

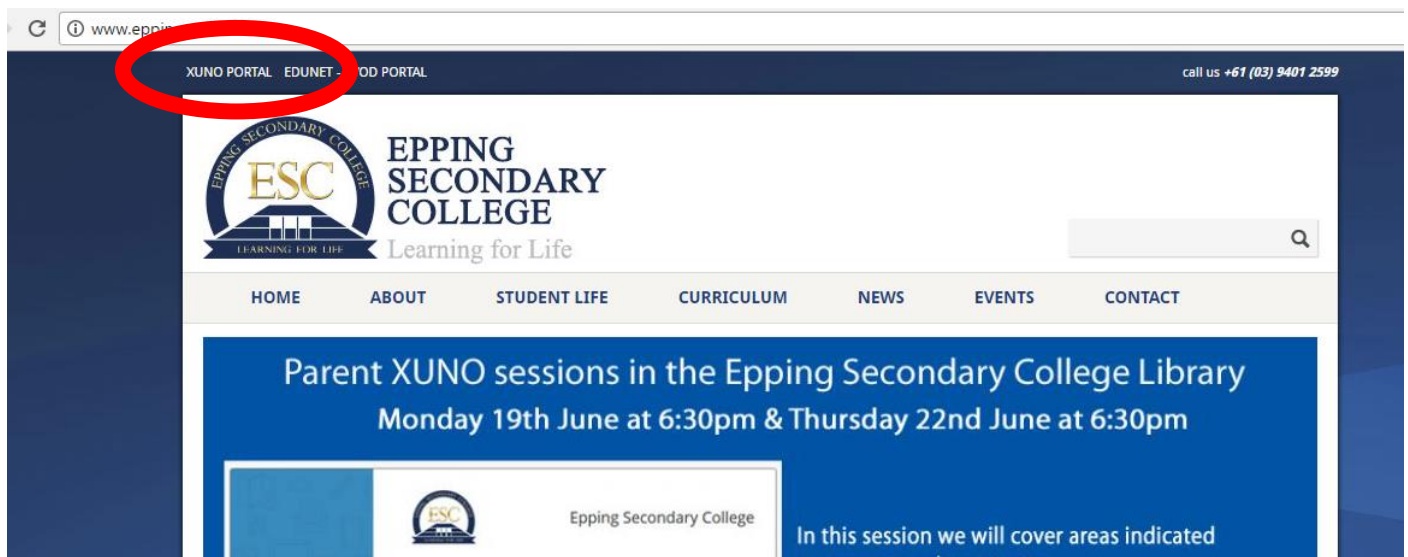
XUNO Assistance for Epping Secondary Parents

