



McGuire College Parent Portal  
**XUNO - Introduction**

## Introduction

Xuno enables 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 may be listed for select trial classes.

Student reports are 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 parent/teacher interviews.

XUNO is also used to showcase 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 where possible, 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 McGuire College.

## How to access

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

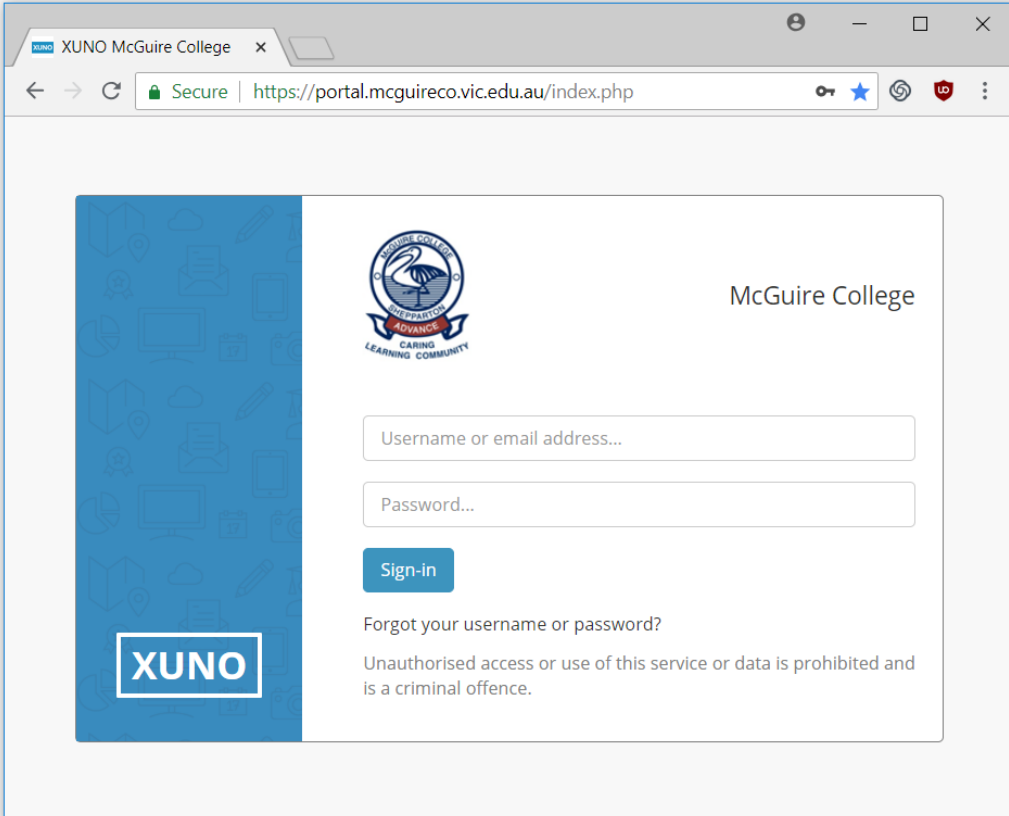
Please contact our administration office if you need to update or register your email address.

The address to XUNO is: <https://portal.mcguireco.vic.edu.au>

This site is also listed on our website under school portal.

