How to Edit an Archived Course or Section

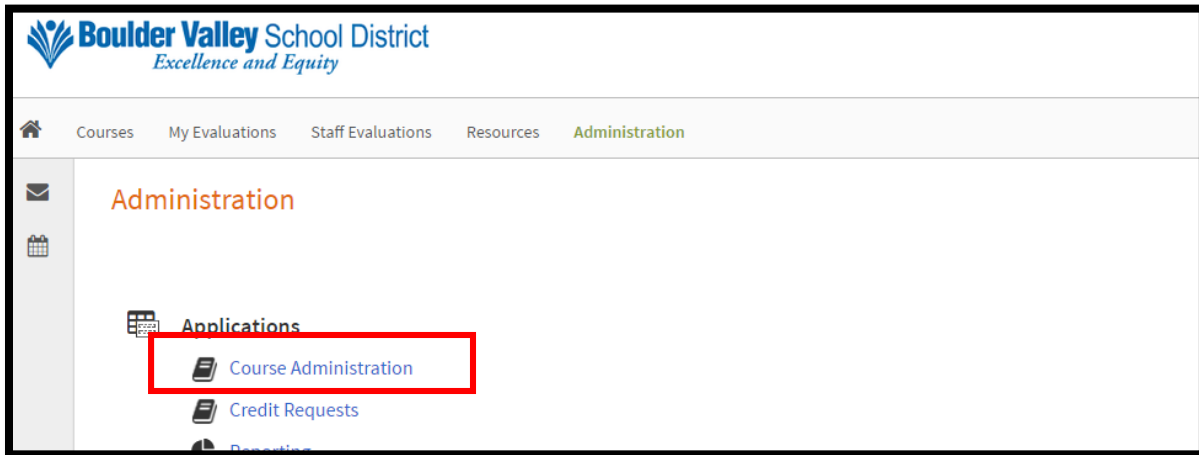- Go to http://bvsd.truenorthlogic.com
- Log in with your district username and password (firstname.lastname and district password)
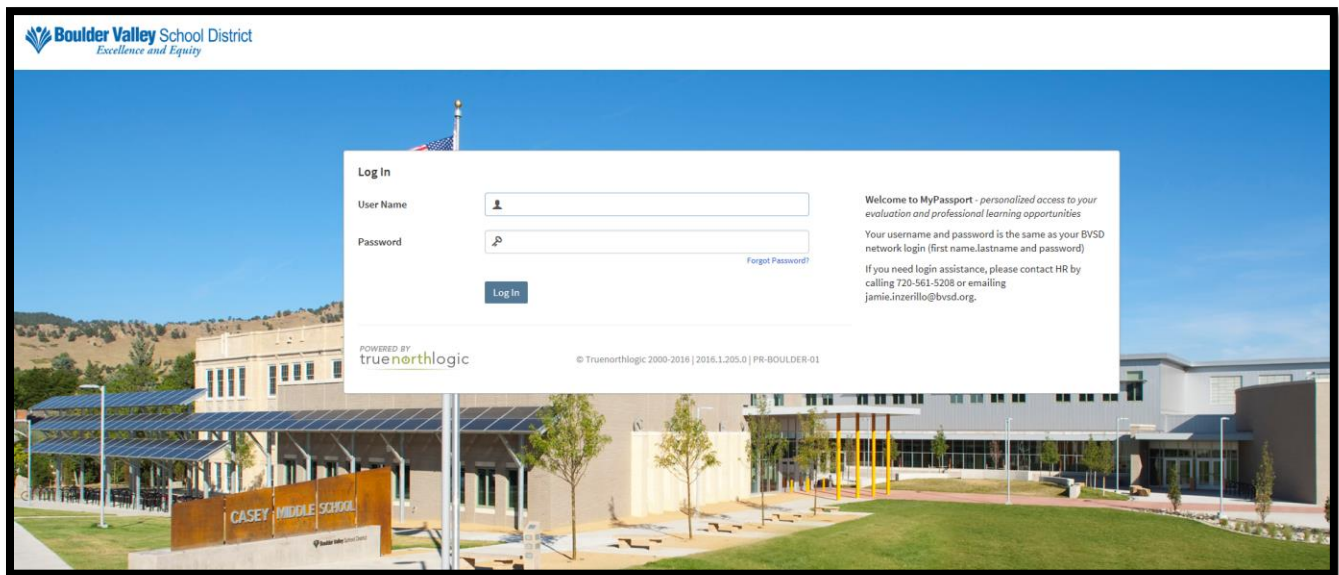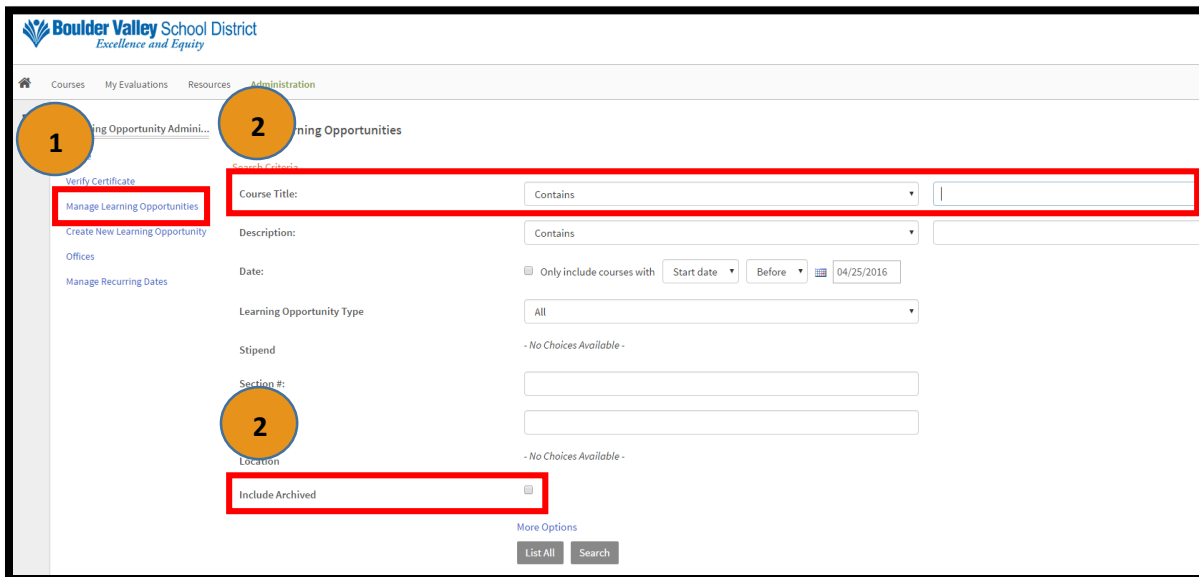

