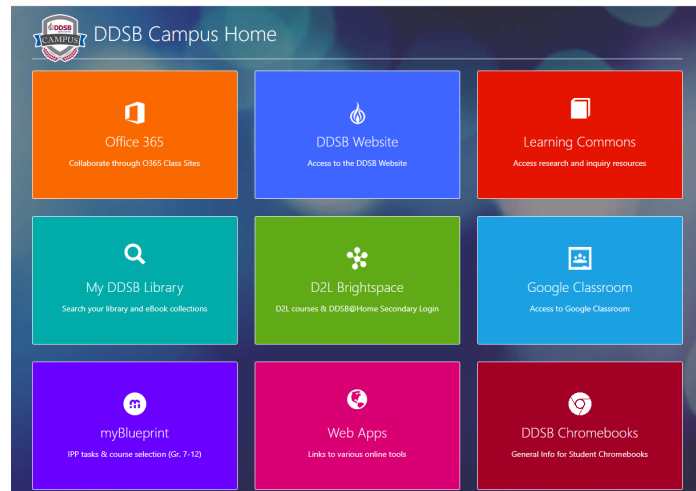


## CONTINUING EDUCATION SUMMER SCHOOL COURSE SELECTION GUIDE FOR SECONDARY SCHOOL STUDENTS

This step-by-step guide will help you complete the online course selection for Continuing Education Summer School using the myBlueprint website.

### □ LOGIN

Visit the DDSB Mobile Campus <https://student.ddsb.ca/> and click on myBlueprint



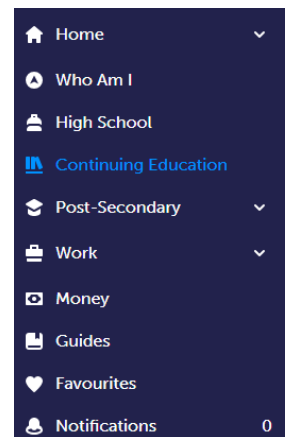
### □ CON ED SUMMER SCHOOL COURSE SELECTION

- 1) From the left-hand navigation menu, click on the **Continuing Education** button
- 2) Click **Explore Courses**
- 3) Find the Course that you would like to take in Summer school by:

#### a. Searching Courses by Course Code or Course Name

##### Courses

- b. Reviewing the list of course offerings at the site that you would like to attend by clicking on the site name.



**Note:** If submission has not yet been opened, you will see Submissions Closed in red (as below)

- > Summer School - BROCK - Credit Recovery - In Person - July 6- 18  
**\*only for BROCK students**
- > Summer School - BROCK - Credit Upgrading - In Person - July 6- 18  
**\*only for BROCK students**
- > Summer School - DAW - Full Credit Course - In Person - July 6 - 29
- > Summer School - DAW - Credit Recovery - In Person - July 6 - 18
- > Summer School - DAW - Credit Upgrading - In Person - July 6 - 18
- > Summer School - DAW - Credit Recovery - In Person - July 19-29
- > Summer School - DAW - Credit Upgrading - In Person - July 19 - 29
- > Summer School - GL Roberts - Credit Recovery - In Person - July 6-18  
**\*only for GL Roberts students**
- > Summer School - GL Roberts - Credit Upgrading - In Person - July 6- 18  
**\*only for GL Roberts students**
- > Summer School - MHSS - Full Credit Course- In Person - July 6 - 29
- > Summer School - MHSS - Credit Recovery - In Person - July 6 - 18
- > Summer School - MHSS - Credit Upgrading - In Person - July 6 - 18
- > Summer School - PHS - Full Credit Course - In Person - July 6 - 29
- > Summer School - PHS - Credit Recovery - In Person - July 6 - 18
- > Summer School - PHS - Credit Upgrading - In Person - July 6 - 18
- > Summer School - PPHS - Credit Recovery - In Person - July 6-18  
**\*only for Port Perry students**
- > Summer School - PPHS - Credit Upgrading - In Person - July 6- 18  
**\*only for Port Perry students**
- > Summer School - USS - Credit Recovery - In Person - July 6-18  
**\*only for Uxbridge students**
- > Summer School - USS - Credit Upgrading - In Person - July 6- 18  
**\*only for Uxbridge students**
- > Summer School - Co-op/SHSM Co-op - July 6 - Aug 10
- > Summer School - eLearning - July 6 - 29
- > Summer School - eLearning - Aug 2-25
- > Summer School - eLearning extended- July 6 - Aug 25
- > Summer School - Synchronous Credit Recovery - Real time - July 6 -18
- > Summer School - Synchronous Credit Upgrading - Real time - July 6 - 18
- > Summer School - Synchronous Credit Recovery - Real time - July 19 - 29
- > Summer School - Synchronous Credit Upgrading - Real time - July 19 - 29

- 4) Click on the **Course Name** to view details about the course, including the course description and missing prerequisites (if any).



- 5) Once you have found the course that you would like to take in Summer School click **Submit Course**. **This button won't appear until Summer School Course Selection opens.**
- 6) Once you've selected the course that you would like to take in Summer School, you will see Submitted beside the course that you chose. You can still review and change your selection until it has been reviewed and approved by your Guidance Counsellor.
- 7) The sign-off sheet that is generated once you have submitted your summer school course request is for INFORMATION ONLY. It does not need to be signed or returned to the school.
- 8) It is the responsibility of the home school to seek parental/guardian approval as summer school course requests cannot be emailed to a parent/guardian from myBlueprint.
- 9) Once your course selection has been approved, you will see the word **Approved** beside the course that you selected. Once approved, you will have to contact your Guidance Counsellor or Continuing Education to make changes to your selection.
- 10) Once all course selections have been approved, students will receive a welcome email three days prior to the beginning of the course. It will be sent to their DDSB student email.

Do you have questions or need assistance? Reach out to your:

- Guidance Counsellor
- SERT
- ESL Coach