



Maramba
Primary School

Nurture. Innovate. Celebrate.

XUNO

MARAMBA PRIMARY SCHOOL PARENT PORTAL USER GUIDE

Nurture. Innovate. Celebrate.



Relationships



Respect



Resilience



Responsibility

Contents

Introduction	2
How to Register	3
XUNO Features	4
How to Access	5
Home Screen	6
School – Messages	7
School – Attendance	8
School Medical	9
School – Contact Details	10
Learning – Reports	11
School – Parent Teacher Interviews	12
Help	13
How do I change my password?	13
I have forgotten my username or password	14
All other issues/errors	15

Introduction

XUNO (pronounced 'zoo-no') is an app which enables parents to log in and have immediate access to student information. Information available to you will include your child's timetable and daily attendance, unexplained absences, access to your child's achievement data and reports. It is also used to make bookings for interviews before key reporting periods and before parent/teacher interviews.

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

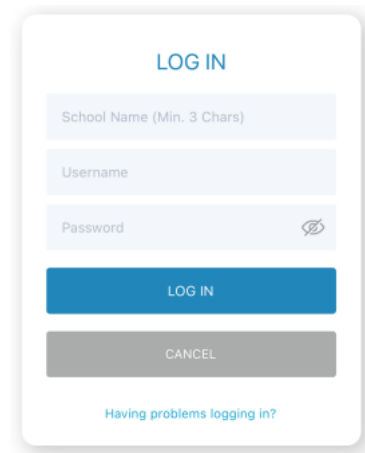
It is an integral part of keeping the school/parent/student connection open to the families of Maramba Primary School.

Download the app and Register!

XUNO Family is an app that will help make communication with the school quick and easy - giving you access to a wealth of information, without having to sit at a computer.

To log in, follow these steps:

1. Download XUNO Family from the App store (iOS) or Play store (Android)



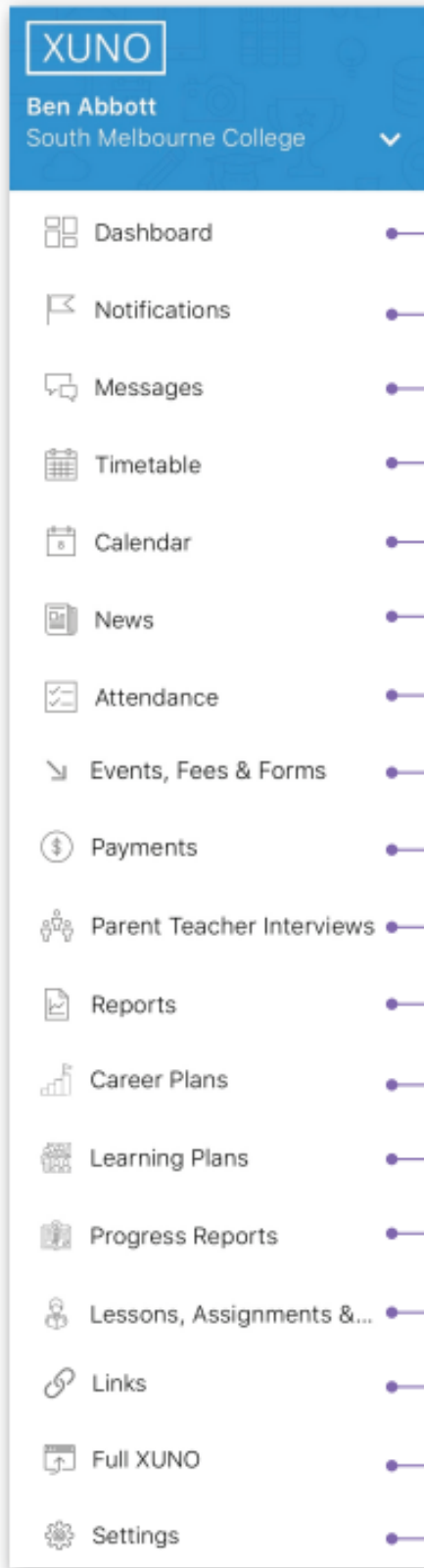
2. Open the app
3. If asked, please allow push notifications for the most convenient experience with the app
4. Search for your school by typing the first few letters and then selecting your school from the list that appears.

Your **username** will be your **Family Code** or **Email Address**. New families to Maramba Primary School will be emailed account details once the child has commenced schooling.

****If you do not receive or have lost this email, please contact the office for assistance.**

If you have forgotten your password or Username, you'll need to head to your school's Xuno website to reset it. Visit <https://marambaps.xuno.com.au/index.php>

The following are some of the settings Xuno has on offer though, not all of them are functional at Maramba.



