



Lockington Consolidated School

XUNO Assistance for Parents

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Where to Log in:

<https://lockingtoncs.xuno.com.au/index.php>



Username or email address...

Password...

Sign-in

[Forgot your password?](#)

[Login Disclaimer](#)

 [Sign-in with Microsoft](#)

Powered by 

If you did not receive
your log in details
please contact the
main office for
assistance on:

03 5486 2474



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:

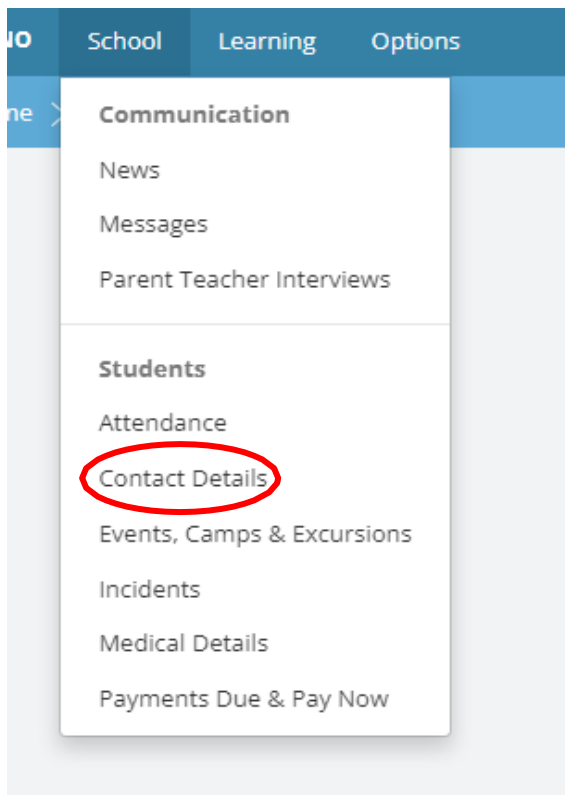
1. Navigate to XUNO using your internet browser.
2. On the sign-in page, click on the link labelled **Forgot your username or password?** underneath the Sign-in button.
3. Once you've entered your username or email address in the field provided click on the **Continue** button.
4. You will be sent an 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.

If using through **XUNO Family App** (available through [App store](#) for your IOS or [Playstore](#) for your android), School name, then your username name and password given to you.

A screenshot of the 'REGISTER' form in the XUNO Family app. The form has a white background with a thin black border. At the top, the word 'REGISTER' is in blue. Below it are three input fields: 'School Name', 'Username', and 'Password'. Below the input fields is a blue button labeled 'REGISTER' and a smaller blue button labeled 'CANCEL'. A red arrow points from the 'School Name' input field to a separate box on the right that contains the text 'Lockington Consolidated School'.

Portal: How to update your personal details

If you change your address, mobile or home phone number even emergency contacts you can update these directly through XUNO – here's how:



1. Log into XUNO Portal or XUNO Family App
2. Go to School tab, then click on Contact Details
3. Details of your child/ren including parent and emergency contacts will be shown
4. If any details are incorrect or need updating, please click on Update Details

Are these details correct?

