

The Work-Based Learning Module for Professionals

Use this guide to learn how to manage work-based learning processes and data.

Topics in this Instructional Guide

- [Organizations](#)
- [Opportunities](#)
- [Applications](#)
- [Evaluations](#)
- [Assignment & Curriculum Builder](#)
- [Work-based Learning Experiences Report](#)

What Does the Work-Based Module do?

Work-based learning is a proven strategy for helping students gain experience during their secondary school years and build the academic, technical, and employability skills to ensure their success in the workplace.

The work-based module has been designed to ease the burden of management of work-based learning for educators and employers and to expose students to opportunities matching their pathways.

For **students**, the work-based learning Opportunities activity allows students to browse, filter, and search for opportunities and apply for work-based learning opportunities of interest. The work-based learning Experiences activity allows students to document and reflect on all work-based learning experiences.

For **educators**, tools for management of work-based learning data and processes are included in the Choices360 Professional Center and includes the management of organizational contact information, work-based learning opportunities, applications, and evaluations.

Our partnership with the local North Dakota company, Golden Path Solutions (GPS), eases the educator workload even further.

GPS benefits include:

- A preloaded organization contact database for educators continuously updated with vetted employers and opportunities
 - GPS Compass assessment, which uses the assessment results combined with student's experiences in high school along to suggest careers
 - Students can opt in to match to employers for work agreements and tuition reimbursement opportunities
-

How to get started with Work-Based Learning

1. Sign into the **RUReady.ND.gov** Professional Center with an Administrator account
2. From the home screen, click the **Work-Based Learning** tab

There are four tabs in the Work-Based Learning feature: Organizations, Opportunities, Applications, and Evaluations. By default, you will land on the Organization page.

Organizations

1. [How to add an organization](#)
2. [How to find an organization](#)
3. [Working with GPS-sourced organizations](#)
4. [What do the statuses mean?](#)
5. [How to edit an organization](#)

Organizations can be added in the Professional Center by a Professional Center administrator or can be sourced directly from the organization itself through the GPS employer tools. Instructions on how organizations can create accounts themselves can be found in the document Golden Path Solutions for Employers.

How to add an organization:

1. Select the **Add** button above the results table to the top right.
2. A new page displays. Enter the required contact information and select the types of work-based learning opportunities the organization is interested in offering. This is all that is needed to add this organization to your organization database. By default, all organizations added by a professional account holder have their status set to **Active**.
3. You have the option of adding an **Overview** to the organization's contact information. The overview is used when an opportunity is added for that organization. The overview is displayed to the student. To add the overview information, you can either click **Add & Continue to Overview** from the bottom of the contact page or click **Overview** at the top right.

Organizations Opportunities Applications Evaluations

Add Organization Contact Overview

Complete the contact and overview forms to add an opportunity.

Contact

Contact

Organization

Name

Job title
(Optional)

Contact method Phone Email Phone & Email

Easily access an organization's overview

How to find an organization:

Using the **filter** at the top of the page enter an organization name, city, or type of work-based learning experience an organization has expressed interest in offering in the Search field. The table below will display matching results.

Organizations Opportunities Applications Evaluations

Organizations

Filter | [Reset](#)

Search:

Results [Print](#) [+ Add](#)

Organization Name	City/Town	Participation Interests	Overview	Opportunities	Last Updated	Status	Action
<input checked="" type="checkbox"/> ABC Construction	Fargo	Career Fair Virtual Career Fair Field Trip Internship Apprenticeship Part-time/Summer Job	Yes	No	Jul 1, 2022	Needs Review	Details
<input checked="" type="checkbox"/> Houses R Us	Fargo	Career Fair Virtual Career Fair Guest Speaker Field Trip Informational Interview	Yes	Yes	Jul 26, 2022	Needs Review	Details

Sample search for organizations offering field trips

Working with Golden Path Solutions-provided organizations:

Professionals can identify GPS-sourced organizations by the GPS Compass icon beside their name. The status of each GPS-sourced organization is set to Needs Review. A school-based professional must review the organization then set the status to Active to accept it into the contact database.