XUNO Family

Features: At a glance

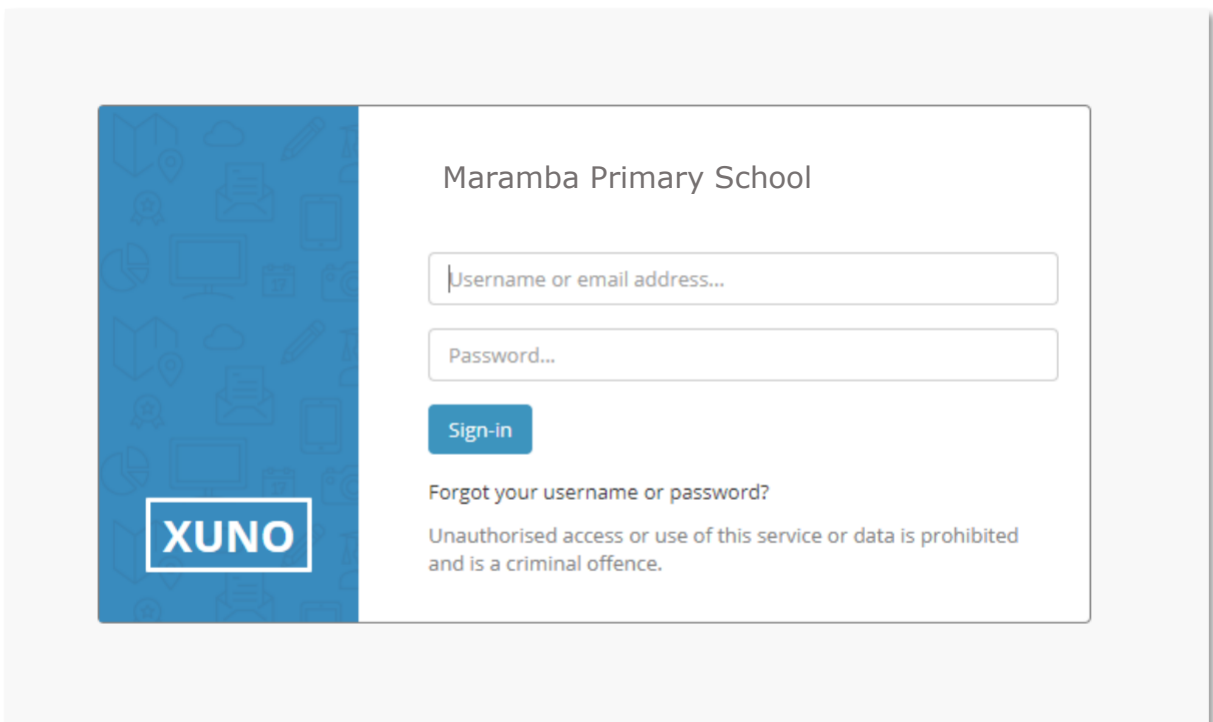
- A collection of widgets including Upcoming Payments, Attendance, Events, Forms and Homework
- A list of all notifications you've received since registering your account on the XUNO Family app
- Send a new message or read messages sent to you by school staff
- Your child's timetable, showing today's date by default and any relevant timetable changes
- A list of upcoming events and important dates
- School newsletters, announcements and other important information
- View your child's marked attendance and contact the school regarding future or past absences
- View, approve, fill out forms and make online payments for School Fees, Excursions, Camps and other events
- Pay for Events, Fees, Voluntary Contributions and other items
- Book Parent Teacher interviews and manage existing bookings
- View and print your child's school reports, including reports from past years
- View published Career Plans. Edit / contribute to career plans (Students only)
- View published Career Plans. Edit / contribute to career plans (Students only)
- View published Progress Reports and feedback
- View homework and class learning tasks, submit assignments, view learning task results if published
- The school may include links to other apps or websites which can be accessed here
- Log into the full XUNO website if necessary with one single click - No need to re-enter your password
- Check your app settings, and if necessary, send a report to the support team in a few simple taps

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. Our email address is maramba.ps@education.vic.gov.au

If you do not have or have 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":



Maramba Primary School

Username or email address...

Password...

