

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.

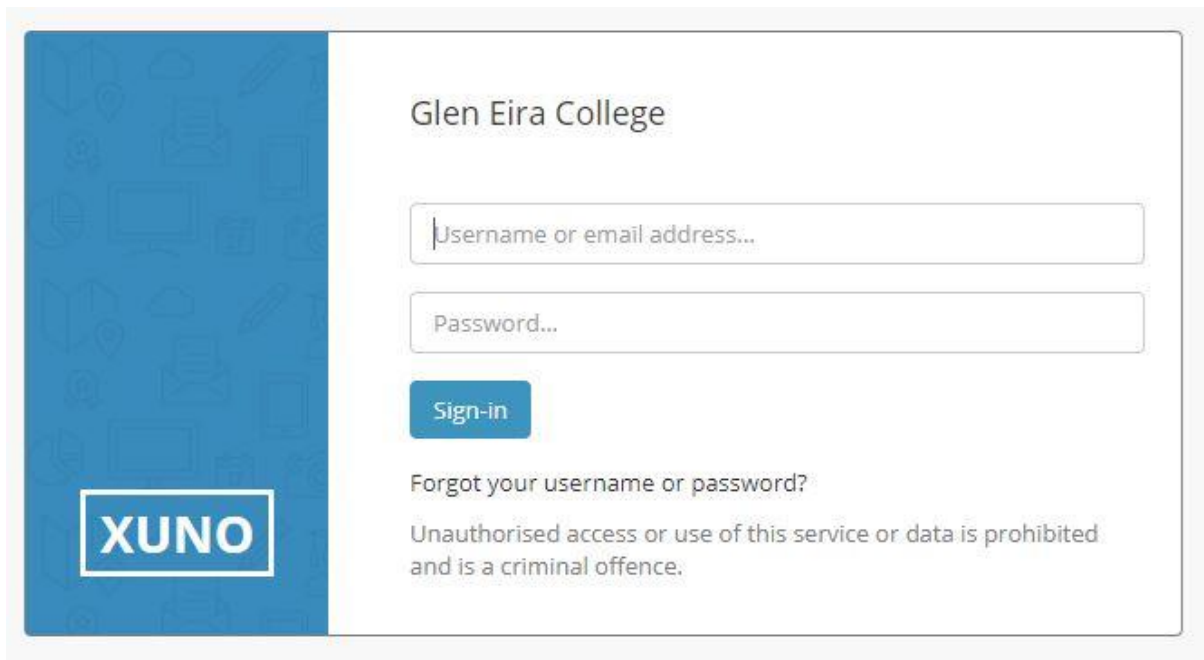
Logging in to the XUNO Portal

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”.



Glen Eira College

Username or email address...

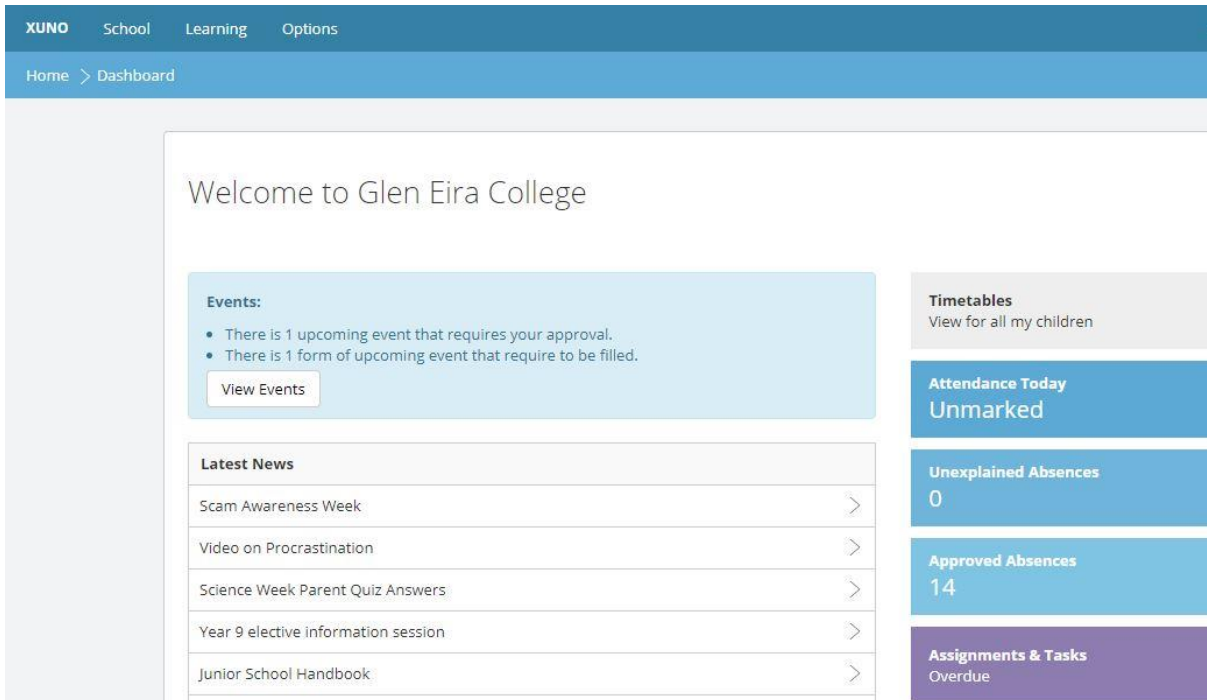
Password...

