



XUNO

CASTERTON SECONDARY COLLEGE PARENT PORTAL USER GUIDE



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PARENT PORTAL USER GUIDE

Introduction

Casterton Secondary College 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 and behavioural incidents. 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 College.

We look forward to connecting parents, students and teachers through XUNO and believe it will enhance the communication and connectedness of families with Casterton Secondary 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://castertonsc.xuno.com.au>

This site is also listed on our website.

Your username will be your Family Code or Email Address. New families to Casterton Secondary College 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.

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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":



Casterton
SECONDARY COLLEGE

Casterton Secondary College

Username or email address...

Password...

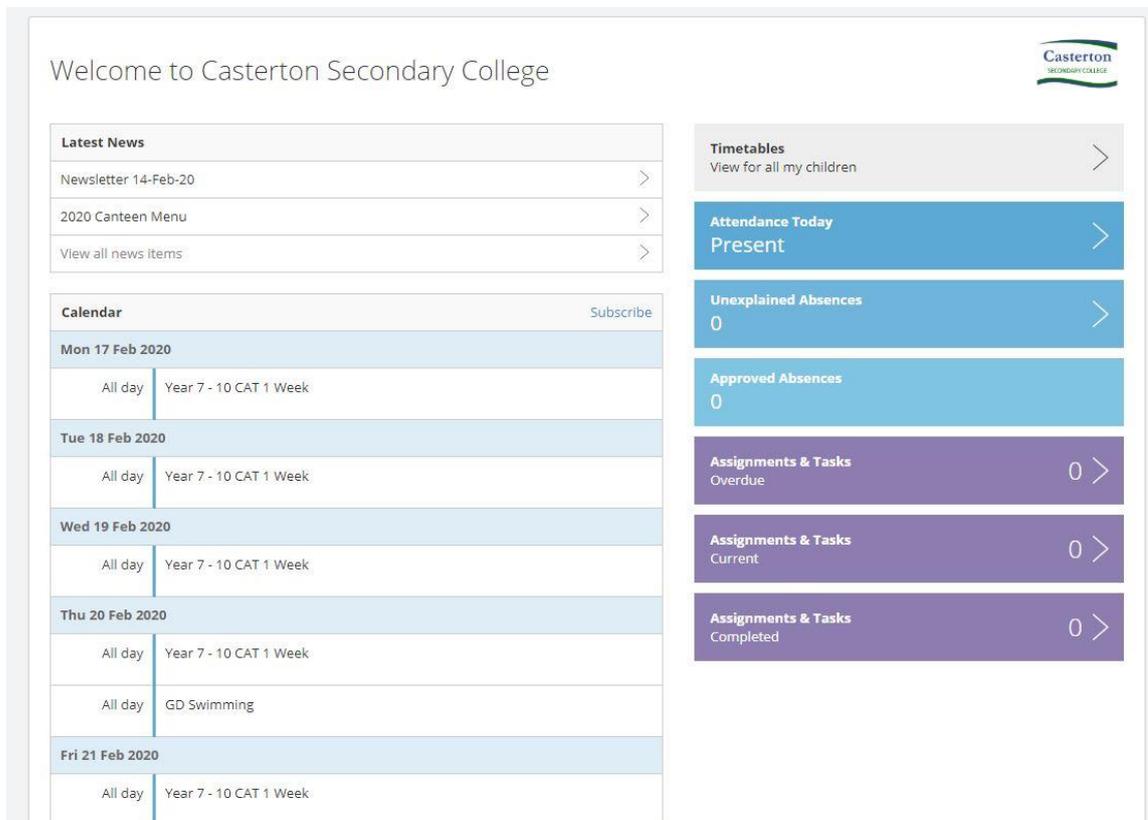
Sign-in

[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 assignments and tasks. There is a navigation menu running across the top to access other sections described below.