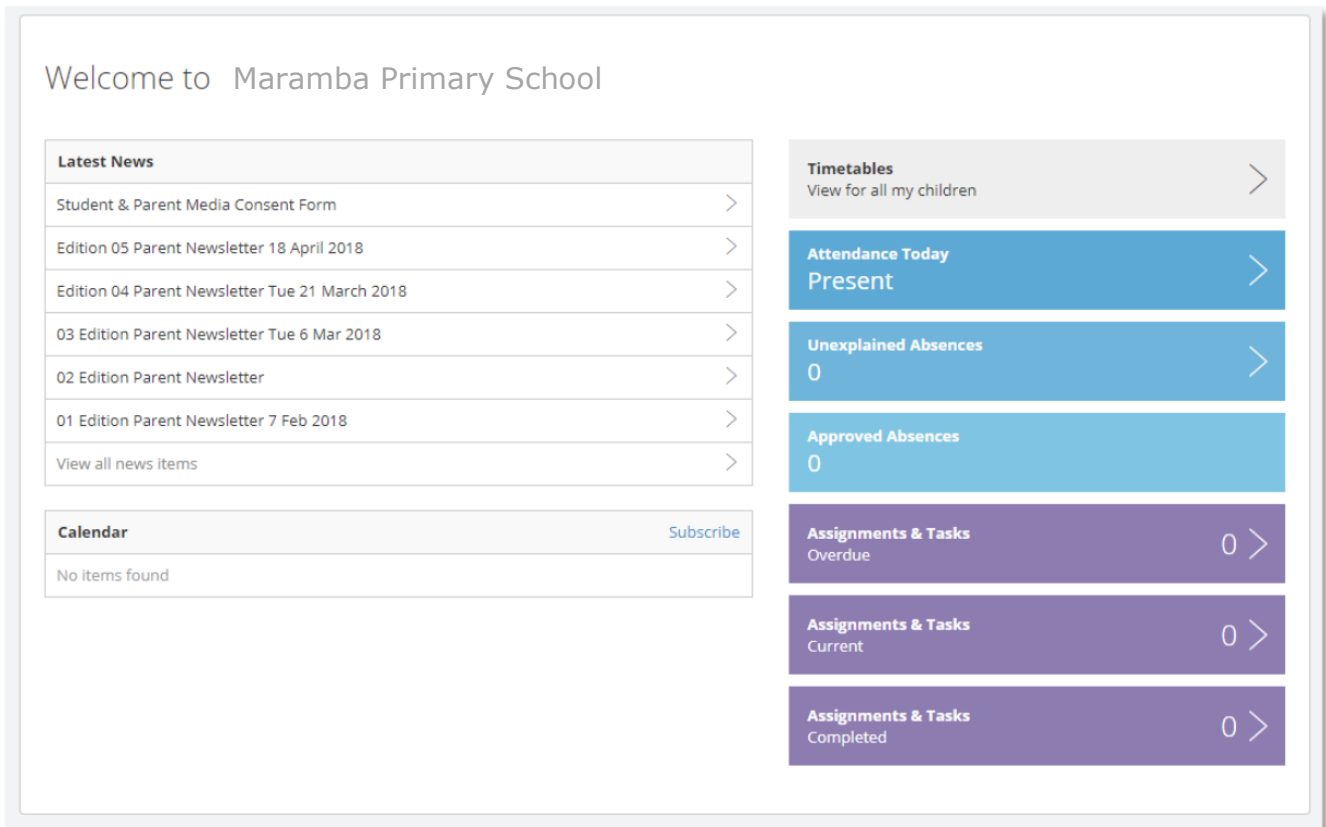
Sign-in

Forgot your username or password?

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 parent interviews. There is a navigation menu running across the top to access other sections described below.



Welcome to Maramba Primary School

Latest News	
Student & Parent Media Consent Form	>
Edition 05 Parent Newsletter 18 April 2018	>
Edition 04 Parent Newsletter Tue 21 March 2018	>
03 Edition Parent Newsletter Tue 6 Mar 2018	>
02 Edition Parent Newsletter	>
01 Edition Parent Newsletter 7 Feb 2018	>
View all news items	>

Calendar	Subscribe
No items found	

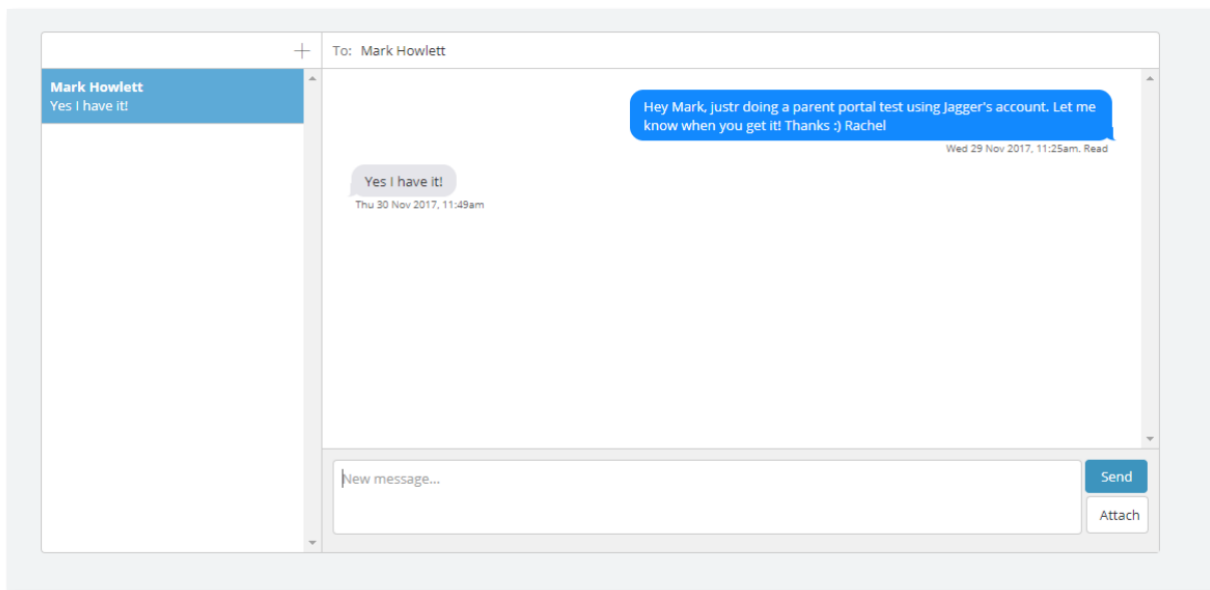
Timetables View for all my children	>
Attendance Today Present	>
Unexplained Absences 0	>
Approved Absences 0	
Assignments & Tasks Overdue	0 >
Assignments & Tasks Current	0 >
Assignments & Tasks Completed	0 >

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 – 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.

