

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.

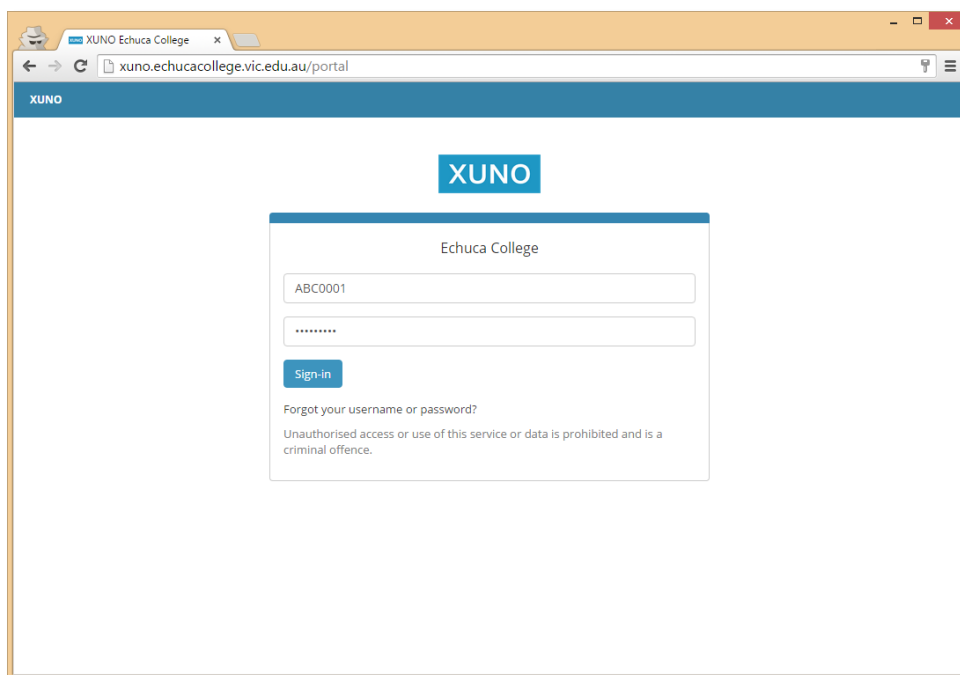
The address to XUNO is: <http://xuno.echucacollege.vic.edu.au/>

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.

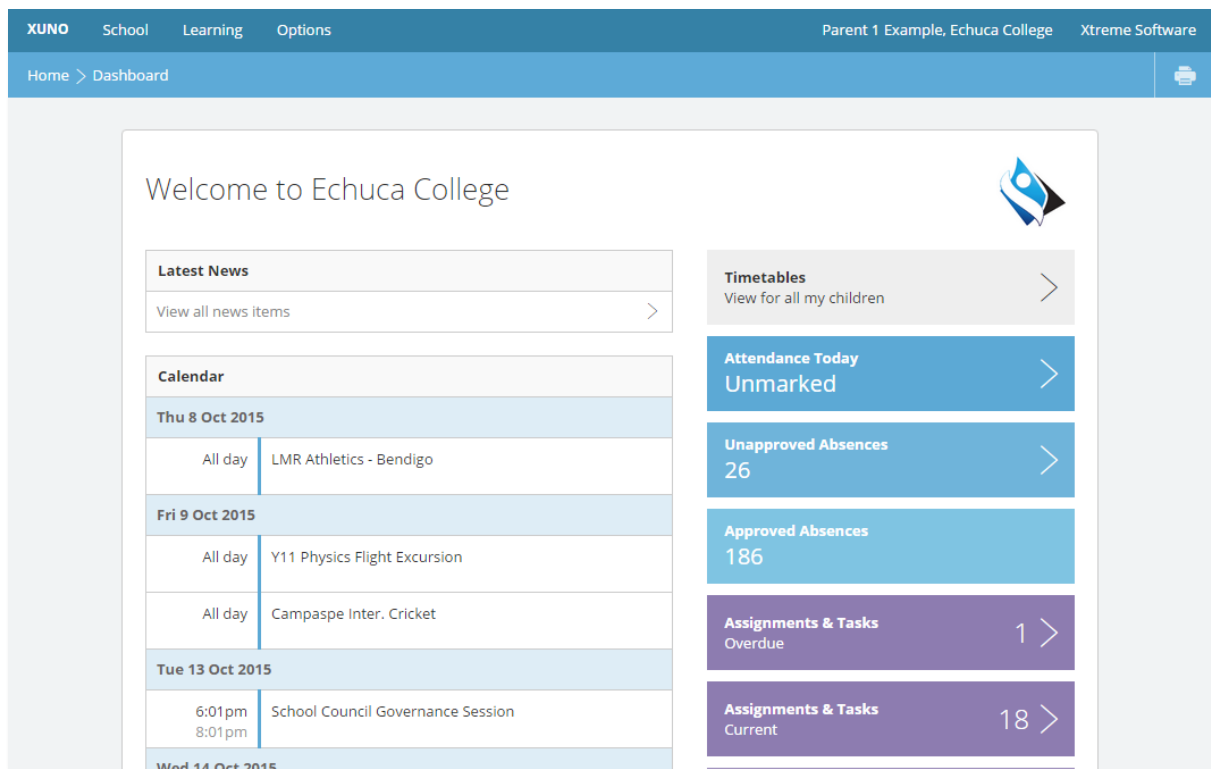
If you do not have or forgotten your password, please follow instructions under Help on page 14.

