

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

| Kilbreda College Parent Access Module | | | * | |
|--|---|---|---|--|
| A Your account requires an email | ail address. Please click here to add an email addr | 865. | | |
| Students | tudent 11 | Parent Teacher Interviews Click here to enter. | | |
| Verar 12/** Unknown Homeroom *** Attendance: no attendance data No Current Tasks | e: no attendance data t Tasks | Parent Notified Absences | | |
| Knowledge Bank | Doily | Massagas | | |
| Finance | Daily | Messages | _ | |

 Clicking on "Parent Teacher Interviews" box will take you to the Parent Teacher Booking Screen. If there are <u>no upcoming</u> 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.

| Kilbreda College Parent Access Module | | | Ξ |
|---|--|--|---|
| A Your account requires an email address. Please click here to add an email address. Parent Teacher Interview Booking | | | |
| Test Classes for Interview 2021 Parent Teacher Interviews - Semester 2 (6) | | | |
| Monday 2 August Teacher: Louise Stevens Start: 2.45pm to 8.00pm 3:35pm, 2nd August 2021 7 minutes interviews, 3 minutes between bookings 3:35pm, 2nd August 2021 Wednesday 11 August Start: 2.45pm to 8.00pm 3:45pm, 2nd August 2021 7 minutes interviews, 3 minutes between bookings 4:05pm, 2nd August 2021 MS Teams 4:15pm, 2nd August 2021 School Based Religious Education 4:35pm, 2nd August 2021 | | | |
| Unit 4 Chemistry 5:05pm, 2nd August 2021 5:05pm, 2nd August 2021 5:15pm, 2nd August 2021 5:15pm, 2nd August 2021 5:15pm, 2nd August 2021 6:25pm, 2nd August 2021 | | | |

- 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.

| Kilbreda College Parent Access Module | |
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| 2021 Parent Teacher Interviews - Semester 2 (6) | - |
| Monday 2 August Start: 2.45pm to 8.00pm 7 minutes interviews, 3 minutes between bookings Wednesday 11 August Start: 2.45pm to 8.00pm 7 minutes interviews, 3 minutes between bookings MS Teams School Based Religious Education Unit 4 Chemistry Unit 4 Chemistry Unit 4 English Unit 4 Mathematical Methods Unit 4 Physics Unit 4 Chemistry | Teacher: Louise Stevens 3:35pm, 2nd August 2021 3:35pm, 2nd August 2021 4:05pm, 2nd August 2021 4:25pm, 2nd August 2021 4:25pm, 2nd August 2021 4:35pm, 2nd August 2021 6:35pm, 2nd August 2021 |

• 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.

| Booked Times | ÷ | |
|--|-----------------------------|--|
| Test student Year 8 Design Technologies: Materials Room: | Join Interview | |
| 26th March 2021 | 1:50pm - 1:57pm (7 minutes) | |
| Test student Year 8 Art Room: | Join Interview | |
| 26th March 2021 | 2:20pm - 2:27pm (7 minutes) | |

If you would like to save or print your list, do so by clicking the Printer (top right of Book Times). Select you 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.