

## ***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.

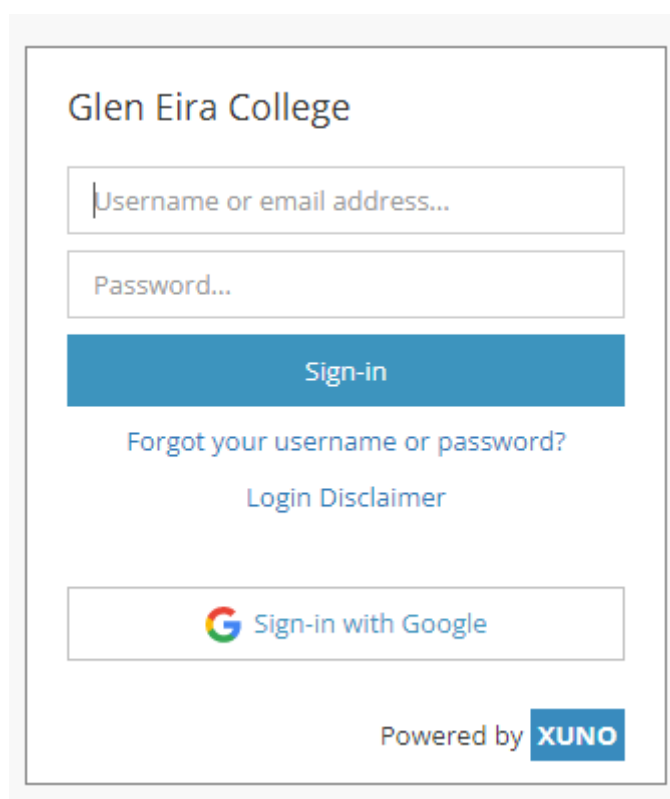
### **Logging in to the XUNO Portal**

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.

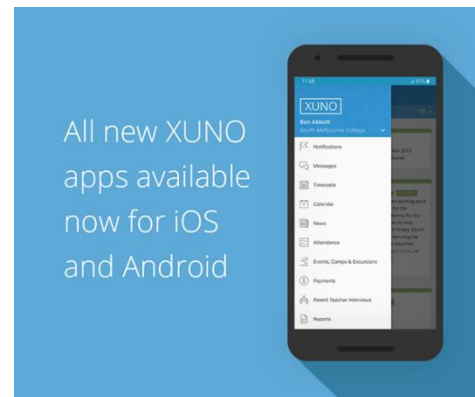
Once you have your username and password, simply type this into the login page and click “Sign In”.



The screenshot shows the login interface for the XUNO portal at Glen Eira College. At the top, it says "Glen Eira College". Below that 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 login area is a "Sign-in with Google" button featuring the Google logo. In the bottom right corner of the page, it says "Powered by XUNO" with the XUNO logo.

To access the XUNO Family 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**.

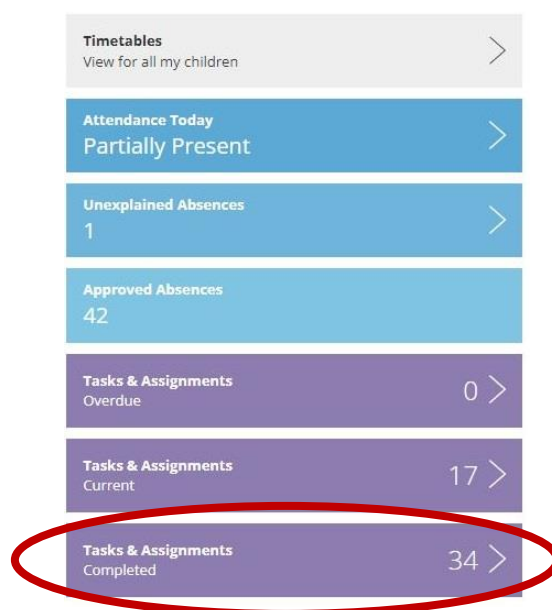


After logging in you will come to the dashboard. You will see a summary of upcoming events and news items, any permissions or payments due, links to attendance, timetables and tasks & assignments.

