

# PARENT ACCESS MODULE (PAM)

## Parent User Guide

The Parent Access Module (PAM) enables parents to access real time information about each child enrolled at Monivae via one interface including:

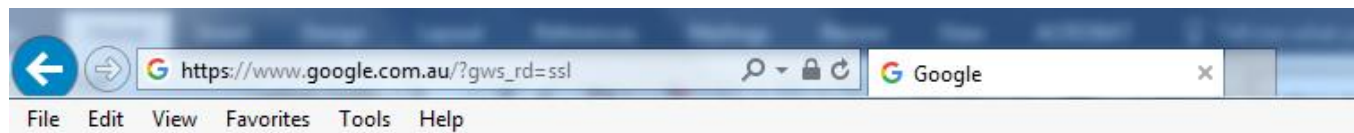
- ~ Semester reports
- ~ Student timetables
- ~ Medical Information
- ~ College calendar
- ~ Excursion Permissions
- ~ Booklists
- ~ Student daily notices
- ~ Learning areas, including information regarding student assessment tasks and progress to date during the semester.

This guide outlines the steps to access the various sections of PAM.

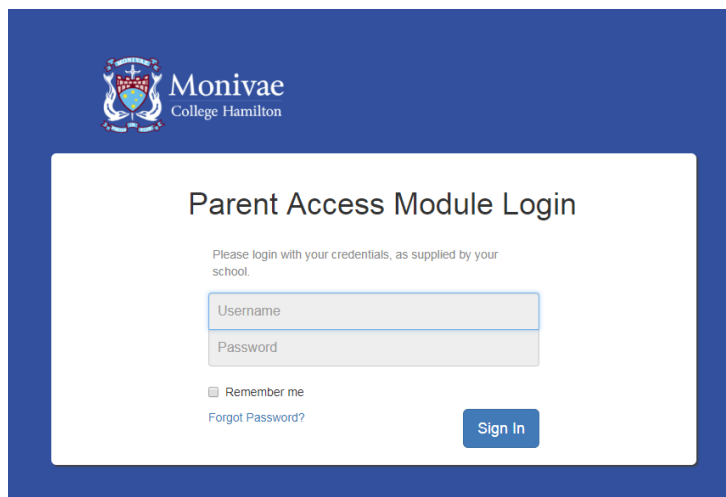
### Accessing PAM

You will receive a 'Welcome to Monivae College's Parent Access Module' email where you will be asked to click on a link to set your password.

To access PAM, open your web browser, and type in the address <http://pam.monivae.vic.edu.au> into the address bar. PAM is also accessible via [monivae.com](http://monivae.com).



You will then be presented with the PAM log-in screen for Monivae College (as shown below). Enter your email address and the password you set via the link.

A screenshot of the Monivae Parent Access Module Login screen. The screen has a blue header with the Monivae College Hamilton logo. Below the header is a white box containing the login form. The form has the title "Parent Access Module Login" and a sub-header "Please login with your credentials, as supplied by your school." There are two input fields: "Username" and "Password". Below the "Password" field is a checkbox labeled "Remember me" and a link "Forgot Password?". A blue "Sign In" button is located at the bottom right of the form.

Parents requiring further assistance with PAM are asked to phone 5551 1200 or email the College [reception@monivae.vic.edu.au](mailto:reception@monivae.vic.edu.au)

Once logged-in, you will then be presented with the following screen:

Home

Notifications

Menu

Students

Show Past Students

ACTIVE

Attendance: 95.98% this semester

2 Active Tasks

Knowledge Bank

Boarding

Careers

Examination Timetables

Instrumental Music

Mathematics - Calculators

Monivae 2022 - 2028 Strategic Direction

Monivae Colour Awards Family Information

Monivae Cyber Safety Hub

Newsletter

PAM User Guide

Parent Forms

Student Learning

Study Skills

Parent Notified Absences

Click here to enter.

Daily Messages

Daily Prayer

God,  
Good Attitude is everything. So today help me find interest in something.  
I know that motivation is the key to success, so throughout the day, could you help me get motivated?  
Attitude is everything – could you help me with mine?  
Amen.  
May the sacred heart of Jesus be everywhere loved!  
Forever!  
Our Lady of the Sacred Heart.  
Pray for us.

