



## Take Attendance

### Attendance is time-sensitive!

Enter attendance within 48 hours of the class so that the school timekeepers receive the information they need to complete payroll:

1. To keep the sub reimbursement process streamlined
2. If a teacher was absent they are charged for annual leave instead of professional leave

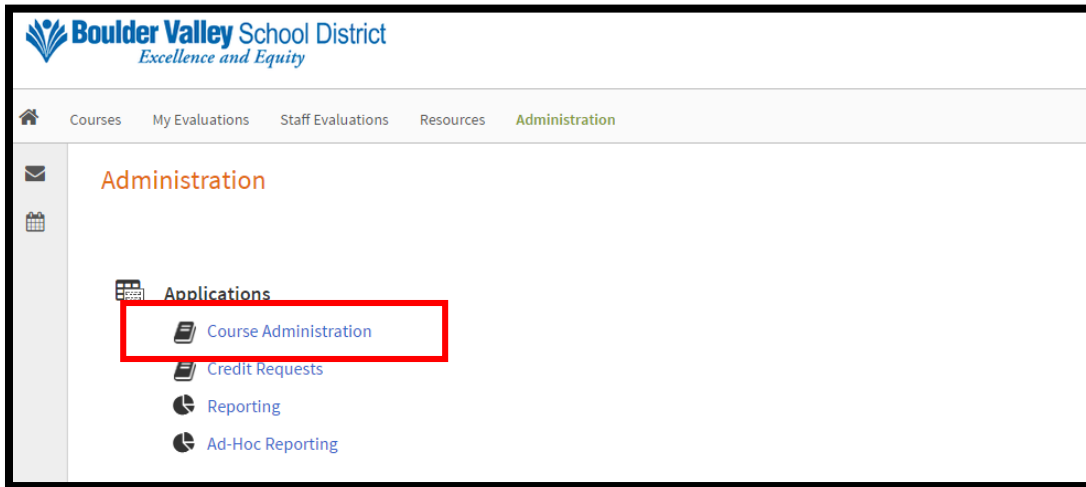
- Go to <http://bvsd.truenorthlogic.com>
- Log in with your district username and password (firstname.lastname and district password)

A screenshot of the MyPassport login page. The page has a light blue header with the Boulder Valley School District logo and the text "Excellence and Equity". Below the header is a large, semi-transparent watermark of the MyPassport logo. The main content area is white and contains a "Log In" section with two input fields: "User Name" and "Password". There is a "Log In" button below the password field. To the right of the login fields is a "Sign Up" link and a "Forgot Password?" link. Below the login fields is a "Powered by truenorthlogic" logo. At the bottom of the page, there is a copyright notice: "© Truenorthlogic 2000-2016 | 2016.4.276.0 | PR-BOULDER-02". On the right side of the page, there is a "Welcome to MyPassport!" message. Below this message, there is a "Welcome to MyPassport!" message for employees, stating that their username and password is the same as their BVSd network login (first name.lastname and password). Below that, there is a message for external guests, stating that new non-district guests can create a login by clicking on the "Sign Up" link. If you are a returning guest, please sign in with the username and password you previously created. At the bottom of the page, there is a support message: "Support: If you need login assistance, please contact HR by calling 720-561-5208 or emailing MyPassportHelp@bvsd.org".

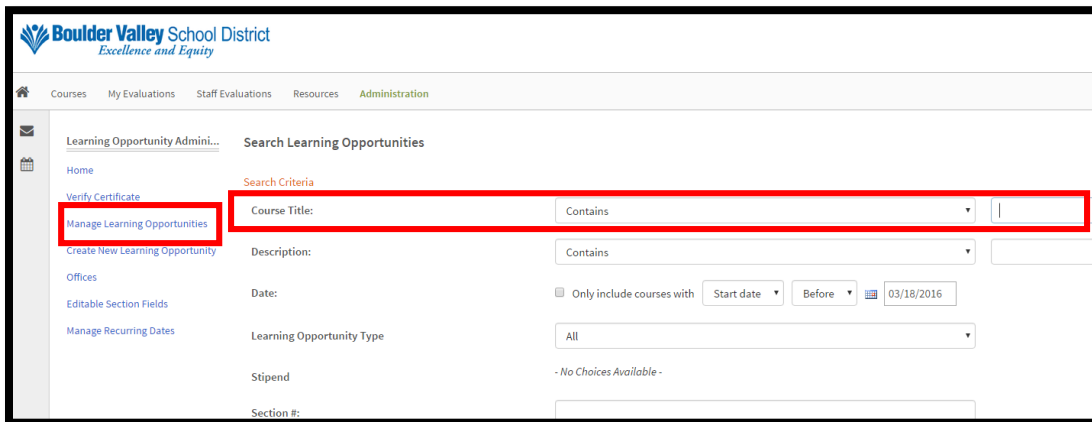
- The homepage will display once you've logged in
- Click on the "Administration" tab on the top of the page

