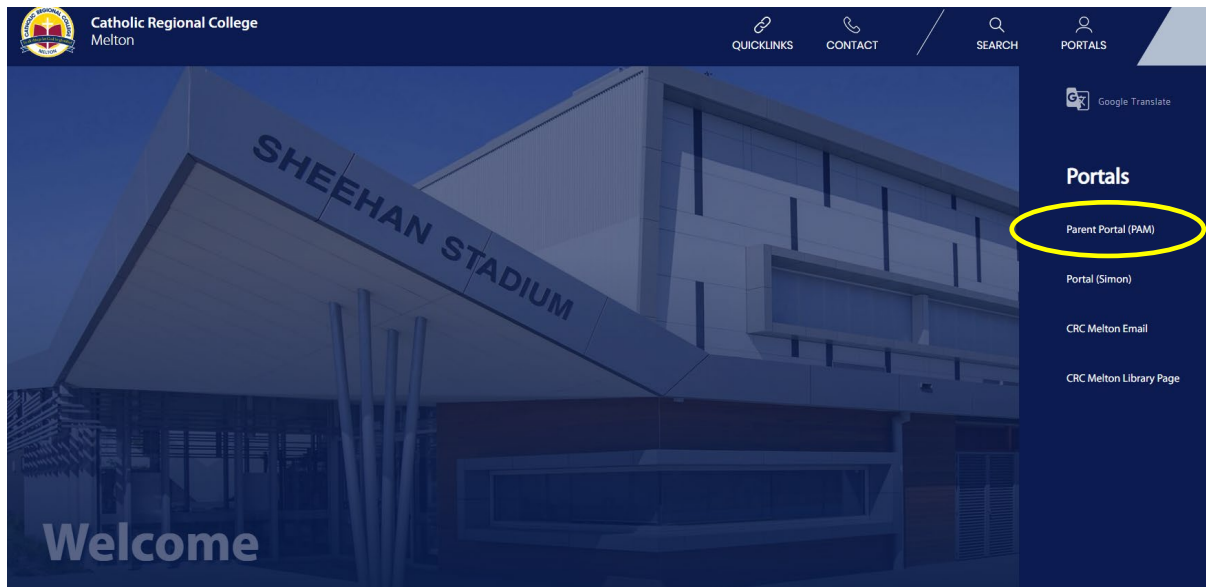




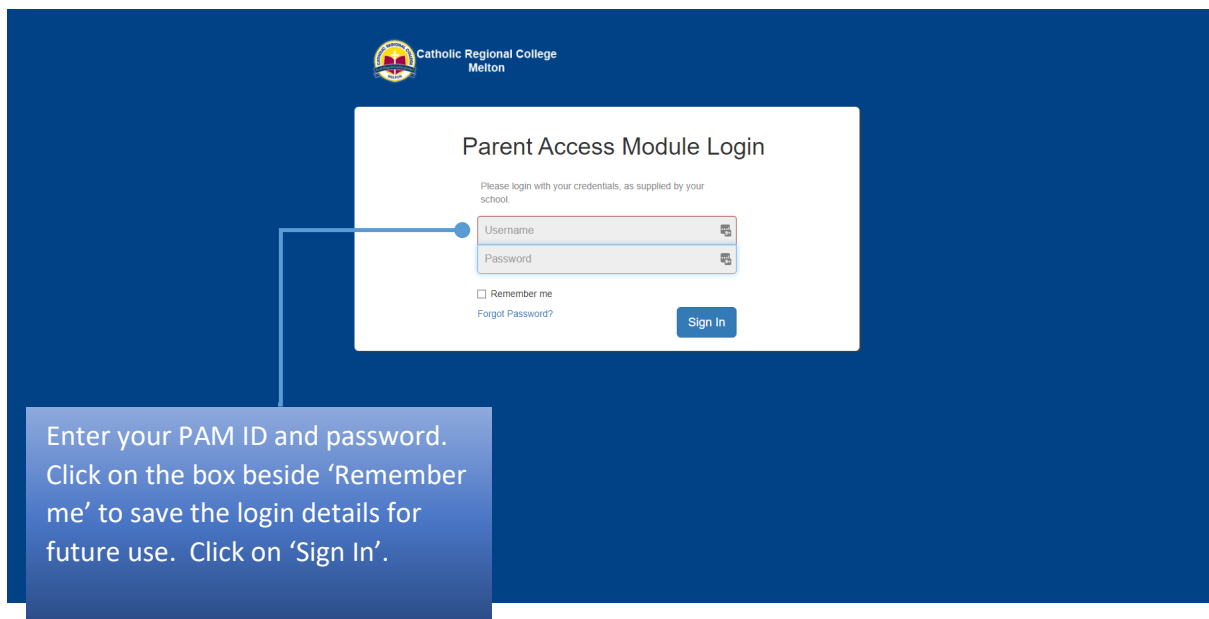
Parent Access Module and Parent Teacher Interviews

PAM Login

Logging into PAM is done by opening the CRCMelton website, <http://www.crcmelton.com.au>. Click on the Portals menu option at the top of the screen. You will be presented with a drop-down list, click on the Parent Portal(PAM) option.

