

Antonine College



Parent Access Module (PAM) Manual



www.antonine.catholic.edu.au

Welcome to PAM

Welcome to the Parent Access Module (PAM) of **ANTONINE COLLEGE**. This manual aims to provide you with all the essential information about how you can use PAM to become involved and connected with the everyday learning of your child/children at **ANTONINE COLLEGE**.



With the introduction of PAM, parents are able to view the following information within SIMON, through PAM:

- Daily messages and upcoming events
- School links
- Student information and timetable
- Student attendance
- Student Assessment and reporting
- Student commendations
- Parent Teacher Online Bookings

Each of these sections of PAM will allow you to see and become involved with everything that your children are involved with at school. PAM can be accessed through the College website:

www.antonine.catholic.edu.au or through the following direct link: <https://pam.antonine.catholic.edu.au/>

We strongly encourage you to visit PAM frequently and be involved with your child's education at Antonine College. This document is designed to inform you how to access PAM. If you have any problems logging in, please make contact with our PAM Support via the Forgot Password Button.

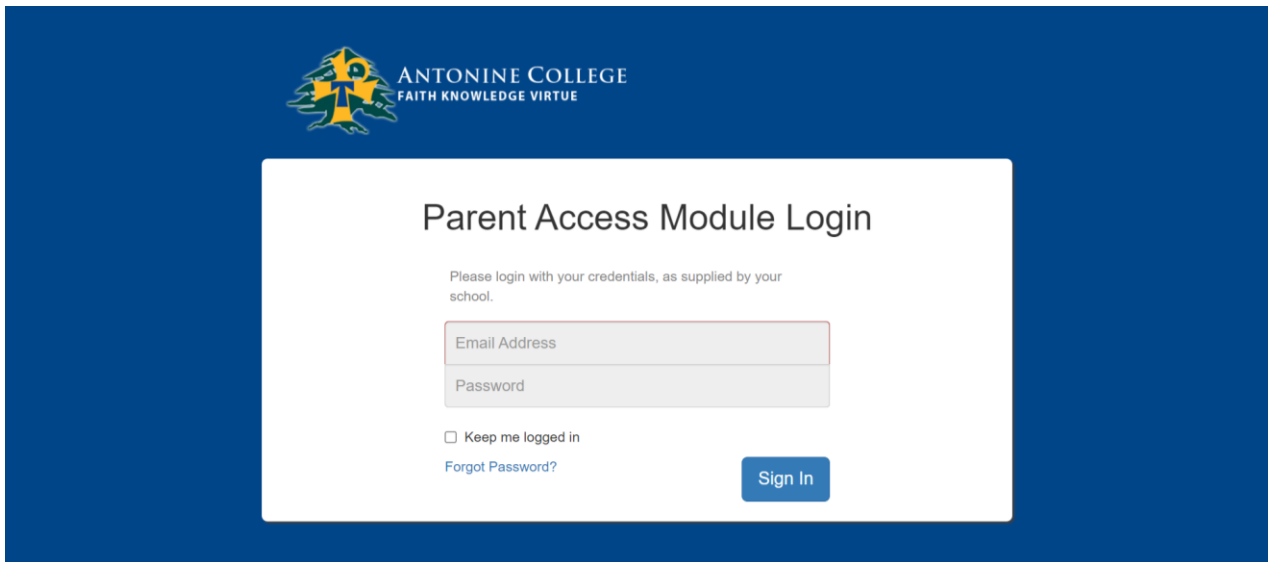
A screenshot of the Antonine College Parent Access Module Login page. The page has a dark blue background. At the top left is the Antonine College logo, which features a stylized cross with a figure inside, surrounded by green leaves. To the right of the logo is the text "ANTONINE COLLEGE" and "FAITH KNOWLEDGE VIRTUE" below it. The main content is a white rectangular box with the title "Parent Access Module Login". Below the title is the instruction "Please login with your credentials, as supplied by your school." There are two input fields: "Email Address" and "Password". Below these fields is a checkbox labeled "Keep me logged in" and a link "Forgot Password?". A blue "Sign In" button is located at the bottom right of the white box.

