

## ***XUNO Portal***

Glen Eira College would like to introduce you to XUNO, our parent communication platform. Information available on XUNO includes student timetables, attendance, school reports, messaging teachers, excursion forms, paying fees and booking Parent Teacher Interviews.

To access the XUNO portal go to: <https://xuno.gec.vic.edu.au>

The link is also on the school website homepage.

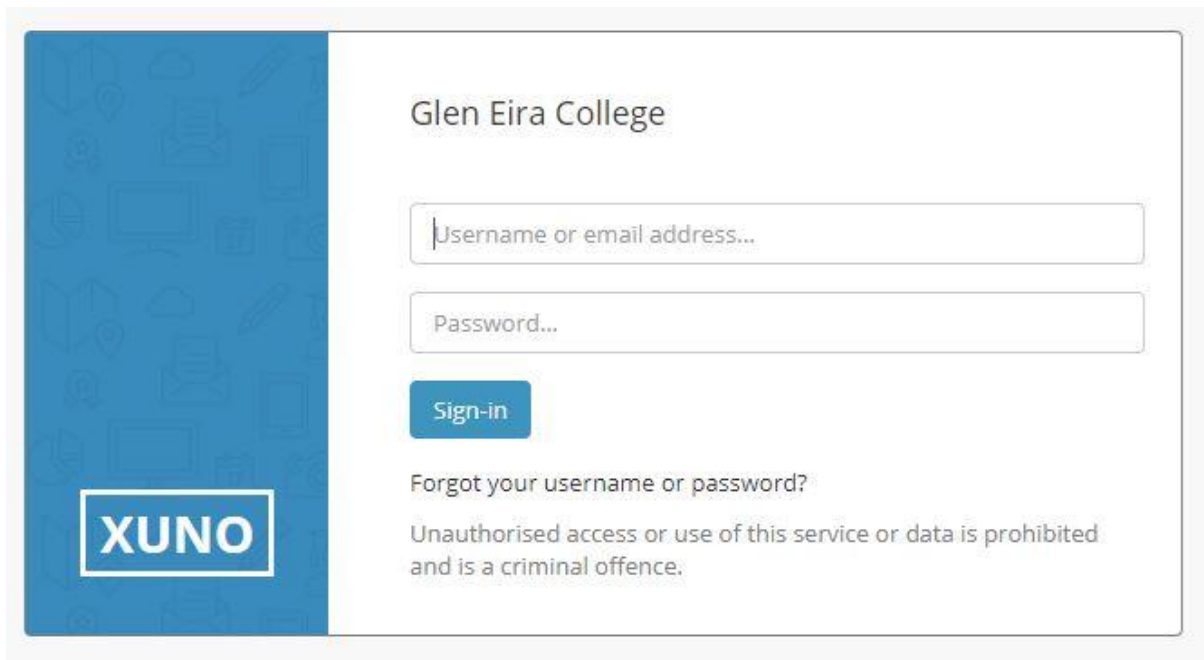
### **Logging in to the XUNO Portal**

To log on families **must have a current email address that has been registered** with the school.

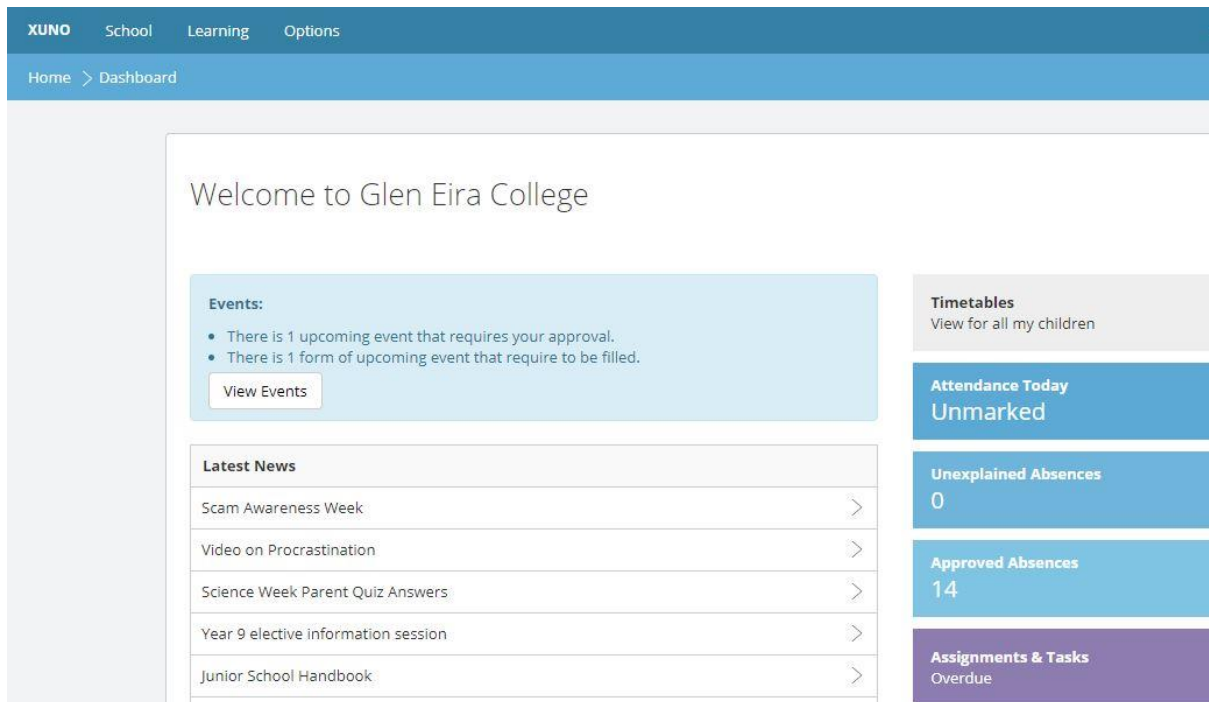
Please contact our General Office if you need to update or register your email address.

