

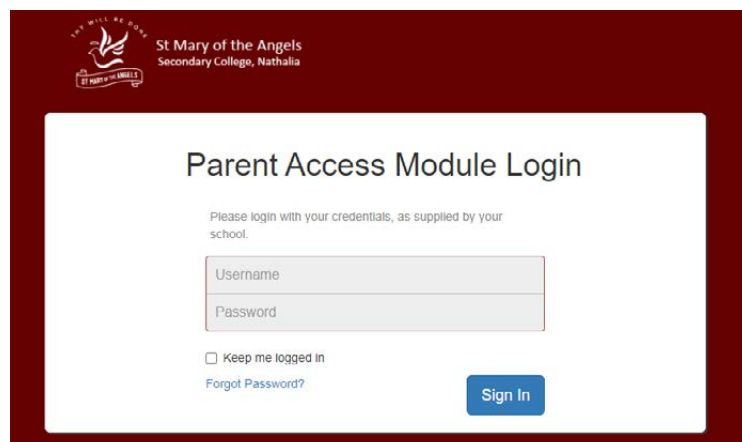


St Mary of the Angels Secondary College PAM (Parent Access Module) Instructions for Parent/Teacher Interviews In Person & Virtual

Step 1: Log in to your PAM Account.

To load the login page (pictured right) type pam.smota.vic.edu.au into your internet web browser OR click on the Parent Access Module on the College's website home page www.smota.vic.edu.au

It is important to note that the Username will be the email you have provided for communication, and the password is case sensitive.



Step 2: Click on the Parent Teacher Interview button.

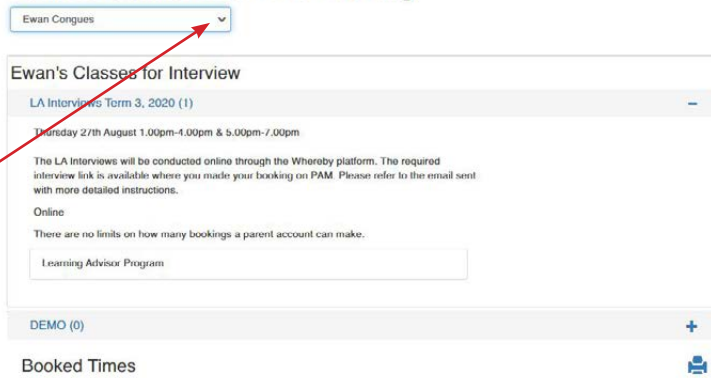


Step 3: The 'Parent Teacher Interview Booking' page will load.

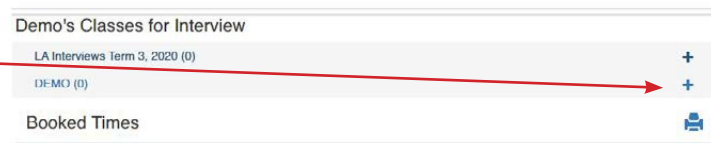
If your child(ren)'s name does not appear you will need to update your web browser. Alternatively use Chrome, Firefox or Safari on your child's Macbook.

If you have more than one child at SMOTA select the student you wish to book an appointment in the dropdown.

Parent Teacher Interview Booking



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



ST MARY OF THE ANGELS SECONDARY COLLEGE

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Step 4: 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).*

Click on Book Interview.

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 or change.

On the day/evening for a Virtual Parent Teacher Interview

Step 1: Log into your PAM Account.

Step 2: Click on the Parent Teacher Interview button (where you made your appointment) and scroll down the page to your booked times.

Step 3: Click the link to join interview in your 'Booked Times.'

Parent Teacher Interview Booking

Virtual Interviews will take place using the 'Whereby' video conferencing platform. Parents and guardians do not need to download an app to access this platform, and can connect to the meeting by clicking the link in your PAM booking schedule.

Any device, including laptop or smartphone, can be used to join the meeting, as long as your device has the most recent web browser updates and has video and audio capability.

