



Release Notes

August 2, 2023

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TABLE OF CONTENTS

Release Notes Summary	3
1. Resolved Issues	5
2. Assigned Curriculum & Activity Updates	7
3. Work-Based Learning Update: Industry Field	23
4. Work-Based Learning Update: Searching for Opportunities	25
5. Work-Based Learning Update: Fillable PDF for Employers	26
6. Autocomplete	27
7. Evidence Documents	28
8. Common App Updates	29

RELEASE NOTES SUMMARY

These release notes detail the product improvements and new features included in the August 2nd, 2023, release.

Resolved Issues

1. The My Goals and Action Plan report no longer returns an error message when search results are refined.
2. To provide consistency between opportunity names, the Job Shadowing opportunity type was updated to Job Shadow.
3. The primary sort indicator was added to the status column for the Work-Based Learning Opportunity and Organization tables.
4. The Organization page of the Work-Based Learning module was optimized to decrease loading time.
5. An indicator was added to opportunities in 'Needs Review' status that are associated with organizations that have not been approved.
6. When selecting the 'How You See Yourself' arrow link, students are directed to the 'How You See Yourself' activity page.
7. A student's saved scholarships are displayed on the side panel in Financial Aid Planning.
8. When a parent accesses their student's account for the first time, the security question answer is displayed in the security question field.
9. When Saved Careers and Saved Career Clusters and Career Pathways activities are assigned to a student, the student is not able to expand the text boxes beyond the activity panel.
10. Students are no longer able to save a blank note on the Saved Career Clusters and Career Pathways activity panel.
11. When editing a graduation requirement set, the description field was updated to restrict the field to 1000 characters.
12. In the professional view of the Basic Skills Survey in a curriculum, the images are displayed in the Demonstration of Skills section.
13. Professionals and parents are no longer able to save a blank comment to the FAFSA activity.
14. When viewing the Assessment badges on Learn About Yourself, the most recent date the assessment was taken is displayed.
15. In Report Central and the Reports tab within the Professional Center, the stop sign error was replaced with a more user-friendly message.

16. In the Professional Center, the companion account badge text was simplified.

Enhanced & New Features

- Changes were made to simplify and enhance functionality in the Assignment & Curriculum Builder and select individual activities.
- The Industry field was added to the Overview tab of an Organization to track the industry of an organization using the North American Industry Classification System (NAICS).
- The Work-Based Learning Opportunities page in the Student Center was updated to provide additional sorting and filtering options.
- The Work-Based Learning Organization Input Form was added to the Professional Center.
- Autocomplete functionality was implemented in personal information fields.
- Text was added to Evidence Documents in Assigned Curriculum to state what type of files are allowed to be uploaded and the file size limit.
- Updates were made to the Common App process in preparation for the 2023-2024 school year.

1. RESOLVED ISSUES

This table summarizes the product improvements included in the August 2nd, 2023, release.

	Problem	Improvement
1	The My Goals and Action Plan report returns an error message when refining search results. (PPS-2835)	The My Goals and Action Plan report no longer returns an error message when search results are refined.
2	The Job Shadowing opportunity type does not follow the opportunity naming convention. (PPS-3377)	To provide consistency between opportunity names, the Job Shadowing opportunity type was updated to Job Shadow.
3	The primary sort indicator is missing from the Work-Based Learning Opportunity and Organization tables. (PPS-3431)	The primary sort indicator was added to the status column for the Work-Based Learning Opportunity and Organization tables.
4	When accessing the Work-Based Learning module in the Professional Center, the Organization page is consistently slow. (PPS-4323)	The Organization page of the Work-Based Learning module was optimized to decrease loading time.
5	When professional users attempt to approve an opportunity in 'Needs Review' status, there is not a notification alerting them that the organization has not been approved. (PPS-3231)	An indicator was added to opportunities in 'Needs Review' status that are associated with organizations that have not been approved.
6	When selecting the 'How You See Yourself' arrow link in the student portfolio, students are redirected to 'Experiences and Activities.' (PPS-4115)	When selecting the 'How You See Yourself' arrow link, students are directed to the 'How You See Yourself' activity page.
7	A student's saved scholarships are not displayed on the side panel in Financial Aid Planning. (PPS-4474)	A student's saved scholarships are displayed on the side panel in Financial Aid Planning.
8	When a parent accesses their student's account for the first time, the security question answer is not	When a parent accesses their student's account for the first time, the security

	Problem	Improvement
	displayed in the security question field. (PPS-4583)	question answer is displayed in the security question field.
9	When Saved Career and Saved Career Clusters and Career Pathways activities are assigned to a student, the student can expand the text boxes beyond the activity panel. (PPS-4639)	When Saved Careers and Saved Career Clusters and Career Pathways activities are assigned to a student, the student is not able to expand the text boxes beyond the activity panel.
10	Students can save a blank note on the Saved Career Clusters and Career Pathways activity panel. (PPS-4788)	Students are no longer be able to save a blank note on the Saved Career Clusters and Career Pathways activity panel.
11	When editing and saving a graduation requirement set, if the description is too long, an error message notifying the user the description cannot be blank is displayed. (PPS-4797)	When editing a graduation requirement set, the description field was updated to restrict the field to 1000 characters.
12	In the professional view of the Basic Skills Survey in a curriculum, the images aren't displayed in the Demonstration of Skills section. (PPS-4818)	In the professional view of the Basic Skills Survey in a curriculum, the images are displayed in the Demonstration of Skills section.
13	Professionals and parents can save a blank comment when adding comments to the FAFSA activity. (PPS-4856)	Professionals and parents are no longer able to save a blank comment to the FAFSA activity.
14	When viewing the Assessment badges on Learn About Yourself, the first date taken is displayed. (PPS-2313)	When viewing the Assessment badges on Learn About Yourself, the most recent date the assessment was taken is displayed.
15	In Report Central and the Reports tab within the Professional Center, a stop sign indicated an error.	The reporting stop sign error was replaced with a more user-friendly message.
16	In the Professional Center, the companion account badge text was more wordy than necessary.	The companion account badge text was simplified.

2. ASSIGNED CURRICULUM & ACTIVITY UPDATES

As part of the roadmap of improvements to the Assignment & Curriculum Builder and individual activities, changes were made to simplify and enhance functionality.

Assignment & Curriculum Builder Updates

Various changes were made to the Assignment & Curriculum Builder and assigned activities. The Assignment & Curriculum Builder Guide was updated to reflect these changes.

