



# Parent Access Module (PAM) Manual



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## Welcome to PAM

Welcome to the Parent Access Module (PAM) of St Mary of the Angels Secondary College. This document is to provide you with all the essential information about how you can use PAM to become much more involved and connected with the everyday learning of your child/children at St Mary of the Angels Secondary College.

With the introduction of PAM, as a parent you will now be able to view the following information within SIMON, through PAM:

- Daily messages and upcoming events
- School links
- Student information and timetable
- Student attendance
- Student Assessment and reporting
- Parent Teacher Online/Interview Bookings



Each of these sections of PAM will allow you to see and become involved with everything that your child(ren) are involved with at school. PAM can be accessed through the College website:

<https://smota.vic.edu.au>

or through the following direct link: <https://pam.smota.vic.edu.au>

We strongly encourage you to visit PAM frequently and become further involved with your child(ren)'s education at St Mary of the Angels. This document is designed to inform you of the best way to access PAM. If you have any questions about PAM, please make contact with our PAM Support via the Forgot Password Button.

## PAM Login Screen

Parents/Guardians login using the email supplied upon enrolment. An email will be/has been sent to this address to set a password for PAM. The password is case sensitive and will require a capital letter, a number and a special character.

We look forward to assisting you with this fantastic opportunity to share in our collective efforts to provide the very best education for all students at St Mary of the Angels.

A screenshot of the 'Parent Access Module Login' screen. The page has a dark red background. At the top left is the school logo with the motto 'THE WILL BE DONE' and 'ST MARY OF THE ANGELS'. To the right of the logo is the text 'St Mary of the Angels Secondary College, Nathalia'. The main content area is white and contains the title 'Parent Access Module Login'. Below the title is the instruction 'Please login with your credentials, as supplied by your school.' There are two input fields: 'Email Address' and 'Password'. Below these fields is a checkbox labeled 'Keep me logged in' and a link 'Forgot Password?'. A blue 'Sign In' button is located at the bottom right of the white area.

## Introduction

This is an outline of the information that is delivered to Parents/Guardians within PAM.

## My Settings

Parents can click on the “My Settings” button to change/add their email address or change their PAM password.

### Parent Account Settings

#### Change Email

**Current Email Address**

Current Password

New Email Address

Confirm New Email Address

[Update Email](#)

#### Change Password

Current Password

New Password

Confirm New Password

[Update Password](#)

## PAM Landing Page

After a parent has logged into PAM, the first options are outlined below:

- **Daily Messages:** These come from the main Daily Message system of SIMON.
- **Calendar (Upcoming Events):** These come from the main calendar system of SIMON. Only events flagged as “Parent” will appear in this section.
- **School Links:** These come from the main School Links system of SIMON off the main work desk. These are updated throughout the year.
- **Students:** Your child/children will appear here. Parents gain information to the student by clicking on the student’s profile image. This is where you will find your child’s School Reports.

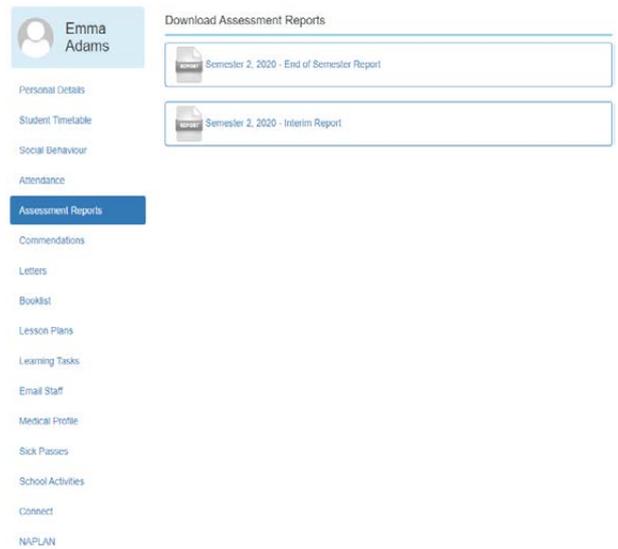
The screenshot displays the PAM landing page dashboard. On the left, under 'Students', three student profiles are listed: Emma Adams (Student ID: 1003, Year 11/11G, Attendance: 81.91% this semester, 3 Overdue Tasks), Michael Adams (Student ID: 1014, Year 11/11G, Attendance: 69.61% this semester, 4 Overdue Tasks), and Tess Adams (Student ID: 2182, Year 9/9E, Attendance: 74.7% this semester, 21 Overdue Tasks). Below this are sections for 'Knowledge Bank' (2 Parent information, Student Info), 'School Links' (Parent information, School Website), 'Parent Teacher Interviews' (Click here to enter), and 'Parent Notified Absences' (Click here to enter). The 'Daily Messages' section features a message titled 'Years 8 - 12 Subject Change Procedure' with a 'View Attachment' link. The 'Calendar' section shows the date 'Oct 18 - 24, 2021' and a calendar view for Monday, October 18, 2021, with events for 'State Athletics' and 'Week A'.

