



## How to Create a Section

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

**Boulder Valley School District**  
Excellence and Equity

**Log In**

User Name  [Sign Up](#)

Password  [Forgot Password?](#)

[Log In](#)

**Welcome to MyPassport!**

**BVSD Employees:** Your username and password is the same as your BVSD network login (first name.lastname and password)

**External Guests:** 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.

**Support:** If you need login assistance, please contact HR by calling 720-561-5208 or emailing [MyPassportHelp@bvsd.org](mailto:MyPassportHelp@bvsd.org)

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- The homepage will display once you've logged in
- Click on the "Administration" 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**

MyPassport is BVSD's online evaluation and professional learning system.  
Help: Click on the Resources tab or go to <http://www.bvsdpl.org>

**My Announcements**

You currently have no messages.

**My Surveys**

TNL Training Survey

**Required Training**

You currently have no Required courses.

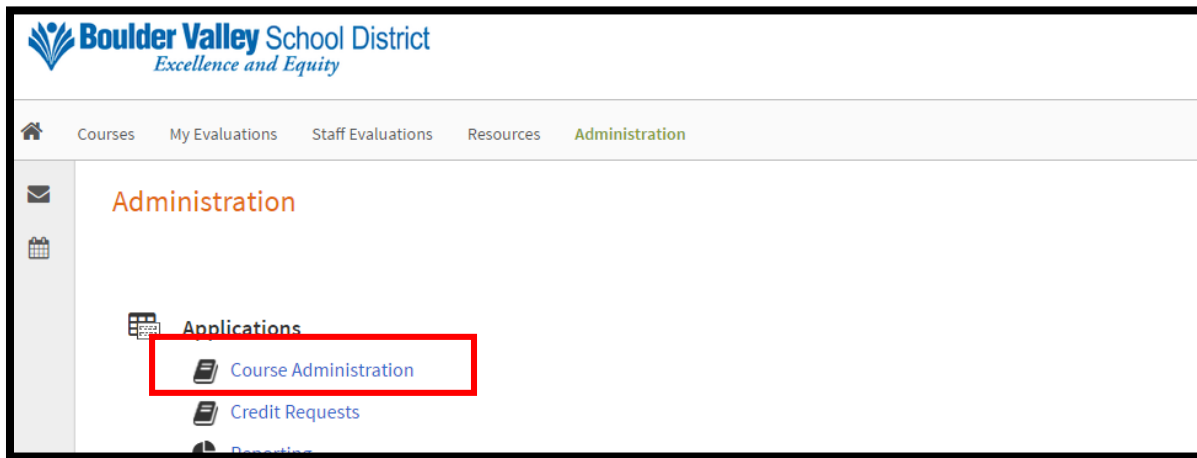
**Recommended Training**

You currently have no Recommended courses.

