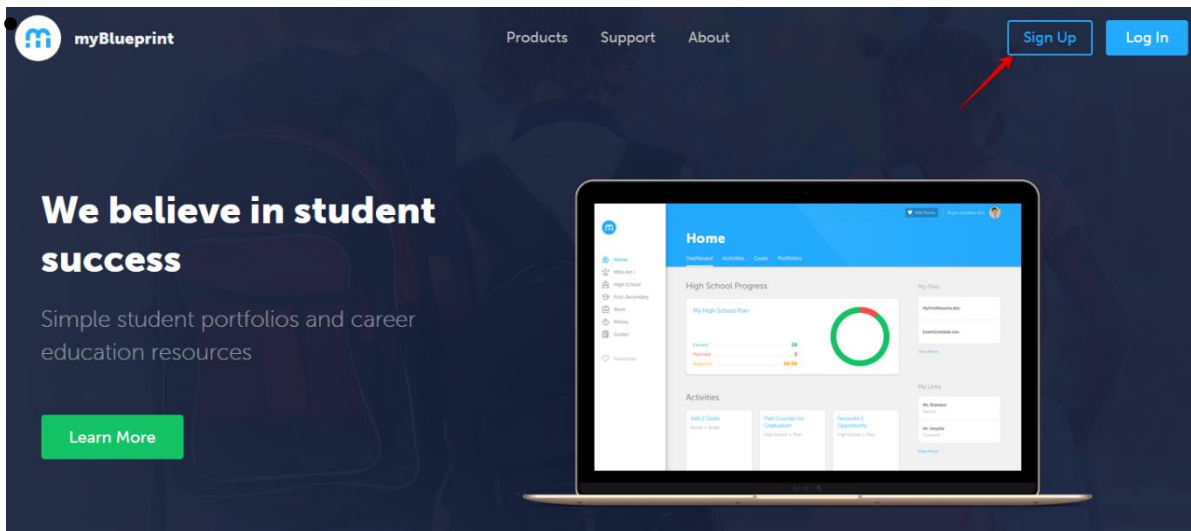


SECTIONS:

1. TEACHER ACCOUNT... page 1
2. STUDENT ACCOUNT... page 12

TEACHER ACCOUNT

1. CREATE AN ACCOUNT



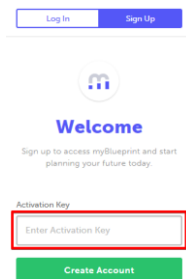
- Visit www.myBlueprint.ca
- Click **Sign Up** in the top right corner
- Enter your **Activation Key**, and click **Create Account**
- Select **Not a Student? Teachers, Counsellors, and Parents Click Here**
- Select your **role**
- Complete the sign-up form and click **Create My Account**

TROUBLESHOOTING TIPS

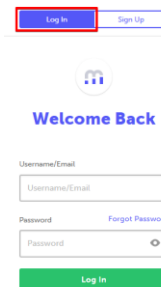
Have an account? Enter your email/password in the Username/Email box

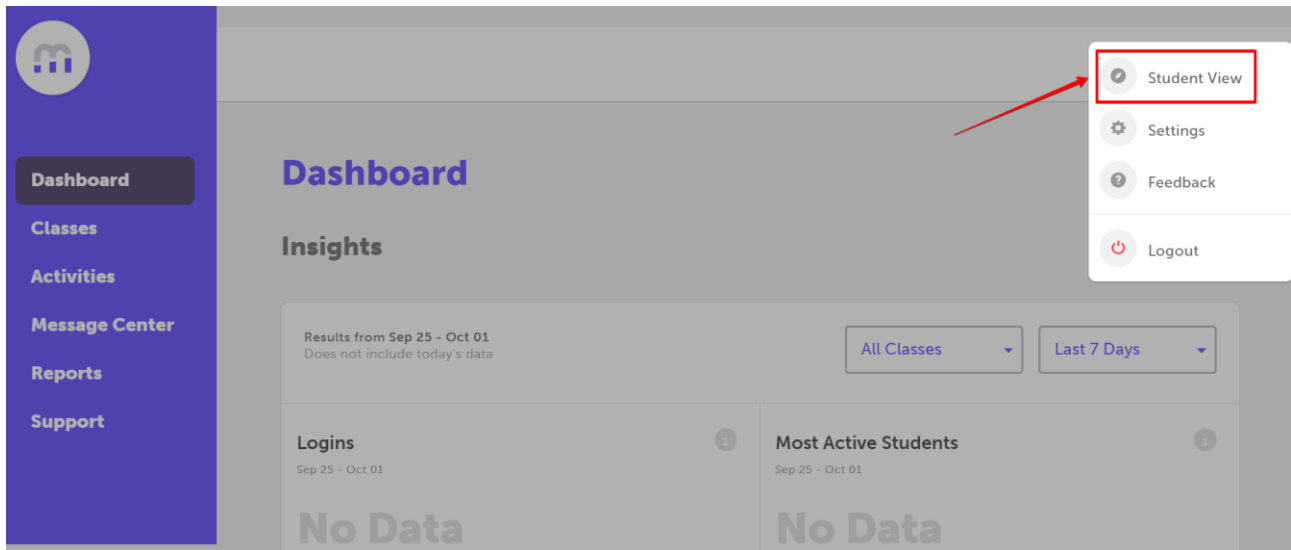
Forgot your password? Click on “Forgot Password”

SIGN UP



LOG IN





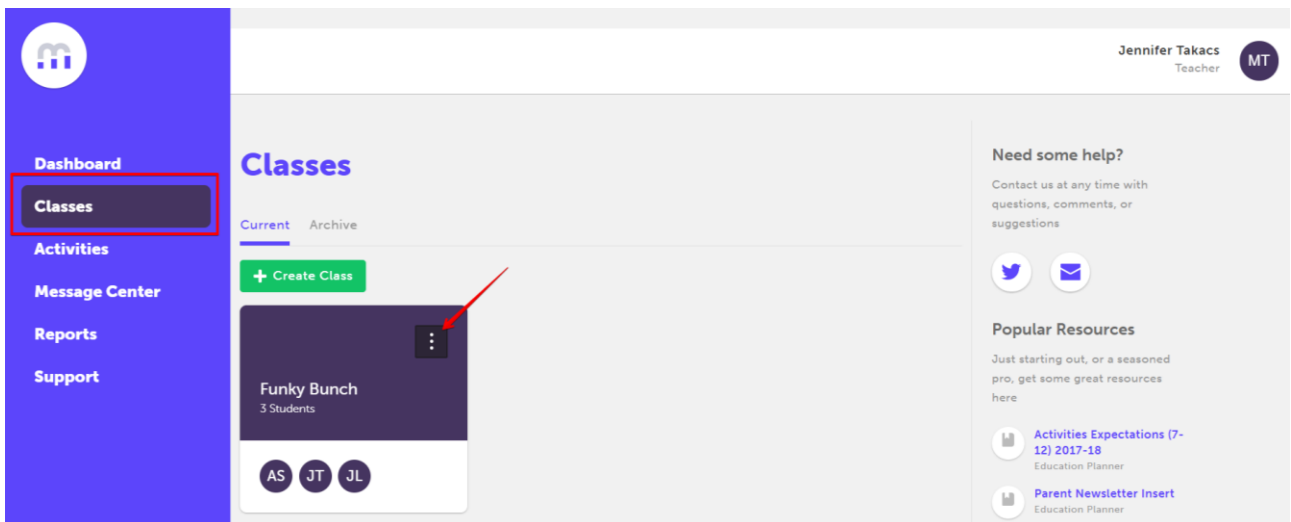
By clicking on your name at the top right corner of your account and selecting **Student View**, you have access to your own *Student Demo Account* to explore the amazing student tools in myBlueprint

2. CREATE A CLASS AND LINK TO STUDENTS

Classes allows you to create a class to track student progress on myBlueprint. You can either add students to your class, or have them create their account and link to you.

Once you have created your class, you can click on the class or the ellipsis button (⋮) to add students who have requested a link to you.

You can also choose an option from the class **Action** menu by selecting the ellipsis button (⋮).



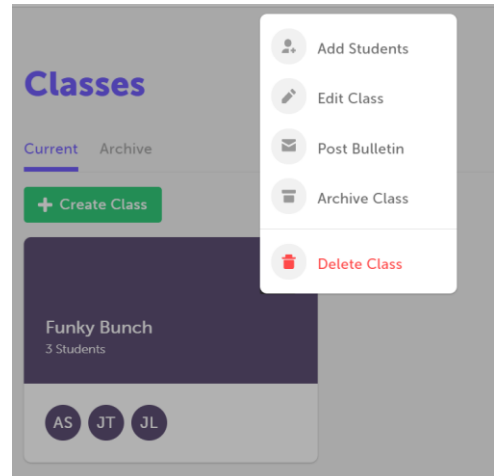
ADD STUDENTS: Select students you wish to add to a class and see a list of students who have requested a link for you to approve

EDIT CLASS: Change the name of the class you have created.

POST BULLETIN: Send a message to each student account that is in this class.

