

## ***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://gec.xuno.com.au>

The link is also on the school website homepage.

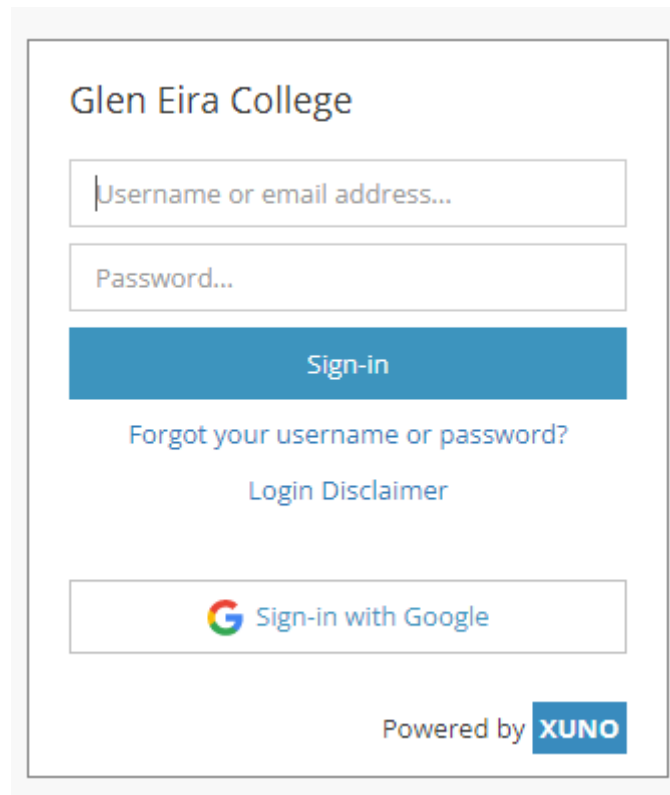
### **Logging in to the XUNO Portal**

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 their 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.

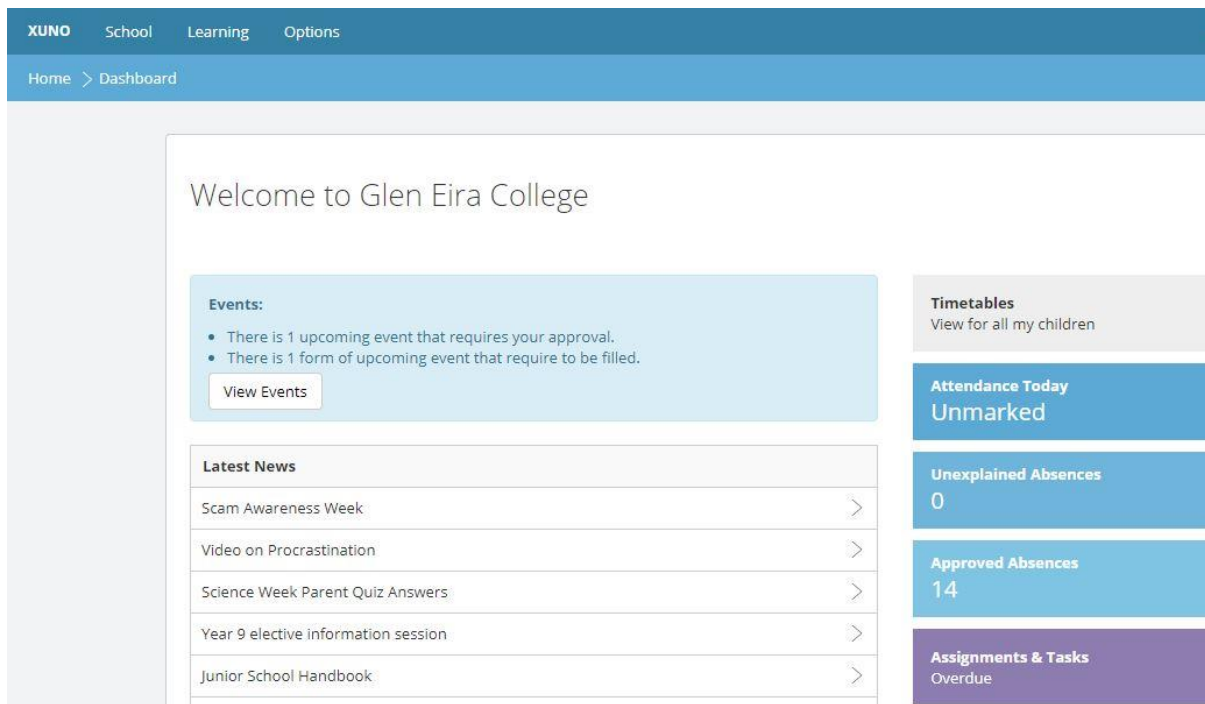
Once you have your username and password, simply type this into the login page and click “Sign In”.



