



# Online Course Selection with myBlueprint

## STEP 1

Log into  myBlueprint

- Go to your DCDSB Launchpad and click the myBlueprint icon
- OR
- Go to [notredame.dcdsb.ca](http://notredame.dcdsb.ca) → Click [Students](#) → Click [Guidance](#) → Click [Secondary Pathway Planning](#) → Under the heading [Use myBlueprint for Course Selection](#), click [myBlueprint](#)

## STEP 2

From your Dashboard, scroll down and click [Official High School Plan](#) OR choose [High School](#) from the left navigation menu.

- The [Courses](#) tab allows you to view all of the courses offered at ND
- The [Plan](#) tab allows you to plan and choose courses

## STEP 3

Add courses for next year.

- in High School Planner, click + [Course]
- in the Course Selection and Details screen, explore the available courses
- click [Add Course](#) when you find the course you want

**HINT:** The [Graduation Indicator](#) will help you keep track of your progress towards graduation. Click [View Progress](#) for a list of specific graduation requirements.

## STEP 4

Review your selections when you are ready to submit your courses.

- click the [Review Course Selections](#) and give your course selection one final check
- use the "Add Comments" section to explain any issues/flags on your course selection submission (ie. taking prerequisites or compulsory courses in summer/night school)

## STEP 5

Submit Courses

- carefully review the **Details** page to ensure that (1) you are meeting the requirements for the courses you have selected, and (2) that the courses that appear are correct
- click on [Submit Course Selections](#)
- You will NOT be able to modify your course selections once they are submitted

## STEP 6

Send Approval Email to Parent(s)/Guardian(s)

- click [Send Approval Email](#) at the top right
- enter parent/guardian email address in pop-up when prompted and click [Send Approval Email](#)  
your parent/guardian will receive an email with the option to approve or reject your selections; they must follow the instructions in the email to complete the submission process
- if parent/guardian did not receive the email, click [Resend Email Approval](#) in your High School Plan; have parent/guardian check junk and spam mailboxes

## ADDITIONAL APPLICATIONS:

The following courses require an application to be submitted with course selection.

- Co-op (COP20 or COP40)
- Step Program (GWL301 & GWL308)

Applications can be downloaded/printed by clicking [Course Selection Resources](#) in myBlueprint or from the ND website.

## NOT RETURNING NEXT YEAR?

- from your Dashboard, click [Not returning next year?](#) which appears in the High School Progress box
- select the option that suits your plan
- click [Confirm](#)
- click [Send Approval Email](#) at the top right; have your parent(s) approve/reject using the instructions in the email

# COLLECTION DATE

**Tuesday  
February 18, 2025**

*Returning grade 12s must complete an application to return. Speak to your Guidance Counsellor for more information. Applications are subject to administration approval.*

## ND SPARE POLICY

Grade 12 students may be granted a spare if they have previously achieved a minimum of 23 credits. Maximum of 1 spare per semester.

## GRADUATION REQUIREMENTS

30 credits  
(Gr 10 – 12: 18 compulsory and 12 electives)  
(Gr 9: 17 compulsory and 13 electives)

OR

Successful completion of OSSLT

OR

Christian Community Service  
(40 hours)

OR

2 eLearning Credits  
(opt out available)

## COURSE REQUEST SUBMISSION CHECKLIST

- Course Request** submitted and approved by parent/guardian
- \$75 student activity fee** payable online @ [durhamcatholic.schoolcashionline.com](http://durhamcatholic.schoolcashionline.com)
- SHSM registration form** (if applicable) available from Student Resources in myBlueprint and on the ND website
- Co-op Application** (if applicable) available from Student Resources in myBlueprint and on the ND website



**Make sure you choose the courses you NEED before those that you want.**

### including . . .

- 4 credits in English (1 credit per grade)
- 3 credits in mathematics (1 credit in Grade 11 or 12)
- 2 credits in science
- 1 credit in Canadian history
- 1 credit in Canadian geography
- 1 credit in the arts
- 1 credit in health and physical education
- 1 credit in French as a second language
- 0.5 credit in career studies
- 0.5 credit in civics
- GRADE 10 – 12**
- 1 credit in Group 1 (*grade 11 Religion*)
- 1 credit in Group 2
- 1 credit in Group 3

### GRADE 9

- 1 credit in Gr 9 or 10 Tech
- 1 credit in STEM Group



- ND Online Course Calendar – click the Courses tab in the High School Planner in myBlueprint
- University Information – Look for the *Program Finder* @ [www.ontariouniversitiesinfo.ca](http://www.ontariouniversitiesinfo.ca)
- College Information – Look for *Find a Program* @ [www.ontariocolleges.ca](http://www.ontariocolleges.ca)
- College/University Transfer Information is available @ [www.cucc-ontario.ca](http://www.cucc-ontario.ca)
- Skilled Trades information is available @ [www.ontariocolleges.ca/en/apply/skilled-trades](http://www.ontariocolleges.ca/en/apply/skilled-trades)