

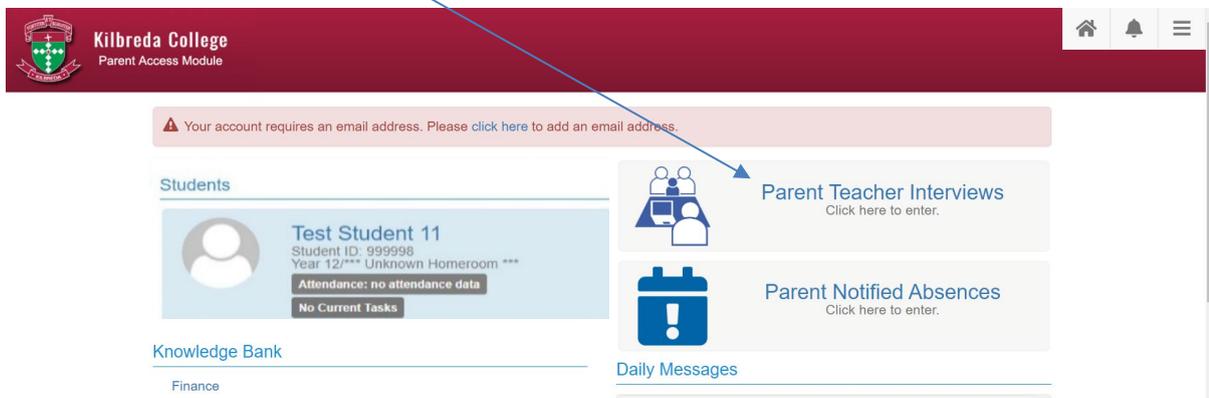


# Kilbreda College

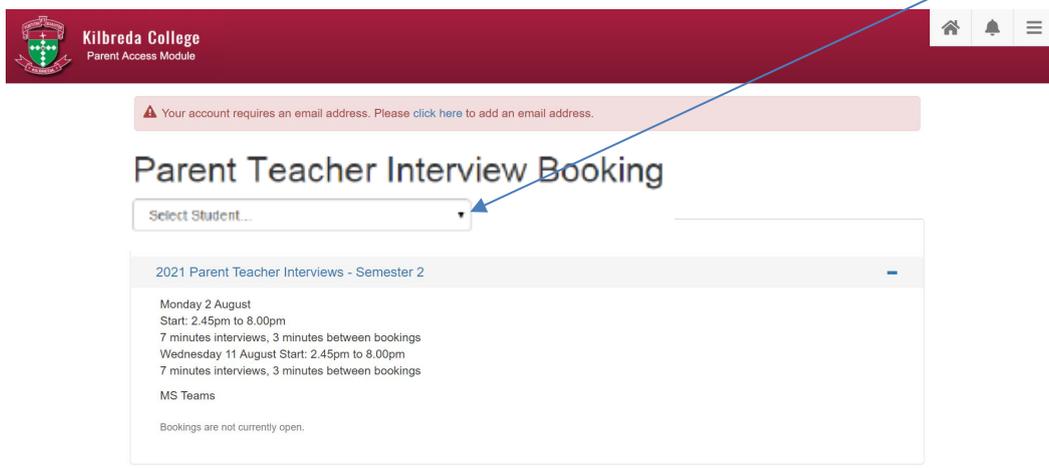
## PARENT TEACHER INTERVIEW BOOKING GUIDE Parent Access Module (PAM)

All Parent Teacher Interviews Bookings are made via the online booking option in the Parent Access Module (PAM) in SIMON.

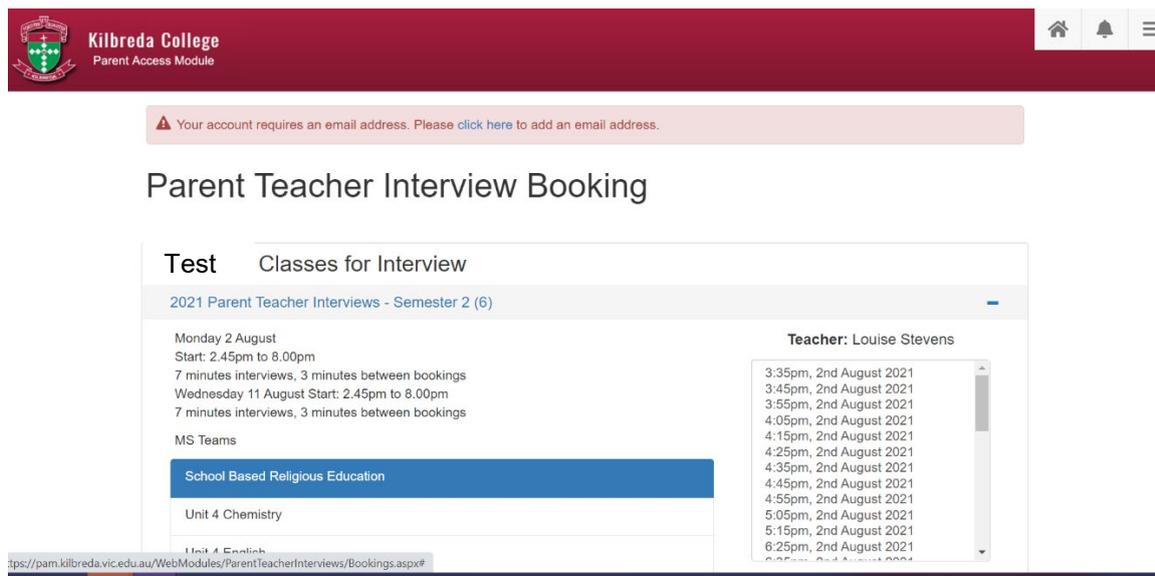
- Log into your PAM account. PAM link: Go to <https://pam.kilbreda.vic.edu.au> (If there are any problems accessing PAM please email [help@kilbreda.vic.edu.au](mailto:help@kilbreda.vic.edu.au) for assistance).
- When you log into PAM you will see on the home screen the following link for the Parent Teacher Interviews.



