Compass Reference Guide for Students

Compass uses information about the classes you take, activities you participate in, hobbies you do in your free time, and your personality to match you to Work-based Learning and career opportunities, including potential help with tuition. It is meant to be updated regularly as you progress through high school. See below for information about how to add information to your profile, how to view your results, and what you can do with that information. You can click on "Take A Tour" and you'll be walked through each of these steps, or you can watch this short YouTube tutorial for a three-minute tutorial: https://youtu.be/9eJT0UacbMY.

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Logging In

The login process is different depending on whether you are in North Dakota or a different state.

For North Dakota students: You will not need to log in to Compass. If you are connected to PowerSchool and able to access RUReady.ND.gov, you will be able to access Compass by going to Career Planning>>Learn About Yourself>>Compass Assessment. `

For students outside of North Dakota: You will be given a URL to use for logging in, usually associated with your school. That URL can be used for future logins, or you can go to https://compass.goldenpath.net. When you get to the Compass login page, simply click on "Sign up now" and follow these steps:

- Enter your email address. Ideally this would be your school email. Click on the button labeled "Email a verification code."

- Go to your email and find the email from Microsoft with a six-digit verification code.
- Copy that code and paste it into box labeled "Enter Verification Code" and click "Verify Code".
- Once the code has been verified, enter your password twice (the second time for validation), your first and last name, and you'll be logged into Compass.

When first logged in, you will be asked for some information about yourself. Enter your email address and phone number, along with your graduation year, sex, and race (the latter two are optional). You can also choose to make yourself searchable. See below for more information about that.

Your school should be prepopulated with the school associated with the URL you used to access Compass. If it isn't, choose your school. If it's not in the list, choose "Anytown USA."

Adding Information to Your Profile

Compass looks at your classes, activities, and hobbies to learn about your skills and interests, and uses that to make recommendations and matches to you that might help you with a future career.

The newly updated student home screen makes it easy to you to access your profile, results, opportunities, and activity. It also corresponds to the mobile app home screen, enabling you to seamlessly work between your computer and your phone. New alerts on the home screen will keep you informed of new opportunities and any activity awaiting your attention. The profile progress circle will let you know at a glance how much of your profile is complete.

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Here's how to complete the sections related to your Compass account:

Classes

The first piece of information you should add to your Compass Profile are the classes that you've taken so far or are currently in. Some schools have their class list pre-loaded, while some schools are assigned to a generic class list. The classes you see at first are based on the school you are assigned to, but you can choose classes from different schools if you want which can be useful if you transferred from one school to another.

The process starts by clicking "Add New". You will be able to see classes listed by name and by subject (i.e. "math"). Selecting a subject will show you classes associated with that subject. You can also start typing in the class name in the field at the top of the screen and you'll immediately see classes that match what you've typed.   Some schools have classes assigned to grades which can also be used as a filter. If you need to select classes from a different school, you can click on the drop down or start typing in the school name and/or location in the "Access another school list" section. To reset the screen, choose "Reset Filters" when that pops up.

If for some reason you cannot find a class that you're looking for, it is possible that it's not in our database and needs to be added. Click on the section "Can't find what you're looking for? Tell us about it!" and a window will open where you can type in the name of the class. We'll offer some suggestions first, and if you've confirmed it's not there check the box that says "No, the above options are not correct." Provide a quick description and submit it. It will be added to your profile, and we'll take a look and add it to the database for other students to see.

Select your desired classes by clicking the "+" sign next to each class and close the window when you're done. You can always click on "Add New" to add more classes, especially after a semester ends.

After selecting classes, you can provide additional information about those classes. This isn't required but helps provide a better assessment of your interests and skills. Click on the grade you were in when you took the class, whether you liked it or not, and how you did. You can also add comments about the class if you like, but it's not required.

The information you add will be saved to your profile. Again, we recommend coming in and updating your classes after each semester, as the more information you provide the better we can match you to opportunities.

Activities

After you've entered your classes, proceed to activities. Activities are organized things that you do outside the classroom. They cover a wide variety of things, from school-based activities like team sports or academic clubs to activities outside of school like jobs or youth activities.

Just like classes, there are categories you can use to narrow down an activity you are looking for. You can start typing in the name of the activity and add activities that we don't have in our database, the same way you did for classes.

After selecting your activity, choose which grades you were in when you did the activity. Activities that you've been in for multiple years are weighted more than activities you did for just one year. You can add information about any special role you had doing the activity (for example, treasurer of the student council or captain of the soccer team) or other information.