The screenshot shows the login interface for the XUNO portal at Glen Eira College. At the top, the text "Glen Eira College" is displayed. Below this are two input fields: "Username or email address..." and "Password...". A blue "Sign-in" button is positioned below the password field. Underneath the button are two links: "Forgot your username or password?" and "Login Disclaimer". At the bottom of the form is a "Sign-in with Google" button, which includes the Google logo. In the bottom right corner of the page, it says "Powered by XUNO" with the XUNO logo.



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.



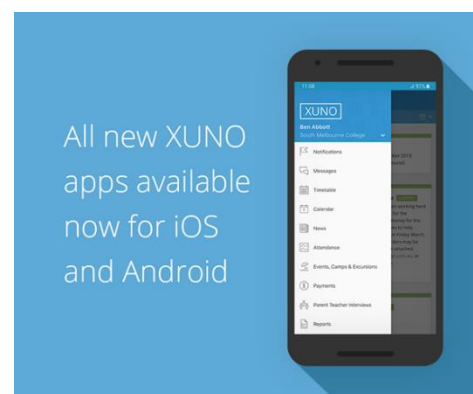
On smaller screens such as phones you may need to click on the three bars icon.



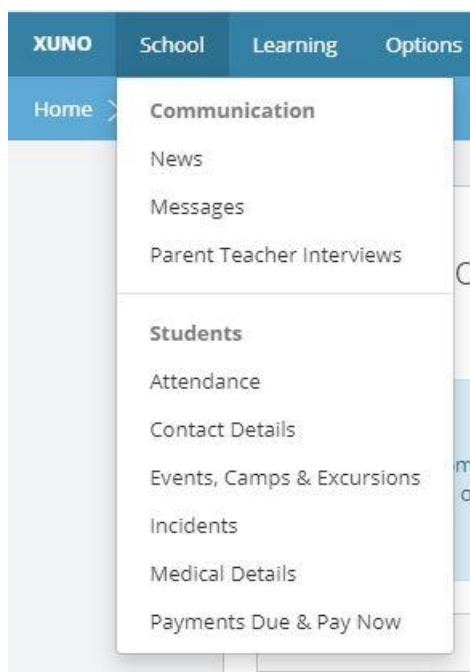
## The XUNO App

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 for parent information nights and student bulletins.

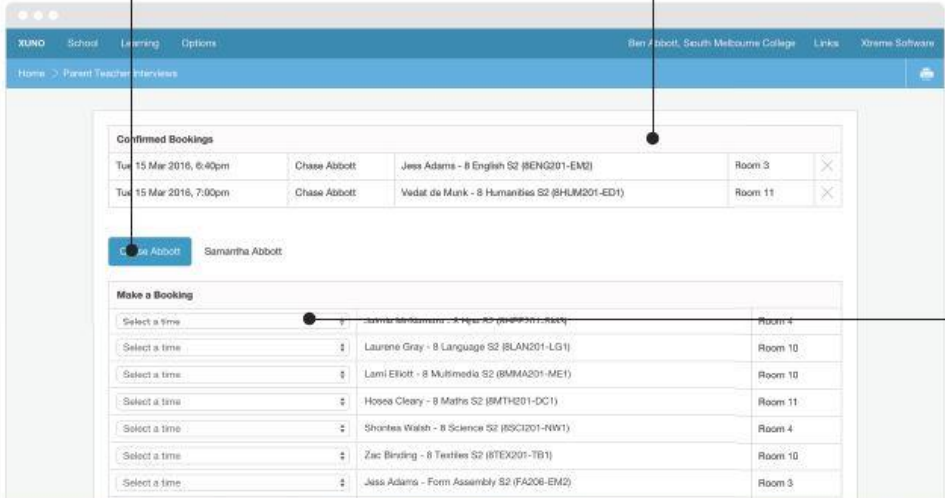
### School – Messages

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 showing two bookings for 'Chase Abbott' on 'Tue 15 Mar 2016'. Below this 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 'Chase Abbott' button; '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

