

# Customizing RUReadyND.com

## For Site Administrators

### 2013-2014



**CHANCE FAVORS THE PREPARED MIND.**

-Louis Pasteur



# INTRODUCTIONS AND HOUSEKEEPING

## Introductions:

- ❖ Name and school/affiliation
- ❖ How have you used RUPrepareND so far this school year? OR
- ❖ What do use RUPrepareND to accomplish?

## Housekeeping:

- ❖ Silence all electronic devices
- ❖ Limit off-topic conversations.
- ❖ Rest rooms, Breaks, Lunch
- ❖ Graduate Credit available
- ❖ Ask questions, participate, and enjoy your time here today!

# 3 OBJECTIVES FOR THIS MORNING

Use Features in the Pro Center

Customize the Planning Milestones

Customize Plans of Study

# OBJECTIVE 1

## Use Features in the Pro Center:

### How to Get There

### My Account—Account Profile



#### Sign In to Your Professional Center Account



Account Name:

Password:

[SIGN IN](#)

[Forgot password?](#)

Don't have a Professional Center account?

[Create a Professional Center Account](#)

#### What is the Professional Center?

The Professional Center gives you all the tools you need to manage your college and career planning programs - administration, reporting, communicating and managing students.



##### Students & Groups

Find individuals, define groups of students, and manage your groups.



##### Reporting

Create reports that show site usage, assessment results, and planning outcomes.



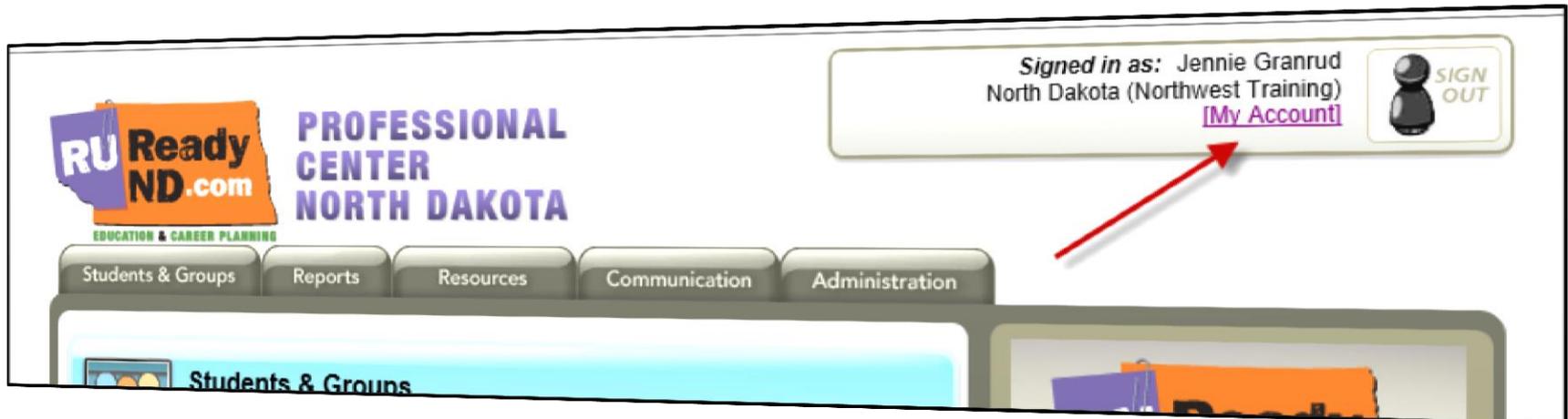
##### Resources

Find lesson plans for your subject and guidance in using the system.



##### Communication

Send or review your messages, and manage events that appear on student calendars.