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

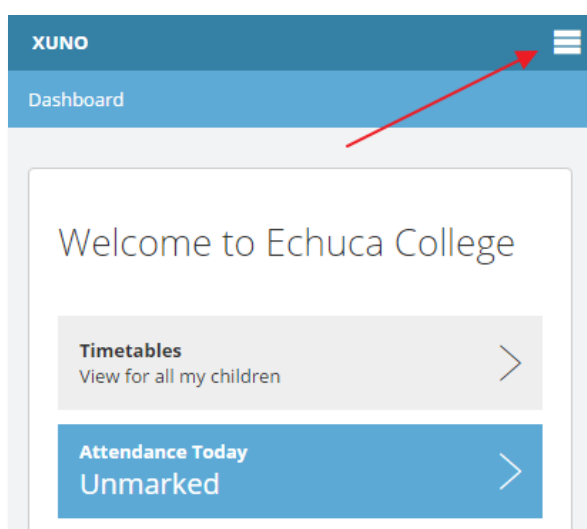
A screenshot of a web browser displaying the XUNO login page for Echuca College. The browser's address bar shows the URL 'xuno.echucacollege.vic.edu.au/portal'. The page has a blue header with the 'XUNO' logo. Below the header, there is a white box containing the 'Echuca College' login form. The form includes a username field with the placeholder 'ABC0001', a password field with masked characters, and a blue 'Sign-in' button. Below the button, there is a link for 'Forgot your username or password?' and a 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.

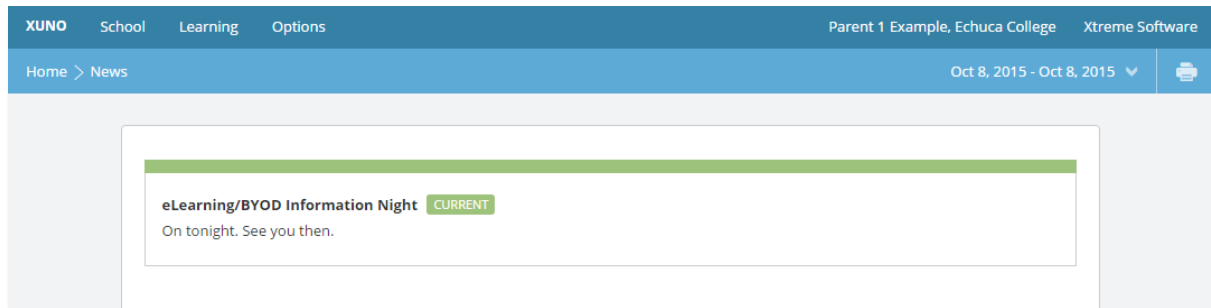


Note: If you do not see the navigation menu (especially on phones or smaller screens), you will need to click on the Navigation icon, to expand the menu out.



