Chalkable Classroom – Basic Overview

About This Document

This document provides an overview of the navigation and primary features of Chalkable Classroom.

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Security

To access Chalkable users must be granted Chalkable permission. Users must also be assigned one or more sections in the Master Schedule.

Grant Permission

To grant permission to Chalkable, perform the following steps:

1. Go to **System Preferences | Permission Maintenance**.
2. Add a new group called *Chalkable Access* or select the group of users who are to be granted permission to Chalkable (ex. Teacher).

   Note: If all members of a group such as *Teachers* will need access to Chalkable the *Access Chalkable* permission can be added to the group. However, if all members of the group do not need access to Chalkable, it is recommended that a new group is added so that only those specific staff members will have that permission.

3. Under the *Chalkable* section check **Access Chalkable**.
4. Click **Apply** to save the changes.
5. Go to **Staff | Staff Maintenance**. Search for and select to **View** a staff member who should have access to Chalkable. Click their *Access* tab. Verify that the user is a member of a group that has been granted access to Chalkable (i.e. *Teacher* or *Chalkable Access*) that was specified in step #2 above.

   Note: Permissions in Chalkable work the same in the *Information***NOW** interface. For example, if teachers are not granted the **Classroom | Maintain Classroom** Attendance option under **System Preferences | Permission Maintenance**, they will not be able to access the *Attendance* function in Chalkable. Also, a *Maintain Classroom Discipline* permission is available which allows teachers to enter discipline records via Chalkable – a feature that is not yet available under the *Information***NOW Classroom** menu.

Master Schedule

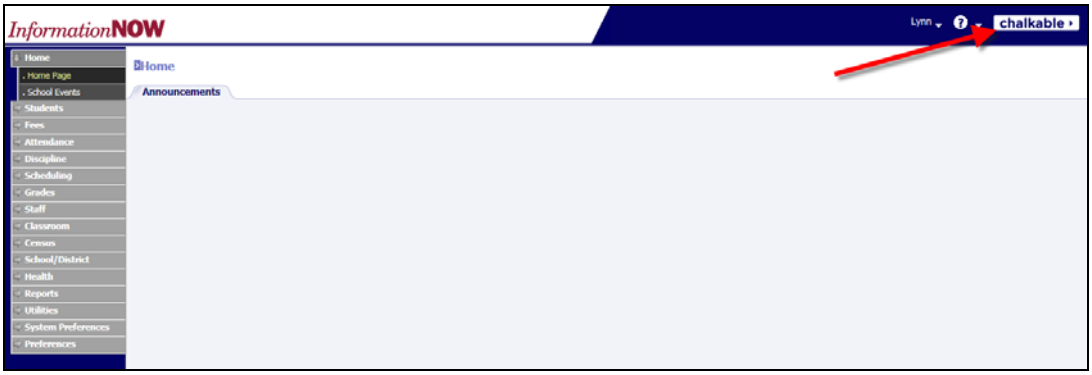
To assign users to a section in the Master Schedule, perform the following steps:

1. Go to **Scheduling | Master Schedule**.
2. Search for and select to **View** a section.
3. Click the **Teacher** link to assign the user to the section. This user will then be able to access this class section in Chalkable.

Basic Navigation

Initial Login

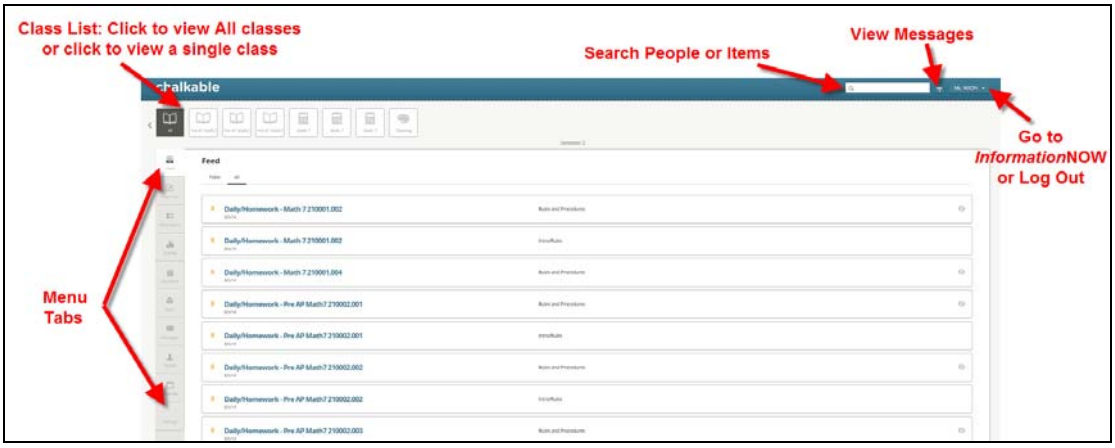
To access Chalkable, log in to *Information***NOW**. Click **Chalkable** in the upper right hand corner.



Note: If the **Chalkable** link does not display in the upper right corner, contact the school/district office or *Information***NOW** program administrator.

Home Page

There are three sections of the Chalkable home page: *Header* (Class List), *Menu Tabs* (left), and *Feed* (center).



Header

- **Class List**: By default, all sections will display as separate book icons at the top of the screen. Click *All* to view all sections or click a specific section. Click the < and > icons to navigate to additional sections where available. Click a specific section to view the details for that class.

Icons are based on key words from the section name:

Keywords	Icon
Science: Biology, Chemistry, Physics, Earth science, Space science, Lab, Environmental, Anatomy, Physical, Botany, Plant, Soil, Astronomy, Oceanography, Psychology	
Math: Algebra, Algebra I, Algebra II, Geometry, Pre-calculus, Statistics, Trigonometry, Calculus, Algebraic, Mathematics, Equation,	
English: Literature, Humanities, Composition, Oral languages, Grammar, Language arts, Writing, Reading, Reading comprehension, Vocabulary, Literary, Journalism, Theology	
Social Studies: History, Government, Economics, Social sciences, Geography, Psychology Current events, Local, Foreign, Global, U.S., World, Civics, Sociology, Biblical, Bible, Worldview, Ethics	
Phys Ed: Gym, Athletics, Teams, Track, Sports, Health Safety, Physical Education, P.E.,	
Language: Arabic, French, German, Greek, Hebrew, Italian, Japanese, Korean, Latin, Mandarin, Russian, Spanish, Chinese, ESL, Foreign Language	
Art: Dance, Drama, Music, Studio art, Performance	
Comp Sci: Computers, Computer, Digital, Web	
Other: Electives, Home Etc., all other class names	

- **Scroll Arrows**: Click or to scroll to additional classes.

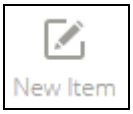
- **Search**: Search for items (activities) and people. Enter search criteria and hit the enter key on the keyboard or click the magnifying glass.
  - Click the **Person** to view their basic profile page.
  - Click the **Name** of the item to access the score entry screen for the selected item.

- **View Messages**: Click to view messages.
- **Exit Chalkable**: Users may exit Chalkable in two ways. Click the drop down arrow next to the **User Name** in the upper right hand corner and select one of the following:
  - **Go to INOW**: Click to close Chalkable and return to *Information***NOW**.
  - **Log Out**: Click to close both Chalkable and *Information***NOW**. Click **Login** to return to the Chalkable direct login screen. Log in using the email address and password (i.e. not the *Information***NOW** login).

Menu Tabs

Access various options including:

-

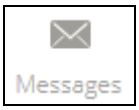
Feed: Click to view a list of items.
    - **ToDo**: Click to filter the list to only items that have not been marked as *Done*.
    - **All**: Click to view all items including those that are still marked as *ToDo* and those that are marked as *Done*.
- 

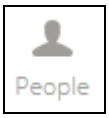
New Item: Add a new item (activity) to a class.
-

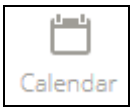
Attendance: Take attendance for classes.
-

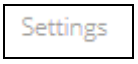
Grades: Add scores to items.
-

Discipline: Add, modify, and delete discipline for students.
-

Apps: Manage, add and purchase applications that can be attached to items. Only available for use with Chalkable Study Center.
- 

Messages: Create, read and delete messages.
- 

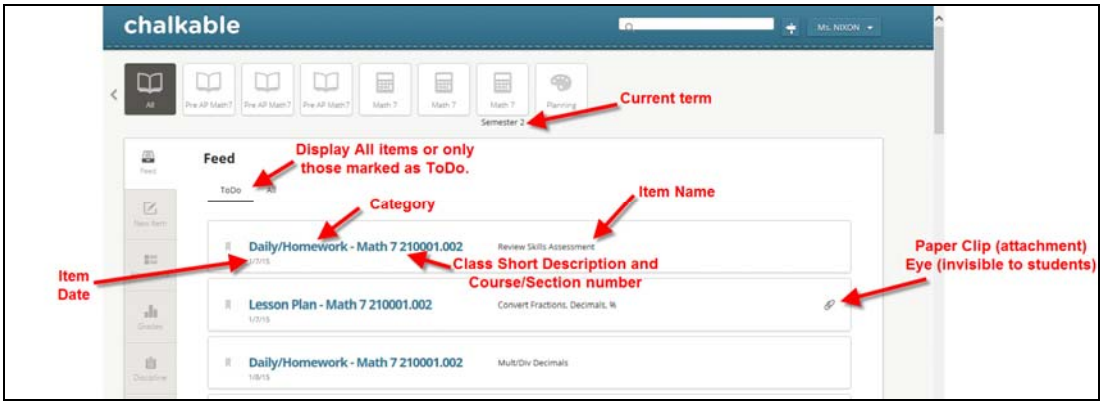
People: View all people in classes, send messages, etc.
- 

Calendar: View activities/items, calendar events, etc. in a calendar grid view for one or all classes.
- 

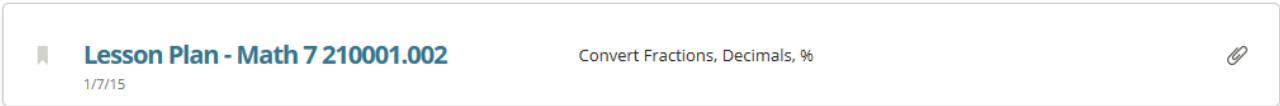
Settings: Change password and update the user profile.

Feed

Click to view items for a selected class or for all classes.



- **Filter List (ToDo vs. All)**: Click to filter the list to only items (activities) that have not yet been marked as *Done* (*ToDo*) or *All* items:
- **Item**:



  - **Ribbon**: Gray if the item has not yet been marked as *Done*. Gold if marked as *Done*. Click the ribbon icon to toggle between *Done* and *ToDo*.

    Note: Items that have been marked as *Done* will not display if the list is filtered to *ToDo* only.

  - **Category**: Displays the category selected for this item.
  - **Class Name, Number and Section #**: The name of the class along with the course and section number.
  - **Item Name**: The description of the item.
  - **Item Date**: The date of the item.
  - **Icon**:
    - Indicates there is an attachment assigned to this item.
    - Indicates this item is currently hidden from student view.
- **Scroll**: The screen initially displays 20-25 items. Scroll down to view more items.

New Item

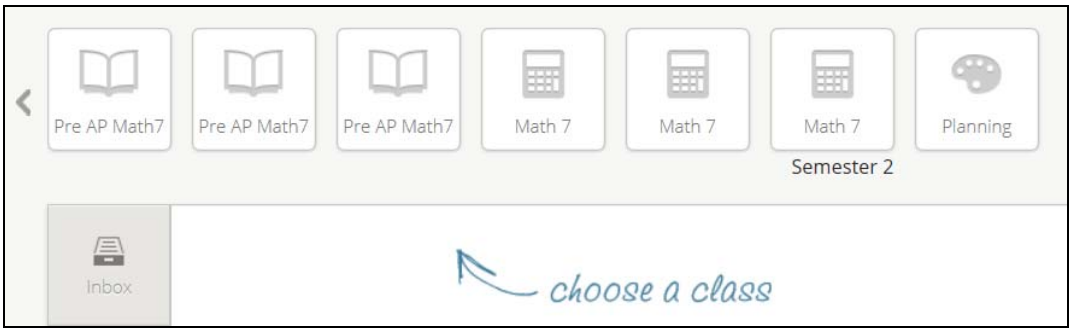
Activities in *Information***NOW** are referred to as **Items** in Chalkable.

> Note: Prior to creating activities in Chalkable there is some setup that is required in *Information***NOW** including setting up *Options* and *Categories*. See the *Information***NOW** for Teachers – Classroom Grade Book quick reference guide for instructions on setting up options and categories. See the Chalkable – Teachers Helper quick reference guide for tasks that can be completed in *Information***NOW** and/or Chalkable.

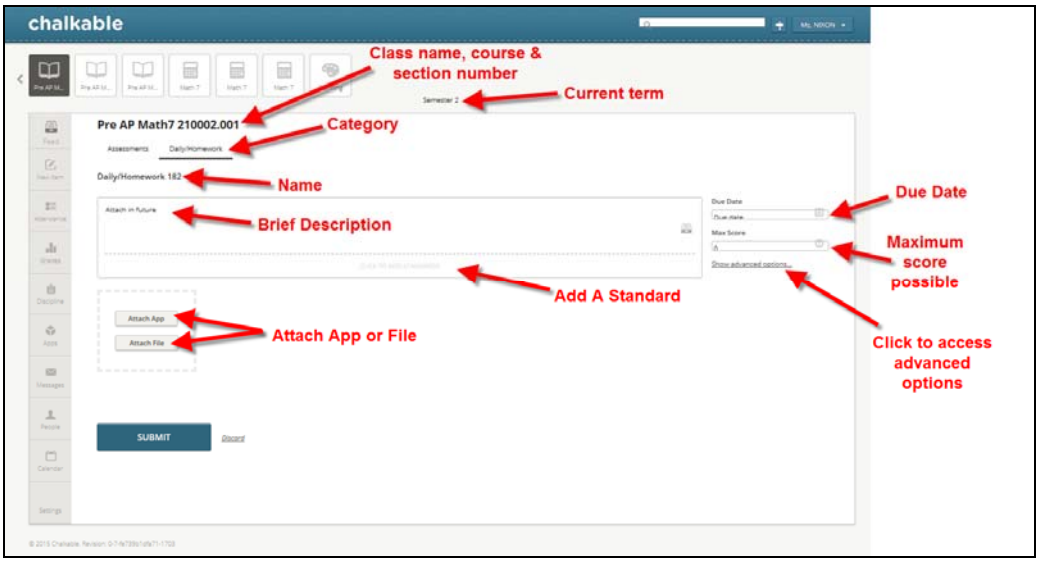
Adding Items

- To insert a new item (graded activity or lesson plan) to a Gradebook click **+ New Item**

from the *Menu* on the left.
- Select the **Class** section to which the item is to be added.



- The *Add Item* screen will display. Enter the following:

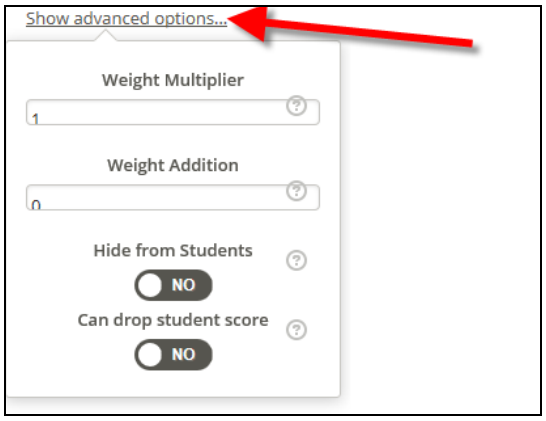


- **<u>Class</u>**: Select a different course if desired.

- **Category**: Displays categories that are created in *Information***NOW**. Defaults to the first category. To change, select the category for this item.
- **Name**: Defaults to the numbered item of the category. For example, if this is the 14th item added in the Homework category, the name would display as Homework14. Click in the field to enter a new name for the item.
- **Brief Description**: Enter the brief description of the item.
- **Standards**: Click to add standards to an item. See "Adding Standards to Items" on page 10 for more details.
- **Attach App**: This option will be discussed in further detail after the release of Chalkable Study Center.
- **Attach File**: To attach a file to the item click **Attach File**. A standard browse window will display. Navigate to and select the file. Click **Open**. The file will display as an icon to the left of the **Attach File** option. Mouse over the icon to view the name of the file. Click the name of the file to view the attachment. Items with a file attached will display in the *Feed* with a paper clip icon.
- **Due Date**: Select the due date of the item.
- **Max Score**: Enter the total points possible for the item.

Note: To add non-graded items such as a lesson plan leave the points possible as 0 (zero).

- **Advanced Options**: To use advanced items, click **Show Advanced Options**.



  - **Weight Multiplier**: Enter the number of times the score that the student receives for this item is to count in their overall Gradebook average. For example, if the score for this item should not count in the overall average, enter a 0. If the score should count once in the overall average, enter a 1. If the score should count twice in the student's overall average enter a 2.
  - **Weight Addition**: Enter the number of points that are to be added to each student's score for this item. For example, if each student is to receive an extra 5 points added to their score for this item, enter a *5*.
  - **Hide From Students**: Defaults to **No**. Click the circle to change to **Yes** if this item is to be hidden from student view.
  - **Can drop student score**: Defaults to **No**. Click the circle to change to **Yes** if the score for this item can be dropped from the student's overall average.
- Click **Submit** to save the item or **Discard** to close the screen without saving.

Adding Standards to Items

To add a standard(s) to an item click the option at the bottom of the **Description** field.

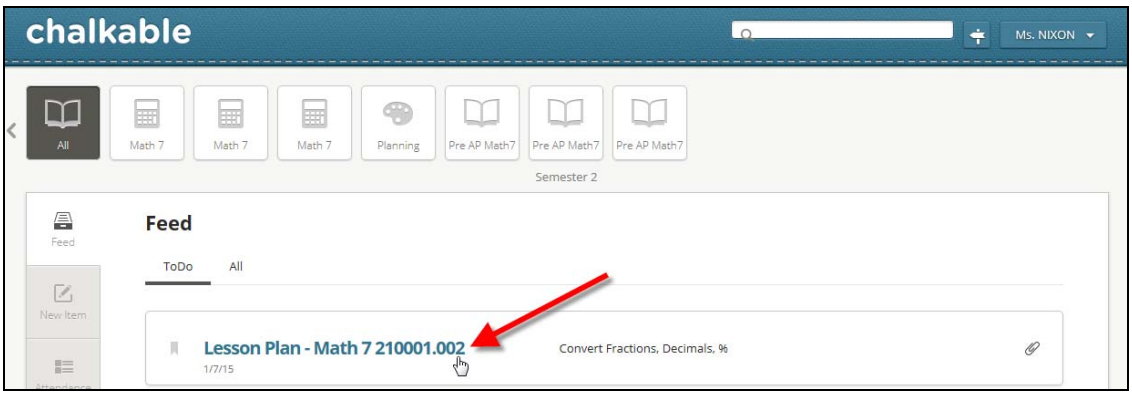
Using the tree of standards, select the standard(s) to be attached to the class and click **Submit** to attach it to the item.

The standard will display in the item **Description** field.

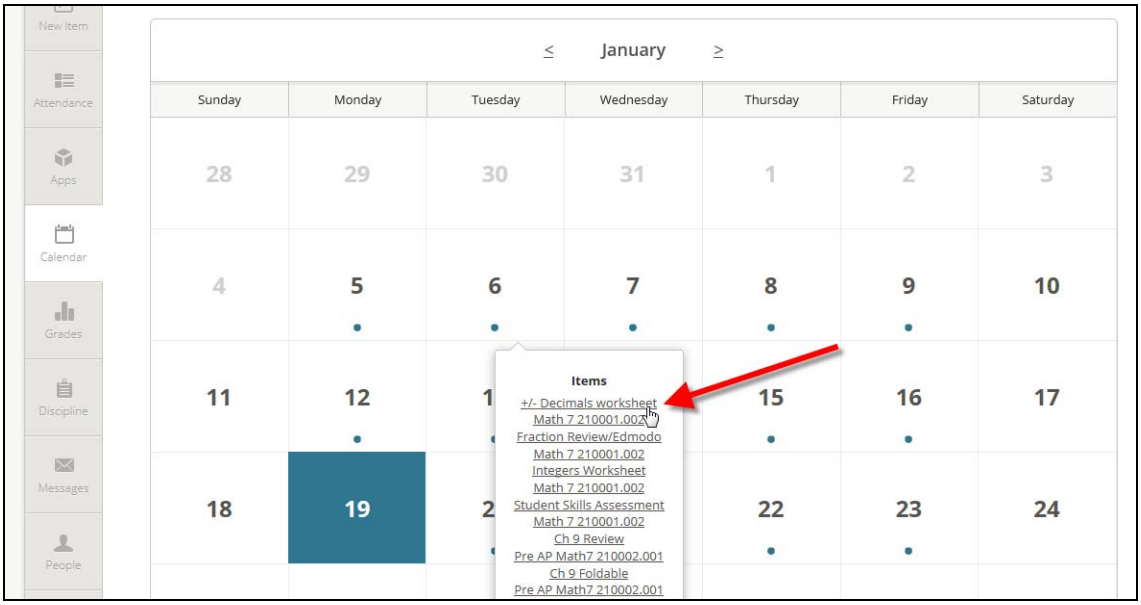
Editing Items

There are three options for editing/viewing an existing item:

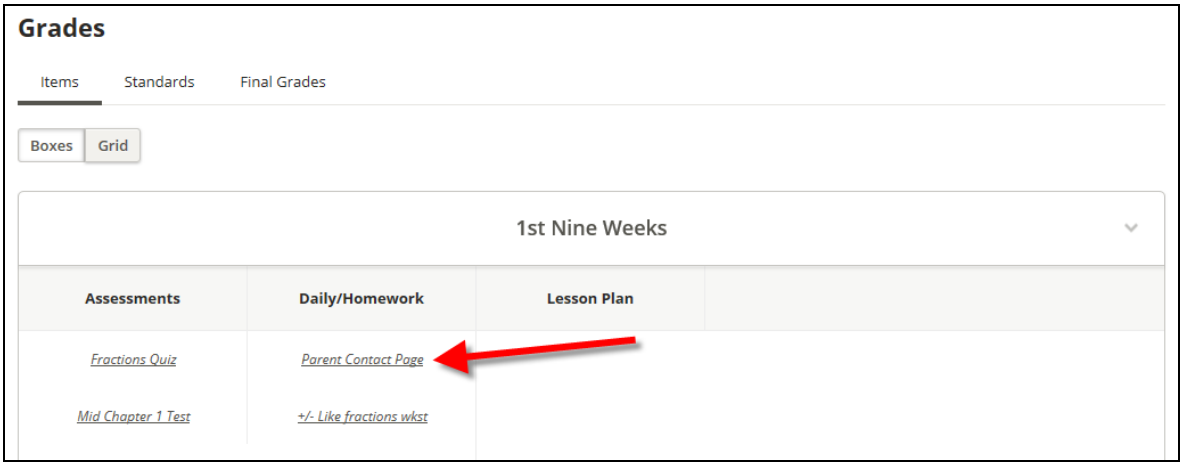
- Select the item from the *Feed* list. Click **Feed** from the menu tabs on the left. Click the **Name** of the item. Click **Edit**.



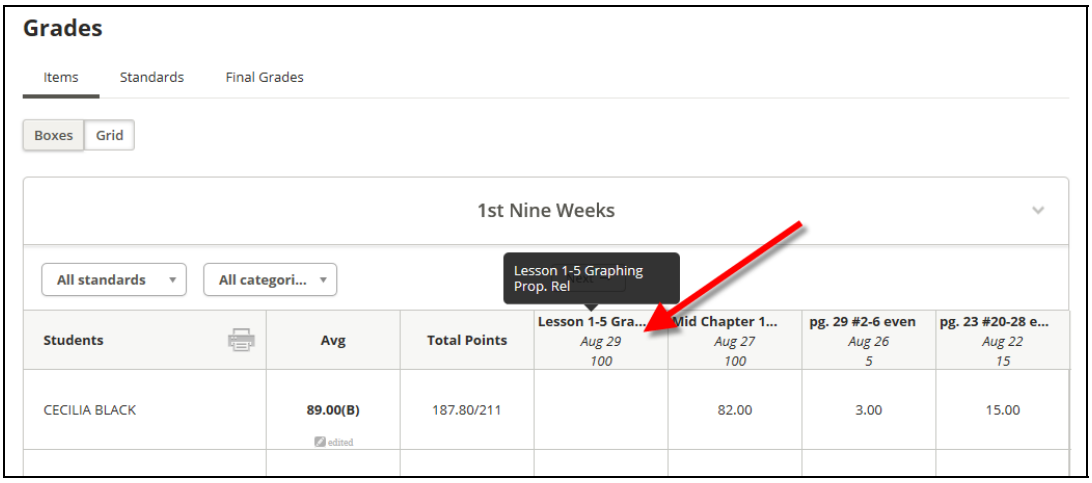
- Select the item from the *Calendar* View. Click **Calendar** from the menu tabs on the left. Click the day to see the items for the day. Click the **Name** of the item. Click **Edit**.



