

XUNO

RESPECT, PURSUIT OF EXCELLENCE AND CITIZENSHIP



2023

XUNO PARENT PORTAL  
USER GUIDE



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## Introduction

XUNO (pronounced 'zoo-no') is an app which enables parents to log in and have immediate access to student information. Information available to you will include your child's timetable and daily attendance, unexplained absences, access to your child's achievement data and reports. It is also used to make bookings for student led Progress Conferences.

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

It is an integral part of keeping the school/parent/student connection open to the families of Blackburn High School.



**Respect \* Pursuit of Excellence \* Citizenship**





## Download the app and Register

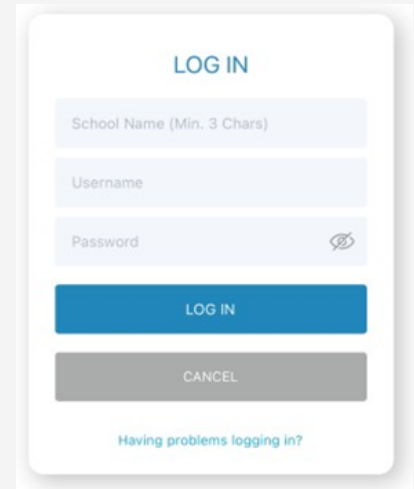
XUNO Family is an app that will help make communication with the school quick and easy - giving you access to a wealth of information, without having to sit at a computer.

To log in, follow these steps:

1. Download XUNO Family from the App store (iOS) or Play store (Android)



2. Open the app
3. If asked, please allow push notifications for the most convenient experience with the app
4. Search for your school by typing the first few letters and then select your school from the list that appears.



Your username will be your Family Code or Email Address. New families to Blackburn High School will be emailed account details once the child has commenced schooling.

\*\*If you do not receive or have lost this email, please contact your child's House office for assistance.

If you have forgotten your password or Username, you'll need to head to your school's Xuno website to reset it. Visit <https://blackburn.hs.xuno.com.au/>





The following are some of the settings Xuno has on offer though, not all of them are functional at BHS.

**XUNO Family**  
Features: At a glance

Feature	Description
Dashboard	A collection of widgets including Upcoming Payments, Attendance, Events, Forms and Homework
Notifications	A list of all notifications you've received since registering your account on the XUNO Family app
Messages	Send a new message or read messages sent to you by school staff
Timetable	Your child's timetable, showing today's date by default and any relevant timetable changes
Calendar	A list of upcoming events and important dates
News	School newsletters, announcements and other important information
Attendance	View your child's marked attendance and contact the school regarding future or past absences
Events, Fees & Forms	View, approve, fill out forms and make online payments for School Fees, Excursions, Camps and other events
Payments	Pay for Events, Fees, Voluntary Contributions and other items
Parent Teacher Interviews	Book Parent Teacher interviews and manage existing bookings
Reports	View and print your child's school reports, including reports from past years
Career Plans	View published Career Plans. Edit / contribute to career plans (Students only)
Learning Plans	View published Career Plans. Edit / contribute to career plans (Students only)
Progress Reports	View published Progress Reports and feedback
Lessons, Assignments &...	View homework and class learning tasks, submit assignments, view learning task results if published
Links	The school may include links to other apps or websites which can be accessed here
Full XUNO	Log into the full XUNO website if necessary with one single click - No need to re-enter your password
Settings	Check your app settings, and if necessary, send a report to the support team in a few simple taps

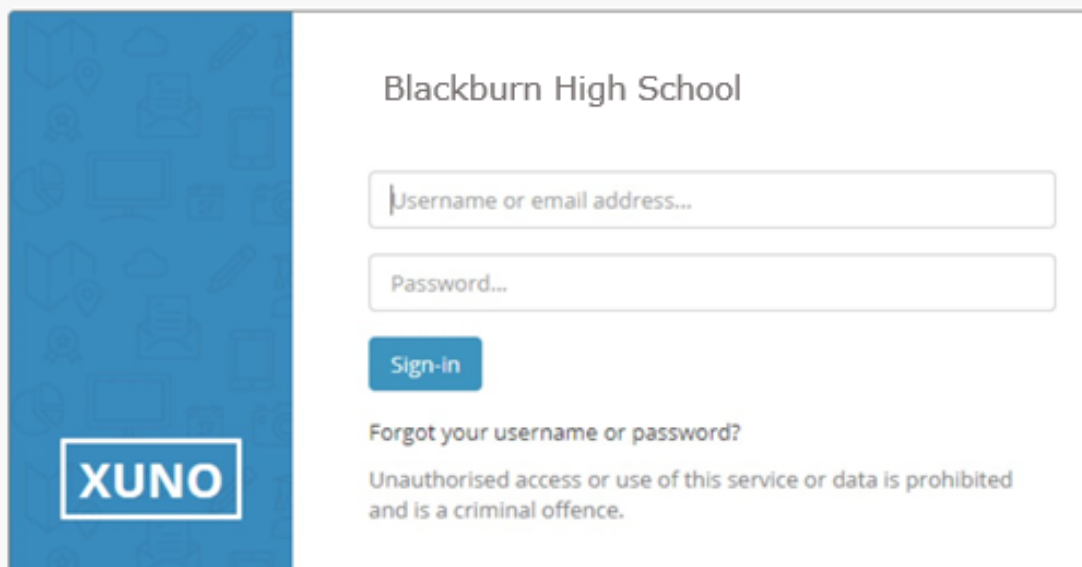


## How to access

To log on, families must have a current email address that has been registered with the school. Please contact your child's House office if you need to update or register your email address. You can also email the school at - [blackburn.hs@education.vic.gov.au](mailto:blackburn.hs@education.vic.gov.au)  
This site is also listed on our website.

