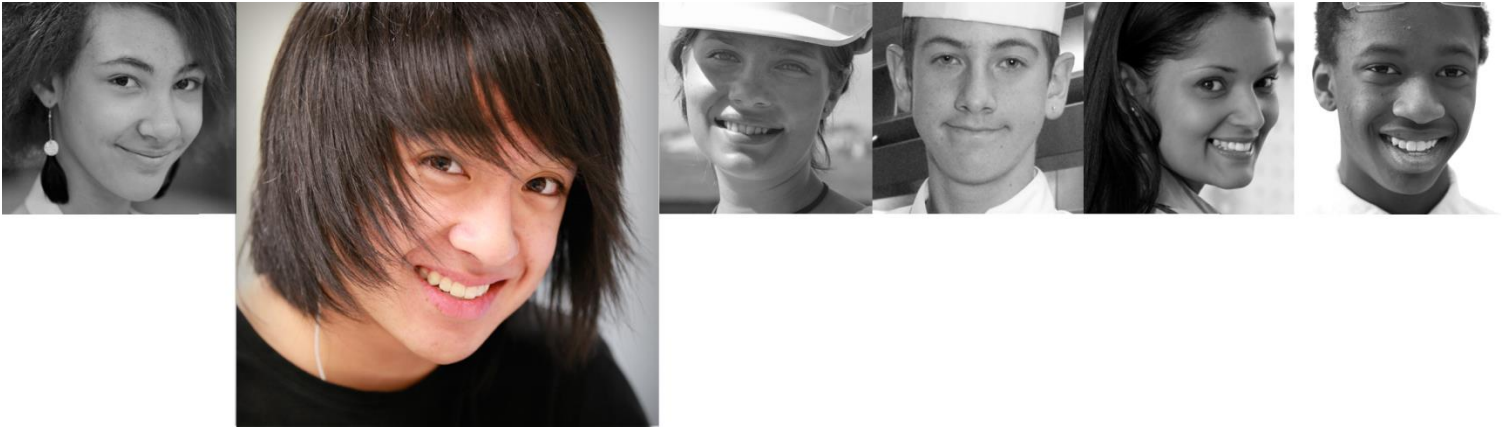


cbe.ab.ca

| Guide | [School Conferences](#)



Parent User Guide



**Calgary Board  
of Education**

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## What is “my School Conferences”?

- “my School Conferences” is designed for scheduling teacher/parent conferences.
- It is accessible by school administration, teachers and parents.
- A schedule report (PDF) can be saved or printed.

## Who has Access

All parents with children enrolled in the Calgary Board of Education schools.

## How to access

Login to: <https://sis.cbe.ab.ca>

 PowerSchool

### Student and Parent Sign In

Welcome to the Calgary Board of Education's *new* MyCBE / PowerSchool Portal.

**Students:** Your username is your CBE Student ID and your password is your CBE network password. If you are new to CBE, ask your teacher or school staff for your CBE Student ID and initial password.

**Parents/Guardians:** Please sign in with your new MyCBE / PowerSchool Parent Account. Your previous *My CBE Account* and *HomeLogic* username/password will no longer work. See [below](#) to create a new Parent Account.

|                 |                          |
|-----------------|--------------------------|
| <b>Username</b> | <input type="text"/>     |
| <b>Password</b> | <input type="password"/> |

Sign In

## View your school's conference

Click “CBE Apps” on the navigation bar, then click on “my School Conferences”.

### Navigation

-  myCBE Apps
-  Grades and Attendance
-  Grade History
-  My Schedule
-  Attendance History
-  Teacher Comments
-  Class Registration
-  School Information
-  Account Preferences

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## my Conferences Booking

### Step 1: School And Conference Information



Select the school and then conference name:

School: Conference: 

Conference Message (Agenda):

## Bookings

Select the appropriate teacher(s).



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## School Conferences Booking

### Step 1: School And Conference Information



Select the school and then conference name:

School: Conference: 

Conference Message (Agenda):

**Please note: your School Conference booking ends on Apr 09, 2016 00:00**

### Step 2: Teacher and Conference Booking Information

Select the conference teacher:

To START a booking: ☐ Available booking

Sort by:

☒ First Name
 ☐ Last Name

☐ Teacher name

☐ Teacher name

Pick the appropriate teacher(s).

The teachers' list can be sorted by either the teacher's first name.  
In some instance, the school may have modified the teacher's name  
to be for example: Grade 1 - Miss Smith

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As you select your teacher(s), a session time will appear on the right for each selected teacher(s).

