

# PARENT ACCESS MODULE (PAM)

## Parent User Guide

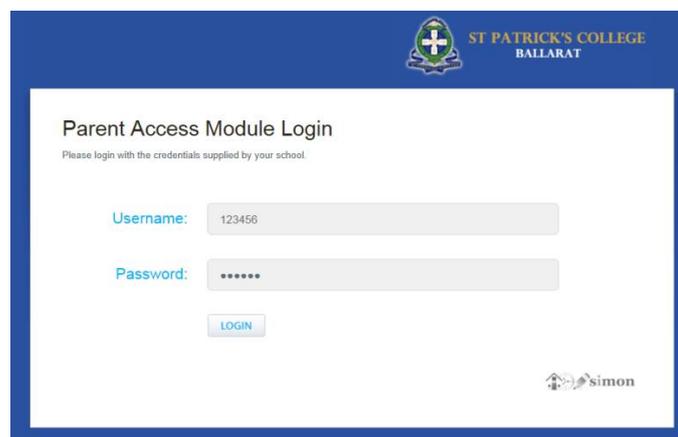
The Parent Access Module (PAM) provides parents online access to a range of information specific to their son(s) including his timetable, attendance records, daily messages, the College calendar, the student assessment area and Learning Areas. This guide outlines the steps to access the various sections of PAM.

For best results, it is recommended that you access PAM from a computer with a broadband (ADSL, Cable, Fibre) connection and use an up-to-date web browser.

Open your web browser, and type in the address <http://pam.stpats.vic.edu.au> into the address bar.



You will then be presented with the PAM log-in screen for St Patrick's College (as shown below). Enter your PAM Username and PAM Password as provided to you in the letter previously sent to parents regarding PAM access.

A screenshot of the PAM login screen. The page has a blue header with the St Patrick's College Ballarat logo and name. The main content area is white and contains the following text: "Parent Access Module Login", "Please login with the credentials supplied by your school.", "Username: 123456", "Password: .....", and a "LOGIN" button. The Simon logo is visible in the bottom right corner.

Parents requiring further assistance with their username and password are asked to phone 5331 1688 or email the College ([adminsupport@stpats.vic.edu.au](mailto:adminsupport@stpats.vic.edu.au)) to arrange this.

Once logged-in, you will then be presented with the following screen:

The screenshot shows the 'Parent Access Module' interface for St Patrick's College. At the top, it indicates the user is logged in as 'Mr and Mrs Apple' on 'Thursday, 28 June 2012'. The main content area is divided into three sections: 'Daily Messages', 'Students', and 'Upcoming Events'. The 'Daily Messages' section contains two messages: one for 'All Year 12 Students' regarding an examination seminar, and another for 'Year 12 Students' about a scholarship application. The 'Students' section displays a student profile card with a photo placeholder, name, 'Year Level: 12', 'Homeroom: 12E', and 'House: Nunan'. Below this is a 'School Links' section with links for 'Parent Resources', 'Catholic Education Office - Ballarat', and 'School Homepage'. The 'Upcoming Events' section lists 'Year 10 Work Experience' from June 25-29 and 'Junior School and Senior School Reports mailed home' on June 29.

**Daily Messages** – is 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.

**Upcoming Events** – the College calendar, listing upcoming events.

**Students** – lists your son(s) at the College, with their student photo, Year Level, Homeroom and House.

From here, you can click on your son's name or photo in the **Students** section to view more specific details.

This image is a close-up of the 'Students' section from the dashboard. It shows a student profile card with a photo placeholder on the left, a name field in the middle, and three columns on the right labeled 'Year Level:', 'Homeroom:', and 'House:'. The values are '12', '12E', and 'Nunan' respectively. A blue arrow points from the top of the page towards the name field, indicating that clicking on the name or photo leads to more details.