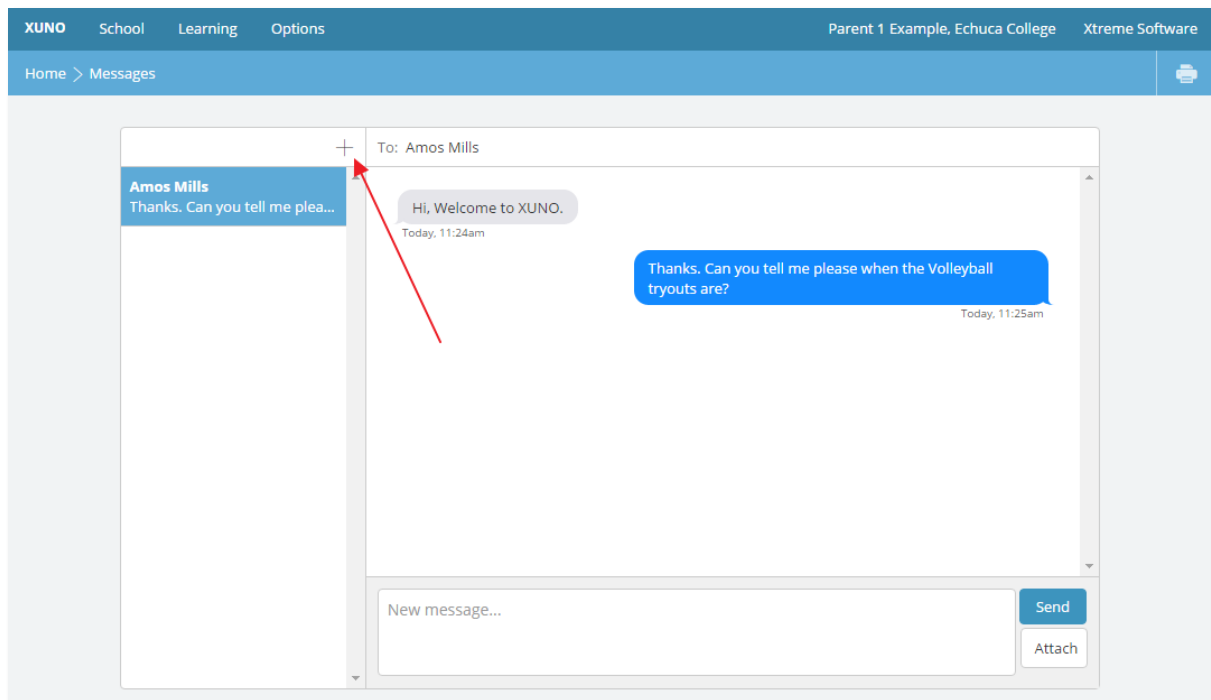
School – News

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.

The screenshot shows the XUNO School Attendance page. At the top, there is a navigation bar with 'XUNO', 'School', 'Learning', and 'Options'. Below this is a breadcrumb trail 'Home > Attendance'. A notification bubble says 'You have 1 unread message'. The main content area has a 'Daily Search' button (indicated by a red arrow). Below this, there is a summary of attendance for 'Moir House Group' (Yr 12 MATHS - METHODS). The summary shows 'Last Marked Today Present 2:25pm', 'Attendance Today' (5 green dots, 1 grey dot), 'Lowest Attendance: 87%', 'Highest Attendance: 100%', 'Unapproved Absences: 2', and 'Approved Absences: 18'. An 'Important' message states 'Moir House Group has 2 unexplained absences that require absence reasons.' with a 'View Unexplained Absences' button (indicated by a red arrow). Below this is a 'View Day-by-Day Attendance' button and a table of attendance by subject.

Subject	Unapproved Absence	Approved Absence	Present	Attendance %
Moir 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**.

XUNO School Learning Options Links XUNO Suite

Home > Attendance > Unapproved Absences Jan 1, 2017 - Dec 31, 2017

Attention: 2 unexplained absences require your attention. Please click on the buttons provided to explain each absence.

