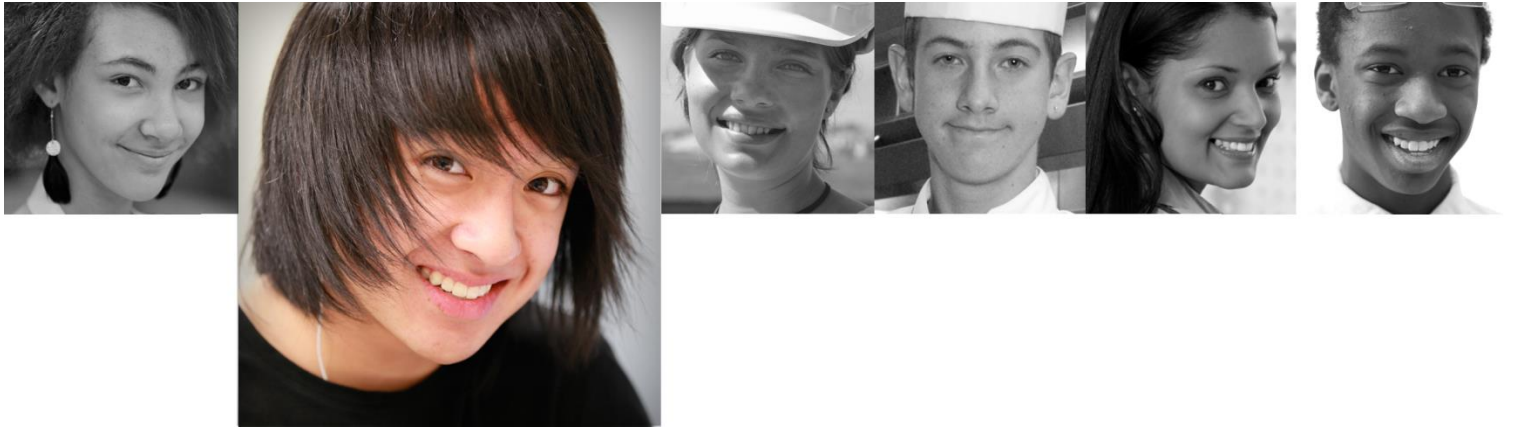


| Guide | [School Conferences](#)



Parent User Guide – [Joining Online Conference](#)



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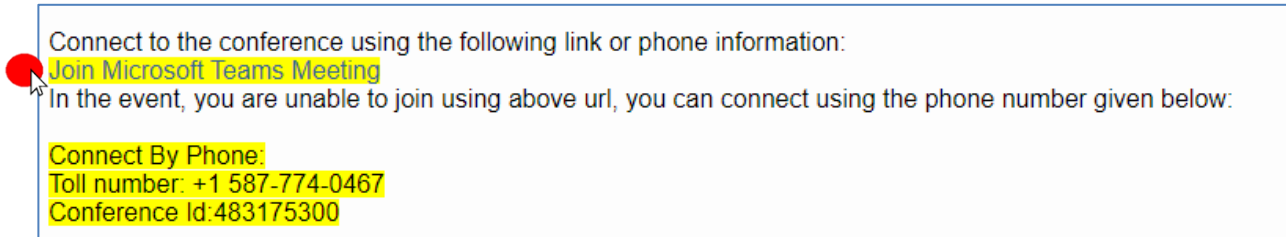
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Joining an Online Conference/Meeting

Remember - Read the entire confirmation email and save it.

