

St Francis Catholic College

Simon – Parent Access Module (PAM)

Please follow the instructions on the following pages.

Note: Please ensure you keep your username and Password secure at all times as information can be seen by others should they get your login details.

Once logged into PAM you will have access to valuable information about your child/children and what is happening around the school. Including the following:

- Daily messages
- Knowledge Banks
- School calendar
- Links to student resources
- Parent notified absences
- School reports
- Timetables
- Learning areas – assessment tasks
- Attendance
- Parent/Teacher Interviews

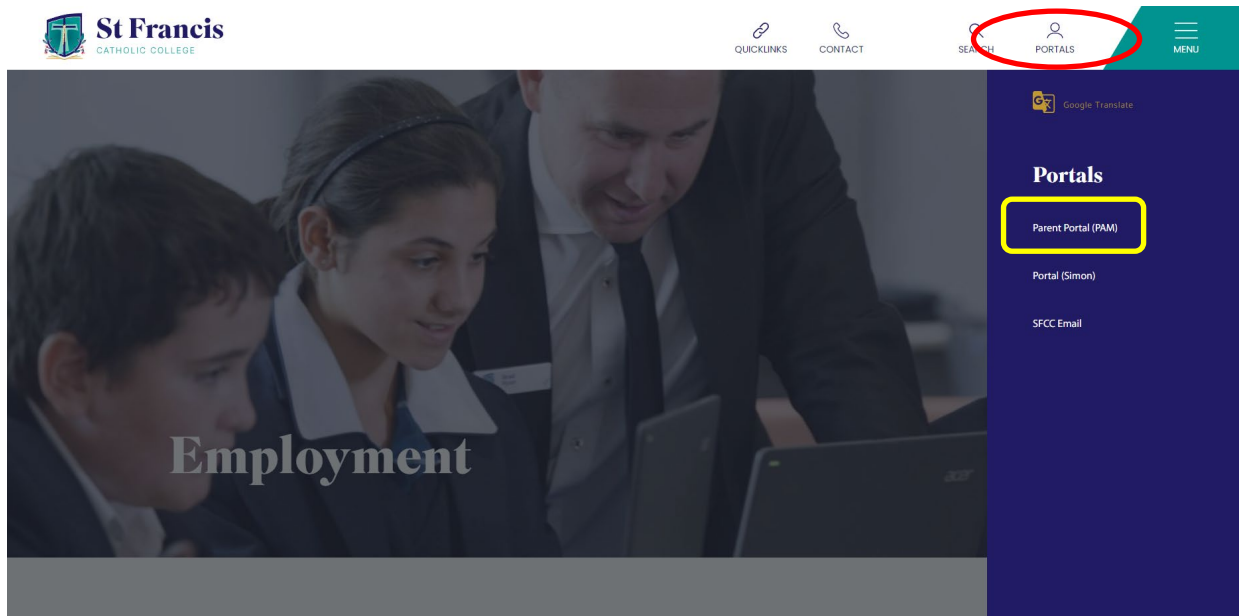
PAM Login

You can log in to PAM through the St Francis Catholic College website,

<http://www.sfcc.vic.edu.au>.

Click on the **Portals** menu at the top of the screen.

You will be presented with a drop-down list. Select **Parent Portal (PAM)**.

