

RUReady.ND.gov Basics – Quick Links

CTE Website

- www.cte.nd.gov

CTE Social Media

- www.facebook.com/NorthDakotaCTE

CTE Career Resources

- www.cte.nd.gov/crn
- www.cte.nd.gov/crnworkshops
- [www.cte.nd.gov/CRN Resources](http://www.cte.nd.gov/CRN_Resources)

Work-based Learning

- www.cte.nd.gov/WBL

Career Development

- www.cte.nd.gov/careerdev

What is RUReady.ND.gov

- www.cte.nd.gov/sites/www/files/documents/CRN/RUReady/QRG_What_is_RUReadyND.pdf

Paws in Jobland

- <https://secure.ruready.nd.gov>
 - Click on Elementary Role
- Professional Resources are available by clicking on the Professional role or also in the RUReady.ND.gov Professional Center Resources
 - [Paws in Jobland Resource Materials](#)
 - [Paws in Jobland Poster](#)
 - [Paws in Jobland Activity Book](#)

Accessing RUReady – Students K-12

- [Public School Students - How to Get Started](#) – SINGLE SIGN ON
- [Private/Tribal/Other Non-Public School Students - How to Get Started](#)

RUReady.ND.gov Professional Center

- <https://procenter.ruready.nd.gov>

Work-based Learning for Employers – Link on CTE website

- www.cte.nd.gov/businessindustry

Single sign-on for Public School Students and the Autoload

- www.cte.nd.gov/sites/www/files/documents/CRN/RUReady/QRG_Public_School_Students_Getting_Started.pdf

Access to RUReady.ND.gov

- [Public School Students - How to Get Started](#) – SINGLE SIGN ON
- [Private/Tribal/Other Non-Public School Students - How to Get Started](#)
- [Parents - How to Get Started](#)
- [Adults - How to Get Started](#)
- [College/Postsecondary Students - How to Get Started](#)

More on Parent Accounts

- Parents/Guardian Access Quick Reference Guide
https://www.cte.nd.gov/sites/www/files/documents/CRN/RUReady/QRG_Parents.pdf

Smart With My Money

- <https://smartwithmymoney.nd.gov>

Launch My Life North Dakota

- <https://launchmylifend.com/>

Career Outlook

- www.cte.nd.gov/careeroutlook

North Dakota Scholarship

- www.nd.gov/dpi/sites/www/files/documents/SAO/Scholarships/ND_SCHOLARSHIP_230803.pdf

North Dakota Choice Ready

- www.nd.gov/dpi/districtschools/essa/accountability-support-improvement/choice-ready
- Student Report - www.nd.gov/dpi/sites/www/files/documents/Division%20of%20SS%26I/ESSA/Choice%20Ready/ND_ChoiceReady_240124.pdf
- Alternate Choice Ready Report - www.nd.gov/dpi/sites/www/files/documents/Division%20of%20SS%26I/ESSA/Choice%20Ready/alternateChoiceReady.pdf

Approved Career Interest Inventories

- www.nd.gov/dpi/educators/school-counselors/academic-and-career-planning

Successful Transitions Guide

- In RUReady.ND.gov Professional Center <https://procenter.ruready.nd.gov>
- Click on Resources > Resources > Successful Transitions Guide

Methodize ACT Test Prep

- In RUReady.ND.gov Professional Center <https://procenter.ruready.nd.gov>
- Click on Resources > Methodize
- Getting Started Video: <https://www.youtube.com/watch?v=4f733TsPtYY>

CareerViewXR Graduate Course

- https://careerviewxr.bemorecolorful.com/cvxr-news/immersive-career-exploration-graduate-course-nd/?omnisendContactID=6647937fe09dd3e9ec3406ce&utm_campaign=campaign%3A+August+2024+Newsletter+%2866c3aaedb1b9d3c19d7c60b1%29&utm_medium=email&utm_source=omnisend

Career Exploration Across the Curriculum

- www.nd.gov/dpi/sites/www/files/documents/SAO/Counseling/Career%20Exploration%20Across%20the%20Curriculum.pdf

RUReady.ND.gov Career Lessons

In keeping with the CRN mission and goals to provide resources in support of career professionals and educators to promote academic and career goals, we are excited to introduce our new lesson series “RUReady.ND.gov Career Lessons.” We hope these lessons are useful while helping your students plan for their futures.

Most of the lessons will include a PowerPoint, student worksheet and teacher introduction. Feel free to use the lessons as is or edit to fit your needs.

The Career Key - RUReady.ND.gov

- Introduction for Educators
 - [Word](#)
 - [PDF](#)
- Worksheet for Students
 - [Word](#)
 - [PDF](#)
- PowerPoint
 - [PowerPoint](#)
 - [PDF](#)

Career Cluster Survey - RUReady.ND.gov

- Introduction for Educators
 - [Word](#)
 - [PDF](#)
- Worksheet for Students
 - [Word](#)
 - [PDF](#)
- PowerPoint
 - [PowerPoint](#)
 - [PDF](#)

Interest Profiler - RUReady.ND.gov

- Introduction for Educators
 - [Word](#)
 - [PDF](#)
- Worksheet for Students
 - [Word](#)
 - [PDF](#)
- PowerPoint
 - [PowerPoint](#)
 - [PDF](#)

School-2-College-2-Work Lesson Plans

- [Directions After High School Activity](#)
- [Career Clusters Map Activity](#)

Contact Person	Laura Glasser NDCTE: Career Resource Manager	Dawn Ulmer NDCTE: Strategic Projects Manager	Kelly Pierce NDCTE: Supervisor - Career Development & Career Advisors	Patrick Mineer Golden Path Solutions: Founder & CEO	Lisa Metzger CareerViewXR: Subscription Account Manager	XAP Support XAP, LLC: RUReady Product Developer
Email	leglasser@nd.gov	dulmer@nd.gov	kpierce@nd.gov	patrick@goldenpath.net	lisa@bemorecolorful.com	support@xap.com
Phone	701-328-9733	701-328-3124	701-328-3103	701-866-2620	701-353-2000 x 711	800-468-6927
Primary Contact for	<ul style="list-style-type: none"> •RUReady.ND.gov •Work-based Learning in RUReady.ND.gov •Methodize ACT Test Prep •RUReady.ND.gov Technical Support 	<ul style="list-style-type: none"> •Work-based Learning Programs and Resources •Work-based Learning Coordinator Training 	<ul style="list-style-type: none"> •Career Development Programs •Career Advisors •Career Advisor Training •Credentials for Career Development and Career Advisors 	<ul style="list-style-type: none"> •Compass •Employer Connections and opportunities for Work-based Learning •Customizing your school's course data for the 4-year rolling plan in Compass. 	<ul style="list-style-type: none"> •Assistance with VR headset setup •Assistance with downloading CVXR experiences to the VR headset 	<ul style="list-style-type: none"> •Contact XAP to reset your Professional Account Password or try the self-reset feature at https://procenter.ruready.nd.gov/Recover_Password.aspx
Links	<ul style="list-style-type: none"> • www.cte.nd.gov/crn • www.cte.nd.gov/CRN_Resources • www.cte.nd.gov/crn_workshops 	<ul style="list-style-type: none"> • www.cte.nd.gov/WBL 	<ul style="list-style-type: none"> • www.cte.nd.gov/careerdev • www.cte.nd.gov/career-advisors 	<ul style="list-style-type: none"> • https://goldenpath.net/compass 	<ul style="list-style-type: none"> • https://careerviewxr.bemorecolorful.com/faqs/ • www.edutech.nd.gov/careerviewxr 	<ul style="list-style-type: none"> • https://procenter.ruready.nd.gov

CAREER RESOURCE NETWORK LINKS AND RESOURCES

This resource is frequently updated. For the most current version, visit www.cte.nd.gov/career-resource-network-resources.

Product	Resource/Topic	Link/Location
Career Outlook	Career Outlook - Online	Career Outlook Online: www.cte.nd.gov/careeroutlook
RUPrepare.ND.gov	Basic Skills Survey	Find the Basic Skills Survey in RUPrepare.ND.gov <ul style="list-style-type: none"> RUPrepare.ND.gov > Career Planning > Learn About Yourself > Basic Skills Survey
RUPrepare.ND.gov	Career Cluster Survey	Find the Career Cluster Survey in RUPrepare.ND.gov <ul style="list-style-type: none"> RUPrepare.ND.gov > Career Planning > Learn About Yourself > Career Cluster Survey Educator Introduction, Lesson Plan and PowerPoint Presentation Educator Introduction <ul style="list-style-type: none"> www.cte.nd.gov/sites/www/files/documents/CRN/Lessons/Career_Cluster_Introduction_Educators.pdf <ul style="list-style-type: none"> Activity Worksheet <ul style="list-style-type: none"> www.cte.nd.gov/sites/www/files/documents/CRN/Lessons/Career_Cluster_Activity_Worksheet.pdf PowerPoint Presentation <ul style="list-style-type: none"> www.cte.nd.gov/sites/www/files/documents/CRN/Lessons/Career_Cluster_Survey.pptx www.cte.nd.gov/sites/www/files/documents/CRN/Lessons/Career_Cluster_Survey.pdf
RUPrepare.ND.gov	CareerViewXR Virtual Reality Career Exploration	Find CareerViewXR Virtual Reality in RUPrepare.ND.gov (Career Exploration videos and full VR experiences) <ul style="list-style-type: none"> Multiple links to CareerViewXR Career Experiences are included in RUPrepare. To download full VR experiences to your school's VR headsets, contact: <ul style="list-style-type: none"> Lisa Metzger, Be More Colorful-CVXR Implementation Manager, lisa@bemorecolorful.com
RUPrepare.ND.gov	Compass Profile	Find the Compass Profile in RUPrepare.ND.gov (students in grades 9-12) <ul style="list-style-type: none"> RUPrepare.ND.gov > Career Planning > Learn About Yourself > Compass Profile OR click on "Go to your Compass Profile" on the High School Students menu.
RUPrepare.ND.gov	Interest Profiler	Find the Interest Profiler in RUPrepare.ND.gov <ul style="list-style-type: none"> RUPrepare.ND.gov > Career Planning > Learn About Yourself > Interest Profiler Educator Introduction, Lesson Plan and PowerPoint Presentation <ul style="list-style-type: none"> Educator Introduction <ul style="list-style-type: none"> www.cte.nd.gov/sites/www/files/documents/CRN/Lessons/Interest_Profiler_Introduction_Educators.pdf Activity Worksheet <ul style="list-style-type: none"> www.cte.nd.gov/sites/www/files/documents/CRN/Lessons/Interest_Profiler_Assessment_Worksheet.pdf PowerPoint Presentation <ul style="list-style-type: none"> www.cte.nd.gov/sites/www/files/documents/CRN/Lessons/Interest_Profiler.pptx www.cte.nd.gov/sites/www/files/documents/CRN/Lessons/Interest_Profiler.pdf