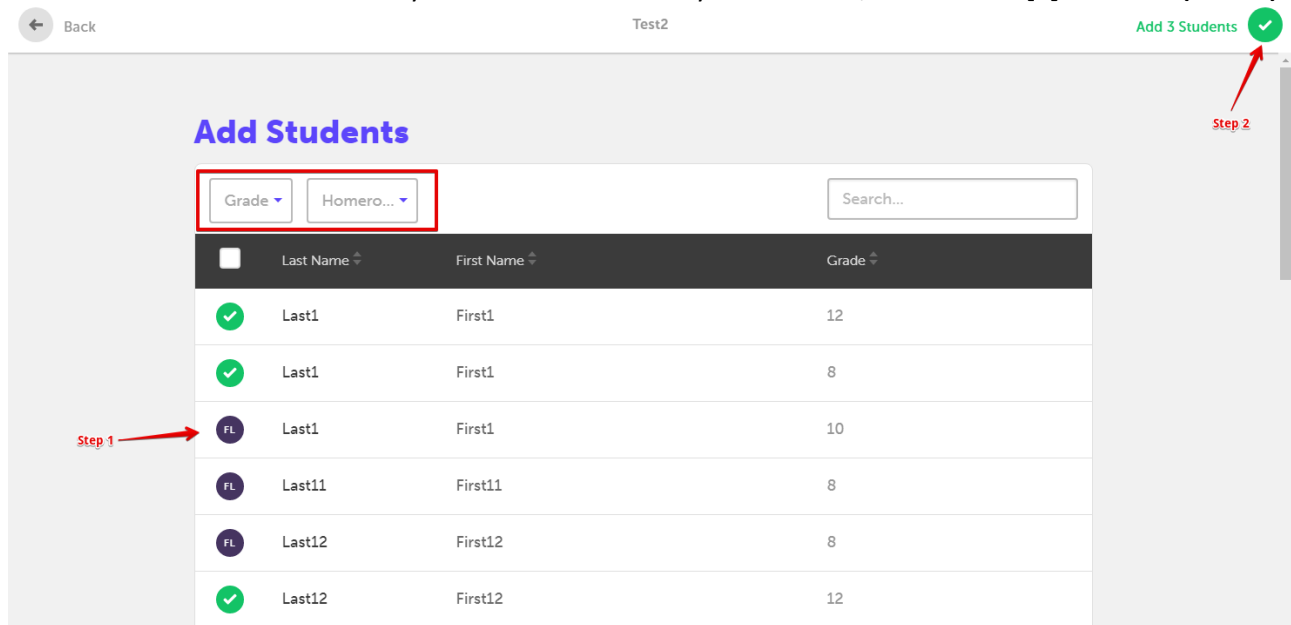
ARCHIVE CLASS: Remove class from the *Current* tab and place the class in the *Archive* tab.


DELETE: Delete a class you no longer need.

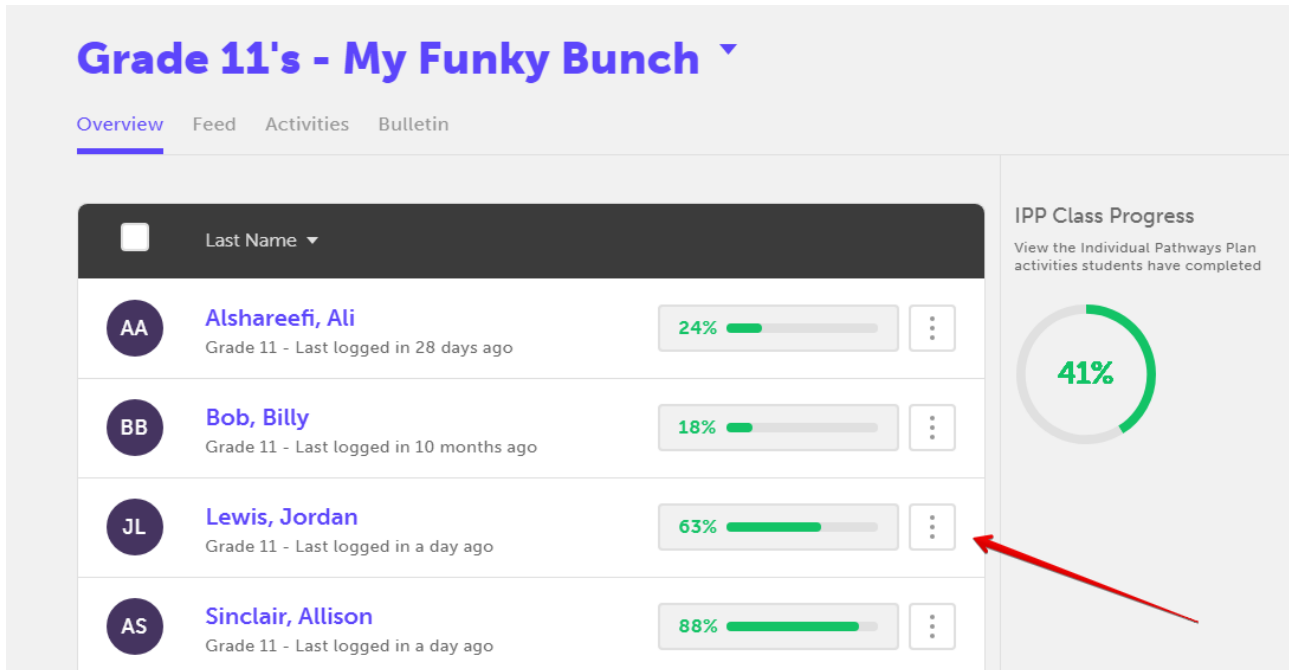


CREATE A CLASS AND ADD STUDENTS

Click **+ Create Class** and enter the class name. Click **Add Students** and check off the appropriate student(s) by selecting the purple circle with their initials next to their name (**STEP 1**). A green checkmark will appear once a student is selected. When you have selected all of your students, click on **Add [#] Students** (**STEP 2**).



Once you have added students to your class, you can click on the ellipsis button  beside their name for more management options.

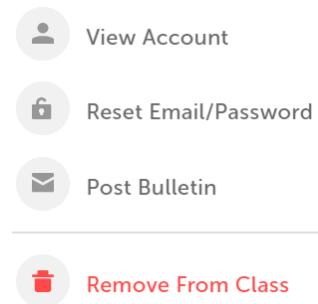


VIEW ACCOUNT: Allows you to go in and view a student’s account

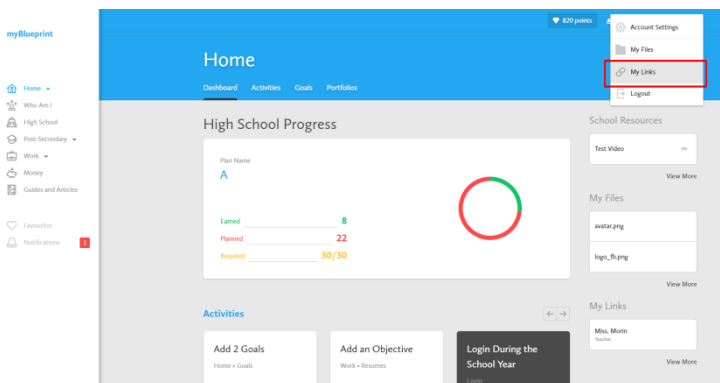
RESET EMAIL/PASSWORD: Allows you to reset/update a student’s email and password for their myBlueprint account

POST BULLETIN: Allows you to send a message to a student in their myBlueprint account.

REMOVE FROM CLASS: Allows you to remove a student from your class.



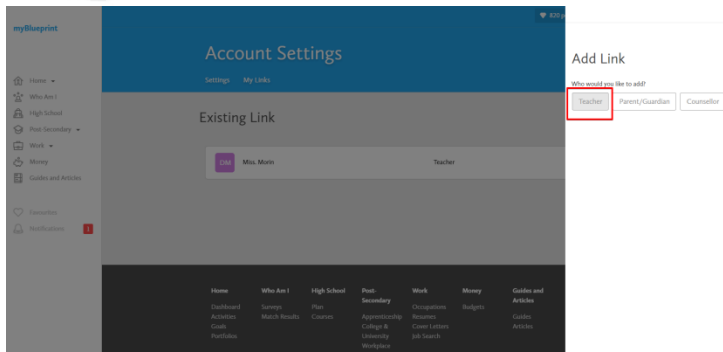
INVITE STUDENTS TO LINK TO YOU



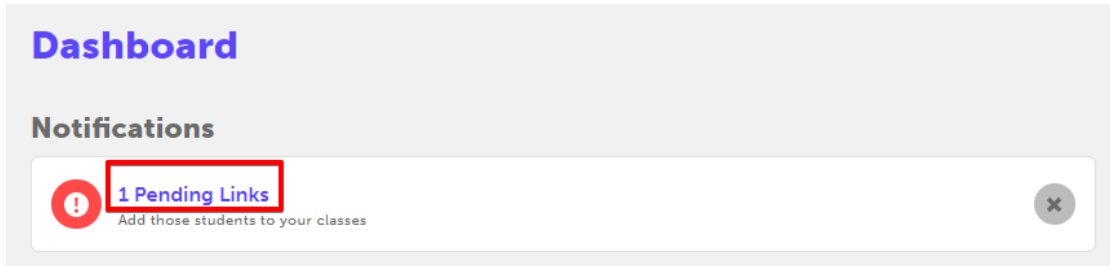
Have students log in to their account. Direct students to click on their **Name** at the top right corner and then select **My Links**.

Once students click on **My Links**, they will select **+ Add Link**.



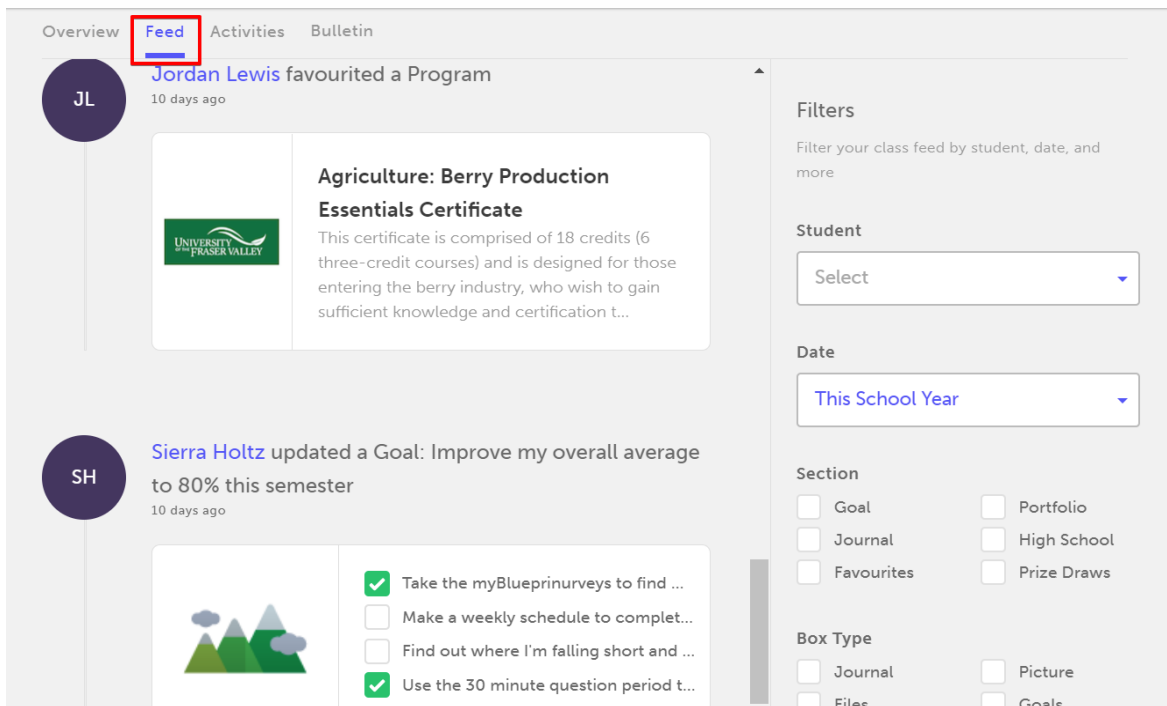


Students will select **Teacher**. Once they click on your name, you will receive a notification in your account. You will then be able to approve their link request and add them to a class you created.



