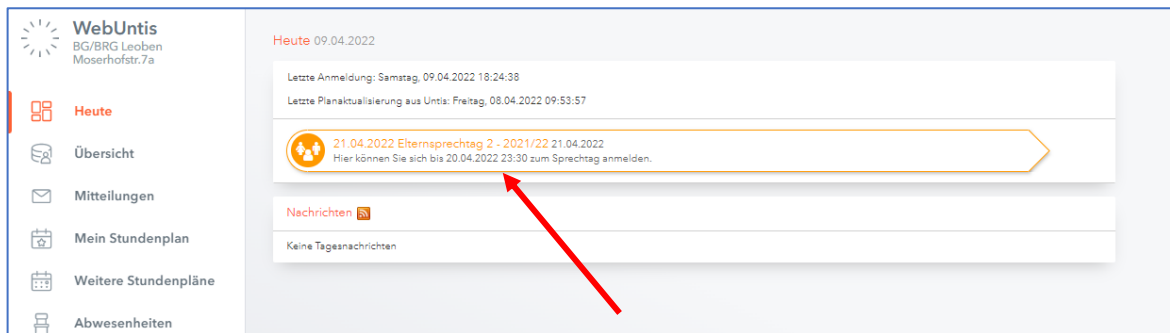


# Parents' Day - Parents

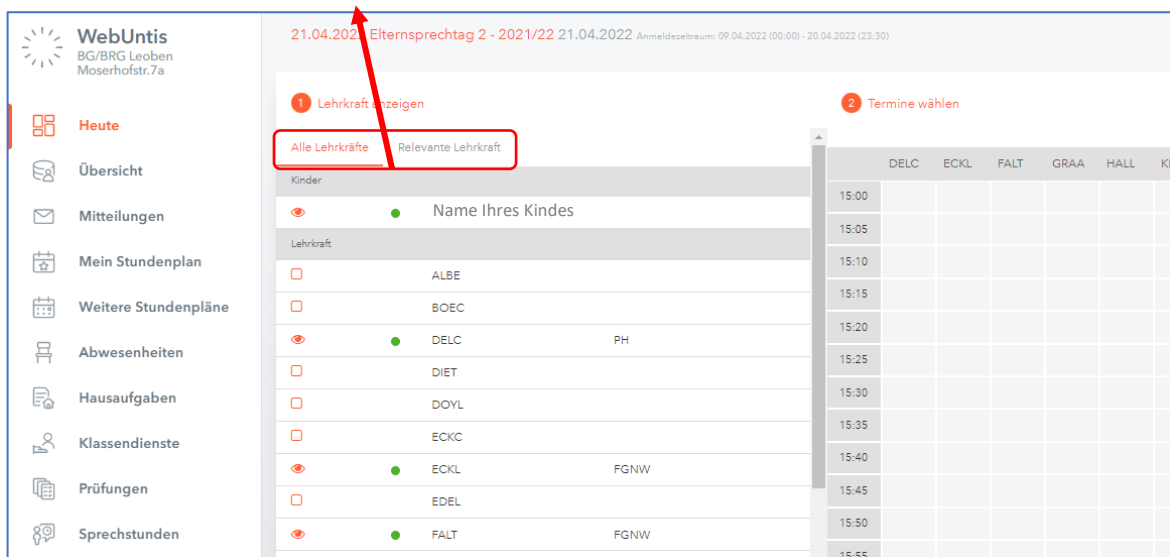
**IMPORTANT: Appointments can only be booked via the internet NOT via the app on smartphones!**

- Go to the page of our class book**  
on our homepage (www.europagymleoben.at) click on "Klassenbuch" in the upper left corner.
- Log in to the class book with your children's access data.**  
User: LastName.FirstName  
Password: your child knows 😊
- 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 a parents' day on 21.04.2022. The interface is divided into a sidebar on the left and a main calendar area. The sidebar contains navigation options: Heute, Übersicht, Mittelungen, Mein Stundenplan, Weitere Stundenpläne, Abwesenheiten, Hausaufgaben, Klassendienste, Prüfungen, and Sprechstunden. The main area displays a calendar grid for the date 21.04.2022. The grid shows time slots from 19:00 to 18:35. The columns represent different teachers: DELC, ECKL, FALT, GRAA, HALL, KREM, MOM, PUCA, SCHO, STE, STRA, THUS, WILD, and Termine. The grid shows that several time slots are already booked (dark gray) and some are available (light gray). A red arrow points from the text 'Print appointment overview' to a print icon in the top right corner of the calendar grid.

## 7. Print appointment overview

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



**The reservation is possible in the period from 21.11.2023, 8:00 a.m. to 28.11.2023, 12:00 a.m.**

Also remember to make an appointment for a consultation if you can no longer get an appointment with a teacher at the parents' day.