

STUDENT QUICK REFERENCE GUIDE - ACCESSING RURReady.ND.gov


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

Accessing RURReady.ND.gov
RURReadyND.gov
EDUCATION & CAREER PLANNING


- 1

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


Sign in to YOUR PowerSchool account.


- 2

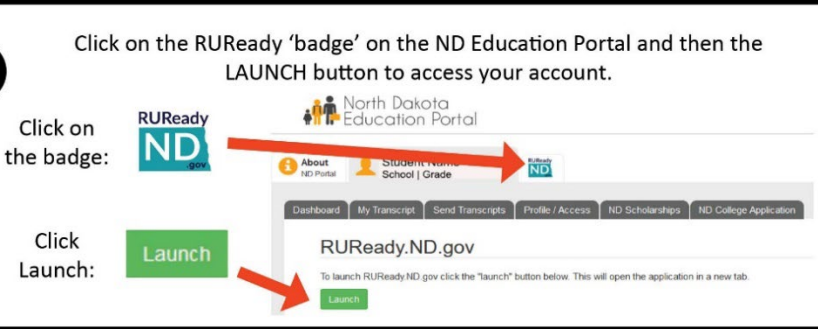
From the PowerSchool main screen, click on the Applications icon to access your ND Education Portal.


- 3

Click on the ND Education Portal Link


- 4

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


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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 RURReady.ND.gov

Here are some of the helpful features you'll find in RURReady.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



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 RURReady.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 RURReady.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 RURReady.ND.gov!

HOW TO ACCESS YOUR ACCOUNT (RETURNING USERS)

1. Go to RURReady.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 RURReady.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:



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

or



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

Career Planning

Learn About Yourself	<ul style="list-style-type: none"> • Career Cluster Survey • The Career Key • Basic Skills Survey • Interest Profiler • Work Values • Transferable Skills Checklist • Compass Assessment 	
Explore Careers	<ul style="list-style-type: none"> • Career Finder • Compare Careers • Career Plan Builder • Browse Career Clusters 	
Get a Job	<ul style="list-style-type: none"> • Resume Builder • Cover Letter Creator • Job Interview Practice • Thank-You Letter Builder 	
Explore Work-Based Learning Opportunities	<ul style="list-style-type: none"> • Work-Based Learning Opportunities • Matching Opportunities • New Opportunities • Applications 	

High School Planning

Your Plan of Study	<ul style="list-style-type: none"> • Create Your Course Plan • Your Current Course Plan • Your Past Course Plans 	
High School Planning Timeline	<ul style="list-style-type: none"> • Introduction • 7th to 12th Grade Timeline • College Freshman Year 	
Succeeding in High School	<ul style="list-style-type: none"> • How to... (Study Tips) • Homework Helpers 	

College Planning

Explore Postsecondary Schools	<ul style="list-style-type: none"> • School Exploration Tools • Browse Schools 	
Explore Programs and Majors	<ul style="list-style-type: none"> • Search for Programs and Majors • Browse Programs and Majors (by Career Cluster) 	
Test Prep	<ul style="list-style-type: none"> • Free Test Prep 	
My Colleges & Applications	<ul style="list-style-type: none"> • Review and manage your favorite colleges. 	
Prepare for College	<ul style="list-style-type: none"> • College Planning Timeline • Getting Ready for College 	
Get to College		

Financial Aid Planning		
Financial Aid 101	<ul style="list-style-type: none"> • The Basics • Determine Your Eligibility • Apply! • Consider Your Loan Options • Enjoy College and Your Responsibilities 	
Financial Aid Planning (continued)		
Find Scholarships	<ul style="list-style-type: none"> • My Scholarship Profile • Matching Scholarships 	
Financial Fitness	<ul style="list-style-type: none"> • Managing Your Money 101 	
Financial Aid Calculators	<ul style="list-style-type: none"> • Expected Family Contribution (EFC) Calculator • College Savings Calculator 	
Build Your Financial Plan	<ul style="list-style-type: none"> • Financial Aid Planning Timeline • Financial Aid Wizard 	
Your Portfolio		
Assignment & Curriculum Builder*	<ul style="list-style-type: none"> • Assignment & Curriculum Builder 	<i>*Visible after it has been assigned in the Professional Center.</i>
School-2-College-2-Work	<ul style="list-style-type: none"> • Directions After High School • Career Clusters Map • Career Cluster Survey 	
Career Planning Portfolio	<ul style="list-style-type: none"> • Career Plans • Getting Ready for Work • Work Experience • Your Skills • All About You • How You See Yourself 	
High School Planning	<ul style="list-style-type: none"> • High School Transition Plan • Your Plan of Study 	
College Planning	<ul style="list-style-type: none"> • Postsecondary Plans • Test Scores • Postsecondary Experiences • Lifelong Education Plans 	
Financial Aid Planning Portfolio	<ul style="list-style-type: none"> • FAFSA • Components of My Financial Aid Plan 	
Your Profile	<ul style="list-style-type: none"> • The Basics • Looking Ahead • Experiences and Activities • How You See Yourself • Portfolio Reviews 	
Your Journal	<ul style="list-style-type: none"> • Your Journal 	
Your Planning Milestones	<ul style="list-style-type: none"> • Milestone visibility varies depending on what has been assigned to your grade level. 	
Sidebar	<ul style="list-style-type: none"> • Account Access Activity • Parent/Guardian Access to Your Portfolio 	

