



# St Mary of the Angels Secondary College, Nathalia

## Using Teams for LA Interviews

### PARENT GUIDE

1. Log into your PAM account through <https://pam.smota.vic.edu.au> or the SIMON Everywhere app. Open 'Parent Teacher Interviews' and click on the Virtual meeting link (which will be available on the day of the interview).

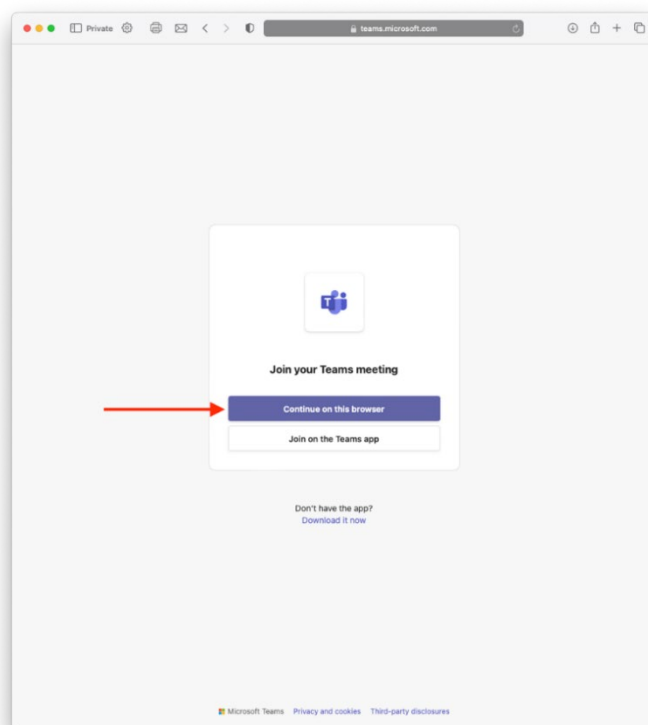
#### Parent Teacher Interview Booking

Select Student...

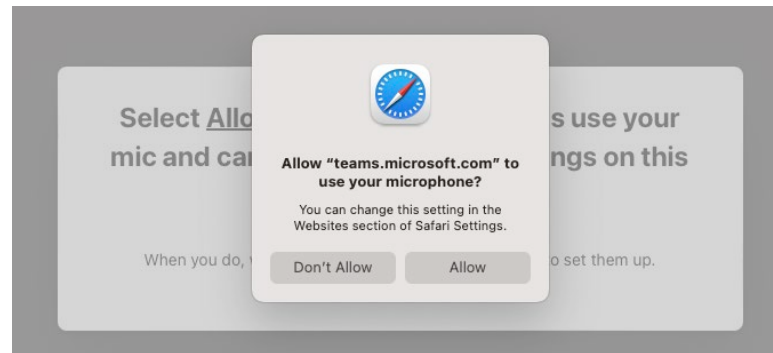
#### Booked Times

Date	Time	Duration
30th July 2024	4:00pm - 4:20pm AEST	(20 minutes)
<b>Milla</b>		
Class: Learning Advisor Program		
Teacher: <b>Ross Burgmann</b>		
Preferred Interview Type:	Virtual meeting link will be available on the day of the interview.	
Virtual		
7th August 2024	5:20pm - 5:40pm AEST	(20 minutes)
<b>Riley</b>		
Class: Learning Advisor Program		
Teacher: <b>Ruth Bakogianis</b>		
Preferred Interview Type:	Virtual meeting link will be available on the day of the interview.	
Virtual		

