

# Cedarbrae Collegiate Instruction Sheet – Online Course Selection Guide for Students Not Returning

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

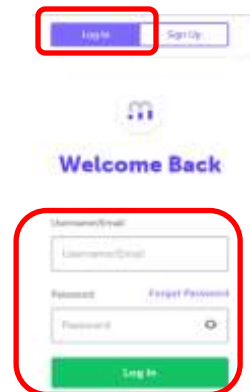
**Complete this process between February 6<sup>th</sup> to 22<sup>nd</sup> 2019**

**1) VISIT <http://www.cedarbraeci.com/course-selection.html>**



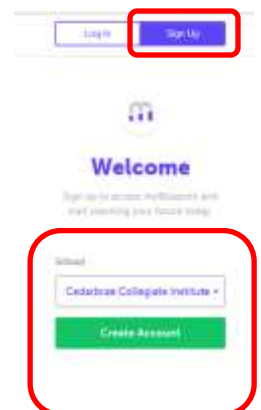
**2a) EXISTING USER:** If you have used myBlueprint before and have an existing account.

- Enter your email address and password and click Login.
- If you have forgotten the email address you used come to guidance we can help.
- If you have forgotten your password click on forgot password and create a new one.
- Once you have signed in make sure to validate your email.



**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. Go <http://www.cedarbraeci.com/course-selection.html> Click on the myBlueprint link.
2. Click “Sign Up”, select our school from the dropdown
3. Click on “Create Account” (Note: a valid email address is required)
4. Select your grade, click **Continue**
5. Enter your **Ontario Education Number (OEN)** – not your student number! You will find this on your credit counselling summary, report card or timetable.
6. Enter your **Date of Birth**, click **Continue**
7. Fill out the sign up form

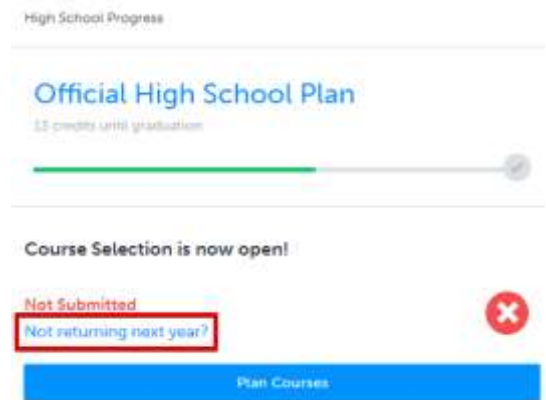


If at any time you are asked to enter an **Activation Key**, Cedarbrae’s Activation Key is cedarbrae1.

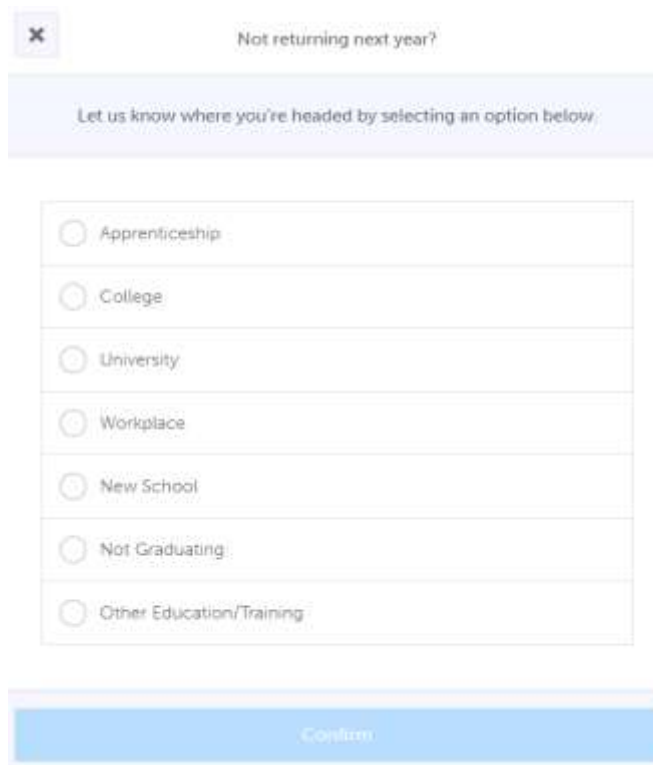
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## Not returning next year?

