Chalkable Classroom – For Students

About This Document

This document contains an overview of the Chalkable Classroom Home Portal, which is used by students.

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Basic Navigation

A student may log into Chalkable Classroom through the *Information***NOW** Home Portal. The same URL is used.

- Navigate to the *Information***NOW** URL.

- Enter the user name and password and select **Login**.

- After logging in for the first time, the user may be required to enter a new password. Enter the old password and enter the new password twice in the fields provided. Select **OK**.

- Select **Chalkable Classroom** in the upper right hand corner.
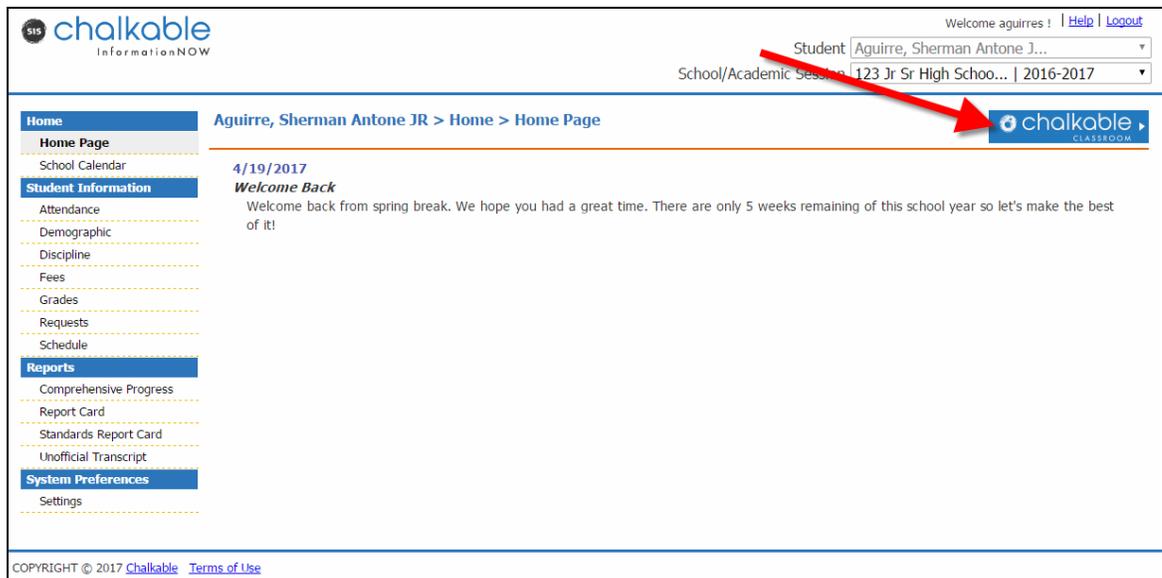
- The Chalkable Classroom home page will display. The screen contains three sections – **Header** at the top, **Menu** on the left and **Feed** in the center.
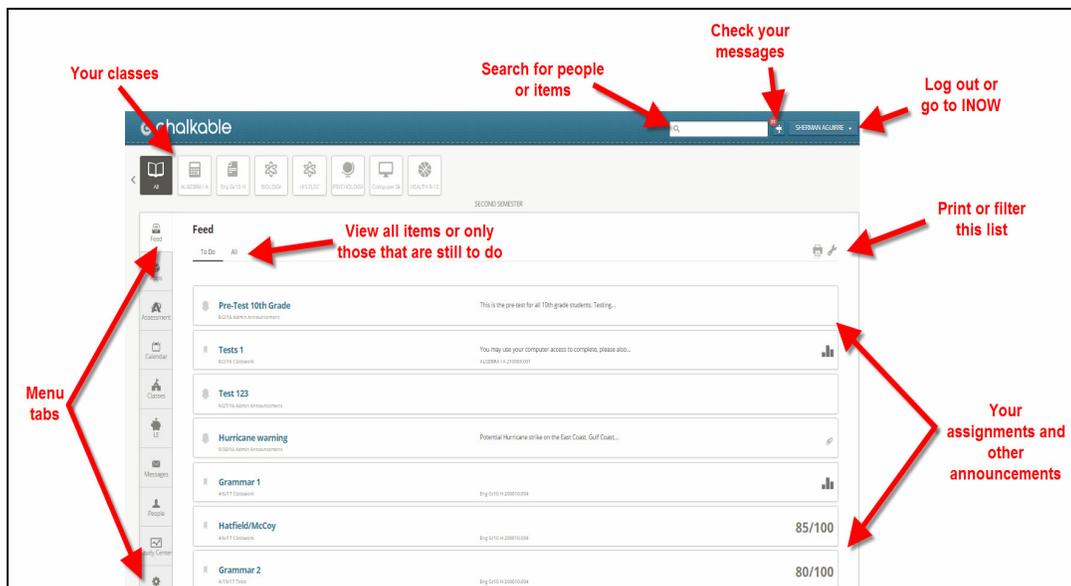
Menus

