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MANSFIELD SECONDARY COLLEGE

# XUNO PARENT PORTAL USER GUIDE

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October 2020



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### Introduction

XUNO (pronounced 'zoo-no') enables parents to have immediate access to student information.

Information available to you includes your child's timetable, attendance in classes, unexplained absences, reports, and incidents.

Features of the system include direct communication with your child's teachers, news items, calendar of events and assessment feedback.

XUNO is also used to make bookings for parent teacher interviews.

### How to access XUNO

Once your child is enrolled in our system you will receive a 'Welcome' email to access the XUNO parent portal. For students starting with us at the start of the school year, you will receive this email in the first week.

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

Please contact our Front Office if you need to update or register your email address.

The address to access XUNO is <http://smtool.mansfieldsc.vic.edu.au> or you can access via the College website <http://www.mansfieldsc.vic.edu.au/> under the 'Quick Links' tab or the 'Students and Parents' tab on our website

Your **username** is your Email Address (or Family Code).

If you do not have or have forgotten your password, please follow instructions on page 13.

Sign in to the login screen with your username and password:



### Home Screen

Once logged in, you will be presented with the Dashboard, which details **Latest News** and **Calendar** events, your child's **Timetable**, **Attendance** data, and **Assignments and Tasks**.

Click on any of the prompts for more information relating to any of these Dashboard items.

Welcome to Mansfield Secondary College

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	
No items found	Subscribe

Timetables	
View for all my children	>

Attendance Today	
Present	>

Unexplained Absences	
0	>

Approved Absences	
0	>

Assignments & Tasks	
Overdue	0 >
Current	0 >
Completed	0 >

*Please note that the number of Absences that display represent number of periods absent, not days.*

Use the navigation menu across the top to access the menu options, **School** and **Learning**, detailed below.

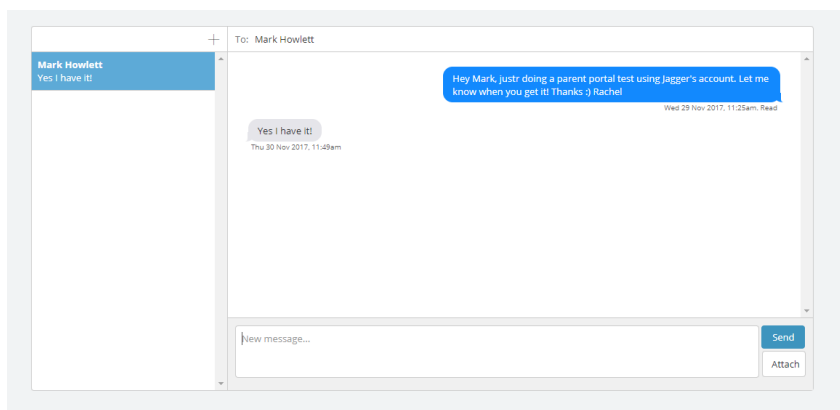
Note: If you do not see the navigation menu (on phones or smaller screens), you will need to click on the Navigation icon, to expand the menu.





## School - Messages

The **Messages** screen allows you to communicate directly with your child's teachers, year level coordinator, wellbeing coordinator and the front office. To start a new conversation click on the plus (+) symbol and choose the relevant staff member.



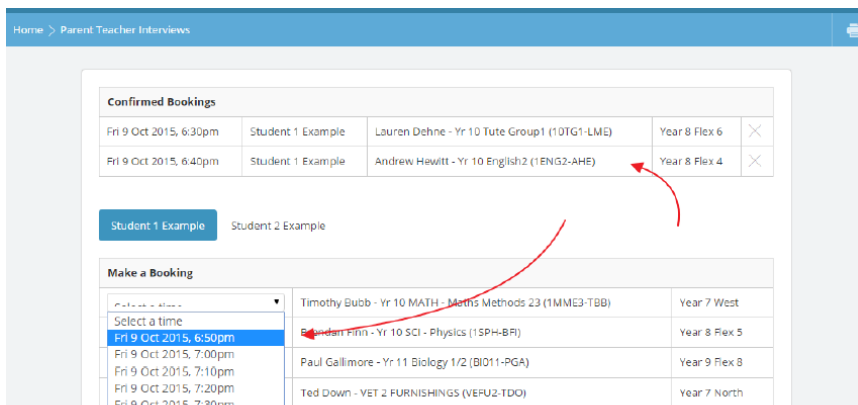
## School - Parent Teacher Interviews

You will be advised when Parent Teacher Interviews are being held. At that time, you will be invited to make appointments with your child's teachers via XUNO.