The screenshot shows a table with the following columns: Organization Name, City/Town, Participation Interests, Overview, Opportunities, Last Updated, Status, and Action. The row for 'ABC Construction' is highlighted, showing it is located in Fargo and has a status of 'Needs Review'. The Participation Interests listed are Career Fair, Virtual Career Fair, Field Trip, Internship, Apprenticeship, and Part-time/Summer Job. The last updated date is Jul 1, 2022. The Status column has a dropdown menu currently set to 'Needs Review'. The Action column has a 'Details' button. The interface also includes a search bar with 'abc' entered, a 'Filter' button, a 'Reset' button, and pagination information indicating 10 records per page and 1 matching record found.

Organization Name	City/Town	Participation Interests	Overview	Opportunities	Last Updated	Status	Action
ABC Construction	Fargo	Career Fair Virtual Career Fair Field Trip Internship Apprenticeship Part-time/Summer Job	Yes	No	Jul 1, 2022	Needs Review	Details

GPS-sourced organization (arrows indicating icon and default status)

* **It's important to note** that the contact and overview information for a GPS-sourced organization and opportunity cannot be edited or updated.

When should I add an organization directly in the Professional Center vs. having an organization use the GPS employer tools?

Create the organization yourself through the Professional Center if you answer yes to either of the following questions:

- Is the organization small and local to your area, and will only be working with your school?
- Will accessing the web-based GPS employer tools be a problem for them?

What do the organization statuses mean?

There are four possible statuses for an organization. They are:

- **Needs Review** – indicates that this organization was imported from GPS. Before it can become active, an administrator needs to review it, and then activate it. Needs Review status listings will be listed first since they require action to be taken.
- **Active** – organizations with the Active status are currently willing to offer or are offering work-based learning opportunities
- **Inactive** – organizations with the Inactive status are not currently willing to participate in work-based learning opportunities.

- **Suspended** – an organization sourced from GPS is no longer offering to participate in work-based learning opportunities.

*A GPS organization **must be** Active for that organization's approved opportunity to be displayed to students.*

How do I edit an organization?

To edit an organization, select Details for the organization, make your changes, then select Save.

* **It's important to note** that the contact and overview information for a GPS-sourced organization and opportunity cannot be edited or updated.

Opportunities

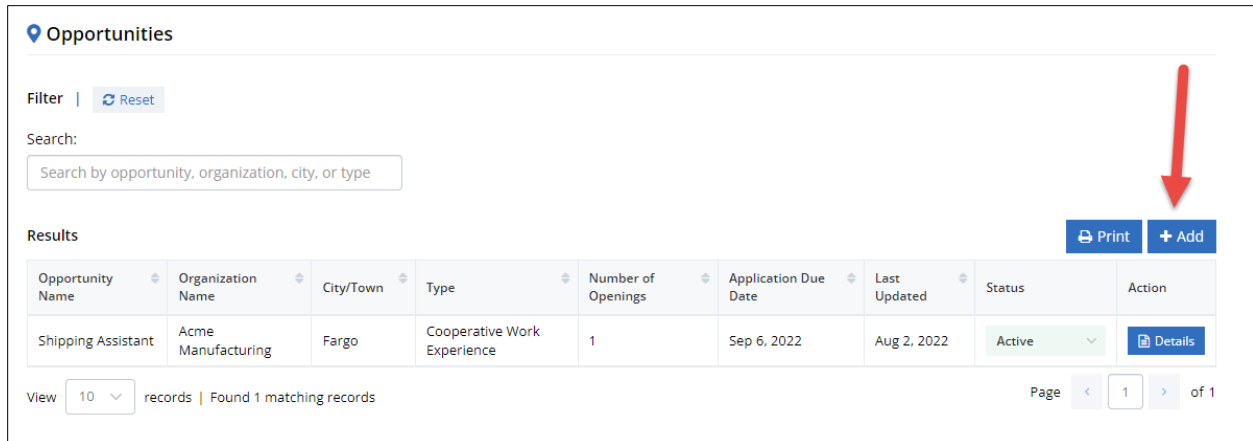
1. [How to add an opportunity](#)
2. [How to find an opportunity](#)
3. [What do the statuses mean?](#)
4. [How to edit an opportunity](#)
5. [Where do students find work-based learning opportunities?](#)
6. [How does Compass facilitate the matching of students to opportunities?](#)

How to add an opportunity:

1. To add a WBL opportunity, click **Opportunities** in the top menu.
2. Select the **Add** button above the results table to the top right.
3. The system will require you to select the organization to which the opportunity belongs. It is important to note that opportunities can only be added to **Active** organizations you have added (opportunities cannot be added to GPS organizations).