Date	Period	Subject	Marked As	Parent Reason
Tue 14 Feb 2017	Period 6	Yr 12 MATHS - METHODS	Unexplained	Click to add a reason
Tue 14 Feb 2017	Period 5	Yr 12 MATHS - METHODS	Parent Choice Unauthorised	Click to add a reason

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

XUNO School Learning Options Links XUNO Suite

Home > Attendance > Unapproved Absences Jan 1, 2017 - Dec 31, 2017

Yr 12 MATHS - METHODS, Parent Choice Unauthorised
Tue 14 Feb 2017, Period 6

Enter a reason here...

Save Cancel

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.

XUNO School Learning Options Parent 1 Example, Echuca College Xtreme Software

Home > Incidents Jan 1, 2015 - Oct 8, 2015

Student 1 Example Student 2 Example

Date	Incident
Tue 1 Sep 2015	Student Discussion

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.

The screenshot shows the 'Medical Details' page in the XUNO system. The top navigation bar includes 'XUNO', 'School', 'Learning', and 'Options'. The user is logged in as 'Parent 1 Example, Echuca College' using 'Xtreme Software'. The breadcrumb trail shows 'Home > Medical Details'. There are two tabs: 'Student 1 Example' (active) and 'Student 2 Example'. Below the tabs is a table with two columns: 'Date' and 'Medical'. The table contains one entry: 'Thu 8 Oct 2015' and 'ASTHMA'.

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.

The screenshot shows the 'Contact Details' page in the XUNO system. The top navigation bar is the same as the previous page. The breadcrumb trail shows 'Home > Contact Details'. There are two tabs: 'Student 1 Example' (active) and 'Student 2 Example'. Below the tabs is a table with three columns: 'Enrolled Children', 'Status', and 'Year Level'. The table contains two entries: 'Student 1 Example' (Active, Year Level 10) and 'Student 2 Example' (Active, Year Level 08). Below the table is a yellow box with the heading 'Are these details correct?' and a message: '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.' There is an 'Update Details' button. Below the yellow box is a form for 'Parent 1 Example' with fields for 'Relationship to Student 1:', 'Mobile:', and 'Phone (AH):'. The 'Relationship to Student 1:' field is filled with 'Parent' and the 'Mobile:' field is filled with '0400000000'.

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

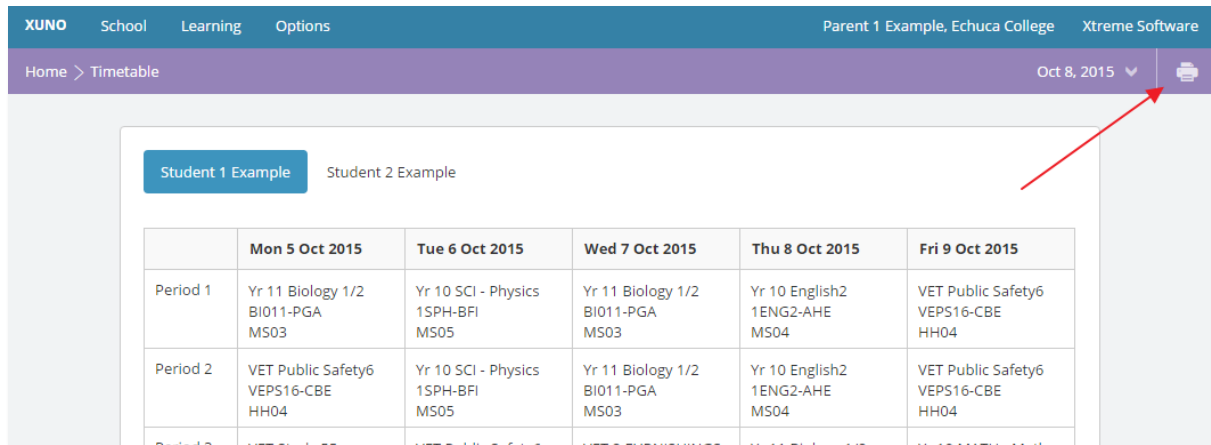
Are these details correct?
It's important that you keep your contact and emergency details up-to-date. Make adjustments to your contact details by clicking on the Update Details button. Any changes you make will be verified and may take a few days to appear on this page.

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.