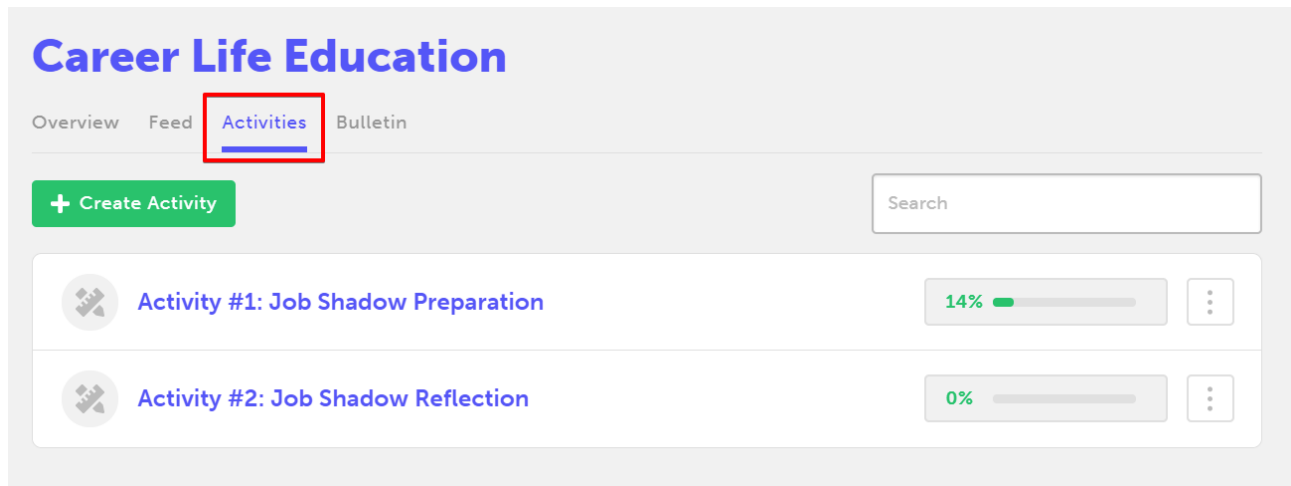
3. BROWSE A LIVE FEED OF YOUR STUDENTS' ACTIVITY ON MYBLUEPRINT

Once you have added students to your class, you can see what they have been up to on myBlueprint by browsing a live activity feed of their most recent work (select the **Feed** tab). You can filter by student, date, section, and portfolio box type.



4. CREATE CLASS ACTIVITIES

You can create custom class activities with clear steps for students to complete on myBlueprint to meet learning objectives. To create an activity, select the **Activities** tab and click **+ Create Activity**.



Career Life Education

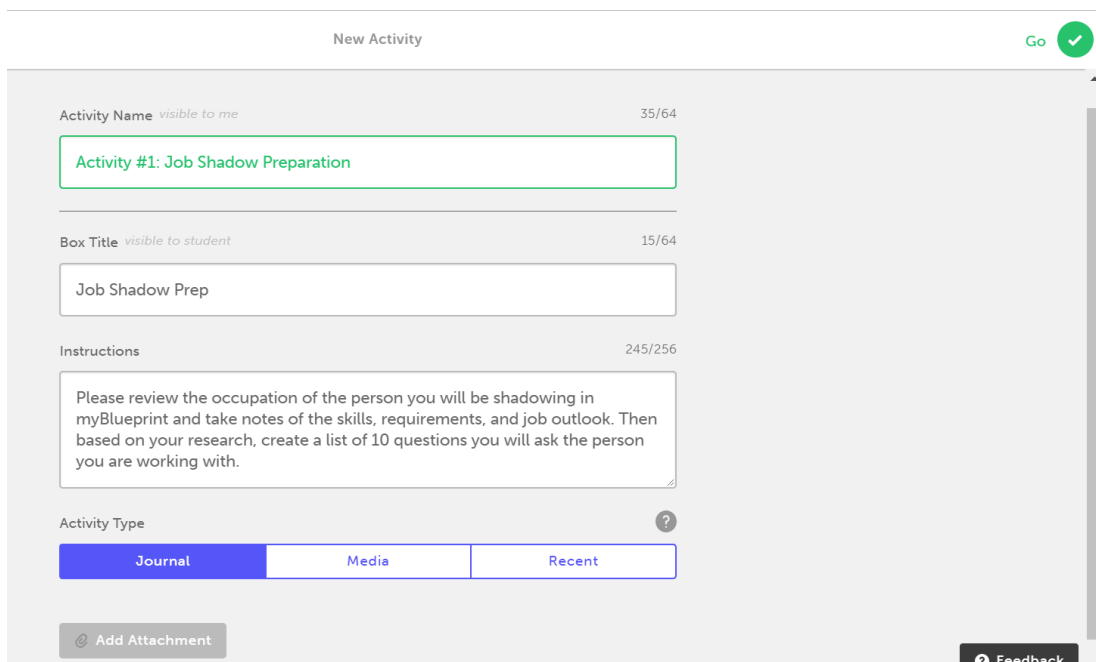
Overview Feed **Activities** Bulletin

+ Create Activity Search

Activity #1: Job Shadow Preparation 14%

Activity #2: Job Shadow Reflection 0%

Once you click **+ Create Activity**, you will have to fill out the fields shown below. The activity students complete will be added to a portfolio in their account. You can ask students to enter a Journal Entry, to add a picture/video/file, or to add a recent activity they completed (i.e., survey report, goal, favourite program/occupation/institution, budget, resume, etc.). You may also add an attachment (i.e., activity handout) to the activity by clicking **Add Attachment**. Click **GO** at the top right when you are done filling out the required fields to add the activity.



New Activity Go

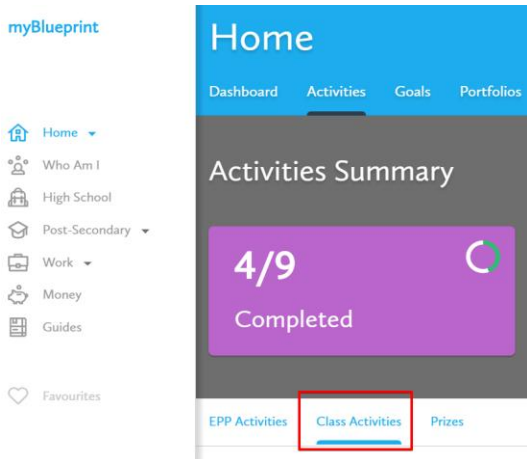
Activity Name *visible to me* 35/64
 Activity #1: Job Shadow Preparation

Box Title *visible to student* 15/64
 Job Shadow Prep

Instructions 245/256
 Please review the occupation of the person you will be shadowing in myBlueprint and take notes of the skills, requirements, and job outlook. Then based on your research, create a list of 10 questions you will ask the person you are working with.

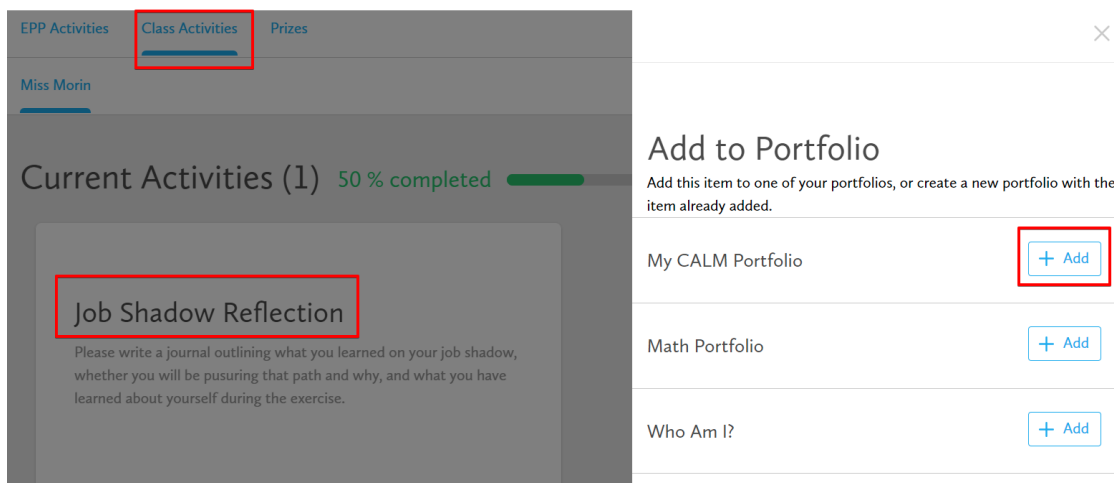
Activity Type ?
 Journal Media Recent

Add Attachment Feedback

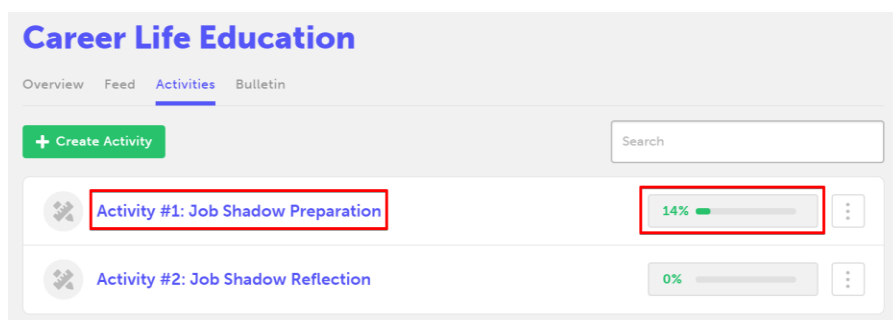


Once the activity is created for your class, students will be able to access it from the **Class Activities** tab in the **Activities** section.