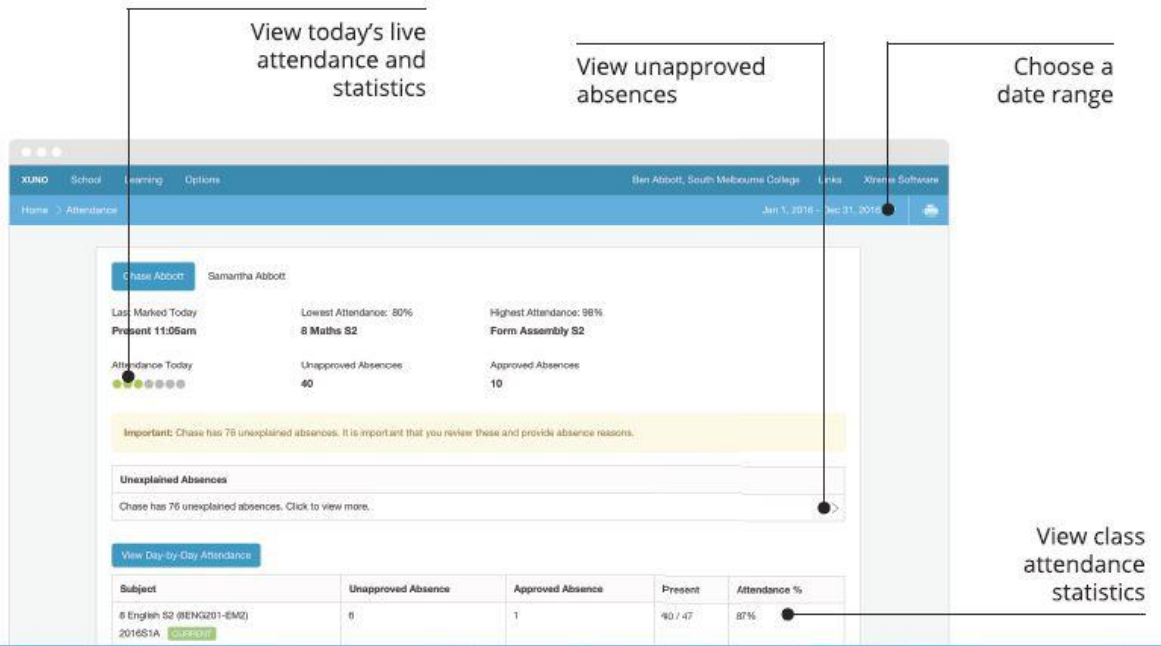
## School – Attendance: Learning begins at 9am