RUReady.ND.gov	Methodize (ACT & SAT Test Prep)	<p>Student Access (grades 9-12):</p> <ul style="list-style-type: none"> ACT and the SAT (Methodize) – students access Methodize in their RUReady.ND.gov account RUReady.ND.gov > College Planning > Test Prep > ACT or SAT > Methodize <p>PROFESSIONALS:</p> <ul style="list-style-type: none"> Sign in to the RUReady.ND.gov Professional Center Click on “Track your students’ test prep progress” under the “M” Methodize badge. You will be taken to the dashboard of the Methodize Professional site. Getting started video for professionals: www.youtube.com/watch?v=4f733TsPtYY <p>TIPS:</p> <ul style="list-style-type: none"> The first time students access Methodize, they must agree to the Statement of Understanding. Once students have accessed their account, they will appear in the Methodize Professionals site. Having students access their account is the best way for them to be added to your Methodize Professional site.
RUReady.ND.gov	Paws in Jobland	<p>Student Access</p> <ul style="list-style-type: none"> Visit www.RUReady.ND.gov click on the Elementary School role in the "Who are you?" section. Can be used by students at individual workstations or as a group activity in the classroom. <p>Professional Resources for Paws in Jobland</p> <ul style="list-style-type: none"> Lesson Plans <ul style="list-style-type: none"> https://content.xap.com/media/34010/nd_paws-resource-materials_sept_2019.pdf Poster <ul style="list-style-type: none"> https://content.xap.com/media/24298/nd-paws-poster_sept_2019.pdf Activity Book <ul style="list-style-type: none"> https://secure.ruready.nd.gov/Images/ND/pdfs/paws/Paws-Activity-Booklet.pdf
RUReady.ND.gov	QRG – Adults: How to Get Started	<p>Quick Reference Guide - RUReady.ND.gov: Adults - How to Get Started</p> <ul style="list-style-type: none"> www.cte.nd.gov/sites/www/files/documents/CRN/RUReady/QRG_Adults.pdf
RUReady.ND.gov	QRG – College/Postsecondary Students: How to Get Started	<p>Quick Reference Guide - RUReady.ND.gov: College/Postsecondary Students - How to Get Started</p> <ul style="list-style-type: none"> www.cte.nd.gov/sites/www/files/documents/CRN/RUReady/QRG_CollegePS_Students.pdf
RUReady.ND.gov	QRG – Parents: How to Get Started	<p>Quick Reference Guide - RUReady.ND.gov: Parents - How to Get Started</p> <ul style="list-style-type: none"> www.cte.nd.gov/sites/www/files/documents/CRN/RUReady/QRG_Parents.pdf
RUReady.ND.gov	QRG – Professionals*: How to Reset Student Passwords <i>*Professionals at Private, Tribal and Non-Public Schools Only</i>	<p>Quick Reference Guide - RUReady.ND.gov: Private, Tribal and Non-Public Schools - How to Reset Student Passwords</p> <ul style="list-style-type: none"> www.cte.nd.gov/sites/www/files/documents/CRN/RUReady/QRG_How_to_Reset_a_Student_Password.pdf
RUReady.ND.gov	QRG – Professionals: How to Export Student Account Names	<p>Quick Reference Guide - Professionals: How to Export Student Account Names</p> <ul style="list-style-type: none"> www.cte.nd.gov/sites/www/files/documents/CRN/RUReady/QRG_How_to_Export_Student_Account_Names.pdf
RUReady.ND.gov	QRG – Professionals: How to Create an RUReady.ND.gov Professional Center Account	<p>Quick Reference Guide - RUReady.ND.gov: Professionals - How to Create an RUReady.ND.gov Professional Center Account</p> <ul style="list-style-type: none"> www.cte.nd.gov/sites/www/files/documents/CRN/RUReady/QRG_Pro_First_Time_Users.pdf Contact the Career Resource Network for the required access code: ndcrn@nd.gov or 701-328-9733.
RUReady.ND.gov	QRG – Public School Students: How to Get Started (Single Sign-On)	<p>Quick Reference Guide - RUReady.ND.gov: Public School Students - How to Get Started (Single Sign-On)</p> <ul style="list-style-type: none"> www.cte.nd.gov/sites/www/files/documents/CRN/RUReady/QRG_Public_School_Students_Getting_Started.pdf
RUReady.ND.gov	QRG – Students at Private, Tribal and Non-Public Schools: How to Get Started	<p>Quick Reference Guide - RUReady.ND.gov: Private, Tribal and Non-Public Schools - How to Get Started</p> <p>www.cte.nd.gov/sites/www/files/documents/CRN/RUReady/QRG_Private-Other_School_Students_Getting_Started.pdf</p>
RUReady.ND.gov	QRG – What is RUReady.ND.gov	<p>Quick Reference Guide - What is RUReady.ND.gov</p> <ul style="list-style-type: none"> https://www.cte.nd.gov/sites/www/files/documents/CRN/RUReady/QRG_What_is_RUReadyND.pdf
RUReady.ND.gov	RUReady.ND.gov Professional Center	https://procenter.ruready.nd.gov/

RUReady.ND.gov	School-2-College-2-Work Module	<p>Find the School-2-College-2-Work Module in RUReady.ND.gov</p> <ul style="list-style-type: none"> • RUReady.ND.gov > Your Portfolio > School-2-College-2-Work Lesson Plan - Career Clusters Map • www.cte.nd.gov/sites/www/files/documents/CRN/Docs/Career_Cluster_Map_Activity_MS_Module.pdf <p>Lesson Plan - Directions After High School</p> <ul style="list-style-type: none"> • www.cte.nd.gov/sites/www/files/documents/CRN/Docs/Directions_After_High_School_Activity.pdf
RUReady.ND.gov	The Career Key	<p>Find The Career Key in RUReady.ND.gov</p> <ul style="list-style-type: none"> • RUReady.ND.gov > Career Planning > Learn About Yourself > The Career Key Educator Introduction, Lesson Plan and PowerPoint Presentation • Educator Introduction <ul style="list-style-type: none"> ○ www.cte.nd.gov/sites/www/files/documents/CRN/Lessons/Career_Key_Introduction_Educators.pdf • Activity Worksheet <ul style="list-style-type: none"> ○ www.cte.nd.gov/sites/www/files/documents/CRN/Lessons/Career_Key_Activity_Worksheet.pdf • PowerPoint Presentation <ul style="list-style-type: none"> ○ www.cte.nd.gov/sites/www/files/documents/CRN/Lessons/CareerKey_Presentation.pptx ○ www.cte.nd.gov/sites/www/files/documents/CRN/Lessons/CareerKey_Presentation.pdf
RUReady.ND.gov	Transferable Skills Checklist	<p>Find the Transferable Skills Checklist in RUReady.ND.gov</p> <ul style="list-style-type: none"> • RUReady.ND.gov > Career Planning > Learn About Yourself > Transferable Skills Checklist
RUReady.ND.gov	Work Values Sorter	<p>Find the Work Values Sorter in RUReady.ND.gov</p> <ul style="list-style-type: none"> • RUReady.ND.gov > Career Planning > Learn About Yourself > Work Values Sorter
RUReady.ND.gov	Work-based Learning (WBL) Module	<p>The Work-based Learning module is located in:</p> <ul style="list-style-type: none"> • For Professionals: In the RUReady.ND.gov Professional Center, click on the Work-Based Learning tab. (Site Administrator level access is required. Contact the CRN at 701-328-9733 or leglasser@nd.gov to upgrade your access level.) • Students: Click on the Career Planning tab, then the Explore Work-Based Learning Opportunities • RUReady.ND.gov - The Work-based Learning Module for Professionals <ul style="list-style-type: none"> ○ This guide will help RUReady.ND.gov Professional Center users learn how to manage work-based learning processes and data. • Additional Work-based Learning information and resources are available on the CTE website.
Workshops	Workshops Hosted by the Career Resource Network	<p>Information</p> <ul style="list-style-type: none"> • www.cte.nd.gov/crnworkshops <p>Registration</p> <ul style="list-style-type: none"> • www.cte.nd.gov/sites/www/files/documents/CRN/Docs/AllWorkshops.pdf <p>Workshop Evaluation</p> <ul style="list-style-type: none"> • www.cognitofrms.com/NDCTE1/CRNWorkshopEvaluation
Other	Career Clusters Plans of Study	<p>Career Cluster Plans of Study and Printable Posters</p> <p>www.cte.nd.gov/career-clusters</p>
Other	Career Connections	<p>Career videos for Grades 4-12 developed by PBS in partnership with Ohio Department of Education and Ohio Means Jobs.</p> <p>https://prairiepublic.pbslearningmedia.org/collection/career-connections/</p>
Other	Career Development Lesson Plans – Missouri Center for Career Education	<p>Downloadable Guidance Lesson Plans from the Missouri Center for Career Education</p> <p>https://dese.mo.gov/college-career-readiness/school-counseling/curriculum</p>
Other	Career Game Explorer Edition	<p>Explorer begins by asking questions that help students recognize the thoughts, feelings and events that hold clues to their future. Includes a series of color-coded activities designed to identify individual personality types.</p> <p>www.careergame.com/explorer</p>
Other	Career Ready Practices	<p>www.cte.nd.gov/career-ready-practices</p>

Other	Coordinated Plans of Study	www.cte.nd.gov/coordinated-plans-study Explanation of CTE Coordinated Plans of Study www.cte.nd.gov/sites/www/files/documents/PlansOfStudy/Explanation.pdf
Other	EVERFI	K-12 College and Career Readiness: Curiosity Matters: College and Career Readiness Resources https://everfi.com/k-12/college-and-career-readiness/
Other	In-Demand Occupations	In-Demand Occupations - Posters <ul style="list-style-type: none"> https://www.cte.nd.gov/career-resource-network-resources North Dakota Job Service Resources https://www.commerce.nd.gov/sites/www/files/documents/Workforce%20Development/InDemandOccupationsList.pdf https://www.cte.nd.gov/sites/www/files/documents/Perkins/IndustryCertsCredentials.pdf
Other	Industry Certifications/Industry Recognized Credentials	
Other	Nail That Job! The Application & Interview Process	Information and examples to demonstrate the Application & Interview process. www.cte.nd.gov/sites/www/files/documents/Publications/Nail_That_Job.pdf
Other	ND State University System – Resource Library	Resource library of NDUS publications for students & parents. https://ndus.edu/contact-us/resource-library/#853-student-and-parent-information
Other	Skills to Pay the Bills	Free curriculum developed by ODEP focused on teaching "soft" or workforce readiness skills to youth. www.dol.gov/agencies/odep/program-areas/individuals/youth/transition/soft-skills
Other	Work-based Learning Guidance	www.cte.nd.gov/sites/www/files/documents/Perkins/WBL_Guidance.pdf



QUICK REFERENCE GUIDE

WHAT IS [RUREADY.ND.GOV](https://ruready.nd.gov)?

RUReady.ND.gov is a web-based career and educational planning program provided by NDCTE to all K-12 schools and public and tribal postsecondary institutions in ND. This online tool assists students in career planning including connections to work-based learning experiences, high school and college planning, and financial aid planning.

CAREER PLANNING

Students discover who they are, learn about careers, and prepare for a job search. Under **Learn About Yourself**, multiple assessments allow students to explore their interests, values, and skills. Students **Explore Careers** to increase career awareness while finding the best career choices for their futures. **Get a Job** includes tools for resume writing and interview practice to help students prepare for the world of work. And **Explore Work-Based Learning Opportunities** that match their interests.

HIGH SCHOOL PLANNING

Students develop a personalized **Plan of Study** to ensure they are selecting courses that support their future career goals while meeting high school graduation and college admissions requirements. For a year-by-year guide for success, students can follow a **High School Planning Timeline**. For helpful advice on **Succeeding in High School**, students can read “How-To” articles and access helpful homework sites.

COLLEGE PLANNING

Students **Explore Postsecondary Schools** to discover their best-fit college. **Prepare for College** helps students plan the steps to take during each year of high school using the *College Planning Timeline* and access useful articles to help them get ready for college. The **Explore Programs and Majors** tools assist students in finding a program or major matching their future career goals. Students begin the college admissions process using the tools in **My Colleges & Applications** and access free **Test Prep** that will help them obtain the best test scores possible on the ACT, Accuplacer, ASVAB, GED, SAT and more.

FINANCIAL AID PLANNING

Students can learn about their financial options under **Financial Aid 101** and determine their expected family contribution and how much they should save for expenses with the **Financial Aid Calculators**. Help students get a grip on what they need to do now to be successful in paying for college with the **Financial Aid Planning Timeline** and **Find Scholarships** that match their profile. In 7 easy steps students can plan their entire financial aid package online with the **Financial Aid Wizard** and learn the basics of managing their money with **Financial Fitness**.

YOUR PORTFOLIO

Your Profile allows students to develop goals, track activities, self-reflect, and update personal information. Students can save their work, including assessment results, career and educational plans, saved career and education articles, saved scholarships, and job search activities. To fully reflect their achievements, students can attach documents including work samples, photographs, letters of recommendation, or other relevant items.

NEED HELP?



ND Career Resource Network: 701-328-9733 NDCRN@nd.gov

or

Contact:



XAP Support: 800-468-6927 support@xap.com

STUDENT QUICK REFERENCE GUIDE - ACCESSING RUREADY.ND.GOV

Public school students in North Dakota already have accounts created in RURReady.ND.gov. Follow the instructions below to access all of the planning features and your own personal portfolio.

