



St Bede's
College

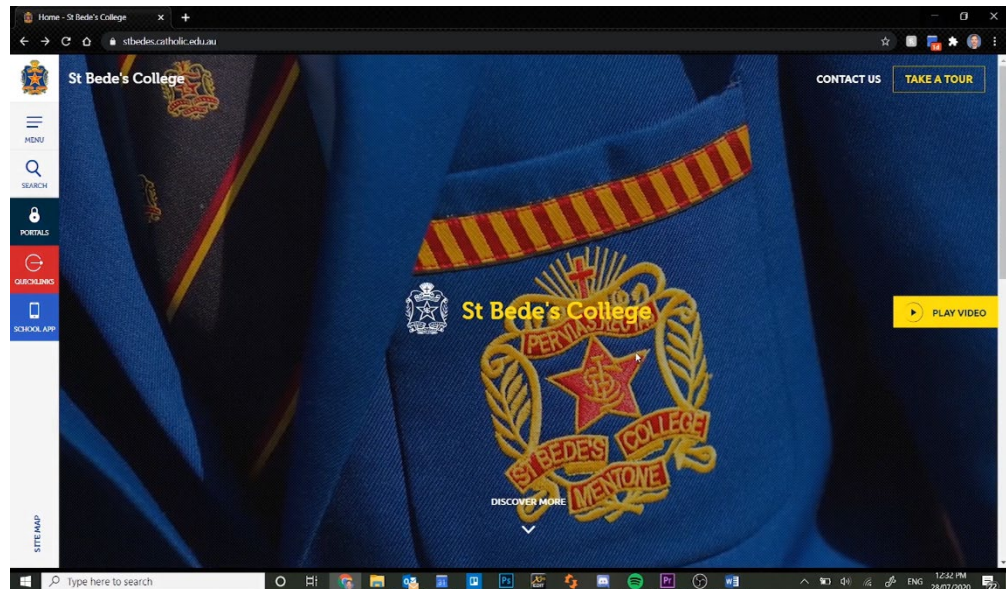
Parent Teacher Interview Guide

Accessing Interviews Through Google Classroom and PAM

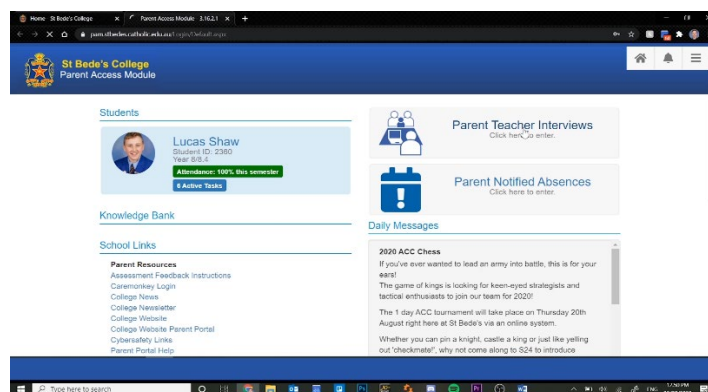
Using PAM (Parent Access Module)

We recommend using Google Chrome as your browser when using Google Meet.

1. Go to the St Bede's college website at <https://www.stbedes.catholic.edu.au/>
2. Click on the **Quick links** tab on the right of the page, then **PAM (Parent Access Module)**.



3. Login to PAM with your email address and PAM password.
4. Once PAM has loaded, click on the Parent Teacher Interviews tab.



On the following page, you will be able to see all the interviews you have booked including details of the class, teacher and time of the interview.

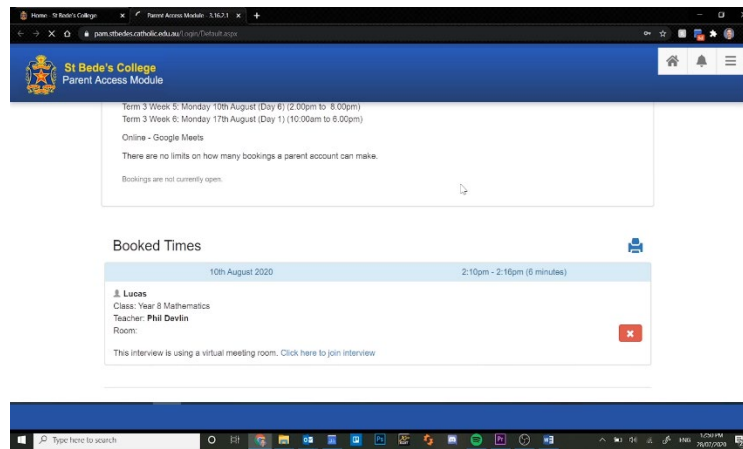


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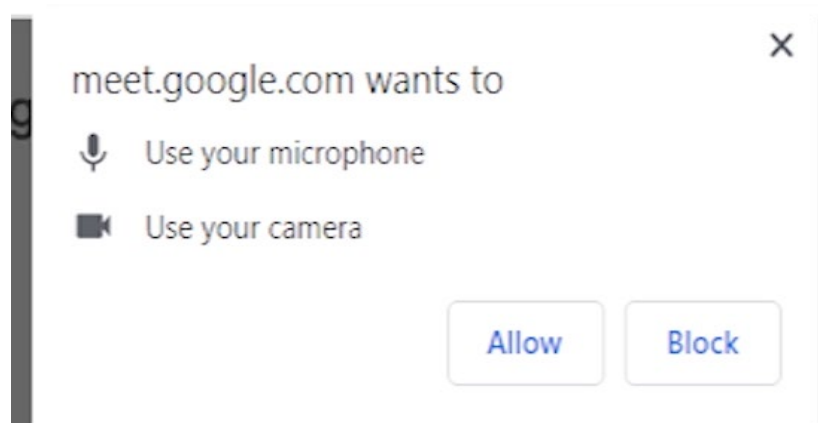
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5. Click the link labelled '**Click here to join interview**' when it is your allocated interview time.



