

# 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.

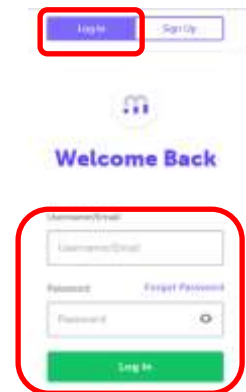
**Complete this process between February 5<sup>th</sup> to 20<sup>th</sup> 2020**

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



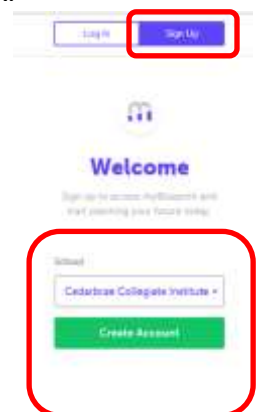
## 2a) EXISTING USER: If you have used myBlueprint before and have an existing account.

- 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



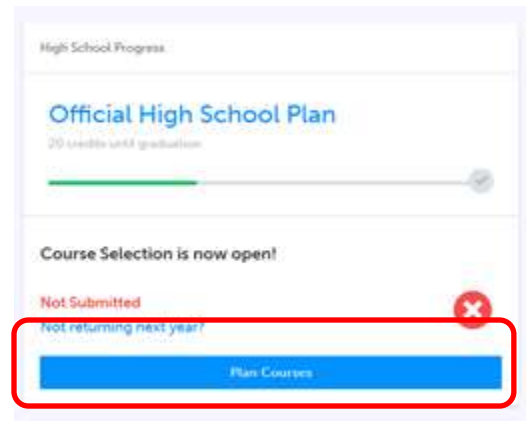
If at any time you are asked to enter an **Activation Key**, Cedarbrae's Activation Key is cedarbrae1.

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## 3. COURSE SELECTION

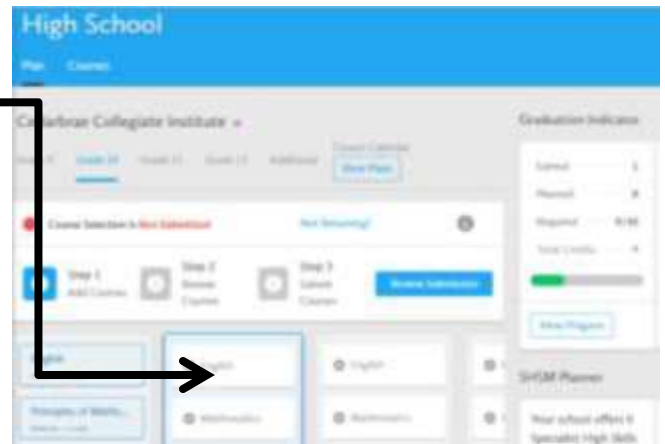
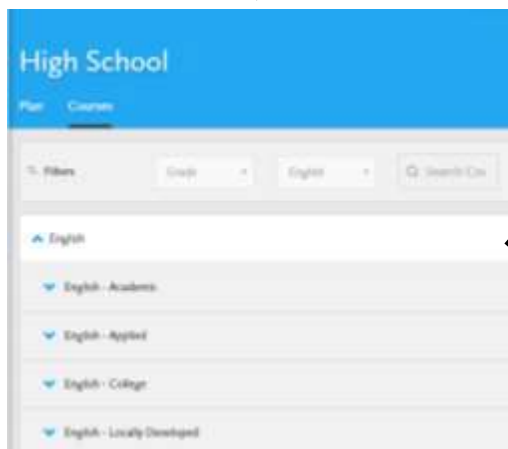
From your **Dashboard**, click on the **Plan Courses** button that appears in the High School Progress box. The button will say **Plan Courses** if course submission has not yet been enabled at your school.