Select from the following menu options:

- **Search**: Search [🔍 _____] people and items (activities/assignments).

- **Notifications**: Select the [📅 icon] icon to view recent messages from your teachers.

- **Exit**: Select your name [SHERMAN AGUIRRE ▾] to sign into *Information***NOW** or **Log Out** of Chalkable Classroom.
  - **InformationNOW**: Close Chalkable Classroom and return to *Information***NOW**.
  - **Log Out**: Select **Log Out** to close both Chalkable Classroom and *Information***NOW**.

- **Feed**: View items such as assignments, quizzes and more.
  - **Printer Icon**: Print a list of items.
  - **Feed Tools**: Mark a group of items done. Filter the list below by grading period, activity types. Also sort the list in date order ascending (Earliest) or descending (Latest).

- **Apps**: Access apps that can help you understand content. Only available for Study Center users.

- **Assessment**: View/take online assessments. Only available for Study Center users.

- **Calendar**: View items like assignments in a calendar view.

- **Classes**: View your classes along with attendance, discipline and grades.

- **LE (Learning Earnings)**: Open the Learning Earnings website.

- **Messages**: View, send and delete messages.

- **People**: View teachers and classmates.

- **Study Center**: See how you are performing in classes and take practices in to increase understanding.

- **Settings**: Change password or view your profile.

Feed

View items for a selected class or for all classes.
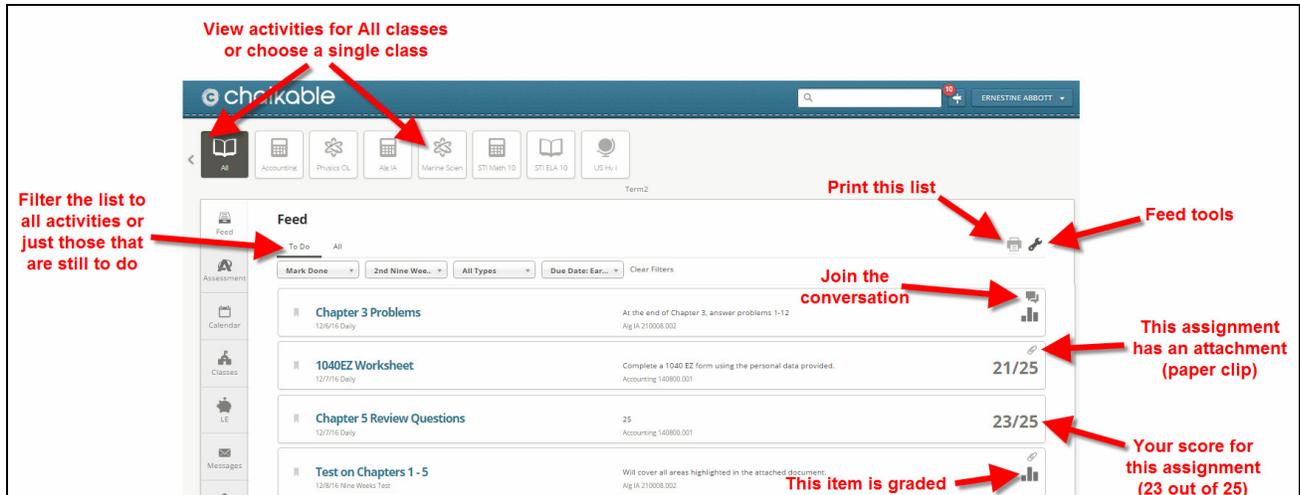
- **Classes**: All of your classes are listed at the top of the screen. Choose one class to filter the list below to items for only that class or select to view all items for **All** classes.