XUNO School Learning Options Parent 1 Example, Echuca College Xtreme Software

Home > Timetable Oct 8, 2015

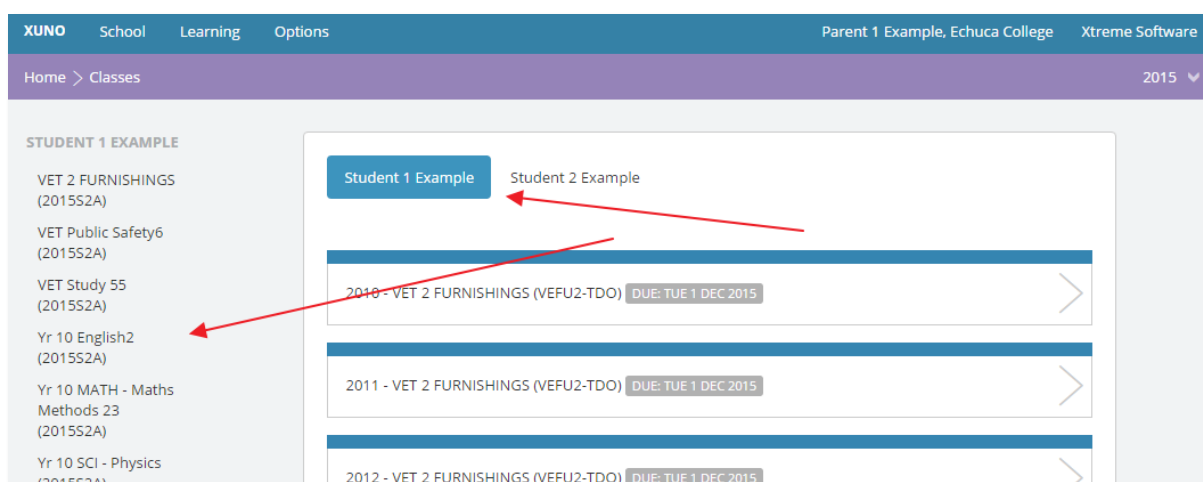
Student 1 Example Student 2 Example

	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	VET Public Safety6 VEPS16-CBE HH04	VET Public Safety6 VEPS16-CBE HH04	VET Public Safety6 VEPS16-CBE HH04	VET Public Safety6 VEPS16-CBE HH04

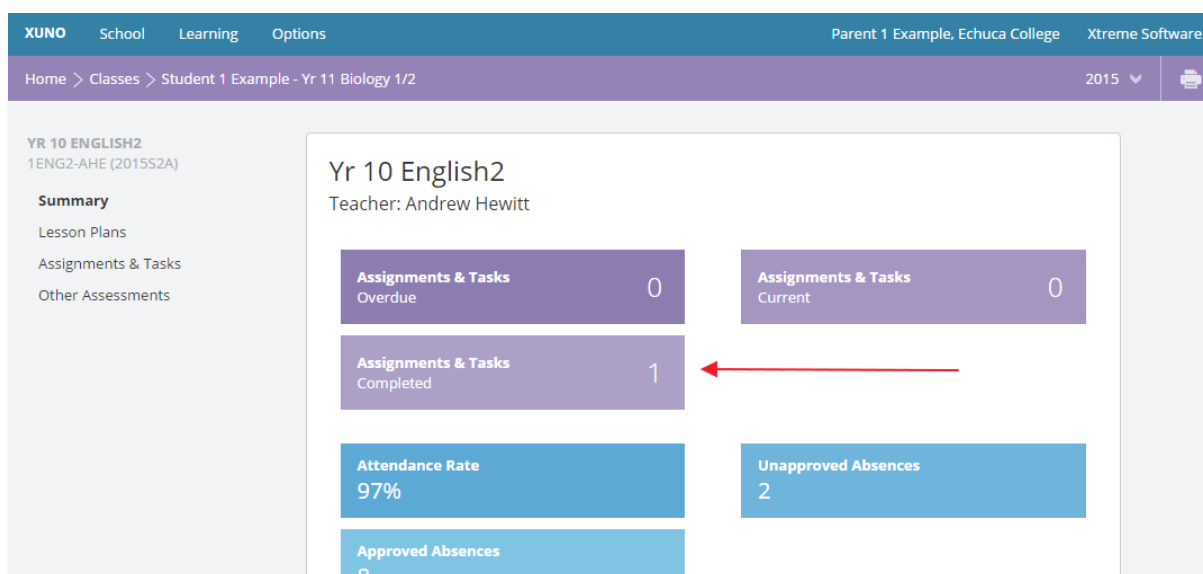
Learning – Lessons, Assignments & Tasks

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.

