

Basic Navigation

Log into Chalkable through *InformationNOW*.

- Open a browser and go to *InformationNOW*.
- Enter your user name and password and **Login**.
- Select **Chalkable Classroom**.
- **Search**: Search people and items.
- **Notifications**: Select the flag icon  to see notifications and messages from teachers.
- **Exit**: Select your name to go to *InformationNOW* or **Log Out**.
- **Classes**: Your classes display at the top grouped by term.
- **Feed**: View assignments, quizzes and more.
 - Select a class to view items for just that class.
 - **Printer Icon**: Print a list of items.
 - **Feed Tools** : Filter/sort the feed or mark a group of items done.
- **Assessment**: Study Center users can view upcoming online tests and results.
- **Calendar**: View assignments in a calendar.
- **Classes**: View attendance counts, discipline counts and overall average for each class. Choose a class to see your assignment grades.
- **LE**: Access Learning Earnings.
- **Messages**: View, send and delete messages.
- **People**: View teachers and classmates.
- **Settings**: Change password, view report or check out your user profile.

Feed Tab

View items for a selected class or for all classes.

- **Classes**: All your classes are listed at the top. Select one class to see items for only that class or items for **All** classes.
- **Filter List (ToDo vs. All)**: Filter the list to only items that have not been marked *Done* or *All*.
- **Item**: Items include assignments, online tests and announcements.
 - **Ribbon**: Choose the ribbon to toggle it between gray (*To Do*) or gold (*Done*).
 - **Item Name**: Brief description.
 - **Item Date**: Due date.
 - **Category**: Ex. *Homework, Test, Quiz, Project*
 - **Long Description**: More assignment details.
 - **Class Name, Number and Section #**: Name and number of the class.

- **Icons** 
 - **Bubble**: Join discussion about this item.
 - **Paper Clip**: View the attachment your teacher added to this assignment.
 - **Graph**: This assignment is graded.

View Items

Access items from several different screens:

- Select **Feed** under the *Menu* on the left.
- Select from the **Calendar Menu** on the left.
- Select **Classes** under the *Menu* on the left and then choose the **Grade Avg** next to the class.
- **Back**: Go back to the previous screen.
- **Category/Class Name/Number**: The category, class name and class number for the assignment. Categories include homework, quiz, test, etc.
- **Your Grade**: Your grade and teacher comments display just above the description.
- **Due Date**: The due date of the assignment.
- **Description**: A brief description.
- **Standard**: Displays the standard, if any, that was assigned to this assignment by the teacher. Hover over the standard to view the description.
- **Attachments**: If the teacher attached a file or an app to the assignment, icons will display just below the description.
- **My Attachments**: Add your own attachment. When you do the teacher will be notified.
- **Practice & Improve**: Study Center users can take a practice test to help improve knowledge.
- **Chat** : Send a message to your teacher.

Working With Attachments

Teachers can attach files like PDFs or DOCs to an assignment. To access it, hover over the attachment icon and choose **Open**. The file displays in a new window.

- **Download Attachment**
- **Zoom**: Zoom in or out.
- **Page Forward/Back**: View additional pages.
- **Mark Up**: Select to **Mark Up** the attachment.
- **Saving Changes**: Each time you choose **Mark Up** and edit the file, a copy is saved as an attachment. You don't need to select **Attach File**. The file is already saved and a message has been sent to your teacher. Choose the red **X** next to an attachment to remove it.

- **Teacher Markups**: When you select the **X** in the upper right hand corner to save the changes, the teacher receives a message. If your teacher then marks up the file you will get a message that the file was changed by your teacher. Open the notification to see your teacher's changes.

Assessment

Study Center users can view upcoming online tests or see your results of completed assessments.

Calendar

Select daily, weekly or monthly calendar.

Grades

Check out the grades you've received for assignments.

Classes

View attendance, discipline counts and overall averages for each class and grading period. Choose an average to see your individual assignment scores.

Learning Earnings

If your school uses Learning Earnings, access your account to see your LE account balance, purchase rewards and more.