- **Filter List (ToDo vs. All)**: Select to filter the list to only items (activities) that have not yet been marked as *Done* (*ToDo*) or *All* items:

- **Item**:

  o ☐ **Ribbon**: Gray if the item has not been marked *Done*. Gold if marked *Done*. Choose the ribbon icon to toggle between *Done* and *ToDo*.

    Note: Items that have been marked *Done* will not display if the list is filtered to *ToDo* only.

  o **Item Name**: The brief description of the item.

  o **Due Date**: The date the assignment is due.

  o **Category**: The type of assignment displays next to the due date (ex. *Homework*, *Test*, *Quiz*, *Project*).

  o **Long description**: Displays a longer description of the assignment if the teacher entered one.

  o **Class Name, Number and Section #**: The name of the class along with the course and section number displays below the long description.

  o **Flags**:

    ▪ **Class Discussion** 🗨: Displays if the item or lesson plan includes a class discussion.

    ▪ **Attachment** 📎: Displays if there is an attachment. Hover to view a list of files attached to the item.

    ▪ **Graded** 📊: Displays if the item is graded. Hover to see total points possible.

View Items (Assignments)

Access items from several different screens to view details including the score received for the item.

- Option 1: Choose **Feed** under the *Menu* on the left and select an assignment.
- Option 2: Select an item from the monthly calendar view by selecting **Calendar** from the *Menu* on the left.
- Options 3: Choose **Grades** under the *Menu* on the left and select an assignment.

Note: Only recently graded items will display in the **Grades** menu.

- **Back**: Go back to the previous screen.
- **Class Name/Number**: The name of the class and number assigned by the school.
- **Your Grade**: Your grade, along with any comment entered by the teacher, will display just above the description.
- **Due Date**: The due date of the assignment.

- **Description**: A brief description of the assignment.

- **Standard**: Displays the standard that was assigned to this assignment by the teach. Hover over the standard number to view the description.

- **Attachments**: If the teacher attached a file or an app to the assignment, icons will display just below the description. Hover over the attachment to view the name. See "Working With Attachments" below for more details regarding attachments.

- **My Attachments**: Add your own attachment to this assignment. When you attach an item your teacher will receive a message letting them know you have added a file.

- **Practice & Improve**: For Study Center users only. Choose to take a practice test to help improve your knowledge in this area.

- **Chat**: Send a message to your teacher. Enter the message and choose **Ask**.

Working With Attachments

Files

Teachers may attach files to items. Items can be PDFs, DOCs or other files. To open a file, hover over the attachment icon and select **Open**.
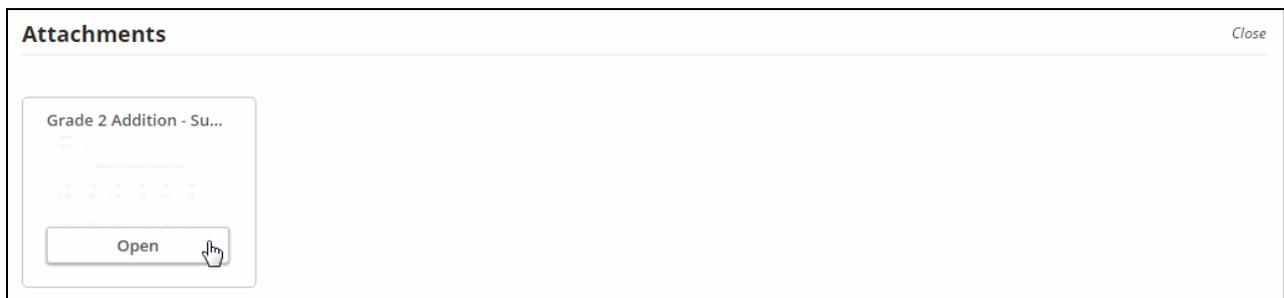