Click the drop down list next to each teacher you wish to meet with and pick an available time. There is also an option for the system to automatically book all remaining subjects. (Only select this option if you wish to see all available teachers).

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.

Please only book timeslots with the teachers you wish to see.





## School - Attendance

Note: If you have more than one student enrolled, you can swap using the button at the top as marked below:

The screenshot shows the XUNO Attendance page for a student. At the top, there are navigation tabs for XUNO, School, Learning, and Options. A message notification says "You have 1 unread message". The main content area includes a "Daily Record" button (indicated by a red arrow), "Last Marked Today Present 2:25pm", "Attendance Today" (5 green dots), "Lowest Attendance: 87% Yr 12 MATHS - METHODS", "Highest Attendance: 100% Moira House Group", "Unapproved Absences: 2", and "Approved Absences: 18". An important message states "Important: [Student] 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 subjects.

Subject	Unapproved Absence	Approved Absence	Present	Attendance %
Moira House Group (MO2-LBU, TMU) 201751A <span>CURRENT</span>	0	1	2 / 3	100%
Yr 12 CHEMISTRY (CH033-SNE) 2017514 <span>CURRENT</span>	0	2	17 / 19	100%

The attendance screen gives a breakdown of your child's attendance at school.

On XUNO, there are two absence categories – 'Unapproved' and 'Approved'.

Unapproved absences refer to absences when the school is not informed about the student's non-attendance. An approved absence is, for example, when a parent contacts the school to inform the College of an illness, appointment or family holiday.

The College will send you an SMS if your child has an unapproved absence or has arrived late to school in period one. Please reply to this message to provide a reason for your child's absence or late arrival.

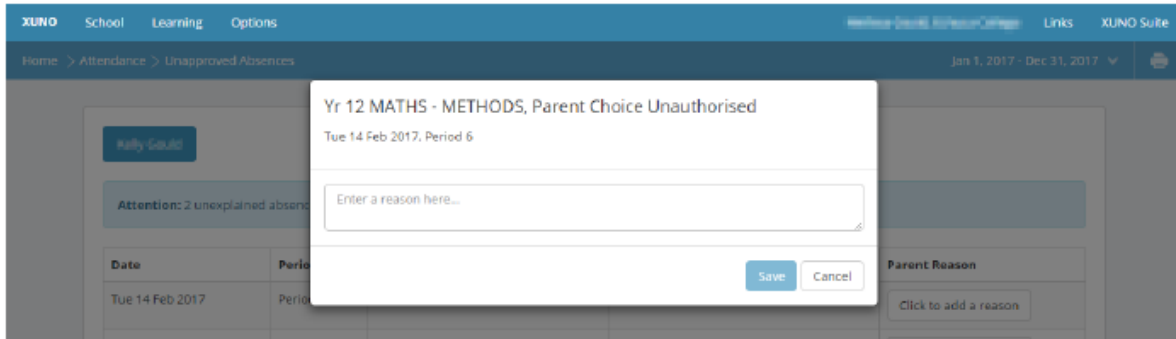
Alternatively, you are able to add a reason via the XUNO portal. Click on **View Unexplained Absences** button. Add a reason to those rows that are marked as **'Unexplained'** or **'Late Unexplained'**.

The screenshot shows the XUNO Unapproved Absences page. It features a navigation bar with XUNO, School, Learning, and Options. The main content area includes a "Daily Record" button and an attention message: "Attention: 2 unexplained absences require your attention. Please click on the buttons provided to explain each absence." Below this is a table of unapproved absences.