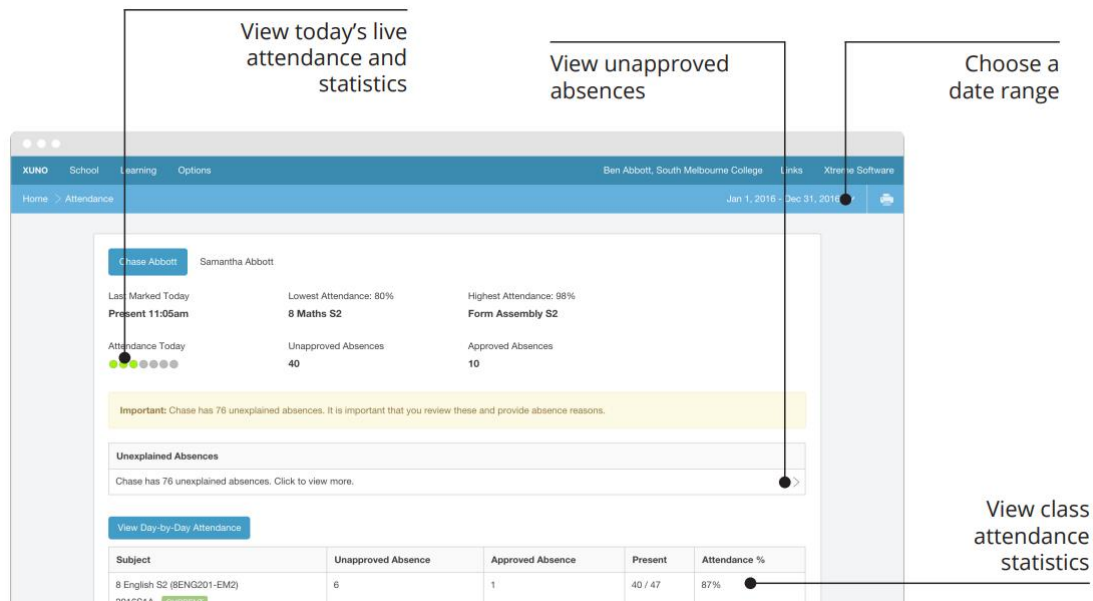
Regular school attendance is one of the major factors contributing to a child's well-being and success. Absences from school means learning opportunities are reduced, which may ultimately lead to poor school achievement.

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 school of an appointment or family holiday for example. All these absences are regarded by DE (Department of Education) as an absence and are recorded in the School 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 DE Student Engagement Policy Guidelines.

Messages are sent through the app/portal 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.



View today's live attendance and statistics

View unapproved absences

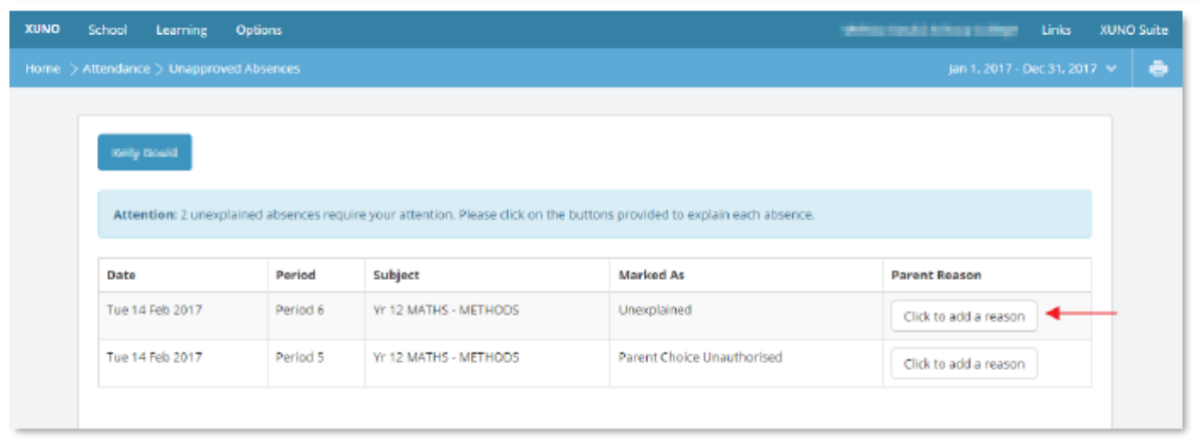
Choose a date range

View class attendance statistics

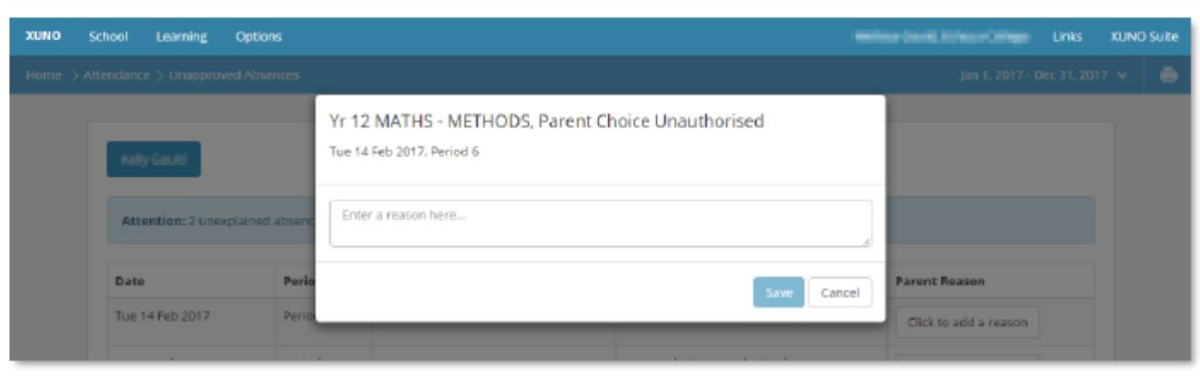
Subject	Unapproved Absence	Approved Absence	Present	Attendance %
8 English S2 (BENG201-EM2)	6	1	40 / 47	87%
2016S1A				

If you have 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. 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**.

