

## **Accessing Reports**

## PAM

- Open & Log into PAM (See *Logging into PAM* instructions if needed)
- Click on the blue student box for the student you wish to create/update the medical profile for



• Click on Assessment Reports in the student profile menu. (If you are on a small screen, the profile menu with become a drop-down box)

## Simon Everywhere

Please note, the app may differ slightly between android and apple phones. Instructions were made using an android phone.

 Click on the Home button under the Holy Rosary Primary School (PAM) header



• Click on the blue student box for the student you wish to create/update the medical profile for

audents	
Show Inactive Students	
John Student Student ID: Grade Attendance: 0 days absent this semest No Current Tasks	ter

• Click on Assessment Reports in the student profile menu drop-down box

Profile Menu	
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## On Both PAM & SIMON Everywhere

- All reports created since we started using the SIMON platform will be listed here.
- To preview (in window) click on the image or name of the file

REPORT	Action -
Semester 1, 2022 - End of Semester Report	

• To download a copy, click on the 'Action' and select 'Download' from the drop down.

