GRADE 11 STUDENT AJAX H.S. IPP and Course Selection INSTRUCTIONS for the 2024-25 School Year
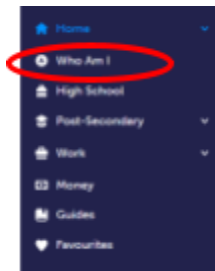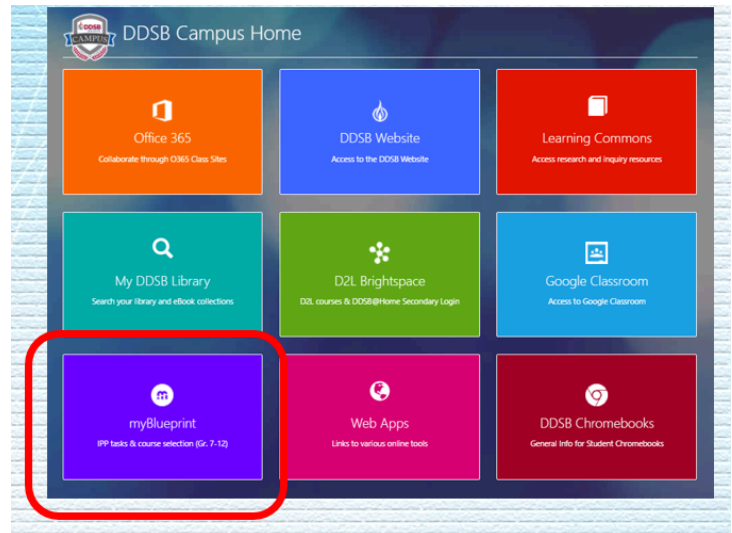
This step-by-step guide will help you complete your online **Individual Pathway Plan (IPP)** and **Course Selections** for Ajax High School using myBlueprint.

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

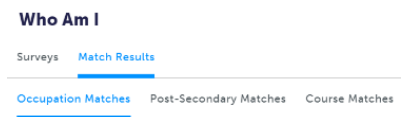## LOGIN from your DDSB Campus Home by clicking on the myBlueprint widget

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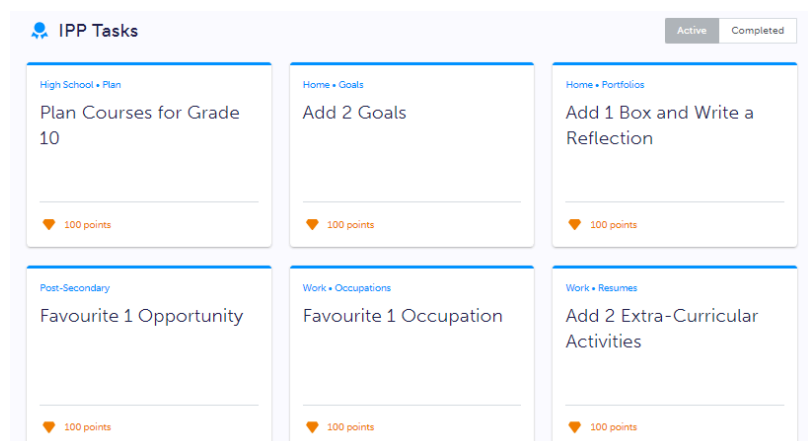
Once you have completed the surveys, click on "Match Results" near the top of the page and review "Occupation Matches", "Post-Secondary Matches" and high school "Course Matches" based on your survey answers.

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

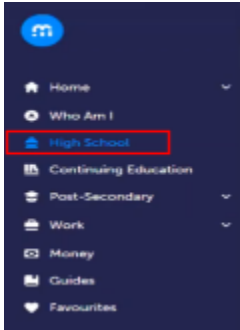Complete any of the Tasks that are still outstanding.

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).
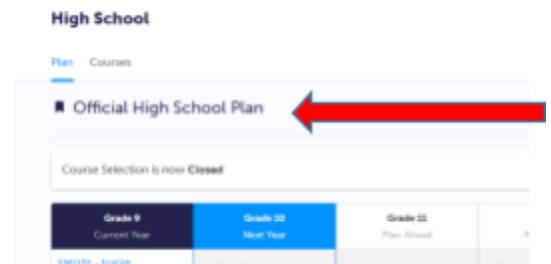
You are now ready to begin to choose your courses for your Grade 12 school year at Ajax High School.

CHOOSING YOUR COURSES

From the left navigation menu, click on **High School.**

Be sure you are choosing courses in your **"Official High School Plan"**

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**

In grade 12, the only compulsory course is grade 12 English, the remaining courses are chosen based on a desired post-secondary pathway (apprenticeship, college, university or enter the world of work).

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 12".** Once you do this you will see a list of the Grade 12 courses from which to choose. You can choose grade 11 courses if desired, just use the grade filter.

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 Gr. 12 compulsory course, you will choose a different course in that course 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. 12 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 grade 11 class in the first half of this school year 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 12 version of this course (e.g. re-take Gr. 11 English in semester 1 and take Gr. 12 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. 12 course and then click on an elective "Course" box and change the Grade level drop down menu to Grade 11 and add in your failed course (e.g. Grade 11 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 following course in grade 12:
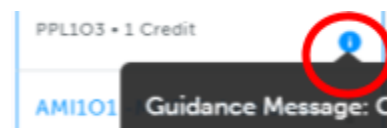**FIF4UF**

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.
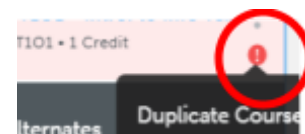
2) **ALTERNATE COURSES**
Students are also required to include two alternate courses as part of their course choices.
When you click the alternate boxes ensure that the filter at the top right of the screen reads **Grade 12** and choose your alternate courses from the disciplines that are presented.

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.

*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.*

3) **STUDY PERIODS**

Students who will have obtained 24 credits by the beginning of their grade 12 year are eligible to take up to 2 study periods. If you would like to take 2 study periods - one each semester, select **STUDY1 and STUDY2**. If you would like to take one study period please select **STUDY0.**
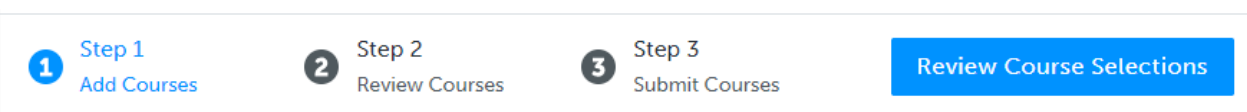

The icon (beside "Official High School Plan") indicates that these are the courses that will be submitted to the high school for next year and is the Default Plan for myBlueprint.
REVIEW COURSES

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 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 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 caregiver/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 CAREGIVER APPROVAL
Students must now get official approval for their course selections from their caregiver/guardian via email.

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

Caregiver/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 caregiver/guardian(s) to click on "Approve Course Selections" or "Reject Request." Their response will be sent to the school and stored in our system.

CONGRATULATIONS, YOU'RE DONE!