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



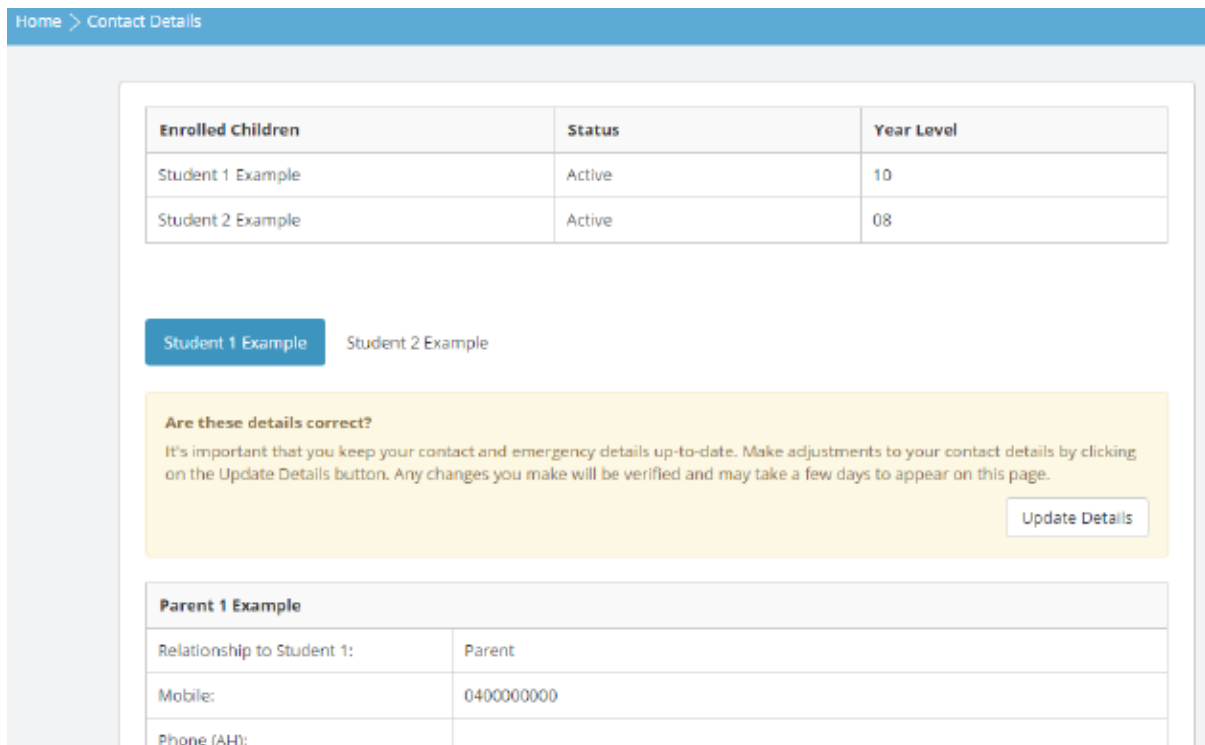
A popup screen will appear. Enter a reason, and click **Save**:



## School - Contact Details

This screen details contact, postal and emergency contacts for your child.

If any information is incorrect, click on the **Update Details** button to make any changes. When amendments have been added, click the **Send Changes** button. Any changes you make will be verified by the school and may take a few days before they appear in your Portal.

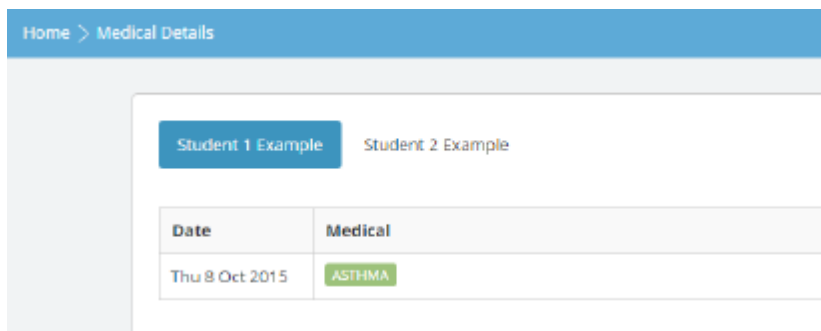




## School - Medical Details

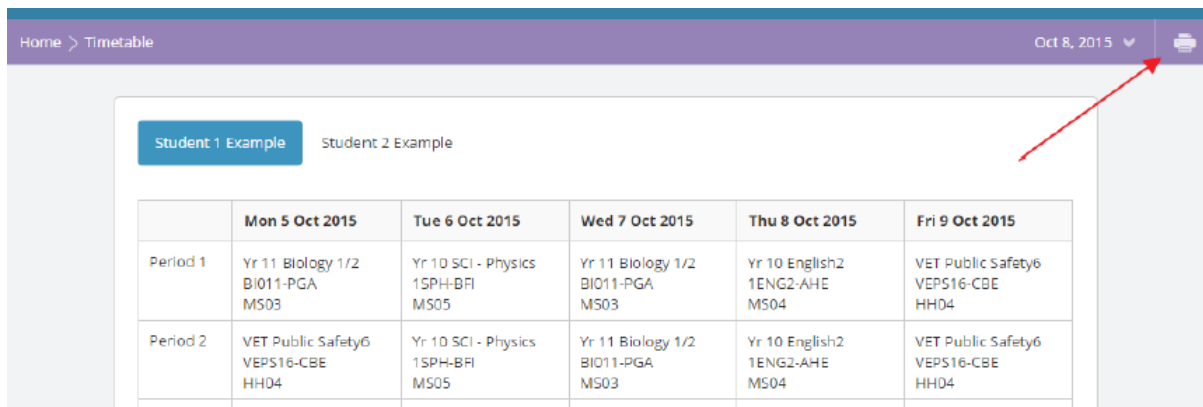
This screen has any Medical details pertaining to your child, provided at the time of enrolment.

