

## Booking Parent Teacher Interviews through PAM – Wednesday 24 March 2021 @ 2pm-8pm

The PAM login screen can be accessed through the Simonds Catholic College website or through the following direct link: <https://pam.sccmelb.catholic.edu.au>



If you have more than one child at the school, select one at a time.

**CLICK** on the **Parent Teacher Interviews** tab. Your son's classes will appear.

The screenshot shows the PAM interface. At the top is the Simonds Catholic College logo and 'Parent Access Module'. Below this, there are several navigation options: 'Students' with a task summary (4 Active Tasks, 6 Overdue Tasks), 'Parent Teacher Interviews' with a 'Click here to Enter' button, 'Daily Messages', and 'Knowledge Bank'.

To book an interview with a particular teacher, **CLICK** on the subject name, select the time.

Confirm the time by clicking **Book Interview**.

The screenshot shows the 'Parent Teacher Online Interviews | Wednesday 24 March 2021 (10)' page. It contains the following information:

- Period 1-4 classes will run online.
- Parent Teacher Interviews will take place online between 2-5pm and 6-8pm.
- Your son will need to connect with the teacher via Teams at your designated appointment time.
- If you will be joining Parent Teacher Interviews from a mobile phone or tablet (iPad), please download the Microsoft Teams App using the links below prior to the Parent Teacher Interview day.
- Apple App Store <https://aka.ms/iosteams>
- Google Play Store <https://aka.ms/androidteams>
- online via Microsoft Teams

Teacher: Michael Hande

Available times for booking:

- 2:00pm, 24th March 2021
- 2:06pm, 24th March 2021
- 2:12pm, 24th March 2021
- 2:18pm, 24th March 2021
- 2:24pm, 24th March 2021
- 2:30pm, 24th March 2021
- 2:36pm, 24th March 2021
- 2:42pm, 24th March 2021
- 2:48pm, 24th March 2021
- 2:54pm, 24th March 2021
- 3:00pm, 24th March 2021
- 3:06pm, 24th March 2021

Subjects for booking:

- Year 9 ENGLISH (Welcome)
- Year 9 HEALTH and PHYSICAL EDUCATION (Welcome)
- Year 9 HUMANITIES (Welcome)

Book Interview button

Continue booking interviews this way.

You can see a list of your booked interviews under Booked Times

### Booked Times



The screenshot shows the 'Booked Times' interface. It displays a booked interview for Calvin on 24th March 2021 at 2:00pm - 2:05pm (5 minutes) for Year 9 ENGLISH. There is a red 'X' button to cancel the booking.

