

Taking Classroom Attendance – Elementary and Middle Schools

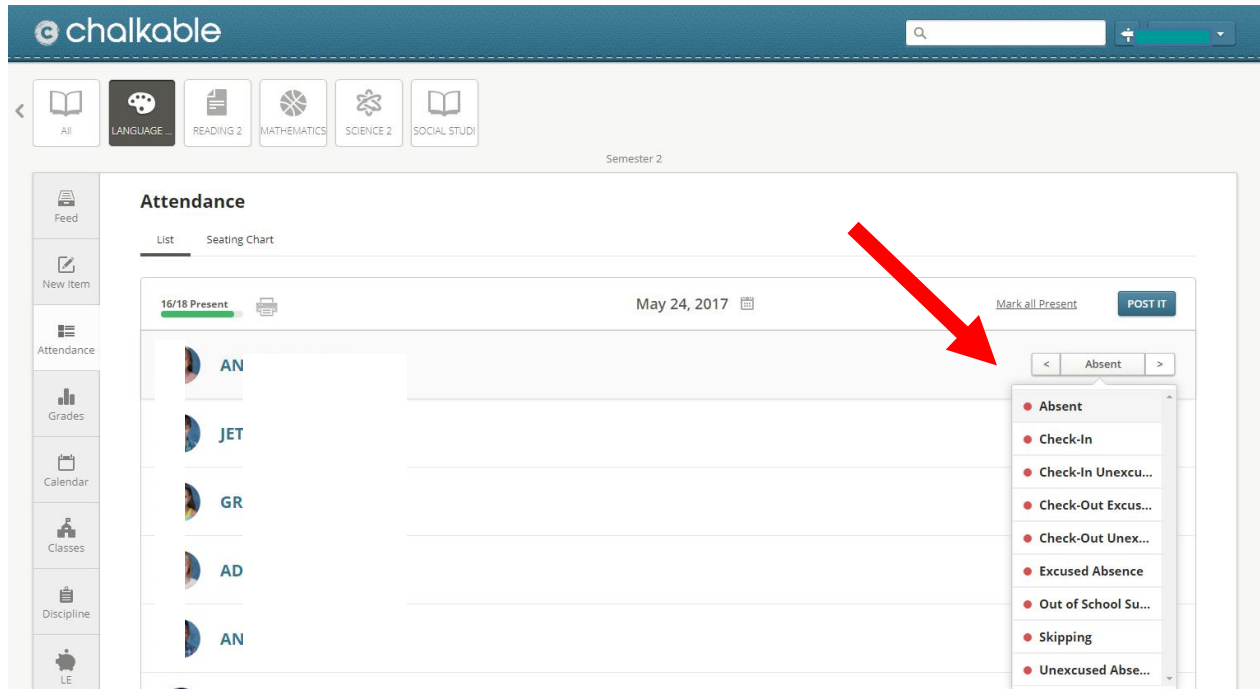
First period attendance should be taken within the first 15 minutes of class.

- Log into your Chalkable Gradebook.
- Select the **Class Section** from the top menu.
- Select **Attendance** from the left menu.
- By default, all students are marked **present**. If all students are **present**, click **POST IT**.

The screenshot shows the Chalkable interface for taking attendance. At the top, there is a search bar and a navigation menu with icons for 'All', 'LANGUAGE', 'READING 2', 'MATHEMATICS', 'SCIENCE 2', and 'SOCIAL STUDI'. Below this is a sidebar with icons for 'Feed', 'New Item', 'Attendance', 'Grades', 'Calendar', 'Classes', 'Discipline', and 'IF'. The main content area is titled 'Attendance' and shows a list of students with their names and a green dot indicating they are present. A 'POST IT' button is visible in the top right corner of the attendance list. Red arrows point to the 'Attendance' menu item in the sidebar, the 'POST IT' button, and one of the green dots.

- To mark a student **absent**, click the green button to the right of the student's name. A box with arrows will appear. Click on the **right** arrow to change to **absent**.

- Select **Absent** as the reason from the dropdown box.
- The dot will change to red indicating the student was marked **absent**.



- Once all students have been marked, click **POST IT**.