A screenshot of the MyPassport homepage. The page has a light blue header with the Boulder Valley School District logo and the text "Excellence and Equity". Below the header is a navigation bar with several tabs: "Courses", "My Evaluations", "Staff Evaluations", "Resources", and "Administration". The "Administration" tab is highlighted with a red box. Below the navigation bar is a "Welcome" section with a "Welcome to MyPassport" message. The message states: "Welcome to MyPassport. MyPassport is BVSd's online evaluation and professional learning system. Help: Click on the Resources tab or go to <http://www.bvsdpl.org>". To the right of the welcome message is a "My Announcements" section with the text "You currently have no messages.". Below the announcements section is a "My Surveys" section with the text "TNL Training Survey".

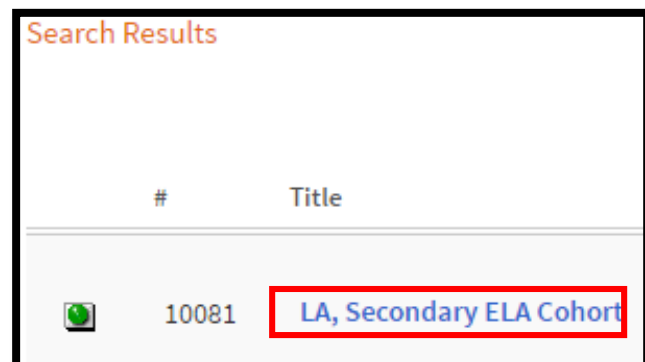
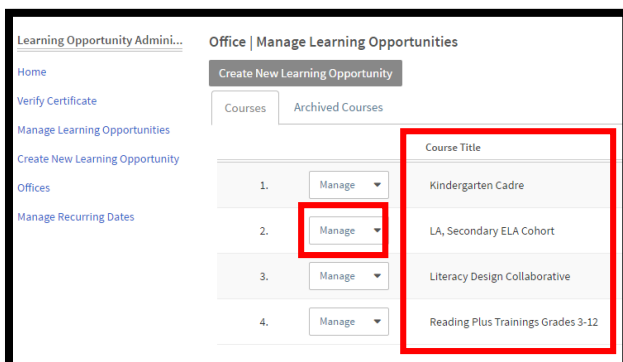
- Click on “Course Administration”



- Click on “Manage Learning Opportunities” or type in the name of the course



- The learning opportunities associated with your site/department will appear or the course you entered will appear
- Click Manage or click on the course name



- The course, settings, and section(s) will appear
- Scroll down
- Next to each section there is a drop-down, click the down arrow
- Click on View Roster

Manage Instructor Led Course

**Details**

Instructions: Instructions

Course #: 10081

Course Title: LA, Secondary ELA Cohort

Links:

Course Description: This workshop is designed to allow teachers to explore the three different but distinct pathways of study for common core proficiency in practice. What that means is that teachers will become familiar with what practice in each of the three pathways looks like and how to plan for effective instruction within all three for All students including ELD. In this workshop ELA and ELD have joined forces in order to create a more in-depth and through study of Common Core practice and standards in order to support teachers through this change.

