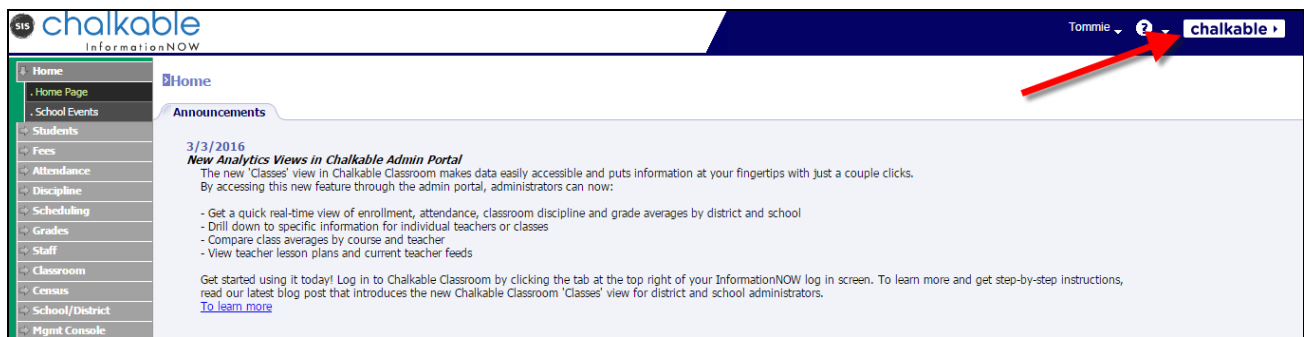


Chalkable Classroom - Basic Navigation

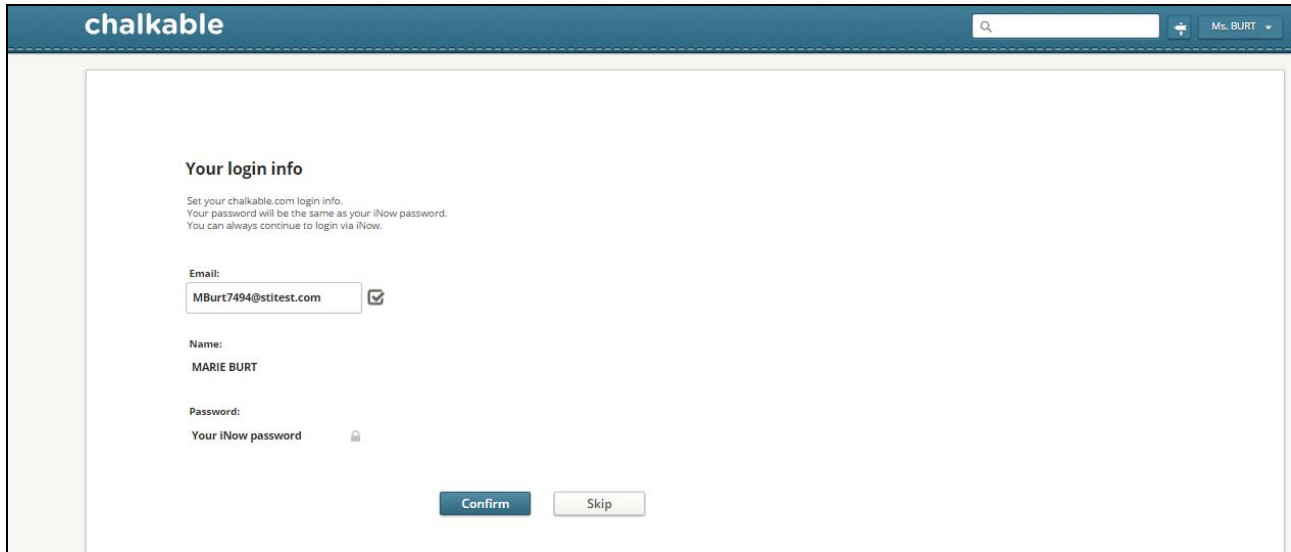
Initial Login

To access Chalkable Classroom, log in to *InformationNOW*. Click **Chalkable** in the upper right hand corner.



