QUICK REFERENCE GUIDE

WHAT IS 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? Contact:

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

or

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

Public School Students

STUDENT QUICK REFERENCE GUIDE - ACCESSING RUREADY.ND.GOV

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

Accessing RUReady.ND.gov

1 Go to your school's PowerSchool Sign In to access RUReady.ND.gov.

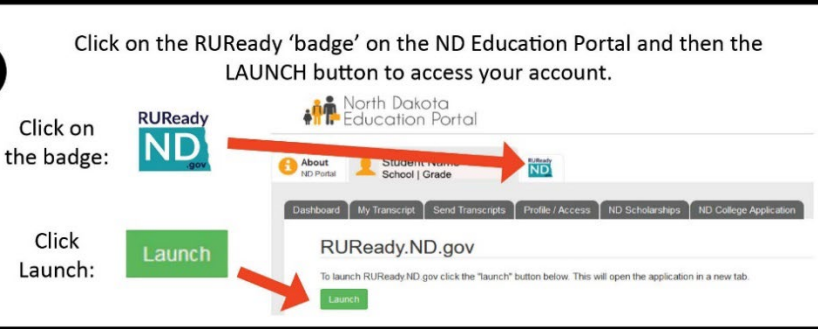Sign in to YOUR PowerSchool account.

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 RUReady 'badge' on the ND Education Portal and then the LAUNCH button to access your account.

Click on the badge:

Click Launch:

! 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 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

RUReady
ND
.gov

STUDENT QUICK REFERENCE GUIDE
ACCESSING 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.**
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**
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

• 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:	NORTH DAKOTA *Career and Technical Education* *or* XAP REACH FARTHER	**ND Career Resource Network: 701-328-9733 NDCRN@nd.gov** 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:

NORTH DAKOTA *Career and Technical Education*

or

XAP REACH FARTHER

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

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

Whether you are looking for a new job, planning to go to school or updating your resume, 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.**
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**
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:

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.
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Financial Aid Planning
- Financial Aid 101: Follow the steps for assistance with paying for college.
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Your Portfolio
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NORTH DAKOTA
Career and Technical Education

or

XAP
REACH FARTHER

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

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

RUReady ND .gov

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, 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.**
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**.

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or

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

RUReady.ND.gov Feature Site Map

CAREER PLANNING   **HIGH SCHOOL PLANNING**   **COLLEGE PLANNING**   **FINANCIAL AID PLANNING**   **YOUR PORTFOLIO**

Career Planning

Learn About Yourself	• Career Cluster Survey • The Career Key • Basic Skills Survey • Interest Profiler • Work Values • Transferable Skills Checklist • Compass Assessment	
Explore Careers	• Career Finder • Compare Careers • Career Plan Builder • Browse Career Clusters	
Get a Job	• Resume Builder • Cover Letter Creator • Job Interview Practice • Thank-You Letter Builder	
Explore Work-Based Learning Opportunities	• Work-Based Learning Opportunities • Matching Opportunities • New Opportunities • Applications	

High School Planning

Your Plan of Study	• Create Your Course Plan • Your Current Course Plan • Your Past Course Plans	
High School Planning Timeline	• Introduction • 7th to 12th Grade Timeline • College Freshman Year	
Succeeding in High School	• How to… (Study Tips) • Homework Helpers	

College Planning

Explore Postsecondary Schools	• School Exploration Tools • Browse Schools	
Explore Programs and Majors	• Search for Programs and Majors • Browse Programs and Majors (by Career Cluster)	
Test Prep	• Free Test Prep	
My Colleges & Applications	• Review and manage your favorite colleges.	
Prepare for College	• College Planning Timeline • Getting Ready for College	
Get to College		

Financial Aid Planning

Financial Aid 101	- The Basics - Determine Your Eligibility - Apply! - Consider Your Loan Options - Enjoy College and Your Responsibilities	

Financial Aid Planning (continued)

Find Scholarships	- My Scholarship Profile - Matching Scholarships	
Financial Fitness	Managing Your Money 101	
Financial Aid Calculators	- Expected Family Contribution (EFC) Calculator - College Savings Calculator	
Build Your Financial Plan	- Financial Aid Planning Timeline - Financial Aid Wizard	

Your Portfolio

Assignment & Curriculum Builder*	Assignment & Curriculum Builder	*Visible after it has been assigned in the Professional Center.*
School-2-College-2-Work	- Directions After High School - Career Clusters Map - Career Cluster Survey	
Career Planning Portfolio	- Career Plans - Getting Ready for Work - Work Experience - Your Skills - All About You - How You See Yourself	
High School Planning	- High School Transition Plan - Your Plan of Study	
College Planning	- Postsecondary Plans - Test Scores - Postsecondary Experiences - Lifelong Education Plans	
Financial Aid Planning Portfolio	- FAFSA - Components of My Financial Aid Plan	
Your Profile	- The Basics - Looking Ahead - Experiences and Activities - How You See Yourself - Portfolio Reviews	
Your Journal	Your Journal	
Your Planning Milestones	Milestone visibility varies depending on what has been assigned to your grade level.	
Sidebar	- Account Access Activity - Parent/Guardian Access to Your Portfolio	

Career Interest Inventories

Academic and Career Planning

Academic and college/career planning provides all students with the opportunity to identify strengths, areas in need of improvement and areas of interest early on so students and their families can set goals and make informed choices to support students in reaching their full potential and their desired outcomes.

Career Interest Inventories   −

NDCC 15.1-21-18.1 states, "A school district shall administer to students, once during their enrollment in grade seven or eight and once during their enrollment in grade nine or ten, a career interest inventory recommended by the Department of Career and Technical Education and approved by the Superintendent of Public Instruction.

Following is a list of approved career interest inventories:

- Interest Profiler (grades 7-10)
- Career Cluster Interest Survey (grades 7-10)
- The Career Keys (grades 7-9)
- COPS Interest Inventory (grades 7-10)
- Self-Directed Search Form R (grades 9-10)
- IDEAS Self-Scored Assessment (grades 9-10)
- JOB-O Enhanced (grades 7-10)
- JOB-O-A (grades 9-10)
- Kuder Career Search (grades 7-10)
- Career Matchmaker (grades 7-10)
- ACT Profile Interest Inventory (grades 7-10)
- Pre-ACT (grade 10)
- ASVAB (grade 10)
- Golden Path Solutions Compass Assessment

This information will be reported on the STARS Individual Student Level Enrollment Report, which is due June 30 of each school year.

If you have questions regarding Career Interest Inventories, please contact the NDDPI at (701) 328-2244.

Career Exploration Across the Curriculum

All classroom teachers can and should play a role in the career exploration process. This document will give a summary of how teachers in each content area can assist students in career exploration. This document is aligned with both the North Dakota Content Standards and the American School Counselors Association Career Development Standards. This is not an exhaustive list, and teachers should feel free to add their own activities as students partake in career exploration activities.

PHYSICAL EDUCATION

Students in Physical Education can learn the following career-related skills:
- How to interact and work cooperatively in teams
- How to acquire employability skills such as working on a team and group problem-solving
- How to accept feedback and use it in a positive way
- Understand the importance of responsibility, dependability, punctuality, integrity, and effort
- Learn to use conflict management skills
- Develop a positive attitude toward work and working

HEALTH

Students in Health can learn the following career-related skills:
- Learn to make decisions
- Learn how to set goals
- Pursue and develop competency in areas of interest (Health Careers Professions)
- Develop Hobbies and Vocational Interests (Health Careers Professions)
- Learn balance between work and leisure time
- Apply job-readiness skills to seek employment opportunities (inter-personal communications, goal setting, and decision making)
- Demonstrate how interests, abilities, and achievement relate to achieving personal, social, educational, and career goals (Health Careers Professions)
- Learn how to use conflict management skills
- Develop a positive attitude toward work and working

MUSIC

Students in Music courses can learn the following career-related skills:
- Develop skills to locate, evaluate, and interpret career information
- Develop an awareness of personal abilities, skills, interests, and motivations
- Pursue and develop competency in an area of interest
- Learn to respect individual uniqueness in the workplace
- Understand how changing economic and societal needs influence employment trends and future training
- Access and modify educational plans to support career choices
- Explain how work can help achieve personal success and satisfaction
- Understand that work is an important and satisfying means or personal expression
- Demonstrate how interests, abilities, and achievement relate to achieving personal, social, educational, and career goals
- Learn to work cooperatively as a team member
- Develop a positive attitude toward work and working

LIBRARY AND TECHNOLOGY

Students in Library and Technology courses can learn the following career-related skills:

- Develop skills to locate, evaluate, and interpret career information
- Develop an awareness of personal abilities, skills, interests, and motivations
- Learn how to interact and work cooperatively in teams
- Learn to make decisions
- Learn to set goals
- Understand the importance of planning
- Learn balance between work and leisure time
- Demonstrate knowledge about the changing workplace
- Learn how to write a resume
- Use research and information resources to obtain career information
- Learn to use the internet to access career planning information
- Understand how changing economic and societal needs influence employment trends and future training
- Demonstrate awareness of the educational and training needed to achieve career goals
- Access and modify educational plans to support career choices
- Use employability and job readiness skills in internship, mentoring, shadowing, and/or other work experiences
- Understand the relationship between educational achievement and career success
- Identify personal preferences and interests which influence career choice and success
- Understand that the changing workplace requires lifelong learning and acquiring new skills
- Learn how to use conflict management skills
- Learn to work cooperatively as a team member
- Develop a positive attitude toward work and working

MATH

Students in Math can learn the following career-related skills:

- Pursue and develop competency in areas of interest (math related careers)
- Develop Hobbies and Vocational Interests (math related careers)
- Learn about the variety of traditional and non-traditional career opportunities in the field of mathematics
- Demonstrate awareness of the educational and training needed to achieve career goals (math related careers)
- Access and modify educational plans to support career choices (math related careers)
- Utilize time and task-management skills
- Develop a positive attitude toward work and working
- Understand the relationship between educational achievement and career success

DANCE

Students in Dance can learn the following career-related skills:

- Learn how to interact and work cooperatively in teams
- Learn to make decisions
- Understand the importance of planning
- Understand how changing economic and societal needs influence employment trends and future training
- Identify personal skills, interests, and abilities and relate them to their current career choice
- Learn to work cooperatively as a team member
- Develop a positive attitude toward work and working

THEATRE ARTS

Students in <u>Theatre Arts</u> courses can learn the following career-related skills:
- Develop skills to locate, evaluate, and interpret career information
- Learn how to interact and work cooperatively in teams
- Learn to make decisions
- How to acquire employability skills such as working on a team and group problem-solving
- Learn to apply decision making skills to career planning, course selection, and career transition
- Access and modify educational plans to support career choices
- Identify personal preferences and interests which influence career choice and success
- Understand that work is an important and satisfying means or personal expression
- Demonstrate how interests, abilities, and achievement relate to achieving personal, social, educational, and career goals
- Learn to work cooperatively as a team member
- Develop a positive attitude toward work and working

SCIENCE

Students in <u>Science</u> can learn the following career-related skills:
- How to acquire employability skills such as working on a team and group problem-solving
- Learn to make decisions
- Understand the importance of planning
- Pursue and develop competency in areas of interest (Science related careers)
- Develop Hobbies and Vocational Interests (Science related careers)
- Learn about the variety of traditional and non-traditional career opportunities in the field of science
- Demonstrate awareness of the educational and training needed to achieve career goals (Science related careers)
- Access and modify educational plans to support career choices (Science related careers)
- Utilize time and task-management skills
- Develop a positive attitude toward work and working
- Understand the relationship between educational achievement and career success

