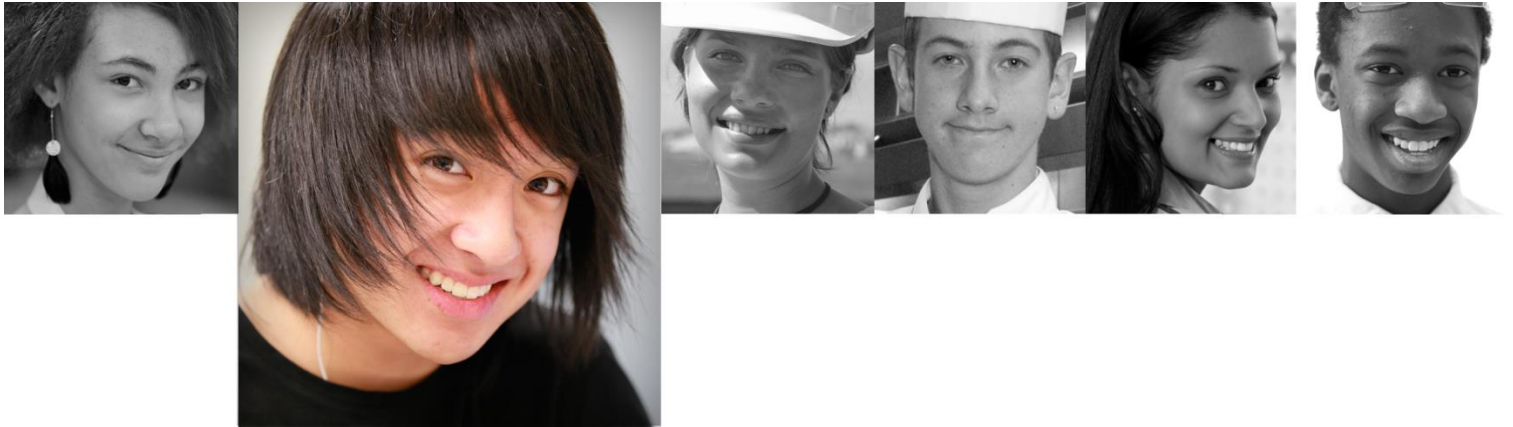


| Guide | [School Conferences](#)



Parent User Guide – [Booking a Conference](#)



Table of Contents

What is “my School Conferences”? 1

Who has Access 1

To view the school’s conference 2

Bookings..... 4

Picking a time 6

Booking Summary..... 10

Modifying or deleting a booking 10

Support 12

What is “my School Conferences”?

