



2020

# XUNO

---

## MULGRAVE PRIMARY SCHOOL PARENT PORTAL USER GUIDE

**Motivated \* Persistent \* Successful**



### Contents

<a href="#">Introduction</a> .....	2
<a href="#">How to access</a> .....	3
<a href="#">Home Screen</a> .....	4
<a href="#">School – Messages</a> .....	5
<a href="#">School – Attendance</a> .....	6
<a href="#">School Medical</a> .....	7
<a href="#">School – Contact Details</a> .....	8
<a href="#">Learning – Reports</a> .....	9
<a href="#">Learning – Progress Reports</a> .....	11
<a href="#">Learning – NAPLAN &amp; Victorian Curriculum</a> .....	12
<a href="#">School – Parent Teacher Interviews</a> .....	13
<a href="#">Help</a> .....	14
<a href="#">How do I change my password?</a> .....	14
<a href="#">I have forgotten my username or password</a> .....	15
<a href="#">All other issues/errors</a> .....	16



### Introduction

Mulgrave is very excited to launch the new parent portal – XUNO (pronounced 'zoo-no'). This initiative will enable parents to log in and have immediate access to student information. Information available to you will include your student's timetable and attendance in classes, student reports and unexplained absences.

New features of the system will include direct communication with your student's teachers, up to date news items and information, greater breakdown of attendance and access to your student's achievements. XUNO is also used to make bookings for interviews before key reporting periods and before parent/teacher interviews.

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

We look forward to connecting parents, students and teachers through XUNO and believe it will enhance the communication and connectedness of families with Mulgrave Primary School.



XUNO

### 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 is [mulgrave.ps@education.vic.gov.au](mailto:mulgrave.ps@education.vic.gov.au)

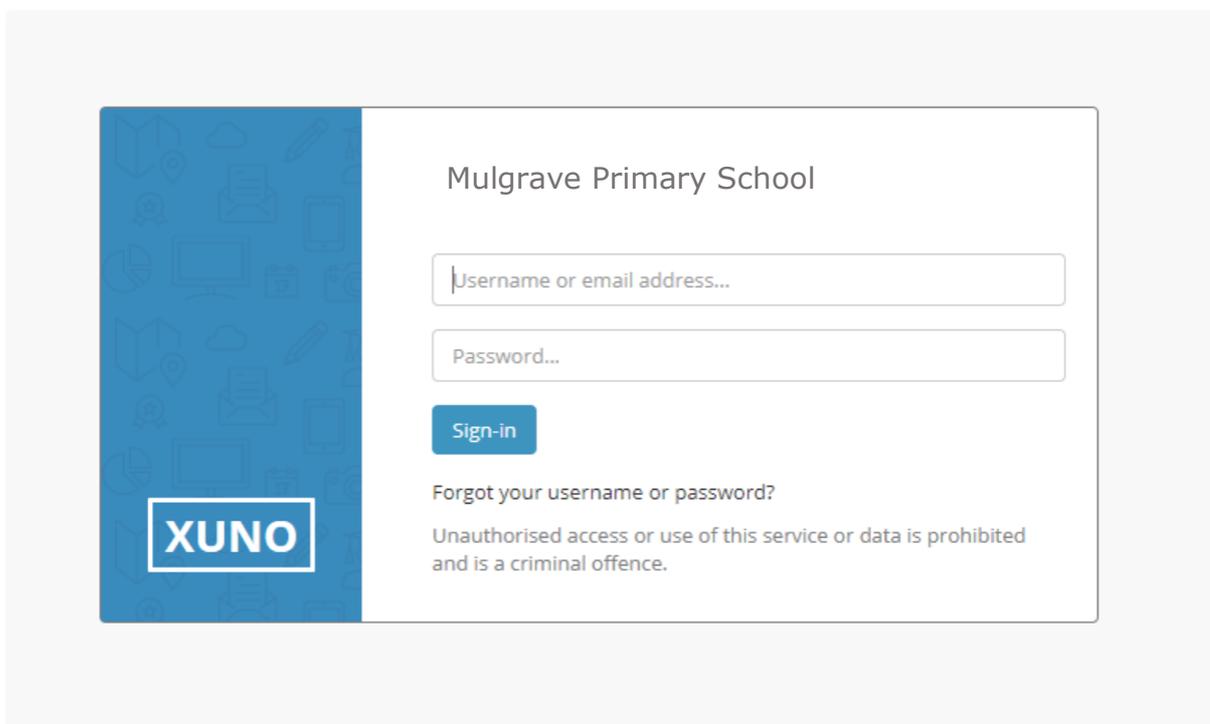
This site is also listed on our website.

