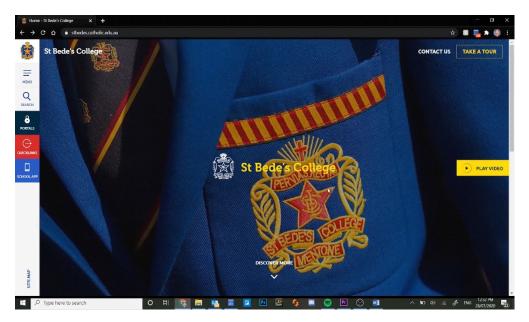


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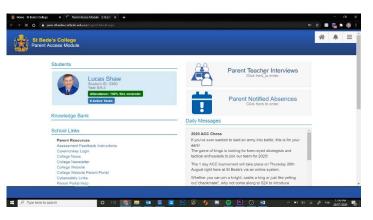
Using PAM (Parent Access Module)

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.

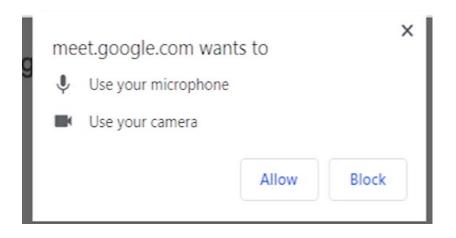
On the following page, you will be able to see all the interviews you have booked including details of the class, teacher and time of the interview.



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

	tholic edu.au (Login/Delault.aspx				
St Bede's Colle Parent Access Mo	ege odule			~ ~	
	3 Week 5: Monday 10th August (Day 6) (2.00pm to 8.00pm) 3 Week 6: Monday 17th August (Day 1) (10:00am to 6.00pm)				
Onlin	ne - Google Meets				
There	e are no limits on how many bookings a parent account can make.				
Bookin	ngs are not currently open.	N			
		l≱			
Book	ked Times		e		
Bool	ked Times 10th August 2020	2:10pm - 2:16pm (6 minutes)	۵		
1 Luca	10th August 2020	2:10pm - 2:16pm (6 minutes)	e		
Luca Class: 1	10th August 2020	2:10pm - 2:16pm (6 minutes)	۵		
Luca Class: 1	10th August 2020 95 Year 8 Mathematics	2:10pm - 2:16pm (6 minutes)	*		

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.



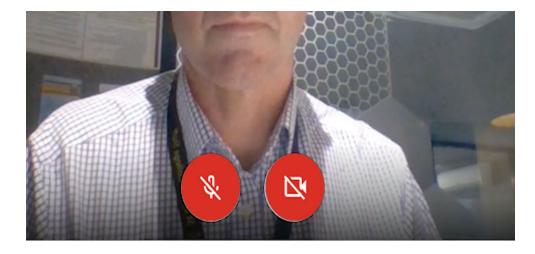
Before your interview, it is a good idea to check your camera and microphone are working. Please ensure your microphone and camera are not muted as shown when the buttons are highlighted red.



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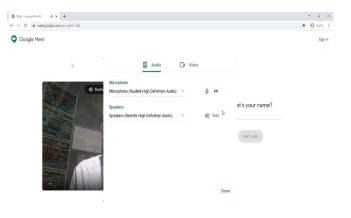
Parent Teacher Interview Guide

Accessing Interviews Through Google Classroom and PAM



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.



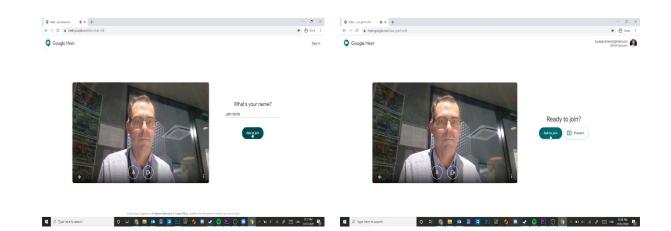
7. Once it is your scheduled meeting time and you are ready to go, type in your full name and click Ask to join <u>**OR**</u> if you're already signed into a Google account, just click Ask to join.



College

Parent Teacher Interview Guide

Accessing Interviews Through Google Classroom and PAM



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.