



## CONTINUING EDUCATION COURSE SELECTION GUIDE FOR STUDENTS

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

### LOGIN

1. Visit [www.myblueprint.ca/hcdsb](http://www.myblueprint.ca/hcdsb)
2. Enter your email and password
3. Click **Login**

### CON ED 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

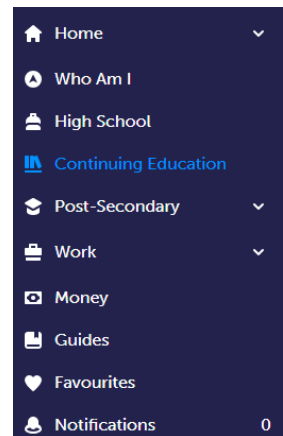
- b. Reviewing the list of course offerings at the site that you would like to attend by clicking on the site name (i.e. J.M. Denison S.S. TEST)

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

▼ Dr. J.M. Denison S.S. (TEST)

Submissions Closed

**Note:** *there are multiple schools/sites listed for Summer School Course Selection*



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

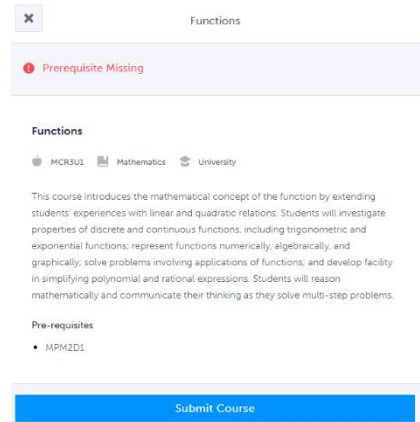
If you are registering for on-line civics (0.05) ONLY or on-line careers (0.05) ONLY please note the following course code:

CHV 201 – July 2 – 12

CHV 202 – July 15 – 26

GLC 201 – July 2 - 12

GLC 202 – July 15 - 26



The screenshot shows a course page for 'Functions'. At the top, there is a close button (X) and the course title 'Functions'. Below this, a red error message states 'Prerequisite Missing'. Underneath, the course title 'Functions' is repeated, followed by tags for 'MCR3U1', 'Mathematics', and 'University'. A detailed description of the course follows, explaining that it introduces the mathematical concept of functions by extending students' experiences with linear and quadratic relations. It lists various skills students will develop, such as investigating properties of discrete and continuous functions, representing functions numerically, algebraically, and graphically, solving problems involving applications of functions, and developing facility in simplifying polynomial and rational expressions. Below the description, a 'Pre-requisites' section lists 'MPM2D1'. At the bottom of the page, there is a blue 'Submit Course' button.

- 5) Once you have found the course that you would like to take in Summer School click **Submit Course**
- 6) Once you've selected the course that you would like to take in Night School or 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 counsellor.
- 7) 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 see your counsellor to make changes to your selection.

**NOTE:** Your summer school submission will not be approved until you return your sign off sheet signed by a parent/guardian.

**YOU'RE DONE!**