

Booking Parent Teacher Interviews

A step-by-step guide for parents and carers – booking through PAM and joining your interview online

Log in to PAM to book your interviews | Join your interview online via Teams on the day

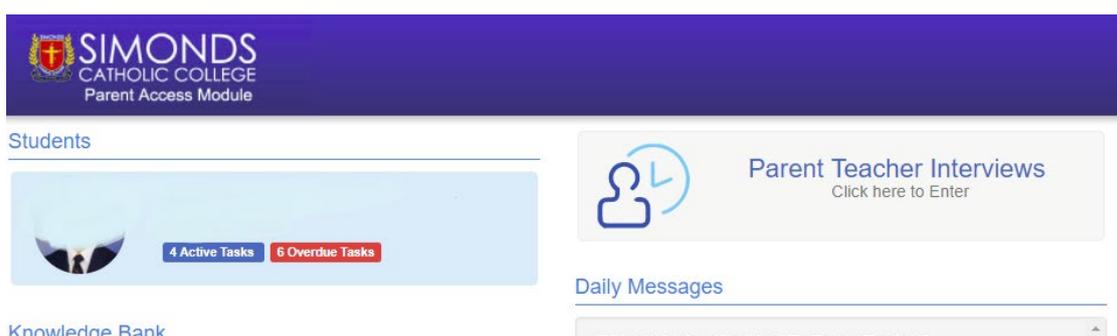
Use the PAM parent portal to book your Parent Teacher Interview appointments online. On the day, each booking has its own individual link to join via Microsoft Teams. Follow the steps below to book and join your interviews.

Part 1: Booking Your Interviews

STEP

1 Log In to PAM

1. Visit the Simonds Catholic College website or go directly to: pam.sccmelb.catholic.edu.au
2. Log in with your parent/carer credentials.
3. If you have more than one child at the school, select one child at a time.



Access PAM through the Simonds website or the direct link

STEP

2 Open the Parent Teacher Interviews Tab

1. Once logged in, click on the Parent Teacher Interviews button.
2. Your son's classes and subjects will appear on screen.
3. You will see all available interview slots for each teacher.

The Parent Teacher Interviews tab showing your son's subjects

STEP

3

Book an Interview

1. Click on a subject name to see the available time slots.
2. Select a time that suits you.
3. Confirm the booking by clicking Book Interview.
4. Repeat this process to book interviews with other teachers.

STEP

4

Review Your Booked Interviews

1. Once all bookings are made, you can view a complete list of your scheduled interviews.
2. Your booked times appear under the Booked Times section.
3. Check that all your interview times are correct before the day.

Booked Times



2:00pm - 2:05pm (5 minutes)	
Student Name Class: Year 9 ENGLISH	

Your confirmed bookings listed under Booked Times

Part 2: Joining Your Interviews on the Day

On the day, each booked interview has its own individual link. You do not need to install any software if you are on a PC or Mac – interviews can run directly in your web browser.

STEP

1

Log Back In to PAM and Find Your Link

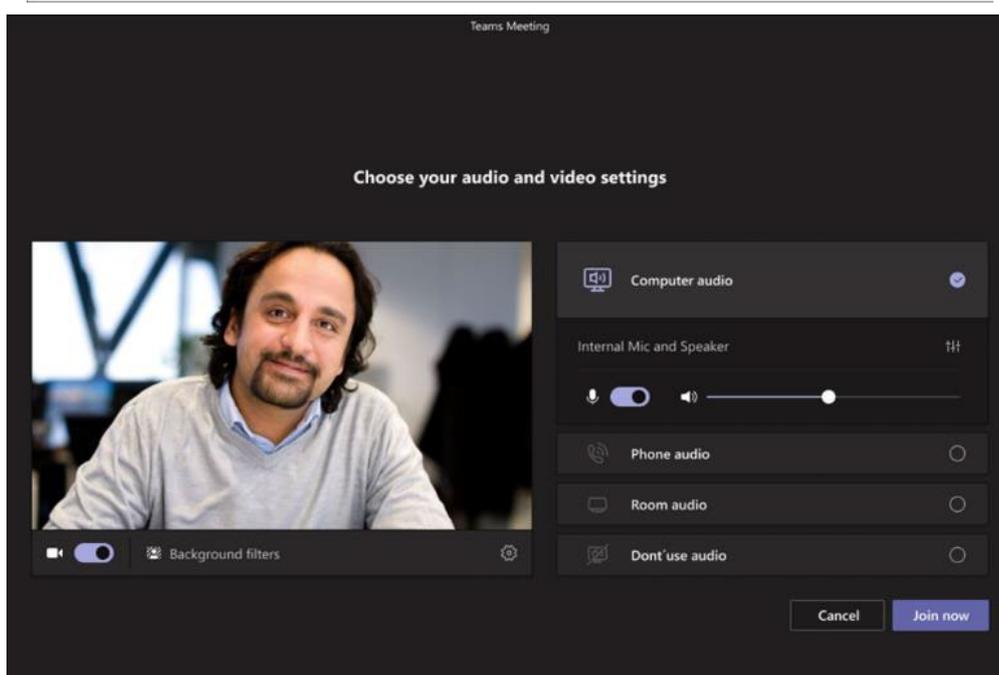
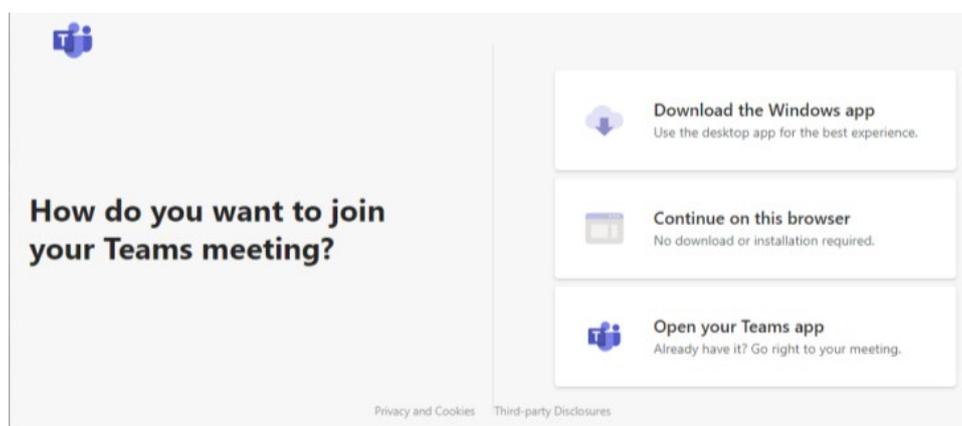
1. Log in to PAM at pam.sccmelb.catholic.edu.au

