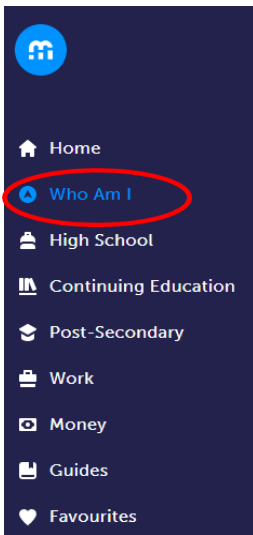# GRADE 8 AJAX H.S. IPP and COURSE SELECTION INSTRUCTIONS (for the 2024-2025 school year)

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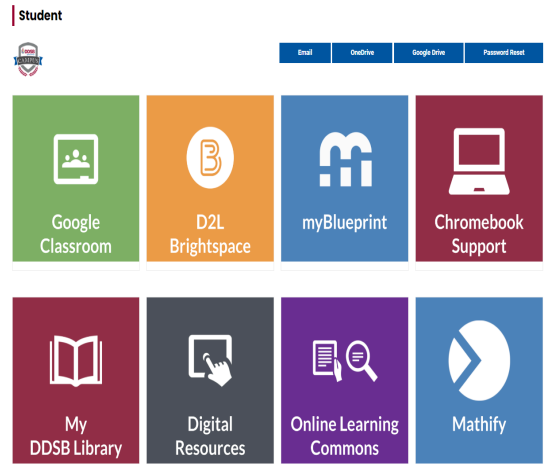
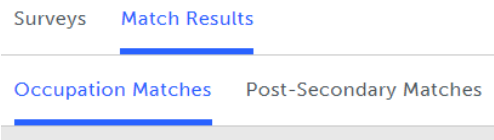## LOGIN from your DDSB Campus Home by clicking on the myBlueprint widget

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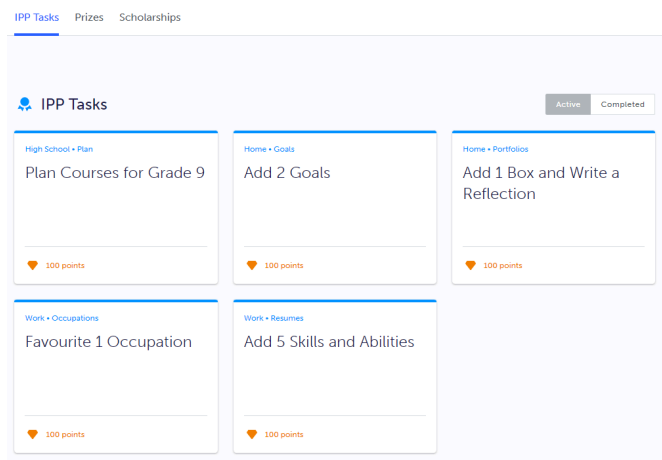
Once you have completed the surveys, click on "Match Results" near the top of the page and review "Occupation Matches", "Post-Secondary Matches" and high school "Course Matches" based on your survey answers.

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.
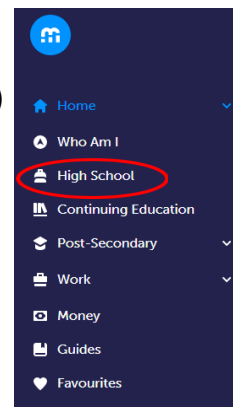
***You are now ready to begin to choose your courses for your Grade 9 school year at Ajax HS.**

CHOOSING YOUR COURSES

To complete your course selections, you must create your first high school plan (if you haven't already!)
From the left navigation menu, click **High School**

- Click on **Add Plan** (if this appears)
- **Select the High School** you plan to attend next year and click **Create New Plan**
- **If you already have created a plan, you will be taken directly to your Course Plan.**

*Note: Depending on when you are planning your courses, you may be taken directly
to the Official High School Plan of the high school that you have been pre-registered
to attend for next year. If given the option, choose Ajax High School from the drop down menu.*

