

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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Initial Setup

Security

To access Chalkable, users must be granted permission. All 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 or select the group of users who are to be granted permission to Chalkable (ex. Teacher).
3. Under the *Classroom* section check **Maintain Classroom**.
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 the *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 Classroom work the same in the *InformationNOW* 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 Classroom. Also, a *Maintain Classroom Discipline* permission is available which allows teachers to enter discipline records via Chalkable Classroom – a feature that is not available under the *InformationNOW Classroom* menu.

Other Permissions

- **Maintain Classroom Discipline:** Users with permission to *Maintain Classroom Discipline* will be able to enter student discipline records consisting of just an infraction and a note at this time. Users will only be able to assign infractions that have been set as *Show In Classroom* under **System Preferences | Setup | Infractions**. Discipline is not available through the *InformationNOW Classroom* menu. It is only available in Chalkable Classroom.
- **Maintain Classroom Absence Reasons:** Users with permission to *Maintain Classroom Absence Reasons* will be able to select a reason code when marking a student either tardy or absent. Users without this permission will only be able to select the **Skip Reason** that is set up under **Attendance | Setup | Settings** tab | **Skip Reason**.
- **Administer Chalkable:** users with this permission can access the Chalkable Classroom ADMIN functions.

InformationNOW Setup

For a teacher to access Chalkable Classroom they must be assigned to at least one section in the master schedule in *InformationNOW*.

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 Classroom.

Chalkable Setup

Categories

Go to **Settings | Setup**. Select the **Class** and the *Categories* tab will display. Categories are section/class specific. Examples of Categories are *Test, Homework, Project, Quizzes*, etc.

Name	Description	HS to drop	LS to drop	Percent	Is system
<input type="checkbox"/> Classwork	Classwork	0	0	40.000	
<input type="checkbox"/> Homework	Homework	0	0	30.000	
<input type="checkbox"/> Project	Project	0	0	15.000	
<input type="checkbox"/> Tests	Tests	0	0	15.000	

Also, the school has an option to create categories for all users. Categories created by the school will display with a lock icon  and may not be edited.

To add a category, click **Add**.

Create category

Name:

Description:

High score to drop:

Low score to drop:

Percentage:

- **Name:** Name the type of category for activities to be graded.
- **Description:** Enter a more detailed description of this category, if desired.
- **High Score to Drop:** Enter the number of highest scores that should be dropped from the overall running average for this category. For example, if creating a category of homework and the two highest scores that the student received for homework assignments are to be dropped from their overall running average, enter a 2 here. When a 2 is entered, the two highest scores that a student received for homework assignments will be dropped from their overall running average. Leave the value at 0 (zero) if no highest scores are to be dropped for this category.
- **Low Score to Drop:** Enter the number of lowest scores that should be dropped from the overall running average for this category. For example, if creating a category of homework and the two lowest scores that the student received for homework assignments are to be dropped from their overall running average, enter a 2 here. When a 2 is entered, the two lowest scores that a student received for homework assignments will be

dropped from their overall running average. Leave the value at 0 (zero) if no lowest scores are to be dropped for this category.

- **Percentage:** A percentage must be entered if using the *Category Points* or the *Category Average* method of averaging grades. Using a *Percentage* is the same as weighting a category.
 - **Example A:** A teacher might want her *Test* category to be 60% (enter **60** for the *Percentage* value) and the *Homework* category to be 40% (enter **40** for the *Percentage* value) of the grading period average. To compute the average, all the test activities are averaged together and all the homework activities are averaged together. The percentages would then be applied for each category, with the grading period average being the sum of these products.
 - **Example B:** A student has a 90 average on all his tests and a 95 average on all his homework. Apply the percentages (90 times 60% = 54 and 95 times 40% = 38) and add the products (54+38); the grading period average is 92.

Options

Go to **Settings | Setup**. Click the *Options* tab and then select a **Class**. Options are section/class specific. The grade book options listed below are provided to allow teachers to customize features available in Chalkable.

The screenshot shows the 'Setup' page in Chalkable, specifically the 'Options' tab. The page is for 'SEMESTER ONE' and shows settings for three classes: Math, Grade 2; English LA 2; and Soc Stud, BS. The 'Grade book' section has four options: 'Round displayed averages' (unchecked), 'Include withdrawn students' (unchecked), 'Display student average' (checked), and 'Display letter grade' (checked). The 'Averaging method' section has four radio buttons: 'Points' (unselected), 'Average' (selected), 'Category Points' (unselected), and 'Category Average' (unselected). The 'Standards' section has one option: 'Standard calculate weight maximum...' (unchecked). The 'Standards calculate rule' section has a dropdown menu set to 'Current Grading Period'. The 'Standards scale' section has a dropdown menu set to 'SN'. The 'Standards calculate method' section has a dropdown menu set to 'Averaging'. An 'OK' button is located at the bottom left of the settings area.

Available options are:

- **Round Displayed Averages:** When selected, the average will be displayed in whole numbers.
- **Include Withdrawn Students:** Check this box to show students who were in class for only part of the time frame but are currently withdrawn from the section/class.
- **Display Student Averages:** This option will allow a numerical average to display on the Scores tab of the Grade Book. The average that is displayed is controlled by the graded item that is marked with *Display as avg in Grade Book*.
- **Display Letter Grades:** Check this box to display in the average column the current Letter Grade for the numerical average.

Note: This may differ from what is actually posted to a student's grade file due to rounding. The grade posted may or may not be rounded, whereas the average in Chalkable Classroom can also be rounded or not rounded. Also, if no letter grade is displayed, confirm that the numeric value is defined within a valid alpha grade on the scale.

- **Averaging Method:** Choices include:

Note: The school has the option to set the averaging method for all classes. If the user is unable to select an averaging method, check with the program administrator at your school to see if this option has been locked by the school.

- **Points:** When averaging by the *Points* method, the average is calculated by dividing the total amount of points the student has earned by the total points possible. **Example:** $932/1000 = 93.2$.
 - **Average:** When averaging by the *Average* method, each individual activity is averaged, and then all the activities are averaged together to obtain a single value. **Example:** $91/100=91.0$, $48/50=96.0$, and $23/25=92.0$. The Average is then calculated by averaging all activities; $91.0, 96.0, \text{ and } 92.0 = 93.0$.
 - **Category Points:** When averaging by the *Category Points* method, the average for each category is calculated as with the *Points* method, and then a percentage is applied to the categories to determine the average. **Example:** A category named *Test* will represent 60% of the students' grades and a category named *Homework* will represent 40% of the students' grades. Determine the *Test* average via the *Points* method from above, using ONLY the *Test* category for the total points earned and possible (All Tests = $273/300 = 91.0$). Determine the *Homework* average by the same method (All Homework = $659/700 = 94.1$). To apply the percentage, multiply 60% times $91.0 = 54.6$, and 40% times $94.1 = 37.64$; then add the products together ($54.6 + 37.64 = 92.24$). 92.24 is the average for this example.
 - **Category Average:** This average method is calculated the same as the *Category Point* method. **Example:** Average the *Test* category ($91.0 + 96.0 = 93.5$) and average the *Homework* category ($92.0 + 93.0 = 92.5$). Apply the percentage 60% times $93.5 (56.1)$ and 40% times $92.5 (37.0)$. The average would be the sum ($56.1 + 37.0 = 93.1$).
- **Standards:** This section is used to determine how averages are given to standards that are attached to the selected course.
 - **Standard Calculate Weight Maximum Value:** Check this box if the maximum weight will be calculated for the standard's grade.
 - **Standards Calculate Rule** options include the following:
 - **Current Grading Period:** Select this rule if the student's grade for a standard will only include the current grading period activities.
 - **Running Section:** Select this rule if the student's grade for a standard will include the activities for the section of the current course in which the student is enrolled. A section may last all year.
 - **Running Term:** Select this rule if the student's grade for a standard will include all activities for the term. A term may have more than one grading period but may not last all year.
 - **Standards Scale:** Select the grading scale used to determine the standard's grade.
 - **Standards Calculate Method:**
 - **Averaging:** Select this method if each individual activity is an average. The standard's grade is calculated by averaging all the activities.
 - **Points:** Select this method if each individual activity is based on points (example: $90/100$). The standard's grade is calculated by dividing the total points earned by the total points possible.
 - Click **OK** when all selections are complete.

Comments

A comment bank can be created for use with report card comments and general student comments. Comments are specific to the teacher and show in all classes/sections for that teacher. Go to **Settings | Setup**. Select the **Comments** option. Existing comments will display.

Comment	Is system
<input type="checkbox"/> Works well in a group setting	
<input type="checkbox"/> Does not turn in home work	
<input type="checkbox"/> Pleasure to have in class	
<input type="checkbox"/> Readily assists others	

- Click **Add**.

Comment

OK Cancel

- Enter the **Comment**.
- Click **OK**.

Basic Navigation

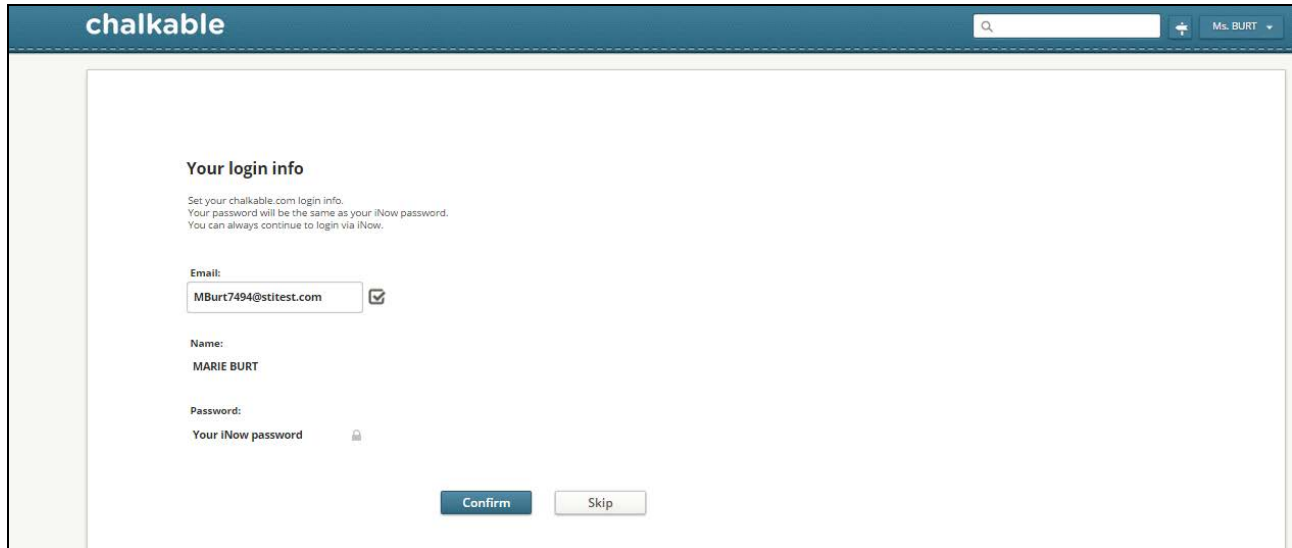
Initial Login

To access Chalkable Classroom, log in to *InformationNOW*. 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 *InformationNOW* program administrator.

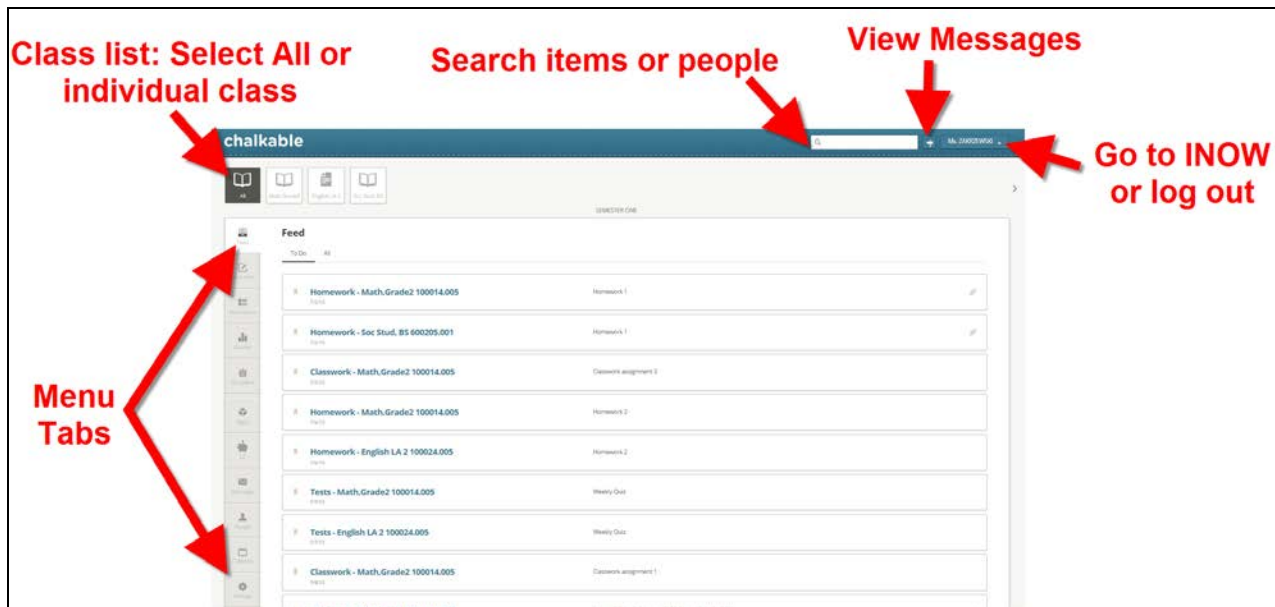
The first time a user logs in to Chalkable Classroom they are required to confirm their email address and name. It is not necessary to enter this information. Just confirm the email address and name and click **Confirm**.



The screenshot shows the Chalkable login confirmation page. At the top, the Chalkable logo is on the left, and a search bar and user name 'Ms. BURT' are on the right. The main content area is titled 'Your login info' and contains the following text: 'Set your chalkable.com login info. Your password will be the same as your iNow password. You can always continue to login via iNow.' Below this text are three input fields: 'Email:' with the value 'MBurt7494@stitest.com' and a checkmark icon; 'Name:' with the value 'MARIE BURT'; and 'Password:' with the value 'Your iNow password' and a lock icon. At the bottom of the form are two buttons: 'Confirm' and 'Skip'.

Home Page


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

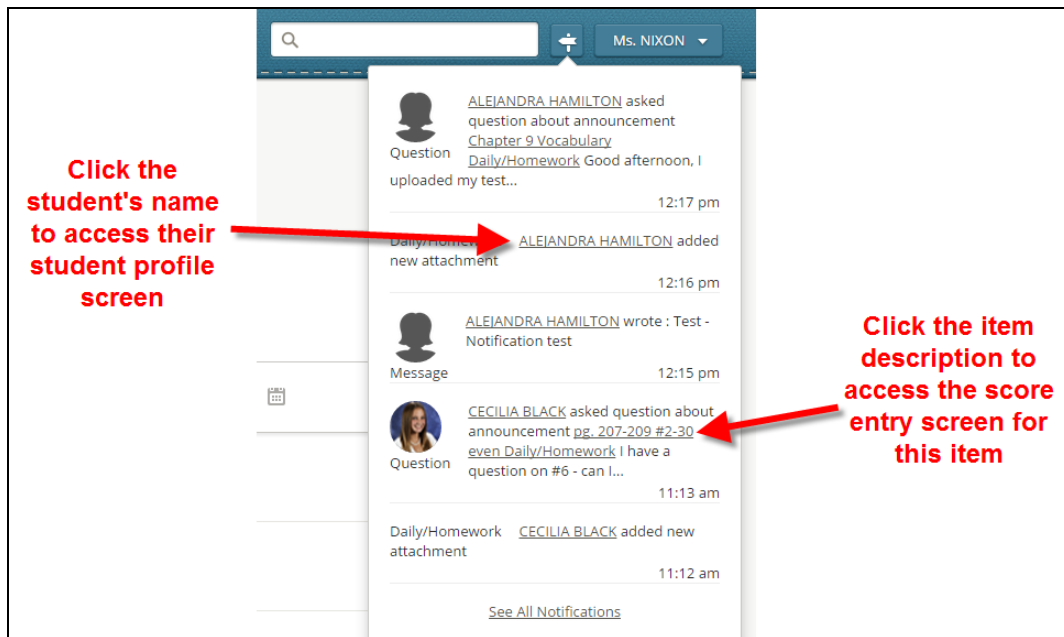


The screenshot shows the Chalkable home page with several red arrows pointing to specific features. The annotations are: 'Class list: Select All or individual class' pointing to the top left navigation area; 'Search items or people' pointing to the search bar in the top right; 'View Messages' pointing to the message icon in the top right; 'Go to INOW or log out' pointing to the user profile icon in the top right; and 'Menu Tabs' pointing to the vertical navigation menu on the left side of the page. The main content area is a 'Feed' of items, including homework assignments and tests.

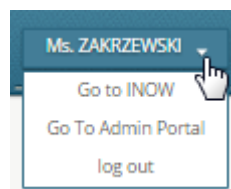
Header

- **Search:** Search for items (activities), apps (study center users only) or 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.
- Click the **App** icon to access the app store screen for that app.
- **View Messages (Notifications)**: Notifications include messages from students and teachers as well as group messages. Teachers also receive notifications when students submit attachments or assessments. Students also receive notifications when teachers have updated files that were submitted or issue scores. The Notifications icon  will display with a number in red if the user has received any new notification. Click the icon to see the most recent notifications in a list.












- Click the sender's name to access their student profile screen.
- Click the name of the item to go to the score entry screen for that item.
- **See All Notifications**: Click this option at the bottom of the list to view all notifications in a list view.
- **Exit Chalkable**: Users may exit Chalkable Classroom 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 Classroom and return to *InformationNOW*.
- **Go to Admin Portal**: If the user has permission, select this option to view data and send group messages.
- **Log Out**: Click to close both Chalkable Classroom and *InformationNOW*. Click **Login** to return to the Chalkable direct login screen. Log in using the email address and password (i.e. not the *InformationNOW* login).
- **Class List**: By default, all sections for the teacher will display as separate icons at the top of the screen. Click *All* to view all of the teacher's sections or click a specific section. Click the < and > icons to navigate to









additional classes and terms. 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	

Menu Tabs

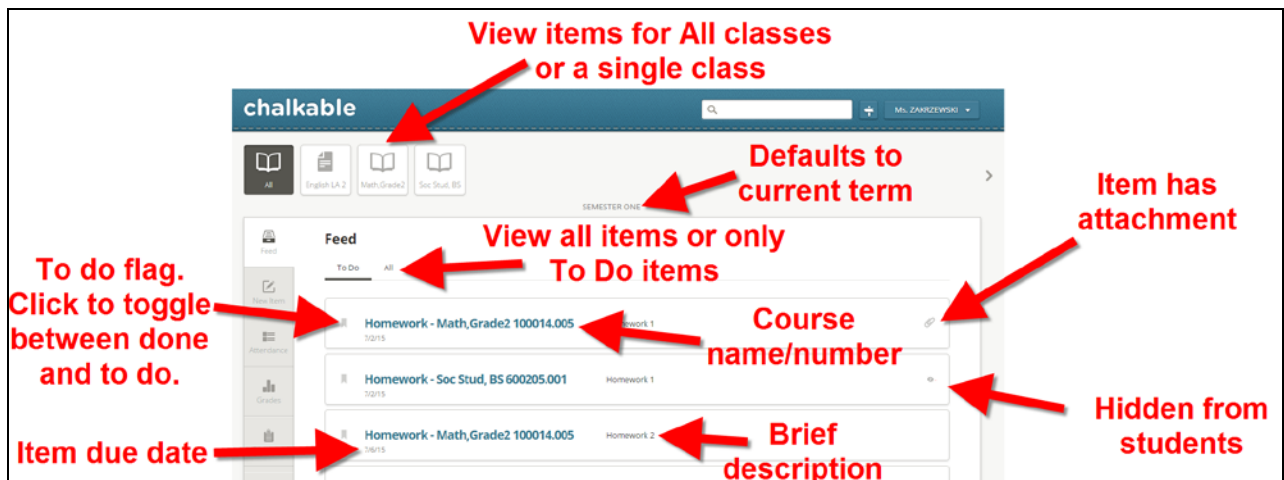
Access various options including:

- 
 - **Feed** **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** **New Item:** Add a new item (activity) to a class.
- 
 - **Attendance** **Attendance:** Take attendance for classes.

