

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

□ LOGIN

1. Visit 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 Night/Summer school by:

- a. **Searching Courses by Course Code or Course Name**

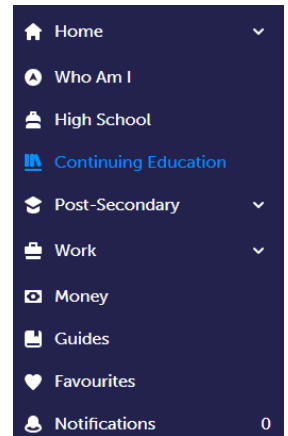
Courses

- 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)

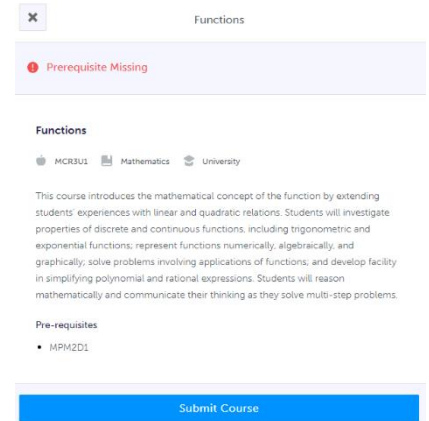
Note: *If submission has not yet been opened, you will see Submissions Closed in red (as below)*

▼ Dr. J.M. Denison S.S. (TEST)	Submissions Closed
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Note: *there is only one site for night school courses, but there will be 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).
- 5) Once you have found the course that you would like to take in Night School/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.



The screenshot shows a course selection 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'. The course title 'Functions' is repeated, followed by a breadcrumb trail: 'MCR3U1 Mathematics University'. A detailed description of the course follows, explaining that it introduces the mathematical concept of the function by extending students' experiences with linear and quadratic relations. It mentions that students will investigate properties of discrete and continuous functions, including trigonometric and exponential functions, and will represent functions numerically, algebraically, and graphically. The description also notes that students will solve problems involving applications of functions and develop 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.

YOU'RE DONE!

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