Accessing RURReady.ND.gov

- 1

Go to your school's PowerSchool Sign In to access [RURReady.ND.gov](https://RUREADY.ND.GOV).
Sign in to YOUR PowerSchool account.
- 2

From the PowerSchool main screen, click on the Applications icon to access your ND Education Portal.
- 3

Click on the ND Education Portal Link
- 4

Click on the RURReady 'badge' on the ND Education Portal and then the LAUNCH button to access your account.
- !

If you are unable to sign in or are experiencing sign in issues, please contact your school for assistance. For security reasons, PowerSchool is unable to assist with sign in, password, or other accessibility-related issues.

GET STARTED WITH RUREADY.ND.GOV

Here are some of the helpful features you'll find in [RURReady.ND.gov](https://RUREADY.ND.GOV):

Career Planning

- Learn About Yourself: Discover your interests, work values, basic skills or suggested career clusters.
- Explore Careers: Browse careers using **Career Clusters** or use the **Career Finder** to find careers.

College Planning

- Explore Postsecondary Schools: Use the **College Matching Assistant** to see schools matching your needs.
- Explore Programs and Majors: Check out the programs and majors that match your career goals.

Financial Aid Planning

- Financial Aid 101: Follow the steps for assistance with paying for college.
- Financial Aid Calculators: Compare college costs with the **College Savings Calculator**.
- Find Scholarships: Complete your profile in the **Scholarship Finder** to see matching scholarships.
- Build Your Financial Aid Plan: The **Financial Aid Wizard** allows you to calculate and plan for school.

Your Portfolio

- Review the work you've completed in other sections of the program, upload documents and more!

NEED HELP? Contact your school counselor or teacher.

Private/Tribal/Other School



STUDENT QUICK REFERENCE GUIDE ACCESSING [RUREADY.ND.GOV](https://ruready.nd.gov)

If you attend a private, tribal or non-public school, follow the instructions below to create an account in RUREADY.ND.GOV to access all of the planning features and your own personal portfolio.

HOW TO CREATE YOUR RUREADY.ND.GOV ACCOUNT (FIRST TIME USERS)

1. Go to [RUREADY.ND.GOV](https://ruready.nd.gov).
2. Click **Create an Account**.
3. Click **Go** next to the role that best describes you.
4. Enter your date of birth and select your school. Click **Next**.
5. Enter your account information. Select your **Account Name** and **Password** with care. You will use this to access the site. Check the box if you agree to the privacy policy and terms of the site, then click **Next**.
6. Be sure to remember your username and password! Consider writing them down somewhere safe.
7. Click **Click here to continue** – and start using RUREADY.ND.GOV!

HOW TO ACCESS YOUR ACCOUNT (RETURNING USERS)

1. Go to [RUREADY.ND.GOV](https://ruready.nd.gov)
2. Enter your Account Name and Password under **Sign In**.
3. Click the **Sign In** button.

GET STARTED WITH RUREADY.ND.GOV

Here are some of the helpful features you'll find in RUREADY.ND.GOV:

Career Planning

- Learn About Yourself: Discover your interests, work values, basic skills or suggested career clusters.
- Explore Careers: Browse careers using **Career Clusters** or use the **Career Finder** to find careers.

College Planning

- Explore Postsecondary Schools: Use the **College Matching Assistant** to see schools matching your needs.
- Explore Programs and Majors: Check out the programs and majors that match your career goals.

Financial Aid Planning

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- Financial Aid Calculators: Compare college costs with the **College Savings Calculator**.
- Find Scholarships: Complete your profile in the **Scholarship Finder** to see matching scholarships.
- Build Your Financial Aid Plan: The **Financial Aid Wizard** allows you to calculate and plan for school.

Your Portfolio

- Review the work you've completed in other sections of the program, upload documents and more!

NEED HELP?

Contact:



ND Career Resource Network: 701-328-9733 NDCRN@nd.gov

or

XAP Support: 800-468-6927 support@xap.com



QUICK REFERENCE GUIDE FOR PARENTS

HOW TO GET STARTED WITH RUREADY.ND.GOV

Follow the instructions below to create an **RUReady.ND.gov** parent account, access all of the planning features and develop your own personal portfolio.

HOW TO CREATE A PARENT ACCOUNT IN RUREADY.ND.GOV

1. Go to RUReady.ND.gov. Click on **CREATE AN ACCOUNT** and enter the required information.
2. Type in your child's school or organization to search for it in the dropdown menu and click on it to save your selection.
3. The account name and password you choose here will be what you use to log in from now on.

Note: The password is case sensitive.

Use something that is easy for you to remember, such as your e-mail address or **firstname.lastname**.

Be sure to remember your username and password! Consider writing them down somewhere safe.

My Account Name: _____

My Password: _____

4. After all information is complete, click the Privacy Policy checkbox and **Submit**.
5. If you receive an error, doublecheck that you have input all required information.
6. Start using **RUReady.ND.gov**!

HOW TO ACCESS YOUR PARENT ACCOUNT

1. Go to RUReady.ND.gov
2. Enter your Account Name and Password under **Sign In**.
3. Click the **Sign In** button.

Frequently Asked Questions

What is available to students in RUReady.ND.gov?

Tools and resources for Course Planning, ACT Test Preparation, Scholarship Research, Financial Aid Planning, Career Planning, and more!

Can RUReady.ND.gov only be used at school?

RUReady.ND.gov is available for students to use 24/7, at school or at home. All saved work will be in their portfolio.

Is there a cost to use RUReady.ND.gov?

There is no cost for students to use RUReady.ND.gov. It is provided to North Dakota students in grades K-12 by the North Dakota Department of Career and Technical Education.

Visit the North Dakota Career Resource Network (CRN) website:

www.cte.nd.gov/crn to learn more about the CRN.

NEED HELP?

Contact:



ND Career Resource Network: 701-328-9733 NDCRN@nd.gov

or

XAP Support: 800-468-6927 support@xap.com

RUReady.ND.gov Student Account information visible to parents/guardians when invited to view the student's account:

- Career Planning
 - Career Plans
 - Suggested Career Clusters
 - Saved Clusters and Career Pathways
 - My Saved Careers
 - Career Finder Searches
 - Career Plans
 - Working for Yourself
 - Getting Ready for Work
 - Resume Builder
 - Cover Letter
 - Interview Practice
 - Job Interviews
 - Thank You Letters
 - Job Search Activities
 - Work Experiences
 - Work Experiences
 - Professional Association Memberships
 - Memberships
 - Job Shadowing Experience
 - Early Work Experiences
 - Your Skills
 - Basic Skills
 - General Workplace Skills
 - Transferrable Skills
 - Early Skills
 - All About You
 - Work Interest Areas
 - Work values
 - Aptitudes
 - Personality Type
 - Learning Style
 - ASVAB (Armed Services Vocational Aptitude Battery)
 - How You See Yourself
 - Personal Values and Priorities
 - Personal Management Style
 - Life Roles
- High School Planning
 - High School Transition Plan
 - Your Plan of Study
 - AP Exams
 - Early College Access Programs
 - Enrichment Courses and Workshops
 - Extracurricular Activities
 - High Schools Attended
 - Middle Schools Attended
- College Planning
 - Postsecondary Plans
 - Test Scores
 - Postsecondary Experiences
 - Lifelong Education/Training Plans
- Financial Aid Planning
 - FAFSA (link)
 - Components of My Financial Aid Plan
 - Financial Aid Plan for My Colleges
 - Scholarship Search
 - Estimated Family Contribution Calculator Results
- Your Profile
 - The Basics (This is Me, demographics,
 - Looking Ahead (Goals and Action Plans)
 - Experiences and Activities (Community Service, Leadership, Networking, Awards, and Sports, etc.)
 - How You See Yourself
 - Portfolio Reviews
- Your Journal
- Planning Milestones (Milestones that the student's advisor/teacher is tracking)
- Snapshots of Your Portfolio (end of year "snapshots" of the student portfolio. PDFs of prior year(s) portfolio activity. (Not available until after 1 full year of RUReady account usage.

Parents/guardians can add comments in many areas that will be visible to the student and to professional users at the school.

The more a student uses their portfolio and the more there is to view!



QUICK REFERENCE GUIDE FOR ADULTS

HOW TO GET STARTED WITH [RUREADY.ND.GOV](https://ruready.nd.gov)

Whether you are looking for a new job, planning to go to school or updating your resume, [RUReady.ND.gov](https://ruready.nd.gov) can help. Create an account to access all tools and save your work.

HOW TO ACCESS YOUR ACCOUNT (FIRST TIME USERS)

1. Go to [RUReady.ND.gov](https://ruready.nd.gov).
2. Click **CREATE AN ACCOUNT**.
3. In the **Who are you?** dropdown, select the “**Adult**” role.
4. Enter your name.
5. In the **Your school, workforce, center or program**, type/select **Adult-No K12 Connection**.
6. Enter your Email address.
7. Create your Username and Password. Be sure to remember your username and password! Consider writing them down somewhere safe.
8. Select an Account Security question and answer.
9. Check the box if you agree to the privacy policy and terms of the site, and then click **Submit**.

HOW TO ACCESS YOUR ACCOUNT (RETURNING USERS)

1. Go to [RUReady.ND.gov](https://ruready.nd.gov)
2. Enter your Username and Password.
3. Click the **Sign In** button.

GET STARTED WITH RUREADY.ND.GOV

Here are some of the helpful features you’ll find in [RUReady.ND.gov](https://ruready.nd.gov):

Career Planning

- Get a Job: Create resumes and thank-you letters, polish your interview skills and get help finding jobs.
- Explore Careers: Research careers using **Career Clusters** or use the **Career Finder** to find careers.

College Planning

- Explore Postsecondary Schools: Use the College Matching Assistant to see schools matching your needs.
- Explore Programs and Majors: Check out the programs and majors that match your career goals.

Financial Aid Planning

- Financial Aid 101: Follow the steps for assistance with paying for college.
- Find Scholarships: Complete your profile in the Scholarship Finder to see matching scholarships.

Your Portfolio

- Review the work you’ve completed in other sections of the program, upload documents and more!

NEED HELP?



ND Career Resource Network: 701-328-9733 NDCRN@nd.gov

or

Contact:



XAP Support: 800-468-6927 support@xap.com



QUICK REFERENCE GUIDE FOR COLLEGE/POSTSECONDARY STUDENTS

HOW TO GET STARTED WITH RUREADY.ND.GOV

Whether you are looking for a new job, planning to go to school or updating your resume, RURReady.ND.gov can help. Create an account to access all tools and save your work.

HOW TO ACCESS YOUR ACCOUNT (FIRST TIME USERS)

1. Go to RURReady.ND.gov.
2. Click **CREATE AN ACCOUNT**.
3. In the **Who are you?** dropdown, select the “**College or postsecondary school student**” role.
4. Enter your name.
5. In the **Your school, workforce, center or program**, type/select the name of your school.
6. Enter your Email address.
7. Create your Username and Password. Be sure to remember your username and password! Consider writing them down somewhere safe.
8. Select an Account Security question and answer.
9. Check the box if you agree to the privacy policy and terms of the site, and then click **Submit**.

HOW TO ACCESS YOUR ACCOUNT (RETURNING USERS)

1. Go to RURReady.ND.gov
2. Enter your Username and Password.
3. Click the **Sign In** button.

GET STARTED WITH RUREADY.ND.GOV

Here are some of the helpful features you'll find in RURReady.ND.gov:

Career Planning

- Get a Job: Create resumes and thank-you letters, polish your interview skills and get help finding jobs.
- Explore Careers: Research careers using **Career Clusters** or use the **Career Finder** to find careers.

College Planning

- Explore Postsecondary Schools: Use the College Matching Assistant to see schools matching your needs.
- Explore Programs and Majors: Check out the programs and majors that match your career goals.

Financial Aid Planning

- Financial Aid 101: Follow the steps for assistance with paying for college.
- Find Scholarships: Complete your profile in the Scholarship Finder to see matching scholarships.

Your Portfolio

- Review the work you've completed in other sections of the program, upload documents and more!

NEED HELP?