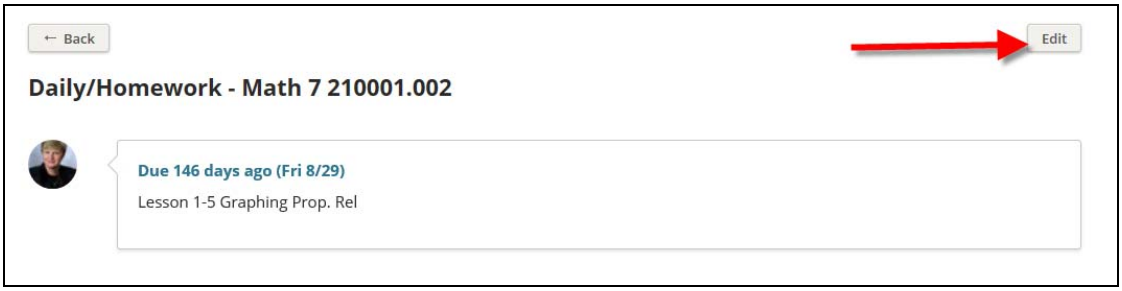
- Select the item from the *Grade* View. Click **Grades** from the menu tabs on the left. Select the class from the list at the top.
  - From the *Box* view click the name of the item.



  - From the *Grid* view, click the column heading of the item.

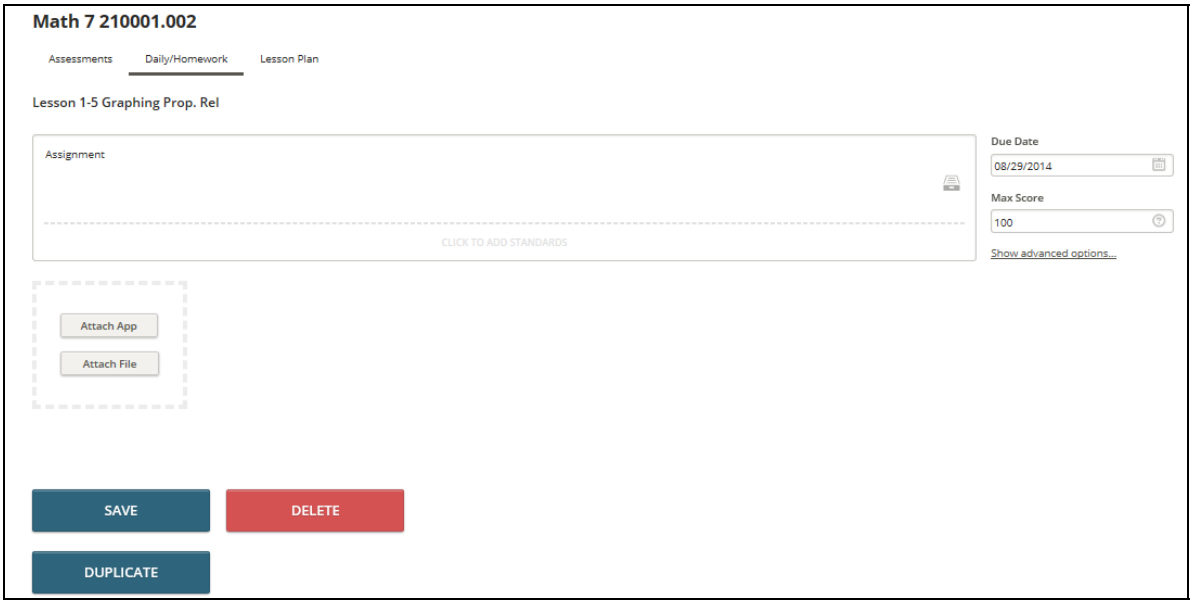


- Click **Edit**.



Editing Item

Once the details of the item are displayed using one of the three options mentioned above the user may edit any of the item details including description, points, etc.

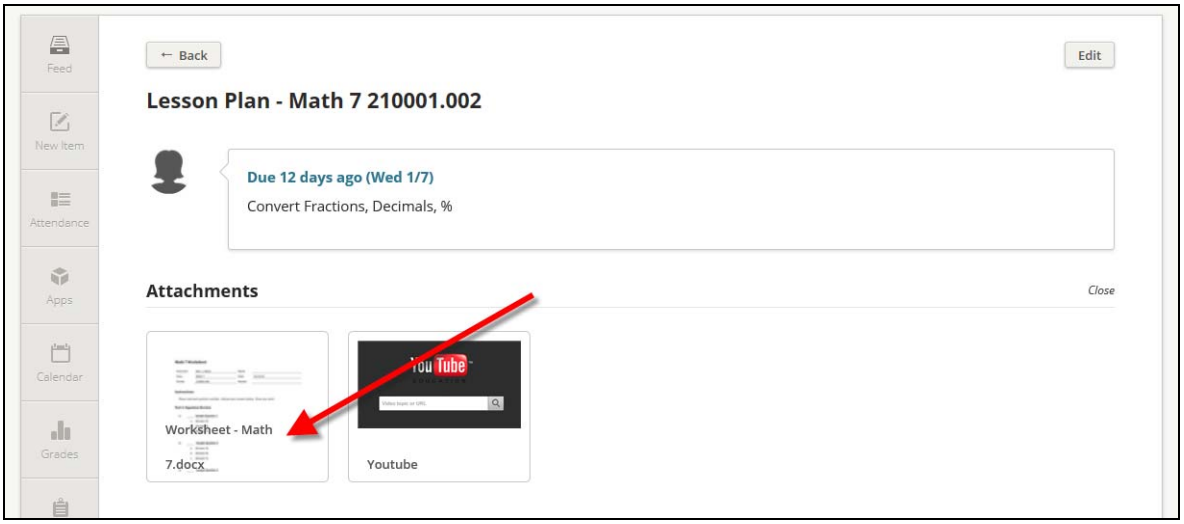


- **Save**: Click to **Save** the record with the changes made.

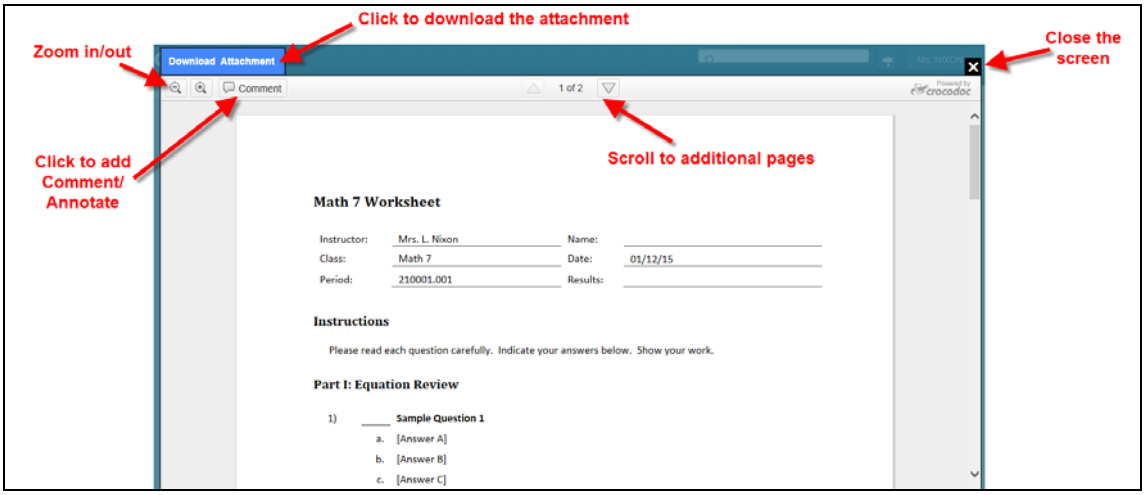
- **Delete**: Click to **Delete** this item. Warning! All student scores for the item will also be deleted.
- **Duplicate**: Click to create a duplicate of this item. Select the class(es) to which the item is to be copied. Multiple classes may be selected. Click **Submit**. Enter the details of the item and click **Save**.

Mark Up (Annotate) Attachments

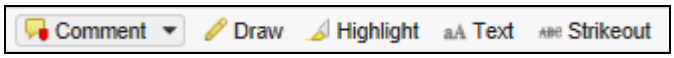
Files that have been attached to items can be marked up/annotated by teachers and students. To access a file mouse over the icon that displays on the item. Click **Open**.



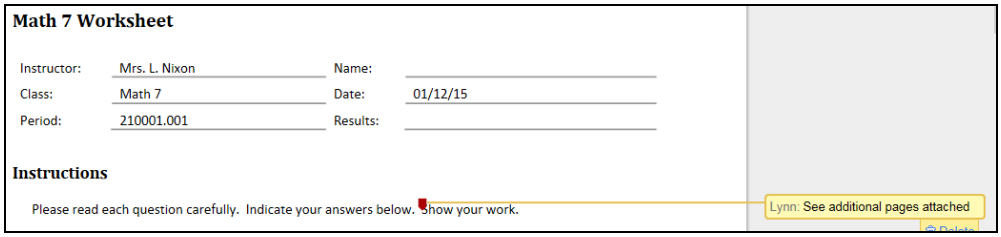
The attachment will display in a new window.



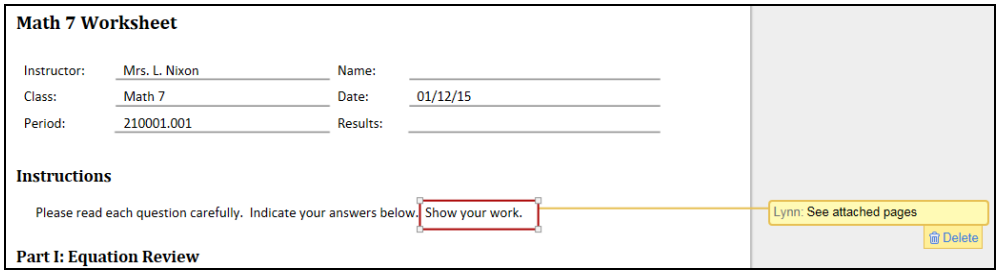
- **Download Attachment**: Click to download the attached file. Depending on the browser used select to save the file to the desired location. The user may then review the file and follow instructions per the teacher.
- **Zoom**: Click to zoom in or out.
- **Page Forward/Back**: Click the arrows to view additional pages.
- **Comment**: Click to add a comment. The comment toolbar will display.



- **Point Comment**: Inserts a line to the text with a comment box off to the right.

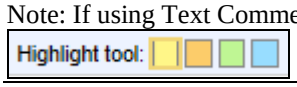


- **Area Comment**: Draw a text box around a section of the file with a comment off to the right.



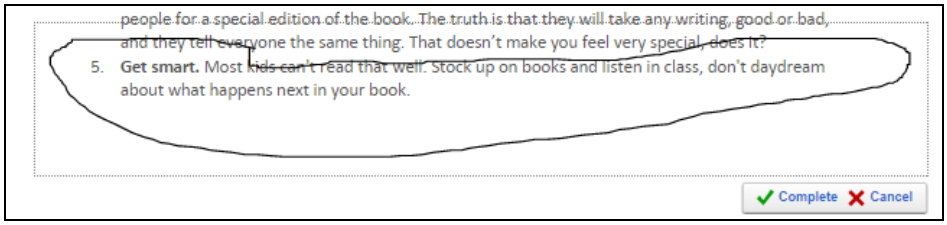
- **Text Comment**: Highlight a line of text with a comment off to the right. With a text comment the user has an option to delete the comment or reply to a a comment from a previous user.

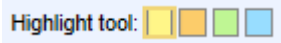
Note: If using Text Comment, the user also has the option to select the color of highlighting to use.



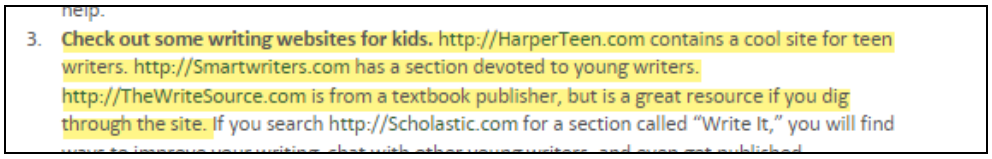
- **Draw**: Allows the user to draw a circle, square, etc. around any section of the attachment. Select the desired color from the Draw tool menu

. Once an item is drawn the user may indicate it as complete or delete the drawn item.



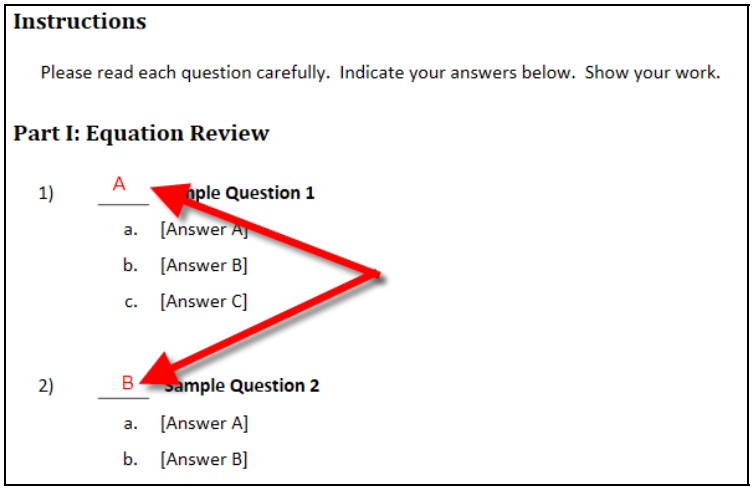
- **Highlight**: When selected a highlight tool will display. Select the preferred color of highlighting from the available list 

and use the tool to highlight a section of the file.

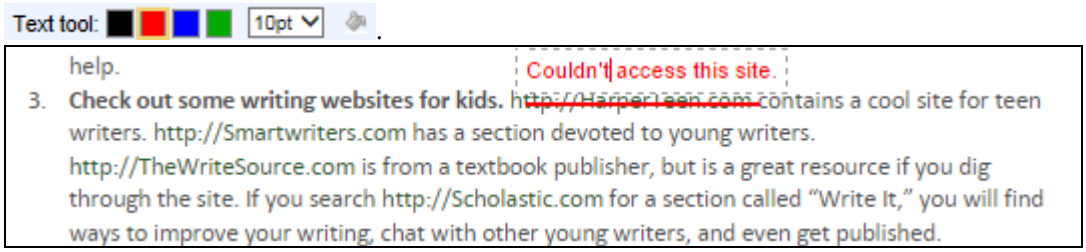


- **Text**: Select to insert text into a document. When selected a Text Tool menu will display allowing the user to select the color of the text and font size

.



- **Strikeout**: Allows the user to strike out text within the file and insert a comment. When selected a Text Tool menu will display allowing the user to select the color of the text and font size.



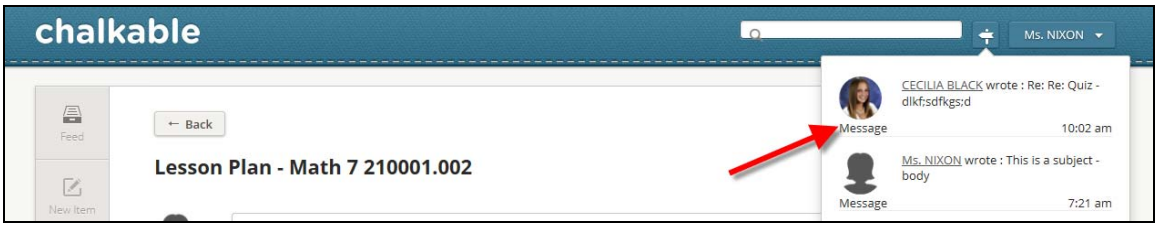
- **Delete**: To remove a comment or highlighting the user may right click on the item and select to delete/remove it from the file.

Each time the user clicks **Comment** and edits the file a copy will be saved as an attachment on the item.

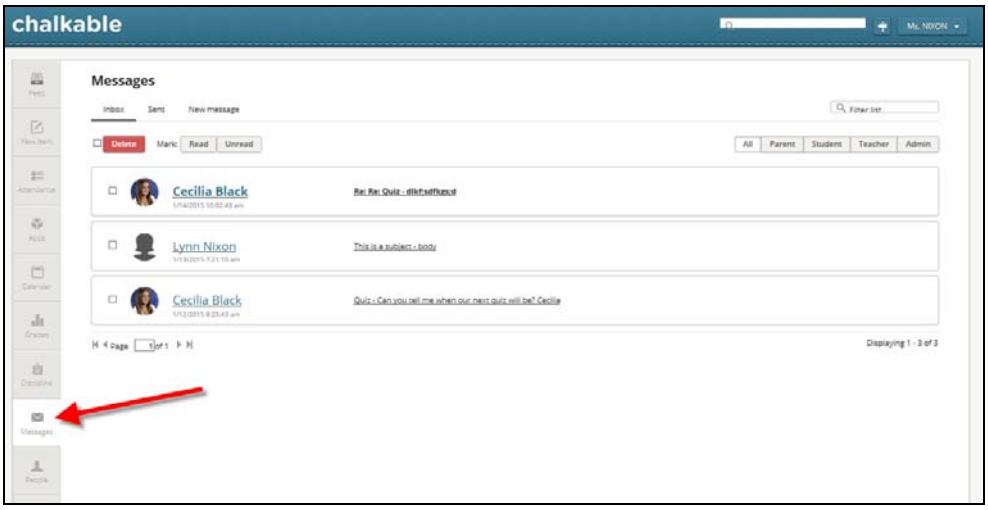
To remove a marked up file from the item click the red **X** above the file picture.

Student/Teacher Annotations & Notifications

When a student marks up/annotates a file attachment on an item the teacher will receive a notification. Click the **Notification** icon in the upper right hand corner to access notifications.



Or click the **Messages** option on the *Menu* tab on the left.

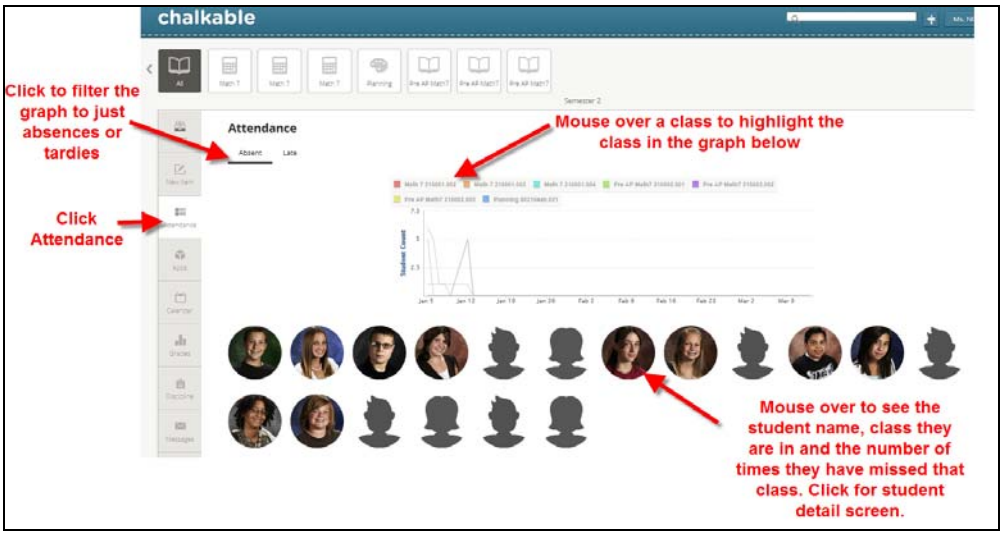


- From the notification the teacher can click anywhere in the notification to access the score entry screen for the item (activity).
- Click the arrow next to the student name to access their attachment.
- Click the **Attachment** to view/annotate.
- Mark up/annotate the file as desired.
- Click the **X** in the upper right hand corner when finished.
- When the user clicks the **X** in the upper right hand corner a notification is generated to the student letting them know the file was graded or a comment was added.
- The student can click the notification to view the changes.

Note: The process can be repeated as desired. Each time an attached file is modified a notification is generated to the user.

Attendance

To post attendance or view existing records select **Attendance** under the *Menu* on the left.



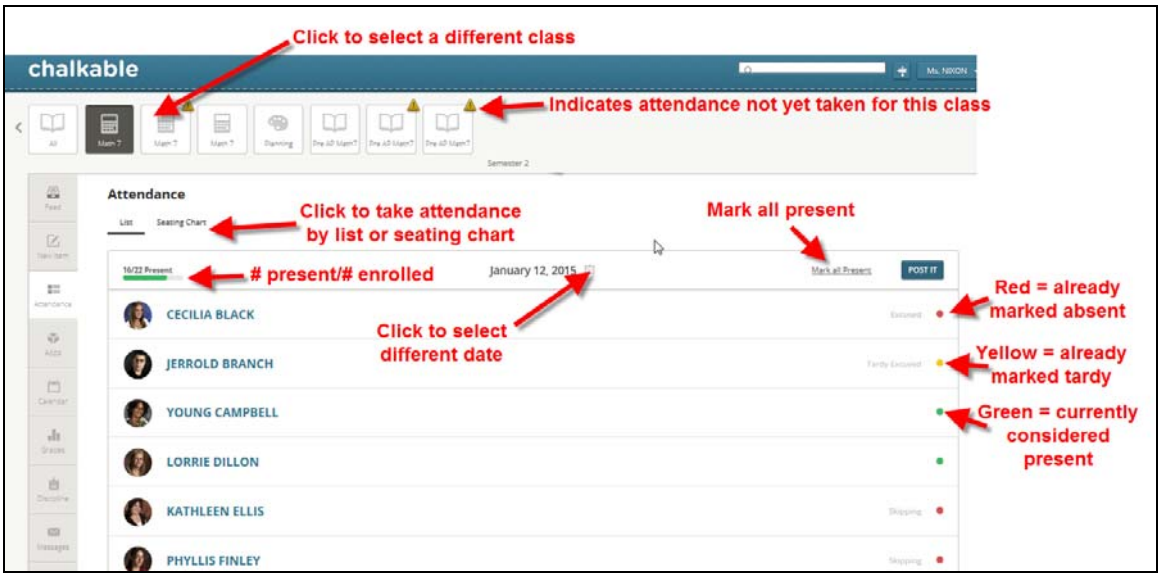
- **Sections**: Click to view attendance for *All* sections or click a single section to view attendance for that section.
- **Absent/Late**: Click to filter graph below to display only **Absent** or only **Late** records.
- **Graph**: Each section's attendance displays in a different color in the graph. Mouse over or click the section number/name to highlight the attendance for the selected section.

- **Students**: Student pictures display at the bottom of the screen. Mouse over a picture to view the student's name and the class in which they are scheduled followed by the number of times they have been absent for that class. Click the student picture to access the student profile screen for the selected student.

Entering Attendance

To enter attendance, click the **Section** at the top of the screen for which attendance is to be posted.

The *Attendance* posting screen will display.



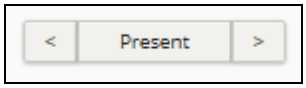
- **Date**: Click the **Date** field to select a different date if needed.
- **List/Seating Chart**: Select to take attendance via a **List** or **Seating Chart** from the option in the upper right hand corner.

Note: An indicator will display next to the student name if the student was marked absent on the previous day.

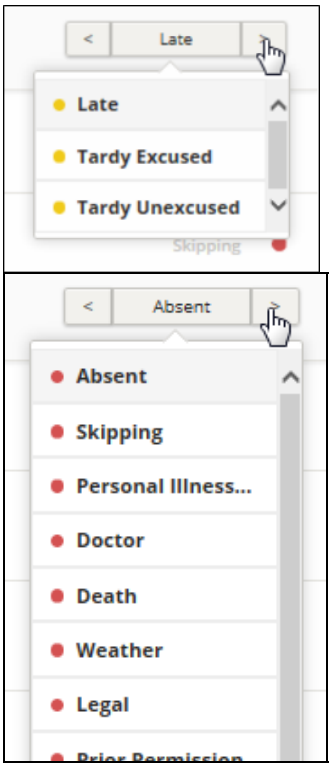
Attendance By List

- To mark a student absent or late, click **Present** to the right of the student's name.

- Click the **<** left or **>** right arrow to select **Absent** or **Late**.



- When **Absent** or **Late** is selected and if the user has permission to assign absence reasons to an attendance record a list of reasons will display below. Select the appropriate **Reason** from the list.



- Students marked late will display with a yellow dot to the right of their name.
- Students marked absent will display with a red dot to the right of their name.
- Students marked present will display with a green dot to the right of their name.

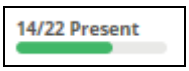
- Continue to mark appropriate students **Absent** or **Late**.

Note: If a user inadvertently marks the wrong student absent or late just click **Absent** or **Late** and click the < or > arrow to change their status to **Present**.

- When all late or absent students have been marked accordingly click **Post It**.