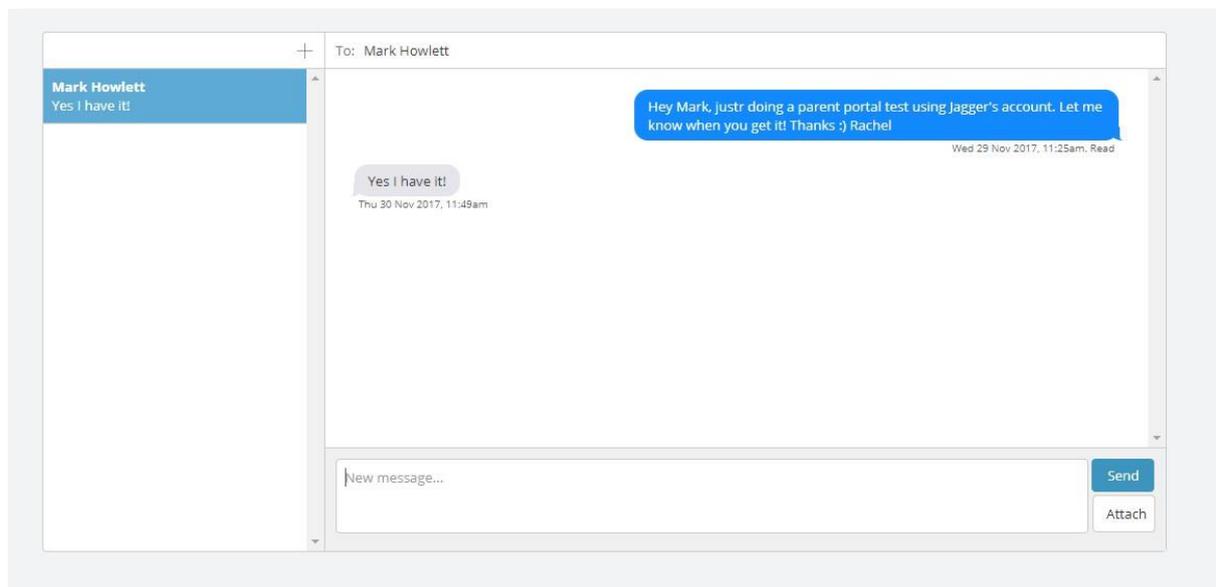


Note: If you do not see the navigation menu (especially on phones or smaller screens), you will need to click on the Navigation icon, to expand the menu out.



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 poor school achievement.

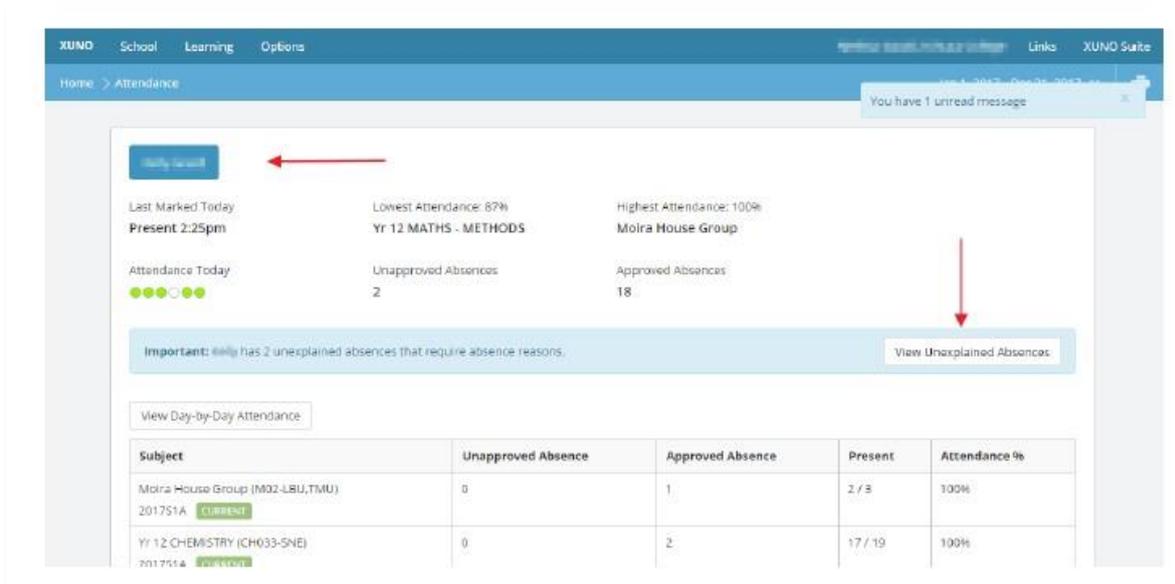
Unapproved absences refers to absences when the school is not informed about the student's absence and when a parent contacts the school to inform the College of an appointment or family holiday for example. All these absences are regarded by DET as an absence and are recorded in the College data as 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.

