

## how to

This information is for K to 9 students and families to access information about attendance and assignments through the MyCBE/PowerSchool Portal.

## Use MyCBE/PowerSchool to Access Attendance and Assignment Information for Students in K to 9

Students and families can access information about attendance through the MyCBE/PowerSchool Portal. If your/your child's school has opted to use PowerSchool as a tool for ongoing communication, information about progress and achievement can also be accessed through the MyCBE/PowerSchool Portal.

Students and families are encouraged to use the MyCBE/PowerSchool Portal, rather than the PowerSchool App, to access information about attendance and assignments. The app currently does not include some of the information that can be accessed through the MyCBE/PowerSchool Portal.

The following steps will help you to access attendance and assignment information.

- 1 | Go to the MyCBE/PowerSchool Portal sign in page. You can access this page from the public CBE website ([www.cbe.ab.ca](http://www.cbe.ab.ca)) or your school website, by clicking on the link that looks like one of these:



- 2 | Enter your username and password

**Note |** There are also instructions on this sign-in page for how to create an account for logging in to the MyCBE/PowerSchool Portal

3 | Logging in will bring you to the Attendance page, which gives information about the last two week's attendance and the total number of absences and lates for each course in which you/your child is enrolled

4 | Click on the Assignments & Grades tab

Exp	Last Week					This Week					Course	Absences	Lates
	M	T	W	H	F	M	T	W	H	F			
HR(A-C)											Home room Email T18, G6S644 T - Rm: 18	0	0
OT1(A-C)	.	.	.	.	.	.	.	.	.	.	English Language Arts 6 Email T18, G6S644 T - Rm: 18	0	0
OT1(A-C)	.	.	.	.	.	.	.	.	.	.	Social Studies 6 Email T18, G6S644 T - Rm: 18	0	0
OT1(A-C)	.	.	.	.	.	.	.	.	.	.	Science 6 Email T18, G6S644 T - Rm: 18	0	0

5 | The Assignments & Grades page will list all of your/your child's courses. There is a column for each reporting term. S1 refers to the first reporting period, which ends in December/January. Y1 refers to the final reporting period, which ends in June

6 | Click on the hyperlinked [i] for the appropriate term of a course to view information about assignments. If new information does not appear on the screen, scroll down

Exp	Course	S1	S2	Y1
HR(A-C)	Home room Email T18, G6S644 T - Rm: 18	[i]		[i]
OT1(A-C)	English Language Arts 6 Email T18, G6S644 T - Rm: 18	[i]		[i]
OT1(A-C)	Social Studies 6 Email T18, G6S644 T - Rm: 18	[i]		[i]
OT1(A-C)	Science 6 Email T18, G6S644 T - Rm: 18	[i]		[i]

- 7 | You will see a list of assignments the teacher has published. The assignments are listed chronologically. The first three columns show the date, category and title of the assignment.

**Assignments**

Due Date	Category	Assignment	Flags					Score	View
09/17/2018	Conversations	Interview #2 (Number)						--	View
08/29/2018	Products	Written Quiz #2 (S&S/Measurement)						--	View
08/24/2018	Observations	Problem Solving #2 (S&S/M) Revisited						--	View
08/20/2018	Observations	Problem Solving #2 (S&S/Measurement)						--	View
08/16/2018	Conversations	Interview #1 (S&S/Transformations)						--	View
08/16/2018	Products	Written Quiz #1 (S&S/Transformations)						--	View
08/14/2018	Conversations	Multiplication Running Record						--	View
08/13/2018	Observations	Problem Solving #1 (S&S/Transformations)						--	View

Grades last updated on: 11/7/2018

**Legend**

Icons - Stems/Outcomes | - Has Description | - Has Comment | - Collected | - Late | - Missing | - Exempt from Final Grade | - Absent | - Incomplete

- 8 | Click on the blue Stems/Outcomes icon, , to see information about which report card stems are associated with the assignments and the indicators that describe your/your child's level of understanding of outcomes from the Program of Study