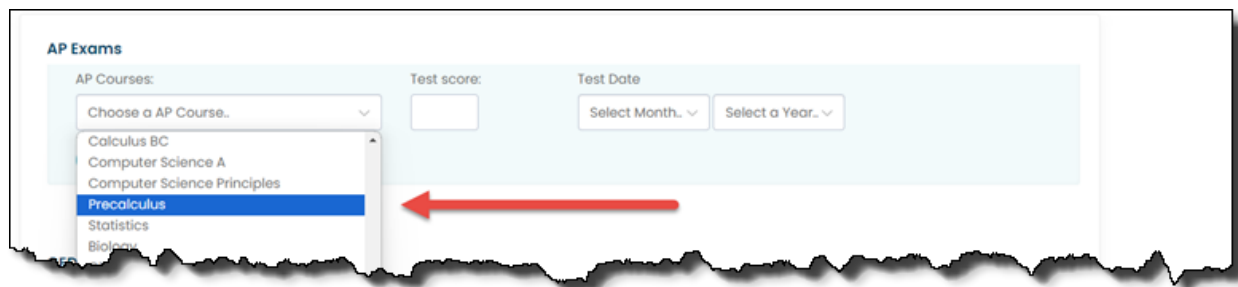
1. Several activities were renamed. The new names are reflected in the Assignment & Curriculum Builder, Milestones, and the Student Center as part of a curriculum and portfolio as well as any associated quick links. The table below contains the current name of the activity and the name to which it was renamed.

Current Name of Activity	Will be Renamed to
Work for Yourself	Entrepreneurial Checklist
Aptitudes (from the Ability Profiler)	Ability Profiler
Career Plans (Created in the Career Plan Builder)	Career Plan Builder
Estimated Family Contribution (EFC)	Estimated Family Contribution (EFC) Calculator
Career Finder Searches	Career Finder
Financial Aid Plan for My Colleges	Financial Aid Plan
Work Interest Areas (from the Career Key)	Career Key
Saved Programs or Majors	Saved Programs/Majors
School Finder Searches	School Finder
Cover Letters	Cover Letter Creator
Resumes	Resume Builder
Interview Practice	Job Interview Practice

2. When editing a curriculum, the professional user's name and date is updated for all edits except assigning a curriculum to a grade, role, or group.

3. When reassigning annualized assessments as part of an assigned curriculum, students no longer have the option to mark the activity up to date. The student needs to recomplete the activity. These changes apply to the following Assessment activities: Career Cluster Survey, Basic Skill Survey, Transferable Skills Survey, Interest Profiler, Career Key, Work Values Sorter, and Career Cluster Survey.
4. Ribbons were added to many of the trackable, non-annualized activities. The ribbons are displayed when students have been assigned them as part of an assigned curriculum. Activities will now have a blue ribbon that will be updated to green when the activity is completed. These changes apply to the following activities: Saved Career Clusters and Pathways, Career Finder Searches, School Finder Searches, A Picture of Me in the Future, Extracurricular Activities (previously Activities), Self Knowledge, and Aptitudes.
5. When assigning the ACT activity, professionals are no longer able to select the additional options of ACT and Take the SAT/ACT. A student must complete the ACT activity to receive credit for completion.
6. When assigning the SAT activity, professionals are no longer able to select the additional options of SAT and Take the SAT/ACT. A student must complete the SAT activity to receive credit for completion.
7. When assigning the PSAT activity, professionals are no longer able to select the additional options of PSAT, PSAT 10, PSAT 8/9, PSAT 8, and PSAT 9. Students are still able to enter a PSAT, PSAT 10, or PSAT 8/9 on the activity panel.

8. Precalculus was added as an AP Course in the AP Exam activity.



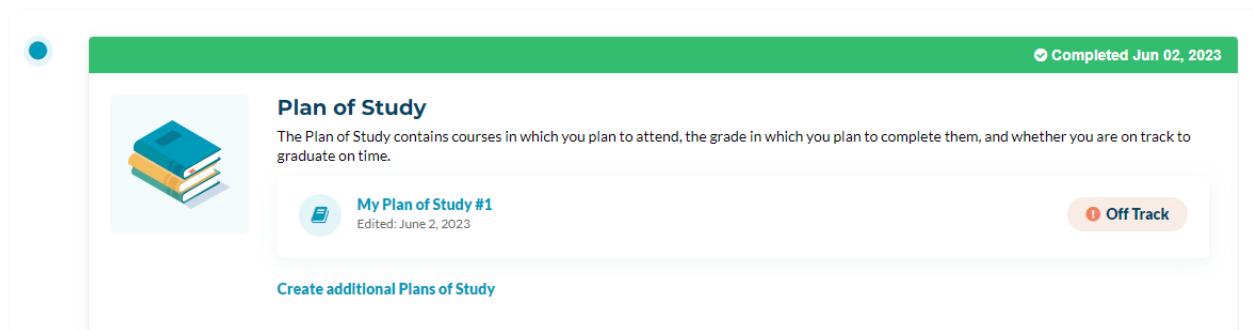
AP Exam Activity

9. The additional tracking options were removed from ACT, SAT, and PSAT activities in the Assignment & Curriculum Builder. Any Report Central or Professional Center reports previously created and saved with these tracking options included will need to be recreated.

Plan of Study

The Plan of Study activity was updated to enhance useability and address minor functionality issues.

An activity panel and landing page were created to limit the amount of time it takes to load a curriculum containing the Plan of Study activity. Modifications to the current functionality were made to accommodate these changes.




Plan of Study Activity Panel

Professionals and parents have access to the landing page. They can view the list of additional plans of study and add comments. Professionals can select a non-primary plan of study and view the course grid.

Plan of Study

+ New Course Plan

CURRENT PLAN



My Plan of Study #1

Career Cluster:
Career Pathway:

Date Created: June 27, 2023
Professional Last Updated:

Updated: June 27, 2023

Other Course Plans

Although you should focus your attention on your current course plan, you may choose to update these other course plans as well.

My Plan of Study #2

Created: Jun 29, 2023

Set as Current Plan

Plan of Study Landing Page

The Plan of Study course grid was updated providing a more simplified view without loss of functionality.

1

Program Selection

2

Graduation Requirements

3

Plan of Study

My Plan of Study #1

Rename

Submit for Approval

Program of Study

Basic Template for Our School District

Change

Created

Jun 27, 2023

Last Edited

Jun 27, 2023

Off Track

Instructions:

Keep your plan of study up to date with the courses you're **planning** to take, the ones you're **enrolled** in, and those you've **completed**. Click a cell to update it.

