Remote Learning Conferences
Parent /Guardian Instructions

How to book your Learning Conferences

Please book your conferences by logging onto PAM via http://www.salesian.vic.edu.au/login using your PAM username and password. Click on the Parent Teacher Interview button that will appear in the top right-hand corner.

You will only be able to see the times that teachers still have available at the time you are using the system. As time slots are booked for teachers, they will no longer be displayed as available. Therefore, it is advisable to book your conferences as soon as possible.

You can also login and change your bookings any time until 11am on the day of the interview.

If you encounter any problems with our booking system, please notify the College via email support@salesian.vic.edu.au or phone 9807 2644.

This documentation has been designed for the College laptop provided to the student. Please do not use any other device for Learning Conference access.

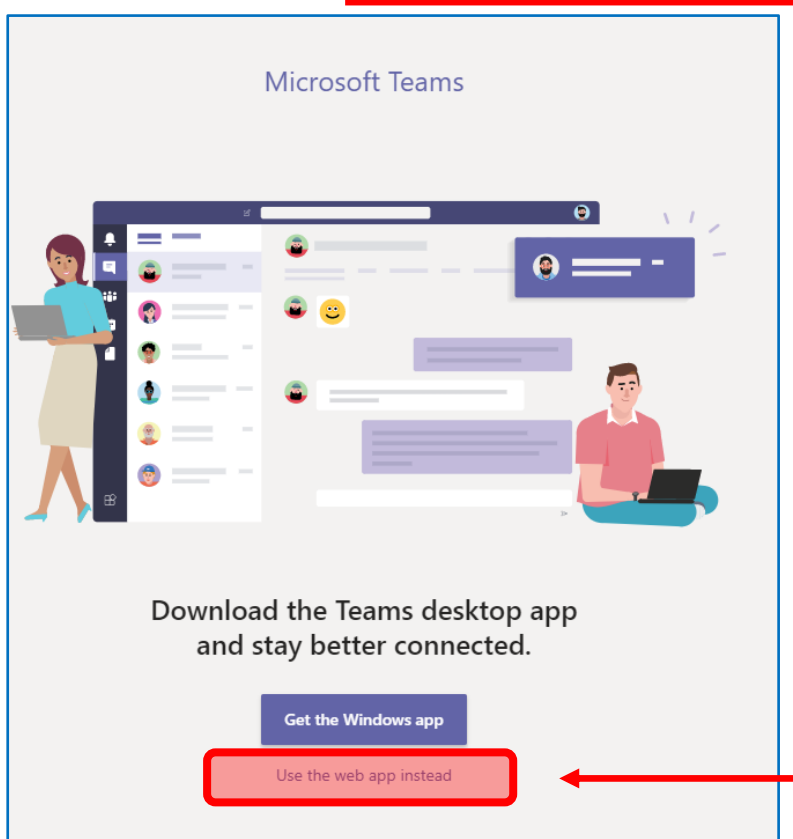**1.** Open **Chrome**, please do not use the Teams App or any other browser.