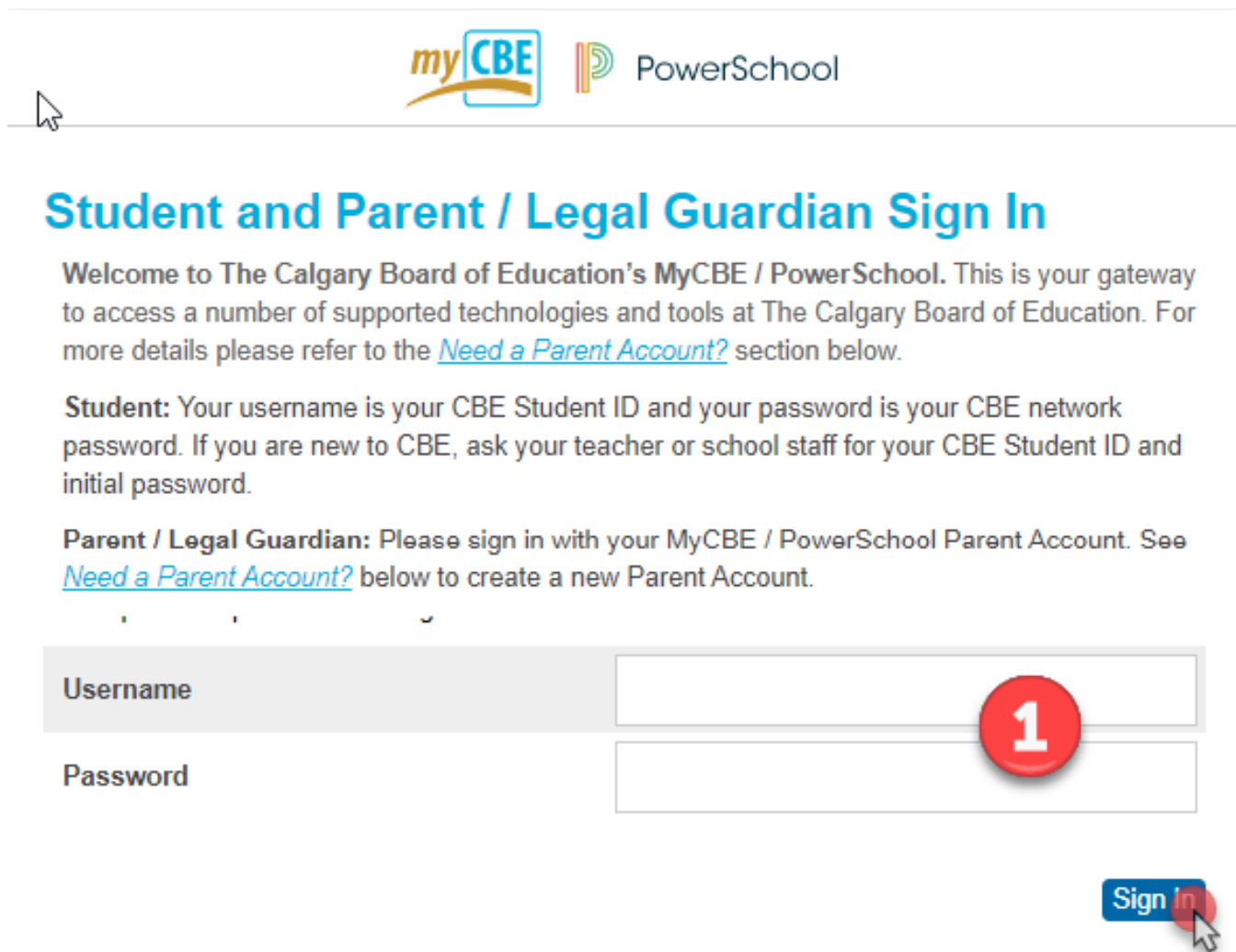
- “My School Conferences” is designed to schedule Parent/Teacher conferences.
- It is accessible by school administration, Teachers and Parents.
- Parent/Teacher conferences can be scheduled online ***New**
- A schedule report (PDF) can be saved and printed.

Who has Access

All Parents with at least one student enrolled in the Calgary Board of Education schools.

How to access

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



myCBE **PowerSchool**

Student and Parent / Legal Guardian Sign In

Welcome to The Calgary Board of Education's MyCBE / PowerSchool. This is your gateway to access a number of supported technologies and tools at The Calgary Board of Education. For more details please refer to the [Need a Parent Account?](#) section below.

Student: 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.

Parent / Legal Guardian: Please sign in with your MyCBE / PowerSchool Parent Account. See [Need a Parent Account?](#) below to create a new Parent Account.

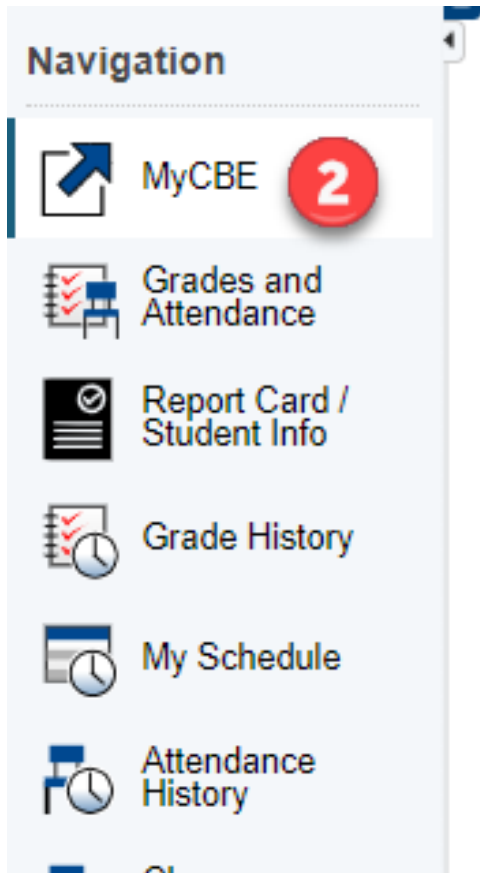
Username

Password

Sign In

To view the school's conference

2. Click on “myCBE Apps” on the navigation bar.
3. Select “my School Conferences”.



Welcome to MyCBE / Parent

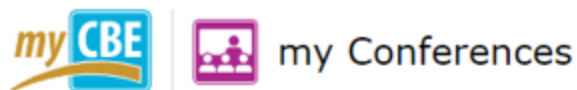
Use the icons below to register or pay for service



- Click on the “Conference” dropdown menu. Select the correct conference (if multiple exists).