When you click on the name of your son, you will be directed to a screen similar to the following:

The screenshot shows the 'Parent Access Module' interface for St Patrick's College. At the top, it displays the college logo, the text 'ST PATRICK'S COLLEGE Parent Access Module', and a login status 'Logged in as [redacted] Date: Wednesday, 10 April 2013'. Navigation buttons for 'HOME', 'MY SETTINGS', and 'LOGOUT' are visible. Below the header, a breadcrumb trail reads 'You are here: Home > Personal Details'. The main content area is divided into two panes. The left-hand pane contains a student profile card with a placeholder photo, a name field, and details: 'Year Level: 9', 'Homeroom: 9A-SHD109', and 'House: Ryan'. Below this is a vertical menu with options: 'Personal Details' (highlighted), 'Student Timetable', 'Student Attendance', 'Student Assessment', 'General Booklist', and 'Learning Areas'. The right-hand pane is titled 'Personal Details' and lists fields for: Title, Initials, Surname, Given 1, Given 2, Preferred, Gender, Date of Birth, Email Address, and Login Name, each followed by a colon and a blank space for input.

The right-hand pane displays your son's **Personal Details** (as per the information we currently have). *Note: Please contact the College if any of these details require updating.*

The left-hand pane allows you to switch to other areas of PAM - **Student Timetable, Student Attendance, Student Assessment, Booklist** and **Learning Areas**.

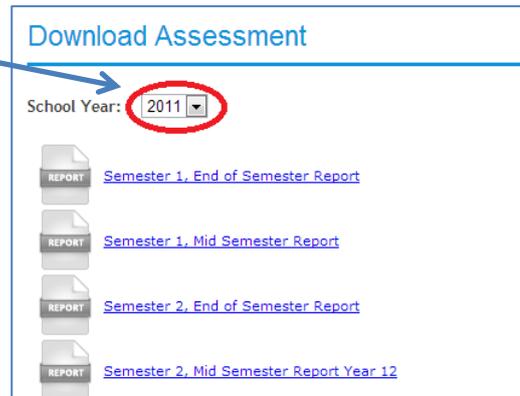
**Student Timetable** – will open up a new window displaying your son's full timetable for the current fortnightly cycle. Subjects, and teacher names are shortened in the timetable, however, a full key of what these are is available at the bottom of the timetable.

**Student Attendance** – will take you to the attendance page where you have access to three different attendance reports. Select the semester and year combination you wish to review and then click the report you wish to view:

- **Attendance Summary** – a view of your son's overall attendance statistics
- **Class Attendance percentages** – a view of your son's attendance statistics to classes.
- **Period history** – a detailed view of your son's attendance at school for each session of each day.

**Student Assessment** – this area will enable you to access an electronic copy of your son’s mid semester and end of semester reports. These can be viewed online, saved as a PDF or printed.

Please ensure you select the correct School Year and then click the report you wish to view

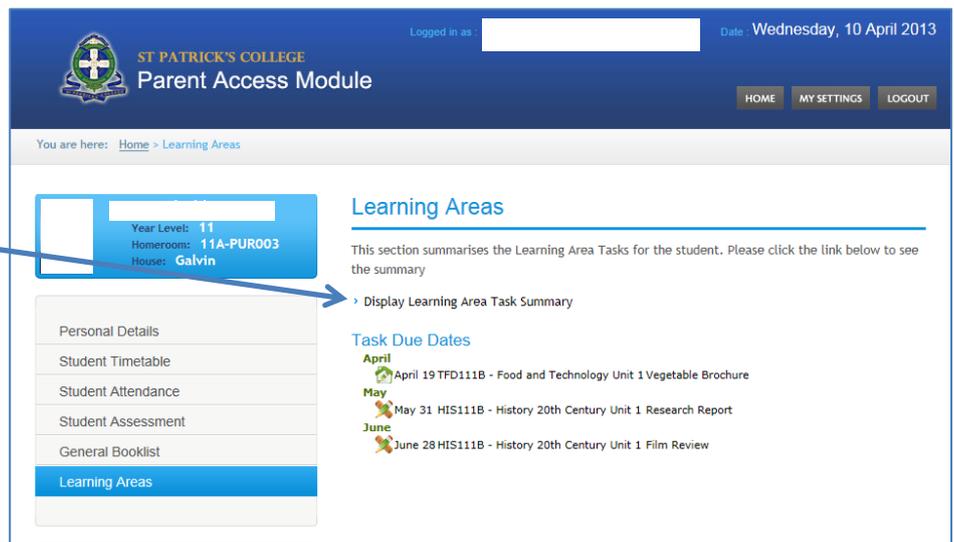


*Note: to view assessment and attendance reports, you will require a recent version of Adobe Reader (or a similar compatible PDF viewing application). For more information about Adobe Reader, visit [www.adobe.com](http://www.adobe.com)*

**Learning Areas** – provides you detailed information on previous, current and future assessment tasks and homework activities relevant to your son.