SOCIAL STUDIES

Students in <u>Social Studies</u> can learn the following career-related skills:
- Understand how changing economic and societal needs influence employment trends and future training
- Pursue and develop competency in areas of interest (Social studies related careers)
- Develop Hobbies and Vocational Interests (Social studies related careers)
- Learn about the variety of traditional and non-traditional career opportunities in the field of social studies
- Demonstrate awareness of the educational and training needed to achieve career goals (Social studies related careers)
- Access and modify educational plans to support career choices (Social studies related careers)
- Utilize time and task-management skills
- Develop a positive attitude toward work and working
- Understand the relationship between educational achievement and career success

ENGLISH/LANGUAGE ARTS

Students in English/Language Arts can learn the following career-related skills:

- Learn how to write a resume
- Understand the importance of planning
- Pursue and develop competency in areas of interest (Language arts related careers)
- Develop Hobbies and Vocational Interests (Language arts related careers)
- Learn about the variety of traditional and non-traditional career opportunities in the field of language arts (writing, communications, etc.)
- Demonstrate awareness of the educational and training needed to achieve career goals (Language arts related careers)
- Access and modify educational plans to support career choices (Language arts related careers)
- Utilize time and task-management skills
- Develop a positive attitude toward work and working
- Understand the relationship between educational achievement and career success

FOREIGN LANGUAGE

Students in Foreign Language courses can learn the following career-related skills:

- Pursue and develop competency in areas of interest (Foreign language related and/or international careers)
- Develop Hobbies and Vocational Interests (Foreign language related and/or international careers)
- Learn about the variety of traditional and non-traditional career opportunities in the area of foreign languages or international careers.
- Demonstrate awareness of the educational and training needed to achieve career goals (Foreign language related and/or international careers)
- Access and modify educational plans to support career choices (Foreign language related and/or international careers)
- Develop a positive attitude toward work and working
- Understand the relationship between educational achievement and career success

VISUAL ARTS/MEDIA ARTS

Students in Visual/Media Arts courses can learn the following career-related skills:

- Develop skills to locate, evaluate, and interpret career information
- Develop an awareness of personal abilities, skills, interests, and motivations
- Learn how to interact and work cooperatively in teams
- Understand the importance of planning
- How to acquire employability skills such as working on a team and group problem-solving
- Identify personal skills, interests, and abilities and relate them to their current career choice
- Learn to use the internet to access career planning information
- Understand how changing economic and societal needs influence employment trends and future training
- Access and modify educational plans to support career choices
- Demonstrate how interests, abilities, and achievement relate to achieving personal, social, educational, and career goals
- Develop a positive attitude toward work and working

School-2-College-2-Work

Directions After High School Activity
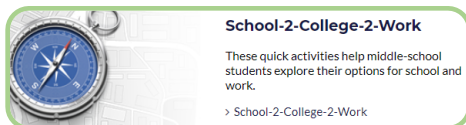### An Introduction to Education Options

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

Follow the steps in order and read directions as you go. Complete all of the activities and answer the questions.

You can easily navigate the RUReady.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

1. Click on the **YOUR PORTFOLIO** tab at the top of the page.

2. Click on the link to **School-2-College-2-Work**.

3. Find the **Directions After High School** activity and click on **Get Started**.
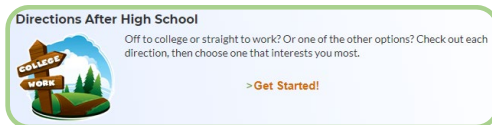
4. Read the **How?** and **Why?** at the top of the **Directions After High School** page.

You are now ready to start exploring your options for after high school.

Read the following pages for directions.
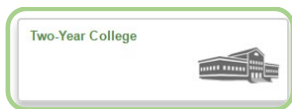
Two-Year College

A **Two-year college** is sometimes called a community college. It is a school you enroll in after high school that offers two-year degrees.

Directions: Click on the **Two-Year College** box. Read the content and facts under each tile on the page. You will need to move your mouse over each of the tiles for the information to scroll up or appear. When you are done, answer the following questions:

1. List two things you learned about **Two-Year Colleges**:

   _____   _____

2. List two **Two-Year Colleges** in North Dakota:

   _____   _____

3. Is it possible to transfer from a Two-Year College to a Four-Year College? **Yes or No**

4. Are you interested in attending a **Two-Year College**? _____   If not, explain why?

Never!   OK   Love it!   Rate this path at the bottom of the Two-Year College page and click **Continue**.
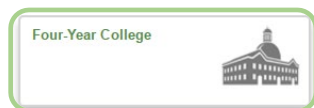
Four-Year College

Four-year colleges offer programs leading to bachelor's degrees in a specific area of study, called a "major."
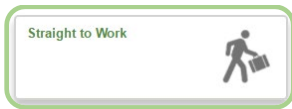
Directions: Click on the **Four-Year College** box. Read the content and facts under each tile on the page. You will need to move your mouse over each of the tiles for the information to scroll up or appear. When you are done, answer the following questions:

1. List two things you learned about **Four-Year Colleges**:

   _____   _____

2. List two **Four-Year Colleges** in North Dakota:

   _____   _____

3. Are you interested in attending a **Four-Year College**? _____   If not, explain why?

Never!   OK   Love it!   Rate this path at the bottom of the Four-Year College page and click **Continue**.

Career College or Technical Schools can also be called trade schools. They offer instruction and training in a skill or trade such as auto repair or cosmetology.

Directions: Click on the **Career College or Technical School** box. Read the content and facts under each tile on the page. You will need to move your mouse over each of the tiles for the information to scroll up or appear. When you are done, answer the following questions:

1. What will you most-likely have when completing a program at a Career College or Technical School? A **Degree** or a **Certificate**:

2. Almost half of the nation's projected job openings will be in careers requiring education beyond high school, but not a four-year degree. **True** or **False**

3. How much time do most technical school programs take?

4. List one pro about career colleges or technical schools?

Rate this path at the bottom of the Career College or Technical Schools page and click **Continue**.
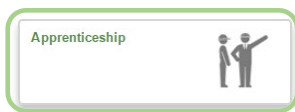
Apprenticeships are a way to get real-world training in a trade or profession. Apprenticeships allow you to earn money while gaining valuable knowledge and experience in a career.

Directions: Click on the **Apprenticeship** box. Read the content and facts under each tile on the page. You will need to move your mouse over each of the tiles for the information to scroll up or appear. When you are done, answer the following questions on Apprenticeship.

1. With **Apprenticeships**, you receive class time and on-the-job training? **True** or **False**

2. List five careers with **Apprenticeships**:

   _____ _____ _____

   _____ _____

3. What makes you a qualified **journeyman**?

4. Most **Apprenticeships** are between _____ years and _____ years.

5. What is the national average annual wage for a **plumber**? $_____

Rate this path at the bottom of the Apprenticeship page and click **Continue**.

Straight to Work: We all know someone who didn't go to college and went on to great success. It's a valid option, although it can be a risky one. You'll want to think a lot about your long-term goals for your life.
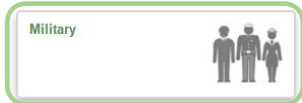
Directions: Click on the **Straight to Work** box. Read the content and facts under each tile on the page. You will need to move your mouse over each of the tiles for the information to scroll up or appear. When you are done, answer the following questions on Straight to Work.

1. What is the difference between a **job** and a **career**?

2. On average, people with a high school diploma earn far lower wages over their lifetime. **True** or **False**

3. You can try job _____ for a career in which you are interested to observe a real workplace in action.

4. List three sample careers that don't require education after high school:

   _____   _____   _____

5. What is the national average annual wage for the following careers?

   a. Carpet Installers: $ _____   b. Retail Salesperson $ _____

   c. Messenger/Courier: $ _____

   Rate this path at the bottom of the Straight to Work page and click **Continue**.

The **Military** is a broad field. There are several branches of services; Army, Navy, Marines, Air Force, Coast Guard and many different positions within those branches.

Directions: Click on the **Military** box. Read the content and facts under each tile on the page. You will need to move your mouse over each of the tiles for the information to scroll up or appear. When you are done, answer the following questions on Military.

1. List four perks to consider when choosing the Military.

   _____   _____

   _____   _____

2. If you have questions or want a better understanding of the physical and emotional risk of joining the military, who should you talk to?

3. Commitment - You must agree to a set number of years in the military, and it can be very difficult to get out of that commitment. **True** or **False**

4. List five sample careers in the military?

   _____   _____   _____

   _____   _____

   Rate this path at the bottom of the Military page and click **Continue**.

Directions: After completing the questions for all six possibilities, rate the following:

1. Make your selection for **Which one are you the most interested in so far?**

2. Make your selection for **Why did you choose this one over the others?**

3. Click **Save and Continue**

DIRECTIONS AFTER HIGH SCHOOL
Off to college or straight to work? Or one of the other options? Check out each direction, then choose one that interests you most.

PRINT THIS

Well done! You've rated all of the directions. Just one more step to finish:

Which one are you the most interested in so far?		Why did you choose this one over the others? (optional)
○ Two-Year College	★★★★★	☐ It prepares me for work I'm interested in
○ Career College or Technical School	★★★★★	☐ It takes the least time to start earning money
○ Four-Year College	★★★★☆	☐ It should help me earn more money once I start my career
○ Apprenticeship	★★★★☆	☐ I've heard good things about this option after high school
○ Military	★★★☆☆	☐ I'm not sure
○ Straight to Work	★★☆☆☆	☐ Other:
● Not sure		

Save and Continue

Two-Year College ★★★★★	Four-Year College ★★★★☆	Career College or Technical School ★★★★★

Apprenticeship ★★★★☆	Straight to Work ★★☆☆☆	Military ★★★☆☆

Want to start again from the beginning?
> **Clear your ratings and start over**

School-2-College-2-Work
Directions After High School Activity
An Introduction to Education Options
ANSWER PAGE

Two-Year College

1. List two things you learned about Two-Year Colleges: Answers will vary
2. List two Two-Year College in North Dakota: Answers will vary
3. Is it possible to transfer from a Two-Year College to a Four-Year College? Yes
4. Are you interested in attending a Two-Year College? If not, explain why? Answers will vary

Four-Year College

1. List two things you learned about Four-Year Colleges? Answers will vary
2. List two Four-Year Colleges in North Dakota? Answers will vary
3. Are you interested in attending a Four-Year College? If not, explain why? Answers will vary

Career College or Technical College

1. What will you most-likely have when completing a program at a Career College or Technical School? Certificate
2. Almost half of the nation's projected job openings will be in careers requiring education beyond high school, but not a four-year degree. True or False TRUE
3. How much time does most technical school programs take? Less than two years
4. List one pro about career colleges or technical schools? Training is specific, which can help you find a job

Apprenticeship

1. With apprenticeships, you receive class time and on-the-job training? True or False TRUE
2. List five careers with apprenticeships? Electrician, Carpenter, Plumber, *Hairdresser*, or Welder *(NOTE: hairdresser apprenticeship is not an option in North Dakota, but it is in some states.)*
3. What makes you a qualified journeyman? Receiving an apprenticeship completion certification
4. Most apprenticeships are between ____ years and ____ years. 2 years and 5 years
5. What is the national average annual wage for a plumber? $54,620 (NOTE: subject to change based on the time the lesson is distributed – verify in S-2-C-2-W)

Straight to Work

1. What is the difference between a job and a career? **Job** pays the bills vs. **Career** has room to grow, pay is more with experience, and chances are you will be passionate about what you are doing
2. On average, people with a high school diploma earn far lower wages over their lifetime. True or False TRUE
3. You can try job <u>shadowing</u> for a career in which you are interested to observe a real workplace in action.
4. List three samples of careers that don't require education after high school. Carpet Installer, Food Counter Worker, Messenger/Courier, Parking Lot Attendant, or Retail Person
5. What is the national average annual wage for the following careers?
   a. Carpet Installers $41,660 (NOTE: subject to change based on the time the lesson is distributed – verify in S-2-C-2-W)
   b. Retail Salesperson $25,760 (NOTE: subject to change based on the time the lesson is distributed – verify in S-2-C-2-W)
   c. Messenger/Courier $28,360 (NOTE: subject to change based on the time the lesson is distributed – verify in S-2-C-2-W)

Military

1. List four perks to consider when choosing the Military. Paid education, some lifelong benefits, cutting-edge job, or leadership skills
2. If you have questions or want a better understanding of the physical and emotional risk of joining the military, who should you talk to? Recruiter or Veteran
3. Commitment - You must agree to a set number of years in the military, and it can be very difficult to get out of that commitment. True or False TRUE
4. List five sample careers in the military? Air Crew Member, Avionics Technician, Surveyor, Infantryman, and Registered Nurse

School-2-College-2-Work

Career Clusters Map Activity
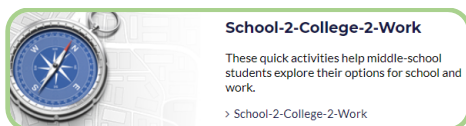An Introduction to Options for School and Work

.