To complete the activity, students will click on the activity box and select which portfolio they wish to add the activity to (as shown below).




TRACK STUDENT ACTIVITY PROGRESS AND COMMENT ON THEIR WORK



You can track your class' activity progress and completion in your account from the **Activities** tab.

Simply click on the **activity name** to see the work your students have completed so far for that activity.

Activity #1: Job Shadow Preparation



Sierra Holtz added a new box
10 days ago

Job Shadow Prep
I did my research and below are my questions: 1. Why did you become a meteorologist? 2. Do you like it? 3. What program did you take to get there?

MM That's great, Sierra. Have you considered asking about job growth potential? Where can you go from here?

Student List

Check which students have completed this activity

- Sierra Holtz
- Daphnee Morin
- Jennifer Klepsch
- Jordan Lewis
- Justin McKechnie

[View More](#)

Send the slackers a message?

Send a bulletin to students that have yet to complete this activity

[Send Bulletin](#)

You can **comment** on student's work to support inquiry-based learning and prompt deeper reflections. Students will see your comment in the reflection section of their portfolio box.

Job Shadow Prep

I did my research and below are my questions:
1. Why did you become a meteorologist? 2. Do you like it? 3. What program did you take to get there?

+ Reflections (0) September 29, 2017

High School Plan

Reflections

MM

Miss Morin

That's great, Sierra. Have you considered asking about job growth potential? Where can you go from here?

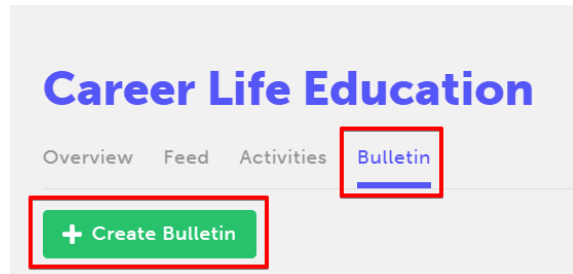
Sep 29, 2017

What have you learned?

+ Add Reflection

5. CREATE CLASS BULLETINS TO COMMUNICATE WITH STUDENTS AND/OR FAMILIES

Once you have created a class, you can send a class bulletin to families and/or students to share valuable information

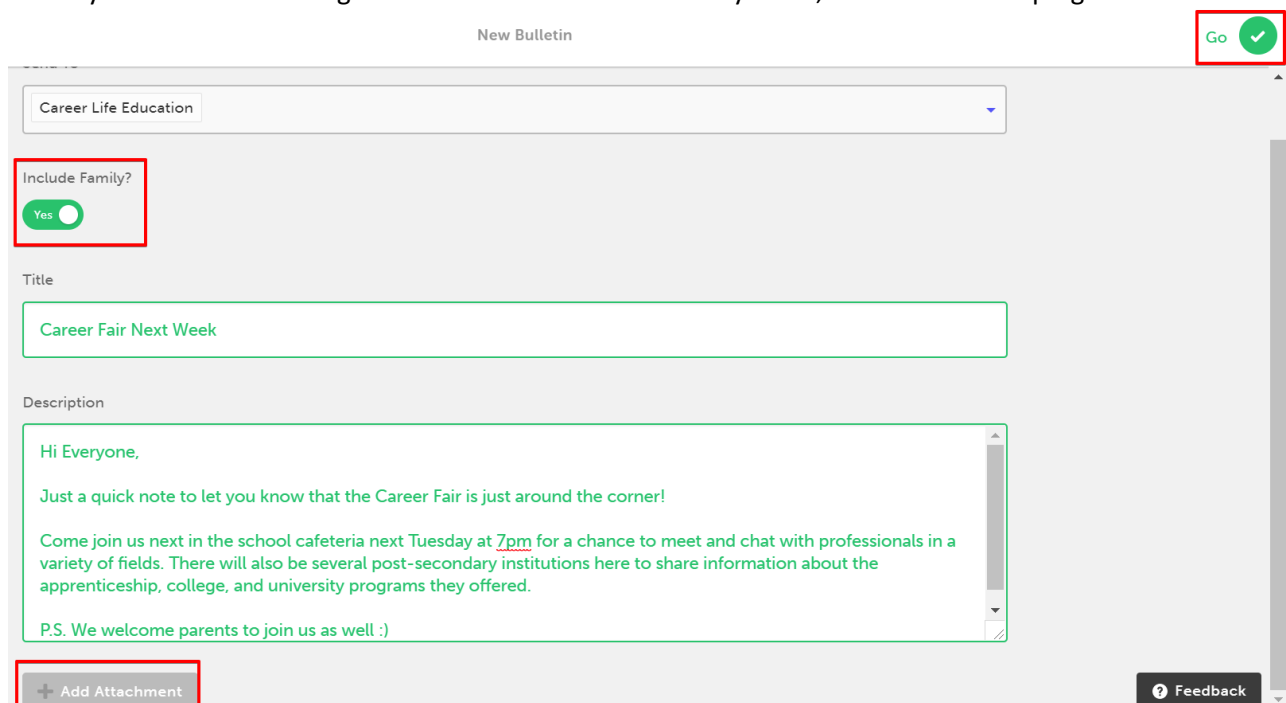


Click **+ Create Bulletin** from the *Bulletin* tab to create a bulletin for your class.

If you would like this bulletin to be shared with parents who have a myBlueprint account, click on the ***Include Family*** toggle to set it to *yes*

Click **+ Add Attachment** if you would like to share a file (e.g., Career Fair flyer) with students and/or parents.

When you are done entering the information in the necessary fields, click **Go** at the top right corner.


 A screenshot of the 'New Bulletin' form. At the top right, there is a 'Go' button with a green checkmark, highlighted with a red box. Below it is a dropdown menu showing 'Career Life Education'. The 'Include Family?' section has a 'Yes' toggle switch, which is turned on and highlighted with a red box. The 'Title' field contains the text 'Career Fair Next Week'. The 'Description' field contains the text: 'Hi Everyone, Just a quick note to let you know that the Career Fair is just around the corner! Come join us next in the school cafeteria next Tuesday at 7pm for a chance to meet and chat with professionals in a variety of fields. There will also be several post-secondary institutions here to share information about the apprenticeship, college, and university programs they offered. P.S. We welcome parents to join us as well :)'. At the bottom left, there is a '+ Add Attachment' button, highlighted with a red box. At the bottom right, there is a 'Feedback' button with a question mark icon.

6. REPORTS

Better understand your students and their plans with easy access to meaningful data and reports for your classes. Select **Reports** from the left hand menu to access the in-depth reports.

Here are some of the main reports:

WHO AM I ASSESSMENTS: See which surveys students have completed, their Who Am I results, and a breakdown of the different types of learners you have in your classes.

FAVOURITE POST-SECONDARY: See which pathways and exact programs students have looked into and added to their favourites – this report is helpful to see which pathways students are interested in/considering.

FAVOURITE OCCUPATIONS: See which occupations students have added to their Favourites list. This is helpful when scheduling a job fair or guest speakers for your class.

Statistics & Reports

INSIGHTS

When you login to your Teacher Account, **Insights** will automatically appear on your dashboard. Insights include the number of student logins in the past week, and a list of your most active students by logins. You can also filter the results by class or time period.

5. SUPPORT

You can access our resources (lesson plans, guides, PowerPoint presentations, and much more) right from your teacher account in the **Support** section. All resources are editable documents, so feel free to use them as you see fit!

You can also visit www.myBlueprint.ca and select the **Support** tab at the top of the page where you will find:

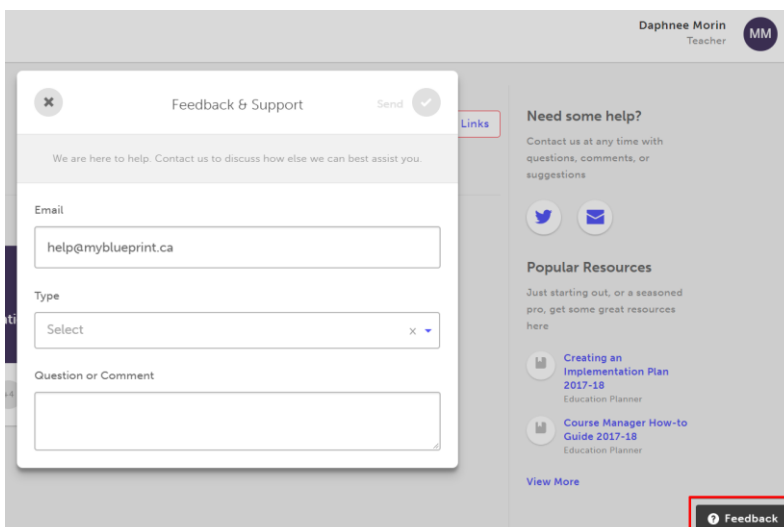
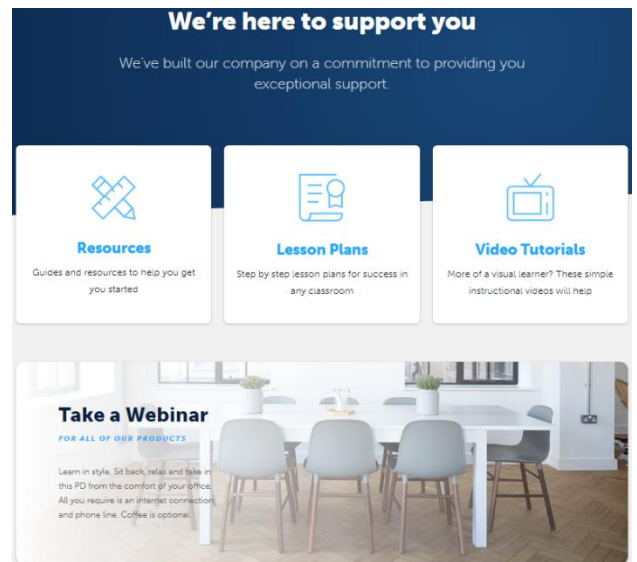
Note: *Not all of them require technology or myBlueprint, so check them out as you may find one you can use that meets your curriculum!*

WEBINAR TRAINING: Sign up for any of our Drop-in live webinar training sessions – all you need is your computer, a phone line, and a cup of coffee to enjoy as you watch one of our Support Coordinator navigate the site.

