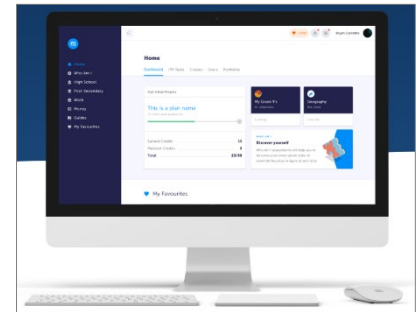


## What is the myBlueprint Education Planner?

The myBlueprint Education Planner is a student-friendly, interactive education and career/life planning resource that allows Gr. 7-12 students to reflect on their learning, showcase their growth, and share their achievements.

*Want to learn more? Watch the Student Introduction video tutorial at [myBlueprint.ca/support/videos](https://myBlueprint.ca/support/videos)*



## Student Account

As a student you have access to many great features within your myBlueprint account! When you first log in, you will see your Home screen, where you can access your **Dashboard, Tasks, Class Activities, Goals** and **Portfolios**.

From the navigation menu on the left-hand side of your screen, you can access a range of features including:

- **Who Am I** – Complete 5 assessments to learn and discover more about yourself, including Learning Styles, Myers-Briggs Personality, Holland Interests, Knowledge, and Motivations
- **High School** – Visually plan courses, track progress toward graduation, and instantly identify post-secondary eligibility for opportunities in all destinations
- **Post-Secondary** – Explore post-secondary options and compare detailed information on apprenticeships, college programs, university programs, and workplace sectors across Canada
- **Occupations** – Explore occupations and compare comprehensive information on job outlooks, salary ranges, and more, including the ability to identify occupations that are a good match

### How can I create a Portfolio?

Portfolios are at the heart of the student account, where all of your work can be saved and organized. They are the best way to track and showcase your learning, both in the classroom and remotely.

To set up your first portfolio,

1. Click **Portfolios** from your Home page
2. Click **+ Add Portfolio**
3. Give your portfolio a name and optional description
4. Click **Add Portfolio**

Teachers and family members linked with your account can automatically view your portfolio. You can also share your portfolio with others that don't have a myBlueprint account by clicking the **green Share button** when you are in your portfolio.



### How do I complete Class Activities?

Class Activities are custom activities that may be assigned by teachers or counsellors at your school for you to complete in myBlueprint.

To complete Class Activities, you'll first need to be linked with a class, and have activities created for you by a teacher.

You can view and complete activities with the following steps:

1. Click **Class Activities** from your Home page
2. Find the class box, and click on it
3. Find the activity, and click **Start Activity**
  - a. Once you have completed the activity, click **Post** (top right)
  - b. Select the portfolio you want to post to (or click **Add New Portfolio** and create a new one)
  - c. Click **Add to Portfolio**

## What is the Class Pass App?

Class Pass is the mobile companion app to myBlueprint for students and teachers. Using the app, students can easily post photos, videos, audio recordings and more to their portfolios.

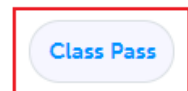
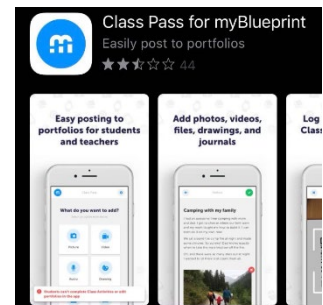
While it provides an ideal way to capture content from your smartphone or tablet, keep in mind that Class Pass **cannot** be used to view your portfolios, complete Class Activities, or access the other features of myBlueprint Education Planner. For everything else, you'll need to log in to your account through a Web browser - which you can also do on your mobile device!

