



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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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 for a student named 'Test Student' (Year 9/10/11/12/13/14/15/16/17/18/19/20/21/22/23/24/25/26/27/28/29/30/31/32/33/34/35/36/37/38/39/40/41/42/43/44/45/46/47/48/49/50/51/52/53/54/55/56/57/58/59/60/61/62/63/64/65/66/67/68/69/70/71/72/73/74/75/76/77/78/79/80/81/82/83/84/85/86/87/88/89/90/91/92/93/94/95/96/97/98/99/100). The form is divided into sections: 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 active and contains the following fields: Medicare no * (required), Expiry Date * (required), Child no * (required), Health Care Card Holder * (Yes/No, required), and Ambulance Cover * (Yes/No, required). Private Health * (Yes/No, required) is also present. Below these fields is a section for MEDICAL CONTACTS (optional) with an 'Add contact' button. A message at the bottom of the form states 'No contacts added'.

The screenshot shows the navigation menu for the 'Test Student' profile. The menu items are: Personal Details, Student Timetable, Attendance, Assessment Reports, Commendations, Letters, Learning Areas, and Medical Profile. The 'Medical Profile' item is highlighted with a black border.



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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 displays the 'Parent Access Module' interface. At the top, it shows the school logo and name. Below, there are sections for 'Students' (featuring a 'Test Student' profile), 'Events' (listing 'Year 12 Retreat' and 'Year 7 Camp'), and 'Knowledge Bank'. The 'Learning Areas' section is expanded to show 'Year 12 Chemistry' with three tasks listed. Arrows labeled i through v point to specific elements in the interface: i points to the 'Classes' dropdown menu; ii points to the teacher's name 'Mr J Goudie'; iii points to the 'TOPIC TEST 1 - Fuels' task; iv points to the 'Galvanic Cells - Exam style questions' task; and v points to the 'Submitted, awaiting Teacher Marking' status of the 'Holiday Work Progress' task.



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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

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

Calendar 2. 3.

1. < > Feb 26 - Mar 4, 2018 ✕ ⓘ

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



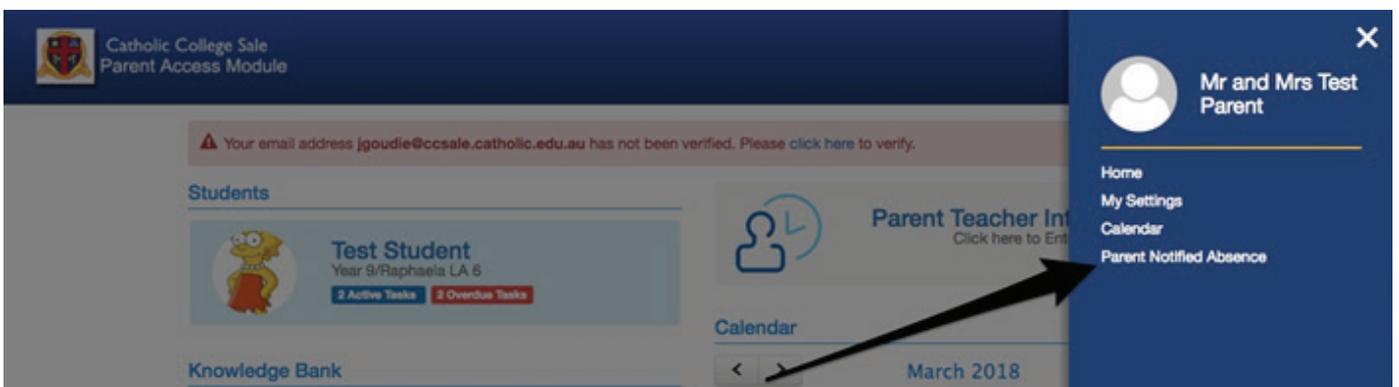
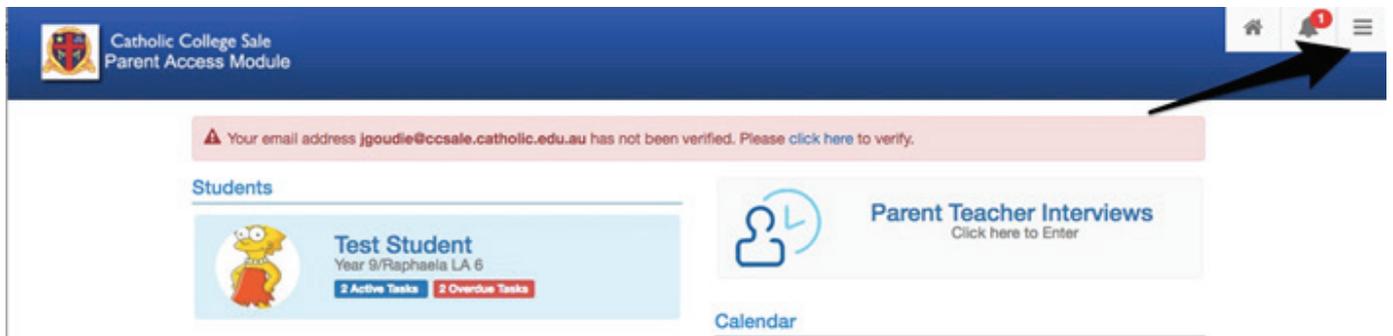
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Notifying the College of an Absence

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 for March 2018. The 'Test's Classes for Interview' section is expanded, showing '7 - 12 Parent-Student-Teacher Interviews (0)' and 'Year 9 Learner Advisor Meetings (1)'. The 'Year 9 Learner Advisor Meetings (1)' section is further expanded, showing a list of meeting times for Teacher: Jason Goudie on 27th March 2018. A 'Book Interview' button is visible at the bottom right of this section. At the bottom of the page, there is a 'Booked Times' section with a printer icon and a 'No Interviews Booked' message.