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

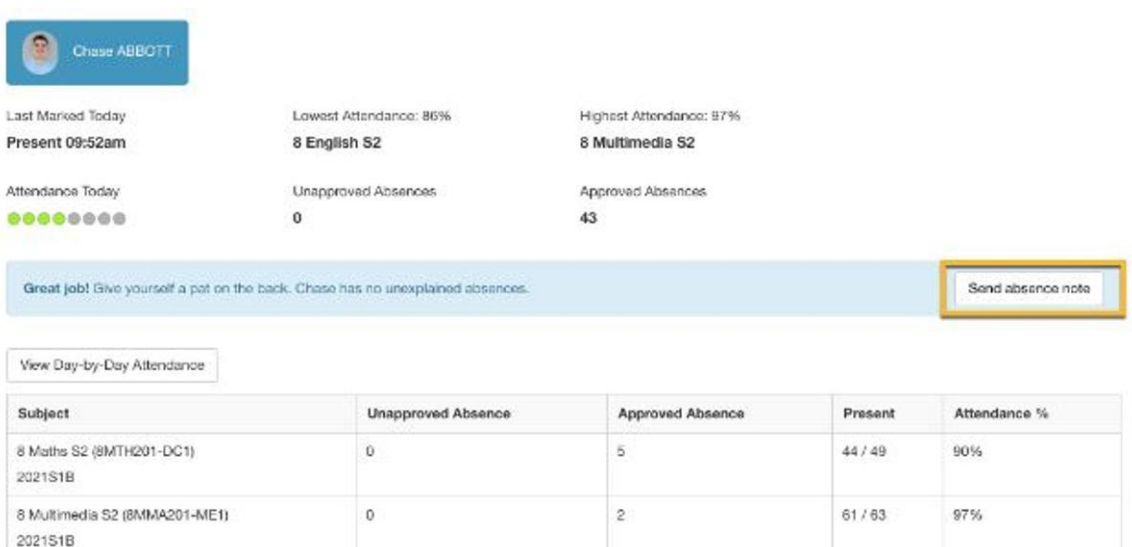
Choose a date range

View class attendance statistics

## How to Submit a Future Absence on XUNO

XUNO also allows you to inform the school that your child will be absent on a specific date or time in the future, including today, before or after the roll has been marked.

1. Log in to your XUNO parent portal or XUNO Family app.
2. **Via the XUNO web portal:** From the School menu click on **Attendance**, or on the dashboard, click the **Attendance Today** tile. **Via the XUNO Family app:** From the main menu, tap **Attendance**
3. If you have more than one child at the school, select the name of the child you are reporting an absence for.
4. Click/tap on the **Send absence note** button



Chase ABBOTT

Last Marked Today  
**Present 09:52am**

Lowest Attendance: 86%  
**8 English S2**

Highest Attendance: 97%  
**8 Multimedia S2**

Attendance Today

Unapproved Absences  
**0**

Approved Absences  
**43**

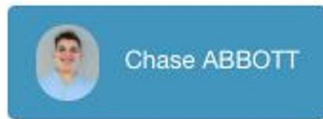
Great job! Give yourself a pat on the back. Chase has no unexplained absences.

**Send absence note**

View Day-by-Day Attendance

Subject	Unapproved Absence	Approved Absence	Present	Attendance %
8 Maths S2 (8MTH201-DC1) 2021S1B	0	5	44 / 49	90%
8 Multimedia S2 (8MMA201-ME1) 2021S1B	0	2	61 / 63	97%

5. Then click **Send a note for a future date**



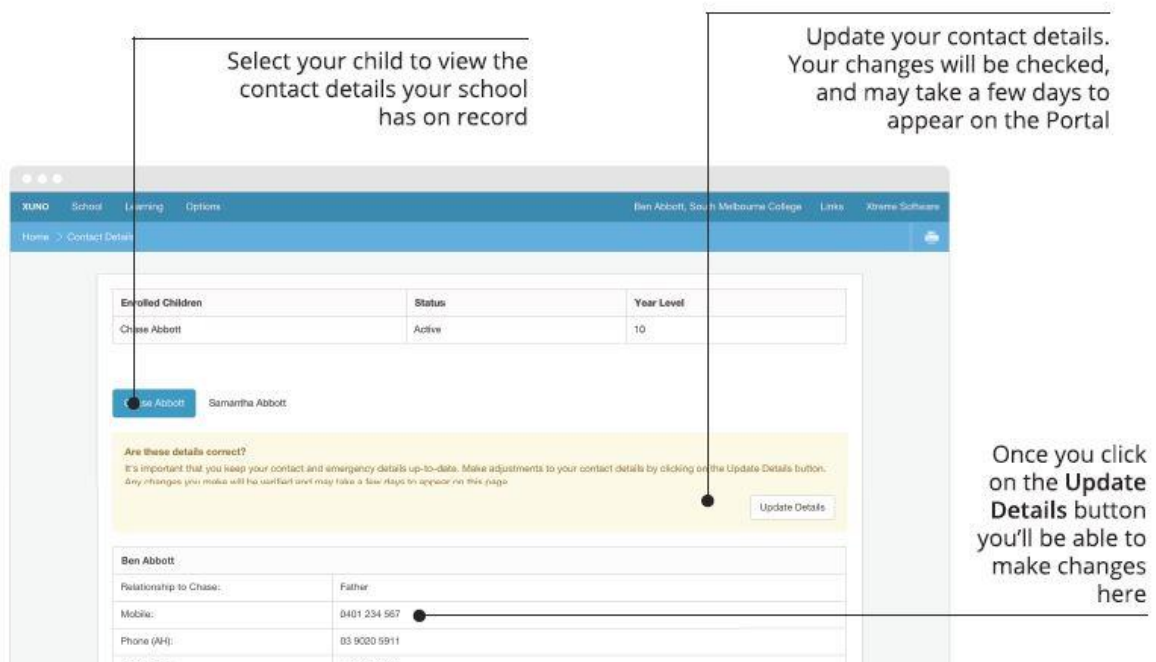
**Great job!** Give yourself a pat on the back. no unexplained absences.

