## RUReady.ND.gov Feature Site Map

### Career Planning

#### Learn About Yourself
- Interest Profiler
- Career Cluster Survey
- Basic Skills Survey
- Transferable Skills Checklist
- Work Values Sorter
- The Career Key

#### Explore Careers
- Browse Career Clusters
- Search Careers
- Career Exploration Tools

#### Get a Job
- Resume Builder
- Cover Letter Creator
- Job Interview Practice
- Thank-You Letter Builder

#### Voices
- Q & A: Blogs

### High School Planning

#### Your Plan of Study
- Create Your Course Plan
- Your Current Course Plan
- Your Past Course Plans

#### High School Planning Timeline
- Introduction
- 7th to 12th Grade Timeline
- College Freshman Year

#### Succeeding in High School
- How to... (Study Tips)
- Homework Helpers

### College Planning

#### Prepare for College
- College Planning Timeline
- Getting Ready for College

#### Test Prep
- Testive

#### Explore Postsecondary Schools
- Search for Colleges
- School Exploration Tools
- Browse Schools

#### Explore Programs and Majors
- Search for Programs and Majors
- Browse Programs and Majors (by Career Cluster)

### Applications and Transcripts

### Financial Aid Planning

#### Financial Aid 101
- The Basics
- Determine Your Eligibility
- Apply!
- Consider Your Loan Options
- Enjoy College and Your Responsibilities
- Financial Aid Glossary
- Types of Grants and Loans
<table>
<thead>
<tr>
<th><strong>Financial Aid Planning (continued)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Your Plan</strong></td>
</tr>
<tr>
<td>• Financial Aid Planning Timeline</td>
</tr>
<tr>
<td>• Financial Aid Wizard</td>
</tr>
<tr>
<td><strong>Calculators (Financial Aid)</strong></td>
</tr>
<tr>
<td>• Expected Family Contribution (EFC) Calculator</td>
</tr>
<tr>
<td>• College Savings Calculator</td>
</tr>
<tr>
<td>• Student Loans Over Projected Earnings (SLOPE) Calculator</td>
</tr>
<tr>
<td><strong>Scholarships</strong></td>
</tr>
<tr>
<td>• Explore and Search for Scholarships</td>
</tr>
<tr>
<td>• Scholarship Finder</td>
</tr>
<tr>
<td><strong>Financial Fitness</strong></td>
</tr>
<tr>
<td>• Managing Your Money 101</td>
</tr>
<tr>
<td><strong>Your Portfolio</strong></td>
</tr>
<tr>
<td><strong>ICAP</strong></td>
</tr>
<tr>
<td>• North Dakota Individual Career and Academic Plan</td>
</tr>
<tr>
<td><em>ICAP is visible after it has been assigned in the Professional Center.</em></td>
</tr>
<tr>
<td><strong>School-2-College-2-Work</strong></td>
</tr>
<tr>
<td>• Directions After High School</td>
</tr>
<tr>
<td>• Career Clusters Map</td>
</tr>
<tr>
<td>• Career Cluster Survey</td>
</tr>
<tr>
<td><em>Middle School level.</em></td>
</tr>
<tr>
<td><strong>Career Planning</strong></td>
</tr>
<tr>
<td>• Career Plans</td>
</tr>
<tr>
<td>• Getting Ready for Work</td>
</tr>
<tr>
<td>• Work Experience</td>
</tr>
<tr>
<td>• Your Skills</td>
</tr>
<tr>
<td>• All About You</td>
</tr>
<tr>
<td>• How You See Yourself</td>
</tr>
<tr>
<td><strong>High School Planning</strong></td>
</tr>
<tr>
<td>• High School Transition Plan</td>
</tr>
<tr>
<td>• Your Plan of Study</td>
</tr>
<tr>
<td><strong>College Planning</strong></td>
</tr>
<tr>
<td>• Postsecondary Plans</td>
</tr>
<tr>
<td>• Test Scores</td>
</tr>
<tr>
<td>• Postsecondary Experiences</td>
</tr>
<tr>
<td>• Lifelong Education Plans</td>
</tr>
<tr>
<td><strong>Financial Aid Planning Portfolio</strong></td>
</tr>
<tr>
<td>• FAFSA</td>
</tr>
<tr>
<td>• Components of My Financial Aid Plan</td>
</tr>
<tr>
<td><strong>Your Profile</strong></td>
</tr>
<tr>
<td>• The Basics</td>
</tr>
<tr>
<td>• Looking Ahead</td>
</tr>
<tr>
<td>• Experiences and Activities</td>
</tr>
<tr>
<td>• How You See Yourself</td>
</tr>
<tr>
<td>• Portfolio Reviews</td>
</tr>
<tr>
<td><strong>Your Journal</strong></td>
</tr>
<tr>
<td>• Your Journal</td>
</tr>
<tr>
<td><strong>Your Planning Milestones</strong></td>
</tr>
<tr>
<td>• Milestone visibility varies depending on what has been assigned to your grade level.</td>
</tr>
<tr>
<td><strong>Sidebar</strong></td>
</tr>
<tr>
<td>• Account Access Activity</td>
</tr>
<tr>
<td>• Parent/Guardian Access to Your Portfolio</td>
</tr>
</tbody>
</table>
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 [RURready.ND.gov](http://RURready.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 RURready.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 below.