Your **username** will be your **Family Code** or **Email Address**. New families to Mulgrave 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 would like to use a laptop or desktop computer, you will need to go to the school's Xuno url (<https://mulgraveps.xuno.com.au/>) and log in using your email address and password.

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":



Mulgrave 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 Mulgrave 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		

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

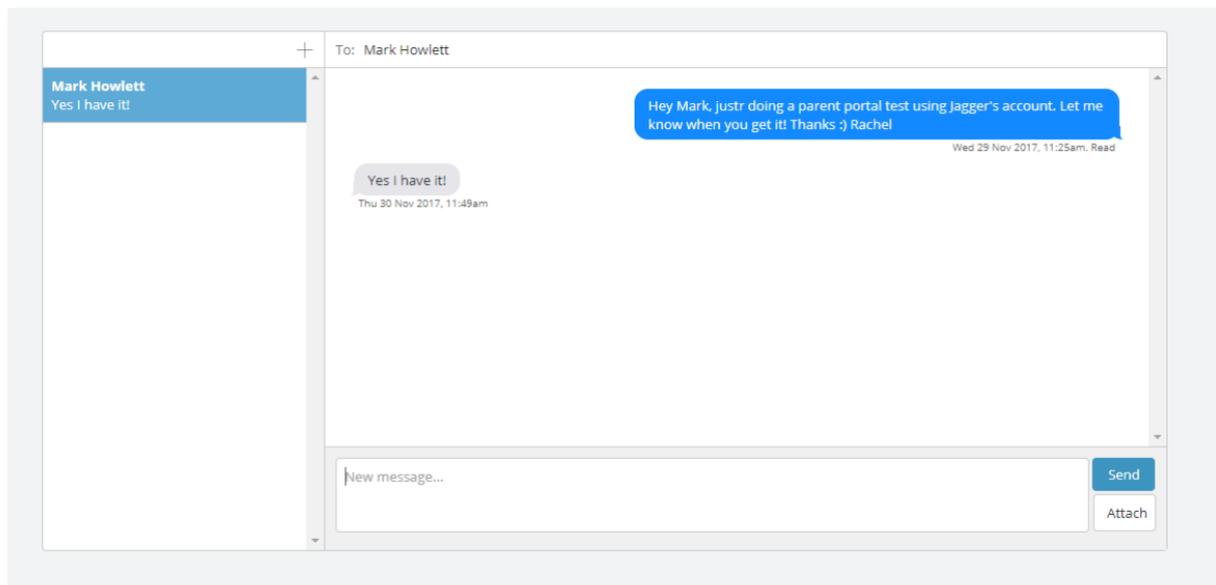
Note: If you do not see the navigation menu (especially on phones or smaller screens), you will need to click on the Navigation icon, to expand the menu out.





### 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.



**\*At this stage, we are still using Class Dojo. Please continue to communicate through CLASSDOJO with your teacher.**



## PARENT PORTAL USER GUIDE

### 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 DET 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 DET Student Engagement Policy Guidelines.

SMS's are sent 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.