**Objective 1:  
Use the Features  
in the  
Pro Center**

**The First Four Tabs**

**Demo & Practice**

**EDUCATION & CAREER PLANNING**

Students & Groups   Reports   Resources   Communication

 **Students & Groups**  
Find individuals, define groups of students and manage your groups.

[Students & Groups](#)

 **Reports**  
Create reports showing site usage, assessment results and outcomes.

[Reports](#)

 **Resources**  
Find lesson plans for your subject, and get help using the system.

[Resources](#)

 **Communication**  
Send or review messages and set up your events calendar.

[Communication](#)

# THE FIFTH TAB– ADMINISTRATION



## Administration

### High School Courses

- [1. Update Master Course List](#)  
(Last updated on October 01, 2013 by Jennie Granrud )  
All plans of study use the same list of courses—update them here to change them everywhere.
- [2. Edit High School Graduation Requirements](#)  
Ensure that graduation requirements are up to date and that all sets of graduation requirements for your school are defined.
- [3. Customize High School Programs of Study](#)  
(Last updated on October 04, 2013 by Jennie Granrud )  
Update programs of study for clusters and pathways with the courses at your school.

### Access Codes

- ▶ [Change Professional Account Access Key](#)
- ▶ [Change Administrator Code](#)

### Professional / Administrator Access

- ▶ [Manage Professional Accounts](#)

Create, Upgrade, Manage, or View Professional & Administrator Accounts

### Customize Planning Milestones

- ▶ [Change the Planning Milestones for your students](#)

### Edit Local Scholarships Database

- ▶ [Edit Local Scholarships Database](#)

### Local Settings

- ▶ [Choose local system settings](#)

### Edit North Dakota Individual Career and Academic Plan (ICAP)

- ▶ [Define a page to be included in student portfolios](#)

# OBJECTIVE 2

Use features in the Pro Center

Customize the Planning Milestones

Customize Plans of Study



## Your Planning Milestones

Track your progress on items you need to complete.



# Milestones—What Will The Student See?

## Your Planning Milestones

These are the milestones in your work that your advisor is tracking. On this page you can track your progress yourself.

<b>Select a Career Cluster or Pathway</b>			<a href="#">Focus Career Cluster</a>
<b>Saved careers in your portfolio</b>	✓	October 24, 2013	<a href="#">Explore Careers</a>
<b>Completed Career Clusters Survey</b>	✓	October 30, 2013	<a href="#">Career Cluster Survey</a>
<b>Interest Profiler</b>			<a href="#">Interest Profiler</a>
<b>Career Key</b>	✓	October 23, 2013	<a href="#">Career Key</a>
<b>Work Value Sorter</b>	✓	October 30, 2013	<a href="#">Work Value Sorter</a>
<b>Created a career plan in the Career Plan Builder</b>			<a href="#">Career Plan Builder</a>
<b>Resume</b>			<a href="#">Resumes</a>
<b>Job Interview Practice</b>			<a href="#">Job Interview Practice</a>
<b>Documented work experiences</b>			<a href="#">Work Experiences</a>
<b>Documented job shadowing experiences</b>	✓	October 15, 2013	<a href="#">Job Shadowing Experiences</a>
<b>Created high school plan of study</b>	✓	October 1, 2013	<a href="#">Your Plan of Study</a>
<b>College list</b>	✓	October 30, 2013	<a href="#">Explore Schools</a>
<b>Saved Programs/Majors</b>	✓	October 30, 2013	<a href="#">Explore Programs</a>
<b>Test Prep</b>			<a href="#">Test Prep</a>
<b>Complete and file the FAFSA</b>			<a href="#">FAFSA</a>
<b>Searched for scholarships</b>			<a href="#">Scholarship Finder</a>
<b>Documented extracurricular activities</b>	✓	October 30, 2013	<a href="#">Activities</a>

# What Do Milestones Look Like In Your Reports?

## Milestones Tracking Report

School/Program Name: Rugby High School  
 Milestone Set: North Dakota Planning  
 Milestones  
 Class or Group: 12th Grade  
 Report Date: Oct 25, 2013