The attachment will display in a new window.
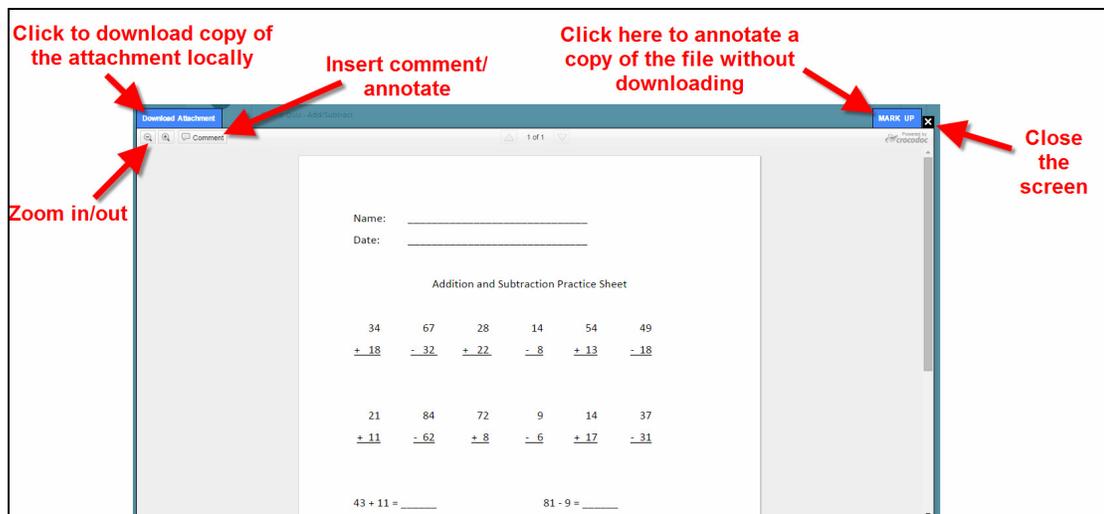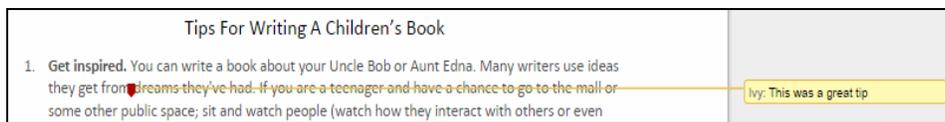

- **Download Attachment**: Select to download the attached file. Depending on the browser used select to **Save** the file to the desired location. The user may then review the file and follow instructions per the teacher.

- **Zoom**: Choose [🔍−] [🔍+] to zoom in or out.

- **Page Forward/Back**: Select the arrows [△ 1 of 2 ▽] to view additional pages.

- **Mark Up**: Choose to **Mark Up** (annotate) the attachment. A mark up screen will display.

  - **Comment**: Select to hide/display the comment options.

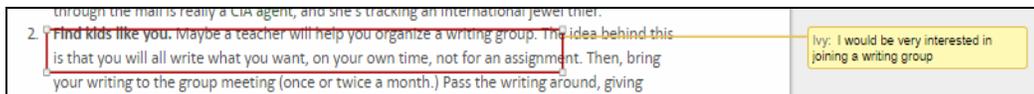   [💬 Comment ▼   ✏ Draw   🖌 Highlight   aA Text   ᴬᴮᴱ Strikeout]
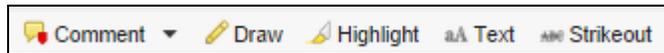
    Note: When a user adds any type of annotation/comment a **Delete** option will display directly below to allow the user to delete the annotation.
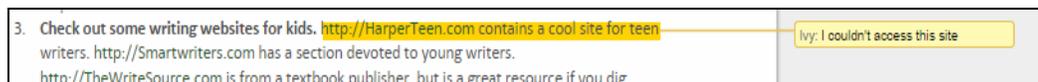
  - Select the comment type to enter:

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

    Tips For Writing A Children's Book

    1. **Get inspired.** You can write a book about your Uncle Bob or Aunt Edna. Many writers use ideas they get from dreams they've had. If you are a teenager and have a chance to go to the mall or some other public space; sit and watch people (watch how they interact with others or even

    Ivy: This was a great tip

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

    through the mail is really a CIA agent, and she's tracking an international jewel thief.
    2. **Find kids like you.** Maybe a teacher will help you organize a writing group. The idea behind this is that you will all write what you want, on your own time, not for an assignment. Then, bring your writing to the group meeting (once or twice a month.) Pass the writing around, giving

    Ivy: I would be very interested in joining a writing group

    ➢ **Text Comment**: Highlight a line of text with a comment off to the right.

