

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.

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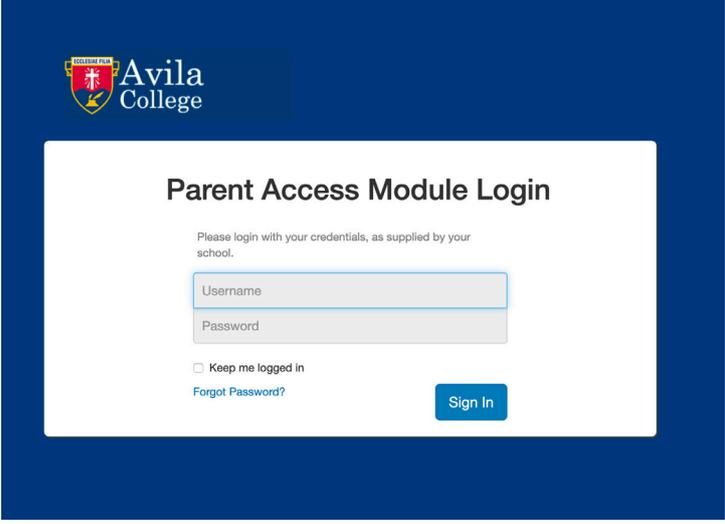


First Time Users

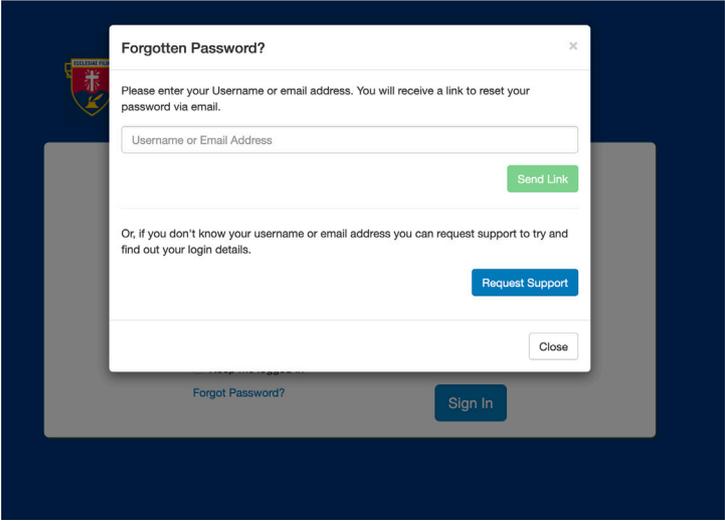
Logging in and Setting up your Password

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.

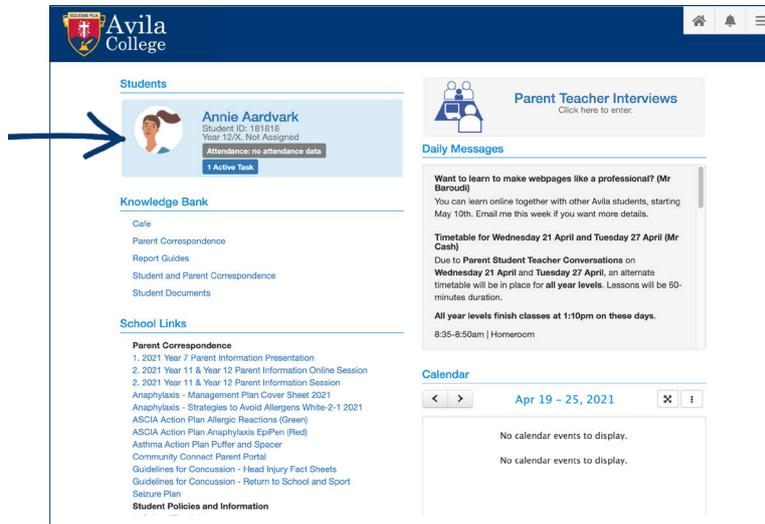
Click on the link and set your password.