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

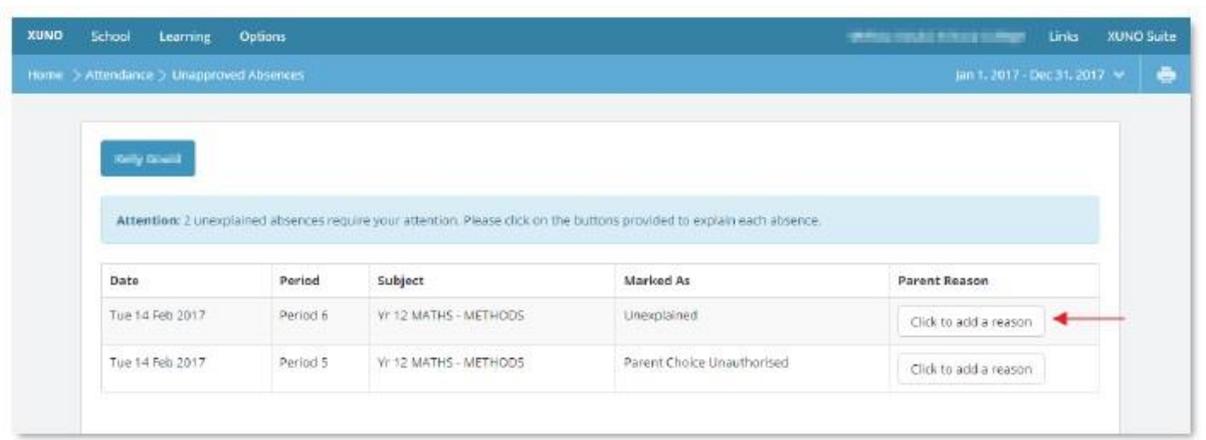


The screenshot shows the 'Attendance' page for 'Rolly David'. At the top, there is a navigation bar with 'XUNO', 'School', 'Learning', and 'Options'. A message banner indicates 'You have 1 unread message'. Below this, a summary section displays: 'Last Marked Today Present 2:25pm', 'Lowest Attendance: 87% Yr 12 MATHS - METHODS', and 'Highest Attendance: 100% Moira House Group'. It also shows 'Attendance Today' with five green dots, 'Unapproved Absences: 2', and 'Approved Absences: 18'. An important message states: 'Important: Rolly has 2 unexplained absences that require absence reasons.' with a 'View Unexplained Absences' button. Below this is a 'View Day-by-Day Attendance' button and a table of attendance data.

Subject	Unapproved Absence	Approved Absence	Present	Attendance %
Moira House Group (M02-LBU, TMU)	0	1	2 / 3	100%
Yr 12 CHEMISTRY (CH033-SNE)	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**'.

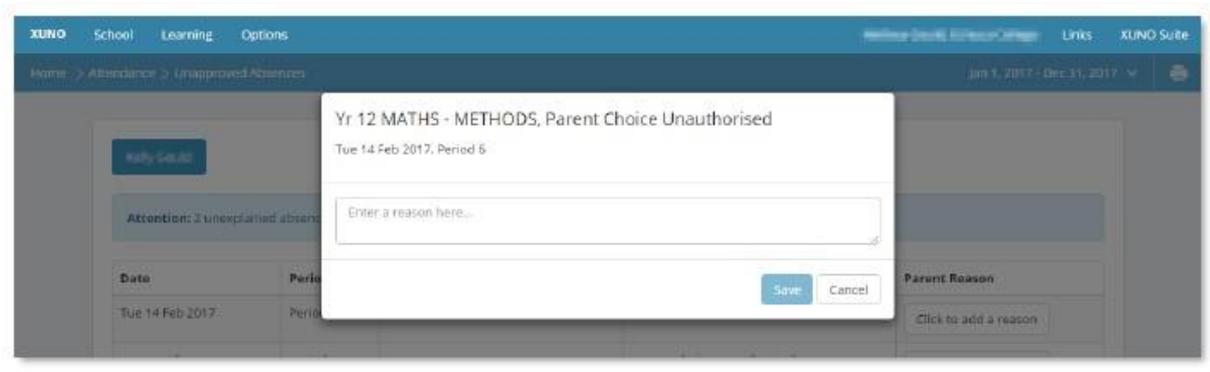
Click on **Click to add a reason**.



The screenshot shows the 'Unapproved Absences' page for 'Rolly David'. A message banner states: 'Attention: 2 unexplained absences require your attention. Please click on the buttons provided to explain each absence.' Below this is a table with columns: 'Date', 'Period', 'Subject', 'Marked As', and 'Parent Reason'. Two rows are shown, both for 'Tue 14 Feb 2017'. The first row is for 'Period 6' and 'Yr 12 MATHS - METHODS', marked as 'Unexplained', with a 'Click to add a reason' button. The second row is for 'Period 5' and 'Yr 12 MATHS - METHODS', marked as 'Parent Choice Unauthorised', also with a 'Click to add a reason' button. A red arrow points to the 'Click to add a reason' button in the first row.

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, with the ability to input a reason. Once complete, click **Save**.



School Medical

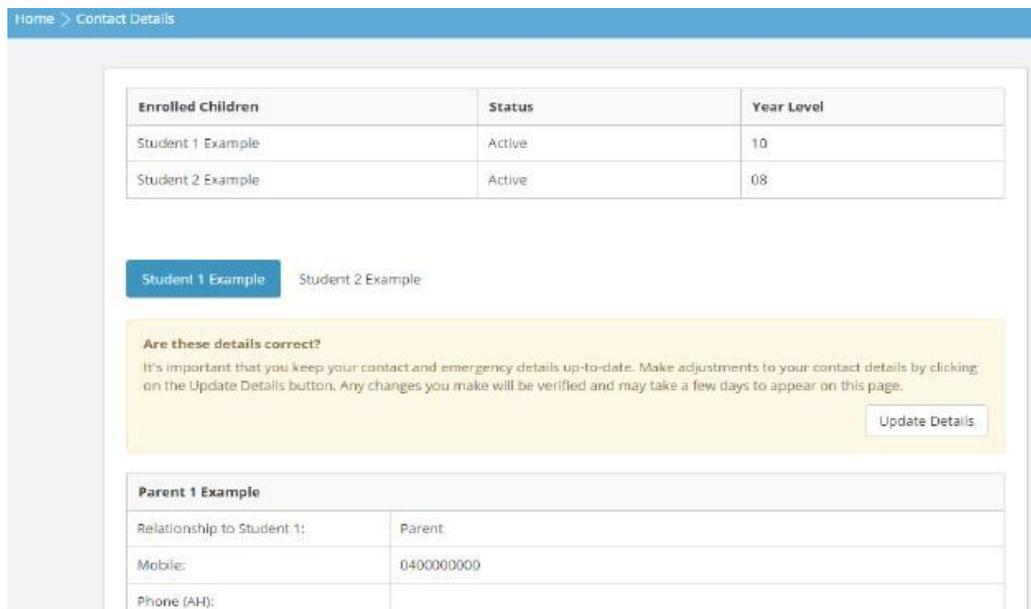
The screen should show any Medical details or concerns registered with the child. Please inform the office if you believe information is missing or incorrect.



