




Basics


- **Header:** Classes display at the top.
- **Menus:** Tabs along the left.
- **Feed** : Includes *To Do* or *All*, *Print* , *Lesson Plans* and *Items* for all or selected class. *Feed Tools*  includes options to *Mark Done*, filter by *Any Time* or *All Types*, sort by *Due Date*),
- **Name:** Select *Admin Portal*, *InformationNOW* or *Log Out*.

Settings

- Choose **Setup** tab and then select a class.
- **General:** Choose **Go To INOW** to change password.
- **Setup:** Choose the tab and then the class.
 - **Categories:** Is system + will display if locked by office. **Add** if permissions allow. Import/Export from one class to another.
 - **Comments:** Is system + will display if locked by office. **Add** if permissions allow.
 - **Options:** Check the desired options and choose **OK**. Import/Export from one class to another.
- **Profile:** Access your teacher profile.

Attendance

Select a class.

 = Attendance not yet posted.

 = Change date.

 = Mark all students present


 = Print report.

 = student present


 = student late

 = student absent

By List

1. Select dot next to name.
2. Select arrows to toggle between Present/Absent/Late. Choose reason if available.
3. Select **Post It** . Users with permission may re-post attendance.


By Seating Chart

1. Select student picture/avatar.
2. Choose Present/Late/Absent. Select reason if available.
3. Select **Post It** .

Create Seating Chart

1. Select **Attendance**, then **Seating Chart**.
2. **Create Grid**.
3. Edit rows and columns and **Save**.
4. Select **Add Students**.
5. Drag student picture or avatar from below into the grid, then **Save**.

Creating Items

1. Choose **New Item**.
2. Select **Class**.
3. Choose **Assignment**, **Lesson Plan** or **Supplemental**.
4. Enter activity **Name**.
5. Select **Category**.
6. Import: Import items from previous academic session or other class.
7. Assignment: Brief description.
8. Advanced Options :
 - a. Weight Multiplier: # of times it counts in student average
 - b. Weight Addition: Add extra points to all scores
 - c. May drop student score
 - d. Extra Credit: Max score must be 0 and must be using points or category points as averaging method.
 - e. Hide from Students
 - f. Study Center Only:
 - i. Class Discussion: Enable class discussion
 - ii. Preview Comments: Teacher must make student comments visible to other students.
 - iii. Require Comments: Student must submit comment before they may view other's comments
9. Due Date: Date is due. Date range for lesson plans.
10. Max Score: Maximum score for the activity.
11. Attach: Insert files, standards, etc.
12. Add Attribute: Add additional components such as objectives.
13. **Submit** to save. **Discard** to exit without saving.

Editing Items

Select **Item** from *Feed* and choose **Edit**.






1. Save.
2. Delete
3. Duplicate


Entering Item Scores


From Feed


1. Select **Item**: Select class above to filter list below.
2. Choose to the right of student name. Selecting student name opens the selected student's *Profile*.
3. Drop: Choose to drop activity for all students.
4. Enter **Score**. Press enter or select next students.
5. Right click to **Drop** (if activity allows to be dropped), or mark **Late**, **Incomplete**, **Exempt** or **Fill**.
6. Comment: Enter score comment.

From Grades

1. Select **Class**.
2. Choose **View** (box/grid).
 - a. **Boxes**: Displays items grouped by category. Hover over category to view average/worth or over item to view analytic. Select item to enter scores.
 - b. **Grid**: Displays items in a grid. Enter scores down the column. Includes printer and average columns. Select Item name to go to score entry screen for that item or enter scores down the column.
3. Other Options:
 - a. **Items Tab**: Enter item scores.
 - b. **Standards Tab**: Enter standard marks.
 - c. **Final Grades Tab**: View/edit/enter scores for all graded items and to see analytics. **Post** displays if allowed. Select to post report card grades.
 - d. **Grading Period**: Current grading period displays by default. Select other grading period as needed.
 - e. **Comments**: May be entered for one single item or select the student's overall average in the grid view to enter an overall average comment.
 - f. **Filter List**: Grid view only. Select to filter items to selected standards or categories.
 - g. **Overwrite Overall Average**: Grid view only. Select the student's overall average and enter a new average if desired. "Edited" will display.
 - h. **Flags**:
 - i. Absent (aqua) 
 - ii. Late (gold) 
 - iii. Incomplete (dark blue) 
 - iv. Score greater than points possible. (red) 
 - v. Dropped ~~+5.00~~ or *Dropped* if no score entered.
 - vi. Comment 


Assessment  Study Center Only
View *Scheduled*, *My Assessments* or *Question Bank*.
Create questions/assessments and view results.