QUICK REFERENCE GUIDE FOR PROFESSIONALS

Professional Center

HOW TO GET STARTED WITH THE RUREADY.ND.GOV PROFESSIONAL CENTER

Sign in to the [RUReady.ND.gov Professional Center](https://Procenter.RUReady.nd.gov) 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:



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

or

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

Students & Groups

Students	<ul style="list-style-type: none"> • Search • Browse by Class • Browse by Last Name • Student Finder • Reviewer • Student Password Reset 	
Groups	<ul style="list-style-type: none"> • View All Groups • Your Groups • Group Builder 	
Manage Student Accounts*	<ul style="list-style-type: none"> • Create Student Accounts • Merge Accounts • Release Student Accounts 	<i>*Public schools in ND should not create, merge or release student accounts. Student accounts are "autoloading" and updated 3 times per week based on STARS enrollment data.</i>

Reports

Create a New Report	<ul style="list-style-type: none"> • Choose Report Type <ul style="list-style-type: none"> ○ Usage Reports ○ Tracking Reports ○ Outcome Reports • Customized Reports 	
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Resources

Getting Started	<ul style="list-style-type: none"> • Quick Reference Guides (QRGs) 	
Lesson Plans	<ul style="list-style-type: none"> • Lesson Plan of the Month • Career and College Readiness Curriculum • Transition Planning for Special Needs Curriculum • Lesson Plans 	

Communication

Messages	<ul style="list-style-type: none"> • Messages <ul style="list-style-type: none"> ○ Compose New Message ○ Inbox ○ Drafts ○ Sent Messages ○ Send Message to a Group 	
Events	<ul style="list-style-type: none"> • Add an Event • Events Calendar • Upcoming Events • Communication Log 	

Colleges & Applications		
School Year Applications	<ul style="list-style-type: none"> • Students Applied • Applications Sent • Schools Applied to 	
Application Status		
Work-Based Learning		
Work-Based Learning	<ul style="list-style-type: none"> • Organizations • Opportunities • Applications • Evaluations 	
Administration		
(Administration tab is available only to Professionals with Administrator Code level accounts.)		
Professional/Administrator Access	<ul style="list-style-type: none"> • Manage Professional Accounts • Change Account Type Privilege Level • Change Access Codes <ul style="list-style-type: none"> ○ (Administrator Code (AC) ○ Professional Account Access Key (PAAK) 	
Edit North Dakota Assignment & Curriculum Builder	<ul style="list-style-type: none"> • Define a page to be included in student portfolios (create and assign.) 	
High School Courses	<ul style="list-style-type: none"> • Update Master Course List • Edit High School Graduation Requirements • Customize High School Programs of Study 	
Planning Milestones	<ul style="list-style-type: none"> • Change the Planning Milestones for Your Students 	
Local Scholarships Database	<ul style="list-style-type: none"> • Add records to a database of local scholarships. 	
Local Settings	<ul style="list-style-type: none"> • Merge Accounts function availability. 	<i>*Public schools in ND should not create, merge or release student accounts. Student accounts are "autoloading" and updated 3 times per week based on STARS enrollment data.</i>
Survey Manager	<ul style="list-style-type: none"> • Create and update surveys. 	

CAREER PLANNING CONTINUUM



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 in 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



Preparing Tomorrow's Workforce

8/24/2023



Methodize ACT/SAT Test Prep in RUReady.ND.gov

Frequently Asked Questions

<https://procenter.ruready.nd.gov/Resources/faq.aspx>

How do I create a class (group) for my students in Methodize?

Before creating a class (group), your students need to access Methodize. Student accounts are created when the students first accesses Methodize through the link in RUReady.ND.gov. You cannot see student accounts if they have not signed in to Methodize.

Within Methodize, navigate to Classes. Click “+ Add Class”. Follow the prompts, click the “Add Class” button, and then click “+ Add Students”. You will see that there are different options for adding students, but you should only use the “School” option which allows you to add students who have accessed Methodize in their RUReady.ND.gov account. If you use the other options, duplicate student accounts will be created in Methodize.

Why can't I find a specific student in Methodize?

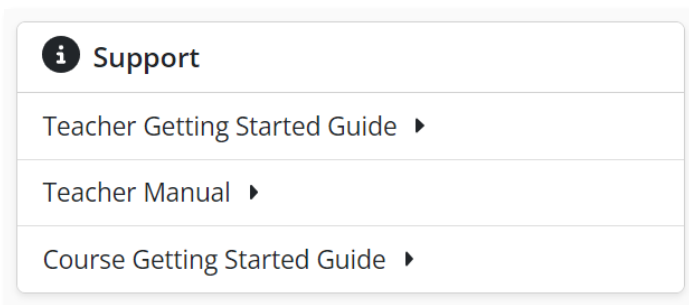
Accounts for students in grades 9-12 are created in Methodize when the student first accesses Methodize through **RUReady.ND.gov**. If a student account is not found in Methodize, please instruct the student to sign into RUReady.ND.gov and click on the Methodize badge or click through to Methodize from the Test Prep badge in College Planning. Once the student accepts the Statement of Understand and reaches the Methodize platform, their account will be created and will then be visible to professionals at that school.

I work with multiple schools in North Dakota. How do I access different schools in Methodize?

Access to schools in Methodize is based on the professional's school connection in the RUReady.ND.gov Professional Center. Sign into the Professional Center for the school you wish to work with and click on the link to Methodize.

I have additional questions about Methodize. Where do I find additional resources?

Support resources are available on the Methodize dashboard:



Methodize Customer Support can also be reached at 877-871-PREP (7737) ext. 11

Still having trouble? Contact us at 800-468-6927 or support@xap.com.



