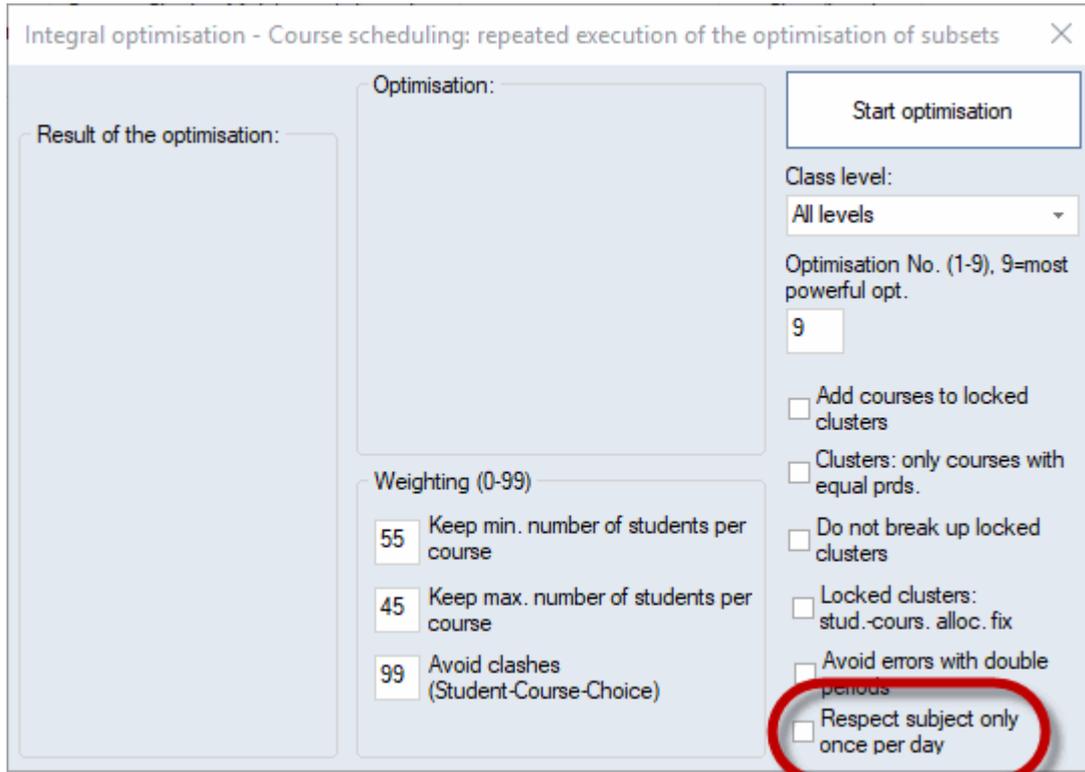
The function <Delete all course choices> has a new option in our 2019 version: it is now possible to only delete the course choice of the active student. .



## 6.4 Total optimisation

Part-time teachers who are only teaching on certain days of the week can very much limit the suitability for scheduling clusters. Untis 2019 therefore shows in the [Diagnosis](#) whether a certain teacher constellation prevents the scheduling of all cluster periods on different days of the week.

In this context you also can define in the total optimisation whether the suitability for scheduling of cluster periods on different days of the week should be taken into account when creating a cluster.



## 6.5 Expansion of Class/Level filter

### Student timetables



The selection of classes or of a class level now also limits the selection of students

