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Parent Access Module (PAM) Instruction Sheet

Trinity College has a firm commitment to working in partnership with parents to enable students to achieve their potential. The Parent Access Module (PAM) provides you with information on a range of areas relating to your child's education, including homework and assessment tasks, school reports, attendance, Parent Teacher Student Interviews, College's daily messages and upcoming events.

HOW TO ACCESS PAM

To access PAM, parents will need a computer, tablet or handheld device (such as a Smart Phone) with web access. You can access PAM via its direct link, via a link on the College website or via a favourite or bookmark you create.

Via direct link	http://pam.tcc.vic.edu.au
Via College website	1. Go to http://tcc.vic.edu.au
	2. On the front page of Trinity College website in the lower right hand corner will be a link to click on, shown below: **PAM** Parent Access Module
Via favourite or bookmark	• When you access PAM for the first time you are strongly advised to create a favourite (or bookmark) to the login page. This will mean you can return to PAM at any time simply by clicking your favourite (or bookmark). • The steps to do so vary, depending on the device and the browser used. If using Internet Explorer, click the **Favourites** button (⭐), click **Add to Favourites**, then click the **Add** button. If using another browser, consult your Help reference.
Via College app	1. Select **'More'** on the lower right hand side of the main screen
	2. Then select '**Parent Access Module PAM'** which will take you to the link on the College website.

LOGGING INTO PAM

All of the access methods described previously will bring you to the PAM sign in page:

Trinity College COLAC

Parent Access Module Login

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

Username
Password

Sign In   Forgot Password?

To sign in, the parent/guardian must enter the Username and Password provided by the College. Our office staff will provide each family's sign in details at the start of the College year. If you have forgotten your Password, we can reset it for you. In this case, phone the Trinity College Reception (5233 9200) or email admin@tcc.vic.edu.au. If you have changed your Password after the original was distributed, the College cannot access it.

PAM HOME PAGE

LOGOUT:
Remember to Logout after each visit.

Logged in as: Mrs

Trinity College
Parent Access Module

HOME   MY SETTINGS   LOGOUT

Students:
Click on the student to access further information regarding their learning.

Students

☐ Show Inactive Students

Stacey Example

3 Active Tasks

Knowledge Bank

Student Handbook

School Links

Trinity Student Resour
2016 ITC Device Purchase fro   Norman Link
Colac Library
Curriculum Handbook
Digital Media Library
Google Search
Microsoft Portal
My Internet Usage
News Bank
Pearson Digital Books
SIMON Communicator
Student Web Mail
Sustainable School Shop
Trinity College Newsletter
Trinity College Website
VEA
VMware Horizon

SCHOOL LINKS:
To College website, resources and useful websites.

Daily Messages

Prayer for Home   om
Dear God, Thank yo   r this wonderful day that you have given us. Let us make the be   t of all our opportunities. Strengthen our faith and make us str   ive us courage to face the world, And let us always be loving   d to one another. Bless us and be with us throughout this   en.

Special Ministers
There will be a brief meeting f
beginning of RECESS on MO
to find Mrs Glennen. Thanks.

SHIELD Meeting
There will be a SHIELD meeti

DAILY MESSAGES:
Messages posted by teachers and admin staff for students and parents.
(Note: Use the mouse to slide the blue bar down to view all messages.)

Events

4th February   5th February
7D/E Camp (N   ear 7 classes)

8th February
Pancake Monday (Pand   for sale & Pancake relay)

9th February
Commencement Mass, St Mary

9th February
Yesr 7 Exc to Botanical Gsardens

10th February

UPCOMING EVENTS:
College events scheduled for the next month, including camps, excursions, sports, VCE assessments, Student Free Days, etc.

PAM STUDENT PAGES

INFORMATION MENU
Including Personal Details, Student Timetable, Attendance, Assessment Reports, Booklists and Learning Areas.
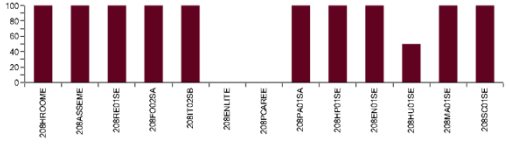
STUDENT TIMETABLE

This displays a full student timetable for the current cycle, a complete list of the student's classes and teachers.

STUDENT ATTENDANCE

This section offers three different attendance reports:

Attendance Summary	Overall school and class attendance percentages plus absence numbers.	

Class Attendance Summary	Breakdown of attendance percentage for all classes. Also presented graphically.	
Period History	Complete record of all roll marks for every period of every day of the semester.	

ASSESSMENT REPORTS

Student reports will be available once they have been released by the College. You can view and print current and previous year reports for your child from this section.

BOOKLISTS

This enables students to review and print their booklist.

LEARNING AREAS

This section details all of the current tasks that the student is undertaking either as homework or upcoming assessment tasks. This will include the description of the current task and the due dates. When the task has been completed and marked by the teacher, the comments will also be available via PAM. This provides timely feedback to parents and can generate discussion points for the Parent-Teacher-Student interviews.