

MAPLE HIGH SCHOOL COURSE SELECTION INSTRUCTIONS FOR STUDENTS

1. Visit www.yrdsb.ca/schools/maple.hs



2. Click on the right-hand side of the webpage.

3. This will take you to York Region District School Board's 'single sign-on' feature for myPathwayPlanner. Please use your GAPPs username and password to login.

COURSE SELECTION

From your **Dashboard**, click on the **Plan Courses** button that appears in the **High School Progress/Official High School Plan** box. The button will say **Plan Courses** only after course submission has been enabled by Maple High School.

HINT: Clicking on **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.

OPTING OUT OF THE ONLINE LEARNING GRADUATION REQUIREMENT

(For students entering Grades 10 through 12):

The request to opt out can be submitted along with your course selections for next year:

1. You will see an Online Learning Opt-Out box as the first box in your High School Plan for next school year - click this box.
 - o If you have pre-filled your course selection earlier, you will not see the 'Online Learning Opt-Out' box. Simply remove the course in the first box and it will appear, along with a new course box to re-add your final course.
 - o If you do not see an 'Online Learning Opt-Out' box under next year, no action is needed - either you have already opted out, or you will be asked to confirm your decision in a later grade.
 - o If you Opt-Out, you will still be able to Opt-in at a later date, if so desired.
2. Click on the '**Online Learning Opt-Out**' link, and review the information in the description and guidance message.
3. Click **Add Course** if you wish to opt out of the requirement.

You may also view how to **Opt Out of the Online Learning Graduation Requirement** by watching the video linked [here](#).

1) ADD COURSES FOR NEXT YEAR

- In High School Planner, click + **[Course]**. This will show you the entire course catalogue.
- Courses can be filtered by *Grade* or *Discipline* by adjusting these filters at the top of the courses screen. This will make it easier to see the courses that are appropriate for you.
- If you select a compulsory course (i.e. Math) the compulsory courses in that discipline will appear. The **Grade 9 column has been set to display only Grade 9 courses in the course catalogue.**

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These are the *Grade* and *Discipline* filters that can be adjusted to assist you with your course selection.

Grade 10 Course Updates

All students who have completed the destreamed Grade 9 Mathematics (MTH1W) this school year, should be selecting Grade 10 Academic Math (MPM2D). All students who have completed the destreamed Grade 9 Science (SNC1W) this school year, can select either Grade 10 Academic Science (SNC2D) or Grade 10 Applied Science (SNC2P). All students who completed Grade 9 Academic English (ENG1D), can select either Grade 10 Academic English (ENG2D) or Grade 10 Applied English (ENG2P). All students requesting Grade 10 History next school year will be taking Academic History (CHC2D).

Grade 11 Course Updates

All students enrolling in Grade 11 English will be taking *English: Understanding Contemporary First Nations, Métis and Inuit Voices*. **NBE3U1** is the **University English Credit** (which is the prerequisite for *ENG4U* – Grade 12 University English), while **NBE3C1** is the **College English Credit** (which is the prerequisite for *ENG4C* – Grade 12 College English). You will no longer find *ENG3U1* (Grade 11 English – University) or *ENG3C1* (Grade 11 English – College) in the course catalogue.

Students entering Year 1 of the International Baccalaureate (Grade 11), will select **NBE3UZ** for their Grade 11 English Credit.

- In the **Course Selection and Details** screen, explore the available courses.
- Click **Add Course** when you find the course you want.
- If adding a **Music Repertoire** (after-school) course or in some cases, **Dual Credit** courses, it will be entered as your 9th course. After you enter your first eight (8) courses, myPathwayPlanner will display an +[Repertoire] option to the bottom of your course selection. For **Repertoire and Dual Credit courses only**, click the new +[Repertoire] bubble and add the correct Repertoire/Dual Credit course to your Official Plan – **leave blank otherwise**.
- **Grade 12 Students** are allowed to have 1 spare on their timetable each semester if they have earned 24 credits. MyPathwayPlanner has been set-up to allow Grade 12 students to submit their course selection with only 6 courses. **By leaving one or two +[Course] bubbles blank, you are indicating the number of spares you wish to have.**

