

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

EXISTING USER?

1. Visit www.myBlueprint.ca/tdsb
2. Select **School Account Login** and enter your TDSB Credentials

NEW USER?

3. Visit www.myBlueprint.ca/tdsb
4. Select **School Account Login** and enter your TDSB Credentials

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 **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.

CREATE A HIGH SCHOOL PLAN

To complete course selection, you must create your first high school plan (if you haven't already!)

- From the left navigation menu, click **High School**
- Click on **Add Plan**
- **Select the High School** you plan to attend next year and click **Create New Plan**
- **Considering more than 1 high school?** You can plan and submit courses for more than 1 high school by clicking **View Plans > Add New Plan**

HINT: Go to <https://www.tdsb.on.ca/Find-your/School> --> **By Address** to find your geographic home school and be sure to select courses for that school. Also, you can select courses for any school that you applied to under **Optional Attendance**.

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.

Log In Sign Up



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

Not Submitted Not returning next year?

1 Step 1
Add Courses

2 Step 2
Review Courses

3 Step 3
Submit Courses

Review Course Selections

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

 Review your course selections before submitting. Once submitted, you can no longer make changes in myBlueprint.

1 Step 1
Add Courses

2 Step 2
Review Courses

3 Step 3
Submit Courses

Submit Course Selections

1 Review Course Selections

 ENG1D1
English

 MPM1D1
Principles of Mathematics

2 Add Comments

Add comments you would like to include

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/PRINT SIGN-OFF SHEET – After submitting your course selections

- Click the blue **Send Approval Email** to email your parent/guardian to approve your course selections

NOTE: You can also click the **Printer** button at the top right and return a signed copy by your parent to your counsellor or teacher if requested by your school

 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.



YOU’RE DONE! *If required, print and return a signed copy of your **Course Selection Sign-Off Sheet** to your Counsellor or Teacher.