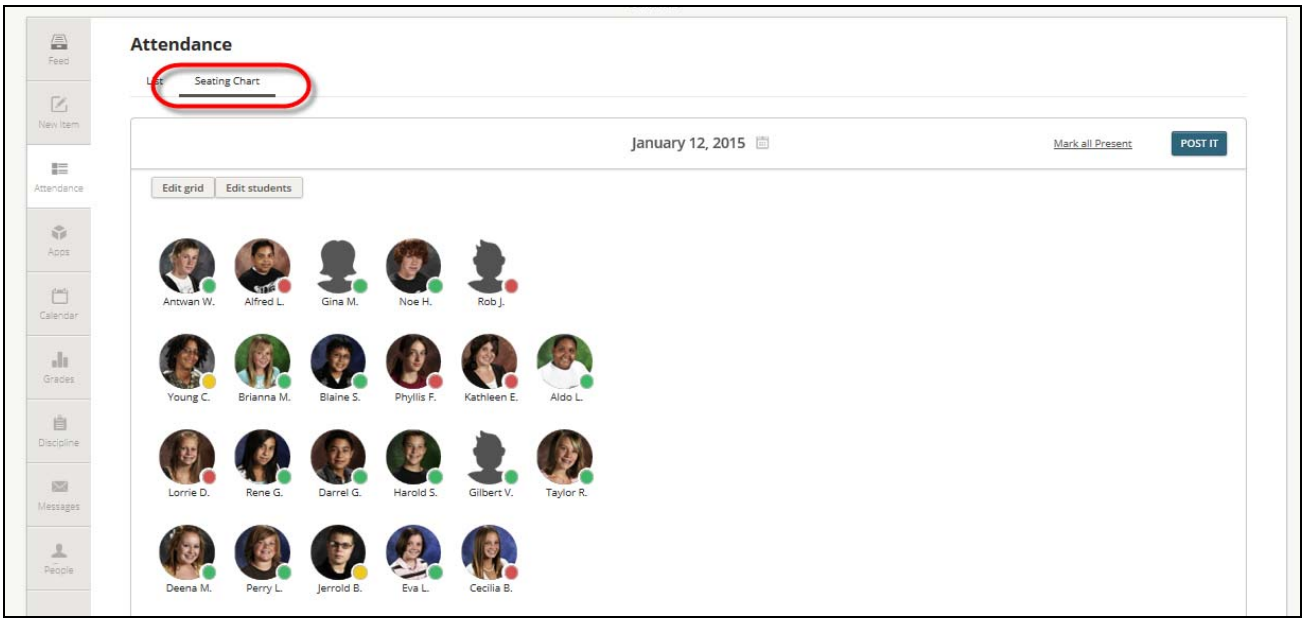
Note: If needed the user may click **Mark all Present** to set all students to present before posting.

- Once attendance is posted the status and absence reason selected will display next to the student name.
- An indicator at the top of the screen shows the total number of students in the section and the total number of students currently marked present.



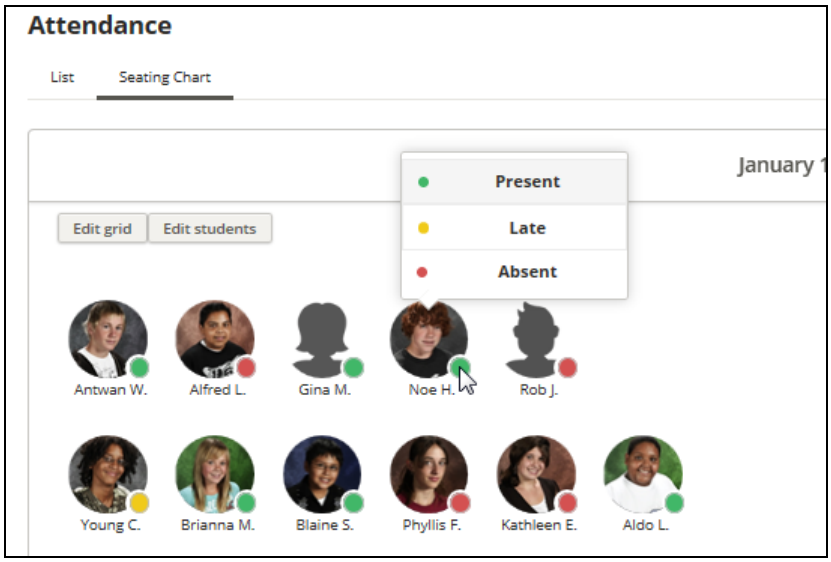
Attendance By Seating Chart

Click the **Seating Chart** option in the upper left corner of the **Attendance** screen.



Note: If a seating chart has not been created the user is first prompted to create the grid. Click **Create Grid**. Set the number of rows and columns for the grid and click **Save**. Click **Add Students**. Use drag/drop to place students in the grid. If a student has already been marked absent, the absence level (absent/late) will display along with the reason over the student picture/icon.

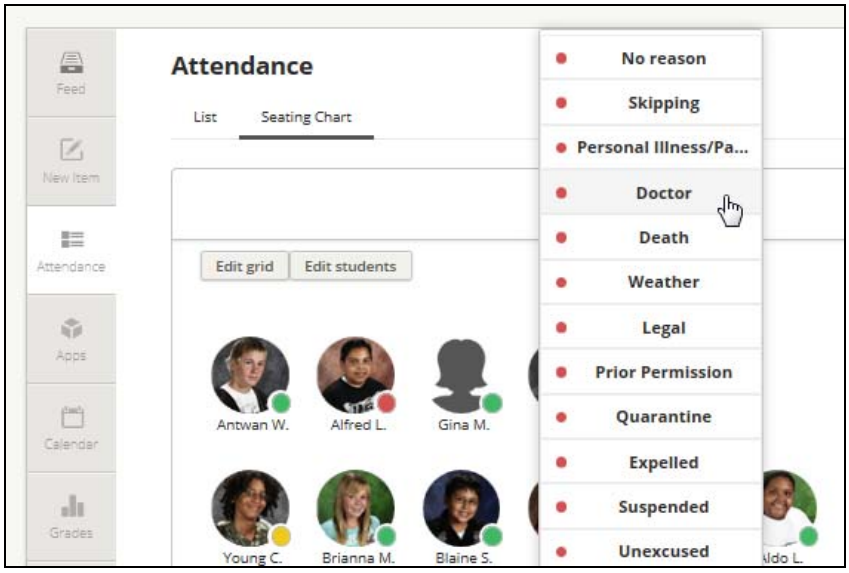
- **Date**: Click to select the date if needed.
- **Edit Grid**: To edit the size of the seating chart (rows/columns), click **Edit Grid**. Enter the number of rows and columns.
- **Edit Students**: To modify the seating chart, click **Edit Students**. Click and drag students to their appropriate location.
- **Mark Student Absent/Late/Present**: To mark a student absent or late, click their icon/picture.



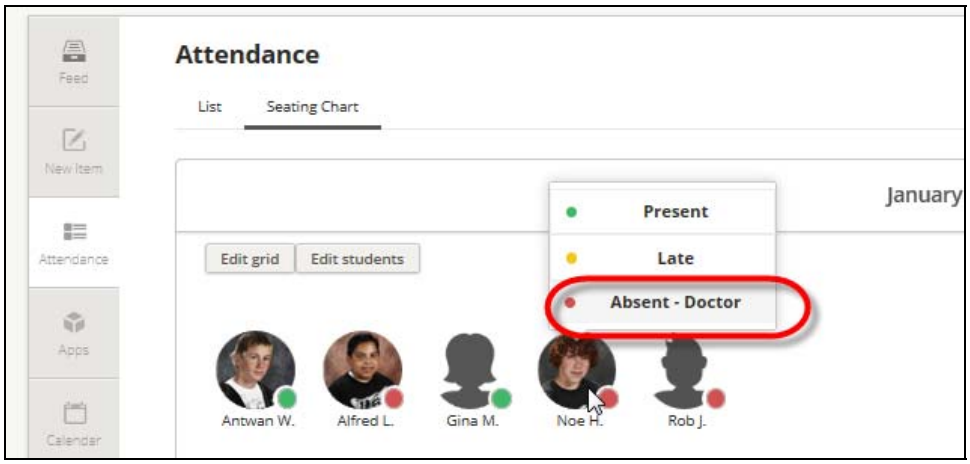
- **Late/Absent**: Select **Late** or **Absent**.

Note: To mark a student as **Present**, select **Present** from the list.

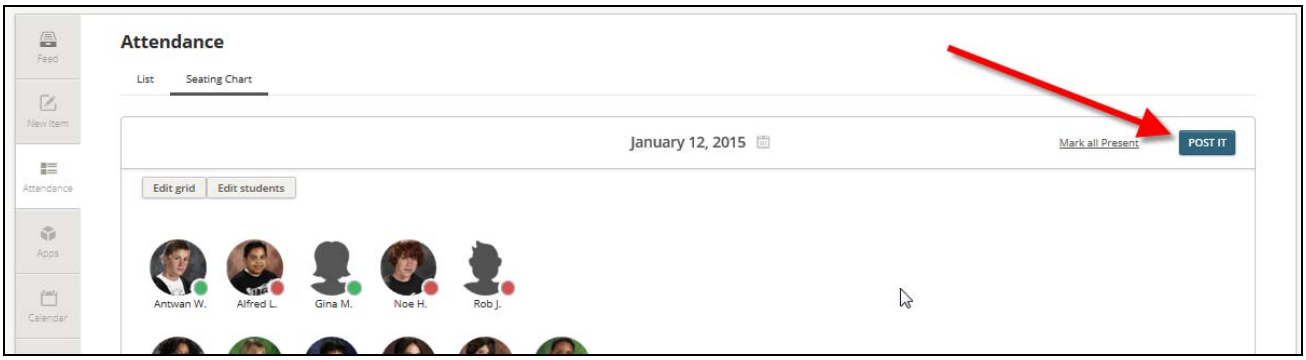
- **Reason**: If the user has rights to assign absence reasons they may elect the reason from the available list.



- Once the reason is selected the reason will display when the user clicks that student icon/picture.



  - Students marked as present will display with a green dot.
  - Students marked as late will display with a yellow dot.
  - Students marked as absent will display with a red dot.
- Repeat the steps for each absent or late student.
- When all students have been marked accordingly click **Post It**.

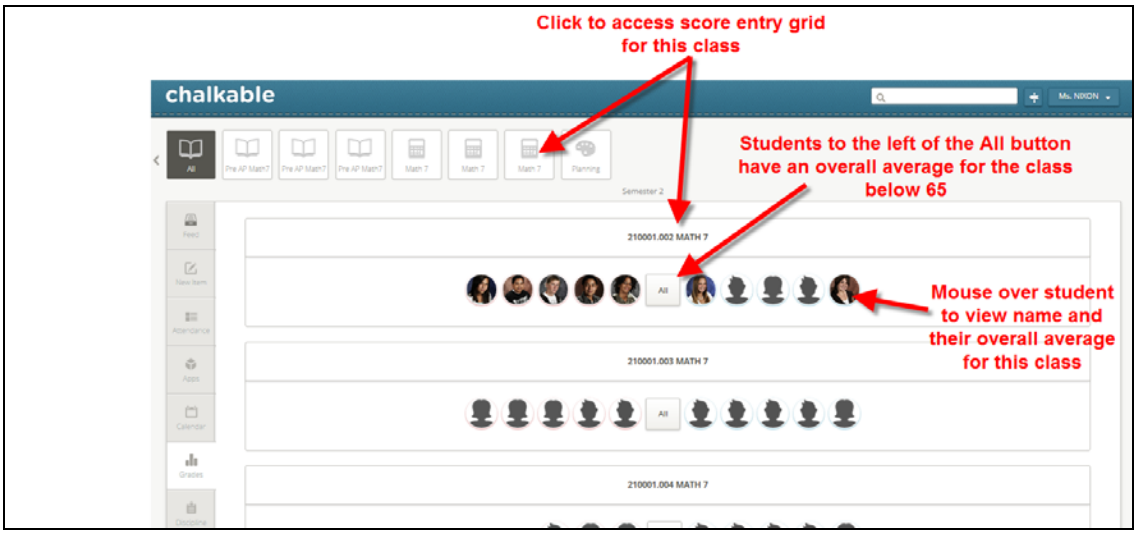


Note: The user may also click **Mark All Present** to set all students to present prior to posting.

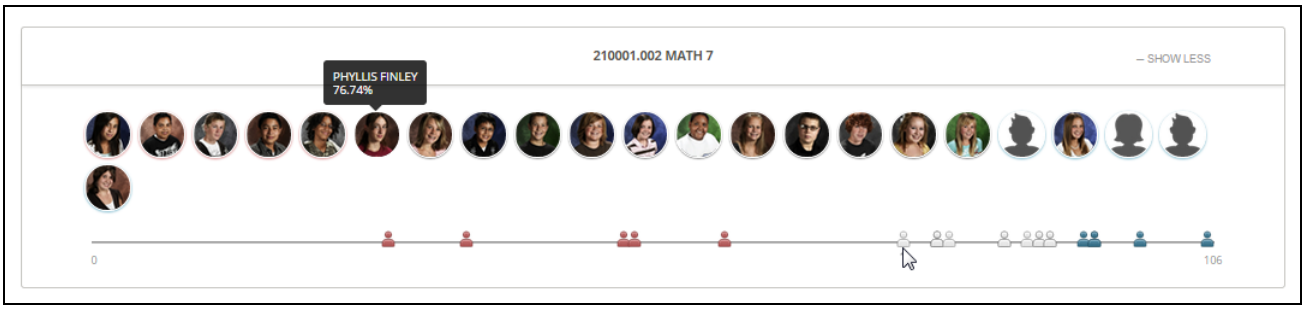
Grades

Grades Screen

To access grades, select **Grades** under the *Menu* on the left.

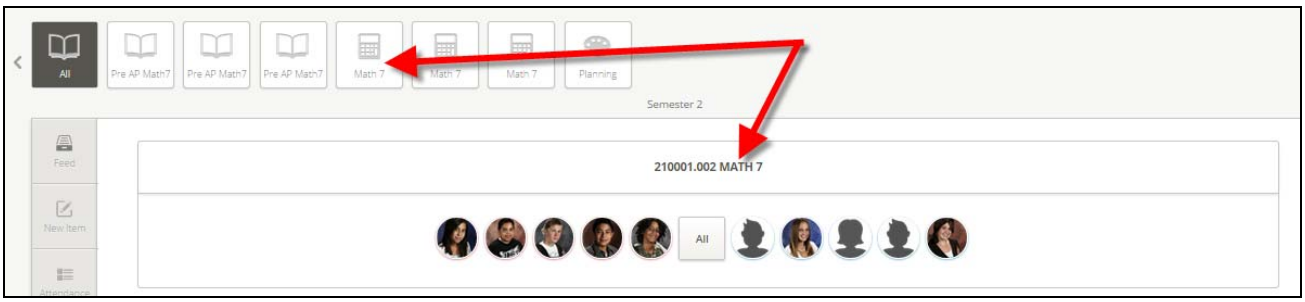


- **Sections**: At the top of the screen there is an option to view *All* sections. Click a single section to access the score entry grid for that class. See "Item View" on page 23 for more details regarding the score entry grid.
- **Class/Section/Name**: The class and section number will display along with the class name. Click the name to access the score entry grid for the class. See "Item View" on page 23 for more details regarding the score entry grid.
- **Students**: Students are grouped by class. Male students without a picture display with the icon. Female students without a picture display with the icon.
  - Mouse over a student Picture/Icon to view their name and overall average for the section.
  - Click the student Picture/Icon to access that student's information page.
  - Click *All* to display all students in the class with a graphic representation of the current overall averages. Mouse over a student on the graph line to view their name and overall average on the list above.



Item View

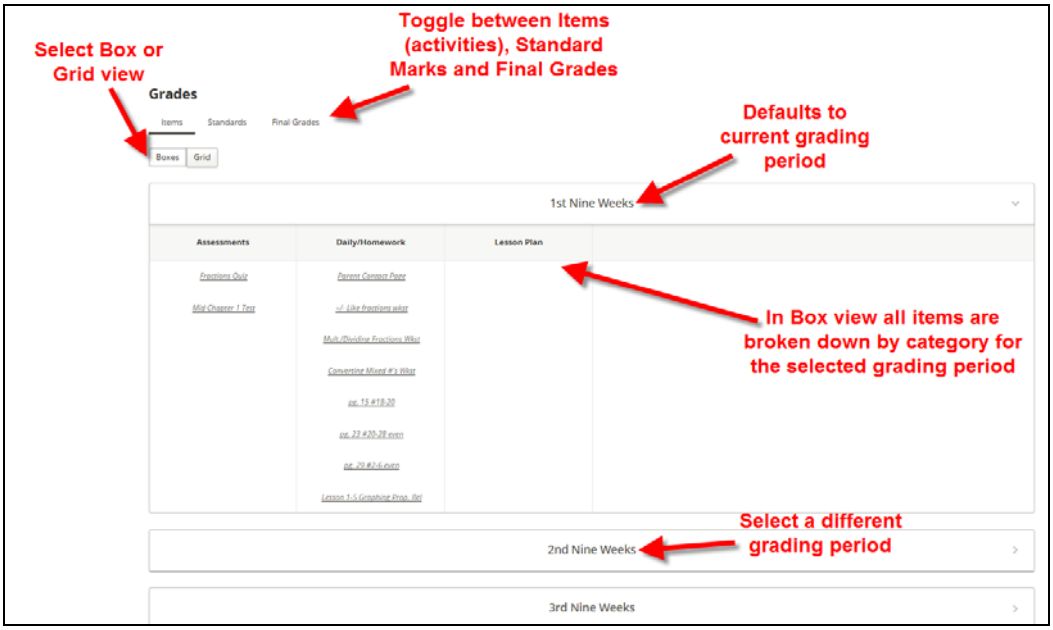
To access the **Item** view, either click the class name at the top of the *Grades* screen or click the class/section/name in the list of classes.



The current grading period is selected by default. The user may view the grade information in a **Box** or a **Grid** view.

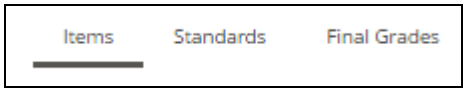
Box View

The following is an example of the **Box** view where items display in a list under the selected grading period.

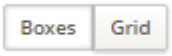


- **<u>Class List</u>**: Displays at the top of the screen. Select to return to the *All* classes screen or select a different class.

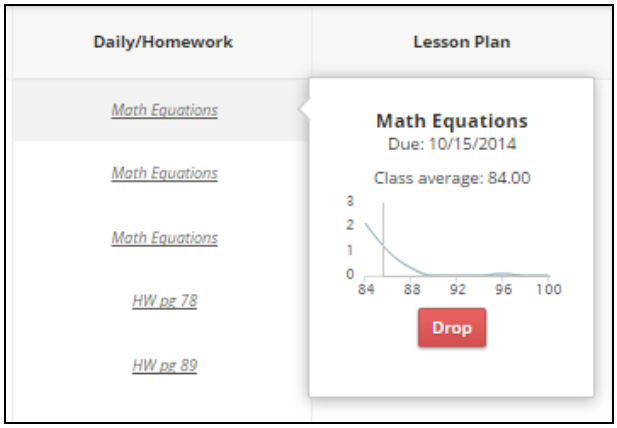
- **Items/Standards/Final Grades**:



  - **Items**: Defaults to **Item** view. Click to view the items for the selected grading period.
  - **Standards**: Click to view standards for the selected grading period and enter standard marks
  - **Final Grade**: Click to view/edit the student's overall running Gradebook average for the grading period.

- **Box/Grid View**: 

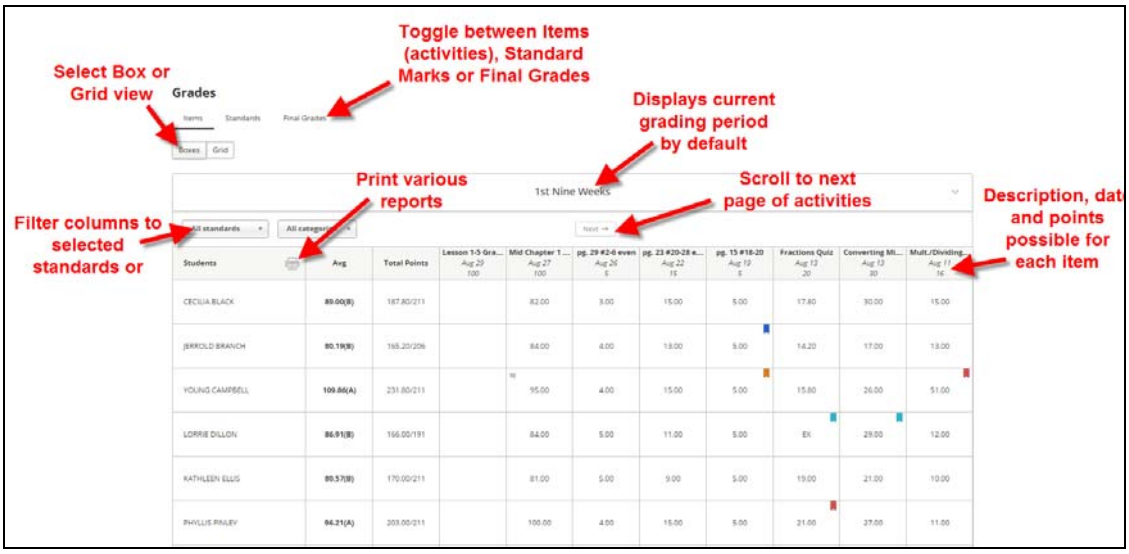
Select *Box* or *Grid* view.
- The current grading period will be expanded by default. Click the name of the grading period to view the items for that grading period.
- In **Box** view all items for the grading period will display broken down by category.
  - Mouse over an item to view the full name, date and class average for the item in a grid view. Users may also click to drop all scores for the selected item from the student's overall running Gradebook average.



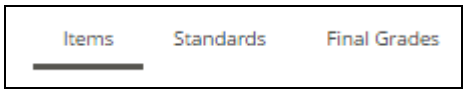
  - Click an item to access the score entry screen for that item. See "Score Entry" on page 27 for more details

Grid View

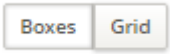
The following is an example of a **Grid** view where the students enrolled in the class and each item for the selected class and grading period display as a separate column at the bottom of the screen.



- **Items/Standards/Final Grades**:



  - **Items**: Defaults to **Item** view. Click to view the items for the selected grading period.
  - **Standards**: Click to view standards for the selected grading period and enter standard marks
  - **Final Grade**: Click to view/edit the student's overall running Gradebook average for the grading period.

- **Box/Grid View**: 

Select Box or Grid view.
- **Grading Period**: The current grading period will be expanded by default. Click the icon next to any grading period to view the items for that grading period.
- **All standards**: Select to view **All Standards** or click the drop arrow and select a standard from the list. When a standard is selected only Items attached to that standard will display.
- **All categories**: Select to view **All Categories** or click the drop arrow and select a category from the list. When a category is selectedd only Items of the selected category will display.
- **Next**: Click to access additional columns for more items (activities).
- **Printer**: Select the printer icon to print various reports.
- **Students**: In **Grid** view, each student in the selected class and grading period will display in a column.
- **Avg**: Displays the student's overall running average for the selected class and grading period.
- **Total Points**: Displays the total points earned out of the total points possible for the students.

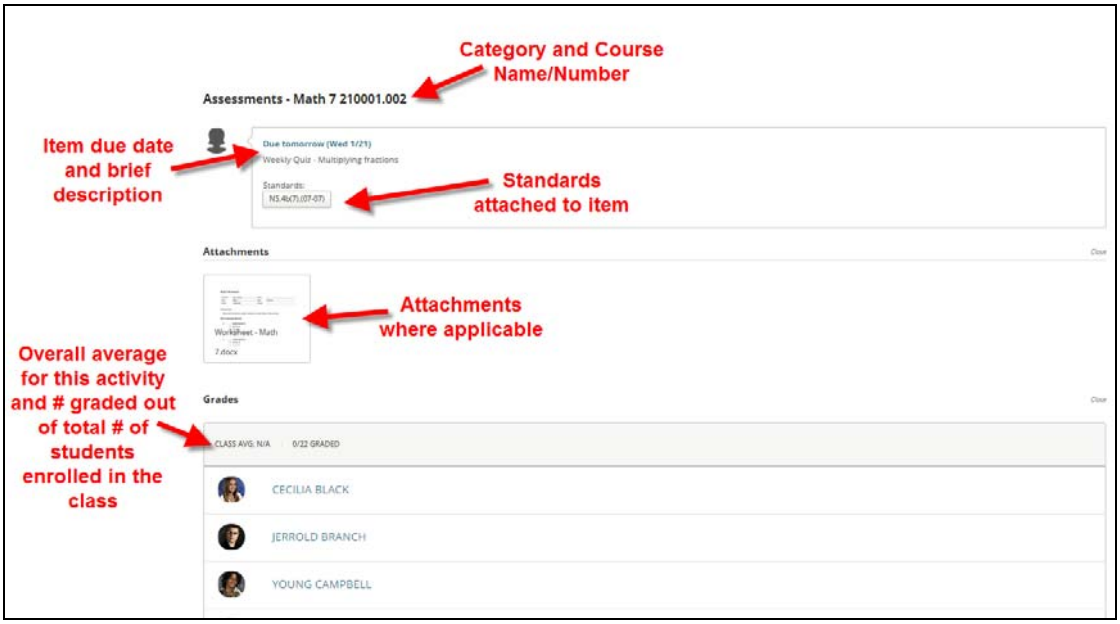
- **Items**: Each item for the selected class and grading period displays as a separate column. The column heading contains the partial name of the item along with the date and points possible. Mouse over the short name to view the entire name. Click the column heading to access the score entry screen for the selected item.