<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.

<table>
<thead>
<tr>
<th>One to two years post-secondary training education level:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career 1:</td>
</tr>
<tr>
<td>Level of Education Required:</td>
</tr>
<tr>
<td>National Annual Earnings:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bachelor’s degree education level:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career 1:</td>
</tr>
<tr>
<td>Level of Education Required:</td>
</tr>
<tr>
<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.

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.

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? _____________________________
Scavenger Hunt

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

Today we are going to get acquainted with RURready.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 RURready.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 in the black ribbon 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 video about a career to find out what they do.

6. Write down two careers that came up on your list that you find 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.

1. Create a Plan of Study for yourself or work with your School Counselor to create a plan starting from a customized school district plan.

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

3. 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.

4. 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 an Accountant? _______________________________

   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 COLLEGE PLANNING TIMELINE. Read the suggestions for your grade level. It is important information for you to think about if you are considering college.

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 RУReady.ND.gov where you can locate Testive:

   a. __________________________________________________________

   b. __________________________________________________________

3. EXPLORE SCHOOLS by School 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 options available for financial aid? ______________
   ________________________________________________

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

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

Today we are going to 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 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 an Accountant? ________________________________

   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.
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.
<table>
<thead>
<tr>
<th>Students &amp; Groups</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Students</strong></td>
<td></td>
</tr>
<tr>
<td>Search</td>
<td></td>
</tr>
<tr>
<td>Browse by Class</td>
<td></td>
</tr>
<tr>
<td>Browse by Last Name</td>
<td></td>
</tr>
<tr>
<td>Student Finder</td>
<td></td>
</tr>
<tr>
<td>Reviewer</td>
<td></td>
</tr>
<tr>
<td><strong>Groups</strong></td>
<td></td>
</tr>
<tr>
<td>View All Groups</td>
<td></td>
</tr>
<tr>
<td>Your Groups</td>
<td></td>
</tr>
<tr>
<td>Group Builder</td>
<td></td>
</tr>
<tr>
<td><strong>Manage Student Accounts</strong>*</td>
<td></td>
</tr>
<tr>
<td>Create Student Accounts</td>
<td></td>
</tr>
<tr>
<td>Merge Accounts</td>
<td></td>
</tr>
<tr>
<td>Release Student Accounts</td>
<td></td>
</tr>
</tbody>
</table>

*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.

