

Xello Lessons

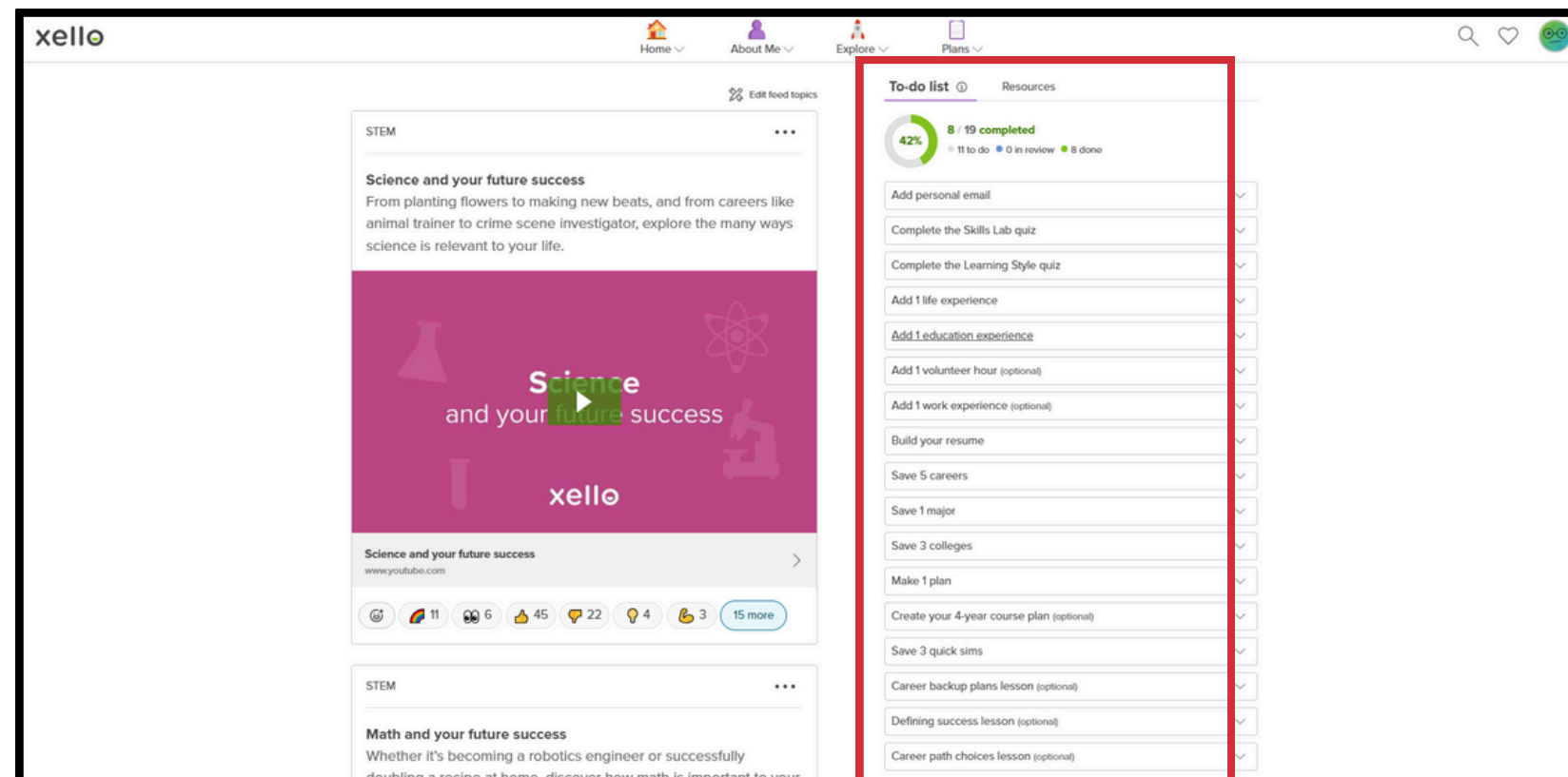
The background features abstract geometric shapes. On the left, there are several light gray diagonal bars. On the right, a dark blue area contains a large green chevron pointing upwards, a green circle, a dark blue triangle, and another green circle. Below the main title, a green rounded rectangle contains the text 'For your Educational Development Plan'. There are also two dark blue plus signs, one near the top right and one near the bottom right.