Choose a different set of graduation requirements >

< View 5th-8th Grade

Hide Recommended Courses

9th Grade

10th Grade

11th Grade

12th Grade

Checkup

Language Arts

English

1 credit(s)

A+

Completed

Edit

English

1 credit(s)

A+

Completed

Edit

English

1 credit(s)

Enrolled

Edit

English

1 credit(s)

Planned

Edit

Completed: 2 cr

Enrolled: 1 cr

Planned: 1 cr

Your Total: 4 cr

Required: 4 cr

Mathematics

Algebra I

Alg1

1 credit(s)

Recommended

OR

Geometry

Geom1

1 credit(s)

Recommended

Edit

Geometry

Geom1

1 credit(s)

Recommended

OR

Algebra II

Alg2

1 credit(s)

Recommended

Edit

Algebra II

Alg2

1 credit(s)

Recommended

OR

Pre-Calculus

PCI

1 credit(s)

Recommended

Edit

Completed: 0 cr

Enrolled: 0 cr

Planned: 0 cr

Your Total: 0 cr

Required: 3 cr

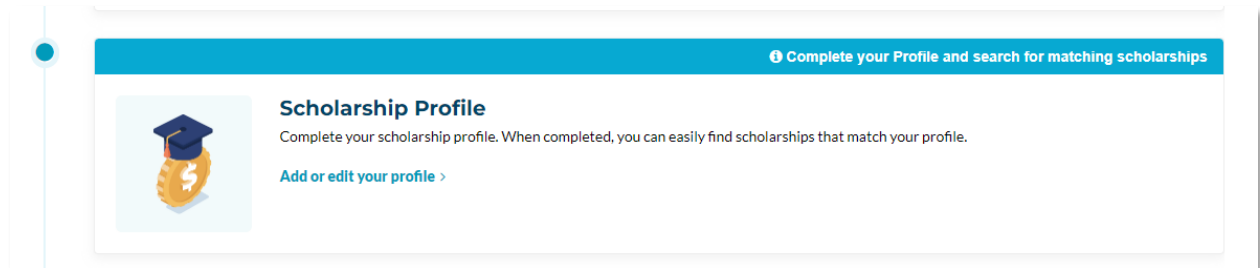
Primary Plan of Study

11

Scholarship

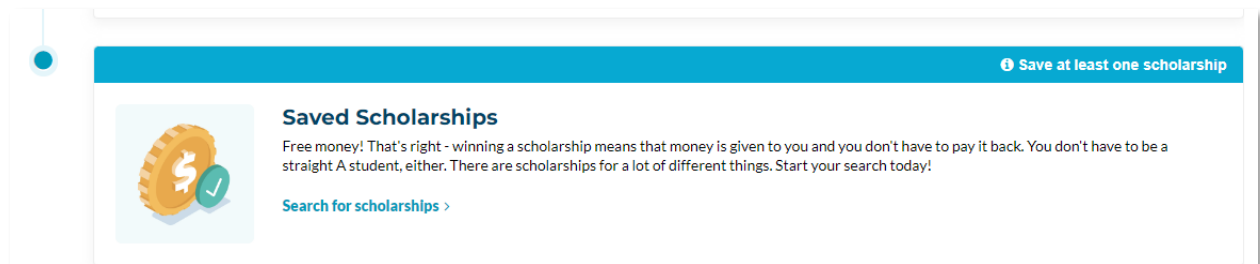
The Scholarship activity was split into two separate activities, Scholarship Profile and Saved Scholarships. These activities are automatically tracked when used as part of an Assigned Curriculum.

To complete the Scholarship Profile activity, students need to view their profile in the Scholarships module and search for matching scholarships.



Scholarship Profile Activity

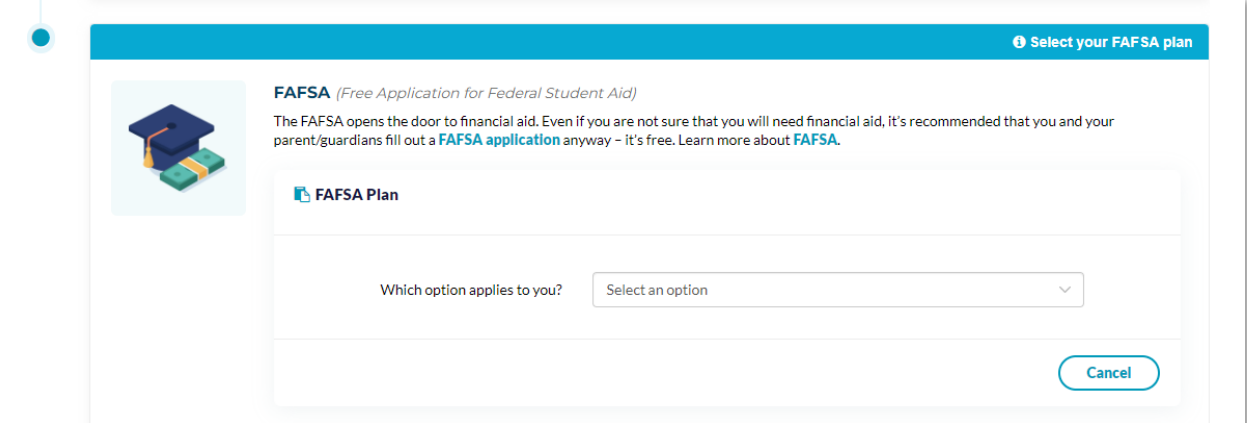
To complete the Saved Scholarships activity, students need to search for and save a scholarship in Matching Scholarships, Find a Scholarship, or Browse Scholarships.



Saved Scholarships Activity

FAFSA

The FAFSA activity was redesigned to allow students to select a FAFSA plan. The plan options are 'I plan to take', 'I do not plan to take', and 'I have taken.' If 'I plan to take' is selected, the student needs to enter an expected completion date and have the option to indicate they need assistance with completing the FAFSA. If 'I have taken' is selected, the student is prompted to enter the date in which they completed the FAFSA. The activity is considered completed or achieved when one of the three options is selected.



The screenshot shows a web interface for selecting a FAFSA plan. At the top, a blue header bar contains the text "Select your FAFSA plan" with an information icon. Below the header, on the left, is an icon of a graduation cap and books. To the right of the icon, the text "FAFSA (Free Application for Federal Student Aid)" is displayed, followed by a paragraph explaining that FAFSA opens the door to financial aid and is recommended for all students. Below this, a section titled "FAFSA Plan" contains a dropdown menu with the placeholder text "Select an option" and a "Cancel" button.

FAFSA (Free Application for Federal Student Aid)

The FAFSA opens the door to financial aid. Even if you are not sure that you will need financial aid, it's recommended that you and your parent/guardians fill out a [FAFSA application](#) anyway - it's free. [Learn more about FAFSA.](#)


FAFSA Plan


Which option applies to you?