Note: Hub Students


The conference name displays with the word “Hub” at the beginning.



[Home](#) | [School Conferences Schedule](#) | [Report](#) | [Help](#)

my Conferences Booking

Step 1: School And Conference Information



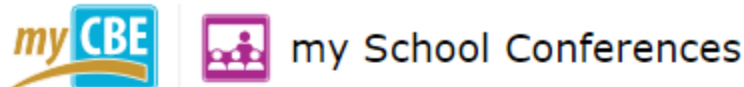
Select the school and then conference name:

School:

Conference:

4

Note: If the conference isn't posted by the school yet, the following will display:



[Home](#) | [My Booking Summary](#) | [Contact](#) | [Help](#)

my Conferences Booking

No School Conference scheduled at this time. Please check back later.


Bookings

5. Select the correct Teacher(s). The list can be sorted by first or last name as well.

Note: In some instances, the school may have modified the Teacher's name. An example could be "Grade 1 – Teacher name".

Note: Hub Students

The only Teacher(s) visible to the Parent/Guardian is/are the Teacher(s) that the student(s) is/are assigned to into the Hub.

 **Please note: Your School Conference registration ends on "Date and Time"**

Step 2: Teacher and Conference Booking Information

Select the conference teacher:

Sort by:

☐ First Name ☒ Last Name

☐ Teacher's name

☐ Grade 1 - Teacher's name

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

To **MOVE** an exist

☐ Available booking ☐ Booked Conference

5

Booking School Conferences – Parent Guide

6. When the Teacher(s) is/are selected, the session time(s) appear on the right for each selected Teacher(s).

Note: Booked conferences spaces are filled with solid colors. In this example, all times are available.

7. Click on an available timeslot, a pop-up window opens.

Step 2: Teacher and Conference Booking Information

Total Attendee: 0

Select the conference teacher:

Sort by: ☒ First Name ☐ Last 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

8. Select the student's name.

Note: Hub Students

When selecting a Teacher, the only student(s) name displayed is the student(s) enrolled with that particular Teacher.

9. Click on "Book Conference".

New: Text message reminder option.

The screenshot shows a web form titled "Conference Booking Details:". It has two main sections: "Teacher's name" and "Date and time". Below these is a note: "* A red asterisk means the field is required." The "Student Name:" field is marked with a red asterisk and is followed by a dropdown menu labeled "Selected student". A red circle with the number 8 points to the dropdown menu, with the text "Click on the correct student" next to it. Below the dropdown is a question: "Would you like us to send you a reminder text message before the scheduled time?" with a checkbox labeled "Send me a text message reminder". At the bottom, there is a red circle with the number 9 pointing to the "Book Conference" button. Above the buttons, there is a red text label "To BOOK a conference:" followed by the instruction "Enter all required data and click the Book Conference button." The "Book Conference" and "Cancel" buttons are at the bottom of the form.

Conference Booking Details:

Teacher's name

Date and time

* A red asterisk means the field is required.

*Student Name:

Selected student

Click on the correct student 8

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

☐ Send me a text message reminder

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

9

Book Conference Cancel

The screenshot will be display a notification if the conference is an online conference.

Conference Booking Details:

Teacher's name
Date and time

* A red asterisk means the field is required.

Please note that this is an Online Meeting.

*Student Name:

The student's name displays on the schedule. Note that the confirmation bar also confirms the booking.

✓ A new School Conference booking was created for the following CBE student: **Student's name**

Step 2: Teacher and Conference Booking Information

Select the conference teacher:

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

☐ Available booking
☐ Booked Conference

Sort by:
☐ First Name
☒ Last Name
☒ Teacher's name
☐ Grade 1 - Teacher's name

| Session Time | Teacher's name |
|--------------|----------------|
| | Date, Day |
| 3:00 PM | |
| 3:15 PM | |
| 3:30 PM | Student's name |
| 3:45 PM | |

Once “Book Conference” is selected, an email confirmation similar to the one below is received by the Parent or Guardian. Save the email and read the full instructions. Additional email(s) are received if/when the conference is modified or cancelled for example.

Example of an “on-location” (physical) conference confirmation email.

Dear **Parent's name**,

Please consider this message as confirmation of your upcoming School Conferences appointment.