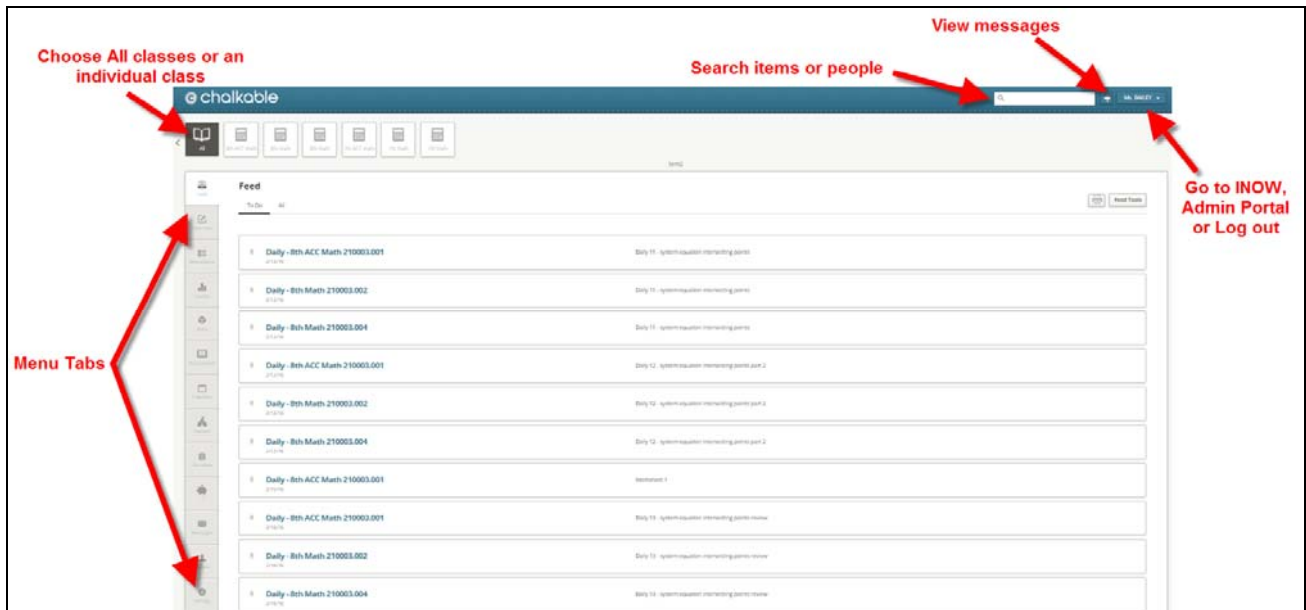
Note: If the **Chalkable** link does not display in the upper right corner, contact the school/district office or *InformationNOW* program administrator.

The first time a user logs in to Chalkable Classroom, the system will require confirmation of email address and name. It is not necessary to re-enter this information. Simply confirm the email address and name and select **Confirm**.




Home Page

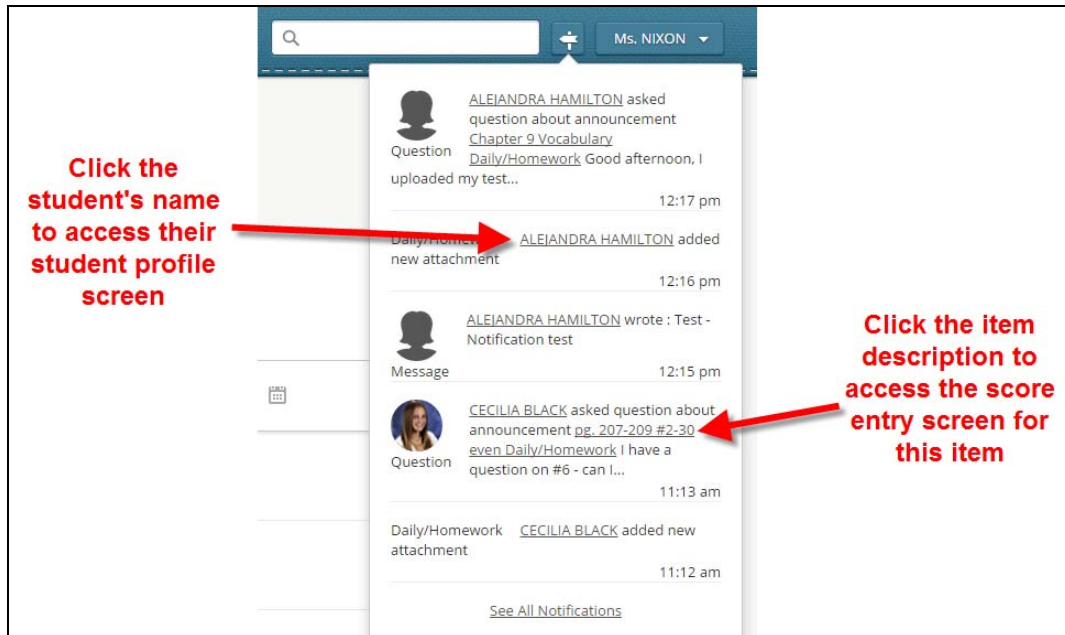
There are three sections of the Chalkable home page: *Header* (Class List), *Menu Tabs* (left), and *Feed* (center).



