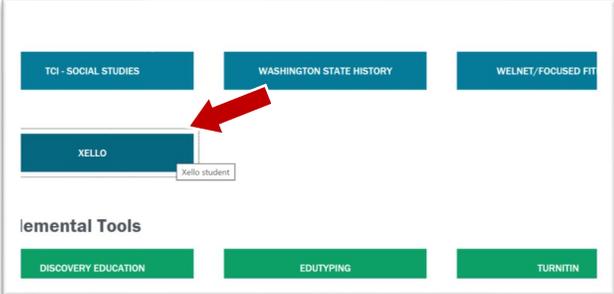
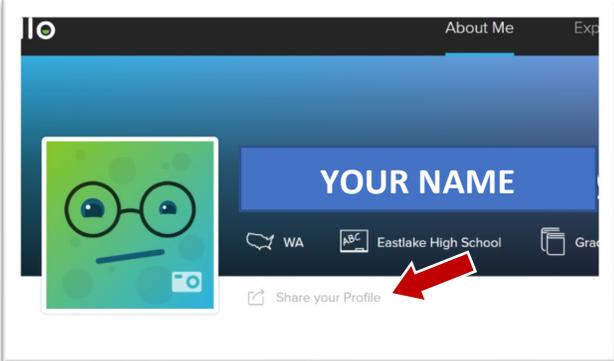


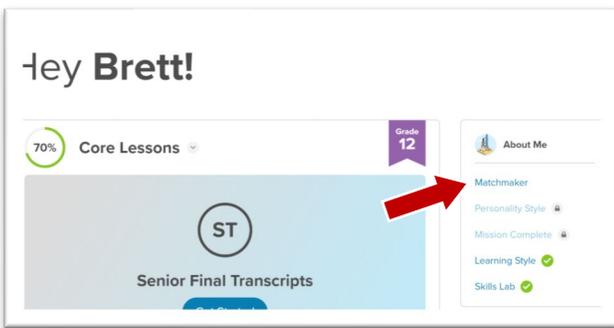
## Xello “About Me” Information

Welcome to Xello! Completing these activities are necessary for the completion of your High School and Beyond Plan, a graduation requirement. Please carefully follow the directions below. You will need to 1) Share your Xello account to your parents/guardians, 2) Complete the Matchmaker assessment, 3) Complete the Skills Lab, and 4) Save 3 careers to your profile.

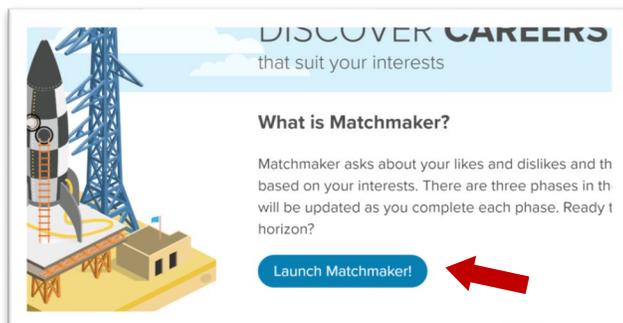
Contact Brett Muskavage ([bmuskavage@lwsd.org](mailto:bmuskavage@lwsd.org)) if you have any questions or once you have completed these tasks.

Screenshot	Directions
<h3><i>Logging In and Sharing Account</i></h3>	
	<ul style="list-style-type: none"><li>• Open an internet browser</li><li>• Go to <a href="http://www.lwsd.org">www.lwsd.org</a></li><li>• Hover over Students &amp; Families tab at the top of the page</li><li>• Click on 6-12 Online Curriculum</li></ul>
	<ul style="list-style-type: none"><li>• Under Core Curriculum, click on Xello</li></ul>
	<p>Sharing Your Account:</p> <ul style="list-style-type: none"><li>• Click on ‘About Me’ at the top of the page.</li><li>• Click on ‘Share your Profile’</li><li>• Click the blue box labeled “Share” at top right</li><li>• Turn “Share Profile” on</li><li>• Copy and paste the link</li><li>• Email the link to your parents/guardians along with a message about Xello</li></ul>

