



PARADE COLLEGE

How to Make a Student Progress Interview Booking using PAM

Each family has login details including **Username** and **Password** for the **Parent Access Module (PAM)** system.

If you have not received, or have misplaced, your login details, please contact the College via the email address pamsupport@parade.vic.edu.au

To access PAM, go to the link
<https://pam.parade.vic.edu.au/Login/Default.aspx>

Alternatively, you can access PAM from the College home page: <https://www.parade.vic.edu.au/> and click on the PAM link under **Parade Portals** at the very bottom of the home page.

The screen should appear as shown right.

Parent Access Module Login


Please login with your credentials, as supplied by your school.




☐ Keep me logged in

[Forgot Password?](#)

Sign In

Enter your **Username** and **Password** and click on the **Sign in** button. The following PAM home screen should appear.

**PARADE COLLEGE**
Parent Access Module



Students


☐ Show Inactive Students


Attendance: 96.42% this semester
9 Active Lesson Plans
13 Active Tasks 3 Overdue Tasks

Attendance: 97.39% this semester
1 Active Lesson Plan
10 Active Tasks 1 Overdue Task

Knowledge Bank

- How to contact Teachers
- Parent Information
- Parent Online Learning Resources - Covid19
- Parent Videos




**Parent Teacher Interviews**
Click here to enter.

**Parent Notified Absences**
Click here to enter.

Daily Messages

Year 7 Camp and Treacy Trail Info

Please see the table below for information regarding Year 7 Camp and Treacy Trail:

	Bodkin House	Hughes House	Lynch House	N
				
Mon 6/3/23	Treacy Trail Meet in Westcourt Walk at 8.50am (after Tutor Group)	Treacy Trail Meet in ERC Plaza at 8.50am (after Tutor Group)	Treacy Trail Meet in Alphington Court at 8.50am (after Tutor Group)	



Click the **Parent Teacher Interviews** to bring up the following screen.


Parent Teacher Interview Booking

Select Student... ▾


's Classes for Interview

** Parent Teacher Student Interviews 4 April 2023

! PTI Test


Booked Times 

7th March 20232:50pm - 2:57pm (7 minutes)



Class:
Teacher:


Virtual meeting link will be available on the day of the interview.



In this sample you will see that an interview has been made already.

As a parent, you can cancel an interview by clicking on the  button.

To request an interview with a teacher, use the drop-down box **Select Student**, to choose which child you would like to make a booking for.

Expanded the appropriate interview run using the  icon. The list of available subjects for the student will appear for which you can make an interview request. Actual details will be different for each Parent Teacher interview run.

Interview Run Name (number of subjects) ▾

Location

Date and Time Description

ExCEL - Setting Up A Small Business
Lower Tutor Group
Lower Tutor Period
Year 9 English
Year 9 High Performance ACC Sport: Semester 1
Year 9 History
Year 9 Mathematics
Year 9 Media
Year 9 Religious Education
Year 9 Science

Click the subject you want to book. The selected teacher's available time slots will appear in the box to the right. Click the time slot you would like for the booking, following by the **Book Interview** button.

Interview Run Name (number of subjects)

Location

Date and Time Description

ExCEL - Setting Up A Small Business

Lower Tutor Group

Lower Tutor Period

Year 9 English

Year 9 High Performance ACC Sport: Semester 1

Year 9 History

Year 9 Mathematics

Year 9 Media

Year 9 Religious Education

Year 9 Science

Teacher: Stavroula Tsembas

1:30pm, 7th March 2023

1:38pm, 7th March 2023

1:46pm, 7th March 2023

1:54pm, 7th March 2023

2:02pm, 7th March 2023

2:10pm, 7th March 2023

2:18pm, 7th March 2023

2:26pm, 7th March 2023

2:34pm, 7th March 2023

2:42pm, 7th March 2023

2:50pm, 7th March 2023

2:58pm, 7th March 2023

3:06pm, 7th March 2023

Book Interview

Your interview will be recorded in the list towards the bottom of the screen.

Booked Times



7th March 2023

2:50pm - 2:57pm (7 minutes)

Class:

Teacher:

Virtual meeting link will be available on the day of the interview.

Once you have finished making bookings, you can obtain a printout by clicking on the printer icon. Click on the **Generate Report** button to produce a *.pdf document which you can then printout.

