

# EPPING SECONDARY COLLEGE

XUNO Assistance for Parents

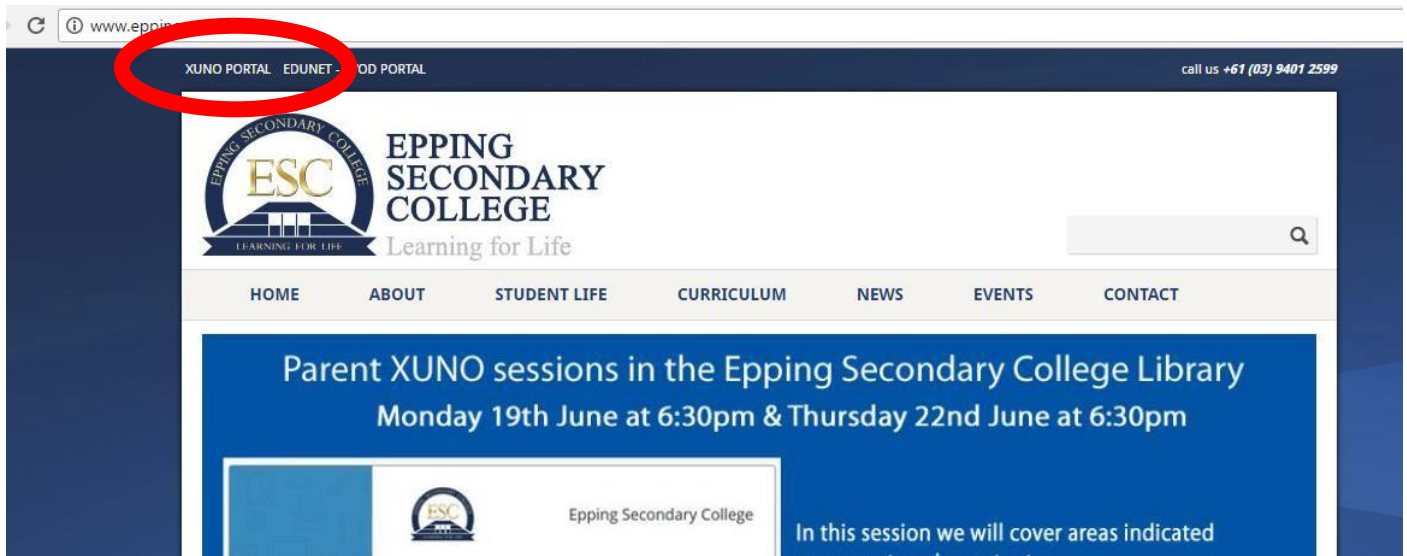
# XUNO Assistance for Epping Secondary Parents

