



Catholic College Sale Parent Access Module



This document outlines some of the most common features of the Parent Access Module.

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Resetting your PAM Password

1. Go to the PAM website
<http://pam.ccsale.catholic.edu.au>
2. Enter your email address and click 'Send link'
3. Click 'forgot' password
4. Follow instruction in the email to reset your password.

Note: If your password is not recognised please click the 'request support' button and fill in your details on the form that appears. Be sure to explain that your email address was not recognised in the 'details' section of this form.

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Parent Access Module Login

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

Username

Password

Remember me

[Forgot Password?](#)

Forgotten Password?

Please enter your Username or email address. You will receive a link to reset your password via email.

Username or Email Address

Or, if you don't know your username or email address you can request support to try and find out your login details.

Request Support

Please fill in the details below and an email will be sent to Parent Access Module support at the school. Please include a contact number so someone from the school can contact you.

Guardian First Name *

Guardian Last Name *

Preferred Method of Contact *

Email

Email Address *

Phone Number

Student Full Name *

Address

Details



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Verifying your email address

1. Log into PAM using your PAMID and Password (pam.ccsale.catholic.edu.au).
2. Click the three lines in the top right corner.
3. Click 'My Settings'.
4. Check that your email address is correct.
5. If the email is correct, click in the red box at the top to verify your email address.
6. If not, please update with your correct email address and click to verify.
7. Check your email for the verification email and click the link to verify.

The image displays three screenshots illustrating the email verification process in the Parent Access Module (PAM).

The first screenshot shows the PAM home page for a user named 'Test Student'. A red notification banner at the top states: 'Your email address jgoudie@ccsale.catholic.edu has not been verified. Please click here to verify.' A black box highlights this message. In the top right corner, a black box highlights the menu icon (three horizontal lines). A separate inset shows the 'My Settings' option selected in the user's profile dropdown menu.

The second screenshot shows the 'Parent Account Settings' page. The 'Change Email' section is highlighted with a black box. It displays the current email address 'jgoudie@ccsale.catholic.edu.au' and a message 'Email address updated successfully.' Below this are input fields for 'New Email Address' and 'Confirm New Email Address', and an 'Update Email' button. To the right, the 'Change Password' section is visible. A red notification banner at the top of this page also contains the same verification message, with a black box highlighting the 'click here to verify' link. A black arrow points from this link to the 'Update Email' button.

The third screenshot is an email titled 'Parent Access Module - Catholic College Sale, Sale' with the subject 'Verify your email address'. The recipient is 'Jason Goudie'. The email body includes a warning: 'Please do not reply to this email as it has been sent from an unmonitored email address.' It then addresses 'Dear Mr and Mrs Test Parent' and contains a red box highlighting the verification link: 'To verify your email address please click the link below or copy and paste it into a web browser: <http://pam.ccsale.catholic.edu.au/Login/Default.aspx?Verify=True&Ref=852a3cc2-652c-4684-88d5-2a4f915870a5>



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Updating Medical Records

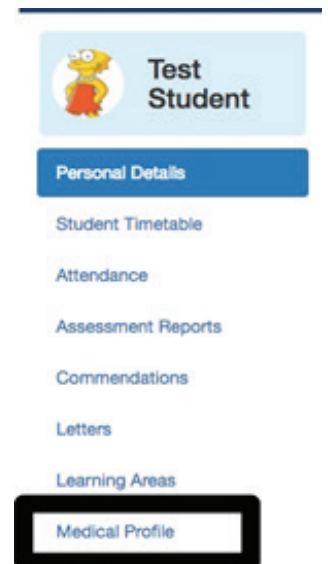
1. Log into PAM using your PAMID and Password (pam.ccsale.catholic.edu.au).
2. Click the image of your child.
3. Click the medical profile tab.
4. Fill in medical details relating to your child.
Please note:
 - i) All questions must be answered.
 - ii) If you answer yes, you must enter details relating to that medical items.
 - iii) If you have answered yes to any of the following please upload a copy of your child's action plan. (*Please note: Uploads are not available from mobile devices*)
 - Asthma
 - Anaphylaxis
 - Diabetes
 - Epilepsy

If you are unable to upload medical documents, please visit our office for assistance.
5. Click update details and ensure that your information has saved before exiting.