2. Login to online **Teams** account using the student's **College email and password**.
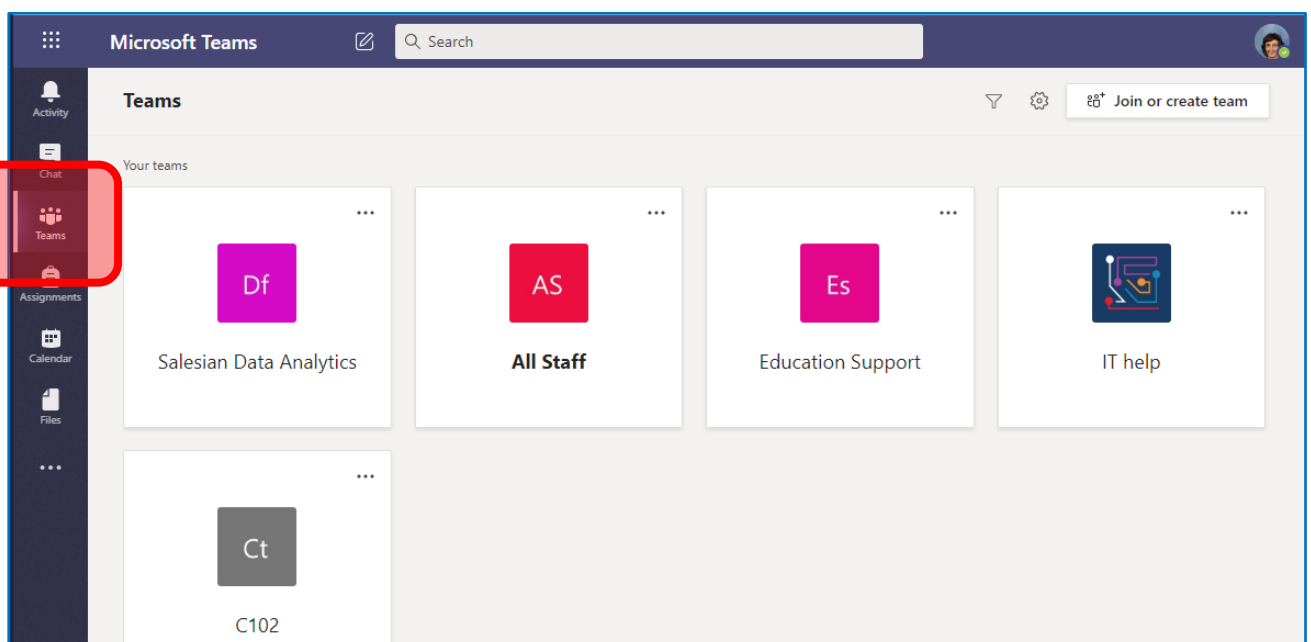Use the below URL if you are not sure where to login.
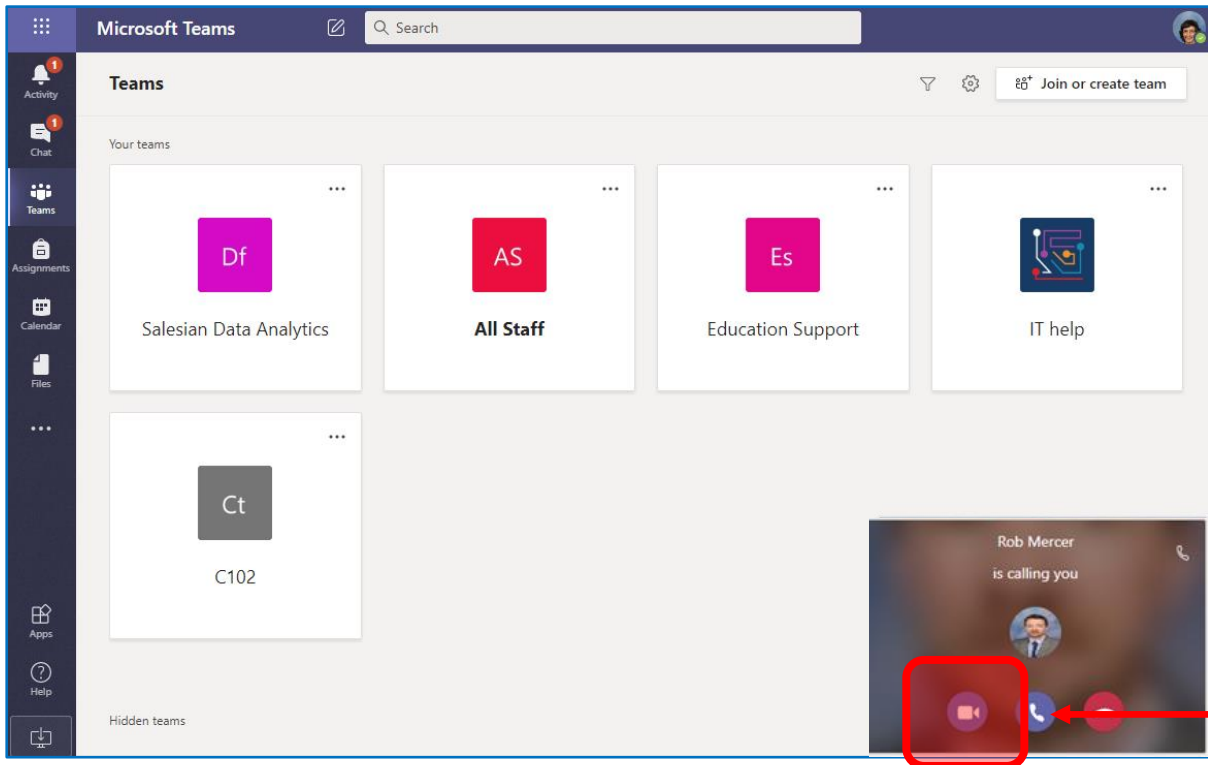http://teams.microsoft.com

3. Proceed past the download option.
Click **Use the web app instead** button

4. Parents and Students will need to stay within the **Teams Tab** for video calls to be accepted. Teachers will contact families directly.

5. Accept the incoming call at the bottom right of the Teams screen by pressing the **purple camera icon**

6. Please ensure that you hang up the call when the conference has finished by pressing the **red phone icon**