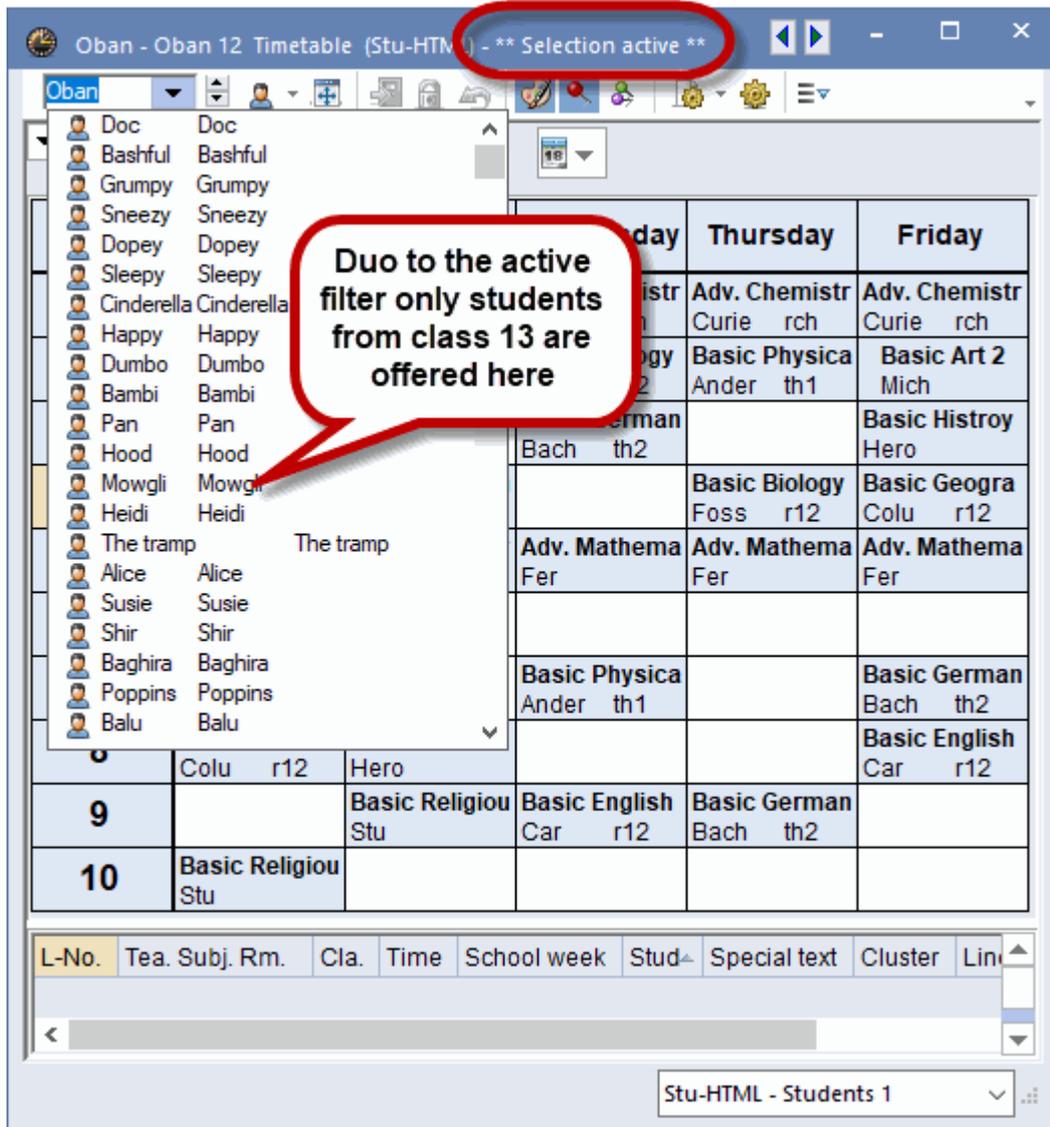
a) in the master data windos and



The filter makes a selection of the students of class 13

Name	Surname	First name	Number	Class	Male	Female
Doc	Doc		S13001	13	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bashful	Bashful		S13002	13	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Grumpy	Grumpy		S13003	13	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sneezy	Sneezy		S13004	13	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dopey	Dopey		S13005	13	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sleepy	Sleepy		S13006	13	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cinderella	Cinderella		S13007	13	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Happy	Happy					<input type="checkbox"/>
Dumbo	Dumbo					<input type="checkbox"/>
Bambi	Bambi					<input type="checkbox"/>
Pan	Pan	Pet				<input type="checkbox"/>
Hood	Hood	Rob				<input type="checkbox"/>
Mowgli	Mowgli		S13013	13	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heidi	Heidi		S13014	13	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The tramp	The tramp		S13015	13	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cinderella	Cinderella		S13016	13	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Alice	Alice		S13017	13	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Susie	Susie		S13018	13	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Shir	Shir	Khan	S13019	13	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Baghira	Baghira		S13020	13	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Poppins	Poppins	Mary	S13021	13	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Balu	Balu		S13022	13	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Louie	Louie		S13023	13	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hathi	Hathi		S13024	13	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sleeping Beauty	Sleeping Beauty		S13025	13	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Merlin	Merlin		S13026	13	<input checked="" type="checkbox"/>	<input type="checkbox"/>

b) in the students timetables.