***Tip:** Employers can add their own opportunities using the GPS employer website.*

4. Enter the required opportunity information including the minimum requirements. All fields are required unless otherwise indicated. This is all that is needed to add this organization to your organization database.
5. By default, the opportunity will be active and visible to students.
6. The opportunity will remain visible until a professional administrator changes its status to Inactive.



Opportunities

Filter | [Reset](#)

Search:

Results

Opportunity Name	Organization Name	City/Town	Type	Number of Openings	Application Due Date	Last Updated	Status	Action
Shipping Assistant	Acme Manufacturing	Fargo	Cooperative Work Experience	1	Sep 6, 2022	Aug 2, 2022	Active	Details

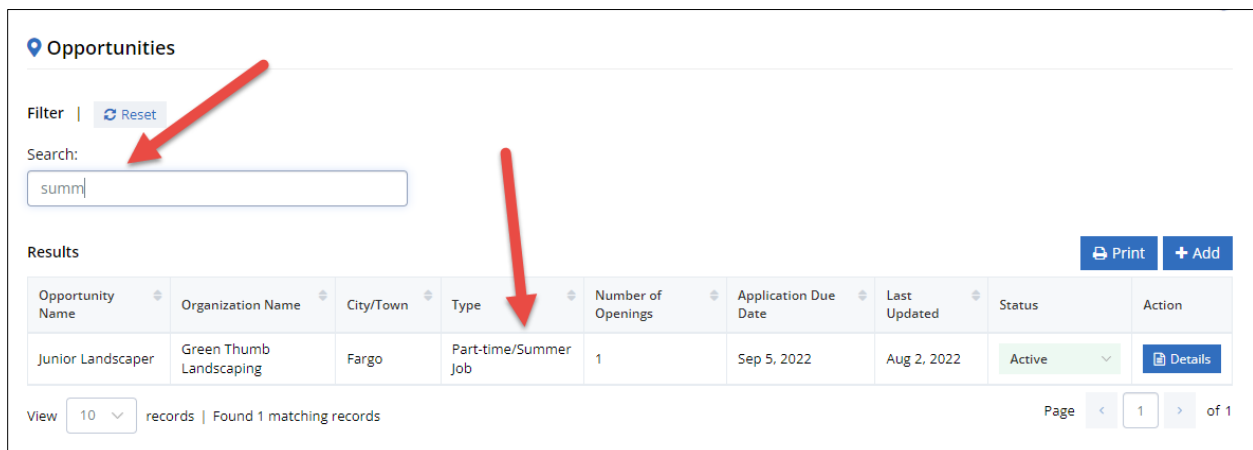
View records | Found 1 matching records

Page of 1

Opportunity page with Add button highlighted

How to find an opportunity

Using the **filter** at the top of the page enter an opportunity name, organization name, city, or type of work-based learning opportunity in the Search field. The table below will display matching results.



Opportunities

Filter | [Reset](#)

Search:

Results

Opportunity Name	Organization Name	City/Town	Type	Number of Openings	Application Due Date	Last Updated	Status	Action
Junior Landscaper	Green Thumb Landscaping	Fargo	Part-time/Summer Job	1	Sep 5, 2022	Aug 2, 2022	Active	Details

View records | Found 1 matching records

Page of 1

Sample search for summer job opportunities

What do the statuses mean?

There are four possible statuses for an opportunity. They are:

- **Needs Review** – indicates that this opportunity was imported from GPS. Before it can become active, an administrator needs to review it, and then activate it. Needs Review status listings will be listed first since they require action to be taken.
- **Active** – opportunities with the Active status are visible to students
- **Inactive** – opportunities with the Inactive status are not visible to students
- **Canceled** – opportunities that have been cancelled by organizations sourced from GPS

How do I edit an opportunity?

To edit an opportunity, select Details for the opportunity, make your changes, then select Save. **It's important to note** that a GPS-sourced opportunity cannot be edited or updated.

Where do students find opportunities?

Students can review, sort, and apply to work-based learning opportunities using the activity called "Work-based Learning Opportunities." This activity can be assigned to student using the Assignment & Curriculum Builder (see below for details) or under the Career Planning tab.