Site/Department: Language Arts & Literacy

Contact Person: Annie Kilgour

Contact Phone: 5934

Contact Email: annie.kilgour@bvsd.org

Course Provider: Default Provider

Credit Types:

	Hours	Credits
Instructional Seat Time	27.0	-

**Settings**

**Availability**

Colorado  
High School  
State1

**Required Demographics**

- No Targets Set -

**Recommended Demographics**

- No Targets Set -

**Restricted Demographics**

- No Demographics Set -

**Competencies**

- Not Set -

**Subjects**

District PD  
Language Arts

**Sections**

Section Title

Edit	LA: Secondary ELA Cohort 2015-16
Edit	LA: Secondary ELA Cohort 2015-16, Part II

**Sections**

Action Menu

Section Title

Edit	LA: Secondary ELA Cohort 2015-16
	Secondary ELA Cohort 2015-16, Part II

Edit  
 Manage  
 View  
 View Status  
**View Roster**  
 Cancel Section  
 Copy  
 Delete

- The roster and management buttons for the section will appear

Section Roster

Done

#: 10097  
 Title: 2015-2016 LA: Reading Plus Training - TEST SUB REIMB

Credit Hours: Instructional Seat Time 27.0

Section #: 10105  
 Section Title: LA: Secondary ELA Cohort 2015-16  
 Start Date: 05/18/2016  
 End Date: 05/18/2016  
 Maximum Number of Participants: 10

Add Learner Add Learner Advanced Email All Attendance Waitlist Sign In Sheet Export Messages Name Tags Remove Participants Manage Credit Attendance Hourly Percentage Credit  
 Manage Multiple Credits Enrollment History  
 Grade / Roster Status

Show Columns:  
 District / School  Registration Status  Registration Details  Credit Hours

#	Name	District / School	Registration Status	Attendance	Registration Details	Credit Hours
1.	Teacher100, Training noreply@truenorthlogic.com Demographics: Licensed: Job Code: 201 - TEACHER	Test District, Test School 1	Registered	0/1	Enrolled On: September 06, 2016 Last Status Change: September 06, 2016	27.0 Hours Instructional Seat Time
2.	Teacher101, Training noreply@truenorthlogic.com Demographics:	Test District, Test School 1	Registered	0/1	Enrolled On: September 06, 2016 Last Status Change: September 06, 2016	27.0 Hours Instructional Seat Time

- To take attendance, click Attendance

Add Learner Add Learner Advanced Email All Attendance Waitlist Sign In Sheet Export Messages Name Tags Remove Participants Manage Credit Attendance Hourly Percentage Credit  
 Manage Multiple Credits Enrollment History  
 Grade / Roster Status

- The roster will appear

← Back

### Attendance

Search Name:  Add Filter

Tuesday 09/6/2016 12:00 PM  
 Monday 10/10/2016 12:00 PM

Name	ID	Attendance
Teacher100, Training	-	<input type="checkbox"/>
Teacher101, Training	-	<input type="checkbox"/>
Teacher102, Training	-	<input type="checkbox"/>
Teacher103, Training	-	<input type="checkbox"/>
Teacher104, Training	-	<input type="checkbox"/>
Teacher105, Training	-	<input type="checkbox"/>

6 results

Mark Attended Mark Absent

- Mark attendance
- The system auto saves as you mark attendance

Attendance  
test

Search Name:  ? Add Filter

3

<input checked="" type="checkbox"/>	Name	ID	Tuesday 09/6/2016 12:00 PM ▾	Monday 10/10/2016 12:00 PM ▾
<input checked="" type="checkbox"/>	Teacher100, Training	—	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Teacher101, Training	—	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Teacher103, Training	—	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Teacher104, Training	—	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Teacher105, Training	—	<input type="checkbox"/>	<input type="checkbox"/>

5 results

Mark Attended Mark Absent

- 1. Take attendance per date, for ALL participants:** use the down arrow in the date boxes along the top to mark all participants attended or absent
- 2. Take attendance per date, per participant:** click the boxes in the column under a specific date
- 3. Take attendance for ALL participants, for ALL dates:** Check the box above all names to select all participants, select Mark Attended or Mark Absent and the changes will reflect for all dates

- Click the Back to return to the roster

Attendance  
test

Search Name:  ?

Back

<input checked="" type="checkbox"/>	Name	ID	Tuesday 09/6/2016 12:00 PM ▾
<input checked="" type="checkbox"/>	Teacher100, Training	—	<input type="checkbox"/>