Parent Teacher Interviews Booking Report

Return to Parent Teacher Interview Bookings

Group Interviews by: Student, Date, Interview Time

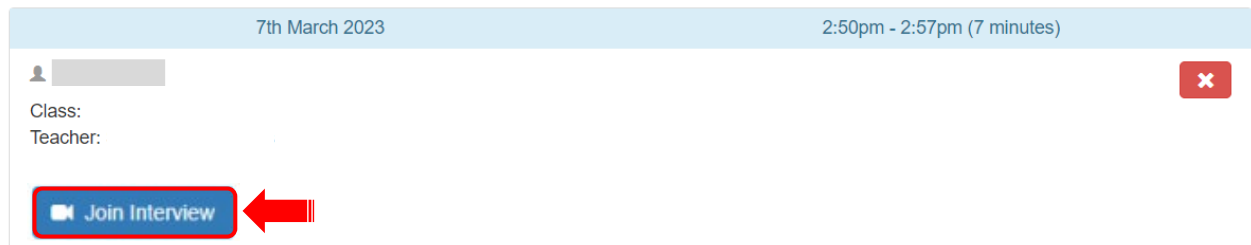
☐ Start each date on a new page

Generate Report

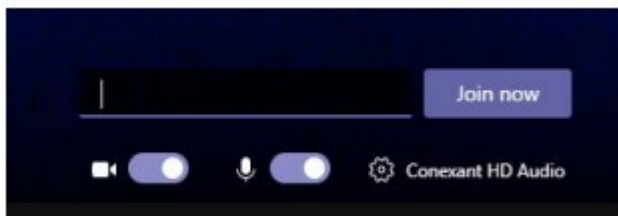
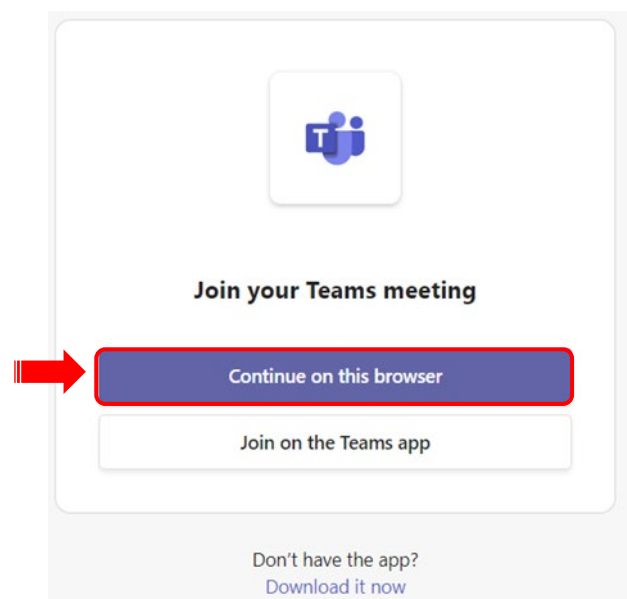
Attending an Online Parent Teacher Interview using PAM

If the **Parent Teacher Interviews** are being held online, you will be provided with a **Join Interview** link to the **Microsoft Teams** online meeting. Just before the scheduled meeting time you would click on the link provided and follow the onscreen prompts to join the meeting.

Booked Times



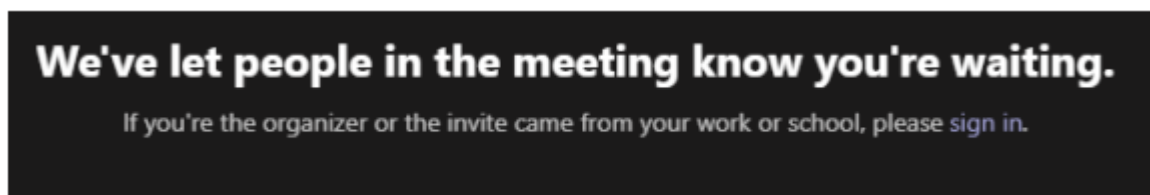
Once you have clicked the **Join Interview** link you will be presented with the following options. Select the option **Continue on this Browser**.




Enter your name and make sure you have your camera and microphone turned on, then click **Join now**.

The following message will appear, and you will be admitted to the meeting when the teacher is ready.

Note: you do not need to sign in as the message suggests, just wait.



Once in the meeting you will see the following toolbar on your screen. At the end of the meeting, you simply click on the hang-up  option.

