

Four-Year Rolling Plan Frequently Asked Questions

- **Is using Compass as the Four-Year Rolling Plan required for the 2024-2025 school year?** No. It is recommended, but not required. There is benefit to everyone using the same system for tracking progress, forecasting class demand, and driving consistency across schools, but we understand this is a new process for many of you. We'd like as many schools to use Compass as possible, which will help us learn about new features you'd like, ways to make the process simpler, allowing the Four-Year Rolling Plan to follow a student from school to school if they transfer, and ultimately to help make managing the Four-Year Rolling Plan and even Choice Ready reporting easier.
- **Can I update my course information myself?** Yes. You use the Compass Console to do that. Go into the Professional Center, click on the Work-based Learning tab, then Compass Console. When that opens, you'll see all your students listed with the percent complete, Holland Codes, etc. Click on "My Class List" to open the window allowing you to update your class list. Click on the? to see a guide on specifics.
- **Where do students actually see the Four-Year Rolling Plan?** The Compass Profile is essentially the student's Four-Year Rolling Plan. If the student clicks "Go to your Compass Profile" on the RUReady.ND.gov home page, and then clicks on "My Profile", the classes, activities, and hobbies shown are what makes up their Four-Year Rolling Plan.
- **Should I delete a class or disable a class?** Disabling a class just means students can't see it, but you have it for historical purposes. We propose disabling any class that was used by students in the last 4 years and that you'd want to do reporting on. If a class hasn't ever been used, is a duplicate, or hasn't been used on a student's profile, you can delete it. You cannot delete a class if it has been added to a student's profile. In the future, you will be able to archive it.
- **Is there a way to have my class list automatically updated from PowerSchool?** Not at this time. Each school's PowerSchool is a unique "implementation" of PowerSchool, and therefore it would be too hard to develop 200+ integrations. However, through our import process, we can make loading a class list very easy. We look forward to the work being done with Infinite Campus to see if integrations could be done in the future.
- **I see an import feature. What's that?** Sometimes making updates in Excel can be easier and faster than doing things directly in the Compass Console. If you are good with spreadsheets, you can download your class list, modify it in Excel, and import it to make larger changes. For existing classes, do not change the GPS ID, but other values can be changed. If you're adding a new class, either input the MIS03 code under "Parent Class ID" or make sure you enter a Subject value. Local Class Name and Class Display Name are always required. Sometimes making updates in Excel can be easier and faster than doing things directly in the Compass Console.
- **Can student profiles be updated with new class additions?** Yes. A student's profile can always be updated with new information, in fact we recommend updating the Compass profile 2 or 3 times per year (although the Four-Year Rolling Plan only needs to be reviewed once per year). If students add information to their profile that isn't in the Compass database, those items will be approved and available for other students to select.