

# 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, passwords cannot be exported, only reset. Instructions for resetting a password are included below.

### 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** 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					
	2019	2020	2021	2022	2023	2024
✓ On track to meet graduation requirements (?)	0	2	0	1	0	0
✗ NOT on track to meet graduation requirements (?)	16	0	4	2	0	0
Never created or edited plan of study (?)	7	20	22	32	18	20
Submitted, but not approved or locked (?)						
Approved (?)	0	0	0	0	0	0
Locked (?)	0	0	0	0	0	0
Parent review requested but not completed (?)						
Parent review not completed (?)	23	22	26	35	18	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 This** 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.

Students & Groups | **Reports** | Resources | Communication | Administration

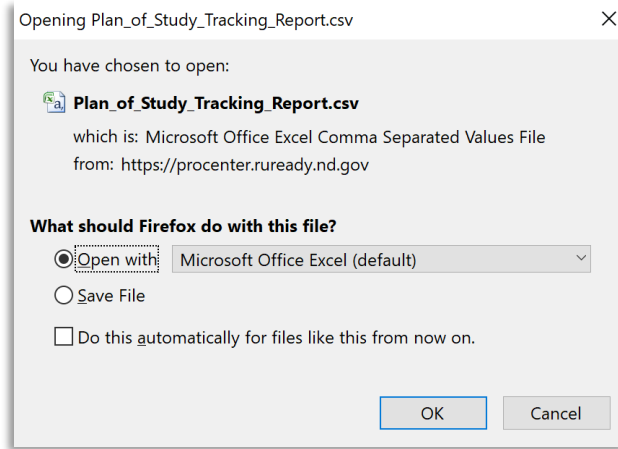
**Tracking Plans of Study**

Plan Of Study Tracking Report

[Print This](#) | [E-mail This](#) | [PDF This](#) | [Export This](#)

[Return to Plan of Study Tracking](#)

9. A prompt will open giving you the option to **Open** or **Save** the exported report, see image below.



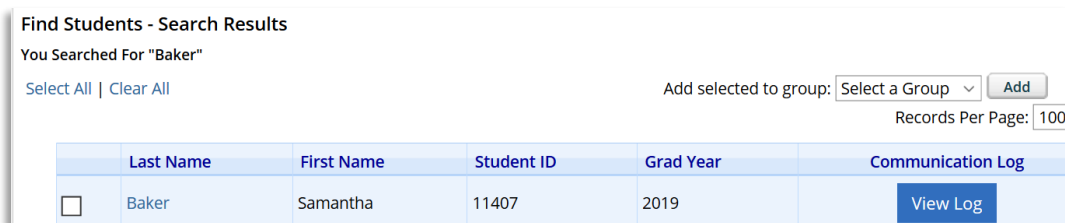
10. When you open the exported file the account names will be found under Column C in the spreadsheet, see image below as an example.

	A	B	C	D	E	F	G	H	I
1	Report Type: Plan of Study Tracking Report								
2	School/Program Name: Your High School								
3	Class or Group: 2020								
4	Report Generated: Jan 10 2019								
5	Number of portfolios: 22								
6	Portfolios by Graduation Year: 2020								
7	Plan of Study Status: All								
8									
9	Last Name	First Name	Account Name	Student ID	Birth Date	Grad Year	Gender	Completed	Enrolled C
10	Smithexample	John	nd.smitheexample.john.06282001	12345	6/28/2001	2020	Male	0	(
11	Smithexample	Jane	nd.smitheexample.jane.09032001	54321	09/03/2001	2020	Female	0	(
12	Davisexample	Sally	nd.davisexample.sally.11192001	33123	11/19/2001	2020	Female	0	(
13	Johnsonexample	Sam	nd.johnsonexample.sam.03292002	34123	03/29/2002	2020	Male	0	(
14									

## HOW TO RESET STUDENT PASSWORD

To reset a student password, follow these easy steps:

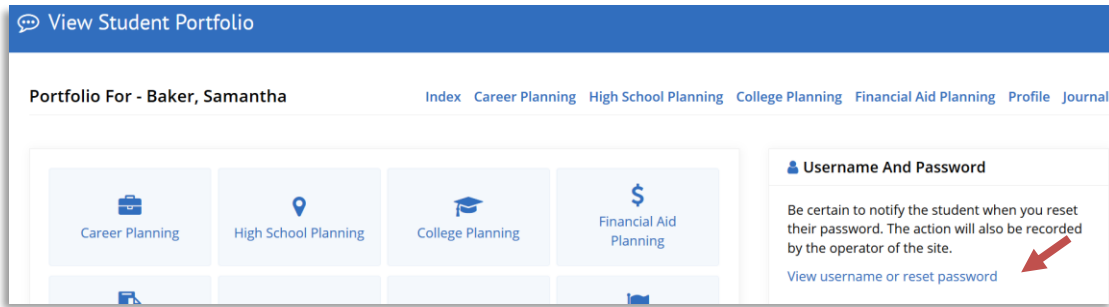
1. Sign into the Professional Center <https://procenter.ruready.nd.gov/>
2. Select **Students & Groups**
3. Find the student by using the search box or browse by class or last name
4. When the student is found click on the **last name**



FOR HELP USING OUR TOOLS CONTACT OUR CUSTOMER SUPPORT TEAM  
 CALL 800-GO-TO-XAP (468-6927) OR E-MAIL [SUPPORT@XAP.COM](mailto:SUPPORT@XAP.COM)



5. Select **View username or reset password**



6. Enter a new password for the student and click **Save**. The password must be 5 – 12 letters long, with no spaces or special characters.

**Username And Password**

Username: sis11407

Password:

Save Cancel

7. Provide the new password to the student, when the student signs in with the new password they will be prompted to change the password. The password must be 5 – 12 letters long, with no spaces or special characters.