



Echuca College

DIVERSITY
STRENGTH

Echuca College Parent Portal **XUNO - Introduction**

Version 10.0 13/02/17



Introduction

Echuca College is very excited to launch the new parent portal – XUNO (pronounced ‘zoo-no’). This initiative will enable parents to log in and have immediate access to student information. Information available to you will include your students’ timetable and attendance in classes, student reports and unexplained absences. In addition, important learning tasks and homework will be listed with the date the work is due to be submitted.

Student reports will be released and archived on XUNO for families to view and print.

New features of the system will include direct communication with your students’ teachers, up to date news items and information, greater breakdown of attendance and access to your students’ achievements and behavioural incidents. XUNO is also used to make bookings for interviews before key reporting periods and before parent/teacher interviews.

XUNO is also used to showcase news items and calendar events to assist parents with planning and keeping up to date with what is happening at the College.

Students are encouraged to submit all their work and homework through the portal, photocopiers around the school enable students to scan hardcopies of work so it can be submitted both electronically and in hardcopy form if needed. This will also assist parents, as parents are able to view submitted work and the date it was submitted.

We look forward to connecting parents, students and teachers through XUNO and believe it will enhance the communication and connectedness of families with Echuca College.

How to access

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

Please contact our administration office if you need to update or register your email address.

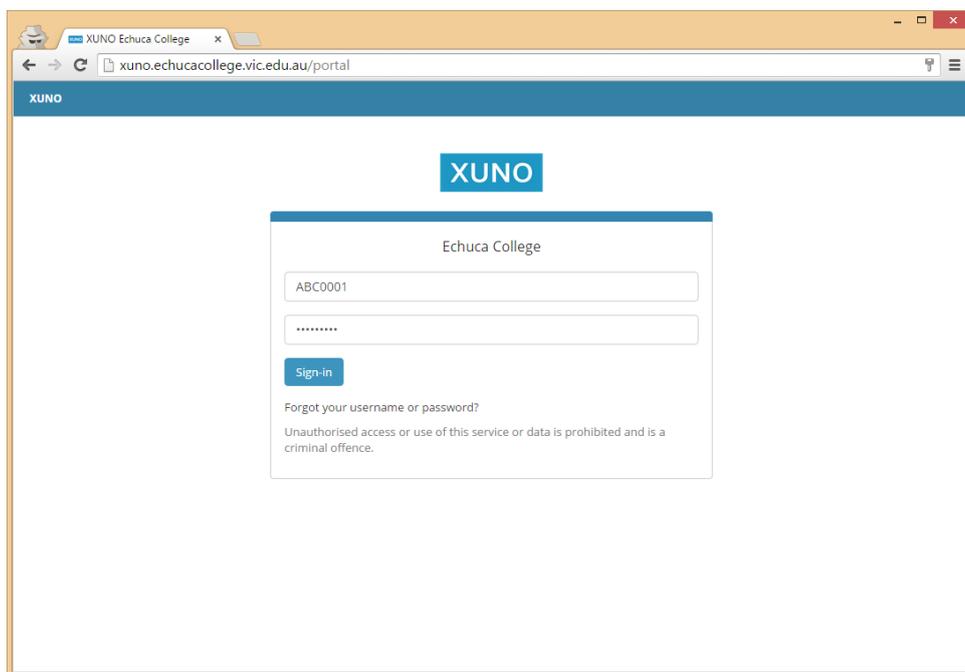
The address to XUNO is: <http://xuno.echucacollege.vic.edu.au/>

This site is also listed on our website.

Your username will be your Family Code or Email Address. New families to Echuca College will be emailed account details once the child commencing schooling. If you do not receive or lost this email, please contact the office for assistance.

If you do not have or forgotten your password, please follow instructions under Help on page 14.

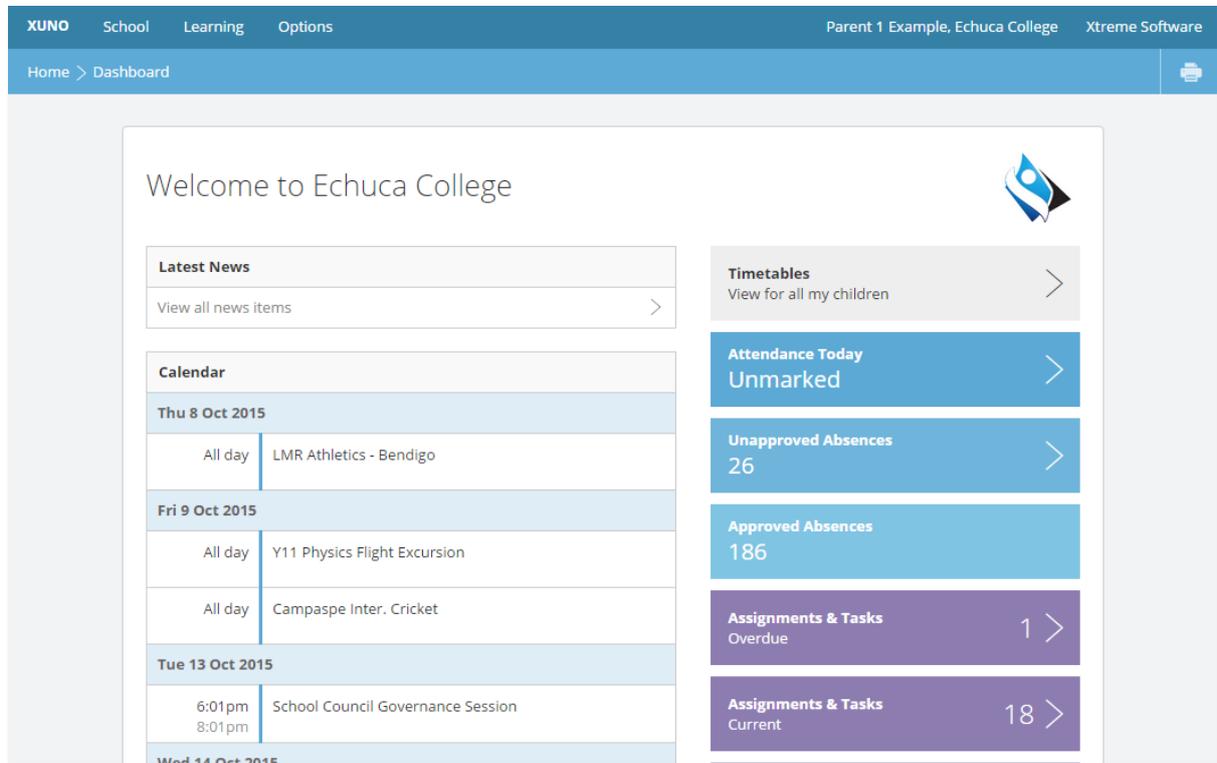
Once you have your username and password, simply type this into the login page and click “Sign In”:



