



HOW TO BOOK AN APPOINTMENT THROUGH PAM

Step 1: Login to PAM

PAM can be accessed through our College website www.damascus.vic.edu.au

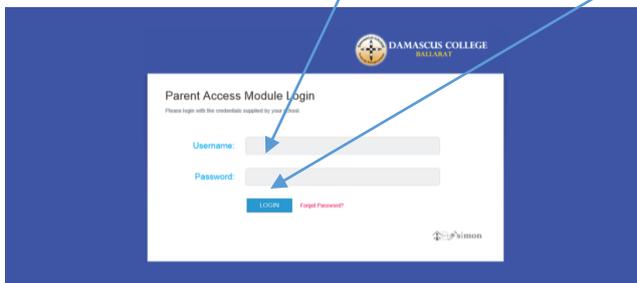
- Under the “Resource Hub” tab, click on PAM



- Then from the PAM page, click on the link: <http://pam.damascus.vic.edu.au:8010/>

You will then be presented with the PAM login screen for Damascus College

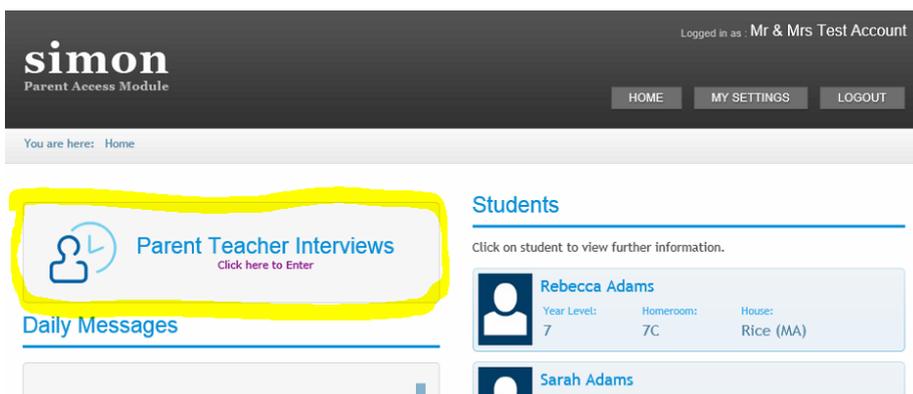
- Enter your PAM **Username** and PAM **Password**



- If you have forgotten your username or password, please email a.smith@damascus.vic.edu.au

Step 2: Once logged into PAM, you will then be presented with the following screen:

- NOTE:** The Parent Teacher Interviews (PTI) link will only be visible in the top left hand side of the screen when the PTI module is open for bookings. This normally occurs around one week prior to the date of the interviews. **You will receive an email and text message when PTI has been activated and is available to make a booking.**



- b) Click on the Parent Teacher Interviews link
- c) Select the student for which interviews are to be made



Parent Teacher Interview Booking

Select Student...

- d) Click on the class you wish to make a booking for, and available times will appear on the right hand side



Parent Teacher Interview Booking

Rebecca Adams

Rebecca's Classes for Interview

Test Interview Run (7)

In the month of May.
At the School
There are no limits on how many bookings a parent account can make.

7 French
7 Homeroom
7 Humanities
7 Information Technology
7 Religion
7 Science
7 Textiles

Teacher: Julia Clancey

- 12:36pm, 28th August 2014
- 1:12pm, 28th August 2014
- 2:24pm, 28th August 2014
- 3:00pm, 28th August 2014
- 3:18pm, 28th August 2014
- 3:36pm, 28th August 2014
- 3:54pm, 28th August 2014
- 4:12pm, 28th August 2014
- 4:30pm, 28th August 2014
- 4:48pm, 28th August 2014
- 5:06pm, 28th August 2014
- 5:24pm, 28th August 2014

Book Interview

- e) Select the time you would like to book, then click on "Book Interview"



Parent Teacher Interview Booking

Rebecca Adams

Rebecca's Classes for Interview

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Book Interview

f) Booked interviews for ALL your students will be listed in chronological order

7 Religion
7 Science
7 Textiles

David Welsh 7 Mathematics 👤 Rebecca Adams Room:	
28th August 2014	12:00pm - 12:15pm (15 minutes)
Jacqui Owen 9 Personal Development 👤 Sarah Adams Room:	
28th August 2014	12:18pm - 12:33pm (15 minutes)
Pierce Andjelkovic 7 Drama 👤 Rebecca Adams Room:	
28th August 2014	12:54pm - 1:09pm (15 minutes)
Julia Clancey 7 French 👤 Rebecca Adams Room:	
28th August 2014	1:12pm - 1:27pm (15 minutes)

g) Bookings can be edited by clicking on the blue edit button. Select a new time and then click on "Confirm New Time"

NOTE: To cancel OR reschedule an appointment after PTI has closed, PLEASE CONTACT THE COLLEGE.

Editing Booked Time ✕

David Welsh
7 Mathematics
👤 **Rebecca Adams**
At the School

Currently Booked Interview
28th August 2014
12:00pm - 12:15pm (15minutes)

Select Interview Time... 