**Class**

- 12th Grade
- 11th Grade
- 10th Grade
- 9th Grade
- 8th Grade
- 7th Grade

**Group**

All

**Milestones (Click for details report)**

1. [Interest Profiler](#)
2. [Work Values Sorter](#)
3. [Career Cluster Survey](#)
4. [Career Plan Builder](#)
5. [Resume](#)
6. [Job Interview Practice](#)
7. [Your Plan of Study](#)
8. [Complete and file the FAFSA](#)
9. [Scholarship Finder](#)
10. [Job Shadowing Experiences](#)
11. [Work Experiences](#)
12. [Saved Careers](#)
13. [College List](#)
14. [Test Prep](#)
15. [Saved Programs/ Majors](#)
16. [Activities](#)
17. [Selected Career Cluster or Career Pathway](#)
18. [Career Key](#)

**Percentage of students completed each Milestone**

Milestones	Percentage Completed
1	65
2	50
3	57
4	7
5	0
6	0
7	0
8	0
9	0
10	0
11	0
12	35
13	0
14	0
15	0
16	0
17	0
18	0

**Milestone Summary Report**

Milestone Completion Status	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Total Completed	26	20	23	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Not Completed	14	20	17	37	4	0	0	0	0	0	0	0	0	0	0	0	0	0

See which students have completed this milestone - click a student name to view their portfolio

- [Return to Full Milestone Tracking Report](#)

Who	Completed Outcome	Not Yet Completed
<ul style="list-style-type: none"> <li>Total: 54 students</li> <li>43 students have completed this milestone.</li> </ul>	<a href="#">Belgarde , Kelly</a>	<a href="#">Bachmeier , Kaitlin</a>
	<a href="#">Berg , Devon</a>	<a href="#">Ellis , Cassidy</a>
	<a href="#">Berqinski , Jacob</a>	<a href="#">Garhofer , Jena</a>
	<a href="#">Bernhardt , Tanner</a>	<a href="#">Gayle , Kayleigh</a>
	<a href="#">Blessum , Elizabeth</a>	<a href="#">Lowman , ShaNya</a>

# Milestone Customizing Options and Use

- Stick with the state default of 18
- Customize by grade
- Customize to create drilled-down reports for a short term use (semester, class, unit) Change back to your normal milestones with a click
- How will you implement?

# OBJECTIVE 3

Use features in the Pro Center

Customizing the Planning Milestones

Plans of Study



# What Do POS Look Like In Your Reports?

## Plans 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					
		2013	2014	2015	2016	2017	2018
✓ On track to meet graduation requirements	(?)	0	<a href="#">2</a>	0	0	0	0
✗ NOT on track to meet graduation requirements	(?)	0	0	0	<a href="#">5</a>	0	0
Never created or edited plan of study	(?)	<a href="#">2</a>	<a href="#">16</a>	<a href="#">1</a>	<a href="#">15</a>	<a href="#">8</a>	<a href="#">3</a>

Submitted, but not approved or locked	(?)	0	<a href="#">2</a>	0	0	0	0
Approved	(?)	0	0	0			
Locked	(?)	0	0	0			

Parent review requested but not completed	(?)	0	0	0			
Parent review not completed	(?)	<a href="#">2</a>	<a href="#">18</a>	<a href="#">1</a>	<a href="#">2</a>		
Parent review Completed	(?)	0	0	0			

## Plan of Study Tracking Report

[Return to Plan of Study Tracking](#)

North Dakota (Northeast Training)  
 Report Date: Oct 31, 2013  
 Class or Group: Class of 2014 ([Edit](#))  
 Number of Portfolios: 1

Plan of Study Status	Portfolios by Graduation Year
	2014

Click a name to view that person's plan of study, or select portfolios to use buttons below:

(Up to 25 plans)

1 - 1 of 1 portfolio(s)

ALL	Name	Grad Year	Complete	Enrolled	Planned	Total	Credits Required	On Track	Submitted	Approved	Locked	Parent Review
<input type="checkbox"/>	<a href="#">xapln</a> <a href="#">xapln</a>	2014	0	0	0	0	24	✗	Yes	No	No	No

1 - 1 of 1 portfolio(s)

(Up to 25 plans)

# Step One—Edit Graduation Requirements if Needed



## High School Courses

### Edit High School Graduation Requirements – Available Sets

These are the sets of graduation requirements that are available for students to use in Your Plan of Study to compare with their course plans.

