

# PARENT ACCESS MODULE

## INSTRUCTIONS



**WE MAKE A  
DIFFERENCE.**

# PARENT ACCESS MODULE

Trinity College has a firm commitment to our partnership with parents to enable students to achieve their potential. The Parent Access Module (PAM) provides information on a range of areas relating to your child's education, including:

- Learning tasks
- Teacher feedback, results and assessment reports
- Attendance, social behaviour and commendation tracking
- Student timetables
- Booklists
- Student Learning Conversation bookings
- Daily messages from the College
- Calendar of upcoming events
- Excursion and School Activity permission forms
- Student medical profiles
- Email staff

We ask that you login to your PAM account once you receive your login credentials. Students commencing in Year 7 should have their Medical Profile completed prior to the Transition and Orientation Days in December. All other students should have their profiles completed prior to commencing at the College.

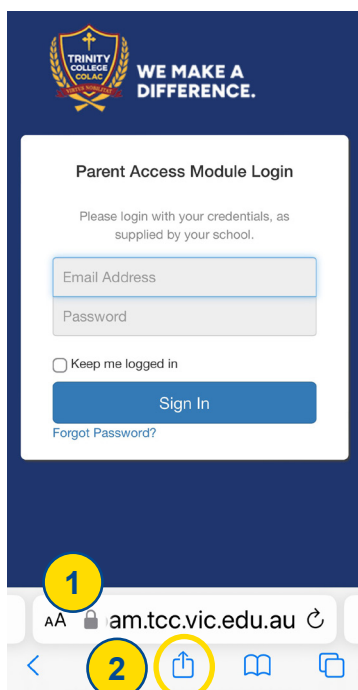
If you require any assistance accessing or using PAM, please phone Trinity College Reception on 5233 9200 or by email at [admin@tcc.vic.edu.au](mailto:admin@tcc.vic.edu.au).


## ACCESSING PAM

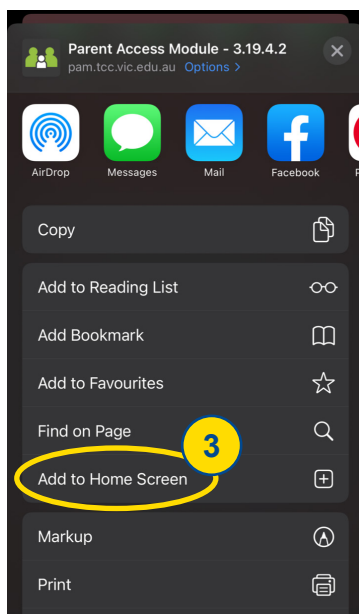
PAM can be accessed on any home computer, laptop, tablet or smartphone device that has access to the internet.

<https://pam.tcc.vic.edu.au/>

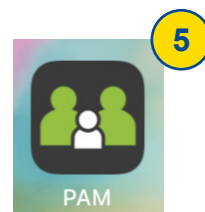
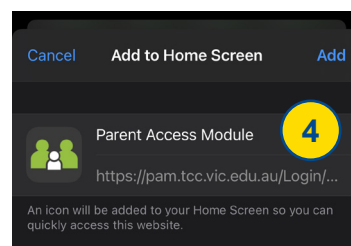
If you are using a smartphone or tablet device, you can save the link so it appears as an app on your homescreen. The following instructions are for an iPhone, but you can also do something similar with other smartphone devices.



1. Use your device's web browser (ie Safari) and use the link above to access PAM.
2. Click the  icon at the bottom of the screen.



3. Select the **Add to Home Screen** option.



4. You can rename the app to PAM here, if you wish.
5. Select the **Add** option and then the PAM icon will appear on your homescreen.