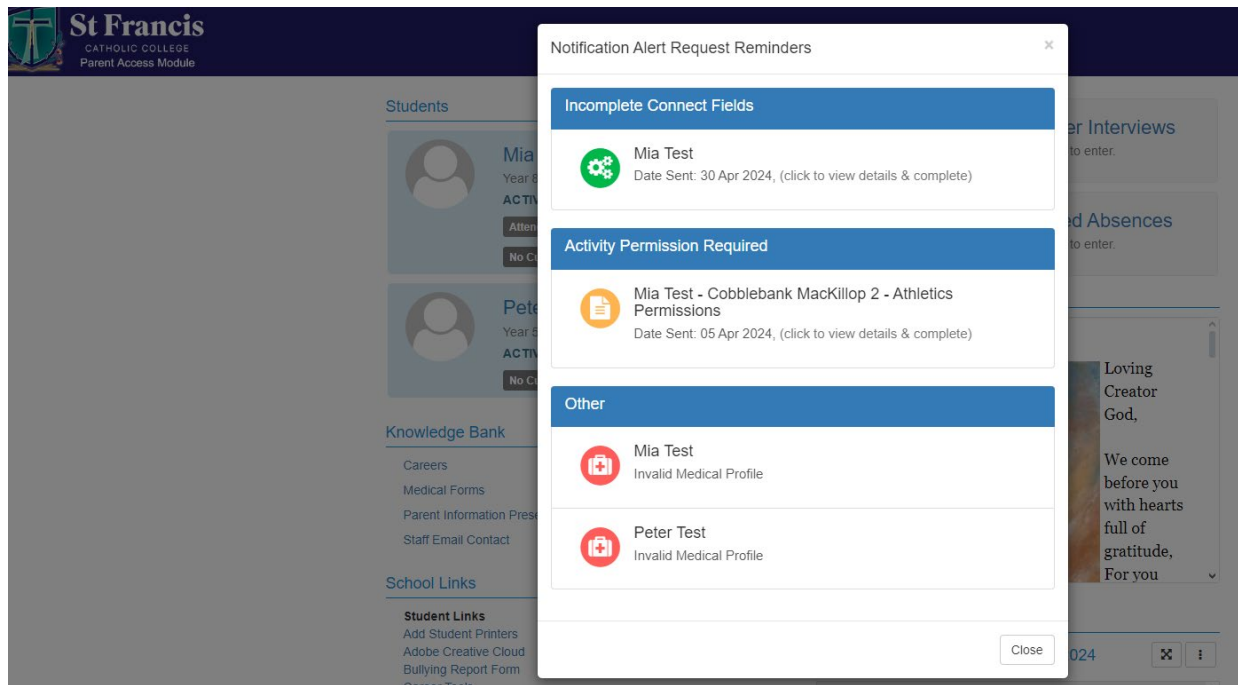


The login screen to PAM will be displayed.

A screenshot of the 'Parent Access Module Login' screen. The background is dark blue with the St Francis Catholic College logo at the top left. The main content area is white and contains the title 'Parent Access Module Login'. Below the title, it says 'Please login with your credentials, as supplied by your school.' There are two input fields: 'Email Address' and 'Password', both with red eye icons to toggle visibility. Below these fields is a checkbox labeled 'Keep me logged in' and a link for 'Forgot Password?'. A blue 'Sign In' button is at the bottom right. A large blue arrow points from a text box on the left towards the input fields. The text box contains the instruction: 'Enter your email address and password to login to your PAM account.'

Once you log in to PAM, you will be presented with the PAM homepage and you may be presented with prompts that require your action to clear them. Examples are:

- Incomplete Medical Profile.
- Giving consent to a school excursion/activity.
- Responding to Connect Field question as displayed below.



You will need to respond to/answer the Notification Alerts or they will continue to appear everytime you log in. Once you have responded to the first one, go back to Notifications by clicking on the Home button in the top right-hand corner.

On the homepage, there is a lot of information you can access, including Daily Messages, the daily calendar, Parent Notified Absences, Parent/Teacher interviews, Knowledge Banks, etc. which will give you access to a lot of information including the college newsletters.

St Francis
CATHOLIC COLLEGE
Parent Access Module

Students

Mia Test (999997)
Year 8 /X. Not Assigned
ACTIVE
Attendance: no attendance data
No Current Tasks

Peter Test (999999)
Year 5 /Lawrence 1
ACTIVE
No Current Tasks

Knowledge Bank

Careers
Medical Forms
Parent Information Presentations
Staff Email Contact

School Links

Student Links
Add Student Printers
Adobe Creative Cloud
Bullying Report Form
Career Tools
Citemaker
Google
INFINITY Library Platform
Music Styles
Musician
NAPLAN 2023 Lock Down Browser
OneDrive
Divinum Mysterium

Parent Teacher Interviews
Click here to enter.

Parent Notified Absences
Click here to enter.

Daily Messages

Prayer

Loving Creator God,
We come before you with hearts full of gratitude, For you

Calendar

Apr 29 – May 5, 2024

Monday April 29, 2024

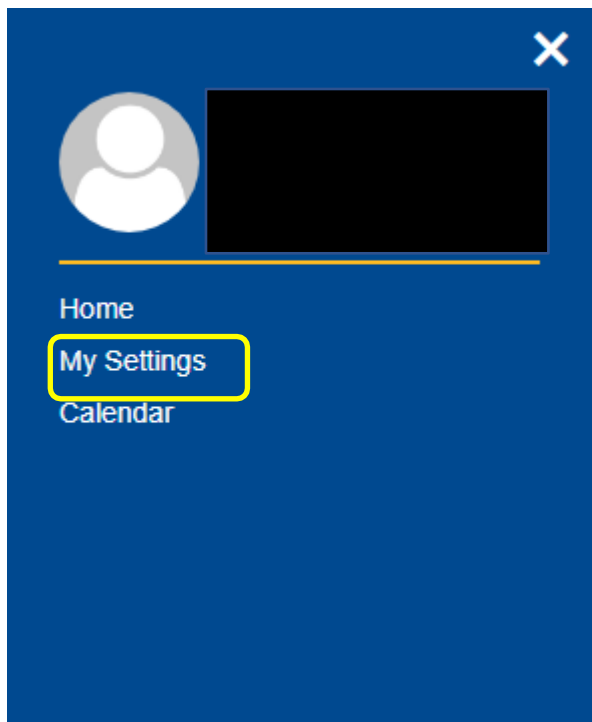
8:00am - 8:30am Senior Boys' and Girls' AFL Rd1
9:00am - 10:00am Melton School Tour