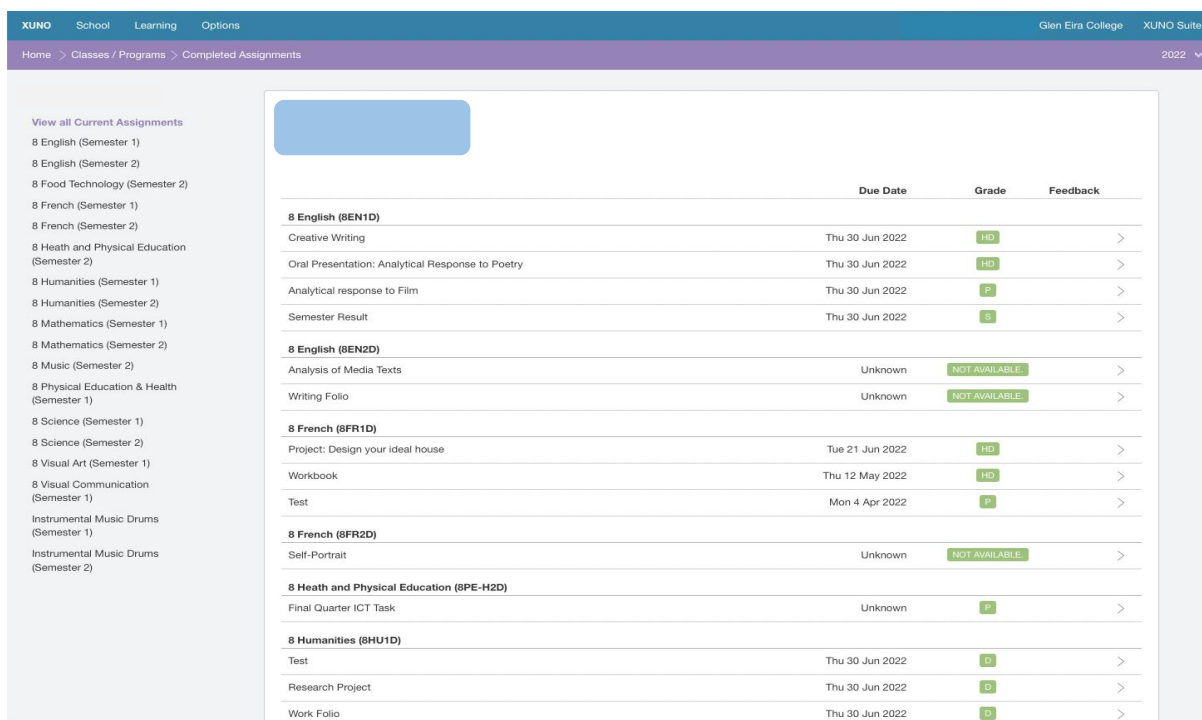
Welcome to Glen Eira College

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p><b>Latest News</b></p> <ul style="list-style-type: none"> <li>Curriculum Day - Monday 31st October 2022 &gt;</li> <li>Course Counseling - VTAC prerequisite guide 2025 &gt;</li> <li>2023 7-9 Junior School Handbook &gt;</li> <li>Senior School Handbook &gt;</li> <li>View all news items &gt;</li> </ul> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Calendar</b> <span style="float: right;">Subscribe</span></p> <p><b>Mon 31 Oct 2022</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">All day</td> <td>Curriculum Day (Student Free)</td> </tr> </table> <p><b>Tue 1 Nov 2022</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">All day</td> <td>Melbourne Cup Public Holiday (School Closed)</td> </tr> </table> <p><b>Tue 15 Nov 2022</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">7:30pm - 8:30pm</td> <td>GECPA Meeting</td> </tr> </table> <p><b>Thu 24 Nov 2022</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">All day</td> <td>Staff PPD Day (Students work remotely from home)</td> </tr> </table> </div>	All day	Curriculum Day (Student Free)	All day	Melbourne Cup Public Holiday (School Closed)	7:30pm - 8:30pm	GECPA Meeting	All day	Staff PPD Day (Students work remotely from home)	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px; background-color: #f0f0f0;"> <p><b>Timetables</b> &gt;</p> <p>View for all my children</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px; background-color: #0070c0; color: white;"> <p><b>Attendance Today</b> &gt;</p> <p>Partially Present</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px; background-color: #0070c0; color: white;"> <p><b>Unexplained Absences</b> &gt;</p> <p>1</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px; background-color: #00a0c0; color: white;"> <p><b>Approved Absences</b></p> <p>42</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px; background-color: #6a5acd; color: white;"> <p><b>Tasks &amp; Assignments Overdue</b> 0 &gt;</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px; background-color: #6a5acd; color: white;"> <p><b>Tasks &amp; Assignments Current</b> 17 &gt;</p> </div> <div style="border: 1px solid #ccc; padding: 5px; background-color: #6a5acd; color: white;"> <p><b>Tasks &amp; Assignments Completed</b> 34 &gt;</p> </div>
All day	Curriculum Day (Student Free)								
All day	Melbourne Cup Public Holiday (School Closed)								
7:30pm - 8:30pm	GECPA Meeting								
All day	Staff PPD Day (Students work remotely from home)								

To access completed Assessment Tasks click on the Tasks & Assignments Completed button on the dashboard.



