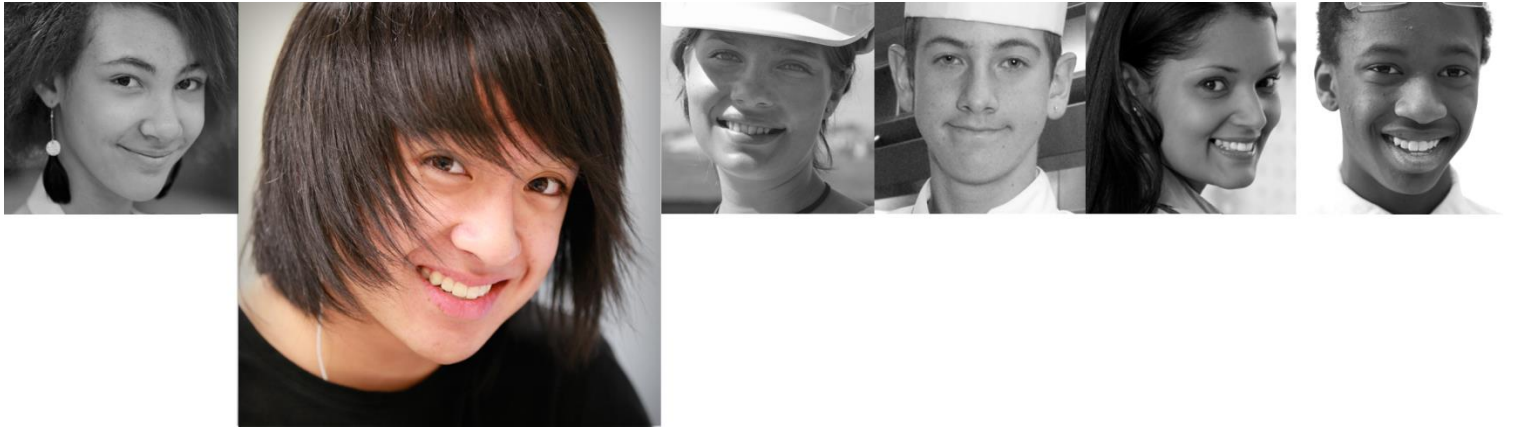


| Guide | [School Conferences](#)



Guardian User Guide

[Booking a Conference](#)



Calgary Board
of Education

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What is “my School Conferences”?

- “My School Conferences” is designed to schedule Guardian/Interviewer conferences.
Note: Guardian(s): Any person who looks after and is legally responsible for the student.
- It is accessible by the school administration, Interviewers, and Guardians.
- Guardian/Interviewer conferences can be scheduled online and In-Person

Who Has Access

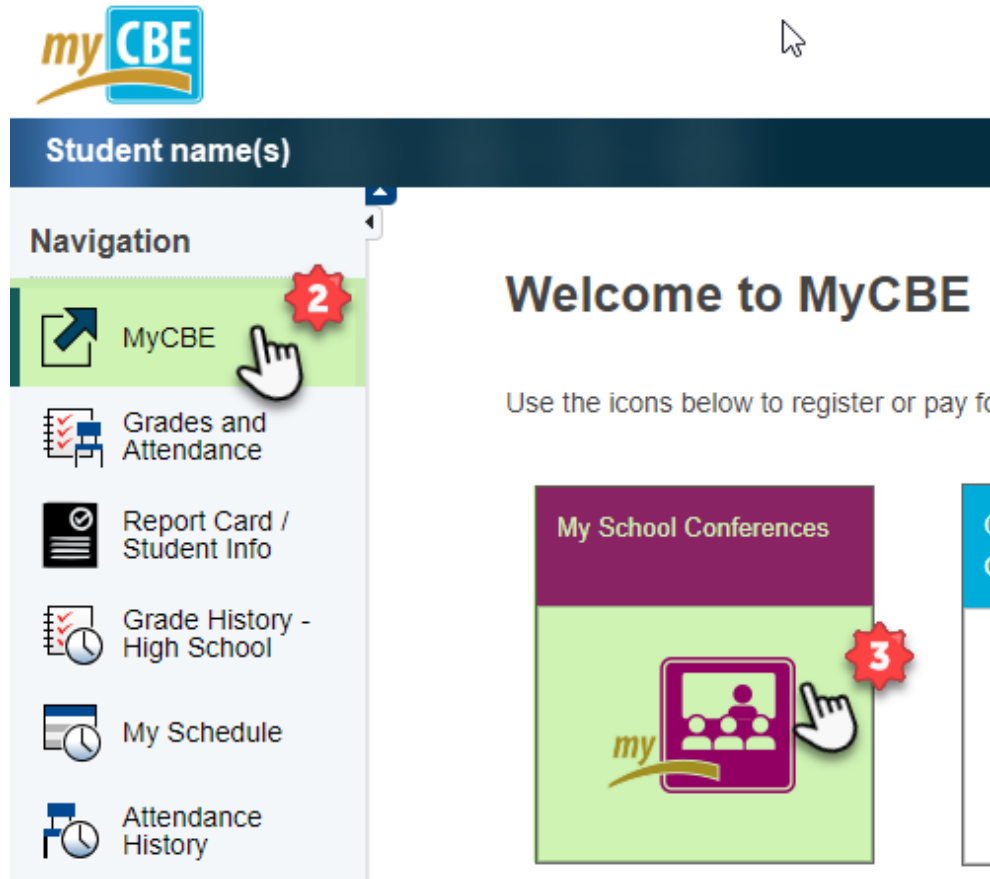
All Guardians with at least one student enrolled in the Calgary Board of Education schools.