If you do not have or have forgotten your password, please follow the instructions under Help on page 14.

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



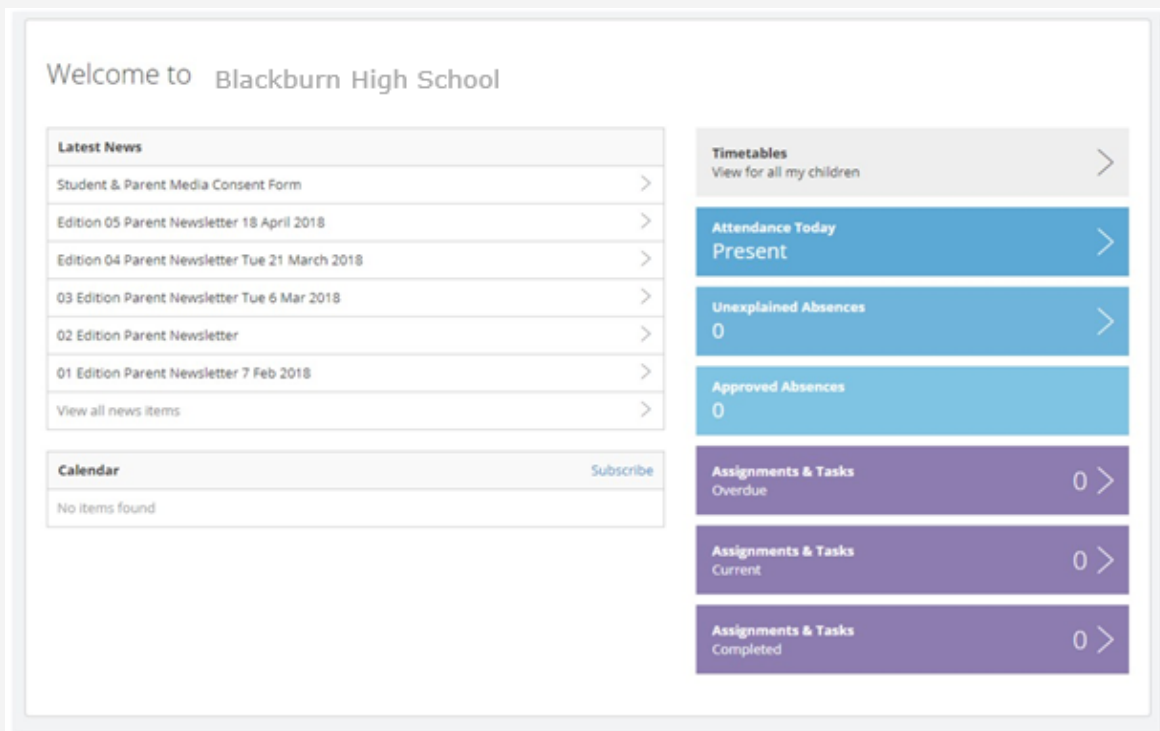
The screenshot shows a login interface for Blackburn High School. On the left is a blue vertical bar with the XUNO logo. The main content area is white and contains the following elements:

- Blackburn High School
- Username or email address... (input field)
- Password... (input field)
- Sign-In (button)
- 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.



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 - Attendance

The attendance page will give a breakdown of your child attendance over all classes.

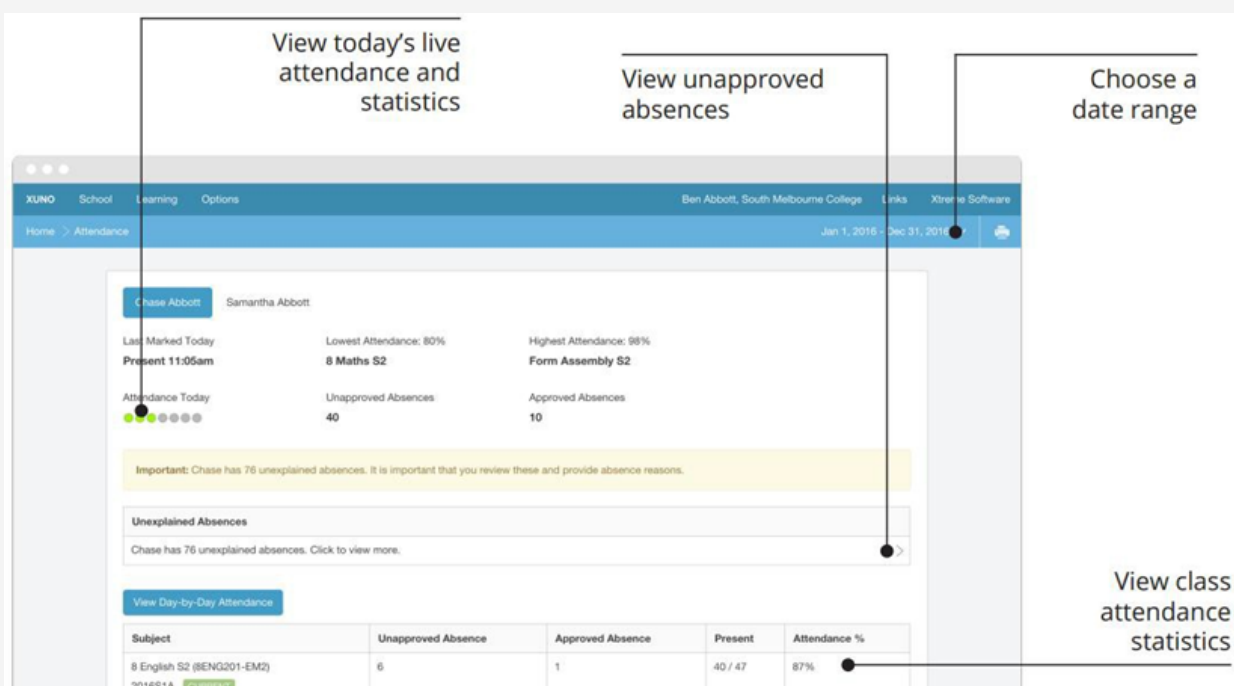
Regular school attendance is one of the major factors contributing to a student's well-being and success. Absences from school means learning opportunities are reduced, which may ultimately lead to poor school achievement.

