

St James College Parent Access Module (PAM) Booking Parent/Student/Teacher Interviews

For any issues accessing PAM, please contact the PAM Support Mailbox on 9575 8143 or email pamsupport@sjcbe.catholic.edu.au

1. Login to the parent access website: <https://pam.sjcbe.catholic.edu.au>

2. At the welcome screen you will see the Parent Teacher interviews in the right top corner, click on it to access the system.



3. Choose the student from the drop down box.

4. Once you have selected the student a list of classes will appear. Select the class and then you will be able to choose the time for the interview. Interviews are five minutes in duration.

Classes for Interview

Parent, student and teacher meetings

Session 1 from 2:00PM - 3:00PM
Session 2 from 3:30PM - 5:30PM
Session 3 from 6:30PM - 8:30PM

Auditorium

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

7 English

Teacher: Carmel Main

4:35pm, 30th March 2017
4:40pm, 30th March 2017
4:45pm, 30th March 2017
4:50pm, 30th March 2017
4:55pm, 30th March 2017
5:00pm, 30th March 2017
5:05pm, 30th March 2017
5:10pm, 30th March 2017
5:15pm, 30th March 2017
5:20pm, 30th March 2017
5:25pm, 30th March 2017
6:30pm, 30th March 2017

Book Interview

5. Click on Book Interview to confirm the session.





Please make sure you repeat this process for all the classes listed to ensure there is a booking made for each class/teacher.




Once completed you will have a summary of all bookings shown. Select the student's name from the drop down list to see their bookings.

Parent Teacher Interview Booking

Select Student... ▾





Booked Times


Carmel Main
7 English

Room: Auditorium


30th March 2017 5:00pm - 5:05pm (5 minutes)

David Kirkles
9 Homeroom

Room: Auditorium


30th March 2017 5:10pm - 5:15pm (5 minutes)

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You can change bookings and print the information at any time.

	Print all bookings
	Edit the current booking
	Cancel the current booking
	To go back to the Parent Access homepage