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| Guide | [School Conferences](#)



[Parent User Guide](#)



**Calgary Board
of Education**

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What is “my School Conferences”?

- “My School Conferences” is designed to schedule teacher/parent conferences.
- It is accessible by school administration, teachers and parents. ☐
 - Teacher/parent conferences can be scheduled online *New ☐ 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.

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

Brightspace by D3L



my Fees



my Home Supervisor



my School Conferences



my Transportation



my Waivers



my Conferences



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

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.

Dear Your Name,

Please note that your School Conference booking has been modified by vipulinder Pahl.

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

Appointment Details:

Conference Name: School conference with SALSS Team.

Teacher: Teacher's name
Student: Student name

School: School Name
Conference Location: Online Virtual
Start Time: 03:30 PM (Aug 27, 2020)

Please follow the [link](#) to change or cancel your booking.

Join Online Meeting
Please follow the [Join Microsoft Teams Meeting](#) to join our meeting.
In the event, you are unable to join using above url, you can contact using the phone number given below:

Contact By Phone
Toll number: +1 587-774-5487
Conference ID: 141394423

Link
By call

Please note: Calgary Board of Education does not charge anything for using this system. However, please note that you may be charged by your service provider for joining the online conference according to your agreement with your service provider. A typical example is that you may be charged by your telephone provider when you join the conference using your phone.

If you choose to save the attached Appointment.ics to your personal calendar and you modify your School Conferences appointment, you will need to manually remove the old appointment from your personal calendar and save the new 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 your school directly.

Thank you for using the School Conference system.

Regards,
School Name

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: ===== Please Select a 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"

Home | My Booking Summary | Contact | Help

my Conferences Booking

Step 1: School And Conference Information

Select the school and then conference name:

School:

Conference: ===== Please Select a 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**

How to join the Online Meeting?

Parents can join an online parent-teacher meeting using Microsoft Teams Application. You can click the link provided in the email confirmation you have received from CBE.

Open your conference confirmation email or the calendar invite.

Read the entire email.

It is best to join a school conference from a computer or other home device like an ipad or laptop when connected to the internet using your home wifi or other wifi connection that does not incur any additional charges to you.

Scroll to the connection link:

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: +1 587-774-0467

Conference Id: 483175300

It is recommended to join online conference by Microsoft Teams meeting link.

Dear [REDACTED]

Please note that your School Conference booking has been modified by [REDACTED].

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

Appointment Details:

Conference Name: New teacher meeting - Online with Parents

Teacher: [REDACTED]

Student: [REDACTED]

School: Sir Wilfrid Laurier School

Conference Location: Online-Virtual

Start Time: 03:00 PM (Aug 27, 2020)

Please follow this [link](#) to change or cancel your booking.

Join Online Meeting

Please follow this [Join Microsoft Teams Meeting](#) to join online 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: +1 587-774-0467

Conference Id: 225321768

Link

Or

By Call

Or, parents can click the link from My Conference portal: Click [Start Meeting](#) link (see picture below)

The selected School Conference booking was updated for the following CBE student: [REDACTED]

Step 2: Teacher and Conference Booking Information

Select the conference teacher:

☐ Available for booking ☐ Booked Conference ☐ No Booking available

Session: Week 1

Time: Aug 21, Monday

10:30 AM	[REDACTED]
11:00 AM	[REDACTED]
11:30 AM	[REDACTED]
12:00 PM	[REDACTED]
12:30 PM	[REDACTED]
1:00 PM	[REDACTED]
1:30 PM	[REDACTED]
2:00 PM	[REDACTED]
2:30 PM	[REDACTED]
3:00 PM	[REDACTED]
3:30 PM	[REDACTED]
4:00 PM	[REDACTED]
4:30 PM	[REDACTED]
5:00 PM	[REDACTED]
5:30 PM	[REDACTED]
6:00 PM	[REDACTED]
6:30 PM	[REDACTED]
7:00 PM	[REDACTED]
7:30 PM	[REDACTED]

Conference Booking Details:

8/21/2020 10:30 AM - 10:45 AM [Start Meeting](#)

Tell Number: +1 257-774-5447

Conference ID: 118254294

* A red asterisk means the form is required.

Please note that this is an Online Meeting.