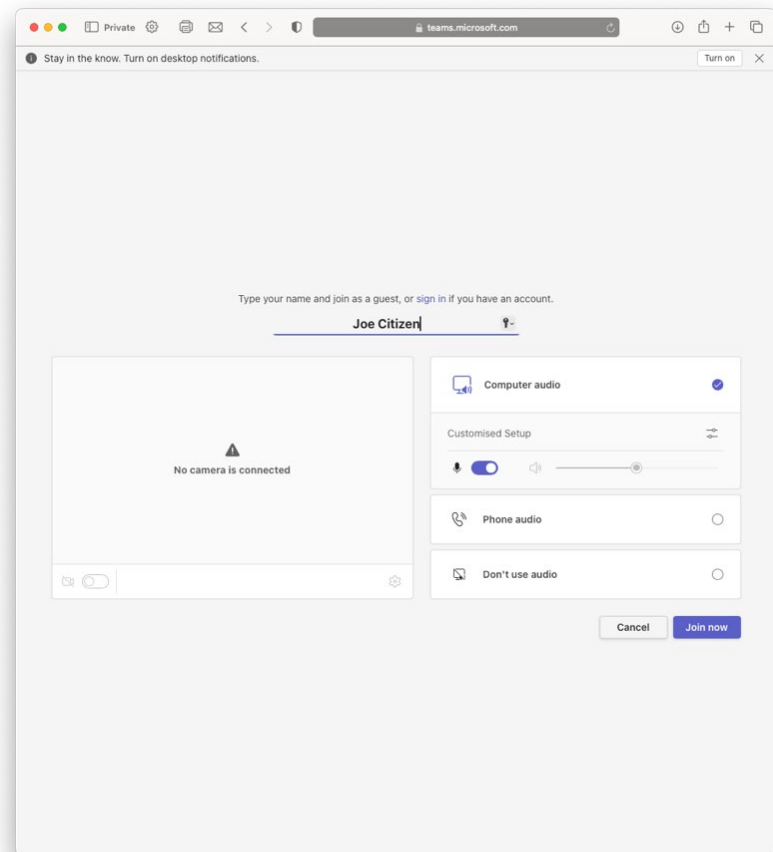
This will take you to a Teams window in your browser. If this screen appears, be sure to click on **Continue in this Browser**.



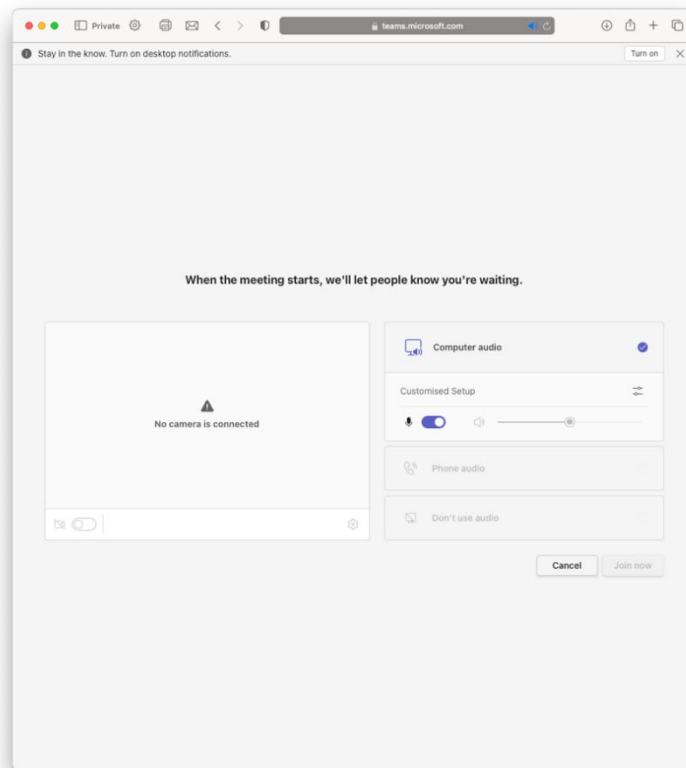
- Depending on your browser/Device configuration, you may have to allow teams access to your camera and microphone.



- Enter your name, check/verify your settings (Mic, camera, etc), and click on the blue Join Now Button



4. When the staff member is ready to start the meeting, they will allow you into the session – there's nothing else you need to do while waiting.



5. To end the session, click on the red Leave button. You can close this window, head back to PAM and select the next interview session.