

Parent Access Module (PAM) Instructions

The Parent Access Module (PAM) provides you with information on a range of areas relating to your child's education, including feedback, subject timetable, homework and assessment tasks, school reports, attendance, Parent-Student-Teacher Conversations, College's daily messages and upcoming events.

Contents

2. [Logging in and Setting up your Password](#)
3. [Student Subjects, Teachers and Timetable](#)
4. [Student Attendance and Assessment Reports](#)
5. [Learning Tasks and Continuous Feedback](#)
5. [Email Staff](#)
6. [Documents, Policies and Links](#)
6. [Daily Messages and Calendar](#)
7. [Booking Parent Student Teacher Conversations](#)

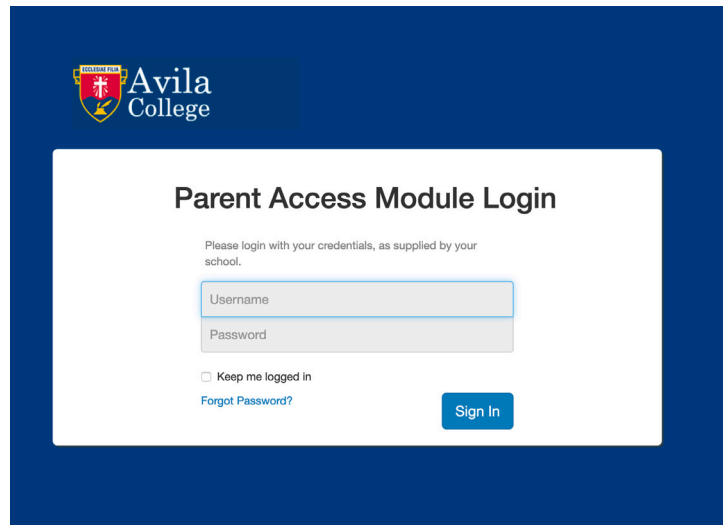


First Time Users

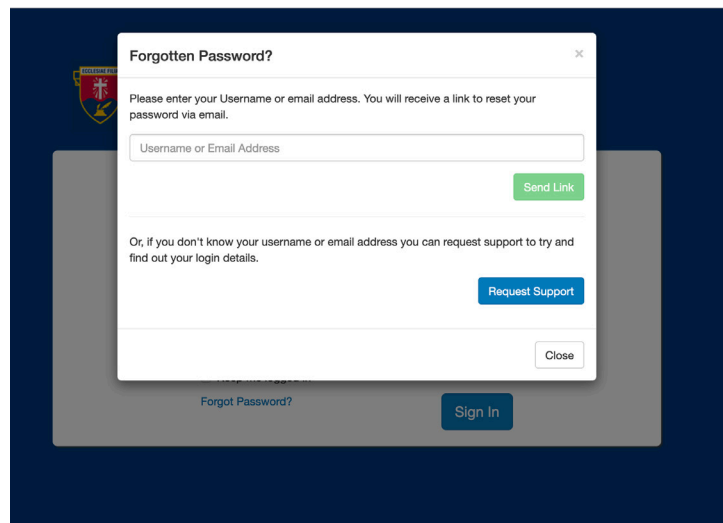
Logging in and Setting up your Password

Please browse to: <https://pam.avila.vic.edu.au>

Click on the **Forgot Password?** link at the bottom of the page:



Enter your email address in the Username or Email address field
Click on the green **Send Link** button



You will receive an email with your 6 digit username and a link to set up your password.

Click on the link and set your password.

Log in to PAM <https://pam.avila.vic.edu.au> using the username and new password.



Student Subjects, Teachers and Timetable

To access the student's timetable click on the student name in the top left hand corner under **Students**.