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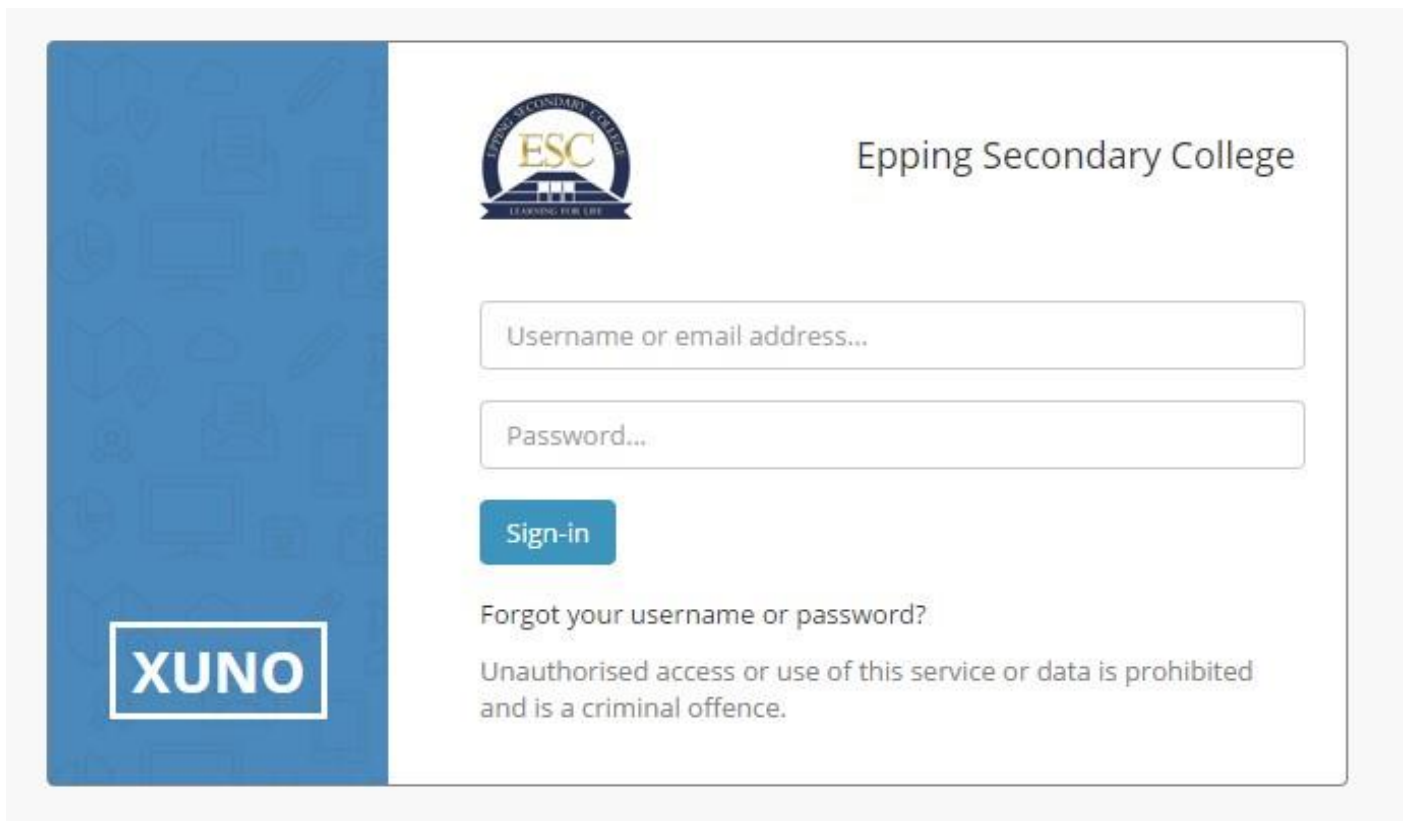
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## Where to Log in

<https://portal.eppingsc.vic.edu.au/index.php>



The screenshot shows the website's header with navigation links: XUNO PORTAL, EDUNET, and PARENT PORTAL. The XUNO PORTAL link is circled in red. Below the header is the college logo and a search bar. A navigation menu includes HOME, ABOUT, STUDENT LIFE, CURRICULUM, NEWS, EVENTS, and CONTACT. A blue banner announces 'Parent XUNO sessions in the Epping Secondary College Library' on Monday 19th June and Thursday 22nd June. Below the banner is a smaller version of the college logo and the text 'Epping Secondary College' and 'In this session we will cover areas indicated'.



The screenshot shows the XUNO login interface. On the left is a blue vertical bar with the 'XUNO' logo. On the right, the Epping Secondary College logo is displayed above the text 'Epping Secondary College'. 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, 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.'

If you did not receive your log in details please contact the main office for assistance on 9401 2599.

# Forgot your username or password?

## Don't know your username or email address?

Please contact your school to find out and update your details. Your school will be able to send you an email or letter with a temporary password which you can then reset to your choosing.

If you forget your sign-in password for XUNO don't panic - here's how you can reset your password:

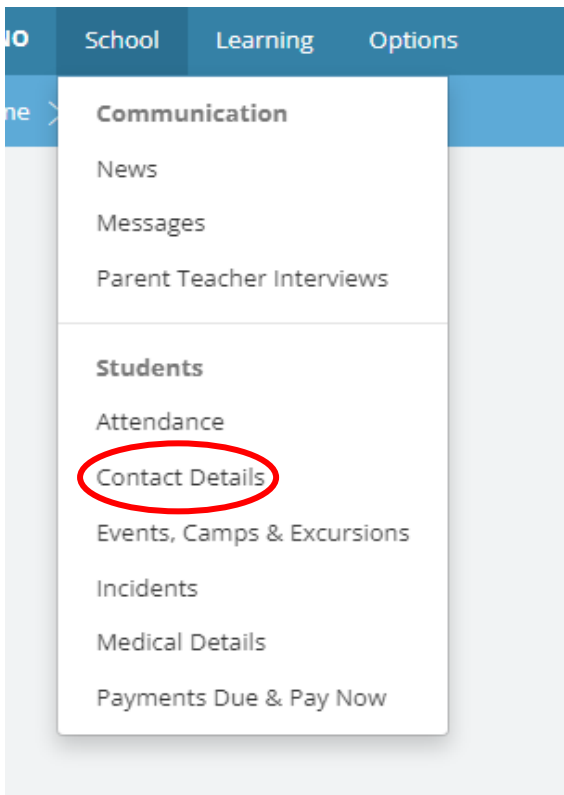
1. Navigate to XUNO using your internet browser.
2. On the sign-in page, click on the link labelled **Forgot your username or password?** underneath the Sign-in button.
3. Once you've entered your username or email address in the field provided click on the **Continue** button.
4. You will be sent an email with an authentication code. If you do not know your username or the email address your school has on file, then please contact your school.
5. Retrieve this authentication code from your email and type the code into the **Auth Code** field.
6. Type your new password into the two password fields. Make sure that you correctly type the same password into both fields. We recommend that you choose a secure password that consists of upper and lowercase letters and numbers.
7. Click on the **Continue** button to save your new password. You'll also receive an email confirmation after you have successfully reset your password.
8. You can now sign-in to XUNO using your email address and new password.

If using through **XUNO Family App** (available through [App store](#) for your IOS or [Playstore](#) for your android), School name is this code: **0skwz2** then your username name and password given to you.

The image shows a 'REGISTER' form with three input fields: 'School Name', 'Username', and 'Password'. Below the fields are two buttons: 'REGISTER' and 'CANCEL'. A red arrow points from the 'School Name' field to the text 'Epping Secondary College'.

# Portal: How to update your personal details

If you change your address, mobile or home phone number even emergency contacts you can update these directly through XUNO – here's how:



1. Log into XUNO Portal or XUNO Family App
2. Go to School tab, then click on Contact Details
3. Details of your child/ren including parent and emergency contacts will be shown
4. If any details are incorrect or need updating, please click on Update Details

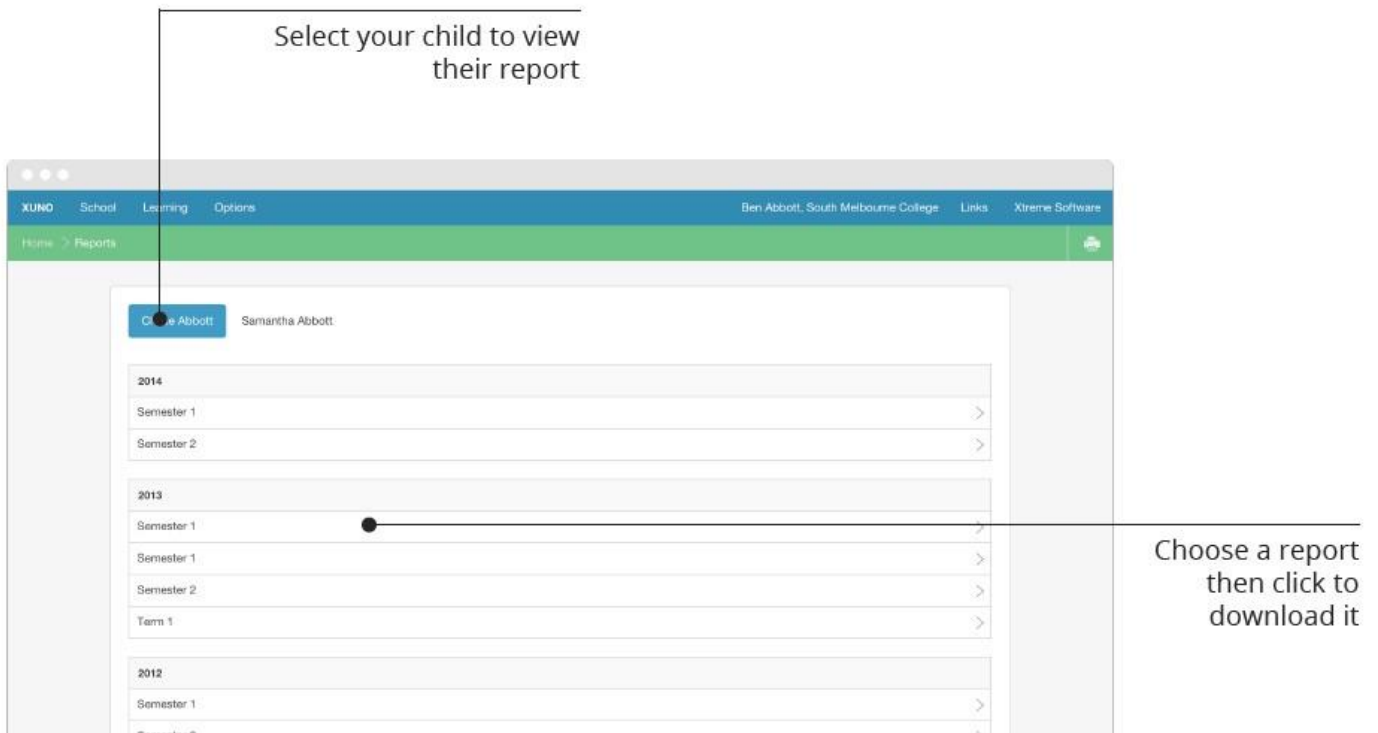
#### Are these details correct?