- The homepage will display once you've logged in
- Click on the "Administration" tab on the top of the page
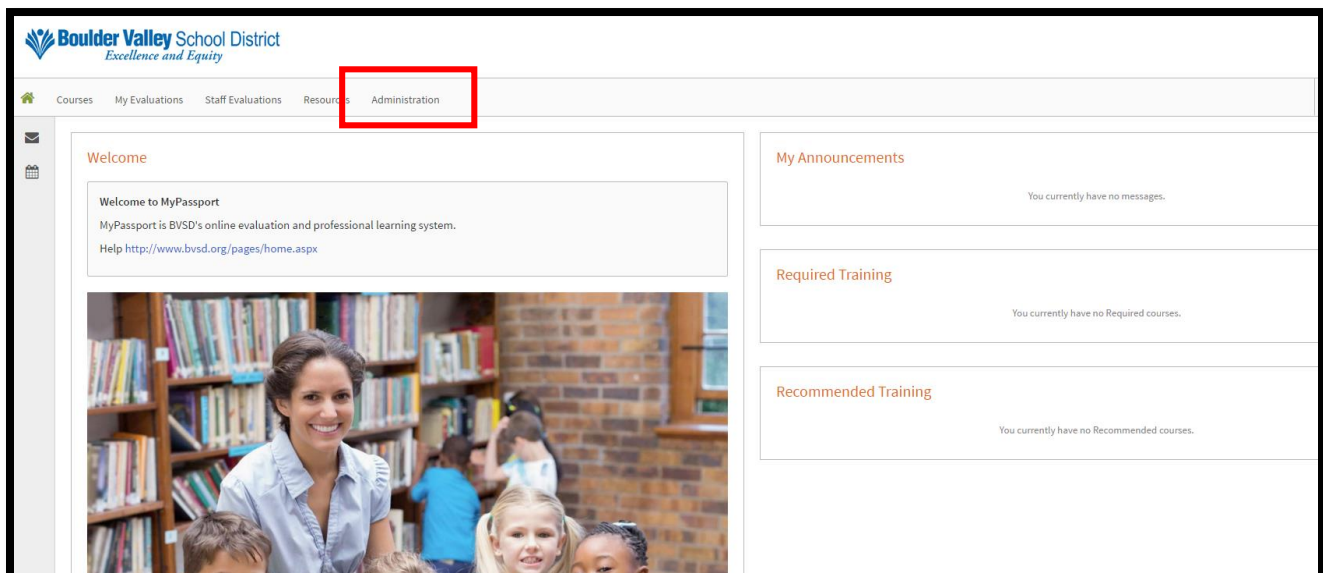
- Click on "Course Administration"

- Option #1: Click on "Manage Learning Opportunities" or
- Option #2: Type in the name of the course and check the box to include archived courses

- The learning opportunities associated with your site/department will appear or the course you entered will appear
- Option #1: Click on the Archived Tab, click Manage
- Option #2: Click on the course name

- The course, settings, and section(s) will appear
- Refer to the "Edit a Course or Section," "Add Learners," "Take Attendance," and "Award Credit" help documents for further instruction.