



MyCBE: Accessing the Online Report Card

Your/your child's school will open the access to the online report card through the MyCBE Portal at the end of each reporting period. The same reporting information that is found on a printed report card is presented on the online report card. The online report card is not available through the PowerSchool App at this time.

1 Go to the MyCBE Portal sign in page (<https://sis.cbe.ab.ca>). You can also access this page from the public CBE website (<https://www.cbe.ab.ca/>) or your school's website, by clicking on the MyCBE link.

2 Enter your **Username** and **Password**.

- Students – use your CBE Student ID and CBE network password
- Parents/Guardians – use your MyCBE username and password that was created during parent account setup.

3 Click **Sign In**.

The MyCBE Portal Sign In page offers account help for parents/guardians and students. Parents/Guardians must create a parent account before they can sign in.



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The screenshot shows the MyCBE Portal Sign In page. At the top, there are logos for 'myCBE' and 'PowerSchool'. Below the logos is the heading 'Student and Parent / Legal Guardian Sign In'. There are two input fields: 'Parent or Legal Guardian Username / Student CBE ID' and 'Password'. A green 'Sign In' button is located to the right of the password field. Below the input fields, there are links for 'Forgot Parent Account Username or Password?' and 'Don't have a MyCBE Account yet? Create a MyCBE Account'. At the bottom, there is a 'Help' section with links for 'See MyCBE Terms and Conditions', 'Parents and Legal Guardians' (including 'MyCBE Online Help' and 'Parent Account Help | 403-817-6373'), and 'Students' (including 'MyCBE Online Help' and 'Student Password Hub').

3

4 On the left-side Navigation menu, click on **Report Card / Student Info**.

5 All available report cards for your student will be listed on the Report Card tab. Click on the Report Card hyperlink to view the online report card.

The online report card will open in a new tab on your internet browser. You may now choose to print the report card or save it as a pdf.

The screenshot displays the MyCBE PowerSchool interface. On the left, the 'Navigation' menu lists several options: MyCBE, Grades and Attendance, **Report Card / Student Info** (highlighted with a red box and a blue circle '4'), Grade History - High School, and My Schedule. The main content area is titled 'Report Card:' and shows a list of report cards. The first report card is 'T1 Report Card - open' (highlighted with a red box and a blue circle '5'). Below it, there is a section for 'CBe-learn' with the text 'No report card available'. The interface also includes a header with the 'myCBE' and 'PowerSchool' logos, a user welcome message, and a top navigation bar with icons for print, help, and sign out.

Note | this information will only be available if the school has enabled the online report card. Report cards are available to view for the school(s) students are currently enrolled in. Report cards are only available to view for the current school year.

K-9 - To view Report Card category/stem indicators and comments by using Grades & Attendance:

- 1 On the left-side Navigation menu, click on **Grades and Attendance**.
- 2 Click on the **Stems/Outcomes** tab. This page will list all of the student's courses.
- 3 Click on the **Arrow** to the left of the name of a course to expand the list of report card categories/stems.
- 4 If a comment has been entered by the teacher, it will be represented by a speech bubble. Click on the speech bubble to view the comment.
The details of the comment will appear in a slide out window.

Note | In this example, you will see Indicators entered by the teacher for S1 Report Card marks. Indicators for Y1 Report Card marks have not been entered yet.

Stems/Outcomes	S1	Y1
COMMENT COMMENT (Comment Only)	--	--
NUMBER Number - Develops number sense and applies strategies for computation and estimation	3	--
PATTERNS & RELATIONS Patterns and Relations - Uses algebraic reasoning to represent patterns and relationships	NATR	--
SHAPE & SPACE Shape and Space - Applies spatial reasoning and measurement to make sense of the natural world	3	--

Viewing prior year grades and comments (if applicable)

- 1 If you would like to view information from a previous year, follow the steps 1 & 2 in the above.

Then on the Year drop down, select a past year.

High School - To view Report Card final grades and comments by using Grades & Attendance:

1 On the left-side Navigation menu, click on **Grades and Attendance**.

2 Click on the **Assignments & Grades** tab. This page will list all of the student's courses. There is a column for each reporting term.

Note | Term labeling will depend on the duration of the course.

Course Type	Term Label and Corresponding Reporting Period
Semester 1 Course	T1 – First reporting period (November report card) S1 – Second reporting period (January report card)
Semester 2 Course	T3 – Third reporting period (March report card) S2 – Final reporting period (June report card)
Full Year Course	T1 – First reporting period (November report card) S1 – Second reporting period (January report card) T3 – Third reporting period (March report card) Y1 – Final reporting period (June report card)

3 You will see the **Percentage Grade** displayed in the appropriate term and course if viewable. It may be the current grade to date or the final grade that is being displayed.

4 To view the comment, select the **Percentage Grade**

Navigation

- MyCBE
- Grades and Attendance**
- Report Card / Student Info
- Grade History - High School
- My Schedule
- Attendance History
- Class Registration
- School Information
- Bus Routes and Stops
- Account Preferences
- Student Fees

Assignments & Grades:

Attendance Assignments & Grades Outcomes

Legend

xxxx = click for more information about specific assignments

Term codes: T = term; S = semester; Y = year

Exp	Course	T1	T2	S1	T3	T4	S2	Y1
1(A)	Spanish L&C 20-3Y Email							
1(A)	Learning Strategies Email							
2(A)	Photography Intro Email							
2(A)	Science 24 Email							
3(A)	Mathematics 20- Email							
4(A)	English Language Arts 20- Email							

Teacher Comments:

This is an example comment for SS 10-1

Section Description:



Grade History - High School

- 1 Select Grade History – High School if you want to view final marks and the credits that were assigned for both current and prior years.
- 2 Select the tab with both the School Year and School to view marks