Your username will be your Family Code or Email Address. New families to Glen Eira College will be emailed account details once the child has commenced at the College. If you do not receive or have lost this email or need help with your password, please contact the General Office for assistance.

Once you have your username and password, simply type this into the login page and click “Sign In”.



After logging in you will come to the dashboard. You will see a summary of upcoming events and news items, any permissions or payments due, links to attendance and timetables.



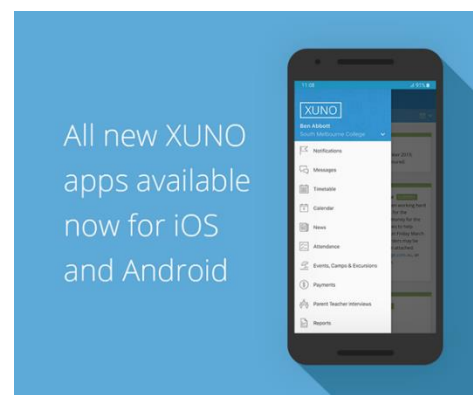
On smaller screens such as phones you may need to click on the three bars icon.



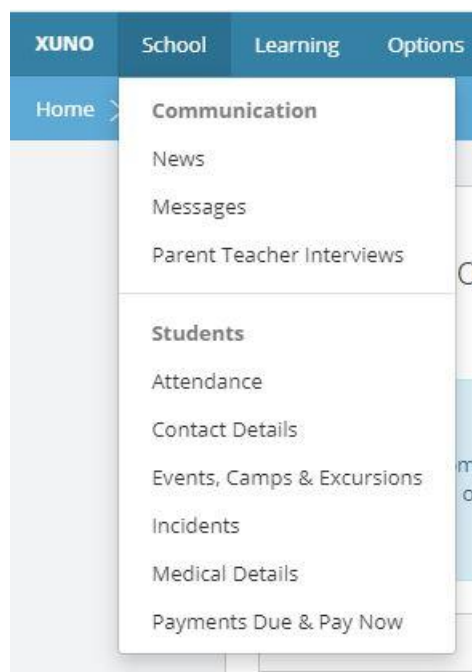
## The XUNO App

To access the XUNO App for IOS or Android, you will need to download the App from the Apple store or the Google Play Store.

You can login using your XUNO login details and use the school code **f3ci5b**.



## School Tab



### School – News

School notices are posted here such as Junior and Senior School Handbooks, flyers from parent information nights and student bulletins.

### School – Messages

The Messages page will give you the ability to communicate directly with your child's teachers. You can start a new conversation with any of these teachers by clicking on the plus (+) symbol and choosing the relevant teacher.

### School – Parent Teacher Interviews

Parent Teacher Interviews are held at the College in Term 1 and Term 3. Parents and carers will be notified via email when bookings will open on XUNO. Click on Parent Teacher Interviews in the School menu and your child's teachers will appear and you can select a 5 minute time slot to meet with them. We recommend leaving a 5 minute gap between interview times to allow time to move onto the next teacher.

Once complete, the confirmed bookings will appear at the top of the screen. As with most screens, there is an option to print this off, using the print icon at the top right hand side of the screen. Please note, only the Parent/Family account is able to make bookings. Students do not have access to this function when logged in as themselves.



The screenshot shows the 'Parent Teacher Interviews' page. At the top, there are navigation tabs for 'School', 'Learning', and 'Options'. The user is logged in as 'Ben Abbott, South Melbourne College'. The page title is 'Home > Parent Teacher Interviews'. Below the navigation, there is a 'Confirmed Bookings' section with a table of existing bookings. Below that is a 'Make a Booking' section with a table of available teachers and rooms. Callouts point to specific elements: 'Select your child to make a booking with their teachers' points to the 'Make a Booking' section; 'Confirmed bookings for all your children are shown at the top' points to the 'Confirmed Bookings' table; and 'Find a teacher, then select a time to book an interview' points to the 'Make a Booking' table.