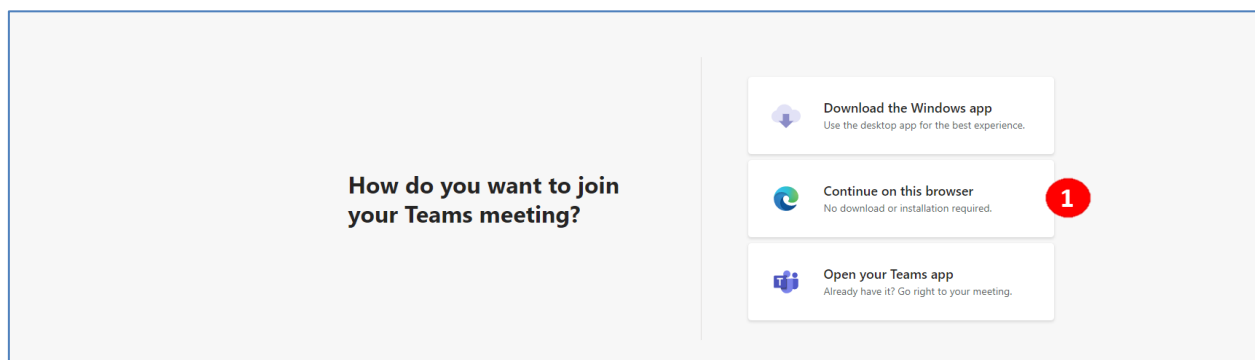
To join the online conference, open the conference confirmation email (snippet shown below) or the calendar invitation. Scroll to the connection link and click the link **Join Microsoft Teams Meeting**.



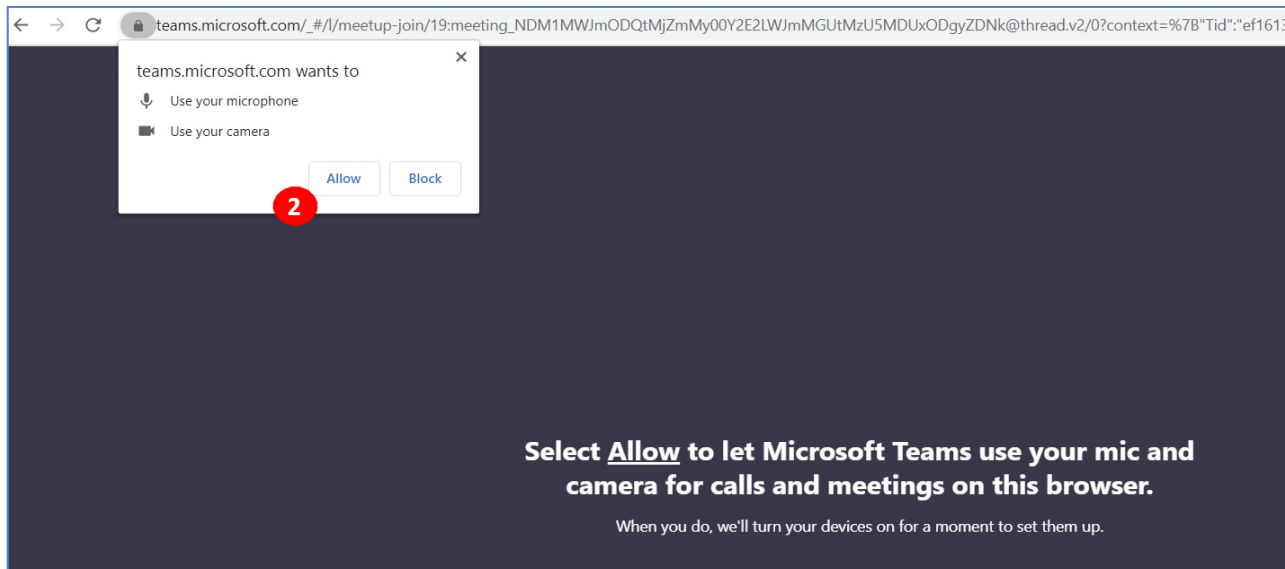
In the event that the conference confirmation email has been misplaced, parents can obtain all the conference details by logging into School Conferences via their MyCBE / PowerSchool account and following the instructions described in the section *Accessing Conferencing Details through MyCBE / PowerSchool account* outlined on [Page 4](#) of this guide.

Note: To avoid unwanted data charges, parents are encouraged to participate in School Conferences using a device that is connected to their home internet service or that is using a free but secure WiFi connection.

