

This step-by-step guide will help you complete online course selection using www.myblueprint.ca/halton

□ LOGIN: Current HDSB Student

1. Visit www.myblueprint.ca/halton
2. Click **Log In** at the top right
3. Enter your email and password, click **Login**

(students from a school outside of HDSB will complete the course selection manually with the secondary school guidance department)



□ COURSE SELECTION

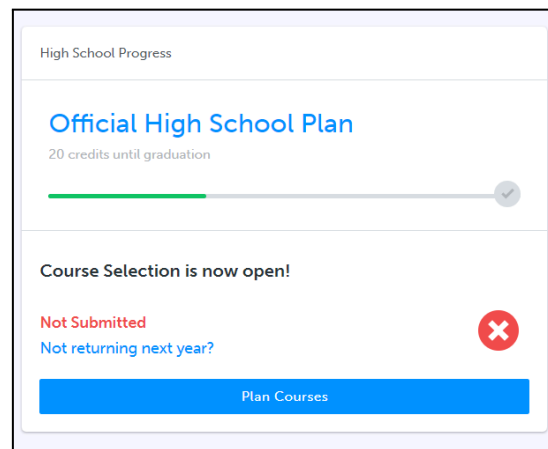
From your **Dashboard**, click on the **Plan Courses** button that appears in the **High School Progress** box. The button will say **Plan Courses** if course submission has not yet been enabled at your school.

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.

1) ADD COURSES FOR NEXT YEAR

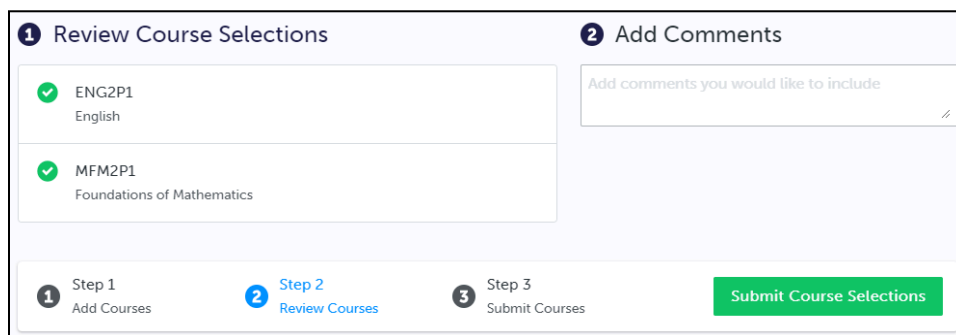
- In High School Planner, click + **[Course]**.
- In the **Course Selection and Details** screen, explore the available courses.
- Click **Add Course** when you find the course you want.

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.

NOTE: You can use the “Add Comments” section to explain any issues to your guidance counsellor (i.e. taking the prerequisite in night school, or 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**.

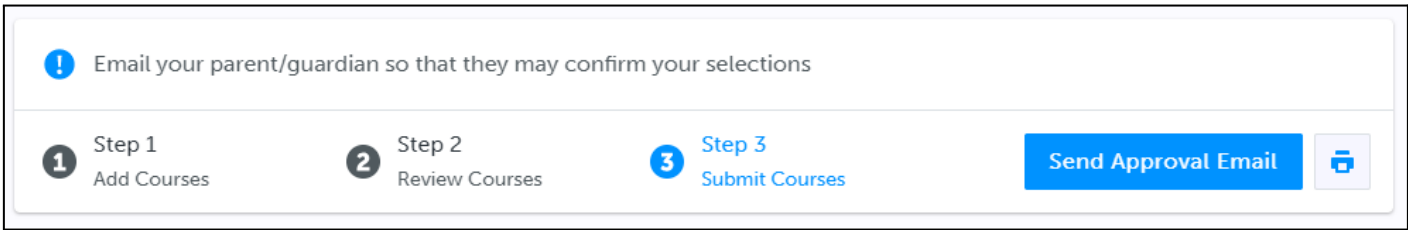
NOTE: You will not be able to modify your course selections once submitted any changes made with your counsellor after course selection will not be seen in myBlueprint until courses begin in September 2021



- 4) **EMAIL PARENT APPROVAL or PRINT SIGN-OFF SHEET** –

After submitting your course selections, depending on your school you will either have to:

- Preferred: 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 to your counsellor or teacher



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.



YOU'RE DONE!