View All Future Absence Notes **Send a note for a future date**

Date	Period	Subject
No unexplained absences found in date range.		

## 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

**XUNO** School Learning Options Ben Abbott, South Melbourne College Links Xtreme Software

Home > Contact Details

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 verified and may take a few days to appear on this page.

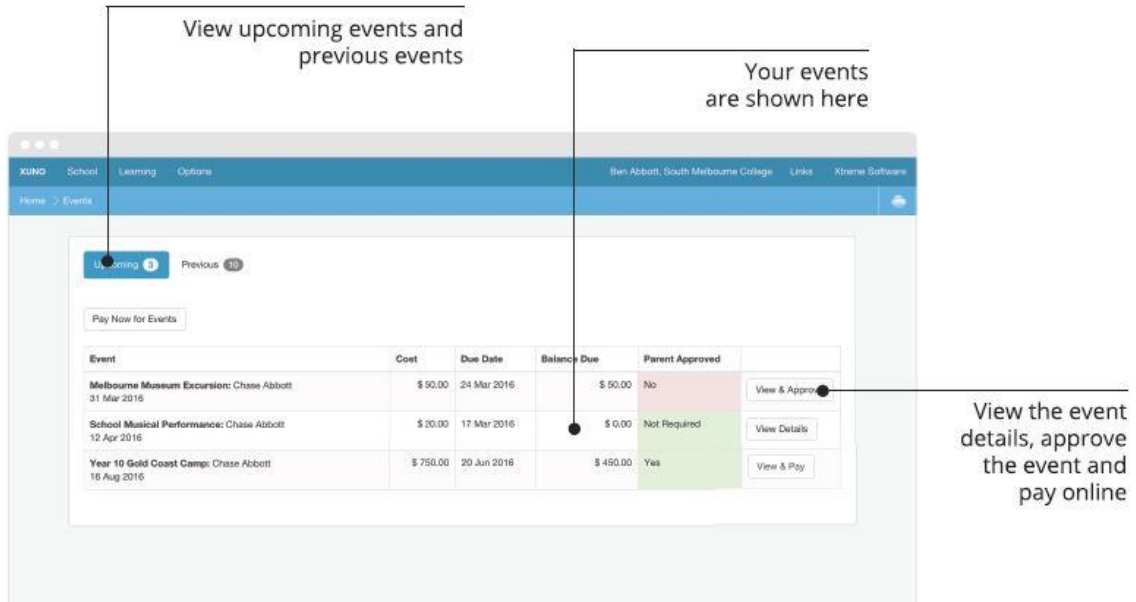
Update Details

**Ben Abbott**

Relationship to Chase:	Father
Mobile:	0401 234 567
Phone (WH):	03 9020 6911
Emergency Contact:	03 9020 6911

## 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 31 Mar 2016	\$ 50.00	24 Mar 2016	\$ 50.00	No	View & Approve
School Musical Performances: 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 contributions, both curriculum and other consumables, and extra-curricular payments that are due.

