AJAX H.S. IPP and COURSE SELECTION PROCESS FOR CURRENT GRADE 10 STUDENTS
(2024-2025 Course Selection)

This step-by-step guide will help you complete your online **Individual Pathway Plan (IPP)** and **Course Selections** for Ajax High School using myBlueprint.

The Individual Pathway Plan (IPP) needs to be completed each year. It is an important tool that helps students and parents make informed decisions regarding learning styles, course selections, and post-secondary pathways.

LOGIN from your DDSB Campus Home by clicking on the myBlueprint widget

INDIVIDUAL PATHWAY PLAN

Once you have logged in to your account you will be taken to your **Dashboard** *(to return to this screen at any time, simply click on **Home** and then **Dashboard** in the left navigation pane)*.
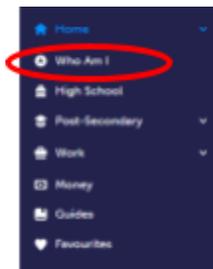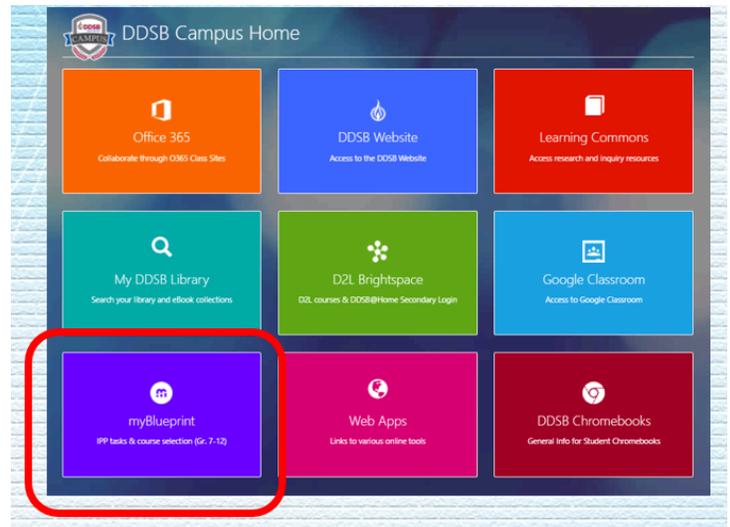
Click on "**Who Am I**" in order to complete a variety of personality surveys, including: **Learning Styles**, **Personality**, **Interests**, **Knowledge**, and **Motivation**. These surveys will help you when considering different pathways in high school and different post-secondary options and careers after high school.

Once you have completed the surveys, click on "Match Results" near the top of the page and review "Occupation Matches", "Post-Secondary Matches" and high school "Course Matches" based on your survey answers.

To complete your **IPP**, click on **View All Tasks** from your Dashboard. The boxes displayed indicate the **IPP Tasks** for your grade.

Complete any of the Tasks that are still outstanding.

By completing your IPP you are developing a sense of your academic and personal skills. Additionally, you are exploring areas that are of interest to you as you consider future goals and possible careers.
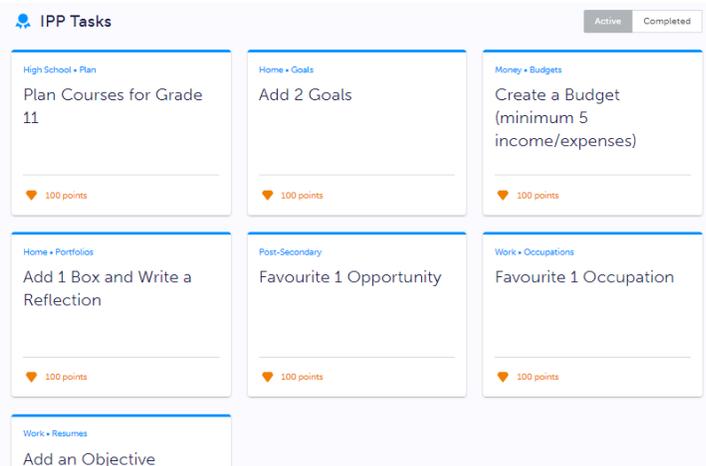
With each task you complete you will earn myBlueprint points that you can use for a chance to win prizes or scholarships (click on **Prizes** or **Scholarships** in order to enter a draw).

You are now ready to begin to choose your courses for your next school year at Ajax High School.

