

Chalkable Classroom – Teacher’s Helper

About This Document

The table below provides a comparison of tasks that are available in both *InformationNOW* and Chalkable Classroom. The **How Do I...** column describes basic functionalities and the corresponding columns show instructions for performing the task in both *InformationNOW* and in Chalkable. Gray boxes indicate the feature is not available in that application at the time this document was updated.

NOTE: Many options require a specific permission to be granted and may not be available to all teachers.

Task Comparison

How do I.....	In <i>InformationNOW</i> Gradebook	In Chalkable
Set up/Edit Section Options	Classroom Gradebook select Section Classroom Manage Options	Chalkable Settings Setup Choose a Class Options
Set up/Edit Categories	Classroom Gradebook select Section Classroom Manage Categories	Chalkable Settings Setup Choose a Class Categories
Add an activity	Classroom Gradebook select Section Score tab Add Activity button Or Classroom Gradebook Plan tab Add	Chalkable New Item Choose a Class Or Chalkable Calendar select Date select New Item
Edit an activity	Classroom Gradebook select Section Plan tab select Activity to edit	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

How do I.....	In InformationNOW Gradebook	In Chalkable
Delete an Activity (without scores)	Classroom Gradebook select Section Plan tab check Activity Delete	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 Activity (with scores)	Classroom Gradebook select Section Scores tab Delete Scores from Activity. Go to Plan tab check Activity Delete	Remove Scores from Activity Delete one of the 3 ways listed for Deleting an activity (without scores)
Make Activity Visible in Home Portal	Classroom Gradebook select Section Score tab Add Activity button check Visible in Home Portal option Or Classroom Gradebook Plan tab Add check Visible in Home Portal option	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 Activity Graded or Ungraded	Classroom Gradebook select Section Score tab Add Activity button check Graded box Or Classroom Gradebook Plan tab Add check Graded box	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 Activity Can drop student score	Classroom Gradebook select Section Score tab Add Activity button check Can drop student score box Or Classroom Gradebook Plan tab Add check Can drop student score box	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 Activity Weight Multiplier	Classroom Gradebook select Section Score tab Add Activity button enter Weight Multiplier Or Classroom Gradebook Plan tab Add enter 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 Activity Entire Activity Dropped	Classroom Gradebook select Section Score tab Add Activity button check Is entire activity dropped Or Classroom Gradebook Plan tab Add check Is 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.

How do I.....	In <i>InformationNOW</i> Gradebook	In Chalkable
Setting Activity Weight Addition	Classroom Gradebook select Section Score tab Add Activity button enter Weight Addition Or Classroom Gradebook Plan tab Add enter 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 Activity	Classroom Gradebook select Section At the bottom of the Activity screen, click the Standard tab and Add	Chalkable Feed select item select Edit Assignment box, choose CLICK TO ADD STANDARDS Or Chalkable Calendar (any view-Day, Week, Month) select item select Edit Assignment box, choose CLICK TO ADD STANDARDS Or Chalkable Grades select Section select item select Edit Assignment box, choose CLICK TO ADD STANDARDS
Attach a Document to an Activity	Classroom Gradebook select Section At the bottom of the Activity screen, click the Attributes tab Add Attachment section, click Choose File	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 Activity		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 Activity	Classroom Gradebook select Section Plan tab Tasks-Copy Activities	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 Activity	Classroom Gradebook select Section Scores tab enter Score Or Double click where score goes to enter a single score Or Double click Activity Name to cycle through single scores	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

How do I.....	In InformationNOW Gradebook	In Chalkable
Add Flags to Activity Scores	Classroom Gradebook select Section Scores tab enter a score higher than value of Activity; right click where score is entered to select Drop, Late or Incomplete Or Double click where score is entered to select User Dropped, Is Incomplete or Is Late	Go to one of the 3 ways to enter a Score For Extra Credit flag, enter a score higher than value of Activity Right click to Select Drop, Late or Incomplete Attendance Flag is automatic
Fill Scores	Classroom Gradebook select Section Scores tab enter a score, arrow out of the field then right click on entered score and choose Fill	Go to one of the 3 ways to enter a Score Right click to Select Fill Or Double click score to Fill all possibilities
Exempt Scores	Classroom Gradebook select Section Scores tab right click score box and choose Exempt Or Double click where score goes and check Is Exempt	Go to one of the 3 ways to enter a Score Right click and choose Exempt Or Click where score goes and type E and choose Exempt from List
Alternate Scores	Setup in Classroom Setup Alternate Score Translation Enter as Score in Classroom Gradebook Scores tab where Score goes, type the Alternate Score	Go to one of the 3 ways to enter a Score Type the Alternate Score
Add Comment to an Activity Score	Classroom Gradebook select Section Scores tab double click where score goes, choose from drop down choices or manually type a comment	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 Or 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 Or 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
Add Overall Comment to Progress Report	Classroom Gradebook select Section Reports Progress Report Section Comment	Chalkable Grades select Section click Printer icon Progress tab enter a Section comment
Add Overall Student Comment	Classroom Gradebook select Section Comments tab click into Student ID or click select students and View choose from Comment List drop list or manually type in Comment box or combination of both	Chalkable Grades select Section click Printer icon Progress tab beside Student name, in Comment box, select or type comment