School – Contact Details

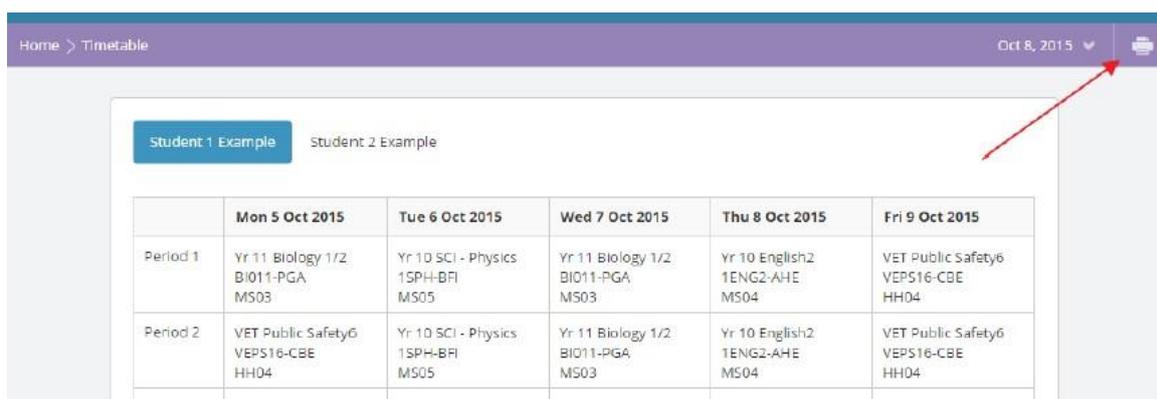
This screen will detail the contact, postal and emergency contact details against each child.

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.



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.



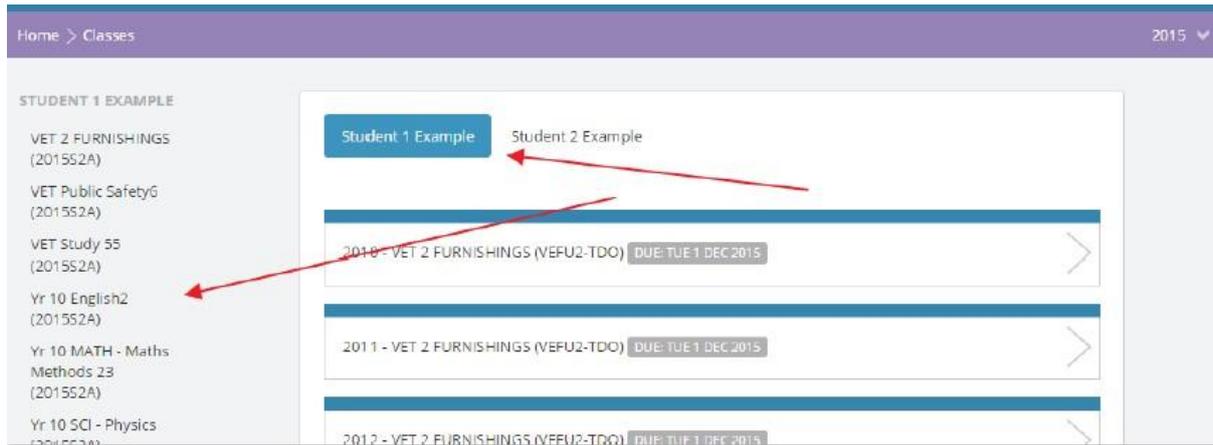
Learning – Lessons, Assignments & Tasks

The Lessons, Assignment & Task page is one of the primary elements of XUNO, as this is where you will access detailed information regarding your child's progress within each subject. This includes attendance, current, completed and overdue work, assessment task results and teacher feedback.

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Assessment task results and feedback is posted as completed. Casterton Secondary College recommends regularly reviewing this to monitor your child's learning progress.

