



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

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

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

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

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