

**BROOKLIN HIGH SCHOOL**

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

□ **EXISTING USER?**

1. Visit <https://app.myblueprint.ca/?sdid=ddsb>
2. Click **Log In** at the top right
3. Enter your email and password, click **Login**

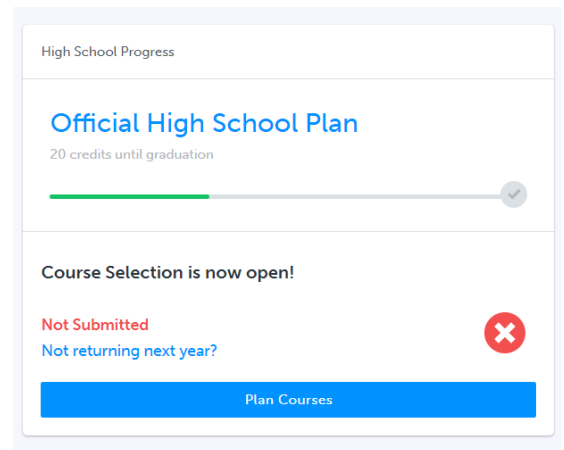
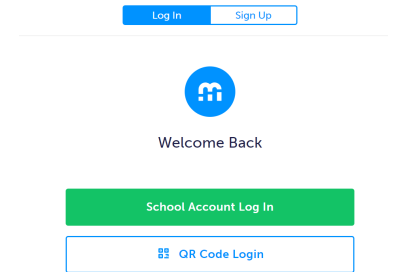
□ **NEW USER?**

1. Visit <https://app.myblueprint.ca/?sdid=ddsb>
2. Select **School Account Login**  
[https://drive.google.com/file/d/1xjMQXqLufBBDMeG-5SYWe3wAF7c\\_AmN4/view?usp=sharing](https://drive.google.com/file/d/1xjMQXqLufBBDMeG-5SYWe3wAF7c_AmN4/view?usp=sharing)
3. Select **Students** and click **Continue**
4. Enter your **DDSB account information**
5. Fill out the sign up form and click **Create Account**

□ **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.

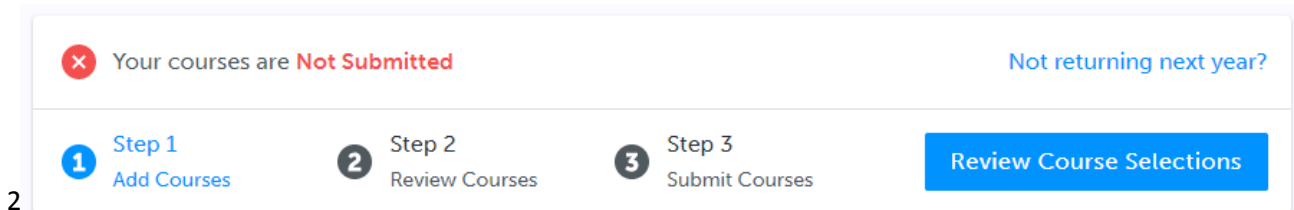
***HINT:** Clicking on **View or Plan Courses** will take you to your High School Planner - you can also access this by simply clicking on **High School** from the left hand navigation menu.*



**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.*



- 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.

**1 Review Course Selections**

✓ ENG2P1  
English

✓ MFM2P1  
Foundations of Mathematics

**2 Add Comments**

Add comments you would like to include

**1** Step 1  
Add Courses

**2** Step 2  
Review Courses

**3** Step 3  
Submit Courses

Submit Course Selections

**NOTE:** Use the “Add Comments” section to explain any issues to your guidance counsellor (i.e. taking the prerequisite in summer school, failed course and taking it in 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** – 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

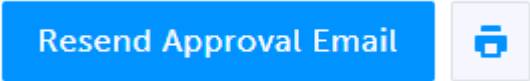
**2** Step 2  
Review Courses

**3** Step 3  
Submit Courses

Send Approval Email



**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!**