1. The following screen will be displayed, click to select the **Continue on this browser** option.



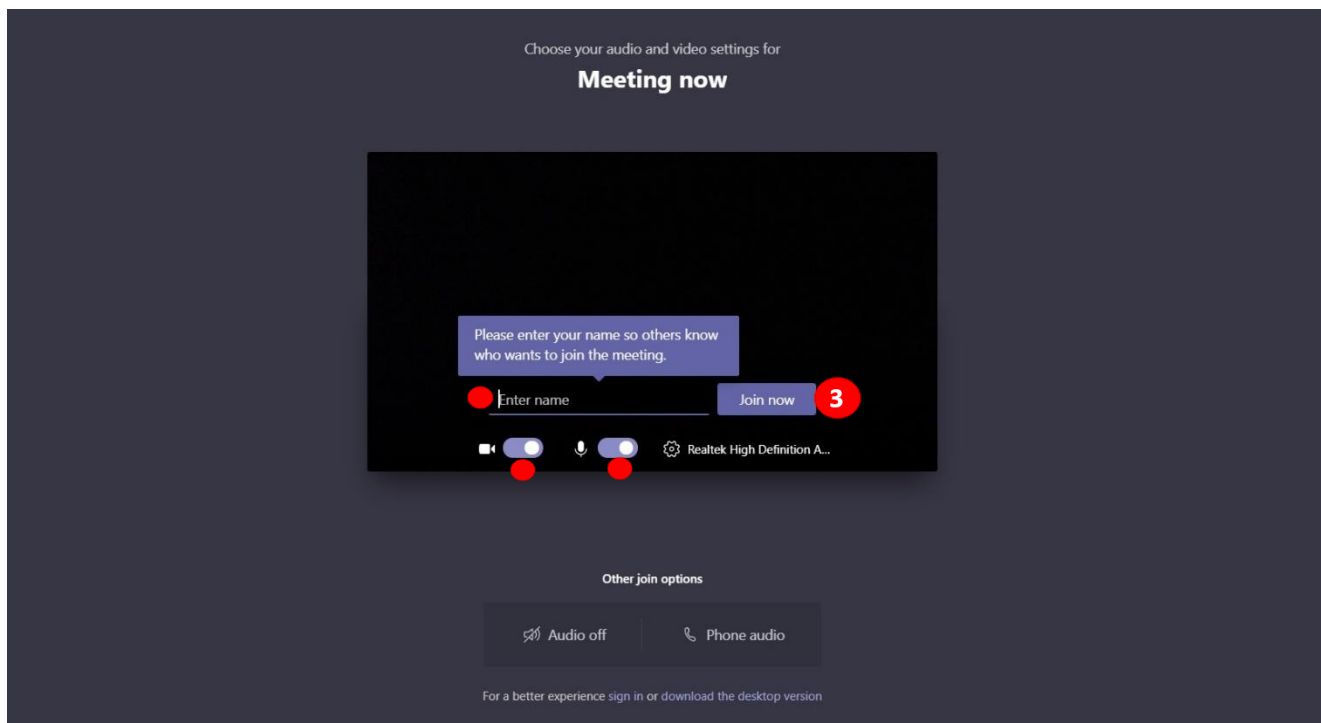
2. The following screen will then be displayed requesting use of your computer's Microphone and Camera to be able to participate in the conference. Click on **Allow** to permit Microsoft Teams to use your computer's Microphone and Camera.