Score Entry

Users may access the score entry screen for an item from several locations. Choose one of the following three:

- From the *Feed* tab, click the name of an item.
- From the *Calendar* tab, click the name of an item.
- From the *Grades* tab, select a Class. From either Box or Grid view click the name of the item.

Using one of the above four methods, the score entry screen will display.



- To enter a score for a student click in the area to the right of their name and enter the student's score. Press the down arrow or the enter key on the keyboard to save the score and move to the next student on the list. Alternately, users may enter the score and then click next to a different student on the list to enter the score for that student.

  - **Score**: Click in the score field and enter the student's score for this item.
  - **Comment**: Once a score is entered, click the **Comment** option to add a comment to this score record. Select it from the comment bank or type the comment in the field provided.

  - **Student Picture/Icon**: Click to access the student profile screen for this student.

- **Additional Options**: When a score field is active, the user may also right click and choose from a list of additional options. Check the option that applies.

- **Drop**: Only available if the item was set to allow it to be dropped from the student's average. See "Adding Items" on page 8 for more details. Dropped scores will display in a strike-through font and will not be included in the student's overall running average for the grading period.
- **Late**: Select this option if the item was turned in late. Will display with an orange flag.
- **Incomplete**: Select this option if the item is incomplete for this student. Will display with a blue flag.
- **Fill**: If the user right-clicks on a cell that has a score entered, they can select to **Fill** the column. The score that the student received will be assigned to all students who do not already have a score entered for the item.

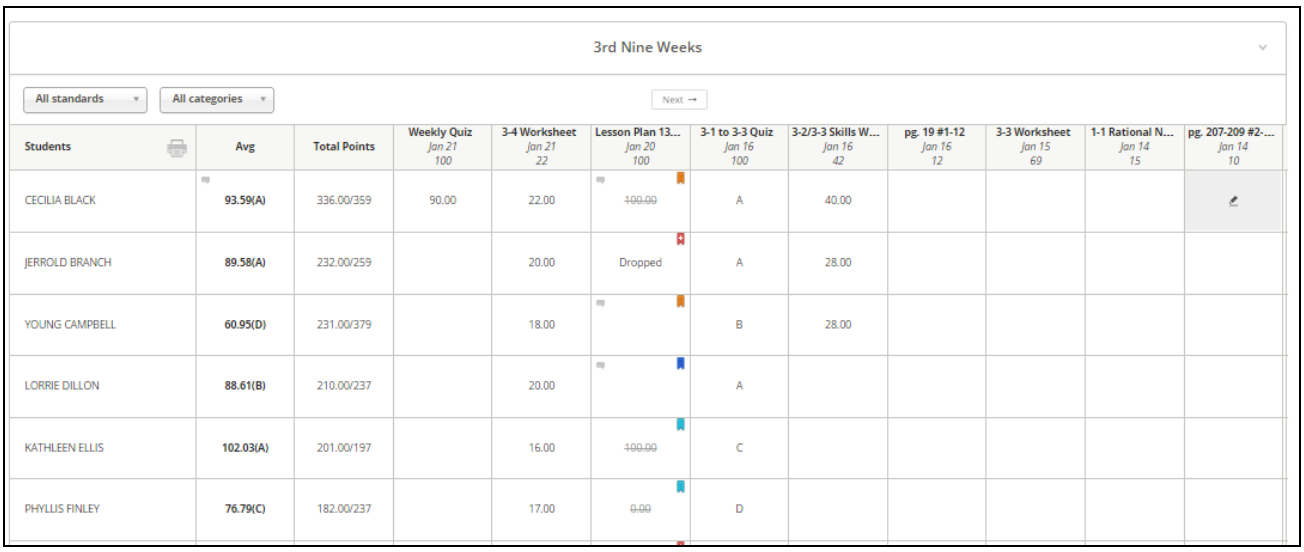
Note: Once a flag such as late or incomplete has been assigned to a score, they will display with a blue or orange flag. Mouse over the flag to see a tooltip explaining the flag.

From Grid View

If using the **Grid** view of the *Grades* screen, the score entry process is essentially the same. Select Grades from the menu on the left and then select a class.

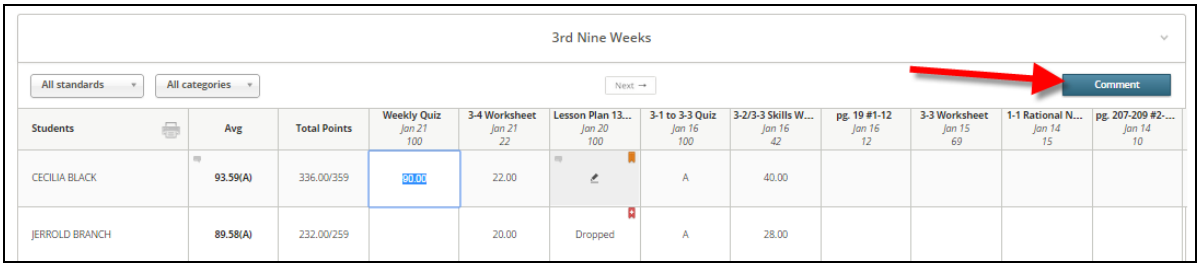
To enter student scores from the **Grid** view perform the following steps.

- Click in the Item column next to the student name where the score is to be entered. The field will become active.

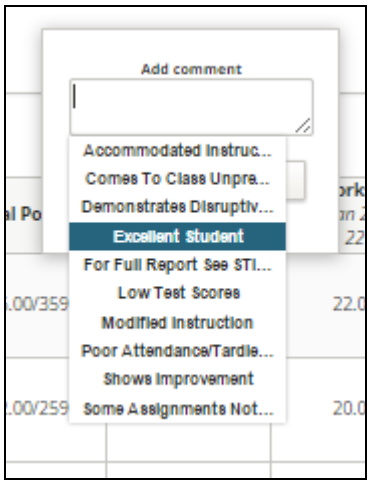


- Enter the score for the selected item and student.
- Press the enter key or down arrow on the keyboard to save the score and move down to the next student.

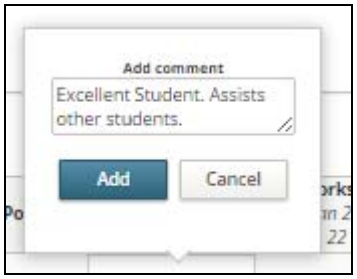
- **Comment**: When a cell is selected the Comment button becomes active.



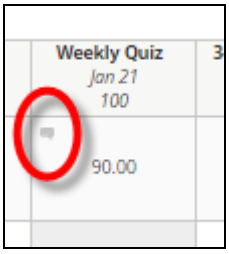
- When selected, the comment box will display allowing the user to enter a comment for this student's score record. If a comment list has been entered, the list will display and the user may select the comment.



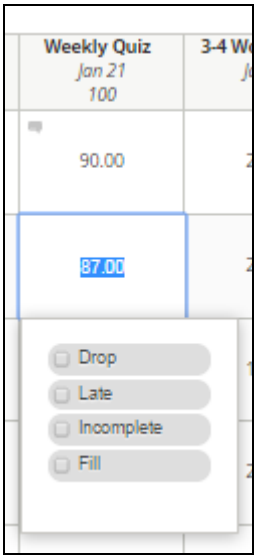
- The user may then edit the comment field as desired and click to **Add** the comment to the score record.



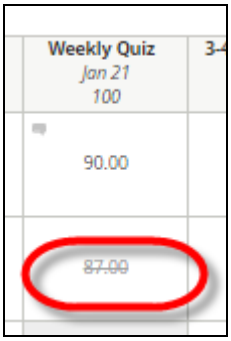
- Once entered and saved, a comment icon will display.



- **Additional Options**: First click inside a score field and then right click in the score field to access additional options. Place a check next to the item that applies to this score for this student.

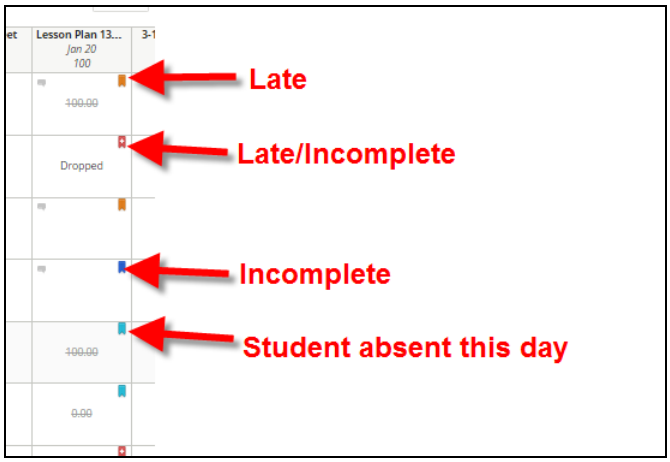


- **Drop**: Only available if the item was set to allow it to be dropped from the student's average. See "Adding Items" on page 8 for more details. Dropped scores will display in a strike-through font and will not be included in the student's overall running average for the grading period.

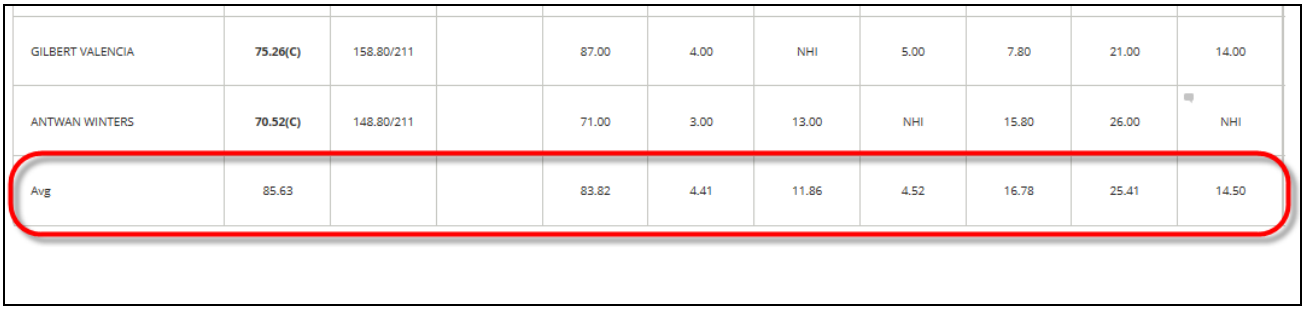


  - **Late**: Select this option if the item was turned in late. Will display with an orange flag.
  - **Incomplete**: Select this option if the item is incomplete for this student. Will display with a blue flag.
  - **Fill**: If the user right-clicks on a cell that has a score entered, they can select to **Fill** the column. The score that the student received will be assigned to all students who do not already have a score entered for the item.
  - **Absence**: If the student is absent on the date of the item, a teal flag will display.

Note: Once a flag such as late or incomplete has been assigned to a score, they will display with a blue or orange flag. Mouse over the flag to see a tooltip explaining the flag.

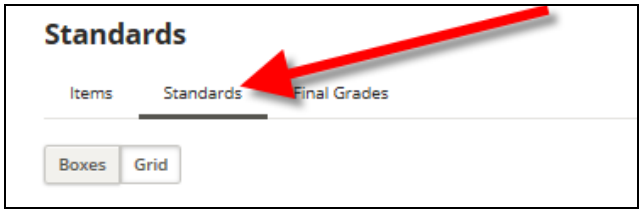


- **<u>Average</u>**: At the bottom of the columns for the grading period an average will display. The row contains the overall average for all students within the grading period. Each item column contains an average of all students for the selected item.



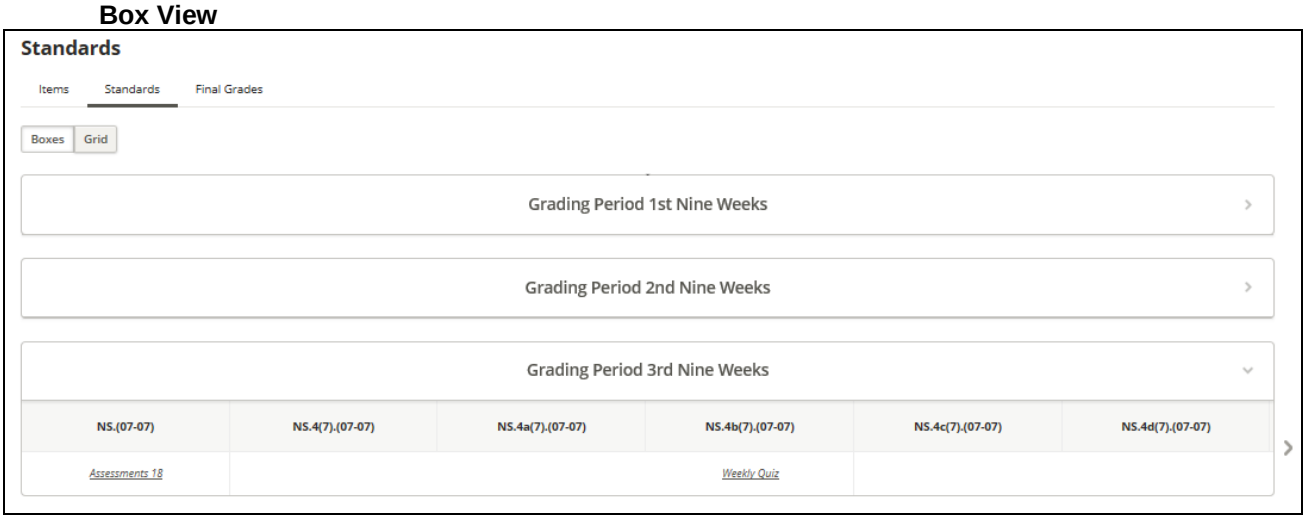
GILBERT VALENCIA	**75.26(C)**	158.80/211		87.00	4.00	NHI	5.00	7.80	21.00	14.00
ANTWAN WINTERS	**70.52(C)**	148.80/211		71.00	3.00	13.00	NHI	15.80	26.00	NHI
Avg	85.63			83.82	4.41	11.86	4.52	16.78	25.41	14.50

Standards

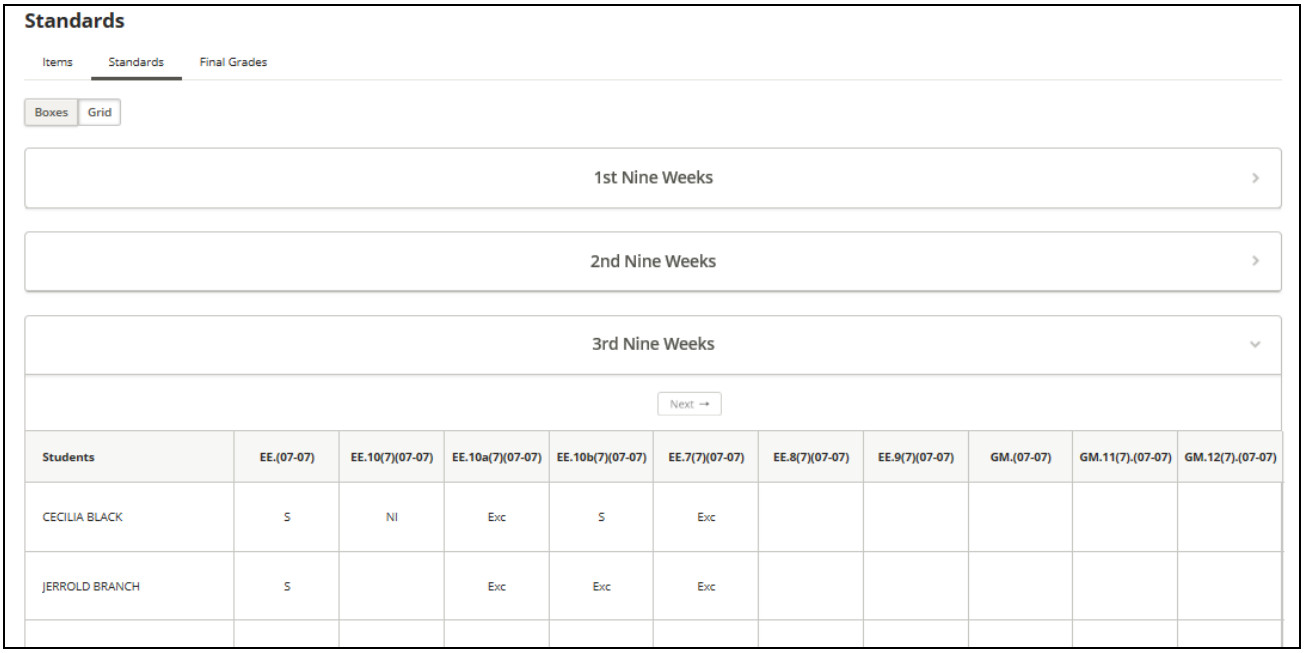


The **Standards** view allows the user to view and enter scores for the standards attached to the activities and course. It is available in the box and grid view.

Box View

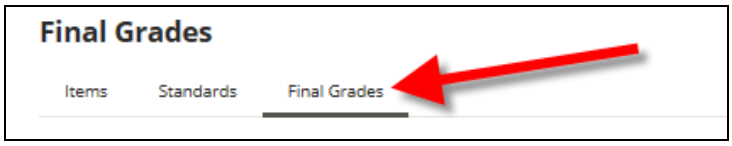


Grid View

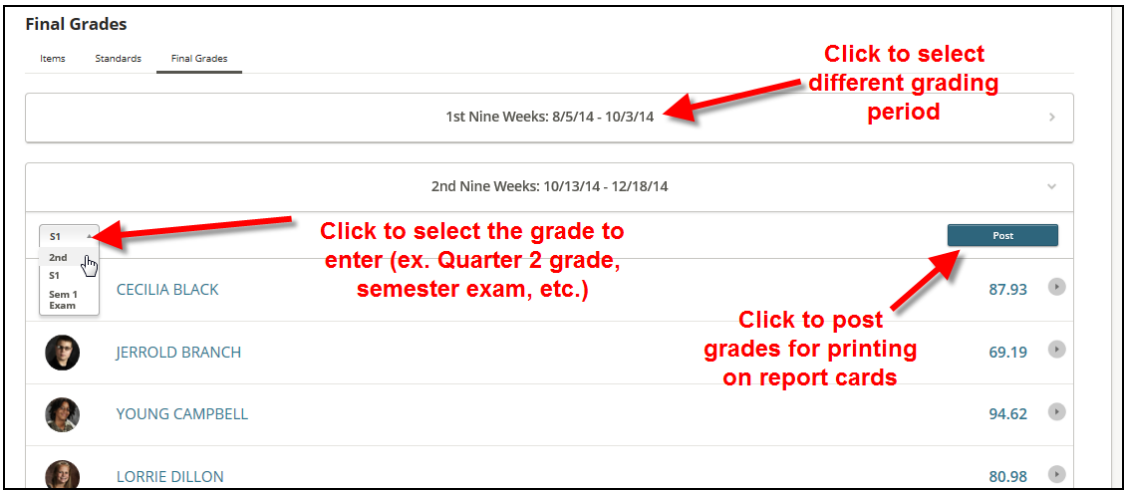


- **Standard Mark**: To enter a standard mark, click in the standard column across from the student name. Enter the desired mark and hit the enter key on the keyboard.
- **Comment**: When a cell is selected the Comment button becomes active. When the comment is entered and the user clicks **Add** an icon will appear in the field indicating a comment has been added.

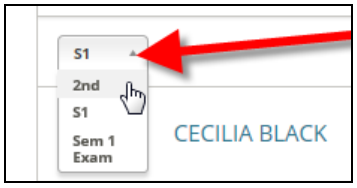
Final Grades



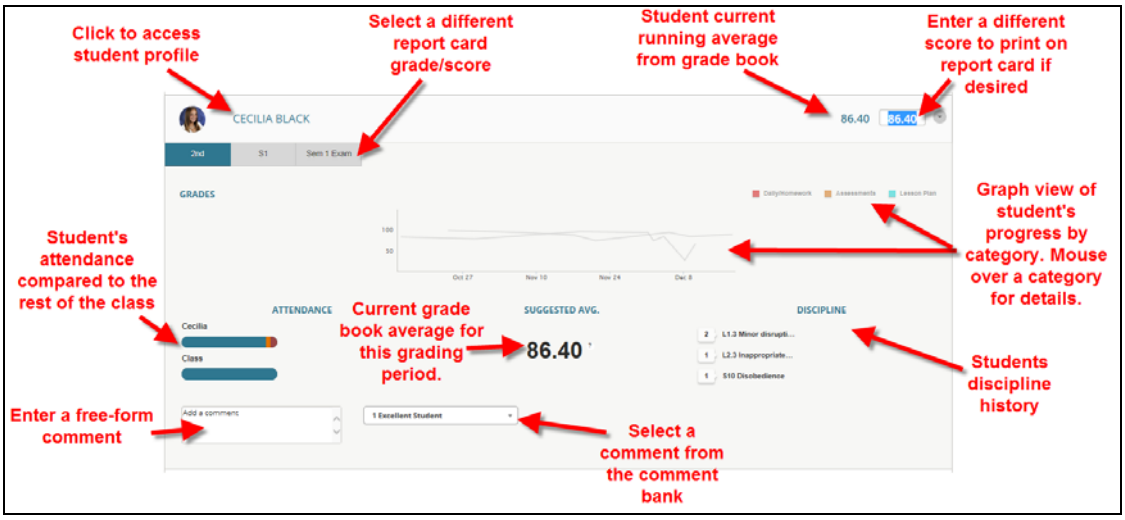
- Select **Final Grades** to view/edit the final average for the section.



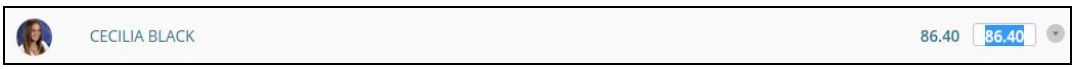
- **Grading Period**: Click **>** to expand the view for that grading period.
- **Graded Item**: Click the drop down arrow to select a different graded item.



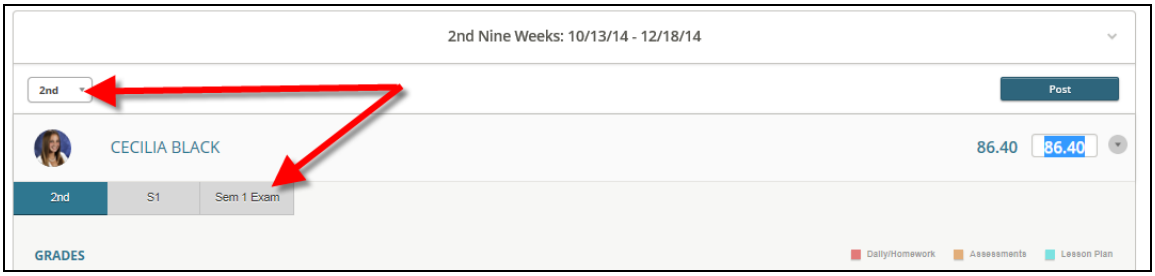
- **Student Grading Profile**: Click the arrow **>** next to the student name or click in the score field next to the student to view the student's grading profile along with attendance information, discipline information and the ability to add comments from the comment bank.



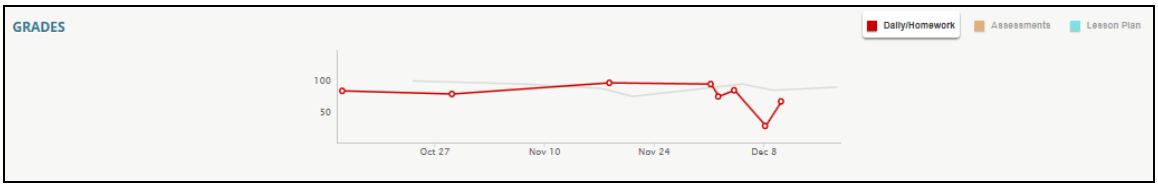
- **AVG**: The student's calculated average based on scores from the items will display in gray. To change the student's calculated average, enter it in the field to the right.



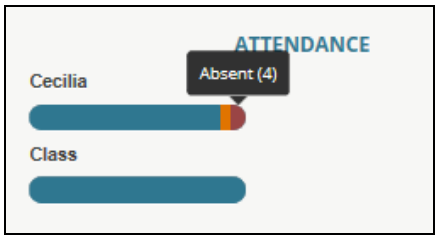
- **Graded Item**: Select the graded item drop list at the top of the screen to select a different graded item for this student or click a different tab below the student's name.



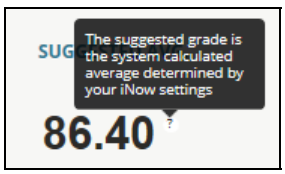
- **Grades**: A graph of the student's grades will display. Mouse over the item category (ex. Homework/Classwork) to view a graph of items from the selected category.