Please inform the Front Office on 5775 2022 if information is missing or incorrect.



## 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.



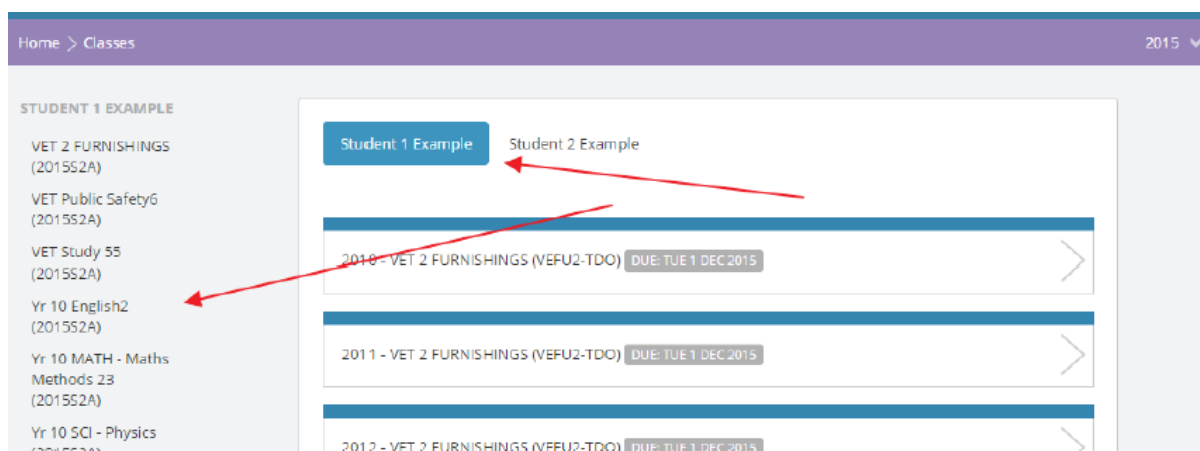




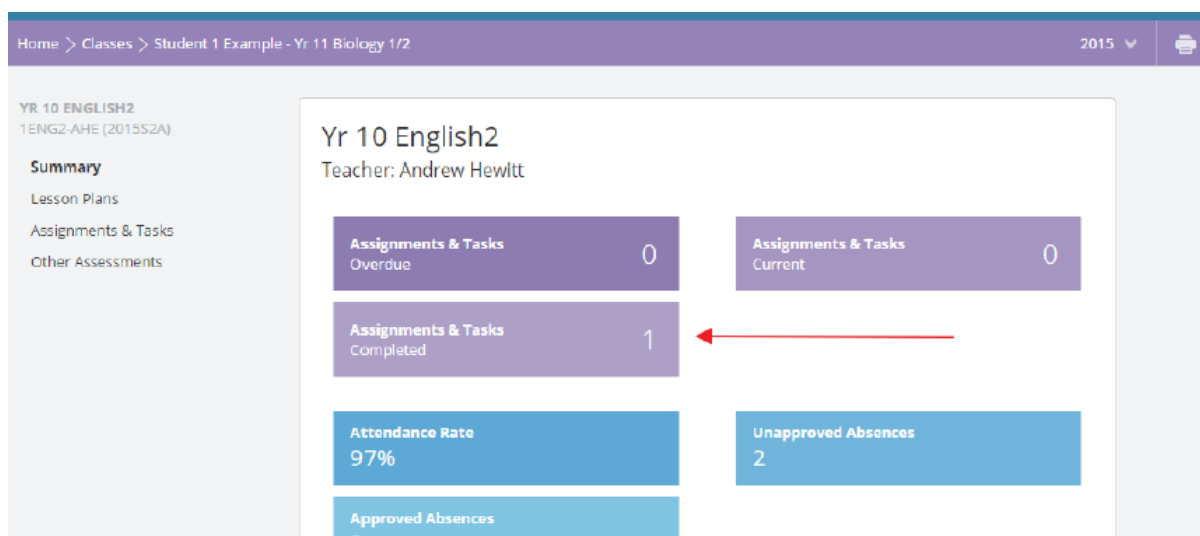
## Learning - Lessons, Assignments & Tasks

The **Lessons, Assignment & Task** page is one of the primary elements of XUNO. This is where you will access detailed information regarding your child's progress in each subject. Information includes attendance, current, completed and overdue work, assessment task results and teacher feedback. Assessment task results and feedback is posted as the tasks are completed. Mansfield Secondary College recommends regularly reviewing this to monitor your child's learning progress.