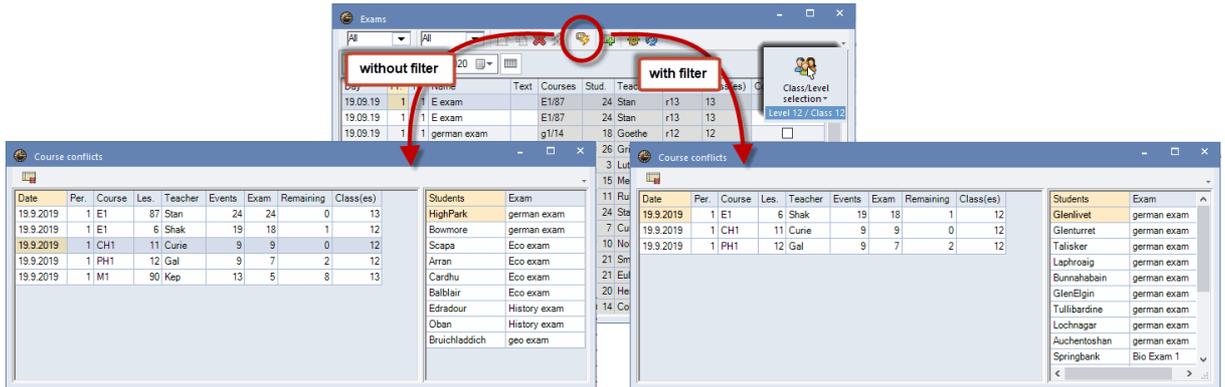


**Due to the active filter only students from class 13 are offered here**

For a better overview the text *\*\* active selection \*\** is shown in the heading of these windows when the filter is active.

### Conflicting courses

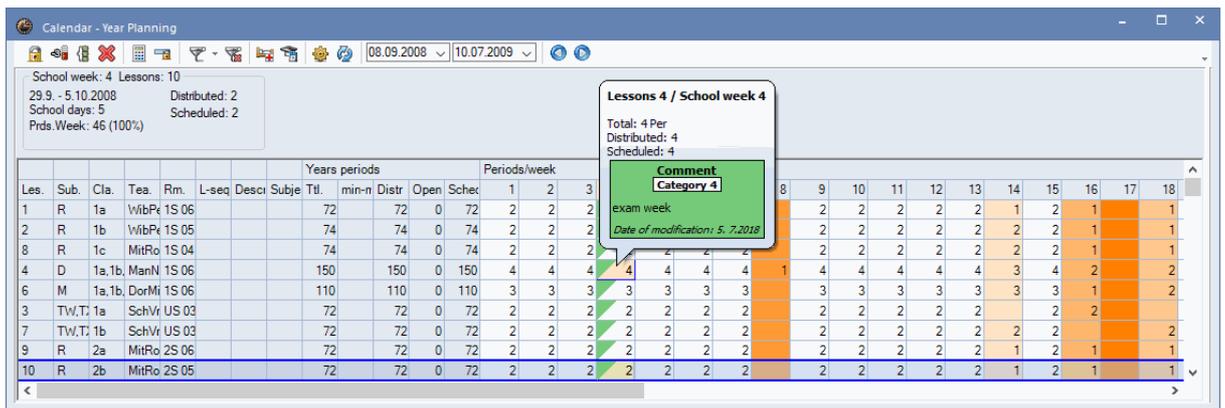
In the exams the Class/Level selection now also has an effect on the list of conflicting courses.



