Taking Classroom Attendance – High School

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**.


- 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 the absence reason from the dropdown box.
    - For First Period, mark **Absent** ONLY.
- The dot will change to red indicating the student was marked **absent**.

- To mark a student **tardy,** click the left arrow. Mark the student **Tardy Unexcused** ONLY.
- The dot will change to yellow indicating that the student was marked **tardy**.
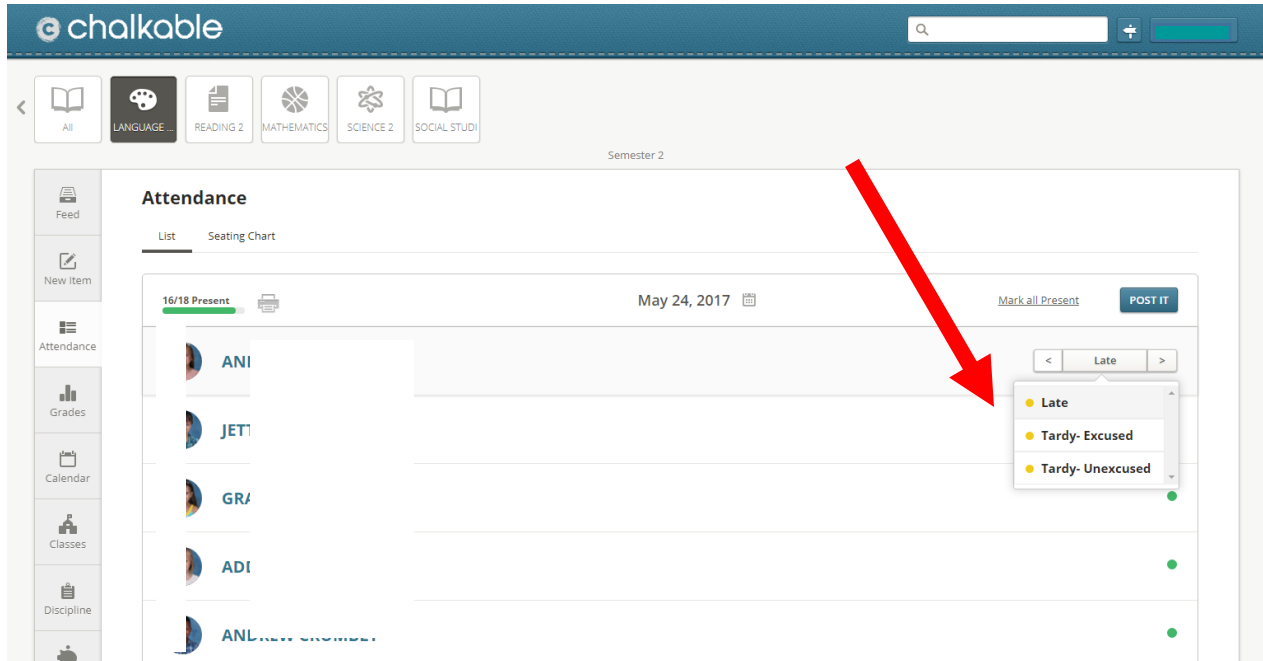
- Once all students have been marked, click **POST IT**.