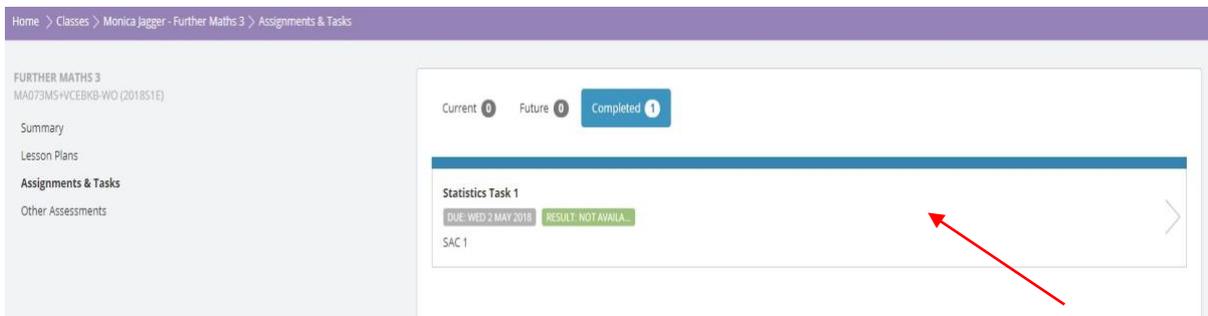
First, select the child and then the subject of interest:



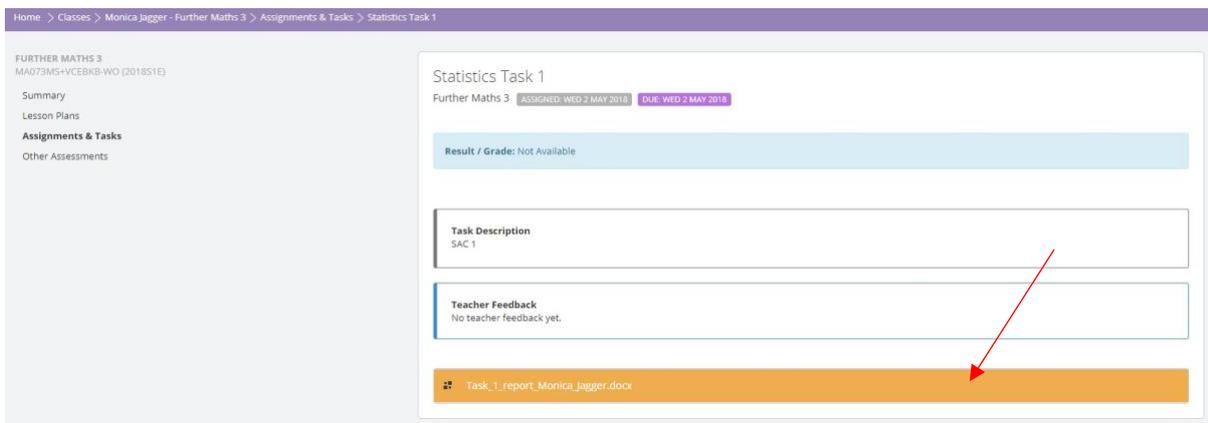
You will be presented with an overview. From here, you can select to view further information on Assignments and Tasks. To view results and teacher feedback on classwork and assessment items, click on **Assignments & Tasks Completed**.



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 below to view detailed feedback.



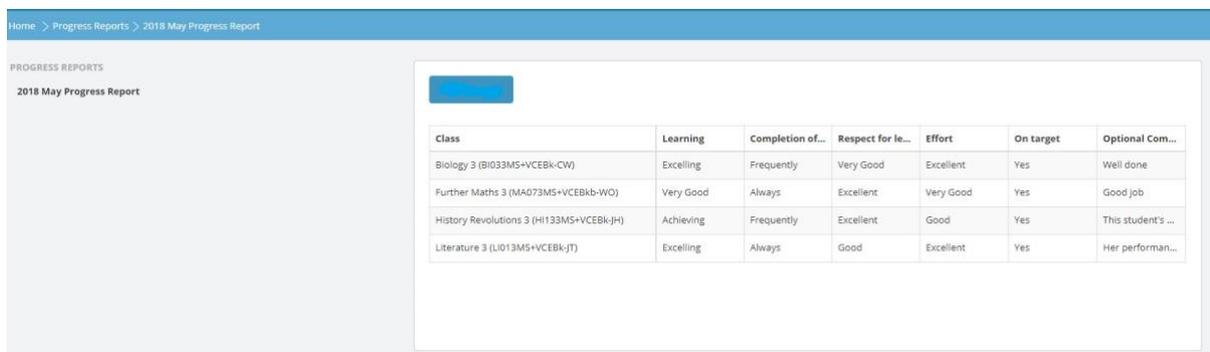
Learning – Reports

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.