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

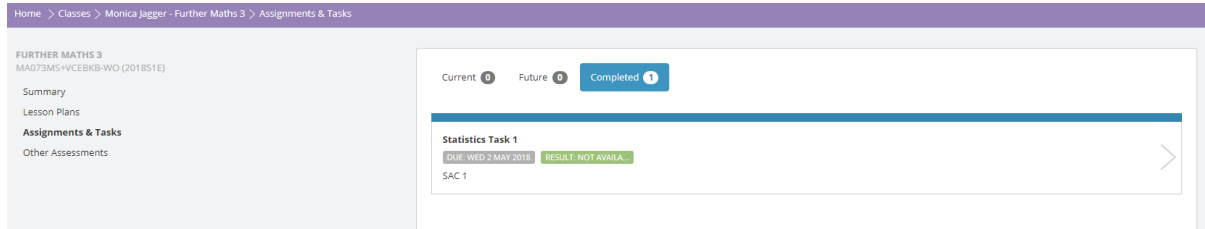


You will be presented with an overview. From here, you can select to view further information on Assignments and Tasks. To view results and teacher feedback on classwork and assessment items, click on **Assignments & Tasks Completed**.

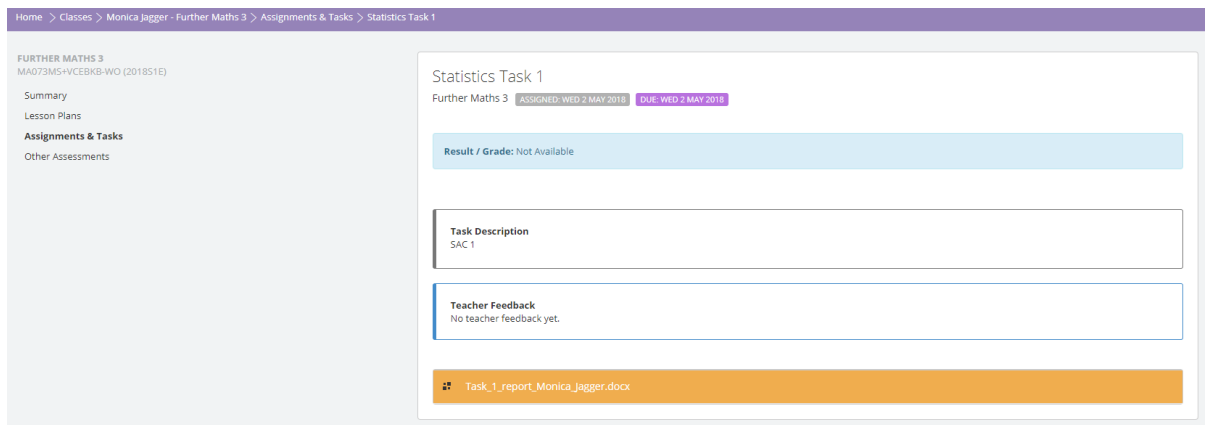




Click on the task to view further details and teacher feedback.



Once expanded, the teacher feedback and overall result will be viewable for that particular task/assessment. You will need to click on the attachment to view detailed feedback.



Please note that the HAPS portal is not linked or related to XUNO. HAPS is a student only access portal.