## Student Assessment and Reporting

St Mary of the Angels uses a ‘continuous reporting’ method to allow parents/guardians to see in ‘real time’ how their students are learning. This information is found in **Learning Tasks**.

At the end of each semester, the “End of Semester” Assessment Reports will be available to parentsguardians.

*The College will send a SMS notification to parents/guardians as reports become available on PAM.*



## Parent Teacher Interviews

- **Parent-Teacher Interviews (Discussions):** These are held twice a year. You will be informed in advance that interview times are open to make bookings to see your child(ren)’s teacher/s. Once bookings are open, there will be an additional button at the top of the page.
- If you have selected your interview virtually, a link to the selected teacher’s virtual room will become available on the day of the interview on the “Booked Times” page. Log into PAM/SIMON Everywhere at the interview time and click on the link provided to enter the lobby of the teacher’s virtual room.



# How to book a Parent Teacher Interview

**Step 1:** Click on the Parent Teacher Interview button.

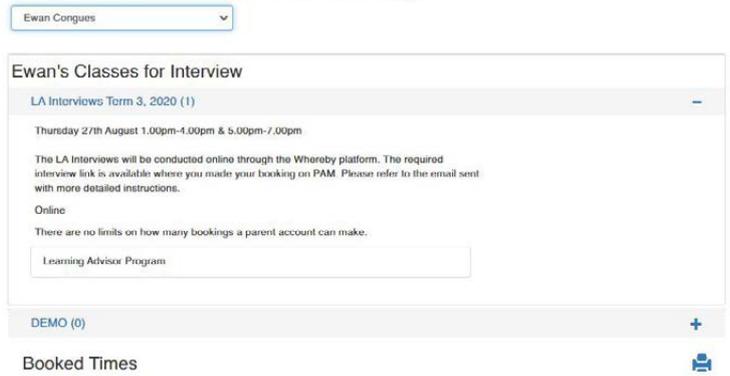


**Step 2:** The 'Parent Teacher Interview Booking' page will load.

*If you cannot see the date and times for appointments please click on the +.*



## Parent Teacher Interview Booking

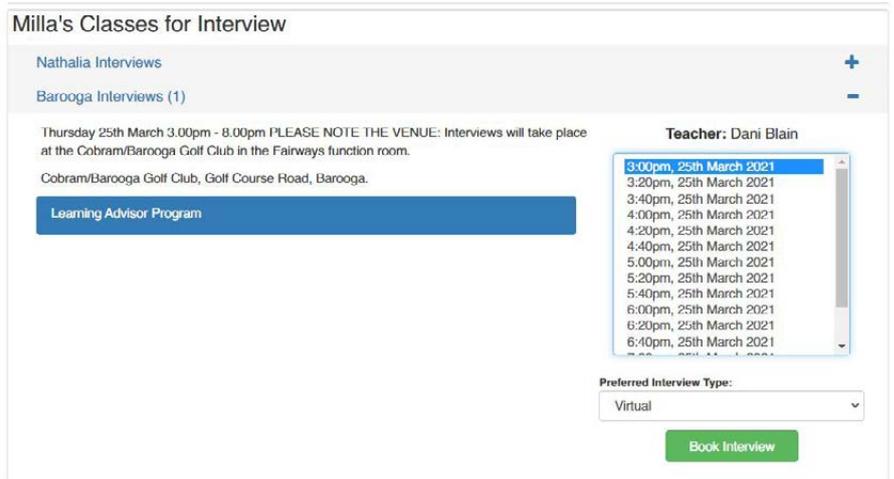


**Step 3:** Click on 'Learning Advisor Program' to book an appointment.

Times and dates for selection will then appear in a box on the right hand side. Click on the suitable time and date

Then select the preferred Interview type either 'In-Person' or 'Virtual'. (It will not allow you to 'Book Interview' until you have made this selection).

