A WORLD OF OPPORTUNITIES

PARADE COLLEGE

14 March 2025

Dear Parents/Carers,

Student Progress Interviews – Tuesday 1 April and Wednesday 23 April (Term 2)

Mid-Semester reports will be released online on Wednesday 26 March at 2:00 pm. Student Progress Interviews will be held on two dates, 1 April for in-person interviews at the Bundoora Campus (Alphington Court and surrounding classrooms) and 23 April for online interviews via MS Teams. Please note that all in-person interviews on 1 April will take place at the Bundoora Campus, including for students who normally attend the Preston Campus. This arrangement allows families with children at both campuses and students enrolled in VET subjects across both campuses to meet with all their available teachers in one location.

- **Tuesday 1 April** (In person at the Bundoora Campus)
  - 3:45 pm – 5:45 pm and 6:30 pm – 8:30 pm
- **Wednesday 23 April** (Online – Term 2)
  - 4:15 pm – 6:00pm and 6:45 pm – 8:30 pm

The '*Parent Teacher Interview*' booking module on the Parent Access Module (PAM) will open on **Wednesday 26 March at 2:00 pm** to enable bookings to commence. Please ensure that you take this opportunity to book interviews with your child's teachers. Interviews for each session will close at 9:00 am on each day prior to the scheduled interviews. If you have not received, or have misplaced, your login details for PAM, please contact the College via the email address pamsupport@parade.vic.edu.au

Guidelines for Parents/Carers
- Please have your child's mid-semester report with you and any questions that you may wish to ask at the time of your interview.
- Please be mindful of the teacher's other scheduled appointments with other families.
- Interview time slots are of six-minute duration.
- For interviews conducted in person at the College on 1 April. It is recommended to avoid, where possible, booking back-to-back interviews.

Online Interviews – 23 April
To access the MS Teams link for each interview, parents will need to first login into their PAM account. For parents/carers who wish to join the same interview from different locations or devices:
- Each parent must log into their own PAM account separately.
- Each parent should click on the MS Teams link for the same scheduled interview.
- The first parent to join should inform the teacher that a second parent will be joining.

Both parents will be admitted from the waiting room to participate in the same interview session. Ensure that you have the MS Teams app downloaded on your device. You can download the MS Teams app from the Microsoft store, App store on iphone and Playstore on an Android phone.

Please note for online interviews:

- Interview time slots are of six-minute duration.
- Join each interview on MS Teams using the link provided in your PAM account. You will then be placed in a 'waiting room'. Wait for your child's teacher to commence the interview at the scheduled time.

Instructions on how to make student progress interview bookings on PAM for either day and how to connect to your child's teacher for online interviews via PAM on 23 April are included with this letter.

Your sincerely,

Mr Maurice Petruccelli
Assistant Principal – Teaching & Learning

How to Make a Student Progress Interview Booking using PAM

Each family has login details including **Username** and **Password** for the **Parent Access Module (PAM)** system.

If you have not received, or have misplaced, your login details, please contact the College via the email address pamsupport@parade.vic.edu.au

To access PAM, go to the link
https://pam.parade.vic.edu.au/Login/Default.aspx

Alternatively, you can access PAM from the College home page: https://www.parade.vic.edu.au/ and click on the PAM link under **Parade Portals** at the very bottom of the home page.

The screen should appear as shown right.

Enter your **Username** and **Password** and click on the **Sign in** button. The following PAM home screen should appear.

Click the **Parent Teacher Interviews** to bring up the following screen.

Parent Teacher Interview Booking

Select Student... ▾

's Classes for Interview

** Parent Teacher Student Interviews 4 April 2023 ✚

! PTI Test ✚

Booked Times 🖨

7th March 2023	2:50pm - 2:57pm (7 minutes)

👤 ▮▮▮▮ ❌

Class:
Teacher:

Virtual meeting link will be available on the day of the interview.

In this sample you will see that an interview has been made already.

As a parent, you can cancel an interview by clicking on the ❌ button.

To request an interview with a teacher, use the drop-down box **Select Student**, to choose which child you would like to make a booking for.

Expanded the appropriate interview run using the ✚ icon. The list of available subjects for the student will appear for which you can make an interview request. Actual details will be different for each Parent Teacher interview run.

Interview Run Name (number of subjects) ➖
Location
Date and Time Description
ExCEL - Setting Up A Small Business
Lower Tutor Group
Lower Tutor Period
Year 9 English
Year 9 High Performance ACC Sport: Semester 1
Year 9 History
Year 9 Mathematics
Year 9 Media
Year 9 Religious Education
Year 9 Science

PARADE COLLEGE

Click the subject you want to book. The selected teacher's available time slots will appear in the box to the right.

Click the time slot you would like for the booking, following by the **Book Interview** button.

Your interview will be recorded in the list towards the bottom of the screen.

Once you have finished making bookings, you can obtain a printout by clicking on the printer 🖶 icon.

Click on the **Generate Report** button to produce a *.pdf document which you can then printout.

