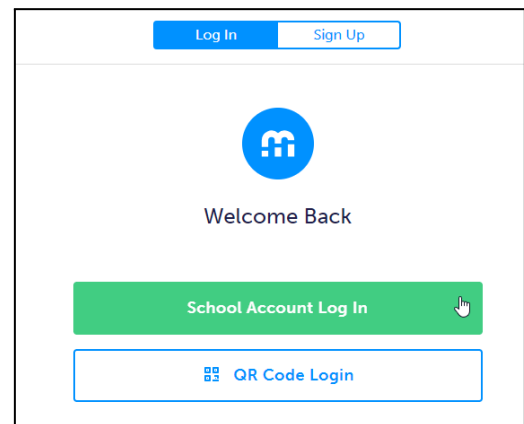


This step-by-step guide will help you complete online course selection using the myBlueprint website. You can also access the step-by-step guide with video instructions at:

<https://education.myblueprint.ca/tvdsbgrade8>

Login

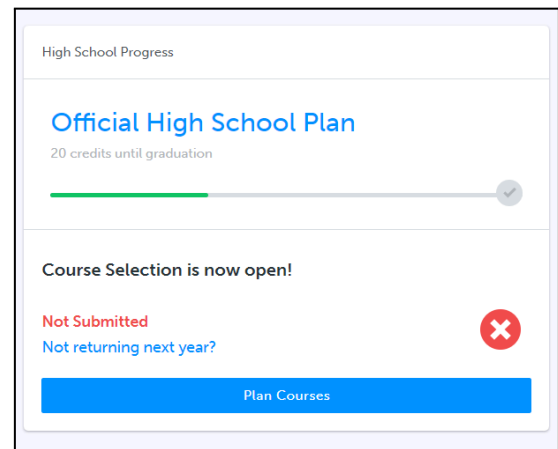
1. Visit www.myblueprint.ca/tvdsb
2. Select School Account Log in (green button)
3. Sign in with your school login information (123456789@gotvdsb.ca)



COURSE SELECTION

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

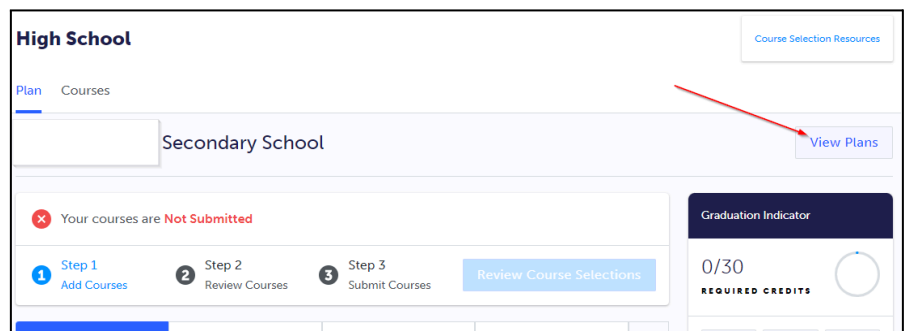
HINT: Clicking on **Plan Courses** will take you to your High School Planner - you can also access this by simply clicking on **High School** from the left hand navigation menu.



CREATE A HIGH SCHOOL PLAN

To complete course selection, you must create your first high school plan (if you haven't already!)

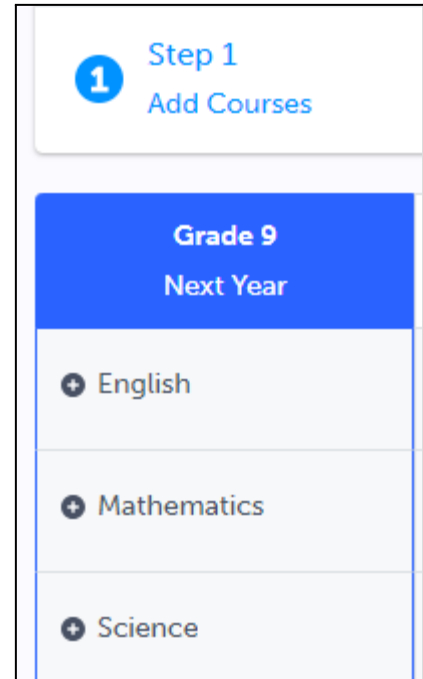
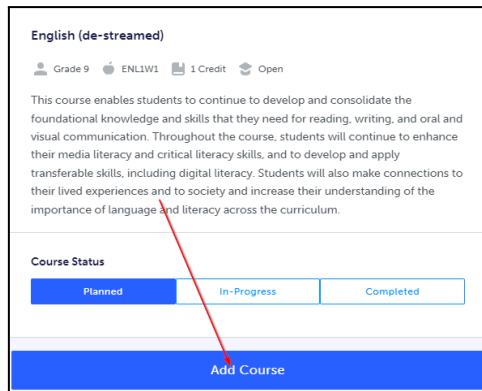
- From the left navigation menu, click **High School**
- Click on **View Plan**
- Click on **Add New Plan**
- **Select the High School** you plan to attend next year and click **Create New Plan**



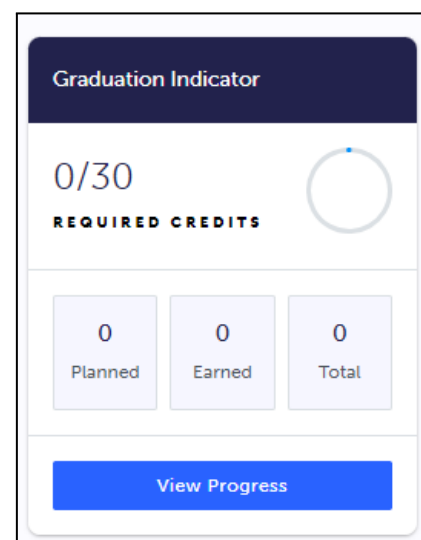
- **Considering more than 1 high school?** You can plan and submit courses for more than 1 high school by clicking **View Plans > Add New Plan**

1) ADD COURSES FOR NEXT YEAR


- 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 give your course selection one final look over. **Please review your courses carefully.**

 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

NOTE: If available, you can use the “Add Comments” section to explain any issues to your guidance counsellor (i.e. taking summer school, reach ahead credits)

1 Review Course Selections

2 Add Comments

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


- 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**.

 Your courses are **Submitted**

Send Approval Email


Please note that you will not be able to modify your course selections once submitted (unless your guidance counsellor re-allows submission)!

- 4) **EMAIL PARENT APPROVAL/PRINT SIGN-OFF SHEET** – After submitting your course selections, you will:
- Click the blue **Send Approval Email** to email your parent/guardian to approve your course selections (preferred method if available), or
 - Click the **Printer** button at the top right and return a signed copy by your parent to your counsellor or teacher

 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



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.

Congratulations! YOU'RE DONE!