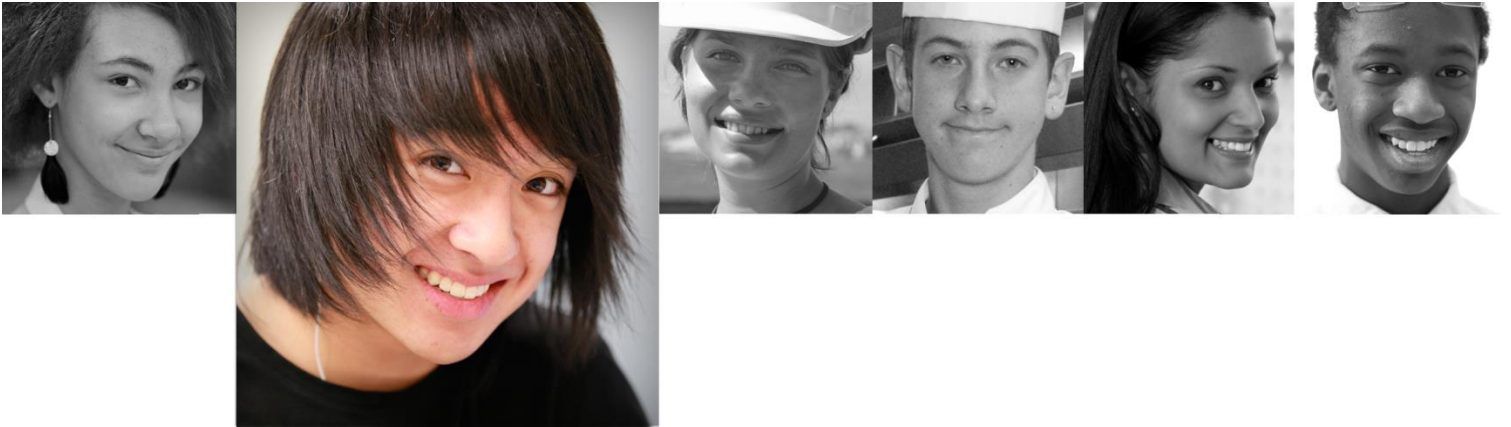


cbe.ab.ca

| Guide | [School Conferences](#)



Parent User Guide



**Calgary Board
of Education**

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What is “my School Conferences”?

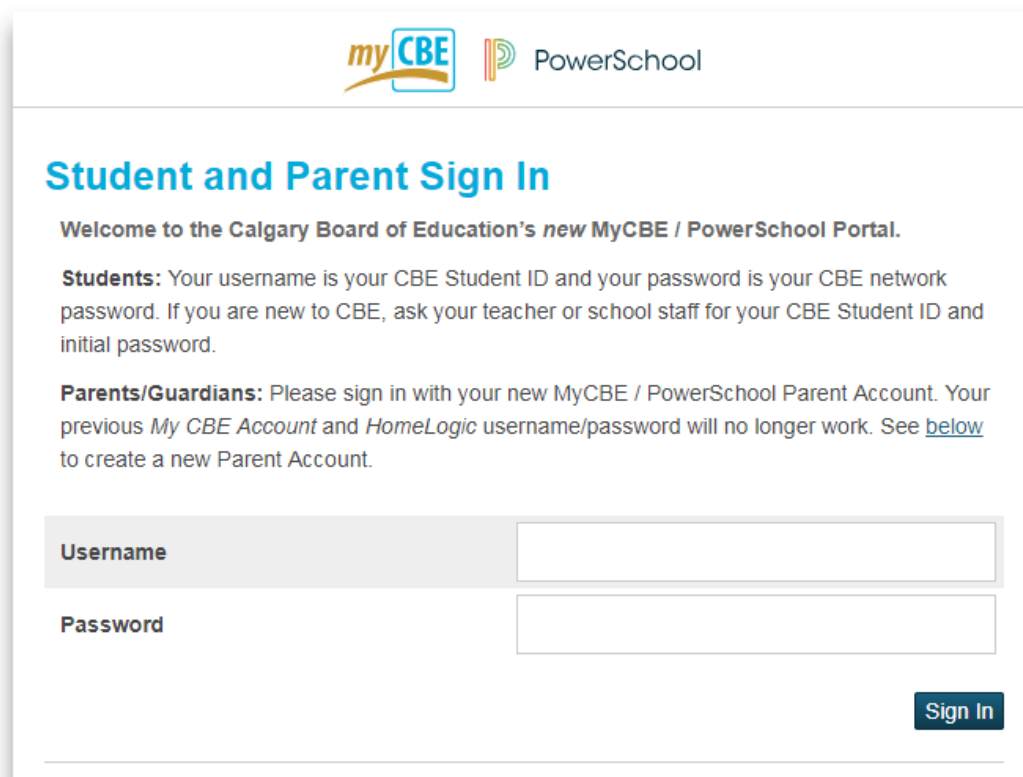
- “my School Conferences” is designed for scheduling teacher/parent conferences.
- It is accessible by school administration, teachers and parents.
- A schedule report (PDF) can be saved or printed.

