

Parent Access Module (PAM) Instructions

The Parent Access Module (PAM) provides you with information on a range of areas relating to your child's education, including subject timetable, homework and assessment tasks, school reports, attendance, Parent-Student-Teacher Conversations, College's daily messages and upcoming events.

You can access PAM via your computer or download the SIMON Everywhere app to your mobile phone.

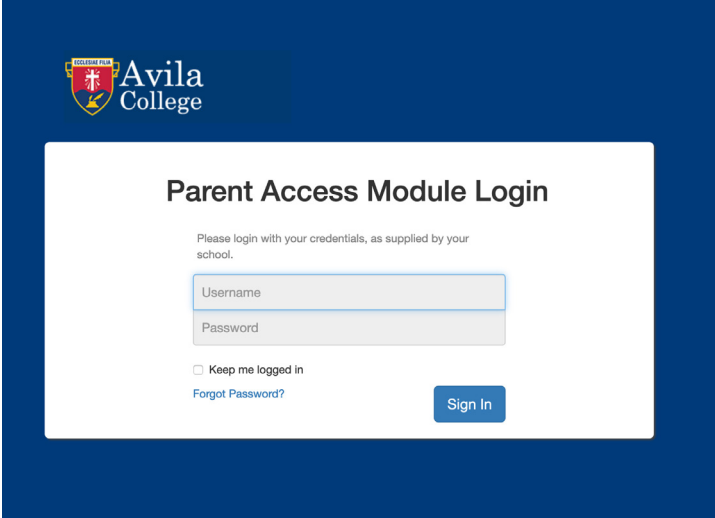


First Time Users

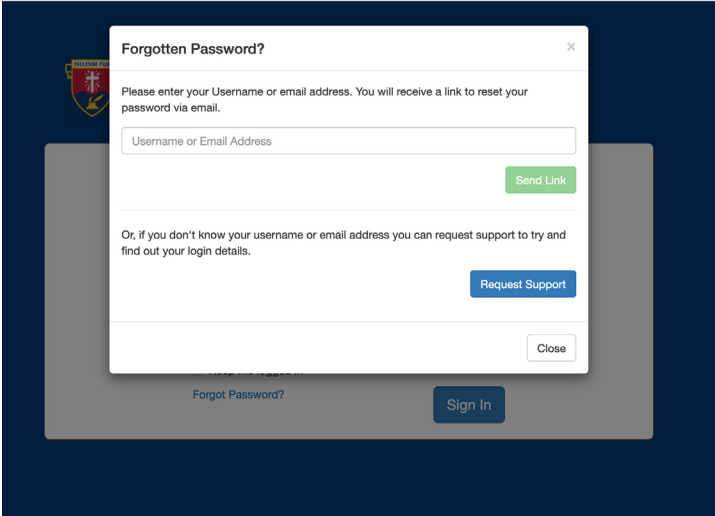
Logging in and Setting up your Password

Please browse to: <https://pam.avila.vic.edu.au>

Click on the **Forgot Password?** link at the bottom of the page:



Enter your email address in the Username or Email address field
Click on the green **Send Link** button



You will receive an email with a link to set up your password.
Click on the link and set your password.

Log in to PAM <https://pam.avila.vic.edu.au> using your email address and the new password.



SIMON Everywhere App

Your mobile
option.

The SIMON Everywhere app is available for both android and Apple mobile devices.



- Search "Simon Everywhere" on the Apple App Store or Google Play on your phone.
- Install the Simon Everywhere app.
- Launch Simon Everywhere and register with your name and mobile number.
- Enter the verification code that is sent to you via SMS.
- Click "Add School" and select Avila College.
- Select Parent Access.
- Select Students for the login type.
- Enter your existing PAM credentials.
(Your email address and password)

You can use the SIMON Everywhere app to:

- submit absent notices for students
- view student timetables
- monitor ongoing assessments
- read reports
- book Parent-Student-Teacher meetings
- email staff.



