## How to book Parent/Teacher Interviews

1. Go to PAM and click on 'Parent Teacher Interviews'.



2.Select one of your child's classes.



3. You will now see available sessions for the interview. Click on the session you wish to attend.

Click 'Book Interview'.	1:30pm, 4th April 2019 1:40pm, 4th April 2019 1:50pm, 4th April 2019 2:00pm, 4th April 2019	Î	Book Interview
	2:10pm, 4th April 2019 2:20pm, 4th April 2019 2:30pm, 4th April 2019 2:40pm, 4th April 2019 2:50pm, 4th April 2019 3:00pm, 4th April 2019		

4. An appointment has now been set for your child.

Repeat steps 2 - 3 to book a session with another subject teacher.

If you have more than one child enrolled at the College, repeat Steps 1 - 4 to book for the next child.

## How to cancel an appointment

<ol> <li>Click on 'x' to cancel your appointment.</li> <li>You can now book another appointment.</li> </ol>	Year 7 Pastoral Care Room: 16th April 2015	4:45pm -	• 5:00pm (15 minutes)	×
How to print your appointment				
1. When you have finished booking, click Booked Times	to print.			
2. Select 'Group Interviews by:' Student, Date, Ir	terview Time   Or Date, Inter	rview Time •	Then click:	Generate Report
3. You can now print or save a copy of your	booking.	Fartum to Parent Teacher Interview Bookings Connection Aliver Report      StepPortInstance Ar., 1 / 1   -	Download booked tim	es
To Print - right click on the report and selec	ot print.		Cetholic Regional College - It Albers Peurs Trauber Interview	A
To Save - click 'download here' above the o	lisplayed report.	The second	1911 Prof. Table Anging & Fall and Constantial of Angin Anging Anging and States States and States and States States and States	and Show