Messages

Select **Messages** under the *Menu* on the left.

- **Inbox**: View all incoming messages.
- **Sent**: View only sent messages.
- **New Message**: Create a new message.
 - **To**: Enter part of the recipient's name. A list of matches displays. Choose the recipient.
 - **Subject**: Enter a brief subject line.
 - **Body**: Enter content.
 - Select **Send Message**.
- **All Academic Years**: Select the drop list to filter the list of messages to a school year.
- **Filter List**: Enter search criteria.
- **Delete**: Place check next to message and **Delete**.
- **Read/Unread**: Place a check next to the message and select **Read** or **Unread**.
- **All/Parent/Student/Teacher/Admin**: Filter the list of messages to those received from *All* users, *Students*, *Teachers* or *Chalkable Admin*.
- **Scroll**: Use arrows to scroll through messages.

People

View teachers and classmates.

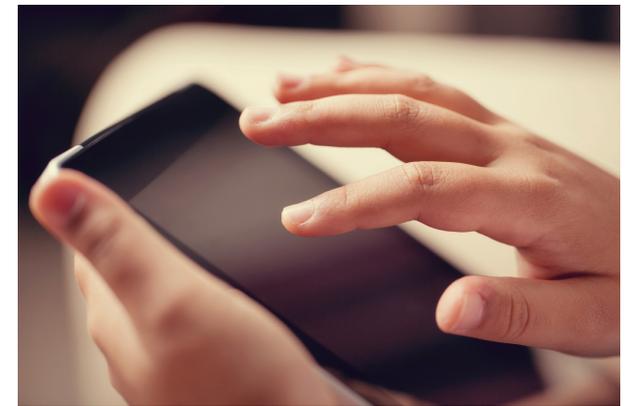
- **Sections:** At the top of the screen select *All* sections or select a single class.
- **Classmates/My Teachers:** Filter the list to just classmates or just teachers.
- **First/Last Name:** Sort the list by first/last name.
- **Search:** Enter search criteria to filter the list.
- **Count:** The count of people in the list below.
- **Message:** Select a person's name and then **Message** next to a person's name.

Settings

Select **Settings** under the *Menu* on the left. To change a password, select **Go to InformationNOW** and change password under the **Settings**.

- **General Tab:** To change your password, select the **Go to iNow** link.
- **Reports Tab:** See a Comprehensive Progress report.
- **Profile Tab:** View the user profile. If any changes are needed, contact the school office
 - **Now Tab:**
 - **Student Location:** The class that the student should be in right now based on day and time.
 - **Attendance:** Count of daily absences for the student. Hover over the number to view the total number of absences for the student for each class.
 - **Recent:** The most recent grades that were entered for the student. Hover over to view more details.
 - **Classes:** View the class teacher.
 - **Info Tab:** View student information. Contact your school for any changes.
 - **Student Info:** Email address on file at the school, birthday, grade level and more.
 - **Home Info:** Student home phone and address
 - **Contacts:** Name, email address, etc. for student contacts like mother, father or emergency contacts.
 - **Grading Tab:** View current running averages for each of your classes.
 - **Schedule Tab:** View your schedule in a day, week or month view.
- **Attendance Tab:** View counts for absences, tardies and days present.
- **Discipline Tab:** View any discipline infractions that have been entered by the teacher or other school staff.
- **Explorer Tab:** Study Center users can see the current average for each of your classes. Take practice tests to improve understanding.
- **Apps Tab:** Study Center users can access apps to improve understanding.
- **Assessment Tab:** Study Center users can view upcoming assessments, take online tests and check out results.
- **Panorama Tab:** Study Center users can check out their panorama profile.

- **Day View:** Select the name of the class to view the more details including assignments for the class for that date. Select the teacher name to view teacher information. Select the name of the assignment to view assignment details.
- **Week View:** Hover over the name of an assignment to view the full name. Select 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.
- **Month View:** Days with assignments appear with a dot. Select 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.



Welcome To



chalkable
CLASSROOM