

# Cedarbrae Collegiate Instruction Sheet – Online Course Selection Guide for Students

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

**Complete this process between February 5<sup>th</sup> to February 28<sup>th</sup>, 2025.**

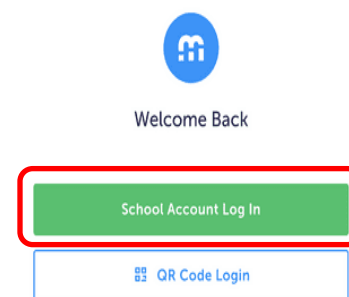
1) VISIT - <https://schoolweb.tdsb.on.ca/cedarbraeci/Guidance/Course-Selection>

Click on the myBlueprint link.



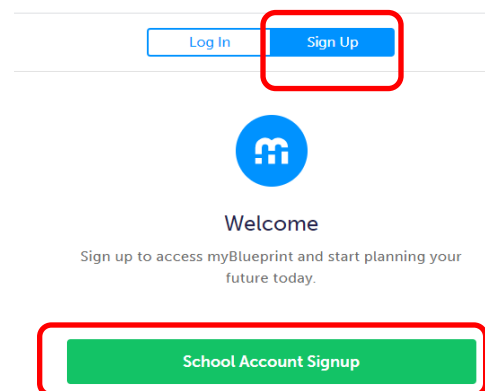
2a) **EXISTING USER:** If you have used myBlueprint before and have an existing account.

- Select School Account Login and login with your TDSB credentials (The same way you would log into a school computer)
- If you have not logged in like this before, follow the instructions that come up on the screen



2b) **NEW USER:** If you are a New myBlueprint User or New to the school, you are required to create a new account. You can create an account by following these steps:

1. Click on the myBlueprint link [www.myBlueprint.ca/tdsb](http://www.myBlueprint.ca/tdsb).
2. Click **School Account Login**, if you see that button, and log in with your school username/password (same as you would use to log in on a school computer)
3. Don't see a School Account Login option? Click **Sign Up**
4. Select **your school** from the dropdown list and click **Create Account**
5. Select **Students** and click **Continue**
6. Select your grade, click **Continue**
7. Enter your **Provincial Education Number (i.e., OEN you can find this on your report card)** and **Date of Birth**, click **Continue**
8. Fill out the sign-up form and click **Create Account**

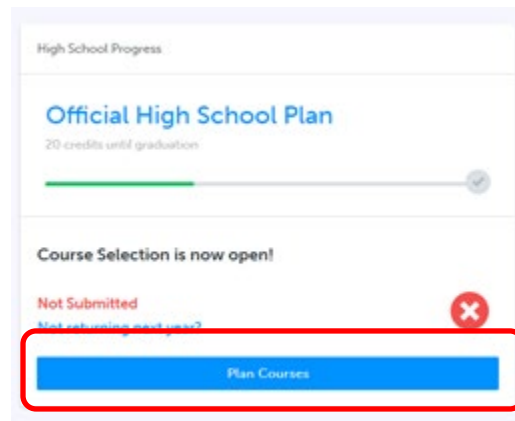


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## 3. COURSE SELECTION

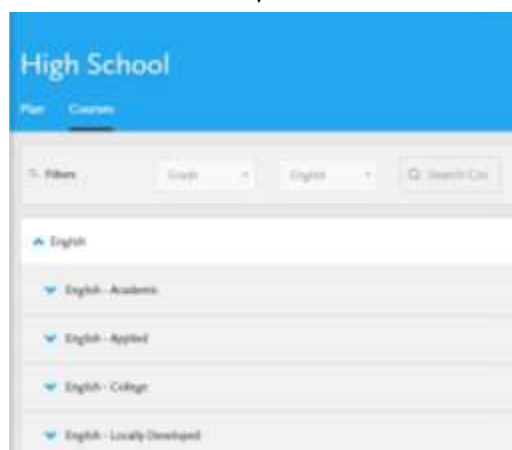
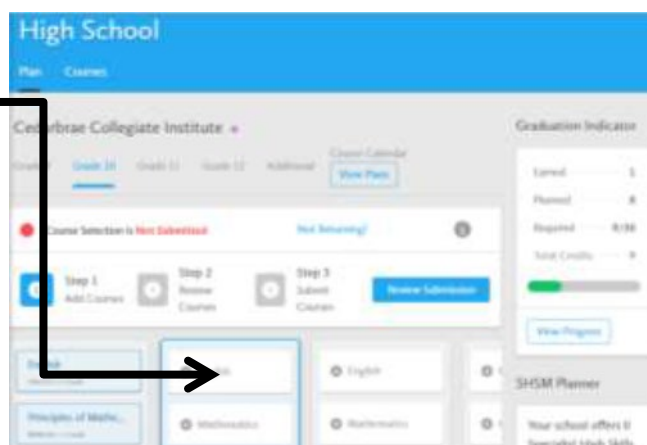
From your **Dashboard**, click on the **Plan Courses** button that appears in the High School Progress box. The button will say **Plan Courses** if course submission has not yet been enabled at your school.