## Step 2: Teacher and Conference Booking Information

**Total Attendee: 0**

**Select the conference teacher:**

Sort by: ☒ First Name ☐ Last Name

☒ [Teacher Name] ☐ [Teacher Name] ☐ [Teacher Name] ☒ [Teacher Name] ☐ [Teacher Name] ☐ [Teacher Name] ☐ [Teacher Name] ☐ [Teacher Name] ☐ [Teacher Name] ☐ [Teacher Name] ☐ [Teacher Name]

**To START a booking:** Click an available booking timeslot **To MOVE an existing booking:** Click your booked timeslot

☐ Available booking ☐ Booked Conference ☐ No Booking available

| Session Time | Teacher Name |      |      | Session Time | Teacher Name |      |
|--------------|--------------|------|------|--------------|--------------|------|
|              | Date         | Date | Date |              | Date         | Date |
| 3:00 PM      |              |      |      | 3:00 PM      |              |      |
| 3:15 PM      |              |      |      | 3:15 PM      |              |      |
| 3:30 PM      |              |      |      | 3:30 PM      |              |      |
| 3:45 PM      |              |      |      | 3:45 PM      |              |      |
| 4:00 PM      |              |      |      | 4:00 PM      |              |      |
| 4:15 PM      |              |      |      | 4:15 PM      |              |      |
| 4:30 PM      |              |      |      | 4:30 PM      |              |      |
| 4:45 PM      |              |      |      | 4:45 PM      |              |      |
| 5:00 PM      |              |      |      | 5:00 PM      |              |      |
| 5:15 PM      |              |      |      | 5:15 PM      |              |      |
| 5:30 PM      |              |      |      | 5:30 PM      |              |      |
| 5:45 PM      |              |      |      | 5:45 PM      |              |      |
| 6:00 PM      |              |      |      | 6:00 PM      |              |      |
| 6:15 PM      |              |      |      | 6:15 PM      |              |      |
| 6:30 PM      |              |      |      | 6:30 PM      |              |      |
| 6:45 PM      |              |      |      | 6:45 PM      |              |      |
| 7:00 PM      |              |      |      | 7:00 PM      |              |      |
| 7:15 PM      |              |      |      | 7:15 PM      |              |      |

## Picking a time

Once you click on an available time space, a pop-up window will open. Select the name of the child. Note that a new text message feature is now available.

**Conference Booking Details:**

\* A red asterisk means the field is required.

\* Student Name:

Would you like us to send you a reminder text message before the scheduled time?

☒ Send me a text message reminder

Select preferred cell phone number to receive reminder text message:

☐ From Profile

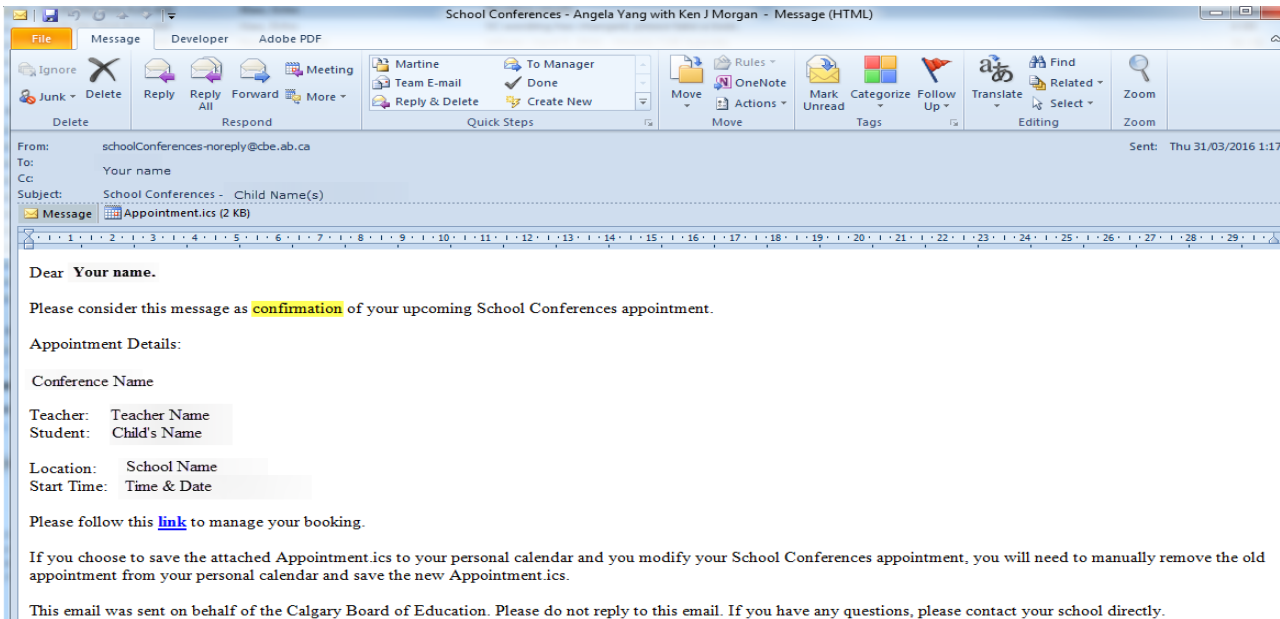
☐ Last Booking

☐ Other

☐ Update Profile

**To BOOK a conference:**  
Enter all required data and click the **Book Conference** button.

**NOTE:** Once you press “Book Conference”, a similar confirmation email to the one below will be sent to you.  
A similar cancellation email will be sent to you as well if you cancel your conference.



Your child's name displays on the schedule.

**To START a booking:** Click an available booking timeslot

**To MOVE an existing booking:** Click your booked timeslot

☐ Available booking

☐ Booked Conference

☐ No Booking available

**Select the conference teacher:**

Sort by:

☒ First Name
 ☐ Last Name

|   |  |
|---|--|
| ✓ |  |
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| Session Time | Teacher Name | Session Time | Teacher Name |
|--------------|--------------|--------------|--------------|
|              | Date         |              | Date         |
| 3:00 PM      |              | 3:00 PM      |              |
| 3:15 PM      |              | 3:15 PM      |              |
| 3:30 PM      |              | 3:30 PM      |              |
| 3:45 PM      |              | 3:45 PM      |              |
| 4:00 PM      |              | 4:00 PM      | Child's name |
| 4:15 PM      |              | 4:15 PM      |              |
| 4:30 PM      |              | 4:30 PM      |              |
| 4:45 PM      | Child's name | 4:45 PM      |              |
| 5:00 PM      |              | 5:00 PM      |              |
| 5:15 PM      |              | 5:15 PM      |              |
| 5:30 PM      |              | 5:30 PM      |              |
| 5:45 PM      |              | 5:45 PM      |              |
| 6:00 PM      |              | 6:00 PM      |              |
| 6:15 PM      |              | 6:15 PM      |              |
| 6:30 PM      |              | 6:30 PM      |              |
| 6:45 PM      |              | 6:45 PM      |              |
| 7:00 PM      |              | 7:00 PM      |              |
| 7:15 PM      |              | 7:15 PM      |              |

Confirmation message:



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### my Conferences Booking

#### Step 1: School And Conference Information



Select the school and then conference name:

School:

Conference:

Note the confirmation message states your child's name.

✓ A new School Conference booking was created for the following CBE student:

#### Step 2: Teacher and Conference Booking Information

Select the conference teacher:

☐

Available booking

☐

Booked Conference

To START a booking: Click an available booking timeslot

To MOVE

## Booking Summary

Select "My Booking Summary"



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### my Conferences Booking

#### Step 1: School And Conference Information



Select the school and then conference name:

School:

Conference:

Click on  
"My Booking Summary"

✓ A new School Conference booking was created for the following CBE student:

#### Step 2: Teacher and Conference Booking Information

Select the conference teacher:

☐

Available booking

☐

Booked Conference

To START a booking: Click an available booking timeslot

To MOVE



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## Report

Print  
Total: 1 sheet of paper

[Print](#) [Cancel](#)

Destination   
[Change...](#)

Pages  
☒ All  
☐ e.g. 1-5, 8, 11-13

Copies  
1 [+](#) [-](#)

Layout  
Landscape

Color  
Color

Options  
☐ Two-sided

[+ More settings](#)

[Print using system dialog... \(Ctrl+Shift+P\)](#)

CBE - School Conferences

Welcome, [\[ Log Off \]](#)

 **School Conferences**

**A similar report will open with your schedule information. You may also choose to print this report.**

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**School Conferences Booking Summary**

| Date | Time | School Name | Conference Name | Teacher Name | Student Name |
|------|------|-------------|-----------------|--------------|--------------|
|      |      |             |                 |              |              |
|      |      |             |                 |              |              |
|      |      |             |                 |              |              |

[Print](#) 

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All activity in this web application is logged and monitored by system personnel. Individuals using this system without authority or in excess of their authority are subject to having all of their services revoked. Any illegal activity by the user or attack on CBE resources will be reported to local law enforcement and dealt with accordingly.

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## Support

Please contact your child's school for help.