**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.



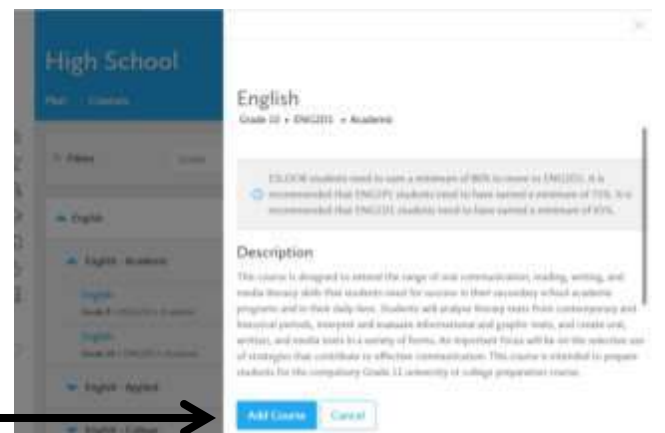
## ADD COURSES FOR NEXT YEAR

- 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



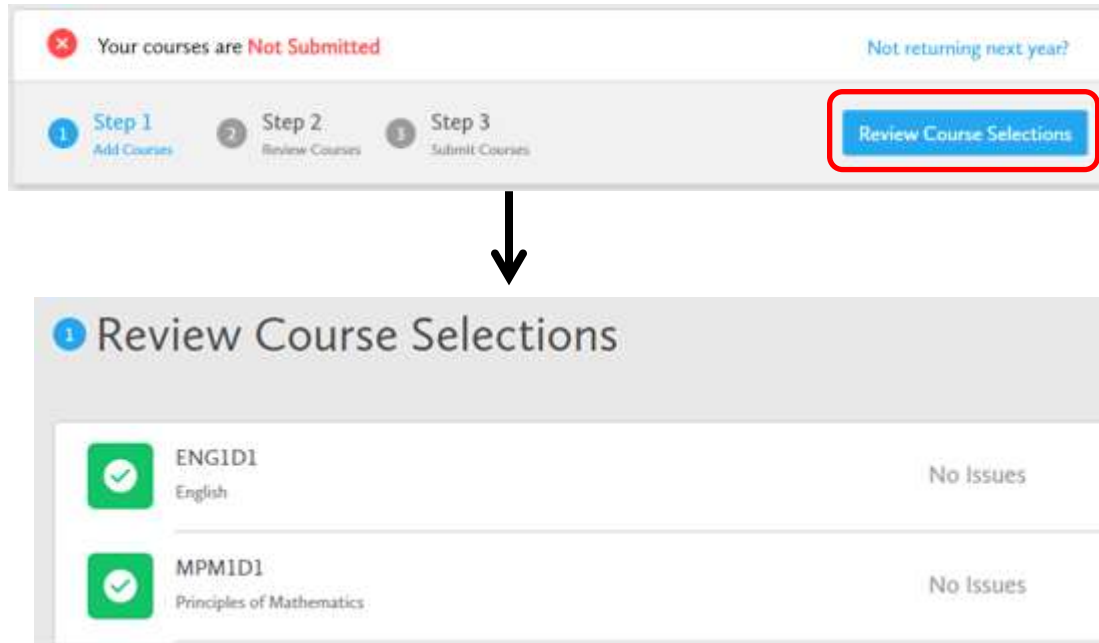
- In the **Course Selection and Details** screen, explore the available courses. Check course descriptions, prerequisites and course suggestions before choosing to add the course.

- Click **Add Course to Plan** when you find the course you want.



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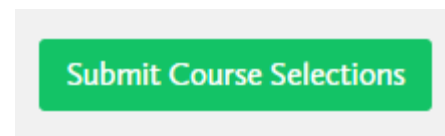
**REVIEW COURSES** – When you are ready to submit your course selections, click the *Review Course Selections* button and give your course selection one final look over



**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 20<sup>th</sup> 2020

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**.



## 5. 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 March 6, 2020.

**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.

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

[Print Sign-Off Sheet](#)



## Course Selection Sign Off Sheet

Page 1 of 2

STUDENT LAST14, FIRST14 (I0+)	DEH 00001014	SCHOOL Demo High School 1
EMAIL DEMOEMAIL55@DEMO.COM	GRADE 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	
PPL2OM	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	Elec.	

### Alternate Courses Selected (2)

TCJ2O1	Construction Technology	O	1		
ADA2O1	Drama	O	1		

### Ontario Secondary School Diploma Status

	ENG	FRS	MATH	SCI	ART	PE	CIV	CAR	HIS	GEO	GRP1	GRP2	GRP3	COMP	ELEC	TOTAL
EARNED	0/4	0/1	0/3	0/2	0/1	0/1	0/5	0/5	0/1	0/1	0/1	0/1	0/1	0/10	0/12	0/30
ON TRACK*	2/4	1/1	2/3	2/2	0/1	1/1	5/5	5/5	1/1	1/1	1/1	1/1	1/1	14/10	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: \_\_\_\_\_