

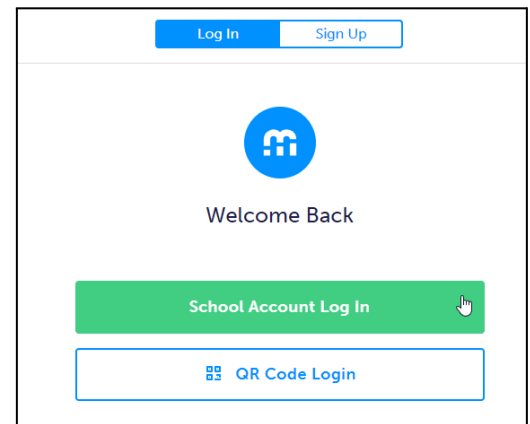
January 2024

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/tvdsb-course-selection>

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

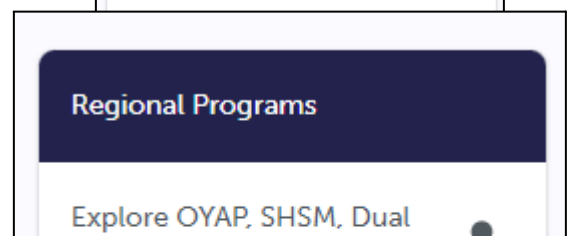
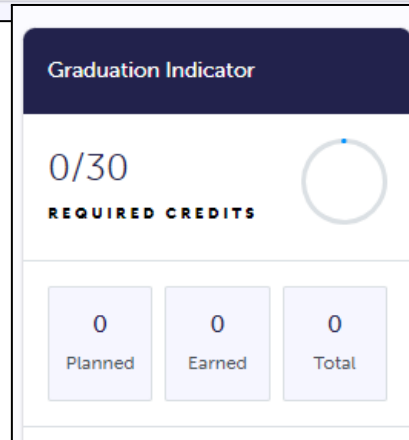
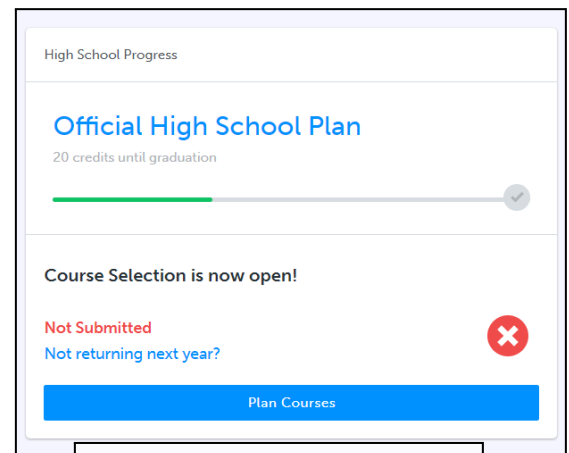
From your **Dashboard**, click on the **Plan Courses** button that appears in the High School Progress box.

HINT: Clicking on **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.

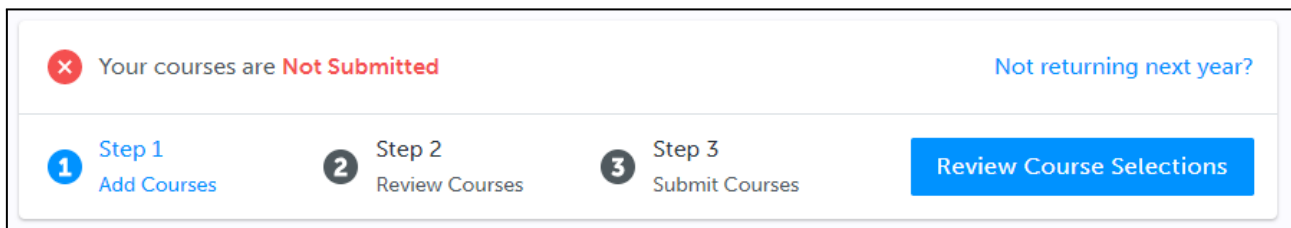
HINT: The **Graduation Indicator** will help you keep track of your progress towards graduation. Click **View Progress** for a list of specific graduation requirements.



January 2024

- 2) **Regional Programs** - You can check out specialized programs available to you through the Regional Programs feature. Simply click on Regional Programs to find out more

- 3) **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.



× 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 the prerequisite in night school, or summer school)

- 4) **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)!



- 5) **EMAIL PARENT APPROVAL/PRINT SIGN-OFF SHEET** – 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

January 2024

- Click the **Print Sign-off Sheet** or **Printer** button at the top right, have your parent/guardian sign a copy, and return it 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. If you don't see an option to print, that means this step is not required by your school.

Resend Approval Email



YOU'RE DONE!

Not returning next year?

- 1) From your **Dashboard**, click on the **Not returning next year?** button that appears in the **High School Progress** box, or click the same link above the 'Review Course Selections' button in the **High School** section.
- 2) Select the option that suits your pathway and press **Confirm**

Not returning next year?

Let us know where you're headed by selecting an option below.

Apprenticeship

College

University

Workplace

New School

Not Graduating

Other Education/Training

Confirm