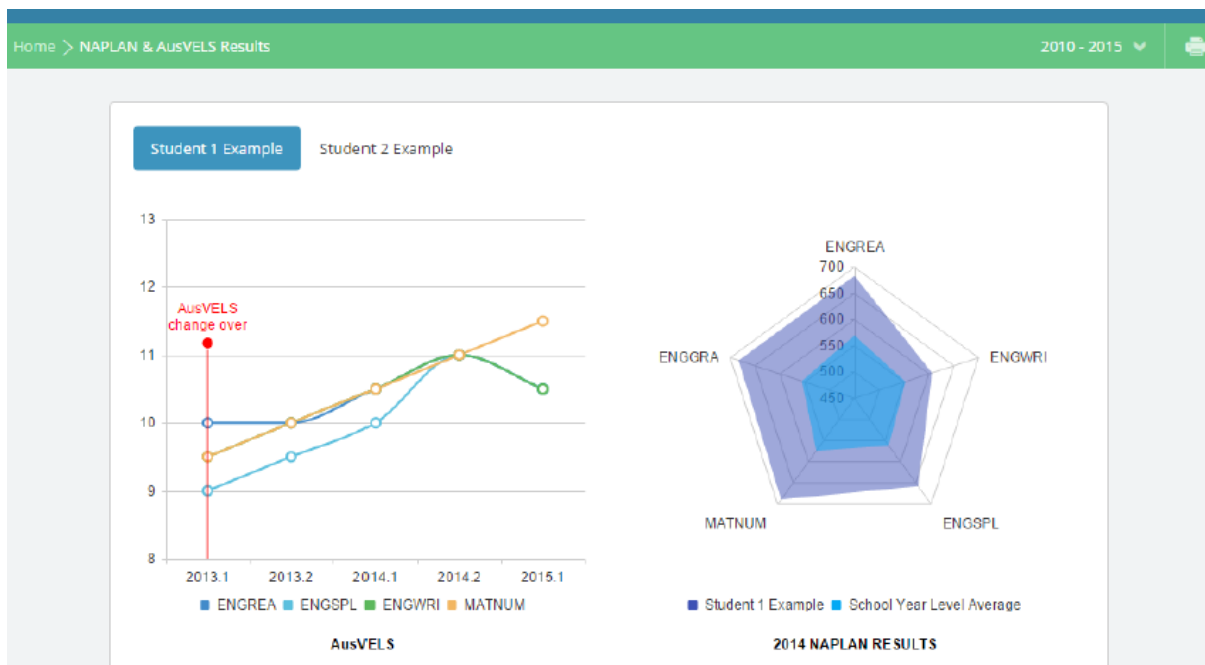


## Learning - Results - NAPLAN & Victorian Curriculum

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

On Demand Testing is an online resource for teachers to monitor student progress. Tests are designed to link to curriculum and standards. At Mansfield Secondary College, we perform On Demand tests three times a year, at year levels 7-10, in the domains of Reading and Numeracy.

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





## Learning - Reports

The Report page lists your child's **Summary Reports (End of Semester Results)**. These will be issued at the end of each semester. These are in a PDF format and can be downloaded by following the links.

## Learning - Progress Reports

This page lists your child's progress reports. A view of the most recent progress report will appear at the top of the page. Progress reports are completed twice a term.

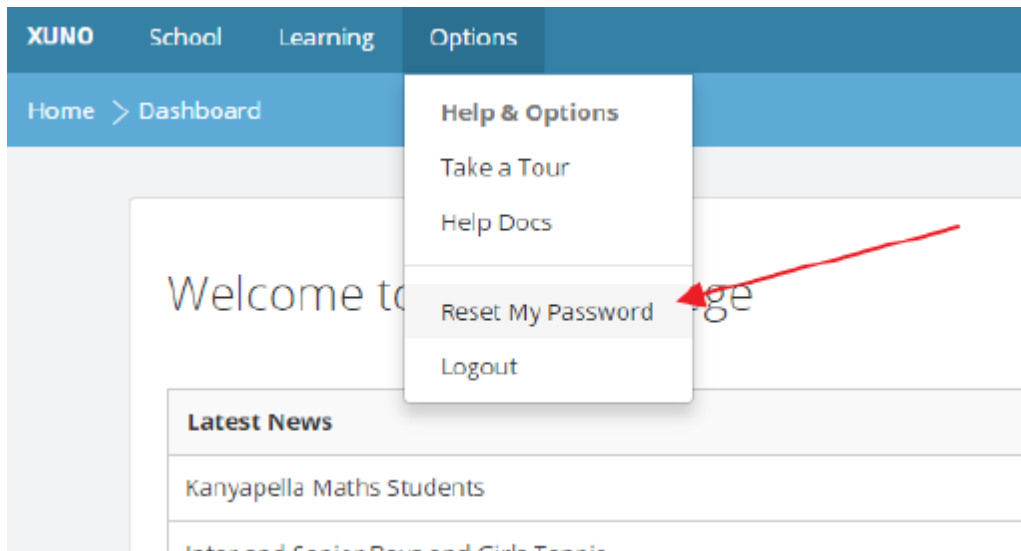
Class	Learning	Completion of...	Respect for le...	Effort	On target	Optional Com...
Biology 3 (BI033MS+VCEBK-CW)	Excelling	Frequently	Very Good	Excellent	Yes	Well done
Further Maths 3 (MA073MS+VCEBKb-WO)	Very Good	Always	Excellent	Very Good	Yes	Good job
History Revolutions 3 (HI133MS+VCEBKJ-H)	Achieving	Frequently	Excellent	Good	Yes	This student's ...
Literature 3 (LI013MS+VCEBK-JT)	Excelling	Always	Good	Excellent	Yes	Her performan...