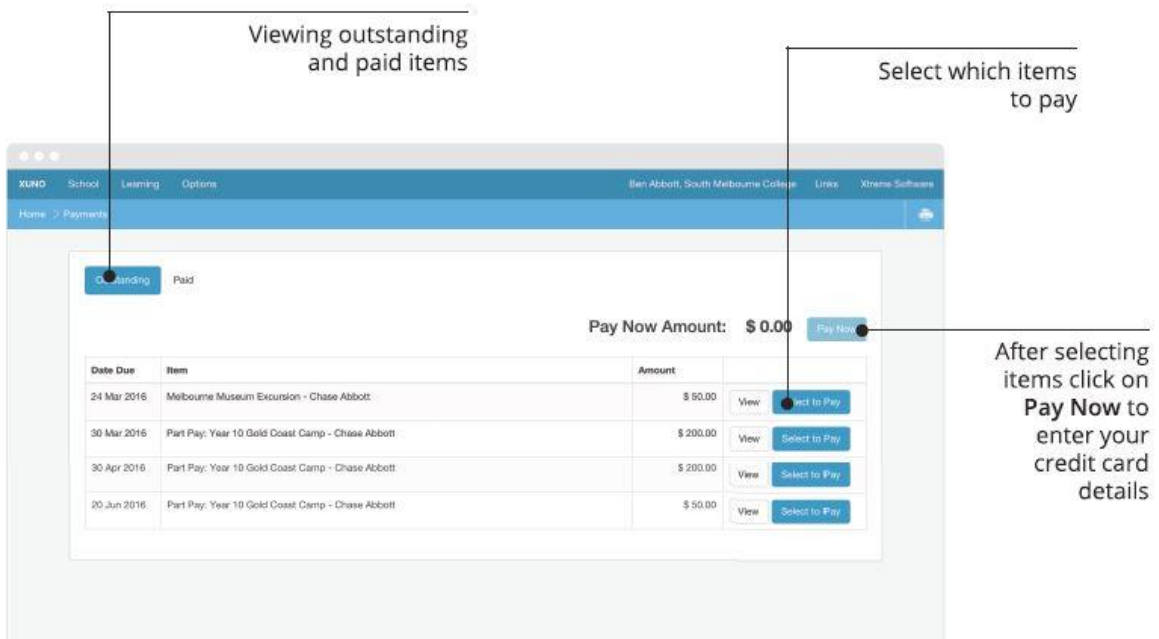
You can select the items you wish to contribute to or pay.

You can select the view button to allow you to view the details of what you are contributing or 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 links: XUNO, School, Learning, Options, Ben Abbott, South Melbourne College, Links, Xtreme Software. Below this is a breadcrumb trail: Home > Payments. There are two tabs: 'Outstanding' (selected) and 'Paid'. The 'Pay Now Amount' is \$0.00. A table lists items with columns for Date Due, Item, and Amount. Each row has 'View' and 'Select to Pay' buttons. A 'Pay Now' button is located to the right of the table.

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 (either less or more).

