

# Guidelines for Schools/Departments on What to Enter into MyPassport

---



Boulder Valley School District

**Professional Learning**

Inspiring a culture of growth

## Awarding instructional seat time

- Schools and departments may award credit to employees for participating in meaningful school/district reform or professional development activities that are aligned to the BVSD Mission, Vision, and Beliefs and/or the Success Effect.
- To receive credit, the learning opportunity needs to be aligned to the appropriate employee evaluation standard (i.e., Teacher, Principal, Special Service Provider, TOSA, Classified, APT).
- Accurate attendance needs to be reflected in MyPassport.
- Examples of activities that are creditworthy (Participants are learning and applying new concepts, not passively receiving information):
  - Committee work focused on school/district reform
  - Staff book clubs
  - PLCs
  - Professional development activities aligned with school improvement goals
  - Trainings (examples: First Aid, assessment training, Innovative spaces training, leadership meeting, literacy summit)
- Issuing instructional seat time during contract hours:
  - Okay to earn if working on school/district reform or professional learning activities

## How to track meetings or activities that do not meet the above guidelines

- Schools and departments may enter a meeting/activity into MyPassport but must enter 0.0 instructional seat time. Why this should be done:
  - For tracking purposes
  - To take attendance
  - When a department is providing a sub this process allows for easier school sub reimbursement
- Examples of activities that are not creditworthy (Not reform centered or new skill centered, more organizing and routine planning):
  - Social committee (party planning)
  - Attendance at a required staff meeting that is not focused on professional learning
  - Informational meeting that just addresses planning and schedules



## Finding Help Resources

- Go to <http://bvsdpl.org/resources-2/>
- Scroll down the page to Office Admin

**Professional Development**

**Employees**

How to Search-Register for a Course-Section

View Transcript-Certificates

**Office Admin**

Create a Course

Create a Section

Edit a Course or Section

Copy a Course or Section

Archived Courses

Attendance Materials

Add/Remove Learners

Take Attendance

Award Credit

- To access help resources from within MyPassport, click on the “Resources” tab on the top of the page

Boulder Valley School District  
Excellence and Equity

Home Courses My Evaluations Staff Evaluations **Resources** Administration

Welcome

Welcome to MyPassport

My Announcements

You currently have no messages.

- Click on “Office Admin Resources”

Courses My Evaluations Staff Evaluations **Resources**

**Administrator Resources**

Help documents and video tutorials

Administrator Resources

**Office Admin Resources**