

# Parent Teacher Conferences-For Parents



## General Information

Henry Wise Wood's virtual PTIs will be held on **Thursday, March 11** from 12:00-7:00pm.

- Due to health restrictions associated with COVID-19, the conferences will be online.
  - Please refer to the information below regarding the online tool: Microsoft Teams
- Please do not come to Henry Wise Wood School because we are unable to hold large public gatherings.

## Step 1: Booking an Interview Through Conference Manager

### **Timeline:**

Conference manager will open on Friday, March 5, 2021 at 6:00am for parents to go online to book their 10 minute meeting. It will remain open until Thursday, March 11, 2021 at 9:00am.

If you are unable to login or if a teacher is unavailable please do not hesitate to contact the teacher directly to set up a time to meet. All teacher contact information can be found at:

<https://school.cbe.ab.ca/school/henrywisewood/about-us/contact/staff/pages/default.aspx>

### **Conference Manager Link:**

The link on our school's website for Parent-Teacher Conferences and how to set up an account with MyCBE is:

<https://school.cbe.ab.ca/school/henrywisewood/teaching-learning/assessment-reporting/teacher-conference/pages/default.aspx>

### **Booking Information:**

Please ensure the following when booking your virtual conference through conference manager:

- Include your full name (first and last) and name of the student
- Your email address
  - This is the address that the teachers will send the link to the conference to
- In the comment section please also include your phone number
  - In the event that there are any technical issues on our end the teacher will call you directly at the appointment time

The screenshot shows a 'Conference Booking Details' form. At the top, there is a date and time field: '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:' with a dropdown menu labeled 'select a student name'; '\*Parent Name:' with a text input 'enter a parent name'; 'Parent Email:' with a text input 'enter parent email'; 'Interpreter Name:' with a text input 'enter an interpreter name'; 'Guest Name:' with a text input 'enter a guest name'; 'Created By:' with an empty text input; 'Creation Date:' with an empty text input; and 'School Note:' with a text area 'enter a note'. At the bottom, there is a 'To BOOK a conference:' section with the instruction 'Enter all required data and click the Book Conference button.' and two buttons: 'Book Conference' and 'Cancel'. 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 input; 'Enter parent email this is the email address that the conference link will be sent to' points to the parent email input; and 'Enter Preferred phone number In case of any technical difficulties we will use this number to call you' points to the school note text area.

- In the event there are technical issues on your end, email the teacher ASAP.




## Step 2: Using Group Chat Software - Microsoft Teams

- Our school will be utilizing the Microsoft Teams to meet with parents/guardians. Interview links will be sent out via school messenger prior to March 11 and will be posted on our website.

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)



**Calgary Board of Education**

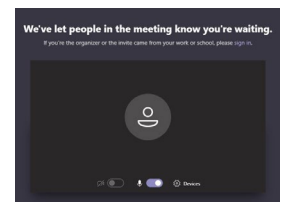
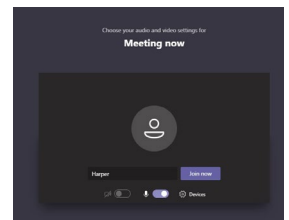
Enjoy your meeting! Use of this service must also be in accordance with AR 1061 - Responsible Care and Security of Information and AR 1062 - Responsible Use of Electronic Information Resources (<https://tinyurl.com/CBE-AdminReg>)

[Help](#) | [Legal](#)

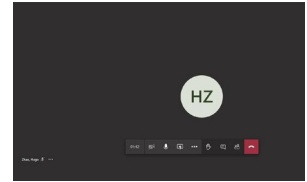
It is strongly recommended for you to access the link 15 minutes before your interview to ensure that your computer has downloaded everything it needs.

- If you want to use a **computer** to attend the virtual meeting, please make sure your computer has a working mic and speakers for the interview. To use a computer, you do not need to install Microsoft Teams. But, you must use Google Chrome or new Microsoft Edge browser to open the meeting link. If you want to install Microsoft Teams on your computer (optional), you can download it from: <https://www.microsoft.com/en-ca/microsoft-365/microsoft-teams/download-app>. (The app will also prompt you to download it when you access the link from the teacher)
- Select and click “Continue on this browser”.

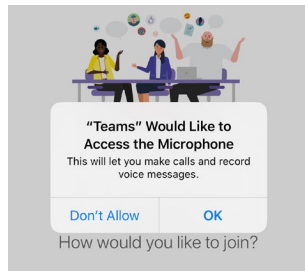
- As a guest user, you must provide a “display name”. Please use your child’s name as the display name. Then, click “Join now”
- Then you will get the following screen and you will be on the waiting list. The teacher will invite you into the conference at the assigned time. Meanwhile, please double check that your mic is working and turning on.



- When you are invited and joined the meeting. You will get a screen like below screenshot.



- If you want to use a **mobile device** (cellphone or tablet) to attend the virtual meeting, you MUST install the Microsoft Teams App from Apple Store (IOS) or Google Play (Android) before the meeting.
  - After clicking the meeting link, you will get the following page. Please click “Join as a Guest.”
  - If you get the popup below, please make sure click “OK” to give Microsoft Teams access to your Microphone.



Microsoft Teams

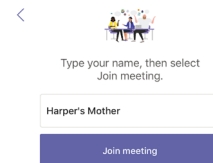


Meeting time!  
How would you like to join?

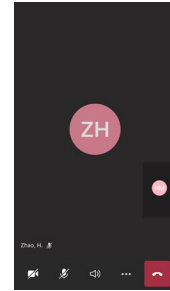
Join as a guest

Sign in and join

- As a guest user, you must provide a “display name”. Please use your student’s name as the display name. Then, click “Join meeting”
- Then you will be on the waiting list and the teacher will invite you into the conference at the assigned time.



- When you are invited and joined the meeting. You will get a screen like below screenshot. Please make sure you unmute your microphone when communicate with the teacher.



- In the event of any technical issues on your end please contact the teacher (via email) to arrange another time to meet or, time permitting, the teacher may call you at the time of your interview
- If the system does not work for the teacher they will call you using the number that you provided through conference manager
- Please remember you can always email your teacher at any time if you have something you need to share.