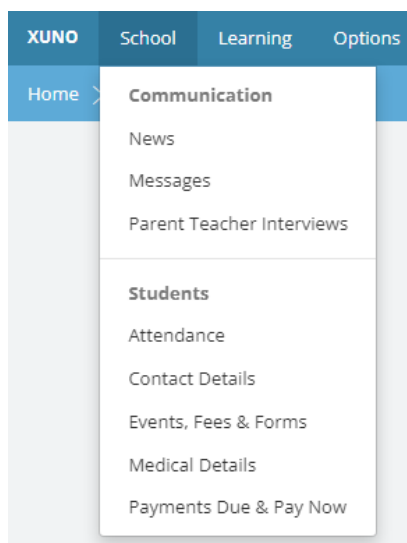
This will bring up all assessment tasks that have been completed for the year with the grade given.



The screenshot shows the 'Completed Assignments' page in the XUNO system. The page has a navigation breadcrumb: Home > Classes / Programs > Completed Assignments. A sidebar on the left lists various subjects and semesters. The main content area displays a table of completed tasks.

	Due Date	Grade	Feedback
<b>8 English (8EN1D)</b>			
Creative Writing	Thu 30 Jun 2022	HD	>
Oral Presentation: Analytical Response to Poetry	Thu 30 Jun 2022	HD	>
Analytical response to Film	Thu 30 Jun 2022	P	>
Semester Result	Thu 30 Jun 2022	S	>
<b>8 English (8EN2D)</b>			
Analysis of Media Texts	Unknown	NOT AVAILABLE	>
Writing Folio	Unknown	NOT AVAILABLE	>
<b>8 French (8FR1D)</b>			
Project: Design your ideal house	Tue 21 Jun 2022	HD	>
Workbook	Thu 12 May 2022	HD	>
Test	Mon 4 Apr 2022	P	>
<b>8 French (8FR2D)</b>			
Self-Portrait	Unknown	NOT AVAILABLE	>
<b>8 Health and Physical Education (8PE-H2D)</b>			
Final Quarter ICT Task	Unknown	P	>
<b>8 Humanities (8HU1D)</b>			
Test	Thu 30 Jun 2022	D	>
Research Project	Thu 30 Jun 2022	D	>
Work Folio	Thu 30 Jun 2022	D	>

## School Tab



### School – News

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

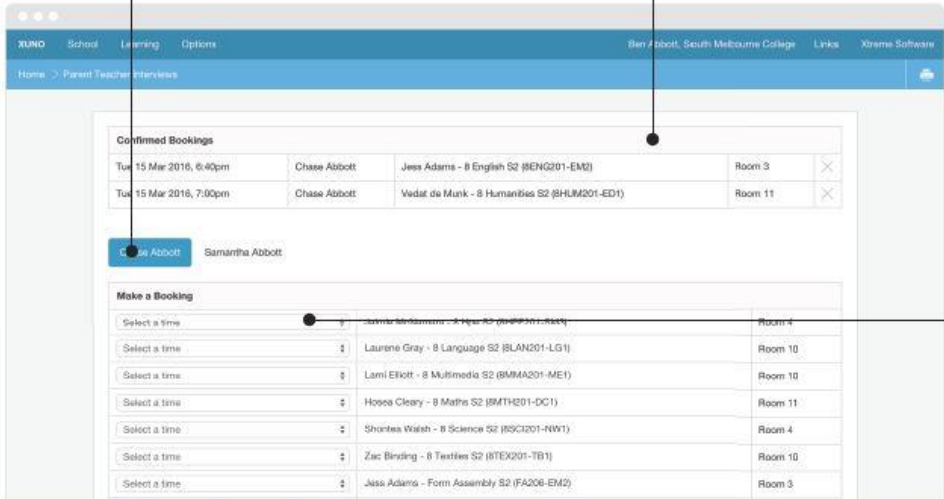
### School – Messages

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 XUNO Parent Teacher Interviews page for Ben Abbott at South Melbourne College. It features a 'Confirmed Bookings' table and a 'Make a Booking' form. Callouts provide instructions on how to use these sections.

