



## How to book online Student Parent Teacher / Mentor Interviews using PAM (Parent Access Module)

Every student at the College Senior Campus has access to **SIMON**. Each family has been sent login details including **Username** and **Password** for the **PAM** system.

If you have not received, or have misplaced, your login details, contact Susie Holcombe, email address [holcombes@hamiltoncollege.vic.edu.au](mailto:holcombes@hamiltoncollege.vic.edu.au)

To access **PAM** go to The College website home page: <http://www.hamiltoncollege.vic.edu.au> and click on the **Parents Login** link in the bottom right hand corner. The screen below should appear.

Parent Access Module Login

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

Username

Password

Remember me

[Forgot Password?](#)

Sign In

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

THE HAMILTON AND ALEXANDRA COLLEGE  
CONFIDENT FUTURES  
Parent Access Module

Students

Show Inactive Students

Test Student Aa  
Student ID: ADS  
Year 9/Young D (PS)  
Attendance: no attendance data  
No Current Tasks

Knowledge Bank

- Archived Documents (Public)
- Careers (Public)
- Exam Time Table (Public)
- Handbury Library (Public)
- Junior Campus (Public)
- Music Ensembles (Public)
- Music Timetables (Public)
- Newsletters (Public)
- Parents (Public)
- Policies and Procedures (Public)
- Sport (Public)
- Staff Email Address List (Public)
- Subject Selection (Public)

School Links

Wellbeing

- Beyond Blue Check in with Someone
- Beyond Blue Checkin App

Parent Teacher Interviews  
Click here to enter.

Daily Messages

VCE Remote Learning Times  
VCE Classes are to run 15 minutes longer than the timetabled times in SIMON during remote learning.

Calendar

Aug 10 – 16, 2020

Friday August 14, 2020

all-day Senior School House Afternoon

[WWW.HAMILTONCOLLEGE.VIC.EDU.AU](http://WWW.HAMILTONCOLLEGE.VIC.EDU.AU)

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Postal Address PO Box 286 Hamilton Vic 3300

ABN 87 006 456 266 ACN 006 456 266

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

## Parent Teacher Interview Booking

Select Student... ▼

### Booked Times



#### Teacher Name

Year 9 and 10 Multimedia (Web Game Movie Design)



#### Student Name

Room: MYPEC5



4:00pm - 4:10pm (10 minutes)

[Home](#) | [My Settings](#) | [Logout](#)

In this sample you will see that the teacher has already made one interview.

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.

The following will appear for the selected child or Mentor group, for which you can make an interview request. Actual details will be different for each Parent Teacher Interview run.

### Parent Teacher Interviews Semester I

Parents will be able to make bookings from Friday 19th June until midday Monday 13th July for the Parent Teacher evening to be held on Monday 13th July. Start Time 4:00pm. Finish Time 7:00pm. Length of Interviews 10 Minute.

Senior Campus - MYPEC

There are no limits on how many bookings a parent account can make.

Mentor Group - Laidlaw	Optional
Year 9 and 10 Cookery: Australia and Asia Pacific	Optional
Year 9 English	Optional
Year 9 Geography	Optional

Click on the Mentor/teacher or subject you want to book. The selected teacher's available time slots will appear in the box to the right.

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Year 9 and 10 Cookery: Australia and Asia Pacific	Optional
<b>Year 9 English</b>	Optional
Year 9 Geography	Optional

**Teacher: Teacher Name**

- 4:00pm, 13th July 2015
- 4:10pm, 13th July 2015
- 4:20pm, 13th July 2015
- 4:30pm, 13th July 2015
- 4:40pm, 13th July 2015
- 4:50pm, 13th July 2015
- 5:00pm, 13th July 2015
- 5:10pm, 13th July 2015
- 5:20pm, 13th July 2015
- 5:30pm, 13th July 2015
- 5:40pm, 13th July 2015
- 5:50pm, 13th July 2015

Book Interview

Click the time slot you would like for the booking, followed by the **Book Interview** button.