Hobbies

After you've entered your classes, proceed to hobbies. Hobbies are things that you like to do in your free time, from playing board games to hanging out with friends to rebuilding engines.
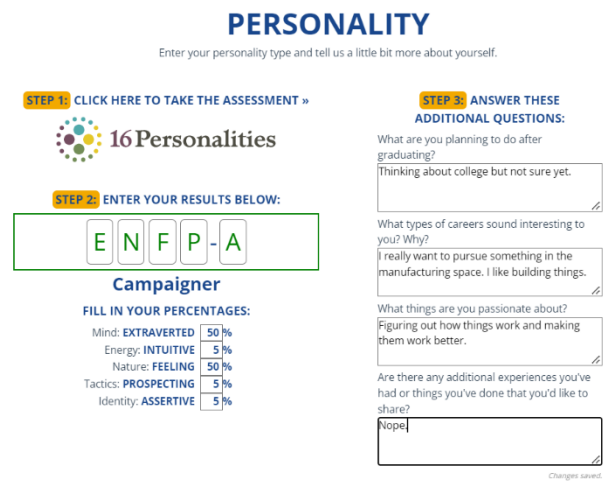
Just like classes & activities, there are groups you can use to narrow down a hobby you are looking for. You can start typing in the name of the hobby to quickly find what you're looking for or request a hobby be added that you can't find.

After picking your hobbies, select how long you've done each one. Simply click through the options from "Your Whole Life" to "Since High School". You can describe a bit more about the hobby and why you like it.

Personality

The last thing needed to complete your Compass profile is to enter your Myers-Briggs personality type. You can do a free assessment at www.16personalities.com or if you've already done it and remember your letters you can enter it into the screen. There are also questions you can answer that will be helpful for you or your school professional understand your future plans.

Tracking Progress of Your Profile

Everything that you've put into Compass so far is used to help you understand your skills and align you to work-based learning and career opportunities that are a good fit for you. As you go through high school and have more experiences, more classes, participate in more activities, Compass will get to know you better. There is a minimum amount of information that you should enter based on your grade, for example at least 5 classes for each semester, 3 activities, etc. The table below shows what you should enter based on your grade:

Grade	# of Classes		# Activities	# Hobbies	Personality
	First Half	Second Half			
9	5	10	3	7	Yes
10	15	20	4	8	Yes
11	25	30	5	9	Yes
12	35	40	6	10	Yes

To help you keep track of your progress and see what additional information to add, we've added a few tools for you. Click on the "Overall Progress" button to see how complete your profile is. You can also click on the "Percent Complete" for Classes, Activities, and Hobbies and Compass will highlight in yellow things you can do to complete your profile, including suggesting more items to add to your profile. Note that you do not have to get to 100% complete, as your Holland Codes will be generated if your profile is at least 65% complete.
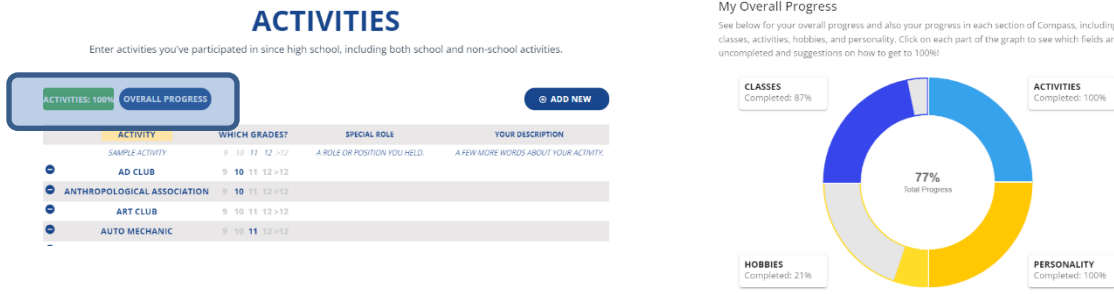
My Results

The Results section is where you get to see your skills based on the information you entered and learn about careers that might be a good fit for you. You can learn more about local companies and local careers, make some your favorites, and potentially reach out to employers you may want to get connected with.

Holland Scores

Holland Codes are used by the Federal Department of Labor to describe skills needed for certain careers. The items you entered into Compass are associated with these Holland Codes and help us understand what makes you tick. We can then align you to careers that might be a great fit for you.   Holland Codes are listed below, and you can learn more about them here.