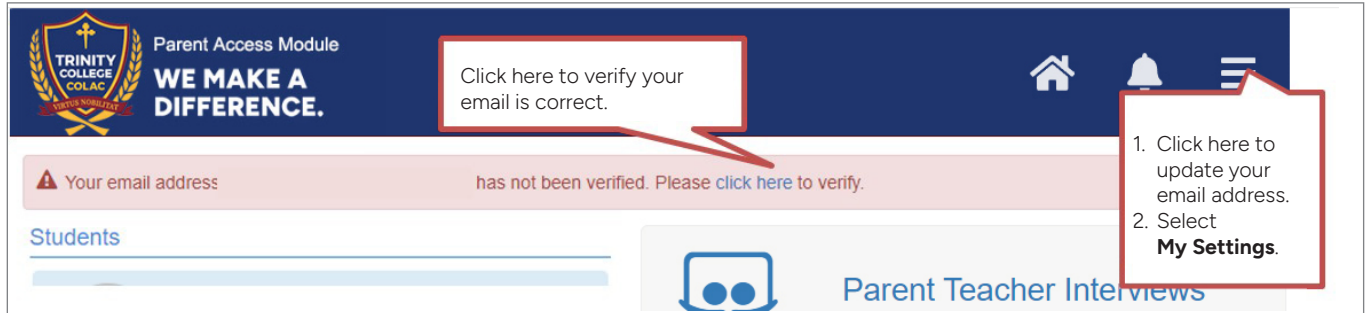
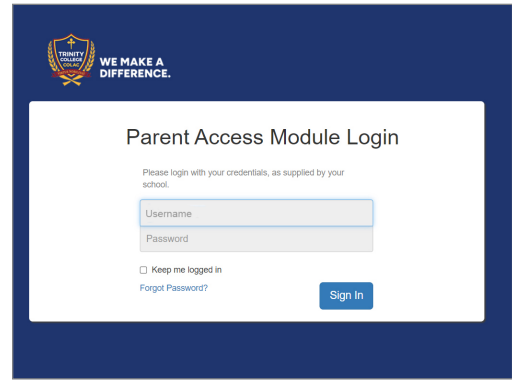
**LOGGING IN TO PAM**

Parents/carers will receive an email to set their password when their child is enrolled at TCC. Parents/carers use their email address and password set to access their PAM account.