For your Educational Development Plan

How to Get Started

Let's open Xello

- Go to your ClassLink
- Find the Xello icon
- Log in, and look at your To-do List on the right side of your dashboard





+ Your To-Do List:

Assigned Lessons

If a lesson or task is listed on your to-do list, it's something you need to do this school year for your Educational Development Plan (EDP).

Your EDP is meant to help you with creating a path through high school and after high school to achieve the career you are interested in.

This can change from year-to-year, so we revisit your EDP every year.

Previous Lessons

You may have lessons or tasks in your to-do list that others in your grade do not. This is because these lessons and tasks were assigned in previous grades and you did not complete them at that time.

These are required for you to complete along with your other assigned lessons.

Optional Lessons

Some lessons and tasks have “(optional)” after them. You do not need to complete these tasks, but you absolutely may if you want to. They can provide you a lot of benefit in developing your EDP and ultimately setting yourself up for success in the career you want!

How to Navigate Xello



To-do List Lessons & Tasks

Xello makes it really easy to navigate exactly to where you need to go!

You just need to click the lesson or task to see a description, then click the blue button to go right to what you need to do!

From there, follow the instructions on the screen.

Return to Dashboard

When you complete a lesson or task, you should return to your dashboard to check on your to-do list. You can almost always get back to your dashboard in one of two ways:

1. Click “Done” or “X” in the upper right corner
2. Click on “Xello” in the upper left corner



How to Navigate This Guide



Instructions for Lessons & Tasks

From the Grade Level Guide page, click on your grade level to see the assigned lessons.

If you have lessons or tasks in your to-do list on Xello that are not listed, click on “List of All Xello Lessons” to find the lesson you want instructions for.

Return to Your Grade’s Lesson List

Once you complete a lesson, click on “Return to Grade Level Guide” found in one of the bottom corners of the page.

Then, click on your grade like before to get to the list of tasks for your grade level or “List of All Xello Lessons” to see all the lessons available.





Grade Level Guide

07 [7th Grade Lessons](#) **10** [10th Grade Lessons](#)

08 [8th Grade Lessons](#) **11** [11th Grade Lessons](#)

09 [9th Grade Lessons](#) **12** [12th Grade Lessons](#)

[List of All Xello Lessons](#)



7th Grade + Lessons

- 01. Matchmaker
- 02. Save +4 Interests
- 03. Save +2 Careers
- 04. Save +1 Career Cluster



List of All Xello Lessons




8th Grade + Lessons

- 01. Matchmaker
- 02. Personality Style
- 03. Complete 4-year Plan
in Course Planner

List of All Xello Lessons



9th Grade + Lessons

- | | |
|--|--|
| 01. <u>Matchmaker</u> | 05. <u>Save +1 Cluster</u> |
| 02. <u>Personality Style</u> | 06. <u>Save +2 Careers</u> |
| 03. <u>Learning Styles</u> | 07. <u>Save +2 Interests</u> |
| 04. <u>Add 1 Life Experience</u> | |
- 

[List of All Xello Lessons](#)



10th Grade Lessons

+

01. [Matchmaker](#)

04. [Skills Lab](#)

02. [Personality Style](#)

05. [Save +1 Career](#)

03. [Mission Complete](#)

06. [Add 1 Education Experience](#)

[List of All Xello Lessons](#)



11th Grade Lessons

+

01. [Matchmaker](#)

05. [Add +2 Skills](#)

02. [Personality Style](#)

06. [Save +3 Colleges](#)

03. [Mission Complete](#)

07. [Save +1 Major](#)

04. [Add personal
email address](#)

08. Real Game &
Save 2 Quick Sims

[List of All Xello Lessons](#)



12th Grade Lessons

+

01. Matchmaker

05. Make 1 Plan for after
high school

02. Personality Style

06. Boost Scholarship
Profile

03. Mission Complete

07. Real Game &
Save 3 Quick Sims

04. Set your After
High School Goal

08. Senior Survey

List of All Xello Lessons



List of All Lessons



Adding/Saving:

- [Interests](#)
- [Careers](#)
- [Career Clusters](#)
- [Skills](#)
- [Colleges](#)
- [Majors](#)
- [Scholarships](#)
- [Personal Email Address](#)
- Quick Sims

Experiences:

- [Add Life Experience](#)
- [Add Education Experience](#)
- [Add Volunteer/Work Experience](#)
- Create Resume

Quizzes/Surveys:

- [Matchmaker](#)
- [Personality Style](#)
- [Mission Complete](#)
- [Learning Styles](#)
- [Skills Lab](#)

Plans:

- Complete 4-Year Plan
- [After High School Goal](#)
- [Make a Plan](#)
- [Boost Scholarship Profile](#)
- Real Game
- Senior Survey

[Grade Level Guide](#)

Add Interests

What do you like?