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or

XAP Support: 800-468-6927 support@xap.com

Career Planning		
Learn About Yourself	<ul style="list-style-type: none"> • Interest Profiler • Career Cluster Survey • Basic Skills Survey • Transferable Skills Checklist • Work Values • The Career Key • Compass Profile 	
Explore Careers	<ul style="list-style-type: none"> • Browse Careers • Career Finder • Compare Careers • Career Plan Builder • Browse Career Clusters • Career Videos • Search Careers • Energy Careers in North Dakota 	
Get a Job	<ul style="list-style-type: none"> • Resume Builder • Cover Letter Creator • Job Interview Practice • Thank-You Letter Builder • Advice from Career Experts • Job Banks 	
CareerViewXR	<ul style="list-style-type: none"> • Links to Web-based CareerViewXR videos (a VR headset is not required to view the videos.) 	
Compass Profile	<ul style="list-style-type: none"> • Create your 4-year rolling plan, use your classes, activities, and hobbies to identify your skills and find careers that fit you. 	
Work-Based Learning	<ul style="list-style-type: none"> • Work-Based Learning Opportunities • Matching Opportunities • New Opportunities • Applications 	
High School Planning		
Plan of Study	<ul style="list-style-type: none"> • Create Your Course Plan • Your Current Course Plan • Your Past Course Plans 	
High School Planning Timeline	<ul style="list-style-type: none"> • Introduction • 7th to 12th Grade Timeline • College Freshman Year 	
Succeeding in High School	<ul style="list-style-type: none"> • How to... (Study Tips) • Homework Helpers 	
College Planning		
Explore Postsecondary Schools	<ul style="list-style-type: none"> • School Exploration Tools • Browse Schools 	
My Colleges & Applications	<ul style="list-style-type: none"> • Manage your college list and application tasks. 	
Explore Programs and Majors	<ul style="list-style-type: none"> • Browse Programs and Majors by Career Cluster 	
Prepare for College	<ul style="list-style-type: none"> • College Planning Timeline • Getting Ready for College 	
Test Prep	<ul style="list-style-type: none"> • Free Test Prep 	
Get to College	<ul style="list-style-type: none"> • Practice completing a college application and more! 	

Financial Aid Planning

Financial Aid 101	<ul style="list-style-type: none"> • The Basics • Determine Your Eligibility • Apply! • Consider Your Loan Options • Enjoy College and Your Responsibilities 	
Financial Aid Calculators	<ul style="list-style-type: none"> • Federal Student Aid Calculator • College Savings Calculator 	
Find Scholarships	<ul style="list-style-type: none"> • My Scholarship Profile • Matching Scholarships • Saved Scholarships • Find Scholarships 	
Financial Aid Planning Timeline	<ul style="list-style-type: none"> • Steps to follow by grade level to help you plan for your future. 	
Financial Aid Wizard	<ul style="list-style-type: none"> • Financial Aid planning steps. 	
Financial Fitness	<ul style="list-style-type: none"> • Managing Your Money 101 	

Your Portfolio

Assignment & Curriculum Builder*	<ul style="list-style-type: none"> • Assignment & Curriculum Builder 	<i>*Visible after it has been assigned in the Professional Center.</i>
Your Profile	<ul style="list-style-type: none"> • The Basics • Looking Ahead • Experiences and Activities • How You See Yourself • Portfolio Reviews 	
Career Planning Portfolio	<ul style="list-style-type: none"> • Career Plans • Getting Ready for Work • Work Experience • Your Skills • All About You • How You See Yourself 	
High School Planning Portfolio	<ul style="list-style-type: none"> • High School Transition Plan • Your Plan of Study 	
College Planning Portfolio	<ul style="list-style-type: none"> • Postsecondary Plans • Test Scores • Postsecondary Experiences 	
Financial Aid Planning Portfolio	<ul style="list-style-type: none"> • FAFSA • Components of My Financial Aid Plan 	
Your Journal	<ul style="list-style-type: none"> • Record your ideas, questions, and thoughts as you make your plans. 	
Your Planning Milestones	<ul style="list-style-type: none"> • Milestone visibility varies depending on what has been assigned to your grade level. 	
School-2-College-2-Work	<ul style="list-style-type: none"> • Directions After High School • Career Clusters Map • Career Cluster Survey 	
Sidebar	<ul style="list-style-type: none"> • Account Access Activity • Messages/Communication • Parent/Guardian Access to Your Portfolio 	

Sign in to the [RUReady.ND.gov Professional Center](https://Procenter.RUReady.nd.gov) to track student work, run reports, access resources and more!

FIRST TIME USERS: HOW TO CREATE AN ACCOUNT

1. Go to the **RUReady.ND.gov Professional Center**: <https://Procenter.RUReady.nd.gov>
2. Click **Create a Professional Center Account**.
3. In the **Who Are You?** section, click **Go** next to the role that best describes you.
4. Click **Find** next to **School or Program** to bring up a list of schools. In the popup, locate your school or site, highlight it and click **Continue**.
5. Enter either the **Professional Account Access Key (PAAK)** or **Administrator Code (AC)** in the space provided. Click **Next**.
 - If you do not have the PAAK or AC for your school/site, contact the Career Resource Network at ndcrn@nd.gov.
 - The PAAK is for those professionals who want to access the Professional Center to track and communicate with students. Most professionals will use the PAAK.
 - The AC gives all of the access as the PAAK, plus the ability to customize course plans, graduation requirements, the Academic Plan, milestones, and local scholarships. Use of this code is normally restricted to one “power user.”
6. Enter your account information. **Select your Account Name and Password with care**, you will use this to access the site. Provide a **security question** and answer in the spaces provided. Check the box if you agree to the privacy policy and terms of the site, and then click **Next**.
7. Be sure to remember your username and password! Consider writing them down somewhere safe.

RETURNING USERS: HOW TO ACCESS YOUR ACCOUNT

1. Go to <https://Procenter.RUReady.nd.gov>.
2. Enter your Account Name and Password in the spaces provided.
3. Click the Sign In button.

FEATURES OF PROCENTER.RUREADY.ND.GOV

Here are some of the helpful features you’ll find in Procenter.RUReady.ND.gov:

Students & Groups

- Find and view individual portfolios, define groups of students and manage your groups.

Reporting

- Create reports that show site usage, assessment results and planning outcomes for groups of students or your entire school.

Resources

- Find curriculum, lesson plans and activities for subject area and guidance office work while using the system.

Communication

- Send or review messages and manage events that appear on student calendars.

NEED HELP?

Contact:



ND Career Resource Network: 701-328-9733 NDCRN@nd.gov

or

XAP Support: 800-468-6927 support@xap.com

Students & Groups

Students	<ul style="list-style-type: none"> • Search • Browse by Class • Browse by Last Name • Student Finder • Reviewer • Student Password Reset 	
Groups	<ul style="list-style-type: none"> • View All Groups • Your Groups • Group Builder 	
Manage Student Accounts*	<ul style="list-style-type: none"> • Create Student Accounts • Merge Accounts • Release Student Accounts 	<i>*Public schools in ND should not create, merge or release student accounts. Student accounts are "autoloading" and updated 3 times per week based on STARS enrollment data.</i>

Reports

Create a New Report	<ul style="list-style-type: none"> • Choose Report Type <ul style="list-style-type: none"> ○ Usage Reports ○ Tracking Reports ○ Outcome Reports • Customized Reports 	
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Resources

Getting Started	<ul style="list-style-type: none"> • Quick Reference Guides (QRGs) 	
Lesson Plans	<ul style="list-style-type: none"> • Lesson Plan of the Month • Career and College Readiness Curriculum • Transition Planning for Special Needs Curriculum • Lesson Plans 	

Communication

Messages	<ul style="list-style-type: none"> • Messages <ul style="list-style-type: none"> ○ Compose New Message ○ Inbox ○ Drafts ○ Sent Messages ○ Send Message to a Group 	
Events	<ul style="list-style-type: none"> • Add an Event • Events Calendar • Upcoming Events • Communication Log 	

Colleges & Applications		
School Year Applications	<ul style="list-style-type: none"> • Students Applied • Applications Sent • Schools Applied to 	
Application Status		
Work-Based Learning		
Work-Based Learning	<ul style="list-style-type: none"> • Organizations • Opportunities • Applications • Evaluations 	
Administration		
(Administration tab is available only to Professionals with Administrator Code level accounts.)		
Professional/Administrator Access	<ul style="list-style-type: none"> • Manage Professional Accounts • Change Account Type Privilege Level • Change Access Codes <ul style="list-style-type: none"> ○ (Administrator Code (AC)) ○ Professional Account Access Key (PAAK) 	
Edit North Dakota Assignment & Curriculum Builder	<ul style="list-style-type: none"> • Define a page to be included in student portfolios (create and assign.) 	
High School Courses	<ul style="list-style-type: none"> • Update Master Course List • Edit High School Graduation Requirements • Customize High School Programs of Study 	
Planning Milestones	<ul style="list-style-type: none"> • Change the Planning Milestones for Your Students 	
Local Scholarships Database	<ul style="list-style-type: none"> • Add records to a database of local scholarships. 	
Local Settings	<ul style="list-style-type: none"> • Merge Accounts function availability. 	<i>*Public schools in ND should not create, merge or release student accounts. Student accounts are "autoloaded" and updated 3 times per week based on STARS enrollment data.</i>
Survey Manager	<ul style="list-style-type: none"> • Create and update surveys. 	



RUREADY.ND.GOV QUICK REFERENCE GUIDE

GLOSSARY OF TERMS

Find the definitions of terms used in RUREADY.ND.GOV in this glossary.

Academic & Career Plan: The a summary of all work that has been completed and saved to the student portfolio.

Account Name: The username that students use to access their account. (Public school students, grades 6-12, access their accounts through the single sign on in PowerSchool.)

Administrator Code: This is the code provided to professionals who will have access to the administrative functions of the site are given to create an RUREADY.ND.GOV Professional Center account (<https://procenter.ruready.nd.gov>). Site administrators are responsible for the customization of the site, including updating the Plan of Study and ICAP. Site Administrators can also manage other professional accounts attached to the site.

ASVAB: ASVAB is short for the Armed Services Vocational Aptitude Battery. ASVAB scores can be added into the Career Planning section of the Portfolio.

Basic Skills Survey: This survey will help students assess their basic skills and match them to career options.

Career Clusters: A career categorization system in which careers are grouped based on interests and skills. There are 16 career clusters.

Career Cluster Survey: An assessment that matches the student's interests and personal qualities to Career Clusters to introduce them to possible career options.

Career Finder: The Career Finder helps narrow down a list of hundreds of careers by searching the database using criteria the user selects.

Career Pathway: A subdivision of a Career Cluster into more specific categories.

Career Plan: The career plan shows what type of work and learning are going to help a student to create the kind of future life that he or she wants

College Matching Assistant: A quick search for schools using common items such as size, location, and majors.

Compare Careers: Pick two careers that interest you and compare them side by side.

Compare Schools: Compare schools side by side to see how they stack up.

Course Plan: The sequence of courses that a student plans to take in high school.

Distance Search: Allows students to find the campus closest to any zip code.

Early Skills: The student's best personal traits and work skills, including skills that they use in school and skills that they might use in sports, hobbies, or activities outside of school.

Estimated Family Contribution (EFC): The amount a student's family is expected to contribute towards paying for college.

FAFSA: Free Application for Federal Student Aid. Filling out a FAFSA form is the first step in the financial aid process. To be eligible to receive federal financial aid, a student must complete a FAFSA.

General Workplace Skills: Practiced activities that help workers achieve success in various careers. Students have developed these abilities at home, work, and school

Interest Profiler: Students will learn which interests they have and match them to possible careers.

Job Shadowing: When a student spends one or more days in a workplace observing someone on the job.

Learning Styles: Students' preferences in how they acquire information.

Milestone: The benchmark that measures student progress on an indicator.

PAAK: Professional Account Access Key. This is the code most professionals are given to create an RUREADY.ND.GOV Professional Center account (<https://procenter.ruready.nd.gov>).

Personality Type: Students' preferences between introversion and extroversion, sensing and intuiting, thinking and feeling, and judging and perceiving. Based on the Myers Briggs Personality Type Indicator.

Portfolio: The electronic storage system in which students can keep track of their career and educational plans, activities, assessment results, and other career development information.

School Finder: Search for schools that match specific needs from a comprehensive list of school characteristics.

STARS: State Automated Reporting System. It is an online application for collecting data required for state and federal reporting. Public school student accounts (grades 6-12) are created and maintained based on the STARS data schools are reporting to the Department of Public Instruction.