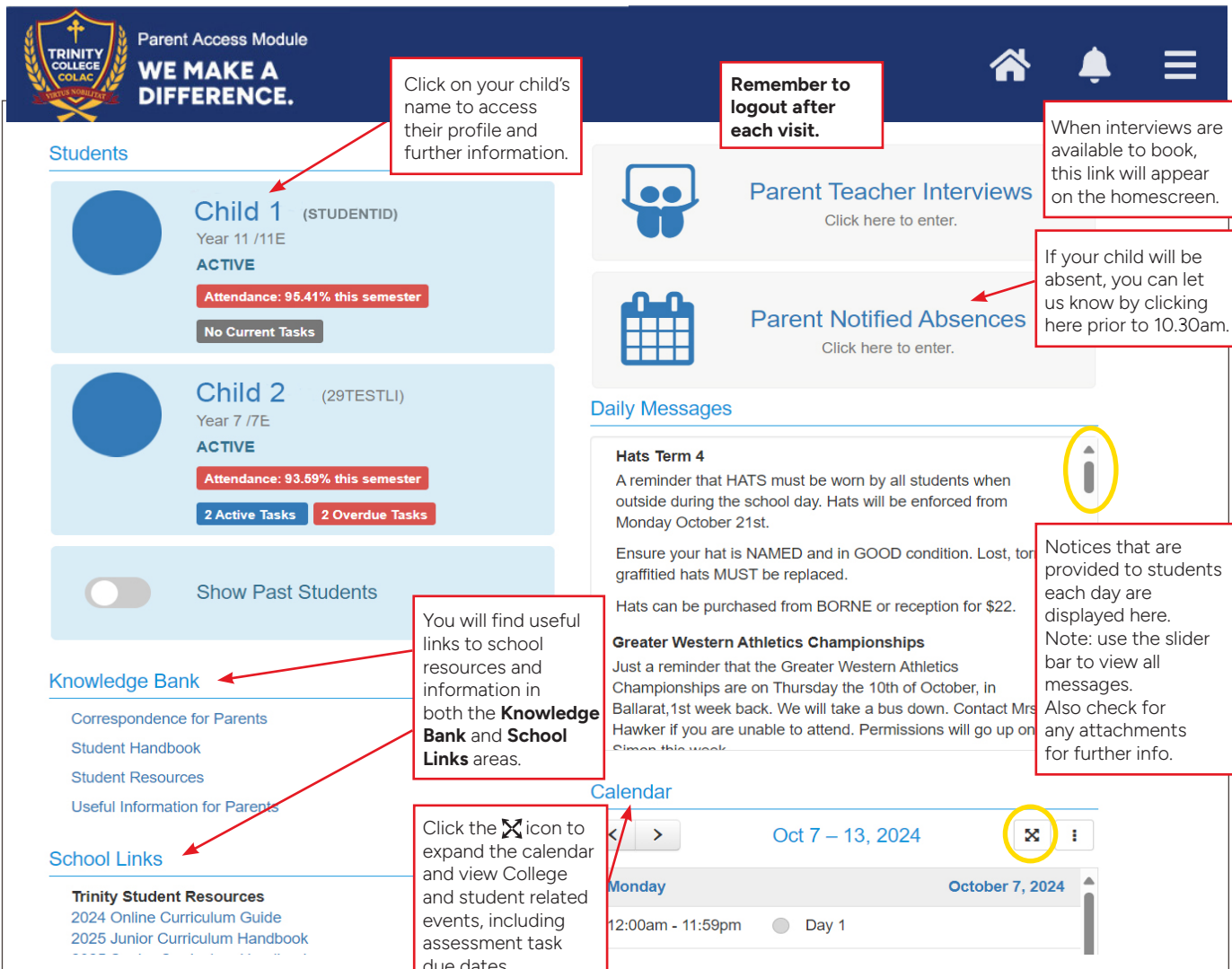
If you ever forget your password, simply request a reset. Please phone Reception on 5233 9200 or email admin@tcc.vic.edu.au if you need assistance with your login.

**VERIFYING YOUR EMAIL ACCOUNT**

It is important that all families verify their email address at the beginning of each school year to ensure all correspondence is received.



**PAM HOME PAGE**



## STUDENT PROFILES

Information related specifically to your child can be found in their profile page. Simply click on their name on the PAM home page to access.

**Tom Smith**

Learning Tasks

Classes: 2021, Semester 2

3 Active Tasks | 1 Overdue Task

- Legal Studies Unit 2 (Class: A) (3 tasks)
- Paddock to Plate (Class: B) (3 tasks) 1 Active
- Religion in Society Unit 1 (Class: E) (2 tasks)
- Scorched Earth (Class: A) (1 tasks)
- Year 10 English (Class: B) (1 tasks)
- Year 10 Mathematics Course A (Class: B) (10 tasks)
- Year 10 Sport and Health for Everyone (Class: E) (3 tasks) 2 Active 1 Overdue

Select other student: [Rebecca Smith](#)

Click on each of the menu items to access relevant information.

If you have other children at the College, you can switch between profiles by click their names here.

## CONNECT FIELDS

Upon commencement, at the beginning of each year, and from time to time, there may be forms or information for which you need to give consent.

**Tom Smith**

Connect Fields

Completed Connect Fields

Name	Current Value	Reset Date
Parent / Carer Consent Forms	Yes	31/01/2023

Click on the **View** button to open information.

Click on the **Connect** menu item in your child's profile.

Select the **Yes** option to provide your agreement.

Click on the **V** symbol to expand and view relevant documents.

Click the **Complete** button once you're ready to submit your response.

Connect Field: Parent / Carer Consent Forms

Description: At Trinity College Colac we are committed to the safety and wellbeing of students and parents/carers. Please find attached information that help implement this safety and wellbeing. As parents/carers, you act as one of the most influential role models in your child's life. We therefore seek your support in reading this information and discussing the details with your child. Please select "Yes" below to consent and acknowledge that you have read and discussed with your child the attached information. Thank you.

