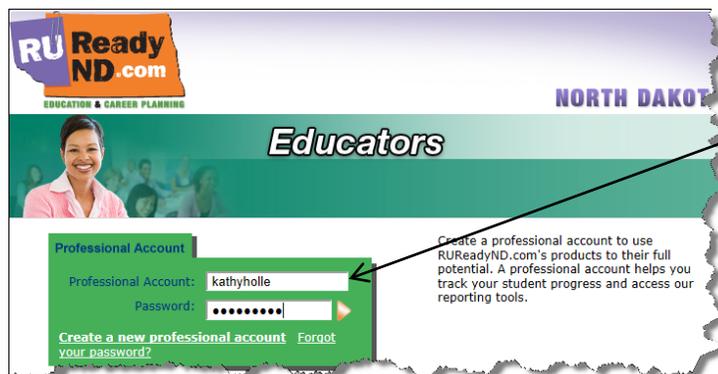


# Cleaning up of RUReadyND.com Accounts/Portfolios

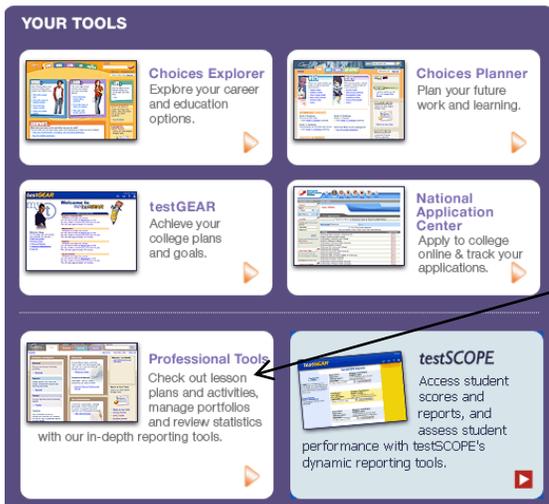
## 1. Go to RUReadyND.com



2. Click on the Educators Sign In to access your administrator account (if you don't have an administrator account, call 701-328-9733 OR 701-328-9734)



3. Enter Professional Account Name and Password



4. Click on Professional Tools

## Site Administration

Customize course plans, manage passwords, create Professional Accounts or upgrade individual portfolios to Professional Accounts.

- [Site Administration](#)

5. Click on Site Administration

## Site Administration

### Course Plans

Customize the courses listed for each pathway and level of education.

- [Customize Course Plans](#)

### Delete and release

Clean up portfolios for students who have graduated or left.

- [Delete and release](#)

### Merge Portfolios

Keep your reports accurate and portfolios organized by merging duplicate portfolios.

- [Merge Portfolios](#)

### Professional Accounts

Manage the Professional Accounts at your site. These functions require a valid Professional Account Access Key or Administrator Code.

- [Create Another Professional Account](#)
- [Upgrade a Portfolio to a Professional Account](#)
- [Convert a Professional Account to a Portfolio](#)
- [Grant Administrator Privileges](#)
- [Remove Administrator Privileges](#)
- [View All Professional Accounts](#)

## 6. Click on Delete and Release or Merge Portfolios

Generally, the best first step is to **release** the portfolios of students who have already graduated (see #7). After they have been released, you will be able to **merge** the portfolios of the students who are still enrolled in your school (see #8).

## 7. Click on Past Years

You will see a list of students that should be released. If you have students from earlier than 2008, you will find them by reviewing the students alphabetically. Don't worry about those – we will release them en masse.

## Reviewer

### Delete or Release Portfolios

If a student has created an improper portfolio – or a duplicate one – you can **delete** that portfolio.

To keep your site's usage statistics on track, we recommend **releasing** portfolios when students graduate or transfer to a new school. Once they are released, they will no longer be attached to your Choices license. The student will have the ability to connect their portfolio to a new site using the Change Schools feature in the All About You section of their Portfolio.

### Find Portfolios to Delete or Release

#### Find Students by Graduating Year

- [Class of 2013](#) (seniors)
- [Class of 2014](#) (juniors)
- [Class of 2015](#) (sophomores)
- [Class of 2016](#) (freshmen)
- [Class of 2017](#)
- [Class of 2018](#)
- [Class of 2019](#)

[Past Years](#) ▼

#### Search for Individual Student

First name

Last name

Student number

**Reviewer**

**Merge Portfolios**

People occasionally create more than one portfolio because they've forgotten a password or portfolio name. This process lets you merge multiple portfolios into a single portfolio. This ensures that your reporting is accurate and keeps the student's work in one place.

**Possible Duplicate Portfolios**  
Review the portfolios with duplicate names, student numbers and graduation years:

- Laura Glasser ([2 portfolios](#))
- Kathy Holle ([2 portfolios](#))

**Find Students by Graduating Year**

- [Class of 2013](#) (seniors)
- [Class of 2014](#) (juniors)
- [Class of 2015](#) (sophomores)
- [Class of 2016](#) (freshmen)
- [Class of 2017](#)
- [Class of 2018](#)
- [Class of 2019](#)

**Search for Individual Student**

First name  

Last name  

Student number  

## 8. Merging Portfolios

You will see a list of students that have more than one portfolio. Click on the link to the right of the name and it will give you directions for how to merge the 2 – or more – portfolios together.

If you have a long list of multiple portfolios, you will see a link at the bottom of the list that says *Review Entire List*. Looking at this list will also show you when the individual was last signed in. That is sometimes helpful to know when you are deciding whether to delete or merge – or which portfolio should be the primary account.

### Other points to consider:

- When the new platform is ready in the fall, the plan is to auto-load all student accounts through the State Longitudinal Data System (SLDS). While this plan is still in the works, the clean-up of accounts now will make the process of merging the old and new accounts much smoother.
- If you generally customize the course plan builder, don't do that this spring or summer as the customizations that you have done will not be able to be moved to the new platform. If you would like assistance with that process when the new platform is up and running, please don't hesitate to give us a call.

### North Dakota Career Resource Network

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