### Step 1

- To use Class Pass you will need to download the 'Class Pass for myBlueprint' app from the App Store or Google Play Store

### Step 2

- You will need a QR Code to log in to Class pass. To access your *personal QR Code*:
  - Log in to your account from a computer
  - Click **Portfolios** from your Home page
  - Click **Class Pass**
  - Click View QR Code



### Step 3

- Open the app on your device
- Click **Scan QR Code** and focus the camera on the QR Code until you're logged in
- Select the type of media to share
- Fill in any optional additional fields (Title, Description)
- Click the green checkmark to upload your content
- Once your upload is complete, you can add your post to a portfolio by clicking **Portfolios > Class Pass**, or within a portfolio, choosing **Add Box > Add from Class Pass**
  - *\*If you are using a class QR Code the post may require approval from the teacher*

\*You can also take a look at the [Class Pass App Guide](#) for more details.

## Family Account

### As a parent/guardian, can I access myBlueprint Education Planner?

Yes! You can create an account and link to your child(ren) by following the steps below.

### Why would I want access to myBlueprint Education Planner?

The family account allows you to view student artifacts and reflections, including the goals they are setting, occupations they are interested in, and what they are learning in school.

You can log in to your account to comment on your child's work or receive messages from their teacher(s). Keep in mind that the Family Account has read-only access for linked student accounts – it does not allow you to complete activities or post to portfolios within the student's account. Within your account, you have two options to access the myBlueprint student interface:

1. The *Student View* – a demonstration student account for you to try all its features for yourself (see **What's the Student View Button?** below)
2. The *Student Overview* and *View Account* options – allow you to access the accounts of your linked students (see **How can I access my child's account?** below)

Want to watch a video tutorial about the Family Account? Visit [myBlueprint.ca/support/videos](https://myBlueprint.ca/support/videos)

## Options for creating your Family Account

### Option #1: Request an invitation from a Student

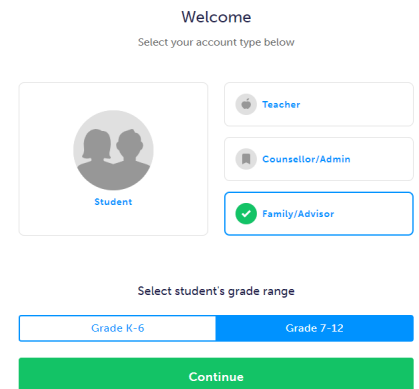


Have the student log in to their myBlueprint account, then:

1. Click their **Name** in the top-right corner
2. Select **My Links**
3. Click **Add Link**
4. Enter your name and email address
5. Click the **Create Account** button in the email you received and follow the sign-up steps

### Option #2: Sign up with school's Activation Key or District Landing Page

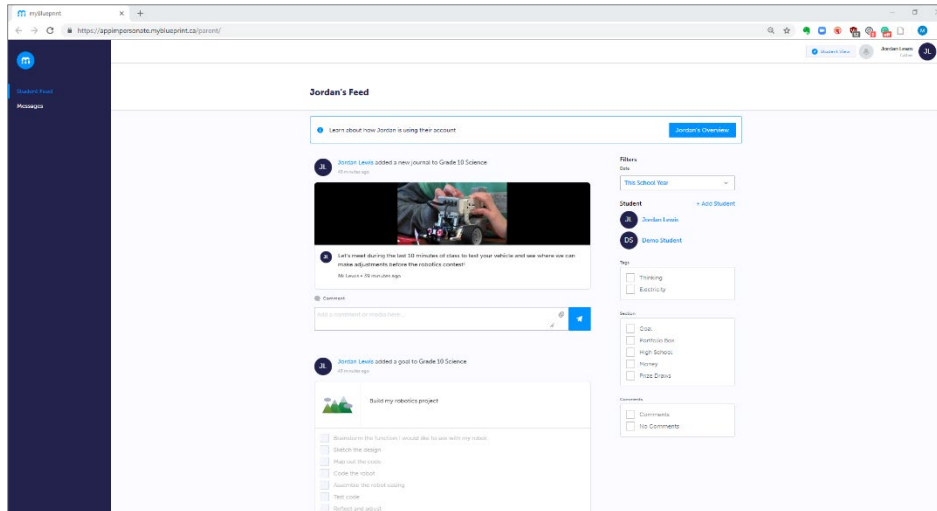
1. Visit [www.myBlueprint.ca/](https://www.myBlueprint.ca/)
2. Click **Sign Up** in the top right corner
3. Enter your child's school **Activation Key** and click **Create Account**
4. Select **Family/Advisor**, and your child's grade range (7-12)
5. Click **Continue** and fill out the sign up form
6. Click **Create My Account**
7. Enter your child's email address that they use to log in to their myBlueprint account, and click **Add Student** (*note: your child will have to approve your link request under My Links*)
8. Click **Continue**

