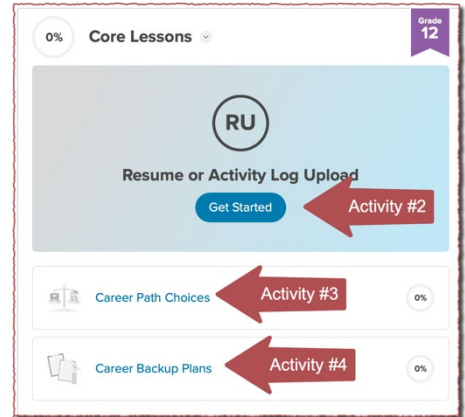


ASYNCHRONOUS ACTIVITIES (12TH GRADE) – OCTOBER 12, 2022

High School and Beyond Plan (HSBP) Grade-Level Activities (A Graduation Requirement)

12th Grade HSBP Required Activities in Xello:

- Activity 1. **Log in to Xello** via ClassLink
- Activity 2. Complete the **Resume or Activity Upload** Core Lesson in Xello
- Activity 3. Complete the **Career Path Choice** Core Lesson in Xello
- Activity 4. Complete the **Career Backup Plans** Core Lesson in Xello

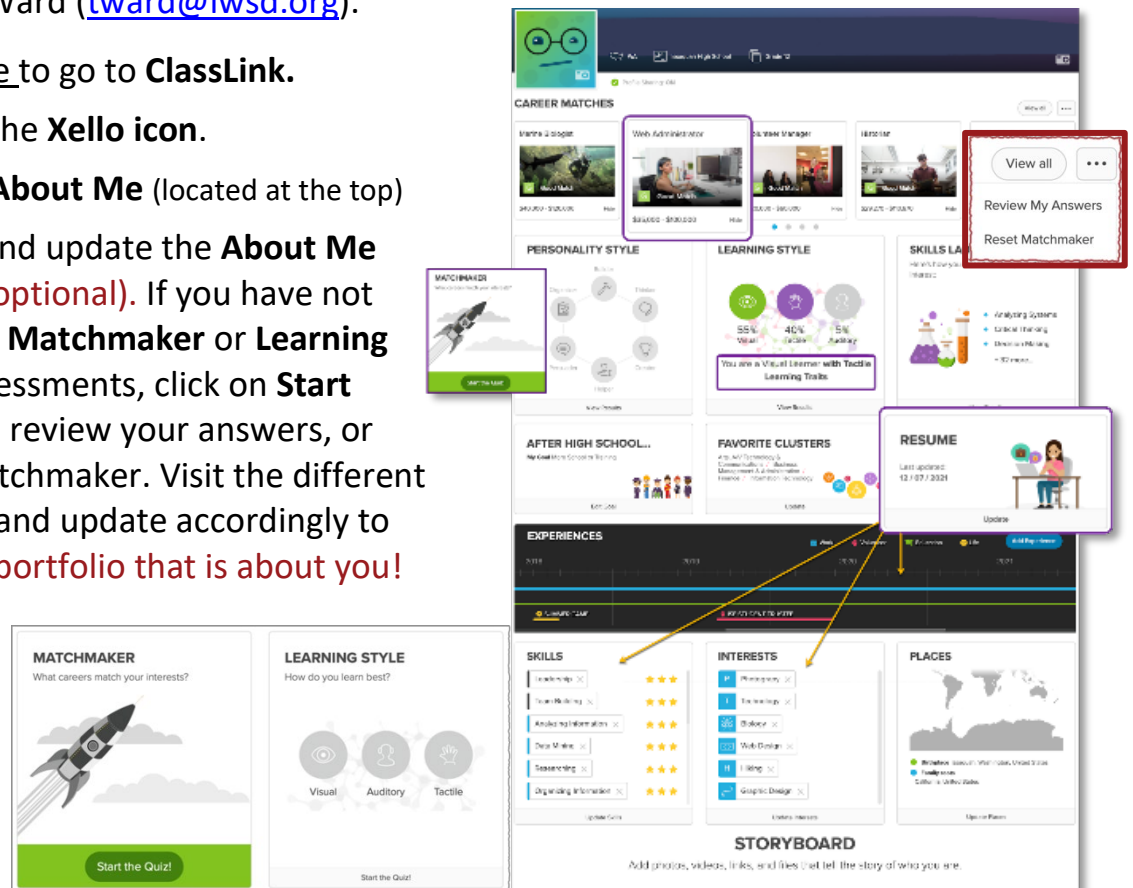


If you have previously completed any grade-level HSBP plan requirements, your steps to complete each activity may differ slightly from the steps outlined in this document. If you have any questions, contact Mr. Ward at tward@lwsd.org or on the [HSBP Activities and Assignments](#) channel on Teams.

Activity #1: Log in to Xello

You can log in to Xello from your [ClassLink account](#). If you have any trouble logging into Xello, contact Mr. Ward (tward@lwsd.org).

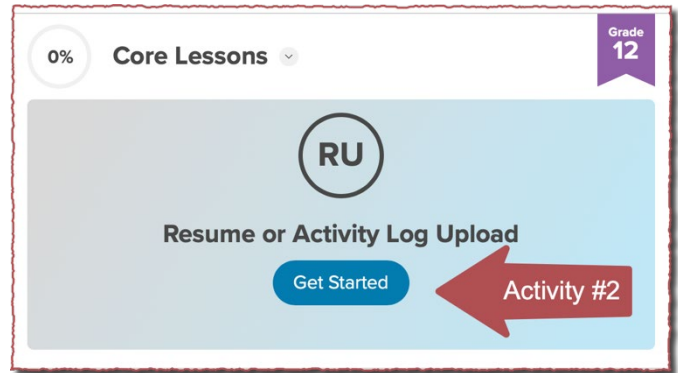
- Step 1. Click [here](#) to go to **ClassLink**.
- Step 2. Click on the **Xello icon**.
- Step 3. Click on **About Me** (located at the top)