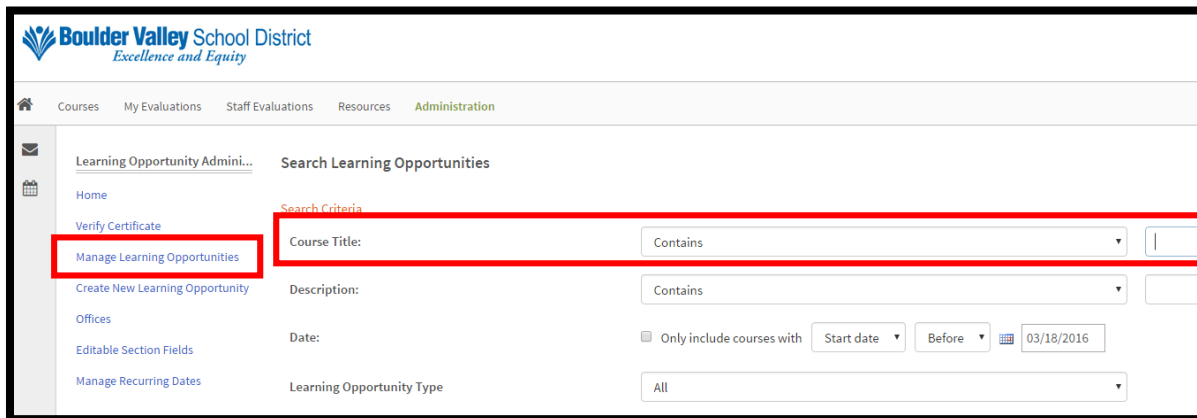
**BUSD GROWTH & DEVELOPMENT**

**MYPASSPORT**

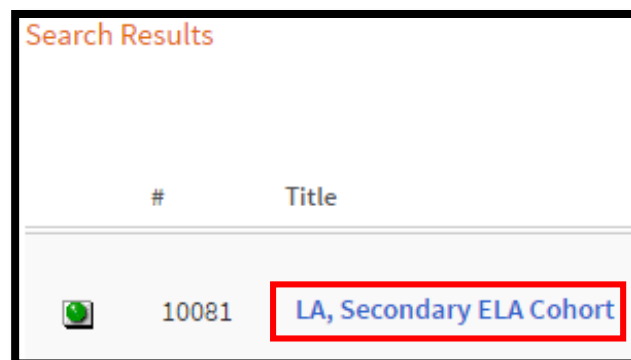
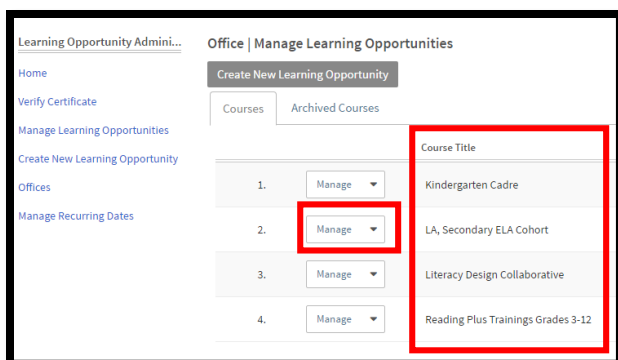
- Click on “Course Administration”



- Locate the course where you want to add a new section
- 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 below the course and settings area
- Click New Section (you also have the option to copy a section – refer to help document “How to Copy a Course or Section”)

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	Section #	Date	Time	Seats	Wait List	Status
No sections have been created.						

[New Section](#)

- Create a section
- Note that required fields are identified by an asterisk (\*)

**Create Section**

**Course Title: LA, Secondary ELA Cohort**

Section #: (Will be auto generated.)

\*Section Title:

Location/Room Number:

Street Address:

City:

State:

Zip:

- **Section Title:** be specific, include the year, a sub-topic of the course, etc
- **Location/Room #:** Site location and room
- **Street Address, City, State, Zip:** There is a Google map feature that is enabled if you enter these fields, highly recommended

Instructor(s): - Not Set -

Attendance: Once a Day ▾

\*Start Time: - ▾ : - ▾ - ▾

\*End Time: - ▾ : - ▾ - ▾

\*Section Start Date:   reset

\*Section End Date:   reset

- **Instructors:** N/A, available after section is created
- **Attendance:** Can be taken once or twice a day
- **Start Time and End Time:** When the section starts and ends
- **Section Start Date:** The date the section starts
- **Section End Date:** The date the section ends or the last date homework will be graded, whichever is greater

Presentation Format: Blended ▾

\*Maximum Number of Participants:  
(Numbers only)

Allow Waitlist:

Maximum waitlist size:

- **Presentation Format:** Blended, Face-to-Face, Online
- **Max # of Participants:** Enter a number, if left at 0 the course will not appear in the catalogue and you will need to register participants yourself
- **Allow Waitlist:** Check if you will allow a waitlist
- **Max Waitlist Size:** Indicate how many participants can sign up for the waitlist

\*Credit Types:

- Instructional Seat Time
- BVSD Salary Credit

\*End of Registration Date:  09/01/2016

Waitlist cutoff Date:   reset

- **Credit Types:** Will default from course, change if the section amount will differ
- **End of Registration Date:** Last day participants can register for a course/section. If you don't have a deadline, enter the first or last date of the section. Important: also last date participants can withdraw on their own.
- **Waitlist Cutoff Date:** Last day participants can register for the waitlist. Important: also last date participants can be automatically

Release Section Now:

Or Release Section At: [ - ▼ ] : [ - ▼ ] [ - ▼ ] on [ 📅 ] [ ]

- **Release Section Now:** Click to release the section immediately
- **Release Section At:** Schedule the release of your section for a time and date in the future. Important: Must release section next day if offering a sub.