PARADE COLLEGE

Attending an Online Parent Teacher Interview using PAM

If the **Parent Teacher Interviews** are being held online, you will be provided with a **Join Interview** link to the **Microsoft Teams** online meeting. Just before the scheduled meeting time you would click on the link provided and follow the onscreen prompts to join the meeting.
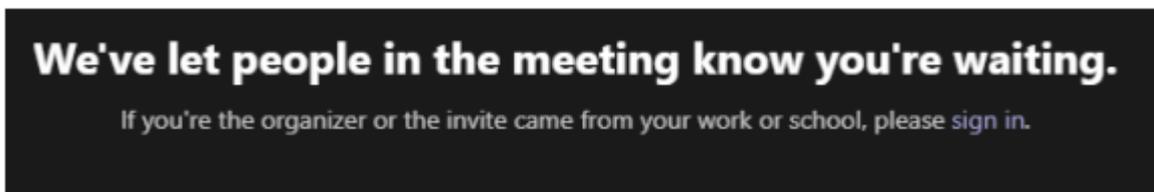
Booted Times

7th March 2023	2:50pm - 2:57pm (7 minutes)

👤 ▭▭▭▭▭   ❌

Class:
Teacher:
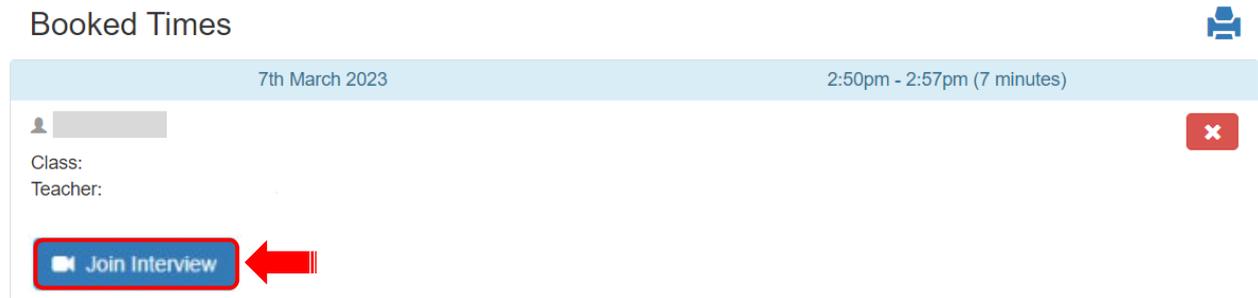
📹 Join Interview ⬅

Once you have clicked the **Join Interview** link you will be presented with the following options. Select the option **Continue on this Browser**.

Join your Teams meeting

⬅ **Continue on this browser**

Join on the Teams app

Don't have the app?
Download it now
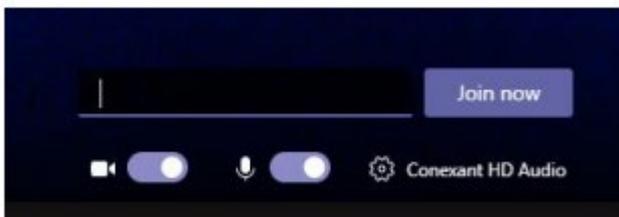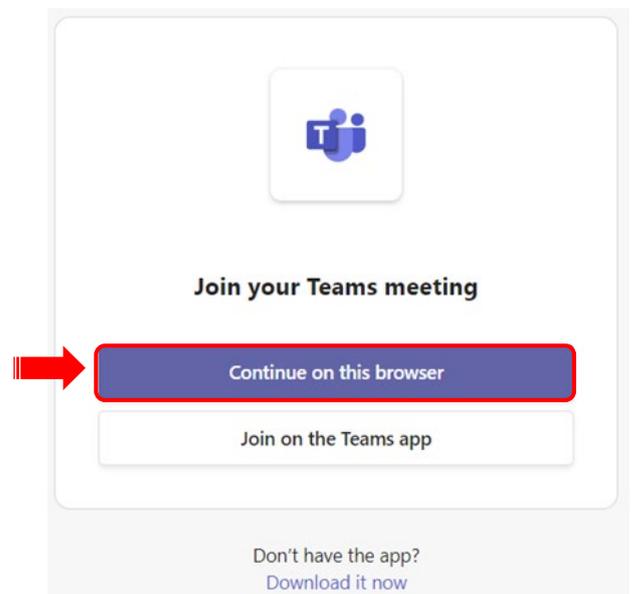
Enter your name and make sure you have your camera and microphone turned on, then click **Join now**.

| | Join now |

📹 ⬤ 🎤 ⬤ ⚙ Conexant HD Audio

The following message will appear, and you will be admitted to the meeting when the teacher is ready.

Note: you do not need to sign in as the message suggests, just wait.

We've let people in the meeting know you're waiting.

If you're the organizer or the invite came from your work or school, please sign in.

Once in the meeting you will see the following toolbar on your screen. At the end of the meeting, you simply click on the hang-up 📞 option.

00:29   📹 🎤 ⬆ ••• ✋ 💬 👥 📞