<table>
<thead>
<tr>
<th>Reports</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Create a New Report</strong></td>
<td></td>
</tr>
<tr>
<td>Choose Report Type</td>
<td></td>
</tr>
<tr>
<td>o Usage Reports</td>
<td></td>
</tr>
<tr>
<td>o Tracking Reports</td>
<td></td>
</tr>
<tr>
<td>o Outcome Reports</td>
<td></td>
</tr>
<tr>
<td>Customized Reports</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Administration tab is available only to Professionals with Administrator Code level accounts.)</td>
</tr>
<tr>
<td><strong>High School Courses</strong></td>
</tr>
<tr>
<td>• Update Master Course List</td>
</tr>
<tr>
<td>• Edit High School Graduation Requirements</td>
</tr>
<tr>
<td>• Customize High School Programs of Study</td>
</tr>
<tr>
<td><strong>Access Codes</strong></td>
</tr>
<tr>
<td>• Change Professional Account Access Key (PAAK)</td>
</tr>
<tr>
<td>• Change Administrator Code (AC)</td>
</tr>
<tr>
<td><strong>Professional/Administrator Access</strong></td>
</tr>
<tr>
<td>• Manage Professional Accounts</td>
</tr>
<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>
</tr>
<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>

*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.*
STUDENT QUICK REFERENCE GUIDE
ACCESSING RUREADY.ND.GOV

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

HOW TO ACCESS YOUR ACCOUNT (FIRST TIME USERS)

1. Go to RUREady.ND.gov.
2. In the Sign In section, enter your Portfolio Name and Password as follows:
   - Account Name: nd.lastname.firstname.mmddyyyy (e.g., nd.doe.john.11221999)
   - Password (Your Birthdate): mmddyyyy (e.g., 11221999)
   You will be prompted to change your password the first time you sign in.
3. Be sure to remember your username and password! Consider writing them down somewhere safe.
4. Click on Sign In – and start using RUREady.ND.gov!

HOW TO ACCESS YOUR ACCOUNT (RETURNING USERS)

1. Go to RUREady.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 RUREady.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!
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 RUReady.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 RUReady.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, and 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 RUReady.ND.gov!

HOW TO ACCESS YOUR ACCOUNT (RETURNING USERS)

1. Go to RUReady.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 RUReady.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!
Directions: Follow the instructions below to get started.

1. Go to www.ruready.nd.gov and log in to your middle school account.
2. Click on the Your Portfolio tab.
3. Click on the module called SCHOOL-2-COLLEGE-2-WORK.
4. Under Career Clusters Map click on “Get Started.”
5. Click on All About Career Clusters and Pathways.
6. Complete the short activity below.

All About Career Clusters and Pathways
A Career Cluster is a group of careers that share things like similar skills and knowledge.

Directions: Read the content and facts under each tile on the page. You will need to move your mouse over each of the tiles for the information to scroll up or appear. When you are done, answer the following questions.

1. Every cluster contains pathways: smaller groups of careers with more specialized ______________ and ______________.

2. List at least two things you have learned about Career Clusters and Pathways from the tiles on the All About Career Clusters and Pathways page:
   1. ____________________________
   2. ____________________________
Directions:

1. Read the “How?” and “Why?” at the top of the page.

2. You are now ready to explore Career Clusters and learn about possible careers, programs, and courses.

3. You will find 16 Career Clusters boxes. Choose the top three Career Clusters that interest you.

4. Write the three Career Clusters you chose:
   
   1. ________________________________
   2. ________________________________
   3. ________________________________

5. Answer the questions on the following pages about each Career Cluster.

6. When you have completed the questions on each Career Cluster, rate how you feel about the cluster at the bottom of the page.

   Let’s get started! Go to the next page.
1st Career Cluster Choice – My first Career Cluster I am exploring is _____________________.

Directions: Click in your first Career Cluster box you are exploring and answer the following questions.

1. What is the job outlook for this cluster?

2. List the sample programs that interest you?

3. List the sample careers that interest you?

4. How many pathways are there for this cluster?

5. List all of the pathways for this cluster?

2nd Career Cluster Choice – My second Career Cluster I am exploring is _____________________.