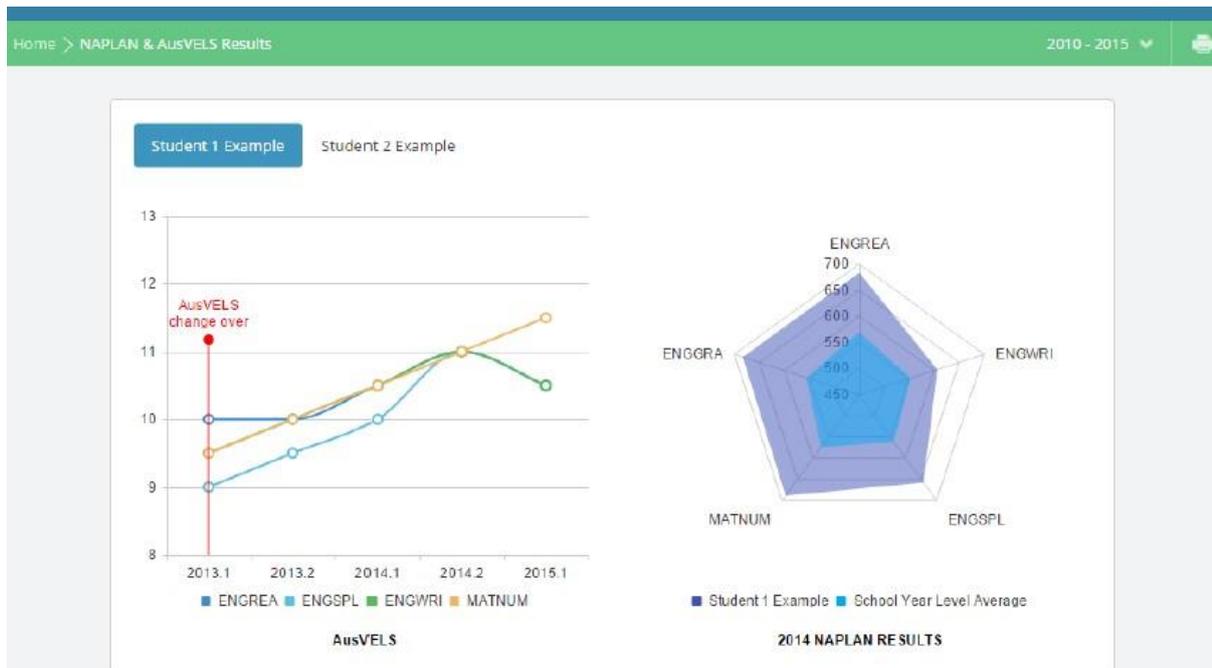


Learning – NAPLAN & Victorian Curriculum

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 Casterton Secondary College, we perform On Demand tests three times a year, at year levels 7-10, in the domains of Reading and Numeracy.

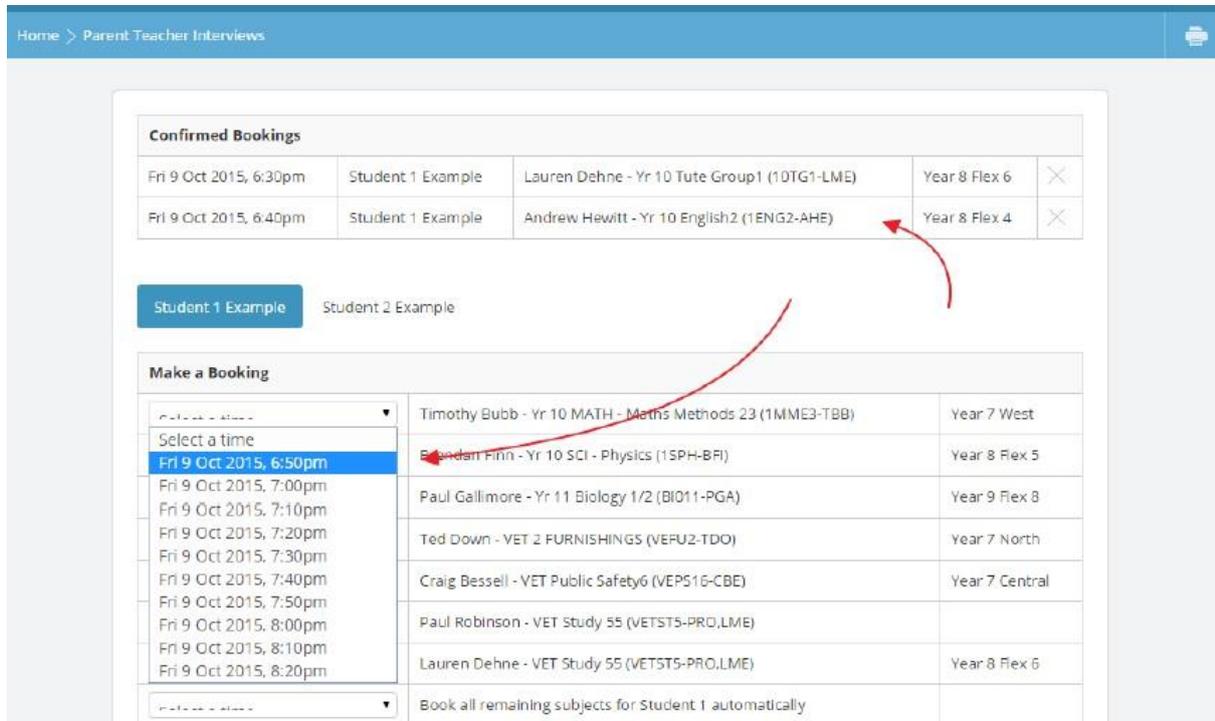
This page allows you to view these results and compare them to the average or expected levels.