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

Follow the steps in order and read directions as you go. Complete all of the activities and answer the questions.
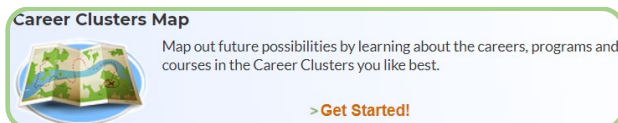
You can easily navigate the RUReady.ND.gov site by clicking on the top tabs to go to each section or go back to a place you were before.

CAREER PLANNING	HIGH SCHOOL PLANNING	COLLEGE PLANNING	FINANCIAL AID PLANNING	YOUR PORTFOLIO

1. Click on the **YOUR PORTFOLIO** tab at the top of the page.

2. Click on the link to **School-2-College-2-Work**.

School-2-College-2-Work
These quick activities help middle-school students explore their options for school and work.
> School-2-College-2-Work

3. Find the **Career Clusters Map** activity and click on **Get Started**.

Career Clusters Map
Map out future possibilities by learning about the careers, programs and courses in the Career Clusters you like best.
> **Get Started!**

4. Click on **All About Career Clusters and Pathways and complete the activity below.**

All About Career Clusters and Pathways
Learn more about the importance of Career Clusters and Pathways before you dive in.
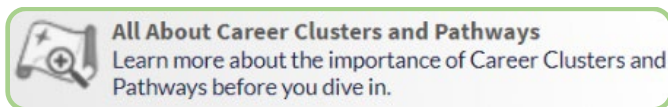
All About Career Clusters and Pathways

Directions: Read the content and facts under each tile on the page. You will need to move your mouse over each of the tiles for the information to scroll up or appear.

When you are done, answer the questions on the next page.

1. Every cluster contains pathways: smaller groups of careers with more specialized

   _____ and _____.

2. List two things you learned about the Career Clusters and Pathways from the tiles on the **All About Career Clusters and Pathways** page:

   1. _____

   2. _____

   Click the **Continue** button at the bottom of the screen when you have completed the above questions.

Career Clusters – How and Why

Directions: Read the **How?** and **Why?** at the top of the Career Clusters Map page.

CAREER CLUSTERS MAP
Map out future possibilities by learning about the careers, programs and courses in the Career Clusters you like best.
How? **Why?**

You are now ready to explore Career Clusters and learn about possible careers, programs, and courses!

3. You will find 16 Career Clusters boxes. **Choose the top three Career Clusters that interest you:**

   1. _____

   2. _____

   3. _____

   Answer the questions on the next page about the Career Clusters you chose.

The first Career Cluster I am exploring is:

1. What is the job outlook for this cluster?
2. List the sample programs that interest you:
3. List the sample careers that interest you:
4. How many pathways are there for this cluster:
5. List all of the pathways for this cluster:

The second Career Cluster I am exploring is:

1. What is the **job outlook** for this cluster?
2. List the sample **programs** that interest you:
3. List the sample **careers** that interest you:
4. How many **pathways** are there for this cluster?
5. List all of the pathways for this cluster:

The third Career Cluster I am exploring is:

1. What is the **job outlook** for this cluster?
2. List the sample programs that interest you:
3. List the sample careers that interest you:
4. How many pathways are there for this cluster?
5. List all of the pathways for this cluster:

When you have completed the questions about each Career Cluster, write a sentence about the Career Cluster you like most and what makes it appealing to you:

_____

_____

.

Answer Page:

All About Career Clusters and Pathways

1. Every cluster contains pathways: smaller groups of careers with more specialized

   _____**skills**_____ and _____**knowledge**_____

2. List two things you learned about the Career Clusters and Pathways from the tiles on the **All About Career Clusters and Pathways** page:

   1. **Answers will vary.**
   2. **Answers will vary.**

3. You will find 16 Career Clusters boxes. **Choose the top three Career Clusters that interest you:**

   The answers for the 16 Career Clusters and Pathways section will vary for all students, depending on the Career Clusters the students chose.

RUReady.ND.gov
Professional Center Site Map

https://procenter.rureadY.nd.gov

| Students & Groups | Reports | Resources | Communication | Colleges & Applications | Work-Based Learning | Administration |

Students & Groups

Students	• Search • Browse by Class • Browse by Last Name • Student Finder • Reviewer • Student Password Reset	
Groups	• View All Groups • Your Groups • Group Builder	
Manage Student Accounts*	• Create Student Accounts • Merge Accounts • Release Student Accounts	*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.

Reports

Create a New Report	• Choose Report Type
	  ○ Usage Reports
	  ○ Tracking Reports
	  ○ Outcome Reports
	• Customized Reports	

Resources

Getting Started	• Quick Reference Guides (QRGs)	
Lesson Plans	• Lesson Plan of the Month • Career and College Readiness Curriculum • Transition Planning for Special Needs Curriculum • Lesson Plans	

Communication

Messages	• Messages
	  ○ Compose New Message
	  ○ Inbox
	  ○ Drafts
	  ○ Sent Messages
	  ○ Send Message to a Group	

Events	• Add an Event • Events Calendar • Upcoming Events • Communication Log	

Colleges & Applications

School Year Applications	• Students Applied • Applications Sent • Schools Applied to	
Application Status		

Work-Based Learning

Work-Based Learning	• Organizations • Opportunities • Applications • Evaluations	

Administration
(Administration tab is available only to Professionals with Administrator Code level accounts.)

Professional/Administrator Access	• Manage Professional Accounts
	• Change Account Type Privilege Level
	• Change Access Codes
	   o (Administrator Code (AC)
	   o Professional Account Access Key (PAAK)	

Edit North Dakota Assignment & Curriculum Builder	• Define a page to be included in student portfolios (create and assign.)	
High School Courses	• Update Master Course List • Edit High School Graduation Requirements • Customize High School Programs of Study	
Planning Milestones	• Change the Planning Milestones for Your Students	
Local Scholarships Database	• Add records to a database of local scholarships.	
Local Settings	• Merge Accounts function availability.	*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.*
Survey Manager	• Create and update surveys.	

Sign in to the RUReady.ND.gov Professional Center 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:

NORTH DAKOTA
Career and Technical Education

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

or

XAP
REACH FARTHER

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

THE CAREER KEY

- **The Career Key is found in RUReady.ND.gov in the Career Planning tab under Learn About Yourself.**
- **Students must be signed in to their RUReady.ND.gov account to access the survey.**

RUReady.ND .gov
EDUCATION & CAREER PLANNING
CAREER PLANNING | HIGH SCHOOL PLANNING | COLLEGE PLANNING | FINANCIAL AID PLANNING | YOUR PORTFOLIO
LEARN ABOUT YOURSELF | EXPLORE CAREERS | GET A JOB | VOICES

The Career Key is an assessment tool catering to middle school students. It helps individuals identify their work-related interests, gain self-knowledge about their vocational personality type, and develop career awareness of matching occupations. Like the Interest Profiler, **The Career Key** assesses Holland personality types which include Conventional, Social, Enterprising, Artistic, Realistic, and Investigative

The Career Key takes 10 to 15 minutes to complete. Results from the Career Key can be compared later to results from the Interest Profiler. Users make selections in five categories –careers of interest, your interests, your abilities, how you see yourself and your values. The Career Key then returns a Results page, ranking the user's interest areas based on the Holland personality types, and emphasizing the user's top two interest areas. On this page, users can jot down their thoughts about their results in the "Reflections" field.

The Career Key then offers a Careers page, listing careers that match the user's interests. By clicking any of the career titles, users can obtain detailed information about the career. Results from **The Career Key** assessment are automatically stored in Your Portfolio in the Career Planning section under All About You.

If users start the Career Key but do not complete it, they can continue where they left off when they return to the assessment later. They can also choose to start over and discard the partially completed assessment.

Name: _____   Teacher: _____   Period: _____

RUReady ND .gov

Career Exploration with RUReady.ND.gov
CAREER ASSESSMENT – CAREER KEY
What do I want to do? What are my goals?

1. Sign in to your RUReady.ND.gov account:

2. Click the **CAREER PLANNING** tab.

3. Click on **Learn About Yourself**.

4. Click on **The Career Key**.

5. Click **Get Started**.

6. **Complete the checklists**.

7. Read through your results. What are your **top two Interest areas**? (circle your top two below)

Realistic	Investigative	Artistic	Social	Enterprising	Conventional

8. Click **View Careers** on the bottom of the results.

9. Spend some time researching matching careers by choosing one of the following search tools:
   - Under the **Careers** heading click a career to see its profile.
   - Choose the **Education Level** heading to view careers at certain education levels.
   - You can also sort your list by **State Average Annual Earnings** (click twice so the highest paid positions are at the top of your list).

10. From your list, what are four careers that interest you now?

   1. _____   2. _____

   3. _____   4. _____

Career Exploration

Directions: Choose one career from your list above and answer the following questions.

What career are you researching? _____

1.   Click on that career in the list. Watch the **career video** (if available) then read about **What They Do.**
   a.   What career cluster/career pathway is this career a part of?

   Cluster: _____   Pathway: _____

   b.   List **three** of the typical **tasks/responsibilities** this career requires you to do.

   1. _____

   2. _____

   3. _____

   c.   List **three** of the **Working Conditions and Physical Demands**.

   1. _____

   2. _____

   3. _____

   d.   What are the **working hours**? Are there any **travel requirements**?

   Working Hours: _____ Travel Requirements: _____

   e.   Look at the **Specialty or Similar Careers** list. List **two** or more other careers that are **similar** or **related** to the career you selected.

   1. _____

   2. _____

2. Click on the **Is This For You** tab on the right. Review the **Interests**, **Work Values**, and **Aptitudes** for this career.

3. Circle the **Interest** areas that are listed for **this career**:

Realistic	Investigative	Artistic	Social	Enterprising	Conventional

    a. Which two **Interest** areas are **YOUR** top interest areas? (circled in #7 at the bottom of page one)

       1. _____   2. _____

    b. Are your **Interest** areas the same or different? ☐ Same   ☐ Different

    c. List two **Work Values** for the career you are researching:

       1. _____   2. _____

    d. List two **Aptitudes** for the career you are researching:

       1. _____   2. _____

4. Click on the **What To Learn** tab.

    a. Under **High School,** what Cluster and Pathway should you look at to learn more about the courses that are recommended in high school?