In Grade 11 and 12, you will also be able to select **Day School Online Learning courses as part of your course selection for next year. You would scroll to the '**Online Learning Courses**' course folder on the course screen. Once clicking the online learning holding code, you will be prompted to select the course you want from a dropdown menu. These courses would be part of your day school timetable (i.e. would be one or two of the eight courses you would select as part of your course selection). Please note **that this is different than Night School Online Learning** (which you will register for next year during the school year). **To see how to select a Day School Online Learning course, you can watch the video linked [here](#).***

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

✖ Your courses are **Not Submitted** Not returning next year?

1 **Step 1**
Add Courses 2 **Step 2**
Review Courses 3 **Step 3**
Submit Courses

Review Course Selections

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- 2) **REVIEW 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.

The screenshot shows two main sections. On the left, under the heading '1 Review Course Selections', there is a list of two courses: 'ENL1W1 English [Destreamed]' and 'MTH1W1 Mathematics [Destreamed]', each with a green checkmark icon. On the right, under the heading '2 Add Comments', there is a text input box with the placeholder text 'Add comments you would like to include' and a small icon of a pencil in the bottom right corner.

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)

- 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**. Please note that you will not be able to modify your course selections once submitted (unless your Guidance Counsellor re-allows submission)!

Submit Course Selections

Why is myPathwayPlanner not allowing me to submit my courses?

1. **You have not selected enough courses.** Grade 9-11 students need to choose 8 courses and are encouraged to choose 2 alternates. Grade 12 students need to choose at least 6 courses and are encouraged to choose 2 alternates.
2. **You do not have the required prerequisites (or co-requisites) for the courses you selected.** If you do not have the required prerequisites (or co-requisites), myPathwayPlanner will ‘red-dot’ (prevent) you from submitting your courses. **You will need to see a Guidance Counsellor to submit your course selection.**

YOU’RE ALMOST DONE! See below on how to get your parent/guardian approval submitted electronically.

To reduce the burden for students of printing and returning course selection sign-off sheets, My Pathway Planner’s (myBlueprint’s) **new online parent/guardian course selection approval** allows parent/guardian sign-off to be emailed and approved without requiring a paper form.

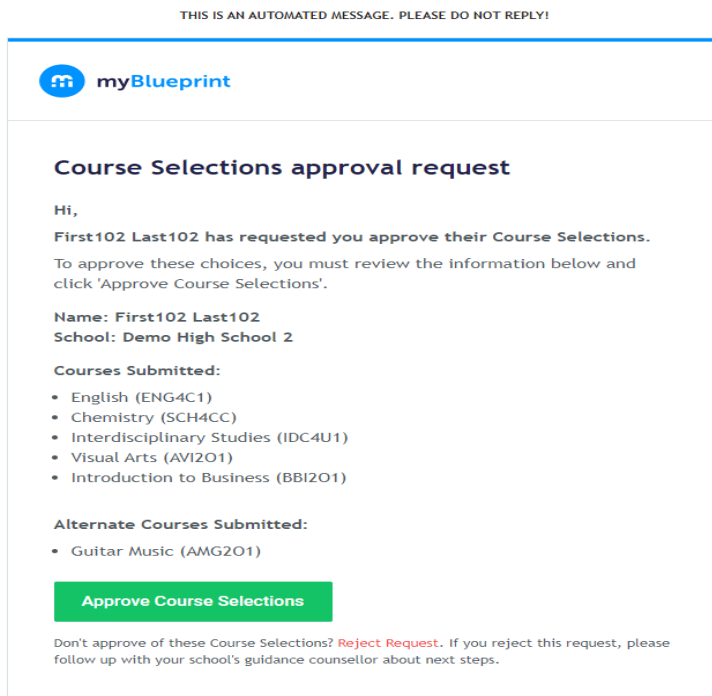
How students send email approval requests to a parent/guardian

1. In My Pathway Planner (myBlueprint), once students submit their courses they are prompted with a **Send Approval Email** option. Once clicked, a parent or guardian’s email address can be added.