    3. Check out some writing websites for kids. http://HarperTeen.com contains a cool site for teen writers. http://Smartwriters.com has a section devoted to young writers. http://TheWriteSource.com is from a textbook publisher, but is a great resource if you dig

   Ivy: I couldn't access this site

    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. Highlight tool: [ ] [ ] [ ]

  - **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 Draw tool: [■] [■] [■]. Once an item is drawn the user may indicate the mark is complete or delete the drawn item.

    people for a special edition of the book. The truth is that they will take any writing, good or bad, and they tell everyone the same thing. That doesn't make you feel very special, does it?
    5. **Get smart.** Most kids can't read that well. Stock up on books and listen in class, don't daydream about what happens next in your book.

    ✔ Complete ✗ Cancel
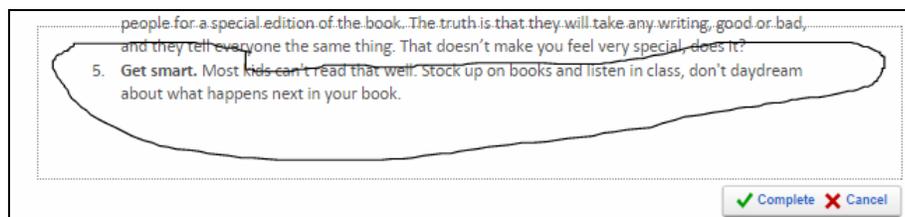
  - **Highlight**: When selected a highlight tool will display. Select the preferred color of highlighting from the available list Highlight tool: [ ] [ ] [ ] and use the tool to highlight a section of the file.
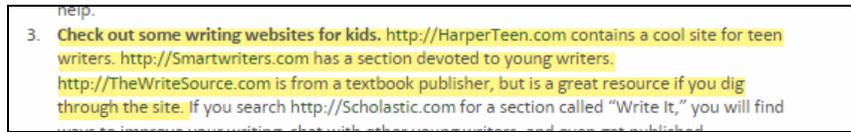
- **Text**: Select to insert text into a document. When selected a Text Tool menu will display allowing the user to select the color of the text and font size .

- **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

.
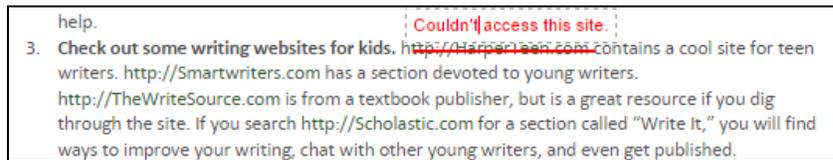
- **Saving Changes**: Each time the user selects **Mark Up** and edits the file a copy will be saved as an attachment on the item. You don't need to choose **Attach File**. The file is already saved and a notification has been sent to your teacher letting them know the file has been marked up.

  > Note: Choose the red **X** next to an attachment to remove the attachment.

- **Teacher Markups**: When you select the **X** in the upper right hand corner to save the changes with your marks/annotations, the teacher will receive an automatic notification that the file has been marked up. Your teacher can then mark up the file. If they mark up the file and save it you will get a notifcation letting you know the file has been changed by your teacher. You can select the notification to see the changes made by your teacher.

Calendar

Three calendar views are available – a daily, weekly or monthly calendar. To access the calendar, select the **Calendar** option under the menu on the left.

- **Day/Week/Month**: Select to view a day, week or month based calendar.

- **Previous/Next**: Choose arrows on either side of the week to scroll to the previous or next week.

- **Sections**: At the top of the screen, select to view *All* classes or choose a single section to filter the calendar below to just items for the selected class.

Day Calendar

- **Class**: Each class (subject taught) will display in a separate column for each day. Hover over the class to view the entire class name. Choose the class name to view the assignments for the day and selected class. Select the teacher name to view the teacher information. Choose the name of the assignment to view score details.

Weekly Calendar

The weekly calendar displays the items (activities) for the week. The current week will display by default. Each activity will display in the column for the day it is due across from the class period. Hover over the assignment to view the entire name. Choose the assignment name to view full name. Select the name to view the score details.

Monthly Calendar

The monthly calendar displays the items (activities) for the month. Days with assignments will appear with a dot. The current month will display by default. Choose the dot to view the activities for the day. Select the assignment name to view the score details.

Classes

The *Classes* tab displays a list of the student's classes.