At the top right of your screen you can click on "**Course Selection Resources**" to access
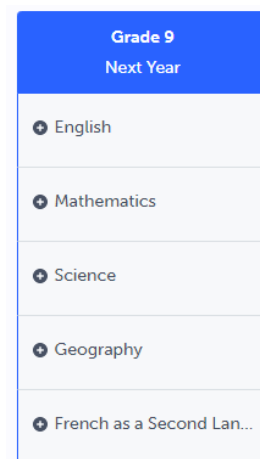the **Ajax H.S. Course Calendar** and **Guidance website**.
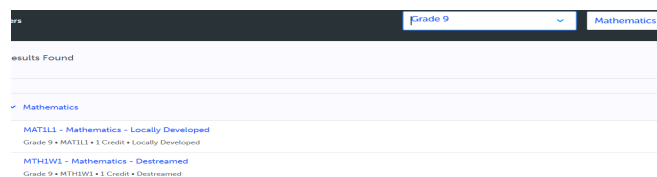
1. COMPULSORY COURSES

The **five (5)** compulsory disciplines are identified by name (e.g. English) in your Grade 9 Course
Plan and are required to be taken in your grade 9 year. Once you click on a discipline's box you
will be presented with the available courses from which to choose.

Important Reminders:
- ★ Grade 9 Math, Science, Geography and English are De-streamed.
- ★ Grade 9 French will be offered at the Inclusive Academic level.
- ★ Ajax HS also offers an open level grade 9 French course. Speak to your Grade 8
  teacher if you think this may be a suitable option. *see notes on next page*
- ★ Locally Developed courses should be selected in consultation with your Elementary
  Principal, Grade 8 teacher, Special Education Resource Teacher, and your
  parent(s)/guardian(s).

Ensure "**Grade 9**" is showing at the top right of your screen after you have clicked on a
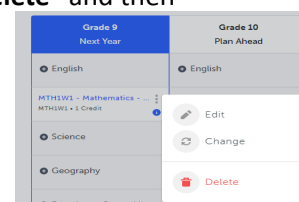Course Discipline box.

Click on your course selection 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 Grade 9 Course Plan.

French Immersion students are required to take the following courses: **FIF1DF** - French (French Immersion),
SNC1WF - Science (French Immersion) and **CGC1WF** - Geography (French Immersion).

If you are NOT in the French Immersion program, all other students must choose Inclusive Academic Core French
(**FSF1D1**). Alternatively, we also offer **FSF1O1**. Selection of this French course should be done in consultation with
your Elementary Principal, Grade 8 teacher, Special Education Resource Teacher, and your parent(s)/guardian(s).

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.

What do you do if you wish to complete a full course in summer school?
If you wish to "reach ahead" and complete a full grade 9 course in summer school you will include this information in the "**ADD COMMENT**" box when you "**REVIEW YOUR COURSES**" in myBlueprint. In your comment, please indicate that you are going to do summer school and include the specific course that you plan to take.
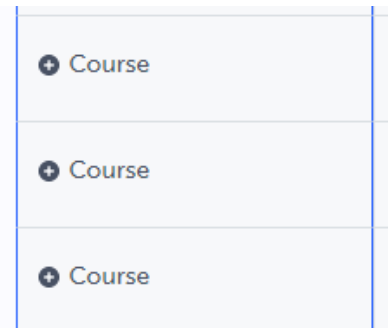This course will **NOT** be in your schedule for next year. In myBlueprint you will **NOT** choose this course, but instead choose another course to fill this compulsory course slot in your Course Plan.

Summer school courses will be available at the same time as course selection. Students are responsible for registering for summer school through the "Continuing Education" section in myBlueprint.

2. ELECTIVE COURSES
Your **three (3)** elective courses will be chosen in the boxes that are identified as "Course". When you click these boxes <u>ensure that the filter at the</u> <u>top right of the screen reads</u> <u>**Grade 9**</u> and choose your elective courses from the disciplines of: **Arts** (Drama, Music, Guitar, Visual Arts), **Physical Education** (PPL1O1- Healthy Active Living Education - Inclusive of all Student Identities, PPL1O3 - Healthy Active Living Education for Identifying Males, PPL1O4 - Healthy Active Living Education for Identifying Females), **Business Studies** (Building the Entrepreneurial Mindset)**, Social Sciences and Humanities** (Exploring Family Studies)**, Technological Education** (Technology & the Skilled Trades, Communication Technologies).
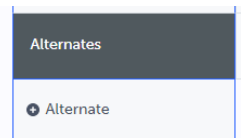
Each student should **choose at least one course from each of the Arts, Technology, and Physical Education disciplines** from the list of electives in either grades 9 or 10, in order to complete their compulsory credits required for graduation.
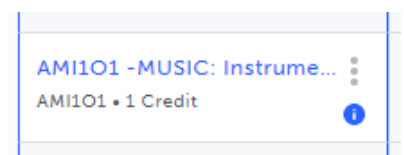
3. ALTERNATE COURSES
Students are also required to include two alternate courses as part of their course choices. When you click the alternate box **ensure that the filter at the top right of the screen reads Grade 9** and choose your Alternate course from the disciplines of: **Arts, Business Studies, Social Science and Humanities, Physical Education, or Technological Education**.
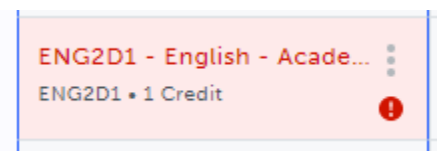
We will do our best to schedule your first choices for elective courses, but please be aware that due to scheduling constraints your alternate choice may be used.