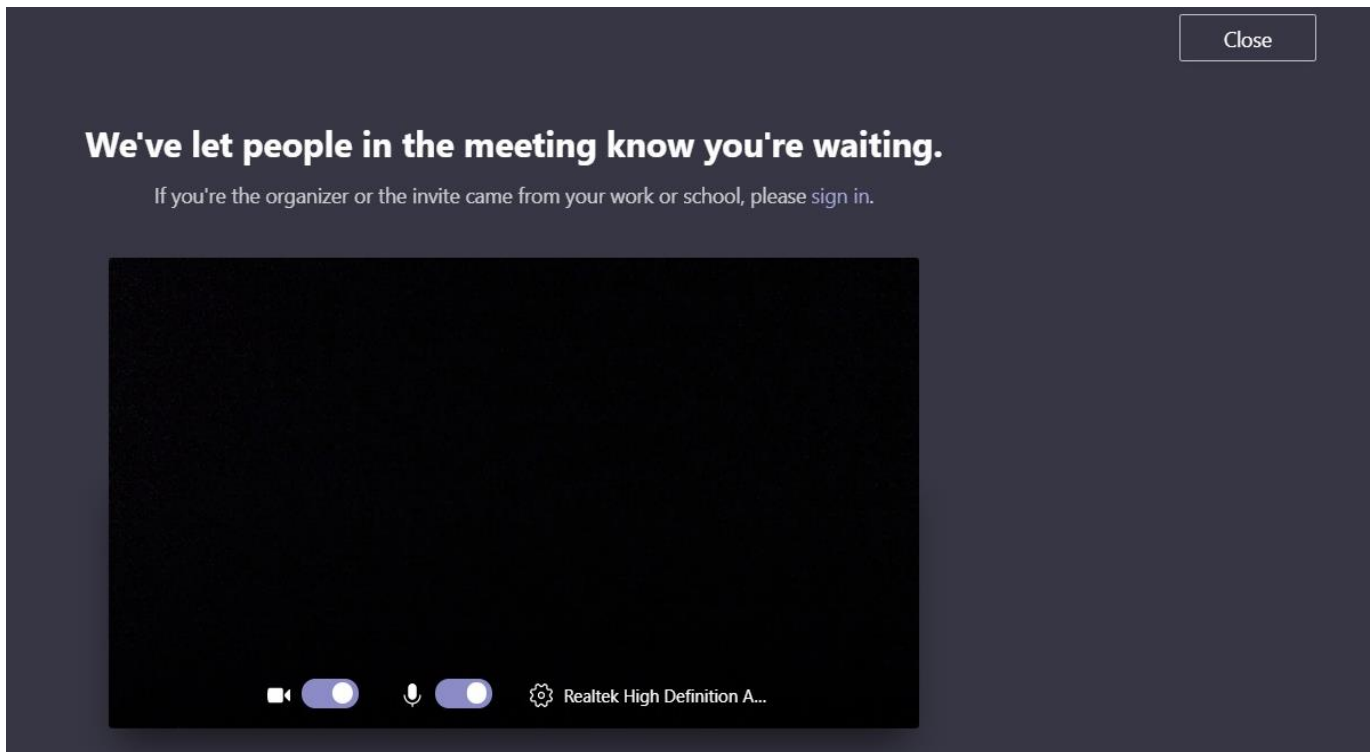
Note: There is no need to create an account or sign-up to use Microsoft Teams.

3. Enter your student's full name in the area shown and ensure that your Camera and Microphone are enabled; if necessary enable them by selecting/clicking on the area next to the Camera and Microphone icons.