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.

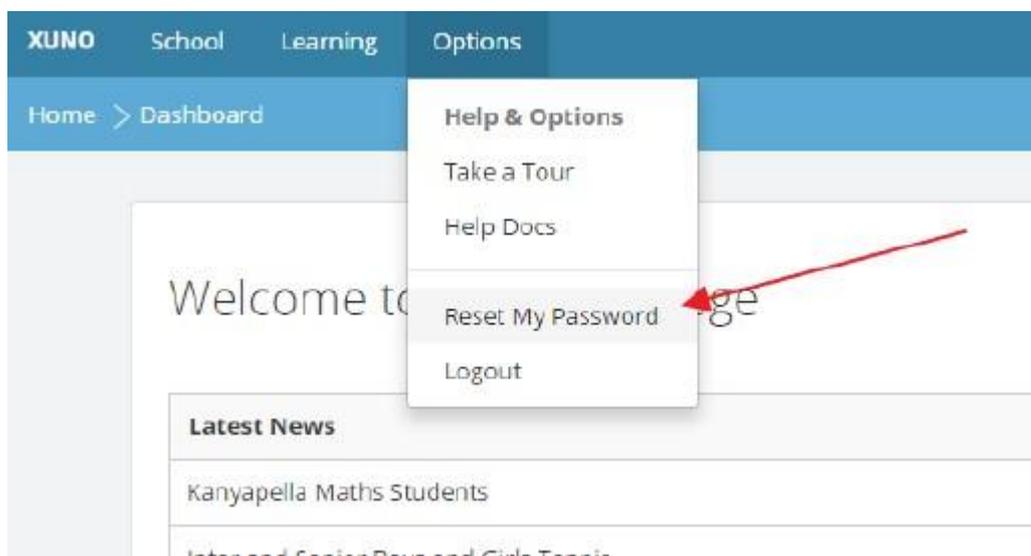
Once complete, the confirmed bookings will appear at the top of the screen. As with most screens, there is an option to print this off, using the print icon at the top right-hand side of the screen. Please note, only the Parent/Family account is able to make bookings. The child does not have access to this function when logged in as themselves.



Help!

How do I change my password?

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



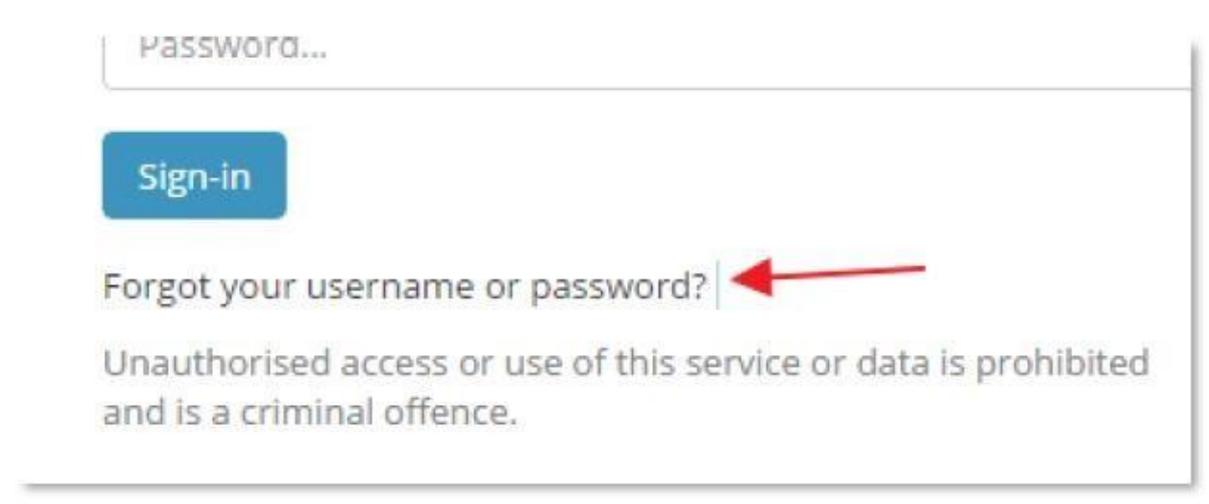
Enter in your current password, new password and confirm your new password, then click **Reset Password**.



The screenshot shows the 'Reset My Password' page in the XUNO Parent Portal. The page has a blue header with the text 'XUNO School Learning Options' and a breadcrumb 'Home > Reset My Password'. The main content area contains three input fields: 'Current Password', 'New Password', and 'Re-type Password', each with a corresponding label and a blue 'Reset Password' button below them.