- 
Grades Grades: Add scores to items. Enter grading period comments, final grades for printing on report cards, etc.
- 
Discipline Discipline: Add, modify and delete discipline for students.
- 
Apps Apps: Manage, add and purchase applications that can be attached to items. Only available for use with Chalkable Study Center.
- 
Learning Earnings Learning Earnings: Click to access the Learning Earnings website.
- 
Messages Messages: Create, read and delete messages.
- 
People People: View all people in classes, send messages, etc.
- 
Calendar Calendar: View activities/items, calendar events, etc. in a calendar grid view for one or all classes.
- 
Settings Settings: Change password, update the user profile and set up categories, comments and options.

Feed

Click to view items (activities) for a selected class or for all classes. Items will display in date ascending order.





The screenshot shows the Chalkable interface with several red annotations pointing to specific features:

- View items for All classes or a single class**: Points to the top navigation bar.
- Defaults to current term**: Points to the 'SEMESTER ONE' dropdown menu.
- Item has attachment**: Points to a document icon next to a homework item.
- Hidden from students**: Points to a lock icon next to a homework item.
- Brief description**: Points to the text 'Homework 1' and 'Homework 2' in the item list.
- Course name/number**: Points to the text 'Homework - Math,Grade2 100014.005' and 'Homework - Soc Stud, BS 600205.001'.
- To Do items**: Points to the 'To Do' filter button.
- To do flag. Click to toggle between done and to do.**: Points to a flag icon on the left sidebar.
- Item due date**: Points to the date '3/2/15' next to a homework item.

- **All Vs. Individual Class:** The list will default to all items for all classes. Click a class at the top of the screen to filter the list below to just items for the selected class.
- **> To More Classes:** Depending on the display settings and number of classes taught an arrow > icon will display to the right of the list of classes that allows users to view additional classes.
- **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 (Activity):** Items are listed in date order from oldest to newest.

- **Ribbon Icon:** 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.

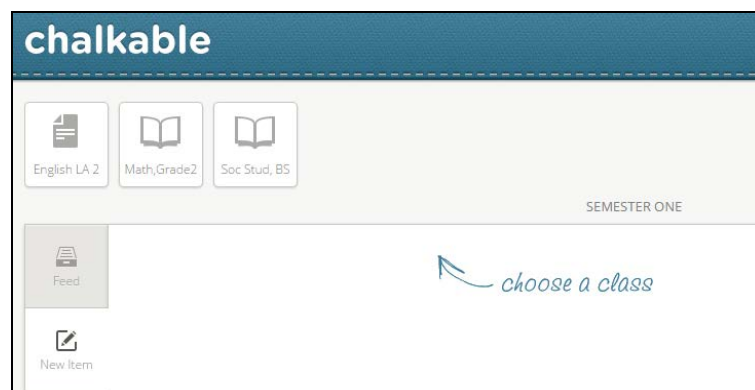
- **Category:** Displays the category selected for this item (Ex. Lesson Plan, Homework, Test).
- **Class Name/Number:** The name of the class along with the course and section number (Ex. Math 7 210001.002).
- **Item Name:** The name of the item (Ex. Convert Fractions, Decimals, %).
- **Item Date:** The date the item is due (Ex. 1/7/15).
- **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.

Items

Activities in *InformationNOW* are referred to as **Items** in Chalkable Classroom.

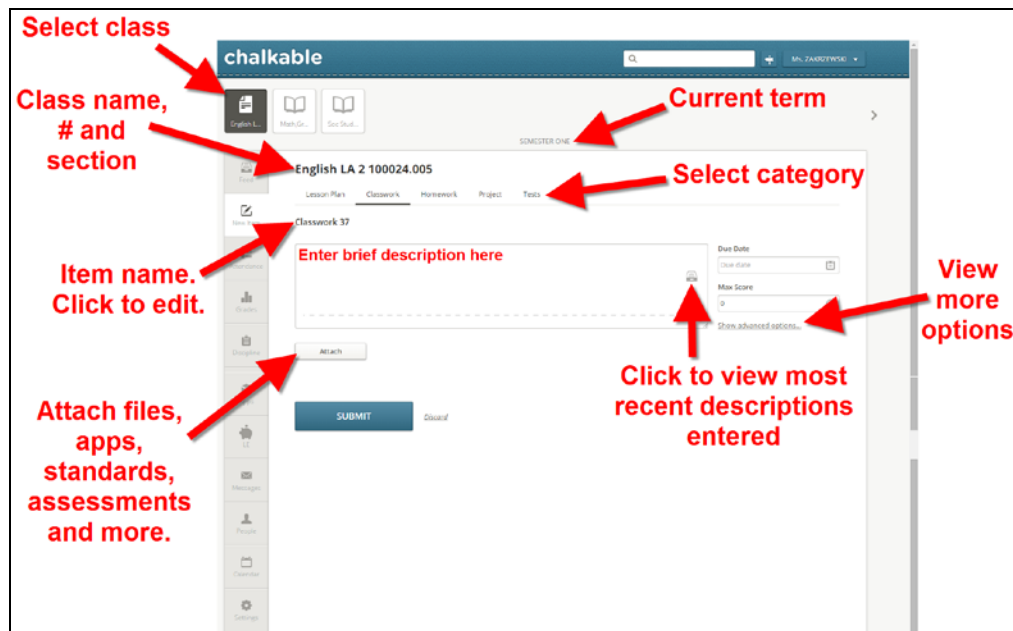
Adding Items

- To insert a new item (graded activity or lesson plan) to a grade book click **New Item** from the *Menu* on the left.
- Select the **Class** section to which the item is to be added.

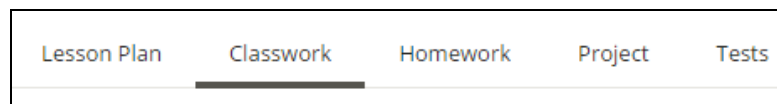



Note: Any Item previously added that was not saved or discarded is stored as a draft and will display.

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



- Class:** Select a different class section if desired.
- Term:** Displays the current term based on today's date (ex. Semester 2).
- Class/Section:** Displays the name and course/section number for the currently selected class.
Ex. **Pre AP Math7 210002.001**
- Category:** Displays categories that are created under **Settings | Setup | Select Class | Categories**. Defaults to the first category alphabetically. To change, select the category for this item.



- Name:** Defaults to the next 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. Ex. **Assessments 27**
- Brief Description:** Enter a brief description of the item. Defaults to the last description added but can be modified. The brief description will display in the home portal for students.
- Inbox:** Click the inbox icon  to see the last items that were added for this class. Select one to copy the description to this new item.
- Attach:** Click to add standards, files and more..
- Date:** Defaults to today's date. Select the due date of the item. Chalkable Classroom automatically determines the grading period for the item based on the date selected.
- Max Score:** Enter the total points possible for the item.
- Advanced Options:** To use advanced items, click **Show Advanced Options**.

The screenshot shows a form with the following fields and options:

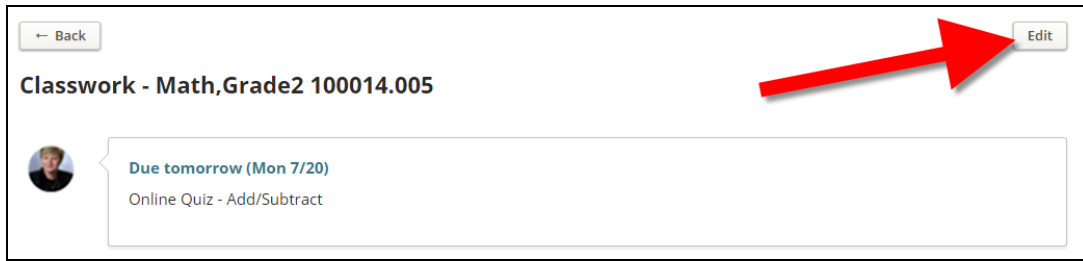
- Due Date:** A date picker field with the text "Due date" and a calendar icon.
- Max Score:** A text input field containing the number "0" and a help icon.
- Show advanced options...:** A link that has been clicked, opening a dialog box.
- Weight Multiplier:** A text input field containing the number "1" and a help icon.
- Weight Addition:** A text input field containing the number "50" and a help icon.
- Hide from Students:** A toggle switch currently set to "NO" with a help icon.
- Can drop student score:** A toggle switch currently set to "NO" with a help icon.

- **Weight Multiplier:** Enter the number of times the score that the student receives for this item is to count in their overall grade book 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.
 - **Add To Lesson Plan Gallery:** Available only for study center users when creating a lesson plan. Allows the user to save the lesson plan to a gallery that is accessible to other teachers in the district.
- Click **Submit** to save the item or **Discard** to close the screen without saving.

Editing Items

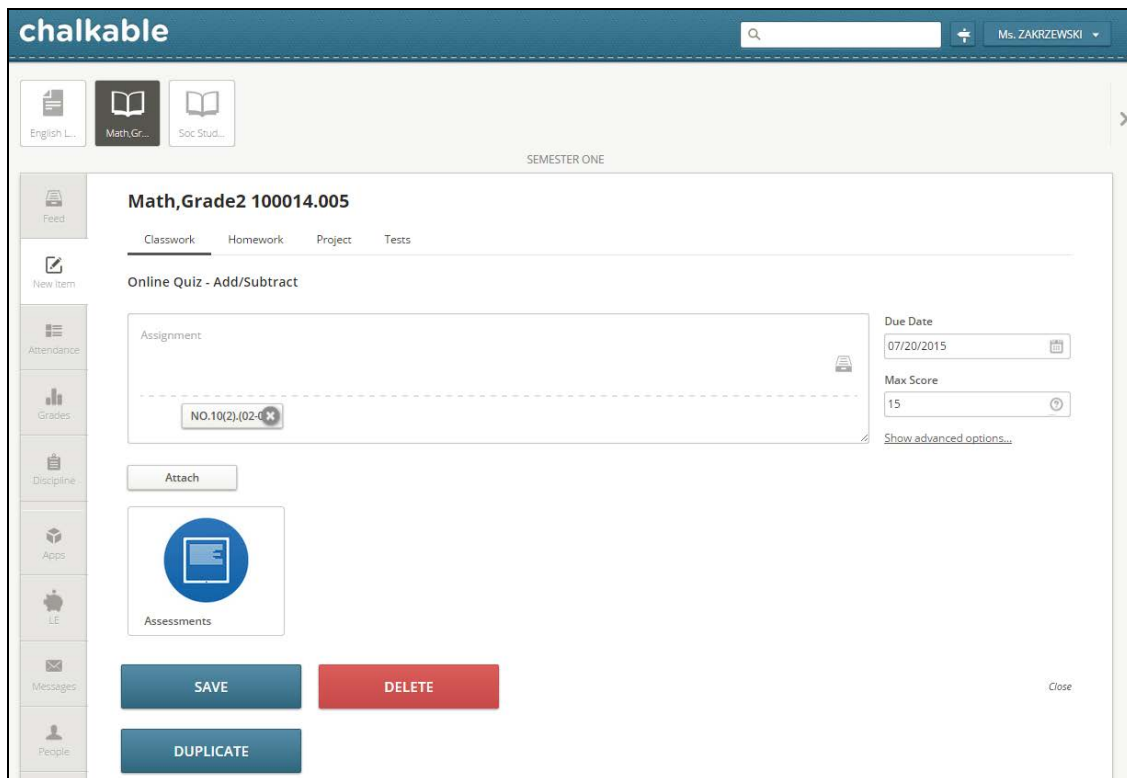
There are three ways to access an existing item for editing.

- 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, max score, etc.



Note: When editing a date, users are allowed to select a date that is in a different grading period. When the date is changed, the scores move with the item. It is important to keep in mind that, for example, if scores were entered for an item that was in grading period 2 and then report card grades were posted and then the date of the activity is changed to a date in grading period 3, the students posted grade for grading period 2 may need to be reposted as their overall average has changed since the item was moved. Users should take care when changing dates for activities that move the item from one grading period to another.

- **Save:** Click to **Save** the record with the changes made.
- **Delete:** Click to **Delete** this item. Warning! Scores must be removed for all students for the item before it can 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 using Ctrl+click. Click **Submit**.

Lesson Plan

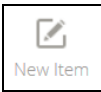
Lesson Plans are created as items in Chalkable Classroom.

Note: In previous releases, Lesson plans were created as ‘non-graded’ activities in *InformationNOW* Grade Book and Chalkable Classroom. Now, Lesson plans in Chalkable Classroom are a special ‘system’ category of items and are stored only in Chalkable Classroom. Refer to the *Chalkable Classroom - Teachers Helper* Quick Reference Guide for tasks that can be completed in *InformationNOW* and/or Chalkable.

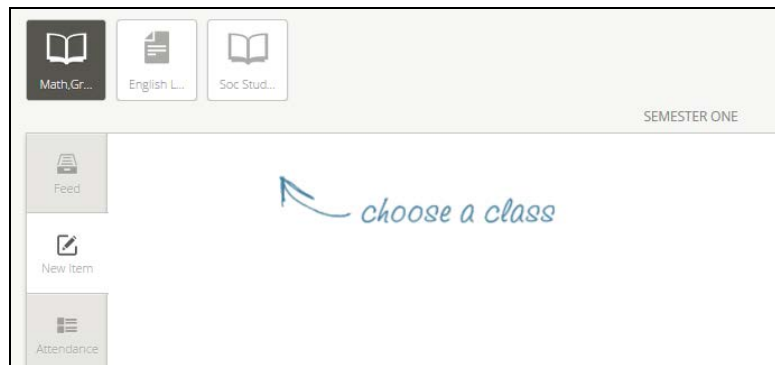
Creating Lesson Plans

To insert a new lesson plan in a grade book:

- Log in to Chalkable Classroom.

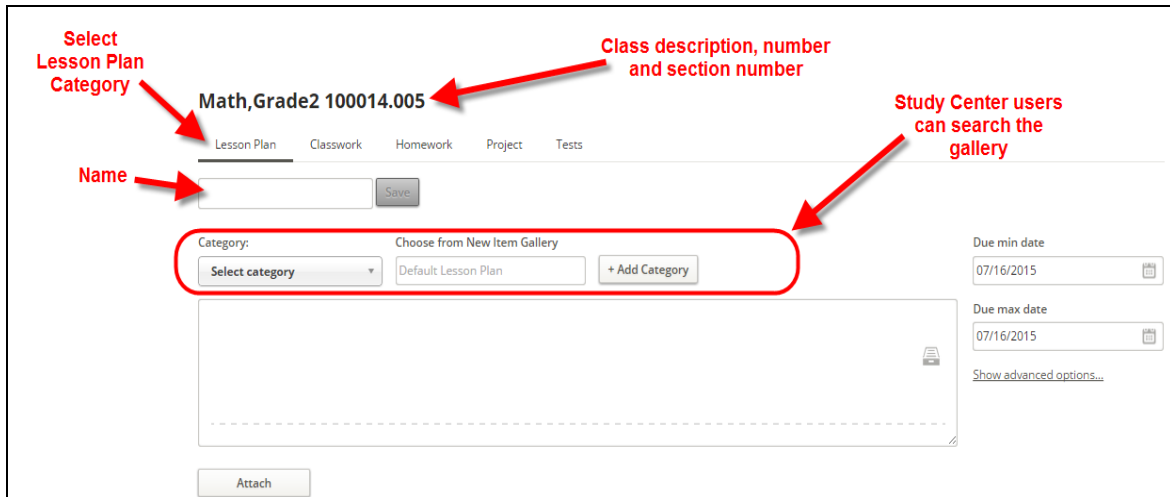


- **New Item:** Select **New Item** from the menu on the left.
- **Class:** At the top of the screen, select the class section to which the lesson plan is to be added.

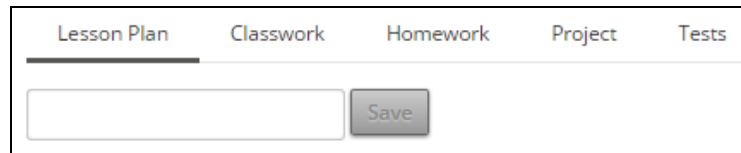


Note: The *Choose A Class* option may not display after the user has first accessed **New Item**. The new item screen will display automatically. The last class that the user had selected will be selected by default but the user may select a different class from the available list above.

- **Add Item:** The **Add Item** screen will display. The class name, number and section appear at the top.

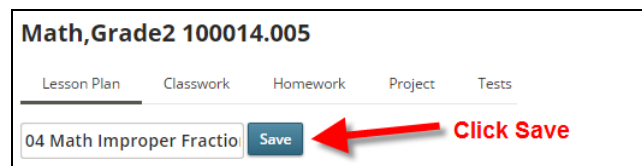


- **Category:** Tabs will display across the top for the various item categories (ex. Lesson Plan, Homework, Tests). Select the *Lesson Plan* tab.



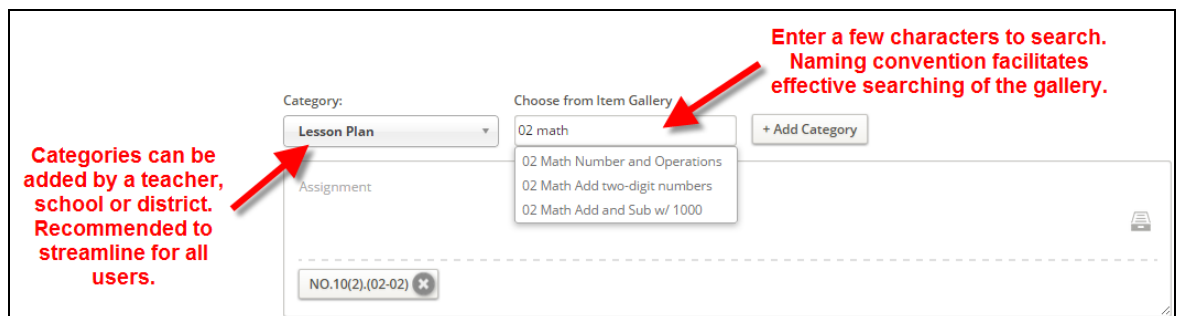
- **Name:** Enter the *Lesson Plan* name according to the conventions established by the district. A suggested convention for lesson plan titles is the grade level, subject area and topic.

For example, a 4th grade math lesson on improper fractions would be titled 04 Math Improper Fractions.



- **Search Gallery:** For Chalkable *Study Center* users, a gallery is available which allows users to create a district-wide collection of lesson plans, resources, modules, and templates. Lesson plans saved to the gallery are available to all other teachers in the district.

To import an existing lesson plan from the gallery, select the desired category from the available list. In the field to the right, enter part of the name of the lesson plan.



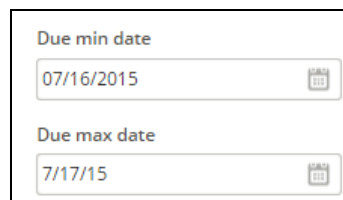
Note: To create a new category, click **+Add Category**. Categories are not teacher specific. They should be district-defined (ex. *Lesson Plan, Resources, Modules, Templates*).

- **Brief Description:** Enter a brief description of the lesson plan in the text box. This field defaults to the last description added but can be modified. The brief description will display in the home portal for students.



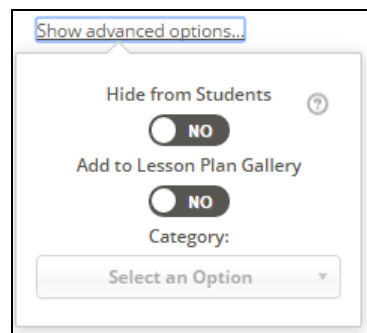
The screenshot shows a text input field with the placeholder text "Type a brief description of the lesson plan in this box." A red arrow points from the text "Enter a brief description of the lesson plan" to the text box. Another red arrow points from the text "Click to select a brief description from a list of recent descriptions" to a small icon in the bottom right corner of the text box.

- **Due Min/Max Date:** Defaults to today's date. Select the date range over which the instruction described in the lesson plan will occur. Chalkable automatically determines the grading period for the lesson plan based on the date selected.