To confirm booking selection click on 'Book Interview' button.



## BOOKED TIMES:

Booked times will now appear at the bottom of the screen.

To delete/or change an interview click on the red cross beside the time you wish to delete/change.



## Emailing your child's teachers

Your PAM account gives you access to emailing your child(ren)'s class teachers, either individually for a specific subject, or to all the class teachers at the same time.

To access the "Email Staff" page:

- Click on your child's name/photo at the top of your PAM homepage
- On the following page, choose the "Email Staff" option
- Select one or more staff members (*sample only below*)
- Write message

Emma Adams

Personal Details

Student Timetable

Social Behaviour

Attendance

Assessment Reports

Commentations

Letters

Booklist

Lesson Plans

Learning Tasks

**Email Staff**

Medical Profile

Sick Passes

School Activities

Connect

NAPLAN

Select other student

Email Staff

Semester: 2021, Semester 1

Please select at least one staff member from the below list and provide a message.

Staff To Email 2 staff selected

Name	Class
Ms Caroline Delaney	11 Homeroom
<input checked="" type="checkbox"/> Mrs Donna Kneale-Little	11 Homeroom
Mr Marko Bishop	11 Study Block
Mrs Donna Kneale-Little	11 Study Block
<input checked="" type="checkbox"/> Dr Cindy Wellington	VCE Biology 3
Mr Kevin Brodie	VCE Chemistry 1
Mr Mark Vanderkley	VCE English 1
Mrs Tracy Rantall	VCE French 1
Mr Leigh Kelly	VCE Maths Methods 1
Mr Benjamin Griffiths	VCE Physical Education 1
Mr Marko Bishop	VCE Religion and Society Unit 2

Message:

This is a test message

Send Message

## Knowledge Banks

Knowledge Banks can be found on your PAM home page. The documents in Knowledge Banks are updated as required, so please keep an eye on these if you are looking for information/forms etc.

Tess Adams

Student ID: 2182

Year 9/9E

Attendance: 74.7% this semester

21 Overdue Tasks

### Knowledge Bank

2. Parent Information

Student Info (Curriculum Handbooks: Exam Schedules: Bell Times)

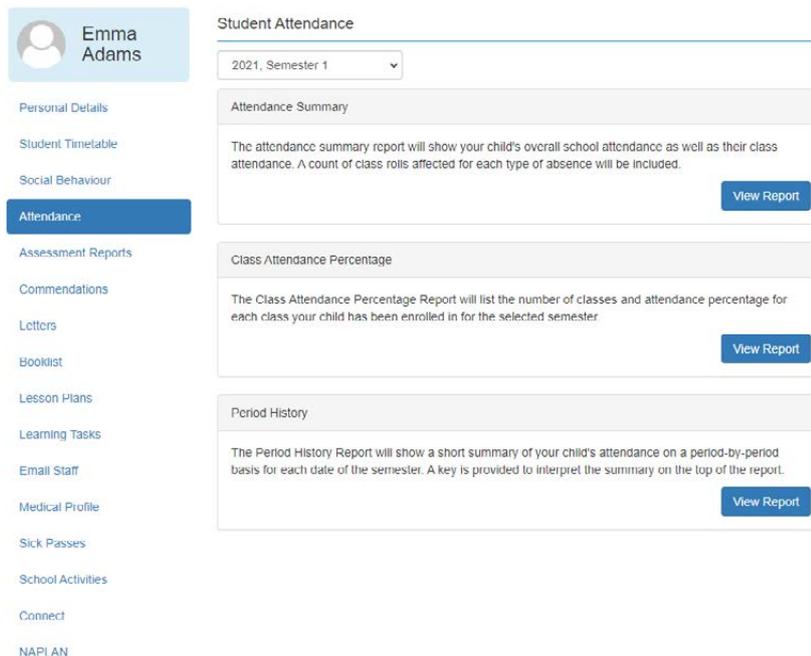
## Student Attendance

This allows parents/guardians to enter and review attendance information. This can be generated in real-time by the parents/guardians.