      Cluster: _____ Pathway: _____

    b. Under **Beyond High School** are there any programs listed that you should consider if you're interested in this career?

      Program(s) listed: _____

    c. Scroll down to **Education Level**. Is an education level beyond high school required? ☐ YES ☐ NO
      If yes, what kind of degree is required and how many years will it take to complete? (Scroll down to the bottom of the page to see if there are any Extra Requirements.)

      Degree _____ How many years to complete? _____

      Extra Requirements_____

    d. Read **Insider Info** for more information about this career (if available). List 2 things you learned:

       1. _____

       2. _____

5. Click on the **Money & Outlook** tab.

    a. How much money can you earn in this career in North Dakota? Nationally?

        1. **North Dakota Average Annual Wage**: _____

                (If North Dakota is not listed, answer with N/A.)

        2. **National Average Annual Wage**: _____

        3. What is the **National Employment and Outlook** for this career?

        Outlook: _____ Job Openings_____ Employment: _____

        Growth: _____ Industries: _____

6. Is this a career that you would consider? ☐ YES ☐ NO

Why or why not? Be specific. _____

_____

7. Click on the **Military Options** tab. Does the military offer this career?   ☐ YES ☐ NO

    a. If yes, list the branches of military service that offer this career:

        _____

8. Click on the **Connections** tab. Name 2 or 3 other **Connections** related to this career, i.e., associations, Internet sites:

_____

9. You can search for jobs in this career in North Dakota and nationally on the **Connections** page. What job banks are

offered when you choose North Dakota?

    North Dakota: _____

    National: _____

10. Click on the **Interview** tab. If provided, read through the **Interview** for this career. After reading the Interview, do you think this career sounds like what you thought it would be?   ☐ YES ☐ NO

11. Click on the **Real-Life Activities** tab. Complete the **Real-Life Activities** for this career. What are your results?

Real-Life Math Activity: _____

Real-Life Decision-Making Activity: _____

Real-Life Communication Activity: _____

Other Activities:	**What questions do you still have?**
1. Compare to Another Career 2. Complete a Career Plan	

CAREER CLUSTER SURVEY

- **The Career Cluster Survey is found in RUReady.ND.gov in the Career Planning tab under Learn About Yourself.**
- **Students must be signed in to their RUReady.ND.gov account to access the survey.**

The **Career Cluster Survey** is a short quiz that can help users narrow down a Career Cluster for further research. Career clusters are groups of careers that share similar skills and interests. The **Career Cluster Survey** does not replace validated tests like the Interest Profiler, however; it makes an excellent starting point for students who need help finding a general direction for their career exploration. Most participants can complete the **Career Cluster Survey** in 15 to 25 minutes.

Students interested in specific careers can find related options that might interest them by using the clusters. For example, a student who is interested in becoming a physician, but is wary of the length of required education, can find similar careers by looking in the Health Science cluster. The survey asks users questions about themselves, and then gives them a list of clusters matching their criteria.

During the quiz, students complete three checklists -- an activities checklist, choosing the activities they are interested in, a personal qualities checklist, selecting the words that best describe themselves, and a school subjects checklist, indicating the school subjects that they enjoy most.

The **Career Cluster Survey** then displays a list of career clusters matching the user's selections. By clicking on a cluster heading, users can learn more about that group of careers. They can also view the careers, programs or high school course plan for a cluster. Users can combine their top career clusters with earnings, educational levels or other characteristics to help narrow down their search the Career Finder.
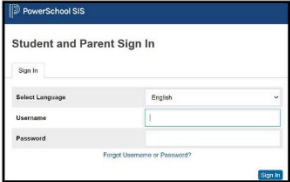
A bar graph ranks the user's clusters -- from the closest match to the furthest match. The user's survey selections are also listed so users can review their earlier choices. Users can add a cluster to their portfolio. They're also encouraged to think about their results and write down their thoughts in their Portfolio Journal.

Name: _____ Teacher: _____ Period: _____

![RUReady.ND.gov EDUCATION & CAREER PLANNING]

Career Cluster Survey

1. Sign in to your RUReady.ND.gov account:

Accessing RUReady.ND.gov

1 Go to your school's PowerSchool Sign In to access 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.

PowerSchool SIS — Welcome, *bugs bunny* Help Sign O

Navigation — Grades and Attendance

3 Click on the **ND Education Portal** Link →

Applications — Close

ND Education Portal — ND Education Portal

4 Click on the RUReady 'badge' on the ND Education Portal and then the LAUNCH button to access your account.

Click on the badge: — RUReady ND.gov

North Dakota Education Portal

About ND Portal — Student Name School | Grade — RUReady ND

Dashboard | My Transcript | Send Transcripts | Profile / Access | ND Scholarships | ND College Application

RUReady.ND.gov

Click Launch: — **Launch**

To launch RUReady.ND.gov click the "launch" button below. This will open the application in a new tab.

Launch

! 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.

2. Click on the **Career Planning** tab.
3. Click on **Learn About Yourself**
4. Click on **Career Cluster Survey**
5. Click on **Start**
6. **Check the boxes of things you would like to do in the future, and the ones you are interested in and can do now.** Complete each page and click continue through all 7 pages to the **Results** page.

7. On the **Results** page, your selections are listed for you to go over. If you would like to go back and take the survey again to make some changes you may do so.

From your results, **My Top Clusters,** circle your top two or three clusters:

Agriculture, Food & Natural Resources	Education & Training	Hospitality & Tourism	Manufacturing
Architecture & Construction	Finance	Human Services	Marketing, Sales & Service
Arts, Audio/Video Technology & Communications	Government & Public Administration	Information Technology	Science, Technology, Engineering & Mathematics
Business, Management & Administration	Health Science	Law, Public Safety, Corrections & Security	Transportation, Distribution & Logistics

8. Complete the **Does This Sound Like You? My Reflection** results box at the bottom of the page. **Save**.

9. Click on the bar graph of one of **Your Top Career Clusters**. This will take you to an **Introduction** of the cluster and provide information on pathways in this cluster, careers, employment outlook, etc. To save this cluster click **Save to Portfolio.**

10. In the menu on the right side of the page, click on **Careers.** Click **Sort by Education Level.**

11. Click on the career of interest to learn more. Watch the video, if available, and click on each menu item on the right for specific information. If you would like to save a career, click **Save to Portfolio**.

12. **List 3 careers that interest you now** and list below. Also, include the required education level for each:

Career #1 _____ # years college/training _____

Career #2 _____ # years college/training _____

Career #3 _____ # years college/training _____

13. When finished, click on the **YOUR PORTFOLIO** tab in the main menu (top right corner).

14. Click on **Your Journal**

15. Click on **Add a new journal entry.**

16. For your **Journal Entry**, type in this sentence, entering the careers you chose in question 12 above.

Today I am most interested in _____*career*_____ which requires _____ years of college/training); _____*career*_____ which requires _____ years of college/training; and, _____*career*_____ which requires _____ years of college/training.

17. Click **Save**

MORE ACTIVITIES

Step 1: Click on the **Career Planning** tab. Click on **Explore Careers**. Under **Browse Career Clusters**, click on your top cluster from the **Career Cluster Survey** you took to see a list of careers to explore.

Write down two careers from your list that you find the most interesting.

1. _____ 2. _____

*If a **video** is available, watch it to learn about the career and find out what they do. Read more about these careers.

Step 2: Click on the **Career Planning** tab. Click on **Explore Careers**. Click on **Career Finder.** In the menu on the right side of the page, click on **School Subjects**. Select one school subject you are interested in and click on **See Your Matching Careers**. Select one career that interests you. Write it here and **save** it to **Your Portfolio**.

_____

Is the career you chose for this step in your top **career cluster**?   ☐ YES   ☐ NO

If not, which **career cluster** is the career a part of?
_____

Click on the **Career Planning** tab. Find **Check out this library of advice from career experts**. Select **Career Planning.** Select read **Plot Your Career Path**. Write 1-2 sentences about what you learned:

_____

_____

_____

This worksheet is for you to use and share with your guardian(s).

- Start the conversation about your future. How are you saving for college? What are your goals? What do you need to do to achieve your goals?
- Share the RUReady.ND.gov website with your guardians to help you prepare for the future. You can access the RUReady.ND.gov any time, at school or at home, and use it for career and college planning.

RUReady ND.gov

INTEREST PROFILER

Interest Profiler

The Interest Profiler is an assessment tool which

- helps individuals identify their work-related interests
- gain self-knowledge about their vocational personality type, and
- develop career awareness of matching occupations.

For teachers and counselors, the Interest Profiler is a great classroom activity because it can be done in one class. It is important to remind users that the Interest Profiler is not a test. There are no right or wrong answers, only answers that accurately reflect their own interests. The results should be used for career exploration. The Interest Profiler is appropriate for users 14 years of age or older with eighth grade or higher-level reading skills. Most participants can complete the Interest Profiler and print the results in 5 to 15 minutes.

The Interest Profiler is composed of 60 statements, each describing a work activity. The statements represent activities in a broad range of careers and training levels. Users are asked to choose one of five possible answers for each of the activities: Strongly Dislike, Dislike, Not Sure, Like and Strongly Like.

The Interest Profiler reveals the statements one screen at a time, so users can really focus on each statement. The assessment can be stopped at any time – answered questions are stored in increments of 10, so users can return to the Interest Profiler at the last increment level they completed. For instance, if users answered 35 questions, the system would save questions 1 to 30. If users answered only 8 questions, they would have to start again at question 1 when they returned to the assessment.

At completion of the assessment, the user's occupational interest areas are presented. These interest areas include: **Realistic, Investigative, Artistic, Social, Enterprising, Conventional**. Results are then matched with a list of possible careers. Results can also be imported into the **Career Finder** and combined with other factors in the user's search for occupations, to build a more specific list of results. Users are also encouraged to think about their results and write down their thoughts in their Portfolio Journal.

Student Access: Sign in to RUReady.ND.gov > Career Planning > Learn About Yourself > Interest Profiler

RUReady.ND.gov
EDUCATION & CAREER PLANNING

| CAREER PLANNING | HIGH SCHOOL PLANNING | COLLEGE PLANNING | FINANCIAL AID PLANNING | YOUR PORTFOLIO |

LEARN ABOUT YOURSELF   EXPLORE CAREERS   GET A JOB   VOICES

Name: _____ Teacher: _____ Period: _____

RUReady.ND.gov Interest Profiler and Career Exploration

1. Sign in to your RUReady.ND.gov account:

2. Click on the **Career Planning** tab.

3. Click on **Learn About Yourself**

4. Click on **Interest Profiler**

5. Click **Get Started**. Answer the questions using **Strongly Dislike, Dislike, Unsure, Like,** and **Strongly Like**.

6. Read through your results.

7. Complete the **Reflecting on your Interest Profiler results** at the bottom of the page then click **Save**. What are your **top two interest areas**? Circle your top two:

Realistic	Investigative	Artistic	Social	Enterprising	Conventional

8. Click **Matching Careers** (located on the top or bottom of the page on the right side).

9. Spend some time researching matching careers by choosing one of the following:

- The **Best Match** tab click a career to see its profile.
- The **Education Level** tab to view careers at certain education levels, i.e., Professional or graduate degree, Bachelor's degree, one to two years post-secondary training, High school completed (GED), High school not completed (but preferred).

Tip! Click on the stars in the **Your Match** column to see how closely you match the interest profile of the career.

10. Locate **Refine Your Search** on the left side of the page. Click on **Use these interests in the Career Finder** to combine your interests with earnings, education and other characteristics.

11. At the bottom click **See Your Matching Careers** (to add interest results to search).

12. To add more characteristics to your search, choose the characteristic you'd like to add by clicking on it and making your choices.