Avila College

Students

Annie Aardvark
Student ID: 1181816
Year 12/X, Not Assigned
Attendance: no attendance data
1 Active Task

Knowledge Bank

- Call
- Parent Correspondence
- Report Guides
- Student and Parent Correspondence
- Student Documents

School Links

- Parent Correspondence
 - 1. 2021 Year 7 Parent Information Presentation
 - 2. 2021 Year 11 & Year 12 Parent Information Online Session
 - 2. 2021 Year 11 & Year 12 Parent Information Session
- Anaphylaxis - Management Plan Cover Sheet 2021
- Anaphylaxis - Strategies to Avoid Allergens White-2-1 2021
- ASCLIA Action Plan Allergic Reactions (Green)
- ASCLIA Action Plan Anaphylaxis Epipen (Red)
- Asthma Action Plan Puffer and Spacer
- Community Connect Parent Portal
- Guidelines for Concussion - Head Injury Fact Sheets
- Guidelines for Concussion - Return to School and Sport
- Seizure Plan
- Student Policies and Information

Parent Teacher Interviews
Click here to enter

Daily Messages

Want to learn to make webpages like a professional? (Mr Baroud)
You can learn online together with other Avila students, starting May 10th. Email me this week if you want more details.

Timetable for Wednesday 21 April and Tuesday 27 April (Mr Cash)
Due to Parent Student Teacher Conversations on Wednesday 21 April and Tuesday 27 April, an alternate timetable will be in place for all year levels. Lessons will be 60-minutes duration.
All year levels finish classes at 1:10pm on these days.
8:35-8:50am | Homeroom

Calendar
Apr 19 - 25, 2021
No calendar events to display.
No calendar events to display.

The student's timetable for the week appears in a grid.

Avila College

Annie Aardvark

Personal Details

Student Timetable

Attendance

Assessment Reports

Commendations

Lesson Plans

Learning Tasks

Email Staff

School Activities

NAPLAN

Student Timetable

Monday 12/4
Tuesday 13/4
Wednesday 14/4
Thursday 15/4
Friday 16/4

Term 1 School Holidays

Day	HR AM	Period 1	Period 2	Period 3	Period 4
Day 6 Monday 12/4					
Day 7 Tuesday 13/4					
Day 8 Wednesday 14/4					
Day 9 Thursday 15/4					
Day 10 Friday 16/4					

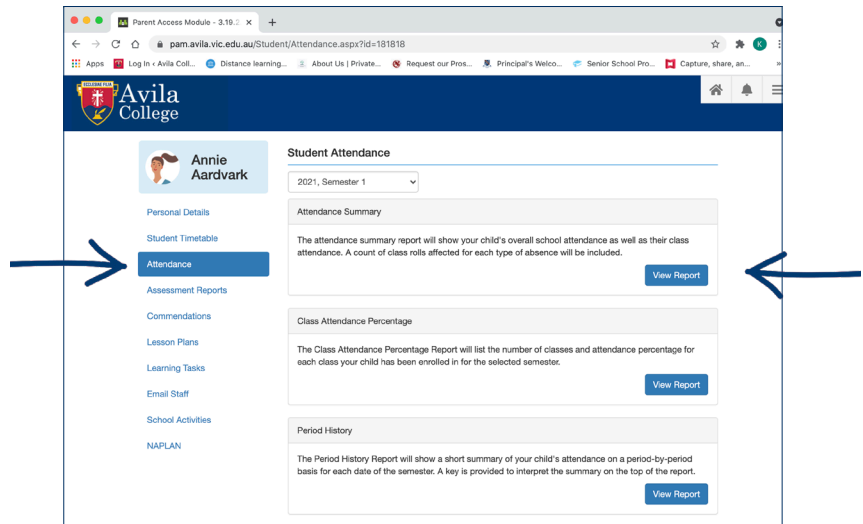
Timetable Key:

Class Code	Class Description	Domain Component	Campus	Teacher Name
Period Keys:				
Day(s)	6, 7, 8, 9, 10			
Period	Start Time	End Time		
HR AM	8:35 AM	8:50 AM		
Period 1	8:50 AM	10:10 AM		
Period 2	10:30 AM	11:50 AM		
Period 3	11:50 AM	1:10 PM		
Period 4	1:30 PM	2:50 PM		