A screenshot of the myBlueprint sign-up interface. At the top, it says "Welcome" and "Select your account type below". There are three radio button options: "Teacher", "Counsellor/Admin", and "Family/Advisor". The "Family/Advisor" option is selected with a green checkmark. Below this, it says "Select student's grade range" and has two radio button options: "Grade K-6" and "Grade 7-12". The "Grade 7-12" option is selected. At the bottom, there is a large green "Continue" button.

**\*Don't have your school activation key or District Landing page? Request this information from your child's Teacher or Guidance Counsellor.**

## Engaging with your child's work

Once you have linked with your child, click on the **Student Feed** option in the left-hand menu. From here, you will see your child's most recent work that they have added to their portfolios. If your account is linked with multiple students, you can cycle between them by clicking on their names along the right-hand side.



## Providing comments and feedback

For tips on how to provide feedback on your child's learning and sample conversation prompts, [click here!](#)

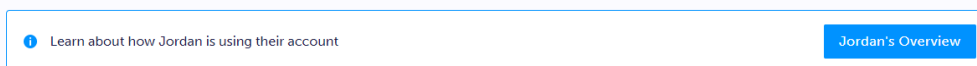
Want to provide comments and feedback on your child's work? Enter your feedback in the comment box below an artifact, and click the blue button to post it.



You can also include media with your comments in the form of audio or video recordings, images, or files! Simply click the **paper clip icon** and select one of the media attachment options.

## How can I access my child's account?

1. Click on the **Overview** button at the top of the student feed



2. Click on the **Eye Icon** in the top-right corner
3. This will open your child's account in a new tab



From here, you will be able to explore your child's account and view all of the work they have done, including survey results, favourite occupations and post-secondary programs, portfolios, and more!

## How do I access messages from my child's teacher?

When a teacher or counsellor sends a message to students with the option to include family turned on, linked family members will receive a notification via email. You can read any messages by clicking the **Messages** link in the left-hand navigation menu.

## What's the Student View button?

From your Dashboard, click the **Student View** button to access a **demo student account** and explore and familiarize yourself with the features of myBlueprint student account.



Try it out for yourself! Follow the steps below to complete similar tasks to what your child may be working on at school to help plan for their future.

1. Click **Student View** in the top right corner of your account
2. Complete the five (5) **Who Am I** surveys
3. Go to **Match Results** tab > Complete two (2) **Compatibility** Surveys
4. Go to **Home** > **Goals** > **Add a goal**
5. Go to **Post-Secondary** > Select a **Pathway** (e.g., College & University) > Favourite a **program**
6. Go to **Work** > **Occupations** > Favourite two (2) **occupations**
7. Go to **Home** > **Portfolios** > **Add a Portfolio** > Name your portfolio
8. Add an **Avatar** and a **Banner** image
  - a. **+ Add Box** > **Add Media** > Upload a picture/image that represents who you are
    - i. **+ Reflection** > Give an explanation of how the image represents who you are
  - b. **+ Add Box** > **Add from myBlueprint** > **Favourites** > An occupation that you favoured
  - c. **+ Add Box** > **Add from myBlueprint** > **Favourites** > A post-secondary program related to the occupation you favoured

## Helpful Hints

Looking for some more helpful resources to support the documentation of learning using myBlueprint? Check out these links below:

- [Browse exemplar portfolios](#)
- [Watch Video Tutorials](#)
- [Check out our whitepaper: Top 4 Reasons to Implement Digital Portfolios in the Classroom](#)

## Need more support?

