

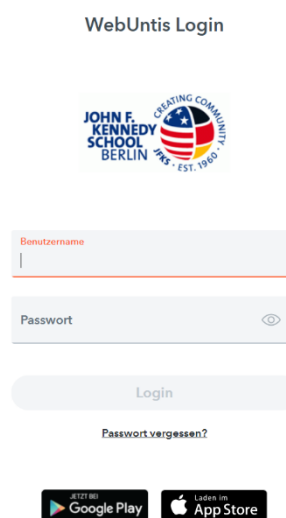
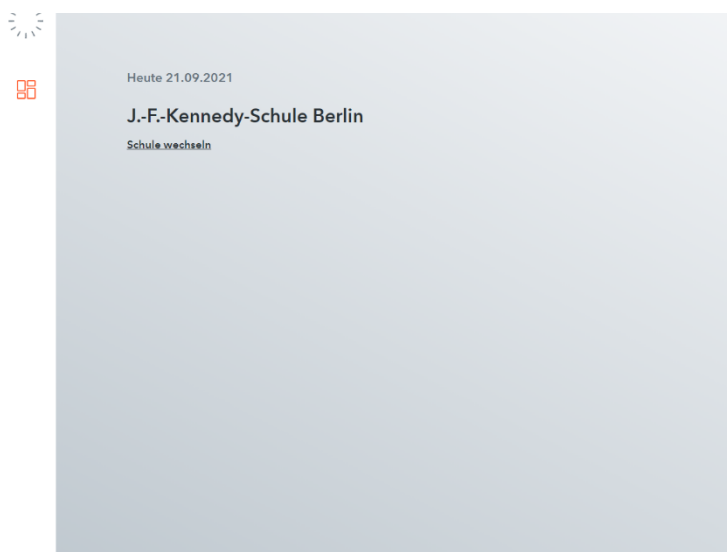
Parent-Teacher Conference Registration via WebUntis 2023-2024

1. Registration and Login

- ★ Open a Web-Browser and go to www.webuntis.com
- ★ Choose our school: **John F. Kennedy Schule Teltower Damm**



- ★ After choosing our school - the JFKS LOGO will appear



- ★ Login with your username and password

Note: Username for parents is: 6 letters Lastname + 3 letters firstname + _1/_2

Example: Lisa Mustermann

Student

MusterLis

Parent (1)

MusterLis_1

Parent (2)

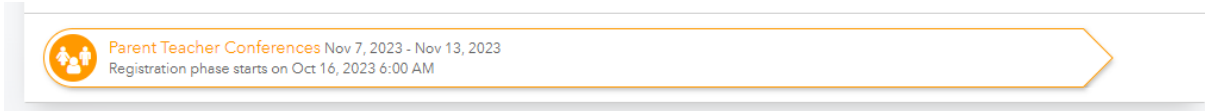
MusterLis_2

☒ You received login information from homeroom teachers during the parent evening.
Contact highschool@jfkbsberlin.org if you do not have the login information.

2. Register for Parent-Teacher Conferences

The registration module for Parent-Teacher Conferences will open on October 16th at 6:00am. All conferences will be held remotely via GoogleMeet or Telephone.

★ On the home screen of the **web version ONLY** you will click on the link outlined in yellow.



★ On the next screen, you will see two screens:

- Your child's teachers (*Relevant teachers*) or All teachers
- The appointment times available for **both** days and the available times of the teachers

1. Sprechtag 2016/17 25.11.2016

1 Lehrer anzeigen

Kinder	Lehrer	Fächer
Bauer Emil	Asimov, (Asim)	His, Mat, SportM
	Andersen, Hans Christian (Ander)	Wk
	Callas, Maria (Callas)	Ke, Mus
	Hugo, Victor (Hugo)	Gw, His
	Nobel, Alfred (Nobel)	Rel
	Rubens, Paul (Rub)	His, SportK

Fertig

2 Termine wählen

	Asim	Ander	Callas	Hugo	Nobel	Rub
08:00						
08:05						
08:10						
08:15						
08:20						
08:25						
08:30						
08:35						
08:40						
08:45						
08:50						

★ To choose an appointment, simply click on the box of an available time

5:00 PM			
5:15 PM	✓		
5:30 PM			
5:45 PM			
6:00 PM			
6:15 PM			
6:30 PM			
6:45 PM			
7:00 PM			
7:15 PM			
7:30 PM			
7:45 PM			
8:00 PM			
8:15 PM			

- ★ After choosing all times (image A), you will see on the far right hand side, under Appointments, a list of the schedule (image B). Here you will see how the teacher is able to meet, either via **GoogleMeet** or by **Telephone**.

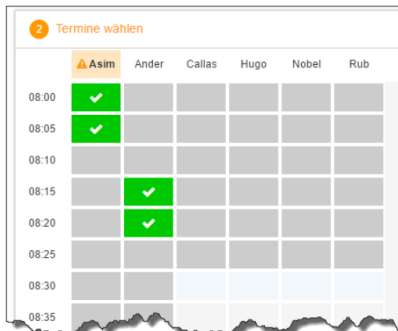


image A

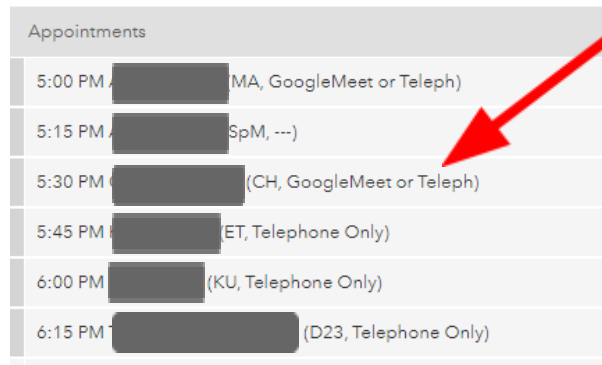


image B

- ★ Back on the WebUntis home screen, you can download a copy of the scheduled appointments.



Parent-Teacher Conferences Nov 7, 2023 - Nov 13, 2023 (registered)
You can register here for the parent-teacher-day until Oct 12, 2023 12:00 PM



Termin	Lehrer	Fächer	Schüler	Raum
08:00	Asimov, (Asim)	His, Mat, SportM	Bauer Emil (1a)	Wr
08:05	Asimov, (Asim)	His, Mat, SportM	Bauer Emil (1a)	Wr
08:15	Andersen, Hans Christian (Ander)	Wk	Bauer Emil (1a)	Phys
08:20	Andersen, Hans Christian (Ander)	Wk	Bauer Emil (1a)	Phys

IMPORTANT: FINAL STEP

- ★ WebUntis does not allow you to add your name, phone number, or email address.
- ★ Please send one email the teachers that you have scheduled a conference with and include:
 - Your name
 - Child's name
 - Email address or Telephone number (depending on the teacher's preferred method of contact)