- For example, on the left side, click on **Education Level**. Choose the level of education you would **like to** complete after high school (not the level you have now). Click **See Your Matching Careers**.

13. If you have no careers that match all the characteristics you selected, change your selections or click on **View careers that match all but 1 of the characteristics you selected**.

14. You can sort your list by **State Average Annual Earnings** (click twice so the highest paid positions are at the top of your list).

15. From your lists, what are four careers that interest you now?

1. _____   2. _____

3. _____   4. _____

Career Exploration

Directions: Choose one career from your list on page 1 and answer the following questions.

What career are you researching? _____

1. Click on that career in the list. Watch the **career video** (if available) then read about **What They Do.**
   a. What career cluster/career pathway does this career fall under?

   Career Cluster: _____ **Career Pathway:** _____

   b. List **three** of the typical **tasks/responsibilities** this career requires you to do.

   1. _____

   2. _____

   3. _____

   c. List **three** of the **working conditions and physical demands**.

   1. _____

2. _____

3. _____

    d. What are the **working hours**? Are there any **travel requirements**?
        Working Hours: _____ Travel Requirements: _____

    e. Look at the **Specialty or Similar Careers** list. List **two** or more other careers that are **similar** or **related** to the career you selected.
        1. _____   2. _____

2. Click on the **Is This for You** tab on the right. Does this career match your **Interest Areas**, your **Work Values**, your **Aptitudes**? **Circle the Interest Areas that are listed for this career**:

Realistic	Investigative	Artistic	Social	Enterprising	Conventional

    a. Which TWO Interest Areas are your top interest areas? (circled in #8 on page one)
        1. _____   2. _____

    b. Are your interest areas the same or different? _____

    c. List 2 **Work Values** for the career you are researching:

        1. _____   2. _____

    d. List 3 **Aptitudes** for the career you are researching:

        1. _____ 2. _____ 3. _____

3. Click on **Skills Needed** on the right.
    a. List **4 Basic Skills** that are important for this career.

        1. _ _____

        2. _ _____

        3. _ _____

        4. _ _____

   List **3 Transferable Skills** used in this career that are also used in other careers.

        1. _ _____

        2. _ _____

        3. _ _____

Read about **Workplace Skills** and list at least 1 workplace skill used in this career:

    1. _ _____

4.   Click on the **What to Learn** tab on the left.

    a.   Under **High School**, what **Cluster and Pathway** should you look at to learn more about the courses that are recommended in high school?

    Cluster: _____ Pathway: _____

    b.   Under **Beyond High School** are there any programs listed that you should consider if you're interested in this career?
    Program(s) listed: _____

    c.   Scroll down to **Education Level**. Is an education level beyond high school required? ☐ YES ☐ NO
    If yes, what kind of degree is required and how many years will it take to complete? (Scroll down to the bottom of the page to see if there are any Extra Requirements.)

    Degree _____ How many years to complete? _____

    Add any **Additional Information** or **Extra Requirements** you think are important:
    _____

    _____

5.   Click on the **Money & Outlook** tab.

    a.   How much money can you earn in this career in North Dakota? Nationally?

    North Dakota Average Annual Wage: _____
        (If North Dakota is not listed, answer with N/A.)

    National Average Annual Wage: _____

    What is the National Employment and Outlook for this career?

    Outlook: _____ Job Openings_____ Employment: _____

    Growth: _____ Industries: _____

6.   Are there **Military Options** for this career? ☐YES ☐ NO

    a.   Earnings: _____

    b.   Services offering this occupation: _____

7. Read more about this career under the **Connections** tab. You can find out about associations, internet sites, related career information, military career opportunities and access to job banks by state. You can also learn more by reading information on the **Interview** tab, if provided.

8. **Is this a career that you would consider?** ☐YES ☐ NO

   Why or why not?

   _____

   _____

   _____

   _____

9. What questions do you still have?

   _____

   _____

   _____

   _____

Scavenger Hunt

RUReady
ND .gov

Name_____

School _____

.

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

Today we are going get acquainted with **RUReady.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 RUReady.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

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. RUReady.ND.gov has free tools students can use to prepare for the ACT exam and other tests. List two places in RUReady.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 RUReady.ND.gov often!

RUReady.ND.gov Professional Resource

Using the Career Finder in RUReady.ND.gov with Students/Clients

	The Career Finder helps individuals narrow down lists of hundreds of careers to only the ones matching the characteristics they want.
1	**Access your RUReady.ND.gov account.** **Follow the sign-in instructions provided by your teacher/counselor.**
2	Click on the "Career Planning" tab. **CAREER PLANNING**
3	Click on "**Learn About Yourself**" **Learn About Yourself** Discover your interests, skills, and work values! Then match them to careers.
4	Complete the "**Interest Profiler**" and the "**Work Values**" Assessment **Interest Profiler** **Work Values** Find your work values and match them to career options.
	Optional—Have the student/client take the Career Cluster survey. Or, have the student/client look over the 16 Career Clusters and identify two or three of interest.
5	Click on the "Career Planning" tab. **CAREER PLANNING**
6	Click on "**Explore Careers**."
7	In the **Career Exploration Tools**, click on "**Career Finder**." **Career Finder** Search for careers using interesting topics such as salaries and skills
8	Begin by working with the search filters in the "**My Characteristics**" section. **My Characteristics** > Interests > Work Values > Aptitudes

9	Select one or two "interests" or Holland codes, or click "**Use Interest Profile Results**."	**Interests** Search for careers by choosing the interests that best describe you. Remember to only pick one or two interests. Career Finder will return careers that match all your choices. **Interest Profiler** Use Interest Profiler results
	Select one or two "work values" or click "**Use Work Values Sorter results**."	**Work Values** Search for careers by choosing work values that are most important to you. **Work Values Sorter** Use Work Values Sorter results
	Select "aptitudes" that apply to the student/client when working. Being too general with "aptitudes" will make the search less effective.	**Aptitudes** Search for careers by selecting the aptitude rating that describes who you are. Remember aptitudes are ratings that tell you how quickly and easily you learn in comparison to others. Aptitude levels below the ones you select will be automatically included unless you uncheck them.
10	Scroll down and click **SEE YOUR MATCHING CAREERS >**	

	• **This level of search can yield hundreds of occupations sorted by relevance.** • **Have the student/client look at the first page of the list to see if there is anything that stands out as interesting to them.** • **The next step is to add a bit more information to pare down the list.**

11	A good next step is to filter by "**Education Level**." Click and select the level of education the student/client is willing to complete.	**Education** ✔ Education Level > Post-Secondary Programs ✔ School Subjects > Apprenticeships
12	Select a level of income by clicking on "**Earnings**" and mark the amount of money desired in an occupation.	**Money and Outlook** ✔ Earnings > Outlook
13	Scroll down and click **SEE YOUR MATCHING CAREERS >**	

	• **The two criteria above, "Education Level" and "Earnings" will narrow down the list considerably!** • **Ask the student/client to take a look at the list of occupations for any that might interest them.** • **At the bottom of the list, there is the option to look at occupations that match all but one of the selected criteria. This will expand the list again, if selected.**

Applying education and income filters can limit the search findings considerably. Before the student/client adds filters, they may want to try applying criteria from the following areas:
- Add a Career Cluster pathway or two.
    - *Adding too many career clusters will yield zero results.*
- Add Outlook values.
- Add values from the Skills section—Basic, Transferrable and Workplace Skills.

    Adding too many criteria at once may cause the search to yield zero results.
    To avoid this, try adding one at a time and running the search!

The Work-Based Learning Module for Professionals

Use this guide to learn how to manage work-based learning processes and data.

Topics in this Instructional Guide

- [Organizations](#)
- [Opportunities](#)
- [Applications](#)
- [Evaluations](#)
- [Assignment & Curriculum Builder](#)
- [Work-based Learning Experiences Report](#)

What Does the Work-Based Module do?

Work-based learning is a proven strategy for helping students gain experience during their secondary school years and build the academic, technical, and employability skills to ensure their success in the workplace.

The work-based module has been designed to ease the burden of management of work-based learning for educators and employers and to expose students to opportunities matching their pathways.

For **students**, the work-based learning Opportunities activity allows students to browse, filter, and search for opportunities and apply for work-based learning opportunities of interest. The work-based learning Experiences activity allows students to document and reflect on all work-based learning experiences.

For **educators**, tools for management of work-based learning data and processes are included in the Choices360 Professional Center and includes the management of organizational contact information, work-based learning opportunities, applications, and evaluations.

Our partnership with the local North Dakota company, Golden Path Solutions (GPS), eases the educator workload even further.
GPS benefits include:
- A preloaded organization contact database for educators continuously updated with vetted employers and opportunities
- GPS Compass assessment, which uses the assessment results combined with student's experiences in high school along to suggest careers
- Students can opt in to match to employers for work agreements and tuition reimbursement opportunities

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How to get started with Work-Based Learning

1. Sign into the **RUReady.ND.gov** Professional Center with an Administrator account
2. From the home screen, click the **Work-Based Learning** tab

There are four tabs in the Work-Based Learning feature: Organizations, Opportunities, Applications, and Evaluations. By default, you will land on the Organization page.

Organizations

Organizations can be added in the Professional Center by a Professional Center administrator or can be sourced directly from the organization itself through the GPS employer tools. Instructions on how organizations can create accounts themselves can be found in the document Golden Path Solutions for Employers.

How to add an organization*:*

1. Select the **Add** button above the results table to the top right.
2. A new page displays. Enter the required contact information and select the types of work-based learning opportunities the organization is interested in offering. This is all that is needed to add this organization to your organization database. By default, all organizations added by a professional account holder have their status set to **Active**.
3. You have the option of adding an **Overview** to the organization's contact information. The overview is used when an opportunity is added for that organization. The overview is displayed to the student. To add the overview information, you can either click **Add & Continue to Overview** from the bottom of the contact page or click **Overview** at the top right.
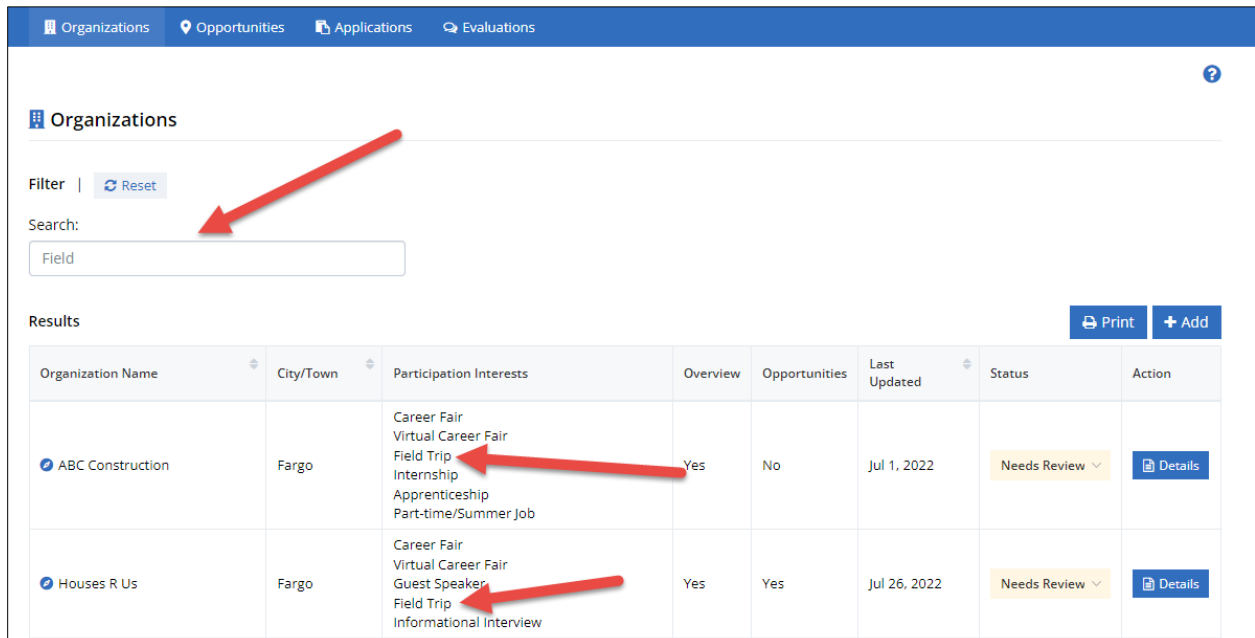
Easily access an organization's overview

How to find an organization:

Using the **filter** at the top of the page enter an organization name, city, or type of work-based learning experience an organization has expressed interest in offering in the Search field. The table below will display matching results.