08/13/2018	Observations	Problem Solving #1 (S&S/Transformations)						--	View
			RCS.1UNDRSTND.MAT.6 - Understands mathematical concepts and relationships					3	
			RCS.2REASON.MAT.6 - Uses mathematical reasoning to analyze and solve problems					3	

- 9 | There are flags that teachers can use to communicate information about behaviours that impact learning. These flags are described in the legend below the Assignments table

**Assignments**



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08/29/2018	Products	Written Quiz #2 (S&S/Measurement)						--	View
08/24/2018	Observations	Problem Solving #2 (S&S/M) Revisited						--	View
08/20/2018	Observations	Problem Solving #2 (S&S/Measurement)						--	View
08/16/2018	Conversations	Interview #1 (S&S/Transformations)						--	View
08/16/2018	Products	Written Quiz #1 (S&S/Transformations)						--	View
08/14/2018	Conversations	Multiplication Running Record						--	View
08/13/2018	Observations	Problem Solving #1 (S&S/Transformations)						--	View

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**Legend**

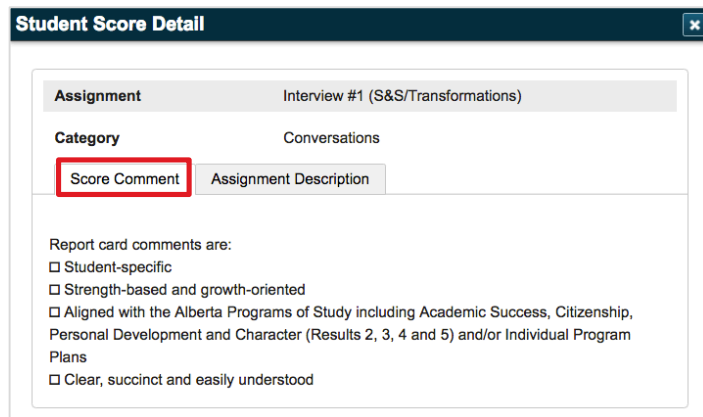
Icons - Stems/Outcomes | - Has Description | - Has Comment | - Collected | - Late | - Missing | - Exempt from Final Grade | - Absent | - Incomplete

- 10 | Click on the hyperlinked “View” in the far-right column to see assignment descriptions and/or student specific comments

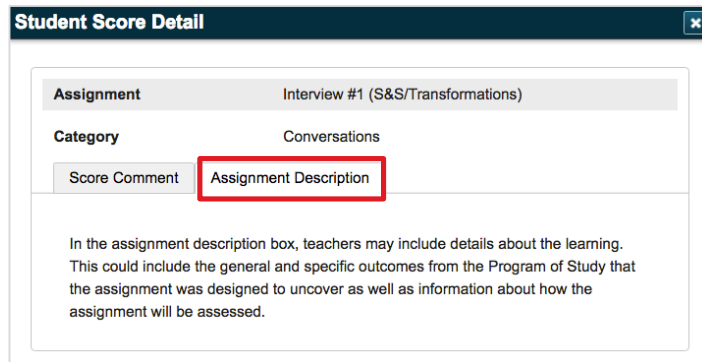
**Note** | The circled i icon , indicates that the teacher has provided an assignment description that includes general information about the assignment. The dialogue box icon,  indicates that the teacher has written a comment specifically about your/your child’s level of understanding



- 11 | The “Student Score Detail” window will appear. The “Score Comment” tab will show the comment the teacher has written specifically about your/your child level of understanding



- 12 | The “Assignment Description” tab will show the description the teacher has written about the assignment



**Notes** |

- a | There may be a third tab called “Category Description” if the teacher has written a description of the category
- b | To close the “Student Score Detail” Window, click the X in the upper-right corner of the window



- 13 | Scroll back up the page to go through these same steps to see information about assignments in another course