**Confirmed Bookings**

Date & Time	Teacher	Subject	Room	Action
Tue 15 Mar 2016, 6:40pm	Chase Abbott	Jess Adams - 8 English S2 (BENG201-EM2)	Room 3	✕
Tue 15 Mar 2016, 7:00pm	Chase Abbott	Vedat de Munk - 8 Humanities S2 (SHUM201-ED1)	Room 11	✕

**Make a Booking**

Select a time	Teacher	Room
Select a time	Lauren Gray - 8 Language S2 (BLAN201-LG1)	Room 10
Select a time	Lami Elliott - 8 Multimedia S2 (BMM201-ME1)	Room 10
Select a time	Hoesa Cleary - 8 Maths S2 (BMTHE201-DC1)	Room 11
Select a time	Shantea Walsh - 8 Science S2 (BSC1201-NW1)	Room 4
Select a time	Zac Birding - 8 Textiles S2 (BTEX201-TB1)	Room 10
Select a time	Jess Adams - Form Assembly S2 (FA208-EM2)	Room 3

**Callouts:**

- 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

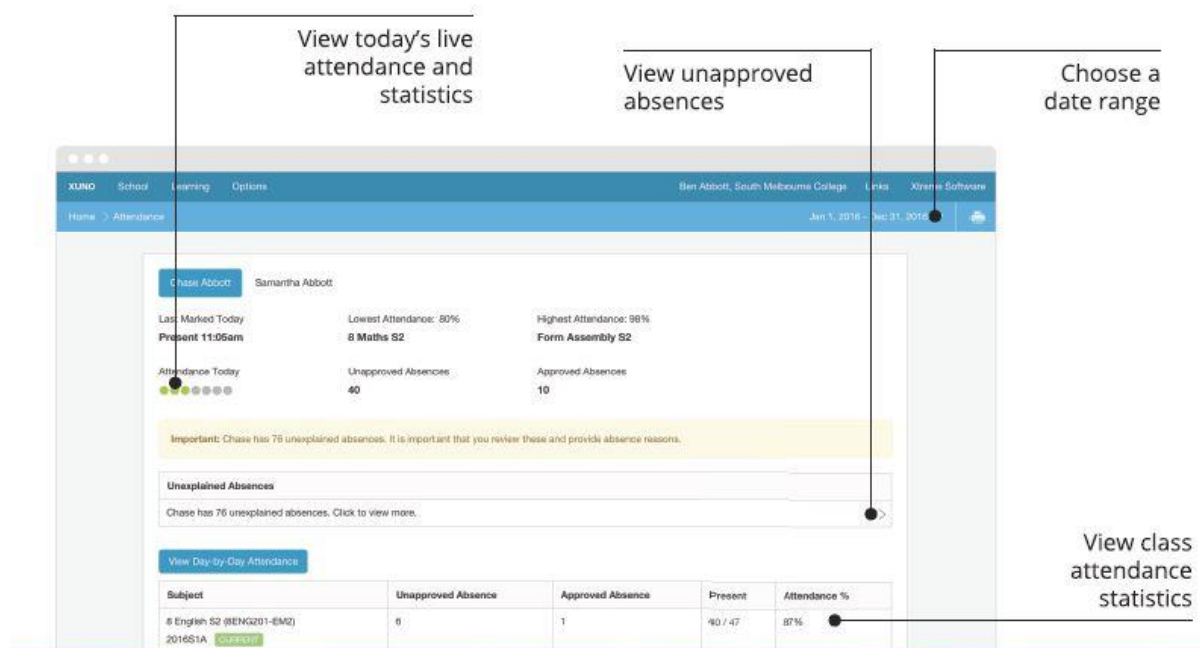
## School – Attendance: Learning begins at 9am

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.