The screenshot shows the 'Medical Details' form in the PAM system. The form is titled 'Medical Details' and includes a list of categories on the left: GENERAL, CONTACTS, MEDICAL CONDITIONS-HISTORY, ALLERGIES, MENTAL HEALTH, PHYSICAL DISABILITY, DEVELOPMENT DISORDER, SURGICAL HISTORY, MEDICATIONS, CONSENT, IMMUNISATION, OTHER, and SAVE RECORD. The 'GENERAL' section is currently selected and contains the following fields:

- Medicare no ***: A text input field with a red border and a red asterisk, indicating it is required.
- Expiry Date ***: A date picker field with a red border and a red asterisk, indicating it is required.
- Child no ***: A text input field with a red border and a red asterisk, indicating it is required.
- Health Care Card Holder ***: A radio button selection with options 'Yes' and 'No', and a red asterisk indicating it is required.
- Ambulance Cover ***: A radio button selection with options 'Yes' and 'No', and a red asterisk indicating it is required.
- Private Health ***: A radio button selection with options 'Yes' and 'No', and a red asterisk indicating it is required.

Below the 'GENERAL' section is the 'MEDICAL CONTACTS (optional)' section, which currently shows 'No contacts added' and an '+ Add contact' button.





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Viewing Your Child's Progress

1. Log into PAM using your PAMID and Password (pam.ccsale.catholic.edu.au).
2. Click the image of your child.
3. Click the 'Learning Areas' tab.
4. Here you will see information about your child's subjects.
5. View tasks and assessments from previous years.
6. Click on the mail icon to send an email to your child's teacher.
(Alternatively use the convention of first initial and last name e.g. Jason Goudie – jgoudie@ccsale.catholic.edu.au)
7. Task categories will either be:
 - i. Assessment task – Formal assessment which should have a comment
 - ii. Class work – Summative tasks which may not include comments
 - iii. The task due date
 - iv. If the assessment has been graded the grade will appear here.
 - v. Clicking on each task will give you more information about the assessment.

Please note: The section titled 'Parent Feedback' is not currently being used by our staff. If you have questions or concerns about a particular assessment please contact the College via phone or email.

The screenshot shows the 'Parent Access Module' interface. At the top, there's a header with the school logo and name. Below that, there are sections for 'Students' (showing 'Test Student' with 'No Current Tasks') and 'Events' (listing 'Year 12 Retreat' and 'Year 7 Camp'). The main navigation menu on the left includes 'Personal Details', 'Student Timetable', 'Attendance', 'Assessment Reports', 'Commendations', 'Letters', and 'Learning Areas' (which is highlighted). The 'Learning Areas' section shows a dropdown for 'Classes' set to '2018, Semester 1'. It displays '0 Active Tasks' and '0 Overdue Tasks'. Below this, there are three task entries for 'Year 12 Chemistry':

- 'TOPIC TEST 1 - Fuels' (Assessment Task) due 1st December 2017, with a grade of 100 / 100 (100%).
- 'Holiday Work Progress' (Class Task) due 2nd February 2018, with a status of 'Submitted, awaiting Teacher Marking'.
- 'Galvanic Cells - Exam style questions' (Class Task) due 12th February 2018, with a grade of 'Medium'.

 Arrows labeled i through v point from the text in the instructions to these specific elements in the interface.



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Understanding the College's Grading System

Letter Grades

To ensure consistency across all classes within a subject area, all formal assessment tasks are given letter grades. In Years 7-10 these reflect a percentage score obtained on an assessment task, as indicated below. In VCE subjects, subject specific grading scales may be used to accurately reflect the VCAA coursework standards.

90-100%	A+
80-90	A
70-80	B
60-70	C
50-60	D
40-50	E
30-40	F
<30	N

Teachers use this grading scale to assign letter grades to students work. Where a percentage is not able to be determined (some practical exercises) teacher professional judgment is used, this is based on observations of student's work.

