

| 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	5
Booking Summary	7
Modifying or deleting a booking	8
Support	10

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>



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

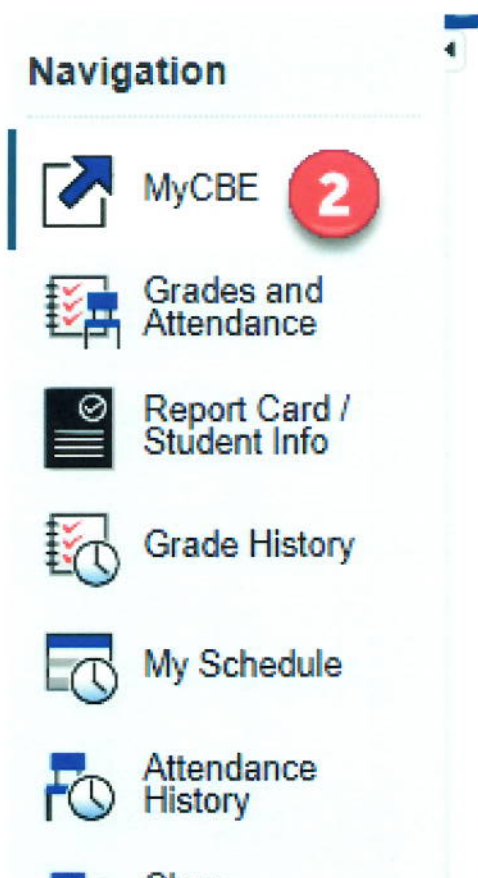
Password

1

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



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



my School Conferences



my School Conferences

[Home](#) | [School Conferences Schedule](#) | [Report](#) | [Help](#)**my Conferences Booking****Step 1: School And Conference Information**

Select the school and then conference name:

School: Conference:

Conference Message (Agenda):

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



my School Conferences

[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".

 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

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 the next example, all times are available as they are white.

Picking a time

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
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	

8. Select the student's name.

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

9. Click on Book Conferece.

New: Text message reminder & Save to Profile options.

Conference Booking Details:

Teacher's name
Date and time

* A red asterisk means the field is required.

* Student Name:

Select the correct student **8**

☒ Send me a text message reminder

In order to receive a text message reminder, the parent/guardian cell phone number and the cell phone provider must be provided in the appropriate field.

☐ From Profile Cell Phone # Cell phone provider
☐ Last Booking Cell Phone # Cell phone provider
☐ Other (____) ____-____

Save to Profile **9**

Book Conference Cancel

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:

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 a booking:** Click a booked timeslot

☐ Available booking ☐ Booked Conference

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 receive a 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.

Thank you for using the School Conference system.

Regards

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.

10. Click "Home".
11. Pick the conference from the dropdown menu.
12. Click on the student name.

Home | My Booking Summary | Contact | Help

my Conferences Booking

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: ☐ Available booking

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	

13. To move the conference time, click "Move Booking".

Conference Booking Details:	Teacher's name
	Date and time

* A red asterisk means the field is required.

*Student Name:

Student's 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.

Move Booking 14	Cancel	Delete Booking
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14. 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	

15. 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:

Student's 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.

Move Booking

Cancel

Delete Booking

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.