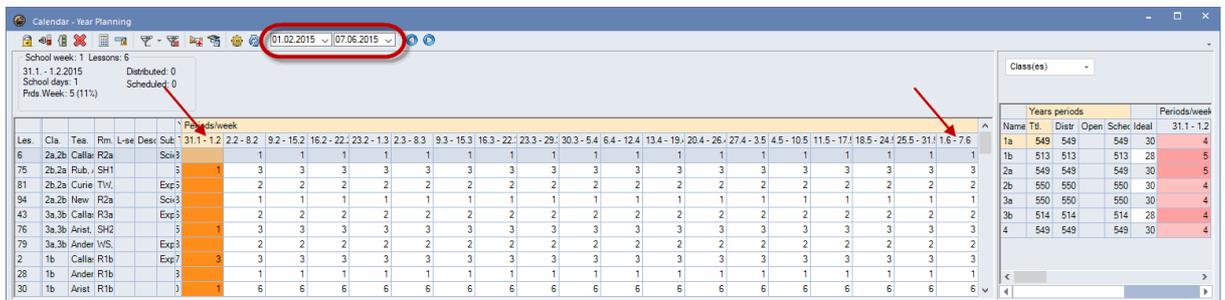
## 7 Calendar - Year Planning module

### Calendar – Year Planning

In the Calendar – Year Planning window you can also use the new [comments](#) feature.

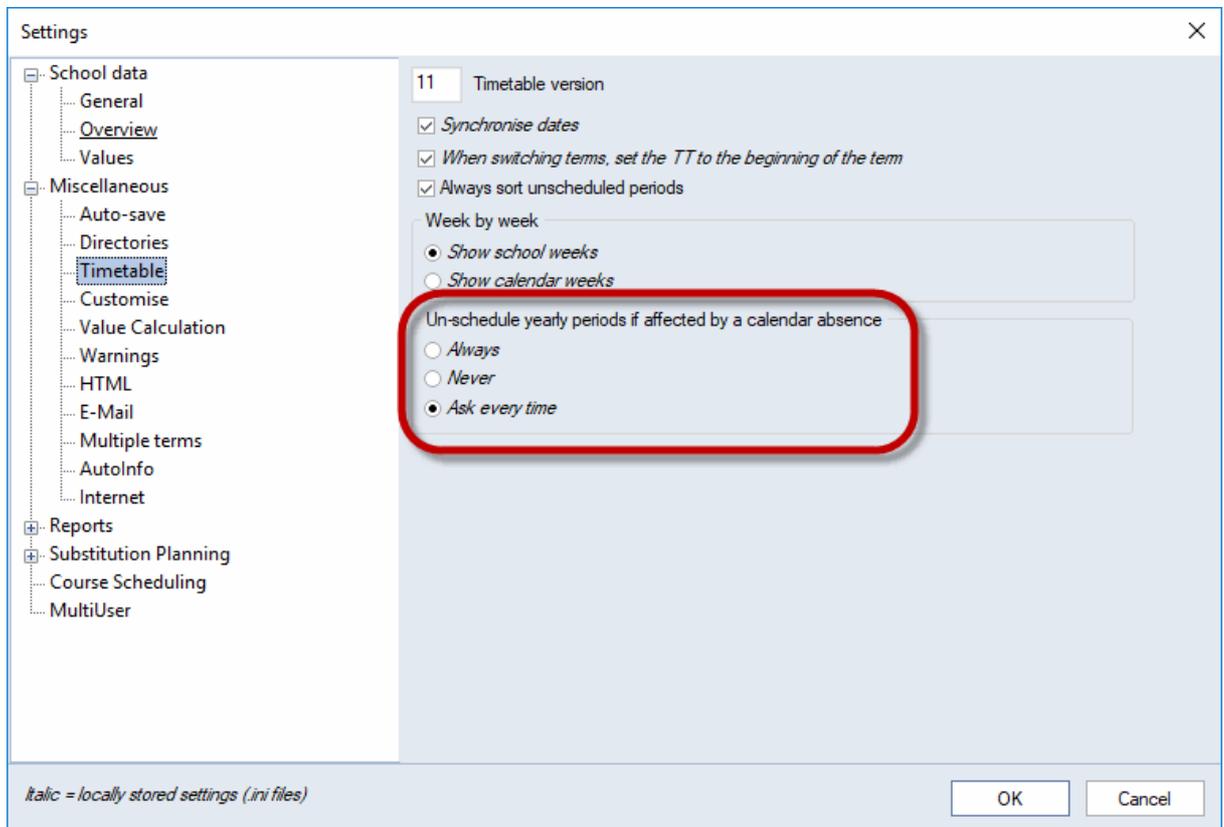


The new date fields enable you to freely choose the time range.



### Calendar absences

As of Untis 2019, you can define in the *Timetable* section (go to 'Settings | Miscellaneous') whether yearly periods which are affected by a calendar absence should optionally not be automatically unscheduled.



