



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: OR Groups:

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.

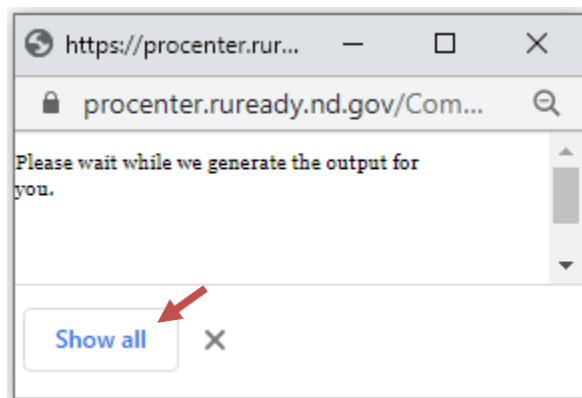
Tracking Plans of Study School Account

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

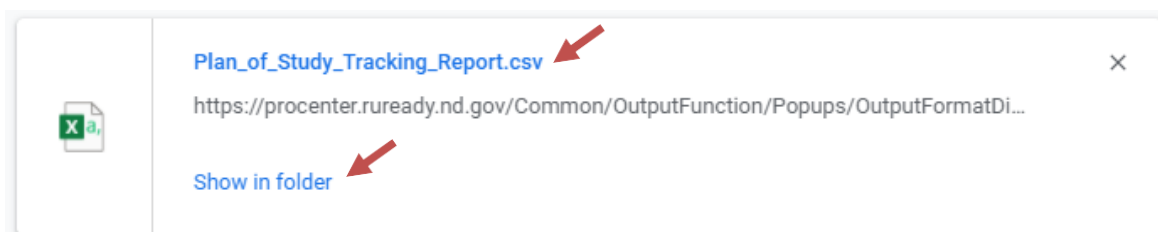
Plan of Study Status		Portfolios by Graduation Year	
		2021	2022
✓ On track to meet graduation requirements	(?)	0	0
✗ NOT on track to meet graduation requirements	(?)	0	0

[Print](#) • [Email](#) • [PDF](#) • [Export](#)
[Return to Plan of Study Tracking >](#)

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



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



11. 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 (