Tracked Outcome Report: A display showing progress toward milestone completion either by student or by milestone

Transferable Skills: This survey will help students to evaluate which transferable skills they have now – or which ones they plan on developing – and match them to career options.

Work-based Learning: An educational strategy that provides students with real-life work experiences where they can apply academic and technical skills and develop their employability.

- **Compass Assessment:** (only available in RUReady.ND.gov) - When students complete the Compass assessment its results will help students find work-based learning opportunities that more closely match who they are. The Compass assessment should be updated each term or semester as students finish their courses. The Compass assessment can be tracked or not tracked. The student must complete 60% of the assessment to receive opportunity recommendations.
- **Work-based Learning Opportunities:** This activity displays opportunities that match students' interests as well as new opportunities they can search and select. Work-Based Learning Opportunities can be tracked or not tracked.
- **Work-based Learning Experiences:** This is where students can record current or completed work-based learning experiences. You can optionally set tracking criteria if you wish to report on students' completion of this activity.
- **Work Exposure Experience:** Covers activities in which young people explore, examine and investigate a new and/or unexpected world of work.
- **Work Engagement Experience:** May include in-school or after school opportunities, or experience outside the traditional school setting (including internships), that is provided in an integrated environment to the maximum extent possible to provide students with the knowledge and skills that will help them connect school experiences to real-life work activities and future career opportunities. It is essential that direct employer or community involvement be a component of the WBL to ensure in-depth student engagement. These opportunities are meant to engage, motivate and augment the learning process. These WBL opportunities can be done in conjunction with private, for-profit, public or nonprofit businesses in your community and/or through web-based resources. In addition, work-based learning requires in-depth engagement of youth and an evaluation of acquired work relevant skills.

Work Values Sorter: Students evaluate their top work values and review careers that connect to those values.

Your Plan of Study: The course plan that students create using the career clusters and pathways that interest them.

Career Planning Class Lesson Plans

Available in the RURdy.ND.gov Professional Center

Resources > Lesson Plans > Lesson Plans: Career Planning Class

([Link](#) – must be signed in to Professional Center)

Lesson Plan	Grades	Career Exploration	College Planning	Decision Making	Employability	Interview Skills	Job Search	Self-Assessment
Academy Awards - Best Movie Careers	6-12	X		X				
Analyze a Local Business	9-12	X						
Are You Ready for an Interview	9-12					X		
At the Movies	6-8	X						
Browsing Career Clusters	6-8	X						
Browsing Occupational Leads	6-8	X						
Building Interview Skills	9-12					X		
Buying Smart: A Key to Future Work Options	9-12	X						
Career Chameleon	6-12	X						
Career Profiles	11-12	X						
Careers and World Events	6-8	X						
Careers for Multi-Linguists	9-12	X						
Careers for Potential Writers	9-12	X						
Career Mystery Theater	6-8	X						
Computer Game Designer	6-12	X						
Creating a Web Reference List	6-8	X						
Create a Job Ad	6-12	X						
Decision-Making Practice in Careers Class	6-8			X				
Designing a Business Card	6-12	X						
Do Your Skills Match Your Ambition?	9-12	X						
Exploring Career Clusters and Pathways	9-12	X						
Exploring Career Options	9-12	X						
Good Life Careers	9-12	X						
Heroes Activity, Part 1	6-12	X						X
Heroes Activity, Part 2	6-12	X						X
Interest Profiler Activity	6-8	X						X
Interviewing Skills for Communications and Careers Class	10-11	X						X
Job Application Activity	9-12	X			X		X	
Job Shadowing	9-12	X					X	
Job Skills Club	10-12						X	
Live and Learn	6-12		X				X	
Live and Learn 2	11-12		X				X	
Math: How Will I Ever Use It?	9-12			X				
My Personal Lifeline	6-8			X				
Opportunity Exploration	6-12	X						
Perception in Career Awareness	6-8	X						
Pictures of Work	6-8	X						
Professor Ed's Career Perspectives	10-12						X	
Proofreading Your Resume	6-12						X	
Relating Science Careers to Work Values	9-12	X						
Residential Care Facilities Careers	6-12	X						
Scavenger Hunt	6-8	X						
Searching for Occupational Leads	8-10	X						
Self-Employment Careers	6-8	X						
Technology Integration in Career Paths	9-12	X						
Trends and the Labor Market	6-8	X						
Using the Career Finder	6-12	X						
What Will I Be?	6-12	X						
Word Chaser	6-8	X						
Work Values Sorter	6-8	X						
Writing a Business Letter	8-12				X		X	

Career Exploration and Planning Unit

Available in the [RURReady.ND.gov](https://www.ruready.nd.gov) Professional Center

Resources > Lesson Plans > Career and College Readiness Curriculum

([Link](#) – must be signed in to Professional Center)

Click on these sections titles to display the lesson plans listed below!

- [Career Exploration & Planning](#)
- [Postsecondary Planning](#)
- [High School Academic Planning](#)
- [Financial Aid Planning](#)
- [Job Search](#)
- [Lifelong Portfolio](#)

Career Exploration And Planning Unit

1. [Discover Careers with the Career Cluster Survey](#)
2. [Learning About Career Interests with the Interest Profiler](#)
3. [Discover Your Skills with the Basic Skills Survey](#)
4. [Assess Your Skills with the Transferable Skills Checklist](#)
5. [Learning About Values with the Work Values Sorter](#)
6. [All About You](#)
7. [How You See Yourself](#)
8. [Browsing Career Clusters](#)
9. [Career Profiles](#)
10. [Making a Plan with the Career Plan Builder](#)

Postsecondary Planning

1. [Postsecondary Options](#)
2. [Exploring Programs by Cluster](#)
3. [Exploring Schools With the School Finder](#)
4. [Preparing for Standardized Testing](#)
5. [Admissions Streams: Which is Right for You?](#)
6. [Practice a College Application](#)
7. [Perfecting the College Essay](#)
8. [Apply and Track Your College Application](#)
9. [After High School Transition Plan](#)

Postsecondary Planning Worksheets

- [Postsecondary Options Worksheet](#)
- [Exploring Programs by Cluster Worksheet](#)
- [Admissions Streams: Which is Right for You? Worksheet](#)

High School Academic Planning

1. [High School Planning Timeline](#)
2. [Choose Your Favorite Career Cluster](#)
3. [Match Your Skills to Classes](#)
4. [Build Your Skills: Going Beyond the Classroom](#)
5. [Which Classes Should I Take?](#)
6. [Build Your Plan of Study](#)
7. [Successful Study Techniques](#)
8. [Maintaining Your Academic Portfolio](#)
9. [Experiences and Activities That Enhance Your Academic Portfolio](#)

Financial Aid Planning

1. [Learn Financial Aid Terms With the Financial Aid Glossary](#)
2. [Save for College With Financial Aid 101 and the College Savings Calculator](#)
3. [Grants, Loans and Scholarships: What's the Difference?](#)
4. [Discover Your Estimated Family Contribution With the EFC Calculator](#)
5. [FAFSA is Key](#)
6. [Comparing College Costs](#)
7. [Developing a Scholarship Portfolio](#)
8. [Search for Scholarships With the Scholarship Finder](#)
9. [Financial Aid Wizard: Planning Your Academic Finances in Seven Easy Steps](#)

Job Search

1. [Introduction to the Job Search](#)
2. [Researching Companies](#)
3. [Your Transferable Skills](#)
4. [Learn to Write a Resume With the Resume Builder](#)
5. [Learn to Write a Cover Letter With the Cover Letter Creator](#)
6. [The Job Application](#)
7. [Preparing for a Job Interview](#)
8. [The Job Interview](#)
9. [Learn to Write a Thank-You Letter with the Thank-You Letter Builder](#)
10. [Evaluating Your Progress](#)

Lifelong Portfolio

1. [Introduction to Lifelong Portfolios](#)
2. [Ages and Stages](#)
3. [Personal Portfolio Case Study](#)
4. [Learning About Personal Portfolios Through a Personal Interview](#)
5. [Career Portfolio Case Study](#)
6. [Learning About Career Portfolios Through a Personal Interview](#)
7. [Portfolio Scavenger Hunt](#)
8. [Creating Your Own Portfolios](#)
9. [Your Future, Your Portfolio](#)
10. [Storing Your Portfolio... and More!](#)

The Work-Based Learning Module for Professionals

Follow these easy steps to learn how to use the Work-Based Learning module.

Topics in This Instructional Guide

- [How to Get Started](#)
- [Organizations](#)
- [Opportunities](#)
- [Applications](#)
- [Evaluations](#)
- [Assignment & Curriculum Builder](#)

How to Get Started

To begin managing students' Work-Based Learning (WBL) on the Professional Center of RUPrimary.ND.gov:

1. Sign in to the Professional Center.
2. From the home screen, click **Work-Based Learning**.

By default, you will land on the Organizations page.

Organizations

Here you have the following options:

- **Filter** – Enter an organization name, city, industry, or participation interest in the Search field to display matching results.
- **Print** - Click the **Print** button to print everything you see on the screen. **NOTE:** To view and print all the available entries, scroll to the bottom. In the View field, click the dropdown and select a number higher than the number in the “Found XX matching records” note to the right. Go back to the top of the page and click the **Print** button.
- **Add** - On the screen that displays, enter the contact information requested, check all the options in the Additional Information section that apply, and then click the **Add Organization** button. Click the **Add & Continue to Overview** button to open the Overview page. On the Overview page, enter the requested information. Click the **Save** button. By

default, the newly added entry will appear as Active. To mark it as Inactive, click the **Active** dropdown in the upper right and select **Inactive**.

- **Results** – The names of any organizations participating in a WBL program will display in the Results table.
 - **Organization Name** – The name of each organization (employer) will be listed here. (**NOTE:** The compass icon indicates that the listing came from Compass.)
 - **City/Town** – The city/town where the organization’s opportunity is located (not necessarily the organization’s home office.)
 - **Participation Interests** – The WBL offerings each organization has opted to provide are listed here. (**NOTE:** There may not be any opportunities currently available.)
 - **Career Cluster** – Indicates the primary career cluster for the organization’s industry.
 - **Overview** – Indicates if the information on the Overview page has been completed (Yes or No).
 - **Opportunities** – Indicates if the organization is providing opportunities for WBL (Yes or No).
 - **Last Updated** – The date this organization’s information was updated.
 - **Status** – There are three possible statuses that will appear in this column:
 - **Needs Review** – Indicates that this organization was imported from Compass. Before it can become active, an administrator needs to review it and then activate it. Needs Review status listings will be listed first, since they require action to be taken.
 - **Active** – Opportunities with this organization are currently available.
 - **Inactive** – Opportunities with this organization are not currently available.
 - **Action** – In this column there is a Details button. Clicking the **Details** button opens a Contact screen for this organization by default.
 - **Contact** – This section will display the name and contact details for this organization. In the Additional Information section, WBL opportunities this organization has indicated it is willing to participate in are listed.
 - **Overview** – Click the **Overview** option in the upper right to open the Overview page. In the Overview section a description of the organization and any organization careers the organization has listed will display.
 - **Needs Review/Active/Inactive** – If a listing is marked Needs Review, the professional can review the details on this page. Once the professional approves the listing, the dropdown should be changed from Needs Review to Active.

Opportunities


To view, add or edit WBL opportunities, click **Opportunities** in the top menu.

- **Filter** – Enter an opportunity name, organization name, city, industry, or opportunity type in the Search field to display results.