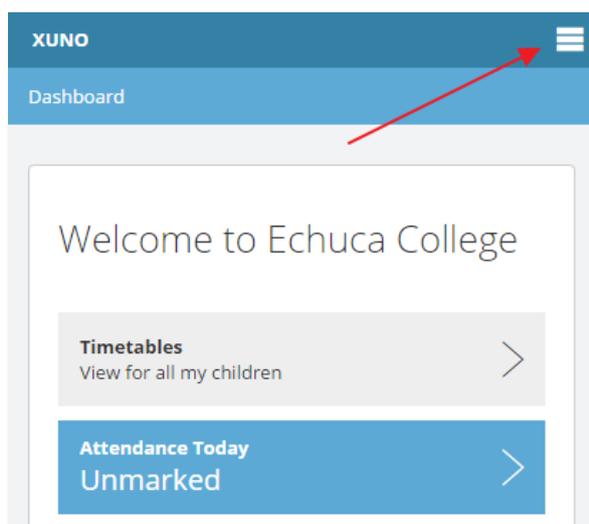
The screenshot shows a web browser window with the URL xuno.echucacollege.vic.edu.au/portal. The page features a blue header with the word "XUNO" in white. Below the header, the word "XUNO" is displayed in a blue box. The main content area is white and contains a login form for "Echuca College". The form has two input fields: the first contains the text "ABC0001" and the second contains a series of dots representing a password. Below the password field is a blue "Sign-in" button. Underneath the button, there is a link that says "Forgot your username or password?". At the bottom of the form, there is a small disclaimer: "Unauthorised access or use of this service or data is prohibited and is a criminal offence."

Home Screen

Once logged in, you will be presented with the Dashboard, which will detail news and calendar events, attendance and assignments and assessment summaries. There is a navigation menu running across the top to access other sections described below.

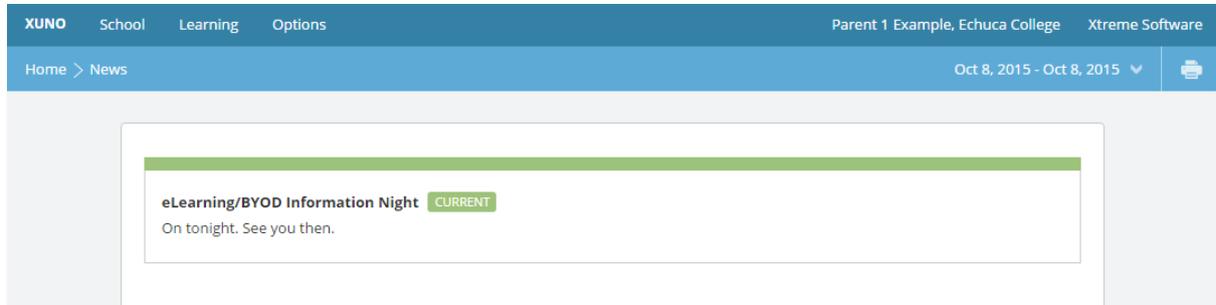


Note: If you do not see the navigation menu (especially on phones or smaller screens), you will need to click on the Navigation icon, to expand the menu out.



