

QUICK REFERENCE GUIDE FOR PROFESSIONALS

HOW TO EXPORT RUREADY.ND.GOV STUDENT ACCOUNT NAMES

Follow these easy steps to learn how to export a list of student account names.

HOW TO EXPORT STUDENT ACCOUNT NAMES

TO EXPORT STUDENT ACCOUNT NAMES, FOLLOW THESE EASY STEPS:

1. Sign into the Professional Center <https://procenter.ruready.nd.gov/>
2. Select **Reports**
3. Select Create a **New Report**
4. Scroll down to **Tracking Reports** and select **Tracking Plans of Study**
5. On the right side of the page in the gray column select a **Class** or **Groups** from the top section, see image below as an example.
 - a. *We recommend exporting one class or group at a time if you have numerous students*
6. In the gray column under Plan of Study Status click **Select All**, see image below as an example.

Plan Of Study Summary

Click the number of portfolios in each row or column to see a detailed report for students in that graduation year and Plan of Study status: Print Summary

Plan of Study Status		Portfolios by Graduation Year					
		2021	2022	2023	2024	2025	2026
✓ On track to meet graduation requirements	(?)	0	0	0	0	0	0
✗ NOT on track to meet graduation requirements	(?)	0	1	0	0	0	0
Never created or edited plan of study	(?)	21	20	20	25	20	20
Submitted, but not approved or locked	(?)	0	0	0	0	0	0
Approved	(?)	0	0	0	0	0	0
Locked	(?)	0	0	0	0	0	0
Parent review requested but not completed	(?)	0	0	0	0	0	0
Parent review not completed	(?)	21	21	20	25	20	20
Parent review Completed	(?)	0	0	0	0	0	0

Plans of Study Tracking Reports
To create your own report, choose a class or group, then select each status you want included.

Class: Class of 2021

OR

Groups: -- Select a Group --

Plan of Study Status (Select at least one)

On track to meet graduation requirements (?)

NOT on track to meet graduation requirements (?)

Never created or edited Plan of Study (?)

Submitted plans, but not yet approved or locked (?)

Approved plans (?)

Locked plans (?)

Parent review requested but not completed (?)

Parent review not completed (?)

Parent review completed (?)

[Select All](#) | [Clear All](#)

[View Tracking Report >](#)

7. Click **View Tracking Report**.
8. When the report is generated select **Export** from the top right side of the page – be sure that you do not have pop-up blocks or that you allow pop-ups from the Professional Center site.

Tracking Plans of Study School Account

Print • Email • PDF • **Export**

Return to Plan of Study Tracking >

Plan of Study Tracking Report

North Dakota Career Resource Network

Report Date: Feb 22, 2021

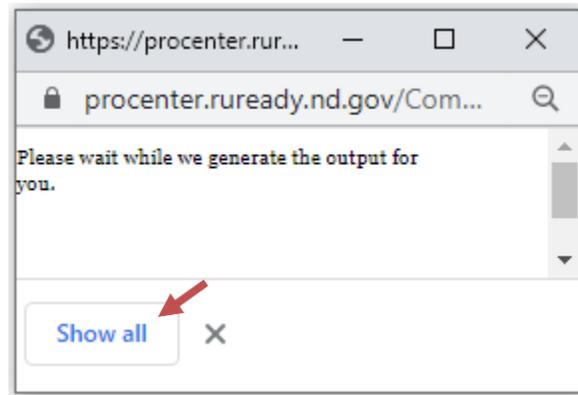
Class or Group: Class of 2021 (Edit)

Number of Portfolios: 21

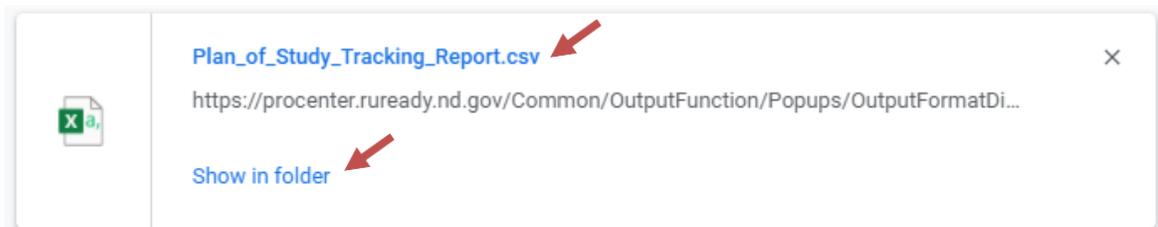
Grad Requirement Set and Program of Study are included in the export

Plan of Study Status		Portfolios by Graduation Year
		2021
✓ On track to meet graduation requirements	(?)	0
✗ NOT on track to meet graduation requirements	(?)	0

- A prompt will open (see image below). Click on **Show All** to see options for viewing.



- You can view the report by clicking on the report name or clicking **Show in Folder** to view in saved downloads.



- When you open the exported file the account **Username** will be found under Column **C** in the spreadsheet, see image below as an example.

1	Report Type: Plan of Study Tracking Report					
2	School/Program Name: North Dakota Career Resource Network					
3	Class or Group: 2021					
4	Report Generated: Feb 22 2021					
5	Number of portfolios: 21					
6	Portfolios by Graduation Year: 2021					
7	Plan of Study Status: All					
8	Last Name	First Name	Username	Student ID	State Stud	Birth Date Grad Year (
9	Pritchert	Brenna	bpritchert			2021 (
10	Student_1	Liam	CRN1student1	CRN1		01/01/200 2021 (
11	Student_10	Harper	CRN10student10	CRN10		01/10/200 2021 (
12	Student_11	Evelyn	CRN11student11	CRN11		01/11/200 2021 (
13	Student_12	Abigail	CRN12student12	CRN12		01/12/200 2021 (
14	Student_13	Emily	CRN13student13	CRN13		01/13/200 2021 (
15	Student_14	Elizabeth	CRN14student14	CRN14		01/14/200 2021 (
16	Student_15	Mila	CRN15student15	CRN15		01/15/200 2021 (
17	Student_16	Ella	CRN16student16	CRN16		01/16/200 2021 (