



## Attendance Materials

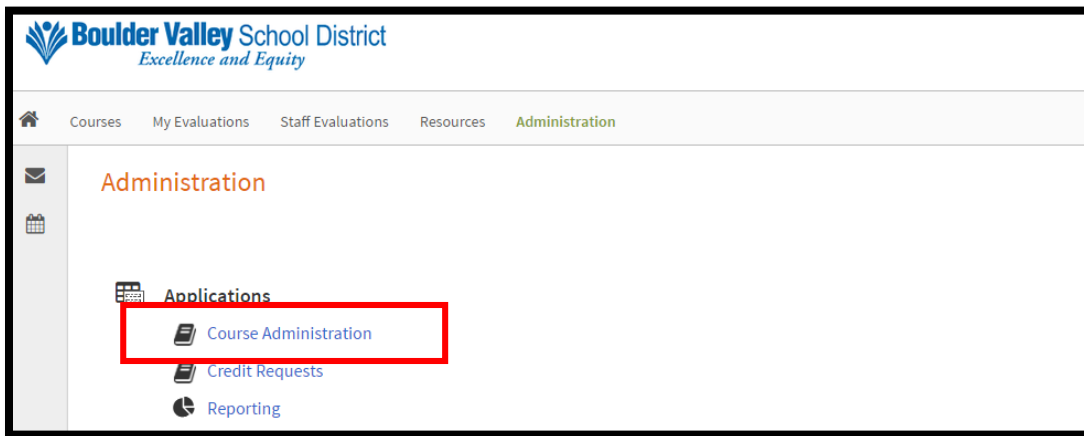
- Go to <http://bvsd.truenorthlogic.com>
- Log in with your district username and password (firstname.lastname and district password)

A screenshot of the MyPassport login page. The page features a light blue header with the Boulder Valley School District logo and the text "Excellence and Equity". The main content area has a light blue background with a repeating pattern of the MyPassport logo. In the center, there is a white login box with the following fields: "Log In" (title), "User Name" (input field with a person icon), "Password" (input field with a key icon), and a "Log In" button. There are also "Sign Up" and "Forgot Password?" links. To the right of the login box, there is a "Welcome to MyPassport!" section with instructions for employees and external guests, and a support contact section. At the bottom of the login box, it says "POWERED BY truenorthlogic" and "© Truenorthlogic 2000-2016 | 2016-4-276.0 | PR-BOULDER-02".

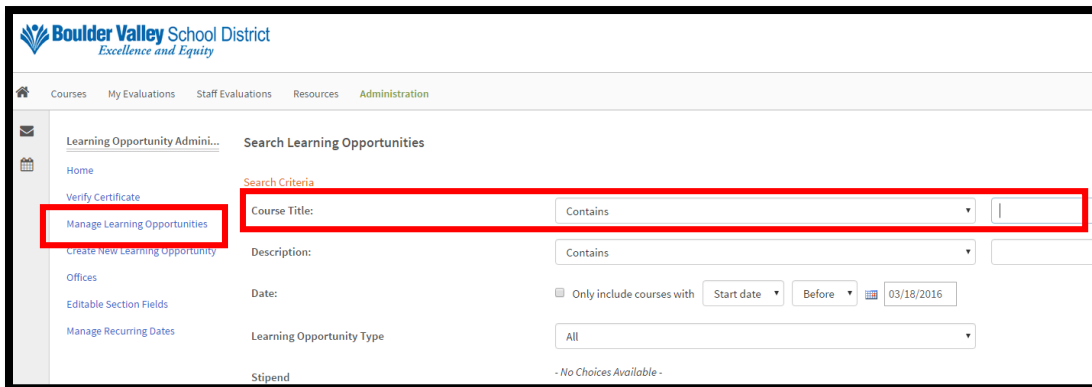
- The homepage will display once you've logged in
- Click on the "Administration" tab on the top of the page

A screenshot of the MyPassport homepage. The page features a light blue header with the Boulder Valley School District logo and the text "Excellence and Equity". Below the header, there is a navigation bar with tabs for "Courses", "My Evaluations", "Staff Evaluations", "Resources", and "Administration". The "Administration" tab is highlighted with a red box. The main content area is divided into several sections: "Welcome" (with a "Welcome to MyPassport" message and a link to the resources tab), "My Announcements" (with a message "You currently have no messages."), "My Surveys" (with a link to "TNL Training Survey"), "Required Training" (with a message "You currently have no Required courses."), and "Recommended Training" (with a message "You currently have no Recommended courses."). The MyPassport logo is prominently displayed at the bottom of the page.