You can edit the requirements for a set, add a new set of requirements, delete an old set, or disable a set so that it won't be available to students. (The system-defined sets can be disabled but not deleted.)

Graduation Requirements Sets	Status	Actions
<b>ND Academic Scholarship Eligibility Requirements: 22 Units of Credit Required</b> Starting with the class of 2012	Enabled Unedited System-defined set	<a href="#">Disable</a> <a href="#">Edit</a>
<b>ND Career and Technical Education Scholarship Eligibility Requirements: 22 Units of Credit Required</b> Starting with the class of 2012	Enabled Unedited System-defined set	<a href="#">Disable</a> <a href="#">Edit</a>
<b>ND High School Graduation Requirements: 22 Units of Credit Required</b> Starting with the class of 2012	Enabled Unedited System-defined set	<a href="#">Disable</a> <a href="#">Edit</a>

► Add a new set of graduation requirements

# Step Two—Create Your Master Course List

View Courses by  
grade level →

Delete or Add  
courses →

View current  
courses. →

## Update Master Course List – View All Courses

All recommended course plans use the same list of courses – update them here to change them everywhere.

[View All](#) [8th Grade](#) [7th Grade](#) [8th Grade](#) [9th Grade](#) [10th Grade](#) [11th Grade](#) [12th Grade](#) [Select All](#) [Clear All](#)

Delete Course(s)

Add a Course

1 2 3 ▶ ▶|

	Course Name	Subject Area	Credits	Available to Grades
<input type="checkbox"/> <a href="#">Edit</a>	Advanced Algebra H S1	Math	0.5	9, 10, 11, 12
<input type="checkbox"/> <a href="#">Edit</a>	Advanced Algebra H S2	Math	0.5	9, 10, 11, 12
<input type="checkbox"/> <a href="#">Edit</a>	Advanced Algebra R S1	Math	0.5	9, 10, 11, 12
<input type="checkbox"/> <a href="#">Edit</a>	Advanced Algebra R S2	Math	0.5	9, 10, 11, 12
<input type="checkbox"/> <a href="#">Edit</a>	Advanced Algebra S1	Math	0.5	9, 10, 11, 12
<input type="checkbox"/> <a href="#">Edit</a>	Advanced Algebra S2	Math	0.5	9, 10, 11, 12
<input type="checkbox"/> <a href="#">Edit</a>	Advanced Algebra with Trigonometry H S1	Math	0.5	9, 10, 11, 12
<input type="checkbox"/> <a href="#">Edit</a>	Advanced Algebra with Trigonometry H S2	Math	0.5	9, 10, 11, 12

# Step Three – Customize Plans of Study By Cluster and By Subject Area

- **Edit Courses** included in the state default
- **Add appropriate CTE and other Elective Courses**

**High School Courses**

[▶ Return to List of Programs of Study](#)

### Customize Programs of Study

Career Cluster: **Business, Management and Administration**

- ND - Business, Management and Administration ([Rename](#))

Introduction Text Students Will See: [\(Edit\)](#)

Link to More Information: [\(Edit\)](#)

Edit the recommended courses students will see for this program of study.

**Copy From Another Program**

Copy recommended courses from another plan into this one. The entire contents of this plan will be replaced.

**Display Order**

Choose where you want this course plan displayed in the list of plans for this cluster:  ▼

**Hide This From Students?**

Yes, this program can only be assigned to students by a professional.