Sign-in

Forgot your username or password?

Unauthorised access or use of this service or data is prohibited and is a criminal offence.

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.



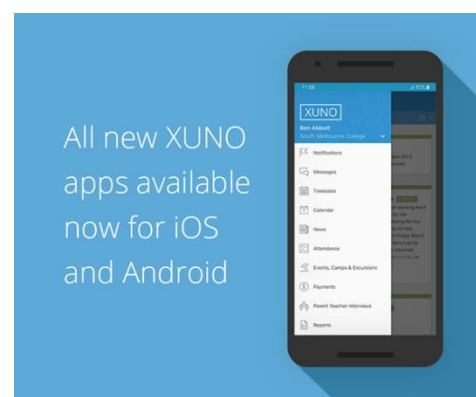
On smaller screens such as phones you may need to click on the three bars icon.



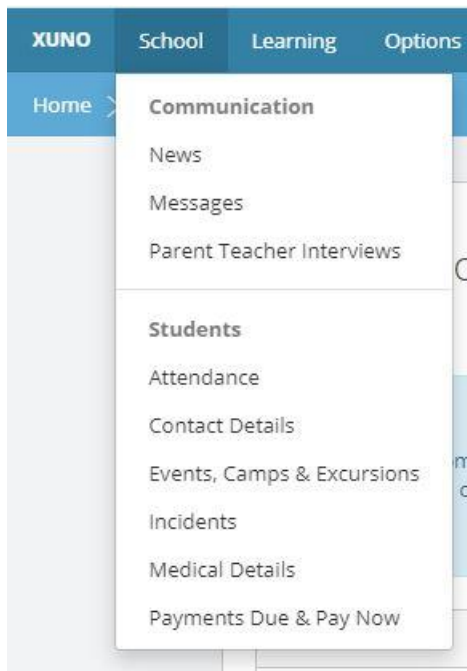
The XUNO App

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.