CHOOSING YOUR COURSES
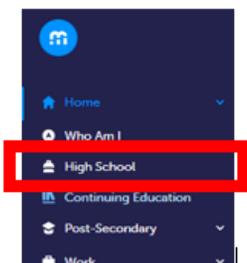
From the left navigation menu, click on **High School**.
Be sure you are choosing courses in your "Official High School Plan"

High School

Plan   Courses

■ Official High School Plan
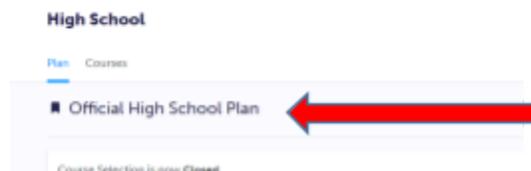
At the top right of your screen you can click on "**Course Selection Resources**" to access the **Ajax H.S. Course Calendar** and **Guidance website**.

Course Selection Resources
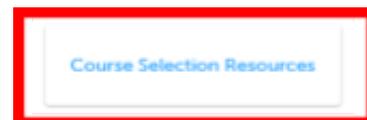
1) **COMPULSORY COURSES**
The two Grade 11 compulsory disciplines are identified by name (e.g. English and Mathematics) in your Course Plan and are required courses.

Once you click on a discipline's box you will be taken to a screen where all of the courses we offer in that discipline for **ALL** grades are listed.
You MUST change the Grade filter in the top right corner to "Grade 11". Once you do this you will see a list of the Grade 11 courses from which to choose from that particular discipline.

Grade 11   English

As an example, if you are choosing Grade 11 courses for English, you will be presented with the following:

NBE3E1 – Workplace English (this course is the prerequisite for ENG4E1)
NBE3C1 – College English (this course is the prerequisite for ENG4C1)
NBE3U1 – University English (this course is the prerequisite for ENG4U1)

There is also a category for English as a Second Language courses for students who are Multi Language Learners and wish to take an MLL course.

Click on your selection from this list and you will be presented with a course description and any course notes/fees associated with this course. After reading this, click on "**Add Course**" to add this course to your Course Plan.

If you plan on completing a full (reach ahead) summer school course for any of your compulsory courses, you will **choose a different course** in that discipline's box and let us know about your summer school plans by adding a message about the specific course(s) you plan to take in summer school in the "ADD COMMENTS" section when reviewing your courses (e.g. if you are doing Gr. 11 English in the summer, when

you click on the box for "English" you would change the "Discipline" and/or "Grade" filter in order to find another course to add into this slot). The maximum number of summer school courses that you can do is two.

If you failed a COMPULSORY class in Semester 1 and you wish to repeat this course next year, you must add that course to your Course Plan for next year. If you want to repeat this failed compulsory course **and** also take the Grade 11 version of this course (e.g. re-take Gr. 10 English in semester 1 and take Gr. 11 English in semester 2) both of these courses must be added into your Course Plan for next year. Use the specified Discipline box (e.g. English) to add the Gr. 11 course and then click on an elective "Course" box in your planner and then change the Grade level drop down menu to Grade 10 and add in your failed course (e.g. Grade 10 English).

If you plan on completing a failed compulsory course in summer school do **NOT** add it to your Course Plan and let us know about your summer school plans by adding a message about the specific course you plan to take in summer school in the "ADD COMMENTS" section when you review your courses.

French Immersion students are required to take the course **FIF3UF** - French (French Immersion), plus at least one other French Immersion course – please see the handout "**AJAX HIGH SCHOOL GENERAL INFORMATION FOR THE 2024/25 SCHOOL YEAR - CURRENT GRADE 10 STUDENTS**" for details regarding your second French Immersion course option.

To change a selection made in error, click on the three dots beside the selected course, click "**Delete**" and then click on this discipline box again in order to update your selection.

2) **ELECTIVE COURSES**
Your six elective courses will be chosen by clicking on the boxes that are identified as "Course" in your course

planner. When you click these boxes <u>ensure that the filter at the top right of the screen reads **Grade 11**</u> and choose your elective courses from the disciplines that are presented on your screen.

If you already have the prerequisite course or wish to sequence courses by semester next year (e.g. grade 11 English in semester 1 and grade 12 English in semester 2), you may choose courses from Grade 12.

eLearning requirement for your Ontario Secondary School Diploma
Beginning with the cohort of students who entered Grade 9 in the 2020-21 school year, all students must earn a minimum of two online learning credits as part of the <u>requirements for an Ontario Secondary School Diploma</u> unless they have been opted out or exempted.