RESOURCES: You can also access any of our Getting Started Guides, Year-at-a-Glance guides, curriculum connection documents, and much more from this section.

LESSON PLANS: You can access 60+ lesson plans for success in any classroom!

VIDEO TUTORIALS: Watch our short 2-3 minute video tutorials for a quick refresher of the tools/features provided in the Student and Teacher Accounts.










CONTACT US/FEEDBACK: Feel free to contact our amazing Support Team if you have questions or suggestions. We are here to help!

Simply click on the **Feedback** button at the bottom right of your account to send us a quick email!

STUDENT ACCOUNT

myBlueprint

-  Home ▾
-  Who Am I
-  High School
-  Post-Secondary ▾
-  Work ▾
-  Money
-  Guides and Articles

1. OVERVIEW: myBlueprint.ca KEY FEATURES

WHO AM I: A comprehensive bundle of 6 different assessments designed to support students in the process of self-discovery and exploration. Who Am I includes interactive surveys for Learning Styles, Myers-Briggs Personality Types, Holland Interest Themes, Knowledge, Motivations and Compatibility.

GOALS: Allows students to create S.M.A.R.T. goals and track their progress towards achieving their goals.

RESUME & COVER LETTER: A simple, easy-to-use resume and cover letter builder for students - great for any students who are creating resumes for the first time. This allows students to keep track of their experiences.

HIGH SCHOOL: The High School Planner is where students can plan courses and track progress toward graduation. Students can also see their eligibility for Post-Secondary education across all four Pathways in Canada – University, College, Workplace, and Apprenticeship.

POST-SECONDARY: Allows students to research all of the post-secondary programs available to them across Canada. They can select their preferred pathway, and use filters to narrow down programs of interest.

OCCUPATIONS: Allows students to research various occupations and details related to the occupation, including provincial statistics, main duties, important skill sets, and the post-secondary pathway that students should take to get into their career of choice.

JOB SEARCH: Allows students to search real-world job postings from Indeed.ca that relate to occupations of interest.

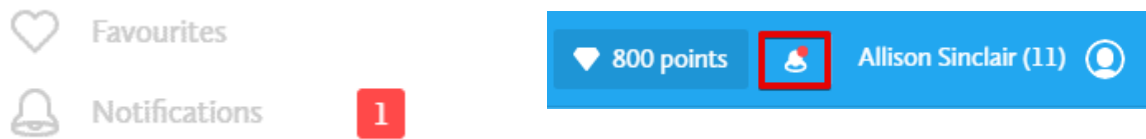
MONEY: Allows students to create budgets and financially plan for post-secondary.

PORTFOLIOS: Allows students to create multiple e-portfolios and share it with parents, teachers, or future employers.



2. MESSAGE CENTRE

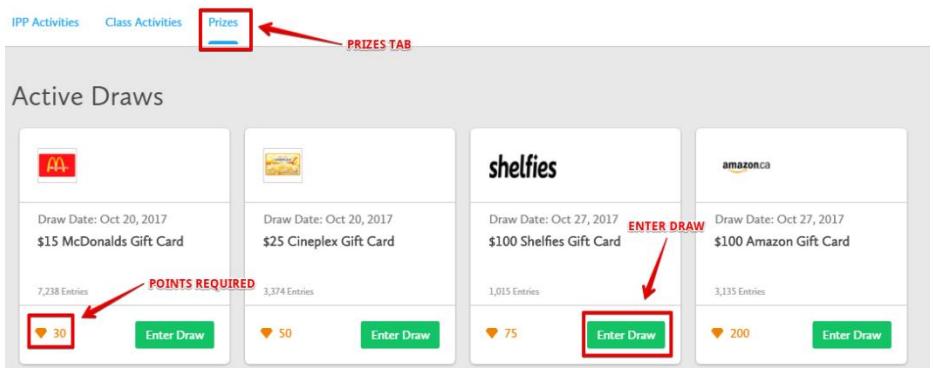
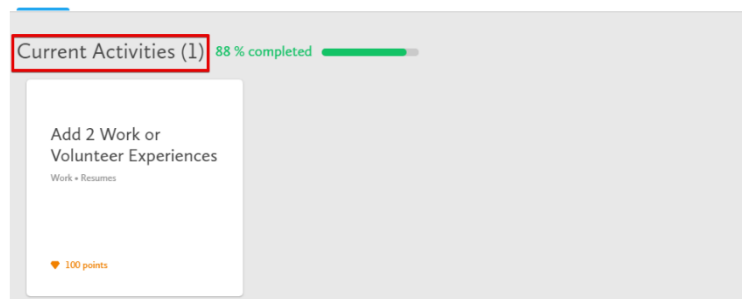
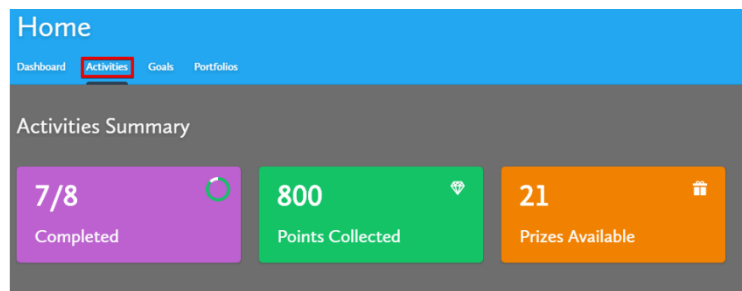
PRIVATE NOTES AND BULLETINS: Students can receive private notes or bulletin notes from their teachers. Students will receive a red **Notification**. Students can access these notes by clicking on the **bell** icon to the left of their name or by selecting **Notifications** from the navigation **Menu**.



3. HOW TO COMPLETE GRADE-SPECIFIC ACTIVITIES AND EARN POINTS

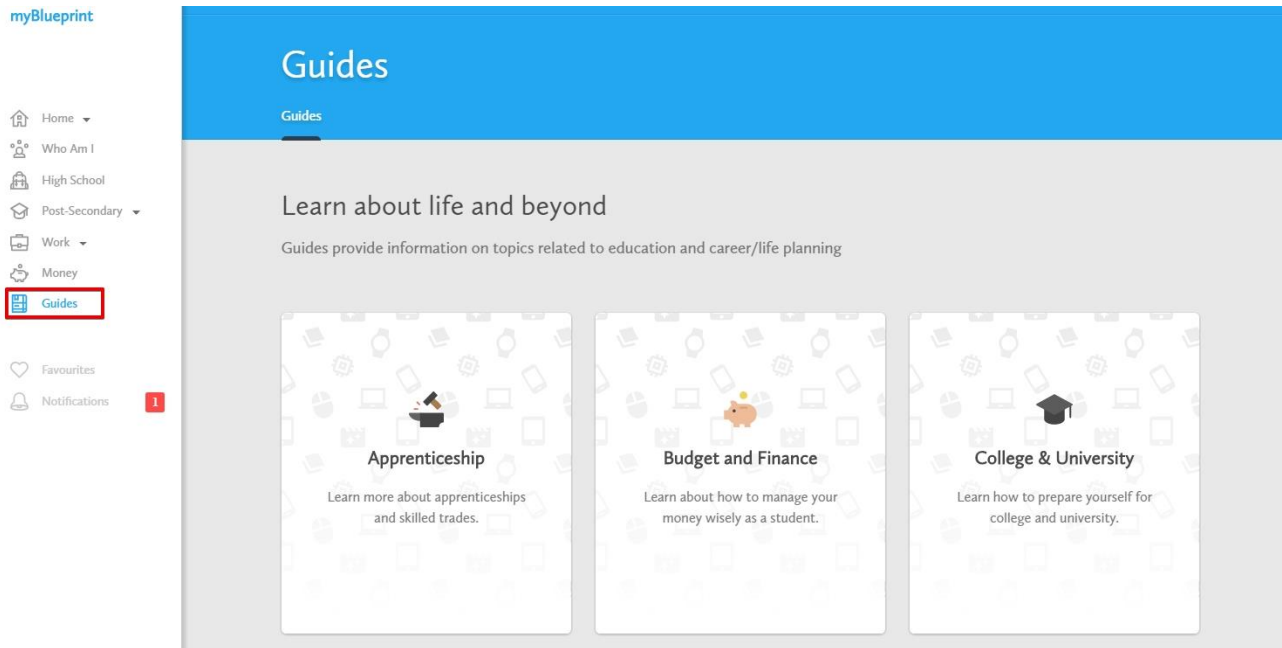
There are grade-specific activities that students can complete on myBlueprint. Students can find the list of suggested activities for their current grade in the **Activities** tab of the **Home** section.

- Students can keep track of their activity completion progress using the **Activities Summary** overview. Teachers can also keep track of students' activity progress from their teacher account.
- Students can click on the **Current Activity** boxes to start any of the activities.
- When students complete an activity, they will earn **Points**. Students can keep track of the points they have collected so far.
- Students can use their points to enter into **Prize Draws** by clicking the **Prizes** tab
- Each **Active Draw** has a required number of points needed to enter.
- Students can enter as many times as they wish!
- Students can enter a draw by clicking the **Enter Draw** button.