RUReady.ND.gov and the Choice Ready Checklist

RUReady.ND.gov offers two curriculums that professionals can adopt and assign to students that will help to gather data for Choice Ready indicators that aren't auto populated from PowerSchool into the Choice Ready Report

- **North Dakota Planning Milestones** and
- **North Dakota Choice Ready.**

North Dakota Planning Milestones

1. The **Planning Milestones** in **RUReady.ND.gov** are a set of assigned that include a system-defined set of planning milestones, the **North Dakota Planning Milestones**. This curriculum provides professionals the opportunity to assign students activities to complete that will help students with career exploration and planning that will **also** provide the professional with data for **Choice Ready** reporting.

A professional with Site Administrator level privileges to RUReady.ND.gov can edit the system-defined set of planning milestones or create new sets of planning milestones and assign the sets to users in grades 6-12. Once assigned, the sets are displayed for students in their RUReady.ND.gov account under the Your Portfolio tab/Your Planning Milestones badge. Students will see the dates when activities were completed and which activities they still need to complete. Data gathered from the completed activities will provide the professional with:

Data for Choice Ready indicators that aren't auto populated from PowerSchool into the Choice Ready Report.

- a. **Four-Year Rolling Plan** completion date. Completion of the **Compass Profile** in RUReady.ND.gov would fulfill many of the Four-Year Rolling Plan recommended activities and provide you with a date of completion for Choice Ready reporting. The Compass Profile, a career activity which is a comprehensive profile of a student's skills, talents, interests, and activities, is completed every year starting in grade 9 and updated a minimum of once per year for Choice Ready.
- b. **Work-based Learning** data. Work-based Learning (WBL) activities can be included in the Planning Milestones assigned set of activities or used as a stand-alone curriculum. The WBL Module provides work-based learning opportunities to students and the data gathered can be used to report on completion of the Career Exploration indicator, or several of the indicators under Workforce Ready.

North Dakota Choice Ready

1. RUReady.ND.gov includes a curriculum called **North Dakota Choice Ready** that will help with data collection of Choice Ready elements and Four-Year Rolling Plan activities for Choice Ready reporting.

The **North Dakota Choice Ready** curriculum in RUReady.ND.gov has 2 parts:

- a. Activities for students to complete that would fulfill Choice Ready elements that aren't auto populated from PowerSchool into the Choice Ready Report.
 - i. **Work-based Learning (WBL)** activities can be included in the North Dakota Choice Ready Curriculum or used as a stand-alone curriculum. The WBL Module provides work-based learning opportunities to students and the data gathered can be used to report on completion of the career exploration indicator, or several of the indicators under Workforce Ready.
- b. **Four-Year Rolling Plan.** Completion of the **Compass Profile** would fulfill many of the Four-Year Rolling Plan recommended activities and provide you with a date of completion for **Choice Ready** reporting. The Compass Profile, a career activity which is a comprehensive profile of a student's skills, talents, interests, and activities. The Compass Profile is completed every year starting in grade 9 and updated 1-2 times a year.

Assigning the North Dakota Choice Ready Curriculum in RUReady.ND.gov

The RUReady.ND.gov Choice Ready curriculum can be duplicated, edited, and assigned to students in grades 8-12 by an RUReady.ND.gov Professional Center user with Site Administrator level privileges.

Once assigned, students will see the curriculum when they are signed into their accounts on the main page. They will see their progress and can follow well-outlined steps that will guide them towards completion of the curriculum.

All professional users can track student completion and pull reports that provide data they can use for Choice Ready reporting. *All data follows a North Dakota student if they transfer to another public school in North Dakota.

For more information about RUReady.ND.gov:

- Visit www.cte.nd.gov/career-resource-network-resources or contact:



North Dakota Department of Career and Technical Education

Career Resource Network

Julie Hersch, Supervisor juhersch@nd.gov 701-328-9734

Laura Glasser, Administrative Assistant leglasser@nd.gov 701-328-9733

For more information about Choice Ready:

- Visit www.nd.gov/dpi/districtschools/essa/elements/choice-ready or contact:



North Dakota Department of Public Instruction

Laurie Matzke, Assistant Superintendent lmatzke@nd.gov 701-328-2244



NORTH DAKOTA CHOICE READY



Complete the Essential Skills components below:

Essential Skills

- ☐ Earn a **North Dakota high school diploma** and complete the following:
- ☐ **9-week Career Education course and/or an Individual Counseling Review of career/college plans.**
- ☐ **4-Year Rolling Plan (yearly)**

The Four-Year Rolling Plan is required for students to graduate from high school 'Choice Ready'. This checklist is intended to serve as a guide for schools to assist students in creating their Four-Year Rolling Plan. Students create the plan prior to beginning high school starting in grade 8, then review and adjust the plan each year during high school. Each student's plan will be different, as it is intended to cater to that student's specific goals and interests. See resources below.

Grade 8: Click or tap to enter a date.

Grade 9: Click or tap to enter a date.

Grade 10: Click or tap to enter a date.

Grade 11: Click or tap to enter a date.

Grade 12: Click or tap to enter a date.

- ☐ Pass the **ND Civics Test**

AND

- ☐ **Complete four or more additional indicators in this section.**
 - ☐ 25 hours of Community Service
 - ☐ 95% Attendance*
 - ☐ Career Exploration Experience
 - ☐ Two or more years in organized Co-Curricular Activities
 - ☐ Two or more years in organized Extra-Curricular Activities
 - ☐ Successfully complete a Capstone Project
 - ☐ Successfully complete an on-line learning course
 - ☐ Demonstrate competency in 21st Century Skills*

*Elements are reported automatically through PowerSchool.