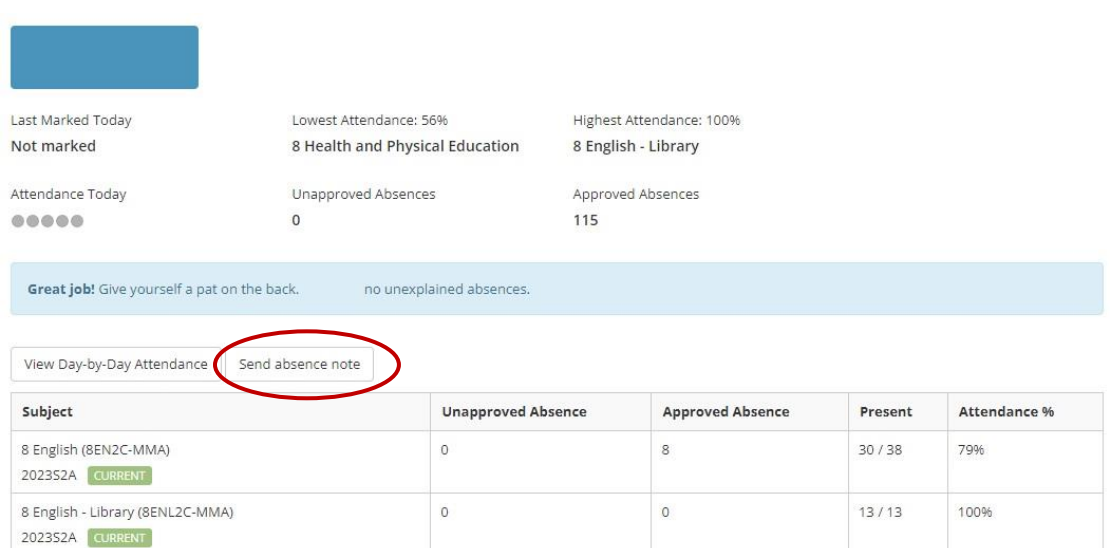
If you have any Unexplained Absences, a button will be available to view and provide a reason. When you click on this, a screen will appear showing absences for each period your child has missed. You are only required to ‘add a reason’ to those rows that are marked as **‘Unexplained’**.



## 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



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



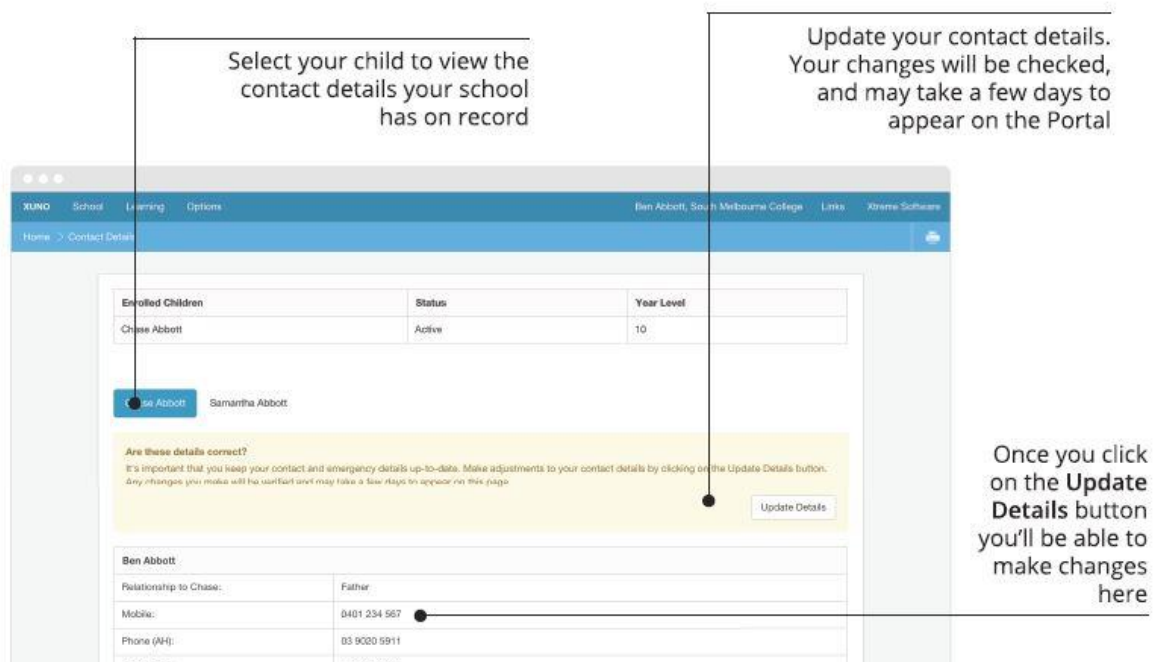
**Great job!** Give yourself a pat on the back. no unexplained absences.

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.