- **Print** – Click the **Print** button to print everything you see on the screen. **NOTE:** To view and print all the available entries, scroll to the bottom. In the View field, click the dropdown and select a number higher than the number in the “Found XX matching records” note to the right. Go back to the top of the page and click the **Print** button.
- **Add** - On the screen that displays, enter the opportunity details requested. Click the **Add Opportunity** button to add the opportunity.
- **Results** – The details for any available opportunities will display in the Results table.
 - **Opportunity Name** – The name of the opportunity.
 - **Organization Name** – The name of the organization with available opportunities.
 - **City/Town** – The location of the openings.
 - **Type** – The type of opportunity (ex. internship, practicum, etc.)
 - **Number of Openings** – The number of openings the organization is looking to fill.
 - **Application Due Date** – The date when this opportunity will expire or when applications must be received.
 - **Last Updated** – The last date this opportunity was updated.
 - **Status** – There are three possible statuses that will appear in this column:
 - **Needs Review** - Indicates that the opportunity came from Golden Path and needs to be reviewed by a professional at the school or district.
 - **Active** – Indicates that the opportunity is currently available.
 - **Inactive** – Indicates that the opportunity is not currently available.
 - **Canceled** – Indicates that the opportunity has been discontinued.
 - **Action** – In this column there is a Details button. Clicking the **Details** button opens the Opportunity Details screen. If you make any edits on this page, scroll to the bottom and click the **Save Opportunity** button. **NOTE:** The Details button is inoperative for canceled opportunities.
 - **Opportunity Details** – This section lists basic information such as organization name, location, engagement type, a description, number of openings, opportunity timeframe, schedule, total hours, website (optional), and related careers. **NOTE:** If this page is set to Active, the opportunity details are visible to the student except for the contact details.
 - **Multimedia** – May optionally contain a link to a video.
 - **Additional Information** – Any optional heading or additional information available.
 - **Application Requirements** - The opportunity due date and (optionally) a minimum age or grade plus any additional requirements.
 - **Contact** - Will optionally display the name and email address of any contact for the opportunity. **NOTE:** Contact information is not visible to students.

To activate the opportunity after entering or reviewing the information on the Opportunity Details screen, click the **Active** dropdown in the upper right and select **Active**, then scroll to the bottom and click the **Save Opportunity** button.

Applications

To view WBL applications, click **Applications** in the top menu. For help with application status information, click 



- **Filter** – Enter a student name, opportunity, organization, or application status in the Search field to display matching results.
- **Print** - Click the **Print** button to print everything you see on the screen. **NOTE:** To view and print all the available entries, scroll to the bottom. In the View field, click the dropdown and select a number higher than the number in the “Found XX matching records” note to the right. Go back to the top of the screen and click the **Print** button.
- **Results** – The names of any students who have submitted applications for an opportunity will display in the Results table.
 - **Student Name** – The name of each student who has submitted a WBL application.
 - **Opportunity** – The name of the opportunity each student has applied for.
 - **Opportunity Status** – Can be Active, Needs Review, Inactive, or Canceled.
 - **Organization** – The name of the organization offering the opportunity.
 - **Date Submitted** – Displays the date the student applied for the opportunity.
 - **Application Status** – The default view within the Applications page is the **OPEN** applications option. This will show applications that Need Review or are Forwarded. By switching to the **CLOSED** view, Declined, Offered, Accepted, and Declined by Student are visible. Closed applications require no further action.
 - **Application Status – OPEN**
 - **Needs Review** – Indicates that a new application has been submitted by a student. Click **Review**.
 - **Forwarded** – Indicates that the application was sent to the employer. If the application is for an opportunity sponsored by an employer in Golden Path Solutions, the application is forwarded automatically. If the organization was entered into the Professional Center, the user must forward the application to the organization contact.
 - **Application Status – CLOSED**
 - **Declined** – Indicates that the application was reviewed, and it was decided the application should not be sent to the employer.
 - **Offered** – Indicates that the student has been offered the opportunity. If the organization was sourced by Golden Path Solutions, the status is automatically updated. If the organization was entered into the Professional Center, the user must update the status when the student is offered the opportunity.
 - **Accepted** – Indicates that the student accepted the offer to participate.
 - **Declined by Student** – Indicates that the student declined the offer to participate.

- **Action** – The Action column will display different options depending on whether Open or Closed is selected, as in above.
 - **Action – OPEN**
 - **Review** - A View Only display of the application will appear. Click **Yes** or **No** to answer if parent consent has been received. To provide a comment to the student, enter the comment in the field indicated and click **Save**. Click the **Forward** button to send the application to the employer. For more information about the forwarding process, click 
NOTE: If the opportunity is forwarded to Golden Path, professionals at Golden Path will be able to see the student’s application, the dates, contact person, questions and more. There is also a field for the professional to enter and send back information to the student and/or enter internal notes. Click **Decline** to decline sending the application to the employer. The status will now reflect the decision in the Results table.
NOTE: Once an application has been sent to a professional, the application can no longer be edited by the student. If an application needs editing, the professional should reject the application and request that the student submit a new application.
 - **View** – A View Only display of the application will appear for applications that have been forwarded to the employer. The professional can enter a comment to the student in the Additional Information field. Click the **Save** button to save the comment.
 - **Action – CLOSED** – In this column there is a **View** button only. This will display the application content submitted by the student.

Evaluations

To see the list of students for whom an evaluation is needed, in progress, or completed, click **Evaluations** in the menu bar at the top.

- **Filter** – Enter a student name, experience title, organization name, or experience status in the Search field to display matching results.
- **Print** – Click the **Print** button to print everything you see on the screen. **NOTE:** To view and print all the available entries, scroll to the bottom. In the View field, click the dropdown and select a number higher than the number in the “Found XX matching records” note to the right. Go back to the top of the screen and click the **Print** button.
- **Results** – The names of any students for whom an experience record has been created for an opportunity. **NOTE:** Exposure-type experiences (career speakers, for example) are not listed here.

- **Student Name** – The name of each student.
- **Experience Title** – The title of the experience.
- **Organization Name** – The name of the organization.
- **Hours** – The hours for the experience.
- **Experience Status**
 - **Not Started** – The experience record has been created but the activity has not yet been started by the student.
 - **In Progress** - To view the in-progress experience and request an evaluation of the student's progress, click the **Request** button. On the Evaluation Request screen, the details for the student and their experience will display. The name, phone number and email address of the contact person will appear in the Send to field. To request an evaluation, click the **Send Request** button. A screen will display asking you to confirm the request. Click the **Send Request** button to confirm. Click **Cancel** to return to the Evaluations screen. On the Evaluations screen, "Requested" will appear in the Evaluation Status column. An email is sent to the contact person requesting the evaluation. An evaluation link is displayed. The contact person can review the details by clicking the **Next** button each time prompted. Check the evaluation boxes that apply. To submit the evaluation, click the **Submit Evaluation** button. On the Evaluations page, in the Requests table, the Evaluation Status will display as Complete.
 - **Complete** – The experience record is complete.
- **Action** – In this column there is a Request button. Clicking the **Request** button opens an Evaluation Request screen.
- **Requests** – The Requests table will display once a student has requested an evaluation. The table will display the following:
 - **Contact Name** – The name of the contact providing the evaluation.
 - **Contact Phone** – The contact's phone number.
 - **Contact Email** – The contact's email address.
 - **Date Requested** – The date the evaluation was requested.
 - **Date Completed** – The date the evaluation was completed.
 - **Evaluation Status** – The current status of the evaluation. These can be: Completed, In Progress, Not Started, or Requested.
 - **Action** - Click  to view the evaluation. The score is displayed (# out of 4).
Breakout scores for individual evaluation elements are also displayed. Click  to expand each section to view the evaluated elements, including a section for final thoughts for the student.

Assignment & Curriculum Builder

WBL activities can be added to an assignment/curriculum list with the Assignment & Curriculum Builder. To access the Assignment & Curriculum Builder, go to: <https://procenter.ruready.nd.gov/> and sign in with your Administrator account.

1. Click **Administration** in the top menu. On the Administration page, click **Assignment & Curriculum Builder**. For instructions on setting up and assigning an assignment list, or curriculum, click the **Assignment & Curriculum Help Guides** link in the introductory paragraph.
2. The following WBL activities can be assigned to any assignment or curriculum list:
 - **Work-Based Learning Experiences** – This is where students can record current or completed work-based learning experiences.
 - **Tracked or not tracked.** If tracked, can be completed anytime, or during a specific grade (use the dropdown provided to select the grade you wish tracked.)
 - **Optional Tracking Criteria** – Exposure activities can be career fairs, field trips, guest speakers, informational interviews, job shadows, or virtual career fairs. Engagement activities can be apprenticeships, career & technical student organizations, cooperative work experiences, internships, mentorships, part-time/summer jobs, practicums, school-based enterprises/projects/simulations, or service learning. **NOTE:** If Apprenticeship is selected, it requires at least 40 hours.
 - **Work-Based Learning Opportunities** – This feature displays opportunities that match students' interests as well as new opportunities they can search and select. Work-Based Learning Opportunities can be tracked or not tracked.
 - **Compass Profile** - When students complete the Compass Profile, the results will help students find WBL opportunities that more closely match who they are. The Compass Profile should be updated each term or semester as students finish their courses. The Compass Profile can be tracked or not tracked.

Work-Based Learning for Students

Follow these easy steps to learn how to use the Work-Based Learning features.

The Work-Based Learning feature (WBL) on RUReady.ND.gov contains three parts. They are:

- Compass Profile
- Work-Based Learning Opportunities
- Work-Based Learning Experiences

Each of the three parts is described below.

Compass Profile

If the Work-Based Learning Assigned Activities section does not appear on the home page of your RUReady.ND.gov site, follow these easy steps: click Career Planning > Learn About Yourself > Compass Profile OR click Your Portfolio > Career Planning Portfolio > Compass Profile in the All About You section.

To complete this activity, click **Try the Compass Profile**. Follow the instructions on the Compass Profile page. The Compass Profile will display as “Completed” once you have completed at least 60% of the Compass Profile. Completion of the Compass Profile will allow matching opportunities to appear on your page.



Work-Based Learning Opportunities

If the Work-Based Learning Assigned Activities section does not appear on the home page of your RUReady.ND.gov site, follow these easy steps: click Career Planning > Explore Work-Based Learning Opportunities OR click Your Portfolio > Career Planning Portfolio > Work-Based Learning Opportunities in the Work Experience section > View and apply for Work-Based Learning Opportunities.

To complete this activity, click **View Work-Based Learning Opportunities**. Matching Opportunities will appear at the top if there are any matching opportunities. (If there are none, a message will appear to direct you to complete or update the Compass Profile. Click the **Compass Profile** link to be taken to the Compass Profile page.)

- **Matching Opportunities** - To view a matching opportunity, click the title for the opportunity to see the details for that opportunity. These details may include title, requirements, minimum age/grade, and related careers. On the right side of the page there is a menu that tells the location, zip code, type of experience, number of positions, timeframe, schedule, total hours, and the application due date. To apply for an opportunity, click the **Apply** button. Click **View All** to view all opportunities.

Opportunities can be sorted by clicking the dropdown in the Sort all field. For any opportunity selected, the following displays:

- **Opportunity Profile** – This is a description of the actual opportunity, describing what you would be doing in the position.
- **Opportunity Overview** – This describes the organization and includes its location.
- **Menu** – The menu on the right contains the important details about the opportunity including location, zip code, type, positions, timeframe, schedule, total hours, application due date, an **Apply** button and a **Print** link.
 - ★ **Apply** – Click the **Apply** button to apply for the opportunity. Enter the requested information in the All About You field. Provide parent/guardian email where requested. Click the **Submit Application** button to apply. You will see a double-check popup. To confirm that you do want to apply, click **Submit Application**. To cancel, click **Cancel**. Once you have submitted the application, you can click **View Application History** to see the Opportunities page and go directly to the Applications section where you can view or select to view the application.
 - ★ **Print** – Click **Print** to print a copy of the application.
- **New Opportunities** – Any new opportunities will appear here. Follow the instructions for Matching Opportunities above to review new opportunities.
- **Applications** – Any applications that you have submitted will appear here. Click  (1) to view any comments provided by a professional. Click **Close** to close the Comments. To accept or decline an offer, click the **Respond** button.
 - **Decline** – Click the **Decline** button to decline the offer. The following message will be displayed: **Declined by Student**. In the Applications section of the page, a “Declined” label will display.
 - **Accept** – Click the **Accept** button to accept the offer. Once accepted, a new Work-Based Learning experience is created. The following message will display: **Accepted**. Click the **View Experience** button to view the details of the experience. In the Status field, the Not Started option will display by default.
 - ★ **Not Started** – The experience has not been started.
 - ★ **In Progress** – Once you start the experience, click the **In Progress** button. Enter the date you started in the field indicated. Click the **Save Experience** button to save the new status. Click the **Log Hours** button to log your hours worked. Once entered, click the **Add Hours** button. Back on the Experience page, click the  link to upload any supporting documents like timesheets, etc.