[Cancel](#)

FAFSA Activity


The Student Finder was updated to search for students who have selected an option, requested additional help with completing the FAFSA, or who have not yet completed the activity.

 Student Finder

 Student Characteristics

Find students matching these characteristics:

- Graduation Year
- Group
- Age
- Sex
- Ethnicity
- GPA

 Student Activities

Find students matching specific activities in the system:


+ Career Planning

+ High School Planning

+ College Planning

- Financial Aid Planning

- FAFSA Submitted
- Saved Scholarships

 Find Students

[Cancel and go back](#)

Financial Aid Planning - Submitted FAFSA

Include students who have:

☐ I plan to fill out the FAFSA

☐ Need help from an advisor/counselor

☐ I do not plan to complete the FAFSA

☐ I have completed the FAFSA

☐ NOT submitted their FAFSA

[Clear All](#)

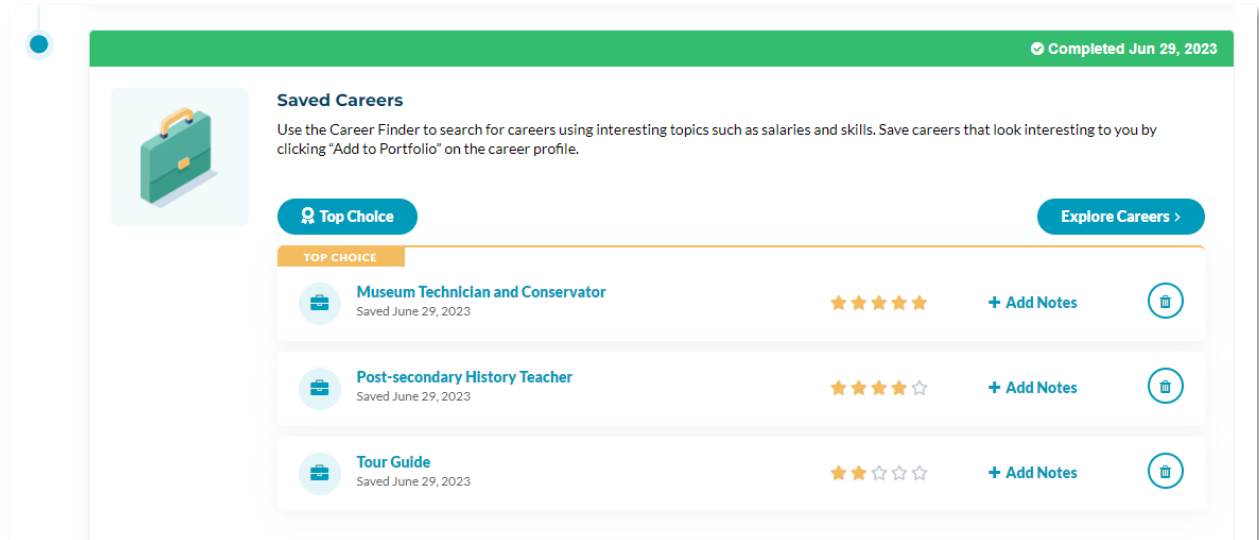
View matching students

Student Finder

14

Saved Careers

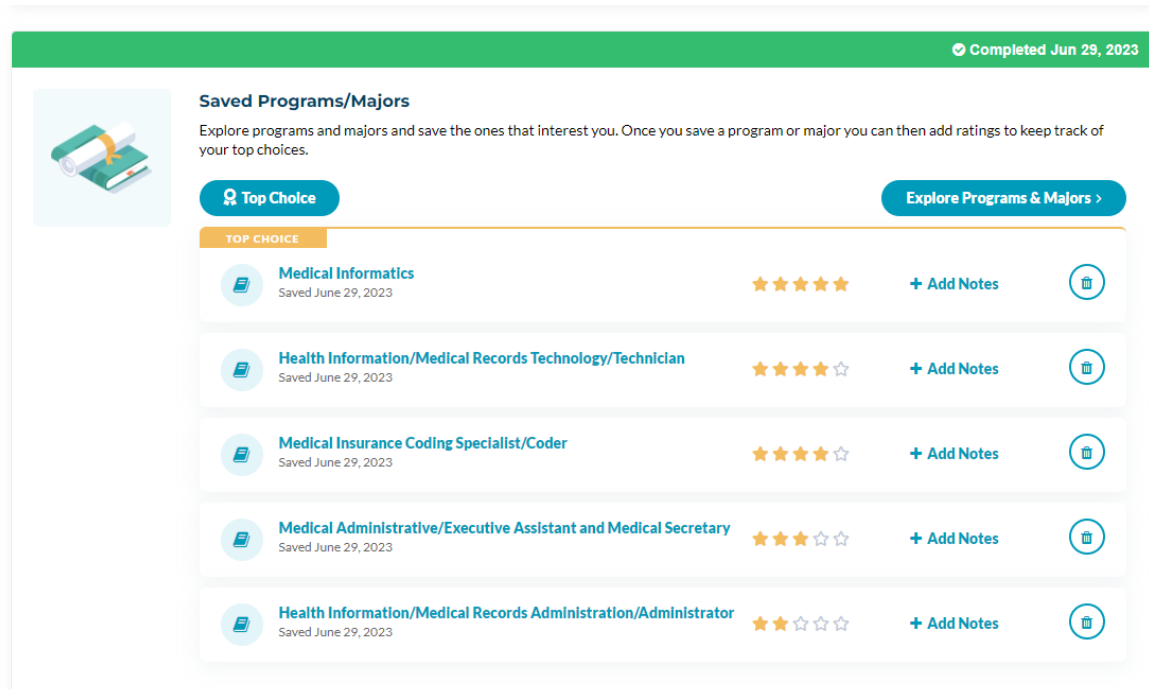
The Saved Careers activity was redesigned with a new look and functionality. Students assigned this activity still need to save at least one career to consider the activity completed or achieved. Along with saving careers, students can rank them in order of interest and indicate their top choice.



Saved Careers Activity

Saved Programs/Majors

The Saved Programs/Majors activity was redesigned with a new look and functionality. Students assigned this activity still need to save at least one program/major to consider the activity completed or achieved. Along with saving careers, students can rank them in order of interest and indicate their top choice.













Completed Jun 29, 2023

Saved Programs/Majors

Explore programs and majors and save the ones that interest you. Once you save a program or major you can then add ratings to keep track of your top choices.

