STUDENTS OF BHNCDSB - HOW TO REGISTER and SELECT YOUR COURSES ONLINE USING MyBlueprint

Students who are currently registered at Holy Trinity will be using the myBlueprint website to register on-line for course selections. Below is a step-by-step guide to registering for your courses.

PART 1: HOW TO ACCESS MYBLUEPRINT AND YOUR COURSE PLAN

Step 1

1. Select the **MyBlueprint** hyperlink in your Brightspace (top left corner of the main screen) or visit www.myblueprint.ca/bhncdsb directly.

Step 2
1. Scroll down to **SCHOOL ACCOUNT LOGIN. (**From Brightspace it will automatically sign you in - Skip to Step 3)
2. Select **Brant Haldimand Norfolk Catholic School Board**.
3. Log in with your BHNCDSB Username and Password.

Step 3
1. From the Dashboard, on the left-hand side -click on the High School option. You will be choosing your courses under the column labelled with your next Grade.
    - Remember, this is your course plan; you can select/remove courses as many times as you like until you hit the Submit button. **Once you hit the Submit button your course selections will be locked in!**
    - Choose the "Courses" tab at the top if you want to see the full Course Guide organized by department.
    - Choose the "Course Selection Resources" in the top left to see the course catalogue & elective description.

PART 2: HOW TO CHOOSE AND SUBMIT YOUR COURSES

Step 1

To choose a compulsory course click on the plus '+' icon of your compulsory courses.
    - You will be presented with a list of courses to choose from.
    - Click on the course to see the description, notes, pre-requisite, and successors of this course.
    - To add a course, click the course name and then **Add Courses**. You will return to your course plan and the course you have chosen will appear. (click on the three dots and delete to change a course)
    - Continue until you have selected all your compulsory courses.

Step 2

To choose an elective course, click on the plus '+' icon of the Course Tabs slot.
    - You will see a list of all the subjects. Be sure to scroll down so that you see all the choices.
    - Click on the course name to see the description, advisor notes, and pre-requisites for future courses.
    - To add a course, click **Add Courses**. You will return to your course plan and the course will appear.
    - Continue until you have selected all your elective courses.

The blue symbol means there is an Advisor Note for that course that you must read.

The red symbol means there is an Alert for that course that you must read.
    - We ask that you choose an alternate course should one of your electives not be available.

Step 3

If you receive a RED warning, please DO NOT CONTINUE. If the warning states that you have too many course selections, please go back and omit one. If the warning states that you do not have enough selections, please go back and add a course.

Step 4

Select Review Course Selections [Review Course Selections] to review your course choices with your parent/guardian. Once you are certain of your course selections for next year, choose Submit Course Selections.
(**REMINDER** – once you hit submit your choices are locked in. You need to contact Guidance to make changes)

Step 5
Once submitted a send Approval Email option will pop up. Once clicked, a parent or guardian's email address can be added (this must be the same email that is in PowerSchool). Parents will receive an email with selections, alternates, any issues, or guidance messages. Parents will have the option to accept or reject the selections via email. Please check your junk mail. **The course request digital sign- off will be due on Tuesday, Feb 20th and Wednesday, Feb 21st.**

Submission Checklist:
Deadline for parents to accept course selections by email, Tuesday, Feb 20th and Wednesday, Feb 21st
Digital Sign-off (   )
$40 Student Activity Fee – paid through School Cash Online (   )
Complete all online consent forms which can be found in School Cash Online. (   )

Summer School
If you are interested in summer school – which runs from July 2-25, 2025, you can also register online through MyBlueprint. Click on the "**Continuing Education**" tab on the left side of the page and then "**Explore courses**". Click on "**Grade 9-12 Summer School**" and then choose the course of interest. If you are registering for summer school, please ensure you have discussed this with your parents and selected a different elective than you chose for the regular school year.

OSSD REQUIREMENTS CHECKLIST- Students entering gr. 9 2023 and before							
	COURSE	CREDITS	EARNED				
COMPULSORY CREDITS	English	4	□	□	□	□	
	Mathematics	3	□	□	□		
	Science	2	□	□			
	Canadian History	1	□				
	Canadian Geography	1	□				
	The Arts (Visual Art, Instrumental or Vocal Music, Dramatic Arts)	1	□				
	Health and Physical Education	1	□				
	French as a Second Language	1	□				
	Career Studies	0.5	□				
	Civics	0.5	□				
	Group 1: A students' **Grade 11 religion will meet this requirement**	**					
	Group 2: 1 additional credit in health and physical education, the arts, business studies, French as a second language or cooperative education	1	□				
	Group 3: 1 additional credit in science, technological education, French as a second language, computer studies or cooperative education	1	□				
RELIGION	**Religion** at each grade level ** Grade 11 religion meets the Group 1 requirement	4	□	□	□	□	
ADDITIONAL OSSD REQUIREMENTS	Optional credits	8	□ □ □ □ □ □ □ □				
	40 hours of community involvement activities		□				
	Ontario Secondary School Literacy requirements		□				
	TOTAL NUMBER OF CREDITS REQUIRED	30					

OSSD REQUIREMENTS CHECKLIST Beginning with Class of 2028

	COURSE	CREDITS	EARNED			
COMPULSORY CREDITS	English	4	☐	☐	☐	☐
	Mathematics	3	☐	☐	☐	
	Science	2	☐	☐		
	Technological Education (Grade 9 or 10)	1	☐			
	Canadian History	1	☐			
	Canadian Geography	1	☐			
	The Arts (Visual Art, Instrumental or Vocal Music, Dramatic Arts)	1	☐			
	Health and Physical Education	1	☐			
	French as a Second Language	1	☐			
	Career Studies	0.5	☐			
	Civics	0.5	☐			
	1 additional credit in STEM related course group – Business, Computer studies, Cooperative Education, Mathematics, Science, Technological Education.	1	☐			
ADDITIONAL OSSD	Elective credits (includes 4 religion credits)	13	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐			
	40 hours of community involvement activities		☐			
	Ontario Secondary School Literacy requirements		☐			
	2 Online learning credits		☐ ☐			
	TOTAL NUMBER OF CREDITS REQUIRED	30				