Tuesday April 30, 2024

Click on the 3 lines to access 'My Settings'

Resetting your PAM Password and adding/changing your Email address.

You will find these options under 'My Settings' by clicking on the 3 little lines in the top right hand corner of the screen.



When you click on My Settings you will be presented with this screen:

Enter new password and re-enter in next box to confirm as shown. Click on 'Update Password'

Add or change your email address.

Enter the new address and re-enter in the next box to confirm as shown.

Click on 'Update Email'

Parent Account Settings

Change Email

Current Email Address

[Redacted]

New Email Address

Confirm New Email Address

Update Email

Change Password

New Password

Confirm New Password

Update Password

PLEASE NOTE:

It is important to add/update your email address as there are 2 reasons for this:

- You use it as your username to log in to your PAM account.
- It enables the school to email you from any department to communicate general information or something more specific eg. Your child/children's teachers.

If you have previously entered an email address to your PAM account and you haven't verified it, you will see the message at the top of PAM home screen as displayed below.

 Your email address [Redacted] has not been verified. Please [click here](#) to verify.

All you need to do is to click on the 'click here' link to complete the verification process.

Assessment and Homework Tasks – View Marks and teacher comments.

From your PAM homepage, click on your child/children's image to access information about the student. This screen will give access to:

- Assessment reports
- Social behaviour
- Learning areas
- Timetable

The screenshot shows the 'Learning Areas' section of the PAM interface. On the left is a sidebar with navigation links: Personal Details, Student Timetable, Social Behaviour, Attendance, Assessment Reports, Commendations, Letters, Learning Areas (highlighted), and NAPLAN. The main content area is titled 'Learning Areas' and includes a 'Classes' dropdown set to '2020, Semester 1'. It displays two summary boxes: '14 Active Tasks' and '0 Overdue Tasks'. Below these are expandable task lists for 'Art 7 (3 tasks)', 'MATHS PLUS 7 (1 tasks)', 'Year 7 Digital Technologies (1 tasks)', and 'Year 7 English (3 tasks)'. The 'Year 7 English' list is expanded, showing tasks assigned by 'Mrs S Bennett':

Task Name	Status	Due Date	Result
YouTube Creative Task Using Language to Persuade Assessment Task	Active	6th March 2020	Satisfactory
Education Perfect Coursework Education Perfect Coursework Assessment Task	Active	26th March 2020	Satisfactory
YouTube Persuasive Oral Using Language to Persuade Assessment Task	Active	17th April 2020	Not Yet Submitted

Two blue callout boxes provide instructions: one points to the expandable task lists, stating 'Learning areas displays the subjects and tasks for each class. Click the down arrow to expand and display each task.'; the other points to the task details, stating 'Tasks and their due dates. Click the description to view teachers comments and result.'

Student Timetable



Personal Details

Student Timetable

Social Behaviour

Attendance

Click on Student Timetable to view Date, class code, room and teacher for each class on a 10 day (2 week) cycle.

NAPLAN

Student Timetable

	Home Room	Period 1	Period 2	Period 3	Period 4
Day 1 Monday 16/3	1HRM07M AVO (B107)	1MAP07F TKR (CL102)	1ART07M KJO (E123)	1ENG07M SBT (B107)	1REL07M KJN (B107)
Day 2 Tuesday 17/3	1HRM07M RSP (B107)	1ITA07M LCR (B107)	1ENG07M ARO (B107)	1CDT07D RCR (S1103)	1SCI07M JCL (B107)
Day 3 Wednesday 18/3	1HRM07M AVO (B107)	1MAP07F TKR (CL102)	1HUM07M AVO (B107)	1ART07M KJO (E123)	1SCI07M JCL (E125)

	Home Room	Period 1	Period 2	Period 3	Period 4
Day 4 Thursday 19/3	1HRM07M AVO (B107)	1ENG07M SBT (B107)	1MAP07F TKR (CL102)	1CDT07D RCR (S1103)	1PED07M AMI (B107)