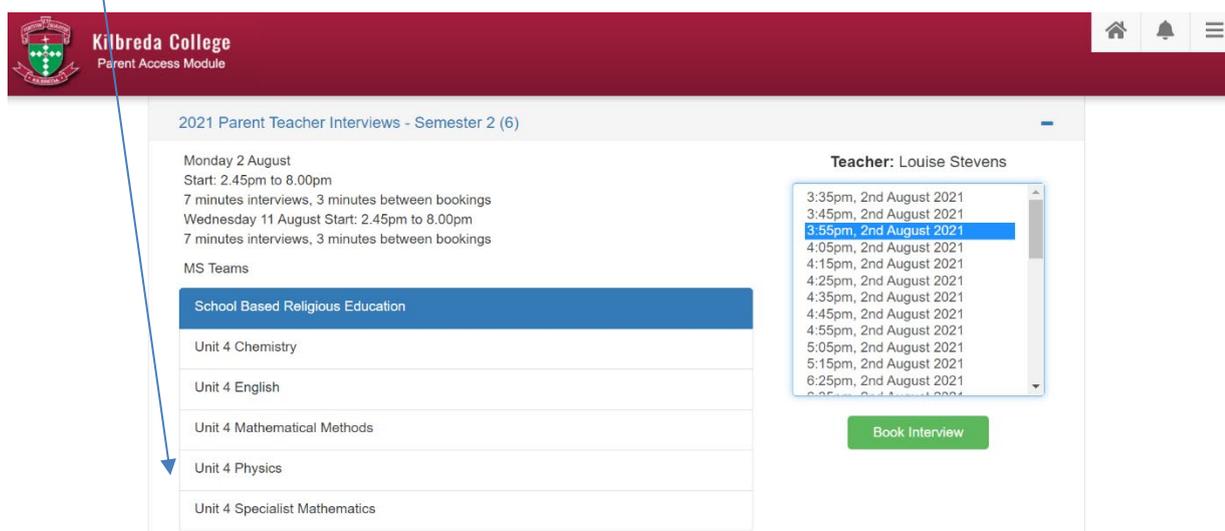
- Clicking on “Parent Teacher Interviews” box will take you to the Parent Teacher Booking Screen. If there are no upcoming interviews (ie. Bookings are yet to open) you will see the screen below. If you have one student at Kilbreda it will show your daughters name, if you have more than one student at Kilbreda College select student from the dropdown box.



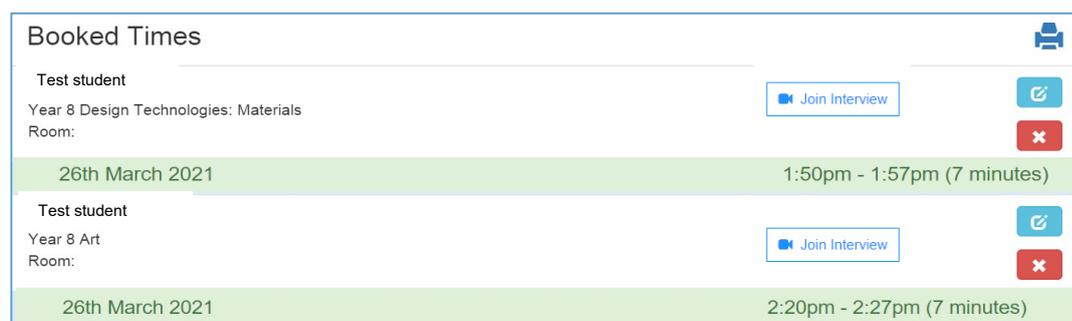
- Once the booking system is open it will show the following screen to start your bookings. It will show a list of your daughter's subjects on the left hand side.



- Click on the subject you would like to book and it will open a list of available interview times for that class and will show the subject teacher (right hand side).
  - Simply select the time that you wish to book and press "Book Interview"
  - Continue on by clicking the next class for which you'd like to make an interview. You can make appointments for as many or as little classes as you would like.



- As you book each appointment, you will see each appear at the bottom of the page under Booked Times. If you make a mistake, you can click the Delete or Edit buttons to the right of the booking. Go back to the top of the page and reselect the teacher at an alternate available time.



If you would like to save or print your list, do so by clicking the Printer (top right of Book Times). Select your choices for Group by and Start of New Page and click Generate Report

Virtual Interviews are held through Microsoft Teams. You do not need to be on on your daughter's laptop to access this, is can be accessed from any device. On day/time of interview click on the "JOIN INTERVIEW" box which will take you into Microsoft Teams. You will "wait" in the lobby until the teacher is ready to admit you.