Table of Contents

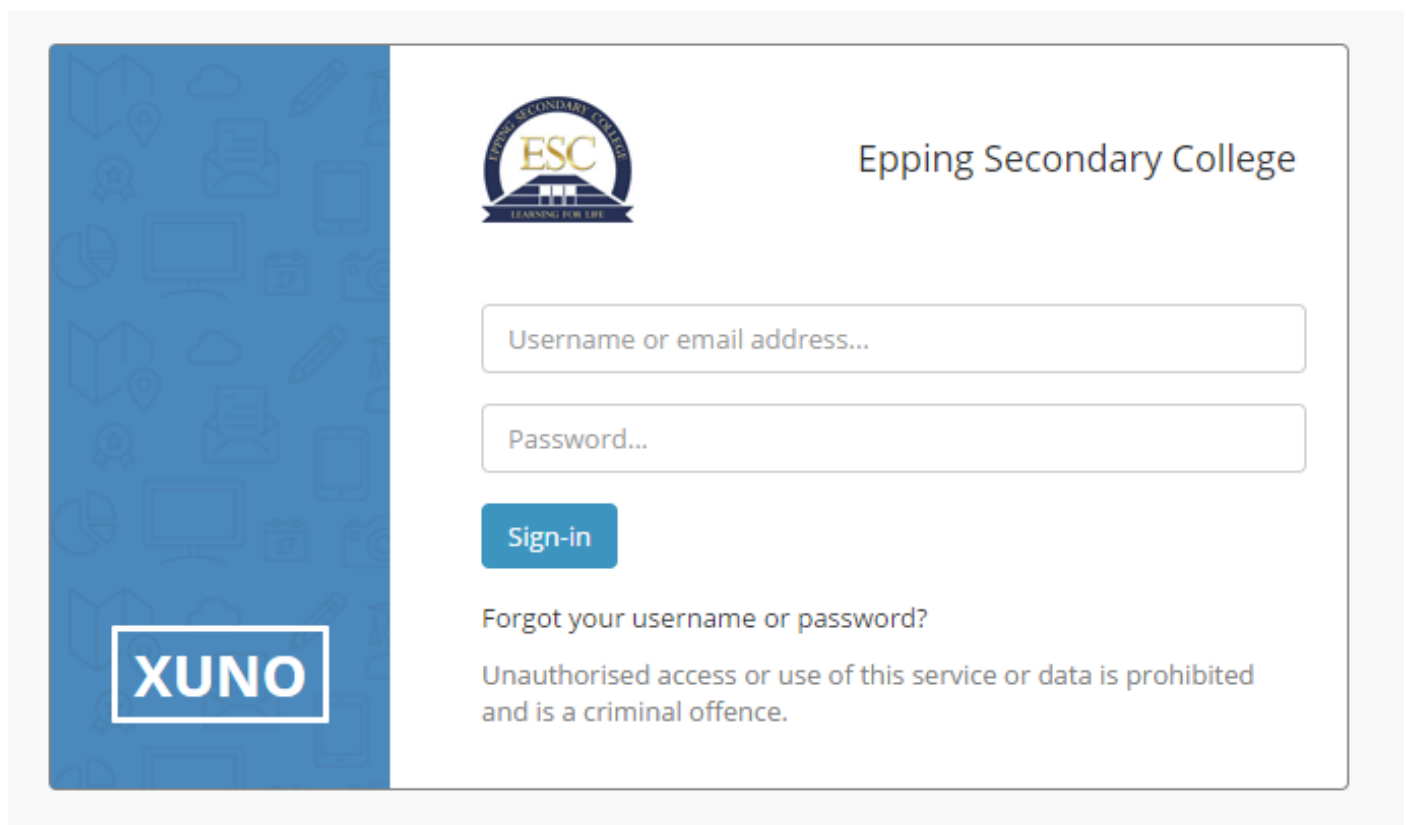
XUNO Assistance for Epping Secondary Parents	1
Where to Log in.....	2
Forgot your username or password?.....	3
Portal: How to download your reports.....	4
Portal: Approving and paying for events in the parent Portal.....	5
Approving an event.....	5
Paying for an event	5
Portal: How to view attendance	6
Summary	6
Day-by-Day Attendance	6
Portal: How to read news	7
Dashboard.....	7
All News	7
Portal: How to view your timetable.....	8
Portal: How to view and submit your assignments, work and tasks	9

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 name, followed by a search bar and a menu with links for HOME, ABOUT, STUDENT LIFE, CURRICULUM, NEWS, EVENTS, and CONTACT. A blue banner below the menu announces 'Parent XUNO sessions in the Epping Secondary College Library' on Monday 19th June and Thursday 22nd June.



The login page features the ESC logo and the text 'Epping Secondary College'. On the left, there is a blue sidebar with a 'XUNO' logo. The main content area contains two input fields: 'Username or email address...' and 'Password...'. Below these fields is a blue 'Sign-in' button. A link for 'Forgot your username or password?' is provided below the button. At the bottom, a disclaimer states: '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?