- **R (Realistic) –** You are good using your hands.

- **I (Investigative) –** You are a good thinker and problem solver.

- **A (Artistic) –** You are creative and artistic.

- **S (Social) –** You are good at and enjoy working with people.

- **E (Enterprising) –** You like to drive things forward and lead others.

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- **C (Conventional) –** You are good with processes and numbers.

In the Results tab you'll see your Holland Scores, whether they were driven by your Classes, Activities, or Hobbies, and how they stack in relation to each other. Someone with high Social and Artistic might be a great fit for a teacher, while someone with high Realistic and Conventional might make a great carpenter.
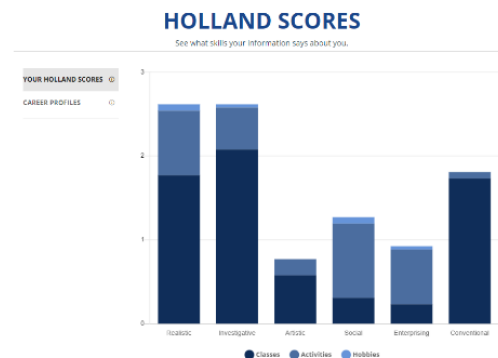
The example shows a student is high Realistic and high Investigative. Hover each bar for a quick description and your specific score.

Suggested Careers (Minnesota Only)

Suggested Careers show you generic information on which of the over 1,000 jobs tracked by the United States Department of Labor match your Holland Scores. Careers will either be a Best Fit or a Great Fit. You can expand each career, learn more about them, and find links to more information including videos, job postings, etc.

You might see some careers that seem odd in being recommended to you, but those careers need the skills you have. A good example is a surgeon and a car mechanic. Even though they are very different fields, they both require use of your hands (Realistic) and an ability to figure things out (Investigative). You will be able to filter careers down by the amount of schooling required, industry, salary, etc. so you can quickly narrow down to careers that are relevant for you.

My Opportunities

Career Profiles

Career Profiles are how specific companies want to share information with you about careers at their companies. They are either entered directly by the organization or are built by personnel at Golden Path Solutions. When we build Career Profiles, we talk with individuals that the employer thinks best represent their ideal worker. We ask them about their skills, why they are good at their job, what things they liked to do when they were a student, and what makes working at their specific company special. We also find out what education paths are the most relevant for a career at the specific company, beginning salaries, career paths, etc. All that makes it into the Career Profile and gives you a good sense of what a career at a specific

company is like. You are matched to a Career Profile using your Holland Codes, but we also share opportunities with you that you don't directly match so you can learn about careers you might not have ever heard of before.

Each Career Profile will have a card associated with it that has some important information that can be used for filtering. Below is more information.

- **Location.** This is where people in the career physically work. In one case it might be one location like Grand Forks, ND, and in others it could be multiple locations, especially if the company has multiple locations. The Location filter allows you to choose a specific location, while the Distance filter allows you to enter a Zip Code (defaulting with that of your school) and see opportunities within a certain mile radius that you can choose. By default, the filter is set to show all opportunities regardless of location or distance.
- **Schooling.** This shows you what degree is needed for the career.
- **Offering.** There are 3 offerings for a Career Profile:
    - **Available Now** – The employer would be willing to hire you if you had the skills and required education and they'll train you themselves. Usually Available Now requires a high-school diploma
    - **Sponsorship** – The employer is willing to help you pay for your post-secondary education in exchange for a work agreement. This could include a 2-year degree, 4-year degree, apprenticeship, or certification. You can learn more about the sponsorship details in the profile.
    - **Information Only** – The employer is putting their Career Profile into Compass for you to learn more about. Currently there are no Sponsorships available nor open jobs.
    - **Fit for You –** You will see if the Career Profile is a best fit, a great fit, or "Not Yet". "Not Yet" doesn't mean it's not a fit, it just means we don't have enough information to match you to the opportunity yet.

Clicking on the card and then "More Info" will open the profile. You'll be able to read the Career Profile and see if this is something you might be interested in.

You can Favorite a Career Profile, and in some cases you can check the ✅ icon to show interest. Someone from the company or from Golden Path Solutions will contact you.