## 8 Minutes module

### 8.1 Lunch breaks

In the Minutes mode it is now possible to give the teachers' or the students' lunch breaks different labels:

Time Grid for Minutes TT ✕

Lessons per day and midday breaks in Period-minutes (HH.MM)

	Lessons begin	Lessons end	Lunch begins	Lunch ends
Monday	8.00	15.10	11.40	13.20
Tuesday	8.00	15.10	11.40	13.20
Wednesday	8.00	15.10	11.40	13.20
Thursday	8.00	15.10	11.40	13.20
Friday	8.00	15.10	11.40	13.20

0.45 Length of an Untis period (HH.MM)

0.45 Default value of an Untis period (HH.MM)

0.15 Classes: Max. break between lesson periods in any half-day

0.22 List of unscheduled rooms

0.30 Minimum length of the lunch break

Lunch break label

lunch break	Classes
lunch	Teachers

Type of conversion

Using Untis times (A)

Using subject length and breaks (B)

Double periods like single periods

Do not overwrite the weekly or yearly targets

Do not overwrite the minute-target in the lessons

Do you want to convert the data and change to minute-mode?

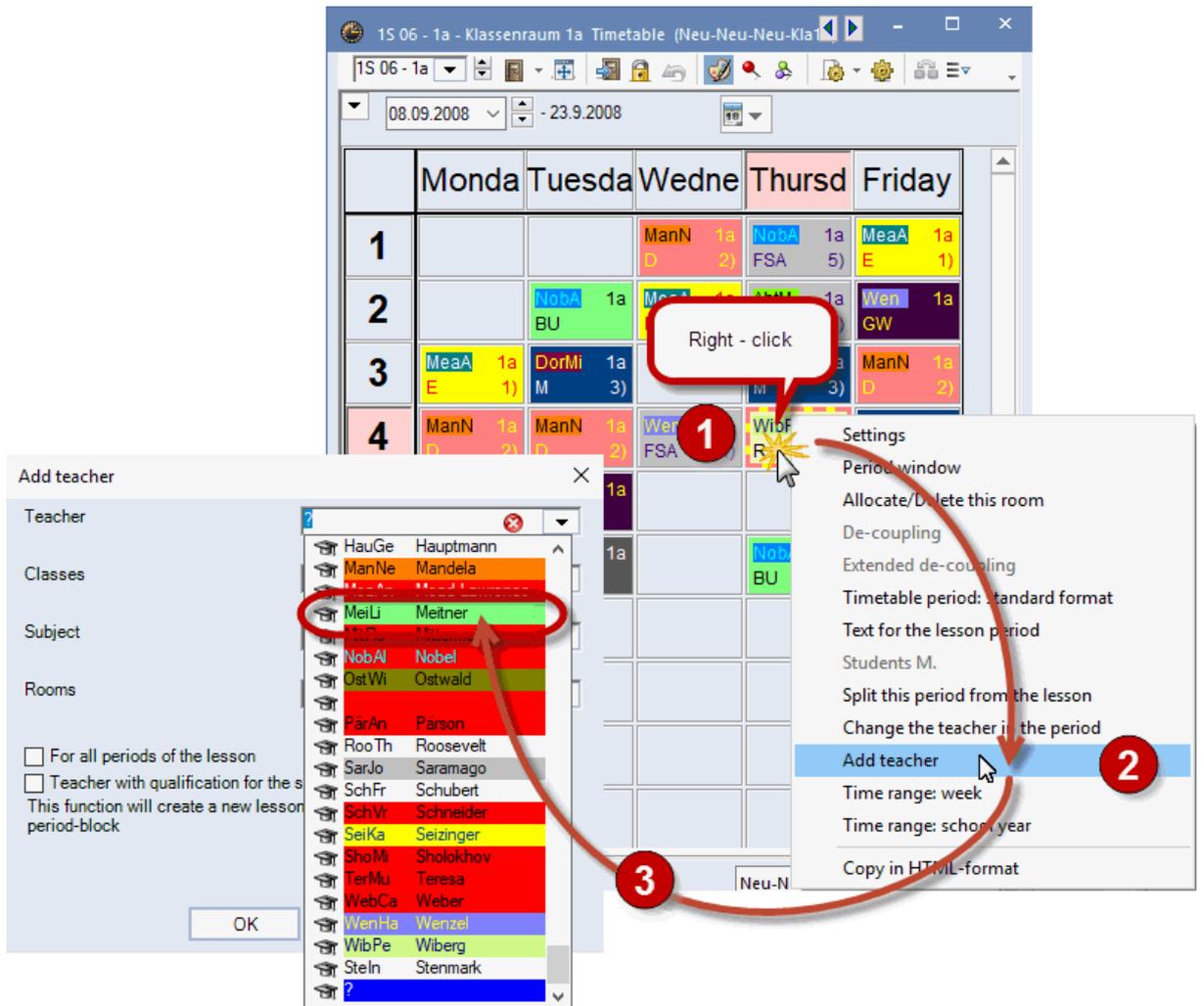
2a - Class 2a (Hugo) Timetable (Cla-Diag)

