

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.

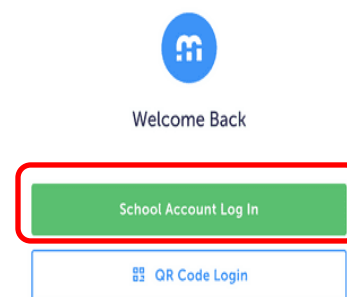
Complete this process between February 8th to 25th 2021

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



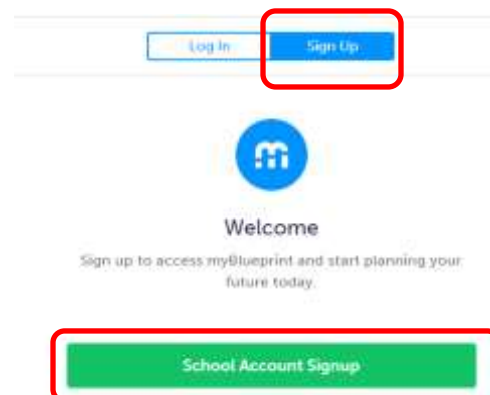
2a) EXISTING USER: If you have used myBlueprint before and have an existing account.

- Select School Account Login and login with your TDSB credentials (the same way you would log into a school computer)
- If you have not logged in like this before, follow the instructions that come up on the screen



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 my Blueprint link.
2. Click “Sign Up”
3. Click on “School Account Signup” (Note: use your TDSB student email)
4. Read and follow the directions that come up on the screen
5. You may be asked to enter your **Ontario Education Number (OEN)** – **not** your student number!
You will find this on your credit counselling summary, report card or timetable.

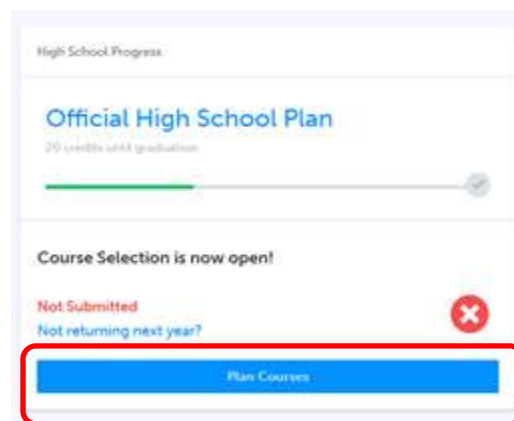


Cedarbrae Collegiate Instruction Sheet – Online Course Selection Guide for Students

3. COURSE SELECTION

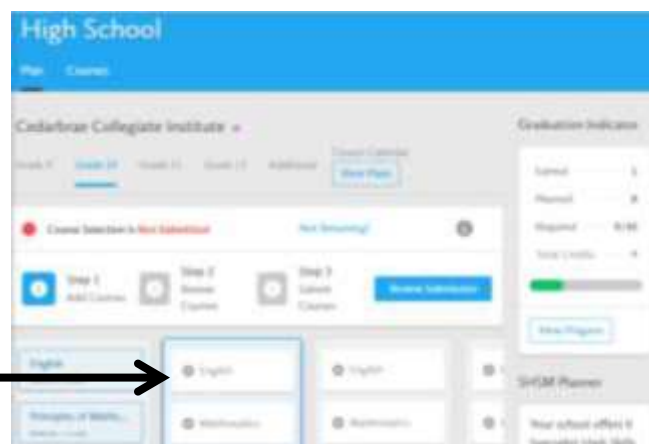
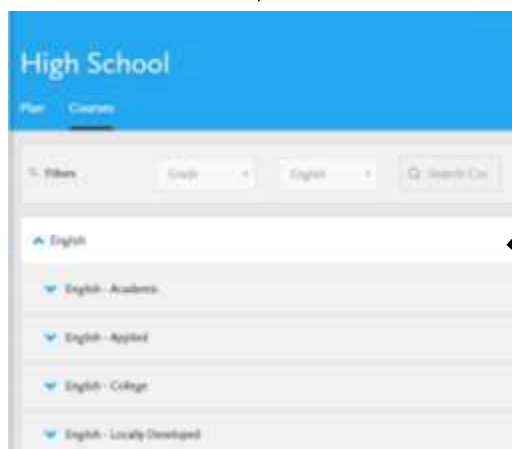
From your **Dashboard**, click on the **Plan Courses** button that appears in the High School Progress box. The button will say **Plan Courses** if course submission has not yet been enabled at your school.

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.

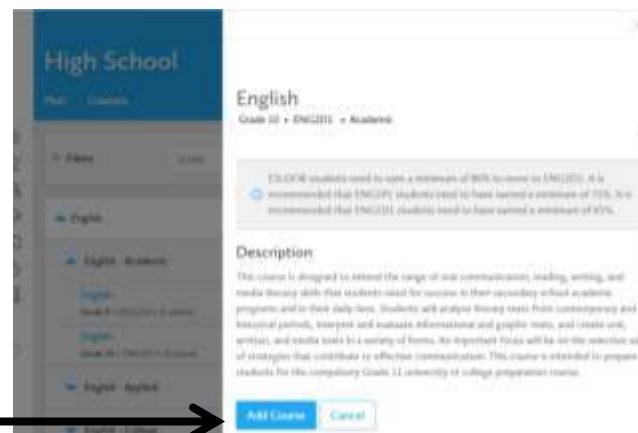


ADD COURSES FOR NEXT YEAR

- 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



- 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.



Cedarbrae Collegiate Instruction Sheet – Online Course Selection Guide for Students

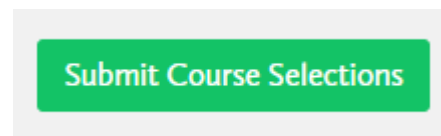
REVIEW COURSES – When you are ready to submit your course selections, click the **Review Course Selections** button and give your course selection one final look over



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 8th to 25th 2021

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)

Cedarbrae Collegiate Instruction Sheet – Online Course Selection Guide for Students


5. EMAIL PARENT APPROVAL/PRINT SIGN-OFF SHEET – After submitting your course selections, you will have to:

- Click the blue **Send Approval Email** to email your parent/guardian to approve your course selections. If your parents do not approve your course selection, then you must ask your counsellor to allow re-submission of the courses in order to make any changes.
- You will then resubmit your course selections and again click the blue **Send Approval Email** to email your parent/guardian to approve your course selections
- Click the **Printer** button at the top right and keep a copy of the sign-off sheet for your records

 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.

[Resend Approval Email](#) 

YOU'RE DONE!