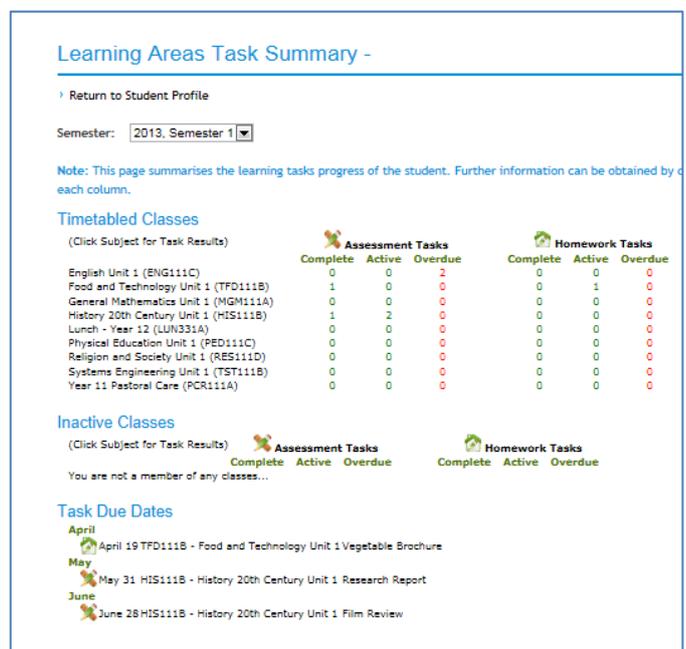
Clicking on *Learning Areas* will bring up the introduction page.

Click on *Display Learning Area Task Summary* to bring up assessment task and homework information.



This page summarises the learning tasks progress of your son.

Further information can be obtained by clicking on the class title or the numbers listed in each column (Complete, Active and Overdue).



For example, clicking on 'Complete' for any subject will give you a range of information relating to your son's performance on completed assessment tasks (as below). This could include a percentage result, any notes relating to the assessment being modified for him, subject rankings (quartiles) and teacher comments or feedback.

**Assessment and Homework Tasks -**

Subject: Food and Technology Unit 1 (TFD11) Class: B Domain Component: Technology  
Teacher(s):

› Return to Learning Areas Task Summary

- Food safety and hygiene**  
**Explain and apply safe and hygienic work practices when storing, preparing and processing food.** February 22 Marked 84% 2nd Quartile [View Details](#)
- Key Foods**  
**Vegetable Brochure** April 19 **None** [View Details](#)

Home | My Settings | Logout

Clicking on 'View Details' provides you with further details (as below):

**View Assessment Task**

**Topic:** Food safety and hygiene

**Assessment Task:** Explain and apply safe and hygienic work practices when storing, preparing and processing food.

**Task Description:** Students apply food safety and hygiene practices during production of class recipe and present this information as a PPT presentation, demonstrating the following key knowledge •principles of food hygiene and safe food handling in a small-scale operation; •causes of food spoilage and food poisoning; •storage practices to ensure safety and maximise the quality of food; •safe and hygienic use of tools and equipment to produce quality outcomes