6th-8th Grade View	9th Grade	10th Grade	11th Grade	12th Grade
<b>English/Language Arts</b> Add/Edit Courses	English 9 * 1 credit(s) ▶ Delete	English 10 * 1 credit(s) ▶ Delete  ----OR----  World Literature * 1 credit(s) ▶ Delete	English 11 * 1 credit(s) ▶ Delete  ----OR----  Speech/Basic Oral Communication I * 1 credit(s) ▶ Delete	English 12 * 1 credit(s) ▶ Delete
<b>Mathematics</b> Add/Edit Courses	Algebra * 1 credit(s) ▶ Delete	Consumer Mathematics * 1 credit(s) ▶ Delete  ----OR----  Geometry	Advanced Algebra * 1 credit(s) ▶ Delete	Trigonometry * 1 credit(s) ▶ Delete  ----OR----  Probability & Statistics

# Helping Students Work Through the Plan of Study Process

- Resources for you to Plan your School Process and Timeline
- QRG– Best Practices for Professionals
- QRG for Students—Creating and Editing xxx
- Ppt

# Create a Tracking Plans Of Study Summary



## Tracking Plans of Study

### Plans 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				
	2013	2014	2015	2016	2017
✓ On track to meet graduation requirements <a href="#">(?)</a>	0	<a href="#">1</a>	0	0	0
✗ NOT on track to meet graduation requirements <a href="#">(?)</a>	0	0	0	<a href="#">5</a>	0
Never created or edited plan of study <a href="#">(?)</a>	<a href="#">2</a>	<a href="#">10</a>	<a href="#">1</a>	<a href="#">15</a>	<a href="#">7</a>
Submitted, but not approved or locked <a href="#">(?)</a>	0	<a href="#">1</a>	0	0	0
Approved <a href="#">(?)</a>	0	0	0	0	0
Locked <a href="#">(?)</a>	0	0	0	0	0
Parent review requested but not completed <a href="#">(?)</a>	0	0	0	0	0
Parent review not completed <a href="#">(?)</a>	<a href="#">2</a>	<a href="#">11</a>	<a href="#">1</a>	<a href="#">20</a>	<a href="#">7</a>
Parent review Completed <a href="#">(?)</a>	0	0	0	0	0

Summary of all 9 status items

### Plans of Study Tracking Reports

To create your own report, choose a class or group, then select each status you want included.

Class:

Class of 2014 [v](#)

OR

Groups:

-- Select a Group -- [v](#)

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 [\(?\)](#)

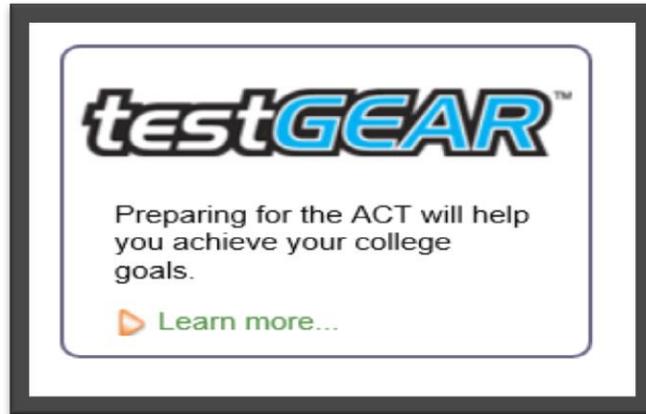
[Select All](#) | [Clear All](#)

[View Tracking Report](#)

Select Class

Create a report with one or more status items

# testGEAR



- ❖ On the High School Landing Page or Click on College Planning Tab > Test Prep
- ❖ Requires testGEAR login and Ucode

# testSCOPE



- ❖ Go to testu.com
- ❖ Requires Educator User name and Password ( same for both)

# IMPLEMENTATION PLANNING

- ❖ Order of Implementation by Grade
- ❖ Who—Can every teacher incorporate something?
- ❖ Create a timeline for events in your implantation process:
  - ❖ Planning Meetings
  - ❖ Activities with Students
  - ❖ Development of Materials
  - ❖ Parent Nights
  - ❖ Other Activities

# QUESTIONS AND COMMENTS



# LAST THING—WE NEED YOUR FEEDBACK

- ❖ Go to [www.nd.gov.cte/crn](http://www.nd.gov.cte/crn)
- ❖ Educator Section
- ❖ Select [CRN Workshops](#)
- ❖ [Evaluation](#) -select this location and date and Jody Breker
- ❖ Answer the questions and select [Submit](#)