Work-Based Learning Opportunities

Matching Opportunities | View All

Opportunity	Location	Type	Hours	Status
Floral Assistant (B)	Tallahassee, FL	Internship	120	Applied
Machinist Intern (B)	Tallahassee, FL	Internship	400	Applied
Accounting Intern (A)	Orlando, FL	Internship	60	Apply

New Opportunities | View All

Opportunity	Location	Type	Hours	Status
Graphic Design Intern (W)	Lake Buena Vista / remote, FL	Internship	240	Applied
Business Development Team (S)	Orlando, FL	School-based Enterprise/Project/Simulation	96	Applied
Machinist Intern (B)	Tallahassee, FL	Internship	400	Applied

Applications

Opportunity	Submitted	Status
Graphic Design Intern (W) - Wait Disney Imagineering	Submitted Jul 27, 2022 (1)	Accepted
Student Intern (H) - Healthcare Associates	Submitted Jul 25, 2022	Forwarded

Navigation: << < 1 2 > >>

Work-based Learning Opportunities activity

Students can view matching opportunities based upon their Compass assessment results. Or they can browse all opportunities then apply for ones they're interested in pursuing. A history of their applications is available at the bottom of the opportunities page.

How does Compass facilitate matching of students to opportunities?

The Compass assessment is a way of looking at a student's experiences throughout high school, and using those experiences to identify the student's skills, potential career paths, and matches to opportunities. Students should update Compass regularly, either monthly or each semester, adding new classes, activities, and hobbies to help Compass make better recommendations.

The primary driver of the matching process facilitated by Compass are Holland Codes; a standard used by many interest inventories and used by the US Department of Labor to identify skills needed for specific careers. The way Compass uses Holland Codes is as follows:

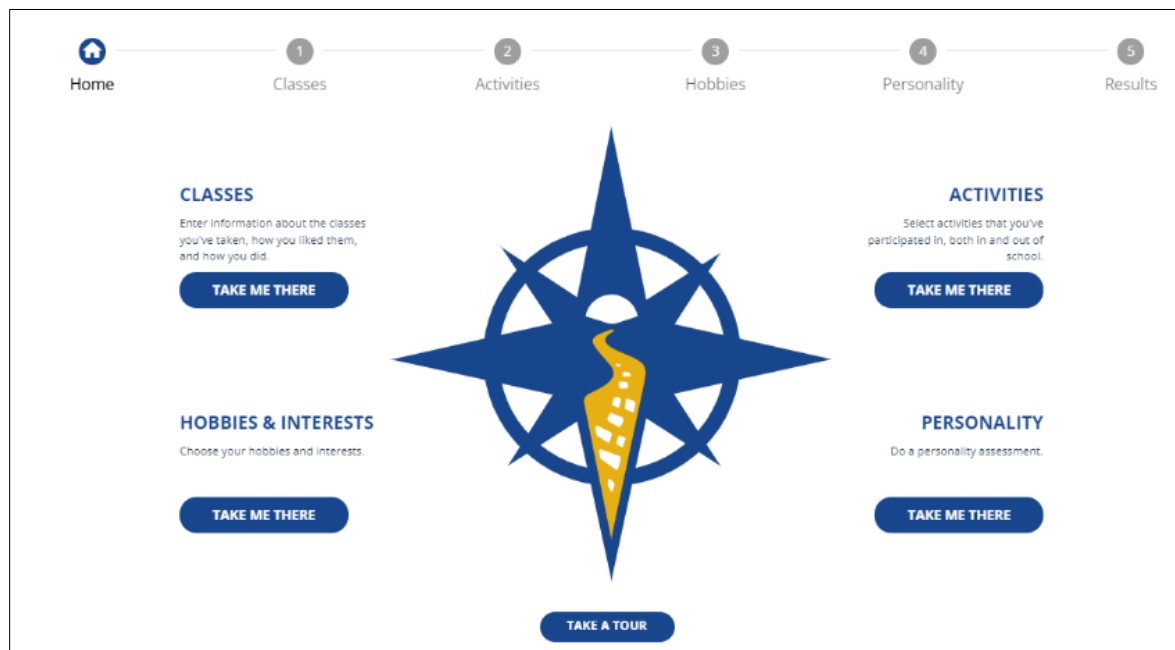
- Each class, activity, or hobby that a student adds to their Compass profile is assigned a Holland Code (either one or up to 3)
- Certain experiences are weighted more than others as they are more advanced and/or sophisticated (i.e., a "Woods 2" class vs. a "Woods 1" class, or an AP math class vs. a general math class)
- Other experiences are weighted more than others depending on how long a student has been doing them (activities and hobbies) or how much a student likes the experience (i.e., a class).