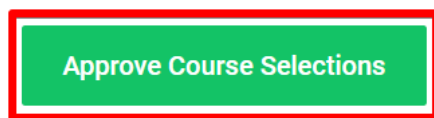
The screenshot shows a 'Submission Details' page with a modal window titled 'Parent/Guardian Approval'. The modal contains the following text: 'Please add a parent or guardian email below for us to share your course selection. Your parent/guardian will be asked to approve your course selections.' Below this text is a text input field labeled 'Parent/Guardian Email'. At the bottom of the modal is a blue button labeled 'Send Approval Email'. In the background, the 'Submission Details' page shows a progress indicator for 'Step 1 Add Courses' and a 'Send Approval Email' button.

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2. After entering an email address and clicking **Send Approval Email**, the parent/guardian receives a course selection approval request email, including:
- The student's course requests
 - Alternate course requests, if any
 - Issues with course submission, if any (e.g. missing prerequisite, etc.)
 - Student comments, if any
 - Course guidance messages, if any



3. In the course selection approval request email, the parent/guardian has the option to **Approve** or **Reject** the student's selections by clicking a button or link in the email.



Don't approve of these Course Selections? **Reject Request**. If you reject this request, please follow up with your school's guidance counsellor about next steps.

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4. Students see a confirmation within their **High School Plan** indicating if their course selections have been approved or not by their parent/guardian.

High School [Course Selection Resources](#)

[Plan](#) Courses

Official High School Plan [View Plans](#)

✔ Your courses are **Submitted** Oct. 19, 2020, 10:41 p.m. EDT ✔ **Approved**

Grade 9 Completed	Grade 10 Completed	Grade 11 Current Year	Grade 12 Planned
Music - Vocal/Choral AMV1O1 • 1 Credit • 95%	Career Studies GLC2O1 • 0.5 Credits • 91%	English ENG3U1 • 1 Credit	English ENG4C1 • 1 Credit
Issues in Canadian Geography CGC1D1 • 1 Credit • 90%	Food and Nutrition HFN1O1 • 1 Credit • 96%	Functions MCR3U1 • 1 Credit	Chemistry SCH4CC • 2 Credits
Canadian History in the 20th... CHC2D1 • 1 Credit • 95%	Principles of Mathematics MPM1D1 • 1 Credit • 80%	Core French FSF3U1 • 1 Credit	

Graduation Indicator

30/30 **REQUIRED CREDITS**

14 Planned	16 Earned	30 Total
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[View Progress](#)

Parent/Guardian Approval

Approval was successful

Your course selection approval has been confirmed and sent to the school.

MAPLE HIGH SCHOOL COURSE SELECTION INSTRUCTIONS FOR STUDENTS

Having Trouble Finding Certain Courses?

Some courses may be more difficult to find in *myPathwayPlanner* as they are grouped by the discipline designated by the Ontario Ministry of Education as opposed to the actual department at Maple High School. It has been set up this way so that your *Graduation Indicator* in *myPathwayPlanner* is accurate; it will assist you not only with graduation planning but also in ensuring you have all postsecondary entrance requirements for your desired program(s). This is especially important when using the *Postsecondary Search* features in *myPathwayPlanner*.

Below is a chart that will assist in finding courses in *myPathwayPlanner*.