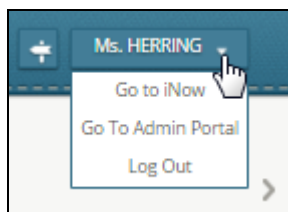
Header

- **Search:** Search for items (activities), apps (study center users only) or people. Enter search criteria and hit the enter key on the keyboard or select the magnifying glass.
 - Select the **Person** to view their basic profile page.
 - Select the **Name** of the item to access the score entry screen for the selected item.

- Select 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. Select the icon to see the most recent notifications in a list.












- Select the sender's name to access his or her student profile screen.
- Select the name of the item to go to the score entry screen for that item.
- **See All Notifications:** View all notifications in a list view.
- **Exit Chalkable:** Users may exit Chalkable Classroom in two ways. Select the drop-down arrow next to the **User Name** in the upper right hand corner and select one of the following:




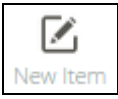
- **Go to INOW:** Close Chalkable Classroom and return to *InformationNOW*.
- **Go to Admin Portal:** If the user has permission, select this option to view data and send group messages.
- **Log Out:** Close both Chalkable Classroom and *InformationNOW*. Select **Login** to return to the Chalkable direct login screen. Log in using the email address and password (i.e. not the *InformationNOW* login).

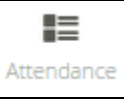
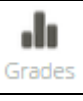
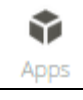
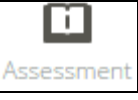
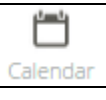

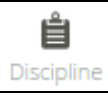

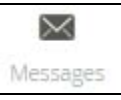
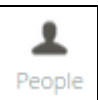

- **Class List:** By default, all sections for the teacher will display as separate icons at the top of the screen. Select *All* to view all of the teacher’s sections or select a specific section. Select the < and > icons to navigate to additional classes and terms. Select a specific section to view 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

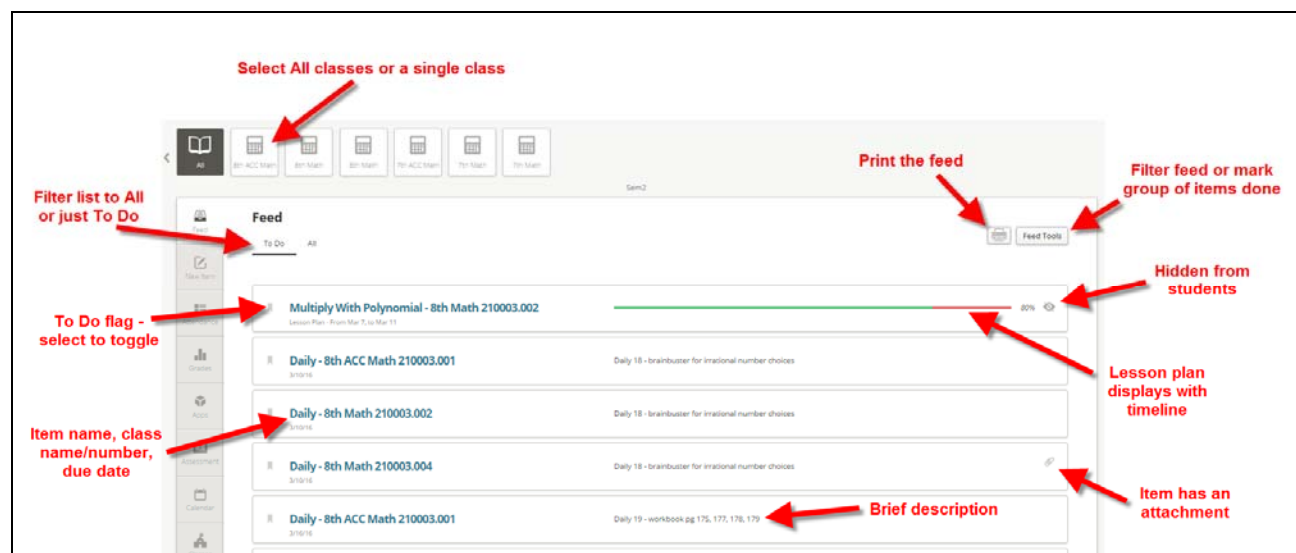
Access various options including:

-  **Feed:** View a list of items.
 - **ToDo:** Filter the list to only items that have not been marked as *Done*.
 - **All:** View all items including those that are still marked as *ToDo* and those that are marked as *Done*.
-  **New Item:** Add a new item (activity) to a class.

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

Feed



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



- **All Vs. Individual Class:** The list will default to all items for all classes. Select 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:** Filter the list to only items (activities) that have not yet been marked as *Done* (*ToDo*) or *All* items.
- **Printer Icon:** Print a report of items or lesson plans.
- **Feed Tools:** Filter the list to a certain types or grading period. Also use to mark a group of items as done.
- **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*. Select 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.