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

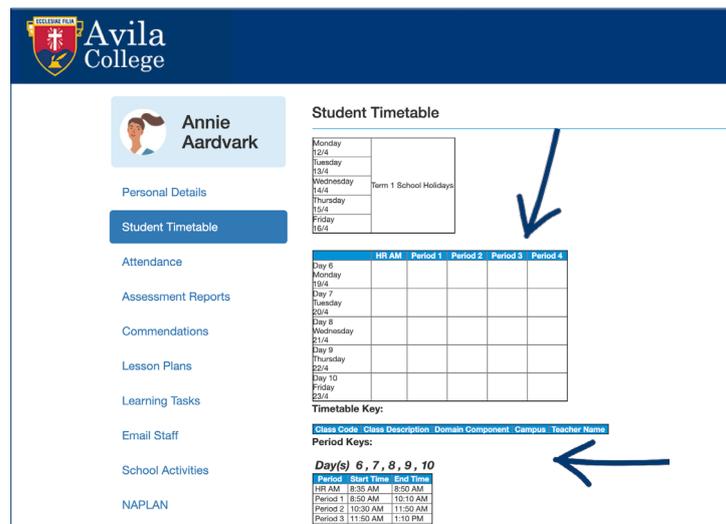


Student Subjects, Teachers and Timetable

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



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

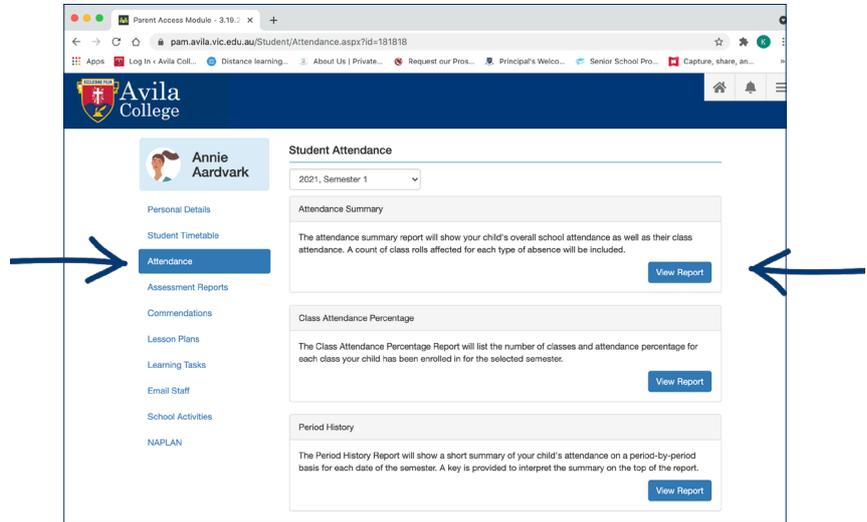


Their enrolled subjects are listed below together with the class code and their subject teacher.

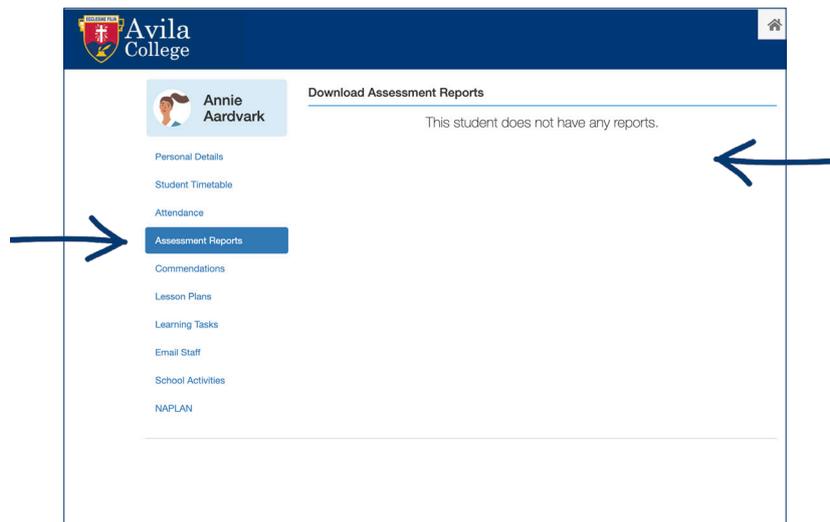


Student Attendance and Assessment Reports

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.