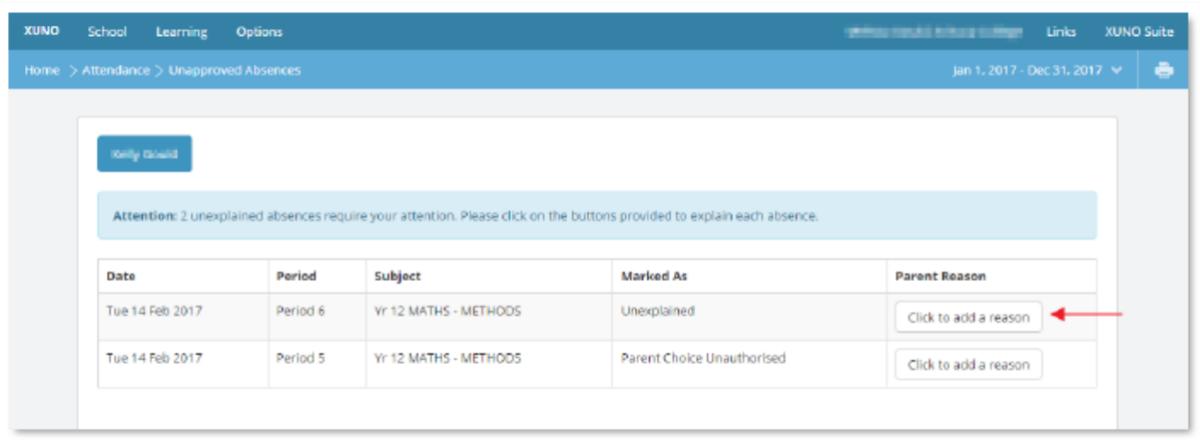
If you have more than one student enrolled, you can swap to these using the button at the top as marked below.

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) 701751A <span>CURRENT</span>	0	2	17 / 19	100%

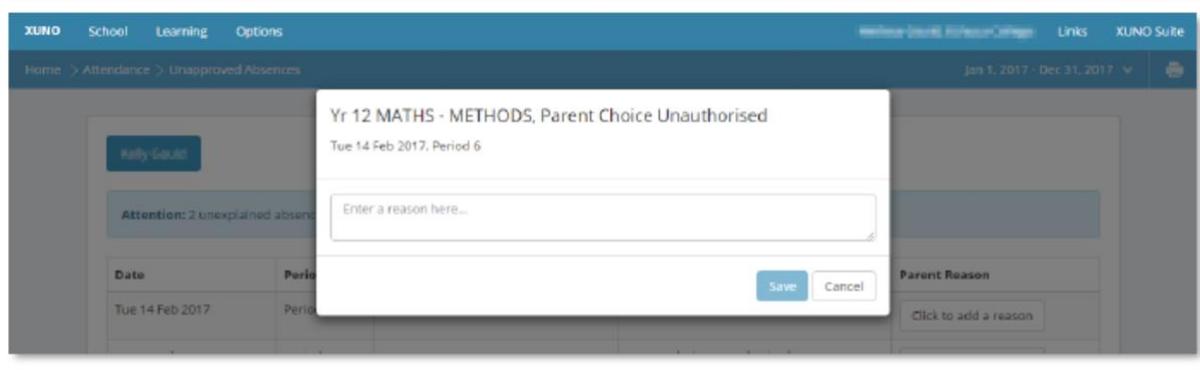
If you have an Unexplained Absences, a button will be available to view and provide reason. When you click on this, a screen will appear showing absences for each period your child has missed. Currently this will show absences that you may have already provided reason for. You are only required to 'add a reason' to those rows that are marked as '**Unexplained**'.