Select your child to make a booking with their teachers

Confirmed bookings for all your children are shown at the top

Find a teacher, then select a time to book an interview

| Date/Time               | Teacher      | Subject                                       | Room    | Action |
|-------------------------|--------------|---|---------|--------|
| Tue 15 Mar 2016, 6:40pm | Chase Abbott | Jess Adams - 8 English S2 (BENG201-EM2)       | Room 3  | X      |
| Tue 15 Mar 2016, 7:00pm | Chase Abbott | Vedat de Munk - 8 Humanities S2 (BHUM201-ED1) | Room 11 | X      |

| Select a time | Teacher                                       | Room    |
|---------------|---|---------|
| Select a time | Laurene Gray - 8 Language S2 (BLAN201-LG1)    | Room 10 |
| Select a time | Lami Elliott - 8 Multimedia S2 (BMMMA201-ME1) | Room 10 |
| Select a time | Hovea Cleary - 8 Maths S2 (8MTH201-DC1)       | Room 11 |
| Select a time | Shontea Walsh - 8 Science S2 (8SC1201-NW1)    | Room 4  |
| Select a time | Zac Binzing - 8 Textiles S2 (8TEX201-TB1)     | Room 10 |
| Select a time | Jess Adams - Form Assembly S2 (FA206-EM2)     | Room 3  |

## School – Attendance: Learning begins at 9am

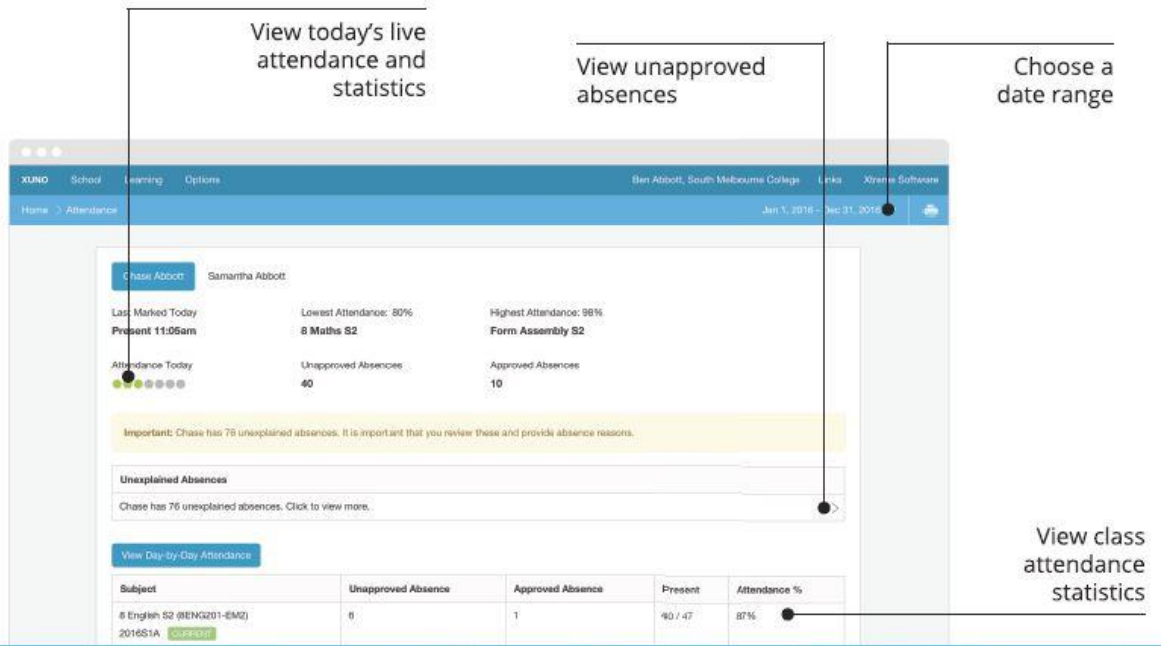
The attendance page gives a breakdown of your child’s attendance for each class. Daily school attendance is important for young people to succeed in education and to ensure they don’t fall behind both socially and developmentally.

The roll is marked every period.

SMS’s are sent daily for Unexplained Absences.

If you have any Unexplained Absences, a button will be available to view and provide a reason.

When you click on this, a screen will appear showing absences for each period your child has missed. You are only required to ‘add a reason’ to those rows that are marked as ‘**Unexplained**’.



View today's live attendance and statistics

View unapproved absences

Choose a date range

View class attendance statistics

**Chase Abbott** Samantha Abbott

Last Marked Today: Present 11:05am

Attendance Today: ●●●●●●●●

Lowest Attendance: 80%  
8 Maths S2

Highest Attendance: 98%  
Form Assembly S2

Unapproved Absences: 40

Approved Absences: 10

Important: Chase has 76 unexplained absences. It is important that you review these and provide absence reasons.

