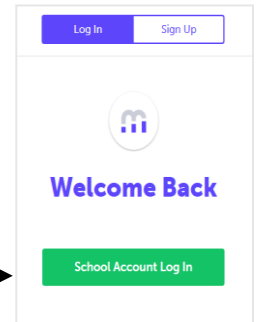


MPSJ will be using MyBlueprint Education Planner to complete on-line course selection. All Students must complete their course selection through this website & submit an email approval from a parent/guardian + pay the annual activity fee. PLEASE SEE DEADLINE DATES & Instructions on the back of handout to ensure their spot at MPSJ for the 2021-22 school year.

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

☐ LOGIN INFO

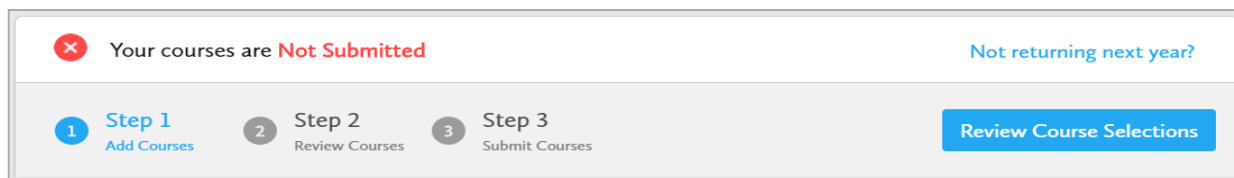
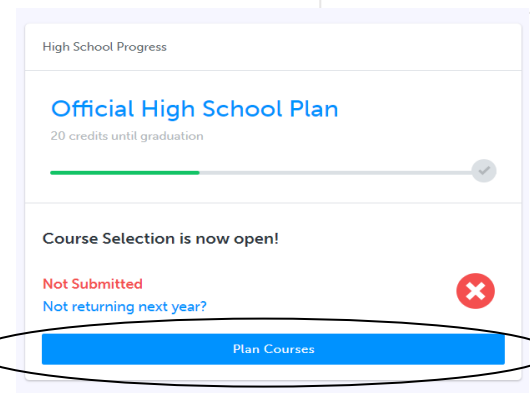
1. Visit www.myBlueprint.ca/tcdsb
2. Click "School Account Log In" and enter your School Login Info



☐ COURSE SELECTION

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



1) STEP 1: ADD COURSES FOR NEXT YEAR

- In High School Planner, click + **[Course]** to view courses.
- Select the specific course desired and read description
- Click **Add Course** when you find the course you want.

YOU MAY USE THE COURSE SELECTION PLANNER HANDOUT AS A GUIDE TO CHOOSE YOUR COURSES

PLEASE NOTE:

If a RED Warning appears when you have selected a course, this means that you are missing the prerequisite. A prerequisite is a mandatory course that must be completed to prepare you for the course you have selected. If you do not have the prerequisite, you will need to indicate how you plan to acquire this in "Step 2: Review Details". There is a *Add Comments* box in which to indicate whether you plan to take this course at summer school or night school, etc..

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

- Are you selecting courses that you will need to graduate?
- Build a full 30-credit high school plan to see which post-secondary options are available to you.
- Please look at the SHSM Planner on the Right to learn more about the SHSM program that begins in Gr 11.
 - Any Gr 10 Students interested in SHSM (Sports or Health/Wellness), please click on the "Learn More" icon and follow the steps to "Indicate Interest". **Please note:** You must select 2 credit CO-OP in Gr. 11. For IB students, this requirement can be done in Summer CO-OP anytime after Gr10.

- 2) **STEP 2: REVIEW COURSES** – When you are ready to submit your course selections, click the **Review Course Selections** button and give your course selection one final look over.

1 Review Course Selections

	ENGL1D1 English	No Issues
	MPM1D1 Principles of Mathematics	No Issues

HINT: If available, you can use the comments section to explain any issues to your guidance counsellor (i.e. taking the prerequisite in night school, or summer school, etc).

Before Submitting Your Course Selection:

1. Have you chosen **8 courses** or an equivalent of 8 credits, along with **2 Alternative Course Choices**?
2. Do you have prerequisites for all courses selected?
3. Have you checked post-secondary requirements so that you are selecting the necessary courses that will allow you to apply to the programs of your choice?

- 3) **STEP 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**.

You may only **SUBMIT** courses **ONCE**.

YOU MAY USE THE COMMENTS SECTION FOR THE FOLLOWING:

- Whether you plan to take a course at Summer School, Night School, elearning, etc... especially if you are missing a prerequisite;
- A preference for Co-op Education in a particular semester;
- Possible career goals or programs that interest you;
- Any other issue you would like to bring to your counsellor’s attention

- 4) **STEP 4: EMAIL PARENT APPROVAL**– After submitting your course selections,

- 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**

YOU’RE ALMOST DONE! Be sure to have your parent/guardian **APPROVE** your course selection through the email address that was entered in Step 4. Finally, please visit <https://tcdsb.schoolcashonline.com> to **Pay the required Activity Fee**

Deadline ----- <All grades must have this complete by March 5th, 2021>

For the course selection to be considered complete the student would have had to completed the Add & Submit courses and requested parental/guardian email approval + Paid the Activity Fee ONLINE

Reminder: Activity Fee payment will only be accepted on-line!

Visit <https://tcdsb.schoolcashonline.com> to register your student and complete your 2021/2022 Activity Fee payment.

2021-2022

www.myBlueprint.ca/tcdsb

MPSJ