- **Grading Period**: Choose the drop down arrow to filter the list of classes to a specific grading period.
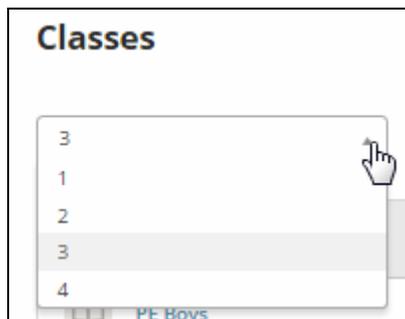
- **Class Column**: The section name for the classes. Select the class name to see the **Class Profile**.

- **Teacher Column**: The last, first and middle name of the section primary teacher.

- **Period**: The period of the day that the class meets. This will vary depending on the way the school has scheduled the student.

- **Attendance % Column**: The percent (%) present for the class. Hover over the attendance total to see the total number of enrolled students and the total absences for the current day.
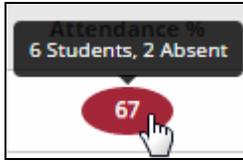
- **Discipline Column**: The number of infractions entered by the teacher for the current date.

- **Grade Avg Column**: Current running average for the student in this class. Select the number to view the student's grades for this class.

> Note: Not all assignments may display depending on how the teacher has set up their grade book. Check with the teacher for any questions.

Learning Earnings

Learning Earnings is a system to enhance school culture by noting and rewarding positive behavior of students. The Learning Earnings tool aims to improve behavior school wide through the combination of new administrative tools, professional development, and on-going analysis and monitoring of student performance. Refer to the *Learning Earnings - Getting Started* Quick Reference Guide for more details.

Messages

The main view is accessed by selecting **Message** under the *Menu* on the left.

> Note**:** Only available if messaging is enabled. Also, this is not an email but a message system within Chalkable Classroom. The recipient must be a Chalkable Classroom user and must log into Chalkable Classroom to see the message.


- **Inbox**: View all incoming messages.
- **Sent**: View only sent messages.
- **New Message**: Create a new message.

- **To**: Enter part of the name of the message recipient. A list of users matching the criteria will display. Select the recipient from the list.

- **Subject**: Enter a brief subject line for the message.

- **Body**: Enter the content of the message.

- Choose **Send Message**.

- **All Academic Years**: Select the drop list [All Academic Ye... ▼] to filter the list of messages to a specific academic school year.

- **Filter List**: Enter search criteria [Q Filter list...] to locate a specific message.

- **Delete**: To delete a message, place a check next to the message and choose **Delete**.

- **Read/Unread**: To mark messages as read or unread place a check next to the message and choose **Read** or **Unread**.

- **All/Parent/Student/Teacher/Admin**: Filter the list of messages to those received from *All* users, *Parents*, *Students*, *Teachers* or *Chalkable Admin* users.

- **Scroll**: To scroll through messages use the [◄ ◄ Page __1__ of 1 ► ►] options.