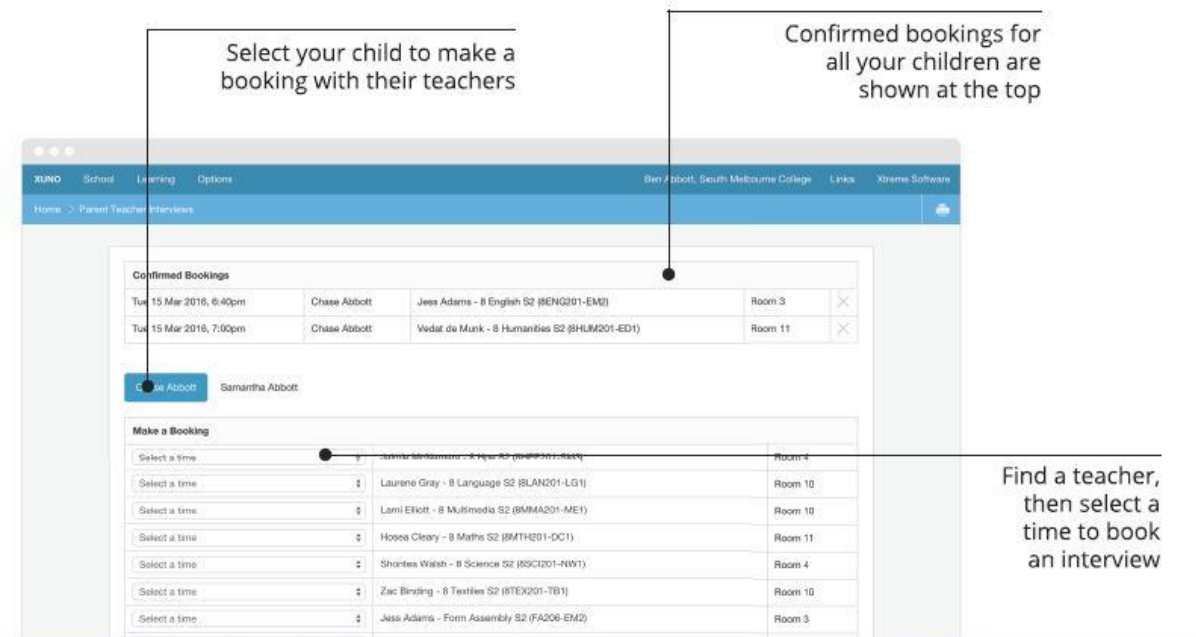
School – Messages

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 a web interface for booking parent-teacher interviews. At the top, there is a navigation bar with 'XEROX', 'School', 'Learning', and 'Options'. Below this, a breadcrumb trail shows 'Home > Parent Teacher Interviews'. The main content area is divided into two sections: 'Confirmed Bookings' and 'Make a Booking'.

Confirmed Bookings: This section displays a table of existing bookings. Annotations indicate that 'Confirmed bookings for all your children are shown at the top' and that users can 'Select your child to make a booking with their teachers'.

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

Below the table, a dropdown menu shows 'Chase Abbott' selected, with 'Samantha Abbott' as an alternative.

Make a Booking: This section allows users to create new bookings. An annotation states: 'Find a teacher, then select a time to book an interview'. The table below shows available teachers and rooms.

Select a time	Teacher	Room
Select a time	Laurene Gray - 8 Language S2 (BLAN201-LG1)	Room 4
Select a time	Lami Elliott - 8 Multimedia S2 (BMMA201-ME1)	Room 10
Select a time	Hosoa Cleary - 8 Maths S2 (BMTH201-DC1)	Room 11
Select a time	Shantea Walsh - 8 Science S2 (RSC1201-NW1)	Room 4
Select a time	Zac Binding - 8 Textiles S2 (BTX201-TB1)	Room 10
Select a time	Jess Adams - Form Assembly S2 (FA206-EM2)	Room 3

School – Attendance: Learning begins at 9am

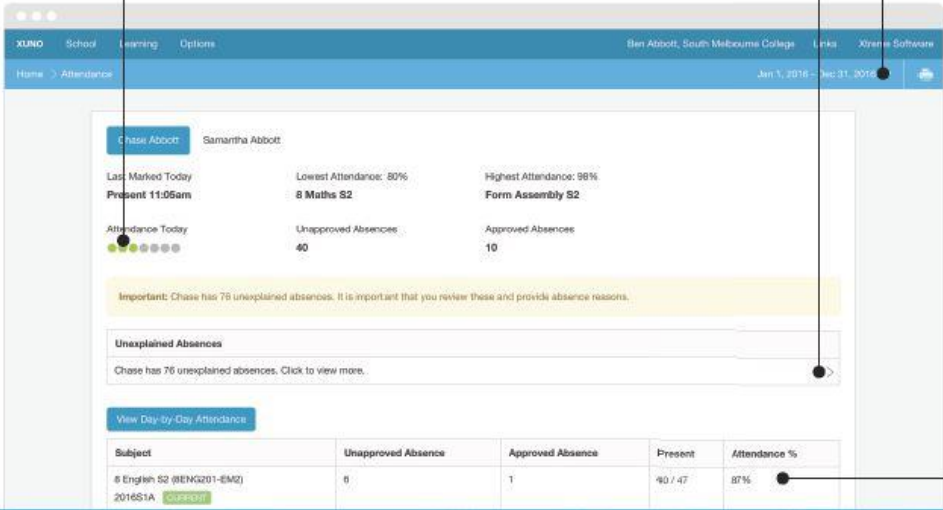
The attendance page gives a breakdown of your child's attendance for each class. Daily school attendance is important for young people to succeed in education and to ensure they don't fall behind both socially and developmentally.