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

5. When you have finished updating, click Send Changes. Your details will now be updated

# Portal: How to download your reports



1. Click on the **Learning** menu and then click on the **Reports** item. If you're using a mobile device, you'll need to tap on the menu icon in the top right first, before you can tap on the **Learning** menu.
2. Parents can select a specific child by clicking on the button labelled with their child's name. If you are logged in as a student you will only be able to view your own reports.
3. Find the desired report by scrolling through the list and then clicking on it to view it. Reports are ordered chronologically by year with the most recent report at the top of the page. The reports you see are those that your school has chosen to share with you through your XUNO Portal.

# Portal: Approving and paying for events in the parent Portal

## Who can pay for and approve events?

Only parents of a student's primary family can approve an event online. Online approval is only possible if your school has enabled this option for the event and an SMS with a 6-digit verification code will be sent to your mobile number to confirm the approval. Parents of a secondary family can not approve an event, but may be able to part-pay for an event if the payments have been split between families.

## Approving an event

1. Log into the XUNO Parent Portal as a parent.
2. Click on the **School** menu and choose the **Events, Excursions and Camps** menu option.
3. A list of Upcoming events will be shown. Find the events that have not yet been approved, and click on the corresponding **View & Approve** button.
4. Carefully read all of the event details, and enter any additional medical details or direction in the field provided at the bottom of the page.
5. Click on the **Approve this Event** button at the bottom of the page. An SMS will be sent to your mobile phone number when you click the button. Allow up to 60 seconds for your verification code to be sent to your phone. Enter the correct verification code to approve the event.
6. You can print the event permission slip, sign and return the form to approve the event at anytime. Click on the **Print this Form** button to print the event notice.
7. A green success alert will appear at the bottom of the page if you have successfully approved the event.

## Paying for an event

1. Log into the XUNO Parent Portal as a parent.
2. Click on the **School** menu and choose the **Payments Due & Pay Now** menu option.
3. You can pay for multiple items at once if you wish. Choose which items you would like to pay by clicking on each corresponding **Select to Pay** button. As you select each item the Pay selected items amount will increase.
4. Click on the **Pay selected items** button to make the payment.
5. Enter in your credit card, or VISA/MasterCard debit card details into the fields provided. Confirm that the details are correct.
6. Click on the **Make a Payment** button to process the transaction.
7. You'll receive a success message and transaction number if your payment was successfully processed. Please record the transaction number, date and amount for your reference.
8. Click on the **Finish** button to go back to the Portal. A list of all successfully paid transactions your family has made will be shown.

# Portal: How to view attendance

## Summary

1. Click on the **School** menu and then click on the **Attendance** item.
2. If you're using a mobile device, you'll need to tap on the menu icon in the top right first, before you can tap on the **School** menu.
3. Parents can select a specific child by clicking on the button labelled with their child's name.
4. The page will show all live attendance for the entire current year. Change your date range by clicking the date picker in the top right of the screen, select your new date range, then click on the **Update** button.
5. The top summary shows you the current attendance of the student, when the roll was last marked, and the highest and lowest statistics.
6. The interactive bar graph at the bottom of the page allows you to click or tap each bar to display additional information on each subject's attendance statistics.
7. Click on the **Print** icon in the top header bar to print your summary. The print icon is not available on mobiles and devices using small screens.