Discover PAM

Student Subjects, Teachers and Timetable

To access the student's timetable click on the student name in the top left hand corner under **Students**.

The screenshot shows the Avila College PAM interface. In the top left, under the 'Students' heading, there is a profile card for Annie Aardvark. A blue arrow points to this card. The card displays the student's name, ID (1181816), year (Year 12/X, Not Assigned), and a status of 'Attendance: no attendance data' with '1 Active Task'. To the right, there are sections for 'Parent Teacher Interviews', 'Daily Messages', and a 'Calendar' for April 19-25, 2021.

The student's timetable for the week appears in a grid.

The screenshot shows the 'Student Timetable' for Annie Aardvark. On the left is a navigation menu with 'Student Timetable' selected. The main area features a grid for the week of Monday 19/4 to Friday 25/4. A blue arrow points to the grid. Below the grid is a 'Timetable Key' section with a blue arrow pointing to it. The key includes 'Class Code: Class Description: Domain Component: Campus: Teacher Name' and 'Period Keys:'. Below that, it lists 'Day(s) 6, 7, 8, 9, 10' and a table of period times.

Day(s)	Start Time	End Time
HR AM	8:35 AM	8:50 AM
Period 1	8:50 AM	10:10 AM
Period 2	10:30 AM	11:50 AM
Period 3	11:50 AM	1:10 PM

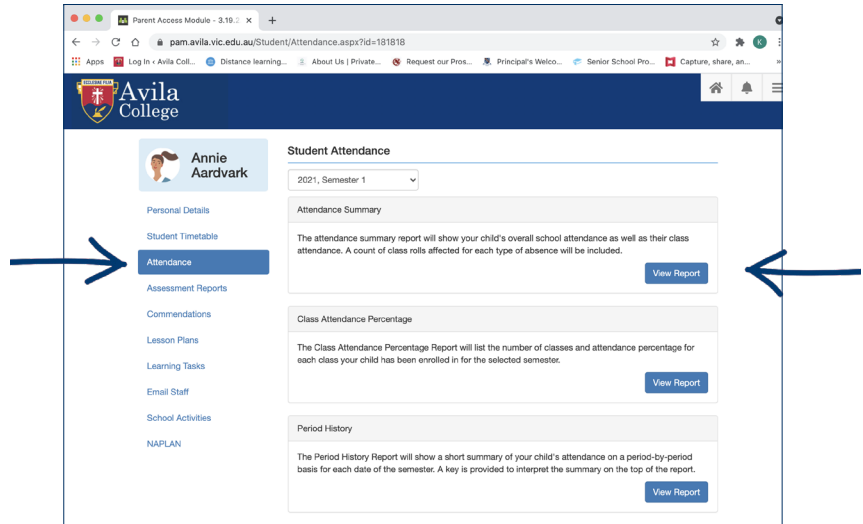
Their enrolled subjects are listed below together with the class code and their subject teacher.



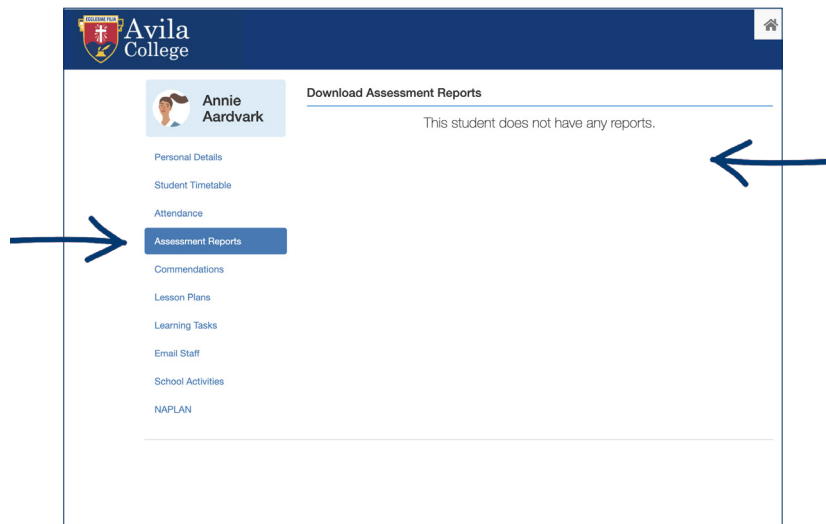
Discover PAM

Student Attendance and Assessment Reports

To view the student's attendance records click on **Attendance** on the left hand side. Then click on **View Report** for the relevant report. You can view the student's overall attendance as well as their individual class attendance records.



