



# Course Selection Guide 2023 For Students Entering Grade 12



This step-by-step guide will help you complete your course selections using the myBlueprint website.

## WHERE DO I FIND myBlueprint ON THE PPHS WEBSITE?

Go to **PPHS** website: <https://portperryhs.ddsbc.ca/en/index.aspx#>

Go to **DEPARTMENTS**

Go to **Guidance** and click on the **BLUE** link (Visit our Guidance Page)

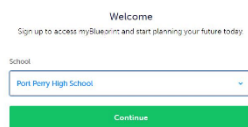
Go to **myBlueprint Course Selections (2023-2024)**

Click on Accessing myBlueprint

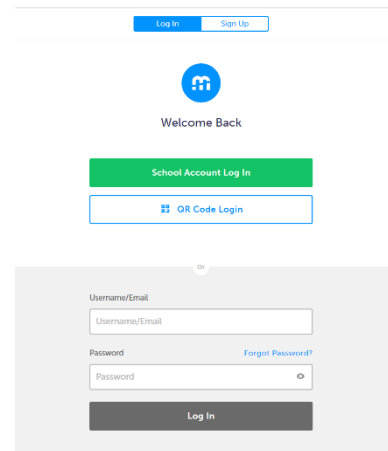
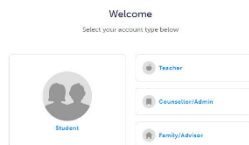
Click on  myBlueprint

Click on 

Select **Port Perry High School**  
from the drop-down menu

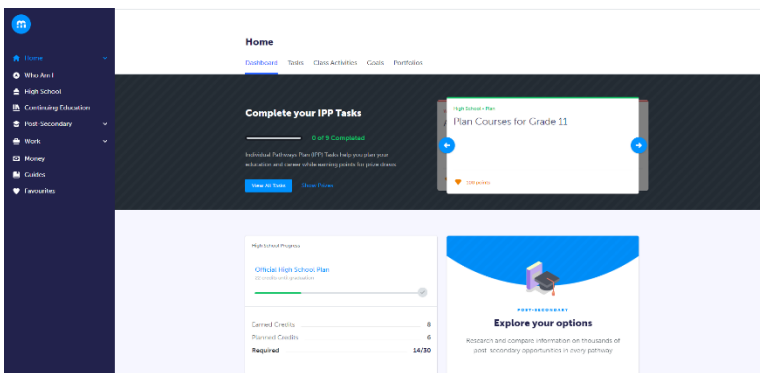



Select **Student**  
Log in using  
your DDSB  
user profile/login



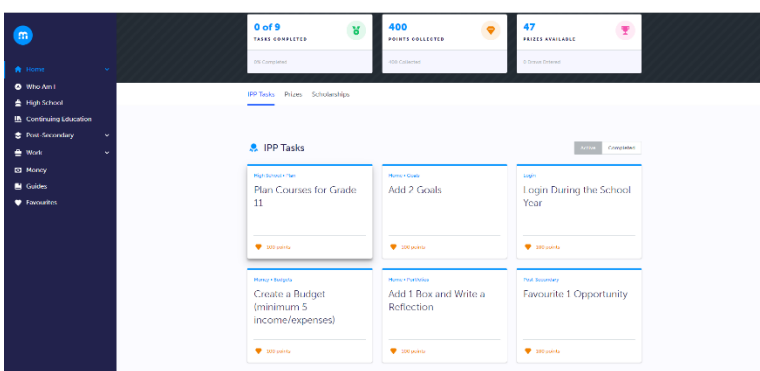
## COMPLETING YOUR IPP

You have now landed on your **STUDENT ACCOUNT DASHBOARD**.



In the middle of your screen, you will see **Complete your IPP Tasks**.  
Simply click on 

Click on each task and follow the instructions. Once complete, go back to your Dashboard, the bar graph should now show all tasks as completed. You **MUST** be at 100% in order to complete your registration for courses at PPHS.