[Top Choice](#) [Explore Programs & Majors >](#)

TOP CHOICE			
	Medical Informatics Saved June 29, 2023	★★★★★	+ Add Notes 
	Health Information/Medical Records Technology/Technician Saved June 29, 2023	★★★★☆	+ Add Notes 
	Medical Insurance Coding Specialist/Coder Saved June 29, 2023	★★★★☆	+ Add Notes 
	Medical Administrative/Executive Assistant and Medical Secretary Saved June 29, 2023	★★★★☆	+ Add Notes 
	Health Information/Medical Records Administration/Administrator Saved June 29, 2023	★★★☆☆	+ Add Notes 

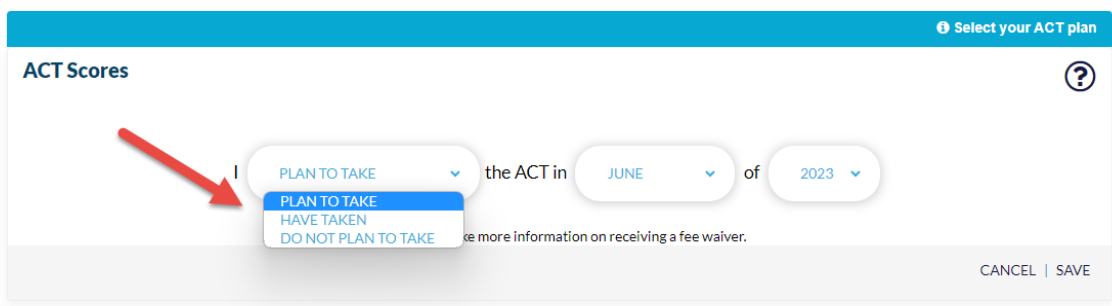
Saved Programs/Majors Activity

Test Scores

The test score activities were redesigned to allow students to select a test score plan. As part of this redesign, minor functionality issues were also addressed. The activities included in this change are ACT, SAT, PreACT, PSAT, IB Test, and WorkKeys.

Students assigned test score activities can select 'I plan to take', 'I do not plan to take', or 'I have taken' options. Students are prompted to enter a date when selecting 'I plan to take' or 'I have taken.' If 'I plan to take' is selected for the ACT, SAT, and PSAT activities, there is an additional option to request information on receiving a fee waiver. If 'I have taken' is selected, the test score must be entered. The activity is considered completed or achieved when one of the three options is selected.

Student accounts with exam completion dates entered prior to August 2, 2023, were automatically be updated with the 'I have taken' option along with their test results.



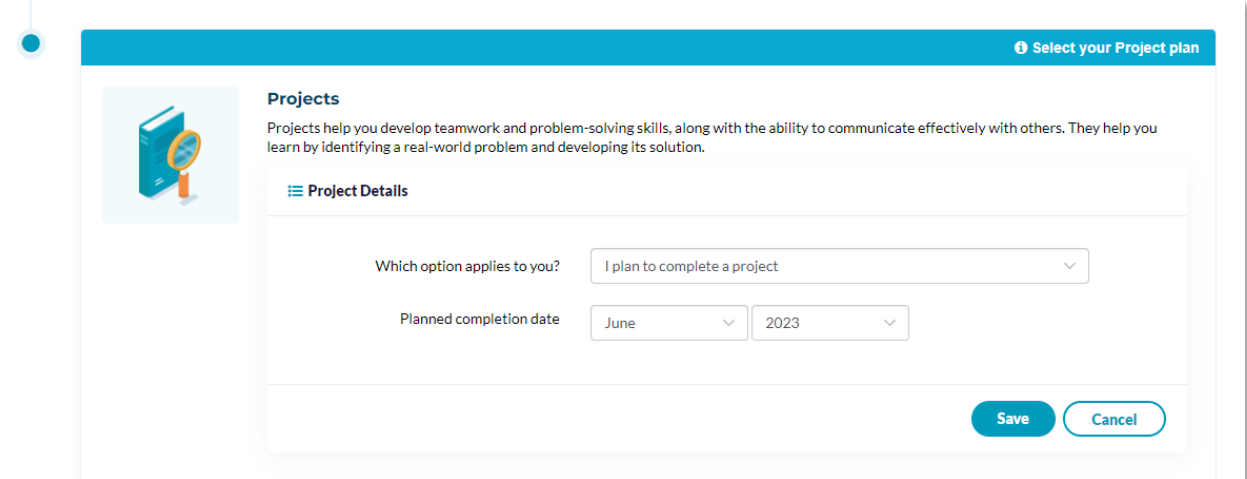
The screenshot shows a web form titled "ACT Scores" with a blue header bar that says "Select your ACT plan". Below the header, there is a dropdown menu for selecting a plan. A red arrow points to the dropdown menu, which is open and shows three options: "PLAN TO TAKE", "HAVE TAKEN", and "DO NOT PLAN TO TAKE". The "PLAN TO TAKE" option is highlighted. To the right of the dropdown menu, there are two more dropdown menus for selecting the month and year. The first dropdown menu is labeled "the ACT in" and has "JUNE" selected. The second dropdown menu is labeled "of" and has "2023" selected. Below these dropdown menus, there is a link that says "See more information on receiving a fee waiver." At the bottom right of the form, there are two buttons: "CANCEL" and "SAVE".

ACT Activity

Projects

The Projects activity was updated to the new styling. Students have the option to select three options to indicate their projects plan. The values include 'I plan to complete', 'I do not plan to complete', and 'I have completed'. If 'I plan to complete' or 'I have completed' options are selected, dates are required. When 'I plan to complete' is selected, the project fields are displayed. The activity is considered completed or achieved when one of the three options is selected.

A documents section was added to list documents for all projects.

