# RUReady.ND.gov Feature Site Map

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NDCC 15.1-21-18.1 A school district shall administer to students, once during their enrollment in grade seven or eight and once during their enrollment in grade nine or ten, a career interest inventory recommended by the department of career and technical education and approved by the superintendent of public instruction.

Following is a list of approved career interest inventories:

- **Interest Profiler** (Gr. 7-10)
- **Career Clusters Interest Survey** (Gr. 7-10)
- **The Career Keys** (Gr. 7-9)
- COPS Interest Inventory (Gr. 7-10)
- Self-Directed Search Form R (Gr. 9-10)
- IDEAS Self-Scored Assessment (Gr. 7-10)
- JOB-O Enhanced (Gr. 7-10)
- JOB-O-A (Gr. 9-10)
- Kuder Career Search (Gr. 7-10)
- Career Matchmaker (Gr. 7-10)
- ACT Profile Interest Inventory (Gr. 7-10)
- Pre-ACT (Gr. 10)
- ASVAB (Gr. 10)

This information will be reported on the STARS Individual Student Level Enrollment Report which is due **June 30 of each school year**.

If you have any questions regarding Career Interest Inventories, please contact the Department of Public Instruction at 701-328-2244.
Interest Profiler
Grades 7-9

Go to RUReady.ND.gov. Sign in with your username and password.

Follow the steps in order and read the directions as you go. Complete all of the activities and answer the questions as honestly as you can.

You can easily navigate the RUReady.ND.gov site by clicking on the top tabs to go to each section or go back to a place you were before.

Click on the Career Planning tab at the top of the page.

Click on LEARN ABOUT YOURSELF. Locate and click on INTEREST PROFILER.

Click on Get Started and answer the questions. Read the results page and write your top two interest areas below.

1. _________________________________ 2. _________________________________

Scroll down to complete the reflection activity and save it. Type the name of a different career in the search box to see a comparison.

Click on Matching Careers and scan the types of careers that are the best match to your results. Choose two careers from the list that are of the most interest to you and complete the information for each career.

<table>
<thead>
<tr>
<th>Career 1:</th>
<th>Career 2:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of Education Required:</td>
<td>Level of Education Required:</td>
</tr>
<tr>
<td>National Annual Earnings:</td>
<td>National Annual Earnings:</td>
</tr>
</tbody>
</table>

Click on the Education Level tab. Choose two different careers from the following education level groups and complete the information below for each career.

One to two years post-secondary training education level:

<table>
<thead>
<tr>
<th>Career 1:</th>
<th>Career 2:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of Education Required:</td>
<td>Level of Education Required:</td>
</tr>
<tr>
<td>National Annual Earnings:</td>
<td>National Annual Earnings:</td>
</tr>
</tbody>
</table>

Bachelor’s degree education level:

<table>
<thead>
<tr>
<th>Career 1:</th>
<th>Career 2:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of Education Required:</td>
<td>Level of Education Required:</td>
</tr>
<tr>
<td>National Annual Earnings:</td>
<td>National Annual Earnings:</td>
</tr>
</tbody>
</table>
Go to RUReady.ND.gov. Sign in with your username and password.

Follow the steps in order and read directions as you go. Complete all of the activities and answer the questions as honestly as you can.

You can easily navigate the RUReady.ND.gov site by clicking on the top tabs to go to each section or go back to a place you were before.

Click on the CAREER PLANNING tab at the top of the page.

Click on LEARN ABOUT YOURSELF. Locate and click on THE CAREER KEY. Click Get Started and answer the questions. Write your top two ranking interest areas below:

Interest #1 ____________________________  Interest #2 ____________________________

Complete the Reflection Activity at the bottom of the page and save it. Click on View Careers to learn about the types of careers that are the best match to your results.

How many careers are considered a match? ____________________________

There are several different levels of education that may be required for different occupations.