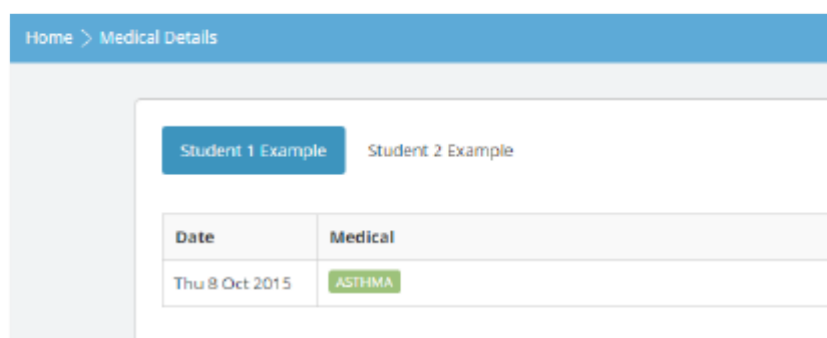


A pop-up screen will appear, with the ability to input a reason. Once complete, click **Save**.



School Medical

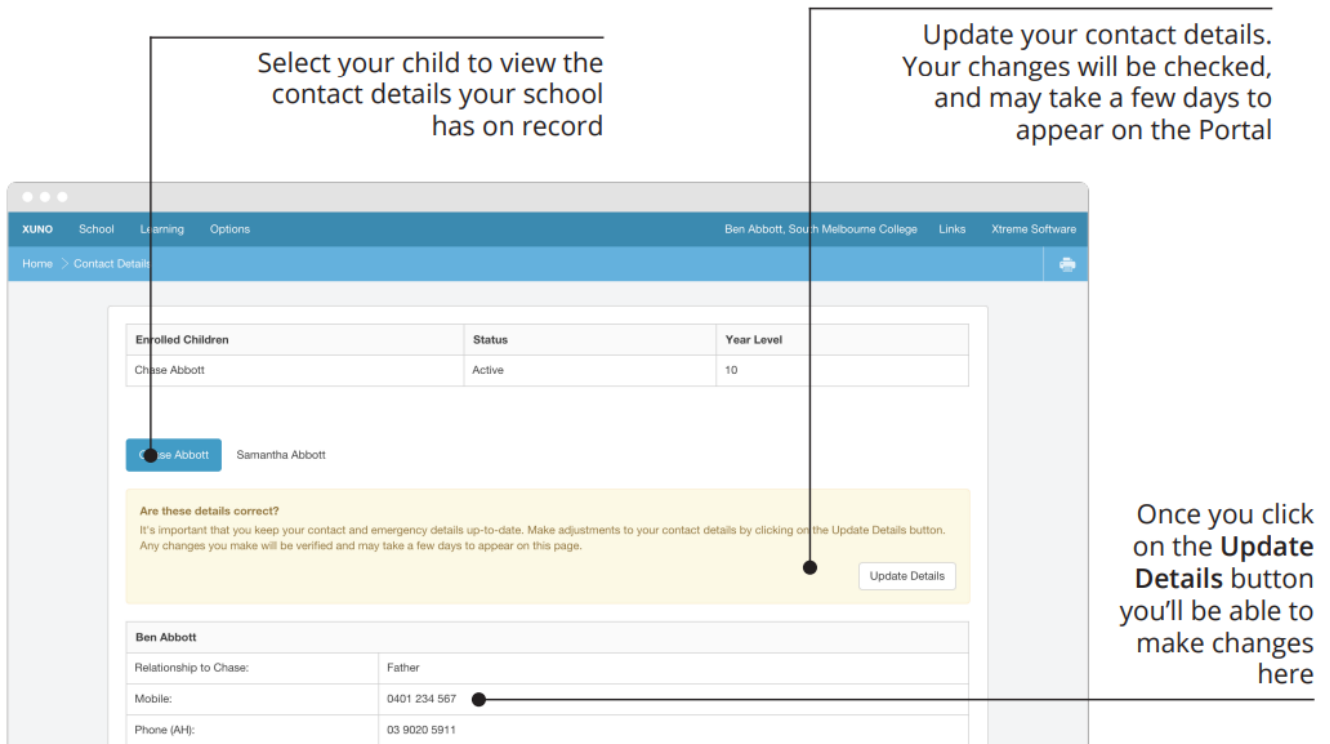
The screen should show any Medical details or concerns registered with the child. Please inform the office if you believe information is missing or incorrect.



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.



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

Enrolled Children	Status	Year Level
Chase Abbott	Active	10

Chase Abbott Samantha Abbott

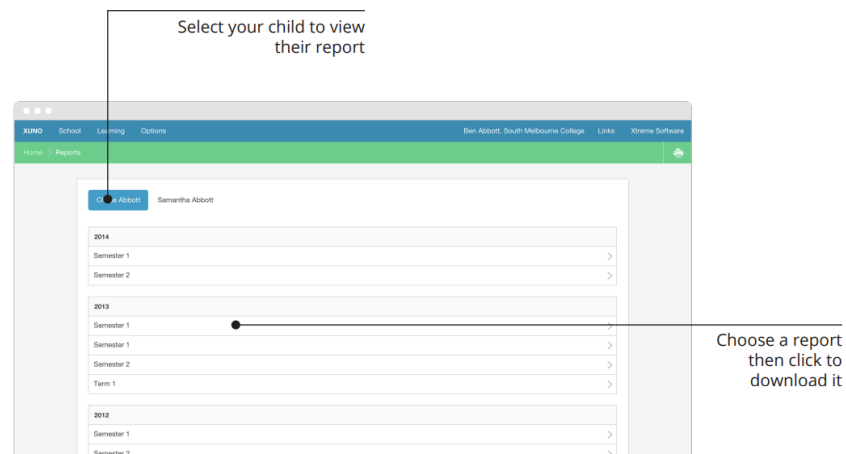
Are these details correct?
It's important that you keep your contact and emergency details up-to-date. Make adjustments to your contact details by clicking on the Update Details button. Any changes you make will be verified and may take a few days to appear on this page.