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 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 absences.

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 student 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 interface for a student named Samantha Abbott. The page includes a navigation bar with 'XUNO School Learning Options' and 'Ben Abbott, South Melbourne College'. The main content area displays student statistics and a table of attendance data. Callouts point to various features:

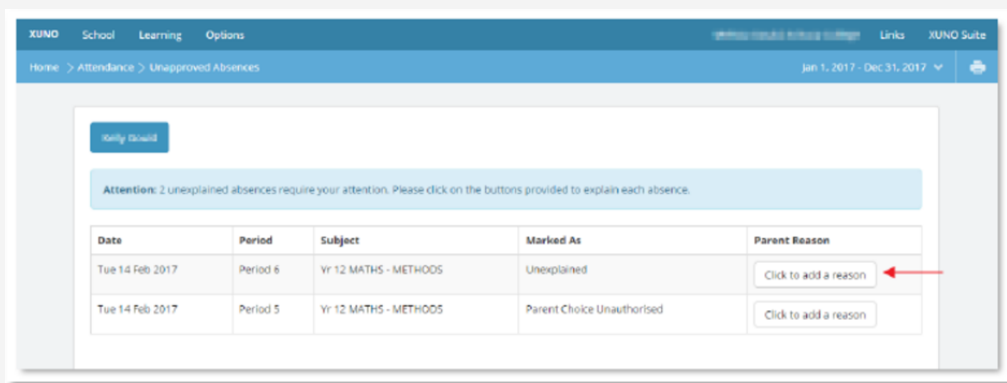
- View today's live attendance and statistics:** Points to the student's name and current class.
- View unapproved absences:** Points to the 'Unapproved Absences' count (40).
- Choose a date range:** Points to the date selection dropdown (Jan 1, 2016 - Dec 31, 2016).
- View class attendance statistics:** Points to the 'View Day-by-Day Attendance' button and the attendance table.

Subject	Unapproved Absence	Approved Absence	Present	Attendance %
8 English S2 (BENG201-EM2)	6	1	40 / 47	87%
2016S1A <b>CURRENT</b>				

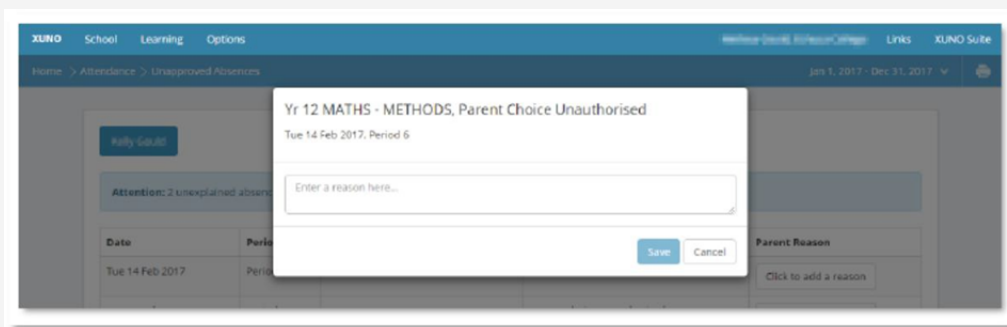
## School - Attendance

If you have an Unexplained Absence, a button will be available to view and provide a 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 a reason for. You are only required to 'add a reason' to those rows that are marked as 'Unexplained'.

**Click to add a reason.**

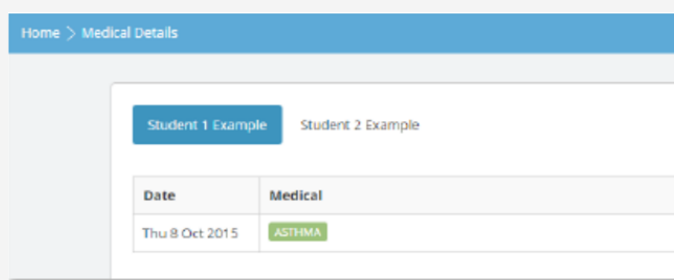


A pop-upscreen will appear,with the ability to input a reason. Once complete, click **Save**.