Options:  Yes  No

View Connect Documents: Total number of documents: 4

- Student and Parent Carer - College Procedures [View Item]
- ICT User Agreement (College Owned Computer) 2022 [View Item]
- ICT User Agreement (Student Owned Computer) 2022 [View Item]
- School Relationships Code of Conduct Parent Carer [View Item]

Close Complete

## MEDICAL PROFILE


The **Medical Profile** section in PAM requires you to answer a series of questions to determine the health needs of your child whilst at school, on excursions and camps throughout the year.

Please note these details are required to be updated annually or as requested by the College in anticipation of the students attending specific camps/excursions that require up to date information. You are able to update your child's medical information at any time, should their needs change.

Please note that the information you provide is kept confidential and is only accessed by staff should the need arise.

The screenshot shows the 'Medical Details' form for Tom Smith. On the left is a navigation menu with options: Personal Details, Student Timetable, Attendance, Assessment Reports, Booklist, Learning Areas, Medical Profile (selected), and Excursion Activities. Below the menu is a 'Select other student:' dropdown showing 'Rebecca Smith'. The main form area has a title 'Medical Details' and a list of sections: GENERAL, CONTACTS, MEDICAL CONDITIONS, ALLERGIES, ANAPHYLAXIS, MENTAL HEALTH, PHYSICAL DISABILITY, DEVELOPMENT DISORDER, MEDICATIONS, CAMPEXCURSION INFORMATION, and SAVE RECORD. A 'Back to Top' link is below this list. A blue banner at the top right says 'Please take a few minutes to complete this medical form. All fields and yes/no options are required.' The 'GENERAL' section contains: 'Medicare no \*' (text input, \*required), 'Expiry Date \*' (calendar input, \*required), 'Line Number \*' (text input, \*required), 'Health Care Card Holder \*' (radio buttons for Yes/No, \*required), 'Ambulance Cover \*' (radio buttons for Yes/No, \*required), and 'Private Health \*' (radio buttons for Yes/No, \*required). Below this is the 'MEDICAL CONTACTS (OPTIONAL)' section with a '+ Add contact' button and 'No contacts added' text.



If you are concerned about privacy, you can also turn on **Multifactor Security** for medical information. Once enabled, viewing your child's medical details will require the parents/carers to enter a six-digit code that will be emailed to the verified email account. To turn this feature on, simply click on the  symbol at the top right of the screen and select My Settings from the menu.

The screenshot shows the 'Parent Account Settings' page. Under the 'Multi Factor Security' heading, there is a toggle switch labeled 'Enable for Medical Profile'. The toggle is currently turned off.

Click on the **Enable for Medical Profile** option to activate.

## LEARNING TASKS

Real time, written feedback will be available via PAM once assessment tasks have been submitted and marked by teachers. Therefore, we recommend accessing PAM regularly to view the task specific teacher feedback.

This section details all of the current identified tasks the student is undertaking either as classwork, homework or assessment tasks. This will include the description of the task and the due dates. When the task has been completed, submitted and marked by the teacher, rubrics and/or comments will be available via PAM. This provides timely feedback to parents and can generate discussion points for the Student Learning Conversations. Please take the time to read and understand the feedback provided.

The end of semester reports (available on the dates stated on our College Calendar in the Assessment Reports section on PAM) will include assessment tasks, work practices and satisfactory completion of VCE units or the Victorian Curriculum standards.

## ATTENDANCE REPORTS

This section offers three different attendance reports.

