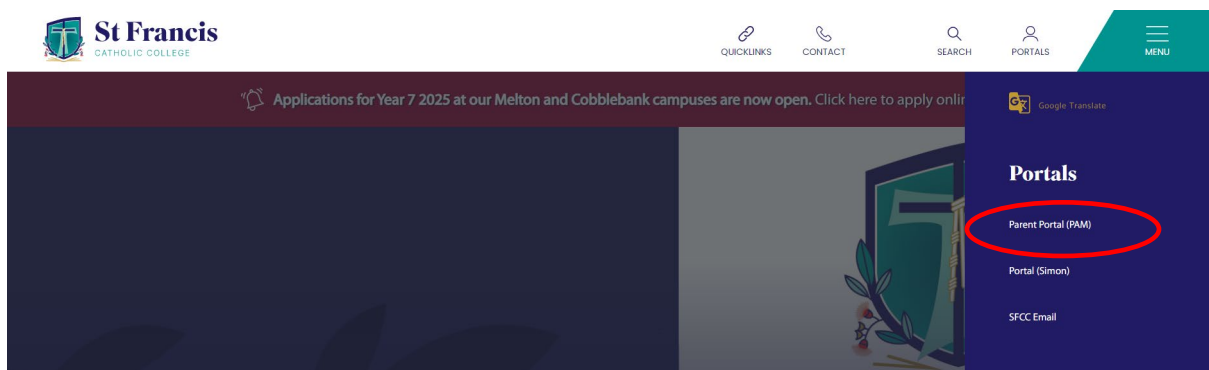


Parent Access Module and Parent Student Teacher Interviews

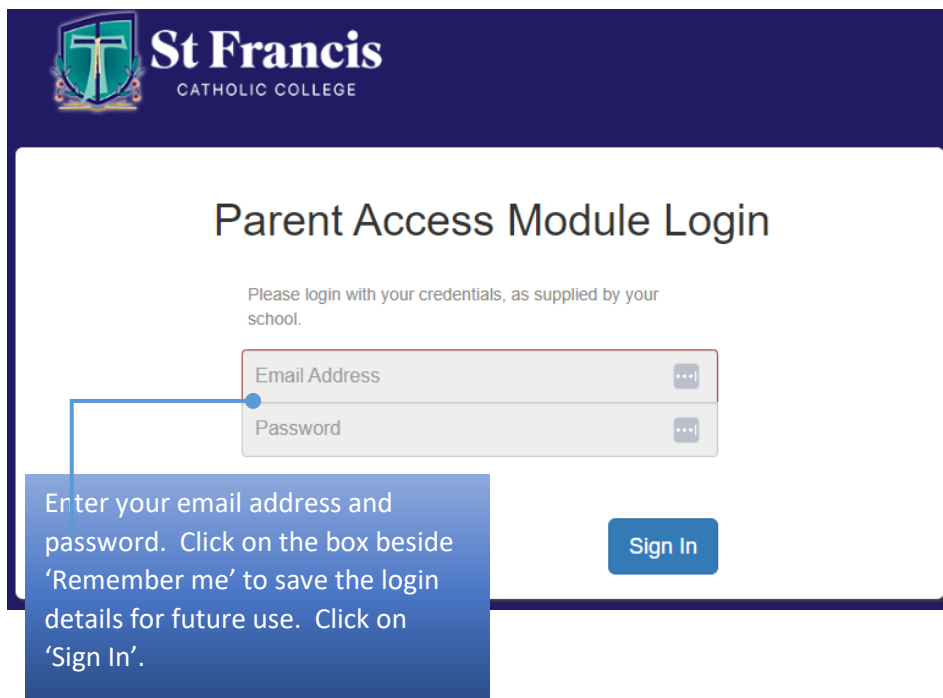
PAM Login

You can login to PAM through the St Francis Catholic College website, www.sfcc.vic.edu.au.

Click on the **Portals** menu option at the top of the screen and from the drop-down list select **Parent Portal (PAM)**.

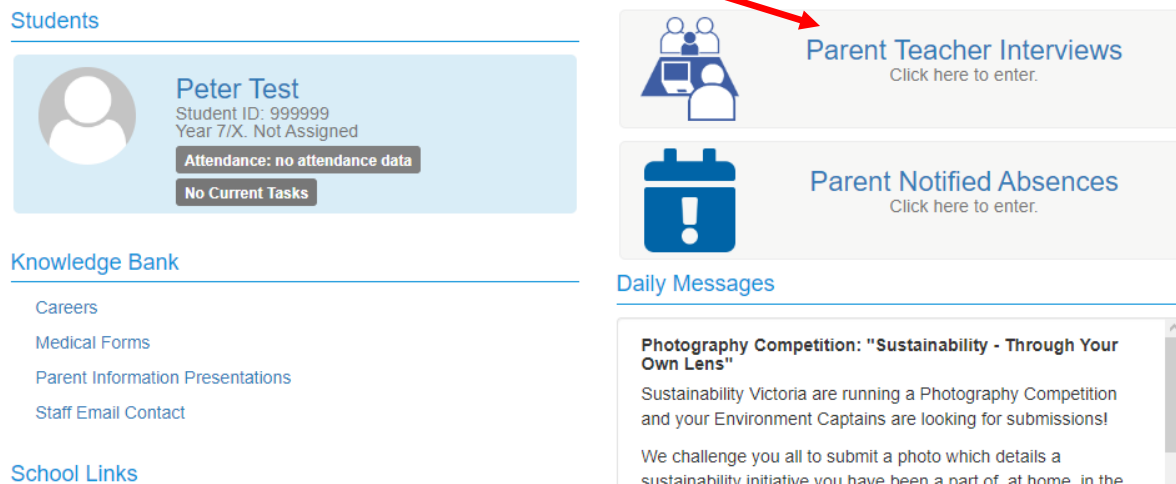


The login screen to PAM will be displayed.