There are a lot of Career Profiles available to you, so use the **Filters** to narrow down Career Profiles based on what fits you, location, distance, industry, schooling required, offering, etc. You can also type keywords into the search bar to look for career names, locations, etc. that match what you type.
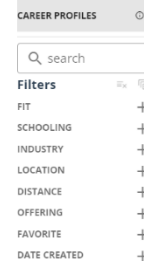
Work-based Learning

Work-based Learning opportunities are offered by employers to give you a taste of what it's like to work as a high school student. Work-based Learning (WBL) can come in the form of internships, cooperative work-experiences, summer jobs, practicums, just to name a few. Just like careers, we match you to WBL based on your Holland Scores, and you can filter by location, type of experience, industry, etc. Some WBL might have requirements to meet (i.e. age requirements, grade requirements, etc.) while others do not.

If you are a North Dakota student, Work-based Learning is accessed in RUReady.ND.gov by clicking on Career Planning>>Work-based Learning.

Events

Events are one-time activities that can also be offered by employers or organizations outside of school, usually to promote an industry or career to a large group of students. Some might be summer camps offered by large health organizations, others might be events showcasing 4-5 employers (like the T4 – Tools, Torque, Trades and Tech event). Just like Career Profiles and WBL, we use Holland Codes to match you to events that might be a good fit for you and provide you information on how to learn more.

Employer pages

In addition to searching for opportunities in Compass, you can now view employer pages to learn about individual employers. This new Compass feature highlights each employer in an easy-to-find location for you. Employer pages help you better understand who a company is, what the work culture is like, if there are opportunities that interest you, and if you can picture yourself building a career at that company.
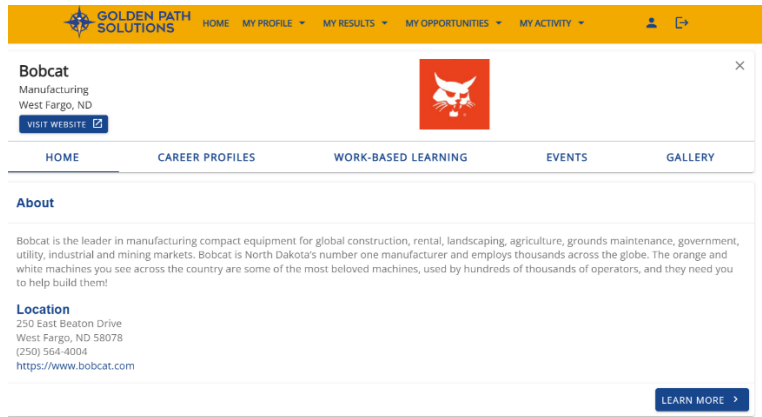
Compass Mobile App

The Compass mobile app makes it even easier for you to update your profile, search for work-based learning experiences, review Career Profiles, indicate your interest in opportunities, manage your applications, learn more about your skills, and keep in touch with employers. Notifications will keep you informed of new opportunities and upcoming tasks too.
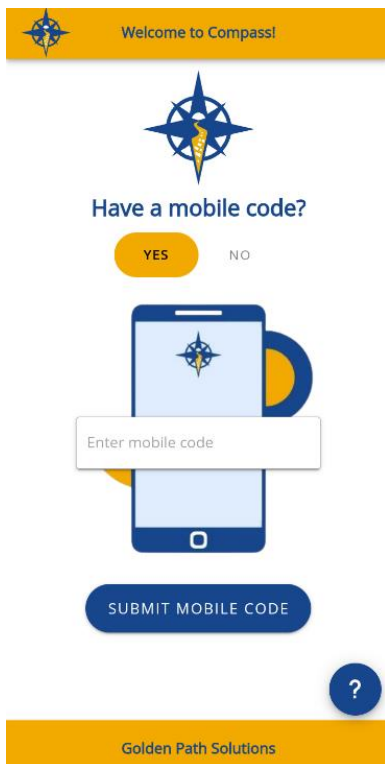

Using the app for the first time

Begin by downloading the **"Compass by Golden Path Solutions"** app from the Google Play Store or the Apple App Store. Once downloaded, open the app on your phone.

The home screen will ask if you have a **mobile code**. You will need to get your mobile code from the web application of Compass, following the instructions below. If you don't remember, just select "No" on the mobile app and you'll see similar instructions.

Note: If you haven't used Compass before, check your school email account for a **school-specific Compass URL**. Use this URL and your school email address to create your Compass account on a web browser. The URL will automatically associate you with your school's unique version of Compass, including specific classes, offerings, and more. Once you have a Compass account, you can link it to the app.