<p><b>Attendance Summary</b></p>	<p>Overall school and class attendance percentages plus absence numbers.</p>	<p>* Overall School Attendance: 95.96%    Class Attendance: 95.96% (Based on minutes, not roll counts)</p> <p>Unexplained Absences and Follow Up (Class Rolls Affected)    Followed Up: 0</p> <p>Absent Without Reason: 0</p> <p>School Passes (Class Rolls Affected)    Followed Up: 0</p> <p>Late to School Pass: 0    Leave Pass: 0    Sick Pass: 0</p> <p>Late to Class: 0    Class Pass: 0</p> <p>School Initiated Absences (Class Rolls Affected)    Parent Initiated Absences (Class Rolls Affected)</p> <p>School Acknowledged Absence: 0    Parent Initiated Absence: 2</p> <p>School Acknowledged Absence: 0</p> <p>* Class percentage may be lower compared to overall school percentage as student may have participated in extra-curricular activities during normal class time.</p>
<p><b>Class Attendance Summary</b></p>	<p>Breakdown of attendance percentage for all classes. Also presented graphically.</p>	<p>Active Classes</p> <ul style="list-style-type: none"> <li>9B Homeroom (2016AC01NE) - 6 classes: 100.00%</li> <li>Assembly 8 (2016AS01ME) - 1 class: 100.00%</li> <li>Ordnance Life (2016L1T1) - 2 classes: 100.00%</li> <li>Cooking: Yesterday, Today and Tomorrow (2016CO2SA) - 6 classes: 100.00%</li> <li>Information Processing (2016INFO2SE) - 6 classes: 100.00%</li> <li>LEWIS 5 (2016L1T2) - 1 class: 0.00%</li> <li>Prevent Care 1 (2016PCARE1) - 8 classes: 0.00%</li> <li>Peer-Bullying (2016BUL1) - 8 classes: 100.00%</li> <li>Sport and Health for Everyone (2016PH1SE) - 4 classes: 100.00%</li> <li>Year 8 English (2016EN1SE) - 8 classes: 100.00%</li> <li>Year 8 Humanities (2016HU1SE) - 4 classes: 0.00%</li> <li>Year 8 Mathematics (2016MAT1SE) - 4 classes: 100.00%</li> <li>Year 9 Science (2016SC1SE) - 3 classes: 100.00%</li> </ul>
<p><b>Period History</b></p>	<p>Complete record of all roll marks for every period of every day of the semester.</p>	<p>This report is a daily attendance summary. The attendance key is displayed below.</p> <p>1 = Present    0 = Absent    U = Unmarked    F = Absent (Followed Up)    T = Late to Class    # = No Roll Mark    ! = Attendance Alert</p> <p>R = Parent Initiated Absence    R = School Initiated Absence    A = School Acknowledged Absence</p> <p>P = Late to School Pass    L = Leave Pass    S = Sick Pass (School)    H = Sick Pass (Home)    C = Class Pass</p> <p>Monday 17 June 2013    1-1-1-1-1-1-1-1-1-1    Tuesday 18 June 2013    1-1-1-1-1-1-1-1-1-1</p> <p>Wednesday 19 June 2013    1-1-1-1-1-1-1-1-1-1    Thursday 20 June 2013    1-1-1-1-1-1-1-1-1-1</p> <p>Friday 21 June 2013    1-1-1-1-1-1-1-1-1-1    Monday 24 June 2013    1-1-1-1-1-1-1-1-1-1</p>

**Tom Smith**

Excursions & Student Activities

Name	Sent	Due	Consent	View
Year 7 Camp 2019	05 Nov 2018	01 Feb 2019	✓	View

### SCHOOL ACTIVITIES

The **School Activities** section is where you consent to your child attending school excursions and camps. You will receive an email to prompt you to login when there is a School Activity activated for your child.

Click on the **View** button to see details about the activity.

School Activity Permission Details

← Return

**Subject**  
Final Day Year 10 - The Rock Indoor Rock Climbing Centre

**Description**  
For the last day of Year 10, students will be bused to Geelong where they will be able to purchase lunch and then head to The Rock Indoor Rock Climbing Centre, Pakington Street, West Geelong.

- Students are to wear TCC PE Uniform.
- Buses will depart from TCC at 9:00am and return by 3:20pm.
- Students will pre-form. Alternatively

Click your preferred option and tick to confirm you've reviewed the information and click the **Confirm** button.