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

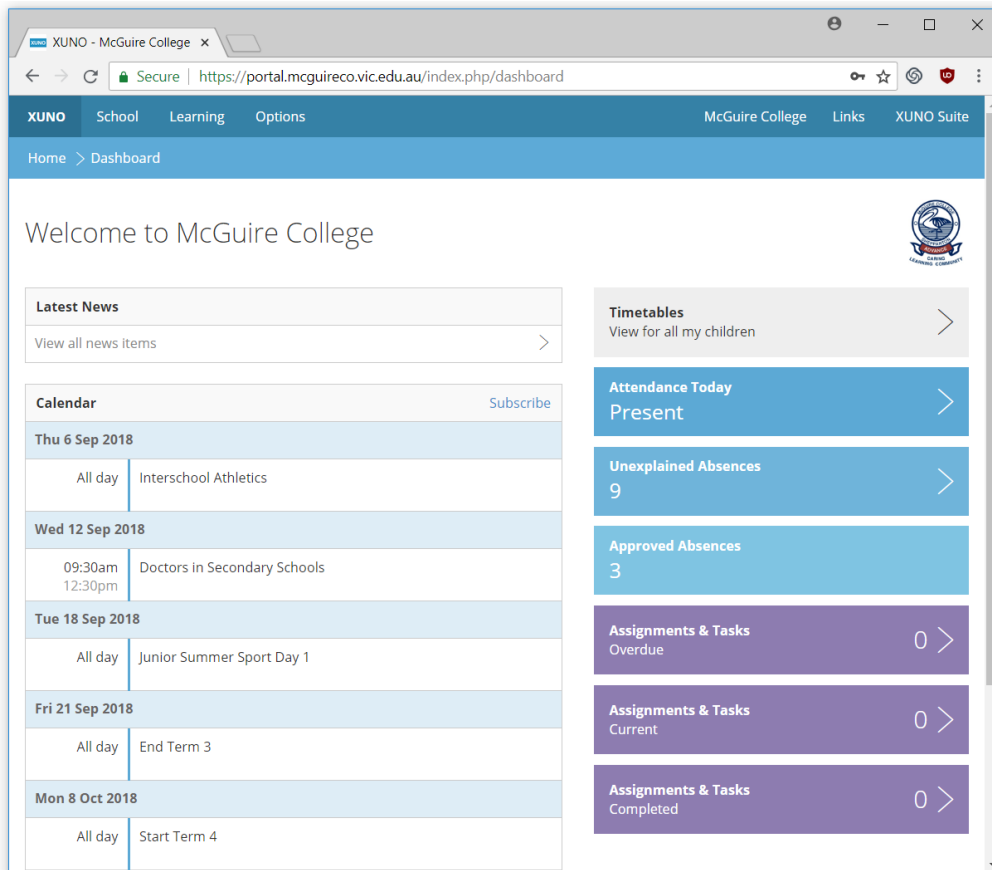
Once you have your username and password, simply type this into the login page and click “Sign In”:



The screenshot shows a web browser window with the address bar displaying "https://portal.mcguireco.vic.edu.au/index.php". The page features a blue vertical banner on the left with the "XUNO" logo. To the right, there is a login form with the McGuire College logo and name. The form includes two input fields: "Username or email address..." and "Password...". Below these fields is a blue "Sign-in" button. 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."