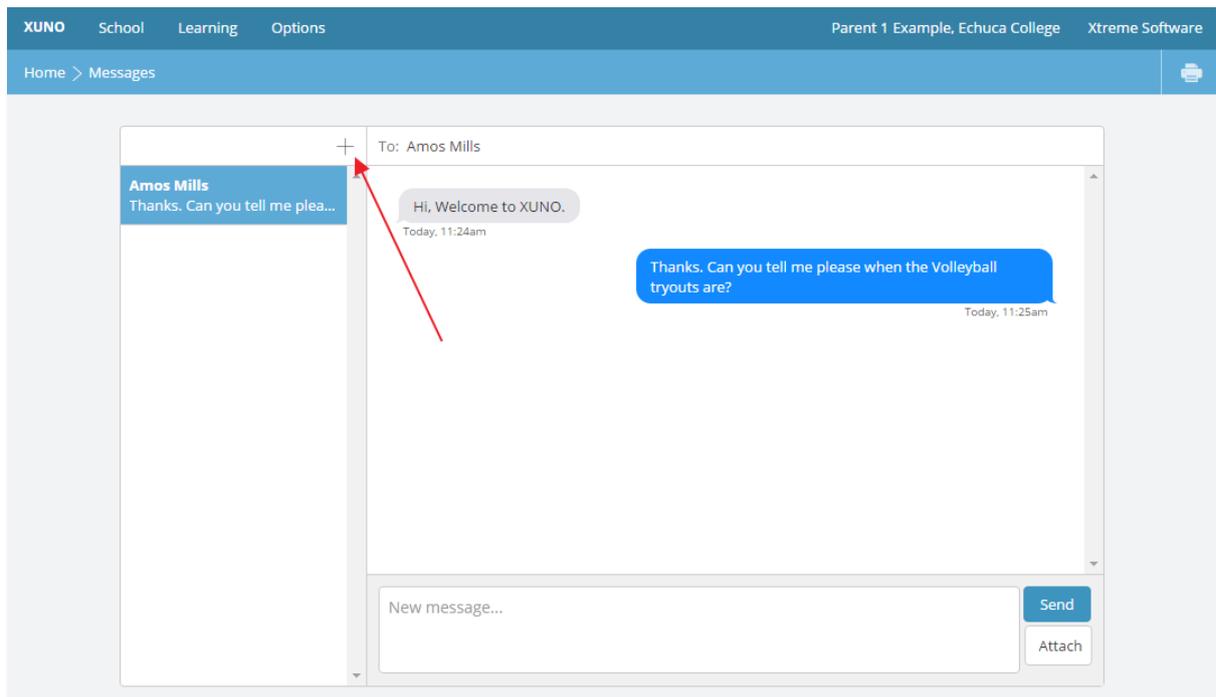
School – News

The News screen will detail items from the school bulletin. This is generally focused more so for students.



School – Messages

The Messages screen 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 plus (+) symbol and choosing the relevant teacher.



School – Attendance

The attendance page will give a breakdown of your child’s attendance over all classes.

Regular school attendance is one of the major factors contributing to a child’s well-being and success. Absences from school means learning opportunities are reduced, which may ultimately lead to poorer school achievement.

Unapproved absences refers to absences when the school is not informed about the students absence and when a parent contacts the school to inform the College of an appointment or family holiday for example. All these absences are regarded by DET as an absence and are recorded in the College data as an unapproved absence.

On XUNO there are two absence categories; Unapproved and Approved. All absences other than school based or extra curricula activities (camps, sports, excursions etc) are recorded as Unapproved as recommended in the DET Student Engagement Policy Guidelines.

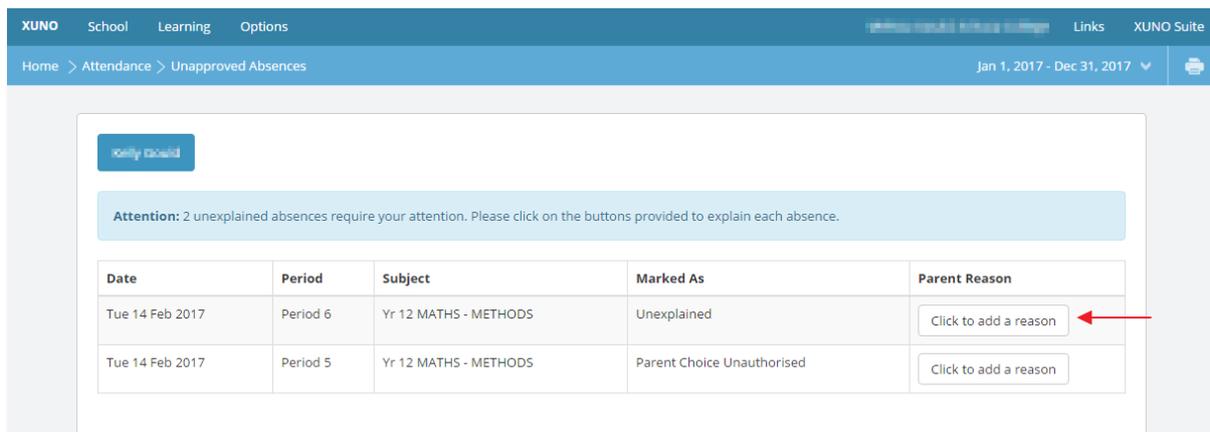
SMS’s are sent daily for Unexplained Absences. You have the ability to reply to this to provide reason for your child’s absence, eliminating the need to provide a note.

If you have more than one student enrolled, you can swap to these using the button at the top as marked below.

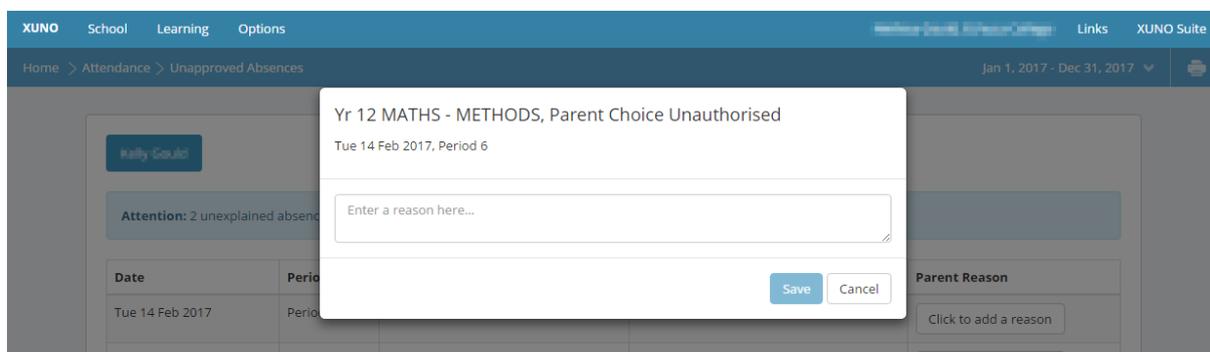
Subject	Unapproved Absence	Approved Absence	Present	Attendance %
Moira House Group (M02-LBU, TMU) 201751A CURRENT	0	1	2 / 3	100%
Yr 12 CHEMISTRY (CH033-SNE) 201751A CURRENT	0	2	17 / 19	100%

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

Click on **Click to add a reason**.