I hereby give consent for **Tom Smith** to participate in the activity mentioned above \*

Yes  No

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

Responded: 18 November 2021 04:45 pm, by this account.  
*Note: You have up until the due date to make further changes to this consent form.*

**Confirm**

Student Timetable

	Homeroom AM	Lesson 1	Lesson 2	Break 1 YD1	Break 1 YD2	Lesson 3	Lesson 4	Break 2	Lesson 5
Day 1 Monday 02/11	210HR00D JAMESE (P4)	210SC64SB STEWGR (P5)	210GE11SA MITCAM (P5)			210MA45SB ALMOKI (T4)	210HP23SE TOMKOM (S9)		210EN15B DUGGAN (S9)
Day 2 Tuesday 03/11	210HR00D JAMESE (P4)	210MA45SB ALMOKI (T5)	210LexpD JAMESE (P4)			211L50223A MITCAM (R2)	210GE11SA MITCAM (P5)		210RE15E DUGGAN (S9)
Day 3 Wednesday 04/11	210HR00D JAMESE (P4)	210SC64SB STEWGR (P5)	210MA45SB ALMOKI (T5)			210GE11SA MITCAM (P5)	210EN15B RYANDE (S9)		211L50223A MITCAM (R2)
Day 4 Thursday 05/11	210HR00D JAMESE (P4)	211L50223A MITCAM (R2)	210EN15B RYANDE (S9)			210MA45SB ALMOKI (T5)	210SC64SB STEWGR (P5)		210HP23SE TOMKOM (S9)
Day 5 Friday 06/11	210HR00D JAMESE (P4)	211L50223A MITCAM (R2)	210EN15B RYANDE (S9)			210SC64SB STEWGR (P5)	210GE11SA MITCAM (P5)		210HP23SE TOMKOM (S9)
Day 6 Saturday 07/11	210HR00D JAMESE (P4)	210MA45SB ALMOKI (M5)	210SC64SB STEWGR (P5)			210EN15B DUGGAN (S9)	210RE15E DUGGAN (S9)		210GE11SA MITCAM (P5)
Day 7 Sunday 08/11	210HR00D JAMESE (P4)	210HP23SE TOMKOM (S9)	210AssamD JAMESE (P4)			210MA45SB ALMOKI (T5)	211L50223A MITCAM (R2)		210SC64SB STEWGR (P5)
Day 8 Monday 09/11	210HR00D JAMESE (P4)	210HP23SE TOMKOM (S9)	210SC64SB STEWGR (P5)			210GE11SA MITCAM (P5)	211L50223A MITCAM (R2)		210EN15B RYANDE (S9)
Day 9 Tuesday 10/11	210HR00D JAMESE (P4)	210GE11SA MITCAM (P5)	210EN15B RYANDE (S9)			211L50223A MITCAM (R2)	210MA45SB ALMOKI (T5)		210RE15E DUGGAN (S9)
Day 10 Wednesday 11/11	210HR00D JAMESE (P4)	210SC64SB STEWGR (P5)	210MA45SB ALMOKI (T5)			210GE11SA MITCAM (P5)	210EN15B RYANDE (S9)		211L50223A MITCAM (R2)

Saturday 11/11 Term 4 School Holidays  
Sunday 12/11

Timetable Key:

Class Code	Class Description	Domain Component	Campus	Teacher Name
210HR00D	10 Homeroom	Pastoral Care	Trinity College	Mr Sean James JAMESSE
210AssamD	Assembly 10	Pastoral Care	Trinity College	Mr Sean James JAMESSE
210LexpD	LEAP 10	Pastoral Care	Trinity College	Mr Sean James JAMESSE
211L50223A	Legal Studies Unit 2	The Humanities	Trinity College	Ms Amanda Mitchell (MITCAM)
210SC64SB	Paddock to Plate	Science	Trinity College	Mr Graeme Stewart (STEWGR)
210GE11SA	Religion in Society Unit 1	Religious Education	Trinity College	Mr Tony Duggan (DUGGAN)
210EN15B	Escooped Earn	The Humanities	Trinity College	Ms Amanda Mitchell (MITCAM)
210RE15E	Year 10 English	English & Languages	Trinity College	Mr Sean Ryan RYANDE
210HP23SE	Year 10 English	English & Languages	Trinity College	Mr Tony Duggan (DUGGAN)
210MA45SB	Year 10 Mathematics Course A	Mathematics	Trinity College	Miss Kirsty Almond (ALMOKI)
210HP23SE	Year 10 Sport and Health for Everyone	Health and Physical Education	Trinity College	Mr Michael Tomkins (TOMKOM)

### STUDENT TIMETABLE

This will display your child's full timetable, along with a list of their classes and their teachers.