- High School Preferred
- High School/GED
- Post-secondary training
- 1-2 years post-secondary training
- Associate’s degree
- Bachelor’s degree
- Master’s degree
- Doctoral degree
- First professional degree

Choose a career aligned with the level of education you are most interested in and answer the following questions:

Career Name: __________________________________________
Education Level: ________________________________________
What are the state average annual earnings? ____________________________
Which Career Cluster does this career belong in? ____________________________

Choose a different career that is in the same Career Cluster and answer the following questions:

Career Name: __________________________________________
Education Level: ________________________________________
What are the state average annual earnings? ____________________________
Go to RUReady.ND.gov. Sign in with your username and password.

Follow the steps in order and read directions as you go. Complete all of the activities and answer the questions as honestly as you can.

You can easily navigate the RUReady.ND.gov site by clicking on the top tabs to go to each section or go back to a place you were before.

Step 1: Click on the CAREER PLANNING tab at the top of the page.
Click on LEARN ABOUT YOURSELF. Locate and take the CAREER CLUSTER SURVEY.

List your top Career Cluster: ____________________________________________

Complete the Reflections box at the bottom of the page. Save.

Step 2: Click on Explore Careers at the top of the page. Under Browse Career Clusters, click on your top cluster from the Career Cluster Survey you took in Step 1 to see a list of careers to explore.

Write down two careers on your list that you find the most interesting. Click on Add to Portfolio to save.

1. _____________________________ 2. _____________________________

Read more about the two careers that have been saved. If a video is available, watch it to learn about a career to find out what they do.

Step 3: Return to Explore Careers and Career Exploration Tools. Click on Career Finder.

Click on the School Subjects list. Select one school subject you are interested in and look at the matching careers. Select one career that is interesting to list here and add to your portfolio.

a. _____________________________

Is the career you chose for this step in the career cluster identified in Step 1? If not, which career cluster is the career a part of? _____________________________

Select Get a Job. Find Insider Info. Select Career Planning. Select and read Plot Your Career Path. Write 1-2 sentences about what you learned:

_______________________________________________________________

_______________________________________________________________

_______________________________________________________________
Go to RUReady.ND.gov. Sign in with your username and password.

Today we are going get acquainted with RUReady.ND.gov by going on a Scavenger Hunt. Just follow the steps in order and read directions as you go. Complete all of the activities and answer the questions as honestly as you can. Assessment results will automatically be saved in your portfolio.

You can easily navigate the RUReady.ND.gov site by clicking on the top tabs to go to each section or go back to a place you were before.

A) Click on the CAREER PLANNING tab at the top of the page.

1. Click on LEARN ABOUT YOURSELF. Locate and click on THE CAREER KEY. Click on Get Started and answer the questions. Read the results page. Select two of Your Top Interest Areas and click on View Careers. Write your top two interest areas below:
   a. ________________________________  b. ________________________________

2. Return to the previous page and complete the Reflections box at the bottom of the page. Save.

3. Return to LEARN ABOUT YOURSELF and click on CAREER CLUSTER SURVEY. Take the survey!

   List your top Career Cluster:__________________________________________________________

4. Complete the Reflections box at the bottom of the page. Save.

5. Click on Explore Careers at the top of the page. Under Browse Career Clusters, click on your top cluster from the Career Cluster Survey you took in Step 3 to see a list of careers to explore. Click on those you find interesting and read more about them. If one is available, watch a one-minute video about a career to find out what they do.

6. Write down two careers that came up on your list that you find the most interesting. Click on Add to Portfolio to save them.
   a. ______________________________________  b. ______________________________________

7. Return to Explore Careers. Locate Career Exploration Tools. Click on Career Finder. Click on School Subjects and look at the list. Select a school subject you are interested in and look at the matching careers. Select two careers to list here and add to your portfolio.
   a. ______________________________________  b. ______________________________________

8. Select Get a Job. Find Insider Info. Select Surviving in the Workplace, Select and read Achieving Success on the Job. Write a complete sentence about what you learned:

   ______________________________________  ______________________________________  ______________________________________  ______________________________________
B) Click on the HIGH SCHOOL PLANNING tab at the top of the page. This is where your academic plan meets your career plan. Create a Plan of Study for yourself or work with your School Counselor to create a plan starting from a customized school district plan.