Students are encouraged to complete at least 60% of the assessment to get an initial Holland Code assignment, which is then used to match students to Work-based Learning opportunities, to career insights, and to Compass Career Profiles.

What is a Compass Career Profile?

Compass career profiles help a student understand what a specific career at a specific company is like. Information provided includes an overview of the career; a typical day-in-the-life; required skills; the classes, activities, hobbies, and personality traits that might indicate success at the career; the post-secondary education path (if there is one); career paths; salary; and other important information. The intent is to help a student learn more about a career at a particular company, and then investigate experiences in high school (including Work-based Learning) to help determine if the career is a good fit. In some situations, a company might offer sponsorships to qualifying students who have the right skills and are willing to commit to a work agreement in exchange for tuition reimbursement for post-secondary education.

The Compass assessment is found under Career Planning>>Learn About Yourself>>Compass Assessment or can be assigned to students using the [Assignment & Curriculum Builder](#).



Students enter classes, activities, hobbies, and activities, to see their Holland Codes & Compass Career Profiles under the "Results" tab.

Applications

1. [How to review and forward an application](#)
2. [What do the statuses mean?](#)

How to review and forward an application:

1. To review the applications for active opportunities, click **Applications** in the top menu.
2. Using the filter at the top of the page enter an organization name, student name, organization name or application status in the Search field. The table below will display matching results.
3. Select Review to review a student's application.

Applications Open Closed

Filter | [Reset](#)

Search:

Results [Print](#)

Student Name	Opportunity	Opportunity Status	Organization	Date Submitted	Application Status	Action
Lopez, Maria	Student Intern	Active	Healthcare Associates	Jul 25, 2022	Forwarded	View
Lopez, Maria	Tutor Assistant	Active	Empowered Tutoring	Jul 25, 2022	Needs Review	Review
Lopez, Maria	Machinist Intern	Active	Bueller Industries	Jul 25, 2022	Needs Review	Review
Lopez, Maria	Business Development Team	Active	South Florida High School	Jul 25, 2022	Needs Review	Review
Demo 4, FL Student	Business Development Team	Active	South Florida High School	Jul 25, 2022	Offered	View
Demo 3, FL Student	Business Development Team	Active	South Florida High School	Jul 25, 2022	Offered	View
Demo 2, FL Student	Business Development Team	Active	South Florida High School	Jul 25, 2022	Offered	View
Demo 1, FL Student	Business Development Team	Active	South Florida High School	Jul 25, 2022	Offered	View

View records | Found 8 matching records Page of 1

List of applications with varied statuses and available actions

- The student's application will be displayed on the page with their answers to the application questions, an option to indicate whether parent consent has been received for their work-based learning experience, and a comments field which can be used to provide feedback to the student on their application.

Tutor Assistant (Active)
Empowered Tutoring

Application Status
Needs Review

Application Opportunity source: Choices360 Demo High School

Student Information

Name	Grade Applied
Maria Lopez	12th Grade
Date Submitted	Parent Email
Jul 25, 2022	mrslopez@malinator.com

About Maria Lopez

Why do you feel you are a good candidate for this opportunity?
While babysitting, I also have helped younger students in core subject areas for the last couple years.

What do you hope to achieve or learn from this experience?
I want to learn different approaches to learning and teaching.

What do you plan to do after graduation?
I plan to get a degree in early childhood development.

