

ONLINE COURSE SELECTION GUIDE—Bur Oak S.S.

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

Create your Account

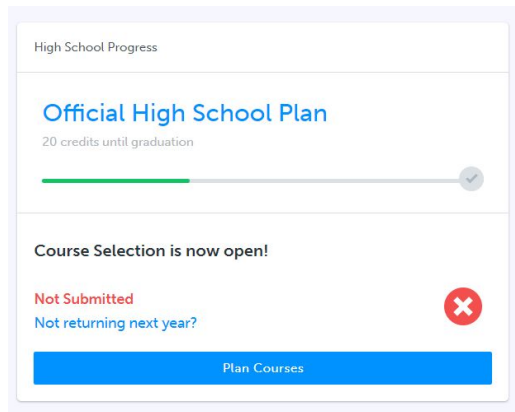


1. Login through <https://mypathwayplanner.yrdsb.ca> (see icon above)
2. Enter your YRDSB username and password

Course Selection Process

From your **Dashboard**, click on **High School** (left hand bar). This will open the course selection planner and will take you to links for your **Plan** and **Courses**. **Don't worry that it says Course Selection is closed—it will open to submissions on February 11th. It will close February 22nd.**

***HINT:** Clicking on **Plan Courses** will take you to your Official High School Plan navigation menu.*



STEP ONE: ADD COURSES FOR NEXT YEAR

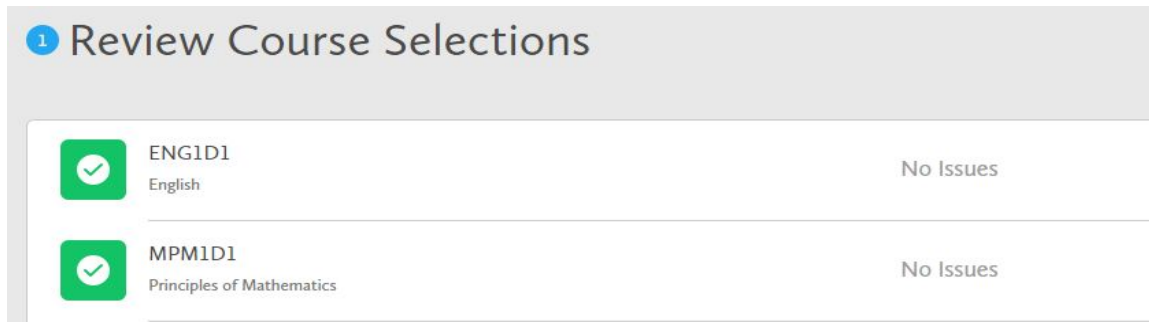
- In High School Planner, click **(+ Course]**.
- Still deciding? Use the Course Calendar to log in to Bur Oak's courses
- In the **Course Selection and Details** screen, explore the available courses. You will see the Disciplines listed. If you know what you are looking for, click on that discipline.
- You may want to use the filter to narrow down your choices to your grade level.
- If you are not sure where to find the course, look on the Course Master Sheet (hard copy or online on the Bur Oak Guidance course selection page) or search course by name
- Click **Add Course** when you find the course you want.
- You can modify the course by clicking on the (⋮) icon
- Grade 9, 10 and 11 course selection should include 8 courses--compulsory plus elective courses. Grade 12 course selection usually has 7 courses.
- Everyone should be picking 2 to 3 alternatives.
- NEED Repertoire? Fill in all your other courses first. Look under ARTS for Music Repertoire. You will be able to add this as your additional course.
- NEED Learning Strategies? Look under the Guidance discipline, then Special Education.

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

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STEP TWO: REVIEW YOUR 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.



You can use the “Add Comments” section to explain **any issues** to your guidance counsellor (i.e. taking the prerequisite in night school, or summer school)

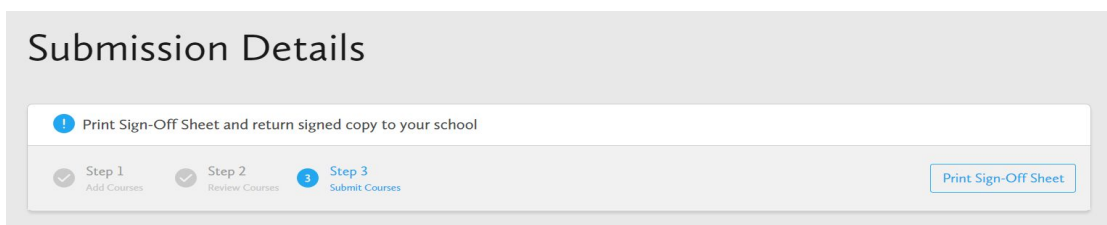
STEP THREE: SUBMIT COURSES

- carefully review 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).

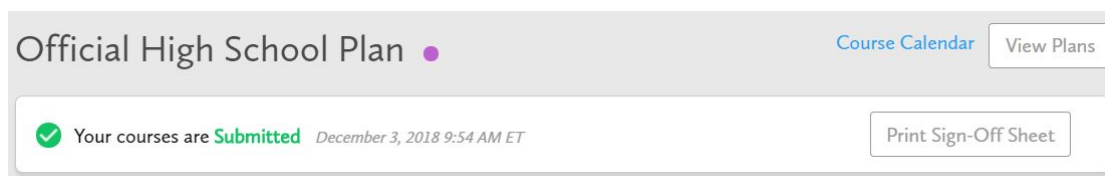


STEP FOUR: PRINT SIGN –OFF SHEET

- After submitting your course selections, click on the **Print Sign-Off Sheet** button at the top right
- Get a parent or guardian to sign



NOTE: You can also access the sign-off sheet from the **High School Planner** – if it doesn't show after you've click the **Print Sign-Off Sheet** button, check the pop-up blocker settings for your web browser.



STEP FIVE: Hand in your signed copy of your Course Selection to your Homeroom teacher by Feb. 25th.

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