



ST BEDE'S COLLEGE

Parent Teacher Interview Booking - Parent Access Module (PAM)

All Parent Teacher Interviews Bookings at St Bede's College will be made via the online booking option in the Parent Access Module (PAM) in SIMON.

Details for accessing PAM were emailed to parents earlier in the term.

If there are any problems accessing PAM please email pamsupport@stbedes.catholic.edu.au for assistance.

Checking for Upcoming Interviews

When you log into the Parent Access Module (PAM) you will see on the home screen the following link for the Parent Teacher Interviews.



Clicking on this will take you to the Parent Teacher Booking Screen.

If there are no upcoming interviews you will see the follow screen

Parent Teacher Interview Booking

Will's Classes for Interview

No Interviews Available to Book for Will

If there is an upcoming Parent Interview then the details will be available.

Parent Teacher Interview Booking

Will's Classes for Interview

[Test Parent Teacher](#)

Yr 8 Test PT Event ___ Bookings not open yet ___ Bookings will open Tuesday 1st March 2016

Sports Stadium

There is a limit of **10** bookings for each parent account.

Bookings are not currently open.

The system may not be currently be open, but you will be able to see the available information.

This will indicate to you also when the booking system will open.

Booking Parent Teacher Interviews

- Once the system is open to accept bookings.
- The PT Screen will change and you will be presented with a list of your sons teachers.

Will's Classes for Interview

Test Parent Teacher (10)

Yr 8 Test PT Event ___ Bookings Now Open ___ Interview date Tuesday 15th March 2016

Sports Stadium

There is a limit of 10 bookings for each parent account.

Year 8 Art
Year 8 Design Technologies: Materials
Year 8 English

- Clicking on the teacher will open a list of available interview times from that teacher.
 - Simply select the time that you wish to see the teacher and press "Book Interview"
 - The teacher will then disappear from the list and be in another section at the bottom of the screen.

Test Parent Teacher (5)

Yr 8 Test PT Event ___ Bookings Now Open ___ Interview date Tuesday 15th March 2016

Sports Stadium

There is a limit of 10 bookings for each parent account.

Year 8 Homeroom
Year 8 LOTE: Italian
Year 8 Mathematics
Year 8 Religious Education
Year 8 Science

Teacher: Grace Li Petri

3:15pm, 29th February 2016

3:36pm, 29th February 2016

3:50pm, 29th February 2016

3:57pm, 29th February 2016

4:11pm, 29th February 2016

4:25pm, 29th February 2016

4:32pm, 29th February 2016

4:39pm, 29th February 2016

4:46pm, 29th February 2016

4:53pm, 29th February 2016

5:00pm, 29th February 2016

5:07pm, 29th February 2016

Book Interview

- When you have made all of the bookings you will be presented with a confirmation list at the bottom of the page.

Booked Times

Rod Linsdell Year 8 Design Technologies: Materials Room:	
29th February 2016	3:22pm - 3:28pm (6 minutes)
Bree Dolbel Year 8 Art Room:	
29th February 2016	3:29pm - 3:35pm (6 minutes)

- You can edit or cancel the booking by pressing the appropriate icon on the right.
 - You will be prompted to confirm before the booking cancellation.
 - You can then go back to the top of the page and reselect the teacher at an alternate available time.

Booked Times

Rod Linsdell
Year 8 Design Technologies: Materials
Room:

29th February 2016
3:22pm - 3:28pm (6 minutes)

Delete Booking

Are you sure you want to delete this interview booking?

Yes
No

✕

Printing / Saving Interview Schedule

- To print your list of times simply click the printer icon on the right.
 - You select the report format (note we will have in some cases multiple days for interviews)
 - The press “Generate Report”
 - A pdf of the report will generate which you can print or save.
- It is highly recommended that you print or save a copy of the interview times and bring this with you to the Parent Teacher Interviews.

Parent Teacher Interviews Booking Report

› Return to Parent Teacher Interview Bookings

Group Interviews by: Student, Date, Interview Time ▼

Start each date on a new page

Generate Report

Parent Teacher Interviews Booking Report

› Return to Parent Teacher Interview Bookings

Generate a New Report

Please use the buttons below to print or save a copy of this report. Or download [here](#).

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St Bede's College
Parent Teacher Interviews

Test Parent Teacher