



Booking a Learning Conversation

PAM

- Open & Log into PAM
(See *Logging into PAM* instructions if needed)
- Click on the *Parent Teacher Interviews* box



Simon Everywhere

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

- Open the SIMON Everywhere App
- Click on the *Home* button under the *Holy Rosary Primary School (PAM)* header
- Click on the *Parent Teacher Interviews* box



On Both PAM & SIMON Everywhere

- If you have more than one student at the school, select the child you wish to book for from the drop-down box

- Select the Class you are booking in the interview for

There is a limit of 1 booking for each parent account.

- Select one of the available times from the new 'Select Interview Time' dropdown box

Teacher: Mandy Antoniadis

- Select Interview Time...
- 10:00am, 29th November 2022
- 11:45am, 29th November 2022
- 12:45pm, 29th November 2022
- 2:20pm, 29th November 2022

- Click the Book Interview button



- Repeat for other students as needed