*Student Name: [REDACTED]

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

☐ Send me a text message reminder

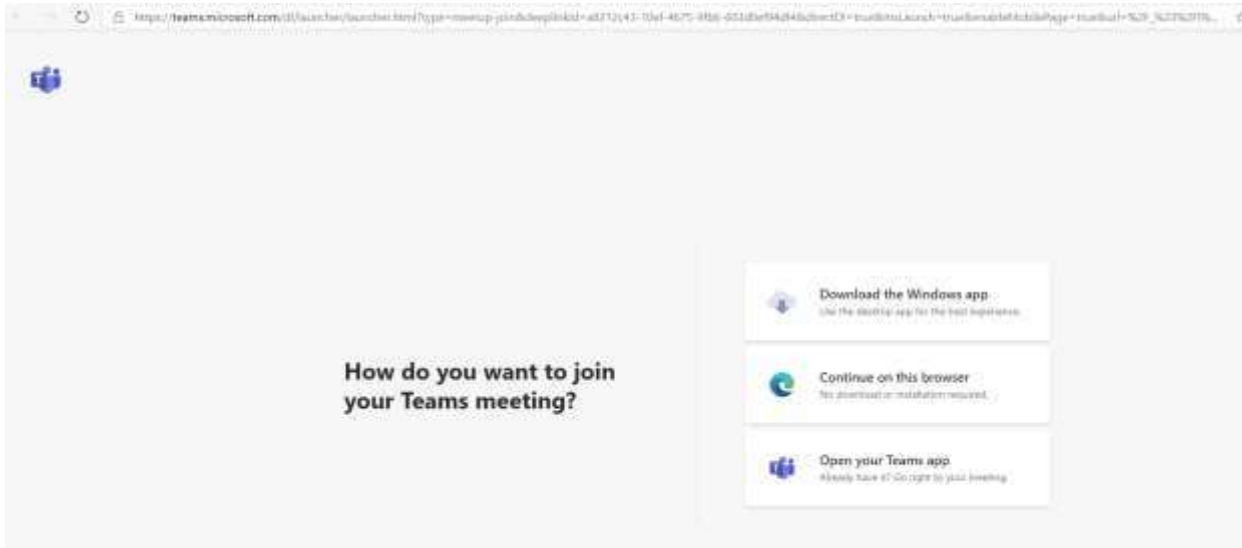
To MOVE the Selected Booking to a New Time:
Click the Move Booking button and select an available timeslot.

Note: If parent misses the email of conference booking or parents by mistake have deleted the email, they can login to: <https://sis.cbe.ab.ca> and find all details there. A link as seen in the picture above will be visible 5 min before the meeting and can be clicked to join the meeting.

Connecting to Microsoft Teams

When you click – [Microsoft Teams meeting](#) from email you should see a screen similar to below. You can choose either,

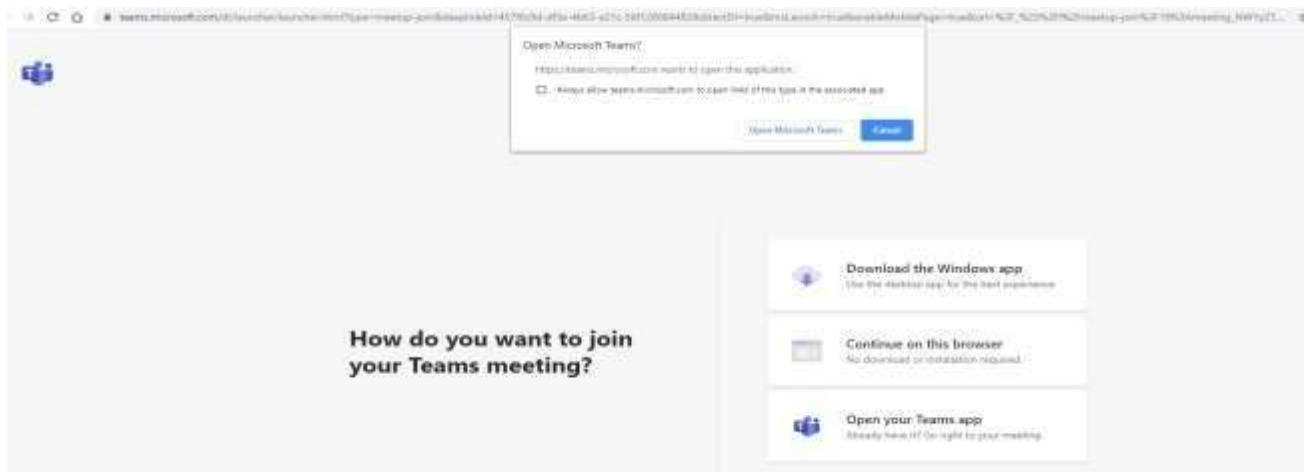
- Download the Windows app
- Continue on this browser (*this option is most common and advisable to use if you don't have Teams app installed*)
- Open your Teams app