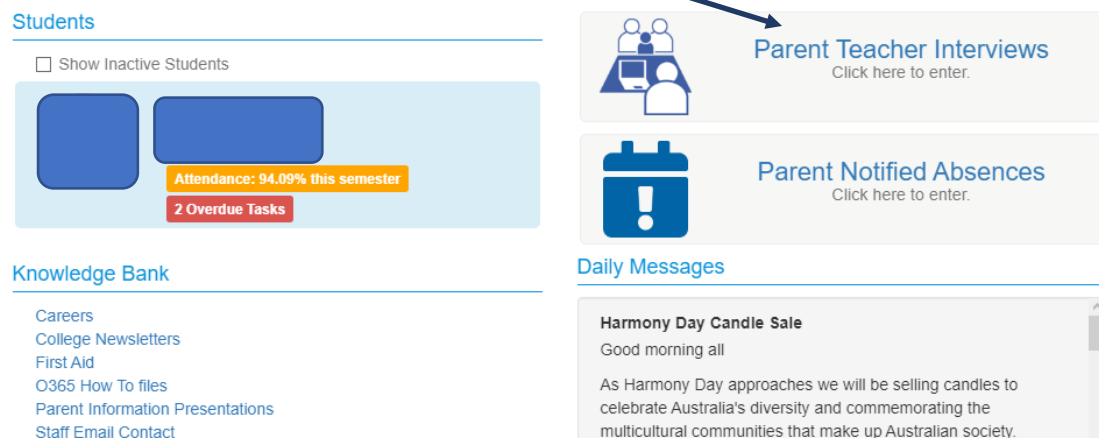


The login screen to PAM will be displayed.



Once you log in to PAM, you will be presented with the PAM homepage as displayed below.

On the homepage click on the Parent Teacher Interview link which will take you into make bookings for the Parent, Student, Teacher interviews (PSTI's).



The Parent Teacher Interviews booking screen lists the subject's you child is enrolled in. If you have more than one child at the college, click on each child to book interviews.

Parent Teacher Interview Booking

Classes for Interview

Parent Student Teacher Interviews - Term 1 (7)

8

Virtual

Unit 1 Accounting

Unit 1 Chemistry

Unit 1 English

Unit 1 General Mathematics

Unit 1 Legal Studies

Unit 1 Physics

Unit 1 Text and Traditions

Booked Times

No Interviews Booked

To make a booking, click on the subject. A list of available booking times will appear.

Click on the time slot that you would like to book then click **Book Interview**.

Parent Teacher Interview Booking

Classes for Interview

Parent Student Teacher Interviews - Term 1 (7)

8
Virtual

Unit 1 Accounting

Unit 1 Chemistry

Unit 1 English

Unit 1 General Mathematics

Unit 1 Legal Studies

Unit 1 Physics

Unit 1 Text and Traditions

Teacher: Steven Woolmer

4:30pm, 30th March 2021
4:38pm, 30th March 2021
4:46pm, 30th March 2021
4:54pm, 30th March 2021
5:02pm, 30th March 2021
5:10pm, 30th March 2021
5:18pm, 30th March 2021
5:26pm, 30th March 2021
5:34pm, 30th March 2021
5:42pm, 30th March 2021
5:50pm, 30th March 2021
6:00pm, 30th March 2021

Book Interview

Booked Times

No Interviews Booked

Once the booking is made it appears in the **Booked Times** box.

Booked Times

30th March 2021 4:54pm - 5:02pm (8 minutes)

Class: Unit 1 Accounting

Teacher: Steven Woolmer

Virtual meeting link will be available on the day of the interview.

Repeat these steps for each of the classes you wish to book an interview for.

***Please note the following:**

- Interviews will be 8 minutes.
- Interviews are conducted online using Microsoft Teams. You can either install Microsoft Teams on your device or you can use your child's device which will already have Microsoft Teams installed.
- On the day of your Parent Student Teacher interview, you will need to log into PAM and navigate to the Parent Teacher Interviews.

The screenshot shows the PAM dashboard with several sections:

- Students:** Includes a checkbox for "Show Inactive Students" and a summary box showing "Attendance: 94.09% this semester" and "2 Overdue Tasks".
- Knowledge Bank:** Lists links for Careers, College Newsletters, First Aid, O365 How To files, Parent Information Presentations, and Staff Email Contact.
- Parent Teacher Interviews:** A button with an icon of people at a computer, labeled "Parent Teacher Interviews" with the text "Click here to enter." A blue arrow points from the third bullet point in the list above to this button.
- Parent Notified Absences:** A button with a calendar icon and an exclamation mark, labeled "Parent Notified Absences" with the text "Click here to enter."
- Daily Messages:** A section titled "Harmony Day Candle Sale" with a message about celebrating Australia's diversity.

- In the **Booked Times** box, you will find the online link to Join your interview. The **Join** link will replace 'Virtual meeting link will be available on the day of the interview', shown below.

The screenshot shows the "Booked Times" interface with the following details:

- Date:** 30th March 2021
- Time:** 4:54pm - 5:02pm (8 minutes)
- Class:** Unit 1 Accounting
- Teacher:** Steven Woolmer
- Message:** A light blue box contains the text "Virtual meeting link will be available on the day of the interview." A blue arrow points from the second bullet point in the list above to this message box.
- Buttons:** A red button with a white 'X' icon is located in the top right corner of the booking details area.