School year: 16.9.2019 - 30.6.2020

	Mo	Tu	We	Th	Fr	Sa
8.00	MU Calla 8.00 - 8.45	AR Calla 8.00 - 9.30	Gec. Hugo 8.00 - 8.45	DE Cer 8.00 - 8.45	DE Cer 8.00 - 8.45	
9.00	RE Nobel 8.55 - 9.40			HI Hugo 8.55 - 10.25	EN Cer 8.55 - 9.40	BI Cer 8.55 - 9.40
10.00	MA New 9.50 - 10.35	PEB. Rub 9.50 - 10.35		MA New 9.50 - 10.35	PH New 9.50 - 10.35	EN Cer 9.50 - 10.35
11.00	DE Cer 10.45 - 11.30	BI Cer 10.45 - 11.30	RE Nobel 10.45 - 11.30	PH New 10.45 - 11.30	EN Cer 10.45 - 11.30	Gec. Hugo 10.45 - 11.30
12.00	EN Cer 11.40 - 12.25	MA New 11.40 - 12.25	*CH. Calla 11.40 - 12.25	lunch break 11.40 - 13.20	MA New 11.40 - 12.25	
13.00	lunch break 12.25 - 13.20	lunch break 12.25 - 13.20	lunch break 12.25 - 13.20			GA. New 12.35 - 13.20
14.00				PEB. Rub 13.30 - 15.00	TX. Curie 13.30 - 15.00	