## School Medical

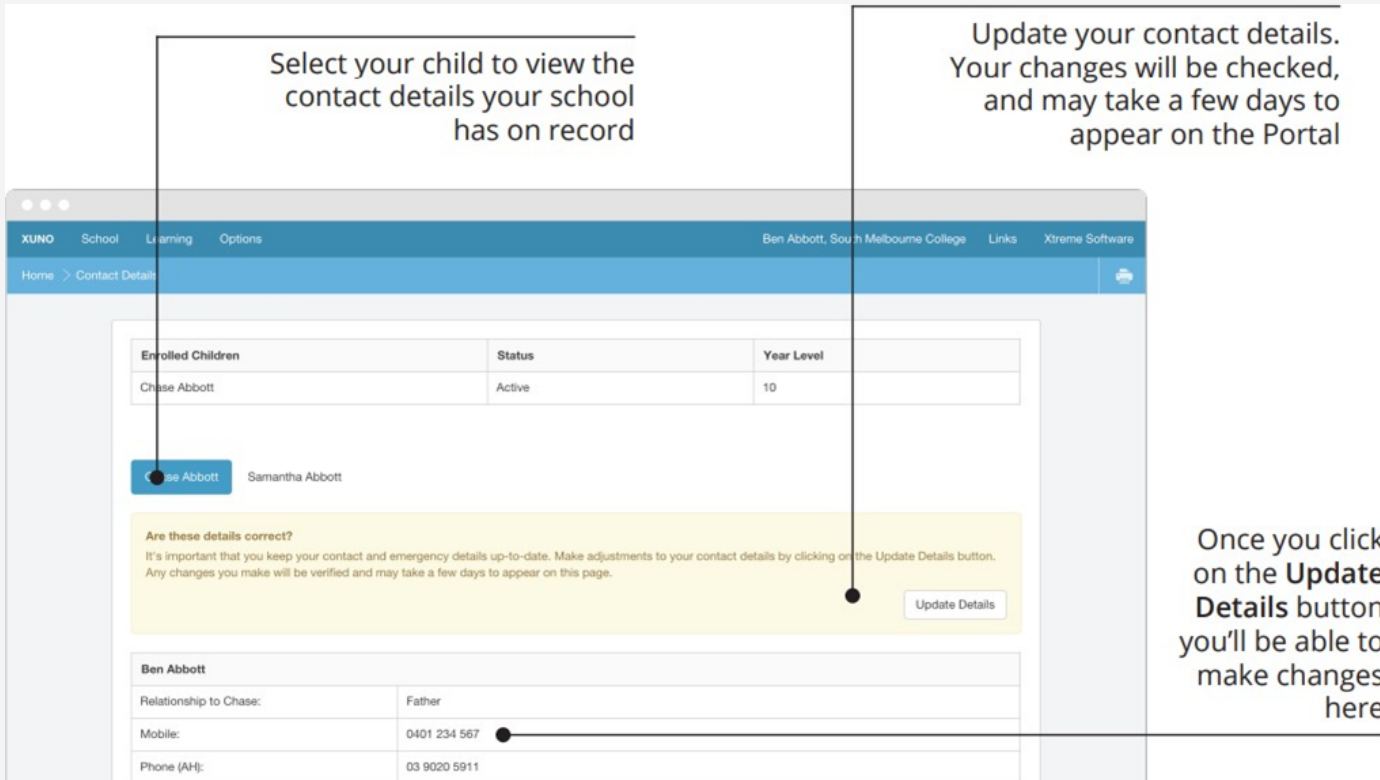
The screen shows how any medical details or concerns are registered with the child. Please inform the House office if you believe information is missing or incorrect.



## School – Contact Details

This screen will detail the contact, postal, and emergency contact details of 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.



Select your child to view the contact details your school has on record

Update your contact details. Your changes will be checked, and may take a few days to appear on the Portal

Once you click on the **Update Details** button you'll be able to make changes here

Enrolled Children	Status	Year Level
Chase Abbott	Active	10

Chase Abbott | Samantha Abbott

**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

Ben Abbott	
Relationship to Chase:	Father
Mobile:	0401 234 567
Phone (AH):	03 9020 5911





## School – Emailing Teachers

Firstly go to your dashboard, the first step to contacting the teacher where you will see the Purple Tasks and Assignments that are due.

### Step 1


### Step 2

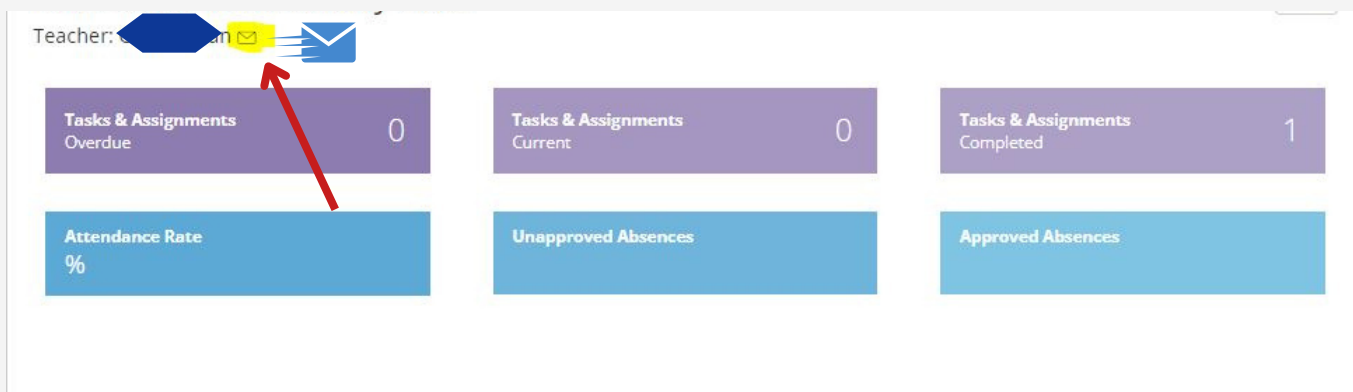
This screen details your child's 'Current Assignments' on the left. To email the teacher - Click on the one which subject teacher you would like to email.

