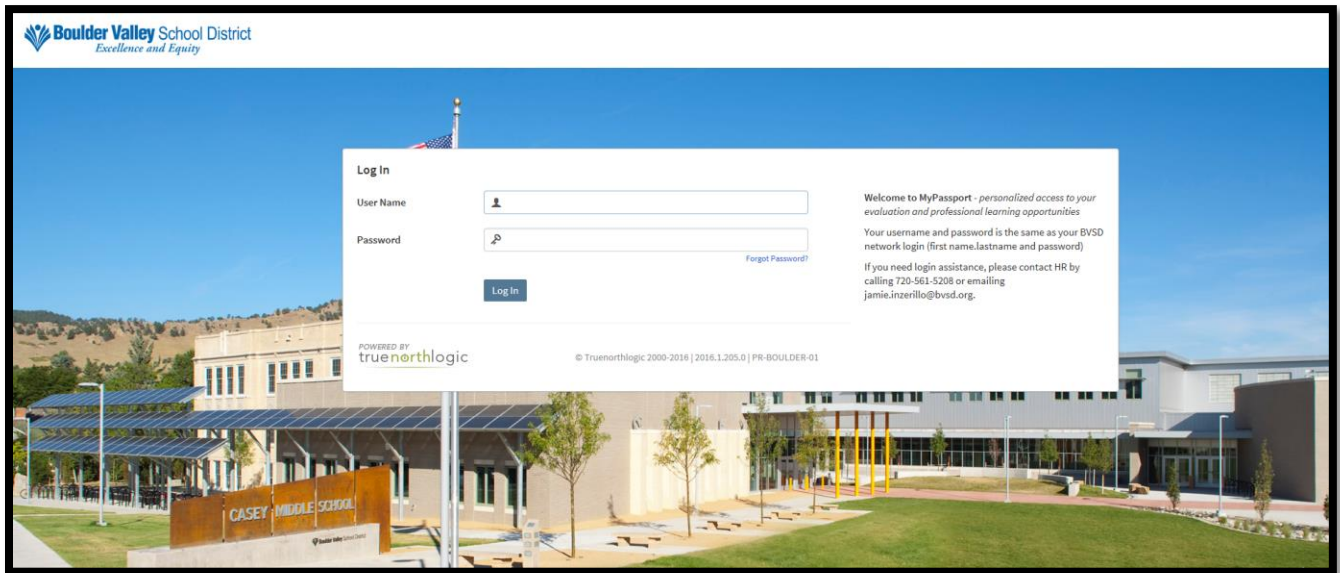


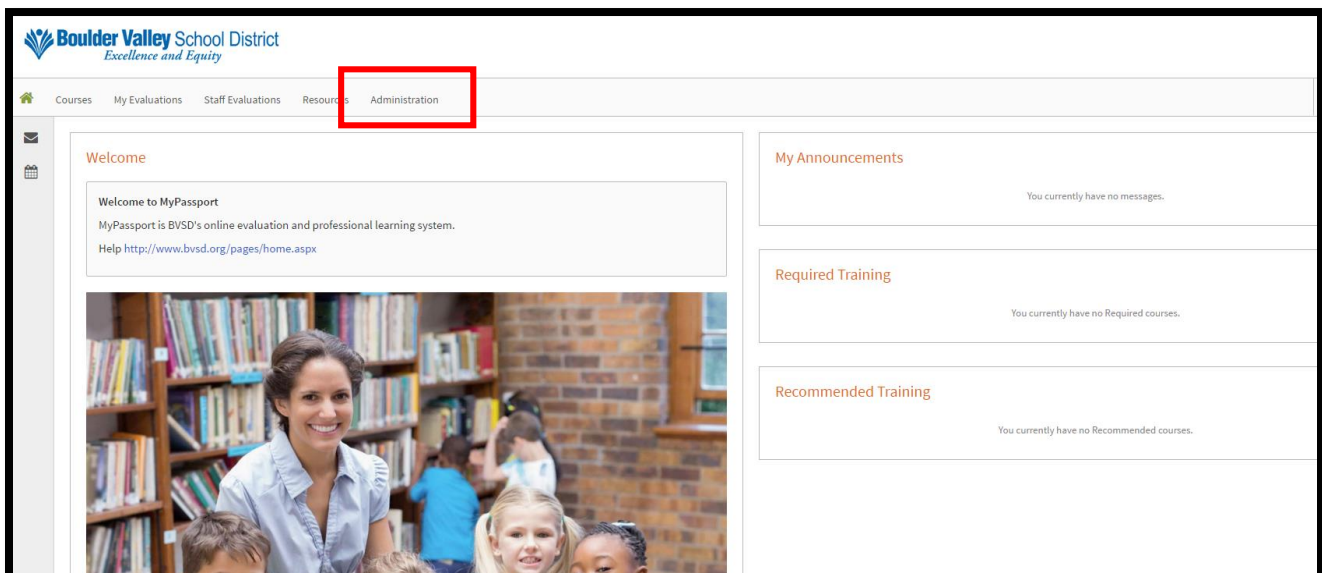


How to Edit an Archived Course or Section

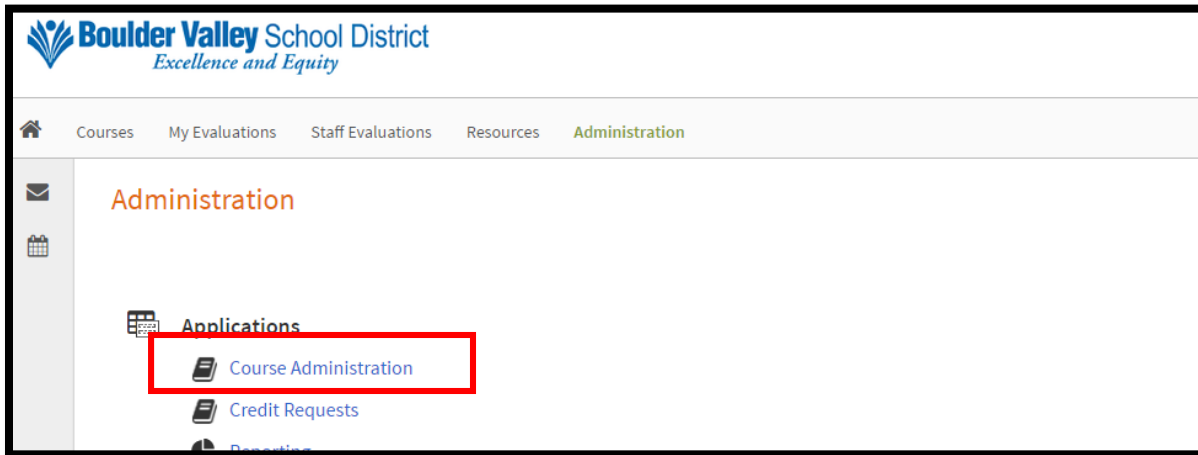
- Go to <http://bvsd.truenorthlogic.com>
- Log in with your district username and password (firstname.lastname and district password)



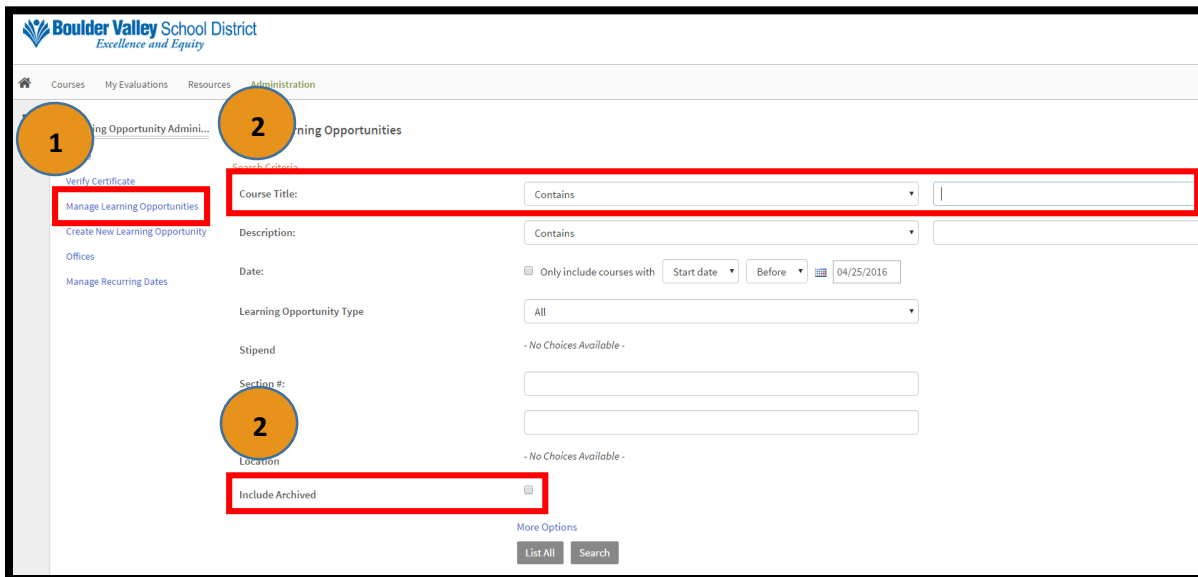
- The homepage will display once you've logged in
- Click on the "Administration" tab on the top of the page



- 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

Learning Opportunity Admini... Office | Manage Learning Opportunities

Home

Verify Certificate

Manage Learning Opportunities

Create New Learning Opportunity

Offices

Manage Recurring Dates

Create New Learning Opportunity

Courses Archived Courses **1**

Course Title

1.	Manage	Kindergarten Cadre
2.	Manage	LA, Secondary ELA Cohort
3.	Manage	Literacy Design Collaborative
4.	Manage	Reading Plus Trainings Grades 3-12

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Courses Archived Courses **1**

Course Title

1.	Manage	LA, Secondary ELA Cohort
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Search Results

#	Title
 2	LA, Secondary ELA Cohort

- 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.