You can either browse the categories or search for your interests!

To browse:

- Click on a category and scroll down to see a list of interests related to that category
- Click on an interest to add it to your list at the top of the page

To search:

- Use the search bar at the top of the page and type in an interest
- Suggestions will drop down; click on one to add it to your list
- If you don't see your interest, you can still add it by hitting the Enter key or clicking "Add"

To remove:

- You may have an interest listed from previous years that you're no longer interested in. That's ok!
- Just click the "X" on the corner of the interest tile



[Return to Grade Level Guide](#)

Add Skills

What can you do?

You can either browse the categories or search for your skills!

To browse:

- Click on a category and scroll down to see a list of skills related to that category
- Click on a skill to add it to your list at the top of the page

To search:

- Use the search bar at the top of the page and type in a skill
- Suggestions will drop down; click on one to add it to your list
- If you don't see your skill, you can still add it by hitting the Enter key or clicking "Add"

To review your skills:

- You can always find your skills by clicking the "About Me" icon at the top of your dashboard, then scrolling down to the bottom of the page and clicking the Skills tile



Save Clusters

What job fields might I like?

Career clusters are groups of occupations in the same field. Each cluster contains a group of jobs that require similar knowledge or skills. You can use clusters to help you navigate your career options and define your educational path.

After navigating to the task, you can:

- Read more about each cluster by scrolling down and clicking the “+” next to a cluster.
- If you’re interested in a cluster and can see yourself working in one of the sample careers or another similar career, click the checkbox next to “Add cluster as a favorite”.
- You can also add a cluster to your favorites by clicking the cluster’s tile at the top of the page.

To find your saved clusters:

- You can always find your saved clusters by clicking the heart at the upper right of your dashboard



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Save Careers

What jobs sound interesting?

You can either browse or search for careers.

To browse:

- Use the various filter and sorting options at the top of the page.
 - We recommend sorting by Matchmaker results
- To save a career you know about, click the heart on the lower right of the tile
- To read more about a career, click the tile
 - From that page, you can save by clicking “Save”

To search:

- If you already know a career you want to save, you can search for it by using the magnifying glass at the top right of your dashboard
- Type in the career, click on the option listed, and then click “Save”

To find your saved careers:

- You can always find your saved careers by clicking the heart at the upper right of your dashboard



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Save Colleges

Where would you want to go?

You can either browse or search for colleges.

To browse:

- Use the various filter and sorting options at the top of the page
 - Play around with different filters!
- To save a college you know about, click the heart on the lower right of the tile
- To read more about a college, click the tile
 - From that page, you can save by clicking “Save”

To search:

- If you already know a college you want to consider, you can search for it by using the magnifying glass at the top right of your dashboard
- Type in the college or university’s name, click on the option listed, and then click “Save”

To find your saved schools:

- You can always find your saved schools by clicking the heart at the upper right of your dashboard



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Save Majors

What do you want to study?

You can either browse or search for colleges.

To browse:

- Click on the “Save 1 major” lesson, then the blue “Explore majors” button
- Scroll down the list (sorted alphabetically) and click on a major to read more about it
- On the page about the major, you can click “Save” in the same place as the careers and colleges you have already saved.

To search:

- If you already know a major you want to consider studying, you can search for it by using the magnifying glass at the top right of your dashboard
- Type in the major, click on the option listed, and then click “Save”

To find your saved major:

- You can always find your saved majors by clicking the heart at the upper right of your dashboard