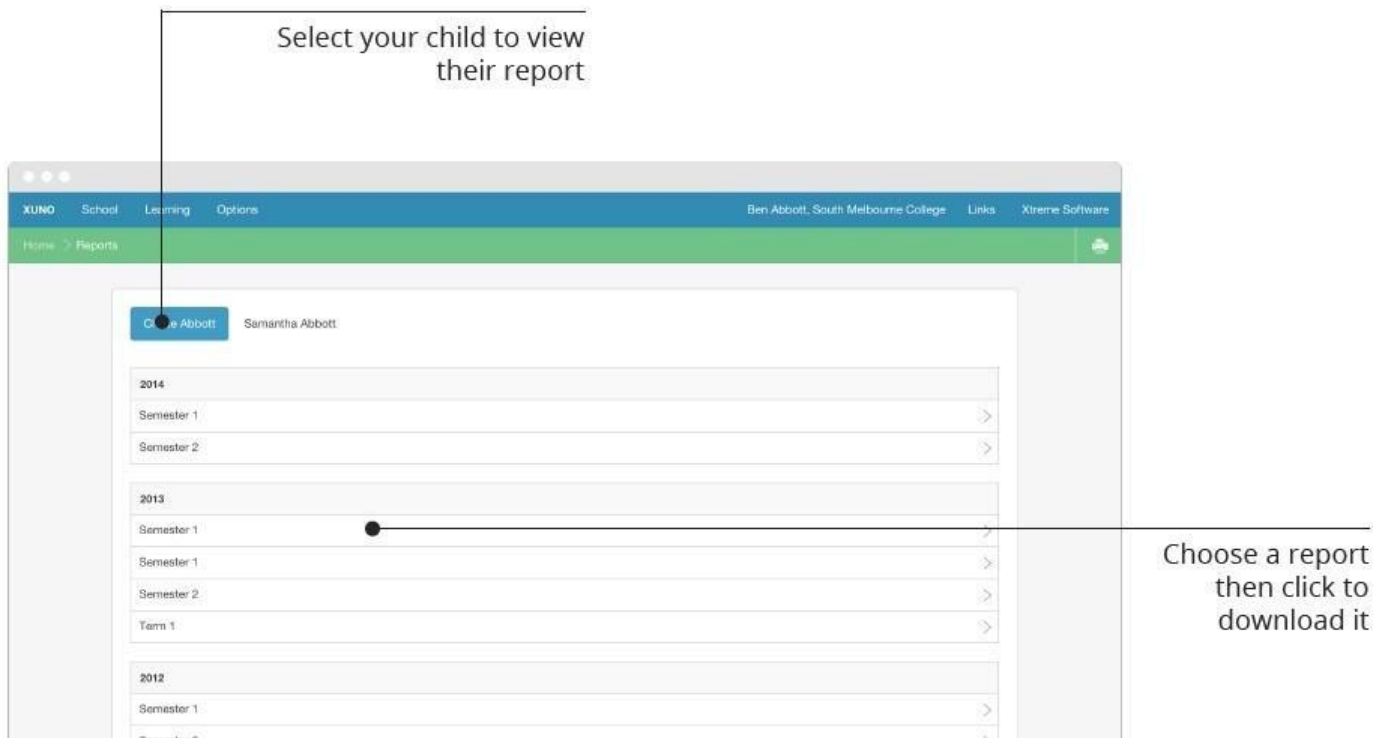
It's important that you keep your contact and emergency details up-to-date. Make adjustments to your contact details by clicking on the Update Details button. Any changes you make will be verified and may take a few days to appear on this page.

Update Details

5. When you have finished updating, click Send Changes. Your details will now be updated



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.



Submitting an Absence Note

XUNO allows you to inform the school that your child will be absent on a specific date or time in the future, including today, before or after the roll has been marked. This feature is also available through the Family mobile app.

1. Log in to your XUNO parent portal or XUNO Family app.
2. Via the **XUNO web portal**: from the **School** menu click on Attendance, or on the dashboard, click the **Attendance Today** title.
Via the **XUNO Family App**: From the main menu, tap **Attendance**
3. If you have more than one child at the school, select the name of the child you are reporting an absence for.
4. Click/tap on the **Send absence note** button.

Subject	Unapproved Absence	Approved Absence	Present	Attendance %
8 Maths S2 (8MTH201-DC1) 2021S1B	0	5	44 / 49	90%
8 Multimedia S2 (8MMA201-ME1) 2021S1B	0	2	61 / 63	97%

Subject	Unapp Absence	Attend %
8 Maths S2 (2021S1B)	0	90%



5. The click **Send a note for a future date**

The screenshot shows the top of the XUNO parent portal. At the top left is a user profile for 'Chase ABBOTT'. Below it is a blue banner with the text 'Great job! Give yourself a pat on the back. no unexplained absences.' Below the banner are two buttons: 'View All Future Absence Notes' and 'Send a note for a future date'. The 'Send a note for a future date' button is highlighted with a yellow box. Below the buttons is a table with columns 'Date', 'Period', and 'Subject'. The table is currently empty, with the text 'No unexplained absences found in date range.' displayed below the headers.