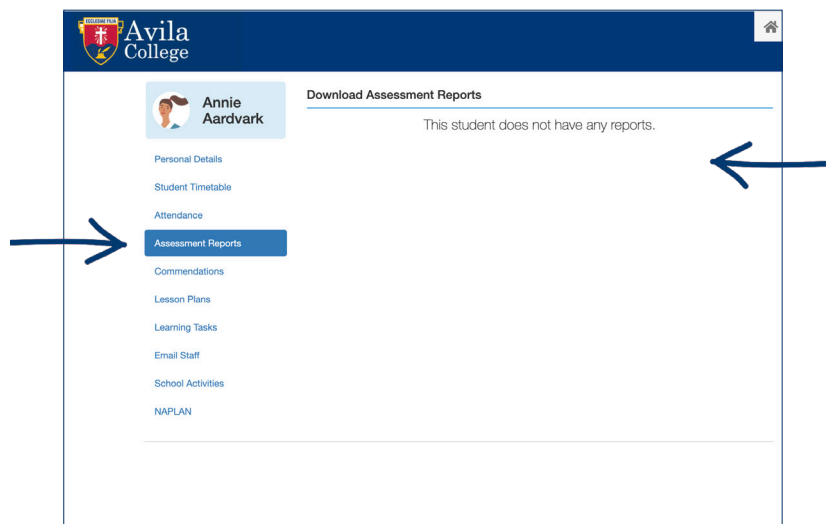
Their enrolled subjects are listed below together with the class code and their subject teacher.

Student Attendance and Assessment Reports

To view the student's attendance records click on **Attendance** on the left hand side. Then click on **View Report** for the relevant report. You can view the student's overall attendance as well as their individual class attendance records.

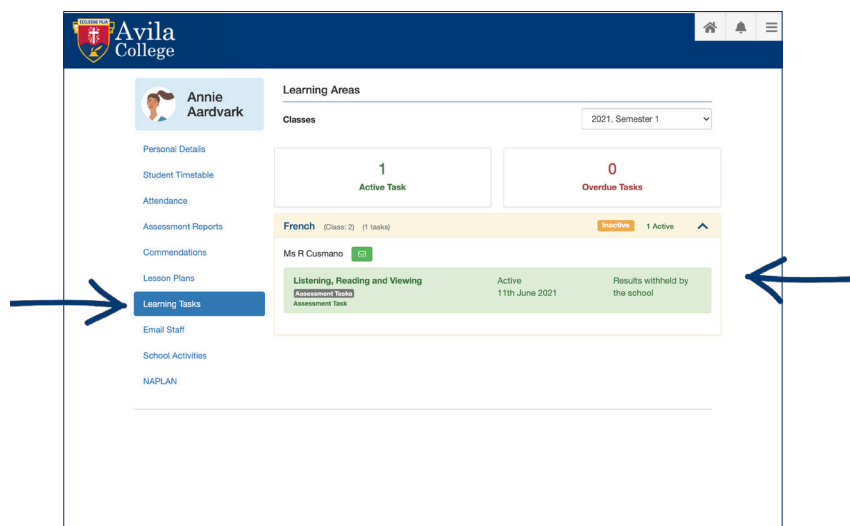


To view and/or download the student's assessment reports click on Assessment Reports on the left hand side. Available reports and a download link will be listed.



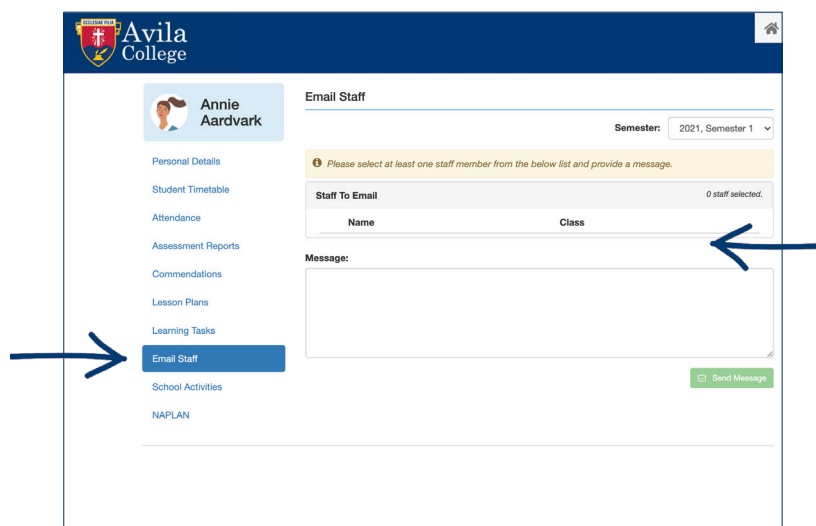
Learning Tasks and Continuous Feedback

Current Learning Tasks assigned to the student can be viewed by clicking on **Learning Tasks**. Subjects will be listed. Click on the subject to see the current status and feedback supplied by the teacher where applicable.