- 4:00pm, 13th July 2015
- 4:10pm, 13th July 2015
- 4:20pm, 13th July 2015**
- 4:30pm, 13th July 2015
- 4:40pm, 13th July 2015
- 4:50pm, 13th July 2015
- 5:00pm, 13th July 2015
- 5:10pm, 13th July 2015
- 5:20pm, 13th July 2015
- 5:30pm, 13th July 2015
- 5:40pm, 13th July 2015
- 5:50pm, 13th July 2015

Book Interview

Your Interview time will be recorded in the list toward the bottom of the screen.

## Booked Times



<b>Peter Steer</b> Year 9 and 10 Multimedia (Web Game Movie Design) 👤 <b>Pip Steer</b> Room: MYPEC5	 
4:00pm - 4:10pm (10 minutes)	
<b>Jody Ogle</b> Year 9 English 👤 <b>Pip Steer</b> Room: MYPEC7	 
4:20pm - 4:30pm (10 minutes)	

[Home](#) | [My Settings](#) | [Logout](#)

Click on the printer icon ( and then on **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:

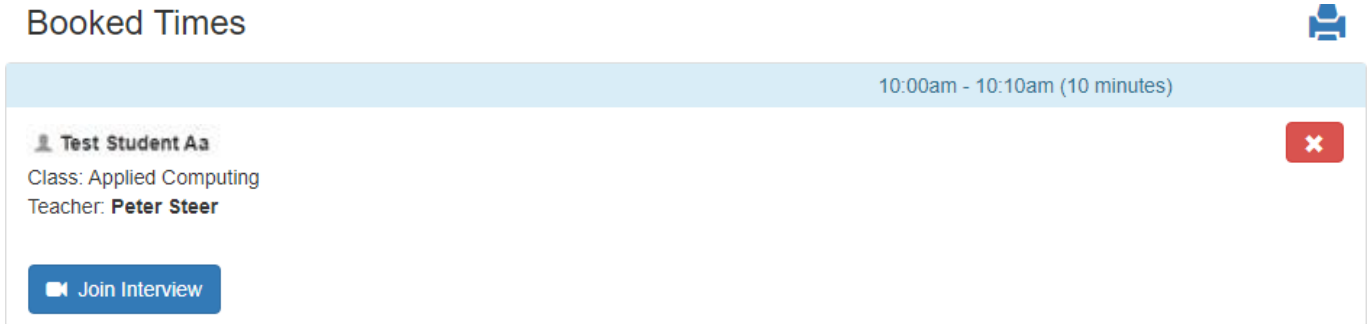
Start each date on a new page

[Generate Report](#)

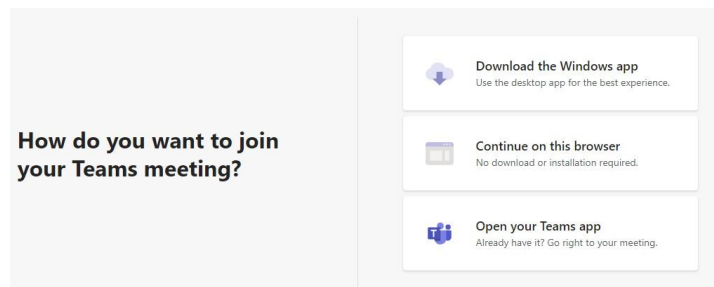
Cont.

## Attending an Online Parent Teacher Interview using PAM

If the **Parent Teacher/Mentor Interviews** are being held online, you will be provided with a **Join Interview** link to the 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.



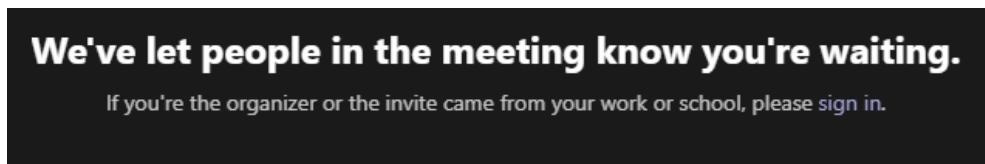
Once you have clicked on the **Join Interview** link you will be presented with the following options. Select the option **Continue on this browser**.



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 it suggests, just wait.)



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