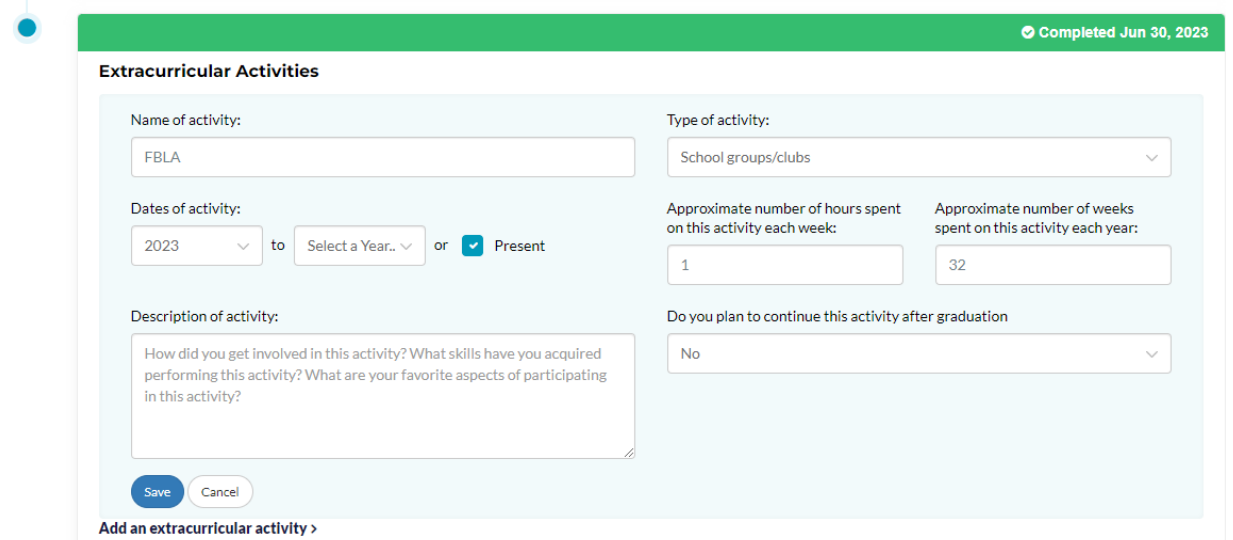


The screenshot shows a web interface for a 'Projects' activity. At the top, a blue header bar contains the text 'Select your Project plan'. Below this, the main content area has a light blue background. On the left, there is an icon of a book with a magnifying glass. To the right of the icon, the title 'Projects' is followed by a description: 'Projects help you develop teamwork and problem-solving skills, along with the ability to communicate effectively with others. They help you learn by identifying a real-world problem and developing its solution.' Below the description, a section titled 'Project Details' contains two dropdown menus. The first dropdown is labeled 'Which option applies to you?' and has the selected value 'I plan to complete a project'. The second dropdown is labeled 'Planned completion date' and has the selected values 'June' and '2023'. At the bottom right of the form, there are two buttons: 'Save' and 'Cancel'.

Projects Activity

Activities

The Activities activity was renamed to Extracurricular Activities. Data from the existing High School Planning > Extracurricular Activities was migrated, and the existing activity was retired. The Type of Activity field within the renamed activity was updated with new drop-down options. Professional Association Management was added, Volunteering and Community Work were removed, Athletics was renamed Sports/recreation, and Church work was renamed Religious Organization. A default blank value was added to the 'Do you plan to continue this activity after graduation?' drop-down list.



The screenshot shows a web application interface for managing extracurricular activities. At the top, a green header bar contains the text "Completed Jun 30, 2023". Below this, the title "Extracurricular Activities" is displayed. The form is divided into several sections:

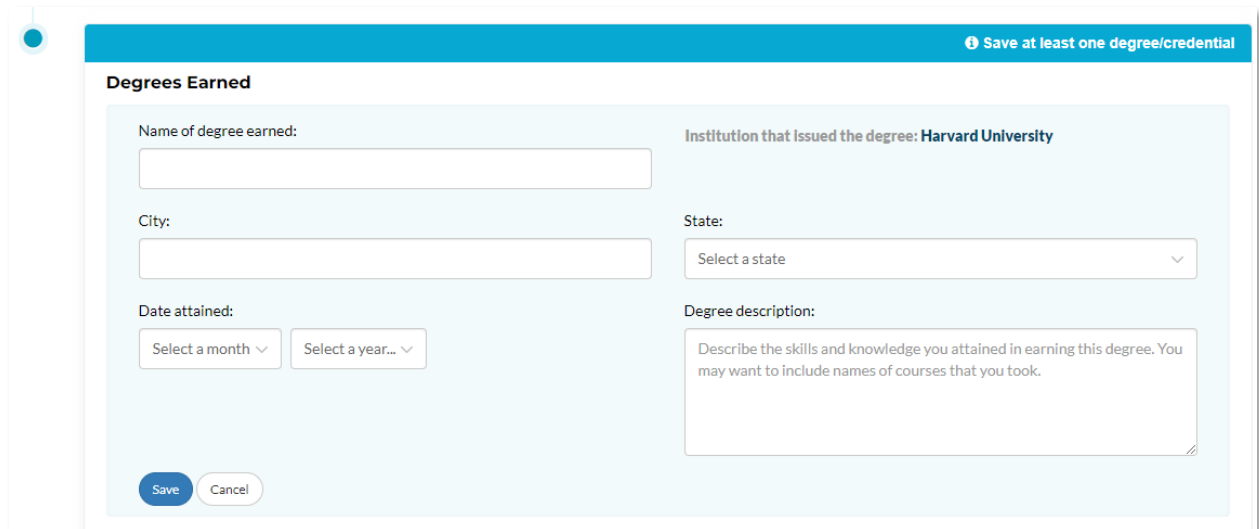
- Name of activity:** A text input field containing "FBLA".
- Type of activity:** A dropdown menu with "School groups/clubs" selected.
- Dates of activity:** A section with two input fields: "2023" and "Select a Year..", followed by the word "to" and a radio button labeled "Present" which is currently selected.
- Approximate number of hours spent on this activity each week:** An input field containing "1".
- Approximate number of weeks spent on this activity each year:** An input field containing "32".
- Description of activity:** A large text area with the placeholder text: "How did you get involved in this activity? What skills have you acquired performing this activity? What are your favorite aspects of participating in this activity?".
- Do you plan to continue this activity after graduation:** A dropdown menu with "No" selected.

At the bottom of the form, there are two buttons: "Save" and "Cancel". Below the buttons, there is a link that says "Add an extracurricular activity >".

