

# Parent Access Module

PAM USER GUIDE FOR PARENTS 15 March 2018

#### Dear Parents,

We are pleased to announce the release of the Parent Access Module (PAM).

PAM is an extension of the Learning Management System used by your son within iSimonds. PAM provides real time access to keep you updated with your son's progress, important dates and messages, attendance and punctuality records.

You will be able to view the following information in due course through PAM:

- Daily messages and upcoming events
- Student information and timetable
- Student attendance
- Assessment tasks, due dates, task details
- Real time feedback on assessment tasks
- Six weekly review of your son's "Approaches to Learning" in all subjects
- End of semester reports (archived from now forward)
- Parent Teacher Online Bookings
- School links
- Behavioural Tracking

You must have College provided credentials to access PAM. Your login details have been sent to you separately.

If necessary, you can phone the school offices [Year 7-10 tel: 9321 9200 or VCE tel: 9403 6800] to retrieve your credentials, for assistance with PAM or with any other aspects of IT or, alternatively, email helpdesk@sccmelb.catholic.edu.au for assistance.

This user guide will provide you with information about how you can use PAM to become more involved and connected with the everyday learning of your son at school.

We encourage you to visit PAM frequently.

Sincerely,

Anatanie

<u>Mr Robert Anastasio</u> Deputy Principal | Head of St Brigid's VCE Campus

HKartach.

Mrs Helen Koutoulogenis Deputy Principal | Head of St Mary's 7-10 Campus



## PAM Login Screen

The PAM login screen can be accessed through the Simonds Catholic College website or through the following direct link: <u>https://pam.sccmelb.catholic.edu.au</u>

<b>EXAMPLE</b>	
Parent Access Module Login	
Please login with your credentials, as supplied by your school.	
Password Remember me	
Forgot Password? Sign In	

# **PAM Home Page**

Once logged in, you will see the PAM Home Page.

Parent Access Module	
Test Student Year 8 Active Task 1 Overdue Task	VS
Daily Messages	
wledge Bank lunchtime Wednesday to find out all about it	•
arent Information Breakfast Club   starting Tuesday 20 March	
WHERE ? General Purpose Room @ St Mary's WHEN ? E           ool Links         Tuesday between 8 and 8.30am. MENU Cheese toasties &	very Milo
monds Approaches to Learning       First Lunchtime Concert of the year         Friday 16th March @ 1pm C21 Everyone welcome to come and watch. Please contact Miss Kelly if you would like to perform.         FREE SCHOOL HOLIDAY PROGRAM   Story Camp Do you have big dreams of writing a novel, penning a poer publication were and and we penning a poer publication.	e 1 or
Calendar	
< > Mar 12 – 18, 2018	× :
Monday March 12,	, 2018 🔶
all-day OCatholic Education Week	
all-day 🕘 LABOUR DAY	
all-day 💿 Week 2	
Tuesday March 13,	, 2018
all-day Catholic Education Week	

<u>Daily Messages</u> - a bulletin board that students also see at school. General messages from staff pertaining to classroom events, sport, class changes and general reminders are posted here.

<u>Upcoming Events & Calendar</u> - the College calendar, listing upcoming events.

<u>School Links</u> - useful links to College documents, reports, publications and resources will be found here.

<u>Students</u> - lists each of your enrolled children linked to your parent account. Clicking their student photo or name takes you to that student's page.

If you have more than one son enrolled, their name and photo will appear on the same Home Page. By selecting your son's name, you can access other areas of PAM relating to him from the left-hand panel.

#### Personal Details

Contains your son's details and enrolment information. Contact the College office immediately should any of this information require updating.

CATHOLIC COLLEGE Parent Access Module					
Test Student	Personal Details				
	Title	Mr			
Personal Details	Initials	т			
	Surname	Student			
Student Timetable	Given	Test			
Behavioural Tracking	Preferred	Test			
Attendance	Gender	Male			
Assessment Reports	Date of Birth	10/12/2013			
Augustion Reports	Email Address	test.student@sccmelb.catholic.edu.au			
Letters	Login Name	test.student			
Learning Areas					
Medical Profile	Current Enrolment Details				
	Year Level	Year 8			
	House	Polding			

# Student Timetable

Displays the full student timetable for the current cycle, the complete list of student's classes and teachers, and the start and end times for all lessons. It is an active timetable and will indicate whole school events.