## School – Emailing Teachers

### Step 3

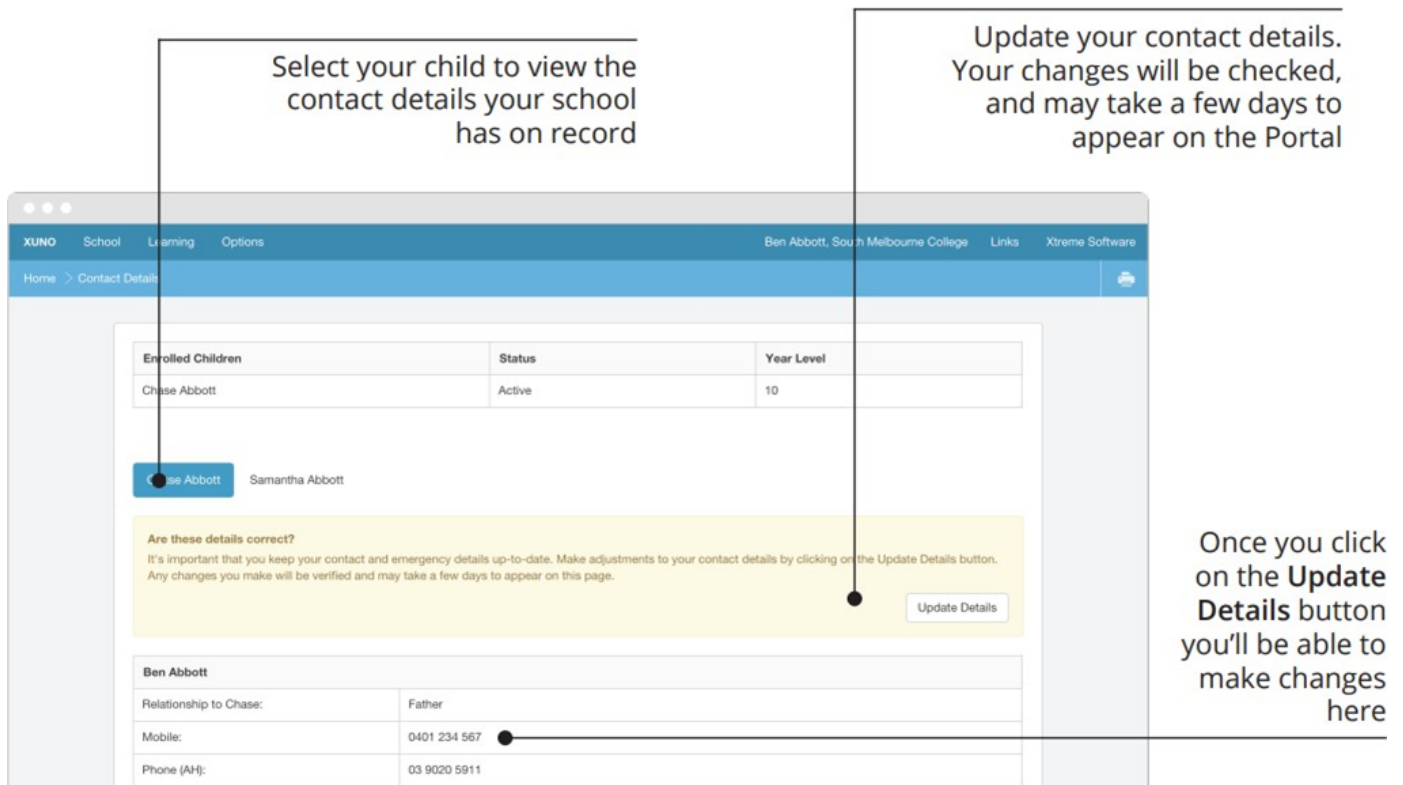
The last step is once you are on this page you will see the email/envelope symbol.

Click on the icon and you will be directed to an open email box  where you can write an email to the corresponding teacher.



## Learning - Reports

The Report page will list your child's Summary Reports. These will be issued at the end of each term and semester. These will be in a PDF format and can be downloaded by following the links.



Select your child to view the contact details your school has on record

Update your contact details. Your changes will be checked, and may take a few days to appear on the Portal

Once you click on the **Update Details** button you'll be able to make changes here

Enrolled Children	Status	Year Level
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Chase Abbott   
  Samantha Abbott

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Ben Abbott	
Relationship to Chase:	Father
Mobile:	0401 234 567
Phone (AH):	03 9020 5911



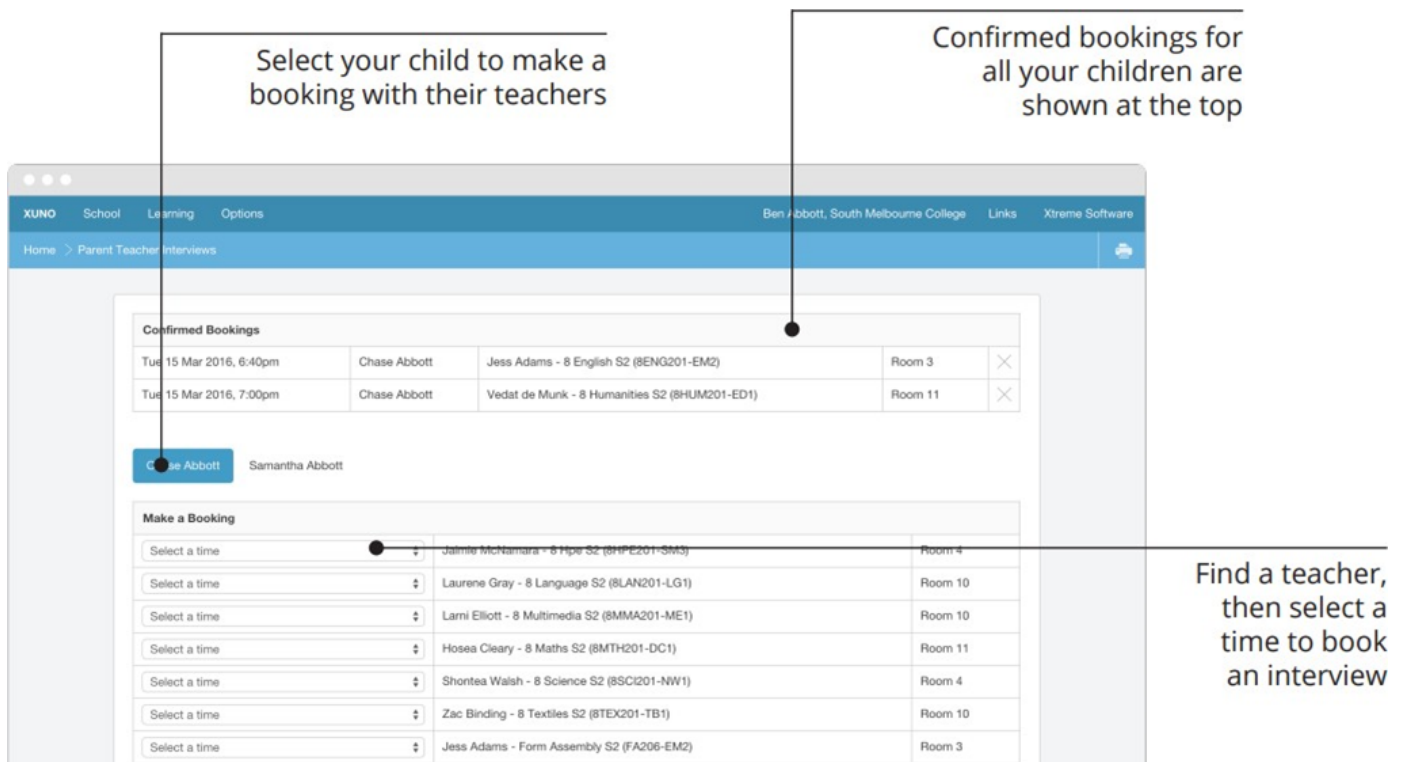
## School – Student Led Progress Conferences (SPC's)