Extracurricular Activities Activity

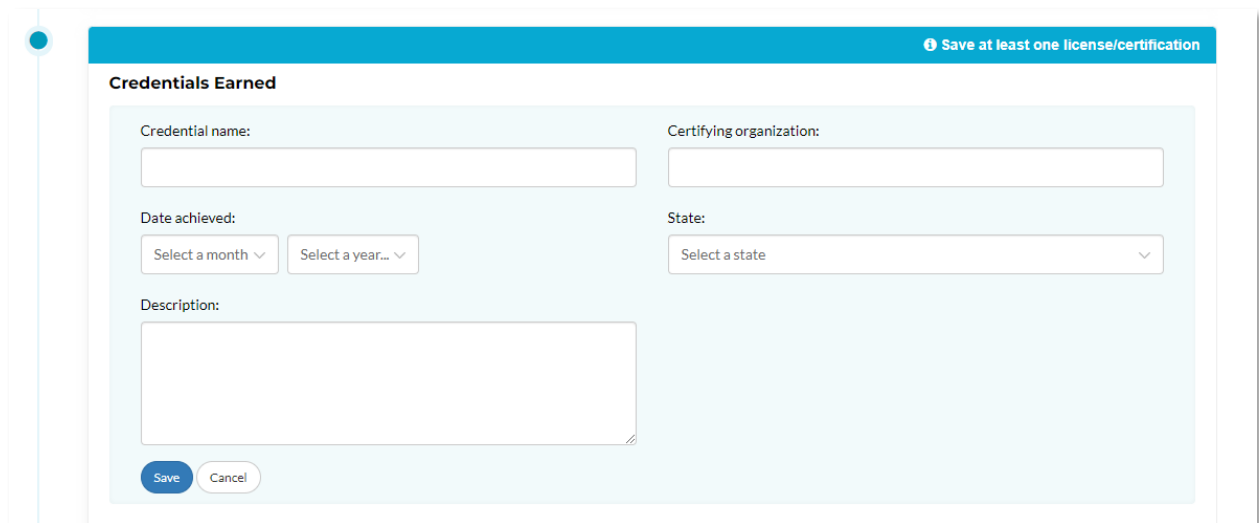
Degrees and Certification Activities

The Degrees and Credentials and Licenses and Certification activities was updated. Degrees and Credentials Earned was renamed Degrees Earned. Licenses and Certifications was renamed Credentials Earned. Along with these changes, field names were updated.



The screenshot shows a web form titled "Degrees Earned" with a blue header bar containing the text "Save at least one degree/credential". The form is divided into two columns. The left column contains fields for "Name of degree earned:" (a text input), "City:" (a text input), and "Date attained:" (two dropdown menus for "Select a month" and "Select a year..."). The right column contains fields for "Institution that issued the degree: Harvard University" (a text input), "State:" (a dropdown menu for "Select a state"), and "Degree description:" (a large text area with a placeholder text: "Describe the skills and knowledge you attained in earning this degree. You may want to include names of courses that you took."). At the bottom left of the form are "Save" and "Cancel" buttons.

Degrees Earned Activity



The screenshot shows a web form titled "Credentials Earned" with a blue header bar containing the text "Save at least one license/certification". The form is divided into two columns. The left column contains fields for "Credential name:" (a text input), "Date achieved:" (two dropdown menus for "Select a month" and "Select a year..."), and "Description:" (a large text area). The right column contains fields for "Certifying organization:" (a text input) and "State:" (a dropdown menu for "Select a state"). At the bottom left of the form are "Save" and "Cancel" buttons.

Credentials Earning Activity

Retired Activities

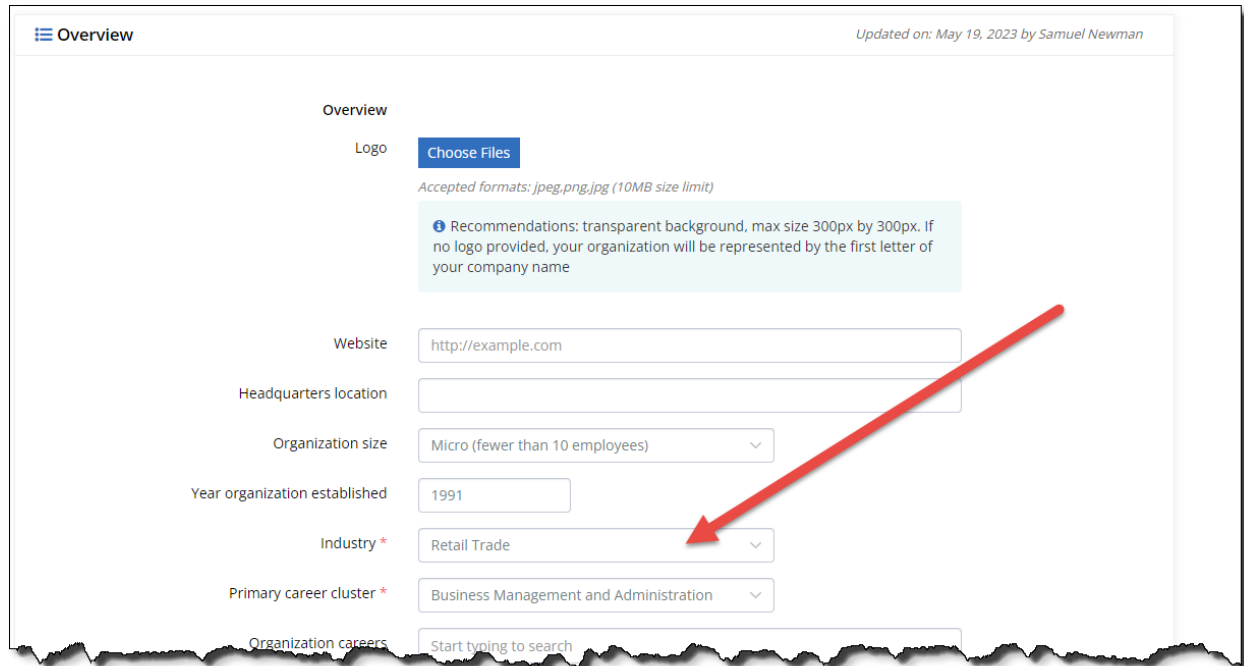
The activities listed in the table below were retired due to low usage numbers.

Activity	Category	Sub-category
ACT Aspire	College Planning	Test Scores
Components of My Financial Aid Plan	Financial Aid Planning	
Education Planning Factors	College Planning	Lifelong Education and Training Plans
Explore	College Planning	Test Scores
Extracurricular Activities	High School Planning	
GMAT	College Planning	Test Scores
GRE	College Planning	Test Scores
High Schools Attended	High School Planning	
Informal Learning Experiences	College Planning	Postsecondary Experiences
Intent to Register	College Planning	Postsecondary Plans
Job Interviews	Career Planning	Getting Ready for Work
Job Search Activities	Career Planning	Getting Ready for Work
Life Roles	Career Planning	How You See Yourself
LSAT	College Planning	Test Scores
MCAT	College Planning	Test Scores
Middle Schools Attended	High School Planning	
My Personal Statement	College Planning	Postsecondary Plans
My Personal Statement	Your Profile	How You See Yourself
Physical Health Activities	Your Profile	Experiences and Activities
PLAN	College Planning	Test Scores
Professional Associations	Career Planning	Work Experience
Postsecondary Planning Factors	College Planning	Postsecondary Plans

Activity	Category	Sub-category
Postsecondary Programs and Majors Recently Reviewed	College Planning	Postsecondary Plans
SAT Subject Test	College Planning	Test Scores
Self Advocacy Strategies	Your Profile	How You See Yourself
Short Duration Courses	College Planning	Postsecondary Experiences
TOEFL	College Planning	Test Scores

3. WORK-BASED LEARNING UPDATE: INDUSTRY FIELD

The Industry field was added to the Overview tab of an Organization. The purpose of the field is to track the industry of an organization using the North American Industry Classification System (NAICS). It is a required field and, when editing existing organizations, the field must be populated prior to saving the record.