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 before submission.
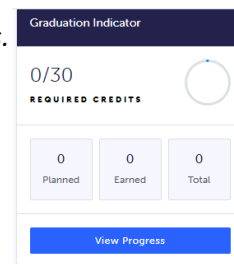
Any courses with "warnings" will be identified with an "!" in a RED circle in your Course Plan (this means there is an ERROR in your course selections). Hover your mouse over this "!" to review the error and correct this error by deleting this course and choosing another one before you submit your courses.

NOTE: *You can pre-plan and add courses in your high school plan for future grades (10 -12), but only the grade 9 course selections will be submitted to the high school for next year, so future grade courses can be adjusted later on when you are in high school.*

*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.*

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.

Once students are pre-registered to their secondary school they will see that school named at the top of their plan and the icon (beside "Official High School Plan") indicates that these are the courses that will be submitted to that high school for next year.

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 caregiver/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.

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.

Review Courses

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

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.

Submit Course Selections

EMAIL PARENT/GUARDIAN APPROVAL

Students must now get official approval for their course selections from their parent/guardian:

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 Approval

Please add a parent or guardian email below for us to share your course selection. Your parent/guardian will be asked to approve your course selections.

Parent/Guardian Email

Send Approval Email

Parent/guardian(s) will receive an email that shows their child's course selections and the school to which these courses are attached.

This email will allow them to click on "Approve Course Selections" or "Reject Request." Their response will be sent to the school and stored in our system.

Submission Details

Email your parent/guardian so that they may confirm your selections

| 1 Step 1 Add Courses | 2 Step 2 Review Courses | 3 Step 3 Submit Courses | Send Approval Email | 🖶 |

Parent/Guardian Approval

Your course selections have been submitted to your Counsellor for review. Please either print the Sign-Off Sheet or send a paperless approval email, as directed by your school

Note: Speak to your Counsellor to discuss any changes that you wish to make to your Course Selections

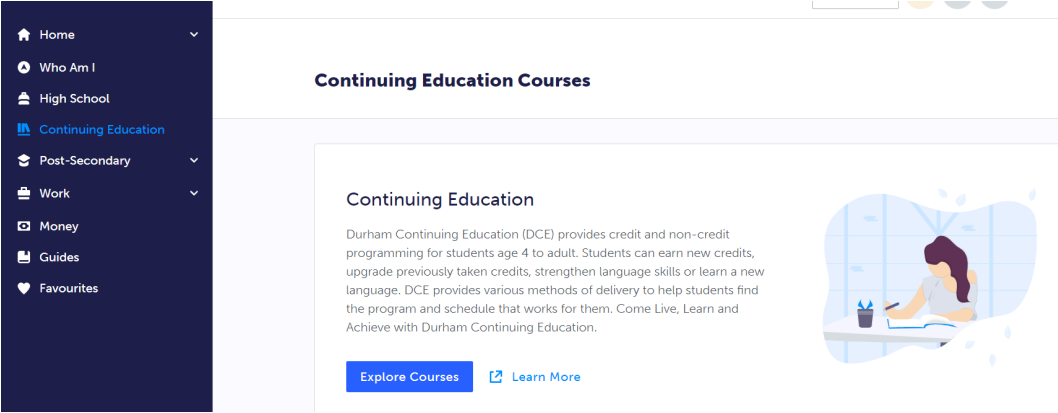| 1 Step 1 Add Courses | 2 Step 2 Review Courses | 3 Step 3 Submit Courses | Send Approval Email | 🖶 |

CONGRATULATIONS, YOU'RE DONE!

Are you interested in taking <mark>Summer School courses</mark> or enrolling in the <mark>Getting Ready for High School program</mark>?

You can check out what is being offered by clicking on Continuing Education and Explore Courses.

Your Pathway Counsellor or High School Guidance Counsellor can provide you with more information.