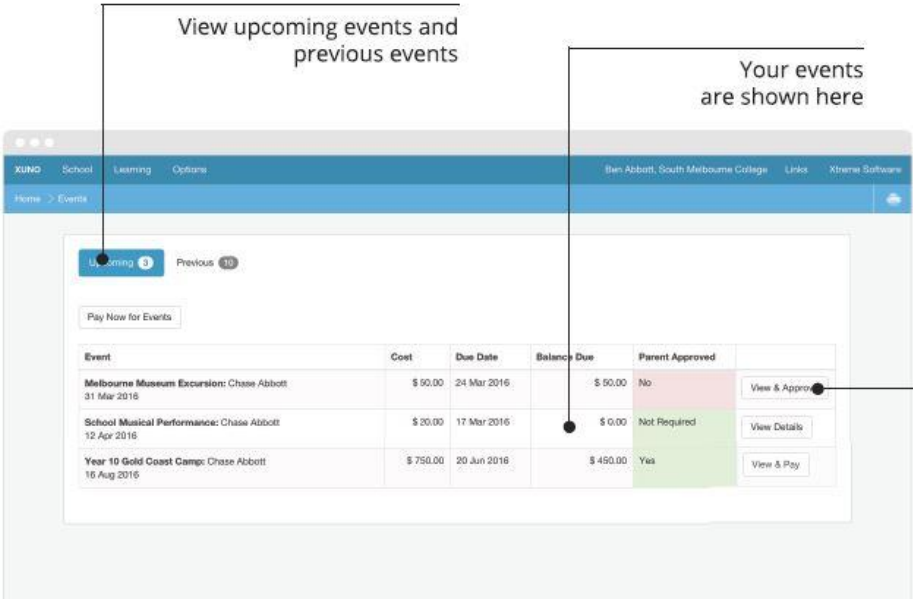
Update Details

**Ben Abbott**

Relationship to Chase:	Father
Mobile:	0401 234 567
Phone (WH):	03 9000 9911
Emergency Contact:	03 9000 9911

## School – Events, Fees & Forms

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. A callout box at the top left points to the 'Upcoming' and 'Previous' tabs, stating 'View upcoming events and previous events'. Another callout box at the top right points to the main content area, stating 'Your events are shown here'. A third callout box on the right points to the 'View & Approve' button for the first event, stating '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

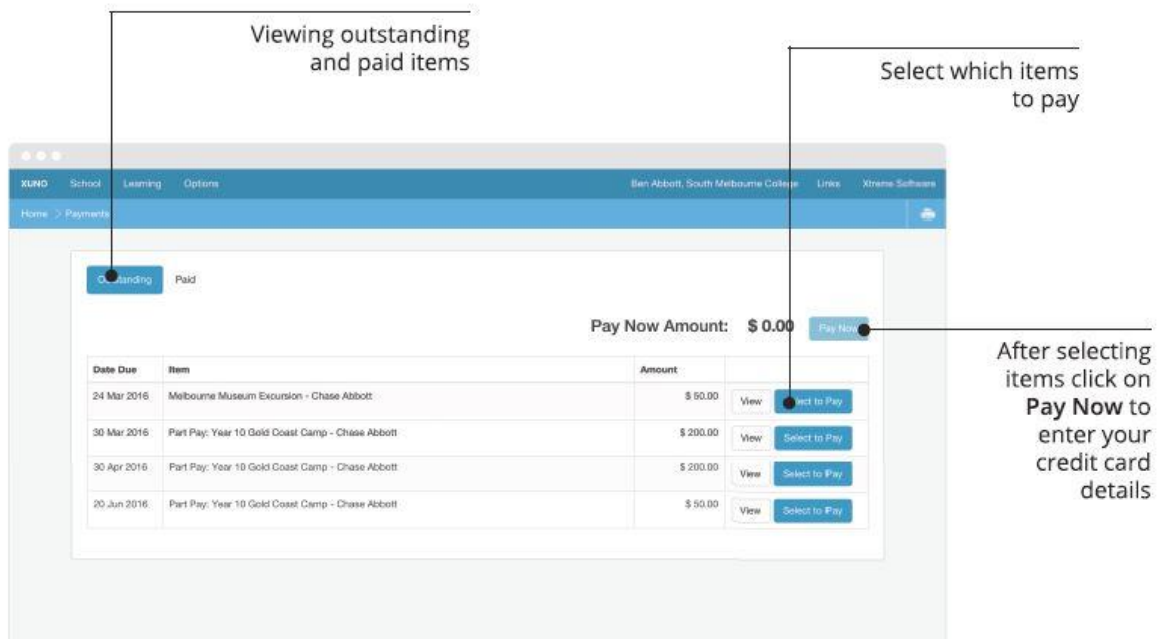
## School – Payments Due & Pay Now

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

Date Due	Item	Amount	View	Select to Pay
24 Mar 2016	Melbourne Museum Excursion - Chase Abbott	\$ 50.00	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

For items that are listed as Voluntary, you can select the amount you wish to pay by selecting the item and changing the amount listed (either less or more).