Update Details

Ben Abbott	
Relationship to Chase:	Father
Mobile:	0401 234 567
Phone (AH):	03 9020 5911

Learning – Reports

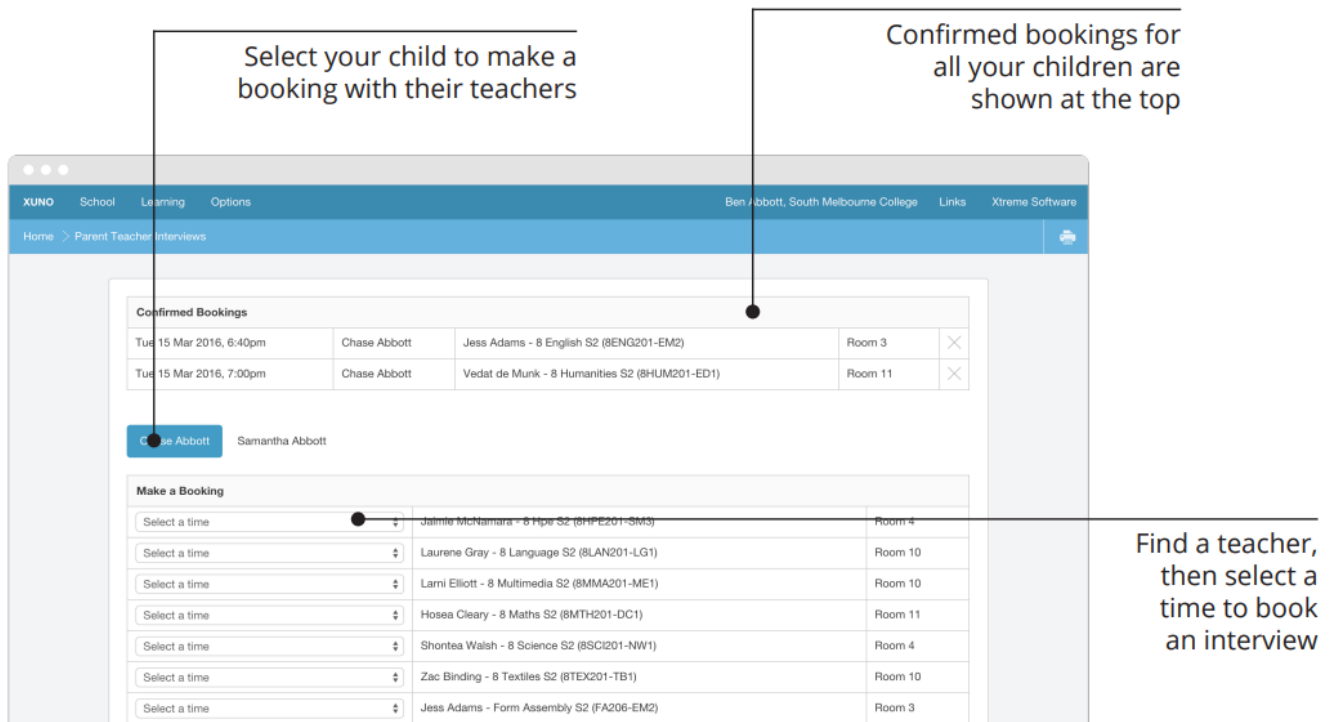
The Report page will list your child's Summary Reports. These will be issued at the end of each semester. These will be in a PDF format and can be downloaded by following the links. You can also access the reports done in the old reporting system.



School – Parent Teacher Interviews

When Parent Teacher Interviews 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. There is also an option for the system to automatically book all remaining subjects.

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 shows the 'Parent Teacher Interviews' page. At the top, there is a navigation bar with 'XUNO School Learning Options' and user information 'Ben Abbott, South Melbourne College Links Xtreme Software'. Below this is a breadcrumb trail 'Home > Parent Teacher Interviews' and a print icon.

Confirmed Bookings

Tue 15 Mar 2016, 6:40pm	Chase Abbott	Jess Adams - 8 English S2 (8ENG201-EM2)	Room 3	✕
Tue 15 Mar 2016, 7:00pm	Chase Abbott	Vedat de Munk - 8 Humanities S2 (8HUM201-ED1)	Room 11	✕

Below the bookings, a dropdown menu is open for 'Chase Abbott', showing 'Samantha Abbott' as the selected teacher.

Make a Booking

Select a time	Jaimie McNamara - 6 Hpe S2 (8HPE201-SM3)	Room 4
Select a time	Laurene Gray - 8 Language S2 (8LAN201-LG1)	Room 10
Select a time	Larni Elliott - 8 Multimedia S2 (8MMA201-ME1)	Room 10
Select a time	Hosea Cleary - 8 Maths S2 (8MTH201-DC1)	Room 11
Select a time	Shontea Walsh - 8 Science S2 (8SCI201-NW1)	Room 4
Select a time	Zac Binding - 8 Textiles S2 (8TEX201-TB1)	Room 10
Select a time	Jess Adams - Form Assembly S2 (FA206-EM2)	Room 3