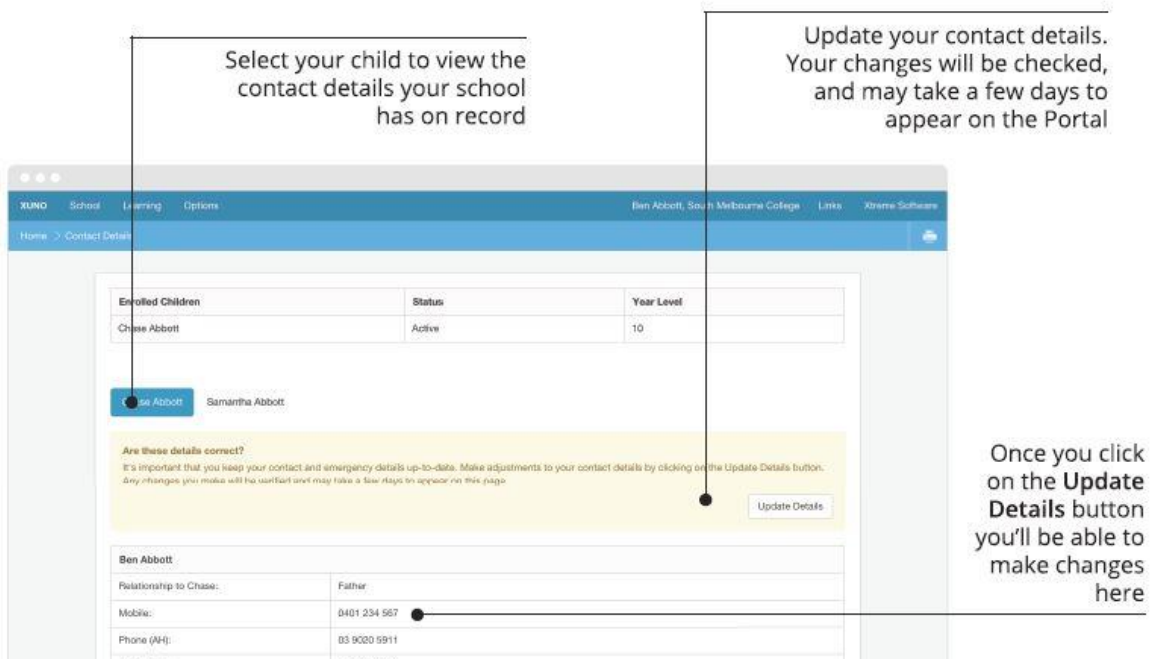
**Unexplained Absences**  
Chase has 76 unexplained absences. Click to view more.

View Day-by-Day Attendance

| Subject  | Unapproved Absence | Approved Absence | Present | Attendance % |
|--|--------------------|------------------|---------|--------------|
| 8 English S2 (BENG201-EM2)<br>2016S1A <b>CURRENT</b> | 0                  | 1                | 40 / 47 | 87%          |

## School – Contact details

On this page you can check your contact details are correct or send any changes to your details to the school to update.



Select your child to view the contact details your school has on record

Update your contact details. Your changes will be checked, and may take a few days to appear on the Portal

Once you click on the **Update Details** button you'll be able to make changes here

**Enrolled Children**

| Enrolled Children | Status | Year Level |
|-------------------|--------|------------|
| Chase Abbott      | Active | 10         |

**Chase Abbott** Samantha Abbott

Are these details correct?  
It's important that you keep your contact and emergency details up-to-date. Make adjustments to your contact details by clicking on the Update Details button. Any changes you make will be visible and may take a few days to appear on this page.