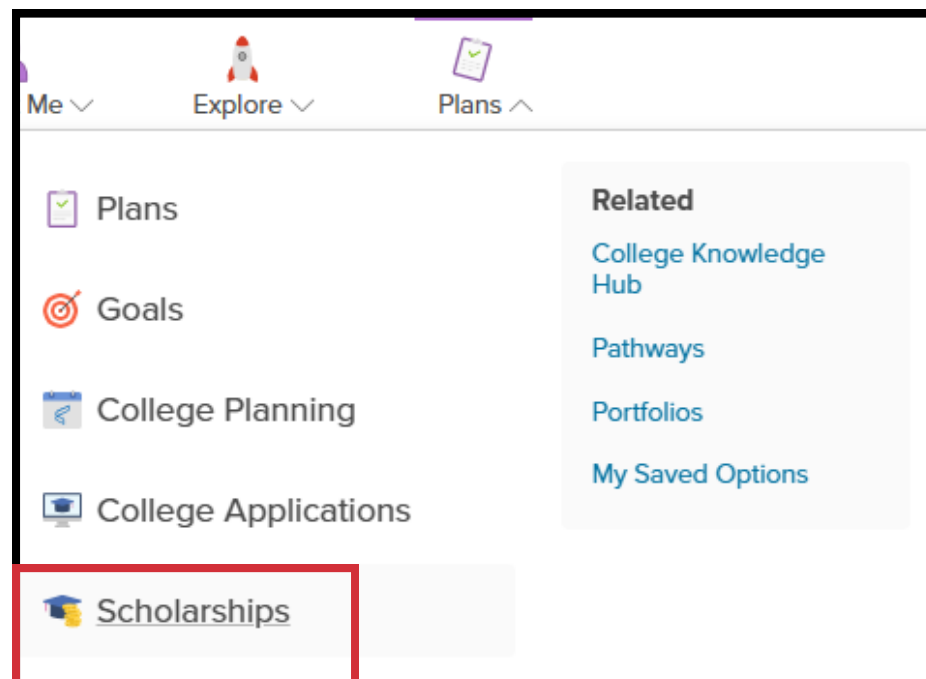


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Save Scholarships

How much can you earn?

You can find scholarships by hovering over “Plans” on the top of your Dashboard and selecting “Scholarships” at the bottom of the list.



To get better suggestions and more potential matches, go to the [“Boost Scholarship Profile”](#) lesson.

Preview the scholarships to make sure you qualify and meet the eligibility requirements.

Then click “View scholarship” for details like deadline, amount, how to apply, and contact information for the organization or person.

Don’t forget to “Save” the ones you want to apply to!

You can always find your saved scholarships by clicking the heart icon at the upper right of your dashboard.



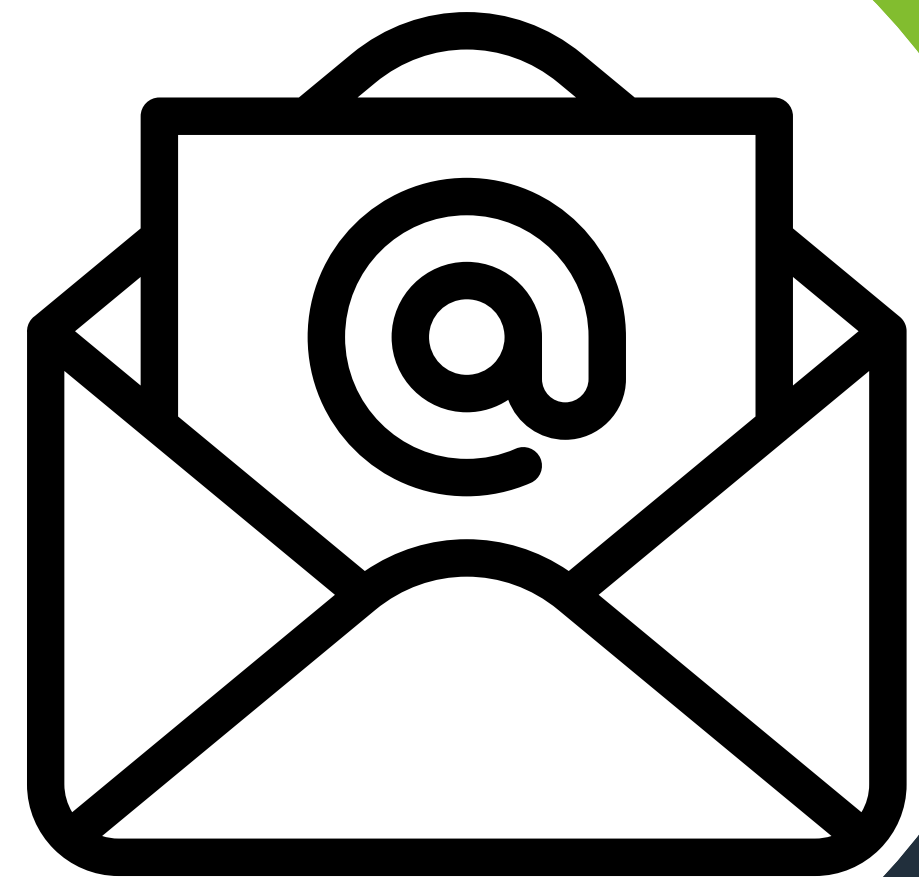
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Add Personal Email

Update your contact info

Update your contact information in your Xello profile.