2. Click on Parent Teacher Interviews.
3. Each booked interview has its own individual Join link – click this link just before your interview time.

STEP

2 Join on a PC or Mac

1. When you click your interview link, a webpage will open in your browser.
2. Click Continue on this browser when prompted.
3. Enter your name and press Join Now.
4. You will be placed in a Lobby – the teacher will be notified that you are waiting and ready.



Enter your name and click Join Now to be placed in the waiting Lobby

IMPORTANT: If you are joining from a mobile phone or tablet (iPad), please download the Microsoft Teams App before the Parent Teacher Interview day.

STEP

3

Download Teams for Mobile or Tablet (iPad)

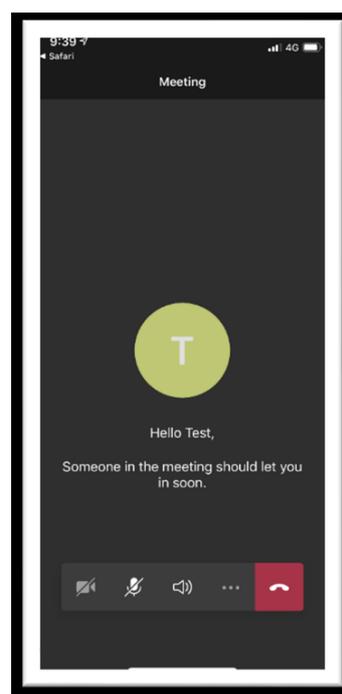
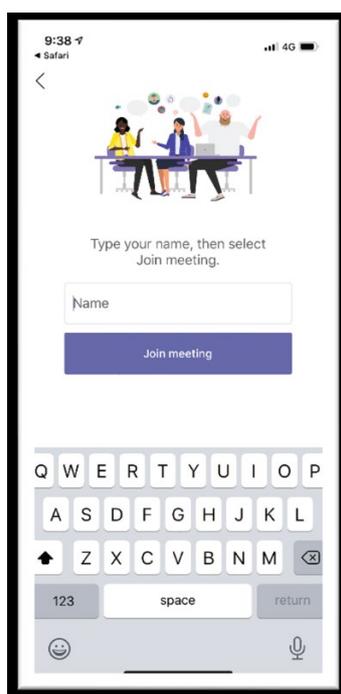
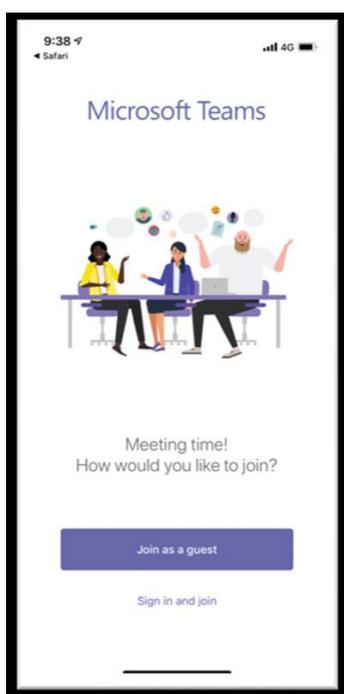
1. Download the Microsoft Teams app before the interview day.
2. Apple App Store (iPhone / iPad): <https://aka.ms/iosteams>
3. Google Play Store (Android): <https://aka.ms/androidteams>

STEP

4

Join on a Mobile Phone or Tablet (iPad)

1. Tap your interview link in PAM – the Teams App will open automatically.
2. Select Join as a guest.
3. Enter your name.
4. Tap Join Meeting – the teacher will be notified and your interview will be ready to start.



Select Join as a guest

Enter your name

Teacher notified – interview ready

Need help?

For Microsoft Teams help, visit support.microsoft.com/teams

Download Teams – Apple App Store: aka.ms/iosteam | Google Play:
aka.ms/androidteams