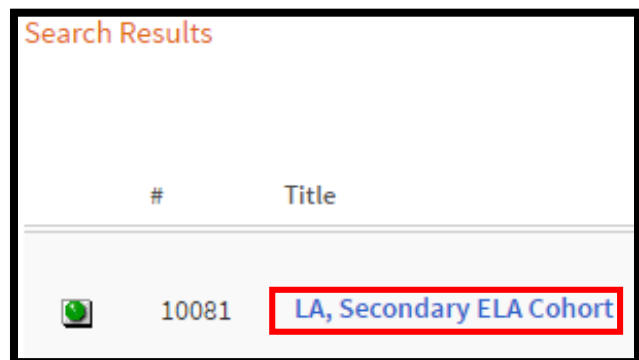
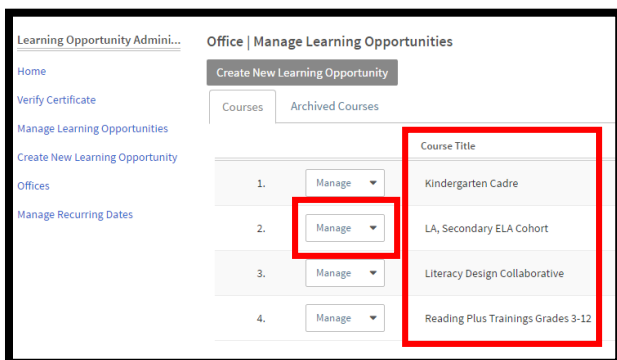
- Click on “Course Administration”



- 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	Hours	Credits	General
		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: 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

- To print the sign-in sheet, click Sign In Sheet

[Add Learner](#) [Add Learner Advanced](#) [Email All](#) [Attendance](#) [Waitlist](#) [Sign In Sheet](#) [Export](#) [Messages](#) [Name Tags](#) [Remove Participants](#) [Show Survey Results](#) [Manage Credit](#)  
[Attendance Hourly Percentage Credit](#)  
[Grade / Roster Status](#) [Credit Hours](#)

- You have two options: Print or Print Section Code
- To print sign-in sheets for multiple dates, click the arrow to move to the next date

Section Title: LA: Secondary ELA Cohort 2015-16

Start Date: 05/18/2016

End Date: 05/18/2016

Maximum Number of Participants: 10

Current Date: Wednesday May 18, 2016 [▶](#)

[Print](#) [Print Section Code](#)

#	Name	District / School	1:00 PM - 3:00 PM
1.	Teacher100, Training	Test District, Test School 1	_____
2.	Teacher101, Training	Test District, Test School 1	_____
3.	Teacher102, Training	Test District, Test School 1	_____

- Print will create a printable sign-in sheet

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

Current Date: Wednesday May 18, 2016 >

**Print** Print Section Code

#	Name	District / School	1:00 PM - 3:00 PM
1.	Teacher100, Training	Test District, Test School 1	_____
2.	Teacher101, Training	Test District, Test School 1	_____
3.	Teacher102, Training	Test District, Test School 1	_____

- Print Section Code allows you to print the QR Code for mobile app attendance purposes

Section Attendance

#: 10081

Title: LA: Secondary ELA Cohort

Credit Hours:	Hours	Credits	General
Instructional Seat Time	27.0	-	-

Section #: 10087

Section Title: LA: Secondary ELA Cohort 2015-16

Start Date: 05/17/2016


End Date: 05/17/2016

Maximum Number of Participants: 10

Current Date: Tuesday May 17, 2016

Using the TNL Mobile PD App, students can mark their attendance by scanning the following code:

04:30:00 PM - 06:00:00 PM



#	Name	Position	District / School	4:30 PM - 6:00 PM
1.	Teacher1, Test	Licensed	Test District, Test School 1	_____
2.	Teacher2, Test	Licensed	Test District, Test School 1	_____

- To create name badges or table tents, click on Name Tags
- Select tables tents (with or without QR codes for mobile app attendance purposes) or name tags (automatically includes QR codes for mobile app attendance purposes)

Add Learner Add Learner Advanced Email All Attendance Waitlist Sign In Sheet Export Messages **Name Tags** Remove Participants Show Survey Results Manage Credit

Attendance Hourly Percentage Credit

Grade / Roster Status Credit Hours

## Roster for LA: Secondary ELA Cohort 2015-16

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[Print Table Tents](#)  [Include QR Codes](#)

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Print Name Tags:

[Avery 5095/5395/42395/45395 \(8 Labels/Page\)](#)

[Avery 7452/7458 \(10 Labels/Page\)](#)

[Avery 74459 \(6 Labels/Page\)](#)

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[Export for Mail Merge](#)