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>



The screenshot shows the login page for the MyCBE / PowerSchool Portal. At the top, there are logos for 'myCBE' and 'PowerSchool'. Below the logos is the heading 'Student and Parent Sign In'. The page contains a welcome message and instructions for students and parents/guardians. There are two input fields for 'Username' and 'Password', and a 'Sign In' button.

myCBE **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.

Username










Password

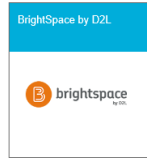
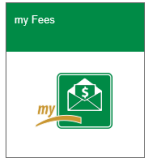


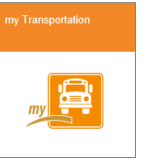
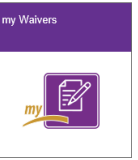
[Sign In](#)

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:

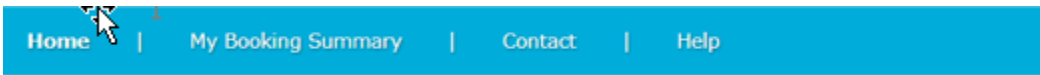
School:

Conference:

Conference Message (Agenda):

Bookings

Select the appropriate teacher(s).



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

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 **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:

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]
- [Teacher Name]

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 (____)____-____

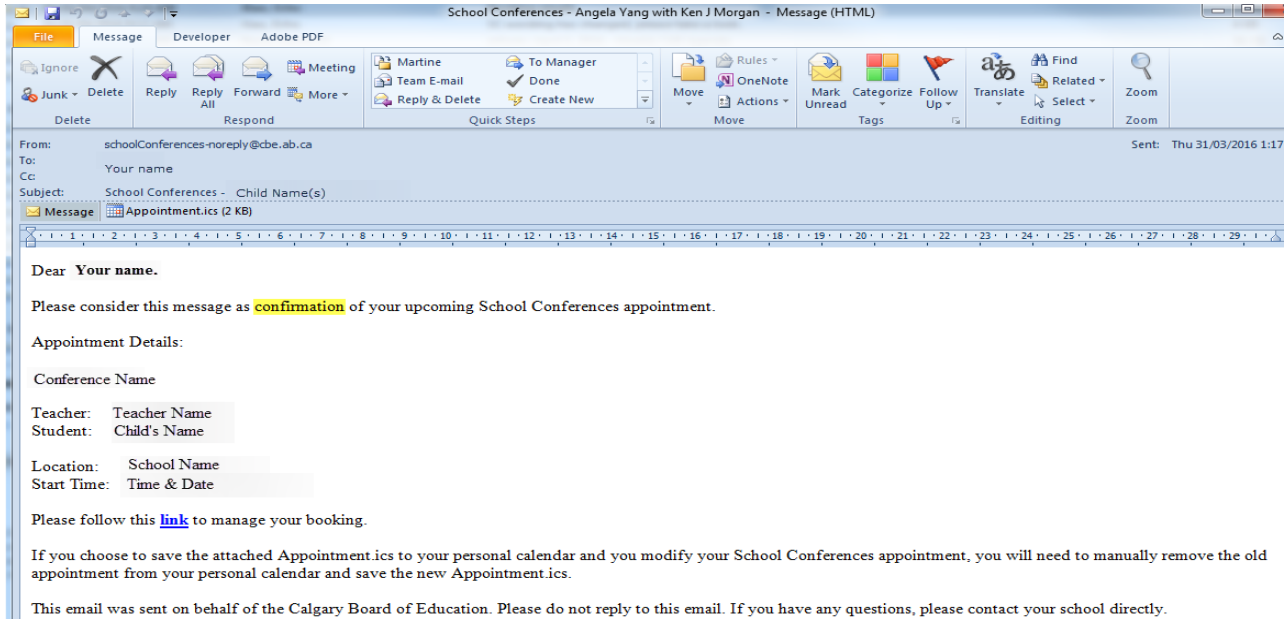
Last Booking (____)____-____

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

Select the conference teacher: Available booking Booked Conference No Booking available

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:



Home | My Booking Summary | Contact | Help

my Conferences Booking

Step 1: School And Conference Information

Select the school and then conference name:

School:

Conference:

Confirmation Message:

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"



Home | My Booking Summary | Contact | Help

my Conferences Booking

Step 1: School And Conference Information

Select the school and then conference name:

School:

Conference:

Confirmation Message:

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**

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, [User] [Log Off]

School Conferences

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

[Home](#) | [School Conferences Booking](#) | [My Booking Summary](#) | [Contact](#)

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.