## Home Screen

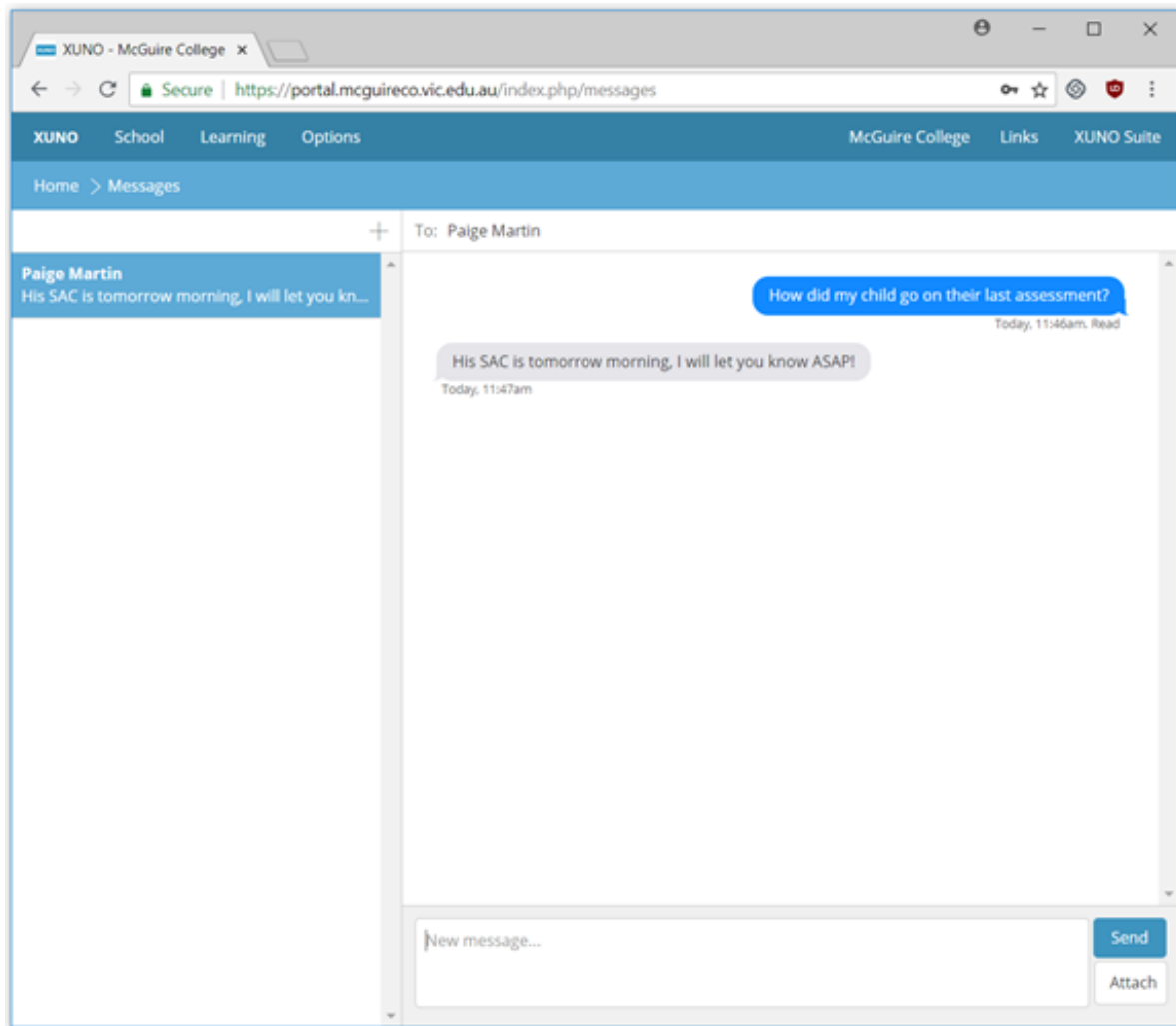
Once logged in, you will be presented with the Dashboard, which will detail news and calendar events, attendance and assignments and assessment summaries. There is a navigation menu running across the top to access other sections described below.



**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 – 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.

On XUNO there are two absence categories; Unapproved and Approved. SMS’s are sent daily for Unexplained Absences. You have the ability to reply to this through the portal to provide reason for your child’s absence, eliminating the need to provide a note.

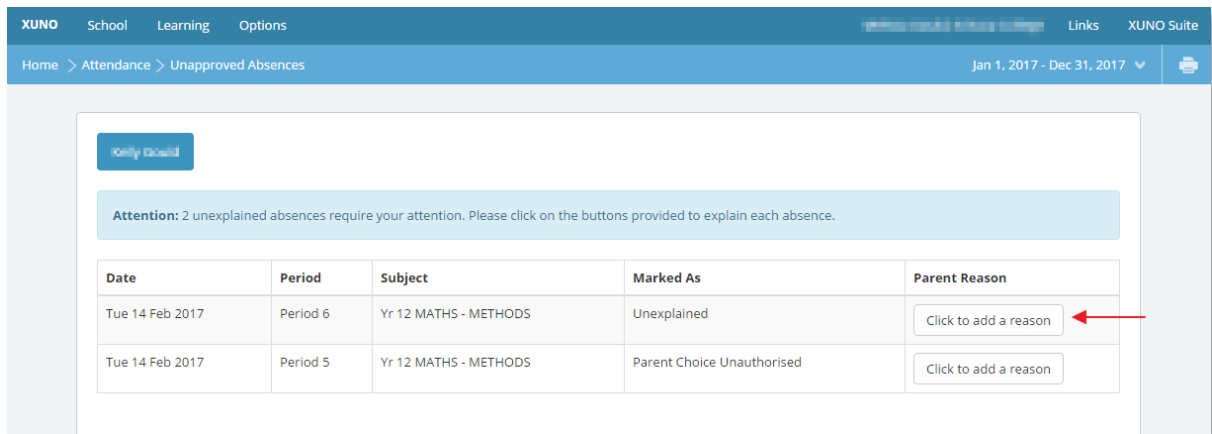
If you have more than one student enrolled, you can swap to these using the button at the top as marked below.