We look forward to assisting you with this opportunity to share in our collective efforts to provide the very best education for all students at Antonine College.

Introduction

This is an outline of the information that is delivered for parents within PAM.

PAM Login Screen



ANTONINE COLLEGE
FAITH KNOWLEDGE VIRTUE

Parent Access Module Login

Please login with your credentials, as supplied by your school.

Email Address

Password

Keep me logged in

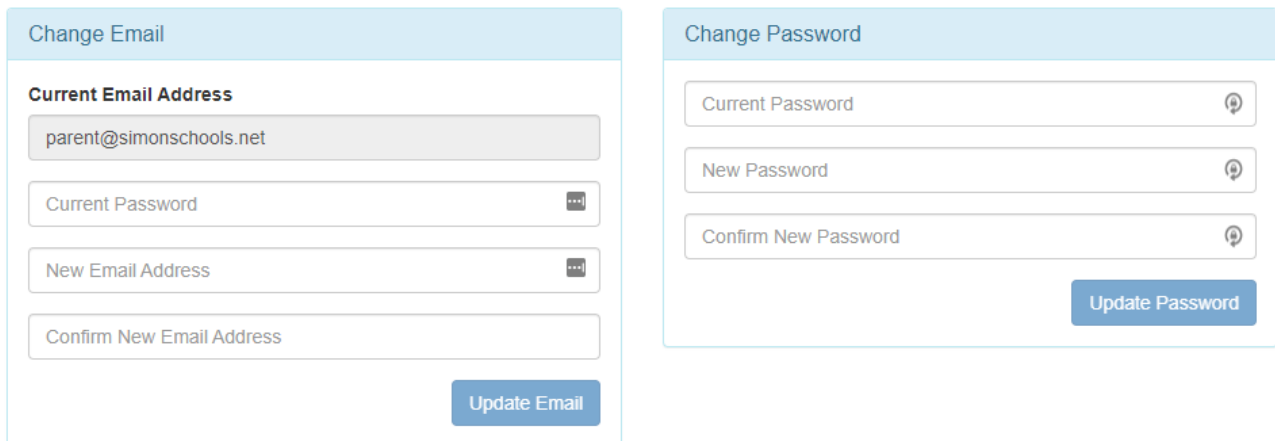
[Forgot Password?](#)

Sign In

My Settings

Parents can click on the “My Settings” button to change/add their email address or change their PAM password.

[Parent Account Settings](#)



Change Email

Current Email Address

parent@simonschools.net

Current Password

New Email Address

Confirm New Email Address

Update Email

Change Password

Current Password

New Password

Confirm New Password

Update Password

PAM Landing Page

The screenshot displays the PAM Landing Page with the following sections:

- Students:** Three student profiles are listed:
 - Emma Adams:** Student ID: 1003, Year 11/11G. Attendance: 93.91% this semester. 3 Overdue Tasks.
 - Michael Adams:** Student ID: 1014, Year 11/11C. Attendance: 89.61% this semester. 4 Overdue Tasks.
 - Tess Adams:** Student ID: 2182, Year 9/9E. Attendance: 74.7% this semester. 21 Overdue Tasks.
- Parent Teacher Interviews:** A button with an icon of a person at a computer and the text "Parent Teacher Interviews. Click here to enter."
- Parent Notified Absences:** A button with a calendar icon and an exclamation mark, and the text "Parent Notified Absences. Click here to enter."
- Daily Messages:** A message titled "Years 8 - 12 Subject Change Procedure" with a "View Attachment" link. The message text states: "Students who wish to change a subject need to download a 'Change of Subject Form' (see attached), Year 8 students collect from Mrs Venkatesh, Year 9 and 10 students collect from Mr Walsh or Ms Porter and Years 11 & 12 students from Mr Brodie. The form needs to be completed, signed by a parent or guardian and returned to the Office for Years 8, 9, 10 and the Senior Office for Years 11 and 12 no later than **FRIDAY 9TH MARCH 2021**. After this date there will be no further subject changes. Students will be notified via email whether or not a change can occur. Please be aware that some subjects are full, and as a result a change may not be possible."
- Knowledge Bank:** A link to "2.Parent Information" and "Student Info (Curriculum Handbooks: Exam Schedules: Bell Times)".
- School Links:** Links to "Parent Information" and "School Website".
- Calendar:** A calendar view for "Oct 18 – 24, 2021". The selected date is "Monday, October 18, 2021". Events listed include "all-day State Athletics" (yellow dot) and "all-day Week A" (orange dot).

