## how to

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

## Use MyCBE/PowerSchool to Access Reporting Information for Students in K to 9

If your/your child's school has opted to use PowerSchool as a tool for communicating reporting information, you can access reporting period comments and indicators through the MyCBE/PowerSchool Portal at the end of each reporting period.

There is not a downloadable version of the report card available through the MyCBE/PowerSchool Portal. The same reporting information that is found on a printed report card is presented in a web format that requires navigation between courses.

Students and families are encouraged to use the MyCBE/PowerSchool Portal, rather than the PowerSchool App, to access reporting information. 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 access reporting information.

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





Enter your username and password

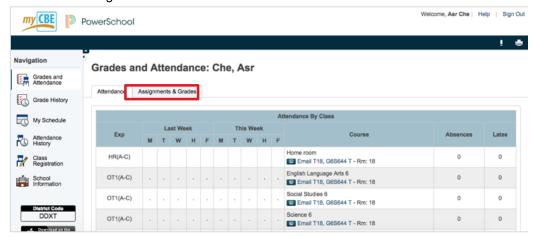


## Notes

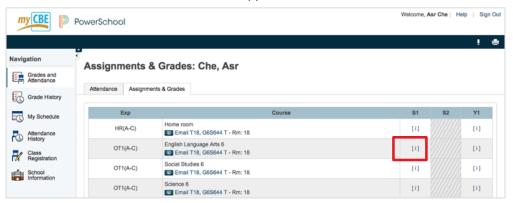
- a | There are also instructions on this sign-in page for how to create an account for logging in to the MyCBE/PowerSchool Portal
- b The default landing page provides information about attendance



3 Click on the Assignments & Grades tab



- 4 | The Assignments & Grades page will list all courses in which you/your child is enrolled. 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.
- 5 Click on the hyperlinked [i] for the appropriate term of a course to view reporting information. If new information does not appear on the screen, scroll down.



See the reporting comment for that course in the "Teacher Comments" section





7 | Scroll down to view information about assignments (this information will only be available if your/your child's school has opted to use PowerSchool as a tool for ongoing communication)



8 To view stem indicators, scroll down and click on the name of the course



This will open a table of your/your child's indicators for each reporting stem in this course.



9 | Scroll back up the page to go through these same steps to see reporting information in another course

Note | The Stems/Outcomes tab at the top of the MyCBE/PowerSchool Portal allows you to view indicators for multiple courses at the same time. You cannot view reporting comments on the Stems/Outcomes tab.