\*Substitute: [ - ▼ ]

Account Code Information

\*Contact Name for Account Code/Attendance: [ ]

\*Contact Email for Account Code/Attendance: [ ]

\*Phone Number for Account Code/Attendance: [ ]

\*Fund: (Must be exactly 2 decimal digits.) [ ]

\*Location:  
(Must be exactly 3 decimal digits.) [ ]

\*Program:  
(Must be exactly 4 decimal digits.) [ ]

Project:  
(Optional - If used must be 6 digits long. If your accounting unit has only 4 digits, then add 2 zeros to the end.) [ ]

Activity:  
(Optional - Grants Use Only. If used this should be in the form: "G.XXXX.XX") [ ]

Account Category:  
(Optional - Grants Use Only. If used this should be 2 letters followed by 3 numbers with no space.) [ ]

Notes:  
(Limited to 1024 characters)

- **Substitute:** None, Half-Day, Full Day
- **Contact Name /Email/Phone for Account Code/ Attendance:** Enter the contact for account code and attendance questions
- **Fund, Location, Program, Project, Activity, Account Category:** Required if a half-day or full-day sub was selected
- **Notes:** optional, to add any info about a section

- Once all section fields are complete, click "Create"

- The section details will appear
- Scroll down
- Click on Instructors

Manage Section

Course Title: *LA, Secondary ELA Cohort*

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Section #: 10087

Section Title: LA: Secondary ELA Cohort 2015-16

Location/Room Number: PDC, Ed Center

Street Address: 6500 Arapahoe Rd

City: Boulder

State: CO

Zip: 80303

Manage Instructors: **Instructors**

Manage Class Times: **Class Times**

Manage Roster: **View Roster**

Course: **Manage Course**

- Enter the name of the instructor you want to add (**Important: you must add an instructor in order for them to use the mobile app/take attendance**)
- Click Find User

Manage Instructors

Add Instructor Search

Enter first and last name of person you wish to add as an Instructor.

First Name:

Last Name:

**Find User**

- Click the box to the left of the person's name and click Add User(s)
- Repeat as needed to add multiple instructors

Add Instructor Search

Select All (on this page)

Check to Add	Name	School/District	Staff Position	Account Status
<input checked="" type="checkbox"/>	ANNIE KILGOUR	HUMAN RESOURCES, Ed Center	Admin/Prof-Tech	Active

**Add User(s)** **Cancel**

- Click Done

Instructors for section: Copy of: LA: Secondary ELA Cohort 2015-16

Name	School/District
ANNIE KILGOUR	HUMAN RESOURCES, Ed Center

Remove Selected **Done**

- The section details appear again
- Scroll down
- Select Class Times
- Class times are required to take attendance and attendance is required for all professional learning opportunities

Manage Section

**Course Title:** LA, Secondary ELA Cohort

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Section #: 10087

Section Title: LA: Secondary ELA Cohort 2015-16

Location/Room Number: PDC, Ed Center

Street Address: 6500 Arapahoe Rd

City: Boulder

State: CO

Zip: 80303

Manage Instructors: **Instructors**

Manage Class Times: **Class Times**

Manage Roster: **View Roster**

Course: **Manage Course**

- Click Add New Day

Section Time Details

Alter the Class Times for this section. No Changes will be saved to the system until you click the "Save Changes" button.

**Add New Day**

Use a Recurring Date:

Date	Show Conflicts	Start Time	End Time	Has Attendance	Remove All
No Class Times Defined.	- N/A -	- N/A -	- N/A -	- N/A -	- N/A -

**Back To Section** **Save Changes** **Cancel**

- The date and time entered on the section fields will appear
- To add additional dates and times, click the Add New Day button and adjust dates/times as needed
- Repeat as needed

Section Time Details

Alter the Class Times for this section. No Changes will be saved to the system until you click the "Save Changes" button.

Add New Day

Use a Recurring Date:

Date	Show Conflicts	Start Time	End Time	Has Attendance	Remove All
05/17/2016		4:30 PM	6:00 PM	No	Remove

Back To Section Save Changes Cancel

- If you have recurring dates, select from the Recurring Dates drop-down

Section Time Details

Alter the Class Times for this section. No Changes will be saved to the system until you click the "Save Changes" button.

Add New Day

Use a Recurring Date:

Date	Show Conflicts	Start Time	End Time	Has Attendance	Remove All
05/17/2016		4:30 PM	6:00 PM	No	Remove

Back To Section Save Changes Cancel

- Click Save Changes

Section Time Details

Alter the Class Times for this section. No Changes will be saved to the system until you click the "Save Changes" button.

Add New Day

Use a Recurring Date:

Date	Show Conflicts	Start Time	End Time	Has Attendance	Remove All
05/17/2016		4:30 PM	6:00 PM	No	Remove

Back To Section Save Changes Cancel

- The section details appear again
- Scroll down
- Click done

Manage Section

Course Title: LA, Secondary ELA Cohort

Section #: 10087

Section Title: LA: Secondary ELA Cohort 2015-16

Location/Room Number: PDC, Ed Center

Edit Done