Additional Information

Has parental/guardian consent been received? Students over 18 do not require parent/guardian consent.
 Yes No

Comment to student

Save

Action
 Forward
 Decline

View of a student's application noting consent flag, comments option, and possible actions

5. After reviewing the application, you can opt to decline the application or forward it to the organization sponsoring the opportunity.
 - a. **GPS-sourced Opportunities**
 If the opportunity has been added via the GPS employer tools, then the application is forwarded directly to the organization to access in GPS employer tools. The employer can decline or accept the application within GPS – RUReady.ND.gov is immediately updated with new status. Both the student and educators now see the application status as “Offered.”
 The student can accept or decline the offer. If they accept the offer, then a work-based learning experience record is automatically created.
 - b. **RUReady.ND.gov Professional Added Opportunities**

If you or another professional has added the opportunity, you can opt to forward the application yourself in whatever manner you prefer (district email, phone call etc.). You can accept or decline the application on behalf of the organization after forwarding at which point the student's view of their application status changes from submitted to either **Declined** or **Offered**. The student can accept or decline the offer. If they accept the offer, then a work-based learning experience record is automatically created.

What do the statuses mean?

There are six possible statuses for an application. They are:

- **Needs Review** – indicates that this application requires review prior to an action being taken. Whatever action is taken will change the status of the application.
- **Forwarded** – the application has been sent to the sponsoring organization.
- **Declined** – the application has been declined by either the sponsoring organization or a professional on behalf of the organization.
- **Offered** – the opportunity has been offered to the student by either the sponsoring organization or a professional on behalf of the organization.
- **Declined by student** – the student has declined to take the offered opportunity.
- **Accepted** – Once a student accepts an opportunity, the application is moved to the Closed tab.

Evaluations

1. [How to send an evaluation request](#)
2. [How to view a completed evaluation](#)

How to send an evaluation request:

1. To access the evaluation functionality, click **Evaluations** in the top menu.
2. Using the filter at the top of the page enter a student name, experience name or organization name in the Search field. The table below will display matching results. It is important to note that evaluations can only be requested for engagement type of work-based learning experiences (apprenticeships, co-op placements, internships etc.)

Evaluations

Filter | [Reset](#)

Search:

Results [Print](#)

Student Name	Experience Title	Organization Name	Hours	Experience Status	Requests	Action
Demo 1, FL Student	Cashier	Target	150	✓ Complete	0	Request
Demo 2, FL Student	Machine Shop Cleaner	Frank's Fabrications	100	✓ Complete	0	Request
Demo 3, FL Student	Boat Repair Assistant	Fairwinds Boat Repairs	200	✓ Complete	0	Request
Demo 4, FL Student	Orlando Tourism Office Assistant	Orlando Tourism	100	✓ Complete	0	Request
Lopez, Maria	Student Journalist	Tallahassee News	60	✓ Complete	1	Request

Requests

Contact Name	Contact Phone	Contact Email	Date Requested	Date Completed	Evaluation Status	Action
June Springs	(850) 544-1234	gwen.marsh@gmail.com	Jul 26, 2022	Jul 26, 2022	✓ Completed	View
Lopez, Maria	Floral Assistant	Bouquet Floral	0	🔄 In Progress	0	Request
Lopez, Maria	Graphic Design Intern	Walt Disney Imagineering	0	🔄 In Progress	1	Request
Franklin, Johnny	Business Development Team	South Florida High School	0	✓ Complete	1	Request

View records | Found 8 matching records Page of 1


View of application results table

3. Select Request to request an evaluation of a student's work-based learning experience (the status can be completed or in progress).
4. The form will prompt for the evaluator's name, phone, and email address. The email address must be provided.
5. An email is sent to the evaluator with a link to complete an evaluation of the student's work.
6. Multiple evaluation requires can be sent out. However, the link in each email expires after 60 days.

How to view a completed evaluation:


1. Using the filter at the top of the page enter a student name, experience name or organization name in the Search field. The table below will display matching results.
2. Locate the student whose evaluation you wish to review.
3. Under Action select View.
4. The student's evaluation will appear on the screen with a summary of their score.
5. RUReady.ND.gov evaluations are customized to meet North Dakota work-based learning evaluation criteria.
6. Evaluators can add comments to their evaluation.