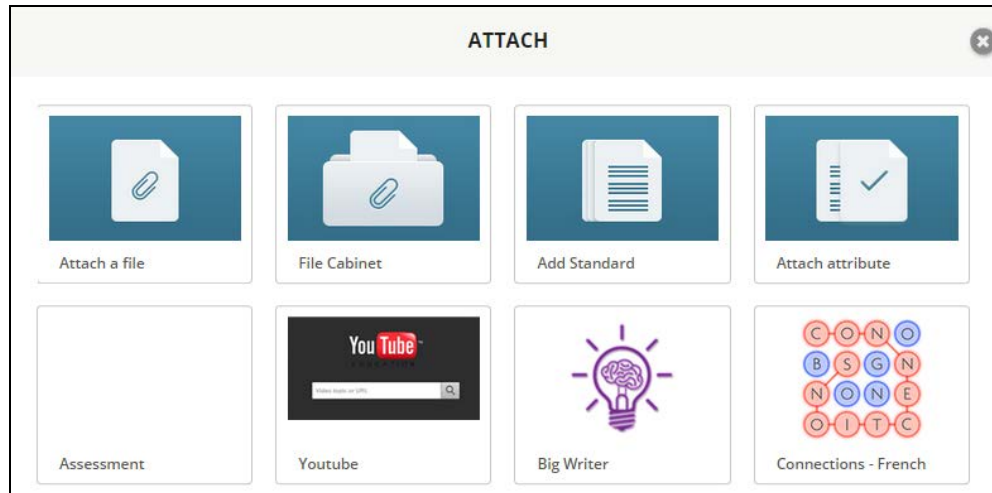
The screenshot shows two date input fields. The first is labeled "Due min date" and contains the date "07/16/2015". The second is labeled "Due max date" and contains the date "7/17/15". Both fields have a calendar icon to their right.

- **Show Advanced Options:**

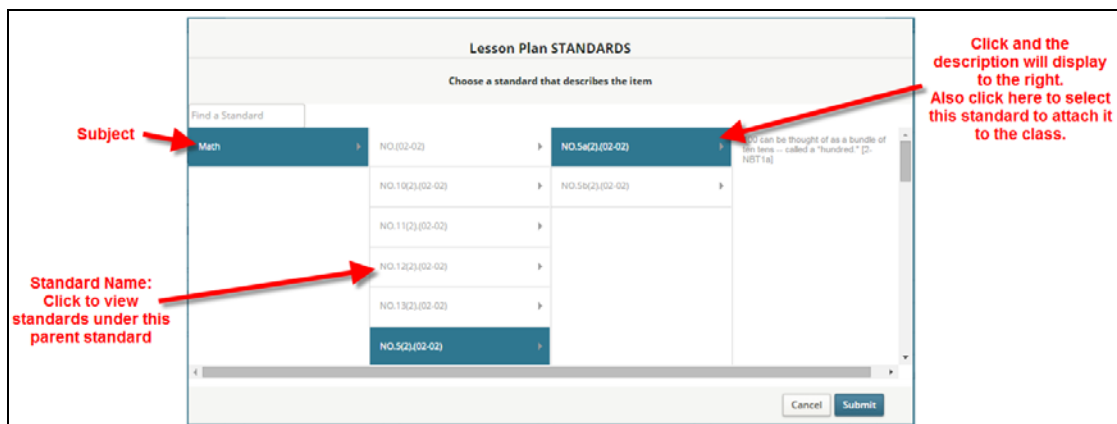


The screenshot shows a panel titled "Show advanced options...". It contains three toggle switches: "Hide from Students" (set to NO), "Add to Lesson Plan Gallery" (set to NO), and "Category:" (with a dropdown menu labeled "Select an Option").

- **Hide From Students:** Defaults to **No**. Click the circle to change to **Yes** if this item is to be hidden from student view.
- **Add to Lesson Plan Gallery:** Defaults to **No**. Click the circle to change to **Yes** to make this lesson plan available in the gallery for the district. Available to *Study Center* users only.
- **Attach:** Click **Attach** to add components to the lessons plan.



- **Attach a File:** Click to attach a file to the item. 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 file to view the attachment. Items with a file attached will display in the list of items with a paper clip icon.
- **File Cabinet:** Attach a file from your Chalkable Cloud using the same instructions as above. Available to *Study Center* users only.
- **Add Standard:** Attach the standard being taught in this lesson plan. Select the specific standard from the next to last column and click **Submit**.



Note: Standards must be selected one at a time. To add multiple standards, select the first standard and click **Submit**. Then click **Add Standard**, select the next standard and click **Submit**. The number of standards that can be attached to an item are unlimited.

- **Attach Attribute:** Attributes can be attached to lesson plans (ex. Objective, Materials, Strategies). A new box will be added to the item that allows users to enter additional details regarding the lesson plan.

Note: For Study Center users, lesson plans can be created and saved to the gallery to streamline lesson plan development.

Category: Lesson Plan Choose from New Item Gallery 02 Math Number and Operations + Add Category

Assignment 📎

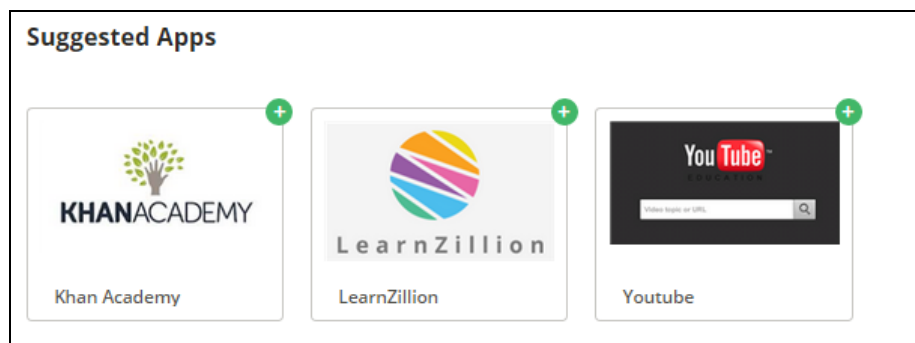
Attach

Objectives Hide from students NO ✕

Attach doc

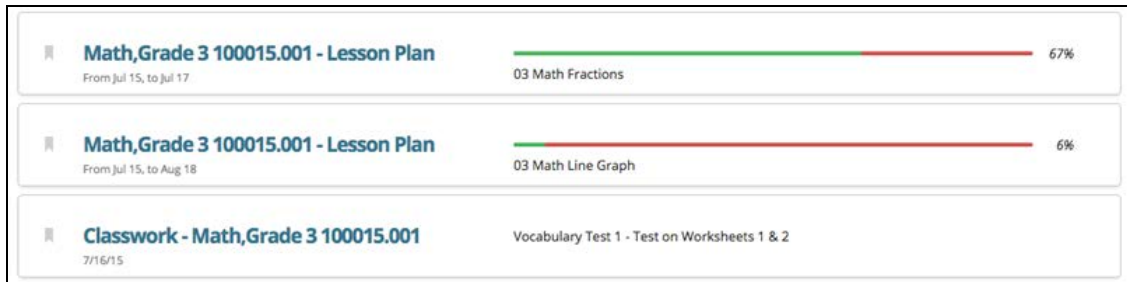
Note: If the lesson plan is not hidden from the student, the user may still hide an attribute from the student by setting *Hide from students* to **Yes**.

- **Assessment:** Online assessments can be created and assigned to students. Available to *Study Center* users only. Refer to the *Chalkable Classroom – Assessments* Quick Reference Guide for more details.
- **Apps:** Apps that have been purchased by the teacher or district will be listed at the bottom and can be attached to the lesson plan. Available to *Study Center* users only.
- **Suggested Apps:** Available to *Study Center* users only. Once standards are attached to a lesson plan, suggested apps will display for Chalkable Study Center users. To attach an App to the lesson plan, click the green + sign in the upper right hand corner next to the app.



Lesson Plans In The Feed

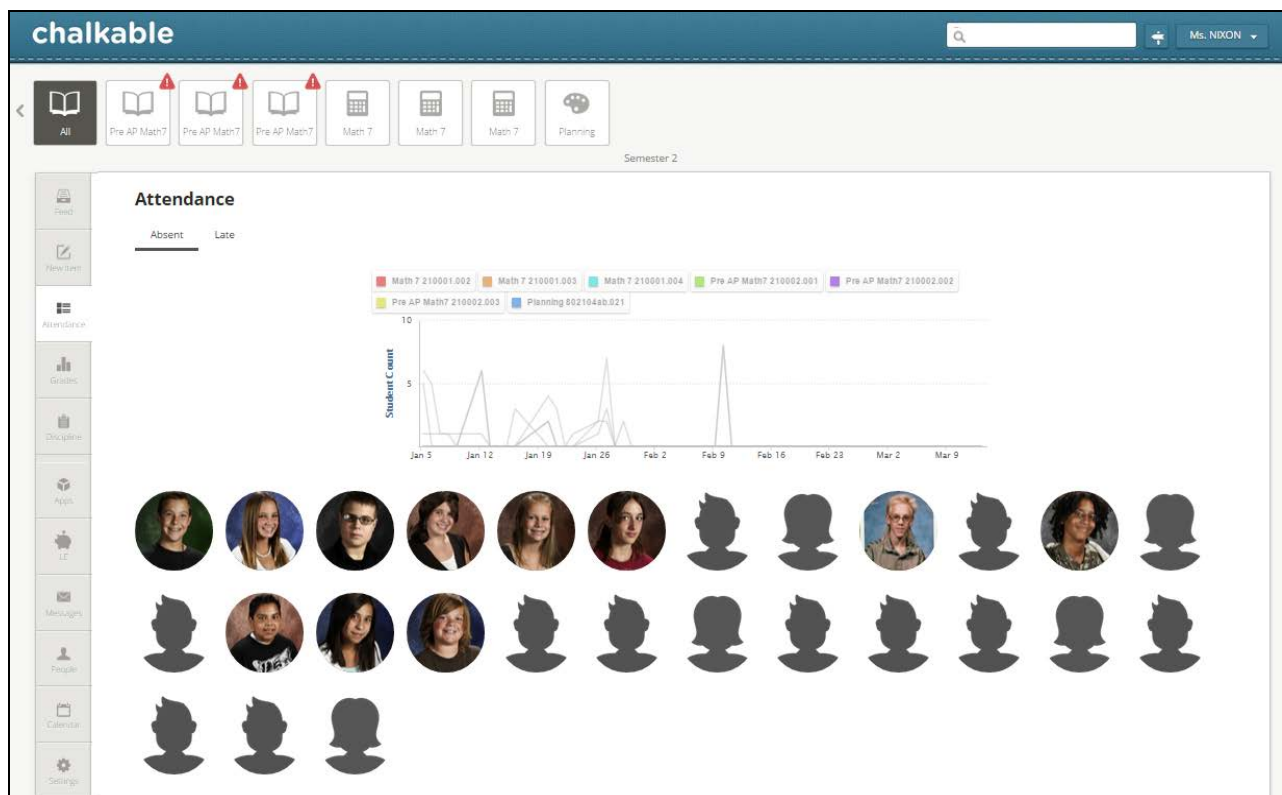
A lesson plan will display in the feed much like a graded item (activity). The MIN and MAX date range along with the name of the lesson plan and class name/number is also displayed. The graphic indicates green if the date range is current.




- If any of the date range is not current (in the past), the bar will show red for the day(s) that is past. For example, if the lesson plan covers 5 days, and 2 days are past, the bar will be partially red (2/5 red) and the percentage will be 60% (60% of the allocated time is remaining).
- If the date range is future, the entire bar is red until the minimum date of the range is reached. At least one date within the date range must be current for the bar to show green.

Attendance

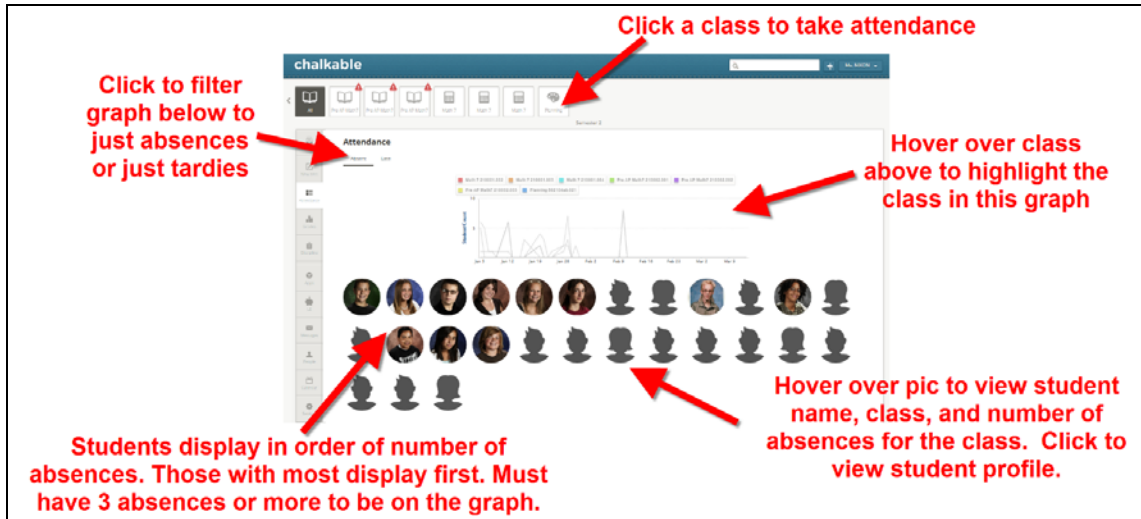
To post attendance or view existing records select **Attendance** under the *Menu* on the left.



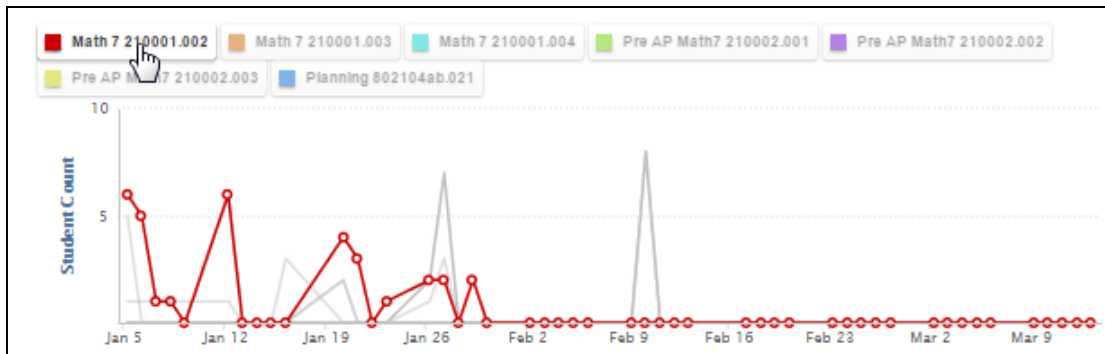
The list of classes will display at the top. Classes for which attendance has not yet been posted will display with a red exclamation point icon . In order for a class to show with the exclamation point icon the class must have taken place today and the first three minutes of the class period must have passed. Once three minutes of the class period has passed the class will display with an exclamation point icon if attendance has not yet been posted for the day.

Attendance Analytics

When the user selects the *Attendance* tab, an analytics screen will display.



- **Sections:** Click a class to enter attendance for that class.
- **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. Hover over the section number/name to highlight the attendance for the selected section. Hover over a line in the graph and the related class will display as highlighted in the list above.



- **Students:** Student pictures display at the bottom of the screen. If no picture is on file for the student, a male or female icon will display based on the gender designated in *InformationNOW*.
 - A student must have at least three absences to appear on the list below the graph.
 - Students display in the order of absences with the most absent student displaying first in the list.
 - Hover over a picture to view the student's name and the class in which they are scheduled. The number of times the student has missed the class will display after the colon (:).

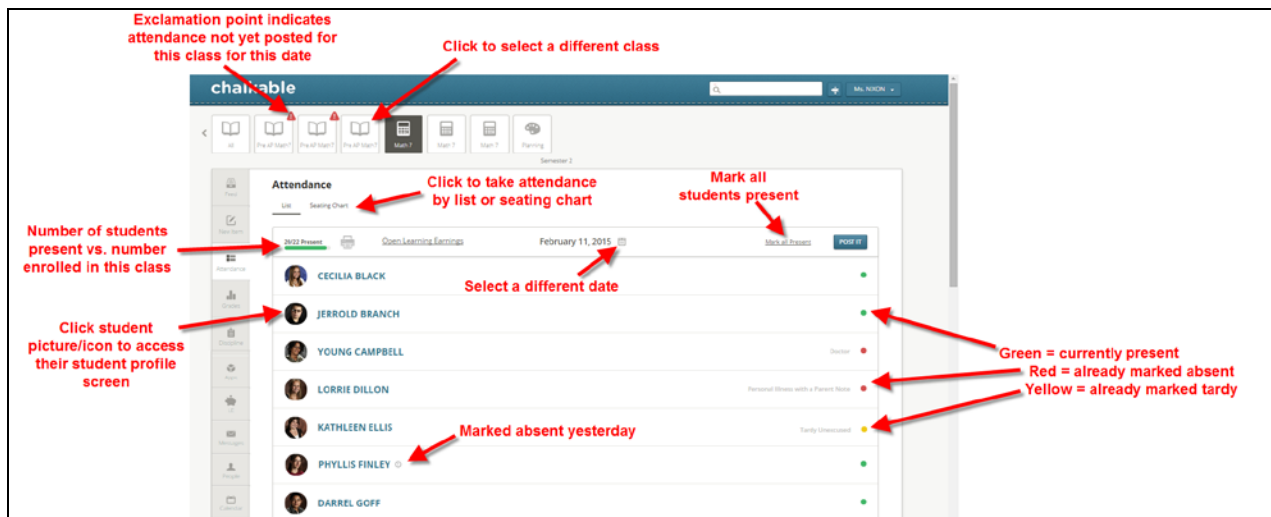


- Click the student picture to access the student profile screen for the selected student.

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.



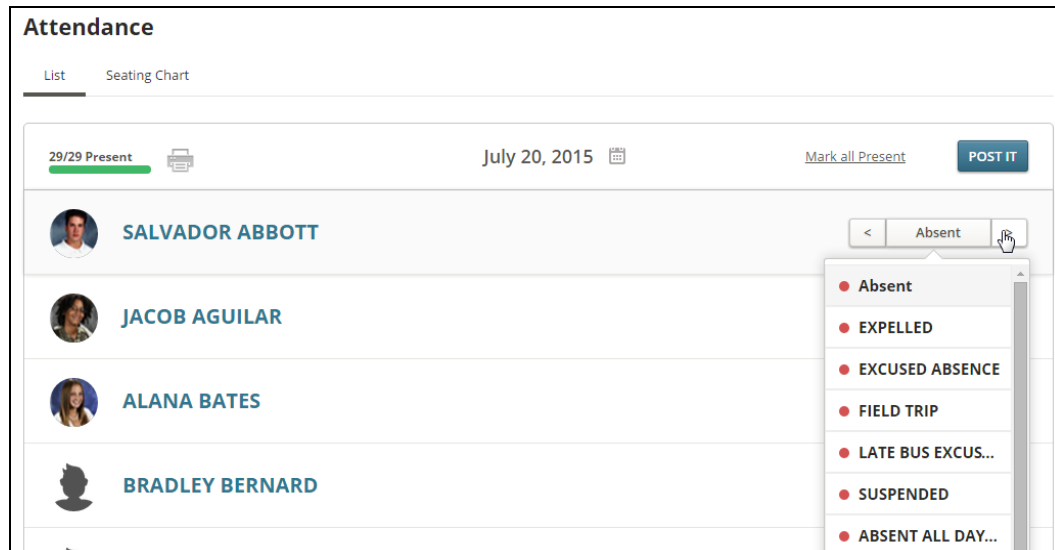
- **Class**: Displays the class already selected in dark gray. Select a different class to take attendance.
- **List/Seating Chart**: Select to take attendance via a **List** or **Seating Chart** from the option in the upper right hand corner.
- **Open Learning Earnings**: Allows the teacher to award credits (option is available only if LE is integrated to *InformationNOW*). See the Learning Earnings Quick Reference Guide for more information.
- **Printer Icon**: select the printer icon to access the Attendance Reports (Attendance Profile, Attendance Register and Seating Chart)
- **Present**: Shows the number of students who are currently marked absent for this class along with the number of currently enrolled students in the class.
- **Date**: Click the **Date** field to select a different date if needed.
- **Mark All Present**: If needed, the user may click **Mark All Present** to mark all students in the class as present.
- **Post**: Click to post attendance after marking students absent/late.