- 1) From your **Dashboard**, click on the **Not returning next year?** button that appears in the High School Progress box.



- 2) Select the option that suits your pathway and press confirm

A screenshot of a form titled "Not returning next year?". The form asks the user to "Let us know where you're headed by selecting an option below." and provides seven radio button options: "Apprenticeship", "College", "University", "Workplace", "New School", "Not Graduating", and "Other Education/Training". A blue "Confirm" button is located at the bottom of the form.

## 3. COMPLETE THE EXIT SURVEY and submit it.

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**4. YOU'RE DONE!** Print and return the signed copy of your Sign-Off Sheet attached to your Course Selection Sheet to the Student Services Office/Guidance by February 22, 2019.

*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

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**Course Selection Sign Off Sheet**

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|                                  |                  |                              |
|----------------------------------|------------------|------------------------------|
| STUDENT<br>LAST14, FIRST14 (18+) | DEF#<br>00001014 | SCHOOL<br>Demo High School 1 |
| EMAIL<br>DEMOEMAIL55@DEMO.COM    | GRADE<br>9       |                              |

**Courses Selected (8)**

| CODE   | COURSE                               | TYPE | CREDIT | REQUIREMENT | ISSUES |
|--------|--------------------------------------|------|--------|-------------|--------|
| ENG2D1 | English                              | D    | 1      | Eng         |        |
| MFM2P1 | Foundations of Mathematics           | P    | 1      | Math        |        |
| SNC2D1 | Science                              | D    | 1      | Sci         |        |
| CHC2P1 | Canadian History in the 20th century | P    | 1      | His         |        |
| RPL2OM | Healthy Active Living Education      | O    | 1      | Grp2        |        |
| HIF2O1 | Exploring Family Studies             | O    | 1      | Grp1        |        |
| CHV2O1 | Civics and Citizenship               | O    | 0.5    | Civ         |        |
| GLC2O1 | Career Studies                       | O    | 0.5    | Car         |        |
| ICS2O1 | Introduction to Computer Studies     | O    | 1      | Etec.       |        |

**Alternate Courses Selected (2)**

|        |                         |   |   |  |  |
|--------|-------------------------|---|---|--|--|
| TCJ2O1 | Construction Technology | O | 1 |  |  |
| ADA2O1 | Drama                   | O | 1 |  |  |

**Ontario Secondary School Diploma Status**

|           | ENG | FRE | MATH | SCI | ART | PE  | CIV | CAR | HIS | QEO | QRP1 | QRP2 | QRP3 | COMP  | ELEC | TOTAL |
|-----------|-----|-----|------|-----|-----|-----|-----|-----|-----|-----|------|------|------|-------|------|-------|
| EARNED    | 0/4 | 0/3 | 0/3  | 0/2 | 0/3 | 0/3 | 0/5 | 0/5 | 0/1 | 0/3 | 0/3  | 0/3  | 0/3  | 0/3   | 0/3  | 0/30  |
| ON TRACK* | 2/4 | 1/3 | 2/3  | 2/2 | 0/3 | 1/3 | 5/5 | 5/5 | 1/1 | 1/1 | 1/1  | 1/1  | 1/1  | 14/18 | 2/12 | 16/30 |

\* On Track includes earned, current and next year courses. Students must also complete 40 hours of Community Involvement and the Ontario Secondary School Literacy Test to graduate. Please see your Counsellor for your current status regarding these requirements.

Student Signature: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_