Cla-Diag - Class-Diagnose\*

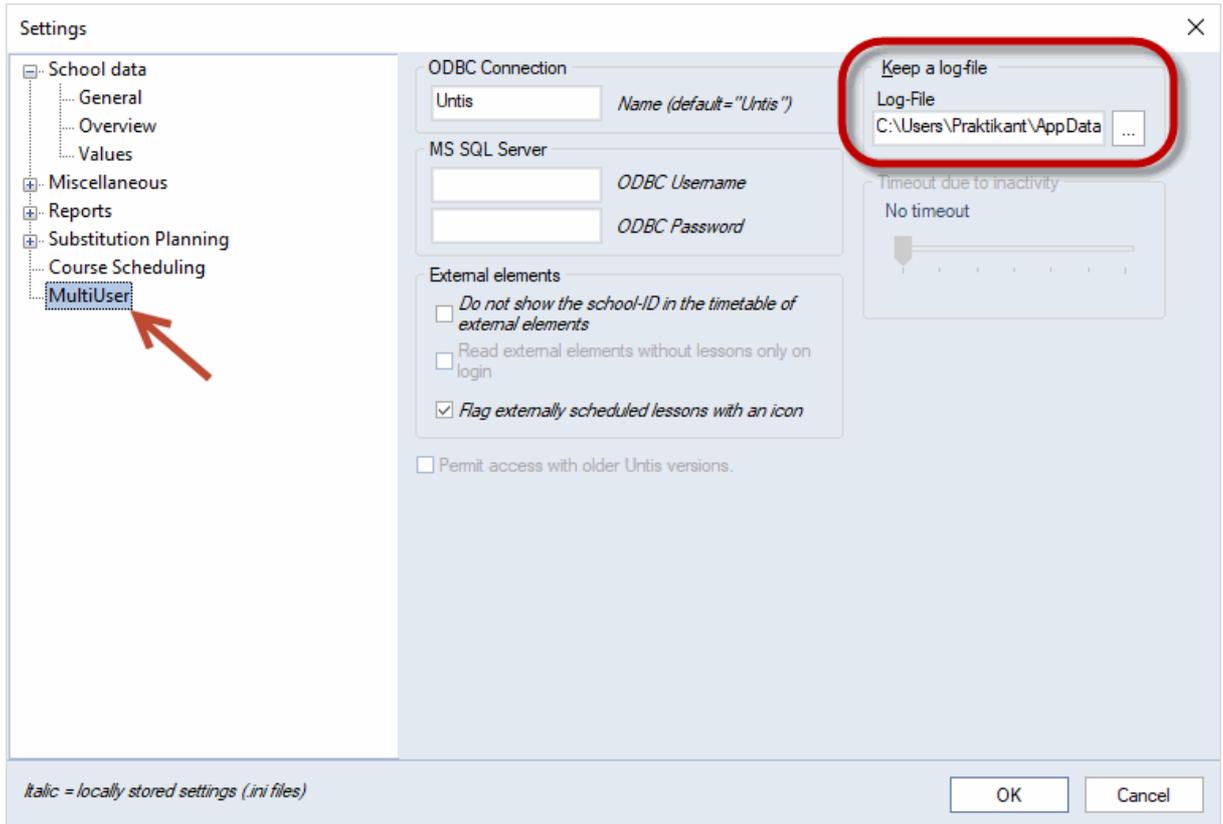




## 9 Untis MultiUser

### Log file

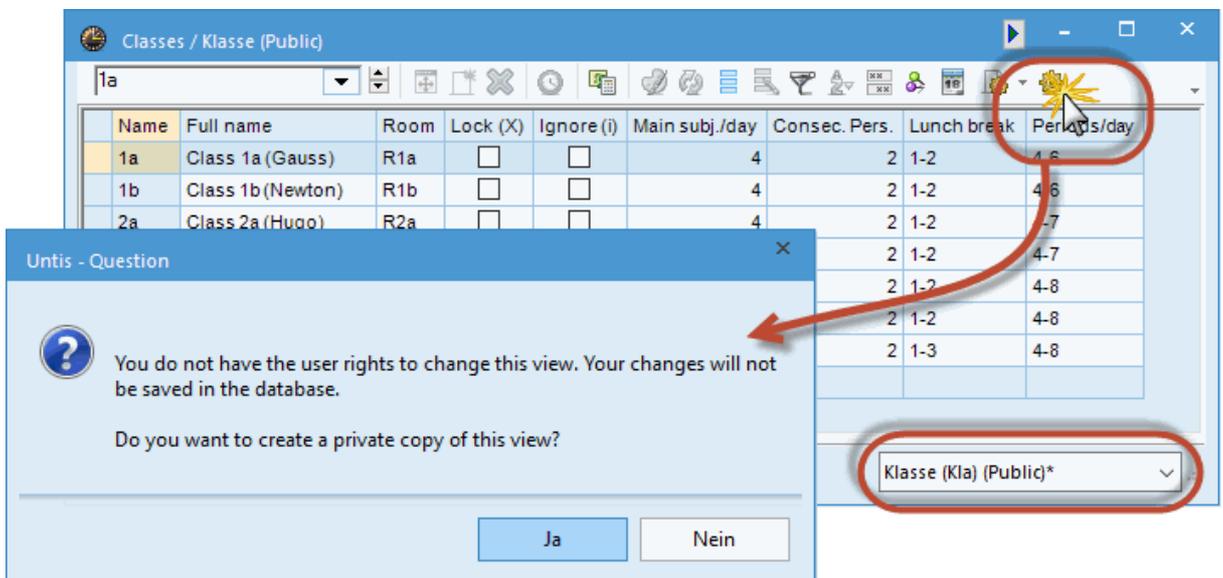
If (SQL) error messages come up while using the database they are now written into a log file. The path of this log file can be defined under 'Settings | MultiUser'.



## Private copies of public views

Public views are available to all users of the MultiUser module, even to those who are not authorised to change any public view.

If a user tries to modify a public view, e.g. in order to change the font size, Untis 2019 now provides you with the possibility to automatically make a private copy of the public view:



Futhermore, the user then is provided with the possibility to enter names and full names of these views.

**New format**

MyCla      Name

My Class view      Full name

In menu

Public

### Cover scheduling

The new user column in the cover scheduling views shows which user has made the last changes in a substitution line.