- **Student:** Students currently enrolled in the class will display in the list.
 - Click the student picture/icon to access the student profile screen for the selected student.
 - An indicator will display next to the student name if the student was marked absent on the previous day.



Take Attendance By List

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

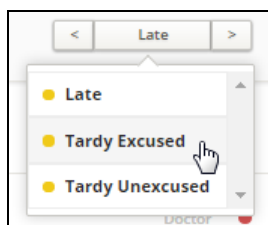


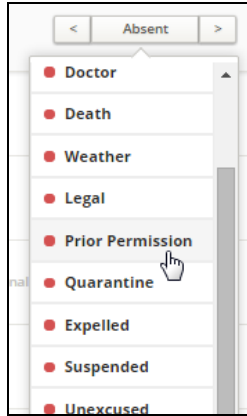
- Click the < left or > right arrow to select **Absent** or **Late**.



- When **Absent** or **Late** is selected:

- If the teacher does not have rights to change absence reasons only the default reason will display. The user will click the reason and the student will be marked *Absent* or *Late* with the selected reason. The student will display with a yellow (tardy) or red (absent) dot next to their name. Once the attendance has been posted the absence reason will display.
- If the teacher has permission to assign absence reason codes, when the user selects *Absent* or *Late* a list of absence reasons will display. The user may select the appropriate **Reason** from the list.



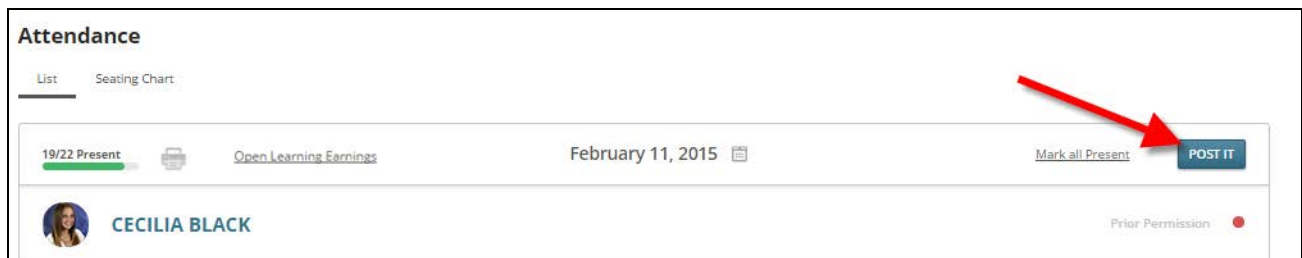


- Once the reason is selected (if other than the default reason) it will display next to the yellow (tardy) or red (absent) dot.
- Students marked *Late* will display with a yellow dot to the right of their name.
- Students marked *Absent* will display with a red dot to the right of their name.
- Students 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**.

If needed, the user may click **Mark All Present** to mark all students in the class as present.

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



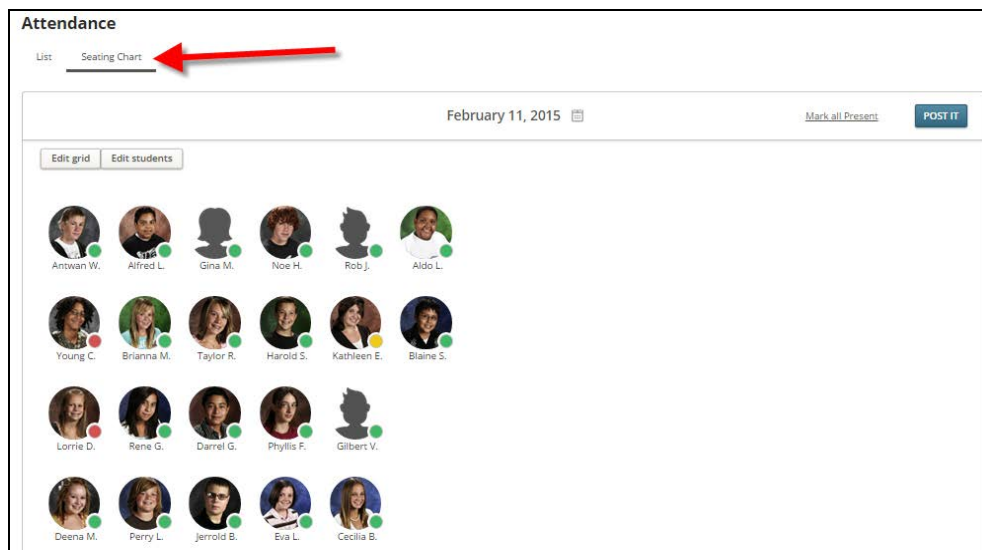
- Once attendance is posted, the status and absence reason selected will display next to the student name.
- An indicator at the top of the screen shows the total number of students in the section and the total number of students currently marked present.



Note: If the teacher has permission to repost attendance the **Post It** button will still display even though attendance has been posted. If the teacher does not have permission to repost attendance the **Post It** button will go away once attendance has been posted.

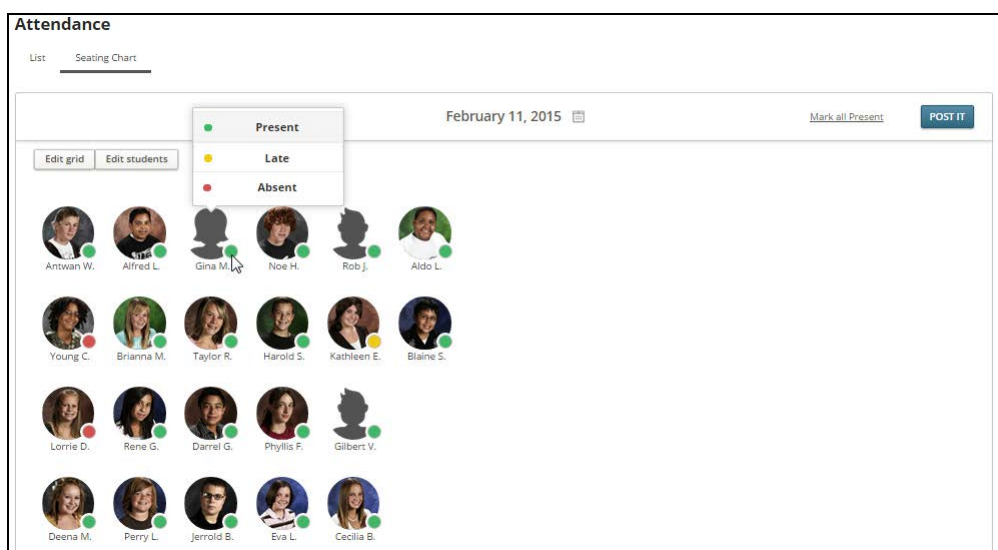
Taking Attendance By Seating Chart

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



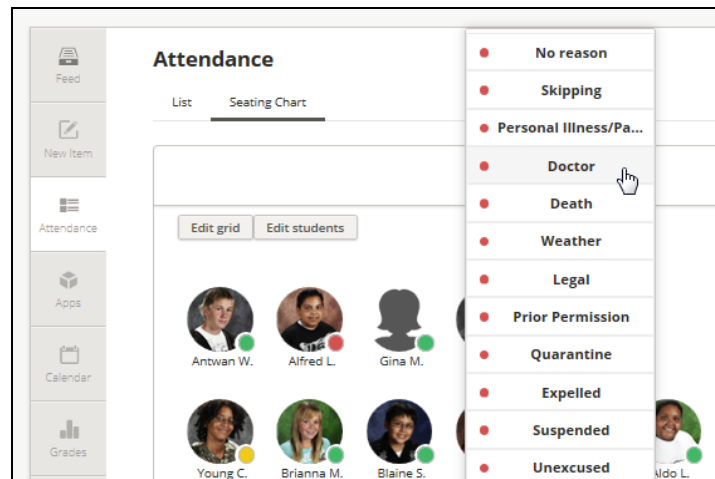
Note: If a seating chart has not been created the user is first prompted to create the grid. Click **Create Grid**. Set the number of rows and columns for the grid and click **Save**. Click **Add Students**. Use drag/drop to place students in the grid. If a student has already been marked absent, the 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.

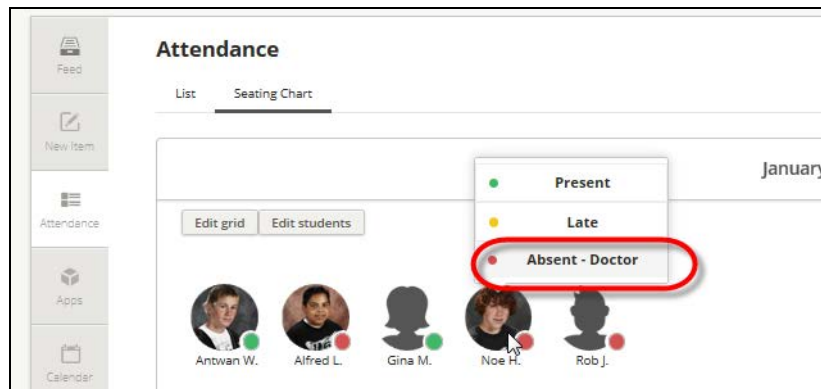


- **Late/Absent:** Select *Late* or *Absent*.

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



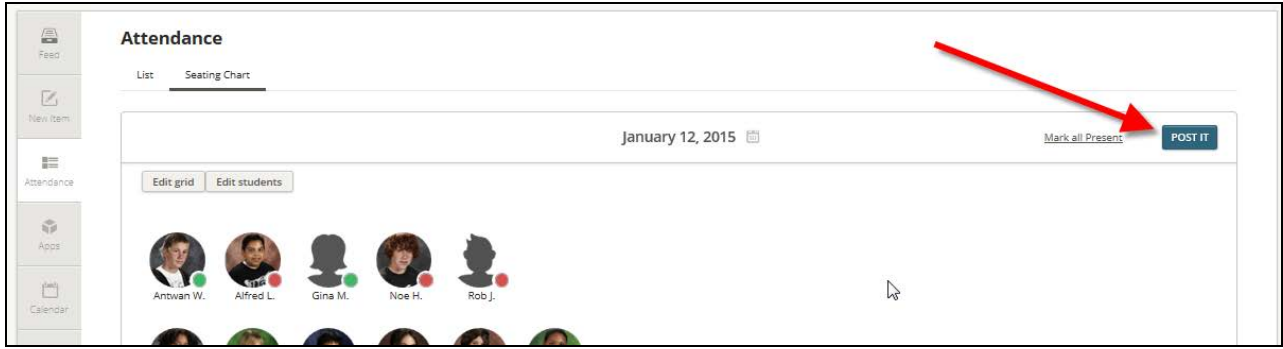
- Once the reason is selected the reason will display when the user clicks that student icon/picture.



- 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.

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

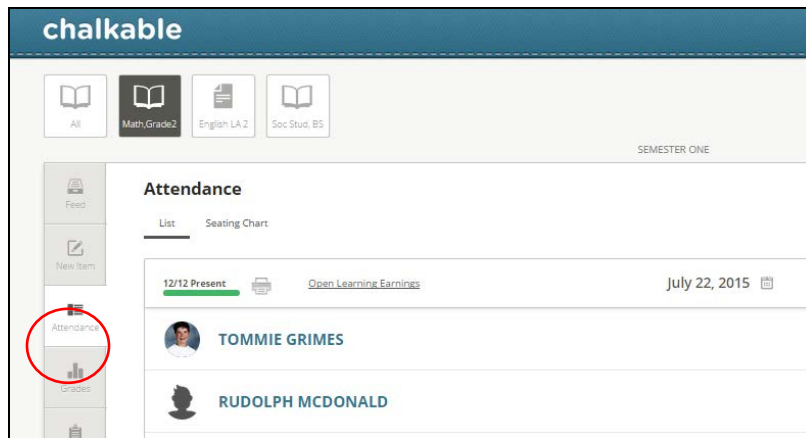
- When all students have been marked accordingly click **Post It**.



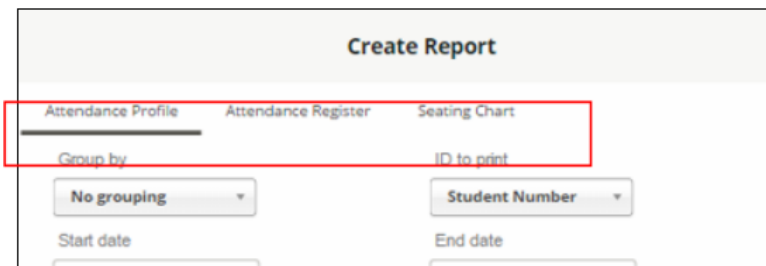
Note: The user may also click **Mark All Present** to set all students to present before posting.

Attendance Reports

To access attendance reports, click the **Printer** icon to the right of the XX/YY Present graphic (on the list view for a specific class/section in Attendance).



- Select the desired report by clicking on the tab.



Attendance Profile

The Attendance Profile report shows the attendance history for the selected students.

Create Report

Attendance Profile
Attendance Register
Seating Chart

Group by

Start date

Include

Period absences

Reason totals

Check In/Out

Absence reasons

<input checked="" type="checkbox"/>	Code	C	Reason
<input checked="" type="checkbox"/>	B	E	HOMEBOUND
<input checked="" type="checkbox"/>	D	U	EXPELLED
<input checked="" type="checkbox"/>	EX	E	EXCUSED ABSE...
<input checked="" type="checkbox"/>	F	E	FIELD TRIP
<input checked="" type="checkbox"/>	H	U	ABSENT HALF DAY
<input checked="" type="checkbox"/>	ISS	E	IN-SCHOOL SUSP...

ID to print

End date

Include

Unlisted information

Notes

Withdrawn students

Terms

The Attendance Profile report shows the attendance history for the selected students.

- **Grouping:** Select the desired grouping (no grouping = student order, grade level, homeroom)
- **ID to Print:** Select the ID to include on the report including *Student Number, State ID, Alt Student Number, SSNumber* or *None*.
- **Start Date:** Enter the starting date of activities to include in the report. Defaults to first day of academic session.
- **End Date:** Enter the last date of activities to include in the report. Defaults to the last day of the academic session.
- **Include:**
 - **Period absences:** Check to include the periods that the student was absent.
 - **Reason totals:** Check to include a summary count by absence reasons.
 - **Check in/out:** Check to include check in check out information.
 - **Unlisted information:** check to include the unlisted demographic information for the student.
 - **Notes:** check to include the notes on the attendance transaction
 - **Withdrawn students:** check to include students that have been withdrawn from school.
- **Absence Reasons:** check the absent reasons you want to include on the report (default = all reasons selected).
- **Terms:** check the terms to include transactions for (default = all defined terms)

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

Attendance Register

The Attendance Register report shows the attendance for a specific reporting period for the selected students.

The screenshot shows the 'Create Report' window with the 'Attendance Register' tab selected. It features a table of absence reasons, a dropdown for 'ID to print', and several checkboxes for report options.

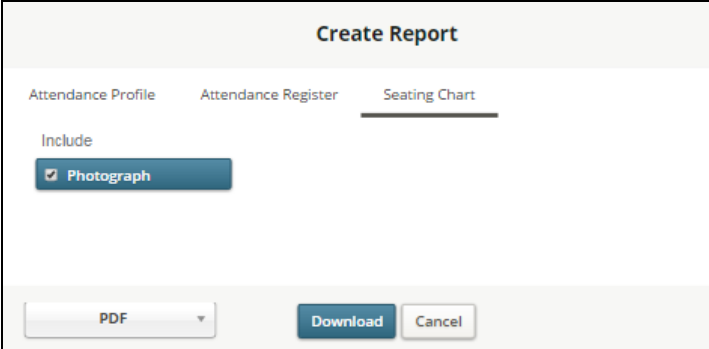
<input checked="" type="checkbox"/>	Code	C	Reason
<input checked="" type="checkbox"/>	B	E	HOMEBOUND
<input checked="" type="checkbox"/>	D	U	EXPELLED
<input checked="" type="checkbox"/>	EX	E	EXCUSED ABSE...
<input checked="" type="checkbox"/>	F	E	FIELD TRIP
<input checked="" type="checkbox"/>	H	U	ABSENT HALF DAY
<input checked="" type="checkbox"/>	ISS	E	IN-SCHOOL SUSP...
<input checked="" type="checkbox"/>	L	E	LATE BUS EXCU...
<input checked="" type="checkbox"/>	REG	E	PASS
<input checked="" type="checkbox"/>	S	U	SUSPENDED
<input checked="" type="checkbox"/>	T	U	TARDY UNEXCU...
<input checked="" type="checkbox"/>	U	U	ABSENT ALL DA...
<input checked="" type="checkbox"/>	Y	E	TARDY EXCUSED

Other options visible in the interface include: 'ID to print' (Student Number), 'Reporting period' (Select an Option), 'Report type' (Both), 'Show local reason codes' (checkbox), and 'Include tardies' (checkbox). At the bottom, there is a 'PDF' dropdown, a 'Download' button, and a 'Cancel' button.

- **Absence Reasons:** check the absent reasons you want to include on the report (default = all reasons selected).
- **ID to Print:** Select the ID to include on the report including *Student Number*, *State ID*, *Alt Student Number*, *SSNumber* or *None*.
- **Reporting period:** Select the desired reporting period (as defined in the school – academic session setup)
- **Report Type:** Select Detail, Summary or Both (default)
- **Show Local Reason codes:** if selected, the local reason code will show instead of the state code
- **Include Tardies:** Select to include tardy transactions on the report.
- **Format:** Select *PDF*.
- Click to **Download** the report.

Seating Chart Report

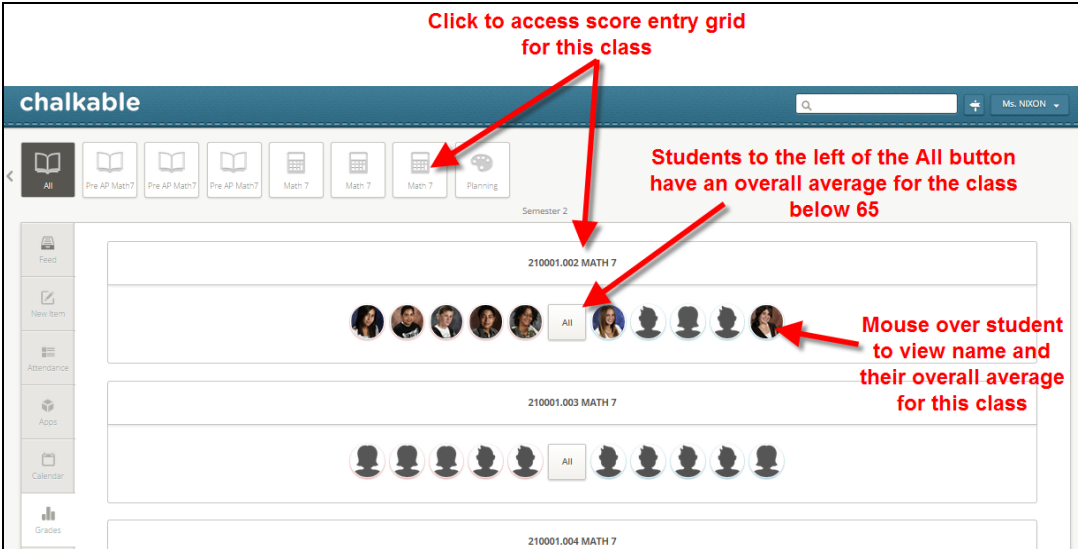
The Seating Chart reports will print the seating chart as defined in the attendance screen.



- **Photograph:** Select to include student's photograph in addition to the student name.
- **Format:** Select *PDF*.
- Click to **Download** the report.

Grades



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

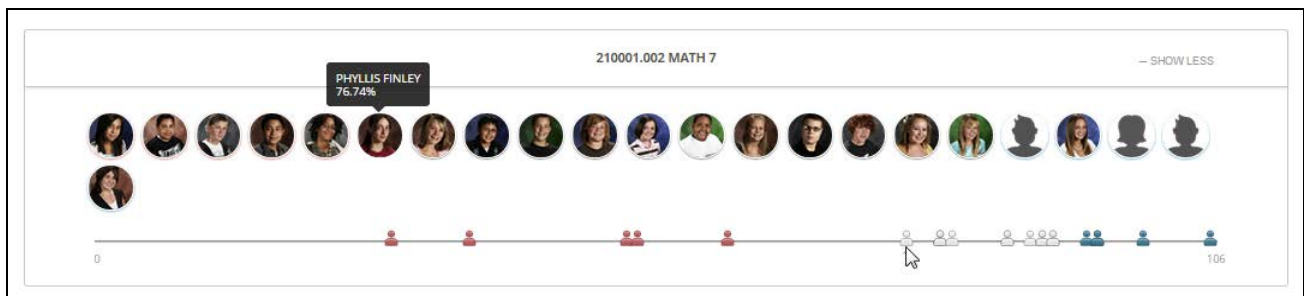


- **Sections:** At the top of the screen there is an option to view *All* sections. Click a single section to access the score entry grid for that class.
- **Class/Section/Name:** The class and section number will display along with the class name. Click the name to access the score entry grid for the class.

