

USING MYBLUEPRINT TO COMPLETE 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.



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Step 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.



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Step 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)*



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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***.

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



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Step 4: EMAIL PARENT APPROVAL/PRINT SIGN-OFF SHEET

EMAIL PARENT APPROVAL

After submitting your course selections, click the blue Send Approval Email to email your parent/guardian to approve your course selections.

*** If your parent approves, we will print a hard copy for our files.

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Step 5: Hard Copies of Parental Approval

If we do not receive an electronic confirmation of your parent's approval of your course selection, we will print a copy and have students take it home to be signed.

Our goal is to have a signed hard copy of approved choices for EVERY SINGLE STUDENT!



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