SIMONDS CATHOLIC COLLEGE Parent Access Module									
Test	Student Timetable								
Student	Day 1 Monday 5/3	riod 1 Period 2 UMG 8MATG (E22) PK (E22)	Reading SREPG PK (E22)	Period 3 8ARKX AF (E23)	Period 4 8ENGG LM (E22)	Period 5 8HPEG PK (E22)	Period 6 8HPEG PK (E22)	Homeroom PM 8HRMG PK (E22)	
Personal Details	Day 2 Tuesday AF 8/3	RKX 8RELG (E13) RC (E22)	8REPG PK (E22)	8HUMG KV (E22)	8ENGG LM (E22)	8SCIG SMZ (D22)	8MATG PK (E22)	8HRMG PK (E22)	
Student Timetable	Day 3 Wednesday SM 7/3	SCIG 8SCIG Z (D22) SMZ (D2	2 Period 8MAT 22) PK (E2	3         Period           3         8DRA           2)         KV (C2)	G SENGO LM (E2)	5 Period 3 SHPEG 2) PK (E2)	6 Homer 8HF 2) PK	oom PM RMG (E22)	
Behavioural Tracking	Per	riod 1 Period 2	Reading	Period 3	Period 4	Period 5	Period 6	Homeroom PM	1
Attendance	Day 4 Thursday 8/3 Day 5	TMG 8STMG (B01) EN (B01)	8REPG MT (E22)	8ENGG LM (E22)	8RELG RC (E22)	8MATG PK (E22)	8ARKX AF (E24)	8HRMG PK (E22)	
Assessment Reports	Friday 8H 9/3 KV Day 6 Monday	UMG 8RELG (E22) RC (E22)	8REPG PK (E22)	8DRAG KV (E22)	8ENGG LM (E22)	SPCAG PK (E22)	8MATG PK (E22)	8HRMG PK (E22)	
Letters	Day 7 Tuesday KV 13/3	UMG 8ARKX (E22) AF (E22)	8REPG PK (E22)	8ENGG LM (E22)	8HPEG PK (E22)	8DRAG KV (E22)	8MATG PK (E22)	8HRMG PK (E22)	
Learning Areas	Day 8 Wednesday PK 14/3	riod 1 Period 2 PEG 8HPEG (E22) PK (E22)	Period 3 8ENGG LM (E22)	Period 4 8RELG RC (E22)	Period 5 8\$CIG SMZ (D22)	Period 6 8MATG PK (E22)	Homeroo 8HRN PK (E	om PM 1G 22)	
Medical Profile	Pe	riod 1 Period 2	Reading	Period 3	Period 4	Period 5	Period 6	Homeroom PM	
Select other student:	Day 9 Thursday EN 15/3	TMG 8STMG (B01) EN (B01)	8REPG PK (E22)	8MATG PK (E22)	8ENGG LM (E22)	8ARKX AF (E23)	8RELG RC (E22)	8HRMG PK (E22)	
	Day 10 Friday 16/3 BM	IATG 8MATG (E22) PK (E22)	8REPG PK (E22)	8ENGG LM (E22)	8ENGG LM (E22)	8HUMG KV (E22)	8PCAG PK (E22)	8HRMG PK (E22)	
	Limetable Key:	Class Decement	0.8	Dema	in Compana	unt l	Compu		Teacher Name
	SARIX         S SPAG           SDRAG         Year 8           SDRAG         Year 8           SHPEG         Year 8           SHPEG         Year 8           SHRMG         Year 8           SHRMG         Year 8           SHRMG         Year 8           SHRMG         Year 8           SHMMG         Year 8           SHMMG         Year 8           SSTMG         Year 8           SSTMG         Year 8           SREPG         Year 8           Period         Stat           Period         Stat	AK Drama English Heath and Physici Homeroom Hurmantiles Mathematics Product Englineeth Product Englineeth Reading Program Reading Program Reading Program Reading Program Reading Program Categoria Reading Program Reading Pr	al Education 19 9 , 10	Learning S The Arts English Health and Pastoral C: Humanities Mathemati Pastoral C: Technology Learning S Science Day(S) Period Period	Physical Edi are is sare upport upport ducation 3 , 8 Start Ti 8:45 AM	St h St h St h St h St h St h St h St h	Aary's 7-10 Aary's 7-10	Campus Mr Alits Campus Mr Kath Campus Mr Path Campus Mr Path Campus Mr Path Campus Mr Path Campus Mr Path Campus Mr Path Campus Mr Bath Campus Ms Rash Campus Ms Rash Campus Ms Rash	iir Forge (AF) ier Van Der Kaay (KV), s McLenan (LM) iirky (PK) iirky (PK)
	Period 2         9:32           Reading         10:4           Period 3         11:1           Period 4         12:0           Period 5         1:35           Period 6         2:22           Homeroom PM         3:10	AM 10:17 AM 5 AM 11:15 AM 5 AM 12:00 PM 2 PM 12:47 PM 2:20 PM 2:20 PM 3:07 PM 3:15 PM		Period 2 Period 3 Period 4 Period 5 Period 6 Homeroom I	9:32 AM 10:45 AI 11:32 AM 1:05 PM 1:52 PM 2:40 PM	10:17 A M 11:30 A M 12:17 P 1:50 PN 2:37 PN 2:45 PN	M M T		