Student Analytics

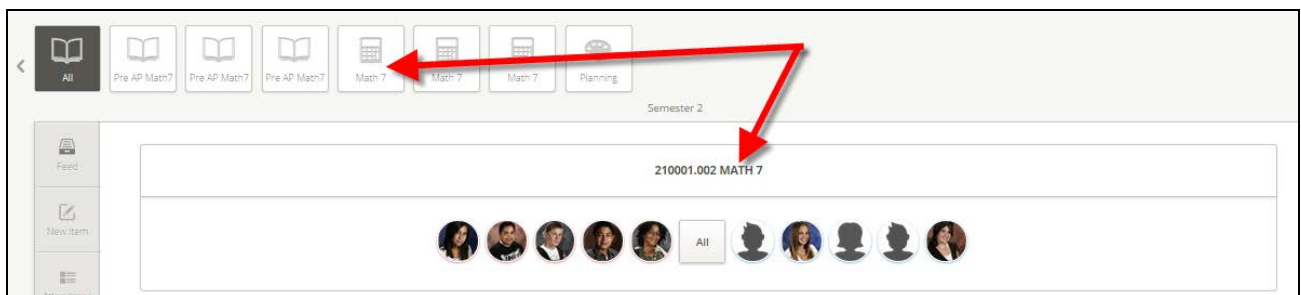
The student grade analytics screen displays data based on the students' overall running grade book averages. The analytics are automatically updated as item (activity) scores are entered in the grade book under the box or grid view.

- **Students:** Students are grouped by class. If student pictures are installed they will display. Male students without a picture display with the  icon. Female students without a picture display with the  icon.
 - The lowest five (5) performing students display to the left of the *All* button. Students must have an overall average of below 65 to display to the left.
 - The top five performing students in the class will display to the right of the *All* button.
 - Click *All* to display all students in the class with a graphic representation of the current overall running grade book averages. Hover over a student on the graph line to view their name and overall average on the list above. Hover over a student in the list to view their location in the graph line below. Hover 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.



Score Entry

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

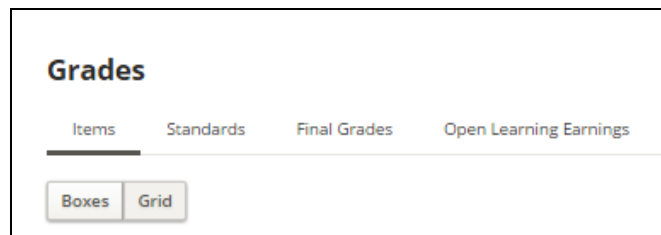
The following is an example of the **Box** view where items display in a list under the selected grading period.

In **Box** view all items for the grading period will display broken down by category.


The screenshot shows the 'Grades' interface with the following annotations:

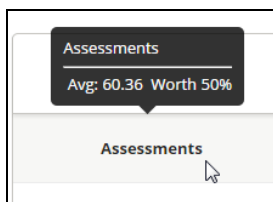
- Select Box or Grid view:** Points to the 'Boxes' and 'Grid' buttons at the top left.
- Toggle between Items (activities), Standard Marks and Final Grades:** Points to the 'Items', 'Standards', and 'Final Grades' tabs.
- Defaults to current grading period:** Points to the '1st Nine Weeks' dropdown menu.
- Mouse over the category to view an average for the entire class for items in this category. Also see how much this category is worth of the student's overall running grade book average.** Points to the 'Assessments' category header.
- In Box view all items are broken down by category for the selected grading period:** Points to the 'Lesson Plan' category header.
- Mouse over an item to view an analytic of grades for the item as well as select to drop scores for this item from all students' averages.** Points to a specific item 'op. 15 #1 E-20'.
- Select a different grading period:** Points to the '2nd Nine Weeks' dropdown menu.

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

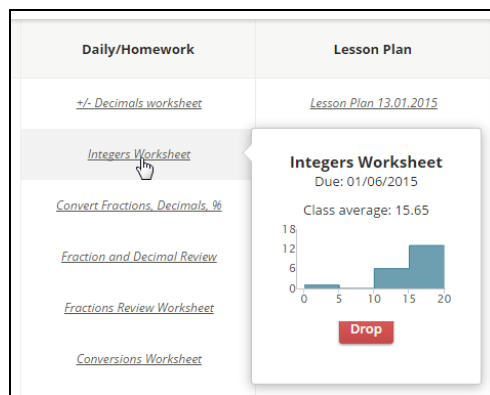


- **Items:** Defaults to **Item** view. Click to view the items for the selected grading period.
- **Standards:** Click to view standards for the selected grading period and enter standard marks
- **Final Grades:** Click to view/edit the student's overall running grade book average for the grading period and edit/enter grading period grades to print on report cards.
- **Open Learning Earnings:** Allow the teacher to award learning Earning credits to student via the Grade Book. This option will only appear if Learning Earnings is integrated to *InformationNOW*. See the *Learning Earnings* Quick Reference Guide for additional information.

- **Box/Grid View:**  Select *Box* or *Grid* view.
- **Grading Period:** The current grading period will be selected by default. Click the name of the grading period to switch to that grading period.
- **Category:** All items display in columns for each category. Hover over the category to view:
 - **Avg:** The overall running average for all students in the class for this category.
 - **Worth:** The percentage value of all items in this category for the students' overall average. For example, if the category Homework was created as 20% of the student's overall average, a 20% would display here.



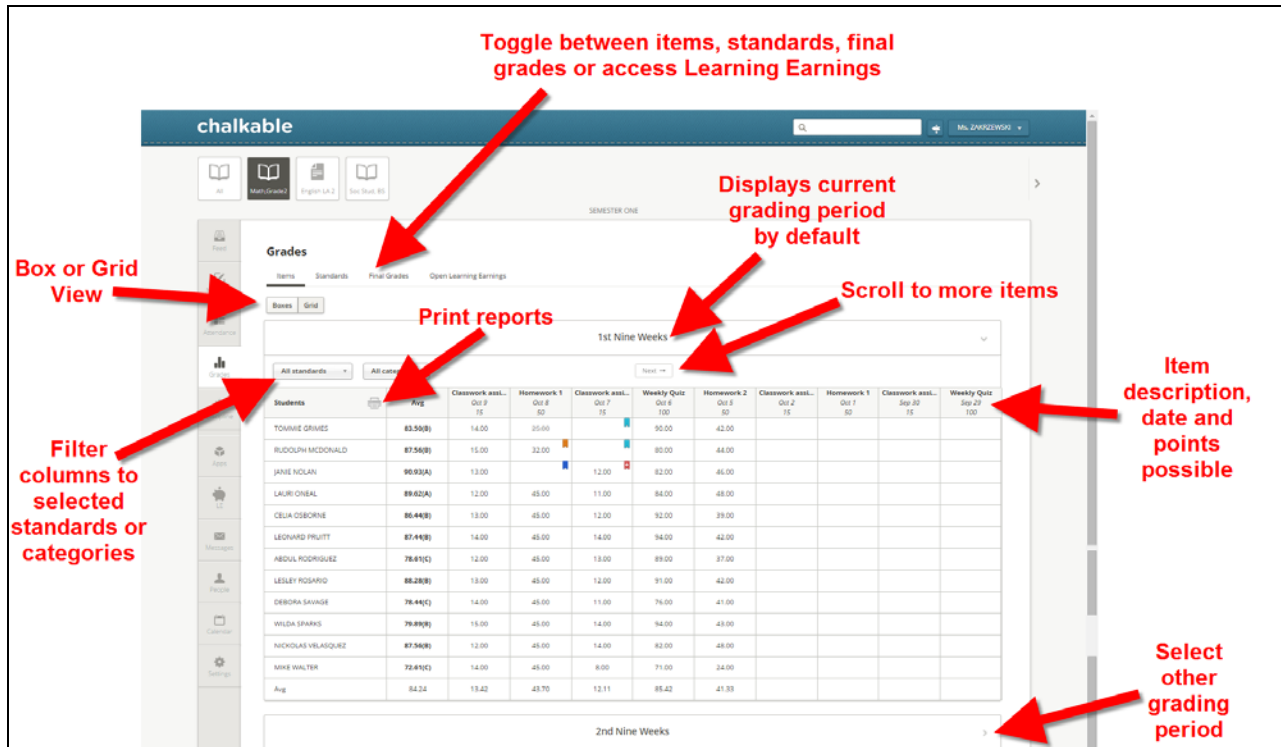
- **Item View:** Hover over an item to view the full name, date and class average for the item in a graph view. Users may also click to drop all scores for the selected item from the student’s overall running grade book average.



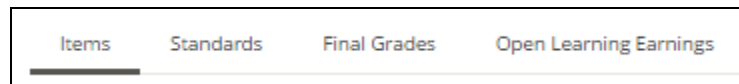
- Click an item to access the score entry screen for that item. See “Entering Item Scores From Score Entry” on page 36 for more details

Grid View

The following is an example of a **Grid** view where the students who are 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/Learning Earnings:**



- **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 Grades:** Click to view/edit the student's overall running grade book average for the grading period and edit/enter grading period grades to print on report cards.
- **Open Learning Earnings:** Click to access the Learning Earnings site. This will only appear if Learning Earnings is integrated with *InformationNOW*. See the Learning Earnings Quick Reference Guide for additional information.

- **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 or the grading period name 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 selected only Items of the selected category will display.
- **Next/Prev:** Click to access additional columns for more items (activities). The number of columns displayed will be determined by the screen resolution and any additional columns that are selected (ex. Points Earned/Points Possible).
- **Printer:** Select the printer icon to print various reports.

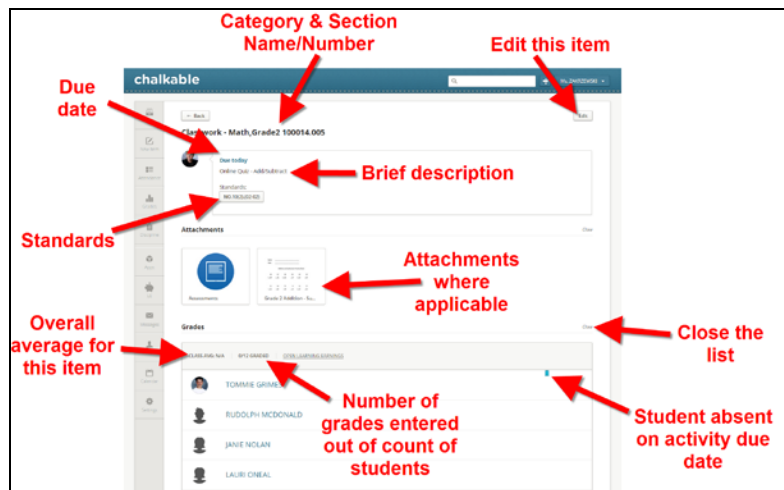
- **Students:** In **Grid** view, each student in the class will display in a row.
- **Columns:** The columns to the right of the student name will vary depending on the options selected under **Settings | Setup | Options | Select Class**.
 - **Avg:** The average column will always display showing the student's current overall running average for the class and grading period.
 - **Override Student Overall Running Average:** Click in the column across from a student name to override the student's overall running average. If an overall average is changed, the word *Edited* will display below the average. Hover over the field to view what Chalkable Classroom computed as the student's overall average. Click in the field and remove the changed average to restore the student's overall average to the average that was calculated by Chalkable Classroom.
 - **Enter/Select A Comment:** Click **Comment** to enter a free form comment for the average or select a comment from the available list.
- **Items:** Each item (activity) for the selected class and grading period displays in a separate column. The column heading contains the partial name of the item along with the date due and points possible. Hover over the short name to view the entire name.
 - Click within the column across from a student name to enter a score.
 - Click the column heading to access the score entry screen for the selected item. From the score entry screen users may enter student scores and can also click **Edit** to edit the item/activity and change description, points possible, whether or not it is visible to students, etc.

Entering Item Scores From Score Entry Screen

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 methods the score entry screen will display.



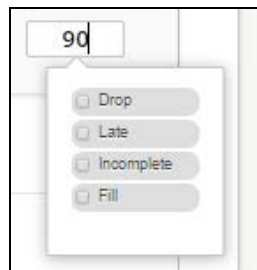
- To enter a score for a student click in the area to the right of their name and enter the student's score. Press the enter key on the keyboard to save the score and move to the next student on the list. Alternately, users may enter the score and then click next to a different student on the list to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



- **Score:** Click in the score field and enter the student’s score for this item.
- **Comment:** Once the score field is selected, 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. If a comment is entered the word *Comment* will display in gray below the student picture/icon.



- **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 12 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. Hover over the flag to see a tooltip explaining the flag.

Entering Item Scores 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.

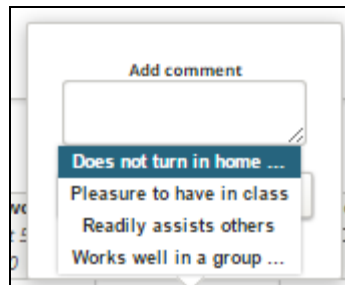
- Click in the *Item* column next to the student name where the score is to be entered. The field will become active.

1st Nine Weeks											
All standards		All categor...		Next →							
Students	Avg	Classwork assi... Oct 9 15	Homework 1 Oct 8 50	Classwork assi... Oct 7 15	Weekly Quiz Oct 6 100	Homework 2 Oct 5 50	Classwork assi... Oct 2 15	Homework 1 Oct 1 50	Classwork assi... Sep 30 15	Weekly Quiz Sep 29 100	
TOMMIE GRIMES	B	14.00	25.00		90.00	42.00					
RUDOLPH MCDONALD	B	15.00	32.00		80.00	44.00					
JANIE NOLAN	B	13.00		12.00	82.00	46.00					
LAURI ONEAL	A	12.00	45.00	11.00	84.00	48.00					
CELJA OSBORNE	B	13.00	45.00	12.00	92.00	39.00					
LEONARD PRUITT	B	14.00	45.00	14.00	94.00	42.00					
ABDUL RODRIGUEZ	C	12.00	45.00	13.00	89.00	37.00					
LESLEY ROSARIO	B	13.00	45.00	12.00	91.00	42.00					
DEBORA SAVAGE	C	14.00	45.00	11.00	76.00	41.00					
WILDA SPARKS	C	15.00	45.00	12.00	84.00	43.00					
NICKOLAS VELASQUEZ	B	12.00	45.00	14.00	82.00	48.00					
MIKE WALTER	C	14.00	45.00	8.00	71.00	24.00					
Avg	83.76	13.42	43.70	11.90	84.58	41.33					

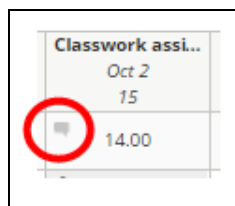
- Enter the score for the selected item and student. Press the enter key or down arrow on the keyboard to save the score and move down to the next student.
 - **Comment:** When a cell is selected the **Comment** button becomes active.

1st Nine Weeks											
All standards		All categor...		Next →							
Students	Avg	Classwork assi... Oct 9 15	Homework 1 Oct 8 50	Classwork assi... Oct 7 15	Weekly Quiz Oct 6 100	Homework 2 Oct 5 50	Classwork assi... Oct 2 15	Homework 1 Oct 1 50	Classwork assi... Sep 30 15	Weekly Quiz Sep 29 100	
TOMMIE GRIMES	B	14.00	25.00		90.00	42.00					
RUDOLPH MCDONALD	B	15.00	32.00		80.00	44.00					

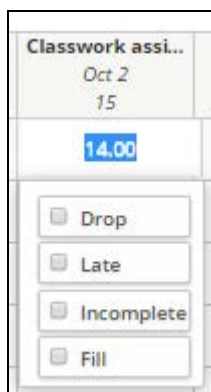
- When selected, the comment box will display allowing the user to enter a comment for this student's score record. If a comment list has been entered, the list will display and the user may select the comment.



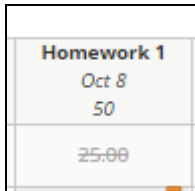
The user may then edit the comment field as desired and click to **Add** the comment to the score record. Once entered and saved, a comment icon will display.



- **Additional Options:** 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.

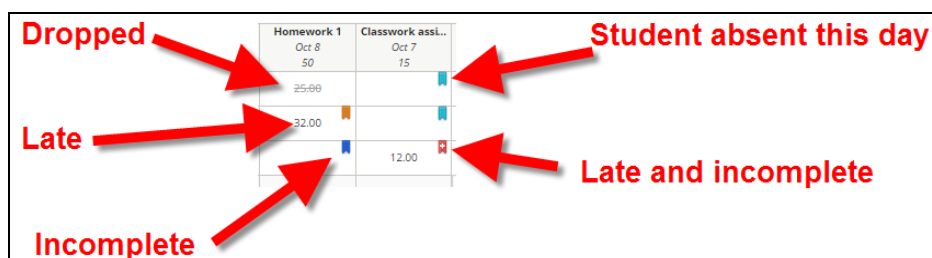


- **Drop:** Only available if the item was set to allow it to be dropped from the student's average. See "Adding Items" on page 12 for more details. Dropped scores will display in a strike-through font and will not be included in the student's overall running average for the grading period.



- **Late:** Select this option if the item was turned in late. Displays with an orange flag.
- **Incomplete:** Select this option if the item is incomplete for this student. Displays 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. Hover over the flag to see a tooltip explaining the flag.



- **Average:** 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.

WILDA SPARKS	B	15.00	45.00	14.00	94.00	43.00
NICKOLAS VELASQUEZ	B	12.00	45.00	14.00	82.00	48.00
MIKE WALTER	C	14.00	45.00	8.00	71.00	24.00
Avg	84.24	13.42	43.70	12.11	85.42	41.33

Entering Report Card Comments, Direct Average From Grid View

If using the **Grid** view of the *Grades* screen, the teacher can access the report card comments (bank) and update the calculated average with a direct entry (of permission allows) by selecting the cell for the average for the student.

1st Nine Weeks										
Students	Avg	Classwork assi... Oct 9 15	Homework 1 Oct 8 50	Classwork assi... Oct 7 15	Weekly Quiz Oct 6 100	Homework 2 Oct 5 50	Classwork assi... Oct 2 15	Homework 1 Oct 1 50	Classwork assi... Sep 30 15	Weekly Quiz Sep 29 100
TOMMIE GRIMES	85.00(B)	14.00	25.00		90.00	42.00	14.00			
RUDOLPH MCDONALD	88.00(B)	15.00	32.00		80.00	44.00				
JANIE NOLAN	90.93(A)	13.00		12.00	82.00	46.00				
LAURI ONEAL	89.62(A)	12.00	45.00	11.00	84.00	48.00				
CELIA OSBORNE	86.44	13.00	45.00	12.00	92.00	39.00				
LEONARD PRUITT	87.44(B)	14.00	45.00	14.00	94.00	42.00				

Once the cell is selected, the **Codes** button is active and the report card comments from the bank can be selected (free form comments cannot be access from this 'quick link').

CELIA OSBORNE, 1st Nine Weeks

Name	Code	Comment
1	<input type="text"/>	Select an Option
2	<input type="text"/>	Select an Option

CELIA OSBORNE	86.44	13.00	45.00
LEONARD PRUITT	87.44(B)	14.00	45.00

If permission is granted to the user, the user can override the calculated average by typing a new average into the cell.

