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| Guide | [School Conferences](#)



Parent User Guide



**Calgary Board
of Education**

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What is “School Conferences”?

- The School Conferences application is designed for the scheduling of teacher and parent conferences.
- It is accessible by school administration, teachers and parents.
- A schedule report is available to be saved (PDF) or printed.

Who has Access

All parents whose children are enrolled in schools with the Calgary Board of Education.

How to access

Login to: <https://webapps.cbe.ab.ca/MyAccount>

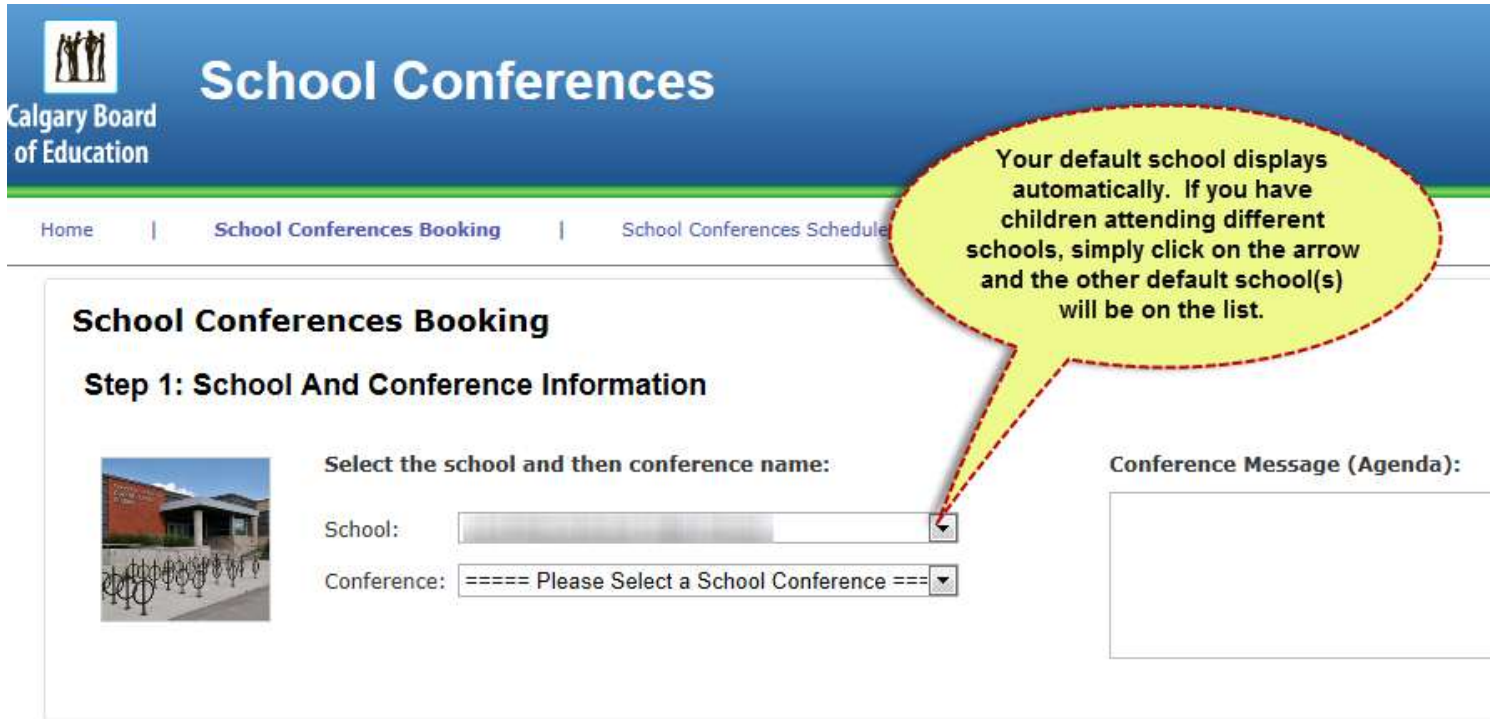
Enter School Conferences.

The screenshot shows the 'My CBE Account' page for the Calgary Board of Education. The header includes the logo, the text 'My CBE Account', and a welcome message 'Welcome, [Name] [Log Off]'. The date 'Monday, March 14, 2016' is displayed in the top right. Below the header is a navigation bar with 'My Account', 'Help', and 'Contact' links. The main content area is divided into two columns. The left column, titled 'My Account', contains 'Account Information' with a profile picture, a 'Change Password' link, and a 'My Student Record Parent Profile' button. Below this is the 'My Child / Children' section with an 'Add a Child' button. The right column, titled 'Where to go next', lists several options: 'Pay Fees', 'Register for Transportation', 'Register for Noon Supervision', 'D2L Parent Access', 'Fee Waiver', and 'Book School Conferences' (which is highlighted in yellow and has a mouse cursor over it). Below these links is a search bar and the text 'School Addresses, Phone Numbers, Grades'.

You will be directed to the **School Conferences** home page...

[View your school's conference](#)

Your default school(s) displays automatically.