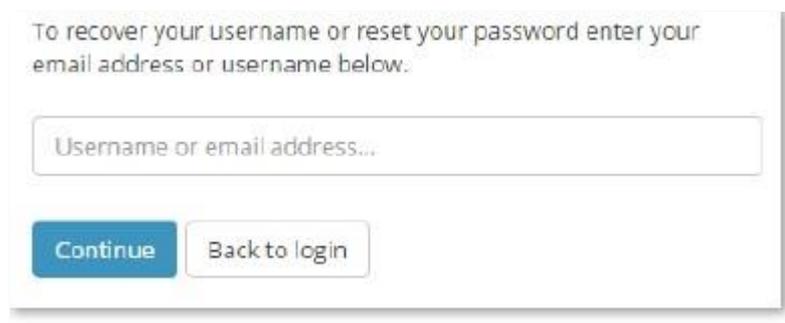
I have forgotten my username or password

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 page. At the top, there is a text input field labeled "PASSWORD...". Below it is a blue button labeled "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 area, there is a disclaimer: "Unauthorised access or use of this service or data is prohibited and is a criminal offence."

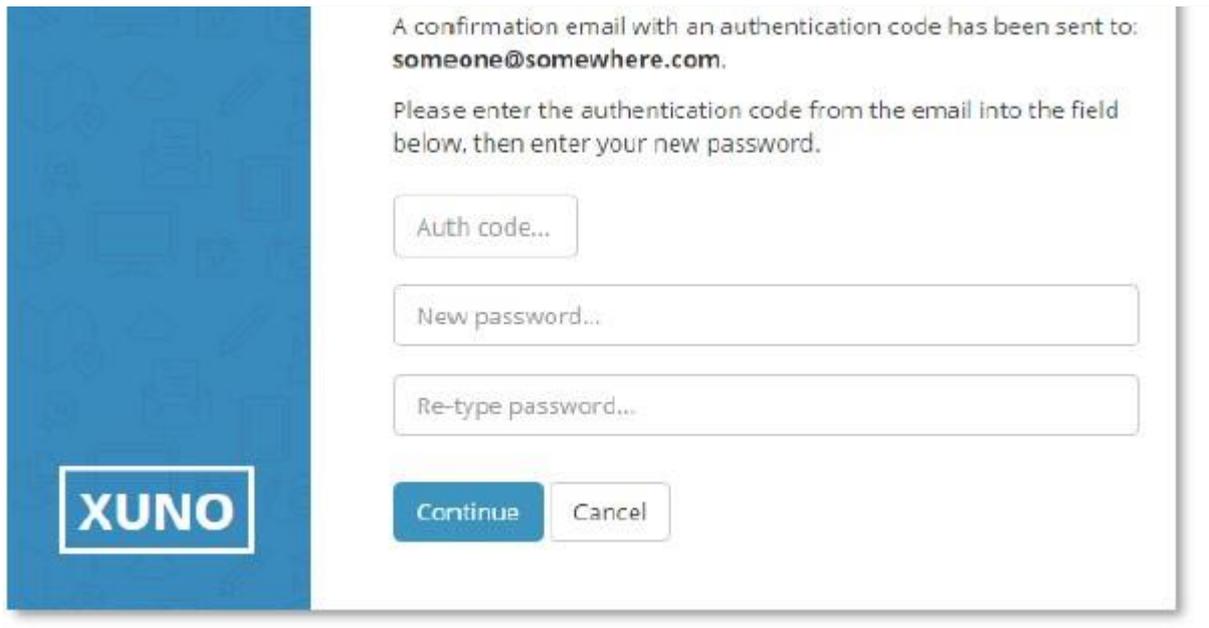
On the next screen, enter your username or email address (Note: only families that have registered their email address with the school are permitted to log into XUNO. Please contact the office if you wish to supply or update your email address). Click **Continue**.



A screenshot of the XUNO recovery page. 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, there are two buttons: a blue button labeled "Continue" and a white button labeled "Back to login".

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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...

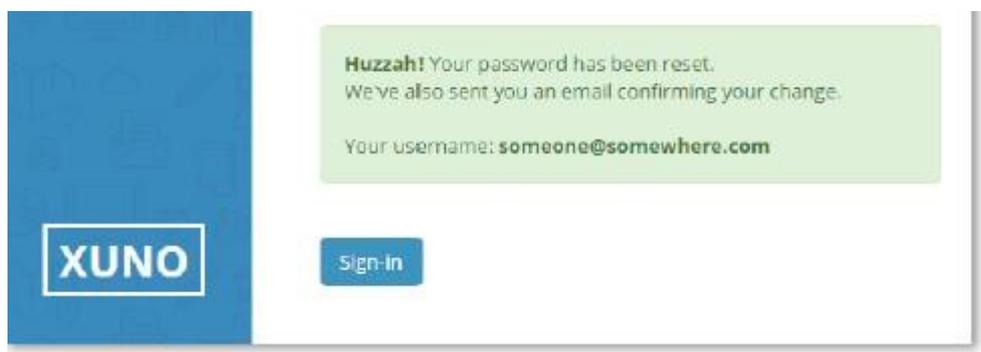
New password...

Re-type password...

Continue Cancel

XUNO

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

XUNO

[All other issues/errors](#)

Please inform Casterton Secondary College via 03 5811 588.