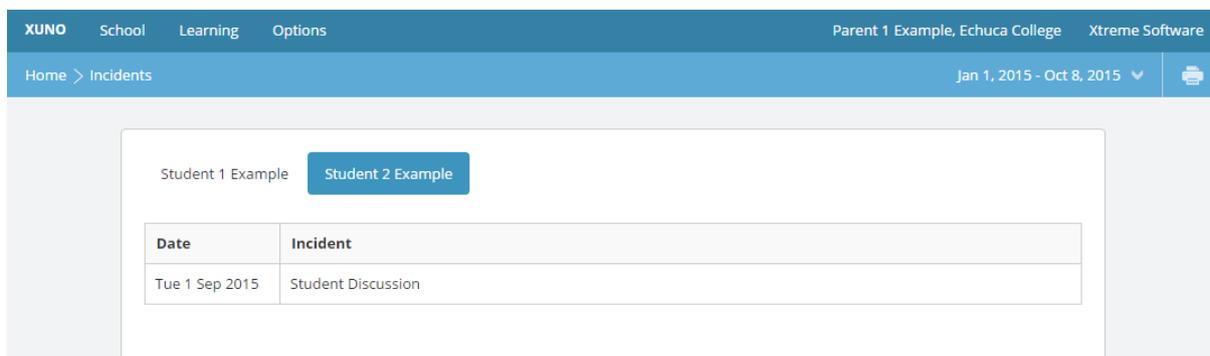
A popup screen will appear, with the ability to input a reason. Once complete, click **Save**.



School – Incidents

The **Incidents** screen will display any incidents or misbehaviour events that have been logged against your child or children. Note: A “Student at Risk” event may indicate a student has not submitted work or whose attendance is placing them at risk.

We encourage you to call the office to discuss any of these achievements or incidents if you would like further information.



School – Medical Details

The screen should show any Medical details or concerns registered with the child. Please inform the office if you believe information is missing or incorrect.

Date	Medical
Thu 8 Oct 2015	ASTHMA

School – Contact Details

This screen will detail the contact, postal and emergency contact details against each child.

If any information is incorrect, click on the **Update Details** button to make any changes to your contact details. When ready click on the **Send Changes** button. Only parents are able to make changes to contact details. Any changes you make will be verified by the school and may take a few days before they appear in your Portal.

Enrolled Children	Status	Year Level
Student 1 Example	Active	10
Student 2 Example	Active	08

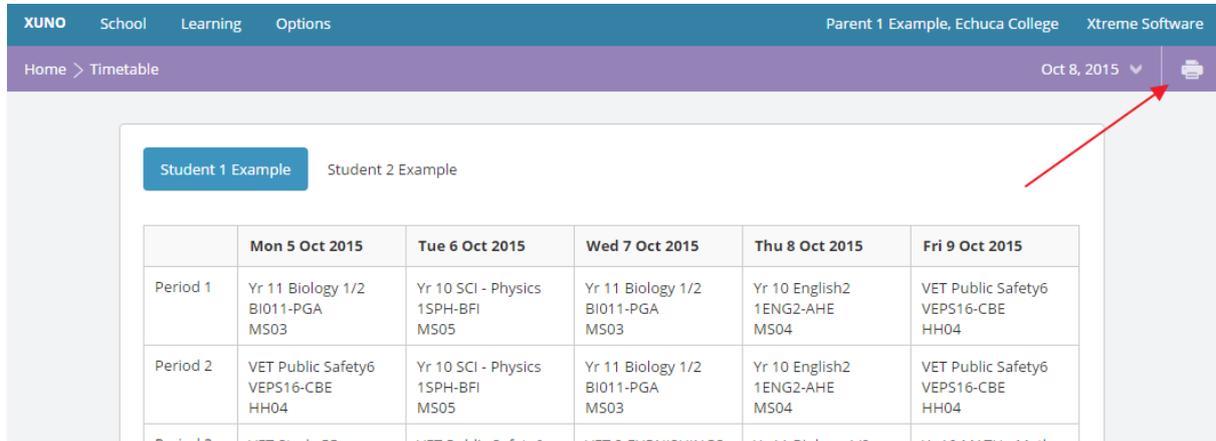
Are these details correct?
It's important that you keep your contact and emergency details up-to-date. Make adjustments to your contact details by clicking on the Update Details button. Any changes you make will be verified and may take a few days to appear on this page.

Update Details

Parent 1 Example	
Relationship to Student 1:	Parent
Mobile:	0400000000
Phone (AH):	

Learning – Timetable

From this screen you can view and print your child’s timetable. Clicking on any of the classes will take you to a class summary screen detailing attendance and assessment tasks for that particular subject.