### BOOKLIST

If you misplace your child's booklist, you can generate a copy from PAM.

Booklist

**Generate Booklist**

### ASSESSMENT REPORTS

You can access all of your child's school reports here. Simply click on the report you wish to view. You can either print or download the report from the view window.

Download Assessment Reports

REPORT Semester 2, 2021 - Mid Semester Report

REPORT Semester 1, 2021 - End of Semester Report

Trinity College Colac  
Mid Semester Report



## CORRESPONDENCE

Copies of general correspondence emailed to families can be found in the Knowledge Bank area on the PAM home page.

Parent Access Module  
**WE MAKE A DIFFERENCE.**

Students

**Child 1** (STUDENTID)  
Year 19 / 9A  
**ACTIVE**  
Attendance: 95.41% this semester  
No Current Tasks

**Child 2** (29TESTLI)  
Year 7 / 7E  
**ACTIVE**

Knowledge Bank

- Correspondence for Parents
- Student Handbook
- Student Resources
- Useful Information for Parents

Knowledge Bank

- Correspondence for Parents
- Student Handbook

Parent Teacher Interviews  
Click here to enter.

Parent Notified Absences  
Click here to enter.

Daily Messages

**Hats Term 4**  
A reminder that HATS must be worn by all students when outside during the school day. Hats will be enforced from Monday October 21st.  
Ensure your hat is NAMED and in GOOD condition. Lost, torn or graffitied hats MUST be replaced.  
Hats can be purchased from BORNE or reception for \$22.

**Greater Western Athletics Championships**  
Just a reminder that the Greater Western Athletics Championships are on Thursday the 10th of October, in Ballarat, 1st week back. We will take a bus down. Contact Mrs Hawker if you are unable to attend. Permissions will go up on...

Click here to access copies of correspondence.

Correspondence for Parents

- 2022 [files: 1]
- 2023 [files: 11]
- 2024
  - Year 11 [files: 1]
  - Year 12 [files: 8]
  - Year 7 [files: 2]
  - Year 8 [files: 1]
  - Year 9 [files: 3]

Name

- Year 11
- Year 12
- Year 7
- Year 8
- Year 9

Name

- Letter to Families - NAPLAN 2024.pdf
- Letter to Families - Year 7 Pathways and Selection 2024.pdf

Click into the relevant year. If correspondence relates to a particular year level activity, it will be in the relevant year level folder.

Click on the document to open it in the viewer window.

It can sometimes be difficult to view reports and documents in the viewer window. You can opt to print or download as a PDF by clicking the icons at the top left.

7 October 2024

Dear Families

Next term we are pleased to offer Regional Institute of Sport conti...



## EMAIL STAFF

If you need to contact your child's teachers, simply click into the Email Staff menu item, select the teachers you wish to contact, type your message and click on the Send Message button.

The screenshot shows the 'Email Staff' interface. On the left is a navigation menu with 'Email Staff' highlighted in blue. A yellow banner at the top right shows 'Semester: 2024, Semester 2'. A yellow information box contains the text: 'Please select at least one staff member from the below list and provide a message.' Below this is a table titled 'Staff To Email' with 3 staff selected. The table has columns for 'Name' and 'Class'. The selected staff members are Ms Sarah Gray (Year 7 English), Mrs Jess Driscoll (Year 7 Mathematics), and Miss Jessica Van den Eynde (Year 7 Science). Below the table is a 'Message:' text area. At the bottom right is a green 'Send Message' button. Annotations include: a red box around 'Email Staff' in the menu with the text 'Select Email Staff from your child's profile.'; a red box around the 'Send Message' button with the text 'Click the Send Message button.'; a red box around the 'Message:' text area with the text 'Type your message here.'; and a red box around the 'Year 7 English' row in the table with the text 'Click on staff you wish to email to select them.'