Complete two or more of the CHOICE READY components below:

Post-Secondary Ready

Complete a **Four-Year Rolling Career Plan** (yearly) and earn a **GPA of 2.8 or greater**, and complete **one** academic indicator set below:

ACT/SAT minimum Sub-scores or subsection scores:

- | | | |
|---|-----------|--|
| <input type="checkbox"/> ACT English-18 | | <input type="checkbox"/> SAT Reading/Writing-480 |
| <input type="checkbox"/> ACT Reading-22 | OR | <input type="checkbox"/> SAT Math-530 |
| <input type="checkbox"/> ACT Math-21 | | |
| <input type="checkbox"/> ACT Science-23 | | |

OR

Two or more additional indicators:

- ☐ Advanced Placement (A, B, or C) or (4, 3, or 2)
- ☐ Dual Credit Course (English/Math) (A, B, or C) or (4, 3, or 2)
- ☐ Algebra II (A, B, or C) or (4, 3, or 2)
- ☐ Advanced Placement Exam (3+)
- ☐ International Baccalaureate Exam (4+)
- ☐ 3.0 GPA in core course requirement for NDUS admission
- ☐ CREAM English or Math (70% or greater)
- ☐ Complete three Fine Arts Courses (A, B, or C) (4, 3, or 2)

Workforce Ready

Complete a **Four-Year Rolling Career Plan** (yearly) and complete **two or more** additional indicators.

- ☐ Complete three CTE courses or more (A, B, or C) or (4, 3, or 2)
- ☐ Complete Career Ready Practices (3.0)
- ☐ Dual Credit Course (English/Math) (A, B, or C) or (4, 3, or 2)
- ☐ WorkKeys (Gold or Silver)
- ☐ Technical Assessment/Industry Credential
- ☐ Work-place Learning Experience (40 hours)
- ☐ Work-based Learning Experience (Perkins V) (40 hours)
- ☐ CREAM (Eng./Math) (70% or greater)
- ☐ NDSA (Reading/Math) Level 3 or greater or (ACT for Accountability: English 19/Math 22)
- ☐ Complete three World Language Courses (A, B, or C) (4, 3, or 2)

Military Ready

Complete the following indicators:

- ☐ Four-Year Rolling Career Plan (yearly)
- ☐ ASVAB score of 31 or greater (as determined by branch), or acceptance into the military
- ☐ Quality Citizenship (No Expulsions/Suspensions)
- ☐ **Physically Fit** (Students who have successfully completed required PE courses) (A, B, or C) or (4, 3, or 2),

AND

- ☐ Complete **two or more** additional indicators from the **Post-Secondary or Workforce** options.

OR

- ☐ Complete two credits of JROTC or Civil Air Patrol.

Creation and Revision of the Four-Year Plan

- ☐ **Grade 8: Conduct meeting to create the Four-Year Rolling Plan**
(What courses can/should the student take in grade 9 to stay on track for career goals.)
- ☐ **Grade 9: Conduct meeting to update the Four-Year Rolling Plan.**
(What courses can/should the student take in grade 10 to stay on track for career goals.)
- ☐ **Grade 10: Conduct meeting to update the Four-Year Rolling Plan.**
(What courses can/should the student take in grade 11 to stay on track for career goals.)
- ☐ **Grade 11: Conduct meeting to update the Four-Year Rolling Plan.**
(What courses can/should the student take in grade 12 to stay on track for career goals.)
- ☐ **Grade 12: Conduct meeting to update the Four-Year Rolling Plan.**
(What courses and activities can/should the student take their first year out of high school and where can they register for those opportunities to stay on track for career goals.)

Items that should be considered for inclusion in the Four-Year Rolling Plan:

Each student's plan will be unique to that student. RUReady.ND.gov's North Dakota Choice Ready Curriculum provides a resource to help students find this information and provides documentation for professionals.

- ☐ Courses to meet high school graduation requirements (required for all students)
- ☐ Identified Career field(s) that the student is interested in pursuing
- ☐ High School courses that align with career choices that the student is interested in pursuing
- ☐ Workplace opportunities while in high school that connect to the student's career goals
- ☐ Work-based learning opportunities while in high school
- ☐ Post-secondary training required of career field(s) that the student is interested in pursuing
- ☐ CTE Coursework, [Coordinated Plans of Study](#), and how it connects to the student's career goals
- ☐ Colleges/Universities that the student is considering attending
- ☐ High school courses that align with admission requirements to college
- ☐ Dual credit courses and purpose for taking each course (i.e., getting generals out of the way, alignment to what the student will potentially major in, etc.)
- ☐ Potential college major or course of study the student is considering
- ☐ Military options that the student is considering
- ☐ Standardized Tests (ACT, WorkKeys, ASVAB, etc.) that students will need to demonstrate college, career, or military readiness
- ☐ GPA that is necessary to get accepted into course or program of study that student is interested in pursuing
- ☐ Standardized test scores necessary to get accepted into course or program of study that student is interested in pursuing
- ☐ Co-curricular and Extra-curricular activities in that will prepare the student to be college, career, or military ready
- ☐ Scholarship opportunities that the student is interested in
- ☐ Other requirements that are necessary to achieve student's long-term academic, workplace, or military goals

If a student has been identified as a student with disabilities, their transition age IEP should include age-appropriate transition assessment tools that assist the team in determining the student's preferences, interests, areas of strength and needs. Transition services are identified to assist the student in reaching post school education/training and employment goals.

