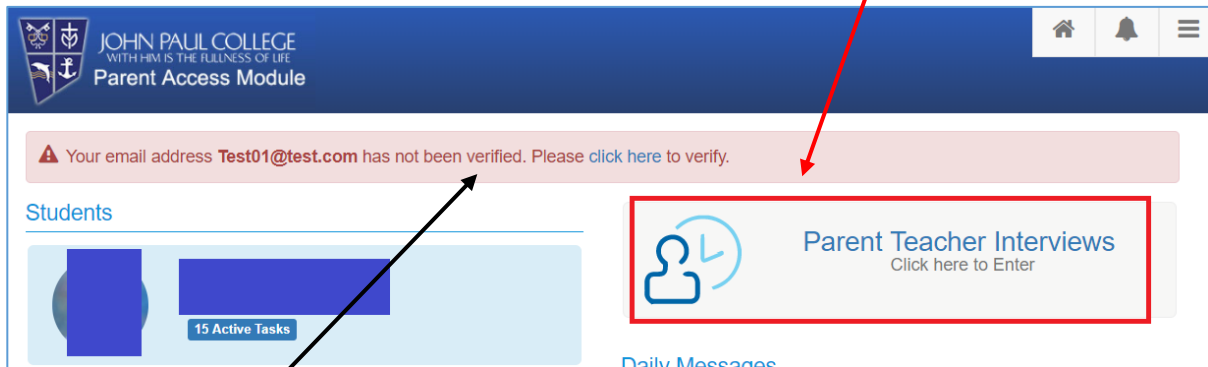


Making a booking for Parent Teacher Interviews in PAM

First log into your PAM account: <https://pam.jpc.vic.edu.au>

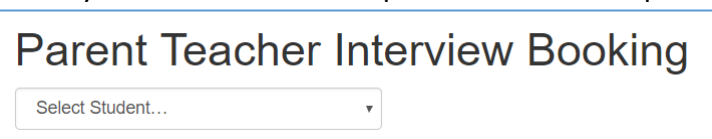
If you do not have your login details contact ictsupport@jpc.vic.edu.au or call (03) 97840246.

1. Once you log into PAM you should see the button on the right for **Parent Teacher Interviews**, click on this.



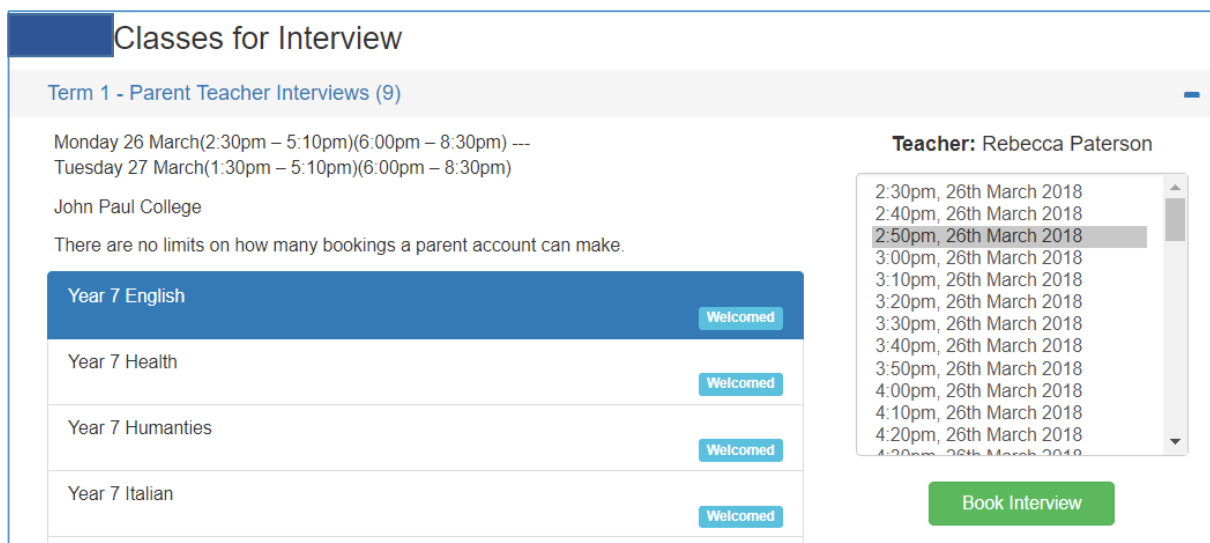
Note: Please verify your email address at this screen, if not done so already.

2. Select your child from the drop down list at the top.













*This will only appear if you have more than one child at the school.
If you only have one child at the school, go to step 3.*

3. Select each **class** you wish to make a booking for then select a **time** on the right, then click **Book Interview**.




You will also see if your child's subject teacher has selected interview 'welcomed, recommended or required'. Please ensure you attend interviews with your child when recommended or required is indicated.

4. The booking will be added at the bottom of screen. You can **edit**  or **delete**  a booking from here. If you are finished you can then click on the **Print Icon** .


Booked Times		
Fiona Sedick Year 7 Humanities Room: Room E1		
26th March 2018	2:40pm - 2:50pm (10 minutes)	
Rebecca Paterson Year 7 English Room: Room D3		
26th March 2018	2:50pm - 3:00pm (10 minutes)	
Jane O'Grady Year 7 Italian Room: Room D3		
26th March 2018	3:00pm - 3:10pm (10 minutes)	

5. On the print page Click **Generate Report**

[Return to Parent Teacher Interview Bookings](#)
 Group Interviews by: 
 Start each date on a new page

6. You can now download and print the report, which is in PDF form.

Please use the buttons below to print or save a copy of this report. Or download [here](#).



John Paul College
Parent Teacher Interviews

Term 1 - Parent Teacher Interviews

Times: Monday 26 March(2:30pm – 5:10pm)(6:00pm – 8:30pm) ---
 Tuesday 27 March(1:30pm – 5:10pm)(6:00pm – 8:30pm)

Location: John Paul College

Year: 7 Homeroom POM5

Monday, March 26 2018

2:40 PM - 2:50 PM	Year 7 Humanities Mrs Fiona Sedick	Room E1
2:50 PM - 3:00 PM	Year 7 English Miss Rebecca Paterson	Room D3
3:00 PM - 3:10 PM	Year 7 Italian Ms Jane O'Grady	Room D3