

This step-by-step guide will help you complete online course selection using the MyBlueprint website. You should go to Centennial Secondary School Website: <http://css.hpedsb.on.ca/>

You should then click on the Virtual Learning Environment icon seen below. Enter your ID and password: You will use the same ID and password that is used daily to access school computers. If you do not remember your ID and password, please ask one of your classroom teachers to look it up for you.

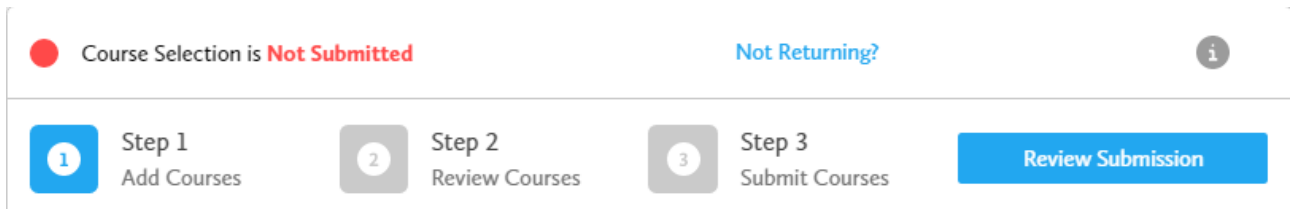
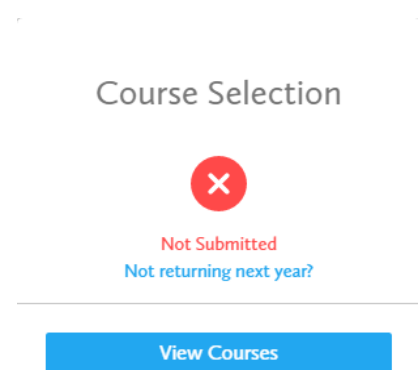


Once you log in, then you click on the MyBlueprint icon at the top of the screen. From here, you will be in MyBlueprint and ready to select your courses.

## □ COURSE SELECTION

From your **Dashboard**, click on the **View Courses** button that appears in the Course Selection box at the top left. 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) 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 to Plan** when you find the course you want.

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

- 2) **STEP 2: 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.

Review Course Selections		
	ENG3U1 English	Prerequisite(s) Not Met
	MEL3E1 Mathematics for Work and Everyday Life	No Issues
	BAF3M1 Financial Accounting Fundamentals	No Issues
	HPC3O1 Raising Healthy Children	No Issues

**HINT:** If available, 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).

- 3) **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**.

Submit Course Selections

- 4) **PRINT SIGN-OFF SHEET**

**NOTE:** The sign-off sheet will show in another tab or window – if it doesn't show after you've click the button, check the pop-up blocker settings for your web browser.

 Course Selection is now **Submitted** Oct 19, 2016

Print Sign-Off Sheet



**YOU'RE DONE!** Print and return a signed copy of your **Course Selection Sign-Off Sheet** to your Counsellor or Teacher.