To view and/or download the student's assessment reports click on **Assessment Reports** on the left hand side. Available reports and a download link will be listed.



Discover PAM

Learning Tasks and Continuous Feedback

Email Staff

Current Learning Tasks assigned to the student can be viewed by clicking on **Learning Tasks**. Subjects will be listed. Click on the subject to see the current status and feedback supplied by the teacher where applicable.

The screenshot shows the 'Learning Areas' page for Annie Aardvark. The left sidebar has 'Learning Tasks' highlighted with a blue arrow. The main content area shows 'Classes' for '2021, Semester 1' with '1 Active Task' and '0 Overdue Tasks'. Under the 'French' class, a task 'Listening, Reading and Viewing Assessment Task' by Ms R Cusmano is listed as 'Active' on 11th June 2021, with a note that 'Results withheld by the school'. A blue arrow points to this task entry.

To contact the student's teacher, click on **Email Staff** and select the relevant teacher.

The screenshot shows the 'Email Staff' page for Annie Aardvark. The left sidebar has 'Email Staff' highlighted with a blue arrow. The main content area has a 'Semester' dropdown set to '2021, Semester 1'. A message prompt says 'Please select at least one staff member from the below list and provide a message.' Below this is a table for 'Staff To Email' with columns for 'Name' and 'Class', and a '0 staff selected.' indicator. A blue arrow points to the table. Below the table is a 'Message:' text area and a 'Send Message' button.



Discover PAM

Documents,
Policies
and Links

Daily
Messages
and
Calendar

Click on the home icon on the top right hand corner of the screen to return to the home page.

On the left hand panel you can click on the links under **Knowledge Bank** and **School Links** to view and download policies, correspondence and other relevant documents.

On the right hand panel, **Daily Messages** are listed together with the **Calendar** of upcoming school events.

The screenshot displays the Avila College PAM interface. At the top left is the Avila College logo. The main content area is divided into several sections:

- Students:** A profile for Annie Aardvark (Student ID: 181818, Year 12X, Not Assigned) with an 'Attendance: No attendance data' status and an 'Active Task' button.
- Knowledge Bank:** A list of links including Cafe, Parent Correspondence, Report Guides, Student and Parent Correspondence, and Student Documents.
- School Links:** A list of links including Parent Correspondence, 1. 2021 Year 7 Parent Information Presentation, 2. 2021 Year 11 & Year 12 Parent Information Online Session, 2. 2021 Year 11 & Year 12 Parent Information Session, Anaphylaxis - Management Plan Cover Sheet 2021, Anaphylaxis - Strategies to Avoid Allergens White-2-1 2021, ASCIA Action Plan Allergic Reactions (Green), ASCIA Action Plan Anaphylaxis EpiPen (Red), Asthma Action Plan Puffer and Spacer, Community Connect Parent Portal, Guidelines for Concussion - Head Injury Fact Sheets, Guidelines for Concussion - Return to School and Sport, Seizure Plan, and Student Policies and Information (1. School Timetable).
- Parent Teacher Interviews:** A section with a 'Click here to enter.' link.
- Daily Messages:** A message titled 'Want to learn to make webpages like a professional? (Mr Baroud)' with details about an online session on May 10th and a timetable for Wednesday 21 April and Tuesday 27 April.
- Calendar:** A calendar view for April 19 - 25, 2021, showing 'No calendar events to display.'

Blue arrows point to the 'Knowledge Bank' and 'Daily Messages' sections.

