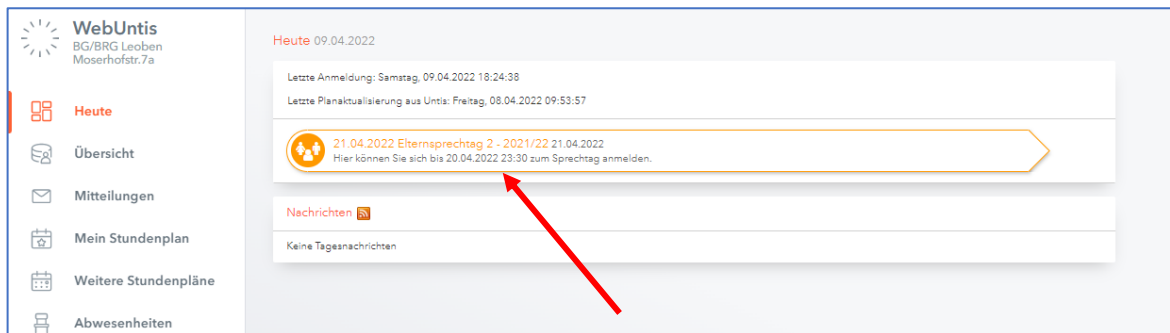


# Parents' Day - Parents

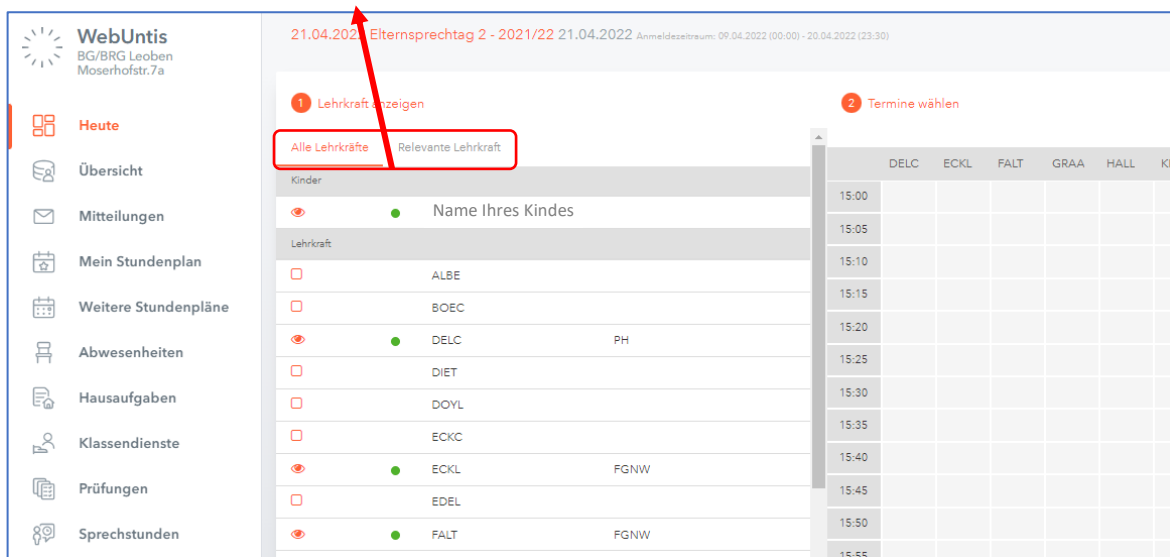
**IMPORTANT: Appointments can only be booked via the internet NOT via the app on smartphones!**

- 1. Go to the page of our class book**  
on our homepage (www.europagymleoben.at) click on "Klassenbuch" in the upper right corner.
- 2. Log in to the class book with your children's access data.**  
User: LastName.FirstName  
Password: your child knows 😊
- 3. In the „Today section“ you will see the link to the Parents' Day. Please click here.**



## 4. Teachers list

You can view ALL teachers in the school or only those who teach your child.



The eye in front of the teacher abbreviation indicates if it is a class teacher.

## 5. Teachers wish to talk with you!

If a teacher is highlighted in orange, he or she would like to talk to you. You can get more information via the speech bubble.



## 6. Book an appointment for a conversation

- ★ On each floor by the elevator there is a room map where you can find teachers.
- ★ You can reserve a block of appointments, which will last a maximum of 10 minutes.
- ★ To reserve, mark the teacher and click on the desired time(s).
- ★ Dark gray fields are already booked.
- ★ The green tick indicates a booked appointment.

The screenshot shows the WebUntis interface for booking a conversation. The top bar displays the date '21.04.2022 Elternsprechtag 2 - 2021/22' and the time '21.04.2022'. The interface is divided into a sidebar on the left and a main content area. The sidebar contains navigation icons for 'Heute', 'Übersicht', 'Mittelungen', 'Mein Stundenplan', 'Weitere Stundenpläne', 'Abwesenheiten', 'Hausaufgaben', 'Klassendienste', 'Prüfungen', and 'Sprechstunden'. The main content area is titled 'Lehrkraft anzeigen' and 'Termin wählen'. It features a list of teachers on the left and a grid of time slots on the right. The grid shows the time slots from 19:00 to 19:35. The teachers listed are DELC, ECKL, FALT, GRAA, HALL, KREM, MOMI, PUCA, SCHO, STEI, STRA, THUS, and WILD. The grid shows that some time slots are already booked (dark gray) and some are available (light gray). A red arrow points from the 'Termin wählen' button in the top right corner of the calendar grid to the 'Termin wählen' button in the top right corner of the entire interface.

## 7. Print appointment overview

At the top right, you can print out an overview of your booked appointments using this icon.



Also, remember to make an appointment for a consultation if you can no longer get an appointment with a teacher. You can find instructions on how to do this on the homepage.