## Day-by-Day Attendance

To view attendance one day at a time, including detailed attendance information for each period and subjects for the day follow these steps. All attendance data is displayed live.

1. Click on the **School** menu and then click on the **Attendance** item.
2. If you're using a mobile device, you'll need to tap on the menu icon in the top right first, before you can tap on the **School** menu.
3. Scroll down the page and click on the **View Day-by-Day Attendance** button.
4. Parents can select a specific child by clicking on the button labelled with their child's name. If you are logged in as a student you will only be able to view your own attendance.
5. The page will show live attendance data for the current day. Change the day by clicking on the date picker in the top right of the screen, select a different day, then click on the **Update** button.



## Submitting an Absence Note

XUNO 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. This feature is also available through the Family mobile app.

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** title.

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: 5/5 (all green)

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 (BMTH201-DC1) 2021S1B	0	5	44 / 49	90%
8 Multimedia S2 (BMAA201-ME1) 2021S1B	0	2	61 / 63	97%

Attendance

Chase ABBOTT

Last Marked Today: Present 09:52am

Lowest Attendance: 86%  
8 English S2

Highest Attendance: 97%  
8 Multimedia S2

Attendance Today: 5/5 (all green)

Unapproved Absences: 0

Approved Absences: 43

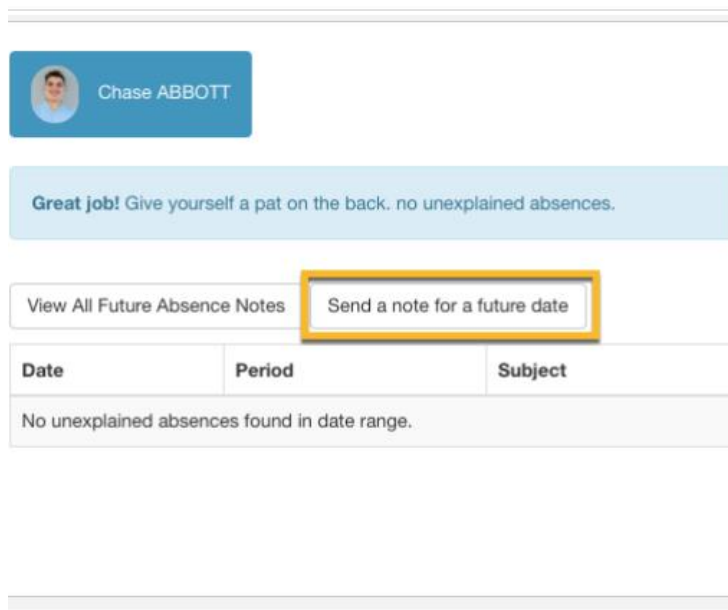
Great job! Give yourself a pat on the back. Chase has no unexplained absences.

View Day-by-Day Attendance

Send absence note

Subject	Unapp Absence	Attend %
8 Maths S2 (2021S1B)	0	90%

- The click **Send a note for a future date**



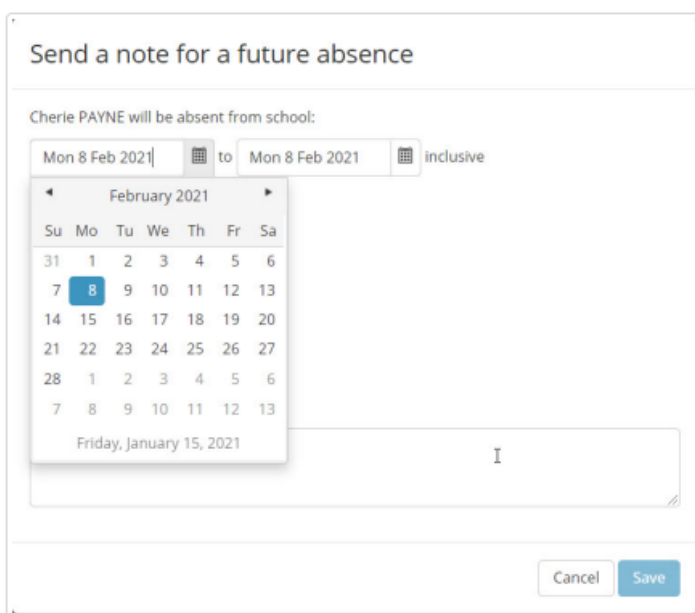
Chase ABBOTT

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.		