The screenshot shows the 'Substitutions / Lehrer' window with a table of substitution lines. The 'Users' column is circled in red. The table contains the following data:

Subst. No.	Type	Date	Period	(Subject)	Matière	(Teacher)	Substitute	(Class(es))	Class(es)	(Room)	Salle	Substitution text	Users
1	Substitution	3.9.	1	His		Rub	Gauss	3a	3a	R3a	R3a		Administrator
2	Substitution	3.9.	2	Ko		Rub	Curie	4	4				M. Poirot
3	Substitution	3.9.	3	SportK		*Rub	Curie	3a, 3b	3a, 3b	Th1	Th1		M. Poirot
4	Substitution	3.9.	4	SportK		*Rub	Nobel	1a, 1b	1a, 1b	Th1	Th1		Administrator
5	Substitution	3.9.	5	D		Rub	Hugo	1b	1b	R1b	R1b		Miss Marple
6	Substitution	4.9.	1	D		Rub	Gauss	1b	1b	R1b	R1b		M. Poirot
7	Substitution	4.9.	2	D		Rub	Gauss	1b	1b	R1b	R1b		Miss Marple
8	Substitution	4.9.	3	SportK		*Rub	Hugo	2b, 2a	2b, 2a	Th1	Th1		Mr. Bean
9	Substitution	4.9.	4	Bio		Rub	Nobel	4	4				Mr. Bean
10	Substitution	4.9.	5	His		Rub	Callas	2b	2b	R2b	R2b		Miss Marple

## 10 UniUntis

Under 'Settings | Miscellaneous' at the UniUntis tab (for universities and tertiary educational institutes) the possibility to personalise the terms used was extended by terms for *Lesson group*, *term* and *Subject room*.

Settings

- School data
  - General
  - Overview
  - Values
- Miscellaneous
  - Auto-save
  - Directories
  - Timetable
  - Customise
  - Value Calculation
  - Warnings
  - HTML
  - E-Mail
  - Multiple terms
  - AutolInfo
  - Internet
  - UniUntis
- Reports
- Substitution Planning
- Course Scheduling

*italic = locally stored settings (.ini files)*

**Texts**

Teacher	Class	Room	Lessons
Lecturer	Group	Auditorium	Course
Lecturers	Groups	Auditoriums	Courses

Department	Student	Yearly periods	Subject
Department	Student	Yearly periods	Subject
Departments	Students	Yearly periods	Subjects

Lesson Group	Tem	Subject room
Lesson Group Nam	Tem	Subject room
Lesson groups	Terms	Subject rooms

OK Cancel

## 11 Untis Express

In Untis Express there is a new function called <Check substitutions> which supports you in eliminating any data inconsistencies.

## 12 WebUntis

The integration with WebUntis has also been changed a bit.

### Import of teacher absences

As of Untis 2019, teacher absences can be imported from WebUntis. Absences which teachers with the respective permission have entered into WebUntis themselves can now directly be imported to Untis.

When Untis already shows an absence colliding with an absence to be imported, you will be asked whether you want to combine the two absences. Answering with 'Yes' an absence is created; answering with 'No' leads to two separate, overlapping absences.

### Warning: Creating and changing of absences

Create an absence only in Untis or in WebUntis but never in both systems. If you change an absence either in Untis or in WebUntis and export or import it, the changes are taken over in the other system.

## Exams

Exams created in WebUntis and imported to Untis can now be shifted in 'Cover Scheduling' on the same day (e.g. from the 3rd to the 1st period.) You first need to deactivate the 'Cover Scheduling' option in the 'Exam' window, change the fields 'from' and 'to' and re-activate 'Cover Scheduling' for exams. When you re-export to WebUntis the exam is synchronised in WebUntis accordingly.

Furthermore, for the synchronisation of exams with WebUntis it is necessary to allocate one or more lessons to every exam which it is *based on* (In the sense of: 'exam in English in class 5A'. The basic lesson then is English in class 5A.)

Therefore Untis 2019 automatically opens a selection window when you click on the <New exam>button where you can select a lesson or a course.

### Note: Exam without basic lesson

If you have scheduled exams without a basic lesson in the past, we now recommend to create special duties for supervision teachers with the respective room.

## Bookings

The contents of the bookings.txt and cancels.txt files is now directly saved in the gpn file and in the database. These data are therefore not needed any more.

There is a new option in the booking window called 'Show all bookings' which then displays all imported bookings so far.

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