› Return to Assessment and Homework Tasks

Task Details | Documents | Media

**Current Submission**

**Task Status**  
Your task submission was processed on 18/02/2013 11:49:32 AM. It has been marked.

**Task Results**  
**Grade:** 84%

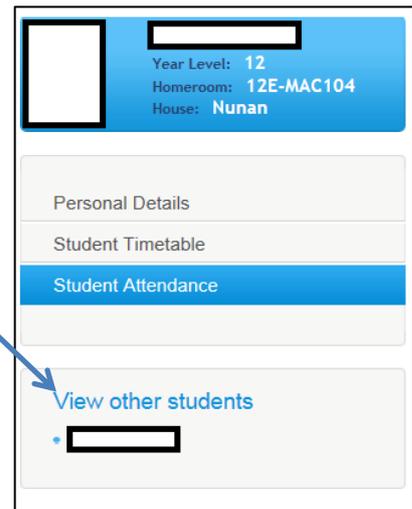
**Marking Feedback**  
2nd Quartile

**Submitted Files and Feedback**

Filename	File Type	Time Submitted	File Size
<a href="#">Explain and apply safe and hygienic work practices when storing, preparing and processing food. (Feedback).docx</a>	docx File	19/02/2013 2:54:32 PM	16.30 KB

## Other aspects of PAM

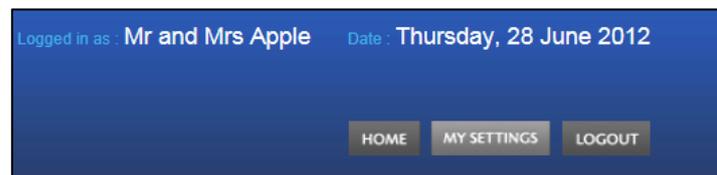
If you have more than one son at the College, you can switch between them by selecting their name in the **View other students** section.



### How to change your email address and your password

The College has loaded your best contact email address we have on file to enable PAM to allow communication between you and your son's teachers in the future. These next few steps will show you how to change your email address if required, and also how to change your password to something more appropriate that you will remember!

In the top blue bar, click **My Settings**



You will then see the following screen, where you can view the current email address PAM has for you. If you wish to change the email address, enter and re-enter (to confirm) your email address that you give us consent to contact you on, then click **Save**.

### Change Email

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Current Email: someone@somewhere.com

New Email:

Confirm New Email:

To reset your password to something a little easier to remember, refer to the Change Password section. Enter a new password of your choice, and re-enter it to confirm your new password.

## Change Password

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Password:

Confirm Password:

[SAVE](#)

If you ever lose your way at any stage while using PAM, simply click the **HOME** button, located in the right hand side within the blue banner. This will return you to the main screen.



Finally, it is important that when you have finished accessing PAM that you click the **LOGOUT** button, which is also located in the right hand side of the blue banner, near the **HOME** button.

### **If you ever forget your password**

If you reach the PAM login page, and cannot remember your password, you can have it changed in a few simple steps, providing PAM already has a current email address to reach you on.

Go to the PAM login page, and click **Forgot Password?**

A screenshot of the Parent Access Module Login page. The page has a dark blue header with the St Patrick's College logo and the text "ST PATRICK'S COLLEGE BALLARAT". Below the header, the main content area is white and contains the title "Parent Access Module Login" and the instruction "Please login with your credentials, as supplied by your school." There are two input fields: "Username" and "Password". Below the input fields, there is a blue "Sign In" button and a yellow "Forgot Password?" link.

On the next screen, enter your user name, which will be your Parent ID.

## Forgot your Password?

Please enter your Username. You will receive a resetting password link via email.

User Name:

RETRIEVE

You will receive an email with a link to reset your password. Click the link.

*Please do not reply to this email as it has been sent from an unmonitored email address.*

Dear Test Account,

You have requested to have your password reset for your Parent Access Module account. If you did not request this reset please ignore this email.

Your account details:

User Name: 123456

School: St Patrick's College, Ballarat

To change your password now, please click the link below or copy and paste it into a web browser:

<https://pam.stpats.vic.edu.au/Support/ResetPassword.aspx?Ref=aea0770f-d095-4fd7-a77e-034f89f9bce6>

You will arrive at a screen where you can specify a new password. Enter it again in the confirm password field

## Password Reset!

Your password has been reset. Please enter a new password and confirm below and click the Save Button.

Account: Test Account

Password:

Confirm Password:

SAVE

Once you have successfully provided a new password, and clicked Save, you will then be logged into PAM.