Each attendance component is described below:

### Attendance Summary

- Unexplained absences occur if a parent/guardian has not contacted the School to explain an absence.
- School passes reflect different reasons why a student may be out of class or late to school.
- School Activities is used to record all activities when a student is absent from class, such as Excursions, Camps or similar activities. These activities are included in the overall student attendance.



The screenshot displays the 'Student Attendance' interface for a user named Emma Adams. On the left is a vertical navigation menu with options like 'Personal Details', 'Student Timetable', 'Social Behaviour', 'Attendance' (highlighted), 'Assessment Reports', 'Commendations', 'Letters', 'Booklist', 'Lesson Plans', 'Learning Tasks', 'Email Staff', 'Medical Profile', 'Sick Passes', 'School Activities', 'Connect', and 'NAPI AN'. The main content area is titled 'Student Attendance' and features a dropdown menu set to '2021, Semester 1'. Below this are three report sections, each with a 'View Report' button: 'Attendance Summary' (describing overall school and class attendance), 'Class Attendance Percentage' (listing classes and attendance percentages), and 'Period History' (showing attendance on a period-by-period basis).

## Parent Notified Absences (PNA's)

Parents/Guardians are able to notify the college of their child's absence by clicking on the Parent Notified Absences link. Absences notified by this method must be completed by 9.00am.

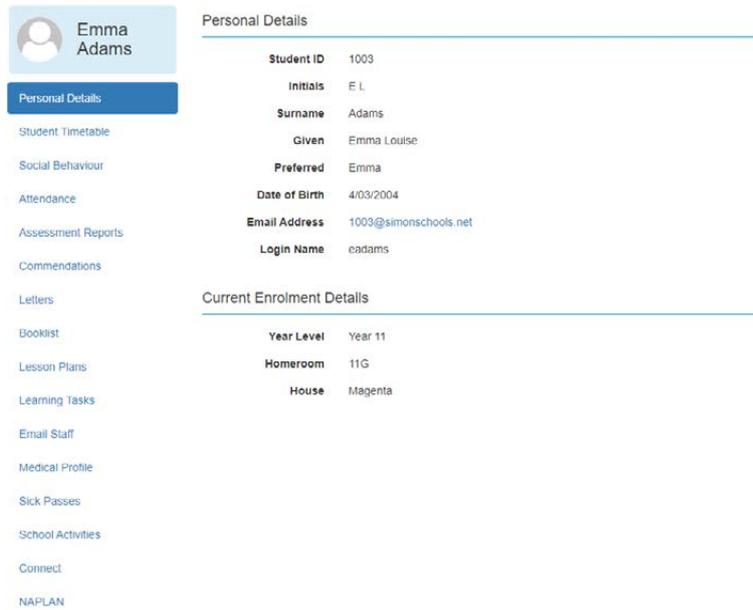
After this time, Parents are asked to inform the College of any absences by contacting the College Office on 58662222 as soon as possible.

If notification has not been received by the College by 9.30am, parents/guardians will receive a SMS alerting them of their child(ren)'s absence.



## Student Information Personal Details

This is general student and enrolment information. *If any of this information is incorrect, please contact the school immediately to correct this information.*



The screenshot displays a student profile for Emma Adams. On the left is a navigation menu with 'Personal Details' highlighted. The main content area is divided into two sections: 'Personal Details' and 'Current Enrolment Details'.

Personal Details	
Student ID	1003
Initials	E L
Surname	Adams
Given	Emma Louise
Preferred	Emma
Date of Birth	4/03/2004
Email Address	1003@simonschools.net
Login Name	eadams