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

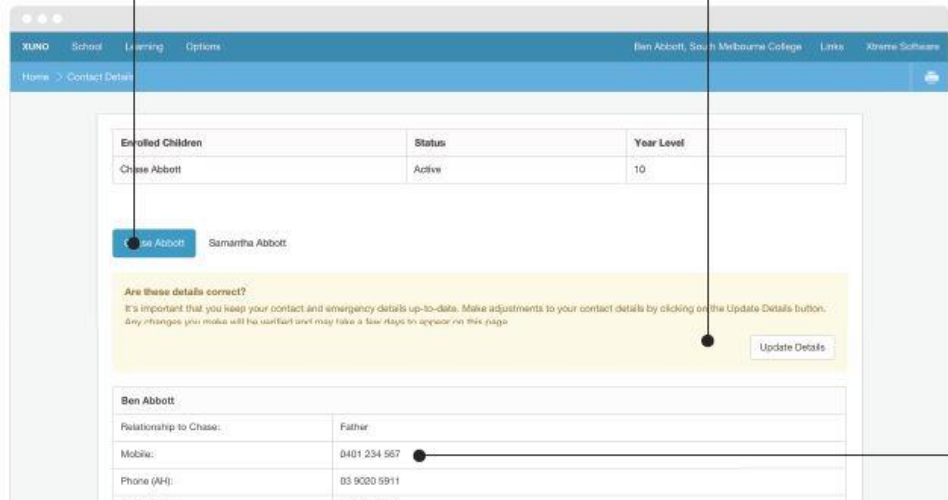
Choose a date range

View class attendance statistics

Subject	Unapproved Absence	Approved Absence	Present	Attendance %
8 English S2 (BENG201-EM2) 2016S1A	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	Status	Year Level
Chase Abbott	Active	10

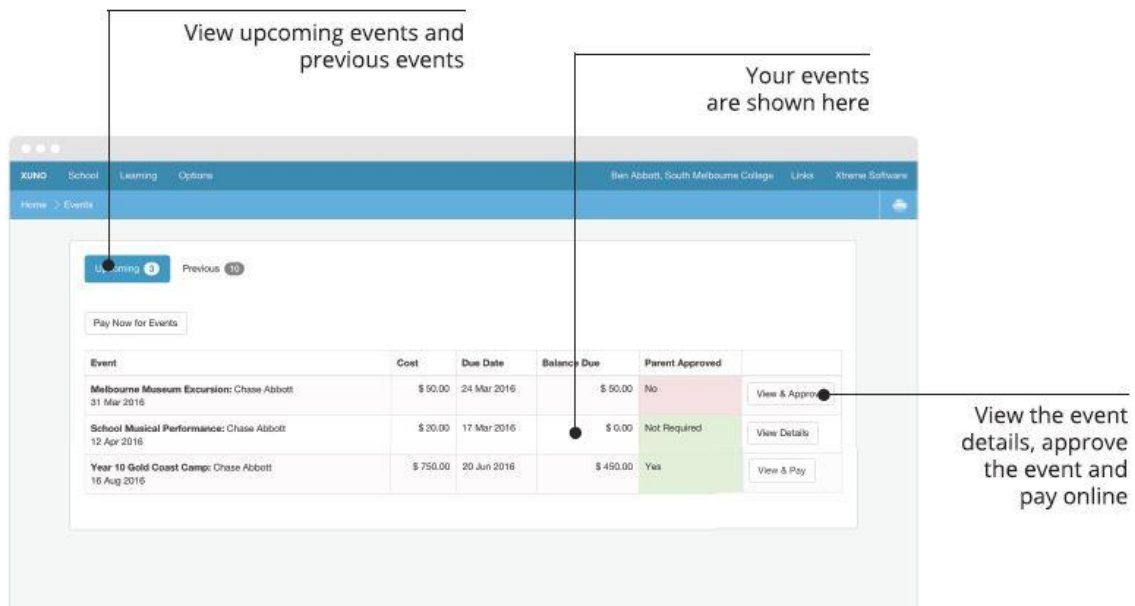
Are these details correct?
It's important that you keep your contact and emergency details up-to-date. Make adjustments to your contact details by clicking on the Update Details button. Any changes you make will be submitted and may take a few days to appear on this page.