Click on **Click to add a reason.**

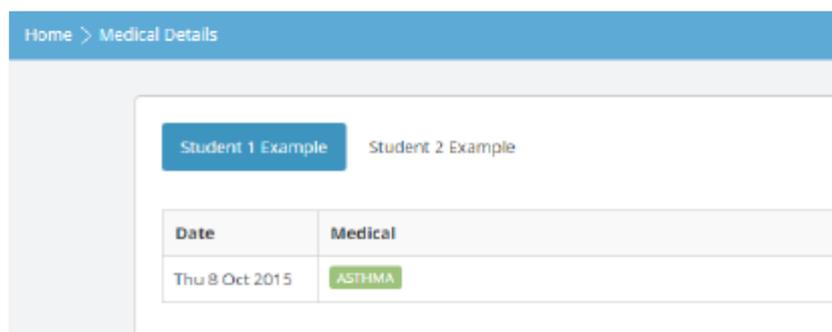


A popup screen will appear, with the ability to input a reason. Once complete, click **Save.**



### 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.

Home > Contact Details

Enrolled Children	Status	Year Level
Student 1 Example	Active	10
Student 2 Example	Active	08

Student 1 Example Student 2 Example

**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

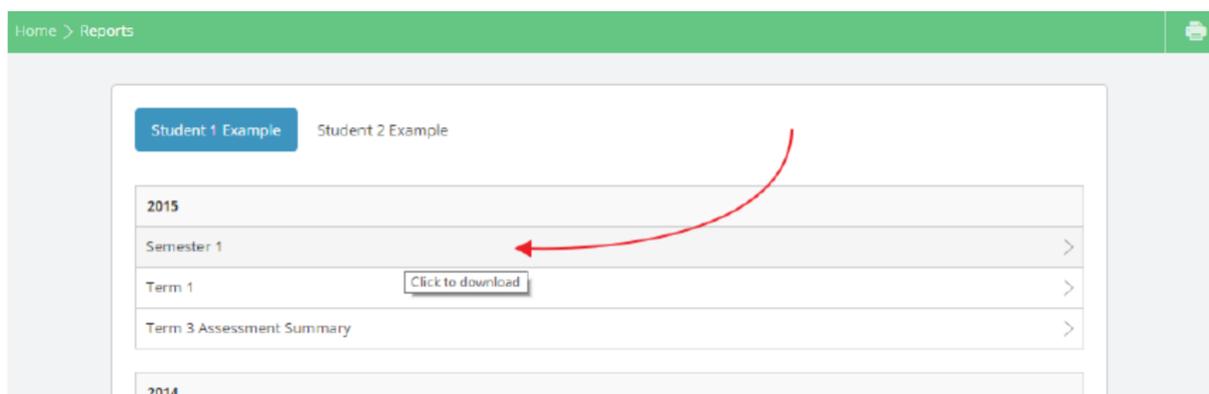
Parent 1 Example	
Relationship to Student 1:	Parent
Mobile:	0400000000
Phone (AH):	



## PARENT PORTAL USER GUIDE

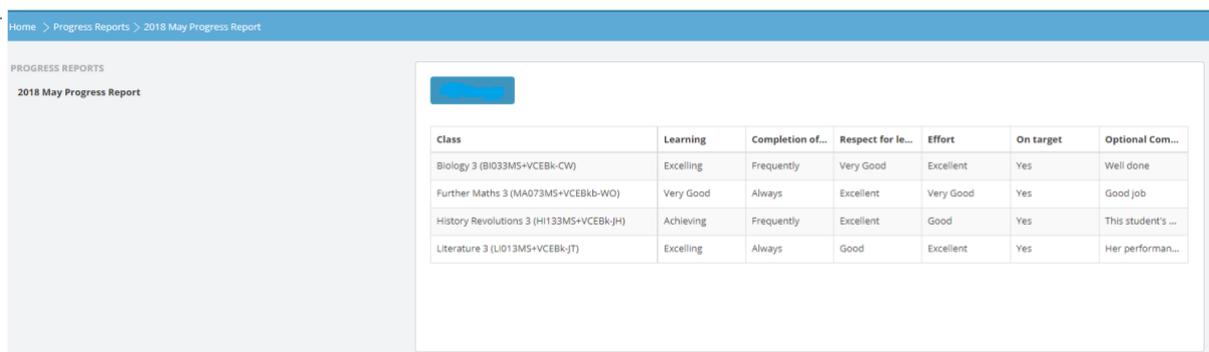
### Learning – Reports

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.