The screenshot shows the XUNO 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 displays a student's attendance summary. A red arrow points to a 'View Unexplained Absences' button. The summary includes: 'Last Marked Today Present 2:25pm', 'Attendance Today' (5 green circles, 1 white circle), 'Lowest Attendance: 87% Yr 12 MATHS - METHODS', 'Highest Attendance: 100% Moira House Group', 'Unapproved Absences: 2', and 'Approved Absences: 18'. Below this is an 'Important' message: 'Important: [Student Name] has 2 unexplained absences that require absence reasons.' with a 'View Unexplained Absences' button. At the bottom, there is a 'View Day-by-Day Attendance' button and a table of subject-specific attendance.

Subject	Unapproved Absence	Approved Absence	Present	Attendance %
Moira House Group (M02-LBU.TMU) 201751A <span>CURRENT</span>	0	1	2 / 3	100%
Yr 12 CHEMISTRY (CH033-SNE) 201751A <span>CURRENT</span>	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**.

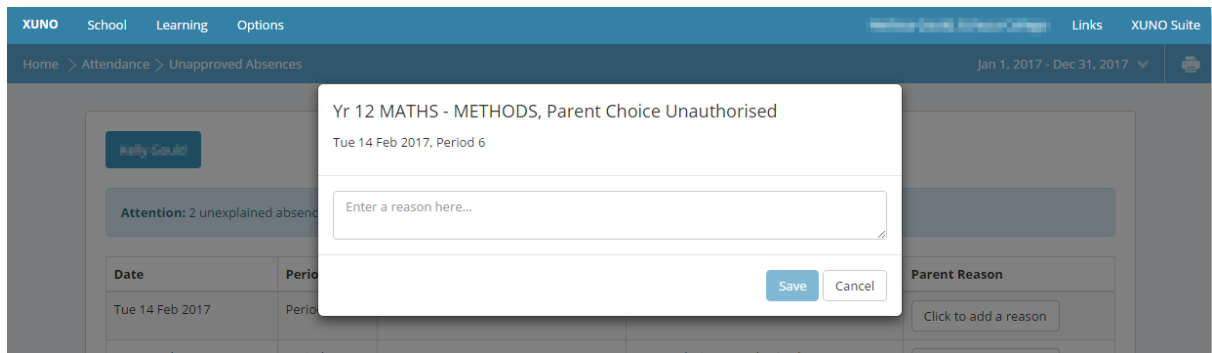


The screenshot shows the XUNO interface for 'Unapproved Absences'. At the top, there is a navigation bar with 'XUNO', 'School', 'Learning', and 'Options'. Below that, a breadcrumb trail reads 'Home > Attendance > Unapproved Absences'. A date range 'Jan 1, 2017 - Dec 31, 2017' is visible on the right. A blue button labeled 'Kelly Coull' is present. A light blue alert box states: 'Attention: 2 unexplained absences require your attention. Please click on the buttons provided to explain each absence.' Below this is a table with the following data:

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 red arrow points to the 'Click to add a reason' button in the first row of the table.