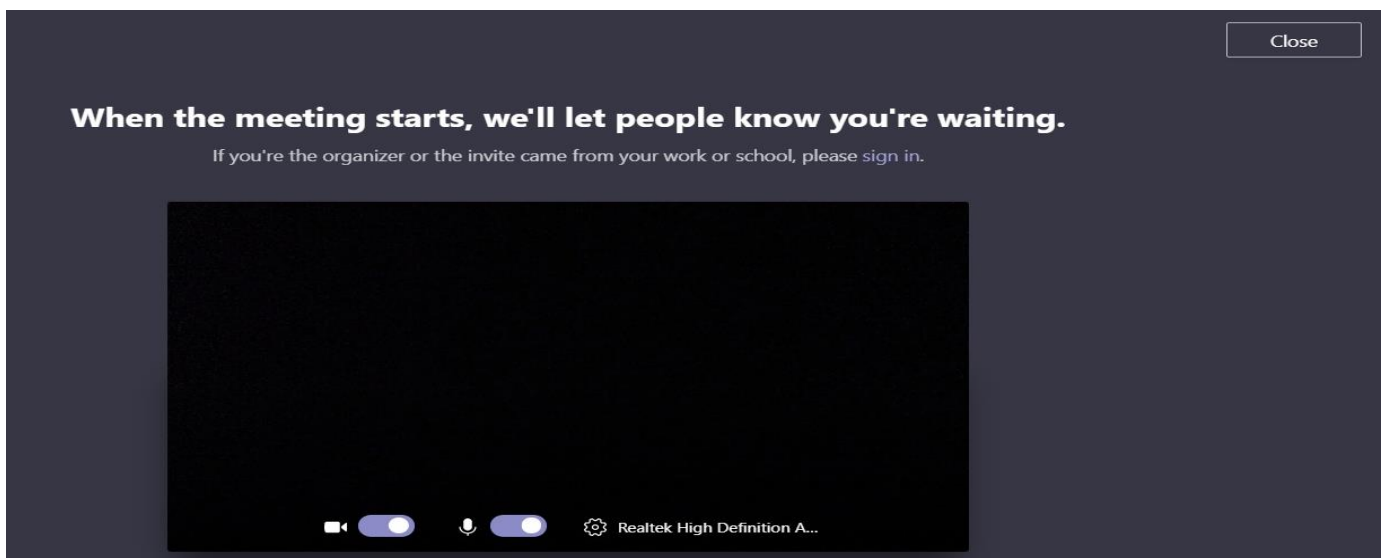
Click on **Join now** to be added to the conference's Lobby or Waiting Room.



4. The following screen will be displayed.



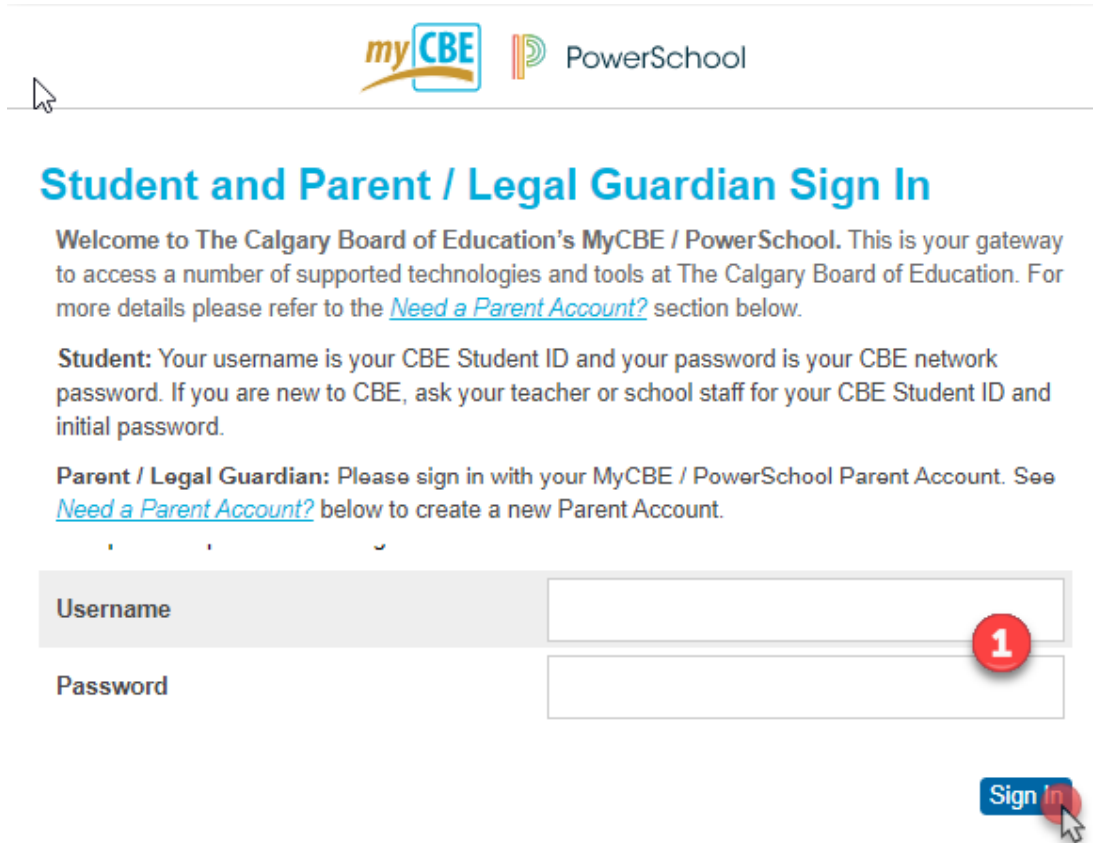
If you enter the conference prior to it's start time, the following screen will be displayed:



Note: Please ignore the sign-in request as you are not the conference organizer.