31 Dec 2022	2022 Facilities and Maintenance - VOLUNTARY	\$ 50.00	View	Deselect
	2022 Facilities and Maintenance VOLUNTARY	\$ 50.00		

## 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

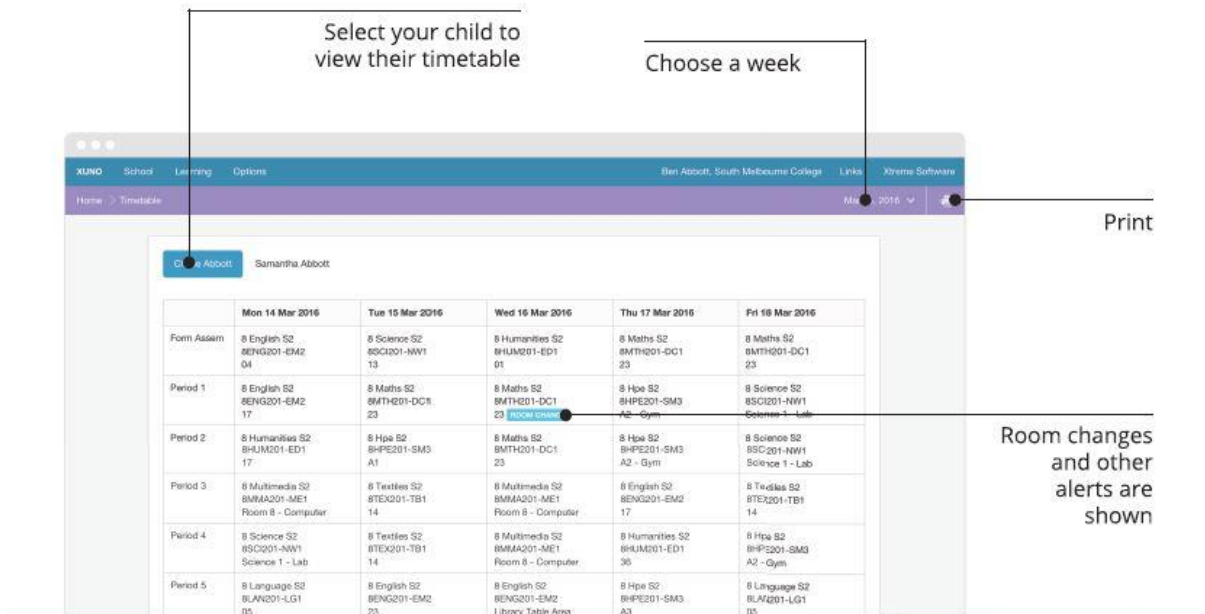
Student 1 Example Student 2 Example

Date	Medical
Thu 8 Oct 2015	ASTHMA

# Learning Tab

## Learning – Timetable

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

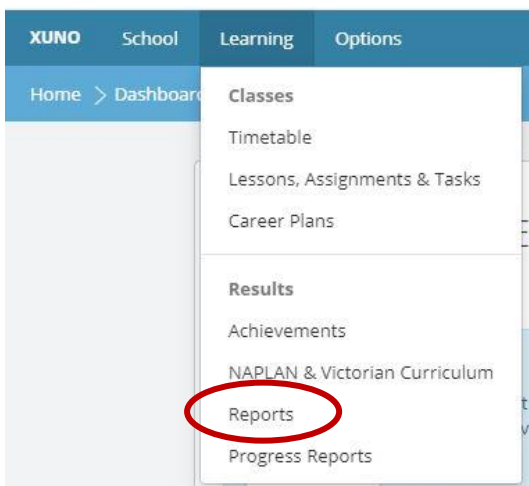


The screenshot shows the XUNO Learning Timetable for Samantha Abbott. Annotations include:

- Select your child to view their timetable:** Points to the dropdown menu showing 'Samantha Abbott'.
- Choose a week:** Points to the date range 'Mar 2016'.
- Print:** Points to the print icon in the top right.
- Room changes and other alerts are shown:** Points to a red 'ROOM CHANGE' alert in the timetable grid.