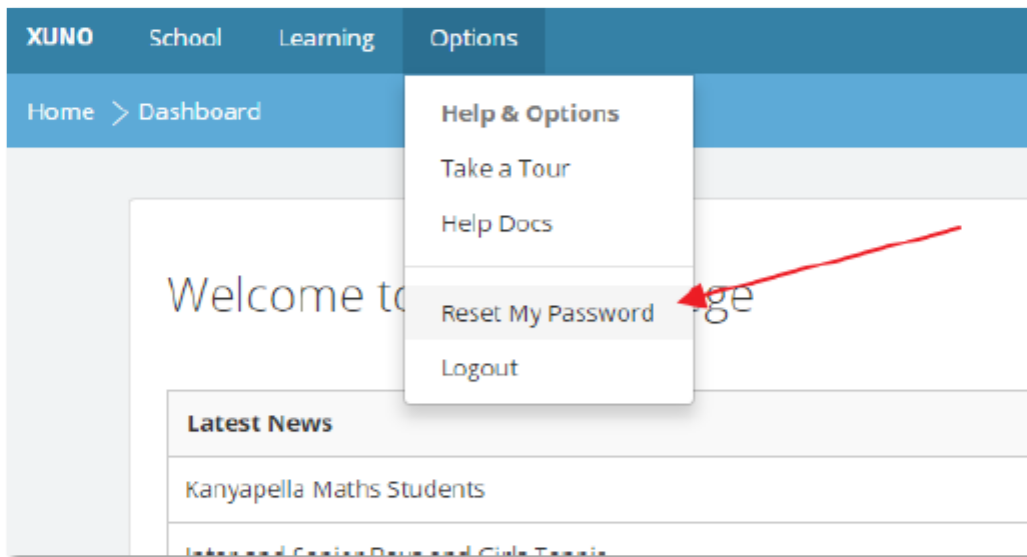
Annotations on the screenshot:

- A box points to the 'Confirmed Bookings' table with the text: "Confirmed bookings for all your children are shown at the top".
- A box points to the dropdown menu for 'Chase Abbott' with the text: "Select your child to make a booking with their teachers".
- A box points to the 'Make a Booking' table with the text: "Find a teacher, then select a time to book an interview".

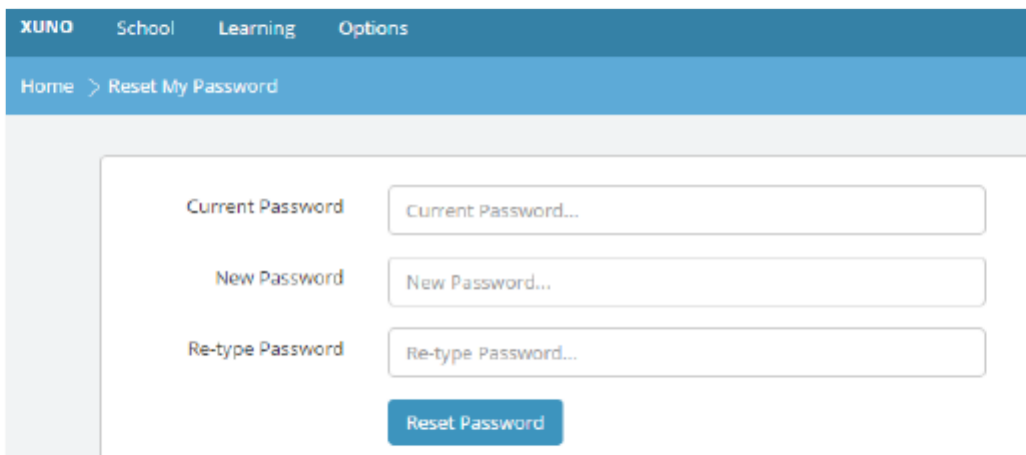
Help!

How do I change my password?

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



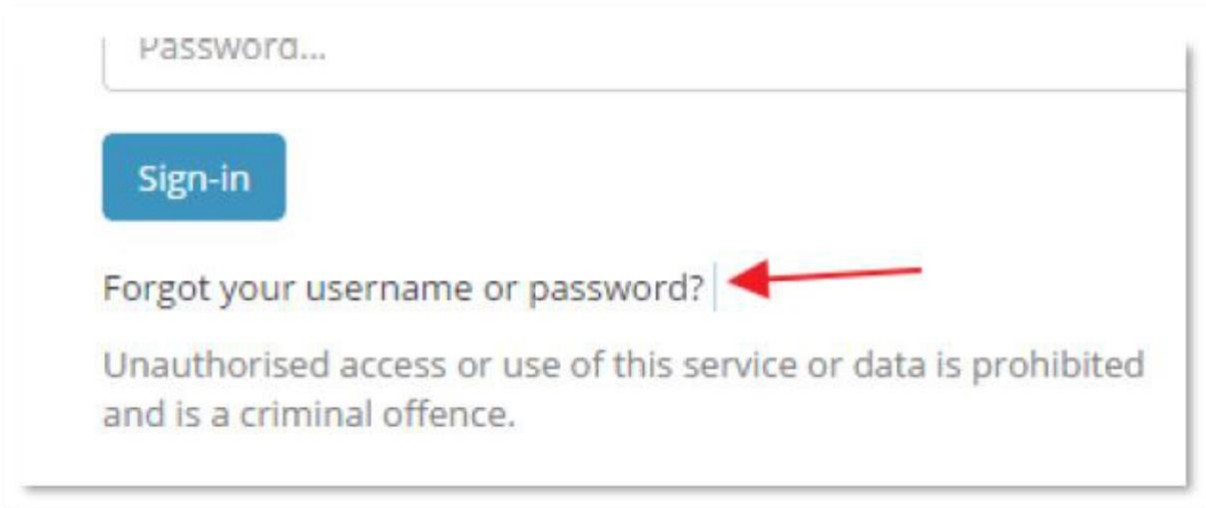
Enter in your current password, new password and confirm your new password, then click **Reset Password**.



