

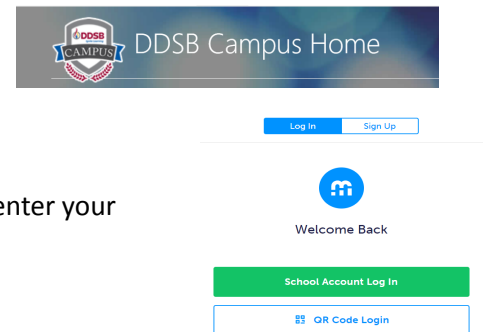
COURSE SELECTION GUIDE FOR SECONDARY SCHOOL STUDENTS

Hello MCVI! This step-by-step guide will help you complete your course selection using the myBlueprint website. Before you begin, you may choose to access the *Refining My Pathway* and *Designing My Future* resources (**online in our Google classrooms or on the table in the Guidance office**) to support you through the process.

LOGIN

There are 2 ways to login to myBlueprint:

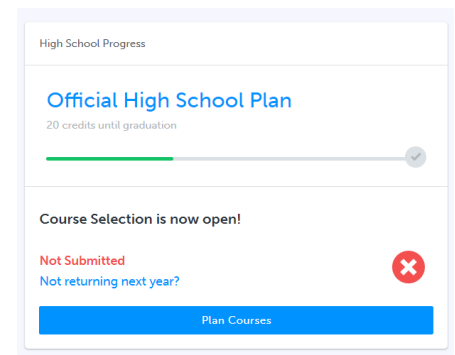
- Visit the DDSB Mobile Campus <https://student.ddsb.ca/> and click on myBlueprint
OR
- Visit www.myBlueprint.ca/ddsb, select **School Account Login** and enter your DDSB credentials



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.*



IF NEW TO MCVI - 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.

SELECTING CLASSES

1. ADD COURSES FOR NEXT YEAR

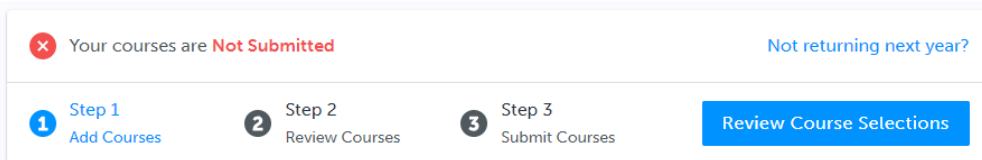
Note: Students selecting courses for grades 11 and 12 may select up to two eLearning courses. These are available under the discipline “Asynchronous Courses” & StudyE.

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.

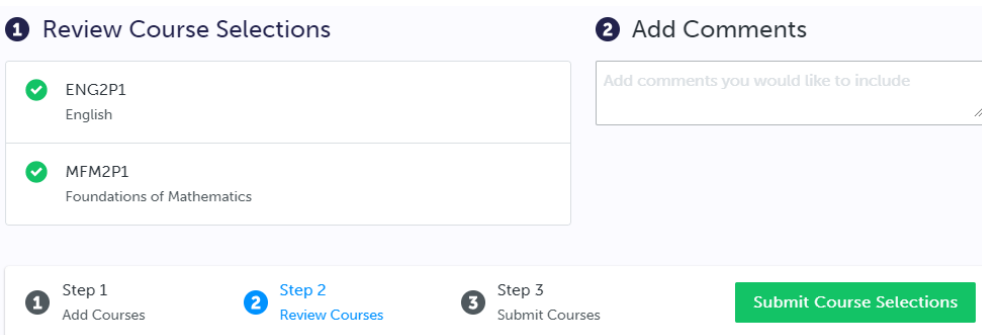
HINT: The **Graduation Indicator** will help you keep track of your progress towards graduation. Click **View Progress** for a list of specific graduation requirements.

2. 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. **(APRIL 1st)**



✖ Your courses are **Not Submitted** Not returning next year?

1 Step 1 Add Courses 2 Step 2 Review Courses 3 Step 3 Submit Courses [Review Course Selections](#)



1 Review Course Selections 2 Add Comments

✓ ENG2P1
English

✓ MFM2P1
Foundations of Mathematics

Add comments you would like to include

1 Step 1 Add Courses 2 Step 2 Review Courses 3 Step 3 Submit Courses [Submit Course Selections](#)

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 prerequisite credits in SAL or credit recovery)


3. 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.

[Submit Course Selections](#)

4. EMAIL PARENT/GUARDIAN APPROVAL – After submitting your course selections, click the **Send Approval Email** to email your parent/guardian to approve your course selections

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

1 Step 1 Add Courses 2 Step 2 Review Courses 3 Step 3 Submit Courses

[Send Approval Email](#) 

Not returning next year?

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

High School Progress

Official High School Plan
13 credits until graduation

Course Selection is now open!

Not Submitted
Not returning next year?

[Plan Courses](#)

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 finished! Thank you!