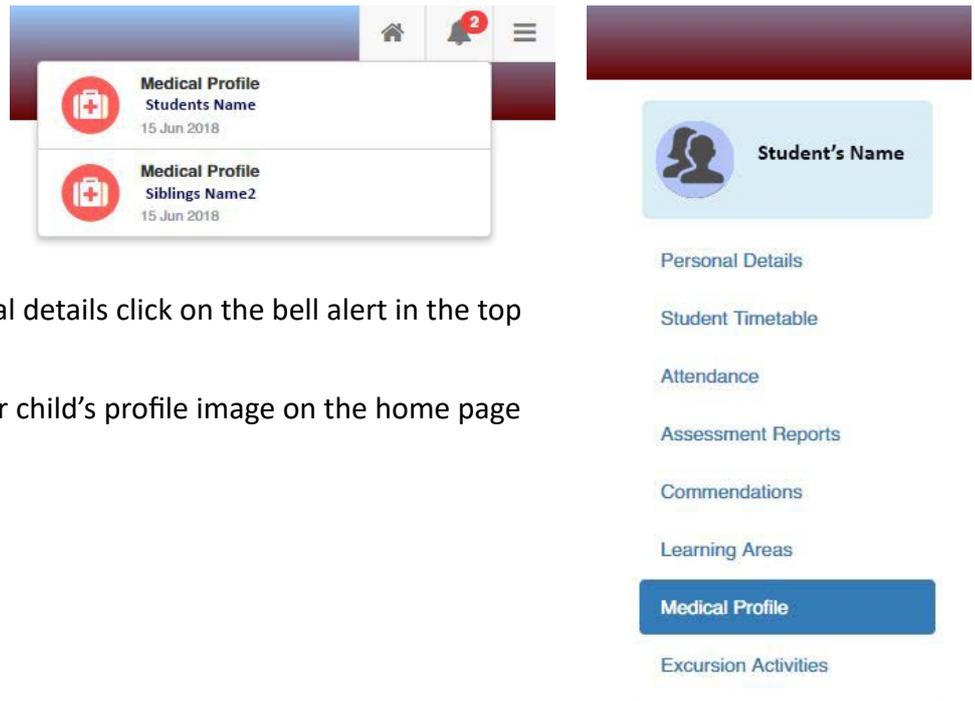
Current Enrolment Details	
Year Level	Year 11
Homerroom	11G
House	Magenta

## Medical Profile

Within the student profile page, Parents & Guardians are to enter vital medical information for each individual student and update whenever necessary. Please take the time to fill in this information in. This information is used by paramedics, hospital staff (in case of emergency) as well as teachers when taking students off campus for excursions and camps.

The Medical Profile **must** be completed prior to your child(ren) starting at St Mary of the Angels Secondary College. You will be reminded to update this information every time you give consent for your child(ren) to attend a Camp or excursion.

# How to update your child's Medical Profile



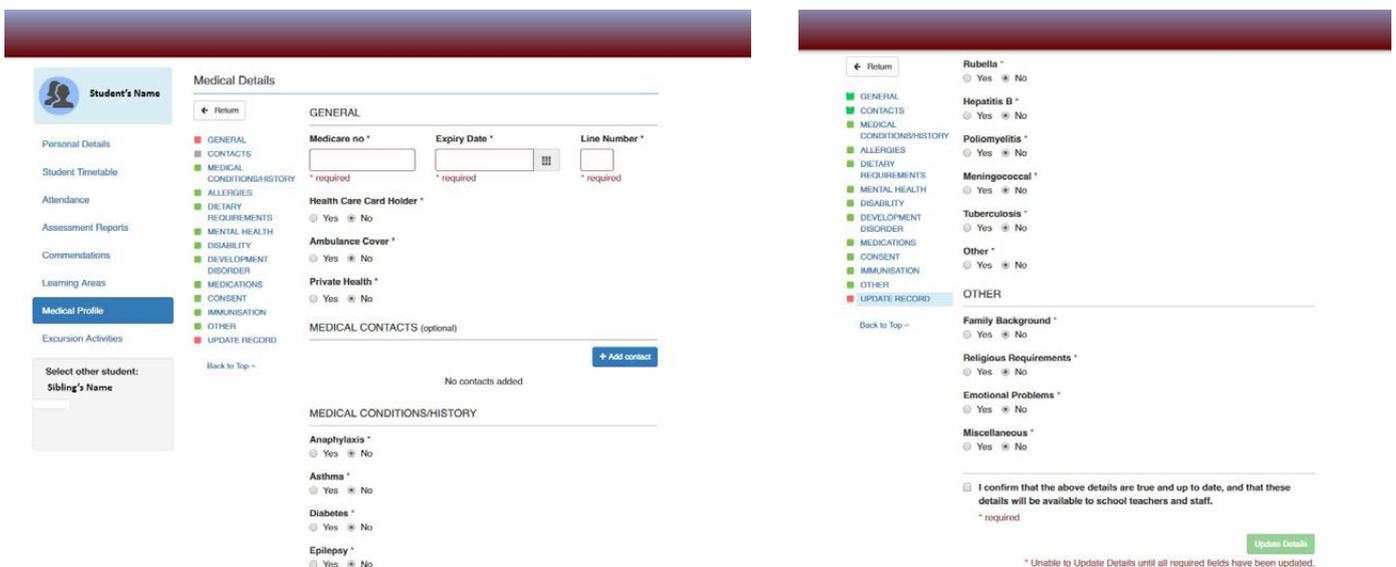
To update your child(ren's) Medical details click on the bell alert in the top right hand corner.