Accessing Conferencing Details through MyCBE / PowerSchool account

1. Login to [MyCBE / PowerSchool](#) via 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.

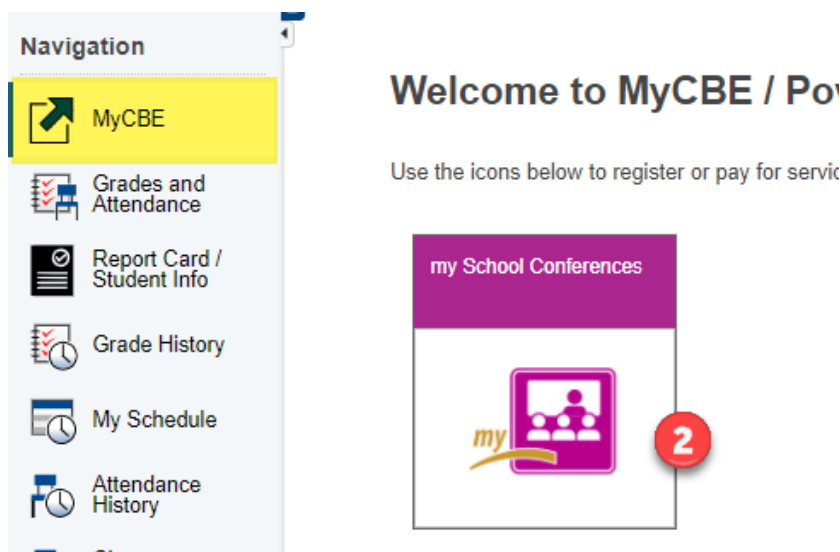
Parent / Legal Guardian: Please sign in with your MyCBE / PowerSchool Parent Account. See [Need a Parent Account?](#) below to create a new Parent Account.

Username

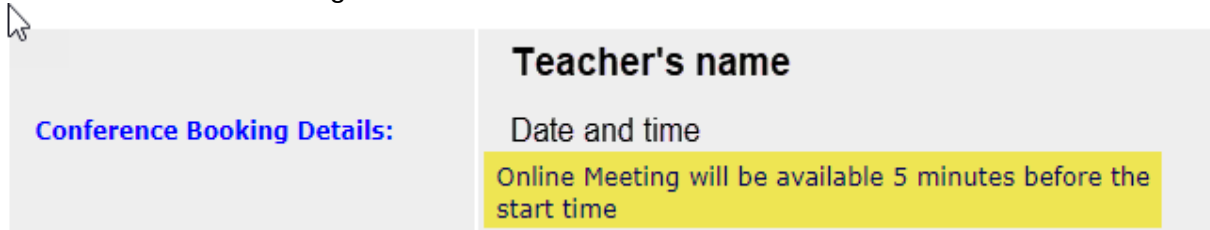
Password

Sign In

2. Select **my School Conferences** from *myCBE Apps*.



Parents who login into School Conferences via their MyCBE / PowerSchool account to obtain their conferences details will see the following:



Conference Booking Details:

Teacher's name

Date and time

Online Meeting will be available 5 minutes before the start time

Note: The “Start Meeting” link for joining the conference will only appear 5 minutes before the conference scheduled start time.

- Click on the “Start Meeting” link to join the Conference. Note that you will be placed in the virtual “Lobby” or waiting room until your student’s teacher admits you to the Conference.



Conference Booking Details:

Teacher's name

Date and time

Toll Number: [redacted]
Conference Id: [redacted]

[Start Meeting](#)

* A red asterisk means the field is required.