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

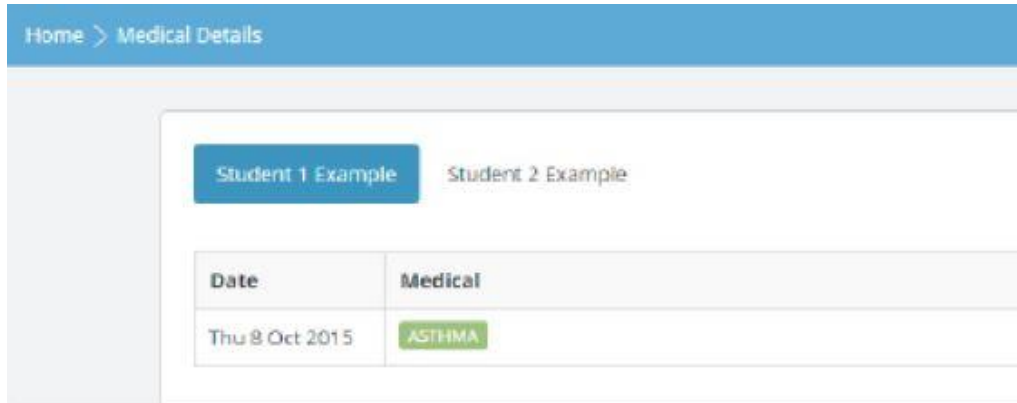
Pay another amount

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



## School – Medical Details

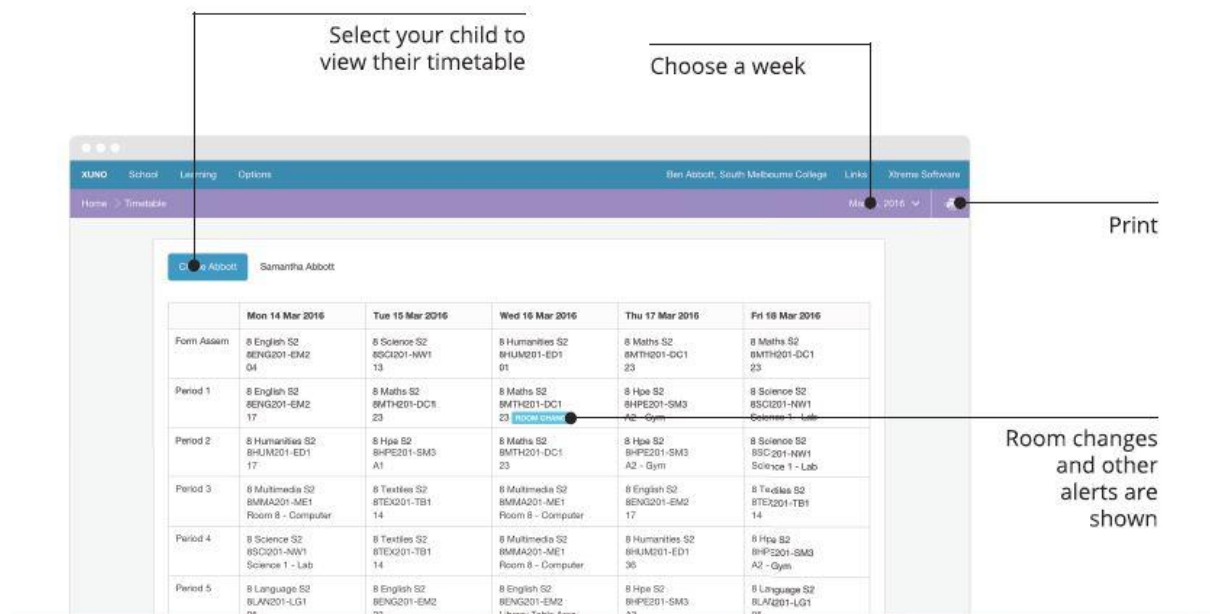
This page will show any medical details or concerns registered for your child. Please inform the General Office if you believe information is missing or incorrect.



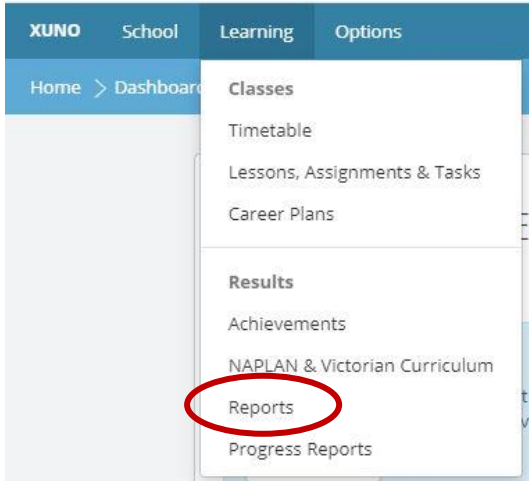
## Learning Tab

### Learning – Timetable

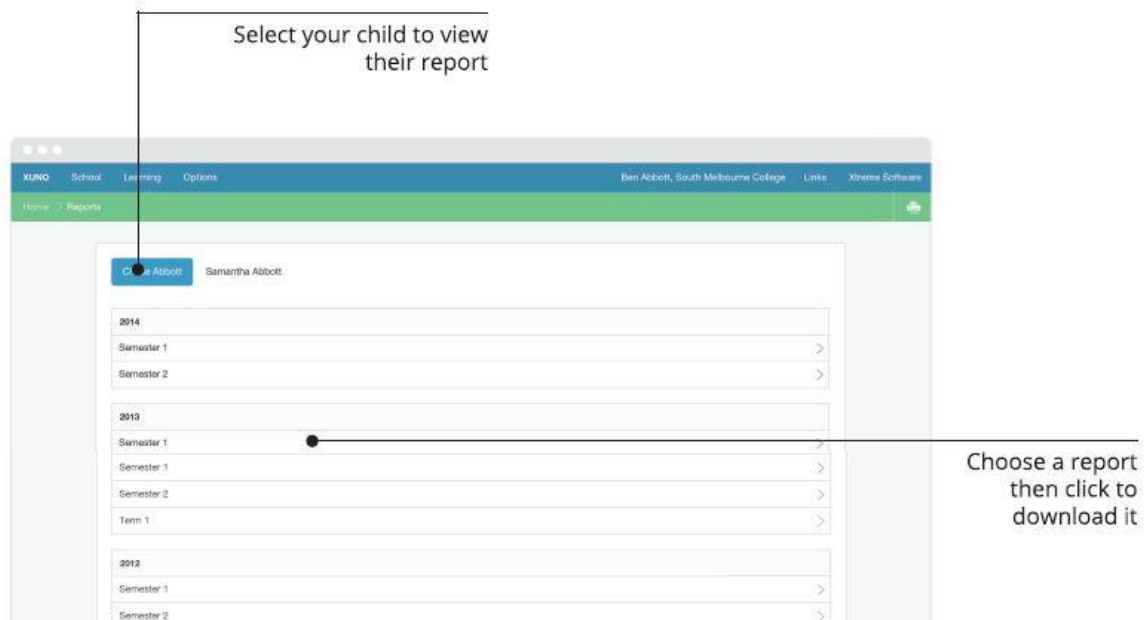
This page will allow you to view and print your child's timetable.