Alternatively, you can click on your child's profile image on the home page and then click on 'Medical Profile'

Please complete each section of the 'Medical details' form.

Each section will appear green as you work through the form. If your child has a medical action plan you will be prompted to attach any relevant documents.

Finally, confirm the 'details are true and up to date'.



***If your child's medical information alters at any time please log into PAM and amend as necessary.***

## How to give your consent for Excursions and Camps

You will use your PAM account to authorise your child's participation in excursions and camps. For each excursion, camp, retreat or permission, you will receive an automated email asking you to give consent for your child to participate. To do this, log into PAM or click on the link in the excursion email. Once logged into PAM, click on the 'alert bell' in the top corner of the screen. This will have a red number showing if there are any outstanding parent/guradian alerts; or click on your child's name and then choose "School Activities" from the next menu. Click on each alert to read the message or permission. While giving permission for your child to attend the excursion, you are also agreeing that the Medical Profile for your child is up to date.

Please be aware that without your consent, your child will be unable to attend the activity and will be required to stay at school with alternative arrangements. Consent is required as soon as possible to allow bus bookings and activities to be booked on the number of students attending. If you do not wish your child to attend please mark 'No Consent'.

If, after giving your consent, you wish to access the information about the camp or excursion, log back into PAM and click on "School Activities", and then choose the relevant activity your child is involved in.

### Step 1:

Parents/Guardians will receive an email alerting them to an excursion requiring approval through the College's Parent Access Module (PAM).

### Step 2:

Click on the link provided in the 'upcoming excursion or School Activity' email, this will open the Parent Access Module (PAM) Login screen (pictured below). Sign in with your Email and Password.

### Step 3:

Once logged into PAM click on the child (on the left hand side of the screen) who will be attending a school activity requiring

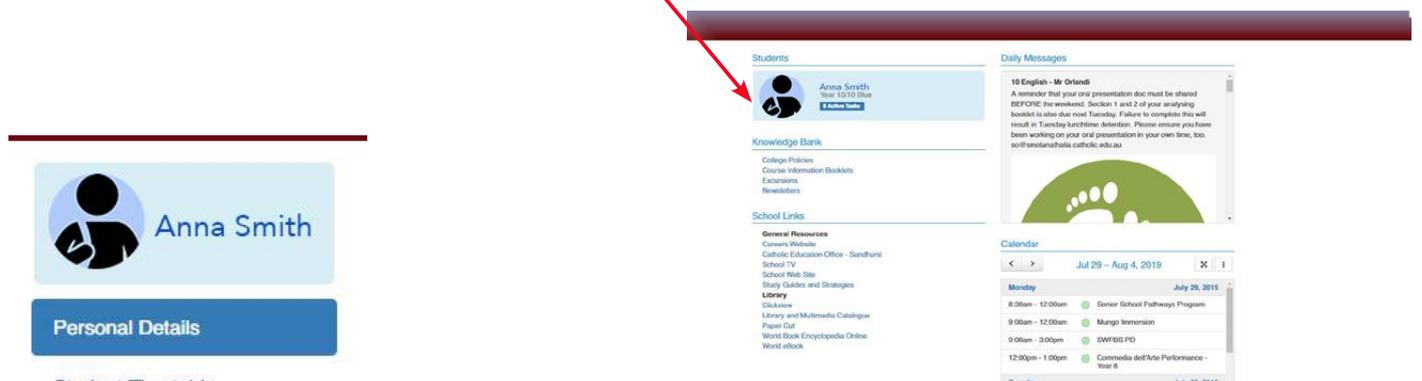
Dear Tom and Gerry,

Re: **Unit 2 Outdoor Education - Goulburn River, Shepparton Excursion**

This email is to notify you that **Anna Smith** has an upcoming excursion or school activity that you need to acknowledge. Please log into your St Mary of the Angels Secondary College, Nathalia PAM account and complete this request by **20 Aug 2019**.