- **Attendance**: The attendance section shows the student's attendance versus the overall class attendance. Mouse over a color in the graph for details regarding days present, late or absent.

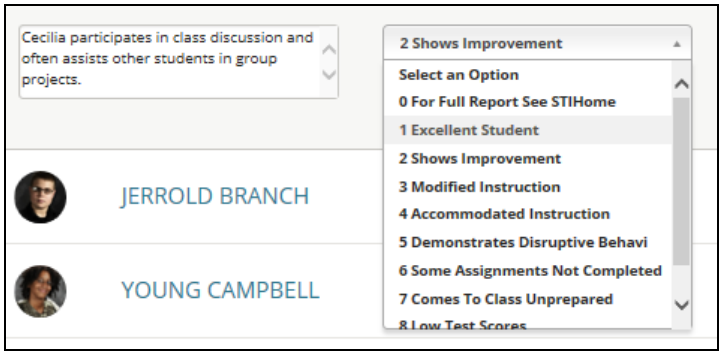


- **Suggested Avg**: The calculated average is displayed; however, the user may override the calculated average for the student using the field above.



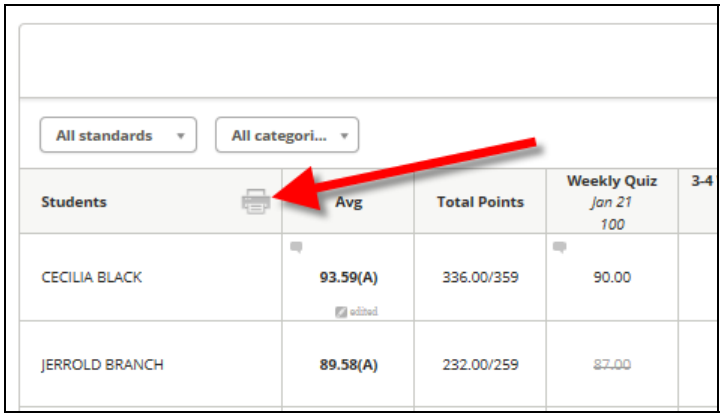
- **Discipline**: Displays information regarding student's discipline history. Mouse over to view the full name of the infraction.

- **Comments**: To add comments from the comment bank select it from the drop list. Free form report card comments may also be entered in the text box.



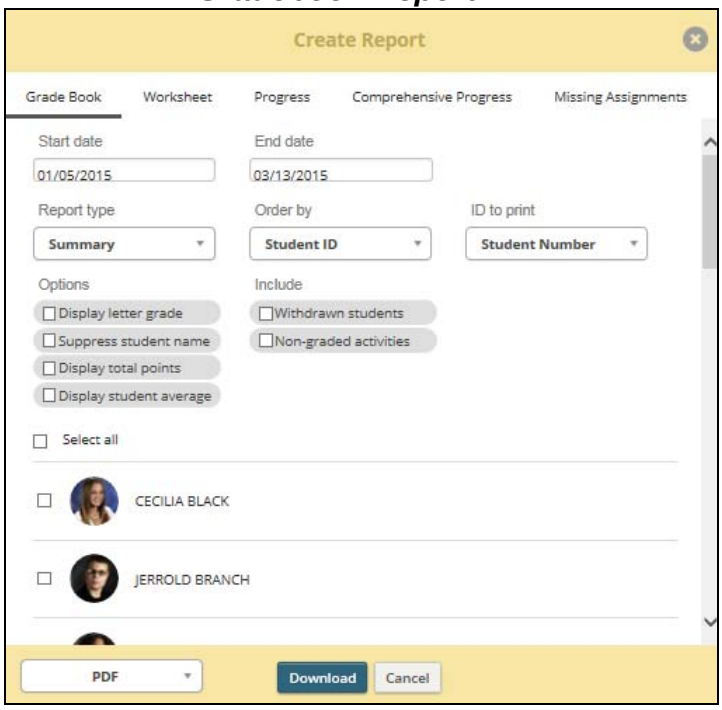
Gradebook Reports

The Gradebook reports described below are available within Chalkable. To access these reports, g\Go to **Grades** under the *Menu* on the left. Click a class section and then click the printer icon.



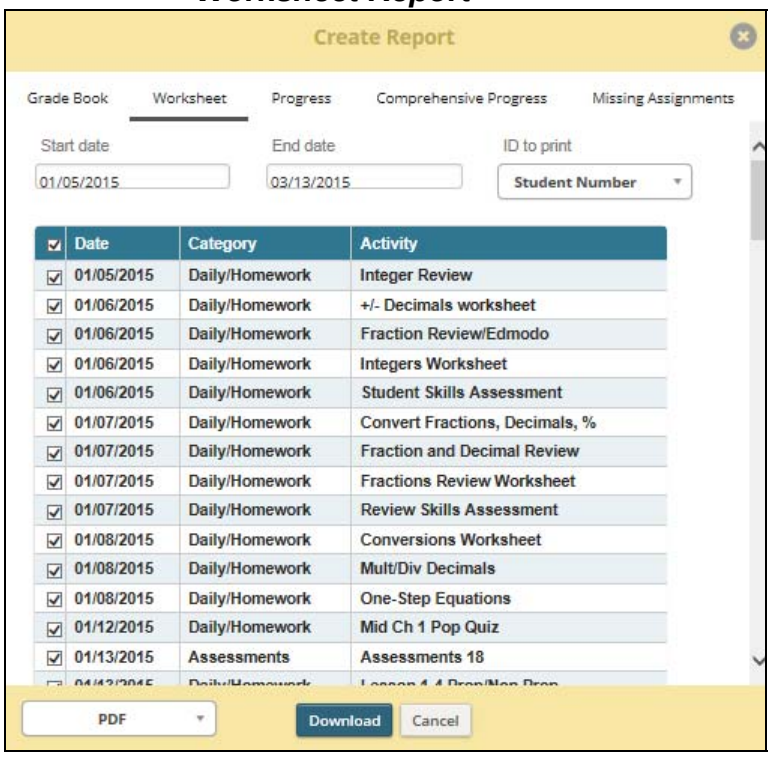
- Click the tab for the desired report.

Gradebook Report



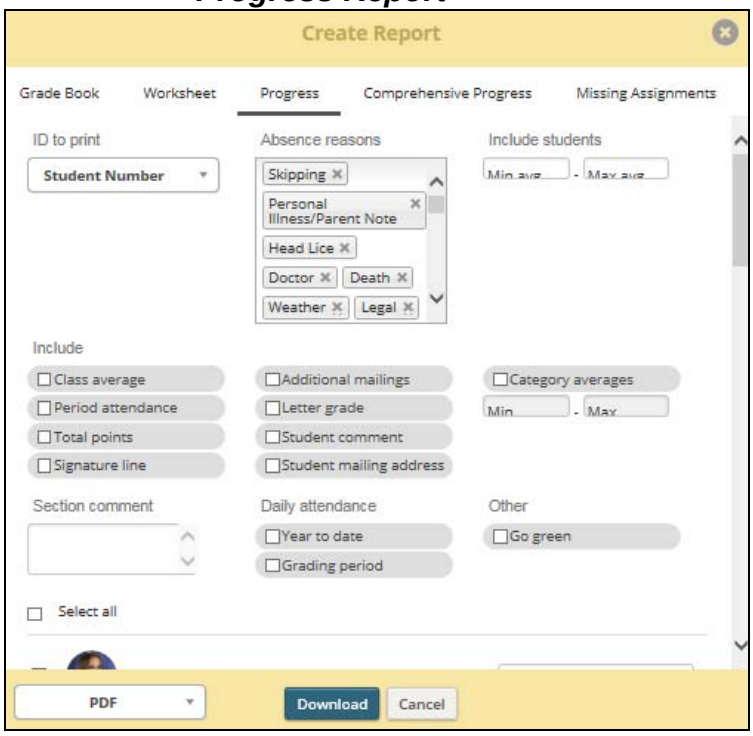
- **Start Date**: Enter the starting date of activities to include in the report. Defaults to first day of grading period.
- **End Date**: Enter the last date of activities to include in the report. Defaults to the last day of the grading period.
- **Report Type**: Select *Summary* or *Detail*.
- **Order By**: Select to order the report by *Student ID*, *Section Average* or *Student Display Name*.
- **ID to Print**: Select the ID to include on the report including *Student Number*, *State ID*, *Alt Student Number*, *SSNumber* or *None*.
- **Options**:
  - Display letter grade: Check to include the letter grade equivalent of the score.
  - Suppress student name: Check to hide student names on the report.
  - Display total points: Check to include student's total points on the report.
  - Display student average: Check to include the overall student average on the report.
- **Include**:
  - Withdrawn students: Check to include currently withdrawn students on the report.
  - Non-graded activities: Check to include items on the report that have not been checked as graded.
- **Select**: Place a check next to the student(s) to include on the report or click *Select all*.
- **Format**: Select *PDF*, *CSV*, *Excel*, *HTML*, *TIFF* or *XML* (with report data).
- Click to **Download** the report.

Worksheet Report



- **Start Date**: Enter the starting date of activities to include in the report. Defaults to first day of grading period.
- **End Date**: Enter the last date of activities to include in the report. Defaults to the last day of the grading period.
- **ID to Print**: Select the ID to include on the report including *Student Number*, *State ID*, *Alt Student Number*, *SSNumber* or *None*.
- **Items to select**: Check each item to be included on the report.
- **Blank Columns**: Enter up to 5 blank columns to be printed on the report. Check the box next to the field and enter the heading in the field provided.
- **Include**:
  - Scores
  - Letter Grade
  - Average
  - Student Name
- **Working Filter**: A *working filter* is a user-specific tool which allows students or staff from a report to be saved for use in additional functions. For example, when generating the Worksheet report, users may select to save the students from the report to the working filter. This working filter may then be used to generate other reports.
- **Select**: Place a check next to the student(s) to include on the report or click *Select all*.
- **Format**: Select *PDF*, *CSV*, *Excel*, *HTML*, *TIFF* or *XML*.
- Click to **Download** the report.

Progress Report



- **ID to Print**: Select the ID to include on the report including *Student Number*, *State ID*, *Alt Student Number*, *SSNumber* or *None*.
- **Absence Reasons**: Select absence reasons to be included in selected daily attendance counts.
- **Include Students**: If a value is entered, only the students who have averages between the Min/Max parameters will be displayed in the report. It is not necessary to enter both a Minimum and a Maximum.
- **Include**:
  - Class Average: Includes the overall class average for each item.
  - Period attendance: Check to include how many times the students missed a period of the day.
  - Total Points: Displays the total points earned for the student for the grading period.
  - Signature Line: Prints a parent/guardian signature line.
  - Additional Mailings: Check to print extra reports for contacts marked to receive mailings.
  - Letter Grade: Prints the letter grade equivalent of the current running average for the student directly below the running average.
  - Student Comment: Includes comments entered on the item grade score record.
  - Student Mailing Address: Prints the student mailing address on the report for mailing.
  - Category Averages: To include only students with an overall category average in a given range, check the *Category Averages* box and enter the numeric range in the fields provided.
- **Section Comment**: Enter a comment to be printed for each section.
- **Daily attendance**: Prints Year-To-Date and/or Grading Period daily attendance. Period Attendance may be included as well.

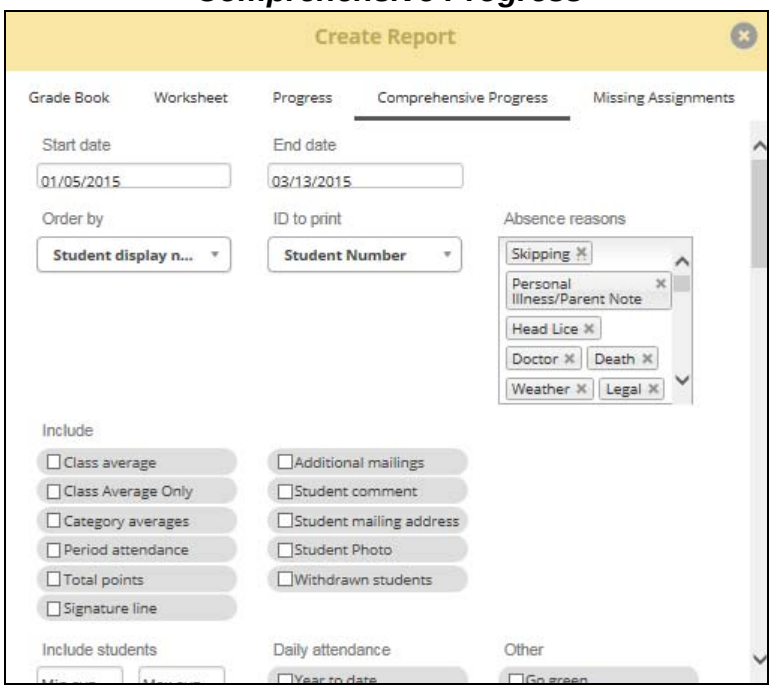
- **Other/Go Green**: Select this option to not print a hard copy of the report for any student/guardian (contact) who has elected to **Go Green**. An alert will be created instead which can be used to generate an email to the student/contact to let them know the report is available for viewing via the Home Portal.

- **Select**: Place a check next to the student(s) to include on the report or click *Select all*.

- **Format**: Select *PDF*, *CSV*, *Excel*, *HTML*, *TIFF* or *XML*.

- Click to **Download** the report.

Comprehensive Progress



- **Start Date**: Enter the starting date of activities to include in the report. Defaults to first day of grading period.

- **End Date**: Enter the last date of activities to include in the report. Defaults to the last day of the grading period.

- **Order By**: Select to order the report by *Student Display Name*, *Student ID*, *Grade Level*, *Homeroom* or *Postal Code*.

- **ID to Print**: Select the ID to include on the report including *Student Number*, *State ID*, *Alt Student Number*, *SSNumber* or *None*.

- **Absence Reasons**: Select absence reasons to be included in selected daily attendance counts.

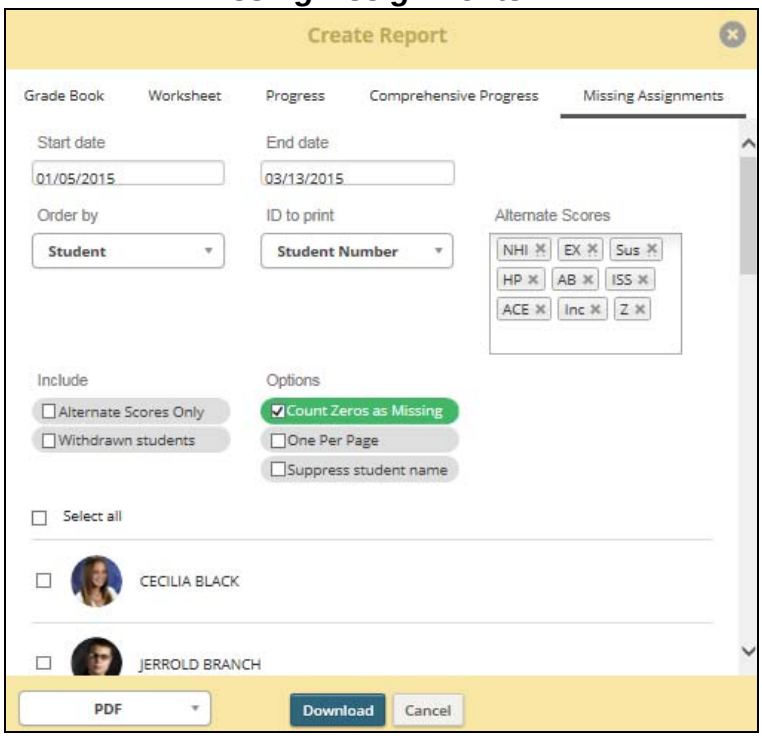
- **Include**:
  - Class Average: Includes the overall class average for each item.
  - Class Average Only: Check to include only the overall average for the entire class on the report.
  - Category Averages: Check to include a breakdown of student averages by category.
  - Period attendance: Check to include how many times the students missed a period of the day.
  - Total Points: Displays the total points earned for the student for the grading period.
  - Signature Line: Prints a parent/guardian signature line.

- Additional Mailings: Check to print extra reports for contacts marked to receive mailings.
- Student Comment: Includes comments entered on the item grade score record.
- Student Mailing Address: Prints the student mailing address on the report for mailing.
- Student Photo: Check to include the student photo on the report.
- Withdrawn Students: Check to include students who are currently withdrawn on the report.

- **Include Students**: If a value is entered, only the students who have averages between the Min/Max parameters will be displayed in the report. It is not necessary to enter both a Minimum and a Maximum.
- **Daily Attendance**: Check to include student daily attendance records on the report. Check to include either *Year to date* and/or *Grading period* absences.
- **Other**:
  - Go Green: Select this option to not print a hard copy of the report for any student/guardian (contact) who has elected to **Go Green**. An alert will be created instead which can be used to generate an email to the student/contact to let them know the report is available for viewing via the Home Portal.
  - Window Envelope: Check to print the report with the appropriate margins so the mailing address will display in a window envelope.

- **Select**: Place a check next to the student(s) to include on the report or click *Select all*.
- **Format**: Select *PDF*, *CSV*, *Excel*, *HTML*, *TIFF* or *XML*.
- Click to **Download** the report.

Missing Assignments

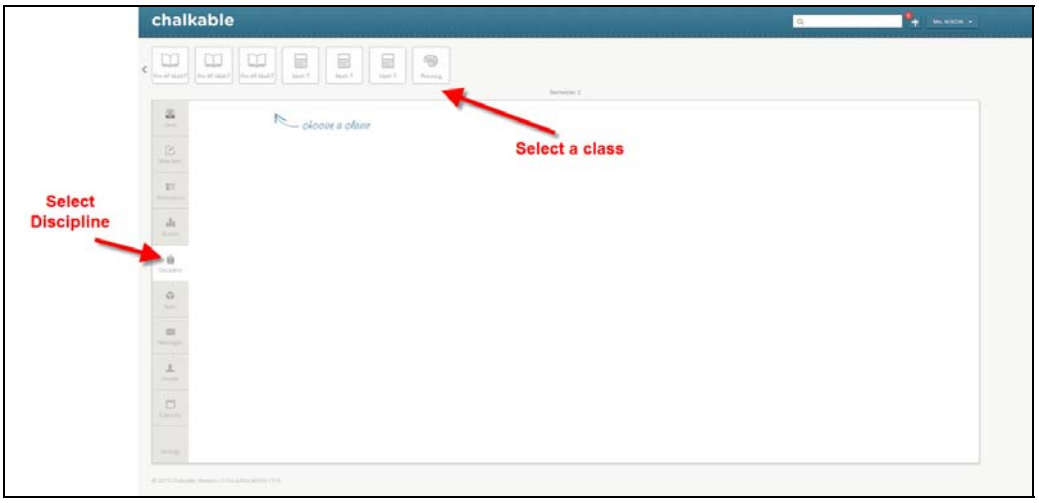


- **Start Date**: Enter the starting date of activities to include in the report. Defaults to first day of grading period.
- **End Date**: Enter the last date of activities to include in the report. Defaults to the last day of the grading period.

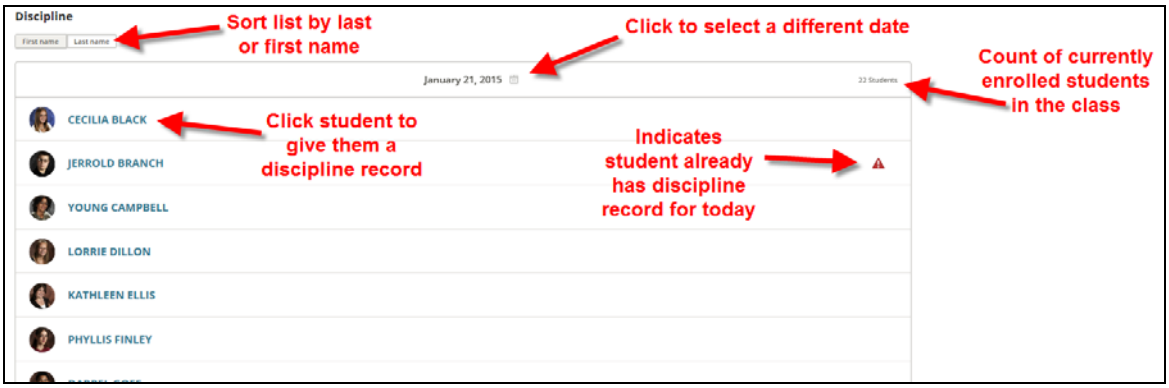
- **Order By**: Select to order the report by *Student Display Name*, *Student ID*, *Grade Level*, *Homeroom* or *Postal Code*.
- **ID to Print**: Select the ID to include on the report including *Student Number*, *State ID*, *Alt Student Number*, *SSNumber* or *None*.
- **Alternate Scores**: Select the alternate scores that are to be included when considering if a score is "missing".
- **Include**:
  - Alternate Scores Only: Check to include only alternate scores on the report.
  - Withdrawn Students: Check to include currently withdrawn students on the report.
- **Options**:
  - Count Zeros As Missing: Check this box to consider a 0 (zero) as a missing grade and include any 0's in the report.
  - One Per Page: Check to print one student per page.
  - Suppress Student Name: Check to hide the student name on the report. The selected Student ID to print will display.
- **Select**: Place a check next to the student(s) to include on the report or click *Select all*.
- **Format**: Select *PDF*, *CSV*, *Excel*, *HTML*, *TIFF* or *XML*.
- Click to **Download** the report.

Discipline

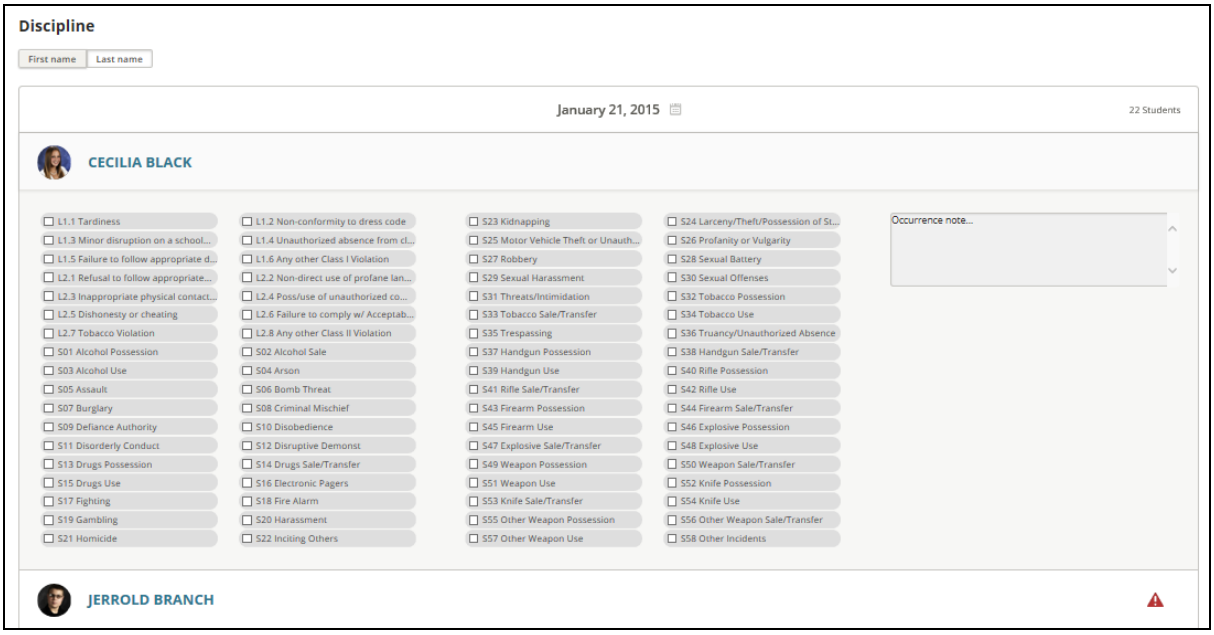
Click to add, modify or delete discipline records for assigned students. Select **Discipline** under the *Menu* on the left.



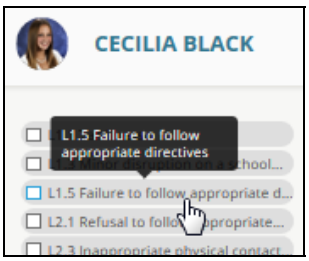
- **Choose a Class**. A list of student enrolled in the class will display.



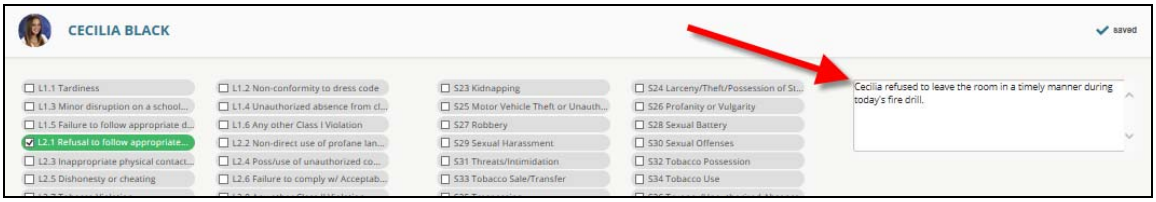
- **Last/First Name**: Click to sort the list below by last or first name.
- **Date**: Click the date to select a new date from the calendar if necessary.
- **Count**: A count of students currently enrolled in the class.
- **Student Picture/Icon**: Click a student icon/pic to view their student profile screen.
- **Student Name**: To give a student a new discipline record click their name.