**Ben Abbott**

Relationship to Chase: Father

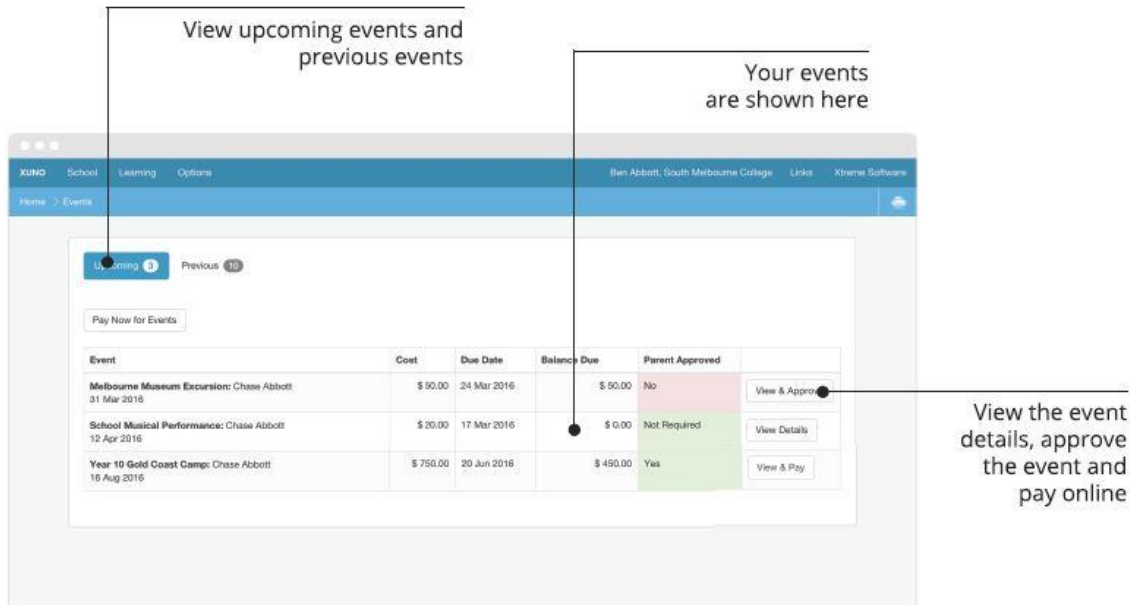
Mobile: 0401 234 567

Phone (WH): 03 9020 5911

Phone (HL): 03 9020 5911

## School – Events, Camps & Excursions

On this page you can give permission for your child to attend school activities, camps and excursions and make payments through XUNO. You will need to be logged in to your account and enter the code sent to your mobile to confirm it is you giving permission.



View upcoming events and previous events

Your events are shown here

View the event details, approve the event and pay online

| Event   | Cost      | Due Date    | Balance Due | Parent Approved |                |
|---|-----------|-------------|-------------|-----------------|----------------|
| Melbourne Museum Excursion: Chase Abbott<br>31 Mar 2016 | \$ 50.00  | 24 Mar 2016 | \$ 50.00    | No              | View & Approve |
| School Musical Performance: Chase Abbott<br>12 Apr 2016 | \$ 20.00  | 17 Mar 2016 | \$ 0.00     | Not Required    | View Details   |
| Year 10 Gold Coast Camp: Chase Abbott<br>10 Aug 2016    | \$ 750.00 | 20 Jun 2016 | \$ 450.00   | Yes             | View & Pay     |

## School – Payments Due & Pay Now

This page will list all payments that are due such as parent payments (including essential, optional and voluntary contributions) and excursions.

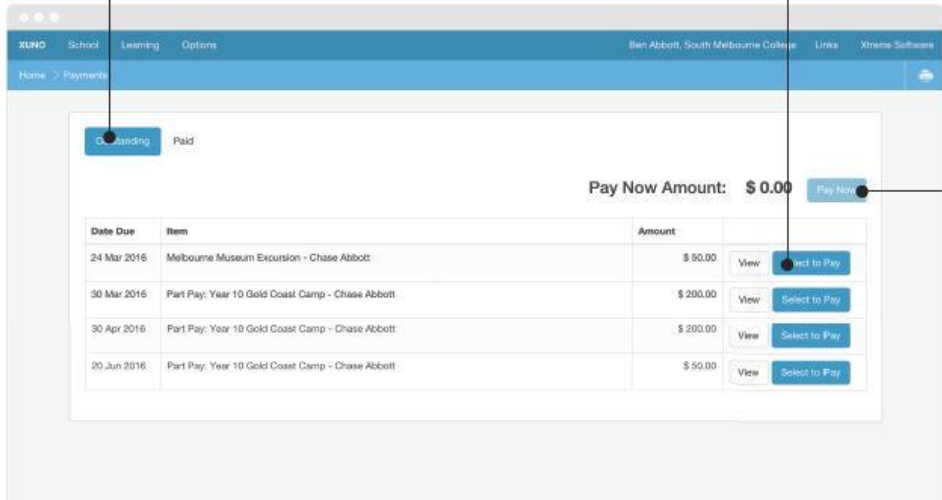
You can select the items you wish to pay.

You can select the view button to allow you to view the details of what you are paying for.

Viewing outstanding and paid items

Select which items to pay

After selecting items click on **Pay Now** to enter your credit card details



The screenshot shows a web interface for payments. At the top, there are navigation tabs for 'XUNO', 'School', 'Learning', and 'Options'. The user is logged in as 'Ben Abbott, South Melbourne College'. The page title is 'Home > Payments'. There are two tabs: 'Outstanding' (selected) and 'Paid'. Below the tabs, it says 'Pay Now Amount: \$ 0.00' and a 'Pay Now' button. A table lists items with columns for 'Date Due', 'Item', and 'Amount'. Each row has 'View' and 'Select to Pay' buttons.

| Date Due    | Item   | Amount    | View | Select to Pay |
|-------------|--|-----------|------|---------------|
| 24 Mar 2016 | Melbourne Museum Excursion - Chase Abbott        | \$ 80.00  | View | Select to Pay |
| 30 Mar 2016 | Part Pay: Year 10 Gold Coast Camp - Chase Abbott | \$ 200.00 | View | Select to Pay |
| 30 Apr 2016 | Part Pay: Year 10 Gold Coast Camp - Chase Abbott | \$ 200.00 | View | Select to Pay |
| 20 Jun 2016 | Part Pay: Year 10 Gold Coast Camp - Chase Abbott | \$ 50.00  | View | Select to Pay |