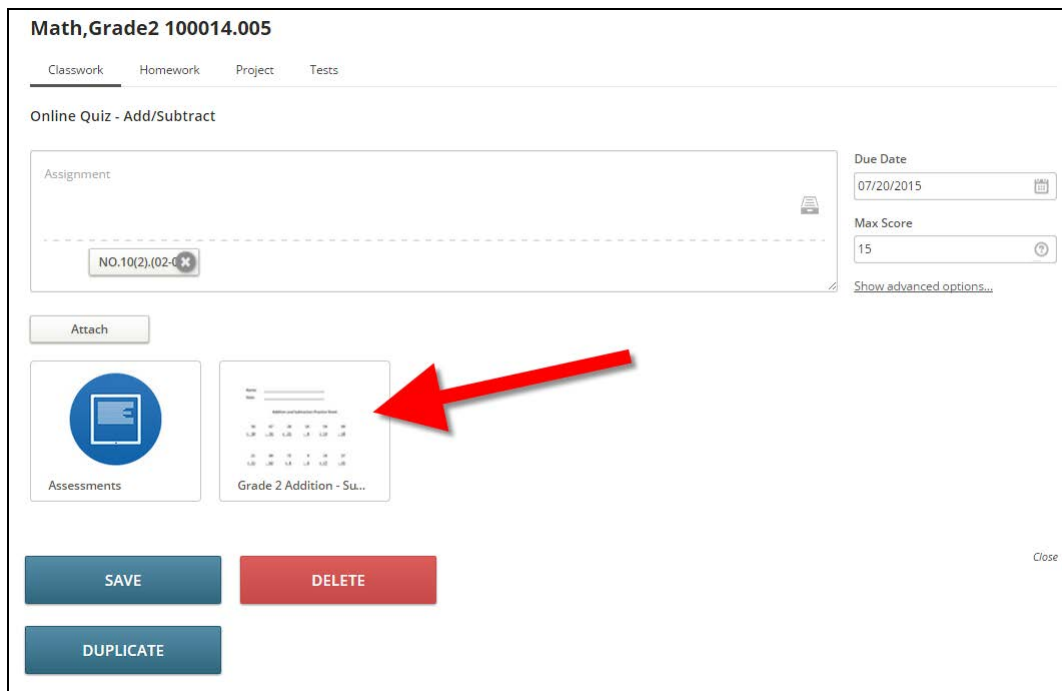
LEONARD PRUITT	90.00	
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If either a report card comment or the direct entry is made to the average, the cell will show indicators (the comment icon and the word 'edited').

TOMMIE GRIMES	 85.00(B) <small>edited</small>
RUDOLPH MCDONALD	88.00(B) <small>edited</small>
JANIE NOLAN	90.93(A)
LAURI ONEAL	 89.62(A)
CELIA GEDORNE	85.44(B)

Marking Up (Annotating) Attachments

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



Math, Grade2 100014.005

Classwork Homework Project Tests

Online Quiz - Add/Subtract

Assignment

Due Date: 07/20/2015

Max Score: 15

Show advanced options...

Attach

Assessments

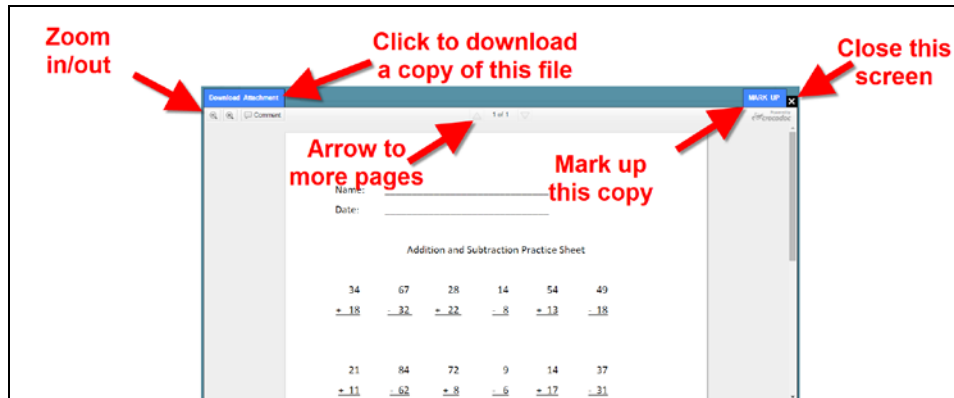
Grade 2 Addition - Su...

SAVE DELETE

DUPLICATE

Close

The attachment will display in a new window.

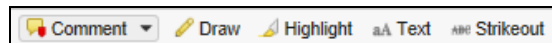


- **Download Attachment:** Click to download the attached file to the local computer. Depending on the browser used select to save the file to the desired location. The user may then review the file and follow instructions per the teacher.

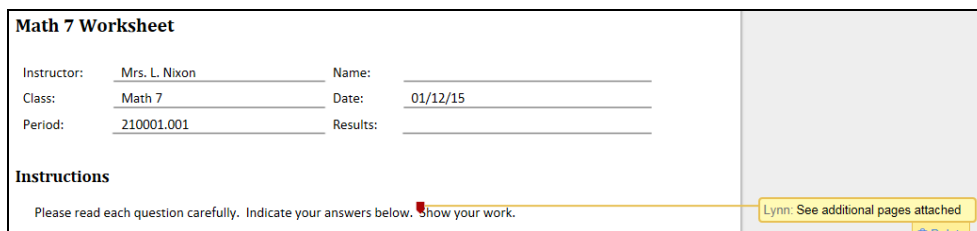
- **Zoom:** Click  to zoom in or out.

- **Page Forward/Back:** Click the arrows  to view additional pages.

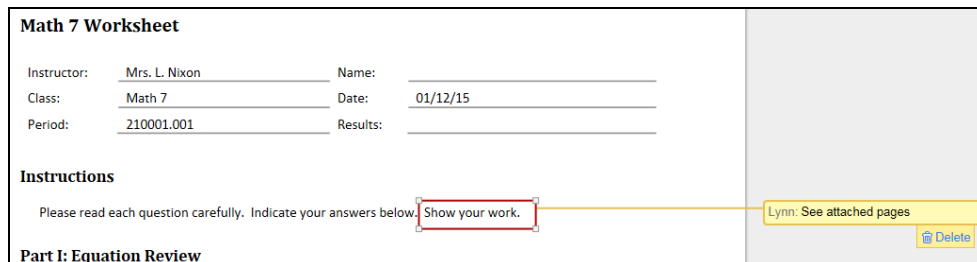
- **Comment:** Click to add a comment. The comment toolbar will display.



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

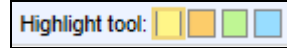



- **Area Comment:** Draw a text box around a section of the file with a comment off to the right.

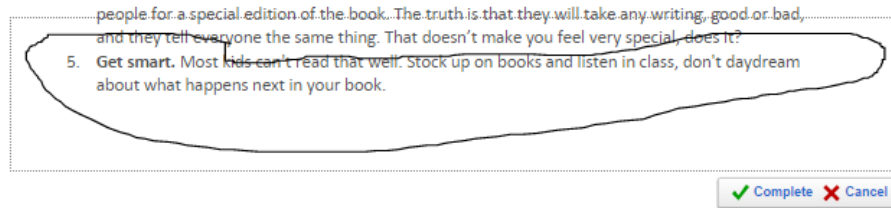


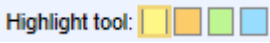
- **Text Comment:** Highlight a line of text with a comment off to the right. With a text comment the user has an option to delete the comment or reply to a comment from a previous user.

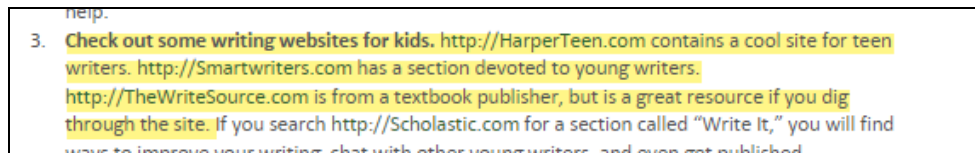
Note: If using Text Comment, the user also has the option to select the color of highlighting to use.



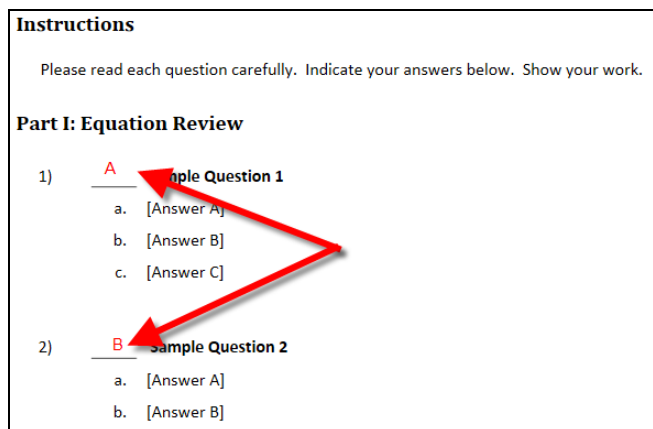
- **Draw:** Allows the user to draw a circle, square, etc. around any section of the attachment. Select the desired color from the Draw tool menu . Once an item is drawn the user may indicate it as complete or delete the drawn item.



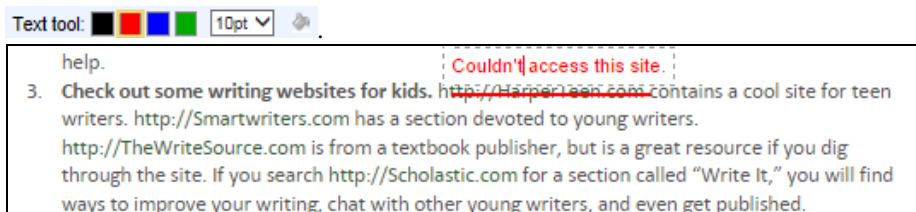
- **Highlight:** When selected a highlight tool will display. Select the preferred color of highlighting from the available list  and use the tool to highlight a section of the file.



- **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.



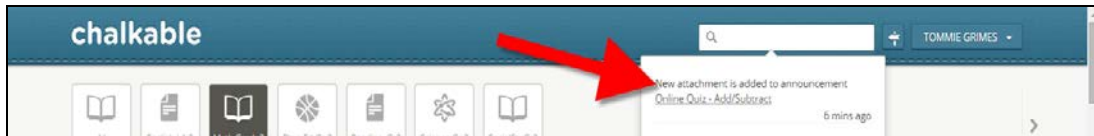
- **Delete:** To remove a comment or highlighting the user may right click on the item and select to delete/remove it from the file.

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

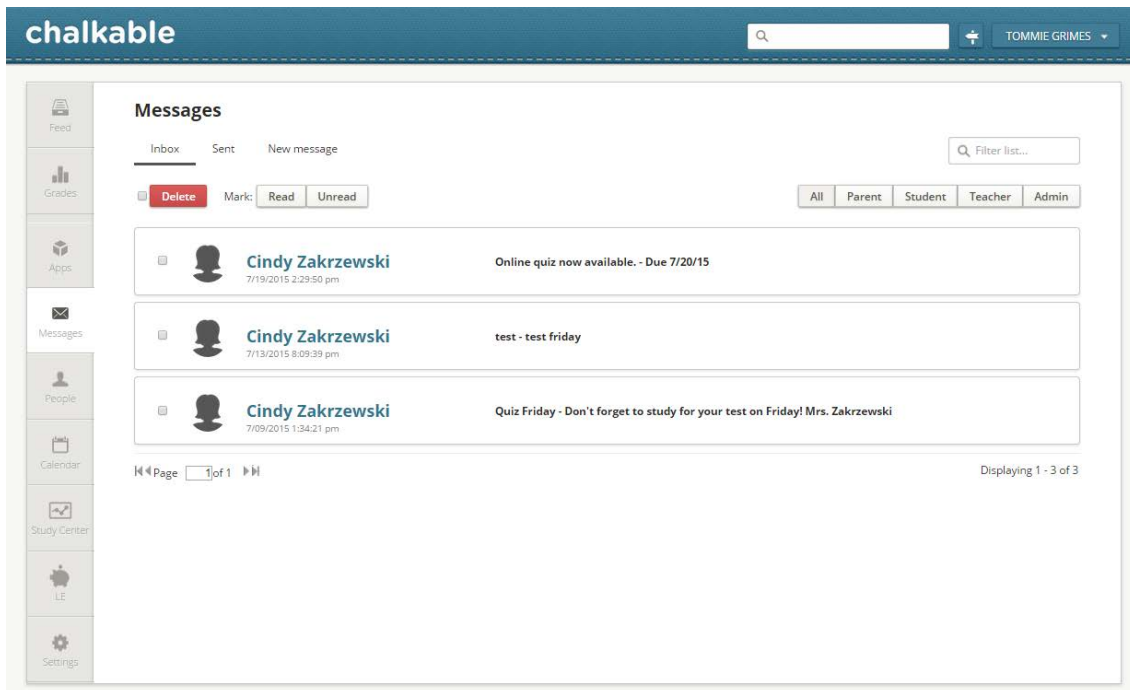
To remove a marked up file from the item click the red **X** above the file picture.

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.



Users may also click the **Messages** option on the *Menu* tab on the left to access notifications.



- From the notification the teacher can click anywhere 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.

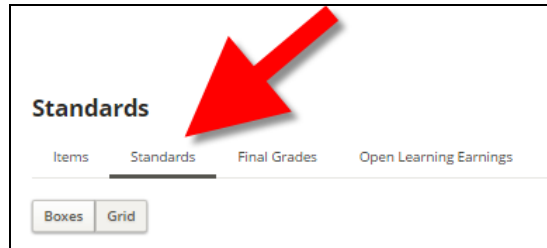
Note: Certain graphic files such as .JPG or .BMP cannot be annotated.

- 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.

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.

Note: If standards are attached to items, as a user enters scores for the students on the item, the score for the standard that was attached to the item will be updated automatically.

Box View

Standards					
Items	Standards	Final Grades	Open Learning Earnings		
Boxes	Grid				
Grading Period 1st Nine Weeks					
NO.(02-02)	NO.10(2).(02-02)	NO.11(2).(02-02)	NO.12(2).(02-02)	NO.13(2).(02-02)	NO.5(2).(02-02)
	Classwork assignment 1 Classwork 32 Online Quiz - Add/Subtract	Classwork 33			
Grading Period 2nd Nine Weeks					

- Each standard displays as a separate column.
- Hover over the column heading to view the overall average of all students enrolled in the class for this standard.
- Click the name of an item to access the score entry screen and enter standard marks.

Grid View

Standards

Items Standards Final Grades Open Learning Earnings

Boxes Grid

1st Nine Weeks

Next → Post

Students	GM.(02-02)	GM.24(2).(02-02)	GM.25(2).(02-02)	GM.26(2).(02-02)	MD.(02-02)	MD.120(2).(02-...	MD.14(2).(02-02)	MD.15(2).(02-02)	MD.16(2).(02-02)	MD.17(2).(02-02)
TOMMIE GRIMES	S	S	N	S						
RUDOLPH MCDONALD			N	S						
JANIE NOLAN	S	S	S	S						
LAURI ONEAL			N	S						
CELIA OSBORNE			N	S						
LEONARD PRUITT	N	S	S	S						
ABDUL RODRIGUEZ	N	N	S	S						

- **Standard:** Each standard displays as a separate column. Hover over the column heading to view the entire standard description.

1st Nine Weeks

Next →

(2).(02-02)	GM.25(2).(02-02)	GM.26(2).(02-02)	MD.(02-02)	MD

GM.25(2).(02-02) |
Partition a rectangle into rows and columns of same-size squares and count to find the total number of them. [2-G2]

- **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 or select the alpha score from the available drop list.

Students	GM.(02-02)	GM.24(2).(02-02)	GM.25(2).(02-02)	GM.26(2).(02-02)
TOMMIE GRIMES	S	S	N	S
RUDOLPH MCDONALD	S		N	S
JANIE NOLAN	S	S	S	S
LAURI ONEAL	S (fill all)		N	S
CELIA OSBORNE	See all »		N	S

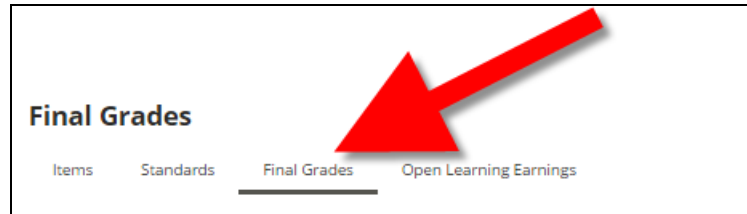
- In the above example, S was the mark the user assigned to the student for this standard. Once the S was selected the user has additional options to:
 - **S (Fill All):** which will assign the S to all students in the list where the score cell is blank; or,
 - **See All >:** See all available standard marks in a drop list.

- **Fill:** Once a mark is entered for a student, users may right click on their score and select Fill. This will assign the score that this student received to the rest of the students on the list with blank score cells saving data entry time.
- **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.

1st Nine Weeks										
Next →										
Students	GM.(02-02)	GM.24(2).(02-02)	GM.25(2).(02-02)	GM.26(2).(02-02)	MD.(02-02)	MD.120(2).(02-...	MD.14(2).(02-02)	MD.15(2).(02-02)	MD.16(2).(02-02)	MD.17(2).(02-02)
TOMMIE GRIMES	S	S	N					S		
RUDOLPH MCDONALD	S		N	S						

Entering & Posting Final Report Card Grades

Users will go to the **Final Grades** screen to post grades to be printed on report cards.



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

Click to post grades for printing on report cards

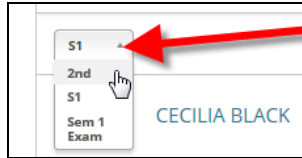
Click to select the grade to enter (ie. 9 weeks, exam, semester final)

1st Nine Weeks: 7/1/15 - 10/9/15	
AVG 1	Post
TOMMIE GRIMES	84.90
RUDOLPH MCDONALD	87.56
JANIE NOLAN	90.93
LAURI ONEAL	89.62

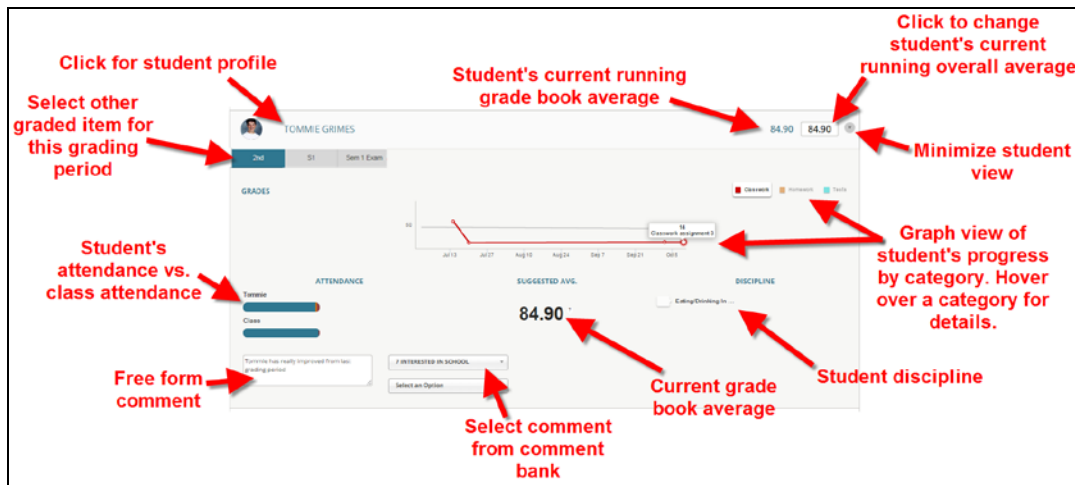
- **Post:** Click to post student scores to be printed on report cards.

Note: If posting is not turned on, the button will not display. Contact the school office if the teacher needs to post grades and the **Post** button is not visible.

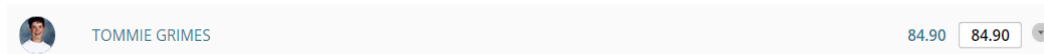
- **Grading Period:** Click > to expand the view for that grading period.
- **Graded Item:** Click the drop down arrow to select a different graded item (ie. grading period grade, semester exam, semester final).



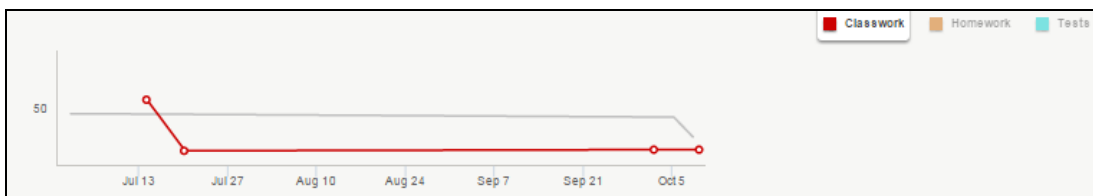
- **Student Grading Profile:** Click the arrow > next to the student name or click in the score field next to the student to view the student's grading profile along with attendance information, discipline information and the ability to add comments.