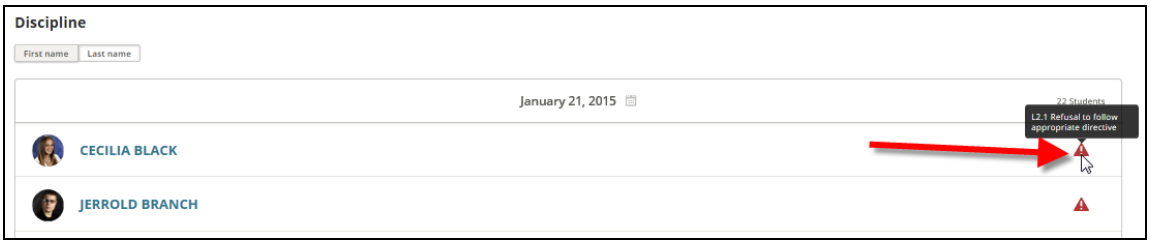
- The screen will expand to display available infractions. Mouse over the infraction to view the entire description.



- Check the applicable **Infraction**.
- **Occurrence Note**: Enter an occurrence note if applicable.



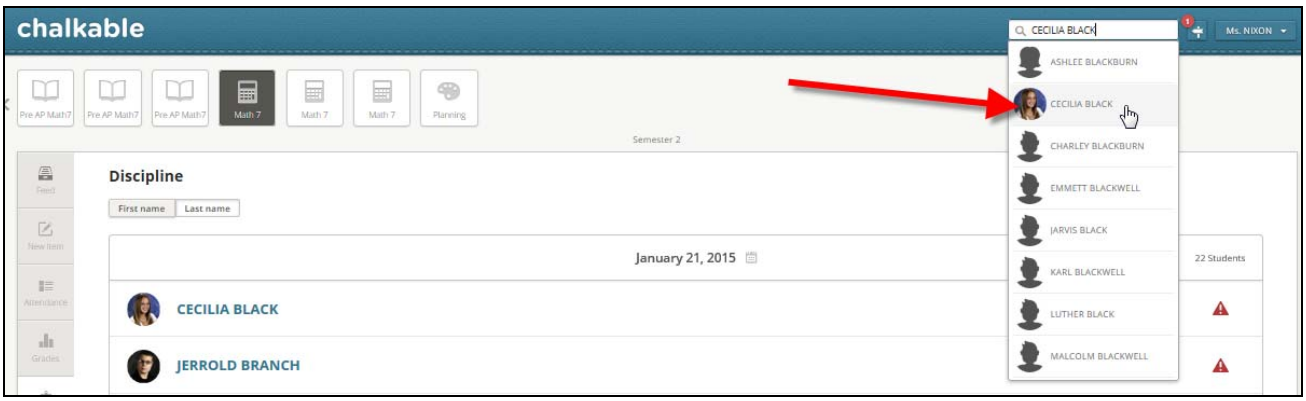
- The record is saved automatically. A *Saving* message will display next to the student name. When the record is finished saving the message will change to *Saved*.
- To view the record, click the student bar.



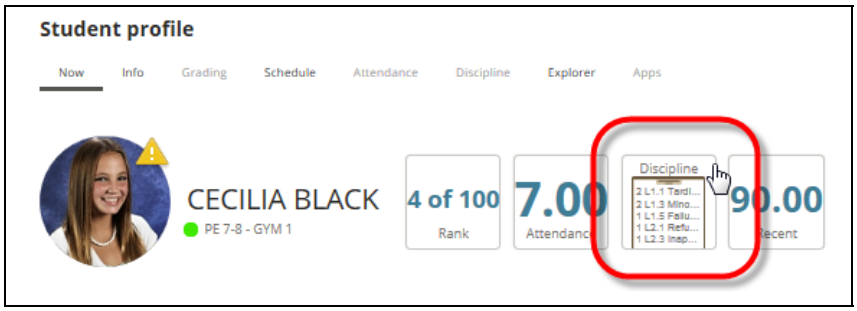
View Existing Discipline

There are several ways to view existing discipline records. Users may access the student profile screen from several methods including the following:

- In the **Search** section at the top of the screen. Type part of the student's first or last name. Select them from the search result list to view their student profile screen.



- Select **Grades** from the *Menu* on the left. Click the **Class** and click the student picture/icon from a class roster to access the student profile.
- Select **Attendance** from the *Menu* on the left. Click the student picture/icon to view their student profile.
- Select **Discipline** from the *Menu* on the left. Select a class in which the student is enrolled. Click the student picture/icon to access their student profile screen.
- Once the student is selected the student profile screen will display.
- Scroll over the **Discipline** section to view a list of the student's discipline infractions.



Edit Existing Discipline Records

- Click **Discipline** under the *Menu* on the left.
- Select the class in which the student is enrolled.
- Select the **Date** of the occurrence.
- The student name will display with an exclamation point icon next to their name indicating they have a discipline record entered for the selected date. Mouse over the exclamation point to view the infraction. Click the icon to view the discipline record. Make necessary changes to the infraction and/or notes.

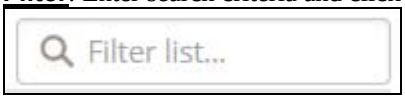
Messages

Users may create, read and delete messages. Click **Messages** in the *Menu* on the left or click the message icon in the upper right hand corner.

Note: This is not an email but a message within Chalkable. The recipient must be a Chalkable user and must log into Chalkable to see the message.

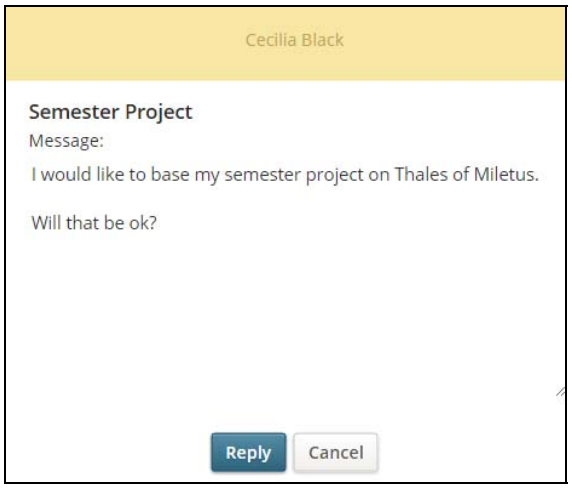
- **Inbox**: Click to filter the list below to the inbox.
- **Sent**: Click to filter the list below to only sent items.
- **New Message**: Click to create a new message.

- **Filter**: Enter search criteria and click the magnifying glass to search the current view.



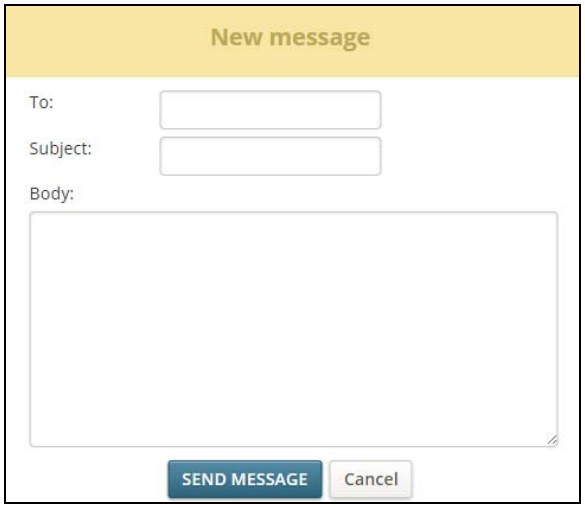
- **Delete**: To delete a message, place a check next to the item and click **Delete**.
- **Mark Read/Unread**: Place a check next to one or more messages and select to mark them as Read or Unread.
- **Filter**: Click to filter the list to *All* messages, messages from *Parents*, *Student*, *Teacher* or *Admin* users.
- **Scroll**:

Click **|<** to go to first page of messages on the list. Click **<** to go to the previous page. Click **>** to go to the next page. Click **>|** to go to the last page.
- **View**: Click the message to view the details.

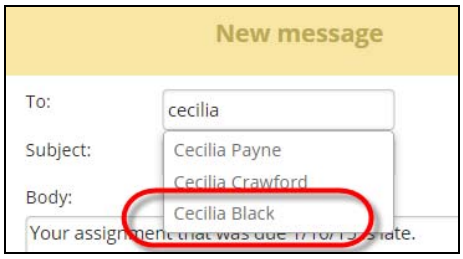


Create New Message

To create a new message click **New Message**.

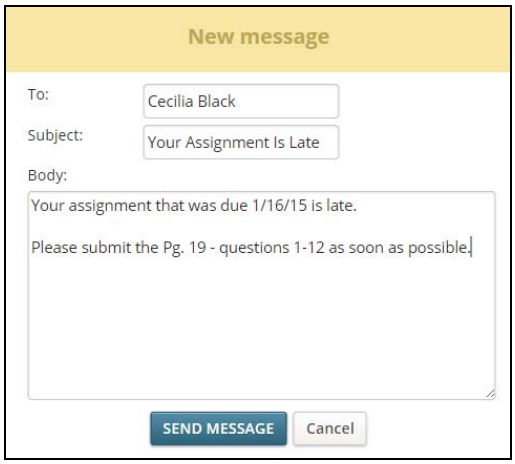


- **To**: Type a few letters of the persons first or last name. Recipients must be selected from the list. Select the recipient from the available list.



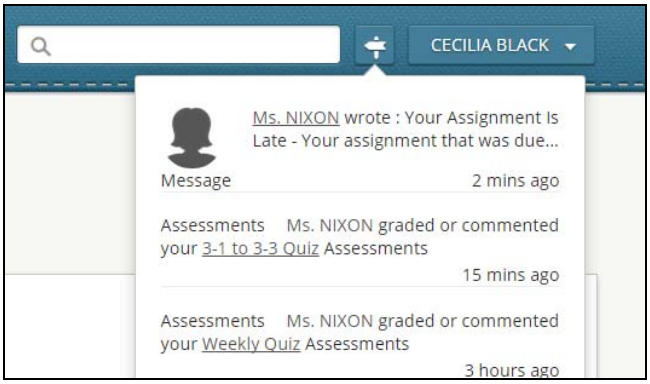
Note: Multiple recipients are not allowed.

- **Subject/Body**: Enter the desired subject and body of the message.

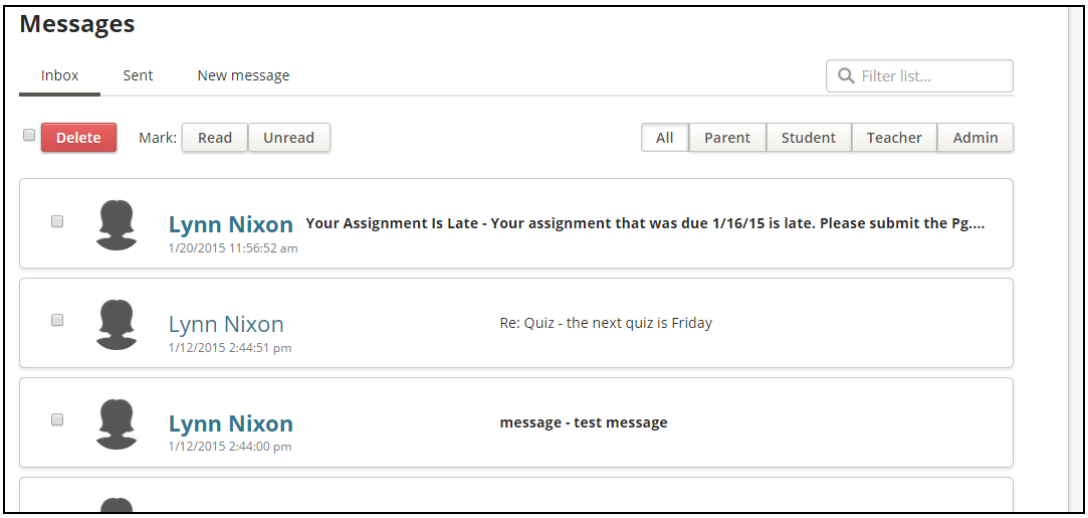


- **Send Message**: Click to **Send Message** to the recipient or click to **Cancel**.
- When the user has a new message a number will display in the upper right hand corner next to the **Messages** icon.

- The message will display when the user clicks the message icon in the upper right hand corner.

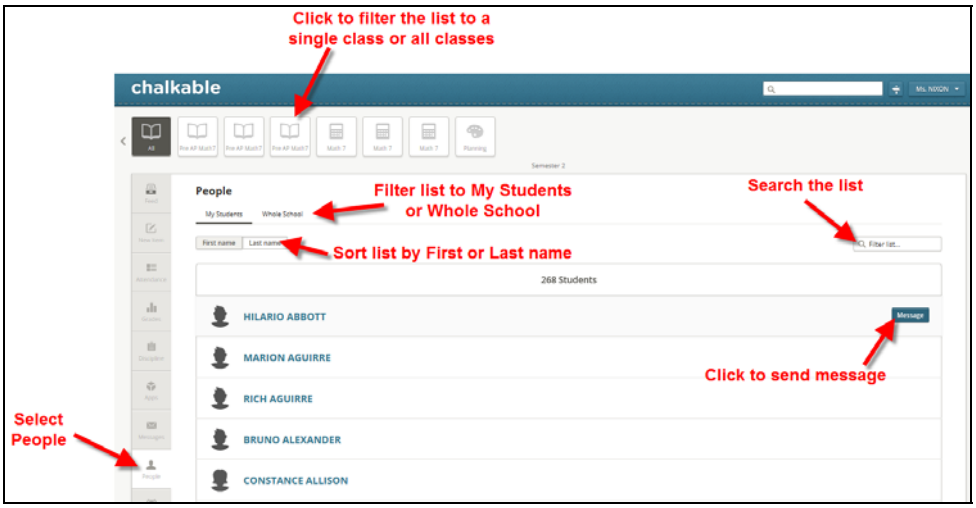


- The message will also display if the user selects the **Messages** icon from the *Menu* tabs on the left.



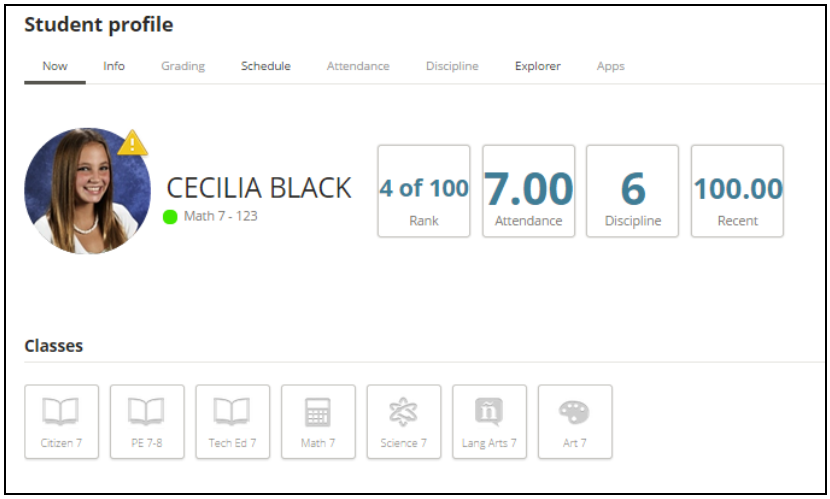
People

Allows the user to see information regarding all people in their assigned sections. Alternately, users may select Whole School to view a list of all students in the school.



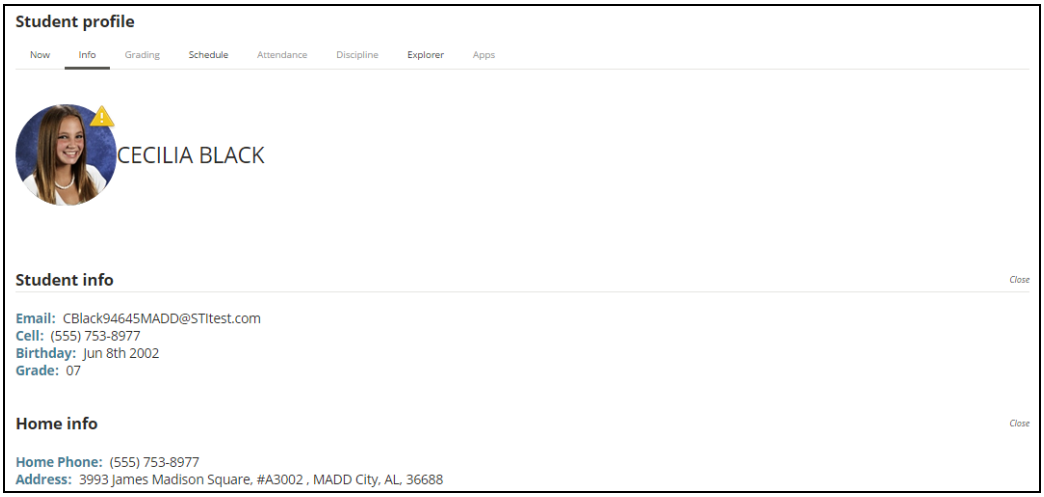
- **Sections**: All sections will display by default. Click a class section at the top of the screen to filter the list of students below to one section.
- **My Students/Whole School**: Click to filter the list below to only students enrolled in the teacher's classes or to the whole school.
- **First Name/Last Name**: Select to sort the list by *First name* or *Last name*.
- **Filter List**: Click in the **Filter List** box to enter filter criteria for the list below. For example, to filter the list to students with a last name of Anderson, enter Anderson in the **Filter List** field. Click **X** to remove the filter criteria and press the enter key on the keyboard to return to the full list.
- **Count**: Displays the count of students in the list below.
- **Student**:

- **Message**: Click to send a message to the student.
- **Student Picture/Icon**: Click to access the student profile screen for the selected student.



- **Alert**: Mouse over the exclamation point icon to view alerts that have been entered for the student.
- **Class**: Displays the class that the student should be in now directly below the student name based on the time and date.
- **Rank**: The current rank of the student based on the last time grades were posted to transcripts.
- **Attendance**: Shows count of daily absences for the student. Mouse over the number to view the total number of absences for the student for each class.
- **Discipline**: Shows the count of discipline records for the student. Mouse over the count to view the list of infractions committed.
- **Recent**: Displays the most recent scores entered for the student. Mouse over to view the most recent scores entered for the student.
- **Classes**: Click to view details of a selected class including the Teacher and Department where available.

- **Info**:



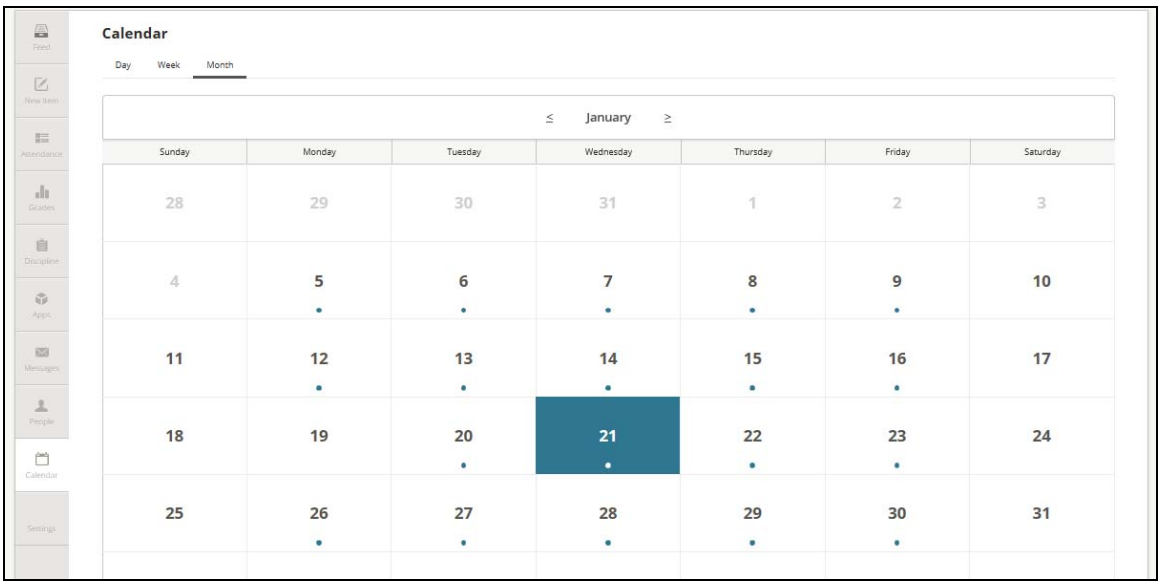
- **Alert** : Hover over the exclamation point icon to view the details of the alert.

- **Student Info**: View basic student information including their Chalkable-assigned email address used strictly for Chalkable messaging.
- **Home Info**: View the student home address and home phone number.

- **Grading**: Not currently available.
- **Schedule**: Click to view the student's current schedule in a day, week or month calendar.
- **Attendance**: Not currently available.
- **Discipline**: Not currently available.
- **Explorer**: Click to view the student's classes along with their average for each class ranked from lowest (weakest) average to highest.
- **Apps**: Only available with Chalkable Study Center.

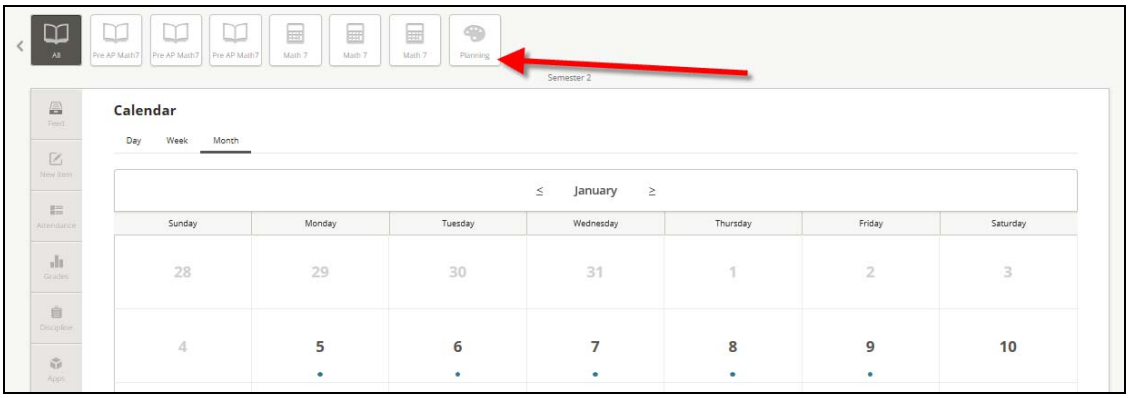
Calendar

To access the calendar click the **Calendar** option under the *Menu* tabs on the left.



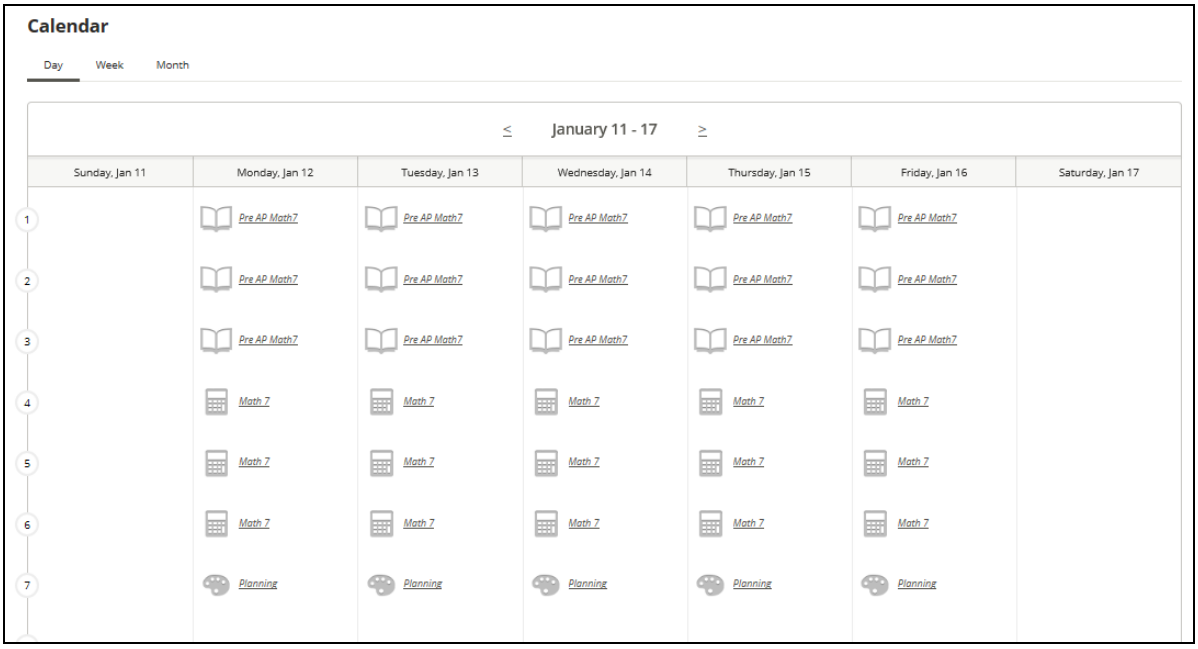
Users may toggle between a *Day*, *Week* or *Month* view. A list of items will display.