Your UCS email gets deactivated after you graduate. If you need to access anything from Xello, including lessons or transcript requests, you'll need to use a personal email for your account.



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Add Life Experience

What's something you've done?

Think of something noteworthy you've done in your life recently--like a vacation, a sporting event, a performance, or any club/extracurricular.

Something that had an impact on you by being exciting, challenging, or getting you to see things in a new way.

Fill in the information on this page as best as you can.



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Add Education Experience

What's a good class you've had?

Think of an interesting class you've taken. This could be an AP, a CTE, an elective, or just your favorite class so far!

Fill in the information on this page as best as you can.

Especially focus on what you liked, what you found challenging, and what you learned in this class.



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Add Work or Volunteer Experience

How have you helped others?

Have you ever had a job somewhere or volunteered?

Awesome! Put in the details of what you did on this page. Fill everything out as best as you can, especially the reflective parts on the bottom of the page.

*We ♥ our
Volunteers*

**I ♥ MY
JOB**

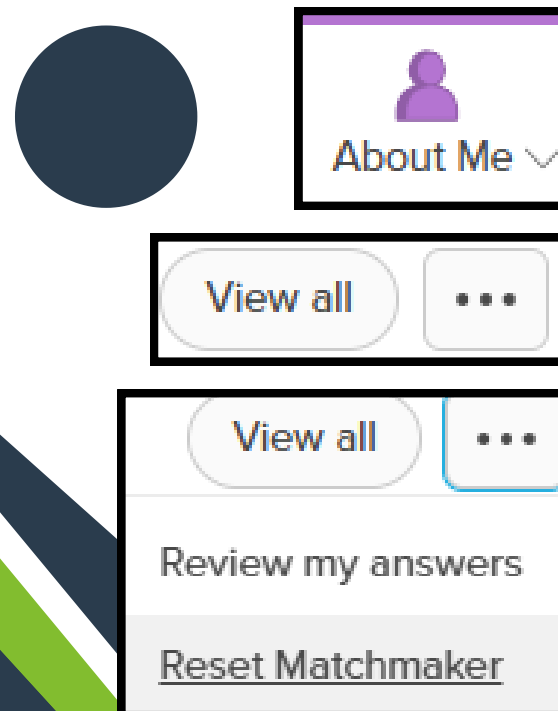
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Matchmaker



How to Reset Matchmaker



Click on the “About Me” icon at the top of your dashboard.

To the right of the Career Matches, click the 3 dots.

In the dropdown click “Reset Matchmaker”

In the pop-up, click the blue “Yes, reset” button.



How to Start Matchmaker

From this page, you can click on the Matchmaker tile to start the quiz.

Click “Launch Matchmaker”

Think about whether you want to go to college or university, join the military, enter straight into the workforce, or whether you’re not sure yet.

After you select your pathway, click “Start Matchmaker”

Matchmaker & Your Results

Continue through the questions by answering honestly how you feel about each of the prompts.

If you want to change an answer, click “Review my answers”, find the one you want to change, change it, and then click “Back to quiz”

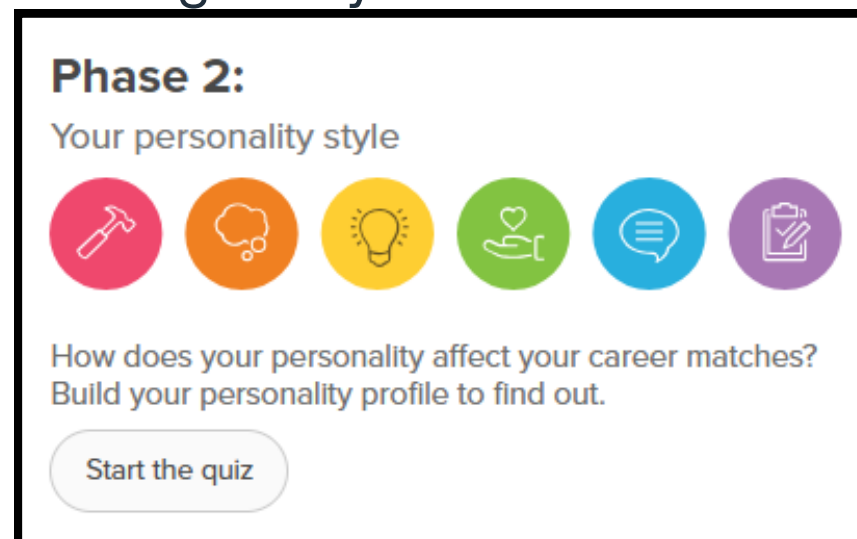
To see all your career matches, click “View all”.