Calendar

< >

Oct 30 – Nov 5, 2023

⌵ ⓘ

Monday

October 30, 2023

all-day

Day 1

all-day

VCE Written Examinations

all-day

Week 5

Tuesday

October 31, 2023

all-day

Day 2

all-day

GWR Years 7/8 Basketball

all-day

VCE Written Examinations

**Students** - lists your child(ren) at the College, with their student photo, Year Level, Homeroom and House.

**Knowledge Bank** – provides information regarding various topics for families and students.

**Daily Messages** - is a bulletin board that students also see at school. General messages from staff pertaining to classroom events, sport, class changes and general reminders are posted here.

**Calendar** - listing upcoming events.

Click on your child's name or photo in the Students section to view more specific details and update medical profiles or complete excursion forms.

# Students

Click on student to view further information.

Year Level:  
7

Homeroom:  
HR7.4

House:  
Glenelg

When you click on the name of your child, you will be directed to a screen similar to the following:

Personal Details

Student Timetable

Attendance

Assessment Reports

Commendations

Booklist

Learning Areas

Medical Profile

Excursion Activities

Personal Details

Current Enrolment Details

Title

Initials

Surname

Given

Preferred

Gender

Date of Birth

Email Address

Login Name

Year Level

Homeroom

House

The right-hand pane displays your child's Personal Details (as per the information we currently have).  
**Note: Please contact the College if any of these details require updating.**

The left-hand pane allows you to switch to other areas of PAM - **Student Timetable, Student Attendance, Student Assessment and Reporting, Booklist, Learning Areas, Medical Information, Excursion Activities.**

**Student Timetable** - will open up a new window displaying your child's full timetable for the current fortnightly cycle. Subjects, and teacher names are shortened in the timetable, however, a full key of what these are is available at the bottom of the timetable.

Personal Details

**Student Timetable**

Attendance

Assessment Reports

Commendations

Booklist

Learning Areas

Medical Profile

Excursion Activities

Student Timetable

|                       | Period 1            | Period 2           | Home Room          | Recess | Period 3            | Period 4                | Lunch 1 | Lunch 2 | Ovals Detention | Period 5           | Period 6                |
|-----------------------|---------------------|--------------------|--------------------|--------|---------------------|-------------------------|---------|---------|-----------------|--------------------|-------------------------|
| Day 6 Monday 15/10    | 2ARAR08E NOSK (A1)  | 2RERE08D FOTR (10) | 2HORM084 HOUA (10) |        | 2TEFT08E BARK (HE1) | 2ARPA08E FOTP (DR)      |         |         |                 | 2MAMA08D NCM (10)  | 2SCS08D MONA (S2)       |
| Day 7 Tuesday 16/10   | 2ENEN08D KINK (10)  | 2HUHU08D MORR (10) | 2HORM084 CRAN (10) |        | 2MAMA08D MCAD (10)  | 2MAMA08D MCAD (10)      |         |         |                 | 2LAIN08D PUTW (S1) | 2RERE08D FOTR (10)      |
| Day 8 Wednesday 17/10 | 2MAMA08D MCAD (10)  | 2MEET084 MITC (10) | 2HORM084 MITC (10) |        | 2ENEN08D STES (10)  | 2ENEN08D STES (10)      |         |         |                 | 2SCS08D MONA (S2)  | 2PEPE08D TEMJ (ST WEST) |
| Day 9 Thursday 18/10  | 2SCS08D MONA (S2)   | 2HUHU08D MORR (10) | 2HORM084 CRAN (10) |        | 2ARAR08E NOSK (A1)  | 2ARPA08E FOTP (DR)      |         |         |                 | 2ENEN08D STES (10) | 2PEPE08D TEMJ (CCSEM)   |
| Day 10 Friday 19/10   | 2HUHU08D HILN (10)  | 2MAMA08D MCAD (10) | 2HORM084 HOUA (10) |        | 2TEFT08E BARK (HE1) |                         |         |         |                 | 2LAIN08D PUTW (S1) | 2ACCP084 HOUA (S2)      |
| Day 1 Monday 20/10    | 2TEFT08E BARK (HE1) | 2LAIN08D PUTW (S1) | 2HORM084 HOUA (10) |        | 2SCS08D MONA (S2)   | 2PEPE08D TEMJ (ST WEST) |         |         |                 | 2HUHU08D MORR (10) | 2ENEN08D STES (10)      |
| Day 2 Tuesday 21/10   | 2ARPA08E FOTP (DR)  | 2SCS08D MONA (S2)  | 2HORM084 HOUA (10) |        | 2ENEN08D STES (10)  | 2MAMA08D MCAD (10)      |         |         |                 | 2RERE08D FOTR (10) | 2ARAR08E NOSK (A1)      |
| Day 3 Wednesday 24/10 | 2ARPA08E FOTP (DR)  | 2ENEN08D STES (10) | 2HORM084 HOUA (10) |        | 2SCS08D MONA (S2)   | 2RERE08D FOTR (10)      |         |         |                 |                    | Year 12 Final Assembly  |

**Student Attendance** - will take you to the attendance page where you have access to three different attendance reports. Select the semester and year combination you wish to review and then click the report you wish to view:

- **Attendance Summary** - a view of your child's overall attendance statistics
- **Class Attendance percentages** - a view of your child's attendance statistics to classes.
- **Period history** - a detailed view of your child's attendance at school for each session of each day.

