# Schulweb Guidelines

(Updated: 15.08.2022)

Schulweb is an electronic data protection class book and has been optimized for the Berlin school system.  Additionally, Schulweb serves as a means of communication for parents (see communication and working together document).

As an electronic class book, Schulweb registers all essential data for each class:

- Schedules
- Attendance
- Documentation of Lessons and Ganztag Planning as well as Homework
- Grades
- Assessment of Work and Social Behavior (1x per year at the end of the school year)

Attendance (indicated in Schulweb with the letter "A")

Responsibility
- Subject Teachers (also team teachers): Lessons (same with substitution of lessons and swimming lessons), Project Days, and Excursions
- Class Erzieher*innnen: Ganztag (same for substitution)
- Class Leadership Team: Klassenrat

Supervision

- Weekly: The class leadership team checks that all attendance (both in lessons and Ganztag) are filled out in section "A" and that every section has gone from red to green in the schedule. If any section is not filled out, the class teacher is responsible to inform and instruct the colleagues who haven't filled out their section to fill it out.

## Attendance in the "Class Book"

- Attendance at the beginning of the 1st lesson is made and saved ('A' = from red to green in the timetable).
- Attendance at the beginning of all other lessons is taken and saved at the beginning of a single or double lesson ('A' = from red to green in the timetable).
- Students who are temporarily in another class because of a doctor's certificate in physical education, swimming or because of non-participation in class trips and/or excursions, are to be considered as present and thus also stored in Schulweb.
- Swimming Record the attendance of students before they leave school for swimming in Schulweb.
- If probationary students are present, then only enter the name in the comment field.


## Absence in the "Class Book"

- Lateness: no matter in which lesson the lateness is, please send the children to the secretary's office, from there it will be entered into the school web as a lateness. The minutes will appear in the  comment field (please do not click on the number of minutes in the drop down menu).
- Leaving early from class:
- If a child leaves early from class/full day/study time during a 40-minute class, they will be entered into the school web as missing and sent to the office. From there, the time will then be entered into the comment box (Please do not click 'went early'!).

- Please always send the student* to the secretary's office.
- All subsequent 40-minute lessons/blocks will be entered as 'missing'.

- Absences:
- If a student is absent 6 or more hours in one day, a day of absence must be generated manually from this.

## Lesson/Ganztag Documentation (will be marked in Schulweb with the letter "U")

### Responsibility

- Subject Teachers (and team-teachers): Lessons (as well as subsitutions and swimming lesons), project days, excursions
- Class Erzieher*innen: Ganztag & Studytime
- Class Leadership Team: Klassenrat

## Lesson Documentation is the written form of Documentation of Teaching Material:

Subject teachers/ Class Erzieher*innen enter their lesson plans as a short, informative text

## Homework documentation

- The documentation for the week must always be completed in Schulweb by 18h of Friday of each week.
- For substitutions, please do not add in any information from the location of My Schedule ("Mein Stundenplan") otherwise the "Anzeigen im Stundenplan" in the respective class's schedule will change.

## Grade Book (Notenbuch in SchulWeb)

Entering of School Tests in "Notenbuch"

### Responsibility

- The subject teacher is responsible to enter tests in the grade book (Notenbuch) as well as the staff in Team-Teaching
- The subject teacher enters the grades in Schulweb immediately after grading. The latest grades should be entered is by the Friday afternoon of the week that the grading takes place.