6. If it is your first time using Google Meet on your browser, you will be asked if Google Meet can have access to your microphone and camera. Click Allow on the pop-up that appears.



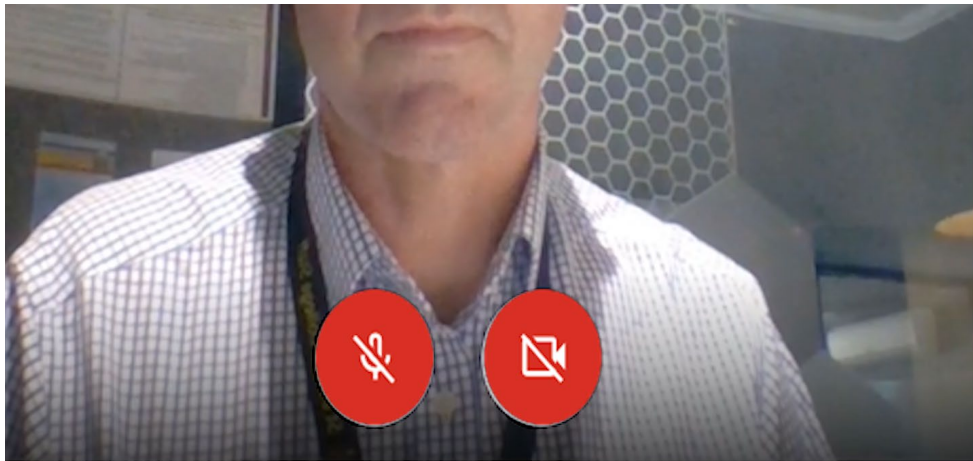
Before your interview, it is a good idea to check your camera and microphone are working. **Please ensure your microphone and camera are not muted as shown when the buttons are highlighted red.**



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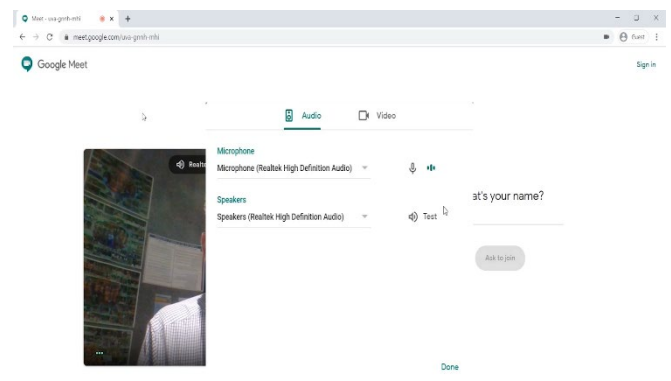
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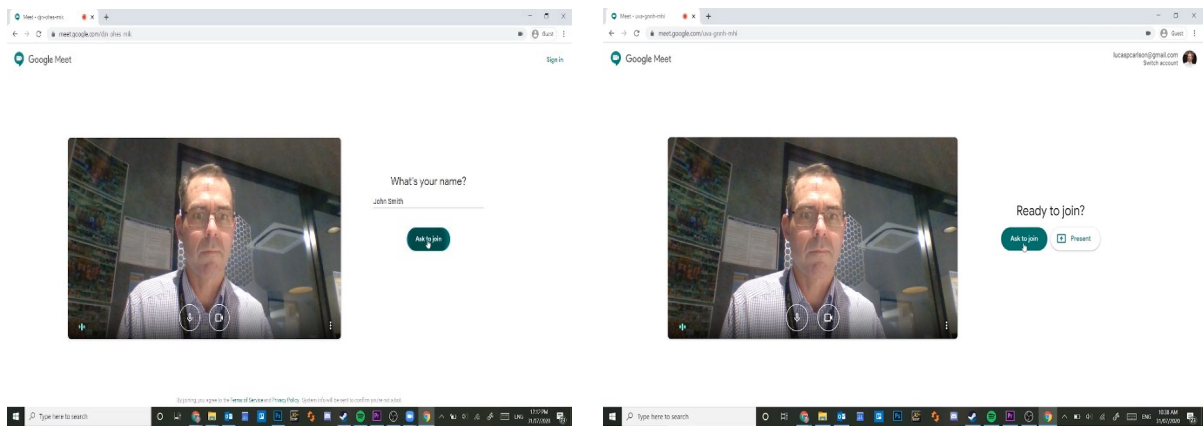
If you have issues with your microphone, speakers or camera, please check you are using the correct input device by clicking on the three vertical dots in the bottom right corner, then Settings.

From this menu you can also test your speakers and microphone to make sure they are working correctly.





7. Once it is your scheduled meeting time and you are ready to go, type in your full name and click Ask to join **OR** if you're already signed into a Google account, just click Ask to join.



Please **DO NOT** click 'Join Now' to enter a Google Meet before your booked time

All interviews start at ten minute intervals and each interview will go for six minutes.