Student Attendance

2023, Semester 2

Attendance Summary

The attendance summary report will show your child's overall school attendance as well as their class attendance. A count of class rolls affected for each type of absence will be included.

View Report

Class Attendance Percentage

The Class Attendance Percentage Report will list the number of classes and attendance percentage for each class your child has been enrolled in for the selected semester.

View Report

Period History

The Period History Report will show a short summary of your child's attendance on a period-by-period basis for each date of the semester. A key is provided to interpret the summary on the top of the report.

View Report

**Student Assessment Reports** - this area will enable you to access an electronic copy of your child's mid semester and end of semester reports. These can be viewed online, saved as a PDF or printed.

Please ensure you select the correct School Year and then click the report you wish to view

Assessment Reports

|                                                                                                                               |          |
|-------------------------------------------------------------------------------------------------------------------------------|----------|
|  Semester 2, 2023 - Mid Semester Report    | Action ▾ |
|  Semester 1, 2023 - End of Semester Report | Action ▾ |
|  Semester 1, 2023 - Mid Semester Report    | Action ▾ |
|  Semester 2, 2022 - End of Semester Report | Action ▾ |

**Note:** to view assessment and attendance reports, you will require a recent version of Adobe Reader (or a similar compatible PDF viewing application). For more information about Adobe Reader, visit [www.adobe.com](http://www.adobe.com)

Commendations

This section is under development and will be implemented in future.

Booklist

In Term 4 Student Booklists are determined based on subjects for the coming year and will be available late term 4.



Monivae  
Parent Access Module



Booklist

Generate Booklist

Personal Details

Student Timetable

Attendance

Assessment Reports

Commendations

Booklist

Learning Areas

Medical Profile

Excursion Activities

**Learning Areas** - provides you detailed information on previous, current and future assessment tasks and homework activities relevant to your child.



Monivae  
Parent Access Module





Personal Details

Student Timetable

Attendance

Assessment Reports

Commendations

Booklist

Learning Areas

Medical Profile

Excursion Activities

Learning Areas

Classes2018, Semester 2

13  
Active Tasks

3  
Overdue Tasks

|                                 |          |           |  |
|---------------------------------|----------|-----------|--|
| 8 Art (1 tasks)                 |          |           |  |
| 8 English (4 tasks)             |          |           |  |
| 8 Food Technology (2 tasks)     |          |           |  |
| 8 Humanities (3 tasks)          |          |           |  |
| 8 Indonesian (8 tasks)          |          | 1 Active  |  |
| 8 Mathematics (8 tasks)         | 1 Active | 1 Overdue |  |
| 8 Performing Arts (2 tasks)     |          | 1 Overdue |  |
| 8 Physical Education (9 tasks)  |          | 7 Active  |  |
| 8 Religious Education (9 tasks) |          | 1 Overdue |  |

Clicking on the subject will give basic details of your child's results.

|                      |                     |
|----------------------|---------------------|
| Commendations        | 8 English (4 tasks) |
| Booklist             |                     |
| Learning Areas       |                     |
| Medical Profile      |                     |
| Excursion Activities |                     |

|                                                                                              |                   |               |
|----------------------------------------------------------------------------------------------|-------------------|---------------|
| <b>Ned Kelly - Perspectives</b><br><b>Australia: The Future</b><br>Assessment Task           | 24th July 2018    | 13 / 20 (65%) |
| <b>Visualisation Poster - Setting</b><br><b>Australia: The Future</b><br>Class Task          | 7th August 2018   | Satisfactory  |
| <b>Lawn Mower Incident - Newspaper Article</b><br><b>Australia: The Future</b><br>Class Task | 21st August 2018  | Satisfactory  |
| <b>Literary Criticism - John Marsden</b><br><b>Australia: The Future</b><br>Assessment Task  | 15th October 2018 | 11 / 20 (55%) |

Clicking onto one of the completed tasks will give you a range of information regarding the task result, any notes relating to the assessment being modified (for students with Special Needs) and teacher feedback.