You can also select the amount you wish to pay by selecting Pay another amount.

| Amount Due | View | Select to Pay |
|------------|------|---------------|
| \$ 75.00   | View | Select to Pay |
| \$ 287.50  | View | Select to Pay |
| \$ 17.00   | View | Select to Pay |
| \$ 55.50   | View | Select to Pay |
| \$ 120.00  | View | Select to Pay |

Pay another amount

Total: **\$ 0.00** Pay Selected Items

## School – Medical Details

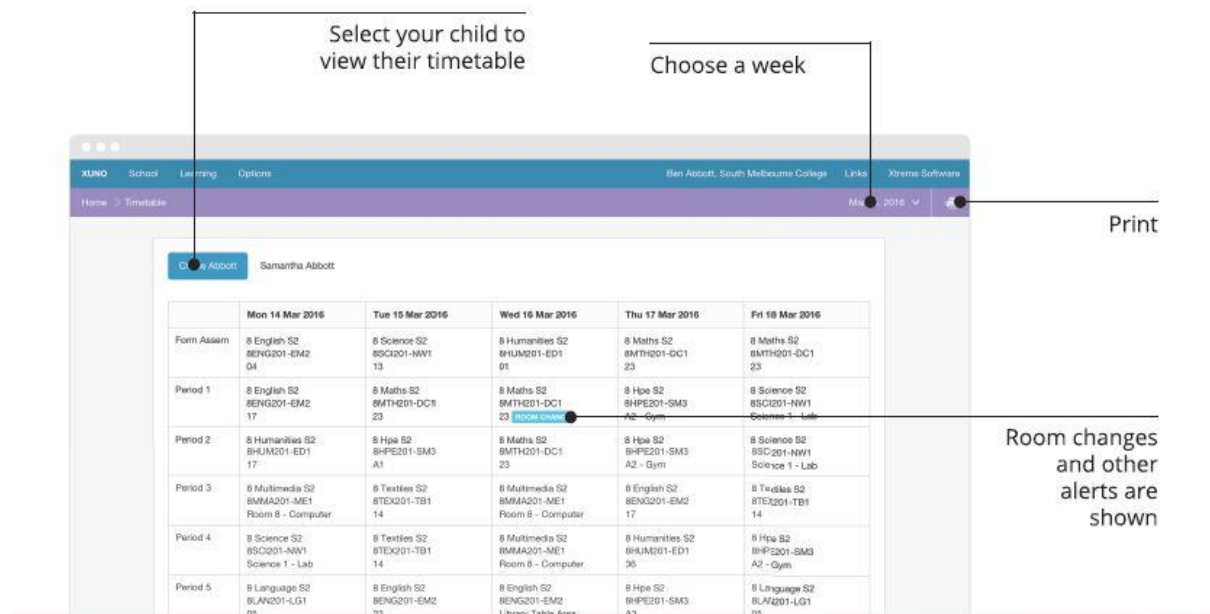
This page will show any medical details or concerns registered for your child. Please inform the General Office if you believe information is missing or incorrect.



## Learning Tab

### Learning – Timetable

This page will allow you to view and print your child's timetable.



