



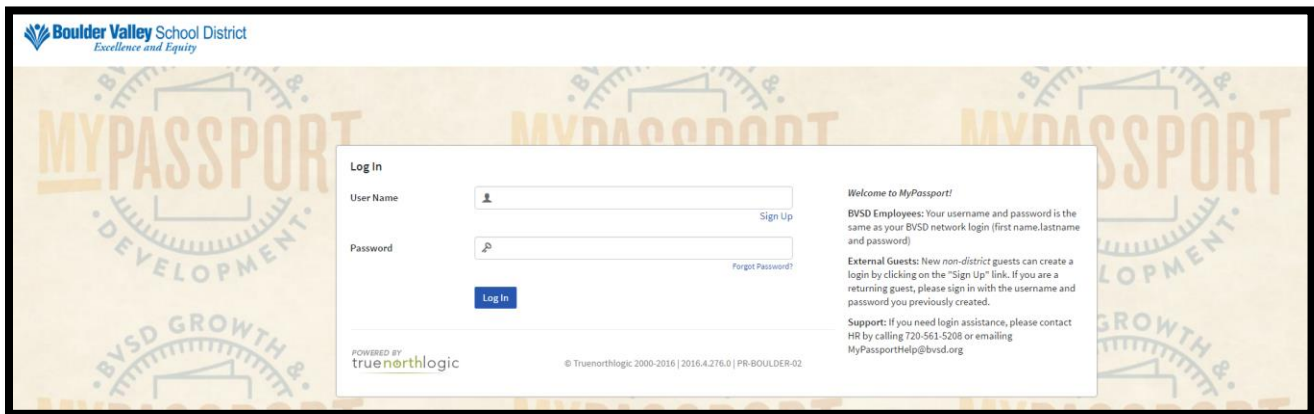
# Take Attendance

## Attendance is time-sensitive!

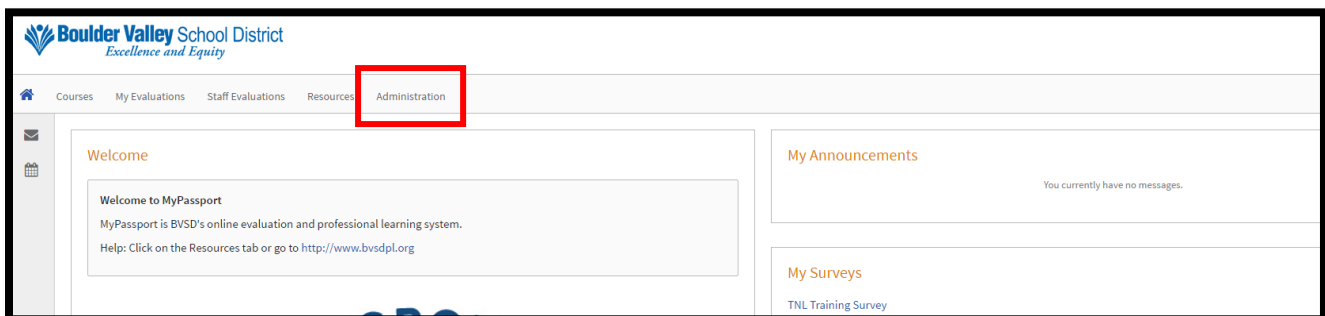
Enter attendance within 48 hours of the class so that the school timekeepers receive the information they need to complete payroll:

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

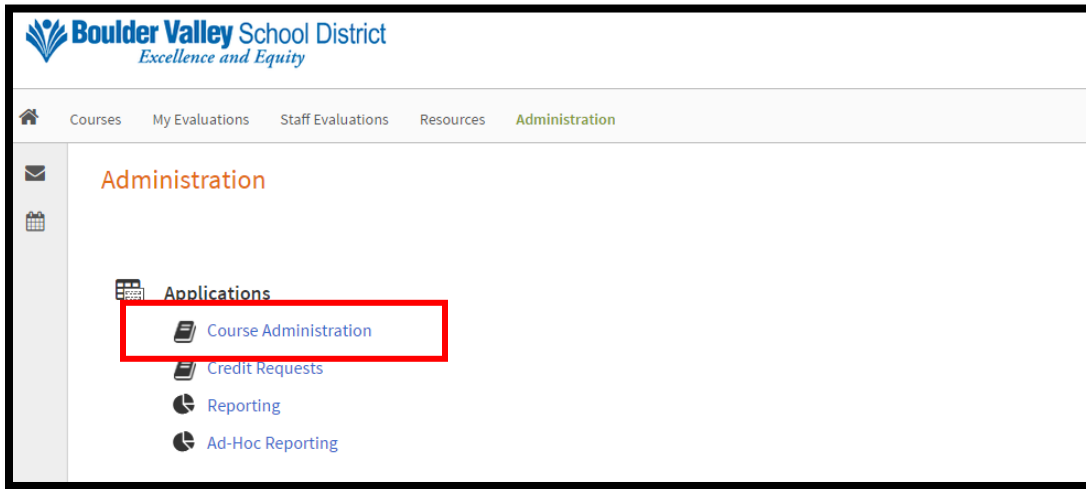
- Go to <http://bvsd.truenorthlogic.com>
- Log in with your district username and password (firstname.lastname and district password)



