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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.

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|---------------------------|--|
| Via direct link | http://pam.tcc.vic.edu.au |
| Via College website | <ol style="list-style-type: none"> Go to http://tcc.vic.edu.au On the front page of Trinity College website in the lower right hand corner will be a link to click on, shown below: <div style="display: flex; align-items: center; margin-top: 10px;"> <div style="background-color: #0056b3; color: white; padding: 10px 20px; font-weight: bold; font-size: 24px; margin-right: 10px;">PAM</div> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;">PAM Parent Access Module</div> </div> |
| Via favourite or bookmark | <ul style="list-style-type: none"> 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 | <ol style="list-style-type: none"> Select 'More' on the lower right hand side of the main screen 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.

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

The screenshot shows the Trinity College Parent Access Module (PAM) home page. At the top, there is a red header with the Trinity College logo and the text "Trinity College Parent Access Module". On the right side of the header, it says "Logged in as: Mrs" and "LOGOUT". Below the header, there are three navigation buttons: "HOME", "MY SETTINGS", and "LOGOUT".

The main content area is divided into several sections:

- Students:** A section with a checkbox for "Show Inactive Students" and a student profile card for "Stacey Example" with "3 Active Tasks". A callout box points to the student name, stating: "Students: Click on the student to access further information regarding their learning."
- Knowledge Bank:** A section with a link for "Student Handbook".
- School Links:** A list of links including "Trinity Student Resources", "2016 ITC Device Purchase from Mrs 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", and "VMware Horizon". A callout box points to this list, stating: "SCHOOL LINKS: To College website, resources and useful websites."
- Daily Messages:** A section with a "Prayer for Homecoming" message, "Special Ministers" announcement, and "SHIELD Meeting" announcement. A callout box points to this section, stating: "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:** A section with a list of events: "4th February 5th February 7D/E Camp (Near Year 7 classes)", "8th February Pancake Monday (Pancakes for sale & Pancake relay)", "9th February Commencement Mass, St Mary", "9th February Yesr 7 Exc to Botanical Gardens", and "10th February". A callout box points to this section, stating: "UPCOMING EVENTS: College events scheduled for the next month, including camps, excursions, sports, VCE assessments, Student Free Days, etc."

A callout box at the top right of the page states: "LOGOUT: Remember to Logout after each visit."

PAM STUDENT PAGES

Trinity College
Parent Access Module

Logged in as: Mrs [Name]

HOME MY SETTINGS LOGOUT

Stacey Example

- Personal Details
- Student Timetable
- Attendance
- Assessment Reports
- Booklist
- Learning Areas**

Select other student:

Learning Areas

Current Tasks

- S, M, L organisations**
Business Management : Unit 1 Due 15 hours ago
Submitted on Thursday, 4th Feb
- Work sheets**
Biology : Unit 1 Due in 18 days
- Chapter 6 Questions**
Biology : Unit 1 Due in 19 days

Classes 2016, Semester 1

- Business Management : Unit 1 (1 tasks)
- Biology : Unit 1 (2 tasks) 2 Active

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

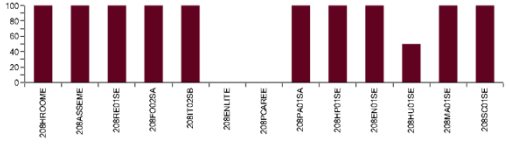
STUDENT TIMETABLE

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:

| | | |
|----------------------------------|--|---|
| <p>Attendance Summary</p> | <p>Overall school and class attendance percentages plus absence numbers.</p> | <p>* Overall School Attendance: 95.98% Class Attendance: 95.98% (Based on minutes, not roll counts)</p> <p>Unexplained Absences and Follow Up (Class Rolls Affected)</p> <p>Absent Without Reason: 0 Followed Up: 0</p> <p>School Passes (Class Rolls Affected)</p> <p>Late to School Pass: 0 Leave Pass: 0 Sick Pass: 0 Late to Class: 0 Class Pass: 0</p> <p>School Initiated Absences (Class Rolls Affected) Parent Initiated Absences (Class Rolls Affected)</p> <p>School Related Absence: 0 Parent Notified Absence: 2 School Acknowledged Absence: 0</p> <p><small>* Class percentage may be lower compared to overall school percentage as student may have participated in extra-curricular activities during normal class time.</small></p> |
|----------------------------------|--|---|

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|--|---|--|--------------------------|-------------------|------------------|--------------------------|-------------------|------------------|----------------------|-----------------------------|----------------------------|---------------------------------|--|--|--|--|-------------------------|----------------|------------------------|----------------------|----------------|--|--|
| <p>Class Attendance Summary</p> | <p>Breakdown of attendance percentage for all classes. Also presented graphically.</p> | <p>Active Classes</p> <ul style="list-style-type: none"> 08 Homeroom (208HROOME) - 6 classes. 100.00% Assembly 9 (208ASSEME) - 1 classes. 100.00% Christian Life (208PRELISE) - 2 classes. 100.00% Cooking - Yesterday Today and Tomorrow (208FOO2SA) - 6 classes. 100.00% Information Processing (208TIOZSE) - 6 classes. 100.00% Literacy 9 (208ENLITE) - 0 classes. 0.00% Pastoral Care 8 (208PCAREE) - 0 classes. 0.00% Play Building (208PA01SA) - 8 classes. 100.00% Spit and Health for Everyone (208HPOISE) - 4 classes. 100.00% Year 8 English (208EN01SE) - 8 classes. 100.00% Year 8 Humanities (208HU01SE) - 4 classes. 50.00% Year 8 Mathematics (208MA01SE) - 6 classes. 100.00% Year 8 Science (208SC01SE) - 3 classes. 100.00%  | | | | | | | | | | | | | | | | | | | | | |
| <p>Period History</p> | <p>Complete record of all roll marks for every period of every day of the semester.</p> | <p>This report is an daily attendance summary. The attendance key is displayed below.</p> <table border="1" data-bbox="805 600 1396 645"> <tr> <td>1 = Present</td> <td>0 = Absent</td> <td>U = Unmarked</td> <td>F = Absent (Followed Up)</td> <td>T = Late to Class</td> <td># = No Roll Mark</td> <td>I = Attendance Alert</td> </tr> <tr> <td>N = Parent Notified Absence</td> <td>R = School Related Absence</td> <td>A = School Acknowledged Absence</td> <td colspan="4"></td> </tr> <tr> <td>P = Late to School Pass</td> <td>L = Leave Pass</td> <td>S = Sick Pass (School)</td> <td>H = Sick Pass (Home)</td> <td colspan="3">C = Class Pass</td> </tr> </table> <p>Monday 17 June 2013 1-1-1-1-1-1-1-1-1-1 Tuesday 18 June 2013 1-1-1-1-1-1-1-1-1-1 Wednesday 19 June 2013 1-1-1-1-1-1-1-1-1-1 Thursday 20 June 2013 1-1-1-1-1-1-1-1-1-1 Friday 21 June 2013 1-1-1-1-1-1-1-1-N-N Monday 24 June 2013 1-1-1-1-1-1-1-1-U</p> | 1 = Present | 0 = Absent | U = Unmarked | F = Absent (Followed Up) | T = Late to Class | # = No Roll Mark | I = Attendance Alert | N = Parent Notified Absence | R = School Related Absence | A = School Acknowledged Absence | | | | | P = Late to School Pass | L = Leave Pass | S = Sick Pass (School) | H = Sick Pass (Home) | C = Class Pass | | |
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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.