Select your child to view their timetable

Choose a week

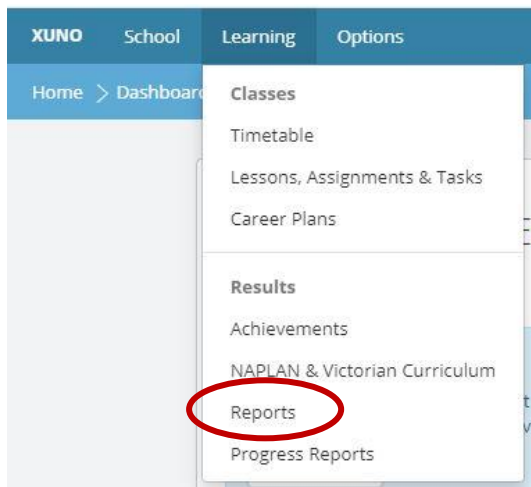
Print

Room changes and other alerts are shown

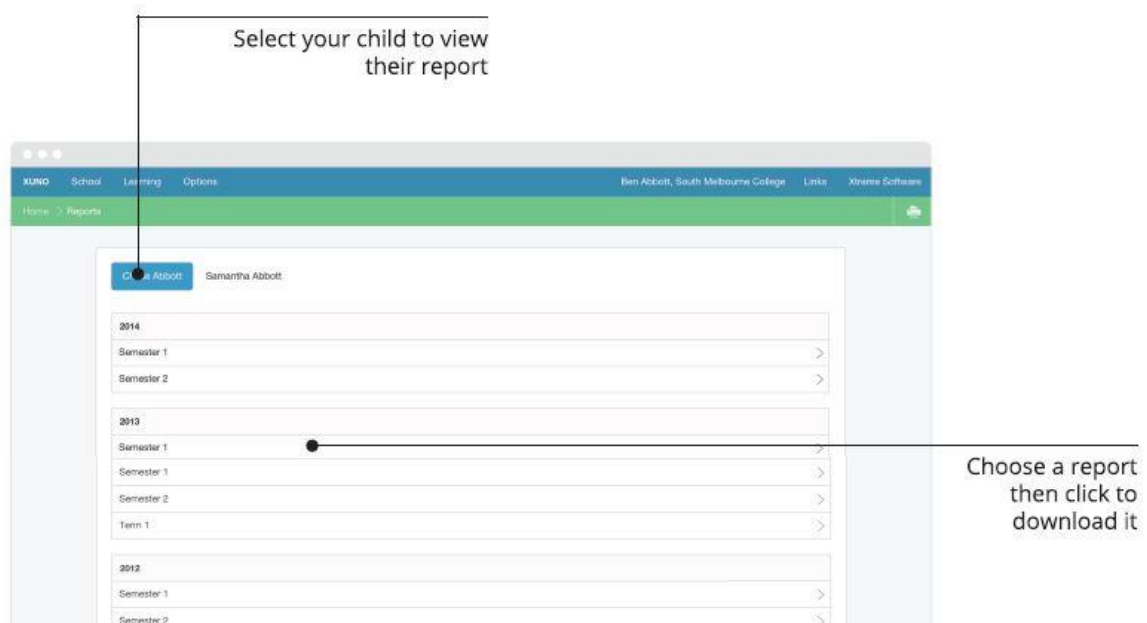
|            | Mon 14 Mar 2016                                     | Tue 15 Mar 2016                    | Wed 16 Mar 2016                                     | Thu 17 Mar 2016                      | Fri 18 Mar 2016                               |
|------------|---|------------------------------------|---|--------------------------------------|---|
| Form Assam | 8 English S2<br>BENG201-EM2<br>04                   | 8 Science S2<br>BSC201-NW1<br>13   | 8 Humanities S2<br>BHUM201-ED1<br>01                | 8 Maths S2<br>BMTH201-DC1<br>23      | 8 Maths S2<br>BMTH201-DC1<br>23               |
| Period 1   | 8 English S2<br>BENG201-EM2<br>17                   | 8 Maths S2<br>BMTH201-DC1<br>23    | 8 Maths S2<br>BMTH201-DC1<br>23 <b>Room Change</b>  | 8 Hpe S2<br>BHPE201-SM3<br>A2 - Gym  | 8 Science S2<br>BSC201-NW1<br>Science 1 - Lab |
| Period 2   | 8 Humanities S2<br>BHUM201-ED1<br>17                | 8 Hpe S2<br>BHPE201-SM3<br>A1      | 8 Maths S2<br>BMTH201-DC1<br>23                     | 8 Hpe S2<br>BHPE201-SM3<br>A2 - Gym  | 8 Science S2<br>BSC201-NW1<br>Science 1 - Lab |
| Period 3   | 8 Multimedia S2<br>BMMA201-ME1<br>Room 6 - Computer | 8 Textiles S2<br>BTEX201-TB1<br>14 | 8 Multimedia S2<br>BMMA201-ME1<br>Room 6 - Computer | 8 English S2<br>BENG201-EM2<br>17    | 8 Textiles S2<br>BTEX201-TB1<br>14            |
| Period 4   | 8 Science S2<br>BSC201-NW1<br>Science 1 - Lab       | 8 Textiles S2<br>BTEX201-TB1<br>14 | 8 Multimedia S2<br>BMMA201-ME1<br>Room 6 - Computer | 8 Humanities S2<br>BHUM201-ED1<br>35 | 8 Hpe S2<br>BHPE201-SM3<br>A2 - Gym           |
| Period 5   | 8 Language S2<br>BLAN201-LG1<br>05                  | 8 English S2<br>BENG201-EM2<br>23  | 8 English S2<br>BENG201-EM2<br>Library Table Area   | 8 Hpe S2<br>BHPE201-SM3<br>A3        | 8 Language S2<br>BLAN201-LG1<br>05            |



## Learning – Reports



This page will show your child’s Assessment Task Results and Victorian Curriculum Report for students in Years 7-10. These are available at the end of each semester.



