

MyCBE: Accessing the Online Report Card

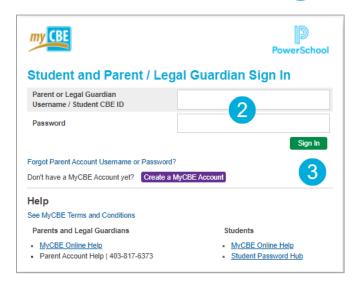
Your/your child's school will open the access to the online report card through the MyCBE Portal at the end of each reporting period. The same reporting information that is found on a printed report card is presented on the online report card. The online report card is not available through the PowerSchool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

- 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.
- 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.



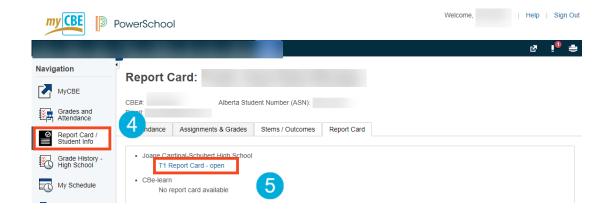




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- On the left-side Navigation menu, click on **Report** Card / Student Info.
- All available report cards for your student will be listed on the Report Card tab. Click on the Report Card hyperlink to view the online report card.

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.



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:

- On the left-side Navigation menu, click on **Grades** and Attendance.
- Click on the **Stems/Outcomes** tab. This page will list all of the student's courses.
- Click on the **Arrow** to the left of the name of a course to expand the list of report card categories/stems.
- 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.

Navigation Stems/Outcomes Grades: МуСВЕ ttendance Assignments & Grades Stems / Outcomes Collapse All Year 20-21 V Report Card Stems / Outcomes / Classes Grade History High School **Current Classes** Legend → Click to expand My Schedule ▶ P1-P2(A-B) Humanities 7 - 20-21 ▶ P3(A-B) Science 7 - 20-21 Attendance History ▼ P4(A-B) Mathematics 7 - 20-2 COMMENT COMMENT School Information mment Only) NUMBER Number - Develops number sense and applied Bus Routes and Stops strategies for computation and estimation ▶ PATTERNS & RELATIONS Patterns and Relations - Uses NATR algebraic reasoning to represent patterns and relationships ► SHAPE & SPACE Shape and Space - Applies spatial and Service reasoning and measurement to make sense of the natural Registration



Viewing prior year grades and comments (if applicable)

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.





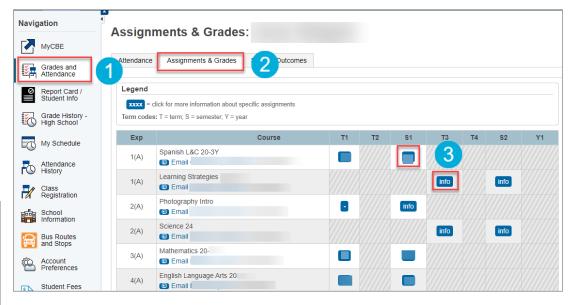
High School - To view Report Card final grades and comments by using Grades & Attendance:

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

- 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.
- To view the comment, select the **Percentage Grade**





Grade History - High School

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