North Dakota students: Log in to Compass on your computer through RUReady.nd.gov. Select "Results" and then click "Generate Mobile Code." Type that mobile code into the home screen on the Compass app on your phone.
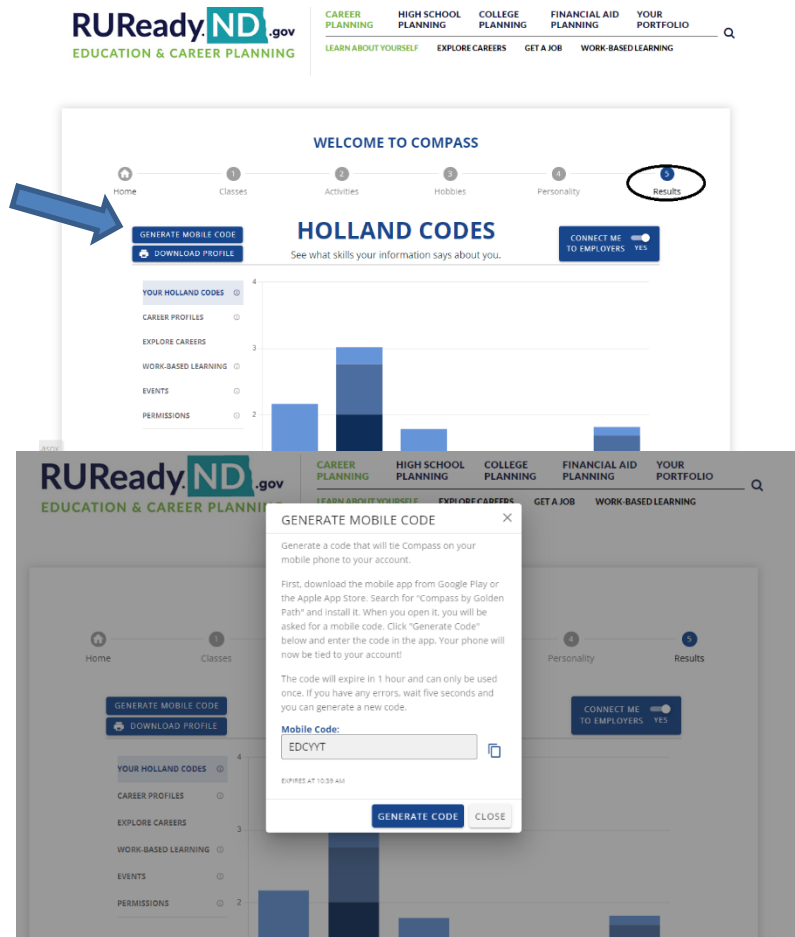

Non-North Dakota students: Log in to Compass using the URL for your school or go to compass.goldenpath.net. Select "Profile" in the top right corner and "Generate Mobile Code." Type that mobile code into the home screen on the Compass app on your phone.
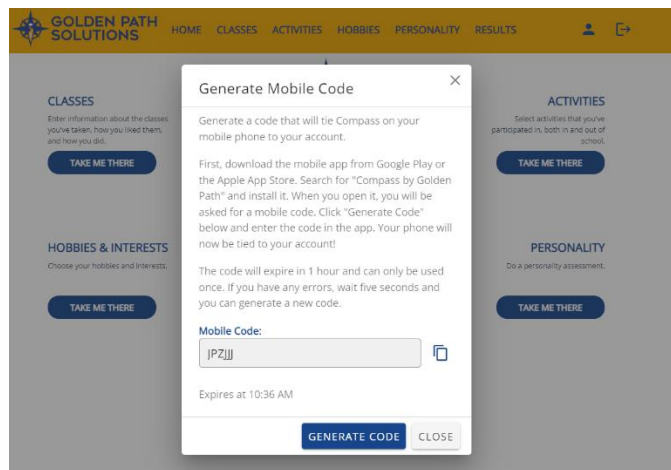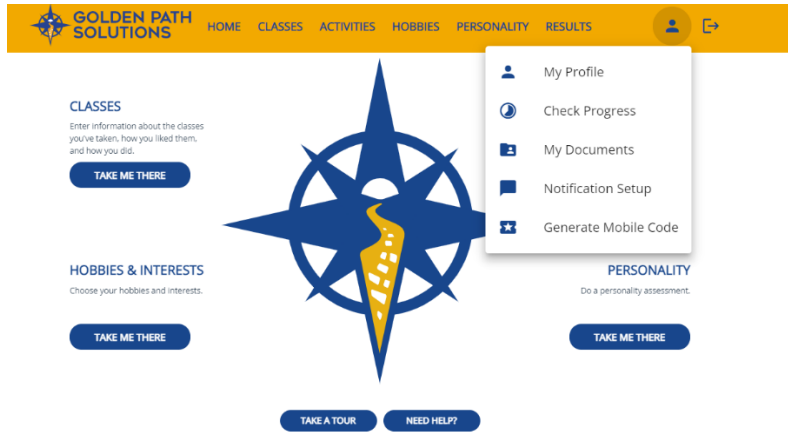
If you receive an error message during the linking process, wait 10 seconds, generate a new code on your computer, and enter that code on the app.