# Behavioural Tracking

year in which the student is enrolled.

If you have a specific question about an incident in Behavioural Tracking, contact should be made with the relevant Year Level Coordinator.





# Attendance

## Three reports are available

CATHOLIC COLLEGE Parent Access Module						
C Test Student	Student Attendance					
	2018, Semester 1 v					
Personal Details	Attendance Summary					
Student Timetable	The attendance summary report will show your child's overall school attendance as well as their class					
Behavioural Tracking	attendance. A count of class rolls affected for each type of absence will be included.					
Attendance						
Assessment Reports	Period History					
Letters	The Period History Report will show a short summary of your child's attendance on a period-by-period					
Learning Areas	basis for each date of the semester. A key is provided to interpret the summary on the top of the report.					
Medical Profile	View Report					

## 1. Attendance Summary

	SIMONDS CATHOLIC COLLEGE Parent Access Module	
Student	t Attendance - Test Student	
Return to S	Student Profile	
Please use	se the buttons below to print or save a copy of this report. Or download here.	
_		
	Simonds Catholic College Attendance Summary Report (St Mary's 7-10 Campus) 2018, Semester 1	
	Test Student (Year: 9, Hse: Mannix)	
	* Overall School Attendance: 81.54% Class Attendance: 81.41% (Based on minutes, not roll counts)	
	Unexplained Absences and Follow Up (Class Rolls Affected) Absent Without Reason: 0 Followed Up 0	
	School Passes (Class Rolls Affected)	
	Late to School Pass: 2         Leave Pass: 5         Sick Pass: 0           Late to Class: 3         Class Pass: 0	
	School Initiated Absences (Class Rolls Affected)         Parent Initiated Absences (Class Rolls Affected)           School Related Absence: 0         Parent Notified Absence: 29           School Acknowledged Absence: 1         Parent Notified Absence: 29	
	* Class percentage may be lower compared to overall school percentage as student may have participated in extra-curricular activities during normal	

- Unexplained Absences occur if a parent has not contacted the College to explain an absence.
- School Passes reflect different reasons why a student may be out of class or late to school.
- School Acknowledged Absence (SAA) is used to record all activities that a student is absent from class, such • as an excursion, sport, mass, community engagement or similar activities. These activities are recorded in the overall student attendance and a list of all activities will be recorded on semester reports.