Choice Ready Documentation Set-Up in RUReady.ND.gov

The Assignment & Curriculum Builder allows you to create a custom set of activities that can be assigned to students by group or grade. Use the [Assignment & Curriculum Help Guides](#) to help you create new or edit existing documents.

Log in to the Professional Center, click on the **Administration** tab, *You must have Administrator level access in the RUReady.ND.gov Professional Center to have the Administration tab and features.

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


Click on [Assignment & Curriculum Builder](#) at the top of the page.


Assignment & Curriculum Builder

Create a custom series of activities that can be assigned to students by group or grade level.

[Assignment & Curriculum Builder >](#)





Click [Unassigned](#). Choose the existing **North Dakota Choice Ready** curriculum and duplicate it by clicking on the icon with the 3 dots in the upper right corner (top arrow) and choose **duplicate** (bottom arrow). A 'copy' of the curriculum will appear. The title will begin with the phrase, "Copy of...". You will then be able to open your copy and edit as needed (i.e. rename or add/delete activities). (You may also choose to create your own curriculum from scratch.)

 Assignment & Curriculum Builder School Account

 Assignments & Curriculums

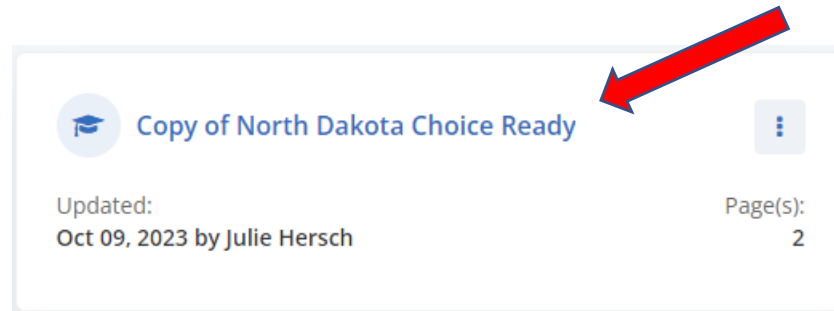
The Assignment & Curriculum Builder allows you to create a custom set of activities that can be assigned to students by group or grade. Use the [Assignment & Curriculum Help Guides](#) to help you get started.

Assigned (0) **Unassigned (6)** [+ New Curriculum](#) [Assign Grades & Groups](#)

 Alternate North Dakota Choice Ready Updated: Feb 12, 2021 by Julie Hersch Page(s): 1	 Four-Year Rolling Plan District-defined curriculum (cannot be edited) Updated: Oct 21, 2021 by Julie Hersch Page(s): 1
 My Career & Academic Plan for College St... District-defined curriculum (cannot be edited) Updated: Apr 13, 2023 by Carla Fermella Page(s): 6	 North Dakota Choice Ready District-defined curriculum (cannot be edited) Updated: Oct 06, 2023 by Julie Hersch Page(s): 2

Editing the Duplicate




Step 1: Click on the “Copy of the North Dakota Choice Ready”. Identify the elements of the curriculum you would like to change. Common changes include: Title: Many schools modify the title to reflect the name of their school or to use local naming conventions. Students see the title when they sign into their account.



If you choose to rename the curriculum, click on the **pencil icon or “Rename”** to rename the curriculum, with text of your choice, i.e. Bismarck High School Choice Ready. Type in the new name and click **SAVE**. The curriculum name that you choose will be the title that students see when they access their curriculum and activities list.

Edit Curriculum - Copy Of North Dakota Choice Ready

These are the pages defined for this curriculum. Click on page name to edit the page. You can also add a new page, duplicate an existing page or delete a page. Sort the pages in the order you want them to appear.

 Copy of North Dakota Choice Ready  **Rename**  **Sort**

Pages	Activities	Initial Page For	Actions
North Dakota Choice Ready Last edited on January 25, 2021 10:02 AM by Julie Hersch	24	<ul style="list-style-type: none">• 8th grade• 9th grade• 10th grade• 11th grade• 12th grade	Duplicate Remove

[+ New Page](#)



[« Back](#)



Step 2: You can now assign your copy of the North Dakota Choice Ready curriculum to grades/roles or groups. Click on 'Assign to Grades & Groups'.

Assignments & Curriculums

The Assignment & Curriculum Builder allows you to create a custom set of activities that can be assigned to students by group or grade. Use the [Assignment & Curriculum Help Guides](#) to help you get started.

Assigned (0) Unassigned (7) [+ New Curriculum](#) [Assign Grades & Groups](#)

 **Alternate North Dakota Choice Ready** 
Updated:
Feb 12, 2021 by Julie Hersch
Page(s):
1

 **CRN North Dakota Choice Ready** 
Updated:
Oct 09, 2023 by Julie Hersch
Page(s):
2

On **Assign Curriculum to Grades and Groups** you can assign one curriculum for each grade. Assign your new Choice Ready Curriculum to grades 8-12. "None Assigned" is the default for all grades and roles. Click the Save button to save your changes. Click the arrow to the left of 'Assign Curriculum to Grades and Groups' to return to your assigned curriculum.

[← Assign Curriculum to Grades & Groups](#)

For each grade and role, you can assign one Curriculum. "None Assigned" is the default for all grades and roles. Select the Save button to save your changes.