Update Details

Ben Abbott
Relationship to Chase: Father
Mobile: 0401 234 567
Phone (WH): 03 9020 5911
Business Email: ben.abbott@ben.abbott.edu.au

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.



The screenshot shows the XUNO School Events page. The header includes navigation links: XUNO, School, Learning, Options, Ben Abbott, South Melbourne College, Links, and Xtreme Software. The main content area has a 'View upcoming events and previous events' annotation pointing to the 'Upcoming' and 'Previous' tabs. Below the tabs is a 'Pay Now for Events' button. A table lists events with columns: Event, Cost, Due Date, Balance Due, Parent Approved, and buttons for 'View & Approve', 'View Details', and 'View & Pay'. The table contains three rows: 'Melbourne Museum Excursion: Chase Abbott' (Cost: \$50.00, Due Date: 24 Mar 2016, Balance Due: \$50.00, Parent Approved: No), 'School Musical Performance: Chase Abbott' (Cost: \$20.00, Due Date: 17 Mar 2016, Balance Due: \$0.00, Parent Approved: Not Required), and 'Year 10 Gold Coast Camp: Chase Abbott' (Cost: \$750.00, Due Date: 20 Jun 2016, Balance Due: \$450.00, Parent Approved: Yes). A 'View the event details, approve the event and pay online' annotation points to the 'View & Approve' button for the first event.

Event	Cost	Due Date	Balance Due	Parent Approved	Buttons
Melbourne Museum Excursion: Chase Abbott 31 Mar 2016	\$ 50.00	24 Mar 2016	\$ 50.00	No	View & Approve
School Musical Performance: Chase Abbott 12 Apr 2016	\$ 20.00	17 Mar 2016	\$ 0.00	Not Required	View Details
Year 10 Gold Coast Camp: Chase Abbott 16 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.

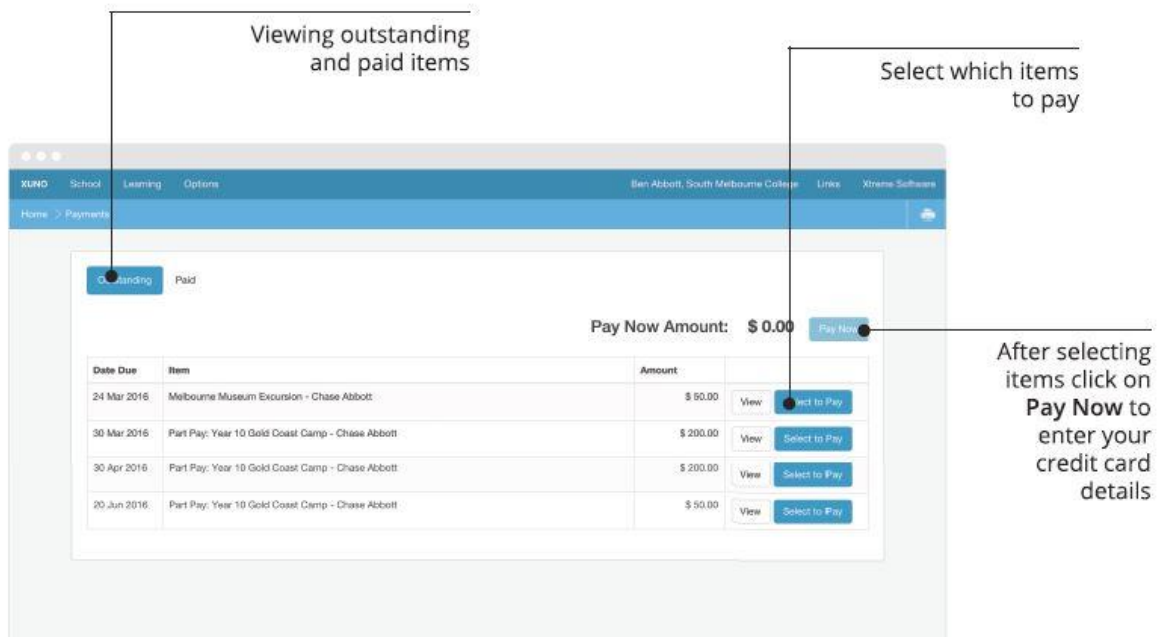
You can select the items you wish to pay.