- Select the date and period/s that your child will be absent from school. If the child will be absent for the whole day, you can just select the **All Day** check box



Send a note for a future absence

Cherie PAYNE will be absent from school:

Mon 8 Feb 2021 to Mon 8 Feb 2021 inclusive

February 2021

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6
7	8	9	10	11	12	13

Friday, January 15, 2021

Cancel Save

- In the Reason given section, type the reason why your child will be absent on that day or period. It is best to keep the note short, and precise so that the school can quickly and easily process the information.
- Click on Save. The school administration will be informed of your actions.
- If you click on View all future absence notes, it may be possible to view and edit the future absence note. In some circumstances, the note will not appear in the list – this is usually due to the way the school manages

the timetable – but don't worry! The school will have been notified about the absence note via email and will action it accordingly.

Please note, it is not possible to delete the absence notes – if you wish to withdraw the absence, you'll need to contact the school directly.

## Portal: How to read news

Menu

Important news and events

Overview tiles showing live attendance, assignments and homework

The latest school calendar events

### Dashboard

1. Click on the **XUNO** menu item, or **Home** on the bar underneath the menu, to take you to your dashboard.
2. Your dashboard will show you the latest news items in order, with the most recent at the top. Follow the steps below to view expired and previous news.

### All News

1. Click on the **School** menu and then click on the **News** item. If you're on a mobile device, you'll need to tap on the menu icon in the top right first, before you can tap on the **School** menu.
2. The news page will show all current news items, which are tagged with a green "CURRENT" tag for easy identification.
3. You can also view previous news or news in a different date range. Change your date range by clicking on the date picker in the top right of the screen, select your new date range, then click on the **Update** button

# Portal: How to view your timetable

## How your timetable appears on different devices

The timetable will appear differently depending on the size of your device. If you're on a mobile device, you'll see your timetable for today, and then day-by-day. On larger devices, such as laptops or iPad's (in landscape view), you'll be able to see the whole week.