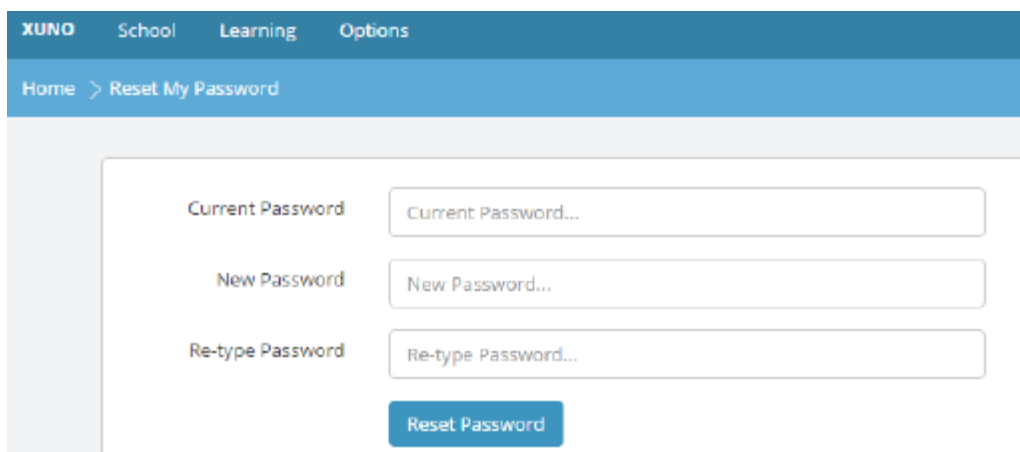
## Help!

### How do I change my password?

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

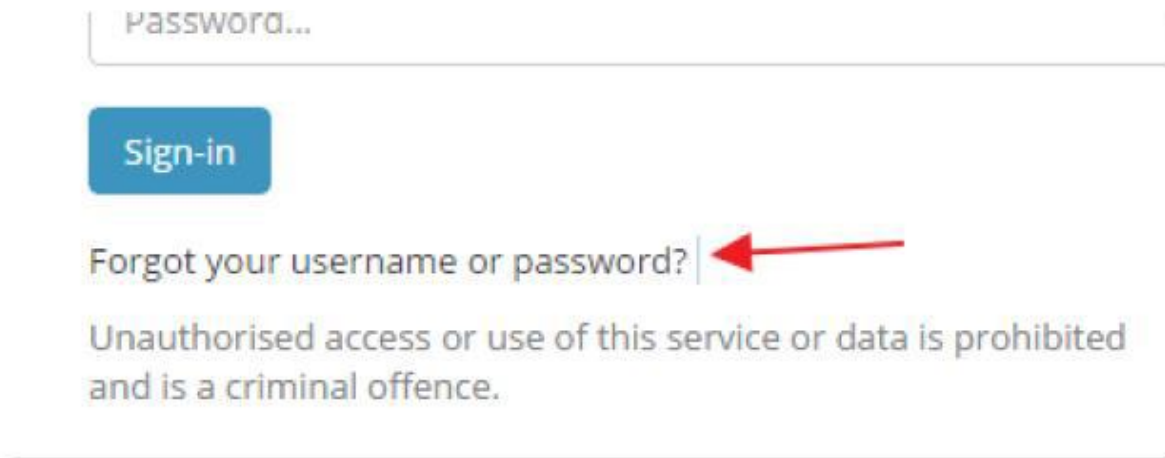


Enter in your current password, new password and confirm your new password, then click **Reset Password**.

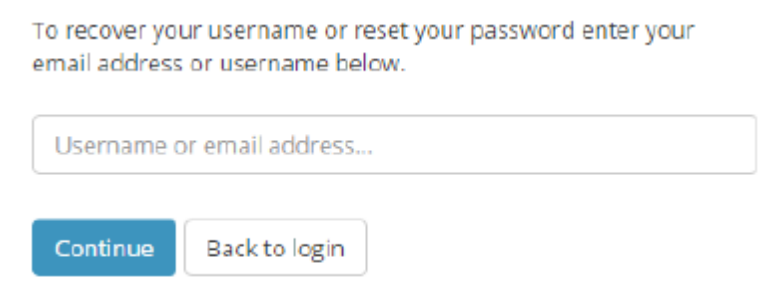


### I have forgotten my username or password

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:

A screenshot of the XUNO login interface. At the top is a text input field labeled 'Password...'. Below it is a blue button with the text 'Sign-in'. Underneath the button is a link that says 'Forgot your username or password?' with a red arrow pointing to it from the right. At the bottom of the form is a greyed-out warning message: 'Unauthorised access or use of this service or data is prohibited and is a criminal offence.'

