



Customizing RUReadyND for Site Administrators

Objectives for Today

- Use Features in the Pro Center in your school site.
- Customize the Planning Milestones in your site, or the training site.
- Customize Plans of Study--walk through the steps in your site or the training site.
- Use the afternoon session for individual school customizing work.
- Learn from each other and have fun!

Time	Topic	Materials
9:00	Welcome, Introductions, Objectives	Yellow Half Sheet for Questions
9:15	Objective 1: Use the Pro Center	
9:30	Using the First 4 Tabs—Demo & Practice	QRG's: Student Finder, View Portfolio, Build Group, Create Report, Send Message, Add Event
9:45	Objective 2: Milestones Overview	
10:00	Customizing Milestones—Demo & Practice	QRG: How to Use Milestone & Guideway Tracking Reports
10:15	Objective 3: Plans of Study—Overview of 3 Steps	
10:30	Step 1: Edit Grad. Requirements—Demo & Practice	
10:45	Step 2: Create Master Course List—Demo & Practice	
11:00	Step 3: Customize POS by Cluster & Subject Area	QRG: Course Planning Process for Professional: Best Practices; Gail's Texas Template

11:20	Help Students Create POS	Optional Handouts: They could customize a QRG for students: Creating & Editing your Plan of Study and edit a PPT with the same name to introduce POS in RURND to their students. We can show but not spend time in presentation going over it.
11:30	CRC Choose 1: Other functions in Tab 5; testGEAR & testSCOPE; More Implementation Time discussion	
11:45	Questions and Answers (evaluations & certificates to those not staying for the afternoon)	
12-1:00	Independent Work on Customizing in School Site	
1-2:45	Wrap-Up, Evaluation, Receive Certificates	
3:00	Dismiss	

ND Career Resource Network website: www.nd.gov/cte/crn

Lots of Resources & the Workshop Schedule

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