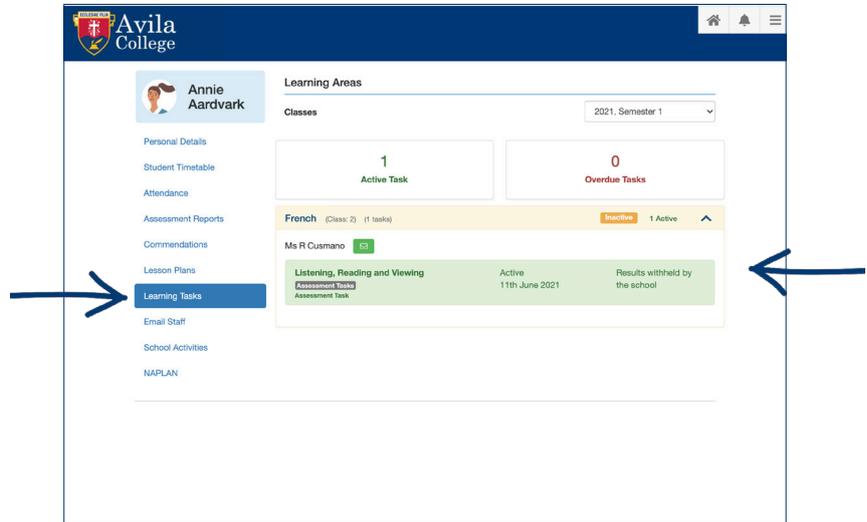


To view and/or download the student's assessment reports click on Assessment Reports on the left hand side. Available reports and a download link will be listed.



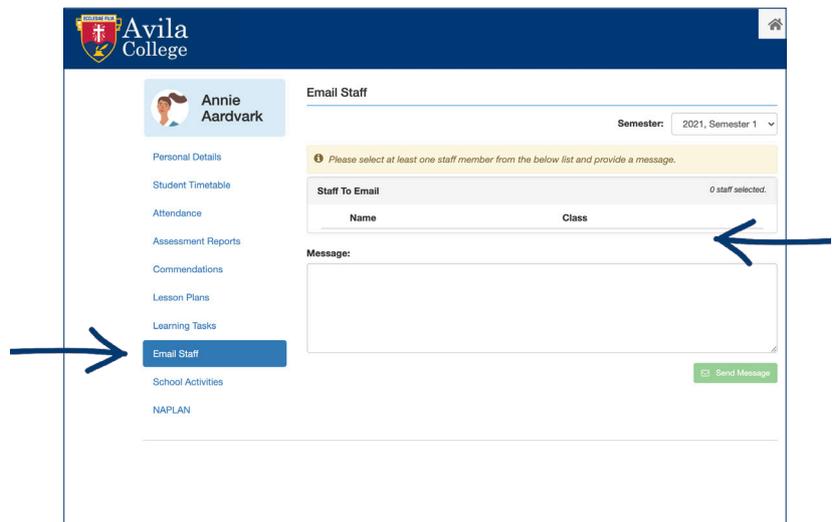
Learning Tasks and Continuous Feedback

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.

The screenshot displays the Avila College parent portal. At the top left is the Avila College logo. The main content area is divided into several sections:

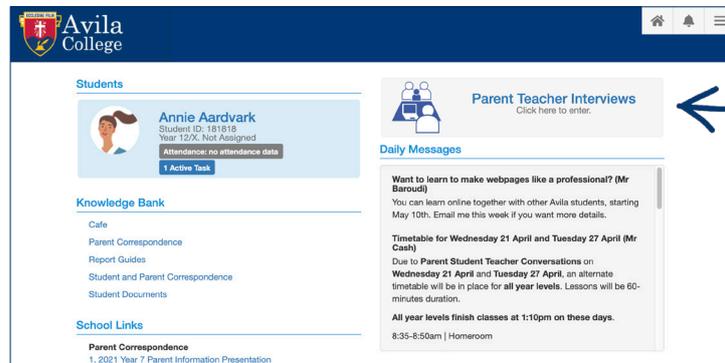
- Students:** A profile for Annie Aardvark (Student ID: 181818, Year 12X, Not Assigned) with an 'Attendance: no attendance data' status and an 'Active Task' button.
- Knowledge Bank:** A list of links including Cafe, Parent Correspondence, Report Guides, Student and Parent Correspondence, and Student Documents.
- School Links:** A list of links including Parent Correspondence, Anaphylaxis - Management Plan Cover Sheet 2021, Anaphylaxis - Strategies to Avoid Allergens White-2-1 2021, ASCIA Action Plan Allergic Reactions (Green), ASCIA 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, and Seizure Plan.
- Parent Teacher Interviews:** A button labeled 'Click here to enter.'
- Daily Messages:** A message titled 'Want to learn to make webpages like a professional? (Mr Baroud)' with details about an online session on May 10th and a timetable for Wednesday 21 April and Tuesday 27 April.
- Calendar:** A calendar view for April 19 - 25, 2021, showing 'No calendar events to display.'