4. HOW TO ACCESS 'HOW TO GET STARTED' GUIDES

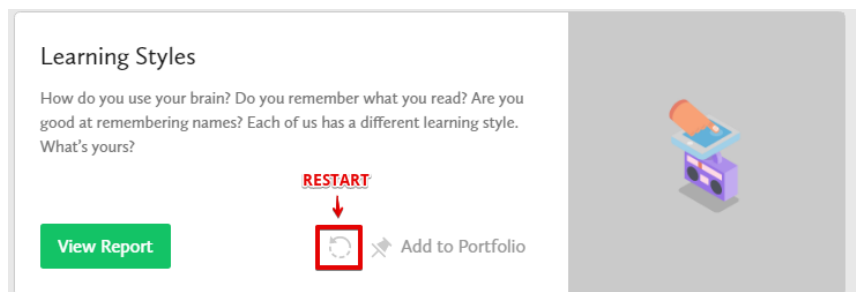
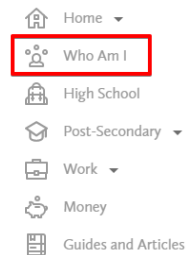
- Students can browse through 'How-To' **Guides** to help support their career exploration process and gain information related to the student tools/features.
- Students can access these Guides by selecting the **Guides** section in the navigation **Menu**. Guides can also be found on the right hand side of the tools throughout the student account.



5. HOW TO COMPLETE THE 'WHO AM I' ASSESSMENTS

There are 5 comprehensive assessments included in **Who Am I** that students can complete in myBlueprint (they should have all 5 completed by Grade 12). If they have not, they can complete them fairly quickly as part of their work with the grade-specific activities.

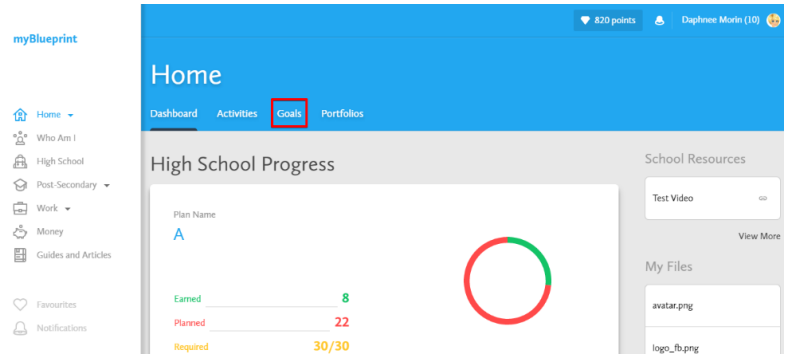
- Students will be matched with occupations starting from the Interests assessments. Their occupation matches become more refined as they complete more assessments.
- They can also search occupations that they are interested in outside of the suggestions via the **Occupations** tab.
- To access the assessments, students can click **Who Am I** from the Navigation Menu on the left hand side.
- Students may want to complete the assessments again, even if they already did it in grade 7 and/or 8. The **Restart** arrow link can be found at the bottom right of each survey box in the **Surveys** tab.



6. HOW TO SET GOALS

Students can set Goals by logging on to myBlueprint.ca, and clicking on the tab labelled **Goals**.

- Students will find information pertaining to S.M.A.R.T. goal setting in the **Goal Setting Guide** on the right hand side. You can review this guide with students in order to help them set effective goals.
- Students are required to add 2 goals each school year. You can make one of their goals a short or mid-range goal related to your subject area.



- Student clicks on the **“+ Add Goal”** button to begin adding goal.



GOAL DESCRIPTION

This box allows students to write a brief description of their goal.

GOAL TYPES

Students select a goal type from the list which includes: academic, career, community, education, extra-curricular, family, financial, learning skills, other, personal, or physical.

TIMEFRAME

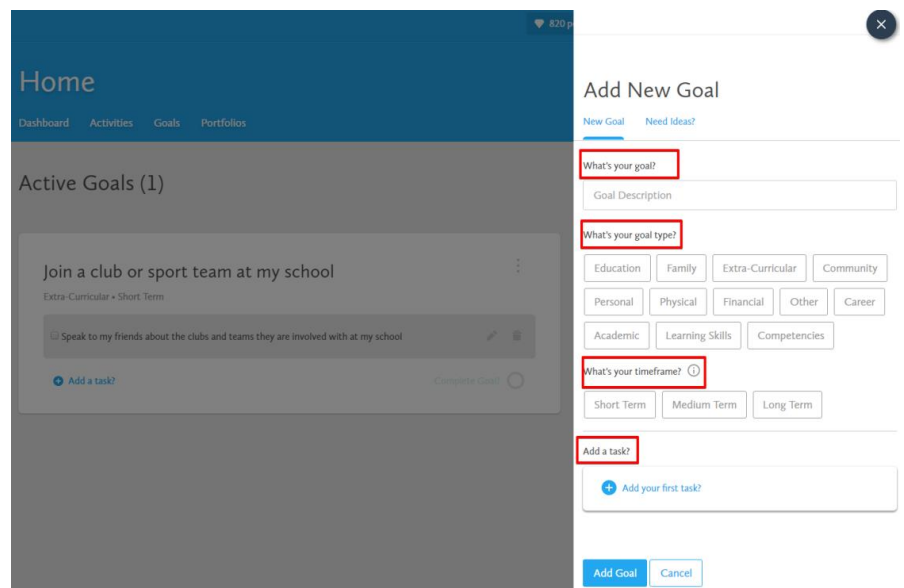
Students decide whether their goal is a short (this school year), medium (before graduation), or long (after high school) term goal.

ADD A TASK?

Here, students write the steps that they will take to achieve the goal. They can click **“+ Add your first task?”** to add items to their action plan.

Once all fields are complete, students click **“Add Goal”**.

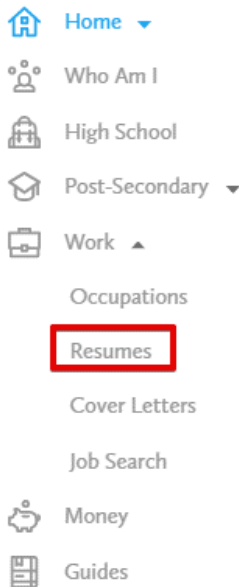
Students can click on their goal to manage their action plan. They can also click **Completed Goal?** if they have achieved their goal or click the three dots at the top right corner of their active goal box and select **Edit** to add additional items to their action plan. Students can also add their goals to their portfolios by selecting **Add to Portfolio**, and reflect on their achievements.



7. HOW TO CREATE A RESUME

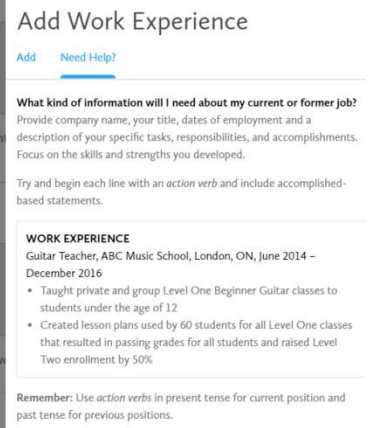
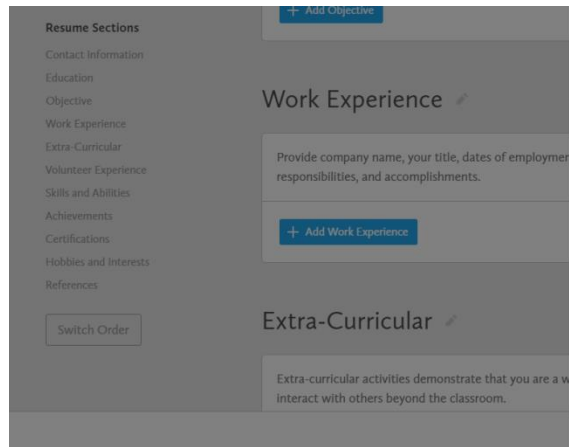
To add new experiences, students must access the **Resumes** tool in the 'Work' section of the Navigation menu.

myBlueprint



Students can add several different elements to their resume, including:

- Contact info
- Skills & abilities
- About me
- Achievements
- Education
- Certifications
- Work experience
- Hobbies & interests
- Extra-curricular
- References
- Volunteer



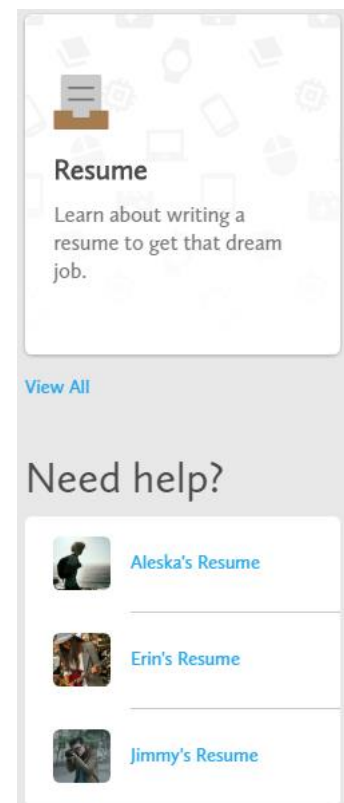
Need Help?

Students can see an example of how to complete each section of the resume. Students can also see the kinds of information that will need to be included in each section of their resume.

Students can also click on **Switch Order** on the left to drag and re-order any of the **Resume Sections**.

To Preview Resume and Export, students click the grey **Preview Resume** button at the bottom right. They can change the **Design** (style) of the resume, and export the resume to *PDF, Word, or Plain Text*.

The resume comes out aligned and well organized. Spelling and grammar still need to be checked!



8. HOW TO FIND YOUR PATHWAY ELIGIBILITY (IN HIGH SCHOOL)

Once students have created a completed plan in their High School Planner, the **Pathway Eligibility** tool will match them with opportunities they are eligible for in all four pathways *across Canada*.

The screenshot shows the 'Official High School Plan' for Grade 12. It displays a grid of course cards for English, Mathematics, Science, French, History, and Health. On the right, there is a 'Graduation Indicator' showing progress towards 32 total credits, and an 'SHSM Planner' section. A red box highlights the 'Pathway Eligibility' section, which lists the following counts:

Pathway	Count
Apprenticeship	159
College	4413
University	2156
Workplace	197

By clicking on the numbers beside each pathway, this will connect them with the **Post-Secondary** database, and show them what those programs/opportunities are in that particular pathway.