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

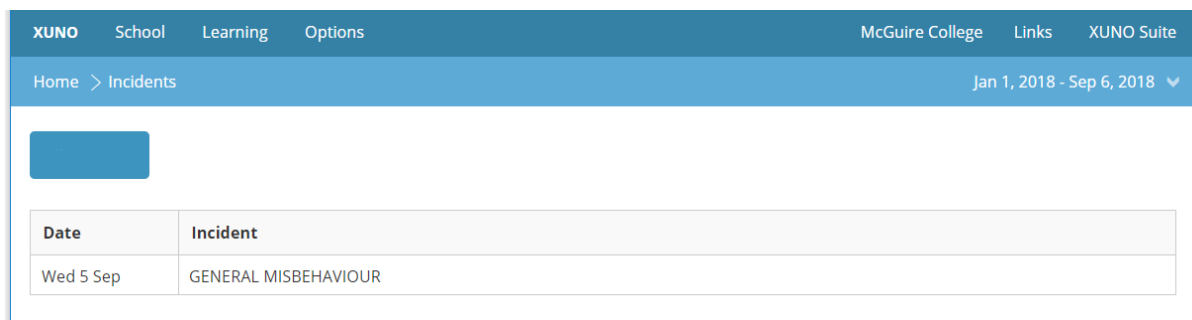


The screenshot shows the same XUNO interface as above, but with a modal popup window open. The popup title is 'Yr 12 MATHS - METHODS, Parent Choice Unauthorised'. Below the title, it displays 'Tue 14 Feb 2017, Period 6'. There is a text input field with the placeholder text 'Enter a reason here...'. At the bottom right of the popup, there are two buttons: 'Save' and 'Cancel'.

## School – Incidents

The **Incidents** screen will display any incidents or misbehaviour events that have been logged against your child or children.

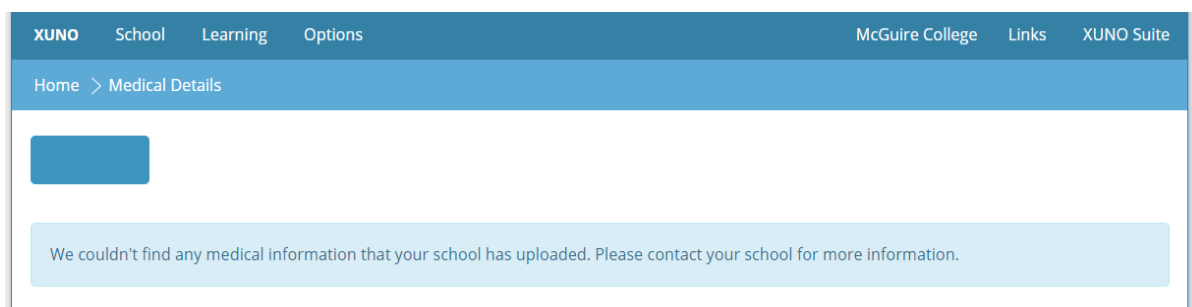
We encourage you to call the office to discuss any of these achievements or incidents if you would like further information.



Date	Incident
Wed 5 Sep	GENERAL MISBEHAVIOUR

## 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.



We couldn't find any medical information that your school has uploaded. Please contact your school for more information.

## 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.



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Home > Contact Details

Enrolled Children	Status	Year Level
	Active	11

**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](#)

Relationship to	Relative
Mobile:	
Phone (AH):	
Phone (BH):	5858 9800
Email:	