When SPC's 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 choosing 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.



The screenshot shows the 'Parent Teacher Interviews' page in the XUNO system. At the top, there are navigation links for 'Home', 'Parent Teacher Interviews', and a print icon. Below this is a 'Confirmed Bookings' table with two rows of booking information. A callout points to the top of the page, stating 'Confirmed bookings for all your children are shown at the top'. Below the confirmed bookings is a section for 'Make a Booking' for the teacher 'Samantha Abbott'. This section contains a list of teachers and subjects with 'Select a time' dropdown menus. A callout points to one of these dropdowns, stating 'Select your child to make a booking with their teachers'. Another callout points to the 'Make a Booking' section, stating 'Find a teacher, then select a time to book an interview'.

Time	Teacher	Subject	Room
Tue 15 Mar 2016, 6:40pm	Chase Abbott	Jess Adams - 8 English S2 (8ENG201-EM2)	Room 3
Tue 15 Mar 2016, 7:00pm	Chase Abbott	Vedat de Munk - 8 Humanities S2 (8HUM201-ED1)	Room 11

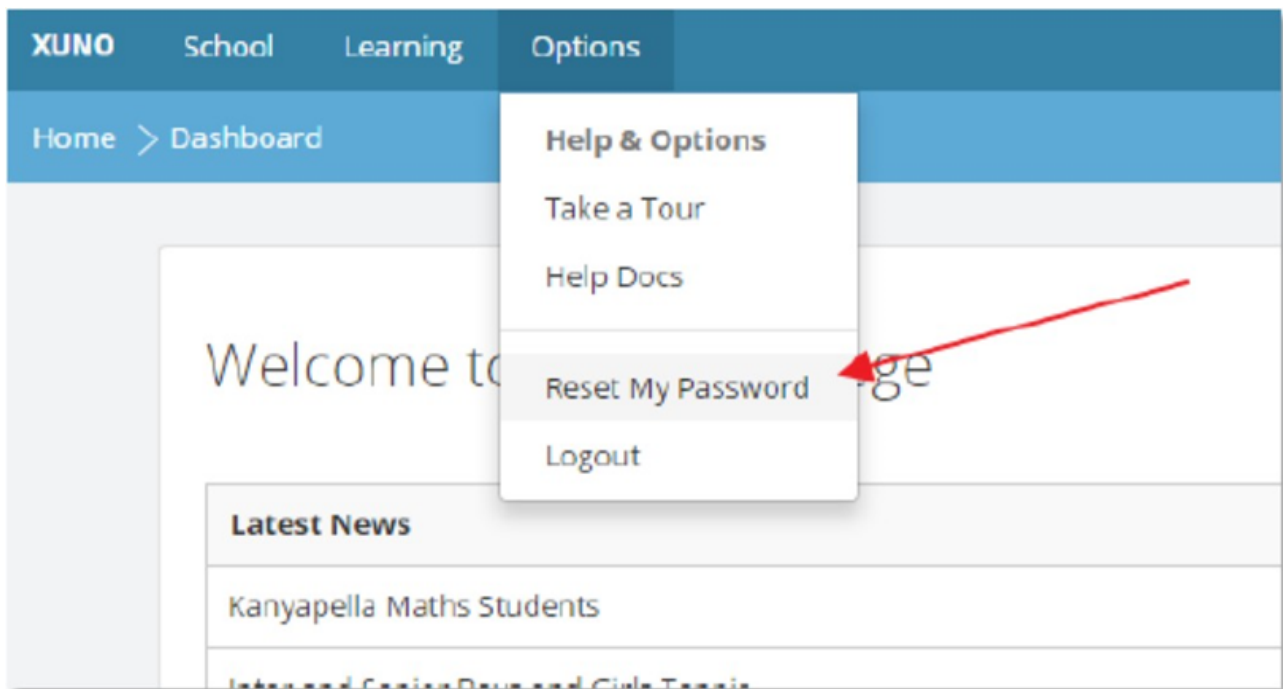
Time	Teacher	Subject	Room
Select a time	Jaimie McNamara	8 Hpe S2 (8HPE201-SM3)	Room 4
Select a time	Laurene Gray	8 Language S2 (8LAN201-LG1)	Room 10
Select a time	Larni Elliott	8 Multimedia S2 (8MMA201-ME1)	Room 10
Select a time	Hosea Cleary	8 Maths S2 (8MTH201-DC1)	Room 11
Select a time	Shontea Walsh	8 Science S2 (8SCI201-NW1)	Room 4
Select a time	Zac Binding	8 Textiles S2 (8TEX201-TB1)	Room 10
Select a time	Jess Adams	Form Assembly S2 (FA206-EM2)	Room 3