**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.

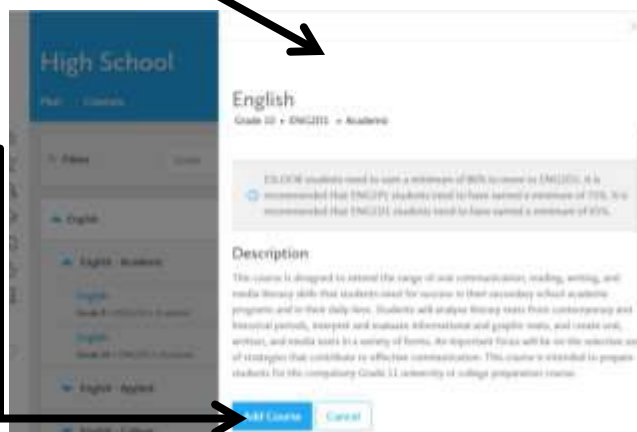


## ADD COURSES FOR NEXT YEAR

- In High School Planner, click + **[Course]**.
- Use the Official High School Plan.
- Click on the box you want to add a course to. The following screen will come up for you to

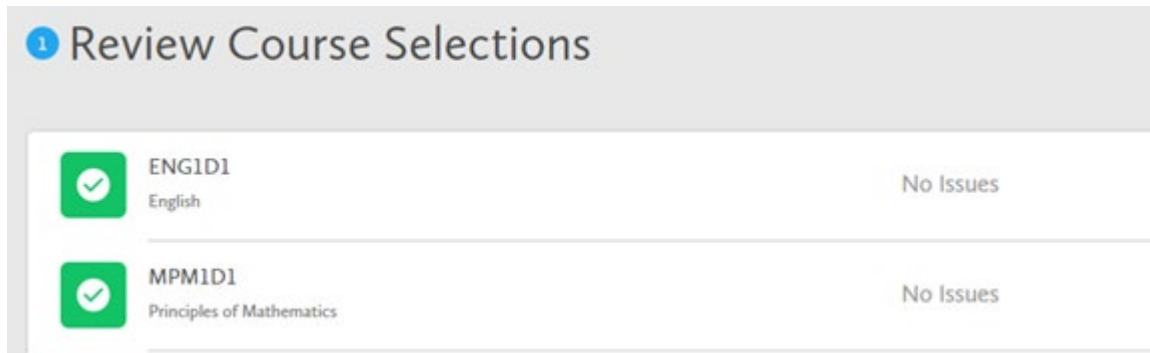
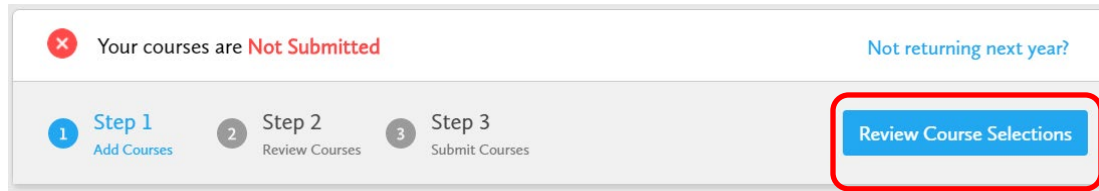


- In the **Course Selection and Details** screen, explore the available courses. Check course descriptions, prerequisites, and course suggestions before choosing to add the course.
- Click **Add Course to Plan** when you find the course you want.



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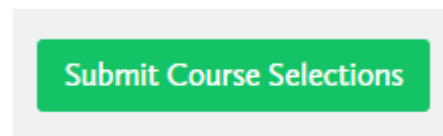
**REVIEW COURSES** – When you are ready to submit your course selections, click the **Review Course Selections** button and give your course selection one final look over



**HINT:** 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.).

## 4. SUBMIT COURSES – This will take place between February 5<sup>th</sup> to February 28<sup>th</sup>, 2025

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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**5. EMAIL PARENT APPROVAL/PRINT SIGN-OFF SHEET** – After submitting your course selections, you will have to:

- Click the blue **Send Approval Email** to email your parent/guardian to approve your course selections. If your parents do not approve your course selection, then you must ask your counsellor to allow re-submission of the courses to make any changes needed.
- You will then resubmit your course selections and again click the blue **Send Approval Email** to email your parent/guardian to approve your course selections
- Click the **Printer** button at the top right and keep a copy of the sign-off sheet for your records

 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.

[Resend Approval Email](#) 

**YOU'RE DONE!**