| Guide | School Conferences





Parent User Guide





School Conferences – Parent Guide

Table of Contents

What is "my School Conferences"? 2	2
Who has Access	!
How to access	2
View your school's conference	;
Bookings	ļ
Picking a time	;
Booking Summary	,
Report 8	\$
Support	\$



School Conferences – Parent Guide

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

suuent an	d Parent Si	gn In						
Welcome to the C	algary Board of Educ	cation'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 previous <i>My CBE A</i> to create a new Par	Please sign in with account and HomeLog rent Account.	your new MyCBE / PowerSchool Parent Account. Your ic username/password will no longer work. See below						
Username								



View your school's conference

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

Navigation	BrightSpace by D2L	my Fees	my Noon Supervision	my School Conferences	my Transportation	my Waivers
myCBE Apps	B brightspace	my				my
Grades and Attendance						
Grade History						
Attendance						
Teacher Comments						
Class Registration						
School						
Account Preferences						







Bookings

Select the appropriate teacher(s).

my CBE B my Conferences					
Home My Booking Summary	1	Contact	T	Help	

School Confer	rences Booking	
	Select the school and then conference name: School: Your school Conference: Your conference	Conference Message (Agenda):
Please note: y Step 2: Teacher	our School Conference booking ends on Apr 09, 2 and Conference Booking Informati To START a booking: C	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
Select the conferent Sort by: First Name Teacher name Teacher name	Lest Name	to be for example. Grade 1 - Miss Smith



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

Total Attendee: 0	To START a	booking: Click an	available booking	imeslot To MO	VE an existin	g booking: Click yo	our booked timeslot
Select the conference teacher:	Ava Ava	ilable booking		Booked Conference		No Booki	ng available
Sort by:	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		

Step 2: Teacher and Conference Booking Information

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.

A red asterisk means the	field is required.	
*Student Name:	select a student name	
	-	1
		-
Would you like us to	send you a reminder text message befo t message reminder	ore the scheduled time?
Would you like us to Send me a tex Select prefered cell	send you a reminder text message before t message reminder phone number to receive reminder text	ore the scheduled time? message:
Would you like us to Send me a tex Select prefered cell From Profile	send you a reminder text message before t message reminder phone number to receive reminder text	ore the scheduled time? message:
Would you like us to Send me a tex Select prefered cell From Profile Last Booking	send you a reminder text message before t message reminder phone number to receive reminder text ()	ore the scheduled time? message:
Would you like us to Select prefered cell From Profile Last Booking Other	send you a reminder text message before t message reminder phone number to receive reminder text ()	ve the scheduled time? message:



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.

File	Messag	ge De	veloper	Adob	e PDF			-									\$
ignore ゐ Junk ◄ Delet	Delete	Reply	Reply All	Forward I	🌉 Meeting	Martine Team E-mail Reply & Delete Oui	➢ To Manager ✓ Done ⅔ Create New ck Steps	4	Move	Rules * M OneNote Actions * Move	Mark Unread	Categorize	Follow Up *	a to the second	A Find Related → Select → Editing	Q Zoom Zoom	
From: To: Cc: Subject:	schoo Your Scho	olConferen name ol Confer	ences -	child Nar	ne(s)											Sent:	Thu 31/03/2016 1:17
X	1 + 2 +	1 - 3 - 1 -	4 1 1 1	5 - 1 - 6 -	1 - 7 - 1 - 8	8 - 1 - 9 - 1 - 10 - 1 - 11	1 - 1 - 12 - 1 - 13 - 1 - 14	4 · 1 · 15	16 .	1 - 17 - 1 - 18 -	1 • 19 • 1	· 20 · 1 · 21	• 1 • 22 •	23 1 1 1	24 - 1 - 25 - 1 - 2	26 1 1 27 1	1 - 28 - 1 - 29 - 1 - 👗
Dear Y Please Appoin	Dear Your name. Please consider this message as confirmation of your upcoming School Conferences appointment. Appointment Details:																
Confer	ence Na	ame															
Teache Studen	t: Tea t: Ch	acher Na iild's Na	ame me														
Locatio Start Ti	m: S me: T	School N Fime & I	Vame Date														
Please :	follow	this <mark>link</mark>	to ma	nage you	ır booking	-											
If you appoint	choose ment fi	to save rom you	the att ir perso	ached A onal cale	ppointmen ndar and s	it.ics to your perso ave the new Appo	nal calendar and y intment.ics.	you mc	dify yo	our School C	Confere	nces appo	intment	, you wi	ll need to m	anually r	emove the old

This email was sent on behalf of the Calgary Board of Education. Please do not reply to this email. If you have any questions, please contact your school directly.

To START a booking: Click an available booking timeslot To MOVE an existing booking: Click your booked timeslot Select the conference teacher: Available booking Booked Conference No Booking available Sort by: Session Session Teacher Name Teacher Name Time Time First Name 🔍 Last Name Date Date 1 3:00 PM 3:00 PM 3:15 PM 3:15 PM 3:30 PM 3:30 PM 1 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

Your child's name displays on the schedule.



Confirmation message:

	my Conferences
Home My	Booking Summary Contact Help
- my Conference Step 1: School	And Conference Information Select the school and then conference name: School: Conference: ===== Please Select a School Conference ==== v
✓ A new Schoo Step 2: Teacher	I Conference booking was created for the following CBE student:
Select the confere	To START a booking: Click an available booking timeslot To MOVE ence teacher: Available booking Booked Conference

Booking Summary

Select "My Booking Summary"

ny CBE	my Conferences
ome My	Booking Summary Contact Help
my Conference	ces Booking
Step 1: School	And Conference Information Click on "My Booking Summary
-	Select the school and then conference name:
THE	School: Conference: ==== Please Select a School Conference ===
✓ A new Schoo	ol Conference booking was created for the following CBE student:
Step 2: Teache	r and Conference Booking Information
	To START a booking: Click an available booking timeslot To MOV
Select the confer	ence teacher: Available booking Booked Conference



cbe.ab.ca

School Conferences – Parent Guide

Report

Print Total: 1 sheet	of paper	NITI		CBE - S	chool Conferences	Welcome, [Log Off]
Destination	Change	A similar	OOI Conferences r report will open with your conferences Booking My Booking Summi	schedule in	formation. You may als	so choose to print this rej	port.
Pages	 All e.g. 1-5, 8, 11-13 	– School Confei	rences Booking Summary —				\neg
Copies	1 + -	Date T	Time School Name	Conference Name	Teacher Name	Student Name	
Layout	Landscape						
Color	Color			Print	\$		-
Options	Two-sided						
+ More se Print using sy	ttings stem dialog (Ctrl+Shift+P)	All activity in this web a	pplication is logged and monitored by system person revoked. Any illegal activity by the user or att	Terms of Use and nel. Individuals using th ack on CBE resources w	Privacy Statement is system without authority or in excess of their ill be reported to local law enforcement and deal	authority are subject to having all of their service t with accordingly.	es
			Supported by Learning Innovation	Version 3.1.	0 Copyright 2015 <u>Calgary Board of I</u>	Education	

Support

Please contact your child's school for help.