Name	Class
Mr Gavin Lang	07 Homeroom
Mr Gavin Lang	Assembly 7
Mr Gavin Lang	iLEAP 7
✓ Ms Sarah Gray	Year 7 English
Mr Sam Wolfenden	Year 7 Health and Physical Education
Ms Lynne Wheal	Year 7 Humanities
Ms Lynne Wheal	Year 7 Languages Indonesian
✓ Mrs Jess Driscoll	Year 7 Mathematics
Mrs Kelly Kerr	Year 7 Music
Mr Gavin Lang	Year 7 Religious Education
✓ Miss Jessica Van den Eynde	Year 7 Science
Mr Ryan Geary	Year 7 Visual Communication and Design

## LETTERS

At times, staff may send a letter raising a concern for your child (attendance, behaviour, etc). You can locate these by clicking on the Letters option from the menu in your child's profile.

The screenshot shows the 'Letters' interface for a student named Tom Smith. The student's name and profile picture are at the top left. Below the name is a list of menu items: Personal Details, Student Timetable, Social Behaviour, Attendance, Assessment Reports, Commendations, Letters (highlighted in blue), and Booklist. The main content area shows 'Letters' and the message 'This student does not have any letters.'

## STUDENT ABSENCES

You can report your child's absence through PAM. Absences via PAM need to be reported prior to 10.30am on the day of the absence. If you miss the cut off time, please contact the College's Absentee Line on 03 5233 9299.

The image shows a screenshot of the Parent Access Module (PAM) interface. The top navigation bar includes the Trinity College Colac logo, the text 'Parent Access Module' and 'WE MAKE A DIFFERENCE.', a notification bell icon, and a menu icon. A red box highlights the 'Parent Notified Absences' button in the top right corner with the text: 'Click the **Parent Notified Absences** button on the PAM home screen.'

The main content area is divided into several sections:

- Students:** Displays two student profiles. 'Child 1' (STUDENTID) is in Year 11 / 11E with an attendance of 95.41% and 'No Current Tasks'. 'Child 2' (29TESTLI) is in Year 8 / 8A with an attendance of 93.59% and 'ACTIVE' status.
- Knowledge Bank:** Lists resources like 'Correspondence for Parents', 'Student Handbook', 'Student Resources', and 'Useful Information for Parents'.
- Daily Messages:** Contains messages such as 'Hats Term 4' (reminder to wear hats) and 'Greater Western Athletics Championships'.
- Parent Notified Absence:** This section is highlighted with a red box and contains a yellow information banner: 'Absences for today can only be added or edited up until 10:30 AM. Afterwards, you will need to contact the school to do this on your behalf.' Below this is a '+ Add Absence' button.

The 'Add Absence' form is shown in a modal window with the following fields:

- Student \***: A dropdown menu with 'Select Student..' and an asterisk indicating it is required.
- Reason \***: A dropdown menu with 'Select Reason..' and an asterisk indicating it is required.
- Absence Period \***: A dropdown menu with 'All Day' and an asterisk indicating it is required.
- Absence Date \***: A date input field showing '10/10/2024' with a calendar icon and an asterisk indicating it is required.
- Notes**: A text area for additional information.

At the bottom of the form are 'Cancel' and 'Add' buttons. A red box highlights the 'Add' button with the text: 'Click on the **Add** button to submit the absence.'

Two other red boxes provide instructions: 'Click on the **Add Absence** button.' (pointing to the '+ Add Absence' button in the main interface) and 'Complete all of the fields required.' (pointing to the dropdown menus in the 'Add Absence' form).

A footer note at the bottom of the form states: '\* Unable to add absence until all required fields have been updated.'