How do I.....	In InformationNOW Gradebook	In Chalkable
Add Report Card Comment	Classroom Gradebook select Section Manage-Student Averages click into Student Number Choose Comment from drop down list Or Comments tab click into Student Number choose Comment from drop down list	Chalkable Grades select Section Grid View Click Student Avg click Codes button enter Comment(s) Or Chalkable Grades select Section choose Final Grades tab click arrow on Student line enter Comment(s)
Override Calculated Average	Classroom Gradebook select Section Manage-Student Averages click into Student Number enter score in Direct field	Chalkable Grades select Section Grid View Click Student Avg type new Average Save. Edited will display below new Avg
Print Progress Report	Classroom Gradebook select Section Scores tab check mark student(s) Reports-Progress Report	Chalkable Grades select Section Grid View click Printer icon Progress tab select Student(s) Download
Print Comprehensive Progress Report	Classroom Gradebook select Section Scores tab check mark student(s) Reports-Comprehensive Progress Report	Chalkable Grades select Section Grid View click Printer icon Comprehensive Progress tab select Student(s) Download
Print Gradebook Report	Classroom Gradebook select Section Scores tab check mark student(s) Reports-Grade Book	Chalkable Grades select Section Grid View click Printer icon Grade Book tab select Student(s) Download
Print Classroom Worksheet	Classroom Gradebook select Section Scores tab check mark student(s) Reports-Worksheet Report	Chalkable Grades select Section Grid View click Printer icon Worksheet tab select Student(s) Download
Print Missing Assignments Report	Classroom Gradebook select Section Scores tab check mark student(s) Reports-Missing Assignments	Chalkable Grades select Section Grid View click Printer icon Missing Assignments tab select Student(s) Download
Take Attendance	Classroom Attendance select Section check Missing student(s) Mark Missing, Tardy or Present Post	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) Or 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)
Update Absence Reasons	Classroom Attendance select Section check student with attendance reason to change Manage-Absence Reasons select new Reason	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)
Enter Classroom Discipline	Classroom Gradebook select Section click Student Name hyperlink Manage Discipline Add	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

How do I.....	In InformationNOW Gradebook	In Chalkable
Edit Classroom Discipline	Classroom Gradebook select Section click Student Name hyperlink Manage Discipline check and View or click Date hyperlink (if permission has been granted)	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)
Delete Classroom Discipline	Classroom Gradebook select Section click Student Name hyperlink Manage Discipline check and Delete (if permission has been granted)	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)
Send e-mail to a Student	Classroom Gradebook select Section check Student(s) Tasks-Email	
Messages (like IM)		Chalkable Messages select New Message complete Message form
Purchase Apps		Chalkable Apps App Store
Select Single Activity for Semester Exam	Classroom Gradebook select Section Score tab Add Activity button Manage-Average Setup click into the Semester Exam Graded Item Averaging Method tab bullet and click the Single Activity (Activity will be excluded from Running Average) link select the Semester Exam Activity Or Classroom Gradebook Plan tab Add go back to Scores tab Manage-Average Setup click into the Semester Exam Graded Item Averaging Method tab bullet and click the Single Activity (Activity will be excluded from Running Average) link select the Semester Exam Activity	
Drop High/Low Score	Classroom Gradebook select Section Scores tab Manage-Categories click into the Category enter the number of High or Low scores to drop Or Classroom Gradebook select Section Scores tab Manage-Average Setup select Graded Item enter the number of High or Low scores to drop	
Add Weight to Overall Average	Classroom Gradebook select Section Scores tab Manage-Average Setup select Graded Item enter Weight Addition	
Post Grades	Classroom Gradebook select Section Manage-Post Grades (must be Activated by Office)	Chalkable Grades select Section Final Grades tab Post
Taking Lunch Count	Classroom Lunch Count select Section	
Create Comment Bank	Classroom Grade Book select Section Comment Setup.	Chalkable Settings Setup Comments