In some cases an assessment task will simply be required to be completed, in this case teachers may use the 'participated' grade scale mentioned below.

Non Letter Grades

Non-summative assessment tasks such as homework, hurdle tasks or practical skills are also included in the Parent Access Module. While some of these tasks receive letter grades based on the scale above, others may have terms below used to detail student progress / achievement.

In all cases below a mixture of teacher professional judgment and rubrics are used to generate a mark.

For more information on the individual tasks please contact the teacher involved.

High-Medium-Low

Teacher judgment of the work completed to be of a 'high', 'medium' or 'low' standard.

Satisfactory vs Non-Satisfactory

Teacher judgment of a piece of work to meet the minimum standard required for an assessment task.

Competency

Teacher judgment of a piece of work or practical skill meets the minimum standard required for an assessment task or area of study.

Participation

This is used when an assessment only requires participation.



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Viewing the Calendar for Upcoming Events and Assessments

An overall calendar of events and assessment tasks can be viewed on the PAM home screen.

1. Arrows: allow you to move forward and back through the calendar
2. Cross: opens a larger view of the calendar
3. Three dots: Change the view of the calendar on this home screen:
 - i. Monthly
 - ii. Weekly
 - iii. Daily
 - iv. List (default)
4. Calendar items can be clicked on for more detail and are colour coded as below:
 - i. Green: College Calendar (including excursion, events and camps)
 - ii. Orange: Learning Areas (assessment tasks)

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Your email address jgoudie@ccsale.catholic.edu.au has not been verified. Please [click here](#) to verify.

Students

Test Student
Year 9/Raphaela LA 6
2 Active Tasks 2 Overdue Tasks

Parent Teacher Interviews
Click here to Enter

Calendar 2. 3.

1. < > Feb 26 - Mar 4, 2018 x i

Monday	February 26, 2018
8:00am - 8:30am	● Week 7A
1:00pm - 5:00pm	● In the Marist Way PD - Lavalla College
Tuesday	February 27, 2018
8:30am - 3:30pm	● SSV Cricket - 9/10 Boys - Sale
11:00am - 2:20pm	● Year 12 Student Leadership Introduction
Wednesday	February 28, 2018
all-day	4. ● Test Student - Year 7 Science (1SCIE07M) (AT) Science Safety Poster Due

Knowledge Bank
Parent Documents and Forms

School Links

Student Links
2018 Curriculum Handbook
Counselling Appointments
Edrolo - VCE Studies
Feeling Safe Information
Report bullying
VCAA Exam Timetable

School Happenings
Welcome to 2018

Parent Links
CEO Child Safety
Child Safe Standards: Parent Information
College Newsletter
Complispace
Elevate website
Google Drive