Sample search for organizations offering field trips

Working with Golden Path Solutions-provided organizations:

Professionals can identify GPS-sourced organizations by the GPS Compass icon beside their name. The status of each GPS-sourced organization is set to Needs Review. A school-based professional must review the organization then set the status to Active to accept it into the contact database.

GPS-sourced organization (arrows indicating icon and default status)

* **It's important to note** that the contact and overview information for a GPS-sourced organization and opportunity cannot be edited or updated.

When should I add an organization directly in the Professional Center vs. having an organization use the GPS employer tools?

Create the organization yourself through the Professional Center if you answer yes to either of the following questions:
- Is the organization small and local to your area, and will only be working with your school?
- Will accessing the web-based GPS employer tools be a problem for them?

What do the organization statuses mean?

There are four possible statuses for an organization. They are:

- **Needs Review –** indicates that this organization was imported from GPS. 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 –** organizations with the Active status are currently willing to offer or are offering work-based learning opportunities
- **Inactive –** organizations with the Inactive status are not currently willing to participate in work-based learning opportunities.

- **Suspended** – an organization sourced from GPS is no longer offering to participate in work-based learning opportunities.

A GPS organization __must be__ Active for that organization's approved opportunity to be displayed to students.

How do I edit an organization?

To edit an organization, select Details for the organization, make your changes, then select Save.

 * **It's important to note** that the contact and overview information for a GPS-sourced organization and opportunity cannot be edited or updated.

Opportunities
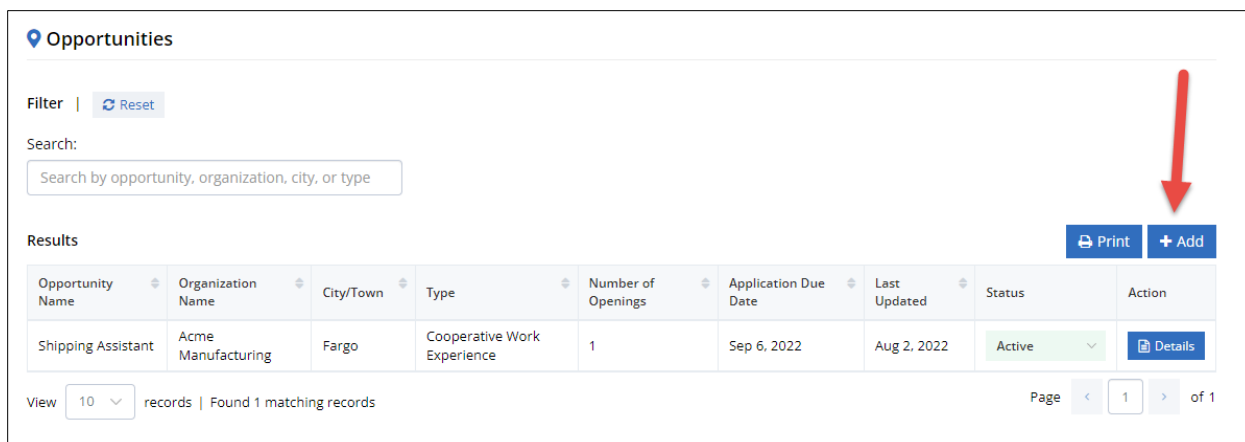
How to add an opportunity:

1. To add a WBL opportunity, click **Opportunities** in the top menu.
2. Select the **Add** button above the results table to the top right.
3. The system will require you to select the organization to which the opportunity belongs. It is important to note that opportunities can only be added to **Active** organizations you have added (opportunities cannot be added to GPS organizations).

Tip: Employers can add their own opportunities using the GPS employer website.

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4. Enter the required opportunity information including the minimum requirements. All fields are required unless otherwise indicated. This is all that is needed to add this organization to your organization database.
5. By default, the opportunity will be active and visible to students.
6. The opportunity will remain visible until a professional administrator changes its status to Inactive.

Opportunity page with Add button highlighted

How to find an opportunity

Using the **filter** at the top of the page enter an opportunity name, organization name, city, or type of work-based learning opportunity in the Search field. The table below will display matching results.

Sample search for summer job opportunities

What do the statuses mean?

There are four possible statuses for an opportunity. They are:

- **Needs Review –** indicates that this opportunity was imported from GPS. 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 the Active status are visible to students
- **Inactive –** opportunities with the Inactive status are not visible to students
- **Canceled –** opportunities that have been cancelled by organizations sourced from GPS

How do I edit an opportunity?

To edit an opportunity, select Details for the opportunity, make your changes, then select Save. **It's important to note** that a GPS-sourced opportunity cannot be edited or updated.

Where do students find opportunities?

Students can review, sort, and apply to work-based learning opportunities using the activity called "Work-based Learning Opportunities." This activity can be assigned to student using the Assignment & Curriculum Builder (see below for details) or under the Career Planning tab.

Work-based Learning Opportunities activity

Students can view matching opportunities based upon their Compass assessment results. Or they can browse all opportunities then apply for ones they're interested in pursuing. A history of their applications is available at the bottom of the opportunities page.

How does Compass facilitate matching of students to opportunities?

The Compass assessment is a way of looking at a student's experiences throughout high school, and using those experiences to identify the student's skills, potential career paths, and matches to opportunities. Students should update Compass regularly, either monthly or each semester, adding new classes, activities, and hobbies to help Compass make better recommendations.

The primary driver of the matching process facilitated by Compass are Holland Codes; a standard used by many interest inventories and used by the US Department of Labor to identify skills needed for specific careers. The way Compass uses Holland Codes is as follows:

- Each class, activity, or hobby that a student adds to their Compass profile is assigned a Holland Code (either one or up to 3)
- Certain experiences are weighted more than others as they are more advanced and/or sophisticated (i.e., a "Woods 2" class vs. a "Woods 1" class, or an AP math class vs. a general math class)
- Other experiences are weighted more than others depending on how long a student has been doing them them (activities and hobbies) or how much a student likes the experience (i.e., a class).

Students are encouraged to complete at least 60% of the assessment to get an initial Holland Code assignment, which is then used to match students to Work-based Learning opportunities, to career insights, and to Compass Career Profiles.

What is a Compass Career Profile?

Compass career profiles help a student understand what a specific career at a specific company is like. Information provided includes an overview of the career; a typical day-in-the-life; required skills; the classes, activities, hobbies, and personality traits that might indicate success at the career; the post-secondary education path (if there is one); career paths; salary; and other important information. The intent is to help a student learn more about a career at a particular company, and then investigate experiences in high school (including Work-based Learning) to help determine if the career is a good fit. In some situations, a company might offer sponsorships to qualifying students who have the right skills and are willing to commit to a work agreement in exchange for tuition reimbursement for post-secondary education.

The Compass assessment is found under Career Planning>>Learn About Yourself>>Compass Assessment or can be assigned to students using the [Assignment & Curriculum Builder](#).
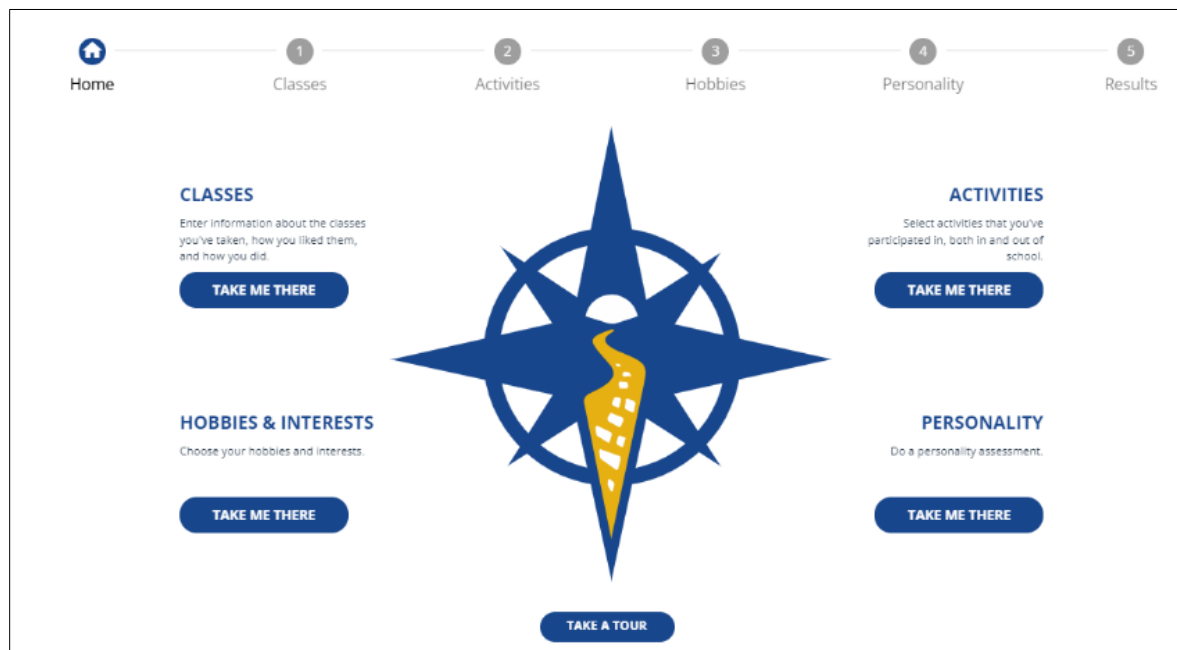
Students enter classes, activities, hobbies, and activities, to see their Holland Codes & Compass Career Profiles under the "Results" tab.

Applications

1. [How to review and forward an application](#)
2. [What do the statuses mean?](#)

How to review and forward an application:

1. To review the applications for active opportunities, click **Applications** in the top menu.
2. Using the filter at the top of the page enter an organization name, student name, organization name or application status in the Search field. The table below will display matching results.
3. Select Review to review a student's application.

List of applications with varied statuses and available actions

4. The student's application will be displayed on the page with their answers to the application questions, an option to indicate whether parent consent has been received for their work-based learning experience, and a comments field which can be used to provide feedback to the student on their application.

View of a student's application noting consent flag, comments option, and possible actions

5. After reviewing the application, you can opt to decline the application or forward it to the organization sponsoring the opportunity.

    a. GPS-sourced Opportunities
        If the opportunity has been added via the GPS employer tools, then the application is forwarded directly to the organization to access in GPS employer tools.
        The employer can decline or accept the application within GPS – RUReady.ND.gov is immediately updated with new status. Both the student and educators now see the application status as "Offered."
        The student can accept or decline the offer. If they accept the offer, then a work-based learning experience record is automatically created.

    b. RUReady.ND.gov Professional Added Opportunities

If you or another professional has added the opportunity, you can opt to forward the application yourself in whatever manner you prefer (district email, phone call etc.). You can accept or decline the application on behalf of the organization after forwarding at which point the student's view of their application status changes from submitted to either **Declined** or **Offered**. The student can accept or decline the offer. If they accept the offer, then a work-based learning experience record is automatically created.