	Mon 14 Mar 2016	Tue 15 Mar 2016	Wed 16 Mar 2016	Thu 17 Mar 2016	Fri 18 Mar 2016
Form Asses	8 English S2 BENG201-EM2 04	8 Science S2 BSC201-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 <b>ROOM CHANGE</b>	8 Hpe S2 BHPE201-SM3 A2 - Gym	8 Science S2 BSC201-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 BSC201-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 BSC201-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

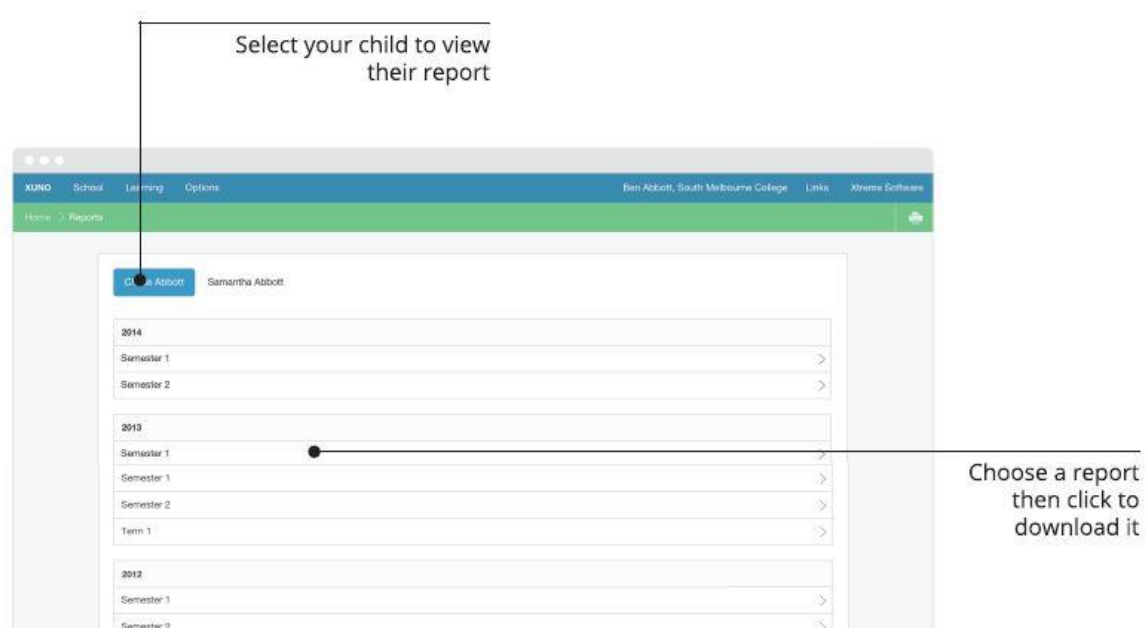
## Learning – Reports



The screenshot shows the XUNO Learning menu. The 'Reports' option is circled in red.

- Classes
  - Timetable
  - Lessons, Assignments & Tasks
  - Career Plans
- Results
  - Achievements
  - NAPLAN & Victorian Curriculum
  - Reports**
  - Progress 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

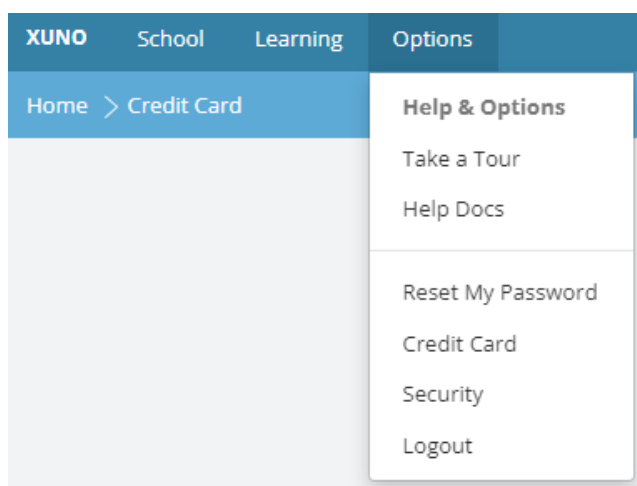
Choose the calendar year

Print the report

Select your child to view their available progress reports

Class	Attendance	Progress	Conduct	Homework
8 English S2 (BENS201-EM2)	Very Good	Very Good	Very Good	Excellent
8 Hipe S2 (8HPE201-SM3)	Excellent	Excellent	Excellent	Excellent
8 Humanities S2 (8HUM201-ED1)	Very Good	Very Good	Good	Excellent
8 Language S2 (8LAN201-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 (DEAR06)	Satisfactory	Satisfactory	Good	Satisfactory

## Options Tab



XUNO	School	Learning	Options
Home >	Credit Card		<b>Help &amp; Options</b> Take a Tour Help Docs <hr/> Reset My Password Credit Card Security Logout

### 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.

**Credit Card:** If you save your card details in XUNO, you do not need to enter them every time you make payments. **This is compulsory ONLY if you are using direct debit for instalment payments.** Your credit card number is stored in our authorised payment gateway and not in XUNO. XUNO only stores the last 4 digits of your credit card number for display purposes.