**Additional Information Regarding ND DPI’s Guidance   
on Compass and the Four-Year Rolling Plan**

Recently, the Department of Public Instruction provided guidance recommending using Compass within RUReady.ND.gov for capturing the Four-Year Rolling Plan. In addition to being used for the Four-Year Rolling Plan, Compass also helps students understand their skills, learn about local employers and opportunities, apply for work-based learning, and make connections with employers and colleges to help plan for their future. Resources are also available to you as a school professional to manage your class lists, understand your students’ interests and the opportunities they’re a good fit for, and go into depth with the student on their Four-Year Rolling Plan.

This document helps describe in more detail how you can manage your class list in Compass, provides some tools and resources to help you get started, and where you can go for additional questions and/or help.

Most of what you do here will require you to be logged into the RUReady.ND.gov Professional Center and using the Compass Console. To get there, log into the Professional Center, and then choose the Work-based Learning tab>>Compass Console. If you don’t have access, reach out to Laura Glasser within ND CTE at [leglasser@nd.gov](mailto:leglasser@nd.gov).

**Before you roll out Compass to your students,** you should first check to see if a version of your local school’s class list has been loaded into Compass. In the Compass Console, click on “My Class List”. If the class list name is “Anytown, USA”, your class list has not been updated. Reach out to [patrick@goldenpath.net](mailto:patrick@goldenpath.net) and request your list be updated and provide a date by which you would like it updated.

**If your school does have a class list loaded, follow these steps to update it:**

1. Review the class list for accuracy. Most class lists were updated with information from PowerSchool provided at the end of the 2023-2024 school year. If there are minor changes you can make them yourself. If there are major changes, reach out to Golden Path Solutions to help make those changes quickly.
2. When the class list is open, you can make the following changes:
   1. Change the Class Display Name if you want to make the name more readable for students (i.e. instead of Ag Mech 1, you could use Ag Mechanics 1). We recommended leaving Local Class Name alone as this is what the course name is in PowerSchool.
   2. You can update your Local Class ID to whatever you’d like. This will be shown to students. Some schools use an ID specific to their school, some use the MIS03 codes.
   3. Make a class active or disabled. Disabled means it’s in the system, but not visible to students when they are adding new classes.
   4. Add credits to each class if you’d like.
   5. Indicate if the class is an AP class, a Dual Credit class, if the class is a second-year class (i.e. Woods II) or third year (Woods III) class, elective, required, early entry, etc.
   6. Add additional information if you’d like (description, etc.)
   7. Add the MIS03 code if it’s not there to the Parent Class ID column. A lot of information about the class will be prepopulated if the course is tied to an MIS03 code. You will need to enter a valid code for each course, OR indicate that a specific class does not require an MIS03 code because it’s not tied to the ND master class list. You do this by entering “NA” as the Parent Class ID.
   8. Delete a class. You cannot delete a class if a student has added it to their profile, and you’ll be given a message if that’s the case. The ability to archive classes so they’re not deleted while also not showing in your primary course list is coming.
3. If you are editing a Class List that is used by multiple schools, you’ll be asked if you want those changes to be only for the one school you’re logged in under, or all schools using the class list. If just that one, a copy will be created for that school, and the other class lists won’t be affected.

There are resources available for more information, including online and in-person training.

* + **Presentation walking you through more information** about the Four-Year Rolling Plan presented at RUReady.ND.gov training [here](https://www.cte.nd.gov/sites/www/files/documents/CRN/GoldenPathSolutions_NextLevel2024.pdf).
  + **Presentation you can use with your students** in a classroom walking them through the process of updating Compass in the Resources>>Compass folder, or click [here](https://docs.google.com/presentation/d/19dKAHf8iWjH5l-BHvgxI8HLnLTnUPTgb/edit#slide=id.p1).
  + Find a **video on YouTube for students** helping them update their Compass profile [here](https://www.youtube.com/watch?v=bMuDv7L2kxI).
  + **RUReady.ND.gov training** is offered throughout the year the fall and spring, hosted by Patrick Mineer and Laura Glasser. Advanced RUReady.ND.gov training is available yet this fall in Bismarck (10/23), Grand Forks (10/29) and Fargo (10/30). Find registration information [here](https://www.cognitoforms.com/ndcte1/crnworkshoptakerureadytothenextlevelfall2024).
  + **For help within the Compass Console,** click on the “?” icon when you are logged into the Compass Console or click [here](https://gpscorestorage.blob.core.windows.net/information-docs/Golden%20Path%20Solutions%20Compass%20Console%20Reference%20Guide.pdf).
  + Please find an **FAQ** in this document about the Four-Year Rolling Plan.

There will be additional training coming, including an asynchronous class in the ND Educational Hub, built with the assistance of the Central Region Education Association (CREA).

To sign up for communications from Golden Path Solutions specific to schools, please join our mailing list by going to <https://goldenpath.net/contact/>. Indicate you want to receive the Newsletter and Resources/Blogs, and indicate you are a School Professional.

Thank you!

Laurie Matzke, Department of Public Instruction

Jim Upgren, Department of Public Instruction

Wayde Sick, Director, North Dakota Career and Technical Education

Laura Glasser, North Dakota Career and Technical Education

Patrick Mineer, Golden Path Solutions