After a parent has logged into PAM, the first options are outlined below:

- **Daily Messages:** These come from the main Daily Message system of SIMON.
- **Upcoming Events:** These come from the main calendar system of SIMON. Only events flagged as “Parent” will appear in this section.
- **School Links:** These come from the main School Links system of SIMON off the main work desk. These are updated throughout the year.
- **Students:** Your child/children will appear here. Parents gain information by clicking on the child’s profile. This is where you will find your child’s School Reports.

Parent Teacher Interviews

- **Parent-Teacher Interviews:** These are held twice a year. You will be informed in advance when bookings are open to schedule a time to see your child’s teacher/s. When bookings are open, there will be an additional button at the top of the page.
- If you have selected your interview virtually, a link to the selected teacher’s virtual room will become available on the day of the interview on the “Booked Times” page. Log into PAM at the interview time and click on the link provided to enter the lobby of the teacher’s virtual room.
- This booking system is also used to schedule literacy testing at the beginning of each school year.

A button with an icon of a person at a computer and the text "Parent Teacher Interviews. Click here to enter."

Student Assessment and Reporting

Antonine College uses a ‘continuous reporting’ method to allow parents to see in ‘real time’ how their children are learning. This information is found in **Learning Tasks**.

At the end of each semester, the “End of Semester” Assessment Reports will be available to parents.

At the end of Term 1 & 3 a mid-semester report will be available to provide a progress report.

The College will send notification to all parents as each report becomes available on PAM.

Learning Tasks

The **Learning Tasks** module in PAM will show all active and all overdue tasks for your child (*example 1*). By clicking on each individual task, you will have access to the feedback given by your child’s class teacher (*example 2*).

Example 1

Class	Task Count	Overdue
11 Homeroom (Class: G)	3 tasks	0
VCE Biology 3 (Class: D)	9 tasks	0
VCE Chemistry 1 (Class: B)	1 tasks	1 Overdue
VCE French 1 (Class: A)	4 tasks	1 Overdue
VCE Maths Methods 1 (Class: B)	4 tasks	0
VCE Physical Education 1 (Class: C)	1 tasks	0
VCE Religion and Society Unit 2 (Class: G)	1 tasks	1 Overdue

Example 2

Task Name	Due Date	Completion Status
Holiday Homework - Organelle Flashcards	1st February 2021	Satisfactory
Holiday Homework - Bubble (Cell Membrane) Activity	1st February 2021	Not Satisfactory
Holiday Homework - Edrolo Chap 2A questions	1st February 2021	100%
Holiday Homework - Edrolo Chap 2B questions	1st February 2021	100%
Holiday Homework - Edrolo Chap 2 Review Questions	1st February 2021	100%
Edrolo Questions - Chap 3B	11th February 2021	71%
Edrolo Questions - Chap 3A	12th February 2021	100%
Edrolo Questions - Chap 1A	12th February 2021	78%

Lesson Plans

The Lesson Plans provided for your child will be visible in PAM. This allows you as a parent to look at what is being delivered to your student and be aware of any homework. Antonine College may also engage with you for additional checkpoints that you as parents can complete.