Directions: Click in your second Career Cluster box you are exploring and answer the following questions.

1. What is the job outlook for this cluster?

2. List the sample programs that interest you?

3. List the sample careers that interest you?

4. How many pathways are there for this cluster?

5. List all of the pathways for this cluster?

3rd Career Cluster Choice – My third Career Cluster I am exploring is _____________________.

Directions: Click in your third Career Cluster box you are exploring and answer the following questions.

1. What is the job outlook for this cluster?

2. List the sample programs that interest you?

3. List the sample careers that interest you?

4. How many pathways are there for this cluster?

5. List all of the pathways for this cluster?
**Answer Page:**

**All About Career Clusters and Pathways**

1. Every cluster contains pathways: smaller groups of careers with more specialized **skills** and **knowledge**.

2. List at least two things you have learned about Career Clusters and Pathways from the tiles on the *All About Career Clusters and Pathways* page:
   
   1. Answers will vary
   2. Answers will vary

**1st, 2nd, and 3rd Choice Career Clusters and Pathways Activity**

All answers for the 16 Career Clusters and Pathways will vary for all students, depending on what three clusters students choose.
Are you ready to explore the different paths you can take after high school?

This activity will help you learn about each path and its content. You will find facts for comparison and unique facts. When you are done exploring, you will rate each path. You will then select the path you have the most interest in.

GOOD LUCK! Let’s get started.

Directions: Follow the instructions below to get started.

1. Go to www.ruready.nd.gov and log in to your middle school account.

2. Click on the Your Portfolio tab.

3. Click on the module called SCHOOL-2-COLLEGE-2-WORK.

4. Under Directions After High School, click on "Get Started."

5. Read the “How?” and “Why?” at the top of the page.

You are now ready to start exploring the six paths after high school. Read the following pages for directions.
A **two-year college** is sometimes called a community college. It is a school you enroll in after high school that offers two-year degrees.

**Directions:** Click on the Two-Year College box. Read the content and facts under each tile on the page. You will need to move your mouse over each of the tiles for the information to scroll up or appear. When you are done, answer the following questions on Two-Year Colleges.

1. List one or two things you learned about Two-Year Colleges?

2. List at least three Two-Year Colleges in ND you might be interested in attending?

3. Is it possible to transfer from a Two-Year College to a Four-Year College?

4. Are you interested in attending a Two-Year College? If not, explain why?

You are now ready to rate this path. Rate this path at the bottom of the Two-Year College page and Click Continue. Complete the next five paths by clicking on each path, answering the following questions, and rating each path.

---

**Four-year colleges** offer programs leading to bachelor’s degrees in a specific area of study, called a “major.”

**Directions:** Click on the Four-Year College box. Read the content and facts under each tile on the page. You will need to move your mouse over each of the tiles for the information to scroll up or appear. When you are done, answer the following questions on Four-Year Colleges.

1. List one or two things you learned about Four-Year Colleges?

2. List at least three Four-Year Colleges in ND that you might be interested in attending?

3. How are public schools funded?

4. How are private schools funded?

5. Are you interested in attending a Four-Year College? If not, explain why?

You are now ready to rate this path. Rate this path at the bottom of the Four-Year College page and Click Continue. Complete the next four paths by clicking on each path, answering the following questions, and rating each path.
**Career College or Technical Schools** can also be called trade schools. They offer instruction and training in a skill or trade such as auto repair or cosmetology.

**Directions:** Click on the Career College or Technical School. Read the content and facts under each tile on the page. You will need to move your mouse over each of the tiles for the information to scroll up or appear. When you are done, answer the following questions on Career College or Technical School.

1. Are you most likely to have a degree or certificate at the end of a Career College or Technical School?

2. Almost half of the nation’s projected job openings will be in careers requiring education beyond high school, but not a four-year college. True or False

3. How much time do most technical school programs take?

4. List one pro about career colleges or technical schools?

You are now ready to rate this path. Rate this path at the bottom of the Career College or Technical Schools page and Click Continue. Complete the next three paths by clicking on each path, answering the following questions, and rating each path.