- **Day/Week/Month View**: Click to modify the calendar to a *Day*, *Week* or *Month* view. Defaults to *Month* view.
- **Previous/Next**: Click ≤ or ≥ to navigate to the previous or next day, week or month depending on view selected.
- **Class List**: Available only on *Week* or *Month* view. **All** class items will display by default. Click to view *All* classes or click the class icon to filter the calendar below to just the selected class.

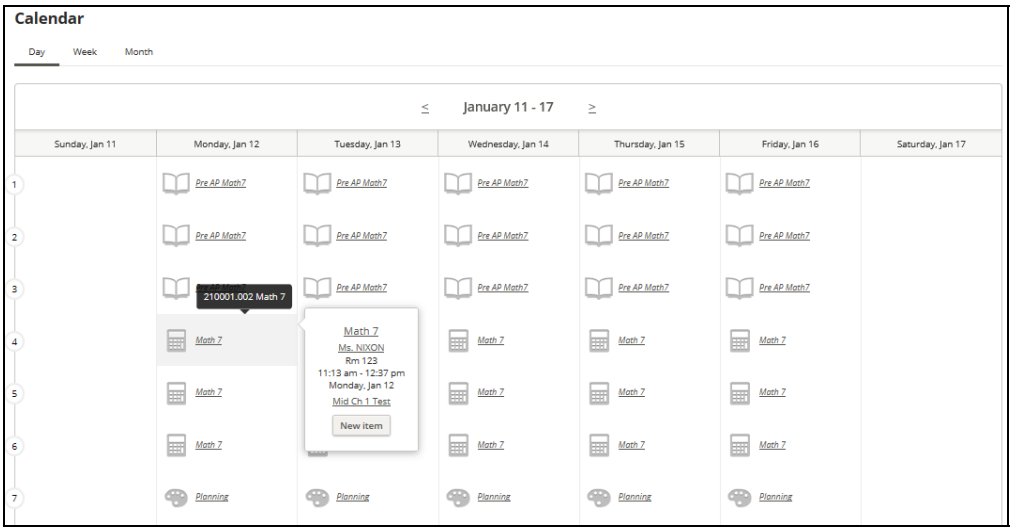


Day View

A view showing the logged-in staff person where that person is scheduled to be at each timeslot in the day for the current week. If selecting *Day* view, the items will display as follows with periods of the day down the left hand side of the screen and days of the week across the top. The class number displays across from the period and in the day column.



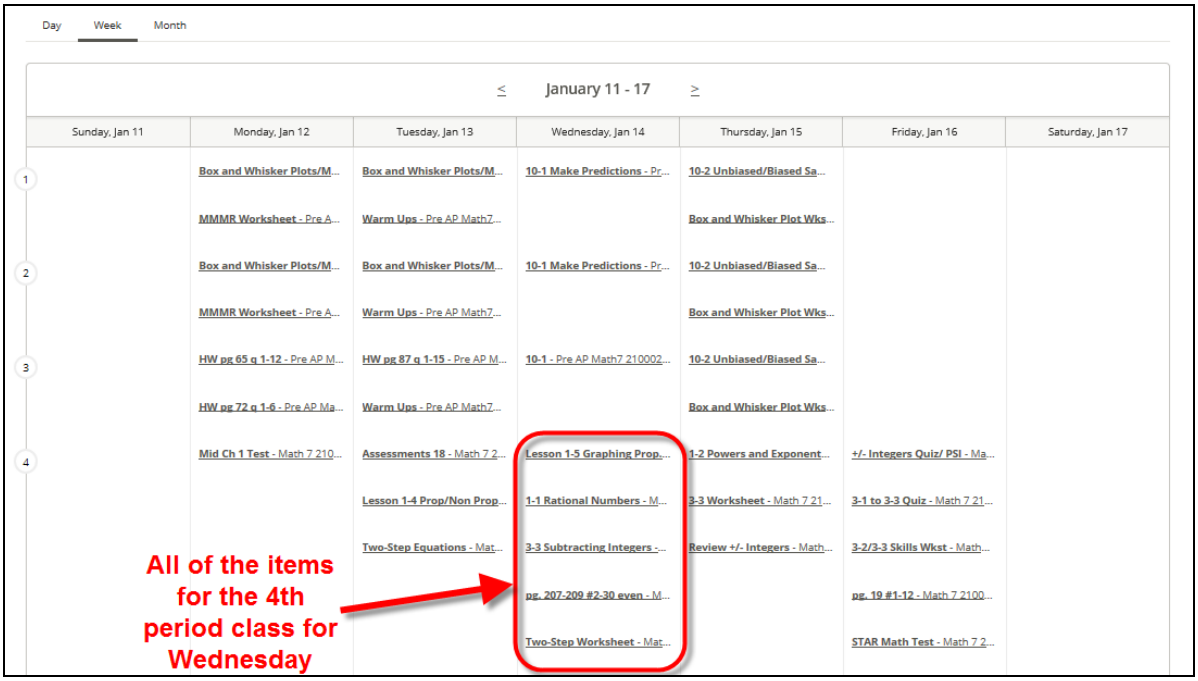
- Click a **Class** number to see the activities for the selected day and period.



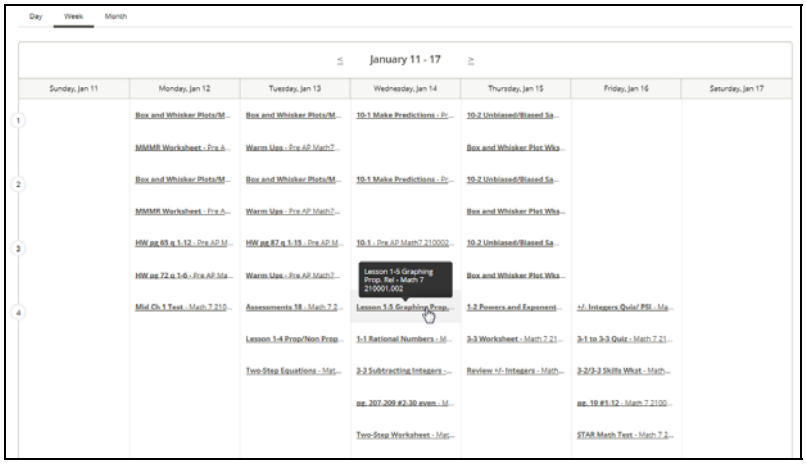
- **Class Name** will display along with start/end time and date and all items entered for the selected class and date.
- Click the **Description** of the item to access the score entry screen for the selected item.

Week View

Selecting *Week* view alters the look of the screen. Instead of classes listed for each period and day, items will be listed for the class that meets that period.



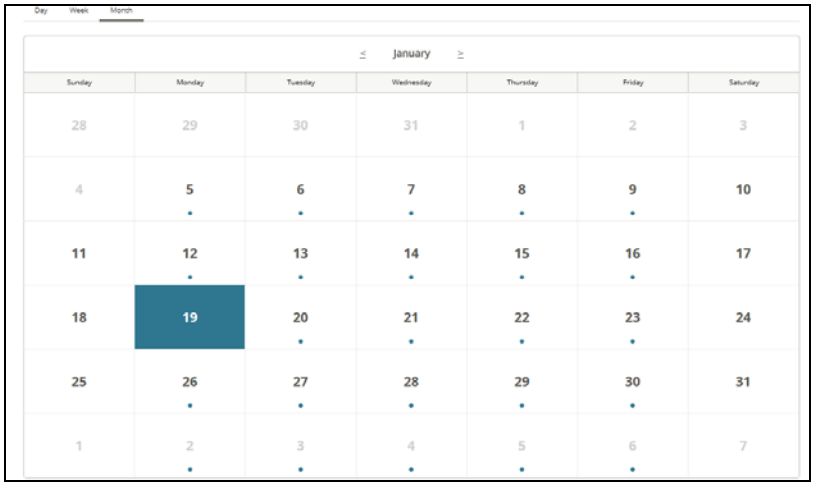
- Mouse over the name of the item to view the full name of the item and the class name/number.



- Click the Description to access the score entry screen for the selected item.

Month View

In *Month* view, a day with an item assigned to it will dipslay with a dot.

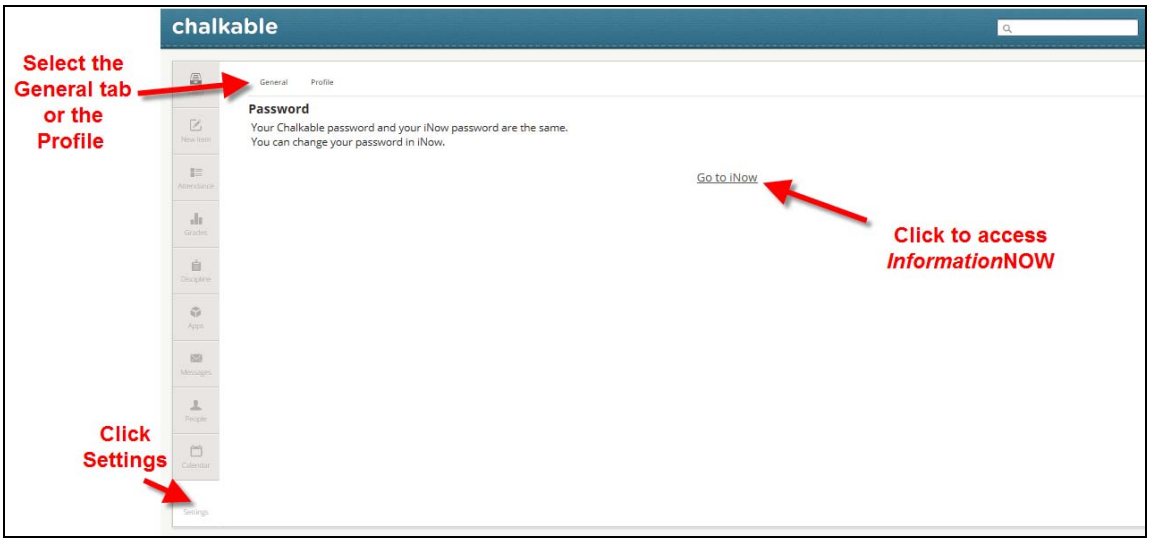


- Click on the dot to view the items for that day.

- Click the **Description** to access the score entry screen for the selected item.

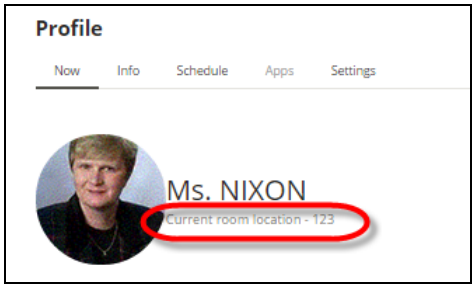
Settings

The settings option allows users to change password and update their profile. Click the **Settings** option under the *Menu* on the left.

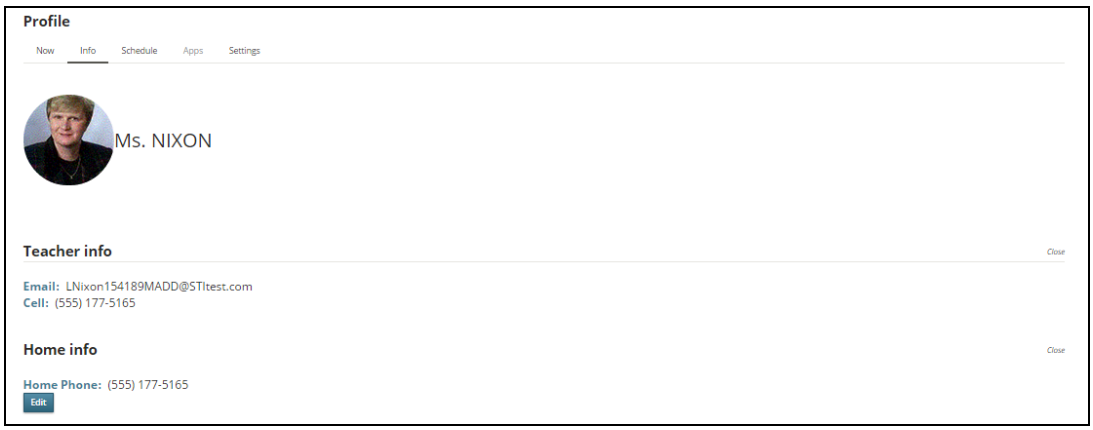


- **Password**: Passwords are maintained in *Information***NOW**. Click to **Go to INOW** to reset the password.

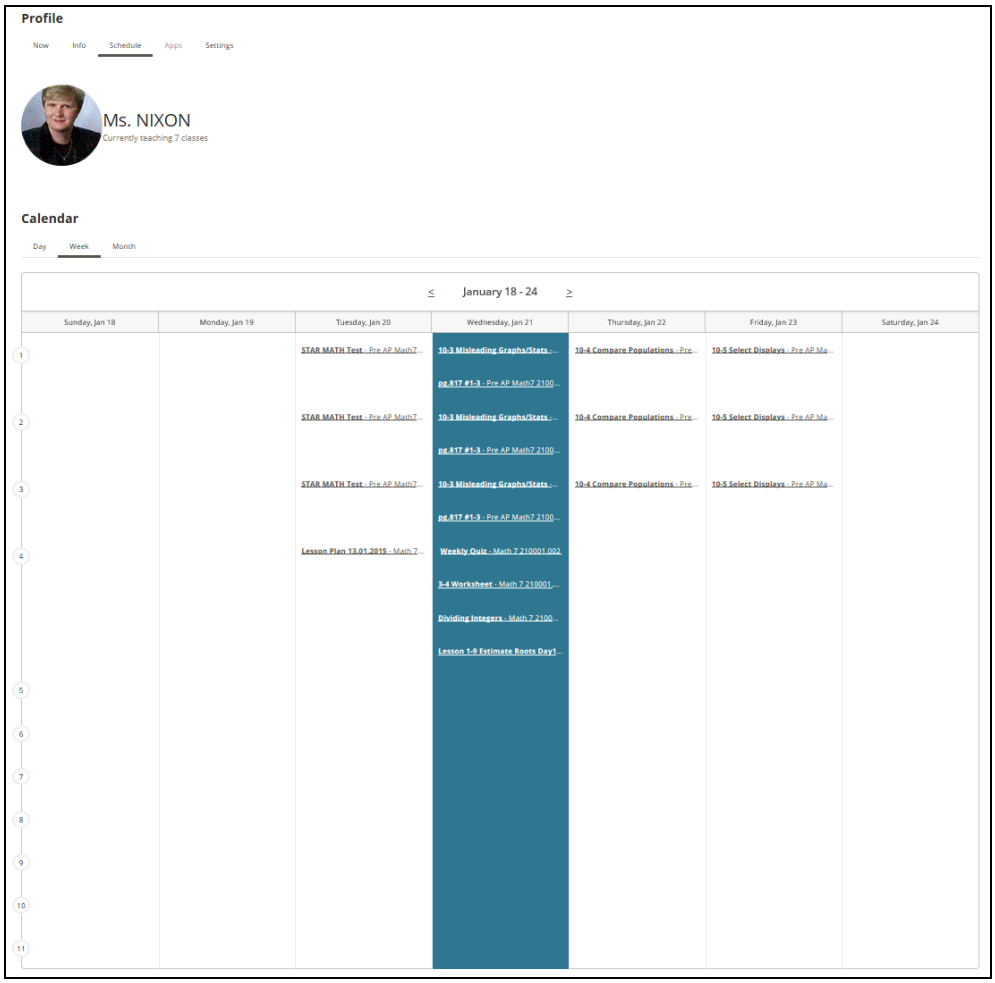
- **Profile**: Click to display the user profile.
  - **Now**: Displays the current teacher location based on day and time along with staff picture.



  - **Info**: Displays teacher personal data including their Chalkable email address and other personal data where available.



  - **Schedule**: Includes a day, week or month view of the teacher's calendar including access to items (activities).



- **Apps**: Only available with Chalkable Study Center.
- **Settings**: Click to return to the General tab for the option to reset the user password in *Information***NOW**.

FAQ

Integration with *Information*NOW

Q: What is the frequency of the information that is common to both *Information***NOW** and Chalkable?

A: Currently, most data is real time, such as grade entry, attendance, reports, discipline entry, etc. Some data, such as settings, are synced approximately every 3 minutes. This means, if the user change a setting in *Information***NOW** it will take 3 minutes for the change to show in Chalkable. The user must log in to Chalkable after the 3 minutes has transpired.

Q: What data (specifically) is synced?

A: Below is a list of all the tables that are synced between *Information***NOW** and Chalkable and require the 3 minute delay for the user to see the change in Chalkable. The user must also log out of Chalkable and back in after three minutes to see the change. All other data is real-time (grades, attendance, reports, discipline, etc.). For example, if a teacher changes the standards grading scales or any of the display options (letter grades, student averages, total points, etc.), they will need to wait the 3 minutes and also log out of Chalkable and then log back in again before they will see the change.

If they change the averaging method, the change will be immediate as the Gradebook calculation is done on the *Information***NOW** side and the data is sent to Chalkable in real time.

Table	Description
AbsenceLevelReason	System Preferences> Setup > Absence Level
AbsenceReason	System Preferences> Setup > Absence Reasons
AcadSession	School/District>School>Acad Sessions
Address	Student, Staff, person address
AlphaGrade	System Preferences> Setup > Valid Alpha Grades
AlternateScore	System Preferences> Setup > Alternate Score Translations
CalendarDay	Changes to day type or bell schedule for a calendar day
ClassroomOption	Gradebook >Options right hand menu link
Course	Scheduling >Valid Courses and Scheduling >Master Schedule
CourseStandard	Scheduling>Valid Courses>Standards tab
DayType	System Preferences> Setup > Day Type
Gender	System Preferences> Setup > Gender
GradeLevel	System Preferences> Setup > Grade Level
GradingComment	System Preferences> Setup > Grading Comments
GradingPeriod	System Preferences> Setup > Grading Periods
GradingScale	System Preferences> Setup > Grading Scales
GradingScaleRange	System Preferences> Setup > Grading Scales
Infraction	System Preferences> Setup >Infractions
Person	Census >People>Main
PersonEmail	Updating student, staff, person email
PersonTelephone	Updating student, staff, person telephone
Room	School/District > School > Rooms tab
ScheduledSection	Updates to a section's timeslot or daytype
ScheduledTimeSlot	Updates to a section's timeslot or daytype
School	School/District > School
SchoolOption	School/District > School > Setup tab
SectionStaff	Updates to the staff members assigned to a section
SectionTerm	Updates to which term the section meets
SpEdStatus	System Preferences> Setup > Special Education Status
Staff	Staff>Staff Maintenance
Standard	System Preferences> Setup > Standards
StandardSubject	System Preferences> Setup > Standard Subjects
Student	Students > Student Maintenance
StudentAcadSession	Enrolling /Registering a student
StudentScheduleTerm	Scheduling a student into a section(s)
StudentSchool	Enrolling /Registering a student
Term	System Preferences> Setup > Terms

Table	Description
TimeSlot	System Preferences> Setup > Periods
User	Creating/Updating a username for staff, student, person.
UserSchool	Assigning access to a school for a staff user

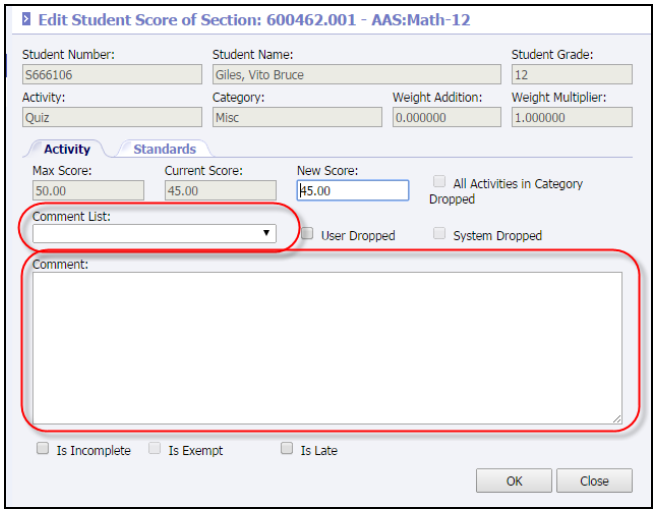
Comments

Q: When I enter comments in Chalkable Gradebook, how does that map to comments I enter in the *Information***NOW** Gradebook?

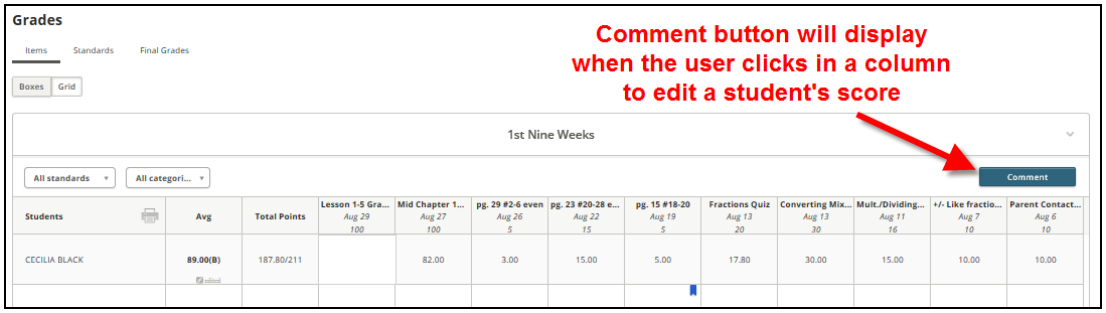
A: Comments can be entered in Chalkable in several places for both progress reports and report cards. Below is a mapping with screen shots of comments in both applications.

Comments on individual item for individual student

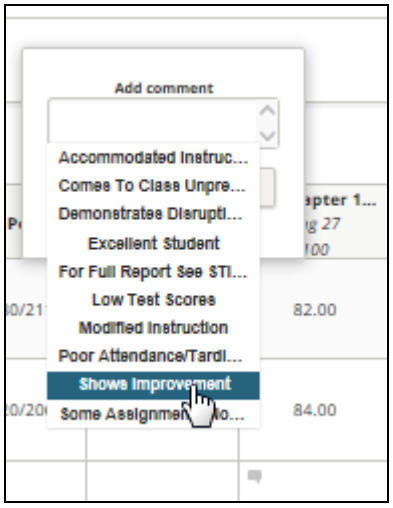
- In *Information***NOW**, to enter a comment on a specific item for a specific student, the user, on the scores tab, will double-clicks the cell for the score to get the 'edit score' screen. A comment can be selected from the bank and/or entered free form.



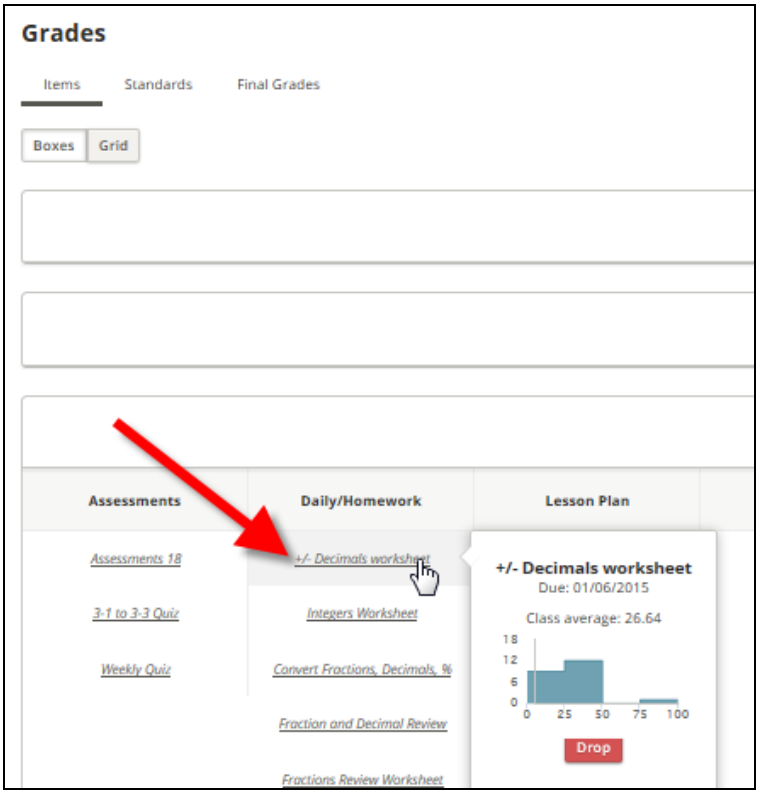
- In Chalkable:
  - To enter a comment on a specific item for a specific student from the **Grades** screen for the specific section in the <u>grid</u> view, clicks the cell for the score to access the **Comment** button.