The College highly recommends, however, that you use your child's SMOTA laptop as it will default to Google Chrome (Whereby's preferred browser), and your child will be familiar with using the camera and microphone functions.

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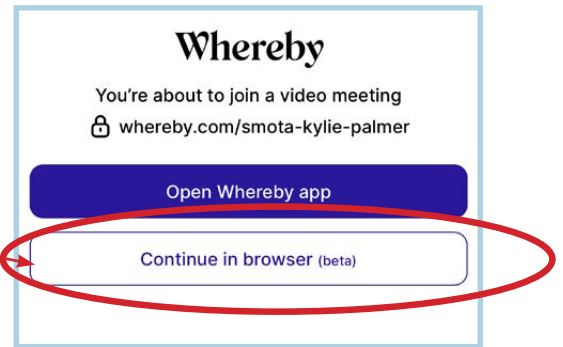
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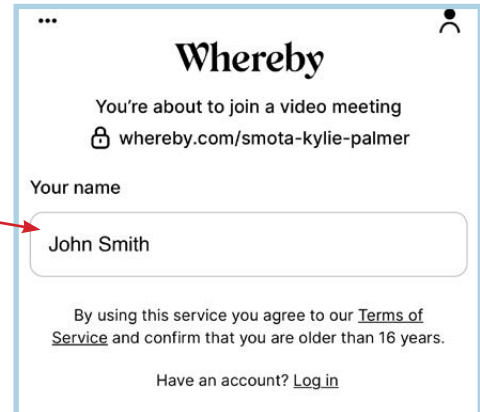
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Using the 'Whereby' Virtual Meeting Room

Step 5: When using Whereby for the first time it may ask you to download an app (requiring personal details). Do not select this option. **Choose 'Continue in Browser'.**

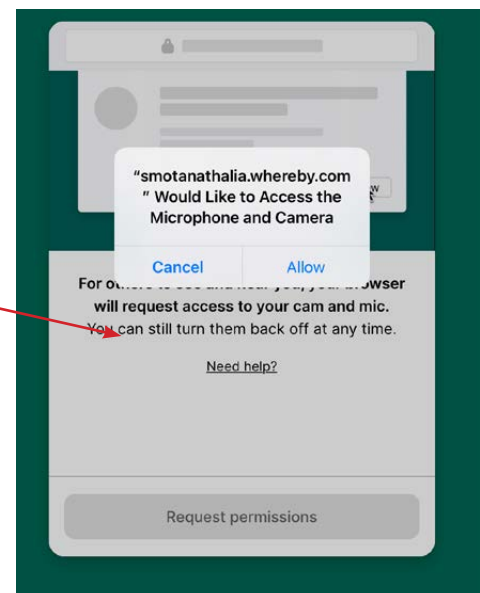


Step 6: A page will load asking for your name. Please type your name into the field.



Step 7: 'Whereby' will then ask permission to access your Microphone and Camera.

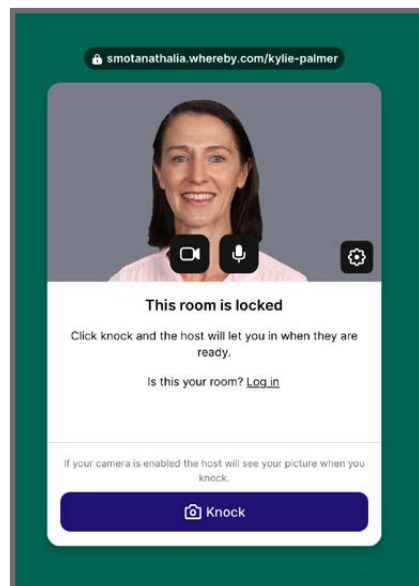
You will need to allow access in order to see and hear your child's Learning Advisor.



To join the meeting:

Click on the 'Knock' button to let your LA Teacher know that you are ready to begin the online meeting.

You will need to wait for their reply as they let you into the locked room.



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