

## □ CREATE ACCOUNT

- Visit [www.myBlueprint.ca/sd23](http://www.myBlueprint.ca/sd23)
- Select your school from the drop down in the new user box and click **Create Account**
- Select **Click to View Other Account Types > Teacher**

### Troubleshooting tips:

**Have an account?** Enter your email/password in the Existing User box

**Forgot your password?** Click on “Forgot your password?”

## □ DOWNLOAD RESOURCES

Visit [www.myBlueprint.ca/support/](http://www.myBlueprint.ca/support/)

- Access 50 + free lesson plans and activities
- Download how-to guides and presentations
- Watch tutorial videos

## □ EXPLORE A STUDENT ACCOUNT

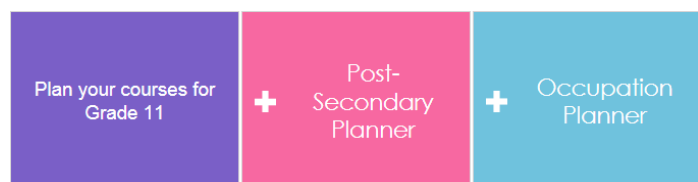
From your Dashboard, click **Go to Student View** to access a demo student account for career counselling research or to introduce students to myBlueprint.

Go to Student View

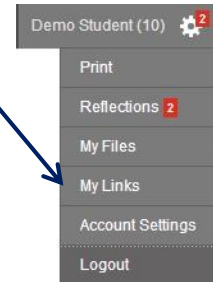
- ✓ **Post-Secondary Planner** – compare detailed information on apprenticeships, college programs, university programs and workplace sectors across Canada
- ✓ **Career Spectrum** – complete 6 unique assessments for self-exploration and discovery (including Learning Styles, Myers-Briggs Personality, Holland Interests, Knowledge, Motivations, and Compatibility) and be matched with suited occupations
- ✓ **Goal Setting** – add interactive SMART goals and action plans
- ✓ **High School Planner** – visually plan courses, track progress toward graduation, and instantly identify post-secondary eligibility for opportunities in every pathway
- ✓ **Occupation Planner** – compare comprehensive information on occupations
- ✓ **Resume & Cover Letter** – record experiences, build a resume, write a cover letter
- ✓ **Financial Planner** – build a budget to track income and expenses
- ✓ **Job Finder** – find real-world job postings that relate to occupations of interest
- ✓ **My Portfolio** – create a personal or career portfolio and share it with parents, teachers, or future employers

## □ INTRODUCE STUDENTS

- Book computer labs
- Share the Activation Key
- Have students create an account
- Option: Use the built-in IPP/EPP activity



**Tip:** Have students request a link to your account from the **My Links** feature in their Toolbox so you can easily add them to a class.



## □ CREATE A CLASS

1. From your Home screen, click **Create Class**
2. Name your class (i.e. Biology 11A), click **Create Class**
3. Click **Pending link requests** (if students linked to you earlier)
4. **Add Students** Note: Only students with active accounts will appear in the Add Students screen
5. Select students and add them to a class

<input checked="" type="checkbox"/>	D'Souza	Danielle	11	<b>Grade 11 English, Health</b>	Non-SIS
<input type="checkbox"/>	Employment	Road to	11		Non-SIS
<input type="checkbox"/>	Gjini	Ivi	11		Non-SIS
<input type="checkbox"/>	Haase	Sarah	11		Non-SIS
<input checked="" type="checkbox"/>	Holtzheuser	Sierra	11	<b>Grade 11 English</b>	Non-SIS
<input type="checkbox"/>	Jacob	Jacob	11		Non-SIS
<input type="checkbox"/>	K	Linda	11		Non-SIS
<input type="checkbox"/>	Kat	Kit	11		Non-SIS
<input type="checkbox"/>	Kiran	Sonia	11		Non-SIS

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CLASS: Grade 11 English Add Selected Students

6. Once you have added students to your class, you can view their progress and reset their passwords

Grade 11 English ▾ Add Students Post Bulletin Send Note Group Action ▾ Download

☐	Last Name	First Name	G...	Last Acce...	Progress	SIS	Action
	<input type="text" value="Search..."/>	<input type="text" value="Search..."/>					
<input type="checkbox"/>	D'Souza	Danielle	11	8/11/2015	<div style="width: 78%; background-color: #ffc000; border: 1px solid #ccc;"></div> 78%	Non-SIS	Select Act.. ▾
<input type="checkbox"/>	Holtzheuser	Sierra	11	7/15/2015	<div style="width: 67%; background-color: #ffc000; border: 1px solid #ccc;"></div> 67%	Non-SIS	Select Act.. ▾
<input type="checkbox"/>	Skywalker	Luke	12	8/12/2014	<div style="width: 0%; background-color: #ffc000; border: 1px solid #ccc;"></div> 0%	Non-SIS	Select Act.. ▾