Please note that this is an Online Meeting.

*Student Name:

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

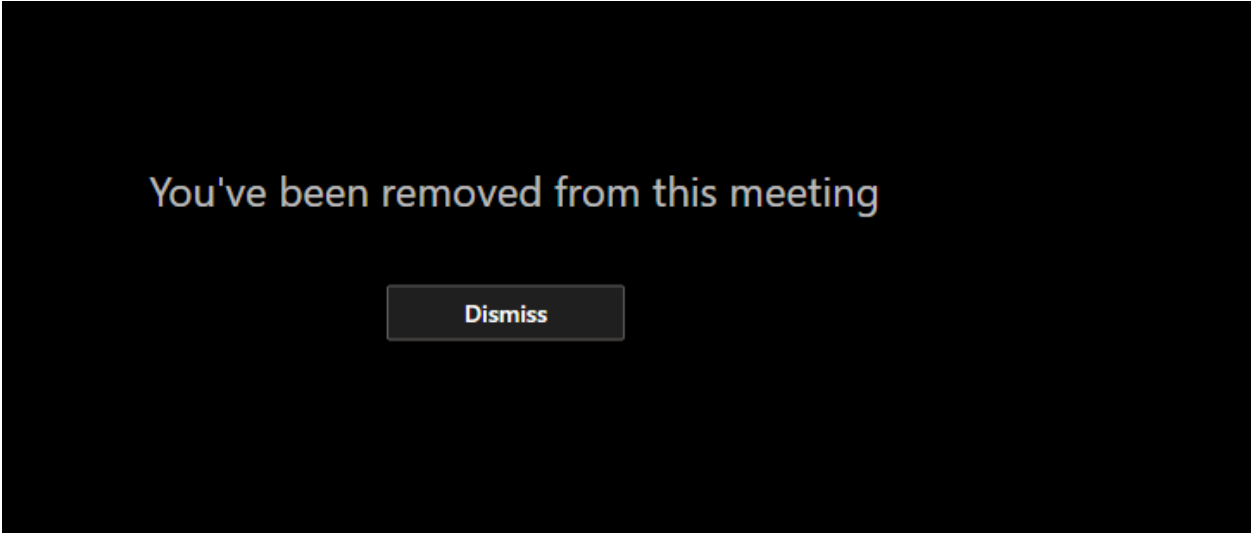
Removed from the Online Meeting

If at any time the following message displays, check that the conference time is accurate and if so rejoin. (The teacher may remove someone who has joined too early).

Note: When the conference starts, ensure that the device’s volume is on and that the speakers are unmuted in order to hear the teacher.

CBE staff as a parent and the Teams Meeting

If the parent is a CBE employee, the CBE email is used to join the meeting at the conference start time. No need to wait in the lobby. The Teacher may need to remove you if the conference before yours is not finished. Check if the conference time is correct, rejoin after waiting a minute. The teacher most likely needed to complete the conference before yours.

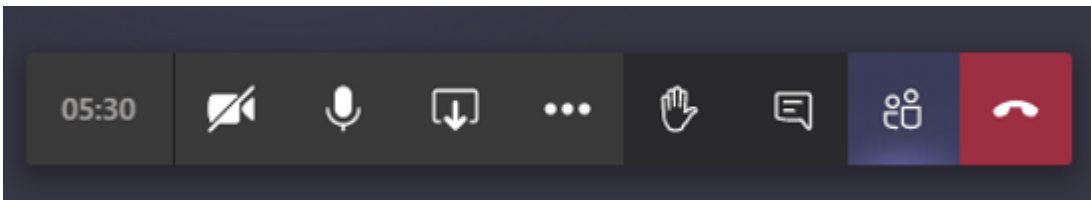


You've been removed from this meeting

Dismiss

Leaving the Online Meeting

When the conference ends, leave the meeting by pressing on the red phone symbol.



Connecting by phone

The connection is only available by using the phone number and conference ID provided from the confirmation email.

The teacher will enable the conference according to the schedule.

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.