	Home Room	Period 1	Period 2	Period 3	Period 4
Day 5 Friday 20/3	1HRM07M AVO (B107)	1ITA07M LCR (B107)	1HUM07M AVO (B107)	1REL07M MFR (B107)	1PED07M AMI (B107)
Day 6 Monday 23/3	1HRM07M AVO (B107)	1ART07M KJO (E123)	1MAP07F TKR (CL102)	1ENG07M SBT (B107)	1SCI07M JCL (E125)
Day 7 Tuesday 24/3	1HRM07M SBT (B107)	1ENG07M SBT (B107)	1ITA07M LCR (B107)	1CDT07D RCR (S1103)	1PED07M AMI (B107)
Day 8 Wednesday 25/3	1HRM07M AVO (B107)	1REL07M MMN (B107)	1MAP07F TKR (CL102)	1ART07M KJO (E123)	1HUM07M AVO (B107)

	Home Room	Period 1	Period 2	Period 3	Period 4
Day 9 Thursday 26/3	1HRM07M SBT (B107)	1ENG07M SBT (B107)	1MAP07F TKR (CL102)	1CDT07D RCR (S1103)	1PED07M AMI (B107)

Friday 27/3	Term 1 School Holidays
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Timetable Key:

Class Code	Class Description	Domain Component	Campus	Teacher Name
1ART07M	Art 7	Visual Arts	Bulman's Road	Ms Katherine Jones (KJO)
1MAP07F	MATHS PLUS 7	Mathematics	Bulman's Road	Mrs Tania Kremers (TKR)
1CDT07D	Year 7 Digital Technologies	Computing	Bulman's Road	Mrs Rebecca Cassar (RCR)
1ENG07M	Year 7 English	English	Bulman's Road	Mrs Simone Bennett (SBT)
1ENG07M	Year 7 English	English	Bulman's Road	Ms Amy Rowley (ARO)
1PED07M	Year 7 Health and Physical Education	Health and Physical Education	Bulman's Road	Miss Annika Miesen (AMI)
1HRM07M	Year 7 Homeroom	Pastoral Care	Bulman's Road	Mrs Alessandra Vono (AVO)
1HRM07M	Year 7 Homeroom	Pastoral Care	Bulman's Road	Mrs Simone Bennett (SBT)
1HRM07M	Year 7 Homeroom	Pastoral Care	Bulman's Road	Mrs Rebecca Spiteri (RSP)
1HUM07M	Year 7 Humanities	Humanities	Bulman's Road	Mrs Alessandra Vono (AVO)
1ITA07M	Year 7 Italian	LOTE	Bulman's Road	Miss Louise Crocitti (LCR)
1REL07M	Year 7 Religious Education	Religious Education	Bulman's Road	Mrs Margaret Fury (MFR)
1REL07M	Year 7 Religious Education	Religious Education	Bulman's Road	Ms Kaylee Jones (KJN)
1REL07M	Year 7 Religious Education	Religious Education	Bulman's Road	Ms Michelle Montalti (MMN)
1SCI07M	Year 7 Science	Science	Bulman's Road	Ms Josephine Clinton (JCL)

Period Keys:

Social Behaviour



Personal Details

Student Timetable

Social Behaviour

Attendance

Assessment Reports

Commendations

Letters

Learning Areas

NAPLAN

Click on Social Behaviour to view a summary of Incidents, Detentions or suspensions.

Social Behaviour



Student Reports

Personal Details

Student Timetable

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Learning Areas

NAPLAN

Download Assessment Reports

 Semester 1, 2020 - Mid Semester Report

To download a particular report, click on it, and it will download into your Download folder.

Click on Assessment Reports to view the full history of the student's reports.

Student Attendance

Personal Details

Student Timetable

Social Behaviour

Attendance

Assessment Reports

Commendations

Letters

Learning Areas

NAPLAN

Student Attendance

2020, Semester 1

Attendance Summary

The attendance summary report will show your child's overall school attendance as well as their class attendance. A count of class rolls affected for each type of absence will be included.

View Report

Class Attendance Percentage

The Class Attendance Percentage Report will list the number of classes and attendance percentage for each class your child has been enrolled in for the selected semester.

View Report

Period History

The Period History Report will show a short summary of your child's attendance on a period-by-period basis for each date of the semester. A key is provided to interpret the summary on the top of the report.

View Report

Clicking on the Attendance option will display 3 types of reports to select from. Click on 'View Report' in any of the 3 options to view that particular report.