How to access

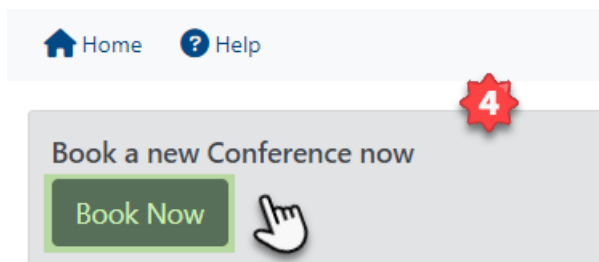
1. Log in to: <https://sis.cbe.ab.ca>

Booking

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



4. Press on “Book a new Conference now”



5. Select the correct student if multiple exist. – The student-designated school auto-populates.
6. Select the correct conference.
7. The default interviewer auto-populates. Select a different one from the drop-down if needed.
8. Depending on what type of meeting the school offers, the option of booking an Online or In-Person is available
9. Important information may be included in the Agenda
10. Select the Date
11. Select an available time
12. Select this option to receive a reminder the day before the meeting. Type the cell phone number and select the cell phone provider.
13. Select Book Conference – **Important** – As this is a live environment, another user may have booked the same selected time already. If this is the case, a message will display. Refresh and book another time (it may have to be on a different day as well).

My Conference Booking

Student

5

School

The student's designated school auto-populates

Conference

6

Interviewer

7

How will you attend the conference?

Online

In-Person

8

Agenda

9

Date

Fri Aug 5

Mon Aug 8

Tue Aug 9

Wed Aug 10

10

Time

3:00 PM

3:15 PM

3:30 PM

3:45 PM

4:00 PM

4:15 PM

4:30 PM

4:45 PM

5:00 PM

5:15 PM

5:30 PM

5:45 PM

6:00 PM

6:15 PM

6:30 PM

6:45 PM

7:00 PM

7:15 PM

11

Text Message Reminder

12

Cell Phone

7 (###)###-####

Cell Phone Provider

-- Select One --

13

Book Conference

Refresh

Cancel

Page 3 of 6

Last revised: August 05, 2022

Once the booking is successful, the booking dashboard will display a summary of all interviews. Once the interview is over, it is automatically removed at the end of that day.

Book a Conference

Conference name and school

August 9, 2022

4:00 PM

Student name with Interviewer

August 10, 2022

3:30 PM

Student name with Interviewer

6:15 PM

Student name with Interviewer

Editing or canceling a booking

To edit or cancel a booking, select the manage symbol.

Home

Help

Book a Conference

Conference name and school

Friday, August 5, 2022

3:30 PM

Student name with Interviewer

Wednesday, August 10, 2022

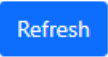
3:15 PM

Student name with Interviewer

 Booking Details

Conference Name		 
Conference Type		
Conference		
School		

To edit, select the pen  symbol. Make the appropriate change(s) and select Update

To delete, select the garbage  symbol. Select delete.