Please note that counts are measured in periods not days.

## 2. Period History

CATHOLIC COLLEGE Parent Access Module			
Student Attendance - Test Stud	ent		
Return to Student Profile			
Please use the buttons below to print or sa	ve a copy of this report. Or	download here.	
	Simonds	Catholic College	
	Individual /	Attendance Summary	
	Т	est Student	
Service contractions			
	This report is an daily attendance s	summary. The attendance key is displayed b	below.
4 - Descent 0 - Absent	U = Unmarked F = Absent (Fe	ollowed Up) T = Late to Class # = No R	Roll Mark != Attendance Alert
T = Present U = Absent	and bladford Abasenes D - Cabas	I Plate a Alexandre Alexandre Alexandre A	
N = Present 0 = Absent N = Par P = Late to Sci	ent Notified Absence R = Schoo lool Pass L = Leave Pass S =	Related Absence A = School Acknowled Sick Pass (School) H = Sick Pass (Home	e) C = Class Pass
N = Present 0 = Absent N = Par P = Late to Sci Thursday, 01 February 2018	ent Notified Absence R = Schoo 1001 Pass L = Leave Pass S = 1-1-1-1-1-1	I Related Absence A = School Acknowled Sick Pass (School) H = Sick Pass (Home Friday 02 February 2018	e) C = Class Pass 1-1-1-1-1-1-1
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#### 3. Class Attendance Percentage and Period History

#### Breakdown of attendance percentage for all classes.



**Learning Areas** 

This section allows parents to monitor Homework and Assessment Tasks.

CATHOLIC COLLEGE Parent Access Module								
Test	Learning Areas							
Student	Classes	2018, Semester 1						
Personal Details								
Student Timetable	6 Active Tacks		3 Overdue Tecko					
Behavioural Tracking	ACLIVE IASKS		Overdue Tasks					
Attendance	Year 9 Civics and Citizenship (1 tasks)		1 Active	^				
Assessment Reports	Mr L Scerri 🗷							
Letters	Quiz Influencing Citizens' Choices	Active 22nd March 2018	Not Yet Submitted					
Learning Areas	Class Task							
Medical Profile								
	Year 9 English (2 tasks)		1 Active	<b>×</b>				
	Year 9 Food Technology (1 tasks)		1 Active	<b>~</b>				
	Year 9 Humanities (1 tasks)		1 Active	~				
	Year 9 Mathematics (1 tasks)		1 Active	~				
	Year 9 Product Engineering (1 tasks)		1 Overdue	^				
	Mr E Nikolaidis 💌							
	Workshop and Machine Safety Training Workshop and Machine Safety Class Task	Overdue 27th February 2018	Not Yet Submitted					
	Year 9 Religious Education (2 tasks)		1 Active	~				

Results of teacher assessed work will be available here a few weeks after the submission due date.

## **Assessment Reports**

This is where all school reports are downloaded.

Ongoing information about your son's performance on individual tasks will be available in the Learning Areas section. At the end of each semester, the College will issue a formal Semester Report. These reports will be available for download and they may be saved or printed, as required. Copies of your son's reports will be archived in this section for your reference.

As well, teachers will be providing more frequent (every six weeks) feedback on your son's effort in the Approaches to Learning reports. To view assessment and attendance reports, you will require a recent version of Adobe Acrobat Reader. It can be downloaded for free at <a href="http://get.adobe.com/reader/">http://get.adobe.com/reader/</a>

## Letters

Formal communication letters will appear here.



Parent Teacher Interviews Click here to Enter Bookings for Parent Teacher Interviews will be made through PAM. The College will notify parents indicating that the parent teacher interviews can now be booked through PAM a few weeks before the scheduled dates.

#### **PAM Updates**

Updates on PAM will be provided through the Knowledge Bank link on the opening page of PAM. If you have any questions about PAM or the content contained in PAM, you should make contact with the College Office, who will answer your question or direct you to the most appropriate person who can answer your questions.