## Learning – Progress Reports

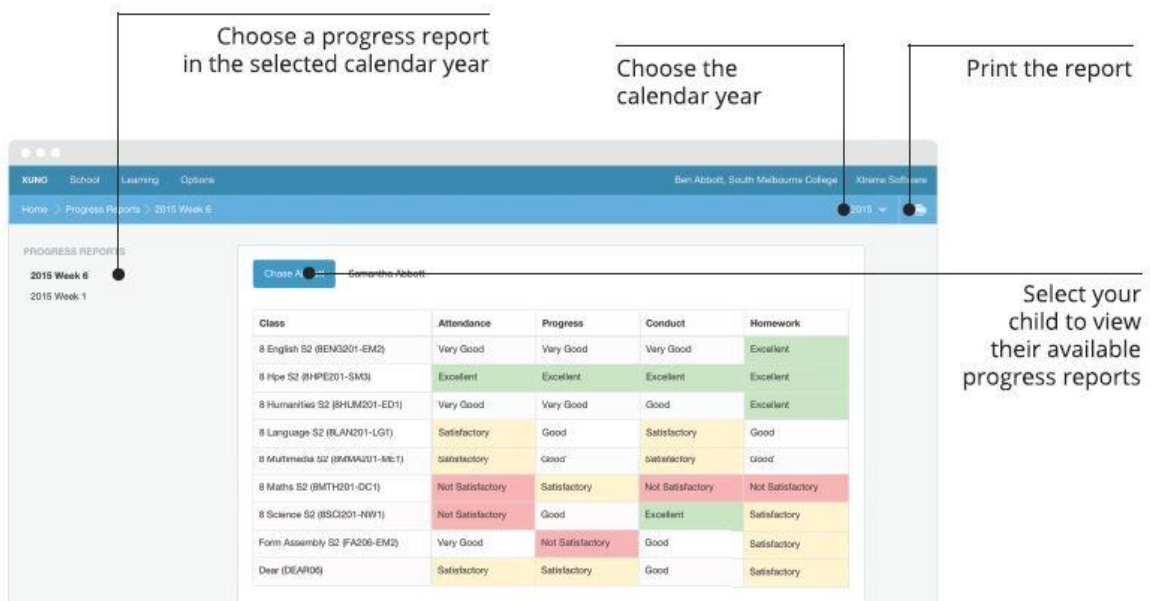


Individual student performance is monitored and reported upon by our teachers every three weeks in Year 12 and every 6 weeks in Years 7 - 11 to ensure:

- The learning progress of students is meeting teacher expectations
- There is timely feedback for major assessment tasks
- Students do not fall behind or become disengaged
- There is appropriate support for students when needed
- The provision of current student information for the year level coordinators.

Information is provided via **Xuno** in the following areas:

- Quality of Work
- Effort
- Participation
- Behaviour
- Learning Progress
- Attendance



Choose a progress report in the selected calendar year

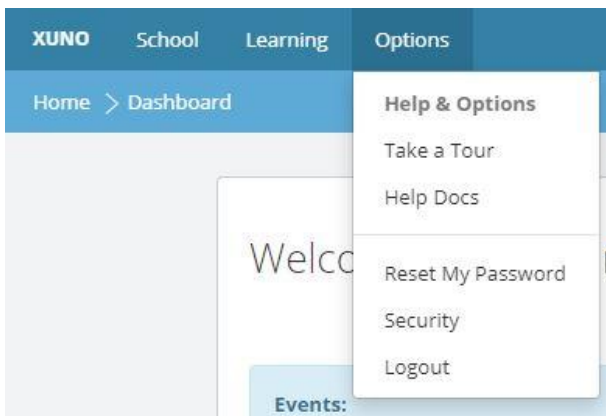
Choose the calendar year

Print the report

Select your child to view their available progress reports

| Class                         | Attendance       | Progress         | Conduct          | Homework         |
|-------------------------------|------------------|------------------|------------------|------------------|
| 8 English S2 (BENG201-EM2)    | Very Good        | Very Good        | Very Good        | Excellent        |
| 8 Hpe S2 (8HPE201-SM3)        | Excellent        | Excellent        | Excellent        | Excellent        |
| 8 Humanities S2 (8HUM201-ED1) | Very Good        | Very Good        | Good             | Excellent        |
| 8 Language S2 (BLAN201-LG1)   | Satisfactory     | Good             | Satisfactory     | Good             |
| 8 Multimedia S2 (8MMA201-ME1) | Satisfactory     | Good             | Satisfactory     | Good             |
| 8 Maths S2 (8MTH201-DC1)      | Not Satisfactory | Satisfactory     | Not Satisfactory | Not Satisfactory |
| 8 Science S2 (8SC201-NW1)     | Not Satisfactory | Good             | Excellent        | Satisfactory     |
| Form Assembly S2 (FA206-EM2)  | Very Good        | Not Satisfactory | Good             | Satisfactory     |
| Deer (DEARD9)                 | Satisfactory     | Satisfactory     | Good             | Satisfactory     |

## Options Tab



XUNO School Learning Options

Home > Dashboard

Help & Options

- Take a Tour
- Help Docs
- Reset My Password
- Security
- Logout

Welcome

Events:

### Help & Options

**Take a Tour:** Take a tour with screenshots to show some of the features of XUNO.

**Help docs:** Further support information available. You are always welcome to contact the school for assistance with any of XUNO's features.

**Reset My Password:** On this page you can reset your password at any time. You can also contact the General Office to reset your password if you forget/lose your password.