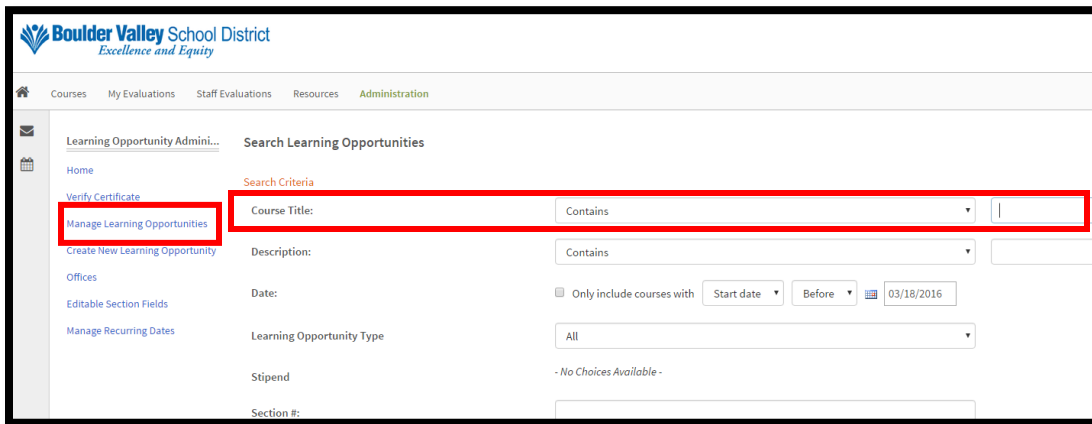
- The homepage will display once you've logged in
- Click on the "Administration" tab on the top of the page



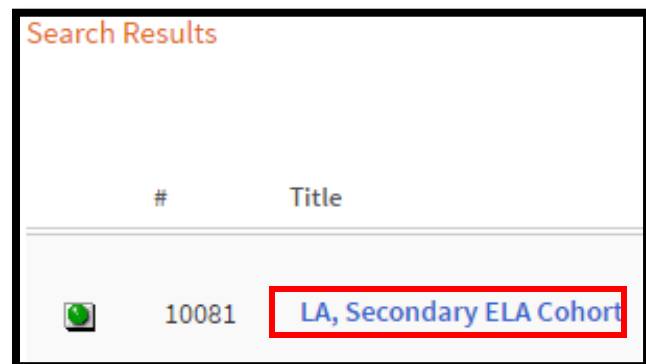
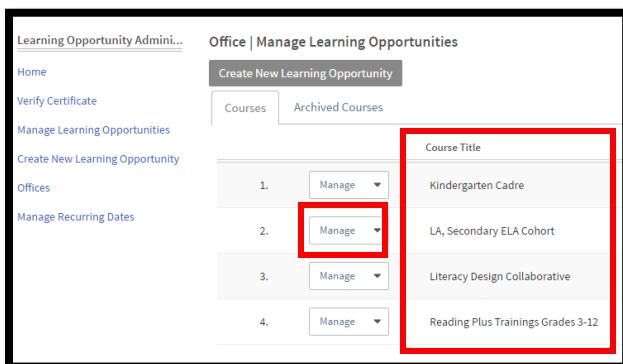
- Click on “Course Administration”



- 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](mailto:annie.kilgour@bvsd.org)

Course Provider: Default Provider

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

Credit Types:	Hours	Credits
Instructional Seat Time	27.0	-

Sections

TITLE

Test School Staff Meetings 2017-18

⌵

Sections

TITLE

Test School Staff Meetings 2017-18

⌵

- Edit
- Manage
- View
- View Roster
- Cancel Section
- Copy
- Delete



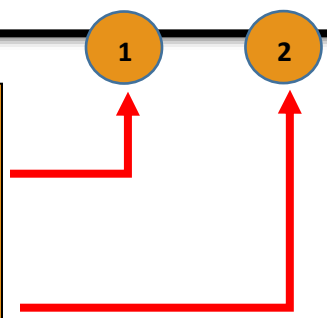
- Mark attendance
- The system auto saves as you mark attendance

Attendance  
Test School Staff Meetings 2017-18

LOCK STATUS	NAME	EMPLOYEE ID	THURSDAY 09/7/2017 03:30 PM	THURSDAY 10/26/2017 03:30 PM
All	INZERILLO, JAMIE jamie.inzerillo@bvsd.org	16498	All	All
All	Inzerillo, Jamie jamie.inzerillo@bvsd.org	99999005	All	
All	KEENEY, MAUREEN maureen.keeney@bvsd.org	3349	Missing	
All	Sesame, testy Phone: 3035615208 jamie.inzerillo@bvsd.org	—	<input checked="" type="checkbox"/> Attended	
All	Walent, Ed Phone: 7205615208 jamie.inzerillo@bvsd.org	—	<input checked="" type="checkbox"/> Absent	

5 results

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



- Make sure to mark either “Attended” or “Absent” when completing an individual’s attendance for a section. “Missing” indicates that attendance was not taken for that date and **should not** be used to indicate an individual’s absence.
- Click the Back to return to the roster

Back

Attendance  
test

Search Name:

Tuesday  
09/6/2016  
12:00 PM

<input checked="" type="checkbox"/>	Name	ID
<input checked="" type="checkbox"/>	Teacher100, Training	—