

how to

Parent Teacher Conferences using Microsoft Teams – Parent Support

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High School Parent Teacher
Virtual Conferences

Thursday, October 29
3:00 to 7:00 pm

Friday, October 31
9:00 to 12:00 noon

1 | Schedule a Parent Teacher Conference

- i | Log into [MyCBE / PowerSchool](#). If you do not have an account, follow the [Create a MyCBE Account](#) instructions.
- ii | Click on the My School Conferences icon.



- iii | Click on the time slot that is available and convenient for you. Ensure pop-up windows are enabled.
- iv | In the pop-up window, select your child or enter their name, enter parent / guardian's full name, parent email and parent phone number in case of any technical difficulties the teacher can call you directly.

A screenshot of a "Conference Booking Details" form. At the top, it shows a date and time slot: "10/15/2020 12:30 PM - 12:45 PM". Below this is a note: "* A red asterisk means the field is required." The form contains several input fields: "Student Name" (a dropdown menu), "Parent Name", "Parent Email", "Interpreter Name", "Guest Name", "Created By", "Creation Date", and "School Note" (with a sub-note: "(For school internal record only)"). Red arrows point from text labels to specific fields: "Teacher Name" points to the top header area; "Select Student Name from drop down list" points to the "Student Name" dropdown; "Enter Parent Name" points to the "Parent Name" field; "Enter parent email this is the email address that the conference link will be sent to" points to the "Parent Email" field; and "Enter Preferred phone number In case of any technical difficulties we will use this number to call you" points to the "School Note" field. At the bottom, there is a section titled "To BOOK a conference:" with the instruction "Enter all required data and click the Book Conference button." and two buttons: "Book Conference" and "Cancel".

Important note to CBE Staff as Parent

Please inform the teacher that you are a CBE Staff member in the notes field.

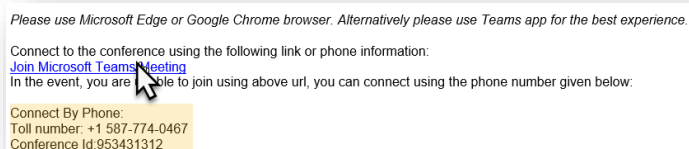
- v | Click on the Book Conference button.

- vi | Check your email for conference confirmation. You will receive a conference booking confirmation to the email you provided. This email will include the details of the conference including teacher, date and time. It will also include the Microsoft Teams link that will connect to the teacher virtually on the day of the scheduled meeting. Please read the email.

2 | Conference Day – How to join the Online Meeting

Parents can join an online parent-teacher meeting using the Microsoft Teams Application by clicking the link provided in the email confirmation you received from CBE. 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 Wi-Fi or other Wi-Fi connection that does not incur any additional charges to you. Connecting through Microsoft Edge or Google Chrome browser is recommended.

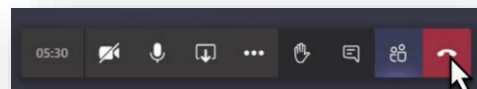
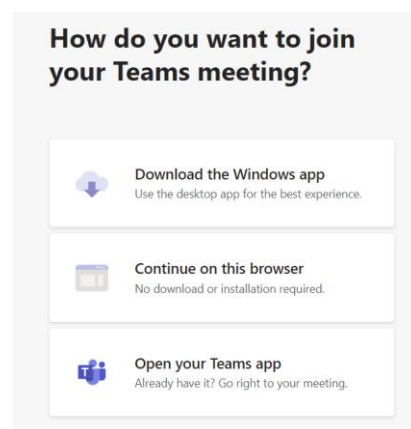
- i | Open the conference confirmation email. When ready, click on the [Join Microsoft Teams Meeting](#) link. Alternatively, you can connect using the “Connect By Phone” information.



- ii | **When you join through Microsoft Teams**, you will be given the option for how to join. If you do not have the app downloaded, then choose to continue on the preferred Chrome or Edge browser. Alternatively, you can choose to download the app.

Enter your name followed by your child's name which will display and be helpful to the teacher. Mute both your mic and video for now and click **Join Now**. The teacher will be notified that you have entered the lobby. Wait until the teacher admits you to the conference during your scheduled conference time.

When the conference ends be sure to leave the meeting with the red telephone hang up button.



- iii | **When you join through the toll free number** and enter the conference code from a phone, wait for the tone. You will be asked to state your name. The teacher will be notified that you have entered the lobby. Wait until the teacher admits you to the conference during your scheduled conference time.

Important note to CBE Staff as Parent

If you have booked a conference using your staff email, and you are using your CBE owned device to join the conference, we ask that you join at the time of your conference and not a minute before.