To contact the student's teacher, click on **Email Staff** and select the relevant teacher.

Email Staff



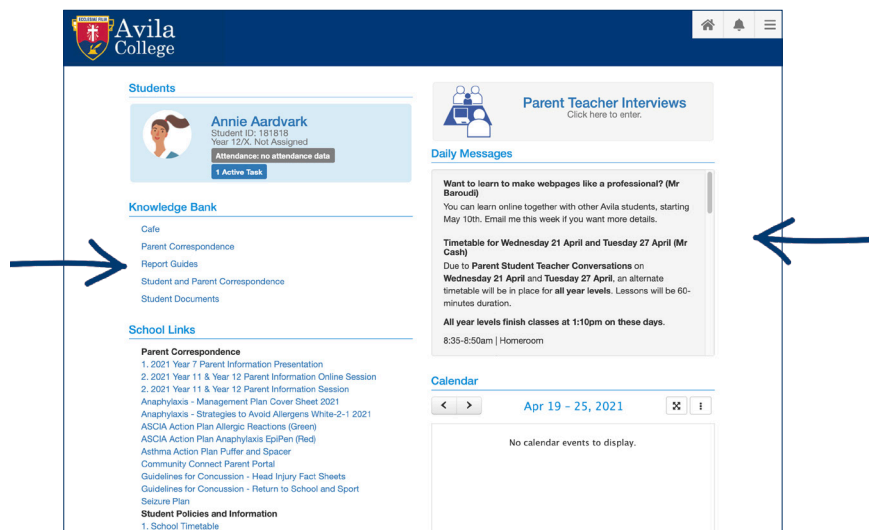
Documents, Policies and Links

Daily Messages and Calendar

Click on the home icon on the top right hand corner of the screen to return to the home page.

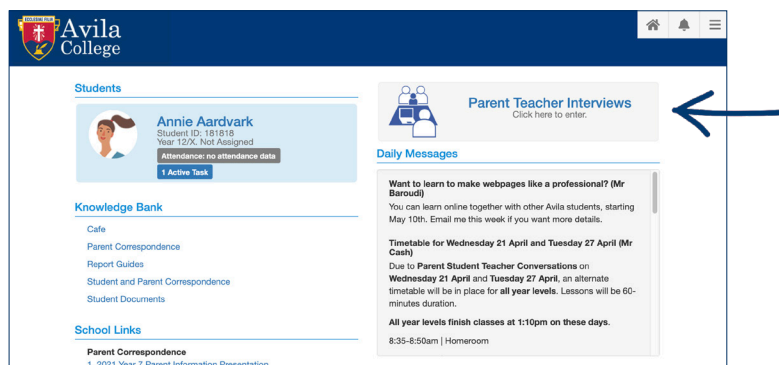
On the left hand panel you can click on the links under **Knowledge Bank** and **School Links** to view and download policies, correspondence and other relevant documents.

On the right hand panel, **Daily Messages** are listed together with the **Calendar** of upcoming school events.