What do the statuses mean?

There are six possible statuses for an application. They are:

- **Needs Review –** indicates that this application requires review prior to an action being taken. Whatever action is taken will change the status of the application.
- **Forwarded –** the application has been sent to the sponsoring organization.
- **Declined –** the application has been declined by either the sponsoring organization or a professional on behalf of the organization.
- **Offered –** the opportunity has been offered to the student by either the sponsoring organization or a professional on behalf of the organization.
- **Declined by student –** the student has declined to take the offered opportunity.
- **Accepted –** Once a student accepts an opportunity, the application is moved to the Closed tab.

Evaluations

1. [How to send an evaluation request](#)
2. [How to view a completed evaluation](#)

How to send an evaluation request:

1. To access the evaluation functionality, click **Evaluations** in the top menu.
2. Using the filter at the top of the page enter a student name, experience name or organization name in the Search field. The table below will display matching results. It is important to note that evaluations can only be requested for engagement type of work-based learning experiences (apprenticeships, co-op placements, internships etc.)

View of application results table

3. Select Request to request an evaluation of a student's work-based learning experience (the status can be completed or in progress).
4. The form will prompt for the evaluator's name, phone, and email address. The email address must be provided.
5. An email is sent to the evaluator with a link to complete an evaluation of the student's work.
6. Multiple evaluation requires can be sent out. However, the link in each email expires after 60 days.

How to view a completed evaluation:

1. Using the filter at the top of the page enter a student name, experience name or organization name in the Search field. The table below will display matching results.
2. Locate the student whose evaluation you wish to review.
3. Under Action select View.
4. The student's evaluation will appear on the screen with a summary of their score.
5. RUReady.ND.gov evaluations are customized to meet North Dakota work-based learning evaluation criteria.
6. Evaluators can add comments to their evaluation.

View Evaluation

Date completed: Aug 3, 2022   ✓ Completed

Total Score

2.6 of 4

Student
Pierce, Charlene

Organization
Marr Marketing

Experience
Social Media Marketing Intern

Evaluator
Tessa Marr

Section Breakdown

Section 1
Act as a Responsible and Contributing Citizen and Employee   **36** of 48

1. Conduct self in a respectable, appropriate manner with proper appearance.	3
2. Work positively.	4
3. Work ethically.	3
4. Adapt to varied roles, responsibilities, schedules, and contexts.	4
5. Work effectively in a climate of ambiguity and changing priorities.	3
6. Utilize time and manage workload efficiently.	2
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.	2
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.	2
12. Demonstrate understanding of workplace organizations, systems, and climates by identifying "big picture" issues and fulfilling the mission of the workplace.	4

Total points given: 36 / 12 = 3

Section 2
Apply Appropriate Academic and Technical Skills   **16** of 24

Section 3
Communicate Clearly, Effectively, and with Reason   **16** of 28

Section 4
Utilize Critical Thinking to Make Sense of Problems and Persevere in Solving Them   **23** of 36

Section 5
Work Productively in Teams While Using Cultural/Global Competence   **21** of 36

Section 6
Final Thoughts

View of a student's completed evaluation

Assignment & Curriculum Builder

Work-based Learning activities can be added to an assignment/curriculum with the Assignment & Curriculum Builder.

1. To access the Assignment & Curriculum Builder, you need to hold a Professional Administrator account.
2. 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.
3. 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. You can optionally set tracking criteria if you wish to report on students' completion of this activity:
     - o **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.)
     - o **Optional Tracking Criteria –** Exposure can be a career fair, field trip, guest speaker, informational interview, job shadowing or virtual career fair. Engagement can be an apprenticeship, career & technical student organizations, cooperative work experience, internship, mentorship, part-time/summer job, practicum, school-based enterprise/project/simulation, or service learning.
     - o **Hours –** You can opt to require students to complete a certain number of hours to complete the activity – however hours can only be entered and tracked for engagement type of work-based learning experiences.
   - **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.
   - **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.

To learn more about the Assignment & Curriculum Builder, please review the Assignment & Curriculum Builder QRG found in the Resources section of your Professional Center.

Work-Based Learning Experiences Report

Educators can generate reports on students' work-based learning experiences by using the Work-based Learning Experiences report found in the Reports section of the Professional Center.

1. To access the Work-based Learning Experiences Report, select Reports in the Professional Center.
2. Select Create a New Report
3. Choose "Work-based Learning Experiences Report" from the Interactive Reports section.
4. You'll now see the Work-based Learning Experiences report with six filters allowing you to refine the results list of experiences.

Default view of the Work-based Learning Experience Report

5. Use the grade, group, experience type, status and start date to refine your results.
6. Search for individual students by name.
7. All results can be exported (csv) to permit further data manipulation if required.

Golden Path Solutions Additional Resources

Things you can share with employers to get them onboard:

- Point them to the Business & Industry tab at www.cte.nd.gov/businessindustry

- Share the Golden Path Overview and Options flier on ND CTE website at bit.ly/GPSOptions

- Provide marketing materials to employers: Have employers contact Golden Path

Parent Resources:

- Process describing sponsorships and consent to parents bit.ly/GPSParents

Student Resources:

- Standard ND login information and benefits of Compass handout bit.ly/GPSStudents

- Career awareness activity map: Contact Golden Path

- Presentation for students bit.ly/GPSClassPresentation

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.

Questions or Need Assistance with RUReady.ND.gov? Contact:

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W: cte.nd.gov **E:** juhersch@nd.gov

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Career Resource Network, Career Development & Career Advisors, NDCTE
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Confidentiality and RUReady.ND.gov

The Professional Center provides the tools needed to manage RUReady.ND.gov, the academic and career planning website. At that site, professionals can access the administrative site (generally reserved for one or two people in each school setting as it includes customization privileges), reporting, communicating and managing students. School professionals (teachers, counselors, career advisors, librarians, etc.) can gain access to the Professional Center to view and work with student accounts/portfolios if/when they are working with students. See the site administrator at your school (most often the school counselor) for the codes needed to create an account.

As with any access to student information, it is imperative that confidentiality is maintained when a professional works with the program and/or views the individual student accounts. All information contained in the accounts is considered confidential and is to be viewed on a "need to know" basis. Please review the following as a reminder prior to accessing the accounts:

- Maintain awareness and be sensitive to cultural meanings and differing views of confidentiality and privacy. How much is shared with others and even Internet privacy concerns may vary greatly between cultures.
- Access student account information only when it is beneficial to the student and share it only with the consent of the student.
- A student has the right to share their information with the parent by giving access to their account either by sharing their password or inviting them to connect with their portfolio.
- The general requirement that information be kept confidential does not apply when disclosure is required to protect students from harm or when legal requirements demand that confidential information be revealed.
- To the extent possible, students are informed before confidential information is disclosed and are involved in the disclosure decision-making process. When circumstances require the disclosure of confidential information, only essential information is revealed.
- Discuss student information with other professionals only in settings in which they can reasonably ensure privacy and only to the extent necessary to achieve the purpose of the consultation.
- Ensure that records are kept in a secure location and only authorized persons have access.
- Obtain written permission from students to disclose or transfer records to legitimate third parties (for example, a student transcript of grades and/or coursework).
- Respect the student's right to the protection of their information, even when it is information the student willingly shares with others (for example, a student's plans to attend a postsecondary school or the acceptance of a scholarship or other award). It is always "their information to share" unless they have otherwise given permission.

Excerpts taken from the *ACA Code of Ethics*. To view the full document, visit www.counseling.org.

CAREER PLANNING CONTINUUM

Learning About Work	Learning Toward Work	Learning Through Work	Learning At Work
CAREER AWARENESS	**CAREER EXPLORATION**	**CAREER PREPARATION**	**CAREER DEVELOPMENT**
Pre-K & Elementary Experiences	Middle School Experiences	Secondary School Experiences	Post-Secondary Experiences

CAREER AWARENESS

- Learn about a wide variety of jobs and careers.
- I understand what's out there and am discovering the kinds of things I might want to do.

Structured Lessons

- PAWS in Jobland* (Career Awareness/CA Lessons)
- RUReady.ND* (Career Research and Assessments)
- Online lessons from other states* (CA Lessons)
- World of Work Activity* (CA Lessons)
- Career Games* (CA Lessons)
- Crayons to College* (CA Lessons)
- Career Outlook* (CA Lessons)
- Career Posters*
- Professional Skills Development+

Community Activities

- Speakers*
- REA Workshop: STEAM*
- Career Fairs+
- College Visits+
- Networking Events+
- Adult Interactions+

Workplace Learning

- Field trips*
- Marketplace for Kids*
- Career Mentoring+
- Workplace Tours+

*Reported as already happening
+Additional Lessons/Activities/Learning to consider incorporating

CAREER EXPLORATION

- Explore careers of interest and plan for the future.
- I'm interested in this field and am beginning to understand what it's all about and what I need to do to pursue a career in the industry.

Structured Lessons

- RUReady.ND* (Career Guidance & Planning)
- Career Outlook* (Career Exploration Lessons)
- Career Ready Practices* (Professional Skills Development)
- Golden Path Solutions* (Industry Research)
- Roads to Success* (Career Awareness Lessons)
- Employability Skills*
- Reality Check* (Career Awareness Lessons)
- Career Related Projects+
- Integrated Curriculum+

Community Activities

- Career Fair*
- Career Speakers*
- Community Service+
- Mock Interviews+

Workplace Learning

- Informational Interviews+
- Job Shadows+

*Reported as already happening
+Additional Lessons/Activities/Learning to consider incorporating

NORTH DAKOTA DEPARTMENT OF **PUBLIC INSTRUCTION**

NORTH DAKOTA Career and Technical Education
Preparing Tomorrow's Workforce

8/24/2023

CAREER PREPARATION

- Gain workplace experience education and training for a career of choice.
- I know the kinds of things I want to do and am getting the chance to learn new skills and practice applying those skills.

Structured Lessons
- RUReady.ND*
- Career Outlook*
- Career Ready Practices*
  (Technical/Occupational Skills Training)
- Golden Path Solutions*
- Employability Skills*
  (Technical/Occupational Skills Training)
- Finance Module*
- Pre-Apprenticeship+
- Career Coaching and Planning
- Career-Technical Education

Community Activities
- Career Speakers*
- College Fair*
- College Tours*
- Job Fairs*
- Military Presentations*
- Volunteering+
- Competitions+
- Work-Ready Certification+
- Industry Certifications+

Workplace Learning
- Business Tours*
- Job Shadows*
- Work Opportunities*
- Apprenticeships*
- Workplace Challenges+
- Internships+
- Work-Experience/ Co-op+
- On-The-Job Training+

*Reported as already happening
+Additional Lessons/Activities/Learning to consider incorporating

CAREER DEVELOPMENT

- Train for employment and/or postsecondary education is a specific range of occupations.
- I can demonstrate knowledge of occupations and skills specific to employment in a range of occupations in a career field.