Select your child to view their timetable

Choose a week

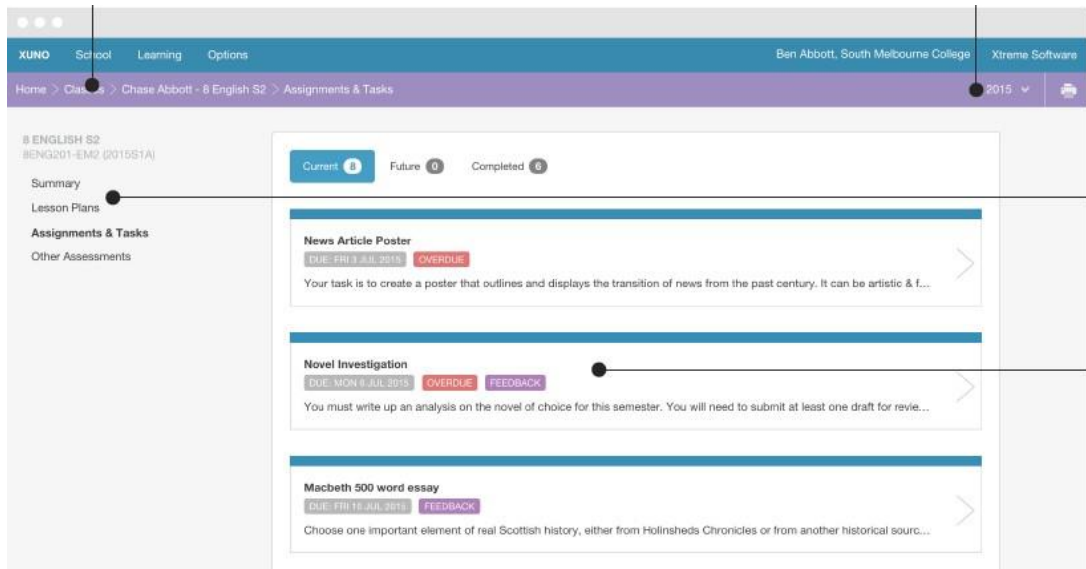
Print

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 Assem	8 English S2 8ENG201-EM2 04	8 Science S2 8SCI201-NW1 13	8 Humanities S2 8HUM201-ED1 01	8 Maths S2 8MTH201-DC1 23	8 Maths S2 8MTH201-DC1 23
Period 1	8 English S2 8ENG201-EM2 17	8 Maths S2 8MTH201-DC1 23	8 Maths S2 8MTH201-DC1 23 <b>ROOM CHANGE</b>	8 Hpe S2 8HPE201-SM3 A2 - Gym	8 Science S2 8SCI201-NW1 Science 1 - Lab
Period 2	8 Humanities S2 8HUM201-ED1 17	8 Hpe S2 8HPE201-SM3 A1	8 Maths S2 8MTH201-DC1 23	8 Hpe S2 8HPE201-SM3 A2 - Gym	8 Science S2 8SCI201-NW1 Science 1 - Lab
Period 3	8 Multimedia S2 8MMA201-ME1 Room 8 - Computer	8 Textiles S2 8TEX201-TB1 14	8 Multimedia S2 8MMA201-ME1 Room 8 - Computer	8 English S2 8ENG201-EM2 17	8 Textiles S2 8TEX201-TB1 14
Period 4	8 Science S2 8SCI201-NW1 Science 1 - Lab	8 Textiles S2 8TEX201-TB1 14	8 Multimedia S2 8MMA201-ME1 Room 8 - Computer	8 Humanities S2 8HUM201-ED1 36	8 Hpe S2 8HPE201-SM3 A2 - Gym
Period 5	8 Language S2 8LAN201-LG1	8 English S2 8ENG201-EM2	8 English S2 8ENG201-EM2	8 Hpe S2 8HPE201-SM3	8 Language S2 8LAN201-LG1

1. Click on the **Learning** menu and then click on the **Timetable** item.
2. If you're using a mobile device, you'll need to tap on the menu icon in the top right first, before you can tap on the **Learning** menu.
3. Parents can select a specific child by clicking on the button labelled with their child's name. If you are logged in as a student you will only be able to view your own attendance.
4. If you are using a mobile device your timetable for today is automatically displayed. On larger devices, your entire timetable for the current week is shown. The timetable information is always live and up-to-date, and will alert you to any room changes or cancellations.
5. On mobile devices you can use the forward and back navigation arrows at the top of the timetable to navigate through each day of your weekly timetable.
6. To view your timetable in other weeks, change your date range by clicking the date picker in the top right of the screen, select your new date range, then click on the **Update** button.
7. Click on the **Print** icon in the top header bar to print your entire weekly timetable. The print icon is not available on mobiles and devices using small screens.

# Portal: How to view and submit your assignments, work and tasks



1. Click on the **Learning** menu
2. Click on the **Lessons, Assignments and Tasks** item.
3. If you're using a mobile device, you'll need to tap on the menu icon in the top right first, before you can tap on the **Learning** menu.
4. A list of your current classes appear on the left side of the page. On a mobile device you'll need to tap the down arrow in the top navigation bar to view your classes. Parents are able to see the classes under each of their children's names, whereas students are only able to see their own classes.
5. By default only the current classes in the timetable are shown. To view previous and future classes in the current year, click on the **More** button located at the bottom of the list of classes. You can also view classes and assignments from previous years by clicking on the date picker in the top right of the screen, selecting your new date range, and then clicking on the **Update** button
6. Click on a class to select it, and you'll be presented with a class summary page. The left menu will change to provide you with more per-class options - click on the **Assignments and Tasks** item in the left menu. On a mobile device you'll need to tap the down arrow in the top navigation bar to be able to tap on the additional Assignment and Tasks menu item.
7. Your current assignments, work and tasks are shown by default. Use the buttons at the top to view future and completed items. A work item is classified as completed once it has been marked as completed by the teacher or given a grade.
8. Click on or tap an item of work in the list to view more information, including a full description, resources, teacher feedback, grade and more.
9. Students are able to upload their work by clicking on the **Upload Work** button. Parents are able to view and download uploaded work but are not able to upload work themselves.
10. Use the top navigation menu bar to go back to your list of classes by clicking on the **Classes** part of the navigation bar. The navigation bar is the coloured bar below the very top header menu bar that contains the > arrows to show you what page you are currently viewing. On a mobile device you'll need to tap the down arrow in the top navigation bar to go back.
11. You can click on the **Print** icon in the top header bar at anytime to print the page you're viewing. The print icon is not available on mobiles and devices using small screens.