## 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.

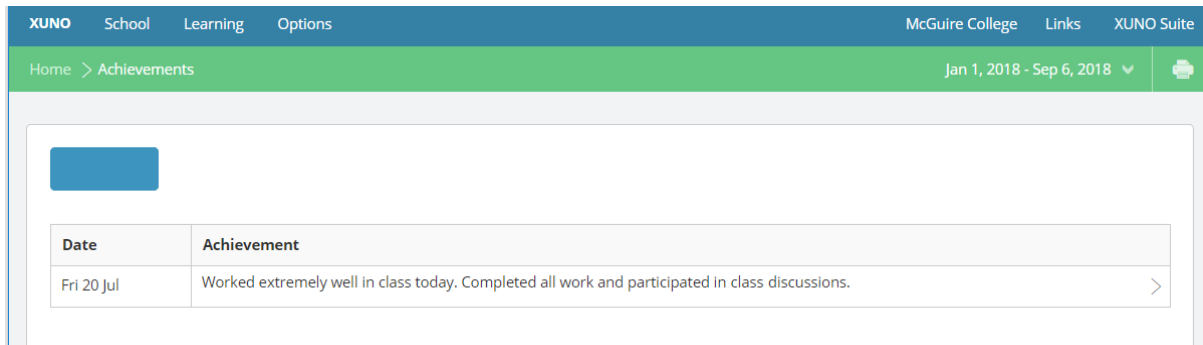
XUNO School Learning Options McGuire College Links XUNO Suite

Home > Timetable Sep 6, 2018

	Mon 3 Sep 2018	Tue 4 Sep 2018	Wed 5 Sep 2018	Thu 6 Sep 2018	Fri 7 Sep 2018
Period 1	VCE Chemistry 1 C3	VCE Biology 1 B5	VCE Chemistry 1 C3	VCE Maths General 1 B9	VCE Psychology 1 C2
Period 2	VCE Chemistry 1 C3	VCE Biology 1 B5	VCE Biology 1 B5	VCE Maths General 1 B9	VCE Psychology 1 C2
Period 3	VCE Food Studies 1 C6	VCE English 1 Conference Room	VCE Maths General 1 B9	VCE Food Studies 1 F5	VCE English 1 B12
Period 4	VCE Food Studies 1 C6	VCE English 1 Conference Room	VCE Psychology 1 C2	VCE Food Studies 1 F5	VCE English 1 B12
DT	11 LPRT SSC	11 LPRT SSC	11 LPRT SSC	11 LPRT SSC	11 LPRT SSC
Period 5	VCE Maths General 1 B9	VCE Psychology 1 C2	VCE English 1 B12	VCE Chemistry 1 C3	VCE Biology 1 B5
Period 6	VCE Maths General 1 B9	VCE Psychology 1 C2	VCE Food Studies 1 C6 <span style="background-color: #0070C0; color: white; padding: 2px;">ROOM CHANGE</span>	VCE Chemistry 1 C3	VCE Biology 1 B5
Period 7					