### Learning – Progress Reports

This page will list 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.



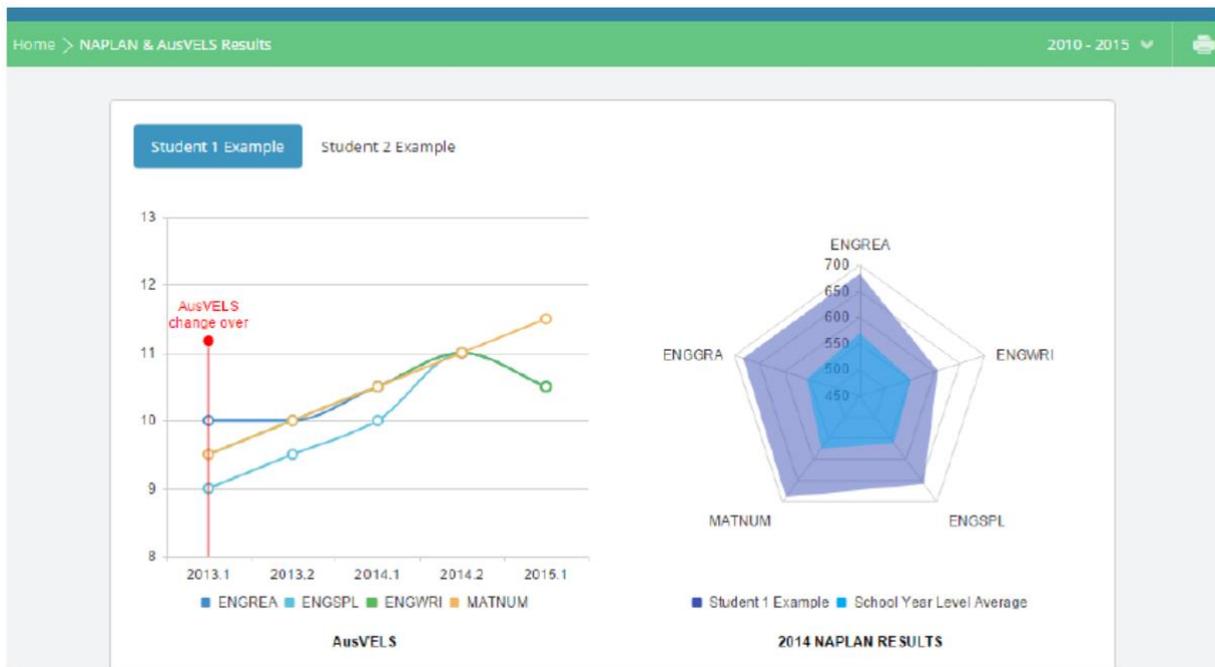


### Learning – NAPLAN & Victorian Curriculum

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 School, 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.