The screenshot shows the 'School Conferences Booking' page. At the top left is the Calgary Board of Education logo. The main header is 'School Conferences'. Below the header are navigation links: 'Home', 'School Conferences Booking', and 'School Conferences Schedule'. The main content area is titled 'School Conferences Booking' and 'Step 1: School And Conference Information'. On the left is a small image of a school building. To the right of the image is the instruction 'Select the school and then conference name:'. Below this are two dropdown menus: 'School:' and 'Conference:'. The 'Conference:' dropdown shows the text '==== Please Select a School Conference ==='. To the right of these dropdowns is a section titled 'Conference Message (Agenda):' with a large empty text box. A yellow callout bubble with a red dashed border points to the 'School:' dropdown menu. The text inside the bubble reads: 'Your default school displays automatically. If you have children attending different schools, simply click on the arrow and the other default school(s) will be on the list.'

Bookings

School Conferences
Calgary Board of Education

Home | **School Conferences Booking** | My Booking Summary | Contact

School Conferences Booking

Step 1: School And Conference Information

Select the school and then conference name:

School:

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

Conference Message (Agenda):

Pick the correct interview. (Multiple interviews may be displayed).

Select the appropriate teacher(s).

School Conferences
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Home | School Conferences Booking | My Booking Summary | Contact | Help

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

To START a booking: Available booking

Select the conference teacher:

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]
- [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

Click on the desired available time. A pop-up window will open.

Conference Booking Details: **Teacher Name**

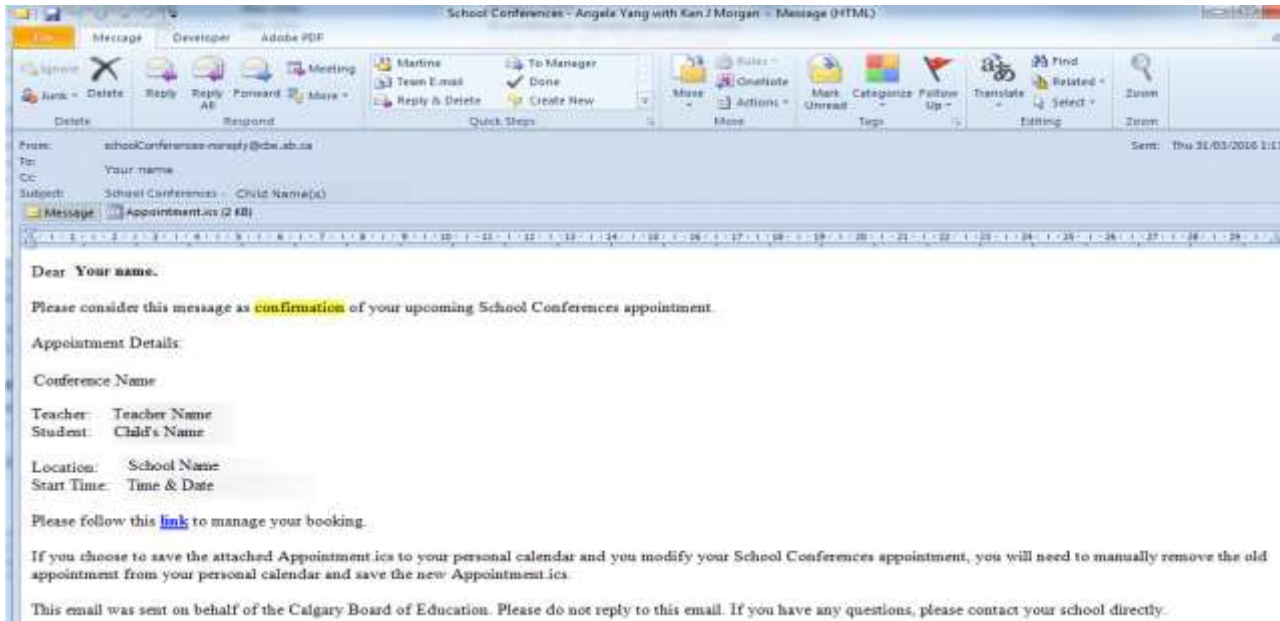
Date and time

* A red asterisk means the field is required.

*Student Name: Student Name(s)

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

NOTE: Once you press “Book Conference”, a similar confirmation email is sent to you.
 A similar cancellation email is sent to you 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

Available booking
 Booked Conference
 No Booking available

Select the conference teacher:

Sort by:
 First Name Last Name

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:

The screenshot shows the 'School Conferences Booking' page. At the top left is the Calgary Board of Education logo. The main header reads 'School Conferences'. Below this is a navigation bar with links for 'Home', 'School Conferences Booking', 'My Booking Summary', and 'Contact'. The main content area is titled 'School Conferences Booking' and contains 'Step 1: School And Conference Information'. This step includes a small image of a school building, a dropdown menu for 'School' (currently showing 'School Name'), and another dropdown menu for 'Conference' (currently showing 'Name of conference'). A yellow callout bubble points to the confirmation message at the bottom of the page, which reads: 'A new School Conference booking has been created for the following CBE student: Child's name'. The callout bubble contains the text: 'Note the confirmation message along with your child's name.'

Booking Summary

Select "My Booking Summary"

This screenshot is identical to the one above, showing the 'School Conferences Booking' page. However, a blue starburst icon is placed over the 'My Booking Summary' link in the navigation bar. A yellow callout bubble points from this icon to the text: 'Click on "My Booking Summary"'. The rest of the page content, including the school information form and the confirmation message, remains the same.

Report

Print
Total: 1 sheet of paper

Print Cancel

Destination:

Pages: All Pg. 1 of 1 (1 of 1)

Copies:

Layout:


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](#) 

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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 the CBE Help Desk if you experience any issues with this application. Help Desk can be reached via email at HelpdeskInbox@cbe.ab.ca or via phone at 403-817-7777.