- Step 4. Review and update the **About Me** section (*optional*). If you have not done the **Matchmaker** or **Learning Style** assessments, click on **Start the Quiz**, review your answers, or reset Matchmaker. Visit the different sections and update accordingly to create a **portfolio that is about you!**



Activity #2: Resume or Activity Log Upload

Upload your resume or activity log to Xello:

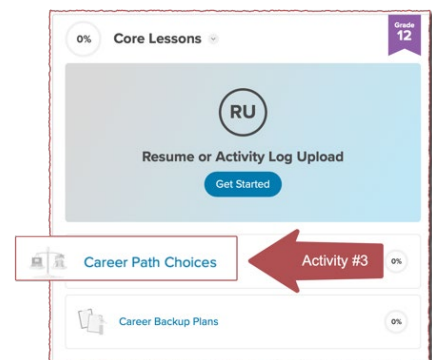
- Step 1.** From your Dashboard, click on the **Get Started** button under **Resume or Activity Log Upload** located in the **Core Lessons** box.
- Step 2.** Read and follow the instructions for how to create a resume.
- Step 3.** If you use the **Resume Builder** in Xello to create a resume, download it in PDF or in the Rich Text option.
- Step 4.** Click on the **Attach Files** to upload your resume to Xello.
- Step 5.** Click **Turn In** when complete.



When you have fully completed the task, the progress bar at the top of the page will show 100%. Then click on the Done button to return to the main page. On this page, you'll now see a **green checkmark** next to the **Resume or Activity Log Upload** core lesson showing you successfully completed this activity.