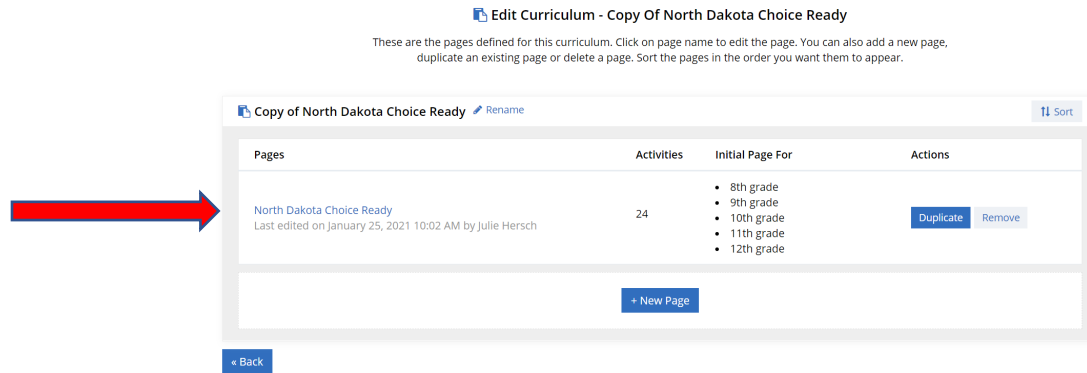
[Assign Grades](#) [Assign Groups](#)

Assign Grades & Roles

Grades	
12th grade	<input type="text" value="CRN North Dakota Choice Ready"/>
11th grade	<input type="text" value="CRN North Dakota Choice Ready"/>
10th grade	<input type="text" value="CRN North Dakota Choice Ready"/>
9th grade	<input type="text" value="CRN North Dakota Choice Ready"/>
8th grade	<input type="text" value="CRN North Dakota Choice Ready"/>
7th grade	<input type="text" value="None Assigned"/>
6th grade	<input type="text" value="None Assigned"/>
5th grade	<input type="text" value="None Assigned"/>
4th grade	<input type="text" value="None Assigned"/>
3rd grade	<input type="text" value="None Assigned"/>
Roles	
Post-Secondary Student	<input type="text" value="None Assigned"/>
Workplace Adult	<input type="text" value="None Assigned"/>

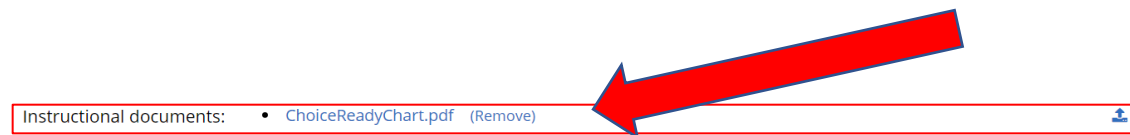
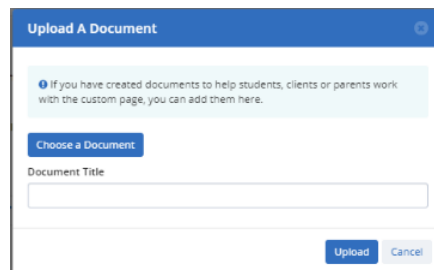
[Save](#)

Step 3: Open your new assigned curriculum. Click on the “North Dakota Choice Ready” heading under **PAGES**. If you would like to rename the page, click on the pencil icon or “Rename” to rename the **page** (e.g., CRN High School, school mascot, etc.) Click **SAVE**.



Step 4: This “Page” is the introduction to the North Dakota Choice Ready curriculum. You may choose to use the North Dakota Choice Ready page as is or make changes as needed. Changes include:

- Modify the instructions to reflect how you prefer to guide your students. Edit or change the instructions: Click the +, make changes, click **OK** to **SAVE**.
- You can keep the uploaded documents and or if you have a document(s) that will help students with this curriculum, you can upload those here. To add instructional documents: click on the upload icon, choose your document, and click **Upload**.



- Assign the curriculum as an initial page to certain grade(s), (the page they view first). This is already assigned, but if you want to change the initial page view click the pencil icon and choose the grade(s) you want to change, click **OK** to **SAVE**. (*all this means is that this page will be the first page students will view when they open the curriculum>)

Step 5: Page 2 of the North Dakota Choice Ready curriculum is Four-Year Rolling Plan. Since this is required to be completed each year starting in 8th grade there is a section for each grade level which is assigned to that grade.

Pages	Activities	Initial Page For	Actions
North Dakota Choice Ready Last edited on February 23, 2021 02:24 PM by Julie Hersch	18	<ul style="list-style-type: none"> 8th grade 9th grade 10th grade 11th grade 12th grade 	Duplicate Remove
Four-Year Rolling Plan Last edited on February 23, 2021 02:21 PM by Julie Hersch	9		Duplicate Remove

Page: Four-Year Rolling Plan [Rename](#) [Remove](#) [Sort](#)

Instructions: Complete a 4-year Rolling Career Plan starting in grade 8. Your plan should be updated every year during grades 9, 10, 11, and 12. This plan will serve as a guide for you to plan for your future helping you to focus on academics, college, career, military readiness and more. Visit with your school counselor, principal or other staff member for help or questions you may have about your future plans.

It is also important to plan your high school courses based on your plans for the future. Complete 'Your Plan of Study' under High School Planning initially in 8th grade and update annually in grades 9, 10, 11.

