

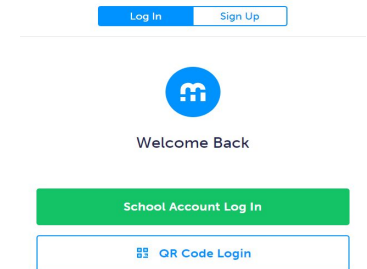
2021-2022 COURSE SELECTION GUIDE FOR MCVI STUDENTS



This step-by-step guide will help you complete your course selection using the myBlueprint website.

LOGIN

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



COURSE SELECTION

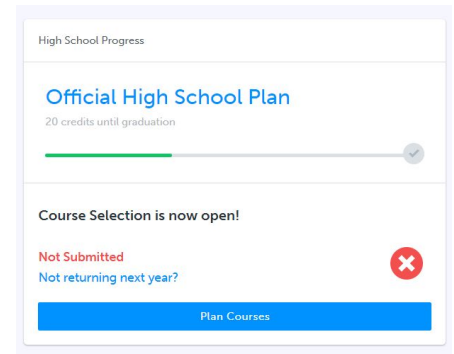
From your **Dashboard**, click on the **Plan Courses** button that appears in the High School Progress box.

***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.*

ACCESS YOUR HIGH SCHOOL PLAN

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

1. From the left navigation menu, click **High School**
2. Under the High School heading, click **Plan**
3. Make sure the grade level for next year is highlighted in **Blue**



***NOTE:** Depending on when you came to MCVI you may need to click “Add Plan” and it may ask you to select a secondary school.*

1. ADD COURSES FOR NEXT YEAR

For the 2021-2022 school year, MCVI 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.**

In the proper column in your 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:** You can filter the courses you see by **GRADE** and **DISCIPLINE

Important Reminders

- You may select a variety of course types.
- You are encouraged to select courses that best suit your interests, pathway plan, and learning styles.
- There are **COMPULSORY** subjects for each grade level:
 - Grade 10 requires English, Math, Science, History and Careers/Civics
 - Grade 11 requires English and Math
 - Grade 12 requires English
- **ELECTIVE** courses for each grade will be placed in the boxes that say “Course”. **ALTERNATE** courses for each grade will be placed in the boxes that say “Alternate”.
 - We may be required to use your alternate courses to build your timetable so please choose all courses wisely.

A screenshot of a web interface. At the top, there is a red 'X' icon followed by the text "Your courses are **Not Submitted**". To the right of this is a blue link that says "Not returning next year?". Below this is a progress bar with three steps: "1 Step 1 Add Courses", "2 Step 2 Review Courses", and "3 Step 3 Submit Courses". The "Step 3" button is highlighted in blue and contains the text "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.

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.

Please ensure that you have not mixed In-Person courses with Synchronous Virtual Courses

Grade 8's only - use the Guiding Questions on the bottom of your Pre-Populated Course Planning Tool to reflect upon the courses you have selected.

A screenshot of a web interface. At the top, there are two sections: "1 Review Course Selections" and "2 Add Comments". The "Review Course Selections" section contains a list of two courses: "ENG2P1 English" and "MFM2P1 Foundations of Mathematics", each with a green checkmark. The "Add Comments" section contains a text input field with the placeholder text "Add comments you would like to include". Below these sections is a progress bar with three steps: "1 Step 1 Add Courses", "2 Step 2 Review Courses", and "3 Step 3 Submit Courses". The "Step 3" button is highlighted in green and contains the text "Submit Course Selections".

NOTE: Use the “Add Comments” section to explain any issues to your guidance counselor/teacher.

NOTE: Students wishing to take a **SUMMER SCHOOL** course will “Add Comments” to alert us to that plan. Please start the comment with “SUMMER SCHOOL”.

Example: “SUMMER SCHOOL: I plan on taking ENG2D1 in summer school this year”

NOTE: Even if you start by clicking on the “English” tab - you can change to a different subject by changing the “Discipline” category. In this example the drop-down menu will show English to start, but can be changed to other subjects. It can be found on the right-hand side under the “Search Courses” field. **This is what would be done for courses that will be completed in Summer School.**

- 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/PRINT SIGN-OFF SHEET** – After submitting your course selections, you will need to:
 - Click the blue **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

***If required, print and return a signed copy of your Course Selection Sign-Off Sheet to your homeroom teacher.**

YOU’RE DONE!