XUNO School Learning Options Parent 1 Example, Echuca College Xtreme Software

Home > Classes > Student 1 Example - Yr 11 Biology 1/2 > Assignments & Tasks 2015

YR 10 ENGLISH2
1ENG2-AHE (2015S2A)

Summary
Lesson Plans
Assignments & Tasks
Other Assessments

Current 1 Future 0 Completed 1

CAT 1 Romeo and Juliet
DUE: TUE 18 AUG 2015 FEEDBACK RESULT: 2-ABOVE LE...
Written CAT on the themes in play "Romeo and Juliet". (600-750 words)

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

XUNO School Learning Options Parent 1 Example, Echuca College Xtreme Software

Home > Classes > Student 1 Example - Yr 11 Biology 1/2 > Assignments & Tasks > CAT 1 Romeo and Juliet 2015

YR 10 ENGLISH2
1ENG2-AHE (2015S2A)

Summary
Lesson Plans
Assignments & Tasks
Other Assessments

CAT 1 Romeo and Juliet
Yr 10 English2 ASSIGNED: THU 13 AUG 2015 DUE: TUE 18 AUG 2015 COMPLETED

Huzzah! Completed. Grade: 2-Above Level

Task Description
Written CAT on the themes in play "Romeo and Juliet". (600-750 words)

Teacher Feedback
Detailed response showing understanding of topic and play. More quotations and examples as evidence needed.

Learning - Achievements

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

XUNO

School

Learning


Options

Parent 1 Example, Echuca College

Xtreme Software

Home > Achievements

Jan 1, 2015 - Oct 8, 2015



Student 1 Example

Student 2 Example

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.

XUNO

School


Learning

Options

Parent 1 Example, Echuca College

Xtreme Software

Home > Reports



Student 1 Example

Student 2 Example

2015

Semester 1

Term 1

Term 3 Assessment Summary

Click to download

2014

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.

XUNO School Learning OptionsParent 1 Example, Echuca CollegeXtreme Software

Home > Parent Teacher Interviews

Confirmed Bookings

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	×

Student 1 ExampleStudent 2 Example

Make a Booking

Select a time

Fri 9 Oct 2015, 6:50pm

Fri 9 Oct 2015, 7:00pm

Fri 9 Oct 2015, 7:10pm

Fri 9 Oct 2015, 7:20pm

Fri 9 Oct 2015, 7:30pm

Fri 9 Oct 2015, 7:40pm

Fri 9 Oct 2015, 7:50pm

Fri 9 Oct 2015, 8:00pm

Fri 9 Oct 2015, 8:10pm

Fri 9 Oct 2015, 8:20pm

Timothy Bubb - Yr 10 MATH - Maths Methods 23 (1MME3-TBB)

Benjamin Finn - Yr 10 SCI - Physics (1SPH-BFI)

Paul Gallimore - Yr 11 Biology 1/2 (BI011-PGA)

Ted Down - VET 2 FURNISHINGS (VEFU2-TDO)

Craig Bessell - VET Public Safety6 (VEPS16-CBE)

Paul Robinson - VET Study 55 (VETST5-PRO,LME)

Lauren Dehne - VET Study 55 (VETST5-PRO,LME)

Book all remaining subjects for Student 1 automatically

Year 7 West

Year 8 Flex 5

Year 9 Flex 8

Year 7 North

Year 7 Central

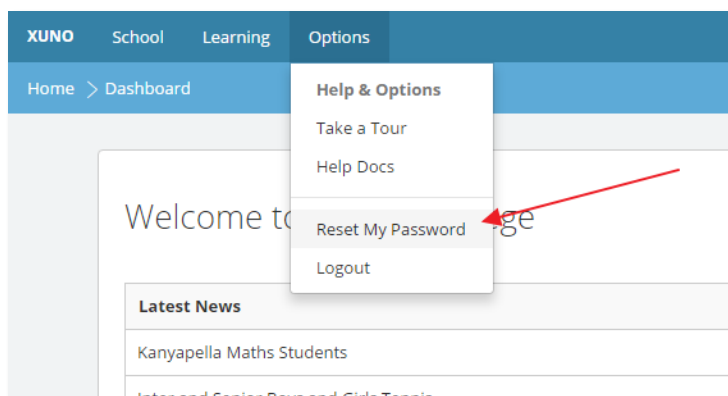
Year 8 Flex 6

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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**.

