

COURSE SELECTION ONLINE PARENT/GUARDIAN APPROVAL

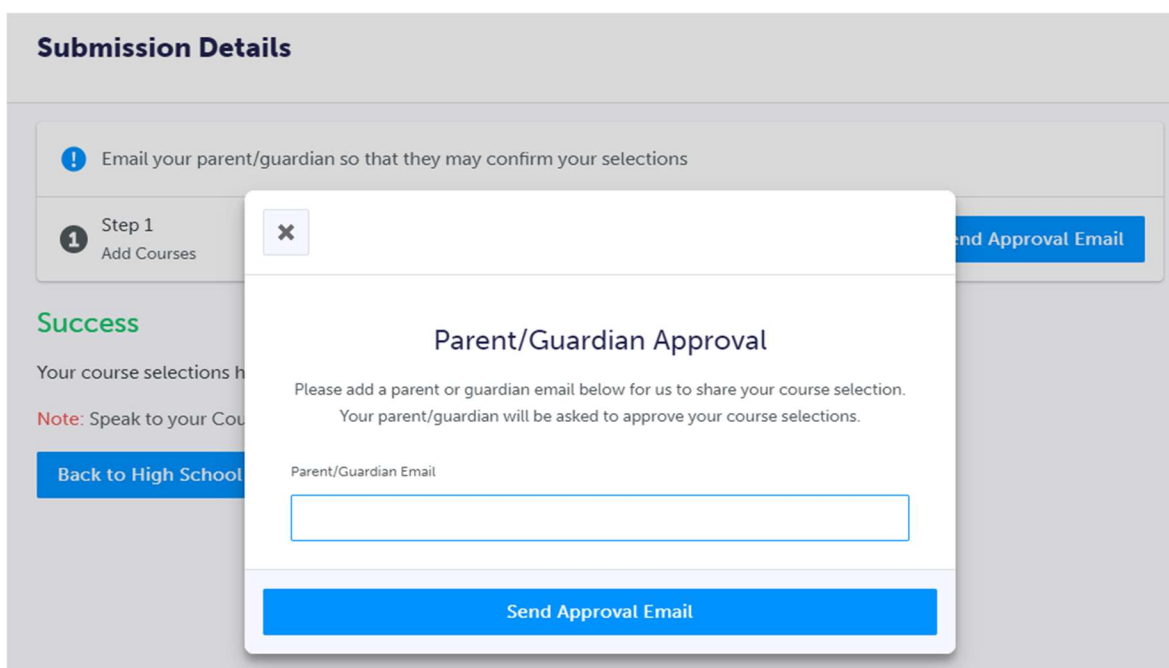
To reduce the burden of printing and returning course selection sign-off sheets, myBlueprint's *new* **online parent/guardian course selection approval** allows parent/guardian sign-off to be emailed and approved without requiring a paper form.

The following guide outlines:

- A. [How students send email approval requests to a parent/guardian](#)

A) How students send email approval requests to a parent/guardian

1. In myBlueprint, once students submit their courses, they are prompted with a **Send Approval Email** option. Once clicked, a parent or guardian's email address can be added.



The screenshot shows the 'Submission Details' section of the myBlueprint interface. A modal window titled 'Parent/Guardian Approval' is open, prompting the user to add a parent or guardian email address. The modal contains the following text: 'Please add a parent or guardian email below for us to share your course selection. Your parent/guardian will be asked to approve your course selections.' Below this text is a text input field labeled 'Parent/Guardian Email' and a blue button labeled 'Send Approval Email'. In the background, the 'Submission Details' page shows a progress indicator for 'Step 1 Add Courses' and a 'Send Approval Email' button.

2. After entering an email address and clicking **Send Approval Email**, the parent/guardian receives a course selection approval request email, including:
 - a. The student's course requests
 - b. Alternate course requests, if any
 - c. Issues with course submission, if any (e.g. missing prerequisite, etc.)
 - d. Student comments, if any
 - e. Course guidance messages, if any

THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY!



Course Selections approval request

Hi,

First102 Last102 has requested you approve their Course Selections.

To approve these choices, you must review the information below and click 'Approve Course Selections'.

Name: First102 Last102

School: Demo High School 2

Courses Submitted:

- English (ENG4C1)
- Chemistry (SCH4CC)
- Interdisciplinary Studies (IDC4U1)
- Visual Arts (AVI2O1)
- Introduction to Business (BBI2O1)

Alternate Courses Submitted:

- Guitar Music (AMG2O1)

3. In the course selection approval request email, the parent/guardian has the option to **Approve** or **Reject** the student's selections by clicking a button or link in the email.

Parent/Guardian Approval



Approval was successful

Your course selection approval has been confirmed and sent to the school.

Approve Course Selections



Don't approve of these Course Selections? **Reject Request**. If you reject this request, please follow up with your school's guidance counsellor about next steps.

- Students see a confirmation within their **High School Plan** indicating if their course selections have been approved or not by their parent/guardian.

High School

Course Selection Resources

[Plan](#) [Courses](#)

Official High School Plan View Plans

✓
Your courses are **Submitted** Oct. 19, 2020, 10:41 p.m. EDT

✓
Approved

Grade 9 Completed	Grade 10 Completed	Grade 11 Current Year	
Music - Vocal/Choral AMV101 • 1 Credit • 95%	Career Studies GLC201 • 0.5 Credits • 91%	English ENG3U1 • 1 Credit	English ENG4C1 • 1 Credit
Issues in Canadian Geography CGC1D1 • 1 Credit • 90%	Food and Nutrition HFN1O1 • 1 Credit • 96%	Functions MCR3U1 • 1 Credit	Chemistry SCH4CC • 2 Credits
Canadian History in the 20th... CHC2D1 • 1 Credit • 95%	Principles of Mathematics MPM1D1 • 1 Credit • 80%	Core French FSF3U1 • 1 Credit	

30/30
✓

REQUIRED CREDITS

14
Planned

16
Earned

30
Total

View Progress

All 80
Pending Approval 1
Pending Export 0
Exported 0
Filters

Filters

Last Initial

All

Grade

All

Elementary School

All

Homeroom

All

Issues

All

Submitted Course

All

Student Comment

All

Parent Approval

All

Approve Plans
Group Actions
1 Selected Clear Selection
Search...

<input checked="" type="checkbox"/>	Last Name	First Name	Grade	Date Submitted	Course Selection
<input checked="" type="checkbox"/>	Last102	First102	11	Oct. 19, 2020, 10:41 p.m.	

1 submission in 1 page

Send Message
Print Options
View High School Planner
Re-Allow Submission
Not Completing Course Selection

- Students can resend the approval email multiple times if needed. For example, if an error is made when entering the email or to share the approval request with more than one

parent/guardian.

- Once a request has been approved or rejected by a parent/guardian, this invalidates other approval requests sent by the student.
- If course submissions are re-allowed for a student by a counsellor, this invalidates previous parental approval of the submissions and allows students to send a new email after re-submitting.