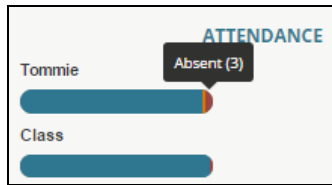
- **AVG:** The student's calculated average based on scores from the items will display in gray. To change the student's calculated average, enter it in the field to the right.



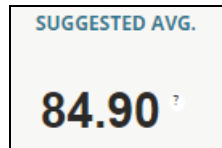
- **Graded Item:** Select the graded item drop list at the top of the screen to select a different graded item for this student or click a different tab below the student's name.
- **Grades:** A graph of the student's grades will display. Hover over the item category (ex. Homework/Classwork) to view a graph of items from the selected category.



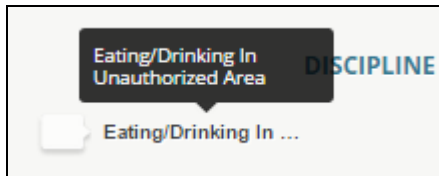
- **Attendance:** The attendance section shows the student's attendance versus the overall class attendance. Hover over a color in the graph for details regarding days present, late or absent.



- **Suggested Avg:** The calculated average is displayed. The suggested grade is the system calculated average; however, the user may override the calculated average for the student using the score entry AVG field in the upper right hand corner.



- **Discipline:** Displays information regarding student’s discipline history. Includes only discipline records entered by the teacher. Hover 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.



Grade Book Reports

The grade book reports described below are available within Chalkable Classroom. To access these reports, go to **Grades** under the *Menu* on the left. Click a class section. If necessary, select the grading period. Click the printer icon from the *Grid* view.

Students	Avg	C
TOMMIE GRIMES	84.90(B) <small>added</small>	
RUDOLPH MCDONALD	87.56(B)	

- Click the tab for the desired report.

Grade Book Report

Create Report

Grade Book Worksheet Progress Comprehensive Progress Missing Assignments

Birthdays Listing Grade Verification Seating Chart

Start date: 07/01/2015 End date: 10/09/2015

Report type: Summary Order by: Student ID ID to print: Student Number

Options:

- Display letter grade
- Suppress student na...
- Display total points
- Display student aver...

Include:

- Withdrawn students
- Non-graded activities

Select all

TOMMIE GRIMES

RUDOLPH MCDONALD

PDF Download Cancel

- **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*.
- Click to **Download** the report.

Worksheet Report

Create Report

Grade Book **Worksheet** Progress Comprehensive Progress Missing Assignments

Birthday Listing Grade Verification Seating Chart

Start date: 07/01/2015 End date: 10/09/2015 ID to print: Student Number

<input checked="" type="checkbox"/>	Date	Category	Activity
<input checked="" type="checkbox"/>	07/02/2015	Homework	Homework 1

Blank columns

Insert title

Insert title

Insert title

Insert title

Insert title

Include

Scores

Letter grade

Average

Working filter

Save to working filter

Append to existing

Overwrite existing

PDF **Download** Cancel

- **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*.
- 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. To remove a reason from the report, click the X.
- **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.
- **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*. Once a student is selected the user may enter a free form comment that will print for the selected student.
- **Format:** Select *PDF*.
- Click to **Download** the report.

Comprehensive Progress

The screenshot shows a 'Create Report' dialog box with the following sections:

- Navigation:** Grade Book, Worksheet, Progress, Comprehensive Progress (selected), Missing Assignments. Sub-sections: Birthday Listing, Grade Verification, Seating Chart.
- Grading Period:** 1st Nine Weeks (dropdown)
- Start date:** 07/01/2015
- End date:** 10/09/2015
- Order by:** Student display n... (dropdown)
- ID to print:** Student Number (dropdown)
- Absence reasons:** SKIPPING, HOMEBOUND, ALTACARE/LAUREL OAKS, EXPELLED, ENTRY DATE (checkboxes)
- Include:**
 - Class average
 - Class Average Only
 - Category averages
 - Period attendance
 - Total points
 - Signature line
 - Additional mailings
 - Student comment
 - Student mailing addr...
 - Student Photo
 - Withdrawn students
- Format:** PDF (dropdown)
- Buttons:** Download, Cancel

- **Grading Period:** Select the grading period for the 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.
- **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. To remove a reason from the report, click the **X**.
- **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*.
- 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*.
- Click to **Download** the report.

Birthday Listing

The screenshot shows a 'Create Report' window with a close button in the top right. Below the title bar are navigation tabs: 'Grade Book', 'Worksheet', 'Progress', 'Comprehensive Progress', 'Missing Assignments', 'Birthday Listing', 'Grade Verification', and 'Seating Chart'. The 'Birthday Listing' tab is selected. The form contains the following fields and controls:

- Report for:** A dropdown menu with 'Date / Range of d...' selected.
- Start date:** An empty text input field.
- End date:** An empty text input field.
- Start month:** A dropdown menu with 'January' selected.
- End month:** A dropdown menu with 'January' selected.
- Group by:** A dropdown menu with 'No Grouping' selected.
- Include withdrawn st...:** A checkbox that is currently unchecked.
- Include student photo:** A checkbox that is currently unchecked.
- Format:** A dropdown menu with 'PDF' selected.
- Buttons:** 'Download' (in blue) and 'Cancel' (in grey).

- **Date or Range Of Dates:** Enter the range of dates of birthdays to include. For example, to print all birthdays for the year 1999, enter *1/1/1999* to *12/31/1999*.
- **Month or Range of Months:** Select the start and end month. For example, to print tall February birthdays regardless of the year the student was born, select *February* for both the start and end months.
- ***Group By:** Select to group the report by *No Grouping* (Alphabetic), *Date of Birth*, *Grade Level* or *Homeroom*.
- **Include Withdrawn Students:** Select to include currently withdrawn students on the report.
- **Include Student Photo:** Check to include the student's photo if on file.
- **Format:** Select *PDF*.
- Click to **Download** the report.

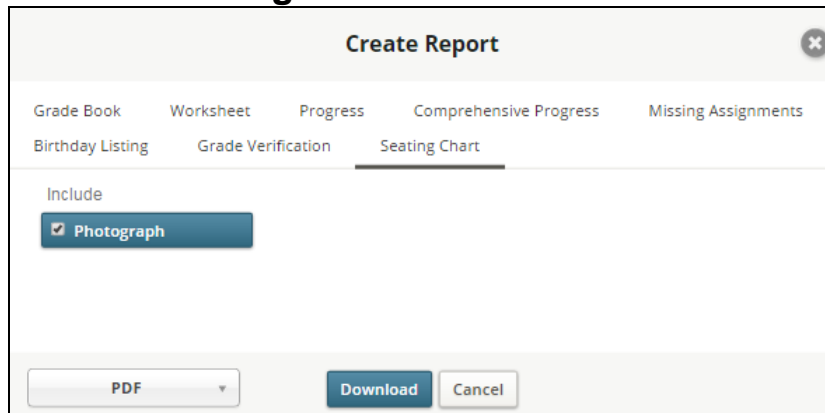
Grade Verification

The screenshot shows a 'Create Report' window with the following elements:

- Navigation Tabs:** Grade Book, Worksheet, Progress, Comprehensive Progress, Missing Assignments, Birthday Listing, **Grade Verification**, Seating Chart.
- Grading Period:** 1st Nine Weeks (with an X to remove)
- Graded Items:** AVG 1 (with an X to remove)
- Grade Type:** Both (dropdown)
- Include:** Comments/Legend, Signature, Withdrawn
- Student Order:** Display Name (dropdown)
- ID to print:** Student Number (dropdown)
- Select:** Select all
- Student List:** BETTE ABBOTT
- Format:** PDF (dropdown)
- Buttons:** Download, Cancel

- **Grading Period:** Select the grading period for the report.
- **Graded Items:** Select the graded items to be included in the report. To exclude a graded item, click the X to the right.
- **Grade Type:** Select to include *Alpha*, *Numeric* or *Both*.
- **Include:**
 - **Comment:** Check to include the student comment.
 - **Signature:** Check to include a signature line.
 - **Withdrawn:** Check to include currently withdrawn students on the report.
- **Student Order:** Select *Display Name*, *Grade Level* or *ID to print*.
- **ID To Print:** Select *Alt Student Number*, *SSN*, *State ID Number* or *Student Number*.
- **Select:** Place a check next to the student(s) to include on the report or click *Select all*.
- **Format:** Select *PDF*.
- Click to **Download** the report.

Seating Chart



The screenshot shows a 'Create Report' window with several tabs: Grade Book, Worksheet, Progress, Comprehensive Progress, Missing Assignments, Birthday Listing, Grade Verification, and Seating Chart. The 'Seating Chart' tab is active. Below the tabs, there is an 'Include' section with a checked checkbox for 'Photograph'. At the bottom of the window, there is a 'PDF' dropdown menu, a 'Download' button, and a 'Cancel' button.

- **Photograph:** Check to include the student photo on the report where photos exist.
- **Format:** Select *PDF*.
- Click to **Download** the report.

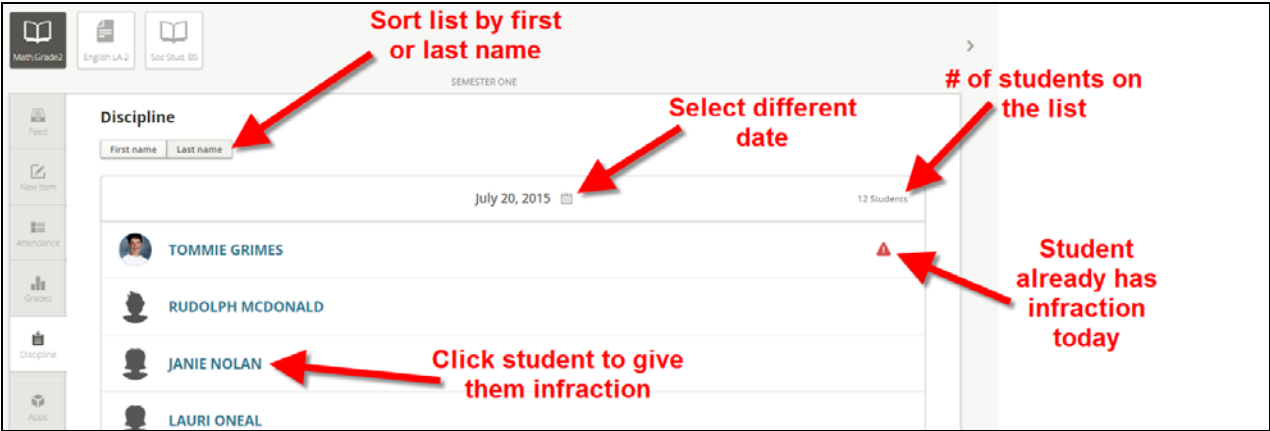
Discipline

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

Note: Discipline records entered by teachers may be viewed by anyone who has access to discipline in *InformationNOW*. However, the ability to enter discipline by teachers is not a permission that is granted by default. Permission must be granted. Also, only **Infractions** that have been set to **Show in Classroom** will be available for the teacher to select from Chalkable Classroom.



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



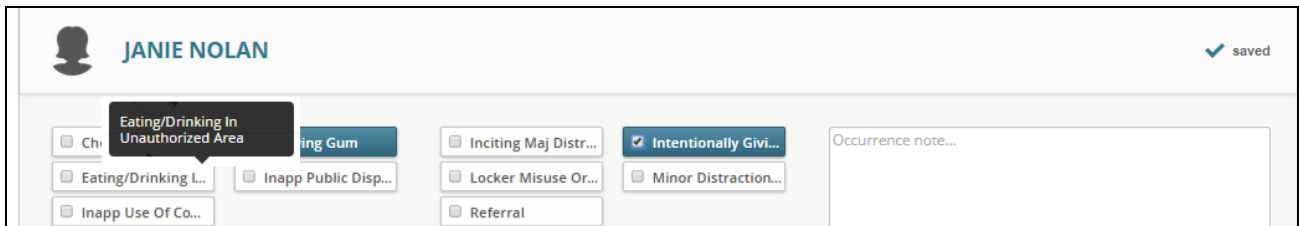
- **Last/First Name:** Click to sort the list below by last or first name.
- **Date:** Click the date to select a new date from the calendar if necessary.
- **Count:** A count of students currently enrolled in the class.
- **Student Picture/Icon:** Click a student icon/pic to view their student profile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

Add Discipline

- **Student Name:** To give a student a new discipline record click their name.



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



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



Note: Users may not enter a double quote (") in the notes field. It is recommended to use single quotes (') in the notes field.

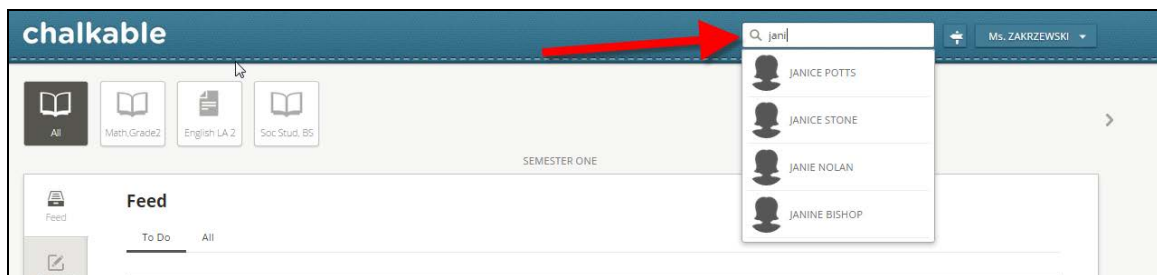
- The record is saved automatically. A *Saving* message will display next to the student name. When the record is finished saving the message will change to *Saved*.
- To view the record, click the student bar.



View 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 Discipline

- 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. Hover 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.

Note: Once a user accesses the discipline record from the student's discipline tab in *InformationNOW* and edits the record to add a disposition, etc., the Chalkable Classroom user will not be able to edit the discipline record from Chalkable Classroom.

Delete Discipline

- 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. Hover over the exclamation point to view the infraction. Click the icon to view the discipline record.
- Uncheck the discipline infraction. The *Saving* message will display. Refresh the screen and the exclamation point  will no longer display next to the student name and the record has been deleted.

Note: Once a user accesses the discipline record from the student's discipline tab in *InformationNOW* and edits the record to add a disposition, etc., the Chalkable Classroom user will not be able to edit the discipline record from Chalkable Classroom.

Apps

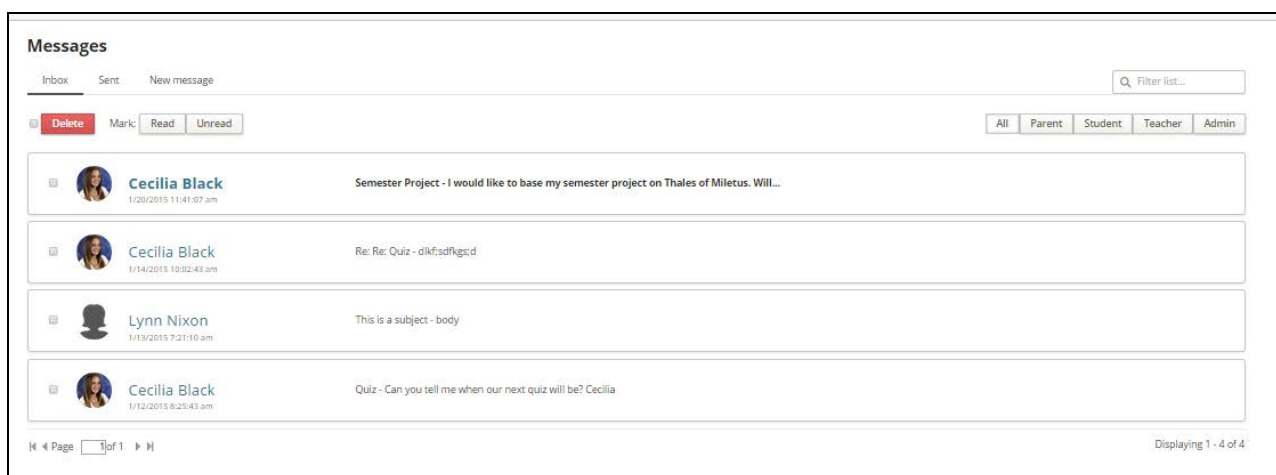
Apps are available only to Chalkable Classroom Study Center users. For more details, refer to the *Chalkable Classroom - Apps Quick Reference Guide*.

Learning Earnings

Users may access Learning Earnings from within Chalkable Classroom. For more details, refer to the *Learning Earnings - Getting Started* guide which is available from the Chalkable support website at <http://support.sti-k12.com>.

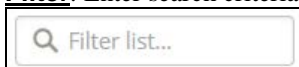
Messages


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 system but a message within Chalkable Classroom. The recipient must be a Chalkable Classroom user and must log into Chalkable Classroom in order to see the message. Currently anyone may message any other Chalkable Classroom in the district including students and teachers.

- **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.

Cindy Zakrzewski

Quiz Friday

Message:

Don't forget to study for your test on Friday!

Mrs. Zakrzewski

Send Cancel

Create New Message

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

New message

To:

Subject:

Body:

SEND MESSAGE Cancel

- **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.

New message

To:

Subject:

Body:

SEND MESSAGE Cancel

Dropdown menu items: Janice Potts, Janice Stone, Janie Nolan (circled), Janine Bishop

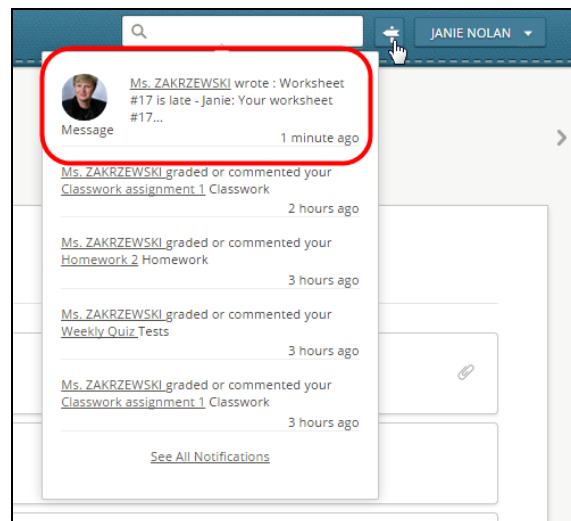
Note: Multiple recipients are not allowed.

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

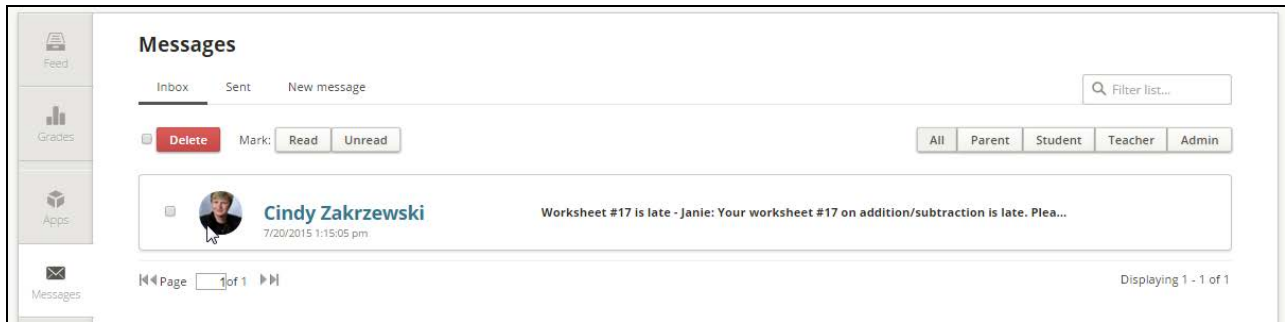
- **Send Message:** Click to **Send Message** to the recipient or click to **Cancel**.
- When the user has a new message a number will display in the upper right hand corner next to the **Messages** icon.