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 school payments. At the top, there's a navigation bar with 'XEROX', 'School', 'Learning', and 'Options'. Below that, a breadcrumb trail shows 'Home > Payments'. The main content area has two tabs: 'Outstanding' (selected) and 'Paid'. Below the tabs, there's a '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 a 'View' button and a 'Select to Pay' button. The items listed are:

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

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

Amount Due	
\$ 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.

Home > Medical Details

Student 1 Example

Student 2 Example

Date	Medical
Thu 8 Oct 2015	ASTHMA

Learning Tab

Learning – Timetable

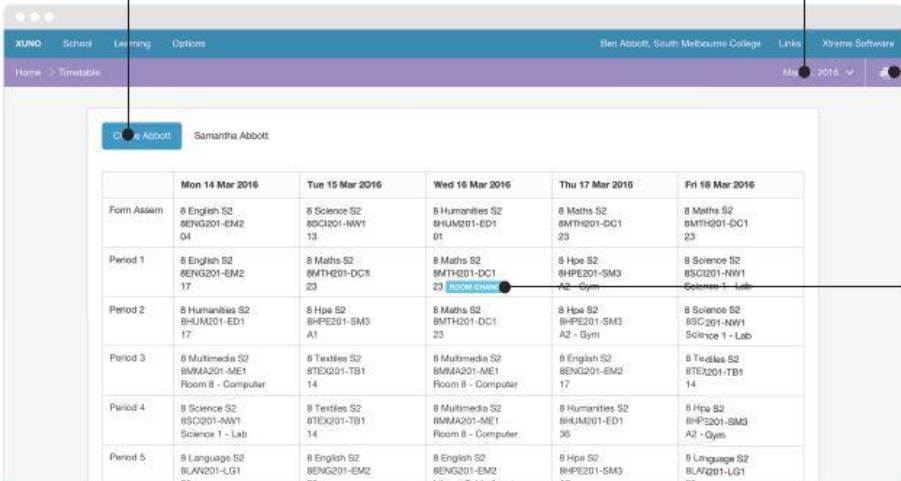
This page will allow you to view and print your child's timetable.

