


## How to Access Student Reports via Xuno

From the end of Semester 1, 2015 all student reports have been uploaded to the Parent and Student Portals of Xuno and will no longer be mailed out to home addresses. These reports are in .PDF format which allows them to be downloaded, saved and printed from anywhere you have Internet access. This means students will be able to save and include a copy of their reports in job applications or add them as an attachment in their personal résumé. Past reports are also available online for as long as a student attends the college. This method has made distribution more efficient changes to mailing address will not affect collection and we will not need to reissue lost or damaged reports. Students needing more than one report per family will also be able to print or email as many copies as needed. There has also been a considerable cost and time saving for the college over the year.

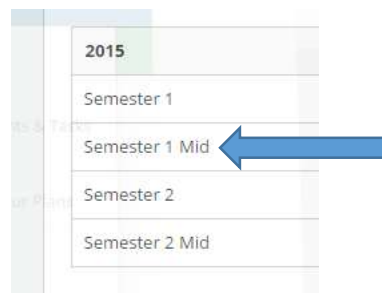
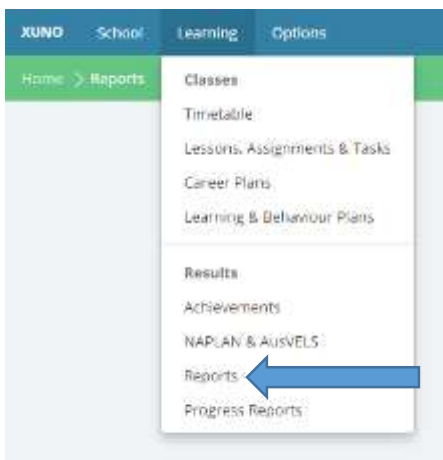
### Finding your reports is easy.

All reports are stored in the Assessments and Reports section of Xuno.

To access them from your home go to [www.newcombsc.vic.edu.au](http://www.newcombsc.vic.edu.au) and click on the  button at the bottom of the screen then enter your secure **Username** and **Password**. Both Parent and Student log on codes will be able to access the reports pages.

Once Xuno opens you can see the **Learning** link at the top of the screen. Click the **Reports** link to open the list of available reports.

Find the report you want and click (**click to download**). You can then view save and print the reports as you like.



### What if I can't get access at home?

If you do not have Internet or can't work out how to save or print the reports don't worry. Students will be able to open and print them at school or you can contact the school to arrange a copy to be printed for you.

The important thing is that **all families** do make sure to obtain a copy of student reports and sit down to read these together with students so we can all work together to improve student learning outcomes.

If you have any concerns or suggestions please contact the school on **5248 1400**.

**It is important that we have a current email address listed for parents so we can send you important information.**

**If you have changed any contact details please forward these to us by completing the Contact Us form at**

<http://www.newcombsc.vic.edu.au/contact-us/contact>

**Following the issue of Term 1 interim reports we will be conducting Parent/Student/Teacher Conferences in week 1 of term 2. Parents can book online for timeslots on Thursday 14<sup>th</sup> April from 4.00pm-7.00pm or Friday 15<sup>th</sup> April from 8.30am – 12.00pm. Further information is detailed in a separate notice.**