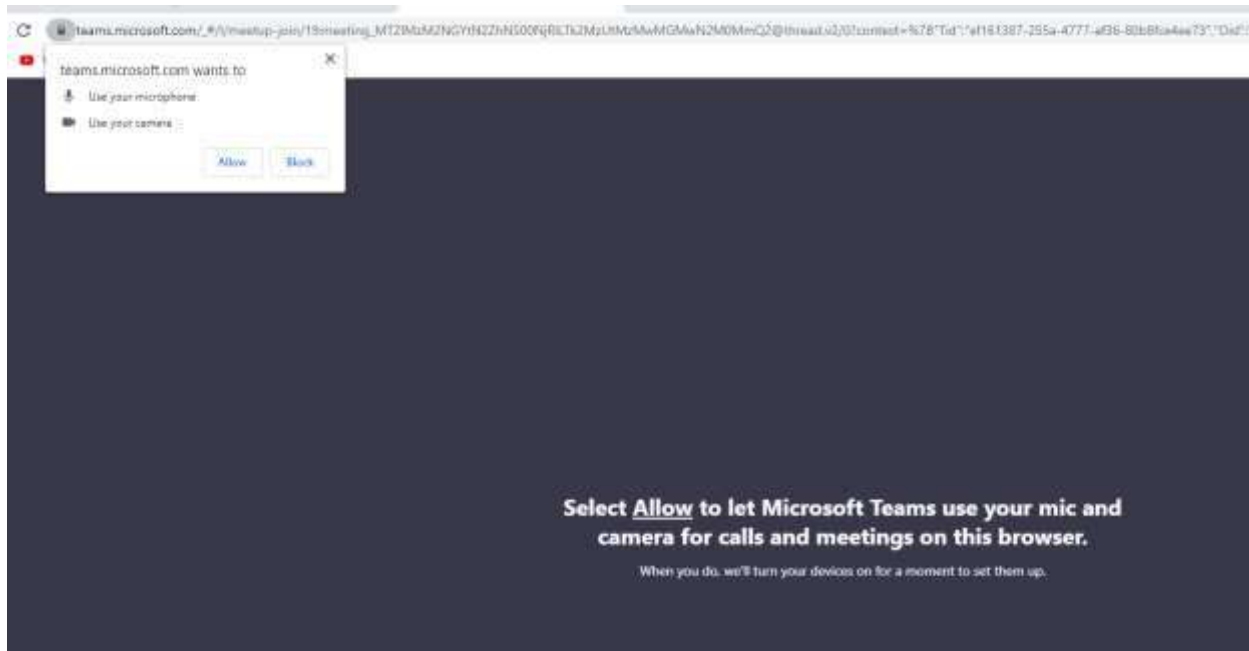
For parents, no need to create an account or sign up to use Microsoft Teams. You will be taken automatically to the meeting.

Option 1: Click 'Open Microsoft Teams' from the pop up

Option 2: click 'Cancel' and then click 'Continue to this browser'



If you call the toll free number and enter conference code from phone, you will be asked to enter your name and wait until teacher admits you to the meeting



Allow Teams to use your microphone and video, enter a name for your conference.

You can mute both your video and microphone for now and enter a name that will display for you

You may wish to enter your full name – your child's name which will be helpful to the teacher

Choose your audio and video settings for

Meeting now



Enter name [Join now](#)