Tess Adams

- Personal Details
- Student Timetable
- Social Behaviour
- Attendance
- Assessment Reports
- Commendations
- Letters
- Booklist
- Lesson Plans
- Learning Tasks
- Email Staff
- Medical Profile
- Sick Passes

Lesson Plans

Semester: 2021, Semester 1

9 English (Class: E) (3 lesson plans)

Mr S Phelan ✉ Course Overview View: Historic

Is Mateship required in the time of pandemic

Reading and Viewing - Stand By Me/By the River

Start: 21 Oct 2021 0 Complete / 1 Incomplete Checkpoints

End: 21 Oct 2021 Available

Is Mate Ship Important - The Comparative Essay

Reading and Viewing - Stand By Me/By the River

Start: 12 Oct 2021 1 Complete / 0 Incomplete Checkpoints

End: 15 Oct 2021 Available

Week 1

Reading and Viewing - Stand By Me/By the River

Start: 01 Aug 2021 0 Complete / 1 Incomplete Checkpoints

End: 07 Aug 2021 Available

9 English (Class: G) (0 lesson plans)

Is Mate Ship Important - The Comparative Essay

Reading and Viewing - Stand By Me/By the River

Start: 12 Oct 2021
End: 15 Oct 2021 General

Checkpoints ^

Read page 56 - Who is the new character? ^

ⓘ Checkpoint can only be completed by student and/or staff.

Complete: By student: Tess Adams on 12/Oct/2021 11:07:43 am

Student Comment:

Sailor Joe

Lesson Details ^

Learning Intention/s v

Success Criteria v

Instructions v

Close

Emailing your child's teachers

Your PAM account gives you access to emailing your child's class teachers, either individually for a specific subject, or to all the class teachers at the same time.

To access the "Email Staff" page:

- Click on your child's name/photo at the top of your PAM homepage
- On the following page, choose the "Email Staff" option
- Select one or more staff members (*sample only below*)
- Write message

The screenshot displays the 'Email Staff' interface. On the left, there are two student profile cards for Emma Adams, each with a list of navigation options. The 'Email Staff' option is highlighted in blue on both. The main content area is titled 'Email Staff' and includes a 'Semester' dropdown menu set to '2021, Semester 1'. A yellow warning box states: 'Please select at least one staff member from the below list and provide a message.' Below this is a table of staff members to email, with two selected. A message input field contains the text 'This is a test message'. A green 'Send Message' button is at the bottom right.

Name	Class
Ms Caroline Delaney	11 Homeroom
<input checked="" type="checkbox"/> Mrs Donna Kneale-Little	11 Homeroom
Mr Marko Bishop	11 Study Block
Mrs Donna Kneale-Little	11 Study Block
<input checked="" type="checkbox"/> Dr Cindy Wellington	VCE Biology 3
Mr Kevin Brodie	VCE Chemistry 1
Mr Mark Vanderkey	VCE English 1
Mrs Tracy Rantall	VCE French 1
Mr Leigh Kelly	VCE Maths Methods 1
Mr Benjamin Griffiths	VCE Physical Education 1
Mr Marko Bishop	VCE Religion and Society Unit 2

Knowledge Banks

Knowledge Banks can be found on your PAM home page. The documents in Knowledge Banks are updated regularly, so please keep an eye on these if you are looking for information/forms etc.

The student profile card for Tess Adams displays her name, Student ID (2182), and Year (9/9E). It features two red callout boxes: 'Attendance: 74.7% this semester' and '21 Overdue Tasks'.

Knowledge Bank

2. Parent Information

Student Info (Curriculum Handbooks: Exam Schedules: Bell Times)

Student Attendance

This allows parents to enter and review attendance information. This can be generated in real-time by the parents.

Each attendance component is described below:

Attendance Summary

- Unexplained absences occur if a parent has not contacted the College to explain an absence.
- School passes reflect different reasons why a student may be out of class or late to school.
- School Activities is used to record all activities when a student is absent from class, such as Excursions, Camps or similar activities. These activities are recorded in the overall student attendance.

