



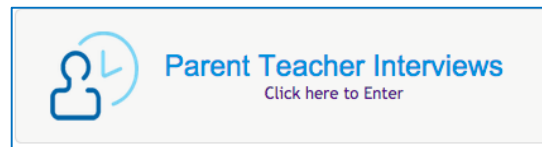
STAR OF THE SEA COLLEGE

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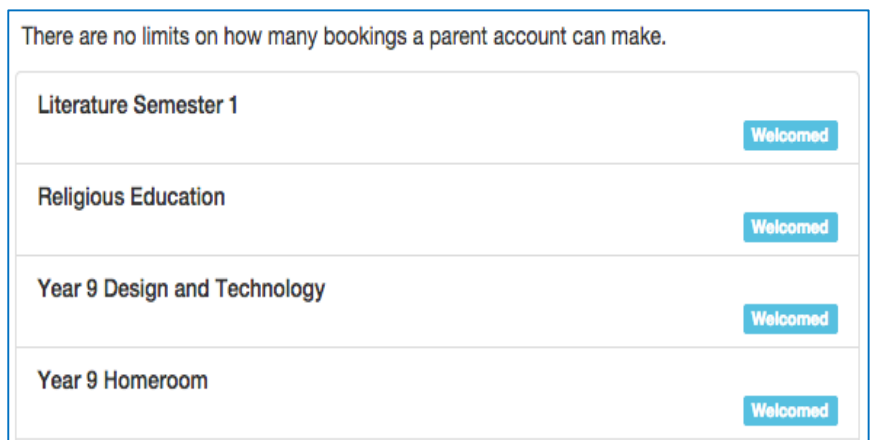
Making a Booking using the Parent Portal, PAM

- When you log into the Parent Access Module, PAM you will see on the home screen the following link for Parent Teacher Interviews.

Clicking on this will take you to the booking screen



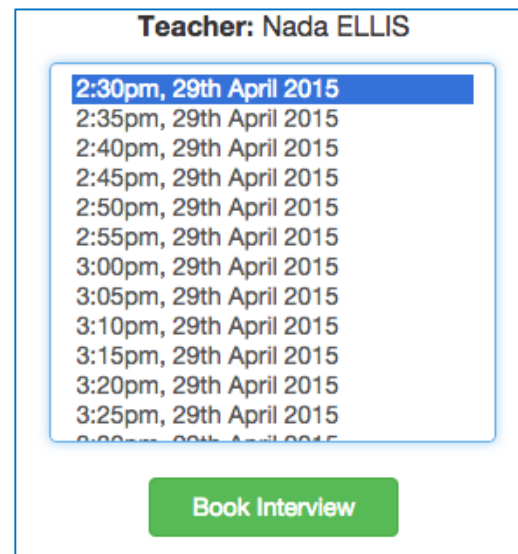
- A list of your daughter's subjects will be displayed, together with any requested interviews from specific subject teachers.



- Click on the particular subject you wish to make an interview.

- Select the appropriate time & date, and click the **green Book Interview** button to confirm time. Please note: You will only see times slots which are available at the time you are using the system. As time slots are booked for teachers, these times will no longer be available. The system will prevent double booking of teachers. The teacher will then disappear from the list and the booked time appear in another section at the bottom of the screen.

Repeat for other bookings.



- When you have made all your bookings you will be presented with a confirmation list at the bottom of the page.

Booked Times

Rebecca SHARP
Senior Nagle Homeroom
Room: Sebastian Hall

20th April 2016 2:30pm - 2:35pm (5 minutes)

You can edit or cancel the booking pressing the appropriate icon. You can then go back to top of Page and re-book.

Delete Booking

Are you sure you want to delete this interview booking?

Yes No

Edit
Delete Booking

Printing / Saving Interview Schedule

To print a list of times simply click the printer icon. The following screen will appear. Click Generate Report.

A pdf copy of your bookings will be displayed as shown below.

It is highly recommended that you print or save a copy of the interview times and bring this with you to the Parent Teacher Interviews.

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

Parent Teacher Interviews Booking Report

> Return to Parent Teacher Interview Bookings

Generate a New Report

Please use the buttons below to print or save a copy of this report. Or download here.

Star of the Sea
Parent Teacher Interviews

Parent / Student / Teacher Interviews Term 2

If you have any concerns with bookings via the parent portal, PAM, please contact Lisa Murie at the office on 9595 9595.

Regards,

Chris Burn
Deputy Principal Students