## Help

### How do I change my password?

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

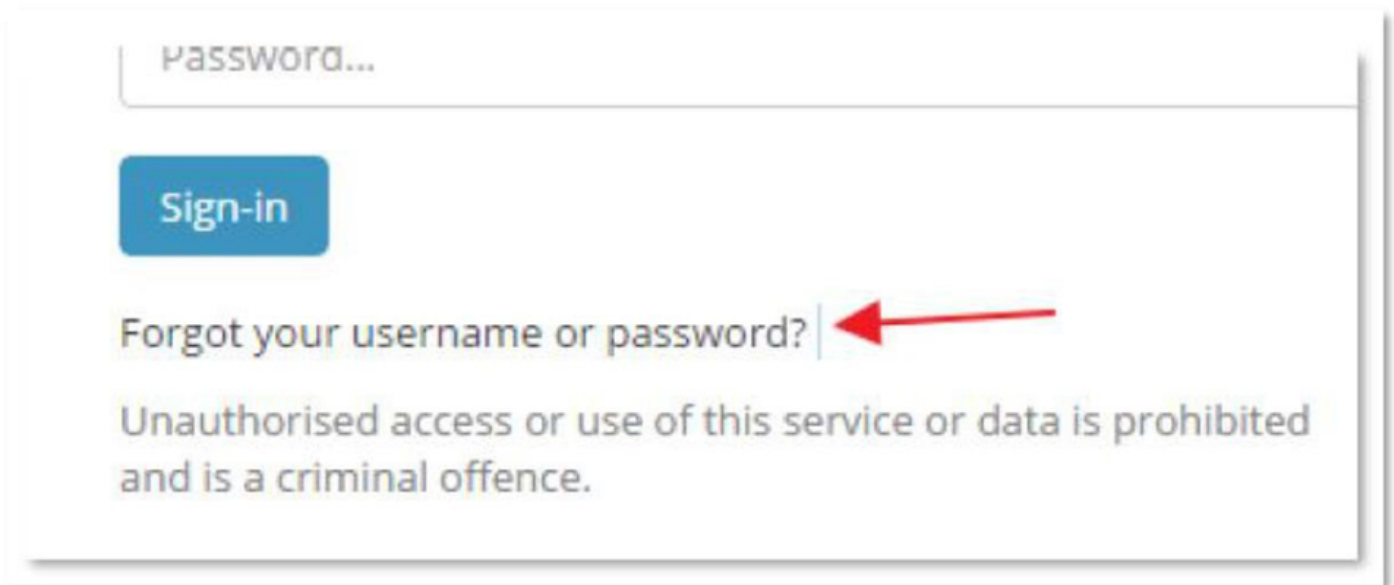


Enter in your current password, new password and confirm your new password, then click - **Reset Password**

The screenshot displays the 'Reset My Password' form within the XUNO interface. The navigation bar at the top shows 'XUNO', 'School', 'Learning', and 'Options'. Below it, the breadcrumb trail is 'Home > Reset My Password'. The form consists of three input fields: 'Current Password', 'New Password', and 'Re-type Password'. Each field contains a placeholder text 'Current Password...', 'New Password...', and 'Re-type Password...' respectively. A blue 'Reset Password' button is positioned at the bottom of the form.

## 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:



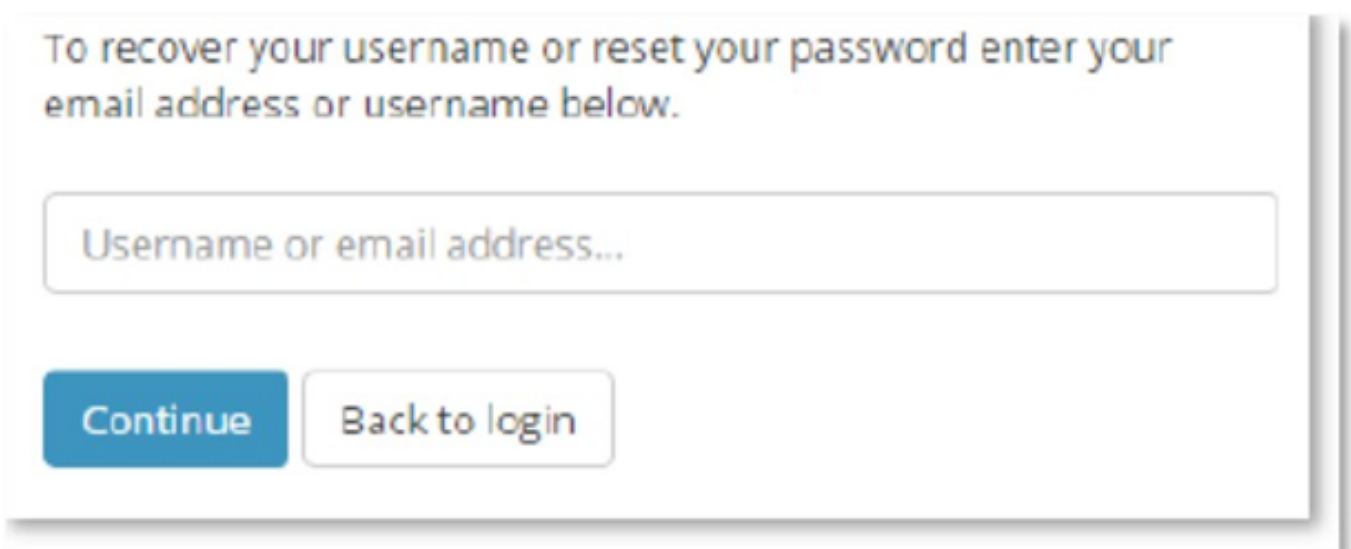
password...