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

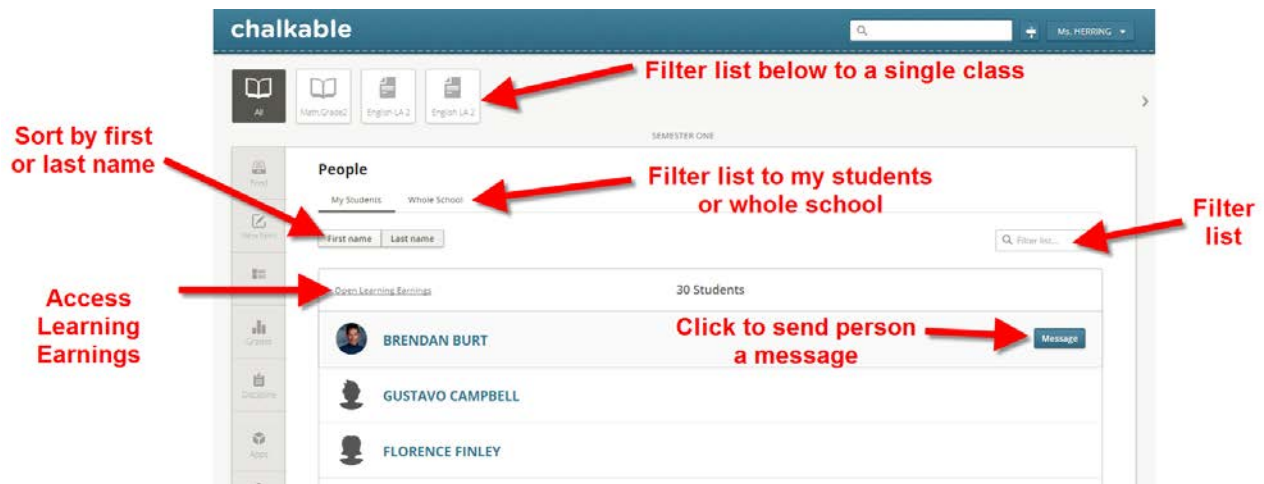


- The message will also display if the user selects the **Messages** icon from the *Menu* tabs on the left.



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:** Filter the list below to only students enrolled in the teacher's classes or to the whole school.
- **First Name/Last Name:** 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 people 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.

Student Profile

The student profile is available from numerous locations in Chalkable Classroom. Generally, wherever the student picture or icon is displayed the user may click to access the student profile.

- **Now:** shows the student profile with quick links to alerts, ranks, grades, discipline, and classes
- **Info:** shows the student demographic information along with contacts
- **Grading:** Not currently available.
- **Schedule:** Click to view the student's current schedule in a day, week or month calendar.
 - **Day View:** Click a class on the schedule to view the name of the class, teacher, room and the start/end time of day they are in that class. A dot will display indicating the class where the student should be based on the current date and time.
 - **Week View:** Displays the activities for each of the classes in their schedule.
 - **Month View:** A dot indicates there is an assignment for that day. Click the dot to view details or click to add a **New Item** for that class if you are teacher.
- **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. (only available with Chalkable Study Center)
- **Apps:** Only available with Chalkable Study Center.

Now

A view showing the student profile with quick links to alerts, ranks, grades, discipline, and classes.

Student profile


Now Info Grading Schedule Attendance Discipline Explorer Apps

CARMEN ANDREWS
HEALTH 9-12

36 Rank
2 Attendance
0 Discipline
Recent

Classes


HON GEOME Eng Gr10 H HEALTH 9-12 DTSAFETYED

- **Alert:** Hover 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. Green dot next to the class indicates the student is currently considered present. Red dot indicates they are absent. Yellow dot indicates tardy. White dot indicates attendance has not yet been posted for this student for today for this class.
- **Rank:** The current rank of the student based on the last time ranks were posted to transcripts.

- **Attendance:** Shows count of daily absences for the student. Hover 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. Hover over the count to view the list of infractions committed.
- **Recent:** Displays the most recent scores entered for the student. Hover over to view the most recent scores entered for the student. Click to view scores.
- **Classes:** Click to view details of a selected class including the Teacher and Department where available.

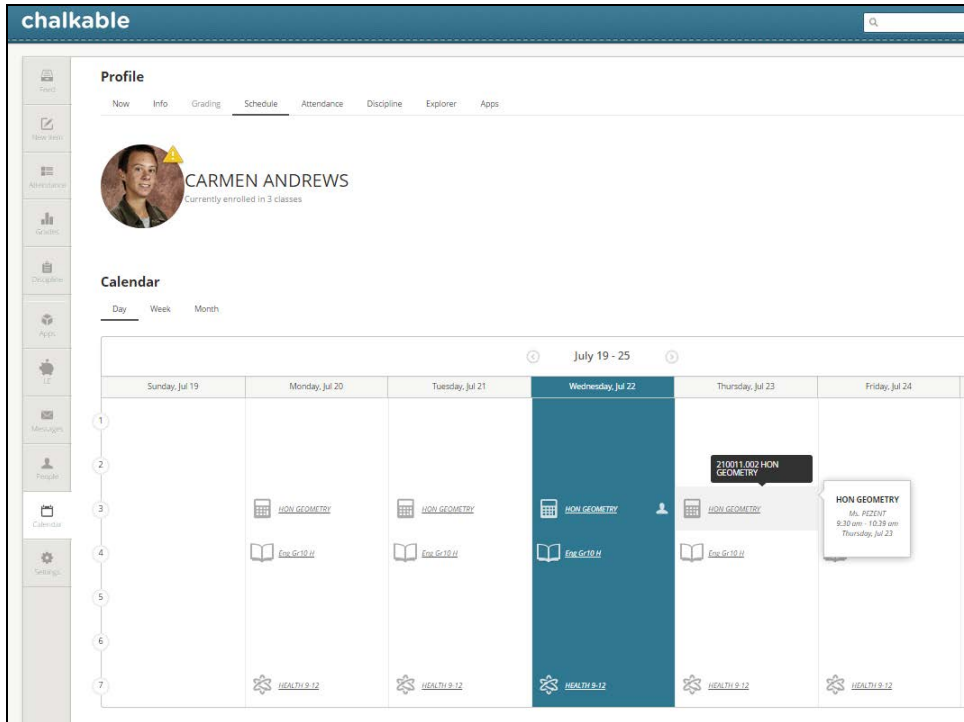
Info

A view showing the student profile with quick links to demographics and contacts.

- **Alert**  : Hover over the exclamation point icon to view the details of the alert(s) including health alerts.
- **Student Info:** View basic student information including their Chalkable Classroom-assigned email address used strictly for Chalkable Classroom messaging.
- **Home Info:** View the student home address and phone number.
- **Contacts:** View name and email address for various student contacts.

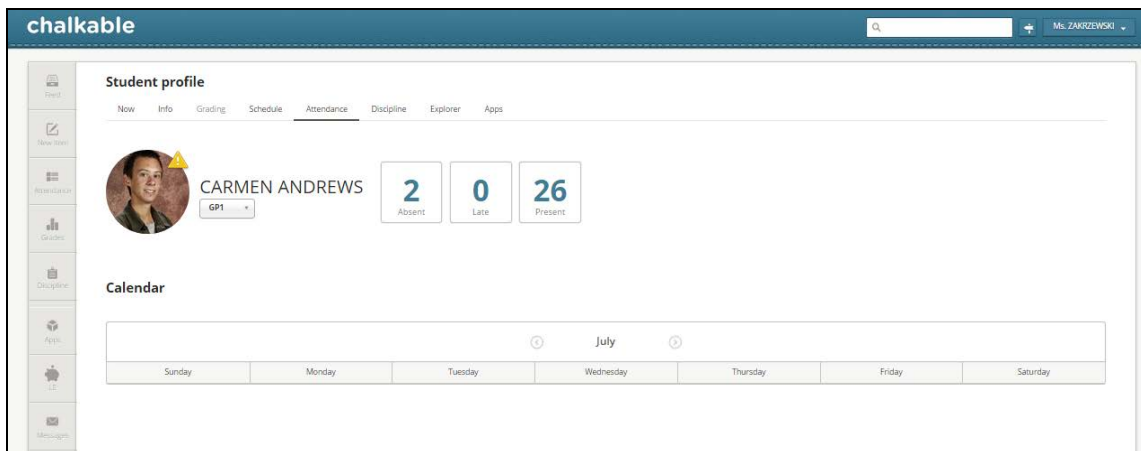
Schedule

A view showing the student profile with quick links to the student schedule in a daily, weekly and monthly view.



Attendance

A view showing the student profile for daily attendance data, with totals by absences, tardies and number of days present. The calendar view can be used to see the details to the transaction.



Discipline

A view showing the student profile for discipline data, with totals by reason. The calendar view can be used to see the details to the transaction.

The screenshot shows the 'Student profile' page for ALANA BATES in the 'Discipline' tab. It features a navigation menu with options: Now, Info, Grading, Schedule, Attendance, Discipline, Explorer, and Apps. The student's name is ALANA BATES, with a GP1 dropdown menu. Below the name are four summary cards, each with a '1' and a reason: ALCOHOL USE, Chewing Gum, DISORDERL..., and Badge Violat... Below this is a 'Calendar' section showing a calendar for the month of July.

Explorer

See the Chalkable Study Center for more details.

Apps

See the Chalkable Study Center for more details.

Calendar

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

The screenshot shows the 'Calendar' view for 'SEMESTER ONE'. It features a navigation menu with options: All, Math Grade2, English LA 2, and English LA 2. The calendar is displayed in 'Month' view for the month of July. The calendar grid shows dates from 28 to 1. The 12th, 13th, 14th, 15th, 16th, 17th, 19th, 20th, 21st, 22nd, 23rd, 24th, 26th, 27th, 28th, 29th, 30th, 31st, and 1st are highlighted with various colors (green, red, blue) and contain text indicating events such as 'Lesson Plans 3', 'Lesson Plans 2', and 'Math Grade2 LP'. The 20th is highlighted in blue.

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

- **Day/Week/Month View:** Click to select a *Day*, *Week* or *Month* view. Defaults to *Month* view.
- **Previous/Next:** Click \leq or \geq 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.

Calendar						
Day Week Month						
July 19 - 25						
Sunday, Jan 11	Monday, Jan 12	Tuesday, Jan 13	Wednesday, Jan 14	Thursday, Jan 15	Friday, Jan 16	Saturday, Jan 17
1	Pre AP Math7	Pre AP Math7	Pre AP Math7	Pre AP Math7	Pre AP Math7	
2	Pre AP Math7	Pre AP Math7	Pre AP Math7	Pre AP Math7	Pre AP Math7	
3	Pre AP Math7	Pre AP Math7	Pre AP Math7	Pre AP Math7	Pre AP Math7	
4	Math 7	Math 7	Math 7	Math 7	Math 7	
5	Math 7	Math 7	Math 7	Math 7	Math 7	
6	Math 7	Math 7	Math 7	Math 7	Math 7	
7	Planning	Planning	Planning	Planning	Planning	

- 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.
- Click **New Item** to add a new item for this class and date.
- A dot will display next to a class indicating where the teacher should be in based on the current date and time.

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.

The screenshot shows a calendar interface with tabs for 'Day', 'Week', and 'Month'. The 'Week' tab is selected, and the calendar is set to 'July 19 - 25'. The days of the week are listed as columns: Sunday, Jan 11; Monday, Jan 12; Tuesday, Jan 13; Wednesday, Jan 14; Thursday, Jan 15; Friday, Jan 16; and Saturday, Jan 17. The items are listed in rows corresponding to periods 1 through 4. A red box highlights the items for Wednesday, Jan 14, in period 4. A red arrow points from the text 'All of the items for the 4th period class for Wednesday' to this box.

Period	Sunday, Jan 11	Monday, Jan 12	Tuesday, Jan 13	Wednesday, Jan 14	Thursday, Jan 15	Friday, Jan 16	Saturday, Jan 17
1		Box and Whisker Plots/M...	Box and Whisker Plots/M...	10-1 Make Predictions - Pr...	10-2 Unbiased/Biased Sa...		
2		MMMMR Worksheet - Pre A...	Warm Ups - Pre AP Math7...		Box and Whisker Plot Wks...		
3		Box and Whisker Plots/M...	Box and Whisker Plots/M...	10-1 Make Predictions - Pr...	10-2 Unbiased/Biased Sa...		
4		MMMMR Worksheet - Pre A...	Warm Ups - Pre AP Math7...		Box and Whisker Plot Wks...		
		HW pg 65 q 1-12 - Pre AP M...	HW pg 87 q 1-15 - Pre AP M...	10-1 - Pre AP Mach7 210002...	10-2 Unbiased/Biased Sa...		
		HW pg 72 q 1-6 - Pre AP Ma...	Warm Ups - Pre AP Math7...		Box and Whisker Plot Wks...		
		Mid Ch 1 Test - Math 7 210...	Assessments 18 - Math 7 2...	Lesson 1-5 Graphing Prop...	1-2 Powers and Exponent...	+/- Integers Quiz/ PSI - Ma...	
			Lesson 1-4 Prop/Non Prop...	1-1 Rational Numbers - M...	3-3 Worksheet - Math 7 21...	3-1 to 3-3 Quiz - Math 7 21...	
			Two-Step Equations - Mat...	3-3 Subtracting Integers...	Review +/- Integers - Math...	3-2/3-3 Skills Wkst - Math...	
				pg. 207-209 #2-30 even - M...		pg. 19 #1-12 - Math 7 2100...	
				Two-Step Worksheet - Mat...		STAR Math Test - Math 7 2...	

Hover 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 display with a dot.

Calendar

Day Week Month

July						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	Lesson Plans 3	Lesson Plans 2	Math,Grade2 LP	Math,Grade2 LP	Math,Grade2 LP
19	20	Math,Grade2 LP	Math,Grade2 LP	Math,Grade2 LP	Math,Grade2 LP	25
26	27	28	29	30	31	1

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

Sunday	Monday	Tuesday
28	29	30
4	5	6
11	12	13
18	19	20
25	26	27
1	2	3

Items

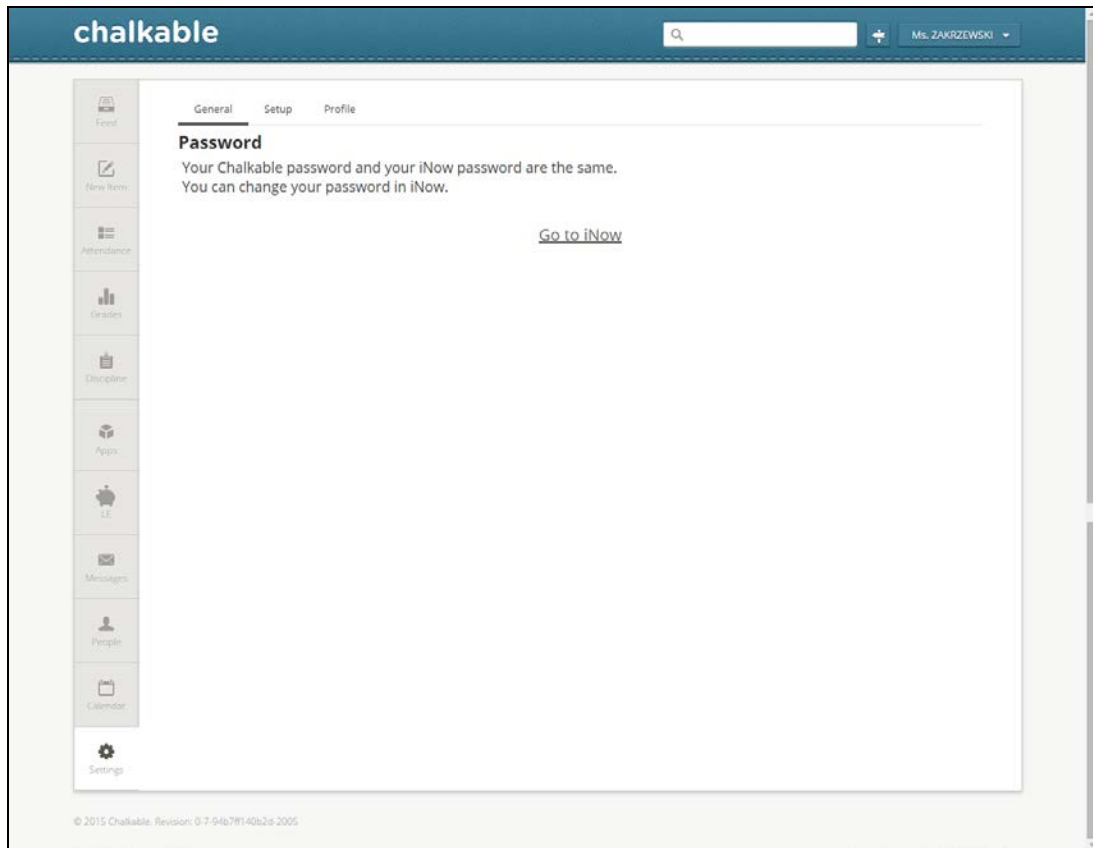
- Mid Ch 1 Test
- Math 7 210001.002 worksheet
- Math 7 210001.003
- Box and Whisker Plots/MAD
- Pre AP Math7 210002.001
- MMMR Worksheet
- Pre AP Math7 210002.001
- Box and Whisker Plots/MAD
- Pre AP Math7 210002.002
- MMMR Worksheet
- Pre AP Math7 210002.002
- HW pg 65 q 1-12
- Pre AP Math7 210002.003
- HW pg 72 q 1-6
- Pre AP Math7 210002.003

New Item

- 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 *InformationNOW*. Click to **Go to INOW** to reset the password.

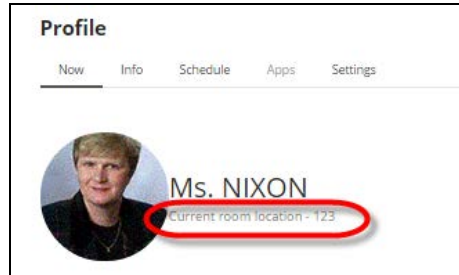
Setup

Category, Comments, and Options setup is covered in the initial section of this document and will not be covered again here.

Profile

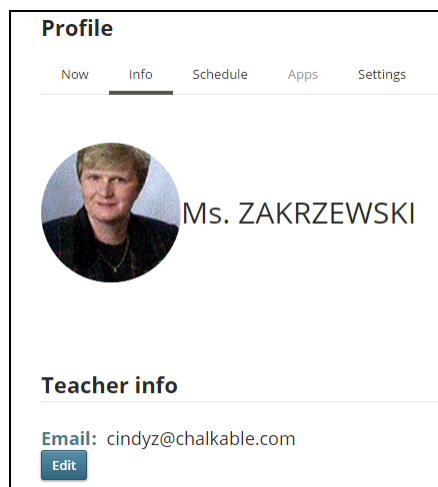
Click to display the user profile.

- **Now:** Displays the current teacher location based on day and time along with staff picture.



Note: The teacher's title (Ms. or Mr.) is determined by the gender assigned to the teacher.


- **Info:** Displays teacher personal data including their Chalkable Classroom 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).

Profile

Now Info Schedule Apps Settings



Ms. NIXON
Currently teaching 7 classes

Calendar

Day Week Month

≤ January 18 - 24 ≥

Day	Sunday, Jan 18	Monday, Jan 19	Tuesday, Jan 20	Wednesday, Jan 21	Thursday, Jan 22	Friday, Jan 23	Saturday, Jan 24
1			STAR MATH Test - Prep AP Math 7	10-3 Misleading Graphs/Stats - Pre AP Math 7 2100	10-4 Compare Populations - Pre AP Math 7 2100	10-5 Select Displays - Pre AP Math 7 2100	
2			STAR MATH Test - Prep AP Math 7	10-3 Misleading Graphs/Stats - Pre AP Math 7 2100	10-4 Compare Populations - Pre AP Math 7 2100	10-5 Select Displays - Pre AP Math 7 2100	
3			STAR MATH Test - Prep AP Math 7	10-3 Misleading Graphs/Stats - Pre AP Math 7 2100	10-4 Compare Populations - Pre AP Math 7 2100	10-5 Select Displays - Pre AP Math 7 2100	
4			Lesson Plan 13.81.2015 - Math 7	Weekly Quiz - Math 7 210001.002			
5				3-4 Worksheets - Math 7 210001			
6				Dividing Integers - Math 7 2100			
7				Lesson 1.9 Estimate Roots Day 1			
8							
9							
10							
11							

- **Apps:** Not yet available with Chalkable Study Center.
- **Settings:** Click to return to the *General* tab for the option to reset the user password in *InformationNOW*.