- ★ **Complete** – Click the **Complete** button once you have completed your experience hours. Your experience will now display a Completed label.
- **Offered** – The opportunity has been offered to the student by the employer. Click the **Respond** button to respond to the offer. On the Respond to Application page that displays, click the **Accept** button to accept the offer or the **Decline** button to decline the offer. If accepted, a **View Experience** button will display. This will display the details for the experience.
- **Forwarded** – The application has been forwarded to the employer.
- **Submitted** – The application has been submitted.

Work-Based Learning Experiences

If the Work-Based Learning Assigned Activities section does not appear on the home page of your RUReady.ND.gov site, follow these easy steps: click Your Portfolio > Career Planning Portfolio > Work-Based Learning Experiences in the Work Experience section.

To complete this activity, click **Add or edit an experience**. View the available experiences. To add a new experience, click the **Add** button. Enter the information in the requested fields:

- **Basic Information** – Experience type, Title, and Date
- **Organization (Optional)** – Name, City/Town, State, Contact name, Phone number, Email, (Date & Time, and Log Hours if applicable). Description (describe your WBL experience), Reflection (reflect on your experiences.)

Click the **Add Experience** button to add the new experience.

Quick Reference Guide

The screenshot shows the 'Experience Details' form with three callout boxes. The 'Status' callout shows radio buttons for 'Not Started' (selected), 'In Progress', and 'Complete'. The 'Date & Time' callout shows fields for 'Start date' and 'End date' (both with 'mm/dd/yyyy' placeholders), a 'Total hours' field with a 'Log Hours' button, and a note: 'Use the Log Hours feature to track daily progress.' The 'Log Hours' callout shows a 'No Hours Logged' message with a clock icon and instructions: 'Fill out the date and hours below to add your first time entry'. It includes a date field with '07/08/2022', a hours field with '4', and an 'Add Hours' button. Red arrows point from these callouts to the corresponding fields in the main form.

Experience Details

Basic Information

Experience type: Select an experience type

Title: _____

Date: mm/dd/yyyy

Organization (Optional)

Name: _____

City/Town: _____

State: Select a state

Contact name: _____

Phone number: (###) ###-####

Email: _____

Description Describe your work-based learning experience.

Reflection Reflect on your experience.

+ Add Experience X Cancel

Once a new experience has been added, it will display on the Work-Based Learning Experiences page as in this example:

The screenshot shows an experience card for 'HS Career Fair'. It includes a briefcase icon, the title 'HS Career Fair', the date 'Sep 13, 2023', and the category 'Apprenticeship'. The 'Organization' section lists 'My High School', 'Garrison, ND', and 'Rodger Kipper'. The 'Contact' section lists '(701) 555-5555' and 'rkipper@mailinator.com'. A menu in the top right contains 'Edit', 'Log Hours', and 'Delete' options. At the bottom, it shows 'Updated: Sep 15, 2023' and an 'In Progress' status.


HS Career Fair
Sep 13, 2023 Apprenticeship


Organization
My High School
Garrison, ND
Rodger Kipper

Contact
(701) 555-5555
rkipper@mailinator.com

Edit
Log Hours
Delete

Updated: Sep 15, 2023 In Progress

Note: Click  in the upper right to display the menu with the Edit and Delete options.

Click  to attach any supporting documents. Click the **Close** button when finished.

Work-Based Learning

LESSON 1: Getting Started with Work-Based Learning

Summary:

Students complete the Compass Assessment to view matching Work-Based Learning Opportunities in RUPReady.ND. Students will also understand how to navigate Work-Based learning tools within RUPReady.ND.

Lesson Objectives:

Students will be able to:

- Navigate WBL tools independently.
- Use Compass Assessment results to view matching WBL opportunities.

Time Needed: 1 class period

Resources Needed:

- Access to RUPReady.ND
- Copy of **Exploring WBL Opportunities** worksheet

Curriculum Links: Career Planning

Computer Use: Yes

Grade Levels: 9 – 12

ASCA Mindsets & Behaviors:

Mindsets:

Behaviors:

Learning Strategies

1. Use critical thinking skills to make informed decisions
2. Take a creative approach to learning, tasks, and problem solving
5. Apply media and technology skills to enhance learning

Self-Management Skills

3. Work independently

Social Skills

1. Use effective oral and written communication skills and listening skills
9. Demonstrate social maturity and behaviors appropriate to the situation and environment

Description:

In this lesson, students will learn how to use the Work-Based Learning tools in RUPReady.ND.gov. Students will complete the Compass Assessment in RUPReady.ND. Upon completion of the Compass Assessment, students will explore WBL Opportunities that may be a good match. Students will learn

Lesson Plan

how to use the WBL tools, including: application tools, logging hours, and adding a new WBL experience.

Preparation:

1. View WBL Opportunity listings in RUReady.ND. Confirm that there are several listings available for students to view by following the steps in the WBL Quick Reference Guide for Students:
 - a. WBL Quick Reference Guide for Students ([ORG for Students](#))
 - b. WBL Quick Reference Guide for Professionals ([ORG for Professionals](#))
2. Ensure that students have a computer to complete this activity.
3. Print the **Exploring WBL Opportunities** worksheet, 1 per student.

Warm Up:

1. Explain to students that they will be learning more about Work-Based Learning Opportunities.
 - a. Talking points: what is WBL? Types of WBL
2. Spend a few minutes having a class discussion on how our interests can help with career decision making.

Activity Part I: The Compass Assessment

1. Explain how to get to the compass assessment
2. Explain to students the purpose of the Compass Assessment
3. Have students complete the Compass Assessment, answering questions as needed.
4. Remind students to enter a comment about their results.

Activity Part II: Matching and Exploring WBL Opportunities

1. Introduce students to the WBL Opportunities page, explaining features like:
 - a. Matching Opportunities
 - b. New Opportunities/ view all
 - c. Applications
2. Ask students to review their matching opportunities and complete the **Explore WBL Opportunities** worksheet.

Activity Part III: Using WBL Tools

1. Demonstrate to students how to enter WBL-related experiences.
2. Show how to log hours and attach related pieces of evidence.
3. Explain how to end an experience, marking as complete.

Wrap Up:

1. Ask students to raise their hand if they found a WBL Opportunity that they would like to apply to. Ask a few students to explain how it helped being matched to opportunities.



2. Answer any remaining questions.

Exploring WBL Opportunities

Student name: _____

Now that you have completed the Compass Assessment, it is time to explore WBL opportunities that may be a good match for you!

WBL OPPORTUNITY NAME	IS THIS A MATCHING OPPORTUNITY?	WOULD YOU APPLY TO THIS OPPORTUNITY?	WHY OR WHY NOT?

Work-Based Learning

LESSON 2: Communication in the Workplace

Summary:

Students will discuss ways in which people communicate in the workplace. Students will learn about electronic communication etiquette and demonstrate skills by writing and sending a work-related email.

Lesson Objectives:

Students will be able to:

- Explain ways in which we communicate in the workplace.
- Write and send an email to a workplace supervisor.

Curriculum Links: Career Planning

Grade Levels: 9 – 12

Time Needed: 1 class period

Resources Needed:

- Students will need access to a computer and a school or personal email account.
- Professional will provide the email address to which students will send their email activity.
- Printed copies of the role-play scenarios (Activity part I) and “The Bad Email” (Activity part II)

Computer Use: Yes

ASCA Mindsets & Behaviors:

Mindsets: N/A

Behaviors:

Learning Strategies

1. Use critical thinking skills to make informed decisions
2. Take a creative approach to learning, tasks, and problem solving
5. Apply media and technology skills to enhance learning

Self-Management Skills

3. Work independently

Social Skills

1. Use effective oral and written communication skills and listening skills
6. Use effective collaboration and cooperation skills
9. Demonstrate social maturity and behaviors appropriate to the situation and environment

Description:

In this lesson, students will learn about workplace communication. Students will first review what they know about different ways we communicate (ex. verbal, written, body language). Then the class will discuss differences in how we communicate with (for example): friends, the school principal, and a cashier at the grocery store. Next students will demonstrate through role-play scenarios (provided below) how they would communicate in sample workplace situations. Lastly, students will review how to properly communicate electronically. Students will demonstrate effective email communication by sending a work-related email to the Professional facilitating this lesson for review.

Preparation:

1. Print copies of the scenarios under Activity Part I. You may want to pre-select the role-play actors to help with lesson plan flow.
2. Print copies of "The Bad Email" to distribute during Activity Part II.
3. Remind students that they will need to use a computer to complete this activity.

Warm Up:

1. Tell the students that in today's lesson, we will talk about communication. Ask the student to spend 2 minutes thinking about ways they have communicated with others since waking up this morning. Ask a few students to share the ways they communicated today. You may hear answers like text, email, talking in person, fist bump, smile, hug, etc.
2. Next, write on the whiteboard: Friend, School Principal, Cashier at the Grocery Store. Ask students to share how they would communicate with each of the examples. Then ask students why they communicate differently with each of the examples.

Activity Part I: Workplace Communication

1. Explain to students that they will be acting out workplace scenarios, demonstrating communication skills. Select students to role play each of the scenarios below. After each scenario, ask the class to discuss the different types of communication in each scenario, and if the scenario was handled correctly.
 - a. **Scenario 1:** You are in the second month of your internship at a manufacturing plant. You and the other intern, Alex, have been assigned to conduct a safety-review training for your department. You have been working hard on your portion of the assignment, will be presenting the training with Alex in two days. You ask Alex if he has his portion of the presentation ready, and he tells you "not yet" and walks away. What would you do next?
 - b. **Scenario 2:** You have a part-time job at a big-box home improvement store. You have good knowledge and experience working with lumber, so your supervisor has been pleased with your work. There is a policy of no "requests off" during peak holiday times. You play Varsity basketball at school, and your team just qualified for the playoffs in 2 weeks. You will need to travel for the playoffs and will need to take 4 days off from your job. The schedule will not be posted for another week, but you

need to talk to your boss soon. Role-play how you would communicate with your boss in this scenario. What do you do?

- c. **Scenario 3:** Your internship at the TV station has been an amazing experience over the last 6 months. Since you are at the halfway point, you have a meeting with your supervisor to review your mid-year evaluation. You are excited to see your evaluation because you anticipate there being lots of positive feedback. She emails a copy of the evaluation to you an hour before your meeting, asking you to look it over before you meet. When you open your evaluation, you are surprised that you did not score as high as you anticipated in a few categories. Now you feel nervous going into the meeting. Role-play the meeting and how you would discuss your evaluation scores with your supervisor.

Activity Part II: Electronic Communication

1. Ask the class to share how an email could sound unprofessional or of really poor quality. Examples could include emails in all caps, emails without a subject line, the entire email written in the subject line, or lack of punctuation. The Professional may want to share a story about a poorly written email they received in the past.
2. Explain to students that a professional email should:
 - a. Include a greeting.
 - b. Be to the point and polite.
 - c. Include a closing (thank you, kind regards, etc.)
 - d. Be re-read, spell checked, and proofed for grammatical errors before sending.
 - e. Go to the correct person! Double check the recipient email address.
3. Distribute "The Bad Email" to students. Working in partners, allow the students 5 minutes to find the errors in the email. Next, ask the students to work independently to re-write the email to be workplace professional. Allow students 5-10 minutes to write the email. Next ask the students to send the email to the email address that you provide. Remind students that the email should contain a topic line, a greeting, and a closing in addition to the body of the email.

Wrap Up:

1. Remind students to submit the email activity.
2. Answer any remaining questions.

The Bad Email

Student name: _____

Communication takes place in the workplace daily. Email is a common way to communicate professionally. Below you will find an email that Darrin (Department Manager) received from Liam (Sales Associate). The email needs improvement! **Circle the errors in Liam's email:**

*From: Liam Anderson <LAnderson@fakecompany.com>
Sent: Wednesday, February 7, 2024 11:33 PM
To: Darrin Jones <DJones@fakecompany.com >
Subject: hey*

Hey boss man-

Im gonna need to be off on Friday. TBH I feel bad for the short notice but I forgot I gotta go to the dentist. Good thing my mom remembers stuff like this LOL! Its prob good Im going tho... Anyways... so I got katie to cover my client meeting on friday (yay!) but I wont have my sales reports done til monday sorry. Plz don't be mad at me! Coffee on me Monday to make it up to you!!!!

Go Cubs!

L-

Help Liam re-write a professional email to his supervisor. Remember to check grammar, spelling, and punctuation.