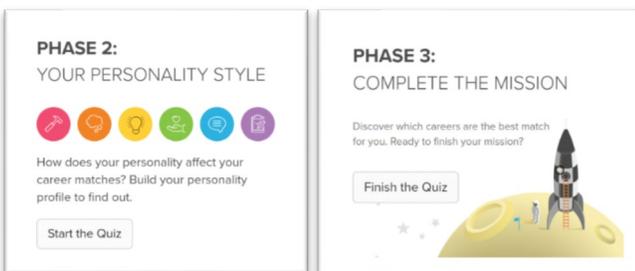
## Matchmaker Assessment



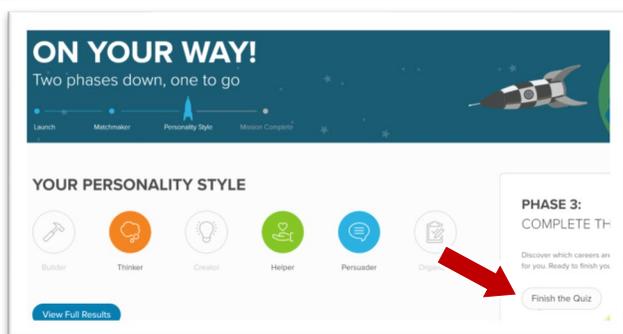
- When you log in to your profile, click Matchmaker



- Click Launch Matchmaker



- Complete Phase 2 and 3 of the Matchmaker

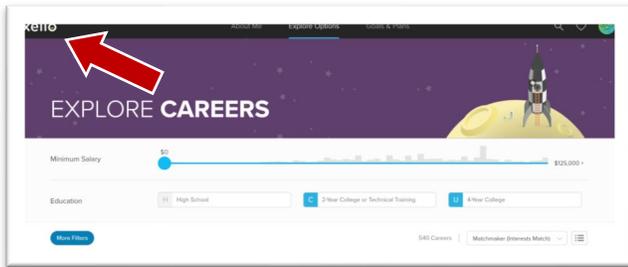


- Finish the Quiz and Complete the Mission!

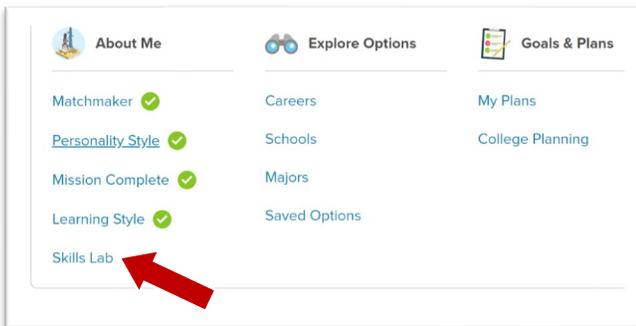


- You finished! Click to View My Matches to see which careers matched with your responses!