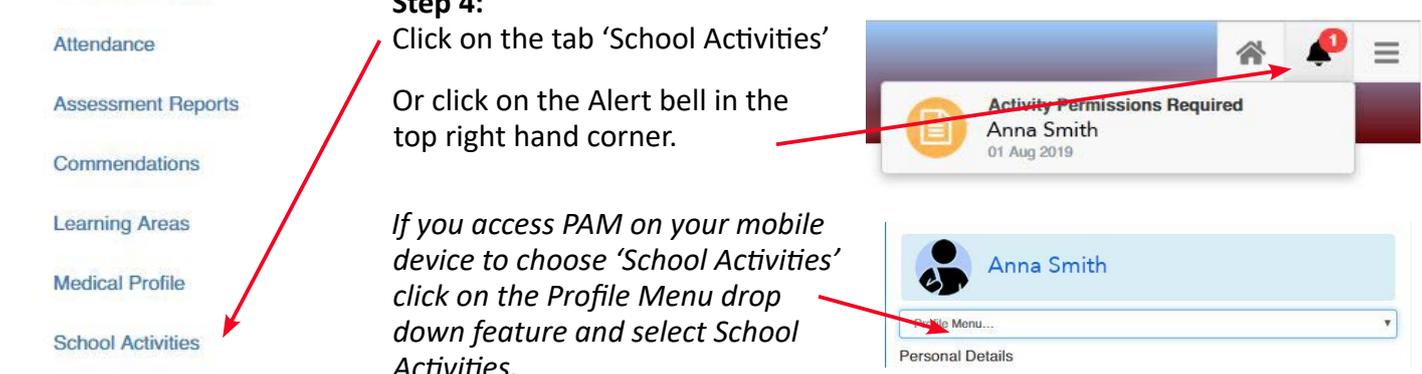
Please FOLLOW this link to access the St Mary of the Angels Secondary College PAM login page (if you are having difficulties following the link, please copy & paste the following URL into your browser: <https://pam.smotanathalia.catholic.edu.au>)

Should you have any queries, or problems with logging into your St Mary of the Angels Secondary College PAM account, please email [kp@smotanathalia.catholic.edu.au](mailto:kp@smotanathalia.catholic.edu.au) or contact the school during business hours.



**Step 4:** Click on the tab 'School Activities' Or click on the Alert bell in the top right hand corner.

*If you access PAM on your mobile device to choose 'School Activities' click on the Profile Menu drop down feature and select School Activities.*



## Step 5:

Click on the 'VIEW' button to access the relevant School Activity.

Name	Starting	Due	Consent	
Unit 2 Outdoor Education - Goulburn River, Shepparton Excursion	21 Aug 2019	20 Aug 2019	Incomplete	<a href="#">View</a>
Test - Bree	Invalid date	28 Jul 2019	✓	<a href="#">View</a>

## Step 6:

The 'School Activity Permission Details' screen will open. Details of the activity or excursion will be outlined including any relevant attachments.

Scroll down to the 'Consent' section. Select Yes or No and tick that the student's medical details are true and up-to-date, then confirm.

*Parents/Guardians can update their child's Medical Profile at any time by selecting the 'Medical Profile' tab.*

**School Activity Permission Details**

[Return](#)

**Subject**  
Unit 2 Outdoor Education - Goulburn River, Shepparton Excursion

**Description**  
Dear Parent/Guardian,  
During Term 3 Unit 2 Outdoor Education students will participate in a range of adventure based activities, designed to further develop their understanding of the characteristics of various outdoor environments, from a number of perspectives. Students investigate human activities undertaken in outdoor environments and their impacts on those environments (positive and negative), investigating and modelling individual and group responsibilities for activities in outdoor environments.

Please see below the excursion information:  
Venue: Goulburn River, Shepparton (Aquamoves carpark)  
Date: Wednesday 21st August, 2019  
Transport: College Bus  
Departure Details: 10:40 am  
Return Details: 1:00 pm  
Uniforms: Full School Uniform  
Supervising Staff: Renee McCance

If you have any questions or queries please do not hesitate to contact Renee McCance at the College on 03 5866 2222.