Work-Based Learning

LESSON 4: After your WBL Experience: Evaluation Review and Next Steps

Summary:

Students will review and understand the feedback provided in the WBL experience evaluation. The feedback will be used to develop a measurable goal for the next WBL experience or upcoming employment. Lastly, students will make resume updates based on the recent WBL experience.

Lesson Objectives:

Students will be able to:

- Update resume to include WBL experience(s).
- Understand feedback provided in the WBL evaluation.
- Set a measurable goal based on feedback provided in the WBL evaluation.

Curriculum Links: Career Planning

Grade Levels: 9 – 12

Time Needed: 1 class period

Resources Needed:

- Access to RUReady.ND
- **WBL Evaluation** shared with each student electronically.
- Copies of a "sample" WBL evaluation for students to use if they do not have a complete evaluation.

Computer Use: Yes

ASCA Mindsets & Behaviors:

Mindsets: N/A

Behaviors:

Learning Strategies

1. Use critical thinking skills to make informed decisions
5. Apply media and technology skills to enhance learning

Self-Management Skills

3. Work independently

Social Skills

1. Use effective oral and written communication skills and listening skills
6. Use effective collaboration and cooperation skills
9. Demonstrate social maturity and behaviors appropriate to the situation and environment

Description:

In this lesson, students will individually review and understand their WBL evaluation. The lesson will begin with a warm-up discussion and review of each evaluation component. Next, the students will review their evaluation independently. Students will then set a measurable goal/SMART goal that is related to growth in WBL or a post-graduation work experience. The lesson will conclude with students making updates to their resumes to include the WBL experience.

Preparation:

1. Verify that WBL evaluations are completed for each student.
2. For students who have not completed a WBL experience and received an evaluation, the sample evaluation at the end of the lesson can be used as a substitute/
3. Using the RUPrepare.ND Professional Center, share each completed evaluation with the corresponding student.
4. Remind students that they will need to use a computer to complete this activity.

Warm Up:

1. Tell the students that lesson will be about “Ending the WBL experience”.
2. Discuss the categories of the WBL evaluation, providing explanation of how to perform satisfactory in each category:
 - a. *Section 1: Act as a Responsible and Contributing Citizen and Employee*
 - b. *Section 2: Apply Appropriate Academic and Technical Skills*
 - c. *Section 3: Communicate Clearly, Effectively, and with Reason*
 - d. *Section 4: Utilize Critical Thinking to Make Sense of Problems and Persevere in Solving Them*
 - e. *Section 5: Work Productively in Teams While Using Cultural/Global Competence*
 - f. *Section 6: Final Thoughts*
3. Ask students to give an example of how you can show **adaptability** in the workplace.
4. Next, ask a student to give an example of how they showed **collaboration** during their experience.
5. Remind students that an evaluation is an opportunity to receive feedback, recognize achievements, and set future goals.

Activity Part I: Review your WBL evaluation.

1. Ask students to open their WBL evaluation.
2. Allow the students five minutes to review their evaluations.
3. After five minutes, ask students to select on evaluation category where they see opportunity for growth. The selected category will be used to develop a Career Growth Goal in Part II.
4. Allow 5-10 minutes for discussion and questions about evaluations and scoring.

Activity Part II: Developing a Career Growth Goal

Lesson Plan

1. Once student have selected the evaluation category for their goal development, ask students to brainstorm how an employee could proficiently demonstrate this skill.
2. Show the clip, *What are SMART goals? What are goals?* <https://youtu.be/C2lchO979wM> (this clip is also on the student page *My Goals & Action Plans*)
3. Next, ask students to develop a measurable goal related to the selected evaluation category, reminding students that the goal should be measurable and include a time duration (ex. 1 year, 5 years, etc.).
4. Ask students to enter their goal into RUPReady.ND under the *My Goals & Action Plans* activity.
5. Check in with students as they finish developing the goal, providing feedback if needed.

Wrap Up:

1. Ask students to list some benefits of setting career-related growth goals. define
2. Answer any remaining questions.

Sample Evaluation:

Section 1
Act as a Responsible and Contributing Citizen and Employee

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1. Conduct self in a respectable, appropriate manner with proper appearance.	3
2. Work positively.	3
3. Work ethically.	3
4. Adapt to varied roles, responsibilities, schedules, and contexts.	3
5. Work effectively in a climate of ambiguity and changing priorities.	3
6. Utilize time and manage workload efficiently.	3
7. Maintain focus and manages projects effectively.	3
8. Is accountable for results.	3
9. Inspire others to reach their very best via example and selflessness.	3
10. Demonstrate integrity and ethical behavior in using influence and power.	3
11. Demonstrate learning acquisition and application skills by requesting help when needed and then contributing to the success of the group by assisting others.	3
12. Demonstrate understanding of workplace organizations, systems, and climates by identifying "big picture" issues and fulfilling the mission of the workplace.	3

Section 2
Apply Appropriate Academic and Technical Skills

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13. Demonstrate mathematics skills by using mathematical reasoning to accomplish tasks.	3
14. Demonstrate resourcefulness by contributing new ideas and working with initiative.	3
15. Demonstrate effective reading skills by interpreting workplace documents.	3
16. Demonstrate effective writing skills by interpreting workplace documents and writing clearly.	3
17. Demonstrate critical-thinking and problem-solving skills by analyzing and resolving problems that arise in completing assigned tasks.	3
18. Demonstrate proficiency with job-specific technologies by selecting and using technological resources to accomplish work responsibilities in a productive manner.	3

Total points given: 18 / 6 = 3

Section 3
Communicate Clearly, Effectively, and with Reason

21 of 28

19. Use communication to inform, instruct, motivate, and persuade.	3
20. Articulate thoughts and ideas effectively using oral, written, and nonverbal communication skills in a variety of forms and contexts.	3
21. Develop, implement, and communicate new ideas to others effectively.	3
22. Know when it is appropriate to listen and when to speak.	3
23. Listen effectively to decipher meaning of a message.	3
24. Use technology as a tool to research, organize, evaluate, and communicate information.	3
25. Understand both how and why messages are constructed and used in written form.	3

Total points given: 21 / 7 = 3



Section 4
Utilize Critical Thinking to Make Sense of Problems and Persevere in Solving Them

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26. Use various types of reasoning as appropriate to the situation.	3
27. Use information accurately and creatively for the issue or problem at hand.	3
28. Analyze how parts of a whole interact with each other to produce overall outcomes in complex systems.	3
29. Effectively identify and ask significant questions that clarify various points of view and lead to better solutions.	3
30. Effectively solve different kinds of non-familiar problems in both conventional and innovative ways.	3
31. Incorporate feedback effectively.	3
32. Reflect critically on past experiences in order to inform future progress.	3
33. Cope positively with praise, setbacks, and criticism.	3
34. Uses interpersonal and problem-solving skills to influence and guide others toward a solution.	3

Total points given: 27 / 9 = 3



Section 5
Work Productively in Teams While Using Cultural/Global Competence

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35. Participate actively, as well as be reliable and punctual.	3
36. Collaborate and cooperate effectively with team.	3
37. Be open and responsive to new and diverse perspectives; incorporate group input and feedback into the work.	3
38. Demonstrate ability to work effectively and respectfully with diverse teams.	3
39. Exercise flexibility and willingness to be helpful in making necessary compromises to accomplish a common goal.	3
40. Assume shared responsibility for collaborative work, and value the individual contributions made by each team member.	3
41. Understand, negotiate, and balance diverse views and beliefs to reach workable solutions, particularly in multi-cultural environments.	3
42. Respect cultural differences and works effectively with people from a range of social and cultural backgrounds.	3
43. Act responsibly with the interests of the larger community in mind.	3

Total points given: 27 / 9 = 3

Access your RURReady.ND.gov account. Follow the sign-in instructions provided by your teacher/counselor.

Today we are going get acquainted with RURReady.ND.gov by going on a **Scavenger Hunt**. Just follow the steps in order and read directions as you go. Complete all the activities and answer the questions as honestly as you can. Assessment results will automatically be saved in your portfolio.

You can easily navigate the RURReady.ND.gov site by clicking on the top tabs to go to each section or go back to a place you were before.

CAREER PLANNING	HIGH SCHOOL PLANNING	COLLEGE PLANNING	FINANCIAL AID PLANNING	YOUR PORTFOLIO
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A) Click on the **CAREER PLANNING** tab at the top of the page.

1. Click on **LEARN ABOUT YOURSELF**. Locate and click on **THE CAREER KEY**. Click on **Get Started** and answer the questions. Read the results page. Select two of **Your Top Interest Areas** and click on **View Careers**. Write your top two interest areas below:

a. _____ b. _____

2. Return to the previous page and complete the **Reflections** box at the bottom of the page. **Save**.

3. Return to **LEARN ABOUT YOURSELF** and click on **CAREER CLUSTER SURVEY**. If you haven't already done so, take the survey!

List your top Career Cluster: _____

4. Complete the **Reflections** box at the bottom of the page. **Save**.

5. Click on **Explore Careers**. Under **Browse Career Clusters**, click on your top cluster from the **Career Cluster Survey** you took in Step 3 to see a list of careers to explore. Click on those you find interesting and read more about them. If one is available, watch a video about a career to find out what they do.

6. Write down two careers that came up on your list that you find interesting. Click on **Add to Portfolio** to save them.

a. _____ b. _____

7. Return to **Explore Careers**. Locate **Career Exploration Tools**. Click on **Career Finder**. Under **Choose Characteristics** on the left look under the heading **Education** and click on **School Subjects**. Look at the list. Select a school subject you are interested in and look at the matching careers. Select two careers and list here. If interested in these careers add to your portfolio.

a. _____ b. _____

8. Select **Get a Job**. Find the section **Check out this library of advice from career experts**. Select **Surviving in the Workplace**, Select and read **Achieving Success on the Job**. Write a complete sentence about what you learned:

9. Return to **LEARN ABOUT YOURSELF** locate and click on **COMPASS PROFILE**. If you haven't already done so, complete the assessment!

What is your Holland Code? _____

10. Return to **Career Planning** locate and click on **Explore Work-Based Learning Opportunities**. Click on **Matching Opportunities** to find matching work-based opportunities (View all if there are no matching results). List 2 opportunities that match your Compass Profile results.

a. _____

b. _____

B) Click on the HIGH SCHOOL PLANNING tab at the top of the page. This is where your academic plan meets your career plan.

1. Create a **Plan of Study** for yourself or work with your School Counselor to create a plan starting from a customized school district plan.

2. Click on **High School Planning Timeline**. Select the grade you are in and look at the checklist, click on a link listed in **green**.

3. **Succeeding in High School** is a great place to get help or to check out the resourceful web sites for fun, homework helpers, and/or project ideas.

4. Click on one **Homework Helper** you think may be of interest to you and write it below:

C) Find the SEARCH feature. Use it to find the following information:

1. What is the average annual wage for a **Registered Nurse**? _____

2. What does a **Sonographer** do? _____

In what **Cluster** is this career located? _____

What **Education Level** is required? _____

3. What is the **Outlook** in North Dakota for an **Architectural Drafter**? _____

What is the **Growth Rate**? _____

Estimated **Job Openings** in: North Dakota _____ the United States _____

D) The decision to go to college is a big step. Go to the COLLEGE PLANNING tab to learn more.

1. Find and click on **Prepare for College**. Click on **COLLEGE PLANNING TIMELINE**. Read the suggestions for your grade level. It is important information for you to think about if you are considering college.
2. RUPrepare.ND.gov has free tools students can use to prepare for the ACT exam and other tests. List two places in RUPrepare.ND.gov where you can locate Methodize (ACT and SAT test prep) and the other test prep options:
 - a. _____
 - b. _____
3. **EXPLORE SCHOOLS** by School **Type** and **Location**. Click **View Matching Schools** and list two.
 - a. _____
 - b. _____
4. Find **SCHOOL EXPLORATION TOOLS**. Using the **Distance Search** find the campus closest to your zip code. List here:

E) List and explore the six sections of the FINANCIAL AID PLANNING tab:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. Which section would you go to learn about managing your money? _____

8. Which section would you go to learn about the options available for financial aid? _____

F) Go to the YOUR PORTFOLIO tab. This is where all your CAREER PLANNING information is stored.

Sign out and return to RUPrepare.ND.gov often!