

### **How to complete my Service Reflections on MyBlueprint.ca**

1. Go to ***myblueprint.ca/sd38*** and login with your previously set up account
2. Go to class activities
3. Click "***MYP 2019-2020 Grade \_\_\_\_'s***"
4. Open the activity "Service Hour Tracking and Reflection Sheet" and open the pdf
5. ***SAVE*** the pdf onto your computer *before completing the form*
6. Complete the form in your own time, on the SAVED version on your device (reflection AND hours must be complete)
7. Once complete, SAVE your work and upload the PDF back onto the class activity
  - a. Make sure you upload the document ONLY when it is complete

**Deadline for Service Reflections is Thursday May 14<sup>th</sup>. Kind reminder that to be eligible for IB MYP Certification, you need to complete 10 hours in grade 8, 9, AND 10 for a total of 30 hours (ie. you CANNOT do all 30 hours in 1 year)**