Accepted formats: PDF, DOC, DOCX, JPG, PNG, and TIF (10MB size limit)

Initial page for: Choose the grade(s) for whom this page should be their start page (The curriculum must be assigned to these grades)

Section: Grade 8 Four-Year Rolling Plan [Rename](#) [Remove](#)

Instructions: Take the Career Cluster Survey to learn which career clusters match you. Plan your classes for high school in the Year Plan of Study. This will help you at registration time in choosing your classes for next year. You will update this every year.

Instructional documents:

Activities	Tracked
Career Cluster Survey	✓
Plan of Study	✓

[Add/Edit Activities](#) [Sort Activities](#)

Section: Grade 9 Four-Year Rolling Plan [Rename](#) [Remove](#)

Instructions: Update Your Plan of Study. Complete the Career Plans activities.

Instructional documents:

Activities	Tracked
Compass Profile	✓

[Add/Edit Activities](#)

Section: Grade 10 Four-Year Rolling Plan [Rename](#) [Remove](#)

Instructions: Update Your Plan of Study and Career Plans.

Instructional documents:

Activities	Tracked
Compass Profile	✓

[Add/Edit Activities](#)

Section: Grade 11 Four-Year Rolling Plan [Rename](#) [Remove](#)

Instructions: Update Your Plan of Study and Career Plans.

Instructional documents:

Activities	Tracked
Compass Profile	✓

[Add/Edit Activities](#)

Section: Grade 12 Four-Year Rolling Plan [Rename](#) [Remove](#)

Instructions: Update your Career Plans.

Instructional documents:

Activities	Tracked
Compass Profile	✓

[Add/Edit Activities](#)

Page: North Dakota Choice Ready [Rename](#) [Remove](#) [Sort](#)

Instructions: Complete the Essential Skills, Rolling 4-year Plan, Post-secondary Ready, Workforce Ready, and Military Ready sections below. Use the Choice Ready Checklist to keep track of the indicators you have completed. (See instructional documents under "Additional Information")

Instructional documents: [ChoiceReadyChecklist.pdf](#) [\(Remove\)](#)

Accepted formats: PDF, DOC, DOCX, JPG, PNG, and TIFF (10MB size limit)

Initial page for: [8th grade](#), [9th grade](#), [10th grade](#), [11th grade](#), [12th grade](#)

Section: Essential Skills [Rename](#) [Remove](#)

Instructions: Complete a minimum of four or more indicators in this section. Two indicators that are not included here are 95% attendance and demonstrating competency in 21st Century Skills. These indicators will be completed in the following manner:

1. 95% Attendance - automatically pulled from PowerSchool
2. 4Cs-21st Century Skills Rubric may be completed by a teacher and documented in PowerSchool then automatically pulled. (See Additional Information)

Instructional documents: [4Cs-21st Century Skills Rubric.pdf](#) [\(Remove\)](#)

Activities	Tracked
Volunteering & Community Service	✓
Work-based Learning Experiences	✓
Activities	✓
Projects	✓
Enrichment Courses and Workshops	✓
Extracurricular Activities	✓

[Add/Edit Activities](#) [Sort Activities](#)

Section: Post Secondary Ready [Rename](#) [Remove](#)

Instructions: To be Post-Secondary Ready you must complete a 4-year Rolling Career Plan yearly, earn a GPA of 2.8 or greater and complete one academic indicator set below.

ACT or SAT Minimum Subscore Scores		
✓ ACT English - 18	OR	✓ SAT Reading - 480
✓ ACT Reading - 22		✓ SAT Math - 530
✓ ACT Math - 21		
✓ ACT Science - 23		

OR

Two or more academic indicators:

- Advanced Placement (A, B, C) or (4, 3, or 2)
- Dual Credit Course (A, B, C) or (4, 3, or 2)
- Algebra II (A, B, C) or (4, 3, or 2)
- Advanced Placement Exam (3+)
- International Baccalaureate Exam (4+)
- 3.0 GPA in core course requirements for NDUS admission
- CREAM English/Math Course (70% or greater)

Instructional documents: [\(Remove\)](#)

Activities	Tracked
SAT	✓
Early College Access Programs	✓

[Add/Edit Activities](#) [Sort Activities](#)

Section: Workforce Ready [Rename](#) [Remove](#)

Instructions: To be Workforce Ready complete a 4-Year Rolling Career Plan, and complete two or more additional indicators:

- Complete three CTE courses or more (A, B, or C) or (4, 3, or 2)
- Complete Career Ready Practices (3.0)
- Dual Credit Course (A, B or C) or (4, 3, or 2)
- Workkeys (Gold or Silver)
- Technical Assessment / Industry Credential
- Workplace Learning Experience (60 hrs.)
- Work-based Learning Experience (Parkinson V) (60 hrs.)
- CREAM (Eng/Math) Course (70% or greater)
- NDCA (Reading/Math) Level 3 or greater or (ACT for Accountability: English 19/Mathematics 22)

Step 6: There are 4 components in the Choice Ready Framework. Those components have been added as 4 **Sections** in the North Dakota Choice Ready curriculum and are located under the North Dakota Choice Ready page.

- Essential Skills
- Post-Secondary Skills
- Workforce Skills
- Military Skills

(If you want to add sections, click 'Add Section' then 'Rename' the section if desired and edit/add 'Instructions', 'Instructional documents', and assign.)

These sections house some of the activities that students need to complete to be North Dakota Choice Ready. The activities included in each section are trackable and reportable (not all activities from North Dakota Choice Ready are trackable/reportable in RUReady).

Step 7: Activities: Add or remove activities or change the order of the activities to reflect your needs. The activities assigned at each grade level are specific to the data that needs to be completed. Click the 'Add/Edit Activities' button to add or edit activities you would like in the section.