Design Process - Designing a Muffin

Coursework

Formal Assessment

Design a muffin suitable for a school lunchbox. Some parts of the task will be done in class and rest of the parts need to be completed as homework. Students will need to upload the completed task in Learning Areas, Assessment tasks, Design Process - Designing a Muffin by due date. All were discussed and showed in class.

Start - 10.8.18  
Food order & PiPlan - 13.8.18  
Production - 16.8.18  
Due by - 27.8.18

A copy of the task has been downloaded in Learning Areas, under Class Resources then General Documents. Seek assistance before the due date if needed.

|        |                            |
|--------|----------------------------|
| 10 Aug | Start                      |
| 27 Aug | Due                        |
| 31 Aug | Submitted by Khaleida Barr |

76 / 100 (76%)

Submitted Files

Design Process - Designing a Muffin (Submission)

Feedback

Marked by Khaleida Barr, 4 days ago  
Amber completed her practical activity at a high standard. She submitted a well-documented written component. Amber needs to keep in mind that 'egg' is a binding agent in muffins. It would be better to record detail explanation of preferred option including predicted sensory properties and completing the work plan.

Add Reflection

Close

Medical Profile

Your son/daughter's Medical Profile needs to be completed via PAM in order for the College to have the most current information available. Students who don't have a valid medical profile will not be able to participate in excursion etc. This information may be updated via the PAM interface at any time.

Monivae  
Parent Access Module

Medical Profile

Edit Details

Personal Details

Student Timetable

Attendance

Assessment Reports

Commendations

Booklist

Learning Areas

Medical Profile

Excursion Activities

GENERAL

Medicare Number Expiry Line Number

Ambulance Cover Membership Number

CONTACTS

Emergency

Emergency

SUMMARY

CONSENT

Paracetamol Consent

Dental Consent

Blood Transfusion Consent

Anaesthetic Consent

Operation Consent

Can Swim 50m Swimming Ability 50m: Easily

IMMUNISATION

DTP (Diphtheria, Tetanus, Pertussis) Whooping Cough notes: 2017

## Excursion Activities

Excursion permissions will be issued via PAM, these excursion permissions may have specific questions to be answered regarding the participation of your child.

The SIMON school system will push an email to your listed PAM email account similar to the sample given below:

From: Parent Access Module - Monivae College, Hamilton <[notifications@monivae.vic.edu.au](mailto:notifications@monivae.vic.edu.au)>  
Sent: Wednesday, 17 October 2018 11:04 AM  
To:  
Subject: School Related Activity

Dear

Re: **An Excursion to Lake Hamilton**

This email is to notify you that [REDACTED] has an upcoming excursion or activity that you need to acknowledge. Please log into your Monivae College, Hamilton PAM account and complete this request by **18 Oct 2018**.

Please [FOLLOW this link to access the Monivae College PAM login page](https://pam.monivae.vic.edu.au) (if you are having difficulties following the link, please copy & paste the following URL into your browser: <https://pam.monivae.vic.edu.au>)

Should you have any queries, or problems with logging into your Monivae College PAM account, please email [reception@monivae.vic.edu.au](mailto:reception@monivae.vic.edu.au) or contact the school during business hours.

| Name               | Sent        | Due         | Consent    |                      |
|--------------------|-------------|-------------|------------|----------------------|
| Lake Hamilton TEST | 19 Oct 2018 | 31 Oct 2018 | Incomplete | <a href="#">View</a> |

The details regarding the excursion are provided in this section, also any additional information which might be requested by the teacher running the activity will be displayed. Your response to these questions and your consent are given in this area.

Subject  
Lake Hamilton TEST

Description  
Canoeing

Due Date  
31 Oct 2018

Contacts

Consent

\* In the event of an accident or illness, school staff may obtain or administer any medical assistance or treatment my child may reasonably require, including contacting my child's doctor or ambulance.  
\* I accept liability for all reasonable costs incurred by the school in obtaining such medical assistance or treatment (including any transportation costs) and undertake to reimburse the school the full amount of those costs.  
\* I have provided the school all relevant details of my child's medical or physical needs on enrolment and where relevant have updated this information.

I hereby give consent for [REDACTED] to participate in the activity mentioned above \*

☐ Yes ☒ No  
\* required

Please complete the following additional questions:

Does your family own a canoe? \*

☐ Yes ☒ No  
\* required

☒ I have reviewed and ensured that the student medical details are true and up to date \*

\* required

[Confirm](#)

\* Unable to Confirm until all required fields have been updated.