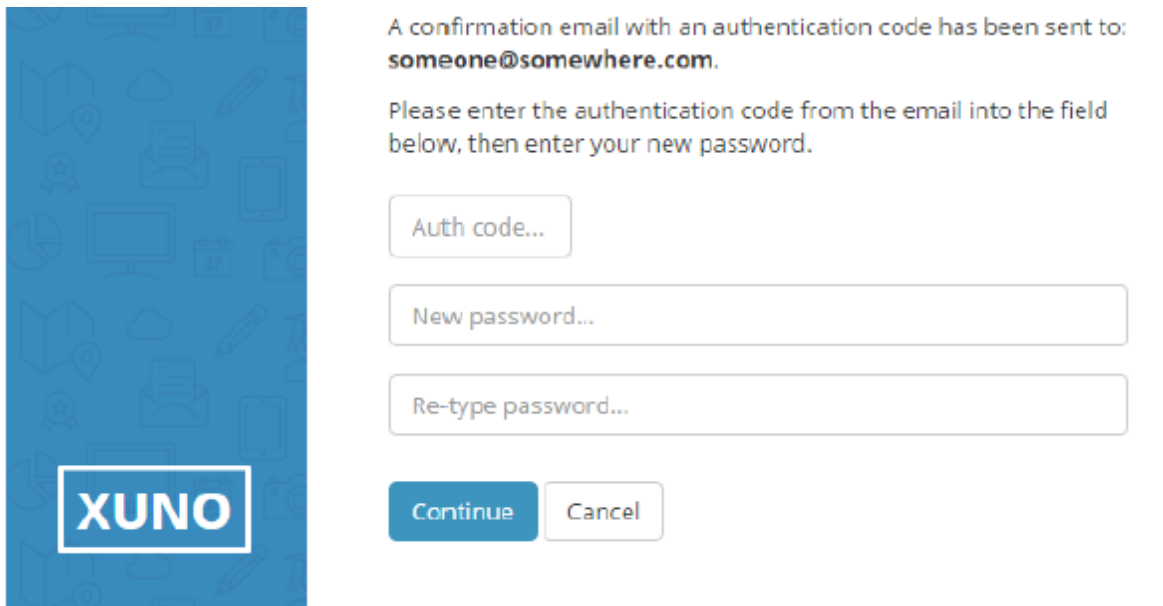
On the next screen, enter your username or email address (Note: only families that have registered their email address with the school are permitted to log into XUNO. Please contact the office if you wish to supply or update your email address). Click **Continue**.

A screenshot of the XUNO recovery screen. At the top, it says 'To recover your username or reset your password enter your email address or username below.' Below this is a text input field labeled 'Username or email address...'. At the bottom are two buttons: a blue 'Continue' button and a white 'Back to login' button.

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**.



## XUNO PARENT PORTAL USER GUIDE

A screenshot of the XUNO password reset confirmation screen. On the left is a blue vertical bar with the XUNO logo. The main content area is white and contains the following text and form elements:

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.

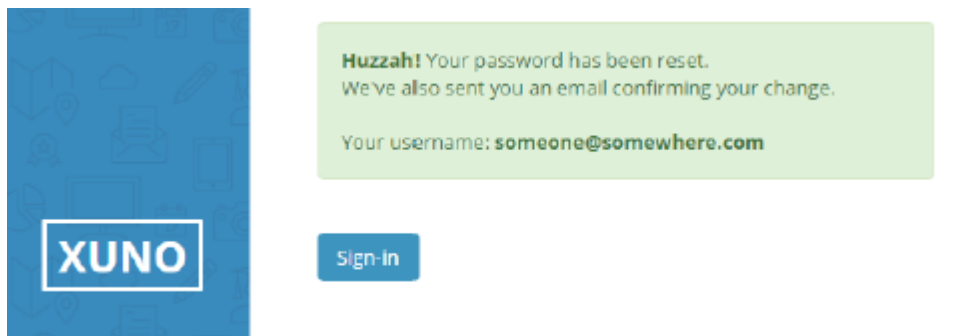
Auth code...

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.

A screenshot of the XUNO password reset success screen. On the left is a blue vertical bar with the XUNO logo. The main content area is white and contains the following text and form elements:

**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 or questions

Please contact the Front Office team at Mansfield Secondary College on 03 5775 2022.



### About the XUNO App

You can download the XUNO App for your mobile device/s. The App is available for iOS and android users.

We suggest downloading the App and turning on your notifications ("Allow Notifications") to ensure you are kept up to date with any important information communicated through this platform.

You will then be prompted to Register:

School Code:       **y8gi2h**  
Username:            [family code or email address]  
Password:            [your password]