

# The Manage My Co-op Page: A How-To Guide

The **Manage My Co-op** page is where you keep track of the co-op classes you run: each class, its schedule, its student roster, and the parent contacts that go with it. Take attendance with a tap, keep a running tally for each student, and email a parent their child's attendance summary whenever you like.

This guide walks through every function on the page.

Track your co-op classes and each class's student roster with parent contacts.

Print

Add Co-op class

Nature Explorers · 09/02/2026 – 05/19/2027

Edit class

Add Student

Delete class

Grade level: K-5 Meets: Tue

| STUDENT NAME  | ATTENDANCE                           | CLASSES<br>ATTENDED | PARENT                           | Send Attendance to<br>Parent |                                                    |
|---------------|--------------------------------------|---------------------|----------------------------------|------------------------------|----------------------------------------------------|
| Linus Carroll | <div>Present</div> <div>Absent</div> | 6 / 7               | Demo Parent<br>No email on file  | <div>Send</div>              | <div>Edit</div> <div>Reset</div> <div>Remove</div> |
| Maya Nguyen   | <div>Present</div> <div>Absent</div> | 6 / 7               | Priya Nguyen<br>No email on file | <div>Send</div>              | <div>Edit</div> <div>Reset</div> <div>Remove</div> |
| Theo Brooks   | <div>Present</div> <div>Absent</div> | 6 / 7               | Sam Brooks<br>No email on file   | <div>Send</div>              | <div>Edit</div> <div>Reset</div> <div>Remove</div> |

---

## Turning the page on

---

Manage My Co-op is an optional page on the Scholar plan, so it is off until you switch it on. Go to **Settings** → **Optional pages** and turn on **Manage My Co-op**. Once it is enabled, it appears in the left-hand menu between **Reminders** and **Community** (on a phone, look for it in the navigation, under the **More** menu if your bar is full).

---

## The top of the page

---

At the very top you'll find a short intro line and two buttons:

- **Print** produces a clean, printable roster (more on that at the end of this guide). It stays greyed out until you have at least one class.
- **Add Co-op class** opens the form for creating a new class.

If you haven't added anything yet, the page simply reads "No co-op classes yet. Add your first one."

---

## Part 1: Co-op classes

---

Everything on this page is organized by class. Each class is its own card, with its schedule at the top and its student roster below.

### Add a class

1. Click **Add Co-op class** (top-right of the page).
2. Fill in the form:

## Add co-op class

Class name

Biology

Grade level (optional)

e.g. 9th-10th

Start date

09/02/2026

End date

05/21/2027

Recurring day(s)

Sun

Mon

Tue

Wed

Thu

Fri

Sat

Cancel

Add class

| Field                         | What it does                                                                                                                                   |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Class name</b>             | The name of the class, such as <b>Biology</b> (required).                                                                                      |
| <b>Grade level (optional)</b> | Free text, such as <b>9th-10th</b> . Leave it blank if it doesn't apply.                                                                       |
| <b>Start date</b>             | The first day the class meets.                                                                                                                 |
| <b>End date</b>               | The last day the class meets.                                                                                                                  |
| <b>Recurring day(s)</b>       | Tap the weekday chips (Sun through Sat) to mark which days the class meets. Tap a chip again to turn it off. You can pick as many as you like. |

3. Click **Add class**. The new class appears as a card right away.

**Tip:** The dates and recurring days are all optional. If you fill them in, the card shows a tidy summary (for example, the date range next to the class name and a "Meets: Mon, Wed" line), which makes a long list of classes much easier to scan.

## Reading a class card

Track your co-op classes and each class's student roster with parent contacts.

Print

Add Co-op class

Nature Explorers · 09/02/2026 – 05/19/2027

Edit class

Add Student

Delete class

Grade level: K-5 Meets: Tue

| STUDENT NAME  | ATTENDANCE                           | CLASSES<br>ATTENDED | PARENT                           | Send Attendance to<br>Parent |                                                    |
|---------------|--------------------------------------|---------------------|----------------------------------|------------------------------|----------------------------------------------------|
| Linus Carroll | <div>Present</div> <div>Absent</div> | 6 / 7               | Demo Parent<br>No email on file  | <div>Send</div>              | <div>Edit</div> <div>Reset</div> <div>Remove</div> |
| Maya Nguyen   | <div>Present</div> <div>Absent</div> | 6 / 7               | Priya Nguyen<br>No email on file | <div>Send</div>              | <div>Edit</div> <div>Reset</div> <div>Remove</div> |
| Theo Brooks   | <div>Present</div> <div>Absent</div> | 6 / 7               | Sam Brooks<br>No email on file   | <div>Send</div>              | <div>Edit</div> <div>Reset</div> <div>Remove</div> |

The card **title** is the class name followed by its start-to-end date range (for example, "Biology · 09/02/2026 – 05/22/2026"). Just below the title you'll see:

- **Meets: Mon, Wed** — built from the recurring days you selected.
- **Grade level** — shown only if you entered one.

In the card header are three buttons:

- **Edit class** reopens the class form (see below).
- **Add Student** adds a child to this class's roster.
- **Delete class** removes the class.

### Edit a class

Click **Edit class** to reopen the same form with the class's current details already filled in. Change anything you like, then click **Save changes**. Your roster and everyone's attendance are kept exactly as they were.