If you also need to do the Personality Style quiz, you can click “Start the quiz” in the “Phase 2” tile on the right.

+ Personality Style

Starting from Matchmaker

You can start this quiz right after you finish Matchmaker by clicking “Start the quiz” in the Phase 2 tile to the right of your career results.



Starting from the Dashboard

On your To-do List, click on “Complete the Personality Style quiz” and then “Start quiz”

Click “Ready!” and then answer honestly how you feel about the activities in each of the prompts.

Like the Matchmaker, you can use the “Review my answers” button to review and change your answers.

Personality Style Results

We recommend clicking “View full results” to see more details about your personality styles and how they may influence your career path. Read through each style by using the colored tabs near the top.

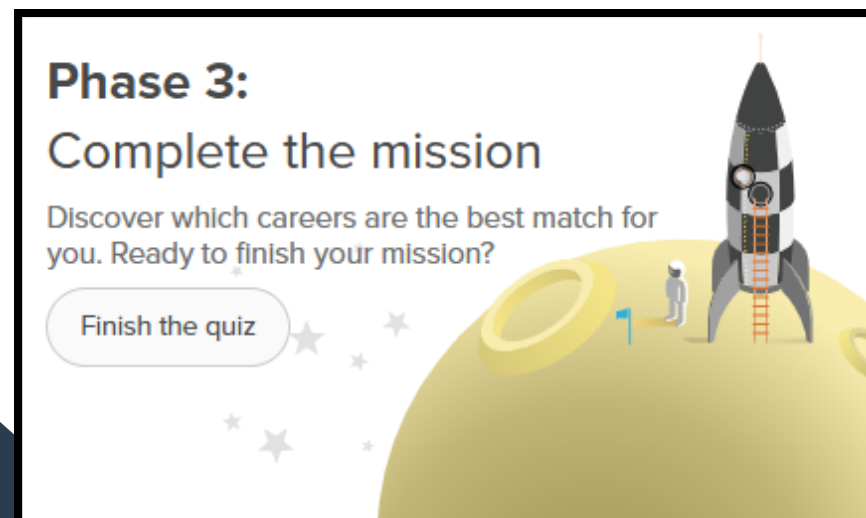
From here, you can click “Done” to return to your Dashboard, or click the back arrow in your browser window to return to the initial results page.

On the results page, you can view your updated career matches or go to [Phase 3: Mission Complete!](#)

Mission Complete

Starting from Phase 2

You can start this quiz right after you complete the Personality Style quiz by clicking “Finish the quiz” in the Phase 3 tile to the right of your personality style results.



Starting from the Dashboard

On your To-do List, click on “Complete the Mission Complete quiz” and then “Start quiz”

Click “Let’s go!” and then answer honestly how you feel about the activities in each of the prompts.

Like the previous two quizzes, you can use the “Review my answers” button to review and change your answers.

Your Career Results

Once you finish, click “View my matches” to see the careers that best fit your answers from all 3 quizzes!

You may not like all the careers suggested, and that’s ok! These careers matched to you because people who work in these jobs answered similarly to you in the quizzes you just took and they report satisfaction with their jobs.

There are a lot of factors that go into picking a career! Keep an open mind and have fun learning about new careers!

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Learning Styles

How do you learn best?

Click “Start the quiz”.

Answer each prompt. This is meant to help you know how you learn best. Help yourself by answering truthfully!

When you finish, you’ll see an overview of your learning style breakdown. If you want to retake the quiz, click “Do the quiz again”.

Take a minute to read through the description at the bottom of the page. Think about the tips suggested:

- Do you already do any of the things listed?
- What has and hasn’t worked for you?
- Would you be open to trying the other tips suggested?