### 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.

Home > Parent Teacher Interviews

**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**

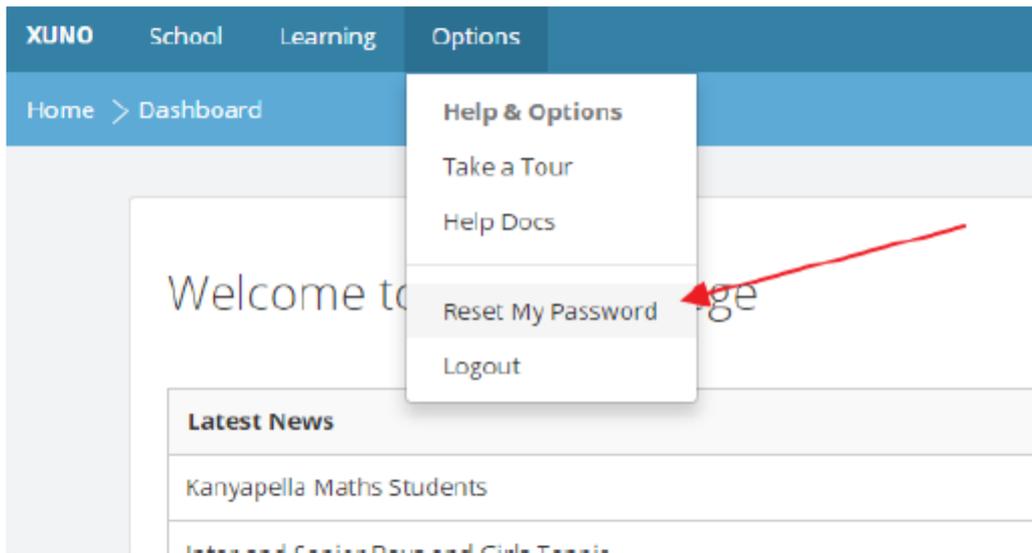
Select a time	Timothy Bubb - Yr 10 MATH - Maths Methods 23 (1MME3-TBB)	Year 7 West
Fri 9 Oct 2015, 6:50pm	Edward Finn - Yr 10 SCI - Physics (1SPH-BFI)	Year 8 Flex 5
Fri 9 Oct 2015, 7:00pm	Paul Gallimore - Yr 11 Biology 1/2 (BI011-PGA)	Year 9 Flex 8
Fri 9 Oct 2015, 7:10pm	Ted Down - VET 2 FURNISHINGS (VEFU2-TDO)	Year 7 North
Fri 9 Oct 2015, 7:20pm	Craig Bessell - VET Public Safety6 (VEPS16-CBE)	Year 7 Central
Fri 9 Oct 2015, 7:30pm	Paul Robinson - VET Study 55 (VETST5-PRO,LME)	
Fri 9 Oct 2015, 7:40pm	Lauren Dehne - VET Study 55 (VETST5-PRO,LME)	Year 8 Flex 6
Fri 9 Oct 2015, 7:50pm		
Fri 9 Oct 2015, 8:00pm		
Fri 9 Oct 2015, 8:10pm		
Fri 9 Oct 2015, 8:20pm		
Book all remaining subjects for Student 1 automatically		



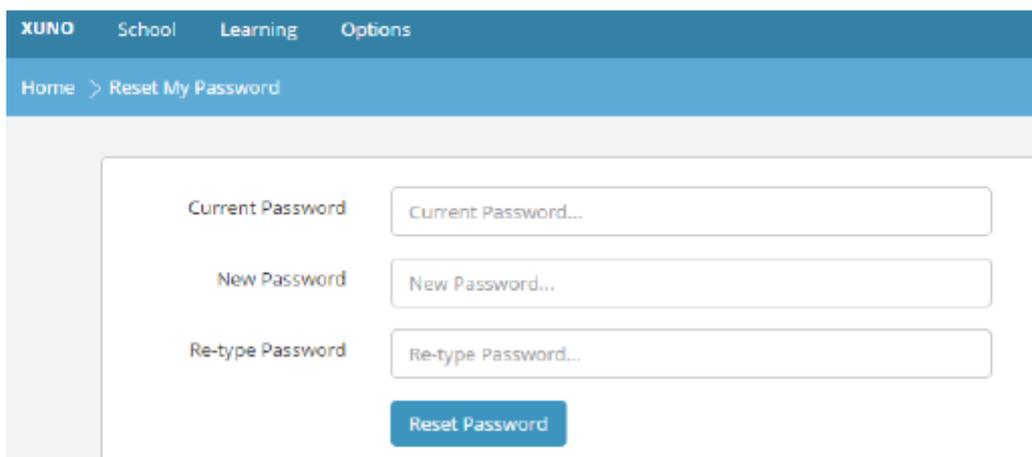
Help!

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:

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 Mulgrave Primary School via 03 9795 2477. Thank you.