Confirm Delete?



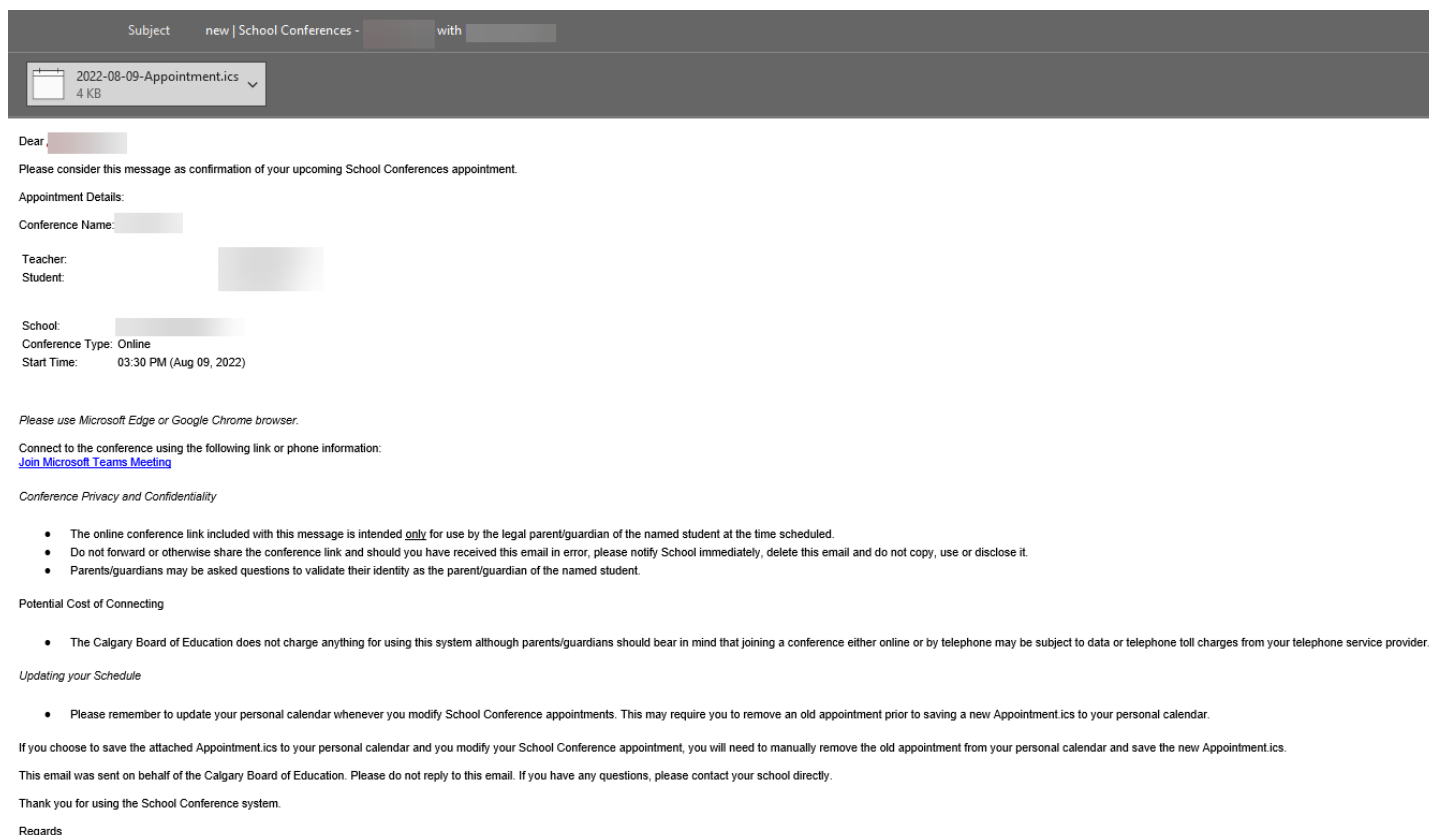
Are you sure you want to delete this item?

An email confirmation will be sent to the Guardian. Save the email and read the full instructions.

Additional email(s) are received if/when the conference is modified or canceled.

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 in the confirmation email.



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.