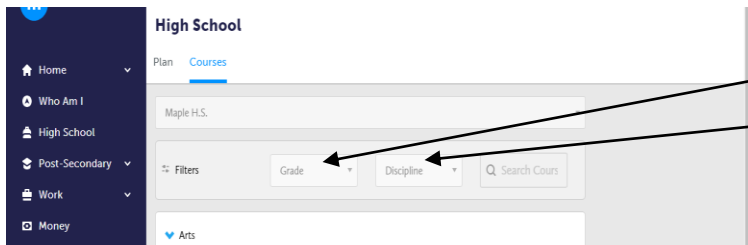
Where is/are?	Go to:
Dramatic Arts	<i>Arts → Dramatic Arts</i>
Music	<i>Arts → Music</i>
Visual Arts	<i>Arts → Visual Arts</i>
History (excluding Philosophy)	<i>Canadian and World Studies → History</i>
Geography	<i>Canadian and World Studies → Geography</i>
Family Studies	<i>Social Sciences and Humanities → Family Studies</i>
Grade 12 Philosophy	<i>Social Sciences and Humanities → History</i>
Grade 12 Yearbook	<i>Interdisciplinary Studies → Yearbook</i>
Grade 11 and 12 Biology	<i>Science → Biology</i>
Grade 11 and 12 Chemistry	<i>Science → Chemistry</i>
Grade 11 and 12 Physics	<i>Science → Physics</i>
Learning Strategies	<i>Guidance and Career Education → Special Education</i>
Communication Technology, Computer Engineering Technology, Construction Technology, Design Technology, Hairstyling and Aesthetics, Transportation Technology	<i>Technological Education → choose desired area of technology</i>
Theory of Knowledge/French Packages for the International Baccalaureate Diploma Programme	<i>Theory of Knowledge/French Package [International Baccalaureate only] → Theory of Knowledge/French IB SL (Part A or B)</i>
All 'Gifted' courses	'Gifted' courses are divided into a separate folder under each respective discipline (i.e. For Grade 9 Gifted Geography, go to <i>Canadian and World Studies → Geography – Gifted</i>)
All 'International Baccalaureate' courses	'International Baccalaureate' courses are divided into a separate folder under each respective discipline (i.e. For Grade 10 History, go to <i>Canadian and World Studies → History – International Baccalaureate</i>)

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Are you planning on taking Summer School?

Taking Compulsory Credits in Summer School

If you **plan on taking compulsory credits (ex. Grade 10 Civics and Careers) in Summer School**, click on the compulsory +[Course] bubble you wish to remove in your High School Plan. This will take you to the courses screen. On this screen, there will be 'filters' listed above the courses. The 'discipline' filter will be set to the compulsory subject area you chose (i.e. Career Studies/Civics). Change this filter to the first option available: *Discipline*. This will allow you to remove the compulsory credit and put any course into your High School Plan for next year.



These are the *Grade* and *Discipline* filters that can be adjusted to assist you with your course selection.

However, simply **removing the compulsory course does NOT register you for summer school**. This will take place later in the semester. As well, after submitting your course selection, in the comments section, you are encouraged to tell us your summer school plan. But once again, **this does NOT register you for summer school**.

Taking Compulsory/Elective Credits in Summer to Possibly 'Fast-Track'

If you **plan on taking a compulsory/elective credit in summer school to possibly fast-track** (i.e. taking a Grade 11 course in Summer School so that you can take its Grade 12 counterpart next year), it is possible.

If it is a **compulsory course**, click on the compulsory +[Course] bubble in your High School Plan you wish to remove. This will take you to the courses screen. On this screen, there will be 'filters' listed above the courses. The 'discipline' filter will be set to the compulsory subject area you chose (ex. English). Change this filter to the first option available: *Discipline*. This will allow you to remove the compulsory credit and put any course into your High School Plan for which you will have the prerequisite after Summer School. (See graphic above). However, simply **removing the compulsory course does NOT register you for summer school**. This will take place later in the semester.

If it is an **elective course**, choose any bubble marked +[Course] in your High School Plan and enter the course you wish to take for next year for which you will have the prerequisite after Summer School. However, **this does NOT register you for summer school**. This will be done later in the semester.

→ In both fast-tracking situations, **if you plan on taking a prerequisite course in summer school to be ready for the following course in August, myPathway Planner will 'red-dot' (prevent) you from submitting your courses**. Why? Because it thinks you do not have the required prerequisites because summer school courses are currently not tracked in myPathway Planner. **You will need to see a Guidance Counsellor to submit your course selection.**