---

**Apprenticeships** are a way to get real-world training in a trade or profession. Apprenticeships allow you to earn money while gaining valuable knowledge and experience in a career.

**Directions:** Click on the Apprenticeship box. Read the content and facts under each tile on the page. You will need to move your mouse over each of the tiles for the information to scroll up or appear. When you are done, answer the following questions on Apprenticeship.

1. With apprenticeships, you receive class time and on-the-job training? True or False

2. List five careers with apprenticeships?

3. What makes you a qualified journeyman?

4. Most apprenticeships are between ____ years and ____ years.

5. What is the national average wage for a plumber? ________________

You are now ready to rate this path. Rate this path at the bottom of the Apprenticeship page and Click Continue. Complete the next two paths by clicking on each path, answering the following questions, and rating each path.
We all know someone who didn’t go to college and went on to great success. It’s a valid option, although it can be a risky one. You’ll want to think a lot about your long-term goals for your life.

**Directions:** Click on the Straight to Work box. Read the content and facts under each tile on the page. You will need to move your mouse over each of the tiles for the information to scroll up or appear. When you are done, answer the following questions on Straight to Work.

1. What is the difference between a job and a career?

2. On average, people with a high school diploma earn far lower wages over their lifetime. True or False

3. You can try job ________________ for a career in which you are interested to observe a real workplace in action.

4. List three samples of careers that don’t require education after high school.

5. What is the national average wage for the following careers?
   a. Carpet Installers ________________
   b. Retail Salesperson ________________
   c. Messenger/Courier ________________

You are now ready to rate this path. Rate this path at the bottom of the Straight to Work page and Click Continue. Complete the last path by clicking on each path, answering the following questions, and rating each path.

The **Military** is a broad field. There are several branches of services; Army, Navy, Marines, Air Force, Coast Guard and many different positions within those branches.

**Directions:** Click on the Military box. Read the content and facts under each tile on the page. You will need to move your mouse over each of the tiles for the information to scroll up or appear. When you are done, answer the following questions on Military.

1. List the four perks to consider when choosing the Military.

2. If you have questions or want a better understanding of the physical and emotional risk of joining the military, who should you talk to?

3. Commitment - You must agree to a set number of years in the military, and it can be very difficult to get out of that commitment. True or False

4. List five sample careers in the military?

You are now ready to rate this path. Rate this path at the bottom of the Military page. Click Continue.

**Well done!** You’ve rated all of the directions. You have just one more step to finish. Turn to the next page for directions.
Directions: After completing all six directions, rate the following:

1. Click on “Which one are you the most interested in so far?”
2. Check the “Why did you choose this one over the others?”
3. Click “Save and Continue.”

You have now completed “Directions After High School.”
Answer Page:

Two-Year College
1. List one or two things you learned about Two-Year Colleges? Answers will vary
2. List at least three Two-Year College in ND you might be interested in attending? Answers will vary
3. Is it possible to transfer from a Two-Year College to a Four-Year College? Yes
4. Are you interested in attending a Two-Year College? If not, explain why? Answers will vary

Four-Year College
1. List one or two things you learned about Four-Year Colleges? Answers will vary
2. List at least three Four-Year Colleges in ND that you might be interested in attending? Answers will vary
3. How are public schools funded? They are funded and controlled by the state
4. How are private schools funded? They are funded by tuition, fees, and donations
5. Are you interested in attending a Four-Year College? If not, explain why? Answers will vary

Career College or Technical College
1. Are you most likely to have a degree or certificate at the end of a Career College or Technical School? Certicate
2. Almost half of the nation’s projected job openings will be in careers requiring education beyond high school, but not a four-year college. True or False TRUE
3. How much time does most technical school programs take? Less than two years
4. List a pro about career colleges or technical schools? Training is specific, which can help you find a job