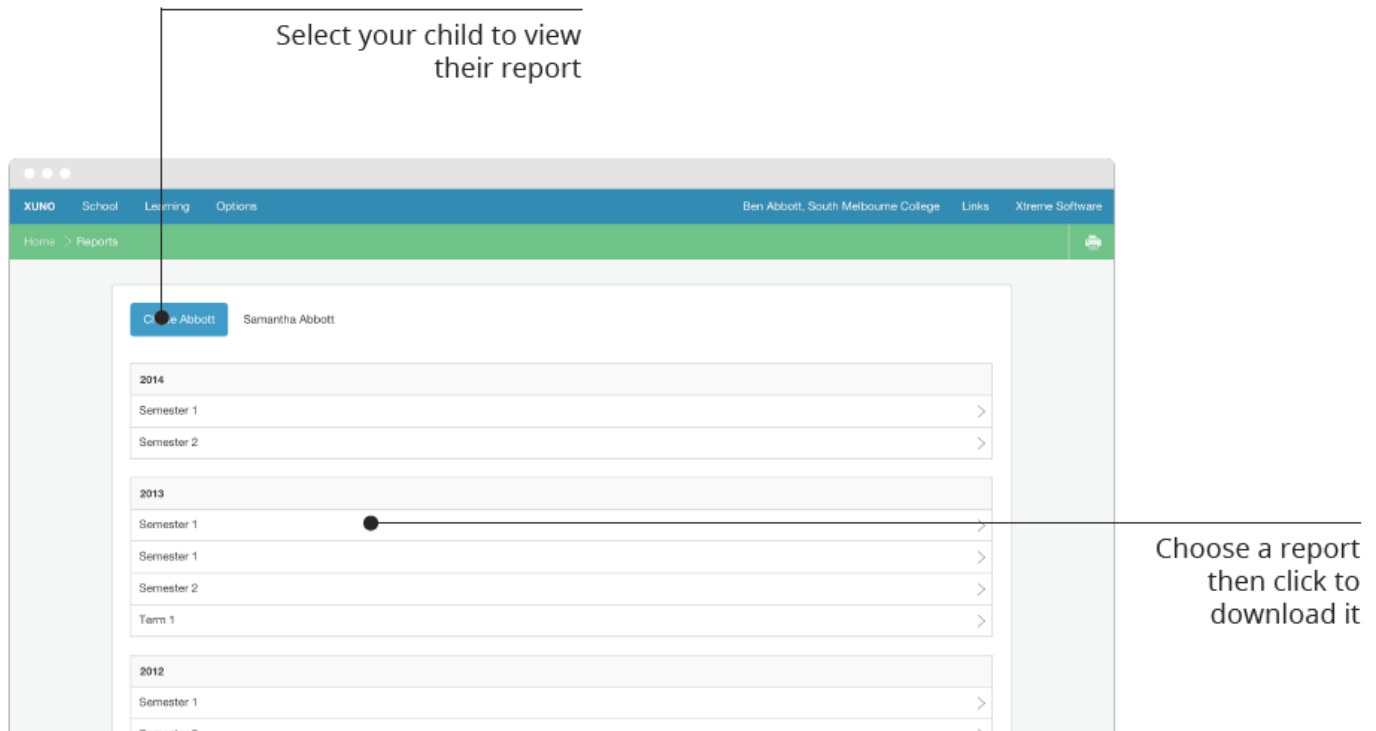
Don't know your username or email address?

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.

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.

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

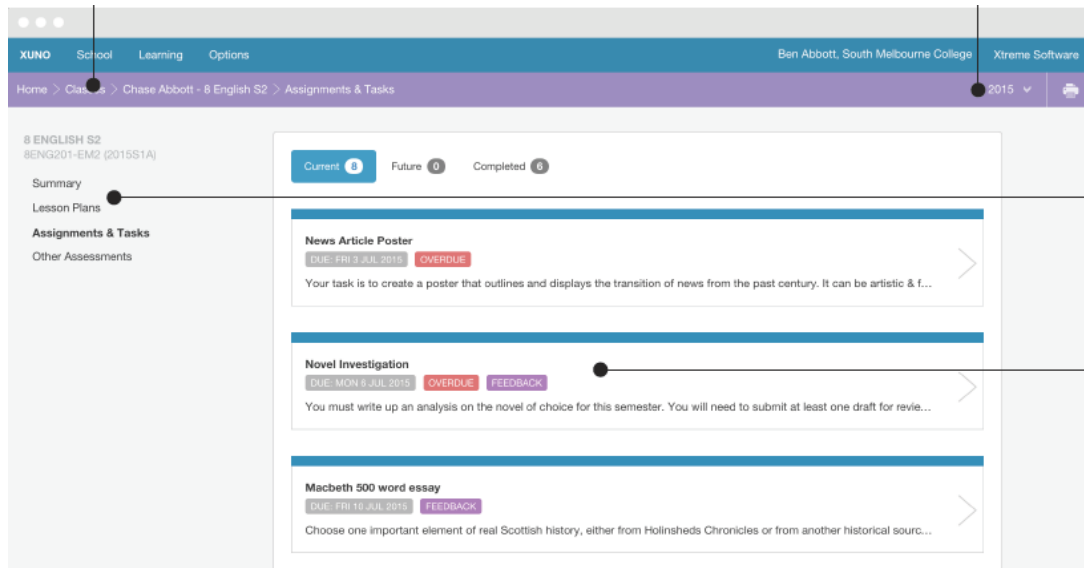
Print

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 ROOM CHANGE	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.