

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

LOG IN

1. Visit www.myBlueprint.ca/tcdsb
2. Select **School Account Login**
3. Enter your TCDSB Credentials (the same way you would log into a school computer)

Note: please come prepared to complete course selection with an email address for your parent/guardian. This will be needed in the final step of submission

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 **View or 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.

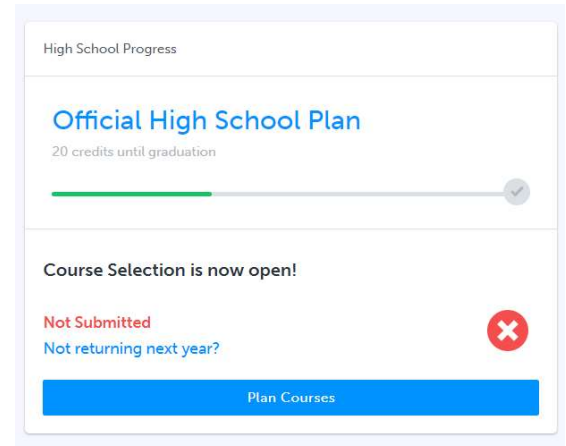
HINT: The **Graduation Indicator** will help you keep track of your progress towards graduation. Click **View Progress** for a list of specific graduation requirements.



Welcome Back

School Account Log In

QR Code Login



High School Progress

Official High School Plan
20 credits until graduation

Course Selection is now open!

Not Submitted
Not returning next year?

Plan Courses

Your courses are **Not Submitted**

Not returning next year?

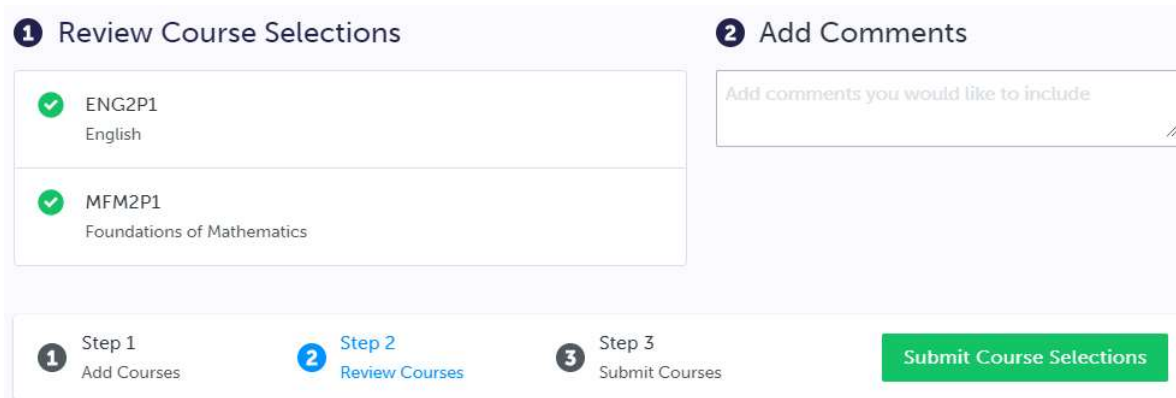
1 Step 1
Add Courses

2 Step 2
Review Courses

3 Step 3
Submit Courses

Review Course Selections

- 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.

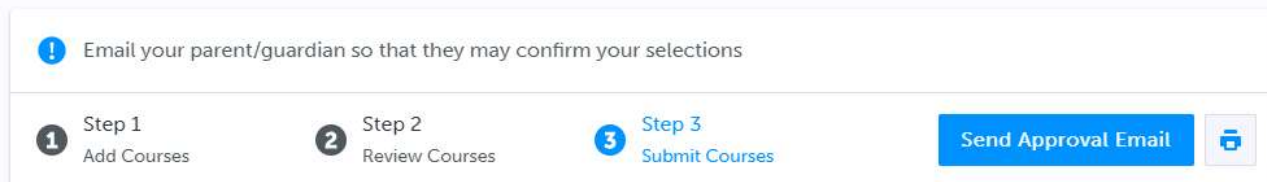


NOTE: If available, you can use the “Add Comments” section to explain any issues to your guidance counsellor (i.e. taking the prerequisite in night school, or summer school)

- 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**. 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**– After submitting your course selections, depending on your school board you will either have to:
- Click the blue **Send Approval Email** to email your parent/guardian to approve your course selections, or



NOTE: You can also resend an approval email by returning to your high-school grid and clicking the blue **Resend Approval Email Button**



YOU’RE DONE!