People

The **People** menu allows the user to view the people associated with their classes including teachers and classmates.
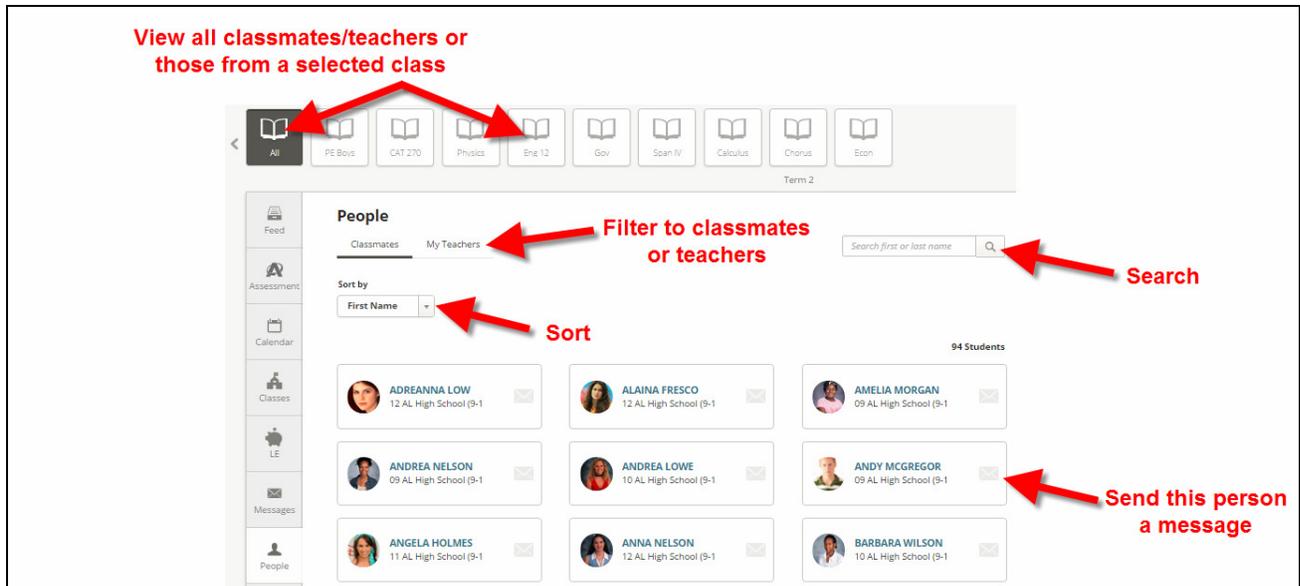
- **Sections**: At the top of the screen, select to view *All* sections or choose a single class to view the people for just that section.

- **Classmates/My Teachers**: Filter the list to just classmates or just teachers.

- **First/Last Name**: Sort the list by first or last name.

- **Search**: Enter search criteria to filter the list. For example, to only display people with a last name of Anderson, enter Anderson in the **Search** field.

- **Count**: The count of people in the list below.

- **Message** ✉: Choose the envelope icon next to a person's name to send them a message.

Settings

Choose **Settings** under the *Menu* on the left.

Change Password

Passwords are managed in *Information***NOW**. To change a password choose **Go to INOW** and use the option to change password under the *Information***NOW** *Settings* menu on the left.

Reports

Select to access various reports.

Profile

View a user profile. If any changes are needed contact the school office.

- **Now Tab**: View details regarding:

  o **Student Location**: The class that the student should be in right now based on day and time.

  o **Rank**: Only available for schools that calculate and post class rank.

  o **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.

- o **Discipline**: Shows the count of discipline records for the student. Hover over the count to view the infraction committed.
- o **Recent**: Displays the most recent activity grades that were entered for the student. Hover over to view additional scores.
- o **Classes**: Choose a class icon to see the class details.
- **Info**: View student information including the following. Contact the school for any necessary changes.
  - o **Student Info**: Includes email address on file at the school, birthday, grade level and more.
  - o **Home Info**: Includes student home phone and address
  - o **Contacts**: Displays name, email address and more for contacts that have been assigned to students such as mother, father or emergency contacts.
- **Grading**: View current running averages for each of your classes.
- **Schedule**: View your schedule in a day, week or month view.
  - o **Day View**: Choose the name of the class to view the class name, teacher, start/end time, day of the week and assignments for the class for that date. Select the teacher name to view the teacher information. Choose the name of the assignment to view assignment details.
  - o **Week View**: Hover over the name of an assignment to view the full name. Choose the assignment to view more details. Select the name of the assignment to view the score for the assignment and more details such as attachments, etc.
  - o **Month View**: Days with assignments appear with a dot. Choose the dot to view assignments for that day. Select the name of an assignment to see more details including the score for the assignment, attachments and more.
- **Attendance**: View counts for absences, tardies and days present.
- **Discipline**: View any discipline infractions that have been entered by the teacher or other school staff.
- **Explorer**: For Study Center users. View the student's classes, along with the average for each class ranked from lowest (weakest) average to highest. The name of a standard attached to the item will display. Hover over the code to view the brief description of the standard.
- **Apps**: For Study Center users. View apps that have been purchased.
- **Assessment**: For Study Center users only. Access online tests (assessments). View Upcoming assessments and take it when it is available. View the Results tab to see your test scores. Refer to the Chalkable Classroom – Study Center For Students quick reference guide for more details.
- **Panorama**: For Study Center users only. This is an overview of standardized tests, grades, attendance and discipline. Students can select items to drill down for more details. Refer to the Chalkable Classroom – Study Center For Students quick reference guide for more details.