## Skills Lab



- Click the Xello button in the corner to return to the Home screen

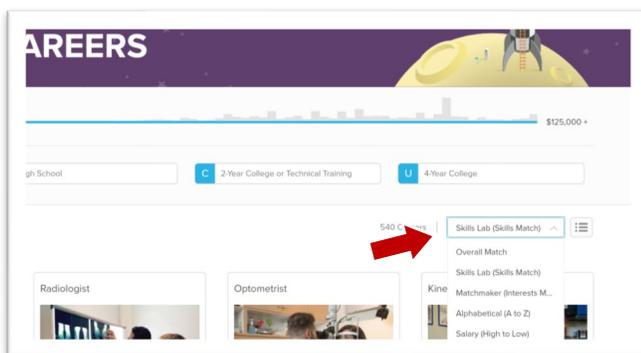


- Click on Skills Lab

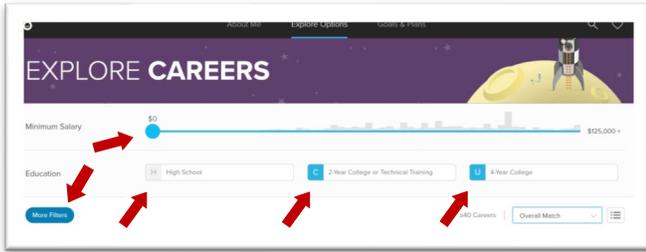


- Click Get Started

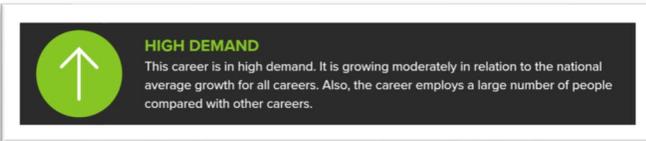
## Explore Careers and Save 3 Careers to Profile



- Once you have finished, your careers will be sorted by only the Skills Lab
- Click the drop down arrow and select Overall match



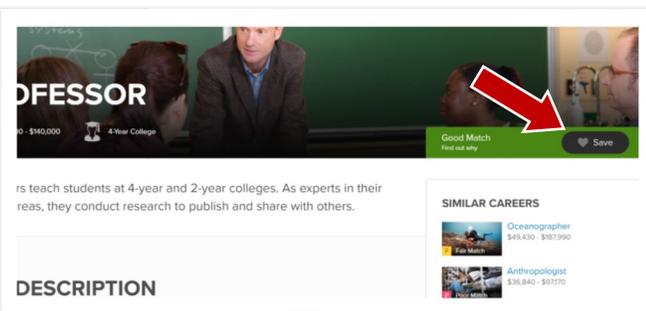
- If you see careers that don't interest you, adjust the filters
- You can filter by Minimum Salary, Education/Training Required, and Career Demand, Personality Style, and more



CORE TASKS	WORKPLACE
<ul style="list-style-type: none"> <li>✓ Coach clients on interview techniques, resume writing, and networking</li> <li>✓ Help job seekers with personal or social problems</li> <li>✓ Research labor market trends and occupations</li> </ul>	<ul style="list-style-type: none"> <li>Work for schools, colleges, governments, or employment agencies, or are self-employed</li> <li>Work indoors in offices or career centers</li> <li>40 hours a week, and some work evenings and weekends</li> </ul>

- Take some time to explore careers you are interested in
- Each career contains a plethora of information including:
  - Job Description
  - Salary range/Earnings
  - Education/Training needed
  - Similar Career Paths
  - Core tasks/duties of the career
  - Workplace environment
  - Matching personality styles
  - Detailed interviews with people in the career

TITLE / ANNUAL SALARY RANGE	REQUIREMENTS	RESPONSIBILITIES
<b>PROBATIONARY CAREER COUNSELOR</b> \$34,000 - \$45,000	<ul style="list-style-type: none"> <li>Bachelor's degree</li> </ul>	<ul style="list-style-type: none"> <li>Assist in administrative duties</li> <li>Work under the supervision of an experienced counselor</li> <li>Learn caseload management</li> <li>Interview and counsel clients</li> </ul>
<b>CAREER COUNSELOR</b> \$40,000 - \$70,000	<ul style="list-style-type: none"> <li>Master's degree</li> <li>Counseling experience</li> </ul>	<ul style="list-style-type: none"> <li>Handle administrative duties</li> <li>Counsel clients</li> <li>Plan and conduct workshops</li> <li>Administer and review individual tests</li> <li>Strategize with clients</li> <li>Collect employment information and school applications</li> </ul>
<b>DIRECTOR OF COUNSELING</b> \$55,000 - \$100,000	<ul style="list-style-type: none"> <li>At least 10 years of counseling work</li> </ul>	<ul style="list-style-type: none"> <li>All the duties of a counselor, plus department management</li> <li>Oversee all guidance services for</li> </ul>



- When you find some careers you like, Click Save and it will save the career to your profile
- Save a total of 3 careers

**Finished!**

You should now have completed the following:

- Sharing your account
- Matchmaker Assessment
- Skills Lab Assessment
- Saving 3 Careers to Profile