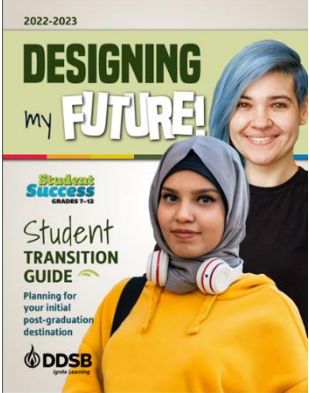


Please note: We recommend that you “refresh the page” after each task has been completed to view your status on the bar graph

## 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.

Course Selections Available in myBlueprint	
	<p><b>If your initial post-secondary destination is:</b></p> <p><b>Apprenticeship</b> – please check with unionized websites, training facilities and/or college apprenticeship training programs</p> <p><b>Colleges:</b> <a href="http://www.ontariocolleges.ca">www.ontariocolleges.ca</a> or specific college websites</p> <p><b>Universities:</b> <a href="http://www.ontariouniversitiesinfo.ca">www.ontariouniversitiesinfo.ca</a> or specific university websites</p> <p>Please refer to: <b>Designing my Future</b> for further details.</p>
<p><b>Compulsory Courses</b></p>	<p><b>ENGLISH: ENG 4C/E/U</b></p> <p>Please use your status sheet to ensure that you have completed diploma requirements, paying particular attention to the left-hand column under “Diploma Credit Summary” – <b>look to ensure that you are meeting the requirements for Groups 1, 2, and 3 in your plan, as well as other diploma requirements and plan accordingly.</b></p>
<p><b>Optional Courses</b></p>	<p>Students must select the equivalent of six (6) optional courses and two (2) alternates. Please place these selections <u>in order of preference</u>, as well as the two (2) alternates. We may be required to use alternates to build your timetable.</p> <p>If you are entitled to one or two STUDY periods, please select the following: STUDY0 for ONE study, and for two studies, please select: STUDY1 and STUDY 2.</p>

**Note:** If you are selecting Cooperative Education (Co-op) and/or Peer Tutoring, please complete the supplementary form which can be found in the *myBlueprint Course Selection* menu on Supplementary Forms tab on the Guidance Page or pick one up in the Guidance Office. This form **MUST** be submitted to the Guidance Office ASAP.

**French Immersion Courses** can be found by clicking on the Discipline menu and selecting French Immersion. Students require 10 FI credits for the DDSB French Immersion Certificate.

**Gifted Courses** are coded with a “G” as the 6<sup>th</sup> digit (ENG3UG). Students must be identified with Giftedness and have 8 Gifted credits with at least one at the Grade 11 or 12 level to be awarded the DDSB Gifted Certificate.

### **Asynchronous eLearning Courses: PRISM: eLearning Consortium**

You may choose one or two Asynchronous eLearning Courses through PRISM: eLearning Consortium. Please select the Discipline: *Asynchronous eLearning Courses (PRISM: eLearning Consortium)*. Click on STUDYE. Once selected from the pull-down menu, please select the course(s) you would like to take. Please repeat the process if you wish to take two asynchronous eLearning Courses.

This is currently only a placeholder and **does not guarantee** that you will be admitted into the(se) course(s).

## ADD COURSES

- In High School Planner, click + **[Course]** (ie) + English
- In the **Course Selection and Details** screen, explore the available courses
- Click **Add Course** when you find the course you want.

**HINT:** You can filter by Grade and by Discipline.

✖ 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**

## 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.

### NOTE: SUMMER SCHOOL

**STEP 1:** If you intend to take a course in summer school, please add a comment in the “Add Comments” section – start the comment with “SUMMER SCHOOL” (ie) SUMMER SCHOOL: I plan on taking ENG4U1 this summer.

**1** Review Course Selections      **2** Add Comments

✔ ENG2P1  
English

✔ MFM2P1  
Foundations of Mathematics

Add comments you would like to include

---

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

**STEP 2:** From the Dashboard select “Continuing Education” from the left side menu. Select “Explore Courses” and select the date/mode of delivery/type of summer school to see offerings. Once you have found the course you would like to do in Summer School, select it and Guidance will confirm your registration

### NOTE: SHSM (Specialist High Skills Major)

If you have a SHSM designation in mBP, you will be cautioned before submission if you do not have all of the courses required for the full SHSM. At this point, if you would like the full designation, please go back to your planner and plan accordingly using the “SHSM Courses” filter and reselect. If you are wanting to disregard the completion of a full SHSM designation, please state that you are not wanting to complete the SHSM (in the area of focus) (ie) I do not want to finish the Transportation SHSM in my Grade 12 year) in the Comment Box and proceed to submit your courses.

## SUBMIT COURSES

Submit Course Selections


Once you have 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.

## EMAIL PARENT APPROVAL

After submitting your course selections:

- Click the blue **Send Approval Email** to email your parent/guardian to approve your course selections (At this point, you will be required to provide a parent/guardian email address.)

! 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	<a href="#">Send Approval Email</a>	
-------------------------	----------------------------	----------------------------	-------------------------------------	---

- Your parent/guardian will receive an email and they must approve or reject your course selections. If they reject your course selections, it will be their responsibility to follow up with a Guidance Counsellor to discuss further.

**CONGRATULATIONS!!!! YOU ARE DONE!**