You are required to take 2 Elearning credits as a graduation requirement.

To choose a course that will meet this eLearning requirement for next year, click on an Elective "Course" box and then change the Grade filter at the top to Grade 11 and the Discipline filter to "E Learning". From the drop down menu you can then choose the ELearning course that you want to take. Once you click add course, this will be added to the course planner. More information about this eLearning requirement can be found in the handout "**AJAX HIGH SCHOOL GENERAL INFORMATION FOR THE 2022/23 SCHOOL YEAR - CURRENT GRADE 10 STUDENTS**"

3) ALTERNATE COURSE

Students are also required to include two alternate courses as part of their course choices.
When you click the alternate boxes <u>ensure that the filter at the top right of the screen reads **Grade 11**</u> and choose your alternate courses from the disciplines that are presented.

We will do our best to schedule your first choices for elective courses, but please be aware that due to scheduling constraints your alternate choice(s) may be used.

Any courses with special "Course Notes" will be identified with an "i" in a BLUE circle in your Course Plan – hover your mouse over this "i" to review these notes.
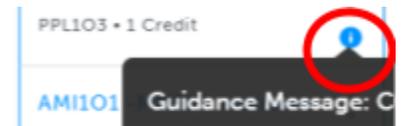
Any courses with "warnings" will be identified with an "!" in a RED circle in your Course Plan (this means there is a potential ERROR in your course selections). Hover your mouse over this "!" to review the error and correct this error (if necessary) by deleting this course and choosing another course.
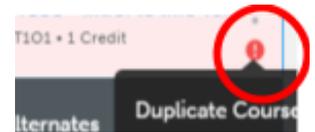
NOTE: *You can plan ahead and add courses in your high school plan for Grade 12, but only the grade 11 course selections will be submitted to the high school for next year.*

The **Graduation Indicator** on the right side of your screen will help you keep track of your progress towards graduation. Click **View Progress** for a list of specific graduation requirements to ensure you are planning for all graduation requirements.
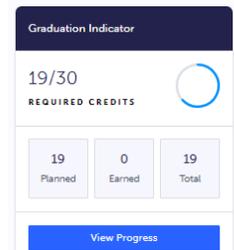
Students can create multiple course plans and view these plans from their course selection screen by clicking on "View Plans" at the top right of their course selection screen.

The icon (beside "Official High School Plan") indicates that these are the courses that will be submitted to the high school for next year and is the Default Plan for myBlueprint.

REVIEW COURSES

Once all of your courses have been selected, click on the blue "Review Course Selections" button located at the top right of your course planner.

With your parent/guardian(s), review and confirm your course selections before your course submission. If you want to return to your course selections before submitting, simply click on the "X" at the top left of the screen in order to go back and make changes to your courses.

You can use the "**Add Comments**" section to explain any issues to us that you feel the Guidance department at Ajax H.S. may need to be aware of your course selections.

If you are planning on taking a **summer school** course, you should have <u>NOT</u> chosen this course in your planner and you will need to include what **specific** summer school course you plan on taking in the "**Add Comments**" section of the "Review Course Selections" process.

SUBMIT COURSES
Once you have carefully reviewed your course selections with your
parent/guardian(s), click on "Submit Course Selections". It will
indicate that you have successfully submitted your course selections.

Please note that you will <u>not</u> be able to modify your course selections once they are submitted.

If you have any errors that are **stopping** you from submitting your courses, you will need to go back to your
Course Plan and correct those errors before proceeding.

EMAIL PARENT APPROVAL/PRINT SIGN–OFF SHEET
Students must now get official approval for their course selections from their parent/guardian in one of two
ways:

Paperless option
Click on the blue Send Approval Email button and carefully type in your
parent/guardian's email and then click "Send Approval Email".
The email address you type in will be stored in our system.

Parent/guardian(s) will receive an email that shows their child's course selections and the school to which
these courses are attached.
The email they receive will allow parent/guardian(s) to click on "Approve Course Selections" or "Reject
Request." Their response will be sent to the school and stored in our system.

Paper copy
Print off a physical copy of your course selections by clicking on the Printer icon located at
the top right of the screen. This copy must be signed by the student and parent/guardian and
returned to the Guidance Office.

Students can return to their course selection screen to reprint the sign-off sheet or re-send additional
approval emails, if required.

CONGRATULATIONS, YOU'RE DONE!