Two blue arrows are overlaid on the image: one points to the 'Knowledge Bank' section, and the other points to the 'Daily Messages' section.

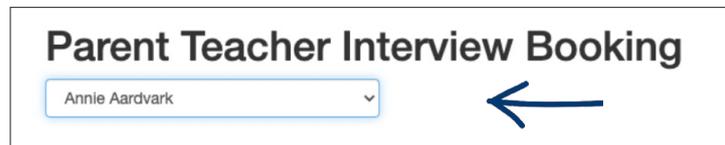


Booking Parent Student Teacher Conversations

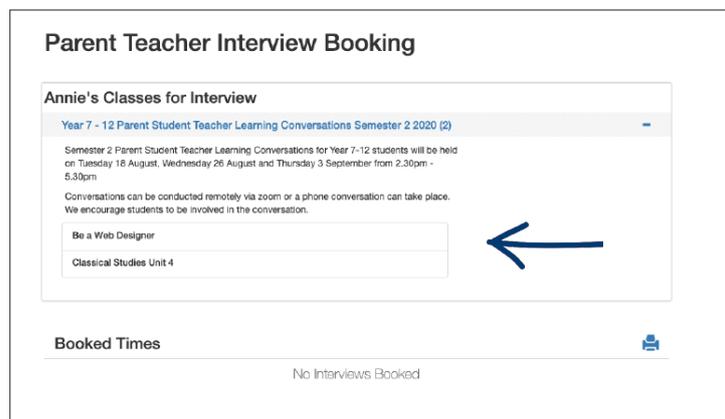
Click on the **Parent Teacher Interviews** button in the top right hand corner of the home screen



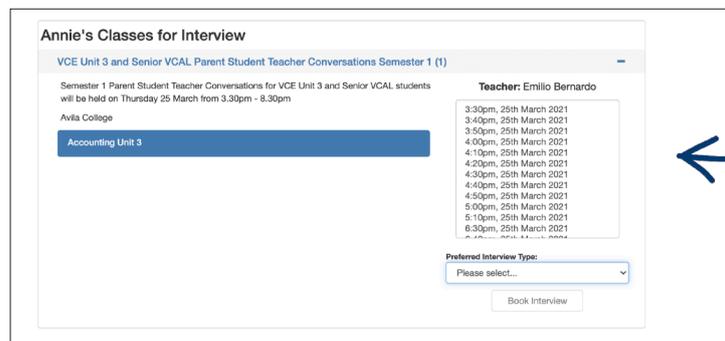
If you have more than one child at the College, please select the student using the drop down arrow.



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

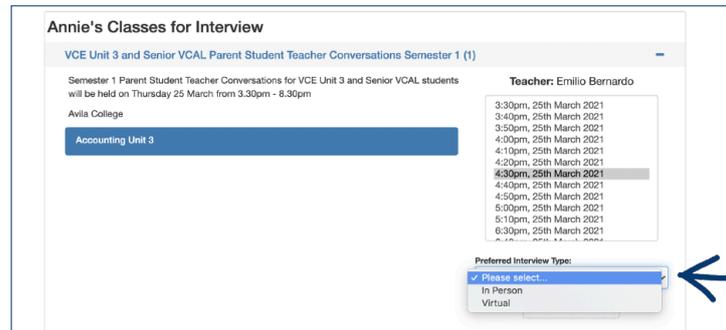


Select a time and date from the available booking times.



Booking Parent Student Teacher Conversations

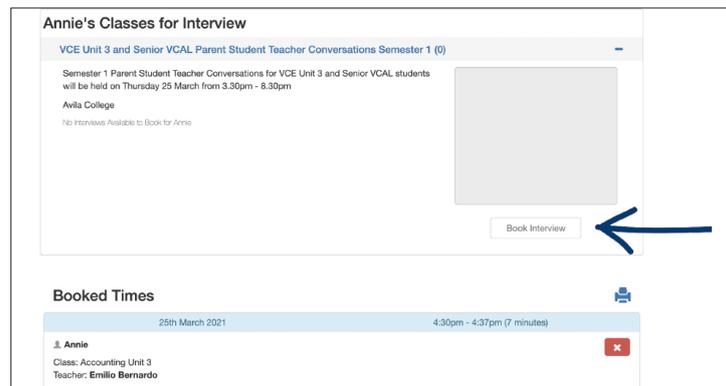
Click on the **Preferred Interview Type** drop down box and select the preferred available method of interview.



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.

