



The following are quick instructions for performing various tasks in Chalkable:

Add an Item	Chalkable New Item select a Class Or Chalkable Calendar select Date select New Item
Edit an Item	Chalkable Feed select item select Edit Or Chalkable Calendar (any view-Day, Week, Month) select item select Edit Or Chalkable Grades select Section select item select Edit
Delete an Item (without scores)	Chalkable Feed select item select Edit Delete Or Chalkable Calendar (any view-Day, Week, Month) select item select Edit Delete Or Chalkable Grades select Section select item select Edit Delete
Delete an Item (with scores)	Remove Scores from Activity Delete one of the 3 ways listed for Deleting an activity (without scores)
Make Item Visible in Home Portal	Chalkable New Item select a Class select Show advanced options, Hide from Students is set to No by default Or Chalkable Calendar select Date select New Item select Show advanced options, Hide from Students is set to No by default If set to Yes, either return to Item/Activity and set Hide from Students to No or Chalkable Feed select Item/Activity click Make visible link (Hidden Items/Activities show in list with an Eye icon with bar across it)
Make Item Graded or Ungraded	Chalkable New Item select a Class leave Max Score field empty Or Chalkable Calendar select Date select New Item leave Max Score field empty
Setting Item Can drop student score	Chalkable New Item select a Class select Show advanced options Can drop student score – set to Yes Or Chalkable Calendar select Date select New Item select Show advanced options Can drop student score – set to Yes
Setting Item Weight Multiplier	Chalkable New Item select a Class select Show advanced options Weight Multiplier Or Chalkable Calendar select Date select New Item select Show advanced options Weight Multiplier

Setting Item Entire Activity Dropped	Chalkable Grades select Section. From the Box view mouse over an item. Select Drop to drop the entire activity for all students for this item.
Setting Item Weight Addition	Chalkable New Item select a Class select Show advanced options Weight Addition Or Chalkable Calendar select Date select New Item select Show advanced options Weight Addition
Add Standards to an Item	Chalkable Feed select item select Edit Assignment box, choose CLICK TO ADD STANDARDS Or Chalkable Calendar (any view-Day, Week, Month) select item select Edit Assignment box, choose CLICK TO ADD STANDARDS Or Chalkable Grades select Section select item select Edit Assignment box, choose CLICK TO ADD STANDARDS
Attach a Document to an Item	Chalkable Feed select item select Edit select Attach File Or Chalkable Calendar (any view-Day, Week, Month) select item select Edit select Attach File Or Chalkable Grades select Section select item select Edit select Attach File
Attach an App to an Item	Chalkable Feed select item select Edit Attach App Or Chalkable Calendar (any view-Day, Week, Month) select item select Edit Attach App Or Chalkable Grades select Section select item select Edit Attach App
Copy/Duplicate an Item	Chalkable Feed select item select Edit Duplicate Choose one or more classes Submit Or Chalkable Calendar (any view-Day, Week, Month) select item select Edit Choose one or more classes Submit Or Chalkable Grades select Section select item select Edit Choose one or more classes Submit
Score an Item	Chalkable Feed select item Enter Scores Or Chalkable Calendar (any view-Day, Week, Month) select item Enter Scores Or Chalkable Grades select Section Enter Scores down column

Add Flags to Item Scores	<p>Go to one of the 3 ways to enter a Score</p> <p>For Extra Credit flag, enter a score higher than value of Activity</p> <p>Right click to Select Drop, Late or Incomplete</p> <p>Attendance Flag is automatic</p>
Fill Scores	<p>Go to one of the 3 ways to enter a Score</p> <p>Right click to Select Fill</p> <p>Or</p> <p>Double click score to Fill all possibilities</p>
Exempt Scores	<p>Go to one of the 3 ways to enter a Score</p> <p>Right click and choose Exempt</p> <p>Or</p> <p>Click where score goes and type E and choose Exempt from List</p>
Alternate Scores	<p>Go to one of the 3 ways to enter a Score</p> <p>Type the Alternate Score</p>
Add Comment to an Activity Score	<p>Chalkable Feed select item click the row beside the student name Below the Student Name, click Comment Select Comment from drop list or manually type Comment Enter to Save - now says Commented</p> <p>Or</p> <p>Chalkable Calendar (any view-Day, Week, Month) select item click area where Score is entered Click Comment button select Comment from drop list or manually type Comment or do a combination of both Add Comment flag will appear in upper left corner of Score box</p> <p>Or</p> <p>Chalkable Grades select Section select item Click the row beside the student name Below the Student Name, click Comment Select Comment from drop list or manually type Comment Enter to Save. Now says Commented</p>
Add Overall Comment to Progress Report	<p>Chalkable Grades select Section click Printer icon Progress tab enter a Section comment</p>
Add Overall Student Comment	<p>Chalkable Grades select Section click Printer icon Progress tab beside Student name, in Comment box, select or type comment</p>
Add Report Card Comment	<p>Chalkable Grades select Section Grid View Click Student Avg click Codes button enter Comment(s)</p> <p>Or</p> <p>Chalkable Grades select Section choose Final Grades tab click arrow on Student line enter Comment(s)</p>
Override Calculated Average	<p>Chalkable Grades select Section Grid View Click Student Avg type new Average Save. Edited will display below new Avg</p>

Print Progress Report	<p>Chalkable Grades select Section Grid View click Printer icon Progress tab select Student(s) Download</p>
Print Comprehensive Progress Report	<p>Chalkable Grades select Section Grid View click Printer icon Comprehensive Progress tab select Student(s) Download</p>
Print Gradebook Report	<p>Chalkable Grades select Section Grid View click Printer icon Grade Book tab select Student(s) Download</p>
Print Classroom Worksheet	<p>Chalkable Grades select Section Grid View click Printer icon Worksheet tab select Student(s) Download</p>
Print Missing Assignments Report	<p>Chalkable Grades select Section Grid View click Printer icon Missing Assignments tab select Student(s) Download</p>
Take Attendance	<p>Chalkable Attendance select Section select List for Student not Present, click the Student Name line or green Present dot arrow to Absent or Tardy. If rights, to Maintain Absent Reason, select Reason. No Reason will post Default Daily Reason set up in Office Post It (option goes away unless rights to Repost Attendance)</p> <p>Or</p> <p>Chalkable Attendance select Section select Seating Chart Edit Grid and Edit Students one time for Student not Present, click the Student picture or Gender Avatar select Absent or Tardy. If rights, to Maintain Absent Reason, select Reason. No Reason will post Default Daily Reason set up in Office Post It (option goes away unless rights to Repost Attendance)</p>
Update Absence Reasons	<p>Chalkable Attendance select Section choose List or Seating Chart click Absent or Late and change Reason Post It (must have rights to Maintain Absence Reasons)</p>
Enter Classroom Discipline	<p>Chalkable Discipline select Section click the Date icon to select desired Date click the space beside Student name check Infraction(s) and enter Occurrence Note Saves automatically</p>
Edit Classroom Discipline	<p>Chalkable Discipline select Section click the Date icon to select desired Date click the space beside Student name modify Infraction(s) and/or Occurrence Note (will only save changes if Office has not modified record)</p>
Delete Classroom Discipline	<p>Chalkable Discipline select Section click the Date icon to select desired Date click the space beside Student name uncheck Infraction(s) (will only delete if Office has not modified record)</p>
Messages (like IM)	<p>Chalkable Messages select New Message complete Message form</p>
Purchase Apps	<p>Chalkable Apps App Store</p>
Post Grades	<p>Chalkable Grades select Section Final Grades tab Post</p>