Evidence Gathering for Core Competencies Goals - MyBlueprint instructions  **(week of April 8 - 12 )** Give time for students to put their three competency goals on my blueprint.

Steps:

1. **Go** to myBlueprint (<http://myBlueprint.ca>)
2. Click **Login** (Remind them to access their district account when logging in)
3. Click **School account login**
4. Enter **Surrey** to get to **sd36 Surrey**
5. Click **Surrey account login**
6. Enter surrey schools **user name** Click **next**
7. Enter surrey schools **password** Click **sign in**
8. You will be on your dashboard. Click **Goals.** Review Goals from November.

****

1. Click **Portfolio**



1. Click **Add Portfolio**
2. Title the Portfolio **: Evidence for Core Competencies.** Click **Add Portfolio.**

****

****

1. Before we add an evidence box, copy first goal. Click **Back.** Click **Goals.**



1. **Highlight** and **Copy** Goal**.**
2. Click **Portfolio**
3. Click **Evidence for Core Competencies**



1. Click **Add Box**



1. Click **Add Journal**



1. Paste **first Goal**



1. **Add** evidence – there are 3 ways to add
	1. Write in the description box.
	2. Insert a photo. Click **media** icon. If using a phone take photo of evidence.
	3. Attach a file/link/image.
		1. If using a phone, Click **attach button.** Go into google drive. Add file.
		2. If using a laptop. Click **attach button.** Click on **files to upload**. Click file you **want to select**. Click **Upload.**

**(You are also able to drag photos and files as well)**

1. Click **Post**
2. **Repeat steps 12-20** for your other **two goals.**

****

1. You have **completed the task when you have evidence for three goals** entered on my blueprint.

(There is an instructional video provided if needed)

[Recording-20240307\_124139.webm](https://sd36-my.sharepoint.com/%3Av%3A/r/personal/funk_m_surreyschools_ca/Documents/Recording-20240307_124139.webm?csf=1&web=1&e=1JoDzm&nav=eyJyZWZlcnJhbEluZm8iOnsicmVmZXJyYWxBcHAiOiJTdHJlYW1XZWJBcHAiLCJyZWZlcnJhbFZpZXciOiJTaGFyZURpYWxvZy1MaW5rIiwicmVmZXJyYWxBcHBQbGF0Zm9ybSI6IldlYiIsInJlZmVycmFsTW9kZSI6InZpZXcifX0%3D)

MY BLUEPRINT LOGIN INFORMATION

[**https://surreyschoolsone.ca/resources/my-blueprint**](https://surreyschoolsone.ca/resources/my-blueprint) - ACCESS STEPS

Information:

There will be a comment on MyEd report card that lets parent/guardians know that they can look at their child’s competency goals and evidence on myBlueprint.