 ☐  ☐  Devices

Other join options

 Audio off |  Phone audio

Choose your audio and video settings for

Meeting now



Full name - child's name

Join now

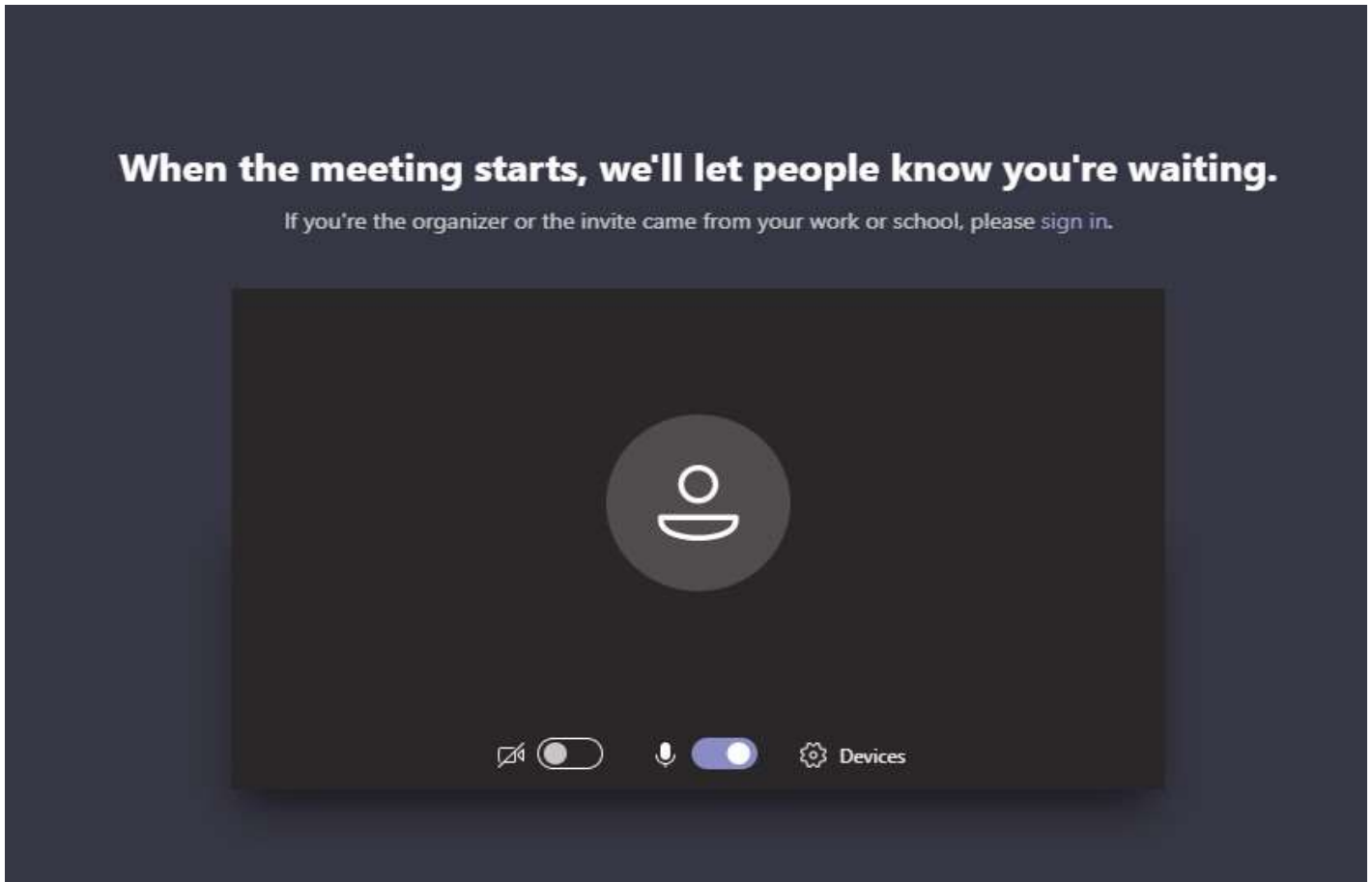
 ☐  ☐  Devices

Other join options

 Audio off

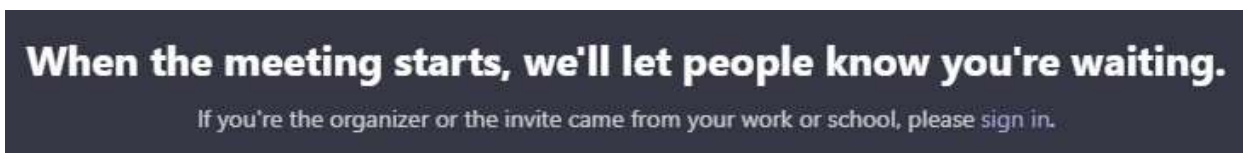
 Phone audio

Select Join now



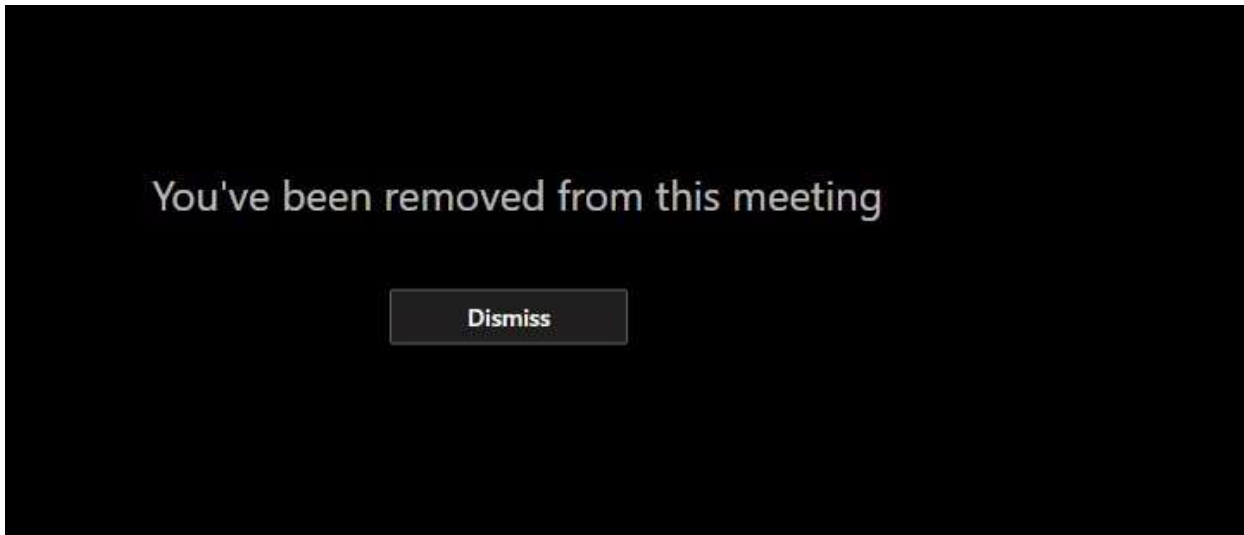
Simply wait, as you are in the lobby of the Teacher's meeting. The Teacher will allow you to enter when the conference before yours is over.

As you are joining as a parent the request to sign in should be ignored:



Removed from the Online Meeting

If at any time you receive the message:



Check that your conference time is accurate and if so you can rejoin.

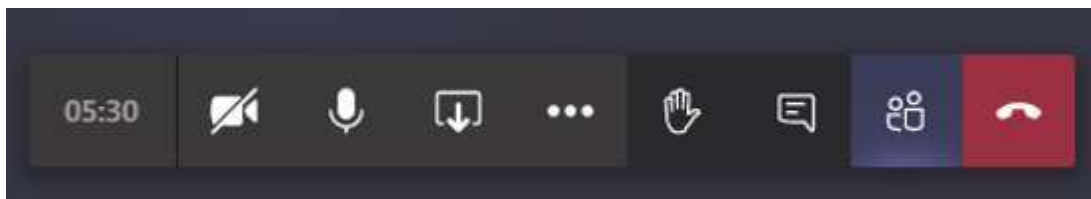
When your conference with the teacher starts (ensure your volume is on so you can hear the teacher) you may wish to turn on your video and be sure your speakers are unmuted.

CBE staff as a parent and the Teams Meeting

Teachers may remove someone who has joined too early. If you are a CBE employee and you use your CBE email to join the meeting at your conference start time you do not need to wait in the lobby. The Teacher may need to remove you if the conference before yours is not finished. Simply check the time is valid for your conference and rejoin in a minute as this is likely all the teacher needed to complete the conference before yours.

Leaving the Online Meeting

When your conference ends be sure to Leave the meeting with the red telephone hangup button.



Connect by phone

You must connect using the phone number and conference id from your confirmation email.

You will have to wait for the Teacher to admit you to the conference during your conference time.

Report

Print

Total: 1 sheet of paper

Print Cancel

Destination

Change...

Pages

10 / 10

Page 1 of 10

Options

Layout: Landscape

Color: Color

Options: ☐ Two-sided

More settings

Print using system dialog... (Ctrl+Shift+F)

CBE - School Conferences

Welcome, [Name] | Log Out

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

Terms of Use and Privacy Statement

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 reviewed. Any illegal activity by the user or attack on CBE resources will be reported to local law enforcement and dealt with accordingly.

Supported by Learning Innovation

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Support

Please contact your child's school for help.

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