1. Click on High School Planning Timeline. Select the grade you are in and look at the checklist, click on a link listed in green.

2. Succeeding in High School is a great place to get help or to check out the resourceful web sites for fun, homework helpers, and/or project ideas.

3. Click on one Homework Helper you think may be of interest to you and write it below:

C) Find the SEARCH feature. Use it to find the following information:

1. What is the average annual wage for a Registered Nurse? ________________________________

2. What does a Sonographer do? ______________________________________________________

   In what Cluster is this career located? _____________________________________________

   What Education Level is required? ________________________________________________

3. What is the Outlook in North Dakota for a Machinist? ________________________________

   What is the Growth Rate? __________

   Estimated Job Openings in: North Dakota __________ the United States __________

D) The decision to go to college is a big step. Go to the COLLEGE PLANNING tab to learn more.

1. Find and click on Prepare for College. Click on Freshman Admissions and read the article. It is important information for you to think about if you are considering college. Discuss in class.

2. The test prep tool TESTIVE is a free tool students can use to prepare for the ACT exam, a required college entrance exam accepted at most colleges. List two places in RUReady.ND.gov where you can locate Testive:

   a. ___________________________________________ b. ___________________________________________

3. EXPLORE SCHOOLS by Type and Location. Click View Matching Schools and list two.

   a. ___________________________________________ b. ___________________________________________

4. Find SCHOOL EXPLORATION TOOLS. Using the Distance Search find the campus closest to your zip code. List here:

   ___________________________________________
E) List and explore the five sections of the FINANCIAL AID PLANNING tab:

1. ________________________________________________________________________________
2. ________________________________________________________________________________
3. ________________________________________________________________________________
4. ________________________________________________________________________________
5. ________________________________________________________________________________

6. Which section would you go to learn about managing your money? ____________________________________________________________________

7. Which section would you go to learn about the types of loans available? __________________________________________________________________

F) Go to the YOUR PORTFOLIO tab. This is where all of your information is stored.

1. What does “ICAP” stand for? ___________________________________________________________________

2. Spend the remainder of the time today personalizing Your Profile. Include your goals, experiences, activities, and how you see yourself.

Sign out and return to RUReady.ND.gov often!
Go to **RUReady.ND.gov**. Sign in with your username and password.

Today we are going get acquainted with **RUReady.ND.gov** by going on a **Scavenger Hunt**. Just follow the steps in order and read directions as you go. Complete all of the activities and answer the questions as honestly as you can. Assessment results will automatically be saved in your portfolio.

You can easily navigate the RUReddy.ND.gov site by clicking on the top tabs to go to each section or go back to a place you were before.

### A) Click on the HIGH SCHOOL PLANNING tab at the top of the page. This is where your academic plan meets your career plan. Create a Plan of Study for yourself or work with your School Counselor to create a plan starting from a customized school district plan.

1. Click on **High School Planning Timeline**. Select the grade you are in and look at the checklist, click on a link listed in green.

2. **Succeeding in High School** is a great place to get help or to check out the resourceful web sites for fun, homework helpers, and/or project ideas.

3. Click on one **Homework Helper** you think may be of interest to you and write it below:

   ______________________________________

### B) Find the SEARCH feature. Use it to find the following information:

1. What is the average annual wage for a **Registered Nurse**? ____________________________

2. What does a **Sonographer** do? ____________________________________________________

   In what **Cluster** is this career located? ____________________________________________

   What **Education Level** is required? ________________________________________________

3. What is the **Outlook** in North Dakota for a **Machinist**? ____________________________

   What is the **Growth Rate**? ____________

   Estimated **Job Openings** in: North Dakota ____________ the United States ____________
Find the definitions of terms used in RUReady.ND.gov in this glossary.

**Account Name:** The username that students create to access their account.

**Administrative Code:** This is the code given to professionals who will have access to the Administrative functions. This includes access to the professional accounts of other professionals in their building, site, or region.