Select your child to view their timetable

Choose a week

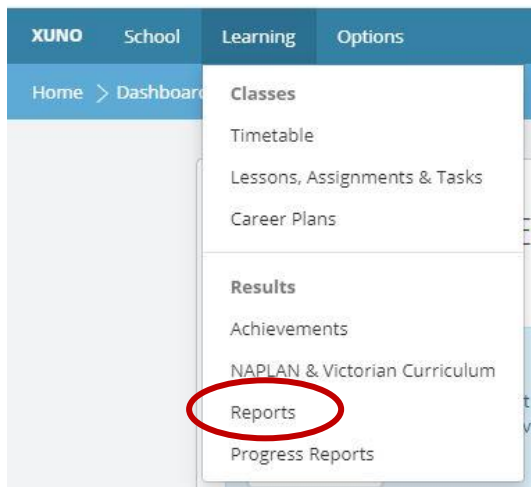
Print

Room changes and other alerts are shown

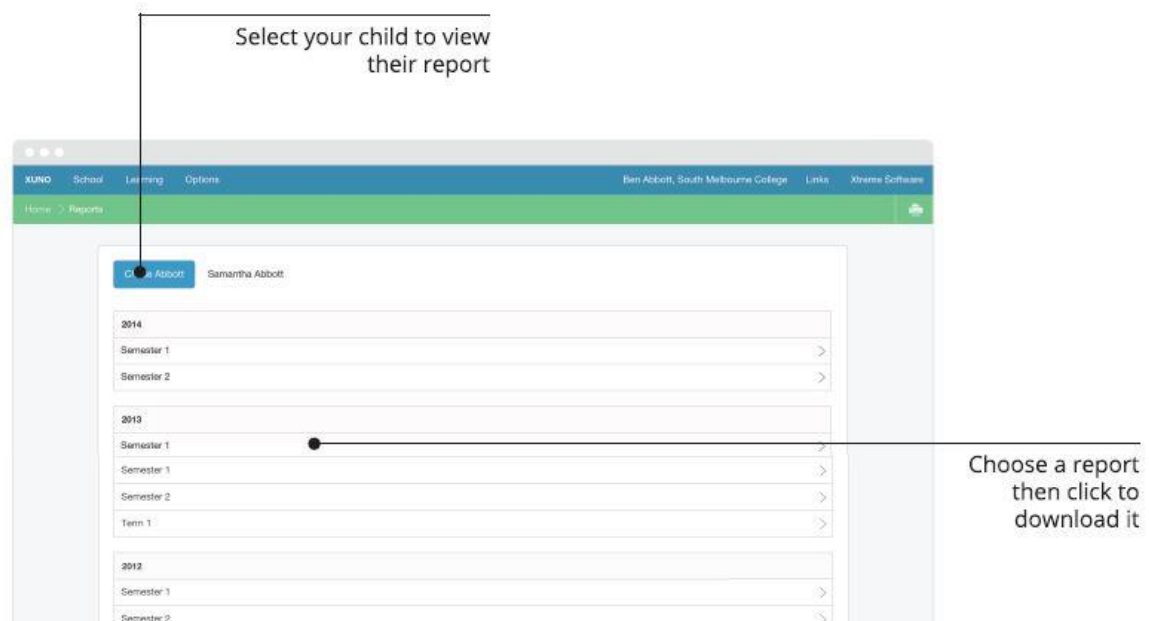


	Mon 14 Mar 2016	Tue 15 Mar 2016	Wed 16 Mar 2016	Thu 17 Mar 2016	Fri 18 Mar 2016
Form Assam	8 English S2 BENG201-EM2 04	8 Science S2 RSC201-NW1 13	8 Humanities S2 BHUM201-ED1 01	8 Maths S2 BMTH201-DC1 23	8 Maths S2 BMTH201-DC1 23
Period 1	8 English S2 BENG201-EM2 17	8 Maths S2 BMTH201-DC1 23	8 Maths S2 BMTH201-DC1 23	8 Hpe S2 BHPE201-SM3 A2 - Gym	8 Science S2 RSC201-NW1 Science 1 - Lab
Period 2	8 Humanities S2 BHUM201-ED1 17	8 Hpe S2 BHPE201-SM3 A1	8 Maths S2 BMTH201-DC1 23	8 Hpe S2 BHPE201-SM3 A2 - Gym	8 Science S2 RSC201-NW1 Science 1 - Lab
Period 3	8 Multimedia S2 BMM201-ME1 Room 8 - Computer	8 Textiles S2 BTEX201-TB1 14	8 Multimedia S2 BMM201-ME1 Room 8 - Computer	8 English S2 BENG201-EM2 17	8 Textiles S2 BTEX201-TB1 14
Period 4	8 Science S2 RSC201-NW1 Science 1 - Lab	8 Textiles S2 BTEX201-TB1 14	8 Multimedia S2 BMM201-ME1 Room 8 - Computer	8 Humanities S2 BHUM201-ED1 35	8 Hpe S2 BHPE201-SM3 A2 - Gym
Period 5	8 Language S2 BLAN201-LG1 05	8 English S2 BENG201-EM2 23	8 English S2 BENG201-EM2 Library Table Area	8 Hpe S2 BHPE201-SM3 A3	8 Language S2 BLAN201-LG1 05