## To join online Parent Teacher Interviews, login to PAM

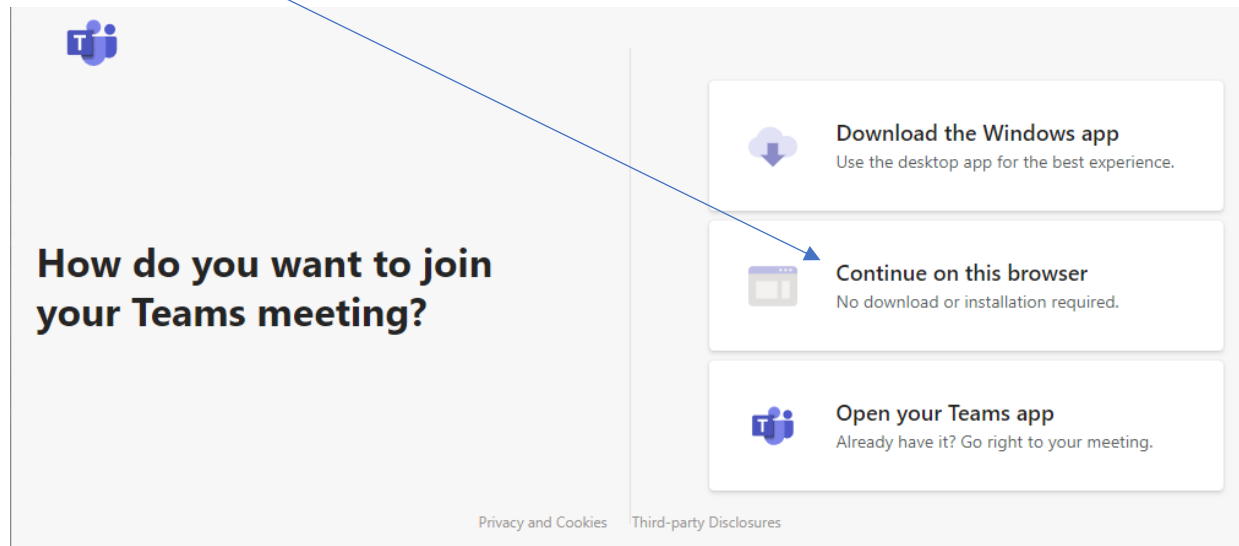
<https://pam.sccmelb.catholic.edu.au/>

Click on **Parent Teacher Interviews**

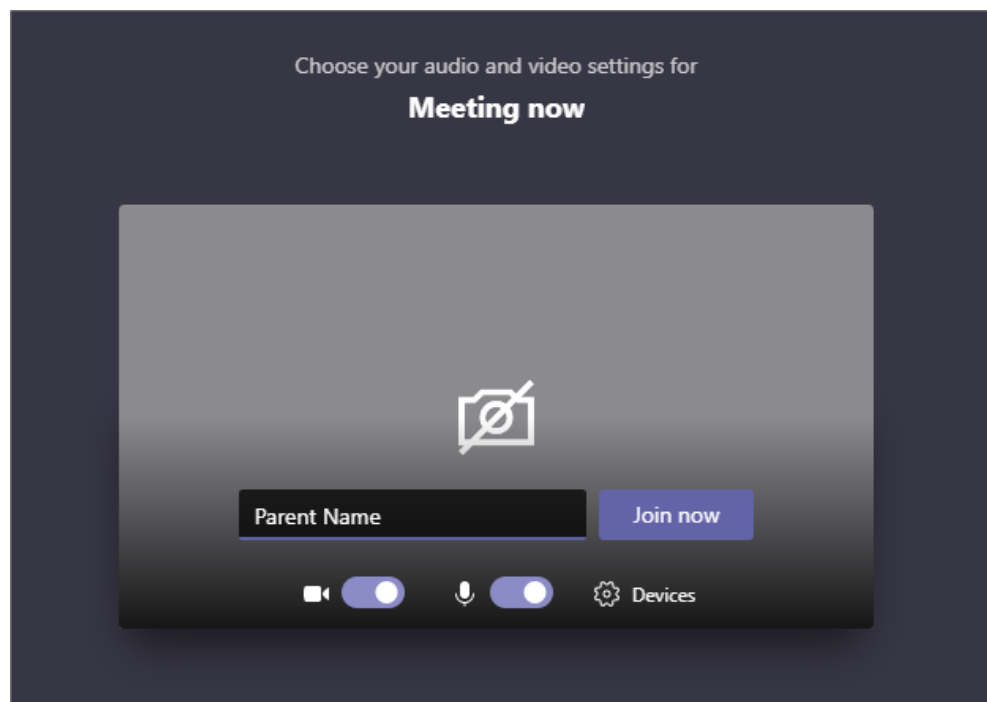
Each booked interview has its own individual link to join the meeting. Click on the link prior to booked interview time.

If you are using a **PC or Mac** a webpage will open.

Click **Continue on this browser**.



Enter your name and press **Join Now**



You will be placed in a lobby and the Teacher will be notified you are waiting and ready to start the meeting.

**IMPORTANT** If you are joining Parent Teacher Interviews from a **mobile phone or tablet (iPad)**, please **download the Microsoft Teams App** using the links below prior to the Parent Teacher Interview day.

### Teams Mobile App

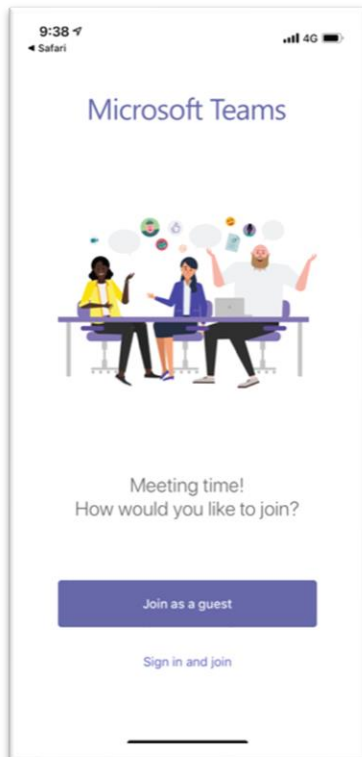


Apple App Store  
<https://aka.ms/iosteam>

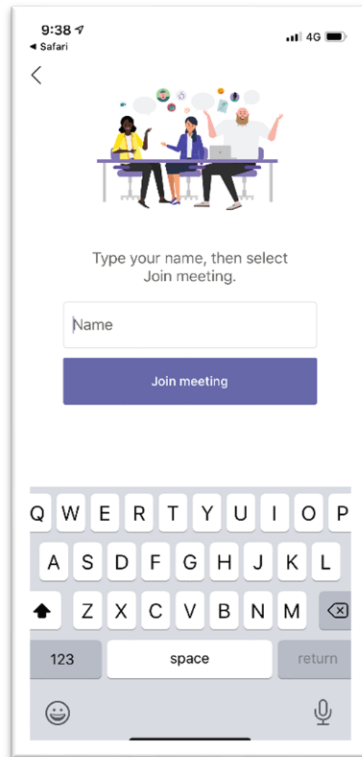
Google Play Store  
<https://aka.ms/androidteams>

If you are joining from a **mobile phone or tablet (iPad)** the Teams App will launch

Select Join as a guest



Enter your name



The teacher will be notified and your interview is ready to be started.