### Delete a class

Click **Delete class**. Your browser asks you to confirm, because deleting a class also removes its whole roster and cannot be undone. Click **OK** to remove it, or **Cancel** to keep it.

---

## Part 2: The student roster

---

Each class card holds a roster table. A brand-new class shows "No students yet. Use 'Add Student' to build the roster" until you add your first child.

### Add a student

1. On the class card, click **Add Student**.
2. Fill in the form:

### Add student to Biology 101

Student name

Parent name

Parent email

CancelAdd student

- **Student name** — the child's name (required).
- **Parent name** — the name of the parent or guardian.
- **Parent email** — the email address used to send attendance summaries. Add this now if you can; the **Send** button stays disabled until an email is on file.

3. Click **Add student**. They appear in the roster right away.

### The roster columns

Once you have students, each row of the table shows:



| Column                           | What it shows                                                                            |
|----------------------------------|------------------------------------------------------------------------------------------|
| <b>Student Name</b>              | The child's name.                                                                        |
| <b>Attendance</b>                | <b>Present</b> and <b>Absent</b> buttons for recording attendance (see below).           |
| <b>Classes Attended</b>          | A running tally shown as "present / total" (for example, "6 / 7").                       |
| <b>Parent</b>                    | The parent's name, with their email beneath it. Reads "No email on file" if none is set. |
| <b>Send Attendance to Parent</b> | A <b>Send</b> button that emails the parent a summary (see Part 3).                      |
| <i>(actions)</i>                 | Per-row <b>Edit</b> , <b>Reset</b> , and <b>Remove</b> links.                            |

### Edit a student

Click **Edit** on a student's row to reopen the same form with their name and parent details filled in. Update anything you like, then click **Save changes**. The student's attendance tally is left untouched.

### Remove a student

Click **Remove** on a student's row to take them off this class's roster.

## Part 3: Taking attendance

Attendance is designed to be quick: one tap per class meeting, no menus.

### Mark present or absent

In the **Attendance** column, click **Present** or **Absent** each time the class meets. Every click records one class and bumps the running count. There is no on/off toggle: the buttons keep a running total, so if a student attends seven meetings, you click **Present** seven times across the term.

The **Classes Attended** column updates as you go, showing the number present over the total recorded (for example, "6 / 7" means present at 6 of the 7 meetings logged so far).

**Tip:** Because each click adds to the count, take attendance meeting by meeting rather than trying to enter a whole term at once. If you tap the wrong button, the quickest fix is **Reset** (below) and then re-entering that student's tally.

## Reset a student's tally

Click **Reset** on a student's row to zero out that one student's attendance counts (both present and absent). This affects only that student; everyone else's tallies are left alone. Use it at the start of a new term, or to correct a mistake.

## Part 4: Sending attendance to a parent

You can email any parent a summary of their child's attendance, straight from the roster.

| STUDENT NAME | ATTENDANCE                                       | CLASSES<br>ATTENDED | PARENT                | Send Attendance to<br>Parent                                 |
|--------------|--------------------------------------------------|---------------------|-----------------------|--------------------------------------------------------------|
| Ada Lovelace | <button>Present</button> <button>Absent</button> | 0 / 0               | —<br>No email on file | <button>Send</button> <a>Edit</a> <a>Reset</a> <a>Remove</a> |

1. Make sure the student has a **Parent email** on file. If they don't, the **Send** button is greyed out. Add one with **Edit** on that row.
2. Click **Send** in the **Send Attendance to Parent** column. The button briefly reads "Sending..."
3. When the email goes out, the row shows **Sent to** the parent's email address, so you know it was delivered.

**Tip:** Attendance emails are sent from the live site (app.chalkandchart.com). If you're trying this on a test or preview site, the app will tell you nothing was actually sent.

## Part 5: Printing your roster

Click **Print** at the top of the page to produce a printable copy of your classes and rosters. Each class starts on its own page, so you can hand out or file one sheet per class. The on-screen buttons (Present, Absent, Send, and the row actions) are left off the printout, giving you a clean roster.

## Quick reference

| I want to...                           | Do this                                                                 |
|----------------------------------------|-------------------------------------------------------------------------|
| Turn the page on                       | <b>Settings</b> → <b>Optional pages</b> → enable <b>Manage My Co-op</b> |
| Add a class                            | <b>Add Co-op class</b> → fill in → <b>Add class</b>                     |
| Set which days a class meets           | In the class form, tap the <b>Recurring day(s)</b> chips                |
| Change a class's name, dates, or days  | <b>Edit class</b> → change → <b>Save changes</b>                        |
| Delete a class (and its roster)        | <b>Delete class</b> → confirm                                           |
| Add a child to a class                 | <b>Add Student</b> → fill in → <b>Add student</b>                       |
| Change a student's name or parent info | <b>Edit</b> on their row → change → <b>Save changes</b>                 |
| Record attendance                      | Click <b>Present</b> or <b>Absent</b> once per meeting                  |
| Fix a wrong attendance count           | <b>Reset</b> on their row, then re-enter                                |
| Email a parent an attendance summary   | Add a <b>Parent email</b> , then click <b>Send</b>                      |
| Remove a child from a class            | <b>Remove</b> on their row                                              |
| Print your rosters                     | <b>Print</b> (one class per page)                                       |

*Screenshots use a sample co-op with a "Biology" class and a small roster.*