Structured Lessons
- Job Readiness*
- Career Workshops*

Community Activities
- Career Awareness Days*

Workplace Learning
- Apprenticeship*
- On-the-Job Training*
- Job Fairs*

*Reported as already happening
+Additional Lessons/Activities/Learning to consider incorporating

ADDITIONAL RESOURCES

Elementary Resources
- 23 Career Books for Kids & Students (By Age) – book list
- Discover College & Career Readiness – books and lessons
- The Colorful Apple – books and lessons
- Pinterest – activities
- Teachers Pay Teachers – Searchable Activities/Lessons
- Workforce Solutions – curriculum

Middle School Resources
- Bright Futures Press – books and teacher's guides
- Workforce Solutions – curriculum
- Illinois State Board of Education – toward the bottom of the page, you will find tabs: Career Development and School Counseling, clicking on them will provide a list of modules - curriculum
- Missouri Department of Elementary and Secondary Education – lesson plans
- Applied Educational Systems – Free Professionalism Lesson Plan
- DC Public Schools – Employability Skills Curriculum
- Career Guidance Washington Lessons – Lessons by Grade
- Future Smart – Financial Literacy Lessons
- California Career Resource Network – Five Lessons/Grade
- Teachers Pay Teachers – Searchable Activities/Lessons

High School Resources
- Workforce Solutions – curriculum
- Be More Colorful – Career View XR – virtual exploration
- Career Guidance Washington Lessons – Lessons by Grade
- EVERFI – Free, Online High School Financial Literacy Lessons
- California Career Resource Network – Five Lessons/Grade
- Teachers Pay Teachers – Searchable Activities/Lessons

NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION

NORTH DAKOTA Career and Technical Education
Preparing Tomorrow's Workforce

8/24/2023

North Dakota Department of Career and Technical Education – Career Resource Network (CRN)
Julie Hersch, CRN Supervisor juhersch@nd.gov (701) 328-9734
Laura Glasser, CRN Administrative Assistant leglasser@nd.gov (701) 328-9733

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 (2022-23 Final Printed Edition) • www.cte.nd.gov/sites/www/files/documents/CRN/CareerOutlook/CareerOutlook.pdf Career Outlook User's Guide • www.cte.nd.gov/coug ***Coming soon!*** Career Outlook Online: www.cte.nd.gov/careeroutlook
RUReady.ND.gov	Basic Skills Survey	Find the Basic Skills Survey in RUReady.ND.gov • RUReady.ND.gov > Career Planning > Learn About Yourself > Basic Skills Survey

RUReady.ND.gov	Career Cluster Survey	Find the Career Cluster Survey in RUReady.ND.gov
		• RUReady.ND.gov > Career Planning > Learn About Yourself > Career Cluster Survey
		
		Educator Introduction, Lesson Plan and PowerPoint Presentation
		• Educator Introduction
		   o www.cte.nd.gov/sites/www/files/documents/CRN/Lessons/Career_Cluster_Introduction_Educators.pdf
		• Activity Worksheet
		   o www.cte.nd.gov/sites/www/files/documents/CRN/Lessons/Career_Cluster_Activity_Worksheet.pdf
		• PowerPoint Presentation
		   o www.cte.nd.gov/sites/www/files/documents/CRN/Lessons/Career_Cluster_Survey.pptx
		   o www.cte.nd.gov/sites/www/files/documents/CRN/Lessons/Career_Cluster_Survey.pdf

RUReady.ND.gov	Interest Profiler	Find the Interest Profiler in RUReady.ND.gov
		• RUReady.ND.gov > Career Planning > Learn About Yourself > Interest Profiler
		
		Educator Introduction, Lesson Plan and PowerPoint Presentation
		• Educator Introduction
		   o www.cte.nd.gov/sites/www/files/documents/CRN/Lessons/Interest_Profiler_Introduction_Educators.pdf
		• Activity Worksheet
		   o www.cte.nd.gov/sites/www/files/documents/CRN/Lessons/Interest_Profiler_Assessment_Worksheet.pdf
		• PowerPoint Presentation
		   o www.cte.nd.gov/sites/www/files/documents/CRN/Lessons/Interest_Profiler.pptx
		   o www.cte.nd.gov/sites/www/files/documents/CRN/Lessons/Interest_Profiler.pdf

RUReady.ND.gov	Paws in Jobland	Student Access
		• 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.
		
		Professional Resources for Paws in Jobland
		• Lesson Plans
		  o https://content.xap.com/media/34010/nd_paws-resource-materials_sept_2019.pdf
		• Poster
		  o https://content.xap.com/media/24298/nd-paws-poster_sept_2019.pdf
		• Activity Book
		  o https://secure.rure9ady.nd.gov/Images/ND/pdfs/paws/Paws-Activity-Booklet.pdf

RUReady.ND.gov	QRG – Adults: How to Get Started	Quick Reference Guide - RUReady.ND.gov: Adults - How to Get Started • www.cte.nd.gov/sites/www/files/documents/CRN/RUReady/QRG_Adults.pdf
RUReady.ND.gov	QRG – College/Postsecondary Students: How to Get Started	Quick Reference Guide - RUReady.ND.gov: College/Postsecondary Students - How to Get Started • www.cte.nd.gov/sites/www/files/documents/CRN/RUReady/QRG_CollegePS_Students.pdf
RUReady.ND.gov	QRG – Parents: How to Get Started	Quick Reference Guide - RUReady.ND.gov: Parents - How to Get Started • www.cte.nd.gov/sites/www/files/documents/CRN/RUReady/QRG_Parents.pdf
RUReady.ND.gov	QRG – Professionals*: How to Reset Student Passwords *Professionals at Private, Tribal and Non-Public Schools Only	Quick Reference Guide - RUReady.ND.gov: Private, Tribal and Non-Public Schools - How to Reset Student Passwords • 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	Quick Reference Guide - Professionals: How to Export Student Account Names • 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	Quick Reference Guide - RUReady.ND.gov: Professionals - How to Create an RUReady.ND.gov Professional Center Account • 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)	Quick Reference Guide - RUReady.ND.gov: Public School Students - How to Get Started (Single Sign-On) • 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	Quick Reference Guide - RUReady.ND.gov: Private, Tribal and Non-Public Schools - How to Get Started www.cte.nd.gov/sites/www/files/documents/CRN/RUReady/QRG_Private-Other_School_Students_Getting_Started.pdf
RUReady.ND.gov	QRG – What is RUReady.ND.gov	Quick Reference Guide - What is RUReady.ND.gov • 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.rure9ady.nd.gov/
RUReady.ND.gov	School-2-College-2-Work Module	Find the School-2-College-2-Work Module in RUReady.ND.gov • 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 Lesson Plan - Directions After High School • www.cte.nd.gov/sites/www/files/documents/CRN/Docs/Directions_After_High_School_Activity.pdf
RUReady.ND.gov	Test Prep	Test Prep Resources • Methodize for student in grades 9-12 • 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

RUReady.ND.gov	The Career Key	Find the Career Key in RUReady.ND.gov
		• RUReady.ND.gov > Career Planning > Learn About Yourself > The Career Key
		
		Educator Introduction, Lesson Plan and PowerPoint Presentation
		• Educator Introduction
		    ◦ www.cte.nd.gov/sites/www/files/documents/CRN/Lessons/Career_Key_Introduction_Educators.pdf
		• Activity Worksheet
		    ◦ www.cte.nd.gov/sites/www/files/documents/CRN/Lessons/Career_Key_Activity_Worksheet.pdf
		• PowerPoint Presentation
		    ◦ 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	Find the Transferable Skills Checklist in RUReady.ND.gov • RUReady.ND.gov > Career Planning > Learn About Yourself > Transferable Skills Checklist
RUReady.ND.gov	Work Values Sorter	Find the Work Values Sorter in RUReady.ND.gov • RUReady.ND.gov > Career Planning > Learn About Yourself > Work Values Sorter
RUReady.ND.gov	Work-based Learning (WBL) Module	The Work-based Learning module is located in: • 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, grades 9-12: Click on the Career Planning tab, then the Explore Work-Based Learning Opportunities • RUReady.ND.gov - The Work-based Learning Module for Professionals ◦ 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	Information • www.cte.nd.gov/crnworkshops Registration • www.cte.nd.gov/sites/www/files/documents/CRN/Docs/AllWorkshops.pdf Workshop Assignment • www.cognitoforms.com/NDCTE1/CRNWorkshopAssignment2 Workshop Evaluation • www.cognitoforms.com/NDCTE1/CRNWorkshopEvaluation
Other	Career Clusters Plans of Study	Career Cluster Plans of Study and Printable Posters www.cte.nd.gov/career-clusters
Other	Career Connections	Career videos for Grades 4-12 developed by PBS in partnership with Ohio Department of Education and Ohio Means Jobs. https://prairiepublic.pbslearningmedia.org/collection/career-connections/
Other	Career Development Lesson Plans – Missouri Center for Career Education	Downloadable Guidance Lesson Plans from the Missouri Center for Career Education https://dese.mo.gov/college-career-readiness/school-counseling/curriculum
Other	Career Game Explorer Edition	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. www.careergame.com/explorer
Other	Career Ready Practices	www.cte.nd.gov/career-ready-practices
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 • https://www.cte.nd.gov/career-resource-network-resources North Dakota Job Service Resources https://www.jobsnd.com/job-seeker/demand-occupations
Other	Industry Certifications/Industry Recognized Credentials	https://www.cte.nd.gov/sites/www/files/documents/Perkins/IndustryCertsCredentials.pdf
Other	Job Shadowing Resources	Sample Applications, Forms, Letters and Resources www.cte.nd.gov/sites/www/files/documents/CRN/Docs/Job_Shadowing_Resources.docx
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

If you have any questions about RUReady.ND.gov, don't hesitate to contact us!

- Julie Hersch, CRN Supervisor juhersch@nd.gov 701-328-9734
- Laura Glasser, CRN Administrative Assistant leglasser@nd.gov 701-328-9733

CREATING A TRAINING SITE ACCOUNT OR ADDING A TEMPORARY CONNECTION
QUICK REFERENCE GUIDE FOR PROFESSIONALS
RUREADY.ND.GOV PROFESSIONAL CENTER ACCOUNTS

NEED A PROFESSIONAL CENTER ACCOUNT FOR TRAINING TODAY?

1. Go to **https://Procenter.RUReady.ND.gov**.
2. Click **Create a Professional Center Account**.
3. Click **Go** next to the role that best describes you.
4. Click **Find** next to School or Program to bring up a list of sites. Locate **North Dakota (Northeast Training)**. Click **Continue**.
5. Enter either a Professional Account Access Key (PAAK) or Administrator Code (see below) in the space provided. *Ask the presenter which level of access you need for today's workshop.* Click **Next**.
6. Enter your account information. **Select your Account Name and Password with care**. Even though your access to the training site is temporary, your **account** is not. Once your e-mail has been associated with an account, it cannot be used again to create a new account. You will be able to use this login information in the future if you need to be connected to a specific school(s).
7. 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**.
8. You now have access to the training site!

ALREADY HAVE A PROFESSIONAL CENTER ACCOUNT?
ADD A TEMPORARY CONNECTION TO THE TRAINING SITE

If you already have a professional center account, you can add a temporary connection to the training site.

1. Sign in to your existing account, hover over your account name in the upper right hand corner of the page, a small menu will appear, select **My Profile**.
2. Look for the **Add another connection** button
3. Click on the **Find** button next to **School or Program**, locate **North Dakota (Northeast Training)**. Click **Continue**.
4. Enter either a Professional Account Access Key (PAAK) or Administrator Code (see below) in the space provided. *Ask the presenter which level of access you need for today's workshop.* Click **Next**.
5. You now you have access to the training site! You will need to either "Change School" in the menu that appears when you hover over your name in the upper right corner or log out and log in again, choosing the training site as your school.
6. You can remove your connection to the training site after the workshop.

TEMPORARY TRAINING SITE ACCESS CODES	**School: North Dakota (Northeast Training) Site** **PAAK: ndtraining** **Administrator Code: 2000016869**