Calendar 
1. Select *Day*, *Week*, or *Month* view.
2. Use arrows to navigate months.
3. Add new item by selecting date and **New Item**.
4. Dates with dot have an item. Select to see name and select item to access the score entry screen.
5. In Month view, Lesson Pan timeline will show green for completed days and red for incomplete dates.


Classes 
Displays a list of courses along with:

- Number of currently enrolled students.
- Today's Attendance %. Select for attendance entry.
- Today's Discipline Infractions count. Select for discipline entry.
- Overall Grade Average as of today. Select for grade entry screen.

Choose discipline or attendance number to view analytic for the last week, month, grading period or year.


Discipline 
1. Choose a class.
2. Sort by first name or last name.
3. Select calendar icon to change date.
4. Select bar next to student name bar and check infractions. Enter occurrence note if desired. Selecting the student picture/avatar will open the student profile.

Learning Earnings 
See Learning Earning documentation for instructions on using this Positive Behavior Reinforcement tool.


Messages 
Messages is an internal messaging system in Chalkable Classroom, not an email system. Also available from **People** menu and through attachments.

1. Inbox
2. Sent
3. New Message

- a. Enter partial name of student or class.
- b. Subject
- c. Send Message

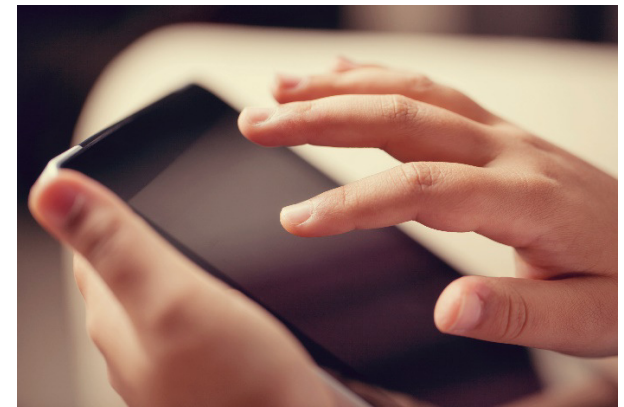
People 
1. Select **All** or a single class.
2. Sort by first name or last name.
3. Select My Students or Whole School.
4. Enter criteria to filter list.

Lunch
Go to *Classes* tab and select class. Choose the *Lunch* tab. Enter lunch counts for staff member/student where applicable next to each lunch type. **Save** changes.

Reports 
1. Feed menu: Print lesson plans, activities
2. Attendance menu: Print Attendance Profile, Attendance Register and/or Seating Chart.
3. Grades menu/Grid View: Print Gradebook, Worksheet, Progress, Comprehensive Progress, Missing Assignments, Birthday Listing, Grade Verification, Seating Chart.


Profile
The student profile may be accessed from numerous screens by selecting the student picture/avatar.

- **Now**: Displays student schedule and where they are now based on today's date and time. Also includes attendance, discipline and recent grades.
- **Info**: Student demographic info including contacts.
- **Grading**: Current calculated average for each class. Select the grading period to see category breakdown.
- **Schedule**: View by Day, Week or Month.
- **Attendance**: See counts Absent, Late and Present along with attendance detail.
- **Discipline**: Counts by infraction and a calendar view.
- **Explorer**: Student classes by weakest to strongest.
- **Apps (Study Center)**: Apps available to the student.
- **Assessments (Study Center)**: List of student's online assessments
- **Panorama (Study Center)**: Analytical view into student standardized tests, attendance, discipline as well as basic demographics



Welcome To
 **chalkable**
CLASSROOM

This document contains a brief overview of options available in Chalkable Classroom.

Documentation and videos are available from *InformationNOW*. Select the question mark in the upper right hand corner . Choose **Documentation**. Complete the form and **Submit**. Choose **InformationNOW Video Tutorials** for video instruction or **Quick Reference Guides | Chalkable Classroom** for written instructions.

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