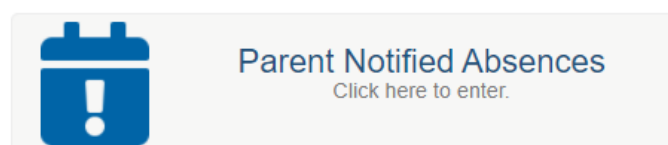
The screenshot shows the 'Student Attendance' page for Emma Adams. On the left is a navigation menu with 'Attendance' highlighted. The main content area has a dropdown menu set to '2021, Semester 1'. Below this are three report sections, each with a 'View Report' button:

- Attendance Summary:** The attendance summary report will show your child's overall school attendance as well as their class attendance. A count of class rolls affected for each type of absence will be included.
- Class Attendance Percentage:** The Class Attendance Percentage Report will list the number of classes and attendance percentage for each class your child has been enrolled in for the selected semester.
- Period History:** The Period History Report will show a short summary of your child's attendance on a period-by-period basis for each date of the semester. A key is provided to interpret the summary on the top of the report.

Parent Notified Absences (PNA)


Parents and Carers are able to notify the College of their child's absence by clicking on the Parent Notified Absences link. Absences notified by this method must be completed by 8.45am.

After this time, parents are required to call the College on 9354 1377. Parents are asked to inform the college of any absences as soon as possible. If notification has not been received by the College, parents/carers will receive a SMS alerting them of their child's absence.




Commendations

Within the main SIMON website in the student profile, schools can enter positive aspects of school life and achievement under Student Commendations. A complete list of commendations will also be published on the end of semester reports.

 **Emma Adams**

- Personal Details
- Student Timetable
- Social Behaviour
- Attendance
- Assessment Reports
- Commendations
- Letters
- Booklist
- Lesson Plans
- Learning Tasks
- Email Staff
- Medical Profile
- Sick Passes
- School Activities
- Connect
- NAPLAN


Commendations



Sample

Merit Badge Awarded


17th June 2021



Academic Commendation

Academic Contribution


8th December 2020



Awarded >90% on the end of year Science exam

Academic Contribution


27th November 2020



90% or more in combined French Listening and Reading CATs

Academic Contribution


23rd November 2020



Above 90% in CAT

Academic Contribution


19th November 2020



Excellent Effort on SAC

Academic Contribution

16th November 2020




< 90% achieved in the science Genetics unit test.

Academic Contribution

16th November 2020

Student Information Personal Details

This is general student and enrolment information. *If any of this information is incorrect, please contact the College immediately to correct this information.*

 **Emma Adams**


- Personal Details
- Student Timetable
- Social Behaviour
- Attendance
- Assessment Reports
- Commendations
- Letters
- Booklist
- Lesson Plans
- Learning Tasks
- Email Staff
- Medical Profile

Personal Details

Student ID	1003
Initials	E L
Surname	Adams
Given	Emma Louise
Preferred	Emma
Date of Birth	4/03/2004
Email Address	1003@simonschools.net
Login Name	eadams

Current Enrolment Details

Year Level	Year 11
Homeroom	11G
House	Magenta



Antonine College

Parent Access Module (PAM) Manual

Page 9

Medical Profile

Within the student profile page, Parents & Guardians are to enter vital medical information for each individual child and update whenever necessary. Please take the time to fill this information in. This information is used by our College staff, paramedics, hospital staff (in case of emergency) as well as teachers when taking students off campus for excursions and camps. The Medical Profile **must** be completed prior to your child starting at Antonine College. You will be reminded to update this information every time you give consent for your child to attend a Camp or excursion.