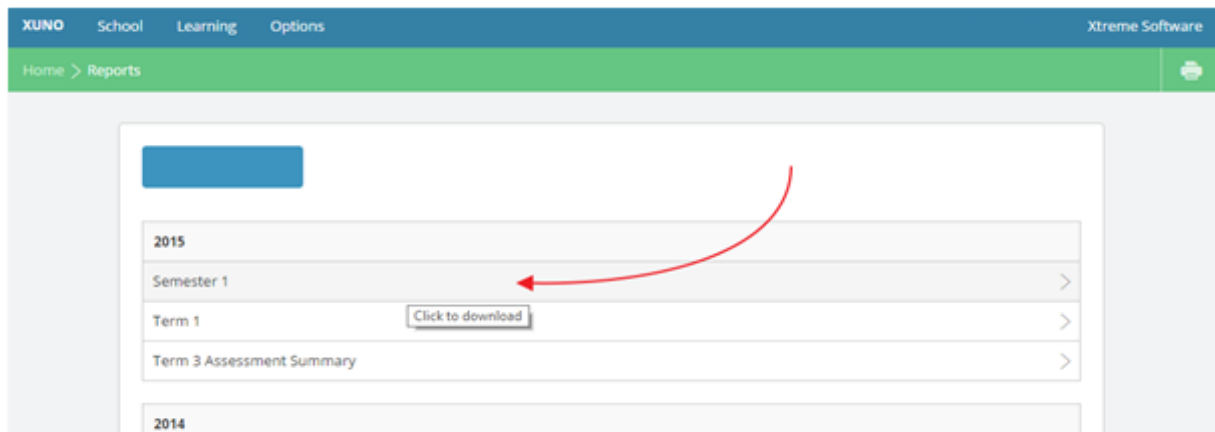
## Learning - Achievements

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



## 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.



## 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.

**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 Example Student 2 Example

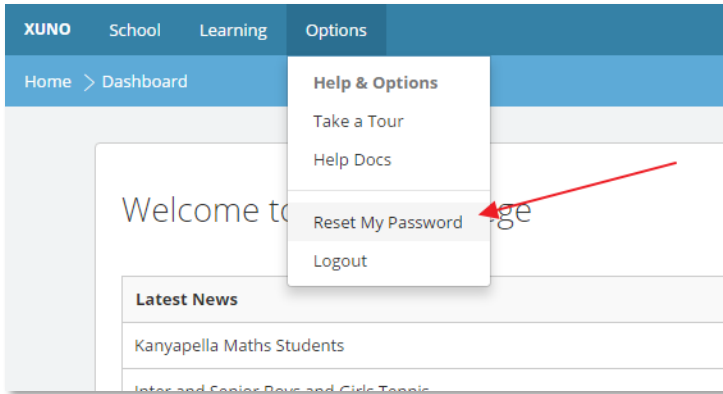
**Make a Booking**

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-BF)	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		
Fri 9 Oct 2015, 7:20pm	Ted Down - VET 2 FURNISHINGS (VEFU2-TDO)	Year 7 North
Fri 9 Oct 2015, 7:30pm		
Fri 9 Oct 2015, 7:40pm	Craig Bessell - VET Public Safety6 (VEPS16-CBE)	Year 7 Central
Fri 9 Oct 2015, 7:50pm		
Fri 9 Oct 2015, 8:00pm	Paul Robinson - VET Study 55 (VETST5-PRO,LME)	
Fri 9 Oct 2015, 8:10pm	Lauren Dehne - VET Study 55 (VETST5-PRO,LME)	Year 8 Flex 6
Fri 9 Oct 2015, 8:20pm		
Book all remaining subjects for Student 1 automatically		

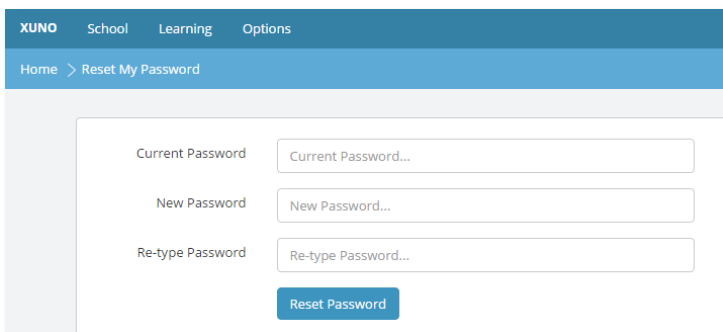
# Help

## How do I change my password?

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

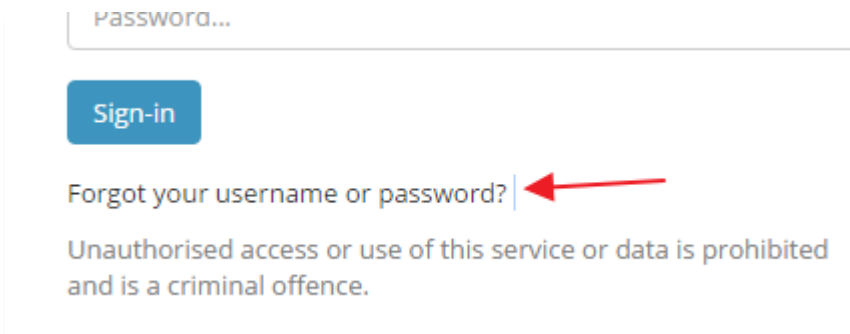


Enter in your current password, new password and confirm your new password, then click **Reset Password**.



## 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.

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** and then Sign in.



McGuire College

A confirmation email with an authentication code has been sent to:

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

### All other issues/errors

Please inform McGuire College via 03 5858 9800.