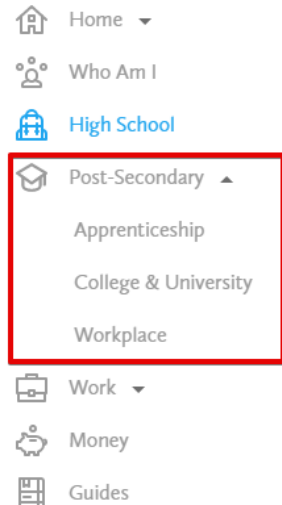
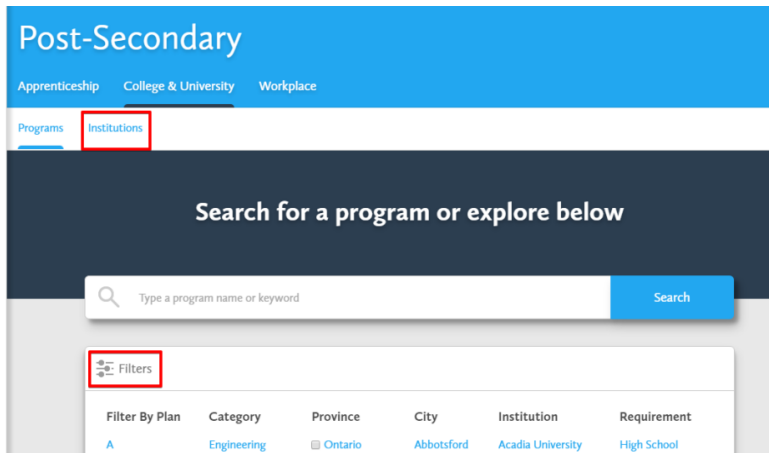
*Note that this will help them *'forwards plan'* (High school > Post-Secondary > Related Occupations).

9. HOW TO SEARCH FOR A POST-SECONDARY OPPORTUNITY

In the navigation **Menu**, select one of the pathways in the **Post-Secondary** section.

- Students can also select the **Institutions** tab to explore different institutions across Canada and the programs they offer. Students can also browse through 1500+ American institutions from the **American Institutions** tab!
- Once a pathway has been chosen, students can use the filters to refine their search.

myBlueprint



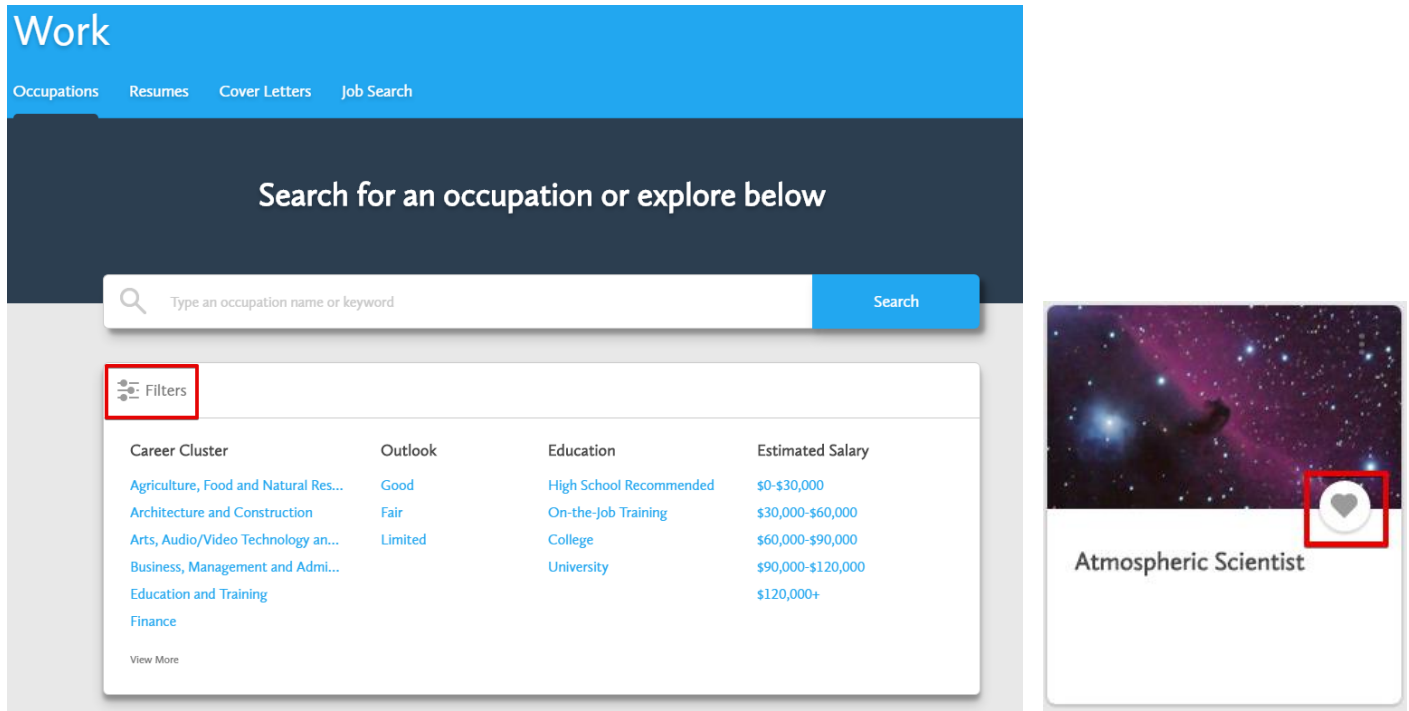
- Students can compare from two to three post-secondary opportunities side-by-side. Click on the three dots at the right of the program name and select **Compare**. Repeat these steps for the other program(s). Click the blue **Compare** button at the top of your screen to see a great side-by-side comparison!
- Students can **Favourite** as many opportunities as they want by clicking on the **heart** beside the opportunity name or by clicking on the heart at the top of the opportunity page.
- At the bottom right of the Post-Secondary tool, students can explore **Guides**. These resources give students an idea about the differences between different post-secondary pathways.

10. HOW TO SEARCH FOR AN OCCUPATION

In the navigation **Menu**, select **Occupations** from the **Work** section.

There are many different ways to sort and find occupations.

Simple search: Just type the name of the occupation you are interested in.



Use filters: You can narrow down the occupations based on many factors.

Students can **Favourite** as many occupations as they want by clicking on the **heart** beside the occupation title.

When you click on an occupation title in this area, you are taken to a comprehensive summary of the occupation.

The tabs on the top of the screen detail:

1. Overview
2. Outlook
3. Requirements
4. Do I Match?

Students can also **Add to favourites** or **Add to portfolio** from this overview page.



Overview Outlook Requirements Do I Match?

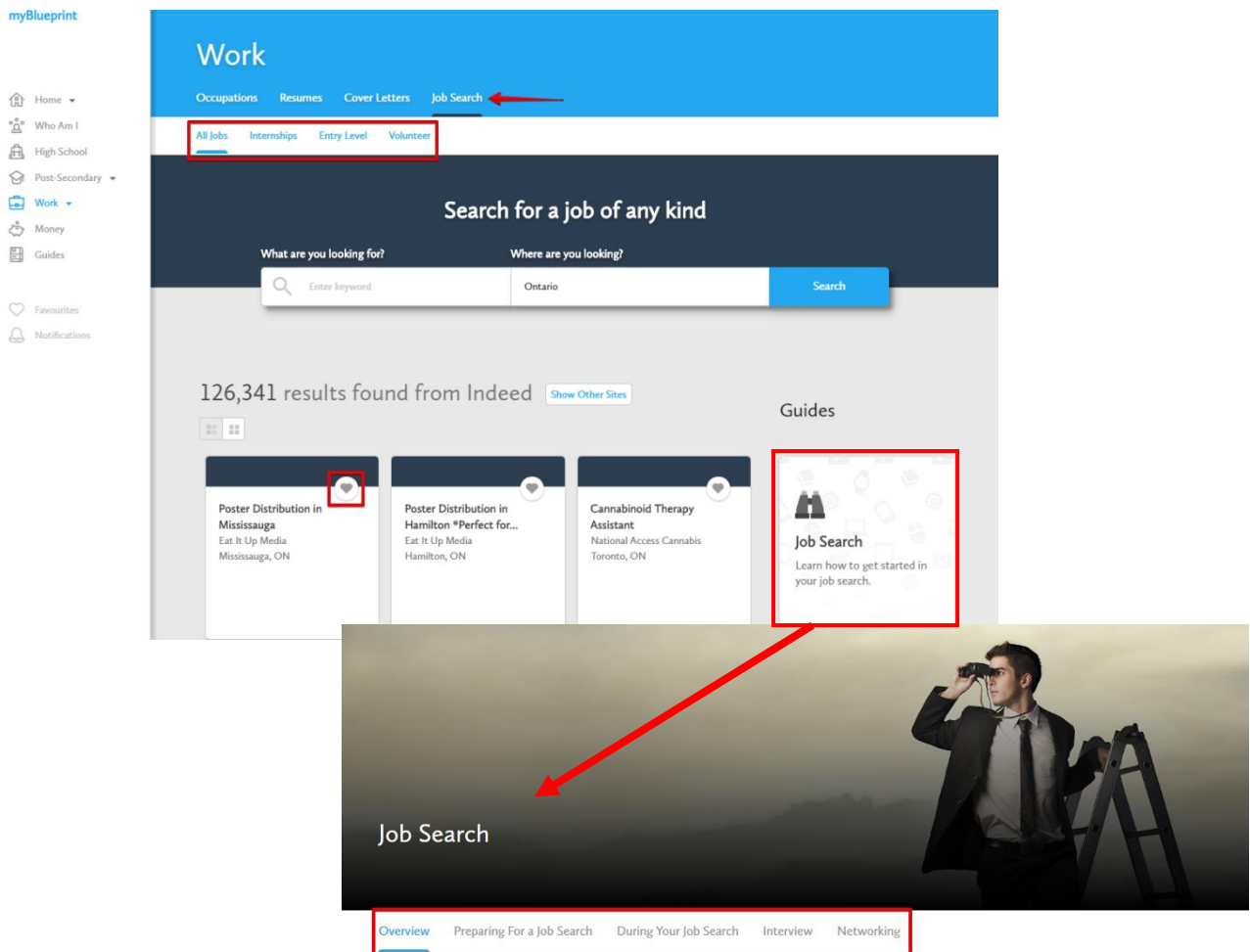
What do they do?