The screenshot shows the 'Reset My Password' form in the XUNO Parent Portal. The top navigation bar includes 'XUNO', 'School', 'Learning', and 'Options'. Below the navigation bar, there is a breadcrumb trail 'Home > Reset My Password'. The form contains three input fields: 'Current Password', 'New Password', and 'Re-type Password'. A blue 'Reset Password' button is located at the bottom of the form.


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:



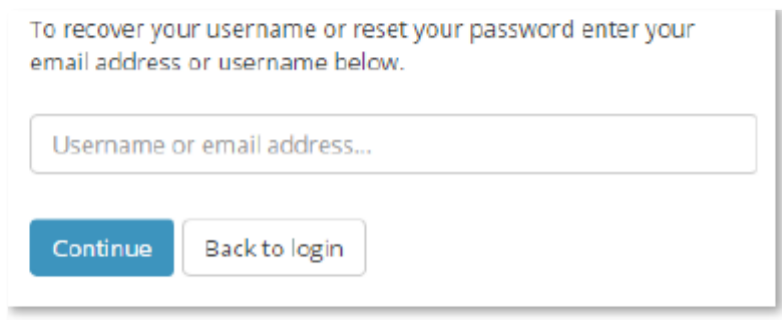
password...

Sign-in

Forgot your username or password? 

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**.

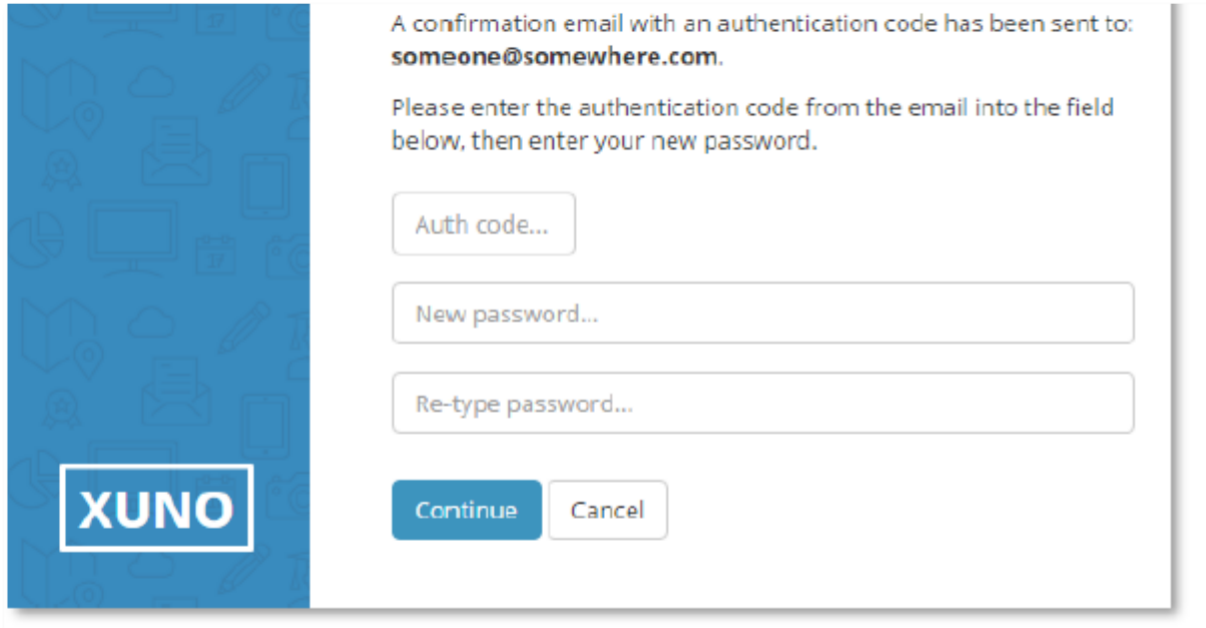


To recover your username or reset your password enter your email address or username below.

Username or email address...

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 a minimum of 8 characters in length. Click **Continue**.



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.

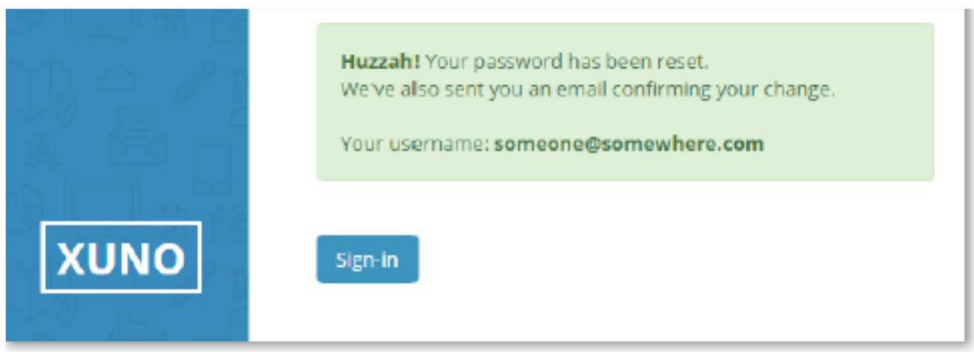
Auth code...

New password...

Re-type 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.



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 contact Maramba Primary School via 03 9796 7150. Thank you.