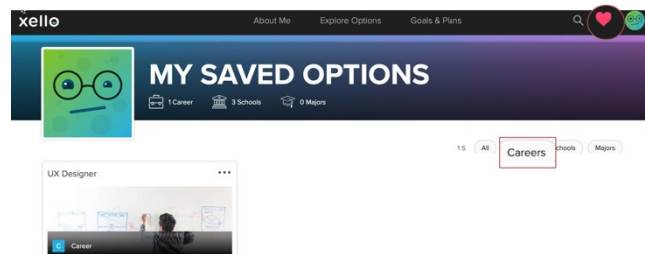
Activity #3: Career Path Choices

This exercise will guide you in exploring how career development is a process of constant change, how flexibility and adaptability can help you continually explore your career options, and the importance of re-evaluating your interest, skills, etc., to identify the need or desire for a career change, If you have not saved at least **5 interests** and **3 Careers**, you must complete the **prerequisite** lessons first.



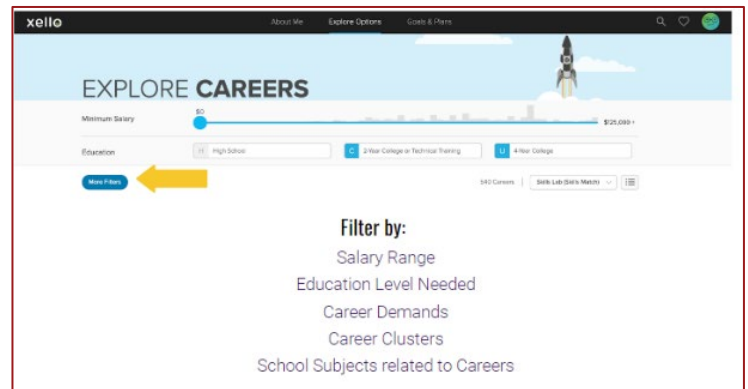
Part 1 of Activity 3: Prerequisite 1 (if needed): Save 3 Careers

Check to see if you have Saved Careers already. Click on the **Heart Icon** in the upper right corner. If you have **Saved Careers**, you will see the number listed next to the briefcase icon on the left. If you have **three** careers saved, skip ahead to the next section (**Saving Interests**). If not, you will need to add a few to your account now.

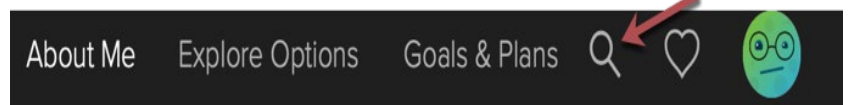


There are different options to explore careers in Xello:

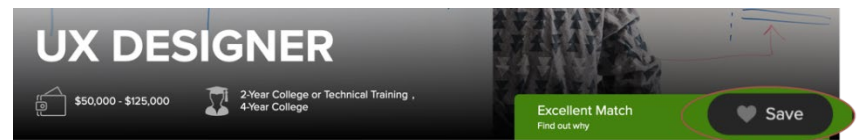
Option 1. **Using Filters to Explore Careers** – Under **Explore Options** click on **Careers**. On this page, you can explore careers by browsing the list, and setting filters to narrow the list to careers of interest. Click on the blue **More Filters** button, and then select filters to narrow your search.



Option 2. **Search (Magnifying Glass)** - You can also search for careers of interest. Click on the **magnifying glass** icon in the upper right, and then enter a search term and click enter to see the results.



! Don't forget to save careers of interest! When you find a career of interest. Click the **heart icon** to save it to your Xello account.