## Learning – Reports



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



## Learning – Progress Reports

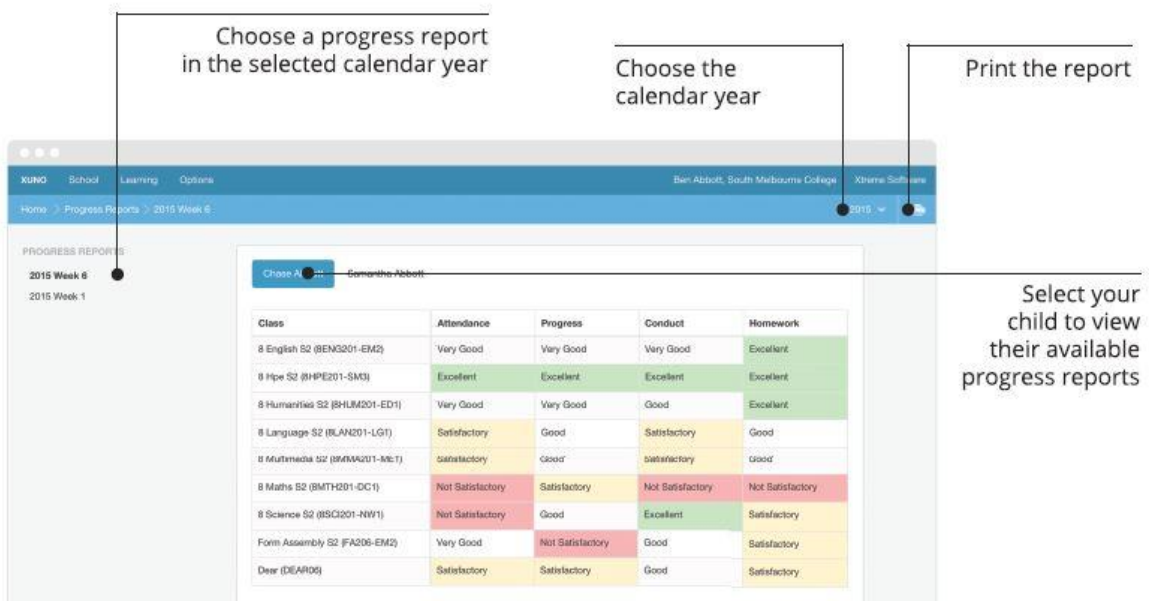


Individual student performance is monitored and reported upon by our teachers every three weeks in Year 12 and every 6 weeks in Years 7 - 11 to ensure:

- 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

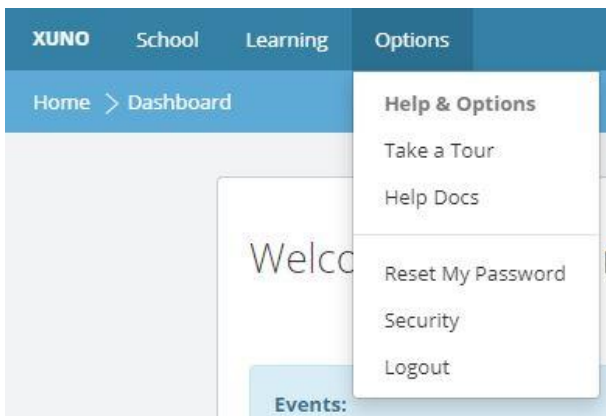
Choose the calendar year

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.