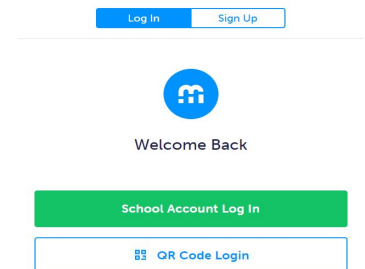


2020-2021 COURSE SELECTION GUIDE FOR SECONDARY SCHOOL STUDENTS

This step-by-step guide will help you complete your course selection using the myBlueprint website. Before you begin, have the *Refining My Pathway* and *Designing My Future* resources with you to support you through the process.

LOGIN

1. Visit www.myBlueprint.ca/ddsb
2. Select **School Account Login** and enter your DDSB credentials



COURSE SELECTION

From your **Dashboard**, click on the **Plan Courses** button that appears in the High School Progress box. The button will say **Plan Courses** if course submission has not yet been enabled at your school.

***HINT:** Clicking on **Plan Courses** will take you to your High School Planner - you can also access this by simply clicking on **High School** from the left-hand navigation menu.*

CREATE A HIGH SCHOOL PLAN

To complete course selection, you must create your first high school plan.

1. From the left navigation menu, click **High School**
2. Click on **Add Plan**
3. Click **Create New Plan**

Note: Depending on when you are planning your courses clicking Add Plan may ask you to select a secondary school. This option will be removed once Course Selection opens.

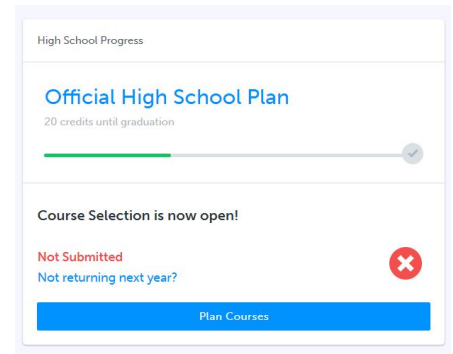
1. ADD COURSES FOR NEXT YEAR

For the 2021-2022 school year, students must select either Face-to-Face In-Person OR Synchronous Virtual Online Courses. Students may not select a combination of these types of courses. ***Students wishing to take Synchronous Virtual Online Courses must select all of their courses from this discipline in myBlueprint.**

Note: Students selecting courses for grades 11 and 12 may still select up to two eLearning courses, regardless of whether the rest of their courses are Face-To-Face In-Person or Synchronous Virtual Online Courses.

In High School Planner, click + **[Course]**.

- In the **Course Selection and Details** screen, explore the available courses.
- Click **Add Course** when you find the course you want.



Your courses are **Not Submitted**
[Not returning next year?](#)

1 Add Courses
2 Review Courses
3 Submit Courses
Review Course Selections

HINT: The **Graduation Indicator** will help you keep track of your progress towards graduation. Click **View Progress** for a list of specific graduation requirements.

- REVIEW COURSES** – When you are ready to submit your course selections, click the blue **Review Course Selections** button, and review the courses you have selected.

NOTE: Use the “Add Comments” section to explain any issues to your guidance counselor (i.e. planning to take courses in summer school, currently taking courses at night school, or at a private school, or earning

1 Review Course Selections
2 Add Comments

ENG2P1
English

MFM2P1
Foundations of Mathematics

Add comments you would like to include

1 Add Courses
2 Review Courses
3 Submit Courses
Submit Course Selections

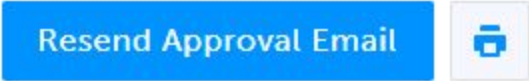
pre-requisite credits in SAL or credit recovery)

- SUBMIT COURSES** – Once you’ve carefully reviewed the **Details** page to ensure that you are meeting the requirements for the courses you have selected and that the courses that appear are correct, click on **Submit Course Selections**. Please note that you will not be able to modify your course selections once submitted.
- EMAIL PARENT/GUARDIAN APPROVAL/PRINT SIGN-OFF SHEET** – After submitting your course selections, depending on your school, you will either have to:
 - Click the blue **Send Approval Email** to email your parent/guardian to approve your course selections, or
 - Click the **Printer** button at the top right and return a signed copy by your parent/guardian to your Guidance Counselor.

Email your parent/guardian so that they may confirm your selections

1 Add Courses
2 Review Courses
3 Submit Courses
Send Approval Email

NOTE: You can also access the sign-off sheet from the **High School** planner – if it doesn't show after you've clicked the **Printer** button next to the Resend Approval Email button, check the pop-up blocker settings for your web browser.



Not returning next year?

From your Dashboard, click on the Not returning next year? button that appears in the High School Progress box.

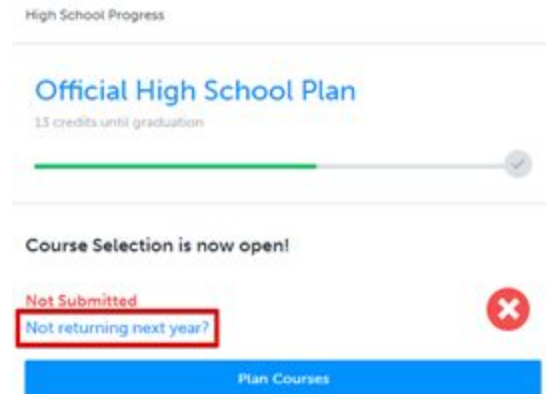
Select the option that suits your pathway and press confirm

✕ Not returning next year?

Let us know where you're headed by selecting an option below.

- Apprenticeship
- College
- University
- Workplace
- New School
- Not Graduating
- Other Education/Training

Confirm



YOU'RE DONE! *If required, print and return a signed copy of your Course Selection Sign-Off Sheet to your Guidance Counselor.