Appointment Details:

Conference Name: **Conference's name**

Teacher: **Teacher's name**

Student: **Student's name**

School: **School's name**

Conference Location:

Start Time: **time (Date)**

If you choose to save the attached Appointment.ics to your personal calendar and you modify your School Conference appointment, you will Appointment.ics.

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

Thank you for using the School Conference system.

Regards

Example of an “online” conference confirmation email. **Read the full email instructions.** Note that the link to connect to your conference is “Join Microsoft Teams Meeting”. If the conference is to be by phone, use the details provided on the confirmation email.

Please consider this message as confirmation of your upcoming School Conferences appointment.

Appointment Details:

Conference Name: **Conference's name**

Teacher: **Teacher's name**

Student: **Student's name**

School: **School's name**

Conference Location:

Start Time: **time (Date)**

Please use Microsoft Edge or Google Chrome browser. Alternatively please use Teams app for the best experience.

Connect to the conference using the following **link** or phone information:

[Join Microsoft Teams Meeting](#)

In the event, you are unable to join using above url, you can connect using the phone number given below:

Connect By Phone:

Toll number: [REDACTED]

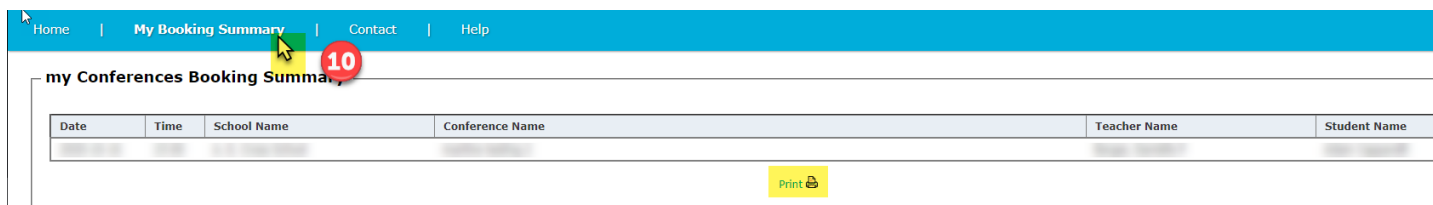
Conference Id: [REDACTED]

Conference Privacy and Confidentiality

- The online conference link included with this message is intended only for use by the legal parent/guardian of the na

Booking Summary

10. Click on “My Booking Summary”. The student(s) summary booking(s) displays and can be printed from this screen.



Modifying or deleting a booking

A conference may be modified (as long as it is still open for booking and that another timeslot is still available).
A conference may be deleted as well following the same steps as shown below.

11. Click “Home”.
12. Pick the conference from the dropdown menu.
13. Click on the student name.

Step 1: School And Conference Information

Select the school and then conference name:

School:

Conference:

Step 2: Teacher and Conference Booking Information

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

Select the conference teacher:

Sort by:

☐ First Name ☒ Last Name

| Session Time | Teacher's name |
|----------------|----------------|
| Oct 16, Friday | |
| 3:00 PM | Student's name |
| 3:15 PM | |
| 3:30 PM | |
| 3:45 PM | |
| 4:00 PM | |

14. To move the conference time, click “Move Booking”.

| Conference Booking Details: | Teacher's name |
|---|----------------|
| | Date and time |
| <p>* A red asterisk means the field is required.</p> | |
| *Student Name: | Student's name |
| <p>Would you like us to send you a reminder text message before the scheduled time?</p> <p><input type="checkbox"/> Send me a text message reminder</p> | |
| <p>To MOVE the Selected Booking to a New Time: Click the Move Booking button and select an available timeslot.</p> | |
| <p>Move Booking 14 Cancel</p> | Delete Booking |

15. Pick an available timeslot (white). Note that the timeslot will turn green for a second or two then the student name moves to the newly selected time.

| Session Time | Teacher's name |
|--------------|--------------------------|
| | Date |
| 3:00 PM | Previous time |
| 3:15 PM | |
| 3:30 PM | Student's name 15 |
| 3:45 PM | |
| 4:00 PM | |

16. To delete a conference, click “Delete Booking”

| Conference Booking Details: | Teacher's name |
|-----------------------------|----------------|
| Date and time | |

* 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

To MOVE the Selected Booking to a New Time:
Click the **Move Booking** button and select an available timeslot.

16

A confirmation email will be received stating the modification or cancellation made to the conference.

Note: When adding a conference meeting to a calendar, all changes thereafter must be done manually if necessary.

Support

Please contact the school for help.

If the email is accidentally deleted or misplaced, login to: <https://sis.cbe.ab.ca> and view the conference details and links from there.