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**.



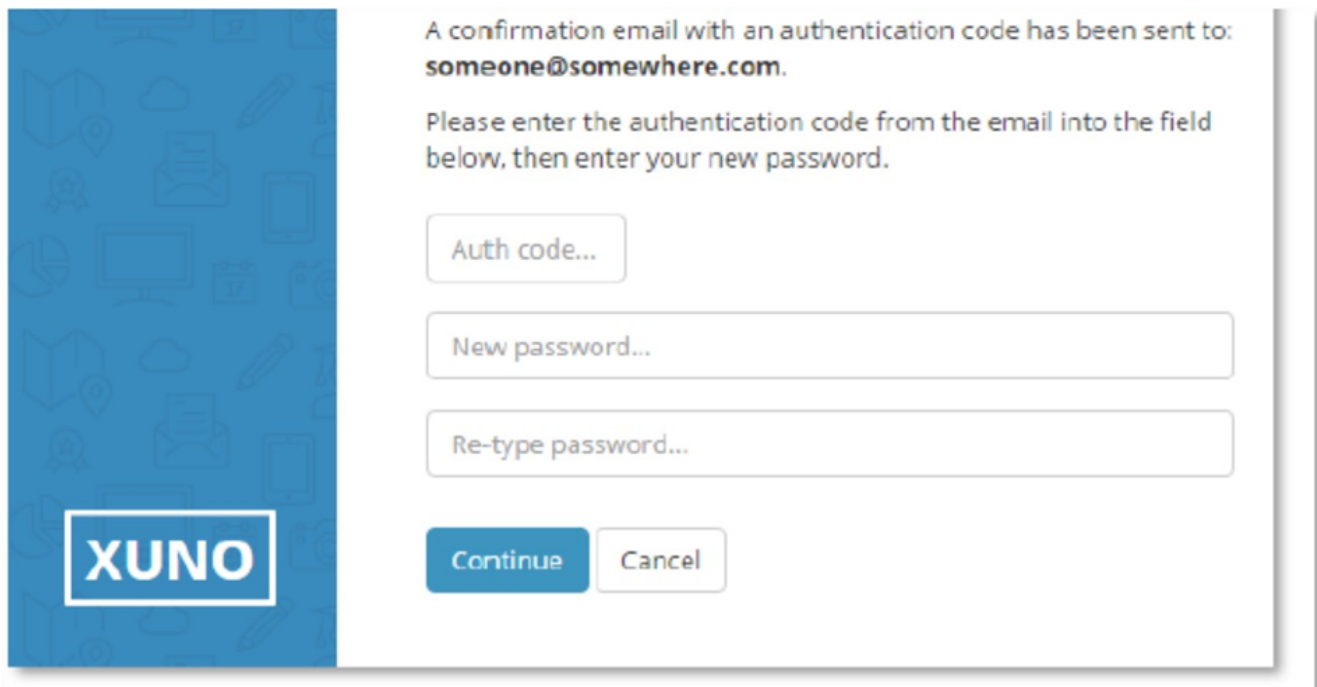
To recover your username or reset your password enter your email address or username below.

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...

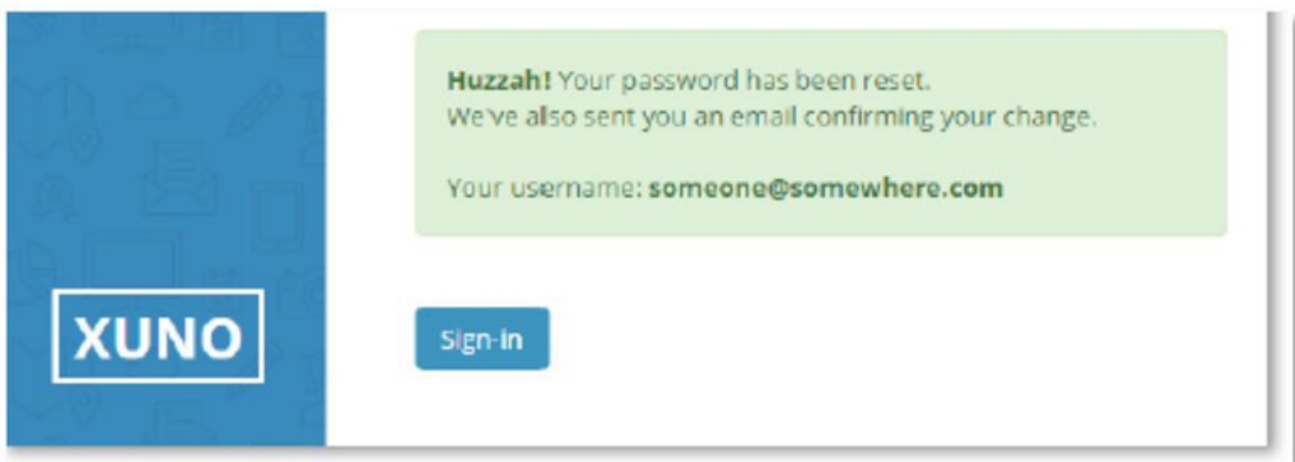
New password...

Re-type password...

**Continue** Cancel

**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**

Any other issues or questions:

Please contact Blackburn High School and select your House Administration Office from the the menu, on 8804 64645. Thank you.



# HOUSE ADMINISTRATION



**DUNLOP HOUSE**

Sally Reilly



**FREEMAN HOUSE**

Amanda Michell



**HOLLOWS HOUSE**

Nancy Deng



**MELBA HOUSE**

Donna Hewitt



XUNO

THANK YOU



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Blackburn HIGH SCHOOL