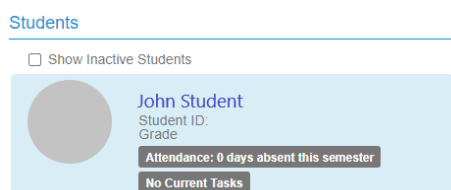




Accessing Reports

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 will become a drop-down box)

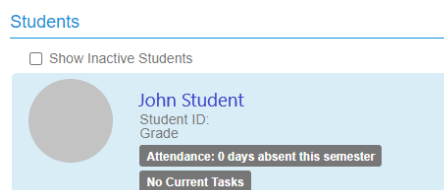
Simon Everywhere

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

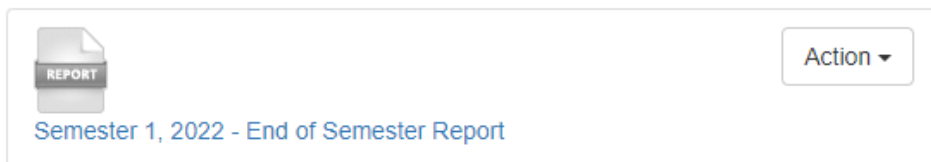


- Click on *Assessment Reports* in the student profile menu drop-down box



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



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