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Skills Lab

What skills do you like using?

Click “Get started”.

Answer honestly with how often you would want to use the skill(s) in each prompt.

If you want to change an answer, click “Review my answers”, find the one you want to change, change it, and then click “Back to quiz”.

When you finish, you’ll see a list of suggested careers based on your answers to the quiz.

You’ll also see your skills and preferred frequency of using those skills. If you scroll down further, you can review your answers again or even reset the quiz by clicking “Do the quiz again”.

Now, when you explore careers, you can choose to sort the suggestions by your Matchmaker results, Skills Lab results, or a combination of the two (Overall match).



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After High School Goal



What comes after high school?

This is where you can indicate where you want to go after you graduate:

- More school or training
 - College, Certification Program, Apprenticeship
- Alternate route
 - Military, Workforce, Gap year
- Not sure yet

If you have already completed the Matchmaker, this task might already be completed. You can change your answer by clicking the task in the “Done” section of your To-Do List

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Make a Plan +

Start with a Career

If you choose to start your plan with a career, click “Add career”.

You can either search for a career you are interested in, or select one from your list of saved careers shown on the screen.

Click “Done” at the bottom of the page.

Click on “Add education” and select one of the pathways you plan on taking to achieve that career goal.

If needed, select the “Education or training” you plan to go for.

If needed, search for a school or select one from your list of saved schools shown.

Start with Education

If you’re maybe not sure of a specific career you want, select the Education plan by clicking “Add education”.

Select the pathway you’re interested in. Note that not all of these pathways require school!

If needed, select the “Education or training” you plan to go for.

If needed, search for a school or select one from your list of saved schools shown.

For either type of plan, edit the name of the plan at the top of the page, select your level of commitment, look at the To-do list items, and make any notes for yourself.

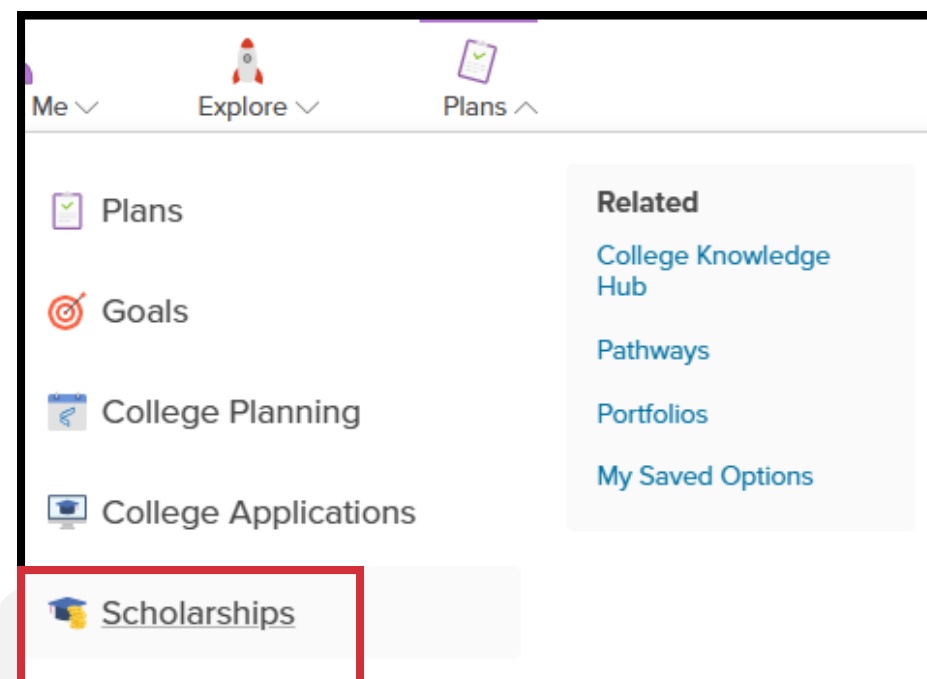
You can always come back to these plans and change them!

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Boost Scholarship Profile

Get matched with money!

Go to scholarships by hovering over “Plans” on the top of your Dashboard and selecting “Scholarships” at the bottom of the list.



Near the top of the page, you'll see your “Profile Strength” and a button to “Boost profile”

Click the button, then fill out as much information as you can across both pages. The more information you provide, the better the scholarship recommendations are.



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