Apprenticeship
1. With apprenticeships, you receive class time and on-the-job training? True or False TRUE
2. List five careers with apprenticeships? Electrician, Carpenter, Plumber, Hairdresser, or Welder
3. What makes you a qualified journeyman? Receiving an apprenticeship completion certification
4. Most apprenticeships are between ___ years and ___ years. 2 years and 5 years
5. What is the national average wage for a plumber? $54,620

Straight to Work
1. What is the difference between a job and a career? Job pays the bills vs. Career has room to grow, pay is more with experience, and chances are you will be passionate about what you are doing
2. On average, people with a high school diploma earn far lower wages over their lifetime. True or False TRUE
3. You can try job shadowing for a career in which you are interested to observe a real workplace in action.
4. List three samples of careers that don’t require education after high school. Carpet Installer, Food Counter Worker, Messenger/Courier, Parking Lot Attendant, or Retail Person
5. What is the national average wage for the following careers?
   a. Carpet Installers $41,660
   b. Retail Salesperson $25,760
   c. Messenger/Courier $28,360

Military
1. List the four perks to consider when choosing the Military. Paid education, some lifelong benefits, cutting-edge job, or leadership skills
2. If you have questions or want a better understanding of the physical and emotional risk of joining the military, who should you talk to? Recruiter or Veteran
3. Commitment - You must agree to a set number of years in the military, and it can be very difficult to get out of that commitment. True or False TRUE
4. List five sample careers in the military? Air Crew Member, Avionics Technician, Surveyor, Infantryman, and Registered Nurse
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Have the student/client sign in to their RURReady.ND.gov account.</td>
</tr>
<tr>
<td>2</td>
<td>Click on the “Career Planning” tab.</td>
</tr>
<tr>
<td>3</td>
<td>Click on “Learn About Yourself”</td>
</tr>
<tr>
<td>4</td>
<td>Complete the “Interest Profiler” and the “Work Values Sorter”</td>
</tr>
<tr>
<td>5</td>
<td>Click on the “Career Planning” tab.</td>
</tr>
<tr>
<td>6</td>
<td>Click on “Explore Careers.”</td>
</tr>
<tr>
<td>7</td>
<td>In the Career Exploration Tools, click on “Career Finder.”</td>
</tr>
<tr>
<td>8</td>
<td>Begin by working with the search filters in the “My Characteristics” section.</td>
</tr>
</tbody>
</table>

Optional—Have the student/client take the Career Cluster survey. Or, have the student/client look over the 16 Career Clusters and identify two or three of interest.
Select one or two “interests” or Holland codes, or click “Use Interest Profile Results.”

Select one or two “work values” or click “Use Work Values Sorter results.”

Select “aptitudes” that apply to the student/client when working. Being too general with “aptitudes” will make the search less effective.

10 Scroll down and click “See Your Matching Careers.”

• This level of search can yield hundreds of occupations sorted by relevance.
• Have the student/client look at the first page of the list to see if there is anything that stands out as interesting to them.
• The next step is to add a bit more information to pare down the list.

11 A good next step is to filter by “Education Level.” Click and select the level of education the student/client is willing to complete.

12 Select a level of income by clicking on “Earnings” and mark the amount of money desired in an occupation.

13 Scroll down and click “See Your Matching Careers.”

• The two criteria above, “Education Level” and “Earnings” will narrow down the list considerably!
• Ask the student/client to take a look at the list of occupations for any that might interest them.
• At the bottom of the list, there is the option to look at occupations that match all but one of the selected criteria. This will expand the list again, if selected.

Applying education and income filters can limit the search findings considerably. Before the student/client adds filters, they may want to try applying criteria from the following areas:
• Add a Career Cluster pathway or two.
  ▪ Adding too many career clusters will yield zero results.
• Add Outlook values.
• Add values from the Skills section—Basic, Transferrable and Workplace Skills.

Adding too many criteria at once may cause the search to yield zero results.
To avoid this, try adding one at a time and running the search!