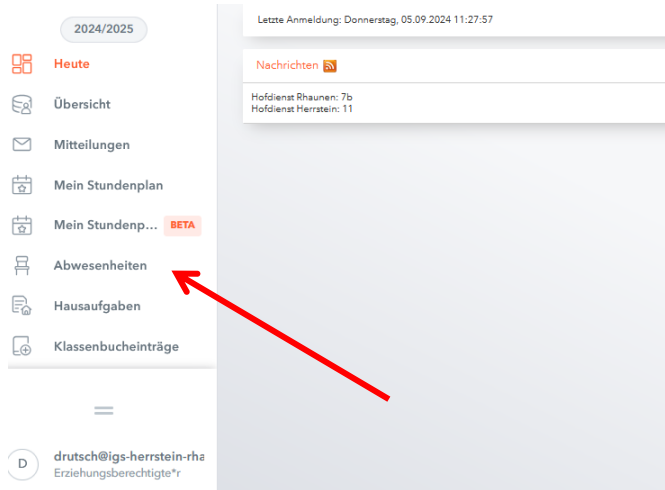


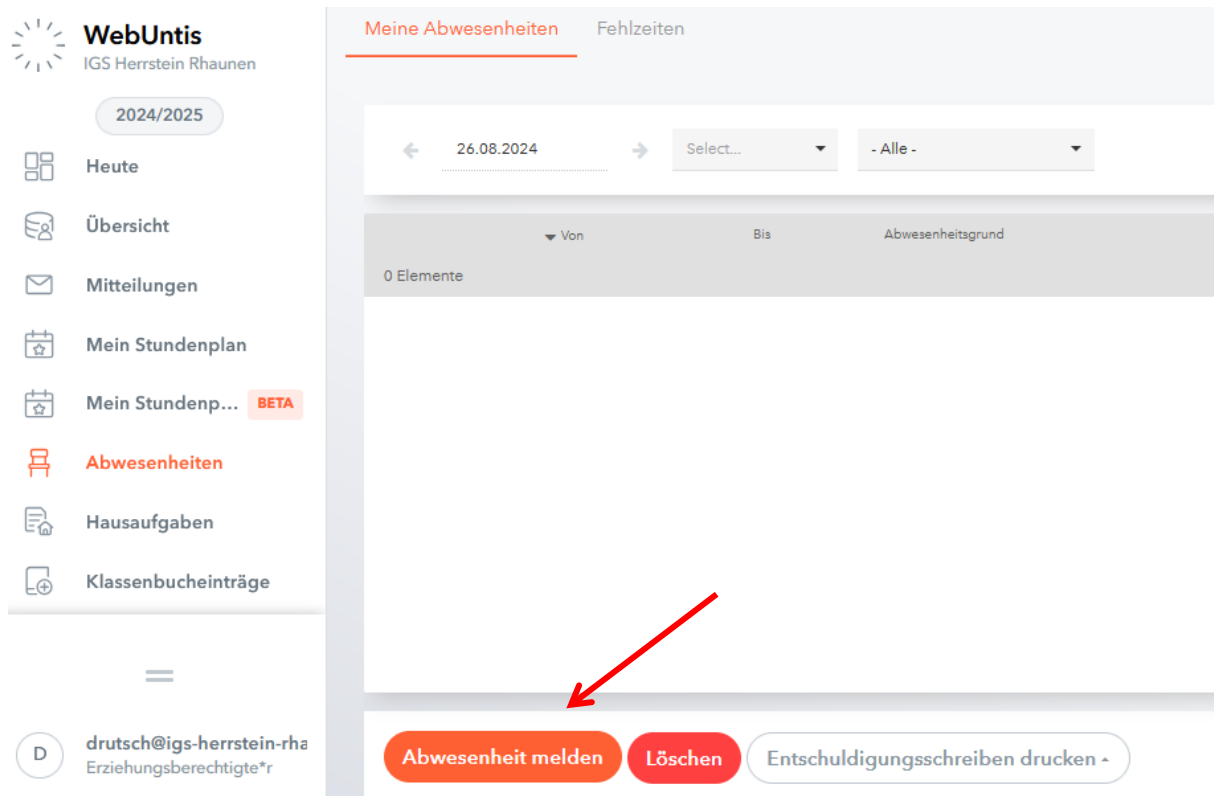
WebUntis- Abwesenheit melden

Browserversion

1. Öffnen Sie die Startseite von WebUntis und klicken auf den Reiter „Abwesenheiten“



2. Dieses Fenster erscheint: Klicken Sie auf „Abwesenheit melden“



3. Dieses Fenster erscheint: Geben Sie einen Zeitraum (mit Uhrzeit) und eine Anmerkung ein (z.B. krank) und klicken Sie auf „Speichern“

The screenshot shows a mobile application interface for reporting an absence. On the left is a form titled "Abwesenheit melden" with a close button (X). The form has a "Zeitraum" (Time Period) section with two input fields: "7.9.2024 07:55" and "7.9.2024 16:00". Below this is an "Anmerkung" (Note) field, which is currently empty. At the bottom of the form are two buttons: "Speichern" (Save) in orange and "Abbrechen" (Cancel) in white. On the right is a calendar for "September 2024". The date "6" is selected and highlighted with an orange box. To the right of the date, the time "07:55" is displayed. A red arrow points from the text above to the "Speichern" button, and another red arrow points from the text above to the "07:55" time selection.

4. Die Abwesenheit erscheint.

Sollten Sie einen Fehler gemacht haben, können Sie die Abwesenheit wieder löschen.

The screenshot shows a mobile application interface for viewing absences. At the top, there are tabs for "Meine Abwesenheiten" (My Absences) and "Fehlzeiten" (Absences). Below the tabs is a navigation bar with a date "26.08.2024", a "Select..." dropdown, and a "- Alle -" dropdown. There are also icons for print, share, and refresh. Below this is a table with the following columns: "Von" (From), "Bis" (To), "Abwesenheitsgrund" (Reason for absence), "Status", and "Text". The table contains one entry: "Mo 09.09. 07:55" to "bis Di 10.09. 07:55" with the reason "nicht anwesend" and a status icon. Below the table, it says "1 Element". At the bottom of the screen are three buttons: "Abwesenheit melden" (Report Absence) in orange, "Löschen" (Delete) in red, and "Entschuldigungsschreiben drucken -" (Print Excuse Letter) in white. A red arrow points from the text above to the "Löschen" button.