



**WELCOME TO STAFF
XELLO TRAINING**



WHAT IS XELLO?

**A PROGRAM TO BUILD SELF-KNOWLEDGE,
PERSONALIZED PLANS, & CRITICAL LIFE SKILLS
~ SEARCH CAREERS, COLLEGES, & LEARN MORE ABOUT
SKILLS, QUALITIES, AND FUTURE!**

**STUDENTS MUST AT LEAST DO THIS THE FIRST MONDAY
OF EACH MONTH**

LOGIN INFORMATION



Staff: School Website>Staff>XELLO>Login with school gmail address and password

Student: School Website> Students>XELLO>Login with school gmail address and password

***If student doesn't exist in Xello, email counselors.**

ASSIGNING STUDENTS



- 1) CLICK STUDENT LIST>ASSIGN STUDENTS
 - a) Click on “Filters” first to filter by grade
- 2) PUT CHECK MARK NEXT TO STUDENTS THAT ARE IN YOUR FLEX PERIOD
- 3) CLICK ASSIGN TO EDUCATOR
- 4) CHOOSE YOUR NAME AND CLICK ASSIGN
- 5) CLICK STUDENT LIST> STUDENT GROUPS> CREATE GROUP> GROUP NAME IS LAST NAME/HOMEROOM.
Ex. Bourman Homeroom
- 6) TYPE IN ALL STUDENTS NAMES THEN SAVE.

VERIFYING ASSIGNED STUDENTS



- 1) Login to XELLO**
- 2) Click XELLO word in top left corner - This is your Dashboard**
- 3) Click the number next to where it says students to view all students in your list.**
- 4) Click student name to then view what they have completed**

REMOVING STUDENTS



- 1) Click on Educators > Choose name
- 2) Scroll down to see all students
- 3) Click Unassign

YOUR INFORMATION & SETTINGS



- 1) Login to XELLO
- 2) Top Right corner shows your name and Dropdown
 - a) Can change account settings/passwords
 - b) Can view messages
 - c) New features
 - d) Support and help features

DEMO ACCOUNTS



- 1) Login to XELLO
- 2) Click on right corner “My Student Demo Account”
- 3) View As Student - See what students see, including lessons, based on their grade
- 4) View As Educator - See completed lessons for students, assignments posted, and other options

REPORTS



- 1) Login to XELLO
- 2) Click reports on bottom left sidebar
- 3) Can view completed work for any student in the school: Lessons, Assignments, Work and Engagement
- 4) Not required, but a fun tool that could be helpful

STUDENT ASSIGNED LESSONS



- 1) Each grade has a different set of lessons (4 per grade)**
- 2) Students find lessons on main dashboard when logging in**
- 3) Lessons should be completed by end of school year**
- 4) Can verify completion in your educator account:
Login>Click the number next to students at top of page> View all students and view progress**

STUDENT ASSESSMENTS



- 1) Each grade has same 4 assessments: Matchmaker, Personality Style, Mission Complete & Skills Lab**
- 2) These should be taken every year and updated annually as skills and interests often change**
- 3) Can verify completion in your educator account:
Login>Click the number next to students at top of page> View all students and view progress**

INTERESTING TIDBIT ON TRANSCRIPTS



TRANSCRIPTS: Students can request transcripts be sent through their XELLO account

Student transcripts are updated in XELLO biannually

Counselors send transcripts via XELLO and most colleges and universities accept these as OFFICIAL TRANSCRIPTS

IMPORTANT NEW FEATURE- CONNECTING WITH COMPANIES



- 1) New feature just opened and will continue to update with more companies and options
- 2) Students search any career of choice and then can search for opportunities, job shadows, apprenticeships, etc.
- 3) Search Career > Scroll down & Click

IMPORTANT NEW FEATURE- RESUME BUILDER



- 1) New feature just opened
- 2) Once students complete assessments and lessons the resume builder starts to populate information for them
- 3) Found on the “About Me” page of the student dashboard

REMEMBER



- 1) XELLO is supposed to be a fun learning experience
- 2) Please do not stress about the program as there is a lot of information and tools within XELLO that you could incorporate into your own curriculum.
- 3) Some students will complete lessons quickly. The remainder of time on Mondays can be spent exploring any other features within XELLO.
- 4) There is plenty of information to search: 500+ careers, 3,500+ schools, and 1,400+ majors
- 5) If you have a difficult student, you should contact Mr. Moody or Mr. Saloun right away

QUESTIONS OR FURTHER TRAINING



**MANY XELLO RESOURCES ARE AVAILABLE WHEN YOU
LOGIN TO YOUR ACCOUNT > CLICK THE ? ON THE
BOTTOM RIGHT OF PAGE AT ANY TIME**

**MORE TRAINING OR QUESTIONS: CONTACT MRS.
BOURMAN OR MRS. ROMBERG**