A screenshot of the Parent Access Module Login screen. The header shows the St Francis Catholic College logo and name. The main heading is 'Parent Access Module Login'. Below it, a message says 'Please login with your credentials, as supplied by your school.' There are two input fields: 'Email Address' and 'Password', each with a 'Remember me' checkbox. A blue box with a line pointing to the 'Remember me' checkbox contains the text: 'Enter your email address and password. Click on the box beside 'Remember me' to save the login details for future use. Click on 'Sign In'.' A blue 'Sign In' button is located at the bottom right of the login form.

Once you log in to PAM, you will be presented with the PAM homepage.

On the homepage select the **Parent Teacher Interviews** tab link which will direct you to the booking screen.



The screenshot shows the PAM homepage layout. On the left, there's a 'Students' section with a profile for Peter Test (Student ID: 999999, Year 7/X, Not Assigned) and buttons for 'Attendance: no attendance data' and 'No Current Tasks'. Below this is a 'Knowledge Bank' with links for Careers, Medical Forms, Parent Information Presentations, and Staff Email Contact. Further down is a 'School Links' section. On the right, there are two large buttons: 'Parent Teacher Interviews' (with a red arrow pointing to it) and 'Parent Notified Absences'. Below these is a 'Daily Messages' section featuring a 'Photography Competition: "Sustainability - Through Your Own Lens"' announcement.

The booking screen lists your child's classes.



The screenshot shows the 'Peter's Classes for Interview' booking screen. It has a header 'Mid-Semester Interviews - Melton Campus (2)'. Below this, it lists '10 minute interviews' and 'On-site at Melton Campus'. A table lists the available classes: 'Unit 1 English' and 'Unit 1 Foundation Mathematics', with a red arrow pointing to the latter.

Class
Unit 1 English
Unit 1 Foundation Mathematics

To make a booking, select the class you wish to book an interview for, and the available booking times will appear.

Click on the time slot that you would like to book then select **Book Interview**.

Repeat this process for each class.

Parent Teacher Interview Booking

Peter's Classes for Interview

Mid-Semester Interviews - Melton Campus (2)

10 minute interviews

On-site at Melton Campus

Unit 1 English

Unit 1 Foundation Mathematics

Teacher: Kezi Todd

4:10pm, 26th April 2023

4:20pm, 26th April 2023

4:30pm, 26th April 2023

4:40pm, 26th April 2023

4:50pm, 26th April 2023

5:00pm, 26th April 2023

5:10pm, 26th April 2023

5:20pm, 26th April 2023

6:30pm, 26th April 2023

6:40pm, 26th April 2023

6:50pm, 26th April 2023

7:00pm, 26th April 2023

Book Interview

Once the bookings have been made, they will appear in the **Booked Times** box. You will see the teacher's name, the date, the time of the interview.

Booked Times

26th April 2023

4:40pm - 4:50pm AEST - (10 minutes)

Peter

Class: Unit 1 English

Teacher: Kezi Todd

Room: Osma Building

2nd May 2023

4:20pm - 4:30pm AEST - (10 minutes)

Peter

Class: Unit 1 Foundation Mathematics

Teacher: Katy Huynh

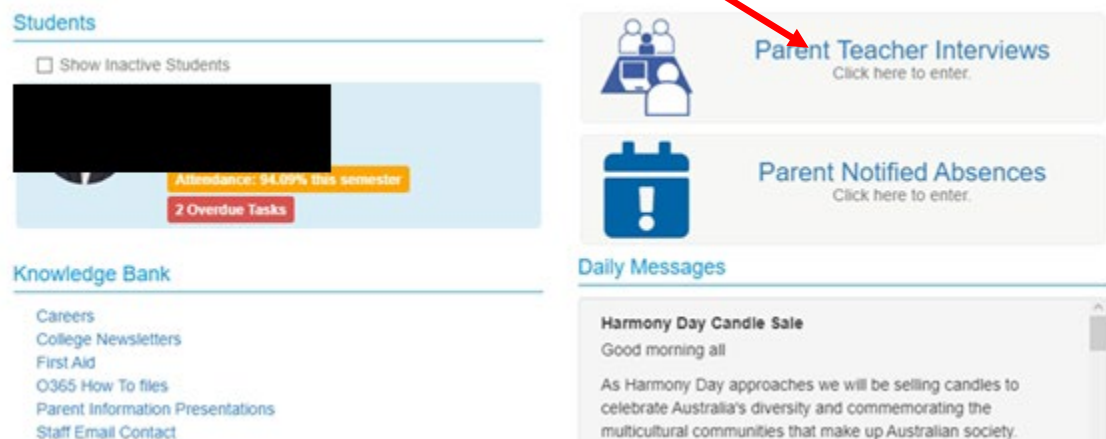
Room: Padua Building

You can print the booking times if you wish.

Please note the following:

- Interviews are for 10 minutes.
- Your interview will be on-line using Microsoft Teams.
- If you need to change a booking, you can click on the 'x' in the booked times and then book another time as shown above.

- On the day of your Parent Student Teacher interview, you will need to log into PAM and navigate to the Parent Teacher Interviews, ensuring you have Microsoft Teams on your device. We suggest you use your child's laptop to conduct the interviews.



- In the **Booked Times** box, you will find the online link to Join your interview. The **Join** link will replace 'Virtual meeting link will be available on the day of the interview', shown below.

