

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**.

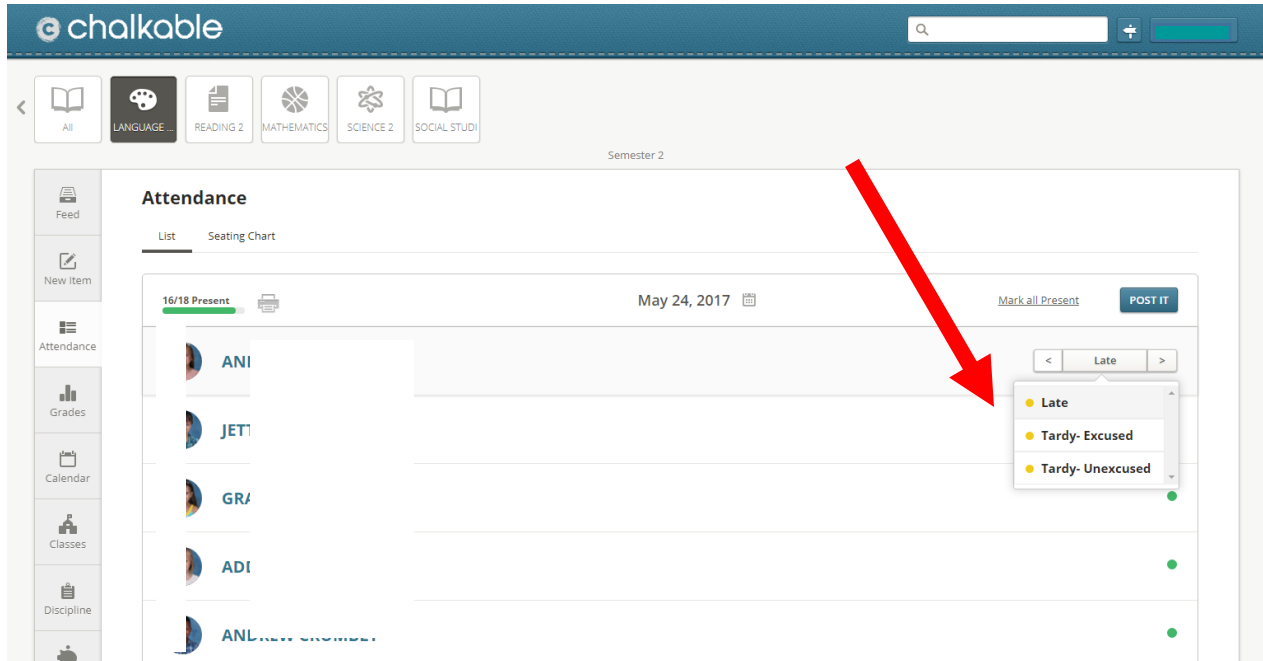
The screenshot shows the Chalkable interface for taking attendance. At the top, there is a search bar and a navigation menu with icons for 'All', 'LANGUAGE', 'READING 2', 'MATHEMATICS', 'SCIENCE 2', and 'SOCIAL STUDI'. Below this is a sidebar with icons for 'Feed', 'New Item', 'Attendance', 'Grades', 'Calendar', 'Classes', 'Discipline', and 'IF'. The main content area is titled 'Attendance' and shows a list of students for the date 'May 24, 2017'. The status is '16/18 Present'. A 'POST IT' button is in the top right. The student list includes AN, JET, GR, AD, and AN. Each student name has a green dot to its right, indicating they are present. Red arrows point to the 'Attendance' menu item, the 'POST IT' button, and the green dots for each student.

- 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**.

The screenshot displays the Chalkable Attendance interface. At the top, the Chalkable logo is on the left, and a search bar is on the right. Below the logo, there are navigation tabs for 'All', 'LANGUAGE', 'READING 2', 'MATHEMATICS', 'SCIENCE 2', and 'SOCIAL STUDI'. The main content area is titled 'Attendance' and shows a 'List' view for 'Semester 2'. A date filter is set to 'May 24, 2017'. A progress bar indicates '16/18 Present'. A dropdown menu is open, showing a list of absence reasons: 'Absent', 'Check-In', 'Check-In Unexc...', 'Check-Out Excus...', 'Check-Out Unex...', 'Excused Absence', 'Out of School Su...', 'Skipping', and 'Unexcused Abse...'. A red arrow points to the 'Absent' option in the dropdown menu. The interface also includes a 'Mark all Present' button and a 'POST IT' button.

- 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**.