**Annual Reflections:** This activity is located in the My Profile section of the portfolio and asks students to reflect on what they have learned about themselves and their academic development over the past year.

**ASVAB:** ASVAB is short for the Armed Services Vocational Aptitude Battery. ASVAB scores can be added into the Career Planning section of the Portfolio.

**Basic Skills Survey:** This survey will help students assess their basic skills and match them to career options.

**Career Clusters:** A career categorization system in which careers are grouped based on interests and skills. There are 16 career clusters.

**Career Cluster Survey:** An assessment that matches the student’s interests and personal qualities to Career Clusters to introduce them to possible career options.

**Career Finder:** The Career Finder helps narrow down a list of hundreds of careers by searching the database using criteria the user selects.

**Career Pathway:** A subdivision of a Career Cluster into more specific categories.

**Career Plan:** The career plan shows what type of work and learning are going to help a student to create the kind of future life that he or she wants.

**College Matching Assistant:** A quick search for schools using common items such as size, location, and majors.

**Compare Careers:** Pick two careers that interest you and compare them side by side.

**Compare Schools:** Compare schools side by side to see how they stack up.

**Course Plan:** The sequence of courses that a student plans to take in high school.

**Distance Search:** Allows students to find the campus closest to any zip code.

**Duplicate accounts:** A student has created more than one account.

**Early Skills:** The student’s best personal traits and work skills, including skills that they use in school and skills that they might use in sports, hobbies, or activities outside of school.

**Estimated Family Contribution (EFC):** The amount a student’s family is expected to contribute towards paying for college.
**FAFSA**: Free Application for Federal Student Aid. Filling out a FAFSA form is the first step in the financial aid process. To be eligible to receive federal financial aid, a student must complete a FAFSA.

**Feature**: Any tool or activity found within the site.

**General Workplace Skills**: Practiced activities that help workers achieve success in various careers. Students have developed these abilities at home, work, and school

**Guideway**: A tool within the program that guides students through the use of a series of activities within the program.

**ICAP**: The Individual Career and Academic Plan is a summary of all work that has been completed and saved to the student portfolio.

**Interest Profiler**: Students will learn which interests they have and match them to possible careers.

**Job Shadowing**: When a student spends one or more days in a workplace observing someone on the job.

**Learning Styles**: Students’ preferences in how they acquire information.

**Milestone**: The benchmark that measures student progress on an indicator.

**PAAK**: Professional Account Access Key. This is the code most professionals are given to create a student account.

**Personality Type**: Students’ preferences between introversion and extroversion, sensing and intuiting, thinking and feeling, and judging and perceiving. Based on the Myers Briggs Personality Type Indicator.

**Portfolio**: The electronic storage system in which students can keep track of their career and educational plans, activities, assessment results, and other career development information.

**Reconnect**: To reassign a student to your school. All work done by a student remains attached to that student in XAP’s servers when re-connected, so all prior work returns with the student. A student’s work, therefore, is never lost.

**School Finder**: Search for schools that match specific needs from a comprehensive list of school characteristics.

**STARS**: State Automated Reporting System.

**Tracked Outcome Report**: A display showing progress toward milestone completion either by student or by milestone

**Transferable Skills**: This survey will help students to evaluate which transferable skills they have now – or which ones they plan on developing – and match them to career options.

**Withdraw**: To remove a student from being attached to your school.

**Work Values Sorter**: Students evaluate their top work values and review careers that connect to those values.

**Your Plan of Study**: The course plan that students create using the career clusters and pathways that interest them.
Confidentiality and RUReady.ND.gov

The Professional Center provides the tools needed to manage RUReady.ND.gov, the academic and career planning website. At that site, professionals can access the administrative site (generally reserved for one or two people in each school setting as it includes customization privileges), reporting, communicating and managing students. School professionals (teachers, counselors, career advisors, librarians, etc.) can gain access to the Professional Center to view and work with student accounts/portfolios if/when they are working with students. See the site administrator at your school (most often the school counselor) for the codes needed to create an account.