Grade 8 Four-Year Rolling Plan

Find activities by...

Portfolio section:

Select a section

Search:

- OR -

Grade 8 Four-Year Rolling Plan

Find activities by...

Portfolio section:

Show all activities

Search:

- OR -

☐ A Picture of Me in the Future

☐ AchieveWORKS Learning & Productivity

☐ AchieveWORKS Skills

☐ ACT ASPIRE

☐ After High School Transition Plan

☐ AP Exams

☐ Aptitudes

☐ Awards, Distinctions, Honors

☐ Career Clusters Map

☐ Career Plans

☐ College Applications and Recruiting

☐ Community Service and Service Learning

☐ Cover Letters

☐ Demographics

☐ Early College Access Programs

☐ Early Work Experiences

☐ Enrichment Courses and Workshops

☐ Experiences

☐ Extracurricular Activities

☐ Financial Aid Plan for My Colleges

☐ GED

☐ GMAT

☐ High School Transition Plan

☐ IB Test

☐ Intent to Register

☐ Internships

☐ Job Interviews

☐ Job Shadowing Experiences

☐ Leadership Experiences

☐ Life Roles

☐ MCAT

☐ My Colleges & Applications

☐ My Personal Statement

☐ Networking

☐ Personal Management Style

☐ Physical Health Activities

☐ Postsecondary Planning Factors

☐ ProACT

☐ Projects

☐ Resumes

☐ SAT Subject Test

☐ Saved Careers

☐ Scholarships

☐ Self Knowledge

☐ Short-duration Courses

☐ The Career Key

☐ TClEFL

☐ Work Experiences

☐ Work Values Sorter

☐ AchieveWORKS Intelligences

☐ AchieveWORKS Personality

☐ ACT

☐ Activities

☐ Annual Reflection

☐ Apprenticeships

☐ ASVAB

☐ Basic Skills Survey

☐ Career Finder Searches

☐ Career Work History Searches

☐ Colleges Attended

☐ Components of My Financial Aid Plan

☐ Degrees and Credentials Earned

☐ Directions after High School

☐ Early Skills

☐ Education Planning Factors

☐ Estimated Family Contribution (EFC)

☐ Explore

☐ FAFSA

☐ Focus Career Cluster

☐ General Workplace Skills

☐ GRE

☐ High Schools Attended

☐ Informal Learning Experiences

☐ Interest Profiler

☐ Interview Practice

☐ Job Search Activities

☐ Journal

☐ Licenses and Certifications

☐ LSAT

☐ Middle Schools Attended

☐ My Goals and Action Plans

☐ My Reviews and Comments

☐ Parents/Guardians

☐ Personal Values and Priorities

☐ Plan

☐ Postsecondary Programs and Majors Recently Reviewed

☐ Professional Association Memberships

☐ PSAT

☐ SAT

☐ Saved Career Clusters and Career Pathways

☐ Saved Programs or Majors

☐ School Finder Searches

☐ Self-Advocacy Strategies

☐ Thank-you Letters

☐ This is Me

☐ Transferable Skills Checklist

☐ Work Keys

☐ Working for Yourself

+ Add Activities

Section: Workforce Ready [Rename](#) [Remove](#)

Instructions: To be Workforce Ready complete a 4-Year Rolling Career Plan, and complete two or more additional indicators:

- Complete three CTE courses or more (A, B, or C) or (4, 3, or 2)
- Complete Career Ready Practices (3.0)
- Dual Credit Course (A, B or C) or (4, 3, or 2)
- WorkKeys (Gold or Silver)

[Activity: Your Plan of Study](#) [Remove](#)

Instructions: Enter optional guidance text. [+](#)

Trackable:

☐ Not Tracked

☐ Tracked (completed anytime)

☒ Tracked (completed during specific grade)

9th Grade [v](#)

[Activity: Career Plans](#) [Remove](#)

Instructions: Enter optional guidance text. [+](#)

Trackable:

☐ Not Tracked

☐ Tracked (completed anytime)

☒ Tracked (completed during specific grade)

9th Grade [v](#)

[Back](#) [Edit Next Section](#)

Once activities are added you may add 'Instructions', choose a tracking option and specific grade level you would like it to be tracked. If you want the activities presented in a certain order, click on the 'Sort Activities' button. (Order the student will see the activity(ies). Continue to edit/change sections and activities.



Section: Workforce Ready [Rename](#) [Remove](#)

Instructions: To be Workforce Ready complete a 4-Year Rolling Career Plan, and complete two or more additional indicators:

- Complete three CTE courses or more (A, B, or C) or (4, 3, or 2)
- Complete Career Ready Practices (3.0)
- Dual Credit Course (A, B or C) or (4, 3, or 2)
- WorkKeys (Gold or Silver)
- Technical Assessment / Industry Credential
- Workplace Learning Experience (40 hrs.)
- Work-based Learning Experience (Perkins V) (40 hrs.)
- CREAM (Eng./Math) Course (70% or greater)
- NDSA (Reading/Math) Level 3 or greater or (ACT for Accountability: English 19/Mathematics 22)

Instructional documents: [WorkbasedShortened_Grading_Rubric.docx](#) [Remove](#) [+](#)

Activities	Tracked
Early College Access Programs	✓
WorkKeys	✓
Credentials Earned	✓
Compass Profile	✓
Work-Based Learning Experiences	✓
Work-Based Learning Opportunities	✓

[Add/Edit Activities](#) [Sort Activities](#)

