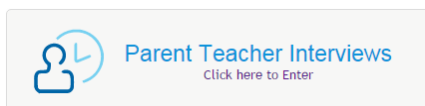


## Booking Parent Teacher Interviews through PAM (Parent Access Module)

PAM can be accessed on any device (including laptops, phones or tablets) connected to the internet.

1. Type <http://pam.nathaliasc.vic.edu.au> into the address bar of your internet browser. (You will need Internet Explorer 10 or above or Chrome, Firefox or Safari\*).
2. Enter your personalised username and password (Please note: Passwords are case sensitive. If you do not know your details, please contact the school.)

3. Click on Parent Teacher Interviews



4. If you have more than one student at Nathalia Secondary College select one student from the dropdown box.

5. Once the interview run is open, you will be able to see a list of your student's current classes. Click on a class to see the booking options.

**NB:** If the class has more than one teacher you will need to select which teacher you wish to interview with from the Select Teacher dropdown menu on the right.

Parent Teacher Interview Booking

Student's Classes for Interview

Parent Teacher Interviews 16th September 2015 (0) +

TESTING Please ignore (8) -

Each interview is allocated 10 minutes.

NSC

There are no limits on how many bookings a parent account can make.

Home Group
Unit 2 English
Unit 4 Visual Communication Design
Year 11 Study
Year 9-10 English
Year 9-10 Mathematics

Select Teacher...  
Daniel Robinson  
Daniel Robinson  
Marlene West

4:20pm, 16th September 2015  
4:30pm, 16th September 2015  
4:40pm, 16th September 2015  
4:50pm, 16th September 2015  
5:00pm, 16th September 2015  
5:10pm, 16th September 2015  
5:20pm, 16th September 2015  
5:30pm, 16th September 2015  
5:40pm, 16th September 2015  
5:50pm, 16th September 2015








Book Interview

6. Select a **time for your appointment** and click **Book Interview**.  
Note: The system will not allow you to double book yourself or a teacher so only available times will be shown in the list.
7. Continue on by clicking the next class for which you'd like to make an interview. You can make appointments for as many or as little classes as you would like. The only restriction is if your child/ren have multiple classes with the same teacher, you will be restricted to no more than 2 x 10 minute blocks with the same teacher.

Continued overleaf...

8. As you book each appointment, you will see each appear at the bottom of the page under Booked Times. If you make a mistake, you can click the Delete or Edit buttons to the right of the booking.

Booked Times

<b>Daniel Robinson</b> Home Group Room:	  
16th September 2015 <span style="float: right;">4:40pm - 4:50pm (10 minutes)</span>	
<b>Lisa Bradley</b> Year 9-10 English Room:	 
16th September 2015 <span style="float: right;">5:40pm - 5:50pm (10 minutes)</span>	
<b>Nokomi Achkar</b> Unit 2 English Room:	 
16th September 2015 <span style="float: right;">5:50pm - 6:00pm (10 minutes)</span>	

9. If you'd like to save or print your list, do so by clicking the Printer (top right of Book Times). Select your choices for Group by and Start of New Page and click Generate Report.
10. Click 'here' to download or print.

## 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](#).



**Nathalia Secondary College**  
 Parent Teacher Interviews

11. Once the new page has opened, you can either:
- Use keyboard shortcuts of CTRL P for Print or CTRL S for Save
  - Scroll to the bottom of the page and locate the option buttons - Disk to Save, Printer to Print.



\* If you are using the Internet Explorer browser and you see the message on the right, you can:

- Use another installed browser
- OR
- Click Internet Explorer link to update
- OR
- Click on Chrome or Firefox links to download

**As suggested in the message, we would recommend the Chrome browser for using PAM on a Windows computer.**

### Please upgrade your browser

This version of Internet Explorer is no longer supported by the Parent Access Module.  
 Please select one of the following links to install a supported browser:

 Internet Explorer

minimum version 10+

 Firefox

 chrome \* Recommended