As with any access to student information, it is imperative that confidentiality is maintained when a professional works with the program and/or views the individual student accounts. All information contained in the accounts is considered confidential and is to be viewed on a “need to know” basis. Please review the following as a reminder prior to accessing the accounts:

- Maintain awareness and be sensitive to cultural meanings and differing views of confidentiality and privacy. How much is shared with others and even Internet privacy concerns may vary greatly between cultures.
- Access student account information only when it is beneficial to the student and share it only with the consent of the student.
- A student has the right to share their information with the parent by giving access to their account either by sharing their password or inviting them to connect with their portfolio.
- The general requirement that information be kept confidential does not apply when disclosure is required to protect students from harm or when legal requirements demand that confidential information be revealed.
- To the extent possible, students are informed before confidential information is disclosed and are involved in the disclosure decision-making process. When circumstances require the disclosure of confidential information, only essential information is revealed.
- Discuss student information with other professionals only in settings in which they can reasonably ensure privacy and only to the extent necessary to achieve the purpose of the consultation.
- Ensure that records are kept in a secure location and only authorized persons have access.
- Obtain written permission from students to disclose or transfer records to legitimate third parties (for example, a student transcript of grades and/or coursework).
- Respect the student’s right to the protection of their information, even when it is information the student willingly shares with others (for example, a student’s plans to attend a postsecondary school or the acceptance of a scholarship or other award). It is always “their information to share” unless they have otherwise given permission.

Excerpts taken from the ACA Code of Ethics. To view the full document, visit www.counseling.org.
## Students & Groups

### Students
- Search
- Browse by Class
- Browse by Last Name
- Student Finder
- Reviewer

### Groups
- View All Groups
- Your Groups
- Group Builder

### Manage Student Accounts*
- Create Student Accounts
- Merge Accounts
- Release Student Accounts

*Public schools in ND should not create, merge or release student accounts. Student accounts are “autoloaded” and updated 3 times per week based on STARS enrollment data.

## Reports

### Create a New Report
- Choose Report Type
  - Usage Reports
  - Tracking Reports
  - Outcome Reports
- Customized Reports

## Resources

### Getting Started
- Quick Reference Guides (QRGs)

### Lesson Plans
- Lesson Plan of the Month
- Career and College Readiness Curriculum
- Transition Planning for Special Needs Curriculum
- Lesson Plans
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<tr>
<th>Communication</th>
</tr>
</thead>
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<td><strong>Messages</strong></td>
</tr>
<tr>
<td>• Messages</td>
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<tr>
<td>o Compose New Message</td>
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<tr>
<td>o Inbox</td>
</tr>
<tr>
<td>o Drafts</td>
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<tr>
<td>o Sent Messages</td>
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<tr>
<td>o Send Message to a Group</td>
</tr>
<tr>
<td><strong>Events</strong></td>
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<tr>
<td>• Add an Event</td>
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<tr>
<td>• Events Calendar</td>
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<tr>
<td>o View All Events</td>
</tr>
<tr>
<td>o Daily View</td>
</tr>
<tr>
<td>o Weekly View</td>
</tr>
<tr>
<td>o Monthly View</td>
</tr>
<tr>
<td>• Upcoming Events</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>(Administration tab is available only to Professionals with Administrator Code level accounts.)</em></td>
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<tr>
<td><strong>High School Courses</strong></td>
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<tr>
<td>• Update Master Course List</td>
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<tr>
<td>• Edit High School Graduation Requirements</td>
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<tr>
<td>• Customize High School Programs of Study</td>
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<tr>
<td><strong>Access Codes</strong></td>
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<tr>
<td>• Change Professional Account Access Key (PAAK)</td>
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<tr>
<td>• Change Administrator Code (AC)</td>
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<tr>
<td><strong>Professional/Administrator Access</strong></td>
</tr>
<tr>
<td>• Manage Professional Accounts</td>
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<tr>
<td>• Change Account Type Privilege Level</td>
</tr>
<tr>
<td><strong>Customize Planning Milestones</strong></td>
</tr>
<tr>
<td>• Change the Planning Milestones for Your Students</td>
</tr>
<tr>
<td><strong>Edit Local Scholarships Database</strong></td>
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<tr>
<td>• Add records to a database of local scholarships.</td>
</tr>
<tr>
<td><strong>Local Settings</strong></td>
</tr>
<tr>
<td>• Merge Accounts function availability.</td>
</tr>
<tr>
<td><strong>Edit North Dakota Individual Career and Academic Plan (ICAP)</strong></td>
</tr>
<tr>
<td>• Define a page to be included in student portfolios</td>
</tr>
</tbody>
</table>