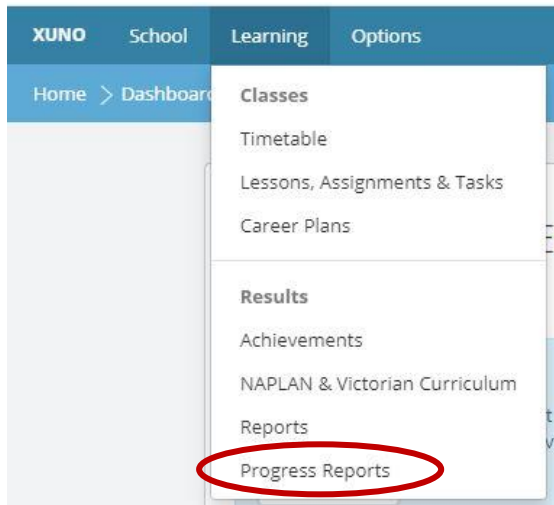
Learning – Reports



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

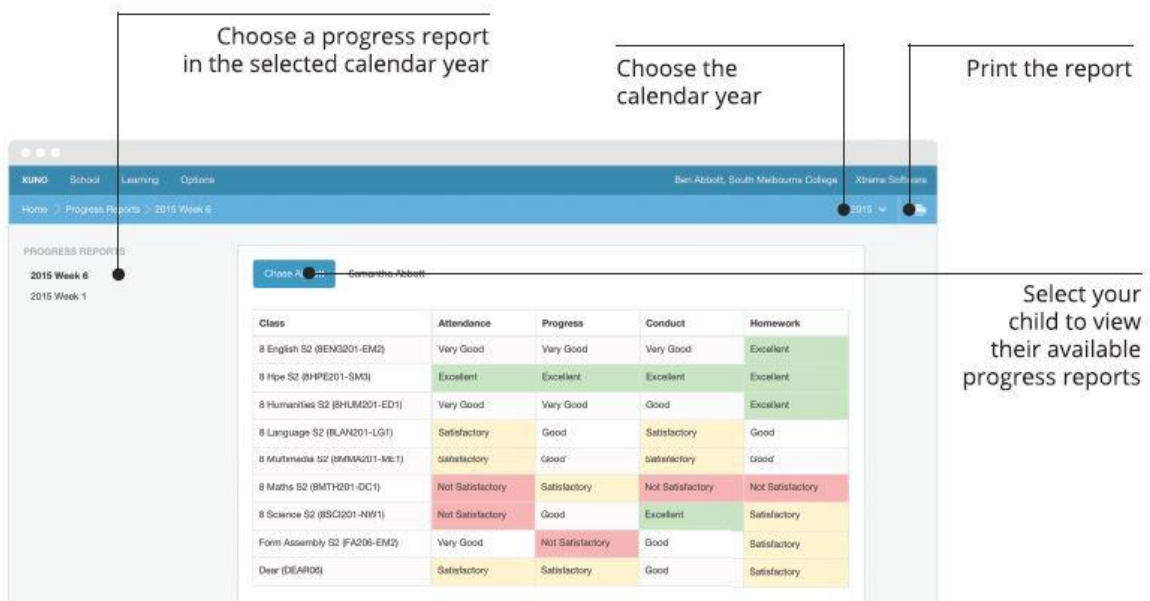


Individual student performance is monitored and reported upon by our teachers every three weeks in Year 12 and every 6 weeks in Years 7 - 11 to ensure:

- 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

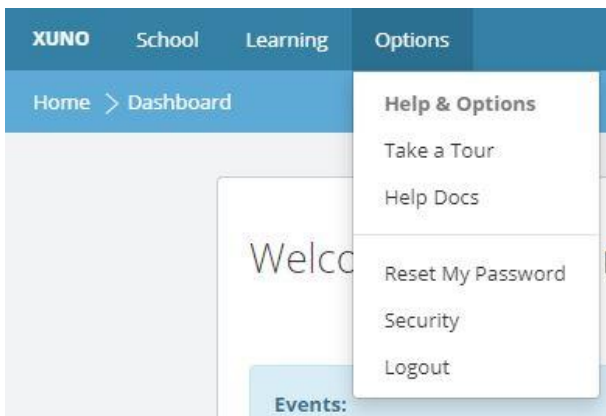
Choose the calendar year

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 (BHPE201-SM3)	Excellent	Excellent	Excellent	Excellent
8 Humanities S2 (BHUM201-ED1)	Very Good	Very Good	Good	Excellent
8 Language S2 (BLAN201-LG1)	Satisfactory	Good	Satisfactory	Good
8 Multimedia S2 (BMAA201-MC1)	Satisfactory	Good	Satisfactory	Good
8 Maths S2 (BMTH201-DC1)	Not Satisfactory	Satisfactory	Not Satisfactory	Not Satisfactory
8 Science S2 (BSC201-NW1)	Not Satisfactory	Good	Excellent	Satisfactory
Form Assembly S2 (FA206-EM2)	Very Good	Not Satisfactory	Good	Satisfactory
Deer (DEAR06)	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.