

## myBlueprint Education Planner Assignment

It is important to keep track of your educational record (courses completed, community service hours, extra-curricular, co-op/work experiences and goals). This assignment will provide you the opportunity to update your progress and plan for the future using an interactive and engaging program called myBlueprint.

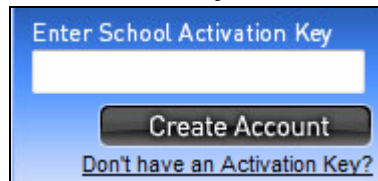
### Step 1 – Access Resource

- a. Log on to a computer and go to the website: [www.myBlueprint.ca](http://www.myBlueprint.ca).



- b. If you have not created a **My Profile** on a previous visit, start by entering the **Activation Key** for your school on the left of the page.

**Activation Key:** xavierss



### Step 2 – High School Planning

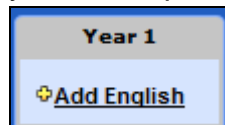
- c. After logging in, select **High School Planner** from the navigation menu.



- d. Click on "**Create A New Plan**" and choose a pre-existing or blank plan.



- e. Start adding the courses you have taken in the past, are currently taking or plan on taking in the future by clicking on "**Add <Course>**" in the High School Planner grid. This will open the **Course Selection and Details** screen where you can explore and add courses to your plan from those available to you.



- f. To assist you with completing your High School Plan, a **Credit Counseling Summary Sheet** may be helpful. The Summary Sheet will provide you details on the courses you have taken and the marks that you achieved.
- g. As you add courses to your plan, you will notice that the **Graduation Indicator** will automatically update based on your progress towards obtaining your Ontario Secondary School Diploma. (O.S.S.D.). Click “**View Detailed Progress**” to ensure you are on taking the courses you require to graduate.



- h. In addition, the **Program Eligibility Metre** will automatically update and provide you with an indication of how many post-secondary opportunities may be available to you (Apprenticeships, College Programs, University Programs and Workplace Opportunities). You can use this feature to determine your potential options based on the courses you have taken and plan on taking.

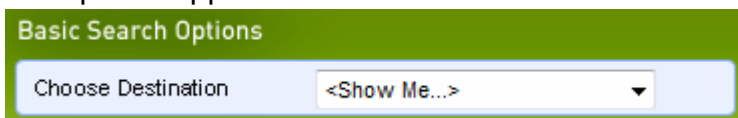


- i. Once you have completed your High School Plan, **Print** it by clicking the appropriate link at the top right of the page.



### Step 3 - Post-Secondary Planning

- a. Select **Post-Secondary Planner** (Program Finder) from the navigation menu.
- b. Select from Apprenticeships, College Programs, University Programs or Workplace Opportunities in the “**Choose Destination**” dropdown.



- c. Filter your potential post-secondary opportunities by selecting the **Basic** and **Advanced Search Options** that are important to you (Category, Province, Keyword, Length of Program, Tuition Range, etc.)

- d. You can request that **only** opportunities that you may be eligible for based on the courses in a previously saved High School Plan appear by clicking the checkbox beside the “**Find Programs That Will Match This Plan**” preference and selecting from the plan you would like to use as a filter.
- e. Click “**Search**” to view the results based on your preferences.



- f. Explore valuable information on the opportunities that interest you by clicking the underlined name or compare results by checking the box beside up-to three results and clicking the “**View and Compare**” button.



- g. Select **THREE (3)** opportunities that interest you and save them to you profile by clicking the “**Save to Profile**” button.

#### Step 4 – My Profile & Goals

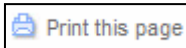
- a. Go back to **My Profile** and click on “**Create a Goal**”.



- b. Complete **at least TWO (2) Goals** and include an Action Plan for how you intend to go about achieving the goals you have set for yourself.

- c. Complete the **High School Planning** (green) section. This includes your Graduation Requirement Fulfilled (Community Involvement Hours and Literacy Test Requirement), Extra-Curricular Activities and Co-op/Work Experience Reporting.

- d. Update any other fields or sections within **My Profile** that are important to you and then **print** the page by clicking the appropriate link.



**Note:** make sure you have the required three programs from Step 3 saved in the **Post-Secondary Planning** section of My Profile.