

Parent-Teacher Conference Registration via WebUntis

2024-25

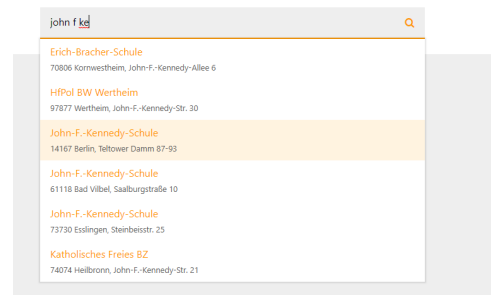
1. Registration and Login

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

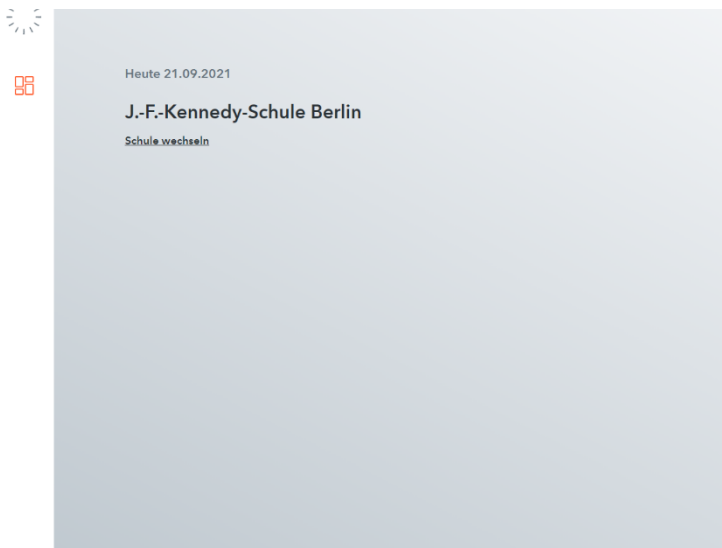
Text

Willkommen bei
WebUntis

Bitte suchen Sie Ihre Schule



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



WebUntis Login





Benutzername
|

Passwort 👁

Login

[Passwort vergessen?](#)

- ★ 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)

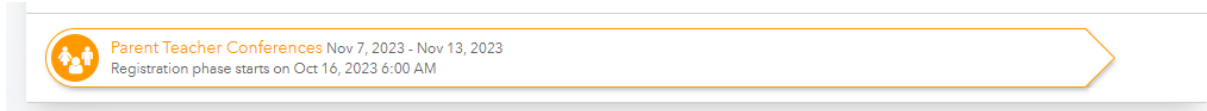
MusterLis_2

📧 You received login information from homeroom teachers during the parent evening.
Contact highschool@jfkberlin.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

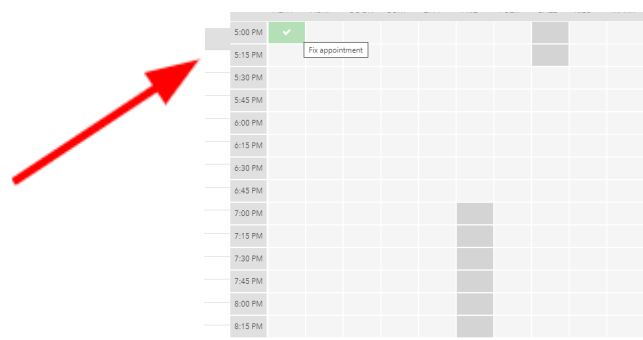
Kinder	Lehrer	Fächer
● Bauer Emil		
● Asimov, (Asim)	His, Mat, SportM	
● Andersen, Hans Christian (Ander)	Wk	
● Callas, Maria (Callas)	Ke, Mus	
● Hugo, Victor (Hugo)	Gw, His	
● Nobel, Alfred (Nobel)	Rel	
● Rubens, Paul (Rub)	His, SportK	

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	Fix appointment	
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

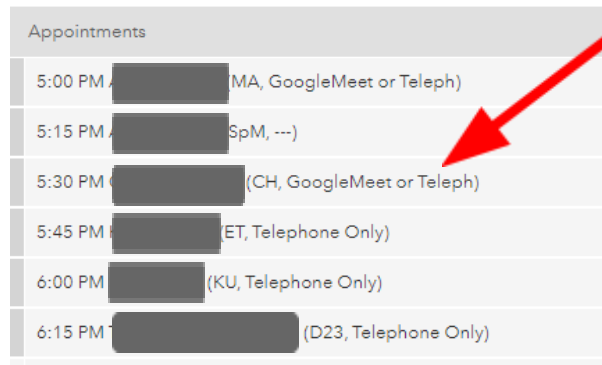


image B

- ★ 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)