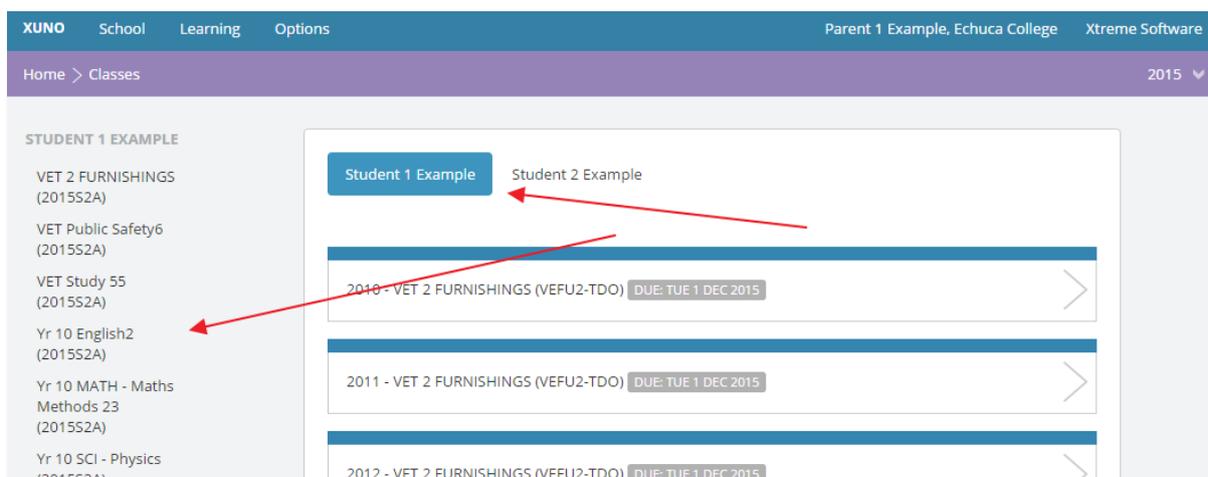
The screenshot shows the XUNO Timetable interface. At the top, there is a navigation bar with 'XUNO', 'School', 'Learning', and 'Options'. The user is logged in as 'Parent 1 Example, Echuca College' using 'Xtreme Software'. The page title is 'Home > Timetable' and the date is 'Oct 8, 2015'. There are two tabs: 'Student 1 Example' (selected) and 'Student 2 Example'. A table displays the timetable for two periods over five days. A red arrow points to a print icon in the top right corner.

	Mon 5 Oct 2015	Tue 6 Oct 2015	Wed 7 Oct 2015	Thu 8 Oct 2015	Fri 9 Oct 2015
Period 1	Yr 11 Biology 1/2 BI011-PGA MS03	Yr 10 SCI - Physics 1SPH-BFI MS05	Yr 11 Biology 1/2 BI011-PGA MS03	Yr 10 English2 1ENG2-AHE MS04	VET Public Safety6 VEPS16-CBE HH04
Period 2	VET Public Safety6 VEPS16-CBE HH04	Yr 10 SCI - Physics 1SPH-BFI MS05	Yr 11 Biology 1/2 BI011-PGA MS03	Yr 10 English2 1ENG2-AHE MS04	VET Public Safety6 VEPS16-CBE HH04
Period 3	VET Public Safety6 VEPS16-CBE HH04				

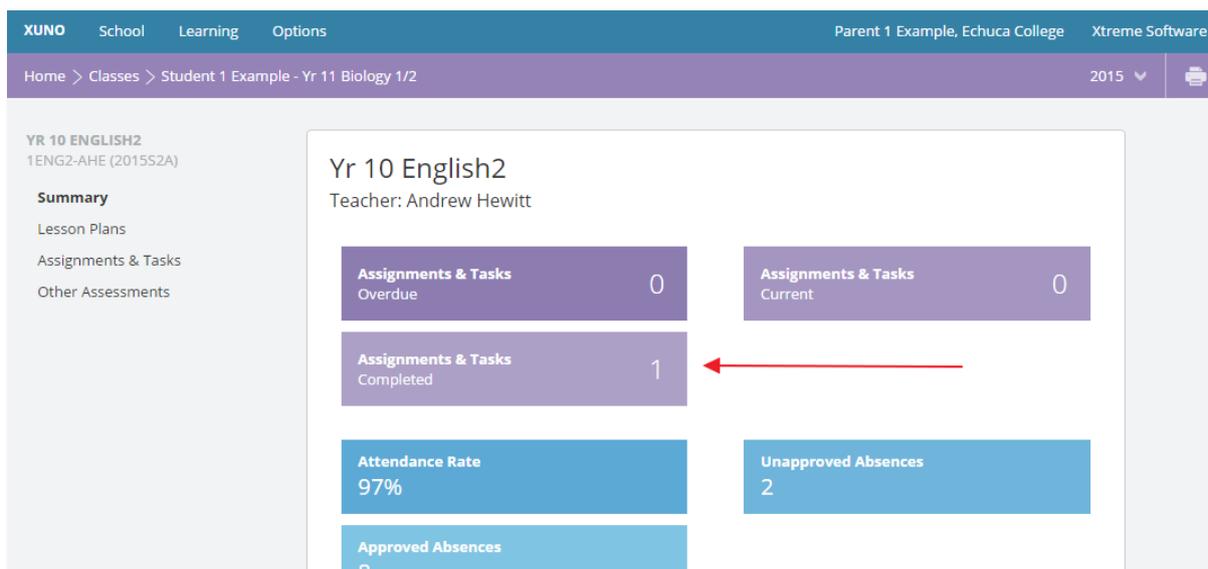
Learning – Lessons, Assignments & Tasks

The Lessons, Assignment & Task page is one of the primary elements of XUNO, as this is where you'll access detailed information regarding your child progress within each subject. This includes attendance, current, completed and overdue work, assessment task results and teacher feedback. The child's Progress Reports (see Reports below for end of semester reports) will also be contained within this page. Echuca College recommends regularly reviewing this to monitor your child's learning progress.