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Professional Center Resource
Making Effective Use of the ICAP Templates

Go to the RUReady.ND.gov Professional Center: https://procenter.ruready.nd.gov/

Click the Administration tab. Locate and click on Edit ICAPs. ("Site Administrator" level site access required.)

Save yourself some time and effort! Using the pre-defined Individual Career and Academic Plan (ICAP) templates will save you a lot of time and in no way reduces your ability to customize the ICAP as you wish.

You may also note ideas regarding how to set up an ICAP by examining the template and then using the “Add a New ICAP Set” button to begin from scratch.

Follow these simple steps to begin:

1. Review the ND High School ICAP or the ND Middle School ICAP template.
2. Discuss with your ICAP team whether a page for each grade is appropriate. There are many different ways to set up ICAP pages, sections and activities, some ideas are listed below:

<table>
<thead>
<tr>
<th>PAGES</th>
<th>SECTIONS</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Topics</td>
<td>Grades</td>
<td>Each page is a topic, such as Career exploration, College Planning, etc. Sections on the page are grades or levels</td>
</tr>
<tr>
<td>b. Middle/High</td>
<td>Grades</td>
<td>One page is middle school, one is high school with sections of the page for grades</td>
</tr>
<tr>
<td>c. Class Subjects</td>
<td>Semesters</td>
<td>Each page is a class (English, Social Studies, etc.) and sections are fall and spring semesters</td>
</tr>
</tbody>
</table>

You may also set up a basic ICAP for a school or all the schools in the district then add another ICAP with additional activities for specific groups of students or at each school.

3. Ensure that you have considered how the ICAP will be implemented in your school. Do you have the time and staff resources to work with grades of students, perhaps during an advisement period? Or, for example, is it more likely that classroom teachers would do a page of the activities during a class? In that case, the structure suggested in item “c” above may work well. How and when the ICAP will be implemented may dictate how the ICAP is structured.

4. If you choose to start with the ND High School ICAP or the ND Middle School ICAP template, duplicate the template. Then, find the duplicated ICAP named “Copy of TEMPLATE NAME.” You will have duplicated everything about the ICAP including activities, worksheets, instructional text, etc.
5. Review the activities and sections of each page. Rename pages and sections as desired. Reorder and/or remove activities, sections or pages that you don’t wish to use. Add or modify activities, documents, instructional text into sections.

6. When the ICAP is ready to use, assign to grades or groups.

Assigning ICAPs to Grades or Groups

To assign an ICAP set to a Grade/Role:

1. From the Your ICAP Sets screen, on the panel for the ICAP set you wish to assign, click Assign to grades/roles.

2. On the Assign Sets to Grades and Roles screen, in the row to the right of the name of the ICAP set you wish to assign, click the radio button or buttons for one or more grades or roles to which you wish that ICAP set to be assigned.

3. Click Save.

To assign an ICAP set to a Group:

1. If you wish to assign an ICAP to a group of students, create the group or review and modify it in the “Students and Groups” tab of the professional center prior to assigning the ICAP.

2. From the Sets screen, on the panel for the ICAP set you wish to assign, click Assign to a group.

3. On the Assign Sets to Group(s) screen, check the box to the left of the name of a group you wish to assign to this ICAP set. Note: the Display: field is set by default to All Groups. This is the list of all groups that have been created at the school or site. Use the dropdown arrow to change the selection to Your Groups or Advisory Groups if desired.

4. Click Save.