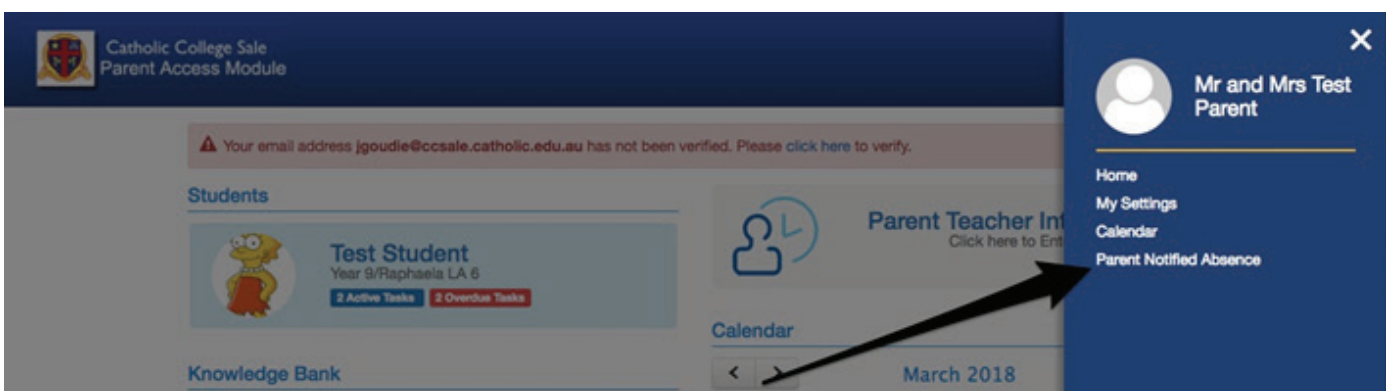
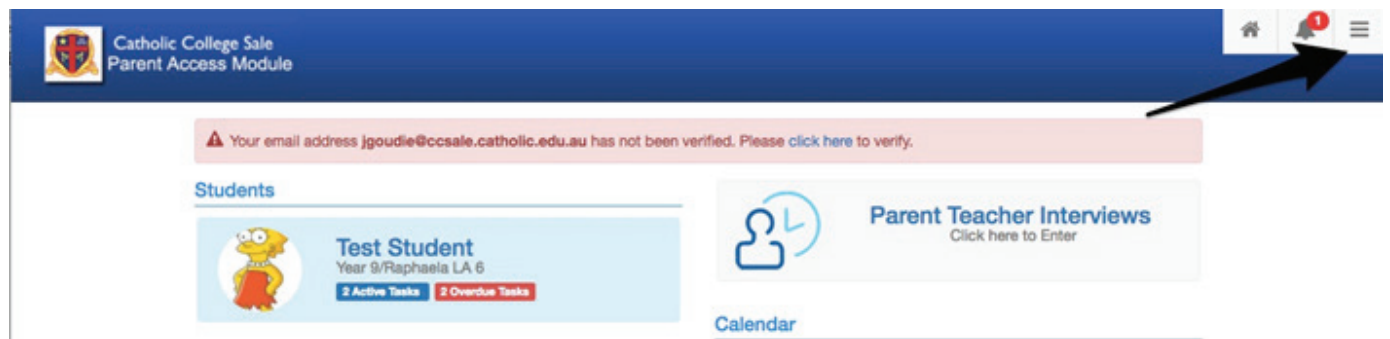
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Notifying the College of an Absence

You can use PAM to notify the school of an absence.

1. Click the three lines in the top right hand corner of the page to view the menu
2. Click 'Parent Notified Absence'
3. Click 'Add Absence'
4. Enter the details ask requested
 - i. Student name
 - ii. Reason for absence
 - iii. Absence Period
 - iv. Notes

Note: Parent Notified Absences can only be entered before 10:00am each day. Please contact the College via phone or email to register absences outside of these times.





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Booking Parent Teacher Interviews

1. Click on the "Parent Teacher Interview" link on the PAM home screen.
2. Select the interview type you wish to book.
(The number in brackets indicates if bookings can be made)
3. Select the Class you wish to book for.
4. Select the timeslot you wish to book and click 'book interview'.
5. Current bookings will be displayed here.
6. Click the printer icon for a printer friendly version of your interview roster.

Note: If you child has a teacher for multiple subjects please think of others and book one interview only

The screenshot shows the PAM home screen with a navigation bar at the top. A notification banner at the top indicates that the user's email address has not been verified. The main content area is divided into several sections: 'Students' (with a 'Test Student' card for Year 9/Raphaella LA 6), 'Knowledge Bank', 'School Links', and 'Parent Teacher Interviews'. The 'Parent Teacher Interviews' section is highlighted with a '1.' and contains a 'Click here to Enter' link. Below this is a 'Calendar' section showing 'March 2018'. The 'Test's Classes for Interview' section is highlighted with a '2.' and shows '7 - 12 Parent-Student-Teacher Interviews (0)' and 'Year 9 Learner Advisor Meetings (1)'. The 'Year 9 Learner Advisor Meetings (1)' section is highlighted with a '3.' and contains a 'Raphaella Learner Advisor' button. The 'Teacher: Jason Goudie' section is highlighted with a '4.' and shows a list of available timeslots from 2:45pm to 6:15pm on 27th March 2018. A 'Book Interview' button is located below the timeslots. At the bottom, the 'Booked Times' section is highlighted with a '5.' and shows 'No Interviews Booked'. A printer icon is highlighted with a '6.' in the bottom right corner.