****You cannot save this information half way through so please ensure you have all the information you need before starting, including immunisation details**

How to give your consent for Excursions and Camps

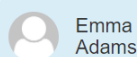
You will use your PAM account to authorise your child's participation in excursions and camps. For each excursion, camp or retreat you will receive an automated email asking you to give consent for your child to participate. To do this, log into PAM or click on the link in the excursion email. Once logged into PAM, you can either click on the 'alert bell' in the top corner of the screen. This will have a red number showing if there are any outstanding parent alerts; or click on your child's name and then choose "School Activities" from the next menu. Click on each alert to read the message or permission. While giving permission for your child to attend the excursion, you are also agreeing that the Medical Profile for your child is up to date.

Please be aware that without your consent, your child will be unable to attend the activity and will be required to stay at school with alternative arrangements. Consent is required as soon as is possible to allow bus bookings and activities to be booked on the number of students attending.

If, after giving your consent, you wish to access the information about the camp or excursion, log back into PAM and click on "School Activities", and then choose the relevant activity your child is involved in.

The screenshot displays the PAM user interface for Emma Adams. On the left is a navigation menu with options: Personal Details, Student Timetable, Social Behaviour, Attendance, Assessment Reports, Commendations, Letters, Booklist, Lesson Plans, Learning Tasks, Email Staff, Medical Profile, Sick Passes, School Activities (highlighted), Connect, and NAPLAN. The main content area shows a 'Notification Alert Request Reminders' window with a list of alerts under the 'Other' category, including three alerts for Emma Adams and one for Michael Adams, all with the message 'Activity Permission Updated Details'. To the right, two examples are shown: 'Example of "Alert Bell"' which is a navigation bar with a home icon, a bell icon with a red '3' notification badge, and a menu icon; and 'Example of "alert"' which is a notification card titled 'Excursion Permissions Required' dated '11 Feb 2019'.

How to access the PAM 'Connect' module



Emma Adams

Personal Details

Student Timetable

Social Behaviour

Attendance

Assessment Reports

Commendations

Letters

Booklist

Lesson Plans

Learning Tasks

Email Staff

Medical Profile

Sick Passes

School Activities

Connect

NAPLAN

Name	Current Value	Reset Date	
Photographic Permission Form	Awaiting Completion	01/01/2022	Complete

During the year, our College will take photographs and videos, which may capture your child's participation, directly or indirectly. These may include, but are not limited to, our College newsletter, Yearbook, Annual Report, College website, social and digital media and newspapers.

We would like parental/carer permission to use these photos/videos. Please follow the instructions below to access the 'Connect' module in PAM to give your consent.

On your PAM homepage, the alert bell in the top corner will show any outstanding alerts. These alerts can be outstanding Medical Profiles; Excursion Permissions and outstanding Connect Fields.

Incomplete Connect Fields	
	Michael Adams Date Sent: 20 Oct 2021, (click to view details & complete)
	Tess Adams Date Sent: 20 Oct 2021, (click to view details & complete)
	Michael Adams Date Sent: 20 Oct 2021, (click to view details & complete)
	Tess Adams Date Sent: 20 Oct 2021, (click to view details & complete)

Once you have clicked on the relevant Connect Field, it will take you to all incomplete Fields awaiting completion.

By clicking on the green "Complete" button, you will then have access to read any attached documents before giving your permission (yes or no).

Connect Field ×

Once you complete this field you will be unable to change it. To change the response, please contact the school.

Connect Field: Photographic Permission Form

Description: Parents/Carers are requested to give their permission annually for the publication of their child's image to be used for school purposes.

Options:

Yes No

View Connect Documents: Total number of documents: 1 ▼

[Close](#) [Complete](#)

To go back into the Connect Field after giving your permission:

- click on your child's photo/name
- choose the 'Connect' option
- click on the relevant field





Cedar Campus: Foundation - Year 6
130 Harding Street East Coburg VIC 3058

Saint Joseph Campus: Year 7 - Year 12
71 Grandview Avenue Pascoe Vale South VIC 3044

PO Box 197, Moreland VIC 3058
Phone: (03) 9354 1377 Fax: (03) 9354 1399