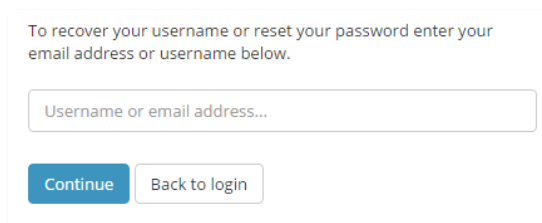
A screenshot of the 'Reset My Password' form. The form has three input fields: 'Current Password...', 'New Password...', and 'Re-type Password...'. Below these fields is a blue button labeled 'Reset Password'. The top navigation bar shows 'XUNO', 'School', 'Learning', and 'Options', with a breadcrumb trail 'Home > Reset My 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:

A screenshot of the login page. It features a 'Password...' input field and a blue 'Sign-in' button. Below the button is a link that reads 'Forgot your username or password?'. A red arrow points to this link. At the bottom of the page, there is a disclaimer: 'Unauthorised access or use of this service or data is prohibited and is a criminal offence.'

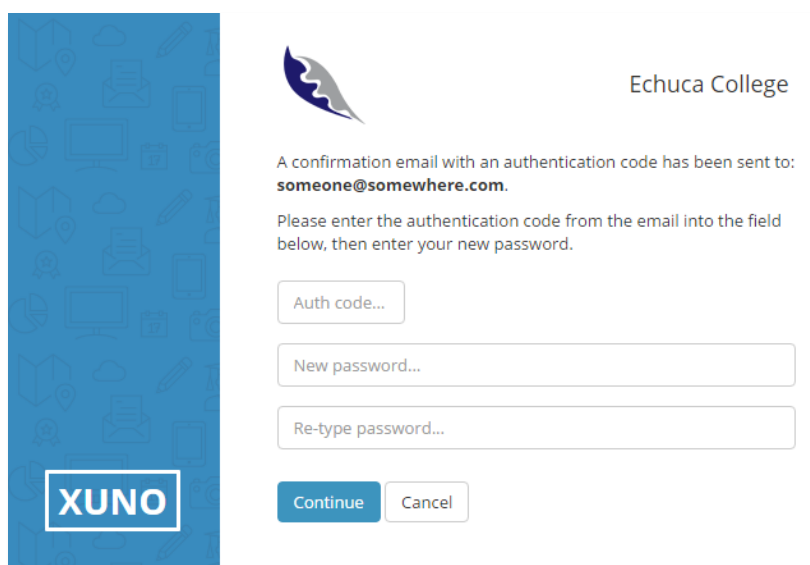
On the next screen, enter your username or email address (Note: only families that have registered their email address with the school are permitted to log into XUNO. Please contact the office if you wish to supply or update your email address). Click **Continue**.



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**.



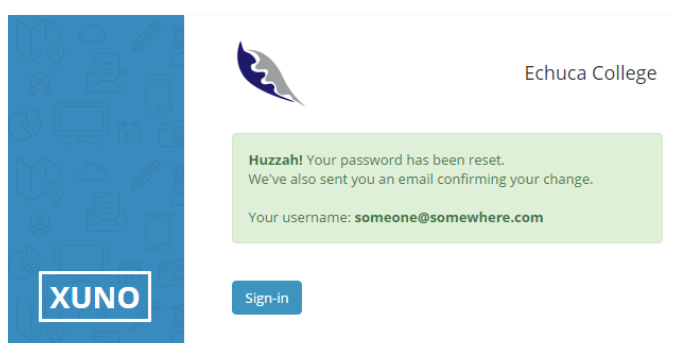
Echuca College

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.



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.