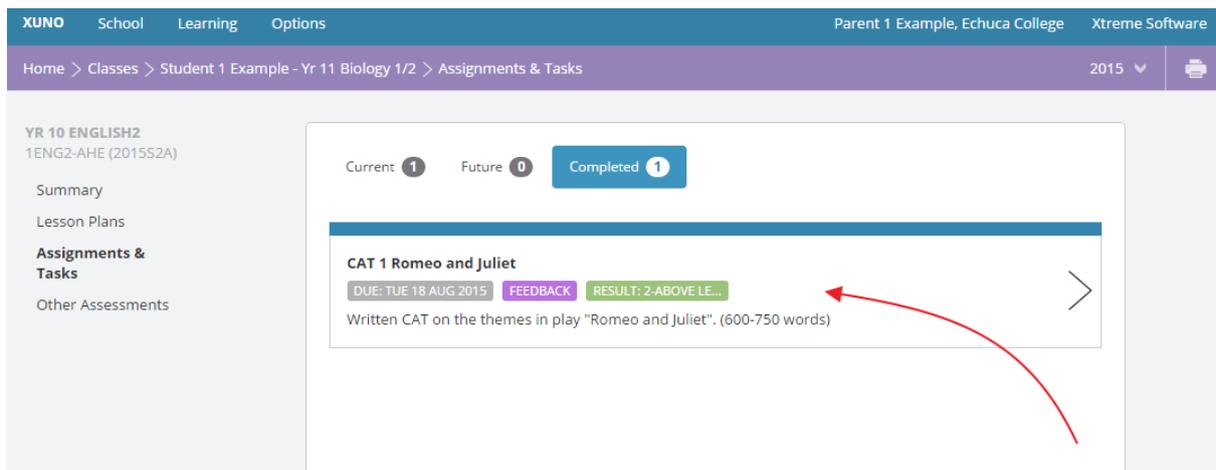
First, select the child and then the subject of interest:



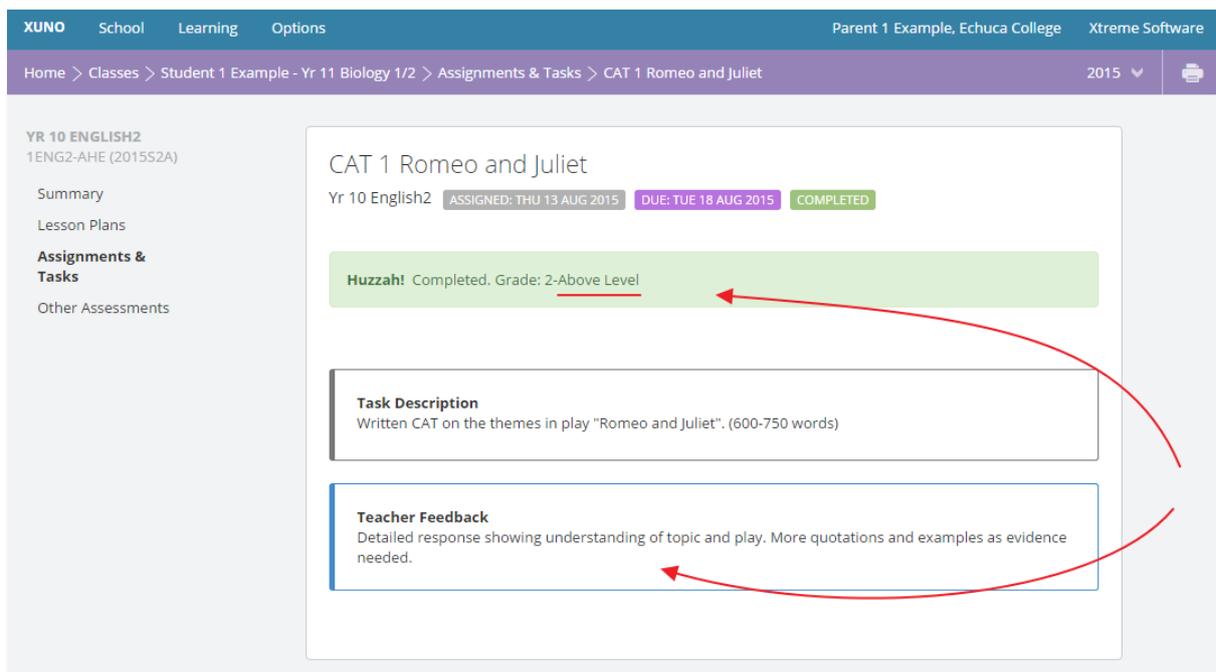
You will be presented with an overview. From here you can select to view further information on attendance and Assignments and Tasks. To view results and teacher feedback on classwork and assessment items, click on **Assignments & Tasks Completed**.



Click on the task to view further details and teacher feedback.



Once expanded, the teacher feedback and overall result will be viewable for that particular task/assessment.



Learning - Achievements

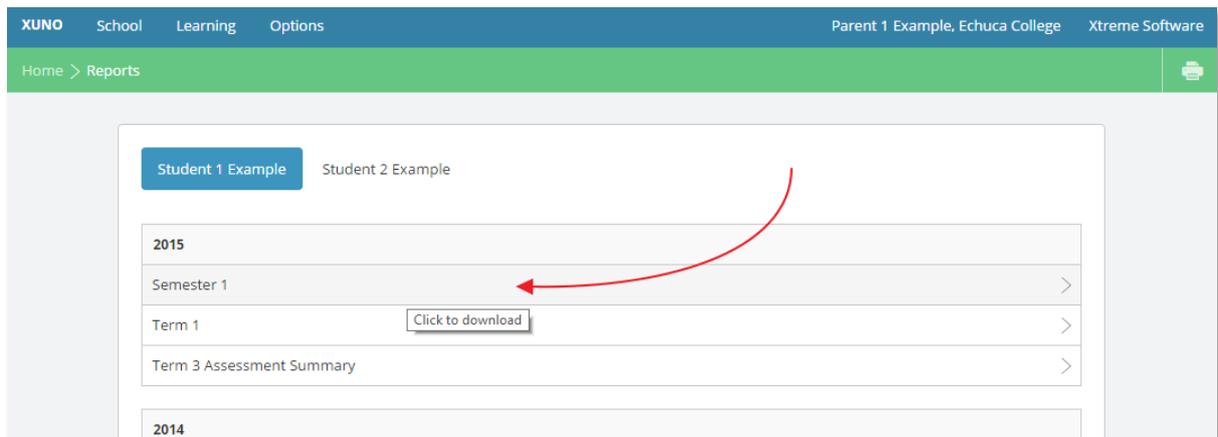
This screen will show any awards and achievements events against your child.