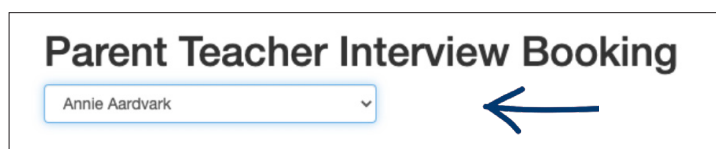


Booking Parent Student Teacher Conversations

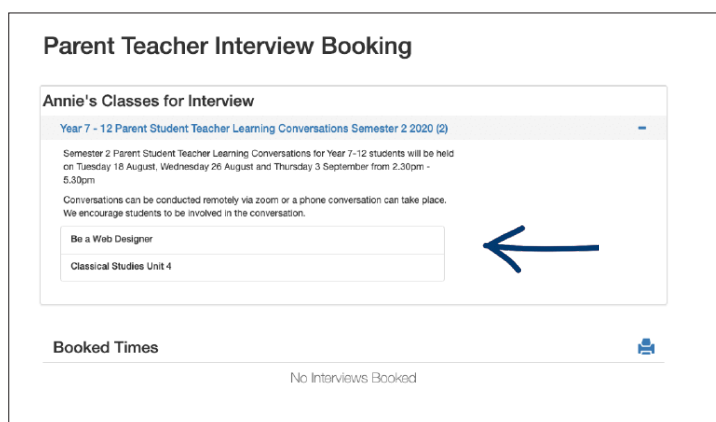
Click on the **Parent Teacher Interviews** button in the top right hand corner of the home screen



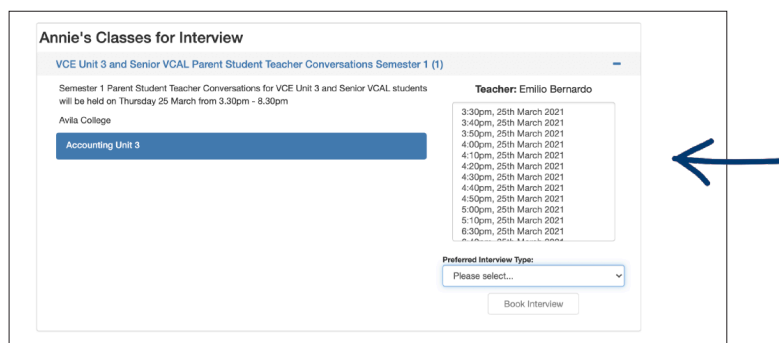
If you have more than one child at the College, please select the student using the drop down arrow.



A list of the student's subjects are displayed. Click on a subject.

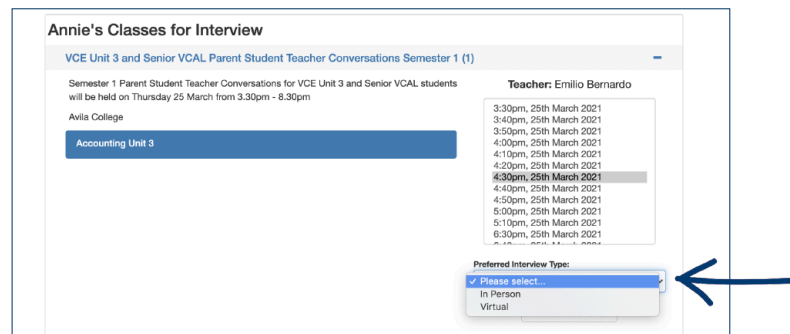


Select a time and date from the available booking times.




Booking Parent Student Teacher Conversations

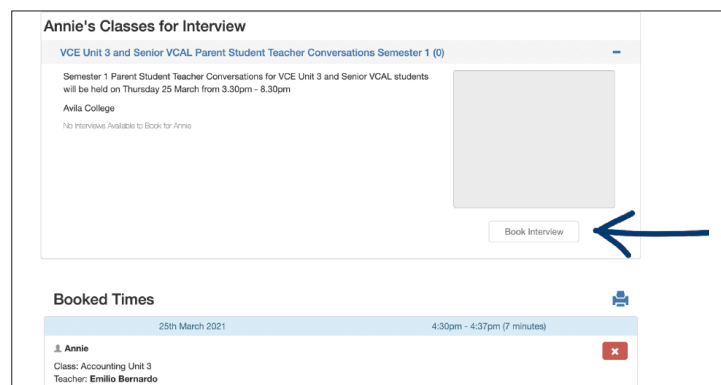
Click on the **Preferred Interview Type** drop down box and select the preferred available method of interview.



If you select Virtual you will be provided with a link to a Zoom Meeting. This will be visible on the day of the interview(s). To join the interview, simply click on the **Join Interview** button.



Click on the green **Book Interview** button and you have successfully booked the interview for that subject. If you wish to book another interview, click on the next subject and repeat the steps.



If you wish to cancel or change a booking click on the red button with the white cross and click **Yes**. Rebook by following the steps again.

