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.
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 donot have pop-up blocks or that you allow pop-ups from the Professional Center site.

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

![Show All](https://proceter.ruready.nd.gov/Com...)

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

![Show in Folder](https://proceter.ruready.nd.gov/Common/OutputFunction/Popups/OutputFormatDi...)

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

![Username Example](https://proceter.ruready.nd.gov/Com...)

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