

myBlueprint - Selecting Courses: Grade 11 Going into Grade 12

- Go to stmary.dcdsb.ca > Students > Launchpad Learning Portal Log In link. This will open a log in screen.
- Log in with your school email and password.
Ex: 123456789@dcliveca
- Click on the [myBlueprint](#) icon.



- To view a video demonstration on how to select your courses copy the link below into your browser or view the student video directly from your myBlueprint account.
<https://myblueprint.ca/support/videos/course-selection/4DWTLIEMhGmo4wlqQasS6g>
- Once you've clicked on the [myBlueprint](#) icon, you must click on the green School Account Log in button
- To enter your course selection for next year, select **High School** from the list of options on the left side of the screen.
- Your next school year will be highlighted. You can change your selections as many times as you like until you select the Submit button.
- To select a compulsory course, click on **subject (English, Religion, etc)** in the course box. All of the course options for that subject will appear. If you click on the course name, the course description will appear. To select the course, click on the **Add Course** button. You will then return to the High School Plan Grid. You may also consider narrowing your search by selecting the Grade in the Filter section (ie., Grade 12) and only the courses in that subject and grade will appear.
- In Grade 12, the following 2 courses are compulsory: Religion and English.** If students have earned a minimum of 24 credits, they are entitled to select one or two study periods.
- Extended French/French Immersion students are required to take FEF4UF.**
- Continue to add until you have selected all your compulsory courses.
- If you choose a course in error, click on the right side of the course and select **Edit, Change or Delete**.

To choose an **elective course** click on **Course** located within the course box.

- In Grade 12, students will select between 4 and 6 elective courses** (fewer if they did not pass all their compulsory courses in Grades 9 - 11).
- From the **Filters** section select **Grade** and choose Grade 12, then select **Discipline**
- Options can be found under several discipline areas like [Arts, Business](#) and [Technology, Canada World Studies, Social Sciences, Co-Operative Education](#)

- If students choose Co-Op, they must complete an application form which can be found on the Student Dashboard in their [myBlueprint](#) account under "Resources"
- If students choose an eLearning course, they must complete an eLearning registration form which can be found on the Student Dashboard in their [myBlueprint](#) account under "Resources"
- If students choose ANY course requiring an application, they can find the application forms on their Student Dashboard in their [myBlueprint](#) account under "Resources"
- If you choose a course in error, click on the right side of the course and select **Edit, Change or Delete**

All students must ALSO select one **alternate course**.

PLEASE NOTE: In case an elective course does not fit in your schedule for next year, **an alternate course will be used without notice**. Steps for choosing alternates are the same as those for choosing electives. Review the process and repeat.

- A **Blue Box** indicates an Advisor note. Hold the mouse over the blue symbol and the note will appear. A **Red Box** indicates that there's a course restriction. Hold the mouse over the red symbol and the restriction will appear.
- Once all courses and alternate have been selected, click [Review Course Selections](#) button. Check to ensure that you have the proper pre-requisites and have met the recommended grade for certain courses. **You will not be allowed to submit your courses if there are errors or pre-requisites missing. Fix the errors! See your counsellor well in advance!**
- Review your course selections. If you are satisfied with your choices, click [Submit Course Selections](#) button.
- Once you've submitted your courses, you must send your parent/guardian an email so that they can electronically approve your selections. Click [Send Approval Email](#) and follow the prompts.
- Print a copy of your Course Selection form to be reviewed by Guidance. To print a copy, click [Printer icon](#) button.
- Please ensure that you have read the policy regarding Course Options Changes. There will be NO discretionary changes.
- Once this course sign-off sheet is approved by your parent, it will be considered successfully submitted. **The signed course selection form with parent approval must be completed by Thursday, February 23rd, 2023 with the Student Activity Fees* of \$75 paid through [School Cash Online](#) or EXACT CASH only. Dudley Locks are \$5 for any returning student who requires one.**

*Student Activity Fees are used to help defray the cost of:

- Yearbooks
- Student Retreats
- Clubs
- Honorariums for guest speakers
- School Council Activities