< View Evaluation
Date completed: Aug 3, 2022 ✔ Completed


 Total Score


2.6

of 4


 Student
Pierce, Charlene

 Experience
Social Media Marketing Intern






 Organization
Marr Marketing

 Evaluator
Tessa Marr


Section Breakdown

- 
Section 1
Act as a Responsible and Contributing Citizen and Employee
36 of 48

1. Conduct self in a respectable, appropriate manner with proper appearance.	3
2. Work positively.	4
3. Work ethically.	3
4. Adapt to varied roles, responsibilities, schedules, and contexts.	4
5. Work effectively in a climate of ambiguity and changing priorities.	3
6. Utilize time and manage workload efficiently.	2
7. Maintain focus and manages projects effectively.	3
8. Is accountable for results.	3
9. Inspire others to reach their very best via example and selflessness.	2
10. Demonstrate integrity and ethical behavior in using influence and power.	3
11. Demonstrate learning acquisition and application skills by requesting help when needed and then contributing to the success of the group by assisting others.	2
12. Demonstrate understanding of workplace organizations, systems, and climates by identifying "big picture" issues and fulfilling the mission of the workplace.	4

Total points given: 36 / 12 = 3
- + 
Section 2
Apply Appropriate Academic and Technical Skills
16 of 24
- + 
Section 3
Communicate Clearly, Effectively, and with Reason
16 of 28
- + 
Section 4
Utilize Critical Thinking to Make Sense of Problems and Persevere in Solving Them
23 of 36
- + 
Section 5
Work Productively in Teams While Using Cultural/Global Competence
21 of 36
- + 
Section 6
Final Thoughts

View of a student's completed evaluation



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Assignment & Curriculum Builder

Work-based Learning activities can be added to an assignment/curriculum with the Assignment & Curriculum Builder.

1. To access the Assignment & Curriculum Builder, you need to hold a Professional Administrator account.
2. Click **Administration** in the top menu. On the Administration page, click **Assignment & Curriculum Builder**. For instructions on setting up and assigning an assignment list, or curriculum, click the **Assignment & Curriculum Help Guides** link in the introductory paragraph.
3. The following WBL activities can be assigned to any assignment or curriculum list:
 - **Work-Based Learning Experiences** – This is where students can record current or completed work-based learning experiences. You can optionally set tracking criteria if you wish to report on students' completion of this activity:
 - **Tracked or not tracked.** If tracked, can be completed anytime, or during a specific grade (use the dropdown provided to select the grade you wish tracked.)
 - **Optional Tracking Criteria** – Exposure can be a career fair, field trip, guest speaker, informational interview, job shadowing or virtual career fair. Engagement can be an apprenticeship, career & technical student organizations, cooperative work experience, internship, mentorship, part-time/summer job, practicum, school-based enterprise/project/simulation, or service learning.
 - **Hours** – You can opt to require students to complete a certain number of hours to complete the activity – however hours can only be entered and tracked for engagement type of work-based learning experiences.
 - **Work-Based Learning Opportunities** – This activity displays opportunities that match students' interests as well as new opportunities they can search and select. Work-Based Learning Opportunities can be tracked or not tracked.
 - **Compass Assessment (only available in RUPrepare.ND.gov)** - When students complete the Compass assessment its results will help students find work-based learning opportunities that more closely match who they are. The Compass assessment should be updated each term or semester as students finish their courses. The Compass assessment can be tracked or not tracked. The student must complete 60% of the assessment to receive opportunity recommendations.

To learn more about the Assignment & Curriculum Builder, please review the Assignment & Curriculum Builder QRG found in the Resources section of your Professional Center.

Work-Based Learning Experiences Report

Educators can generate reports on students' work-based learning experiences by using the Work-based Learning Experiences report found in the Reports section of the Professional Center.

1. To access the Work-based Learning Experiences Report, select Reports in the Professional Center.
2. Select Create a New Report
3. Choose "Work-based Learning Experiences Report" from the Interactive Reports section.
4. You'll now see the Work-based Learning Experiences report with six filters allowing you to refine the results list of experiences.

Work-Based Learning Experiences Report

The Work-Based Learning Experiences Report shows In Progress and Complete Work-Based Learning Experiences for your students in grade 12 during the past 6 school years. The report can be updated by entering additional criteria in the search fields.

Filter | [Reset](#)

Search by name: Grade: Group:

Experience types: Status: Date started:

Results [Export](#) [Print](#)

Students (0)	Experience	Experience Type	Organization	Start Date	End Date	Status	Hours Worked
No matching records found.							

Default view of the Work-based Learning Experience Report

5. Use the grade, group, experience type, status and start date to refine your results.
6. Search for individual students by name.
7. All results can be exported (csv) to permit further data manipulation if required.