

## Anleitung zu Anmeldung für den Elternsprechtag

- 1) Start der Schulhomepage: [www.htlinn.ac.at](http://www.htlinn.ac.at) oder [www.htl-anichstrasse.tirol](http://www.htl-anichstrasse.tirol)
- 2) "Service" und "WebUntis"
- 3) Einloggen mit dem Schülernamen, Vorname.Nachname und dem eigenen Passwort
- 4) Elternsprechtag anwählen

The screenshot shows the WebUntis login interface. At the top left, the HTBLUVA Innsbruck I logo and address (A-6020, Anichstr. 26-28) are displayed. The top right corner features a 'Login' button and the 'WebUntis' logo. Below the header, the date 'Heute 16.11.2017' is shown. The main content area is divided into three sections: a 'Heutige Nachrichten' (Today's News) section with a 'Keine Nachrichten' (No News) message; a 'Login' section with input fields for the school name 'htl1-innsbruck', the user name 'Hugo.Hurtig', and a password field, followed by a 'Login' button and a 'Passwort vergessen?' (Forgot Password?) link; and a 'Mobile' section with the 'UntisMobile' logo and download links for Google Play, the App Store, and the Windows Store.

The screenshot shows the WebUntis user profile page. At the top left, the HTBLUVA Innsbruck I logo and address (A-6020, Anichstr. 26-28) are displayed. The top right corner features a 'Abmelden' (Logout) button, the user name 'Hugo.Hurtig', and the 'WebUntis' logo. Below the header, the date 'Heute 16.11.2017' is shown. The main content area is divided into two sections: an 'Info' section on the left with a 'Letzte Anmeldung: 16.11.2017 09:24' (Last Login) and a highlighted 'Elternsprechtag November 17 24.11.2017' (Parents' Meeting) announcement with the text 'Hier können Sie sich bis 23.11.2017 00:30 zum Sprechtag anmelden.' (You can register for the meeting here until 23.11.2017 00:30). Below this, two warning messages are displayed: 'Sie haben keine E-Mail in ihrem Profil hinterlegt.' (You have no email in your profile) and 'Ihrem Benutzer wurde kein Stammdatenelement (Schüler) zugeordnet. Bitte wenden Sie sich an Ihren WebUntis-Administrator.' (Your user has no student record assigned. Please contact your WebUntis administrator.); and a 'Heutige Nachrichten' (Today's News) section on the right with a 'Keine Nachrichten' (No News) message.



5) Lehrer an Hand seines Kürzels auswählen. Rechts erscheinen dann die Zeiten. Dunkel unterlegt die Zeiten, die schon vergeben sind.

The screenshot shows the HTL booking system interface. The header includes the HTL logo, the address 'HTBLUVA Innsbruck I A-6020, Anichstr. 26-28', and user information 'Abmelden Hugo.Hurtig WebUntis'. The main content area is titled 'Elternsprechtag November 17 24.11.2017' with a registration period from 13.11.2017 to 23.11.2017. The interface is divided into two main sections: '1 Lehrer anzeigen' and '2 Termine wählen'. The 'Lehrer anzeigen' section lists 16 teachers with checkboxes: LL, LO, LP, LR (selected), LS, LT, LU, LW, MH, MN, MP, MR, MS, and MT. The 'Termine wählen' section is a table with columns for 'LR', 'Zeit', 'Lehrer', 'Fach', and 'Raum'. The 'Zeit' column lists times from 16:00 to 17:00 in 5-minute increments. The 'LR' column has a dropdown menu. The 'Lehrer' column is currently empty. A 'Fertig' button is located at the bottom left of the interface.

6) Termin auswählen und anklicken. Rechts erscheint Zeit und Lehrername.

The first screenshot shows the 'Termine wählen' interface with the 16:20 time slot selected, indicated by a green checkmark in the 'Zeit' column. A tooltip 'Termin' is visible over the 16:25 slot. The second screenshot shows the same interface after clicking the 16:20 slot. The 16:20 slot is now highlighted in red with a white checkmark. The 'Lehrer' column now displays 'LANER Günther' and the 'Fach' column shows '---'.

7) Reservierung mit "fertig" abschließen.

8) Kontrollieren, ob Reservierung geklappt hat.