Your app is now **linked to your Compass account**. Spend some time familiarizing yourself with the available information, ensure your profile is updated, and review the notification settings so you don't miss out on important information.
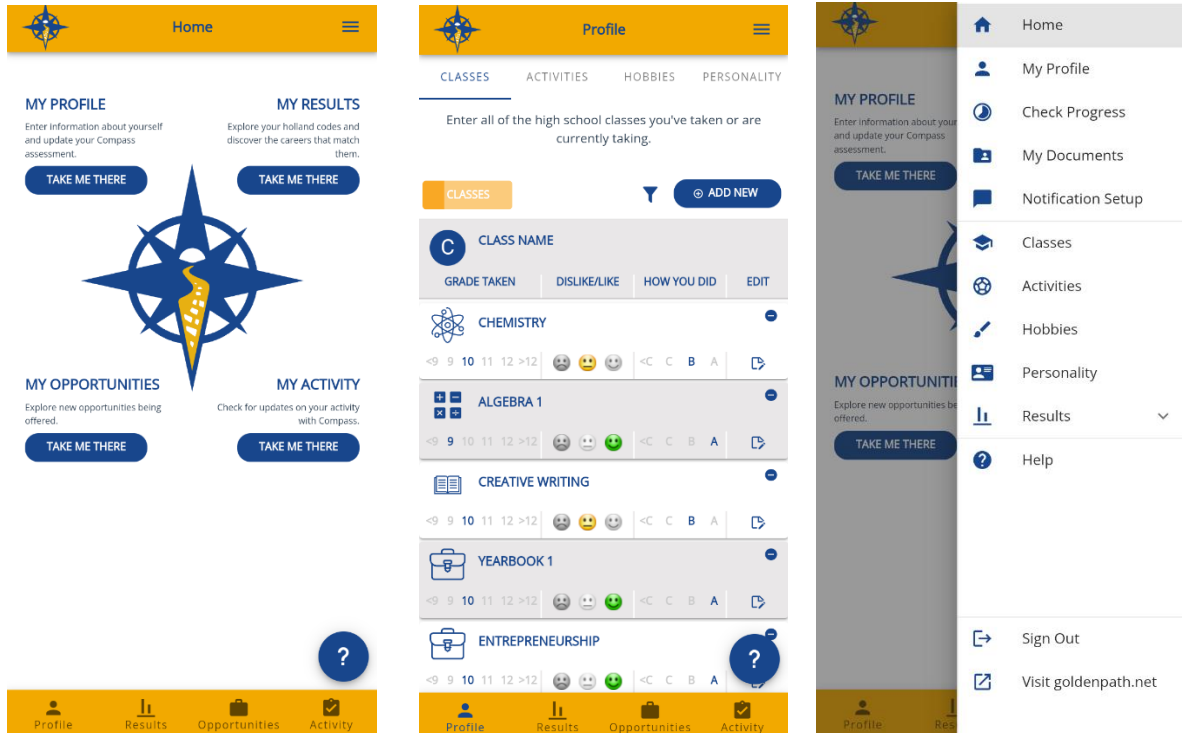
Features for North Dakota students

A few of your Compass app features are restricted because of the integration with RUReady.nd.gov. It just means that a few activities must be done from your computer instead. For example, "My Documents" will be available on your computer and you can only apply for WBLs on your computer (though you can browse them on your app). You can also select mobile notifications but not email notifications through the app.

Conclusion

We hope that this Reference Guide helps you understand more about how Compass works and how it can help you get connected with opportunities that might help you with your future planning, whether it be awareness about careers, Work-based Learning, events, or even a potential sponsorship. We encourage you to check back frequently, keep Compass up-to-date, and learn about new opportunities that are added to the system!