Date	Achievement
Fri 11 Sep 2015	Youth Expo 11/9/15
Fri 4 Sep 2015	Public Safety CFA
Tue 11 Aug 2015	Year 7 Basketball

Learning- Reports

The Report page will list your child's Term, Interim, Progress and Semester Reports. These will be in a PDF format and can be downloaded by following the links.



2015
Semester 1 >
Term 1 Click to download >
Term 3 Assessment Summary >

Learning – NAPLAN & AusVELS

The National Assessment Program – Literacy and Numeracy (NAPLAN) is an annual assessment for students in Years 3, 5, 7 and 9. Results from these test are made available to the school and are imported into XUNO for your perusal.

On Demand Testing is an online resource for teachers to use when, where and how they choose. Tests are designed to link to curriculum and standards. At Echuca College we perform Ondemand tests once a term, at year levels 7-10, in the domains of Literacy and Numeracy.

This page allows you to view these result and compare them to the average or expected levels.



School - Parent Teacher Interviews

When Parent Teacher Interview are made available, from this screen you will be able to make bookings by clicking the drop list next to each of your child's teachers and pick a suitable and available time. 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. The child does not have access to this function when logged in as themselves.

The screenshot displays the XUNO interface for Parent Teacher Interviews. At the top, there is a navigation bar with 'XUNO', 'School', 'Learning', and 'Options' on the left, and 'Parent 1 Example, Echuca College' and 'Xtreme Software' on the right. Below this is a breadcrumb trail: 'Home > Parent Teacher Interviews'. A print icon is visible in the top right corner.

The main content area is divided into two sections:

- Confirmed Bookings:** A table showing existing bookings. It has columns for date and time, student name, teacher/subject, and year level. Two bookings are listed for Friday, 9 Oct 2015: one at 6:30pm for 'Student 1 Example' with teacher 'Lauren Dehne - Yr 10 Tute Group1 (10TG1-LME)' in 'Year 8 Flex 6', and another at 6:40pm for 'Student 1 Example' with teacher 'Andrew Hewitt - Yr 10 English2 (1ENG2-AHE)' in 'Year 8 Flex 4'. Each row has a close icon (X) in the final column.
- Make a Booking:** A section for creating new bookings. It features a dropdown menu for 'Select a time' with a list of times for 'Fri 9 Oct 2015' ranging from 6:50pm to 8:20pm. To the right of this menu is a table of available subjects and their corresponding year levels. A red arrow points from the 'Year 8 Flex 4' cell in the 'Confirmed Bookings' table to the 'Book all remaining subjects for Student 1 automatically' option at the bottom of the 'Make a Booking' section.

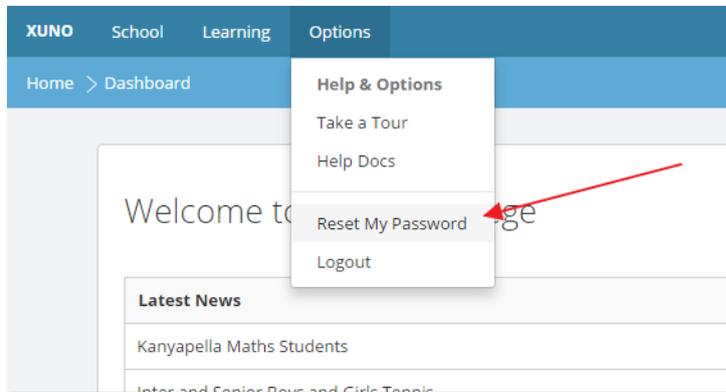
Date & Time	Student	Teacher / Subject	Year Level	Action
Fri 9 Oct 2015, 6:30pm	Student 1 Example	Lauren Dehne - Yr 10 Tute Group1 (10TG1-LME)	Year 8 Flex 6	✕
Fri 9 Oct 2015, 6:40pm	Student 1 Example	Andrew Hewitt - Yr 10 English2 (1ENG2-AHE)	Year 8 Flex 4	✕

Time	Teacher / Subject	Year Level
Select a time	Timothy Bubb - Yr 10 MATH - Maths Methods 23 (1MME3-TBB)	Year 7 West
Fri 9 Oct 2015, 6:50pm	Richard Finn - Yr 10 SCI - Physics (1SPH-BFI)	Year 8 Flex 5
Fri 9 Oct 2015, 7:00pm	Paul Gallimore - Yr 11 Biology 1/2 (BI011-PGA)	Year 9 Flex 8
Fri 9 Oct 2015, 7:10pm	Ted Down - VET 2 FURNISHINGS (VEFU2-TDO)	Year 7 North
Fri 9 Oct 2015, 7:20pm	Craig Bessell - VET Public Safety6 (VEPS16-CBE)	Year 7 Central
Fri 9 Oct 2015, 7:30pm	Paul Robinson - VET Study 55 (VETST5-PRO,LME)	
Fri 9 Oct 2015, 7:40pm	Lauren Dehne - VET Study 55 (VETST5-PRO,LME)	Year 8 Flex 6
Fri 9 Oct 2015, 7:50pm		
Fri 9 Oct 2015, 8:00pm		
Fri 9 Oct 2015, 8:10pm		
Fri 9 Oct 2015, 8:20pm		
Book all remaining subjects for Student 1 automatically		

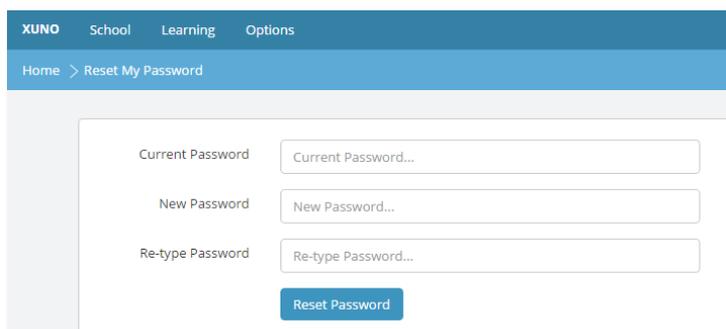
Help

How do I change my password?