6. Select the date and period/s that your child will be absent from school. If the child will be absent for the whole day, you can just select the **All Day** check box

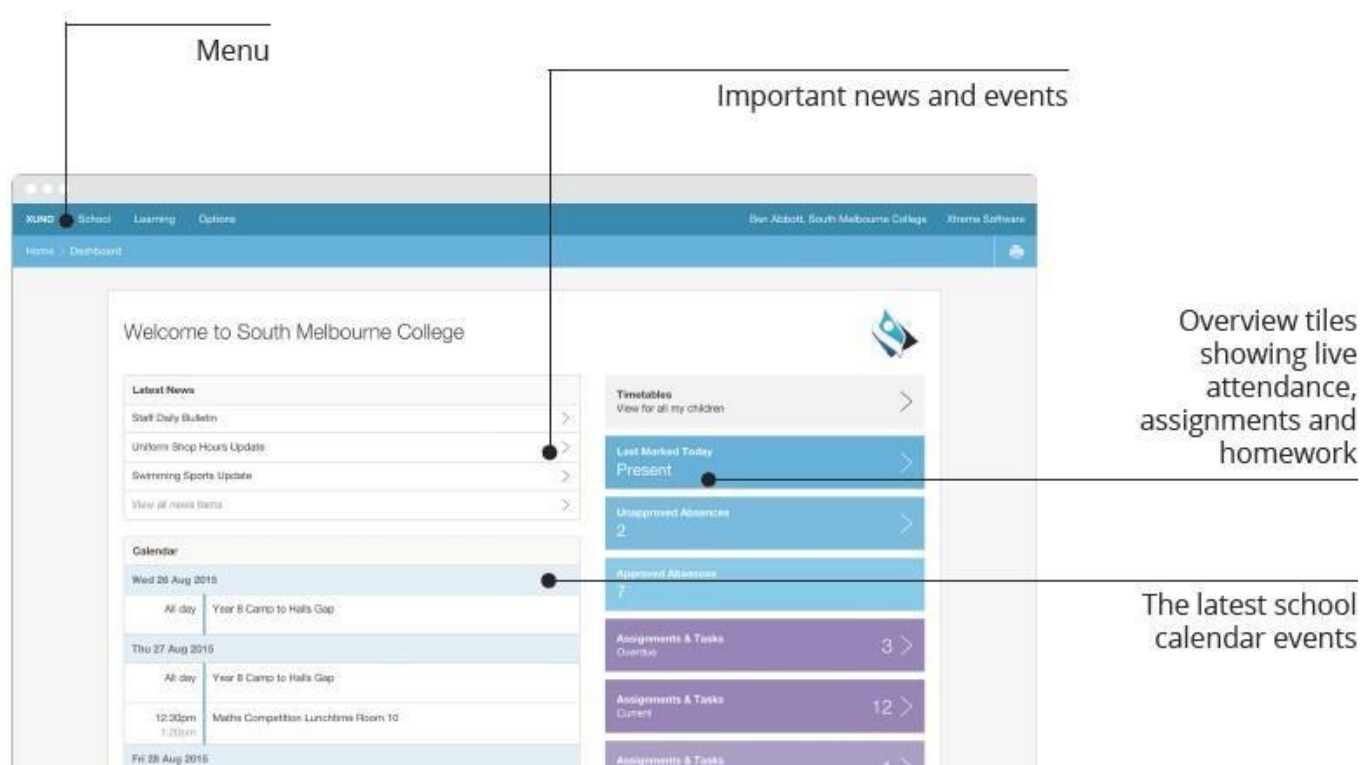
The screenshot shows the 'Send a note for a future absence' form. At the top, it says 'Cherie PAYNE will be absent from school:'. Below this is a date range selector with 'Mon 8 Feb 2021' and 'to Mon 8 Feb 2021' and an 'inclusive' checkbox. A calendar for February 2021 is open, showing the dates 1 through 28. The date 8 is selected. Below the calendar is a text input field with the placeholder text 'I'. At the bottom right are 'Cancel' and 'Save' buttons.

7. In the Reason given section, type the reason why your child will be absent on that day or period. It is best to keep the note short, and precise so that the school can quickly and easily process the information.
8. Click on Save. The school administration will be informed of your actions.
9. If you click on View all future absence notes, it may be possible to view and edit the future absence note. In some circumstances, the note will not appear in the list – this is usually due to the way the school manages

the timetable – but don't worry! The school will have been notified about the absence note via email and will action it accordingly.

Please note, it is not possible to delete the absence notes – if you wish to withdraw the absence, you'll need to contact the school directly.

Portal: How to read news



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.