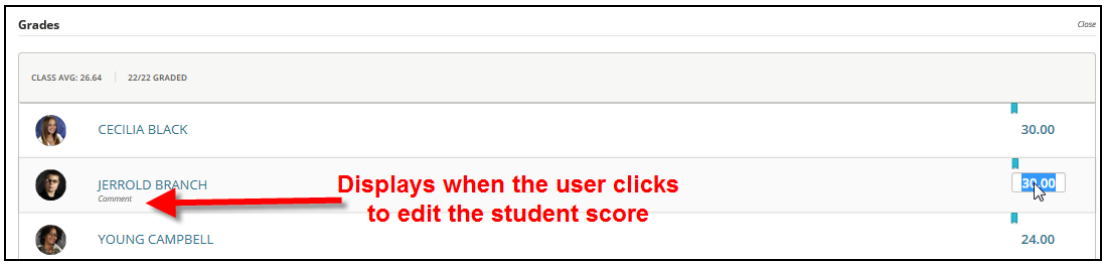
- A text box will display allowing the user to add free form text and/or select from the bank of available comments.



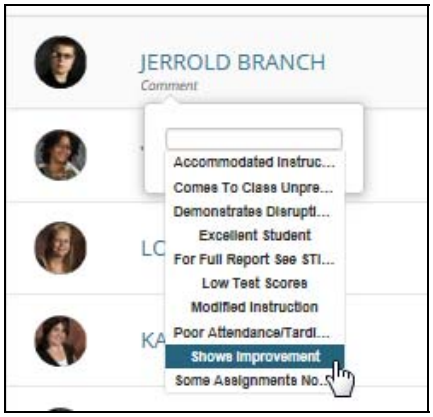
- To enter a comment on a specific item for a specific student from the **Grades** screen for the specific section in the box view, click the item to access the grades screen. Select the student for that item.



- A *Comment* link will display allowing the user to add free form text and/or select from the bank of comments available.

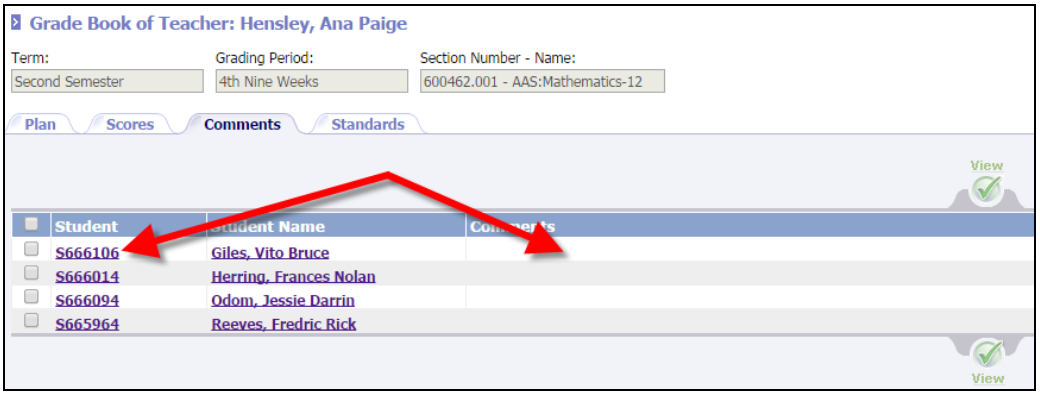


o Select the code from the list and/or free enter a comment.

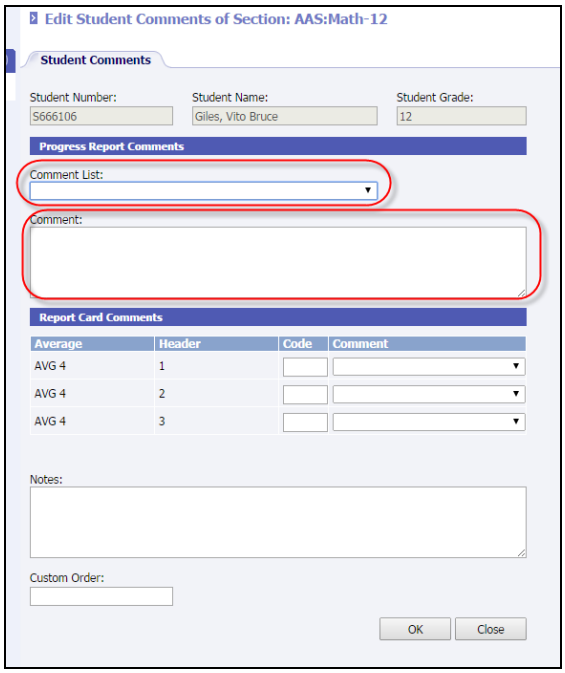


Comments (Overall) on progress report for individual student

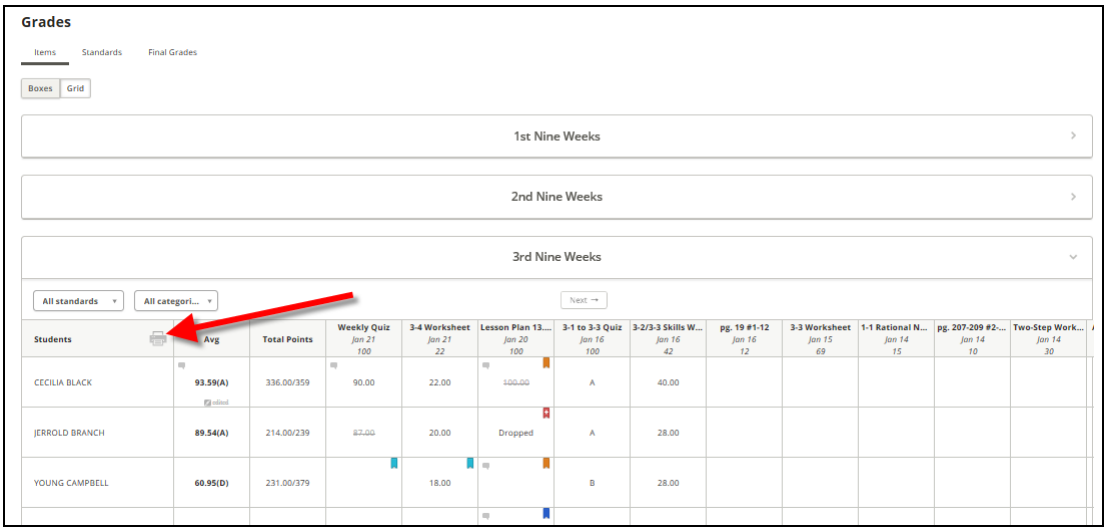
- In *Information***NOW**, to enter a comment for a specific student to print on the progress report, on the *Comments* tab the user will double-clicks the cell in the comment column to access the edit comment screen. The user can also select the student number.



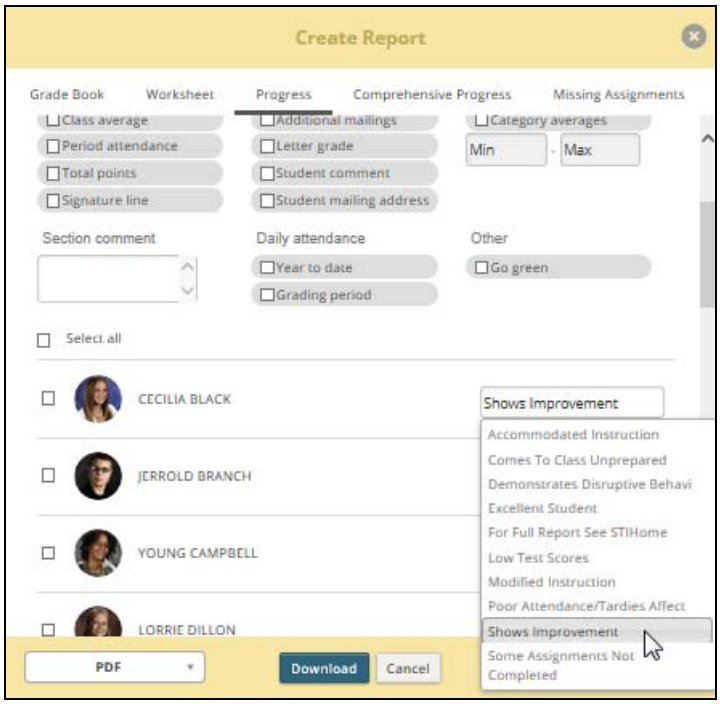
A comment may be selected from the bank and/or entered free form.



- From the **Grades** screen grid view, select the printer icon to access reports.



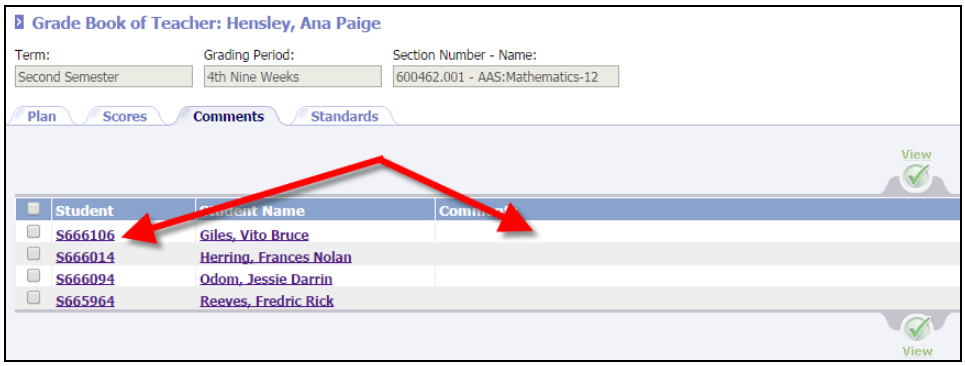
  - Select the *Progress* tab.
  - Currently enrolled students display at the bottom of the screen. Enter a unique comment next to each student.



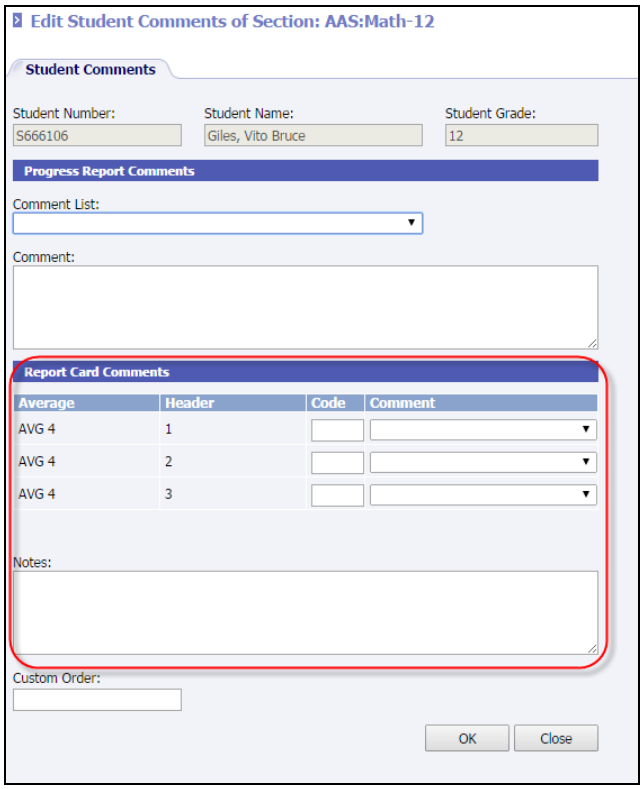
Note: Users may need to scroll to see the entire list of students.

Comments (Overall) on report cards for individual student:

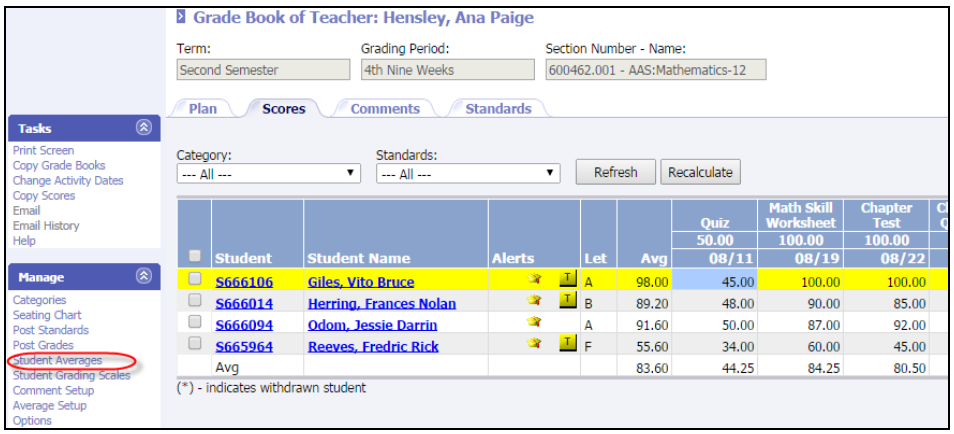
- In *Information***NOW**:
  - Option 1: To enter a comment for a specific student to print on the report card, go to the Gradebook and click the *Comments* tab. Double-click the cell in the comment column to access the edit comment screen. The user may also click the student number. A comment can be selected from the bank and/or entered free form.



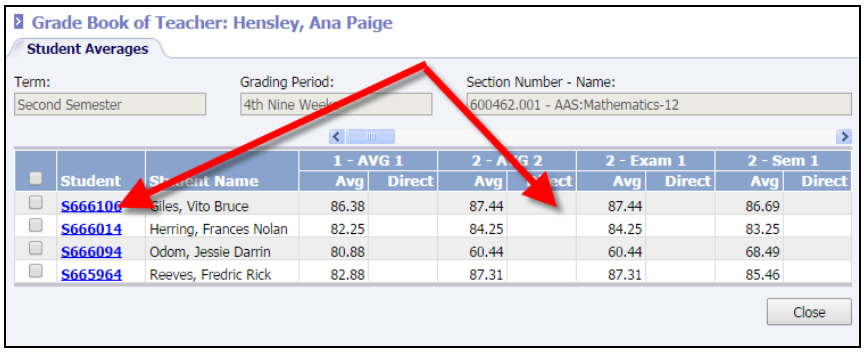
Enter report card comments and notes in the fields provided.



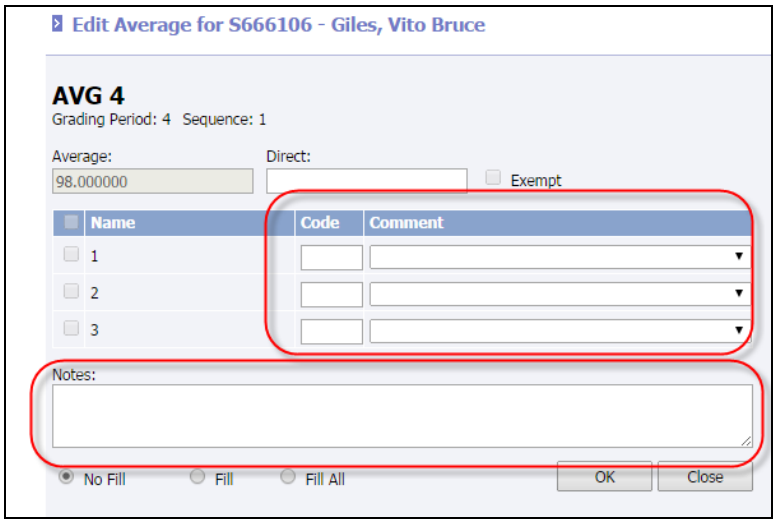
- Option 2: From the teacher Gradebook select Student Averages under the Manage menu on the left.



Select the student and or the comment cell and enter report card comments.

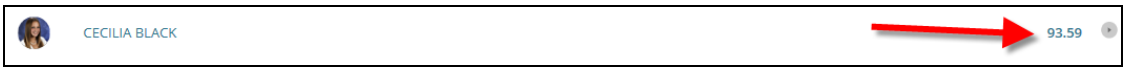


Enter comments in the fields provided.



- In Chalkable, report card comments are entered on the **Final Grades** tab of the **Grades** screen. Select **Grades** from the *Menu* on the left. Select a class. Click **Final Grades**.

o Click the triangle icon next to a student name or click in the current score field to open the edit score screen for the selected student.

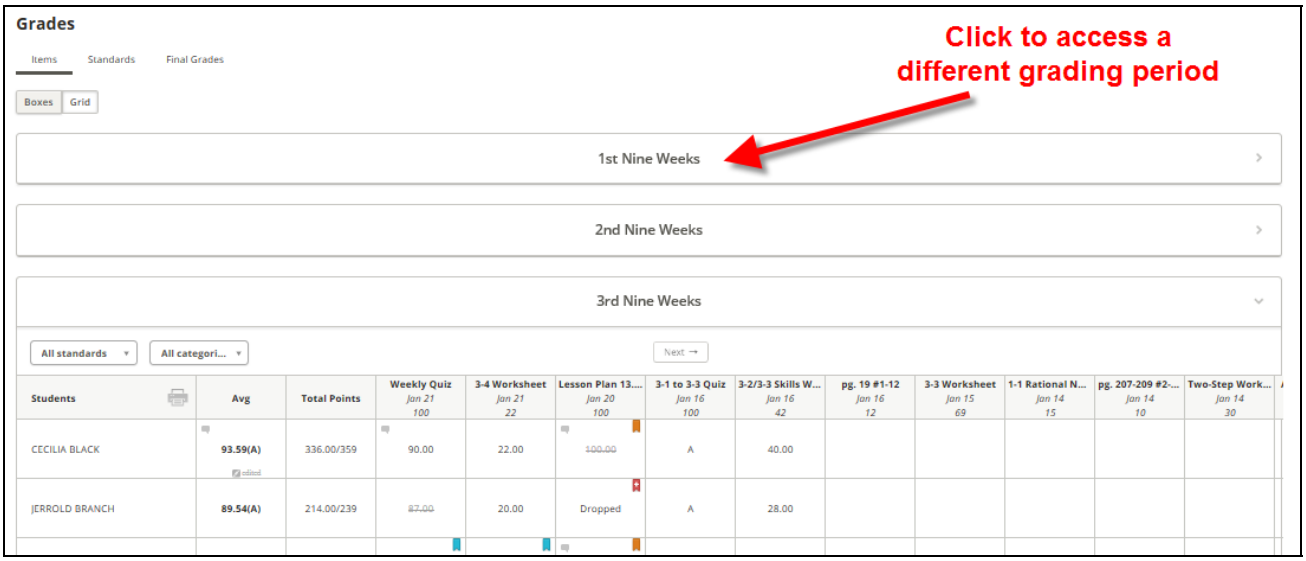


- Enter comments or select from the available list.

Yearly Average

Q: Can I have a running total for the student (like a yearly average) on the grades screen in Chalkable?

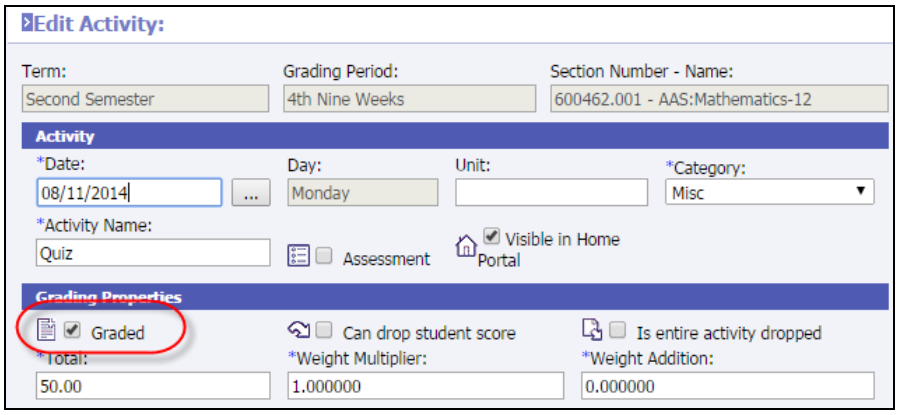
A: In *Information***NOW** users can choose to display multiple averages in the Gradebook on the Scores tab including the ability to display averages from other grading periods. Chalkable made the decision to only show averages for a single grading period because all grading periods can be accessed from one page. In *Information***NOW** users are required to exit one grading period Gradebook and select a new grading period. In Chalkable all grading periods are easily accessible from one screen. To see other grading period averages simply click the triangle to open a new grading period to view.



Lesson Plans Versus Graded Items

Q: How do I enter a lesson plan in Chalkable as opposed to a graded item?

A: Lesson plans may be entered directly in Chalkable. In *Information***NOW** an activity must be marked as graded using the Graded check box.

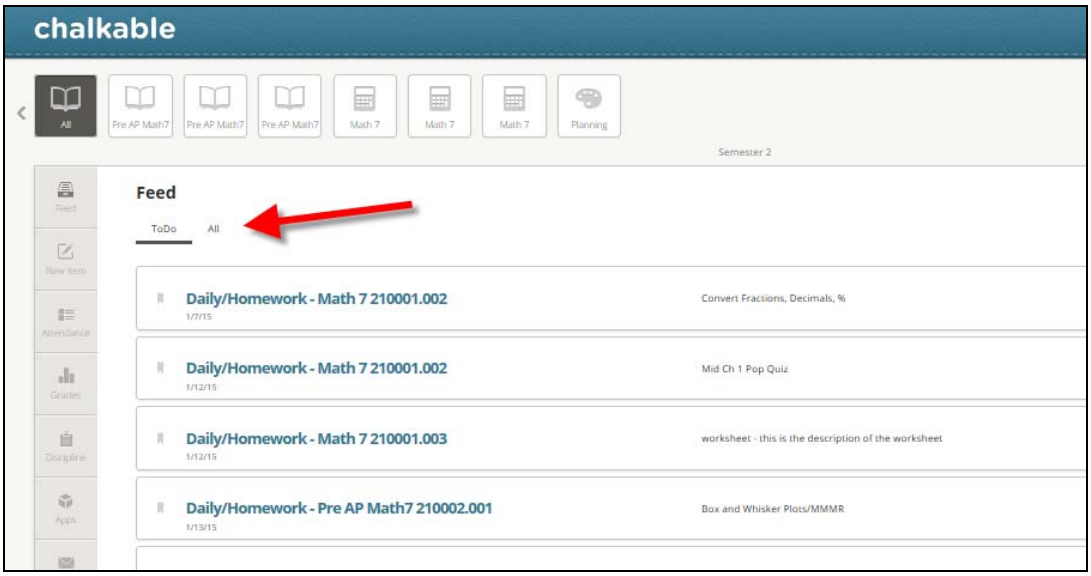


In Chalkable, a lesson plan is simply an item with zero (0) points as the maximum score.

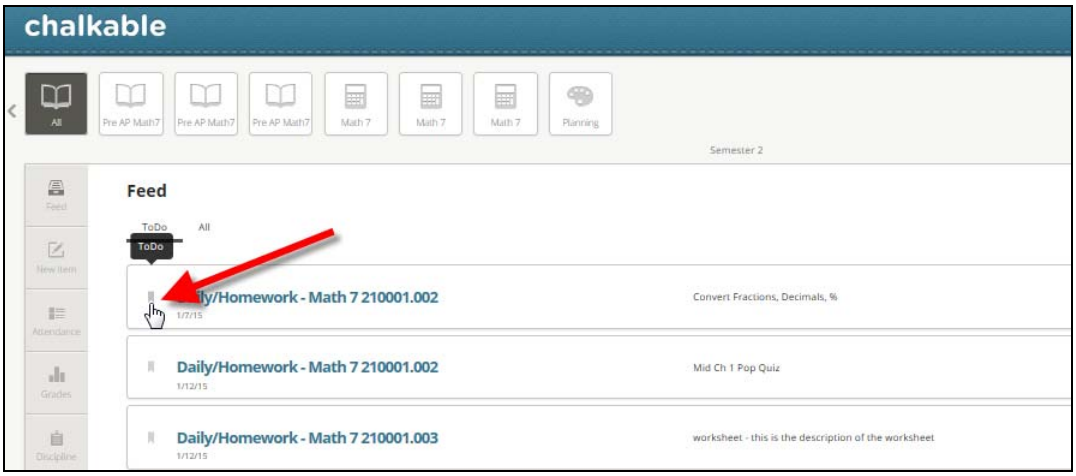
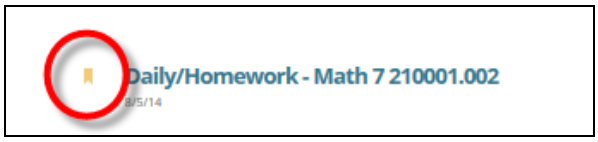
Marking An Item As Completed

Q: Why should I mark an item as completed?

A: When either a teacher or student initially selects the Chalkable link the home page is displayed. In the **Feed** section the user may click to filter the list of items to *All* items or just *To Do* items. Items that are marked as completed will not show in the feed if the user selects *To Do*.



To mark an item as complete, simply click the checkmark icon. Completed items will not show in the feed when the user selects to view the *To Do* list.



Once selected, the item will display with a gold flag indicating it is no longer considered *ToDo*.