Animators work in teams to develop movies, visual effects, or electronic games. They create their work primarily by using computer software or by writing their own computer code. Each animator works on a portion of the project, and then all the animators put the pieces together to create one cohesive animation. Animators often work in a specific medium. Some focus on creating animated movies or video games; others create visual effects for movies and television shows including creating computer-generated images (known as CGI) which may require taking images of an actor's movements which are then animated into three-dimensional characters. Other

11. HOW TO SEARCH FOR A JOB, INTERNSHIP, OR VOLUNTEER POSITION:

Job Search allows students to look up real-time **Job, Internship, Entry-Level,** and **Volunteer** postings from Indeed.ca and other popular sites.

- Students can search for jobs using keywords and/or a specific location (e.g., city).
- Students can favourite a posting by clicking the **heart** icon to save it to their list of favourites.
- At the bottom right of the Job Search tool, students can explore a **Job Search Guide**. This resource walks students through the job search process and provides helpful strategies and tips for interviews.



Overview

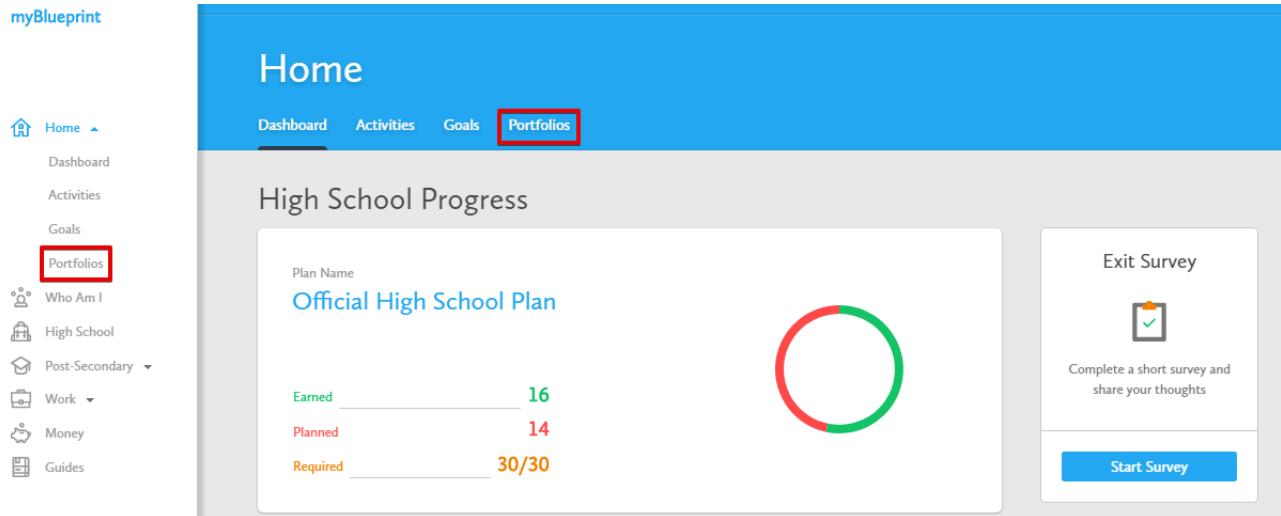
Searching for a job is an important step for your career. By searching for a job, you will develop your interview skills, push the limits of your comfort zone, learn more about your interests and skills, and learn to cope with competition. While searching for a job can be a challenging feat, it is important for you to know the benefits.

- A job offers you the opportunity to learn how to manage money, and to contribute to your post-secondary education "fund".
- A job can help you build valuable work connections for your future career.
- A job can help you develop valuable employability skills, such as time-management and leadership skills.
- A job search is also a great exercise for future opportunities. By conducting a job search in high school, you will learn important skills that you will use in the future, such as filling out a job application or creating a resume and cover letter.

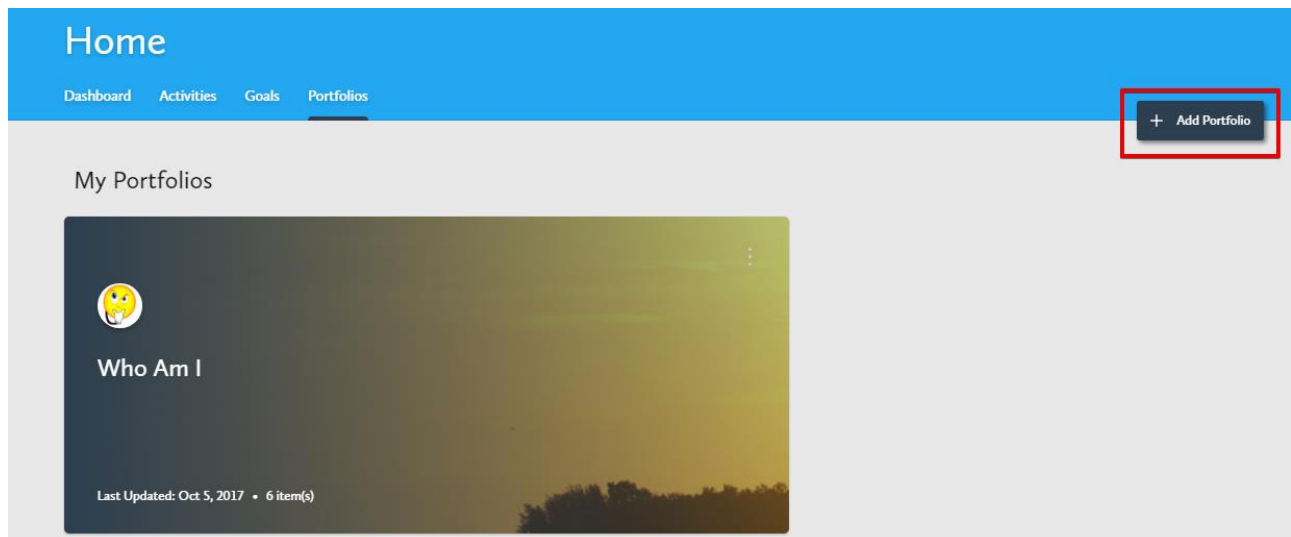
12. HOW TO CREATE A PORTFOLIO

At any time, students can create multiple portfolios, and can choose what elements they want their portfolio to display.

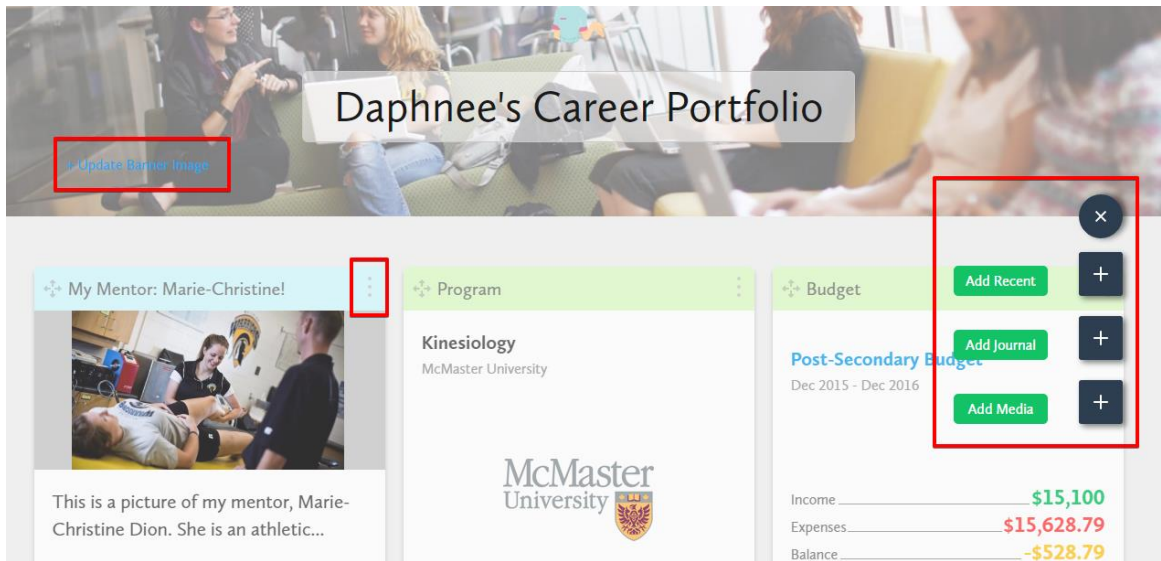
To begin, select **Portfolios** or click on the Portfolios in the **Home** section in the navigation Menu.



- Click **+ Add Portfolio** in order to add a new portfolio.
- Enter the **Title** of your portfolio, a brief description, and click **Add Portfolio**.



Students can personalize their portfolio by adding a **Banner Image** and an **Avatar** (profile picture)



To add a **box** (artifact) to a portfolio, click on **+ Add Box** and select one of the three options: Recent, Journal, or Media.

- **Recent:** Choose the activities from their myBlueprint account to be included in the portfolio.
- **Journal:** Enter a journal entry and attach a file, picture, video, or link.
- **Media:** Students may also *upload external files (pictures and documents)* or embed a **video** (by copying and pasting the link from a hosting site) to add to their portfolio. Students can also add a website **link** (URL) to their portfolio.
- At any time, students can add **multiple reflections** for the element (artifact) they have included in their portfolio. Each reflection will be date stamped. To add a reflection, click on the **+ Reflections (0)** button at the bottom right of the artifact you added to your portfolio.
- Students can **share** their portfolio with you via email or by downloading it as a PDF.
- Students can **edit** the content, **delete**, **move**, or **change the colour** of their artifacts by clicking the three dots at the top right of the artifact.