Yours sincerely,  
Renee McCance: "Outdoor Education Teacher"

**Date/Times**  
Starting on the 21 Aug 2019 at 10:40 am and concluding on the 21 Aug 2019 at 01:00 pm.

**Due Date**  
20 Aug 2019

**Attachments**  
Unit 2 Outdoor Ed Goulburn River Shepparton excursion 21.8.2019.pdf [Download](#)  
Unit 2 Outdoor Ed Goulburn River Shepparton excursion 21.8.2019.docx [Download](#)

**Staff**  
Kyle Palmer, Renee McCance

**Consent**

- In the event of an accident or illness, school staff may obtain or administer any medical assistance or treatment my child may reasonably require, including contacting my child's doctor or ambulance.
- I accept liability for all reasonable costs incurred by the school in obtaining such medical assistance or treatment (including any transportation costs) and undertake to reimburse the school the full amount of those costs.
- I have provided the school all relevant details of my child's medical or physical needs on enrolment and where relevant have updated this information.

I hereby give consent for Anna Smith to participate in the activity mentioned above \*

Yes  No

I have reviewed and ensured that the student medical details are true and up to date \*

[Confirm](#)

\* Unable to Confirm until all required fields have been updated.

**Consent**

- In the event of an accident or illness, school staff may obtain or administer any medical assistance or treatment my child may reasonably require, including contacting my child's doctor or ambulance.
- I accept liability for all reasonable costs incurred by the school in obtaining such medical assistance or treatment (including any transportation costs) and undertake to reimburse the school the full amount of those costs.
- I have provided the school all relevant details of my child's medical or physical needs on enrolment and where relevant have updated this information.

I hereby give consent for Anna Smith to participate in the activity mentioned above \*

Yes  No

I have reviewed and ensured that the student medical details are true and up to date \*

[Confirm](#)

A dialogue box will appear confirming that you have submitted your permission response.

*Parents/Guardians can access Excursions and School Activity details at any time by clicking on the view button through the School Activities tab (as shown in Step. 4)*

**Unit 2 Outdoor Education - Goulburn River, Shepparton Excursion**

Thank you for your submission, your response/s have been recorded.  
Please click [here](#) to return to the student excursion list.

[Close](#)

## How to log into the SIMON EVERYWHERE App

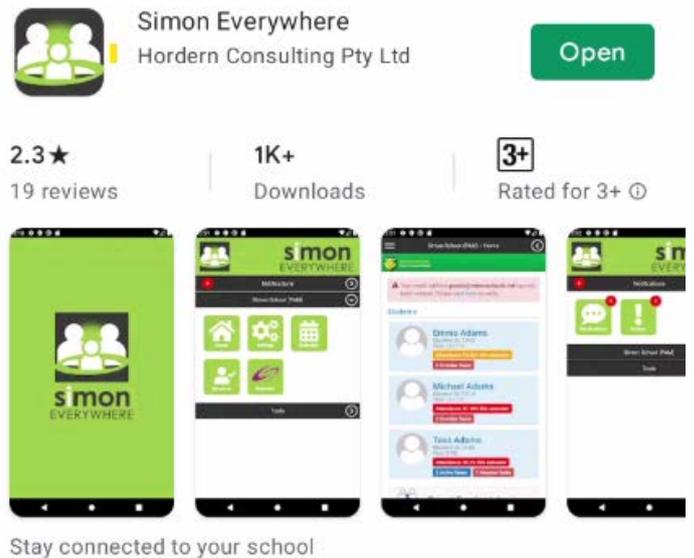
We are pleased to announce to parents/guardians the St Mary of the Angels Secondary College, Nathalia App for a quick and easy way to log into your PAM (Parent Access Module) account.

This App can be downloaded free from the App Store (for Mac users), or Google Play (Android users). The App is called "SIMON EVERYWHERE" (see example). Once you have downloaded the App, you will be asked to verify your mobile number. This will enable you to receive alert Push Notifications from us. You will then need to link your account and login.

To log in, you will need your usual PAM user name and password.

The new App includes the same features that you will find on a laptop or iPad when you log into PAM.

*Please note: This App is 'device dependent' and different mobile devices might show slightly different screens to those shown here.*



## Push Notifications

All parents who download the SIMON EVERYWHERE, will have the ability to receive school notifications by an alert from the App. Examples of immediate alerts could include reminders about College events or meetings. **Please be aware that Push Notifications can only be received via SIMON Everywhere app.**



