



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

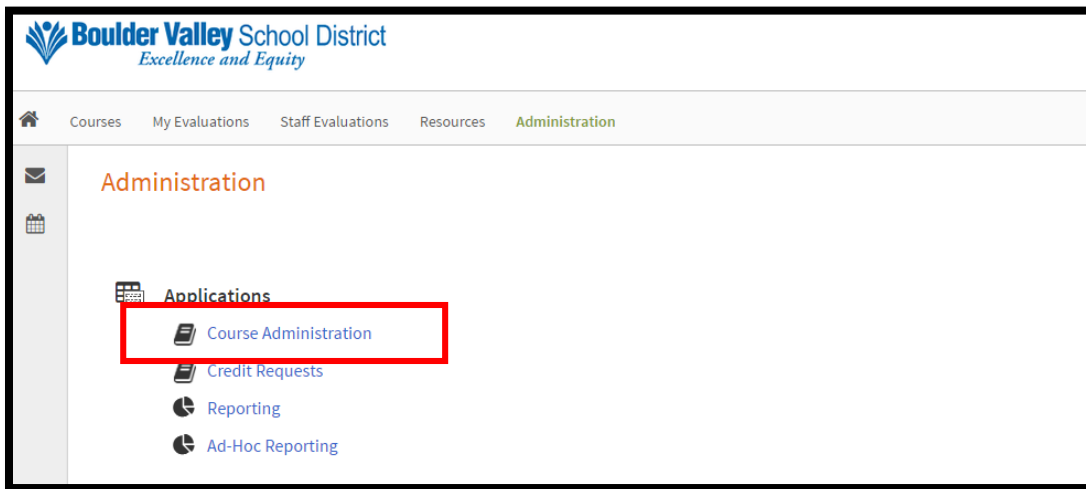
- Go to <http://bvsd.truenorthlogic.com>
- Log in with your district username and password (firstname.lastname and district password)

A screenshot of the MyPassport login page. At the top left is the Boulder Valley School District logo with the tagline "Excellence and Equity". The page has a light beige background with a large, faint "MYPASSPORT" watermark. The login form is white and contains fields for "User Name" and "Password", a "Log In" button, and a "Sign Up" link. To the right of the form is a "Welcome to MyPassport!" message with instructions for employees and external guests, and a support contact number. At the bottom of the form, it says "POWERED BY truenorthlogic" and "© Truenorthlogic 2000-2016 | 2016.4.276.0 | PR-BOULDER-02".

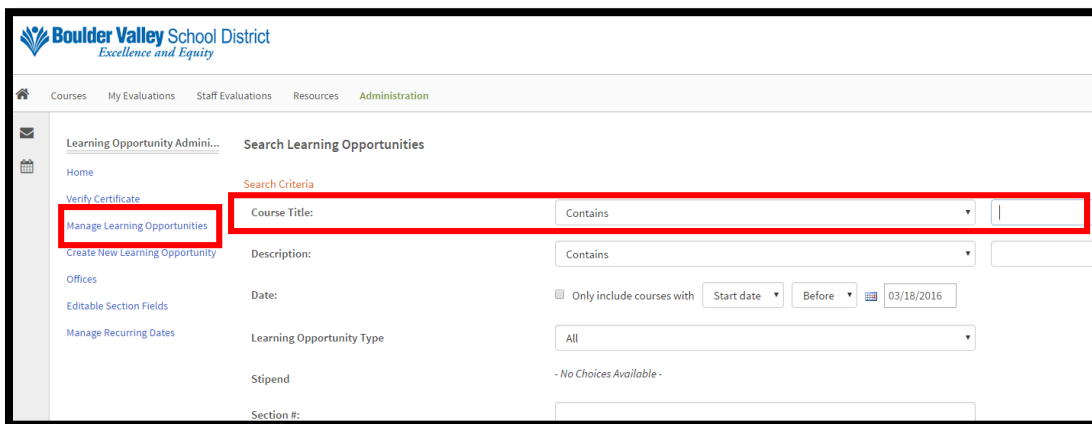
- The homepage will display once you've logged in
- Click on the "Administration" tab on the top of the page

A screenshot of the MyPassport homepage after logging in. The top navigation bar includes "Courses", "My Evaluations", "Staff Evaluations", "Resources", and "Administration", with "Administration" highlighted by a red box. The main content area is divided into three sections: "Welcome" with a message and a link to the help page, "My Announcements" with a message that says "You currently have no messages.", and "My Surveys" with a link to "TNL Training Survey".

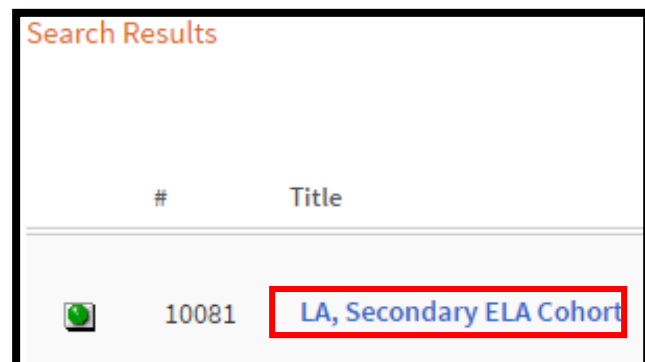
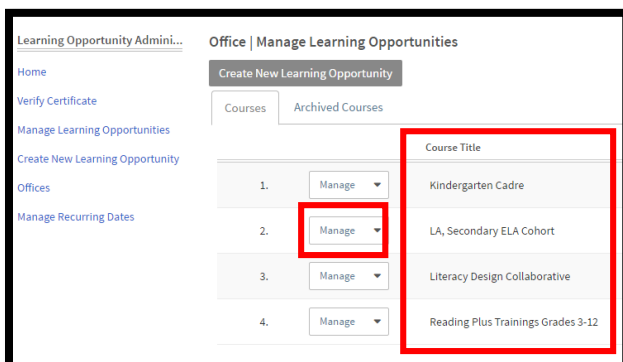
- Click on “Course Administration”



- 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

The screenshot shows the 'Attendance' page for a 'test' group. At the top left is a 'Back' button. Below it is the title 'Attendance' and 'test'. A search bar labeled 'Search Name:' is on the right, with an 'Add Filter' button. A table lists participants with columns for checkboxes, Name, and ID. A '3' in a blue circle highlights the top-left checkbox. An 'Action Menu' is open, showing two date boxes: 'Tuesday 09/6/2016 12:00 PM' and 'Monday 10/10/2016 12:00 PM'. Below these are 'All Attended' and 'All Absent' options. A '1' in a blue circle highlights the dropdown arrow on the Tuesday date box. A '2' in a blue circle highlights the checkbox for the first participant under the Monday date box. At the bottom left, 'Mark Attended' and 'Mark Absent' buttons are highlighted with a red box. A red arrow points from the '3' to the 'Mark Attended' button.

- 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

This screenshot shows the 'Attendance' page with the 'Back' button at the top left highlighted by a red box. The rest of the page is partially visible, showing the search bar and the start of the participant list.