To change your password, first log into XUNO. Click on **Options** then **Reset My Password**.

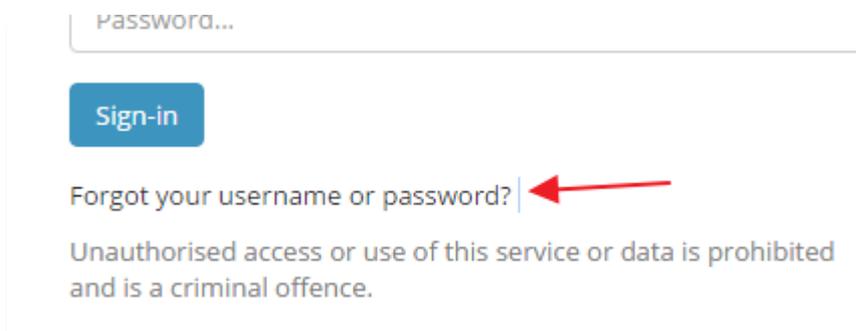


Enter in your current password, new password and confirm your new password, then click **Reset Password**.

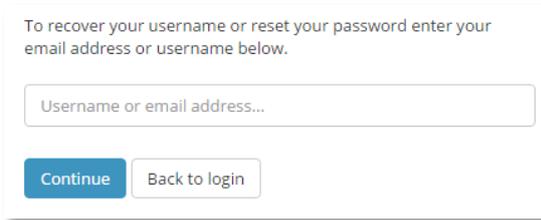


I have forgotten my username or password

If you do not know your username and/or password, you can click on the **Forgot your username or password** link on the log in page:



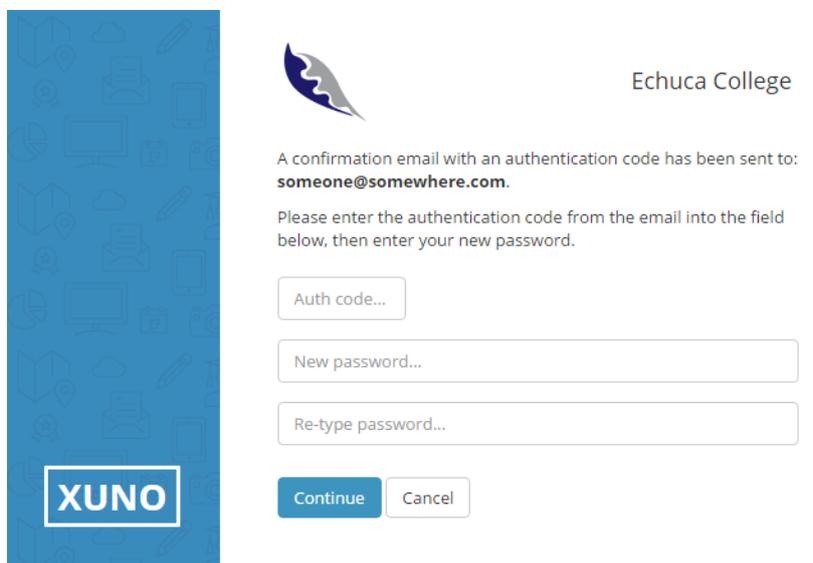
On the next screen, enter your username or email address (Note: only families that have registered their email address with the school are permitted to log into XUNO. Please contact the office if you wish to supply or update your email address). Click **Continue**.



To recover your username or reset your password enter your email address or username below.

Continue Back to login

An email will be generated and sent to your registered email address detailing an authorisation code. Enter the code, new password and confirm your new password. Passwords need to be at minimum 8 characters in length. Click **Continue**.



XUNO

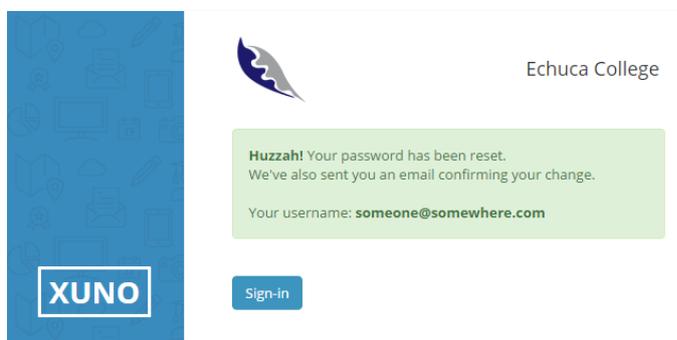
 Echuca College

A confirmation email with an authentication code has been sent to: **someone@somewhere.com**.

Please enter the authentication code from the email into the field below, then enter your new password.

Continue Cancel

If successful, you will be presented with the following screen. Click sign-in, and log into XUNO with your username/email address and the new password.



XUNO

 Echuca College

Huzzah! Your password has been reset.
We've also sent you an email confirming your change.

Your username: **someone@somewhere.com**

Sign-in

All other issues/errors

Please inform Echuca College via 03 54 821 133.