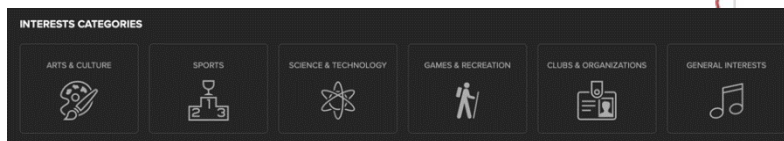


Part 2 of Activity 3: Prerequisite 2 (if needed): **Save 5 Interests**

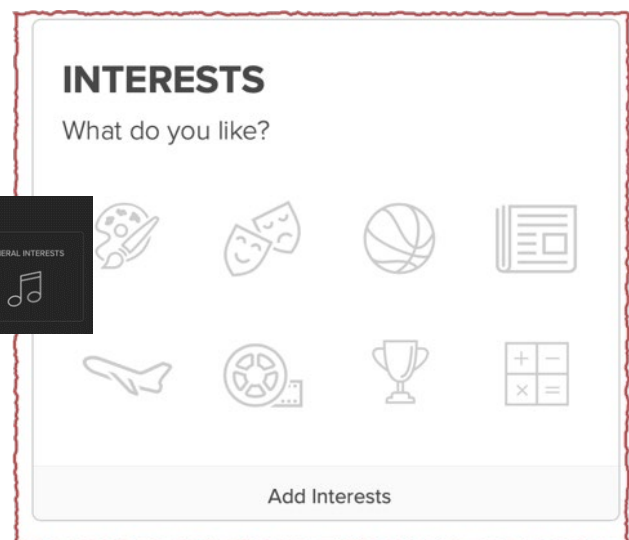
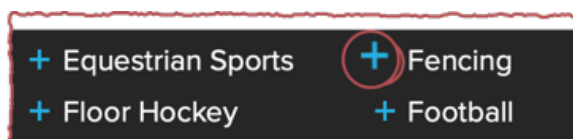
Step 1. **About Me** – Click on the **About Me** link at the top of the page. Scroll down.

Step 2. **Interests** – Click on the **Interests** section.

Step 3. **Category** - You can click on any **category**.



Step 4. **Add Career** - Click the **+ sign** to an Interest to add it to your account.



Activity #3: Career Path Choices CONTINUED

Part 3 of Activity 3: **Complete Career Path Choices** Core Lesson

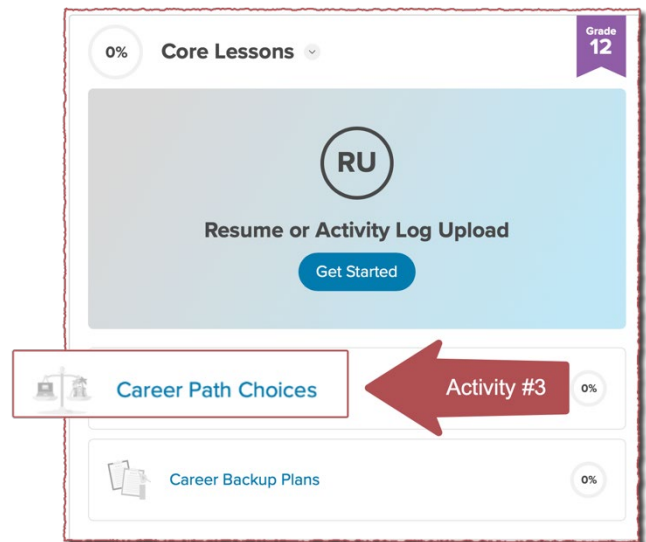
Step 1. (Core Lesson) **Get Started**

Click on Xello in the upper left corner to return to the main page. On the left under **Core Lessons**, click on the **Career Path Choices**.

Step 2. (Core Lesson) **Follow Prompts**

Follow the directions on each page, as they will you through the exercise.

When you have fully completed the progress bar at the top of the page will show 100%. Then click on the **Done** button to return to the main page. On this page, you'll see a **green checkmark** next to the **Career Path Choices** lesson.



Activity #4: Career Backup Plan

Step 1. (Core Lesson) **Get Started**

Click on Xello in the upper left corner to return to the main page. On the left under Core Lessons, click on the Career Path Backup Plan. Prerequisite: Save 3 Careers you Like. Note: You should have already saved at least 3 careers of interest after completing the Career Path Choices Lesson. If not, Complete the Career Patch Choices lesson before completing this lesson.

Step 2. (Core Lesson) **Follow Prompts**

Follow the directions on each page, as they will you through the exercise.

When you have fully completed the progress bar at the top of the page will show 100%. Then click on the **Done** button to return to the main page. On this page, you'll see a **green checkmark** next to the **Career Backup Plan** lesson.