The screenshot shows the 'Overview' tab of an organization's profile. The form includes the following fields:

- Logo:** A 'Choose Files' button with a note: 'Accepted formats: jpeg, png, jpg (10MB size limit)'. Below it, a light blue box contains recommendations: 'Recommendations: transparent background, max size 300px by 300px. If no logo provided, your organization will be represented by the first letter of your company name'.
- Website:** A text input field containing 'http://example.com'.
- Headquarters location:** An empty text input field.
- Organization size:** A dropdown menu currently showing 'Micro (fewer than 10 employees)'.
- Year organization established:** A text input field containing '1991'.
- Industry *:** A dropdown menu currently showing 'Retail Trade'. A red arrow points to this field.
- Primary career cluster *:** A dropdown menu currently showing 'Business Management and Administration'.
- Organization careers:** A search bar with the placeholder text 'Start typing to search'.

Organization Overview Tab

When searching for Organizations and Opportunities, you are able to enter the Industry name in the Search field.

Organizations

Filter | [Reset](#)

Search:

Retail Trade Industry

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

Organization Name	City/Town	Participation Interests	Career Cluster	Opportunities	Last Updated	Status	Action
Newman Pet Store	Spokane Valley	Apprenticeship Career Fair Guest Speaker Informational Interview Job Shadow	Business Management and Administration	Yes	Jun 2, 2023	Active	Details

Organization Search

4. WORK-BASED LEARNING UPDATE: SEARCHING FOR OPPORTUNITIES

When searching for Work-Based Learning Opportunities, students are able to favorite opportunities and have additional sorting and filtering options.

Work-Based Learning Opportunities

Filters Clear Sort by: A - Z

Search...

☐ Favorites
☐ Matches

Location

City Zip code

City

Type

☐ Apprenticeship
☐ Career & Technical Student Organizations
☐ Cooperative Work Experience
☐ Internship

Career Clusters

Industries

RDO EQUIPMENT CO. Apply ★

[Access Your Future Service Intern](#)
RDO Equipment Co.

Location Casselton, ND
Type Internship
Hours 40

ND ARMY NATIONAL GUARD Apply ★

[Attend a Guard Drill](#)
ND Army National Guard

Location Bismarck, ND
Type Cooperative Work Experience
Hours 16

GENERAL EQUIPMENT Apply ★

[Branch Tour - Minot](#)
General Equipment

Location Minot, ND
Type Cooperative Work Experience
Hours 1

GENERAL EQUIPMENT Apply ★

[Branch Tour - Williston](#)
General Equipment

Location Williston, ND
Type Cooperative Work Experience
Hours 1

H Apply ★

[Heart specialist](#)
Health Industry GPS

GENERAL EQUIPMENT Apply ★

[Job Shadow](#)
General Equipment

Student Work-Based Opportunity Search Page

5. WORK-BASED LEARNING UPDATE: FILLABLE PDF FOR EMPLOYERS

The Work-Based Learning Organization Input Form was added to the Resources > Work-Based Learning Module. The form contains sections on organization and opportunity information and can be completed by the employer online.

Work-Based Learning Organization Input Form

Thank you for agreeing to be a part of our Work-Based Learning Program. This form contains 2 sections: Organization and Opportunity. The Organization section is where you enter information about your organization. If your organization is planning to offer opportunities, the Opportunity section will need to be completed for each opportunity sponsored by your organization.

Section 1: Organization (all fields are required except where indicated)

Contact

Organization Name:

Name:

Job title:

(optional)

Contact Method:

(Choose one)

Phone

☐

Email

☐

Phone & Email

☐

Phone:

(###) ###-####

Phone Ext.:

Email:

Description of organization:

Headquarters

Street address:

Apt/Suite/Other:

(optional)

City/Town:

State/Territory:

Zip code:

Additional Information

Participation Interests:

(optional)

☐ Apprenticeship

☐ Career & Technical Student Organizations

☐ Career Fair

☐ Cooperative Work Experience

☐ Field Trip

☐ Job Shadow

☐ Mentorship

☐ Part-time/Summer Job

☐ Practicum

☐ School-based Enterprise/Project/Simulation

Work-Based Learning Fillable PDF Form

26

6. AUTOCOMPLETE

Autocomplete was implemented in personal information fields. The pages on the Student Center are:

- Create an Account
- Talk to Us
- Resume Builder
- Cover Letter Creator
- Thank You Letter Builder
- Email/Print/PDF
- Sign In Help
- Scholarship Profile
- Your Portfolio > Your Profile > This is Me
- Your Portfolio > Your Profile > Parents/Guardians

The following personal information fields using autocomplete are as follows:

- First Name
- Last Name
- Street
- City
- State
- Zip Code
- Home Phone
- Evening Phone
- Cell Phone
- Fax Number

7. EVIDENCE DOCUMENTS

Text was added to the Evidence Documents activity to state what type of files are allowed to be uploaded and the file size limit. The accepted document forms are PDF, DOC, DOCX, JPG, PNG, and TIFF. They all have a 10MB size limit.

When a student uploads a file that does not meet the file requirement type, the error message displays in the My Evidence Documents activity.

The screenshot shows the 'My Evidence Documents' interface. At the top, there is a red error message box with the text: 'You should select a document.' and 'You should enter title for a document.' A red arrow points to this message. Below the error message is the 'Upload a document' section. It contains a light blue box with the text: 'Click Browse to find the file, then enter a title for the document and click Upload & Save. Accepted formats: PDF, DOC, DOCX, JPG, PNG, and TIFF (10MB size limit)'. A red arrow points to this text. Below this box are two input fields: 'File name and location:' with a 'Choose File' button and 'No file chosen' text, and 'Title for the document:' with a text input field. To the right of the title field is a note: 'This will become the link to click to access the file.' At the bottom of the 'Upload a document' section are two buttons: 'Upload & Save' and 'Cancel'.

My Evidence Documents > Upload a document

8. COMMON APP UPDATES

Updates were made to the Common App process in preparation for the 2023-2024 school year. Student accounts were reset. Students need to reconnect to their Common App accounts. All student forms in the Professional Center were purged and any professionals in schools using Common App need to review their Counselor Form.